

folio-q4.aws.indexdata.com/users/view/28hd7205-251f-4dc3-ac69-0f6c15352178?filters=pg.undergrad&layer=open-accounts&sort=Name

Users Inventory Check out Check in Requests Codex Search ERM Data Import eHoldings eUsage Finance Apps

Fees/Fines - Hammes, Wilfred Augustine (Undergrad)  
Outstanding Balance: 6.75

Open Closed All

Open fees/fines for Hammes, Wilfred Augustine (Undergrad)  
Outstanding Balance: 6.75 Selected: 6.75

New Pay Waive Refund Transfer

| <input checked="" type="checkbox"/> | Date Created | Date Updated | Fee/Fine Type      | Billed | Remaining | Payment Status | Fee/Fine Owner    | Instance (Item Type) | Barcode | Call Number | Due Date | Returned Date |
|-------------------------------------|--------------|--------------|--------------------|--------|-----------|----------------|-------------------|----------------------|---------|-------------|----------|---------------|
| <input checked="" type="checkbox"/> | 1/14/2019    | 1/14/2019    | Purchase SD Card   | 12.00  | 3.01      | Paid Partially | Main Circ Desk    | -                    | -       | -           | -        | ...           |
| <input checked="" type="checkbox"/> | 1/14/2019    | 1/14/2019    | Purchase USB Drive | 15.00  | 3.01      | Paid Partially | Main Circ Desk    | -                    | -       | -           | -        | ...           |
| <input checked="" type="checkbox"/> | 1/14/2019    | 1/14/2019    | Weekly Bus Pass    | 7.75   | 0.73      | Paid Partially | Main Admin Office | -                    | -       | -           | -        | ...           |

**STEP 1:** Create several open fees/fines (or use the 3 from Example1.pdf)

**STEP 2:** Go to the Open tab of Fees/Fines History

**STEP 3:** Select all fees/fines

**STEP 4:** Press Pay button to pay the 3 fees/fines

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Fees/Fines - Hammes, Wilfred Augustine (Undergrad)  
Outstanding Balance: 6.75

Open fees/fines for Hammes, Wilfred Augustine (Undergrad)  
Outstanding Balance: 6.75 Selected: 6.75

| Date Created | Date Updated | Fee/Fine Type      | Billed | Remaining | Payment Status | Fee/Fine Owner |
|--------------|--------------|--------------------|--------|-----------|----------------|----------------|
| 1/14/2019    | 1/14/2019    | Purchase SD Card   | 12.00  | 3.01      | Paid Partially | Main C Desk    |
| 1/14/2019    | 1/14/2019    | Purchase USB Drive | 15.00  | 3.01      | Paid Partially | Main C Desk    |
| 1/14/2019    | 1/14/2019    | Weekly Bus Pass    | 7.75   | 0.73      | Paid Partially | Main A Office  |

Pay Fee/Fine

Partially paying 3 fees/fines for a total amount of 1.00

Total owed amount: 6.75  
Selected amount: 6.75  
**Payment amount\*:** 1.00  
Remaining amount: 5.75

Payment type\*  
Cash

Transaction information  
Enter check #, etc.

Additional information  
Enter more information about the fee/fine payment (optional)

Notify patron

Cancel Pay

STEP 5: Pay a small amount on the fees/fines (so that they are still available for further testing)

STEP 6: Press the Pay button (and Confirm the payment)

**STEP 7: Note that the 3 fees/fines are still checked and that the remaining amounts have been updated--everything worked as it should**

Fees/Fines - Hammes, Wilfred Augustine (Undergrad)  
Outstanding Balance: 5.75

Open Closed All

Open fees/fines for Hammes, Wilfred Augustine (Undergrad)  
Outstanding Balance: 5.75 Selected: 5.75

| <input checked="" type="checkbox"/> | Date Created | Date Updated | Fee/Fine Type      | Billed | Remaining | Payment Status | Fee/Fine Owner    | Instance (Item Type) | Barcode | Call Number | Due Date | Returned Date |
|-------------------------------------|--------------|--------------|--------------------|--------|-----------|----------------|-------------------|----------------------|---------|-------------|----------|---------------|
| <input checked="" type="checkbox"/> | 1/14/2019    | 1/14/2019    | Purchase SD Card   | 12.00  | 2.68      | Paid Partially | Main Circ Desk    | -                    | -       | -           | -        | -             |
| <input checked="" type="checkbox"/> | 1/14/2019    | 1/14/2019    | Purchase USB Drive | 15.00  | 2.68      | Paid Partially | Main Circ Desk    | -                    | -       | -           | -        | -             |
| <input checked="" type="checkbox"/> | 1/14/2019    | 1/14/2019    | Weekly Bus Pass    | 7.75   | 0.39      | Paid Partially | Main Admin Office | -                    | -       | -           | -        | -             |

New Pay Waive Refund Transfer

Users - FOLIO | Log in - FOLIO | Users - FOLIO | 132.248.67.129

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Users | Inventory | Check out | Check in | Requests | Codex Search | ERM | Data Import | eHoldings | eUsage | Finance | Apps

Fees/Fines - Hammes, Wilfred Augustine (Undergrad)  
Outstanding Balance: 5.75

Open | Closed | **All**

**All fees/fines for Hammes, Wilfred Augustine (Undergrad)**  
Outstanding Balance: 5.75 Selected: 5.75

New Pay Waive Refund Transfer

| <input checked="" type="checkbox"/> | Date Created | Date Updated | Fee/Fine Type      | Billed | Remaining | Payment Status | Fee/Fine Owner    | Instance (Item Type) | Barcode | Call Number | Due Date | Returned Date |     |
|-------------------------------------|--------------|--------------|--------------------|--------|-----------|----------------|-------------------|----------------------|---------|-------------|----------|---------------|-----|
| <input checked="" type="checkbox"/> | 1/14/2019    | 1/14/2019    | Purchase SD Card   | 12.00  | 2.68      | Paid Partially | Main Circ Desk    | -                    | -       | -           | -        | -             | ... |
| <input checked="" type="checkbox"/> | 1/14/2019    | 1/14/2019    | Purchase USB Drive | 15.00  | 2.68      | Paid Partially | Main Circ Desk    | -                    | -       | -           | -        | -             | ... |
| <input checked="" type="checkbox"/> | 1/14/2019    | 1/14/2019    | Weekly Bus Pass    | 7.75   | 0.39      | Paid Partially | Main Admin Office | -                    | -       | -           | -        | -             | ... |
| <input checked="" type="checkbox"/> | 1/14/2019    | 1/14/2019    | Rent Carrel        | 25.25  | 0.00      | Paid Fully     | Main Circ Desk    | -                    | -       | -           | -        | -             | ... |
| <input checked="" type="checkbox"/> | 1/14/2019    | 1/14/2019    | Weekly Bus Pass    | 7.75   | 0.00      | Paid Fully     | Main Admin Office | -                    | -       | -           | -        | -             | ... |
| <input checked="" type="checkbox"/> | 1/14/2019    | 1/14/2019    | Rent Carrel        | 25.25  | 0.00      | Paid Fully     | Main Circ Desk    | -                    | -       | -           | -        | -             | ... |

STEP 8: Now go to the All tab of Fees/Fines History (where there should be closed fees/fines listed)

STEP 9: Select all fees/fines listed

STEP 10: Press the Pay button. Nothing will happen.

**STEP 11: Uncheck all of the fee/fine boxes**

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Fees/Fines - Hammes, Wilfred Augustine (Undergrad)  
Outstanding Balance: 5.75

All

New Pay Waive Refund Transfer

| <input type="checkbox"/> | Date Created | Date Updated | Fee/Fine Type      | Billed | Remaining | Payment Status | Fee/Fine Owner |
|--------------------------|--------------|--------------|--------------------|--------|-----------|----------------|----------------|
| <input type="checkbox"/> | 1/14/2019    | 1/14/2019    | Purchase SD Card   | 12.00  | 2.68      | Paid Partially | Main C Desk    |
| <input type="checkbox"/> | 1/14/2019    | 1/14/2019    | Purchase USB Drive | 15.00  | 2.68      | Paid Partially | Main C Desk    |
| <input type="checkbox"/> | 1/14/2019    | 1/14/2019    | Weekly Bus Pass    | 7.75   | 0.39      | Paid Partially | Main A Office  |
| <input type="checkbox"/> | 1/14/2019    | 1/14/2019    | Rent Carrel        | 25.25  | 0.00      | Paid Fully     | Main C Desk    |
| <input type="checkbox"/> | 1/14/2019    | 1/14/2019    | Weekly Bus Pass    | 7.75   | 0.00      | Paid Fully     | Main A Office  |
| <input type="checkbox"/> | 1/14/2019    | 1/14/2019    | Rent Carrel        | 25.25  | 0.00      | Paid Fully     | Main C Desk    |

Pay Fee/Fine

Paying 0 fees/fines for a total amount of 0.00

Total owed amount: 5.75  
Selected amount: 0.00  
**Payment amount\*:** 0.00  
Remaining amount: 5.75

Payment type\*  
Select type

Transaction information  
Enter check #, etc.

Additional information  
Enter more information about the fee/fine payment (optional)

Notify patron

Cancel Pay

**STEP 12: The Pay Fee/Fine modal pops up indicating that you are paying 0 fees/fines for a total of 0.00**