Add Credit to a Patron's Account

Do you charge fines at your library? Would you like a way to accept a payment greater than the fine amount and add the rest as credit to a patron's account? You can, using Web Librarian.

There are two ways you can do this.

Camille has had this book out for too long, maybe she read it twice because it's that good, so when we bookdrop it we get an overdue fine payment window.
She owes 2.40, and let's say she wants to give us a $5 to pay the fine and go towards any more overdues.

We enter a payment of 2.40 here, process the payment, then, down below, go to the Charges Tab, the Credit subtab, and add a credit for the remainder amount.
You can also print a receipt for this credit.

Next time a payment window comes up we can have her pay directly from her credit.

The other way requires an extra step, but it all depends on how you want the Credit and Payment recorded.

Jeff here has been exploring the wilds of Utah and forgot this book in his backpack. His parents are here to pay the fine, and they foresee the need for more payments in the future. So we bookdrop the book, then close the payment window. Go to Charges, Credits, and add a credit for the $5 they want to pay.

Now go to the Charges tab, select that overdue charge, and click Make Payment. Change the Payment Amount to 0.00, and input the fine amount in the Pay From Credit field. Press OK.

You can see the remaining Credit under Credits, Payment notes under Payments, and all activity is recorded in your log.

That's it!