



FRONTLINE FUND ACCOUNTING PROCEDURES

If your staff perform frontline fund accounting, please have them assign fines and fees as follows:

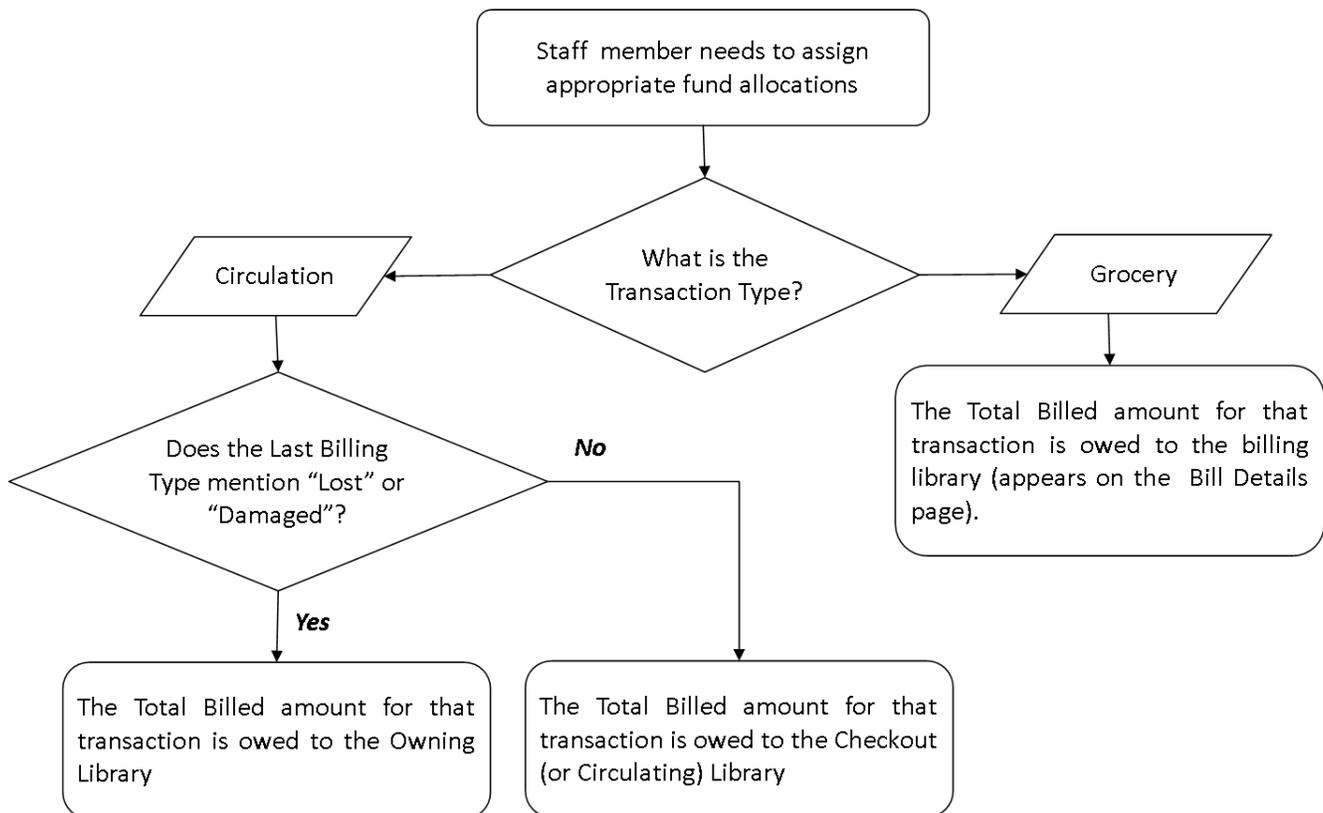
Circulation:

- Circulation Lost or Circulation Damaged: All fees associated with a lost or damaged item (including circulation fees) belong to the owning library
- All other Circulation fees belong to the circulating library

Grocery:

- All "Grocery" fees belong to the billing library

PROCESS FLOWCHART



SAMPLE PROCESS

A patron's Billing Summary page appears as follows:

Current Bills

Total Owed: 34.00 **Refunds Available: 0.00**

Total Checked: 34.00 **Credit Available: 0.00**

Pay Bill

Payment Type: Cash

Payment Received:

Annotate Payment

Red Items are still Checked Out
Actions for Selected Transactions

#	Balance Owed	Type	Last Billing Type	Checkout ...	Owning ...	Start	Total Billed	Total Paid	Title	Paymen...
1	✓ 3.00	circulation	Long Overdue	ABCPL	ABCPL	9/12/12 10:48 AM	25.00	22.00	Far Away	0.00
2	✓ 5.00	circulation	Overdue materials	ABCPL	ISLI	9/20/12 12:40 PM	5.00	0.00	Fun In Indy	0.00
3	✓ 25.00	circulation	Lost Processing	ABCPL	ISLI	10/16/13 10:56 ...	25.00	0.00	Fun In Indy	0.00
4	✓ 1.00	grocery	Copies			10/22/13 11:03 ...	1.00	0.00		0.00

Voided this session: 0.00

Change Due Upon Payment: 0.00

Convert Change to Patron Credit

	Payment	Change	Owed	Billed	Paid
Pending:	0.00	0.00	Total: 34.00	56.00	22.00
Checked:			34.00	56.00	22.00

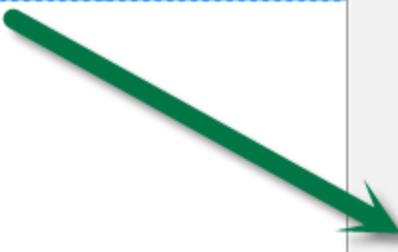
The first 3 bills are "Circulation" type transactions. Line 1 and 2 do not mention lost or damaged fees and are assigned to the circulating (Checkout) library. Line 3 is associated with a lost item and the fees are assigned to the Owning library.

Please note that there are 2 circulations for the same item represented here (Fun In Indy). This demonstrates how bills are assigned if an item is overdue, renewed, and then later declared lost. The original circulation fees remain with the circulating library while any new circulation fees associated with the lost item are tied to the new transaction which is owed to the owning library.

For the "Grocery" type bill, the staff member must open up "Full Details" (either by right clicking on the selected line or selecting the line and then clicking on "Actions for Selected Transactions" to bring up the menu).

1	✓ 3.00	circulation	Long Overdue	ABCPL	ABCPL	9/12/12 10:48 A
2	✓ 5.00	circulation	Overdue materials	ABCPL	ISLI	9/20/12 12:40 P
3	✓ 25.00	circulation	Lost Processing	ABCPL	ISLI	10/16/13 10:56
4	✓ 1.00	grocery	Copies			10/22/13 11:03

- Show in Catalog
- Show Item Details
- Void All Billings
- Refund
- Add Billing
- Full Details



Immediately under the patron's name in the bill's Full Details screen is the library that assessed the fee.

LOOK, MARIA: 32132132132132

Summary

ABCPL: Awesome Book City Public Library 

Bill #	1282	Total Billed	1.00
Type	grocery	Total Paid	0.00
Start	10/22/13 11:03 AM	Balance Owed	1.00
Finish		Renewal?	

Bills

#	Amount	Billing Type	Note	Voided	When	
1	1.00	Misc	Copies	No	10/22/13 11:03 AM	

List Actions ▾ Edit note Void selected billings

Payments

#	Amount	Note	Payment Type	Staff	When	Workstation	

List Actions ▾ Edit note

Close Window

So, for this patron, assuming she chose to fully pay off her account, the bills would be assigned as follows:

- #1: \$ 3.00 -> ABCPL
- #2: \$ 5.00 -> ABCPL
- #3: \$25.00 -> ISLI
- #4: \$ 1.00 ->ABCPL

The Awesome Book City PL would deposit \$9 locally and \$25 into the Evergreen Indiana Fund.