

# INTRA-EVERGREEN INDIANA PAYMENT PROGRAM

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Indiana State Library



# FRONTLINE NEWS

- Frontline staff may accept payments for fines and fees on behalf of all Evergreen members.
- Cash, check or credit card payments are all eligible forms of payment.
- Daily reconciliation reports break out who the monies belong to, so frontline staff don't have to figure it out on the fly.

















# FINDING THE REPORTS















Welcome to Evergreen










## Circulation and Patrons

-  **Check Out Items**   
(Retrieve Patron By Barcode)
-  **Check In Items** 
-  **Register Patron(s)** 
-  **Search For Patron By Name** 
-  **Pull List for Hold Requests** 
-  **Locate Address in Map** 
-  **Notices** 

## Item Search and Cataloging

- 
-  **Advanced Search** 
  -  **Item Status / Display** 
  -  **MARC Batch Import / Export** 
  -  **z39.50 Import** 
  -  **Copy Buckets** 
  -  **Record Buckets** 

## Administration

-  **Get Help with Evergreen**
-  **Reports** 
-  **Edit Receipt Templates** 
-  **Evergreen Member Directory** 
-  **Payment Reconciliation Reports** 

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Powered by EVERGREEN



# DAILY RECONCILIATIONS



## Evergreen Indiana Payment Reconciliation System

[Invoices](#)   [Payments](#)

### Most Recent

[2013-10-12-daily.html \(.csv\)](#)

### Next Most Recent

[2013-10-09-daily.html \(.csv\)](#)

[2013-10-08-daily.html \(.csv\)](#)

[2013-10-05-daily.html \(.csv\)](#)

[2013-10-04-daily.html \(.csv\)](#)

[2013-10-03-daily.html \(.csv\)](#)

[2013-09-30-daily.html \(.csv\)](#)

[2013-09-28-daily.html \(.csv\)](#)

[2013-09-27-daily.html \(.csv\)](#)

[2013-09-24-daily.html \(.csv\)](#)

[2013-09-23-catchup-september.html \(.csv\)](#)

[2013-08-31-correction-august.html \(.csv\)](#)

[2013-07-31-correction-july.html \(.csv\)](#)



# DAILY DETAILS

| Payment ID | Payment Type | Payment Amount | Payment Workstation | Payment Library | Billing Library | Billing Type                     | Item Barcode   | Patron Barcode | Billing Note     | Payment Note                      |
|------------|--------------|----------------|---------------------|-----------------|-----------------|----------------------------------|----------------|----------------|------------------|-----------------------------------|
| 123456     | Cash         | \$0.50         | ISLI-Circ1          | ISLI            | AMPLA           | Overdue Materials                | 12312312312312 | 98798798798712 |                  |                                   |
| 654321     | Check        | \$14.99        | ISLI-Circ1          | ISLI            | TTPLT           | Lost Materials                   | 12312312312313 | 98798798798721 |                  | Patron reported lost/paid-AG/ISLI |
| 456789     | Credit Card  | \$56.49        | ISLI-Circ1          | ISLI            | HMMPL           | Damaged Materials                | 12312312312314 | 98798798798732 |                  |                                   |
| 987654     | Cash         | \$10.00        | ISLI-Circ1          | ISLI            | JCPLS           | Lost Materials Processing Fee    | 12312312312315 | 98798798798754 |                  |                                   |
| 159847     | Check        | \$24.89        | ISLI-Circ1          | ISLI            | JNPLJ           | Lost Materials Processing Fee    | 12312312312316 | 98798798798765 | SYSTEM-GENERATED |                                   |
| 951263     | Credit Card  | \$10.00        | ISLI-Circ1          | ISLI            | BTPLB           | Damaged Materials Processing Fee | 12312312312317 | 98798798798787 |                  |                                   |
| 159623     | Cash         | \$0.75         | ISLI-Circ1          | ISLI            | LBPLL           | Overdue Materials                | 12312312312318 | 98798798798798 |                  |                                   |

| Date       | Total    |
|------------|----------|
| 10-16-2013 | \$117.62 |



# EVERGREEN INDIANA PASS- THROUGH FUND

- Fund established in 2011 or when library joined Evergreen Indiana (*EIMA* pgs 10-11)
- Monies appearing on the daily reconciliation should be deposited/accounted for using the Evergreen Indiana Pass-Through Fund.





# GETTING THE MONEY HOME

- Quarterly, the Indiana State Library will generate a set of invoices for each member library reflecting the monies owed to and from your library.
- The ISL functions as a clearinghouse to minimize the number of payments issued.



# INVOICES & PAYMENTS



## Evergreen Indiana Payment Reconciliation System

[Invoices](#)

[Payments](#)

**Most Recent**

**[2013-10-12-daily.html \(.csv\)](#)**





# INVOICES



**Evergreen Indiana Payment Reconciliation System**

Quarterly Reports

Most Recent

[2013Q3-invoice.pdf](#)



## Evergreen Indiana Patron Payment Reconciliation

**Bill to:**

YOUR LIBRARY  
123 NORTH MAIN STREET  
ANYTOWN, IN 46204

**Remit to:**

INDIANA STATE LIBRARY  
BUSINESS OFFICE, MARTHA JANE RINGEL  
315 WEST OHIO STREET  
INDIANAPOLIS, IN 46202

| Description   | Amount         |
|---|----------------|
| Lost / damaged fees collected on behalf of other Evergreen Indiana Libraries between 07/01/2013–09/30/2013  | \$59.98        |
| Other fines and fees collected on behalf of other Evergreen Indiana Libraries between 07/01/2013–09/30/2013 | \$36.00        |
| <b>Total Amount Due</b>   | <b>\$95.98</b> |

Payment due in full within 30 days of receipt

Make checks payable to the Indiana State Library.

If you have any questions concerning this invoice, please contact Evergreen Indiana Coordinator Anna Goben at (317) 234-6624 or by email at [agoben@library.in.gov](mailto:agoben@library.in.gov).



# PAYMENTS



## **Evergreen Indiana Payment Reconciliation System**

**Quarterly Reports**

**Most Recent**

**[2013Q3-payment.pdf](#)**



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**Remit to:**

YOUR LIBRARY  
 123 NORTH MAIN STREET  
 ANYTOWN, IN 46204

| Description   | Amount          |
|---|-----------------|
| Lost / damaged fees collected on behalf of other Evergreen Indiana Libraries between 07/01/2013–09/30/2013  | \$76.21         |
| Other fines and fees collected on behalf of other Evergreen Indiana Libraries between 07/01/2013–09/30/2013 | \$83.25         |
| <b>Total Amount Due</b>   | <b>\$159.46</b> |

Payment due in full within 30 days of receipt

Make checks payable to the Your Library.

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# NEW POLICY

- On October 8, 2013, the Executive Committee voted to approve a change to the assignment of circulation fees:
  - “On issuance of the 45-day notice or declaration of loss or damage, the associated circulation fees are reassigned to the owning library.”
- Bundled transactions result in simplified reports



# QUESTIONS?

Anna Goben

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317-234-6624

