

Clear REFUND in Destiny after it is cleared in IC:

Below is a screen shot that shows how to clear the refund in Destiny after a fine was assessed and paid and then the book is found.

So, the book is Lost, becomes a Fine and Destiny tells IC. In IC, the student has a fine (let's say \$5.00).

The student pays \$5 and IC tells Destiny that the student paid. So in both IC and Destiny, the student's balance is \$0 due.

The tricky part here is that if the student returns the book now, Destiny will show a balance owed (\$5 for the book refund owed). When the student pays in IC, IC shows the refund, but it can't write it back to Destiny. You have to clear the refund manually in this case only.

To clear the refund, click the Update button (see screen shot) when you are in Edit Fine in Destiny.

\*Note: IC will show the refund is due after you check the book in to Destiny, but double check with your bookkeeper and be sure the refund has been paid before you clear the refund in Destiny.

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The screenshot displays the Destiny library system interface. At the top, the browser address bar shows the URL: <http://destiny.adams12.org/circulation/servlet/handlefineviewform.do>. The page header includes the Adams12 Five Star Schools logo and navigation tabs: Home, Catalog, Circulation, Reports, and Back Office. The main content area shows a confirmation dialog box with the text: "Are you sure you want to clear the fine/refund? Note: If you only want a receipt and keep the fine/refund, select the Print It button." Below the dialog box, the fine details are displayed: "Checked Out Library: 3 / Textbooks: 0", "Overdue Library: 0 / Textbooks: 0", "Holds Ready 0", "Library: \$6.00 / Textbooks: \$0.00", and "Patron: \$0.00". The fine is for a student named "OverduePeriodTeacher Harris, Tamara" in Grade Level 01. The interface also includes a sidebar with options like Check Out, Check Out Text, Check In, Renew, Holds/ILL, Fines, Copy Status, Patron Status, Offline Circulation, Library Information, and Textbook Information. At the bottom right, there are buttons for "Add Fine", "View History", "Print It!", "Include off-site fines in totals", "Amount Payable", "Print Receipt", and "Update".