

10/22/2011 – How to process a fine from another school

For example, your new student owes a fine to Westview for a lost book. Destiny and IC both show a fine for lost library materials of \$15.00 owed to Westview. All the library needs to do is send the student to the school bookkeeper to pay their fine. The bookkeeper applies the \$15.00 payment in Infinite Campus (IC) and prints a receipt for the student. No funds need to be sent to Westview from your school. Once the payment has been applied, IC will send the information to Destiny to update that student's record as fine being paid. Behind the scenes in the magical world of computers, the accounting record will know that \$15.00 belongs to Westview and funds will be transferred accordingly. No special action needs to be done by your bookkeeper or library to make sure those funds are transferred.

FYI – when we have a student who wants to pay their fine, we access their patron record in Destiny and print a copy of their fine. Then we send the student with their payment and copy to the office to pay the fine. This lets the bookkeeper know what the payment is for in case she is not able to access IC at that time.