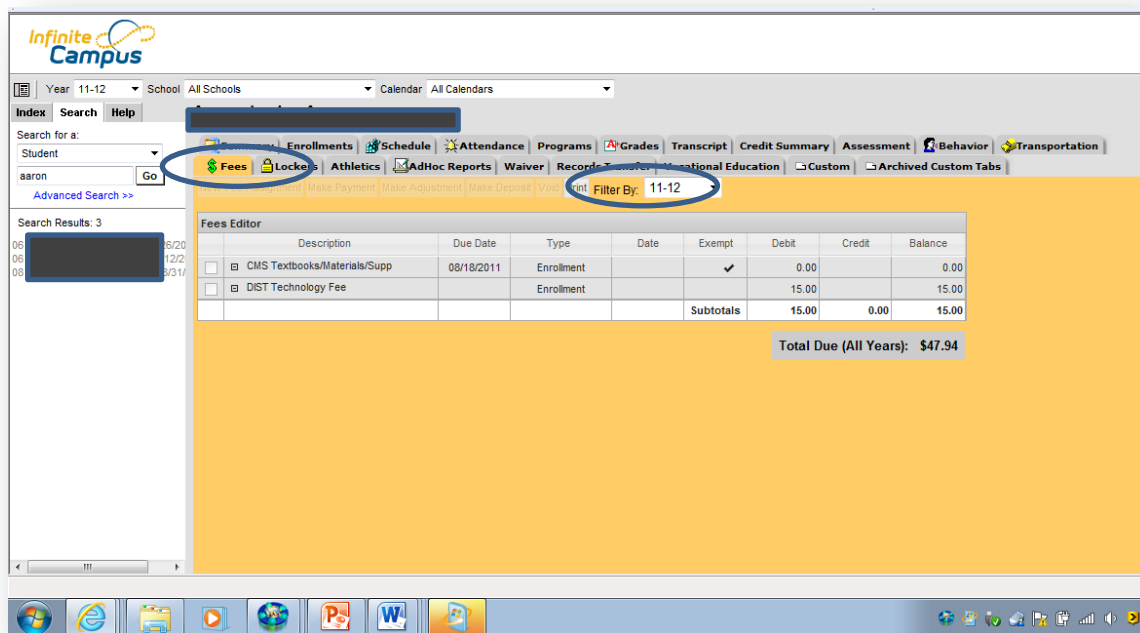


## Destiny and IC – Steps to Trouble-shoot

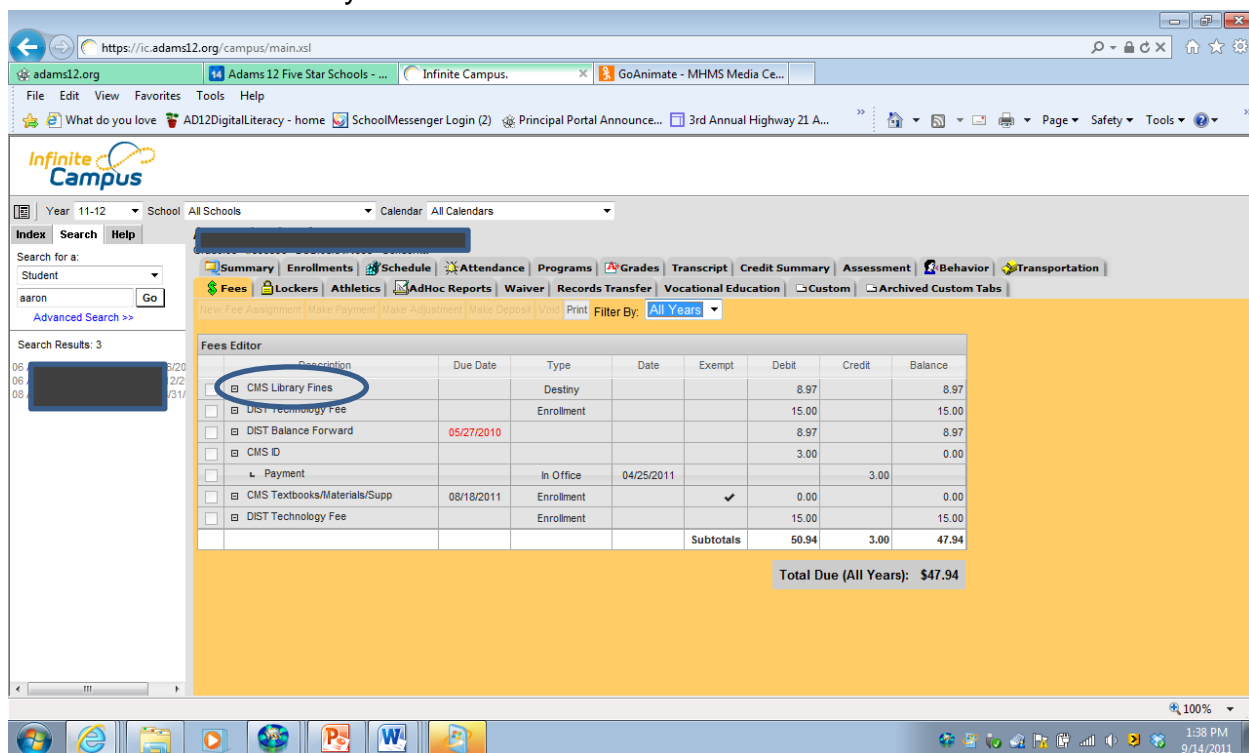
When Destiny and IC aren't communicating about a fine, follow these steps (also on wiki):

1. You or your bookkeeper should go to Infinite Campus, look up that student's record and click on the FEES tab. From the Filter By: drop-down menu, select All Years. Look for the Library Fine that is a problem.

<http://ic.adams12.org>



2. Click on the word Library Fine to see more information about the fine.



3. If the fine says Created by Chris Blasi, Destiny and IC SHOULD be talking about it. Send the details to Kim for trouble-shooting.
4. If the fine says Created by \_\_\_\_\_ or by YOU, Destiny and IC will not be talking about it. Fix the details in IC and in Destiny manually.

The screenshot shows the Infinite Campus web application interface. The 'Edit Fee Assignment' window is open, displaying the following details:

- Fee:** CMS Library Fines\*
- Amount:** \$8.97
- Due Date:** (blank)
- Comments (206 characters remaining):** CMS Text Connected Math Bits and Pieces 400082900
- Calendar:** 09-10 Century Middle School
- Created By:** (blank)
- Modified By:** (blank)

The table at the bottom shows a summary of fees:

	Debit	Credit	Balance
empt	8.97		8.97
	15.00		15.00
	8.97		8.97
	3.00		0.00
		3.00	
✓	0.00		0.00
	15.00		15.00
<b>totals</b>	<b>60.94</b>	<b>3.00</b>	<b>47.94</b>

**Total Due (All Years): \$47.94**

Feel free to contact Kim or one of the Infinite Campus support people if you are not sure how to reconcile the problem in Destiny and IC in those cases where they did not communicate.

\*Remember that your bookkeeper can find Procedures to Input Fines into IC in Starmail desktop, on the IC folder, then in Procedure, Miscellaneous, Fees.