

# **Circulation Finance Training**

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## OVERVIEW

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Borrower Financials within Amlib can be applied *manually* within the Financial window of a Borrower. Additionally charges can be applied *automatically* through fines, charges or updated from Reports.

Details of the Circulation Financial Transactions for a borrower is displayed in the Borrower Module – *Borrower Details > Borrower > Financial*.

This window details money owing for overdue, lost and damaged items, photocopies, lost cards, charges and fines for late items, as well as other charges and payments as required by the site.

The Financial Types that assist in defining the charges and payments are maintained in the Finance Module. There are some System Financial Types that cannot be deleted. Other Financial Types can be added if required for use by the site. These Financial Types can be Credit or Debit. Setups are different depending on whether sites are running *Single line* or *Double line* accounting.

Financial charges can be listed on the Table and payments made to the same line (Single line accounting), or payments made on a separate lines (Double line accounting). If the Debt Collection Module is to be used, Double line accounting must be configured and setup. It is possible to switch from Single line accounting to Double line accounting. Contact Amlib Support for the procedure on how this must be managed.

It is recommended that Double line accounting be used to ensure better integrity of financial data. Every Financial transaction can be traced so that Auditors can better account for changes to Charges and Payments, and a financial trail can be followed.

**WARNING:** Once set to be Double line Accounting it is **NOT** possible to return to Single line Accounting.

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## PARAMETERS AND DEFAULTS TO CONSIDER

Parameters that relate to the Borrower Financial Table include:

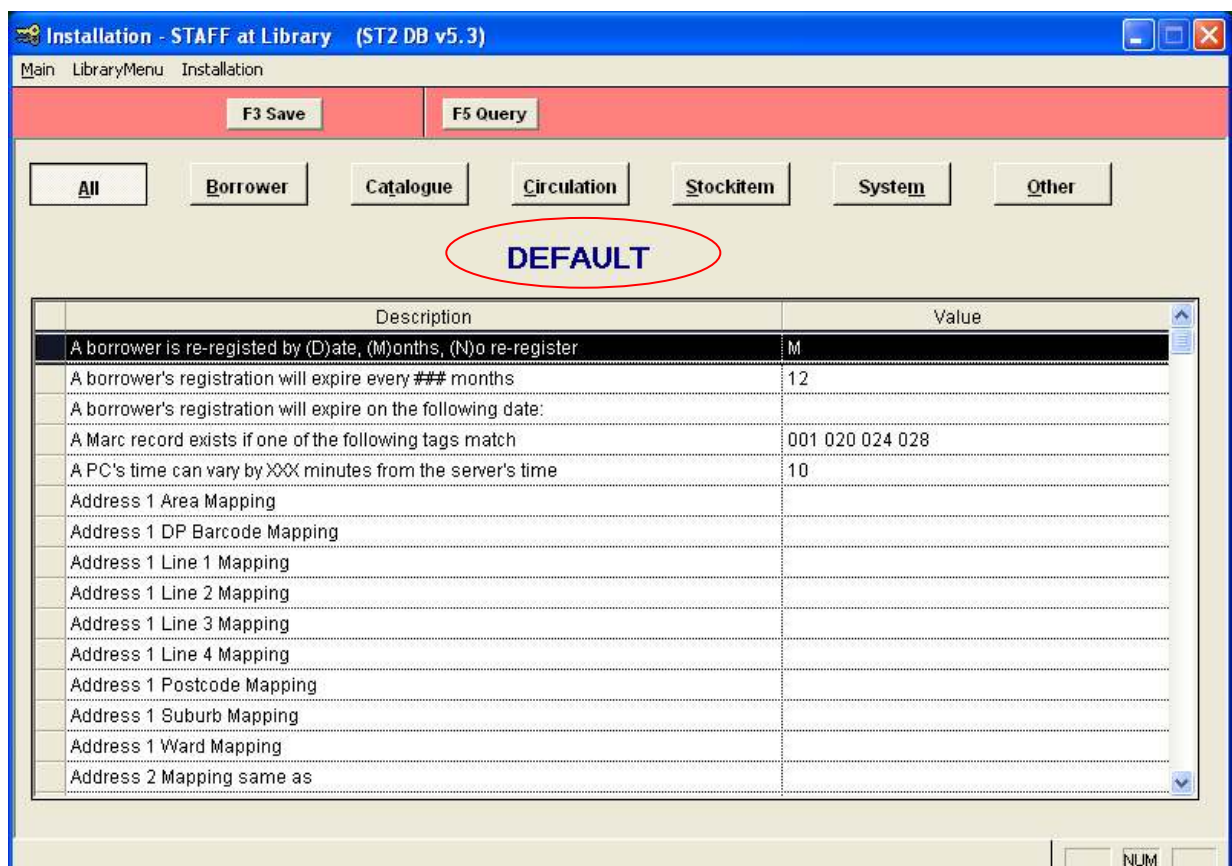
- Supervisor, Installation, [System parameters](#)
- Supervisor, Installation, [Other parameters](#)
- Supervisor, Installation, [Circulation parameters](#)
- [Borrower Types](#) – set up any Fines, Charges, Grace Periods if appropriate
- [Financial Types](#) set up in Circ Finance within the Finance Module

**Note:** Some parameters are set at the *Default* level of Supervisor, Installation only. Other Parameters are set at the *Location* level and can have different Values depending on the Location.

### Supervisor - Installation - (System) Parameters

#### DEFAULT level

1. Launch the *Amlib* client
2. Go to **Main > Supervisor > Installation**– the Installation table will display for the Default settings. This setting is ONLY available in the Default Location set of parameters



3. Click the **System** button to open the System settings
4. Check your setting for “**Use double entry accounting (Y/N)**”



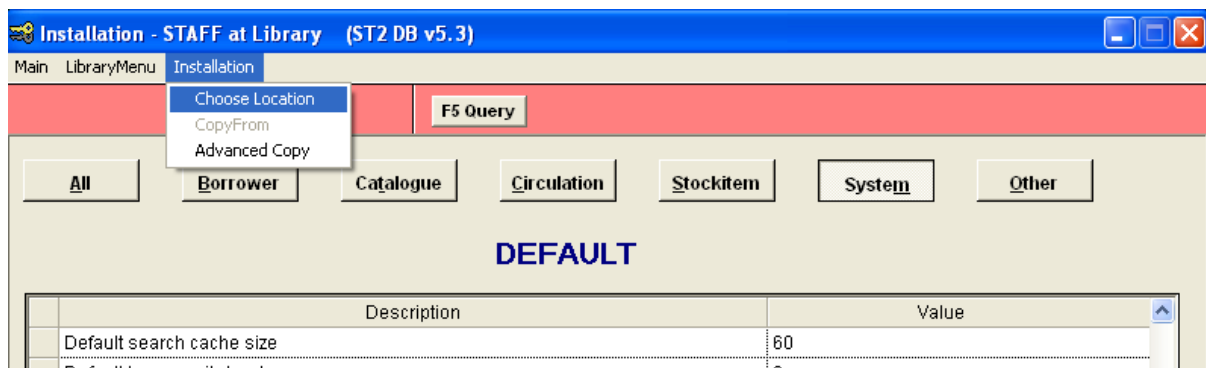
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This setting is the *most important* setting and will determine how the Financial Window will function in regards to making Payments and Receipt printing. According to this setting the Borrower Financial window will appear differently.

**WARNING:** Once set to be Double line Accounting it is **NOT** possible to return to Single line Accounting.

## LOCATION level - (System) Parameters

These settings can vary from Location to Location. Before checking the setting, choose the **Installation Menu, Choose Location** and select the relevant Location



1. **Auto Print a receipt for payments in borrower financials** – If set to **Y**, a print out automatically occurs when the Do! Button is click on the Allocation window when making a payment
2. **System Supplied Receipt Number** – if set to **Y** - the system will automatically generate a System Receipt Number. The Allocate Window will have the Receipt Number greyed out. When the Do button is pressed the receipt number will be automatically created and written to the Financial entry. If set to **N**, it is possible to enter a Receipt Number manually as the Receipt No field will be available for data entry
3. **Item cost on the new Financial entry to be (C) Charge, (P) Paid, (B) Both, (N) None** - Charge is the most commonly used option, so that it is not necessary to look up the item cost
  - **C (Charge)** The Current Cost for the Stockitem record identified will automatically be entered into the **Charge** column of the Borrower Financial Table
  - **P (Paid)** The Current Cost for the Stockitem record identified will automatically be entered into the **Paid** column of the Borrower Financial Table
  - **B (Both)** The Current Cost for the Stockitem record identified will automatically be entered into the both the **Charge** and **Paid** column of the Borrower Financial Table
  - **N (None)** The Current Cost for the Stockitem record identified will **NOT** be entered into the **Paid** column of the Borrower Financial Table

## Supervisor - Installation - (Other) Parameters

### LOCATION level - (Other) Parameters

These settings can vary from Location. Before checking the setting, choose the **Installation Menu**, **Choose Location** and select the relevant Location

1. **Default** Financial transaction type for credits: Enter the Default Circulation financial Type most commonly used for payments (credits) if preferred
2. **Default** Financial transaction type for debits: Enter the Default Circulation financial Type most commonly used for charges (debits) if preferred

**NOTE:** For Double Entry accounting there are Default Credit Types for each Debit Type, entered on the Finance>CirFinTypes Table

## Supervisor - Installation - (Circulation) Parameters

### DEFAULT Level

1. Are there different loan parameters for each location (Y/N) – Able to apply different charges and fines at different branches if required
2. Debt Collection Borrower Status - at Default settings only (for those sites running Debt Collection)
3. Days of week where ALL locations are closed (0 – Sunday, 6 = Saturday)

## Supervisor - Installation - LOCATION - (Circulation) Parameters

1. Display a confirmation message of credit (Y/N)
2. Automatically answer Y to Fines on Chute Returns - If set to Y, a borrower a charge is automatically calculated according to the table in Borrower Types
3. Automatically answer Y to Fines on Normal Returns - If set to Y, a borrower a charge is automatically calculated according to the table in Borrower Types
4. Calculate all the fines from the grace (Y) or overdue (N) date - Fines may be calculated from the day the item was overdue or an allowance may be made for the grace period. Enter a Y to make the grace period a fine free period. Grace periods are set up in Borrower > Borrower types > **F7 Loan – Column for Grace Period Days**
5. Claims returned process code – Enter a valid Process Code to apply the creation of a Process Code and Process Date to any Item set to Claimed Return.
6. Display a confirmation message of Credit (Y,N) - When an item is returned as described in Check Borrower or Items for Fines and Charges you may get a confirmation message. To hide the message but still apply the credit, enter a N in this parameter
7. Fines for an item cannot exceed the cost of the item

8. If a borrower owes money go straight to collect on Issue window – Opens the payment Window within Borrower Financial
9. If a borrower owes money go straight to collect on Returns window - Opens the payment Window within Borrower Financial
10. Include closed days in fine calculations (Y,N) - Closed days from the calendar can be included in calculations for Fines (Y is the Default)
11. Loan by STATS (Y) or FORM (N)

### **Borrower Types - Loan Types Fines, Charges, Grace Periods**

How the Circulation system controls Loan periods and privileges is determined largely by parameters set in the Loan Defaults selected Borrower Type. These settings can also be seen via Stockitem in Stockitem > Application > Stockitem Forms or Stockitem Stats > **F7 Loan**.

Loan periods are set for Stats or Form code depending on the Supervisor > Installation > Circulation setting. These settings can be different based on Location or Location Group. Charges can be set in this Window

1. Launch the *Amlib* client
2. Go to **Main > Borrower > Borrower Types**– the Borrower Types table will display for the different Borrower Type categories defined on the system
3. Highlight the Borrower Type
4. Select **F7 Loan**
5. Access the Loan Defaults for a Borrower type by highlighting the line and selecting **F7 Loan**
6. Check the Loan Parameters set
7. The **Grace Period** for Fines is defined in this Window
8. Fines and Charges are settings are accessed from this Window

# Circulation Finance Training

Code	Description	(H)ourly (O)vernigh (D)aily (T)erm (S)emeter (Y)ear	Can Loan (Y/N)	Loan Qty	Loan Days	Grace Period Days	Can Renew (Y/N)	Qty Renew	Can Rsvs (Y/N)	Rsvs Qty
AFL	Author File	D	Y	6	14	5	Y	0	Y	2
AUB	Audio Book	D	Y	6	14	5	Y	0	Y	2
AUD	Audio	D	Y	6	14	5	Y	0	Y	2
BK	Book	D	Y	6	14	5	Y	0	Y	2
BKO	Book - Oversize	D	Y	6	14	5	Y	0	Y	2
BOX	Box	D	Y	6	14	5	Y	0	Y	2
CD	CD	D	Y	6	14	5	Y	0	Y	2
CDR	CDROM	D	Y	6	14	5	Y	0	Y	2
CLV	Clickview	D	Y	6	14	5	Y	0	Y	2
DVB	DVD and Book	D	Y	6	14	5	Y	0	Y	2

## Grace Period

Define the number of days an item can be overdue before applying fines.

**Note:** There is an [Installation parameter](#) that defines the calculation of fines once the Grace period has completed and the fines apply - "Calculate all fines from the grace (Y) or overdue (N) date.

## Charges

Charges can be assigned for Loans, Renewals and Reservations. From the **F7 Loan Settings** shown above, select **Charges** Button

# Circulation Finance Training

Code	Description	(H)ourly (O)vernight (D)aily (T)erm (S)emeter (Y)ear	Can Loan (Y/N)	Loan Charge	Can Renew (Y/N)	Renew Charge	Can Rsve (Y/N)	Rsve Charge
AFL	Author File	D	Y	\$0.00	Y	\$0.50	Y	\$1.00
AUB	Audio Book	D	Y	\$0.00	Y	\$0.50	Y	\$1.00
AUD	Audio	D	Y	\$0.00	Y	\$0.50	Y	\$1.00
BK	Book	D	Y	\$0.00	Y	\$0.50	Y	\$1.00
BKO	Book - Oversize	D	Y	\$0.00	Y	\$0.50	Y	\$1.00
BOX	Box	D	Y	\$0.00	Y	\$0.50	Y	\$1.00
CD	CD	D	Y	\$0.00	Y	\$0.50	Y	\$1.00
CDR	CDROM	D	Y	\$0.00	Y	\$0.50	Y	\$1.00
CLV	Clickview	D	Y	\$0.00	Y	\$0.50	Y	\$1.00
DVB	DVD and Book	D	Y	\$0.00	Y	\$0.50	Y	\$1.00

1. Code                      Displays the Form/Stats code for each corresponding Stockitem Form or Stats code
2. Description              Displays the Form or Stats description for each corresponding Stockitem Form or Stats code
3. Type of Loan              Displays whether the Loan is a Daily or Hourly type Loan      D/H  
H,O,D,T,S or Y
4. Can Loan?                Is this form available for the particular Borrower Type e.g.      Y/N  
Borrower Type of Junior may not be available to loan items with a Form of CD?
5. Loan Charge              A charge which is applied when an item is loaned.              \$ Value
6. Can Renew?              Determines whether borrowers can renew items of this      Y/N  
type.
7. Renew Charge            A charge which is applied when an item is renewed.            \$ Value
8. Can Reserve?            Determines whether borrowers can make or request            Y/N  
reservations for this type of item.
9. Res Charge                A charge which is applied when an item is reserved.            \$ Value

**Note:** Grace periods are set within Main Loans table.

Some Libraries charge for Reservations because the amount of Staff time it takes to follow them up.

Some libraries set up an item form of Computer User, create a Stockitem called Computer 1, make a card with that barcode and loan the item to the borrower. A charge will be applied to the borrower's financial whenever the Computer is "loaned" out to them.

# Circulation Finance Training

## Fines

Fines can be assigned for Loans, Renewals and Reservations. From the **F7 Loan Settings** shown above, select **Fines** Button.

Code	Description	(H)ourly (O)vernight (D)aily (T)erm (S)emeter (Y)ear	Can Loan (Y/N)	Can Renew (Y/N)	Late Per Hour	Late Per Day	Late Per Week	Max O'Due Chrg
AFL	Author File	D	Y	Y	\$0.00	\$0.00	\$0.50	\$5.00
AUB	Audio Book	D	Y	Y	\$0.00	\$0.00	\$0.00	\$0.00
AUD	Audio	D	Y	Y	\$0.00	\$0.00	\$0.00	\$0.00
BK	Book	D	Y	Y	\$0.00	\$0.00	\$0.00	\$0.00
BKO	Book - Oversize	D	Y	Y	\$0.00	\$0.00	\$0.00	\$0.00
BOX	Box	D	Y	Y	\$0.20	\$0.00	\$0.00	\$0.00
CD	CD	D	Y	Y	\$0.00	\$0.00	\$0.00	\$0.00
CDR	CDROM	D	Y	Y	\$0.00	\$0.00	\$0.00	\$0.00
CLV	Clickview	D	Y	Y	\$0.00	\$0.00	\$0.00	\$0.00
DVB	DVD and Book	D	Y	Y	\$0.00	\$0.00	\$0.00	\$0.00

<b>Code</b>	Displays the Form/Stats code for each corresponding Stockitem Form or Stats code	
<b>Description</b>	Displays the Form or Stats description for each corresponding Stockitem Form or Stats code	
<b>Type of Loan H,O,D,T,S or Y</b>	Displays whether the Loan is a Daily or Hourly type Loan	D/H
<b>Can Loan?</b>	Is this form available for the particular Borrower Type e.g. Borrower Type of Junior may not be available to loan items with a Form of CD?	Y/N
<b>Late per hour</b>	A charge per hour which is applied when an item is returned late	\$ Value
<b>Late per day</b>	A charge per day which is applied when an item is returned late.	\$ Value
<b>Late per week</b>	A charge per week which is applied when an item is returned late.	\$ Value
<b>Max Overdue Charge</b>	The maximum charge that will be raised for a fine for any one particular late return. If set to \$0.00 Amlib will calculate the overdue charge to the value of the Stockitem	\$ Value

# Circulation Finance Training

## CIRCULATION FINANCIAL TYPES

1. Launch the *Amlib* client
2. Go to **Main > Finance > CircFin Types**– the Circulation Transaction Types table will display for the different Borrower Type categories defined on the system
3. New Financial Types can be added
4. Editing is limited – System Financial Types cannot be edited.

This Table will look different depending on whether it is **Single** or **Double** line accounting.

### Single Line Accounting

Trans Type	Transaction Description	Standard Charge (\$)	CR or DB	Included Amount % as (99.99)	BF YTD Credit Totals
ACCOUNT	Account	\$0.00	DB	10.00	\$33.00
BONDRECD	Bond received	\$0.00	DB	10.00	\$220.00
BONDRET	Bond returned	\$0.00	DB	10.00	\$120.00
CARD	Lost Card	\$2.00	DB	10.00	\$0.00
CNH	Claims Never Had	\$0.00	CR	10.00	\$0.00
CR	Claims Returned	\$0.00	CR	10.00	\$0.00
DAM	Damaged Item	\$0.00	DB	10.00	\$0.00
DCFEE	Debt Collection Fee	\$0.00	DB	10.00	\$0.00
E	endless	\$0.00	DB	10.00	\$0.00
FEES	Fees	\$0.00	DB	0.00	\$0.00
GTEST1	GTEST1	\$0.00	DB	10.00	\$0.00
GTEST2	GTEST2	\$0.00	DB	10.00	\$0.00

**Double Line Accounting** – includes the **Credit Trans type** default column

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Trans Type	Transaction Description	Standard Charge (\$)	CR or DB	Included Amount % as (99.99)	Credit Trans Type
ACCOUNT	Account	\$0.00	DB	10.00	PAYGEN
BUY	Buy library set of books	\$16.00	DB	10.00	PAYSET
CARD	Lost Card	\$5.50	DB	10.00	PAYLOST
CNH	Claims Never Had (Credit)	\$0.00	CR	0.00	
CR	Claims Returned (Credit)	\$0.00	CR	0.00	
DAM	Damaged Item Charge	\$0.00	DB	10.00	PAYDAM
DCFEE	Debt Collection Fee	\$0.00	DB	10.00	PAYGEN
FEES	Fees	\$0.00	DB	0.00	PAYFINE
ISSUE	Issue Charge	\$0.00	DB	0.00	PAYFINE
LATEFINE	Late Fine	\$0.00	DB	0.00	PAYFINE
LEGAL	Legal Fee	\$0.00	DB	0.00	PAYLEGAL

COLUMN HEADER	EXPLANATION	EXAMPLE
<b>Trans Type</b>	The code of the Transaction Type	<b>LOST</b>
<b>Transaction Description</b>	The description of the Transaction Type	Lost Item Charge
<b>Standard Charge (\$)</b>	If applicable, a standard charge can be place on the Financial e.g. \$5.00 for a Card Replacement	5
<b>CR or DB</b>	Credit or Debit Transaction	CR
<b>Amount Included % as 99.99%</b>	Used to calculate the taxation value 0 for example: Charge of \$5.50with a Tax included value of 10% would make the taxable amount .50	10
<b>Credit Trans Type</b>	The default Credit that normally matches the Debit – this can be altered on payment in most cases (except DIY). The Credit Trans Type <b>MUST</b> be the same % included (displays if using Double line accounting)	<b>PAYLOST</b>
<b>BF YTD Credit Totals *</b>	<b>Brought Forward Year To Date Credit Totals</b>  Only valid for sites where Double Entry Accounting is used and special Reports are run to have this Total updated.	0.00
<b>BF YTD Debit Totals *</b>	<b>Brought Forward Year To Date Debit Totals</b>  Only valid for sites where Double Entry Accounting is used and special Reports are run to have this Total	0.00



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	updated..	
<b>BF YTD CR Counts *</b>	<b>Brought Forward Year To Date Credit Counts</b>  Only valid for sites where Double Entry Accounting is used and special Reports are run to have this Count updated.	0
<b>BF YTD DB Counts *</b>	<b>Brought Forward Year To Date Debit Counts</b>  Only valid for sites where Double Entry Accounting is used and special Reports are run to have this Count updated.	0

There are both **System generated** Circulation Types and **manually created** Circulation Types (used either on Reports – More buttons or via the Circulation Financial Types).

There are a Standard set which must be defined and cannot be edited or deleted. A Subset of these Financial Types are System Financial Types and are reserved for System use and cannot be used for Manual Circulation Financial Transactions.

It is possible to add extra Circulation Transaction Types for use at the Library.

The following Circulation Financial Types are the Standard set and the ones shown in bold are for System use only.

<b>CIRCULATION TRANSACTION TYPE</b>	<b>DESCRIPTION</b>	<b>CREDIT/DEBIT</b>	<b>SYSTEM USE ONLY</b>
<b>ACCOUNT</b>	<b>Account</b>	<b>DB - Debit</b>	<b>√</b>
CNH	Claims Never Had	CR - Credit	
CR	Claims Returned	CR - Credit	
DAM	Damaged Item	DB - Debit	
<b>DCFEE</b>	<b>Debt Collection Fee</b>	<b>DB - Debit</b>	<b>√</b>
FEES	Fees	DB - Debit	
<b>ISSUE</b>	<b>Issue Charge</b>	<b>DB - Debit</b>	<b>√</b>
LATEFINE	Fine	DB - Debit	
LEGAL	Legal Charge	DB - Debit	
LOST	Lost Item	DB - Debit	
<b>OVERDUE</b>	<b>Overdue Item</b>	<b>DB - Debit</b>	<b>√</b>
PAYDAM	Payment for Damaged Item	CR - Credit	
PAYFINE	Payment for Fine	CR - Credit	
PAYLEGAL	Payment for Legal Charge	CR - Credit	

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PAYLOST	Payment for Lost Item	CR - Credit	
RESADV	Reservation Advice Charge through Reports	DB – Debit	√
RESCANC	Reservation Cancellation Charge	DB - Debit	√
RESERVE	Reservation Charge through Circulaton	DB - Debit	√
RESFEE	Reservation Charge Fee through Reports	DB - Debit	√
RENEW	Renewal Charge	DB - Debit	√
RETURN	Returned Item	CR - Credit	√
WAIVE	Waive a Fine, Fee or Charge	CR - Credit	√
WRITEOFF	Write Off a Debt	CR - Credit	

### CREATE A NEW CIRCULATION FINANCIAL TYPE

---

1. Go to **Main > Finance > CircFin Types**– the Circulation Transaction Types table will display for the different *Financial Type* categories defined on the system
2. Select **F1New**
3. Enter the **TransType code**. For example CARD
4. Enter the **TransType description** - for example Card replacement
5. Enter the Standard Charge or 0 if no standard charge - for example 5.00
6. Enter whether the Circulation Trans type is a credit (**CR**) or debit (**DB**)
7. Enter the **Included amount (%)** if there is a tax to be included. Enter 0 if no tax is to be included. For example, enter 10 for GST (Australia)
8. If using Double entry Accounting select from the Drop-down box the Default Credit Trans Type that will be usually used to create the Credit for the Debit account
9. Enter 0 in the next four columns
10. Select **F3Save**

This additional Financial type will be available in the Borrower Financial for a new charge (if set as a DB debit charge). Remember to Log out of Borrower or Circulation before using this new Financial Type.

### CIRCULATION FINANCE FOR SEARCHING FINANCIAL TRANSACTIONS

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The Circulation Transaction window is used for querying Financials applied to Borrower records over a period of time. For example, enter a “From” Date in the Date Column, use a > symbol and then

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enter a Date To. Select the Query button and if more than one Financial is found, the results will display as a Table.

**NOTE:** This facility is used for Searching only – no deletions or changes are possible.

1. Go to **Main > Finance > CircFinance**– the Circulation Transactions table where Fields to query can be entered
2. Enter required data (in the white fields) for the query. See below the table for further explanation. For example, a particular Financial Type of Financial between particular dates

The screenshot shows a software window titled "Circulation Transactions - STAFF at Library (ST2.08 v5.3)". The window has a menu bar with "Main", "Application", "Circulation", and "Transactions". Below the menu bar is a toolbar with buttons for "F5 Clear", "F5 Query", "F7 <<", "F8 <", "F9 >", and "F10 >>". The main area contains several input fields: "Type", "Qty", "Debit Value", "Credit Value", "Location", and "Date" (with a date picker showing "01/10/2011"). Below these are "Bar Bar Code", "Name", "Item Code", "Title", "Comments / Receipt details", "Invoice No", and "Inv Date". A "QueryFields" button is located at the bottom right. A status bar at the bottom left shows "Library branch ( permanent ) riverstonic in RIV/Riverston" and a "NUM" field on the right.

3. Select **F5Query** to execute
4. If only 1 transaction is found, the data will display

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5. If more than 1 transaction is found, a Table of Financial Transactions will result

Name	Code	Comments	Type	Qty	Value	Included	Title	
Mitken Annie A	1005	Auto Charge Fees For This Statement	FEES		\$3.00	\$0.00	Total Fees	0
Mitken Annie A	1005	Auto Charge For Overdue Item	OVERDUE		\$70.00	\$6.36	Chronicle of Australia.	0
Mitken Annie A	1005	Auto Charge Fees For This Statement	FEES		\$3.00	\$0.00	Total Fees	0
Mitken Annie A	1005	Auto Charge For Overdue Item	OVERDUE		\$0.00	\$0.00	Earning a crust.	0
Mitken Annie A	1005	Auto Charge For Overdue Item	OVERDUE		\$0.00	\$0.00	Investigatin our past.	0
Mitken Annie A	1005	Auto Charge Fees For This Statement	FEES		\$15.00	\$0.00	Total Fees	0
Mitken Annie A	1005	Auto Charge For Overdue Item	FEES		\$0.00	\$0.00	Earning a crust.	0
Mitken Annie A	1005	Auto Charge For Overdue Item	FEES		\$0.00	\$0.00	Investigatin our past.	0
Mitken Annie A	1005	Auto Charge For Overdue Item	FEES		\$70.00	\$0.00	Chronicle of Australia.	0

6. From the Table Menu, it is possible to **Report** (using Template \$fintrls.qrp) or **Sequence** the results, using Table Menu > Sequence

**Hint:** Highlight and copy (Main>Base>Copy) and paste into Excel.

## Circulation Finance Training

---

**Note:** If the Table exceeds the Search Set Table>**Continue Query** will display the next set of results. Result sets are controlled from Supervisor>Installation>System – Default search cache size (This Default can be set for each Location from the Installation Menu>Select Location).

### Circulation Finance - Window - Fields

•	Type	References the table of Financial types found in the Circulation Menu, Financial types. This could be automatically generated (e.g. Accounts Reporting with Update set to Y)	OVERDUE
•	Qty	No of items	1
•	Debit Value	Cost value of the money owing	\$70.00
•	Included in Debit	Amount included in the Debit (calculated as the % included as set on the Financial Circulation Type (for example \$ 63.64 + \$ 6.36 = \$70.00 total)	6.36
•	Credit Value	Cost value of the amount in credit	\$70.00
•	Location	Location where the Financial transaction took place	LIB
•	Date	Date when the Financial transaction took place	01/07/09
•	Date to	Date to field for searching. When queried, the Date field will be used as the beginning date (Greater or equal to $\geq$ ), and the Date to field will be used as the end date (Less than or equal to $\leq$ )	30/06/10
•	Bor Bar Code	The Barcode (or Borrower ID) for the member	+6001135237A
•	Name	Name of the member as shown on the Borrower Details screen	James Dean
•	Item Code	The Barcode (of Item ID) of the Stockitem which is listed as being the item included in the Financial transaction	-60011389064
•	Title	The Title of the Stockitem which is listed as being the item included in the Financial transaction	Anne of Green Gables
•	Comments/Receipt details	Description of the Financial Transaction Type as entered in the Circulation Menu, Financial Types	Auto Charge for Overdue Item
•	Invoice No	Invoice number if applicable	12345
•	Inv Date	Invoice date	06/09/2010

## APPLYING CHARGES MANUALLY

---

Charges can be applied manually in both Double entry and Single entry accounting. It will be slightly different depending on which accounting Method used.

A New Financial Charge is made by clicking the **F1 New Charge** Button. How this window displays and processes Charges and Payments depends on whether Double or Single Accounting is in use, and how the Installation parameters are set.

Double Entry includes the Credit Type dropdown in the Payment Details. This will be automatically populated with the Default Credit Type for the Financial Type. This can be altered if required, and only those Credit Types with the same % included amount will be available.

### Apply a Charge manually in Single Entry

1. Access the Borrower Financial Window from either the Borrower Menu>Financial in the *Borrower Details* Window in the Borrower Module or from the Borrower Menu in the *Issues* Window in the Circulation Module
2. Select **F1 New Charge**
3. An Add a New Charge window will display
5. Enter the **Circulation Financial Type**: The Drop down box will be populated with the **Default Debit Financial** Supervisor, Installation, Borrower if set. If different to the Default entered, select the correct Type using the Drop down box. Only the Debit Financial Types will be available
6. Enter the **Charge** Amount:
  - a. If the Circulation financial Type has a *Standard Charge* the amount will be automatically populated
  - b. If the Charge is associated with an item, enter the **Item Barcode** and press **<Enter>** – The Charge Amount will be automatically populated along with the *Title*

**Add a new Charge**

**Enter Charge Details**

Type :

Charge Amount:

Item Barcode

Title

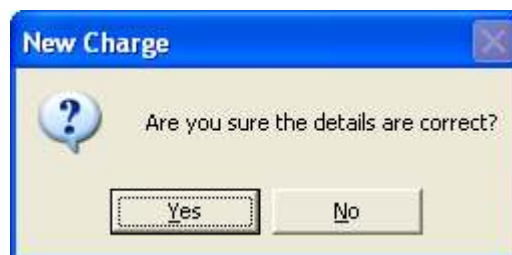
Comments

**Enter Payment Details (if applicable)**

Payment Amount:

Receipt No :

7. Enter any **Comments**. The description of the Circulation Financial type will automatically display. It is possible to enter more details if necessary
8. A Payment can be entered on the same form if required (this is *optional*). If required, the Payment Amount and Receipt No if appropriate
9. Click **Do!**
10. A confirmation message will display, to continue select **Yes**



11. The details of the Charge will display in the Borrower Financial Table

# Circulation Finance Training

Type	TransDate	Date Mod	Loc	Comme	Item	Title	Qty	Charge (Debit)	Inv_No	Inv Date	Paid (Credit)	Receipt No
DAM	23/01/2012	23/01/2012	LIB	Damag Item Charge	31111028870606	The 5th horseman	1	\$19.80			\$0.00	

## Apply a Charge manually in Double Entry

1. Access the Borrower Financial Window from either the Borrower Menu>Financial in the Borrower Details Window in the Borrower Module. It can also be accessed from the Borrower Menu in the Issues Window in the Circulation Module
2. Select **F1 New Charge**
3. An Add a New Charge window will display
4. Enter the **Circulation Financial Type**: The Drop down box will be populated with the **Default Debit Financial** Supervisor, Installation, Borrower if set. If different to the Default entered, select the correct Type using the Drop down box. Only the Debit Financial Types will be available
5. Enter the **Charge** Amount:
  - a. If the Circulation financial Type has a *Standard Charge* the amount will be automatically populated
  - b. If the Charge is associated with an item, enter the **Item Barcode** and press **<Enter>** – The Charge Amount will be automatically populated along with the *Title*



## Circulation Finance Training

6. Enter any Comments. The description of the Circulation Financial type will automatically display. It is possible to enter more details if necessary
7. A Payment can be entered on the same form if required (this is optional). If required, enter the **Credit Type** (only Double Entry) and the Payment Amount and Receipt No if appropriate
8. Click **Do!**
9. A confirmation message will display. To continue select **Yes**



10. The details of the Charge will display in the Borrower Financial Table. If a payment was included, it will display on separate lines

Borrower Financial Transactions													
F1 New Charge      F5 Query      F6 Prt      F7 Alloc'tn      F8 Paym'ts      F9 Item      F10 Waive													
CL125B6193781D		Mr Tina Black		\$19.80		Asc		Desc		Outstanding Only			
Type	TransDate	Date Modif	Loc	Comme	Item	Title	Qty	Charge (Debit)	Inv_No	Inv Date	Paid (Credit)	Receipt No	
DAM	23/01/2012	23/01/2012	LIB	Damag Item Charge	31111028870606	The 5th horsema	1	\$19.80			\$0.00		

11. The details of the Charge will display in the Borrower Financial Table

Borrower Financial Transactions													
F1 New Charge      F5 Query      F6 Prt      F7 Alloc'tn      F8 Paym'ts      F9 Item      F10 Waive													
CL125B6193781D		Mr Tina Black		\$19.80		Asc		Desc		Outstanding Only			
Type	TransDate	Date Modif	Loc	Comme	Item	Title	Qty	Charge (Debit)	Inv_No	Inv Date	Paid (Credit)	Receipt No	
DAM	23/01/2012	23/01/2012	LIB	Damag Item Charge	31111028870606	The 5th horsema	1	\$19.80			\$0.00		

**Add a new Charge** [X]

**Enter Charge Details**

Type : DAM

Charge Amount: \$19.80

Item Barcode: 31111028870606

Title: The 5th horseman.

Comments: Damaged Item Charge

**Enter Payment Details (if applicable)**

Credit Type: PAYDAM

Payment Amount:

Receipt No :

[Do!] [Close]

## Single Entry

**Add a new Charge** [X]

**Enter Charge Details**

Type : DAM

Charge Amount: 25

Item Barcode: 45990

Title: The book of the horse : a complete guide to riding, horse care and eques

Comments: Damaged Item

**Enter Payment Details (if applicable)**

Payment Amount:

Receipt No :

[Do!] [Close]

## APPLYING CHARGES AUTOMATICALLY

### Charges

1. Charges can be set to automatically update Financials if these are set in Borrower> Borrower Types > **F7 Loan** – separate buttons for Charges (Loan Charge, Renew Charge and Reserve Charge). See [parameters](#) on how to set these up
2. Charges can also apply using a Standard charge as set in the Finance>FinCircTypes. For example a Charge to cancel a reserve

### Borrower Reserve Cancellation fee

It is possible to charge borrowers a reserve cancellation fee. To enable the reserve cancellation fee add the charge to the Circulation Financial types table. (Main>Finance>CircFinTypes). If a value is set as a standard charge for ResCanc a fee will apply to any reservation cancelled.

Trans Type	Transaction Description	Standard Charge (\$)	CR or DB	Included Amount % as (99.99)	Credit Trans Type
RESADV	Reserve Advice Charge	\$0.00	DB	0.00	PAYFINE
RESCANC	Cancelled Reserve Charge	\$0.50	DB	0.00	PAYFIN
RFSRVF	Reservation Charge	\$0.00	DB	0.00	PAYFIN

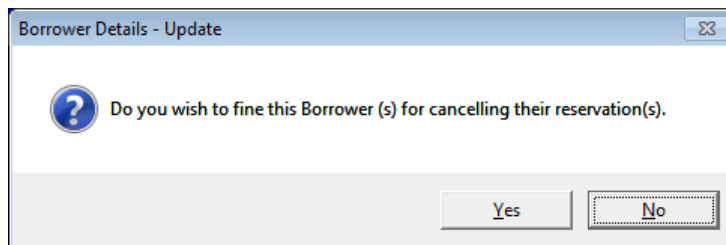
Type	TransDate	Date Mod	Loc	Comme	Item	Title	Qty	Charge (Debit)	Inv_No	Inv Date	Paid (Credit)	Recd No
RESC	30/06/2011	30/06/2011	ALB	Cancel in Stockite	31111456789076	The little white horse /	1	\$2.00			\$0.00	

A reserve can be cancelled:

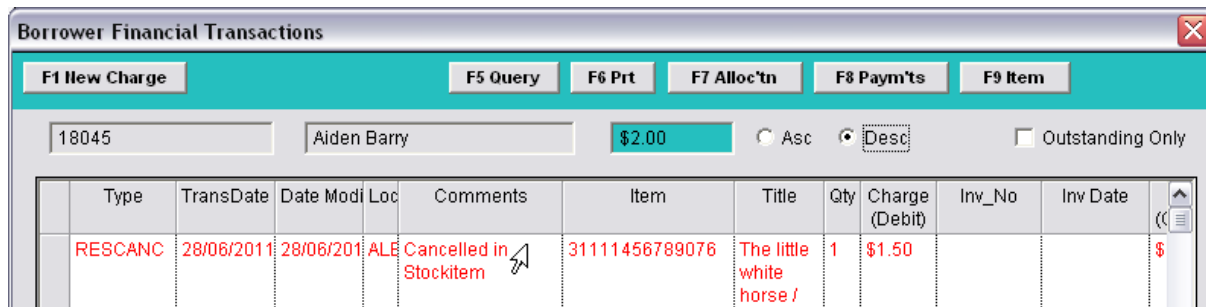
- Stockitem>Current Reserves > Cancel button
- Borrower > Current Reserves> Cancel button
- On return of a reserved item in either Chute or Returns window
- Within Netopacs if designed to allow this

When a reserve is cancelled through the Amlib Modules, a prompt will display.

# Circulation Finance Training

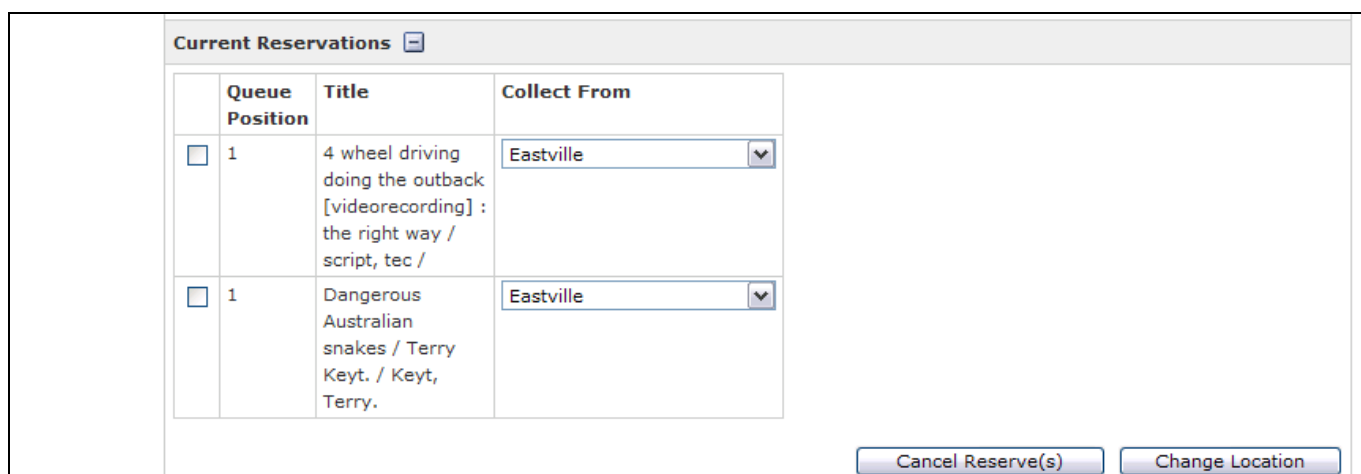


If Yes is selected the charge is carried across to the borrower financial record.



Borrowers can also cancel their reserves via the NetOpacs and a charge written to the Borrower Financial window.

The item history also includes an entry that the reserve was cancelled by the borrower via the NetOpacs.



## Late Fines

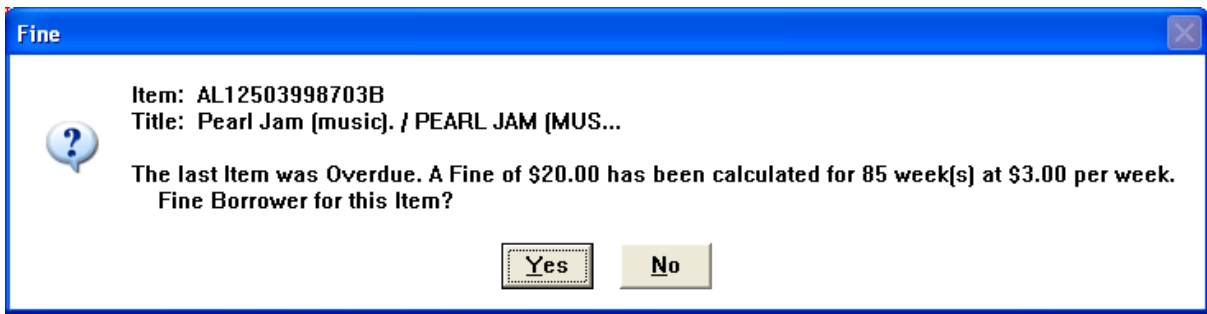
Fines can be set to calculate fines if the items are returned late per hour, per day and per week.

See [parameters](#) on how to set these up.

Late charges can be automatically created in *Amlib* when an item is returned through the Circulation module. Depending on the parameters set, the Late Fine is added to the Borrower record as soon as an overdue item is returned. On return, a message will display with the fine calculated. Whether an Operator has a choice of creating the fine, depends on the User privileges and the Installation

# Circulation Finance Training

parameter (Circulation set) for the Location "Automatically answer Y to Fines on Normal Returns / Chute Returns).



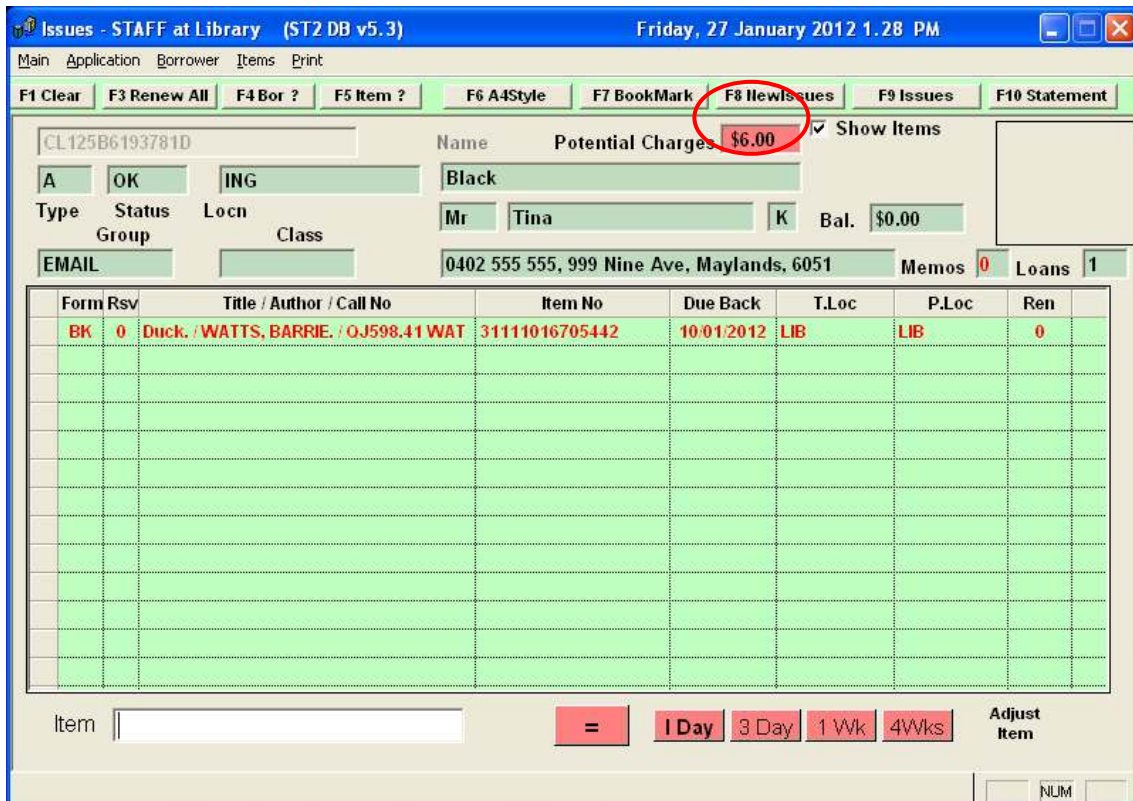
**Note:** These charges show as Potential Charges until the item is returned.

These charges remain on the Borrower record until the charge is paid or it is waived by a staff member.

## Potential Charges

The Potential Charges display on the Issues window in the field above the Name. This is the amount of Late fines due if the item/s were to be returned on that day (current date).

This charge will be calculated based on the Form or Stats of the item and the No of hours, days or weeks late up to the maximum charge.



# Circulation Finance Training

It is also accessible from the Borrower Details Window. The Potential Charges Button on the Borrower Window links to Issues where the Potential Charges display for the current Borrower.

**Borrower Details - STAFF at Library (ST2 DB v5.3)**

Main Application Borrower XReferences File

F1 Clear F2 Insert F3 Update F4 Delete F5 Query F6 Table F7 << F8 < F9 > F10 >>

BarCode: CL125B6193781D Pin: \*\*\*\* Previous Queries: -1 -2 -3 -4 -5

Scope: LIB Given Name: Tina Middle Name: K

Surname: Black

Title: Mr Sex: M Balance: \$0.00 Picture

BirthDate: 03/03/1974 Potential Charges? AlwaysShow

Type: A Group: EMAIL Class:

Status: OK

Status Date: 13/10/2010 0402 555 555, 999 Nine Ave, Maylands, 6051  
0431 031 031, Chen Do, 99 Burswood Road, Burswood, 6100

Location: ING

Reg. Page # PoA

Ref1: 999 Ref2: DL 444444 Loan Count: 1 Memo Count: 0

Email: tb@hotmail.com Use for Notices: Y

Mobile/Cell: Use Mobile/Cell for Notices: Lib. Group: LIB Enquiry Security Level (00-99): 00

Exclude from Debt Collection: N

Joined: 12/10/2010 At: ING Modified: 27/01/2012 1:13:18 PM Seq: 1 Set: 1 ?Size: 60

Reg Exp: 27/01/2013 Last Active: 27/01/2012 by: STAFF

User use borrower reference 2 - up to 20 chars NUM

## APPLYING CHARGES VIA REPORTS (USING F10 MORE)

---

Financial Charges can be added automatically through Reports

To update the financials it is important that the following apply

- The Update Financial column is set to Y
- The Reports are run through the Report Scheduler

Circulation reports can be used to generate Account Due notices that automatically post the current cost of the item to the Borrower Financial Transactions screen (thereby adjusting the Borrower Balance due), as well as showing that the report has been run in the Borrower History window.

### Setting Where Parameters for Circulation reports

*Because the Financials are being applied it is very important to **target** the correct borrowers within the Reports.*

1. **View** the report before running the Scheduler: The **F8 View** button can be used to preview the borrowers that are going to be sent the notices. Viewing the records will NOT update the financials
2. If the report is to run **weekly**, the Where parameters need to clearly nominate the **range of dates** to be included. The **Special button** can be used to indicate the number of days from the date the report is run (Current Date) for the beginning range, and also a separate line for the end of the range

For example: to target those borrowers whose Date due fall between 21 and 28 days overdue from the actual current date (when the report is run), the Where parameters should include:

*Issue Date Due Back is <= Current Date – 21 days and  
Issue Date Due Back is > Current Date – 28 days*

3. If the report is to run **daily**, the Where parameters need to clearly nominate the exact date to be included. The Due date needs to be selected using the = Operator

For example, to target those borrowers whose Date due falls exactly 21 days overdue from the actual current date (when the report is run), the Where parameters should include:

*Issue Date Due Back is = Current Date – 21 days*

Care has to be taken where there are **closed days** to ensure Items are not due on closed days (via the Supervisor Calendar). Also when Reports are not run due to a Closed Day it is important to run reports the next day to ensure Items due, normally picked up on those days, are covered by the Where parameters or 2 reports run on the following day.

4. **File:** It is also possible, if preferred, to find the items via a Stockitem Where search and save these into a File. A shelf check could be done on these records and the File then used for running the Account instead of setting Where parameters

### Create the Report

1. Launch the *Amlib* client
2. Go to **Main > Reports > RepCirculation** – the Circulation Reports window will display
3. Click the **F1 New** button – the Select Report Format screen will display
4. Highlight an appropriate Report (you may have a standard letter/email template you wish to use, or a modified overdue letter/email template added to the reports module) and click the **Select** button
5. Type in a Report Description – for example: **Final Overdue Account**
6. Ensure the Create Hist (Y/N) column = **Y** (for **Yes**)
7. Ensure the Create Acct (Y/N) column = **Y** (for **Yes**)
8. Click the **F3 Save** button to save the Report

### Where Statement

1. Click the **F7 Where** button – the Circulation Reports – Where screen will display:
2. Enter an appropriate Where Statement – for example:
  - a. **BorType IN A,J,YA** (for Adults, Junior and Young Adult members )
  - b. **Issue Date Due Back <= Current Date – 21 days** (select via the **Special** button)



- c. **Issue Date Due Back >= Issue Due Date – 28 days**

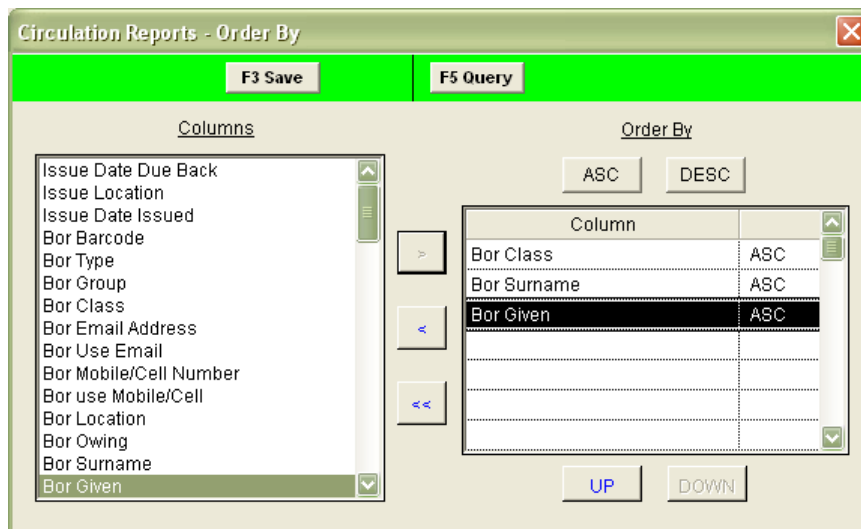
3. Click the **F3 Save** button when complete

### Order By

1. Click the **F9 Order** button – the Circulation Reports - Order By screen will display:



# Circulation Finance Training



2. Set an appropriate order using the arrow keys to move fields from the Columns table in to the Order By table – for example:
  - a. **Bor Class**
  - b. **Bor Surname**
  - c. **Bor Given**
  
3. Click the **F3 Save** button when complete

## F10 More in Circulation Reports

**Note:** It is possible to create and use a set of customised FINANCIAL Types for Financial records or Fees they **MUST** be set up as valid Financial Types in the Finance>CircFinance/Circ FinTypes window as valid Debit Financial Types (maximum of 8 characters)

### LINE 1: Set History / Financial types if required

	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
<b>LINE 1</b>	Report Line Number	Line 1 account history NAME	Line 1 overdue history NAME	Line 1 Financial record NAME	Line 1 Fees type name
<b>IF LEFT BLANK WILL DEFAULT TO:</b>		<u>Report Type</u> of <b>ACCOUNT</b> in Borrower/ History – Reports Section	<u>Report Type</u> of <b>OVERDUE</b> Borrower/ History – Reports Section	<u>Financial Type</u> of <b>OVERDUE</b> in the <u>Borrower Financial</u> window	<u>Financial Type</u> of <b>FEE</b> in the <u>Borrower Financial</u> window
<b>WILL APPLY IF</b>		<b>Create Hist (Y/N) = Y</b> and/or <b>Create Acc (Y/N) = Y</b> and Report is run via the <b>Scheduler</b>	<b>Create Hist (Y/N) = Y</b> and/or <b>Create Acc (Y/N) = N</b> and Report is run via the <b>Scheduler</b>	if <b>Create Acc (Y/N) = Y</b> and the report run via the <b>Scheduler</b>	<b>FORM_CHARGES</b> in template <b>Charges</b> applied in Line 2 (More) and <b>Create Acc (Y/N) = Y</b> and Report is run via the <b>Scheduler</b>
<b>COMMENT</b>	Line 1 : Used for setting History Names and	Can customize to specify 1 <sup>st</sup> , 2 <sup>nd</sup> , etc overdue – for	Can customize to specify 1 <sup>st</sup> , 2 <sup>nd</sup> , etc overdue – for	Can customize the Autocharge if preferred - for	It is possible to specify your own <b>FEE</b> name – for

## Circulation Finance Training

	Financial Types - Can leave blank to set as Default	example: <b>ACCT1,ACCT2</b>	example: <b>OVDUE1,OVDUE2</b>	example: <b>OVERACCT</b> (Indicates the (replacement) Cost for overdue items	example <b>ACCTFEE</b>
--	--	--------------------------------	----------------------------------	--	------------------------

### LINE2: Set Administrative charges and text

	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
<b>LINE 2</b>	Report Line Number eg 1,2,3	Fee per item \$.cc	Fee per Notice \$.cc	Fee Print Line	Not used
<b>COMMENT</b>	Line 2 : Used to define fees to apply and the description of the Fee within the notice	Amount to apply per items contained in the report – for example <b>\$1.00</b>	Amount to apply per notice – for example <b>\$5.00</b>	Text to apply to the report (User_Line1) to describe the fee applied. For example: <b>Processing Fee</b>	

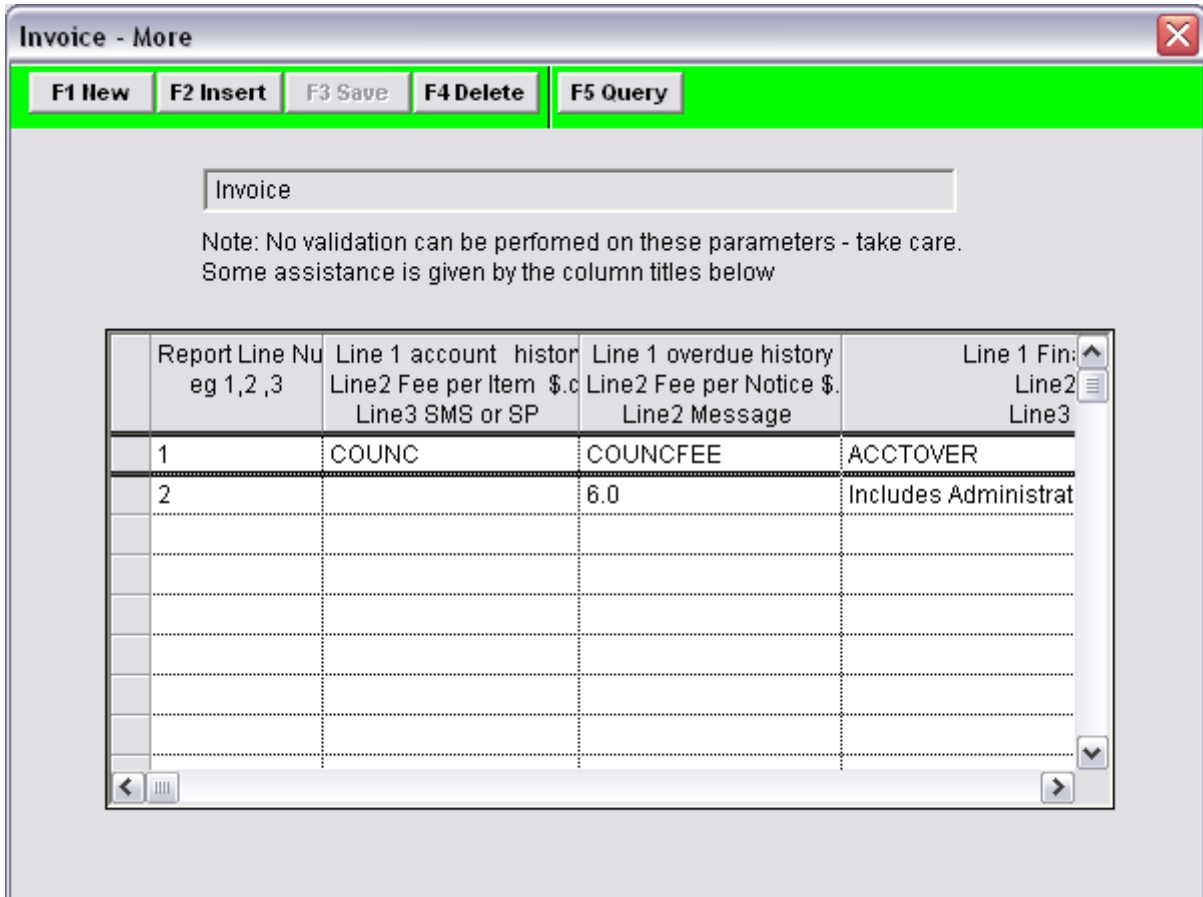
### LINE 3: SMS use only

	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
<b>LINE 3</b>	Report Line Number eg 1,2,3	SMS or SP	Message	Email Address	Y or N to Delete file
<b>COMMENT</b>	Line 3: SMS only – defines SMS details for email of provider, Message to send to customers and whether to delete file each time	Always SMS (currently)	Becomes the message sent via the SMS (50 characters). For example “Please contact Eastville Library about overdues”	Email Address of the SMS messaging service	After sending delete the file ? Y or N

1. Click the **F10 More** button – the More screen will open
2. Click the **F1 New** or **F2 Insert** button
3. Enter the following parameters:
  - a. Report Line Number = **1**
  - b. Line 1 account History NAME = **OVFINACC** (or leave blank to pick up the DEFAULT)
  - c. Line 1 overdue History NAME = **OVFINAL** (or leave blank to pick up the DEFAULT)
  - d. Line 1 Financial record NAME = **OVACC** (or leave blank to pick up the DEFAULT)
  - e. Line 1 Fees type name = **OVFEE** (applicable only if Charges apply –see below)

# Circulation Finance Training

4. Click the **F1 New** or **F2 Insert** button
5. Enter the following parameters (example values should be altered according to amount to be charged):
  - a. Report Line Number = **2**
  - b. Line 2 Fee per Item = **2.00**
  - c. Line 2 Fee per Notice = **5.00**
  - d. Line 2 Fee Print Line = **Includes fees of:**
6. Click the **F3 Save** button when complete



## Edit the Template to Include Charges

*Please Note: The report template must be altered to include the following fields: **FORM\_CHARGES** and **USER\_LINE1**.*

- The Invoice template includes **FORM\_CHARGES** and **USER\_LINE1**.

# Circulation Finance Training

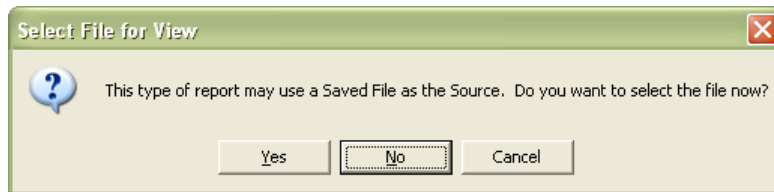
Detail Block	STK1_LINE1	STK1_DUE	STK1_COST
Footer: BOR_BAR_NO			
		USER_LINE1	FORM_CHARGES
"We would ask that if the item/s cannot be located, the sum of '    NumberToStrPicture[ TotalCst,			

The **FORM\_CHARGES** field can be added to the total charge [Field = **FORM\_CHARGES**] or included as part of a **TotalCst**. You can also include the field **USER\_LINE1** which will include the text you entered in the **F10 More** statement.

## View Report

When your report is set up with the template, Where statement, and order, you can then preview the report as follows:

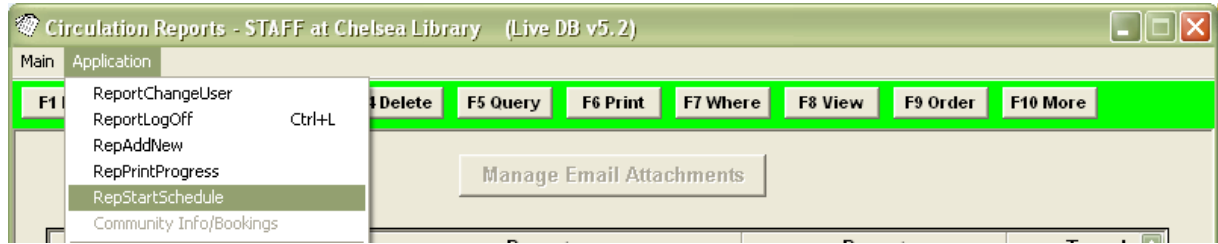
1. Highlight the report and click the **F8 View** button
2. The Select File for View pop-up will appear:



3. **This type of report may use a Saved File as the Source** (rather than the entire database). If you would like this report to use just a Saved File (for example a File that has been shelf checked by staff) , click the **Yes** button, otherwise click the **No** button (generally users select the **No** button)



# Circulation Finance Training



2. The Report Scheduler screen will then open
3. Select your printing options: Ensure **Printing**, **E-mail** and/or **Save to File** are ticked (you can tick all three if you intend on printing up multiple reports using multiple formats during a session)
4. Also decide If a report is scheduled by another user do you still want to print it? = Yes/No
5. Then click the **OK** button
6. After clicking **OK**, if you go back into the **Application** menu you will see that *RepStartSchedule* is now greyed out with a tick next to it – this indicates that the *Scheduler* is now running

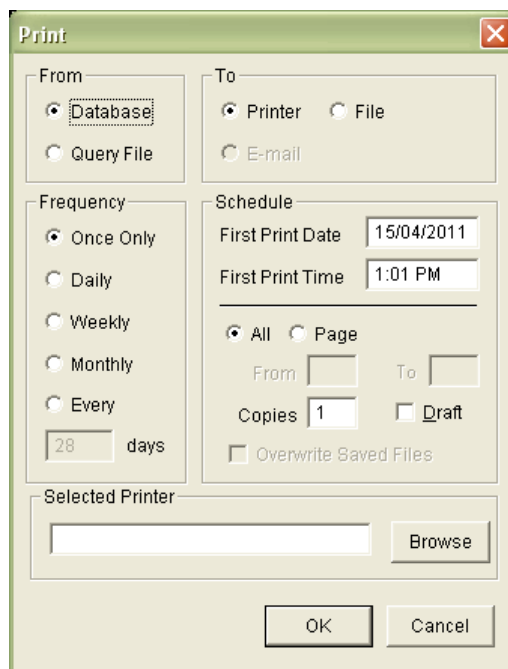
**Please Note:** If you need to restart the scheduler at any point, you will need to log out of all Report screens (**Ctrl + L**) and start at the beginning of these instructions.

## Scheduling the Report

1. With your report highlighted, select the **F6 Print** button – the Print dialogue box will open
2. Select from the following options:
  - a. From:
    - **Database** (to search the entire database)
  - b. To:
    - **Printer** (to generate print reports)
  - c. Frequency:
    - **Once Only** (if this is the only time you're going to print this report)
  - d. Schedule:
    - **First Print Date** (defaults to current date)
    - **First Print Time** (defaults to current time)
  - e. Selected Printer:

# Circulation Finance Training

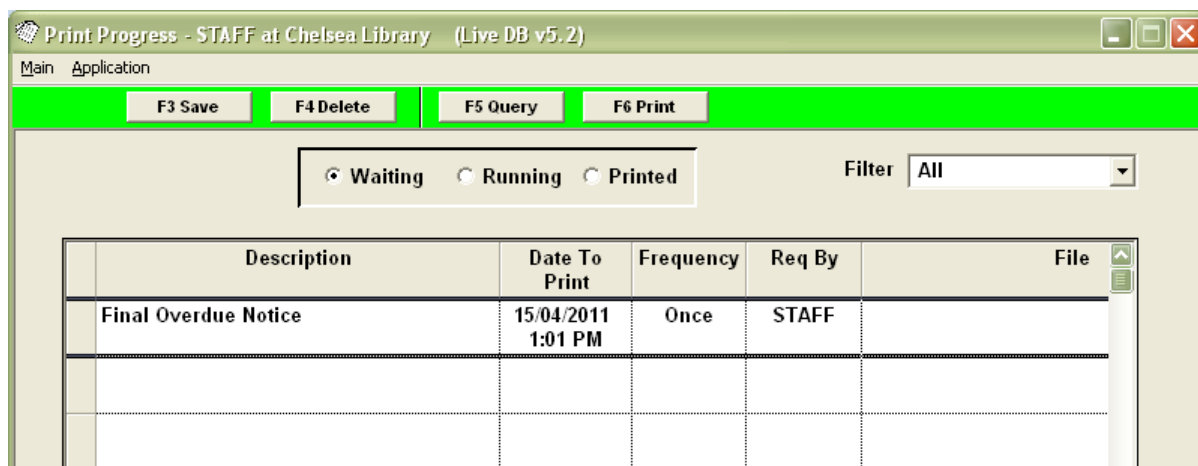
- You can specify any active printer on the network to print to – including virtual printer drivers such as a third party software that allows you to print to PDF (For example: **CutePDF Writer**)



3. Once you have selected all of your settings, click the **OK** button

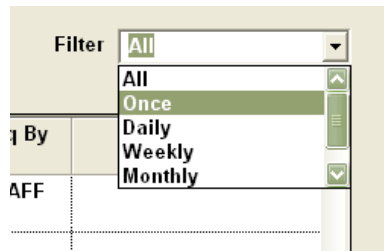
## Check Print Progress

1. You can check the progress of your reports at any time by going into **Main > Reports > RepPrintProgress**



2. If your library uses the scheduler for a lot of reports, you can select a frequency type from the Filter drop-down menu at the top

# Circulation Finance Training



3. Your report will show up in “Printed” when it is complete



## Borrower

Once the report is printed each Patron will have an entry in the Borrower Financial Transactions window that will show the cost of the item:



# Circulation Finance Training

Borrower Financial Transactions														
F1 New Charge			F5 Query		F6 Prt		F7 Alloc'tn		F8 Paym'ts		F9 Item		F10 Waive	
CL112B1164287D			Miss Layla Beene		\$41.30		Asc		Desc		<input type="checkbox"/> Outstanding Only			
Type	TransDate	Date Mod	Loc	Comme	Item	Title	Qty	Charge (Debit)	Inv_No	Inv Date	Paid (Credit)			
STFEE	24/01/2012		LIB	Auto Charge Fees	NA	Total Fees	1	\$2.00	493940	24/01/2012	\$0.00			
STACCT	24/01/2012		LIB	Auto Charge for	31111039618143	Horses.	1	\$7.70	493940	24/01/2012	\$0.00			
LATEFINE	06/07/2011	06/07/2011	INC	Return Item	ASLIB16720350B	The oil painter's guide to	22	\$4.40			\$0.00			
LATEFINE	06/07/2011	06/07/2011	INC	Return Item	31111035719010	First crush. / BEHREN	8	\$1.60			\$0.00			
LATEFINE	06/07/2011	06/07/2011	INC	Return Item	31111035719226	Moon spell. / BEHREN	8	\$1.60			\$0.00			
LATEFINE	06/07/2011	06/07/2011	INC	Return Item	31111033619352	Coppelia [DVD].	8	\$1.60			\$0.00			
LATEFINE	04/07/2011	04/07/2011	INC	Return Item	31111026963346	The nature of	20	\$4.00			\$0.00			

Each Patron will also have an entry listed in the Borrower History window that will show the details for the Report including the date and time of the Report.

# Circulation Finance Training

**Borrower History**

CL112B1164297D      No of Loans: 19      Renewals: 2      Visits: 6  
 Beene, Layla      No of Reserves: 0      Opacs Use: 0

ReQuery       Date Seq.       Title Seq.

Date	Action	Locn	Date Issued if applic. / Item / Title
7 Jan 2012 11:59 PM	OnLoan	LIB	2012-01-24-16.56.03.25 31111039618143 Horses./ PEYTON, K M, 1929-
6 Jul 2011 8:50 AM	HasRead		ASLIB16720350B OIL PAINTERS GUIDE TO PAINTING TREES SCHAEFFE
6 Jul 2011 8:50 AM	HasRead		31111035719010 FIRST CRUSH BEHRENT SUE returned offline
6 Jul 2011 8:50 AM	HasRead		31111035719226 MOON SPELL BEHRENT SUE returned offline
6 Jul 2011 8:50 AM	HasRead		31111033619352 COPPELIA DVD returned offline
4 Jul 2011 3:34 PM	HasRead		31111026963346 NATURE OF HAPPINESS MORRIS DESMOND 1928
4 Jul 2011 3:34 PM	HasRead		31111031077876 OIL PAINTING WORKSHOP BOSHOFF AGGY
4 Jul 2011 3:33 PM	HasRead		AL12505015650B OILS IN 10 STEPS LEARN ALL THE TECHNIQUES YOU
4 Jul 2011 3:33 PM	HasRead		31111044834040 ILLUSTRATED DIRECTORY OF HEALING CRYSTALS A

ReQuery       Date Seq.       Title Seq.

Date	Report Type	Title	Rep Name	
28 Jun 2011 2:45 PM	ACCOUNT	WHY IS GOD LAUGHING? : THE PATH TO JOY AN	STTI.GRP	AUTO HIST
28 Jun 2011 2:45 PM	ACCOUNT	THE OIL PAINTER'S GUIDE TO PAINTING TREES	STTI.GRP	AUTO HIST
28 Jun 2011 2:45 PM	ACCOUNT	THE TAO OF POWER: LAO TZU'S CLASSIC GUIDE	STTI.GRP	AUTO HIST
28 Jun 2011 2:45 PM	ACCOUNT	OILS IN 10 STEPS : LEARN ALL THE TECHNIQUE	STTI.GRP	AUTO HIST
28 Jun 2011 2:45 PM	ACCOUNT	THE NATURE OF HAPPINESS.	STTI.GRP	AUTO HIST
24 Jan 2012 5:00 PM	ACCOUNT	HORSES.	MPODLET1.GRP	AUTO HIST

1. When the item is returned, the following Financial Details prompt will display:

**Returns**

FINANCIAL DETAILS

B9999 was previously charged \$20.00Auto Charge for Overdue Item for this Item. Cancel the charge?

Yes      No

2. In order to retain the charge on the Borrowers' record, click the **No** button

## Alternate Method for Defining Charges

An alternate method of creating a charge that will remain on the Borrower record is to use CircFinancial to create a charge that will be added to the Borrower record when a specific report is printed (therefore the charge may not necessarily be for an overdue item/s). This charge will not be deleted on the return of the item.

## Circulation Finance Training

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(which has some limitations – cant be used on Continuous Overdue report types) and has been superseded by the use of the More Button and process as shown previously

1. Launch the *Amlib* client
2. Go to **Main > Finance > CircFinance** – the Circulation Transactions screen will display
3. From the menu, select **Circulation > FinStdJnl** – the Fund Standing Journals screen will display:

Click either the **New** or **Insert** buttons

Enter the following details:

Transaction Description – for example: **Overdue Administration Charge**

Amount – for example: **\$5.00**

Report Name – for example: **&INV2ND.QRP**

Click the **Save** button when complete

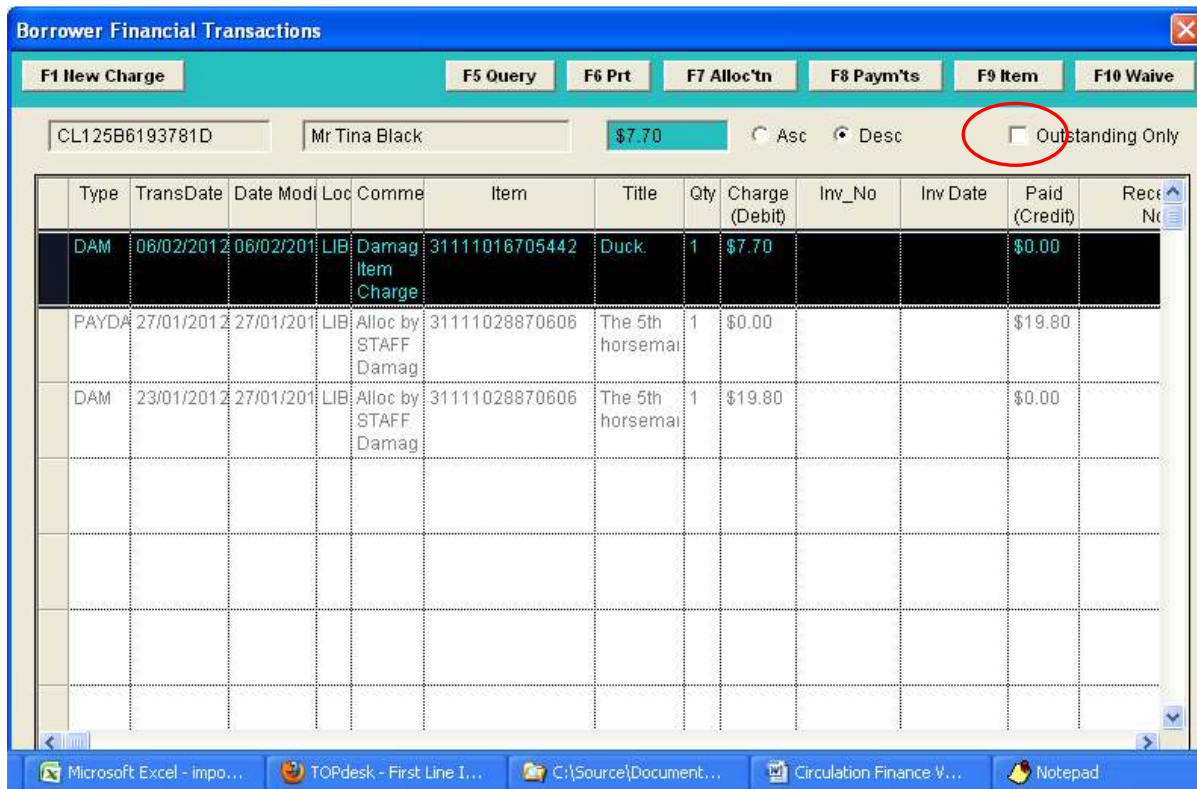
Whenever the report is printed (via the *Scheduler*), the charge will be added to the Borrower Financial record.

## MAKING A PAYMENT

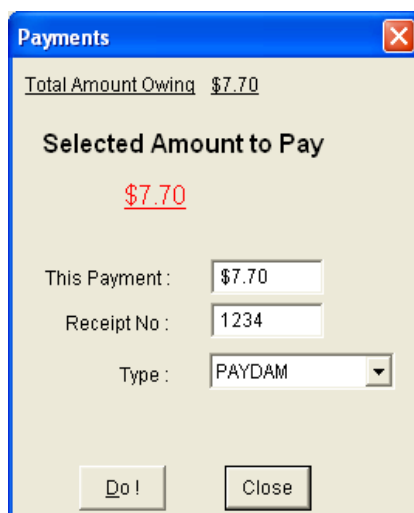
### Double Entry Accounting

It is possible to tick the Outstanding Only so that only Financials that have not been are shown.

1. **Highlight** the Debit lines to Allocate Payment – Note the Outstanding Only Field is useful in selection of only those Debits outstanding for payment



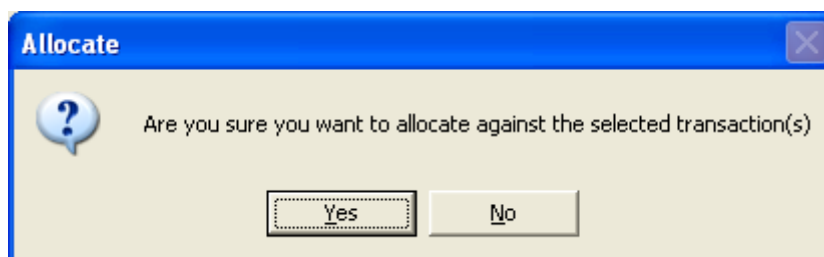
2. Click **F7 Alloc'tn** Button
3. A Payments Window will display with the selected Amount to Pay





# Circulation Finance Training

- a. Enter **this payment** in dollars and cents – for example 7.70 (the \$ sign will be generated by the system)
  - b. Enter the **Receipt No** if required (**Note:** it can be [system generated](#))
  - c. Select the **Circulation Financial Type**. The Drop down box will be populated with the Default Financial Type for Credits if specified in Supervisor, Installation, Borrower. If different to the Default entered, select the correct Type using the Drop down box. Only the Credit Financial Types (and with the same % included as the charge) will be available
4. Click the **Do!** Button. A confirmation button will display



7. To proceed, enter **Yes** or <ENTER>
8. The Credit and Payment will remain on separate lines. There is NO Delete button as this is not allowed in Double Entry Accounting. Deletions can be done via a Report for those Financials that have been paid

Type	TransDate	Date Modf	Loc	Comme	Item	Title	Qty	Charge (Debit)	Inv_No	Inv Date	Paid (Credit)	Recd No
PAYDA	06/02/2012	06/02/2012	LIB	Alloc by STAFF Damag	31111016705442	Duck	1	\$0.00			\$7.70	1234
DAM	06/02/2012	06/02/2012	LIB	Alloc by STAFF Damag	31111016705442	Duck	1	\$7.70			\$0.00	1234
PAYDA	27/01/2012	27/01/2012	LIB	Alloc by STAFF Damag	31111028870606	The 5th horsemai	1	\$0.00			\$19.80	
DAM	23/01/2012	27/01/2012	LIB	Alloc by STAFF Damag	31111028870606	The 5th horsemai	1	\$19.80			\$0.00	

**Note:** If multiple lines are selected payment will only be made for one Financial Type at a time. The system will calculate the amount owing on the relevant Payment lines for the Financial Type currently being processed. It is possible to have a default Payment type for each Credit type which will be selected as the default.

Payments

Total Amount Owing \$60.00

**Selected Amount to Pay**

**\$60.00**

This Payment : \$60.00

Receipt No : 12345

Type : PAYFINE

Do! Close

## Single Entry Accounting

1. Highlight the Debit lines to Allocate Payment – **Note:** the Outstanding Only Field is useful in selection of only those Debits outstanding for payment
2. Click **F7 Allocate**
3. A Payments Window will display.
  - a. Enter **this payment** in dollars and cents – for example 7.70 (the \$ sign will be generated by the system)
  - b. Enter the **Receipt No** if required (**Note:** it can be [system generated](#))
  - c. Choose to allocate against **All Items** or **Marked Items**

Payments

Total Amount Owing \$298.20

This Payment :

Receipt No :

Change Due

Allocate Against All Items

Allocate Marked Items

Do! Undo Done

4. Click the **Do!** Button or click the **Undo** Button if editing is required. Click the **Done** button after checking
5. The Paid column is updated so each Financial remains on a single line

# Circulation Finance Training

Borrower Financial Transactions																	
F1 New Charge		F3 Save		F4 Del.		F5 Query		F6 Prt		F7 Alloc'tn		F8 Paym'ts		F9 Item		F10 Waive	
BOOKREP		Carpenter		\$0.00		Asc		Desc		<input type="checkbox"/> Outstanding Only							
Type	TransDate	Date Modified	Locn	Comme	Item	Title	Qty	Charge (Debit)	Inv_No	Inv Date	Paid (Credit)						
OVERD	12/08/2011	07/02/2012	LIB	Auto Charge for	37240	Chocolate dreams : over 125	1	\$19.95	155	12/08/2011	\$19.95						
OVERD	12/08/2011	07/02/2012	LIB	Auto Charge for	14235	Complete book of Australiar	1	\$29.95	155	12/08/2011	\$29.95						
OVERD	12/08/2011	07/02/2012	LIB	Auto Charge for	46213	Lady knight / Tamora	1	\$15.00	155	12/08/2011	\$15.00						
OVERD	12/08/2011	07/02/2012	LIB	Auto Charge for	32717	Pulling the moves /	1	\$12.95	155	12/08/2011	\$12.95						
OVERD	12/08/2011	07/02/2012	LIB	Auto Charge for	43044	Harry Potter and the	1	\$17.00	155	12/08/2011	\$17.00						
OVERD	12/08/2011	07/02/2012	LIB	Auto Charge for	45630	Readings on The important	1	\$51.00	155	12/08/2011	\$51.00						

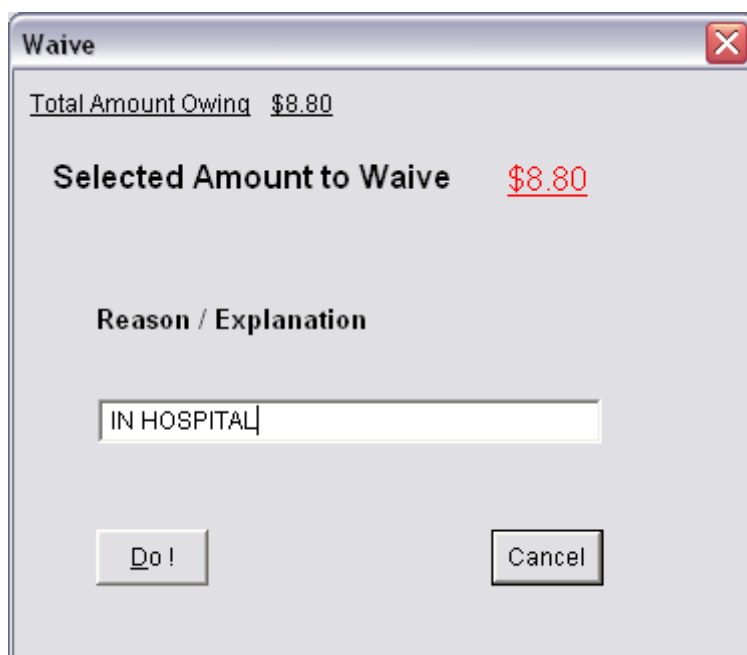
## WAIVE A PAYMENT

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The Waive button on the Financial window is available in both Single and Double Line Accounting.

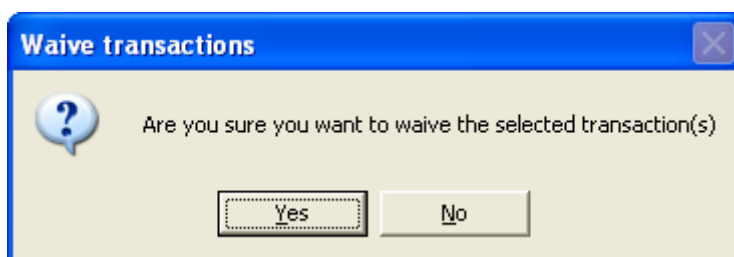
The Waive button may need to have permissions set for it in Supervisor, User Names if it is not available on the Borrower Financial Window.

1. Highlight the Debit lines to Waive – Note the Outstanding Only Field is useful in selection of only those Debits outstanding for payment
2. Click the **F10 Waive** button
3. A Waive Window will display. Enter the **Reason/explanation** which will be entered into the Comments section
4. Click the Do! Button



The image shows a dialog box titled "Waive". At the top, it displays "Total Amount Owing \$8.80". Below that, "Selected Amount to Waive" is shown in red text as "\$8.80". There is a text input field labeled "Reason / Explanation" containing the text "IN HOSPITAL". At the bottom, there are two buttons: "Do!" and "Cancel".

5. A Waive transactions confirmation message will display



The image shows a confirmation dialog box titled "Waive transactions". It features a question mark icon and the text "Are you sure you want to waive the selected transaction(s)". At the bottom, there are two buttons: "Yes" and "No".

6. Enter **Yes** to continue or No to cancel

In **Double Line Accounting**, a **minus Charge** is inserted the Charge column and the reason is updated in the Comments section along with the previous Circulation Financial Type.



# Circulation Finance Training

**Borrower Financial Transactions**

F1 New Charge      F5 Query      F6 Prt      F7 Alloc'tn      F8 Paym'ts      F9 Item      F10 Waive

18730      Tina Black      \$0.00      Asc      Desc      Outstanding Only

Type	TransDate	Date Mod	Loc	Comments	Item	Title	Qty	Charge (Debit)	Inv_No
WAIVE	16/03/2011	16/03/2011	ALE	WAIVED by STAFF (was DAM) - IN HOSPITAL - Damaged item	31111014966889	Beetle in the bathroom	1	\$8.80	
WAIVE	16/03/2011	16/03/2011	ALE	WAIVED by STAFF (was DAM) - IN HOSPITAL - Damaged item	31111014966889	Beetle in the bathroom	1	\$8.80	

In **Single Line Accounting**, the Waive amount is credited to the Paid column and the Financial Type is changed to WAIVE. The transaction remains as a single line

**Borrower Financial Transactions**

F1 New Charge      F3 Save      F4 Del.      F5 Query      F6 Prt      F7 Alloc'tn      F8 Paym'ts      F9 Item      F10 Waive

34155      Athena Clarke      \$0.00      Asc      Desc      Outstanding Only

Type	TransDate	Date Mod	Loc	Comme	Item	Title	Qty	Charge (Debit)	Inv_No	Inv Date	Paid (Credit)	Recd No
WAIVE	25/07/2011	07/02/2011	LIB	WAIVED by STAFF	62369	Need / Carrie Jones.	1	\$16.00	23	25/07/2011	\$16.00	



## Circulation Finance Training

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- Date Modified Date of any modifications made to the Financial Transaction 08/06/2011
- Location Login Location at which the transaction was applied LIB
- Comment Comment about the Transaction. This Defaults to the Circulation Financial Type Description but extra Notes can be added if in single entry accounting
- Item Barcode of Stockitem if linked to the Financial Transaction 31112313435546
- Title Title of Stockitem if linked to the Financial Transaction The alchemist/Coelho, Paulo
- Qty No of days overdue when the item was returned (useful in calculating Fines due though the system does this automatically) 21
- Charge (Debit) Amount for the Debit Charge \$15.00
- Inv\_No Invoice Number if a number was set 7149
- Inv Date Date when the Invoice was created 26/05/2011
- Paid Amount of the Credit Paid \$15.00
- Receipt No Receipt Number for payment. This can be entered manually or automatically generated, depending on the Supervisor, Installation setting 22468
- Included in charge Amount that is included in the charge – only relevant if a percentage is included in the Circulation Financial Type – for example 10% .50
- Amount Outstanding Amount outstanding for the transaction line \$1.50

### Editing Financial Transactions

**Double Line Accounting:** No editing of the Financial entries is allowed.

**Overcharge:** If the incorrect amount is entered as a charge, **WAIVE** the entire amount – entering a reason why you are making the Waive e.g. Incorrect amount entered on the Charge. A new charge can then be made with the correct Amount. A comment can be added if required. In this way an audit trail is created.

# Circulation Finance Training

**Borrower Financial Transactions**

F1 New Charge    F5 Query    F6 Prt    F7 Alloc'tn    F8 Paym'ts    F9 Item    F10 Waive

78187    Alex Ascroft    \$10.00    Asc    Desc    Outstanding Only

Type	TransDate	Date Mod	Loc	Comments	Item	Title	Qty	Charge (Debit)	Inv_N
BKCLUB	05/07/2011	05/07/2011	ALE	Book Club Fee - this was originally overcharged			1	\$10.00	
WAIVE	05/07/2011	05/07/2011	ALE	WAIVED by STAFF (was BKCLUB) - OVERCHARGE FOR BOOKCLUB - Book Club Fee			1	-\$16.00	
WAIVE	05/07/2011	05/07/2011	ALE	WAIVED by STAFF (was BKCLUB) - OVERCHARGE FOR BOOKCLUB - Book Club Fee			1	\$16.00	

**Undercharge:** If the incorrect amount is entered as a charge, enter a new charge to increase the amount using the **F1 New Charge** button.

**Add a new Charge**

**Enter Charge Details**

Type: DAM

Charge Amount: \$5.00

Item Barcode:

Title:

Comments: Damaged item - extra amount added to ensure correct charge is created for the damaged item

**Enter Payment Details (if applicable)**

Credit Type: CNH

Payment Amount:

Receipt No:

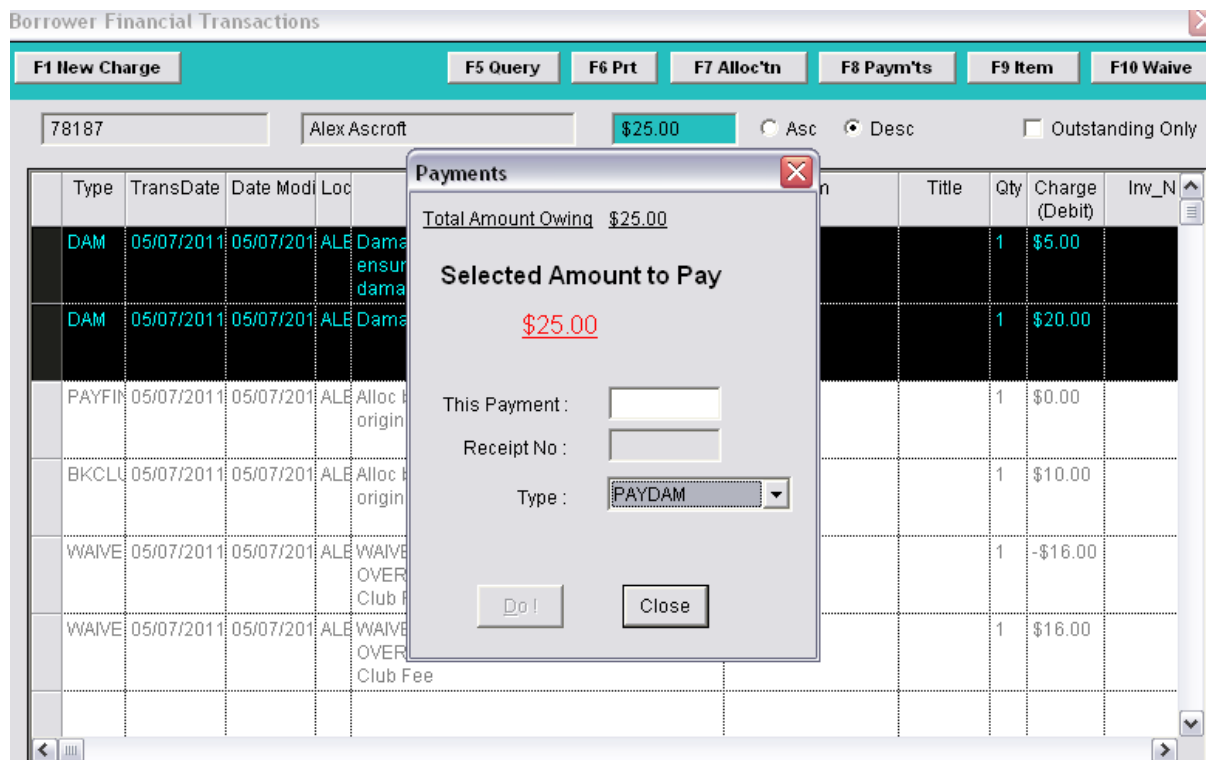
**Borrower Financial Transactions**

F1 New Charge    F5 Query    F6 Prt    F7 Alloc'tn    F8 Paym'ts    F9 Item    F10 Waive

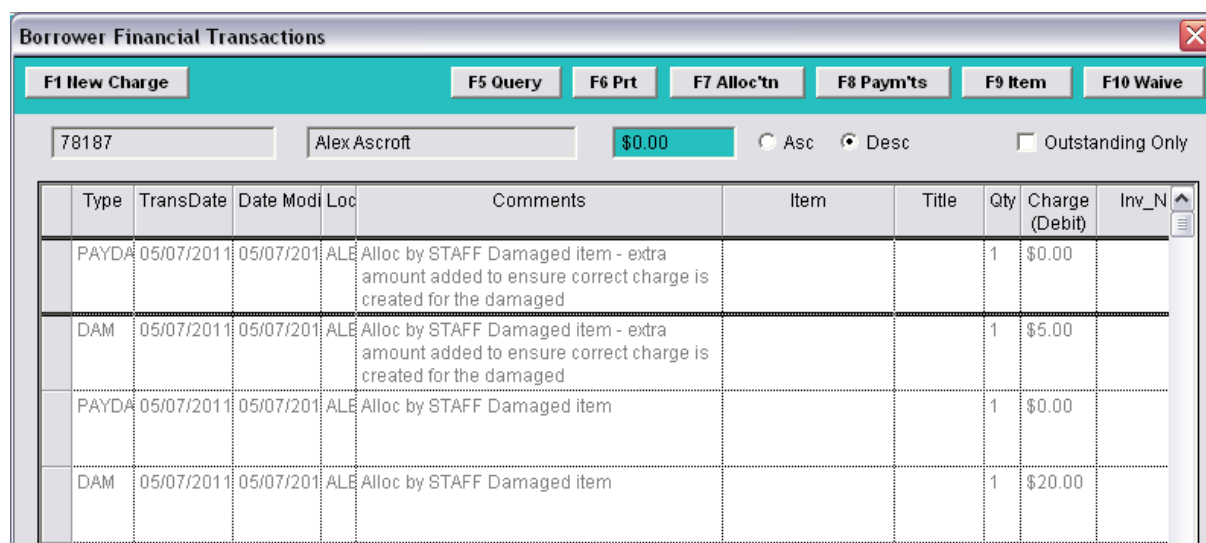
78187    Alex Ascroft    \$25.00    Asc    Desc    Outstanding Only

Type	TransDate	Date Mod	Loc	Comments	Item	Title	Qty	Charge (Debit)	Inv_N
DAM	05/07/2011	05/07/2011	ALE	Damaged item - extra amount added to ensure correct charge is created for the damaged item			1	\$5.00	
DAM	05/07/2011	05/07/2011	ALE	Damaged item			1	\$20.00	

# Circulation Finance Training



When it is time to pay, highlight each of the charges, and select F7 Alloc'tn. It will then take the charges off both lines.



## Sorting Financial Transactions

Financial Transactions are displayed by TransDate (Transaction Date) in *Descending* order. If any other order is required, this can be done by selecting the **Desc** (or **Asc**) radio button and clicking on the column heading.

# Circulation Finance Training

Borrower Financial Transactions

Asc
  Desc
  Outstanding Only

Type	TransDate	Date Mod	Loc	Comme	Item	Title	Qty	Charge (Debit)	Inv_No	Inv Date	Paid (Credit)	Recd No
PAYILL	26/06/2011	26/06/2011	CH	Alloc by STAFF Interlibr			1	\$0.00			\$2.00	6
ILL	26/06/2011	26/06/2011	CH	Alloc by STAFF Interlibr			1	\$2.00			\$0.00	6
DAM	23/06/2011	23/06/2011	CH	Alloc by STAFF Damag	16905	Harry Potter and the	1	\$5.00			\$0.00	5
CARD	23/06/2011	23/06/2011	CH	Alloc by STAFF Replac			1	\$1.00			\$0.00	4

## BORROWER & CIRCULATION WINDOWS

### Borrower Display

The Text of the Borrower will display in red if the Borrower owes money.

**Borrower Details - STAFF at Library**

Main Application Borrower XReferences File

F1 Clear F2 Insert F3 Update F4 Delete F5 Query F6 Table F7 << F8 < F9 > F10 >>

BarCode: 11740 Pin: \*\*\* Previous Queries: -1 -2 -3 -4 -5

Scope: 'EUR','LIB','SC' Given Name: Middle Name:

Surname: Foord Nick: J

Title: Sex: M Balance: \$43.10 Picture:

BirthDate: < [= > Potential Charges? AlwaysShow

Type: A Group: Class:

Status: OK 9555 0248, 249 Nickfoo Rd, Library Town, WA

Status Date: 21/09/2010 Mr & Mrs Foord, 249 Nickfoo Rd, Library Town, WA

Location: STK Reference 1: Student ID:

Ref1: Ref2: 11740 Loan Count: 2 Memo Count: 0

Email: Use for Notices: Y

Mobile/Cell: Use Mobile/Cell for Notices: Lib. Group: SC Enquiry Security Level (00-99): 00

Exclude from Debt Collection: N

Joined: 21/09/2010 At: LIB Modified: 01/04/2011 10:35:55 AM Seq: 5 Set: 8 ?Size: 400

Reg Exp: 23/09/2013 Last Active by: STAFF

User use borrower reference 1 - up to 20 chars

### Balance

The amount owing for a Borrower is displayed on the Borrower Details window as the **Balance**.

This amount also displays in the Issues window as a red **Balance** (Bal Field).

**Issues - STAFF at Library** Tuesday, 5 July 2011 11:40 AM

Main Application Borrower Items Print

F1 Clear F3 Renew All F4 Bor ? F5 Item ? F6 A4Style F7 BookMark F8 NewIssues F9 Issues F10 Statement

11740 Name: Potential Charges: \$0.00 Show Items

A OK STK Foord

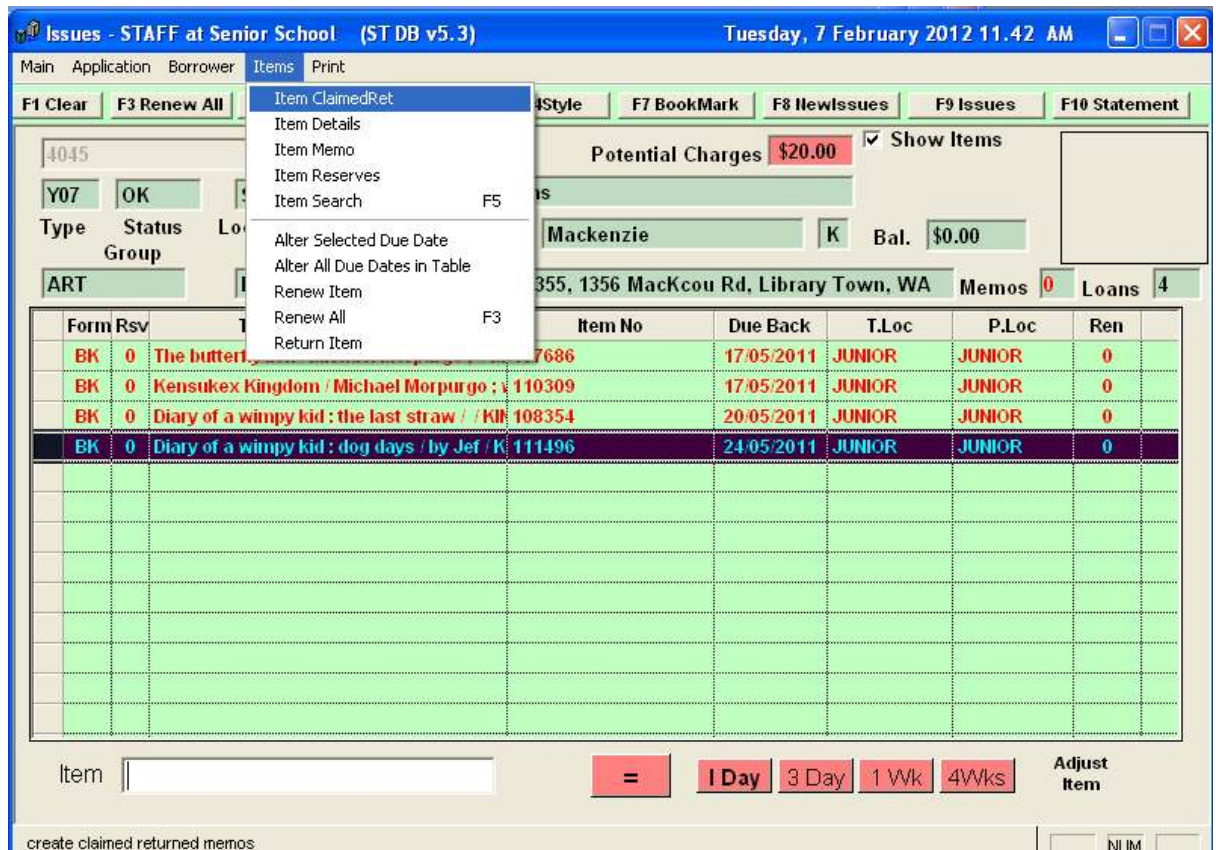
Type: Status: Locn: Nick J Bal. \$43.10

Group: Class: 9555 0248, 249 Nickfoo Rd, Library Town, WA Memos: 0 Loans: 2

## CLAIMED RETURNS

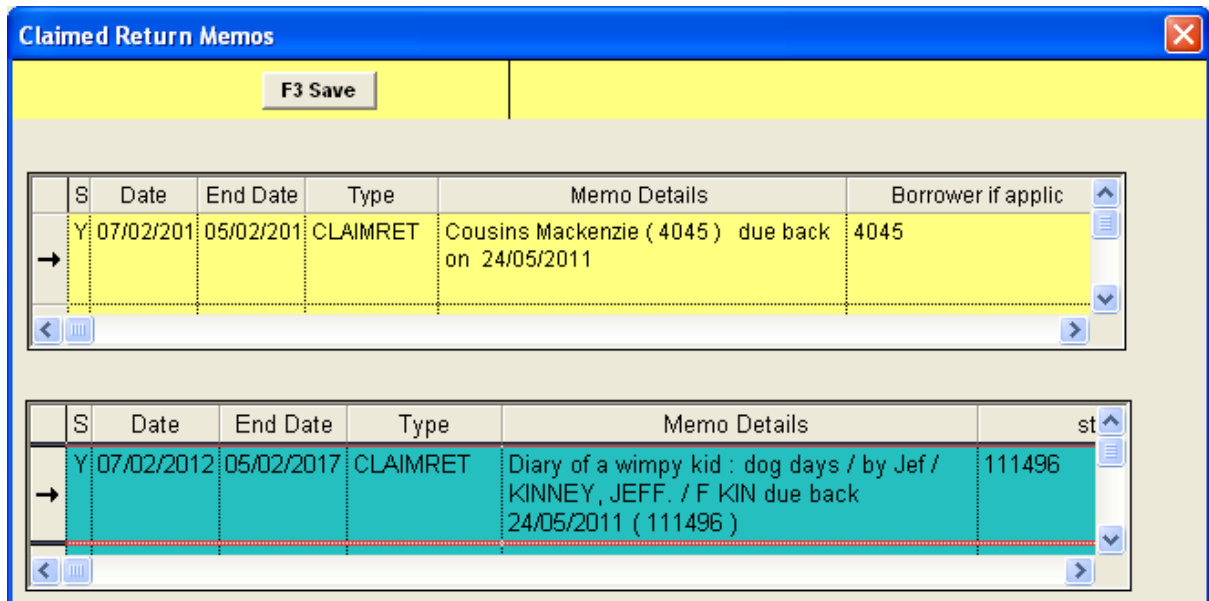
Item and Borrowers can have a Memo automatically generated (if required).

1. From **Main > Issues**
2. Find the item to be identified as a Claimed Return
3. Highlight the item and select the **Items Menu > Item ClaimedRet** – the Claimed Returned Memos screen will display

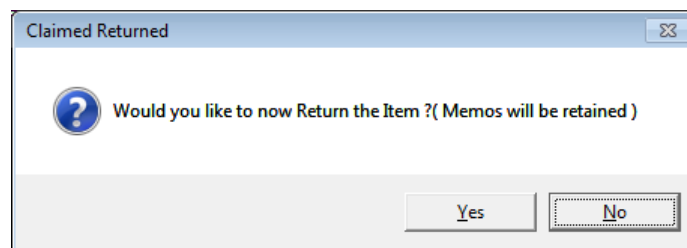




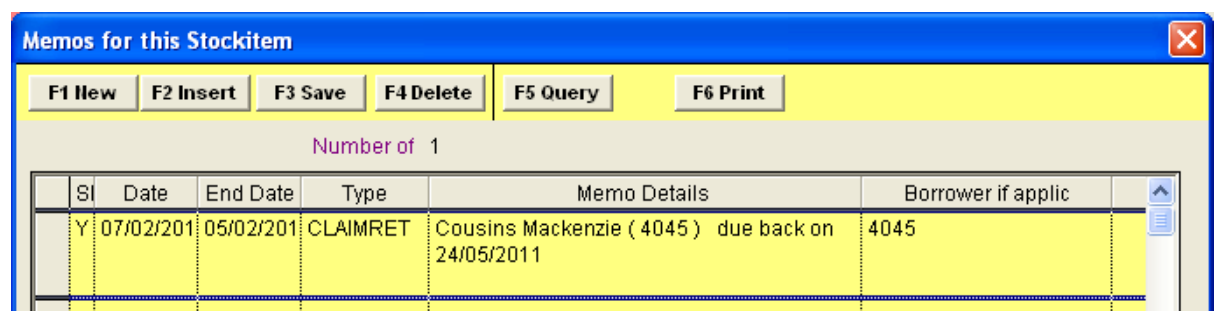
# Circulation Finance Training



4. Click the **F3 Save** button to insert the memos
5. You will then be prompted if you would like to return the item:



6. Click the **Yes** button (to return the item) or the **No** button (to leave it on the Borrower record)
7. The Memo will be applied to the Item



8. The Memo will be applied to the Borrower

# Circulation Finance Training

**Memos for this Borrower** ✖

Barcode: 4045      Name: Cousins, Mackenzie      Number of Memos: 1

Show	Date	End Date	Type	Memo Details	stk Item no if applic
Y	07/02/2012	05/02/2017	CLAIMRET	Diary of a wimpy kid : dog days / by Jef / KINNEY, JEFF. / F KIN due back 24/05/2011 ( 111496 )	111496

9. An entry will be made in the Stockitem History as part of the process:

**Stockitem Circulation History** ✖

Times Issued: 0      Prev: 0      StockTake :      Original Cost Price  
 Times Reserved: 0      Period: 0      Last depr: 13/05/2011      \$0.00  
 Times Renewed: 0      Last Act: 07/02/2012 11:45:29 AM

111496      Circulation Activity     

Action	Date	Who	Comments	Value
RETURN	7 Feb 2012 11:45	4045 Mackenzie K Cousins	Returned at SENIOR by STAFF on 07/02/2012 11:45:29 AM	
ISSUE	10 May 2011 12:00	4045 Mackenzie K Cousins	Borrower: Mackenzie Koranis (From Conversion)	
RETURN	10 May 2011 12:00	1888 Claire G White	Borrower: Claire Reid (From Conversion)	
RETURN	15 Apr 2011 12:00	4947 Anouk P Birkhead	Borrower: Anouk Pope (From Conversion)	
RETURN	7 Apr 2011 12:00	2763 Ella M Hazelden	Borrower: Ella Chamberlain (From Conversion)	
RETURN	30 Mar 2011 12:00	1557 Asra Makrides	Borrower: Asra Khan (From Conversion)	
RETURN	22 Mar 2011 12:00	5080 Ella S Gorgolis	Borrower: Ella Richardson (From Conversion)	
RETURN	11 Mar 2011 12:00	41057 Tia C De La Rie	Borrower: Tia McNulty (From Conversion)	
RETURN	28 Feb 2011 12:00	36565 Delaney K Major	Borrower: Delaney Eastabrook (From Conversion)	
RETURN	18 Feb 2011 12:00	1591 Sarah L Boyles	Borrower: Sarah Kung (From Conversion)	

Reports

Date	Report Type	Details
7 Feb 2012 11:44	CLAIMRET	MACKENZIE COUSINS
7 Feb 2012 11:45	READING	MACKENZIE COUSINS

An entry will be made in the Borrower History as part of the process

# Circulation Finance Training

Borrower History ✕

F5 Query F6 Print

4045
No of Loans: 20    Renewals: 0    Visits: 0  
No of Reserves: 0    Opacs Use: 0

Cousins, Mackenzie

ReQuery     Date Seq.     Title Seq

Date	Action	Locn	Date Issued if applic. / Item / Title
17 May 2011 11:59	OnLoan	LIB	2011-05-03-00.00.00. 110309 Kensukex Kingdom / Michael Morpurgo ; with
17 May 2011 11:59	OnLoan	LIB	2011-05-03-00.00.00. 107686 The butterfly lion / Michael Morpurgo ; illustra
20 May 2011 11:59	OnLoan	LIB	2011-05-06-00.00.00. 108354 Diary of a wimpy kid : the last straw / by Jeff k
7 Feb 2012 11:45 AM	HasRead		111496 DIARY OF A WIMPY KID DOG DAYS BY JEFF KINNEY KINNEY JEFF
7 Feb 2012 11:44 AM	ClaimedRe		111496 Diary of a wimpy kid : dog days / by Jef / KINNEY, JEFF. / F KIN due
7 Feb 2012 11:45 AM	Return	SENIOR	111496 Diary of a wimpy kid : dog days / by Jeff Kinney / KINNEY, JEFF.
15 Apr 2011 12:00 AM	Return		108982 Diary of a wimpy kid : Rodrick rules / by Jeff Kinney / KINNEY, JEFF.

ReQuery     Date Seq.     Title Seq

Date	Report Type	Title	Rep Name

## DEBT COLLECTION

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The *Amlib Debt Collection* module is a new module, specifically designed as an interface with *Unique Management Services (UMS)* – a company that partners with libraries to help recover overdue materials, fines and fees.

The *Amlib Debt Collection* interface is a program that is separate to the standard *Amlib* client interface, is separately licensed, and may not be set-up without first being purchased.

### Amlib Debt Collection Module

The module is responsible for:

#### Submission

- Used for identifying borrowers whose financial transactions meet the library's criteria for submission to the Debt Collection process – borrowers can be selected on the basis of **Borrower Type, Borrower Location** and various other Borrower record fields
- Submitting the details to *Unique Management Services (UMS)* in the required format
- A View option allows institutions to check results prior to running the Submission process

#### Update

- Used for identifying updated details for the borrowers previously submitted (including payments)
- Delivering the updated details to *Unique Management Services (UMS)*
- A View option allows institutions to check results prior to running the Update process

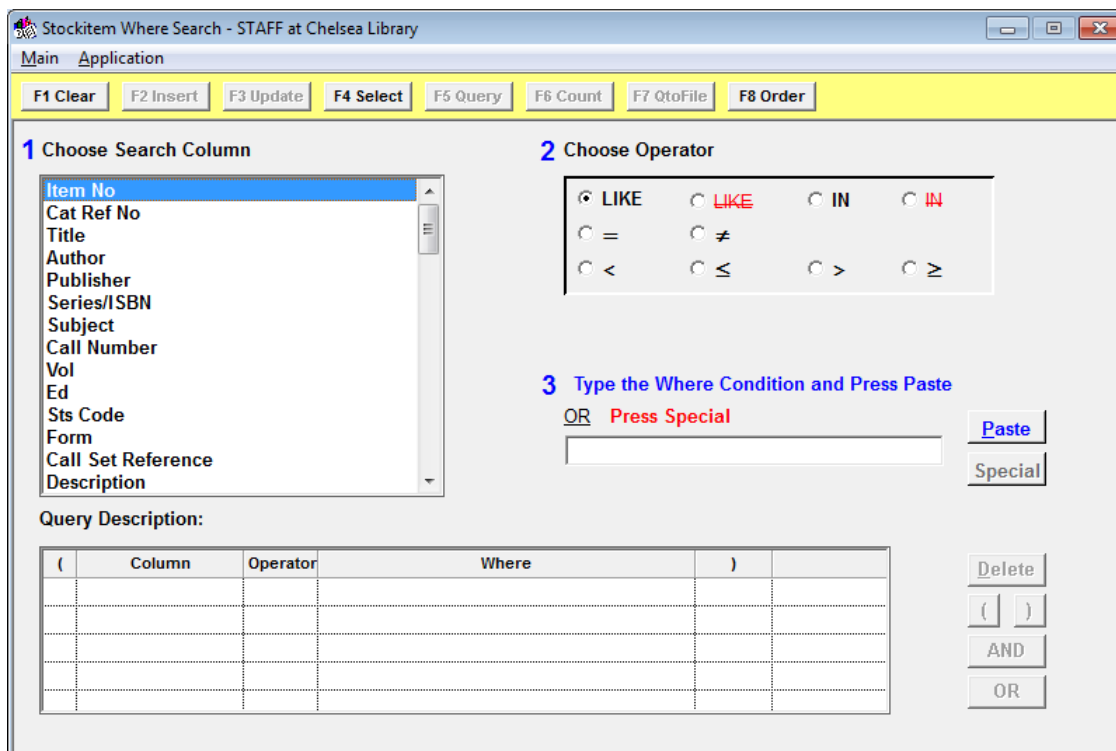
#### Synchronization

- Used for collating details of all borrowers who are currently in submission to facilitate synchronization between the systems
- Delivering the synchronization data to *Unique Management Services (UMS)* in the required format
- A View option allows institutions to check results prior to running the Synchronization process

## WHERE SEARCHES

### Where Searching

1. You can access Where searches in the *Stockitem* and *Borrower* modules by selecting **Application > Where...** (in the *Stockitem* module) or **Application > BorrowerWhere** (in the *Borrower* module) – the Where Search screen will display:



2. **Choose Search column:** it can be helpful to have a look at the main Stockitem (or Borrower) screen if you're confused about which fields contain what information
3. **Choose Operator:** these are the same as in the *Reports* module

OPERATOR	DESCRIPTION	EXAMPLE
LIKE	Where the required data in this field begins with the text entered	LIKE ELD (for Eldorado)
<del>LIKE</del>	Where the required data in this field does not begin with the text entered	<del>LIKE</del> ELD (for all except Eldorado)
IN	Useful for selecting multiple codes	IN A,J,YA (for all of these types)
<del>IN</del>	Useful for multiple codes not to be included	<del>IN</del> ILL,LS (to exclude these types)
=	Where the text entered is exactly equal to the data required	= A (borrowers with a code of A for Adult)
≠	Where the text entered is not equal to the data required	≠ J (borrowers who do not have a code of J)

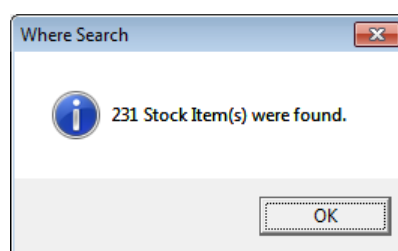
## Circulation Finance Training

	Useful for <b>NOT EQUAL TO NULL</b> – choose this operator, do not enter any data and click the <b>Paste</b> button	
<	Where the text entered is less than the data required	< <b>01/10/10</b> (less than 1 Oct 2010)
≤	Where the text entered is equal or less than the data required	≤ <b>01/10/10</b> (less than or equal to 1 Oct 2010)
>	Greater than	> <b>01/10/10</b> (greater than 1 Oct 2010)
≥	Equal or greater than the text entered	≥ <b>01/10/10</b> (greater than or equal to 1 Oct 2010)

4. **Type the Where condition:** this can be a date, a code, letters, numbers, etc

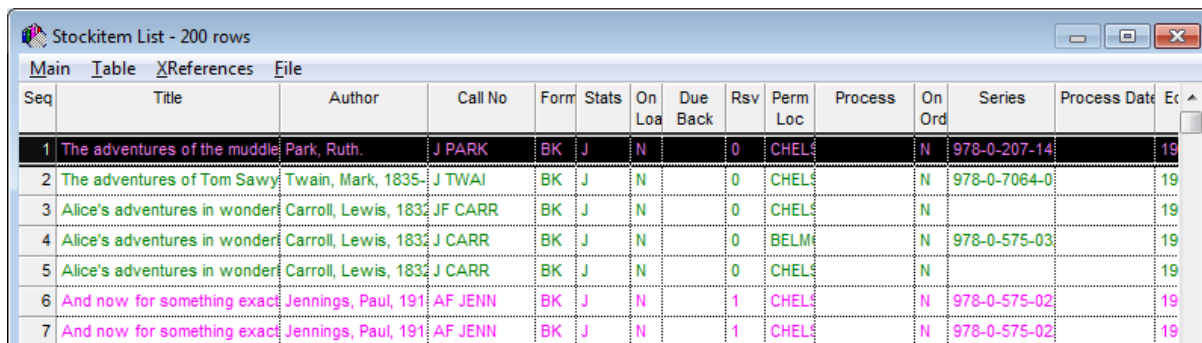
BUTTON	DESCRIPTION
<b>Paste</b>	Adds the Where condition to the <u>Query Description</u> table
<b>Special</b>	This button contains useful fields that can be used for any mathematical operand (i.e. =, ≠, <, ≤, >, ≥) – for example: <b>Current Date</b>
<b>Delete</b>	Deletes the highlighted Where condition from the <u>Query Description</u> table
<b>AND</b>	Includes the AND separator to the Where conditions in the <u>Query Description</u> table (this is the default)
<b>OR</b>	Includes the OR separator to the Where conditions in the <u>Query Description</u> table
(	Adds a beginning bracket to the Where condition in the <u>Query Description</u> table
)	Adds a closing bracket to the Where condition in the <u>Query Description</u> table

a. Count the number of results by clicking the **F6 Count** button:



b. Get the list of results by clicking the **F5 Query** button:

# Circulation Finance Training



Seq	Title	Author	Call No	Form	Stats	On Loa	Due Back	Rsv	Perm Loc	Process	On Ord	Series	Process Date	Ec
1	The adventures of the muddle	Park, Ruth.	J PARK	BK	J	N		0	CHEL		N	978-0-207-14		19
2	The adventures of Tom Sawyer	Twain, Mark, 1835	J TWA	BK	J	N		0	CHEL		N	978-0-7064-0		19
3	Alice's adventures in wonder	Carroll, Lewis, 1832	JF CARR	BK	J	N		0	CHEL		N			19
4	Alice's adventures in wonder	Carroll, Lewis, 1832	J CARR	BK	J	N		0	BELM		N	978-0-575-03		19
5	Alice's adventures in wonder	Carroll, Lewis, 1832	J CARR	BK	J	N		0	CHEL		N			19
6	And now for something exact	Jennings, Paul, 191	AF JENN	BK	J	N		1	CHEL		N	978-0-575-02		19
7	And now for something exact	Jennings, Paul, 191	AF JENN	BK	J	N		1	CHEL		N	978-0-575-02		19

## Special Button

The **Special** button can be used for a number of things including the creation of relational dates (dates that aren't fixed but operate from the concept of a **Current Date** or the **Start of Month**).

For example: if you would like to look at dates from a week ago or further back, you could enter the following Where condition:

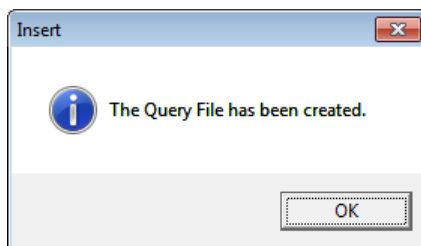
- **Issue Date Due Back <= Current date – 7 Days**

An example of the expressed condition will be visible in the box at the top of the screen:

## Saving a Where Search

It is possible to save a Where search:

1. Click the **F2 Insert** button – the Saved Queries table will display:
2. Type in a Description and select the **F3 Save** button – a prompt will display with the following message: **The Query File has been created.**



3. Click the **OK** button
4. Once saved, you can access saved Where searches by clicking the **F4 Select** button in the Where screen or from the Item/Saved Where Searches menu in Stockitem

## Examples of useful Where Searches

# Circulation Finance Training

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## Claimed Returns

<b>STEP 1:</b>	MemoType
<b>STEP 2:</b>	LIKE
<b>STEP 3:</b>	CLAIM
<b>SELECT PASTE</b>	

## Readers who are in Debt Collection (if used)

<b>STEP 1:</b>	STATUS
<b>STEP 2:</b>	=
<b>STEP 3:</b>	DC (or whatever the Status code is for Debt Collection)
<b>SELECT PASTE</b>	

## Readers with Financials

<b>STEP 1:</b>	Owing
<b>STEP 2:</b>	>
<b>STEP 3:</b>	0
<b>SELECT PASTE</b>	

## Readers with Financials over \$50

<b>STEP 1:</b>	Owing
<b>STEP 2:</b>	>
<b>STEP 3:</b>	50
<b>SELECT PASTE</b>	

## Accounts sent in this month

<b>STEP 1:</b>	HistoryType	HistoryDate
<b>STEP 2:</b>	LIKE	≥
<b>STEP 3:</b>	ACC	Select the SPECIAL button. Select Start of Month
<b>PASTE</b>		



## REPORTS

---

Reports can generate Financials as described earlier, by having the Create Financial column set to Y.

**Information** about Circulation Finance can be found by using Where Searches or Reports, such as those available within RepBorrower or RepFinancial.

### RepBorrower

#### Borrower History Reports

**Borrower History – More than 3 Accounts** (&borh3n.qrp) Report Type is Borrower History.

Account Count – lists any Borrower who has had more than 3 Accounts in the Time Period set in the Where parameters using History Date and History Type etc. These are actual Accounts sent (rather than No. of items in each Account e.g. 7 items in an ACCOUNT will show as 7 separate ACCOUNT listings in Borrower History but count as 1 Account sent on that date).

Set the **Where** parameters for the Report which will include History Type (LIKE ACC or = ACCOUNT) and perhaps a History Date (e.g. Use the Special button to choose Current Date – xx Months).

The **Order** should be Borrower Barcode. Save with F3.

Bar Code	Name	Entries
F2ALB	ALBANY PUBLIC LIBRARY,	3
ANDERLA	ANDERSON, Laura	4
+60011352299	ANDERTON, Landa Wilandra	7
CHAPTTH	CHAPTER, Thomas	3
23414000	JONES, Amanda A.	3
LARSONIM	LARSON, Matthew S	3
MAGORDS	MAGOR, Daisy S	4
MANASSRA	MANASSAH, Rachel A	3

Displaying amounts owing, paid and remaining (&borfino.qrp)

# Circulation Finance Training

		Owing	5/07/2011		
Name	Borrower Type	OWED	PAID	REMAINING	
ADAM-SMITH, Scott M	J	\$1.50	\$0.00	\$1.50	
ADLER, Timothy P	J	\$78.07	\$0.00	\$78.07	
AMOS, Benjamin H	J	\$66.00	\$16.00	\$50.00	
ANDERSON, Harry	J	\$81.00	\$15.00	\$66.00	
ARMATI, Leo J	J	\$27.50	\$2.00	\$25.50	
BARRY, Aiden C	J	\$57.00	\$55.00	\$2.00	
BASIL-JONES, William H	J	\$16.00	\$0.00	\$16.00	
BEALE, Adam C	J	\$38.80	\$0.00	\$38.80	
BLACK, Tina W	J	\$29.40	\$17.60	\$11.80	
CLARKE, Richard A	A	\$49.25	\$0.00	\$49.25	
FOORD, Nick J	A	\$84.65	\$41.55	\$43.10	
HEAD, Ben J	J	\$93.15	\$27.00	\$66.15	
JEFFERIES, William J	J	\$67.45	\$0.00	\$67.45	
LANGDALE, Peter D	A	\$25.00	\$22.00	\$3.00	
LEIJER, Nicholas I	J	\$133.30	\$0.00	\$133.30	
LONG, L. J.	J	\$50.00	\$20.00	\$30.00	

## Financials by Borrower (&borfin.qrp)

Shows Financial Type and details of the Financial

&borfin.qrp		8		12/02/2007		
NAME/ ITEM & FINANCIAL DETAILS			BARCODE			
ITEM BARCODE	REPORT	FIN TYPE	FINANCIAL COMMENTS		CREDIT	DEBIT
<b>GRABIC, Paul</b>			<b>GRABICP</b>			
ASLIB30399742B		LATEFINE	Returned Item was overdue	15/09/2006	0.00	0.20
<b>CLARKE, Jade Rebecca</b>			<b>CLARKJ</b>			
1255		RESERVE	Reserve Charge Single	26/09/2006	0.00	0.10
<b>KIPPO, Laurence Charlie</b>			<b>KIPPL</b>			
AUSOD1.GRP		OVERDUE	Account Charge.....	12/09/2006	0.00	4.00
<b>KIPPO, Florence</b>			<b>KIPPFL</b>			
AL20900030597B	AUSOD1.GRP	OVERDUE	Auto Charge for Overdue Item	12/09/2006	0.00	5.00
	AUSOD1.GRP	OVERDUE	Account Charge.....	12/09/2006	0.00	4.00
<b>KIPPO, Alexandria</b>			<b>TEMP00158712</b>			
ASLIB3203492XB	AUSOD1.GRP	OVERDUE	Auto Charge for Overdue Item	12/09/2006	0.00	30.80
	AUSOD1.GRP	OVERDUE	Account Charge.....	12/09/2006	0.00	4.00
<b>KIPPO, Theodore</b>			<b>KIPPTH</b>			
31111014766271	AUSOD1.GRP	OVERDUE	Auto Charge for Overdue Item	12/09/2006	0.00	11.00

## RepFinancials

### Borrower Financials

It is possible to generate Borrower Owing letters and emails (containing details of the borrower fines and fees listed in the Borrower Financial Transactions screen).

# Circulation Finance Training

- From the Borrower Details screen, select **Borrower > Financial**:

The screenshot shows a window titled "Borrower Financial Transactions" with a search bar containing "B9999" and "Mr John Smith", and a total charge of "\$40.00". The table below lists two transactions:

Type	TransDate	Date Mod	Loc	Comme	Item	Title	Qty	Charge (Debit)	Inv_No	Inv Date	Paid (Credit)	Recd No
DCFEE	29/06/2011	29/06/2011	CH	Debt Collecti Fee				\$15.00			\$0.00	
DAM	29/06/2011	29/06/2011	CH	Damag Item	STOCK0036889XB	Harry Potter and the	1	\$25.00			\$0.00	

The report uses the **&FINOWE.QRP** and **&FINOWEE.QRP** templates, which can be customised (if required). The following guide takes you through the entire process for loading the customised template/s\*, creating a new report and running the report.

## Report Templates

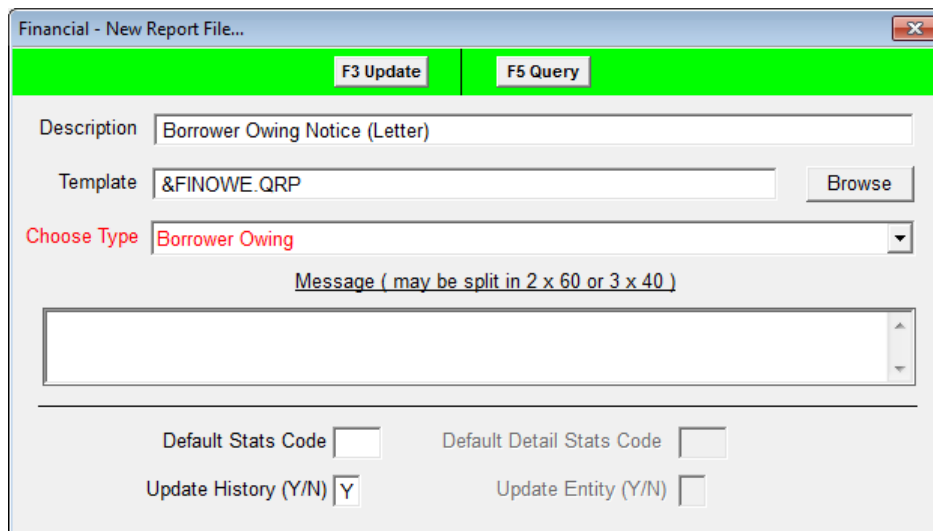
- &FINOWE.QRP** – Borrower Owing Notice (Letter)
- &FINOWEE.QRP** – Borrower Owing Notice (Email)

## Save the Template\*

- Save the customised template into the **Amlib/Reports** folder on the *Amlib* server. This will make the template available for use for all users. Alternatively, you may save it into a local folder on your PC – but please be aware, that the template (once loaded) will only be available for use on that PC
- Ensure that the template is saved with a name that clearly identifies it as a customised borrower owing template – for example: **CSFINOWE.QRP**

## Load the Template\*

- Launch the *Amlib* client
- Go to **Main > Reports > RepAddNew** – the Report Files window will display
- Select Report Entity = **Financial**
- Click the **F1 New** button – the Financial – New Report File screen will display:



5. Type in a Description – for example: **Borrower Owing Notice (Letter)** or **Borrower Owing Notice (Email)**
6. **Browse** to the **Amlib/Reports** folder on your *Amlib* server and locate the template to be loaded (if the template has been loaded onto your PC – then navigate to the local folder)
  1. Files of type = **Custom Report Templates (\*.qrp)** – if loading the standard template, select: **System Report Templates (&\*.qrp)**
  2. Highlight the template to be loaded
  3. Click the **Open** button
7. Choose Type = **Borrower Owing** or **Borrower Owing Email**
8. You can leave Default Stats Code blank
9. Update History (Y/N) = **Y**
10. Click the **F3 Update** button
11. Close out of the Report Files window

The template is now loaded and available for use in a Report.

## Create the Report

1. Go to **Main > Reports > RepFinancial** – the Financial Reports screen will display
2. Click the **F1 New** button – the Select Report Format screen will display
3. Highlight Borrower Owing Notice (Letter) or Borrower Owing Notice (Email) (wording may differ – it will be using the **&FINOWE.QRP**, **&FINOWEE.QRP** or a customised version of either of these templates) and click the **Select** button

# Circulation Finance Training

Report Stats Code	Set Update	Report Description	Report Type	Template
	N	Account Budget Analysis	Account Budget Analysis	&FINBUDG.qrp
	N	Account Group List	Account Group List	&FINGLC.qrp
	N	Account List	Account List	&FINACCT.qrp
	N	Allocation List	Allocation List	&FINALL.qrp
	N	Borrower Fines and Payments Today	Daily Borrower Fines	#DAILYBF.qrp
	N	Borrower Fines Today	Daily Borrower Fines	#DAILYBF.qrp
	Y	Borrower Owing Notice (Letter)	Borrower Owing Notice	&FINOWE.QRP
	N	Circ Transaction List (Needs for trans for m	Borrower Monthly Trans	&cfindet.qrp

4. Type in a Report Description – for example: **Borrower Owing Notice (Letter)** or **Borrower Owing Notice (Email)**
5. If you would like the borrower record to retain a record of any notice sent, then ensure that Set Update = **Y**
6. Click the **F3 Save** button

	Y	Borrower Owing Notice (Letter)	Borrower Owing Notice	&FINOWE.QRP
--	---	--------------------------------	-----------------------	-------------

## Where Statement

1. Highlight the report in the list and click on the **F7 Where** button – the Financial Reports – Where screen will display
2. The statement *must* include the following settings:
  - **Borrower Owing** – for example: **Borrower Owing >= 15.00**
  - **Financial Type** – for example:
    - i. **Financial Type IS NOT NULL** (click **Paste** without entering a value in 3), or
    - ii. **Financial Type = DCFEE** (this will pick up only those borrowers who have a Debt Collection Fee and owe \$15 or more), or
  - **Financial Type IN DCFEE,DAM** (this will pick up only those borrowers who have Debt Collection *or* Damages Fees *and* owe \$15 or more)

*Please Note:* Users should be careful in their use of **Financial Type** as a limiter, as the report will only list the financials related to the selected Financial Type/s and not any associated fines or fees – to list ALL fines and fees owing use: **Financial Type IS NOT NULL**

Additionally, you may wish to limit by **Borrower Location, Barcode, Type, Group, Class** or **Financial Type** – for example: Financial Type = **DCFEE** (this will pick up only those borrowers who have a Debt Collection Fee and owe \$15 or more)

# Circulation Finance Training

- (Optional – Letter Only) Always use Address 1 (Y/N) = Y
- Click on the **F3 Save** button

Financial Reports - Where

**F3 Save** **F5 Query**

1 Choose Search Column

- Always use Address 1 (Y/N)
- Borrower Loan Count
- Borrower Owing
- Borrower Barcode
- Borrower Location
- Borrower Surname

2 Choose Operator

LIKE    LIKE    IN    IN  
 =    ≠  
 <    ≤    ≥    >

3 Type the WHERE Condition and Press PASTE OR Press SPECIAL

Y

( ) Optional Multiple Brackets

(	Column	Oper	Where	)
	Borrower Owing	>=	15.00	AND
	Always use Address 1	=	Y	AND
	Financial Type	IS NOT	NULL	

Paste Special AND OR

Financial Reports - Where

**F3 Save** **F5 Query**

1 Choose Search Column

- Always use Address 1 (Y/N)
- Borrower Loan Count
- Borrower Owing
- Borrower Barcode
- Borrower Location
- Borrower Surname

2 Choose Operator

LIKE    LIKE    IN    IN  
 =    ≠  
 <    ≤    ≥    >

3 Type the WHERE Condition and Press PASTE OR Press SPECIAL

( ) Optional Multiple Brackets

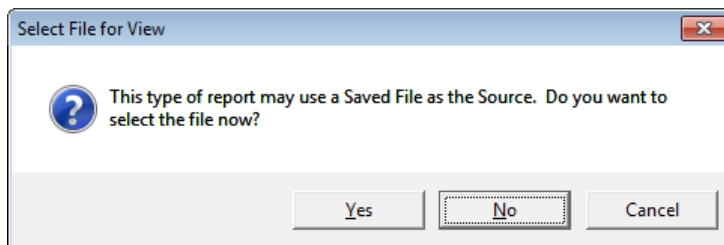
(	Column	Oper	Where	)
	Borrower Owing	>=	15.00	AND
	Always use Address 1	=	Y	AND
	Financial Type	IN	DCFEE,DAM	

Paste Special AND OR Delete

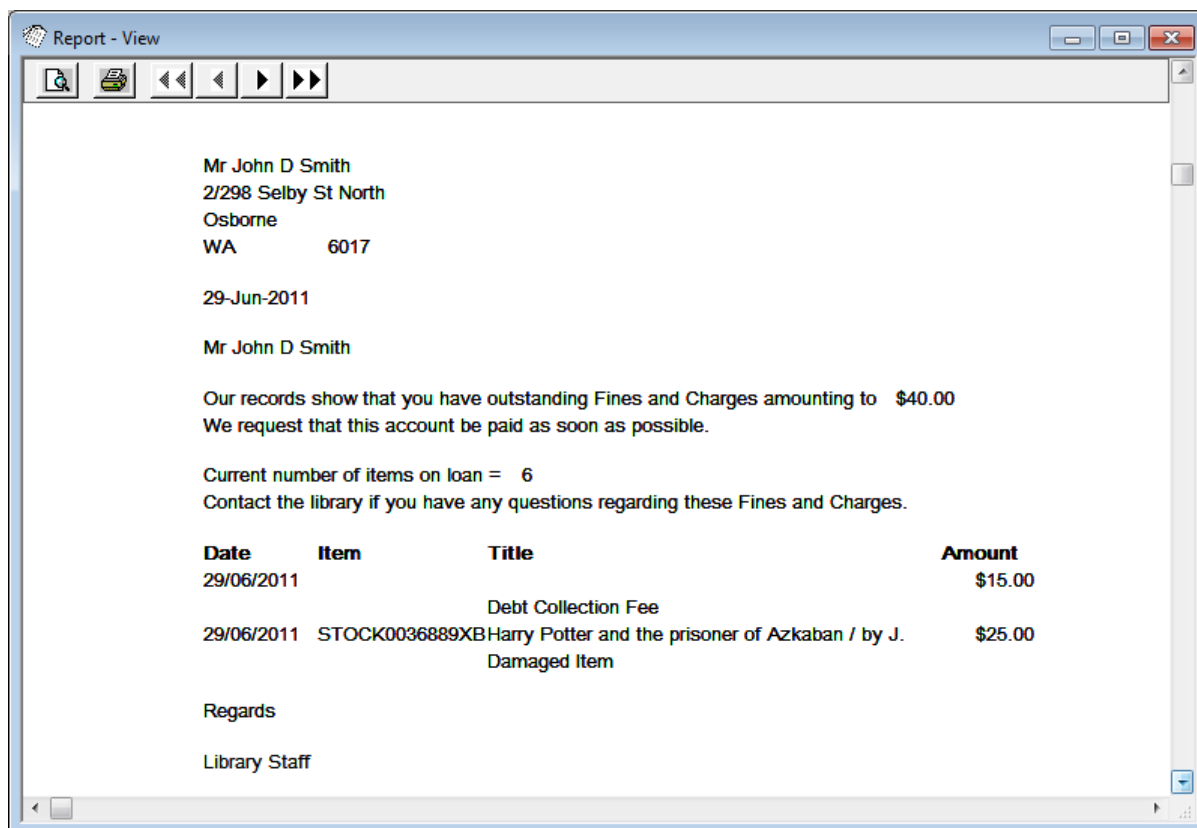
## View Report

When your report is set up with the template and Where statement, you can then preview the report as follows:

6. Highlight the report and click the **F8 View** button
7. The Select File for View prompt will display with the following message: **This type of report may use a Saved File as the Source. Do you want to select the file now?**



8. If you would like this report to use a Saved File, click the **Yes** button, otherwise click the **No** button (generally users select the **No** button)
9. The report will then display in the Report – View window:



10. If you wish to print a hardcopy, click on the **print** icon

## FINANCIAL REPORTS

### Daily Audit Summary

Shows what has been paid against each Financial type for a range of dates

**Report Type:** Borrower Summary Fin. Trans. Audit

**Report Template:** &fbfsum.qrp

Summary of Audit by Financial Type, showing totals rather than details

# Circulation Finance Training

&fbfsum.qrp	Summary Audit from 01/11/2011 to 31/12/2012					printed 23/03/2012					
	<----- 01/11/2011 to 31/12/2012 ----->					<----- Year To Date ----->					
	Net Debit Count	Tax	Credit Count	Tax	Total	Net Debit Count	Tax	Credit Count	Tax	Total	
										<b>Balance B/F at start of year</b>	<b>\$0.00</b>
BONDRECD	0.00 0	0.00	\$0.00 0	0.00	0.00	0.00 0	0.00	200.09 0	20.00	-220.00	
BONDRET	0.00 0	0.00	\$0.00 0	0.00	0.00	0.00 0	0.00	109.09 0	10.91	-120.00	
CARD	1.82 1	0.18	\$1.82 1	0.18	0.00	1.82 1	0.18	1.82 1	0.18	0.00	
DAM	61.82 3	6.18	\$37.27 2	3.73	27.00	61.82 3	6.18	37.27 2	3.73	27.00	
FEES	379.09 17	37.91	\$27.27 2	2.73	387.00	379.09 17	37.91	27.27 2	2.73	387.00	
GTEST1	0.00 0	0.00	\$0.00 0	0.00	0.00	0.00 0	0.00	0.00 0	0.00	0.00	
GTEST3	0.00 0	0.00	\$0.00 0	0.00	0.00	0.00 0	0.00	0.00 0	0.00	0.00	
GTEST4	0.00 0	0.00	\$0.00 0	0.00	0.00	0.00 0	0.00	0.00 0	0.00	0.00	
LATEFINE	23.73 4	2.37	\$0.00 0	0.00	26.10	23.73 4	2.37	0.00 0	0.00	26.10	

## Financial Audit (detailed)

**Report Type:** Borrower Fin. Trans. Audit

**Report Template:** &fbfAUD.qrp

Detailed report showing the individual transactions by Financial Type.

Can be edited to suit the requirements for individual sites. Can be edited to send to excel using a delimiter in the template.

&fbfAUD.qrp	Daily Audit Summary						23-Mar-2012				
	Borrower	Inv No	Receipt	Debit	Debit GST	Credit	Credit GST	Net Value	Item No.	Due Date	Location
<b>LIB</b>											
<b>CR</b>											
CL125B6313086D				0.00	0.00	7.00	0.70	-7.70	AL12504383729B		
CL125B6313086D				0.00	0.00	7.00	0.70	-7.70	31111037231386		
CL125B6313086D				0.00	0.00	31.00	3.10	-34.10	31111040376657		
CL125B6313086D				0.00	0.00	7.00	0.70	-7.70	31111030697658		
CL125B6313086D				0.00	0.00	18.00	1.80	-19.80	31111043145349		
CL125B6313086D				0.00	0.00	7.00	0.70	-7.70	AL12504831578B		
<b>CR</b>			<b>Totals</b>	<b>0.00</b>	<b>0.00</b>	<b>77.00</b>	<b>7.70</b>	<b>-84.70</b>	<b>No. of Transactions:</b>		<b>6</b>
<b>LATEFINE</b>											
CL125B6223125D				18.18	1.82	0.00	0.00	20.00	AL12505132479B		
CL125B6223125D				18.18	1.82	0.00	0.00	20.00	AL12503998703B		
<b>LATEFINE</b>			<b>Totals</b>	<b>36.36</b>	<b>3.64</b>	<b>0.00</b>	<b>0.00</b>	<b>40.00</b>	<b>No. of Transactions:</b>		<b>2</b>

## Daily borrower Fines

**Report Type:** Borrower Fin. Trans. Audit

**Report Template:** #dailybf.qrp



# Circulation Finance Training

---

Details of all the transactions with details of the Financial type and Title and indicating the time and day.

#DailyBF.qrp

## Daily Borrower Fines

23/03/2012

Daily Fines for: 23/03/2012

		Fine Amount	GST	Amount Paid	Balance
<b>Borrower: Smith, Harry</b>					
Barcode: CL125B5420830D					
Type:	<b>PAYFINE</b>	<b>\$0.00</b>	\$0.00	<b>\$0.40</b>	<b>\$0.40</b>
Title:	<b>Fresh and fast : simply delicious healthy food. /</b>				
Occurred at:	<b>9:41 AM on 29-Dec-2011</b>				
<hr/>					
Type:	<b>PAYFINE</b>	<b>\$0.00</b>	\$0.00	<b>\$0.40</b>	<b>\$0.40</b>
Title:	<b>15 minutes flat. / MULLINS, LYNNE.</b>				
Occurred at:	<b>9:41 AM on 29-Dec-2011</b>				
<hr/>					
Type:	<b>PAYFINE</b>	<b>\$0.00</b>	\$0.00	<b>\$0.40</b>	<b>\$0.40</b>
Title:	<b>Rachel's favourite food at home. / ALLEN, RACHEL,</b>				
Occurred at:	<b>9:41 AM on 29-Dec-2011</b>				
<hr/>					
Type:	<b>PAYFINE</b>	<b>\$0.00</b>	\$0.00	<b>\$0.40</b>	<b>\$0.40</b>
Title:	<b>SURVIVAL for the fittest.</b>				
Occurred at:	<b>9:41 AM on 29-Dec-2011</b>				
<hr/>					
Type:	<b>PAYFINE</b>	<b>\$0.00</b>	\$0.00	<b>\$0.40</b>	<b>\$0.40</b>
Title:	<b>The complete Asian cookbook. / SOLOMON, CHARMAINE,</b>				
Occurred at:	<b>9:41 AM on 29-Dec-2011</b>				

## Adding a New Statistics Code to count sending of letters, emails ...

Some codes can be created by users. For example, Stats Codes can be added to Reports (and Report Templates) to collect the number of times a report is run (*RepCirculation* and *RepReservation* reports can also have an additional Detail Stats Code to collect the number of notices generated during each run – for example: How many invoices sent in May). Corresponding entries have to be made in the Statistics Codes table.

These customised codes only refer to:

Opac Other	200s
Reports	300s
NetOpacs	500s

1. Launch the *Amlib* client
2. Go to **Main > Supervisor > StatsParams** – the Statistics Code table will display
3. Click the **F1 New** or **F2 Insert** button – a new line will appear in the table

Stat Type	Stats Description	Count (Y/N)	Money (Y/N)	Form (Y/N)	Item Type (Y/N)	Borr (Y/N)	Borr Group (Y/N)	Borr Class (Y/N)	Locn (Y/N)	Suburb (Y/N)	Ward (Y/N)	Area (Y/N)	Year (Y/N)	Month (Y/N)	Day (Y/N)
113	Auths via MaRC	Y	N	N	N	N	N	N	Y	N	N	N	Y	Y	Y
114	Bumps via MaRC	Y	N	N	N	N	N	N	Y	N	N	N	Y	Y	Y
200	OPAC Other	Y	N	N	N	Y	N	N	Y	N	N	N	Y	Y	Y
310	1st Overdue	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
311	Count of 1st	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
312	Final overdue	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
313	Count Final	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
→															
320	Avail. Reservations	Y	N	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y

4. Type in a Stats Type code and a Stats Description – for example: **314 | 1<sup>st</sup> Email Odue**
5. Enter a **Y** in the Count (Y/N) column and a **Y** in any other column (field) by which you would like to be able to break down the statistics – for example: **Locn (Y/N), Year (Y/N), Month (Y/N), Day (Y/N)**
6. Click the **F3 Save** button when complete

In the example below, two (2) new Stats Types have been created:

- **314 | 1<sup>st</sup> Odue Email**
- **315 | 1<sup>st</sup> Overdue Cnt**

# Circulation Finance Training

These codes may now be added into a *RepCirculation* report (or report template) for statistics gathering purposes.

Stat Type	Stats Description	Count (Y/N)	Money (Y/N)	Form (Y/N)	Item Type (Y/N)	Borr (Y/N)	Borr Group (Y/N)	Borr Class (Y/N)	Locn (Y/N)	Suburb (Y/N)	Ward (Y/N)	Area (Y/N)	Year (Y/N)	Month (Y/N)	Day (Y/N)
312	Final overdue	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
313	Count Final	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
✓ 314	1st Odue Email	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
✓ 315	1st Odue Email Cnt	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
320	Avail. Reservations	Y	N	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y

## Report Stats Codes

It is possible to add a Stats Code to a Report (or Report Template) which can then be added to the Statistics Codes table.

<b>Report Stats Code</b> (RepAddNew: <b>Default Stats Code</b> )	Keeps a count of the number of times this report is requested (for statistics)	Assign a code of above 299 if required – for example: 350
<b>Detail Stats Code</b> (RepAddNew: <b>Default Detail Stats Code</b> )	Keeps a count of the number of items generated by the report	How many items were subject to overdue reports. Assign a code of above 299 if required – for example: 350

## To Add a Default Stats Code

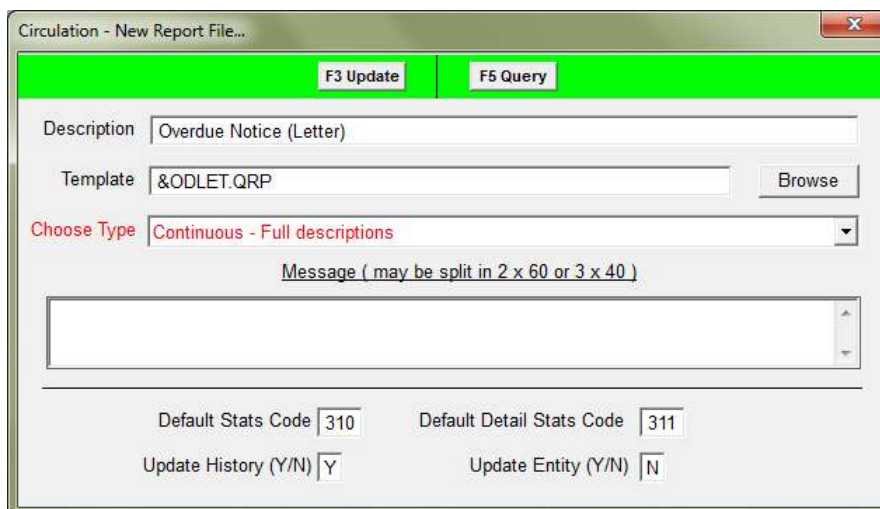
1. Launch the *Amlib* client
2. Go to **Main > Reports > RepAddNew** – the Report Files screen will display:

Default Stats Code	Default Sub Stat Code	Update History	Update Entity	Description	Report Type	File Name	Message ( may be : ^
		N	N	"RESERVED For future use "	Title, Author, Forr	&AC3000-&AC	
		N	N	Circulation List with Address, Pho	Continuous - Full	&odlst.qrp	
310	311	Y	Y	Email - Continuous	Continuous - E-r	odemail.qrp	

3. From the Report Entity drop-down, select the a Reports module – for example: **Circulation**

## Circulation Finance Training

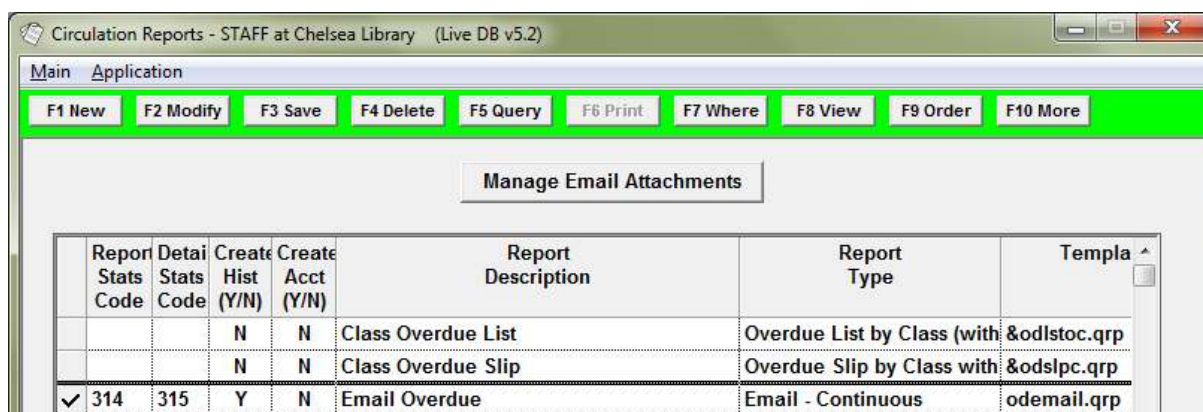
4. Either load a report template (using the **F1 New** button) or select an existing report and modify it (using the **F2 Modify** button) – the Circulation – New/Modify Report File window will display:



5. Enter a Default Stats Code – for example: **310** – this code is used to track the number of times the report is run (this can match an existing code in the Statistics Codes table or can be defined here and added to the Statistics Codes table afterwards)
6. If the file is a Circulation or Reservation template, then enter a (different) Default Detail Stats Code – for example: **311** - this code is used to track the number of notices generated when the report is run (this can match an existing code in the Statistics Codes table or can be defined here and added to the Statistics Codes table afterwards)
7. Click the **F3 Update** button when complete

### To Add a Stats Code to a Report

1. Launch the *Amlib* client
2. Select a *Reports* module – for example: **Main > Reports > RepCirculation** – the Circulation Reports screen will display:



Report Stats Code	Detail Stats Code	Create Hist (Y/N)	Create Acct (Y/N)	Report Description	Report Type	Templa
		N	N	Class Overdue List	Overdue List by Class (with	&odlstoc.qrp
		N	N	Class Overdue Slip	Overdue Slip by Class with	&odslpc.qrp
✓ 314	315	Y	N	Email Overdue	Email - Continuous	odemail.qrp

3. Select a report in the list to which you would like to add a Report Stats Code – for example: **Email Overdue**

## Circulation Finance Training

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4. Enter a Report Stats Code – for example: **314** – this code is used to track the number of times the report is run (this can match an existing code in the Statistics Codes table or can be defined here and added to the Statistics Codes table afterwards)
5. If the file is a Circulation or Reservation template, then enter a (different) Default Detail Stats Code – for example: **315** - this code is used to track the number of notices generated when the report is run (this can match an existing code in the Statistics Codes table or can be defined here and added to the Statistics Codes table afterwards)
6. Click the **F3 Update** button when complete

**Please Note:** You may like to use different sets of codes to differentiate between different report templates or even different reports using the same template – this will allow you the opportunity to create highly specific statistics sets.

## DELETING BORROWERS

---

If a Borrower has any Financial Transactions or Financial Transaction History they cannot be deleted in Double line Accounting.

- A Borrower cannot be deleted if
  1. The Borrower owes money
  2. The Borrower is currently in Debt Collection
  3. The Borrower has Financial Transactions AND Double Line mode is in use

Borrower Purge reports can be used to delete the Financial Transactions paid and balanced. Borrowers can then be deleted. It may be useful to mark Borrowers for deletion by changing the Status. This would allow them to use Mass Delete to clean up the marked Borrowers easily.

## DELETING BORROWER FINANCIAL RECORDS THROUGH REPORTS - SINGLE ENTRY ACCOUNTING

---

The Purge reports(Borrower Reports – for example &borfinp.qrp) allows users to delete *paid Borrower Financial Transactions*. Care should be taken when deleting Financial records as once the entry has been deleted it cannot be retrieved.

The report will perform differently depending on whether the *Supervisor* parameter for Double / Single entry. To check this setting:

- **Main > Supervisor > Installation > System** tab: Use double entry accounting (Y/N)

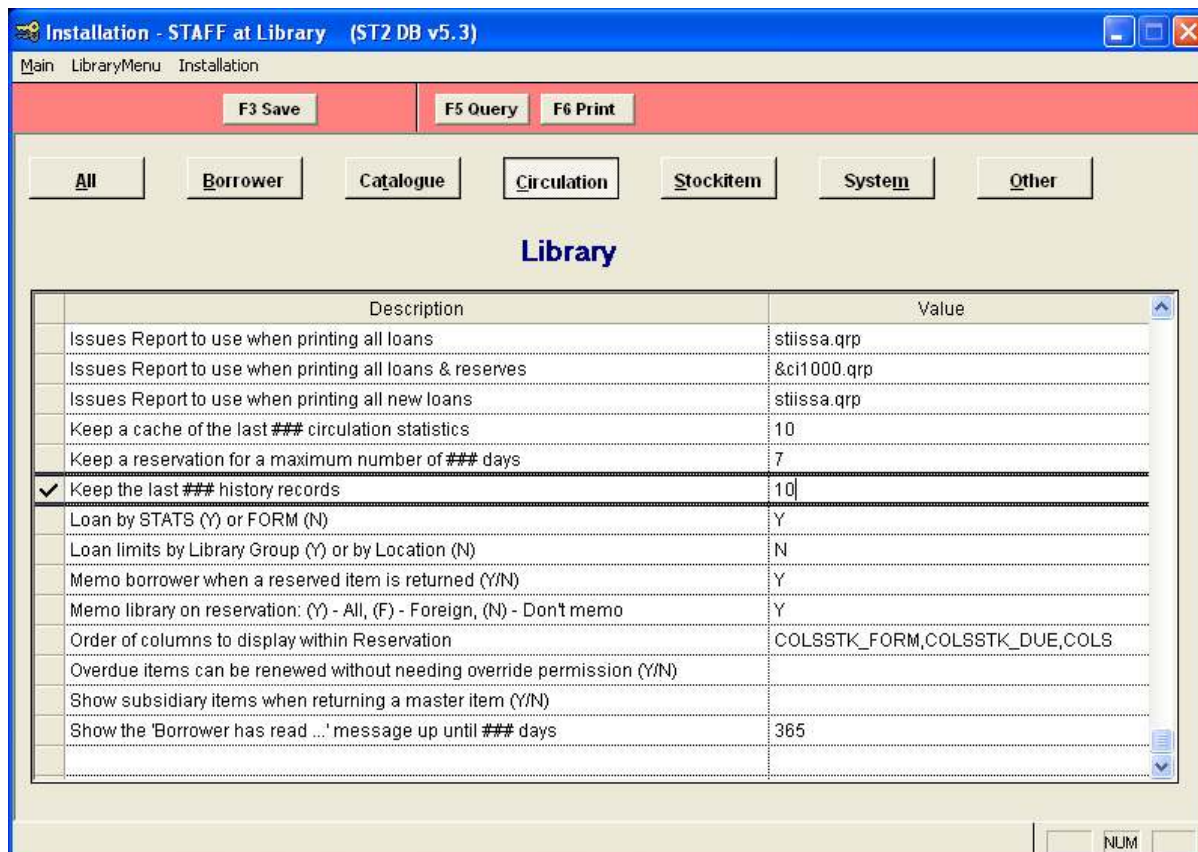
These instructions are for *single-entry* accounting (=Y).

The number of transactions that are *automatically* retained is determined by the following setting:

- **Main > Supervisor > Installation > Circulation** tab: Keep the last ### history records



# Circulation Finance Training



For example: If Keep the last ### history records = **10**, and the Borrower has **15** *paid* Financial Transactions listed, then only the oldest **5** transactions will be listed in the report.

## Templates

The following report templates can be used in the *Reports* module to delete Borrower Financials if Update Entity is set to **Y**, and the report is run via the report *Scheduler*. The **F7 Where** statement is used to determine which records will be deleted.

- **&BORFIN.QRP** – Borrower Financial Transactions: can list (or delete *paid*) Borrower Financial Transactions records – lists the borrower/s and line-by-line details of their transactions
- **&BORFINO.QRP** – Borrower Owing (Summary): can list (or delete *paid*) Borrower Financial Transactions records – lists the borrower/s and a summary of the amounts paid/owing/remaining
- **&BORFINP.QRP** – Borrower Financial Transactions (Purge): can list (or delete *paid*) Borrower Financial Transactions records – lists details of the individual transactions (can be used to mark and delete double-entry transactions)
- **&BFINSU.QRP** – Borrower Financial Transactions (Summary): can delete *paid* Borrower Financial Transactions records – produces a count of the transactions deleted by type

These reports can be either *printed* or *sent to file* for record purposes.

## Load the Template (if required)

## Circulation Finance Training

1. Launch the *Amlib* client
2. Go to **Main > Reports > RepAddNew** – the Report Files screen will display
3. Select Report Entity = **RepBorrower**
4. Click the **F1 New** button – the Borrower – New Report File screen will display:

5. Enter the following details:
  - a. Description – for example: **Borrower Financial Transactions (Purge)**
  - b. Template = **&BORFIN.QRP, &BORFINO.QRP, &BORFINP.QRP** or **&BFINSU.QRP**
  - c. Choose Type = **Borrower (purge) Financial**
  - d. Update Entity (Y/N) = **Y**
6. Click the **F3 Update** button when complete

The template is loaded and can now be used in a report.

### Create a Financial Deletion Report (for Checking)

1. Launch the *Amlib* client
2. Go to **Main > Reports > RepBorrower** – the Borrower Reports screen will display
3. Click the **F1 New** button – the Select Report Format screen will display
4. Highlight the Borrower Financial report template you would like to use (see list above). You should locate these templates via Template name rather than Description, as these are multi-function templates and the Description may refer to the alternate functionality
5. Click the **OK** button
6. Type in a Description – for example: **Delete Financials more than 6 Years Old**
7. Ensure the Update Entity (Y/N) column is set to **N**
8. Click the **F3 Save** button



## Circulation Finance Training

9. Highlight the report and click the **F7 Where** button – the Borrower Reports – Where screen will display:

Borrower Reports - Where

F3 Save F5 Query

1 Choose Search Column

2 Choose Operator

3 Type the WHERE Condition and Press PASTE OR Press SPECIAL

01/01/2011

Optional Multiple Brackets

(	Column	Oper	Where	)
	Financial Type	=	LATEFINE	AND
	Transaction Date	<	Saturday, 1 Jan 2011	

AND

OR

Delete

10. Enter the following Where search:

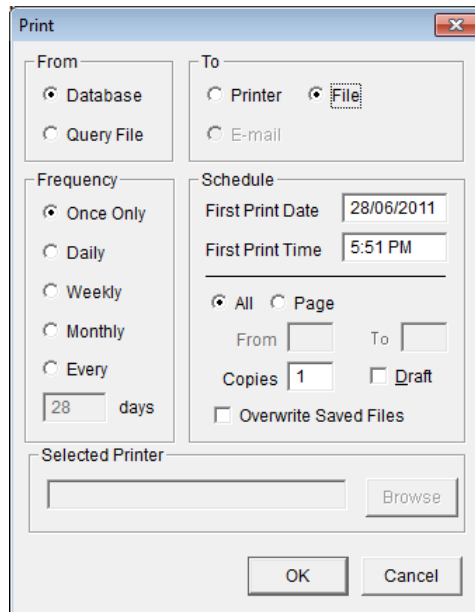
- Enter a start date: **Transaction Date** <= enter a date in DD/MM/YYYY format – for example: **Transaction Date** <= **01/01/2011**  
Alternatively, you can use the **Special** button to set up a date relative to the Current Date – for example: **Transaction Date** <= **Current Date – 72 Months (6 Years)**
- It is possible to enter other parameters to further limit your selection by Financial Types or Borrower Types – for example: **Financial Type** = **LATEFINE**
- Click the **F3 Save** button when complete

11. Click the **F9 Order** button – the Borrower Reports – Order By screen will display

- Select **BorBarNo** or **Surname** from the Columns list and arrow it across into the Order By list
- Click the **F3 Save** button when complete

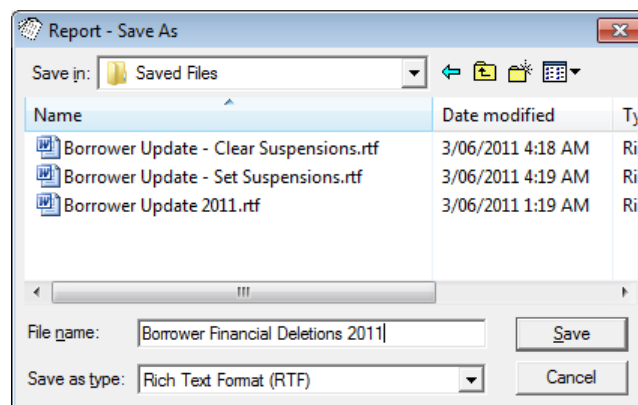
12. Click the **F6 Print** button – the Print screen will display

13. Change the To setting to **File** (this will enable the report to be saved as file, rather than printed)



14. Click the **OK** button – the Report – Save As screen will display

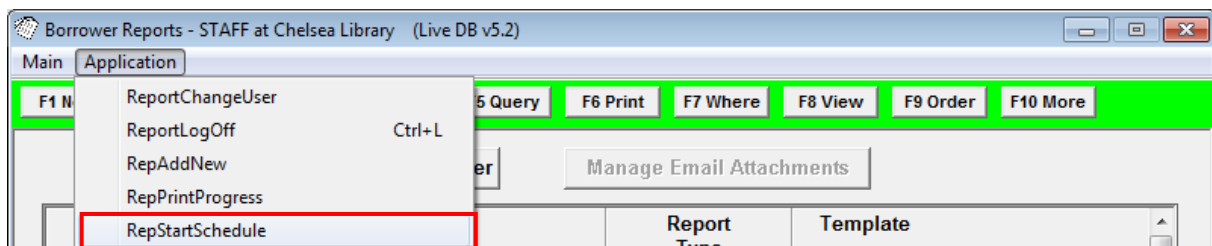
15. Enter the File name (for example: **Borrower Financial Deletions 2011**) and browse to the destination location



16. Click the **Save** button

## Start the Scheduler

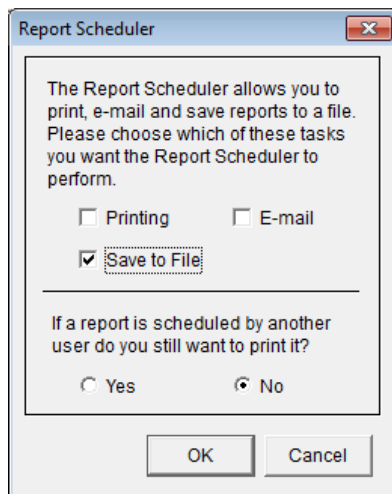
1. From the *Reports* menu, select **Application > RepStartSchedule**



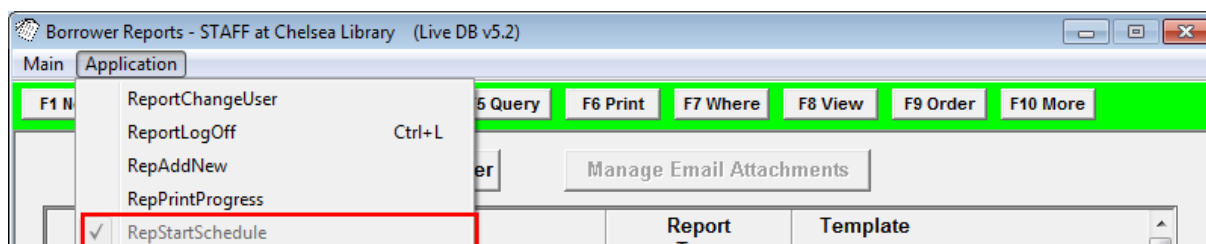
2. The Report Scheduler screen will then display

## Circulation Finance Training

3. Select your printing options: Ensure **Save to File** is ticked (you can tick all three if you intend on printing up multiple reports using multiple formats during a session)
4. Also decide If a report is scheduled by another user do you still want to print it? = **Yes/No**



5. Then click the **OK** button
6. After clicking **OK**, if you go back into the **Application** menu you will see that *RepStartSchedule* is now greyed out with a tick next to it – this indicates that the *Scheduler* is now running

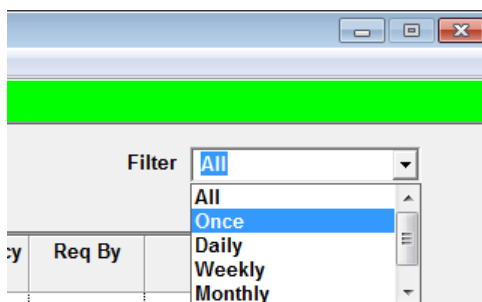


**Please Note:** If you need to restart the scheduler at any point, you will need to log out of all Report screens (**Ctrl + L**) and start at the beginning of these instructions.

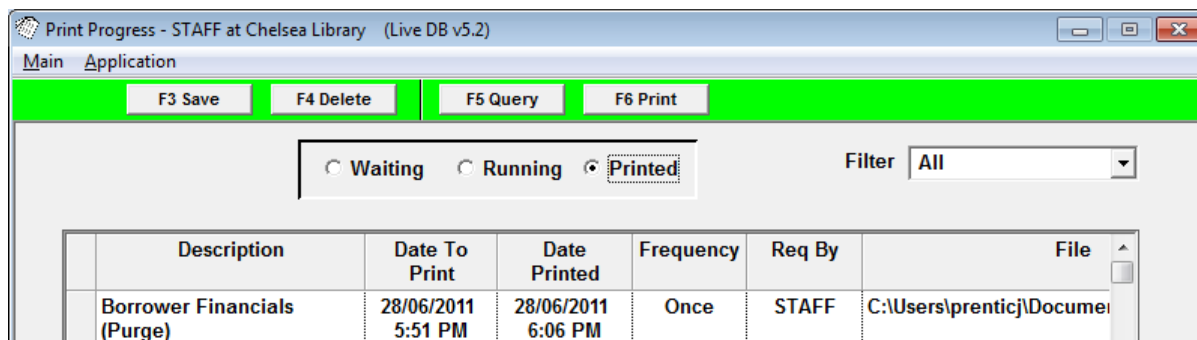
### Check Print Progress

1. You can check the progress of your reports at any time by going into **Main > Reports > RepPrintProgress** – the Print Progress screen will display
2. If your library uses the scheduler for a lot of reports, you can select a frequency type from the Filter drop-down menu at the top:

# Circulation Finance Training



- You can also click through the three tab options at the top to see the ones that are **Waiting**, **Running**, or have already been **Printed**



- Your report will show up in "Printed" when it is complete

## Example of Listing: (&BORFINP.QRP)

Bar Code	Name		
&borfinp.qrp <b>Borrower Financial Purge - Purge of Financials - 6 years</b> 22/02/2011 Purge listing			
22580057416	PRINCE, Daisy P		
325802456229	OVERDUE		
FINAL.QRP	** Was subsequently returned ** Aut	121.51	121.51
22580057416	PRINCE, Daisy P		
325802452087	LATEFINE		
	Returned Item was overdue	2.00	2.00
22580057416	PRINCE, Daisy P		
325802058942	OVERDUE		
FINAL.QRP	** Was subsequently returned ** Aut	71.32	71.32
22580057416	PRINCE, Daisy P		
325802573056	LATEFINE		
	Returned Item was overdue	2.00	2.00
22580057416	PRINCE, Daisy P		
325802005018	LATEFINE		
	Returned Item was overdue	2.00	2.00
22580057416	PRINCE, Daisy P		

## Creating a Summary Financial Report and Clearing the Financials

- Go to **Main > Reports > RepBorrower** – the Borrower Reports screen will display
- Highlight** the Report that was run earlier to get the listing
- Click the **F2 Modify** button – the Select Report Format screen will display

## Circulation Finance Training

4. Highlight the Borrower Summary Financial report template– **&BFINSU.QRP** (Borrower Financial Transactions Summary)
5. Click the **OK** button
6. Ensure the Update Entity (Y/N) column is set to **Y**
7. Click the **F3 Save** button
8. Click the **F6 Print** button – the Print screen will display
9. Change the To setting to **File** (this will enable the report to be saved as file, rather than printed)



10. Click the **OK** button – the Report – Save As screen will display
11. Enter the File name (for example: **Borrower Financial Deletions 2011**) and browse to the destination location



12. Click the **Save** button

### Schedule Report

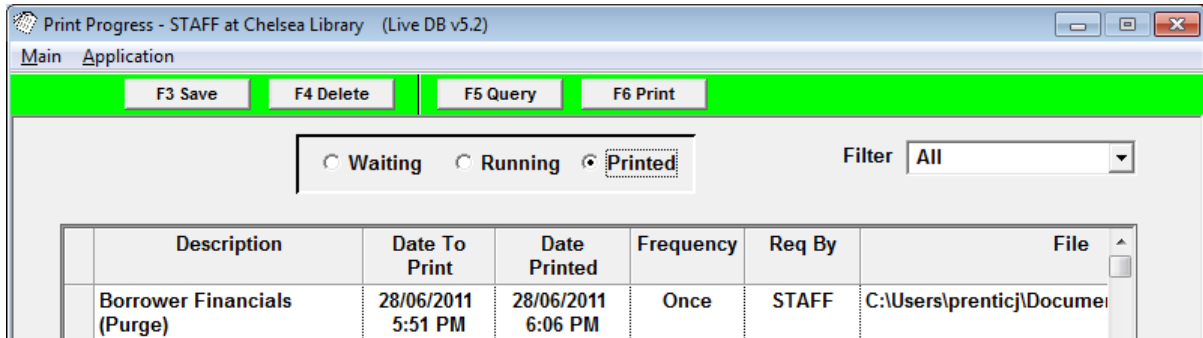
- Schedule the Report [as above](#) if Report Scheduler is not active

# Circulation Finance Training

**Please Note:** If you need to restart the scheduler at any point, you will need to log out of all Report screens (**Ctrl + L**) and start at the beginning of these instructions.

## Check Print Progress

1. You can check the progress of your reports at any time by going into **Main > Reports > RepPrintProgress** – the Print Progress screen will display



2. Your report will show up in “Printed” when it is complete

## Example of Summary: (&BFINSU.QRP)

&bfinsu.qrp		<b>Purge of Financials - 6 years</b>		22/02/2011
Type:	DAMAGED	No of financial records deleted: 21	Total paid: \$331.98	Total owed: \$331.98
Type:	FNFEAST	No of financial records deleted: 64	Total paid: \$107.00	Total owed: \$107.00
Type:	ILL	No of financial records deleted: 4	Total paid: \$47.30	Total owed: \$47.30
Type:	LATEFINE	No of financial records deleted: 12466	Total paid: \$18,308.00	Total owed: \$18,308.00
Type:	LOST	No of financial records deleted: 56	Total paid: \$809.42	Total owed: \$809.42
Type:	OVERDUE	No of financial records deleted: 1282	Total paid: \$24,365.82	Total owed: \$24,365.82

### DELETING BORROWER FINANCIAL RECORDS - DOUBLE ENTRY ACCOUNTING

---

This report allows the deletion of *paid Borrower Financial Transactions*. Care should be taken when deleting Financial records as once the entry has been deleted it cannot be retrieved.

It should be noted that only Financials will be deleted if the Borrower:

- Has a Status other than a Debt Collection status
- Has transactions which are paid and balanced prior to the cutoff date
- Owes \$0.00

It is possible to choose a Template that can be opened later in excel and kept for statistics and auditing purposes

The report is run twice in **Update** mode. It is suggested that the Report used is one that can be (&xbofinp.qrp) sent to a file which can be opened later in excel:

**First run:** sets the financials to be deleted and flags these with a Reference Number to use in the second run. The Report:

- Must be of the Report Type of **Borrower (Purge) Financials**
- Must have the Update Column set to **Y**
- Must be sent via the **F6 Print button** and the Report Scheduler
- Must have a **Cutoff Date** in the **F10 More** parameters
- Can use a File or Where parameters – **Note:** the Date is in the More button parameters NOT the Where parameters

**Second run:** Same as the First run except that also included is the Reference Number in the 1<sup>st</sup> column of the More [**F10**] parameters to include the to ensure deletion of those flagged to be deleted in the first run

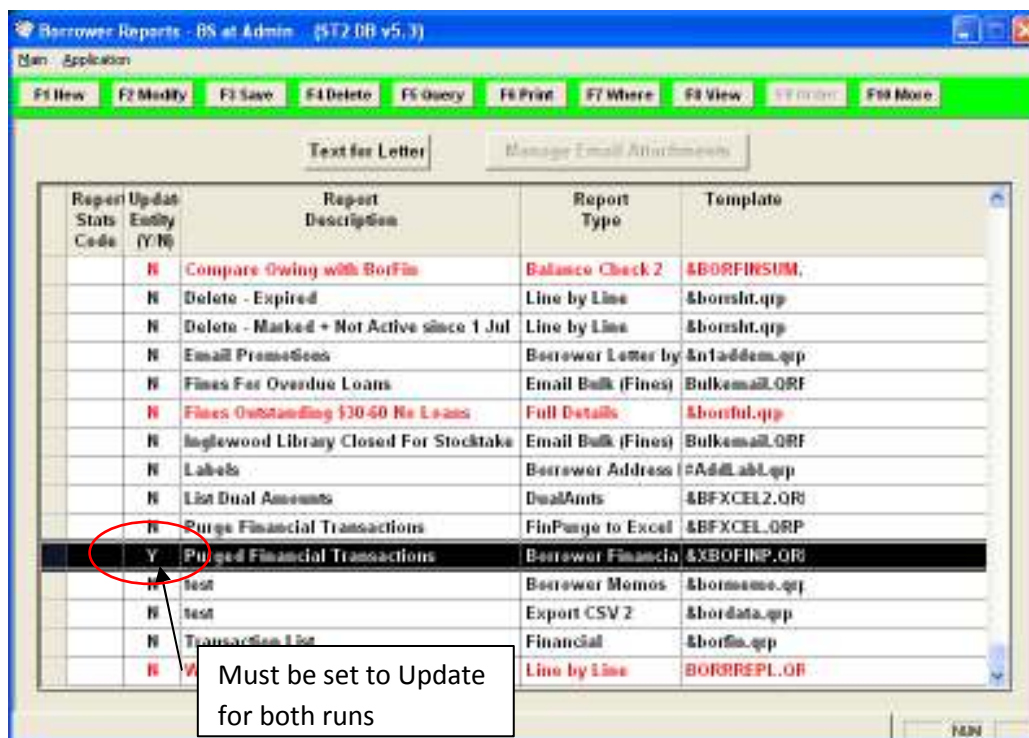
- Must be of the Report Type of **Borrower (Purge) Financials**
- Must have the Update Column set to **Y**
- Must be sent via the **F6 Print button** and the Report Scheduler
- *Must have a **Reference No** taken from the first run and entered into the **F10 More Button***
- Use the same **Cutoff Date** in the **F10 More** parameters as the First run
- Use the same File or Where parameters as the first run– **Note:** the Date is in the More button parameters NOT the Where parameters

**Note:** The number of transactions that are *automatically* retained is **NOT** determined by the following Supervisor/Installation/Circulation setting: Keep the last ### history records (unlike deleting Single entry financials where this setting is taken into account).

## Create a Financial Deletion Report

**First Run** – this is run in Update Mode to get a Reference Number

1. Launch the *Amlib* client
2. Go to **Main > Reports > RepBorrower** – the Borrower Reports screen will display
3. Click the **F1 New** button – the Select Report Format screen will display
4. Highlight the Borrower Financial report template (Purge) you would like to use (for example - **&xbofinp.qrp** or see the list above). See **Appendix 1** for Templates suitable and how to make **&xbofinp.qrp** available if not in the selection. Note: Must be of a Report type of Borrower (Purge) Financial
5. Click the **OK** button
6. Type in a Description – for example: **Delete Financials before July 2005**
7. Ensure the Update Entity (Y/N) column is set to **Y**
8. Click the **F3 Save** button



9. Highlight the report and click the **F7 Where** button – the Borrower Reports – Where screen will display:
10. Enter the required parameters or use a **file** of borrowers:
  - a. It is possible to enter parameters to limit your selection by Financial Types or Borrower Types – for example: **Financial Type = LATEFINE**. It is also possible to choose one Barcode – if you wish to delete the transactions so you can delete the Borrower e.g. BorBarcode = CL125B5487382D



## Circulation Finance Training

- b. To delete ALL Financials up to the Cutoff date that are paid and balanced

**Borrower Reports - Where**

F3 Save      F5 Query

1 Choose Search Column

BorBarNo  
PIN  
Surname  
Sex  
BirthDate  
BorType

2 Choose Operator

LIKE     LIKE     IN     IN  
 =     ≠  
 <     ≤     ≥     >

3 Type the WHERE Condition and Press PASTE OR Press SPECIAL

Paste  
Special

Optional Multiple Brackets ( )

(	Column	Oper	Where	)
(	BorBarNo	IS NOT	NULL	)

AND

- c. Or alternatively have a **Saved Borrower File** of Financials to be targeted
- d. Click the **F3 Save** button when complete

11. Click the **F10 More** Button. On the first run all that is required is to select the **Cutoff Date** for deletion. This should be entered in a date format of dd/mm/yyyy, for example 01/07/2012 (for the 1<sup>st</sup> July 2012)

**Purged Financial Transactions - More**

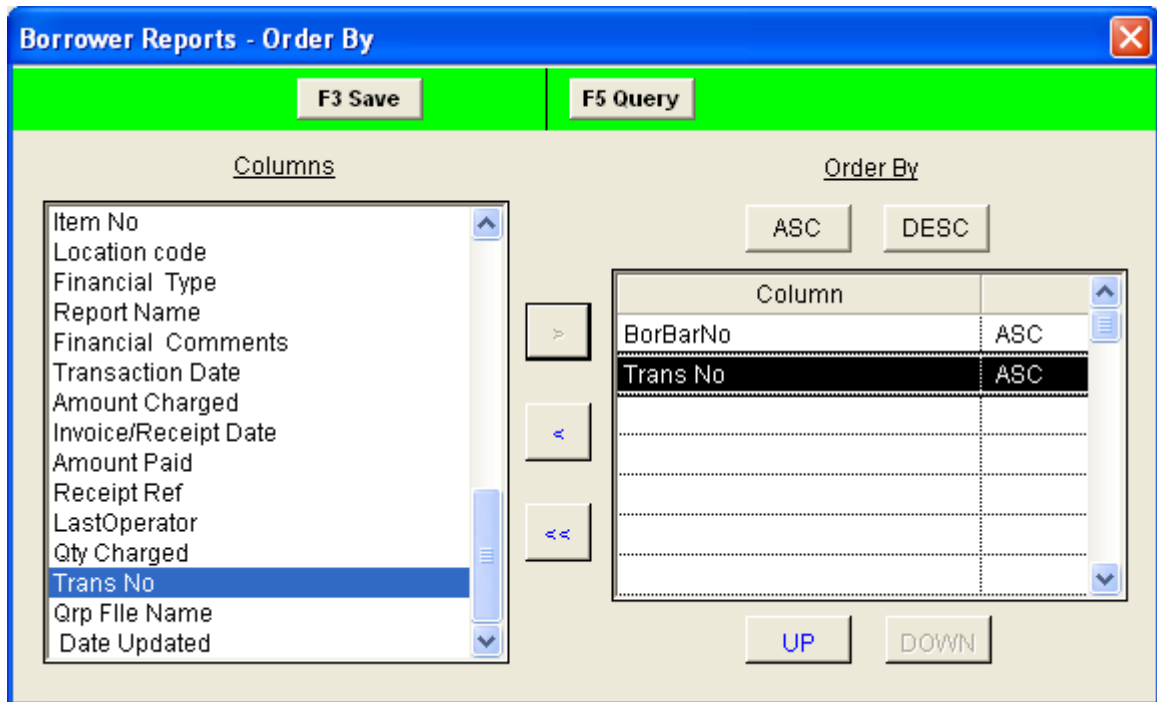
F1 New    F2 Insert    F3 Save    F4 Delete    F5 Query

Purged Financial Transactions

Note: No validation can be performed on these parameters - take care. Some assistance is given by the column titles below

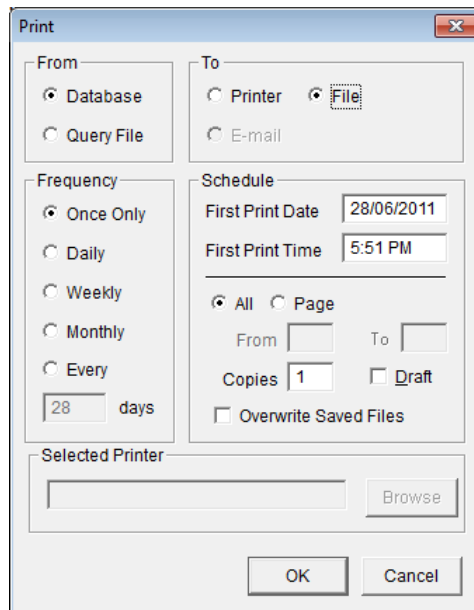
Report Line Nu eg 1,2,3	Line 1 - field 1 deletion reference no. from report of marked for delete trans.	Line1 Field 2 - Cutoff date < format dd/mm/yyyy	not used
1		01/07/2006	

12. Click the **F9 Order** button (if using the &xbfofinp.qrp the order is greyed out as the order is fixed by Borrower Barcode (BorBarNo) and Financial Transaction System Number (Trans No) – the Borrower Reports – Order By screen will display
- c. Select **BorBarNo** from the Columns list and arrow it across into the Order By list
- d. Select **Trans No** from the Columns list and arrow it across into the Order By list
- e. Click the **F3 Save** button when complete



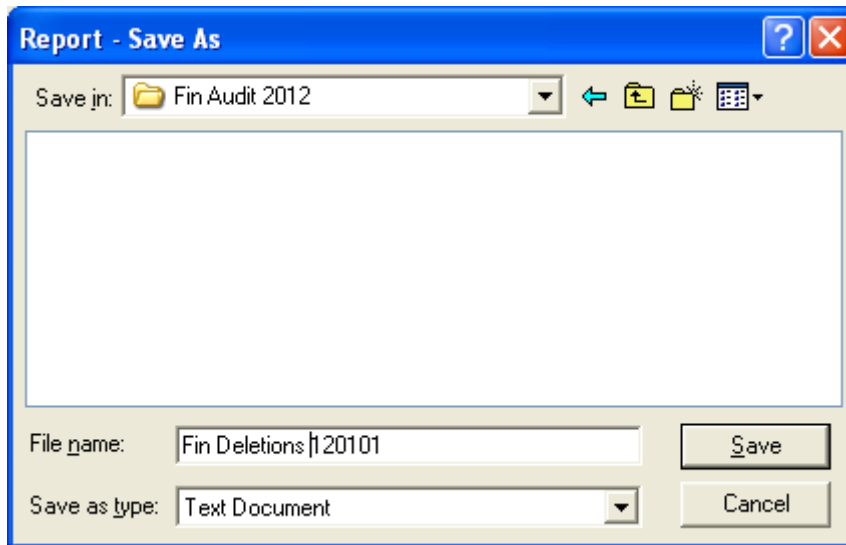
13. Click the **F6 Print** button – the Print screen will display

14. Change the To setting to **File** (this will enable the report to be saved as file, rather than printed)



15. Click the **OK** button – the Report – Save As screen will display

16. Enter the File name (for example: **Fin Deletions 120101**) and browse to the destination location. If you are later going to transfer to excel, use a Txt File type

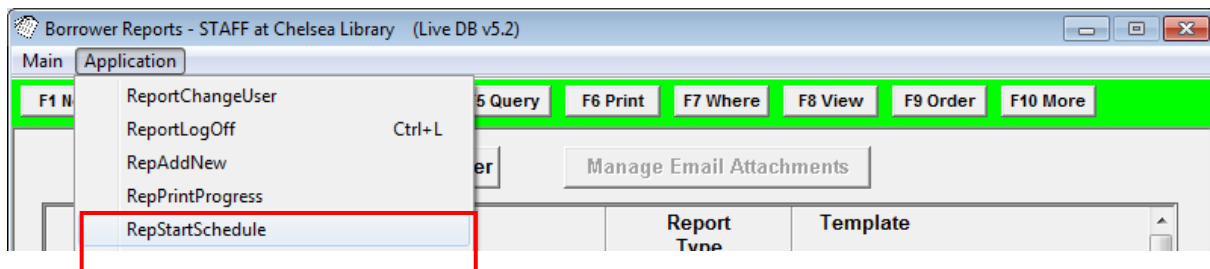


17. Click the **Save** button

## Schedule Report

### Start the Scheduler

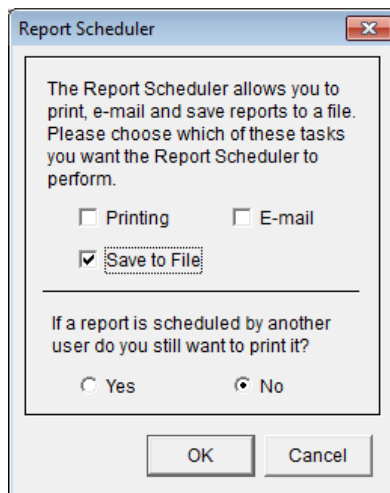
7. From the *Reports* menu, select **Application > RepStartSchedule**



8. The Report Scheduler screen will then display

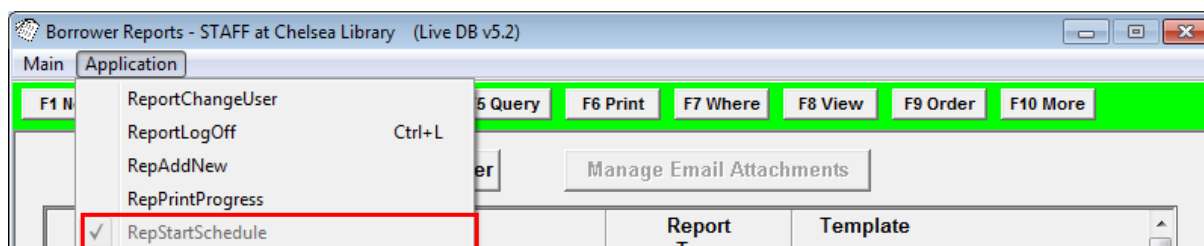
9. Select your printing options: Ensure **Save to File** is ticked (you can tick all three if you intend on printing up multiple reports using multiple formats during a session)

10. Also decide If a report is scheduled by another user do you still want to print it? = **Yes/No**



11. Then click the **OK** button

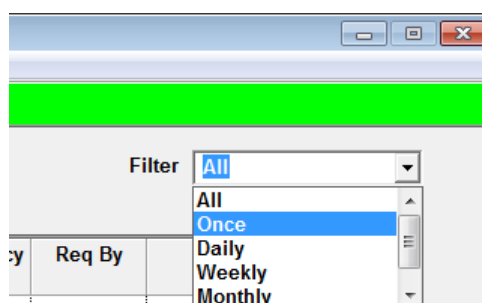
12. After clicking **OK**, if you go back into the **Application** menu you will see that *RepStartSchedule* is now greyed out with a tick next to it – this indicates that the *Scheduler* is now running



**Please Note:** If you need to restart the scheduler at any point, you will need to log out of all Report screens (**Ctrl + L**) and start at the beginning of these instructions.

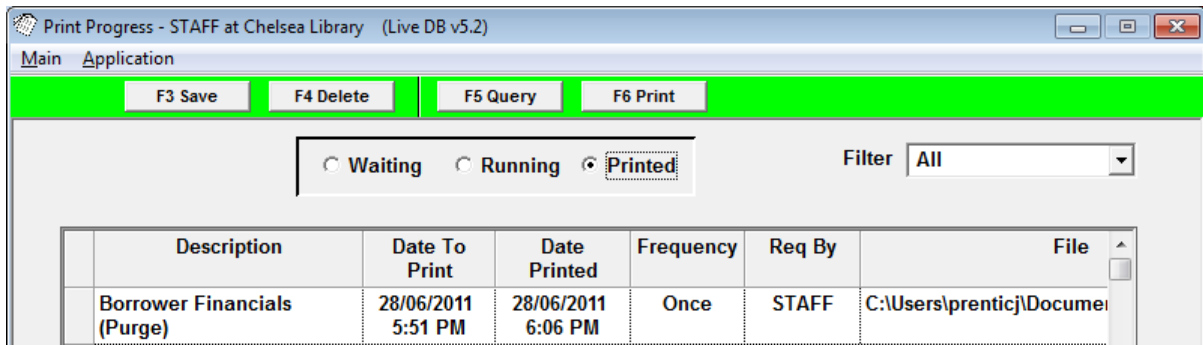
## Check Print Progress

5. You can check the progress of your reports at any time by going into **Main > Reports > RepPrintProgress** – the Print Progress screen will display
6. If your library uses the scheduler for a lot of reports, you can select a frequency type from the Filter drop-down menu at the top:



7. You can also click through the three tab options at the top to see the ones that are **Waiting**, **Running**, or have already been **Printed**

# Circulation Finance Training



8. Your report will show up in “Printed” when it is complete
9. Take note of the Reference No in the 1<sup>st</sup> Run report. In the example below the Reference no is **53299**. This will be used in second run to actually **delete the Financials**

## Find the Reference Number: (&XBOFINP.QRP)

Brought up later in excel – See Appendix 1 on how to load the text file into excel

Find the Reference No to use for the second R

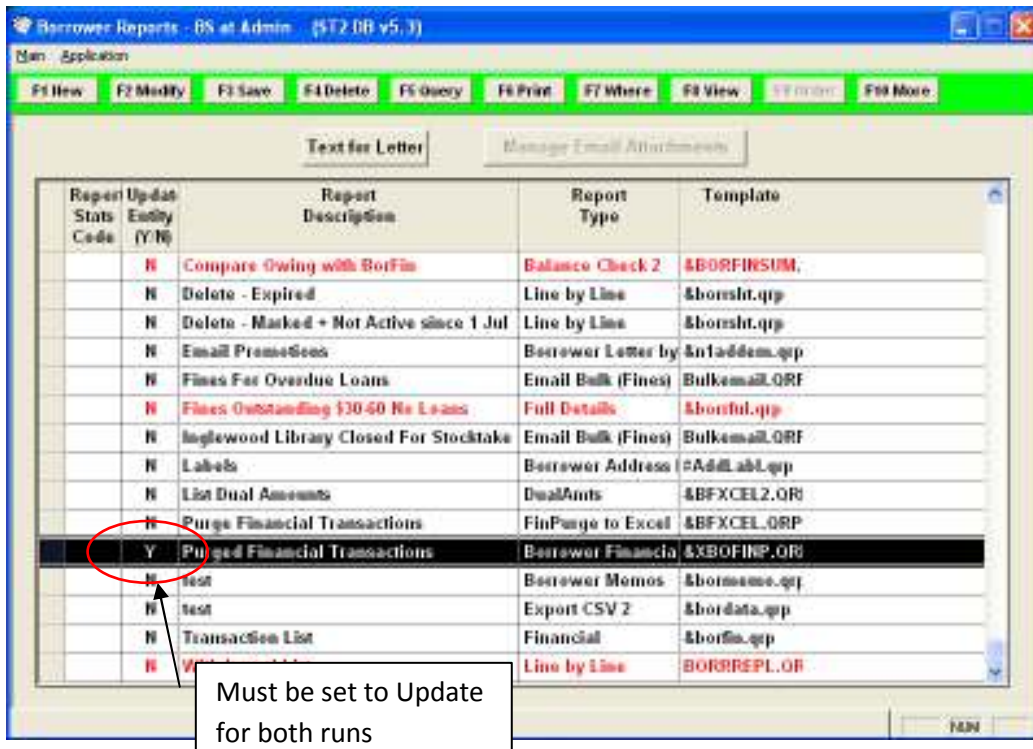
Reference No to use in second run

CL125B54& ANANDA,	53229	Y	31111000414019	RETURN	\$0.00	\$5.50	25/08/2005	** Was subsequently returned
CL125B54& ANANDA,	53229	Y	31111002486379	OVERDU	\$5.50	\$0.00	23/08/2005	Auto Charge for Overdue Item
CL125B54& ANANDA,	53229	Y	31111002486379	RETURN	\$0.00	\$5.50	25/08/2005	** Was subsequently returned
CL125B54& ANANDA,	53229	Y	31111006173932	OVERDU	\$5.50	\$0.00	23/08/2005	Auto Charge for Overdue Item
CL125B54& ANANDA,	53229	Y	31111006173932	RETURN	\$0.00	\$5.50	25/08/2005	** Was subsequently returned
CL125B54& ANANDA,	53229	Y	31111014926883	OVERDU	\$8.80	\$0.00	23/08/2005	Auto Charge for Overdue Item

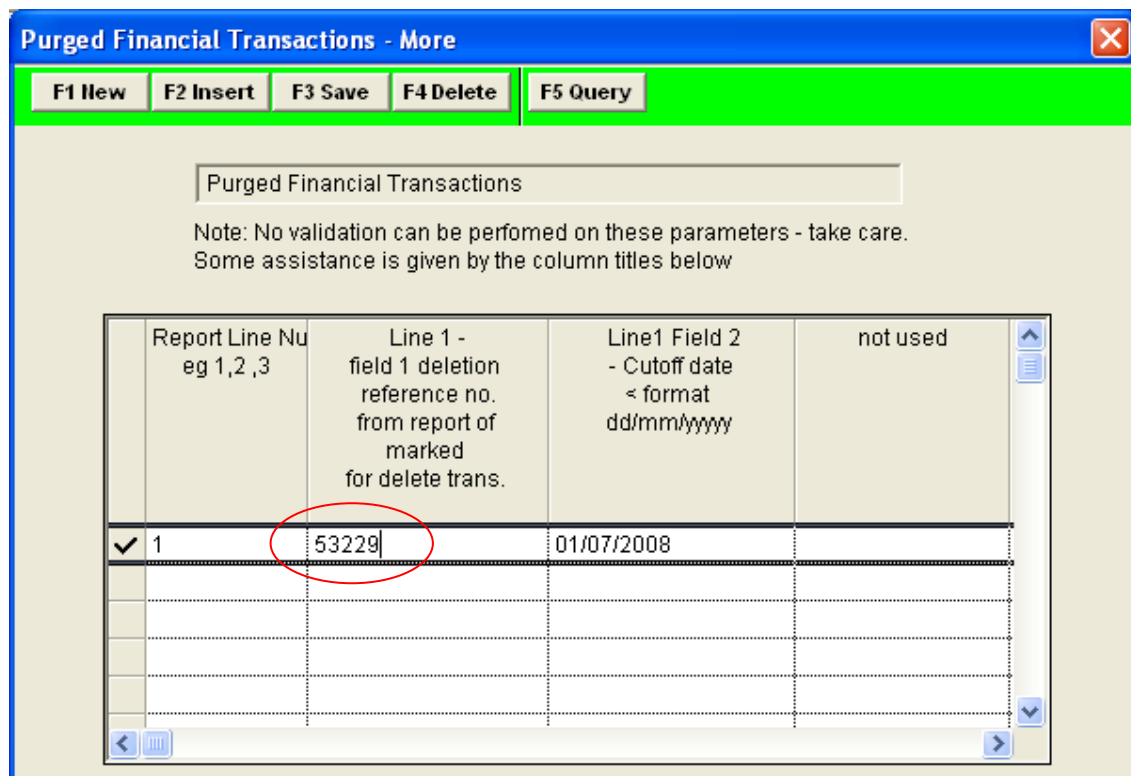
**Second Run** – Repeat the Steps from the First run except add the Reference No into the F10 More button parameters

1. Go to **Main > Reports > RepBorrower** – the Borrower Reports screen will display
2. Highlight the same report that was used for the First Run

# Circulation Finance Training



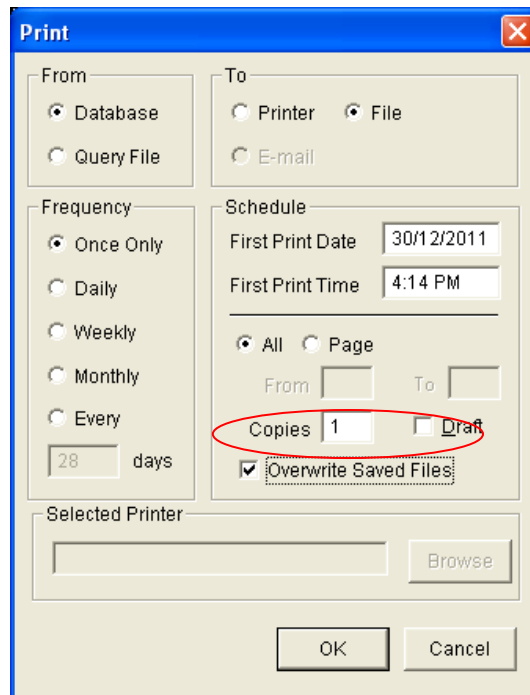
3. Ensure the Update Entity column is still set to Y
4. Keep the Where parameters and Order options the same as the first run
5. Click the **F10 More** Button. Keep the Cutoff Date the same as the First run. Add the **Reference Number** to the Column in Line 1 Field 1. Press **F3 Save**



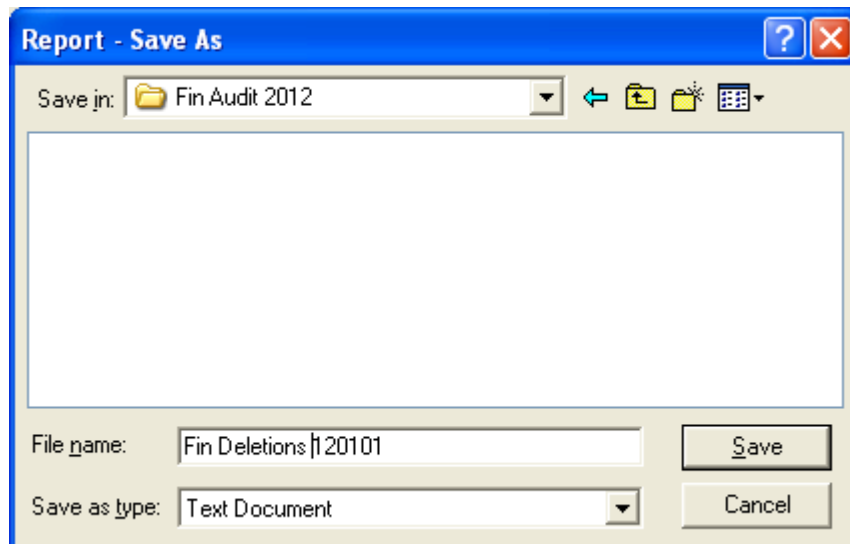
6. Click the **F6 Print** button – the Print screen will display

## Circulation Finance Training

7. Change the To setting to **File** (this will enable the report to be saved as file, rather than printed). If you intend to use the same file on the Final Run tick Overwrite Saved Files



8. Click the **OK** button – the Report – Save As screen will display
9. Enter the File name (for example: **Borrower Financial Deletions 2012**) and browse to the destination location. If you are later going to transfer to excel, use a Txt File type

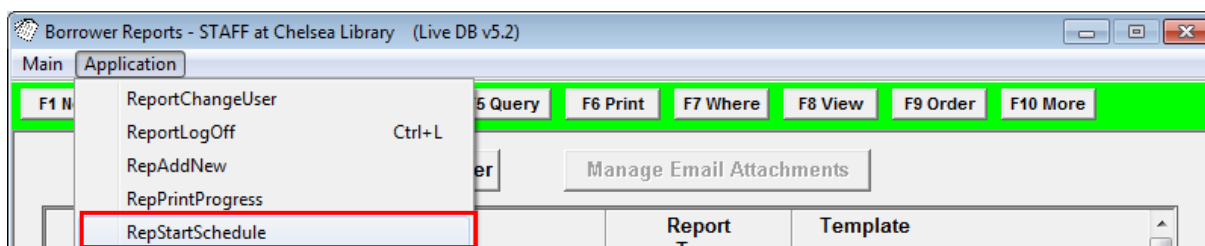


10. Click the **Save** button. If you want to keep the same File name and you receive a message about overwriting the file, choose Yes if the first file is not required

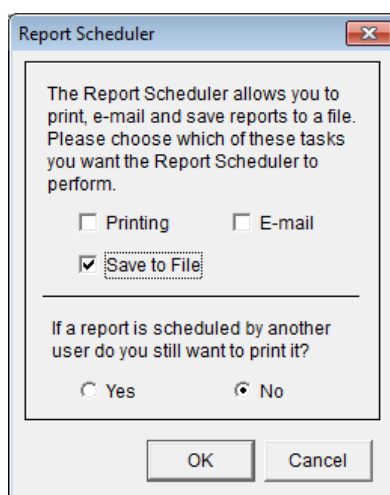
## Schedule Report

### Start the Scheduler

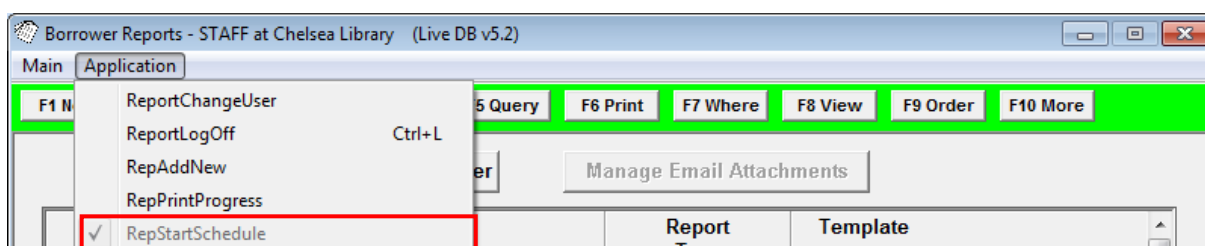
1. From the *Reports* menu, select **Application > RepStartSchedule**



2. The Report Scheduler screen will then display
3. Select your printing options: Ensure **Save to File** is ticked (you can tick all three if you intend on printing up multiple reports using multiple formats during a session)
4. Also decide If a report is scheduled by another user do you still want to print it? = **Yes/No**



5. Then click the **OK** button
6. After clicking **OK**, if you go back into the **Application** menu you will see that *RepStartSchedule* is now greyed out with a tick next to it – this indicates that the *Scheduler* is now running

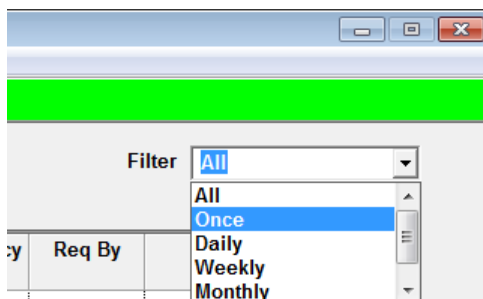


**Please Note:** If you need to restart the scheduler at any point, you will need to log out of all Report screens (**Ctrl + L**) and start at the beginning of these instructions.

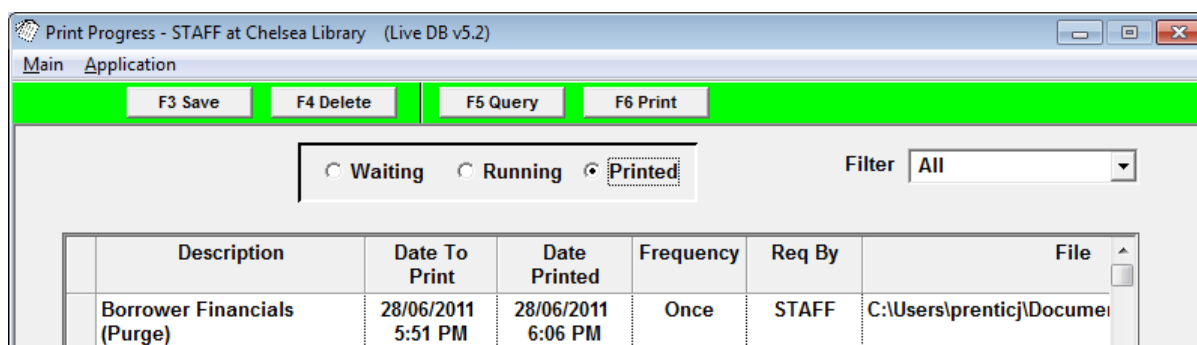


## Check Print Progress

10. You can check the progress of your reports at any time by going into **Main > Reports > RepPrintProgress** – the Print Progress screen will display
11. If your library uses the scheduler for a lot of reports, you can select a frequency type from the Filter drop-down menu at the top:



12. You can also click through the three tab options at the top to see the ones that are **Waiting**, **Running**, or have already been **Printed**



13. Your report will show up in "Printed" when it is complete
14. The Financials will now be purged. Ensure the Reference No is removed from the F10 More button in Field 1 Column 1 so it is clear for the next run

## APPENDIX 1: TEMPLATES

### Templates

The following report templates can be used in the *Reports* module to delete Borrower Financials if Update Entity is set to **Y**, the Reports are set as a Report Type of Borrower (Purge) Financial and the report is run via the report *Scheduler*. The **F7 Where** statement is used to determine which records will be deleted (though the date element is taken from the More button not the Where statement).

- **&XBOFINP.QRP** – Delimited with a semi colon to allow sending to a File in Text Format and then saved in Excel for Audits and Reports. Can list (or delete *paid*). Borrower Financial Transactions records – lists the borrower/s and line-by-line details of their transactions. Designed to be sent to a File
- **&BORFINP.QRP** – Borrower Financial Transactions (Purge): can list (or delete *paid*) Borrower Financial Transactions records – lists details of the individual transactions (can be used to mark and delete double-entry transactions)

These reports can be either *printed* or *sent to file* for record purposes.

### Load the Template (if required)

7. Launch the *Amlib* client
8. Go to **Main > Reports > RepAddNew** – the Report Files screen will display
9. Select Report Entity = **RepBorrower**
10. Click the **F1 New** button – the Borrower – New Report File screen will display:

**Borrower - Modify Report File...**

**F3 Update** **F5 Query**

Description

Template

Choose Type

Message ( may be split in 2 x 60 or 3 x 40 )

Default Stats Code  Default Detail Stats Code

Update History (Y/N)  Update Entity (Y/N)

## Circulation Finance Training

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11. Enter the following details:

- a. Description – for example: **Borrower Financial Purge to Excel**
- b. Template = &xborfinp.qrp (or alternatively **&BORFIN.QRP**, **&BORFINO.QRP**, **&BORFINP.QRP** or **&BFINSU.QRP**)
- c. Choose Type = **Borrower (purge) Financial**
- d. Update Entity (Y/N) = Y

12. Click the **F3 Update** button when complete

13. Select **F3 Save** on the Report Files Window for the Borrower Entity

14. The template is loaded and can now be used in a report

**Note:** You should locate these templates via Template name rather than Description, as these are multi-function templates and the Description may refer to the alternate functionality.

**Example:** &xborfinp.qrp – after being accessed and formatted in Excel

CL125B5487382D	ANANDA, Thaya	53229	31111000414019	OVERDUE	\$5.50	\$0.00	23/08/2005	Auto Charge for Overdue Item
CL125B5487382D	ANANDA, Thaya	53229	31111000414019	RETURN	\$0.00	\$5.50	25/08/2005	** Was subsequently returned
CL125B5487382D	ANANDA, Thaya	53229	31111002486379	OVERDUE	\$5.50	\$0.00	23/08/2005	Auto Charge for Overdue Item
CL125B5487382D	ANANDA, Thaya	53229	31111002486379	RETURN	\$0.00	\$5.50	25/08/2005	** Was subsequently returned
CL125B5487382D	ANANDA, Thaya	53229	31111006173932	OVERDUE	\$5.50	\$0.00	23/08/2005	Auto Charge for Overdue Item
CL125B5487382D	ANANDA, Thaya	53229	31111006173932	RETURN	\$0.00	\$5.50	25/08/2005	** Was subsequently returned
CL125B5487382D	ANANDA, Thaya	53229	31111014926883	OVERDUE	\$8.80	\$0.00	23/08/2005	Auto Charge for Overdue Item
CL125B5487382D	ANANDA, Thaya	53229	31111014926883	RETURN	\$0.00	\$8.80	25/08/2005	** Was subsequently returned
CL125B5487382D	ANANDA, Thaya	53229	31111016704247	OVERDUE	\$8.80	\$0.00	23/08/2005	Auto Charge for Overdue Item

**Example of Listing: (&BORFINP.QRP)**

# Circulation Finance Training

&borfinp.qrp	<b>Borrower Financial Purge - Purge of Financials - 6 years</b>	22/02/2011
<b>Bar Code</b>	<b>Name</b>	
22580057416 325802456229 FINAL.GRP	PRINCE, Daisy P OVERDUE ** Was subsequently returned ** Aut	121.51
22580057416 325802452087	PRINCE, Daisy P LATEFINE Returned Item was overdue	2.00
22580057416 325802058942 FINAL.GRP	PRINCE, Daisy P OVERDUE ** Was subsequently returned ** Aut	71.32
22580057416 325802573056	PRINCE, Daisy P LATEFINE Returned Item was overdue	2.00
22580057416 325802005018	PRINCE, Daisy P LATEFINE Returned Item was overdue	2.00
22580057416	PRINCE, Daisy P	

3. Your report will show up in "Printed" when it is complete

### Example of Summary: (&BFINSU.QRP)

&bfinsu.qrp	<b>Purge of Financials - 6 years</b>	22/02/2011
<b>Type: DAMAGED</b>		
No of financial records deleted: 21		
Total paid: \$331.98	Total owed: \$331.98	
<b>Type: FNFEAST</b>		
No of financial records deleted: 64		
Total paid: \$107.00	Total owed: \$107.00	
<b>Type: ILL</b>		
No of financial records deleted: 4		
Total paid: \$47.30	Total owed: \$47.30	
<b>Type: LATEFINE</b>		
No of financial records deleted: 12466		
Total paid: \$18,308.00	Total owed: \$18,308.00	
<b>Type: LOST</b>		
No of financial records deleted: 56		
Total paid: \$809.42	Total owed: \$809.42	
<b>Type: OVERDUE</b>		
No of financial records deleted: 1282		
Total paid: \$24,365.82	Total owed: \$24,365.82	

### APPENDIX 2: TRANSITION FROM SINGLE LINE ACCOUNTING TO DOUBLE LINE ACCOUNTING

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#### Set-Up Double-Entry Accounting

Double-entry accounting ensures that the debit transaction is recorded on a separate line to that of the credit transaction and no deletion or editing is allowed. This method is more accountable than single-line accounting as it creates a set-up where the sum of transactions should balance out. It **MUST** be ENABLED for use with the *Amlib Debt Collection* module. See full instructions on the Website

- **Please Note:** Changes from single-entry accounting to double-entry accounting in *Amlib* should not be entered into lightly. [Contact Amlib Support](#) to fully discuss any implications with your current configuration.

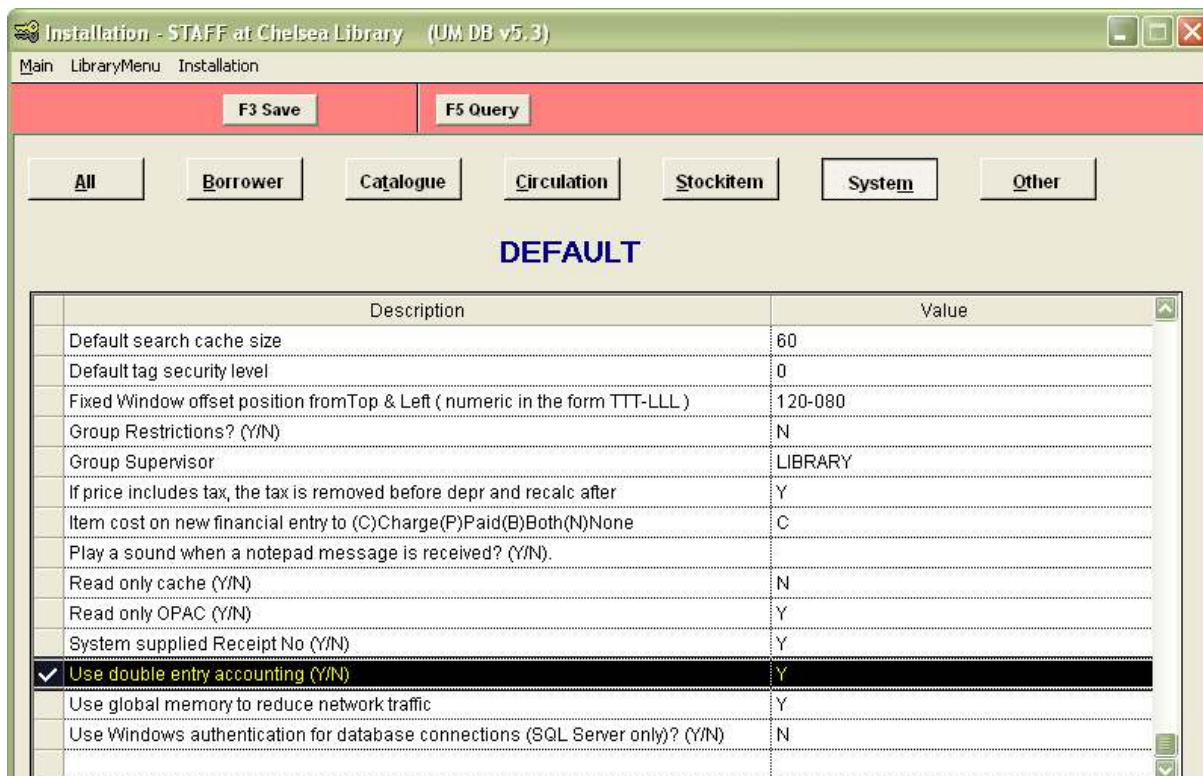
**WARNING:** Once double-entry has been ENABLED, it **cannot** be disabled. Once ENABLED, it is **mandatory** that the Financial Upgrade application be run IMMEDIATELY to ensure that the *Amlib SQL* databases are re-indexed and double-entry payment links created. This can be a time-consuming process (as you may be required to reconcile irregular transactions). Please plan accordingly.

The *Amlib Debt Collection* module requires that *Amlib* be set up for double-entry accounting:

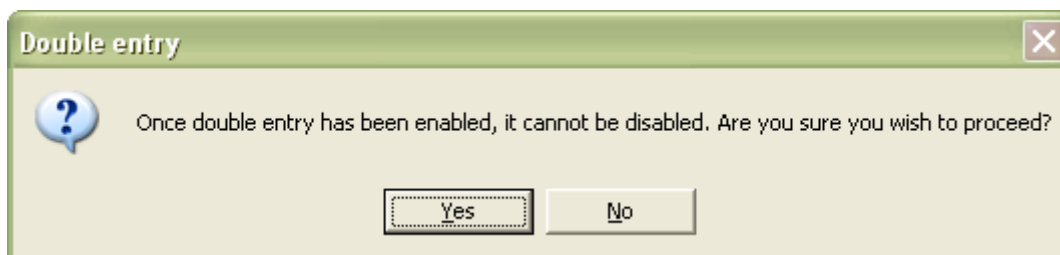
1. Launch the *Amlib* client
2. Go to **Main > Supervisor > Installation** – the [Installation](#) table will display
3. Select the **System** tab
4. Scroll down and set Use double entry accounting (Y/N) = Y

Please Note: This field has been renamed from Disallow financial changes once values entered and saved)

# Circulation Finance Training



5. Then click the **F3 Save** button to update the table
6. The following message will appear: **Once double entry has been enabled, it cannot be disabled. Are you sure you wish to proceed?**



7. Click the **Yes** button
8. Exit and restart the *Amlib* client for changes to take effect

## IMPORTANT!

Once **Double-Entry** accounting has been ENABLED it is **essential** that the following task be performed IMMEDIATELY (this can be a time-consuming process, so plan accordingly):

- Run the **Financial Upgrade** application to re-index the Finance module of the *Amlib* client and reconfigure existing Financial transactions to use double-entry methodologies. If required, information can be requested on how to process the Financial Upgrade

On completing the *Financial Upgrade*, you may be asked to run the *Check Payments* application to reconcile any irregular financial transactions.