Collecting fines via III for the Brentwood Center
Created October 18, 2011 by Christine Park

If a patron wants to pay their fine, pull up their record and click on the fines tab.

You will be prompted for your user authorization, type in your initials and password and click OK.
The books that have fines are displayed, along with the amount of money owed for each. Click the checkbox located under All for the books the patron wants to pay fines for.

You will be asked for your username and password authorization, pop them in...
You can collect the full fine, if the student wants to pay their balance, or they can pay part of it. You can adjust the amount to collect. Once you have an amount, type it in and click OK.

![Image of Collect Money dialog box]

If it is only a partial payment, it will ask if you want to waive the remaining fine, click no.

![Image of Question dialog box]

You will then be prompted to print the fine, click no, unless you are waiving some of the fines, in which case, you would print out the receipt.
Once the student has paid the fine, you will fill out a receipt and hand the pink copy to the student to take. The yellow copy will go to the cashier with all of your other paperwork and the original stays at the circulation desk in a binder (keep a duplicate copy of everything you send to the cashier in a binder).