Circulation Finance Training

OVERVIEW

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.

Circulation Finance Training

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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
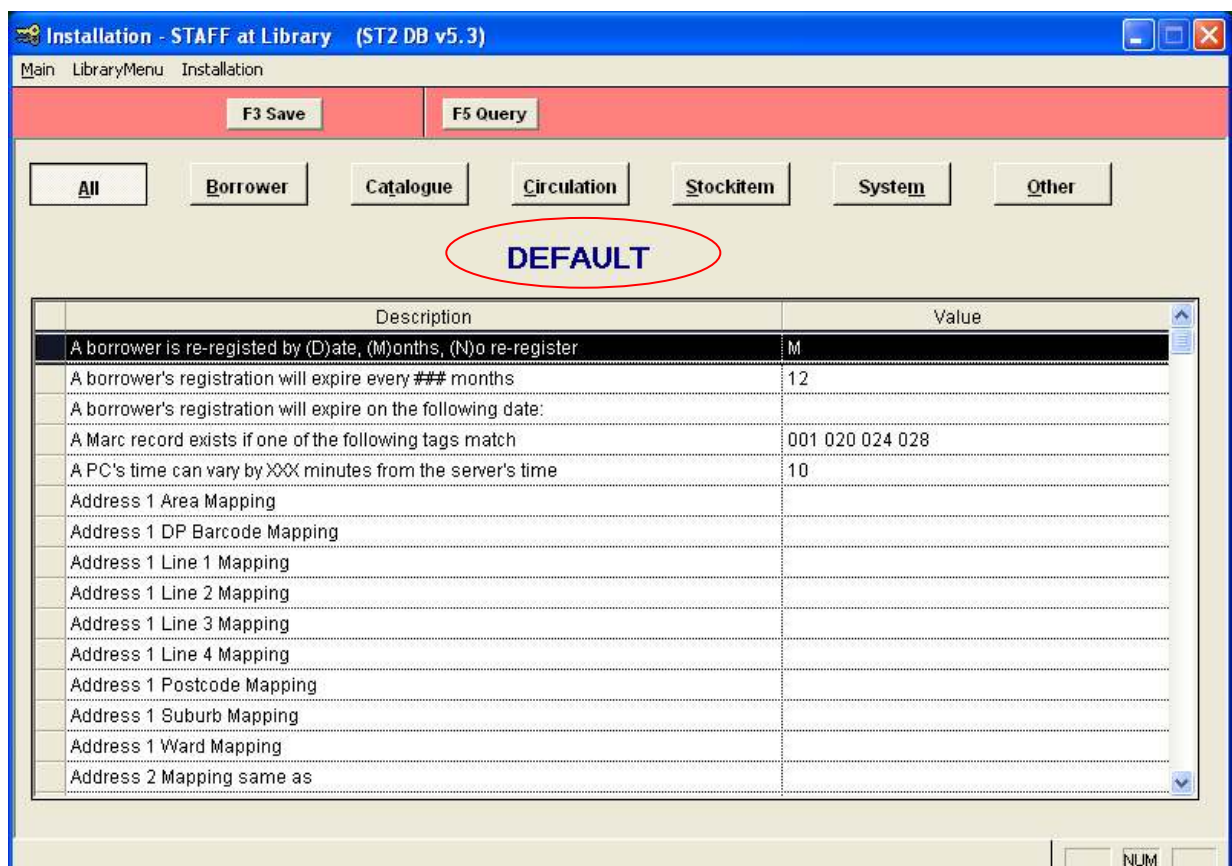
3. Click the **System** button to open the System settings

4. Check your setting for "**Use double entry accounting (Y/N)**"

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 <u>Double line Accounting</u> 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 <u>relevant Location</u>
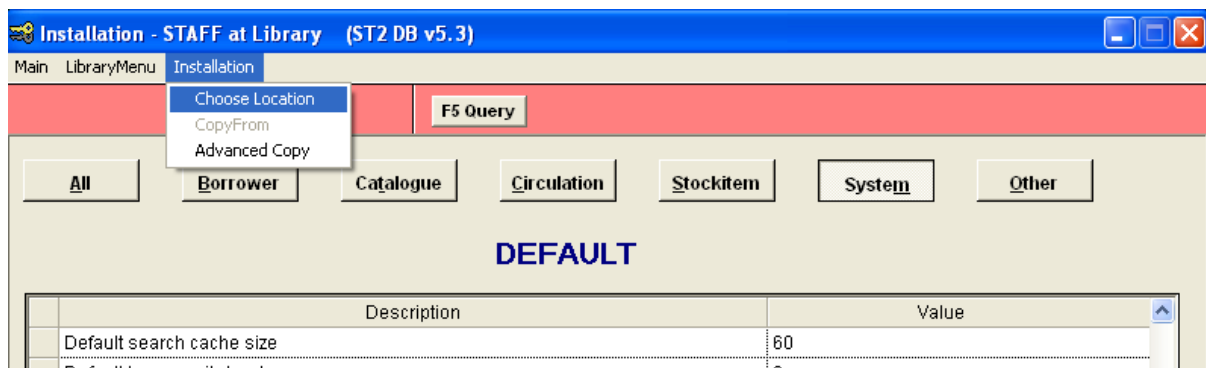
1. **Auto Print a receipt for payments in borrower financials** – If set to **Y,** a print out automatically occurs when the Do! Button is click on the Allocation window when making a payment

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 <u>Stockitem</u> record identified will automatically be entered into the **Charge** column of the Borrower Financial Table

   - **P (Paid)** The Current Cost for the <u>Stockitem</u> record identified will automatically be entered into the **Paid** column of the Borrower Financial Table

   - **B (Both)** The Current Cost for the <u>Stockitem</u> 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 <u>Stockitem</u> 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 <u>relevant Location</u>

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

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

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 H,O,D,T,S or Y — Displays whether the Loan is a Daily or Hourly type Loan — D/H
4. Can Loan? — 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
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 type. — Y/N
7. Renew Charge — A charge which is applied when an item is renewed. — $ Value
8. Can Reserve? — Determines whether borrowers can make or request reservations for this type of item. — Y/N
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.

Fines

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

Code	Displays the Form/Stats code for each corresponding Stockitem Form or Stats code	
Description	Displays the Form or Stats description for each corresponding Stockitem Form or Stats code	
Type of Loan H,O,D,T,S or Y	Displays whether the Loan is a Daily or Hourly type Loan	D/H
Can Loan?	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
Late per hour	A charge per hour which is applied when an item is returned late	$ Value
Late per day	A charge per day which is applied when an item is returned late.	$ Value
Late per week	A charge per week which is applied when an item is returned late.	$ Value
Max Overdue Charge	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 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

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

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

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

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

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

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

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

3. Select **F5Query** to execute

4. If only 1 transaction is found, the data will display

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

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.

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 C**harge** 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*

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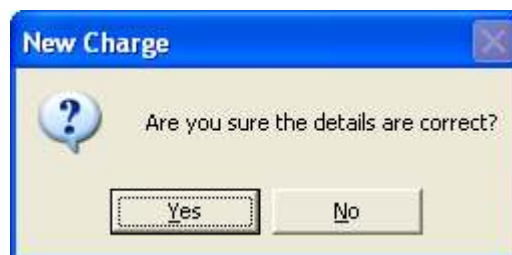
11. The details of the Charge will display in the Borrower Financial Table

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*

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

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

Single Entry

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.

A reserve can be cancelled:

- Stockitem>Current Reserves > Cancel button
- Borrower > Current Reserves> Cancel buton
- 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.
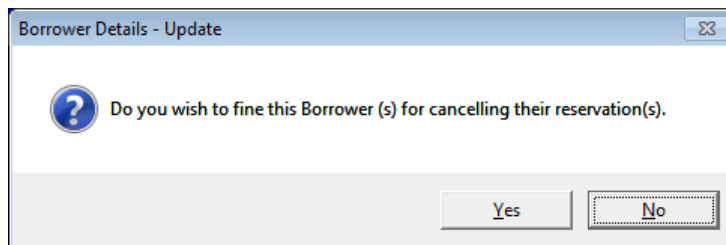
If Yes is selected the charge is carried across to the borrower financial record.
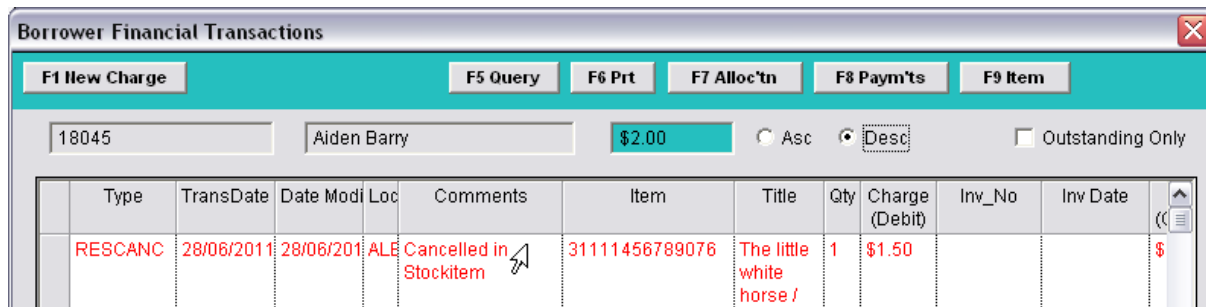
Borrowers can also cancel their reserves via the NetOpacs and a charge written to the Borrower Financial window.

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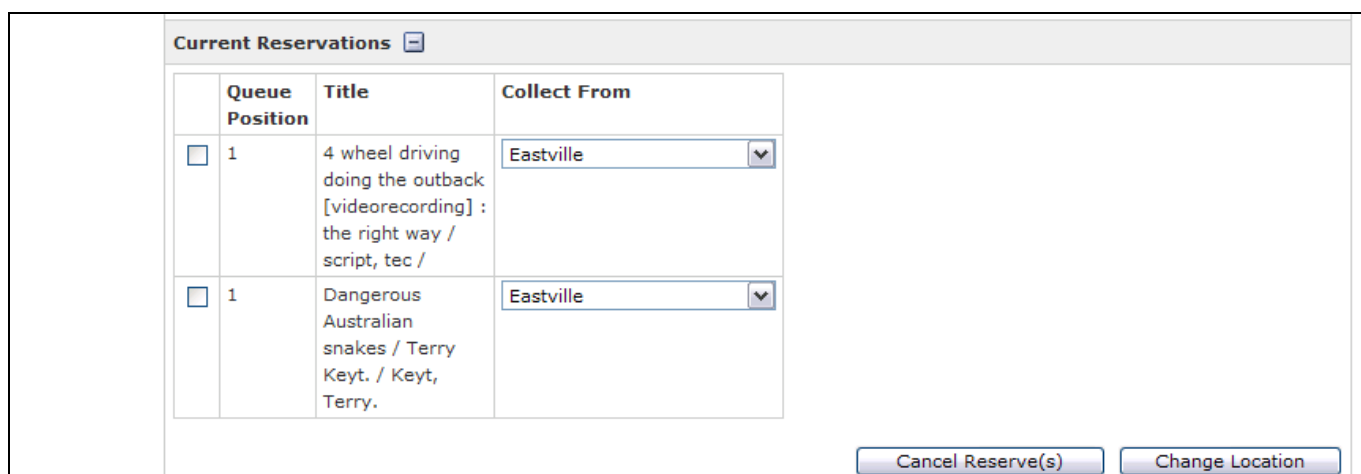
Late Fines

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

parameter (Circulation set) for the Location "Automatically answer Y to Fines on Normal Returns / Chute Returns).
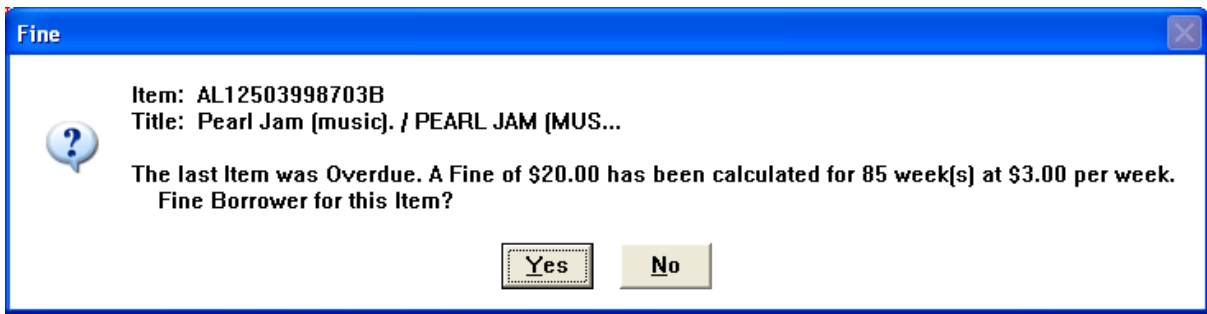
Note: These charges show as <u>Potential Charges</u> until the item is returned.

These charges remain on the <u>Borrower</u> 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.
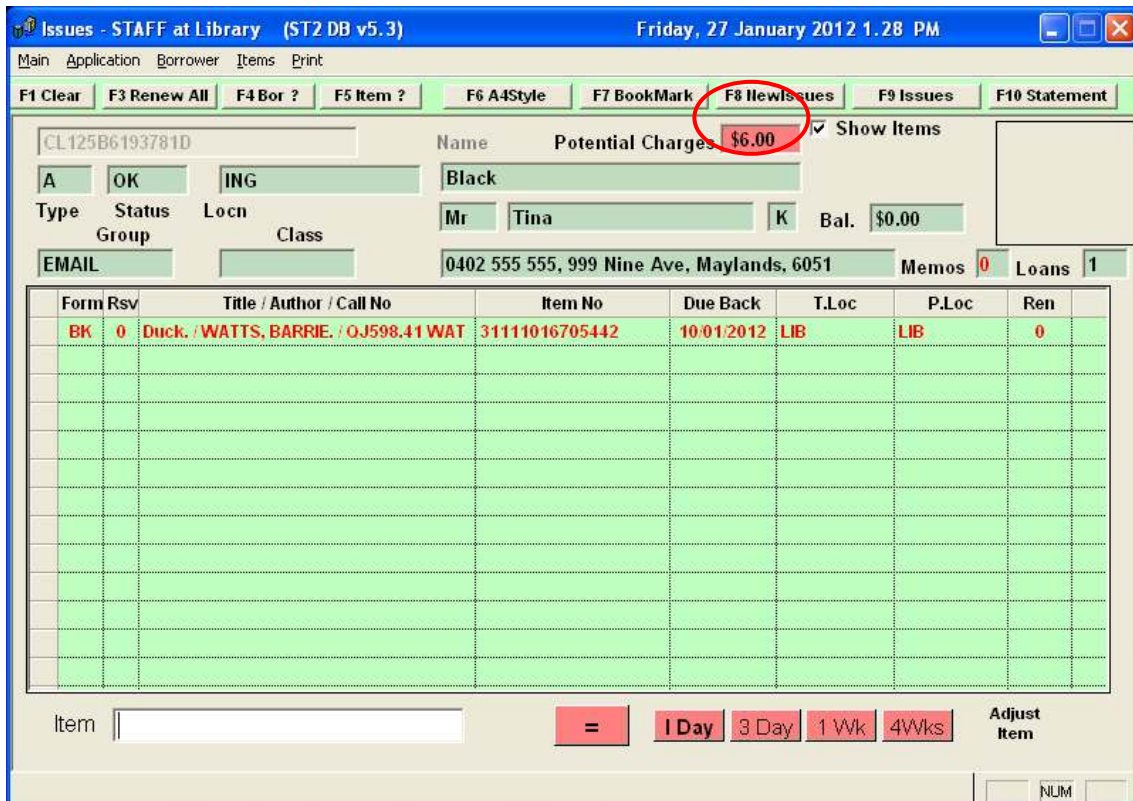
It is also accessible from the Borrower Details Window. The Potential Charges Button on the Borrower Window links to Issues where the Potential Charges display for the current Borrower.

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 <u>Borrower Financial Transactions</u> screen (thereby adjusting the Borrower Balance due), as well as showing that the report has been run in the <u>Borrower History</u> 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 <u>preview</u> 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 ensured 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)

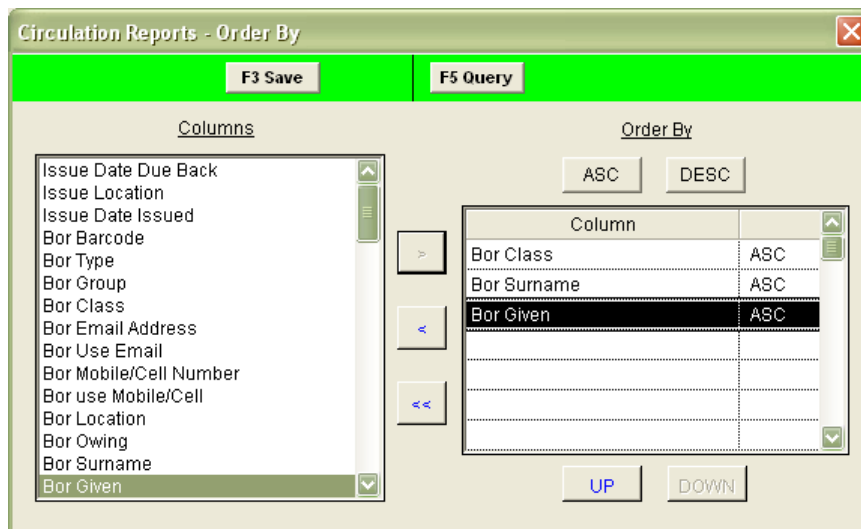   c. **Issue Date Due Back >= Issue Due Date – 28 days**

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

Order By

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

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

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

LINE2: Set Administrative charges and text

|	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
LINE 2	Report Line Number eg 1,2,3	Fee per item $.cc	Fee per Notice $.cc	Fee Print LIne	Not used
COMMENT	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 **$1.00**	Amount to apply per notice – for example **$5.00**	Text to apply to the report (User_Line1) to describe the fee applied. For example: **Processing Fee**	

LINE 3: SMS use only

	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
LINE 3	Report Line Number eg 1,2,3	SMS or SP	Message	Email Address	Y or N to Delete file
COMMENT	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 <u>More</u> screen will open

2. Click the **F1 New** or **F2 Insert** button

3. Enter the following parameters:

    a. <u>Report Line Number</u> = **1**

    b. <u>Line 1 account History NAME</u> = **OVFINACC** (or leave blank to pick up the DEFAULT)

    c. <u>Line 1 overdue History NAME</u> = **OVFINAL** (or leave blank to pick up the DEFAULT)

    d. <u>Line 1 Financial record NAME</u> = **OVACC** (or leave blank to pick up the DEFAULT)

    e. <u>Line 1 Fees type name</u> = **OVFEE** (applicable only if Charges apply –see below)

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
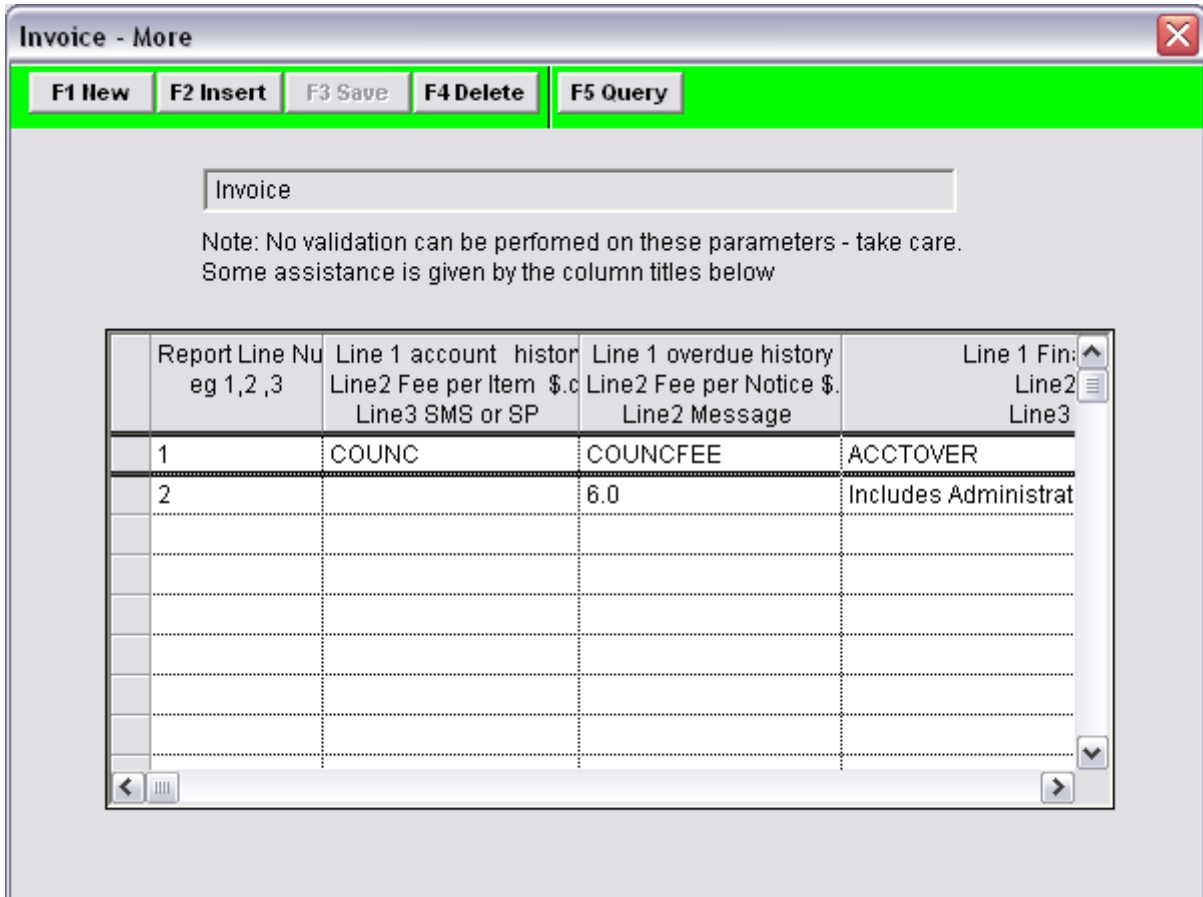
Edit the Template to Include Charges

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**.

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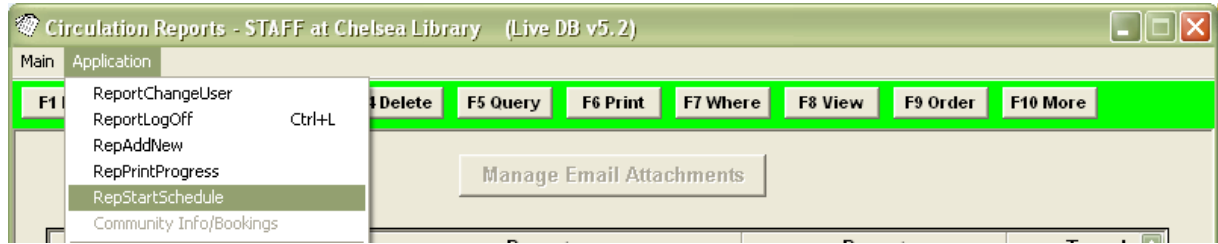2. The Select File for View pop-up will appear:
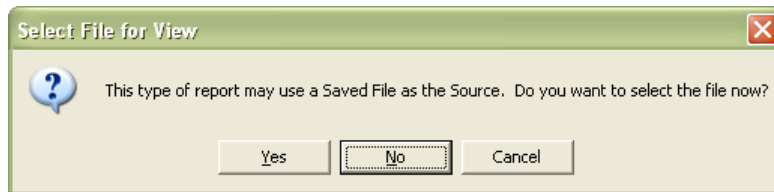
3. **This type of report may use a Saved File as the Source** (rather than the entire database). If you would like this report to use just a Saved File (for example a File that has been shelf checked by staff) , click the **Yes** button, otherwise click the **No** button (generally users select the **No**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

4. The report will open in the <u>Report – View</u> window
5. If you wish to print a hardcopy, click on the **print** icon

Print Report (via Scheduler)

If you only want to print a report then the quickest method is to use F8 View and print from the Report – View window (see above).

Using the *Scheduler* (via the **F6 Print** button) has several benefits over running reports via the **F8 View** button: It allows you to schedule regularly run reports so that staff do not have to do it manually each time, and it allows for further functions as part of the report such as updating Borrower/Stockitem history, updating the Reservation Status and adding report information to your statistics. **Email and SMS reports MUST be run via the Scheduler.**

This guide will take you through setting up a report to use *RepStartSchedule*.

Start the Scheduler

1. From the <u>Reports</u> screen, select **Application** > **RepStartSchedule**

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:

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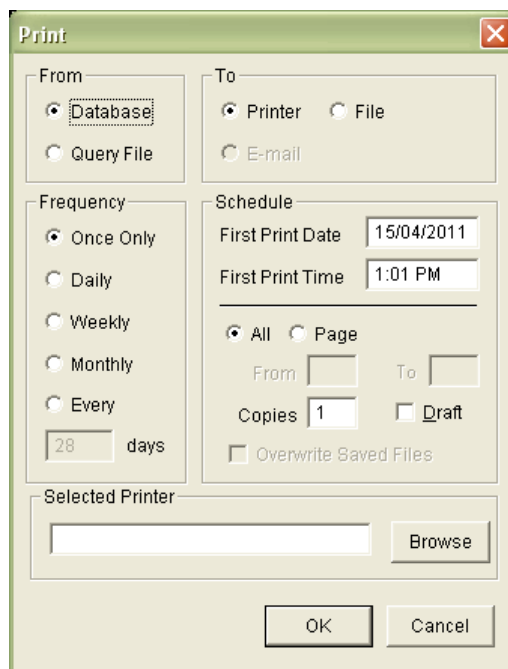
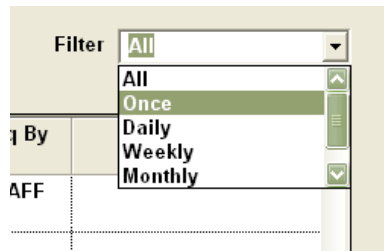3. Once you have selected all of your settings, click the **OK** button

Check Print Progress

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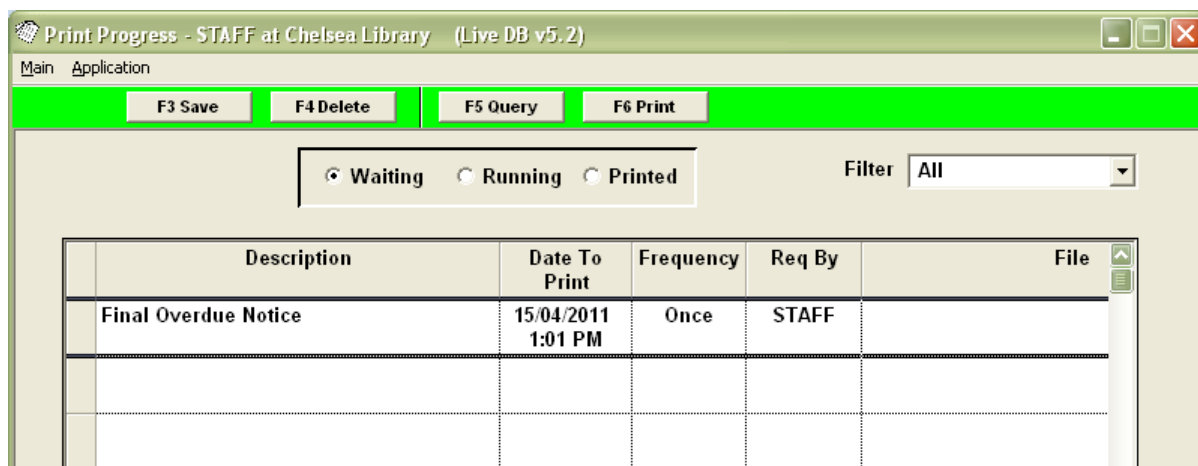
2. If your library uses the scheduler for a lot of reports, you can select a frequency type from the <u>Filter</u> drop-down menu at the top

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:

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.

1. When the item is returned, the following <u>Financial Details</u> prompt will display:

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.

(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 <u>Circulation Transactions</u> screen will display

3. From the menu, select **Circulation** > **FinStdJnl** – the <u>Fund Standing Journals</u> screen will display:

> Click either the **New** or **Insert** buttons
>
> Enter the following details:
>
> > <u>Transaction Description</u> – for example: **Overdue Administration Charge**
> >
> > <u>Amount</u> – for example: **$5.00**
> >
> > <u>Report Name</u> – 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 <u>Borrower Financial</u> 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
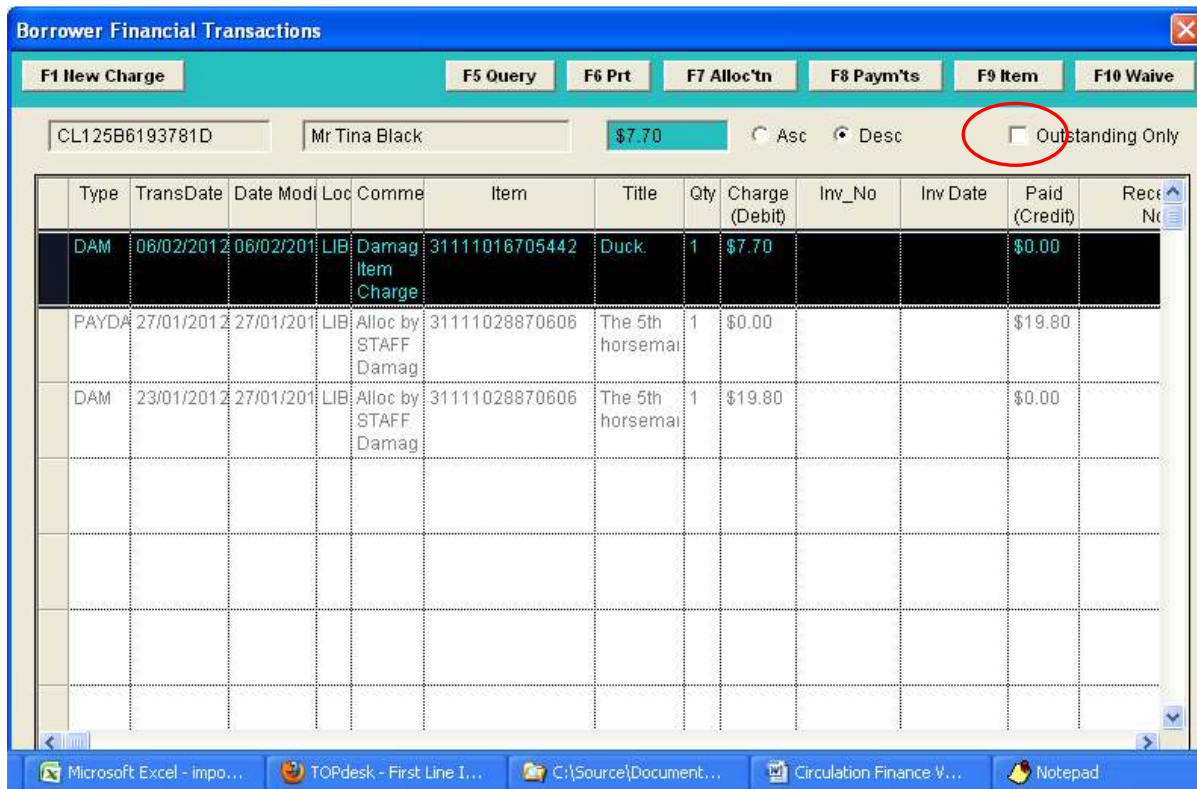
2. Click **F7 Alloc'tn** Button
3. A <u>Payments Window</u> will display with the selected Amount to Pay
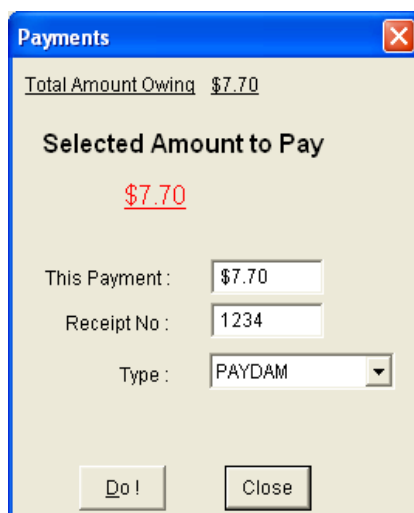
a. Enter **this payment** in dollars and cents – for example 7.70 (the $ sign will be generated by the system)
b. Enter the **Receipt No** if required (**Note**: it can be system generated)
c. Select the Circulation Financial **Type**. The Drop down box will be populated with the Default Financial Type 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
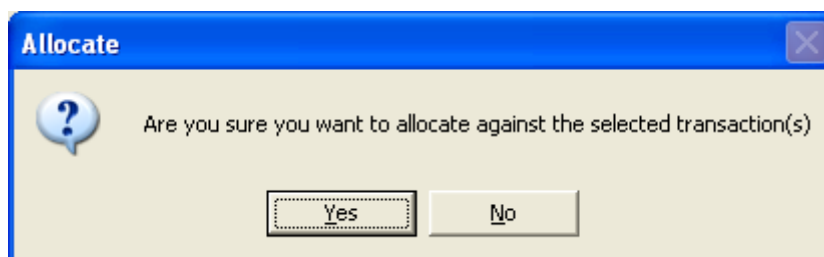
7. To proceed, enter **Yes** or <ENTER>
8. The Credit and Payment will remain on separate lines. There is NO Delete button as this is not allowed in Double Entry Accounting. Deletions can be done via a Report for those Financials that have been paid

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.

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 <u>Payments</u> 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 <u>system generated</u>)
   c. Choose to allocate against **All Items** or **Marked Items**

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

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   ☐ Outstanding Only

Type	TransDate	Date Modified	Locn	Comme	Item	Title	Qty	Charge (Debit)	Inv_No	Inv Date	Paid (Credit)
OVERI	12/08/2011	07/02/2012	LIB	Auto Charge for	37240	Chocolate dreams : over 125	1	$19.95	155	12/08/2011	$19.95
OVERI	12/08/2011	07/02/2012	LIB	Auto Charge for	14235	Complete book of Australiar	1	$29.95	155	12/08/2011	$29.95
OVERI	12/08/2011	07/02/2012	LIB	Auto Charge for	46213	Lady knight / Tamora	1	$15.00	155	12/08/2011	$15.00
OVERI	12/08/2011	07/02/2012	LIB	Auto Charge for	32717	Pulling the moves /	1	$12.95	155	12/08/2011	$12.95
OVERI	12/08/2011	07/02/2012	LIB	Auto Charge for	43044	Harry Potter and the	1	$17.00	155	12/08/2011	$17.00
OVERI	12/08/2011	07/02/2012	LIB	Auto Charge for	45630	Readings on The importanc	1	$51.00	155	12/08/2011	$51.00
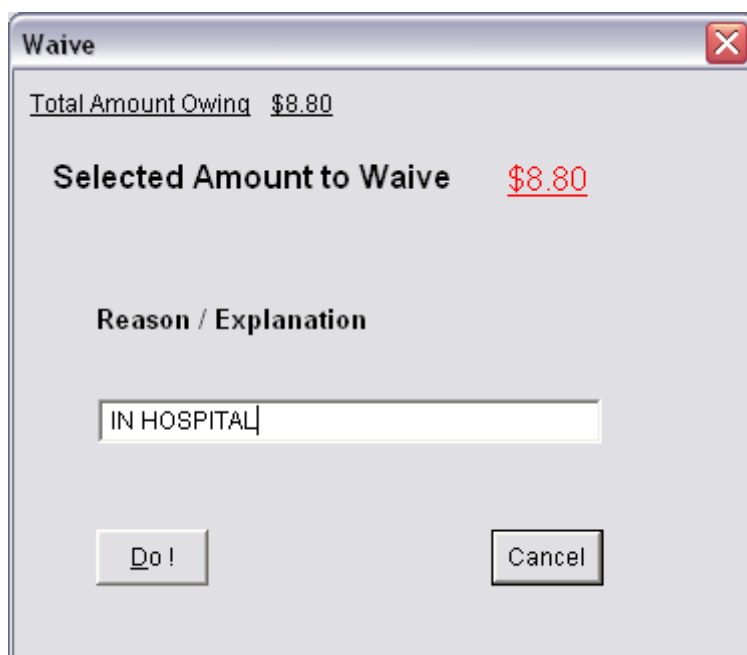
WAIVE A PAYMENT

The Waive button on the Financial window is available in both Single and Double Line Accounting.
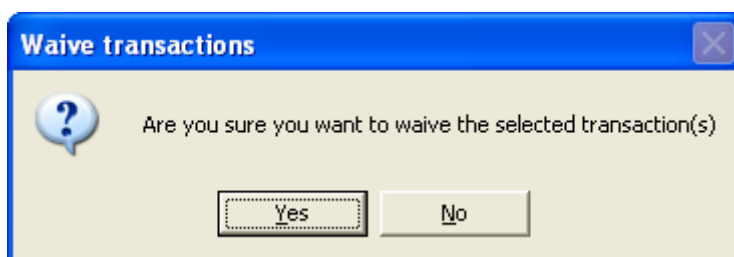
The Waive button may need to have permissions set for it in Supervisor, User Names if it is not available on the Borrower Financial Window.

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

5. A Waive transactions confirmation message will display

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.

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 WINDOW

Select **Borrower** > **Financial** – the Borrower Financial Transactions screen will display

Details of the Circulation Financial Transactions for the current borrower are displayed. This details money owing e.g. for lost and damaged items, charges and fines for late items etc.

For example, charges for Damaged, Lost, Overdue, Photocopies, Late Fines, Lost Cards or as required.

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 has to be used. It is possible to switch from Single line accounting to Double line accounting. See Appendix 1

Type	TransDate	Date Modi	Loc	Comme	Item	Title	Qty	Charge (Debit)	Inv_No	Inv Date	Paid (Credit)	Rece No
LATEF	05/07/2010	05/07/201	GBI	Returne Item	325802373705	Neighbou witch. [sound	10	$1.00			$0.00	
LATEF	04/06/2010	04/06/201	GBI	Returne Item	325802692252	The Secret Seven.	8	$1.00			$0.00	
LATEF	04/06/2010	04/06/201	GBI	Renew Item	325802987421	The Kingfishe dinosaur	8	$1.00			$0.00	
LATEF	04/06/2010	04/06/201	GBI	Renew Item	325802373705	Neighbou witch. [sound	8	$1.00			$0.00	
LATEF	18/05/2010	18/05/201	GBI	Returne Item	325802876350	Bloodline of the Holy	20	$2.00			$0.00	

- Barcode   Barcode of the Borrower   22580050000
- Name   Title, Given and Surname of the Borrower   Ms Sussanna Kent
- Total Owing   The current total amount owed by the Borrower $6.00
- Asc   Columns can be sorted in Ascending Order by clicking the Column Header with this Radio button set   A > Z
- Desc   Columns can be sorted in Descending Order by clicking the Column Header with this Radio button set   Z > A
- Outstanding Only   Limits the Transactions on the Table to those that are yet to be paid – where the Debits   √
- TransDate   The Date of the Financial Transaction dd/mm/yyyy   04/06/2011

- **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.

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

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.
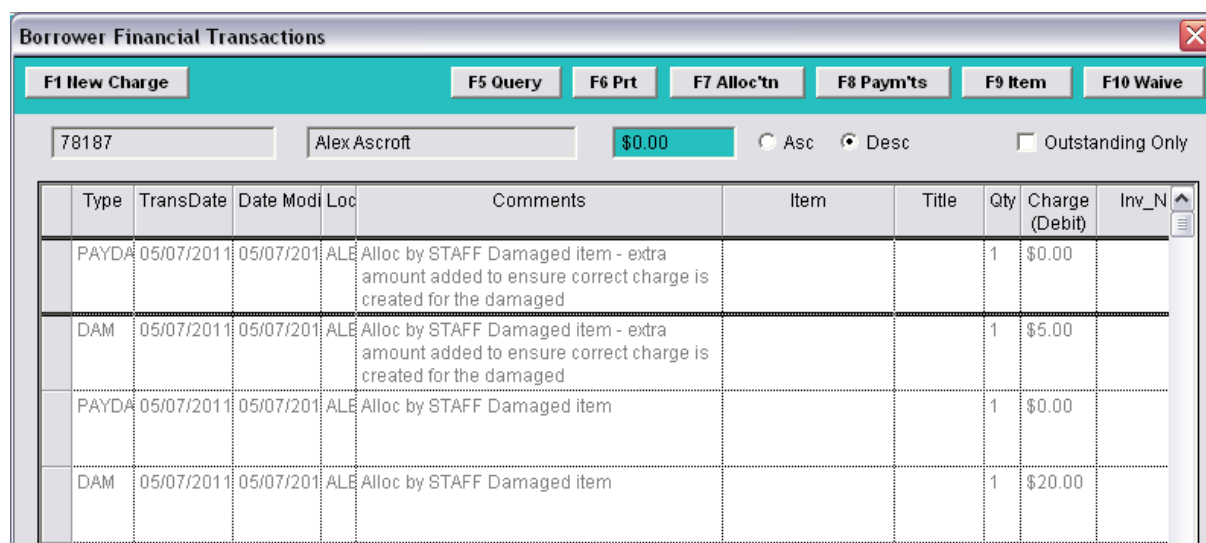
Sorting Financial Transactions

Financial Transactions are displayed by <u>TransDate</u> (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.

Borrower Financial Transactions

F1 New Charge			F5 Query	F6 Prt	F7 Alloc'tn	F8 Paym'ts

B9988   Ms Sarah Smith $0.00   ○ Asc ● Desc   ☐ Outstanding Only

Type	TransDate	Date Modi	Loc	Comme	Item	Title	Qty	Charge (Debit)	Inv_No	Inv Date	Paid (Credit)	Rece No
PAYILL	26/06/2011	26/06/201	CH	Alloc by STAFF Interlibr			1	$0.00			$2.00	6
ILL	26/06/2011	26/06/201	CH	Alloc by STAFF Interlibr			1	$2.00			$0.00	6
DAM	23/06/2011	23/06/201	CH	Alloc by STAFF Damag	16905	Harry Potter and the	1	$5.00			$0.00	5
CARD	23/06/2011	23/06/201	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.

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).

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
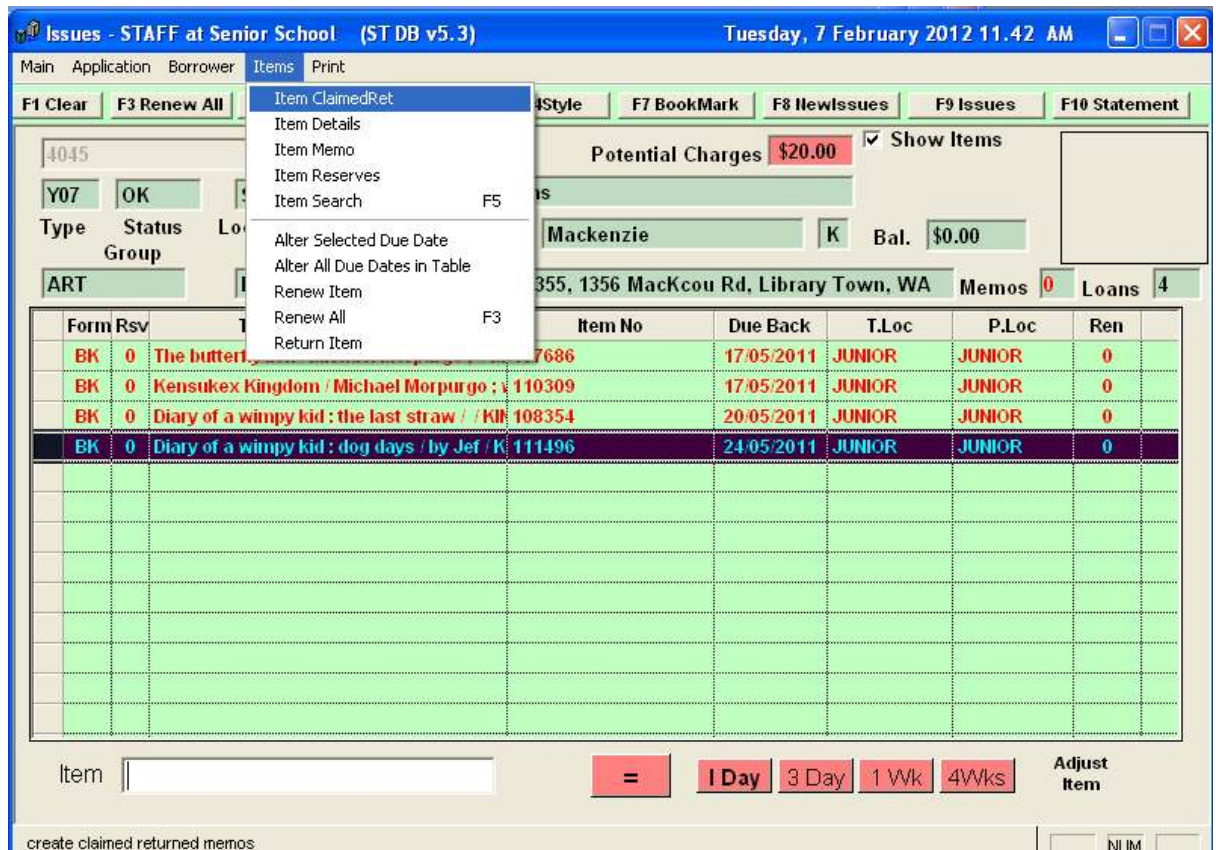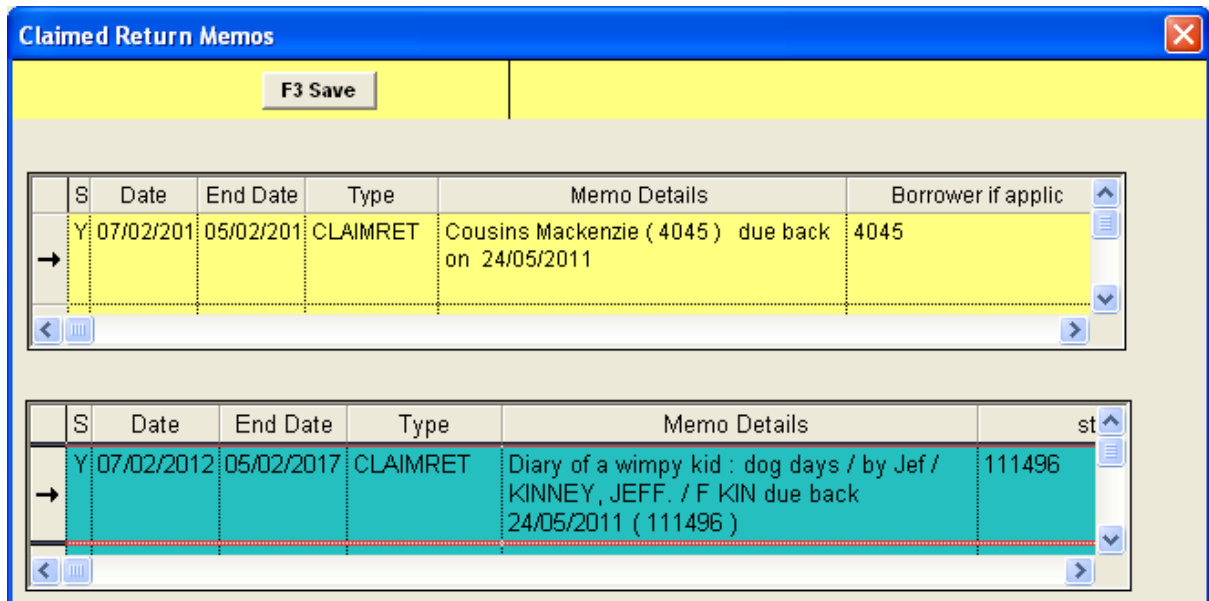
4. Click the **F3 Save** button to insert the memos

5. You will then prompted if you would like to return the item:
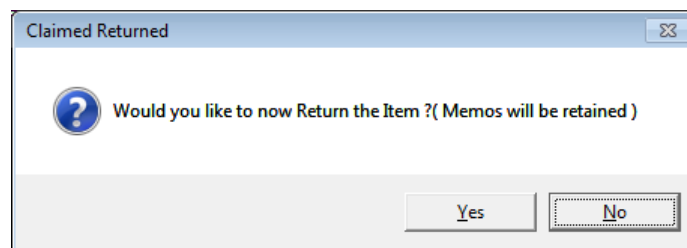
6. Click the **Yes** button (to return the item) or the **No** button (to leave it on the Borrower record)

7. The Memo will be applied to the Item

8. The Memo will be applied to the Borrower

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

An entry will be made in the Borrower <u>History</u> as part of the process

DEBT COLLECTION

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 <u>Borrower</u> 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 <u>Where</u> searches in the *Stockitem* and *Borrower* modules by selecting **Application** > **Where...** (in the *Stockitem* module) or **Application** > **BorrowerWhere** (in the *Borrower* module) – the <u>Where Search</u> screen will display:
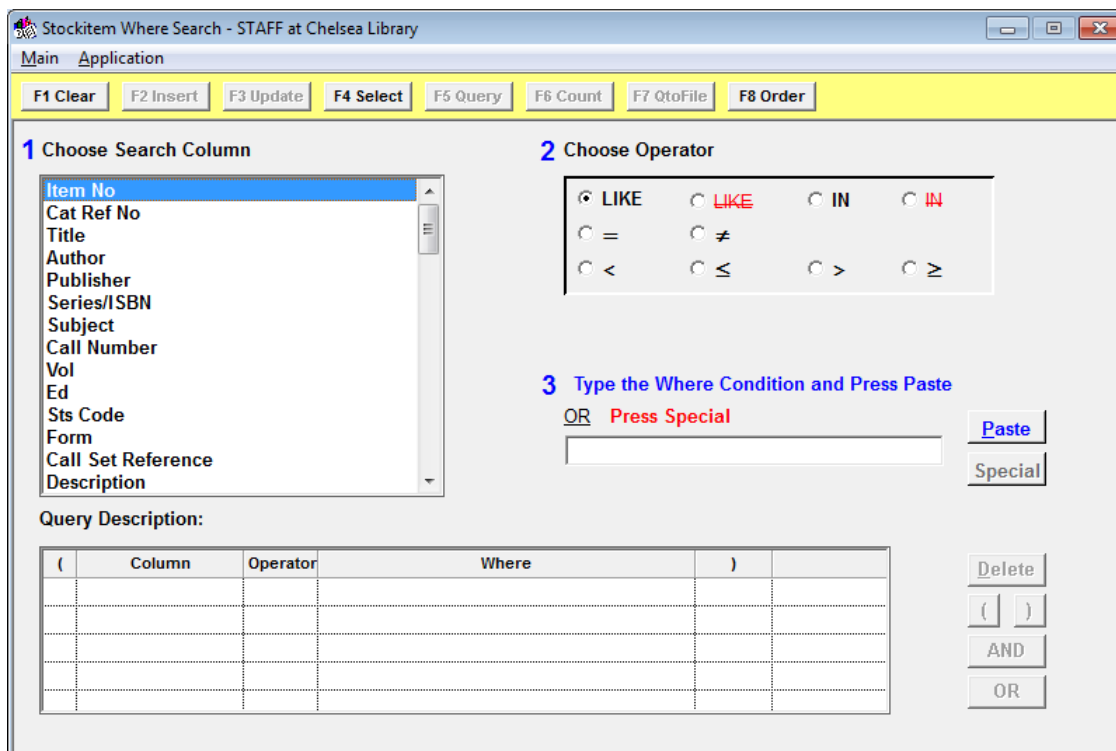
2. **Choose Search column**: it can be helpful to have a look at the main <u>Stockitem</u> (or <u>Borrower</u>) screen if you're confused about which fields contain what information

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**)
~~LIKE~~	Where the required data in this field does not begin with the text entered	~~LIKE~~ **ELD** (for all except **Eldorado**)
IN	Useful for selecting multiple codes	**IN A,J,YA** (for all of these types)
~~IN~~	Useful for multiple codes not to be included	~~IN~~ **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**)

Last Updated: 26 February 2013

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

4. **Type the Where condition**: this can be a date, a code, letters, numbers, etc
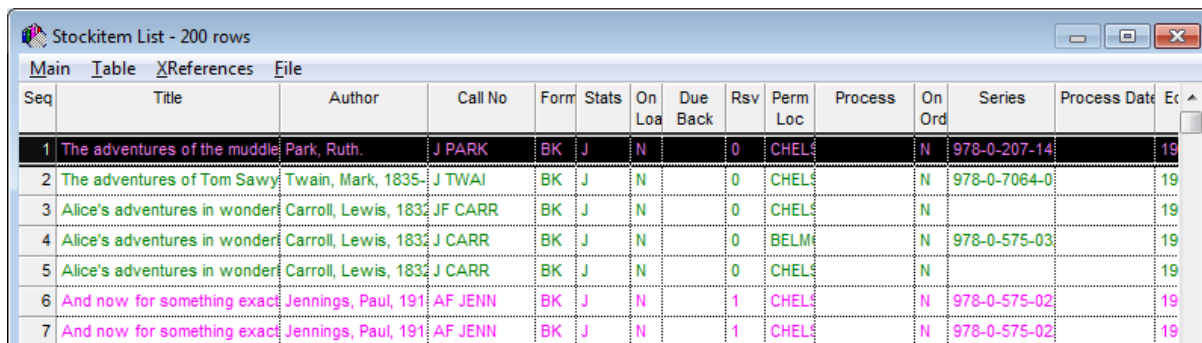
BUTTON	DESCRIPTION
Paste	Adds the Where condition to the Query Description table
Special	This button contains useful fields that can be used for any mathematical operand (i.e. $=$, $\neq$, $<$, $\leq$, $>$, $\geq$) – for example: **Current Date**
Delete	Deletes the highlighted Where condition from the Query Description table
AND	Includes the AND separator to the Where conditions in the Query Description table (this is the default)
OR	Includes the OR separator to the Where conditions in the Query Description table
(	Adds a beginning bracket to the Where condition in the Query Description table
)	Adds a closing bracket to the Where condition in the Query Description table

a. Count the number of results by clicking the **F6 Count** button:
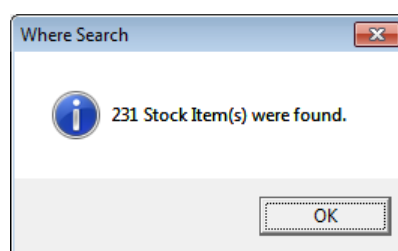
b. Get the list of results by clicking the **F5 Query** button:

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 <u>Saved Queries</u> 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.**
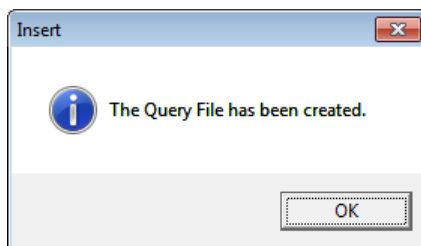
3. Click the **OK** button

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

Examples of useful Where Searches

Claimed Returns

STEP 1:	MemoType
STEP 2:	LIKE
STEP 3:	CLAIM
SELECT PASTE	

Readers who are in Debt Collection (if used)

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

Readers with Financials

STEP 1:	Owing
STEP 2:	>
STEP 3:	0
SELECT PASTE	

Readers with Financials over $50

STEP 1:	Owing
STEP 2:	>
STEP 3:	50
SELECT PASTE	

Accounts sent in this month

STEP 1:	HistoryType	HistoryDate
STEP 2:	LIKE	$\geq$
STEP 3:	ACC	Select the SPECIAL button. Select Start of Month
PASTE		

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
P2ALB	ALBANY PUBLIC LIBRARY,	3
ANDERLA	ANDERSON, Laura	4
+6001 1352299	ANDERTON, Landa Wilandra	7
CHAPTTH	CHAPTER, Thomas	3
23414000	JONES, Amanda A	3
LARSON1M	LARSON, Matthew S	3
MAGORDS	MAGOR, Daisy S	4
MANASSRA	MANASSAH, Rachel A	3

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

Financials by Borrower (&borfin.qrp)

Shows Financial Type and details of the Financial

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).

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

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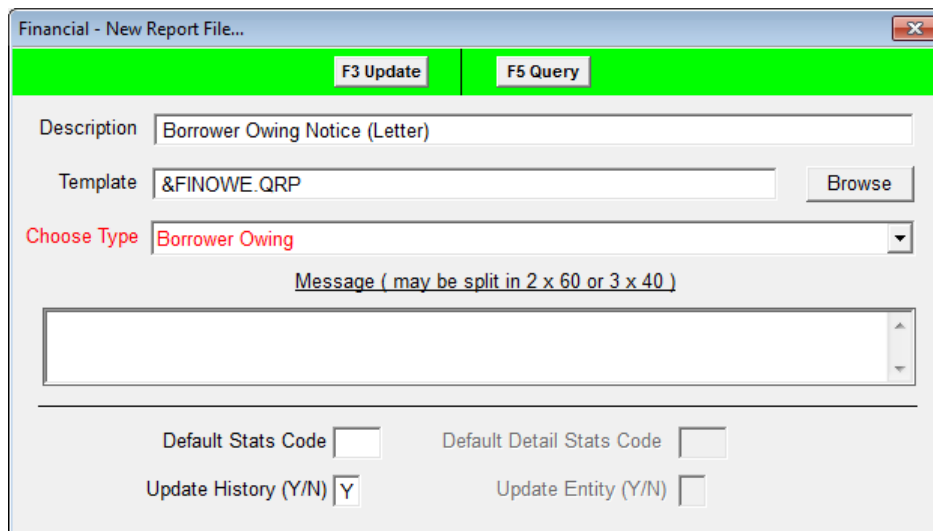
- **&FINOWE.QRP** – Borrower Owing Notice (Letter)

- **& 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*

1. Launch the *Amlib* client

2. Go to **Main** > **Reports** > **RepAddNew** – the <u>Report Files</u> window will display

3. Select <u>Report Entity</u> = **Financial**

4. Click the **F1 New** button – the <u>Financial – New Report File </u>screen will display:

5. Type in a <u>Description</u> – 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. <u>Files of type</u> = **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. <u>Choose Type</u> = **Borrower Owing** or **Borrower Owing Email**

8. You can leave <u>Default Stats Code</u> blank

9. <u>Update History (Y/N)</u> = **Y**

10. Click the **F3 Update** button

11. Close out of the <u>Report Files</u> window

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

Create the Report

1. Go to **Main** > **Reports** > **RepFinancial** – the <u>Financial Reports</u> screen will display

2. Click the **F1 New** button – the <u>Select Report Format</u> screen will display

3. Highlight <u>Borrower Owing Notice (Letter)</u> or <u>Borrower Owing Notice (Email)</u> (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

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

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)

- (Optional – Letter Only) <u>Always use Address 1 (Y/N)</u> = **Y**

- Click on the **F3 Save** button

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 <u>Select File for View</u> 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?**
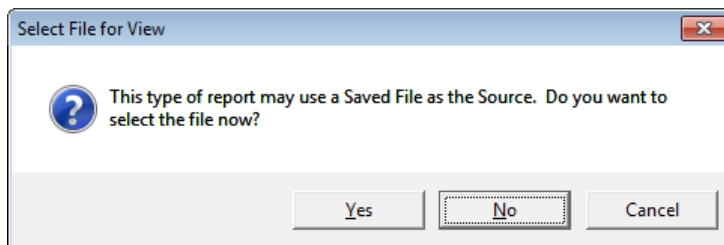
8. If you would like this report to use a Saved File, click the **Yes** button, otherwise click the **No** button (generally users select the **No** button)

9. The report will then display in the <u>Report – View</u> window:
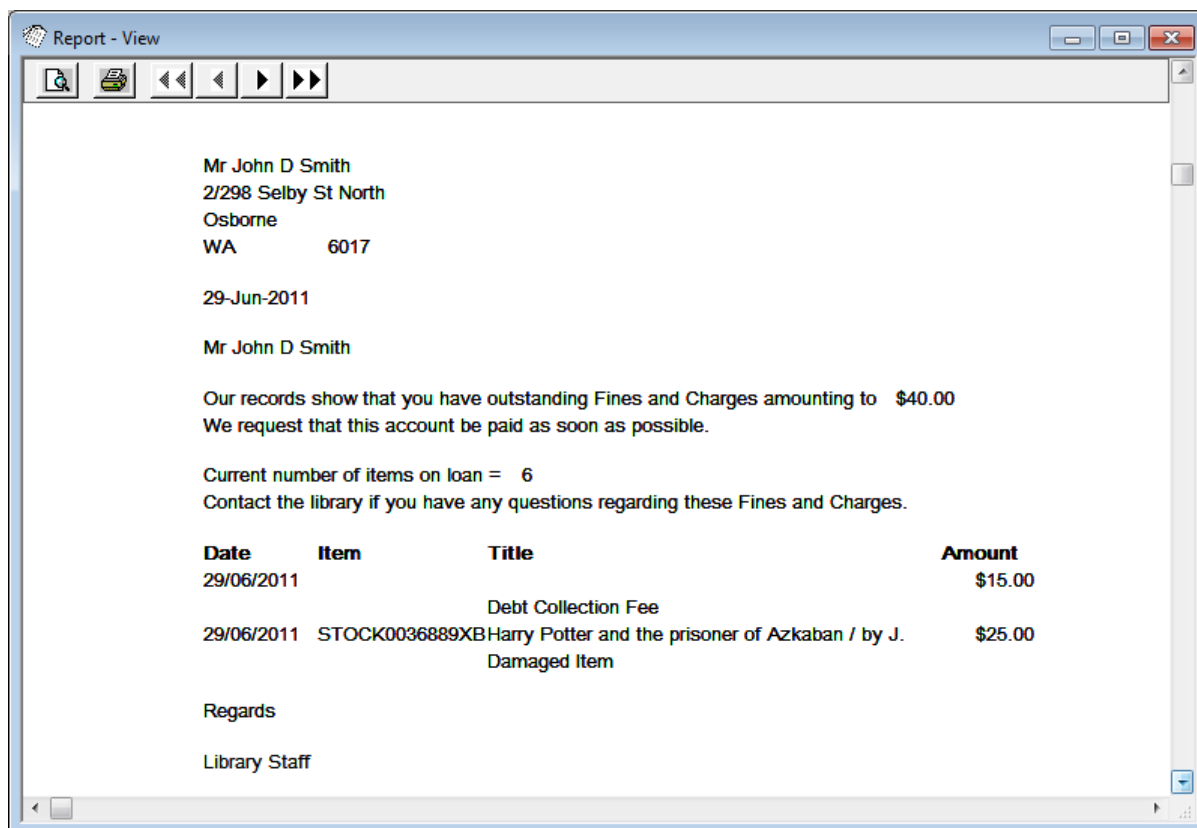
10. If you wish to print a hardcopy, click on the **print** icon

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

&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**
								Balance B/F at start of year		**$0.00**
BONDRECD	0.00 *0*	0.00	$0.00 *0*	0.00	0.00	0.00 *0*	0.00	200.00 *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
LIB										
CR										
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		
CR		**Totals**	0.00	0.00	77.00	7.70	-84.70	**No. of Transactions:**		6
LATEFINE										
CL125B6223125D			18.18	1.82	0.00	0.00	20.00	AL12505132479B		
CL125B6223125D			18.18	1.82	0.00	0.00	20.00	AL12503998703B		
LATEFINE		**Totals**	36.36	3.64	0.00	0.00	40.00	**No. of Transactions:**		2

Daily borrower Fines

Report Type: Borrower Fin. Trans. Audit

Report Template: #dailybf.qrp

Last Updated: 26 February 2013

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

Daily Borrower Fines

23/03/2012

Daily Fines for: 23/03/2012

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

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 | 1ˢᵗ 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 | 1ˢᵗ Odue Email**
- **315 | 1ˢᵗ Overdue Cnt**

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

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.

Report Stats Code (RepAddNew: **Default Stats Code**)	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
Detail Stats Code (RepAddNew: **Default Detail Stats Code**)	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
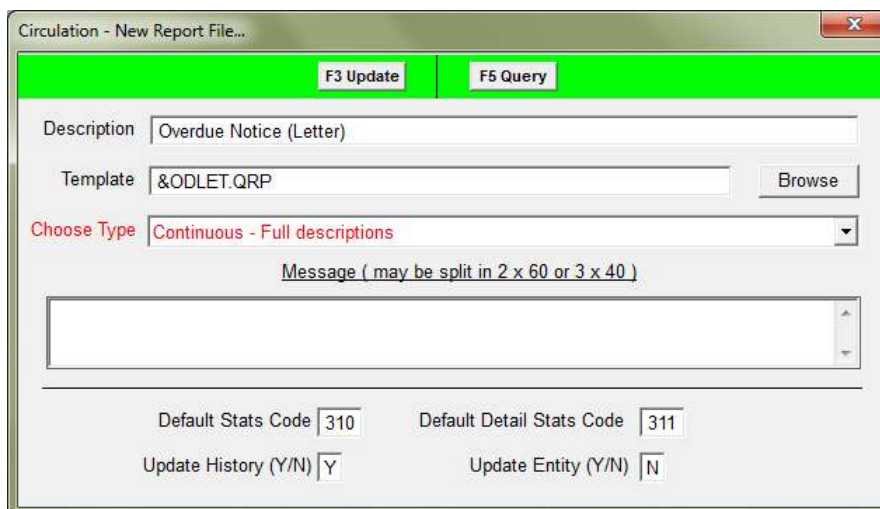
1. Launch the *Amlib* client

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

3. From the Report Entity drop-down, select the a Reports module – for example: **Circulation**
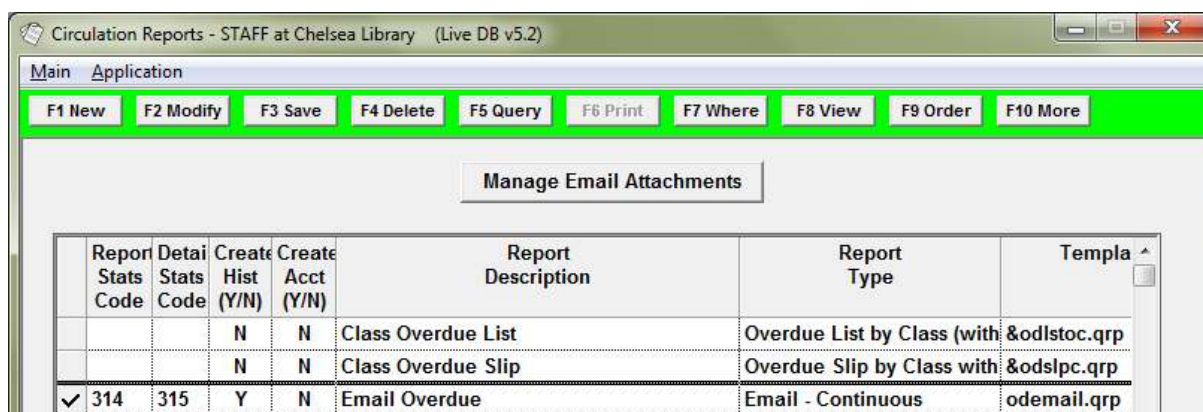
4. Either load a report template (using the **F1 New** button) or select an existing report and modify it (using the **F2 Modify** button) – the Circulation – New/Modify Report File window will display:

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:

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

4. Enter a <u>Report Stats Code</u> – 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 <u>Statistics Code</u>s table or can be defined here and added to the Statis<u>tics Codes </u>table afterwards)

5. If the file is a Circulation or Reservation template, then enter a (different) <u>Default Detail Stats Code</u> – 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 <u>Statistics Code</u>s table or can be defined here and added to the Statis<u>tics Codes </u>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)
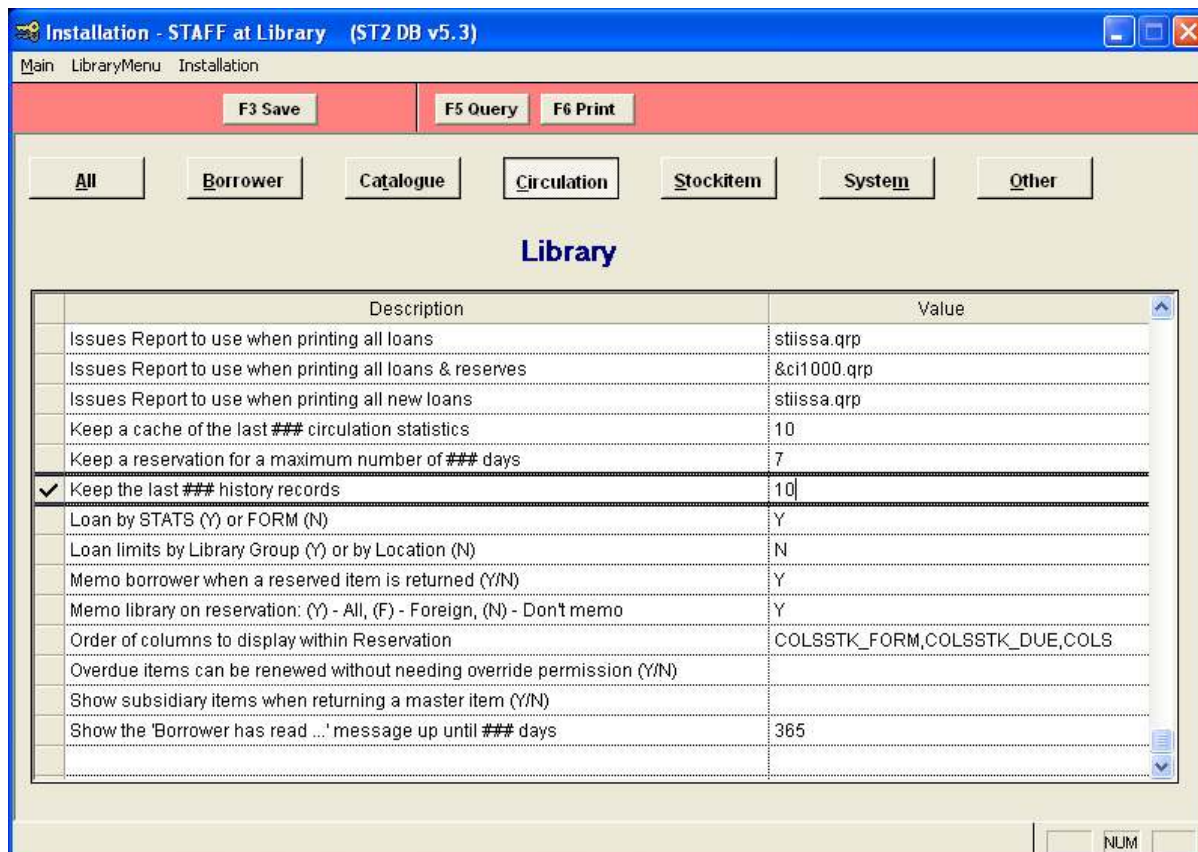
These instructions are for *single-entry* accounting (**=Y**).

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

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

For example: If <u>Keep the last ### history records</u> = **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 <u>Update Entity</u> 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*) <u>Borrower Financial Transactions</u> records – lists the borrower/s and line-by-line details of their transactions

- **&BORFINO.QRP** – Borrower Owing (Summary): can list (or delete *paid*) <u>Borrower Financial Transactions</u> 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*) <u>Borrower Financial Transactions</u> 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* <u>Borrower Financial Transactions</u> 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)

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

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

10. Enter the following Where search:

    a. 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)**

    b. It is possible to enter other parameters to further limit your selection by Financial Types or Borrower Types – for example: **Financial Type = LATEFINE**

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

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

    a. Select **BorBarNo** or **Surname** from the Columns list and arrow it across into the Order By list

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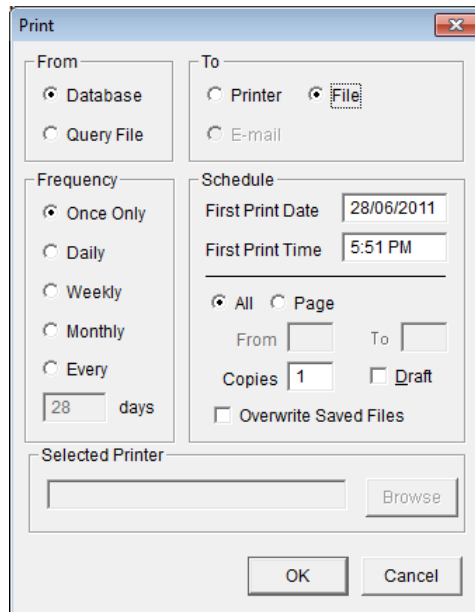
14. Click the **OK** button – the Report – Save As screen will display

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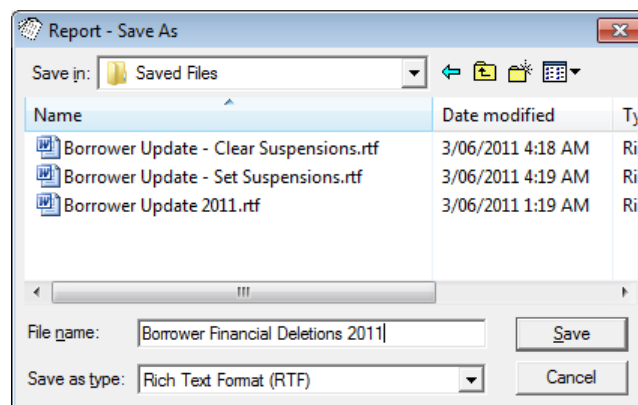
16. Click the **Save** button

Start the Scheduler

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

2. The Report Scheduler screen will then display

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 <u>If a report is scheduled by another user do you still want to print it?</u> = **Yes/No**

5. Then click the **OK** button

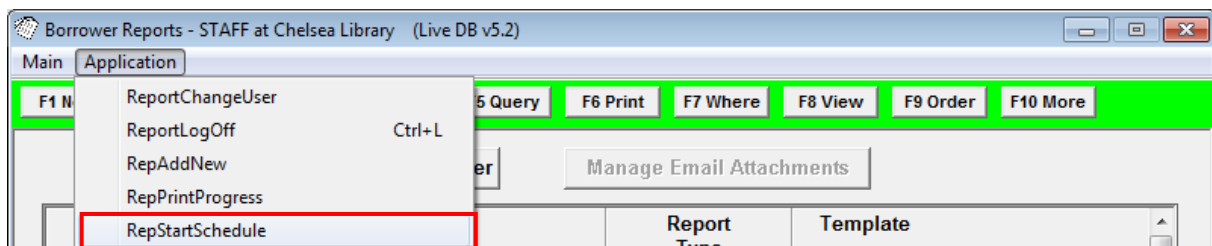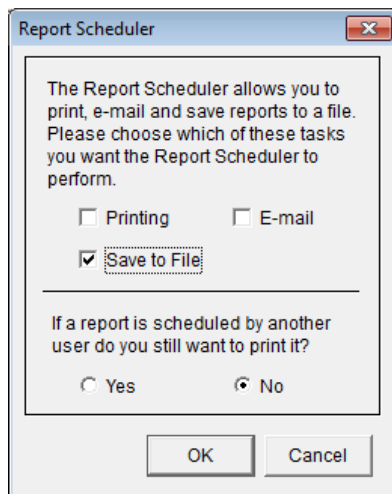6. After clicking **OK**, if you go back into the **Application** menu you will see that *RepStartSchedule* is now greyed out with a tick next to it – this indicates that the *Scheduler* is now running

*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 <u>Print Progress</u> screen will display

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

3. 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**

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

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

Creating a Summary Financial Report and Clearing the Financials

1. Go to **Main** > **Reports** > **RepBorrower** – the Borrower Reports screen will display

2. **Highlight** the Report that was run earlier to get the listing

3. Click the **F2 Modify** button – the Select Report Format screen will display

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

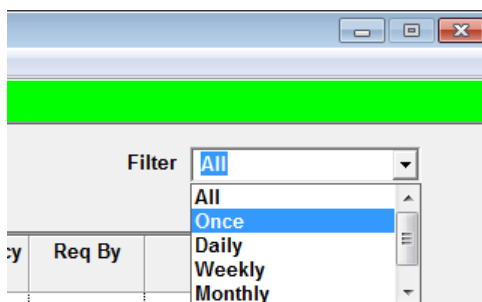- Schedule the Report as above if Report Scheduler is not active

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.
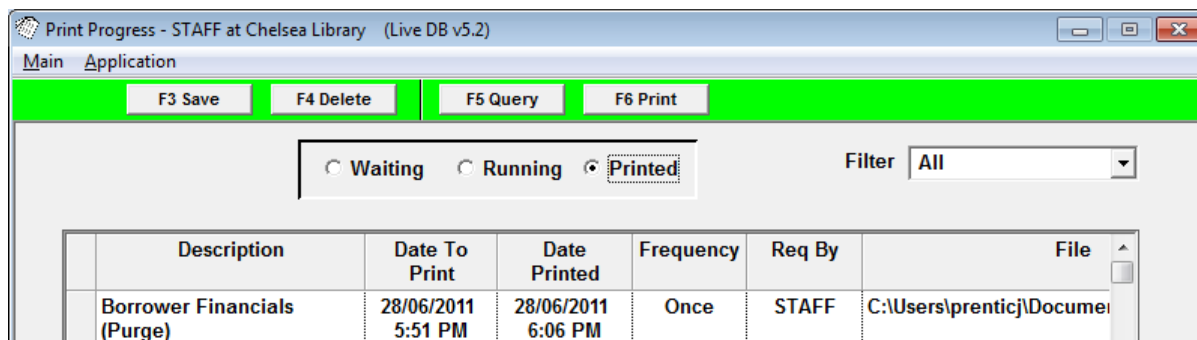
Check Print Progress

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)

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 1st 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
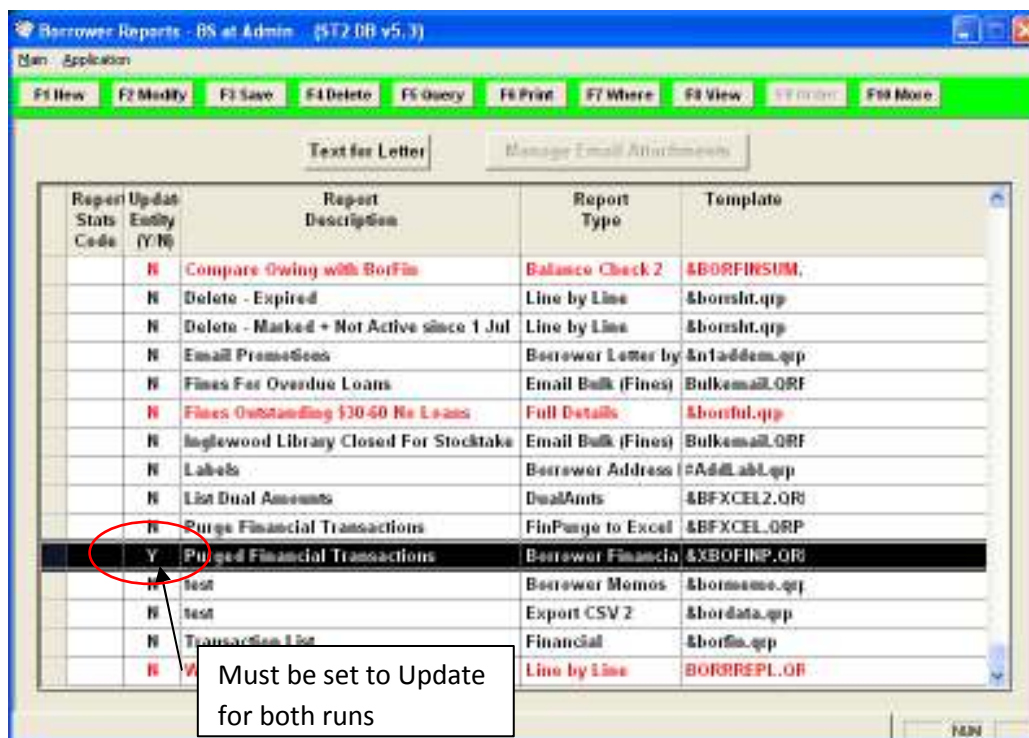
9. Highlight the report and click the **F7 Where** button – the Borrower Reports – Where screen will display:

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

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

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 1st July 2012)

12. Click the **F9 Order** button (if using the &xbofinp.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
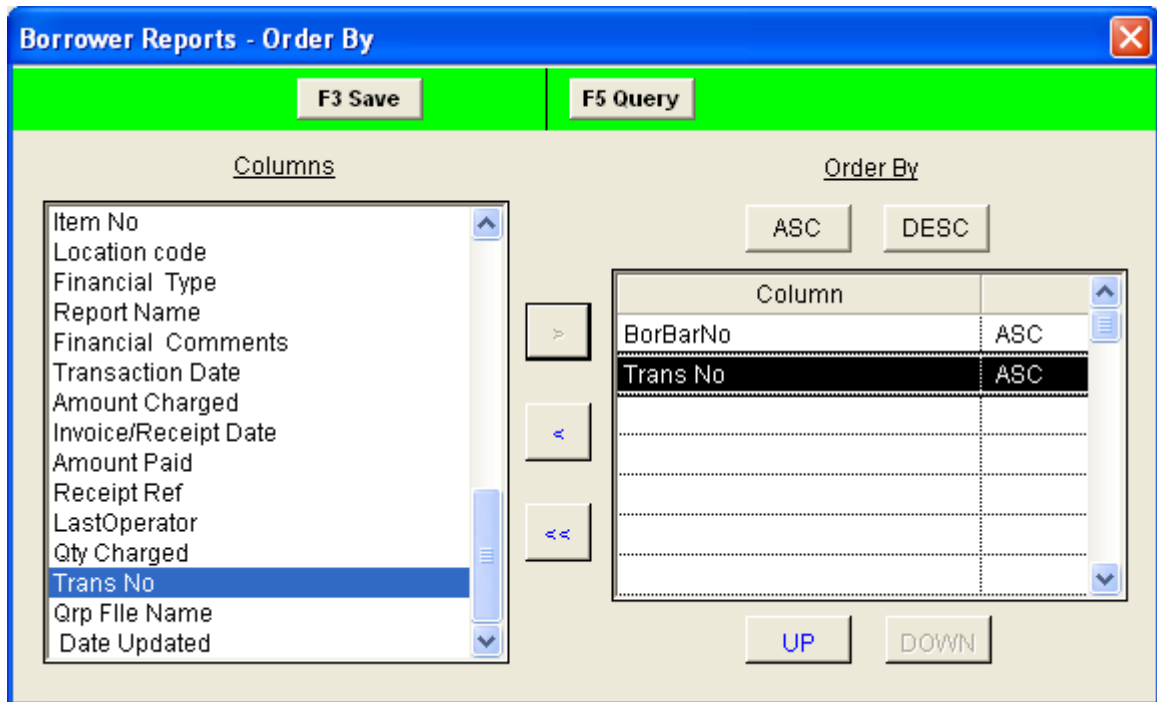
13. Click the **F6 Print** button – the Print screen will display

14. Change the To setting to **File** (this will enable the report to be saved as file, rather than printed)
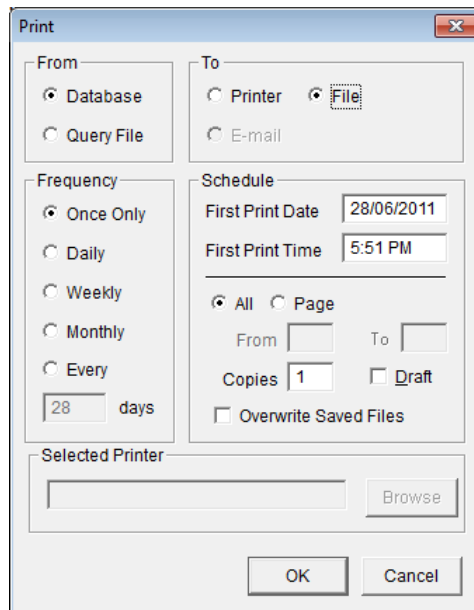
15. Click the **OK** button – the Report – Save As screen will display

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
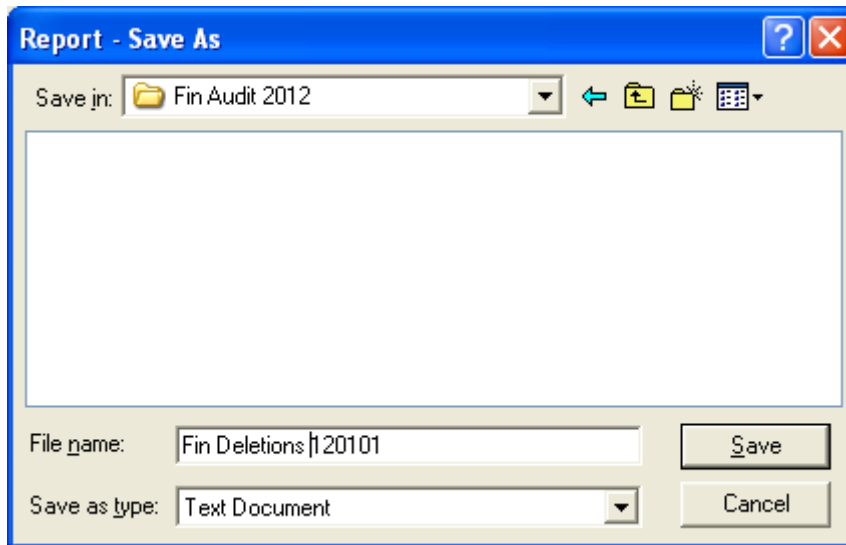
17. Click the **Save** button

Schedule Report

Start the Scheduler

7. From the *Reports* menu, select **Application** > **RepStartSchedule**
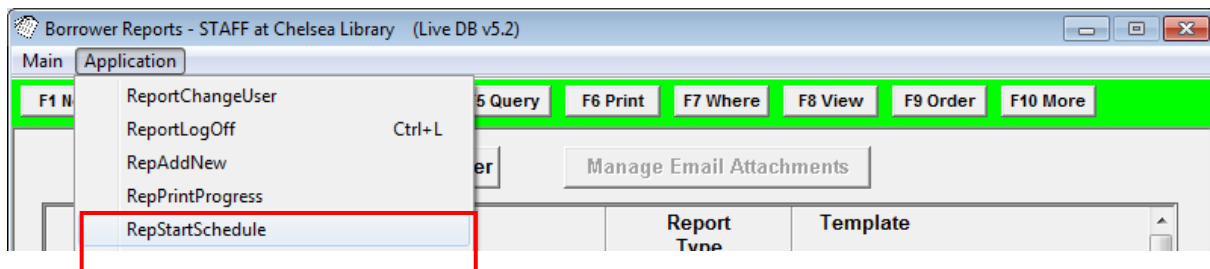
8. The Report Scheduler screen will then display

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**
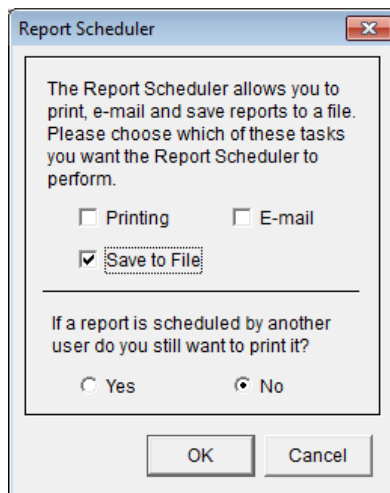
11. Then click the **OK** button

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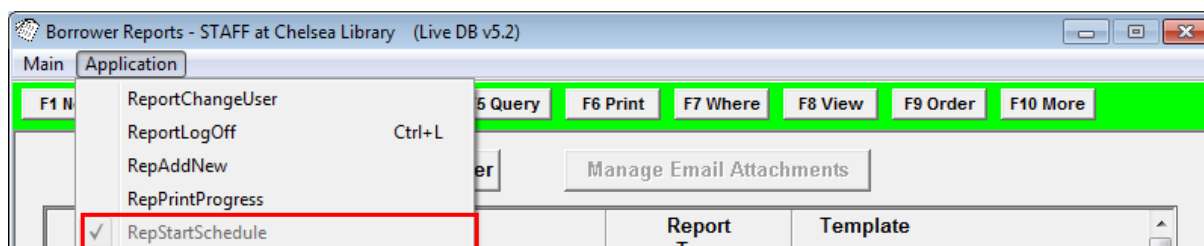
*Please Note: If you need to restart the scheduler at any point, you will need to log out of all Report screens (**Ctrl + L**) and start at the beginning of these instructions.*

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:
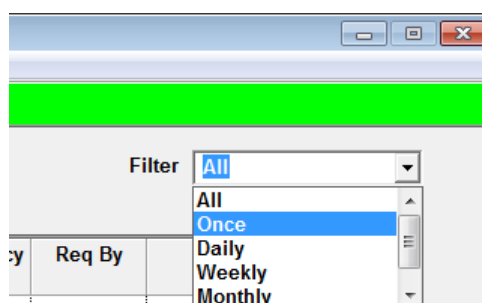
7. You can also click through the three tab options at the top to see the ones that are **Waiting**, **Running**, or have already been **Printed**
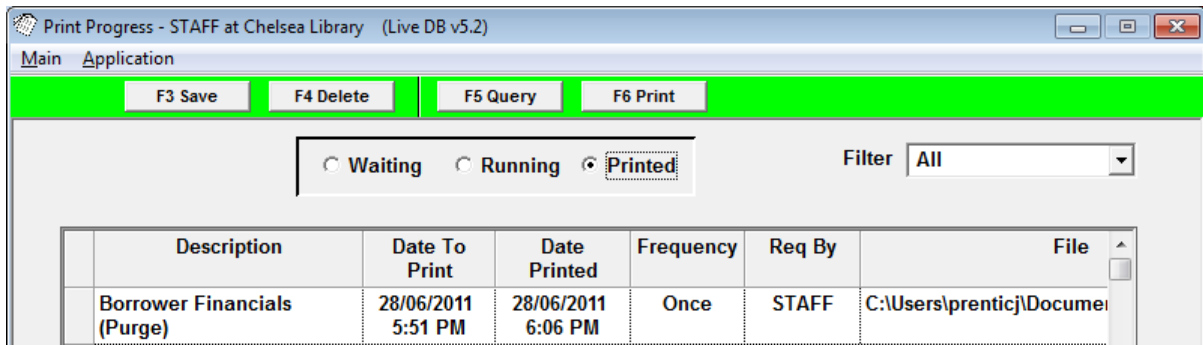
8. Your report will show up in "Printed" when it is complete

9. Take note of the Reference No in the 1st Run report. In the example below the Reference no is **53299.** This will be used in <u>second run</u> 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

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 <u>Borrower Reports</u> screen will display

2. Highlight the same report that was used for the First Run

Must be set to Update for both runs
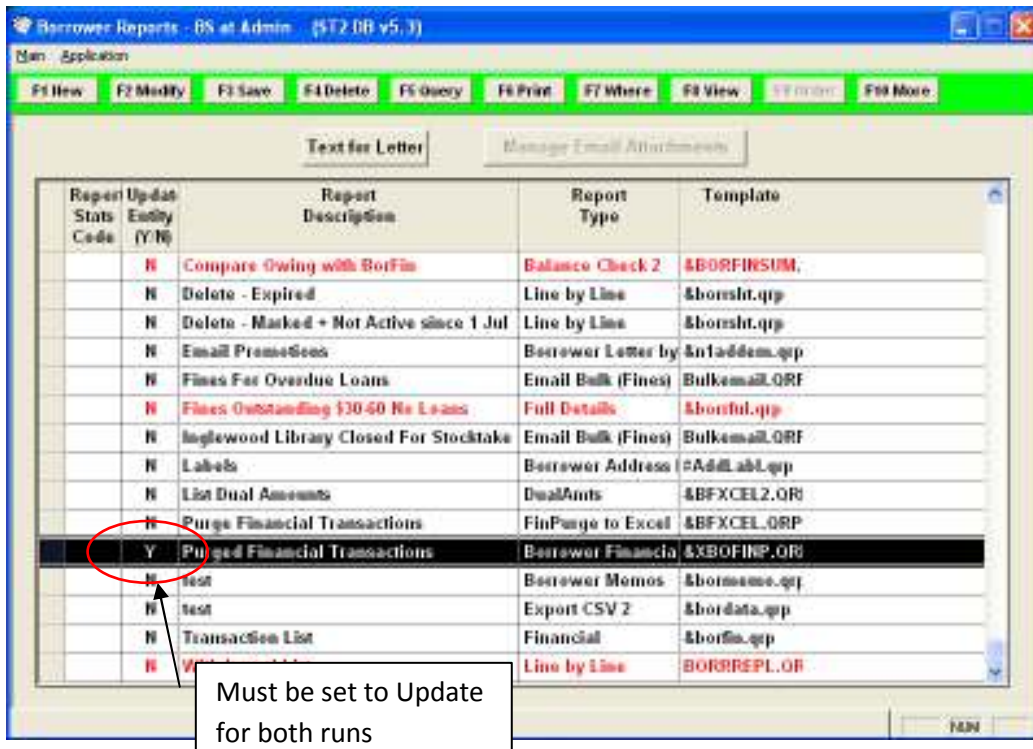
3. Ensure the Update Entity column is still set to Y

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 Numbe**r to the Column in Line 1 Field 1. Press **F3 Save**
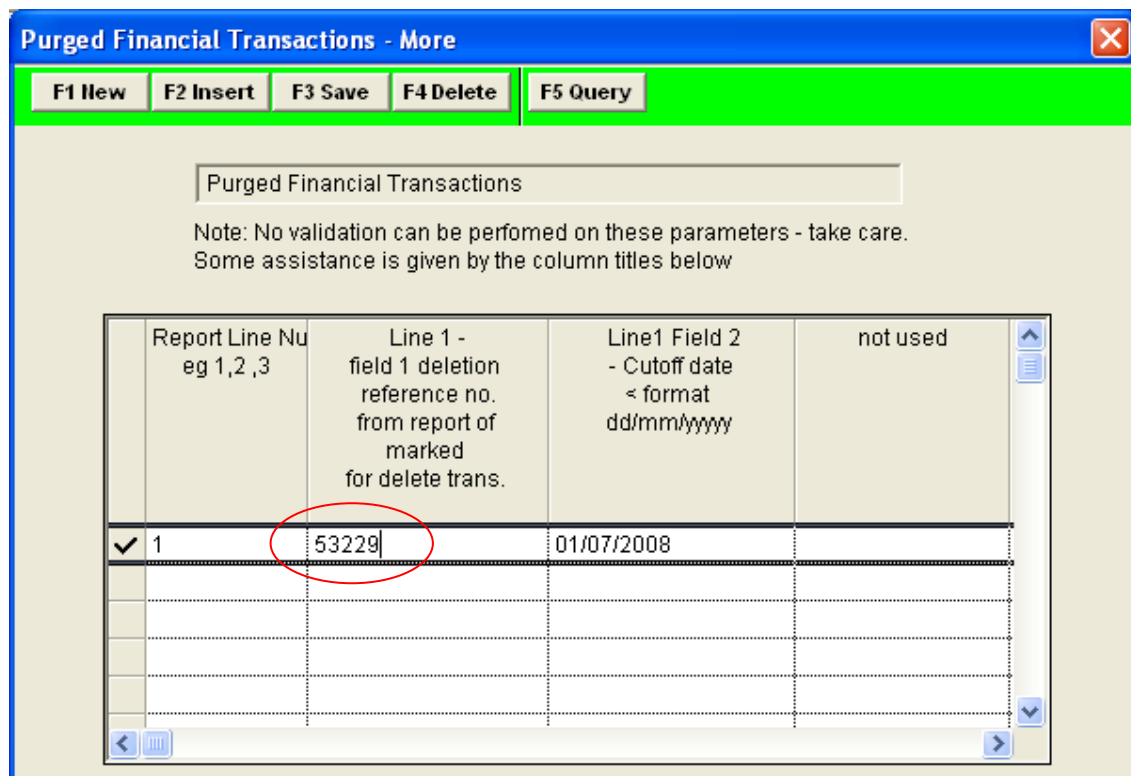
6. Click the **F6 Print** button – the <u>Print</u> screen will display

7. Change the <u>To</u> 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
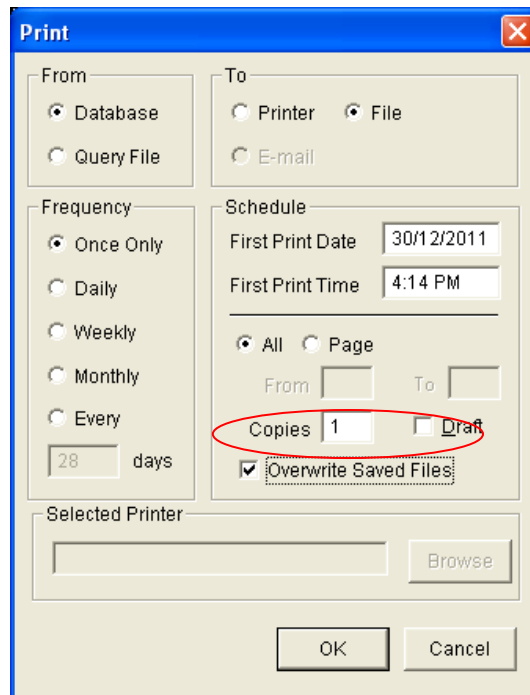
8. Click the **OK** button – the <u>Report – Save As</u> screen will display

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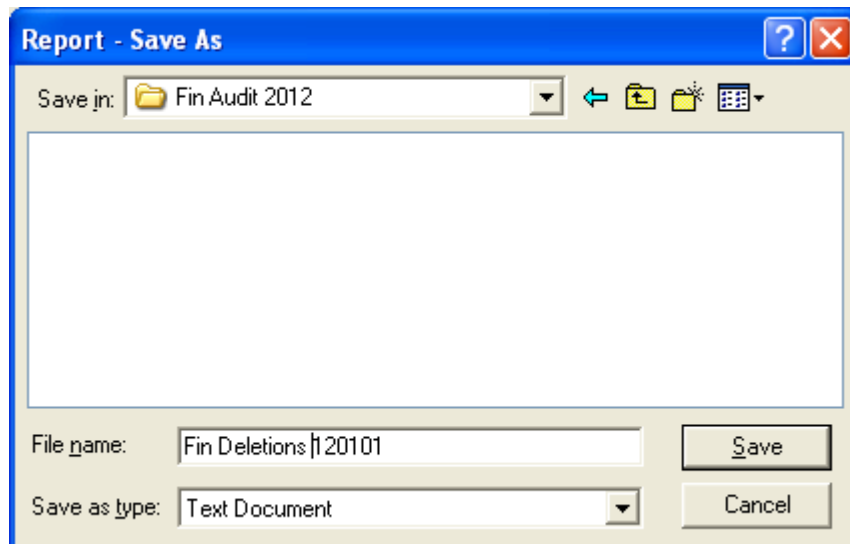
10. Click the **Save** button. If you want to keep the same File name and you receive a message about overwriting the file, choose Yes if the first file is not required

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:
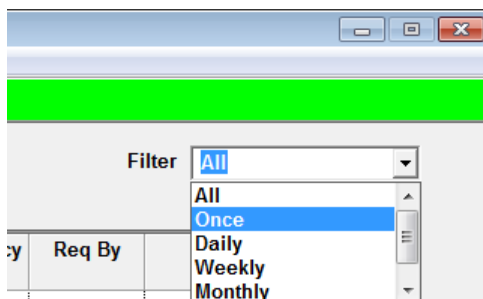
12. You can also click through the three tab options at the top to see the ones that are **Waiting**, **Running**, or have already been **Printed**
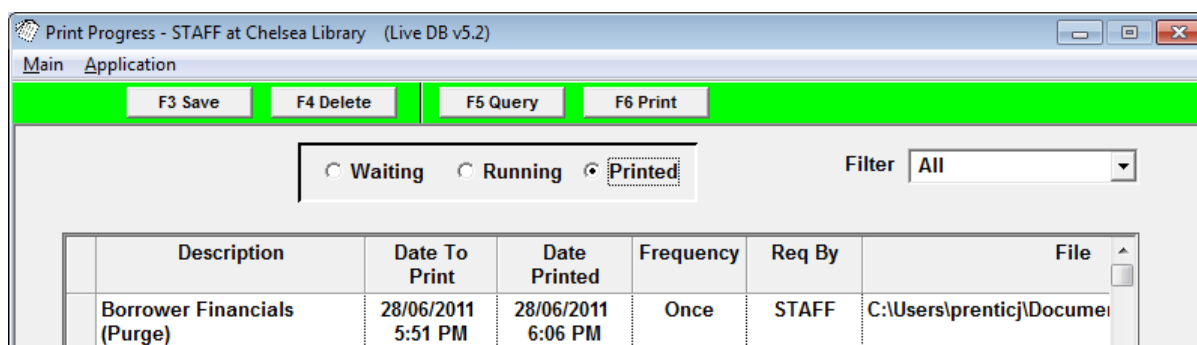
13. Your report will show up in "Printed" when it is complete

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:

11. Enter the following details:

    a. <u>Description</u> – for example: **Borrower Financial Purge to Excel**

    b. <u>Template</u> = &xborfinp.qrp (or alternatively **&BORFIN.QRP**, **&BORFINO.QRP**, **&BORFINP.QRP** or **&BFINSU.QRP**)

    c. <u>Choose Type</u> = **Borrower (purge) Financial**

    d. <u>Update Entity (Y/N)</u> = **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 <u>Template</u> name rather than <u>Description</u>, as these are multi-function templates and the <u>Description</u> may refer to the alternate functionality.

Example: &xbofinp.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)

```
&borfinp.qrp        Borrower Financial Purge - Purge of Financials -      22/02/2011
                                        6 years
                                     Purge listing
        Bar Code        Name
        ──────────────────────────────────────────────────────────────────────────
        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
```

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

Example of Summary: (&BFINSU.QRP)

```
&bfinsu.qrp            Purge of Financials - 6 years            22/02/2011

    Type:      DAMAGED
      No of financial records deleted:   21
                    Total paid:    $331.98       Total owed:     $331.98

    Type:      FN FEAST
      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:     $18,308.0
                                                                 0

    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:     $24,365.8
                                                                 2
```

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

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.*
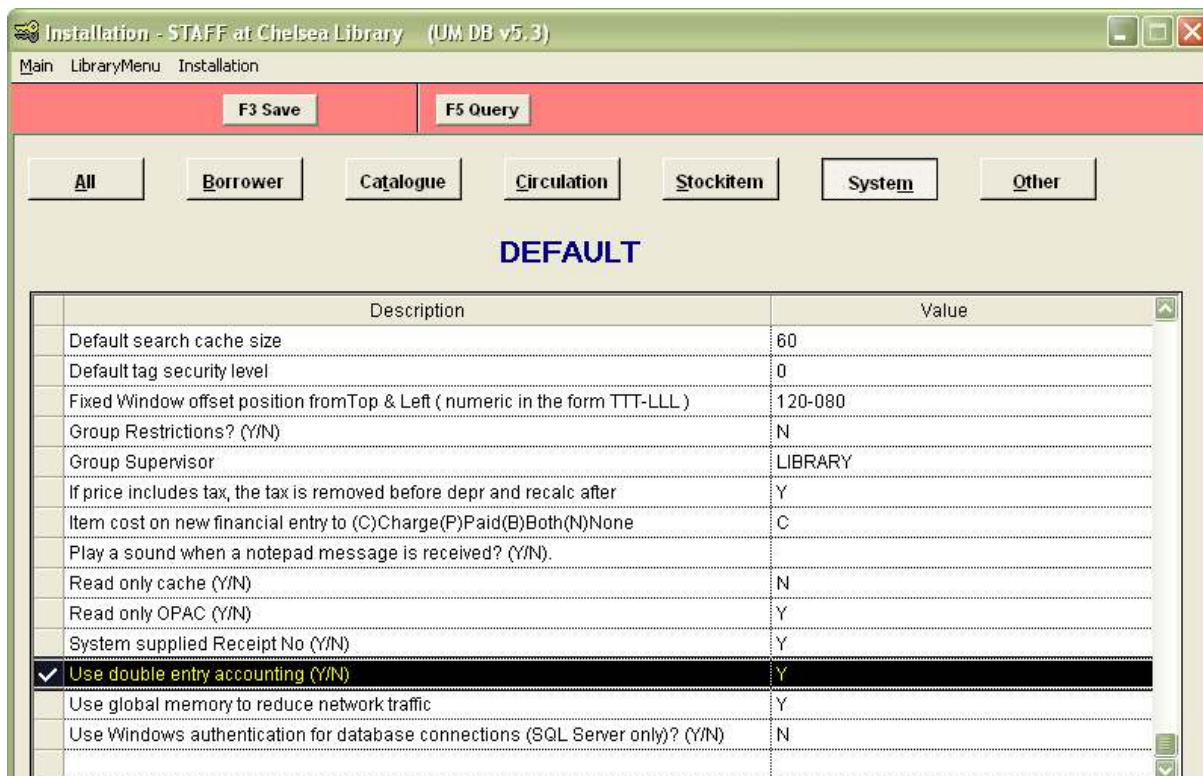
---

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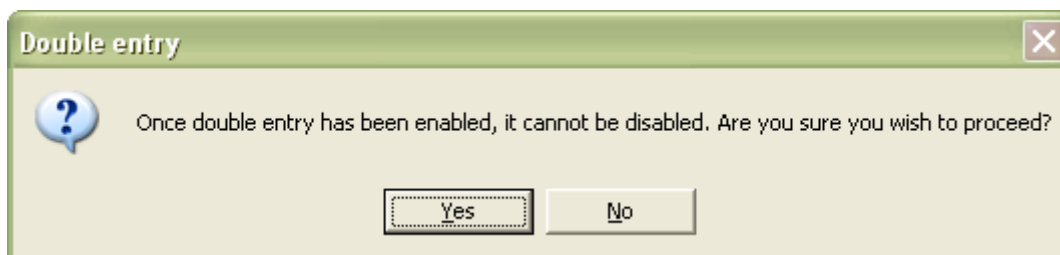
1. Launch the *Amlib* client
2. Go to **Main** > **Supervisor** > **Installation** – the Installation table will display
3. Select the **System** tab
4. Scroll down and set Use double entry accounting (Y/N) = **Y**

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

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.