



ENTER FINES OR FEES

Terminal #: 1		Fine Mode		Site: Eastmont High School	
FINE LIBRARY FINE - EHS 12.50 Moby Dick #455678		Name: Robinson, Ashley		ASB CARD? No	
		ID: 0018542		Instructor: Henkel, Paul P	
		Grade: 11			
Please confirm that the fines/fees entered are correct.					
Tax: 0.00		Cancel		Commit	
Total: 12.50					
Enter Fines		Finish Sale			

Things to know about Entering Fines or Fees: Both buttons operate the same; the difference being Fines can be referred to as a “bad thing” and Fees generally not. Both can be used to pre-load a debt on a student’s account for which partial payments can be taken, full payments, and/or removed by clearing, etc. The fine will remain on the student’s account until cleared or adjusted or paid. Each transaction produces a receipt, fully tracked in Student History at the terminal. (See Terminal Operations: Adjustments and Student History). Both “fines” and “fees” may also be loaded from other areas – for example the Follett Library Interface imports fines nightly from the library, and InTouch returns payments. Fees may be imported from a scheduling program (SIS) or entered manually to many students at one time using “Mass Fees” mode in Manager.

Note: Only the site originating the fine can clear the fine.

Related Document: [Select Help Tab – Quick Notes: Fees Assessed – Management -Print or View](#)

Steps:

- Lookup a Student (or non-student)
- Select the “Enter Fines or Enter Fees” Button. Notice the top of your terminal now says “Fine Mode” or “Fee” Mode. (The Fines/Fee buttons is a “toggle” button, hit again to de-select)
- Enter the item(s) (via button or “lookup inventory”)
- Hit the item on your screen to add a memo and/or a price (fines almost always have a memo)
- Note the fines or fees are in Red
- Repeat as necessary
- Select *Finish Sale*
- Select *Commit* – your receipt will print (*unless receipts are turned off in Manager/Setup/Terminal*)