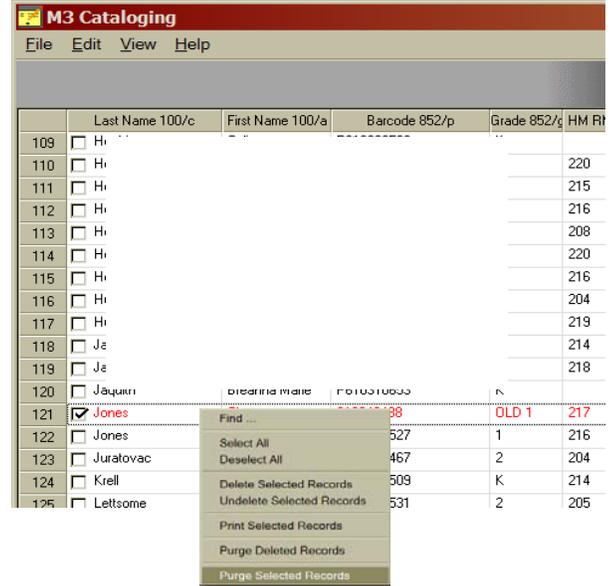
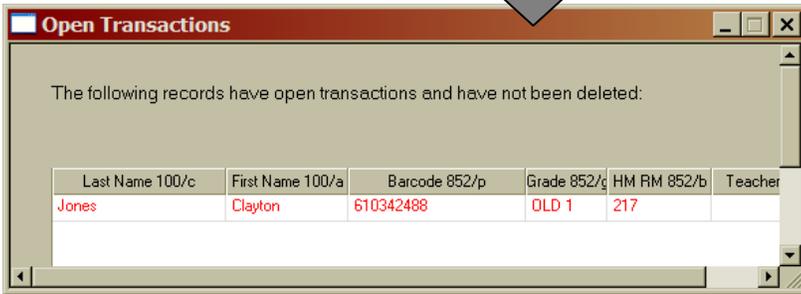


## Completing a transaction / Paying a Fine

1. You've deleted a patron or item by doing the following steps
  - a. Open **M3 CATALOGING**
  - b. Search for:
    - i. Patron by barcode or last name
    - ii. Item by barcode (Holding search) or title (Bibliographic search)
  - c. Click in box next to patron or item record
  - d. Right click and select "**Delete Selected Records**"
  - e. Text of record will now be **RED** which indicates deleted status
2. Click the box next to the patron or item record again
3. Right click and select "**Purge Selected Record**"
4. And you get presented with the following window...

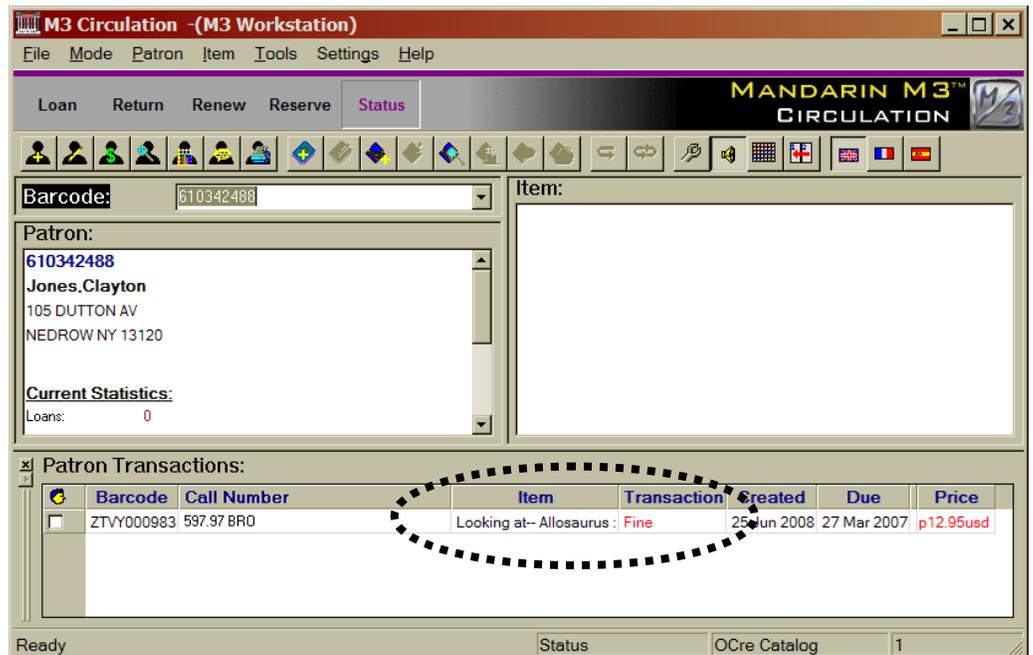


5. What this indicates is that there the patron either still has a book out or a fine attached to their record.
6. You must resolve this (i.e., complete the transaction) before the patron or the item can be purged.
  - a. Open **M3 CIRCULATION**
  - b. Click on **STATUS**

### Using an **PATRON BARCODE**

In this scenario, we see that while the student does not have any books out on loan, they do have a fine that is still on their record.

Until the fine is cleared, the patron cannot be purged.



## CLEARING A FINE FROM A PATRON RECORD

1. Click the Payment Button
2. The Payment window will appear
  - a. If you are **NOT** accepting any money
    - i. Type dollar amount in the "**Forgiven**" column
    - ii. Click **OK**

Title	Fine	Refunded	Balance	Payment	Forgiven	Reason	Claimed Paid	Date Returned	Date
Looking at-- Allosaurus	17.95	0.00	17.95	17.95	0.00	MISSING		06/25/2008	03/25/2008

Total:	17.95	0.00
Tendered:		
Change:		0.00

- b. If you are **ARE** accepting any money
  - i. Type dollar amount in the "**Tendered:**" box
  - ii. Click **OK**

3. Fine will be cleared off of patron record
4. You can then "**Purge Select**" patron

## Using an ITEM BARCODE

If you go in with an item barcode, you must double click on the patron record that is located in the bottom pane of the "**Item Transactions**" window.

This will give you access to the **Patron Payments** button if the book has a fine connected with it.

Barcode	Patron	Transaction	Created	Due	Price
610328304	Rowe, Anthony D	Overdue Loan	28 Apr 2008	05 May 2008	0.00