

# Transaction History & Money Form (Taking Payments)

## Transaction History

Transaction history lists all transactions for the member.

Balance (whether owing, or owed) is at the top.

"Pay via" is set in favourite transaction types in toy library settings, clicking the button in the relevant column will allocate payment to that line item using the transaction type in the column.

Receipts can be generated for either todays transactions, or selected transactions, if "Uses money receipt" is turned on. Payment reminder email format is set in Automatic Emails.

Note: transactions have the option to be deleted but this is in the front end only - financial records are kept in the database and are available on request (to guard against anything questionable).

Bond  
 Automatic emails  
 Children  
 Click and collect  
 Holds (0)  
 Login history  
 Profile  
 Previous loans (1)  
 Reservations (0)  
 Membership card (PDF)  
 Packing slip (PDF)  
 Membership history  
 Missing pieces  
 Transaction history  
 Username / password  
 Volunteer history

No email listed

### Money form

Type

Charge and receive ▼

Amount (\$)

Transaction type

CASH ▼

Fee type

Bond ▼

Description:

Submit

# Listing transaction histories

Receipt for today's transactions

Send payment reminder email

Receipt for checked transactions

You owe the library \$2.00

<input type="checkbox"/>	Date and time	Fee type	Description	Transaction type	Debit	Pay via CASH	Pay via PayPal Here	Credit	Balance	Edit	Delete
<input type="checkbox"/>	Thu, 13 Feb 2020 at 11:37AM	Bond	nil	CASH				\$20.00	-\$2.00	Edit	Delete
<input type="checkbox"/>	Thu, 13 Feb 2020 at 11:37AM	Bond	nil	Unknown	\$20.00				-\$22.00	Edit	Delete
<input type="checkbox"/>	Thu, 13 Feb 2020 at 11:33AM	Missing piece fee	Missing piece fee for square tiles from C192: Magformers Designer Set.	Unknown	\$2.00	Pay	Pay		-\$2.00	Edit	Delete
<input type="checkbox"/>	Thu, 13 Feb 2020 at 11:31AM	Annual fee	Annual fee: paid immediately	CASH				\$80.00	\$0.00	Edit	Delete
<input type="checkbox"/>	Thu, 13 Feb 2020 at 11:31AM	Annual fee	Annual fee (1 Child Family)	Unknown	\$80.00				-\$80.00	Edit	Delete

## Money Form

Money form can be used to allocate charges and/or receive payments to the member currently being viewed.

Many charges (annual fee, reservation fee) etc are automatic and will populate with the appropriate Fee type description. When charges are allocated through the Money Form the description will need to be entered (if relevant).

Amount (\$)  
30

Transaction type  
CASH

Fee type  
Fine

Description:  
Broken rocking horse A320

Submit

Charging a member a Fine (created in Fee types)

Volunteer history

Email members (2)

Money form  
Type  
Charge and receive

Amount (\$)

Transaction type  
CASH

Fee type  
Annual fee

Description:

Submit

You owe the library \$30.00

<input type="checkbox"/>	Date and time	Fee type	Description	Transaction type	Debit	Pay via CASH	Pay via Square	Credit	Balance	Edit	Delete
<input type="checkbox"/>	Sat, 1 Jan 2022 at 3:20PM	Fine	Broken rocking horse A320	Unknown	\$30.00	Pay	Pay		-\$30.00	Edit	Delete
<input type="checkbox"/>	Mon, 14 Jun 2021 at 3:02PM	Overdue fee	Overdue toys fee	Unknown	\$0.00				\$0.00	Edit	Delete
<input type="checkbox"/>	Tue, 10 Mar 2020 at 11:31AM	Overdue fee	Overdue toys fee	Unknown	\$0.00				\$0.00	Edit	Delete
<input type="checkbox"/>	Tue, 25 Feb 2020 at 8:20PM	Overdue fee	Overdue toys fee	Unknown	\$0.00				\$0.00	Edit	Delete

Charge is now allocated, balance updated, and option to press either Cash or Square to register payment. As this is a charge, the transaction type is left blank (as no transaction has yet occurred). If it had been a "Charge and receive", Cash would have been registered as the transaction type (assuming that is what the member had used to pay).

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