

Receipts


Setting up the report

1. **Click** Schedule New Reports wizard.
2. **Select** the INFOhio tab.
3. **Select** CIR: Receipts.
4. **Click** Setup & Schedule.

Basic Information Tab

- **Change** the Report name and/or Title if you wish.

Selection (User Options, User ID's, User Selection, Bill Selection) Tabs

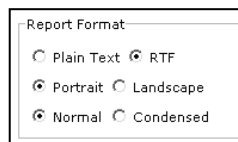
- **User Options** – specific homerooms or programs can be selected. They must be entered exactly as they appear in patron records.
- **User Ids** – you can enter specific ID numbers if you only want to run report for a few patrons.
- **User Selection** – indicate your library, patron profile, grades, etc. If Library is left blank, all buildings are reported.
- **Bill Selection** – allows you to limit by library, date ranges and/or total balanced owed. If Payment date is left blank, results are from BEGINNING of system (date migrated)
- **Use** gadgets  to ensure correct formatting of data entry.

Sorting Criteria Tab

1. **Select** sort/option from drop-down menu.

Output Options Tab

1. **Leave** default at RTF.

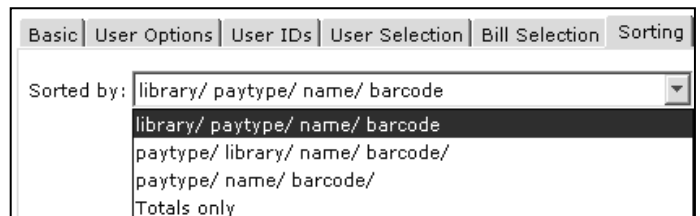


Report Format

Plain Text RTF

Portrait Landscape

Normal Condensed



Basic | User Options | User IDs | User Selection | Bill Selection | **Sorting**

Sorted by: library/ paytype/ name/ barcode

- library/ paytype/ name/ barcode
- library/ paytype/ name/ barcode/
- paytype/ library/ name/ barcode/
- paytype/ name/ barcode/
- Totals only

Running and saving the report

1. **Click** Run Now.
2. **Click** Finished Reports wizard.
3. **Select** report name and click View.
4. **Select** report view options: uncheck 'View log'.
5. **Customize** the report and/or save it if you wish.

Sample format:

INFOHIO - CIR - Receipts - (cirreceipts.pl)						12/22/2005
Library	Pmt. Type	Barcode	Name	Date	Amount	
LIB	CANCEL	22931000120995	Johns, SHELBI	11/17/2005	0.02	
		22931000150695	Johnson, CHRISTIAN	05/31/2005	0.36	
		22931000130895	Smith, JACOB	12/07/2005	0.14	
LIB CANCEL Total:						0.52
LIB	CASH	22931000120011	Abba, REBECCA	05/04/2005	0.10	
		22931000160009	Arther, CHANDLER	09/19/2005	0.04	
		22931000120029	Bowler, MACKENZIE	05/31/2005	0.16	
		22931000150661	Young, JOHNNY	04/04/2005	0.02	
				03/01/2005	0.04	
LIB CASH Total:						0.36
LIB	CHECK	22931000170065	Chandler, SUSAN	12/11/2005	12.55	
LIB CHECK Total:						12.55
LIB	FORGIVEN	22931000120029	Black, MACKENZIE	03/03/2005	0.02	
		22931000140027	Jones, BEN	09/12/2005	0.02	
		22931000120995	Smith, SHELBI	09/20/2005	0.10	
		22931000130069	White, ALLISON (ALLI)	03/29/2005	0.02	
LIB FORGIVEN Total:						0.16
Grand Total:						13.59