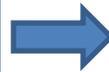
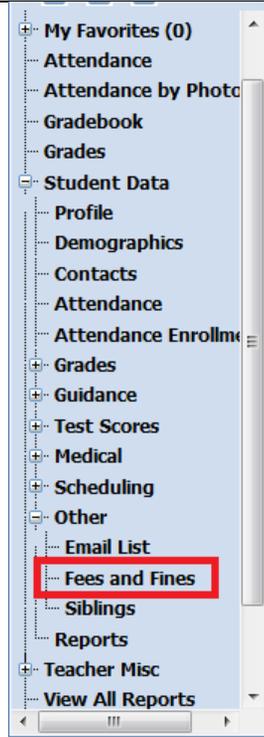


## How to Charge Students for Non-Returned Textbooks

On the navigation panel located to the left expand the "Student Data" and expand the "Other" until you see "Fees and Fines". Select "Fees and Fines"



Flag	StuNum	Last Name	First Name	Middle Name	Pa
🚩	22983				
Parent/Guardian		Home Phone		Fath	
				(858	

	Amount	Date	Amount	Date	Balance		
	Code	Charged	Charged	Paid	Paid	Due	School
<b>Total:</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>	
<a href="#">Add New Record</a>							

Select the students name by using the search feature located on the Navigation Panel. A pop up window will appear. Type the students name and select them with your mouse.



Select the "Add New Record", and fill in the information about the fine for the textbook.

1. From the dropdown menu select "TXT-Lost Textbook"

2. Enter the amount of the fine.

Code	Amount Charged	Date Charged	Amount Paid	Date Paid	Balance Due	School
▼	0.00	01/25/2013	0.00		\$0.00	Canyon Crest Academy

4. When done select the save icon.

3. Record the:

*Teacher Name-Course Name-Book Title-Book #-Other info*  
**Example:** Smith-Chemistry-Modern Chemistry-#2345-Dropped Class