

List of Overdues / Fines

This report will give you a list of patrons with overdue items and/or overdue fines, sorted by Homeroom (one Homeroom per page). Output is NOT changeable.

NOTE: excess "white space" can be deleted with Word editor, if a continuous list is desired.

Setting up the report

1. **Click** Schedule New Reports wizard.
2. **Select** the Custom tab.
3. **Select** OH List of Overdues/Fines.
4. **Click** Setup & Schedule.

Basic Information Tab

- **Change** the Report name and/or Title if you wish.
- **Delete** the footer or edit Change This.

Basic	Homeroom	Checkout Selection	User Selection	User Status Sele
Report name: CIR : List of Overdues / Fines				
Description: A detailed list of users and their overdue items and fines.				
Title: Overdue/Bill List				
Footer: ChangeThis				

Selection (Homeroom, Checkout Selection, User Selection, User Status Selection) Tabs:

Basic	Homeroom	Checkout Selection	User Selection	User Status Selection	Sorting
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- **Homeroom** – specific homerooms can be selected. They must be entered exactly as they appear in patron records.
- **Checkout Selection** – limits output to a specific date or date range.
- **User Selection** – indicate your library, patron profile, grades, etc. If Library is left blank, all buildings are reported.
- **User Status Selection** – allows you to limit by user status and/or amount of fines owed.
- Use gadgets  to ensure correct formatting of data entry.

Sorting Criteria Tab:

- Select to sort by name or ID.

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Example of report:

Overdue/Bill List (1A-LANGHALS)				
Produced Friday, January 14, 2005 at 2:02 PM				
Item id	Title	Billed/ Checked out	Reason/ Due Date	Balance/ Price

User Name: XXXXX, Bob (OVEL) User ID: 22626000016275				
32626004016055	Barbie : two princess	\$.05	OVERDUE	\$.05
User Name: XXXX, Susie (OVEL) User ID: 22626000016309				
32626001006885	Sleeping Beauty / ada	\$.15	OVERDUE	\$.15
32626001009285	Lilly's purple plasti	\$.15	OVERDUE	\$.15
32626001006786	Amigo means friend /	12/13/2004	1/3/2005	\$5.41
32626001006794	Bubble gum in the sky	12/13/2004	1/3/2005	\$5.41

Overdue/Bill List (4B-SCHNEIDER)				
Produced Friday, January 14, 2005 at 2:02 PM				
Item id	Title	Billed/ Checked out	Reason/ Due Date	Balance/ Price

User Name: XXXXXXXX, Bob (OVEL) User ID: 22626000013454				
32626004030320	Crispin : the cross o	\$.25	OVERDUE	\$.25
32626004026005	Who was Helen Keller?	\$.55	OVERDUE	\$.55
32626004020271	DK big book of cars /	12/2/2004	12/16/2004	\$14.95
User Name: XXXXXXXX, Susie (OVEL) User ID: 22626000013421				
32626004013607	World War II / writte	\$.05	OVERDUE	\$.05
32626004017384	Germany.	\$.20	OVERDUE	\$.20
User Name: XXXXX, Bob (PAIGE) (OVEL) User ID: 22626100000856				
32626004003145	Ajeemah and his son /	12/16/2004	1/3/2005	\$13.00

NOTE: This is a page break. Extra white space has been removed.