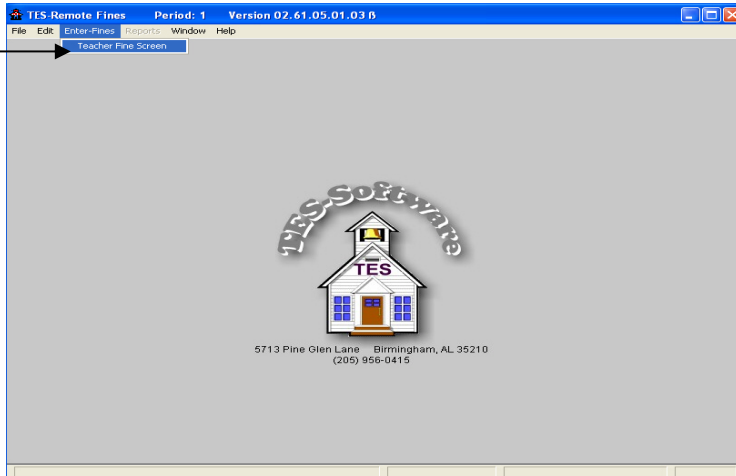


WILLOWCREEK MIDDLE SCHOOL REMOTE FINES INSTRUCTION SHEET

1. **Do not** enter fines for students who have **checked out of school**. Those fines should have been recorded on your check-out sheet at the time of check-out.
2. Please be **descriptive** on the information about the fine. Example (Book number, name of book, locker #, etc)
3. **Round** all fines to the nearest dollar.
4. You can **add, change, delete fines** until I have posted them to my system. Once they are posted you must issue clearance forms to clear the fine. If you need clearance forms, I have them in the finance office.

MAIN SCREEN

Select - ENTER FINES
Select - TEACHER FINE SCREEN



TEACHER SCREEN

1. TEACHER
Enter Teacher's Last Name.
If two teachers have the same last name, space and enter first initial.
TAB to move to next field

SELECT ONE OF THE FOLLOWING
2. INSERT
Click Insert of ADD a new FINE.
2. CHANGE
Select line to change and click change.
2. DELETE
Select line to delete and click delete.

3. AMOUNT
Enter the amount of the fine rounded to the nearest dollar.
TAB to move to next field

6. Class Period
Enter the Period you have the student.
TAB to move to the next field.

4. STUDENT NAME
Type the student's last name in the Select a Student drop box. Once the student name is highlighted press **ENTER**.
(See Below)

5. COMMENT
Enter the name of the fine. **Be detailed:** BK #, Book Name, Locker #, Uniform #, etc.
TAB to move to next field

7. ACTIVITY Account
Type the name of the activity in the Select Account drop box. Once you have located the correct account press **ENTER** (See Below)

Enter Fine Lists

Teacher: **BUSHMAN** Class Period: A1

Amount	Student	Comment	Class Period	ACTIVITY Account	Pd	Vd	MF	Id	Si
45.00	BUSHMAN, NATHAN	BK 242 - SCIENCE TODAY	A1	TEXTBOOKS Textbook Fines				1621	
0.00			A1	TEXTBOOKS Textbook Fines				0	

+ Insert ▲ Change - Delete

Close ? Help

Select a Student

Name	Grade	Code
BOCKEE, AUSTIN B.	8	102413
SADLER, COURTNEY J.	8	102556
SAGE, SETH	9	927923
SAITO, NATHANIEL R.	8	999990
SALSBERRY, ERIC J.	9	106600
SAMPSON, MICKELL	9	923096
SAMPSON, MORGAN	9	920097
SANCHEZ, CARLOS F.	8	995913
SANCHEZ, FRANCISCO D.	8	955724
SANCHEZ, JEREMY A.	9	114159
SANCHEZ, LUIS	7	105915
SANCHEZ, NICHOLAS T.	7	104160
SANDERSON, BRADLEY L.	8	105719
SANDS, BRIAN R.	8	927101
SANDS, MELISSA K.	7	947516
SANDSTROM, LELA E.	8	984770
SANTORO, MAXIMILLIA G.	7	985634

Select

Close ? Help

Select Account

Name	Formatted Account	MF	Id	Si
AG ED Fines HADFIELD	1045100-075-000-0000			
ART DAIJANY Fines DAIJANY	1045100-075-000-0075			
ART HOWELL Fines HOWELL	1045100-075-000-0125			
BAND Band Rental Income JONES	1045005-000-000-0265			
BAND Fines JONES	1045005-075-000-0265			
BAND Instrument Rental JONES	1045005-075-000-0265			
BBALL BOYS Fines RUBINSON	1045005-075-000-0155			
BBALL BOYS Fines Income RUBINSON	1045005-000-000-0155			
BBALL GIRLS Fines RUBINSON	1045005-075-000-0200			
CHOIR One Festival JACKMAN	1045100-075-000-0275			
CHOIR Fines JACKMAN	1045000-075-000-0275			
COMPUTER UGDIEN Fines UGDIEN	1045000-075-000-0785			
COMPUTER REVQUIR Fines Revol REVQUIR	1045000-075-000-0165			

Select

Close ? Help

ECS to close