USING PHP FOR CASH TRANSACTIONS - FINES

1. Log into PHP with your assigned **username** and **password**. Click **Go** when done.

2. Click on the **Sales**
3. Double click on the white bar next to **Fine/Scan Item** OR type **Overdue**

4. A **dropdown box** will appear. Click on **Overdue or Lost Item Fine**
5. Under **Qty** enter the price of the fine (for example $1.00 would be entered as 1 or 1.00)

Then click on the **Edit Item** button or hit the enter key.

6. Under “**Select Customer**” **type or paste** the client’s university ID number
7a. The client’s name might appear in a dropdown box, if it appears click on the name/ID and proceed to step 8.

7b. If the client’s name doesn’t appear click on the New Customer button.
7c. Enter the **First Name**, **Last Name** and **Email address** of the client and click the **Submit** button.
8. Once the clients name appears next to customer click the **Add Payment** button.

9. Collect the cash from client and click on the **Complete Sale** button
10. A window will appear asking “Have you selected a customer? This cannot be undone.” Click OK.

11. After clicking the OK button a receipt will appear.

Ask the client if they would like a receipt, if yes, print the receipt by using the print function in the web browser being used.