

创建罚款和费用报告

Note

有关所有主要读者服务文档页面的链接，请见[读者服务](#)。

要创建罚款和费用报告，您必须具有以下角色之一：

- 读者服务管理员
- 流通台管理员
- 通用系统管理员

罚款和费用报告为包含此前7天范围内的罚款和费用事项报告的Excel文件。Excel文件使用罚款和费用报告信件通过电子邮件发送，见[配置Alma信件](#)。

该报告允许您使用以下过滤器：

- 收取的图书馆 – 按交付罚款/费用的图书馆过滤。该过滤器不能用于报告免除操作。
- 收取的流通台 – 如果选择了图书馆，按交付罚款/费用的流通台过滤。该过滤器不能用于报告免除操作。
- 转账类型 – 按转账类型过滤。
 - 付款和免除 – 包含付款和免除
 - 付款 – 仅包含付款
 - 免除 – 仅包含免除
- 罚款所有者 – 按罚款/费用所有者过滤，可能在或不在交付或免除罚款的位置

报告可以发送给特定的用户或打印机。

要创建罚款和费用报告：

1. 在[读者服务](#)>高级工具菜单，点击[创建罚款和费用报告](#)。

显示用户罚款和费用报告页面。

Create Fines And Fees Report

Run now Cancel

Create Fines And Fees Report

From date: 2017/07/23 To date: 2017/07/23

Received by library: Received by circulation desk:

Transaction types: Payment Fine owner:

Report receiver: Printer User

Printer: Ex Libris University - Main University User: Look-up or select

创建罚款和费用报告页面

2. 输入下列信息设置报告：

- 起始日期 – 设定报告的起始日期。默认设为当前日期。

- 结束日期 – 设定报告的结束日期。默认设为当前日期。

Note

如果您设置了超过7天的范围，将显示错误消息。

3. 设置上文列出的过滤器和报告目的地（打印机或用户）。
4. 点击立即运行。

报告发送至设置的接收方。

A1	Fine Date												
	A	B	C	D	E	F	G	H	I	J	K	L	
	Fine Date	Patron Identifier	Patron Name	Charge Amount	Charge Type	Owning Library	Date Paid	Received	Description	Amount	Pi	Wp	Payment Type
1	2013-07-21 13:52	admin1	User, Super	0 USD	Credit	Main Library	2013-07-21		Main Libra	980.25	USD		Payment
2	2013-07-22 15:35	admin1	User, Super	0 USD	Lost item process fee	Main Library	2013-07-21		Main Libra Unguarded	50	USD		Payment
3	2013-07-22 15:35	admin1	User, Super	0 USD	Lost item replacement fee	Main Library	2013-07-21		Main Libra Unguarded	50	USD		Payment
4	2013-07-22 15:35	admin1	User, Super	0 USD	Overdue fine	Main Library	2013-07-21		Main Libra Unguarded	400	USD		Payment
5	2013-07-22 15:35	admin1	User, Super	0 USD	Overdue fine	Main Library	2013-07-21		Main Libra Unguarded	400	USD		Payment
6	2013-07-22 15:35	admin1	User, Super	0 USD	Lost item process fee	Main Library	2013-07-21		Main Libra Unguarded	50	USD		Payment
7	2013-07-22 15:35	admin1	User, Super	0 USD	Lost item replacement fee	Main Library	2013-07-21		Main Libra Unguarded	50	USD		Payment
8	2013-07-22 15:35	admin1	User, Super	0 USD	Overdue fine	Main Library	2013-07-21		Main Libra Unguarded	400	USD		Payment
9	2013-07-22 14:26	admin1	User, Super	0 USD	Overdue fine	Main Library	2013-07-21		Main Libra Asian book	400	USD		Payment
10	2013-07-22 10:33	admin1	User, Super	0 USD	Card renewal	Main Library	2013-07-21		Main Libra	1010.25	USD		Payment
11	2013-04-07 15:05	noga	Erez, Noga	0 USD	Credit	Main Library	2013-07-21		Main Libra Peace: ho-	37.5	USD		Payment
12	2013-04-07 15:00	noga	Erez, Noga	0 USD	Lost item replacement fee	Main Library	2013-07-21		Main Libra Peace: ho-	40	USD		Payment
13	2013-04-07 15:00	noga	Erez, Noga	0 USD	Overdue fine	Main Library	2013-07-21		Main Libra Peace: ho-	137	USD		Payment
14	2013-04-07 15:05	noga	Erez, Noga	0 USD	Lost item process fee	Main Library	2013-07-21		Main Libra Peace: ho-	50	USD		Payment
15	2013-04-07 15:05	noga	Erez, Noga	0 USD	Lost item replacement fee	Main Library	2013-07-21		Main Libra Peace: ho-	50	USD		Payment
16	2013-04-07 15:05	noga	Erez, Noga	0 USD	Overdue fine	Main Library	2013-07-21		Main Libra Peace: ho-	137	USD		Payment
17	2013-04-08 15:15	noga	Erez, Noga	0 USD	Credit	Main Library	2013-07-21		Main Libra Peace: ho-	37.5	USD		Payment
18	2013-04-08 15:40	noga	Erez, Noga	0 USD	Overdue fine	Main Library	2013-07-21		Main Libra booking se	10	USD		Payment
19	2013-04-17 08:35	noga	Erez, Noga	0 USD	Overdue fine	Main Library	2013-07-21		Main Libra Peace: ho-	30	USD		Payment
20	2013-03-07 07:11	noga	Erez, Noga	0 USD	Lost item process fee	Biochemistry	2013-07-21		Main Libra book to lo-	50	USD		Payment
21	2013-03-07 07:11	noga	Erez, Noga	0 USD	Lost item replacement fee	Biochemistry	2013-07-21		Main Libra book to lo-	50	USD		Payment
22	2013-07-17 13:36	noga	Erez, Noga	0 USD	Overdue fine	Biochemistry	2013-07-21		Main Libra Booking2	61	USD		Payment
23	2013-07-17 13:36	noga	Erez, Noga	0 USD	Overdue fine	Biochemistry	2013-07-21		Main Libra Booking2	2	USD		Payment
24	2012-08-28 11:16	noga	Erez, Noga	0 USD	Credit	Main Library	2013-07-21		Main Libra Diplomatic-	37.5	USD		Payment
25	2013-04-07 14:55	noga	Erez, Noga	0 USD	Credit	Main Library	2013-07-21		Main Libra Peace: ho-	37.5	USD		Payment
26	2013-04-07 14:56	noga	Erez, Noga	0 USD	Lost item process fee	Main Library	2013-07-21		Main Libra Peace: ho-	50	USD		Payment
27	2013-04-07 14:56	noga	Erez, Noga	0 USD	Lost item replacement fee	Main Library	2013-07-21		Main Libra Peace: ho-	50	USD		Payment
28	2013-04-07 14:56	noga	Erez, Noga	0 USD	Overdue fine	Main Library	2013-07-21		Main Libra Peace: ho-	137	USD		Payment
29	2013-04-07 15:00	noga	Erez, Noga	0 USD	Lost item process fee	Main Library	2013-07-21		Main Libra Peace: ho-	50	USD		Payment
30	2013-04-07 15:00	noga	Erez, Noga	0 USD	Lost item replacement fee	Main Library	2013-07-21		Main Libra Peace: ho-	10	USD		Payment

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