If your staff perform frontline fund accounting, please have them assign fines and fees as follows:

**Circulation:**
- Circulation Lost or Circulation Damaged: All fees associated with a lost or damaged item (including circulation fees) belong to the owning library
- All other Circulation fees belong to the circulating library

**Grocery:**
- All “Grocery” fees belong to the billing library

**PROCESS FLOWCHART**

1. **Staff member needs to assign appropriate fund allocations**
2. **What is the Transaction Type?**
   - **Circulation**
     - Does the Last Billing Type mention “Lost” or “Damaged”? (Yes/No)
       - Yes: The Total Billed amount for that transaction is owed to the Owning Library
       - No: The Total Billed amount for that transaction is owed to the Checkout (or Circulating) Library
   - **Grocery**
     - The Total Billed amount for that transaction is owed to the billing library (appears on the Bill Details page).
A patron’s Billing Summary page appears as follows:

The first 3 bills are “Circulation” type transactions. Line 1 and 2 do not mention lost or damaged fees and are assigned to the circulating (Checkout) library. Line 3 is associated with a lost item and the fees are assigned to the Owning library.

*Please note that there are 2 circulations for the same item represented here (Fun In Indy). This demonstrates how bills are assigned if an item is overdue, renewed, and then later declared lost. The original circulation fees remain with the circulating library while any new circulation fees associated with the lost item are tied to the new transaction which is owed to the owning library.*

For the “Grocery” type bill, the staff member must open up “Full Details” (either by right clicking on the selected line or selecting the line and then clicking on “Actions for Selected Transactions” to bring up the menu).
Immediately under the patron’s name in the bill’s Full Details screen is the library that assessed the fee.

**LOOK, MAFIA: 32132132132132**

**ABCPL: Awesome Book City Public Library**

<table>
<thead>
<tr>
<th>Bill #</th>
<th>Type</th>
<th>Total Billed</th>
<th>Total Paid</th>
<th>Balance Owed</th>
<th>Renewal?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1282</td>
<td>Misc</td>
<td>1.00</td>
<td>0.00</td>
<td>1.00</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#</th>
<th>Amount</th>
<th>Billing Type</th>
<th>Note</th>
<th>Voided</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.00</td>
<td>Misc</td>
<td>Copies</td>
<td>No</td>
<td>10/22/13 11:03 AM</td>
</tr>
</tbody>
</table>

**Payments**

So, for this patron, assuming she chose to fully pay off her account, the bills would be assigned as follows:

- #1: $3.00 → ABCPL
- #2: $5.00 → ABCPL
- #3: $25.00 → ISLI
- #4: $1.00 → ABCPL

The Awesome Book City PL would deposit $9 locally and $25 into the Evergreen Indiana Fund.