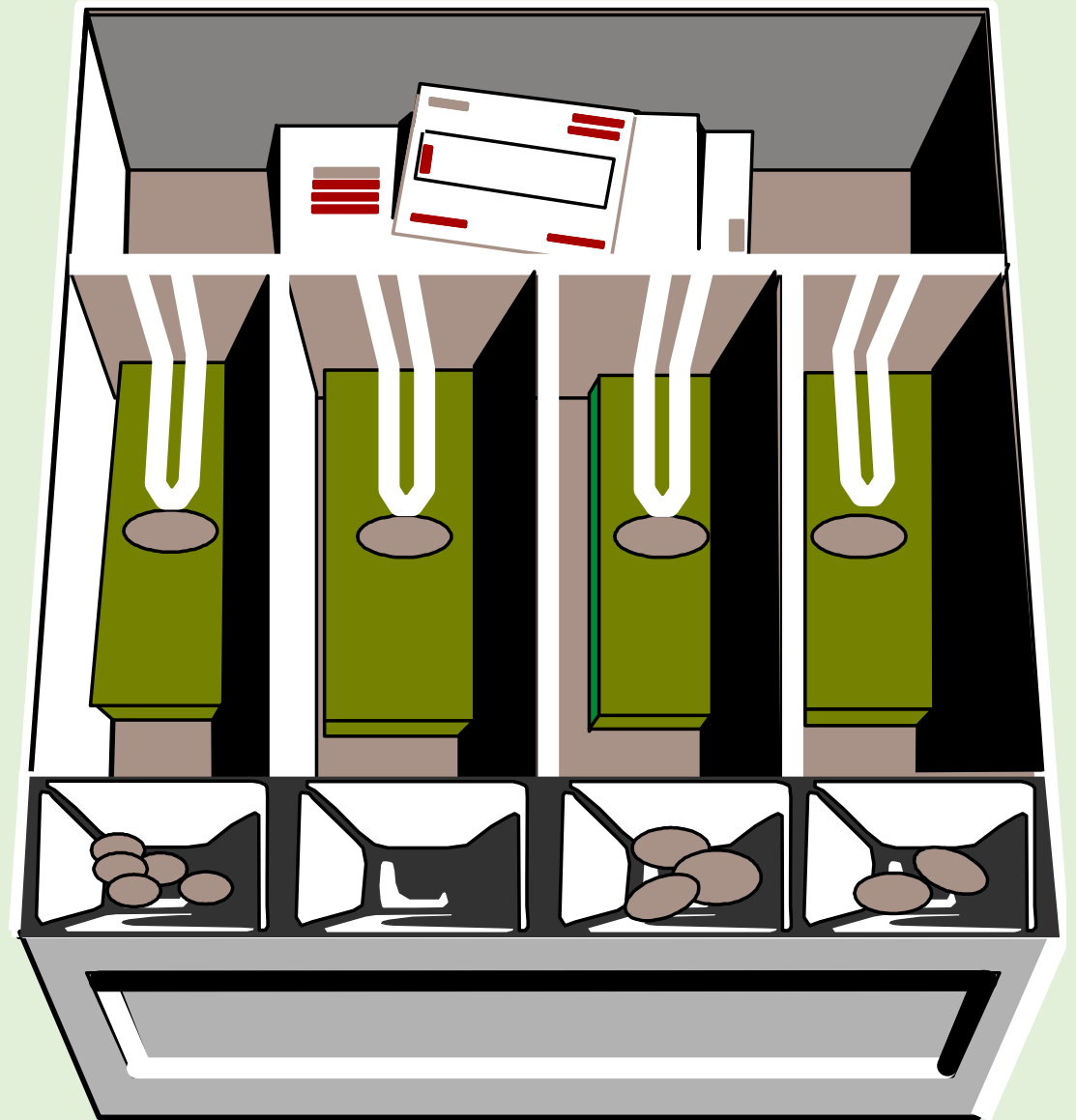


# Point of Sale Practice!

Skip to [Menu](#)



# Logging In

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

Fines

Merchandise

Copies

Meeting Room Rental

Test

Coin Boxes

Donation

7

8

9

4

5

6

1

2

3

0

CLEAR

ENTER

Quantity:

☐ Tax Free

Pay All

Fines Refresh

Advanced Fines

**Log On**

Delete

Delete ALL

Reports

DO NOT USE

#	Item Description	Quantity	Price

Card Number:

Name:

SAM Balance:

Amount Due:

Transaction Summary

Item	Cost

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

☒ Cash

☐ Check/Memo

☐ SAM Acct.

☐ Credit/Debit

☐ Combined Payment

☐ No Receipt Needed

**CHECK OUT**

Refund

Which of the following buttons do you click to log in?

- [Check Out](#)
- [Log On](#)
- [Refund](#)

Skip to [Menu](#)

# Logging In

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

Fines

Merchandise

Copies

Meeting Room Rental

Test

Coin Boxes

Donation

7

8

9

4

5

6

1

2

3

0

CLEAR

ENTER

Quantity:

☐ Tax Free

Pay All

Fines Refresh

Advanced Fines

Log On

Delete

Delete ALL

Reports

DO NOT USE

#	Item Description	Quantity	Price

Card Number:

Name:

SAM Balance:

Amount Due:

Transaction Summary

Item	Cost

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

☒ Cash

☐ Check/Memo

☐ SAM Acct.

☐ Credit/Debit

☐ Combined Payment

☐ No Receipt Needed

CHECK OUT

Refund

- Which of the following buttons do you click to log in?
- Check Out – **you can't check out until you've logged in**
    - [Go back](#)
  - Log On
  - Refund

Skip to [Menu](#)

# Logging In

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

Fines

Merchandise

Copies

Meeting Room Rental

Test

Coin Boxes

Donation

7

8

9

4

5

6

1

2

3

0

CLEAR

ENTER

Quantity:

☐ Tax Free

Pay All

Fines Refresh

Advanced Fines

**Log On**

Delete

Delete ALL

Reports

DO NOT USE

#	Item Description	Quantity	Price

Card Number:

Name:

SAM Balance:

Amount Due:

Transaction Summary

Item	Cost

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

☒ Cash ☐ Check/Memo

☐ SAM Acct. ☐ Credit/Debit

☐ Combined Payment

☐ No Receipt Needed

**CHECK OUT** **Refund**

- Which of the following buttons do you click to log in?
- Check Out
  - Log On
  - Refund – you can't make a refund until you're logged in
    - Go back

Skip to [Menu](#)

Logging in

Correct!

The blue box  
highlights where the  
option is.

Click to move ahead.

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

Fines

Merchandise

Copies

Meeting Room Rental

Test

Coin Boxes

Donation

7

8

9

4

5

6

1

2

3

0

CLEAR

ENTER

Quantity:

☐ Tax Free

Log On

Delete

Delete ALL

Pay All

Fines Refresh

Advanced Fines

Reports

DO NOT USE

#	Item Description	Quantity	Price

Card Number:

Search

Name:

SAM Balance:

Amount Due:

Transaction Summary

Item	Cost

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

☒ Cash

☐ Check/Memo

☐ SAM Acct.

☐ Credit/Debit

☐ Combined Payment

☐ No Receipt Needed

CHECK OUT

Refund

Skip to [Menu](#)

# Resetting your password

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

Fines

Merchandise

Copies

Meeting Room Rental

Test

Coin Boxes

Donation

7

8

9

4

5

6

1

2

3

0

CLEAR

ENTER

Quantity:

☐ Tax Free

Pay All

Fines Refresh

Advanced Fines

Log On

Delete

Delete ALL

Reports

DO NOT USE

#	Item Description	Quantity	Price

Card Number:

Name:

SAM Balance:

Amount Due:

Transaction Summary

Item	Cost

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

☒ Cash

☐ Check/Memo

☐ SAM Acct.

☐ Credit/Debit

☐ Combined Payment

☐ No Receipt Needed

CHECK OUT

Refund

What do you do to reset your password?

- [Call IT](#)
- [Call the Manager of Access](#)
- [Click Log On and then Reset my password](#)

Skip to [Menu](#)



# Resetting your password

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

Fines

☐ Merchandise

☐ Copies

☐ Meeting Room Rental

Test

☐ Coin Boxes

☐ Donation

7

8

9

4

5

6

1

2

3

0

CLEAR

ENTER

Quantity:

☐ Tax Free

Log On

Delete

Delete ALL

Pay All

Fines Refresh

Advanced Fines

Reports

DO NOT USE

#	Item Description	Quantity	Price

Card Number:

Name:

SAM Balance:

Amount Due:

Transaction Summary

Item	Cost

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

☒ Cash ☐ Check/Memo

☐ SAM Acct. ☐ Credit/Debit

☐ Combined Payment

☐ No Receipt Needed

CHECK OUT

Refund

What do you do to reset your password?

- Call IT – while IT can help you, there is a way you can reset it yourself
  - [Go back](#)
- Call Manager of Access
- Click Log On and then Reset my password

Skip to [Menu](#)

# Resetting your password

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

Fines

☐ Merchandise

☐ Copies

☐ Meeting Room Rental

Test

☐ Coin Boxes

☐ Donation

7

8

9

4

5

6

1

2

3

0

CLEAR

ENTER

Quantity:

☐ Tax Free

Pay All

Fines Refresh

Advanced Fines

Log On

Delete

Delete ALL

Reports

DO NOT USE

#	Item Description	Quantity	Price

Card Number:

Name:

SAM Balance:

Amount Due:

Transaction Summary

Item	Cost

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

☒ Cash ☐ Check/Memo

☐ SAM Acct. ☐ Credit/Debit

☐ Combined Payment

☐ No Receipt Needed

CHECK OUT

What do you do to reset your password?

- Call IT
- Call the Manager of Access – while she could walk you through it, she can't actually reset your password
  - [Go back](#)
- Click Log On and then Reset my password

Skip to [Menu](#)



Resetting your password

Correct!

The blue box highlights where the option is.

Click to move ahead.

The screenshot shows the SMART Money Manager ver. 1.5.9.3 interface. A modal dialog box titled "SMART Money Manager" is centered on the screen. It contains the following elements:

- A label "Enter Your POS Id" above a text input field containing "jmorris".
- A label "Enter Your Password" above an empty text input field.
- A button labeled "Reset my password" which is highlighted with a blue rectangular border.
- At the bottom, "OK" and "Cancel" buttons.

The background application window is partially visible, showing a "Select Item and Quantity:" section with a list of items (Fines, Merchandise, Copies, Meeting Room Rental, Test, Coin Boxes) and a numeric keypad with buttons 7, 8, and 9. On the right side of the background window, there is a "Card Number:" field with a "Search" button, and a "Transaction Summary" table with columns "Item" and "Cost". Below the table, there are fields for "Sub-Total: \$ 0.00", "Sales Tax: \$ 0.00", "Sales Tax 2: \$ 0.00", and "Total Due: \$ 0.00". At the bottom right, there are "Payment Type" radio buttons (Cash, Check/Memo, SAM Acct., Credit/Debit, Combined Payment), a "No Receipt Needed" checkbox, and "CHECK OUT" and "Refund" buttons.

Skip to [Menu](#)

# Pick a Specific Task to Practice

- [Pay All](#) fines on an account
- [Pay Partial](#) fines on an account
- [Pay fines for multiple accounts at once](#)
- [Pay for merchandise \(bags, earbuds, flash drives\)](#)
- [Pay for copies \(black & white, color\)](#)
- [Pay for a meeting room](#)
- Check out with [Cash](#), [Credit](#), [Check](#)

Or start with [Paying Fines](#) in general

# Paying Fines

Select Item and Quantity:

**Fines**

- Merchandise
- Copies
- Meeting Room Rental
- Test
- Coin Boxes
- Donation

7 8 9

4 5 6

1 2 3

0 CLEAR ENTER

Quantity:

☐ Tax Free

rsargent logged

**Pay All** Fines Refresh Advanced Fines

Log Off Delete Delete ALL Reports DO NOT USE

#	Item Description	Quantity	Price

Card Number:  Search

Name:

SAM Balance:

Amount Due:

Transaction Summary

Item	Cost

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

- ☒ Cash ☐ Check/Memo
- ☐ SAM Acct. ☐ Credit/Debit
- ☐ Combined Payment

☐ No Receipt Needed

CHECK OUT Refund

What is the first step to paying fines?

- [Click Pay All](#)
- [Click Fines](#)
- [Enter the account number](#)

# Paying Fines

Select Item and Quantity:

Fines

Merchandise

Copies

Meeting Room Rental

Test

Coin Boxes

Donation

7

8

9

4

5

6

1

2

3

0

CLEAR

ENTER

Quantity:

☐ Tax Free

rsargent logged

Log Off

Delete

Pay All

Delete ALL

Fines Refresh

Advanced Fines

Reports

DO NOT USE

#	Item Description	Quantity	Price

Card Number:  Search

Name:

SAM Balance:

Amount Due:

Transaction Summary

Item	Cost

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

☒ Cash

☐ Check/Memo

☐ SAM Acct.

☐ Credit/Debit

☐ Combined Payment

☐ No Receipt Needed

CHECK OUT Refund

What is the first step to paying fines?

- Click Pay All – **You can't click Pay All until an account is entered.**
  - [Go back](#)
- Click Fines
- Enter the account number

# Paying Fines

Select Item and Quantity:

Fines

Merchandise

Copies

Meeting Room Rental

Test

Coin Boxes

Donation

7

8

9

4

5

6

1

2

3

0

CLEAR

ENTER

Quantity:

☐ Tax Free

rsargent logged

Log Off

Delete

Delete ALL

Pay All

Fines Refresh

Advanced Fines

Reports

DO NOT USE

#	Item Description	Quantity	Price

Card Number:

Name:

SAM Balance:

Amount Due:

Transaction Summary

Item	Cost

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

☒ Cash ☐ Check/Memo

☐ SAM Acct. ☐ Credit/Debit

☐ Combined Payment

☐ No Receipt Needed

CHECK OUT

Refund

What is the first step to paying fines?

- Click Pay All
- Click Fines— You can't click Fines until an account is entered.
  - [Go back](#)
- Enter the account number

# Paying Fines

Correct!

The blue box highlights where the option is.

Enter the account #, then...

Would you like to

- [Pay All fines](#),
- [Pay Partial](#),
- or [Pay on Fines on Multiple Accounts?](#)

Select Item and Quantity:

Fines  
☐ Merchandise  
☐ Copies  
☐ Meeting Room Rental  
Test  
☐ Coin Boxes  
☐ Donation

7 8 9  
4 5 6  
1 2 3  
0 CLEAR ENTER

Quantity:

☐ Tax Free

rsargent logged

Log Off Delete Delete ALL Pay All Fines Refresh Reports Advanced Fines DO NOT USE

#	Item Description	Quantity	Price

Card Number:  Search

Name:

SAM Balance:

Amount Due:

Transaction Summary

Item	Cost

Sub-Total: \$ 0.00  
Sales Tax: \$ 0.00  
Sales Tax 2: \$ 0.00  
Total Due: \$ 0.00

Payment Type  
☒ Cash ☐ Check/Memo  
☐ SAM Acct. ☐ Credit/Debit  
☐ Combined Payment

☐ No Receipt Needed

CHECK OUT Refund

Return to [Menu](#)



[illegible]

- Click Fines Refresh
- Click Pay All
- Click Advanced Fines

Return to [Menu](#)

# Paying All Fines

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

☒ Fines

- FINE:Happyface - 36391673:Overdue item
- FINE:Maran illustrated effortless algebra, -
- FINE:It - 81493291:Overdue item fine - \$
- Fine Partial Payment
- Fine Partial Waive

☒ Merchandise

☒ Copies

☒ Meeting Room Rental

☒ Test

☒ Coin Boxes

☒ Donation

Quantity:

☐ Tax Free

rsargent logged

#	Item Description	Quantity	Price

Card Number:

Name: WHITE JESSICA G

SAM Balance: \$ 0.00

Amount Due: \$ 1.60

Transaction Summary

Item	Cost

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

☒ Cash ☐ Check/Memo

☐ SAM Acct. ☐ Credit/Debit

☐ Combined Payment

☐ No Receipt Needed

Now that the account is loaded, how do you select all of the fines to pay?

- Click Fines Refresh –  
**This will update the fines on the POS if you changed something in CARLX.**
  - [Go back](#)
- Click Pay All
- Click Advanced Fines

Return to [Menu](#)

# Paying All Fines

The screenshot shows the SMART Money Manager ver. 1.5.9.3 interface. On the left, a list of items is shown under 'Select Item and Quantity:'. The 'Fines' category is expanded, showing items like 'FINE:Happyface - 36391673:Overdue item', 'FINE:Maran illustrated effortless algebra, -', 'FINE:It - 81493291:Overdue item fine - \$', 'Fine Partial Payment', and 'Fine Partial Waive'. Below this list are buttons for 'Pay All', 'Fines Refresh', and 'Advanced Fines' (which is highlighted with a blue border). There are also buttons for 'Log Off', 'Delete', 'Delete ALL', 'Reports', and 'DO NOT USE'. At the bottom left is a table with columns for '#', 'Item Description', 'Quantity', and 'Price'. On the right side, there is a 'Card Number' field with the value '17547093' and a 'Clear' button. Below this is the 'Name' field with the value 'WHITE JESSICA G'. The 'SAM Balance' is \$ 0.00 and the 'Amount Due' is \$ 1.60. A 'Transaction Summary' table is shown with columns for 'Item' and 'Cost'. Below this are fields for 'Sub-Total: \$ 0.00', 'Sales Tax: \$ 0.00', 'Sales Tax 2: \$ 0.00', and 'Total Due: \$ 0.00'. At the bottom right, there is a 'Payment Type' section with radio buttons for 'Cash' (selected), 'Check/Memo', 'SAM Acct.', 'Credit/Debit', and 'Combined Payment'. There is also a checkbox for 'No Receipt Needed' and buttons for 'CHECK OUT' and 'Refund'.

#	Item Description	Quantity	Price

Now that the account is loaded, how do you select all of the fines to pay?

- Click Fines
- Click Pay All
- Click Advanced Fines –  
**This will allow you to pay on multiple accounts at the same time.**
  - [Go back](#)

Return to [Menu](#)

# Paying All Fines

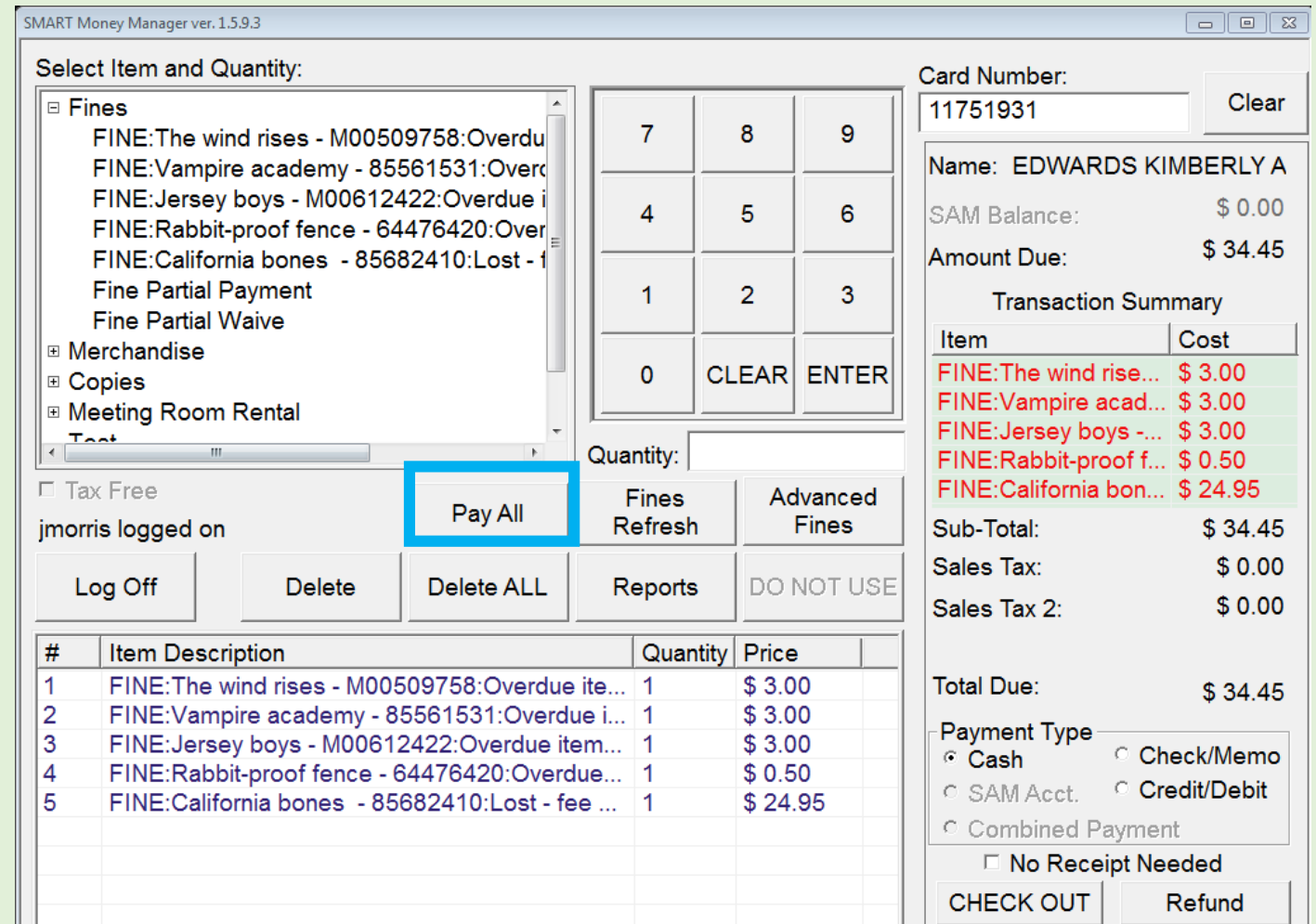
Correct!

The blue box highlights where the option is.

When you click Pay All, all the fines listed show up in the lower window.

Continue to [Amount Due](#) or jump to:

- [Pay Partial Fines](#)
- [Pay Fines on Multiple Accounts](#)



SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

- ☒ Fines
  - FINE:The wind rises - M00509758:Overdue
  - FINE:Vampire academy - 85561531:Overdue
  - FINE:Jersey boys - M00612422:Overdue
  - FINE:Rabbit-proof fence - 64476420:Overdue
  - FINE:California bones - 85682410:Lost - fee
  - Fine Partial Payment
  - Fine Partial Waive
- ☐ Merchandise
- ☐ Copies
- ☐ Meeting Room Rental
- ☐ Test

Quantity:

☐ Tax Free

jmorris logged on

**Pay All** (highlighted in blue box)

Fines Refresh Advanced Fines

Log Off Delete Delete ALL Reports DO NOT USE

#	Item Description	Quantity	Price
1	FINE:The wind rises - M00509758:Overdue ite...	1	\$ 3.00
2	FINE:Vampire academy - 85561531:Overdue i...	1	\$ 3.00
3	FINE:Jersey boys - M00612422:Overdue item...	1	\$ 3.00
4	FINE:Rabbit-proof fence - 64476420:Overdue...	1	\$ 0.50
5	FINE:California bones - 85682410:Lost - fee ...	1	\$ 24.95

Card Number: 11751931

Name: EDWARDS KIMBERLY A

SAM Balance: \$ 0.00

Amount Due: \$ 34.45

Transaction Summary

Item	Cost
FINE:The wind rise...	\$ 3.00
FINE:Vampire acad...	\$ 3.00
FINE:Jersey boys - ...	\$ 3.00
FINE:Rabbit-proof f...	\$ 0.50
FINE:California bon...	\$ 24.95

Sub-Total: \$ 34.45

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 34.45

Payment Type

☒ Cash ☐ Check/Memo

☐ SAM Acct. ☐ Credit/Debit

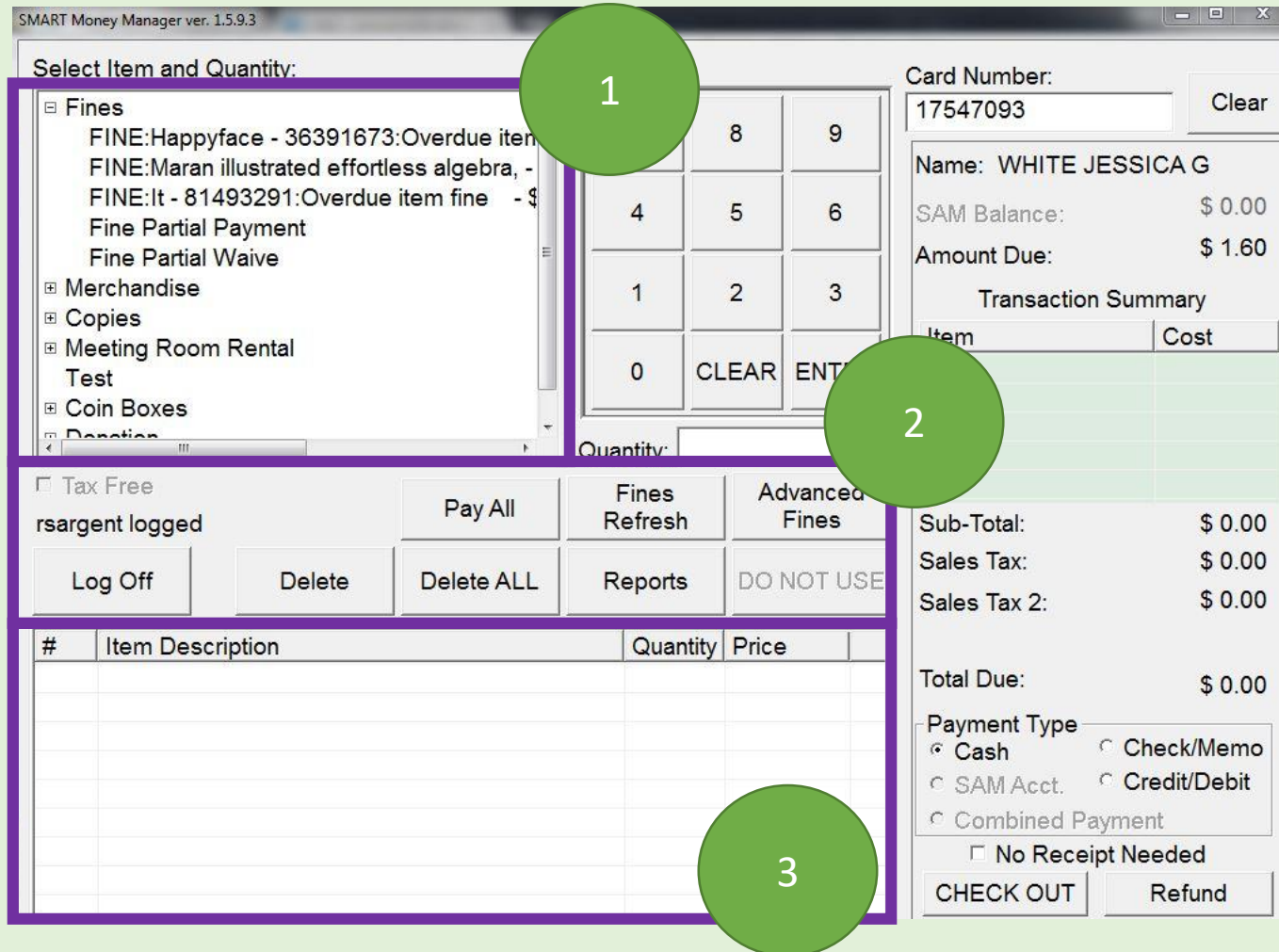
☐ Combined Payment

☐ No Receipt Needed

Return to [Menu](#)



# Paying a Partial Fine



SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

**Box 1** (Fines list):

- ☒ Fines
  - FINE:Happyface - 36391673:Overdue item
  - FINE:Maran illustrated effortless algebra, -
  - FINE:It - 81493291:Overdue item fine - \$
  - Fine Partial Payment
  - Fine Partial Waive
- ☐ Merchandise
- ☐ Copies
- ☐ Meeting Room Rental
- ☐ Test
- ☐ Coin Boxes
- ☐ Donations

Quantity:

**Box 2** (Transaction Summary table):

Item	Cost

**Box 3** (Item Description table):

#	Item Description	Quantity	Price

Card Number: 17547093

Name: WHITE JESSICA G

SAM Balance: \$ 0.00

Amount Due: \$ 1.60

Transaction Summary

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

☒ Cash ☐ Check/Memo

☐ SAM Acct. ☐ Credit/Debit

☐ Combined Payment

☐ No Receipt Needed

rsargent logged

Now that the account is loaded, where do you look for the button to pay partial fines?

- [Box 1](#)
- [Box 2](#)
- [Box 3](#)

[illegible]

- Box 1
- Box 2 – There are no options for partial payment here.
  - [Go back](#)
- Box 3

Return to [Menu](#)



**SMART Money Manager ver. 1.5.9.3**

Select Item and Quantity:

- ☒ Fines
  - FINE:Happyface - 36391673:Overdue item fine
  - FINE:Maran illustrated effortless algebra, - \$
  - FINE:It - 81493291:Overdue item fine - \$
  - Fine Partial Payment
  - Fine Partial Waive
- ☐ Merchandise
- ☐ Copies
- ☐ Meeting Room Rental
- ☐ Test
- ☐ Coin Boxes
- ☐ Donation

☐ Tax Free

rsargent logged

Log Off      Delete      Delete ALL      Pay All      Fines Refresh      Advanced Fines      Reports      DO NOT USE

#	Item Description	Quantity	Price

Card Number: 17547093 Clear

Name: WHITE JESSICA G

SAM Balance: \$ 0.00

Amount Due: \$ 1.60

Transaction Summary

Item	Cost

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type  
☒ Cash      ☐ Check/Memo  
☐ SAM Acct.      ☐ Credit/Debit  
☐ Combined Payment

☐ No Receipt Needed

CHECK OUT      Refund

- Box 1
- Box 2
- Box 3 – There are no options here.
  - [Go back](#)

# Paying a Partial Fine

Correct!

The blue box highlights where the option is.

Clicking the option opens the partial payment window.

[Click](#) to move ahead.

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

- ☒ Fines
  - FINE:Happyface - 36391673:Overdue item
  - FINE:Maran illustrated effortless algebra, -
  - FINE:It's a 1000001 Overdue item fine
  - Fine Partial Payment**
  - Fine Partial Waive
- ☐ Merchandise
- ☐ Copies
- ☐ Meeting Room Rental
- ☐ Test
- ☐ Coin Boxes
- ☐ Donation

Quantity:

☐ Tax Free

rsargent logged

Log Off Delete Delete ALL Pay All Fines Refresh Advanced Fines Reports DO NOT USE

#	Item Description	Quantity	Price

Card Number: 17547093 Clear

Name: WHITE JESSICA G

SAM Balance: \$ 0.00

Amount Due: \$ 1.60

Transaction Summary

Item	Cost

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

- ☒ Cash
- ☐ Check/Memo
- ☐ SAM Acct.
- ☐ Credit/Debit
- ☐ Combined Payment

☐ No Receipt Needed

CHECK OUT Refund

Return to [Menu](#)

[illegible]

The amount will be added to the lower window.

Continue to Amount Due  
or jump to:

- Pay All Fines
- Pay Fines on Multiple Accounts

Return to [Menu](#)

# Paying for fines on multiple accounts

Select Item and Quantity:

- Fines**
- Merchandise
- Copies
- Meeting Room Rental
- Test
- Coin Boxes
- Donation

Quantity:

☐ Tax Free

rsargent logged

Log Off

Delete

Delete ALL

Pay All

Fines Refresh

**Advanced Fines**

Reports

DO NOT USE

#	Item Description	Quantity	Price

Card Number:  Search

Name:

SAM Balance:

Amount Due:

Transaction Summary

Item	Cost

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

- ☒ Cash
- ☐ Check/Memo
- ☐ SAM Acct.
- ☐ Credit/Debit
- ☐ Combined Payment

☐ No Receipt Needed

CHECK OUT

Refund

What is the first step to paying fines for multiple accounts?

- [Click Advanced Fines](#)
- [Click Fines](#)
- [Enter the account number](#)

Return to [Menu](#)

# Paying for fines on multiple accounts

Select Item and Quantity:

- ☐ Fines
- ☐ Merchandise
- ☐ Copies
- ☐ Meeting Room Rental
- ☐ Test
- ☐ Coin Boxes
- ☐ Donation

Quantity:

☐ Tax Free

rsargent logged

Log Off

Delete

Delete ALL

Pay All

Fines Refresh

Advanced Fines

Reports

DO NOT USE

#	Item Description	Quantity	Price

Card Number:  Search

Name:

SAM Balance:

Amount Due:

Transaction Summary

Item	Cost

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

- ☒ Cash
- ☐ Check/Memo
- ☐ SAM Acct.
- ☐ Credit/Debit
- ☐ Combined Payment

☐ No Receipt Needed

CHECK OUT

Refund

What is the first step to paying fines for multiple accounts?

- Click Advanced Fines—  
You can't click this until an account is entered.
  - [Go back](#)
- Click Fines
- Enter the account number



# Paying for fines on multiple accounts

Select Item and Quantity:

Fines

Merchandise

Copies

Meeting Room Rental

Test

Coin Boxes

Donation

7

8

9

4

5

6

1

2

3

0

CLEAR

ENTER

Quantity:

☐ Tax Free

rsargent logged

Log Off

Delete

Delete ALL

Pay All

Fines Refresh

Advanced Fines

Reports

DO NOT USE

#	Item Description	Quantity	Price

Card Number:  Search

Name:

SAM Balance:

Amount Due:

Transaction Summary

Item	Cost

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

☒ Cash ☐ Check/Memo

☐ SAM Acct. ☐ Credit/Debit

☐ Combined Payment

☐ No Receipt Needed

CHECK OUT Refund

What is the first step to paying fines for multiple accounts?

- Click Pay All
- Click Fines— You can't click Fines until an account is entered.
- Go back
- Enter the account number



Paying for fines on multiple accounts

Correct!

The blue box highlights where the option is.

Enter the account number, then...

Click to move ahead.

Select Item and Quantity:

- ☐ Fines
- ☐ Merchandise
- ☐ Copies
- ☐ Meeting Room Rental
- ☐ Test
- ☐ Coin Boxes
- ☐ Donation

Quantity:

☐ Tax Free

rsargent logged

Log Off Delete Delete ALL Reports DO NOT USE

Pay All Fines Refresh Advanced Fines

#	Item Description	Quantity	Price

Card Number:  Search

Name:

SAM Balance:

Amount Due:

Transaction Summary

Item	Cost

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

☒ Cash ☐ Check/Memo

☐ SAM Acct. ☐ Credit/Debit

☐ Combined Payment

☐ No Receipt Needed

CHECK OUT Refund

Return to [Menu](#)

# Paying for fines on multiple accounts

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

☒ Fines

- FINE:Happyface - 36391673:Overdue item
- FINE:Maran illustrated effortless algebra, -
- FINE:It - 81493291:Overdue item fine - \$
- Fine Partial Payment
- Fine Partial Waive

☒ Merchandise

☒ Copies

☒ Meeting Room Rental

☒ Test

☒ Coin Boxes

☒ Donation

Quantity:

☐ Tax Free

rsargent logged

#	Item Description	Quantity	Price

Card Number:

Name: WHITE JESSICA G

SAM Balance: \$ 0.00

Amount Due: \$ 1.60

Transaction Summary

Item	Cost

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

☒ Cash ☐ Check/Memo

☐ SAM Acct. ☐ Credit/Debit

☐ Combined Payment

☐ No Receipt Needed

Now that one account is loaded, how do you add more accounts to pay for?

- [Click Fines Refresh](#)
- [Click Pay All](#)
- [Click Advanced Fines](#)

Return to [Menu](#)

# Paying for fines on multiple accounts

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

☒ Fines

- FINE:Happyface - 36391673:Overdue item
- FINE:Maran illustrated effortless algebra, -
- FINE:It - 81493291:Overdue item fine - \$
- Fine Partial Payment
- Fine Partial Waive

☒ Merchandise

☒ Copies

☒ Meeting Room Rental

☒ Test

☒ Coin Boxes

☒ Donation

Quantity:

☐ Tax Free

rsargent logged

#	Item Description	Quantity	Price

Card Number:

Name: WHITE JESSICA G

SAM Balance: \$ 0.00

Amount Due: \$ 1.60

Transaction Summary

Item	Cost

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

☒ Cash ☐ Check/Memo

☐ SAM Acct. ☐ Credit/Debit

☐ Combined Payment

☐ No Receipt Needed

Now that one account is loaded, how do you add more accounts to pay for?

- Click Fines Refresh –  
**This will update the fines on the POS if you changed something in CARLX.**

- [Go back](#)

- Click Pay All
- Click Advanced Fines

Return to [Menu](#)

# Paying for fines on multiple accounts

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

- ☒ Fines
  - FINE:Happyface - 36391673:Overdue item
  - FINE:Maran illustrated effortless algebra, -
  - FINE:It - 81493291:Overdue item fine - \$
  - Fine Partial Payment
  - Fine Partial Waive
- ☐ Merchandise
- ☐ Copies
- ☐ Meeting Room Rental
- ☐ Test
- ☐ Coin Boxes
- ☐ Donation

Quantity:

☐ Tax Free

rsargent logged

#	Item Description	Quantity	Price

Card Number:

Name: WHITE JESSICA G

SAM Balance: \$ 0.00

Amount Due: \$ 1.60

Transaction Summary

Item	Cost

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

- ☒ Cash
- ☐ Check/Memo
- ☐ SAM Acct.
- ☐ Credit/Debit
- ☐ Combined Payment

☐ No Receipt Needed

Now that one account is loaded, how do you add more accounts to pay for?

- Click Fines
- Click Pay All – this will add all the primary account's fines but will not give you access to other accounts.
  - [Go back](#)
- Click Advanced Fines

Return to [Menu](#)



Correct!

The blue box highlights where the option is.

Click to move ahead.

Return to [Menu](#)

# Paying for fines on multiple accounts

SMART Money Manager 1.5.0.2  
Smart Money Manager

Select Fines:

☐ Fines

- FINE:Happyface - 36391673:Overdue item
- FINE:Maran illustrated effortless algebra, -
- FINE:It - 81493291:Overdue item fine - \$
- Fine Partial Payment
- Fine Partial Waive

Primary Patron:

Card Number: 17547093

Name: WHITE JESSICA G

Fines Due: \$ 1.60

Card Number:  Search

Secondary Patrons:

Name	Card Number	Fines ..

Delete Selected Fines Due: \$ 0.00

Total Fines Due: \$ 1.60

Pay All Waive Delete All Done

Pay Delete

#	Item Description	Qty	Price

Now the Advanced Fines window appears. How do you add another account to view their fines?

- [Click Search](#)
- [Enter a card number](#)
- [Click Done](#)



# Paying for fines on multiple accounts

SMART Money Manager - 1.5.9.2  
Smart Money Manager

Select Fines:

☒ Fines

- FINE:Happyface - 36391673:Overdue item
- FINE:Maran illustrated effortless algebra, -
- FINE:It - 81493291:Overdue item fine - \$
- Fine Partial Payment
- Fine Partial Waive

Primary Patron:

Card Number: 17547093

Name: WHITE JESSICA G

Fines Due: \$ 1.60

Card Number:

Secondary Patrons:

Name	Card Number	Fines ..

Fines Due: \$ 0.00

Total Fines Due: \$ 1.60

Buttons: Pay All, Waive, Delete All, Pay, Delete, Done

#	Item Description	Qty	Price

Now the Advanced Fines window appears. How do you add another account to view their fines?

- Click Search – **you need to enter a card number before searching**
  - [Go back](#)
- Enter a card number
- Click Done

Return to [Menu](#)

# Paying for fines on multiple accounts

SMART Money Manager ver. 1.5.0.3  
Smart Money Manager

Select Fines:

☒ Fines

- FINE:Happyface - 36391673:Overdue item
- FINE:Maran illustrated effortless algebra, -
- FINE:It - 81493291:Overdue item fine - \$
- Fine Partial Payment
- Fine Partial Waive

Primary Patron:

Card Number: 17547093

Name: WHITE JESSICA G

Fines Due: \$ 1.60

Card Number:  Search

Secondary Patrons:

Name	Card Number	Fines ..

Delete Selected Fines Due: \$ 0.00

Total Fines Due: \$ 1.60

Buttons: Pay All, Waive, Delete All, Done, Pay, Delete

#	Item Description	Qty	Price

Now the Advanced Fines window appears. How do you add another account to view their fines?

- Click Search
- Enter a card number
- Click Done – you'll use this to go back to the payment screen.
  - [Go back](#)

Return to [Menu](#)

## Paying for fines on multiple accounts

Correct!

The blue box highlights where the option is.

Enter the account number and click Search. Once you have added all the accounts you need...

[Click](#) to move ahead.

Smart Money Manager

Select Fines:

☒ Fines

- FINE:Happyface - 36391673:Overdue item
- FINE:Maran illustrated effortless algebra, -
- FINE:It - 81493291:Overdue item fine - \$
- Fine Partial Payment
- Fine Partial Waive

Primary Patron:

Card Number: 17547093

Name: WHITE JESSICA G

Fines Due: \$ 1.60

Card Number:  Search

Secondary Patrons:

Name	Card Number	Fines ..

Delete Selected

Fines Due: \$ 0.00

Total Fines Due: \$ 1.60

#	Item Description	Qty	Price

Return to [Menu](#)

# Paying for fines on multiple accounts

Smart Money Manager

Select Fines:

- Fines
  - FINE:Happyface - 36391673:Overdue item
  - FINE:Maran illustrated effortless algebra, -
  - FINE:It - 81493291:Overdue item fine - \$
- Fine Partial Payment
- Fine Partial Waive

Primary Patron:

Card Number: 17547093

Name: WHITE JESSICA G

Fines Due: \$ 1.60

Card Number:  Search

Secondary Patrons:

Name	Card Number	Fines ..
DOWNTOWN LIBRA...	21111985	\$ 0.00

Pay All Waive Delete All Done

Pay Delete

#	Item Description	Qty	Price

Delete Selected

Fines Due: \$ 0.00

Total Fines Due: \$ 1.60

You have now added multiple accounts. How do you add fines to be paid?

- [Double-click each fine you want to add](#)
- [Click Pay All](#)
- [Click Delete Selected](#)

# Paying for fines on multiple accounts

The screenshot shows the 'Smart Money Manager' application window. On the left, under 'Select Fines:', a list of fines is shown, with the first three items highlighted in blue. Below this list are buttons for 'Pay All', 'Waive', 'Delete All', 'Pay', 'Delete', and 'Done'. The 'Pay All' button is highlighted in blue. On the right, the 'Primary Patron' section shows 'Card Number: 17547093' and 'Name: WHITE JESSICA G', with 'Fines Due: \$ 1.60'. Below this is a 'Secondary Patrons' section with a table of accounts. The 'Delete Selected' button is highlighted in blue. At the bottom right, the 'Total Fines Due: \$ 1.60' is displayed.

Smart Money Manager

Select Fines:

- Fines
- FINE:Happyface - 36391673:Overdue item
- FINE:Maran illustrated effortless algebra,
- FINE:It - 81493291:Overdue item fine
- Fine Partial Payment
- Fine Partial Waive

Primary Patron:

Card Number: 17547093

Name: WHITE JESSICA G

Fines Due: \$ 1.60

Card Number:  Search

Secondary Patrons:

Name	Card Number	Fines ..
DOWNTOWN LIBRA...	21111985	\$ 0.00

Delete Selected

Fines Due: \$ 0.00

Total Fines Due: \$ 1.60

Buttons: Pay All, Waive, Delete All, Pay, Delete, Done

You have now added multiple accounts. How do you add fines to be paid?

- Double-click each fine you want to add
- Click Pay All
- Click Delete Selected – this allows you to remove other accounts from your view.
- [Go back](#)

Return to [Menu](#)



## Paying for fines on multiple accounts

Correct! This is ONE way to do it! You can also select Pay All.

The blue box highlights where the option is.

Once you have added all the fines you want to pay for...

Click Done.

SMART Money Manager ver. 1.5.0.2  
Smart Money Manager

Select Fines:

- ☒ Fines
  - FINE:Happyface - 36391673:Overdue item
  - FINE:Maran illustrated effortless algebra, -
  - FINE:It - 81493291:Overdue item fine - \$
  - Fine Partial Payment
  - Fine Partial Waive

Primary Patron:

Card Number: 17547093  
Name: WHITE JESSICA G  
Fines Due: \$ 1.60

Card Number:  Search

Secondary Patrons:

Name	Card Number	Fines ..
DOWNTOWN LIBRA...	21111985	\$ 0.00

Delete Selected

Fines Due: \$ 0.00

Total Fines Due: \$ 1.60

Buttons: Pay All, Waive, Delete All, Done, Pay, Delete

#	Item Description	Qty	Price
1	FINE:Happyface - 363916...	1	\$ 0.80
2	FINE:Maran illustrated eff...	1	\$ 0.20
3	FINE:It - 81493291:Overd...	1	\$ 0.60

Return to [Menu](#)

## Paying for fines on multiple accounts

Correct! This is ONE way to do it! You can also double click each fine you want to add.

The blue box highlights where the option is.

Once you have added all the fines you want to pay for...

Click Done.

SMART Money Manager 1.5.9.2  
Smart Money Manager

Select Fines:

- ▣ Fines
  - FINE:Happyface - 36391673:Overdue item
  - FINE:Maran illustrated effortless algebra, -
  - FINE:It - 81493291:Overdue item fine - \$
  - Fine Partial Payment
  - Fine Partial Waive

Primary Patron:

Card Number: 17547093

Name: WHITE JESSICA G

Fines Due: \$ 1.60

Card Number:  Search

Secondary Patrons:

Name	Card Number	Fines ..

Delete Selected

Fines Due: \$ 0.00

Total Fines Due: \$ 1.60

Buttons: Pay All, Waive, Delete All, Done, Pay, Delete

#	Item Description	Qty	Price

Return to [Menu](#)

## Paying for fines on multiple accounts

All the fines have been readied to be paid for.

Continue to [Amount Due](#) or jump to:

- [Pay All Fines](#)
- [Pay Partial Fines](#)

**OR**, if you done learning about paying fines, return to [Menu](#).

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

Fines

FINE:The wind rises - M00509758:Overdue item...

FINE:Vampire academy - 85561531:Overdue item...

FINE:Jersey boys - M00612422:Overdue item...

FINE:Rabbit-proof fence - 64476420:Overdue item...

FINE:California bones - 85682410:Lost - fee ...

Fine Partial Payment

Fine Partial Waive

Merchandise

Copies

Meeting Room Rental

Test

7

8

9

4

5

6

1

2

3

0

CLEAR

ENTER

Quantity:

☐ Tax Free

jmorris logged on

Pay All

Fines Refresh

Advanced Fines

Log Off

Delete

Delete ALL

Reports

DO NOT USE

#	Item Description	Quantity	Price
1	FINE:The wind rises - M00509758:Overdue item...	1	\$ 3.00
2	FINE:Vampire academy - 85561531:Overdue item...	1	\$ 3.00
3	FINE:Jersey boys - M00612422:Overdue item...	1	\$ 3.00
4	FINE:Rabbit-proof fence - 64476420:Overdue item...	1	\$ 0.50
5	FINE:California bones - 85682410:Lost - fee ...	1	\$ 24.95

Card Number:

Name: EDWARDS KIMBERLY A

SAM Balance: \$ 0.00

Amount Due: \$ 34.45

Transaction Summary

Item	Cost
FINE:The wind rise...	\$ 3.00
FINE:Vampire acad...	\$ 3.00
FINE:Jersey boys - ...	\$ 3.00
FINE:Rabbit-proof f...	\$ 0.50
FINE:California bon...	\$ 24.95

Sub-Total: \$ 34.45

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 34.45

Payment Type

☒ Cash ☐ Check/Memo

☐ SAM Acct. ☐ Credit/Debit

☐ Combined Payment

☐ No Receipt Needed

# Paying for Merchandise

Select Item and Quantity:

- Fines
  - Merchandise
  - Copies
  - Meeting Room Rental
  - Test
  - Coin Boxes
  - Donation

Card Number:  Search

Name:

SAM Balance:

Amount Due:

Transaction Summary

Item	Cost

Quantity:

☐ Tax Free

rsargent logged

Log Off Delete Delete ALL Reports DO NOT USE

Pay All Fines Refresh Advance Fines

#	Item Description	Quantity	Price

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

- ☒ Cash
- ☐ Check/Memo
- ☐ SAM Acct.
- ☐ Credit/Debit
- ☐ Combined Payment

☐ No Receipt Needed

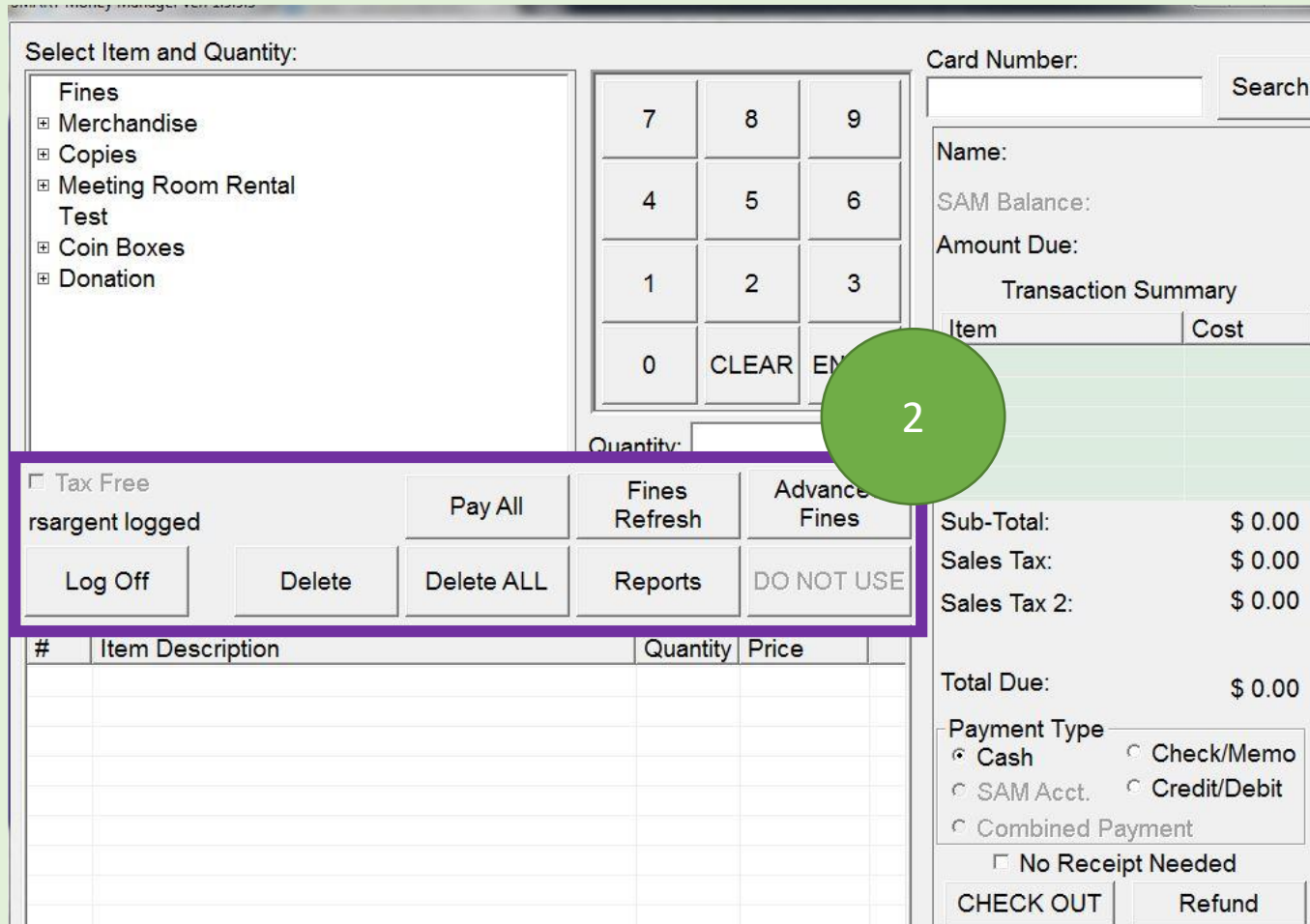
CHECK OUT Refund

Where do you look to pay for merchandise?

- [Box 1](#)
- [Box 2](#)
- [Box 3](#)

Return to [Menu](#)

# Paying for Merchandise



Select Item and Quantity:

Fines

- ☐ Merchandise
- ☐ Copies
- ☐ Meeting Room Rental
- ☐ Test
- ☐ Coin Boxes
- ☐ Donation

Card Number:  Search

Name:

SAM Balance:

Amount Due:

Transaction Summary

Item	Cost

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

- ☒ Cash
- ☐ Check/Memo
- ☐ SAM Acct.
- ☐ Credit/Debit
- ☐ Combined Payment

☐ No Receipt Needed

CHECK OUT Refund

Log Off Delete Delete ALL Reports DO NOT USE

#	Item Description	Quantity	Price

Where do you look to pay for merchandise?

- Box 1
- Box 2 – these generally allow you to change which fines you are paying for.
  - [Go back](#)
- Box 3



[illegible]

- Box 1
- Box 2
- Box 3 – This shows what will be paid for, but you haven't entered the merchandise yet.

- Return to [Menu](#)

# Paying for Merchandise

Correct!

The blue box highlights where the option is.

When you click on it, it will expand to show the types of merchandise.

[Click](#) to move ahead.

Select Item and Quantity:

- ☒ Fines
- ☒ Merchandise
- ☐ Copies
- ☐ Meeting Room Rental
- ☐ Test
- ☐ Coin Boxes
- ☐ Donation

Quantity:

☐ Tax Free

rsargent logged

Log Off Delete Delete ALL Pay All Fines Refresh Advanced Fines Reports DO NOT USE

#	Item Description	Quantity	Price

Card Number:  Search

Name:

SAM Balance:

Amount Due:

Transaction Summary

Item	Cost

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

- ☒ Cash
- ☐ Check/Memo
- ☐ SAM Acct.
- ☐ Credit/Debit
- ☐ Combined Payment

☐ No Receipt Needed

CHECK OUT Refund

Return to [Menu](#)

# Merchandise Quantity

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

**Fines**

- Merchandise
  - Flash Drive (1.85Gb)
  - Headphones
  - Earbuds
  - Bookbag (plastic)
  - Bookbag (cloth)
- Copies
- Meeting Room Rental
- Test
- Coin Boxes
- Donation

Card Number:  Search

Name:

SAM Balance:

Amount Due:

Transaction Summary

Item	Cost

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

- ☒ Cash
- ☐ Check/Memo
- ☐ SAM Acct.
- ☐ Credit/Debit
- ☐ Combined Payment

☐ No Receipt Needed

CHECK OUT Refund

Quantity:

#	Item Description	Quantity	Price

You have expanded the Merchandise options.

Where do you enter the **QUANTITY** of the merchandise to purchase?

- [Box 1](#)
- [Box 2](#)
- [Box 3](#)

Return to [Menu](#)

# Merchandise Quantity

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

**Fines**

- Merchandise
  - Flash Drive (1.85Gb)
  - Headphones
  - Earbuds
  - Bookbag (plastic)
  - Bookbag (cloth)
- Copies
- Meeting Room Rental
- Test
- Coin Boxes
- Donation

Card Number:  Search

Name:

SAM Balance:

Amount Due:

Transaction Summary

Item	Cost

Quantity:

7 8 9

4 5 6

1 2 3

0 CLEAR ENT

Quantity:

☐ Tax Free

stthompson

Log Off Delete Delete ALL Pay All Fines Refresh Reports DO NOT USE

# Item Description Quantity Price

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

☒ Cash ☐ Check/Memo

☐ SAM Acct. ☐ Credit/Debit

☐ Combined Payment

☐ No Receipt Needed

CHECK OUT Refund

You have expanded the Merchandise options.

Now you need to enter the **QUANTITY** of the merchandise to purchase. Which box has the quantity option?

- Box 1
- Box 2 – these generally allow you to change which fines you are paying for.
  - [Go back](#)
- Box 3

Return to [Menu](#)

# Merchandise Quantity

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

**Fines**

- Merchandise
  - Flash Drive (1.85Gb)
  - Headphones
  - Earbuds
  - Bookbag (plastic)
  - Bookbag (cloth)
- Copies
- Meeting Room Rental
- Test
- Coin Boxes
- Donation

Quantity:

☐ Tax Free

sthompson

Log Off Delete Delete ALL Pay All Fines Refresh Advanced Fines Reports DO NOT USE

#	Item Description	Quantity	Price

3

Card Number:  Search

Name:

SAM Balance:

Amount Due:

Transaction Summary

Item	Cost

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

- ☒ Cash
- ☐ Check/Memo
- ☐ SAM Acct.
- ☐ Credit/Debit
- ☐ Combined Payment

☐ No Receipt Needed

CHECK OUT Refund

You have expanded the Merchandise options.

Now you need to enter the **QUANTITY** of the merchandise to purchase. Which box has the quantity option?

- Box 1
- Box 2
- Box 3 – This shows what will be paid for, but you haven't entered the merchandise yet.
- [Go back](#)

Return to [Menu](#)



# Merchandise Quantity

Correct!

The blue box  
highlights where the  
option is.

Click to move ahead.

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

Fines

Merchandise

- Flash Drive (1Gb)
- Headphones
- Earbuds
- Bookbag (plastic)
- Bookbag (cloth)

Copies

- Copies (Black and White)
- Copies (Color)

Meeting Room Rental

Test

7

8

9

4

5

6

1

2

3

0

CLEAR

ENTER

Quantity:

☐ Tax Free

jmorris logged on

Pay All

Fines Refresh

Advanced Fines

Log Off

Delete

Delete ALL

Reports

DO NOT USE

#	Item Description	Quantity	Price
1	Flash Drive (1Gb)	1	\$ 7.00
2	Headphones	1	\$ 2.00
3	Earbuds	1	\$ 1.00
4	Bookbag (plastic)	1	\$ 2.00
5	Bookbag (cloth)	1	\$ 5.00
6	Copies (Black and White)	1	\$ 0.10
7	Copies (Color)	1	\$ 0.50

Card Number:  Search

Name:

SAM Balance:

Amount Due:

Transaction Summary

Item	Cost
Flash Drive (1Gb)	\$ 7.00
Headphones	\$ 2.00
Earbuds	\$ 1.00
Bookbag (plastic)	\$ 2.00
Bookbag (cloth)	\$ 5.00

Sub-Total: \$ 17.60

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 17.60

Payment Type

- ☒ Cash
- ☐ Check/Memo
- ☐ SAM Acct.
- ☐ Credit/Debit
- ☐ Combined Payment

☐ No Receipt Needed

CHECK OUT

Refund

Return to [Menu](#)

# Merchandise – entering the quantity

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

Fines

Merchandise

- Flash Drive (1.85Gb)
- Headphones
- Earbuds
- Bookbag (plastic)
- Bookbag (cloth)

Copies

Meeting Room Rental

Test

Coin Boxes

Donation

Quantity: 2

Transaction Summary

Item	Cost

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

☒ Cash ☐ Check/Memo

☐ SAM Acct. ☐ Credit/Debit

☐ Combined Payment

☐ No Receipt Needed

CHECK OUT Refund

1. Highlight the type of Merchandise being purchased in Box 1.
2. Enter the quantity in Box 2 and click 'Enter'.
3. The merchandise and quantity will appear in Box 3.

Continue to [Amount Due](#)

Otherwise, jump to Paying for [Copies](#) or [Meeting Rooms](#)

Return to [Menu](#)

# Paying for Copies

The screenshot shows a library payment system interface. Three green circles with white numbers highlight specific areas:

- Box 1:** Points to the "Select Item and Quantity" section, which includes a list of items (Fines, Merchandise, Copies, Meeting Room Rental, Test, Coin Boxes, Donation) and a numeric keypad.
- Box 2:** Points to the "Transaction Summary" table, which lists items and their costs.
- Box 3:** Points to the table with columns for Item #, Item Description, Quantity, and Price.

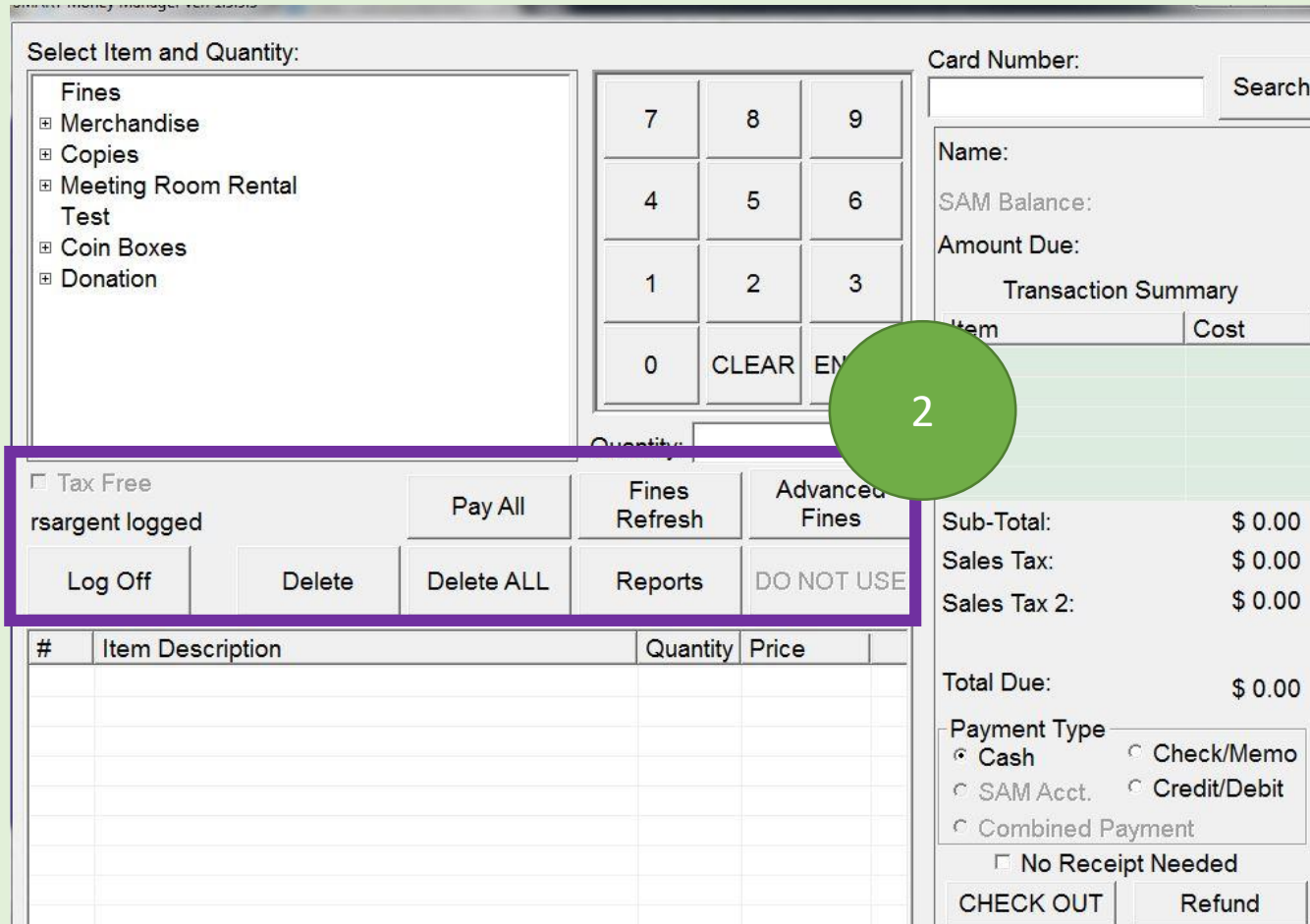
Other visible elements include a "Card Number" field, a "Search" button, a "Name" field, "SAM Balance", "Amount Due", a "Payment Type" section with radio buttons (Cash, Check/Memo, SAM Acct., Credit/Debit, Combined Payment), a "No Receipt Needed" checkbox, and buttons for "CHECK OUT" and "Refund".

Where do you look to pay for copies?

- [Box 1](#)
- [Box 2](#)
- [Box 3](#)

Return to [Menu](#)

# Paying for Copies



Select Item and Quantity:

- Fines
- Merchandise
- Copies
- Meeting Room Rental
- Test
- Coin Boxes
- Donation

Card Number:  Search

Name:

SAM Balance:

Amount Due:

Transaction Summary

Item	Cost

Sub-Total: \$ 0.00  
Sales Tax: \$ 0.00  
Sales Tax 2: \$ 0.00  
Total Due: \$ 0.00

Payment Type  
☒ Cash ☐ Check/Memo  
☐ SAM Acct. ☐ Credit/Debit  
☐ Combined Payment

☐ No Receipt Needed

CHECK OUT Refund

rsargent logged

Log Off Delete Delete ALL Reports DO NOT USE

#	Item Description	Quantity	Price

Where do you look to pay for copies?

- Box 1
- Box 2 – these generally allow you to change which fines you are paying for.
  - [Go back](#)
- Box 3

[illegible]

- Box 1
- Box 2
- Box 3 – This shows what will be paid for, but you haven't entered the copies yet.

- Go back

Return to [Menu](#)



# Paying for Copies

Correct!

The blue box highlights where the option is.

When you click on it, it will expand to show the options for copies.

[Click](#) to move ahead.

Select Item and Quantity:

- Fines
- Merchandise
- Copies**
- Meeting Room Rental
- Test
- Coin Boxes
- Donation

Quantity:

☐ Tax Free

rsargent logged

Log Off

Delete

Delete ALL

Pay All

Fines Refresh

Advanced Fines

Reports

DO NOT USE

#	Item Description	Quantity	Price

Card Number:  Search

Name:

SAM Balance:

Amount Due:

Transaction Summary

Item	Cost

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

- ☒ Cash
- ☐ Check/Memo
- ☐ SAM Acct.
- ☐ Credit/Debit
- ☐ Combined Payment

☐ No Receipt Needed

CHECK OUT Refund

Return to [Menu](#)

# Copies Quantity

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

- Fines
- Merchandise
- Copies
  - Copies (Black and White)
  - Copies (Color)
- Meeting Room Rental
- Test
- Coin Boxes
- Donation

Card Number:  Search

Name:

SAM Balance:

Amount Due:

Transaction Summary

Item	Cost

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

- ☒ Cash
- ☐ Check/Memo
- ☐ SAM Acct.
- ☐ Credit/Debit
- ☐ Combined Payment

☐ No Receipt Needed

CHECK OUT Refund

Quantity:

Free  
son  
g Off  
Delete  
Delete ALL  
Reports  
DO NOT USE

#	Item Description	Quantity	Price

You have expanded the Copies options.

Where do you enter the **QUANTITY** of the copies to purchase.

- [Box 1](#)
- [Box 2](#)
- [Box 3](#)

Return to [Menu](#)

# Copies Quantity

Select Item and Quantity:

Fines  
Merchandise  
Copies  
Meeting Room Rental  
Test  
Coin Boxes  
Donation

7 8 9  
4 5 6  
1 2 3  
0 CLEAR END

Card Number:  Search

Name:   
SAM Balance:   
Amount Due:

Transaction Summary

Item	Cost

Sub-Total: \$ 0.00  
Sales Tax: \$ 0.00  
Sales Tax 2: \$ 0.00  
Total Due: \$ 0.00

Payment Type  
☒ Cash ☐ Check/Memo  
☐ SAM Acct. ☐ Credit/Debit  
☐ Combined Payment  
☐ No Receipt Needed

CHECK OUT Refund

Log Off Delete Delete ALL Reports DO NOT USE

#	Item Description	Quantity	Price

You have expanded the Copies options.

Now you need to enter the **QUANTITY** of the copies to purchase. Which box has the quantity option?

- Box 1
- Box 2 – these generally allow you to change which fines you are paying for.
  - [Go back](#)
- Box 3

Return to [Menu](#)

[illegible]

Now you need to enter the **QUANTITY** of the copies to purchase. Which box has the quantity option?

- Return to [Menu](#)

# Copies Quantity

Correct!

The blue box highlights where the option is.

You'll highlight the correct option, enter the quantity, and hit Enter. The copies being paid for will appear below.

Continue to [Amount Due](#)

Otherwise, jump to Paying for [Merchandise](#) or [Meeting Rooms](#)

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

Fines	7	8	9
Merchandise	4	5	6
Copies	1	2	3
Copies (Black and White)	0	CLEAR	ENTER
Copies (Color)	Quantity: 3		
Meeting Room Rental			
Test			
Coin Boxes			
Donation			

☐ Tax Free

sthompson

Log Off

Delete

Delete ALL

Pay All

Fines Refresh

Advanced Fines

Reports

DO NOT USE

#	Item Description	Quantity	Price

Card Number:  Search

Name:

SAM Balance:

Amount Due:

Transaction Summary

Item	Cost

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

☒ Cash ☐ Check/Memo

☐ SAM Acct. ☐ Credit/Debit

☐ Combined Payment

☐ No Receipt Needed

CHECK OUT Refund

Return to [Menu](#)



# Paying for Meeting Rooms

The screenshot shows a payment interface with three green circles highlighting specific areas:

- Box 1:** A list of items for selection, including Fines, Merchandise, Copies, Meeting Room Rental, Test, Coin Boxes, and Donation.
- Box 2:** A transaction summary table with columns for Item and Cost.
- Box 3:** A table with columns for Item Description, Quantity, and Price.

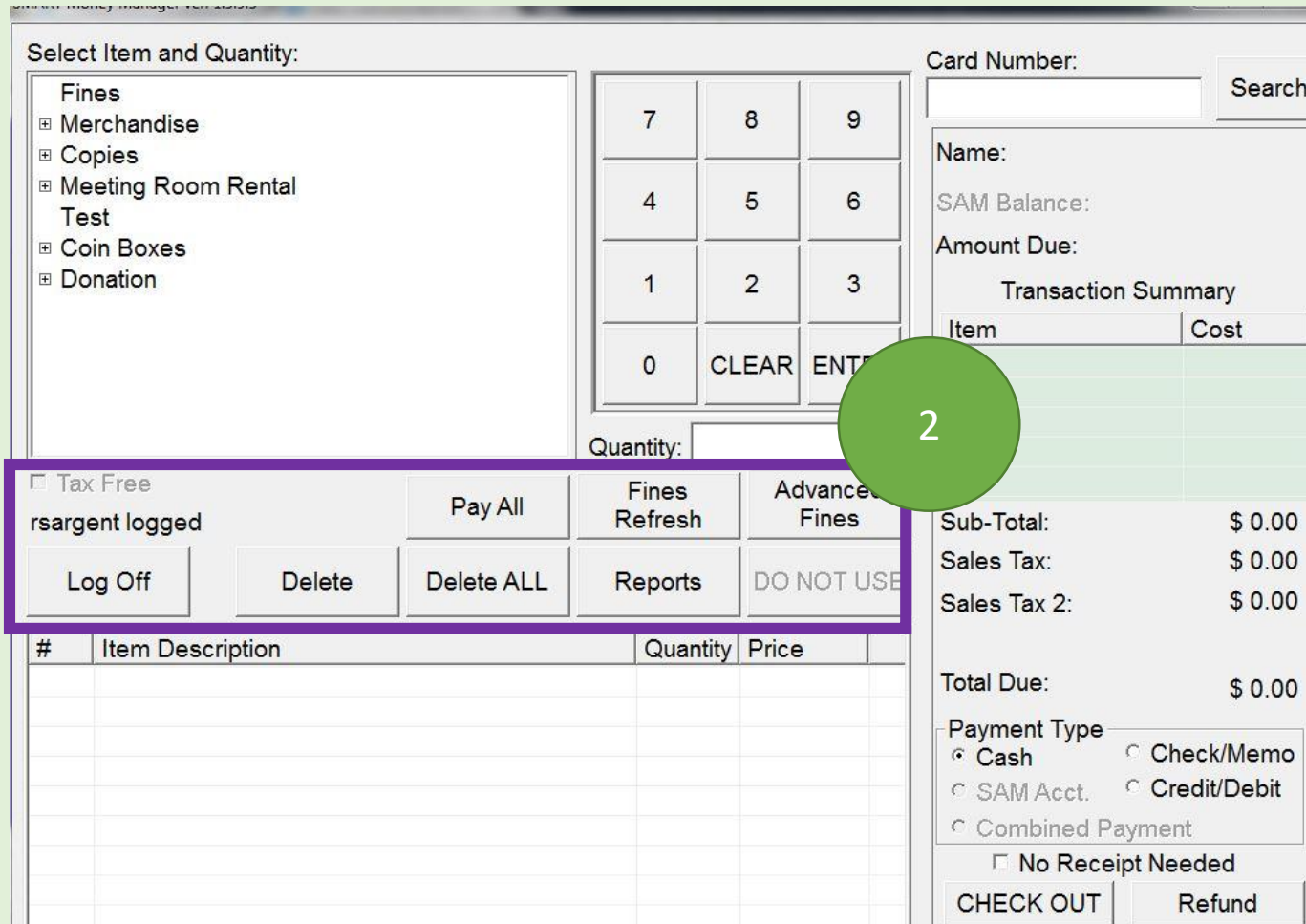
Other visible elements include a Card Number field, a Search button, a Name field, a SAM Balance field, an Amount Due field, a Transaction Summary table, a Sub-Total field, a Sales Tax field, a Sales Tax 2 field, a Total Due field, a Payment Type section with radio buttons for Cash, Check/Memo, SAM Acct., Credit/Debit, and Combined Payment, a checkbox for No Receipt Needed, and buttons for CHECK OUT and Refund.

Where do you look to pay for Meeting Rooms?

- [Box 1](#)
- [Box 2](#)
- [Box 3](#)

Return to [Menu](#)

# Paying for Meeting Rooms



Select Item and Quantity:

- Fines
- Merchandise
- Copies
- Meeting Room Rental
- Test
- Coin Boxes
- Donation

Card Number:  Search

Name:

SAM Balance:

Amount Due:

Transaction Summary

Item	Cost

Quantity:

☐ Tax Free

rsargent logged

Log Off

Delete

Delete ALL

Pay All

Fines Refresh

Advanced Fines

Reports

DO NOT USE

#	Item Description	Quantity	Price

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

- ☒ Cash
- ☐ Check/Memo
- ☐ SAM Acct.
- ☐ Credit/Debit
- ☐ Combined Payment

☐ No Receipt Needed

CHECK OUT

Refund

Where do you look for the button to pay for meeting rooms?

- Box 1
- Box 2 – these generally allow you to change which fines you are paying for.
  - [Go back](#)
- Box 3

**Select Item and Quantity:**

Fines	7	8	9
Merchandise	4	5	6
Copies	1	2	3
Meeting Room Rental	0	CLEAR	ENTER
Test			
Coin Boxes			
Donation			

Quantity:

☐ Tax Free

rsargent logged

Log Off      Delete      Delete ALL      Pay All      Fines Refresh      Advanced Fines      Reports      DO NOT USE

#	Item Description	Quantity	Price

Card Number:  Search

Name: \_\_\_\_\_

SAM Balance: \_\_\_\_\_

Amount Due: \_\_\_\_\_

**Transaction Summary**

Item	Cost

Sub-Total: \$ 0.00  
Sales Tax: \$ 0.00  
Sales Tax 2: \$ 0.00  
  
Total Due: \$ 0.00

Payment Type:  
☒ Cash      ☐ Check/Memo  
☐ SAM Acct.      ☐ Credit/Debit  
☐ Combined Payment  
☐ No Receipt Needed

CHECK OUT      Refund

- Box 1
- Box 2
- Box 3 – This shows what will be paid for, but you haven't entered the meeting rooms yet.

- Go back

Return to [Menu](#)

# Paying for Meeting Rooms

Correct!

The blue box highlights where the option is.

Clicking this option will expand the view of meeting room options.

[Click](#) to move ahead.

Select Item and Quantity:

- Fines
- ☒ Merchandise
- ☒ Copies
- ☒ Meeting Room Rental
- Test
- ☒ Coin Boxes
- ☒ Donation

Quantity:

☐ Tax Free

rsargent logged

Log Off Delete Delete ALL Pay All Fines Refresh Advanced Fines Reports DO NOT USE

#	Item Description	Quantity	Price

Card Number:  Search

Name:

SAM Balance:

Amount Due:

Transaction Summary

Item	Cost

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

- ☒ Cash
- ☐ Check/Memo
- ☐ SAM Acct.
- ☐ Credit/Debit
- ☐ Combined Payment

☐ No Receipt Needed

CHECK OUT Refund

Return to [Menu](#)

# Paying for Meeting Rooms – Select Room

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

☒ Meeting Room Rental

- Almonte Room A
- Belle Isle Room A
- Belle Isle Room B
- Belle Isle Room C
- Belle Isle Room A and B
- Belle Isle Room A B C
- Bethany Room A
- Bethany Room B
- Bethany Room A and B
- Capitol Hill FF
- Capitol Hill Basement

Quantity: 3

☐ Tax Free

sthompson

Log Off Delete Delete ALL Pay All Fines Refresh Reports DO NOT USE

#	Item Description	Quantity	Price

Card Number:  Search

Name:

SAM Balance:

Amount Due:

Transaction Summary

Item	Cost

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

☒ Cash ☐ Check/Memo

☐ SAM Acct. ☐ Credit/Debit

☐ Combined Payment

☐ No Receipt Needed

CHECK OUT Refund

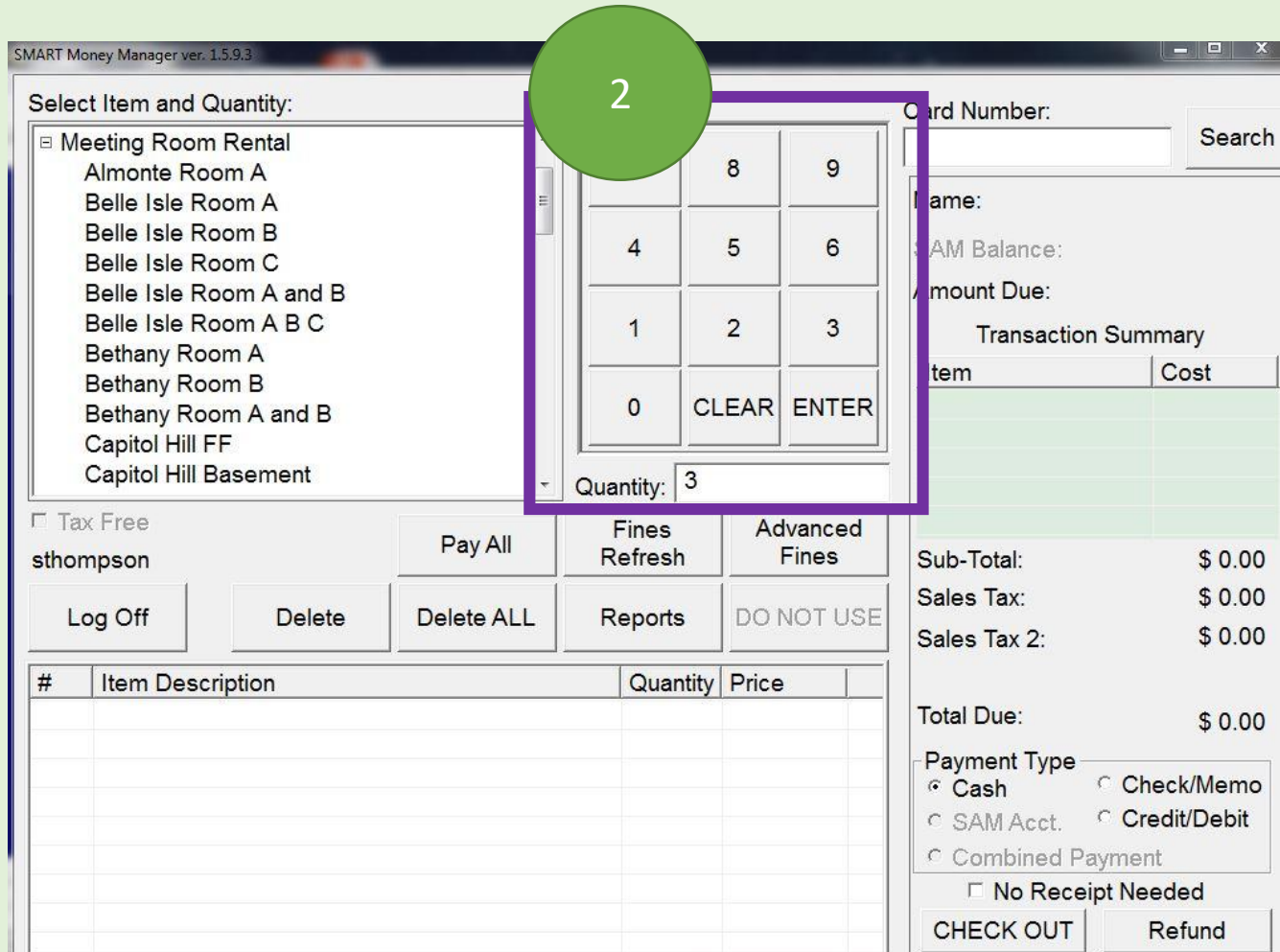
1. Select the Room being reserved.

[Click](#) to move ahead.

Return to [Menu](#)



# Paying for Meeting Rooms – Number of Hours



SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

☒ Meeting Room Rental

- Almonte Room A
- Belle Isle Room A
- Belle Isle Room B
- Belle Isle Room C
- Belle Isle Room A and B
- Belle Isle Room A B C
- Bethany Room A
- Bethany Room B
- Bethany Room A and B
- Capitol Hill FF
- Capitol Hill Basement

Quantity: 3

Card Number:  Search

Name:

SAM Balance:

Amount Due:

Transaction Summary

Item	Cost

Sub-Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

☒ Cash ☐ Check/Memo

☐ SAM Acct. ☐ Credit/Debit

☐ Combined Payment

☐ No Receipt Needed

CHECK OUT Refund

Log Off Delete Delete ALL Reports DO NOT USE

#	Item Description	Quantity	Price

2. Enter the number of hours being reserved (whole numbers only).

3. Click Enter.

[Click](#) to move ahead.

Return to [Menu](#)

# Paying for Meeting Rooms - Discount

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

- Belle Isle Room A
- Belle Isle Room B
- Belle Isle Room
- Belle Isle Room
- Bethany Room
- Bethany Room B
- Bethany Room A and B
- Capitol Hill FF
- Capitol Hill Basement
- Choctaw Room A
- Downtown Single Classroom

7 8 9

4 5 6

4

The system allows a discount for this item, would you like to apply a discount?

25 % 50 % 30 % 40 %

No discount for this item.

Card Number: 17547093 Clear

Name: WHITE JESSICA G

SAM Balance: \$ 0.00

Amount Due: \$ 1.60

Transaction Summary

Item	Cost
FINE:Happyface - 3...	\$ 0.80
FINE:Maran illustrat...	\$ 0.20
FINE:It - 81493291...	\$ 0.60

Sub-Total: \$ 1.60

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 1.60

Payment Type

☒ Cash ☐ Check/Memo

☐ SAM Acct. ☐ Credit/Debit

☐ Combined Payment

☐ No Receipt Needed

CHECK OUT Refund

rsargent logged

Log Off Delete

#	Item Description		
1	FINE:Happyface - 36391673:Overdue item fin...	1	\$ 0.80
2	FINE:Maran illustrated effortless algebra, - 757...	1	\$ 0.20
3	FINE:It - 81493291:Overdue item fine - \$ 0.60	1	\$ 0.60

4. Select the discount being applied for that reservation.

- 25%
- 50%
- No discount

[Click](#) to move ahead.

Return to [Menu](#)

# Paying for Meeting Rooms

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

Meeting Room Rental

Almonte Room A

Belle Isle Room A

Belle Isle Room B

Belle Isle Room C

Belle Isle Room A and B

Belle Isle Room A B C

Bethany Room A

Bethany Room B

Bethany Room A and B

Capitol Hill FF

Capitol Hill Basement

7

8

9

4

5

6

1

2

3

0

CLEAR

ENTER

Quantity:

Pay All

Fines Refresh

Advanced Fines

Log Off

Delete

Delete ALL

Reports

DO NOT USE

#	Item Description	Quantity	Price
1	Almonte Room A	3	\$ 120.00

Card Number: 

Search

Name:

SAM Balance:

Amount Due:

Transaction Summary

Item	Cost
Almonte Room A	\$ 120.00
Sub-Total:	\$ 120.00
Sales Tax:	\$ 0.00
Sales Tax 2:	\$ 0.00
Total Due:	\$ 120.00

Payment Type

☒ Cash

☐ Check/Memo

☐ SAM Acct.

☐ Credit/Debit

☐ Combined Payment

☐ No Receipt Needed

CHECK OUT

Refund

5. The room is now entered and can be paid for.

Remember to also mark the room as paid in Library Calendar!

Continue to [Amount Due](#)

Otherwise, jump to Paying for [Merchandise](#) or [Copies](#)

Return to [Menu](#)

# Amount Due

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

Fines

FINE:The wind rises - M00509758:Overdue item - 1

FINE:Vampire academy - 85561531:Overdue item - 1

FINE:Jersey boys - M00612422:Overdue item - 1

FINE:Rabbit-proof fence - 64476420:Overdue item - 1

FINE:California bones - 85682410:Lost - fee ... 1

Fine Partial Payment

Fine Partial Waive

Merchandise

Copies

Meeting Room Rental

Test

8

9

4

5

6

1

2

3

0

CLEAR

ENTER

Quantity:

Log Off

Delet

LL

Reports

DO NOT USE

ALL

Fines Refresh

Advanced Fines

#	Item Description	Quantity	Price
1	FINE:The wind rises - M00509758:Overdue item - 1	1	\$ 3.00
2	FINE:Vampire academy - 85561531:Overdue item - 1	1	\$ 3.00
3	FINE:Jersey boys - M00612422:Overdue item - 1	1	\$ 3.00
4	FINE:Rabbit-proof fence - 64476420:Overdue item - 1	1	\$ 0.50
5	FINE:California bones - 85682410:Lost - fee ... 1	1	\$ 24.95

Card Number: 11751931

Name: EDWARDS KIMBERLY

SAM Balance: \$ 0.00

Amount Due: \$ 34.45

Transaction Summary

Item	Cost
FINE:The wind rise...	\$ 3.00
FINE:Vampire acad...	\$ 3.00
FINE:Jersey boys -...	\$ 3.00
FINE:Rabbit-proof f...	\$ 0.50
FINE:California bon...	\$ 24.95

Sub-Total: \$ 34.45

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 34.45

Payment Type

☒ Cash ☐ Check/Memo

☐ SAM Acct. ☐ Credit/Debit

☐ Combined Payment

☐ No Receipt Needed

CHECK OUT Refund

1

2

3

Where do you look for the total amount the member will be charged?

- [Box 1](#)
- [Box 2](#)
- [Box 3](#)

# Amount Due

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

**1**

☐ Fines

FINE:The wind rises - M00509758:Overdue item - 1

FINE:Vampire academy - 85561531:Overdue item - 1

FINE:Jersey boys - M00612422:Overdue item - 1

FINE:Rabbit-proof fence - 64476420:Overdue item - 1

FINE:California bones - 85682410:Lost - fee ... 1

Fine Partial Payment

Fine Partial Waive

☐ Merchandise

☐ Copies

☐ Meeting Room Rental

Test

Quantity:

☐ Tax Free

jmorris logged on

Pay All

Fines Refresh

Advanced Fines

Log Off

Delete

Delete ALL

Reports

DO NOT USE

#	Item Description	Quantity	Price
1	FINE:The wind rises - M00509758:Overdue item - 1	1	\$ 3.00
2	FINE:Vampire academy - 85561531:Overdue item - 1	1	\$ 3.00
3	FINE:Jersey boys - M00612422:Overdue item - 1	1	\$ 3.00
4	FINE:Rabbit-proof fence - 64476420:Overdue item - 1	1	\$ 0.50
5	FINE:California bones - 85682410:Lost - fee ... 1	1	\$ 24.95

Card Number: 11751931

Clear

Name: EDWARDS KIMBERLY A

SAM Balance: \$ 0.00

Amount Due: \$ 34.45

Transaction Summary

Item	Cost
FINE:The wind rise...	\$ 3.00
FINE:Vampire acad...	\$ 3.00
FINE:Jersey boys -...	\$ 3.00
FINE:Rabbit-proof f...	\$ 0.50
FINE:California bon...	\$ 24.95

Sub-Total: \$ 34.45

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 34.45

Payment Type

☒ Cash

☐ Check/Memo

☐ SAM Acct.

☐ Credit/Debit

☐ Combined Payment

☐ No Receipt Needed

CHECK OUT

Refund

Where do you look for the total amount the member will be charged?

- Box 1 – oops! This shows all the charges on the customer's account.

- [Go back](#)

- Box 2
- Box 3

Return to [Menu](#)



# Amount Due

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

☒ Fines

- FINE:The wind rises - M00509758:Overdue
- FINE:Vampire academy - 85561531:Overdue
- FINE:Jersey boys - M00612422:Overdue item
- FINE:Rabbit-proof fence - 64476420:Overdue
- FINE:California bones - 85682410:Lost - fee
- Fine Partial Payment
- Fine Partial Waive

☐ Merchandise

☐ Copies

☐ Meeting Room Rental

Test

☐ Tax Free

jmorris logged on

Log Off

Delete

Quantity:

7 8 9

4 5 6

1 2 3

0 CLEAR ENTER

Fines Refresh

Advanced Fines

Reports

DO NOT USE

#	Item Description	Quantity	Price
1	FINE:The wind rises - M00509758:Overdue item	1	\$ 3.00
2	FINE:Vampire academy - 85561531:Overdue item	1	\$ 3.00
3	FINE:Jersey boys - M00612422:Overdue item	1	\$ 3.00
4	FINE:Rabbit-proof fence - 64476420:Overdue item	1	\$ 0.50
5	FINE:California bones - 85682410:Lost - fee	1	\$ 24.95

Card Number: 11751931 Clear

Name: EDWARDS KIMBERLY A

SAM Balance: \$ 0.00

Amount Due: \$ 34.45

Transaction Summary

Item	Cost
FINE:The wind rise...	\$ 3.00
FINE:Vampire acad...	\$ 3.00
FINE:Jersey boys -...	\$ 3.00
FINE:Rabbit-proof f...	\$ 0.50
FINE:California bon...	\$ 24.95

Sub-Total: \$ 34.45

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 34.45

Payment Type

☒ Cash ☐ Check/Memo

☐ SAM Acct. ☐ Credit/Debit

☐ Combined Payment

☐ No Receipt Needed

CHECK OUT Refund

Where do you look for the total amount the member will be charged?

- Box 1
- Box 2 – oops! This does show everything that will be paid for, but it doesn't total it up.
  - [Go back](#)
- Box 3

# Amount Due

Correct!

The blue box highlights where the amount the customer will pay is.

There is another place under the customer name that says Amount Due. This is the TOTAL amount that is on the customer's account – NOT what is being paid.

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

- ☐ Fines
  - FINE:The wind rises - M00509758:Overdue
  - FINE:Vampire academy - 85561531:Overdue
  - FINE:Jersey boys - M00612422:Overdue
  - FINE:Rabbit-proof fence - 64476420:Overdue
  - FINE:California bones - 85682410:Lost - fee
  - Fine Partial Payment
  - Fine Partial Waive
- ☐ Merchandise
- ☐ Copies
- ☐ Meeting Room Rental

Quantity:

☐ Tax Free

jmorris logged on

Log Off Delete Delete ALL Reports DO NOT USE

Pay All Fines Refresh Advanced Fines

#	Item Description	Quantity	Price
1	FINE:The wind rises - M00509758:Overdue ite...	1	\$ 3.00
2	FINE:Vampire academy - 85561531:Overdue i...	1	\$ 3.00
3	FINE:Jersey boys - M00612422:Overdue item...	1	\$ 3.00
4	FINE:Rabbit-proof fence - 64476420:Overdue...	1	\$ 0.50
5	FINE:California bones - 85682410:Lost - fee ...	1	\$ 24.95

Card Number: 11751931 Clear

Name: EDWARDS KIMBERLY A

SAM Balance: \$ 0.00

Amount Due: \$ 34.45

Transaction Summary

Item	Cost
FINE:The wind rise...	\$ 3.00
FINE:Vampire acad...	\$ 3.00
FINE:Jersey boys -...	\$ 3.00
FINE:Rabbit-proof f...	\$ 0.50
FINE:California bon...	\$ 24.95

Sub-Total: \$ 34.45

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 34.45

Payment Type

☒ Cash ☐ Check/Memo

☐ SAM Acct. ☐ Credit/Debit

☐ Combined Payment

☐ No Receipt Needed

CHECK OUT Refund

I want to Check Out now using:

Cash

Check

Credit

Return to [Menu](#)

# Checking Out with Cash

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

**Box 1** (Callout to numeric keypad)

**Box 2** (Callout to item list)

Card Number: 11751931

Name: EDWARDS KIMBERLY A

SAM Balance: \$ 0.00

Amount Due: \$ 34.45

Transaction Summary

Item	Cost
FINE:The wind rise...	\$ 3.00
FINE:Vampire acad...	\$ 3.00
FINE:Jersey boys -...	\$ 3.00
FINE:Rabbit-proof f...	\$ 0.50
FINE:California bon...	\$ 24.95

Sub-Total: \$ 34.45

Sales Tax: \$ 0.00

Sales Tax 2:

Total Due:

**Box 3** (Callout to Payment Type section)

Payment Type

☒ Cash ☐ Check/Memo

☐ SAM Acct. ☐ Credit/Debit

☐ Combined Payment

☐ No Receipt Needed

Log Off Delete Delete ALL Reports DO NOT USE

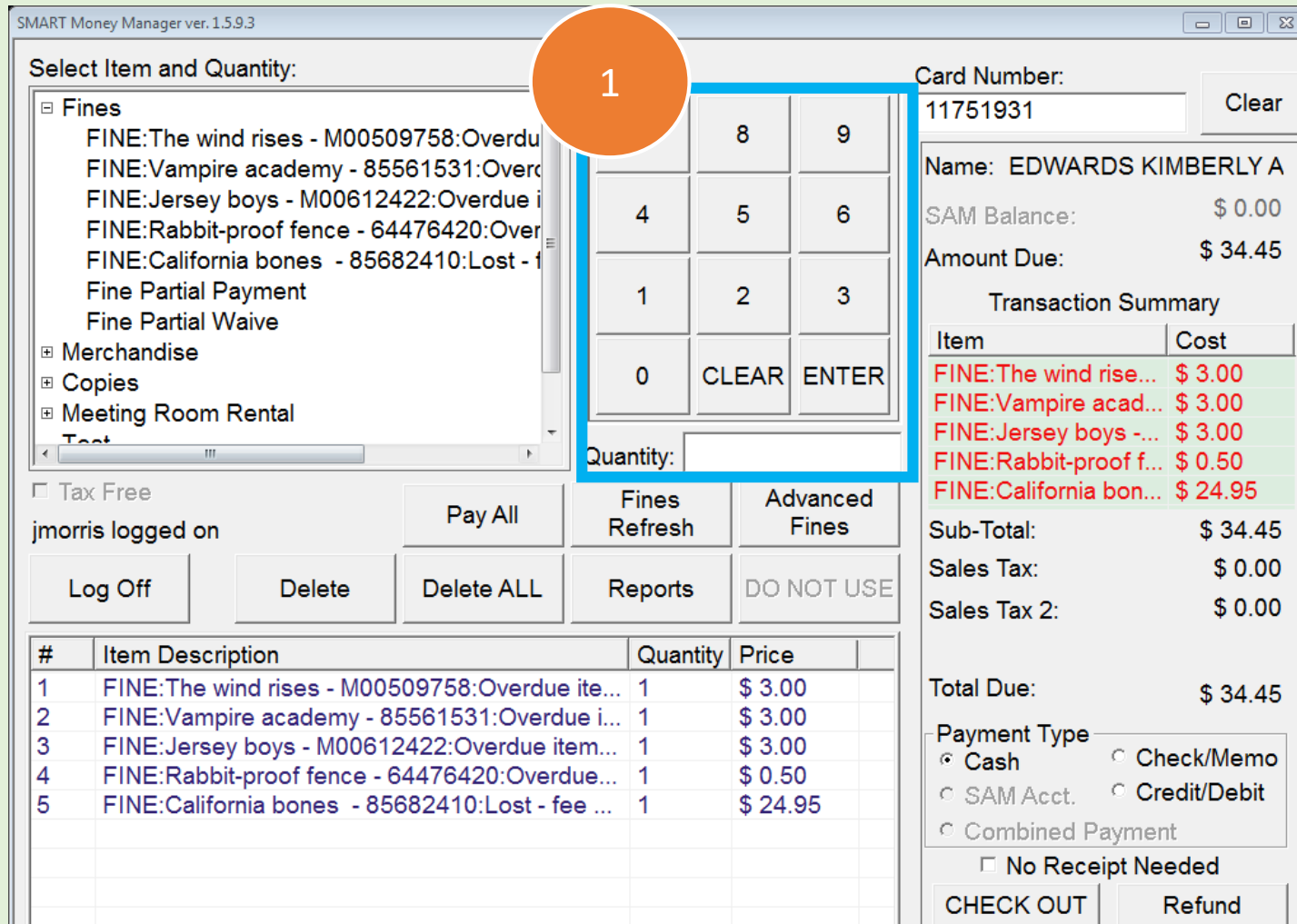
#	Item Description	Quantity	Price
1	FINE:The wind rises - M00509758:Overdue ite...	1	\$ 3.00
2	FINE:Vampire academy - 85561531:Overdue i...	1	\$ 3.00
3	FINE:Jersey boys - M00612422:Overdue item...	1	\$ 3.00
4	FINE:Rabbit-proof fence - 64476420:Overdue...	1	\$ 0.50
5	FINE:California bones - 85682410:Lost - fee ...	1	\$ 24.95

Where do you select the payment type?

- [Box 1](#)
- [Box 2](#)
- [Box 3](#)

Return to [Menu](#)

# Checking Out with Cash



SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

- Fines
  - FINE:The wind rises - M00509758:Overdue
  - FINE:Vampire academy - 85561531:Overdue
  - FINE:Jersey boys - M00612422:Overdue
  - FINE:Rabbit-proof fence - 64476420:Overdue
  - FINE:California bones - 85682410:Lost - fee
  - Fine Partial Payment
  - Fine Partial Waive
- Merchandise
- Copies
- Meeting Room Rental

Card Number: 11751931 Clear

Name: EDWARDS KIMBERLY A

SAM Balance: \$ 0.00

Amount Due: \$ 34.45

Transaction Summary

Item	Cost
FINE:The wind rise...	\$ 3.00
FINE:Vampire acad...	\$ 3.00
FINE:Jersey boys -...	\$ 3.00
FINE:Rabbit-proof f...	\$ 0.50
FINE:California bon...	\$ 24.95

Sub-Total: \$ 34.45

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 34.45

Payment Type

- ☒ Cash ☐ Check/Memo
- ☐ SAM Acct. ☐ Credit/Debit
- ☐ Combined Payment

☐ No Receipt Needed

CHECK OUT Refund

Quantity:

Log Off Delete Delete ALL Reports DO NOT USE

#	Item Description	Quantity	Price
1	FINE:The wind rises - M00509758:Overdue ite...	1	\$ 3.00
2	FINE:Vampire academy - 85561531:Overdue i...	1	\$ 3.00
3	FINE:Jersey boys - M00612422:Overdue item...	1	\$ 3.00
4	FINE:Rabbit-proof fence - 64476420:Overdue...	1	\$ 0.50
5	FINE:California bones - 85682410:Lost - fee ...	1	\$ 24.95

Where do you select the payment type?

- Box 1 – this allows you to change the quantity of merchandise, copies, etc.
- [Go back](#)
- Box 2
- Box 3

Return to [Menu](#)

# Checking Out with Cash

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

☐ Fines

- FINE:The wind rises - M00509758:Overdue item - 1
- FINE:Vampire academy - 85561531:Overdue item - 1
- FINE:Jersey boys - M00612422:Overdue item - 1
- FINE:Rabbit-proof fence - 64476420:Overdue item - 1
- FINE:California bones - 85682410:Lost - fee ... 1
- Fine Partial Payment
- Fine Partial Waive

☐ Merchandise

- Room Rental

Quantity:

Card Number:

Name: EDWARDS KIMBERLY A

SAM Balance: \$ 0.00

Amount Due: \$ 34.45

Transaction Summary

Item	Cost
FINE:The wind rise...	\$ 3.00
FINE:Vampire acad...	\$ 3.00
FINE:Jersey boys -...	\$ 3.00
FINE:Rabbit-proof f...	\$ 0.50
FINE:California bon...	\$ 24.95

Sub-Total: \$ 34.45

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 34.45

Payment Type

☒ Cash ☐ Check/Memo

☐ SAM Acct. ☐ Credit/Debit

☐ Combined Payment

☐ No Receipt Needed

Log Off Delete Delete ALL Reports DO NOT USE

#	Item Description	Quantity	Price
1	FINE:The wind rises - M00509758:Overdue item - 1	1	\$ 3.00
2	FINE:Vampire academy - 85561531:Overdue item - 1	1	\$ 3.00
3	FINE:Jersey boys - M00612422:Overdue item - 1	1	\$ 3.00
4	FINE:Rabbit-proof fence - 64476420:Overdue item - 1	1	\$ 0.50
5	FINE:California bones - 85682410:Lost - fee ... 1	1	\$ 24.95

Where do you select the payment type?

- Box 1
- Box 2 – these generally allow you to change which fines you are paying for
  - [Go back](#)
- Box 3

Return to [Menu](#)



# Checking out with Cash

Correct!

The blue box highlights where the option is.

Click to move ahead.

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

- ☐ Fines
  - FINE:The wind rises - M00509758:Overdue i...
  - FINE:Vampire academy - 85561531:Overdue i...
  - FINE:Jersey boys - M00612422:Overdue item...
  - FINE:Rabbit-proof fence - 64476420:Overdue...
  - FINE:California bones - 85682410:Lost - fee ...
  - Fine Partial Payment
  - Fine Partial Waive
- ☐ Merchandise
- ☐ Copies
- ☐ Meeting Room Rental
- ☐ Test

Quantity:

☐ Tax Free

jmorris logged on

Log Off Delete Delete ALL Reports DO NOT USE

Pay All Fines Refresh Advanced Fines

#	Item Description	Quantity	Price
1	FINE:The wind rises - M00509758:Overdue ite...	1	\$ 3.00
2	FINE:Vampire academy - 85561531:Overdue i...	1	\$ 3.00
3	FINE:Jersey boys - M00612422:Overdue item...	1	\$ 3.00
4	FINE:Rabbit-proof fence - 64476420:Overdue...	1	\$ 0.50
5	FINE:California bones - 85682410:Lost - fee ...	1	\$ 24.95

Card Number: 11751931 Clear

Name: EDWARDS KIMBERLY A

SAM Balance: \$ 0.00

Amount Due: \$ 34.45

Transaction Summary

Item	Cost
FINE:The wind rise...	\$ 3.00
FINE:Vampire acad...	\$ 3.00
FINE:Jersey boys -...	\$ 3.00
FINE:Rabbit-proof f...	\$ 0.50
FINE:California bon...	\$ 24.95

Sub-Total: \$ 34.45

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 34.45

Payment Type

- ☒ Cash
- ☐ Check/Memo
- ☐ SAM Acct.
- ☐ Credit/Debit
- ☐ Combined Payment

☐ No Receipt Needed

CHECK OUT Refund

Return to [Menu](#)

# Checking Out with Cash – Step 2

The screenshot shows the SMART Money Manager interface. A modal dialog box titled "Enter Amount Tendered" is centered on the screen, featuring a numeric keypad with digits 0-9, a decimal point, and a "CLEAR" button. Below the keypad are "OK" and "Cancel" buttons. The background application window displays a list of items on the left, a card number field at the top right, and a transaction summary table on the right. The transaction summary table lists items and their costs, with a total due of \$1.60. The payment type is set to "Cash".

Item	Cost
FINE:Happyface - 36391673:O	\$ 0.80
FINE:Maran illustrated effortles	\$ 0.20
FINE:It - 81493291:Overdue it	\$ 0.60

Sub-Total:	\$ 1.60
Sales Tax:	\$ 0.00
Sales Tax 2:	\$ 0.00
Total Due:	\$ 1.60

Payment Type:  
☒ Cash  
☐ Check/Memo  
☐ SAM Acct.  
☐ Credit/Debit  
☐ Combined Payment  
☐ No Receipt Needed

CHECK OUT Refund

After you click the Check Out button with Cash selected, a new window appears.

You'll enter the amount of cash **given to you**.

[Click](#) to see what happens when you press Enter/Click OK.

Return to [Menu](#)

# Checking Out with Cash

The screenshot shows the SMART Money Manager ver. 1.5.9.3 interface. A modal dialog box is centered on the screen, displaying "Change Due: \$ 0.00". The background interface includes a "Select Item and Quantity:" section with a list of items (Fines, Merchandise, Copies, Meeting Room Rental, Test, Coin Boxes, Donation) and a numeric keypad. To the right, there are fields for "Card Number:", "Name:", "SAM Balance:", and "Amount Due:". Below these is a "Transaction Summary" table with columns "Item" and "Cost". At the bottom right, there are fields for "Total:", "Sales Tax:", "Sales Tax 2:", and "Total Due:", all showing \$ 0.00. There are also radio buttons for "Payment Type" (Cash, Check/Memo, SAM Acct., Credit/Debit, Combined Payment) and a checkbox for "No Receipt Needed". At the very bottom, there are buttons for "CHECK OUT" and "Refund".

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

- Fines
- Merchandise
- Copies
- Meeting Room Rental
- Test
- Coin Boxes
- Donation

Card Number: [ ] Search

Name:

SAM Balance:

Amount Due:

Transaction Summary

Item	Cost

Change Due: \$ 0.00

rsargent logged

Log Off Delete Delete ALL Reports DO NOT USE

#	Item Description	Quantity	Price

Total: \$ 0.00

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 0.00

Payment Type

- ☒ Cash
- ☐ Check/Memo
- ☐ SAM Acct.
- ☐ Credit/Debit
- ☐ Combined Payment

☐ No Receipt Needed

CHECK OUT Refund

A box will show you the change due to the customer.

Close the window. A receipt will print and the transaction will finalize.

Check Out using: [Check](#) or [Credit](#), OR return to [Menu](#).

# Checking Out with a Check

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

**Box 1** (Numeric Keypad):

8	9	
4	5	6
1	2	3
0	CLEAR	ENTER

**Box 2** (Item List):

- Fines
  - FINE:The wind rises - M00509758:Overdue item - fee ... \$ 3.00
  - FINE:Vampire academy - 85561531:Overdue item - fee ... \$ 3.00
  - FINE:Jersey boys - M00612422:Overdue item - fee ... \$ 3.00
  - FINE:Rabbit-proof fence - 64476420:Overdue item - fee ... \$ 0.50
  - FINE:California bones - 85682410:Lost - fee ... \$ 24.95
  - Fine Partial Payment
  - Fine Partial Waive
- Merchandise
  - Room Rental

**Box 3** (Payment Type):

Payment Type

- ☒ Cash
- ☐ Check/Memo
- ☐ SAM Acct.
- ☐ Credit/Debit
- ☐ Combined Payment

☐ No Receipt Needed

CHECK OUT Refund

Card Number: 11751931 Clear

Name: EDWARDS KIMBERLY A

SAM Balance: \$ 0.00

Amount Due: \$ 34.45

Transaction Summary

Item	Cost
FINE:The wind rise...	\$ 3.00
FINE:Vampire acad...	\$ 3.00
FINE:Jersey boys -...	\$ 3.00
FINE:Rabbit-proof f...	\$ 0.50
FINE:California bon...	\$ 24.95

Sub-Total: \$ 34.45

Sales Tax: \$ 0.00

Sales Tax 2:

Total Due:

Log Off Delete Delete ALL Reports DO NOT USE

Free

Pay All Fines Refresh Advanced Fines

#	Item Description	Quantity	Price
1	FINE:The wind rises - M00509758:Overdue item - fee ...	1	\$ 3.00
2	FINE:Vampire academy - 85561531:Overdue item - fee ...	1	\$ 3.00
3	FINE:Jersey boys - M00612422:Overdue item - fee ...	1	\$ 3.00
4	FINE:Rabbit-proof fence - 64476420:Overdue item - fee ...	1	\$ 0.50
5	FINE:California bones - 85682410:Lost - fee ...	1	\$ 24.95

Where do you select the payment type?

- [Box 1](#)
- [Box 2](#)
- [Box 3](#)

Return to [Menu](#)

# Checking Out with a Check

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

**1**

Card Number: 11751931 Clear

Name: EDWARDS KIMBERLY A

SAM Balance: \$ 0.00

Amount Due: \$ 34.45

Transaction Summary

Item	Cost
FINE:The wind rise...	\$ 3.00
FINE:Vampire acad...	\$ 3.00
FINE:Jersey boys -...	\$ 3.00
FINE:Rabbit-proof f...	\$ 0.50
FINE:California bon...	\$ 24.95

Sub-Total: \$ 34.45

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 34.45

Payment Type

☒ Cash ☐ Check/Memo

☐ SAM Acct. ☐ Credit/Debit

☐ Combined Payment

☐ No Receipt Needed

CHECK OUT Refund

#	Item Description	Quantity	Price
1	FINE:The wind rises - M00509758:Overdue ite...	1	\$ 3.00
2	FINE:Vampire academy - 85561531:Overdue i...	1	\$ 3.00
3	FINE:Jersey boys - M00612422:Overdue item...	1	\$ 3.00
4	FINE:Rabbit-proof fence - 64476420:Overdue...	1	\$ 0.50
5	FINE:California bones - 85682410:Lost - fee ...	1	\$ 24.95

Where do you select the payment type?

- Box 1 – this allows you to change the quantity of merchandise, copies, etc.

- [Go Back](#)

- Box 2

- Box 3

Return to [Menu](#)



# Checking Out with a Check

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

☒ Fines

- FINE:The wind rises - M00509758:Overdue item - 1
- FINE:Vampire academy - 85561531:Overdue item - 1
- FINE:Jersey boys - M00612422:Overdue item - 1
- FINE:Rabbit-proof fence - 64476420:Overdue item - 1
- FINE:California bones - 85682410:Lost - fee ... - 1
- Fine Partial Payment
- Fine Partial Waive

☐ Merchandise

- Room Rental

Quantity:

Card Number:

Name: EDWARDS KIMBERLY A

SAM Balance: \$ 0.00

Amount Due: \$ 34.45

Transaction Summary

Item	Cost
FINE:The wind rise...	\$ 3.00
FINE:Vampire acad...	\$ 3.00
FINE:Jersey boys -...	\$ 3.00
FINE:Rabbit-proof f...	\$ 0.50
FINE:California bon...	\$ 24.95

Sub-Total: \$ 34.45

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 34.45

Payment Type

☒ Cash ☐ Check/Memo

☐ SAM Acct. ☐ Credit/Debit

☐ Combined Payment

☐ No Receipt Needed

Log Off Delete Delete ALL Reports DO NOT USE

#	Item Description	Quantity	Price
1	FINE:The wind rises - M00509758:Overdue item - 1	1	\$ 3.00
2	FINE:Vampire academy - 85561531:Overdue item - 1	1	\$ 3.00
3	FINE:Jersey boys - M00612422:Overdue item - 1	1	\$ 3.00
4	FINE:Rabbit-proof fence - 64476420:Overdue item - 1	1	\$ 0.50
5	FINE:California bones - 85682410:Lost - fee ... - 1	1	\$ 24.95

Where do you select the payment type?

- Box 1
- Box 2 – these generally allow you to change which fines you are paying for
  - [Go back](#)
- Box 3

Return to [Menu](#)

# Checking out with a Check

Correct!

The blue box highlights where the option is.

Click to move ahead.

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

- ☐ Fines
  - FINE:The wind rises - M00509758:Overdue i...
  - FINE:Vampire academy - 85561531:Overdue i...
  - FINE:Jersey boys - M00612422:Overdue item...
  - FINE:Rabbit-proof fence - 64476420:Overdue...
  - FINE:California bones - 85682410:Lost - fee ...
  - Fine Partial Payment
  - Fine Partial Waive
- ☐ Merchandise
- ☐ Copies
- ☐ Meeting Room Rental
- ☐ Test

Quantity:

☐ Tax Free

jmorris logged on

Log Off Delete Delete ALL Reports DO NOT USE

Pay All Fines Refresh Advanced Fines

#	Item Description	Quantity	Price
1	FINE:The wind rises - M00509758:Overdue ite...	1	\$ 3.00
2	FINE:Vampire academy - 85561531:Overdue i...	1	\$ 3.00
3	FINE:Jersey boys - M00612422:Overdue item...	1	\$ 3.00
4	FINE:Rabbit-proof fence - 64476420:Overdue...	1	\$ 0.50
5	FINE:California bones - 85682410:Lost - fee ...	1	\$ 24.95

Card Number: 11751931 Clear

Name: EDWARDS KIMBERLY A

SAM Balance: \$ 0.00

Amount Due: \$ 34.45

Transaction Summary

Item	Cost
FINE:The wind rise...	\$ 3.00
FINE:Vampire acad...	\$ 3.00
FINE:Jersey boys -...	\$ 3.00
FINE:Rabbit-proof f...	\$ 0.50
FINE:California bon...	\$ 24.95

Sub-Total: \$ 34.45

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 34.45

Payment Type

- ☒ Cash
- ☐ Check/Memo
- ☐ SAM Acct.
- ☐ Credit/Debit
- ☐ Combined Payment

☐ No Receipt Needed

CHECK OUT Refund

Return to [Menu](#)

# Checking Out with a Check – Step 2

The screenshot shows the SMART Money Manager ver. 1.5.9.3 interface. A modal dialog box titled "Enter Check Number/Memo" is centered on the screen. The dialog has a text input field at the top, followed by the label "Exact Amount of Purchase only" and a numeric keypad with digits 0-9 and a "CLEAR" button. At the bottom are "OK" and "Cancel" buttons. In the background, the main application window is visible, showing a list of items under "Fines" with "FINE:California bones - 85682410:Lost -" selected. Other visible elements include a "Card Number" field with "11751931", a "Transaction Summary" table, and a "CHECK OUT" button.

#	Item Description
1	FINE:California bones - 85682410:Lost -

	Cost
California bon...	\$ 24.95

Total:	\$ 24.95
Tax:	\$ 0.00
Tax 2:	\$ 0.00
Due:	\$ 24.95

When paying by check, you can **ONLY** pay the exact amount. You cannot provide change back.

Enter the **CHECK NUMBER** in the box as prompted.

Clicking **OK** will complete the transaction and print a receipt.

Check Out using: [Cash](#) or [Credit](#), OR return to [Menu](#).

# Checking Out with a Credit/Debit Card

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

- Fines
  - FINE:The wind rises - M00509758:Overdue item - fee ...
  - FINE:Vampire academy - 85561531:Overdue item - fee ...
  - FINE:Jersey boys - M00612422:Overdue item - fee ...
  - FINE:Rabbit-proof fence - 64476420:Overdue item - fee ...
  - FINE:California bones - 85682410:Lost - fee ...
  - Fine Partial Payment
  - Fine Partial Waive
- Merchandise
  - Room Rental

Quantity:

Card Number: 11751931

Name: EDWARDS KIMBERLY A

SAM Balance: \$ 0.00

Amount Due: \$ 34.45

Transaction Summary

Item	Cost
FINE:The wind rise...	\$ 3.00
FINE:Vampire acad...	\$ 3.00
FINE:Jersey boys -...	\$ 3.00
FINE:Rabbit-proof f...	\$ 0.50
FINE:California bon...	\$ 24.95

Sub-Total: \$ 34.45

Sales Tax: \$ 0.00

Sales Tax 2:

Total Due:

Payment Type

- ☒ Cash
- ☐ Check/Memo
- ☐ SAM Acct.
- ☐ Credit/Debit
- ☐ Combined Payment

☐ No Receipt Needed

#	Item Description	Quantity	Price
1	FINE:The wind rises - M00509758:Overdue item - fee ...	1	\$ 3.00
2	FINE:Vampire academy - 85561531:Overdue item - fee ...	1	\$ 3.00
3	FINE:Jersey boys - M00612422:Overdue item - fee ...	1	\$ 3.00
4	FINE:Rabbit-proof fence - 64476420:Overdue item - fee ...	1	\$ 0.50
5	FINE:California bones - 85682410:Lost - fee ...	1	\$ 24.95

Where do you select the payment type?

- [Box 1](#)
- [Box 2](#)
- [Box 3](#)

Return to [Menu](#)

# Checking Out with a Credit/Debit Card

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

**1**

☐ Fines

FINE:The wind rises - M00509758:Overdue item - 1 - \$3.00

FINE:Vampire academy - 85561531:Overdue item - 1 - \$3.00

FINE:Jersey boys - M00612422:Overdue item - 1 - \$3.00

FINE:Rabbit-proof fence - 64476420:Overdue item - 1 - \$0.50

FINE:California bones - 85682410:Lost - fee - 1 - \$24.95

Fine Partial Payment

Fine Partial Waive

☐ Merchandise

☐ Copies

☐ Meeting Room Rental

☐ Tax Free

jmorris logged on

Pay All

Fines Refresh

Advanced Fines

Log Off

Delete

Delete ALL

Reports

DO NOT USE

#	Item Description	Quantity	Price
1	FINE:The wind rises - M00509758:Overdue item - 1 - \$3.00	1	\$3.00
2	FINE:Vampire academy - 85561531:Overdue item - 1 - \$3.00	1	\$3.00
3	FINE:Jersey boys - M00612422:Overdue item - 1 - \$3.00	1	\$3.00
4	FINE:Rabbit-proof fence - 64476420:Overdue item - 1 - \$0.50	1	\$0.50
5	FINE:California bones - 85682410:Lost - fee - 1 - \$24.95	1	\$24.95

Card Number: 11751931 Clear

Name: EDWARDS KIMBERLY A

SAM Balance: \$ 0.00

Amount Due: \$ 34.45

Transaction Summary

Item	Cost
FINE:The wind rise...	\$ 3.00
FINE:Vampire acad...	\$ 3.00
FINE:Jersey boys -...	\$ 3.00
FINE:Rabbit-proof f...	\$ 0.50
FINE:California bon...	\$ 24.95

Sub-Total: \$ 34.45

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 34.45

Payment Type

☒ Cash ☐ Check/Memo

☐ SAM Acct. ☐ Credit/Debit

☐ Combined Payment

☐ No Receipt Needed

CHECK OUT Refund

Where do you select the payment type?

- Box 1 – this allows you to change the quantity of merchandise, copies, etc.
- [Go Back](#)
- Box 2
- Box 3

Return to [Menu](#)



# Checking Out with a Credit/Debit Card

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

☐ Fines

- FINE:The wind rises - M00509758:Overdue
- FINE:Vampire academy - 85561531:Overdue
- FINE:Jersey boys - M00612422:Overdue
- FINE:Rabbit-proof fence - 64476420:Overdue
- FINE:California bones - 85682410:Lost - fee
- Fine Partial Payment
- Fine Partial Waive

☐ Merchandise

- Room Rental

Quantity:

7	8	9
4	5	6
1	2	3
0	CLEAR	ENTER

Card Number: 11751931

Name: EDWARDS KIMBERLY A

SAM Balance: \$ 0.00

Amount Due: \$ 34.45

Transaction Summary

Item	Cost
FINE:The wind rise...	\$ 3.00
FINE:Vampire acad...	\$ 3.00
FINE:Jersey boys -...	\$ 3.00
FINE:Rabbit-proof f...	\$ 0.50
FINE:California bon...	\$ 24.95

Sub-Total: \$ 34.45

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 34.45

Payment Type

☒ Cash ☐ Check/Memo

☐ SAM Acct. ☐ Credit/Debit

☐ Combined Payment

☐ No Receipt Needed

Log Off Delete Delete ALL Reports DO NOT USE

#	Item Description	Quantity	Price
1	FINE:The wind rises - M00509758:Overdue ite...	1	\$ 3.00
2	FINE:Vampire academy - 85561531:Overdue i...	1	\$ 3.00
3	FINE:Jersey boys - M00612422:Overdue item...	1	\$ 3.00
4	FINE:Rabbit-proof fence - 64476420:Overdue...	1	\$ 0.50
5	FINE:California bones - 85682410:Lost - fee ...	1	\$ 24.95

Where do you select the payment type?

- Box 1
- Box 2 – these generally allow you to change which fines you are paying for
  - [Go back](#)
- Box 3

Return to [Menu](#)

Checking out with a  
Credit/Debit Card

Correct!

The blue box  
highlights where the  
option is.

Click to move ahead.

SMART Money Manager ver. 1.5.9.3

Select Item and Quantity:

- ☐ Fines
  - FINE:The wind rises - M00509758:Overdue item - 3.00
  - FINE:Vampire academy - 85561531:Overdue item - 3.00
  - FINE:Jersey boys - M00612422:Overdue item - 3.00
  - FINE:Rabbit-proof fence - 64476420:Overdue item - 0.50
  - FINE:California bones - 85682410:Lost - fee - 24.95
  - Fine Partial Payment
  - Fine Partial Waive
- ☐ Merchandise
- ☐ Copies
- ☐ Meeting Room Rental
- ☐ Test

Quantity:

☐ Tax Free

jmorris logged on

Log Off Delete Delete ALL Reports DO NOT USE

Pay All Fines Refresh Advanced Fines

#	Item Description	Quantity	Price
1	FINE:The wind rises - M00509758:Overdue item - 3.00	1	\$ 3.00
2	FINE:Vampire academy - 85561531:Overdue item - 3.00	1	\$ 3.00
3	FINE:Jersey boys - M00612422:Overdue item - 3.00	1	\$ 3.00
4	FINE:Rabbit-proof fence - 64476420:Overdue item - 0.50	1	\$ 0.50
5	FINE:California bones - 85682410:Lost - fee - 24.95	1	\$ 24.95

Card Number: 11751931 Clear

Name: EDWARDS KIMBERLY A

SAM Balance: \$ 0.00

Amount Due: \$ 34.45

Transaction Summary

Item	Cost
FINE:The wind rise...	\$ 3.00
FINE:Vampire acad...	\$ 3.00
FINE:Jersey boys - ...	\$ 3.00
FINE:Rabbit-proof f...	\$ 0.50
FINE:California bon...	\$ 24.95

Sub-Total: \$ 34.45

Sales Tax: \$ 0.00

Sales Tax 2: \$ 0.00

Total Due: \$ 34.45

Payment Type

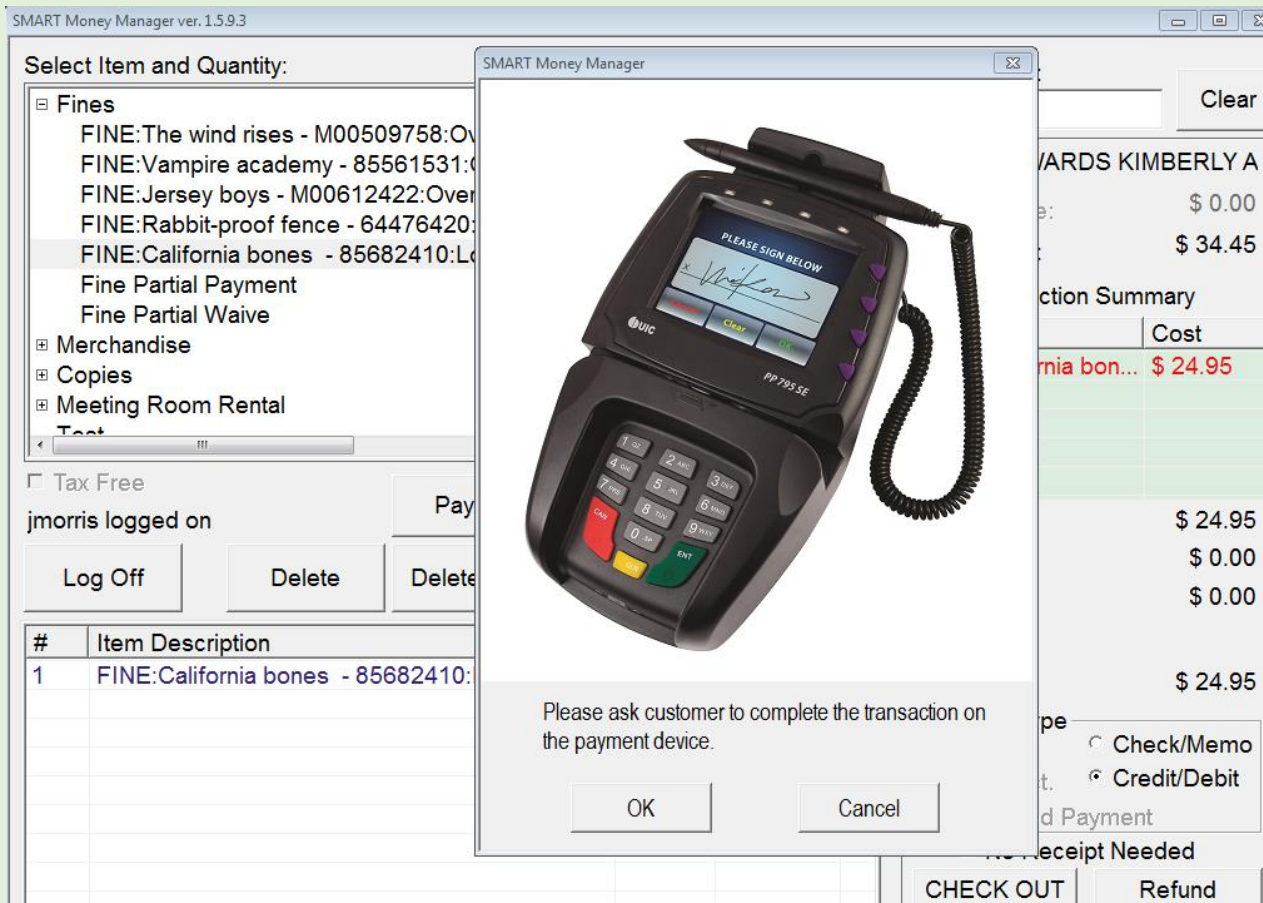
- ☒ Cash
- ☐ Check/Memo
- ☐ SAM Acct.
- ☐ Credit/Debit
- ☐ Combined Payment

☐ No Receipt Needed

CHECK OUT Refund

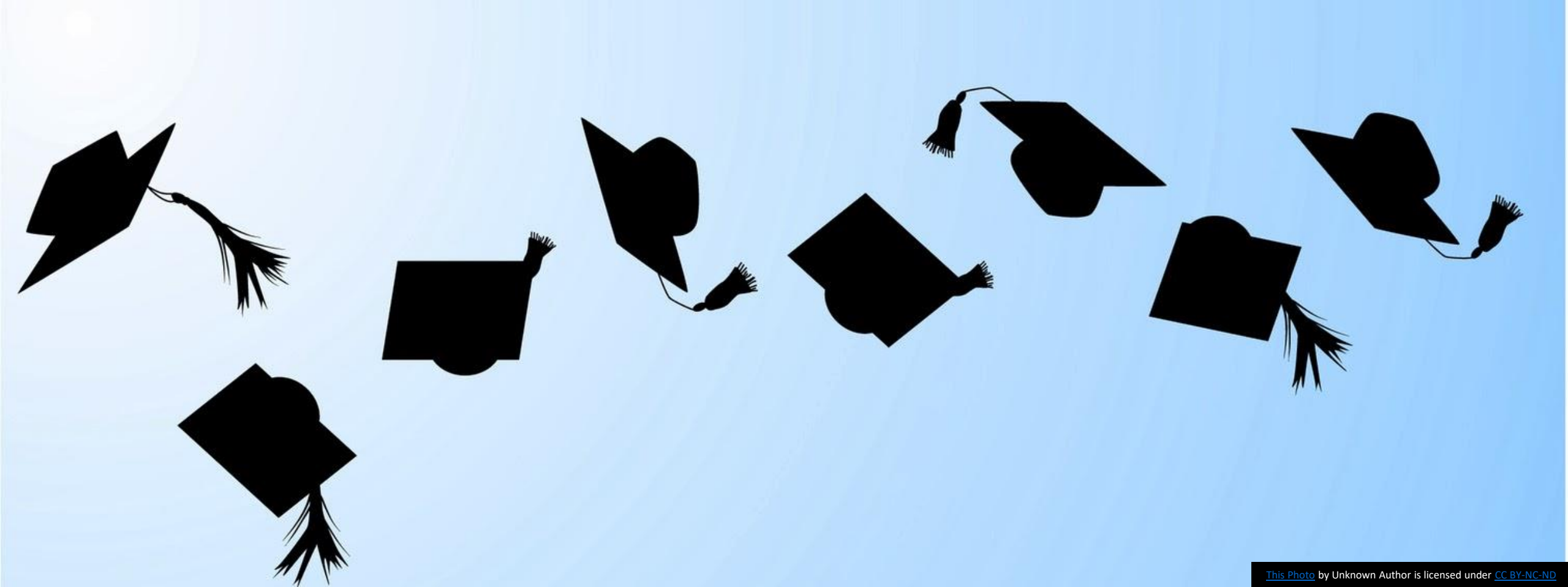
Return to [Menu](#)

# Checking Out with a Credit/Debit Card



- After clicking Check Out when Credit/Debit is selected, this window will display.
- Once the customer has completed their portion, the window will disappear on its own and 2 receipts will print.
- Give one receipt to the customer and keep the other receipt.

Check Out using: [Cash](#) or [Check](#), OR return to [Menu](#)



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# Congratulations!

You have completed  
the POS Practice  
Exercise!