

# Lehi Junior High School

## REMOTE FINES INSTRUCTION SHEET

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

### MAIN SCREEN

Select - ENTER FINES  
Select - TEACHER FINE SCREEN



### TEACHER SCREEN

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

**2. INSERT**  
Click insert of ADD a new FINE.  
**2. CHANGE**  
Select line to change and click change.  
**2. DELETE**  
Select line to delete and click delete.

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

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

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

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

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

**Enter Fine List**

Teacher: BUSHMAN      Class Period: A1      Print Report

Amount	Student	Comment	Class Period	ACTIVITY Account	Pd	Vd	WF Id	9
45.00	BUSHMAN, NATHAN	BK 342 - SCIENCE TODAY	A1	TEXTBOOKS Textbook Fines				1621
0.00			A1	TEXTBOOKS Textbook Fines				0

+ Insert      ▲ Change      - Delete

**Select a Student**

Name	Student Code
BOYD, ANDREW	10000
BOYD, COURTNEY	10001
BOYD, JACOB	10002
BOYD, JACOB	10003
BOYD, JACOB	10004
BOYD, JACOB	10005
BOYD, JACOB	10006
BOYD, JACOB	10007
BOYD, JACOB	10008
BOYD, JACOB	10009
BOYD, JACOB	10010
BOYD, JACOB	10011
BOYD, JACOB	10012
BOYD, JACOB	10013
BOYD, JACOB	10014
BOYD, JACOB	10015
BOYD, JACOB	10016
BOYD, JACOB	10017
BOYD, JACOB	10018
BOYD, JACOB	10019
BOYD, JACOB	10020
BOYD, JACOB	10021
BOYD, JACOB	10022
BOYD, JACOB	10023
BOYD, JACOB	10024
BOYD, JACOB	10025
BOYD, JACOB	10026
BOYD, JACOB	10027
BOYD, JACOB	10028
BOYD, JACOB	10029
BOYD, JACOB	10030
BOYD, JACOB	10031
BOYD, JACOB	10032
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BOYD, JACOB	10036
BOYD, JACOB	10037
BOYD, JACOB	10038
BOYD, JACOB	10039
BOYD, JACOB	10040
BOYD, JACOB	10041
BOYD, JACOB	10042
BOYD, JACOB	10043
BOYD, JACOB	10044
BOYD, JACOB	10045
BOYD, JACOB	10046
BOYD, JACOB	10047
BOYD, JACOB	10048
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BOYD, JACOB	10097
BOYD, JACOB	10098
BOYD, JACOB	10099
BOYD, JACOB	10100

**Select Account**

Line	Account Name	Account Code
1	ACTIVITY ACCOUNT	10000
2	ACTIVITY ACCOUNT	10001
3	ACTIVITY ACCOUNT	10002
4	ACTIVITY ACCOUNT	10003
5	ACTIVITY ACCOUNT	10004
6	ACTIVITY ACCOUNT	10005
7	ACTIVITY ACCOUNT	10006
8	ACTIVITY ACCOUNT	10007
9	ACTIVITY ACCOUNT	10008
10	ACTIVITY ACCOUNT	10009
11	ACTIVITY ACCOUNT	10010
12	ACTIVITY ACCOUNT	10011
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100	ACTIVITY ACCOUNT	10099
101	ACTIVITY ACCOUNT	10100

**ECS** to close