

Genesis G3 Circulation Basics Using Borrower Accounts

Borrower Account Steps:

1. From any of the circulation screens: **check out, check in, renew or hold**, You can make needed changes to the borrower's account information
2. Place the mouse arrow on the purple **Account** button halfway down the screen towards the right hand side, single click the left mouse button or you can hold down the **alt** key while striking the letter **A** key
3. This will bring you another smaller screen called **Borrower Account**
4. Across the bottom of this screen is a row of gray buttons labeled left to right
 - Payment, Add Charge, Adjustment, Purge, Print Statement, Close
5. Place mouse arrow on the gray button for the function you are wanting to do and single click the left mouse button
6. Another screen will popup
7. Key in the charge amount or credit. *Note: If amount are less than a dollar remember to use the decimal key first before putting in the numbers (.50 or 1.25) and no \$ sign symbol is used for adding dollar amounts.*
8. Hit the **enter** key
9. This will pop up another screen enter the proper code for this charge or credit or adjustment (*see code list for fines and fees*), if appropriate you can print a Statement.
10. Hit the **enter** key
11. Now the information has been entered into the borrower's account
12. Place the mouse arrow on the gray **close** button and single click or you can hold down the **alt** key while striking the letter **C** key
13. This will return you to your original circulation screen you started from

