AFO 448 – Change due dates for locations

448.1 Introduction

This AFO offers a general function to allow for the adjustments of due dates for a set of borrowers of a specific location.

Although the specific application is intended for the mobile library environment, it can be seen that this functionality could be useful in other circumstances.
Change due date is intended to allow a select set of loaned items to have their due dates changed globally. Its intended use is to extend a due date. Examples may be a flood or extended power outage occurred over the weekend therefore anything that was due Saturday is now due Monday instead or perhaps a calendar was not properly updated prior to a days loans. Thus preventing the accumulation of fines for borrowers linked to that stop or branch.
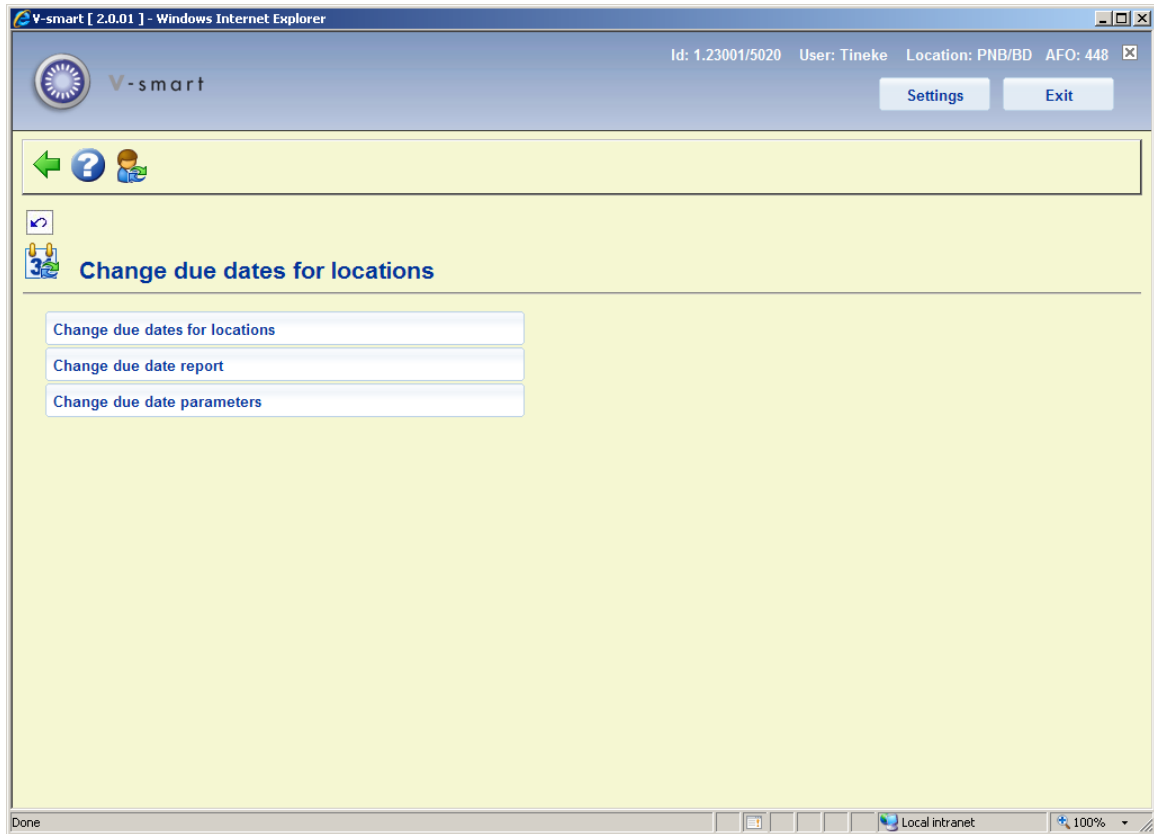
See the help for AFO 449 for more details about mobile library management.

Please note

The actual due date is modified on the item but the dates on any other transactions such as loan fees , fines, invoices, etc. will not be recalculated. The original due date will remain intact.

448.2 Changing dates

After selecting this AFO a menu will be displayed:

The menu options are described in the following paragraphs.

Please note

AFO 449 offers options to change due dates individually or for a specific van, stop or route.

448.2.1 Change due dates

After selecting this option, an input form is displayed:

Fields on the form

Loaning location: Select the Location that the loans are linked to. The Location defaults to the Location you are logged in to.
(You must have the privileges to be able to change your location in order to change the default).

Due date range start/Due date range end: Enter the dates to define a period when loans would become due.

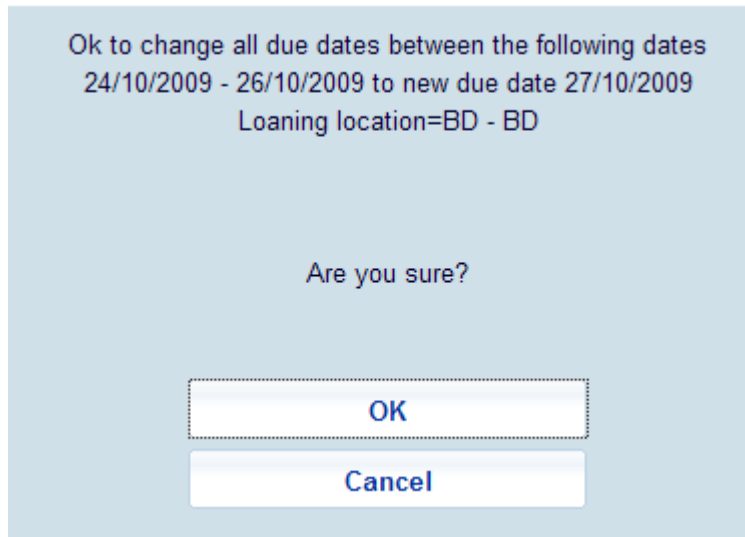**New due date:** Enter the date on which loans will now become due. (See also section 448.2.3).

Borrower category: You can optionally limit the due date change to borrowers of a specific borrower category.

Item category: You can optionally limit the changed due date for items of a specific item category.

Treat as a renewal: Tick the checkbox if you want to treat this a a renewal to the **New due date.** Leave the checkbox unticked if you want to amend the due date without incrementing the renewal count.
If this is a renewal, then the transactions will be logged in the transaction history file as a renewal; otherwise a transaction of the type "Due date change" will be added to the transaction history log for each item modified.

After you have clicked **OK**, the following message is displayed:

Ok to change all due dates between the following dates
24/10/2009 - 26/10/2009 to new due date 27/10/2009
Loaning location=BD - BD

Are you sure?

OK

Cancel

When you click **OK** the standard screen for starting processes is displayed.

Infor recommends that this job is run in Batch mode or scheduled to run in Memory.

The system will globally change all the due dates that fall within the defined range, to the new date.

448.2.2 Change due date report

After selecting this option a summary screen is displayed:
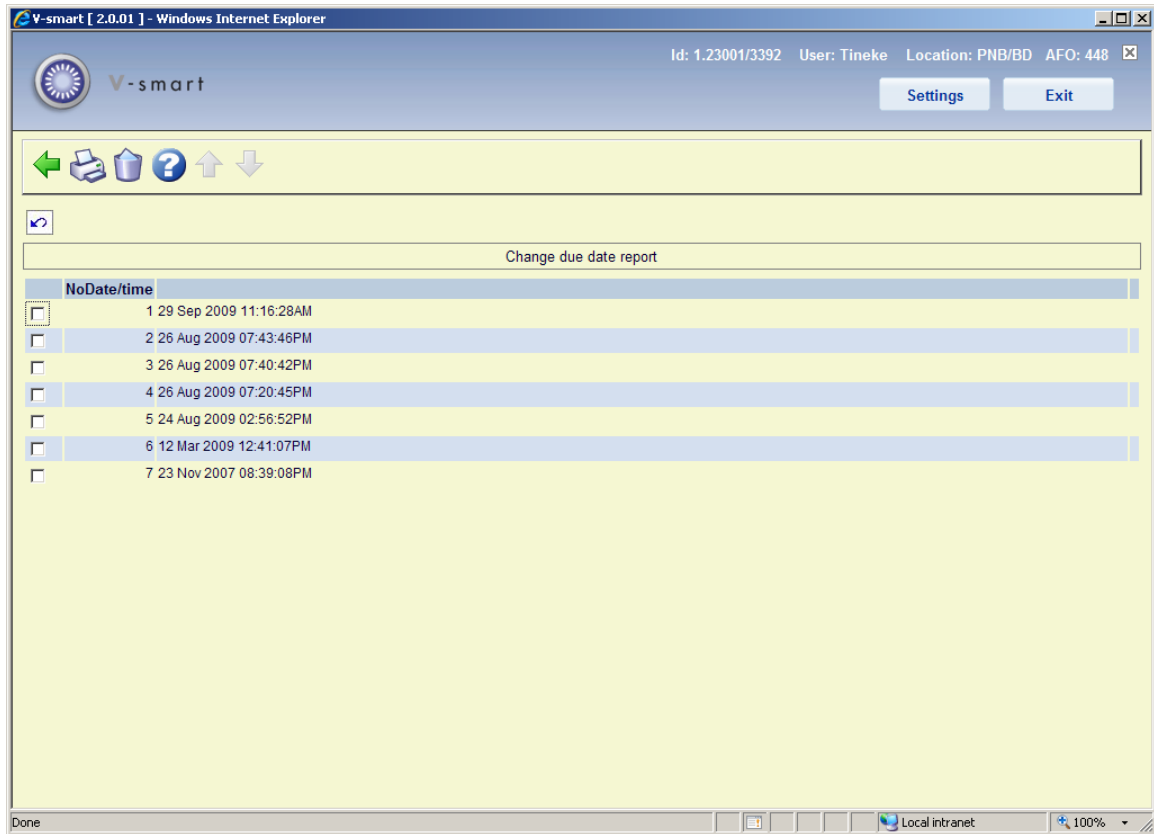
This shows the date and time of all the **Change due date** processes.

Options on the screen

Print report: Select a line and then this option to print the report. The standard screen for outputting information is displayed.

Delete report: Select a line and then this option to delete the report. The system will prompt for confirmation.

Sample report:

```
f2097.txt - Notepad
File  Edit  Format  View  Help

12 Mar 2009 - 12:41:07PM

Change due date
Loaning location
Due date range start                   02/03/2009
Due date range end                     12/03/2009
New due date                           16/03/2009
Borrower category
Item category
Treat as a renewal                     0


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Total changed                          1


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```

The report is just a summary of the number of items which were updated by the global change. The details for the items which were affected by the global change on due dates can be obtained via SSP using the circulation transaction application - Transaction type 43 - Change due date. This will give the details of the old date / new date, who executed the change, etc.

Please note

The report is generated at the time the change of the due dates is done. It will show the date format of the workstation where it was generated. Whatever language you are set to at the time you change the due dates is the language the report is in.

448.2.3 Change due date parameters

After selecting this option, an input form is displayed:
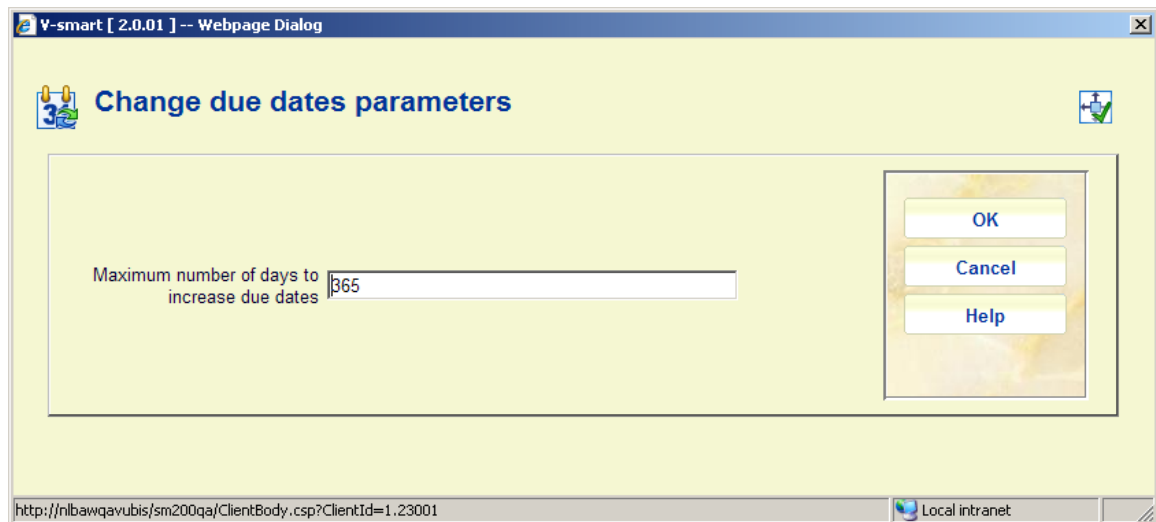
Enter a number of days in the field and click **OK**.

This is a system-wide setting that applies an absolute limit on the number of days by which any loan can be extended.

This applies to due date changes executed via AFO 448 for a specific location.

- **Document control - Change History**

Version	Date	Change description	Author
1.0	October 2009	creation, new AFO part of 2.0 updates	