

7.4 OVERVIEW OF DEBTS

You can see the debts recorded for the member in two ways:

- in the **Entering and settling debts** window
- in the **Entered debts** class

Procedure



1. In the **Member** class, find and select the member.
2. Select the **Object / Entering and settling debts** method.

The **Entering and settling debts** window will open.

Tip:

If you are in the **Home library material** window, click the icon  under member's name.

If you wish to view the current fines, click the **Current fine** button.

When viewing transactions in the **Entering and settling debts** window and in the **Transaction** class, under the transaction types *writing off debts* and *debts deletion*, a reason for deletion or writing off debts will be displayed (column *Reason of deletion/writing off debts*).

In libraries with departments it is possible to select the department for which you wish to see the entered debts in the upper right corner. The department to which you are logged in as a user is selected by default. If you wish to see all debts entered for the member, select *all departments*.

3. On the list of entered debts highlight the debt with the mouse and click the **Show** button.

In the **Viewing – Entered debts** window, details on the entered debt will be displayed.

If any debts were already partially settled, the original number of items will be displayed in the column “No. of items – initial”, and the amount settled will be displayed in the column “Paid”.