

7.5 DELETING DEBTS

Debts entered for the member can be deleted in the **Entering and settling debts** window. Highlight the debt(s) on the list of entered debts and click the **Delete debts** button.

If a library has the local code list *Reasons for deletion/writing off debts (CODE 317)*, select the reason for deletion when deleting the debt.



Tip:

A library can create the local code list *Reasons for deletion/writing off debts (CODE 317)*. If a library created the code list, a reason for deletion or writing off debts must be selected from the code list in the procedure of deletion or writing off debts, which will appear when viewing transactions for the member in the **Entering and settling transactions** window and in the LOAN-CRO-03 and LOAN-TR-04 reports.



Example:

The local code list *Reason for deletion/writing off debts (CODE 317)* can be customized according to the library's requirements, e.g.:

- 01 – certificate issued by Employment Service of Slovenia
- 02 – error (found on the shelf)
- 03 – error (reading room loan)
- 04 – donated membership fee (member donation)
- 05 – error when selecting debt
- 06 – error in e-notification
- 07 – member's accident/illness (approved by director)
- etc.



Note:

To delete a debt, the privilege CRO_DEL – Deleting debts is required.