

## 7.6 CANCELLING DEBTS SETTLEMENT

If you entered debt settlement by mistake or with incorrect amount, you can cancel it. Cancelled debt settlement means that the debt(s) is/are recorded as unsettled again. Cancellation refers to individual invoice, which means that several invoices could have been paid during one settlement.

### *Precondition*

To settle debt the cash register must not be closed. In libraries with departments, in a particular department you can cancel only those debt settlements which were also entered in that department.

### *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.

3. Click the **View settled debts** button.

The **Parameters for checking** window will open. Use it to select the department (in libraries with departments) and the period for which you wish to see settled debts.

4. Confirm by clicking the **OK** button.

The **Settled debts** window will open. Use it to see the list of settled debts according to parameters which you entered.

5. Select the debt settlement that you wish to cancel and click the **Cancel** button.

The **Cancel** window will open where details are displayed. Confirm the cancellation by clicking the **Send** button in this window and print the cancelled invoice. By clicking the **OK** button you will only confirm the cancellation without printing. By clicking the **Cancel** button you can cancel invoice cancellation.

Cancelled invoice can be found in the search window of the **Invoice** class by checking **Yes** in the "Invoice cancelled" search field. Such invoice is displayed in red colour on the workspace. Cash register balance will be reduced by the cancelled amount.



#### Note:

*To cancel debts settlements, the privilege CRO\_CAN – Debts settlement cancellation is required.*



Note:

*Non-cash debts settlements, performed by payment outside the library, cannot be cancelled.*

***What to do next***

If you entered the debt that you cancelled for the member by mistake, you can delete it (see chapter 7.5).