7.9 OVERVIEW OF CASH REGISTER TRANSACTIONS

Cash register transactions can be viewed in two ways:

- overview of cash register transactions for individual member
- overview of cash register transactions in the search window of the **Transaction** 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.

3. Click the **View transactions** button.

   The **Parameters for checking** window will open. Use it to select the department and the period for which you wish to see transactions.
4. Confirm by clicking the **OK** button.

   The **View transactions** window will open, where you can find a list of cash register transactions depending on the parameters that you defined. The list is sorted in descending order by transaction date. In the "Reason for deletion/writing off debts" column, under the transaction types *writing off debts* and *debts deletion*, a reason for deletion or writing off debts will also be displayed.

   By clicking the **Send** button the list can be printed to printer.