

Display and Manage Debts

1 Open the Debt Transactions Dashboard

- Select the Debts tile
- Transactions Dashboard opens

Debts
Display/Manage Debts



Standard ▾

Status: Debt Registration Id: Created On: Gross Amount Invoiced: Claimant Name: Adapt Filters **Go**

Debt Transactions

Debt Transactions (0)

Debt Registration Id	Status	Created By ID	Created Date	Created Time	Gross Amo
To start, set the relevant filters.					

2 Find the Debt invoice

- Use filters, or
- Select the debt transaction

Status: Debt Registration Id: Created On: Gross Amount Invoiced: Claimant Name: Adapt Filters **Go**

Debt Transactions

Debt Transactions (0)

Debt Registration Id	Status	Created By ID	Created Date	Created Time	Gross Amo
9006884	Verified	PIRREQORE2	02/06/2022	09:05:44	26.

3 View or Manage the debt

- Select View Invoice PDF button, or
- Select the Manage Debt button
- Choose repayment option
- Select Proceed

View Invoice PDF Manage Debt

Manage Debt

*Repayment Options:

Confirm **Cancel**

Success

Debt transaction 0009006884 Repayment details successfully submitted

OK