

## 11.3 SETTING UP COUNTERS

Acquisition documents are numbered automatically. The report format for counters is defined automatically. First two characters indicating the year are followed by "-", and the last five characters that follow indicate the current number of a document.



Note:

*You cannot change the report format for counters.*

After the COBISS3 software is installed, all values of counters are zero, consequently, the initial values must be set. After that, each time you select the **Counters** object, the last values occupied are indicated under attributes. At the beginning of the year, you usually set the values of counters to zero.



Example:

In the beginning of 2008, you enter the initial value of an individual counter as follows: *08-00000*.

Counters for the following documents are stored in the **Counters** class:

- COBISS3/Acquisitions module: Order, Order cancellation, Delivery note, Advance, Invoice, Indirect cost invoice, List of material received by exchange, List of legal deposit material, Gift list, List of other receipts, Claim for received material, Claim for undelivered material, Invoice claim, Exchange-based order received, Shipment of exchange material and Shipment of legal deposit material
- COBISS3/Serials module: Order, List of unsolicited publications, Advance, Invoice, Indirect cost invoice, Claim for undelivered issues, Invoice claim, Sample copy request, Cancellation, Shipment of exchange publications, Shipment of legal deposit material
- COBISS3/Electronic resources: Invoice, Advance



Note:

*One counter is used for both, invoices and indirect cost invoices.*

*In the COBISS3/Acquisitions and COBISS3/Serials modules, however, it is possible to use either one counter or two separate counters for invoices and indirect cost invoices, depending on the parameter setting in the library's configuration file.*

*One counter in both modules is used for invoice claims.*

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### 11.3.1 Using available numbers

If you do not save the data when entering acquisition documents, this leads to gaps in the sequence of numbers. You can fill in these gaps by setting the value of the counter to the last number occupied that precedes the first number available. The report format must remain the same!

#### *Procedure*

1. In the **Counters** class, find and select the counters.
2. Select the **Object / Edit** method.
3. Enter the initial value of the counter.



**Example:**

The last order number occupied is *07-00045*. In the database, there are some available numbers preceding this last order number, the lowest such number being *07-00012*. If you wish to use the still available numbers that precede the last order number, enter the number *07-00011* under "Order".

4. Save the data.