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## 11 OTHER PROCEDURES

This chapter describes data maintenance procedures that enable the performance of basic procedures in the COBISS3/Acquisitions module. Some of these procedures must be performed before you begin performing basic procedures, whereas for others this is not necessary, yet it is recommended to do so as this will make the work in this module easier.

When acquiring library material you cooperate with partners. Details about partners must be recorded in the database of partners. Remittances, the use and the situation of financial means are indicated in funds. You must open the funds before you start recording changes in them. You must set the values of the counters for documents that you receive and for documents that you submit.

When preparing items for various documents, item templates can be helpful.

Subchapters:

- Maintaining data about partners
- Maintaining data about funds
- Setting up counters
- Preparing an item template