



COBISS3 Acquisitions

V6.23-00

User Manual



United Nations
Educational, Scientific and
Cultural Organization

Regional Centre for
Library Information Systems and
Current Research Information Systems
Regionalni center za knjižnične
informatijske sisteme in informacijske
sisteme o raziskovalni dejavnosti

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The manual includes all updates from the first version of the manual published in October 2001 onwards. Its content corresponds with the COBISS3, V6.23-00 software, and is also valid for the future software versions until it is either withdrawn, or another electronic version is published.

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PREFACE

COBISS3 is the name for the third generation of software, developed by IZUM for the needs of the COBISS system. The first generation of software was named ATLASS; this was followed by the second one which shared the name of the COBISS system (now called COBISS2), while the latest generation, developed on the basis of object technology, is called COBISS3.

With a new concept, new tools were included into the COBISS3 software development process, such as tools for object analysis, design, and implementation and configuration management.

One of the architectural characteristics of the COBISS3 software is the three-tier concept: user interface, business logic and database. All three layers are connected through the RMI object model (Remote Method Invocation); Oracle is used for databases.

The COBISS3 software is developed in Java, which is more than just a programming language, since it enables the application to work in different environments:

- user interface (Windows 98/Windows 7/ME/2000/XP/Vista, Linux, Mac)
- business logic (Windows 2000/XP, Linux)
- database (Windows 2000/XP, Linux)

The COBISS3 software consists of nine modules:

- COBISS3/Cataloguing
- COBISS3/Acquisitions
- COBISS3/Serials
- COBISS3/Electronic Resources
- COBISS3/Holdings
- COBISS3/Loan
- COBISS3/Interlibrary Loan
- COBISS3/Reports
- COBISS3/Application Administration

COBISS3/Cataloguing is the central module of the COBISS3 software; it supports shared cataloguing within the Co-Operative Online Bibliographic System and Services (COBISS). It enables the following procedures when

working with bibliographic and authority records in different databases: searching and viewing records, creating and editing records, downloading records from the COBIB database and different foreign databases, resolving duplicate records, resolving local bibliographic records and splitting authority records. Both cataloguing and working with authority records take place in a single cataloguing user interface.

COBISS3/Acquisitions is a module which enables libraries the automation of the following procedures for acquiring monographs: purchase (consisting of pre-order selection, order and prepayment of items ordered, receipt of items ordered and payment of items received), receipt and shipment of monographs based on exchange, receipt of legal deposit copies and gifts, keeping records of other types of library material acquisition, claims for undelivered and received material, received invoices and documents for prepayment, partner data maintenance, fund data maintenance and counter set-up.

COBISS3/Serials is a module which enables the automation of the following procedures for acquiring serials: purchase (consisting of pre-order selection, order, order cancellation, prepayment and payment of serials), receipt and shipment of serials based on exchange, legal deposit copy or gifts along with other types of library acquisition, maintenance of publication pattern data and performance of serials check-ins, sending publications in exchange and sending legal deposit material, claims for missing issues, prepayment documents and received invoices, partner data maintenance, fund data maintenance and counter set-up.

COBISS3/Electronic Resources is a module which enables libraries the automation of the following procedures for acquiring electronic resources: purchasing packages and licences for individual electronic resources, prepayment and payment of electronic resources, receipt of legal deposit of electronic publications, links to e-book loan portals, partner data maintenance and fund data maintenance as well as counter set-up.

COBISS3/Holdings is a module which enables the following actions: adding fields 996/997 and 998, entering and changing data in these fields, copying data to fields 996/997, changing the status in several fields 996/997 within the record, changing the data in fields 996/997 using accession numbers or loan numbers, sorting fields 996/997 within the record, making up a set, printing labels, accessioning monographs, de-accessioning missing monograph copies after inventory. Management of serial holdings data allows you to accession serials, create and edit publication patterns, perform serials check-in based on publication patterns, and also provides support with binding, unbinding and de-accessioning issues and volumes of serials. The module includes also the following procedures: creating parallel local records in the local database, transferring fields 996/997 from one bibliographic record to another, displaying records in the COMARC format, checking the loan status of copies, entering a note for loan, printing the list of recently received materials, setting up counters for adding accession numbers, running numbers and loan numbers as well as displaying the list of libraries, updating material data with multimedia, checking and selecting discarded library material and editing data for coordination of acquisition.

COBISS3/Loan is a module which enables libraries the automation of the following procedures: entering and editing data on library members, deleting

data on library members, changing library membership card numbers and printing library membership card labels, lending materials for outside loan or for reading room loan, renewing loan periods, changing due dates, returning material with or without the option of selecting library members, reserving available and currently unavailable material, returning material with restriction, recording the loss of material, printing lending forms and transferring data from the reference students database. For serials, you can specify routing lists and record routing of individual issues of serials. In libraries in which loan is organized in separate departments it is possible to keep separate loan records by department, to put material on interdepartmental loan from the parent department to the host department, to lend that material further to members in the host department, to return material in any department and search for material in the catalogue by departments. For the needs of loan systems, a note about the copy (item) can be added for individual copies (items) of material; for material on loan, temporary notes can be entered as well. In the local catalogue, you can perform searches for individual items of material, view bibliographic and holdings data and, if the item is not available, provide the information about who borrowed the material if it is not currently available. It is possible to use different criteria to search for data on library members, and then print out the search results as a list. Libraries that charge their members for specific services can also manage their price lists, record and settle debts, print invoices, cancel debt settlement, close out cash register and view cash register transactions. For members with delays in returning library material, libraries can create and print out overdue notices. Libraries can also change the contents of overdue notice forms, time parameters for loans, the opening days calendar, the settings for the electronic notification of library members; they can set the restricted number of material on loan, the restricted number of loan renewals and the membership validity period for individual member category, and change the URL address with contact details and notifications related to the My library service. It is now also possible for libraries to perform automated loan procedures in the mobile library and use the RFID self-checkout and RFID reader at the lending desk.

COBISS3/Interlibrary Loan is a module which includes the following procedures: recording customer requests for ILL, reservation of home library materials, ordering materials from suppliers or the library's closed stacks, recording the receipt of material to the customer, recording the receipt of materials from suppliers or the library's closed stacks, delivery of materials to the customer, return of materials from the customer and return of materials to the supplier or the library's closed stacks. It also includes preparation and submission of invoices for legal entities, i.e. partners who order or pay for the services provided, preparation of messages for customers and suppliers, partner data maintenance and price lists as well as counter set-up.

COBISS3/Reports is a module which allows you to create multiple types of reports, such as different forms, business documents, statistics, etc. Reports are created on the basis of data from all the COBISS3 software modules and can be printed out or sent by e-mail when they are ready. The standard-form reports for each module are designed at IZUM.

COBISS3/Application Administration is a module which allows libraries to maintain data on their home library and partners and to view data on system users.

The contents of the manual correspond to the currently valid version of COBISS3 software, and are also valid for all future software versions until they are withdrawn or another electronic version is published. The contents of the manual are saved on the **Training** portal and available by selecting *E-manuals*, you can also access the contents directly by going to the **Help** menu within the COBISS3 software.

For better understanding of software functioning, a glossary of the used expressions is included in the COBISS3 Basic Guidelines User Manual.

Further information and help is available at the seat of the National COBISS Centre in your country (contact details published on the last page of the manual).

ABOUT THE MANUAL

Writing conventions used in this manual:

1. Text in bold indicates the names of windows, tabs and buttons.



Examples:

The **Order** editor opens.
The **Order cancellation** window opens.
Click on **Details** tab.
Click the **Select** button.

2. The names of menus and methods in the menu bar are printed in **bold**. The name of the menu is followed by the name of the method. Names of classes are also indicated in **bold**.



Examples:

Select the **Order** class.
Select the **Class / New Object** method.

3. Those parts of the text which have to be emphasised are written in ***bold italics***.




Example:

The ***destination*** can be an e-mail address or a printer.

4. Icons are displayed graphically.



Example:

Click on the icon .

5. Names of attributes, parameters and drop-down lists are indicated with double inverted commas.



Example:

Under "Hit list format", select the format, in which you wish the search results to be displayed.

6. Attribute values are displayed in *italics*.



Example:

If a customer would like to buy a copy of an article, select the value *purchase* under "Service type", the value *article* under "Type of material" and *copy* under "Medium type".

7. The keys on the keyboard are enclosed in angle brackets.



Example:

<Enter>, <Tab>, <Shift>, <Ctrl>, <Alt>, <Esc>.

8. A plus sign (+) between two key names indicates that both keys have to be pressed simultaneously.



Example:

<Ctrl> + <P> require you to press <Ctrl> and <P> at the same time. Press <Ctrl> first and hold it down, then press <P>.

1 INTRODUCTION

The following instructions describe all basic procedures for acquiring monographs that can be performed in the COBISS3/Acquisitions module. Library material can be acquired in different ways: by purchase, exchange, as legal deposit or gifts, from old stock or own edition, on the basis of a subsidy or registration fee or membership in various organisations.

Other procedures within this module used to maintain data are described as well. You must perform some of these procedures before performing basic procedures, whereas with others this is not necessary although it makes work easier if you do.

Preconditions for performing procedures

Before starting to perform basic procedures you must:

- supplement the data on home library; when installing COBISS3 software, this data is transferred from the COLIB.SI database and stored in the database of home library and the database of partners
- enter suppliers, legal deposit providers, exchange partners, financiers and donors into the database of partners
- open funds, where records relating to payments, use and balance of financial means allocated for the purchase of library material, are kept
- set up counter starting values

Defining material

Material represents a part of the bibliographic record from the local database, where all bibliographic data is stored. You can perform acquisition procedures also for the material not yet recorded in the local database. If a record for the material exists in the local database, you do not have to enter the data on this material. Otherwise you can either download the record from the shared database to the local database, enter the bibliographic data yourself or download the data from the shared database or from other databases, accessible via the Internet. Acquisition document items and holdings data can be linked to another material (in the COBISS2 environment, holdings data is transferred to another bibliographic record).

Selecting the material to be purchased

Various resources are available to help a library decide which material to purchase: catalogues, publishers' programmes, book fairs, etc. The purchase of library material can also be suggested by members in the form of **requests**. A purchase request includes bibliographic data on the material and the data about

the supplier, copies, priority, price and requestor, all a part of the order item. First enter a request, which is then processed, i.e. approved or rejected, or it receives the status of a *desideratum*. After that prepare an *order* for the supplier.

Ordering material

There are different *purchase order* types: standard order, advance order, on approval and blanket order. Depending on the type of material, you can order: monographs, multi-volume monographs or monographic series items. You can order one or several titles. A prepared order is submitted and sent to the supplier. Data on the material ordered is added to the holdings data.

Order cancellation

You can cancel an order or an order item from the supplier. For this purpose, prepare an *order cancellation*. A prepared order cancellation is submitted and sent to the supplier. On the basis of cancelled copies, holdings data will be deleted.

Prepaying ordered material

Before receiving the material, you can receive an advance payment invoice, pro-forma invoice, quotation or some other notification about the amount to be paid. On the basis of the document received, perform prepayment or *advance payment* to the supplier. After you have entered the data and closed the advance payment document, send it to the accounting department and enter the sending date. When the accounting department notifies you that the advance payment has been performed, enter the payment date. The data about advance payment will be added to the holdings data.

Receipt of ordered material

You usually receive ordered material together with a *delivery note*. The material must be checked and the delivery note entered. When closing the delivery note, the receipt data is added to the holdings data.

Paying for the material received

You may receive the *invoice* for the material received together with the delivery note and the material, or later. Enter the data about invoice and close the invoice. After that you send the invoice to the accounting department and enter the sending date. When the accounting department notifies you that the invoice has been paid, enter the payment date; after that the data about the invoice will be added to the holdings data.

With the material purchase procedure, you can also record the purchase and receipt of the material, which will be sent for exchange to another library.

Receipt of exchange material

Receipt of exchange material is recorded in a *list of material received by exchange*. You can prepare a claim for this material. When closing a list of material received by exchange, the receipt data is added to holdings data. If you wish, you can prepare a special order for the material that you wish to receive on the basis of exchange. You can send a letter of thanks to the library for the material received.

Sending material for exchange

After concluding the acquiring procedure for the material that will be sent for exchange to another library, prepare an *exchange-based order received*. This order comprises the material desired that you receive from your exchange partner. In addition to that, prepare a *shipment of exchange material* and a *list*, which accompanies the shipment. Afterwards send the material together with a list to another library.

Depository library – receiving legal deposit material

Receipt of legal deposit material is recorded in a *list of legal deposit material*. You can prepare a claim for this material. When closing a list of legal deposit material, the receipt data is added to the holdings data.

<i>The national depository library – receiving and sending legal deposit material</i>	Record the receipt of legal deposit material in a <i>list of legal deposit material</i> . If you wish to collect unreceived legal deposit material from a legal deposit provider, who is liable to send the material to the national depository library, prepare a claim. When closing a list of legal deposit material, the data on the receipt of copies intended for the home library will be added to the holdings data. At the same time, <i>shipments of legal deposit material</i> and <i>lists</i> that accompany the shipments are prepared for other depository libraries. Afterwards send the material together with the list prepared in this way to other depository libraries.
<i>Receiving gifts</i>	Receipt of gifts is recorded in a <i>gift list</i> . When closing a gift list, the receipt data is added to the holdings data. You can send a letter of thanks to the donor for the donated material.
<i>Other types of receipt</i>	You can acquire material from the old stock, own edition, on the basis of a subsidy, registration fee or membership in various organisations. If you receive material in one of these ways, record the receipt in a <i>list of other receipts</i> . You can prepare a claim for the material received. When closing a list of other receipts, the receipt data is added to the holdings data.
<i>Claiming</i>	<p>You can prepare a claim for:</p> <ul style="list-style-type: none">• undelivered material, i.e. the material that has not been delivered within the expected delivery time• damaged received material or material that does not match the order or delivery note or list of material received; this applies also to legal deposit material if a legal deposit provider does not send legal deposit material, does not send it in time, or does not send the required number of copies• a request for advance payment; you can prepare a claim either for the request as a whole or for individual document item(s)• an invoice received; you can prepare a claim either for the invoice as a whole or for individual invoice item(s) <p>In concern to all claim types, you must first prepare a <i>claim</i>. After that you can submit it and send it to the supplier.</p>
<i>Overview of events</i>	<i>Events</i> are recorded from the start to the end of each material acquiring procedure. The details of acquiring material concerned are found in the list of events.
<i>Links to other modules and bibliographic databases</i>	<p>The COBISS3/Acquisitions module is linked to the following modules: COBISS3/Serials, COBISS3/Holdings, COBISS3/Loan or COBISS2/Loan, COBISS3/Reports and COBISS3/Application Administration.</p> <p>In the COBISS3/Acquisitions module, bibliographic data from the local database, shared bibliographic database or other databases, accessible via the Internet (Z39.50 protocol) can be used.</p>

2 DEFINING MATERIAL

Material represents *a part of the bibliographic record from the local database*, where all bibliographic data is stored. When viewing the material's relationships, you can see which bibliographic record it is linked to. You can also see holdings data as well as different items of acquisition documents, which are created in the process of acquisition of monographs.

Material acquisition procedures can also be performed for the material not yet recorded in the local database.

The way of defining the material depends on whether a record exists in the local database or not. If it does, you do not have to enter data on the material, but if it does not, you can download the record from the shared database, enter the data yourself or download the data from the shared database or from other databases, accessible via the Internet.

Holdings data (either with acquisition items or without them) can be linked to a bibliographic record of another material (in the COBISS2 environment, holdings data is transferred to another bibliographic record). This is done when holdings data is linked to the wrong bibliographic record or when you must create a parallel local record and transfer part of the holdings data to it.

It is also possible to transfer only acquisition items. You do this, if no record exists in the local database for the material when you perform acquisition procedures for it.

Material that is either linked to a bibliographic record or to acquisition items cannot be deleted from the database.

Subchapters:

- Relationship between material and bibliographic record
- Entering the material
- Changing the relationship between the holdings data and the bibliographic record
- Deleting the material

2.1 RELATIONSHIP BETWEEN MATERIAL AND BIBLIOGRAPHIC RECORD

Material represents a part of a bibliographic record from a local database where all bibliographic data is stored. If a record already exists in the local database, it is automatically ready within the **Material** class. The record COBISS.SI-ID in the local database is stored under the attribute "COBISS.SI-ID".

If a record does not exist in the local database, you can, in the acquisition procedure, download it from the shared database.

2.1.1 Downloading a record from the shared database to the local database

When adding an item to an acquisition document, you can download the record from the shared database if it does not exist in the local database yet.

Procedure

1. Enter search criteria in the **Search – Bibliographic record** search window, which will open when adding an item to an acquisition document, and click the **COBIB.SI** button to search for records in the shared database.

The **Search – Bibliographic record (COBIB)** search window containing a list of found bibliographic records will open.

2. Select the bibliographic record.

A window asking whether you wish to download the record to the local database will open.

3. To download the record, click the **Yes** button.

The record will be downloaded from the shared to the local database. During this procedure you can also edit local data in the record. The procedure of editing local data is dealt with in the *COBISS3/Holdings User Manual* (see chapter 2.2).

Options

You can also download a record from the shared database to the local database by highlighting the **Material** class and then selecting the **Class / Record download from shared bibliographic database to local database** method. The procedure of downloading records is dealt with in the *COBISS3/Holdings User Manual* (see chapter 2.1).

What to do next

Enter the acquisition document item in the **Material** editor.

2.1.2 Displaying the record in the COMARC format

Data about the material can be displayed in the same form as it is stored in the bibliographic database. The display can remain open while you perform other procedures. You can also copy data from the display if required.

Procedure

1. In the **Material** class, find and select the material.
2. Select the **Object / Display the record in the COMARC format** method.
The **Viewing – Bibliographic record** window will open, where bibliographic data and holdings data for the selected material are displayed.

2.2 ENTERING THE MATERIAL

Material acquisition procedures can be performed also for the material for which no record exists in the local database and which you will not download from the shared database.

In such a case enter bibliographic data on the material yourself, or download the data from the shared database or from other databases, accessible via the Internet (Z39.50 protocol).

Such a material can be found in the **Material** class using the **Search for material without bibliographic record** method. The easiest way to find the material is to search for it in the “Keywords” search field. In that case, search is performed by title, author, series, publisher, place of publication and ISBN.

Procedure

1. Highlight the **Material** class.
2. Select the **Class / New object** method.
The **Search – Bibliographic record** search window will open.
If the record is not in the local database, click the **Close** button.
The **Material** editor will open.
3. Enter the bibliographic data on the material. You can either enter the data yourself, or you can download the data from the shared database (see chapter 2.2.1) or from other databases (see chapter 2.2.2).
Basic bibliographic data includes: title, author, language, edition, publication year, place of publication, publisher, bibliographic level, series, ISBN, ISSN, ISMN, publisher's number (sound recordings and printed music), country of publication, UDC for statistics.
4. Enter physical description data.
Select the relevant value from the code list.
5. You can enter additional information on physical description (e.g. *hardback* or *paperback*).
6. To enter a note on the material that should appear on the form, click the **Note on forms** button.
Enter the text into the entry window and save it.
7. To enter an internal note, click the **Note** button.
Enter the text into the entry window and save it.
8. Save the data.

What to do next

In the **Material** editor, enter an order item.

2.2.1 Downloading bibliographic data from the shared database

Bibliographic data on the material can be downloaded from the shared bibliographic database.

Procedure

1. In the **Material** editor, click the **Transfer from COBIB.SI** button.
The **Search – Bibliographic record (COBIB)** search window will open.
2. Find and select the bibliographic record.

After having selected the record, the following data is transferred to the data on the material: title, author, language, edition, publication year, place of publication, publisher, bibliographic level, physical description, additional physical description, series, ISBN, ISSN, ISMN, publisher's number (sound recordings and printed music), country of publication. Under "Note", the COBISS.SI-ID of the record in the shared database is entered.



Note:

When downloading bibliographic data from the shared database to the local database, the record will not be downloaded.

2.2.2 Downloading bibliographic data from selected catalogues of other foreign libraries

Bibliographic data can be downloaded from library catalogues (Z39.50 protocol) that are free of charge accessible via the Internet, e.g. from the British Library Public Catalogue (BLCP), the Union Catalogue (GVK) of seven German federal states, etc.

Procedure

1. In the **Material** editor, click the **Transfer from other databases** button.
The **Databases** window will open with a list of databases you can choose from.
2. Highlight the database. By clicking the **Description** button you can view a short description of the selected database.
3. Click the **OK** button. A search window for searching through the database will open. Different search criteria are possible, depending on the selected database. A detailed description of the database is available by clicking the **Information** button.
4. Find and select the bibliographic record.

After having selected the record, the data is added to the data on the material.

2.3 CHANGING THE RELATIONSHIP BETWEEN THE HOLDINGS DATA AND THE BIBLIOGRAPHIC RECORD

Holdings data (either with or without acquisition items) can be linked to another material (in the COBISS2 environment, holdings data is transferred to another bibliographic record). This should be done when holdings data is linked to the wrong bibliographic record or when a parallel local record must be created and part of the holdings data must then be transferred to it.

It is also possible to transfer only acquisition items. You do this, if no record exists in the local database for the material when you perform acquisition procedures for it.

The procedures can be found in the *COBISS3/Holdings User Manual* (see chapter 10).

2.4 DELETING THE MATERIAL

You can only delete material that is not linked either to a bibliographic record in the local database or to any acquisition items.

Procedure

1. In the **Material** class, find and select the material.
2. Select the **Object / Delete material with no bibliographic record** method.

The material will be deleted from the database.

3 PURCHASE OF MATERIAL

This chapter deals with the procedure of purchasing library material.

Purchase can be based, among other things, on *requests* made by members. To make a request you need the bibliographic data on the material and the data about the supplier, about copies, priority, price and requestor, all of it is recorded under the order item. You record a request by first specifying the material and then by entering an order item for this material. Requests received are then processed, i.e. approved or rejected, or they receive the status of a *desideratum*.

There are different types of *purchase orders*: standard orders, advance orders, on approval orders, blanket orders. Depending on the type of material you can create an order for a monograph, for a multi-volume monograph or for a monographic series item. An order can include one or more monograph titles. A prepared order is submitted and sent to the supplier. Data on the ordered material is added to the holdings data.

You can cancel either part or all of an order item, or part or all of an order from the supplier by preparing an *order cancellation*. The prepared order cancellation is submitted and sent to the supplier. The holdings data will be deleted according to the cancelled copies data.

After having sent an order, you can receive, from the supplier, a pro-forma invoice, advance payment invoice, payment quotation or some other document about the amount to be paid. On the basis of this document, you perform prepayment or *advance payment* to the supplier. You enter the data about the advance payment and close the document. Then you send it to the accounting department and enter the sending date. When you receive a notification from the accounting department, stating that the advance payment has been performed, enter the payment date. Data about the advance payment is added to the holdings data.

The material, which you receive on the basis of your order, is usually accompanied with a *delivery note*. You check the material and enter the delivery note data. After the delivery note is closed, the data about the receipt will be added to the holdings data. You can notify the member who has requested the purchase that the material is now available for collection.

You may receive the *invoice* for the material together with the delivery note and material, or later. Enter the data about the invoice and close the invoice.

Then send it to the accounting department and enter the sending date. When you receive a notification from the accounting department, stating that the invoice has been paid, enter the payment date. The invoice data is added to the holdings data.

Using the purchasing procedure, you can record the purchase and receipt of the material, which will be sent for exchange to another library.

Subchapters:

- Selecting the material to be ordered
- Ordering material
- Prepaying ordered material
- Receipt of ordered material
- Paying for the material received
- Revoking an acquisition procedure
- General procedures

3.1 SELECTING THE MATERIAL TO BE ORDERED

Various resources are available to help a library decide which material to purchase: catalogues, publishers' programmes, book fairs, etc. The purchase of library material can also be suggested by members in the form of *requests*. Requests can only be made by library members whose details are recorded in the local database of members in the COBISS3/Loan or COBISS2/Loan module.

A purchase request includes bibliographic data on the material and the data about the supplier, copies, priority, price and requestor, all a part of the *order item*.

If you wish to enter a purchase request, first specify the material and then enter the order item for this material. The way of specifying the material depends on whether the record for this material exists in the local database or not. If it does not, download it from the shared database (see chapter 2.1.1), or enter bibliographic data about the material (see chapter 2.2) yourself.

The requests are then processed, i.e. approved or rejected, or they receive the status of a *desideratum*.

After that you prepare an *order* for the supplier.

3.1.1 Entering a request

When entering a request to purchase material, you should specify the supplier, copies, priority, funds, price and requestor.

Enter the request data in the **Order item** editor.

Procedure

1. In the **Material** class, find and select the material.
2. Select the **Object / Edit** method.

The **Material** editor will open.

3. Click the **New object** button.

The **Order item** editor will open.

4. Enter the data (see chapter 3.2.1.2, from step 4 onwards).

The number of the order item remains 0 until it is placed on the order.

Status after entering a request

Order item

- *entered*

Copy

- *entered*

What to do next You process the request, i.e. you approve or reject it, or define the status *desideratum*.

3.1.2 Processing a request

Considering the needs and funds available you can mark the request as:

- approved – the request represents the basis for ordering
- desideratum – this request may be realised at a later point
- rejected

3.1.2.1 Approving a request

You can approve either one request or several requests simultaneously.

Precondition You can approve a request entered, a desideratum or a request rejected.

Procedure

1. In the **Order item** class, find and select the order item.
2. Select the **Object / Approve request** method.

Status after approving a request

Order item

- *request approved*

Copy

- *request approved*

Options To approve several requests simultaneously, highlight the **Order item** class and select the **Class / Approve requests** method. A window with a list of requests entered will open. Select the requests that you wish to approve.

What to do next On the basis of an approved request, you can prepare an order for the supplier.

3.1.2.2 Rejecting a request and other changes of its status

You can mark a request as rejected or as desideratum (or as approved or entered) by changing its status.

Procedure

1. In the **Order item** class, find and select the order item.
2. Select the **Object / Change request status** method.
3. A window will open, where you can change the request status.
4. Select the new request status.

**Status after changing
a request status**

Order item

- *one of the following statuses: entered, request approved, desideratum, request rejected*

Copy

- *one of the following statuses: entered, request approved, desideratum, request rejected*

3.1.3 Deleting a request

A request (i.e. order item) can be deleted from the database.

Precondition

The request status must be *entered*.

Procedure

1. In the **Material** class, find and select the material, where you wish to delete an order item.
2. Select the **Object / Edit** method.
The **Material** editor will open.
3. Mark the order item and click the **Delete** button.
The item will be deleted from the database.
4. Save the data.

3.2 ORDERING MATERIAL

There are different order types for ordering material from a supplier:

- standard orders
- advance orders
- on approval
- blanket orders

Depending on the type of material you can order:

- monographs
- multi-volume monographs
- monographic series items

The procedure for ordering material includes:

- preparing an order
- submitting an order

The ordering procedure can additionally include:

- order cancellation
- entry of supplier's notification

You can order one or more monograph titles from a supplier. You can change the supplier's default mailing address before submitting and sending the order.

You can decide to cancel the ordered material due to unexpected receipt of this material (exchange, gift or subsidy), if claims for undelivered material have not been successful, or on the basis of a supplier's notification stating that the material cannot be delivered.

The supplier can send you a notification about the status of each material which has been ordered (entered, reprint, not yet published). Enter this data in the order item.

3.2.1 Preparing an order

When preparing an order, first specify the order type: standard order, advance order, on approval or blanket order. Then enter general data about the order and afterwards data on individual order items. For each order item, specify the order type depending on the type of material (monograph, multi-volume monograph, monographic series item), enter the price and define the copies and funds. After that the total amount for each item plus total amount of the order are automatically calculated.

Orders are prepared in the **Order** class.

Precondition Details about the supplier must be recorded in the database of partners, with the following role marked: *Supplier (ACQ)*.

Procedure

1. Highlight the **Order** class.
2. Select the **Class / New object** method.
The **Order** editor will open.
3. Enter general data about the order (see chapter 3.2.1.1).
4. Enter order item(s) (see chapter 3.2.1.2).
5. Click the **Total amount** tab.

The total of the order is calculated automatically, at the same time as you enter prices for order items (see also chapter 3.2.1.2.3).

6. Save the data.

A number, which cannot be changed, will be assigned to the order. Orders are numbered automatically, in compliance with the setting of the counter for orders (see chapter 11.3).

Status after preparing an order

Order

- *entered*

Order item

- *order prepared*

Copy

- *order prepared*

What to do next

The prepared order is then submitted and sent to the supplier.

3.2.1.1 Entering general data

Enter general data about the order in the **Order** editor.

Procedure

1. Under "Type", select the relevant order type: *standard order, advance order, on approval or blanket order*.
2. Define the supplier.

Click the **Supplier** button. The button is linked to the **Partner** class, where partners with the role of suppliers of monographs are also specified. The **Search – Partner** search window will open. Find and select the supplier.



Tip:

When entering an order, specify the supplier first. Some data is transferred to the order and to order items only if the supplier has already been specified.

By selecting the supplier, the mailing address is also specified. If only home office data has been entered for this supplier, the mailing address is the same as the home office address.


If a department or contact person has been entered for this supplier, the department or contact person will appear on the order. The order will be sent to the relevant department or contact person.

If several departments or contact persons have been entered for this supplier, a window with a list will open, from where you can choose the department or contact person. If you do not choose any department or contact person, the home office address will be used as the mailing address.

The default data about the mailing address can be changed (see chapter 3.7.4).



Tip:

If you know the supplier symbol, department symbol or contact person symbol, click the icon  to define the supplier and mailing address.

3. By selecting the supplier and mailing address, the default sending method is defined as the "Sending method". The value can be changed.

The selected value defines the form of the order and method of sending it to the supplier.



Example:

If you wish to send an order to the supplier via e-mail, select *e-mail* for the "Sending method".

4. By selecting the supplier, the default language, in which the document will be written, will be used as "Language". You can change the value.

The selected value defines the language of the order.

5. Under "Priority", select the relevant value.

If you select *urgent*, the priority will appear on the order.

6. Define the data about the expected delivery of ordered material.

Under "Delivery time (days)", the default value defined when entering the data about the supplier will appear. The value represents the number of days it will usually take for the supplier to deliver the material. The value can be changed.

After order submission, the "Delivery date" is calculated by adding the number of days before the delivery time to the order submission date.

7. Enter the number and date of a reference document, e.g. of an on approval delivery note. If you have entered the date, you must enter the reference document number as well.

8. To enter an internal note, which will not appear on the order, click the **Note** button.

Enter the text into the text window and save it.

9. To enter the note that should appear on the order, click the **Order note** button.

Enter the text into the text window and save it.

3.2.1.2 Entering an item

Enter order item data in the **Order item** editor.

You can enter an order item either while or before preparing an order (see chapter 3.1.1).

Procedure

1. In the **Order** editor, click the **New object** button.

The **Search – Bibliographic record** search window will open.

2. Find and select the bibliographic record.

If the record does not exist in the local database, you can download it from the shared bibliographic database (see chapter 2.1.1).

If the record does not exist in the local database and you do not intend to download it from the shared database, close the search window by clicking the **Close** button. The **Material** editor will open, where you can enter bibliographic data (see chapter 2.2).

3. To enter an order item, click the **New object** button in the **Material** editor.

The **Order item** editor will open.

Bibliographic data on the material can only be viewed. You cannot change it. The only exceptions are the ISBNs.

All ISBNs from subfields 010a in a bibliographic record are transferred to "ISBN". Redundant ISBNs can be deleted from the order item.

4. Under "Type" select one of the following values, depending on the type of material: *monograph*, *multi-volume monograph*, *monographic series item*.
5. The supplier, defined when preparing the order, will appear under the "Supplier symbol".

If the order has not been prepared, enter the supplier symbol yourself.

6. Enter supplier's material identification number, e.g. catalogue number.
7. Enter the data to prepare a claim for the undelivered material.

Under "Claim time limit (days)", the default value defined when entering the data about the supplier will appear. This indicates for how long the order may be delayed. The default value can be changed.

The order item is placed on the claim for undelivered material once the delivery date has expired, or in view of the last claim date.

8. To enter a note that should appear on the order under the item, click the **Order note** button.

Enter the text into the text entry window and save it.

9. To enter an internal note, which will not appear on the order, click the **Note** button.

Enter the text into the text entry window and save it.

10. Enter the request priority according to internal arrangements within the library.
11. If you want to check financial situation in individual funds, click the **Funds situation** button.
12. Define copies, funds and percentages of financing (see chapter 3.2.1.2.1).
The sum of all the copies entered will automatically appear under the "No. of copies ordered".
13. Click the **Requested by** tab and specify the requestor (see chapter 3.2.1.2.2).
14. Click the **Price** tab and specify the item amount (see chapter 3.2.1.2.3). The price per unit can be transferred from any acquisition document item or from fields 996/997 (see chapter 4.1.1.2.1).

15. To add the item for supplement, click the **Copy item** button.

An item with the same material and apportionment of copies as the main item will be added to the order. The price of the main item will not be copied to this additional item. If the COBISS.SI-ID in the added item is the same as in the main item, the added item will be coloured blue (except where the COBISS-ID equals 0).

16. Save the data.

Options

The apportionment of copies and funds among departments for an order item can be printed out. Under the order item, select first the **Object / Print** method, and then *Apportionment among departments – order*.

3.2.1.2.1 Entering copies and funds

In the copies table, enter data on copies, funds and percentages of financing.

You can enter the data yourself, or you can define the data by using the prepared item template(s).

Procedure

1. In the item editor, click the **Copies table** button.

A table will open, where each row represents the data for one copy. Above the table, the total number of copies and the number of copies by individual departments are displayed.



Tip:

The fastest way to create an order item is by using a prepared item template. Click the **Apply template** button and select an item template (it is possible to select several templates simultaneously).

2. To enter a row for a copy, click the **Insert row** button.
A window will open, where you can define the number of rows that you wish to insert. You can either insert a blank row or copy a row.
3. Select relevant values from the drop-down lists under "Location", "Shelving location" and "Purpose of acquisition".
4. If you have selected *exchange* as the purpose of acquisition, select the partner symbol from the drop-down list to define the exchange partner. You can choose from active partners with an exchange partner role specified.
5. Specify the fund(s) that will be used to pay for the ordered material. Only active fund(s) can be selected.



Note:

When a home library performs services for a certain faculty, it must, when entering an order, always define the fund under which the relevant faculty is entered as a financier. In this way, the address of this faculty will appear as the invoice recipient's address on the documents in the COBISS3/Acquisitions module.

6. Enter the percentage of financing for the selected funds.
Total percentage of funding must equal 100 for each copy.
7. To enter the data on the next copy, repeat the steps 2 to 6.
8. Save the data.

The copy number and status are defined automatically in the copies table.



Note:

Specify funds and percentages of financing only when purchasing material.

3.2.1.2.2 Defining a requestor

Enter one or more requestors and the method of notification about the received material.

Procedure

1. In the item editor, click the **Requested by** tab and then the **New object** button.
The **Requested by** window will open.
2. Click the **Member** button.
The **Search – Member** search window will open.
3. Find and select the member.
4. Tick the check box "Send notification" if you want to notify the requestor about the receipt of the material that has been requested.

5. Under "Sending method", select the form of notification and sending method.

The sending date will be automatically recorded when you submit and send the notification about received material.

3.2.1.2.3 Amount calculation and conversion of foreign prices

Click the **Price** tab in the item editor and enter the following data:

- price per unit
- discount rate (percentage)
- tax rate, by selecting the relevant value from a drop-down list of tax rates; for a library under another tax system, IZUM sets up a code list of tax rates in the configuration file
- foreign price per unit, by selecting the relevant currency from the currency list
- price note

The following amounts for the item are calculated:

- value before VAT and discount = number of copies X price per unit
- discount = value before VAT and discount X discount rate
- tax base = value before VAT and discount – discount
- VAT = tax base X tax rate
- amount = tax base + VAT
- amount per unit = amount : number of copies

The total of the acquisition document is the sum of the item amounts:

- value before VAT and discount
- discount
- VAT
- total
- foreign amount if the same currency has been selected for all items

In the editors **Order**, **Delivery note** and **Invoice** and in the editors for their items, you can view the advance paid (either in domestic or foreign currency).

In the **Invoice** editor, you can enter the amount of overpayments (in domestic or foreign currency) that you wish to use when paying the invoice. Based on this, the following amounts will be calculated:

- amount due if the total is bigger than the advance and overpayment amounts
- credit balance if the total is smaller than the advance and overpayment amounts

The remaining credit balance is added to the overpayment of the supplier.

In the VAT structure, the following data is shown for each of the tax rates:

- VAT rate

- tax base
- VAT

In the editors for acquisition documents, it is possible *to convert foreign prices into domestic currency*.

Procedure

1. In the editor for acquisition documents, click the **Convert to domestic currency** button.
2. Enter the exchange rate in the window for conversion to domestic currency.
3. Enter the date of the exchange rate.
4. Tick the "Convert to domestic curr." check box.
5. Click the **OK** button.

3.2.2 Adding an item to an order

On the prepared or new order, you can place an entered order item or an order item that has the status of the request approved for purchase.

Precondition

The order item must have the status *entered* or *request approved*.

Procedure

1. In the **Order item** class, find and select the order item.
2. Select the **Object / Add to order/Transfer to another order** method.
The **Search – Order** search window will open, where you can choose only from entered orders. If you have specified the supplier for the item, the search will be narrowed down to orders for the selected supplier. You can change the search criteria.
3. Find and select the order you wish to add the item to. If you wish to add the item to a new order, close the search window by clicking the **Close** button.
The item will be added to the selected order, for which the **Order** editor will open.
4. Continue the order preparation procedure (see chapter 3.2.1).

3.2.3 Adding several items to an order, using the selected template

You can place item(s) on an order, using the selected item template.

Precondition

The order status must be *entered*.

Procedure

1. In the **Order** class, find and select the order.
2. Select the **Object / Add items using the selected template** method.

A window will open, where you can add order items.

Select one of the item templates prepared in advance under "Item template". Data on copies, funds and percentages of financing will be transferred from the selected item template to the copies table of the order item.

Click the **Continue** button.

The **Search – Bibliographic record** search window will open.

3. Find and select the bibliographic record. You can select one or more bibliographic records.

The **Order item** editor will open.

This editor, however, will not open if any acquisition document item has been entered under the found record before. In such a case, the **Material** editor will open instead. To enter an order item, click the **New object** button.

If the record does not exist in the local database, you can download it from the shared database (see chapter 2.1.1).

If the record does not exist in the local database and you do not intend to download it from the shared database, click the **Close** button to close the search window. Then the **Material** editor will open, where you enter the bibliographic data (see chapter 2.2). To enter an order item, click the **New object** button.

4. Check and, if required, supplement the order item data (see chapter 3.2.1.2).
5. Save the data.

A window will open, where you can add order items.

To enter a new order item, repeat the described procedure.

3.2.4 Preparing an order on the basis of the material

The order preparation procedure can be started for the material that has been placed on the workspace first. For the material, prepare an order item, which can be added either to a prepared or to a new order.

Procedure

1. In the **Material** class, find and select the material.
2. Select the **Object / Create order** method.

The **Search – Order** search window will open.

3. Find and select the order. If you wish to prepare a new order, close the search window by clicking the **Close** button.

The item will be prepared and added to the selected order, for which the **Order** editor will open.

4. Continue the order preparation procedure (see chapter 3.2.1).

3.2.5 Transferring an item to another order

An order item can be transferred from a prepared order to either another prepared order or to a new order.

Precondition

The status of the order item must be *order prepared*.

Procedure

1. In the **Order** class, find and select the order.
2. In the list of objects linked to the order select the item that you wish to transfer. You can select one or more items simultaneously.
3. Select the **Object / Add to order/Transfer to another order** method.

The **Search – Order** search window will open, where you can choose only from entered orders. If you have specified the supplier for the item, the search will be narrowed down to orders for the selected supplier. You can change the search criteria.

4. Find and select the order you wish to add the item to. If you wish to add the item to a new order, close the search window by clicking the **Close** button.

The item will be added to the selected order, for which the **Order** editor will open.

5. Continue the order preparation procedure (see chapter 3.2.1).

3.2.6 Viewing the amounts of unsubmitted orders by funds

You can view the value apportioned by funds of all the entered orders that have not been submitted and sent to suppliers.

Procedure

1. Select the **Order** class and select the **Class / Show the order amounts by funds** method.

The **Search – Order** search window will open.

2. Find and select order for which you would like to prepare an overview. Unsubmitted orders have the status *entered*.

A window will open where the amount available and the amount tied to unsubmitted orders can be viewed for each fund. A list of numbers and amounts of unsubmitted orders follows.

The apportionment of the amount by funds can be printed out. To do this, highlight the **Order** class and select the **Class / Send** method. The **Search – Order** search window will open, where you find and select the orders, for

which you wish to print out the report. Select *Order amounts by funds* in the window for selecting a report definition.

3.2.7 Deleting an order

You can delete an order and order items until you submit and send the order to the supplier.

Precondition

You can only delete orders that have the status *entered*. Delete the order items before deleting the order.

Procedure

1. In the **Order** class, find and select the order.

2. Select the **Object / Edit** method.

The **Order** editor will open.

3. Highlight the item and click the **Delete** button.

The item will be deleted from the order.



Note:

If you delete an item from an order, this does not mean that the item will be deleted from the database as well. For deleting an item from the database see chapter 3.1.3.

In the configuration file, a parameter can be set, which allows deletion of an item from the database when deleting it from an order.

4. Repeat step 3 for all order items.

5. Save the order, which contains no items now.

6. Select the **Object / Delete** method.

Status after deleting an order

Order item

- *entered*

Copy

- *entered*

3.2.8 Submitting and sending an order

When submitting an order, the current date becomes automatically recorded as the order submission date first. Then, depending on the selected sending method, the order is either printed out or sent to the supplier by e-mail.

In funds selected for order items, the financial means are reserved: the amount tied to orders increases whereas the amount available decreases.

If funds have not been specified under order items, the order total amount is recorded in the unallocated financial means fund with the designation *UF*.

The number of fields 996 created for each item equals the number of copies ordered.

Precondition

The supplier and mailing address have been specified for the order. Order items have been entered.

Procedure

1. In the **Order** class, find and select the order.
2. Select the **Object / Submit and send** method.

The current date will be automatically entered to the data about the order, under "Submitted".

The expected delivery date is calculated by adding the delivery time in days to the order submission date.

The **Overview and sending of created report** window will open, from where you can send the order to predefined or changed destinations. In the *Basic Guidelines COBISS3 User Manual* you can find how to send a report (see chapter 4.5).

A new field 996 with the following data will be prepared for each ordered copy:

- to "Sublocation (d\l)", the library department ID will be transferred
- to "Shelving location (d\i)", the shelving location will be transferred
- "Status (q)" of the copy will get the value *1 – ordered*
- to "Status date (t)", the submission date will be transferred
- "Acquisition type (v)" will get the value *a – purchase*
- to "Purpose of acquisition (w)", the purpose of acquisition will be transferred
- to "Order (x)", the order number and date will be transferred
- to "Supplier (2)", the supplier symbol will be transferred

Status after submitting and sending an order

Order

- *submitted*
- *expected* (Receipt status)

Order item

- *ordered*

Copy

- *ordered*

Field 996

- *1 – ordered*

Options

You can submit all prepared orders simultaneously. Highlight the **Order** class and select the **Class / Submit and send** method. From the list, select the orders that you wish to submit and send.

What to do next

After you receive the ordered material, prepare a delivery note.

3.2.8.1 Submitting and sending an on approval order

You can submit an order entered on the basis of an on approval delivery note (order type: *on approval*) but usually you do not send it to the supplier. The canvasser takes his/her filled in on approval delivery note and the books that you did not order.

If you send the order to destinations, the Order form is prepared, where quantities are given in the same form as on the on approval delivery note, e.g 1+5. This means that in addition to 1 sample copy, which you already have, you order 5 more copies. The procedure of submitting and sending the order is the same as with other order types.

On submitting this order, a delivery note will be automatically created. Order items are transferred to the delivery note, where one copy is entered under each item (see chapter 3.4).

3.2.8.2 Sending an EDI order

Interchange of electronic documents is regulated by the UN/EDIFACT standard (United Nations Electronic Data Interchange of Administration, Commerce and Transport). You can send an EDI order, made on the basis of this standard, to the supplier.

Before starting to send EDI orders, a library must:

- acquire a global location number (GLN) that indicates legal, physical and functional entities
- provide IZUM with this number; IZUM will enter it into the configuration file
- enter supplier's GLN into the partner database; partner data maintenance is dealt with in the *COBISS3/Application Administration User Manual* (see chapter 3.1.2.3)

Precondition

An ISBN number must be defined for all order items.

Procedure

1. In the **Order** class, find and select the order.
2. Select the **Object / Send EDI order** method.

The sending date will be transferred to order data, under "Note".

The **Overview and sending of created report** window will open, from where you can send the order to predefined or changed destinations. In the

Basic Guidelines COBISS3 User Manual you can find how to send a report (see chapter 4.5).

3.2.9 Adding an item for supplement

Holdings data for each copy is stored in one field 996. If you have ordered and received a set, which represents one copy in the COBISS3/Acquisitions module, although it will be accessioned in several fields 996 in the COBISS3/Holdings module, add a new order item for the additional field 996 to the submitted order.

Precondition

The order status must be *submitted*. The received copies have not been recorded under the order item yet.

Procedure

1. In the **Order** class, find and select the order.
2. Select the order item in the list of objects linked to the order.
3. Select the **Object / Copy item for supplement** method.

An item with the same material and apportionment of copies as the main item will be added to the order. The price of the main item will not be copied to this additional item. If the COBISS.SI-ID in the added item is the same as in the main item, the added item will be coloured blue (except where the COBISS.SI-ID equals 0).

Options

You can add the item for supplement also by clicking the **Clone item** button in the **Order item** editor.

3.2.10 Splitting an order item to two items and transferring the holdings

When a library orders material from a supplier, it sometimes receives a few copies of another edition. In such cases, the order item must be split into two items and a part of holdings must be transferred to a record of another material (in the COBISS2 environment, holdings data is transferred to another bibliographic record). If you completed the delivery note and paid the invoice before that, the delivery note and invoice item is split as well in such a case.

The procedure is described in the *COBISS3/Holdings User Manual* (see chapter 10.1.1).

3.2.11 Ordering multi-volume monographs

An order of a multi-volume monograph is created in the same way as with other order types. Under an order item, you have to select a *multi-volume monograph*.

For a multi-volume monograph, it is not recommended to enter the price under an order item. Allocation and release of financial means would not show the real situation. Only advance and invoice payments for individual volumes of multi-volume monographs can be monitored.



Note:

You cannot enter advance payment under multi-volume monographs.

Individual volumes of a multi-volume monograph cannot be cancelled. Order item cancellation refers to all the volumes of a multi-volume monograph, except the ones that you have already received.

Receipt and payment of each volume is performed in the same way as for regular monographs. In view of the receipt of individual volumes you can create several delivery notes and invoices for one order item.



Note:

Before completing a delivery note or a delivery note item for a multi-volume monograph, a COBISS.SI-ID must be defined for the material, whereby a link to a bibliographic record is established.

Claims for an undelivered or received volume are made in the same way as for a regular monograph.

After the last volume of a multi-volume monograph has been received, the receipt is closed under the order item. Order item can be re-opened, which makes it possible to receive further volumes.

Sometimes it becomes clear that a monograph is actually a multi-volume monograph only after the acquisition procedure has been concluded. In such cases it is possible to change the closed order item from a monograph to a multi-volume monograph.



Note:

Multi-volume monographs cannot be sent for exchange.

3.2.11.1 Closing the receipt of a multi-volume monograph

After all the volumes of a multi-volume monograph have been received, close the receipt under the order item.

Precondition

The type of material under the order item must be *multi-volume monograph*.

- Procedure**
1. In the **Order item** class, find and select the order item.
 2. Select the **Object / Close receipt of multi-volume monograph** method.

- Status after closing the receipt of a multi-volume monograph**
- Order item
- *received*
- Copy
- *received*

3.2.11.2 Changing the order item status

You can change the status of an order item of a multi-volume monograph from *received* back to *ordered*, whereby you make the receipt of individual items possible.

- Precondition**
- The type of material must be *multi-volume monograph*. The order item status must be *received*.

- Procedure**
1. In the **Order item** class, find and select the order item.
 2. Select the **Object / Change status of the item for multi-volume monograph** method.

- Status after changing an order item status**
- Order item
- *ordered*
- Copy
- *in process*

3.2.11.3 Changing the type of material

Sometimes it becomes clear that a monograph is actually a multi-volume monograph only after the acquisition procedure has been concluded. In such cases it is possible to change the closed order item from a monograph to a multi-volume monograph. The order item status is then changed to *ordered*.

- Precondition**
- The type of material must be *monograph*.

- Procedure**
1. In the **Order item** class, find and select the order item.
 2. Select the **Object / Change to multi-volume monograph** method.

The type of material is then changed from *monograph* to *multi-volume monograph*.

3.2.12 Ordering individual monographic series items

An order of a monographic series is created in the COBISS3/Serials module, whereas you order, receive and pay for individual items of monographic series in the COBISS3/Acquisitions module.

Ordering, receiving and paying procedures of monographic series items do not differ from acquisitions procedures of regular monographs.

When creating an order for an individual monographic series item, you must, under the order item, select a *monographic series item* as the type of material. Under the order item, using the **Monographic series order** button, define the link to a monographic series order. In this way, an overview of orders, receipts and payments of individual monographic series items, which are performed in the COBISS3/Acquisition module, is possible under an item for a monographic series order in the COBISS3/Serials module.

3.2.13 Order cancellation

You can prepare order cancellations either in the **Order** class or in the **Order item** class.

Order cancellation can be required due to:

- unexpected receipt of the material – exchange, gift or subsidy
- non-delivery although a claim has been sent to the supplier
- supplier's notification that the material is not available

Order cancellation can be performed for:

- the entire order
- all the copies of one item
- individual copies of one item

You can transfer an ordered item to either a prepared order or to a new order (re-routing an order). In such a case, for the order item, the order cancellation of all the copies ordered will be prepared.

Then submit the order cancellation. All the items newly cancelled from the same supplier will be placed on the order cancellation being prepared as long as this cancellation is not submitted.

In funds, specified under order items, the amount tied to orders decreases and the amount available increases; the changed amount is the amount of cancelled copies. If you cancel an order for which the advance payment was made, the advance payment will be added to the amount of existing overpayments by suppliers, that is apportioned by funds, specified under advance payment items.

When preparing an order cancellation, fields 996 belonging to the copies that have been cancelled will be deleted. If an order cancellation is revoked, fields

996 for copies for which the cancellation has been revoked will be created again.

3.2.13.1 Preparing an order cancellation

You can cancel an order that you have already submitted and sent to the supplier.

Precondition

You can cancel orders with the following status: *submitted*.

Procedure

1. In the **Order** class, find and select the order.
2. Select the **Object / Cancel order** method.

The **Order cancellation** editor will open, where, for the selected supplier, all the items are listed that have been selected for cancellation before but the cancellation of which has not been submitted yet. Order items that you have just cancelled are in this list as well.

The data on the supplier transferred from the order cannot be changed.

3. The sending method and language are transferred from the database of partners. You can change both values.
4. To enter an internal note, click the **Note** button.
Enter and save the text in the window that will open.
5. To enter the note that should appear on the order cancellation, click the **Cancellation note** button.
Enter and save the text in the window that will open.
6. Save the data.

A number, which cannot be changed, will be assigned to the order cancellation. Order cancellations are numbered automatically, in compliance with the setting of the counter for order cancellations (see chapter 11.3).

In order items, the number of copies ordered is deleted and the number of copies cancelled is increased accordingly.

The relevant fields 996 of the copies for which you have prepared an order cancellation will be deleted.

Status after preparing an order cancellation

Order

- *cancelled*

Order item

- *cancelled*

Copy

- *cancelled*

Order cancellation

- *entered*

What to do next

Submit the order cancellation and send it to the supplier.

3.2.13.2 Preparing an order item cancellation

Under an order item, it is possible to cancel the order of all the copies or of some copies.

Precondition

The order item status must be *ordered*.

Procedure

1. In the **Order item** class, find and select the order item.
2. Select the **Object / Prepare item cancellation** method.
The **List** window will open. The copies ordered are in the "Selected" list.
3. In the "Selected" list, mark the copy the order of which you do not want to cancel and move it to the "Unselected" list using the **Remove** button.
4. Click the **OK** button.

The **Order cancellation** editor will open, where, for the selected supplier, all the items are listed that have been selected for cancellation before but the cancellation of which has not been submitted yet. Order items that you have just cancelled are in this list as well.

The data on the supplier transferred from the order cannot be changed.

5. The sending method and language are transferred from the database of partners. You can change both values.
6. To enter an internal note, click the **Note** button.
Enter the text into the text entry window and save it.
7. To enter a note that should appear on the cancellation, click the **Cancellation note** button.
Enter the text into the text entry window and save it.
8. Save the data.

A number, which cannot be changed, will be assigned to the order cancellation. Order cancellations are numbered automatically, in compliance with the setting of the counter for order cancellations (see chapter 11.3).

In the order item, the number of copies ordered is decreased by the number of copies cancelled.

Under "No. of copies cancelled", the total number of copies cancelled is given. The history of all cancellations can be found in the list of events.

The relevant fields 996 of the copies for which you have prepared an order cancellation will be deleted.

Status after preparing an order item cancellation

Order

- *partially cancelled*

Order item

- *cancelled*: if you have cancelled the order of all the copies
- *ordered*: if you have cancelled the order of some copies

Copy

- *cancelled*: if you have cancelled the order of the copy
- *ordered*: if you have not cancelled the order of the copy

Order cancellation

- *entered*

Options

Under the order item that you have cancelled, you can enter the reason for cancellation, which will appear on the order cancellation. In the **Order item** editor click the **Cancellation note** button, then enter and save the text.

What to do next

Submit and send the order cancellation to the supplier.

3.2.13.3 Transferring an item to another order (re-routing an order)

The order item can be transferred to any other prepared order or to a new order, whereby the order cancellation of all the copies ordered under the item of the original order will be prepared.

Precondition

The order item status must be *ordered*.

Procedure

1. In the **Order** class, find and select the order.
2. In the list of objects related to the order, select the item that you wish to transfer. You can select several objects simultaneously.
3. Select the **Object / Add to order/Transfer to another order** method.

The **Search – Order** search window will open, where you can choose only from orders entered. If the supplier is specified for the item, the search is limited only to orders for the selected supplier. Search criteria can be changed.

4. Find and select the order that you want to transfer the item to. If you want to transfer the item to a new order, close the search window by clicking the **Close** button.

The **Order cancellation** editor will open.

5. Prepare the order cancellation, following the steps described in the procedures for preparing an order cancellation or an order item cancellation.

The item will then be transferred to the selected order, and the **Order** editor will open.

6. Continue with the procedure of preparing an order (see chapter 3.2.1).

The relevant fields 996 of the copies for which you have prepared the order cancellation will be deleted.

**Status after
transferring an item
to another order**

Original order

- *partially cancelled*

Order item on the original order

- *cancelled*

Copy on the original order

- *cancelled*

New order

- *entered*

Order item on the new order

- *order prepared*

Copy on the new order

- *order prepared*

Order cancellation

- *entered*

What to do next

Submit and send the order cancellation to the supplier.

3.2.13.4 Transferring items to another cancellation

Items can be transferred from a prepared order cancellation to any other prepared order cancellation or to a new order cancellation.

Procedure

1. In the **Order cancellation** class, find and select the order cancellation.
2. Select the **Object / Move items** method.

A window with a list of order cancellations prepared for the selected supplier will open.

If no order cancellation has been prepared for the supplier, the window will not open; instead a new order cancellation will be prepared.

3. Select the order cancellation and click the **OK** button.

A window with a list of items on the selected order cancellation will open.

4. Select the item(s) and click the **OK** button.

The **Order cancellation** editor will open.

5. Prepare an order cancellation as described for the following procedures: preparing an order cancellation or preparing an order item cancellation.

Status after transferring items to another cancellation

Order cancellation

- *entered*

3.2.13.5 Revoking an order item cancellation

The order item cancellation can be revoked until the order cancellation is submitted and sent to the supplier.

Precondition

Order item status must be *cancelled* or *ordered*.

Procedure

1. In the **Order item** class, find and select the order item.
2. Select the **Object / Revoke item cancellation** method.
The **List** window will open. Cancelled copies are in the "Selected" list.
3. In the "Selected" list, mark the copy for which you do not wish to revoke the order cancellation and transfer it to the "Unselected" list using the **Remove** button.
4. Click the **OK** button.

Fields 996 for copies for which the cancellation has been revoked will be created again.

Status after revoking an order item cancellation

Order

- *submitted*: if no order items have been cancelled
- *partially cancelled*: if several order items have been cancelled

Order item

- *ordered*

Copy

- *ordered*

3.2.13.6 Entering the data about sold out material

If you have received a notification from the supplier stating that the material is sold out, you can enter this data under the order item. Before doing that, you must cancel the order item.

Precondition

The order item status must be *cancelled* or *cancellation submitted*.

Procedure

1. In the **Order item** class, find and select the order item.
2. Select the **Object / Mark material as 'sold out'** method.

- Status after recording sold out material*
- Order item
 - *sold out*

3.2.13.7 Submitting and sending an order cancellation

Before submitting an order cancellation, you can edit it, e.g. you can enter the note that appears on the order cancellation or change the sending method.

When submitting an order cancellation, the current date becomes automatically recorded as the order cancellation submission date. Then, depending on the selected sending method, the order cancellation is either printed out or sent to the supplier by e-mail.

Precondition The supplier and mailing address must be specified for the order cancellation, which must have items.

Procedure

1. In the **Order cancellation** class, find and select the order cancellation.
2. Select the **Object / Submit and send** method.

The current date will be recorded within the data on the order cancellation, under "Submitted".

The **Overview and sending of created report** window will open, from where you can send the order cancellation to predefined or changed destinations. In the *Basic Guidelines COBISS3 User Manual* you can find how to send a report (see chapter 4.5).

Status after submitting and sending an order cancellation

- Order
 - *cancelled*: if you have cancelled the order as a whole
 - *partially cancelled*: if you have cancelled some order items
- Order item
 - *cancellation submitted*: if you have cancelled all ordered copies
 - *ordered*: if you have cancelled some ordered copies
- Copy
 - *cancelled*: if you have cancelled the order of the copy
 - *ordered*: if you have not cancelled the order of the copy
- Order cancellation
 - *submitted*

Options

You can simultaneously submit all order cancellations prepared. Highlight the **Order cancellation** class and select the **Class / Submit and send** method.

3.2.14 Entering a supplier's notification

After you have sent an order to the supplier, the supplier can send you a notification about the order item status, e.g. your order has been recorded, the material is sold out, the material has not yet been published, etc. Find the order item and enter the notification received. On the basis of the notification, you can change the claim time limit before claiming undelivered material or you can cancel the order.

Procedure

1. In the **Order item** class, find and select the order item.
2. Select the **Object / Edit** method.
The **Order item** editor will open.
3. To enter the notification, click the **Supplier's notification** button.
Enter the text into the text entry window and save it.
4. Enter the date of the notification.
5. Save the data.

3.3 PREPAYING ORDERED MATERIAL

Before receiving the material, you can receive an advance payment invoice, pro-forma invoice, quotation or some other notification about the amount to be paid. On the basis of the document received, perform prepayment or **advance payment** to the supplier.

First enter the data about the advance payment.

You can prepare a claim for the document on the basis of which the advance payment is to be made. A claim can be prepared for the entire document or for an individual item.

According to the Value Added Tax Act, a taxable entity providing partially taxable and partially exempt supply of goods and services has the right to deduct input VAT only in relation to taxable transactions. Enter the deductible proportion of input VAT into the home library data. You can transfer the data to each newly entered advance payment.

Close the advance. Send it to the accounting department and enter the sending date. When the accounting department notifies you that the advance payment has been performed, enter the payment date. The data about advance payment will be added to holdings data.

In funds, specified under order items, the financial means tied to orders will decrease, and in funds, specified under advance payment items, the amount used for payments will increase. If a deductible proportion of input VAT has been defined for the advance payment, the deductible input VAT will be deducted from the amount used for payments.

3.3.1 Entering an advance

On the basis of the document used for advance payment or the data on the material, find the order and enter first the general data about advance payment and then advance payment items.

When entering an advance, mark that, when preparing a claim, the price difference is to be observed between the price of the document used for advance payment and the price, specified on the order. In addition to that, enter the note that refers to the claim. This data represents the basis for preparing a claim for the document received.

Precondition

The order status must be *submitted*.

Procedure

1. In the **Order** class, find and select the order.
2. Select the **Object / Enter advance payment** method.

The **Advance** editor will open. The data about the supplier, which cannot be changed, is transferred from the order.

3. Enter general data about the advance payment (see chapter 3.3.1.1).
4. Edit advance payment item(s) (see chapter 3.3.1.2).
5. Click the **Total amount** tab.

The total of the advance payment is calculated simultaneously as you enter the prices under advance payment items (see also chapter 3.2.1.2.3).

6. In relation to indirect cost, you can enter the rounding-off amount (see chapter 3.5.1.3).
7. Save the data.

A number, which cannot be changed, will be assigned to the advance. Advances are numbered automatically, in compliance with the setting of the counter for advances (see chapter 11.3).

Status after entering an advance

Advance

- *entered*

Options

If you wish to record the deductible proportion of input VAT, select the **Object / Transfer or delete deductible proportion of input VAT** method, whereby the data will be transferred from the **Home library** class. You can also delete the deductible proportion of input VAT from the advance payment.

What to do next

Close the advance payment.

3.3.1.1 Entering general data

Enter general data about the advance payment in the **Advance** editor.

Procedure

1. Under "Reference document", enter the number of the document received, e.g. of a pro-forma invoice, payment quotation, etc.
2. Under "Reference document date", enter the date of the document received.
3. Under "Additional symbol", you can enter the additional internal symbol of the document.
4. Enter the due date of the advance payment.
5. If you want to prepare a claim for the document as a whole, on the basis of which advance payment is to be made, enter the reason for claim, which will appear on the claim.

Click the **Claim note** button. Enter the text into the text entry window and save it.

The sending method and language of the claim are transferred from the database of partners. You can change both values.

6. To enter an internal note, click the **Note** button.

Enter the text into the text entry window and save it.

3.3.1.2 Entering an item

Enter the data about the advance payment item in the **Advance payment item** editor.

Procedure

1. In the **Advance** editor, highlight the advance payment item.
2. Click the **Edit** button.
The **Advance payment item** editor will open.
Bibliographic data on the material and the number of copies cannot be changed.
3. If you wish that the difference between the price under the advance payment item and the price under the order item (the price, agreed upon with the supplier) is taken into consideration when preparing a claim, tick the check box "Check order price". The item will appear on the claim.
4. Enter the reason for claim, which will appear on the claim. Click the **Claim note** button.
Enter the text into the text entry window and save it.
5. To enter the internal note, click the **Note** button.
Enter the text into the text entry window and save it.
6. Check and, if required, change the data on funds and percentages of financing for individual copies (see chapter 3.2.1.2.1).
7. Click the **Price** tab.
Check and, if required, supplement the data about the price under the advance payment item (see chapter 3.2.1.2.3).
8. Save the data.

Options

If you wish to perform advance payment for an individual order item, delete other advance payment items. Highlight the item in the **Advance** editor and click the **Delete** button.

3.3.2 Closing an advance

After entering the data, close the advance.

If you need to make a claim, you cannot close the advance but must prepare a claim for individual items or for the advance payment as a whole (see chapter 9.1).

After the claim has been answered, delete the reasons for claim in the advance and close the advance.

Precondition

The advance payment status must be *entered*.

Procedure	<ol style="list-style-type: none">1. In the Advance class, find and select the advance.2. Select the Object / Close/Prepare claim method.
Status after closing an advance	Advance <ul style="list-style-type: none">• <i>closed</i>
What to do next	Record sending the advance payment data to the accounting department.

3.3.3 Sending an advance to the accounting department

After having checked, entered and closed the advance payment document, send it to the accounting department. Enter the sending date.

Precondition The advance payment status must be *closed*.

Procedure

1. In the **Advance** class, find and select the advance.
2. Select the **Object / Send to Accounting** method.

A window will open, where you enter the date of sending the advance to the accounting department. Under "Sending date", the current date, which you can change, will automatically appear.

Click the **OK** button.

Status after sending an advance to Accounting

Advance

- *sent to Accounting*

What to do next Record the advance payment.

3.3.4 Entering an advance payment

After the accounting department has informed you that the advance payment has been performed, enter the date of payment.

In funds, specified under order items, the amount tied to orders decreases. If only a part of the material that you have ordered in one order has been paid with an advance payment, the amount tied to orders decreases only by the part of the material that has been paid with an advance order in funds.

In the order data, a designation appears, indicating that the reserved amounts in funds have been released.

In funds, specified under the advance payment item (funds can be the same as in the order), the amount used for payments increases.

If funds have not been specified under advance payment items, the advance amount is recorded in the unallocated financial means fund with the designation *UF*.

If you have transferred the deductible proportion of VAT to the advance payment, the amount used for payments will be decreased by the input VAT in the Fund. Under the "advance payment" entry, both amounts will be indicated: the amount used for payments, reduced by the deductible input VAT, and the deductible input VAT.

Advance payment data will be added to the holdings data.

Precondition

The advance status must be *sent to Accounting*.

Procedure

1. In the **Advance** class, find and select the advance.
2. Select the **Object / Enter payment** method.

A window will open, where you can enter the advance payment date. Under "Payment date", the current date, which you can change, will automatically appear.

Click the **OK** button.

For each advance payment item, the data is transferred to fields 996.

The advance number and date as well as the price are recorded under "Proforma invoice (0)".

Price per unit is calculated by dividing the item amount (value under "Amount") with the number of copies.

If both prices, i.e. prices in foreign and in domestic currency, are specified for a certain item, it depends on the settings in the configuration file, which price will be transferred.

Status after entering an advance payment

Advance

- *paid*

3.3.5 Closing an advance, sending an advance to the accounting department and entering an advance payment simultaneously

You can simultaneously close an advance, record the sending of it to the accounting department and enter the advance payment.

Precondition

The advance status must be *entered*.

Procedure

1. In the **Advance** class, find and select the advance.
2. Select the **Object / Edit** method.

The **Advance** editor will open.

3. Click the **Enter payment** button.

A window will open asking you whether you want to close the advance, send it to the accounting department and pay it.

If you click the **Yes** button, the advance will be marked as paid (see chapters 3.5.5, 3.5.6 and 3.5.7).

If you click the **No** button, the advance status will remain unchanged, i.e. *entered*.

The current date will be recorded under the following advance attributes: "Sent to Accounting" and "Paid".

3.3.6 Changing an advance status

The advance status can be changed back to *entered* after:

- sending it to the accounting department
- performing advance payment

Re-open the advance and close it after entering the corrections.

**Status after changing
an advance status**

Advance

- *entered*

3.3.6.1 Changing the sending of advance to the accounting department

Precondition

The advance payment status must be *sent to Accounting*.

Procedure

1. In the **Advance** class, find and select the advance.
2. Select the **Object / Delete sending to Accounting** method.

3.3.6.2 Changing an advance payment

Precondition

The advance status must be *paid*.

Procedure

1. In the **Advance** class, find and select the advance.
2. Select the **Object / Delete payment** method.

In funds, specified under the order items, the amount tied to orders will increase, whereas in funds, specified under the advance payment item (funds can be the same as in the order), the amount used for payments will decrease.

The data entered into fields 996 when performing advance payment will be deleted.

3.4 RECEIPT OF ORDERED MATERIAL

You usually receive ordered material together with a delivery note (often also with an invoice). The delivery note can include material from one or more orders. Check the material and enter the delivery note. If the supplier has not sent the delivery note, record the delivery as if the delivery note was received.

You can prepare a claim for the material received.

If you have ordered and received a set, which represents one copy in the COBISS3/Acquisitions module, although it will be accessioned in several fields 996 in the COBISS3/Holdings module, you must, before entering the delivery note, copy the order item for the supplement (see chapter 3.2.9).

When closing the delivery note, the holdings data about the material received changes.

You can notify the requestor, who requested the material received, that the material can now be collected from the library.

The procedure for acquiring a multi-volume monograph or a single item of a monographic series does not differ from the procedure for acquiring a regular monograph.

As libraries often receive material together with the invoice, it is possible to simultaneously record the receipt and payment of the material.

3.4.1 Entering a delivery note

On the basis of the delivery note received or the data on the material, find the order and enter first general data about the delivery note and then delivery note items.

Enter also the number of damaged copies or possible discrepancies between the number of copies actually received and the number of copies on the delivery note, or both. This represents the basis for preparing a claim for delivered material.

Precondition

The order has been submitted and sent to the supplier.

Procedure

1. In the **Order** class, find and select the order.
2. Select the **Object / Enter delivery note** method.

The **Delivery note** editor will open. The acquisition type *purchase* is automatically defined, the data about the supplier is transferred from the order. This data cannot be changed. For each order item, a delivery note item is prepared.

3. Enter general data about the delivery note (see chapter 3.4.1.1).

4. Edit the delivery note items if they differ from order items or if a claim for the material received must be prepared (see chapter 3.4.1.2).
5. Save the data.

A number, which cannot be changed, will be assigned to the delivery note. Delivery notes are numbered automatically, in compliance with the setting of the counter for delivery notes (see chapter 11.3).

Status after entering a delivery note

Order

- *submitted*
- *expected (Receipt status)*

Order item

- *ordered*

Delivery note

- *entered*
- *invoice not received (Payment status)*

Delivery note/invoice item

- *entered (Receipt status)*

Copy

- *in process*

Options

Sometimes, in one order, you do not receive all the material ordered from a supplier, but only some order items. In such a case find the order and the corresponding order item. Select the **Object / Add item to delivery note** method, and add the order item to the delivery note.



Tip:

When you receive material ordered on the basis of an on approval delivery note and material on the basis of a blanket order, the fastest way of adding the material received on the basis of a blanket order to the delivery note is by using this procedure.

What to do next

Close the delivery note.

3.4.1.1 Entering general data

Enter general data about the delivery note in the **Delivery note** editor.

Procedure

1. Under "Reference document", enter the number stated on the delivery note.
2. Under "Reference document date", enter the date of the delivery note.
3. Under "Date of receipt", the current date will appear but you can change it.
4. To enter a note, click the **Note** button.

Enter the text into the text entry window and save it.

5. Remove the item for the undelivered material from the delivery note. For that purpose, highlight the relevant item and click the **Delete** button.
6. If you, with this delivery note, receive the material from another order, add it to the relevant delivery note.

Click the **New object** button. A window with orders that have been sent to the same supplier and for which no delivery note has been received yet will open. After you have selected the order, the order items are added to the delivery note.

7. Click the **Total amount** tab.

The total value of the delivery note is calculated automatically, at the same time as you enter prices of delivery note items (see also chapter 3.2.1.2.3).

Options

If you have, with the delivery note, received material from several orders, you can add the order items to the delivery note, using a special method. First find and select the delivery note. Then select the **Add items from order** method. Select the order in the window containing orders for which you have not received a delivery note yet. The order items will be added to the delivery note.

3.4.1.2 Entering an item

Use the **Delivery note/invoice item** editor to enter a delivery note item.

Procedure

1. In the **Delivery note** editor, highlight the delivery note item.
2. Click the **Edit** button.

The **Delivery note/invoice item** editor will open. Bibliographic data about the material is transferred from the order.

In addition to that, data about prices, copies and funds are transferred from the order as well. You can change this data.

3. Under "No. of copies on delivery note", the number of copies ordered but not yet received appears. If the number differs from the number on the delivery note received, change it as appropriate.
4. If you receive damaged copies, enter the number of copies damaged. This represents the basis for preparing a claim.



Note:

Before entering the number of damaged copies, reduce the number of copies in the copies table accordingly.

5. You can enter the reason for claim that appears on the claim for the material received. Click the **Claim note** button.

Enter the text into the text entry window and save it.

6. To enter an internal note, click the **Note** button.

Enter the text into the text entry window and save it.

7. Check and, if required, change the data about copies and funds (see chapter 3.2.1.2.1).

In the copies table, you can distribute only the undamaged copies received. The total number of the copies is under "No. of undamag. copies received". This number cannot be changed.

If the "No. of undamag. copies received" and the "No. of copies on delivery note" differ, this difference represents the basis for a claim.

8. Click the **Price** tab.

Check and, if required, change the data about the price (see chapter 3.2.1.2.3).

9. By clicking the **Funds situation** button, a list of funds will open, where you can check the financial situation of individual funds.

10. You can immediately perform the accessioning of the copies received (see chapter 3.4.1.2.1).

11. Save the data.

Options

You can return the copies you have deleted from the copies table under a delivery note item by clicking the **Return deleted copies** button. In the **List** window, the copies deleted are in the "Selected" list. Click the **OK** button.

The apportionment of copies and funds among departments for a delivery note item or invoice item can be printed out. Under the item, select first the **Object / Print** method, and then *Apportionment among departments – delivery note*.

3.4.1.2.1 Accessioning copies and closing a delivery note item

When entering data into a delivery note item in the **Delivery note/invoice item** editor, you can perform accessioning of the copies received, whereby you close the delivery note item.

Precondition

The material is linked to a bibliographic record from the local database. Copies in the delivery note item will not be claimed. The receipt status of the item must be *entered* or *received*. In the delivery note, a supplier is specified.

Procedure

1. Click the **Accession** button in the **Delivery note/invoice item** editor.

The delivery note/invoice item will close (see chapter 3.4.5).

The **Field 996/997** editor will open.

2. Perform accessioning of the copies. Accessioning is dealt with in the *COBISS3/Holdings Manual* (see chapter 7.1).

When performing accessioning of the copies and closing a delivery note item, the delivery note does not close automatically. You must close the delivery note yourself (see chapter 3.4.4).

3.4.2 Entering a delivery note and invoice simultaneously

As in a library you often receive the invoice together with the material, it is possible to record the receipt and the payment of the material simultaneously. The procedure is performed if the data on the order match the data on the delivery note and if there is no reason to prepare a claim for the material received.

Precondition

The order has been submitted and sent to the supplier.

Procedure

1. In the **Order** class, find and select the order.

2. Select the **Object / Enter delivery note and invoice** method.

The delivery note is automatically prepared and closed (see also chapters 3.4.1 and 3.4.4).

The **Invoice** editor will open.

3. Enter the data about the invoice (see chapter 3.5.1).

4. Save the data.

A window will open with the question whether you want to close the invoice, send it to the accounting department and pay it.

If you click the **Yes** button, the invoice will be marked as paid (see chapters 3.5.5, 3.5.6 and 3.5.7).

If you click the **No** button, the invoice status will remain the same: *entered*.

3.4.3 Deleting a delivery note

You can delete a delivery note before closing it or preparing an invoice on the basis of it.

Precondition

The delivery note status must be *entered*. Before deleting it, you must delete delivery note items.

Procedure

1. In the **Delivery note** class, find and select the delivery note.

2. Select the **Object / Edit** method.

The **Delivery note** editor will open.

3. Highlight the item and click the **Delete** button.

The item will be deleted from the delivery note.

4. Repeat step 3 for all the delivery note items.

5. Save the delivery note, which contains no items now.

6. Select the **Object / Delete** method.

Status after deleting a delivery note

Order

- *submitted*
- *expected (Receipt status)*

Order item

- *ordered*

Copy

- *ordered*

3.4.4 Closing a delivery note

After completing the entry, close the delivery note. The receipt data will be added to the holdings data.

If you need to make a claim, do not close the delivery note but prepare a claim for the copies to be claimed (see chapter 9.1). The data about the receipt of the remaining copies on the delivery note will be immediately added to the holdings data.

After the claim has been answered, delete the reason for claim in the delivery note and close the delivery note.

Under "No. of copies claimed", the number of copies claimed will be indicated. The history of all claims can be viewed in the list of events.



Note:

Before closing a delivery note, for a multi-volume monograph, COBISS.SI-ID has to be defined for the material, whereby the link to the bibliographic record is created.

Procedure

1. In the **Delivery note** class, find and select the delivery note.
2. Select the **Object / Close/Prepare claim** method.

The number of copies that have been received is recorded in the order item data, under "No. of copies received".

The following data will be recorded in fields 996:

- to "Receipt (y)", the delivery note number and date will be transferred
- "Status (q)" will get the value 2 – *in process*, if the status, before closing a delivery note, has the value 1 – *ordered*
- to "Status date (t)", the current date will be transferred

Status after closing a delivery note

Order

- *closed: if you have received all order items*
- *submitted: if you have not received all order items or if the material is*

a multi-volume monograph

- *received (Receipt status): if you have received all order items*
- *expected (Receipt status): if you have not received all order items or if the material is a multi-volume monograph*

Order item

- *received: if you have received all copies*
- *ordered: if you have not received all copies or if the material is a multi-volume monograph*

Delivery note

- *closed*
- *invoice not received (Payment status)*

Delivery note item or invoice item

- *received (Receipt status)*

Copy

- *received*
- *in process: if the material is a multi-volume monograph*

Field 996

- *2 – in process: if the status, before closing a delivery note, has the value 1 – ordered*

What to do next

You perform the accessioning of the material received. After having received the invoice, enter the invoice data.

3.4.5 Closing a delivery note item

An individual delivery note item can be closed. When closing it, the data for the material receipt is added to the holdings data, in the same way as when closing the delivery note as a whole (see chapter 3.4.4).

Procedure

1. In the **Delivery note** class, find and select the delivery note.
2. In the list of objects linked to the delivery note, select the delivery note item.
3. Select the **Object / Close receipt** method.

In the data about the order item, the number of copies received increases.

Status after closing a delivery note item

Statuses are the same as when closing a delivery note as a whole, with the following exceptions related to a delivery note:

Delivery note

- *entered: if you have not received all delivery note items*

- *closed: if you have received all the delivery note items*
- *invoice not received (Payment status)*

3.4.5.1 Deleting receipt under a delivery note item

The delivery note status can be changed from *received* back to *entered*.



Note:

Material receipt cannot be deleted if the material has already been accessioned.

If the whole delivery note has been closed, its status changes back to *entered*.

If an invoice for the delivery note item has already been sent to the accounting department or paid, the invoice status changes back to *entered* as well (see chapter 3.5.9).

Procedure

1. In the **Delivery note** class, find and select the delivery note.
2. In the list of objects related to the delivery note, select the delivery note item.
3. Select the **Object / Delete receipt** method.

The **List** window will open. Copies received are in the "Selected" list.

4. In the "Selected" list, highlight the copy for which you do not wish to delete receipt and move it to the "Unselected" list using the **Remove** button.
5. Click the **OK** button.

Under the order item, the number of copies received decreases.

In fields 996, under "Receipt (y)", the delivery note number and date will be deleted.

Status after deleting receipt under a delivery note item

Order

- *submitted*
- *expected (Receipt status)*

Order item

- *ordered*

Delivery note

- *entered (Payment status)*
- *invoice not received (Receipt status)*

Delivery note/invoice item

- *entered (Receipt status)*

Copy

- *in process: if the receipt of the copy has been deleted*
- *received: if the receipt of the copy has not been deleted*

Field 996

- *1 – ordered*

3.4.6 Notifying the requestor about the material received

After having accessioned the material you can notify the requestors about the material received. The notifications for requestors can be prepared in the **Recently received material** class. Recently received material is dealt with in the *COBISS3/Holdings User Manual* (see chapter 12).

When sending a notification, the sending date is recorded under the requestor data.

Procedure

1. Highlight the **Recently received material** class.
2. Select the **Class / Prepare notifications for requestors about received material** method.

Notifications about received material will be prepared, sorted by requestors. A notification about the material will be prepared when the accession number but no status is defined in the field 996, indicating that the material is available for loan.

The **Overview and sending of created report** window will open, from where you can send notifications to predefined or changed destinations. In the *Basic Guidelines COBISS3 User Manual* you can find how to send a report (see chapter 4.5).

3.4.7 Splitting a delivery note to two delivery notes

A delivery note can be split to two delivery notes by moving one item or several items from one delivery note to another. This procedure is primarily useful when you receive two invoices for one delivery note.

Precondition

The delivery note must be *closed*.

Procedure

1. In the **Delivery note** class, find and select the delivery note.
2. Select the **Object / Split the delivery note** method.

The **List** window will open.

3. In the "Unselected" list, highlight the delivery note item that you wish to move to another delivery note and move it to the "Selected" list, using the **Add** button.
4. Click the **OK** button.

A new delivery note with the selected items will be created.

3.4.8 Making up sets and printing labels

Making up an individual set is dealt with in the *COBISS3/Holdings User Manual* (see chapter 6.10).

You can make up sets for a new material also under delivery note items. In that case, sets are made up automatically for all copies under the items you selected. If you wish to add some other items to the sets so made up (or remove them from the sets), you must continue making up each set separately.

Start the procedure of making up sets under the delivery item, the copies of which will represent the leading item.

Precondition

The items must not be parts of the sets. The delivery note must contain more than one item. Under the delivery note items, where you wish to form sets:

- all fields 996 must have an accession number
- items of one set in subfields 996p, 996q and 996u must have the same data
- the order of fields 996 must be the same, according to the sublocation entered
- the number of copies must be the same under all items

Procedure

1. In the **Item received** class, find and select the delivery note item, the copies of which will represent the leading items.
2. Select the **Object / Make up a set** method.

The **List of delivery note items** will open.

3. Select one or more delivery note items, the copies of which will represent the other set items. You can also select items linked to other bibliographic records.

Sets for all copies under the items are made up automatically. Fields 996 for the first copies under the items are made up in the first set, the second copies are made up in the second set, etc.; if there are ten copies under an item, ten sets will be made up.

4. A window for label printing will open; first, the labels for all items of the first set will open, next, the labels for items of the second set will open, etc. Label printing is dealt with in the *COBISS3/Holdings User Manual* (see chapter 7.2).

3.4.8.1 Deleting or changing the status under the set items

If you have not deleted the status in subfields 996q while accessioning or before making up sets, delete it before placing it on a shelf. Before deleting it, you can change the status also to *4 – in revision* or *14 – other* if the library has organized the processing procedure this way. The set of statuses used in a library when acquiring and processing material before deleting a status must be defined by setting a parameter in the configuration file. You can select one of the following statuses: *2 – in process*, *4 – in revision* and *14 – other*.

You can change the status in the window for making up the set. In the window, the possibility to change the status appears only if the set items in the subfield 996q have one of the statuses defined in the configuration file.

Precondition

Fields 996 must be made up in a set and have one of the statuses defined in the configuration file.

Procedure

1. In the **Field 996/997** class, find and select field 996 for any set item.
2. Select the **Object / Make up a set** method.

The **Make up a set** window will open.

The window will open also when you read or enter the accession number of any set item under the **Class / Change the following data: q, e\E, e\D, r, u or p** method and when you select any set item under the **Change status in fields 996/997: from 2, 4, 14 or blank to 4, 9, 14 or blank** method.

3. Select the status. You can choose between the statuses from the configuration file and the status *blank* (delete status).

Set items should not be marked.

4. Click the **Change status** button.

The status is changed under **all units** in a set.

If the status has been deleted, you can no longer change the status in the window.

5. Close the window.

3.5 PAYING FOR THE MATERIAL RECEIVED

You may receive the invoice for the material received together with the delivery note and the material, or later. You may receive an invoice for one delivery note or for several delivery notes. You can enter it on the basis of either entered or closed delivery note.

If you receive one copy free of charge and you have to pay other copies, split the item of a delivery note or of an invoice. Under the item of the copy that you received free of charge, enter the price and a discount of 100%.

You can prepare a claim for the invoice – either for the whole invoice or for a single item.

According to the Value Added Tax Act, a taxable entity providing partially taxable and partially exempt supply of goods and services has the right to deduct input VAT only in relation to taxable transactions. Enter the deductible proportion of input VAT into the home library data. The data is transferred to each newly entered invoice.

Close the invoice. Send it to the accounting department and enter the sending date. When the accounting department notifies you that the invoice has been paid, enter the payment date. The data about the invoice will be added to holdings data.

In funds, specified under order items, the financial means tied to orders will decrease, and in funds, specified under invoice items, the amount used for payments will increase. If a deductible proportion of input VAT has been defined for the invoice, the deductible input VAT will be deducted from the amount used for payments.

3.5.1 Entering an invoice

On the basis of the invoice received or the data on the material, find the delivery note, and enter first the general data about the invoice and then invoice items.

When entering an invoice, mark that you wish the difference between the invoice price and the order price to be observed. In addition to that, enter the note that refers to the claim. This data represents the basis for preparing a claim for the invoice received.

When entering an invoice, enter also indirect cost of acquisition, e.g. postage, handling charges, etc.

Precondition

The delivery note must be either entered or closed.

Procedure

1. In the **Delivery note** class, find and select the delivery note.

2. Select the **Object / Create invoice** method.

The entered delivery note will be closed (see chapter 3.4.4).

The **Invoice** editor will open. A delivery note item has also the function of an invoice item.

3. Enter general data about the invoice (see chapter 3.5.1.1).
4. Edit invoice item(s) data. As the item(s) function(s) as delivery note item(s), only check and supplement the financial data (see chapter 3.5.1.2).
5. Click the **Total amount** tab.
The total invoice amount is calculated at the same time as you enter the prices under invoice items (see chapter 3.2.1.2.3).
6. From the data about the home library, the deductible proportion of input VAT, expressed in per cent, is transferred.
7. Enter indirect cost of acquisition, e.g. postage, handling charges, etc. (see chapter 3.5.1.3).
8. Save the data.

A number, which cannot be changed, will be assigned to the invoice. Invoices are numbered automatically, in compliance with the setting of the counter for invoices (see chapter 11.3).

Status after entering an invoice

Invoice

- *entered*

Delivery note

- *invoice received (Payment status)*

Options

If you, after having entered an invoice but before having paid it, receive a notification from the accounting department about a change in the deductible proportion of the input VAT, change it accordingly for the home library (in the **Home library** class). To transfer the change to the invoice, use the **Object / Transfer or delete deductible proportion of input VAT** method. You can delete the deductible proportion of input VAT from the invoice.

What to do next

Close the invoice.

3.5.1.1 Entering general data

Enter general data about an invoice in the **Invoice** editor.

Procedure

1. Under "Reference document", enter the invoice number.
2. Under "Reference document date", enter the date of the invoice received.
3. If you order and receive the material from one supplier and the invoice from another supplier, you can change the supplier.

To do that, click the **Supplier** button. The **Search – Partner** search window will open. Find and select the relevant supplier.

4. Under "Additional symbol", you can enter additional internal designation of the invoice.
5. Under "Date of invoice receipt", the current data is offered. You can change it.
6. The shipment date is transferred from the delivery note. You can change it.
7. The invoice due date is calculated by adding the payment period in days to the shipment date. The payment period is recorded in the data about the supplier and indicates the number of days within which you must usually pay the material received to the supplier in view of the shipment date. You can change the invoice due date.
8. If you want to prepare a claim for the invoice as a whole against the supplier, enter the reason for claim, which will then appear on the invoice claim.

Click the **Claim note** button. Enter the text into the text entry window and save it.



Example:

Under "Claim note", you can enter the following text, e.g.: *You have delivered only 1 piece but invoiced 3.*

The sending method and language of the claim are transferred from the database of partners. You can change both values.



Example:

You wish to send an invoice claim to the supplier. The claim will be written in English and sent by e-mail. Therefore, select *e-mail* under "Sending method", and *English* under "Language".

9. To enter an internal note, click the **Note** button.
Enter the text into the text entry window and save it.
10. If you have received an invoice for several delivery notes, add them to the invoice.
Click the **New object** button. A window will open, with the delivery notes of the same supplier, for which you have received no invoice yet. After selecting the delivery note, the delivery note items will be added to the invoice.

3.5.1.2 Entering an item

You can enter invoice item data in the **Delivery note/invoice item** editor.

Procedure

1. In the **Invoice** editor, highlight the item of a delivery note or an invoice.

2. Click the **Edit** button.
The **Delivery note/invoice item** editor will open.
Bibliographic data about the material and the number of copies cannot be changed.
3. If you wish that the difference between the invoice item price and the order item price (i.e. the price agreed upon with the supplier) is taken into consideration when preparing a claim, tick the check box "Check order price". The item will be added to the invoice claim.
4. You can enter the reason for claim that will appear on the invoice claim. Click the **Claim note** button.
Enter the text into the text entry window and save it.
5. To enter an internal note, click the **Note** button.
Enter the text into the text entry window and save it.
6. Check and, if required, change the data about funds and percentages of financing for individual copies (see chapter 3.2.1.2.1).
7. Click the **Price** tab.
Check and, if required, supplement the data about the price under the invoice item (see chapter 3.2.1.2.3).

In relation to combined orders (combined subscription), when several publications are paid on the basis of one invoice, and the price of one publication is not known, enter the price under the first item, and the amount of 0.00 for other items.
8. Save the data.

3.5.1.3 Entering indirect cost of acquisition

Enter indirect cost of acquisition, e.g. postage, shown on the invoice, in the **Indirect cost** editor.

Procedure

1. In the **Invoice** editor, click **Total amount** tab and then the **New object** button.
The **Indirect cost** editor will open.
2. Under "Type", select the indirect cost type, e.g. *postage*.
3. Enter price per unit.
4. Define tax rate by selecting the appropriate value from the list of tax rates.
After you have entered the price and tax rate, the following values are calculated: value before VAT and discount, VAT and total.
5. You can enter a foreign price. Select the appropriate currency from the currency list.
6. To enter a note, click the **Note** button.

Enter the text into the text entry window and save the data.

7. Save the data.

The indirect cost value will be added to the invoice total.

Options

If the amount due on the invoice is rounded off, you can enter the rounding-off amount. In the **Indirect cost** editor, select *rounding-off* under "Type", and enter the rounding-off amount, e.g. 0.01 or -0.02.

3.5.2 Splitting a delivery note item or invoice item to two items

If you receive one copy free of charge and you have to pay the other copies, split the item of a delivery note or an invoice to two items. Under the item of the copy that you received free of charge, enter the price and a discount of 100%.

Procedure

1. In the **Invoice** class, find and select the invoice.
2. In the list of objects related to the invoice, select the item of a delivery note or an invoice that you wish to split to two items.
3. Select the **Object / Split to two items** method.

The **List** window will open.

4. In the "Unselected" list, highlight the copy that you wish to move to the other item of a delivery note or an invoice and move it to the "Selected" list, using the **Add** button.
5. Click the **OK** button.

A new item with the selected copy will be created.

3.5.3 Adding a delivery note to an invoice

If you have received an invoice for several delivery notes, you can add the delivery notes to the invoice as long as the invoice is not closed.

Precondition

A delivery note can be added to the invoice with the status *entered*.

Procedure

1. In the **Invoice** class, find and select the invoice.
2. Select the **Object / Add delivery note** method.

A window will open, containing delivery notes that have been sent by the same supplier and for which you have not received an invoice yet.

3. Select a delivery note. You can select several delivery notes simultaneously.

Delivery note items will be added to the invoice.

Options

You can add delivery notes to an invoice also by using the **Invoice** editor. Click the **New object** button to open the window containing the delivery notes for which you have received no invoice yet. Select a delivery note. Delivery note items will be added to the invoice.

3.5.4 Removing a delivery note from an invoice

You can remove delivery notes from an invoice until the invoice is closed.

Precondition

A delivery note can be removed from the invoice with the status *entered*.

Procedure

1. In the **Invoice** class, find and select the invoice.
2. Select the **Object / Remove delivery note from invoice** method.

If only one delivery note has been placed on the invoice, the delivery note items will be removed from the invoice.

If several delivery notes have been placed on the invoice, a window with a list of delivery notes will open. Select a delivery note and the items of the selected delivery note will be removed from the invoice.

Status after removing a delivery note from an invoice

Delivery note

- *invoice not received (Payment status)*

3.5.5 Closing an invoice

After having entered the data, close the invoice.

If you need to make a claim, you cannot close the invoice but must prepare a claim for individual items or for the invoice as a whole (see chapter 9.1).

After the claim has been answered, delete the reasons for claim in the invoice and close the invoice.

If advance payment has been performed for the order for which you are closing the invoice, the advance payment status will change.

Precondition

The invoice status must be *entered*.

Procedure

1. In the **Invoice** class, find and select the invoice.
2. Select the **Object / Close/Prepare claim** method.

Status after closing an invoice	Invoice <ul style="list-style-type: none"> • <i>closed</i> Delivery note <ul style="list-style-type: none"> • <i>invoice received (Payment status)</i> Advance <ul style="list-style-type: none"> • <i>invoice entered</i>
What to do next	Record sending the invoice to the accounting department.

3.5.6 Sending an invoice to the accounting department

After having checked, entered and closed the invoice, send it to the accounting department. Enter the sending date.

Precondition

The invoice status must be *closed*.

Procedure

1. In the **Invoice** class, find and select the invoice.
2. Select the **Object / Send to Accounting** method.

A window will open, where you enter the date of sending the invoice to the accounting department. Under "Sending date", the current date, which you can change, will automatically appear.

Click the **OK** button.

Status after sending an invoice to the accounting department

Invoice	<ul style="list-style-type: none"> • <i>sent to Accounting</i>
Delivery note	<ul style="list-style-type: none"> • <i>invoice received (Payment status)</i>

What to do next

Enter invoice payment.

3.5.6.1 Exporting an invoice to accounting system

You can export the invoice from the COBISS3 software for the needs of accounting records.

A library has to talk to its accounting system provider about the import of invoice data into the accounting records.

After the arrangement has been made between the library and the accounting system provider, it is required to define, in the configuration file, the path to the folder, where files containing individual invoices created during the export procedure, are stored. Invoice data will be entered into an .xml format file. The

invoice number, assigned while entering the invoice in compliance with the counter setting, is the file name.

3.5.7 Entering invoice payment

When you are notified by the accounting department that the invoice has been paid, enter the date of payment.

In funds, specified under order items, the amount tied to orders decreases. If all the material ordered in one order has not been received with a delivery note and paid with an invoice, the amount tied to orders decreases only by the part of the material that has been paid with an invoice in funds. In order data, a special designation appears indicating that the reserved funds have been released.

In funds, defined under the invoice item (the funds can be the same as for the order), the amount used for payments increases. The indirect cost of the acquisition is recorded under the indirect cost fund with the designation *AcqIC*.

If funds have not been defined under invoice items, the invoice total is recorded under the unallocated financial means fund with the designation *NS*.

If the invoice has been partly settled with an advance payment, the financial means in funds are used in the amount required for settling the invoice. If, in view of the advance payment, there is a credit balance in relation to this invoice, the amount is added to the supplier's overpayment amounts. When paying an invoice, the advance payment status also changes.

When paying an invoice, it is possible to use the amount of overpayments, currently recorded for the supplier. In such a case, the amount of overpayment is deducted from the amount of overpayment for the supplier, that is, from the funds where the amount of overpayment for the supplier has been recorded.

Each change in supplier's overpayment is recorded in the **Overpayment** class. The following data is recorded: current number, type of entry, supplier, invoice and advance payment numbers, amount, foreign amount, fund, note, the person who made the entry and the date and time of creating the overpayment.

If the deductible proportion of input VAT specified for the home library differs from 0, the amount used for payments will be decreased by the deductible input VAT in the Fund. Under the "payment" entry, both amounts will be indicated: the amount used for payments, reduced by the deductible input VAT, and the deductible input VAT.

Data about the invoice will be added to the holdings data.

Precondition

The invoice status must be *sent to Accounting*.

Procedure

1. In the **Invoice** class, find and select the invoice.
2. Select the **Object / Enter payment** method.

A window will open, where you can enter the invoice payment date. Under "Payment date", the current payment date is offered, which can be changed.

Click the **OK** button.

Under the items of a delivery note or an invoice, the value under "Paid" is set to *Yes*.

The following data will be transferred to fields 996 for each item:

- to "Invoice (1)", the invoice number and date will be transferred
- to "Price (3)", the calculated price per copy will be transferred

A price per copy is calculated by dividing the item total amount (the value under "Amount") by the number of copies. If, for the invoice, the deductible proportion of input VAT is specified, considering the settings in the configuration file, the price, either reduced or not by this proportion, is transferred.

If two prices, one in domestic and one in foreign currency, are given for one item, it depends on the configuration file settings as to, which of the two prices will be transferred.

If a price note has been entered under the item, it will be added, enclosed in angle brackets, to the price.

For combined orders, a price will be transferred into the field(s) 996 for the first item, and a price of 0 into the field(s) for other invoice items. This is followed by the remark *CS (Combined Subscription)*, the punctuation "\" and by field 996 ID, where the total price is given.

- to "Price (3)", the discount rate will be transferred
- to "Financier (4)", the financier symbol and the percentage of financing will be transferred; the percentage of financing will be transferred only if it is less than 100%
- to "Internal No. (7)", an internal number and invoice entry date will be transferred

***Status after entering
invoice payment***

Invoice

- *paid*

Delivery note

- *invoice paid (Payment status)*

Advance

- *invoice paid*

3.5.8 Closing an invoice, sending an invoice to the accounting department and entering invoice payment simultaneously

You can simultaneously close an invoice, record the sending of it to the accounting department and enter the invoice payment.

Precondition

The invoice status must be *entered*.

Procedure

1. In the **Invoice** class, find and select the invoice.
2. Select the **Object / Edit** method.

The **Invoice** editor will open.

3. Click the **Enter payment** button.

A window will open asking you whether you want to close the invoice, send it to the accounting department and pay it.

If you click the **Yes** button, the invoice will be marked as paid (see chapters 3.5.5, 3.5.6 and 3.5.7).

If you click the **No** button, the invoice status will remain unchanged, i.e. *entered*.

The current date will be recorded under the following invoice attributes: "Sent to Accounting" and "Paid".

3.5.9 Changing the invoice status

The invoice status can be changed back to *entered* after:

- having sent the invoice to the accounting department
- having paid the invoice

Re-open the invoice, enter the required corrections and close it.

Status after changing the invoice status

Invoice

- *entered*

Delivery note

- *invoice received (Payment status)*

3.5.9.1 Changing the sending of the invoice to the accounting department

Precondition

The invoice status must be *sent to Accounting*.

Procedure

1. In the **Invoice** class, find and select the invoice.

2. Select the **Object / Delete sending to Accounting** method.

3.5.9.2 Changing the invoice payment

Precondition

The invoice status must be *paid*.

Procedure

1. In the **Invoice** class, find and select the invoice.
2. Select the **Object / Delete payment** method.

In funds, specified under order items, the amount tied to orders will increase, and in funds, specified under invoice items, the amount used for payments will decrease.

The data, entered into fields 996 when performing the invoice payment, will be deleted.

3.6 REVOKING AN ACQUISITION PROCEDURE

You can revoke an acquisition procedure if a delivery note has already been closed, regardless of the invoice status or whether an invoice has already been entered or not.

Precondition

The status of the item of a delivery note or an invoice must be *received*. The accession number has not yet been defined for fields 996.

Procedure

1. In the **Item received** class, find and select the item of a delivery note or an invoice.

2. Select the **Object / Revoke acquisition procedure** method.

A window will open, where you can click the **Yes** button to confirm the revoking of the acquisition procedure.

The **List** window will open. Copies are in the "Selected" list.

3. In the "Selected" list, highlight the copy the acquisition of which you do not wish to revoke, and transfer it to the "Unselected" list by using the **Remove** button.

4. Click the **OK** button.

A window will open containing a question whether you wish to prepare an order cancellation for the selected copies. If you do, click the **Yes** button.

Then the following procedures will be performed automatically:

- invoice payment will be deleted (see chapter 3.5.9.2)
- the delivery note will be removed from the invoice (see chapter 3.5.4)
- receipt of selected copies under the item of a delivery note or an invoice will be deleted (see chapter 3.4.5.1)
- selected copies will be deleted from the table of copies under the item of a delivery note or an invoice (see chapter 3.2.1.2.1)
- if requested, also order cancellation for selected copies under the order item will be performed, whereby fields 996 will be deleted (see chapter 3.2.13.2)
- the delivery note will be added to the invoice again (see chapter 3.5.3)

What to do next

Check and re-close the invoice, record sending the invoice to the accounting department and pay the invoice.

3.7 GENERAL PROCEDURES

For orders, advances, delivery notes and invoices you can view the apportionment of the total amount by funds and you can change the discount rate.

With acquisition documents, you can change the order of the items or the mailing address. You can print the label with partner's address on it and add the invoice for indirect cost of acquisition.

3.7.1 Apportionment by funds

For orders, advances, delivery notes and invoices you can view the apportionment of the total amount by funds, specified under the document items.

Procedure

1. Find and select the acquisition document.
2. Select the **Object / Show the amounts by funds** method.

A window will open, where you can view the apportionment of the total amount by funds.

For invoices the deductible input VAT amount is shown.

If an invoice for indirect cost of acquisition is linked to the document, the indirect cost invoice number, the fund, specified for the invoice, and the invoice total amount are given as well.

3.7.2 Changing a discount rate

You can simultaneously change a discount rate for several items for an order, advance payment, delivery note or invoice.

Precondition

The acquisition document status must be *entered*.

Procedure

1. Find and select the acquisition document.
2. In the list of objects, related to the acquisition document, select the relevant item. You can select several items simultaneously.
3. Select the **Object / Change discount rate** method.

The **Change discount rate** window will open.

Enter the new discount rate and click the **OK** button.

The discount rate will be changed for all the selected acquisition document items. On the basis of this new discount rate, the total of the acquisition document is calculated (see chapter 3.2.1.2.3).

3.7.3 Sorting acquisition document items

You can change the order of acquisition document items.

Precondition

The acquisition document status must be *entered*.

Procedure

1. Find and select the acquisition document.
2. Select the **Object / Sort items** method.

The **Sort items** window with a list of acquisition document items will open.

3. Highlight the item.
4. To move it upwards, click the **Up** button.
5. To move it downwards, click the **Down** button.
6. Click the **OK** button.



Note:

When sorting items on an invoice that contains several delivery notes, you can change the order of items only within one delivery note.

3.7.4 Changing a mailing address

You define the default address for sending acquisition documents by selecting a partner. It can be one of the following:

- partner's head office address
- contact department address
- contact person address

The default address can be changed.

Precondition

The partner must be specified for the acquisition document.

Procedure

1. Find and select the acquisition document.
2. Select the **Object / Change mailing address** method.

The **Partner addresses** window will open, where the addresses of partner's head office, of contact persons and departments can be viewed.

3. Select the new mailing address.

3.7.5 Printing a label with partner's address on it

For an acquisition document that will be sent by mail you can print a label with partner's address on it. You can print a label for one acquisition document or, simultaneously, for several acquisition documents.

Procedure

1. Find and select the acquisition document.
2. Select the **Object / Print label with partner's address on it** method.

Options

You can also print a label with the partner's head office address. You can find the partner that you wish to print a label for in the **Partner** class. Then select the **Object / Print label with head office address on it** method.

3.7.6 Entering an invoice for indirect cost of acquisition

It is possible that a supplier sends first a basic invoice and then also an invoice for the indirect cost of the acquisition, e.g. insurance, customs charges etc., which have not been included in the basic invoice.

Also in relation to other acquisition types, e.g. exchange, gifts, etc., a supplier can send an invoice for acquisition-related indirect cost. When acquiring exchange material, a library must pay e.g. postage related to the exchange. In such a case you must find and select the basic document, i.e. a list of material received by exchange, and then add the indirect cost invoice to it.

Procedure

1. Find and select the acquisition document in the relevant class, e.g. **Invoice**, **List of material received by exchange**, etc.
2. Select the **Object / Add indirect cost invoice** method.

The **Indirect cost invoice** editor will open. Under "Acquisition document", the data about the basic acquisition document, to which the invoice for indirect cost of the acquisition is linked, appears automatically, e.g. data about invoice, list of material received by exchange, etc. Under "Additional symbol", the basic acquisition document number appears again to make the search easier. You can change the additional symbol.

3. Under "Type", select the type of indirect cost, e.g. *postage*.
4. Under "Reference document", enter the invoice number.
5. Under "Reference document date", enter the date of the invoice received.
6. To enter a note, click the **Note** button.

Enter the text into the text entry window and save it.

7. Specify the fund that will be used to pay the indirect cost invoice. The fund for recording indirect cost of acquisition designated *AcqIC* is defined by default.

Click the **Fund** button, which forms a link to the **Fund** class. The **Search – Fund** search window will open. Find and select the fund.

8. Enter the tax base.
9. Under "Tax rate", select the relevant value from the list.
10. When you receive an indirect cost invoice from another supplier, you must change the supplier.

Click the **Supplier** button. The **Search – Partner** search window will open. Find and select the relevant supplier.

11. Save the data.

On the basis of the tax base and tax rate, the invoice total is calculated automatically.

A number, which cannot be changed, will be assigned to the indirect cost invoice. Invoices are numbered automatically, in compliance with the setting of the counter for invoices (see chapter 11.3).

A common counter is used for invoices and indirect cost invoices.

***Status after entering
an indirect cost
invoice***

Indirect cost of acquisition invoice

- *entered*

What to do next

Close the invoice for indirect cost of acquisition, send it to the accounting department and enter invoice payment using the same method as described for the basic invoice.



Note:

Data about paying the invoice for indirect cost of acquisition is not added to the holdings data.

4 EXCHANGE OF MATERIAL

This chapter deals with procedures used for the exchange of material:

- receipt of material in exchange
- sending material in exchange

After having received material from another library by exchange, enter and close the list of material received by exchange. When closing it, receipt data will be added to the holdings data. You can prepare a claim for the material received by exchange. Before performing receipt from another library, you can prepare and send an order for the material you wish to receive from this library. You can prepare and send a letter of thanks to the library for the material received.

The procedure of acquiring material intended for exchange is dealt with in the relevant chapters: Purchase of material, Receiving gifts, etc. After the acquisition procedure is complete, enter the exchange-based order received, i.e. an order of material desired and sent by a library that functions as your exchange partner. After that prepare a shipment and a list of material, which is to be sent with the shipment. The shipment of material together with the accompanying list is sent to another library.

Subchapters:

- Material received by exchange
- Sending material in exchange
- General procedures

4.1 MATERIAL RECEIVED BY EXCHANGE

Material received by exchange is usually accompanied with a list of material. Check the material and enter the list details.

You can prepare a claim for the material received.

Close the list of material received in exchange.

Before performing the receipt of material by exchange, you can prepare an order and send it to another library.

4.1.1 Entering a list

When you have received material from your exchange partner, enter the data about the list that usually accompanies the material. Enter general data about the list and then type in the data about the order item.

Enter also the number of damaged copies or possible discrepancies between the number of copies actually received and the number of copies on the list, or both. This represents the basis for preparing a claim for delivered material.

Enter receipt of exchange material received in the **List of material received by exchange** class.

Precondition

The library that is your exchange partner is recorded in the database of partners. It has the role of an *Exchange partner (ACQ, S)*.

Procedure

1. Highlight the **List of material received by exchange** class.
2. Select the **Class / New object** method.

The **List of material received by exchange** editor will open. *Exchange* is automatically defined as the acquisition type and you cannot change this.

3. Enter general data about the list of material received by exchange (see chapter 4.1.1.1).
4. Enter the list item(s) (see chapter 4.1.1.2).
5. Click the **Total amount** tab.

The total value of the list is calculated automatically, at the same time as you enter prices for individual items (see chapter 3.2.1.2.3).

6. Save the data.

A number, which cannot be changed, will be assigned to the list of material received by exchange. Lists are numbered automatically, in compliance with the setting of the counter for lists of material received by exchange (see chapter 11.3).

Status after entering a list

List

- *entered*

List item

- *entered*

Copy

- *in process*

What to do next

Close the list of material received by exchange, or prepare an exchange-based order.

4.1.1.1 Entering general data

You can enter general data about the list of material received by exchange in the **List of material received by exchange** editor.

Procedure


1. Specify the exchange partner (sender).

Click the **Exchange partner** button, which forms a link to the **Partner** class, where also partners functioning as exchange partners are listed. The **Search – Partner** search window will open. Find and select the exchange partner.

If a department or a contact person is specified for the exchange partner, the relationship with this department or contact person will appear in relation to the list.



Tip:

If you know the exchange partner symbol, department symbol or contact person symbol, click the icon  to define the partner.

2. Under "Reference document", enter the number of the list of material received by exchange.

If you print out an exchange-based order, you can enter the number of the quotation or agreement received. The number will appear on the order.

3. Under "Reference document date", enter the date of the list of material received by exchange.

If you print out an exchange-based order, you can enter the date of the quotation or agreement received. The date will appear on the order.

4. Under "Date of receipt", the current date will be automatically offered. You can change it.

5. If you prepare and send an order to another library before receiving the material from this library, enter, under "Order submitted on", the date when the order was sent.

6. To enter the text that will precede the list of material in the letter of thanks, click the **Thank-you text** button.
Enter the text into the text entry window and save it.
7. To enter an internal note, click the **Note** button.
Enter the text into the text entry window and save it.

4.1.1.2 Entering an item

You can enter the data on an item for the list of material received by exchange in the **Item for the list of material received by exchange** editor.

Procedure

1. In the **List of material received by exchange** editor, click the **New object** button.
The **Search – Bibliographic record** search window will open.
2. Find and select a bibliographic record.
If the record does not exist in the local database, you can download it from the shared database (see chapter 2.1.1).
If the record does not exist in the local database and you do not intend to download it from the shared database, close the search window by clicking the **Close** button. The **Material** editor will open, in which you enter bibliographic data (see chapter 2.2).
3. To enter an item, click the **New object** button in the **Material** editor.
The **Item for the list of material received by exchange** editor will open.
Bibliographic data on the material can only be viewed. You cannot change it.
4. Under "No. of copies on list", enter the quantity from the list.
5. If you receive damaged copies, enter the number of these copies under "No. of damaged copies received". This represents the basis for preparing a claim.



Note:

Before entering the number of damaged copies, reduce the number of copies in the copies table accordingly.

6. Click the **Claim note** button to enter the reason for claim, which will appear on the claim.
Enter the text into the text entry window and save it.
7. To enter an internal note, click the **Note** button.
Enter the text into the text entry window and save it.
8. Enter the data on the copies received (see chapter 3.2.1.2.1).

In the copies table you can distribute only undamaged copies. The total number of copies can be found under "No. of undamag. copies received". You cannot change this number.

If the number under "No. of undamag. copies received" and the number under "No. of copies on list" differ, this represents the basis for preparing a claim.

9. Click the **Price** tab and specify the item amount (see chapter 3.2.1.2.3). A price per unit can be transferred from any acquisition document item or from fields 996/997 (see chapter 4.1.1.2.1).
10. You can immediately accession the copies received (see chapter 4.1.1.2.1).
11. Save the data.

Options

The apportionment of copies among departments for an item of a list of material received by exchange can be printed out. Under the item, select the **Object / Print** method, and then *Apportionment among departments – exchange*.

4.1.1.2.1 Transferring a price

You can transfer a price from any acquisition document item or from fields 996/997.

Procedure

1. In the **Item for the list ...** and **Item for the shipment ...** editor, click the **Transfer price** button.

A window containing a list of prices entered under other acquisition documents items and under fields 996/997 will open.

2. Highlight the price.
3. Click the OK button.

The price will be transferred to the item.

4.1.1.2.2 Accessioning copies and closing a list item

When entering list item data, you can immediately perform accessioning of the copies received, whereby you close the list item.

Precondition

Material is linked to a bibliographic record from the local database. Copies in the list item will not be claimed. The status of the list item is either *entered* or *received*. In the list, a supplier is specified.

Procedure

1. In the **Item for the list ...** editor, click the **Accession** button.

The list item will be closed (see chapter 4.1.5).

The **Field 996/997** editor will open.

2. Perform accessioning of the copies. Accessioning is dealt with in the *Holdings COBISS3 User Manual* (see chapter 7.1).

When you perform accessioning of the copies and close the list item, the list does not close automatically. You must close the list yourself.

4.1.2 Preparing and sending an exchange-based order

Before you receive material from another library, you can prepare and send an order for the material you wish to receive from this library. Enter the data on the material to the list of material received by exchange. You can enter the order submission date on the list.

Precondition

The status of the list of the material received by exchange must be *entered*.

Procedure

1. In the **List of material received by exchange** class, find and select the list.

2. Select the **Object / Send** method.

The **Report definition selection** window will open.

3. Select *Exchange-based order*.

The **Overview and sending of created report** window will open, from where you can send the order to predefined or changed destinations. In the *Basic Guidelines COBISS3 User Manual* you can find how to send a report (see chapter 4.5).

What to do next

After you have received the material, you can change the list if required. Then close the list.

4.1.3 Deleting a list

Precondition

You can delete only lists with status *entered*. Before deleting a list, you must delete all the list items.

Procedure

1. Find and select the list.

2. Select the **Object / Edit** method.

The list editor will open.

3. Highlight the item and click the **Delete** button.

The item will be deleted from the list and from the database.

4. Repeat step 3 for all the items of the list.
5. Save the list that contains no items.
6. Select the **Object / Delete** method.

4.1.4 Closing a list

After completing the entry, close the list of material received by exchange. The receipt data will be added to the holdings data.

If you need to make a claim, do not close the list but prepare a claim for delivered copies (see chapter 9.1).

After the claim has been answered, delete the reason for claim in the list and close the list.

Under "No. of copies claimed", the number of copies claimed last will be indicated. The history of all claims can be viewed in the list of events.

Procedure

1. In the **List of material received by exchange** class, find and select the list.
2. Select the **Object / Close/prepare claim** method.

For each copy, a new field 996 with the following data will be prepared:

- to "Sublocation (d\l)", the library department ID will be transferred
- to "Shelving location (d\i)", the shelving location will be transferred
- "Acquisition type (v)" will get the value *b – exchange*
- to "Purpose of acquisition (w)", the purpose of acquisition will be transferred
- to "Receipt (y)", the number and date of the list of material received by exchange will be transferred
- "Status (q)" will get the value *2 – in process*
- to "Supplier (2)", the exchange partner symbol will be transferred
- to "Price (3)", the calculated price per copy will be transferred

A price per copy is calculated by dividing the item total amount (i.e. the value under "Amount") by the number of copies.

If two prices, one in domestic and one in foreign currency, are given for one item, it depends on the configuration file settings as to, which of the two prices will be transferred.

If a price note has been entered under the item, it will be added, enclosed in angle brackets, to the price.

Status after closing a list

- List
- *closed*

List item

- *received*

Copy

- *received*

Field 996

- *2 – in process*

What to do next

Accession the material received.

4.1.5 Closing a list item

You can close also a single list item. After the item is closed, the receipt data will be added to the holdings data in the same way as when closing the list as a whole.

Procedure

1. Find and select the list.
2. Select the list item in the list of objects related to the list.
3. Select the **Object / Close receipt** method.

Status after closing a list item

List

- *entered: if you have not received the material under all the list items*
- *closed: if you have received the material under all the list items*

List item

- *received*

Copy

- *received*

Field 996

- *2 – in process*

4.1.5.1 Deleting receipt under a list item

You can change the status of a list item from *received* back to *entered*.



Note:

It is not possible to delete the receipt, if the material has already been accessioned.

If the list has been closed as a whole, the status of the list will be changed back to *entered* as well.

Procedure

1. Find and select the list.
2. Select the list item in the list of objects related to the list.
3. Select the **Object / Delete receipt** method.
The **List** window will open. Copies received are in the "Selected" list.
4. In the "Selected" list, highlight the copy the receipt of which you do not wish to delete, and transfer it to the "Unselected" list by using the **Remove** button.
5. Click the **OK** button.

Fields 996 of the copies the receipt of which you have deleted will be deleted.

Status after deleting receipt under a list item

List

- *entered*

List item

- *entered*

Copy

- *in process: if you have deleted the receipt of the item*
- *received: if you have not deleted the receipt of the item*

Field 996

- *2 – in process: if you have not deleted the receipt of the item, otherwise the field gets deleted from the database*

4.1.6 Submitting and sending a letter of thanks to a library

You can send a letter of thanks for the material received by exchange to the library. The sending method and language of the letter of thanks are defined under the exchange partner. Print the letter of thanks in the selected language or send it to the exchange partner by e-mail.

Procedure

1. In the **List of material received by exchange** class, find and select the list.
2. Select the **Object / Submit and send letter of thanks** method.

The **Overview and sending of created report** window will open, from where you can send the letter of thanks to predefined or changed destinations. In the *Basic Guidelines COBISS3 User Manual* you can find how to send a report (see chapter 4.5).

4.2 SENDING MATERIAL IN EXCHANGE

The procedure of acquiring the material, which you will send in exchange to another library, is described in the relevant chapters: Purchase of material, Receiving gifts, etc.

When entering the receipt of the material intended for exchange, specify *exchange* as the purpose of acquisition; you can define also the exchange partner. The procedure of defining the purpose of acquisition and the exchange partner is described in chapter 3.2.1.2.1.

After closing the receipt, the exchange status under the item received is automatically set to *available for exchange*. The number of copies available for exchange is recorded automatically. You cannot close the receipt if the exchange partner selected is inactive or if the role of exchange partners has not been specified.

Before sending material in exchange, enter an exchange-based order for the material, received from the library that is your exchange partner in this transaction. The items, for which the exchange partner was defined already when acquiring the material, will be placed on the order. If you wish, you can extend the list of items.

After that prepare a shipment and a list that will accompany the shipment. Send material, prepared in this way, together with the list, to another library.



Note:

Data about sending material will not be added to the holdings data.

Multi-volume monographs cannot be sent for exchange.

Status after closing receipt of material if the exchange partner is not specified

Item received

- *available for exchange* (Status – Exchange)

"Available to define exchange partner" will get the value *Yes*.

Status after closing receipt of material if the exchange partner is specified

Item received

- *available for exchange* (*Exchange status*)

"Available to define exchange partner" will get the value *No*.

Exchange-based order received

- *entered*

Item for the received exchange-based order

- *entered*

Copy

- *order prepared (exchange)*

4.2.1 Entering an exchange-based order received

When entering an exchange-based order received, first enter general data about the order and then order items.

In the **Exchange-based order received** class, enter an order received.

Precondition

The details of the library that functions as your exchange partner in this case must be recorded in the database of partners. The role of *Exchange partner* (*ACQ, S*) must be marked.

Procedure

1. Highlight the **Exchange-based order received** class.

2. Select the **Class / New object** method.

The **Search – Partner** search window will open.

3. Find and select the exchange partner.

The **Exchange-based order received** editor will open.

The items for which the exchange partner was selected already when acquiring the material will be placed on the order.

4. Under "Reference document", enter the number of the order received.

5. Under "Reference document date", enter the date of the order received.

6. To enter an item of the order received, click the **New object** button.

The **Search – Item received** search window will open.

7. Find and select the item received. You can search only through items with *exchange* as the purpose of acquisition and without selected exchange partner. You can select several items received.

The item will be placed on the order received. Data on the material, price and the number of copies ordered will be specified automatically. The price can be changed. If the selected item received contains several available copies without a selected recipient, only the first available copy is added to the order.

8. Click the **Total amount** tab.

The total value of the order received is calculated automatically, at the same time as you enter prices for order items (see also chapter 3.2.1.2.3).

9. Save the data.

A number, which cannot be changed, will be assigned to the order received. Orders are numbered automatically, in compliance with the setting of the counter for exchange-based orders received (see chapter 11.3).

Status after having entered an exchange-based order received

Item received

- *available for exchange (Exchange status)*

Exchange-based order received

- *entered*

Item for the received exchange-based order

- *entered*

Copy

- *order prepared (exchange)*

What to do next

Close the exchange-based order.

Options

You can add an item received to the order received also by using the relevant method. Find and select the item received that is intended for exchange. Select the **Object / Add to the exchange-based order received** method.

4.2.2 Closing an exchange-based order received

After concluding the entry, close the exchange-based order received. The number of copies received under the item received will increase and the number of copies available will decrease.

Procedure

1. In the **Exchange-based order received** class, find and select the order.
2. Select the **Object / Close** method.

Status after closing an exchange-based order received

Item received

- *ordered (Status – Exchange)*
- *available for exchange (Exchange status): if the number of copies available for exchange is bigger than zero*

Exchange-based order received

- *ordered*

Item for the received exchange-based order

- *ordered*

Copy

- *ordered (exchange)*

What to do next

Prepare a shipment of exchange material.

4.2.3 Cancelling an exchange-based order received

After having closed an exchange-based order received, you can change the order status from *ordered* back to *entered*. Under the item received, the number of copies ordered will decrease and the number of copies available will increase.

Procedure

1. In the **Exchange-based order received** class, find and select the order.
2. Select the **Object / Cancel** method.

Status after cancelling an exchange-based order received

Item received

- *available for exchange (Exchange status)*

Exchange-based order received

- *entered*

Item for the received exchange-based order

- *entered*

Copy

- *order prepared (exchange)*

4.2.4 Deleting an exchange-based order received

You can delete an exchange-based order as long as you do not close it.

Precondition

You can delete only received orders with the status *entered*. Before deleting an order, you must delete all the order items.

Procedure

1. In the **Exchange-based order received** class, find and select the order.
2. Select the **Object / Edit** method.

The **Exchange-based order received** editor will open.

3. Highlight the item and click the **Delete** button.

The item will be deleted from the order.

4. Repeat step 3 for all the order items.
5. Save the order, which contains no items.
6. Select the **Object / Delete** method.

4.2.5 Preparing a shipment of exchange material

After closing an exchange-based order received, prepare a shipment of material and a list that will accompany the shipment. Send the material together with the list to another library.

Procedure

1. Highlight the **Shipment of exchange material** class.
2. Select the **Class / New object** method.


The **Shipment of exchange material** editor will open.

3. Define the exchange partner.

Click the **Exchange partner** button, which forms a link to the **Partner** class, where also partners in the role of exchange partners are listed. The **Search – Partner** editor will open. Find and select the exchange partner.



Tip:

If you know the exchange partner symbol, department symbol or contact person symbol, click the icon  to define the exchange partner and mailing address.

4. Sending method and language of the list are transferred from the database of partners. You can change both values.
5. To enter an internal note, click the **Note** button.
Enter the text into the text entry window and save it.
6. To enter a note that should appear on the list, click the **Note on list** button.
Enter the text into the text entry window and save it.
7. To enter the items for the shipment of exchange material, click the **New object** button.
All the items from closed exchange-based orders received for the selected exchange partner that have not been placed on any shipment of exchange material will be added to the list.
8. You can enter also a shipment item, for which you have not performed an acquisition procedure, to the shipment of exchange material (see chapter 4.2.5.1).
9. Check and, where necessary, add data about the price under the shipment item (see chapter 4.2.5.2).
10. Save the data.

A number, which cannot be changed, will be assigned to the shipment of exchange material. Shipments are numbered automatically, in compliance with the setting of the counter for shipments of exchange material (see chapter 11.3).

*Status after
preparing a shipment
of exchange material*

Item received

- *ordered* (Status – Exchange)
- *available for exchange* (Status – Exchange): *if the number of copies available for exchange is bigger than zero*

Shipment of exchange material

- *entered*

Item for the shipment of exchange material

- *prepared for shipment*

Copy

- *prepared for shipment*

Exchange-based order received

- *prepared for shipment*

Item for the received exchange-based order

- *prepared for shipment*

Options

You can prepare a shipment of exchange material also in the following way: In the **Exchange-based order received** class, find and select an order received with the status *ordered*. Then select the **Object / Prepare shipment of exchange material** method. The exchange partner is already specified, the same applies for the sending method and language of the list. On the list are all the items of the selected order.

If a shipment of exchange material with the status *entered* already exists for the selected partner, the program will ask you whether you wish to add the order items to the existing shipment. If you click the **Yes** button, the **Shipment of exchange material** editor for the existing shipment will open. Items, added to the shipment earlier, and items of the selected order will be placed on the list of items.

If you click the **No** button, the **Shipment of exchange material** editor for a new shipment will open, with all the items of the selected order placed on the list of items.

Enter any changes if required and save the data.

What to do next

Submit the list of exchange material, which will accompany the shipment, and send it to the exchange partner.

4.2.5.1 Entering items to a shipment of exchange material without prior acquisition procedure

You can enter items without prior acquisition procedure to the shipment of exchange material in the **Shipment of exchange material** editor.

Procedure

1. Click the **Direct entry** button in the **Shipment of exchange material** editor.

The **Search – Bibliographic record** search window will open.

2. Find and select the bibliographic record.

If the record does not exist in the local database, you can download it from the shared bibliographic database (see chapter 2.2.1).

If the record does not exist in the local database and you do not intend to download it from the shared bibliographic database, close the search window by clicking the **Close** button. The **Material** editor will open, where you can enter the bibliographic data (see chapter 2.2).

3. Click the **New object** button in the **Material** editor to enter an item.

The **Item for the shipment of exchange material** editor will open.

You can only view the bibliographic data; you cannot change it.

4. Enter the price, or transfer it (see chapter 4.2.5.2).
5. Enter the copies data (see chapter 3.2.1.2.1).
6. Save the data.

4.2.5.2 Transferring a price

See chapter 4.1.1.2.1.

4.2.6 Transferring items to another shipment of exchange material

You can transfer items from a shipment of exchange material prepared for a specified exchange partner to some other already prepared shipment or a new shipment.

Procedure

1. In the **Shipment of exchange material** class, find and select the shipment, from which you wish to transfer the items.
2. Select the **Object / Move items** method.

A window with a list of shipments prepared for the specified partner will open. If no shipment is in the list, the window will not open; a new shipment will be prepared.

3. Select the shipment and click the **OK** button.

A window with a list of items placed on the selected shipment will open.

4. Select the item(s) and click the **OK** button.

The **Shipment of exchange material** editor will open.

5. Prepare a shipment of exchange material.

What to do next Submit the list of exchange material, which will accompany the shipment, and send it to the exchange partner.

4.2.7 Deleting a shipment of exchange material

You can delete a shipment of exchange material as long as you do not submit it.

Precondition You can delete only shipments with the status *entered*. Before deleting a shipment of exchange material, you must delete shipment items.

Procedure

1. In the **Shipment of exchange material** class, find and select the shipment.
2. Select the **Object / Edit** method.
The **Shipment of exchange material** editor will open.
3. Highlight the item and click the **Delete** button.
The item will be deleted from the shipment.
4. Repeat step 3 for all the shipment items.
5. Save the shipment, which contains no items.
6. Select the **Object / Delete** method.

4.2.8 Submitting and sending a shipment of exchange material together with a list

When submitting a shipment of exchange material, the current date is recorded as the submission date. After that the list is printed out and sent to the exchange partner, together with the material.

Under the item received, the number of copies ordered will decrease and the number of copies sent will increase.

Precondition For the shipment, the exchange partner and the mailing address must be specified and the items must be entered.

Procedure

1. In the **Shipment of exchange material** class, find and select the shipment.
2. Select the **Object / Submit and send** method.
The current date will be recorded in the data on the shipment, under "Submitted".
The **Overview and sending of created report** window will open, from where you can send the shipment to predefined or changed destinations. In the *Basic Guidelines COBISS3 User Manual* you can find how to send a report (see chapter 4.5).

***Status after
submitting and
sending a shipment
of exchange material
with a list of material***

Item received

- *sent* (Status – Exchange)
- *available for exchange* (Status – Exchange): *if the number of copies available for exchange is bigger than zero*

Shipment of exchange material

- *submitted*

Item for the shipment of exchange material

- *shipment sent*

Copy

- *shipment sent*

Exchange-based order received

- *shipment sent*

Item for the received exchange-based order

- *shipment sent*

Options

You can submit all the shipments prepared at the same time. Highlight the **Shipment of exchange material** class and select the **Class / Submit and send** method. In the list, select the shipments that you wish to submit and send.

4.3 GENERAL PROCEDURES

See chapter 3.7.

5 DEPOSITORY LIBRARY – RECEIVING LEGAL DEPOSIT MATERIAL

This chapter deals with the receipt of legal deposit material in depository libraries, which have been legally designated to receive, maintain, process and provide access to legal deposit material.

Legal deposit material received is usually accompanied with a list of material. Check the material and enter the list.

You can receive a list of legal deposit material from the national depository library via e-mail as an XML file attachment, from which you can add items to your list of legal deposit material.

You can prepare a claim for the material received.

Close the list of legal deposit material. After that the receipt data will be added to the holdings data.

Subchapters:

- Entering a list
- Deleting a list
- Closing a list
- Closing a list item
- General procedures

5.1 ENTERING A LIST

When you receive legal deposit material from a supplier (national depository library), enter the data about the list, which usually accompanies the material. First enter the general data about the list of legal deposit material and then also the data about each list item. You can enter items to the list of legal deposit material also on the basis of an XML file that you receive from the national depository library.

Enter also the number of damaged copies or possible discrepancies between the number of copies actually received and the number of copies on the list, or both. This represents the basis for preparing a claim for the material received.

Enter the receipt of legal deposit copies in the **List of legal deposit material** class.

Precondition

Details about the supplier with the role of a legal deposit provider must be recorded in the database of partners. The role of *Legal deposit provider (ACQ)* must be marked.

Procedure

1. Highlight the **List of legal deposit material** class.
2. Select the **Class / New object** method.

The **List of legal deposit material** editor will open. The acquisition type *deposit copy* is defined automatically and you cannot change it.

3. Enter general data about the list of legal deposit material (see chapter 5.1.1).
4. Enter list item(s) (see chapter 5.1.2).

You can enter items to the list also on the basis of an XML file that you receive from the national depository library (see chapter 5.1.3).

5. Click the **Total amount** tab.

The total amount of the list is calculated automatically, at the same time as you enter prices for list items (see chapter 3.2.1.2.3).

6. Save the data.

A number, which cannot be changed, will be assigned to the list. Lists are numbered automatically, in compliance with the setting of the counter for lists of legal deposit material (see chapter 11.3).

Status after entering a list

List

- *entered*

List item

- *entered*

Copy

- *in process*

What to do next

Close the list of legal deposit material.

5.1.1 Entering general data

You can enter general data about a list of legal deposit material in the **List of legal deposit material** editor.

Procedure

1. Specify the legal deposit provider.

Click the **Legal deposit provider** button, which forms a link to the **Partner** class, where also partners with the role of legal deposit providers are listed. The **Search – Partner** search window will open. Find and select the legal deposit provider.

If a department or a contact person is specified for the legal deposit provider, a link to the department or contact person will be specified in relation to the list.



Tip:

If you know the symbol of the legal deposit provider, department symbol or contact person symbol, click the icon  and define the sender.

2. Under "Reference document", enter the number of the list of legal deposit material received.
3. Under "Reference document date", the current date will be automatically offered. You can change it.
4. Under "Date of receipt", the current date will be automatically offered. You can change it.
5. To enter a note, click the **Note** button.
Enter the text into the text entry window and save it.

5.1.2 Entering an item

You can enter the data about an item for the list of legal deposit material in the **Item for the list of legal deposit material** editor.

Procedure

1. In the **List of legal deposit material** editor, click the **New object** button.
The **Search – Bibliographic record** search window will open.
2. Find and select the bibliographic record.

If the record does not exist in the local database, you can download it from the shared database (see chapter 2.1.1).

If the record does not exist in the local database and you do not intend to download it from the shared database, close the search window by clicking the **Close** button. The **Material** editor will open, where you can enter the bibliographic data (see chapter 2.2).

3. To enter an item, click the **New object** button in the **Material** editor.

The **Item for the list of legal deposit material** editor will open.

You can only view bibliographic data, you cannot change it.

4. Depending on parameter settings in the configuration file, the following data will be automatically prepared:

- under "No. of copies on list" and "No. of undamag. copies received", the numbers of copies are displayed that the legal deposit provider is liable to send
- apportionment of copies in the copies table

If you receive fewer copies than the legal deposit provider should have sent, correct the number of copies under "No. of copies on list" accordingly.

5. If you receive damaged copies, enter the number of damaged copies received. This represents the basis for preparing a claim.



Note:

Before entering the number of damaged copies, reduce the number of copies in the copies table accordingly.

6. Enter the reason for claim, which will be printed out on the claim. Click the **Claim note** button.

Enter the text into the text entry window and save it.

7. To enter an internal note, click the **Note** button.

Enter the text into the text entry window and save it.

8. If you receive fewer copies than you are entitled to, correct the number of copies in the copies table accordingly (see chapter 3.2.1.2.1).

In the copies table you can distribute only undamaged copies. The sum of copies is displayed under "No. of undamag. copies received". You cannot change this number.

If the number under "No. of undamag. copies received" and the number under "No. of copies on list" differ, this represents the basis for preparing a claim.

9. Click the **Price** tab and specify the item amount (see chapter 3.2.1.2.3).
You can transfer a price per unit from any acquisition document item or from fields 996/997 (see chapter 5.1.2.1).
10. You can immediately accession the copies received (see chapter 5.1.2.2).

11. Save the data.

Options

The apportionment of copies among departments for an item of a list of legal deposit material can be printed out. Under the item, select first the **Object / Print** method, and then *Apportionment among departments – legal deposit*.

5.1.2.1 Transferring a price

See chapter 4.1.1.2.1.

5.1.2.2 Accessioning copies and closing a list item

See chapter 4.1.1.2.2.

5.1.3 Adding items from an XML file

After having received an e-mail with an attached XML file from the supplier (i.e. from the national depository library), save the file in any folder on your computer. You will receive an XML file if the national depository library, in its database of partners, has entered details about a contact person or a department in your library, where it is marked that the address is to be used on forms (ACQ). The file provides the basis for consecutively adding items to the list of legal deposit material.

Precondition

XML file must be saved in a folder on your computer.

Procedure

1. In the **List of legal deposit material**, find and select the list.
2. Select the **Object / Add items from XML file** method.

A window will open, where you can define an XML file.

3. Find and select the XML file that you have saved on your computer and from which you wish to add items, and click the **OK** button.

A window will open, where you can define the item number with which you wish to start adding items from the XML file.

4. Enter the item number.

The default value is 1, but you can change it. The total number of all the items in the XML file is given in brackets.

Click the **OK** button.

5. The **Search – Bibliographic record** search window will open. The item data from the XML file will be automatically entered in the search fields as follows:

- COBISS.SI-ID if it is included in the item data in the file; COBISS.SI-ID is included in the file if a bibliographic record exists in the local database of the national depository library
 - ISBN if COBISS.SI-ID does not exist in the item data in the file
 - title, if COBISS.SI-ID and ISBN are not included in the item data in the file; if data on the author exists, it appears next to the title
6. Depending on whether the bibliographic record already exists in your local database or not, these are the options:
- In the bibliographic record search window, the record is automatically found if it exists in your local database. Click the **Select** button to select the bibliographic record. After the record has been selected, the **Item for the list of legal deposit material** editor will open, where you check and, if required, edit the data. After that, save the data.
 - If the bibliographic record does not exist in your local database, you can download it, in the bibliographic record search window, from the shared database. To do that, click the **COBIB.SI** button. In the bibliographic record search window, find the record in the shared database and click the **Select** button to select it. After you have downloaded the record, the **Item for the list of legal deposit material** editor will open, where you can check and, if required, edit the data. After that, save the data.
 - If the bibliographic record does not exist neither in your local database nor in the shared bibliographic database, click the **Close** button to close the bibliographic records search window. If the bibliographic record does not exist in the local database, a question will appear whether you wish to create a list item.

Click the **Yes** button to open the **Material** editor, where the bibliographic data from the XML file has been transferred. The list item will be automatically created; it will be accessible in the list of items. If you wish to check and edit the item data, highlight the item in the list of items and click the **Edit** button. The **Item for the list of legal deposit material** editor will open, where you can check and, if required, edit the data. After that, save the data. Also, save the data on the material.

If you do not wish to create an item, click the **No** button. The bibliographic record search window will open for the next XML file item.
7. After you have saved the data about the list item, a message appears about the next number of the item, which you will add; in addition to it, the total number of items in the XML file appears in brackets.
8. If you wish to continue adding the items, click the **Yes** button.
The bibliographic record search window for the next item from the XML file will open.
Continue with step 5 of this procedure.

9. If you wish to stop adding items, click the **No** button.
You can continue adding items at any later point.



Note:

In the bibliographic record search window, you cannot stop adding items from an XML file.

After you have added the last item from the XML file, a message indicating this will appear.

5.2 DELETING A LIST

See chapter 4.1.3.

5.3 CLOSING A LIST

After completing the entry, close the list of legal deposit material. The receipt data will be added to the holdings data.

If you need to make a claim, you cannot close the list but must prepare a claim for the material received (see chapter 9.1).

After the claim has been answered, delete the reason for claim in the list and close the list.

The number under "No. of copies claimed" is always the number of copies claimed last. The history of all claims is evident from the list of events.

Procedure

1. In the **List of legal deposit material** class, find and select the list.
2. Select the **Object / Close/Prepare claim** method.

A new field 996 with the following data will be prepared for each copy:

- to "Sublocation (d\l)", the library department ID will be transferred
- to "Shelving location (d\i)", the shelving location will be transferred
- "Acquisition type (v)" will get the value *d – deposit copy*
- to "Purpose of acquisition (w)", the purpose of acquisition will be transferred
- to "Receipt (y)", the number and date of the list of legal deposit material will be transferred
- "Status (q)" will get the value *2 – in process*
- to "Supplier (2)", the legal deposit provider symbol will be transferred
- to "Price (3)", the calculated price per copy will be transferred

The price per copy is calculated by dividing the item amount (i.e. the value under "Amount") by the number of copies.

If two prices, one in domestic and one in foreign currency, are given for one item, it depends on the configuration file settings as to, which of the two prices will be transferred.

If a price note has been entered under the item, it will be added, enclosed in angle brackets, to the price.

Status after closing a list

List

- *closed*

List item

- *received*

Copy

- *received*

Field 996

- *2 – in process*

What to do next

Accession the material received.

5.4 CLOSING A LIST ITEM

See chapter *4.1.5*.

5.4.1 Deleting receipt under a list item

See chapter *4.1.5.1*.

5.5 GENERAL PROCEDURES

See chapter 3.7.

6 THE NATIONAL DEPOSITORY LIBRARY – RECEIVING AND SENDING LEGAL DEPOSIT MATERIAL

This chapter deals with the receipt of legal deposit material in the national depository library, which has been legally designated to receive, maintain, process and provide access to legal deposit material as well as to send legal material to other depository libraries (hereinafter referred to as other libraries).

When you receive legal deposit material from legal deposit providers, enter a list of legal deposit material.

If a legal deposit provider sends no material, or does not send it on time or does not send the required number of copies, you can prepare a claim.

Close the list of legal deposit material. After that the receipt data of the copies intended for the home library will be added to the holdings data.

The receipt data of the copies for other libraries will be added to the shipments of legal deposit material in compliance with the priority list of libraries. For each shipment of legal deposit material, a list that must accompany the material will be prepared. Send the material along with the list to another library. You can send the list to another library also by e-mail as an XML file attachment.

Subchapters:

- Receiving legal deposit material
- Sending legal deposit material
- General procedures

6.1 RECEIVING LEGAL DEPOSIT MATERIAL

The receipt of legal deposit material is described in chapter *Error! Reference source not found.*

The differences are as follows:

Under the item for the list of legal deposit material, in the copies table the copies received are automatically allocated to various departments of the home library and to other libraries that have the right to receive legal deposit material.

When entering a list of legal deposit material, you can, under the "Note", enter the number, which defines how many copies will be automatically apportioned in the copies table when adding the item to the list.

When closing a list of legal deposit material or a list item,

- the receipt data of the copies for the home library will be added to the holdings data, and
- for copies intended for other libraries, shipments of legal deposit material will be prepared.

If you enter a note under a closed item in the list of legal deposit material, the note will be transferred to items in the shipments of legal deposit material.

Under the list item, you can delete the receipt:

- for copies intended for the home library
- for copies intended for other libraries; in this case, the relevant item will be deleted from the shipment of legal deposit material, and at the same time, the copy will be deleted from the item for the list of legal deposit material.

You cannot delete the receipt of a copy intended for the home library if the copy has already been accessioned or if the shipment of legal deposit material has already been submitted and sent.

6.1.1 Issuing a legal deposit receipt confirmation

You can issue a legal deposit receipt confirmation to the liable institution. The confirmation is ready to be sent by e-mail.

Procedure

1. In the **List of legal deposit material** class, find and select the list.

2. Select the **Object / Send** method.

The **Report definition selection** window will open.

3. Select *Delivery note – legal deposit*.

The **Overview and sending of created report** window will open, where you can send the confirmation to the specified or changed destinations. The procedure of sending a report is described in the *COBISS3 Basic Guidelines User Manual*; see chapter 4.5.

6.2 SENDING LEGAL DEPOSIT MATERIAL

When closing the list of received legal deposit material, lists that must accompany individual shipments of legal deposit material to other libraries will be prepared automatically, in regard to configuration file settings. Send the material, together with the lists, to other libraries. You can send the list to another library also by e-mail as an XML file attachment.

6.2.1 Preparing a shipment of legal deposit material

Shipments of legal deposit material are prepared automatically in the **Shipment of legal deposit material** class.

You can edit a list and a shipment before submitting and sending them.

Procedure

1. In the **Shipment of legal deposit material** class, find and select the shipment.
2. Select the **Object / Edit** method.

The **Shipment of legal deposit material** editor will open.

You cannot change the legal deposit library, which will receive the material.

3. The sending method and language of the list will be transferred from the database of partners. You can change the values.
4. To enter an internal note, click the **Note** button.
Enter and save the text in the window that will open.
5. To enter the note that should appear on the list, click the **Note on list** button.

Enter and save the text in the window that will open.

6. Under the "List title", the following text will be automatically prepared:
List of legal deposit monographs for. Click the **List title** button.

Edit and save the text in the window for entering the list title that will open.

7. Save the data.

A number, which cannot be changed, will be assigned to the shipment of legal deposit material. Shipments are numbered automatically, in compliance with the setting of the counter for shipments of legal deposit material (see chapter 11.3).

Status after preparing a shipment of legal deposit material	<p>Shipment of legal deposit material</p> <ul style="list-style-type: none"> • <i>entered</i> <p>Item for the shipment of legal deposit material</p> <ul style="list-style-type: none"> • <i>prepared for shipment</i> <p>Copy</p> <ul style="list-style-type: none"> • <i>prepared for shipment</i>
What to do next	Submit and send to libraries the lists of legal deposit material that accompany the shipments.

6.2.2 Submitting and sending a shipment of legal deposit material together with a list

When submitting a shipment of legal deposit material, the current date will be recorded as the shipment submission date. Then print out the list and send it to another library, together with the material.

Under the item for the receipt of legal material, the number of legal deposit copies sent will be recorded.

Precondition	The recipient and mailing address must be defined and all items must be entered for the shipment.
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Procedure	<ol style="list-style-type: none"> 1. In the Shipment of legal deposit material class, find and select the shipment. 2. Select the Object / Submit and send method. <p>The current date will be added to the shipment data, under "Submitted".</p> <p>The Overview and sending of created report window will open, from where you can send the shipment to predefined or changed destinations. In the <i>Basic Guidelines COBISS3 User Manual</i> you can find how to send a report (see chapter 4.5).</p>
------------------	---

Status after submitting and sending a shipment of legal deposit material, together with a list	<p>Shipment of legal deposit material</p> <ul style="list-style-type: none"> • <i>submitted</i> <p>Item for the shipment of legal deposit material</p> <ul style="list-style-type: none"> • <i>shipment sent</i> <p>Copy</p> <ul style="list-style-type: none"> • <i>shipment sent</i>
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Options

You can submit all the shipments prepared at the same time. Highlight the **Shipment of legal deposit material** class and select the **Class / Submit and send** method. In the list, select the shipments that you wish to submit and send.

6.2.2.1 Sending a list of legal deposit material in an XML file

You can send a list of legal deposit material to another library also by e-mail as an XML file attachment.

Precondition

You can send a list in an XML file to another library only if the following conditions are fulfilled: contact person or department details have been recorded for this library, it has been marked that the contact person or department address is to be used on the forms (ACQ) and an e-mail address has been entered under "E-mail".

When you use the **Submit and send** and **Send** methods to print and send the shipment of legal deposit material, in the **Overview and sending of created report** window, the destination of sending an XML file by e-mail will be automatically added to the reports for libraries that fulfil the above-mentioned conditions.

When you use the **Print** method, the destination of sending an XML file will not be added.

6.3 GENERAL PROCEDURES

See chapter 3.7.

7 RECEIVING GIFTS

This chapter deals with the receipt of gifts. Gifts received are usually accompanied with a list of material received. Check the material and enter the list. When performing the receipt of gifts, you can enter also the receipt of the material that you will send to another library in exchange.

Close the gift list. After that the receipt data will be added to the holdings data. You can send a letter of thanks to the donor.

Subchapters:

- Entering a list
- Deleting a list
- Closing a list
- Closing a list item
- Submitting and sending a letter of thanks to the donor
- General procedures

7.1 ENTERING A LIST

When you have received a gift from a donor, enter the data about the list of the material received. First enter general data about the gift list and then also the data about each list item.

Enter the receipt of gifts in the **Gift list** class.

Precondition

The details about the donor must be recorded in the database of partners. The role of *Donor (ACQ)* must be marked.

Procedure

1. Highlight the **Gift list** class.
2. Select the **Class / New object** method.

The **Gift list** editor will open. The acquisition type *gift* is automatically defined and you cannot change it.

3. Enter general data about the gift list (see chapter 7.1.1).
4. Enter gift item(s) (see chapter 7.1.2).
5. Click the **Total amount** tab.

The total value of the list is calculated automatically, at the same time as you enter prices for list items (see also chapter 3.2.1.2.3).

6. Save the data.

A number, which cannot be changed, will be assigned to the gift list. Gift lists are numbered automatically, in compliance with the setting of the counter for gift lists (see chapter 11.3).

Status after entering a list

List

- *entered*

List item

- *entered*

Copy

- *in process*

What to do next

Close the gift list.

7.1.1 Entering general data

Enter general data about a gift list in the **Gift list** editor.

Procedure

1. Define the donor.

Click the **Donor** button, which forms a link to the **Partner** class, where also partners with the role of donors are listed. The **Search – Partner** search window will open. Find and select the donor.

If a department or contact person is specified for the donor, the link to the department or contact person will appear in relation to the list.



Tip:

If you know the donor symbol, click the icon  to define the donor.

2. Under "Date of receipt", the current date will be automatically offered, which you can change.
3. Define the sending method and language of the letter of thanks, which you will send to the donor.

The sending method and language of the letter of thanks are transferred from the database of partners. You can change both values.

4. To enter an internal note, click the **Note** button.

Enter the text into the text entry window and save it.

5. To enter the text that will appear on the letter of thanks preceding the list of material, click the **Thank-you text** button.

Enter the text into the text entry window and save it.

If you wish the text entered to be set as a default value when entering the next gift lists, enter the symbol "*" at the end of a Thank-you text. When saving a gift list, the asterisk will be cut out automatically.

7.1.2 Entering an item

You can enter the data about a gift list item in the **Gift list item** editor.

Procedure

1. In the **Gift list** editor, click the **New object** button.

The **Search – Bibliographic record** search window will open.

2. Find and select the bibliographic record.

If the record does not exist in the local database, you can download it from the shared database (see chapter 2.1.1).

If the record does not exist in the local database and you do not intend to download it from the shared database, close the search window by clicking the **Close** button. The **Material** editor will open, where you can enter the bibliographic data (see chapter 2.2).

3. To enter an item, click the **New object** button in the **Material** editor.

The **Gift list item** editor will open.

Bibliographic data on the material can only be viewed. You cannot change it.

4. To enter an internal note, click the **Note** button.
Enter the text into the text entry window and save it.
5. Enter the data on the copies received (see chapter 3.2.1.2.1).
6. Click the **Price** tab and specify the item amount (see chapter 3.2.1.2.3).
Price per unit can be transferred from any acquisition document item or from fields 996/997 (see chapter 7.1.2.1).
7. You can immediately accession the copies received (see chapter 7.1.2.1).
8. Save the data.

Options

The apportionment of copies among departments for a gift list item can be printed out. Under the item, select first the **Object / Print** method, and then *Apportionment among departments – gift*.

7.1.2.1 Transferring a price

See chapter 4.1.1.2.1.

7.1.2.2 Accessioning copies and closing a list item

See chapter 4.1.1.2.2.

7.1.3 Adding several items to a list, using the selected template

You can place item(s) on a gift list, using the selected item template.

Precondition

The gift list status must be *entered*.

Procedure

1. In the **Gift list** class, find and select the gift list.
2. Select the **Object / Add items using the selected template** method.
A window will open, where you can add list items.
Select one of the item templates prepared in advance under "Item template". Data on copies will be transferred from the selected item template to the copies table.
Click the **Continue** button.

The **Search – Bibliographic record** search window will open.

3. Find and select the bibliographic record. You can select one or more bibliographic records.

The **Gift list item** editor will open.

This editor, however, will not open if any acquisition document item has been entered under the found record before. In such a case, the **Material** editor will open instead. To enter a list item, click the **New object** button.

If the record does not exist in the local database, you can download it from the shared database (see chapter 2.1.1).

If the record does not exist in the local database and you do not intend to download it from the shared database, click the **Close** button to close the search window. Then the **Material** editor will open, where you enter the bibliographic data (see chapter 2.2). To enter a list item, click the **New object** button.

4. Check and, if required, supplement the list item data (see chapter 7.1.2).
5. Save the data.

A window will open, where you can add list items.

To enter a new gift list item, repeat the described procedure.

7.2 DELETING A LIST

See chapter 4.1.3.

7.3 CLOSING A LIST

After completing the entry, close the gift list. The receipt data will be added to the holdings data.

Procedure

1. In the **Gift list** class, find and select the list.
2. Select the **Object / Close** method.

A new field 996 with the following data will be prepared for each copy:

- to "Sublocation (d\l)", the library department ID will be transferred
- to "Shelving location (d\i)", the shelving location will be transferred
- "Acquisition type (v)" will get the value *c – gift*
- under "Purpose of acquisition (w)", the purpose of acquisition will be transferred
- to "Receipt (y)", the number and date of the gift list will be transferred
- "Status (q)" will get the value *2 – in process*
- to "Supplier (2)", the donor symbol will be transferred
- to "Price (3)", the calculated price per copy will be transferred

The price per copy is calculated by dividing the item amount (i.e. the value under "Amount") by the number of copies.

If two prices, one in domestic and one in foreign currency, are given for one item, it depends on the configuration file settings as to, which of the two prices will be transferred.

If a price note has been entered under the item, it will be added, enclosed in angle brackets, to the price.

Status after closing a list

List

- *closed*

List item

- *received*

Copy

- *received*

Field 996

- *2 – in process*

What to do next

You can send a letter of thanks for the material received to the donor. Accession the material received.

7.4 CLOSING A LIST ITEM

See chapter *4.1.5*.

7.4.1 Deleting receipt under a list item

See chapter *4.1.5.1*.

7.5 SUBMITTING AND SENDING A LETTER OF THANKS TO THE DONOR

You can send a letter of thanks for the material donated (with one gift list) to the donor. The sending method and language of the letter of thanks are specified for the donor. Print the letter of thanks in the selected language or send it to the donor's e-mail address.

Procedure

1. In the **Gift list** class, find and select the list.
2. Select the **Object / Submit and send letter of thanks** method.

The **Overview and sending of created report** window will open, from where you can send the letter of thanks to the specified or changed destinations. In the *Basic Guidelines COBISS3 User Manual* you can find out how to send a report (see chapter 4.5).

7.6 GENERAL PROCEDURES

See chapter 3.7.

8 OTHER TYPES OF ACQUISITION

This chapter deals with the procedure of acquiring material from old stock, own edition, on the basis of a subsidy, registration fee or membership in various organisations and institutional deposit's address. The material received is usually accompanied with a list of material. Check the material and enter the list. When performing the receipt of the material, you can also record the receipt of the material that you will send to another library in exchange.

You can prepare a claim for the material received.

Close the list of other receipts. After that the receipt data will be added to the holdings data.

Subchapters:

- Entering a list
- Deleting a list
- Closing a list
- Closing a list item
- General procedures

8.1 ENTERING A LIST

Other types of acquisition include: old stock, own edition, subsidy, registration fee, membership, institutional deposit. When you receive material from the supplier, enter the list that usually accompanies the material. First enter general data about the list and then the data about each individual list item.

Enter also the number of damaged copies or possible discrepancies between the number of copies actually received and the number of copies on the list, or both. This represents the basis for preparing a claim for delivered material.

Enter the receipt of material in the **List of other receipts** class.

Precondition

Supplier details must be in the database of partners. The role of *Supplier (ACQ)* must be marked.

Procedure

1. Highlight the **List of other receipts** class.
2. Select the **Class / New object** method.
The **List of other receipts** editor will open.
3. Enter general data about the list of other receipts (see chapter 8.1.1).
4. Enter list item(s) (see chapter 8.1.2).
5. Save the data.

A number, which cannot be changed, will be assigned to the list of other receipts. Lists are numbered automatically, in compliance with the setting of the counter for lists of other receipts (see chapter 11.3).

Status after entering a list

List

- *entered*

List item

- *entered*

Copy

- *in process*

What to do next

Close the list of other receipts.

8.1.1 Entering general data

You can enter general data about the list of other receipts in the **List of other receipts** editor.

Procedure

1. Under "Acquisition type", select the appropriate value.

You can choose from: *old stock, own edition, registration fee, subsidy, membership, institutional deposit.*


2. Specify the supplier.

Click the **Supplier** button, which forms a link to the **Partner** class, where also partners with the role of suppliers of monographs are listed. The **Search – Partner** search window will open. Find and select the supplier.

If a department or contact person is specified for the supplier, the link to the department or contact person will appear in relation to the list.



Tip:

If you know the supplier symbol, department symbol or contact person symbol, click the icon  to define the supplier.

3. Under "Reference document", enter the number of the list of other receipts.
4. Under "Reference document date", enter the date of the list of other receipts.
5. Under "Date of receipt", the current date will be automatically offered, which you can change.
6. The list total in domestic currency is calculated automatically, at the same time as you enter prices for list items.
7. To enter an internal note, click the **Note** button.
Enter the text into the text entry window and save it.

8.1.2 Entering an item

You can enter an item for the list of other receipts in the **Item for the list of other receipts** editor.

Procedure

1. In the **List of other receipts** editor, click the **New object** button.
The **Search – Bibliographic record** search window will open.
2. Find and select the bibliographic record.
If the record does not exist in the local database, you can download it from the shared database (see chapter 2.1.1).
If the record does not exist in the local database and you do not intend to download it from the shared database, close the search window by clicking the **Close** button. The **Material** editor will open, where you can enter bibliographic data (see chapter 2.2).
3. To enter an item, click the **New object** button in the **Material** editor.
The **Item for the list of other receipts** editor will open.

Bibliographic data can only be viewed. You cannot change it.

4. Under "No. of copies on list", enter the number that is specified on the list received.
5. Enter the price of the copy, or you can transfer it (see chapter 8.1.2.1). You can enter the price also in foreign currency. Under the price in foreign currency, select a suitable value from the list of currencies.
6. If you receive damaged copies, enter the number of damaged copies. This represents the basis for preparing a claim.



Note:

Before entering the number of damaged copies, reduce the number of copies in the copies table accordingly.

7. You can enter the reason for claim, which will appear on the claim. To do that, click the **Claim note** button.

Enter the text into the text entry window and save it.

8. To enter an internal note, click the **Note** button.

Enter the text into the text entry window and save it.

9. Enter the data about the copies received (see chapter 3.2.1.2.1).

In the copies table you can distribute only undamaged copies. The total number of copies can be found under "No. of undamag. copies received". You cannot change the number.

If the number under "No. of undamag. copies received" and the number under "No. of copies on list" differ, the difference represents the basis for preparing a claim.

10. You can immediately accession the copies received (see chapter 8.1.2.1).
11. Save the data.

Options

The apportionment of copies among departments for a list item can be printed out. Under the item, select first the **Object / Print** method, and then *Apportionment among departments – other receipts.*

8.1.2.1 Transferring a price

See chapter 4.1.1.2.1.

8.1.2.2 Accessioning copies and closing a list item

See chapter 4.1.1.2.2.

8.2 DELETING A LIST

See chapter 4.1.3.

8.3 CLOSING A LIST

After completing the entry, close the list of other receipts. The receipt data will be added to the holdings data.

If you need to make a claim, you cannot close the list but must prepare a claim for the material received (see chapter 9.1).

After the claim has been answered, delete the reasons for claim in the list and close the list.

Under "No. of copies claimed", the number of copies claimed last is always indicated. The history of all claims is evident from the list of events.

Procedure

1. In the **List of other receipts** class, find and select the list.
2. Select the **Object / Close/Prepare claim** method.

For each copy, a new field 996 with the following data will be prepared:

- to "Sublocation (d\l)", the library department ID will be transferred
- to "Shelving location (d\i)", the shelving location will be transferred
- "Acquisition type (v)" will get one of the following values: *e – old stock, f – own edition, g – registration fee, h – subsidy, i – membership, u – institutional deposit*
- to "Purpose of acquisition (w)", the purpose of acquisition will be transferred
- to "Receipt (y)", the number and date of the list of other receipts will be transferred
- "Status (q)" will get the value *2 – in process*
- to "Supplier (2)", the supplier symbol will be transferred
- to "Price (3)", the price per copy will be transferred

Status after closing a list

List

- *closed*

List item

- *received*

Copy

- *received*

Field 996

- *2 – in process*

What to do next

Accession the material received.

8.4 CLOSING A LIST ITEM

See chapter *4.1.5*.

8.4.1 Deleting receipt under a list item

See chapter *4.1.5.1*.

8.5 GENERAL PROCEDURES

See chapter 3.7.

9 CLAIMS

This chapter deals with filing claims in relation to the acquisition of library material. First you prepare a claim and after that you submit it and send it to the supplier.

Subchapters:

- Preparing a claim
- Submitting and sending a claim
- Closing a claim
- General procedures

9.1 PREPARING A CLAIM

You can prepare a claim for:

- undelivered material, i.e. the material that has not been delivered within the expected delivery time
- damaged material received or material that does not match the order, delivery note or list (e.g. list of material received by exchange), also legal deposit material if a legal deposit provider does not send the material, does not send the required number of copies or does not send the material within the appropriate time period
- a request for advance payment; you can prepare a claim either for a request as a whole or for individual item(s)
- an invoice received; you can prepare a claim either for the invoice as a whole or for individual invoice item(s)

Items newly claimed with the same supplier will be added to the same claim until this claim is submitted.



Note:

Claim data is not added to the holdings data.

9.1.1 Undelivered material

Claims for material that is not delivered within the expected delivery time are prepared in the **Claim for undelivered material** class.

The program will find all order items with elapsed claim time limit in view of:

- the date of last claim
- expected delivery time, specified on the order

All the items found will be automatically placed on a claim for undelivered material.

Precondition

Orders must be submitted and sent to the supplier.

Procedure

1. Highlight the **Order** class.
2. Select the **Class / Prepare claims for undelivered material** method.

A claim for undelivered material is prepared separately for each supplier.

A number, which cannot be changed, will be assigned to each claim. Claims are numbered automatically, in compliance with the setting of the counter for claims for undelivered material (see chapter 11.3).

**Status after
preparing a claim for
undelivered material**

Claim for undelivered material

- entered

What to do next

You can edit a claim and then you submit it and send it to the supplier. Before submitting it, you can enter a note about the claim that will appear on the claim.



Example:

Under an order item, under "Claim note", you can enter the following text, e.g.:
Paid on pro-forma invoice 07/87 on 30 June 2007.

9.1.2 Received material

Claims for material received are prepared in the **Claim for received material** class. You can file a claim for the material received via purchase (delivery note), or some other acquisition type, e.g. exchange, as legal deposit material, etc. (list of material received by exchange, list of legal deposit material, etc.).

You can prepare a claim for received material if:

- the material received is damaged
- the title or quantity of the material received differs from the order
- the title or quantity of the material received does not match the material stated on the delivery note or list
- damage to the material received is discovered at a later point
- a legal deposit provider does not send the material, does not send the required number of copies or does not send the material within the appropriate time period

Enter all the discrepancies when entering the delivery note or list (see chapters 3.4.1, 4.1.1, 5.1, 7.1 or 8.1).

Procedure

1. In the **Delivery note** class or in the **List...** class, find and select the delivery note or list.



Example:

If you wish to prepare a claim for the material received by exchange, find and select the list of material received by exchange in the **List of material received by exchange** class.

2. Select the **Object / Close/Prepare claim** method.

For each delivery note item or list item, a window will open, where you can see the title of the material, reason for claim and a question whether you wish to prepare a claim. Click the **Yes** button.



Tip:

If you do not wish to prepare the claim immediately, click the **No** button. The status of the delivery note item or list item will be *for claim*. Claim preparation procedure can be continued at a later point.

The **Claim for received material** editor will open, where the delivery note item or list item to be claimed is listed. Under "No. of copies claimed", the number of copies you have filed a claim for is indicated. The number of copies claimed last is always given in this field. The history of all claims is evident from the list of events: for each claim, the number of copies claimed is recorded in this list.

3. The sending method and language of the claim are transferred from the database of partners. You can change both values.



Example:

If you settled a claim with the supplier by telephone, select *telephone* as the sending method. When submitting a claim, the submission date will be recorded, whereas the claim will not be sent to the supplier.

4. To enter an internal note, click the **Note** button.
Enter the text into the text entry window and save it.
5. To enter a note that will be printed out on the claim, click the **Claim note** button.
Enter the text into the text entry window and save it.
6. Save the data.

A number, which cannot be changed, will be assigned to the claim for received material. Claims are automatically numbered, in compliance with the setting of the counter for claims for received material (see chapter 11.3).

Status after preparing a claim for received material

Claim for received material

- *entered*

Delivery note or list

- *claimed*

Delivery note item or list item

- *claim prepared*

Options

You can simultaneously prepare claims for all the lists of legal deposit material entered, in relation to which you have recorded discrepancies from the number of copies. Highlight the **List of legal deposit material** class and select the **Class / Prepare claims for legal deposit copies** method.

What to do next Submit the claim and send it to the supplier.

9.1.2.1 Subsequent claim for received material

Sometimes it is established that a copy is damaged after the receipt has already been performed, e.g. a library member finds out that pages are missing when he/she borrows the item. In such case, you can prepare a subsequent claim for received material. Find the delivery note item or list item and prepare a claim.

Precondition The delivery note or list of material received must be closed.

Procedure

1. In the **Item received** class, find and select the item of a delivery note or invoice, or list item.
2. Select the **Object / Prepare subsequent claim** method.

The **Claim for received material** editor will open, where the delivery note items or list items that have been placed on the claim are listed.

3. The sending method and language of the claim are transferred from the database of partners. You can change both values.
4. To enter an internal note, click the **Note** button.
Enter the text into the text entry window and save it.
5. To enter a note that should appear on the claim, click the **Claim note** button.
Enter the text into the text entry window and save it.
6. Save the data.

A number, which cannot be changed, will be assigned to the claim. Claims are numbered automatically, in compliance with the setting of the counter for claims for received material (see chapter 11.3).

Status after preparing a subsequent claim for received material

Claim for received material

- *entered*

Delivery note item or list item

- *subsequent claim*

What to do next Submit the claim and send it to the supplier.

9.1.2.2 Legal deposit claim (CIP records)

When preparing this type of claim, holdings for selected records are checked automatically in the home library and in other libraries within the COBISS.XX system, and based on this, an item for claim is either added or not.

Procedure

1. Highlight the **List of legal deposit material** class.
2. Select the **Class / New object** method.

The **List of legal deposit material** editor will open. Acquisition type is *legal deposit*, which is set automatically and cannot be changed.

3. Specify the legal deposit provider.
4. Under "Note", enter the number 0, so that copies will not be added to the item.
5. Save the data.
6. Select the **Object / Add items for claim (CIP records)** method.

The **Search – Bibliographic records** search window will open.

If you click the **COBIB.XX** button, you will search in the shared database, if you click the **Local database** button, the search will be performed in the local database.

7. Find and select CIP records for a specific publisher.

You can select only up to 10 records at a time.

8. For each record, it is automatically checked:
 - whether field 996 with an assigned accession number and *legal deposit* acquisition type already exists in the local database; if it does, the item will not be added to the list for claim
 - whether field 996 with status *11 – irrecoverable* or *12 – sold out* already exists in the local database; if it does, the item will not be added to the list for claim
 - whether acquisition procedure for legal deposit has been in progress within the last 90 days or if acquisition item exists (item in the list of legal deposit material); if it has been, the item will not be added to the list for claim
 - availability for loan in other libraries in the COBISS.XX system: data in subfield 998c in other libraries is automatically checked (see COMARC/H manual, chapter 998c, table 1); the item will not be added to the list for claim if the content in is filled out element 3 (*in preparation*) or element 5 (*ordered*) or element 6 (*desideratum*) or element 9 (*info in library* or *online* or *still in print*)
 - in other cases, the item will be added to the list for claim

9. After checking and adding items, a notification on whether an item was added to the list for claim or not will be displayed for each record. If an item was not added, a reason for this will also be displayed.
10. Added items are without copies. In the **Item for the list of legal deposit material** editor, under "No. of copies on list", you must enter the number of copies you wish to claim with the legal deposit provider for each item.
You can delete any item that you would like to remove from the list.
11. When you finish with adding items to the list, select the **Object / Close/prepare claim** method.
12. Prepare the claim (see chapter 9.1.2).

A number, which cannot be changed, will be assigned to the claim. Claims are numbered automatically, in compliance with the setting of the counter for claims for received material (see chapter 11.3).

Status after preparing a legal deposit claim for CIP records

Claim

- *entered*

List of legal deposit material

- *claimed*

List item

- *claim prepared*

What to do next

Submit the claim and send it to the legal deposit provider.

9.1.3 Received request for advance payment or received invoice

Claims for received requests for advance payment or for received invoices are prepared either in the **Advance** class or in the **Invoice** class.

You can prepare a claim for either:

- a document as a whole, or
- individual items of a document

Procedure

Enter the discrepancies and the reason for claim when preparing an advance payment or invoice (see chapter 3.3.1 or chapter 3.5.1).

1. In the **Advance** class or in the **Invoice** class, find and select the advance payment or the invoice.
2. Select the **Object / Close/prepare claim** method.

The items that are being claimed will be placed on the claim. If you claim the document as a whole, individual items do not appear on the claim.

A number, which cannot be changed, will be assigned to the claim. Claims are numbered automatically, in compliance with the setting of the counter for invoice claims (see chapter 11.3).

Status after preparing a claim for received request for advance payment or received invoice

Advance or invoice

- *claimed*

What to do next

Submit the claim and send it to the supplier.

9.1.4 Transferring items to another claim

Procedure

You can transfer items from a prepared claim either to another prepared claim or to a new claim. Items can be transferred only among claims of the same type.

1. In the **Claim for undelivered material** class or in the **Claim for received material** class, find and select the claim.
2. Select the **Object / Move items** method.

A window with a list of claims prepared will open.

If no claim is prepared, the window will not open; a new claim will be prepared.
3. Select the claim and click the **OK** button.

A window with a list of items placed on the selected claim will open.
4. Select the item(s) and click the **OK** button.

Either the **Claim for undelivered material** editor or the **Claim for received material** editor will open.
5. Prepare a claim, following the instructions of how to prepare a claim for undelivered material or a claim for received material.

Status after transferring items to another claim

Claim for undelivered material or claim for received material

- *Entered*

9.2 SUBMITTING AND SENDING A CLAIM

Edit the claim, e.g. enter the note relating to the claim and perform the control printout before submitting the claim.

The sending address is transferred from the database of partners; you can change it.

When submitting a claim, the current date will be automatically recorded as the submission date. Then either print out the claim or send it to the supplier by e-mail, depending on the selected sending method.

Procedure

1. In the **Claim for undelivered material** class or in the **Claim for received material** class, find and select the claim.

Either in the **Advance** class or in the **Invoice** class, find and select the advance payment or invoice, for which you have prepared a claim.

2. Select either the **Object / Submit and send** method (for claims for undelivered or received material) or the **Object / Submit and send claim** method (for advance payments and invoices).

The **Overview and sending of created report** window will open, from where you can send claims to predefined or changed destinations. In the *Basic Guidelines COBISS3 User Manual* you can find how to send a report (see chapter 4.5).

Status after submitting and sending a claim

Claim for undelivered material or claim for received material

- *submitted*

Advance or invoice

- *claim sent*

Options

You can simultaneously send all the claims prepared. Highlight either the **Claim for undelivered material** class or the **Claim for received material** class and select the **Class / Submit and send** method.

What to do next

When you receive the material or the supplier's answer to your claim, close the claiming procedure.

9.3 CLOSING A CLAIM

Claiming procedure can be closed in several ways:

- order items will no longer be placed on the claim for undelivered material when you receive the material ordered or when you cancel the order
- after you receive the claimed material from the supplier or an answer to the claim sent, close the claim for delivered material; first remove the reason for the claim from the delivery note or list and then close the delivery note or list (see chapter 3.4.4, 4.1.4, 5.3, 7.3 or 8.3)
- a legal deposit claim that is prepared when a liable institution does not send a legal deposit, will be closed automatically; when entering the received legal deposit material (i.e. when entering items to the list of legal deposit material), the program will automatically check, on the basis of COBISS.XX-ID, if this item type with the status *claim sent* already exists; if it does, the status for this item will automatically change to *received*, and the number of copies will remain 0 (received copies are entered under the newly entered item)
- after you receive from the supplier a new pro-forma invoice, invoice or an answer to the claim sent, close the claim for the received request for payment or invoice; remove the reason for the claim and close the advance or invoice (see chapter 3.3.2 or 3.5.5)

9.3.1 Closing a subsequent claim for received material

When you receive a replacement for the damaged copy from the supplier, close the subsequent claim.

Procedure

1. In the **Item received** class, find and select the item of a delivery note or invoice, or list item.
2. Select the **Object / Close subsequent claim** method.

Status after closing a subsequent claim for received material

Delivery note or list

- *closed*

Delivery note item or list item

- *received*

9.4 GENERAL PROCEDURES

See chapter 3.7.

10 OVERVIEW OF EVENTS

From the start to the end of each material acquiring procedure, *events* are recorded. Details of acquiring certain material are found in the list of events for the selected material.

Procedure

1. In the **Material** class, find and select the material.
2. Select the **Events** folder in the list of objects related to the material.

The **Events** window will open with a list of events for the material. The following pieces of information are given for each event:

- "Cur. No." – current number
 - "Reference No." – identification number of the object for which the event has been performed, e.g. order item No., invoice item No.
 - "Object" – name of the object for which the event has been performed
 - "Status" – object status
 - "Description" – additional event description
 - "Entered by" – username of the person who has entered the event
 - "Entered" – date and time of the event
3. Close the window.

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

11.1 MAINTAINING DATA ABOUT PARTNERS

The database of partners contains details about partners who have different roles in material acquisition procedures. Partners can function as:

- suppliers of library material
- exchange partners
- legal deposit providers
- donors
- financiers

The *COBISS3/Application Administration User Manual* (see chapter 3) describes how to enter and maintain data about partners.

11.2 MAINTAINING DATA ABOUT FUNDS

Remittances, the use of financial means and the situation of financial means earmarked for the purchase of library material are indicated in funds. Define a financier for each fund. One financier can be defined for several funds.

Funds are usually open for a period of one year. At the end of each year you usually close the funds and open new ones for the following year. Funds can, however, be open for a longer period of time; for such funds, you must set the initial values of the amounts at the beginning of each year.

Into each fund, enter financial means remitted by the financier for a certain purpose.

The **Fund** class is not divided in such a way that financial means could be recorded for monographs and for serials separately. Funds are distinguished on the basis of their purpose, which you define each time when you open a new fund.

Financial means can be transferred among funds.

The following amounts are indicated in each fund:

- amount planned: the amount that is expected to be received from the financier
- amount received: the amount that is received from the financier
- amount used for payments: the amount used for advance payments and payments of invoices
- amount tied up in orders: the amount allocated to orders, for which no advance payment has been made or no invoice paid



Note:

When submitting orders for serials, financial means do not become allocated.

Under "Amount tied up in orders", the amount is indicated that is tied up in orders of monographs.

- transfer to other funds: the amount that has been transferred to other funds
- transfer from other funds: the amount that has been transferred from other funds
- amount available: the amount that is available to finance the purchase of library material

Calculation of the amount available:

amount received + amount from other funds – amount used for payments – amount tied up in orders – transfer to other funds = amount available

From time to time, check the situation of financial means in COBISS3 and reconcile the figures with the accounting department. If required, you can correct the situation in funds.

To keep records of indirect acquisition cost, e.g. postage, handling charges, etc., a special fund with the designation *AcqIC* (indirect cost of acquisition), is prepared when installing the COBISS3 software.

When installing the COBISS3 software, another special fund, with fund symbol *UF* (unallocated funds), is prepared. In this fund, the amounts tied up in orders, and amounts used for advance payment and payment of invoices are recorded when no fund is specified for orders, prepayments and payments of library material.

Funds are prepared in the **Fund** class.

For each change in financial means in funds, a new entry is prepared in the **Entry** class. The following data is recorded for each entry: current number, entry type, supplier, financier and fund, related to the entry, amount, deductible input VAT, numbers of documents needed for the entry (e.g. order number, invoice number, etc.) numbers and dates of supplier's documents, note, person who performed the entry, and date and time of entry. For each entry, it is indicated whether it has been made when acquiring monographs or serials.

11.2.1 Opening a fund

Funds are opened when installing the COBISS3 software and usually at the beginning of each year.

For each fund, specify the financier symbol, fund symbol and the purpose of use.

Procedure

1. Highlight the **Fund** class.
2. Select the **Class / New object** method.

The **Fund** editor will open, where the current date will be recorded as the date of opening. The "Active" check box is automatically ticked.

3. Define the financier.

Click the **Financier** button, which forms a link to the **Partner** class where also partners functioning as financiers are listed. The **Search – Partner** search window will open. Find and select the financier.

4. Define the fund symbol.

Fund symbol consists of the financier symbol and a part of fund symbol. The financier symbol is transferred when selecting the financier and cannot be changed.

Enter a part of fund symbol, which is added to the financier symbol.

When the home library provides services for a certain faculty, it must enter the symbol, under which that faculty has been entered in the **Partner** class. If it does not do that, the faculty address will not appear on the documents, under the billing address, in the COBISS3/Acquisitions module.



Tip:

It is recommended to open new funds at the beginning of each year. The part of fund symbol can be followed by the year, for which the fund has been opened. If you put a slash (/) in front of the year, the slash and the year will not be transferred to fields 996, under "Financier (4)".



Note:

Use only letters, numbers, a hyphen and a slash for a fund symbol. Only a number may follow the slash.

5. Enter the purpose, for which the financial means of the fund will be used.



Example:

For the Municipality of Ljubljana (Mestna občina Ljubljana, MOL) functioning as a financier, the symbol *MOL* has been defined. *MLIB07* has been defined as a part of the symbol, and *purchase of mobile library material for 2007* has been specified as the purpose. Thus, the fund symbol is: *MOL-MLIB07*.

6. To enter a note, click the **Note** button.
Enter the text into the text entry window and save it.
7. Enter the planned amount of the fund.
8. Save the data.



Note:

When installing the COBISS3 software, two funds are automatically opened: fund AcqIC for recording indirect acquisition cost and fund NS for recording all the changes in financial means when the fund has not been specified in acquisition procedures.

What to do next

Enter a financier's remittance.

11.2.2 Entering a financier's remittance

When you receive the notification from the accounting department that the financier has made the remittance, enter the remittance into the fund.

Precondition

The fund where you enter financier's remittance must be open.

Procedure

1. In the **Fund** class, find and select the fund.
2. Select the **Object / Enter financier's remittance** method.
The window for entering a financier's remittance will open.
Enter the amount remitted and a note.
Click the **OK** button.

Under "Amount received", the amount remitted is added to the previously received amount.

11.2.3 Transferring financial means among funds

Sometimes an amount must be transferred from one fund to another.

Precondition

The fund to which the amount will be transferred must be open.

Procedure

1. In the **Fund** class, find and select the fund, to which you wish to transfer the money.
2. Select the **Object / Transfer from another fund** method.
The **Search – Fund** search window will open.
3. Find and select the fund from which the money will be transferred.
A window for transferring money will open.
Enter the amount that you wish to transfer and a note.
Click the **OK** button.

In the fund, to which the money was transferred, the amount transferred will be added to the amount under "Transfer from other funds".

In the fund, from which the money was transferred, the amount transferred will be added to the amount under "Transfer to other funds".

11.2.4 Readjusting amounts in the fund

Sometimes the amounts in COBISS3 must be adjusted with the amounts recorded by the accounting department.

If you discover differences with the accounting department record, you can readjust:

- amount tied up in orders
- amount used for payments

Procedure

1. In the **Fund** class, find and select the fund, in which you wish to readjust the amounts.
2. Select the **Object / Adjust amounts** method.

The window for readjusting the amounts in funds will open.

Select the amount that you wish to readjust. You can choose between "Amount tied up in orders" and "Amount used for payments".

Enter the amount, by which you wish to change the amount in the fund.

Click the **OK** button.

**Example:**

The amount used for payments in the fund is EUR34,036.70. After reconciliation with the accounting department, the amount used for payments must be changed to EUR34,039.89 because e.g. the deductible proportion of input VAT must be taken into account.

In the window for readjusting amounts, select "Amount used for payments". Under "Amount", enter 3.19.

The amount EUR3.19 will be added to the amount used for payments, which will, thus, be changed to EUR34,039.89.

11.2.5 Closing a fund

At the end of each year, you, as a rule, close funds and open new ones for the following year. The amount available in the closed fund can be either transferred to the new fund or left in the closed fund. In the acquisition procedures, you can use the closed fund as long as there is still some money available in it.

Procedure

1. In the **Fund** class, find and select the fund that you wish to close.
2. Select the **Object / Edit** method.
3. In the **Fund** editor, deselect the check box "Active".

The current date will be recorded as the date of closing the fund.

4. Save the data.

11.2.6 Deleting a fund

You can delete a fund until changes in the financial means are entered in it, which includes e.g. financier's remittance, allocation of financial means for an order, etc.

Procedure

1. In the **Fund** class, find and select the fund that you wish to delete.
2. Select the **Object / Delete** method.



Note:

You cannot delete fund AcqIC or UF.

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 resource: 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.

11.3.1 Using available numbers

Procedure

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!

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.

11.4 PREPARING AN ITEM TEMPLATE

When creating an acquisition document item, e.g. an order item, you can use item templates prepared in advance. By using an item template, the data on the apportionment of copies and funds is transferred to the acquisition document item.

An item template can be created in one of the following ways. You either:

- create an item template, or
- copy the apportionment of copies and funds under any of the items to the item template

Each user can set up their own order of item templates.

11.4.1 Creating an item template

You can prepare item templates in the **Item template** class.

Procedure

1. Highlight the **Item template** class.
2. Select the **Class / New object** method.
The **Item template** editor will open.
3. Define the template name.
4. Enter the note.
5. Enter the data about copies, funds and percentage of financing (see chapter 3.2.1.2.1).
6. Save the data.

11.4.2 Copying an item to a template

You can save any acquisition document item, e.g. order item, invoice item, etc. as an item template.

Procedure

1. Find and select the acquisition document, e.g. an order.
2. Select the acquisition document item from the list of objects related to the acquisition document.
3. Select the **Object / Save as item template** method.

A window will open, where you can enter the template name. After you enter it, click the **OK** button.

11.4.3 Sorting item templates

The order of item templates can be changed. Users can set up their own individual order of item templates.

Procedure

1. Highlight the **Item template** class.
2. Select the **Class / Sort item templates** method.
The **Sorting item templates** window will open.
3. Highlight the item template.
4. If you wish to move the template up or down for several places, enter the number of places under »Number of places«.
5. To move the template up, click the **Up** button.
6. To move the template down, click the **Down** button.
7. Click the **OK** button.

The new order will be taken into account when selecting item templates in acquisition documents.

12 LINKS TO OTHER MODULES AND BIBLIOGRAPHIC DATABASES

This chapter describes the connection between the COBISS3/Acquisitions module and other COBISS3 and COBISS2 software modules as well as its link to bibliographic databases.

Subchapters:

- COBISS3/Serials
- COBISS3/Holdings
- COBISS3/Loan, COBISS2/Loan
- COBISS3/Reports
- COBISS3/Application Administration
- Bibliographic databases

12.1 COBISS3/SERIALS

Due to certain similarities between acquisition procedures of monographs and of serials, the following classes are common to and included in both segments, COBISS3/Acquisitions and COBISS3/Serials:

- Material
- Fund
- Entry
- Overpayment
- Counters
- Item template
- Copy
- Requested by
- Indirect cost

Data entry and maintenance are performed in the same way in both modules.

12.2 COBISS3/HOLDINGS

In the COBISS3/Acquisitions module, holdings data is accessible in the part of the window containing relationships of items and copies in acquisition documents.

When performing material acquisition procedures, the data about orders, prepayments, receipts and payments is added to the holdings data in the COBISS3/Holdings module.

The data will not be added when:

- the purpose of acquisition is not to increase the library's own collection ("Purpose of acquisition" is neither *own collection* nor *lost item replacement*; if *reconstruction of national stock* is selected as "Purpose of acquisition", the recipient of the copy must be defined as well)
- a bibliographic record does not exist in the local database yet
- a bibliographic record exists in the local database, the material in the COBISS3/Acquisitions module is, however, not yet linked to it; the relation is created by transferring the acquisition items to the material under the selected bibliographic record

When *purchasing material*, the following data is added to the holdings data:

- data about the order – new fields will be prepared (see chapter 3.2.8)
- data about the prepayment (see chapter 3.3.4)
- data about the receipt (see chapter 3.4.4)
- data about the payment (see chapter 3.5.7)

When performing *other types of acquisition*, the material receipt data is added to the holdings data (see chapters 4.1.4, 5.3, 7.3 and 8.3).

In relation to an order cancellation, when deleting the receipt under the delivery note item or list item and when changing the advance or invoice status, holdings data will be deleted accordingly.

Data on indirect cost invoices and on claims is not added to the holdings data.

Acquisition data, added to the holdings data, is prepared to such a level that it is possible to start the accessioning procedure of the material (assigning the accession number and date of accessioning, editing the call number, printing labels, etc.).

12.3 COBISS3/LOAN, COBISS2/LOAN

As library members can make requests indicating what library material they wish to be purchased, the **Member** class is added to the COBISS3/Acquisitions module.

In this module, you can only view or use the data on members, whereas you can enter and change the data only in the COBISS3/Loan or COBISS2/Loan module.

12.4 COBISS3/REPORTS

The following reports are prepared in the COBISS3/Reports module, which are used in the COBISS3/Acquisitions module:

- Order
- Order cancellation
- Claim for undelivered material
- Claim for received material
- Invoice claim
- Letter of thanks
- Notification for requestor about received material
- Shipment of exchange material
- Exchange-based order
- Shipment of legal deposit material
- Apportionment among departments by individual types of acquisition

In this module, you can also prepare and print out reports on the use of financial means for the purchase of library material and statistical tables for the material received and sent.

12.5 COBISS3/APPLICATION ADMINISTRATION

When acquiring material, a library cooperates with partners who have different roles. You can enter and maintain the data on partners, their contact persons and departments in the COBISS3/Acquisitions module. In this module the following two classes from the COBISS3/Application administration module are included: **Partner** and **Contact**.

The work methods used in the COBISS3/Acquisitions module is dependent upon, which privileges are linked to the username you are logged in under in the COBISS3 software.

12.6 BIBLIOGRAPHIC DATABASES

In the COBISS3/Acquisitions module, you can use bibliographic data either from the local database or from the shared bibliographic database or from other databases, accessible via the Internet (Z39.50 protocol).

Material represents a part of the bibliographic record from the local database with the following data: title, author, language, edition, publication year, place of publication, publisher, bibliographic level, additional physical description, series, ISBN, ISSN, ISMN, publisher's number (sound recordings and printed music), country of publication, UDC for statistics.

If a record exists in the *local bibliographic database*, the material has already been automatically prepared in the **Material** class and you do not have to enter it. When performing acquisition procedures, it is sufficient to find the material. The COBISS.SI-ID, specified in the local database, will be recorded under the attribute "COBISS.SI-ID".

If the record does not exist in the local database, you can download it from the shared database during the acquisition procedure.

If the record does not exist in the local database and you do not intend to download it from the shared database, you either enter the bibliographic data on the material yourself, or transfer the bibliographic data from the *shared database* or from other *databases, accessible via the Internet*. You find such a material in the **Material** class, using a special **Search for material without bibliographic record** method.

A OVERVIEW OF PROCEDURES AND STATUSES

This supplement presents basic acquisitions procedures as a result of which at least one status of a class and object is changed. The procedures are listed in tables.

Classes and objects that have some role in the procedure are written in columns. In addition to names, the class and object designations used in the COBISS3/Acquisitions module are given as well.

Procedures as described in the main part of this manual are listed in rows. For each procedure, all the classes and objects are listed with the method in their menus, which can be used to perform the procedure.

In table cells, statuses of classes and of objects after the completion of a certain method are given. If the status did not change after a certain procedure, the current status achieved during one of the previous procedures is indicated. Empty cells indicate that classes and objects are not directly linked with the completion of the procedure.

Procedures are presented in 6 tables:

- Purchase
- Purchase of material – Record of invoices
- Purchase of material – Record of advances and indirect cost invoices (ACQ)
- Other types of acquisition
- National depository library – receiving and sending legal deposit material
- Claims

A.1 PURCHASE

The overview of basic purchase procedures and statuses is presented in the table below.

Table A.1-1: Purchase

CLASSES PROCEDURES	Order <i>O</i>	Order item <i>OI</i>	Order cancellation <i>OC</i>	Delivery note <i>DN</i>	Delivery note/invoice item <i>RI</i>	Copy <i>Pc</i>	Field 996 <i>H</i>
1) Entering a request <i>(Mt)</i>		<i>entered</i>				<i>entered</i>	
2) Approving a request <i>(OI)</i>		<i>request approved</i>				<i>request approved</i>	
3) Deleting a request <i>(Mt)</i>		gets deleted from database					
4) Rejecting a request and other changes of its status <i>(OI)</i>		<i>request rejected</i> or <i>entered</i> or <i>request approved</i> or <i>desideratum</i>				<i>request rejected</i> or <i>entered</i> or <i>request approved</i> or <i>desideratum</i>	
5) Preparing an order <i>(O)</i>	<i>entered</i>	<i>order prepared</i>				<i>order prepared</i>	
6) Deleting an order <i>(O)</i>	gets deleted from database	<i>entered</i>				<i>entered</i>	
7) Submitting and sending an order <i>(O)</i>	<i>submitted</i> Receipt status = <i>expected</i>	<i>ordered</i>				<i>ordered</i>	<i>1 – ordered</i>
8) Closing the receipt of a multi-volume monograph <i>(OI)</i>		<i>received</i>				<i>received</i>	

CLASSES PROCEDURES	Order <i>O</i>	Order item <i>OI</i>	Order cancellation <i>OC</i>	Delivery note <i>DN</i>	Delivery note/invoice item <i>RI</i>	Copy <i>Pc</i>	Field 996 <i>H</i>
9) Changing the order item status (OI)		<i>ordered</i>				<i>in process</i>	
10) Preparing an order cancellation (O)	<i>cancelled</i>	<i>cancelled</i>	<i>entered</i>			<i>cancelled</i>	gets deleted from database
11) Preparing an order item cancellation (OI)	<i>partially cancelled</i>	<i>cancelled</i> or <i>ordered</i>	<i>entered</i>			<i>cancelled</i> or <i>ordered</i>	gets deleted from database
12) Transferring item to another order (re-routing an order) (OI)	Original order = <i>partially cancelled</i> New order = <i>entered</i>	Original order item = <i>cancelled</i> New order item = <i>order prepared</i>	<i>entered</i>			Copy on the original order = <i>cancelled</i> Copy on the new order = <i>order prepared</i>	
13) Transferring items to another cancellation (OC)			<i>entered</i>				
14) Revoking an order item cancellation (OI)	<i>submitted</i> or <i>partially cancelled</i>	<i>ordered</i>				<i>ordered</i>	
15) Entering the data about sold out material (OI)		<i>sold out</i>					
16) Submitting and sending an order cancellation (OC)	<i>cancelled</i> or <i>partially cancelled</i>	<i>cancellation submitted</i> or <i>ordered</i>	<i>submitted</i>			<i>cancelled</i> or <i>ordered</i>	
17) Entering a delivery note (O)	<i>submitted</i> Receipt status = <i>expected</i>	<i>ordered</i>		<i>entered</i> Payment status = <i>invoice not received</i>	Receipt status = <i>entered</i>	<i>in process</i>	

CLASSES PROCEDURES	Order <i>O</i>	Order item <i>OI</i>	Order cancellation <i>OC</i>	Delivery note <i>DN</i>	Delivery note/invoice item <i>RI</i>	Copy <i>Pc</i>	Field 996 <i>H</i>
18) Deleting a delivery note (DN)	<i>submitted</i> Receipt status = <i>expected</i>	<i>ordered</i>		gets deleted from database		<i>ordered</i>	
19) Closing a delivery note (DN)	<i>closed</i> or <i>submitted</i> Receipt status = <i>received</i> or <i>expected</i>	<i>received</i> or <i>ordered</i>		<i>closed</i> Payment status = <i>invoice not received</i>	Receipt status = <i>received</i> + Status – Exchange = <i>available for exchange</i> ¹	<i>entered</i> or <i>in process</i>	2 – <i>in process</i>
20) Closing a delivery note item (RI)	<i>closed</i> or <i>submitted</i> Receipt status = <i>received</i> or <i>expected</i>	<i>received</i> or <i>ordered</i>		<i>entered</i> or <i>closed</i> Payment status = <i>invoice not received</i>	Receipt status = <i>received</i> + Status – Exchange = <i>available for exchange</i> ¹	<i>received</i> or <i>in process</i>	2 – <i>in process</i>
21) Deleting receipt under a delivery note item (RI)	<i>submitted</i> Receipt status = <i>expected</i>	<i>ordered</i>		<i>entered</i> Payment status = <i>invoice not received</i>	Receipt status = <i>entered</i>	<i>in process</i> or <i>received</i>	1 – <i>ordered</i>

¹ Status is set if *exchange* is specified as the purpose of acquisition.

A.2 PURCHASE OF MATERIAL – RECORD OF INVOICES

The overview of invoicing procedures and statuses for the purchase of library material is presented in the table below.

Table A.2-1: Purchase of material – record of invoices

CLASSES PROCEDURES	Delivery note <i>DN</i>	Invoice <i>I</i>	Advance <i>A</i>
1) Entering invoice <i>(DN)</i>	<i>closed</i> Payment status = <i>invoice received</i>	<i>entered</i>	
2) Removing a delivery note from an invoice <i>(I)</i>	Payment status = <i>invoice not received</i>	<i>entered</i>	
3) Closing an invoice <i>(I)</i>	Payment status = <i>invoice received</i>	<i>closed</i>	<i>invoice entered</i>
4) Sending an invoice to the accounting dpt. <i>(I)</i>	Payment status = <i>invoice received</i>	<i>Sent to Accounting</i>	<i>invoice entered</i>
5) Entering invoice payment <i>(I)</i>	Payment status = <i>invoice paid</i>	<i>paid</i>	<i>invoice paid</i>
6) Changing the invoice status – deleting payment or sending to the accounting dpt. <i>(I)</i>	Payment status = <i>invoice received</i>	<i>entered</i>	

A.3 PURCHASE OF MATERIAL – RECORD OF ADVANCES AND INDIRECT COST INVOICES (ACQ)

The overview of procedures and statuses relating to the record of advances and indirect cost invoices when purchasing the material is presented in the table below.

Table A.2-1: Purchase of material – record of advances and indirect cost invoices (ACQ)

CLASSES PROCEDURES	Advance <i>A</i>	Indirect cost invoice <i>Ic</i>
1) Entering an advance (<i>O</i>)	<i>entered</i>	
2) Closing an advance or an indirect cost invoice (<i>A, Ic</i>)	<i>closed</i>	<i>closed</i>
3) Sending an advance or an indirect cost invoice to the accounting dpt. (<i>A, Ic</i>)	<i>sent to Accounting</i>	<i>sent to Accounting</i>
4) Entering an advance payment or indirect cost invoice payment (<i>A, Ic</i>)	<i>paid</i>	<i>paid</i>
5) Changing an advance payment or indirect cost invoice status – deleting payment or sending to Accounting (<i>A, Ic</i>)	<i>entered</i>	<i>entered</i>

CLASSES PROCEDURES	Advance <i>A</i>	Indirect cost invoice <i>Ic</i>
6) Entering an indirect cost invoice (ACQ) <i>(DN, I, EL, DL, G, OR)</i>		<i>entered</i>

A.4 OTHER TYPES OF ACQUISITION

The overview of procedures and statuses relating to material exchange, receipt of legal deposit material in a depository library and of gifts, and other types of acquisition is presented in the table below.

Table A.4-1: Other types of acquisition

CLASSES PROCEDURES	List	List item or receipt item	Exchange- based order received <i>EO</i>	Item for the exchange- based order received <i>ER</i>	Shipment of exchange material <i>ES</i>	Item for the shipment of exch. material <i>Hs</i>	Copy <i>Pc</i>	Field 996 <i>H</i>
1) Entering a list <i>(EL, DL, G, OR)</i>	<i>entered</i>	<i>entered</i>					<i>in process</i>	
2) Deleting a list <i>(EL, DL, G, OR)</i>	<i>gets deleted from database</i>							
3) Closing a list <i>(EL, DL, G, OR)</i>	<i>closed</i>	<i>received</i> + Status – Exchange = <i>available for exchange</i> ¹					<i>received</i>	<i>2 – in process</i>
4) Closing a list item <i>(EI, DI, GI, Oi)</i>	<i>entered or closed</i>	<i>received</i> + Status – Exchange = <i>available for exchange</i> ¹					<i>received</i>	<i>2 – in process</i>
5) Deleting receipt under a list item <i>(EI, DI, GI, Oi)</i>	<i>entered</i>	<i>entered</i>					<i>in process or received</i>	<i>gets deleted from the database or 2 – in process</i>
6) Entering an exchange- based order received <i>(EO)</i>		Status – Exchange = <i>available for exchange</i>	<i>entered</i>	<i>entered</i>			<i>order prepared (exchange)</i>	

¹ Status is set if *exchange* is specified as the purpose of acquisition.

CLASSES PROCEDURES	List	List item or receipt item	Exchange-based order received <i>EO</i>	Item for the exchange-based order received <i>ER</i>	Shipment of exchange material <i>ES</i>	Item for the shipment of exch. material <i>Hs</i>	Copy <i>Pc</i>	Field 996 <i>H</i>
7) Closing an exchange-base order received <i>(EO)</i>		Status – Exchange = <i>ordered</i> or <i>available for exchange</i>	<i>ordered</i>	<i>ordered</i>			<i>ordered (exchange)</i>	
8) Cancelling an exchange-based order received <i>(EO)</i>		Status – Exchange = <i>available for exchange</i>	<i>entered</i>	<i>entered</i>			<i>order prepared (exchange)</i>	
9) Deleting an exchange-based order received <i>(EO)</i>	gets deleted from database							
10) Preparing a shipment of exchange material <i>(ES)</i>		Status – Exchange = <i>ordered</i> or <i>available for exchange</i>	<i>prepared for shipment</i>	<i>prepared for shipment</i>	<i>entered</i>	<i>prepared for shipment</i>	<i>prepared for shipment</i>	
11) Submitting and sending a shipment of exchange material <i>(ES)</i>		Status – Exchange = <i>sent</i>	<i>shipment sent</i>	<i>shipment sent</i>	<i>submitted</i>	<i>shipment sent</i>	<i>shipment sent</i>	

A.5 NATIONAL DEPOSITORY LIBRARY – RECEIVING AND SENDING LEGAL DEPOSIT MATERIAL

The overview of procedures and statuses relating to receiving and sending legal deposit material in the national depository library is presented in the table below.

Table A.5-1: National depository library – receiving and sending legal deposit material

CLASSES PROCEDURES	List of legal deposit material <i>DL</i>	Item for the list of leg. dep. material <i>LI</i>	Shipment of legal deposit material <i>DS</i>	Item for the shipm. of leg. dep. material <i>Di</i>	Copy <i>Pc</i>	Field 996 <i>H</i>
1) Entering a list (<i>DL</i>)	<i>entered</i>	<i>entered</i>			<i>in process</i>	
2) Deleting a list (<i>DL</i>)	gets deleted from database					
3) Closing a list (<i>DL</i>)	<i>closed</i>	<i>received</i> + Status – Exchange = available for exchange ¹	<i>entered</i>	<i>prepared for shipment</i>	<i>received</i> or <i>prepared for shipment</i>	2 – <i>in process</i>
4) Closing a list item (<i>DI</i>)	<i>entered</i> or <i>closed</i>	<i>received</i> + Status – Exchange = available for exchange ¹	<i>entered</i>	<i>prepared for shipment</i>	<i>received</i> or <i>prepared for shipment</i>	2 – <i>in process</i>
5) Deleting receipt under a receipt item (<i>DI</i>)	<i>entered</i>	<i>entered</i>			<i>in process</i> or <i>received</i>	gets deleted from database or 2 – <i>in process</i>
6) Preparing a shipment (<i>DS</i>)			<i>entered</i>	<i>prepared for shipment</i>	<i>prepared for shipment</i>	
7) Submitting and sending a shipment (<i>DS</i>)			<i>submitted</i>	<i>shipment sent</i>	<i>shipment sent</i>	

¹ Status is set if *exchange* is specified as the purpose of acquisition.

A.6 CLAIMS

The overview of claiming procedures and statuses is presented in the table below.

Table A.1-1: Claiming procedures

CLASSES PROCEDURES	Claim for undelivered material <i>CU</i>	Claim for received material <i>CR</i>	Delivery note or list	Delivery note item or list item	Invoice <i>I</i>	Advance <i>A</i>
1) Preparing a claim – undelivered material <i>(O)</i>	<i>entered</i>					
2) Preparing a claim – received material <i>(DN, EL, DL, OR)</i>		<i>entered</i>	<i>claimed</i>	<i>claim prepared</i>		
3) Preparing a subsequent claim – received material <i>(RI, EI, DI, Oi)</i>		<i>entered</i>		<i>subsequent claim</i>		
4) Preparing a claim – received document for advance payment or received invoice <i>(A, I)</i>					<i>claimed</i>	<i>claimed</i>
5) Transferring items to another claim <i>(CU, CR)</i>	<i>entered</i>	<i>entered</i>				
6) Submitting and sending a claim <i>(CU, CR, A, I)</i>	<i>submitted</i>	<i>submitted</i>			<i>claim sent</i>	<i>claim sent</i>

CLASSES PROCEDURES	Claim for undelivered material <i>CU</i>	Claim for received material <i>CR</i>	Delivery note or list	Delivery note item or list item	Invoice <i>I</i>	Advance <i>A</i>
7) Closing a subsequent claim for received material <i>(RI, EI, DI, Oi)</i>			<i>closed</i>	<i>received</i>		

B REPORTS

The COBISS3/Reports module is designed for creating and printing different reports based on data entered to other modules of the COBISS3 software (COBISS3/Acquisitions, COBISS3/Interlibrary Loan, etc.).

This appendix describes the procedures of creating and printing reports for acquisitions, which are created and printed in the COBISS3/Reports module, and the procedure of deleting stored files containing reports. The report layout is predefined. However, you can change the content by changing the variable values and by entering parameters during the report creation procedure. A list of system variables for acquisitions and a description of the procedure, which enables an individual institution to define its own variable values for acquisitions, are also included in this appendix.

Business documents and other reports, which are created, printed or sent by e-mail in the COBISS3/Acquisition module, and reports for acquisitions, which are created and printed in the COBISS3/Reports module, are described in separate appendices (including parameters, which are considered when preparing these reports).

B.1 CREATING REPORTS

B.1.1 Creating and printing reports

Some reports for acquisitions (e.g. reports on the use of financial means, different internal lists, etc.) are created and printed in the COBISS3/Reports module. The module is available from the browser by selecting **System / Reports module**.

Procedure

1. In the **Groups of definitions** pane open the **Reports / Standard / Acquisitions** folder and select the group that contains the definition of the report you wish to create.

In the right pane the list of definitions of the selected group will be displayed.

2. In the list of definitions select the definition of the report you wish to create.
3. Select the **Creating reports / Create report** method.

The **Enter parameters for report creation** window will open. When creating certain reports, entering input parameters is not required.

4. Enter input parameters.

You can save the values of input parameters (see chapter *B.1.1.1*); you can select (see chapter *B.1.1.2*) or delete (see chapter *B.1.1.3*) saved parameters.

5. Click the **OK** button.

The **Overview and sending of created report** window will open from where you can send the created report to the predefined or changed destinations. You can also save it in a file and send it to destinations at a later point (the procedures are described in the *Basic Guidelines COBISS3 User Manual*; see chapters *4.5*, *4.5.10*, *4.5.11* and *4.5.12*; see also chapter *4.5.2*).




Note:

Reports from the Acquisitions folder (i.e. different documents such as Order, Cancellation, Claim) are usually created and printed during certain procedures in the COBISS3/Acquisitions module.

B.1.1.1 Saving input parameters

Procedure

1. In the **Enter input parameters for report creation** window, save the entered parameters by clicking the  icon under "Load/save parameters".
The **Configuration name** window will open.
2. Enter the name under which you will save the entered input parameters.
3. Click the **OK** button.
If you enter a name that already exists, the software alerts you and input parameters are not saved.




Note:

A saved set of parameters is available to all users of the library.


B.1.1.2 Selecting saved input parameters

Procedure

1. In the **Enter input parameters for report creation** window, select a set of saved parameters from the drop-down list under "Load/save parameters".
2. You can change the loaded input parameters.
3. The previous state of input parameters is restored by clicking the  icon.

B.1.1.3 Deleting saved input parameters

Procedure

1. In the **Enter input parameters for report creation** window, from the drop-down list under "Load/save parameters", select a set of saved parameters that you wish to delete.
2. Click the  icon.
A window with the following question will open: "Are you sure you want to delete this parameter configuration?".
3. Click the **Yes** button.

B.1.2 Creating and printing scheduled reports

The COBISS3 software enables storing jobs that can be performed at a later point. So far, only the *Create report* job type is automatically defined for performing scheduled jobs, which enables you to specify the time for the job to be performed in a report you selected. Execution time for scheduled reports is specified in the COBISS3/Reports module, typically for longer reports, which should be created outside working hours. The module is available from the browser by selecting **System / Reports module**.

Procedure

1. In the **Groups of definitions** pane open the **Reports / Standard / Acquisitions** folder and select the group that contains the definition of the report.

In the right pane the list of definitions of the selected group will be displayed.
2. In the list of definitions select the definition of the report for which you wish to create a scheduled task.
3. Select the **Creating reports / Create scheduled report** method.

Based on the selected report definition either the search window or the **Enter parameters for report creation** window will open. When preparing some reports, searching for records or entering the entry parameters is not required.
4. Find and select objects or define the parameter values that should be taken into account when creating the report.
5. Click the **OK** button.
6. The **Edit job** window will open, where you can define a new job:
 - Under "Job name", enter the name under which the job will be saved to the list of the previously saved jobs. The data is mandatory.
 - Under "Execution time (dd.MM.yyyy HH:mm:ss)", set the date and time for the job to be performed.
 - If you wish that the task is carried out periodically (e.g. every day, every week, every month, etc.) select the desired value from the drop-down list under "To be repeated".
 - The data under "Status" is entered and changed automatically when the job is saved.
 - Under "Job type", the *Create report* job type is already selected.
7. Click the **OK** button.

After the new job has been saved, a notification about a successful registration of the scheduled report will be displayed and the job will get the status *created*. Once the job is performed, its status changes to *completed*. You can edit or delete the saved job (the procedure for editing jobs is described in the *Basic Guidelines COBISS3 User Manual*; see chapter 4.8).

When the report is created, a notification about the job is sent to the e-mail of a librarian who defined the job. Another notification is sent to the same e-mail address if the report could not be created as it failed to meet the conditions for creating a report or an error occurred during the creation of the report.

If the report was successfully created, you can, after you receive the notification about the job, find the saved file containing the report and send it to destinations (see appendix *B.1.3*).



Note:

Tasks that are repeated periodically (e.g. every day, every week, every month, etc.) always have the status *created* (and never get the status *completed*).

B.1.3 Finding saved files containing reports

You can find a saved file in the COBISS3/Reports module. The module is available from the browser by selecting **System / Reports module**.

Procedure

1. In the **Groups of definitions** pane open the **Reports / Standard / Acquisitions** folder and select the group that contains the definition of the report.

In the right pane the list of definitions of the selected group will be displayed.

2. In the list of definitions select the definition of the report you created and saved as an XML-file in a predefined folder and that you wish to print out or send by e-mail.

3. Select the **Creating reports / Browse stored reports** method.

The **Select report** window will open containing folders with stored reports. Under "Select folder" the name of the folder is displayed containing the saved file with the reports you created based on the selected definition.

4. In the selected folder, select the desired file with the created report. Its name will be transferred to "File name".

5. Click the **Open** button.

The **Overview and sending of created report** window will open, from where you can send the created report to predefined or changed destinations (the procedure is described in the *Basic Guidelines COBISS3 User Manual*; see chapter 4.5).

B.1.4 Deleting saved files containing reports

You can find the files you wish to delete in the COBISS3/Reports software module. The module is available from the browser by selecting **System / Reports module**.

Procedure

1. In the **Groups of definitions** pane open the **Reports / Standard / Acquisitions** folder and select the group that contains the definition of the report.

In the right pane the list of definitions of the selected group will be displayed.

2. In the list of definitions select the definition of the report you created and saved as an XML-file in a predefined folder and that you wish to delete.

3. Select the **Creating reports / Delete stored reports** method.

The **Select report** window will open containing folders with stored reports. Under "Select folder" the name of the folder is displayed containing the saved file with the reports you created based on the selected definition.

4. In the selected folder, select the desired file with the created report. Its name will be transferred to "File name".

If you select several files at the same time, the names of all the selected files with created reports will be transferred to "File name".

5. Click the **Delete** button.

A window will open with the question "Are you sure you wish to delete the selected files containing reports?".

6. To delete, click the **OK** button.

B.2 REPORT VARIABLES

Report variables are parts of report definitions, which define the text in a report (e.g. in a document, statistical report, etc.). Users can set values for report variables.

Report variables prepared by IZUM are stored in the group of standard definitions of variables in the COBISS3/Reports software module. If you wish to change the value of a certain variable, copy the definition of this variable into the group of user definitions of variables and edit it there.

The privilege *RPT_VAR – Maintenance of variables and classifications* is required to edit definitions of variables.

B.2.1 Standard definitions

In table B.2-1, acquisitions variables defined in the COBISS3/Reports module are presented. The first column contains the variable name, the second column contains its value and the third column contains reports where the variable is taken into consideration.

Table B.2-1: Report variables for the COBISS3/Acquisitions module

Name	Value	Use
1) Head of Acquisitions		All reports (except Letter of thanks to the donor and Apportionment among departments)
2) Head of Acquisitions – title		All reports in mother tongue (except Letter of thanks to the donor and Apportionment among departments)
3) Head of Acquisitions – title (eng)		All reports in English (except Letter of thanks to the donor and Apportionment among departments)
4) Library head		Letter of thanks to the donor
5) Library head – title		Letter of thanks to the donor in mother tongue
6) Library head – title (eng)		Letter of thanks to the donor in English
7) Library head – academic title		Letter of thanks to the donor in mother tongue
8) Library head – academic title (eng)		Letter of thanks to the donor in English

Name	Value	Use
9) Legal deposit – introductory text	Dear Sir/Madam, Pursuant to the Legal Deposit Act (Official Gazette RS, No. 69/06), please find enclosed a claim for the following legal deposit material:	A list that accompanies a shipment of legal deposit material
10) Legal deposit – conclusion text	Pursuant to the Legal Deposit Act, you are required to provide legal deposit material, together with a delivery note, in 4 copies or in 16 copies, if the publication was co-financed by public funds, within 15 days of publication. The form of the publication must be the same as the form used for public dissemination. If you have any further questions, please do not hesitate to contact us.	A list that accompanies a shipment of legal deposit material
11) A note included in order		Order
12) A note included in order (eng)		Order

B.2.2 User definitions

New values for variables are set in the COBISS3/Reports module. Select **System / Reports module** to access the module.

If you wish to set a new value for the variable that should be considered in the report, copy the definition of the variable that is stored in the group of *standard definitions* of variables to the group of *user definitions* of variables and edit it there.

Procedure

1. In the **Groups** pane, open the **Report variables / Standard / Acquisitions and serials** folder.
In the right pane, a list of definitions of the selected group appears.
2. In the list of definitions of variables, highlight the definition of the variable for which you wish to set a new value.
3. Select the **Editing / Copy and paste to user definitions** method.

The variable is copied to the **Variables / User definitions / Acquisitions and serials** folder. If the **Acquisitions and serials** folder does not exist yet in the group of user definitions of variables, it is created automatically.

4. In the **Definitions of selected group** pane, in the list of definitions of variables, highlight the definition of the variable for which you wish to set a new value.
5. Select the **Definition / Properties** method.
The **Variable definition** window will open.
6. Change the data. Under "Name", you can change the name of the variable, and under "Value", you can change its value.



Example:

If you wish that e.g. *Mary Smith* will appear on the reports as the head of the acquisitions department, enter the value *Mary Smith* under the variable **Head of Acquisitions**, and the value *Head of Acquisitions* under the variable **Head of Acquisitions – title (eng)**.

7. Save the data.

Options

Use the methods **Editing / Copy** and **Editing / Paste** to copy a standard variable to the group of user definitions. If the **Acquisitions and serials** folder does not exist yet, create it before copying a variable. To do that, highlight the **User definitions** folder and select the **Group / New** method.

C REPORT FORMS

Basic features of reports that can be prepared, printed out or sent by e-mail in the COBISS3/Acquisition module are described, and some sample reports are added.

C.1 ADDRESSING GUIDELINES

Addressing guidelines are given in the *COBISS3/Application Administration User Manual* (see appendix A).

C.2 BIBLIOGRAPHIC DESCRIPTION OF MATERIAL AND OTHER DATA

In addition to bibliographic data on a material (title, author, etc.), other data (current number of material on the report, order date, etc.) is displayed in reports. It depends on the type and definition of a report, which data will be printed out.

Bibliographic data on material can be displayed in the following two ways:

- "Author: Title. Edition. Place : Publisher, Year. Physical description. Collection"
- separated with ";" and marked with prefixes:
"TI= (title); AU= (author); LA= (language); ES= (edition);
PY= (publication year); PU= (publisher); PP= (place of publication);
(physical description); CL= (collection)"

The style of printing bibliographic data is set, as a parameter in the configuration file, by IZUM, in the agreement with the relevant library.

In addition to the internal reference number of a material in the COBISS3/Acquisition module, the following numbers can be added to serve as material identification numbers:

- ISBN – International Standard Book Number
- ISMN – International Standard Music Number
- Publisher's No. (sound recordings and printed music)
- Other material identification number, e.g. BICI = 666666 or EBSCO No. = 123456789

For individual sample reports, included under item C.3, some other data is specified below that can be added, in addition to identification numbers and bibliographic data on a material.

C.2.1 Order

Under the order item, the number of copies ordered and the note that has been entered under the order item will be displayed. Depending on the parameter set in the configuration file, a price in either domestic or foreign currency and a discount price can appear as well.

The delivery time, priority (if the value *urgent* has been selected) and the note that has been entered under the order will be displayed on the order, below the

order items. Depending on the parameter set in the configuration file, the total order amount either in domestic or foreign currency can appear as well.

C.2.2 Order cancellation

The number of copies cancelled and the number of copies that remain ordered, the order date and number, and the note about the cancellation that has been entered under the order item will be displayed under the order cancellation item.

The note from the order cancellation will appear below the items.

C.2.3 Claims

Under the item for the **claim for undelivered material**, the number of copies claimed, the order date and number, and the note about the claim that you have entered under order item will appear.

Under the item for the **claim for received material**, the number of copies claimed, the order date and number, the date of material receipt, the delivery note number and the note that you have entered under the delivery note item will be displayed. The note from the claim will appear under the items.

In the **invoice claim**, the supplier's invoice number, the order submission date, the invoice total either in domestic or foreign currency, and the note from the invoice will be displayed.

In the **invoice item claim**, the common data from the invoice will be displayed first: the invoice number, the invoice submission date and the invoice total amount whether in domestic or foreign currency. Following this, the invoice item data will appear: the order price and the invoice price either in domestic or foreign currency, the order date and number, the material receipt date, the delivery note number and the note about the claim that you have entered under the invoice item.

C.2.4 Letter of thanks to the donor

A thank-you text precedes the list of items. Under each item, the bibliographic data comprises only the author and the title of the material.

C.2.5 List that accompanies a shipment of exchange material

Under the item for the list of exchange material that accompanies the material sent in exchange, the number of copies and the price in either domestic or foreign value currency will be displayed. Below the items, the total value of the material and the note that has been entered under the shipment of exchange material will appear.

C.2.6 Exchange-based order

Under the exchange-based order item, the number of copies ordered, the price in either domestic or foreign currency and the reference document number and date (e.g. agreement, quotation received) will be displayed. The order total either in domestic or foreign currency will appear below the items.

C.2.7 List that accompanies a shipment of legal deposit material

A list name and a note that was entered when preparing the shipment of legal deposit material will appear on the list. Under a list item, the number of copies that you are sending and the price in domestic currency will be displayed.

C.2.8 Apportionment among departments

The report is ready for individual material titles. First the COBISS.SI-ID number will appear, followed by the title, author, language, publication year, supplier, order item number, total number of copies, price, discount percentage, VAT percentage and order item amount. Below is a table indicating the apportionment of copies among departments; in the table, in addition to the department, the number of copies, the purpose of acquisition as well as funds and percentages of financing will be displayed.

C.2.9 Label

It is possible to print a label with partner's address on it, or a label with home library head office address on it.

The label size is 90 x 40 mm. You can print the labels on a thermal printer.

You can also print the Zweckform ZWE3483 labels (you can print four labels, 105 x 148 mm, on one piece of A4 paper). When printing addresses on the labels, the *landscape* orientation and the logo of the library are set. The logo must be defined as an image and saved in the jpg or gif format with the maximum size of 34 x 130 mm. If a library wishes to have their logo printed on the label, a file with the image should be sent to IZUM. If a library does not send the file with their logo to IZUM, the labels will be printed out without the logo.

C.3 SAMPLE REPORTS

Reports can be created in the COBISS3/Acquisitions module. These samples were prepared with the language set to English and in the form of a letter or fax to be printed out. Reports can also be prepared in the form that can be sent by e-mail (this form is not included only under lists of material that accompany shipments, apportionments among departments and labels with partners' addresses on them).

The following sample reports are enclosed:

1. order
2. order cancellation
3. claim for undelivered material
4. claim for received material
5. invoice claim
6. claim for invoice items
7. letter of thanks for a donor
8. notification about received material for the requestor
9. list that accompanies a shipment of exchange material
10. exchange-based order
11. list that accompanies a shipment of legal deposit material
12. apportionment among departments
13. label with partner's address on it

In the COBISS3/Acquisitions software, some other reports exist, customized to meet the demands of individual libraries. These samples are not enclosed (e.g. Request for order form, Order form).

1. Order

Supplier: Blackwell's Book Services Hythe Bridge Street GB - Oxford OX1 2ET United Kingdom	Shipping Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia Tel: +386 2 235 21 00 E-mail: info@mb.sik.si
	Billing Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia VAT ID No.: SI99698722
	Maribor, 27-Nov-2007
ORDER No.: 07-00192	
Dear Sir/Madam,	
We are pleased to send you an order for the following material:	
I. Ref. No.: 07-00192/1 ; ISBN=0-07-351717-8 Eradley, Julia Case: Advanced programming using Visual basic 2005. 3rd ed.. Boston [etc] : Mc Graw-Hill/Irwin, 2007 Quantity/UM= 22 copy/copies	
Delivery time: 11-Dec-2007	
Please, inform us as soon as possible, if the items are not available.	
Please, quote our VAT number on the invoice.	
Yours faithfully,	
Andreja Kos	Zora Lovrec Jagačič Head of Acquisition Dept.
COBISS3/Acquisitions	page 1/1

Default destination: Logical destination / Printer – Acquisitions

2. Order cancellation

Supplier: Blackwell's Book Services Hythe Bridge Street GB - Oxford OX1 2ET United Kingdom	Shipping Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia Tel: +386 2 235 21 00 E-mail: info@mb.sik.si
	Billing Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia VAT ID No.: SI99698722
Maribor, 30-Nov-2007	
ORDER CANCELLATION No.: 07-00022	
Dear Sir/Madam,	
We are sending you a request for cancellation of the following ordered material:	
I. Ref. No.: 07-00193/1 ; ISBN=0-07-149303-4 Velte, Anthony ; Velte, Toby: Microsoft Windows Vista Administration : McGraw-Hill Osborne, 2007 Cancelled: 2 copy/copies ; Remain(s) ordered: 6 copy/copies Order date: 28-Nov-2007 ; Order No.: 07-00193	
Yours faithfully,	
Andreja Kos	Zora Lovrec Jagačič Head of Acquisition Dept.
COBISS3/Acquisitions	page 1/1

Default destination: Logical destination / Printer – Acquisitions

3. Claim for undelivered material

Supplier: Blackwell's Book Services Hythe Bridge Street GB - Oxford OX1 2ET United Kingdom	Shipping Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia Tel: +386 2 235 21 00 E-mail: info@mb.sik.si
	Billing Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia VAT ID No.: SI99698722
	Maribor, 30-Nov-2007
CLAIM No.: N07-00014	
Dear Sir/Madam,	
We would like to let you know that we have not yet received the following material:	
<hr/> I. Ref. No. : 07-00194/1 ; ISBN=978-1-4051-1170-6 Forsyth, Michael (ed.): Materials & Skills for Historic Building Conservation : Blackwell Publishing, 2008 Quantity/UM= 4 copy/copies ; Order date: 28-Nov-2007 ; Order No.: 07-00194 <hr/>	
We are asking you to supply the material, or inform us if the delivery is not possible.	
Yours faithfully,	
Andreja Kos	Zora Lovrec Jagacič Head of Acquisition Dept.
COBISS3/Acquisitions	page 1/1

Default destination: Logical destination / Printer – Acquisitions

4. Claim for received material

Blackwell's Book Services Hythe Bridge Street GB - Oxford OX1 2ET United Kingdom	Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia Tel: +386 2 235 21 00 E-mail: info@mb.sik.si
Maribor, 30-Nov-2007	
CLAIM No.: P07-00011	
Dear Sir/Madam,	
We regret to have to send you a claim for the following material received:	
I. Ref. No.: 07-00195/1 ; ISBN=978-0-88192-834-1 Rogers, Raymond Joseph: Pots in the garden : expert design and planting techniques. Portland : Timber Press, 2007 Quantity/UM claimed= 2 copy/copies	
Reference documents: Order date: 28-Nov-2007; Order No.: 07-00195 Material received on: 30-Nov-2007; Your delivery note No.: 07/357	
Note: Two out of sixteen copies received are damaged. We are returning the damaged copies to you. Please send us new copies as soon as possible.	
Yours faithfully,	
Andreja Kos	Zora Lovrec Jagačič Head of Acquisition Dept.
COBISS3/Acquisitions	page 1/1

Default destination: Logical destination / Printer – Acquisitions

5. Invoice claim

Supplier: Blackwell's Book Services Hythe Bridge Street GB - Oxford OX1 2ET United Kingdom	Shipping Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia Tel: +386 2 235 21 00 E-mail: info@mb.sik.si
	Billing Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia VAT ID No.: SI99698722
	Maribor, 05-Dec-2007
CLAIM No.: R07-00041	
Dear Sir/Madam,	
We regret to have to send you a claim concerning the following invoice received:	
Your invoice No.: 07/322 ; Date of invoice: 29-Nov-2007 Invoice total: USD 70.34	
Note: Invoice prices are higher than order prices. Please send us a new invoice.	
Yours faithfully,	
Andreja Kos	Zora Lovrec Jagačič Head of Acquisition Dept.
COBISS3/Acquisitions	page 1/1

Default destination: Logical destination / Printer – Acquisitions

6. Claim for invoice items

<p>Supplier: Blackwell's Book Services Hythe Bridge Street GB - Oxford OX1 2ET United Kingdom</p>	<p>Shipping Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia Tel: +386 2 235 21 00 E-mail: info@mb.sik.si</p> <p>Billing Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia VAT ID No.: SI99698722</p>
Maribor, 30-Nov-2007	
CLAIM No.: R07-00040	
Dear Sir/Madam,	
We regret to have to send you a claim concerning the following invoice received:	
Your invoice No.: 07/322 ; Date of invoice: 29-Nov-2007	
<p>I. Ref. No.: 07-00196/1 ; ISBN=978-8-88192-817-4 Darke, Rick: The encyclopedia of grasses for livable landscapes. Portland : Timber Press, 2007 Order price/item: EUR 25.17; Invoice price/item: EUR 35.17</p> <p>Reference documents: Order date: 28-Nov-2007; Order No.: 07-00196 Material received on: 30-Nov-2007; Your delivery note No.: 07/322</p> <p>Note: You delivered 24 copies but invoiced 25. Please send us a new invoice.</p>	
<p>Yours faithfully,</p> <p>Andreja Kos</p> <p style="text-align: right;">Zora Lovrec Jagacic Head of Acquisition Dept.</p>	
COBISS3/Acquisitions	page 1/1

Default destination: Logical destination / Printer – Acquisitions

7. Letter of thanks for a donor

<p>Janez Novak Cankarjeva 101 SI - 2000 Maribor Slovenia</p>	<p>Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia Tel: +386 2 235 21 00 E-mail: info@mb.sik.si</p>	<p>Maribor, 28-Nov-2007</p>
<p>Dear Sir/Madam,</p> <p>We would like to thank you for the following material, which you have sent to us as a gift:</p>		
<p>1. Blázquez Abascal, Jimena: Sculpture parks in Europe : a guide to art and nature 2. Olorozteky, Nadine: Sensations : a time travel through garden history</p>		
<p>We are pleased to inform you that this material will be included in our library collection, and made available to our users.</p> <p>Yours faithfully,</p> <p>Dragica Turjak Director</p>		
<p>COBISS3/Acquisitions</p>		<p>page 1/1</p>

Default destination: Logical destination / Printer – Acquisitions

8. Notification about received material for the requestor

<p>Koncel Marija Slovenska c. 215 2000 Maribor Slovenia</p>	<p>Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia Tel: +386 2 235 21 00 E-mail: info@mb.sik.si</p>
<p>NOTIFICATION</p>	<p>Maribor, 05-Dec-2007</p>
<p>Dear Sir/Madam,</p> <p>We would like to inform you that our library has acquired the material you requested.</p>	
<p>1. McGraw-Hill concise encyclopedia of science & technology. 5th ed.. New York [etc.] : McGraw-Hill, 2005. XI, 2651 str. : ilustr. ; 29 cm</p>	
<p>Yours faithfully, Andreja Kos</p>	<p>Zora Lovrec Jagačič Head of Acquisition Dept.</p>
<p>COBISS3/Acquisitions</p>	<p>page 1/1</p>

Default destination: Logical destination / Printer – Acquisitions

9. List that accompanies a shipment of exchange material

LIBRARY OF CONGRESS US - D. C. 20540-4181 Washington United States	National and University Library Acquisition Department Turjaška 1 SI - 1000 Ljubljana Slovenia Tel: +386 1 586 13 00 Fax: +386 1 586 13 11 Email: Acquisition@NUK.Uni-Lj.Si
Ljubljana, 27-Nov-2007	
LIST OF EXCHANGE MATERIAL No.: 07-00007	
Dear Sir/Madam,	
We are enclosing the following material acquired by exchange:	
I. Ref. No.: 07-00014/1 ; ISBN=961-6436-04-X Peace operations / [editor Tomaž Pörš ; photographs by service members of the Slovenian Armed Forces]. Ljubljana : Slovenian Armed Forces, 2005. 51 str. : ilustr. ; 27 cm Quantity/UM= 1 copy/copies	
Yours faithfully,	
Valerija Žagar	Irena Sešek Head of Acquisitions
COBISS3/Acquisitions	page 1/1

Default destination: Logical destination / Printer – Acquisitions

10. Exchange-based order

LIBRARY OF CONGRESS Acquisitions & Bibliographic Access Directorate US - D. C. 20540-4181 Washington United States	National and University Library Acquisition Department Turjaška 1 SI - 1000 Ljubljana Slovenia Tel: +386 1 586 13 00 Fax: +386 1 586 13 11 E-mail: Acquisition@NUK.Uni-Lj.Si
Ljubljana, 27-Nov-2007	
EXCHANGE-BASED ORDER No.: 07-00011	
Dear Sir/Madam,	
We would like to receive the following material on the basis of our exchange agreement:	
I. Ref. No.: 07-00011/1 ; ISBN=0-16-076772-5 Fallen, Arne_Catherine: A botanic garden for the nation : the United State botanic Garden. [Washington, D.C. : United States Congress, Joint Committee on the Library], 2006. Senate document, 109-19 Quantity/UM= 1 copy/copies Reference document: 07/77-k; Date: 23-Nov-2007	
We would be pleased to send you in exchange the desired material. Thanking you for your cooperation and looking forward to hearing from you soon.	
Yours faithfully,	
Valerija Žagar	Irena Sešek Head of Acquisitions
COBISS3/Acquisitions	page 1/1

Default destination: Logical destination / Printer – Acquisitions

11. List that accompanies a shipment of legal deposit material

University Library of Maribor Gospodna 10	National and University Library Acquisition Department
SI - 2000 Maribor Slovenia	Turjaška 1 SI - 1000 Ljubljana Slovenia Tel: +386 1 586 13 00 Fax: +386 1 586 13 11 E-mail: Acquisition@NUK.uni-lj.si
Fax: +386 2 252 60 87	
Ljubljana, 04-Dec-2007	
List of legal deposit monographs for NOVEMBER II (No.: 07-00097)	
Dear Sir/Madam,	
Please find enclosed the following legal deposit material:	
<p>1. Ref. No.: 07-00028/6; ISBN=978-86-11-17536-2 Muck, Desa: Anica in skrivnostna maska. Ljubljana : Mladinska knjiga, 2007. #Zbirka #Anica Quantity/UM= 2 copy/copies</p> <p>2. Ref. No.: 07-00028/1 100 let šolstva v Hruševju : 1906/07 - 2006/07 / [glavna urednica Pia de Paulis Debevec ; fotografije arhiv šole]. Postojna : Občina, 2007. 44 str. : ilustr. ; 21 cm Quantity/UM= 2 copy/copies</p> <p>3. Ref. No.: 07-00028/2 30 let Kumikovih priznanj / [izbrala in uredila Rosana Erlih in Boris Kuburič ; fotografije arhiv ZKO in nagajenci]. Trzin : Zveza kulturnih organizacij, 2003. 67 str. : ilustr. ; 22 cm Quantity/UM= 2 copy/copies</p> <p>4. Ref. No.: 07-00028/3; ISBN=978-961-6575-19-5 50 let načrtovanja družine v Mariboru : mednarodni znanstveni simpozij, Univerzitetni klinični center Maribor : = International Scientific Symposium, Maribor University Hospital, Maribor, 15. 6. 2007 / urednik, editor Iztok Takač ; [organizatorji Univerzitetni klinični center Maribor ... [et al.] ; prevajalka Marijana Gajšek Marchetti ; fotografije Marjeta Gornik, Jože Pristovnik, Jelka Simončič]. Maribor : Univerzitetni klinični center = University Hospital, 2007. 336 str. : ilustr. ; 27 cm + popravki Quantity/UM= 2 copy/copies</p> <p>5. Ref. No.: 07-00028/4 Correspondances : artists in residence from Eastern and South Eastern Europe in dialogue : a cooperation by KulturKontakt Austria and Tanzquartier Wien, Vienna, May 31 - June 2, 2007 / [editors Martina Hochamuth ... [et al.] ; translation David Ender]. Vienna; Ljubljana : KulturKontakt Austria; Tanzquartier; Maska, 2007. [15] str. : ilustr. ; 29 cm Quantity/UM= 2 copy/copies</p> <p>6. Ref. No.: 07-00028/5; ISBN=978-961-90267-4-8 Davčni dnevi, 1, 2007, Portorož: Zbornik referatov. Ljubljana : Republika Slovenija, Ministrstvo za finance, Davčna uprava Republike Slovenije, 2007. 69 str. : ilustr. ; 30 cm Quantity/UM= 2 copy/copies</p>	
COBISS3/Acquisitions	page 1/2

Default destination: Logical destination / Printer – Acquisitions

12. Apportionment among departments

COBISS.SI-ID: 19762 Title: Poirot Loses a Client Author: Christie, Agatha Language: English Publication year: 1984 Number of copies: 4 Price: EUR 18.00 Discount: 0.0 % VAT: 8.5 % Amount: EUR 78.12				Material ID: 4124 Supplier: MK Order item No.: 07-00160/1 Order date: 26-Oct-2007			
Department	Number of copies	Purpose of acquisition	Funds				
DP	1	own stock	FIN-07				
K	2	own stock	FIN-07				
TP	1	own stock	FIN-07				

Default destination: Logical destination / Printer – Acquisitions

13. Label

Blackwell's Book Services
Hythe Bridge Street

GB - Oxford OX1 2ET
United Kingdom

Default destination: Logical destination / Labels – Acquisitions

D LISTS

This appendix describes lists that are created and printed in the COBISS3/Reports module.

Each list has an ID and a name. The ID consists of a module symbol (ACQ), a symbol indicating that it belongs to the group of lists (L) and a running number of the report; all elements of the ID are connected with "-". The name describes the purpose of the report.

D.1 LIST OF REPORTS

The list of reports can be found in the **Reports / Standard / Acquisitions / Lists** folder:

- ACQ-L-01: List of items received (full format)
- ACQ-L-02: List of entries (full format)
- ACQ-L-03: List of invoices (full format)

D.2 ENTERING INPUT PARAMETERS FOR REPORT CREATION

You can define data selection criteria in the **Enter parameters for report creation** window.

D.2.1 List ACQ-L-01

In the list ACQ-L-01, you can define the following parameters:

- "ID"
You can define the number range for items received.
- "Supplier symbol"
- "Status"
- "Status date"
- "Acquisition type"
- "COBISS.SI-ID"
- "Entered by"
- "Entered"
- "Locations"
- "Funds"
- "Available to define exchange partner"
- "Status – Exchange"

D.2.2 List ACQ-L-02

In the list ACQ-L-02, you can define the following parameters:

- "Fund"
- "Order No."
- "Advance No."
- "Invoice No."
- "Additional symbol"
- "Supplier document No."

- "Module"
- "Entered by"
- "Entered"
- "Type"

D.2.3 List ACQ-L-03

In the list ACQ-L-03, you can define the following parameters:

- "ID"
The number range for receipt items can be defined.
- "Supplier symbol"
- "Reference document"
- "Reference document date"
- "Additional symbol"
- "Status"
- "Status date"
- "Due date"
- "Paid"
- "Entered"

D.3 DESCRIPTION OF INDIVIDUAL REPORTS

D.3.1 ACQ-L-01: List of items received (full format)

The report is intended for exporting data on items received to Excel and for further data processing; it does not allow immediate printing.

After having prepared the report, save it in a folder in the **Overview and sending of created report** window by clicking the **Save as** button. Open the Excel file, where the report is saved. When you import data, click the optional “Delimited” button, select the value *65001 : Unicode (UTF-8)* from the list and separate data with "|", which you enter under “Other”.

The report includes data on the acquired material with attributes from the **Item received**, **Material** and **Bibliographic record** classes. In the report, the items received attributes are displayed first and after that the bibliographic data is displayed.

D.3.2 ACQ-L-02: List of entries (full format)

The report is intended for exporting entries data to Excel and further data processing. It contains all **Entry** class attributes. Saving a report and importing data to Excel is described in chapter *D.3.1*.

D.3.3 ACQ-L-02: List of invoices (full format)

The report is intended for exporting invoice data to Excel and further data processing. It contains all **Entry** class attributes. Saving a report and importing data to Excel is described in chapter *D.3.1*.

E USE OF FINANCIAL MEANS

This appendix describes reports on the use of financial means for the purchase of library material, created and printed in the COBISS3/Reports module.

Each report has a code and name. Report code consists of a module symbol (ACQ), a symbol indicating that the report belongs to a group of reports on the use of financial means (UF) and the running number of the report; all code elements are connected with “-”. The name of the report consists of two parts, separated with “-”. The first part indicates the main purpose of the report (contents of the table cells), the second part indicates the criteria for data sorting, which are separated with “/”.

E.1 LIST OF REPORTS

List of reports can be found in the **Reports / Standard / Acquisitions / Use of financial means** folder:

- ACQ-UF-01: Payment of invoices – by fund/type of material
- ACQ-UF-02: Payment of invoices with deducted input VAT – by fund/type of material
- ACQ-UF-03: Payment of advances– by fund/type of material
- ACQ-UF-04: Payment of advances with deducted input VAT – by fund/type of material
- ACQ-UF-05: Payment of indirect cost of acquisition – by fund
- ACQ-UF-06: Payment of indirect cost of acquisition with deducted input VAT – by fund
- ACQ-UF-07: Overpayments to suppliers

Reports, with the exception of the report ACQ-UF-07, are created separately for libraries that keep records on deductible proportion of input VAT and for libraries that do not keep records on deductible proportion of input VAT.

E.2 ENTERING INPUT PARAMETERS FOR REPORT CREATION

Define the data selection criteria in the **Enter parameters for report creation** window.

When defining parameters, make sure the invoice selection period is defined accordingly.

It is necessary to ensure consistency among the invoice date, funds defined on the invoice, and the date of accessioning in fields 996, into which the data from the invoice are entered. All three must refer to the same selected period.

E.2.1 Reports ACQ-UF-01, ACQ-UF-02, ACQ-UF-05 and ACQ-UF-06

Under the reports ACQ-UF-01, ACQ-UF-02, ACQ-UF-05 and ACQ-UF-06, you can define the following parameters:

- "Status"
Define the invoice status the data of which should be considered in the report.
Default value is *paid*. The data is mandatory.
- "Paid"
By entering the invoice payment date, you can define the period the data of which should be considered in the report.
- "Reference document date"
By entering the date indicating the submission date of the invoice received, you can define the period the data of which should be considered in the report.
- "ID"
You can define the number range that was assigned to the invoices in compliance with the setting in the invoice counter.

E.2.2 Reports ACQ-UF-03 and ACQ-UF-04

Under the reports ACQ-UF-03 and ACQ-UF-04, you can define the following parameters:

- "Status"

Define the status of the advance payment the data of which should be considered in the report. The default value is *paid, invoice entered, invoice paid, changed to overpayment*. The data is mandatory.

- "Status date"

By entering the advance payment status date, you can define the period the data of which should be considered in the report.

- "Reference document date"

By entering the date that indicates the submission date of the advance payment received, you can define the period the data of which should be considered in the report.

- "ID"

You can define the number range that has been assigned to the advance payments in compliance with the setting in the invoice counter.

E.2.3 Report ACQ-UF-07

Under the report ACQ-UF-07, you can define the following parameters:

- "Supplier (ACQ)"

The role of a supplier (ACQ) is specified.

- "Non-active"

The *No* value is specified.

E.3 DESCRIPTION OF INDIVIDUAL REPORTS

E.3.1 ACQ-UF-01: Payment of invoices – by fund/type of material

The report includes data on the use of financial means for the payment of invoices. The amount of paid invoices, discount deducted, VAT added (column *amount*), VAT (column *VAT*) and discount (column *discount*) are displayed.

For the payment of foreign invoices, the amount of paid invoices, discount deducted (*amount* column) and discount (*discount* column) are displayed. The amount of paid invoices and discount appear horizontally, so that the amount of all paid foreign invoices and discounts (*foreign amounts*) are displayed first, followed by the amount of foreign paid invoices and discounts not converted to domestic currency (*not converted to dom. cur.*).

The data is displayed in multiple tables, taking into consideration the following three criteria of classification:

- ***bibliographic level*** – first, data is displayed separately, according to bibliographic levels, and then followed by summary data for all bibliographic levels together (*All material*).

Data for material not yet linked to a bibliographic record in the local database is displayed in the *Material without bibliographic record* table.
- within the bibliographic level, ***selected invoices*** should be further considered – first, data for all paid invoices is displayed, followed by the amounts of paid invoices for the material that has either no fields 996/997 or no accession number or date of accessioning has been defined for this field or another acquisition type has been defined, and ***not purchase or registration fee***
- finally, within the bibliographic level and selected invoices, ***currency*** should be considered – first, data for previous domestic currency is displayed, followed by data for current domestic currency and, lastly, data for foreign currencies is displayed

If the data does not exist, the table is not displayed in the report.

In tables, data appears vertically, in alphabetical order of IDs of funds used for the payment of invoices, followed by summary data for all funds together.

A legend follows the last table.

If you deduct the amount of invoices for the material with incomplete holdings data from the amount of all invoices, the data on the report is comparable to the data on the report H-UF-01, namely in tables where data for the paid invoices,

entered in the COBISS3/Acquisitions module, is displayed. The report H-UF-01 is described in the *COBISS3/Holdings User Manual*; see chapter C.3.1.

Data in the *amount* column, in the table for all material and all invoices, is comparable to the amount kept in funds and used for payments. If you also paid advances and indirect cost, you should, when making the comparison, consider also data from the reports ACQ-UF-03 and ACQ-UF-05. Due to rounding off in the calculation of the amounts, the amount on the report on the use of financial resources may slightly depart from the amount kept in a fund and used for payments.



Note:

If more than one fund for one copy in the acquisition document item in the copies table is specified, you cannot calculate the proportion of the price for one copy, apportioned by funds.

The amount for drawing upon overpayment on the invoice by funds is not considered in the report.

E.3.2 ACQ-UF-02: Payment of invoices with deducted input VAT – by fund/type of material

The report includes data on the use of financial means for the payment of invoices. The amount of paid invoices, discount deducted, VAT added (*amount* column), VAT (*VAT* column), deducted input VAT (*deduct. input VAT* column) and discount (*discount* column) are displayed.

The amount of paid invoices and VAT are sorted horizontally, according to whether deducted input VAT is considered (*input VAT deducted*) or not (*input VAT not deducted*).

For the payment of foreign invoices, the amount of paid invoices, discount deducted (*amount* column) and discount (*discount* column) are displayed. The amount of paid invoices and discount appear horizontally, so that the amounts of all foreign paid invoices and discounts (*foreign amounts*) are displayed first, followed by the foreign paid invoices and discounts not converted to domestic currency (*not converted to dom. cur.*).

Data is displayed in multiple tables, taking into consideration the following three criteria of classification:

- ***bibliographic level*** – first, data is displayed separately, according to bibliographic levels, and then followed by summary data for all bibliographic levels together (*All material*).

Data for material not linked to a bibliographic record in the local database is displayed in the *Material without bibliographic record* table.

- within the bibliographic level, ***selected invoices*** should be further

considered – first, data for all paid invoices is displayed, followed by the amounts of paid invoices for the material that has either no fields 996/997 or no accession number or date of accessioning has been defined for this field or another acquisition type has been defined, and **not purchase or registration fee**

- finally, within the bibliographic level and selected invoices, **currency** should be considered – first, data for former domestic currency is displayed, followed by data for current domestic currency and, lastly, data for foreign currencies is displayed.

If the data does not exist, the table is not displayed in the report.

Data in tables is sorted vertically, in alphabetical order of IDs of funds used for the payment of invoices, followed by summary data for all funds.

A legend follows the last table.

If you deduct the amount of invoices for the material with incomplete holdings data from the amount of all invoices, the data on the report is comparable to the data in the report H-UF-02, namely in the tables, where data for the paid invoices, entered in the COBISS3/Acquisitions module, is displayed. The report H-UF-02 is described in the *COBISS3/Holdings User Manual*; see chapter C.3.2.

Data in the table for all material and all invoices in the *amount (input VAT deducted)* column is comparable to the amount kept in funds and used for payments. If you have also paid the advance and indirect cost, you should, when making the comparison, consider data from the reports ACQ-UF-04 and ACQ-UF-06. Due to the rounding off in the calculation of the amounts, the amount on the report on the use of financial resources may slightly depart from the amount kept in a fund and used for payments.



Note:

If more than one fund for one copy in the acquisition document item in the copies table is specified, you cannot calculate the proportion of the price for one copy, apportioned by funds.

The amount for drawing upon overpayment on the invoice by funds is not considered in the report.

E.3.3 ACQ-UF-03: Payment of advances – by fund/type of material

The report includes data on the use of financial means for the payment of advances. The amount of paid advances, discount deducted, VAT added (*amount* column), VAT (*VAT* column) and discount (*discount* column) are displayed.

For the payment of foreign advances, the amount of paid advances, discount deducted (*amount* column) and discount (*discount* column) are displayed. The amount of paid advances and discount are sorted horizontally, so that the

amounts of all paid foreign advances and discounts (*foreign amounts*) are displayed first, followed by the amounts of foreign paid advances and discounts not converted to domestic currency (*not converted to dom. cur.*).

Data is shown in multiple tables, taking into consideration the following three criteria of classification:

- ***bibliographic level*** – first, data is displayed separately, according to bibliographic levels, and then followed by the summary data for all bibliographic levels together (*All material*).

Data for material not linked to a bibliographic record in the local database is displayed in the *Material without bibliographic record* table.

- within the bibliographic level, ***selected advances*** should be further considered – first, data for all paid advances is displayed, followed by the advances still available for the invoice payments
- finally, within the bibliographic level and selected advances, ***currency*** should be considered – first, data for former domestic currency is displayed, followed by data for current domestic currency and, lastly, data for foreign currencies is displayed.

If the data does not exist, the table is not displayed in the report.

The data in tables is sorted vertically, in alphabetical order of IDs of funds used for the payment of advances, followed by the summary data for all funds.

A legend follows the last table.

The data in the table for all material and for available advances (advances still available for the payment of invoices) in the *amount* column is comparable to the amount kept in funds and used for payments. The amount in a fund comprises of the amount used for the payment of advances, to which the amounts used for the payment of invoices and amounts used for the payment of indirect cost of acquisition are added. Thus, when making a comparison, you should also consider data from the ACQ-UF-01 and ACQ-UF-05 reports. Due to rounding off in the calculation of the amounts, the amount in the report on the use of financial resources may slightly depart from the amount kept in a fund and used for payments.



Note:

If you want data on the use of financial means for the payment of advances and invoices to be correct, you must, when paying the advance and later, when paying the invoice, use the same funds.

If more than one fund for one copy in the acquisition document item in the copies table is specified, the proportions of the price for one copy, apportioned by funds, cannot be calculated.

E.3.4 ACQ-UF-04: Payment of advances with deducted input VAT – by fund/type of material

The report includes data on the use of financial means for the payment of advances. The amount of paid advances, discount deducted, VAT added (*amount* column), VAT (*VAT* column), deductible input VAT (*deduct. input VAT* column) and discount (*discount* column) are displayed.

The amount of paid advances and VAT are sorted horizontally, according to whether deducted input VAT is considered (*input VAT deducted*) or not (*input VAT not deducted*).

For the payment of foreign advances, the amount of paid advances, discount deducted (*amount* column) and discount (*discount* column) are displayed. The amount of paid advances and discount are sorted horizontally, so that the amounts of all paid foreign advances and discounts (*foreign amounts*) are displayed first, followed by the amounts of foreign paid advances and discounts not converted to domestic currency (*not converted to dom. cur.*).

Data is shown in multiple tables, taking into consideration the following three criteria of classification:

- ***bibliographic level*** – first, data is displayed separately, according to bibliographic levels, and then followed by summary data for all bibliographic levels together (*All material*).

Data for material not linked to a bibliographic record in the local database is displayed in the *Material without bibliographic record* table.

- within the bibliographic level, ***selected advances*** should be further taken into account – first, data for all paid advances is displayed, followed by the advances still available for the invoice payments
- finally, within the bibliographic level and selected advances, ***currency*** should be considered – first, data for former domestic currency is displayed, followed by data for current domestic currency and, lastly, data for foreign currencies is displayed.

If the data does not exist, the table is not displayed in the report.

The data in tables is sorted vertically, in alphabetical order of IDs of funds used for the payment of advances, followed by the summary data for all funds.

A legend follows the last table.

The data in the table for all material and for available advances (advances still available for the payment of invoices) in the *amount* column (*input VAT deducted*) is comparable to the amount kept in funds and used for payments. The amount in a fund comprises of the amount used for the payment of advances, to which the amounts used for the payment of invoices and amounts used for the payment of indirect cost of acquisition are added. Thus, when making a comparison, you should also consider data from the ACQ-UF-02 and ACQ-UF-06 reports. Due to the rounding off in the calculation of the amounts,

the amount on the report on the use of financial resources may slightly depart from the amount kept in a fund and used for payments.



Note:

If you want data on the use of financial means for the payment of advances and invoices to be correct, you must, when paying the advance and, later, when paying the invoice, use the same funds.

If more than one fund for one copy in the acquisition document item in the copies table is specified, the proportions of the price for one copy, apportioned by funds, cannot be calculated.

E.3.5 ACQ-UF-05: Payment of indirect cost of acquisition – by fund

The report includes data on the use of financial means for the payment of indirect cost of acquisition. The type of indirect cost (*type* column), the amount of paid indirect cost, VAT added (*amount* column), VAT (*VAT* column), and foreign amount (*foreign amounts* column) are displayed.

The data in the table is sorted vertically, in alphabetical order of fund IDs used for the payment of indirect cost of acquisition, followed by the summary data for all funds.

A legend follows the table.

According to the settings in a configuration file of a library, indirect cost of acquisition can be recorded in a fund with the designation *AcqIC*, intended for monitoring indirect cost, or in the first fund used on the invoice. Before changing the settings in a parameter, you must prepare the ACQ-UF-05 report. Once the parameter is set, you can prepare reports on the payment of indirect cost of acquisition from the date of changing the settings of the parameter.



Note:

The report on the use of financial means for the payment of indirect cost does not include indirect cost that is entered under advances. When entering indirect cost under advances, only a rounding-off amount can be entered.

E.3.6 ACQ-UF-06: Payment of indirect cost of acquisition with deducted input VAT – by fund

The report includes data on the use of financial means for the payment of indirect cost of acquisition. The type of indirect cost (*type* column), the amount of paid indirect cost, VAT added (*amount* column); VAT (*VAT* column),

deductible input VAT (*deduct. input VAT* column) and foreign amount (*foreign amounts* column) are displayed.

The amount of paid indirect cost of acquisition and VAT are sorted horizontally, depending on whether the deductible input VAT is considered (*input VAT deducted*) or not (*input VAT not deducted*).

The data in the table is sorted vertically, in alphabetical order of IDs of funds used for the payment of indirect cost of acquisition, followed by the summary data for all funds.

A legend follows the table.

According to the settings in the configuration file of the library, indirect cost of acquisition can be recorded in a fund with the designation *AcqIC*, intended for monitoring indirect cost, or in the first fund used on the invoice. Before changing the settings of the parameter, you must prepare the ACQ-UF-05 report. Once the parameter is set, you can create reports on the payment of indirect cost of acquisition from the date of changing the settings of the parameter.



Note:

The report on the use of financial means of indirect cost does not include indirect cost, entered under advances. When entering indirect cost under advances, only a rounding-off amount can be entered.

E.3.7 ACQ-UF-07: Overpayment to suppliers

The report includes data on domestic and foreign overpayments for suppliers (ACQ). Supplier symbol, supplier's name, domestic and foreign overpayment amount is displayed.

The data in the table is sorted vertically, in alphabetical order by supplier symbol, where the overpayment amount is entered.

E.4 SAMPLE REPORTS

The following chapter includes sample reports on the use of financial means. Data in the sample reports is factitious and used only for a better representation of how the reports should look like.

1. ACQ-UF-01: Payment of invoices – by fund/type of material
2. ACQ-UF-02: Payment of invoices with deducted input VAT – by fund/type of material
3. ACQ-UF-03: Payment of advances – by fund/type of material
4. ACQ-UF-04: Payment of advances with deducted input VAT – by fund/type of material
5. ACQ-UF-05: Payment of indirect cost of acquisition – by fund
6. ACQ-UF-06: Payment of indirect cost of acquisition with deducted input VAT – by fund
7. ACQ-UF-07: Overpayments to suppliers

1. ACQ-UF-01: Payment of invoices – by fund/type of material

COBISS Cooperative Online Bibliographic System & Services COBISS				
50274 Library			10-Jun-2013	
ACQ – USE OF FINANCIAL MEANS				
PAYMENT OF INVOICES – BY FUND/TYPE OF MATERIAL				
Status: paid			Report code: ACQ-UF-01	
Number: 13-00036-13-00036				
<i>1. Material without bibliographic record</i>				
<i>All invoices</i>				
No.	fund	amount	VAT	discount
1.	MIK-2013	EUR 2,007.75	EUR 174.19	EUR 203.73
total		EUR 2,007.75	EUR 174.19	EUR 203.73
<i>2. Material without bibliographic record</i>				
<i>Invoices for the material with incomplete holdings data</i>				
No.	fund	amount	VAT	discount
1.	MIK-2013	EUR 2,007.75	EUR 174.19	EUR 203.73
total		EUR 2,007.75	EUR 174.19	EUR 203.73
<i>3. Monographs</i>				
<i>All invoices</i>				
No.	fund	amount	VAT	discount
1.	MIK-2013	EUR 3,809.20	EUR 330.48	EUR 386.52
2.	OJ-J-2013	EUR 1,487.38	EUR 129.04	EUR 150.93
total		EUR 5,296.58	EUR 459.52	EUR 537.45
<i>4. All material</i>				
<i>All invoices</i>				
No.	fund	amount	VAT	discount
1.	MIK-2013	EUR 5,816.95	EUR 504.67	EUR 590.25
2.	OJ-J-2013	EUR 1,487.38	EUR 129.04	EUR 150.93
total		EUR 7,304.33	EUR 633.71	EUR 741.18
<i>5. All material</i>				
<i>Invoices for the material with incomplete holdings data</i>				
No.	fund	amount	VAT	discount
1.	MIK-2013	EUR 2,007.75	EUR 174.19	EUR 203.73
total		EUR 2,007.75	EUR 174.19	EUR 203.73
Legend:				
fund	– IDs of funds used for the payment of invoices			
amount	– amount of paid invoices, discount deducted, VAT added			
VAT	– value added tax			
foreign amounts	– all foreign amounts regardless of whether they have been converted to domestic currency or not			
not converted to dom. cur.	– foreign amounts not converted to domestic currency			
Notes:				
All invoices – all paid invoices selected when preparing the report				
Invoices for the material with incomplete holdings data – amounts of paid invoices for the material that has either no field 996/997 or no accession				
COBISS3/Acquisitions				page 1/2

2. ACQ-UF-02: Payment of invoices with deducted input VAT – by fund/type of material

COBISS Cooperative Online Bibliographic System & Services COBISS						
50274 Library				10-Jun-2013		
ACQ – USE OF FINANCIAL MEANS						
PAYMENT OF INVOICES WITH DEDUCTED INPUT VAT – BY FUND/TYPE OF MATERIAL						
Status: paid						Report code: ACQ-UF-02
Number: 13-00036-13-00036						
1. Material without bibliographic record						
<i>All invoices</i>						
No.	fund	input VAT not deducted amount	VAT	input VAT deducted amount	deduct. input VAT	discount
1.	MIK-2013	EUR 2,007.75	EUR 174.19	EUR 1,997.29	EUR 163.73	EUR 203.73
total		EUR 2,007.75	EUR 174.19	EUR 1,997.29	EUR 163.73	EUR 203.73
2. Material without bibliographic record						
<i>Invoices for the material with incomplete holdings data</i>						
No.	fund	input VAT not deducted amount	VAT	input VAT deducted amount	deduct. input VAT	discount
1.	MIK-2013	EUR 2,007.75	EUR 174.19	EUR 1,997.29	EUR 163.73	EUR 203.73
total		EUR 2,007.75	EUR 174.19	EUR 1,997.29	EUR 163.73	EUR 203.73
3. Monographs						
<i>All invoices</i>						
No.	fund	input VAT not deducted amount	VAT	input VAT deducted amount	deduct. input VAT	discount
1.	MIK-2013	EUR 3,809.20	EUR 330.48	EUR 3,789.37	EUR 310.65	EUR 386.52
2.	OJ-J-2013	EUR 1,487.38	EUR 129.04	EUR 1,479.63	EUR 121.29	EUR 150.93
total		EUR 5,296.58	EUR 459.52	EUR 5,269.00	EUR 431.94	EUR 537.45
4. All material						
<i>All invoices</i>						
No.	fund	input VAT not deducted amount	VAT	input VAT deducted amount	deduct. input VAT	discount
1.	MIK-2013	EUR 5,816.95	EUR 504.67	EUR 5,786.66	EUR 474.38	EUR 590.25
2.	OJ-J-2013	EUR 1,487.38	EUR 129.04	EUR 1,479.63	EUR 121.29	EUR 150.93
total		EUR 7,304.33	EUR 633.71	EUR 7,266.30	EUR 595.68	EUR 741.18
5. All material						
<i>Invoices for the material with incomplete holdings data</i>						
No.	fund	input VAT not deducted amount	VAT	input VAT deducted amount	deduct. input VAT	discount
1.	MIK-2013	EUR 2,007.75	EUR 174.19	EUR 1,997.29	EUR 163.73	EUR 203.73
total		EUR 2,007.75	EUR 174.19	EUR 1,997.29	EUR 163.73	EUR 203.73
Legend:						
fund	– IDs of funds used for the payment of invoices					
amount	– amount of paid invoices, discount deducted, VAT added					
VAT	– value added tax					
deduct. input VAT	– deductible input VAT					
COBISS3/Acquisitions						page 1/2

3. ACQ-UF-03: Payment of advances– by fund/type of material

COBISS Cooperative Online Bibliographic System & Services		COBISS	
50274 Library		10-Jun-2013	
ACQ – USE OF FINANCIAL MEANS			
PAYMENTS OF ADVANCES – BY FUND/TYPE OF MATERIAL			
Status: paid, invoice entered, invoice paid, changed to overpayment			Report code: ACQ-UF-03
Number: 13-00005-13-00006			
<i>1. Monographs</i>			
<i>All advances</i>			
No.	fund	amount	discount
1.	MIK-2013	EUR 2,511.33	EUR 254.83
2.	OJ-J-2013	EUR 1,220.73	EUR 123.87
total		EUR 3,732.06	EUR 378.70
<i>2. Monographs</i>			
<i>Available advances</i>			
No.	fund	amount	discount
1.	MIK-2013	EUR 2,511.33	EUR 254.83
total		EUR 2,511.33	EUR 254.83
<i>3. All material</i>			
<i>All advances</i>			
No.	fund	amount	discount
1.	MIK-2013	EUR 2,511.33	EUR 254.83
2.	OJ-J-2013	EUR 1,220.73	EUR 123.87
total		EUR 3,732.06	EUR 378.70
<i>4. All material</i>			
<i>Available advances</i>			
No.	fund	amount	discount
1.	MIK-2013	EUR 2,511.33	EUR 254.83
total		EUR 2,511.33	EUR 254.83
Legend:			
fund	– IDs of funds used for advance payments		
amount	– amount of paid advances, discount deducted, VAT added		
VAT	– value added tax		
foreign amounts	– all foreign amounts regardless of whether they have been converted to domestic currency or not		
not converted to dom. cur.	– foreign amounts not converted to domestic currency		
Notes:			
All advances – total of all paid advances selected when preparing the report, regardless of whether they have already been used to pay invoices or not			
Available advances – amount of paid advances still available for the payment of invoices			
All material – material from all paid advances selected when preparing the report			
COBISS3/Acquisitions			page 1/1

4. ACQ-UF-04: Payment of advances with deducted input VAT – by fund/type of material

COBISS Cooperative Online Bibliographic System & Services		COBISS			
50274 Library		10-Jan-2013			
ACQ – USE OF FINANCIAL MEANS					
PAYMENT OF ADVANCES WITH DEDUCTED INPUT VAT - BY FUND/TYPE OF MATERIAL					
Status: paid, invoice entered, invoice paid, changed to overpayment			Report code: ACQ-UF-04		
Number: 13-00005-13-00006					
<i>1. Monographs</i>					
<i>All advances</i>					
No.	fund	input VAT not deducted amount	input VAT deducted amount	deduct. input VAT	discount
1.	MIK-2013	EUR 2,511.33	EUR 2,498.25	EUR 13.07	EUR 254.83
2.	OJ-J-2013	EUR 1,220.73	EUR 1,214.37	EUR 6.35	EUR 123.87
total		EUR 3,732.06	EUR 3,712.63	EUR 19.42	EUR 378.70
<i>2. Monographs</i>					
<i>Available advances</i>					
No.	fund	input VAT not deducted amount	input VAT deducted amount	deduct. input VAT	discount
1.	MIK-2013	EUR 2,511.33	EUR 2,498.25	EUR 13.07	EUR 254.83
total		EUR 2,511.33	EUR 2,498.25	EUR 13.07	EUR 254.83
<i>3. All material</i>					
<i>All advances</i>					
No.	fund	input VAT not deducted amount	input VAT deducted amount	deduct. input VAT	discount
1.	MIK-2013	EUR 2,511.33	EUR 2,498.25	EUR 13.07	EUR 254.83
2.	OJ-J-2013	EUR 1,220.73	EUR 1,214.37	EUR 6.35	EUR 123.87
total		EUR 3,732.06	EUR 3,712.63	EUR 19.42	EUR 378.70
<i>4. All material</i>					
<i>Available advances</i>					
No.	fund	input VAT not deducted amount	input VAT deducted amount	deduct. input VAT	discount
1.	MIK-2013	EUR 2,511.33	EUR 2,498.25	EUR 13.07	EUR 254.83
total		EUR 2,511.33	EUR 2,498.25	EUR 13.07	EUR 254.83
Legend:					
fund	– IDs of funds used for advance payments				
amount	– amount of paid advances, discount deducted, VAT added				
VAT	– value added tax				
deduct. input VAT	– deductible input VAT				
input VAT not deducted	– amounts with no deductible input VAT added				
input VAT deducted	– amounts with deductible input VAT added				
foreign amounts	– all foreign amounts regardless of whether they have been converted to domestic currency or not				
not converted to dom. cur.	– foreign amounts not converted to domestic currency				
Notes:					
All advances – total of all paid advances selected when preparing the report, regardless of whether they have already been used to pay invoices or not					
Available advances – amount of paid advances still available for the payment of invoices					
All material – material from all paid advances selected when preparing the report					
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5. ACQ-UF-05: Payment of indirect cost of acquisition – by fund

COBISS Cooperative Online Bibliographic System & Services COBISS					
50274 Library			10-Jun-2013		
ACQ – USE OF FINANCIAL MEANS					
PAYMENTS OF INDIRECT COST OF ACQUISITION – BY FUND					
Status: paid					Report code: ACQ-UF-05
Paid: 01-Jun-2013–10-Jun-2013					
No.	fund	type	amount	VAT	foreign amounts
1.		postage	EUR 8.54	EUR 1.54	-
		total	EUR 8.54	EUR 1.54	-
2.	PSN	handling charges	EUR 13.14	EUR 1.13	-
		postage	EUR 12.20	EUR 2.20	-
		total	EUR 25.34	EUR 3.33	-
	all funds	handling charges	EUR 13.14	EUR 1.13	-
		postage	EUR 20.74	EUR 3.74	-
		total	EUR 33.88	EUR 4.87	-
Legend:					
fund	– IDs of funds used for the payment of indirect cost of acquisition				
type	– type of indirect cost of acquisition				
amount	– paid indirect cost amount, VAT added				
VAT	– value added tax				
foreign amounts	– paid foreign indirect cost amount				
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6. ACQ-UF-06: Payment of indirect cost of acquisition with deducted input VAT – by fund

COBISS Cooperative Online Bibliographic System & Services COBISS								
50274 Library					10-Jun-2013			
ACQ – USE OF FINANCIAL MEANS								
PAYMENT OF INDIRECT COST OF ACQUISITION WITH DEDUCTED INPUT VAT – BY FUND								
Status: paid							Report code: ACQ-UF-06	
Paid: 01-Jun-2013–10-Jun-2013								
No.	fund	type	input VAT not deducted amount	VAT	input VAT deducted amount	VAT	deduct. input VAT	foreign amounts
1.		postage	EUR 8.54	EUR 1.54	EUR 8.47	EUR 1.47	EUR 0.06	-
		total	EUR 8.54	EUR 1.54	EUR 8.47	EUR 1.47	EUR 0.06	-
2.	PSN	handling charges	EUR 13.14	EUR 1.13	EUR 13.07	EUR 1.07	EUR 0.06	-
		postage	EUR 12.20	EUR 2.20	EUR 12.06	EUR 2.06	EUR 0.13	-
		total	EUR 25.34	EUR 3.33	EUR 25.13	EUR 3.13	EUR 0.20	-
	all funds	handling charges	EUR 13.14	EUR 1.13	EUR 13.07	EUR 1.07	EUR 0.06	-
		postage	EUR 20.74	EUR 3.74	EUR 20.54	EUR 3.54	EUR 0.19	-
		total	EUR 33.88	EUR 4.87	EUR 33.61	EUR 4.61	EUR 0.26	-

Legend:

- fund – IDs of funds used for the payment of indirect cost of acquisition
- type – type of indirect cost of acquisition
- amount – paid indirect cost amount, VAT added
- VAT – value added tax
- deduct. input VAT – deductible input VAT
- input VAT not deducted – amounts with no deductible input VAT added
- input VAT deducted – amounts with deductible input VAT added
- foreign amounts – paid foreign indirect cost amount

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7. ACQ-UF-07: Overpayments to suppliers

COBISS Cooperative Online Bibliographic System & Services COBISS				
50274 Library			10-Jun-2013	
ACQ – USE OF FINANCIAL MEANS				
OVERPAYMENTS TO SUPPLIERS				
				Report code: ACQ-UF-07
No.	supplier symbol	supplier's name	amount of overpayments	amount of foreign overpayments
1.	ALPHA	Alpha center	MIK-SK12 54,75;	
2.	ZALOZBA	Založba	MIK-SK13 100,00;	

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F STATISTICS

This appendix describes the statistics for the acquisition of monographs, created and printed in the COBISS/Reports module.

Each statistics report has a code and name. Statistics code consists of a module symbol (ACQ), a symbol indicating that it belongs to the statistics group (STA) and a running number of the report; all code elements are connected with “-”. The name of the statistics consists of two parts, separated with “-”. The first part indicates the main purpose of the report (contents of the table cells); the second part indicates the criteria for sorting data, which are separated with “/”.

F.1 LIST OF REPORTS

List of reports is in the **Reports / Standard / Acquisitions / Statistics** folder:

- ACQ-STA-01: Material received – by purpose of acquisition/acquisition type/type of material/suppliers
- ACQ-STA-02: Material sent – by type of shipment/acquisition type/type of material/partner

F.2 SELECTING DATA FOR REPORT CREATION

Data selection criteria for individual reports:

- Statistics ACQ-STA-01
 - item received has one of the following statuses: *received, for claim, claim prepared, claim sent, subsequent claim*
 - copy has one of the following statuses: *received, order prepared (exchange), ordered (exchange), prepared for shipment*
- Statistics ACQ-STA-02
 - shipment has the status *sent*

F.3 ENTERING PARAMETERS FOR REPORT CREATION

Additional data selection criteria are defined in the **Enter parameters for report creation** window.

F.3.1 Statistics ACQ-STA-01

Under the ACQ-STA-01 statistics report, define the value of the following parameter:

- “Period”

Define the period the data of which should be considered in the statistics report. The items received having the status date that falls under the period defined as an input parameter will be considered. The data is mandatory.

F.3.2 Statistics ACQ-STA-02

Under the ACQ-STA-02 statistics report, define the value of the following parameter:

- “Period”

Define the period the data of which should be considered in the statistics report. The items of shipments having the status date that falls under the period defined as an input parameter will be considered. The data is mandatory.

F.4 DESCRIPTION OF INDIVIDUAL REPORTS

F.4.1 ACQ-STA-01: Material received – by purpose of acquisition/acquisition type/type of material/supplier

The statistics report includes data on the material received, acquired through the COBISS3/Acquisition module. Number of titles (*titles* column), number of copies (*copies* column), amount, discount deducted, VAT added (*amount* column) and foreign amount (*foreign amounts* column) is displayed. Foreign amount of copies is considered only if foreign currency in acquisition documents has not been converted to domestic currency.

The display of data on the material received by suppliers shows also data on the foreign supplier country (*country* column).

Data in the statistics is divided into several parts according to the purpose of acquisition (code values in subfield 996/997w).

For the purpose of acquisition, data is displayed in four tables:

- the first table shows data for all the material in the selected items received
- the second table shows data for the material in the selected items received that either has no field 996/997 or the accession number has not been defined for this field
- the third table shows data for the material received from domestic suppliers
- the fourth table shows data for the material received from foreign suppliers

If the data does not exist, the table will not be displayed on the statistics report.

Data in the first and second table is sorted vertically by acquisition type (code values in subfield 996/997v); within the acquisition type, the data is sorted by material type (*books and brochures; dissertations; master's theses, undergraduate theses; research papers; serials; patents; standards; other library material; audio-visual material, electronic publications on physical carriers; other non-library material*). This is followed by summary data for acquisition types and material types.

Data in the third and fourth table is sorted vertically by acquisition types; within the acquisition type, the data is sorted alphabetically by supplier

symbol. This is followed by summary data for acquisition types and partners.

The last table is followed by a legend.

F.4.2 ACQ-STA-02: Material sent – by type of shipment/acquisition type/type of material/partner

The statistics report includes data on the material that you acquired through the COBISS3/Acquisition module and sent to partners. Number of titles (*titles* column), number of copies (*copies* column), amount, discount deducted, VAT added (*amount* column) and foreign amount (*foreign amounts* column) is displayed. Foreign amount of copies is considered only if foreign currency in acquisition documents has not been converted to domestic currency.

A display of data on material sent to partners shows also data on foreign supplier country (*country* column) and a number of shipments (*shipments* column).

Data in the statistics report is divided according to the type of shipment:

- shipments of exchange material
- shipments of legal deposit material

Depending on the type of shipment, data appears in three tables:

- the first table shows data for all the selected shipments
- the second table shows data for the shipments sent to Slovene partners
- the third table shows data for the shipments sent to foreign partners

If the data does not exist, the table will not be displayed in the statistics report.

The data in the first and second table is sorted vertically by acquisition type (code values in subfield 996/997v), whereas within the acquisition type, the data is sorted by material type (*books and brochures; dissertations; master's theses, undergraduate theses; research papers; serials; patents; standards; other library material; audio-visual material, electronic publications on physical carriers; other non-library material*). This is followed by the summary data for acquisition types and material types.

The data in the third and fourth table is sorted vertically by acquisition types; within the acquisition type, data is sorted alphabetically by supplier symbol. This is followed by the summary data for acquisition types and partners.

The last table is followed by a legend.

F.5 SAMPLE REPORTS

The following chapter includes sample statistics reports. The data in the sample reports is factitious and used only for a better representation of how the reports should look like.

1. ACQ-STA-01: Material received – by purpose of acquisition/acquisition type/type of material/supplier
2. ACQ-STA-02: Material sent – by type of shipment/acquisition type/type of material/partner

1. ACQ-STA-01: Material received – by purpose of acquisition/acquisition type/type of material/supplier

COBISS Cooperative Online Bibliographic System & Services		COBISS			
50274 Library		14-Jun-2013			
ACQ - MATERIAL RECEIVED					
BY PURPOSE OF ACQUISITION/ACQUISITION TYPE/TYPE OF MATERIAL/SUPPLIER					
Selected period: 01-Mar-2010-03-Mar-2010		Report code: ACQ-STA-01			
PURPOSE OF ACQUISITION: <i>on11 stock</i>					
<i>All material</i>					
acquisition type	type of material	titles	copies	amount	foreign amounts
gift	books	57	75	EUR 1,134.00	-
	audio-visual	3	3	EUR 51.00	-
	total	60	78	EUR 1,185.00	-
purchase	books	17	17	EUR 323.13	-
	total	17	17	EUR 323.13	-
total	books	74	92	EUR 1,457.13	-
	audio-visual	3	3	EUR 51.00	-
	total	77	95	EUR 1,508.13	-
<i>Material received from Slovene suppliers</i>					
acquisition type	supplier	titles	copies	amount	foreign amounts
gift	Janez Novak	60	78	EUR 1,185.00	-
purchase	Didakta	4	4	EUR 116.94	-
	KNJIGE ITD	7	7	EUR 124.78	-
	Primas- distribucija knjig in založništvo	2	2	EUR 37.24	-
	SKRIVNOST	2	2	EUR 28.06	-
	SODOBNOST INTERNATIONAL	2	2	EUR 16.11	-
	total		77	95	EUR 1,508.13
Legend:					
type of material:					
books	- books and brochures				
theses	- undergraduate and master's theses, research papers, and dissertations				
serials	- serials				
patents	- patents				
standards	- standards				
other book	- other book material				
audio-visual	- audio-visual material				
e-publications	- electronic publications on physical carriers				
other non-book	- other non-book material				
acquisition type	- acquisition type (996/997v)				
titles	- number of titles received in selected period				
copies	- number of copies received in selected period				
amount	- total of amounts for received copies with deducted discount and added VAT				
foreign amounts	- total of foreign amounts not converted to domestic currency for received copies				
supplier	- alphabetically sorted names of suppliers you have received material from				
country	- countries of suppliers you received material from				
Notes:					
All material - material from all items received in selected period					
Material with incomplete holdings data - material from all items received in selected period without field 996/997 or without accession number specified in this field					
Material received from Slovene suppliers - material received from suppliers from Slovenia in selected period					
Material received from foreign suppliers - material received from suppliers abroad in selected period					
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2. ACQ-STA-02: Material sent – by type of shipment/acquisition type/type of material/partner

COBISS		Cooperative Online Bibliographic System & Services				COBISS
50274 Library						14-Jun-2013
ACQ – MATERIAL SENT						
BY TYPE OF SHIPMENT/ACQUISITION TYPE/TYPE OF MATERIAL/PARTNER						
Selected period: 03-May-2011–14-Jul-2011					Report code: ACQ-STA-02	
SHIPMENTS OF EXCHANGE MATERIAL						
<i>All shipments</i>						
acquisition type	type of material	titles	copies	amount	foreign amounts	
old stock	books	2	2	EUR 5.00	-	
	total	2	2	EUR 5.00	-	
total	books	2	2	EUR 5.00	-	
	total	2	2	EUR 5.00	-	
<i>Shipments for Slovene partners</i>						
acquisition type	Partner	shipments	titles	copies	amount	foreign amounts
old stock	University of Washington	2	2	2	EUR 5.00	-
total		2	2	2	EUR 5.00	-
SHIPMENTS OF LEGAL DEPOSIT MATERIAL						
<i>All shipments</i>						
acquisition type	type of material	titles	copies	amount	foreign amounts	
deposit copy	books	4	48	EUR 130.32	-	
	total	4	48	EUR 130.32	-	
total	books	4	48	EUR 130.32	-	
	total	4	48	EUR 130.32	-	
<i>Shipments for Slovene partners</i>						
acquisition type	Partner	shipments	titles	copies	amount	foreign amounts
deposit copy	Goriška knjižnica Franceta Bevka	3	4	4	EUR 10.86	-
	Knjižnica Ivana Potrča	3	4	4	EUR 10.86	-
	Knjižnica Mirana Jarca	3	4	4	EUR 10.86	-
	Koroška osrednja knjižnica dr. Franca Slesnika	3	4	4	EUR 10.86	-
	Mariborska knjižnica	3	4	4	EUR 10.86	-
	Mestna knjižnica Ljubljana	3	4	4	EUR 10.86	-
	Osrednja knjižnica Celje	3	4	4	EUR 10.86	-
	Osrednja knjižnica Kranj	3	4	4	EUR 10.86	-
	Osrednja knjižnica Srečka Vilharja - Biblioteka Centrale Srečko Vilhar	3	4	4	EUR 10.86	-
	Pokrajinska in študijska knjižnica, Murska Sobota	3	4	4	EUR 10.86	-
	Univerza v Mariboru	3	4	8	EUR 21.72	-
total		33	4	48	EUR 130.32	-
Legend: type of material:						
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