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*.