



COBISS3 Serials

V6.23-00

User Manual



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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 printed version of the manual published in August 2005 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corresponds with the COBISS3, V6.23-00 software, and is also valid for the future software versions until it is either withdrawn, or another electronic version is published.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 serials that can be performed in the COBISS3/Serials module. Serials 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 the 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 and financiers into the database of partners
- open funds, where records relating to payments, use and balance of financial means allocated for the purchase of serials, 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 serials to be purchased

Before creating an order, you can prepare individual **order items**. First define the material and then enter an order item, i.e. data on the supplier, copies, priority and price. The order items collected form the basis for selecting and deciding about ordering individual serials.

Ordering serials	There are different order types for ordering serials: annual orders that must be renewed each year, standing orders or monographic series orders. An order can include one or more serial titles. A prepared order is submitted and sent to the supplier. Data on ordered material will be added to the holdings data. For the next period or volume, renew the order items for serials that are on an annual order and prepare fields 997 for the next volume for serials on a standing order.
Cancelling an order	You can cancel an order of individual serials from the supplier. Prepare the order cancellation . Submit the prepared order cancellation and send it to the supplier.
Prepaying serials	After having sent an order, you can receive from the supplier a pro-forma invoice, advance payment 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. Enter the data about the advance payment and close the advance. After that 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.
Paying serials	You may receive the invoice for serials either after the advance payment has been made or without previous advance payment. 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 will be added to the holdings data.
Unsolicited publications	You must enter serials into lists of unsolicited publications to perform check-in of serials that you receive not on the basis of purchase but as a result of exchange, gift, legal deposit, old stock, own edition, registration fee, subsidy or membership. You enter lists of unsolicited publications for individual suppliers and for one acquisition type. When you close a list, you can start performing check-in of individual publications.
Publication pattern	Serials check-in is based on a publication pattern . Publications patterns will be created automatically during the process of serials acquisition along with fields 997. You must edit the patterns and enter all the required data in order for the patterns to become valid. While editing a publication pattern, you can download the data from the shared publication pattern . Based on a valid publication pattern, the program will prepare the lists of expected issues for all fields 997 of the pattern. You can add a valid publication pattern to shared publication patterns.
Check-in	Expected issues form the basis for check-in of an individual serial. The serials check-in is intended to record changes in the holdings, such as: <ul style="list-style-type: none">• receipt of issues• disruptions in the holdings for issues, which were either not published or not received• issue claims and deletion of issue claims• regular de-accessioning of issues
Sending serials	You can define exchange copies and legal deposit material to be sent when preparing order items or in the list of unsolicited publications. When submitting

an order and closing the list of unsolicited publications, the **publication patterns for shipments** will be automatically created. You can edit the pattern when you receive the first issue of the volume. You can record the receipt of individual issues with **serials check-in**, whereby the received issues will be added to the shipments. Once the serials are ready to be sent, print the list of publications that accompanies the shipment. Send the serials prepared in this way together with the list to another library or institution.

Claiming

You can prepare a claim for:

- expected serial issues for which the program has determined a delay in view of the expected receipt date
- expected serial issues for which you have indicated in the check-in that you want a claim to be prepared
- a received document intended for advance payment; you can prepare a claim for either the document as a whole or for a document item
- a received invoice; you can prepare a claim for either the invoice as a whole or for an invoice item

In relation to all claim types, you must first prepare a *claim*. After that it can be submitted and sent to the supplier.

Overview of events

Events 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.

Links to other modules and bibliographic databases

The COBISS3/Serials module is linked to the following modules: COBISS3/Acquisitions, COBISS3/Holdings, COBISS3/Loan or COBISS2/Loan, COBISS3/Reports and COBISS3/Application Administration.

In the COBISS3/Serials module, bibliographic data from the local database, shared bibliographic database or other databases, accessible via the Internet (Z39.50 protocol) can be used.

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 serials.

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 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 has 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 the 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

In the **Material** editor, enter the acquisition document item.

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 all 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 **Class / Search for material without bibliographic record** method. The easiest way to find the material is by using the “Keywords” search field. In this case, the search will be performed by title, author, series, publisher, place of publication and ISBD.

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 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. 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 that are free of charge accessible via the Internet (Z39.50 protocol), 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 are described in the COBISS3/Holdings User Manual (see chapter 10).

2.4 DELETING THE MATERIAL

You can only delete material that is not linked to either 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 SERIALS

This chapter deals with the procedure of purchasing serials.

Before creating an order, you can prepare individual **order items**. First you define the material and then you enter the order item, which includes data on the supplier, copies, priority and price. The order items collected form the basis for selecting and deciding about ordering individual serials.

An order can be prepared as an annual order, which must be renewed, as a standing order or as a monographic series order. An order may include one or more titles of serials. The prepared order is submitted and sent to the supplier. Data on the ordered material will be added to the holdings data.

If you want to **continue receiving serials in the following period or with the next volume**, create a new order for the serials that are on an annual order and send it to the supplier; thereby new fields 997 will be created. In relation to standing orders, do not create new orders, but only prepare new fields 997.

You can cancel the order of an individual serial from the supplier by preparing a **cancellation note**. The cancellation note prepared is submitted and sent to the supplier.

You **close** an order for an individual serial title when you expect to receive no more issues.

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 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.

You may receive the **invoice** for serials either after the advance payment has been made or without previous advance payment. 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.

Subchapters:

- Selecting the serials to be ordered
- Ordering serials
- Next period or volume
- Cancelling an order and sending an order cancellation
- Closing check-in
- Prepaying serials
- Paying for serials
- General procedures

3.1 SELECTING THE SERIALS TO BE ORDERED

Before creating an order, you can prepare individual order items. First you define the material. This depends on whether the record for this material already exists in the local database or not. If the record does not exist, download it from the shared database (see chapter 2.1.1) or enter the bibliographic data about the material (see chapter 2.2) yourself.

After having defined the material, enter an order item, which includes data on the supplier, copies, priority and price.

The order items collected form the basis for selecting and deciding about ordering individual serials.

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

3.1.1 Entering an order item

Under an order item, you can define the supplier, copies, priority, funds and price. If you define the requestor, the order item will function as a request to be ordered.

In the **Order item** editor, enter order item data.

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 an order item

Order item

- entered

Copy

- entered

What to do next

Add the items for the copies which you decide to order from the supplier (see chapter 3.2.2).

3.1.2 Deleting an order item

You can delete an order item from the database.

Precondition

The order item status must be *entered*.

Procedure

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

3.2 ORDERING SERIALS

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

- annual order
- standing order
- monographic series order

The procedure for ordering material includes:

- preparing an order
- submitting and sending an order

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

3.2.1 Preparing an order

When preparing an order, first specify the general data about the order and then the data on single order items. For each item, specify the order type (annual order, standing order, monographic series order), enter the price and define copies and funds. Afterwards, the item totals and the order total will be 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 (S)*.

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 3.2.1.2.4).

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 10.3).

**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. Define the supplier.

Click the **Supplier** button. The button forms a link to the **Partner** class, where partners with the role of suppliers of serials 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 3.8.5).

**Tip:**

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

2. 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".

3. 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.

4. Enter the number and date of a reference document.
5. 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.

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

Enter the text into the text entry 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).

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.

4. 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.

5. Enter supplier's material identification number, e.g. catalogue number.
6. Under "Type", select one of the following values, depending on the order type: *standing order*, *annual order*, *monographic series order*.
The value that you choose for the first order item will be automatically transferred to other order items as you enter them.
7. Enter the year to which the order refers.
The next year will be offered automatically.
8. Under "Order valid from" and "Order valid to", enter the order validity period.
The next year will be offered automatically.
9. Enter the date when you expect to receive the first issue. When submitting the order, this date will be transferred to the publication pattern.
10. When the same title is ordered on other media as well, you can enter the related ISSN's.
Click the **Related ISSN's** button. Enter the ISSN's and save the data.
11. Define the medium by selecting the appropriate value from the code list.
12. Enter the priority of the request according to internal arrangements within the library.
13. Define the claim data for undelivered issues.
Under "Claim time limit (days)" appears the default value that was defined when entering the details about the supplier. This indicates how long the dates of the expected receipt of issues may be delayed, in view of the publication pattern. The default value can be changed.
14. If you do not want holdings data to be recorded for the material for which you are preparing the order item, deselect the "Create field 997" check box. Deselect this check box also when a field 997 for a certain serial already exists in the database, and you want to subsequently prepare an order for this serial. When submitting the order, field(s) 997 will not be created for this order item.
15. If you do not want the order item to appear on the order, deselect the "Print out on the Order form" check box.
16. 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.
17. 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.
18. To enter a note that should appear on the claim for undelivered issues under the item, click the **Claim note** button.
Enter the text into the text entry window and save it.

19. If you want to check financial situation in individual funds, click the **Funds situation** button. A list of funds will open.
20. Define copies, funds and percentages of financing (see chapter 3.2.1.2.1).
The sum of all copies entered will automatically appear under the "Number of copies".
21. Click the **Requested by** tab and specify the requestor (see chapter 3.2.1.2.2).
22. Define possible dependent items of the order item (see chapter 3.2.1.2.3).
23. Click the **Price** tab and specify the item amount (see chapter 3.2.1.2.4).
24. Check and edit the data in field 998. Open the field 998 editor by clicking the **Field 998** button. Editing data in field 998 is described in the *COBISS3/Holdings User Manual* (see chapter 4).
25. Save the data.

Options

When you start entering orders in the COBISS3/Serials module, you can create items, when entering an order for a certain supplier, also on the basis of the data on the ordered serials recorded in fields 997. Under the order, select the **Object / Add items via fields 997** method. The search window will open, where you can find and select fields 997, which you wish to use to add order items. An order item created in this way includes the data on the serial and number of copies ordered for individual library departments.

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 the relevant values from the drop-down lists under "Location", "Shelving location" and "Purpose of acquisition".

4. 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/Serials module.

5. Enter the percentage of financing for the selected funds.
Total percentage of funding must equal 100 for each copy.
6. To enter the data on the next copy, repeat steps 2 to 5.
7. 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 for 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 "Send notification" check box 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 Defining dependent items

Items entered under a single order can be interrelated, which means that, by ordering one serial, you receive other publications without having to order them separately. In order to keep clear records, you can enter these publications as order items. For each item you can define whether it should appear on the order or not.

You can view dependent items under individual order items, in the part of the window containing relationships.

Procedure

1. In the **Order item** editor, click the **Dependent items** tab and then the **Add** button.

The **List** window will open, where you select the order items that you wish to be linked.

2. In the "Unselected" list, highlight the item you wish to add to dependent items, and move it to the "Selected" list, using the **Add** button.
3. Click the **OK** button.

3.2.1.2.4 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** and **Invoice** and in the editors **Order item** and **Invoice item**, 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.

Precondition

The order item must have the status *entered*.

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 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).

3.2.4 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).

3.2.5 Viewing the amounts of unsubmitted orders by funds

You can view the value apportioned by funds for 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 the 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. 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.

3.2.6 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 3.1.2.

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*

3.2.7 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.

If you order several copies of one serial and you wish the supplier to send the copies to different addresses of departments, you can select an order report form, when sending the order, by using either the **Object / Print** method or the **Object / Send** method. You can choose from:

- order report by items, with copies and departments being printed out under individual items
- order report by departments, items are summarised by departments

When submitting and sending an order, the default report form is *Order of serials by item*. You must enter the addresses of departments when you enter the information about the home library. The *COBISS3/Application Administration User Manual* deals with entering the information about the home library (see chapter 2).

For each item, as many fields 997 as is the number of copies under this item (i.e. under serial title) will be created when submitting an order. Field 998 will also be created if it has not been created before.



Note:

If a number of copies entered manually into subfield 998c in element 7 differs from 0, you cannot submit the order containing the serial. If you wish to order this serial, you must first enter the number 0 into subfield 998c in element 7.

A publication pattern for the order item and for corresponding fields 997 will be created.

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.

A window will open asking if you wish to sort order items by the alphabetical order of serial titles.

3. If you wish to re-sort order items, click the **Yes** button. If you wish to preserve the order of items as it is, click the **No** button.

Under "Submitted", the current date will be registered.

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

A new field 997 with the following data will be prepared for each ordered copy:

- the binding indicator will have the value 0 – *Unbound issues*
- the shelving indicator will have the value compliant with the parameter set in the library's configuration file
- to "Sublocation (d\l)", the library department ID will be transferred
- to "Shelving location (d\i)", the shelving location will be transferred
- "Status (q)" 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

In addition to that, a field 998 with the following data will also be prepared:

- the shelving indicator will have the value compliant with the parameter set in the library's configuration file
- to "Report date (a)", the current date will be transferred
- to "Institution code (b)", the home library code will be transferred
- under "Number of copies (c)", all elements will be filled up automatically
- "Acquisition indicator (e)" will get the value o – *currently received*
- "General d. (g)" in element c will get the value 0 – *(zero) information not available*
- to "Year (k)", the year of subscription will be transferred; the year is followed by "-"

**Status after
submitting and
sending an order**

If field 998 existed before, you must change the data manually.

Order

- *submitted*

Order item

- *ordered*

Copy

- *ordered*

Publication pattern

- *in preparation*

Field 997

- *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.

If address of the department in which a copy of the serial will be located is different from the address of the department where you wish to receive the copy, the recipient department can be displayed on the order report instead of the first department. This type of report is enabled by a special parameter in the configuration file. The recipient library department ID must be entered into the appropriate subfield 997n – *Note* in the following format: **< recipient_department_ID >*. If there are several notes in the field 997 (several subfields 997n), you must enter the recipient department ID into the last subfield 997n. For standing orders, where there can be several fields 997 for a copy, you must enter the recipient department ID into the last field 997.

What to do next

After having received the first issue of the serial subscribed to, accession the volume, edit the publication pattern and register the receipt of the issue.

3.2.8 Changing an order validity date

If, for a certain serial, the supplier extends the order validity date, you change, under the order item, the date to which the order is valid.

Procedure

1. In the **Order item** class, find and select the order item.
2. Select the **Object / Edit** method.
3. Change the date under "Order valid to".
4. Save the data.

3.2.9 Adding an item for supplement

When you receive a supplement, e.g. special issue, index, other supplements, which you wish to be processed separately in the holdings data (separate field

997), you add a new order item to the submitted order; as a result, an additional field 997 will be created.

Precondition

The order status must be *submitted*. The status of the list of unsolicited publications must be *entry closed*.

Procedure

1. Find and select either the order in the **Order** class or the list in the **List of unsolicited publications** class.
2. Select the item in the list of objects linked to the acquisition document.
3. Select the **Object / Copy item for supplement** method.
The **Search – Bibliographic record** window will open.
4. Find and select the bibliographic record for the serial supplement.

An item with the same apportionment of copies as the main item will be added to the order or the list of unsolicited publications. The price of the main item will not be copied to this additional item.

3.2.10 Linking an item to a field 997

You can link an order item to a field 997. You do this when a field 997 has already been entered for the serial in the database, and you wish to subsequently prepare an order for this serial.

When preparing an order, deselect the check box in the order item, under the "Create field 997" attribute, to disable the creation of a field 997. When submitting an order, fields 997 will not be created for this serial.

Precondition

The order item status must be *ordered*.

Procedure

1. Find and select either the order in the **Order** class or the list in the **List of unsolicited publications** class.
2. Select the item in the list of objects linked to the acquisition document.
3. Select the **Object / Link to the existing field 997** method.
The list of fields 997 will open.
4. Select the field 997.

The list of copies will open. Select the copy. The field 997 will be linked to the selected copy.

The list of copies will not open if:

- only one copy under the item is not linked to the field 997; if that is so, this copy will become linked to the field 997
- all copies under the item are already linked to the field 997; if that is so, a window will open asking if you wish a new copy under the item to be added for the selected field 997; to add a new copy, click

the **Yes** button

3.2.11 Ordering a monographic series

You can prepare a monographic series order in the COBISS3/Serials module whereas you order, receive and pay single monographic series items in the COBISS3/Acquisitions module.

When creating a monographic series order, you must, under the order item, select *monographic series order* as the order type. Apart from that, the procedure for ordering a monographic series does not differ from the procedures for preparing standing and annual orders of serials.

When preparing an order of single monographic series items, the relationship with the monographic series order is established in the COBISS3/Acquisitions module; as a result, in the COBISS3/Serials, an overview of procedures for ordering, receiving and paying single items, which are performed in the COBISS3/Acquisitions, is possible.

3.3 NEXT PERIOD OR VOLUME

Before the order validity period expires, you should prepare, for the next period, a new order of serials, for which the order is renewed each year. When submitting the order, fields 997 will be created.

For serials that are on a standing order, you do not renew the order each year, you only prepare fields 997 for the next volume. Do this:

- when issues from a new volume start to be published or
- when paying the new volume if this is done before receiving the first issue

3.3.1 Renewing an order for the next period

Before the order validity period expires, you should prepare, for the next period, a new order of serials, for which the order is renewed each year (*annual order*). When submitting the order, fields 997 will be created.

Procedure

1. In the **Order item** class, find and select the order item for the current period.
2. Select the **Object / Prepare order item for the next year (order renewal)** method.

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

3. Find and select the order you wish to add a new order item to. You can choose from orders entered. If you want to create a new order, close the search window by clicking the **Close** button.

The **Order** editor will open, to which details about the supplier, sending method and language will be transferred from previous order.

Under the order item, all the data will be transferred from the previous order item, except the price and details about requestors; the year the order refers to and the order validity period, however, will be increased by one year.

4. Continue with the procedure of preparing an order (see chapter 3.2.1).
5. If you open new funds for each year, replace the funds (with the new ones) when preparing an order for the next year (see chapter 3.8.1).

Status after order renewal

Order item

- order prepared

Options

You can select the method, simultaneously, for some or for all the items on one order.

What to do next

The order is submitted and sent to the supplier. After having submitted the order, fields 997 and the publication pattern for the next period will be prepared.

When you have received all the issues and when all the debts for the previous period have been settled, close the order item (whereby the publication pattern for the previous period will be archived). When you receive the first issue of the new volume, accession the volume, edit the publication pattern and record receipt of the first issue.

3.3.2 Preparing fields 997 for the next volume

For serials that are on a *standing order*, you do not renew the order each year, you only prepare fields 997 for the next volume. Do this:

- when issues from a new volume start to be published or
- when paying the new volume if this is done before receiving the first issue

Also prepare fields 997 for the next volume for serials for which you are renewing an order if several volumes are published within the order validity period (which is usually one year).

Archive the publication pattern for the previous volume after you have received all the expected issues and after you have prepared fields 997 for the next volume.

Procedure

1. In the **Order item** class, find and select the item for the order or for the list of unsolicited publications.
2. Select the **Object / Create fields 997 for next volume (standing order)** method.

A window with a list of fields 997 will open, which belong to the last volume and on the basis of which fields 997 for the next volume will be created.

3. Click the **Yes** button, to prepare fields 997 for the next volume.

The data from fields 997 of the last volume will be transferred to the data of fields 997 for the next volume.

On the basis of the previous publication pattern, a new publication pattern for the new fields 997 will be prepared. The year, volume numbering and expected receipt dates of issues will be updated. The year in the order item will also be updated (set for the next year).



Note:

When creating fields 997 for the next volume, the year will be increased automatically (for the next year). If two volumes are published in one year,

correct the year in fields 997 and under the order item.

**Status after
preparing fields 997
for the next volume**

Publication pattern

- in preparation

Field 997

- 1 – ordered

What to do next

When you receive the first issue of the new volume, accession the volume, edit the publication pattern and record receipt of the first issue.

Archive the publication pattern for the previous year.

If you open new funds for each year, replace the funds (with the new ones) under the order item before you enter an invoice for the new volume.

3.3.2.1 Deleting fields 997 prepared for next volume

The fields 997 that you prepared for the next volume can be deleted.

Precondition

The years in the order item and in fields 997 that you wish to delete must be the same. Fields 997 have the status 1 – ordered and must not have an accession number.

Procedure

1. In the **Order item** class, find and select the order item or the item for the list of unsolicited material.
2. Select the **Object / Delete fields 997 prepared for next volume** method.

The fields and the related publication pattern will be deleted from the database. A report on the deleted fields will be displayed.

The year in the order item will be updated (set for the previous year).

3.4 CANCELLING AN ORDER AND SENDING AN ORDER CANCELLATION

You can cancel the order of several or of all the copies of an individual serial from the supplier.

You can prepare an order cancellation in the **Order item** class for:

- all the copies of the order item or
- for individual copies of the order item

When preparing an order cancellation, first define the 'cancelled from' date. Then, depending on the selected sending method, the cancellation is either printed out or sent to the supplier by e-mail.

When cancelling an order, the expected issues will be prepared anew.

Precondition

You can cancel order items with the following status: *ordered* or *receipt of issues*.

Procedure

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

The **Cancel item** window will open, where you enter the date, from which the cancellation is valid. The date will be transferred to the item data, under "Cancelled from".

3. Click the **OK** button.

A window will open, where you select the copies that you wish to cancel. Copies that can be cancelled are included in the "Selected" list, whereas the copies that have already been cancelled are included in the "Unselected" list.

All the copies in the "Selected" list will be cancelled.

4. In the "Selected" list, highlight the copy that you do not wish to be cancelled and move it into the "Unselected" list, using the **Remove** button.
5. Click the **OK** button.

The current date will be transferred to the item data, under "Cancellation submitted".

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

Under the order item, the number of copies ordered will be decreased by the number of copies cancelled.

Under "No. of cancelled copies", the total number of copies cancelled so far will be displayed. The history of all cancellations can be viewed in the list of events.

Under the copy, the date when the cancellation becomes valid will be recorded as the status date (*cancelled*).

If you have cancelled the order of the entire volume and you have received no issues so far, the field 997 will be deleted. If the field 997 has already been accessioned or received issues or data about the price and invoice have already been entered in it, the field 997 will not be deleted. If the field is no longer required, you can delete it yourself.

If you have cancelled the order of all the copies under one item, the expected issues that you should receive after the cancellation date will be deleted. If you have cancelled the order of some copies, the locations for which you have cancelled the order will be deleted from the list of locations where they expect the issues.

If you have cancelled the order item, for which the advance payment has been performed, the advance, apportioned by funds, which are defined in the advance items, will be added to the amount of existing overpayments to suppliers.

***Status after
cancelling an order
item***

Order

- cancelled partially: *if you have cancelled some order items*
- cancelled: *if you have cancelled all order items*

Order item

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

Copy

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

3.5 CLOSING CHECK-IN

Close an item for an order or for a list of unsolicited publications when you no longer expect to receive issues (you can still receive and pay an invoice for a closed order item).

If holdings data is changed after an item has been closed, record the changes in the **Field 996/997** class, under "Numbering (m)".

When you close an item, the publication pattern will be archived. If you have not received all the expected issues, the program will notify you. Similarly, the program will notify you that any possibly claimed issues will be deleted from the claim for undelivered issues.

When you close all the items on an order or list, the document will also be closed.

Precondition

The item status of an order or list of unsolicited publications must be *receipt of issues*.

Procedure

1. In the **Order item** class, find and select an item for an order or for a list of unsolicited publications. You can select several items simultaneously.
2. Select the **Object / Close check-in** method.

If you have not yet received all the issues or if some of them have been claimed, the program will notify you that, when closing an item and archiving the publication patterns, all the issues (received, expected and claimed) will be deleted, claimed issues will be deleted also from the claim for undelivered issues. Click the **Yes** button if you wish to archive the pattern in spite of that. If you do not want the issues to be deleted, click the **No** button. If you do that, the publication pattern will not be archived.

Status after closing check-in

Order/List of unsolicited publications

- *submitted/entry closed: if check-in of all the items of an order or list of unsolicited publications has not been closed*
- *receipt closed: if check-in of all the items of an order or list of unsolicited publication has been closed*

Item

- *receipt closed*

Copy

- *received*

Publication pattern

- *archived*

3.6 PREPAYING SERIALS

Before you start to receive the issues of the ordered volume, you can receive from the supplier 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.

You can make the advance payment to the supplier either for the entire order or for a single order item (i.e. for a single serial).

First enter the data about the advance payment. You can enter it on the basis of the order or order item.

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 the advance payment items, the amount used for payments will increase, whereas the amount available will decrease. 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.

3.6.1 Entering an advance

On the basis of the document used for advance payment or the data on the material, find the order or the order item 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.

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 3.6.1.1).
4. Edit advance payment item(s) (see chapter 3.6.1.2).
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 3.2.1.2.4).

6. In relation to indirect cost, you can enter the rounding-off amount (see chapter 3.7.1.3).
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 10.3).

Status after entering an advance

Advance

- *entered*

Order item

- *advance/invoice entered* (Payment status)

Options

If you want to make advance payment for an individual order item, select the method for entering an advance payment under the order item. Find and select the order item and then select the **Object / Enter advance payment** method. If you want to add some other order item to the advance payment, click the **New object** button in the **Advance** editor. A window with other order items will open. When you select the order item, it will be added to the advance payment document.

If you wish to record the deductible proportion of input VAT for the advance, 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.

What to do next

Close the advance payment.

3.6.1.1 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.



Example:

Under "Claim note", you can enter a text, e.g.: *We have not ordered the Intercom magazine. Please delete it from the pro-forma invoice and send us a new pro-forma invoice.*

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.

3.6.1.2 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. To "Ordered for", the year to which the order refers to will be transferred from the order item. If required, you can change the data.

On the basis of this data, one or more fields 997 will be automatically defined, and a price will be added in these fields when performing advance payment.

If the check box under "Create field 997" in the order item is deselected, fields will not be defined under the advance payment item.

4. Check and, if required, change these fields (see chapter 3.6.1.2.1).
5. 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 entering a claim, tick the "Check order price" check box. The item will appear on the claim.
6. 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.

7. To enter a note, click the **Note** button.

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

8. Check and, if required, change the data on funds and percentages of financing for individual copies (see chapter 3.2.1.2.1).

9. Click the **Price** tab.

Check and, if required, supplement the data about the price under the advance payment item (see chapter 3.2.1.2.4).

In relation to combined subscriptions, when you pay several publications with one advance payment and the price of a single publication is not known, enter the total price under the first advance payment item, and the amount of 0.00 under other advance payment items.

When performing the advance payment, the price will be displayed only under the first publication, whereas under other publications, only the information under which publication you can find the price will be added.

10. 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.

3.6.1.2.1 Selecting fields 997 to enter the price

Fields 997 of an individual serial where the price will be added are defined automatically, depending on the year for which the advance payment is being performed or an invoice paid. The year will be transferred to the advance payment item or invoice item from the order item; if it is not defined there, the current year will be recorded for the advance payment item or invoice item. In fields 997, control is performed, depending on the year, entered under "Year (k)". Check and, if required, change the fields that have been automatically defined for adding the price.

Precondition

The advance payment item or invoice item is linked to field(s) 997.

Procedure

1. In the **Advance payment item** editor or in the **Invoice item** editor, click the **Fields 997** button.

The **List** window will open, where you can check fields 997.

2. In the "Selected" list, highlight the field 997 where you do not want to enter the price and move it to the "Unselected" list by clicking the **Remove** button.
3. Click the **OK** button.

3.6.2 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 8.1).

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

1. In the **Advance** editor, find and select the advance.
2. Select the **Object / Close/Prepare claim** method.

Status after closing an advance

Advance

- *closed*

Order item

- *advance/invoice entered* (Payment status)

What to do next

Record sending the advance payment data to the accounting department.

3.6.3 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.
1. Select the **Object / Send to Accounting** method.

A window will open, where you can 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*

Order item

- *advance/invoice entered* (Payment status)

What to do next

Record the advance payment.

3.6.4 Entering an advance payment

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

In funds, specified under advance payment items, the amount used for payments increases, whereas the amount available decreases.

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

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 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 will be transferred to the fields 997 that were specified when entering the advance payment item.

The advance number and date as well as the price are recorded under "Pro-forma 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 setting in the configuration file, which price will be transferred.

For combined subscriptions, a price will be transferred into the field(s) 997 for the first advance payment item, and a price of 0 into the field(s) for other advance payment items. This is followed by the remark *CS (Combined Subscription)* in angle brackets, the punctuation "\" and by field 997 ID, where the total price is given.

Status after entering an advance payment

Advance

- *paid*

Order item

- *paid* (Payment status)

3.6.5 Closing an advance, sending an advance to the accounting department and entering 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 invoice 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 3.6.2, 3.6.3, and 3.6.4).

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

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

3.6.6 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, enter the corrections and close it.

Status after changing the advance payment status

Advance

- *entered*

Order item

- *advance/invoice entered* (Payment status)

3.6.6.1 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.

3.6.6.2 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 advance payment items, the amount used for payments will decrease, whereas the amount available will increase.

The data, entered into fields 997 when performing advance payment, will be deleted.

3.7 PAYING FOR SERIALS

You may receive the invoice for serials either for the whole order or for an individual order item (i.e. for an individual serial).

First enter the details about the invoice on the basis of either the order or the order item.

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. You can transfer the data 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 the holdings data.

In funds, specified under invoice items, the amount used for payments will increase, whereas the amount available will decrease. 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.

3.7.1 Entering an invoice

On the basis of the invoice received or the data on the material, find the order or the order item and first enter 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.

Procedure

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

The **Invoice** editor will open. The data about the supplier will be transferred from the order. This data cannot be changed.

3. Enter general data about the invoice (see chapter 3.7.1.1).
4. Edit invoice item(s) data (see chapter 3.7.1.2).

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 also chapter 3.2.1.2.4).

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 3.7.1.3).

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 10.3).

Status after entering an invoice

Invoice

- *entered*

Order item

- *advance/invoice entered* (Payment status)

Options

If you wish to pay a single order item, select the method for entering an invoice under the order item. First find and select the order item and then select the **Object / Create invoice** method. If you want to add another order item to the invoice, click the **New object** button in the **Invoice** editor. A window with other order items will open. After you select the item, it will be added to the invoice.

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 also delete the deductible proportion of input VAT from the invoice.

What to do next

Close the invoice.

3.7.1.1 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. Under "Additional symbol", you can enter additional internal designation of the invoice.
4. When you receive ordered publications from one supplier, but you receive an invoice from another supplier, you can change the supplier.

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

5. Under "Date of invoice receipt", enter the date when the invoice was received by the library.
6. Enter the shipment date.
7. Enter 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 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 a text, e.g.: We have not ordered the Intercom magazine and have not been receiving it. Please delete it from the invoice and send us a new invoice.

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 a note, click the **Note** button.
Enter the text into the text entry window and save it.

3.7.1.2 Entering an item

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

Procedure

1. In the **Invoice** editor, highlight the invoice item.
2. Click the **Edit** button.

The **Invoice item** editor will open.

Bibliographic data on the material and the number of copies cannot be changed.

3. To "Ordered for", the year to which the order refers to will be transferred from the order item. If required, change the data.

On the basis of this data, one or more fields 997 will be automatically defined, and a price will be added in these fields when performing invoice payment. Field 997 will also be defined if the corresponding copy has the status *cancelled*.

If the check box under "Create field 997" is deselected for the order item, fields will not be defined under the invoice item.

4. Check and, if required, change these fields (see chapter 3.6.1.2.1).
5. Under "Begin date" and "End date", you can define the period to which invoice payment refers to.
6. If you wish that the difference between the invoice item price and the order item price (the price, agreed upon with the supplier) is taken into consideration when preparing a claim, tick the "Check order price" check box. The item will be added to the invoice claim.
7. You can 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.

8. To enter a note, click the **Note** button.

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

9. Check and, if required, change the data on funds and percentages of financing for individual copies (see chapter 3.2.1.2.1).
10. Click the **Price** tab.

Check and, if required, supplement the data about the price under the invoice item (see chapter 3.2.1.2.4).

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.

When paying the invoice, the price will appear only under the first serial, whereas under the others, only the information will be given whether the price has been entered.

11. Check and edit the data in field 998. Click the **Field 998** button to open the editor for field 998. You can find the procedure of editing data in field 998 in the *COBISS3/Holdings User Manual* (see chapter 4).
12. Save the data.

Options

If you wish to pay one order item, delete other invoice items by highlighting an item, in the **Invoice** editor, and clicking the **Delete** button.

3.7.1.3 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 the **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.

3.7.2 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 8.1).

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

- *closed*

Order item

- *advance/invoice entered* (Payment status)

Advance

- *invoice entered*

What to do next

Record sending the invoice to the accounting department.

3.7.3 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

- *sent to Accounting*

Order item

- *advance/invoice entered* (Payment status)

What to do next

Enter invoice payment.

3.7.3.1 Exporting an invoice to accounting system

You can export an invoice from the COBISS3/Serials module 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 agreement 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.

3.7.4 Entering invoice payment

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

In funds, defined under the invoice items, the amount used for payments will increase, whereas the amount available will decrease. 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 invoice items, the value under "Paid" is set to *Yes*.

For each invoice item, the following data will be transferred to the fields 997, defined when entering the invoice item:

- to "Invoice (1)", the invoice number and date will be transferred
- to "Price (3)", the price calculated 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 subscriptions, a price will be transferred into the field(s) 997 for the first invoice item, and a price of 0 into the fields for other invoice items. This is followed by the remark CS (*Combined Subscription*) in angle brackets, the punctuation "\" and by field 997 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*

Order item

- *paid* (Payment status)

Advance

- *invoice paid*

3.7.5 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.
3. The **Invoice** editor will open.
4. 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 3.7.2, 3.7.3 and 3.7.4).

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".

3.7.6 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*

Order item

- *advance/invoice entered* (Payment status)

3.7.6.1 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.

3.7.6.2 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 invoice items, the amount used for payments will decrease, whereas the amount available will increase.

The data, entered into fields 997 when performing the invoice payment, will be deleted.

3.8 GENERAL PROCEDURES

For orders, advances and invoices you can change the fund, view the apportionment of the document 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.

3.8.1 Changing a fund

You prepare standing orders only once; they are valid until you cancel them. When renewing annual orders, funds from orders from the previous year, in addition to other data, are copied to new orders. If you open new funds each year to monitor the use of financial means for the purchase of serials, you can change funds under orders, advance payments and invoices, and under their items.

Under orders and order items, you can change funds, regardless of their status, whereas under advance payments or invoices, you can change funds as long as the advance or invoice is not marked as paid.

Procedure

1. Find and select the acquisition document or the item for an acquisition document. You can select several documents of the same type or items of the same type simultaneously.
2. Select the **Object / Change fund** method.

The **Change fund** window will open. In it, all the funds, specified in selected documents or under items, are listed one below the other. Next to each fund, you will find the option for selecting a new fund.
3. Select a new fund from the drop-down list. You can choose only from active funds.
4. Repeat step 3 for all the funds that you wish to change.
5. Click the **OK** button.

Funds in documents and under items will be changed.

3.8.2 Apportionment by funds

For orders, advances 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.

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.

3.8.3 Changing a discount rate

You can simultaneously change a discount rate for several items for an order, advance payment 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 3.2.1.2.4).

3.8.4 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.

3.8.5 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.

3.8.6 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.

3.8.7 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 unsolicited publications, and then add indirect cost invoice to it.

Procedure

1. Find and select the acquisition document in the relevant class, e.g. **Invoice**, **List of unsolicited publications**, 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 unsolicited publications, etc. Under "Additional symbol", the basic acquisition document number appears again to make the search easier. The additional symbol can be changed.
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 the 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 partner.
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 UNSOLICITED PUBLICATIONS

This chapter deals with the procedure of maintaining data about unsolicited publications.

You must enter serials into lists of unsolicited publications to perform check-in of serials that you receive not on the basis of purchase but as a result of exchange, gift, legal deposit (provided by law), institutional deposit, old stock, own edition, on the basis of a subsidy or registration fee or membership in various organisations. You enter lists of unsolicited publications for individual suppliers and for one acquisition type. When you close the list, you can start performing check-in of individual publications.

If you stop receiving a serial, close the item for the list of unsolicited publications. The list is closed when all the items on it are closed.

Subchapters:

- Entering a list of unsolicited publications
- Deleting a list of unsolicited publications
- Closing the entry of a list of unsolicited publications
- Preparing fields 997 for the next volume
- Adding an item for supplement
- Closing check-in
- Submitting and sending a letter of thanks to the donor
- General procedures

4.1 ENTERING A LIST OF UNSOLICITED PUBLICATIONS

You must enter serials into lists of unsolicited publications to perform check-in of serials that you receive not on the basis of purchase but as a result of exchange, gift, legal deposit (provided by law), institutional deposit, old stock, own edition, on the basis of a subsidy or registration fee or membership in various organisations. You enter lists of unsolicited publications for individual suppliers and acquisition types.

You can enter unsolicited publications in the **List of unsolicited publications** class.

Precondition

Suppliers of unsolicited publications are recorded in the database of partners. They have the role of *Supplier (S)*.

Procedure

1. Highlight the **List of unsolicited publications** class.
2. Select the **Class / New object** method.

The **List of unsolicited publications** editor will open.

3. Enter general data about the list of unsolicited publications (see chapter 4.1.1).
4. Enter item(s) for the list of unsolicited publications (see chapter 4.1.2).
5. Click the **Total amount** tab.

The total value of the list of unsolicited publications is calculated automatically, at the same time as you enter prices for the list item (see also chapter 3.2.1.2.4).

6. Save the data.

A number, which cannot be changed, will be assigned to the list of unsolicited publications. Lists of unsolicited publications are numbered automatically, in compliance with the setting of the counter for lists of unsolicited publications (see chapter 10.3).

Status after entering a list of unsolicited publications

List of unsolicited publications

- entered

List item

- entered

Copy

- entered

What to do next

Close the entry of the list of unsolicited publications; by doing so you will enable check-in of the serials on the list.

4.1.1 Entering general data

Enter general data about a list of unsolicited publications in the **List of unsolicited publications** editor.

Procedure

1. Under "Acquisition type", select the appropriate value.

You can choose from: *exchange, gift, legal deposit, 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 serials suppliers are listed. The **Search – Partner** search window will open. Find and select the supplier.

If a department or a contact person is specified for the supplier, a link to the department or contact person will be specified in relation to the list of unsolicited publications.

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 link to the supplier will be created.



Tip:

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

3. Define the sending method and language of the letter of thanks for the donated serials.
4. Under "Reference document", enter the number of the supplier's document used to prepare the list of unsolicited publications.
5. Under "Reference document date", enter the date of the supplier's document.
6. To enter an internal note, click the **Note** button.
Enter the text into the text entry window and save it.
If you selected *legal deposit* under "Acquisition type", you can enter a number, under "Note", that shows the number of copies that will be automatically transferred to the copies table, when adding an item to the list.
7. 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.

4.1.2 Entering an item

Enter the data about an item for a list of unsolicited publications in the **Item for the list of unsolicited publications** editor.

Procedure

1. In the **List of unsolicited publications** 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 the bibliographic data (see chapter 2.2).
3. To enter an item for the list of unsolicited publications, click the **New object** button in the **Material** editor.
The **Item for the list of unsolicited publications** editor will open.
Bibliographic data on the material can only be viewed not changed.
4. Enter supplier's material identification number, e.g. catalogue number.
5. Enter the year of receipt of the serial.
6. Under "Receipt from" and "Receipt to", enter the period when you receive the serial.
7. Enter the date when you expect the receipt of the first issue. The date will be transferred into the publication pattern when you close the entry of the list.
8. When you receive the same title on other media, you can enter related ISSN's.
Click the **Related ISSN's**. Enter the ISSN's and save the data.
9. Define the medium by selecting the appropriate value from the code list.
10. Specify the details for claiming undelivered issues.

Under "Claim time limit (days)" appears the default value that was defined when entering the details about the supplier. This indicates how long the dates of the expected receipt of issues may be delayed, in view of the publication pattern. The default value can be changed.
11. If you do not want holdings data to be recorded for the material for which you are preparing the item for the list, deselect the "Create field 997" check box. Do this also when field 997 already exists in the database for this serial, for which you are subsequently preparing a list. When closing the list, field(s) 997 will not be created for this order item.
12. To enter an internal note, click the **Note** button.
Enter the text into the text entry window and save it.

13. Enter the data on the copies (see chapter 3.2.1.2.1).

If you selected *legal deposit* under “Acquisition type” in the **List of unsolicited publications** editor, the following data will be automatically prepared, in compliance with the parameter settings in the configuration file:

- the number of copies that the legal deposit provider is obliged to send, under “Number of copies”
- apportionment of copies in the copies table

If you receive fewer copies than the legal deposit provider should have sent, delete the copies from the copies table.

14. Click the **Price** tab and specify the item amount (see chapter 3.2.1.2.4).
15. Save the data.

4.2 DELETING A LIST OF UNSOLICITED PUBLICATIONS

You can delete a list with unsolicited publications as long as you have not closed its entry.

Precondition

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

Procedure

1. In the **List of unsolicited publications** class, find and select the list of unsolicited publications.

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

The **List of unsolicited publications** editor will open.

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

The item will be deleted from the list.

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.

4.3 CLOSING THE ENTRY OF A LIST OF UNSOLICITED PUBLICATIONS

When closing the entry of a list of unsolicited publications, the number of fields created for each item (i.e. for each serial title) equals the number of copies under this item. Field 998 will also be created if it has not been prepared before.



Note:

If a number of copies entered manually into subfield 998c in element 7 differs from 0, you cannot close the list containing the serial. If you wish to close the list entry, you must first enter the number 0 into subfield 998c in element 7 for this serial.

A publication pattern for the list item and for corresponding fields 997 will also be created.

Precondition

A supplier must be defined and items entered in the list of unsolicited publications.

Procedure

1. In the **List of unsolicited publications** class, find and select the list of unsolicited publications.
2. Select the **Object / Close entry** method.

For each copy, a new field 997 with the following data will be created:

- binding indicator will get the value 0 – *Unbound issues*
- the value of the shelving indicator is compliant with the parameter set in the configuration file of the library
- to "Sublocation (d\l)", the library department ID will be transferred
- to "Shelving location (d\i)", the shelving location will be transferred
- "Status (q)" will get the value 1 – *ordered*
- to "Status date (t)", the date of closing the entry of the list will be transferred
- to "Acquisition type (v)", the acquisition type will be transferred
- to "Purpose of acquisition (w)", the purpose of acquisition will be transferred
- to "Supplier (2)", the supplier symbol will be transferred
- to "Price (3)", the price calculated per copy will be transferred

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 setting in the configuration file, which price will be transferred.

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

In addition to that, a field 998 with the following data will be prepared:

- the value of the shelving indicator is compliant with the parameter set in the configuration file of the library
- to "Report date (a)", the current date will be transferred
- to "Institution code (b)", the home library code will be transferred
- in "Number of copies (c)", all elements will be filled up automatically
- "Acquisition indicator (e)" will get the value *o – currently received*
- "General d. (g)", element c will get the value *0 – (zero) information not available*
- to "Year (k)", the current year will be transferred and "-" will be added to the year

If field 998 existed before, the data must be changed manually.

***Status after closing
the entry of a list of
unsolicited
publications***

List of unsolicited publications

- *entry closed*

Item for a list of unsolicited publications

- *ordered*

Copy

- *ordered*

Publication pattern

- *in preparation*

Field 997

- *1 – ordered*

What to do next

When you receive the first one of the expected issues, accession the volume, edit the publication pattern and record the receipt of the issue.

4.3.1 Issuing a legal deposit receipt confirmation

You can issue a legal deposit receipt confirmation for serials for a specified period to the liable institution.

The Legal deposit receipt confirmation – serials report can be created in the COBISS3/Reports module. Creating and printing are described in Appendix *B.1.1*. When creating a report on the legal deposit receipt confirmation for serials, you must specify the period for which you wish to issue the report.

4.4 PREPARING FIELDS 997 FOR THE NEXT VOLUME

See chapter 3.3.2.

4.5 ADDING AN ITEM FOR SUPPLEMENT

See chapter 3.2.9.

4.6 CLOSING CHECK-IN

See chapter 3.5.

4.7 SUBMITTING AND SENDING A LETTER OF THANKS TO THE DONOR

You can send a letter of thanks for the material donated (with one list) to the donor. The letter of thanks will be either printed out or sent to the donor by e-mail, depending on the sending method and language specified in the data on the donor.

Procedure

1. In the **List of unsolicited publications** class, find and select the list of unsolicited publications.
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 a letter of thanks to predefined or changed destinations. The way of sending a report is dealt with in the *COBISS3 Basic Guidelines User Manual* (see chapter 4.5).

4.8 GENERAL PROCEDURES

See chapter 3.8.

5 ACQUIRING SAMPLE COPIES

This chapter deals with the procedure of acquiring sample copies. First you prepare a sample copy request, which you then send to the supplier. When you receive sample copies, record the receipt. Under individual sample copies mark that they must be returned to the supplier and enter the return date. When you return sample copies, record the return.

Subchapters:

- Preparing a sample copy request
- Submitting and sending a request
- Receiving material
- Returning material to the supplier
- General procedures

5.1 PREPARING A SAMPLE COPY REQUEST

First enter general data about the request, and then the data about each single request item.

Prepare the request in the **Sample copy request** class.

Precondition

Supplier details must be in the database of suppliers. The role of *Supplier (S)* must be marked.

Procedure

1. Highlight the **Sample copy request** class.
2. Select the **Class / New object** method.
The **Sample copy request** editor will open.
3. Enter general data about the request (see chapter 5.1.1).
4. Enter request item(s) (see chapter 5.1.2).
5. Save the data.

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

Status after preparing a request

Sample copy request

- entered

Sample copy request item

- entered

What to do next

Submit the prepared request and send it to the supplier.

5.1.1 Entering general data

Enter general data about the sample copy request in the **Sample copy request** editor.

Procedure

1. Under "Acquisition type", select the appropriate value, *gift* is defined as the default value.
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 serials are listed. The **Search – Partner** editor will open. Find and select the supplier.


By selecting the supplier, the mailing address is also specified. If only the head office address is listed for the supplier, then this is the mailing address.

If a department or contact person is specified for the supplier, the relationship with this department or contact person is created. In such a case the request will be sent to this department or contact person.

You can change the default mailing address (see chapter 3.8.5).



Tip:

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

3. By selecting the supplier and mailing address, the default sending method will be transferred to "Sending method". You can change this value.

The request form and sending method are defined by the selected value.

4. By selecting the supplier, the default language of the request will be transferred to "Language". You can change this value.
5. To enter an internal note, which will not appear on the request, click the **Note** button.

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

6. To enter the note that should appear on the request, click the **Request note** button.

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

5.1.2 Entering an item

Enter request item data in the **Sample copy request item** editor.

Procedure

1. In the **Sample copy request** 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 a request item, click the **New object** button in the **Material** editor. The **Sample copy request item** editor will open.
4. Enter the number of copies.

5. Enter the sample copy price. You can also enter the foreign price. In such a case select the appropriate value from the list of foreign currencies.
6. To enter the note that should appear on the request, under the item, click the **Request note** button.

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

7. Save the data.

5.2 SUBMITTING AND SENDING A REQUEST

When submitting a request, first the current date will be automatically recorded as the submission date. After that you either print out the request or send it to the supplier by e-mail, depending on the selected sending method.

Precondition

The supplier and mailing address of the request must be specified and items must be entered.

Procedure

1. In the **Sample copy request** class, find and select the request.
2. Select the **Object / Submit and send** method.

Under "Submitted", the current date will be registered.

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

Status after submitting and sending a request

Sample copy request

- submitted

Sample copy request item

- ordered

What to do next

Enter the receipt of sample copies.

5.3 RECEIVING MATERIAL

Check the received sample copies and enter the receipt. The current date will be recorded as the receipt date. Highlight the sample copies that you must return to the supplier and enter the return date.

Precondition

The request has been submitted and sent to the supplier.

Procedure

1. In the **Sample copy request** class, find and select the request.
2. Select the **Object / Enter receipt** method.
3. If sample copies must be returned to the supplier, select the **Object / Edit** method.

The **Sample copy request** editor will open.

4. Under "Due date", enter the date, by which the sample copies must be returned to the supplier.
5. Highlight the item and click the **Edit** button.

The **Sample copy request item** editor will open.

6. Tick the "Return to supplier" check box.
7. Save the data.
8. Repeat steps 5, 6 and 7 for all the sample copies that must be returned.
9. Save the data.

Status after receiving material

Sample copy request

- received

Sample copy request item

- received

What to do next

If sample copies must be returned to the supplier, record the return.

5.4 RETURNING MATERIAL TO THE SUPPLIER

Record the return for sample copies that you will return to the supplier. The current date will be recorded as the return date.

Precondition

Sample copies have been received.

Procedure

1. In the **Sample copy request** class, find and select the request.
2. Select the **Object / Enter return** method.

Status after returning material to the supplier

Sample copy request

- returned

Sample copy request item

- received: *of items that do not have to be returned to the supplier*
- returned: *of items that have been returned to the supplier*

5.5 GENERAL PROCEDURES

See chapter 3.8.

6 PUBLICATION PATTERN

Publication pattern maintenance is described in the *COBISS3/Holdings User Manual* (see chapters 9.2 and 9.3).

7 SERIALS CHECK-IN

Serials check-in to increase library collection is described in the *COBISS3/Holdings User Manual* (see chapter 9.4).

Check-in for serials sent for exchange and legal deposit material sent to other libraries and institutions is described in chapter 8.

8 SENDING SERIALS

This chapter deals with the procedure of **sending serials for exchange** and **sending legal deposit material** to other libraries and institutions.

You can define exchange copies and legal deposit material to be sent when preparing order items or items for the list of unsolicited publications. When submitting an order and closing the list of unsolicited publications, the **publication patterns for shipments** will be automatically created. You can edit the pattern when you receive the first issue of the volume.

You can record the receipt of individual issues with **serials check-in**. The received issues will be added to the shipments.

Once the serials are ready to be sent, print the list of publications that accompanies the shipment. Send the serials prepared in this way together with the list to another library or institution.

You can create next period or volume under the order item or under the item for the list of unsolicited publications, whereby publication patterns for shipments will be automatically created.

Subchapters:

- Defining copies of serials to be sent
- Serials check-in, editing a publication pattern and preparing shipments of serials
- Deleting a shipment of serials
- Submitting and sending a shipment with a list of serials
- Next period or volume

8.1 DEFINING COPIES OF SERIALS TO BE SENT

You can define exchange copies and legal deposit material to be sent when preparing order items or items for the list of unsolicited publications.

Ordering serials is described in chapter 3.2.

Unsolicited publications that you receive not on the basis of purchase but as a result of exchange, gift, legal deposit (provided by law), institutional deposit, old stock, own edition, on the basis of a subsidy or registration fee or membership in various organisations are described in chapter 4.

The differences between copies intended to increase own funds and copies intended to be sent are as follows:

When preparing an order item or an item for the list of unsolicited publications, under the ***copy to be sent for exchange***, specify *exchange* as the purpose of acquisition. You must also specify the recipient of the copy.

On the basis of parameter settings in the configuration file, ***under the copy that will be sent as a legal deposit to other libraries***, the purpose of acquisition will be automatically specified as *reconstruction of national stock*. Also, the recipient will be specified.

Under one item, ***copies with different purpose of acquisition*** can be entered.

When submitting an order and closing a list of unsolicited publications, under the item where copies for shipments have been entered, ***publication patterns for shipments will be created***.

***Status after
submitting an order
and closing a list of
unsolicited
publications***

Publication pattern for shipments

- *in preparation*

8.2 SERIALS CHECK-IN, EDITING A PUBLICATION PATTERN AND PREPARING A SHIPMENT OF SERIALS

You can record the receipt of individual issues using the serials check-in. When you receive the first issue of the volume, you can edit the publication pattern for shipments. When you record the receipt of an issue, the issue will be added to the shipment. If a shipment for the recipient does not exist yet, it will be created automatically. Data about the received issues is recorded in a publication pattern for shipments, in accordance with the COMARC/H format for holdings data (for subfield 997m).

If a publication is published irregularly, the publication pattern for shipments will not be edited. In this case, the receipt of individual issues is recorded using the serials check-in, but not on the basis of expected issues. For individual recipients, you must enter the received issues yourself.



Tip:

If a publication is published irregularly, you can still edit the publication pattern and define the frequency, which you believe is the closest to the actual frequency of the publication. This makes it easier to perform serials check-in and prepare shipments of serials.

Check-in for issues that are sent for exchange is performed in the **Shipment of exchange publications** class.

Check-in for issues that are sent as legal deposit material to another library is performed in the **Shipment of legal deposit material** class.



Notes:

You can perform serials check-in and prepare a shipment only for the material for which a bibliographic record in the local database exists.

Data about the received issues intended for sending will not be entered to the holdings data.

Procedure

1. Highlight the **Shipment of exchange publications** or **Shipment of legal deposit material** class.
2. Select the **Class / Serials check-in and preparation of shipment** method. The **Search – Bibliographic record** search window will open.
3. Find and select the material.

The **Serials check-in and preparation of shipment** window will open. Continue the procedure under step 5.

If you record the receipt of the first issue of the volume, the **Publication pattern for shipments** editor will open.

4. Edit the publication pattern (see chapter 8.2.1).

The **Serials check-in and preparation of shipment** window will open. Continue the procedure under step 5.

If, in the publication pattern for shipments, you marked that the receipt of the issues will be checked-in manually, the **Serials check-in and preparation of shipment for the recipient** window will open, where you can enter the received issue manually (see chapter 8.2.2.1).

5. Record the receipt of the issue (see chapter 8.2.2).

When you perform serials check-in, the received issue will be added to the item for the shipment of serials (see chapter 8.2.3).

Status after serials check-in, editing a publication pattern and preparing a shipment for the first issue of the volume

Shipment of exchange publications or Shipment of legal deposit material

- *entered*

Item for the shipment of exchange publications or Item for the shipment of legal deposit material

- *prepared for shipment*

Publication pattern for shipments

- *valid*

Issue

- *received*

Copy

- *prepared for shipment*

8.2.1 Publication pattern for shipments

Publication pattern is described in the *COBISS3/Holdings User Manual* (see chapter 9.2).

The differences are as follows:

Publication pattern for shipments has **three new attributes**:

- “Type of shipment”, which shows whether the publication pattern is intended for shipments of exchange publications or for shipments of legal deposit material
- “Manual entry of received issues”, which is marked if the publication is published irregularly and the publication pattern will not be edited

- “Received issues”, where issues are entered automatically when performing serials check-in; issue status is entered in accordance with the COMARC/H format for holdings data (for subfield 997m)

In expected issues, under the “Expected” and “Not expected” attributes, the *recipient symbols* are recorded, and not department IDs.

When submitting an order and closing a list of unsolicited publications, the pattern will be prepared automatically if you enter *copies intended for sending* under the item (see chapter 8.1).

You can also prepare the pattern yourself under the order item and under the item for the list of unsolicited publications, using the **Object / Prepare publication pattern for shipments** method.

The pattern can be *archived* only when all the issues received have been sent to libraries or other institutions.

As the data on publication shipment is not entered under holdings data, the publication pattern for shipments *is not linked to fields 997*.

8.2.2 Serials check-in

The serials check-in is described in the *COBISS3/Holdings User Manual* (see chapter 9.4).

The differences are as follows:

In the **Serials check-in and preparation of shipment** window the *title bar* shows whether this is a serials check-in for shipments of exchange publications or for shipments of legal deposit material.

Under expected issues, under the “Expected” and “Not expected” attributes, the *recipient symbols* are recorded, and not department IDs.

An additional number indicating a *number of copies of serials sent* is displayed.

Functions relating to *label printing* for individual issues have been removed.

The attribute “**Title(h)**” has been removed.

In the **Serials check-in and preparation of shipment for the recipient** window, a list of *recipients of serials symbol* is displayed, and not a list of fields 997.

The received issues will *not be added* to the **Recently received material** class.

8.2.2.1 Serials check-in with manual entry of received issues

If a publication is published irregularly and you do not edit the publication pattern (you highlight only the “Manual entry of received issues” attribute), you can enter the received issues under the serials check-in, not on the basis of

expected issues, but manually in the **Serials check-in and preparation of shipment for the recipient** window. In the window, all the parameters for serials check-in under the expected and received issues, or under the unpublished issues, are disabled.

Procedure

1. In the **Serials check-in and preparation of shipment for the recipient** window, highlight the issue under the recipient that you will send an issue to.
2. Under the “Issues received for the shipment that is currently in preparation”, enter the issue number.



Note:

You must enter all issues for the shipment that is currently being prepared. When preparing a new shipment, replace the entered issues, which were sent with the previous shipment, with the newly entered issues.

3. Click the **Update** button.
4. Repeat steps 1 to 3 for each recipient.

8.2.3 Preparing a shipment of serials

A shipment of serials is prepared automatically when you record the receipt of issues using serial check-in (see chapter 8.2.2) or when you enter the receipt of issues manually (see chapter 8.2.2.1).

The programme will check first whether the shipment for the selected recipient with the *entered* status already exists. If the shipment does not yet exist, it will be automatically created, together with an item for the selected serial. In the item, data about the year, volume and issues is entered.

If the shipment already exists, the programme will check whether the shipment already contains an item for the selected serial. If the item does not yet exist, it will be automatically added. In the item, data about year, volume and issues is entered.

If the item for the selected serial in the shipment already exists, the issue received will be automatically added to the item.

8.3 DELETING A SHIPMENT OF SERIALS

Precondition Only shipments with the status *entered*, which contain no items, can be deleted.

Procedure

1. In the **Shipment of exchange publications** class or the **Shipment of legal deposit material** class, find and select the shipment.
2. Select the **Object / Delete** method.

8.4 SUBMITTING AND SENDING A SHIPMENT WITH A LIST OF SERIALS

When submitting a shipment, the current date will be automatically recorded as the submission date. After that, print out the list of serials and send it together with the serials to the recipient.

Precondition

Partner and mailing address of the shipment must be specified, and items must be entered.

Procedure

1. In the **Shipment of exchange publications** class or **Shipment of legal deposit material** class, find and select the shipment.
2. Select the **Object / Submit and send** method.

Under “Submitted”, the current date will be transferred to the data on the shipment.

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

Status after submitting and sending a shipment with a list of serials

Shipment of exchange publications or Shipment of legal deposit material

- *Submitted*

Item for the shipment of exchange publications or Item for the legal deposit material

- *shipment sent*

Issue

- *shipment sent*

Copy

- *shipment sent*

Options ...

You can submit all prepared shipments simultaneously. Highlight the **Shipment of exchange publications** or **Shipment of legal deposit material** class and select the **Class /Submit and send** method. From the list, select the shipment you wish to submit and send.

8.5 NEXT PERIOD OR VOLUME

Next period or volume is described in chapter 3.3.

The difference is as follows:

Under the next period or volume, a new publication pattern for shipments will be created for copies with the purpose of acquisition defined as *exchange* or *reconstruction of national stock*.

*Status after next
period or volume*

Publication pattern for shipments

- *in preparation*

8.6 GENERAL PROCEDURES

See chapter 3.8.

9 CLAIMS

This chapter deals with filing claims in relation to the acquisition and check-in of serials. 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:

- expected serial issues for which the program has determined a delay in view of the expected receipt date but only if you record the receipt of issues using serials check-in and if orders are recorded in the COBISS3/Serials module
- expected serial issues for which you have indicated in the check-in that you want a claim to be prepared but only if orders are recorded in the COBISS3/Serials module
- a received document intended for advance payment; you can prepare a claim for either the document as a whole or for a document item
- a received invoice; you can prepare a claim for either the invoice as a whole or for an invoice item

Items newly claimed with the same supplier will be added to the same claim until this claim is submitted.



Tip:

Claim data is not added to the holdings data.

9.1.1 Undelivered issues

Claims for expected serial issues that have not been delivered to the library within the expected delivery time are prepared in the **Claim for undelivered issues** class.

You can prepare claims separately, by different acquisition types, or together for all acquisition types.

The program will find the items of orders and of lists of unsolicited publications with elapsed claim time limit in view of:

- the date of last claim
- the date of expected receipt of the issue

All the items found will be automatically placed on a claim for undelivered issues.

The issues for which you indicate, while performing the check-in, that you wish to be claimed will also be placed on the claim. If you indicate, while performing the check-in, that you wish to stop the claim, the issues will not be placed on the claim.



Note:

You can prepare a claim for expected serial issues only if you record the receipt of issues using serials check-in and if orders are recorded in the COBISS3/Serials module.

Procedure

1. Highlight either the **Order** class or the **List of unsolicited publications** class.
2. Select the **Class / Prepare claims for undelivered issues** method.
A window with a list of acquisition types will open.
3. Select the acquisition type (one, more or all) for which you wish to prepare claims. You can choose all the acquisition types.
4. Enter the time period in which you expect the issues and for which you wish to prepare claims.
5. If you wish to prepare a claim for only one supplier, tick the “Claim for a particular supplier” checkbox.
6. Under “Execution time (dd.MM.yyy HH:mm:ss)”, set the date and time for a claim to be prepared. If the execution time is not set, claims will be prepared immediately.
7. Click the **OK** button.
8. If you tick the “Claim for a particular supplier” checkbox, the **Search – Partner** search window will open, where you can find and select a supplier. If a supplier in the search window is not selected and you click the **Close** button, claims for active suppliers with the role of “Supplier(S)” will be prepared.

A claim for undelivered issues is prepared for each supplier separately.

A number, which cannot be changed, will be assigned to the claim for undelivered issues. Claims are numbered automatically, in compliance with the setting of the counter for claims for undelivered issues (see chapter 11.3).

Status after preparing claims for undelivered issues

Claim for undelivered issues

- entered

What to do next

You can edit a claim and then you submit it and send it to the supplier.

9.1.1.1 Transferring items to another claim

You can transfer items from a prepared claim either to another prepared claim or to a new claim.

Procedure

1. In the **Claim for undelivered issues** class, find and select the claim.
2. Select the **Object / Move items** method.

A window containing a list of prepared claims will open.

If no claim has been prepared, the window will not open; instead, 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.

The **Claim for undelivered issues** editor will open.

5. Click the **OK** button.

*Status after
transferring items to
another claim*

Claim for undelivered issues

- entered

9.1.2 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

Enter the discrepancies and the reasons for claim when preparing an advance payment or invoice (see chapter 3.6.1 or chapter 3.7.1).

Procedure

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 prepare a claim for 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 10.3).

*Status after
preparing a claim for
received request for
advanced payment or
received invoice*

Advance or invoice

- claimed

What to do next

Submit the claim and send it to the supplier.

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 issues** class, find and select the claim.
In the **Advance** class or in the **Invoice** class, find and select the advance payment or the invoice for which you have prepared a claim.
2. Select the **Object / Submit and send** method (for claims for undelivered issues) 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 a claim to predefined or changed destinations. In the *COBISS3 Basic Guidelines User Manual* you can find how to send a report (see chapter 4.5).

On claims for undelivered issues, items are arranged alphabetically by serial titles.

If you prepare claims for undelivered issues of a certain serial more than once, the number(s) and submission date(s) of the previous claim(s) and the data on undelivered issues claimed are recorded in the order item under the attribute "Previous claims". It depends on the parameter setting in the configuration file whether this data will be printed out on the claim or not.

Status after submitting and sending a claim

Claim for undelivered issues

- *submitted*

Advance or invoice

- *claim sent*

Options

You can simultaneously submit all prepared claims for undelivered issues. Highlight the **Claim for undelivered issues** class and select the **Class / Submit and send** method.

If address of the department in which a copy of the serial will be located is different from the address of the department where you wish to receive the copy, the recipient department can be displayed on the claim report instead of the first department (see chapter 3.2.7).

What to do next

When you receive the serial issue or the supplier's answer to your claim, close the claiming procedure.

9.3 CLOSING A CLAIM

The claiming procedure can be closed in the following ways:

- the issue will no longer be placed on the claim for undelivered issues when you record, during the serials check-in, that the issue has been received or that it has not been published
- you close a claim for the received document regarding advance payment or invoice after you have received a new pro-forma invoice, invoice or supplier's answer to the claim sent; remove the reason for claim in the advance or invoice and close the advance or invoice (see chapter 3.6.2 or 3.7.2)

9.4 GENERAL PROCEDURES

See chapter 3.8.

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/Serials 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 serials 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 the role of suppliers of serials. This includes all partners from whom you purchase serials and also those from whom you acquire serials in other ways.

In the procedure of acquiring serials, partners can have the role of financiers as well.

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 + transfer 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 fund symbol *AcqIC* (indirect cost of acquisition), is prepared when installing the COBISS3 software.

When installing the COBISS3 software, another special fund, with fund symbol *NS* (unallocated funds), is prepared. In this fund, the amounts used for advance payment and payment of invoices are recorded when no fund is specified for orders, prepayments and payments.

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, under the part of fund symbol, 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/Serials 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, when paying the invoice, transferred to fields 997, 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 fund 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 the 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 records, 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 consideration.

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 "Active" check box.

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.

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 funds AcqIC or NS.

11.3 SETTING UP COUNTERS

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



Note:

You cannot change the report format for counters.

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



Example:

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

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

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



Note:

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

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

One counter in both modules is used for invoice claims.

11.3.1 Using available numbers

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

Procedure

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



Example:

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

4. Save the data.

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 a note.
5. Enter the data about copies, funds and percentages of financing (see chapter *Error! Reference source not found.*).
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/Serials module and other COBISS3 and COBISS2 software modules as well as its link to bibliographic databases.

Subchapters:

- COBISS3/Acquisitions
- COBISS3/Holdings
- COBISS3/Loan, COBISS2/Loan
- COBISS3/Reports
- COBISS3/Application administration
- Bibliographic databases

12.1 COBISS3/ACQUISITIONS

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/Serials module, holdings data is accessible in the part of the window containing relationships of items and of copies in acquisition documents.

When performing material acquisition procedures, the data about orders, prepayments 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*)
- a bibliographic record does not exist in the local database yet
- a bibliographic record exists in the local database, the material in the COBISS3/Serials 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
- you decide not to record the holdings data when entering an item for an order or for a list of unsolicited publications

When *purchasing serials*, the following data is added to the holdings data:

- data about the order – new fields will be prepared (see chapter 3.2.7)
- data about the prepayment (see chapter 3.6.4)
- data about the payment (see chapter 3.7.4)

In relation to *unsolicited serials*, new fields are prepared when closing the entry of a list of unsolicited publications (see chapter 4.3).

Data on indirect cost invoices and on claims is not added to the holdings data.

Data on the acquisition of serials, 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 serials they wish to be purchased, the **Member** class is added to the COBISS3/Serials 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/Serials module:

- Order by items, under each item copies and library departments are displayed
- Order by departments, items are sorted by library departments
- Order cancellation
- Claim for undelivered issues
- Invoice claim
- Sample copy request
- Letter of thanks to the donor
- List that accompanies a shipment of exchange publications
- List that accompanies a shipment of legal deposit material

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 serials, 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/Serials module. In this module the following two classes from the COBISS3/Application administration module are included: **Partner** and **Contact**.

The methods used in the COBISS3/Acquisitions module depend upon, which privileges are linked to the username you are logged in under in the COBISS3 software.

12.6 BIBLIOGRAPHIC DATABASES

In the COBISS3/Serials 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 **Class / 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/Serials 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 of serials
- Purchase of serials – Record of invoices
- Purchase of serials – Record of advances and indirect cost invoices
- Unsolicited publications
- Acquiring sample copies
- Claims

A.1 PURCHASE OF SERIALS

The overview of basic procedures and statuses relating to serials purchase is presented in the table below.

Table A.1-1: Purchase of serials

	Order O	Order item OI	Copy Pc	Field 997 H	Publication pattern PP	Publication pattern for shipments¹ PPs
1) Entering an order item (Mt)		<i>entered</i>	<i>entered</i>			
2) Deleting an order item (Mt)		gets deleted from database				
3) Preparing an order (O)	<i>entered</i>	<i>order prepared</i>	<i>order prepared</i>			
4) Deleting an order (O)	gets deleted from database	<i>entered</i>	<i>entered</i>			
5) Submitting and sending an order (O)	<i>submitted</i>	<i>ordered</i>	<i>ordered</i>	<i>1 – ordered</i>	<i>in process</i>	<i>in process</i>
6) Renewing an order for the next period (OI)		<i>order prepared</i>				
7) Preparation of fields 997 for next volume				<i>1- ordered</i>	<i>in process</i>	<i>in process</i>
8) Cancelling an order and sending an order cancellation (OI)	<i>cancelled partially or cancelled</i>	<i>ordered or receipt of issues or cancelled</i>	<i>ordered or received or cancelled</i>			

¹ Publication pattern for shipments appears only if, under the copy in the order item, *exchange or reconstruction of national stock* is specified as the purpose of acquisition.

	Order O	Order item OI	Copy Pc	Field 997 H	Publication pattern PP	Publication pattern for shipments¹ PPs
9) Closing check-in (OI)	<i>submitted or receipt closed</i>	<i>receipt closed</i>	<i>received</i>		<i>archived</i>	<i>archived</i>

A.2 PURCHASE OF SERIALS – RECORD OF INVOICES

The overview of invoicing procedures and statuses relating to serials purchase is presented in the table below.

Table A.2-1: Purchase of serials – record of invoices

	Order item OI	Invoice I	Advance A
1) Entering an invoice (O, OI)	Payment status = <i>advance/ invoice entered</i>	<i>entered</i>	
2) Closing an invoice (I)	Payment status = <i>advance/ invoice entered</i>	<i>closed</i>	<i>invoice entered</i>
3) Sending an invoice to the accounting dpt. (I)	Payment status = <i>advance/ invoice entered</i>	<i>sent to accounting</i>	<i>invoice entered</i>
4) Entering invoice payment (I)	Payment status = <i>paid</i>	<i>paid</i>	<i>invoice paid</i>
5) Changing invoice status – deleting payment or sending to the accounting dpt. (I)	Payment status = <i>advance/ invoice entered</i>	<i>entered</i>	

A.3 PURCHASE OF SERIALS – RECORD OF ADVANCES AND INDIRECT COST INVOICES

The overview of advance payment and indirect cost invoice processing procedures and statuses relating to serials purchase is presented in the table below.

Table A.3-1: Purchase of serials – record of advances and indirect cost invoices

	Order item <i>OI</i>	Advance <i>A</i>	Indirect cost invoice <i>Ic</i>
1) Entering an advance <i>(O, OI)</i>	Payment status = <i>advance/invoice entered</i>	<i>entered</i>	
2) Closing an advance or an indirect cost invoice <i>(A, Ic)</i>	Payment status = <i>advance/invoice entered</i>	<i>closed</i>	<i>closed</i>
3) Sending an advance or an indirect cost invoice to the accounting dpt. <i>(A, Ic)</i>	Payment status = <i>advance/invoice entered</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>	Payment status = <i>paid</i>	<i>paid</i>	<i>paid</i>

	Order item <i>OI</i>	Advance <i>A</i>	Indirect cost invoice <i>Ic</i>
5) Changing advance payment or indirect invoice status – deleting payment or sending to the accounting dpt. <i>(A, Ic)</i>	Payment status = <i>advance/ invoice entered</i>	<i>entered</i>	<i>entered</i>
6) Entering an indirect cost invoice <i>(O, I, UP)</i>			<i>entered</i>

A.4 UNSOLICITED PUBLICATIONS

The overview of data maintenance procedures relating to unsolicited publications which are not purchased but received in exchange, as gifts, legal deposit copies, or on the basis of old stock, own edition, registration fee, subsidy or membership is presented in the table below.

Table A.4-1: Unsolicited publications

	List of unsolicited publication <i>UP</i>	Item for the list of unsolicited publications <i>UI</i>	Copy <i>Pc</i>	Field 997 <i>H</i>	Publication pattern <i>PP</i>	Publication pattern for shipments¹ <i>PPS</i>
1) Entering a list of unsolicited publications (UP)	<i>entered</i>	<i>entered</i>	<i>entered</i>			
2) Deleting a list of unsolicited publications (UP)	gets deleted from the database					
3) Closing the entry of a list of unsolicited publications (UP)	<i>entry closed</i>	<i>ordered</i>	<i>ordered</i>	<i>1 – ordered</i>	<i>in process</i>	<i>in process</i>
4) Preparing fields 997 for the next volume				<i>1 - ordered</i>	<i>in process</i>	<i>in process</i>
5) Closing check-in (UI)	<i>entry closed</i> or <i>receipt closed</i>	<i>receipt closed</i>	<i>received</i>		<i>archived</i>	<i>archived</i>

¹ Publication pattern for shipments appears only if, under the copy in the order item, *exchange* or *reconstruction of national stock* is specified as the purpose of acquisition.

A.5 ACQUIRING SAMPLE COPIES

The overview of sample copies acquiring procedures and statuses is presented in the table below.

Table A.5-1: Acquiring sample copies

	Sample copy request SC	Sample copy request item Si
1) Preparing a sample copy request (SC)	<i>entered</i>	<i>entered</i>
2) Submitting and sending a request (SC)	<i>submitted</i>	<i>ordered</i>
3) Receiving material (SC)	<i>received</i>	<i>received</i>
4) Returning material to the supplier (SC)	<i>returned</i>	<i>received or returned</i>

A.6 SENDING SERIALS

The overview of procedures and statuses relating to sending serials for exchange and sending legal deposit material is presented in the table below.

Table A.6-1: Sending serials

CLASSES PROCEDURES	Shipment of exchange publications (ES)	Shipment of legal deposit material SD	Item for the shipm. of exchange publications (Ei)	Item for the shipm. of leg. dep. material Di	Publication pattern for shipments PPs	Issue (Is)	Copy Pc
1) Defining copies for sending serials (O, UP)					<i>in process</i>		
2) Serials check- in, publication pattern editing and preparing a shipment of publications (ES, SD)	<i>entered</i>	<i>entered</i>	<i>shipment prepared</i>	<i>shipment prepared</i>	<i>valid</i>	<i>received</i>	<i>shipment prepared</i>
3) Submitting and sending a shipment with the list of publications (ES,SD)	<i>submitted</i>	<i>submitted</i>	<i>shipment sent</i>	<i>shipment sent</i>		<i>shipment sent</i>	<i>shipment sent</i>

A.7 CLAIMS

The overview of claiming procedures and statuses is presented in the table below.

Table A.7-1: Claiming procedures

CLASSES PROCEDURES	Claim for undelivered issues <i>CU</i>	Invoice <i>I</i>	Advance <i>A</i>
1) Preparing a claim for undelivered issues (<i>O, UP</i>)	<i>entered</i>		
2) Preparing a claim – received document for advance payment or received invoice (<i>A, I</i>)		<i>claimed</i>	<i>claimed</i>
3) Submitting and sending a claim (<i>CU, A, I</i>)	<i>submitted</i>	<i>claim sent</i>	<i>claim sent</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/Serials, COBISS3/Interlibrary Loan, etc.).

This appendix describes the procedures of creating and printing reports for serials, 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 serials and a description of the procedure, which enables an individual institution to define its own variable values for serials, are also included in this appendix.

Business documents and other reports, which are created, printed or sent by e-mail in the COBISS3/Serials module, and reports for serials, which are created and printed in the COBISS3/Reports module, are described in separate appendices (including the parameters, which are considered when preparing these reports).

B.1 CREATING REPORTS

B.1.1 Creating and printing reports

Some reports for serials (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 / Serials** 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 part of the window containing a list of reports, select 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 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 *COBISS3 Basic Guidelines 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 **Serials** folder (i.e. different documents such as Order, Cancellation, Claim) are usually created and printed during different procedures in the COBISS3/Serials 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 saving 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 / Serials** 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.

4. In the list of definitions select the definition of the report for which you wish to create a scheduled task.
5. 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.

6. Find and select objects or define the parameter values that should be taken into account when creating the report.
7. Click the **OK** button.
8. 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 has already been selected.
9. 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 *COBISS3 Basic Guidelines User Manual*; see chapter 4.8).

When a report is created, a notification about the job is sent to the e-mail address 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 your browser by selecting **System / Reports module**.

Procedure

1. In the **Groups of definitions** pane open the **Reports / Standard / Serials** 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 *COBISS3 Basic Guidelines 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 / Serials** 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, serials 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/Serials module

Name	Value	Use
1) Head of Serials		All reports (except Letter of thanks to the donor)
2) Head of Serials – title		All reports in mother tongue (except Letter of thanks to the donor)
3) Head of Serials – title (eng)		All reports in English (except Letter of thanks to the donor)
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

9) Legal deposit serials – introductory text	<p>Dear Sir/Madam,</p> <p>Pursuant to the Legal Deposit Act (Official Gazette RS, No. 69/06 and 86/09), a publisher is required to send 16 copies (financed by public funds) or 4 copies (financed by private funds) of every publication, on any medium, to the National and University Library within 15 days of publication or distribution.</p> <p>Please find the Legal Deposit Act and more information on how to send legal deposit material on the NUK website at http://www.nuk.uni-lj.si / Publishers / Legal Deposit.</p>	Claim for undelivered issues
10) Legal deposit serials – conclusion text	<p>Please attach a delivery note in two copies to the legal deposit material. One copy will be approved and sent back to you. If the issues referred to have already been sent to us or if the publication has stopped being published, please inform us to avoid further claims.</p> <p>If you have any further questions, please do not hesitate to contact us.</p>	Claim for undelivered issues

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 and 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 report variable, and under "Value", you can change its value.



Example:

If you wish that e.g. *Mary Smith* will appear on reports as the head of the serials department, enter the value *Mary Smith* under the symbol **Head of Serials**, and the value *Head of Serials* under the symbol **Head of Serials – 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 for serials that can be prepared, printed out or sent by e-mail in the COBISS3/Serials 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, publisher, 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 a material can be displayed without prefixes or they can be marked with prefixes and separated with “;”. 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/Serials module, ISSN (International Standard Serial Number) is added to serve as material identification number, i.e. valid and unverified ISSN.

In the Order, Order cancellation and Claim for undelivered issues, the data about items and copies can be sorted by library departments. The following data entered under home library contact departments is displayed in the department address:

- contact department name: the value of the attribute "Name" is displayed
- street and number or P.O.Box number: either the value of the attribute "Street and No." or the abbreviation P.O. Box and the value of the attribute "P.O.B." are displayed
- postcode and city: the values of the attributes "Postcode" and "City" are displayed; if the recipient is abroad, a two digit country code (according to ISO standard) and "-" precede the postcode and the country name appears in the next line

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 can appear as well.

If several copies of one publication are ordered and you wish the supplier to send individual copies to different department addresses, you can choose from two forms of orders:

- copies and departments are displayed under individual items
- items are sorted by departments

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 amount either in domestic or foreign currency can appear as well.

C.2.2 Order cancellation

The 'cancelled from' date is displayed on the order cancellation. Only one item with the number of copies cancelled is displayed. If you cancel copies for individual library departments, the copies are sorted by departments.

The note from the order cancellation will appear below the items.

C.2.3 Claims

Under the item for the *claim for undelivered issues*, the numbers of undelivered issues, volume and year will be displayed. If you prepare a claim for undelivered issues for individual library departments, the items will be sorted by departments. Under each item, the data about previous claims (i.e. numbers of undelivered issues, claim number and claim submission date) will appear as well. 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 either 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, and the note about the claim that you have entered under the invoice item.

C.2.4 Sample copy request

Under a sample copy request item, the note that has been entered under the request item will appear, and below the item(s), the note from the request will be displayed.

C.2.5 Letter of thanks to the donor

A thank-you text precedes the list of items. Under each item, the bibliographic data comprises only the title of the serial.

C.2.6 List that accompanies a shipment of exchange publications

Under the item of the list that accompanies a shipment of exchange publications, the issue number, volume and year will be displayed. Below the items, the note that has been entered under the shipment of exchange publications will appear.

C.2.7 List that accompanies a shipment of legal deposit material

A list title and a note that was entered when preparing a shipment of legal deposit material will appear on the list. Under a list item, the issue number, volume, year and the price of the year will be displayed.

C.2.8 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/Serials 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.

The following sample reports are enclosed:

1. order by items
2. order by departments
3. order cancellation
4. claim for undelivered issues
5. invoice claim
6. invoice items claim
7. sample copy request
8. letter of thanks to the donor
9. list that accompanies a shipment of exchange publications
10. list that accompanies a shipment of legal deposit material
11. label with partner's address on it

1. Order by items

Supplier: J. V. VALVASOR d.o.o. Vegova 8 SI - 1000 Ljubljana Slovenia	Order placed by: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia Tel: +386 2 235 21 00 Fax: +386 2 235 21 27 E-mail: info@mb.sik.si Billing Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia VAT ID No.: SI99698722
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Maribor, 30-Jan-2008

ORDER No.: 08-00079

Dear Sir/Madam,

We are placing an order for the following serial(s). Could you please send it/them to the address(es) indicated below:

1. Ref. No.: 08-00079/001 ; ISSN=0040-781X Title : the weekly newsmagazine. New York [etc.] : Time Inc., 1923. 28 cm	
Quantity/UM= 1 copy/copies	Maribor Public Library The Main Reading Room Rotovski trg 2 SI - 2000 Maribor Slovenia
Quantity/UM= 1 copy/copies	Maribor Public Library The Tabor Library Dvořakova 3 SI - 2000 Maribor Slovenia

Please quote our VAT identification number on each invoice.

Yours faithfully,

Majda Primožič

Marta Novak
Head of Serials Dept.

COBISS3/Serials **page 1/1**

Default destination: Logical destination / Printer – Acquisitions

2. Order by departments

Supplier: J. V. VALVASOR d.o.o. Vegeva 8 SI - 1000 Ljubljana Slovenia	Order placed by: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia Tel: +386 2 235 21 00 Fax: +386 2 235 21 27 E-mail: info@mb.sik.si Billing Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia VAT ID No.: SI99698722
Maribor, 30-Jan-2008	
ORDER No.: 08-00079	
Dear Sir/Madam, We are placing an order for the following serial(s). Could you please send it/them to the address(es) indicated below:	
Maribor Public Library The Main Reading Room Rotovski trg 2 SI - 2000 Maribor Slovenia 1. Ref. No.: 08-00079/001; ISSN=0040-781X Title : the weekly newsmagazine. New York [etc.] : Time Inc., 1923. 28 cm Quantity/UM= 1 copy/copies	
Maribor Public Library The Taber Library Dvořakova 3 SI - 2000 Maribor Slovenia 1. Ref. No.: 08-00079/001; ISSN=0040-781X Title : the weekly newsmagazine. New York [etc.] : Time Inc., 1923. 28 cm Quantity/UM= 1 copy/copies	
Please quote our VAT identification number on each invoice. Yours faithfully, Majda Primožič	
Marta Novak Head of Serials Dept.	
COBISS3/Serials	page 1/1

Default destination: Logical destination / Printer – Acquisitions

3. Order cancellation

Supplier: J. V. VALVASOR d.o.o. Vegova 8 SI - 1000 Ljubljana Slovenia		Order placed by: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia Tel: +386 2 235 21 00 Fax: +386 2 235 21 27 E-mail: info@mb.sik.si	
		Billing Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia VAT ID No.: SI99698722	
CANCELLATION No.: 08-00007		Maribor, 30-Jan-2008	
Dear Sir/Madam, We are sorry to inform you that we have decided to cancel the following serial, starting: 01-Jan-2008			
Ref. No.: 08-00080/002 ; ISSN=0043-5759 House & garden. London : Condé Nast Publications Ltd, 1948			
Quantity/UM= 1 copy/copies	Maribor Public Library The Main Reading Room Rotovski trg 2 SI - 2000 Maribor Slovenia		
Quantity/UM= 1 copy/copies	Maribor Public Library The Taber Library Dvečakova 3 SI - 2000 Maribor Slovenia		
Yours faithfully, Majda Primožič			
<div style="text-align: right;"> Marta Novak Head of Serials Dept. </div>			
COBISS3/Serials		page 1/1	

Default destination: Logical destination / Printer – Acquisitions

4. Claim for undelivered issues

<p>J. V. VALVASOR d.o.o. Vegeva 8 SI - 1000 Ljubljana Slovenia</p>	<p>Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia Tel: +386 2 235 21 00 Fax: +386 2 235 21 27 E-mail: info@mb.sik.si</p>
Maribor, 30-Jan-2008	
<p>CLAIM No.: 08-00012</p> <p>Dear Sir/Madam,</p> <p>The following item(s), which was/were expected to arrive, has/have not been received:</p>	
<p>Maribor Public Library The Tabor Library Dvořakova 3 SI - 2000 Maribor Slovenia</p> <p>1. Ref. No.: 08-00081/002; ISSN=0268-4519 Elektor electronics. London : Glentop Publishers, 1984. 30 cm Missing numbers: 7/8, 11; Vol.23 (2007)</p> <p>2. Ref. No.: 08-00079/001; ISSN=0040-781X Time : the weekly newsmagazine. New York [etc.] : Time Inc., 1923. 28 cm Missing numbers: 46; Vol.171 (2007)</p>	
<p>Maribor Public Library The Main Reading Room Rotovski trg 2 SI - 2000 Maribor Slovenia</p> <p>1. Ref. No.: 08-00080/001; ISSN=0013-0613 The Economist. London : The Economist Newspaper, 1843. 28 cm Missing numbers: 8558, 8560; Vol.385 (2007)</p>	
<p>Please send it/them immediately, or return this form with your comments. Thank you in advance.</p> <p>Yours faithfully,</p> <p>Majda Primožič</p> <p style="text-align: right;">Marta Novak Head of Serials Dept.</p>	
<p>COBISS3/Serials page 1/1</p>	

Default destination: Logical destination / Printer – Acquisitions

5. Invoice claim

Supplier: J. V. VALVASOR d.o.o. Vegova 8 SI - 1000 Ljubljana Slovenia	Shipping Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia Tel: +386 2 235 21 00 Fax: +386 2 235 21 27 E-mail: info@mb.sik.si Billing Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia VAT ID No.: SI99698722
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Maribor, 30-Jan-2008

CLAIM No.: R08-00004

Dear Sir/Madam,

We regret to have to send you a claim concerning the following invoice received:

Your invoice No.: 08/0123 ; Date of invoice: 30-Jan-2008

Note: You have not quoted our VAT identification number on the invoice. Please send us a new invoice.

Yours faithfully,

Majda Primožič

Marta Novak
Head of Serials Dept.

COBISS3/Serials **page 1/1**

Default destination: Logical destination / Printer – Acquisitions

6. Invoice items claim

Supplier: J. V. VALVASOR d.o.o. Vegeva 8 SI - 1000 Ljubljana Slovenia	Shipping Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia Tel: +386 2 235 21 00 Fax: +386 2 235 21 27 E-mail: info@mb.sik.si Billing Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia VAT ID No.: SI99698722
Maribor, 30-Jan-2008	
CLAIM No.: R08-00004	
Dear Sir/Madam,	
We regret to have to send you a claim concerning the following invoice received:	
Your invoice No.: 08/0123 ; Date of invoice: 30-Jan-2008	
I. Ref. No.: 08-00079/001 ; ISSN=0040-781X Time : the weekly newsmagazine. New York [etc.] : Time Inc., 1923. 28 cm Order price/item= EUR 125.00; invoice price/item= EUR 135.00 Order date: 30-Jan-2008; Order No.: 08-00079 Note: You have sent us an invoice for three copies although we are subscribed to two copies. Please send us a new invoice.	
Yours faithfully,	
Majda Primožič	Marta Novak Head of Serials Dept.
COBISS3/Serials	page 1/1

Default destinations: Logical destination / Printer – Acquisitions

7. Sample copy request

J. V. VALVASOR d.o.o. Vegeva 8 SI - 1000 Ljubljana Slovenia	Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia Tel: +386 2 235 21 00 Fax: +386 2 235 21 27 E-mail: info@mb.sik.si
Maribor, 31-Jan-2008	
SAMPLE COPY REQUEST No.: 08-00003	
Dear Sir/Madam,	
Please send us the following sample copies:	
1. Ref. No.: 08-00003/001 Let's start : your english monthly. Recanati : ELI, 1988. 24 cm	
If you are not able to deliver the requested sample copies, please state the reason why the delivery is not possible, or inform us of the date of their availability.	
Yours faithfully,	
Majda Primožič	Marta Novak Head of Serials Dept.
COBISS3/Serials	
page 1/1	

Default destination: Logical destination / Printer – Acquisitions

8. Letter of thanks to the 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 Fax: +386 2 235 21 27 E-mail: info@mb.sik.si</p>
<p>Maribor, 31-Jan-2008</p>	
<p>Dear Sir/Madam,</p> <p>We would like to thank you for the received issues of the serial:</p>	
<p>1. Teen : your english monthly</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/Serials</p>	<p>page 1/1</p>

Default destination: Logical destination / Printer – Acquisitions

9. List that accompanies a shipment of exchange publications

LIBRARY OF CONGRESS D. C. 20540-4181 Washington	National and University Library Serials Department Tunjaska 1 SI - 1000 Ljubljana Slovenia Tel: +386 1 586 13 00 Fax: +386 1 586 13 11 E-mail: Serials@NUK.Uni-Lj.Si
Ljubljana, 19-Jun-2013	
LIST OF EXCHANGE PUBLICATIONS No.: 13-00003	
Dear Sir/Madam,	
We are enclosing the following publications acquired by exchange:	
1. Ref. No.: 13-00012/001; ISSN=1855-9719 CEPS Journal : Center for Educational Policy Studies Journal numbers: 1-3; Vol.13 (2013)	
Yours faithfully,	
Valerija Žagar	
COBISS3/Serials	page 1/1

Default destination: Logical destination / Printer – Acquisitions

10. List that accompanies a shipment of legal deposit material

University Library of Maribor Gospodina 10 SI - 2000 Maribor Slovenia	National and University Library Serials Department Turjaska 1 SI - 1000 Ljubljana Slovenia Tel: +386 1 586 13 00 Fax: +386 1 586 13 11 E-mail: Serials@NUK.Uni-Lj.Si
Fax: +386 2 252 60 87	
Ljubljana, 25-Aug-2011	
List of legal deposit serials for JULY II (No.: 11-00023)	
Dear Sir/Madam,	
Please find enclosed the following legal deposit material:	
<p>1. Ref. No.: 11-00010/001; ISSN=1561-6222; C504-5592; COBISS.SI-ID=121626624 Kranjska čbela : glasilo Čebelarke zveze Zgornje Gorenjske numbers: 1-98,100-148; Let.\10 (2011)</p> <p>2. Ref. No.: 11-00010/001; ISSN=1561-6222; C504-5592; COBISS.SI-ID=121626624 Kranjska čbela : glasilo Čebelarke zveze Zgornje Gorenjske numbers: 1-98,100-148; Let.\10 (2011)</p> <p>3. Ref. No.: 11-00009/001; ISSN=1561-5366; COBISS.SI-ID=121693440 Poslovna elektronika : revija za profesionalne elektroničke : priloga revije Svet elektronike numbers: 1-5,7-55; Let.\12 (2012)</p> <p>4. Ref. No.: 11-00009/001; ISSN=1561-5366; COBISS.SI-ID=121693440 Poslovna elektronika : revija za profesionalne elektroničke : priloga revije Svet elektronike numbers: 1-5,7-55; Let.\12 (2012)</p> <p>5. Ref. No.: 11-00001/001; ISSN=1560-2957; COBISS.SI-ID=106524926 Albert : revija za drugo pomlad numbers: 3; Vol.\12 (2011)</p> <p>6. Ref. No.: 11-00001/001; ISSN=1560-2957; COBISS.SI-ID=106524926 Albert : revija za drugo pomlad numbers: 3; Vol.\12 (2011)</p>	
Yours faithfully,	
Valerija Žagar	
COBISS3/Serials	page 1/1

Default destination: Logical destination / Printer – Acquisitions

11. Label with partner's address on it



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 its own ID and a title. The ID consists of a module symbol (S), 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 title describes the purpose of the report.

D.1 LIST OF REPORTS

The list of reports can be found in the **Reports / Standard / Serials / Lists** folder:

- S-L-01: List of order items (full format)
- S-L-02: List of invoice items (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 S-L-01

In the S-L-01 list, you can define the following parameters:

- "ID"

You can define the number range for invoice items.

- "Supplier symbol"
- "Status"
- "Status date"
- "Acquisition type"
- "COBISS.SI-ID"
- "ISSN"
- "Entered by"
- "Entered"
- "Locations"
- "Funds"
- "Payment status"
- "Ordered for"
- "Ordered last year"
- "Order valid from"
- "Order valid to"

D.2.2 List S-L-02

In the S-L-02 list, you can define the following parameters:

- "ID"

You can define the number range for invoice items.

- "Supplier symbol"
- "Status"
- "Status date"
- "COBISS.SI-ID"
- "ISSN"
- "Entered"
- "Locations"
- "Funds"
- "Ordered for"
- "Paid"

D.3 DESCRIPTION OF INDIVIDUAL REPORTS

D.3.1 S-L-01: List of order items (full format)

The report is intended for exporting order item data to Excel and further data processing; it does not allow immediate printing to printer.

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 containing the saved report. 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 subscribed publications with attributes from the **Order item**, **Material** and **Bibliographic record** classes. In the report, the order items attributes are displayed first and after that the bibliographic data is displayed.

D.3.2 S-L-02: List of invoice items (full format)

The report is intended for exporting invoice items data to Excel. It contains data on the paid publications with attributes from the **Invoice item**, **Material** and **Bibliographic record** classes. 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, which are created and printed in the COBISS3/Reports module.

Each report has its own code and title. Report code consists of a module symbol (S), a symbol indicating that it belongs to a group of reports on the use of financial means (UF) and a running number of the report; all symbol elements are connected with “-”. The title of the report consists of two parts, separated with “-”. The first part describes the main purpose of the report (contents of the table cells), the second part indicates the data sorting criteria, which are separated with “/”.

E.1 LIST OF REPORTS

List of reports can be found in the **Reports / Standard / Serials / Use of financial means** folder:

- S-UF-01: Payment of invoices – by fund/type of material
- S-UF-02: Payment of invoices with deducted input VAT – by fund/type of material
- S-UF-03: Payment of advances– by fund/type of material
- S-UF-04: Payment of advances with deducted input VAT – by fund/type of material
- S-UF-05: Payment of indirect cost of acquisition – by fund
- S-UF-06: Payment of indirect cost of acquisition with deducted input VAT – by fund
- S-UF-07: Overpayments to suppliers

Reports, with the exception of the report S-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 997, into which the data from the invoice are entered. All three must refer to the same selected period.

E.2.1 Reports S-UF-01, S-UF-02, S-UF-05 and S-UF-06

Under the S-UF-01, S-UF-02, S-UF-05 and S-UF-06 reports, 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 S-UF-03 and S-UF-04

Under the S-UF-03 and S-UF-04 reports, 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, 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 S-UF-07

Under the S-UF-07 report, you can define the following parameters:

- "Supplier (S)"

The role of a supplier (S) is specified.

- "Inactive"

The *No* value is specified.

E.3 DESCRIPTION OF INDIVIDUAL REPORTS

E.3.1 S-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 (*amount* column), VAT (*VAT* column) and discount (*discount* column) 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 are set out horizontally, so that the amount of all paid foreign invoices and discounts (foreign amounts) is displayed first, followed by the amount of foreign paid invoices and discounts not converted to domestic currency (*foreign amounts 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 is sorted 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 H-UF-01 report, namely in tables where data for the paid invoices, described in the COBISS3/Serials module, is displayed. The H-UF-01 report 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 data from the S-UF-01 and S-UF-05 reports. 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, the proportions of the price for one copy, apportioned by funds, cannot be calculated.

The amount for drawing upon overpayment on the invoice by funds is not considered in the report.

E.3.2 S-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 are sorted 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 (*foreign amounts 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 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 in the H-UF-02 report, namely in the tables, where data for the paid invoices, described in the COBISS3/Serials module, is displayed. The H-UF-02 report 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 S-UF-04 and S-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 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.
The amount for drawing upon overpayment on the invoice by funds is not considered in the report.*

E.3.3 S-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 (*foreign amounts 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.

Data in tables is sorted vertically, in alphabetical order of IDs of funds that you used to pay for 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 S-UF-01 and S-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 proportion of the price for one copy, apportioned by funds, cannot be calculated.

E.3.4 S-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 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 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 (*foreign amounts not converted to dom. cur.*).

The 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 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.

The data in tables is sorted vertically, in alphabetical order of fund IDs used for the payment of advances, followed by the summary data for all funds.

A legend follows the last table.

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 S-UF-02 and S-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 proportion of the price for one copy, apportioned by funds, cannot be calculated.

E.3.5 S-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 S-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*).

A legend follows the table.

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.

According to the settings in the configuration file of the library, indirect cost of acquisition can be recorded in the 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 S-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 S-UF-07: Overpayment to suppliers

The report includes data on domestic and foreign overpayments for suppliers (S). Supplier symbol, supplier's name, domestic and foreign overpayment amount are 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. S-UF-01: Payment of invoices – by fund/type of material
2. S-UF-02: Payment of invoices with deducted input VAT – by fund/type of material
3. S-UF-03: Payment of advances – by fund/type of material
4. S-UF-04: Payment of advances with deducted input VAT – by fund/type of material
5. S-UF-05: Payment of indirect cost of acquisition – by fund
6. S-UF-06: Payment of indirect cost of acquisition with deducted input VAT – by fund
7. S-UF-07: Overpayments to suppliers

1. S-UF-01: Payment of invoices – by fund/type of material

COBISS Cooperative Online Bibliographic System & Services COBISS

50274 Library17-Jun-2013

SERIALS – USE OF FINANCIAL MEANS

PAYMENT OF INVOICES – BY FUND/TYPE OF MATERIAL

Status: paidReport code: S-UF-01

Paid: 14-Jun-2013–17-Jun-2013

1. Integrating resource
All invoices

No.	fund	amount	VAT	discount
1.	MIK-2013	EUR 729.18	EUR 63.26	-
2.	OBC-S13	EUR 1,545.41	EUR 134.08	EUR 156.81
total		EUR 2,274.59	EUR 197.34	EUR 156.81

2. Serials
All invoices

No.	fund	amount	VAT	discount
1.	MIK-2013	EUR 145.13	EUR 12.59	-
2.	OBC-S13	EUR 3,496.81	EUR 303.38	EUR 354.83
3.	OJ-2013	EUR 14,482.38	EUR 1,256.46	-
total		EUR 18,124.32	EUR 1,572.43	EUR 354.83

3. Serials
Invoices for the material with incomplete holdings data

No.	fund	amount	VAT	discount
1.	MIK-2013	EUR 145.13	EUR 12.59	-
total		EUR 145.13	EUR 12.59	-

4. All material
All invoices

No.	fund	amount	VAT	discount
1.	MIK-2013	EUR 874.31	EUR 75.85	-
2.	OBC-S13	EUR 5,042.22	EUR 437.46	EUR 511.64
3.	OJ-2013	EUR 14,482.38	EUR 1,256.46	-
total		EUR 20,398.91	EUR 1,769.77	EUR 511.64

5. All material
Invoices for the material with incomplete holdings data

No.	fund	amount	VAT	discount
1.	MIK-2013	EUR 145.13	EUR 12.59	-
total		EUR 145.13	EUR 12.59	-

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

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COBISS Cooperative Online Bibliographic System & Services COBISS	
50274 Library	17-Jun-2013
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 number or date of accessioning has been defined for this field or another acquisition type has been defined, and not "purchase" or "registration fee" All material – material from all paid invoices selected when preparing the report	
COBISS3/Serials	page 2/2

2. S-UF-02: Payment of invoices with deducted input VAT – by fund/type of material

COBISS Cooperative Online Bibliographic System & Services COBISS

50274 Library

17-Jun-2013

SERIALS – USE OF FINANCIAL MEANS

PAYMENT OF INVOICES WITH DEDUCTED INPUT VAT – BY FUND/TYPE OF MATERIAL

Status: paid

Paid: 16-Jun-2013–17-Jun-2013

Report code: S-UF-02

1. Integrating resource
All invoices

No.	fund	input VAT not deducted amount	VAT	input VAT deducted amount	VAT	deduct. input VAT	discount
1.	MIK-2013	EUR 729.18	EUR 63.26	EUR 725.38	EUR 59.46	EUR 3.79	-
2.	OBC-S13	EUR 1,545.41	EUR 134.08	EUR 1,537.36	EUR 126.03	EUR 8.04	EUR 156.81
total		EUR 2,274.59	EUR 197.34	EUR 2,262.74	EUR 185.49	EUR 11.84	EUR 156.81

2. Serials
All invoices

No.	fund	input VAT not deducted amount	VAT	input VAT deducted amount	VAT	deduct. input VAT	discount
1.	MIK-2013	EUR 145.13	EUR 12.59	EUR 144.37	EUR 11.83	EUR 0.75	-
2.	OBC-S13	EUR 3,496.81	EUR 303.38	EUR 3,478.60	EUR 285.17	EUR 18.20	EUR 354.83
3.	OJ-2013	EUR 14,482.38	EUR 1,256.46	EUR 14,406.99	EUR 1,181.07	EUR 75.38	-
total		EUR 18,124.32	EUR 1,572.43	EUR 18,029.97	EUR 1,478.08	EUR 94.34	EUR 354.83

3. Serials
Invoices for the material with incomplete holdings data

No.	fund	input VAT not deducted amount	VAT	input VAT deducted amount	VAT	deduct. input VAT	discount
1.	MIK-2013	EUR 145.13	EUR 12.59	EUR 144.37	EUR 11.83	EUR 0.75	-
total		EUR 145.13	EUR 12.59	EUR 144.37	EUR 11.83	EUR 0.75	-

4. All material
All invoices

No.	fund	input VAT not deducted amount	VAT	input VAT deducted amount	VAT	deduct. input VAT	discount
1.	MIK-2013	EUR 874.31	EUR 75.85	EUR 869.75	EUR 71.29	EUR 4.55	-
2.	OBC-S13	EUR 5,042.22	EUR 437.46	EUR 5,015.97	EUR 411.21	EUR 26.24	EUR 511.64
3.	OJ-2013	EUR 14,482.38	EUR 1,256.46	EUR 14,406.99	EUR 1,181.07	EUR 75.38	-
total		EUR 20,398.91	EUR 1,769.77	EUR 20,292.72	EUR 1,663.58	EUR 106.18	EUR 511.64

5. All material
Invoices for the material with incomplete holdings data

No.	fund	input VAT not deducted amount	VAT	input VAT deducted amount	VAT	deduct. input VAT	discount
1.	MIK-2013	EUR 145.13	EUR 12.59	EUR 144.37	EUR 11.83	EUR 0.75	-
total		EUR 145.13	EUR 12.59	EUR 144.37	EUR 11.83	EUR 0.75	-

Legend:
fund – IDs of funds used for the payment of invoices

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[illegible]

3. S-UF-03: Payment of advances– by fund/type of material

COBISS Cooperative Online Bibliographic System & Services COBISS				
50274 Library		17-Jun-2013		
SERIALS – USE OF FINANCIAL MEANS				
PAYMENTS OF ADVANCES – BY FUND/TYPE OF MATERIAL				
Status: paid, invoice entered, invoice paid, changed to overpayment				Report code: S-UF-03
Number: 13-00007–13-00008				
1. Serials				
<i>All advances</i>				
No.	fund	amount	VAT	discount
1.	MIK-2013	EUR 98.10	EUR 8.51	EUR 9.95
2.	OBC-S13	EUR 635.10	EUR 55.10	EUR 102.35
total		EUR 733.20	EUR 63.61	EUR 112.30
2. Serials				
<i>Available advances</i>				
No.	fund	amount	VAT	discount
1.	MIK-2013	EUR 98.10	EUR 8.51	EUR 9.95
total		EUR 98.10	EUR 8.51	EUR 9.95
3. All material				
<i>All advances</i>				
No.	fund	amount	VAT	discount
1.	MIK-2013	EUR 98.10	EUR 8.51	EUR 9.95
2.	OBC-S13	EUR 635.10	EUR 55.10	EUR 102.35
total		EUR 733.20	EUR 63.61	EUR 112.30
4. All material				
<i>Available advances</i>				
No.	fund	amount	VAT	discount
1.	MIK-2013	EUR 98.10	EUR 8.51	EUR 9.95
total		EUR 98.10	EUR 8.51	EUR 9.95
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/Serials				page 1/1

4. S-UF-04: Payment of advances with deducted input VAT – by fund/type of material

COBISS Cooperative Online Bibliographic System & Services COBISS						
50274 Library				17-Jan-2013		
SERIALS – 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: S-UF-04
Number: 13-00007-13-00008						
1. Serials						
<i>All advances</i>						
No.	fund	input VAT not deducted amount	VAT	input VAT deducted amount	VAT	deduct. input VAT
1.	MIK-2013	EUR 98.10	EUR 8.51	EUR 97.58	EUR 7.99	EUR 0.51
2.	OBC-S13	EUR 635.10	EUR 55.10	EUR 631.79	EUR 51.79	EUR 3.30
total		EUR 733.20	EUR 63.61	EUR 729.38	EUR 59.79	EUR 3.81
2. Serials						
<i>Available advances</i>						
No.	fund	input VAT not deducted amount	VAT	input VAT deducted amount	VAT	deduct. input VAT
1.	MIK-2013	EUR 98.10	EUR 8.51	EUR 97.58	EUR 7.99	EUR 0.51
total		EUR 98.10	EUR 8.51	EUR 97.58	EUR 7.99	EUR 0.51
3. All material						
<i>All advances</i>						
No.	fund	input VAT not deducted amount	VAT	input VAT deducted amount	VAT	deduct. input VAT
1.	MIK-2013	EUR 98.10	EUR 8.51	EUR 97.58	EUR 7.99	EUR 0.51
2.	OBC-S13	EUR 635.10	EUR 55.10	EUR 631.79	EUR 51.79	EUR 3.30
total		EUR 733.20	EUR 63.61	EUR 729.38	EUR 59.79	EUR 3.81
4. All material						
<i>Available advances</i>						
No.	fund	input VAT not deducted amount	VAT	input VAT deducted amount	VAT	deduct. input VAT
1.	MIK-2013	EUR 98.10	EUR 8.51	EUR 97.58	EUR 7.99	EUR 0.51
total		EUR 98.10	EUR 8.51	EUR 97.58	EUR 7.99	EUR 0.51
<p>Legend:</p> <ul style="list-style-type: none"> 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 <p>Notes:</p> <p>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</p> <p>Available advances – amount of paid advances still available for the payment of invoices</p> <p>All material – material from all paid advances selected when preparing the report</p>						
COBISS3/Serials						page 1/1

5. S-UF-05: Payment of indirect cost of acquisition – by fund

COBISS Cooperative Online Bibliographic System & Services COBISS

50274 Library17-Jun-2013

SERIALS – USE OF FINANCIAL MEANS

PAYMENTS OF INDIRECT COST OF ACQUISITION – BY FUND

Status: paidReport code: S-UF-05

Paid: 17-Jun-2013–17-Jun-2013

No.	fund	type	amount	VAT	foreign amounts
1.	PSN	handling charges	EUR 10.92	EUR 1.97	-
		postage	EUR 43.40	EUR 7.23	-
		total	EUR 54.32	EUR 9.20	-
	all funds	handling charges	EUR 10.92	EUR 1.97	-
		postage	EUR 43.40	EUR 7.23	-
		total	EUR 54.32	EUR 9.20	-

Legend:

fund

type

amount

VAT

foreign amounts

– IDs of funds used for the payment of indirect cost of acquisition

– type of indirect cost of acquisition

– paid indirect cost amount, VAT added

– value added tax

– paid foreign indirect cost amount

COBISS3/Serials

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6. S-UF-06: Payment of indirect cost of acquisition with deducted input VAT – by fund

COBISS Cooperative Online Bibliographic System & Services COBISS

50274 Library

17-Jun-2013

SERIALS – USE OF FINANCIAL MEANS

PAYMENT OF INDIRECT COST OF ACQUISITION WITH DEDUCTED INPUT VAT – BY FUND

Status: paid

Report code: S-UF-06

Paid: 17-Jun-2013–17-Jun-2013

No.	fund	type	input VAT not deducted amount	VAT	input VAT deducted amount	VAT	deduct. input VAT	foreign amounts
1.	PSN	handling charges	EUR 10.92	EUR 1.97	EUR 10.80	EUR 1.85	EUR 0.11	-
		postage	EUR 43.40	EUR 7.23	EUR 42.96	EUR 6.79	EUR 0.43	-
		total	EUR 54.32	EUR 9.20	EUR 53.76	EUR 8.64	EUR 0.55	-
	all funds	handling charges	EUR 10.92	EUR 1.97	EUR 10.80	EUR 1.85	EUR 0.11	-
		postage	EUR 43.40	EUR 7.23	EUR 42.96	EUR 6.79	EUR 0.43	-
		total	EUR 54.32	EUR 9.20	EUR 53.76	EUR 8.64	EUR 0.55	-

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

COBISS3/Serials

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7. S-UF-07: Overpayments to suppliers

COBISS Cooperative Online Bibliographic System & Services COBISS

50274 Library17-Jun-2013

SERIALS – USE OF FINANCIAL MEANS

OVERPAYMENTS TO SUPPLIERS

Report code: S-UF-07

No.	supplier symbol	supplier's name	amount of overpayments	amount of foreign overpayments
1.	IUS	IUS SOFTWARE	OJ-2013 12,00;	
2.	ROKUS	Rokus	OJ-2013 125,50;	
3.	VALVASOR	J. V. VALVASOR d.o.o.	OBC-S13 220,20;	

COBISS3/Serials

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F STATISTICS

This appendix describes the statistics for the purchase of serials, created and printed in the COBISS/Reports module.

Each statistics report has its own code and title. Statistics code consists of a module symbol (S), 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 title 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 data sorting criteria, which are separated with “/”.

F.1 LIST OF REPORTS

List of reports is in the **Reports / Standard / Serials / Statistics** folder:

- S-STA-01: Material received – acquisition type/type of material/suppliers
 - S-STA-02: Material sent – by type of shipment/acquisition type/type of material/partner
 - S-STA-03: Legal deposit issues received – by library/supplier
-

F.2 SELECTING DATA FOR REPORT CREATION

Data selection criteria for individual reports:

- Statistics S-STA-01
 - order item or item for the list of unsolicited publications has one of the following statuses: *ordered, receipt of issues, cancelled, claim prepared, claim sent, receipt closed*
 - purpose of acquisition is *own collection*
- Statistics S-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 S-STA-01

Under the S-STA-01 statistics report, define the value of the following parameter:

- “Year”

Enter the year (or two years, separated by a forward slash) the data of which should be considered in the statistics report. All fields 996/997, linked with order items or items in the list of unsolicited publications for which the year (subfield 997k) falls under the selected year, will be considered. The data is mandatory.

F.3.2 Statistics S-STA-02

Under the S-STA-01 statistics report, define the value of the following parameter:

- “Year”

Enter the year (or two years, separated by a forward slash) the data of which should be considered in the statistics report. All shipment items for which the year falls under the selected year will be considered. The data is mandatory.

F.3.3 Statistics S-STA-03

Under the S-STA-03 statistics report, define the value of the following parameters:

- "Period"

Specify the period for which the data should be considered in the statistics report. All issues of serials that were received within that time period will be considered. The data is mandatory.

- "Acquisition type"

Specify the acquisition type for which the data should be considered in the statistics report. The default value is *legal deposit*.

- "COBISS.XX-ID"

Specify the COBISS.XX-ID if you wish that the data for a certain serial only should be considered in the statistics report.

F.4 DESCRIPTION OF INDIVIDUAL REPORTS

F.4.1 S-STA-01: Material received – by acquisition type/type of material/supplier

The statistics report includes data on the *material received to increase library collection*, acquired through the COBISS3/Serials module.

The statistics report includes two reports:

- the first report includes data on the material received, for which the holdings data exist (fields 997)
- the second report includes data on the material received, for which the holdings data does not exist

Number of titles (*titles* column), number of volumes (*volumes* column), number of issues (*issues* column), amount, discount deducted, VAT added (*amount* column) and foreign amount (*foreign amounts* column) are displayed. Foreign amount of copies is considered only if foreign currency in acquisition documents has not been converted to domestic currency. In the second report, i.e. the report on the material received, for which there is no holdings data, the number of copies, defined in the order item or in the item for the list of unsolicited publications, is displayed, and not the number of volumes or number of issues (*copies* column).

The display of data on the material received by suppliers shows also data on the foreign supplier country (*country* column).

The data is displayed in three tables:

- the first table shows data for all the material in the selected order items or items in the list of unsolicited publications
- the second table shows data for the material in the selected order items or items in the list of unsolicited publications received from domestic suppliers
- the third table shows data for the material in the selected order items or items in the list of unsolicited publications received from foreign suppliers

If the data does not exist, the table will not be displayed on the statistics report.

The data in the first 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.

The data in the second and third 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 all acquisition types.

The last table is followed by a legend.

F.4.2 S-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/Serials module and sent to partners as a legal deposit material or for exchange. Number of titles (*titles* column), number of volumes (*volumes* column), number of issues (*issues* column), amount, discount deducted, VAT added (*amount* column) and foreign amount (*foreign amounts* column) are 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 the 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 five tables:

- the first table shows data for the material from all the selected shipments
- the second table shows data for the material received from domestic suppliers
- the third table shows data for the shipments received from foreign suppliers
- the fourth table shows data for the shipments sent to domestic partners
- the fifth 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 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 the summary data for all acquisition types and all material types.

The data in the second and third table is sorted vertically by acquisition types; within the acquisition type, data is sorted alphabetically by supplier symbol. This is followed by summary data for all acquisition types.

The data in the fourth and fifth table is sorted vertically by acquisition types; within the acquisition type, data is sorted alphabetically by partner symbol. This is followed by summary data for all acquisition types.

The last table is followed by a legend.

F.4.3 S-STA-03: Legal deposit issues received – by library/supplier

The statistics report includes data on received legal deposit issues of serials that were received through *serials check-in* within a certain period of time. Data is included on issues received for:

- increasing the home library holdings (data was entered into subfield 997m)
- sending them to libraries that receive legal deposits.

The data on the number of issues is displayed in the *quantity* column.

Data in the statistics report appears in several tables:

- the first table shows the data on issues that were received for increasing the home library holdings.
- the second table shows data on issues sent to libraries that receive legal deposits; the data is sorted vertically by libraries. This is followed by summary data for all libraries.

If the table also includes data on issues, for which the data on the library that receives legal deposits is missing, the data on these issues is displayed in a new, separate table. This can occur when the serials check-in was performed for an issue, but the items of the shipment are no longer in the database.

- the third table shows data on all received issues regardless of the fact whether they were received for the purpose of increasing the home library holdings or sent to libraries; the data is sorted vertically by suppliers. This is followed by summary data for all suppliers.

If the data does not exist, the table is not displayed in the statistics report.

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. S-STA-01: Material received – by acquisition type/type of material/supplier
2. S-STA-02: Material sent – by type of shipment/acquisition type/type of material/partner
3. S-STA-03: Legal deposit issues received – by library/supplier

1. S-STA-01: Material received – by acquisition type/type of material/supplier

COBISS Cooperative Online Bibliographic System & Services COBISS

50274 Library18-Jun-2013

S – MATERIAL RECEIVED

BY ACQUISITION TYPE/TYPE OF MATERIAL/SUPPLIER

Report code: S-STA-01

Year: 2009

All material

acquisition type	type of material	titles	volumes	issues	amount	foreign amounts
gift	serials	13	14	71	EUR 5.00	-
	e-publications	1	1	1	-	-
	total	14	15	72	EUR 5.00	-
purchase	books	1	1	-	EUR 21.70	-
	serials	149	279	6541	EUR 13,540.48	-
	e-publications	1	2	23	EUR 47.13	-
		12	33	12	EUR 700.10	-
	total	162	315	6576	EUR 14,309.41	-
total	books	1	1	-	EUR 21.70	-
	serials	162	293	6612	EUR 13,545.48	-
	e-publications	2	3	24	EUR 47.13	-
		12	33	12	EUR 700.10	-
	total	176	330	6648	EUR 14,314.41	-

Material received from Slovene suppliers

acquisition type	supplier	titles	volumes	issues	amount	foreign amounts
gift	Zakotba	14	15	72	EUR 5.00	-
purchase	Agencija za radioaktivne odpadke	1	1	1	-	-
	Allegro d.o.o.	1	1	4	EUR 14.99	-
	ALPRESS d.o.o.	1	2	23	EUR 45.24	-
	ARA	1	4	46	EUR 183.60	-
	Arboretum Volčji Potok	1	3	6	EUR 16.20	-
	Arhitekturni muzej	1	1	1	EUR 6.30	-
	AURA	1	3	36	EUR 162.00	-
	AVSP d.o.o.	1	1	9	EUR 36.00	-
	Ax elektronika	1	1	11	EUR 39.20	-
	Bistra d.o.o.	1	3	33	EUR 59.40	-
	Burda, založništvo in tiskanje, d.o.o.	2	4	77	EUR 242.70	-
	Cambio	1	1	11	EUR 44.50	-
	Časnik Finance	3	3	272	EUR 494.49	-
	ČZD Kmečki glas	3	8	91	EUR 289.30	-
	ČZP Večer	5	11	582	EUR 605.79	-
	Dedat d.o.o.	2	9	104	EUR 295.80	-
	Delo-prodaja	7	11	1235	EUR 845.55	-
	Delo Revije d.d.	14	49	968	EUR 1,901.77	-
	Dnevnik, d.d.	5	6	469	EUR 490.36	-
	Društvo bibliotekarjev Gorenjske	1	1	1	EUR 114.00	-
	Društvo katoliških pedagogov Slovenije	1	1	4	EUR 17.20	-
	Društvo Skupnost katoliške mladine	1	1	5	EUR 30.00	-
	Društvo za opazovanje in proučevanje ptic Slovenije	2	2	6	EUR 70.00	-
	Društvo za teoretično psihosocialno	1	1	5	EUR 50.00	-
	Družina	2	2	59	EUR 72.80	-
	E-tpost d.o.o.	1	1	6	EUR 35.00	-
	Freising d.o.o.	1	3	18	EUR 100.26	-
	Gala-s d.o.o.	1	1	4	EUR 15.90	-
	Gorenjski glas, d.d.	4	9	68	EUR 561.60	-
	GV ZALOŽBA	1	1	43	EUR 300.00	-
	Hiša poezije	1	1	3	EUR 30.00	-
	Info Press, d.o.o.	1	4	42	EUR 153.96	-

COBISS3/Serials

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COBISS Cooperative Online Bibliographic System & Services COBISS						
50274 Library				18-Jun-2013		
acquisition type	supplier	titles	volumes	issues	amount	foreign amounts
	Institut za delo pri Pravni fakulteti	1	1	3	EUR 93.31	-
	Univerze v Ljubljani					-
	Kinološka zveza Slovenije	1	1	11	EUR 29.00	-
	LUD LITERATURA	1	1	9	EUR 40.00	-
	Mariborska knjižnica	1	1	3	EUR 17.00	-
	Markom	2	19	4	EUR 130.20	-
	Mednarodni inštitut za poročilnike	1	1	10	EUR 48.00	-
	raziskave					-
	Mladina d.d.	2	11	196	EUR 513.25	-
	Mladinska knjiga Založba, d.d.	28	46	503	EUR 2,409.97	-
	Mohorjeva družba	1	1	5	EUR 27.00	-
	Narodna in univerzitetna knjižnica	3	3	7	EUR 125.56	-
	Nevtron & Company d.o.o.	1	1	20	EUR 21.24	-
	NOVA OBZORJA	1	1	52	EUR 106.00	-
	Nova revija	2	4	21	EUR 240.84	-
	Nova slovenska zaveza	1	1	4	EUR 50.00	-
	Novinarski klub d.o.o.	1	1	11	-	-
	Noviam	1	2	23	EUR 47.13	-
	Ognjišče	1	2	24	EUR 50.00	-
	Osrednja knjižnica Kranj	11	11	11	-	-
	Planet GV	1	1	11	EUR 88.67	-
	Planinska zveza Slovenije	1	4	48	EUR 128.00	-
	Podjetnik d.o.o.	2	2	22	EUR 114.00	-
	Prava smer	1	1	51	EUR 110.50	-
	Prešernova družba	1	3	32	EUR 177.54	-
	Primorske novice	1	1	302	EUR 277.43	-
	Revija Mama	1	1	9	EUR 29.60	-
	Rex d.o.o.	1	1	10	EUR 41.40	-
	Rokus	1	6	77	EUR 288.00	-
	Sakom d.o.o.	2	3	470	EUR 552.70	-
	Slavistično društvo Slovenije	1	1	5	EUR 20.50	-
	Slovenska industrija jekla	1	2	21	-	-
	Slovensko filozofsko društvo in Društvo	1	1	3	EUR 18.78	-
	psihologov Slovenije					-
	SODOBNOST INTERNATIONAL	1	2	18	EUR 98.00	-
	Sokol Group	1	1	12	EUR 27.00	-
	Spletni marketing	1	1	8	EUR 49.09	-
	Studio Moderna d.o.o.	1	7	81	EUR 202.11	-
	Študentska založba	1	1	3	EUR 44.99	-
	Tehniška založba	1	4	45	EUR 148.00	-
	Turistična zveza Slovenije	1	1	5	EUR 34.72	-
	Uradni list RS	1	1	116	EUR 119.53	-
	Uredništvo revije 2000	1	1	4	EUR 40.00	-
	VideoToP d.o.o.	2	4	21	EUR 89.87	-
	VOJNI MUZEJ	1	1	5	EUR 100.00	-
	Založba Aristej	1	1	7	EUR 26.60	-
	Založniško podjetje Defensor d.o.o.	1	1	13	EUR 50.40	-
	Zavod BIG	1	1	3	EUR 33.60	-
	Zavod Republike Slovenije za šolstvo	1	1	3	EUR 32.97	-
	Zveza društev pedagoških delavcev	1	1	5	EUR 69.00	-
	Slovenije					-
	Zveza Glasbene mladine Slovenije	1	1	6	EUR 24.00	-
total		176	330	6648	EUR 14,314.41	-
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				
COBISS3/Serials						page 2/3

COBISS	Cooperative Online Bibliographic System & Services	COBISS
50274 Library		18-Jun-2013
	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 year	
volumes	– number of volumes received in selected year	
issues	– number of issues received in selected year	
amount	– total of amounts for received volumes with deducted discount and added VAT	
foreign amounts	– total of amounts for received volumes in foreign currencies not converted to domestic currency	
supplier	– alphabetically sorted names of suppliers you have received material from	
country	– countries of suppliers you received material from	
Notes:		
All material	– material received to increase library collection in selected year, for which holdings data exists (fields 997)	
Material received from Slovene suppliers	– material received from Slovene suppliers in selected year	
Material received from foreign suppliers	– material received from suppliers abroad in selected year	

2. S-STA-02: Material sent – by type of shipment/acquisition type/type of material/partner

COBISS Cooperative Online Bibliographic System & Services COBISS

50274 Library

18-Jun-2013

S – MATERIAL SENT

BY TYPE OF SHIPMENT/ACQUISITION TYPE/TYPE OF MATERIAL/PARTNER

Year: 2013

Report code: S-STA-02

SHIPMENTS OF LEGAL DEPOSIT MATERIAL

All material

acquisition type	type of material	titles	volumes	issues	amount	foreign amounts
deposit copy	serials	4	59	125	EUR 195.36	-
		-	110	914	-	-
	total	4	169	1039	EUR 195.36	-
total	serials	4	59	125	EUR 195.36	-
		-	110	914	-	-
	total	4	169	1039	EUR 195.36	-

Material received from Slovene suppliers

acquisition type	supplier	titles	volumes	issues	amount	foreign amounts
deposit copy	EDUCA	1	82	870	-	-
	Markom	2	40	44	-	-
	Mohorjeva družba	1	23	89	-	-
	Novium	1	24	36	EUR 195.36	-
total		4	169	1039	EUR 195.36	-

Shipments for Slovene partners

acquisition type	partner	shipments	titles	volumes	issues	amount	foreign amounts
deposit copy	Goriška knjižnica Franceta Bevka	4	4	13	35	EUR 16.28	-
	Knjižnica Ivana Potrča	4	4	13	35	EUR 16.28	-
	Knjižnica Mirana Jarca	4	4	13	35	EUR 16.28	-
	Koroška osrednja knjižnica dr. Franca	4	4	13	35	EUR 16.28	-
	Sotnika						
	Mariborska knjižnica	3	4	12	28	EUR 16.28	-
	Mestna knjižnica Ljubljana	5	4	13	35	EUR 16.28	-
	Osrednja knjižnica Celje	5	4	14	37	EUR 16.28	-
	Osrednja knjižnica Kranj	4	4	13	35	EUR 16.28	-
	Osrednja knjižnica Srečka Vilharja -	5	4	14	37	EUR 16.28	-
	Biblioteka Centrale Srečko Vilhar						
	Pokrajnska in študijska knjižnica, Murska	4	4	13	35	EUR 16.28	-
	Sobota						
	Univerza v Mariboru	5	4	38	692	EUR 32.56	-
total		47	4	169	1039	EUR 195.36	-

SHIPMENTS OF EXCHANGE MATERIAL

All material

acquisition type	type of material	titles	volumes	issues	amount	foreign amounts
exchange	total	-	1	1	-	-
		-	1	1	-	-
gift	total	-	1	1	-	-
		-	1	1	-	-

COBISS3/Serials

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COBISS Cooperative Online Bibliographic System & Services COBISS

50274 Library18-Jun-2013

acquisition type	type of material	titles	volumes	issues	amount	foreign amounts
own edition	serials	1	1	2	-	-
	total	1	1	2	-	-
purchase	serials	1	1	3	-	-
	total	-	1	3	-	-
	total	1	2	6	-	-
total	serials	2	2	5	-	-
	total	-	3	5	-	-
	total	2	5	10	-	-

Material received from Slovene suppliers

acquisition type	supplier	titles	volumes	issues	amount	foreign amounts
exchange	Noviam	-	1	1	-	-
gift	Noviam	-	1	1	-	-
own edition	Noviam	1	1	2	-	-
purchase	Markom	1	1	3	-	-
	Rokus	-	1	3	-	-
total		2	5	10	-	-

Shipments for Slovene partners

acquisition type	partner	shipments	titles	volumes	issues	amount	foreign amounts
exchange	Slovenska akademija znanosti in umetnosti	2	1	4	7	-	-
total		2	1	4	7	-	-

Shipments for foreign partners

acquisition type	partner	country	shipments	titles	volumes	issues	amount	foreign amounts
exchange	swets	United States	1	1	1	3	-	-
total			1	1	1	3	-	-

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 to be sent, regardless of selected year, and sent in selected year

volumes – number of volumes received to be sent, regardless of selected year, and sent in selected year

issues – number of issues received to be sent, regardless of selected year, and sent in selected year

amount – total of amounts for received and sent volumes

foreign amounts – total of amounts in foreign currencies, not converted to domestic currency, for received or sent volumes

supplier – alphabetically sorted names of suppliers you received material from that is intended for sending

partner – alphabetically sorted names of partners you have sent material to

country – countries of suppliers you have received material from or of partners you have sent material to

shipments – number of shipments (packages) sent to partners

Notes:

All material – material under all shipment items, received to be sent, regardless of selected year, and sent in selected year

Material received from Slovene suppliers – material received from Slovene suppliers in selected year

Material received from foreign suppliers – material received from suppliers abroad in selected year

Shipments for Slovene partners – material sent to Slovene partners in selected year

Shipments for foreign partners – material sent to partners abroad in selected year

COBISS3/Serialspage 2/2

3. S-STA-03: Legal deposit issues received – by library/supplier

COBISS Cooperative Online Bibliographic System & Services COBISS	
50274 Public library Jesenice	21-Feb-2017
S – RECEIVED ISSUES OF THE LEGAL DEPOSIT	
BY LIBRARY/SUPPLIER	
Selected period: 01.05.2016–30.06.2016	
Acquisition type: deposit copy	
Report code: S-STA-03	
<i>For home library</i>	
No.	legal deposit library –home library quantity
1	SIKJES 6
<i>Note: Home library is not specified, if the field 997 was added manually and not with the list of legal deposits.</i>	
<i>By library</i>	
No.	legal deposit library quantity
1	MKL 1
2	NSKTRS 1
3	SIKCE 1
4	SIKKP 1
5	SIKKR 1
6	SIKMB 1
7	SIKMS 1
8	SIKNG 1
9	SIKNM 1
10	SIKPT 1
11	SIKRA 1
12	SSKCEL 1
13	UKM 8
total 20	
<i>Note: Recipient is not specified, if the serials check-in was performed, but the shipment items of the legal deposit are no longer in the database.</i>	
<i>By supplier</i>	
No.	supplier quantity
1	EDUCA 24
2	PIKO 2
total 26	
<i>Note: Supplier is not specified, if the field 997 was added manually and not with the list of legal deposits.</i>	
COBISS3/Serials	
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