

## A.2 GROUPS AND REPORTS DESCRIPTION

Reports for loan purposes are created on the basis of the data on the material (i.e. bibliographic data), which is updated by using the COBISS/Cataloguing software module, the holdings data, which is updated by using the COBISS3/Holdings software module, and the member details and the records of material transactions, which are recorded by using the COBISS3/Loan software module.

Loan reports are divided into four basic groups:

- lists of members
- lists of material
- members and material
- transactions
- cash register operations
- overdue notices
- data export

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### A.2.1 Members

In the **Members** group, you can create lists of members according to different criteria. You can select one of the following report types:

- **LOAN-Mb-01: Selected members** is a report containing a list of members whom you found and selected in the Search – Member search window.
- **LOAN-Mb-02: Active members** is a report containing a list of members for which the date of the last visit still falls within the period specified in the parameter “Period” when creating the report.
- **LOAN-Mb-03: List of members with notes** is a report containing a list of members whom you found and selected in the **Search – Member** search window and for whom a note was entered.
- **LOAN-Mb-04: Deleted members** is a report containing a list of members whose data was deleted within a specified period. The beginning and the end of that period is specified during report creation.
- **LOAN-Mb-05: Members - changed details** is a report containing a list of members whose data was changed within a certain period. The beginning and the end of that period of time is specified during report creation. The report is intended mostly to control the procedure of automatically changing departments or school year in school libraries, as in the “Change” column, department or school year will be displayed before or after the change. In other types of

changes (e.g. changing the member's address), the value will be displayed as the name of the attribute for the member for whom the value was changed.

- **LOAN-Mb-06: Active members - by department** is a report containing a list of members for which the date of the last visit still falls within the period specified in the parameter "Period" when creating the report. The department is specified during report creation. The report can be created only in libraries with departments.
- **LOAN-Mb-07: Statistics of updating member details – students** is a report containing data on the performed update of registered members with data from the reference students database. Entry parameters for the creation of the report are: date of update (mandatory) and type of update. Summary data on the performed updates for members are displayed on the report first, followed by lists of members for each type of update.
- **LOAN-MB-08: List of members with debts** is a report containing a list of members with unsettled debts that were entered within a specified period. The beginning and the end of the period is specified during report creation. In a library with departments you can create a list for an individual department by entering the "Library department" parameter. If the parameter is not specified, all departments will be included in the list.

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## A.2.2 Material

In the **Material** group, you can create various lists of material based on transactions. You can select one of the following report types:

- **LOAN-Mt-01: Material by transaction** is a report containing a list of material, for which different transactions were performed within a certain period. Before you create the report, you have to specify the type of transaction, the type of material, and the beginning and end of the period.
- **LOAN-Mt-02: List of most requested material** is a report containing the list of most requested material (by number of loans, renewal periods and reservations) within a certain period. The fifty most requested titles are included in the list. Before you create the report, you have to specify the beginning and end of the period and the type of material.
- **LOAN-Mt-03: Material in mobile library** is a report containing a list of material that was delivered to the mobile library. Before you create the report, you have to select the mobile library number (the default value is 1).
- **LOAN-Mt-04: Unavailable material in mobile library** is a report containing a list of material that was delivered to the mobile library

and is entered for members (unavailable). Before you create the report, you have to select the mobile library number (the default value is 1).

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### A.2.3 Members and material

In the **Members and material** group, you can create various lists of material that is recorded for the members. You can select one of the following report types:

- **LOAN-MM-01: Members with material on loan** is a report which contains a list of members who have material on loan. When you create the report, you can find and select the members in the Search – Member search window first, and then limit the material on loan by entering the parameters. In libraries with departments you can create a list for individual department by entering the "Library department" parameter. If you do not specify the parameter, the report will be created for all departments.
- **LOAN-MM-02: Material by status** is a report which contains a list of material based on its current status. When creating the report, besides the status of the material, you can specify the type of material and the call number. In libraries with departments you can create a list for individual department by entering the "Library department" parameter. If you do not specify the parameter, the report will be created for all departments.
- **LOAN-MM-03: Members with loan period date about to expire** is a report which contains a list of members who have material on loan whose loan period has expired or is about to expire within a certain period. When creating the report, you can specify the beginning and the end of the period, class or grade of the member, member category and study programme. In libraries with departments you can create a list for individual department by entering the "Library department" parameter. If you do not specify the parameter, the report will be created for all departments.
- **LOAN-MM-04: Members with loan period date about to expire** is a report which contains a list of members who have material on loan whose loan period has expired or is about to expire within a certain period of time. The created notifications are intended to be printed to a printer. When creating the report, you can specify the beginning and the end of the period, type of material, department or year and member category. In libraries with departments, notifications are created only for the department in which you are currently signed in as a user. You cannot create a report for all departments at the same time!
- **LOAN-MM-05: Notification about a loan period expiry date (mail)** is a report which contains a list of notifications for the members with a list of material whose loan period has expired or is

about to expire within a certain period of time. The created notifications are intended to be sent by e-mail. When creating the report, you can specify the beginning and the end of the period, type of material, department and member category. In libraries with departments, notifications are created only for the department in which you are currently signed in as a user. You cannot create a report for all departments at the same time!

- **LOAN-MM-06: Recipients of e-mail notification** is a report which contains a list of members who will receive a notification about loan period expiry date by e-mail when creating the report LOAN-MM-05. When creating the report, you must enter the same parameters (beginning and end of the period, type of material, department or year and member category) you enter when creating the report LOAN-MM-05. In libraries with departments specify the department in which you created the LOAN-MM-05 report in the "Library department" parameter. If you do not specify the parameter, the list will be created for all departments!



**Tip:**

The text of the notification about loan expiry date (LOAN-MM-04 and LOAN-MM-05) can be altered any way you like. In order to do so, copy the standard variables *Introductory text (LOAN-MM-04, LOAN-MM-05)* and *Conclusion text (LOAN-MM-04, LOAN-MM-05)* to the user variables and change the text accordingly. In a similar way, you can also change the signature on the notifications (*Signature on notifications* variable).

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## A.2.4 Transactions

In the **Transactions** group of reports, you can create a list of transactions for a specific member or a list of transactions for a specific item of material. To create and print any of the reports from this group, a special privilege is required.



**Note:**

*To create and print any list from this group, the privilege RPT\_SPC – Special privileges in reports is required.*

You can select one of the following report types:

- **LOAN-TR-01: Transactions for member – membership card No.** is a report which contains a list of transactions for a selected member within a certain period. When creating the report, you can specify membership card number, beginning and end of the period and type of transaction. In libraries with departments you can create a list for individual department by entering the "Library

department" parameter. If you do not specify the parameter, the report will be created for all departments.

- **LOAN-TR-02: Transactions for member – ID No.** is a report which contains a list of transactions for a selected member within certain period. Unlike the report LOAN-TR-01, the member is specified via the ID number (attribute "Member ID") and not the membership card number, which can change when the member receives a new membership card. When creating the report you can specify the beginning and the end of the time period and the type of transaction. In libraries with departments you can create a list for individual department by entering the "Library department" parameter. If you do not specify the parameter, the report will be created for all departments.
- **LOAN-TR-03: Transactions involving material** is a report which contains a list of transactions for a selected copy of material within a certain period. When creating the report you can specify the item's accession number, the beginning and the end of the time period and the type of transaction. In libraries with departments you can create a list for individual department by entering the "Library department" parameter. If you do not specify the parameter, the report will be created for all departments.
- **LOAN-TR-04: List of cash register transactions** is a report which contains a list of cash register transactions, entered by a specific member within a certain period. When creating the report, select the username (attribute "Entered by") or leave it blank, if you wish to include all usernames. If necessary, you can also define the criteria for other attributes in the window for entering query parameters (e.g. "Transaction type", "Entered", "Reason for deletion/writing off debts, etc.). In a library with departments, you can create a list for individual departments by entering the "Library department" parameter. If the parameter is not defined, the list will be created for all departments. At the end of the reports is a summary display of cash register transactions by username and type of cash register transaction.
- **LOAN-TR-05: Members with highest number of loans** is a report which contains a list of members with the highest number of outside loans in a specific period (number of loan renewals is not taken into account!). The list contains fifty members with the highest number of loans. When creating the report, specify the start and end of the period. If necessary, you can, by entering the input parameters »Member category« and »Type of material«, specify whether the report will be created for all members and for all material or only for the selected members and the selected material.

In a library with departments you can create a list for an individual department by entering the »Library department« parameter. If the parameter is not defined, the list will be created for all departments.

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## A.2.5 Cash register operations

In the **Cash register operations** group of reports you can create lists related to cash register operations.

You can select one of the following report types:

- **LOAN-CRO-01: List of invoices is a report** which contains a list of settled debts and cancelled settlements within a certain period. When creating the report you can specify the beginning and the end of the period and the username. In libraries with departments you can create a list for individual department by entering the "Library department" parameter. If you do not specify the parameter, the report will be created for all departments. The report contains a list of all transactions within a certain period. It also contains cancelled settlements for which the amount is displayed as a negative value. A list of non-cash payments outside the library (e.g. payments with Moneta in the My library service) will be displayed on a special form.
- **LOAN-CRO-02: List of invoices incl. VAT** is a report containing all transactions of debts settlement within a specified period including data on VAT. All types of debts settlement (cash and non-cash, in library and outside library) are included. When creating the report you can specify the beginning and the end of the period and the transactions, debts, or services that should be included in the report creation. In a library with departments, you can create a list for individual departments by entering the "Library department" parameter. If the parameter is not defined, a list will be created for all departments. In the second part of the report, data on unsettled debts will be displayed in summary by the method of payment, type of service and the VAT rate.
- **LOAN-CRO-03: Summary of list of invoices incl. VAT** is a report containing a list of all transactions of debts settlement with data on VAT by days within a specified period. Unlike the LOAN-CRO-02 report, the data in the report are displayed in summary by individual days in the specified period. In the second part of the report, data on unsettled debts are displayed in summary by the type of service and VAT rate.

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## A.2.6 Overdue notices

In the **Overdue notices** group of reports you can print forms for overdue notices and prepare a list of recipients of overdue notices.

You can select one of the following report types:

- **LOAN-ON-01: Overdue notices** is a report intended for printing forms for overdue notices. In that way, you can repeat printing of overdue notices, if you have already sent them upon their creation,

since it is not possible to print them by using the method **Send overdue notices** in the COBISS3/Loan software module any more. This report is also used when an error occurs while printing on a printer and when the forms must be re-printed.

When creating the report, the **Search – Overdue notices** search window will open. Use it to find the overdue notices you wish to print (e.g. by entering the date in "Entered" you can search for overdue notices created on a given day).

Besides the forms, a list of recipients without address will be also prepared when creating this report. Overdue notice is not printed. Overdue notices are not printed for members who have no postal address.



Note:

*Printing overdue notices from the COBISS3/Reports software module does not affect the status of overdue notice. This means that the created overdue notices, displayed after the report is created in the COBISS3/Reports software module, should be send by using the method for sending in the COBISS3/Loan software module (the created overdue notice is not printed on a printer), otherwise you will not be able to create new overdue notices.*



Note:

*Before printing to a printer it is recommended to check if the paper is correctly inserted (especially for the envelopes).*

- **LOAN-ON-02: List of recipients of overdue notices** is a list of members who received an overdue notice. Besides member details, data on material with overdue notice is also displayed. When creating this report enter the date of creating overdue notices. If you enter two different date in the parameter "Date of creating overdue notices", the report will contain all overdue notices created within the selected period. In libraries with departments you can create the report for individual department by entering the "Library department" parameter. If you do not specify the parameter, the report will be created for all departments.

On overdue notice forms, different types of data can be changed; for this reason, a library can customize the content and to some extent also the form of the forms according to the needs of the library. You can find more information on the options of creating overdue notice forms in chapter 8.5.

- **LOAN-ON-03: Statistics of overdue notices** contains statistics of created overdue notices for the period specified with start and end date. For each day when the overdue notices were created, the following data will be displayed for an individual overdue notice (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> overdue notice): number of members who received an overdue notice, and a number of items for which they received an overdue notice. If you enter two different dates under

the »Overdue notices created on« parameter, all overdue notices, created for the selected period, will be taken into account. In a library with departments you can create a list for an individual department by entering the »Library department« parameter. If the parameter is not specified, the list will be created for all departments.

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## A.2.7 Data export

In the **Data export** group, you can prepare data for further editing in other programmes (e.g. Excel), or for the needs of data delivery outside the library.

You can select one of the following reports:

- **LOAN-EXP-01: List of uncollected debts** is a report containing summary data on entered material for which the last overdue notice was issued. The last overdue notice is specified by a special parameter upon the library's request. The report is located in the *Data for further processing* folder. When creating the report, you must specify the »Last overdue notice received« input parameter, where you enter the number of the last overdue notice that library members can receive (the highest number of overdue notices that can be received by members is specified by a special parameter).

If necessary, limit the report by entering the period of receiving the last overdue notice. If you wish to include all the material with the last overdue notice, do not specify the parameter. In a library with departments, you can create a report for an individual department by entering the »Transaction department« where the member received the last overdue notice. If the parameter is not specified, the report will be created for all departments. Under »Membership card number« parameter, you can specify the membership card number for the member if necessary. If the parameter is not specified, the report will be created for all members.

The report is intended to export data to Excel and to further process the data. You cannot print to printer immediately.

When the report is prepared, save it to a folder in the **Overview and sending of created report** window by clicking the **Save as** button. In Excel, open the file containing the report. When importing data, click the "Delimited" radio button, select the value *65001: Unicode (UTF-8)* from the list, and separate the data by using the "|" sign, which you enter under "Other".

Data export contains the following data:

- Membership card number
- Name
- Surname
- Guardian/guarantor
- Street/number



- Postcode and city  
(Note: a member's address is the same as used for the last overdue notice)
- Telephone number  
(Note: all telephone numbers of the member are taken from e-notifications and member's address details)
- Date of last overdue notice
- Cost of last overdue notice
- Current fine  
(Note: data on current fine is related to the copy of the material)
- Purchase price for the item
- Department
- Accession number
- Item title
- Date of loan
- Due date