

**COBISS3/Loan**  
**Version V6.4-05, March 2016**

**List of changes No. 14, March 2016**

<i>Title of manual part</i>	<i>Page with change</i>	<i>Type of change</i>
Title page	Title page/1–2	updated
CONTENTS	CONTENTS/1–6	updated
4.9 Printing lending forms	4.9/7–8	updated
4.13 Reserving material	4.13/9–10	updated
7 Cash register operations	7/1	updated
7.1 Managing price list	7.1/1–6	updated
7.3 Settling debts and printing invoices	7.3/1–6	updated
7.7 Repayment (credit note)	7.7/1–2	added
7.8 Closing out cash register and printing list of invoices	7.8/1	updated
7.9 Overview of cash register transactions	7.9/1	updated
7.10 Fiscal verification of invoices	7.10/1–10	added
Appendix B.2 – Description of statistical reports	Appendix B.2/1–17	updated

**Notes:**

With regards to publishing changes in the manuals, the following rules apply: in the part, listed in the "Title of manual part" column, a new date must be entered in the footer on all the pages. The vertical lines next to the previous changes must be deleted. New vertical lines must be added next to the new changes. Text that was moved further down on the page or onto the next page due to changes made on the previous page must not be marked with a vertical line.

Listed under "Page with change" are all pages on which the content was changed compared to the previous printed version of the manual, i.e. new changes included in the text, deleted chapters, added chapters or moved text. For the purposes of updating double-sided printed manuals, the pages (odd and even) are listed, where the contents have not changed, but the only change made was the entry of a new date in the footer.

To update the printed version of the manual, print the "Set for printed version" file and replace the pages in the binder. The "Set for printed version" contains all the pages listed in the "Page with change" column. If you wish that the contents of the binder are the same as the "Complete manual" file, then you have to print out the complete parts listed in the "Title of manual part" column.

## COBISS3/Loan Version V6.4-05, March 2016

### Description of changes No. 14, March 2015

Below is a description of the main updates of the contents by the parts, listed in the "List of changes" in the "Title of manual part" column.

#### **1. Chapter 4.9 Printing lending forms**

A notification regarding the settings of printing data on the person who lent the item(s) was added.

#### **2. Chapter 7.1 Managing price list**

A description of defining the VAT exemption clause was added.

#### **3. Chapter 7.3 Settling debts and printing invoices**

Descriptions of special features when working with the certified cash register and descriptions of issuing and overviewing invoice copies are added.

#### **4. Chapter 7.7 Repayment (credit note)**

A description of entering repayment (credit note) was added.

#### **5. Chapter 7.8 and 7.9**

The numbers of chapters were changed as chapter 7.7 was added.

#### **6. Chapter 7.10 Fiscal verification of invoices**

Descriptions of the settings that are required to work with the certified cash register, options of verifying the appropriateness of the settings and links to the FURS information system, as well as a description of a procedure of a subsequent invoice verification were added.

#### **7. Chapter B.2 Description of statistical reports**

A minor change in description of the LOAN-STA-Mt09 was added. A notification under the group of visits by transactions in chapter **B.2.3.1** and a change under default input parameters of the statistics for active members in chapter **B.2.4** were added.