COBISS®

Co-operative Online Bibliographic System & Services

COBISS3/Loan

V6.4-05

User Manual

Institute of Information Science, Maribor, Slovenia

IZUM®

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The manual includes all updates from the first published printed version of the manual in November 2007 until the present day. The contents of the manual correspond to the V6.4-05 version of COBISS3 software, and are also valid for all future software versions until they are withdrawn or another electronic version is published.

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membership card number data to be displayed, remove the second part of the selected type of data, or remove both parts of the selected type of data.

3. **Note on invoice**

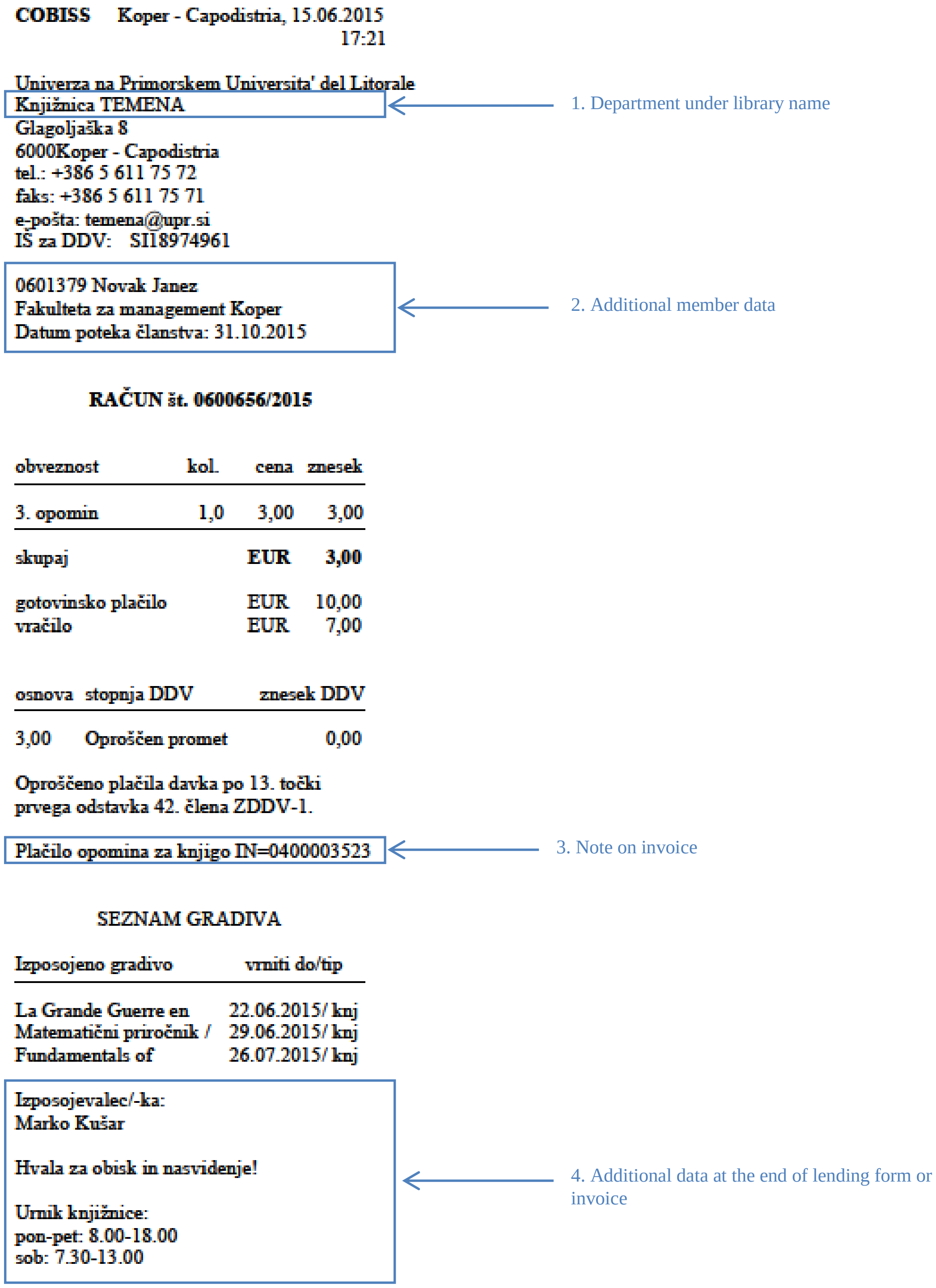
   The *note on invoice* data already contains the default value, in the place of which the note that was entered when you created the invoice in the **Debts settlement** window under »Note (to be displayed on invoice)« will be displayed. If you wish the note that was entered when creating an invoice not to be displayed on the printed invoice, the value must be removed from the existing content version or a new content version must be added.

4. **Additional data at the end of lending form or invoice**

   This type of data already contains the default text »Lent by«, the variable value for the *librarian's name and surname* data and the default text *"Thank you for visiting our library. We look forward to seeing you again soon.«* You can edit the existing content version or add a new version and change it accordingly.

Note:

In libraries that are liable for fiscal verification of invoices, the display of data on the person who borrowed the material is obligatory. For this reason, it is best not to change the default settings.



COBISS Koper - Capodistria, 15.06.2015
17:21

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IŠ za DDV: SI18974961

1. Department under library name

0601379 Novak Janez
Fakulteta za management Koper
Datum poteka članstva: 31.10.2015

2. Additional member data

RAČUN št. 0600656/2015

obveznost	kol.	cena	znesek
3. opomin	1,0	3,00	3,00
skupaj		**EUR**	**3,00**
gotovinsko plačilo		EUR	10,00
vračilo		EUR	7,00

osnova	stopnja DDV	znesek DDV
3,00	Oproščen promet	0,00

Oproščeno plačila davka po 13. točki
prvega odstavka 42. člena ZDDV-1.

Plačilo opomina za knjigo IN=0400003523

3. Note on invoice

SEZNAM GRADIVA

Izposojeno gradivo	vrniti do/tip
La Grande Guerre en	22.06.2015/ knj
Matematični priročnik /	29.06.2015/ knj
Fundamentals of	26.07.2015/ knj

Izposojevalec/-ka:
Marko Kušar

Hvala za obisk in nasvidenje!

Urnik knjižnice:
pon-pet: 8.00-18.00
sob: 7.30-13.00

4. Additional data at the end of lending form or invoice

Figure 4.9-1: Example of an invoice with types of data displayed for narrow format (thermal printer)

4.13.3 Processing reservations

In order to follow regularly new reservations of available material reserved by members via COBISS/OPAC or by a librarian at the member's request in the COBISS3/Loan software module, or on the basis of ILL requests, it is recommended to regularly prepare lists of new and cancelled reservations. It is useful to prepare the list at least once a day. On the basis of that list you will move the reserved material to the special place or transfer it to the interlibrary loan department, where it will wait for the member or partner who reserved or ordered the material. The material whose reservations were cancelled via COBISS/OPAC must be returned to the shelves or to closed stacks. In libraries that have loan organised by departments you must prepare the list for each department separately. In libraries that use the COBISS3/Interlibrary Loan software module, the material which was reserved for interlibrary loan will also be displayed on the list.

Tip:

You can create a list of reservations also by sublocations of the material. This is appropriate especially for libraries where loan is not organized by departments and material is in different locations. If a library decides to process reservations by sublocations of the material (i.e. element d/l in the call number), a code list for processing reservations (CODE 322) must be prepared. As a code symbol, enter the location symbol where the reservation will be processed. Under »Value«, enter the following values:

- in libraries with no departments

  sublocation 1, sublocation 2,…, sublocation n

  Example: Under "Code" enter: *Skl1*, under "Value" enter: *K,La,Mi*

- in libraries with departments

  department number: sublocation 1, sublocation 2,…, sublocation n

  Example: Under "Code" enter *Skl1*, under "Value" enter: *01:K,La,Mi*

- in libraries where the sublocation is not entered for every item

  Define any code symbol, enter ***blank*** in Value

  Example 1: Under "Code" enter *Centrala*, under "Value" enter *blank*

  Example 2: Under "Code" enter *Skl1*, under "Vrednost" enter *K,blank*

If a code list of locations for processing reservations exists, when the method for processing reservations is activated, the drop-down list of reservations, as defined in this code list, will be displayed.

NOTE: If a library decides to process reservations by a code list of locations for processing reservations, it is important to include all sublocations to the code list. An option will be offered only for the sublocations entered in the code list.

In a library where loan is organized by departments, only reservations of the sublocations that belong to the same department can be included to the same location for processing reservations.

You can prepare:

- list of new reservations created during the period of the last creation of the list of new and cancelled reservations

  The list of new reservations contains details on reserved available material (status *O*) in loan and interlibrary loan. Data on material is sorted by call numbers on the list.

- list of reservations cancelled via COBISS/OPAC

  The list contains details on copies for which the reservation (material with statuses *O* and *W*) has been cancelled, details on the member who cancelled the reservation and data on the status of the copy after reservation cancellation.

- daily list of new reservations
- daily list of cancelled reservations
- lending forms for new reservations

  Lending forms for the material on the list can be prepared when preparing the list. Lending forms are actually order forms sent to the closed stacks.

Procedure

1. Highlight the **Unavailable material** class and select the method **Class / Process reservations**.

   The **Reservation processing** window will open displaying the date of the last creation of the list of reservations – it is the date and time when the list "new reservations and cancellations via COBISS/OPAC" was selected when processing the reservations.

2. Select the list that you wish to prepare by ticking the appropriate radio button:

   - new reservations and cancellations in COBISS/OPAC which contains all new reservations (in the COBISS3/Loan module and via COBISS/OPAC) and cancellations via COBISS/OPAC since the last creation of the list; two lists are created
   - daily list which contains all new reservations and cancellations via COBISS/OPAC on the present day; two lists are created

3. Use the check box to select if the list should include also:

   - new reservations of unavailable material (material with status *R*)
   - lending forms for reserved available material

   The last selection in the check boxes is saved to user's settings, that's why it is not necessary to reselect the checkboxes during the next processing of reservations, unless you wish to change the settings.

7 CASH REGISTER OPERATIONS

The chapter describes cash register operations in the COBISS3/Loan module.

Subchapters:

- Managing price list
- Entering debts
- Settling debts and printing invoices
- Overview of debts
- Deleting debts
- Cancelling debt settlement
- Repayment (credit note)
- Closing out cash register and printin list of invoices
- Overview of cash register transactions
- Fiscal verification of invoices

7.1 MANAGING PRICE LIST

If you charge library services to library members, you will define the price list. You can enter, edit or delete the price list in the **Price list** class. Charging of services is based on currently valid price list, except for charging fines for which prices from the price lists which were valid at the time of delay are also taken into account.

Note:

To manage price lists, the privilege CRO_PL – Price list management *is required*.

7.1.1 Entering price list

When you create a new price list, you can copy the valid price list or an archived price list (see chapter *7.1.1.3*). You can also create a new price list without transferring data.

In libraries where loan is organized by departments, the same price list can be applied to all departments or every department can have its own price list. If the price list is different only in some departments, first create a price list that is applicable to the Home library and then create separate price lists for departments where the price list will be different.

Tip:

If the same price list is applicable to all departments and the library does not charge for any services in the department, create a price list with no items for this department.

You can enter and save the price list in the **Price list** class. The price list can have the following statuses: *in preparation*, *valid* or *archived*.

Procedure

1. Highlight the **Price list** class and select the **Class / New object** method.

   In libraries with departments, the **Validity** window will open. In libraries without departments, continue the procedure with step 4.

2. Define price list validity.

   You can select:

   - "Home library" – if a library has no departments or the same price list is applicable to all or several departments
   - "Department" – select the department for which you wish to create the price list from the drop-down list

If the parameter for separate price lists by departments is set up, you can select only one of the departments.

3. Click the **OK** button. The **Price list** editor will open.

   The data in "Valid from" and "Valid to" are defined by the method for defining price list validity, therefore, you cannot access them in this editor.

4. Select the desired group of services or debts on the tab (see chapter *7.1.1.1*) and click the **New object** button.
5. Enter the data (see chapter *7.1.1.2*).
6. Save the data.

Price list status upon creation

Price list

- *in preparation*

Tip:

If a library wishes the uniform price list to be applicable to the department with the valid price list, a request must be sent to IZUM.

Note:

If in a library with departments you change the price list validity so that in an individual department, instead of a uniform price list, a price list for this department will be valid, starting from a specified date, it will not be taken into account when calculating the fine for the period in which no archived price list for this department exists.

7.1.1.1 Selecting group of services or debts

You can select one of the following groups of services or debt on tabs:

- Services/debts – member category (LOAN)

  This group contains price classes related to member category. You will select the group if you wish to enter the price for membership fee or admission fee or the price for new membership card.

- Services/debts – type of material (LOAN)

  This group contains price classes related to type of material. You will select the group if you wish to enter the price for lending fee or fee for the use of material, outside loan overdue fine or reading room overdue fine. You will enter the price for overdue notice to this group, if you charge the costs for overdue notices for every copy separately.

- Services/debts – unit (LOAN)

  You will enter the prices for overdue notices (if you charge the costs for each overdue notice regardless of the number of units on the overdue notice), for notification about available reserved material and for reservation of available copies to this group.

- Services/debts – other (LOAN)

  This group contains prices for services that are not related to price classes, e.g. prices for photocopies, lost material, etc. If a library uses the COBISS3/Interlibrary Loan software module, a special service for interlibrary loan must also be entered to this group (see chapter *7.1.1.2*).

- Services/debts (ILL)

  You will enter prices for interlibrary loan services to this group. The procedure is described in the *COBISS3/Interlibrary Loan* User Manual (see chapter *11.3*).

7.1.1.2 Entering and editing services or debts

Procedure

1. To enter new service or debt, click the **New object** button.

   The **Service/debt – group** editor will open.

2. Select the service or debt from the code list.

   You can select among those types of services or debts that are available according to the selected group.

3. Select the price class from the code list.

   The price class depends on which group of services or debts you selected. For some types of services or debts the price classes are related to member category (e.g. membership fee) or to type of material (e.g. overdue fine). In the **Services/debts – unit (LOAN)** group you cannot select the price class. In the **Services/debts – other (LOAN)** group you can specify the price class yourself, but the price list code cannot contain more than three digits.

4. "Service/debts code" is automatically configured from the code for the type of service or debt and from the price list code.

5. "Description" is automatically configured from the value in "Type of service/debts" and from the value in "Price class".

   The description is intended to facilitate identification of the code for the service or debt in the reports and can be edited or modified.

6. Enter the data for price calculation in "Unit of measure", "Price per unit", “Tax rate" and "Discount rate". If you the price per unit is not defined, you must enter it when you record the debts manually.

> Note:
>
> *If you wish to enter debts automatically, you should define the price per unit.*

Under "Amount", the total amount is automatically calculated according to entered data.

7. If you selected *exempt from VAT* under “Tax rate”, you must select the appropriate clause under “Exemption clause” from the local code list. The selected clause will be displayed in the summary section of the invoice together with the amount to which the VAT exemption applies.

   Note:

   The exemption clause can be entered if you previouisly defined the local code list VAT exemption clause (CODE 323). *It is recommended that the clause code has one digit.*

8. Select whether the debt will be recorded automatically or manually from the drop-down list in "Calculation method".

   Manual debt entry means that you will record the debt on the basis of the price from the price list and manual entry of the number of units.

   Automatic debt entry means that debts can be calculated and recorded when performing the procedure. In that way it is possible to record debts for admission or membership fee when registering new members or when the member whose membership expired visits the library. Debts for an overdue fine can be automatically recorded when returning the material or renewing loan period for the material whose loan period expired. If you select automatic calculation under the type of service or debts for which the calculation method is not available, a warning message will be displayed.

9. In "Note" enter the text of the note for internal use.
10. Click the **OK** button.
11. To enter new service or debt, repeat the procedure from step 1 to 9.
12. If you wish to ***edit*** the service or debt in the price list, highlight it and click the **Edit** button.
13. If you wish to ***delete*** the service or debt from the price list, highlight it and click the **Delete** button.

Note:

If a library uses the COBISS3/Interlibrary Loan software module you must enter the service OTHILL in the price list under the ***Services/debts – other (LOAN)*** *tab. Under »Type of service/debts«, select 99 – OTH; under »Price class«, enter the ILL designation. The price is not defined but you can enter the usual price that you charge for delivering items via interlibrary loan. Under »Tax rate«, select the value* exempt from VAT; *under »Exemption clause«, select the value* manually.

Options

Open the folder **Service/debts – group** in the list of objects related to the price list and select the service/debt you wish to edit from the list. After that select the **Object / Edit** method.

7.1.1.3 Copying to prepared price list

You can create a new price list by finding and selecting the valid price list or an archived price list and by copying it.

Precondition

The price list has status *valid* or *archived*.

Procedure

1. In the **Price list** class find and select the price list.
2. Select the **Object / Copy to prepared price list** method.
3. In libraries with departments, the **Validity** window will open.

   You can select one of the following:

   - “Home library” – if the same price list is applicable to all or several departments
   - “Department” – if you are creating a price list for a specific department, select it from the drop-down list

All defined groups of services and debts will be transferred from the copied price list to the new price list. The values "Valid from" and "Valid to" will not be copied.

Status of the new price list after

Price list

- *in preparation*

7.1.2 Editing price list

You can define, edit and delete groups of services and debts for the price list in preparation. The data is changed in the **Price list** editor.

Precondition

The price list has status *in preparation*.

Procedure

1. In the **Price list** class find and select the price list.
2. Select the **Object / Edit** method. The **Price list** method editor will open.
3. Edit the data (see chapter *7.1.1.1* and chapter *7.1.1.2*).
4. Save the data.

Options

You can edit the pricelist by opening the folder **Service/debt – group** in the list of objects related to the price list and by selecting the service or debt you wish to edit from the list. After that select the **Object / Edit** method.

7.1.3 Defining price list validity

The price list in preparation can be defined as valid at any time.

Precondition

Status of the price list is in preparation.

Procedure

1. Find and select the price list.
2. Select the **Object / Define the price list as valid** method.

The current date is entered in "valid from" for the selected price list and its status is changed. The price list which was so far in preparation becomes valid, while previously valid price list is archived. At the same time the date that is one day earlier than the current date is entered in "Valid to" for previously valid price list. Status of previously valid price list is also changed.

Status after defining validity

Price list in preparation

- *valid*

Previously valid price list

- *archived*

Tip:

If you wish to view currently valid price list, select the **Price list** class and the **Class / Load active price list** method.

Tip:

If you wish to print the price list with all groups of services and debts on a printer, first find the price list and in the **Price list** class use the **Object / Print** method.

7.1.4 Deleting price list

You can delete any price list with status *in preparation* from the database.

Precondition

Status of the price list is *in preparation*.

Procedure

1. Find and select the price list.
2. Select the **Object / Delete** method.

7.3 SETTLING DEBTS AND PRINTING INVOICES

Since 1 January 2016, libraries in Slovenia must follow the *Act on fiscal verification of invoices* for cash register operations. Article 4 of the aforementioned act defines the obligations of the persons liable for the implementation of the procedure for verification of invoices for tax purposes in cash operations. In accordance with the Act, cash operations are possible only if the settings for fiscal verification of invoices are defined appropriately (see chapter 7.10). Libraries that are not liable to VAT can enter only non-cash payments outside the library.

Debts settlement is entered in the **Entering and settling debts** window.

Procedure

1. In the **Member** class, find and select the member.

> Tip:
>
> If the object **Member** is already on the workspace, highlight it with the mouse.

2. Select the **Object / Entering and settling debts** method.

   The **Entering and settling debts** window will open.

> Tip:
>
> In the **Home library material** window, click the icon ▦ under member's name.

3. Highlight the debt with the mouse on the list of entered debts which the member will settle.

   The amount which must be paid by the member will be displayed in "Payment (total)".

4. Click the **Settle debts** button.

   The **Debt settlement** window will open.

5. Enter the data related to debt settlement.

   Select the method of settlement which can be cash, non-cash or non-cash payment outside the library. If you selected the non-cash method, you can select the type of non-cash method (e.g. Moneta) from the drop-down list; at the same time you can enter a note. You can enter the note to be printed on invoice or on the list of invoices as well. Enter the amount of cash you received from the member in "Cash". If you selected a non-cash method of settlement, the "Cash" field is not active.

   If a member cannot settle the entire debt when he or she visits the library, you can enter a partial debts settlement, in which case you enter, under “Amount due”, the amount that the member will settle on that visit. After you confirm it, debts will be reduced by the settled amount, and the number of items will change accordingly. The rest of the unsettled debts will remain entered for the member.

6. By clicking **OK**, the invoice will be printed to printer.

   If you select non-cash payment outside the library, the invoice will not be printed. If the cash amount is higher than the amount to be settled, the amount to be returned to the member will be displayed in the **Message** window.

   In the transaction file, data on the transaction of the payment, based on which the visit by member was recorded, will be entered. The visit will be entered also when there is no transaction of the material.

Options

You can print the invoice to printer:

by clicking the **View settled debts** button in the **Entering and settling debts** window a list of invoices entered within the selected period will be displayed

by selecting the invoice and clicking the **Load invoice** button

on the workspace, highlight the invoice and use the **Send** or **Print** method; select *Invoice* in the list of definitions

Note:

*From now on, ff a member requests the invoice copy,you can print the copy by using the **Create copy** method and not by reprinting the invoice (see chapter* 7.3.2*).*

Note:

When entering non-cash debt settlement outside the library the invoice is not printed, therefore the invoice counter will not change, and the invoice will not be sent to FURS for verification. As the payment was not performed in the library, the settled amount is not added to the total cash register balance.

Tip:

A library can define what will be printed on the invoice by changing default settings and using the **Home library/Create lending forms and invoices** method. The following data is ***printed*** on the invoice by default: member’s name and surname, library department, amount in cash and change, and the data on the person who lent the item. For libraries liable for fiscal verification of invoices, printing the data on the person who lent the item is obligatory; for this reason, it is recommended not to change the default setting. The following data will ***not*** be ***printed*** by default: membership expiry date, name of the faculty or university, note entered during debt settlement, list of unsettled debts and list of entered material.

Tip:

The text of the clause related to VAT exemption is displayed based on the exemption clause that is defined under the item in the price list. Before you update the price list of clauses by which the delivery of goods or services in a library is exempt from VAT, these clauses must be entered to the local code list *VAT exemption clause (CODE 323)*.

7.3.1 Setting up invoice counters

The structure of the invoice number in libraries that are not liable for fiscal verification of invoice is as follows:

- oonnnnn/llll, in libraries with departments;
- n/llll, in libraries with no departments

where oo = department ID (e.g. 01), nnnnn = running invoice number (e.g. 00125) and llll = invoice issue year (e.g. 2010).

If a library wishes to have a different structure of the invoice number, use the **Invoice / Set invoice No.** method. Enter the number that is for one less than the number of the first issued invoice after the method is applied. You can enter only numbers (not characters or letters). The department ID (in libraries with departments) and a year of issuing the invoice are added automatically. It is recommended to set the invoice number before you start entering debt settlements.

The structure of the invoice number in libraries liable for fiscal verification of invoices must consist of the following three parts:

- business premises designation
- designation of the electronic device for issuing invoices
- current invoice number

Note:

Before issuing the first invoice after the cash register was activated, ***the library must set the running numbers invoice counter in accordance with the adopeted internal document.*** *Invoices can be counted by business premisses or by individual electronic devices. Numbering by business premises is set as default. Upon the library's request, numbering by electronic devices can be activated by setting up a special parameter.*

You can set the invoice number by using the **Invoice/Set invoice** number method. The **Invoice counters** editor, where the counters for numbering by business premises or individual electronic devices are shown, will open. After selecting the invoice counter, enter the initial invoice number which must be one number less than the number you wish the first invoice to be numbered with. The default value in counters is *0*, which means that the first invoice within the business premises or individual electronic device will have value *1*. Once you have entered the appropriate value for the invoice number, click the **Confirm counter** button. Do the same with the other invoice counters. When you wish to exit the **Invoice counter** editor, click the **Exit** button.

7.3.2 Issuing a copy

If a member wants to have a copy of the invoice or the credit note, you can now issue a copy by using the **Create copy** method; you no longer have to reprint the invoice or credit note.

First you must search for the invoice or credit note. You can do this in the following two ways:

- find a member; then in the member's debts and settlement records (**Entering and settling debts** method) find (**View settled debts** button) the invoice or credit note and load it to the workspace (**Load invoice** button)
- highlight the **Invoice** (or **Credit note**) class, select **Search** and then in the search window enter the requested value under the relevant search filed (e.g. invoice number)

Procedure

1. Highlight the invoice or credit note on the workspace and use the **Create copy** method.

   The **Overview and sending of created report** window will open.

2. Click the **Send** button.

   The copy will be printed to printer.

The copy is the same as the original invoice or credit note but with the COPY *<current number of the copy>* disaplayed on it. Every issued invoice copy is automatically recorded, and the issued copy is numbered with the next current number.

Issued copies are shown under related objects for the invoice or credit note when the invoice or credit note is loaded to the workspace. By double clicking the link **Invoice copies** or **Credit note copies**, the window with a list of all copies for the selected invoice or credit note will open.

The list of copies can also be printed by selecting the **Print** or **Send** methods on the invoice or credit note on the workspace and in the list of definitions selecting the appropriate list of copies. In the list, the number of the invoice for which you created the list of printed copies and after that the data on the individual printed copies (copy number, copy date and the username of the person who created the copy) will be displayed.

7.3.3 Settling debts for non-members

Debts settlement can also be entered when a payable service (e.g. photocopying) was performed for a person who is not a library member.

Procedure

3. In the **Invoice** class, select the **Enter debts settlement for non-member** method.

   The **Debts settlement for non-members** window will open.

4. Click the **Add item** button.

   The **Debts entry – select service/debts** window will open.

5. Select the type of service or debts for a non-member to settle.

   Select the type of service or debts and click the **OK** button. You can select only one type of service or debts.

   The **Invoice item** window will open.

6. If necessary, change the data in the **Invoice item** window (e.g. number of items).

   After you click the **OK** button, the item will be added to the list of debts to be settled in the **Debts settlement for non-members** window. In the same way you can add other debts for the member to settle.

Tip:

If you wish to delete the item from the list, select it and click the **Remove** button.

7. Continue the procedure by clicking the **Settle debts** button.

   The **Debts settlement** window will open, where you can enter the payment for entered debts in the same way as you settle debts for library members.

   Select the payment method, which can be cash, non-cash, or non-cash outside library. If you select the non-cash method, you can select a type of non-cash payment from the drop-down list (e.g. Moneta), and you can enter a note at the same time. Also, you can enter a note to be displayed on the invoice and on the list of invoices. Under »Cash«, enter the amount in cash that you received from the member. If you select the non-cash method of payment, the »Cash« field will be inactive.

Note:

You cannot enter a partial debts settlement for a person who is not a library member.

8. By clicking the **OK** button in the **Debts settlement** window, you will be returned to the **Debts settlement for non-members** window.

9. By clicking the **OK** button, confirm and print the invoice. If you make a mistake, you can cancel the invoice by clicking the **Cancel** button.

The settled amount will be added to the cash register balance and will be displayed also on the report when closing out cash register and on the list of invoices report (LOAN-CRO-01: List of invoices and LOAN-CRO-02: List of invoices incl. VAT). If a person is not a library member, the place for the membership card number on the report will be blank.

Options

You can print the invoice again by finding it in the **Invoice** class (e.g. by the invoice date), loading it to the workspace, selecting the **Object / Send** or **Object / Print** method, and selecting *Invoice* in the list of definitions.

Note:

*If a non-member requests the invoice copy,you can print the copy by using the **Create copy** method, you no longer have to reprint the invoice (see chapter* 7.3.2*).*

You can cancel debts settlement subsequently by finding the invoice in the **Invoice** class and selecting the **Object / Show** method. You can cancel the invoice by clicking the **Cancel** button. You can print the cancelled invoice by finding it in the **Invoice** search window and then selecting the **Object / Send** or **Object /Print** method. Select *Cancellation of invoice* in the list of definitions.

7.7 REPAYMENT (CREDIT NOTE)

Until now, when the money had to be returned from the cash register to a member and the invoice could not be cancelled, the money was returned by entering debts in a negative amount and settling debts by entering the negative amount. Since the installation of COBISS3/Loan V6.4-02, this option is disabled. From now on, you can issue credit notes for this purpose. This option is now available in all libraries, regardless of whether the library uses the certified cash register or not.

If you wish to return the money to a member, you can do this in the following way:

Procedure

1. Find the invoice, where the debts settlement, for which you wish to return the money to the member, is entered.

   You can do this in the following two ways:

   - find a member and then in his/her debts and settlement records (the **Entering and settling debts** method) find the invoice (the **View settled debts** button) and load it to the workspace by highlighting it and clicking the **Load invoice** button.
   - Highlight the **Invoice** class, select **Search** and then in the search window enter the value you are searching for under the relevant search field (e.g. invoice number)

2. Highlight the invoice on the workspace and select the **Create credit note** method.

   The **Credit note** window will open, where data on the invoice and a list of all items on the invoice will be displayed.

3. Highlight the item for which you wish to return the money and click the **Add item** button.

   The **Credit note item** window will open, where the number of units of the selected item will be displayed as default.

4. Click **OK**.

   If you wish to issue a credit note for fewer units, clear the number and enter the relevant number of the item units.

   Return to the **Credit note** window, where under »Repayment (total)«, the amount you will return to the member will be displayed. If you added an item by mistake, you can remove it by highlighting it in the list below and clicking the **Remove** button.

   If you wish to add an item from the selected invoice to the credit note, repeat the procedure.

5. Save the credit note and print it by clicking the **OK** button.

If your library uses the certified cash register, the credit note will be sent to FURS for verification.

If you wish to cancel the creation of the credit note, click the **Cancel** button.

On the credit note, the same data will be displayed as on the issued invoice. Also, the invoice number as well as the date and time of issuing the invoice, for which the credit note was issued, will be displayed. The amounts will be preceded by a minus sign. Credit notes will be numbered by the same counter as invoices. The name of the report that will be issued for a member together with the returned money will be *CREDIT NOTE no. <invoice_current_number>*. Issued credit notes are recorded as a special transaction (*12 – repayment (credit note)*), which can be seen when viewing transactions in the cash register for the selected member.

Note:

You can only create a credit note on the basis of the invoice that was already submitted to the user. You can create several credit notes for one invoice, but the credit notes must not exceed the total amount of the invoice.

7.8 CLOSING OUT CASH REGISTER AND PRINTING LIST OF INVOICES

At the end of the day or when the user completes his/her work, you will close cash register and print the list of invoices. The list of invoices shows cash register balance at closure and the list of all settled debts, including cancelled settlements.

Precondition

Cash register has not been closed yet.

Procedure

1. Highlight the **Cash register balance** class.
2. Select the **Class / Close cash register** method.

   The window containing the list of open cash registers will open. In libraries with department only those cash registers which are open in department in which you are currently signed in as a user are displayed on the list. Data on department, username, starting data and current amount of cash and non-cash is displayed for every open cash register.
3. Highlight and select the cash register with the mouse.

   It is possible to display details or to close the selected cash register. Before closing the cash register it is recommended to check the list of invoices.
4. By clicking the **Check invoices** button the list of open invoices will be displayed for the selected cash register.

   Check the list of invoices and the final balance of cash and non-cash payments in the library. A list of non-cash payments that were performed outside the library (e.g. with Moneta in the My library service) can be printed on the report LOAN-CRO-01: List of invoices.
5. If the balance on the report matches the actual balance, click the **Close** button.

   If you answer affirmatively, you can close the cash register and print the list of invoices.

> Note:
>
> *Closing the cash register cannot be cancelled. It is not possible to cancel debt settlements on an already closed invoice.*

> Note:
>
> *To close the cash register, the privilege* CRO_CCR – Closing out cash register *is required.*

Options

The list of invoices can also be printed from the COBISS3/Reports module as, if you select the report LOAN-CRO-01: List of invoices in the Business operations report group.

7.9 OVERVIEW OF CASH REGISTER TRANSACTIONS

Cash register transactions can be viewed in two ways:

- overview of cash register transactions for individual member
- overview of cash register transactions in the search window of the **Transaction** class

Procedure

1. In the **Member** class find and select the member.
2. Select the **Object / Entering and settling debts** method.

   The **Entering and settling debts** window will open.

   > Tip:
   >
   > If you are in the **Home library material** window, click the icon ▦ under member's name.

3. Click the **View transactions** button.

   The **Parameters for checking** window will open. Use it to select the department and the period for which you wish to see transactions.

4. Confirm by clicking the **OK** button.

   The **View transactions** window will open, where you can find a list of cash register transactions depending on the parameters that you defined. The list is sorted in descending order by transaction date. In the “Reason for deletion/writing off debts” column, under the transaction types *writing off debts* and *debts deletion*, a reason for deletion or writing off debts will also be displayed.

   By clicking the **Send** button the list can be printed to printer.

7.10 FISCAL VERIFICATION OF INVOICES

In Slovenia, since 1 January 2016, in accordance with the provisions of Article 4 of the *Act on Fiscal Verification of Invoices* (hereinafter referred to as ZDavPR), persons liable for fiscal verification of invoices have the following obligations:

1. Persons liable shall issue invoices with application of the electronic device for issuing invoices, which enables electronic signature of data about the invoice and electronic connection for exchange of data with the tax authority.
2. During the procedure, persons liable shall use the digital certificate for purposes of identification and for electronic signing in the procedure for verification of invoices.
3. Persons liable shall confirm invoices at the tax authority in accordance with this act and issue invoices with the unique identification invoice mark.
4. Before issuing of invoices persons liable shall submit data about all business premises, in which they issue invoices, to the tax authority.

The implementation of ZDavPR is defined in detail in the *Regulation on the implementation of the Act on fiscal verification of invoices* (hereinafter referred to as the Regulation).

ZDavPR and the Regulation impose some obligations on the persons liable for fiscal verification of invoices that need to be carried out before they start performing the verification of invoices. For this reason, before starting to use the cash register, the library must:

- adopt the internal document
- submit data about the business premises to the tax authority
- acquire the digital certificate
- update details on the persons employed in the library who issue invoices in the COBISS/Loan software module by adding their tax identification number
- provide printers for printing invoices that enable printing the QR code
- display the notice on the obligation to issue invoices and the obligation of buyers to accept and keep issued invoices

1. **Adopting the internal document**

In this document, the person liable prescribes rules for assigning sequence numbers of invoices, prepares a list of business premises and assigns marks to business premises. The internal document must be adopted before issuing invoices in cash operations. The person liable must submit the internal document in the supervision procedure upon request of the tax authority (therefore, there is no need to send it to FURS).

Tip:

The Regulation states that the mark of business premises and electronic devices should include at least 1 and up to 20 characters (letters a–z, A–Z and numbers 0–9). When defining the mark of business premises and the electronic cash register, the libraries must take into account the width of the slip for printing invoices. We recommend that, when adopting the internal document, the length of the mark of business premises and electronic devices is limited to up to 10 digits.

According to the Regulation, you can number the invoices in the following two ways:

- numbering by business premises
- numbering by electronic devices for issuing invoices

The sequence numbers of invoices must follow each other in the continuous sequence every business year according to the numbering method you selected.

Numbering by business premises means that one counter of the sequence numbers of the invoice will be used for all cash registers that a library uses in the business premises.

Example:

A library has three electronic devices (CASH1, CASH2, CASH3) for issuing invoices in the business premises PREMISES1. An electronic device for issuing invoices is an individual workstation to which a library employee is logged in to the COBISS/Loan software module. When the first invoice in the business premises on the cash register CASH1 is issued, the invoice number will be PREMISES1-CASH1-1. When the second invoice on the electronic device CASH2 is issued in the same business premises, the invoice number will be PREMISES1-CASH2-2. If the consecutive invoice is issued on the electronic device CASH1, the number will be PREMISES1-CASH1-3.

Tip:

We recommend that libraries select numbering by business premises, which is also a default value for the numbering method in the COBISS software. If a library selects numbering by electronic devices, before issuing the first invoice, the library must notify IZUM so that IZUM enables this numbering method by setting up a special parameter.

Numbering by individual electronic device means that a separate counter of running numbers is used for every cash register.

Example:

A library has three electronic devices (CASH1, CASH2, CASH3) for issuing invoices in the business premises PREMISES1. When the first invoice in the business premises on the cash register CASH1 is issued, the invoice number will be PREMISES1-CASH1. When the second invoice on the electronic device CASH2 is issued in the same business premises, the invoice number will be PREMISES1-CASH2-1. If the consecutive invoice is issued on the electronic device CASH1, the invoice number will be PREMISES1-CASH1-2.

Note:

If a library is not an independent institution, the numbering of invoices in a library must be adjusted to the method of numbering invoices that is defined in the internal document for the entire institution, of which the library is a part of.

2. **Submitting data on the business premises to the tax authority**

Podatki o poslovnih prostorih zavezanca, ki jih je za namene izvajanja potrjevanja računov treba posredovati davčnemu organu (8. člen ZDavPR), so naslednji:

- taxable person's tax number
- business premises mark
- data on the business premises defined in the register of immovable property (number of cadastral community, number of the building and number of the part of the building)
- address of business premises
- type of business premises, if the taxable person issues invoices ini a movable business premis (e.g. mobile library)
- date when submitted data becomes valid

The taxable person must submit the abovementioned data to the tax authority before starting to issue invoices. The data must be submitted for each business premise in which the library issues invoices. The data is submitted to the tax authority via the established electronic connection and must be signed with a digital certificate for invoice fiscal verification purposes.

For this purpose, the COBISS software was updated with the option of entering the required data for each business premise and sending the required data to FURS. The procedure for entering business premises and sending data to FURS is described in chapter *7.10.1*.

3. **Acquiring a digital certificate for invoice fiscal verification purposes (library)**

For the purposes of fiscal verification and sending data on the business premises, the library must acquire the digital certificate with the purpose of use DavPotRac. The application for the certificate must be submitted by the library via the eDavki portal. The certificate must be collected via the portal for collecting digital certificates for invoice fiscal verification purposes. The certificate must be installed to all workstations at which invoices are issued.

4. **Invoice content**

In addition to the legally required data, defined by the regulations on value added tax and the taxing procedure, the invoice must also include the following data:

- time of issuing the invoice
- designation of individual issuing the invoice with the use of the electronic cash register
- unique identification invoice mark – EOR
- protective mark of the invoice issuer – ZOI (in text and graphic form)

For the purposes of fiscal verification and issuing of invoices, the invoice must consist of three parts:

- mark of business premises
- mark of the electronic device for issuing invoices
- sequence number of the invoice

5. Tax number of the individual who issues the invoice

The law states that the tax number of the person issuing the invoice with the electronic device must be sent to FURS as part of the fiscal verification procedure. The person liable must link the mark of the person issuing the invoice with the tax number of that person. The data on the tax number of the person issuing the invoice is mandatory, which means that for every person in the library who settles debts and issues invoices, you must have the data on the tax number.

Due to this fact the central register of users has been updated with the option of entering the tax number. All library employees who work in the loan departments must update their data on the Training portal with their tax number. If the data on the tax number is not entered for the user account of the person who wishes to enter the settlement of debts of issue an invoice, that person will not be able to perform the procedure of entering the debts settlement or issuing an invoice.

6. QR code display

As defined in Article 5 of the Regulation, the protective mark of the invoice issuer must be indicated on the invoice in word form and the form of a QR code, code PDF 417 or several barcodes of the type Code 128.

Note:

The COBISS3/Loan software module only allows for the display of the protective mark of the invoice issuer *only in form of a QR code out of all permitted options. This means that, for the purposes of invoice issuing, libraries must only use printers that support the printing of QR codes.*

Libraries that use the COBISS3/Loan software module and already print invoices can continue to use the same printers for printing invoices under the condition that the printers support the graphic printing mode.

7. Displaying the notification on the obligation of issuing invoices and the customer's obligation to take and keep the issued invoice

Article 12 of ZDavPR states that the person liable must, on every electronic device for issuing invoices or another visible place put the notification on the obligation of issuing an invoice and handing it to the customer, and the customer's obligation to take and keep the invoice. The content and layout of the notice is precisely defined in Article 18 of the regulation and is published as Supplement III of the abovementioned regulation.

Note:

Libraries that inform IZUM that they are not liable for fiscal verification of invoices can only enter non-cash payments outside the library. This means that they can only select the option of non-cash payments outside the library in the ***Debts settlement*** *window. This settlement option is only intended for entering the debts settlement and any possible additional information on the debts settlement outside the library, but an invoice is not prepared.*

These libraries also cannot cancel an invoice or issue credit or invoice copies as they do not perform cash operations.

7.10.1 Entering data on business premises

Entering and sending data on business premises for verification to the taxing authority is performed in the COBISS3 software module regardless of whether the library uses the COBISS3/Loan software module or the COBISS2/Loan software module. The data on the business premises is edited as part of the data on the home library. When the COBISS3 software is installed, the general data on the home library is copied from the COLIB database.

Note:

To enter and edit data on the home library, the privilege ADM_PARTNER – Partner data maintenance *is required.*

The data on the business premises is entered by the library on the basis of an adopted internal document defining the list of business premises and their marks with an inventory of electronic devices that are used in the individual business premises for the issuing of invoices.

Procedure

1. In the list of classes of the COBISS3/Application Administration software module or the COBISS3/Loan software module, select the **Home library** class and double-click on it to load it to your workspace.
2. Select the method **Object / Edit** method.

   The **Home library** editor window will open.
3. Select the **Details** tab and then **Business premises**.
4. Click **New object**.

   The **Business premises** editor window will open.

5. Enter the data on the business premises.

   - business premises mark

     Due to the width of the invoice slip an up to 10-digit mark is recommended. The mark must not contain any fricatives or special symbols.

   - for immovable business premises enter the immovable property's identification mark composed of the following three elements:

     – number of the cadastral community
     – number of the building
     – number of the part of the building

   - for movable business premises also enter the address of the business premises composed of the following elements:
     – street
     – house number
     – addition to the house number (mandatory, if existing)
     – town
     – post office (city)
     – postcode

   - type of business premises

     The default value is *immovable business premises,* which indicates immovable business premises such as library premises within a building or part of a building. The remaining values (*A – movable object*, *B – object at a permanent location*, *C – individual electronic device for issuing invoices or pre-numbered invoice book*) indicate movable business premises. In the case of libraries, only a mobile library or lending kiosks are examples of movable business premises. If you wish to enter a mobile library as the movable business premises, select value *A – movable object*. According to Supplement II of the Regulation on the implementation of the Act on fiscal verification of invoices, vehicles or movable stands are listed as movable business premises. If you wish to enter a lending kiosk as the business premises, select *B – object at a permanent location*.

   - under "Other (notes)"enter any notes related to the business premises

   - in libraries with departments select one or several departments for which the data on the business premises applies

   - enter the data on electronic devices (see chapter *7.10.3*)

     When sending data on business premises for verification to the taxing authority, you must enter the data on the electronic device and install the digital certificate at least for the electronic device from which you will send the data for verification. The data on the remaining electronic devices can also be entered later after the data on the business premises is already confirmed.

6. Save the data by clicking the **OK** button if you do not wish to send it to FURS straight away. If you wish to send in the data for verification immediately, click the **Send to FURS** button.

   If some of the mandatory data on the business premises is missing, a warning will be displayed.

7.10.2 Sending data on business premises to FURS for verification

The data for every business premise where invoices will be issued must be sent to the taxing authority (FURS), otherwise it will not be possible to issue invoices.

The data on the business premises is sent for verification by clicking the **Send to FURS** button. A warning will be displayed with the question if you are sure that you want to send the data on business premises for verification. If the answer is affirmative, after the data is successfully sent a message will be displayed saying that the data is verified; in the data on the business premises under **Info** tab a tick is automatically added next to "Verified (FURS)" and the current date is entered automatically under "Validity date". If one of the settings is missing (tax number of the home library or the user, certificate) a warning is displayed.

Once the data on the business premises is verified it can no longer be changed. If the data needs to be changed subsequently, click the **Change data** button. Until the changed data is sent to FURS for verification issuing invoices in those business premises will not be possible.

Note:

*Business premises cannot be deleted. When you stop issuing invoices at the business premises, they can be closed by clicking the **Close bus. Premises** button. The data on the closing of the business premises must be sent to FURS immediately. Issuing invoices in closed business premises is not possible; it is also not possible to enter other business premises with the same mark. However, it is possible to add the electronic device from the closed business premises to other business premises.*

7.10.3 Entering data on electronic devices and installing the digital certificate

The data must be entered for all electronic devices (workstations) where invoices are issued. At the same time a digital certificate for invoice fiscal verification purposes must be installed to every electronic device on which invoices are issued.

Tip:

The free digital certificate for invoice fiscal verification purposes can be obtained by the library from FURS.

Note:

After the certificate is installed the COBISS software only remembers the path to the certificate. This means that you have to save the certificate to the correct location first (the local computer or electronic device, online, etc.) and then install it to the electronic devices in COBISS3. The certificate must remain save at the same location after the installation.

If every user logs into their user account (profile) on the same electronic device, the certificate must be installed for every account (profile) on the electronic device separately.

Procedure

1. In the **Business premises** window, click **New object** under "Electronic devices".

   The **Electronic device** window will open.

2. Under "Electronic device mark", enter the mark of the electronic device as defined in the internal document.
3. Under "Computer name" the name of the computer that you work on will be entered automatically.

   If you are entering data for another electronic device and not the one you are currently working on, delete the default computer name and enter another one.

Tip:

You have to find out the name of the computer on which you will perform the fiscal invoice verification procedures. There are several options to do this:

- select the About FURS option under the Help menu in the menu bar in COBISS3
- use the command CC3 in COBISS2
- in the Windows operation system:
  – Windows7 and Vista (*http://windows.microsoft.com/en-us/windows/find-computer-name#1TC=windows-7)*
  – Windows 8 and 10 (Control Panel\System and Security\System)

Note:

It is not possible to enter two electronic devices with the same computer name unless the business premises that the electronic device belong to are closed.

4. Install the digital certificate by clicking the **Install certificate** button.

A window will open in which you select the location. Once you enter the password a message on the successful installation will be displayed.

> Note:
>
> *When installing the digital certificate you must be logged into the electronic device to which you install the certificate.*

5. Save the data on the electronic device by clicking the **OK** button.
6. If you wish to use the electronic device for issuing invoices immediately, click the **Use** button.

> Note:
>
> *The data on the business premises must be confirmed before you activate the electronic device for issuing invoices by clicking the* ***Use*** *button.*

7.10.4 About FURS

In order to help with entering electronic devices and establishing the reasons for problems with sending data to FURS it is possible to display some key information related to the settings. For this purpose, the **About FURS** method was added in the menu bar under the **Help** menu. Once you select the **About FURS** method, a window will open where the following data will be displayed:

- username
- login department
- certificate location
- certificate holder
- data on public FURS certificate
- FURS web address
- connection success with FURS
- computer name
- electronic device mark
- business premises mark
- description of errors (if any)
- tax number of liable person
- tax number of user – is it entered

7.10.5 Testing the connection to the FURS information system

If you wish to check if a connection can be established to the FURS information system, use the **Invoice/Test connection to FURS** method. Based on the result, the corresponding message will be displayed.

7.10.6 Subsequent fiscal verification of invoices

ZDavPR defines the obligations of the person liable in *Articles 9* and *10* in case it is not possible to issue and invoice with EOR and in cases where the electronic device for issuing invoices does not work. In both cases, you have up to two working days or until the following working day after the causes for the delay were removed to send the data on the invoices to the taxing authority for verification.

Invoices that were not verified by FURS when the debts were settled are saced to the unverified invoices and must be sent to FURS to be verified again as soon as possible. Invoices that were not verified by FURS will have the ZOI and QR code, but the EOR is missing.

When FURS successfully verifies the invoice for the first time a warning is displayed that there are unverified invoices in the queue. The warning is displayed as long as there is at least one unverified invoice in the queue.

Procedure

1. Select the **Invoice** class and then the **Send unverified invoices to FURS** method.

   A window will open with the list of unverified invoices.

2. Click the **Select all** button.

   All invoices from the list will be sent to FURS for fiscal verification. A message will be displayed on the success of sending, and "EOR" and "Date EOR – subsequently" will be entered for the invoices.

B.2 DESCRIPTION OF STATISTICAL REPORTS

Statistical reports are created on the basis of data on the transactions that are entered by using the COBISS3/Loan software module. Statistical reports are sorted by groups and subgroups:

- Loan of material
- Transactions
- Visit
    - Visit by transactions
- Active members

Note:

For certain statistics, the input parameter »Username« can be used. A default code list of non-personal usernames, where you can select non-personal usernames, is available. To access the expanded code list, which contains also personal usernames, the special privilege RPT_USER – activation of expanded username code list *is required. In the COBISS3/Reports software module, the expanded username code list will be displayed if the* ***Home library / Expand username code list for reports*** *method is used in the COBISS3/Loan software module. If you wish for the local code list of non-personal name to appear again, use the same method again. It is recommended to set a time limit to access the expanded username code list.*

Note:

When entering the loan of e-books, the library department is not entered (applies to libraries with departments); for this reason, these transactions are included in the loan statistics only if, when creating the report, you leave the parameter for selecting the library department blank. If you wish to include only the data related to the loan of e-books, you must select EbookService *under the* »Username« *input parameter.*

B.2.1 Loan of material

- **LOAN-STA-Mt01: Loan – by type of material/active months**

The report contains the statistics on the loan for selected period of time, where the number of copies on loan is arranged according to the type of material. The report only contains columns for those months when the material was put on loan (i.e. active months). Under the input parameter “Transaction”, all transactions[1] that are taken into account as the loan of material, are set as default. If necessary, a different set of transactions involving the loan of material for which you wish to create loan statistics can be selected. The input parameter “Username”, where an empty value is set as default is also available. If necessary, you can define a username, under which transactions involving loan were carried out (e.g. usernames[2]: *EBookService, OPAC, self-checkout1, etc.*). If you leave the input parameter blank, all usernames will be taken into account when creating the statistics.

In libraries with departments you can create a report for individual departments by entering the parameter "Library department". If the parameter is not specified, the report will be created for all departments.

- **LOAN-STA-Mt02: Loan - by type of material/months**

The report contains loan statistics for the selected period of time, where the number of copies on loan is arranged according to the type of material. The report contains columns for all months, regardless of whether the material was put on loan or not. Under the input parameter “Transaction”, all transactions[3] that are taken into account as the loan of material, are set as default. If necessary, a different set of transactions involving the loan of material for which you wish to create loan statistics can be selected. The input parameter “Username”, where an empty value is set as default is also available. If necessary, you can define a username, under which transactions involving loan were carried out (e.g. usernames[4]: *EBookService, OPAC, self-checkout1, etc.*). If you leave the input parameter blank, all usernames will be taken into account when creating statistics. In libraries with departments you can create a report for individual departments by entering the parameter "Library department". If the parameter is not specified, the report will be created for all departments.

- **LOAN-STA-Mt03: Loan - by type of material (physical form)/months**

The report contains loan statistics by the type of material. The data on the number of copies of material on loan is sorted according to the NBM_1 table (see *COBISS2/Reports* User Manual, chapter *11.3.1*). Under the input parameter “Transaction”, all transactions[5] that are taken into account as the loan of material, are set as default. If necessary, a different set of transactions involving the loan of material for which you wish to create loan statistics can be selected. The input parameter “Username”, where an empty value is set as default is also available. If necessary, you can define a username, under which transactions involving loan were carried out (e.g. usernames[6]: *EBookService, OPAC, self-checkout1, etc.*). If you leave the input parameter blank, all usernames will be taken into account when creating statistics. The data on the selected time period is organised by individual months. In libraries with departments you can create a report for individual departments by entering the parameter "Library department". If the parameter is not specified, the report will be created for all departments.

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[1] The following transactions are taken into account: outside loan, reading room loan, loan renewal, change of due date, reading room transaction, renewal via COBISS/OPAC, renewal via telephone.

[2] Under the username *EbookService*, all loan transactions via the Biblos application are recorded. Under the username *OPAC*, all transactions in online COBISS/OPAC are recorded, including the mCOBISS application.
The username for the self-checkout applies only to libraries with the technical equipment which operates under a special username, e.g. self-checkout, FRID-readers, etc.

[3] See note no. 1.

[4] See note no. 2.

[5] See note no. 1.

- **LOAN-STA-Mt04: Loan - by UDC (main)/ language/active months**

The report contains loan statistics for the selected time period. The data on the number of copies of material on loan is sorted by the language of the material (domestic and others) for the defined main UDC codes (the local code list *UDC for statistics (CODE 85)* is taken into account). The report only contains columns for those months when the material was put on loan (i.e. active months). Under the input parameter “Transaction”, all transactions[7] that are taken into account as the loan of material, are set as default. If necessary, a different set of transactions involving the loan of material for which you wish to create loan statistics can be selected. The input parameter “Username”, where an empty value is set as default is also available. If necessary, you can define a username, under which transactions involving loan were carried out (e.g. usernames[8]: *EBookService, OPAC, self-checkout1, etc.*). If you leave the input parameter blank, all usernames will be taken into account when creating statistics. In libraries with departments you can create a report for individual departments by entering the parameter "Library department". If the parameter is not specified, the report will be created for all departments.

- **LOAN-STA-Mt05: Loan - by UDC (main)/language/months**

The report contains loan statistics for the selected time period. The data on the number of copies of material on loan is sorted by the language (domestic or others) of the material for the defined main UDC codes (the local code list *UDC for statistics (CODE 85)* is taken into account). The report contains columns for all months, regardless of whether the material was put on loan or not. Under the input parameter “Transaction”, all transactions[9] that are taken into account as the loan of material, are set as default. If necessary, a different set of transactions involving the loan of material for which you wish to create loan statistics can be selected. The input parameter “Username”, where an empty value is set as default is also available. If necessary, you can define a username, under which transactions involving loan were carried out (e.g. usernames[10]: *EBookService, OPAC, self-checkout1, etc.*). If you leave the input parameter blank, all usernames will be taken into account when creating statistics. In libraries with departments you can create a report for individual departments by entering the parameter "Library department". If the parameter is not specified, the report will be created for all departments.

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[6] See note no. 2.

[7] See note no. 1.

[8] See note no. 2.

[9] See note no. 1.

[10] See note no. 2.

- **LOAN-STA-Mt06: Loan – by type of material/member category (school libraries)**

The report contains loan statistics for the selected time period. The data on the number of copies of material on loan are sorted by groups depending on type of material: *Books –total, Books – fiction, Serials* and *Non-book material.* The data in columns is sorted depending on groups of members in school libraries: *Pupils, Students* and *Others.* Under the input parameter “Transaction”, all transactions[11] that are taken into account as the loan of material, are set as default. If necessary, a different set of transactions involving the loan of material for which you wish to create loan statistics can be selected. The input parameter “Username”, where an empty value is set as default is also available. If necessary, you can define a username, under which transactions involving loan were carried out (e.g. usernames[12]: *EBookService, OPAC, self-checkout1, etc.*). If you leave the input parameter blank, all usernames will be taken into account when creating statistics. In libraries with departments you can create a report for individual departments by entering the parameter "Library department". If the parameter is not specified, the report will be created for all departments.

- **LOAN-STA-Mt07: Loan –by class/active months**

The report contains the statistics on loan for the selected time period. The data on the number of copies of material borrowed by the members is sorted by classes. The report only contains columns for those months when the material was put on loan (i.e. active months). Under the input parameter “Transaction”, all transactions[13] that are taken into account as the loan of material, are set as default. If necessary, a different set of transactions involving the loan of material for which you wish to create loan statistics can be selected. The input parameter “Username”, where an empty value is set as default is also available. If necessary, you can define a username, under which transactions involving loan were carried out (e.g. usernames[14]: *EBookService, OPAC, self-checkout1, etc.*). If you leave the input parameter blank, all usernames will be taken into account when creating statistics. In libraries with departments you can create a report for individual departments by entering the parameter "Library department". If the parameter is not specified, the report will be created for all departments.

- **LOAN-STA-Mt08: Loan – by UDC (detailed)/language/active months**

The report contains loan statistics for the selected time period, where data on the number of items on loan is sorted by language of the material (domestic and others) for defined detailed UDC (the local code list UDC for statistics (CODE 85) is taken into account)). The report contains column only for those months when the material was put on loan (active months). Under the input parameter “Transaction”, all transactions[15] that are taken into account as the loan of material, are set as default. If necessary, a different set of transactions involving the loan of material for which you wish to create loan statistics can be selected. The input parameter “Username”, where an empty value is set as default is also available. If necessary, you can define a username, under which transactions involving loan were carried out (e.g. usernames[16]: *EBookService, OPAC, self-checkout, etc.*). If you leave the input parameter blank, all usernames will be taken into account when creating statistics. In libraries with departments you can create a report for individual departments by entering the parameter "Library department". If the parameter is not specified, the report will be created for all departments.

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[11] See note no. 1.
[12] See note no. 2.
[13] See note no. 1.
[14] See note no. 2.

- **LOAN-STA-Mt09: Loan – by UDC (main)/intended purpose/language/active months**

The report contains loan statistics for the selected time period, where data on the number of items on loan is sorted by different languages and intended purpose of the material (*adults, children*) for defined detailed UDC (the local code list *UDC for statistics (CODE 85)* is taken into account)). The report contains column only for those months when the material was put on loan (active months). Under the input parameter “Transaction”, all transactions[17] that are taken into account as the loan of material, are set as default. If necessary, a different set of transactions involving the loan of material for which you wish to create loan statistics can be selected. The input parameter “Username”, where an empty value is set as default is also available. If necessary, you can define a username, under which transactions involving loan were carried out (e.g. usernames[18]: *EBookService, OPAC, self-checkout1, etc.*). If you leave the input parameter blank, all usernames will be taken into account when creating statistics. In libraries with departments you can create a report for individual departments by entering the parameter "Library department". If the parameter is not specified, the report will be created for all departments.

- **LOAN-STA-Mt10: Loan – by material ratio/member category**

The report contains loan statistics for the selected time period, where data on the number of items on loan is sorted by the ratio of fiction and non-fiction material (the local code list *UDC for statistics (CODE 85)* is taken into account)). In columns, data is sorted by member groups: youth (pre-school children and primary school pupils), adults (other member categories), and others (institution’s organizational units, legal entities – external institutions, and units for interdepartmental loan). Under the input parameter “Transaction”, all transactions[19] that are taken into account in loan, are set as default. If necessary, a different set of transactions involving the loan of material for which you wish to create loan statistics can be selected. The input parameter “Username”, where an empty value is set as default is also available. If necessary, you can define a username, under which transactions involving loan were carried out (e.g. usernames[20]: *EBookService, OPAC, self-checkout1, etc.*). If you leave the input parameter blank, all usernames will be taken into account when creating statistics. In libraries with departments you can create a report for individual departments by entering the parameter "Library department". If the parameter is not specified, the report will be created for all departments.

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[15] See note no. 1.
[16] See note no. 2.
[17] See note no. 1.
[18] See note no. 2.
[19] See note no. 1.

- **LOAN-STA-Mt11: Loan – by mobile library stops/member category/active months**

The report contains loan statistics for the selected time period, where data on the number of items on loan is sorted by mobile library stops and by member groups: youth (pre-school children and primary school pupils) and adults (other member categories). The reports contains columns only for the months when the material was put on loan (active months). Under the input parameter »Transaction«, all transactions that are taken into account in loan are set as default[21]. If necessary, you can select a different set of transactions for which you wish to create loan statistics. The input parameter »Username«, where an empty value is set as default, is available. If necessary, you can set a username under which transactions involving loan were carried out (to access the expanded username code list see *Note* at the beginning of chapter B.2). If an input parameter is not set, all usernames will be taken into account when creating the statistics. As the statistics is intended for libraries with the Mobile library department, select the Mobile library department under the input parameter “Library department”.

- **LOAN-STA-Mt12: Loan – by financier/material/member category**

The report contains loan statistics for the selected period, where data on the number of items on loan is sorted for an individual financier by fiction and non-fiction material (the local code list *UDC for statistics (CODE 85)* is taken into account). In columns data is sorted by member groups: youth (pre-school children and primary school pupils), adults (other member categories), and others (institution’s organizational units, legal entities – external institutions and units for interlibrary loan). Under the input parameter “Transaction” all transactions[22] are included as default and will be taken into account when material is put on loan. If necessary, you can select a different set of loan transactions for which you wish to create loan statistics. The input parameter “Username” is also available, where the default value is empty. If necessary, you can define a username, under which transactions involving loan were carried out (e.g. usernames[23]: *EBookService, OPAC, self-checkout1, etc.*). If you leave the input parameter blank, all usernames will be taken into account when creating statistics. In libraries with departments you can create the statistical report on transactions for individual department by entering the "Library department" parameter. If the parameter is not specified, the report will be created for all departments.

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[20] See note no. 2.
[21] See note no. 1.
[22] See note no. 1.
[23] See note no. 2.

B.2.2 Transactions

- **LOAN-STA-T01: Transactions – by member category/months**

The report contains statistics of transactions recorded when updating member details or during the procedures related to the material (e.g. loan, reservation etc.) for the selected time period. Unlike the statistics LOAN-STA-Mb01, LOAN-STA-Mb02, LOAN-STA-Mb04, LOAN-STA-Mb05, and LOAN-STA-Mb08, the statistics LOAN-STA-T01 includes ***all*** transactions for the same member for the selected period regardless of whether they were recorded within 60 minutes or more in a library or via COBISS/OPAC. Data on the number of transactions are sorted according to member category by months. Therefore, it is recommended to select one of the transactions related to members in the parameter "Transaction". The input parameter “Username”, where an empty value is set as default, is also available. If necessary, you can define a username, under which transactions involving loan were carried out (e.g. usernames[24]: *EBookService, OPAC, self-checkout1, etc.*). If you leave the input parameter blank, all usernames will be taken into account when creating statistics. In libraries with departments you can create the statistical report on transactions for individual department by entering the "Library department" parameter. If the parameter is not specified, the report will be created for all departments.

- **LOAN-STA-T02: Transactions – by member category/days**

The report contains statistics of transactions recorded when updating member details or during the procedures related to the material (e.g. loan, reservation etc.) within the selected time period. Unlike the statistics LOAN-STA-Mb01, LOAN-STA-Mb02, LOAN-STA-Mb04, LOAN-STA-Mb05, and LOAN-STA-Mb08, the statistics LOAN-STA-T01 includes ***all*** transactions for the same member within the selected period regardless of whether they were recorded within 60 minutes or more in a library or via COBISS/OPAC. Data on the number of transactions are sorted according to the member category by days. Therefore, it is recommended to select one of the transactions related to members in the parameter "Transaction". The input parameter “Username”, where an empty value is set as default, is also available. If necessary, you can define a username, under which transactions involving loan were carried out (e.g. usernames[25]: *EBookService, OPAC, self-checkout1, etc.*). If you leave the input parameter blank, all usernames will be taken into account when creating statistics. In libraries with departments you can create the statistical report on transactions for individual departments by entering the "Library department" parameter. If the parameter is not specified, the report will be created for all departments.

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[24] See note no. 2.

[25] See note no. 2.

- **LOAN-STA-T03: Transactions – by municipality/member category**

The report contains statistics of transactions recorded when updating member details or during the procedures related to the material (e.g. loan, reservation etc.) for the selected time period. Unlike the statistics LOAN-STA-Mb01, LOAN-STA-Mb02, LOAN-STA-Mb04, LOAN-STA-Mb05, and LOAN-STA-Mb08, the statistics LOAN-STA-T01 includes ***all*** transactions for the same member for the selected period regardless of whether they were recorded within 60 minutes or more in a library or via COBISS/OPAC. Data on the number of transactions are sorted according to the member's municipality of permanent address by individual member categories. Therefore, it is recommended to select one of the transactions related to members in the parameter "Transaction". The input parameter "Username", where an empty value is set as default, is also available. If necessary, you can define a username, under which transactions involving loan were carried out (e.g. usernames[26]: *EBookService, OPAC, self-checkout1, etc.*). If you leave the input parameter blank, all usernames will be taken into account when creating statistics. In libraries with departments you can create the statistical report on transactions for individual department by entering the "Library department" parameter. If the parameter is not specified, the report will be created for all departments.

B.2.3 Visit

- **LOAN-STA-V01: Visits by members – by member category/months**

The report contains statistics on the number of visits by members for the selected time period. A visit is every transaction[27] that is recorded in the library in the same department within a certain period of time. The default value is 60 minutes. In library with departments, visits are recorded separately by departments. If a member visited two library departments within 60 minutes, it will be considered as two visits when preparing the statistics on visits. You can create a list for individual departments by entering the parameter "Library department". If you do not specify the parameter, the report will be created for all departments. The data on the number of visits is sorted by the member category by months.

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[26] See note no. 2.

[27] The following transactions are taken into account: new member, change of mamber data, change of membership card number, outside loan, reading toom loan, reservation of unavailable material, reservation of available material, loan period renewal, change of loan expiry date, return of material, return with restriction, entry of loass of material, beginning of serials routing, end of serials rounting, reservation for reading room, interlibrary loan, interlibrary loan return, entry of payment, visit of member or non-member, entered with the Enter visit method.

- **LOAN-STA-V02: Visits by members – by member category/days**

The report contains statistics on the number of visits by members for the selected time period. Every transaction[28] that is recorded in the library in the same department within a certain period of time is considered a visit. The default value is 60 minutes. In library with departments, visits are recorded separately by departments. If a member visited two library departments within 60 minutes, it will be considered as two visits when preparing the statistics on visits. You can create a list for individual departments by entering the parameter "Library department". If you do not specify the parameter, the report will be created for all departments. The data on the number of visits is organised by the member category by days.

Tip:

Upon the library's request, a special parameter can be used to set a different time period that is taken into account as a member's visit. A shorter period (30 minutes) is recommended only for school libraries as one member can visit the library during two consecutive breaks between which the time period is less than one school period (45 minutes).

- **LOAN-STA-V03: Visits by members – by class/months**

The report contains statistics on the number of visits by members for the selected time period. Every transaction[29] that is recorded in the library in the same department within a certain period of time is considered a visit. The default value is 60 minutes. In library with departments the visits are counted separately by departments. Thus, if a member visited two library departments within 60 minutes, it will be considered as two visits when preparing the statistics on visits. You can create a list for individual department by entering the parameter "Library department". If you do not specify the parameter, the report will be created for all departments. The data on the number of visit by members is sorted depending on their class by individual months.

- **LOAN-STA-V04: Visits by members –by class/day**

The report contains statistics on the number of visits by members for the selected time period. Every transaction[30] that is recorded in the same department within a certain period of time is considered a visit. The default value is 60 minutes. In library with departments the visits are counted separately by departments. If a member visited two library departments within 60 minutes, it will be considered as two visits when preparing the statistics on visits. You can create a list for individual department by entering the parameter "Library department". If you do not specify the parameter, the report will be created for all departments. The data on the number of visit by members is sorted depending on their class by individual days.

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[28] See note no. 27.
[29] See note no. 27.
[30] See note no. 27.

- **LOAN-STA-V05: Visits by members –by municipality/member category**

The report contains statistics on the number of visits by members for the selected time period. Every transaction[31] that is recorded in the same department within a certain period of time is considered a visit. The default value is 60 minutes. In library with departments, visits are recorded separately by departments. If a member visited two library departments within 60 minutes, it will be considered as two visits when preparing the statistics on visits. You can create a list for individual department by entering the parameter "Library department". If you do not specify the parameter, the report will be created for all departments. The data on the number of visit by members is sorted depending on their class by individual days.

- **LOAN-STA-V06: Visits by members –by mobile library stops /member category**

The report contains statistics on the number of visits by members in the Mobile library department for the selected period. Transactions[32] that were entered in the Mobile library department for the selected period (default value is 60 minutes) are considered as one visit by a member. In a library with departments, visits are recorded separately by departments. If a member visited two different library departments within 60 minutes, two visits will be recorded in the statistics. The statistics are intended for libraries with the Mobile library department; for this reason, select *Mobile library* department under the »Library department« input parameter. Data on the number of visits is sorted according to individual mobile library stops by member categories.

- **LOAN-STA-V07: Visits by members – by hours/days**

The report contains statistics on the number of visits by members for the selected period. Transactions[33] that were entered in the library in the same department for the selected period are considered as one visit by a member. The default value is 60 minutes. In a library with departments, visits are recorded separately by departments. If a member visits two different library departments within 60 minutes, two visits will be recorded in the statistics. You can create the statistics for an individual department by entering the “Library department” parameter. Data on the number of visits is sorted according to a specific hour and days within the selected period.

B.2.3.1 Visits by transactions

Loan statistics that show data on visits by members according to specific transactions are prepared on the basis of data on transactions, which are entered by using the COBISS3/Loan software module. In terms of form, the statistics in this group are the same as the statistics (see chapter B.2.3). The difference is, however, that you can obtain the data on the visits by members for one or more individual loan transaction. When calculating visits by members, only those loan transactions that you selected under the report parameter will be taken into account. In this group of statistics, you must define an individual loan transaction (or more loan transactions) on the additional *Parameters* tab, which is a mandatory data. When you click the **Transaction** button, a code list of all transactions that can be taken into account when preparing statistics of visits by members by transactions, will be offered. You must select one or more transactions, for which you wish to be taken into account when preparing the statistics of visits by members by transactions.

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[31] See note no. 27.
[32] See note no. 27.
[33] See note no. 27.

For example, if you wish to create statistics of visits by members based on outside loan transactions and reading room loan transactions, you can select one of the following two transactions in the transactions code list:

11 – outside loan
12 – reading room loan

Confirm the selected transactions by clicking the **OK** button or cancel the selected transactions by clicking the **Cancel** button.

Note:

In a group of statistics by transactions LOAN-STA-VT..., you can obtain data on the visit of non-members (transaction 29 – visit by non-member) for the period from 7 December 2015 onwards. You can obtain data for the previous periods with statistics of transactions LOAN-STA-T...

- **LOAN-STA-VT01: Visits by members – by member category/month (transactions)**

  The report contains statistics on the visits by members in a library based on an individual transaction or a group of transactions within the selected period. The selected transactions by a member within the same department within a specified period are considered as one visit. The default value for a visit is 60 minutes. In a library with departments, visits are recorded separately by individual departments. If a member visited two different library departments within 60 minutes, two visits will be recorded in the statistics. The input parameter “Username”, where an empty value is set as default, is also available. If necessary, you can define a username, under which transactions involving loan were carried out (e.g. usernames[34]: *EBookService, OPAC, self-checkout1, etc.*). If you leave the input parameter blank, all usernames will be taken into account when creating statistics. In libraries with departments you can create the statistical report on transactions for individual department by entering the "Library department" parameter. If the parameter is not specified, the report will be created for all departments. Data on the number of visits is sorted according to member category by individual months.

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[34] See note no.2.

- **LOAN-STA-VT02: Visits by members – by member category/days (transactions)**

  The report contains statistics on the number of visits by members in a library according to individual or group transactions for the selected period. Transactions that are recorded in the same department within a certain time period are considered as one visit. The default value for a visit is 60 minutes. In a library with departments, visits are recorded separately by individual departments. If a member visited two different library departments within 60 minutes, two visits will be recorded in the statistics. The input parameter “Username”, where an empty value is set as default, is also available. If necessary, you can define a username, under which transactions involving loan were carried out (e.g. usernames[35]: *EBookService, OPAC, self-checkout1, etc.*). If you leave the input parameter blank, all usernames will be taken into account when creating statistics. In libraries with departments you can create the statistical report on transactions for individual department by entering the "Library department" parameter. If the parameter is not specified, the report will be created for all departments. Data on the number of visits is sorted according to member category by individual days.

- **LOAN-STA-VT03: Visits by members – by class/months (transactions)**

  The report contains statistics on the number of visits by members in a library according to individual or group transactions for the selected period. Transactions that are recorded in the same department within a certain time period are considered as one visit. The default value for a visit is 60 minutes. In a library with departments, visits are recorded separately by individual departments. If a member visited two different library departments within 60 minutes, two visits will be recorded in the statistics. The input parameter “Username”, where an empty value is set as default, is also available. If necessary, you can define a username, under which transactions involving loan were carried out (e.g. usernames[36]: *EBookService, OPAC, self-checkout1, etc.*). If you leave the input parameter blank, all usernames will be taken into account when creating statistics. In libraries with departments you can create the statistical report on transactions for individual department by entering the "Library department" parameter. If the parameter is not specified, the report will be created for all departments. Data on the number of visits is sorted according to class by individual months.

- **LOAN-STA-VT04: Visits by members – by class/days (transactions)**

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[35] See note no.2.

[36] See note no.2.

The report contains statistics on the number of visits by member in a library according to individual or group transactions for the selected period. Transactions that are recorded in the same department within a certain time period are considered as one visit. The default value for a visit is 60 minutes. In a library with departments, visits are recorded separately by individual departments. If a member visited two different library departments within 60 minutes, two visits will be recorded in the statistics. The input parameter "Username", where an empty value is set as default, is also available. If necessary, you can define a username, under which transactions involving loan were carried out (e.g. usernames[37]: *EBookService, OPAC, self-checkout1, etc.*). If you leave the input parameter blank, all usernames will be taken into account when creating statistics. In libraries with departments you can create the statistical report on transactions for individual department by entering the "Library department" parameter. If the parameter is not specified, the report will be created for all departments. Data on the number of visits is sorted according to class by individual days.

- **LOAN-STA-VT05: Visits by members – by municipality/member category (transactions)**

  The report contains statistics on the number of visits by member in a library according to individual or group transactions for the selected period. Transactions that are recorded in the same department within a certain time period are considered as one visit. The default value for a visit is 60 minutes. In a library with departments, visits are recorded separately by individual departments. If a member visited two different library departments within 60 minutes, two visits will be recorded in the statistics. The input parameter "Username", where an empty value is set as default, is also available. If necessary, you can define a username, under which transactions involving loan were carried out (e.g. usernames [38]: *EBookService, OPAC, self-checkout1, etc.*). If you leave the input parameter blank, all usernames will be taken into account when creating statistics. In libraries with departments you can create the statistical report on transactions for individual department by entering the "Library department" parameter. If the parameter is not specified, the report will be created for all departments. Data on the number of visits is sorted according to municipality by member category.

- **LOAN-STA-VT06: Visits by members – by mobile library stops/member category(transactions)**

  The report contains statistics on the number of visits by member in a library according to individual or group transactions for the selected period. Transactions that are recorded in the same department within a certain time period are considered as one visit. The default value for a visit is 60 minutes. In a library with departments, visits are recorded separately by individual departments. If a member visited two different library departments within 60 minutes, two visits will be recorded in the statistics. The input parameter “Username”, where an empty value is set as default, is also available. If necessary, you can define a username, under which transactions involving loan were carried out (e.g. usernames [39]: *EBookService, OPAC, self-checkout1, etc.*). If you leave the input parameter blank, all usernames will be taken into account when creating statistics. In libraries with departments you can create the statistical report on transactions for individual department by entering the "Library department" parameter. If the parameter is not specified, the report will be created for all departments. Data on the number of visits is sorted according to mobile library stops by member category.

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[37] See note no. 2.

[38] See note no. 2.

- **LOAN-STA-VT07: Visits by members – by hours/days (transactions)**

The report contains statistics on the number of visits by member in a library according to individual or group transactions for the selected period. Transactions that are recorded in the same department within a certain time period are considered as one visit. The default value for a visit is 60 minutes. In a library with departments, visits are recorded separately by individual departments. If a member visited two different library departments within 60 minutes, two visits will be recorded in the statistics. The input parameter “Username”, where an empty value is set as default, is also available. If necessary, you can define a username, under which transactions involving loan were carried out (e.g. usernames [40]: *EBookService, OPAC, self-checkout1, etc.*). If you leave the input parameter blank, all usernames will be taken into account when creating statistics. In libraries with departments you can create the statistical report on transactions for individual department by entering the "Library department" parameter. If the parameter is not specified, the report will be created for all departments. Data on the number of visits is sorted according to hours and days within the selected period.

B.2.4 Active members

- **LOAN-STA-A01: Active members – by member category (school libraries)**

The report contains the statistics on active members in a library for the selected time period. Active members are members who visited the library at least once in the selected time period. Data on the number of visits is sorted by member groups in school libraries: *Pupils or students, Students* and *Others.* Under the “Transaction” input parameter, all transactions that are considered member activities are set as default. If necessary, a different set of activities for which you wish to create the statistics of active members can be selected (e.g. only for transactions via COBISS/OPAC, etc.). The “Username” input parameter, where an empty value is set as default is also available. If necessary, you can define a username, under which transactions involving loan were carried out (e.g. usernames[41]: *EBookService, OPAC, self-checkout1, etc.*). If you leave the input parameter blank, all usernames will be taken into account when creating statistics.

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[39] See note no. 2.
[40] See note no. 2.

- **LOAN-STA-A02: Active members – by member category**

The report contains statistics on active members in a library for the selected time period. Active members are members who visited the library at least once in the selected period. Data on the number of visits is sorted by member category. Unlike the LOAN-STA-Mb03 statistics, where data on active members is sorted by member groups in school libraries (*Pupils or students*, *Students* and *Others*), in the LOAN-STA-Mb06 statistics, data is sorted by member categories. Under the “Transaction” input parameter, all transactions that are considered member activities are set as default. The “Username” input parameter, where an empty value is set as default is also available. If necessary, you can define a username, under which transactions involving loan were carried out (e.g. usernames[42]: *EBookService, OPAC, self-checkout1, etc.*). If you leave the input parameter blank, all usernames will be taken into account when creating statistics. In libraries with departments you can create a report for individual departments by entering the "Library department" parameter.

- **LOAN-STA-A03: Active members – by municipality/member category**

The report contains the statistics on the number of visits by members for the selected time period. Active members are members who visited the library at least once in the selected period. Data on the number of visits is sorted according to individual municipalities by individual member category. Under the “Transaction” input parameter, all transactions that are considered member activities are set as default. The “Username” input parameter, where an empty value is set as default is also available. If necessary, you can define a username, under which transactions involving loan were carried out (e.g. usernames[43]: *EBookService, OPAC, self-checkout1, etc.*). If you do not specify the parameter, the report will be created for all departments. In libraries with departments you can create a report for individual departments by entering the "Library department" parameter.

- **LOAN-STA-A04: Active members – by mobile library stops/member category**

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[41] See note no. 2.

[42] See note no. 2.

[43] See note no. 2.

The report contains the statistics on active members in the Mobile library department. Active members are members who visited the library at least once in the selected period. Data on the number of active members is sorted according to individual mobile library stops by individual member categories. Under the “Transaction” input parameter, all transactions that are considered member activities are set as default. If necessary, you can choose a different set of activities for which you wish to create statistics on active members (e.g. only *outside loan* transactions). The »Username« input parameter is also available, where an empty value is set as default. If necessary, you can specify a different username, under which loan transactions were created (to access the expanded username code list see *Note* at the beginning of chapter *B.2*). If the input parameter is not set, all usernames will be taken into account when creating the statistics. The statistics are intended for libraries with the Mobile library department; for this reason, select *Mobile library* department under the »Library department« input parameter.

- **LOAN-STA-A05: Active members – by member category (after the year of transition to COBISS3/Loan)**

The report is intended only for libraries that transitioned from COBISS2/Loan to COBISS3/Loan. It contains data on active members for a year in which the library transitioned to COBISS3/Loan. The statistics can be prepared only for the next year, after the year of transition (if a library, for example, transitioned in 2015, the statistics can be prepared only from 1 January 2016 onward). Active members are members who visited the library at least once in the transition year. Data on the number of active members is sorted according to member category. No input parameters are available for the creation of the report. Statistical data is prepared on the basis of previously defined criteria, which is the same in all libraries for the year of transition to the COBISS3/Loan software.

- **LOAN-STA-A06: Active members – by member category (for the year of transition to COBISS3/Loan)**

The report is intended only for libraries that transitioned from COBISS2/Loan to COBISS3/Loan. It is intended to prepare data on active members for the year of transition to COBISS3/Loan. In the input parameter »Date of last visit«, enter the start and end of the period for which the visits will be taken into account: from 01.01 <current year> until the date of creating the report (**mandatory**). Statistical data will be correct only if you prepare the report for the entire period from the start of the transition year to the day of creating the report.

Example:

If a library wishes to check member activity every month also in the current year of transition and would like to know the number of active members from the beginning of the year until the end of September 2015, the library has to prepare the statistics of active members until the end of September. The library has to prepare the statistics in the morning of the first working day of the following month, i.e. October. In the input parameter »Date of last visit«, the period from 01.01.2015 until 30.09.2015 must be entered.

Data on the number of active members for the selected period in the year of transition is sorted according to member category.