

## 3.6 PREPAYING SERIALS

Before you start to receive the issues of the ordered volume, you can receive from the supplier an advance payment invoice, pro-forma invoice, quotation or some other notification about the amount to be paid. On the basis of the document received, perform prepayment or *advance payment* to the supplier.

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

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

You can prepare a claim for the document on the basis of which the advance payment is to be made. A claim can be prepared for the entire document or for an individual item.

According to the Value Added Tax Act, a taxable entity providing partially taxable and partially exempt supply of goods and services has the right to deduct input VAT only in relation to taxable transactions. Enter the deductible proportion of input VAT into the home library data. You can transfer the data to each newly entered advance payment.

Close the advance. Send it to the accounting department and enter the sending date. When the accounting department notifies you that the advance payment has been performed, enter the payment date. The data about advance payment will be added to holdings data.

In funds, specified under the advance payment items, the amount used for payments will increase, whereas the amount available will decrease. If a deductible proportion of input VAT has been defined for the advance payment, the deductible input VAT will be deducted from the amount used for payments.

---

### 3.6.1 Entering an advance

On the basis of the document used for advance payment or the data on the material, find the order or the order item and enter first the general data about advance payment and then advance payment items.

When entering an advance, mark that, when preparing a claim, the price difference is to be observed between the price of the document used for advance payment and the price, specified on the order. In addition to that, enter the note that refers to the claim. This data represents the basis for preparing a claim for the document received.

#### *Procedure*

1. In the **Order** class, find and select the order.
2. Select the **Object / Enter advance payment** method.

The **Advance** editor will open. The data about the supplier, which cannot be changed, is transferred from the order.

3. Enter general data about the advance payment (see chapter 3.6.1.1).
4. Edit advance payment item(s) (see chapter 3.6.1.2).
5. Click the **Total amount** tab.

The total of the advance payment is calculated simultaneously as you enter the prices under advance payment items (see also chapter 3.2.1.2.4).

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

A number, which cannot be changed, will be assigned to the advance. Advances are numbered automatically, in compliance with the setting of the counter for advances (see chapter 10.3).

#### *Status after entering an advance*

Advance

- *entered*

Order item

- *advance/invoice entered* (Payment status)

#### *Options*

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

If you wish to record the deductible proportion of input VAT for the advance, select the **Object / Transfer or delete deductible proportion of input VAT** method, whereby the data will be transferred from the **Home library** class. You can also delete the deductible proportion of input VAT from the advance.

#### *What to do next*

Close the advance payment.

### **3.6.1.1 Entering general data**

Enter general data about the advance payment in the **Advance** editor.

#### *Procedure*

1. Under "Reference document", enter the number of the document received, e.g. of a pro-forma invoice, payment quotation, etc.
2. Under "Reference document date", enter the date of the document received.
3. Under "Additional symbol", you can enter the additional internal symbol of the document.
4. Enter the due date of the advance payment.

5. If you want to prepare a claim for the document as a whole, on the basis of which advance payment is to be made, enter the reason for claim, which will appear on the claim.

Click the **Claim note** button. Enter the text into the text entry window and save it.



Example:

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

The sending method and language of the claim are transferred from the database of partners. You can change both values.

6. To enter an internal note, click the **Note** button.

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

### 3.6.1.2 Entering an item

Enter the data about the advance payment item in the **Advance payment item** editor.

#### *Procedure*

1. In the **Advance** editor, highlight the advance payment item.
2. Click the **Edit** button.

The **Advance payment item** editor will open.

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

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

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

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

4. Check and, if required, change these fields (see chapter 3.6.1.2.1).
5. If you wish that the difference between the price under the advance payment item and the price under the order item (the price, agreed upon with the supplier) is taken into consideration when entering a claim, tick the "Check order price" check box. The item will appear on the claim.
6. Enter the reason for claim, which will appear on the claim. Click the **Claim note** button.

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

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

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

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

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

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

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

10. Save the data.

### **Options**

If you wish to perform advance payment for an individual order item, delete other advance payment items. Highlight the item in the **Advance** editor and click the **Delete** button.

#### **3.6.1.2.1 Selecting fields 997 to enter the price**

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

### **Precondition**

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

### **Procedure**

1. In the **Advance payment item** editor or in the **Invoice item** editor, click the **Fields 997** button.  
The **List** window will open, where you can check fields 997.
2. In the "Selected" list, highlight the field 997 where you do not want to enter the price and move it to the "Unselected" list by clicking the **Remove** button.
3. Click the **OK** button.

---

## **3.6.2 Closing an advance**

After entering the data, close the advance.

If you need to make a claim, you cannot close the advance but must prepare a claim for individual items or for the advance payment as a whole (see chapter 8.1).

After the claim has been answered, delete the reasons for claim in the advance and close the advance.

**Precondition**

The advance payment status must be *entered*.

**Procedure**

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

**Status after closing an advance**

Advance

- *closed*

Order item

- *advance/invoice entered* (Payment status)

**What to do next**

Record sending the advance payment data to the accounting department.

### 3.6.3 Sending an advance to the accounting department

After having checked, entered and closed the advance payment document, send it to the accounting department. Enter the sending date.

**Precondition**

The advance payment status must be *closed*.

**Procedure**

1. In the **Advance** class, find and select the advance.
1. Select the **Object / Send to Accounting** method.

A window will open, where you can enter the date of sending the advance to the accounting department. Under "Sending date", the current date, which you can change, will automatically appear.

Click the **OK** button.

**Status after sending an advance to Accounting**

Advance

- *sent to Accounting*

Order item

- *advance/invoice entered* (Payment status)

**What to do next**

Record the advance payment.

### 3.6.4 Entering an advance payment

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

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

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

If you have transferred the deductible proportion of VAT to the advance payment, the amount used for payments will be decreased by the input VAT in the Fund. Under the "advance payment" entry, both amounts will be indicated: the amount used for payments, reduced by the deductible input VAT, and the deductible input VAT.

Advance payment data will be added to the holdings data.

#### **Precondition**

The advance status must be *sent to Accounting*.

#### **Procedure**

1. In the **Advance** class, find and select the advance.
2. Select the **Object / Enter payment** method.

A window will open, where you can enter advance payment date. Under "Payment date", the current date, which you can change, will automatically appear.

Click the **OK** button.

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

The advance number and date as well as the price are recorded under "Proforma invoice (0)".

Price per unit is calculated by dividing the item amount (value under "Amount") with the number of copies.

If both prices, i.e. prices in foreign and in domestic currency, are specified for a certain item, it depends on the setting in the configuration file, which price will be transferred.

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

#### **Status after entering an advance payment**

Advance

- *paid*

Order item

- *paid* (Payment status)

---

### 3.6.5 Closing an advance, sending an advance to the accounting department and entering advance payment simultaneously

You can simultaneously close an advance, record the sending of it to the accounting department and enter the advance payment.

#### *Precondition*

The invoice status must be *entered*.

#### *Procedure*

1. In the **Advance** class, find and select the advance.
2. Select the **Object / Edit** method.

The **Advance** editor will open.

3. Click the **Enter payment** button.

A window will open asking you whether you want to close the advance, send it to the accounting department and pay it.

If you click the **Yes** button, the advance will be marked as paid (see chapters 3.6.2, 3.6.3, and 3.6.4 ).

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

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

---

### 3.6.6 Changing an advance status

The advance status can be changed back to *entered* after:

- sending it to the accounting department
- performing advance payment

Re-open the advance, enter the corrections and close it.

#### *Status after changing the advance payment status*

Advance

- *entered*

Order item

- *advance/invoice entered* (Payment status)

### 3.6.6.1 Changing the sending of advance to the accounting department

**Precondition** The advance payment status must be *sent to Accounting*.

**Procedure**

1. In the **Advance** class, find and select the advance.
2. Select the **Object / Delete sending to Accounting** method.

### 3.6.6.2 Changing an advance payment

**Precondition** The advance status must be *paid*.

**Procedure**

1. In the **Advance** class, find and select the advance.
2. Select the **Object / Delete payment** method.

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

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