

3.5 PAYING FOR THE MATERIAL RECEIVED

You may receive the invoice for the material received together with the delivery note and the material, or later. You may receive an invoice for one delivery note or for several delivery notes. You can enter it on the basis of either entered or closed delivery note.

If you receive one copy free of charge and you have to pay other copies, split the item of a delivery note or of an invoice. Under the item of the copy that you received free of charge, enter the price and a discount of 100%.

You can prepare a claim for the invoice – either for the whole invoice or for a single item.

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

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

In funds, specified under order items, the financial means tied to orders will decrease, and in funds, specified under invoice items, the amount used for payments will increase. If a deductible proportion of input VAT has been defined for the invoice, the deductible input VAT will be deducted from the amount used for payments.

3.5.1 Entering an invoice

On the basis of the invoice received or the data on the material, find the delivery note, and enter first the general data about the invoice and then invoice items.

When entering an invoice, mark that you wish the difference between the invoice price and the order price to be observed. In addition to that, enter the note that refers to the claim. This data represents the basis for preparing a claim for the invoice received.

When entering an invoice, enter also indirect cost of acquisition, e.g. postage, handling charges, etc.

Precondition

The delivery note must be either entered or closed.

Procedure

1. In the **Delivery note** class, find and select the delivery note.

2. Select the **Object / Create invoice** method.

The entered delivery note will be closed (see chapter 3.4.4).

The **Invoice** editor will open. A delivery note item has also the function of an invoice item.

3. Enter general data about the invoice (see chapter 3.5.1.1).
4. Edit invoice item(s) data. As the item(s) function(s) as delivery note item(s), only check and supplement the financial data (see chapter 3.5.1.2).
5. Click the **Total amount** tab.
The total invoice amount is calculated at the same time as you enter the prices under invoice items (see chapter 3.2.1.2.3).
6. From the data about the home library, the deductible proportion of input VAT, expressed in per cent, is transferred.
7. Enter indirect cost of acquisition, e.g. postage, handling charges, etc. (see chapter 3.5.1.3).
8. Save the data.

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

Status after entering an invoice

Invoice

- *entered*

Delivery note

- *invoice received (Payment status)*

Options

If you, after having entered an invoice but before having paid it, receive a notification from the accounting department about a change in the deductible proportion of the input VAT, change it accordingly for the home library (in the **Home library** class). To transfer the change to the invoice, use the **Object / Transfer or delete deductible proportion of input VAT** method. You can delete the deductible proportion of input VAT from the invoice.

What to do next

Close the invoice.

3.5.1.1 Entering general data

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

Procedure

1. Under "Reference document", enter the invoice number.
2. Under "Reference document date", enter the date of the invoice received.
3. If you order and receive the material from one supplier and the invoice from another supplier, you can change the supplier.

To do that, click the **Supplier** button. The **Search – Partner** search window will open. Find and select the relevant supplier.

4. Under "Additional symbol", you can enter additional internal designation of the invoice.
5. Under "Date of invoice receipt", the current data is offered. You can change it.
6. The shipment date is transferred from the delivery note. You can change it.
7. The invoice due date is calculated by adding the payment period in days to the shipment date. The payment period is recorded in the data about the supplier and indicates the number of days within which you must usually pay the material received to the supplier in view of the shipment date. You can change the invoice due date.
8. If you want to prepare a claim for the invoice as a whole against the supplier, enter the reason for claim, which will then appear on the invoice claim.

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



Example:

Under "Claim note", you can enter the following text, e.g.: *You have delivered only 1 piece but invoiced 3.*

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



Example:

You wish to send an invoice claim to the supplier. The claim will be written in English and sent by e-mail. Therefore, select *e-mail* under "Sending method", and *English* under "Language".

9. To enter an internal note, click the **Note** button.
Enter the text into the text entry window and save it.
10. If you have received an invoice for several delivery notes, add them to the invoice.
Click the **New object** button. A window will open, with the delivery notes of the same supplier, for which you have received no invoice yet. After selecting the delivery note, the delivery note items will be added to the invoice.

3.5.1.2 Entering an item

You can enter invoice item data in the **Delivery note/invoice item** editor.

Procedure

1. In the **Invoice** editor, highlight the item of a delivery note or an invoice.

2. Click the **Edit** button.
The **Delivery note/invoice item** editor will open.
Bibliographic data about the material and the number of copies cannot be changed.
3. If you wish that the difference between the invoice item price and the order item price (i.e. the price agreed upon with the supplier) is taken into consideration when preparing a claim, tick the check box "Check order price". The item will be added to the invoice claim.
4. You can enter the reason for claim that will appear on the invoice claim. Click the **Claim note** button.
Enter the text into the text entry window and save it.
5. To enter an internal note, click the **Note** button.
Enter the text into the text entry window and save it.
6. Check and, if required, change the data about funds and percentages of financing for individual copies (see chapter 3.2.1.2.1).
7. Click the **Price** tab.
Check and, if required, supplement the data about the price under the invoice item (see chapter 3.2.1.2.3).

In relation to combined orders (combined subscription), when several publications are paid on the basis of one invoice, and the price of one publication is not known, enter the price under the first item, and the amount of 0.00 for other items.
8. Save the data.

3.5.1.3 Entering indirect cost of acquisition

Enter indirect cost of acquisition, e.g. postage, shown on the invoice, in the **Indirect cost** editor.

Procedure

1. In the **Invoice** editor, click **Total amount** tab and then the **New object** button.
The **Indirect cost** editor will open.
2. Under "Type", select the indirect cost type, e.g. *postage*.
3. Enter price per unit.
4. Define tax rate by selecting the appropriate value from the list of tax rates.
After you have entered the price and tax rate, the following values are calculated: value before VAT and discount, VAT and total.
5. You can enter a foreign price. Select the appropriate currency from the currency list.
6. To enter a note, click the **Note** button.

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

7. Save the data.

The indirect cost value will be added to the invoice total.

Options

If the amount due on the invoice is rounded off, you can enter the rounding-off amount. In the **Indirect cost** editor, select *rounding-off* under "Type", and enter the rounding-off amount, e.g. 0.01 or -0.02.

3.5.2 Splitting a delivery note item or invoice item to two items

If you receive one copy free of charge and you have to pay the other copies, split the item of a delivery note or an invoice to two items. Under the item of the copy that you received free of charge, enter the price and a discount of 100%.

Procedure

1. In the **Invoice** class, find and select the invoice.
2. In the list of objects related to the invoice, select the item of a delivery note or an invoice that you wish to split to two items.
3. Select the **Object / Split to two items** method.

The **List** window will open.

4. In the "Unselected" list, highlight the copy that you wish to move to the other item of a delivery note or an invoice and move it to the "Selected" list, using the **Add** button.
5. Click the **OK** button.

A new item with the selected copy will be created.

3.5.3 Adding a delivery note to an invoice

If you have received an invoice for several delivery notes, you can add the delivery notes to the invoice as long as the invoice is not closed.

Precondition

A delivery note can be added to the invoice with the status *entered*.

Procedure

1. In the **Invoice** class, find and select the invoice.
2. Select the **Object / Add delivery note** method.

A window will open, containing delivery notes that have been sent by the same supplier and for which you have not received an invoice yet.

3. Select a delivery note. You can select several delivery notes simultaneously.

Delivery note items will be added to the invoice.

Options

You can add delivery notes to an invoice also by using the **Invoice** editor. Click the **New object** button to open the window containing the delivery notes for which you have received no invoice yet. Select a delivery note. Delivery note items will be added to the invoice.

3.5.4 Removing a delivery note from an invoice

You can remove delivery notes from an invoice until the invoice is closed.

Precondition

A delivery note can be removed from the invoice with the status *entered*.

Procedure

1. In the **Invoice** class, find and select the invoice.
2. Select the **Object / Remove delivery note from invoice** method.

If only one delivery note has been placed on the invoice, the delivery note items will be removed from the invoice.

If several delivery notes have been placed on the invoice, a window with a list of delivery notes will open. Select a delivery note and the items of the selected delivery note will be removed from the invoice.

Status after removing a delivery note from an invoice

Delivery note

- *invoice not received (Payment status)*

3.5.5 Closing an invoice

After having entered the data, close the invoice.

If you need to make a claim, you cannot close the invoice but must prepare a claim for individual items or for the invoice as a whole (see chapter 9.1).

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

If advance payment has been performed for the order for which you are closing the invoice, the advance payment status will change.

Precondition

The invoice status must be *entered*.

Procedure

1. In the **Invoice** class, find and select the invoice.
2. Select the **Object / Close/Prepare claim** method.

<i>Status after closing an invoice</i>	Invoice <ul style="list-style-type: none"> • <i>closed</i> Delivery note <ul style="list-style-type: none"> • <i>invoice received (Payment status)</i> Advance <ul style="list-style-type: none"> • <i>invoice entered</i>
<i>What to do next</i>	Record sending the invoice to the accounting department.

3.5.6 Sending an invoice to the accounting department

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

Precondition

The invoice status must be *closed*.

Procedure

1. In the **Invoice** class, find and select the invoice.
2. Select the **Object / Send to Accounting** method.

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

Click the **OK** button.

Status after sending an invoice to the accounting department

Invoice	<ul style="list-style-type: none"> • <i>sent to Accounting</i>
Delivery note	<ul style="list-style-type: none"> • <i>invoice received (Payment status)</i>

What to do next

Enter invoice payment.

3.5.6.1 Exporting an invoice to accounting system

You can export the invoice from the COBISS3 software for the needs of accounting records.

A library has to talk to its accounting system provider about the import of invoice data into the accounting records.

After the arrangement has been made between the library and the accounting system provider, it is required to define, in the configuration file, the path to the folder, where files containing individual invoices created during the export procedure, are stored. Invoice data will be entered into an .xml format file. The

invoice number, assigned while entering the invoice in compliance with the counter setting, is the file name.

3.5.7 Entering invoice payment

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

In funds, specified under order items, the amount tied to orders decreases. If all the material ordered in one order has not been received with a delivery note and paid with an invoice, the amount tied to orders decreases only by the part of the material that has been paid with an invoice in funds. In order data, a special designation appears indicating that the reserved funds have been released.

In funds, defined under the invoice item (the funds can be the same as for the order), the amount used for payments increases. The indirect cost of the acquisition is recorded under the indirect cost fund with the designation *AcqIC*.

If funds have not been defined under invoice items, the invoice total is recorded under the unallocated financial means fund with the designation *NS*.

If the invoice has been partly settled with an advance payment, the financial means in funds are used in the amount required for settling the invoice. If, in view of the advance payment, there is a credit balance in relation to this invoice, the amount is added to the supplier's overpayment amounts. When paying an invoice, the advance payment status also changes.

When paying an invoice, it is possible to use the amount of overpayments, currently recorded for the supplier. In such a case, the amount of overpayment is deducted from the amount of overpayment for the supplier, that is, from the funds where the amount of overpayment for the supplier has been recorded.

Each change in supplier's overpayment is recorded in the **Overpayment** class. The following data is recorded: current number, type of entry, supplier, invoice and advance payment numbers, amount, foreign amount, fund, note, the person who made the entry and the date and time of creating the overpayment.

If the deductible proportion of input VAT specified for the home library differs from 0, the amount used for payments will be decreased by the deductible input VAT in the Fund. Under the "payment" entry, both amounts will be indicated: the amount used for payments, reduced by the deductible input VAT, and the deductible input VAT.

Data about the invoice will be added to the holdings data.

Precondition

The invoice status must be *sent to Accounting*.

Procedure

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

A window will open, where you can enter the invoice payment date. Under "Payment date", the current payment date is offered, which can be changed.

Click the **OK** button.

Under the items of a delivery note or an invoice, the value under "Paid" is set to *Yes*.

The following data will be transferred to fields 996 for each item:

- to "Invoice (1)", the invoice number and date will be transferred
- to "Price (3)", the calculated price per copy will be transferred

A price per copy is calculated by dividing the item total amount (the value under "Amount") by the number of copies. If, for the invoice, the deductible proportion of input VAT is specified, considering the settings in the configuration file, the price, either reduced or not by this proportion, is transferred.

If two prices, one in domestic and one in foreign currency, are given for one item, it depends on the configuration file settings as to, which of the two prices will be transferred.

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

For combined orders, a price will be transferred into the field(s) 996 for the first item, and a price of 0 into the field(s) for other invoice items. This is followed by the remark *CS (Combined Subscription)*, the punctuation "\" and by field 996 ID, where the total price is given.

- to "Price (3)", the discount rate will be transferred
- to "Financier (4)", the financier symbol and the percentage of financing will be transferred; the percentage of financing will be transferred only if it is less than 100%
- to "Internal No. (7)", an internal number and invoice entry date will be transferred

***Status after entering
invoice payment***

Invoice

- *paid*

Delivery note

- *invoice paid (Payment status)*

Advance

- *invoice paid*

3.5.8 Closing an invoice, sending an invoice to the accounting department and entering invoice payment simultaneously

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

Precondition

The invoice status must be *entered*.

Procedure

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

The **Invoice** editor will open.

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

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

If you click the **Yes** button, the invoice will be marked as paid (see chapters 3.5.5, 3.5.6 and 3.5.7).

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

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

3.5.9 Changing the invoice status

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

- having sent the invoice to the accounting department
- having paid the invoice

Re-open the invoice, enter the required corrections and close it.

Status after changing the invoice status

Invoice

- *entered*

Delivery note

- *invoice received (Payment status)*

3.5.9.1 Changing the sending of the invoice to the accounting department

Precondition

The invoice status must be *sent to Accounting*.

Procedure

1. In the **Invoice** class, find and select the invoice.

2. Select the **Object / Delete sending to Accounting** method.

3.5.9.2 Changing the invoice payment

Precondition

The invoice status must be *paid*.

Procedure

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

In funds, specified under order items, the amount tied to orders will increase, and in funds, specified under invoice items, the amount used for payments will decrease.

The data, entered into fields 996 when performing the invoice payment, will be deleted.