3.7   GENERAL PROCEDURES

For orders, advances, delivery notes and invoices you can view the apportionment of the total amount by funds and you can change the discount rate.

With acquisition documents, you can change the order of the items or the mailing address. You can print the label with partner's address on it and add the invoice for indirect cost of acquisition.

3.7.1   Apportionment by funds

For orders, advances, delivery notes and invoices you can view the apportionment of the total amount by funds, specified under the document items.

Procedure

1. Find and select the acquisition document.

2. Select the **Object / Show the amounts by funds** method.

   A window will open, where you can view the apportionment of the total amount by funds.

   For invoices the deductible input VAT amount is shown.

   If an invoice for indirect cost of acquisition is linked to the document, the indirect cost invoice number, the fund, specified for the invoice, and the invoice total amount are given as well.

3.7.2   Changing a discount rate

You can simultaneously change a discount rate for several items for an order, advance payment, delivery note or invoice.

Precondition   The acquisition document status must be *entered*.

Procedure

1. Find and select the acquisition document.

2. In the list of objects, related to the acquisition document, select the relevant item. You can select several items simultaneously.

3. Select the **Object / Change discount rate** method.

   The **Change discount rate** window will open.

   Enter the new discount rate and click the **OK** button.

The discount rate will be changed for all the selected acquisition document items. On the basis of this new discount rate, the total of the acquisition document is calculated (see chapter *3.2.1.2.3*).

3.7.3   Sorting acquisition document items

You can change the order of acquisition document items.

Precondition   The acquisition document status must be *entered*.

Procedure   1. Find and select the acquisition document.

2. Select the **Object / Sort items** method.

   The **Sort items** window with a list of acquisition document items will open.

3. Highlight the item.

4. To move it upwards, click the **Up** button.

5. To move it downwards, click the **Down** button.

6. Click the **OK** button.

> Note:
>
> *When sorting items on an invoice that contains several delivery notes, you can change the order of items only within one delivery note.*

3.7.4   Changing a mailing address

You define the default address for sending acquisition documents by selecting a partner. It can be one of the following:

- partner's head office address
- contact department address
- contact person address

The default address can be changed.

Precondition   The partner must be specified for the acquisition document.

Procedure   1. Find and select the acquisition document.

2. Select the **Object / Change mailing address** method.

   The **Partner addresses** window will open, where the addresses of partner's head office, of contact persons and departments can be viewed.

3. Select the new mailing address.

3.7.5 Printing a label with partner's address on it

For an acquisition document that will be sent by mail you can print a label with partner's address on it. You can print a label for one acquisition document or, simultaneously, for several acquisition documents.

Procedure

1. Find and select the acquisition document.

2. Select the **Object / Print label with partner's address on it** method.

Options

You can also print a label with the partner's head office address. You can find the partner that you wish to print a label for in the **Partner** class. Then select the **Object / Print label with head office address on it** method.

3.7.6 Entering an invoice for indirect cost of acquisition

It is possible that a supplier sends first a basic invoice and then also an invoice for the indirect cost of the acquisition, e.g. insurance, customs charges etc., which have not been included in the basic invoice.

Also in relation to other acquisition types, e.g. exchange, gifts, etc., a supplier can send an invoice for acquisition-related indirect cost. When acquiring exchange material, a library must pay e.g. postage related to the exchange. In such a case you must find and select the basic document, i.e. a list of material received by exchange, and then add the indirect cost invoice to it.

Procedure

1. Find and select the acquisition document in the relevant class, e.g. **Invoice**, **List of material received by exchange**, etc.

2. Select the **Object / Add indirect cost invoice** method.

   The **Indirect cost invoice** editor will open. Under "Acquisition document", the data about the basic acquisition document, to which the invoice for indirect cost of the acquisition is linked, appears automatically, e.g. data about invoice, list of material received by exchange, etc. Under "Additional symbol", the basic acquisition document number appears again to make the search easier. You can change the additional symbol.

3. Under "Type", select the type of indirect cost, e.g. *postage*.

4. Under "Reference document", enter the invoice number.

5. Under "Reference document date", enter the date of the invoice received.

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

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

7. Specify the fund that will be used to pay the indirect cost invoice. The fund for recording indirect cost of acquisition designated *AcqIC* is defined by default.

Click the **Fund** button, which forms a link to the **Fund** class. The **Search – Fund** search window will open. Find and select the fund.

8. Enter the tax base.

9. Under "Tax rate", select the relevant value from the list.

10. When you receive an indirect cost invoice from another supplier, you must change the supplier.

Click the **Supplier** button. The **Search – Partner** search window will open. Find and select the relevant supplier.

11. Save the data.

On the basis of the tax base and tax rate, the invoice total is calculated automatically.

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

A common counter is used for invoices and indirect cost invoices.

Status after entering an indirect cost invoice

Indirect cost of acquisition invoice

- *entered*

What to do next

Close the invoice for indirect cost of acquisition, send it to the accounting department and enter invoice payment using the same method as described for the basic invoice.

Note:
Data about paying the invoice for indirect cost of acquisition is not added to the holdings data.