

A.2 PURCHASE OF MATERIAL – RECORD OF INVOICES

The overview of invoicing procedures and statuses for the purchase of library material is presented in the table below.

Table A.2-1: Purchase of material – record of invoices

CLASSES PROCEDURES	Delivery note <i>DN</i>	Invoice <i>I</i>	Advance <i>A</i>
1) Entering invoice <i>(DN)</i>	<i>closed</i> Payment status = <i>invoice received</i>	<i>entered</i>	
2) Removing a delivery note from an invoice <i>(I)</i>	Payment status = <i>invoice not received</i>	<i>entered</i>	
3) Closing an invoice <i>(I)</i>	Payment status = <i>invoice received</i>	<i>closed</i>	<i>invoice entered</i>
4) Sending an invoice to the accounting dpt. <i>(I)</i>	Payment status = <i>invoice received</i>	<i>Sent to Accounting</i>	<i>invoice entered</i>
5) Entering invoice payment <i>(I)</i>	Payment status = <i>invoice paid</i>	<i>paid</i>	<i>invoice paid</i>
6) Changing the invoice status – deleting payment or sending to the accounting dpt. <i>(I)</i>	Payment status = <i>invoice received</i>	<i>entered</i>	