E.3   DESCRIPTION OF INDIVIDUAL REPORTS

E.3.1   ACQ-UF-01: Payment of invoices – by fund/type of material

The report includes data on the use of financial means for the payment of invoices. The amount of paid invoices, discount deducted, VAT added (column *amount*), VAT (column *VAT*) and discount (column *discount*) are displayed.

For the payment of foreign invoices, the amount of paid invoices, discount deducted (*amount* column) and discount (*discount* column) are displayed. The amount of paid invoices and discount appear horizontally, so that the amount of all paid foreign invoices and discounts (*foreign amounts*) are displayed first, followed by the amount of foreign paid invoices and discounts not converted to domestic currency (*not converted to dom. cur.*).

The data is displayed in multiple tables, taking into consideration the following three criteria of classification:

- ***bibliographic level*** – first, data is displayed separately, according to bibliographic levels, and then followed by summary data for all bibliographic levels together (*All material*).

  Data for material not yet linked to a bibliographic record in the local database is displayed in the *Material without bibliographic record* table.

- within the bibliographic level, ***selected invoices*** should be further considered – first, data for all paid invoices is displayed, followed by the amounts of paid invoices for the material that has either no fields 996/997 or no accession number or date of accessioning has been defined for this field or another acquisition type has been defined, and **not** *purchase* or *registration fee*

- finally, within the bibliographic level and selected invoices, ***currency*** should be considered – first, data for previous domestic currency is displayed, followed by data for current domestic currency and, lastly, data for foreign currencies is displayed

If the data does not exist, the table is not displayed in the report.

In tables, data appears vertically, in alphabetical order of IDs of funds used for the payment of invoices, followed by summary data for all funds together.

A legend follows the last table.

If you deduct the amount of invoices for the material with incomplete holdings data from the amount of all invoices, the data on the report is comparable to the data on the report H-UF-01, namely in tables where data for the paid invoices,

entered in the COBISS3/Acquisitions module, is displayed. The report H-UF-01 is described in the *COBISS3/Holdings User Manual*; see chapter *C.3.1.*

Data in the *amount* column, in the table for all material and all invoices, is comparable to the amount kept in funds and used for payments. If you also paid advances and indirect cost, you should, when making the comparison, consider also data from the reports ACQ-UF-03 and ACQ-UF-05. Due to rounding off in the calculation of the amounts, the amount on the report on the use of financial resources may slightly depart from the amount kept in a fund and used for payments.

Note:

If more than one fund for one copy in the acquisition document item in the copies table is specified, you cannot calculate the proportion of the price for one copy, apportioned by funds.

The amount for drawing upon overpayment on the invoice by funds is not considered in the report.

E.3.2   ACQ-UF-02: Payment of invoices with deducted input VAT – by fund/type of material

The report includes data on the use of financial means for the payment of invoices. The amount of paid invoices, discount deducted, VAT added (*amount* column), VAT (*VAT* column), deducted input VAT (*deduct. input VAT* column) and discount (*discount* column) are displayed.

The amount of paid invoices and VAT are sorted horizontally, according to whether deducted input VAT is considered (*input VAT deducted*) or not (*input VAT not deducted*).

For the payment of foreign invoices, the amount of paid invoices, discount deducted (*amount* column) and discount (*discount* column) are displayed. The amount of paid invoices and discount appear horizontally, so that the amounts of all foreign paid invoices and discounts (*foreign amounts*) are displayed first, followed by the foreign paid invoices and discounts not converted to domestic currency (*not converted to dom. cur.*).

Data is displayed in multiple tables, taking into consideration the following three criteria of classification:

- **bibliographic level** – first, data is displayed separately, according to bibliographic levels, and then followed by summary data for all bibliographic levels together (*All material*).

  Data for material not linked to a bibliographic record in the local database is displayed in the *Material without bibliographic record* table.

- within the bibliographic level, **selected invoices** should be further

considered – first, data for all paid invoices is displayed, followed by the amounts of paid invoices for the material that has either no fields 996/997 or no accession number or date of accessioning has been defined for this field or another acquisition type has been defined, and **not** *purchase* or *registration fee*

- finally, within the bibliographic level and selected invoices, *currency* should be considered – first, data for former domestic currency is displayed, followed by data for current domestic currency and, lastly, data for foreign currencies is displayed.

If the data does not exist, the table is not displayed in the report.

Data in tables is sorted vertically, in alphabetical order of IDs of funds used for the payment of invoices, followed by summary data for all funds.

A legend follows the last table.

If you deduct the amount of invoices for the material with incomplete holdings data from the amount of all invoices, the data on the report is comparable to the data in the report H-UF-02, namely in the tables, where data for the paid invoices, entered in the COBISS3/Acquisitions module, is displayed. The report H-UF-02 is described in the *COBISS3/Holdings User Manual*; see chapter *C.3.2*.

Data in the table for all material and all invoices in the *amount* (*input VAT deducted*) column is comparable to the amount kept in funds and used for payments. If you have also paid the advance and indirect cost, you should, when making the comparison, consider data from the reports ACQ-UF-04 and ACQ-UF-06. Due to the rounding off in the calculation of the amounts, the amount on the report on the use of financial resources may slightly depart from the amount kept in a fund and used for payments.

> Note:
>
> *If more than one fund for one copy in the acquisition document item in the copies table is specified, you cannot calculate the proportion of the price for one copy, apportioned by funds.*
>
> *The amount for drawing upon overpayment on the invoice by funds is not considered in the report.*

E.3.3 ACQ-UF-03: Payment of advances – by fund/type of material

The report includes data on the use of financial means for the payment of advances. The amount of paid advances, discount deducted, VAT added (*amount* column), VAT (*VAT* column) and discount (*discount* column) are displayed.

For the payment of foreign advances, the amount of paid advances, discount deducted (*amount* column) and discount (*discount* column) are displayed. The amount of paid advances and discount are sorted horizontally, so that the

amounts of all paid foreign advances and discounts (*foreign amounts*) are displayed first, followed by the amounts of foreign paid advances and discounts not converted to domestic currency (*not converted to dom. cur.*).

Data is shown in multiple tables, taking into consideration the following three criteria of classification:

- ***bibliographic level*** – first, data is displayed separately, according to bibliographic levels, and then followed by the summary data for all bibliographic levels together (*All material*).

  Data for material not linked to a bibliographic record in the local database is displayed in the *Material without bibliographic record* table.

- within the bibliographic level, ***selected advances*** should be further considered – first, data for all paid advances is displayed, followed by the advances still available for the invoice payments

- finally, within the bibliographic level and selected advances, ***currency*** should be considered – first, data for former domestic currency is displayed, followed by data for current domestic currency and, lastly, data for foreign currencies is displayed.

If the data does not exist, the table is not displayed in the report.

The data in tables is sorted vertically, in alphabetical order of IDs of funds used for the payment of advances, followed by the summary data for all funds.

A legend follows the last table.

The data in the table for all material and for available advances (advances still available for the payment of invoices) in the *amount* column is comparable to the amount kept in funds and used for payments. The amount in a fund comprises of the amount used for the payment of advances, to which the amounts used for the payment of invoices and amounts used for the payment of indirect cost of acquisition are added. Thus, when making a comparison, you should also consider data from the ACQ-UF-01 and ACQ-UF-05 reports. Due to rounding off in the calculation of the amounts, the amount in the report on the use of financial resources may slightly depart from the amount kept in a fund and used for payments.

> Note:
>
> *If you want data on the use of financial means for the payment of advances and invoices to be correct, you must, when paying the advance and later, when paying the invoice, use the same funds.*
>
> *If more than one fund for one copy in the acquisition document item in the copies table is specified, the proportions of the price for one copy, apportioned by funds, cannot be calculated.*

E.3.4 ACQ-UF-04: Payment of advances with deducted input VAT – by fund/type of material

The report includes data on the use of financial means for the payment of advances. The amount of paid advances, discount deducted, VAT added (*amount* column), VAT (*VAT* column), deductible input VAT (*deduct. input VAT* column) and discount (*discount* column) are displayed.

The amount of paid advances and VAT are sorted horizontally, according to whether deducted input VAT is considered (*input VAT deducted*) or not (*input VAT not deducted*).

For the payment of foreign advances, the amount of paid advances, discount deducted (*amount* column) and discount (*discount* column) are displayed. The amount of paid advances and discount are sorted horizontally, so that the amounts of all paid foreign advances and discounts (*foreign amounts*) are displayed first, followed by the amounts of foreign paid advances and discounts not converted to domestic currency (*not converted to dom. cur.*).

Data is shown in multiple tables, taking into consideration the following three criteria of classification:

- *bibliographic level* – first, data is displayed separately, according to bibliographic levels, and then followed by summary data for all bibliographic levels together (*All material*).

  Data for material not linked to a bibliographic record in the local database is displayed in the *Material without bibliographic record* table.

- within the bibliographic level, *selected advances* should be further taken into account – first, data for all paid advances is displayed, followed by the advances still available for the invoice payments

- finally, within the bibliographic level and selected advances, *currency* should be considered – first, data for former domestic currency is displayed, followed by data for current domestic currency and, lastly, data for foreign currencies is displayed.

If the data does not exist, the table is not displayed in the report.

The data in tables is sorted vertically, in alphabetical order of IDs of funds used for the payment of advances, followed by the summary data for all funds.

A legend follows the last table.

The data in the table for all material and for available advances (advances still available for the payment of invoices) in the *amount* column (*input VAT deducted*) is comparable to the amount kept in funds and used for payments. The amount in a fund comprises of the amount used for the payment of advances, to which the amounts used for the payment of invoices and amounts used for the payment of indirect cost of acquisition are added. Thus, when making a comparison, you should also consider data from the ACQ-UF-02 and ACQ-UF-06 reports. Due to the rounding off in the calculation of the amounts,

the amount on the report on the use of financial resources may slightly depart from the amount kept in a fund and used for payments.

> Note:
>
> *If you want data on the use of financial means for the payment of advances and invoices to be correct, you must, when paying the advance and, later, when paying the invoice, use the same funds.*
>
> *If more than one fund for one copy in the acquisition document item in the copies table is specified, the proportions of the price for one copy, apportioned by funds, cannot be calculated.*

E.3.5   ACQ-UF-05: Payment of indirect cost of acquisition – by fund

The report includes data on the use of financial means for the payment of indirect cost of acquisition. The type of indirect cost (*type* column), the amount of paid indirect cost, VAT added (*amount* column), VAT (*VAT* column), and foreign amount (*foreign amounts* column) are displayed.

The data in the table is sorted vertically, in alphabetical order of fund IDs used for the payment of indirect cost of acquisition, followed by the summary data for all funds.

A legend follows the table.

According to the settings in a configuration file of a library, indirect cost of acquisition can be recorded in a fund with the designation *AcqIC*, intended for monitoring indirect cost, or in the first fund used on the invoice. Before changing the settings in a parameter, you must prepare the ACQ-UF-05 report. Once the parameter is set, you can prepare reports on the payment of indirect cost of acquisition from the date of changing the settings of the parameter.

> Note:
>
> *The report on the use of financial means for the payment of indirect cost does not include indirect cost that is entered under advances. When entering indirect cost under advances, only a rounding-off amount can be entered.*

E.3.6   ACQ-UF-06: Payment of indirect cost of acquisition with deducted input VAT – by fund

The report includes data on the use of financial means for the payment of indirect cost of acquisition. The type of indirect cost (*type* column), the amount of paid indirect cost, VAT added (*amount* column); VAT (*VAT* column),

deductible input VAT (*deduct. input VAT* column) and foreign amount (*foreign amounts* column) are displayed.

The amount of paid indirect cost of acquisition and VAT are sorted horizontally, depending on whether the deductible input VAT is considered (*input VAT deducted*) or not (*input VAT not deducted*).

The data in the table is sorted vertically, in alphabetical order of IDs of funds used for the payment of indirect cost of acquisition, followed by the summary data for all funds.

A legend follows the table.

According to the settings in the configuration file of the library, indirect cost of acquisition can be recorded in a fund with the designation *AcqIC*, intended for monitoring indirect cost, or in the first fund used on the invoice. Before changing the settings of the parameter, you must prepare the ACQ-UF-05 report. Once the parameter is set, you can create reports on the payment of indirect cost of acquisition from the date of changing the settings of the parameter.

Note:

The report on the use of financial means of indirect cost does not include indirect cost, entered under advances. When entering indirect cost under advances, only a rounding-off amount can be entered.

E.3.7   ACQ-UF-07: Overpayment to suppliers

The report includes data on domestic and foreign overpayments for suppliers (ACQ). Supplier symbol, supplier's name, domestic and foreign overpayment amount is displayed.

The data in the table is sorted vertically, in alphabetical order by supplier symbol, where the overpayment amount is entered.