

E.4 SAMPLE REPORTS

The following chapter includes sample reports on the use of financial means. Data in the sample reports is factitious and used only for a better representation of how the reports should look like.

1. ACQ-UF-01: Payment of invoices – by fund/type of material
2. ACQ-UF-02: Payment of invoices with deducted input VAT – by fund/type of material
3. ACQ-UF-03: Payment of advances– by fund/type of material
4. ACQ-UF-04: Payment of advances with deducted input VAT – by fund/type of material
5. ACQ-UF-05: Payment of indirect cost of acquisition – by fund
6. ACQ-UF-06: Payment of indirect cost of acquisition with deducted input VAT – by fund
7. ACQ-UF-07: Overpayments to suppliers

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

COBISS Cooperative Online Bibliographic System & Services COBISS				
50274 Library		10-Jun-2013		
ACQ – USE OF FINANCIAL MEANS				
PAYMENT OF INVOICES – BY FUND/TYPE OF MATERIAL				
Status: paid				Report code: ACQ-UF-01
Number: 13-00036-13-00036				
<i>1. Material without bibliographic record</i>				
<i>All invoices</i>				
No.	fund	amount	VAT	discount
1.	MIK-2013	EUR 2,007.75	EUR 174.19	EUR 203.73
total		EUR 2,007.75	EUR 174.19	EUR 203.73
<i>2. Material without bibliographic record</i>				
<i>Invoices for the material with incomplete holdings data</i>				
No.	fund	amount	VAT	discount
1.	MIK-2013	EUR 2,007.75	EUR 174.19	EUR 203.73
total		EUR 2,007.75	EUR 174.19	EUR 203.73
<i>3. Monographs</i>				
<i>All invoices</i>				
No.	fund	amount	VAT	discount
1.	MIK-2013	EUR 3,809.20	EUR 330.48	EUR 386.52
2.	OJ-J-2013	EUR 1,487.38	EUR 129.04	EUR 150.93
total		EUR 5,296.58	EUR 459.52	EUR 537.45
<i>4. All material</i>				
<i>All invoices</i>				
No.	fund	amount	VAT	discount
1.	MIK-2013	EUR 5,816.95	EUR 504.67	EUR 590.25
2.	OJ-J-2013	EUR 1,487.38	EUR 129.04	EUR 150.93
total		EUR 7,304.33	EUR 633.71	EUR 741.18
<i>5. All material</i>				
<i>Invoices for the material with incomplete holdings data</i>				
No.	fund	amount	VAT	discount
1.	MIK-2013	EUR 2,007.75	EUR 174.19	EUR 203.73
total		EUR 2,007.75	EUR 174.19	EUR 203.73
Legend:				
fund	– IDs of funds used for the payment of invoices			
amount	– amount of paid invoices, discount deducted, VAT added			
VAT	– value added tax			
foreign amounts	– all foreign amounts regardless of whether they have been converted to domestic currency or not			
not converted to dom. cur.	– foreign amounts not converted to domestic currency			
Notes:				
All invoices – all paid invoices selected when preparing the report				
Invoices for the material with incomplete holdings data – amounts of paid invoices for the material that has either no field 996-997 or no accession				
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number or date of accessioning has been defined for this field or another acquisition type has been defined, and not "purchase" or "registration fee"

All material - material from all paid invoices selected when preparing the report

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

COBISS Cooperative Online Bibliographic System & Services COBISS						
50274 Library				10-Jun-2013		
ACQ – USE OF FINANCIAL MEANS						
PAYMENT OF INVOICES WITH DEDUCTED INPUT VAT – BY FUND/TYPE OF MATERIAL						
Status: paid						Report code: ACQ-UF-02
Number: 13-00036-13-00036						
<i>1. Material without bibliographic record</i>						
<i>All invoices</i>						
No.	fund	input VAT not deducted amount	VAT	input VAT deducted amount	VAT	deduct. input VAT discount
1.	MIK-2013	EUR 2,007.75	EUR 174.19	EUR 1,997.29	EUR 163.73	EUR 10.45 EUR 203.73
total		EUR 2,007.75	EUR 174.19	EUR 1,997.29	EUR 163.73	EUR 10.45 EUR 203.73
<i>2. Material without bibliographic record</i>						
<i>Invoices for the material with incomplete holdings data</i>						
No.	fund	input VAT not deducted amount	VAT	input VAT deducted amount	VAT	deduct. input VAT discount
1.	MIK-2013	EUR 2,007.75	EUR 174.19	EUR 1,997.29	EUR 163.73	EUR 10.45 EUR 203.73
total		EUR 2,007.75	EUR 174.19	EUR 1,997.29	EUR 163.73	EUR 10.45 EUR 203.73
<i>3. Monographs</i>						
<i>All invoices</i>						
No.	fund	input VAT not deducted amount	VAT	input VAT deducted amount	VAT	deduct. input VAT discount
1.	MIK-2013	EUR 3,809.20	EUR 330.48	EUR 3,789.37	EUR 310.65	EUR 19.82 EUR 386.52
2.	OJ-J-2013	EUR 1,487.38	EUR 129.04	EUR 1,479.63	EUR 121.29	EUR 7.74 EUR 150.93
total		EUR 5,296.58	EUR 459.52	EUR 5,269.00	EUR 431.94	EUR 27.57 EUR 537.45
<i>4. All material</i>						
<i>All invoices</i>						
No.	fund	input VAT not deducted amount	VAT	input VAT deducted amount	VAT	deduct. input VAT discount
1.	MIK-2013	EUR 5,816.95	EUR 504.67	EUR 5,786.66	EUR 474.38	EUR 30.28 EUR 590.25
2.	OJ-J-2013	EUR 1,487.38	EUR 129.04	EUR 1,479.63	EUR 121.29	EUR 7.74 EUR 150.93
total		EUR 7,304.33	EUR 633.71	EUR 7,266.30	EUR 595.68	EUR 38.02 EUR 741.18
<i>5. All material</i>						
<i>Invoices for the material with incomplete holdings data</i>						
No.	fund	input VAT not deducted amount	VAT	input VAT deducted amount	VAT	deduct. input VAT discount
1.	MIK-2013	EUR 2,007.75	EUR 174.19	EUR 1,997.29	EUR 163.73	EUR 10.45 EUR 203.73
total		EUR 2,007.75	EUR 174.19	EUR 1,997.29	EUR 163.73	EUR 10.45 EUR 203.73
Legend:						
fund	– IDs of funds used for the payment of invoices					
amount	– amount of paid invoices, discount deducted, VAT added					
VAT	– value added tax					
deduct. input VAT	– deductible input VAT					
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3. ACQ-UF-03: Payment of advances– by fund/type of material

COBISS Cooperative Online Bibliographic System & Services		COBISS	
50274 Library		10-Jun-2013	
ACQ – USE OF FINANCIAL MEANS			
PAYMENTS OF ADVANCES – BY FUND/TYPE OF MATERIAL			
Status: paid, invoice entered, invoice paid, changed to overpayment			Report code: ACQ-UF-03
Number: 13-00005-13-00006			
<i>1. Monographs</i>			
<i>All advances</i>			
No.	fund	amount	discount
1.	MIK-2013	EUR 2,511.33	EUR 254.83
2.	OJ-J-2013	EUR 1,220.73	EUR 123.87
total		EUR 3,732.06	EUR 378.70
<i>2. Monographs</i>			
<i>Available advances</i>			
No.	fund	amount	discount
1.	MIK-2013	EUR 2,511.33	EUR 254.83
total		EUR 2,511.33	EUR 254.83
<i>3. All material</i>			
<i>All advances</i>			
No.	fund	amount	discount
1.	MIK-2013	EUR 2,511.33	EUR 254.83
2.	OJ-J-2013	EUR 1,220.73	EUR 123.87
total		EUR 3,732.06	EUR 378.70
<i>4. All material</i>			
<i>Available advances</i>			
No.	fund	amount	discount
1.	MIK-2013	EUR 2,511.33	EUR 254.83
total		EUR 2,511.33	EUR 254.83
Legend:			
fund	– IDs of funds used for advance payments		
amount	– amount of paid advances, discount deducted, VAT added		
VAT	– value added tax		
foreign amounts	– all foreign amounts regardless of whether they have been converted to domestic currency or not		
not converted to dom. cur.	– foreign amounts not converted to domestic currency		
Notes:			
All advances – total of all paid advances selected when preparing the report, regardless of whether they have already been used to pay invoices or not			
Available advances – amount of paid advances still available for the payment of invoices			
All material – material from all paid advances selected when preparing the report			
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4. ACQ-UF-04: Payment of advances with deducted input VAT – by fund/type of material

COBISS Cooperative Online Bibliographic System & Services		COBISS			
50274 Library		10-Jan-2013			
ACQ – USE OF FINANCIAL MEANS					
PAYMENT OF ADVANCES WITH DEDUCTED INPUT VAT - BY FUND/TYPE OF MATERIAL					
Status: paid, invoice entered, invoice paid, changed to overpayment			Report code: ACQ-UF-04		
Number: 13-00005-13-00006					
<i>1. Monographs</i>					
<i>All advances</i>					
No.	fund	input VAT not deducted amount	input VAT deducted amount	deduct. input VAT	discount
1.	MIK-2013	EUR 2,511.33	EUR 217.88	EUR 2,498.25	EUR 204.80
2.	OJ-J-2013	EUR 1,220.73	EUR 105.91	EUR 1,214.37	EUR 99.55
total		EUR 3,732.06	EUR 323.79	EUR 3,712.63	EUR 304.36
total		EUR 3,732.06	EUR 323.79	EUR 3,712.63	EUR 304.36
<i>2. Monographs</i>					
<i>Available advances</i>					
No.	fund	input VAT not deducted amount	input VAT deducted amount	deduct. input VAT	discount
1.	MIK-2013	EUR 2,511.33	EUR 217.88	EUR 2,498.25	EUR 204.80
total		EUR 2,511.33	EUR 217.88	EUR 2,498.25	EUR 204.80
total		EUR 2,511.33	EUR 217.88	EUR 2,498.25	EUR 204.80
<i>3. All material</i>					
<i>All advances</i>					
No.	fund	input VAT not deducted amount	input VAT deducted amount	deduct. input VAT	discount
1.	MIK-2013	EUR 2,511.33	EUR 217.88	EUR 2,498.25	EUR 204.80
2.	OJ-J-2013	EUR 1,220.73	EUR 105.91	EUR 1,214.37	EUR 99.55
total		EUR 3,732.06	EUR 323.79	EUR 3,712.63	EUR 304.36
total		EUR 3,732.06	EUR 323.79	EUR 3,712.63	EUR 304.36
<i>4. All material</i>					
<i>Available advances</i>					
No.	fund	input VAT not deducted amount	input VAT deducted amount	deduct. input VAT	discount
1.	MIK-2013	EUR 2,511.33	EUR 217.88	EUR 2,498.25	EUR 204.80
total		EUR 2,511.33	EUR 217.88	EUR 2,498.25	EUR 204.80
total		EUR 2,511.33	EUR 217.88	EUR 2,498.25	EUR 204.80
Legend:					
fund	– IDs of funds used for advance payments				
amount	– amount of paid advances, discount deducted, VAT added				
VAT	– value added tax				
deduct. input VAT	– deductible input VAT				
input VAT not deducted	– amounts with no deductible input VAT added				
input VAT deducted	– amounts with deductible input VAT added				
foreign amounts	– all foreign amounts regardless of whether they have been converted to domestic currency or not				
not converted to dom. cur.	– foreign amounts not converted to domestic currency				
Notes:					
All advances – total of all paid advances selected when preparing the report, regardless of whether they have already been used to pay invoices or not					
Available advances – amount of paid advances still available for the payment of invoices					
All material – material from all paid advances selected when preparing the report					
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5. ACQ-UF-05: Payment of indirect cost of acquisition – by fund

COBISS Cooperative Online Bibliographic System & Services COBISS					
50274 Library			10-Jun-2013		
ACQ – USE OF FINANCIAL MEANS					
PAYMENTS OF INDIRECT COST OF ACQUISITION – BY FUND					
Status: paid					Report code: ACQ-UF-05
Paid: 01-Jun-2013–10-Jun-2013					
No.	fund	type	amount	VAT	foreign amounts
1.		postage	EUR 8.54	EUR 1.54	-
		total	EUR 8.54	EUR 1.54	-
2.	PSN	handling charges	EUR 13.14	EUR 1.13	-
		postage	EUR 12.20	EUR 2.20	-
		total	EUR 25.34	EUR 3.33	-
	all funds	handling charges	EUR 13.14	EUR 1.13	-
		postage	EUR 20.74	EUR 3.74	-
		total	EUR 33.88	EUR 4.87	-

Legend:

- fund – IDs of funds used for the payment of indirect cost of acquisition
- type – type of indirect cost of acquisition
- amount – paid indirect cost amount, VAT added
- VAT – value added tax
- foreign amounts – paid foreign indirect cost amount

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

COBISS Cooperative Online Bibliographic System & Services COBISS								
50274 Library					10-Jun-2013			
ACQ – USE OF FINANCIAL MEANS								
PAYMENT OF INDIRECT COST OF ACQUISITION WITH DEDUCTED INPUT VAT – BY FUND								
Status: paid							Report code: ACQ-UF-06	
Paid: 01-Jun-2013–10-Jun-2013								
No.	fund	type	input VAT not deducted amount	VAT	input VAT deducted amount	VAT	deduct. input VAT	foreign amounts
1.		postage	EUR 8.54	EUR 1.54	EUR 8.47	EUR 1.47	EUR 0.06	-
		total	EUR 8.54	EUR 1.54	EUR 8.47	EUR 1.47	EUR 0.06	-
2.	PSN	handling charges	EUR 13.14	EUR 1.13	EUR 13.07	EUR 1.07	EUR 0.06	-
		postage	EUR 12.20	EUR 2.20	EUR 12.06	EUR 2.06	EUR 0.13	-
		total	EUR 25.34	EUR 3.33	EUR 25.13	EUR 3.13	EUR 0.20	-
	all funds	handling charges	EUR 13.14	EUR 1.13	EUR 13.07	EUR 1.07	EUR 0.06	-
		postage	EUR 20.74	EUR 3.74	EUR 20.54	EUR 3.54	EUR 0.19	-
		total	EUR 33.88	EUR 4.87	EUR 33.61	EUR 4.61	EUR 0.26	-

Legend:

- fund – IDs of funds used for the payment of indirect cost of acquisition
- type – type of indirect cost of acquisition
- amount – paid indirect cost amount, VAT added
- VAT – value added tax
- deduct. input VAT – deductible input VAT
- input VAT not deducted – amounts with no deductible input VAT added
- input VAT deducted – amounts with deductible input VAT added
- foreign amounts – paid foreign indirect cost amount

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7. ACQ-UF-07: Overpayments to suppliers

COBISS Cooperative Online Bibliographic System & Services COBISS				
50274 Library			10-Jun-2013	
ACQ – USE OF FINANCIAL MEANS				
OVERPAYMENTS TO SUPPLIERS				
				Report code: ACQ-UF-07
No.	supplier symbol	supplier's name	amount of overpayments	amount of foreign overpayments
1.	ALPHA	Alpha center	MIK-SK12 54,75;	
2.	ZALOZBA	Založba	MIK-SK13 100,00;	

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