#### **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 Bibl	iographic Syst	em & Service:	COBISS
50274 Library			10-Jun-201
ACQ – USE OF FINANCIAL MEA payment of invoices – by fund/type of m Status: paid Number: 13-00036–13-00036		Report co	de: ACQ-UF-0
<ol> <li>Material without bibliographic record All invoices</li> </ol>			
No. fund	amount	VAT	discour
1. MIK-2013	EUR 2,007.75	EUR 174.19	EUR 203.7
total	EUR 2,007.75	EUR 174.19	EUR 203.7
<ol> <li>Material without bibliographic record Invoices for the material with incomplete holdings dated and the second secon</li></ol>	ta		
No. fund	amount	VAT	discour
1. MIK-2013	EUR 2,007.75	EUR 174.19	EUR 203.7
total	EUR 2,007.75	EUR 174.19	EUR 203.7
3. Monographs All invoices			
No. fund	amount	VAT	discour
<ol> <li>MIK-2013</li> <li>OJ-J-2013</li> </ol>	EUR 3,809.20 EUR 1,487.38	EUR 330.48 EUR 129.04	EUR 386.5 EUR 150.9
total	EUR 5,296.58	EUR 459.52	EUR 537.4
4. All material All invoices			
No. fund	amount	VAT	disc ou
1. MIK-2013 2. OJ-J-2013	EUR 5,816.95 EUR 1,487.38	EUR 504.67 EUR 129.04	EUR 590.2 EUR 150.9
total	EUR 7,304.33	EUR 633.71	EUR 741.1
<ol> <li>All material Invoices for the material with incomplete holdings dat</li> </ol>	ta		
No. fund	amount	VAT	discou
1. MIK-2013	EUR 2,007.75	EUR 174.19	EUR 203.7
total	EUR 2,007.75	EUR 174.19	EUR 203.7
Legend: Iund – IDs of funds used for the payment of amount of paid invoices, discount de VAT – value added tax foreign amounts – all foreign amounts regardles of whe not converted to dom, cur. – foreign amounts not converted to dox Notes:	ducted, VAT added ether they have been converted	d to domestic currency or not	
All invoices – all paid invoices selected when preparing the report Invoices for the material with incomplete holdings data – amounts of pe	id invoices for the material the	at has either no field 996/997	or no accession
C OBISS3/Acquistions			page 1/

COBISS	Cooperative	Online	Bibliographic	System	& Services	COBISS
0274 Library						10-Jun-2013
mber or date of I material - mate	accessioning has been det trial from all paid invoices	fined for this fiel selected when	ld or another acquisition type he preparing the report	is been defined,	and not "purchase" or "re	gistration fee"
0BISS3/Acqu	ristions					page 2/2
o r montari						LaPeris

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

COBISS Coo	perative Onlin	e Bibliog	raphic Sys	tem & Se	rvices	COBISS
50274 Library						10-Jun-201
-	OF FINANCIAL DICES WITH BEBUC			TYPE OF MA	<b>A TERIAL</b> Report code	: ACQ-UF-0
<ol> <li>Material without b All invoices</li> </ol>	ibliographic record					
No. fund	input VA arrount	T not deducted VAT	input V. amount	AT deducted VAT	deduct. input VAT	discour
1. MIK-2013	EUR 2,007.75	EUR 174.19	EUR 1,997.29	EUR 163.73	EUR 10.45	EUR 203.7
total 2. Material without b Invoices for the ma	EUR 2,007.75 ibliographic record terial with incomplete ha	EUR 174.19 Oldings data	EUR 1,997.29	EUR 163.73	EUR 10.45	EUR 203.7.
No. fund	input VA amount	T not deducted VAT	input V. amount	AT deducted VAT	deduct. input VAT	discou
1. MIK-2013	EUR 2,007.75	EUR 174.19	EUR 1,997.29	EUR 163.73	EUR 10.45	EUR 203.7
total 3. Monographs All invoices	EUR 2,007.75	EUR 174.19	EUR 1,997.29	EUR 163.73	EUR 10.45	EUR 203.7
No. fund	input VA amount	T not deducted VAT	input V. amount	AT deducted VAT	deduct. input VAT	discou
1. MIK-2013 2. OJ-J-2013	EUR 3,809.20 EUR 1,487.38	EUR 330.48 EUR 129.04	EUR 3,789.37 EUR 1,479.63	EUR 310.65 EUR 121.29	EUR 19.82 EUR 7.74	EUR 386.5 EUR 150.9
total	EUR 5,296.58	EUR 459.52	EUR 5,269.00	EUR 431.94	EUR 27.57	EUR 537.4
<ol> <li>All material All invoices</li> </ol>						
No. fund	input VA amount	T not deducted VAT	input V. amount	AT deducted VAT	deduct. input VAT	discou
<ol> <li>MIK-2013</li> <li>OJ-J-2013</li> </ol>	EUR 5,816.95 EUR 1,487.38	EUR 504.67 EUR 129.04	EUR 5,786.66 EUR 1,479.63	EUR 474.38 EUR 121.29	EUR 30.28 EUR 7.74	EUR 590.2 EUR 150.9
total	EUR 7,304.33	EUR 633.71	EUR 7,266.30	EUR 595.68	EUR 38.02	EUR 741.1
<ol> <li>All material Invoices for the ma</li> </ol>	terial with incomplete h	oldings data				
No. fund	input VA amount	T not deducted VAT	input V. amount	AT deducted VAT	deduct. input VAT	discou
1. MIK-2013	EUR 2,007.75	EUR 174.19	EUR 1,997.29	EUR 163.73	EUR 10.45	EUR 203.7
total Legend: fund anyount	EUR 2,007.75 - IDs of funds used for th - amount of paid invoices			EUR 163.73	EUR 10.45	EUR 203.7
VAT deduct. input VAT C OBISS3/Acquistions	<ul> <li>value added tax</li> <li>deductible input VAT</li> </ul>					pagel

CO	RI	S	S
CO.	$\mathbf{D}$	J	D

inger Var and endered in an anomal with no deductible inger Var added inger		Cooperat	ive Onlin	e Bibliographic	System &	Services	COB
All invices - all puid invices relected when preparing the report invokes for the material with incomplete boding data - monote of puid invices for the material that has either no field 996997 or no access number or date of accessioning has been defined for this field or another acquisition type has been defined, and not "parchase" or "registration All material - material from all puid invices selected when preparing the report	input VAT not dedu input VAT deducted foreign amounts	d – am – all f	ounts with deductible foreign amounts rega	input VAT added rdles of whether they have bee	n converted to domesti	c currency or not	10-Ju
	All invoices – all pa Invoices for the mar number or date of a	terial with incompl accessioning has be	lete holdings data - a een defined for this f	mounts of paid invoices for the ield or another acquisition type	material that has either has been defined, and	no field 996/997 or i tot "purchase" or "re	no accessi egistration
COBISS3/Acquistions pa							

## 3. ACQ-UF-03: Payment of advances- by fund/type of material

COBISS Cooperative Online Bil	liographic Syst	tem & Services	COBISS
50274 Library			10-Jun-201
ACQ – USE OF FINANCIAL MI payments of advances – by fund/type		Report of	ode: ACQ-UF-0
Status: paid, invoice entered, invoice paid, changed to o Number: 13-00005–13-00006 I. Monographs All achumes	weipsyment		
No. fund	amount	VAT	disc our
1. MIK-2013 2. OJ-J-2013	EUR 2,511.33 EUR 1,220.73	EUR 217.88 EUR 105.91	EUR 254.8 EUR 123.8
otal	EUR 3,732.06	EUR 323.79	EUR 378.7
2. Monographs Available advances			
No. fund	amount	VAT	discou
1. MIK-2013	EUR 2,511.33	EUR 217.88	EUR 254.8
oul 3. All material All advances	EUR 2,511.33	EUR 217.88	EUR 254.5
No. fund	amount	VAT	discou
1. MIK-2013 2. OJ-J-2013	EUR 2,511.33 EUR 1,220.73	EUR 217.88 EUR 105.91	EUR 254.8 EUR 123.8
oul 4. All material Available advances	EUR 3,732.06	EUR 323.79	EUR 378.7
No. fund	amount	VAT	disc ou
1. MIK-2013	EUR 2,511.33	EUR 217.88	EUR 254.8
otal	EUR 2,511.33	EUR 217.88	EUR 254.8
Legend: fund – IDs of funds used for advance pa immonnt – annount of paid advances, discour VaT – vulue added tax foreign amounts regardles of v not converted to dom, cur. – foreign announts not converted to Notes: All advances – total of all paid advances selected when preparing th Variable advances – amount of paid advances selected when preparing All material – material from all paid advances selected when preparing	i deducted, VAT added whether they have been converte domestic currency e report, regardless of whether t payment of invoices		pay invoices or no
COBISS3/Acquistions			page 1/

٦

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

COBIS	S Coop	perative	Online	Bibliog	raphic Sys	tem & Se	rvices	COBISS
50274 Libr	жу							10-Jun-20
PAYMEN Status : pai	<b>T OF ADV</b> d., invoice en 3-00005–13- raphs	tered, invoice j	H DEDUCT	ED INPUT V	/AT - BY FUND	TYPE OF M	<b>ATERIAL</b> Report code	: ACQ-UF-
No. fund	and the second se		input VAT	not deducted VAT	input V arrount	AT deducted VAT	deduct. input VAT	disco
1. MIK- 2. OJ-J-			2,511.33	EUR 217.88 EUR 105.91	EUR 2,498.25 EUR 1,214.37	EUR 204.80 EUR 99.55	EUR 13.07 EUR 6.35	EUR 254. EUR 123.
total		EUR	3,732.06	EUR 323.79	EUR 3,712.63	EUR 304.36	EUR 19.42	EUR 378.
2. Monog Availab	raphs de advances							
No. fund			input VAT	not deducted VAT	input V amount	AT deducted VAT	deduct. input VAT	disco
1. MIK-	2013	EUR	2,511.33	EUR 217.88	EUR 2,498.25	EUR 204.80	EUR 13.07	EUR 254
total		EUR	2,511.33	EUR 217.88	EUR 2,498.25	EUR 204.80	EUR 13.07	EUR 254.
<b>All ad</b> a No. fund	ances		input VAT amount	not deducted VAT	input V amount	AT deducted VAT	deduct. input VAT	disco
1. MIK- 2. OJ-J-			2,511.33 1,220.73	EUR 217.88 EUR 105.91	EUR 2,498.25 EUR 1,214.37	EUR 204.80 EUR 99.55	EUR 13.07 EUR 6.35	EUR 254. EUR 123.
total 4. All mett	erial	EUR	3,732.06	EUR 323.79	EUR 3,712.63	EUR 304.36	EUR 19.42	EUR 378.
	ile advances		in the t	not deducted	in and M	AT deducted	deduct.	
No. fund			amount	VAT	amount	VAT	input VAT	disco
1. MIK-	2013		2,511.33	EUR 217.88	EUR 2,498.25	EUR 204.80	EUR 13.07	EUR 254
Available adv	t deducted ducted its i to dom. cur. - total of all pa rances - amour	<ul> <li>IDs of funds</li> <li>amount of p</li> <li>value added</li> <li>deductible is</li> <li>amounts wit</li> <li>amounts wit</li> <li>all foreign amo</li> </ul>	aid advances, tax nput VAT h no deductible in deductible in mounts regard unts not conve ted when prep s still available	discount deducted e input VAT added put VAT added lies of whether the rited to domestic c aring the report, n for the payment of	d ty have been convert unrency egandless of whether of invoices		-	EUR 254.
COBISS3/	Acquistions							pagel

# 5. ACQ-UF-05: Payment of indirect cost of acquisition – by fund

COBISS Coope	erative Online Bi	bliograp	hic System	& Services	COBISS
0274 Library					10-Jun-201
ACQ – USE OF	FINANCIAL M	EANS			
AYMENTS OF INDER	ECT COST OF ACQUIS	ITION - BY	FUND	Percent co	de: ACQ-UF-0
tatus: paid aid: 01-Jan-2013—10-Jur	1-2013			repar co	a: noq or o
ío. fund	tý po		arrount	VAT	foreign amoun
1.	postage	total	EUR 8.54 EUR 8.54	EUR 1.54 EUR 1.54	
2. PSN	handling charges		EUR 13.14	EUR 1.13	
	postage	sotal	EUR 12:20 EUR 25:34	EUR 2.20 EUR 3.33	
all funds	handling charges		EUR 13.14	EUR 1.13	
	postage	notal	EUR 20.74 EUR 33.88	EUR 3.74 EUR 4.87	
0BISS3/Acquistions					page 1.

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

AC	CQ – US	E OF FINA	NCIAL	MEANS				
PAY	MENT OF	INDIRECT COST	r of acqui	ISITION WIT	H DEDUCTED	INPUT VAT	– BY FUND	
State	15 : paid						Report code: A	ACQ-UF-
		3-10-Jun-2013						
				not deducted		T deducted	deduct.	forei
No.	fund	type	amount	VAT	amount	VAT	input VAT	amour
1.		postage total	EUR 8.54 EUR 8.54	EUR 1.54 EUR 1.54	EUR 8.47 EUR 8.47	EUR 1.47 EUR 1.47	EUR 0.06 EUR 0.06	
2.	PSN	handling charges	EUR 13.14	EUR 1.13	EUR 13.07	EUR 1.07	EUR 0.06	
		postage total	EUR 12.20 EUR 25.34	EUR 2.20 EUR 3.33	EUR 12.06 EUR 25.13	EUR 2.06 EUR 3.13	EUR 0.13 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 33.88	EUR 3.74 EUR 4.87	EUR 20.54 EUR 33.61	EUR 3.54 EUR 4.61	EUR 0.19 EUR 0.26	
		total	LUK 13.88	EUK 4.87	EUK 33.01	EUR 4.01	EUK 0.20	
Leger fund	nd:			syment of indirect of	cost of acquisition			
type amou	ed		irect cost of acquert cost amount, V		-			
VAT		<ul> <li>para nare</li> <li>value adde</li> </ul>		AT added				
	et. input VAT	- deductible		inner VAT added				
	VAT not deducted		ith deductible inp	input VAT added sut VAT added				
foreig	gn amounts	<ul> <li>paid foreig</li> </ul>	indirect cost as	recount				
	31553/Acquis							page

#### 7. ACQ-UF-07: Overpayments to suppliers

CO	BISS	Coop	perative	Online	Bibliog	raphic	System	& Serv	ices	COBISS
50274	Library									10-Jun-2013
ACO	Q – U	SE O	F FINA	NCIAL	MEANS					
OVER	PAYME	NTS 1	O SUPPLIE	RS				Pe	omt code:	ACQ-UF-07
									voic cour.	10000101
No.	suppliers	symbol	supplier's name			amount o	of overpayments		amount of f	
1.	ALPHA		Alpha center			MIK-SK	L2 54,75;			
2.	ZALOZI	BA	Založba			MIK-SK	L3 100,00;			
COBE	SS3/Acqu	isticus								page 1/1