# 7.3     SETTLING DEBTS AND PRINTING INVOICES

Since 1 January 2016, libraries in Slovenia must follow the *Act on fiscal verification of invoices* for cash register operations. Article 4 of the aforementioned act defines the obligations of the persons liable for the implementation of the procedure for verification of invoices for tax purposes in cash operations. In accordance with the Act, cash operations are possible only if the settings for fiscal verification of invoices are defined appropriately (see chapter 7.10). Libraries that are not liable to VAT can enter only non-cash payments outside the library.

Debts settlement is entered in the **Entering and settling debts** window.

*Procedure*
1. In the **Member** class, find and select the member.

> Tip:
>
> If the object **Member** is already on the workspace, highlight it with the mouse.

2. Select the **Object / Entering and settling debts** method.

   The **Entering and settling debts** window will open.

> Tip:
>
> In the **Home library material** window, click the icon 🖻 under member's name.

3. Highlight the debt with the mouse on the list of entered debts which the member will settle.

   The amount which must be paid by the member will be displayed in "Payment (total)".

4. Click the **Settle debts** button.

   The **Debt settlement** window will open.

5. Enter the data related to debt settlement.

   Select the method of settlement which can be cash, non-cash or non-cash payment outside the library. If you selected the non-cash method, you can select the type of non-cash method (e.g. Moneta) from the drop-down list; at the same time you can enter a note. You can enter the note to be printed on invoice or on the list of invoices as well. Enter the amount of cash you received from the member in "Cash". If you selected a non-cash method of settlement, the "Cash" field is not active.

   If a member cannot settle the entire debt when he or she visits the library, you can enter a partial debts settlement, in which case you enter, under "Amount due", the amount that the member will settle on that visit. After

you confirm it, debts will be reduced by the settled amount, and the number of items will change accordingly. The rest of the unsettled debts will remain entered for the member.

6. By clicking **OK**, the invoice will be printed to printer.

If you select non-cash payment outside the library, the invoice will not be printed. If the cash amount is higher than the amount to be settled, the amount to be returned to the member will be displayed in the **Message** window.

In the transaction file, data on the transaction of the payment, based on which the visit by member was recorded, will be entered. The visit will be entered also when there is no transaction of the material.

*Options*          You can print the invoice to printer:

by clicking the **View settled debts** button in the **Entering and settling debts** window a list of invoices entered within the selected period will be displayed

by selecting the invoice and clicking the **Load invoice** button

on the workspace, highlight the invoice and use the **Send** or **Print** method; select *Invoice* in the list of definitions

| Note: |
| --- |
| *From now on, ff a member requests the invoice copy,you can print the copy by using the **Create copy** method and not by reprinting the invoice (see chapter 7.3.2).* |

| Note: |
| --- |
| *When entering non-cash debt settlement outside the library the invoice is not printed, therefore the invoice counter will not change, and the invoice will not be sent to FURS for verification. As the payment was not performed in the library, the settled amount is not added to the total cash register balance.* |

| Tip: |
| --- |
| A library can define what will be printed on the invoice by changing default settings and using the **Home library/Create lending forms and invoices** method. The following data is *printed* on the invoice by default: member's name and surname, library department, amount in cash and change, and the data on the person who lent the item. For libraries liable for fiscal verification of invoices, printing the data on the person who lent the item is obligatory; for this reason, it is recommended not to change the default setting. The following data will *not* be *printed* by default: membership expiry date, name of the faculty or university, note entered during debt settlement, list of unsettled debts and list of entered material. |

Tip:

The text of the clause related to VAT exemption is displayed based on the exemption clause that is defined under the item in the price list. Before you update the price list of clauses by which the delivery of goods or services in a library is exempt from VAT, these clauses must be entered to the local code list *VAT exemption clause (CODE 323)*.

## 7.3.1    Setting up invoice counters

The structure of the invoice number in libraries that are not liable for fiscal verification of invoice is as follows:

- − oonnnnn/llll, in libraries with departments;
- − n/llll, in libraries with no departments

where oo = department ID (e.g. 01), nnnnn = running invoice number (e.g. 00125) and llll = invoice issue year (e.g. 2010).

If a library wishes to have a different structure of the invoice number, use the **Invoice / Set invoice No.** method. Enter the number that is for one less than the number of the first issued invoice after the method is applied. You can enter only numbers (not characters or letters). The department ID (in libraries with departments) and a year of issuing the invoice are added automatically. It is recommended to set the invoice number before you start entering debt settlements.

The structure of the invoice number in libraries liable for fiscal verification of invoices must consist of the following three parts:

- − business premises designation
- − designation of the electronic device for issuing invoices
- − current invoice number

Note:

*Before issuing the first invoice after the cash register was activated, **the library must set the running numbers invoice counter in accordance with the adopeted internal document.** Invoices can be counted by business premisses or by individual electronic devices. Numbering by business premises is set as default. Upon the library's request, numbering by electronic devices can be activated by setting up a special parameter.*

You can set the invoice number by using the **Invoice/Set invoice** number method. The **Invoice counters** editor, where the counters for numbering by business premises or individual electronic devices are shown, will open. After selecting the invoice counter, enter the initial invoice number which must be one number less than the number you wish the first invoice to be numbered

with. The default value in counters is *0*, which means that the first invoice within the business premises or individual electronic device will have value *1*. Once you have entered the appropriate value for the invoice number, click the **Confirm counter** button. Do the same with the other invoice counters. When you wish to exit the **Invoice counter** editor, click the **Exit** button.

## 7.3.2    Issuing a copy

If a member wants to have a copy of the invoice or the credit note, you can now issue a copy by using the **Create copy** method; you no longer have to reprint the invoice or credit note.

First you must search for the invoice or credit note. You can do this in the following two ways:

- find a member; then in the member's debts and settlement records (**Entering and settling debts** method) find (**View settled debts** button) the invoice or credit note and load it to the workspace (**Load invoice** button)

- highlight the **Invoice** (or **Credit note**) class, select **Search** and then in the search window enter the requested value under the relevant search filed (e.g. invoice number)

*Procedure*

1. Highlight the invoice or credit note on the workspace and use the **Create copy** method.

   The **Overview and sending of created report** window will open.

2. Click the **Send** button.

   The copy will be printed to printer.

The copy is the same as the original invoice or credit note but with the COPY *<current number of the copy>* disaplayed on it. Every issued invoice copy is automatically recorded, and the issued copy is numbered with the next current number.

Issued copies are shown under related objects for the invoice or credit note when the invoice or credit note is loaded to the workspace. By double clicking the link **Invoice copies** or **Credit note copies**, the window with a list of all copies for the selected invoice or credit note will open.

The list of copies can also be printed by selecting the **Print** or **Send** methods on the invoice or credit note on the workspace and in the list of definitions selecting the appropriate list of copies. In the list, the number of the invoice for which you created the list of printed copies and after that the data on the individual printed copies (copy number, copy date and the username of the person who created the copy) will be displayed.

### 7.3.3      Settling debts for non-members

Debts settlement can also be entered when a payable service (e.g. photocopying) was performed for a person who is not a library member.

*Procedure*

3.  In the **Invoice** class, select the **Enter debts settlement for non-member** method.

    The **Debts settlement for non-members** window will open.

4.  Click the **Add item** button.

    The **Debts entry – select service/debts** window will open.

5.  Select the type of service or debts for a non-member to settle.

    Select the type of service or debts and click the **OK** button. You can select only one type of service or debts.

    The **Invoice item** window will open.

6.  If necessary, change the data in the **Invoice item** window (e.g. number of items).

    After you click the **OK** button, the item will be added to the list of debts to be settled in the **Debts settlement for non-members** window. In the same way you can add other debts for the member to settle.

    > Tip:
    >
    > If you wish to delete the item from the list, select it and click the **Remove** button.

7.  Continue the procedure by clicking the **Settle debts** button.

    The **Debts settlement** window will open, where you can enter the payment for entered debts in the same way as you settle debts for library members.

    Select the payment method, which can be cash, non-cash, or non-cash outside library. If you select the non-cash method, you can select a type of non-cash payment from the drop-down list (e.g. Moneta), and you can enter a note at the same time. Also, you can enter a note to be displayed on the invoice and on the list of invoices. Under »Cash«, enter the amount in cash that you received from the member. If you select the non-cash method of payment, the »Cash« field will be inactive.

    > Note:
    >
    > *You cannot enter a partial debts settlement for a person who is not a library member.*

8.  By clicking the **OK** button in the **Debts settlement** window, you will be returned to the **Debts settlement for non-members** window.

9.  By clicking the **OK** button, confirm and print the invoice. If you make a mistake, you can cancel the invoice by clicking the **Cancel** button.

The settled amount will be added to the cash register balance and will be displayed also on the report when closing out cash register and on the list of invoices report (LOAN-CRO-01: List of invoices and LOAN-CRO-02: List of invoices incl. VAT). If a person is not a library member, the place for the membership card number on the report will be blank.

*Options*     You can print the invoice again by finding it in the **Invoice** class (e.g. by the invoice date), loading it to the workspace, selecting the **Object / Send** or **Object / Print** method, and selecting *Invoice* in the list of definitions.

> Note:
>
> *If a non-member requests the invoice copy,you can print the copy by using the* **Create copy** *method, you no longer have to reprint the invoice (see chapter* 7.3.2*).*

You can cancel debts settlement subsequently by finding the invoice in the **Invoice** class and selecting the **Object / Show** method. You can cancel the invoice by clicking the **Cancel** button. You can print the cancelled invoice by finding it in the **Invoice** search window and then selecting the **Object / Send** or **Object /Print** method. Select *Cancellation of invoice* in the list of definitions.