

AFO 495 - Invoices

495.1 Introduction

495.1.1 General

Generating and sending invoices is a complicated process. Using AFO 451, you can 'prepare' and 'generate' invoices; using AFO 481 (Circulation parameter control: general), you can define a number of parameters for the preparation, generating and sending of invoices. Read the descriptions for the AFOs 451 and 481 before starting to work with AFO 495.

Using AFO 495, you can:

- identify existing invoices;
- translate the invoices prepared by the system as being 'possible invoices' into 'real' invoices;
- enter new ('free') invoices;
- control/close invoices.

The system distinguishes between the following invoice types:

- invoices pertaining to amounts due;
- invoices pertaining to items that have not been returned;
- invoices pertaining to damaged items ('free' invoices);
- invoices pertaining to loan charges;
- invoices pertaining to collections.

Of these types, only the first three are operational. These are explained in the next sections.

495.1.2 Invoices pertaining to amounts due

These invoices can be sent to borrowers with amounts that have been overdue for longer than a definable number of days. The system can send invoices of this type for fines, loan charges and book fees. Remember that these invoices pertain to debts that are 'past due'. Invoices of this type are created as follows:

- The system identifies all borrowers eligible for a 'debt invoice' at that particular time. This is done using an automatic process that is activated using AFO 451 ('Prepare print functions and borrower-related batch jobs').
- The automatic process results in a file that lists the borrowers that are eligible to receive an invoice. This file is controlled using AFO 495. Per borrower, you can determine whether or not an invoice is actually to be generated (sent).
- The invoice is generated and closed in AFO 495. The amount to be charged is automatically included on the invoice by the system and cannot be modified.
- A print file for invoices is generated in AFO 451 that can be printed using AFO 452 ('Execute print functions').

495.1.3 Invoices pertaining to items that have not been returned

These invoices can be sent to borrowers who have checked out an item for which the due date has been exceeded by a definable number of days. Invoices of this type are created as follows:

- The system identifies all borrowers eligible for a 'past due invoice' at that particular time. This is done using an automatic process that is activated using AFO 451 ('Prepare print functions and borrower-related batch jobs').
- The automatic process results in a file that lists the borrowers that are eligible to receive an invoice. This file is controlled using AFO 495. Per borrower, you can determine whether or not an invoice is actually to be generated (sent).
- The invoice is generated and closed in AFO 495. The amount to be charged can be automatically included on the invoice by the system, but can be modified afterwards. The (default) price proposed by the system is based on the price entered for the item and/or the 'book fees' defined in AFO 494 ('Cash register administration: system files control') using the option 'Book fees table' per item category.
- A print file for invoices is generated in AFO 451 that can be printed using AFO 452.

495.1.4 'Free' invoices

Free invoices are invoices that are not generated by the system but that are created through manual entry by the library staff. An invoice with a 'book fee' can be created for an item. Invoices of this type are created as follows:

- A free invoice is entered in AFO 495. The amount to be charged can be automatically included on the invoice by the system, but can be modified afterwards. The (default) price proposed by the system is based on the price entered for the item and/or the 'book fees' defined in AFO 494 ('Cash register administration: system files control') using the option 'Book fees table' per nature of the item.
- After the invoice is generated, it is closed in AFO 495.
- A print file for invoices is generated in AFO 451 that can be printed using AFO 452

495.1.5 Reminders

The system can create a reminder for each invoice. When a print file is generated for invoices in AFO 451, the system also identifies reminders. These reminders are printed together with the 'first' invoices (in AFO 452). The period after which the reminder is to be sent can be defined. This period can be defined using a parameter in AFO 481 'Circulation parameter control: general').

495.1.6 Invoice numbers

The system automatically assigns a unique number to each invoice entered. This number normally consists of an agency code and a serial number. The serial number consists of an indication of the calendar year followed by five digits. The first invoice number for a calendar year could be, for example, "200500001".

495.1.7 The status of invoices

Invoices are characterised by a status. The system distinguishes between the following statuses:

- 0 the invoice has been generated
- 1 the invoice has been closed
- 2 the invoice has been printed

- 3 a reminder has been printed for the invoice
- 9 the invoice has been paid in full

The status of an invoice is automatically updated based on the actions taken using the AFOs 495 and 451.

495.1.8 Lay-out of the invoices

The layout of the invoices is defined in AFO 483 using SSP. The layout is determined by:

- the invoice type (debt invoice, past due invoice, free invoice);
- the borrower category;
- whether it is a first invoice or a reminder.

495.1.9 Acceptgiros

If you wish, acceptgiros can be printed at the same time as the invoices. These acceptgiros are printed separately (based on a different print file), which means they are not attached to the invoice. If you want them to be attached, the layout of the invoices must meet highly stringent rules, and only some of the possibilities offered by SSP (for determining the layout) will be available. This type of combined invoice/acceptgiro is available as a library-specific extension to the system. For more information, please contact Geac.

495.1.10 Parameters

The system has a large number of parameters that determine the generation of and preparations for invoices. See the description of AFO 481 for an explanation of the various parameters and how to define them.

495.1.11 General working method

Generally explained, the working method is as follows:

- for entering free invoices

- AFO 495: the invoice is entered,

- AFO 495: all data (the items, the price of the items on the invoice, the administrative fee, et cetera) are defined,

- AFO 495 the invoice is closed,

- AFO 451 a print file for invoices is generated (option 'Generate invoices'),

- AFO 452 the invoice is printed;

- for entering 'debt' and 'past due' invoices:

- AFO 451 the invoices are prepared (option 'Prepare invoices'),

- AFO 495 the 'possible' invoices proposed by the system are translated into 'real' invoices where applicable,

- AFO 495 all data (the items, the price of the items on the invoice, the administrative fee, et cetera) are defined (where necessary),

- AFO 495 the invoice is closed,

- AFO 451 a print file for invoices is generated (option 'Generate invoices'),

- AFO 452 the invoice is printed;

Please note!

Reminders are identified as part of the process of generating a print file for invoices.

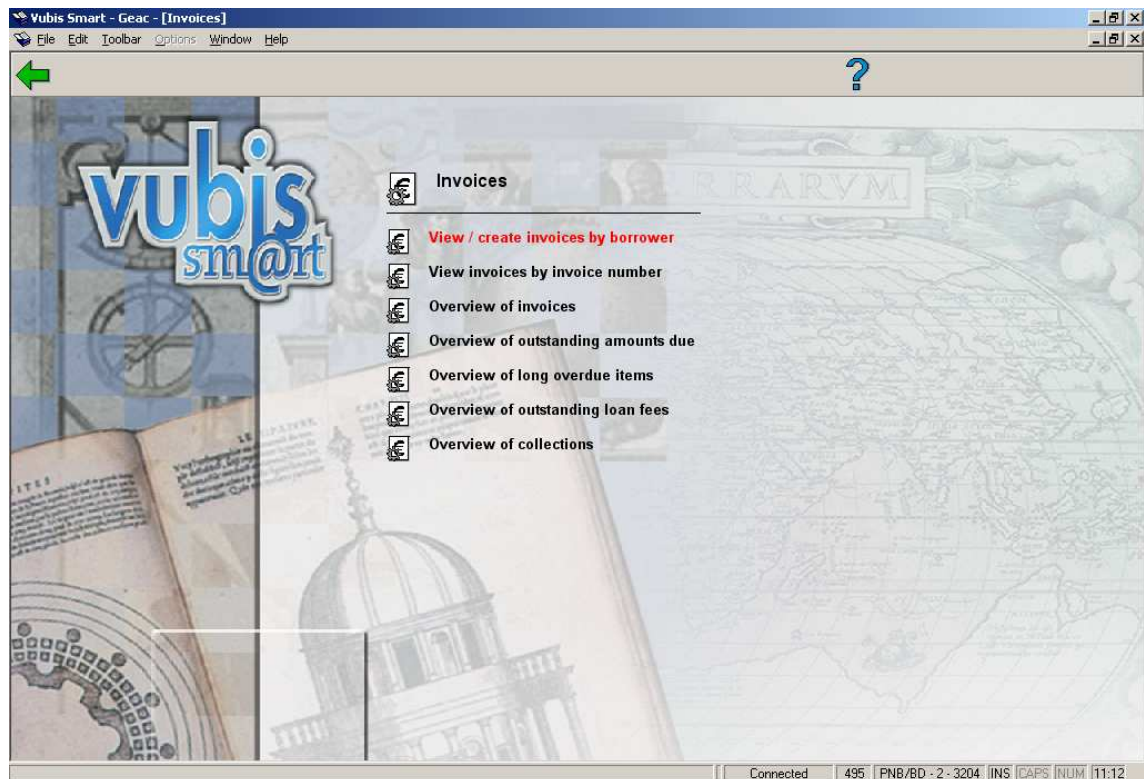
Only closed invoices are included in a print file. The control of a single invoice is an option that makes it possible to create the entire invoice (including the price, the administrative fee, et cetera) and to close it. The control of a single invoice is a process that starts after an invoice has been generated, and that is followed by the generation of a print file with closed invoices and by printing that print file. Invoices are created as follows:

- for free invoices: enter a new invoice;

- for debt invoices: translate the invoice proposed by the system into a real invoice;
- for past due invoices: translate the invoice proposed by the system into a real invoice.

495.2 Invoice control

Once you have activated AFO 495, a menu screen will be displayed:

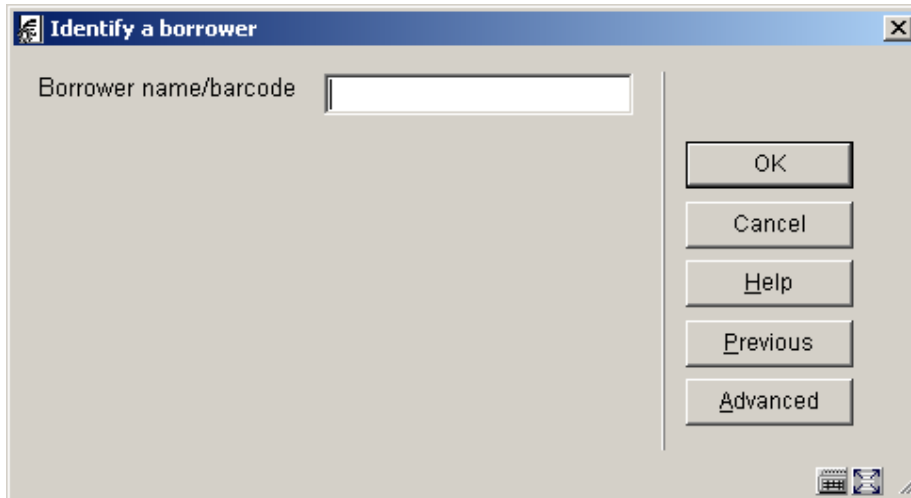


Menu options on this screen are described in the next sections.

495.2.1 View / create invoices by borrower

This menu option can be used to view an overview of invoices per borrower, and also to enter new invoices based on materials that have been damaged or lost (free invoices).

When you select this menu option, an input screen will be displayed:



- **Borrower name / barcode** - Enter the name of the borrower or scan the barcode.

See the help for AFO 431 for more information on identifying borrowers..

When an entry is made in this field, an overview screen will be displayed with invoices that have been generated for this borrower.

Please note!

If there are no invoices in the borrower's name, the system will ask if you want to enter a new invoice. If you confirm the question, a survey screen will be displayed.

Borrower : Lee Oxley (number : 200399140X)

No	Invoice number (Borrower)	Type	Date	Status	Amount
1	200600003	Damag.	24 Mar 06 0		17.00

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Columns on the screen

Invoice number (borrower) - The invoice number is displayed here.

Type - The type of the invoice is displayed here, e.g. 'Damaged'

Date - The date of the invoice is shown in this field.

Status - The status of the invoice is shown in this field. One of the following codes will be displayed:

0 the invoice has been generated

1 the invoice has been closed

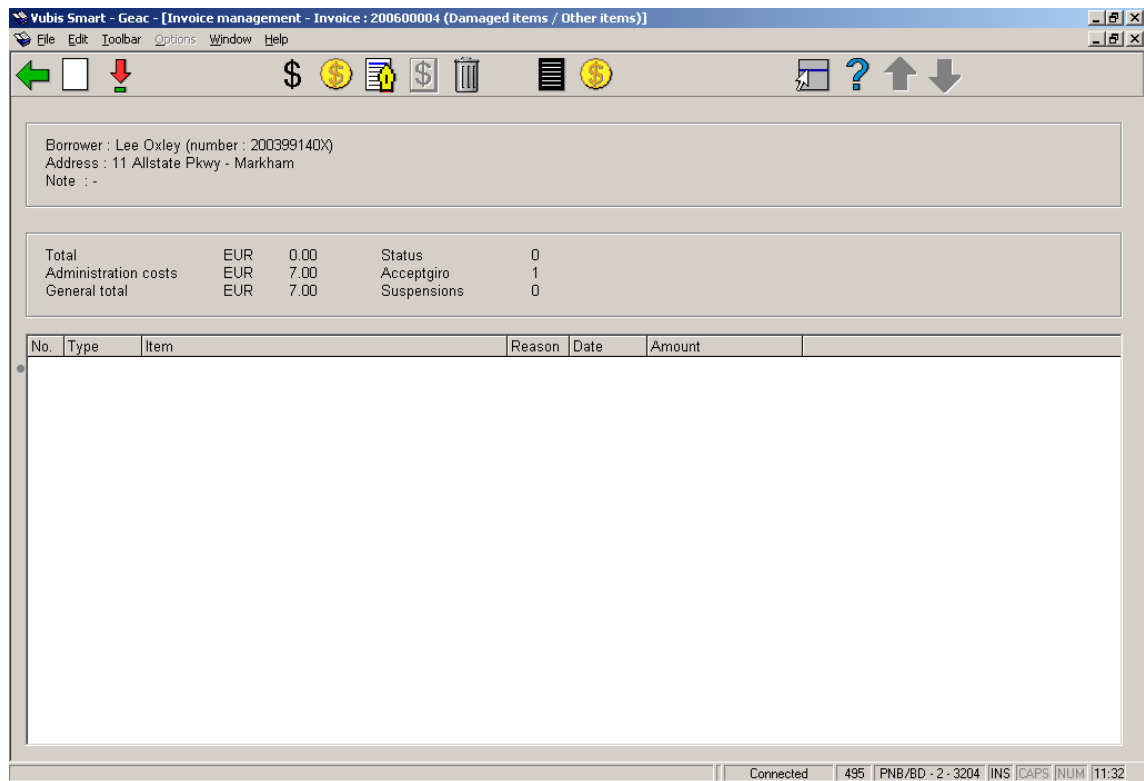
- 2 the invoice has been printed
- 3 a reminder has been printed for the invoice
- 9 the invoice has been paid in full

Amount - The amount of the invoice is shown in this field.

Options on the screen

New invoice: Select this option to enter a new invoice. Now an overview screen will be displayed.

Choose invoice: Select an invoice and then this option in order to view the invoice. Now an overview screen will be displayed.



The following information is automatically inserted in the invoice generated by the system :An invoice number. This is a number automatically assigned by the system, it is followed by the invoice type.

- Administrative fee (based on the default administrative fee defined in AFO 481).
- Items for which an invoice is being sent. These are automatically listed on the invoice except for 'free' invoices. For invoices of this type, you must indicate what items are involved.
- The price to be paid for the relevant items. These are automatically included in the 'debt' invoices. For past due invoices, a default amount is inserted where possible. For the free invoices, you must enter the price. Remember that the prices proposed by the system are default amounts that can be modified (except for 'debt' invoices: here the amount due has already been defined and only the administrative fee can be modified).

Options on the screen

New item - Select this option to enter one or more free items and their prices.

Modify price of selected item - Use this option to modify the price. Now each of the items in the invoice will be displayed one at a time. For each item, you can enter the price in the input screen if you so desire.

Price: - Use this option to modify the price. Now each of the items in the invoice will be displayed one at a time. For each item, you can enter the price in the input screen if you so desire.

Administration costs - Select this option to enter or modify an administrative fee. An input screen will be displayed in which you can enter the administrative fee or modify the default amount.

Note - Select this option to add a note. This note is only displayed on this screen; its sole function is as a comment concerning the invoice.

Close invoice - Select this option to close the invoice. This means that no more modifications can be made in the invoice. The status of the invoice is automatically changed from "0" (generated) to "1" (closed). The prices and administrative fee (and the 'General total') are then fixed and the invoice can be included in the print file of invoices to be printed using AFO 451, menu option 'Generate invoices'.

Delete invoice - Select this option to delete the entire invoice.

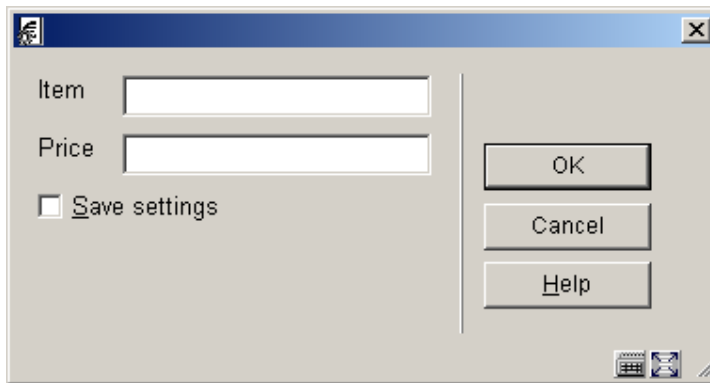
Suspend - Select this option to suspend the borrower.

Cash receipt - Select this option to register a cash receipt. See AFO 414 ('Accept payments').

Note:

Remember that most options will no longer be available after the invoice has been closed using the 'Close invoice' option.

When you select the option 'New item', an input screen will be displayed.



The image shows a standard Windows-style dialog box with a blue title bar and a close button (X) in the top right corner. The dialog box has a light gray background and is divided into two main sections by a vertical line. On the left side, there are two text input fields: the top one is labeled 'Item' and the bottom one is labeled 'Price'. Below these fields is a checkbox labeled 'Save settings'. On the right side, there are three buttons stacked vertically: 'OK', 'Cancel', and 'Help'. At the bottom right corner of the dialog box, there are three small icons: a keyboard, a mouse, and a help icon.

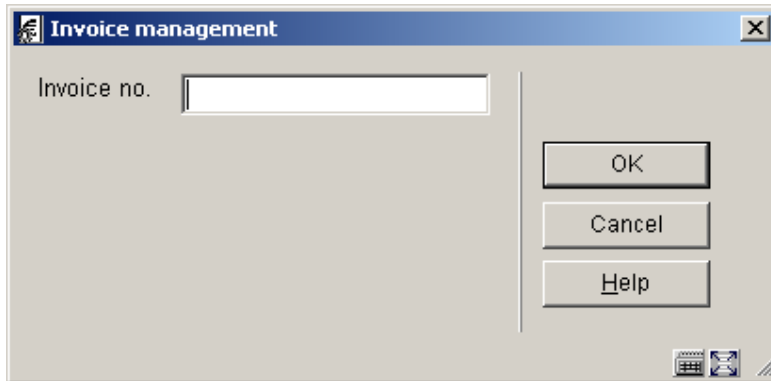
Fields on the screen

Item - Enter the copy number of the item or scan the barcode.

Price - Enter the price to be charged as book fee.

495.2.2 View invoices by invoice number

Use this menu option to find invoices based on the invoice number. When you select this menu option, an input screen will be displayed:



The image shows a standard Windows-style dialog box titled "Invoice management". On the left side, there is a label "Invoice no." followed by a rectangular text input field. To the right of the input field, there are three vertically stacked buttons: "OK", "Cancel", and "Help". The "Help" button has a small underlined "H". In the bottom right corner of the dialog box, there are three small icons: a calendar, a help icon, and a close icon.

Fields on the screen

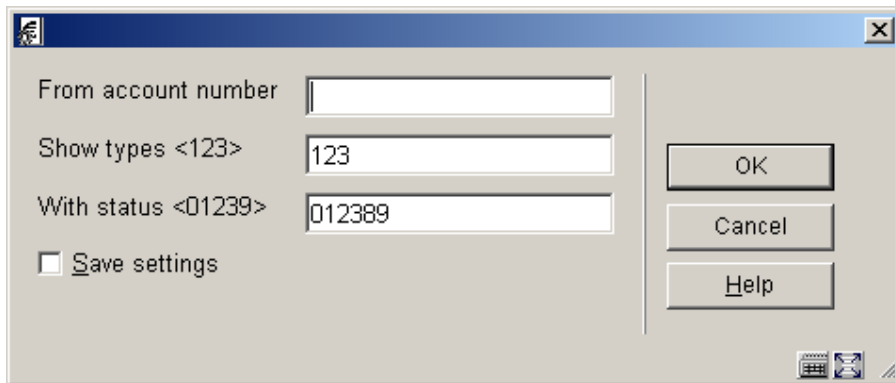
Invoice no. - Enter the invoice number in this field. If this is an invoice generated in the current calendar year, the year and the zeros that follow it need not be entered. For example, if you are in the year 2005 and you want to identify invoice number 200500055, you can enter either "200500055" or "55". After the number has been entered, a survey screen will be displayed. The fields and options for this screen are the same as those in the menu option View / create invoices by borrower.

495.2.3 Overview of invoices

Use this menu option to view an overview of all defined invoices (or a selection thereof).

You can define the overview to be viewed based on three criteria, as follows:

- the invoice number (e.g. all invoices from 9600000 or from 9500025);
- the type of invoice (e.g. only invoices generated based on amounts still due);
- the status (e.g. only invoices that have been entered).



The screenshot shows a dialog box with a title bar containing a small icon and a close button (X). The dialog has a light gray background. On the left side, there are three text input fields stacked vertically. The first field is labeled 'From account number' and is empty. The second field is labeled 'Show types <123>' and contains the text '123'. The third field is labeled 'With status <012389>' and contains the text '012389'. Below these fields is a checkbox labeled 'Save settings', which is currently unchecked. On the right side of the dialog, there are three buttons stacked vertically: 'OK', 'Cancel', and 'Help'. At the bottom right corner of the dialog, there are three small icons: a keyboard, a mouse, and a help icon.

When you select this menu option, an input screen will be displayed.

Fields on the screen

From account number - Enter the invoice number of the first invoice to be shown in the overview. If nothing is entered all invoices are shown.

Show type - Enter one or more invoice types. You may choose from:

- 1 Invoices based on amounts still due

- 2 Invoices based on items that have not been returned
- 3 Invoices based on damaged materials

With status - Enter one or more status types. You may choose from:

- 0 The invoice has been generated
- 1 The invoice has been closed
- 2 The invoice has been printed
- 3 The system has printed a reminder for the invoice
- 9 The invoice has been paid in full

Once this information has been entered, the system will display an overview of all invoices that meet the selection criteria as defined. The fields and options for this screen are the same as those in the menu option View / create invoices by borrower.

495.2.4 Overview of outstanding amounts due

Use this menu option to view lists of all debts that are more than n days past due. This list is compiled per borrower. Each time that invoices are 'prepared' in AFO 451 ('Prepare print functions and borrower-oriented batch jobs'), the system recompiles these lists based on the parameters defined in AFO 481 ('Circulation parameters: general parameters'). Use this menu option to generate real invoices.

When you select this menu option, an overview screen will be displayed.

Please note!

If there are no borrowers with amounts past due, the system will display the message 'No (more) borrowers registered'.

Instelling : Geac Library Division (aantal leners : 240)

Nr	Lenersnummer	Naam	Aantal	Totaal
1	27	Mackowiak, P. (EPA)	1	0.25
2	41	Arts, G. (EPA)	1	2.50
3	905	Asseldonk, Y. van (EP	2	0.50
4	998877	MacLeod, deb (NEW)	11	26.06
5	20040004	Geac Library (EPA)	1	0.25
6	27131088	Oxley, Philip (EPA)	6	1.75
7	27131099	Oxley, Morrow (EPA)	2	0.50
8	900000365	Hormman, CJJM (EPA)	6	9.00
9	900000625	Baardwijk, J.E.W. van (2	0.50
10	900000665	Voeten, J.C.A.M. (EPA)	1	0.25
11	900002709	Verhoeven, A. J. (EPA)	2	1.00
12	900002839	Borst, M. van den (EPA)	4	10.00
13	900003240	Haagen, MEA (EPA)	1	0.25
14	900004062	Haar, R.B. de (EPA)	1	0.25
15	900004152	Rijks, H.J.A. (EPA)	2	4.00
16	900004292	Goeij, SM de (EPA)	1	0.25
17	900004582	Smit, JDC (EPA)	1	10.00
18	900004662	Wagter, W.A.G. de (E	1	0.25
19	900005314	Raadt, H.Q. van den (E	1	0.25
20	900005464	Geest, Manvan (EPA)	5	1.25
21	900006316	Cecilia, C.H.D. (EPA)	2	0.50
22	900012543	Leus, RJDL (EPA)	7	21.00
23	900007858	Stuurman, R.J. (EPA)	1	10.00
24	900009151	Crombaghs, B. (EPA)	4	6.50
25	900009591	Telgenkamp, L.M. (EP	1	1.00
26	900011191	Reeken, Ellen von (EP	1	0.25
27	900012553	Smit, A.M. source of c	1	0.25
28	900013355	Figueres, C.M. (EPA)	1	0.25
29	900013795	Engels, B. (EPA)	1	1.00
30	900013845	Sijbesma, B.J. (EPA)	1	1.50

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Columns on the screen

Borrower number - This field contains the borrower's number.

Name - This field contains the name of the borrower.

Quantity - This field indicates the number of items that the system has found.

Total - This field indicates the total amount that will initially be included on the invoice.

Options on the screen

Detailed overview for borrower: Select a line number and then this option in order to view the details of the invoice.

This option is explained in more detail in the section menu option Details for borrower. **Delete borrower:** Select a line number and then this option to delete a borrower from this overview.

This means that you do not want to generate an invoice for this borrower. If the menu option 'Prepare invoices' is performed again in AFO 451, the borrower will once again be included on the list. Unless the borrower has paid the amount due or the items to be returned have been checked in.

Payment: Select a line number and then this option to register cash receipt. Now a survey screen will be displayed. For more information about this option, see AFO 414 ('Accept payments').

View borrower record: Select a line number and then this option to view information in the borrower administration. For more information about this option, see AFO 431 ('Borrower administration').

Invoice for all borrowers: Select this option to generate invoices for all borrowers included in the overview.

Delete borrowers (debt <): Select this option to delete all borrowers with an amount due that is less than an amount to be specified. When you select this option, an entry screen will be displayed in which the desired amount can be entered. Borrowers with amounts due that are less than the amount you have entered will be temporarily removed from the overview. If the menu option 'Prepare invoices' is performed again in AFO 451, the borrower will once again be included on the list.

Place in Savelist: Select this option to include borrowers on a Save List. When you select this option, you can also enter the type of Save List and a comment if applicable.

Suspend borrowers: Select this option to suspend borrowers with amounts due that are greater than an amount to be specified. When you select this option, an entry screen will be displayed in which the desired amount can be entered. Borrowers with amounts due that are greater than the amount you have entered will be suspended.

495.2.4.1 Details for borrower

If you select a borrower and then the option 'Detailed overview for borrower', a survey screen will be displayed:

Vubis Smart - VSQADOC - [Beheer rekeningen - Overzicht openstaande bedragen]

Bestand Wijzigen Taakbalk Opnes Scherm Help Debug

Lener : Leus, RJDL (nummer : 900012543)
Adres : Hadewijchstraat 99 - 5216 KC - 's-Hertogenbosch

Nr	Type	Object	Verklaring	Datum	Bedrag
1	Boete	00016114		27 jun 96	3.00
2	Boete	00109588		27 jun 96	3.00
3	Boete	00197898		27 jun 96	3.00
4	Boete	00204397		27 jun 96	3.00
5	Boete	00240326		27 jun 96	3.00
6	Boete	00243254		27 jun 96	3.00
7	Boete	00243379		27 jun 96	3.00

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Options on the screen

Delete item (+) - Select a line number and then this option to delete the item from the list. This item will not be included on the invoice that can be generated using the option 'Invoice'.

Invoice - Select this option to generate a real invoice. This means that you will translate the system's proposal into an invoice.

Delete all items - Select this option to delete all items from the list. This means that no invoice is to be generated.

495.2.5 Overview of long overdue items

Use this menu option to view lists of all items that are more than n days past due. This list is compiled per borrower. Each time that invoices are 'prepared' in AFO 451 ('Prepare print functions and borrower-oriented batch jobs'), the system recompiles these lists based on the parameters defined in AFO 481 ('Circulation parameters: general parameters'). This menu option works in the same manner as the menu option Overview of outstanding amounts due.

495.2.6 Overview of outstanding loan fees

[This menu option is not yet operational.]

495.2.7 Overview of collections

[This menu option is not yet operational.]

- **Document control - Change History**

Version	Date	Change description	Author
1.0	unknown	Creation Delivered as part of build 17 set	