Finance

Introduction

The finance module in KB+ enables the recording, tracking and reporting of financial information. It provides facilities for:

- Tracking payments
- ‘Cost per download’ type calculations
- Breaking down costs (e.g. VAT, delivery, currency changes, refunds)
- Viewing costs in their original currency as well as in sterling
- Exporting reports

Finances in KB+ are based on cost items. A cost item represents an amount of money, i.e. the price of a subscription, package, or issue entitlement (title).

Accessing Finance Data

The primary way of accessing finance data, sorted by invoice, is via the Cost Items option (1) on the Finance menu:
This will open the Finance page, which is described in detail in the Viewing your Finance Details topic below. Financial details of an individual subscription can also be viewed. To view the details of a subscription, access its Subscription Details page, for example by clicking on the title of the subscription (1) on the Your Subscriptions page.

On the Subscription Details page, click on the Details tab (2):
The financial details for the subscription are displayed at the bottom of the tab, under the *Financials* heading (3) and the *Costs per use* heading (4) (click on a heading to view the data in question):

### Costs per Use

*Cost per use* calculations are made each month. They report the cost of subscription per each use, based on the cost item, usage statistics and invoice period.

These calculations are displayed on the *Cost per use* tab. For example:
If KB+ is unable to calculate costs per use for a subscription due to the necessary figures not being available, the Cost per use tab will not show results, and the reason for this will displayed at the bottom of the tab. For example:

<table>
<thead>
<tr>
<th>Financials</th>
<th>Organisation Links</th>
<th>Subscription ID</th>
<th>Organisations granted permissions from this licence</th>
<th>Cost per use</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018-1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total: (GBP 10,000.00)</td>
<td>(GBP 833.33)</td>
<td>(GBP 833.33)</td>
<td>(GBP 833.33)</td>
<td>(GBP 833.33)</td>
</tr>
<tr>
<td>Usage</td>
<td>124</td>
<td>82</td>
<td>92</td>
<td>111</td>
</tr>
<tr>
<td>Cost Per Use</td>
<td>(GBP 6.72)</td>
<td>(GBP 10.16)</td>
<td>(GBP 9.06)</td>
<td>(GBP 7.51)</td>
</tr>
</tbody>
</table>

Unable to determine start or end dates for cost items under the subscription
Viewing your Finance Details

As described above, to access your finance details, click the Cost Items option on the Finance menu. The Finance page is then displayed:

If they have been assigned one, cost items are identified by invoice number, as in the examples shown above. If a cost item does not have an invoice number, it will instead be identified and listed by an automatically assigned cost item number with “no invoice” following it. Like so:
By default, the page lists ten of your cost items at a time (you can change this number by editing your profile). To view more of your cost items, use the options at the bottom of the page:

Cost items can be sorted in a number of different ways, as selected from the Sort Cost Items list (1). The items themselves are listed below (2):

Cost items may be sorted in A-Z or Z-A order of Invoice, Order, Creation Date, Start Date, End Date, Subscription, and Package.

**Searching and Filtering your Invoices**

You can search and filter the list of invoices by using the Search Finance options on the Finance page.

- If you only want to see listed invoices of a certain number, enter that number in the Invoice Number field (1). If you enter part of a number, all invoices with numbers that include that part of a number will be returned by the search. The Order Number field (2) works in the same way.

- To search or restrict the displayed list of cost items to those associated with a specific subscription or package, select them from the Subscription (3) and Package (4) lists. Start typing the name of the subscription or package in the appropriate field. The names of the subscription or packages that match...
what you have typed in will be listed. Click on the name you want to select it. Note that the Package field will be disabled until a subscription has been selected in the Subscription field.

After you have specified your filter or filters, click Search (5) to carry out your search. The results are then displayed below the Sort Cost Items panel. Only those that match all your filter criteria are listed.

To clear the search and filter criteria and results and return the complete list of your invoices, click Reset (6).

**Advanced Filters**

To refine your search/filtering even further, you can use some more advanced filters. Click Filter Search (1) to view these options:

- To search or restrict the displayed list of cost items to those associated with a specific budget code or issue entitlement, select them from the Budget Code (2) and Issue Entitlement (4) lists. Start typing the name of the budget code or issue entitlement in the appropriate field. The names of the budget codes or issue entitlements that match what you have typed in will be listed. Click on the name you want to select it. Note that the Issue Entitlement field will be disabled until the Package field is completed.

- Restrict the displayed list of cost items to those valid with a specified period by using the From (Valid Period) and To (Valid Period) options (4). Enter the required dates in YYYY-MM-DD format. Alternatively, click on the calendar icon next to one of the fields. The Calendar pop-up is then displayed:
Select the required data and click Confirm. The date is displayed in appropriate date field. Then, if required, click the calendar icon next to the other date field to specify the other end of the date range.

- To search or restrict the displayed list of cost items to those associated with a specific cost item status or category, select from the Cost Item Status (5) and Cost Item Category (6) lists.

- To search or restrict the displayed list of cost items to those at exactly (==), more than (>), or less than (<) a specified amount in the local currency, select the required operator from the Local Amount Operator list (7), then enter the amount in the Local Amount field (8) (or use the arrow buttons at the end of the field to scroll the amount up and down).

Amounts in this context should be entered as debits or credits rather than the invoice amount, i.e. as a negative value rather than a positive if a debit. For example, to search for invoices costing you more than 120.0, you would enter the following:

After you have specified your filter or filters, as described previously click Search to display the results.

**Viewing and Editing Invoice Details**

The list of your cost items displays basic details of them such as order numbers, dates, amounts and totals (1). To view further details of a cost item, click the arrow next to the cost item invoice number / cost item number (2). Additional details are then displayed below the basic details (3).

To edit the properties of a cost items, click the button (4) in the area to the right of the basic details.
This will open the *Edit Cost Item* page for the item:

![Edit Cost Item](image)

Edit the details as required and click the *Save* button at the bottom of the page when you have finished.

For details of the fields and properties on this page, refer to the *Adding Cost Items* topic below (the *Edit Cost Item* page is very similar to the *Add new cost item* page).
Adding and Deleting Cost Items

Adding Cost Items

To add a new cost item either click the Add Cost items option (1) on the Finance menu:

Or click the Actions button (3) on the Finance page, and then select the Add Cost items option from the menu that is then displayed:
The Add new cost item page is then displayed:

You can give a new cost item many different properties, including Order number, Invoice Number, Budget Codes, as well as the amount paid both in the billing currency and in GBP. Note that you do not have to fill any of these properties, and that certain default values will be assigned to some properties if you do not (see below).

The properties and the fields you can enter details into are:

**Invoice details**
- **Invoice Number**
  
  If the cost item is associated with an invoice, enter it here. As you start typing an invoice number, existing invoice numbers that match the entered characters will be listed, as well as the option to create a new invoice number starting with those characters.
  
  If they have been assigned one, cost items are listed and identified by invoice number, as you will have seen in Viewing your Finance Details above. If a cost item does not have an invoice number, it will
instead by identified and listed by an automatically assigned cost item number with “no invoice” following it.

- **Date Invoice Issued**
  If the cost item is associated with an invoice, enter the invoice date here. It will default to today’s date. If required, enter the date in YYYY-MM-DD format, or the click on the calendar icon to select a date from the Calendar pop-up.

- **Purchase Order Number**
  If the cost item is associated with a Purchase Order (PO), enter it here. As you start typing a PO number existing PO numbers that match the entered characters will be listed, as well as with the option to create a new PO number starting with those characters.

- **Item Reference**
  Enter any additional reference text, code, or number for the cost item in this field.

- **Budget Codes**
  The Budget Code field is used to record local budget codes or budget numbers. As you start typing a budget code existing codes that match the entered characters will be listed, as well as with the option to create a new code starting with those characters.

- **Payment Status (Cost Item Type)**
  The status of any payment against the cost item. Select from the following list of options:
  - Actual = the invoice has been issued or payment made
  - Commitment = an order has been placed, but no invoice issued
  - Estimate = an approximate amount sent by a supplier
  - Estimated = an approximate amount calculated by you
  - Ordered = amount relate to an order document
  - Paid = the invoice has been paid
  - Pending = payment hasn’t been performed yet.

- **Debit/Credit**
  Whether the cost item is a debit or a credit. Select from:
  - Debit
  - Credit

- **Element (Cost Item Category)**
  A categorisation of the cost item as relating to a specific element of any subscription or payment. Select from:
  - Admin fee
  - Bank charge
  - Content
  - Content Fee
• Other
• Platform
• Platform Fee

• Tax Type
Whether the tax is on the invoice or self-declared. Select from:
• On Invoice
• Other
• Self-declared

• Subscription
The subscription which the cost item is linked to.

• Package
The package which the cost item is linked to. This enables you to link a cost item to a specific package within a subscription (in KB+ a subscription can be linked to more than one package). For example, if you have several JSTOR packages linked to a single subscription you may wish to record separate cost items (i.e. charges/payments) for each package in the subscription.

• Issue Entitlement
The title which the cost item is linked to. This enables you to link a cost item to a specific title within a subscription.

Invoice Period

• Invoice Period: From and Invoice Period: To
The Invoice Period is the period of subscription to which the cost item is related. For example, if you have a three-year subscription to a package running from 1st January 2017 to the 31st December 2020, you may make three payments, one for each year of the subscription. The Invoice Period enables you to indicate which time within the subscription the cost item/payment relates to (e.g. 1st January 2017 - 31st December 2017). The Invoice Period: From is the start date for the invoice.

• Note
Any notes or miscellaneous information relating to the cost item.

Amount (Billing Currency)

• Amount (Billing currency): Cost excluding VAT
The amount in the billing currency excluding any tax.

• Amount (Billing currency): VAT Amount
Any tax amount in the billing currency.

• Amount (Local currency): Cost including VAT
The amount in your local currency including any tax.
Amount (Local Currency)

- Billing Currency
  The currency that any invoice/bill was issued in. Defaults to GBP.

- Amount (Local currency): Cost excluding VAT
  The amount in the local currency (i.e. GBP) excluding any tax.

- Amount (Local currency): VAT Amount
  Any tax amount in the local currency (i.e. GBP)

- Amount (Local currency): Cost including VAT
  The amount in the local currency (i.e. GBP) including any tax.

All amounts default to zero if not otherwise specified.

Enter the details as required and then click the Save button at the bottom of the page when you have finished. Your new cost item has now been added.

Deleting Cost Items

To delete a cost item, find it in your list of cost items, as described in Viewing your Finance Details above.

In the area to the right of the basic details, click this button: (1):

You will then see the following message:

Click OK to complete the deletion.
Exporting Cost Item Details

Details of your cost items can be exported from KB+ into tab separated values (TSV) format or CSV format.

To export cost item details, click the Actions button (3) on the Finance page, and then select the required option from the menu that is then displayed:

The exact procedure at this point may vary depending on the browser you are using, but you will then be given the option to open the file or save the file to a location of your choice. For example: