



# Staff User's Guide – Acquisitions

Version 22

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# 1 Acquisitions Overview

The Acquisitions/Serials module enables you to manage vendor, budget, order and invoice records. This module runs under ADM type libraries only.

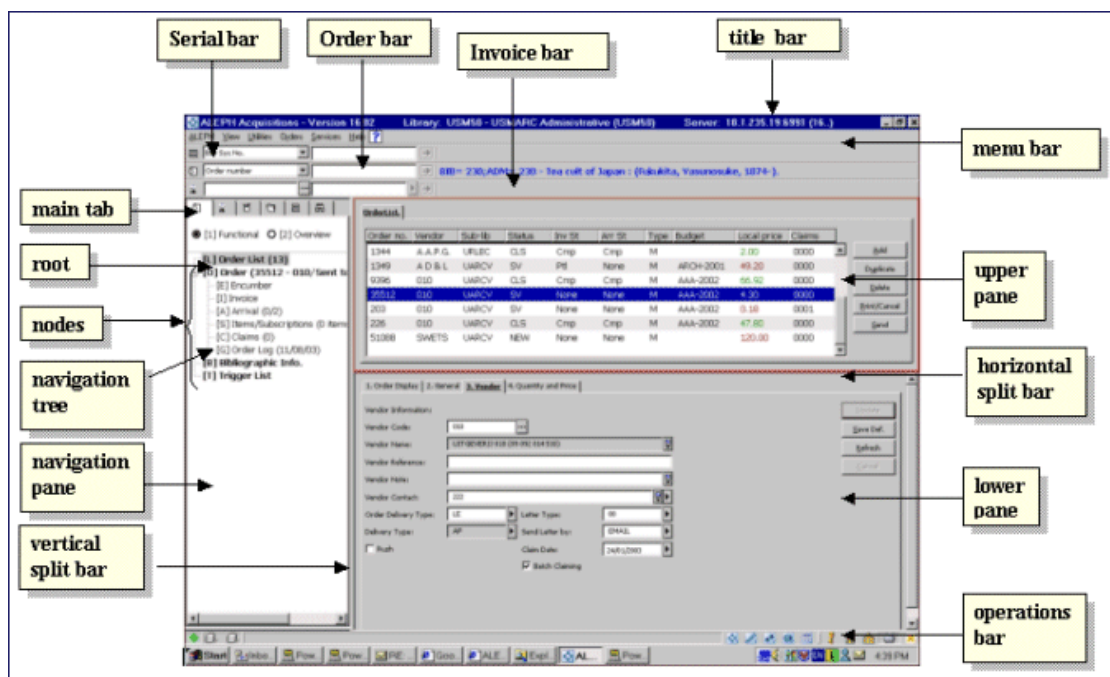
This overview includes the following sections, in order of appearance:

- The Acquisitions/Serials GUI
- Working Without a Mouse
- Acquisitions Process
- Order Types
- Acquisitions Systems
- Prerequisites
- Passwords

## 1.1 The Acquisitions/Serials GUI

The Acquisitions/Serials GUI has been designed with an emphasis on usability and ease of access to acquisitions functions. Vendor, budget, item, order and invoice information are interlinked and can be accessed with a minimum of cursor movement. Multiple panes containing relevant information for each function can be displayed simultaneously.

Here is an example of an Acquisitions/Serials GUI screen displaying order information:



The various screen elements in the Acquisitions/Serials GUI (as shown above) are explained in the following sections.

### 1.1.1 Toolbars

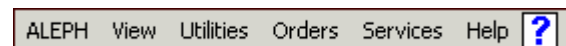
#### Title Bar

The Title Bar shows the name of the program. It also displays status messages relating to the program and to user commands:



#### Menu Bar

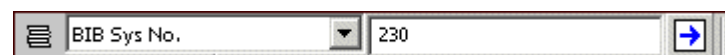
The Menu Bar is laid out conventionally:




Place the cursor over the menu name (for example, Orders) to reveal the related menu commands.

#### Serial Bar

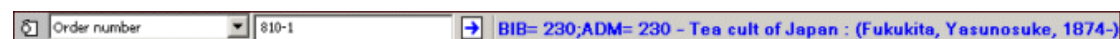
The Serial Bar contains brief information about a selected record, such as the journal's title.




To display a serial record, select a search parameter from the drop-down menu on the left. For example, Title. Type the appropriate value in the adjacent field. For example, *Journal of Ecology*. Click , or press Enter.

#### Order Bar

The Order Bar contains brief information about a selected record, such as the journal's title.





To display an order record, select a search parameter from the drop-down menu on the left. For example, Order number. Type the appropriate number in the adjacent field, and click , or press Enter.

#### Invoice Bar

The Invoice Bar allows you to retrieve a General Invoice and its line items and to create a new invoice.



Enter a Vendor code or click  and select a Vendor from the Vendor List. In the adjacent field, select the appropriate invoice number or type it in. To add a new invoice for the selected vendor, type in the new general invoice number, and click , or press Enter.



## 1.2 Panes

### Navigation Pane

The navigation pane contains the following:

- Main Tab
- Navigation Tree

### Main Tab

The Acquisitions/Serials module is comprised of six activities:

- Order
- Invoice
- Administration
- Order Search
- Serial
- Search

The above activities are accessed from the Main Tab in the left pane, which consists of a row of icons that correspond to the major activities in Acquisitions.



Clicking an icon invokes the interface associated with that icon. For example, clicking the Order icon invokes an interface for conducting Order activities.

Name	
Order	
Invoice	
Administration	
Order Search	
Serial	
Search	

## 1.3 Working Without a Mouse

You can advance from one pane to another by using the following shortcut keys:

Shortcut Keys	Lets you do this:
TAB	move to the next control in the dialog box.
Shift+TAB	move to the previous control in the dialog box.
Ctrl+TAB	move from the first control in the top toolbar to the lower pane.
Ctrl+Alt+TAB	move from the lower pane to the first control in the top toolbar.
Ctrl+1	move to the left pane, containing a tree.
Ctrl+2	move to the right upper pane.
Ctrl+3	move to the right lower pane.
Ctrl+4	move to the navigation tree (left lower pane) in Cataloging.

Ctrl+5	Move to the first edit or combo field in the first line of the top toolbar..
Ctrl+6	Move to the first edit or combo field in the second line of the top toolbar.
Ctrl+7	Move to the first edit or combo field in the third line of the top toolbar.

Note that a frame appears around the active pane.

### Shortcut Keys Available in the Acquisitions/Serials GUI

The following table shows the default shortcut keys. These shortcut keys can be customized.

Function	
Switch to Admin Tab	Ctrl+B
Switch to Order Search Tab	F7
Switch to Invoice Tab	F5
Switch to Order Tab	F2
Switch to Search Tab	F9
Switch to Serial Tab	F8

The following shortcut keys are hard coded and cannot be customized:

Function	
All Lists - Print List	F11
Date Edit and Time Edit - Reset Dates	F12
Help	F1

## 1.4 The Acquisitions Process

The Acquisitions process includes the following steps:

1. **Create a Bibliographic Record** in the Cataloging module. This record can be updated later.
2. **Initiate an Order** by filling in the Order Form in the Acquisitions/Serials module. The order will be sent to the vendor and if you have budget control, the budget will be debited for the encumbrance.
3. **Register the Invoice.** ALEPH distinguishes between a General Invoice and an Item Debit. A General Invoice includes several orders; an Item Debit is for an individual order (and is usually a line in the General Invoice). When the invoice is registered, the budgets linked to the order(s) are debited.
4. **Register the arrival of material** as partial or complete.

## 1.5 Order Types

The Acquisitions/Serials module handles three order types: Monograph, Serial and Standing Order.

A monograph order is for a single item, such as an individual book, or for a complete multi-volume work, such as a 20-volume encyclopedia. However, you can also place a monograph order for an individual issue of a serial publication; for example, this would apply if the issue has been lost and you wish to replace it.

A serial order is for a publication that is issued as a consecutively numbered and indefinitely continuing series. Examples include newspapers and journals. With a serial order, the number of issues to be received during the course of the subscription and the price of the subscription are both known in advance, although they might change during the course of a subscription period.

A standing order is usually for monographs in series (for example, "Great Artists of the World") or for monographs of a particular subject matter. In either case, the order is usually for volumes that are due to be published in the future. A standing order is an open-ended order that remains in effect until it is canceled. It is usually not known in advance the number of volumes that will be received, nor the price of each volume.

## 1.6 Acquisitions Systems

The control (that is, limitations on activities) of the Acquisitions system and its records can be managed at a sublevel. The sublevel that is used at a particular site can be based on sublibraries (individually or in groups), or it can be based on a special entity called "order units". The choice (order unit or sublibrary) is decided upon and preset using the site's system table setup. These controls are optional.

Examples of possible control setup:

- **Update Authorization**
  - Order Record - only a user who has authorization for the sublibrary/order unit can update the order record.
- **User Authorization**
  - Budget - if the budget is assigned to particular sublibraries/order units (or a single sublibrary or order unit), then allocations, invoicing and transfers can be made only by a user who has authorization for those sublibraries/order units.
  - Vendor - if the vendor is assigned to particular sublibraries/order units (or a single sublibrary or order unit), then the vendor can be assigned to an order only if the order record is assigned the same sublibraries/order units.

## 1.7 Prerequisites

Before initiating any orders, you must first make sure that:

- a **list of currencies** has been created and the exchange rates defined.
- a **list of vendors** has been created and includes the vendor from which you want to order.
- a **list of budgets** has been created and includes the budget you want to debit. This step is optional and is only for users who want budget control.

## 1.8 Passwords

Most update functions within the Acquisitions/Serials module require password authorization, including adding, updating and deleting orders, and working with budgets and vendors. Password authorization can be given per function or globally for all functions, and for specific sublibraries/order units or all sublibraries/order units.

## 2 Currencies

The Currencies function enables you to define values for the currencies used by your vendors and ILL suppliers.

This chapter includes the following sections:

- Local Currency
- Currency List
- Add Ratio
- Add Currency

### 2.1 Local Currency

The local currency code is defined in `aleph_start`. For example:

```
setenv local_currency USD
```

For the local currency defined, the ratio is always 1.000 (the currency table is never consulted). The system does not allow you to add, replace or delete a ratio for the defined local currency.

There is an option to load the currency ratios from an outside source, (for example, Bank of America) using the Upload Currency Ratios (acq-20) service. This means that there is no need to update every ratio manually; the system can load the updated currency from the outside source into the currency list.

To use Upload Currency Ratios (acq-20), you must have a valid data file in the library's file directory named currency.dat. The file must be in the format:

```
NNN DDDDDDDD R.R
```

For example:

```
USD 20002804 4.035
```

## 2.2 Currency List

Select the Currency node from the Administration tab. The Currency List will be displayed in the upper pane:

The screenshot shows a software window titled "Currency". At the top, there is a field "Enter Previous Date:" with the value "09/09/2003" and a "Go" button. Below this, the text "Currency List - 09/09/03" is displayed. The main area contains a table with the following columns: Units, Code, Description, Date, and Ratio. The table lists several currencies, with the first row highlighted in blue. To the right of the table are buttons for "Add Ratio", "Delete Ratio", "Add Curr.", and "Delete Curr.". Below the table is a form with two tabs: "1. Ratio" and "2. Currency". The "2. Currency" tab is active, showing fields for "Currency Code:", "Description:", and "No. Units per Ratio:" with values "1", "1", and "1" respectively. There are "Add" and "Cancel" buttons to the right of the form.

Units	Code	Description	Date	Ratio
1	ATS	Austrian Schilling	17/03/03	3.100000
1	AUD	Australian dollar	-----	0.000000
1	BEF	Belgian Franc	06/12/00	0.895800
1	CAD	Canadian Dollar	08/12/00	4.000000
1	CHF	Swiss Franc	01/12/02	34.000000
1	CLP	Chile Pesos	15/06/03	2.000000
1	DEM	German Mark	05/12/00	1.845400
2	DKK	Denmark Kroner	14/11/00	0.473400

This window shows the currency ratios that were in effect on the date given in the Currency List line. If a ratio has been defined for a particular currency on a date later than the date in the title, the ratio will be displayed as 0.000000.

To see the currency ratios that were in effect on another date, click the arrow to the right of the Enter Previous Date field and click **Go**.

### Add Ratio

To add a new ratio for a currency that has already been defined, highlight the desired currency and click Add Ratio. Enter the new ratio in the Currency Ratio field in the lower pane's Ratio tab and click **Add**.

To add a ratio for a currency that has not yet been defined, first define it by clicking **Add Currency**. The currency will be added to the list and you can then highlight it and click Add Ratio.

### Delete Ratio

To delete a ratio for a particular currency, on a particular date, highlight the entry and click Delete Ratio. You will be prompted to confirm the deletion.

### Add Currency

To define a new currency (but not its ratio), click **Add Currency** and fill in the details in the lower pane. (After you have defined a new currency, you can define a ratio for it by highlighting it and clicking **Add Ratio**.)

### Delete Currency

To delete the currency from the system, highlight the currency and click **Delete Currency**. You will be prompted to confirm the deletion. If you click **Yes**, all ratios for the currency will be deleted. Be careful not to delete a currency that has already been used for orders.

If the currency selected to delete is used in budget transactions you will not be allowed to delete the currency. You will be prompted with a message stating "Currency is used in budget transactions. Unable to delete currency".

## 2.3 Add Ratio

When you click **Add Ratio** on the Currency List, the focus will move to the Ratio tab on the lower pane:

The screenshot shows a dialog box with two tabs: '1. Ratio' (selected) and '2. Currency'. The 'Ratio' tab contains the following fields and controls:

- Currency Code:
- Description:
- No. Units per Ratio:
- Currency Ratio Date:  with a right-pointing arrow button.
- Currency Ratio:
- Buttons: 'Add' and 'Cancel' are located on the right side of the dialog.

Enter the new Currency Ratio, change the date if necessary, and click **Add**.

### Currency Code

The currency code is automatically filled in for you. You cannot change the information.

### Description

The description is automatically filled in for you.

### No. Units Per Ratio

This information is automatically filled in for you.

### Currency Ratio Date

Enter the date on which the ratio takes effect.

### Currency Ratio

In most cases, your local currency will have the ratio 1.000000. All other currencies are then measured against this standard.

## 2.4 Add Currency

When you click **Add Currency** on the Currency List, the focus will move to the Currency tab on the lower pane:



The screenshot shows a dialog box with two tabs: '1. Ratio' and '2. Currency'. The '2. Currency' tab is selected. The dialog contains three input fields: 'Currency Code' with the value 'IIR', 'Description' with the value 'India Rupee', and 'No. Units per Ratio' with the value '1'. On the right side of the dialog, there are two buttons: 'Add' and 'Cancel'.

Fill in the details and click **Add**.

### Currency Code

This is the three-character code that uniquely identifies the currency. Be careful when you enter this code because after you click **OK**, you will not be able to change it. Up-to-date and extensive lists of currencies and their codes are available on the [Web](#).

### Note

Systems that work with EDI must make sure that their currency code list matches the ISO 4217 list.

### Description

Use this field to enter a description of the currency. For example, enter French Franc to describe the code FRF.

### No. Units Per Ratio

Most frequently, you will want to specify one foreign unit per ratio of local currency. However, there are instances when you will want to specify more than one foreign unit per ratio of local currency. (For example, if your local currency is the Israeli Shekel, you could specify 1000 Italian Lira to 2.4870 Israeli Shekels. To do this, enter 1000 in this field, and enter 2.4870 in the Currency Ratio field of the Add/Modify Ratio window.)

### 3 Vendors

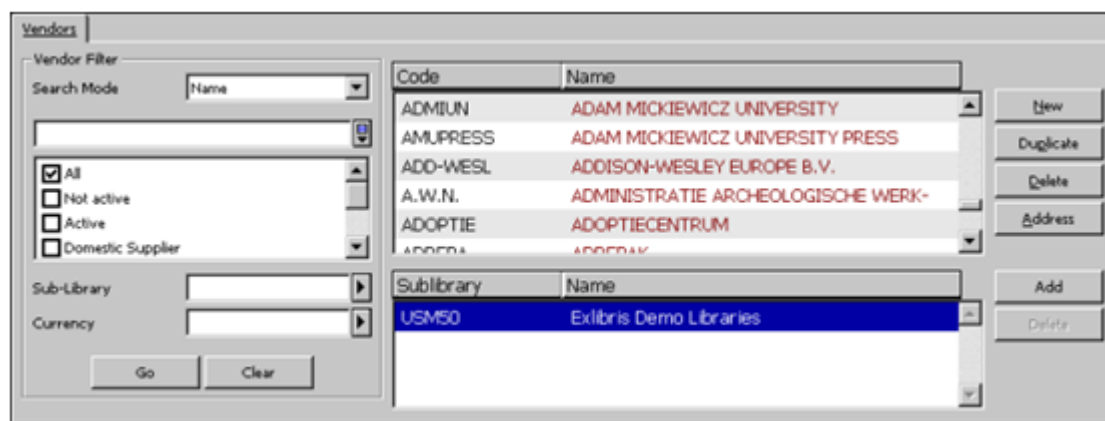
Before initiating any orders, you must first make sure that a list of vendors has been created and includes the vendor from whom you want to order.

This chapter includes the following sections:

- Vendors List
- Vendor Form
- Two-level Vendor

#### 3.1 Vendors List

Select the Vendors node from the Administration tab. The Vendors list will be displayed in the upper pane:



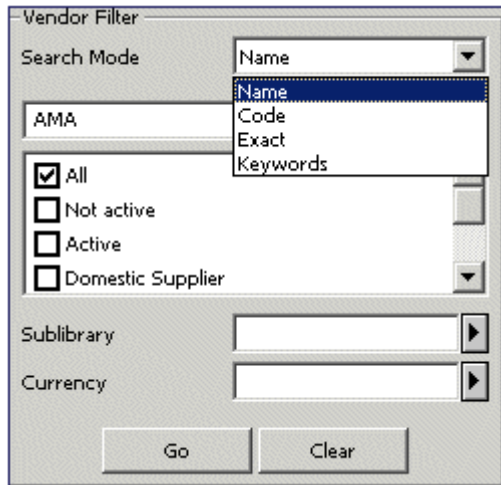
The Vendors list in the Vendor tab of the upper pane enables you to add/duplicate and delete vendors. To modify an existing vendor, highlight the desired vendor and update the fields in the lower pane.

#### Note

The sublevel Vendors list in the upper pane under the Vendors list is displayed only when your system is set to use a Two-level Vendor.

You can use search filters to speed up your search for a particular vendor:





The following search modes are available:

### **Name**

You can jump to a particular point in the list by typing in a partial vendor name in the space provided and clicking **Go**.

### **Code**

You can browse the Vendors list and jump to a particular point in the list by typing in a partial vendor code in the space provided and clicking **Go**.

### **Exact**

To retrieve a specific budget, type in the exact budget code and click **Go**.

### **Keywords**

You can retrieve vendors by the keyword you designate. You can truncate words by entering the first few letters of your search term (for example, *Hog* will retrieve *Hogwarts*).

The following fields will be searched for the keywords.

- Additional code
- Vendor name
- Contact
- Country
- Material type
- Vendor addresses

When you search the Vendors list by Name or by Code you can also use the filters: Sublibrary and Currency.

## Note

If the vendor was not defined as being associated with a particular sublibrary/order unit, the vendor will appear in the Vendors list, no matter which sublibrary/order unit you choose to filter by. Use an asterisk (\*) as a suffix in the sublibrary/order unit filter to filter the Vendors list by vendors whose sublibrary/order unit code begins with a specific string.

## Buttons on the Vendors List

The following buttons are available on the Vendors List pane:

### **New**

To add a new vendor to the list, click **New**. The lower pane will become active and the Vendor Form will be displayed for you to fill in.

### **Duplicate**

You can add a new vendor by copying an existing vendor's details and then editing the vendor information. To do this, highlight the vendor whose information you want to copy, then click **Duplicate**. The Vendor Form is displayed in the lower pane, already filled in with information copied from the highlighted vendor. You can then edit the form so that the information is appropriate for the new vendor.

### **Delete**

To delete a vendor from the list, highlight the vendor and click **Delete**.

## Notes

1. If there is an order or a general invoice connected to the vendor, the system will not allow you to delete the vendor.

2. In a multi-ADM environment, depending to system setup, the system may check the following before deleting a Global vendor record - does the Global vendor record have linked sublevels, or orders or invoices or ILL records in any ADM in the system?

If orders or invoices or ILL records are found in any ADM (including the connected ADM unit), the deletion of the Global vendor record is blocked.

If linked sublevels are found in other ADM units (excluding the connected ADM unit), the deletion of the Global vendor record is blocked.

If the above checks have passed and sublevels exist only in the connected ADM unit the Global vendor record is deleted.

## **Address**

When you click **Address**, the Vendor Addresses form is displayed.

**Vendor Addresses**

1. Order Address | 2. Claim Address | 3. Payment Address | 4. Return Address | 5. EDI Address

Name: NY Press LTD [Update]

Address: 100-25 Main Road

City: NYC

State: New-York

Country: USA

Phone Number: 212-574-2114-214

Fax Number: 212-574-2114-236

E-mail: nypress@aol.com [Envelope Icon]

IP/URL Address: nypress.com

Note: [Cancel] [Help]

This form is used for registering the vendor addresses to be used for orders, claims, payments, returns and EDI.

Enter the Vendor Addresses to be used for orders, claims, payments, returns and EDI.

**Note**

You must enter an address for Orders, but you can leave the other addresses blank. If you leave the other addresses blank, the Order address is used. If the Payment Address is filled in, it will be displayed in the printout of the Invoice Report (acq-10) service. If the Payment Address is not filled in, Order Address will be used in the Invoice Report printout. Additionally, if you leave the Vendor Name blank in these screens, the vendor name from the Vendor Information form will be filled in here.

Next to the E-mail field there is an envelope icon. When you click it, an e-mail message form pops up, enabling you to send an e-mail message to the vendor.

See the Vendor Address section in the EDI chapter on page 85 for information about EDI vendors and the EDI Address.

**Add**

This button appears only when your system is set to use a Two-level Vendor mode.

Click **Add** to assign a secondary level of sublibraries/order units to a vendor.

## Delete

This button appears only when your system is set to use a Two-level Vendor mode.

To delete a sublevel vendor, highlight the sublevel (order unit or sublibrary) and click **Delete**.

## 3.2 Vendor Form

The Vendor Form enables you to register administrative information about a vendor.

### Important note for systems using two-level vendor:

The same form is used for generic vendor and for sublevel vendor. When you modify/add a sublevel record, some of the fields in the Vendor Information form might be read-only. Your system setup determines which fields can be specifically set for the sublevel record and which will be set as read-only fields taken from the generic vendor record.

The Vendor Form has four parts, accessible by clicking the tab for each part. When you are finished filling in all four parts, click **Update**.

### Note

Vendor Addresses are available by clicking the **Address** button on the Vendors list.

### 3.2.1 Vendor Info 1 Tab

When you click the Vendor Info 1 tab, the following form will be displayed:

The screenshot shows a web-based form for vendor information. At the top, there are four tabs: "1. Vendor Info 1", "2. Vendor Info 2", "3. Vendor Info 3", and "4. Sublibraries". The "1. Vendor Info 1" tab is active. The form contains several input fields and dropdown menus. On the right side, there are "Update" and "Cancel" buttons. The fields are as follows:

Open Date:	19/12/04	Update Date:	03/01/05	Update
Cataloger:	MASTER			Cancel
Vendor Code:	MIZRAHI	<input type="checkbox"/> ED1 For Order Only		
Vendor EDI Code:	MIZRAHI	Vendor EDI Type:	014	
Additional Code:				
Vendor Name:	MIZRAHI PRESS Ltd.			
Vendor Status:	AC	Vendor Language:	ENG	
Country:	U.S.A			
Material Type:				
Note:				

### Open Date

This is the date the record was opened. It is filled in automatically by the system.

### Update Date

This is the date the record was updated. It is filled in automatically by the system.

### Cataloger

This is a read-only field. The login name of the current staff user is automatically inserted in this field.

### Vendor Code

This field is mandatory. The Vendor Code is the unique alphanumeric code by which the system identifies the vendor. You can enter up to 20 alphanumeric characters.

You can set your system to perform a check on the prefix of the Vendor Code. For setup instructions see the Systems Librarian chapter.

### EDI For Order Only

This option is relevant for EDI. If an order has been sent via EDI, this field is consulted regarding the send method for a claim record. Select this option to send the claim to the vendor by a method different than EDI.

### Vendor EDI Code

This field is relevant for EDI.

To ensure that an order can be sent by EDI to a vendor, you must enter the Vendor's EDI code. The Vendor's EDI code can be up to 35 characters.

### Note

This is not the same as the Customer's EDI code that was entered in column 2 of tab35.

### Vendor EDI Type

This field is relevant for EDI.

In order to send an order by EDI to a vendor, you also have to enter the EDI code type. These types must be supported by EDItEUR:

31B for US SAN  
014 for EAN-13  
091 for ID assigned by supplier  
092 for ID assigned by customer

### Additional Code

This field is optional. Enter a supplementary vendor code here, if one is used by your library system. Depending on your system setup, this field can be dedicated to ABN (Australian Business Number).

For setup instructions, see the System Librarian chapter

### Vendor Name

Mandatory field. This is the name, as it will appear on the List of Vendors. The name you enter here can be different from the name you enter for the Order, Claim, Payment, or Return Addresses. In this Vendor Name field, enter only the name (up to 150 characters), and not the address, of the vendor.

### Vendor Status

This field is optional. You can enter a two-character code defined by your library in order to differentiate between vendors. A vendor with status NA (not active) cannot be assigned to an order.

## Vendor Language

Mandatory field. This is the language of the forms (order slips, claims) that will be sent to the vendor.

## Country

This field is optional. The information is for reference only.

## Material Type

This field is optional. Use it to describe the type of material you usually order from this vendor. You can enter up to 20 characters.

## Note

You can enter a note up to 200 characters in length.

### 3.2.2 Vendor Info 2 Tab

When you click the Vendor Info 2 tab, the following form is displayed:

The screenshot shows a software interface for Vendor Info 2. It features a tabbed menu at the top with four tabs: '1. Vendor Info 1', '2. Vendor Info 2' (which is selected), '3. Vendor Info 3', and '4. Sublibraries'. Below the tabs are several input fields and dropdown menus. On the right side, there are 'Update' and 'Cancel' buttons. The fields are: 'Account No. (M):' with text 'account-m'; 'Account No. (S):' with text 'account-s'; 'Vendor's Bank Acct.:' with text '17-111-222'; 'Currency 1:' with a dropdown showing 'ILS'; 'Currency 2:' with a dropdown showing 'AUD'; 'Terms Sign:' with a dropdown showing '+'; 'Order Delivery:' with a dropdown showing 'LI'; 'Letter Format:' with a dropdown showing '09'; 'List Format:' with a dropdown showing '01'; 'Currency 3:' with an empty dropdown; 'Currency 4:' with an empty dropdown; 'Terms Percent:' with a text box containing '15.00'; 'Letter Send Method:' with a dropdown showing 'EMAIL'; and 'List Send Method:' with a dropdown showing 'EMAIL'.

### Account No. (M)

This is your account number for monographs, as registered by the vendor. This field is optional.

### Account No. (S)

This is your account number for serials, as registered by the vendor. This field is optional.

### Vendor's Bank Acct

Optional. You can want to enter the bank name and account number used by the vendor.

### Currency 1-4

These are the currencies used by the vendor and the currencies in which you are most likely to receive invoices. You can enter up to four currencies. Currency 1 will be copied to each order from this vendor as the default currency.

**System  
Librarians  
only**

If the variable CHECK-INVOICE-CURRENCY is YES, at least one currency must be entered in the Account tab on the Vendor form; when you assign a general invoice to an order, the system will only allow you to pick one of the four defined currencies. Currency 1 is the default.

If the variable CHECK-INVOICE-CURRENCY is NO, the currency field in the Account tab on the Vendor form is not mandatory; when you assign a general invoice to an order, the system will allow you to choose a currency that is not defined in the Vendor form.

Up-to-date and extensive lists of currencies and their codes are available on the Web.

### **Terms Sign**

Enter a plus (+) or a minus (-) sign to indicate whether there is an added charge or a discount for orders from this vendor. This relates to the estimated price, that is, the encumbrance, only. You can leave this field blank, but if you fill it in, be sure to fill in Terms Percent as well.

If the Term Sign is "-" (minus), an error is reported if the Terms Percent is greater than 100.00%.

### **Terms Percent**

Enter the percentage of the added charge or discount.

### **Order Delivery**

This is the manner in which your library sends the order to the vendor.

### **Letter Format**

This is the default order slip that will be generated for the vendor, unless otherwise defined in the Acquisitions Order Form. This slip will be generated when you click the Send button on the Order List screen.

### **Letter Send Method**

You can choose to print the order slip and send it by conventional mail, or you can send the slip by e-mail. Note that in order to send the slip by e-mail, the e-mail address must be given in the Vendor Addresses screen and the correct definition must be set in the print.ini file by the System Librarian.

### **List Format**

This is the format that the system uses when generating a list of orders for a vendor when you run the *Send List of Orders to a Vendor (acq-14)* service.

### **List Send Method**

You can choose to print the order list and send it by conventional mail, or you can send the list by e-mail. Note that in order to send the list by e-mail, the e-mail address must be given in the Vendor Addresses screen and the correct definition must be set in the print.ini file. by the System Librarian.

### 3.2.3 Vendor Info 3 Tab

Contact	Delivery Type	Delivery Delay
Contact 1:	Delivery 1 (ACQ): S	Delivery Delay 1: 90
Contact 2:	Delivery 2 (ACQ): A	Delivery Delay 2: 30
Contact 3:	Delivery 3 (ACQ): C	Delivery Delay 3: 10
Contact 4:	Delivery 4 (SER): S	Delivery Delay 4: 90
Contact 5:	Delivery 5 (SER): A	Delivery Delay 5: 15

Mail Attachment: H

#### Contact 1-5

These fields are optional. Up to 5 vendor contact persons can be entered in these 5 fields. Each contact field contains up to 200 characters. When assigning a vendor to an order, the first name (from the Contact 1 field) will be used as the default in the Vendor Contact field of the Acquisitions Order Form. All the contact names listed in the 5 contact fields will be listed in the pull-down menu of the Vendor Contact field of the Order Form.

#### Delivery Type 1-5 & Delivery Delay 1-5

For each material delivery type (Delivery 1-5), also enter the delivery delay (Delivery Delay 1-5). When determining the delivery delay, take into account the time it generally takes to receive the material from the day the order is sent to the vendor. The information in these fields is used by the system to calculate the E.D.A. (estimated date of arrival) for an order. The Delivery 1-3 fields are used for Acquisitions records; the Delivery 4-5 fields are used for Serials records. It is mandatory to select either Delivery 1 (Monograph) or Delivery 4 (Serials) in the Delivery type field when adding or updating a Vendor Record. If no delivery type is selected, the order record cannot be filled.

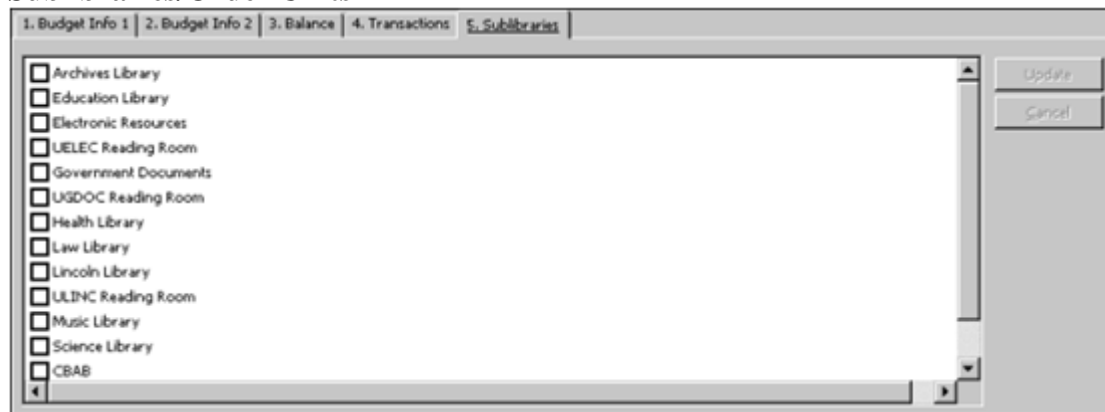
#### Mail Attachment

This field defines how the vendor receives letters in e-mail messages. The options are to receive only HTML attachments, only plain text within the e-mail body, or to receive both. The default is to receive both.



### 3.3 Order Units

#### Sublibraries/Order Units



This tab can be named either Sublibraries or Order Units. This depends on whether your Acquisitions system is set to work with sublibraries or with order units. Click the Sublibraries/Order Units tab to assign one or more sublibraries/order units to the vendor.

#### Note

If your system is not set up to work with a two-level vendor, use the Sublibraries/Order Units tab to assign permitted sublibraries/order units to the vendor. The system will allow you to assign a vendor to an order only if the vendor sublibraries/order units match the order sublibraries/order unit. If you do not select any sublibrary/order unit, all sublibraries/order units will be assigned to the vendor.

However, if your system is set up to work with a two-level vendor, you do not have to use the Sublibraries/Order Units tab to define permitted sublibraries/order units for the vendor. As soon as a sublevel vendor record is created for a specific sublibrary/order unit, you can assign this sublevel vendor to orders whose sublibrary/order unit matches the sublevel vendor sublibrary/order unit.

### 3.4 Two-level Vendor

This section is relevant only for systems set to work with two-level vendors. The Two-level Vendor option allows for maintenance of the same generic vendor record or separated sublevel records for different sublibrary/order units. The Two-level Vendor is an optional feature.

**System Librarians only**

This feature depends on the following variable in tab100:

TWO-LEVEL-VENDOR Y/N

When TWO-LEVEL-VENDOR is set to Y, the system manages a two-level vendor. When it is set to N, the system uses only one level of generic vendor.

When your system is set to work with the Two-level Vendor option, each vendor can have two different types of records:

- First-level record: the generic vendor record, which is the default record.
- Sublevel record: Order unit or sublibrary specific record with the same vendor code (as its generic record) and a unique sublevel vendor record. Each sublevel vendor record can have different information for the same generic vendor record.

Depending on your system setup, the sublevel can be Sublibrary or Order Unit.

This depends on the following variable in tab100:

**Systems Librarians. only**

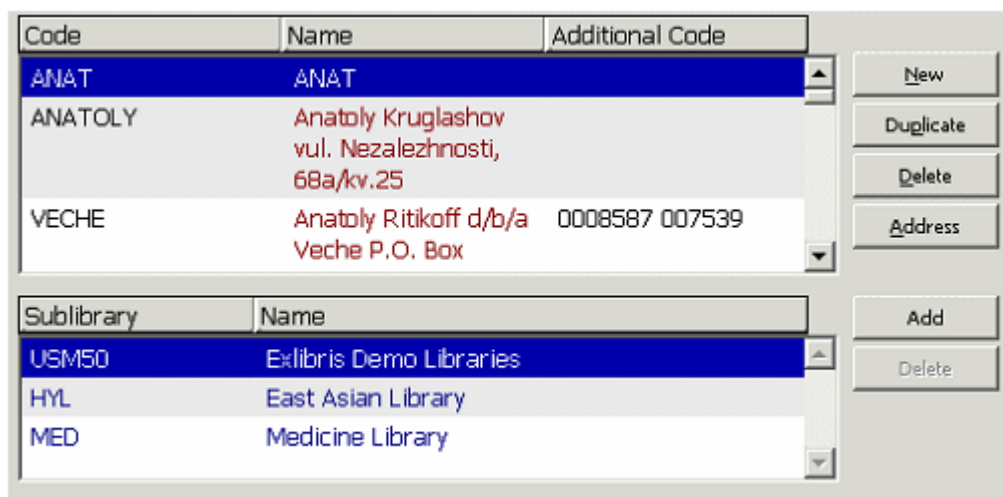
USE-ORDER-UNIT Y/N

When the variable is set to Y, the Acquisitions system works with order units and the sublevel will be Order Unit.

When the variable is set to N, the system uses sublibrary and the sublevel is Sublibrary.

If you work in a multi-ADM environment, your system may be configured to prevent you from seeing sublevels associated with sublibraries or Order Units of ADM units different from the ADM unit to which you are currently connected. This means that if you are a staff user of a specific ADM unit, you may be prevented from viewing, changing, or deleting sublevels associated with sublibraries or Order Units of other ADM units.

For example, in the following List of Vendors, a staff user is connected to USM50. The vendor code ANAT with its associated sublevels in USM50 is shown:



Here, a staff user is connected to USM51. The vendor code ANAT with its associated sublevels in USM51 is shown:

Code	Name
ANAT	ANAT
ANATOLY	Anatoly Kruglashov vul. Nezalezhnosti, 68a/kv.25
VECHE	Anatoly Ritkoff d/b/a Veche P.O. Box 790068
ANCIENTPH	Ancient Philosophy Department of Philosophy Duquesne University

Sublibrary	Name
USM51	USM51 Demo Libraries
EDUC5	Education Library 51

However, a staff user of USM50 will only see the following sublevels:

Following is an example of how the two-level vendor is used. In this example, the system is set to work with sublibrary sublevel vendor (not order unit). A.V is a generic vendor which gives different discount percentages to two different sublibraries: UARCV and ULINC. Each sublibrary can have its own sublevel vendor record for A.V: one sublevel A.V vendor record for UARCV and another sublevel A.V vendor record for ULINC. The discount percentage field will be different in each sublevel vendor record. When vendor A.V is assigned to the UARCV order, the default discount percentage will be taken from the UARCV sublevel A.V vendor record. When vendor A.V is assigned to ULINC order, then the default discount percentage will be taken from the ULINC sublevel A.V vendor record. Basically, this represents one generic vendor with two sublevel records per sublibrary. If your system is set to work with order units (rather than with sublibrary), there will be one generic vendor with two (or more) sublevel records per order unit.

### 3.5 Vendor Sublevel List

When your system is set to work with a two-level vendor, the sublevel Vendors list is displayed under the Vendors list in the upper pane.

Code	Name
A.V.	A.V. PRESS
AALTEN	AALTEN, ANNA
AANZET	AANZET
AARDW	AARDWETENSCHAP
AARSCHOT	AARSCHOTSE KRING VOOR HEEMKUNDE
AARTSIC	Aartschiders Utrecht Dinslburg

Sublibrary	Name
USM50	Exlibris Demo Libraries
UARC	Archives Library
ULINC	Lincoln Library

To change or view information of the generic (USM50) record or one of the sublevel records, highlight the appropriate record. The details will be displayed for you to edit in the Vendor Form of the lower pane. When you modify the sublevel vendor form, some fields will be read-only and some can be changed for the sublevel record.

**Systems Librarians only**

`tab_vendor_sub_lib` defines which group of the vendor record fields will be taken from the generic vendor record and will be read-only for the sublevel record and which group of fields can be set specifically for the sublevel vendor record.

### Add

Click **Add** to add a new sublevel vendor to the generic vendor. This will open the Add Sublevel window, which allows you to choose the sublibrary/order unit to which you want to add a sublevel vendor record. After you select the sublevel, the Vendor form of a sublibrary/order unit will be activated in the lower pane for you to fill in.

### Delete

Use the **Delete** button to delete the highlighted sublevel vendor record. To delete the generic vendor record, use the **Delete** button in the main Vendors list. This will delete the generic vendor and all its sublevel records.

## 3.6 Vendor Sublevel Information Form

The sublevel vendor record has the same structure as the generic vendor record. When you add a new sublevel vendor record, the fields will be initially filled with the generic record information. This depends on your system setup. Part of the fields can be set specifically for the sublevel record, and part of the fields are read-only and their information is taken from the generic record.

**Systems Librarians only**

(This depends on the setup of `tab_vendor_sub_lib`).

Following is an example of a UARC sublibrary sublevel record for vendor A.V - Vendor Info 2 tab:

The screenshot shows a software interface for vendor information. It has four tabs: '1. Vendor Info 1', '2. Vendor Info 2', '3. Vendor Info 3', and '4. Sublibraries'. The '2. Vendor Info 2' tab is active. The form contains the following fields:

- Account No. (M): [Text Input]
- Account No. (S): [Text Input]
- Vendor's Bank Acct.: [Text Input]
- Currency 1: [Dropdown: USD]
- Currency 2: [Dropdown: EUR]
- Currency 3: [Dropdown]
- Currency 4: [Dropdown]
- Terms Sign: [Text Input: -]
- Terms Percent: [Text Input: 12.00]
- Order Delivery: [Dropdown: LE]
- Letter Format: [Dropdown: 01]
- List Format: [Dropdown: 01]
- EDI Format: [Dropdown: 00]
- Letter Send Method: [Dropdown: PRINT]
- List Send Method: [Dropdown: PRINT]
- EDI Send Method: [Dropdown]

Buttons for 'Update' and 'Cancel' are located in the top right corner.

As you can see in the above example, most of the fields are read-only. Their information is based on the generic vendor record and the user cannot change this information. Only the Account Numbers, Terms Sign and Percent fields can be set specifically to the UARCV sublevel vendor record. Your system librarian can determine which fields are read-only and which can be set specifically for the sublevel vendor. When you assign vendor A.V. to an URLEC order record, the default information from the vendor record will be taken from the UARCV sublevel vendor record. If there is no sublevel vendor record that matches the order's sublibrary/order unit, the system uses the generic vendor information.

## 4 Budgets

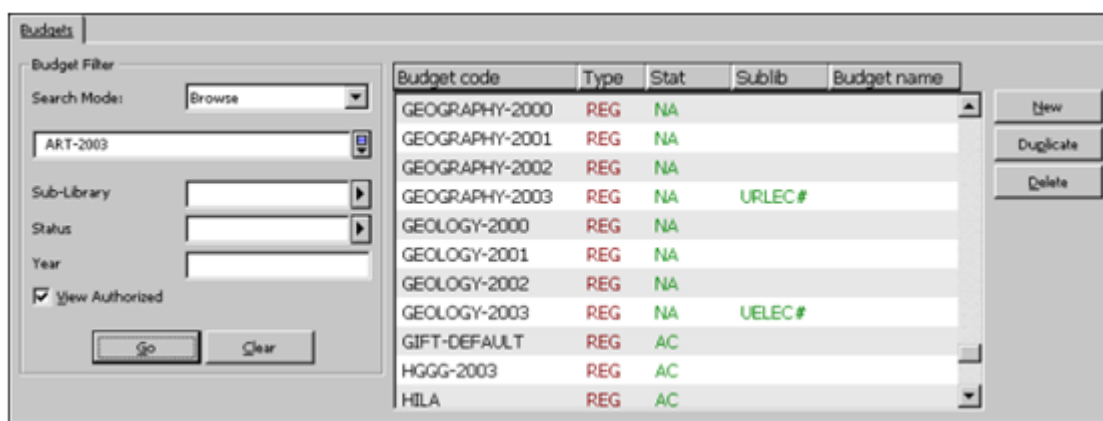
Budgets are an optional feature and are only for users who want budget control. Before initiating any orders, you must first create a list of budgets. After a budget has been created, it can be assigned to an order (see the chapter on Orders on page 43).

This chapter includes the following sections:

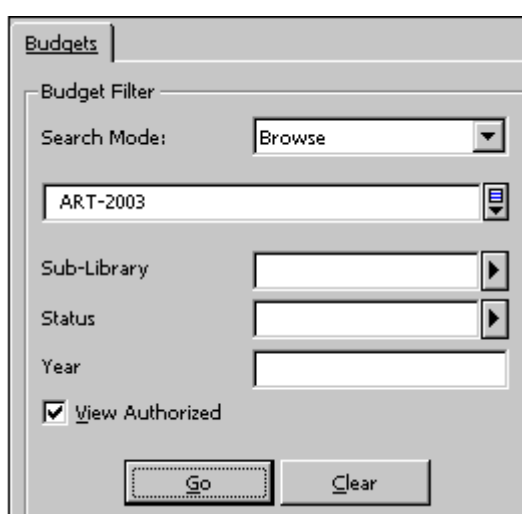
- Budgets List
- Budget Form
- Budget Hierarchy
- User's Budget Permissions

### 4.1 Budgets List

Select the Budgets node from the Administration tab. The Budgets list will be displayed in the Budgets tab in the upper pane. You can add, modify and delete budgets.



Use the Budget Filter area to search for the appropriate budget.



You can search the list of budgets in the following ways:

### Browse

You can browse the Budget list and jump to a particular point in the list by typing in a partial budget code in the space provided and clicking **Go**. The Browse option allows you to filter the list only by those budgets used by a particular sublibrary/order unit, budgets having a particular status, and/or budgets of a particular year.

### Note

If the budget was not defined as being associated with a particular sublibrary/order unit, the budget will appear in the Budget List, no matter which sublibrary/order unit you choose to Filter by. Check the View Authorized Budgets check box to display only budgets for which the user has at least one kind of permission. (The user's budget authorizations are set via the Budgets window, invoked via the Staff Privileges window.)

## Keywords

The Keywords Search retrieves budgets by keyword(s) you have entered. You can truncate words by entering the first few letters of your search term. The following three fields will be searched for keywords: Name, External Budget and Department.

## Exact

To retrieve a specific budget, type in the exact budget code and click Go.

## Wildcard

The **Wildcard Search** allows you to select a group of budgets by entering a partial Budget Code and an asterisk (\*). For example, B\*-2003 will retrieve all budgets that start with the letter **B** and end with **-2003**.

## Group

Type in a Budget Group and click Go. For example, MON will retrieve all budgets that have MON (Monographs) in the Budget Group field in the Budget Information Screen 1 tab of the Budget Form window in the lower pane.

It is possible to filter the search by Group using the status and the year of the budget (for annual budgets with suffix "-YEAR" or non-annual budgets which by convention belong to any year). Select the "Group" search type, enter the search term as one string in the field below, for example, MON 2003 AC in order to indicate an active budget with group MON for the year 2003, or alternately type the group MON as search string and fill in the status AC and the year 2003 in the corresponding fields for filtering.

### Important Note

Depending on how your system librarian has set up the system, the budget list can contain only those budgets with assigned Order Units/Sublibraries which match the user's assigned Order Unit/Sublibrary.

#### 4.1.1 Buttons on the Budgets List

The following buttons are available on this screen:

##### New

To add a new budget to the list, click **New**. The Budget Form in the lower pane will be displayed for you to fill in.

##### Duplicate

You can add a new budget by copying an existing budget's details and then editing the Budget Form in the lower pane. To do this, highlight the budget whose information you wish to copy, then click **Duplicate**. The Budget Form will be displayed for the new budget, which will already be filled in with information copied from the highlighted budget. You can then edit the form so that the information will be appropriate for the new budget.

##### Delete

To delete a budget from the list, highlight the budget and click **Delete**. If a budget is linked to an order it cannot be deleted.

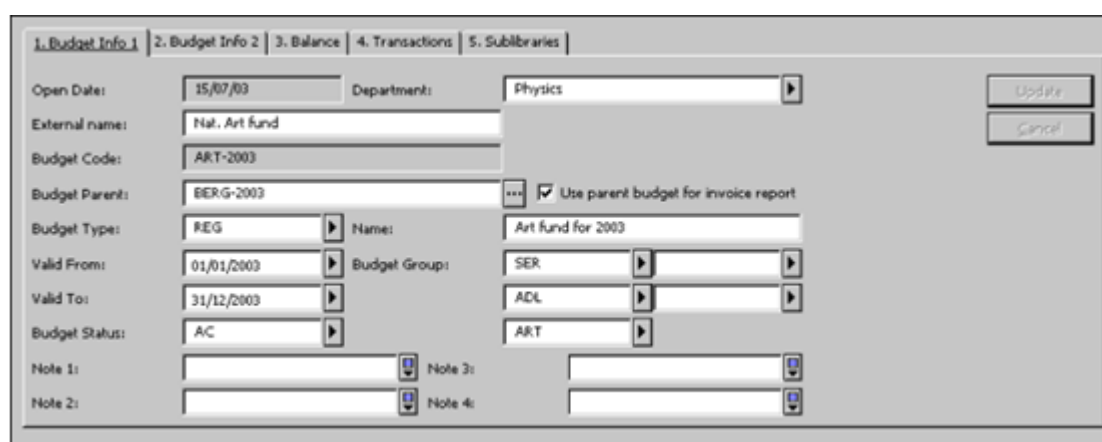
## 4.2 Budget Form

When you click **New** or **Duplicate** on the Budgets List (upper pane), the lower pane is activated and the Budget Form is displayed, enabling you to register administrative information about a budget. The Budget Form also allows you to update details of an existing budget highlighted in the Budgets List in the upper pane.

The Budget Form has five parts, accessible by clicking the tab for each part. When you are finished filling in the tabs: Budget Info 1 and Budget Info 2, click **Add** or **Update**.

### 4.2.1 Budget Info 1 Tab 1

When the user clicks the Budget Info 1 tab, the following form is displayed:



#### Open Date

This is the date the record was opened. It is filled in automatically by the system.

#### Department

Enter the department within the institution to which the budget is attached.

#### External Name

If this budget is part of a larger administrative authority, enter the budget code for that authority here.

#### Budget Code

The Budget Code is the unique code by which the system identifies the budget. You can enter up to 50 alphanumeric characters. The recommended format is code-year, for example, HISTORY-1998. This format is not required, but if your budgets are annual, it will enable you to use various features that require the code-year format.

#### Budget Parent

Optional. If there is a budget parent, enter its code here. Use Parent Budget for Invoice Report. If the box is checked, then the parent budget is reported in the invoice report (service: acq-10) instead of in the budget itself. If there is a grandparent, the final reported budget is the first parent/grandparent where the Use Parent Budget for Invoice Report field is not checked. If the check box is not checked, the budget itself will be reported in the Invoice Report.



### **Use Parent Budget for Invoice Report**

If this box is checked, then the parent budget instead of the budget itself is reported in the Invoice Report (acq-10). If there is a grandparent budget, the final reported budget is the first parent/grandparent where the Use Parent Budget for Invoice Report field is not checked. If the check box is not checked, the budget itself will be reported in the Invoice Report (acq-10).

### **Budget Type**

The Budget Type is for information only. If you do not choose a budget type, the system chooses the first one in the list as the default. The various types are set by the System Librarian. Some examples of budget types are:

- REG - Regular
- INB - Internal
- SPE - Special
- RES - Research
- CLS - Balanced budget

### **Name**

This is the name of the budget. This information is optional. You can enter up to 60 characters.

### **Valid from/Valid to**

Enter the dates between which orders can be placed against the budget. An order will be trapped if it is placed outside the valid period.

### **Budget Group**

Budget Groups are used to combine several budgets into a group in order to produce a report on the budgets. Select a group from the pull-down menu. For example, you may want to have separate groups for material type, department and faculty. In this case, a particular budget, called Biologyserials-1998, may belong to a Serials Group, Biology Department.

### **Budget Status**

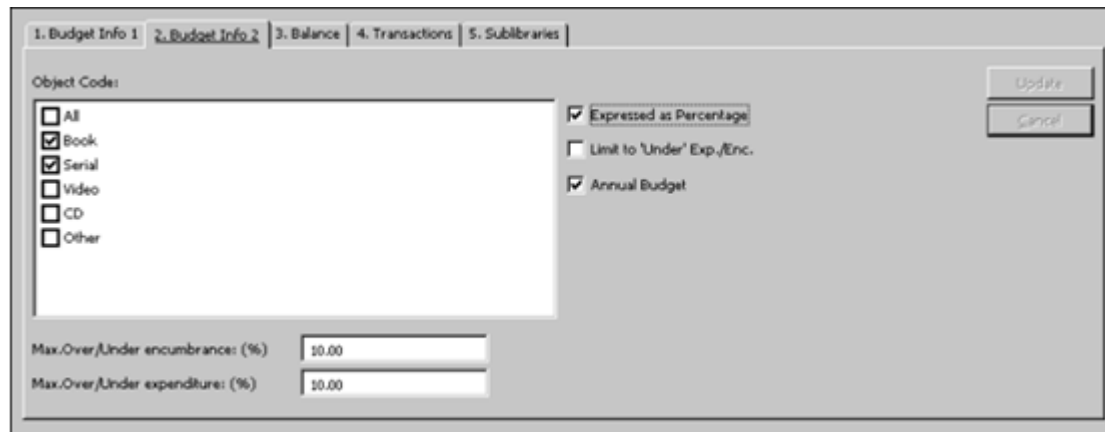
The Budget Status can be active (AC) or non-active (NA). An order that is placed against an inactive budget will be trapped. If you do not choose a budget status, it defaults to active (AC).

### **Note 1-4**

Each note can be up to 100 characters in length.

## 4.2.2 Budget Info 2 Tab

When the user clicks the Budget Info 2 tab, the following form is displayed:



### Object Code

Select the appropriate object codes for the budget. Up to 20 object codes can be assigned to the budget. Object codes can be used to create a hierarchy within a budget and to classify expenditures. If the use of an object code is mandatory (depending on your system setup), then an object code must also be assigned to a line item invoice and must match the assigned budget's object codes. If you don't select any object code, All is automatically checked. The list of available object codes can be set by your system librarian.

### Max. Over/Under Encumbrance

This is the maximum amount by which the budget can be encumbered, over or under the estimated budget balance. This field also depends on the check boxes: Expressed as Percentage and Limit to Under Enc./Exp.

For example, when the estimated balance is \$100, if the Max. Over/Under Encumbrance is \$20, then the Limit to Under Enc./Exp. is not checked (i.e., this field is actually Maximum Over Encumbrance), then encumbrances up to \$120 can be made. This can be expressed as a percentage (depending on whether you select the Expressed as Percentage check box).

In the other case, if the Limit to Under Enc./Exp. is checked (that is, this field is actually Maximum Under Encumbrance), then encumbrances up to \$80 can be made. This can be expressed as a percentage (depending on whether you select the Expressed as Percentage check box).

### Max. Over/Under Expenditure

This is the maximum amount by which the budget can be debited (that is, invoices paid), over and above the estimated budget balance. This field also depends on the check boxes: Expressed as Percentage and Limit to Under Enc./Exp.

For example, when the estimated balance is \$100, if the max. over/under expenditure is \$20, then the Limit to Under Enc./Exp. is not checked (i.e., this field is actually Maximum Over Expenditure), then expenditure up to \$120 can be made. This can be expressed as a percentage (depending on whether you check the Expressed as Percentage check box).

In the other case, if the Limit to Under Enc./Exp. is checked, (i.e., this field is actually Maximum Under Expenditure), then expenditure up to \$80 can be made. This can be expressed as a percentage (depending on the Expressed as Percentage check box).

### **Expressed as Percentage**

The Expressed as Percentage check box works together with the Max. Over/Under Encumbrance and Max. Over/Under Expenditure fields that appear in the window above the check box. If you place a checkmark in the box, this means that the amount written in the Max. Over/Under Encumbrance and Max. Over/Under Expenditure fields will be taken as a percentage of the allocation.

For example, if the Max. Over/Under Encumbrance field value is 20 and the allocation is 1000, and the user places a checkmark in the Expressed as Percentage box (for percent) and does not place a checkmark in the Limit to Under Enc./Exp. box, then the maximum over-encumbrance will be 20 percent, or 200, to be added to the allocation of 1000 for a total of 1200.

If, on the other hand, you do not place a checkmark in the box, then the value for the Maximum Over Encumbrance field will be taken as is (not as a percentage) and added to the allocation. In the example given above, 20 plus 1000 equals 1020.

### **Limit to Under Enc./Exp.**

This check box allows you to define whether the amount (or percentage) registered in the fields Max. Over/Under Encumbrance and Max. Over/Under expenditure is an amount OVER or an amount UNDER.

If the Limit to Under Enc./Exp. is checked (set as "Under"); this means that the amount/percent registered in Max. Over/Under Encumbrance and Max. Over/Under Expenditure is to be subtracted from the budget balance amount and the user will be "stopped" from registering an order encumbrance or invoice amount when the budget is close to being fully spent.

If the Limit to Under Enc./Exp. is not checked (set as "Over"), the amount/percent registered in Max Over/Under Encumbrance and Max Over/Under Expenditure is to be added to the budget balance amount.

Example:

Budget ART-2003 has a balance of 100 USD. Max. Over/Under Expenditure is 20%. The Limit to Under Exp./Enc. check box is checked.

The system will allow the user to spend only 80 USD. So that 20 USD (20%) are left untouched.

If the Limit to Under Exp./Enc. check box is NOT checked, then the system will allow the user to spend 120 USD (over-exp. of 20%).

### **Annual Budget**

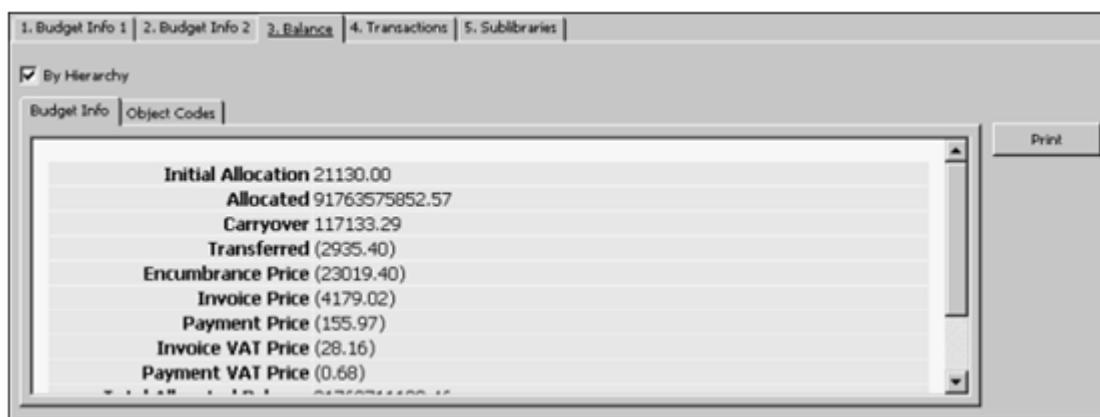
If you have used the Budget Code format code-year (see Information Screen 1), and you indicate that this is an annual budget, then at the end of the budget year, the budget remaining can be carried over automatically to the budget for the new year.

#### Note

Any encumbrances and unpaid invoices will be carried over as well.

### 4.2.3 Balance Tab

This tab consists of the Budget Info tab and the Object Codes tab (depending on system setup), providing details of the selected budget. When you click the Budget Info tab, the screen below is displayed:



The screenshot shows a software interface with a tabbed menu at the top: "1. Budget Info 1", "2. Budget Info 2", "3. Balance", "4. Transactions", and "5. Sublibraries". The "3. Balance" tab is selected. Below the tabs, there is a checkbox labeled "By Hierarchy" which is checked. Underneath, there are two sub-tabs: "Budget Info" and "Object Codes". The "Budget Info" sub-tab is active, displaying a list of budget items with their corresponding values. A "Print" button is located to the right of the list.

Initial Allocation	21130.00
Allocated	91763575852.57
Carryover	117133.29
Transferred	(2935.40)
Encumbrance Price	(23019.40)
Invoice Price	(4179.02)
Payment Price	(155.97)
Invoice VAT Price	(28.16)
Payment VAT Price	(0.68)

#### Initial Allocation

This is the amount that was originally allocated to the budget.

#### Allocated

This is the total amount of "Regular Allocations (ALC)" that have been made to this budget.

#### Carryover

This is the amount that was left over from last year's budget and is credited to this year's budget.

#### Transferred

This is the sum of all transfers-in minus all transfers-out.

#### Encumbrance Price

These are orders that have not yet been fully invoiced.

#### Invoice Price

These are invoices that you have received but have not yet been paid.

#### Payment Price

These are invoices that have already been paid.

#### Invoice VAT Price

These are the VAT amount of invoices, which you have received but have not yet been paid.

### Payment VAT Price

These represent the VAT amount of invoices, which have already been paid.

### Total Allocated Balance

This is the sum of the above amounts.

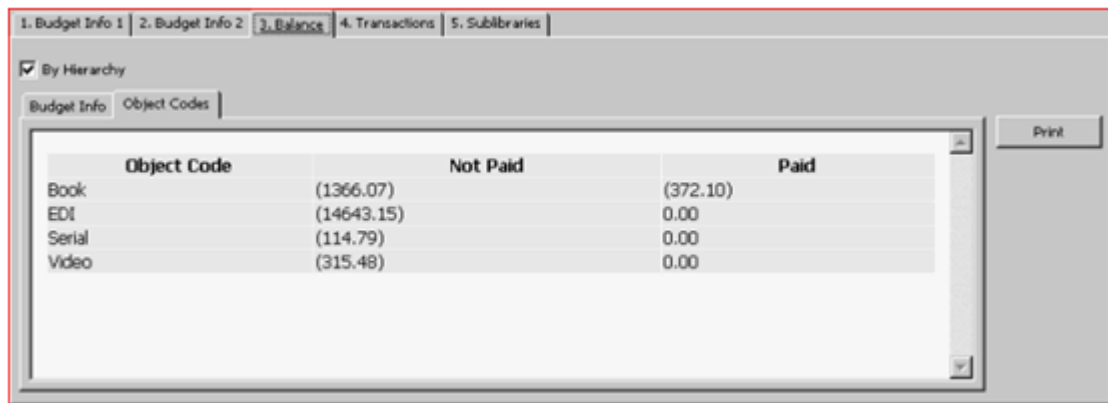
### Actual Balance

When the actual balance is calculated, the encumbrances are not subtracted. The equation is: Actual balance = total allocations - (paid + unpaid invoice).

### Free Balance

When the free balance is calculated, the encumbrances are subtracted. The equation is: Free balance = total allocations - (paid + unpaid invoices + encumbrances).

When you click the Object Codes tab, the screen below is displayed

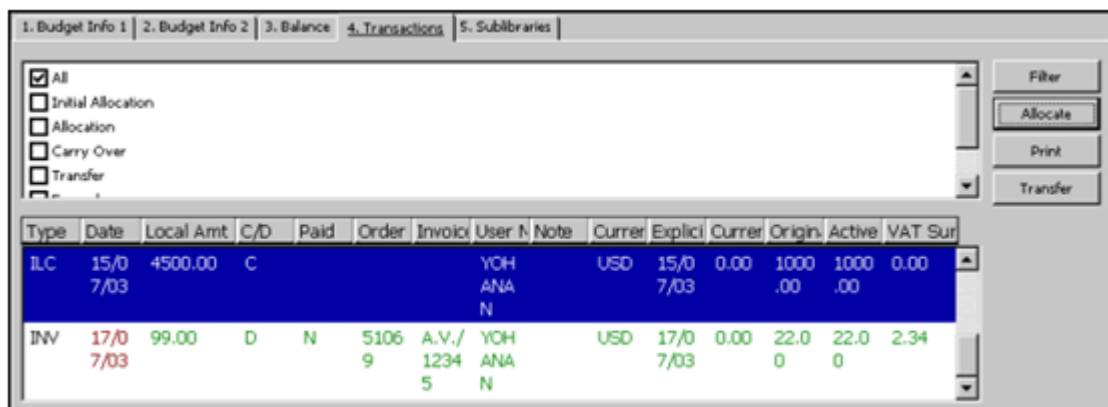


Object Code	Not Paid	Paid
Book	(1366.07)	(372.10)
EDI	(14643.15)	0.00
Serial	(114.79)	0.00
Video	(315.48)	0.00

This screen displays the object code subdivisions of the budget. It contains information regarding the paid and unpaid amount for each object code.

### 4.2.4 Transactions Tab

In the Budget Form, when you click the Transactions tab, the following screen is displayed.



Type	Date	Local Amt	C/D	Paid	Order	Invoice	User	Note	Currer	Explici	Currer	Origin	Active	VAT Sur
ILC	15/0 7/03	4500.00	C				YOH	ANA	USD	15/0	0.00	1000	1000	0.00
							N			7/03		.00	.00	
INV	17/0 7/03	99.00	D	N	5106	A.V./	YOH	ANA	USD	17/0	0.00	22.0	22.0	2.34
					9	1234	5	N		7/03		0	0	

The Transaction List lists all transactions for the selected budget, indicating whether they are Credits (C) or Debits (D). The transactions list can be filtered by transaction type. To display only selected types of transactions, select the appropriate transaction

types.

There are six types of transactions that can appear in the list:

- Initial Allocations (ILC)
- Regular Allocations (ALC)
- Carry-overs (CRO)
- Transfers (TRN)
- Encumbrances (ENC)
- Invoices (INV)

Following are the buttons on the Transactions tab:

### **Filter**

To display only transactions of specific type/s, select the appropriate transaction type/s and click Filter.

### **Allocate**

To allocate funds to the selected budget, click Allocate. For more information, see also Allocate Transaction.

### **Print**

To print a list of transactions, click Print.

### **Transfer**

To transfer funds from one budget to another, click Transfer. For more information, see also Budget Transfer.

### **Allocate Transaction**

When you click **Allocate** on the Transactions tab the following window is displayed:

The screenshot shows a dialog box titled "Allocate Transaction". It contains the following fields and controls:

- Date:** A text box containing "21/07/2003" with a right-pointing arrow.
- Initial:** A radio button that is unselected.
- Regular:** A radio button that is selected.
- Currency:** An empty text box with a right-pointing arrow.
- Currency Date:** A text box containing "21/07/2003" with a right-pointing arrow.
- Sum:** A text box containing "0.00".
- Debit:** A radio button that is unselected.
- Credit:** A radio button that is selected.
- Note:** An empty text box with a small icon on the right.
- Buttons:** On the right side, there are three buttons: "OK", "Cancel", and "Help".

This window enables you to allocate funds to a budget. When you finish filling in the fields, click **OK**.

## Fields:

### Date

The system automatically fills in the current date; but you can change the date.

### Initial/Regular

If the allocated amount is the initial allocation (transaction type ILC), select Initial. If the allocated amount is an additional or a regular allocation (transaction type ALC), select Regular. The system default value is Regular.

### Currency

This is the currency of the allocation.

### Currency Date

This is the date of the exchange rate of the currency. The system automatically fills in the current date, but you can change the date.

### Sum

This is the amount by which the budget is being debited or credited.

### Debit/Credit

This indicates if the amount will be deducted from or added to the budget balance.

### Note

You can add a note for the Allocate transaction (up to 200 characters).

## Budget Transfer

When you click **Transfer** on the Transactions tab the following window is displayed:

The screenshot shows a 'Budget Transfer' window with two budget panels and a central amount field. The left panel is for budget 'BERG-2003' and the right panel is for budget 'ART-2003'. Both panels show a list of budget items with their respective values. The central amount field is set to 100.00. Below the panels is a 'Note' field.

Budget	Item	Value	
BERG-2003	Initial Allocation	0.00	
	Allocated	69804444439.93	
	Carryover	0.00	
	Transferred	(133.00)	
	Encumbrance Price	(9500.41)	
	Invoice Price	(16409.69)	
	Payment Price	(180.00)	
	Invoice VAT Price	(50.61)	
	Payment VAT Price	0.00	
	Total Allocated Balance	69804444306.93	
	Actual Balance	698044427717.24	
	Free Balance	698044418216.83	
	ART-2003	Initial Allocation	4500.00
		Allocated	0.00
Carryover		0.00	
Transferred		0.00	
Encumbrance Price		0.00	
Invoice Price		(148.50)	
Payment Price		0.00	
Invoice VAT Price		(18.00)	
Payment VAT Price		0.00	
Total Allocated Balance		4500.00	
Actual Balance		4351.50	
Free Balance		4351.50	

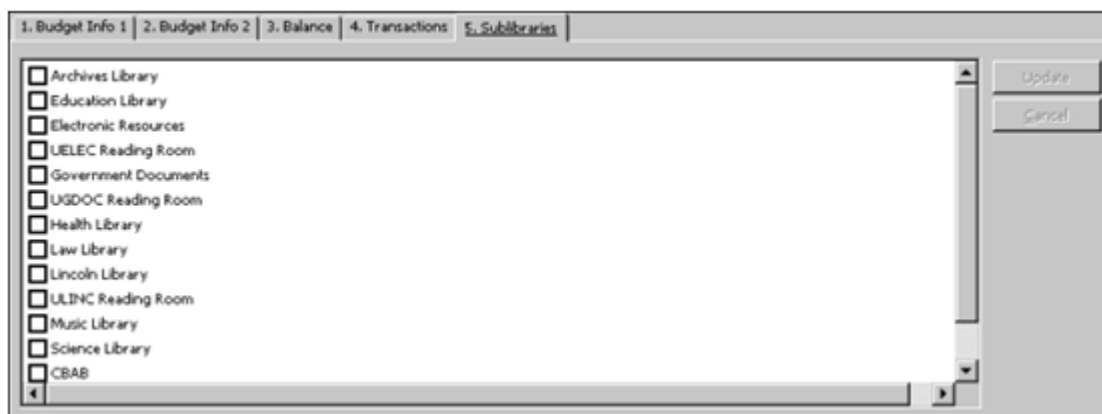
This window enables you to transfer amounts from one budget to another. To perform a transfer transaction from one budget to another enter the budget code for both budgets (the one from which the amount is transferred and the one to which the amount is transferred) in the Budget field. The Budget Code can be entered either by selecting a budget code from the list or by typing it in and pressing Enter. Only if the budget code is valid are its details shown. Otherwise, an error message is displayed. Use the transfer arrows to transfer an amount from one budget to another. The two transfer arrow buttons are enabled only when both budgets are valid (their information is displayed) and the sum to transfer is greater than zero.

Clicking the right arrow transfers money from the left-hand budget to the right-hand budget, and vice versa for the left arrow. You can add a note for the transfer transaction by typing text in the Note field (up to 200 characters).

You can also access the Budget Transfer window by selecting the Budget Transfer node of the Administration tab. To transfer amounts from one budget to another, the user must be allowed to perform transfers in both budgets: the one you transfer from and the one you transfer to.

To transfer funds from one budget to another, fill in the form and click **OK**.

#### 4.2.5 Sublibraries Tab



This tab is labeled Sublibraries or Order Units, depending on whether your acquisitions system is set to work with sublibraries or with order units. This tab is used for assigning sublibraries/order units to a budget.

The list on the left side of the screen shows all available sublibraries/order units.

If a sublibrary/order unit is selected, only orders for this sublibrary/order unit can be charged to this budget. If you do not select any sublibrary/order unit, orders for all sublibraries/order units can be charged to this budget. Note that users with sublibrary/order unit level passwords can place orders only for budgets belonging to their sublibrary/order unit. Users with global level authorization can enter any budget. (This is to enable registration of an order to budgets belonging to different sublibraries/order units in case of a shared order. Note that if an order is placed against two or three budgets of different sublibraries/order units, a sublibrary/order unit level user will not be able to update the order).



## 4.3 Budget Hierarchy

Budgets can be defined in a hierarchical structure. This structure can be utilized in different services and GUI online reports.

### 4.3.1 Budget Parent

The Budget Parent field appears in the Budget Form - Budget Info 1 Tab. When a budget has a higher hierarchy (a parent), type in or select the Parent Budget Code from the list.

Budget Code:	<input type="text" value="ART-2003"/>	
Budget Parent:	<input type="text" value="BERG-2003"/>	<input checked="" type="checkbox"/> Use parent budget for invoice report

The system also supports "budget grandparents", as explained in the following example:

Budget BERG-2003 has a "child" budget: ART-2003. ART-2003 is a parent of ART-2003-B.

In this example, BERG-2003 has a child (ART-2003) and a grandchild (ART-2003-B).

The setup should be as follows:

In ART-2003-B, enter ART-2003 in the Budget Parent field. In ART-2003, enter BERG-2003 in the Budget Parent field. In BERG-2003, which is the grandparent budget, leave the Budget Parent field empty.

### 4.3.2 Use Budget Parent for Invoice Report

The *Use parent budget for invoice report* option appears in the Budget Info. 1 tab. If the budget parent is reported in the Budget Parent field and this option is selected, then the parent budget is reported in the Invoice Report (acq-10) instead of in the budget itself. If there is a grandparent, the final reported budget is the first parent/grandparent where the Use Parent Budget for Invoice Report option is not selected. If the option is not selected, the budget itself is reported in the Invoice Report and not its parent.

Example:

Budget HIST-COUNCIL is a parent budget of 2 budgets: HIST-A and HIST-B.

The invoice transactions for the budgets are:

- HIST-A - \$5.00
- HIST-B - \$10.00

If in both budgets, HIST-A and HIST-B, the Use Parent Budget for Invoice Report is set to Yes (checked), then the Invoice Report will show: \$15 expenditure in HIST-

## COUNCIL.

If in both budgets, HIST-A and HIST-B, the Use Parent Budget for Invoice Report is set to No (not checked), then the Invoice Report will show: \$5 expenditure in HIST-A \$10 expenditure in HIST-B.

If HIST-A is set to No in Use Parent Budget for Invoice Report and HIST-B is set to Yes, the report will show HIST-COUNCIL \$10 and HIST-A \$5.

### 4.3.3 Budget Hierarchy in Reports

Besides the option of reporting the parent budget in the Invoice Report, you can also choose to use the hierarchy budget in the following reports.

- General Retrieval Form (acq-02-01)
- Budget Summary (acq-16)
- List of Orders per Budget (acq-17)

Use Hierarchy Budget - Yes/No. This selection is available in these three services.

#### **Budget Hierarchy in General Retrieval Form (acq-02-01)**

When retrieving orders by their budgets, the user can specify either to use a specific order budget (Use Hierarchy Budget=No) or any of the budget's parents/grandparents (Use Hierarchy Budget=Yes).

#### **Budget Hierarchy in Budget Summary (acq-16)**

The Budget Summary Report supports hierarchy by means of the following two fields:

- Balance by Hierarchy
- The Balance by Hierarchy field is a Yes/No flag. If *Yes* is selected, this determines that all budget sums are calculated, not on a single budget, but rather on the budget and all its descendants. In addition, a list of its descendants is displayed at the bottom of the section.
- Expand Budgets in Hierarchy

The Expand Budgets in Hierarchy field is a Yes/No flag. If *Yes* is selected, all descendants are displayed right after the parent budgets. The descendants' budgets are displayed with leading plus signs ("+"), which indent their hierarchy based on its depth.

In order to get a full hierarchy report of a specific budget: Select a single budget code in the Budget Code field. Select *Yes* in both fields: Balance by Hierarchy and Expand Budgets in Hierarchy.

#### **Budget Hierarchy in List of Orders per Budget (acq-17)**

The user can choose to run this service in Hierarchy mode (Use Hierarchy Budget=Yes) so that the report will also include the budget's parents/grandparents.


## 4.4 User's Budget Permissions

The user's authorizations for a budget are assigned through the Staff Privileges function available from all GUI modules. To access the Staff Privileges functionality right-click the key icon on the Operations bar (at the bottom right of the screen) and select Staff Privileges.

The **Budgets** button in the Staff Privileges window is used to assign budget permissions for the user.

## 5 Orders

This section explains the Order function. In addition to simply ordering materials, this function enables you to encumber budgets for an order, produce a claim, register the arrival of material and register invoices.

The Order function is accessed from the Order tab in the Navigation pane  and from the Order Bar.




The Orders chapter contains the following topics:

- Order Search
- Order List
- Order Form
- Sending Orders to Vendors
- Encumbrances for Order
- Items/Subscriptions
- Canceling Orders

- Deleting Orders
- Order Log
- Action Log Messages
- Multi Order Process (for Monographs)

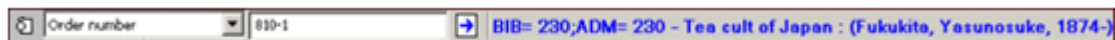
To initiate a new order or to modify an existing order, use the Order bar and the Order Tab. Each selection enables you to retrieve the Order List.


## 5.1 Order Search

To retrieve an order record, you can use either the Order Bar or the Order Search tab .

### Order Bar

The Order Bar allows you to retrieve an order record matching the search parameter selected in the Order Index Type drop-down menu on the far left. Search parameters can be Bibliographic (for example, Order Title, Order Author) or Administrative (for example, Vendor Code, Order Number).



Select the required search parameter and type in the search value. For example: select as a search parameter: Order Number and type in: 810-1. As soon as you click  you will get one of the following results:

- Single - A single match has been found. The Order List is opened.
- None - No matching entries. The message: "Cannot find a single match. View index list?" is displayed. If you choose Yes, the Index List window will be opened with all filters cleared. The Index Type and the Starting Point are automatically filled in. The Exact Match check box is not checked.
- Multi - Multiple matching entries in index. The message: "Cannot find a single match. View index list?" is displayed. If you choose Yes, the Index List window is opened with all filters cleared. The Index Type and the Starting Point are automatically filled in. The Exact Match check box is checked.

### Order Search Tab

This tab is comprised of two nodes:

- Index List
- New and Canceled Order Index

This screen enables you to search for orders whose status is New, LC (library canceled), VC (vendor canceled) and CNB (canceled, no budget). It allows you to delete order/s if you have permission to do so.

## **Index List**

When you activate the Index List node, the Index List is displayed in the upper pane.

Index	Order No.	Rec. No.	Vendor	Status	Status Date	Type
A.V.	1229	000000444	A.V.	SV	28/10/01	M
A.V.	1230	000000444	A.V.	SV	15/11/01	M
A.V.	1233	000000444	A.V.	SV	29/10/01	M
A.V.	51070	000053501	A.V.	SV	15/07/03	M
AATA	51133	000053590	AATA	SV	21/08/03	M
ABC	8IND5535	000002567	ABC	SV	11/02/01	B
ABC	8IND31438	000002567	ABC	SV	21/03/01	B

## **Filters**

You can choose to have the list filtered by one of a number of different indexes, such as Order Number or Vendor Code. The Exact Match check box determines whether only entries that are exactly like the starting point will be displayed in the Index List. In addition, you can display only those orders that relate to a particular sublibrary, order status, order type, and so on. You can also display orders that were sent to a vendor within a specific period of time (defined by the "From" Order Date and "To" Order Date). If you leave the "To" Date blank, all dates will be displayed.

**Sublibrary Filter:** You can use an asterisk (\*) as a suffix to filter the index list by orders whose sublibrary code begins with a specific string. For example: UE\* will filter the list by orders of sublibraries: UEDUC, UEGOV and UEARC.

**Vendor Status Filter:** In order to ensure that the Vendor Status filter works properly after updating the vendor status in the Vendor record, run the Rebuild Order Index (acq-04) service.

## **Enter Starting Point**

You can jump to a particular point in the list by typing in the beginning of the index text in the space provided and pressing Enter or clicking the Refresh Filter button.

## **Buttons on the Index List**

The following buttons are available on this screen:

## Refresh Filter

If you have typed text in a field (rather than choosing from a menu), you must click the Refresh Filter button in order to activate the filter. The relevant entries are then displayed.

## Clear Filter

To clear all index filters, click Clear Filter.

## Print Order

To print the order for the highlighted entry, click Print Order.

## Select

To see the list of orders for the highlighted item and to perform a number of different functions related to an order, click Select.

## New and Canceled Order Index

When you activate the New and Canceled Order Index node under the Order Search tab, the New and Canceled Order Index screen is displayed in the upper pane.

Order no.	Sub-lib	Status	Type	Title
50954	UEDUC	NEW	M	Traité de sociologie générale;
1469	UARCV	NEW	M	The animal kingdom;Leving in the East Jungke; Between Lions :
1729	UEDUC	NEW	M	The animal kingdom;Leving in the East Jungke; Between Lions :
1316	UEDUC	NEW	M	Inter-war currency lessons,
9	UELEC	NEW	M	Three years hard Labour; :
1137	UARCV	NEW	M	Метод. рекомендации библиотекарю по использованию рек
1740	UEDUC	NEW	M	Метод. рекомендации библиотекарю по использованию рек
9330	UARCV	NEW	M	Метод. рекомендации библиотекарю по использованию рек

The New and Canceled Order Index enables the user to search for orders that have the status New, LC (library canceled), VC (vendor canceled) and CNB (canceled, no budget), and allows you to delete order/s if you are permitted to do so. Orders in the index are sorted by status date in descending order.

## Filters

You can choose to have the list filtered by Order Type, Order Group, Vendor Code, Material Type. You can also display orders that were created within a specific time period (defined by the "From" Order Date and the "To" Order Date).

## New and Canceled Order Index Pane: Buttons

The following buttons are available on this screen:

### Search Now

To activate the search, click the **Search Now** button. The relevant entries will then be displayed.

### Clear Filter

This button clears the filters.

### Print Order

To print the order information for the highlighted entry, click **Print Order**.

### Select

To see the list of orders for the highlighted item and to perform a number of different functions related to an order, click **Select**.

### Delete

To delete order/s, highlight the order/s you want to delete, and then click Delete. For multiple select deletes, click **Ctrl/Shift**.

For a single select delete use the same routine as you would for a standard delete. This means that you will be blocked if you lack permission to delete an order. If there are attached Items/Claims/Arrivals/Invoices, the system will ask you to re-confirm the deletion.

For multiple select deletes, you will be notified at the end of the operation how many successful deletions were made.

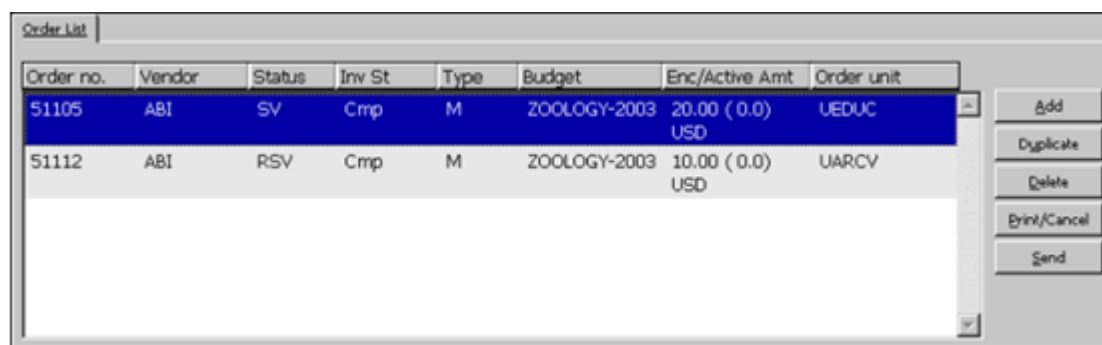
If there was a Hold Request on the deleted order, a Delete Hold Request printout will be produced by the system.

### Delete All

To delete all the listed orders, click **Delete All**. The system will delete only orders you are authorized to delete. You will be notified at the end of the operation how many successful deletions were made. If there was only one entry listed and Items/Claims/Arrivals/Invoices was attached, the system will ask you to re-confirm the deletion.

## 5.2 Order List

When the user selects an order record from the Index List, the Order List is displayed in the upper pane, listing the orders related to a particular administrative record.



The screenshot shows a window titled "Order List" containing a table with the following data:

Order no.	Vendor	Status	Inv St	Type	Budget	Enc/Active Amt	Order unit
51105	ABI	SV	Crp	M	ZOOLOGY-2003	20.00 (0.0) USD	UEDUC
51112	ABI	RSV	Crp	M	ZOOLOGY-2003	10.00 (0.0) USD	UARCV

To the right of the table is a vertical sidebar with the following buttons: Add, Duplicate, Delete, Print/Cancel, and Send.

Use the Order List to add/duplicate and delete orders. To modify an existing order, highlight the desired order and update the fields in the Order Form in the lower pane.

If your System Librarian has determined that the "Enc/Active Amt" column should be displayed, it will display the Encumbrance Sum, broken down into three parts:

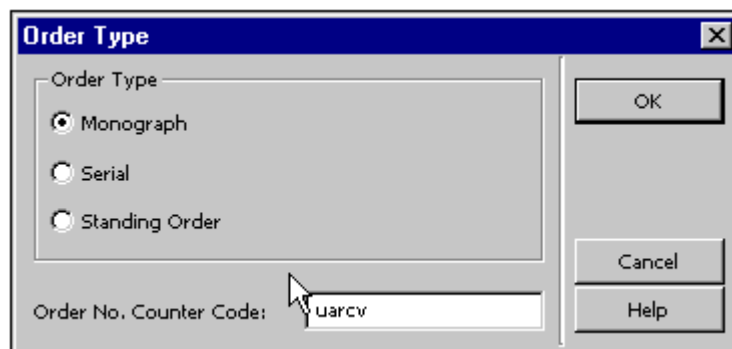
- The first part is the original encumbrance amount that is based on the estimated price on the Order Form.
- The second part is the difference between the original encumbrance amount and the amount on the invoice. This difference is referred to as the Active Amount. (The Active Amount automatically becomes zero when the invoice is registered as "complete".)
- The third part is the Currency.

### **Order List Buttons**

The following buttons are available on this screen:

#### **Add**

To add a new order, click Add. You will be able to choose the order type: monograph, standing order or serial.



In addition, depending on how your System Librarian has set up the Acquisitions/Serials module, you will be able to activate a specific counter for assigning the order number. The Order Form will be displayed in the lower pane.

#### **Duplicate**

You can add a new order by copying an existing order's details and then editing the form that pops up. To do this, highlight the order whose information you wish to copy, then click Duplicate. A form will be displayed for the new order, which will already be filled in with information copied from the highlighted order. You can then edit the form so that the information will be appropriate for the new order.

#### **Delete**

To delete an order from the list, highlight the order and click Delete. When deleting an order from the Orders List for orders of type M (Monographs), a warning about the existence of items appears. Overriding this warning will delete all attached items with the deletion of the order itself. A warning for deletion of attached claims will appear

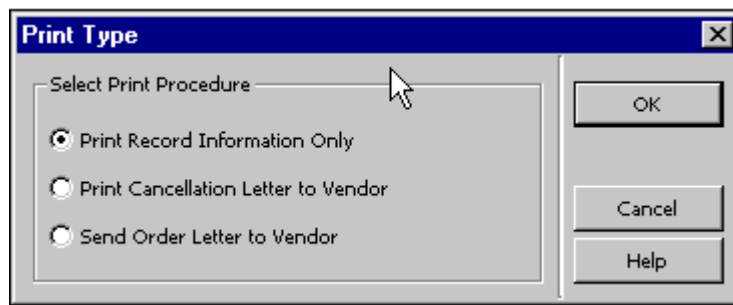


when you try to delete an order with attached claims. Overriding this warning will delete all attached claims.

A warning for deletion of the order's arrivals will appear when trying to delete an order with arrivals. Overriding this warning will delete all attached arrivals. A warning for deletion of attached invoices will appear when trying to delete an order with assigned invoices. Overriding this warning will delete all attached line items.

### **Print/Cancel**

Click this button to determine which print procedure will be used:



Select one of the options and click **OK**.

### **Send**

To produce an order slip for the vendor or to send it by e-mail, click **Send**. The default letter format that will be printed or sent by e-mail is defined in the Vendor tab in the lower pane. This letter format can be changed for a specific order by modifying the Send Letter by field in the Vendor tab in the lower pane.

An order can be sent as a single letter (order delivery type LE) or as part of an order list from a vendor (order delivery type LI). For a letter, when clicking the Send option, the order status is changed to SV (sent to vendor). For a list of orders, the order status is changed to RSV (ready to be sent to vendor).

#### **5.2.1 Quick Cataloging in Acquisitions**

Another way to reach the Order List is through the Quick Cataloging option of the Acquisitions/Serials GUI. Select Orders/Catalog Order from the main menu.

Select a bibliographic library from the dialog box. The Catalog Record window is displayed.

Field	Tag	Value
Author	100	a Baldassari, Anne
Title (mandatory)	245	a Malisse and Picasso
Place	260	a NY
Publisher	260	b Museum of modern Art,
Date	260	c 2002
ISBN	020	a 0-8707-0008-1
Additional name	245	b
Dates	245	d
Optional name	245	c
Adm note	NOT	a

This window is used to briefly catalog a record with minimum information. Once you fill in this form and click **OK**, the Order List will be displayed. At this stage, you can add a new order for this record. The fields available in this window are defined by your System Librarian.

### Note for the System Librarian

The fields in the Catalog Record window are determined by the setup in `pc_tab_acq_fast_cat.lng`. This table has to be edited in the bibliographic library (for the creation of the bibliographic record) and in the administrative library (for the creation of the administrative record). Fast cataloging defaults to FMT BK, using relevant LDR and 008 templates. However, a different FMT can be set, in which case the default values set in `tab_tag_text` are used to set the appropriate LDR and 008 fields. The record does not undergo cataloging checks.

You can determine the bibliographic fields in the `pc_tab_circ_fast_cat.lng` table located in the administrative library by using column 5 of the table to specify that the tag is a BIB tag.

If the `pc_tab_circ_fast_cat.lng` table located in the administrative library includes at least one line with a tag that is specified as a BIB tag, the `pc_tab_circ_fast_cat.lng` table in the Bibliographic library will be ignored.

This option can be used by a Multi-ADM environment as well by a single-ADM environment.

## 5.3 Order Form

When you click **Add** (and then select an order type) or **Duplicate** on the Order List, the Order Form is activated in the lower pane. This screen enables you to initiate a new order or to modify an existing order.

The Order Form is comprised of four tabs, accessible by clicking each tab. The four tabs are: Order Display, General, Vendor, and Quantity and Price.

## Note

The Vendor Information in the Vendor tab can vary, depending on whether the order type is Monograph, Serial or Standing Order.

### 5.3.1 Order Display Tab

The Order Display tab on the lower pane is divided into parts that supply information regarding the order. You can read, but not change the information. The available tabs are: Order Info, Invoice, Expenditure, Encumbrance, and Patron.

1. Order Display | 2. General | 3. Vendor | 4. Quantity and Price

Order Info | Invoice | Expenditure | Encumbrance | Patron

**Bib Info** ACSM fitness book / American College of Sports Medicine.[000769107]  
**Rush**  
**Order Number** 6457  
**Order Number 2**  
**Order Number 3**  
**Order Group**  
**Sub Library** SCF/Bradenton  
**Order Type** Serial  
**Order Status** Sent to vendor  
**Order Status Date** 29/11/2012  
**Material Type** Monograph  
**Arrival Status** Non Arrived  
**Invoice Status** Partial  
**Method of Acquisition** Purchase  
**Order ISBN/ISSN** 0880117834  
**Initiator ID** 0045

### 5.3.2 General Tab

When you select the General tab, the following screen is displayed.

1. Order Display | 2. General | 3. Vendor | 4. Quantity and Price

Order Number: 51475 | Order Status: NEW | Update

Additional Order No.1: | Additional Order No.2: | Save Def.

Order ISBN/ISSN: | ERM ID: | Refresh

Open Date: 06/12/04 | Order Group: | Cancel

Order Date: 00/00/00 | Status Date: 06/12/04

Material Format: PRN

Material Type: SE

Sublibrary: HIL

Acquisition Method: P

Initiator ID: ...

Initiator Name: ...

Action: None | Approver ID: ...

Library Note: ...

The following buttons are available on this screen:

#### Add / Update

When you finish filling in or updating the form, click **Add** or **Update**. When an order is first created, an **Add** button is present on this screen. When an existing order has been retrieved and modified, an **Update** button appears.

### **Save Def (Save Defaults)**

If you wish to save the values you have entered for the fields listed below and copy them to each new order form you open, click **Save Def**. Defaults are saved per workstation.

- Additional Order Number 1
- Additional Order Number 2
- Order Group
- Order Status
- Sublibrary
- Acquisition Method
- Material Type
- Vendor Code
- Vendor Reference
- Vendor Note
- Rush
- Initiator ID
- Action
- Library Note
- Approver ID
- No. of Units
- Max. Arrival Days
- Batch Claiming
- Item Collection (For Monograph orders)
- Encumber Budget
- Material Format

For the fields Order Status, Item Collection and Encumber Budget, an additional confirmation message will be displayed if the fields are not empty when saving the defaults.

In addition, these fields can be saved to the defaults only in New or Duplicate mode. All other fields can be saved in Modify mode as well.

Note that when you click the **Save Def**(aults) button, much of the information you entered about the vendor (the specific fields are listed below) will not be copied when you Add or Duplicate a record. Instead, the information that will be entered in these fields will be taken from the Vendor Record. The following are the fields whose values are copied from the Vendor Record:

- Letter Type
- Order Delivery Type
- Delivery Type
- Send Letter by
- Currency
- Terms Sign
- Terms Percent

#### **Refresh**

Click **Refresh** to have the system calculate and display the local cost based on the effective currency exchange rates.

The following fields are available on this screen:

#### **Order Number**

The system will automatically assign an order number but you are free to change the number, as long as the number you are entering is not already in use.

#### **Additional Order Number 1**

This field is optional. It can be used to provide a supplementary order number.

#### **Additional Order Number 2**

This field is optional. It can be used to provide a supplementary order number.

#### **Order Status**

The following statuses are available:

- NEW - Request to order. Not yet processed.
- WP - Waiting for processing. This is an interim status between NEW and PS.
- PS - Processing started. This status can be used to indicate to the central ordering agency that the order is ready to be processed.

- WB - Waiting for budget confirmation.
- QSV - Query before sending order.
- CNB - Canceled, no budget. This status cancels the budget encumbrance. If the status is changed to a status that indicates that the order can be sent (for example, RSV - ready to send to vendor), the budget encumbrance is re-activated.
- DNB - Delayed, no budget. This status cancels the budget encumbrance. If the status is changed to a status that indicates that the order can be sent (for example, RSV - ready to send to vendor), the budget encumbrance is re-activated.
- RSV - ready to send to vendor.
- SV - Order sent to vendor. When an order slip is printed, the order status is automatically updated to SV.
- VC - Vendor canceled order. This status cancels the budget encumbrance. If the status is changed to a status that indicates that the order can be sent (for example, RSV - ready to send to vendor), the budget encumbrance is re-activated.
- LC - Library canceled order. This status cancels the budget encumbrance. If the status is changed to a status that indicates that the order can be sent (for example, RSV - ready to send to vendor), the budget encumbrance is re-activated.
- CLS - Order is closed. If the material arrival status is complete and the invoice has been paid (payment status is Paid), the system updates the order status automatically to CLS.

#### **Note**

Your System Librarian can enrich the list of available order statuses. These additional statuses will not be system driven. The user will have to update the order status manually.

#### **Order ISBN/ISSN**

This field is optional.

If the ISBN/ISSN is available in the bibliographic record (USMARC 020/022 field, MAB 540/542 fields and DANMARC 021/022), the system automatically enters the ISBN/ISSN in the Order Form (if you have reached the Order Form by clicking New or Duplicate on the Order List). If the system has not filled in the ISBN/ISSN, you can do so.

ALEPH supports a 13-digit ISBN, which always begins with "978", followed by the core 9-digit number and a recalculated check digit.

Example:

10-digit ISBN: 091661736X

13-digit ISBN: 9780916617363

When there is more than one ISBN/ISSN field in the bibliographic record, you can select the relevant value from a drop-down menu in the Order ISBN/ISSN field.

---

**Note**

Your system librarian can define any bibliographic field to populate an order's ISBN/ISSN in addition to the standard MARC fields that are used for this purpose.

---

**ERM ID**

This field is used to support acquisitions processing for electronic resources in Verde, which will interact with ALEPH.

**Open Date**

This is the date that the order was initiated. The date is filled in automatically by the system.

**Order Group**

This field is optional. The Order Group is a library-defined category. For example, your System Librarian may decide to use this field to categorize orders by the work-group of librarians who are ordering item, or by the department for which the items are being ordered. To save the value you have entered for Order Group and copy it to each new order form that you open, click the **Save Def(aults)** button.

**Status Date**

This is the date that the status was last changed. It is filled in automatically by the system.

**Order Date**

This is the date that the order was sent to the vendor. It is filled in automatically by the system and the order status is changed automatically to SV.

**Invoice Status "Complete"**

This field only appears when an invoice line item for this order has been registered. If the invoice is complete (Invoice Status is CMP - Complete), the check box is selected. If you expect to receive additional invoices for this order (Invoice Status is PTL - Partial), the check box is left blank.

For incomplete invoices, the system continues to debit the remaining encumbrance from the budget until the invoice is complete. When the invoice is complete, if the invoiced amount is different from the encumbrance, the budget is debited according to the invoiced amount.

For standing orders and serial orders, the invoice status is always "non-complete".

Use this check box to change an existing invoice's status.

### **Arrival Status "Complete"**

This field only appears when an arrival has been registered. If all units for this order have arrived (Arrival Status is CMP - Complete), the check box is marked. If more units are expected (Arrival Status is PTL - Partial), the check box is left blank.

For standing orders, the arrival status is always "non-complete".

Use this check box to change an existing arrival's status.

### **Material Type**

Select the material type of the item ordered. To save the value you have entered for Material Type and copy it to each new order form that you open, click the **Save Def(aults)** button.

### **Material Format**

This field is used to support acquisitions processing for electronic resources in Verde, which will interact with ALEPH.

### **Sublibrary**

Select the sublibrary to which the order belongs. To save the value you have entered for the sublibrary and to copy it to each new order form that you open, click the **Save Def(aults)** button.

### **Order Unit (for systems that work with order units)**

This is a mandatory field for systems set to work with order units. Select the order unit to which the order belongs. To save the value you have entered for order unit and copy it to each new order form you open, click the **Save Def(aults)** button.

### **Acquisition Method**

Select the method by which the item is acquired. To save the value you have entered and to copy it to each new order form that you open, click the **Save Def(aults)** button. Some examples of acquisition methods are:

- P - Purchase
- A - Approval
- G - Gift
- E - Exchange
- D - Deposit
- O - Other
- PF - Purchase Free (allows a reduction in price of up to 100.00 percent)



### **Initiator ID**

If the order is for a specific initiator, enter his ID here. You can select from a list of patrons by clicking the button to the right of the field. To save the value you entered for Initiator ID and to copy it to each new order form that you open, click the **Save Def(aults)** button. To limit the list to local patrons of the library to which you are currently connected, select the check box.

### **Initiator Name**

If you entered an Initiator ID, the system will automatically fill in the Initiator Name.

### **Action**

This field is enabled only when the Initiator ID has been entered. In this field, you can select the target action for this order. The possible actions are:

- None - no special action
- Send Directly - choose this option if you want the order to be sent directly to the initiator. The system will then print the initiator's address on the order slip.
- Create Hold - choose this option if you want the order to be sent to the library's address and you want to create a hold request for the item on behalf of the initiator.
- Send Mail - choose this option if you want a message to be sent by e-mail or by means of a printed letter upon the FIRST arrival of an order. The message, announcing that the order has arrived in the library, is sent to the initiator of the order.

To save the value you entered for this field and to copy it to each new order form that you open, click the **Save Def(aults)** button.

### **Approver ID**

If there is an approver for this order for the initiator, enter his ID in this field. You can select from a list of patrons by clicking the button to the right of the field. To save the value you entered for Approver ID and to copy it to each new order form you open, click the **Save Def(aults)** button.

### **Library Note**

You can enter a note of up to 200 characters. Depending on your GUI client setup, the Library Note text will pop up when Material Arrival is performed.

### **5.3.3 Vendor Tab**


When you select the Vendor tab, the following screen is displayed. Note that the Vendor Information part varies, depending on whether the order type is Monograph, Serial or Standing Order.

The screenshot shows a software interface with a tabbed menu at the top: '1. Order Display', '2. General', '3. Vendor', and '4. Quantity and Price'. The '3. Vendor' tab is active. The form contains the following fields and controls:

- Vendor Information:**
  - Vendor Code: 11ICC (with a dropdown arrow icon)
  - Vendor Name: 11TH INTERNATIONAL CLAY CONFERENCE (with a dropdown arrow icon)
  - Vendor Reference: (empty)
  - Vendor Note: (empty)
  - Vendor Contact: (empty)
- Order Delivery Type:** LE (with a dropdown arrow icon)
- Letter Type:** 01 (with a dropdown arrow icon)
- Delivery Type:** S (with a dropdown arrow icon)
- Send Letter by:** PRINT (with a dropdown arrow icon)
- Claim Date:** 00/00/0000 (with a dropdown arrow icon)
- Rush
- Batch Claiming

On the right side of the form, there are four buttons: Update, Save Def., Refresh, and Cancel.

## Vendor Code

Click  and select a vendor from the Vendor List. Alternatively, type in a vendor code and press Enter. The information about the vendor contact, order delivery type, delivery type and letter type will be taken from the Vendor record and entered in the Vendor tab. As soon as the order is sent, the Claim Date will be filled in and calculated on the basis of the delivery type.

### Note:

If your system is set to use a two-level vendor, the fields which take their defaults from the vendor record will use the relevant sublibrary/order unit sublevel vendor record, if one exists. If a sublevel vendor record does not exist, the system will use the generic record information. The sublevel can be sublibrary or order unit (depending on your system setup).

To save the Vendor Code and copy it to each new order form that you open, click the **Save Def(aults)** button. Note that only the Vendor Code will be copied and not other information about the Vendor, such as order delivery type, delivery type and letter type. (Information for these fields will be taken from the Vendor record, as explained above.)

## Vendor Name

After you select a vendor code, the system will automatically fill in the vendor name.

## Vendor Reference

The vendor may have assigned a special reference number for the material. This is especially likely for serials.

When the order is a serial order and you create the subscriptions in the Items/Subscriptions branch of the order tree, the vendor reference is copied to the Vendor Order No. field in the subscription form.

## Vendor Note

You can enter a note of up to 200 characters.

## Vendor Contact

This is the name of the vendor contact person. The system will automatically fill in the Contact 1 field that appears in the vendor record, although you can change it. You

can also choose Vendor Contact from the pull-down menu (which lists all five contact names that appear in the vendor record).

### **Order Delivery Type**

This is the format in which the order is sent to the vendor. For example, the format can be a list of orders or a letter for an individual order. The system will automatically fill in the Order Delivery Type that appears in the vendor record, although you can change it. If you select LI (for List) then the Letter Type and Send Letter by fields will not appear in the window because they are no longer relevant.

### **Letter Type**

This field is active if you select LE (for Letter) for the Order Delivery Type. For Letter Type, select the order slip that should be printed. Note that the letter type must be compatible with the option selected for the Send Letter by field because, for example, the letter type may have a command in its template to send the letter by e-mail.

### **Send Letter by**

Select the manner in which you want the order slip sent to the vendor. Note that your choice must be compatible with the option selected for the "Letter type" field. For example, if you choose an order slip whose template includes the command to send the slip by e-mail, make sure that the Send Letter by option is E-mail, too.

### **Delivery Type**

This is the way in which the material is sent from the vendor to your library.

### **Claim Date (for Monographs)**

Unless you enter your own date, the system will calculate the claim date when the order is sent, according to the following algorithm:

Monograph orders:

Z68-ORDER-DATE + Z70- DELIVERY-DELAY (according to the material delivery type).

Standing orders:

Z68-ORDER-DATE + Z68-MMAX-NO-ARRIVAL-DAYS

Serial orders:

Z68-ORDER-DATE + Z70-DELIVERY-DELAY (according to the material delivery type).

Thereafter, the system will continue to update the claim date automatically if the order's claims are being handled by batch claiming through the Claim Report and Letters for Monograph Orders (acq-12) service. Note that for Serial and Standing orders, the claims are sent manually for each separate issue. When the order's claims are being handled manually, (by clicking the New Claim button on the Order Claim List), then the claim date will be updated only if the Expected Arrival Date field on the Claim Form is changed.

**Batch Claiming (for Monographs)**

If you select this option, the system will send claims for this order when the Claim Report and Letters for Monograph Orders (acq-12) service is run. If you do not select this option, then the only way to send a claim for this order is to manually send one by clicking the New Claim button on the Order Claim List window. To save the value you have entered for this Batch Claiming field and to copy it to each new order form that you open, click the **Save Def(aults)** button.

**Rush**

If this is a rush order, select this option. To save the Rush indicator and copy it to each new Order form that you open, click the **Save Def(aults)** button. Depending on your GUI client setup, if the Rush box is checked, a notification will be displayed when Material Arrival is performed.

**Subscription Start/End (for Serials and Standing Orders)**

Enter the dates between which the library will be receiving the serial.

**Max. Arrival Days (for Standing Order)**

This is the maximum number of days that can elapse from the time you received the last volume. If you have not yet received any volumes, then this is the maximum number of days that can elapse from the time you sent the order to the vendor. A report of Standing Orders that need claims sent to the supplier can be printed. This report can be printed using the Standing Orders to Claim service in the Acquisitions Services menu. To save the value you have entered for this field and to copy it to each new order form that you open, click the **Save Def(aults)** button.

**Budget Cycle (for Serials and Standing Orders)**

This defines the cycle of annual budgets that will be encumbered for the subscription in the following way: If you enter "1", then each annual budget will be encumbered in turn, as the new budgets are opened. If you enter "2", then every other annual budget will be encumbered; enter "3" to encumber every third annual budget, and so on. For example, if the selected budget is BIOLOGY-2000 and the Budget Period is "2", then the BIOLOGY-2000 budget will be encumbered for the subscription, and the annual budget BIOLOGY-2001 will not be encumbered at all. (BIOLOGY-2000 in effect covers two years.) The next budget that will be encumbered for the subscription is BIOLOGY-2002 (after running the Renew Order Encumbrances service).

**Renewal Date (for Serials and Standing Orders)**

This is the date by which the subscription should be renewed or canceled.

### 5.3.4 Quantity and Price Tab

When you select the Quantity and Price tab, the following screen is displayed.

1. Order Display | 2. General | 3. Vendor | 4. Quantity and Price

Order Quantity: [dropdown arrow]

Number of Units: [input field: 25]

Unit Price: [input field: 25] Total Price: [input field: 50.00]

Quantity Note: [text area]

Calculate Price

Estimated Price: [input field]

Currency: [dropdown menu: USD]

List Price: [input field: 50.00]

Terms Sign (+/-): [input field: -] Terms Percent: [input field: 0.00]

Final Price: [input field: 50.00] Local Price: [input field: 50.00]

Price Note: [text area]

[Update] [Save Def.] [Refresh] [Cancel]

#### Order Quantity Information:

Order Quantity Information:

#### Number of Units

Enter the number of units ordered. This will be printed on the order slip. To save the value you have entered for this field and to copy it to each new order form that you open, click the **Save Def**(aults) button.

#### Unit Price

Enter the price per unit.

#### Total Price

If the unit price was entered, the system will automatically calculate the total price by multiplying the number of units by the unit price.

#### Quantity Note

This note will be printed on the order slip. You can use the note to add remarks regarding the copies or volumes you are ordering. You can enter up to 200 characters.

#### Calculate Price

If the Unit Price or Number of Units is changed, users can check the new Calculate Price checkbox and click **Update** or **Refresh**. This automatically recalculates the price information fields and the correct values are populated in all price fields. If Unit Price or Number of Units is changed and the Calculate Price checkbox is cleared, the old price information remains (there is no automatic update).

#### Create Item Records

This check box is only visible for monograph orders. If you want the system to automatically create item records for each copy ordered of a monograph, make sure there is a check mark in the box. If you do not want item records created automatically, clear the check mark.

### **Item Collection**

This field is only visible for monograph orders. When a new item is created and the Create Item Records check box is selected, you can determine the Item Collection using this menu.

Estimated Price Information:

### **Currency**

Select the currency in which you will be invoiced by the vendor. The first currency defined in the vendor record will be entered as the default. Click the arrow to select one of the vendor currencies that was defined in the Vendor Information form.

Up-to-date and extensive lists of currencies and their codes are available on the Web.

### **List Price**

Enter an estimate of what the order will cost so that an encumbrance for the item can be debited from the budget. The price entered should be in the vendor's currency. The Total Price is automatically copied if this field is left blank.

### **Terms Sign and Terms Percent**

The Term Percent fields of the Vendor form and the Term Percent fields of the Order form allow values of 3 digits plus two decimal places [nnn.nn]. This allows percentages to be expressed of up to 100.00%.

The following error is reported if the terms sign is "-" and TERMS-PERCENT is greater than 100: "Terms Percent must not be greater than 100.00 for reduction".

If your system is set not to allow you to work with final price zero, then you cannot assign a 100% reduction for the Acquisition method "P - Purchase" because the final price is zero. In the event that an order's Acquisition Method is PF, the system allows you to bypass this check. For example, when the Term sign is "-" and the Terms Percent is 100, an error message is not reported.

### **Final Price**

Final price = list price +/- terms

If the budget(s) associated with this order already have encumbrances, then if the final price is changed later, the system will automatically change the encumbrances accordingly.

### **Local Price**

The local price will be calculated by the system as follows: Price in vendor currency X Terms X Currency exchange rate = Price in local currency

### **Price Note**

You can enter up to 200 characters.

### **Encumber Budget**

This field is only visible when adding a new order. If you want to encumber a single budget for this order, enter the budget code here. To choose from a list, click the button to the right of the field.

If you want to encumber more than one budget, do not fill in this field. Instead, use the Order Budget tab (select the Encumber node from the Order tab).

## 5.4 Sending Orders to Vendors

There are two ways in which an order can be sent to a Vendor:

- By clicking the **Send** button on the Order List.
- By using the service Send List of Orders to a Vendor (acq-14).

### 5.4.1 Send Button

When you click the **Send** button on the Order List, one of the following actions can occur, depending on definitions set in various records of the system:

- The order can be printed out and then manually sent to the vendor. This will happen if the Order Delivery Type is LE (Letter). The system will print/e-mail the order and change the status to SV (sent to vendor).
- If you are sending the letter by e-mail, make sure that:
  - The print.ini file is properly defined.
  - There is an e-mail address in the vendor's record.

Otherwise, the letter will be written in a print file.

- The order will be included in a list of orders if the Order Delivery Type is LI (List). Clicking the **Send** button will change the order status to RSV (ready to send to vendor). The list of orders is sent later when you run the Send List of Orders to Vendor service. After running this service, the order status will become SV (sent to vendor).
- The order can be sent by EDI to the vendor. This will happen if the vendor has been defined as an EDI vendor, the Order Delivery Type has been set to LE, and Send Letter by EDI has been entered on the Vendor tab of the Order form.

See the Bulk Ordering chapter on page 75 for help on how to define an EDI vendor.

- If the Order Delivery Type is ED (for EDI), clicking the Send button will change the order status to RSV (ready to send to vendor).

The order can be included in a file in the EDItEUR format and sent to the vendor by EDI when you run the "Send EDI Orders" service. After running this service, the order status will become SV (sent to vendor).

## 5.5 Encumbrances for Order

There are two ways in which a budget may be encumbered.

- Via the *Quantity and Price* tab of the order form, present when first creating the order, as described above.
- Via the *Encumber* node in the navigation pane.

To encumber a budget for a specific order, select the Encumber node under the Order tab. The Order Budget screen will be displayed in the right pane.

The screenshot shows the 'Order Budget' screen. At the top, there is a table with two columns: 'Budget number' and 'Enc/Active Amount'. The first row is highlighted in blue and contains 'GEN-2003' and '59.99 (0.00)'. To the right of the table are four buttons: 'Add Budget', 'Encumber', 'Delete Budget', and 'Balance'. Below the table is a form with several fields:

Budget Code to Add:	<input type="text"/>
Encumbrances:	<input type="text" value="0.00"/>
Encumbrance Percent:	<input type="text" value="0"/>
Estimated Cost of Order:	<input type="text" value="59.99"/>
Local Cost of Order:	<input type="text" value="269.96"/>
Currency of Order:	<input type="text" value="USD"/>
Total Encumbrance:	<input type="text" value="59.99"/>

This screen shows in green text the budgets that will be encumbered for this order. You can assign one or more budgets to this order. In this way, several budgets can encumber various amounts toward the total sum of the order.

Budgets that were encumbered in previous years are shown in red.

The Enc/Active Amount column displays the Encumbrance Sum, broken down into two parts:

- The first part is the original encumbrance amount that is based on the estimated price on the Order Form.
- The second part is the difference between the original encumbrance amount and the amount on the invoice. This difference is referred to as the Active Amount. (The Active Amount automatically becomes zero when the invoice is registered as "complete".)



### **5.5.1 Buttons**

The buttons available on this screen are:

#### **Add Budget**

To assign a new budget for this order, fill in the Budget Code to Add field and click the Add Budget button.

#### **Encumber**

To indicate the amount for which a particular budget will be encumbered, highlight the budget, then enter the amount in the field called "Encumbrance" and click the Encumber button.

#### **Delete Budget**

To delete a budget from the list, highlight the budget and click Delete.

#### **Balance**

To view the balance of the selected budget, click Balance.

#### **Close**

After you have made all desired changes to the screen, click Close.

### **5.5.2 Fields**

#### **Budget Code to Add**

This is the unique code identifying the budget. Click the arrow to the right of the field to choose from a list of budgets.

#### **Encumbrance**

This is the amount for which the highlighted budget will be encumbered. You can fill in the actual amount in this field or leave this field blank and enter a percentage of the estimated price in the Encumbrance Percent field.

#### **Encumbrance Percent**

This is the percentage of the estimated price for which the selected budget will be encumbered. If you fill in this field, then leave the Encumbrance field blank.

#### **Estimated Cost, Local Cost and Currency**

This information is for reference only; it cannot be changed on this screen.

#### **Total Encumbrance**

If one or more budgets have been assigned to pay for the order, this field shows the total amount that has so far been encumbered by the budget(s).

## **5.6 Items/Subscription**

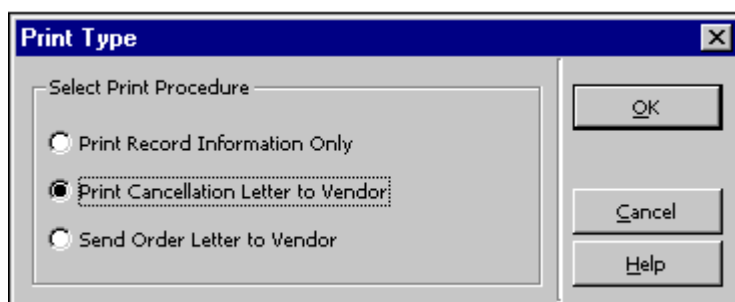
You can add items to an order, in this case, a link from the item record to the order is automatically created. To add items to specific order, select the Items/Subscription node under the Order tab.

The Items List screen will be displayed in the right upper pane for monograph orders.

The Subscription List screen will be displayed in the right upper pane for serials orders.

## 5.7 Canceling Orders

You can cancel an order by clicking the **Print/Cancel** button in the Order List and selecting the "Print Cancellation Letter to Vendor" option.



The order status will change to "LC". The cancellation letter will always be printed as an individual hard-copy letter.

You can also cancel an order by opening the Order Form and editing the Order Status field. Select one of the following statuses:

- VC (Vendor canceled)
- LC (Library canceled)
- CNB (Canceled - no budget)

These statuses automatically cancel the budget encumbrance. If the status is changed back to a status that indicates that an order can be sent, the budget encumbrance is re-activated.

## 5.8 Deleting Orders

There are two methods for deleting orders from the system:

1. Via the Order List
2. Via the New and Canceled Order Search List

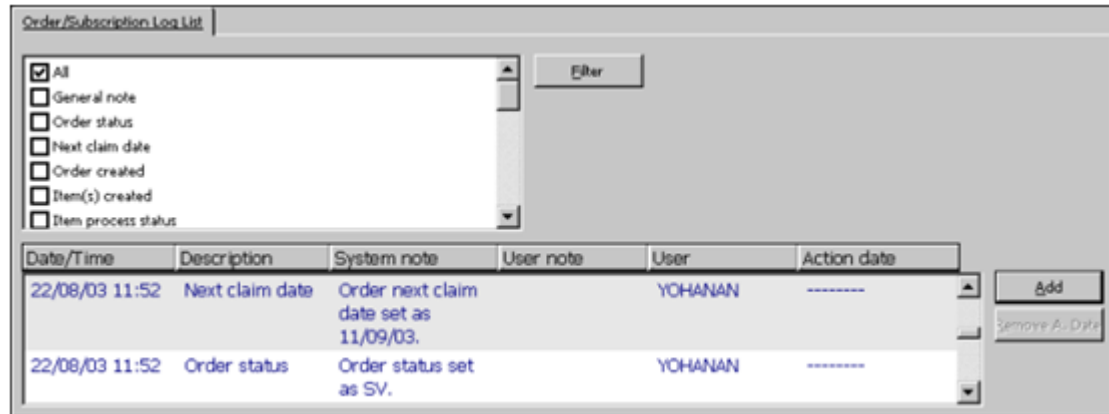
This option allows deletion only for orders with statuses of: New; LC (Library Canceled); VC (Vendor Canceled) and CNB (Canceled, No Budget).

### 5.8.1 Delete an Order Via the Order List

You can delete an order by selecting that order in the Order List Record form and clicking the Delete button. If there are Items/Arrivals/Claims/Invoices attached to the order, the system asks you to re-confirm the deletion.

## 5.9 Order Log

The Order Log keeps track of various order-related activities that have occurred, such as a change in the Order Status or the Next Claim Date. The Order Log List is accessible by selecting the Order Log node from the Order Tab.



### 5.9.1 Order Log List

The following buttons are available on the Order Log List screen:

#### Filter

You can filter the transactions in the list by means of the check boxes above the list of log transactions. It is possible to check more than one filter.

Checking the All box overrides any other filter selected previously. On the other hand, checking any filter other than All overrides the selection of the All filter.

#### Add

You can manually add a transaction to the Subscription Log. When you click **Add**, the lower pane Order/Subscription Log will be displayed and you can enter the details of the new transaction.

#### Remove Action Date

You can remove a previously entered Action Date by selecting the relevant log transaction and clicking this button.

### 5.9.2 Order/Subscription Log

The Order/Subscription Log pane displays details relating to a transaction log highlighted in the Order/Subscription Log List in the upper pane. You can manually add a new transaction log or update details of the highlighted log.

### Action Date

If you manually add a log, you can select the date for this action. An Order Log transaction with an Action Date can be retrieved by the Acquisitions service, Order Log Report (acq-22).

### Transaction Type

To manually add a transaction to the Order Log, select the desired type from the expand list.

There are 4 types of Serial orders and subscriptions that will never be automatically generated by the system:

- Transaction No. 00 - General note that will appear in the Order Log and nowhere else.
- Transaction No. 95 - Subscription History note.
- Transaction No. 98 - Response from vendor, allows you to manually assign a response from the vendor (up to 2000 characters).
- Transaction No. 99 - Note to vendor (up to 2000 characters) that will be printed out on an Order Slip and an Order List. This is in addition to the Note to Vendor (up to 100 characters) that can be entered on the Order Form.

Note: The Acquisitions Order Log will include Subscription Log information only if the order number is entered in the Subscription Record. Otherwise, the Subscription transaction will be written only in the Subscription Log.

### Log Text

When you type an entry, you can create a line break at any time by pressing Ctrl+Enter.

**System Librarians only**

The transactions displayed in the expand list can be entered manually and are determined in tab45.Ing Column 3. You can also determine, in tab45.Ing Column 2, which log transactions will be active/inactive.

### Note

When an order record is moved from one ADM record to another (using the SEARCH Nav. Map), all its related order-log records are also moved and a new order-log record is created under the new ADM record to indicate the action date and the old order-number/ADM-number from which the logs were taken.

### 5.9.3 Action Log Messages

The Action Log Messages can be accessed via the Administration tab.

Date/Time	Description	Details	User	Action date	User Note
14/08/03 15:49	General note		YOHANAN	17/08/03	reminder
17/07/03 12:17	General note		YOHANAN	01/08/03	call the vendor and ask....
31/03/03 08:49	General note		YOHANAN	04/04/03	try again to see if it had arrived
31/03/03 08:48	General note		YOHANAN	02/04/03	It should have arrived
30/03/03 16:29	General note		YOHANAN	31/03/03	Check action message
13/03/03 11:48	General note		YOHANAN	29/03/03	123
13/03/03 11:48	General note		YOHANAN	29/03/03	Don't forget to

The Action Log Messages window displays all log transactions that match the following condition:

The Action Date is later than the Open Date but is not later than the Current Date, that is, the Action date is before or the same as the date on which the Log Message window is opened.

Use this screen to display all transactions for the current date and earlier.

The **Order** button allows you to jump from a log message to its related order.

#### Note

This window can also be used to display all responses from a vendor received via EDI. When an EDI response from a vendor is loaded into your system, a transaction of type 94 (EDI response from vendor) is automatically created and its Action Date is set to zero. The EDI Log transactions will be displayed in the Action Log Messages.

The sort routine for the list is the same as the sort routine for the Order Log list.

## 5.10 ACQ Request from Web OPAC

The Web OPAC allows the submitting of an acquisition request from the library Web OPAC interface.

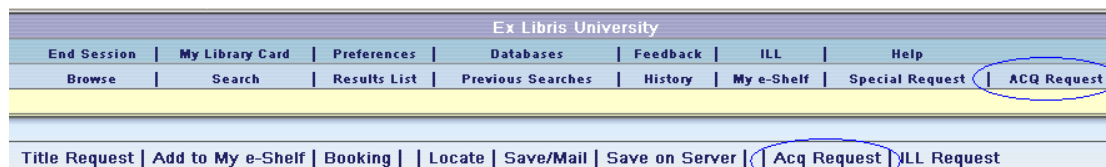
### 5.10.1 Prerequisites for Patron Record

In order to allow a patron to submit an ACQ request via the OPAC, the patron must have the followings settings in the patron record:

- Acquisition Request permission in the patron's profile record (see figure below).
- Patron Home Library must be populated with a valid sublibrary code.

### 5.10.2 Submitting an ACQ Request

An ACQ Request can be submitted by a patron who is signed in by using one of the ACQ Request links available in the Web OPAC:



- **ACQ Request link from the upper bar menu** – Opens a blank ACQ Request form. This link should be used when the patron wishes to request a non-periodical item that was not found in the online catalog or is missing from the shelf. The patron must provide as much information as possible, including the item's BIB information and the reason for requesting this material.
- **ACQ Request link at the lower pane menu** – Available in the Full View of a document. This feature is used by a patron who has performed a search in the local or external database, found the material in question, and decides to submit an acquisition request for the found title. An ACQ Request form is opened with the BIB information already displayed on the page and cannot be modified. The patron then fills in the reason for requesting the material.

#### Notes:

- 1) An ACQ Request can also be submitted through MetaLib and use SFX to connect directly to the services of the Aleph Web OPAC using PDS (SSO - Single Sign On).
- 2) For libraries that have more than one BIB library, there is an option to configure the OPAC ACQ Confirmation page so that the patron can select the BIB library in which the BIB record is created. The locate procedure activated at the selected BIB library. For set up details, refers to *Aleph 20.1 System Librarian's Guide – Web OPAC*.

### 5.10.3 Local Own Check Procedure

Once the ACQ request form is submitted, the system activates the “locate similar record in local database” function for blank ACQ requests and for titles found in an external base. This function is inactive for titles found in a local base. The base that is used for this locate action is the BIB library where the ACQ request's BIB document is about to be created.

The ACQ request BIB document is created in the BIB library to which the patron's ADM library is attached. For a library with more than a single BIB library, there is an option to adjust the OPAC HTML ACQ requests page so that the patron picks the desired BIB library in which the ACQ request and locate action are placed. For more information, refer to the **ACQ Request for Library with more than One BIB Library** section of the *System Librarian's Guide – Web OPAC*.

The ‘locate similar title’ function that is activated for blank ACQ requests and requests made for titles found in an external base, can result in one of the following:

- **If the title is not found in the local base** – A confirmation message is displayed, “ACQ Request was submitted successfully”.
- **If the title is found in the local base** – A message is pop-up informing the patron that a match title has been found in the local database. The patron is required to click **Go** or **Cancel**. If **Cancel** is clicked, the ACQ Request is not registered and the action is aborted. If **Go** is clicked, a confirmation message is displayed, “ACQ Request was submitted successfully”.
- **If multiple matching records are found for the requested title** – All found titles are listed and the following message is displayed, “Multiple matching records were found for your query. Select desired record and submit ACQ request”. The ACQ request is not registered. The patron is expected to select a specific title and re-submit the ACQ request.

Once an ACQ Request is successfully submitted, the system creates a new order record for the requested title. If there are existing BIB and ADM records for the title, the system will append their order record. If there are no BIB or ADM records for the title, the system creates new BIB/ADM record. For more information, refer to the **Applying ADM Filter in OPAC-ACQ Request** section of the *System Librarian's Guide – Web OPAC*.

The newly created order is populated with the followings information:

- Order status – OPAC New Order (ONW)
- The patron's home library is set in the order's sublibrary field.
- Order note – The "Reason" entered in the Acquisition Request Form is registered in the order's "Note" field.

- Order Group – If the user selected "Order Group" in the Acquisition Request Form, it is entered in the order's "Order Group" field.
- The patron that submitted the ACQ Request is registered in the order's Initiator ID field.
- The order type is always set to Monograph.
- If anew BIB record is created as part of the ACQ request summation, it is assigned with STA\$\$aSUPPRESSED so that it is not displayed in the general Web OPAC Catalog.

The GUI-ACQ- Order Index and the OPAC Request List enable the retrieving and handling of ACQ requests (orders with ONW status). The ONW orders are initially created with minimum information. The orders lack information such as Vendor details. Staff users are expected to review those orders, verify them, and process the order.

For more information, see section the OPAC Request List and Bulk Ordering sections.

#### 5.10.4 Web OPAC – Patron's Library Card

The Web OPAC library card reports the patron ACQ Requests. It includes orders initiated by the patron via WEB OPAC and orders initiated by staff via the GUI on behalf of the patron (the patron ID is populated in the order's Initiator ID).

There are four relevant entries for ACQ Requests in Web OPAC library card:

- **Total ACQ Requests** – Number of all orders initiated by/for the patron.
- **Active ACQ Requests** – Number of orders initiated by/for the patron whose status is not “Closed” or "Library Cancelled".
- **Cancelled ACQ Requests** – Orders initiated by/for the patron with “Library Cancelled” status (rejected requests).
- **Recently Closed ACQ Requests** – Orders initiated by/for the patron with “Closed” status. This section is divided by the number of days in which the orders are already closed.

ILL Total Requests	( requests out of allowed )
ILL Active Requests	( requests out of allowed )
ILL Recently Closed	<a href="#">10 days</a> <a href="#">30 days</a> <a href="#">60 days</a>
Total acq requests	<a href="#">35</a>
Active acq requests	<a href="#">21</a>
Cancelled acq requests	<a href="#">10</a>
Recently acq closed requests	<a href="#">10 days</a> <a href="#">30 days</a> <a href="#">60 days</a>
Title Level Requests	<a href="#">1</a>

Each of the above entries links to the list of orders. Each line in the list enables the viewing of the details of each order.



## 5.11 OPAC Request List

The OPAC Request List enables the user to start handling the OPAC ACQ requests.

OPAC acquisitions requests are requests for purchasing library material which are initiated by the patrons via the OPAC acquisitions Request service.

Staff users are expected to review OPAC acquisitions requests, verify them, and process the order. This includes the options to "Reject" or "Approve" OPAC acquisitions requests, and fill in missing information.

The OPAC Request List is accessed via the OPAC Request List node of ACQ-GUI-Order Search tab of the Acquisitions module..

The screenshot displays the OPAC Request List interface. The top section, titled "OPAC Request", contains search filters: Index (ON), Sublibrary (WID), Order Group, "From" Open Date (21/09/2008), and "To" Open Date (00/00/0000). Below the filters is a table of requests with columns: Index Term, Order No., Title, Sublibrary, Requester Name, Open Date, and Order Group. The table lists four requests, with the first one highlighted in blue. To the right of the table are buttons for Print, Select, Approve Order, and Reject Order. Below the table is the "Order Details" section, which has tabs for Order Info, Bib Info, Encumbrance, and Patron. The Patron tab is selected, showing details for the patron: Patron Name (Aagaard, Krista), Patron ID (00000045), Patron Type, Patron Status (Faculty), Expiry Date (June/26/2009), Patron Note, and Patron Address (Hill Avenue, Boston, MA 02017-00017).

Index Term	Order No.	Title	Sublibrary	Requester Name	Open Date	Order Group
51792	51792	Great Minds	WID	Aagaard, Krista	September/21/2008	
51793	51793	History of Art	WID	Aakre, Krissy	September/21/2008	
51794	51794	Adventures in Africa	WID	Abramov, Buster	September/21/2008	
51796	51796	Modern Agriculture	WID	Abramek, Felice	September/21/2008	

**Order Details**

Order Info | Bib Info | Encumbrance | **Patron**

**Patron Name** Aagaard, Krista  
**Patron ID** 00000045  
**Patron Type**  
**Patron Status** Faculty  
**Expiry Date** June/26/2009  
**Patron Note**  
**Patron Address** Hill Avenue  
Boston, MA 02017-00017

The OPAC Request List groups all orders with OPAC New Request status (ONW status) in one list and enables the user to approve or reject them.

The OPAC Request list is avail for authorized users that are assigned with the Acquisitions/Order index: OPAC Request List user's access right.

The staff user can browse the index by:

- BIB indexes (e.g. title, Author, ISBN and any other BIB information defined in acquisitions BIB indexes)
- Order Number
- Requester ID – Patron ID of the one who initiated the request
- Requester Name- Patron name of the one who initiated the request

In addition, there is an option to filter the OPAC Request list by Sub-library, Order Group, and order's "From-To Open Dates".

The lower pane of the "OPAC Request" index contains read-only order details. This includes information regarding the patron who initiated the request (patron's global and local information and address information).

### **Available Actions**

The following buttons are available:

- Print Order
- Select
- Approve Order
- Reject Order

### **Print Order Information Slip**

This action is valid only for a single line selection. It prints the order information slip for the highlighted entry.

### **Select Action**

This action is valid only for a single line selection. The action transfers the user to the Order Tab and displays the order of the selected entry. The user can then perform the different functions related to a single order. For example, the user may select a single OPAC acquisitions request and update order information (such as vendor, price information, and assign "Additional Order No. 1").

### **Approve Order/s Action**

Authorized staff user have the option to select one or more entries in the list (the SHIFT and CTRL keys can be used for selecting more than one order) and click the **Approve Order** button. This action marks the patron's acquisitions request as "approved", after which the request is individually handled by the staff user or processed in a bulk mode. Upon clicking the **Approve** button, the order status is changed from OPAC New Request (ONW) to NEW and the code "OPAC" is set in the order's "Additional order number 1" field. No additional updates or checks are made in the order record.

The "Approve" action is permitted only for staff users that are assigned with the "Acquisitions/Ordering: Approve or Cancel OPAC Request" user's access right.

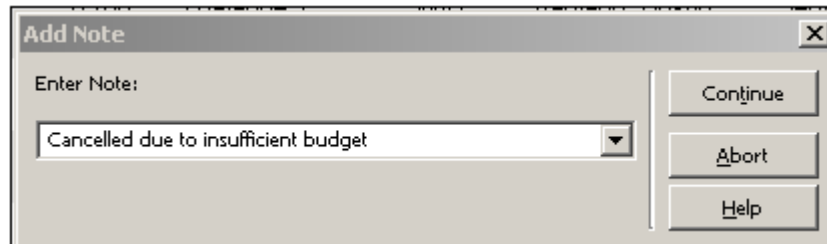
### **Reject Order/s Action**

Authorized staff has the option to select one or more entries in the list (the SHIFT and CTRL keys can be used for selecting more than one order) and click the **Reject Order** button. This button is used to reject the patron's acquisitions request.

The "Reject Order" action is permitted only to staff users that are assigned with the "Acquisitions/Ordering: Approve or Cancel OPAC Request" user's access right.

Upon clicking the **Reject Order** button, a dialog box is displayed showing the reason for this request (the current Order Note field). The user is capable of adding a free text

note detailing the reason for rejecting the acquisitions request. There is also an option to select a typical reason from a drop-down menu.



When the **Continue** button is clicked at the "Add Note" form the following actions occur:

- The order status is changed from OPAC New Request (ONW) to Library Cancelled (LC).
- The "Reject Note" (if it exists) is populated in the order's note field. If the Reject Note text is selected from the drop-down list (and not typed in by the user), it overrides the data which is currently populated in the order's note field. The text registered in the order's note can be viewed by the patron via the OPAC Library Card – "Cancelled ACQ Requests".
- No additional updates or checks are made on the order record.

**Note:** The above suggested flow of handling OPAC acquisitions requests can be the first step in handling orders in a bulk mode. An approved OPAC acquisitions request might lack order mandatory information (like vendor and quantity information). Such information can be filled in either by individually handling each order or in a bulk mode. For more information on the order bulk handling process, refer to the Bulk Ordering and Bulk Arrival sections.

## 5.12 Bulk Ordering

The Bulk Ordering List enables the user to retrieve new orders which need to be validated, complete missing order data, and send them in a bulk mode to a vendor.

### 5.12.1 Bulk Ordering List

The Bulk Ordering List enables the user to retrieve new acquisitions orders, handle them in a bulk mode, and send them to the vendor with a common order number (Additional Order Number 1 field) assigned to all grouped orders.

The Bulk Ordering enables retrieving and handling new orders created via acquisitions loaders (e.g. the batch service: General ADM and Orders Creation acq-24) and approved OPAC requests. If the data of such orders is not complete, the Bulk Ordering process can be used for filling in missing data and sending the orders as a bulk to the vendor.

The "Bulk Ordering" list is accessed via the "Bulk Ordering" node of Order Search tab in the Acquisitions module..

**Bulk Ordering List**

Index:  IndexText:  Refresh Filter  
 Sublibrary:  Clear Filter  
 Order Group:   
 "From" Open Date:  "To" Open Date:

Order No.	Doc No.	Title	Vendor	Sublibrary	Requester Name	Order Type
51792	000063004	Great Minds	21NM	WID	Aagaard, Krista	M
51793	000063005	History of Art	21NM	WID	Aakre, Krissy	M
51794	000063006	Adventures in Africa	21NM	WID	Abramov, Buster	M
51796	000063007	Modern Agriculture	21NM	WID	Abramek, Felice	M

Print Order  
Select  
Order  
Order All

---

**Order Details**

Order Info | Bib Info | Encumbrance | Patron

Patron Name Aagaard, Krista  
 Patron ID 00000045  
 Patron Type  
 Patron Status Faculty  
 Expiry Date June/26/2009  
 Patron Note  
 Patron Address Hill Avenue  
 Boston MA 90917 909 17

The Bulk Ordering list is available for authorized users that are assigned with the Acquisitions/Order index: Bulk Ordering List user's access right.

The "Index" field enables the user to retrieve new orders by:

- **ADD-ORDER-NUM** – Retrieve orders with NEW status which have a common "Additional order number 1". The "Additional order number 1" should be specified in the Index Text field. This retrieval can be used, for example, to gather new orders created by the General ADM and Orders Creation- acq-24 batch service. (All orders created by acq-24 are assigned with a common "Additional Order Number 1".)
- **OPAC-REQUEST** – Retrieve orders with NEW status which were initiated via OPAC and have been approved by staff (Z68-STATUS=NEW and Z68-ORDER-NUMBER-1=OPAC). The index text field should be left empty.

In addition, there is an option to filter the search by Order Group, Sub-library and order's "From-To Open Dates".

The lower pane of the Bulk Ordering List contains read-only order details. This includes information regarding the patron who initiated the request (patron's global, local, and address information).

### Available Actions

The following buttons are available:

- **Print Order**

- Select
- Order
- Order All

### Print Order Information Slip

This action is valid only for a single line selection. It prints the order information slip for the highlighted entry.

### Select Action

This action is valid only for a single line selection. The action transfers the user to the Order Tab and displays the order for the highlighted entry. The user can then perform the different functions related to a single order.

### Order and 'Order All' Actions

The **Order** and **Order All** buttons enables activating the bulk ordering process.

When clicking **Order**, the user has the option to select multi-lines. (The SHIFT and CTRL keys can be used for selecting more than one entry.)

When clicking **Order All**, the system activates the bulk ordering process for all displayed orders.

Once the **Order** or **Order All** button is clicked, the Multi Order Form is opened.

### 5.12.2 The Multi Order Form

The Multi-Order Form is a single order form for all the selected orders of the previous Bulk Ordering list window. It enables handling large amounts of orders as if they were one order without having to register separate order form for each of them.

The screenshot shows a 'Multi Order Form' dialog box with the following fields and values:

- Vendor:**
  - Vendor Code: AAPG
  - Vendor Name: AMERICAN ASSOCIATION OF PETROLEUM
- Order Information:**
  - Handle Multi Order As: Sent to vendor
  - Additional Order No.1: BF1254
  - Additional Order No.2: (empty)
  - Material Type: M
  - Material Format: PRN
  - Acquisition Method: P
  - Order Group: (empty)
  - Number of Units: 1
  - Quantity Note: (empty)
  - Create Item Records
  - Encumber Budget: BIO-2009
  - Total Price: 0.00

Buttons: OK, Cancel, Help

The user is expected to populate the Multi-Order Form fields.

The data you enter in this form's fields are assigned to the related orders; overriding any other data which might already populate these fields. If you leave one of the non-mandatory fields empty and the order already contain data for this field, the original order data remains.

The Multi Order Form can be activated in two modes. The mode is selected in the **Handle Orders As** field. The possible modes are:

- **Send Orders to Vendor** – Upon selecting this mode, in the next step of processing the Multi Order, the Multi Order List is produced to be sent to the vendor. The orders status is set to “Sent to Vendor”.
- **Ready Send to Vendor** – Upon selecting this mode, the Multi Order List is not sent out to the vendor when the Multi Order Process is completed. The orders status is set to “Ready Send to Vendor”. The dispatch of orders should be carried out by the Send List of Order to Vendor (acq-14) acquisitions batch service.

**NOTE:** If the Multi Order Form is displayed as a result of retrieving orders by “Additional Order Number 1” (ADD-ORDER-NUM), the “Additional Order Number 1” of the Multi Order Form is read-only, containing “Additional Order Number 1” which is already assigned to the group of orders.

If the Multi Order Form is displayed as a result of retrieving OPAC Request (OPAC-REQUEST), the **Additional Order Number 1** field is enabled and mandatory. The purpose of this field is to assign a common order number ("Additional Order Number 1") to a group of orders which do not yet have a common order number and are about to be handled in bulk mode.

The "Additional Order Number 2" field is disabled for libraries which are set to work with a unique “Additional Order Number 2” field. (unique\_order\_number\_2 of aleph\_start is set to Y).

Note that the currency for all orders is taken from Vendor's Currency 1 field.

In the Multi Order form there is also a check box for **Create Item Records** which is mostly relevant for Monograph orders. If you want the system to automatically create item records for each copy of, put a check mark in the box.

When the **OK** button is clicked, all related orders are updated. The total price of the Multi Order is calculated based on price info entered in each order. A message with the cumulative price is issued and you can choose to stop or to continue.

If the 'Handle Order As' field is set as 'Send to Vendor', a Multi Order List is printed (template file name: acq-multi-order-slip.xsl) to be sent to the vendor, and the orders status is changed from NEW to SV (sent to Vendor). If the 'Handle Order As' field is set as 'Ready Send to Vendor' the orders are set as 'Ready Send to Vendor' (order status RSV) without sending them out to the vendor. The 'Multi Order List' for vendor is not produced. The orders Delivery Type field will set to 'List'. The dispatch of orders to the vendor should be carried out by the ACQ batch service, Send List of Order to Vendor (acq-14).

**Note:** All orders that were created and sent by the multi order process are checked in the Batch Claiming check box. Also, the Delivery Type is taken from the Delivery 1 field of the vendor record and the Claim Date is calculated according to the Delivery Delay 1 field of the vendor record.

If the "Create Items" checkbox is selected, then the Multi Item Form is opened and the process continues.

If the "Create Items" checkbox is not selected, then the 'Acquisition Multi Order Information' slip is printed (template file name: acq-multi-order-info.xsl) and the multi order process ends. The 'Acquisition Multi Order Information' slip lists all the orders accumulated during the multi order process.

### 5.13 The Multi Item Form

Sublibrary	Collection	No units
LAM	GEN	5

Sublibrary:

Collection:  No. Units:

Ordered Units:  Total Units:

Buttons: OK, Add, Delete, Close, Help

Use the Multi Item Form to split the copies between sublibraries and collections. For example, if you entered five at the **Number of Units** field of the Multi Order form (that is, 5 copies are expected for each order), use the Multi Item Form to distribute the copies between sublibraries and collections. For example, 2 copies to sublibrary LAW collection General and 3 copies to sublibrary MED collection Reference.

As soon as you click **OK**, items are created and the 'Acquisition Multi Order Information' slip is printed (template file name: acq-multi-order-info.xsl). This information slip lists all order commutated within the multi order process.

**Note:** Bulk ordering ends at this stage. There is an option to register Monograph and Standing orders arrivals in bulk mode. For more information regarding Bulk Arrival, refer to section Bulk Arrival.

## 6 EDI

This chapter includes the following sections:

- EDI Setup
- EDI Order Record
- Claim Record via EDI
- Order Cancellation
- Send Outgoing EDI Message (edi-11)
- Load EDI Messages
- Specifications of ALEPH Requirements for EDI

EDI stands for Electronic Data Interchange, which is a standard for the electronic exchange between computer systems of business documents, such as invoices and purchase orders. EDI is a component of the Acquisitions/Serials module in ALEPH.

Several standards exist for producing and sending EDI messages. ALEPH 500 works with the UN/EDIFACT (D96.A) EANCOM standard. UN/EDIFACT (United Nations Electronic Data Interchange for Administration, Commerce and Transport) comprises a set of internationally agreed standards, directories and guidelines for the electronic interchange of data (ISO 9735). EANCOM® is a detailed implementation guideline of the UN/EDIFACT standard messages. For more information, see <http://www.unece.org/trade/untdid/welcome.htm>.

EDItEUR is a subset of UN/EDIFACT, selected and accommodated for the commerce in books and serials by the international group that coordinates the development of the standards infrastructure for electronic commerce in the book and serials industries.

EDItEUR is sponsored by the European Bureau of Library, Information and Documentation Associations, the Federation of European Publishers, and the European Booksellers Federation. EDItEUR has members in USA, Japan, South Africa and Israel. It co-ordinates EDI message development and implementation usage as well as projects on bibliographic data and electronic publishing standards. Its Web site is <http://www.editeur.org/>

ALEPH supports the following EDI message types.

#### **Outgoing Messages from the library to vendors:**

- Purchase order (online and batch) - EDI message type: ORDERS.
- Order cancellation (online) - EDI message type: ORDCHG.
- Order claims for various order types: monographs (online and batch), serials (online) and standing orders (online) - EDI message type: OSTENQ.
- Serial issues claims (online and batch) - EDI message type: OSTENQ.

#### **Incoming messages from vendors to the library:**

- Serials and monographs invoice - EDI message type: INVOIC.
- Orders/claims response for serials and monographs - EDI message type: ORDRSP.



- Serial Issues Arrival Registration - EDI message type: DESADV

## 6.1 EDI Setup

This setup is a prerequisite for sending or receiving EDI messages.

The EDI application is available when both the library and the vendor are defined in the system as EDI-enabled. This means that:

- The EDI-enabled library is defined in tab35 of the ADM library (XXX50).
- The vendor EDI definitions are recorded in the vendor file (Z70), using the Vendor form of the Acquisitions/Serials GUI.
- The EDI Vendor FTP details are recorded in the vendor address file (Z72) using the EDI Address tab of the Vendor Addresses form of the Acquisitions/Serials GUI.
- To enable the processing of incoming EDI files, the files are located in `./xxx50/edi/in/edi_incoming`.
- Special attributes that are needed by a specific EDI vendor for the outgoing processing of EDI messages are set in the ADM library table: `edi_out_attr`.
- For incoming messages, the special attributes are defined in the ADM library table: `edi_in_attr`.
- EDI orders, message and log counters are defined in UTIL G/2 (database definitions - Display/Update library parameters) of the ADM library (XXX50).

### 6.1.1 Editing tab35 for EDI

When an outgoing EDI process is activated, every sublibrary can have different EDI ID numbers for different vendors. In the event that a number of different sublibraries share the same EDI ID numbers, you create a separate line for each sublibrary

The parameters for each branch library are defined in tab35 of the ADM library and each sublibrary's VAT number registered therein. In the event that your Acquisitions library system is set to work with Order Units, note that every order unit can have different EDI ID numbers.

Edit tab35 to define customer information related to EDI.

An abbreviated example from tab35 is shown below:

```

! 1          2          3          4          5
6
!          7          8
!!!!-!!!!!!-!!!!!!-!!!!!!-!!!!-
!!!!!!-!!!!-!!!!!!-!!!!!!-!!!!-
!!!!!!-!!!!!!-!!!!!!-!!!!!!-!!!!-
!!!!!!-!!!!!!-!!!!!!-!!!!!!-!!!!-
!!!!!!-!!!!!!-!!!!!!-!!!!!!-!!!!-
WID  AACU          IOWA-SER          091
IL 111 222 331          yifat.lulav@exlibris.com
USM50 INGRAM          USM50-EDI          091
IL 111 222 331          shirly.mizrahi@exlibris.com

```

- **Column 1:** Sublibrary or Order Unit code. Enter up to five characters.
- **Column 2:** Vendor code. Enter up to 20 characters
- **Column 3:** Customer's EDI code. Enter up to 20 characters. The EDI code type is defined in column 4.
- **Column 4:** Customer's EDI code type. Enter one of the three-character options listed below:
  - 31B for US-SAN
  - 014 for EAN-13
  - 091 for ID assigned by supplier
  - 092 for ID assigned by customer
- **Column 5:** Not in use.
- **Column 6:** Not in use.
- **Column 7:** Optional. Library Value Added Tax (VAT) number for taxation handling. Enter up to 30 characters.
- **Column 8:** E-mail address of the person or department that should receive messages about errors in processing outgoing messages. Enter up to 50 characters.

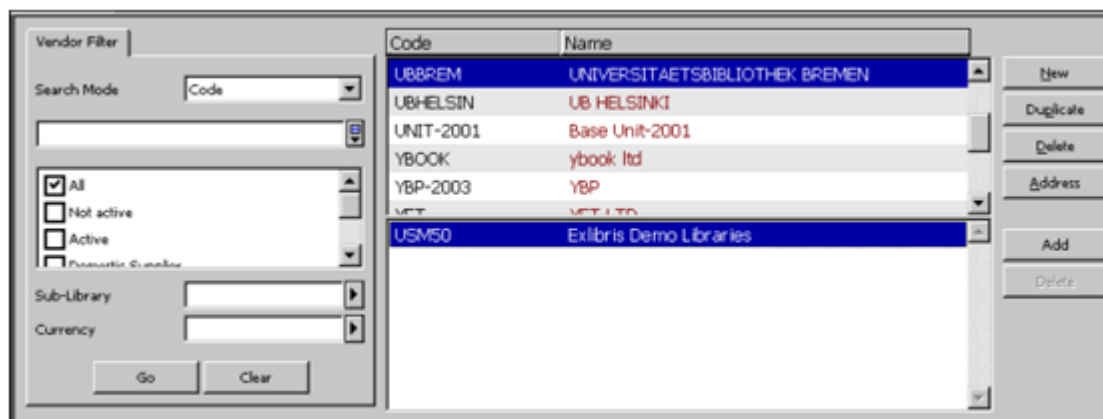
#### Note

When you run the Send List of Orders to a Vendor (acq-14) service, in the Sublibrary field, if you choose *All* or more than one sublibrary, check that `tab35` includes a line set up for the active ADM library, as shown in the second line of the above example.

### 6.1.2 Vendor Record for EDI

This section explains how to customize a vendor record for EDI messaging and shows the relevant fields in the Vendor Information Form. To change a vendor record for EDI, follow these steps:

1. In the Acquisitions/Serials GUI, select the Navigation Tree of the Administration Tab and click the Vendors root.
2. Highlight the desired vendor and update the fields of the Vendor Information form in the bottom pane. If the vendor you want is not on the list, click **New**. The Vendor Information form appears:



3. On the Vendor Information form, click the Vendor Information Tab 1 and fill in the relevant fields (see Vendor Information form, Vendor Information Tab 1 below).
4. On the Vendor Information form, click the Vendor Information Tab 2 and fill in the relevant fields (see Vendor Information form, Vendor Information Tab 2 below).
5. When you have finished filling in the Vendor Information form, click **Update/Add**.

### Vendor Information Form, Vendor Information Tab 1

1. Vendor Info 1 | 2. Vendor Info 2 | 3. Vendor Info 3 | 4. Sublibraries

Open Date: 23/06/2008      Update Date: 23/06/2008      Add

Cataloger: \_\_\_\_\_      Cancel

Vendor Code: \_\_\_\_\_       EDI For Order Only

Vendor EDI Code: \_\_\_\_\_      Vendor EDI Type: \_\_\_\_\_

Additional Code: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Vendor Status: \_\_\_\_\_      Vendor Language: \_\_\_\_\_

Country: \_\_\_\_\_

Material Type: \_\_\_\_\_

Note: \_\_\_\_\_

### Vendor EDI Code

Enter the Vendor's EDI code. The Vendor's EDI code can be up to 35 characters in length.

### Note

This is not the same as the Customer's EDI code entered in column 3 of tab35.

### EDI for Order Only

This checkbox denotes whether claims or order cancellations are sent in a format other than EDI.

When the check box is marked the claims or order cancellations are sent in a format other than EDI.

When the check box is cleared, claims or order cancellation are sent in EDI format.

### Vendor EDI Type

Enter the vendor's EDI code type. These types must be supported by EDIitEUR. Enter one of the three-character options listed below.

- 31B for US SAN
- 014 for EAN-13
- 091 for ID assigned by supplier
- 092 for ID assigned by customer

### Note

Help for other fields of the Vendor Information form, Vendor Information Tab 1 is provided in the *Vendors* chapter.

### Vendor Information Form, Vendor Information Tab 2

The screenshot shows a software interface for 'Vendor Information Form, Vendor Information Tab 2'. It features four tabs: '1. Vendor Info 1', '2. Vendor Info 2' (which is active), '3. Vendor Info 3', and '4. Subbranches'. The form contains several input fields and dropdown menus. On the right side, there are 'Add' and 'Cancel' buttons. The fields are: 'Account No. (M):', 'Account No. (S):', 'Vendor's Bank Acct.:', 'Currency 1:', 'Currency 2:', 'Currency 3:', 'Currency 4:', 'Terms Sign:' (with a '-' sign), 'Terms Percent:' (with '0.00'), 'Order Delivery:', 'Letter Format:' (with '00'), 'Letter Send Method:', 'List Format:' (with '00'), and 'List Send Method:'.

### Currency 1-4

This is a three-character code that identifies the currency in a unique manner. The EDI vendor's currency code must match the ISO 4217 list.

### Order Delivery

The way in which your library produces an order letter to the vendor. The options are:

- LE - single letter
- LI - List of orders

## Letter Send Method

The method your library uses to send order slips to vendors. Select EDI if you want both orders and claims to be sent by EDI.

## List Send Method

The method your library uses to send order lists to vendors. Select EDI if you want both orders and claims to be sent by EDI

If you want orders and claims sent by EDI to be printed, then set the **Letter and List Send Method** to **print/email**, and select the **EDI for Order Only** check box.

### Note

Help for the other fields of the Account tab is provided in the *Vendors* chapter.

### 6.1.3 Vendor Address

The vendor's EDI address is the vendor's FTP address for EDI use.

Highlight the Vendor you want and click **Address**. Then click the fifth tab: **EDI Address**:

The screenshot shows a window titled "Vendor Addresses" with five tabs: "1. Order Address", "2. Claim Address", "3. Payment Address", "4. Return Address", and "5. EDI Address". The "5. EDI Address" tab is selected. The form contains the following fields:

- Name: SWETS EDI
- Address: swets.com
- AFCL14
- \*\*\*\*\*
- incoming
- City:
- State:
- Country:
- Postal Code:
- Phone Number:
- Fax Number:
- E-mail:
- IP/URL Address:
- Note:

Buttons: Update, Cancel, Help

- Address field - line 1: IP address or its alias.

- Address field - line 2: User name.
- Address field - line 3: Password
- Address field - line 4: Directory name in the ftp server.

#### 6.1.4 Incoming Files Location

As well as defining the vendor's EDI address, you must define (in agreement with the vendors) a directory to which the vendors send, via FTP, EDI files for your library. The recommended directory is `./xxx50/edi/in/edi_incoming`. However, if you decide on a different location, you must move the files as soon as possible to `./xxx50/edi/in/edi_incoming`.

#### 6.1.5 Editing edi\_out\_attr

`edi_out_attr` is a table for defining special attributes of outgoing EDI messages as needed for specific vendors. The first field defines the Vendor code. The second field contains up to 100 switches, each 1 character in length. The third field identifies the label from `tab_character_conversion_line` that determine the program and the tables for the needed character conversion.

The following is a description of the different switches:

- EDI-OUT-REMOTE-FILE-NAME
  - 0 (default) = ALEPH's format. `edi.YYYYMMDD.HHMMSS.n.xxxxx`.  
Where `xxxxx` is the sub-library code or the active-library code.  
Sub-library code for orders from a single sub-library, claims or cancellations.  
Active-library code for orders from multiple sub-libraries.
  - 1 = Blackwell format of remote file name to be sent through FTP.  
The format is: `EPInn.XXXXXXX.DDDMMYY.R`  
`DDMMYY` is the date, `nn` is the sequence number of the file sent during the same day, `XXXXXX` are the first 6 characters of `Z70-ACCOUNT-M`, and `n` is the number of orders. The rest of the characters are constant.  
<http://www.blackwell.com/popUps/btsFTP.asp>
  - 2 = EBSCO format. "CLAIMS.FIL"
  - 3 = Ingram format. This format is suitable for VMS computers. Eight numeric characters (taken from the clock) and three constant characters - "epo" for ORDERS, "epc" for OSTENQ and "eph" for ORDCHG.
  - 4 = Harrassowitz format.  
`YYYYMMDDHHMMSS.EDI_VENDOR_CODE.edi.xxxxxx`  
`EDI_VENDOR_CODE` is the edi vendor code (`Z70-EDI-VENDOR-CODE`) and `xxxxxx` is the message type (orders, ostenq, or ordchg)
  - 5 = Brodart format. Aleph's format followed by ".ord" for orders.

Additional values to this switch (6-9) can be easily added. Each value corresponds to a different program.

- EDI-OUT-FTP-MODE
  - A (default) = ASCII mode is used to send outgoing messages. The EDI file includes many lines, one line for each segment.
  - B = Binary mode is used to send outgoing messages. The EDI file includes one long line.
- EDI-OUT-ORDER-NUMBER-1
  - 0 (default) = Z68-ORDER-NUMBER-1 is not added to the EDI ORDERS message as a second order number.
  - 1 = Z68-ORDER-NUMBER-1 is added to the EDI ORDERS message as a second order number.
- EDI-OUT-ORDER-NUMBER-2
  - 0 (default) = Z68-ORDER-NUMBER-2 is not added to the EDI ORDERS message as a third order number.
  - 1 = Z68-ORDER-NUMBER-2 is added to the EDI ORDERS message as a third order number.
- EDI-OUT-FTP-PASSIVE
  - N (default) = "passive" command is not inserted in the batch file for ftp delivery.
  - Y = "passive" command is inserted in the batch file.
- EDI-OUT-FTP-SEND-COMMAND
  - A (default) = APPEND command does not overwrite the file on the remote computer if the remote file has the same name as the new file. If the new file has a different name than the files on the remote computer, no file is overwritten.
  - P = PUT command overwrites a file on the remote computer if the remote file has the same name as the new one.
- EDI-OUT-BUDGET
  - Y (default) = Budget code is sent in relevant EDI outgoing messages.
  - N = Budget code is not sent in EDI messages.

The following is an example of the setup:

1	2	3
!!!!!!!!!!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!		
BLACKWELL	1A11	UTF_TO_8859_1

### 6.1.6 Editing edi\_in\_attr

edi\_in\_attr is an ADM library table for defining special attributes of incoming EDI messages as needed for specific vendors. The first field defines the Vendor code. The second field contains up to 100 switches each 1 character in length. The third field identifies the label from tab\_character\_conversion\_line that determines the program and the tables for the needed character conversion.

The following is a description of the different switches:

- 1 EDI-IN-FTX-ONLY
  - N (default) = In serial INVOIC messages FTX, IMD, and DTM tags is loaded into Z75-I-NOTE depending on the available room.
  - Y = Only FTX is loaded into Z75-I-NOTE.
- 2 EDI-IN-ADDED-AMOUNT-SEP
  - N (default) = In INVOIC messages (serial as well as monograph), the added amount is divided between the lines.
  - Y = The added amount is stored separately in an extra line.

The following is an example of the setup:

1	2	3
!!!!!!!!!!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!		
BLACKWELL	YN	UTF_TO_8859_1

### 6.1.7 EDI Counters in UTIL G/2

The following EDI counters must be set in UTIL G/2 (database definitions - Display/Update library parameters) of the ADM library (XXX50):

1. last-edi-order - keeps track of the number of orders (EDI outgoing message type: ORDERS) that have been sent from the library to any of the vendors by EDI.
2. last-edi-claim - keeps track of the number of claims (EDI outgoing message type: OSTENQ) that have been sent from the library to any of the vendors by EDI.
3. last-edi-order-change - keeps track of the number of order changes (EDI outgoing message type: ORDCHG) that have been sent from the library to any of the vendors by EDI.
4. last-edi-message - keeps track of the number of outgoing EDI messages that have been sent from the library.
5. last-edi-log-no - keeps track of logs that have been created due to the loading of incoming EDI messages. Following are two examples:
  - Loading of serials invoice (EDI message type INVOIC) into ALEPH.



- Loading of claims response or order status reports (EDI message type ORDRSP).

*last-edi-log-no* can be used to retrieve the EDI error messages that have been recorded during the loading of the data into ALEPH. To access the EDI Load Log, in the Acquisitions/Serials GUI, from the Navigation Tree of the Administration Tab, select the EDI Log Load root.

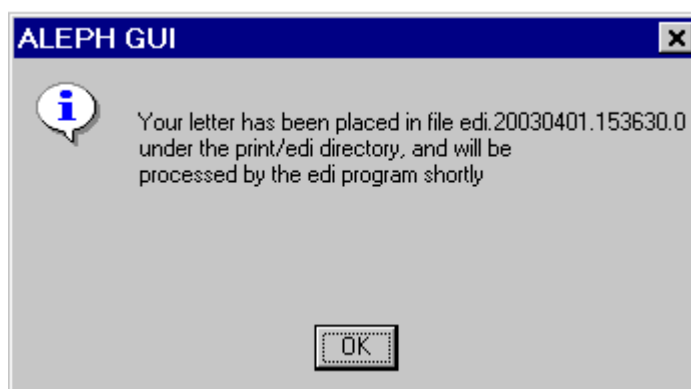
Note that no prefix should be defined for this counter.

## 6.2 EDI Order Record

After you have performed the prerequisite setup (as described in EDI Setup), you can dispatch orders by EDI.

To edit the order record so that it contains the information needed for sending by EDI, follow these steps:

1. Retrieve the Order List. Highlight an order and click **Modify**. To create a new order, click **Add**. In either case, the Order Form is displayed.
2. In the Order Form, click the **Order Information** tab and fill in the relevant fields as usual (the unit price value in orders sent by EDI must be numeric only).
3. In the Order Form, click the **Vendor** tab and fill in the relevant fields. When you have finished, click **OK**. The order is now ready to be sent by EDI.
4. Click **Send**. There are two possible outcomes:
  - If the Order Delivery Type is set to LE (letter), you receive a pop-up message informing you that the order (in ALEPH XML format) has been placed in  
./xxx50/print/edi:



The order status is changed to SV (sent to vendor).

- If the Order Delivery Type is set to LI (list), you receive a pop-up message informing you that the EDI messages will be produced when the batch service has been run:



The order status is changed to RSV (Ready Sent to Vendor).

5. Next, from the **Services** menu, point to **Orders and Claims** and select **Send List of Orders to a Vendor (acq-14)**.
6. Select one sublibrary only (which is sending the list of orders). Set a time for the service to run and click **Submit**. acq-14 produces a file with a list of orders in ALEPH XML format which is placed in the `./XXX50/print/edi` directory.

#### Note

When choosing *All* to include orders of all sublibraries, or orders of more than one sublibrary sent by EDI, check that `tab35` has a line set up for the active ADM library (see `tab35` on page 81).

7. Send all the EDI orders (LI or LE) by submitting the Send Outgoing EDI messages (edi-11) service. From the Services menu, point to EDI and click Send Outgoing EDI messages (edi-11). edi-11 produces EDI files from the ALEPH XML format files and sends them to the EDI vendor.

### Order Form, Vendor Tab

The following fields are relevant for EDI:

## Vendor Code

Select a vendor that is defined as an EDI vendor.

## Order Delivery Type

The manner in which your library produces an order letter to the vendor. The options are:

- LE - Single order
- LI - List of orders

Both delivery types, letters and lists, can be sent to the vendor in an EDI format, provided EDI is set in the Send Letter by field.

## Send Letter by

Select **EDI**.

This field is available only when LE is selected in the Order Delivery Type field. The content of this field is taken by default from the Letter Send Method field of the relevant Vendor record. However, you can change the value of the field, meaning even if the vendor is defined as an EDI vendor you can still send him letters or e-mail messages if you wish. If LI (list) is selected in the Order Delivery Type field, then the Send Letter by field does not appear and the list is sent to the vendor as specified in the List Send Method field of the relevant Vendor record.

### Note

For help on other options, see the Orders chapter on page 43.

## 6.3 Claim Record via EDI

Claims for orders and issues can be sent out by EDI via the Acquisitions/Serials GUI online or through batch procedures.

### Note

A claim can only be sent by EDI if the corresponding order has been sent by EDI.

### 6.3.1 Online Claims for Orders

Before making an online claim, make sure that in the Vendor's record, the EDI For Order Only option is not selected.

To send a claim letter by EDI, follow these steps:

1. In the Order List window click **Claims**.
2. After you have finished writing the claim, click **Send**. You receive a pop-up message telling you that the claim letter (in ALEPH XML format) has been placed in `./xxx50/print/edi`.

3. From the Services menu, point to EDI and select the Send Outgoing EDI messages (edi-11) service to open it. Enter the time you want the service to run and click **Submit**. This service produces the EDI file out of the XML file and sends it to the EDI vendor.

### 6.3.2 Batch Claims for Orders

You can use the Claim Report and Letters for Monograph Orders (acq-12) to produce claims. When the Send Outgoing EDI Messages (edi-11) service is run, if the order has been sent by EDI, the system consults the EDI For Order Only field in the Vendor's record.

- If EDI For Order Only is not selected, an EDI CLAIM file will be sent to the vendor
- If EDI For Order Only is selected, the claim will not be sent by an EDI CLAIM file.

### 6.3.3 Online Claims for Serials

To set up an online claim for a serial, follow these steps:

#### Note

Before making an online claim, make sure that in the Vendor's record, the EDI For Order Only option is not selected.

1. From the Items List window of the Serials module, click **Claims**.
2. In the Format field select one of the EDI options:
  - Option 90- missing issue
  - Option 91- wrong issue supplied
  - Option 92- damaged copy
  - Option 93 - too many copies received
  - Option 94 - insufficient copies received
  - Option 95 - other reason

If one or more options are not available in the Format field, add the option/s to the SERIAL-CLAIM-FORMAT section of the pc\_tab\_exp\_field.lng table in the ADM library.

For example:

```
SERIAL-CLAIM-FORMAT      L EDI claim - missing issue      90
```

#### Note

The serial claim formats 90 to 95 (inclusive) are saved for EDI and cannot be used for other purposes.

3. After you have finished writing the claim, click **Send**. You receive a pop-up message telling you that the claim letter (in ALEPH XML format) has been placed in the `./XXX50/print/edi` directory.
4. From the Services menu, point to EDI and select the Send Outgoing EDI Messages (edi-11) service to open it. Enter the time you want the service to run and click **Submit**. This service produces the EDI file out of the XML file and sends it to the EDI vendor.

### 6.3.4 Batch Claims for Serials

You can use the Print Claim Letters (serial-44) service to generate claims for serials. When activating the Send Outgoing EDI messages (edi-11) service, if the order has been sent by EDI, the system consults the EDI For Order Only field in the Vendor's record.

- If EDI For Order Only is not selected, an EDI CLAIM file will be sent to the vendor
- If EDI For Order Only is selected, the claim will not be sent by an EDI CLAIM file.
- Order Cancellation

### 6.3.5 Cancellation Letters

A cancellation can only be sent by EDI if the corresponding order has been sent by EDI and if the EDI For Order Only check box in the Vendor's record is empty.

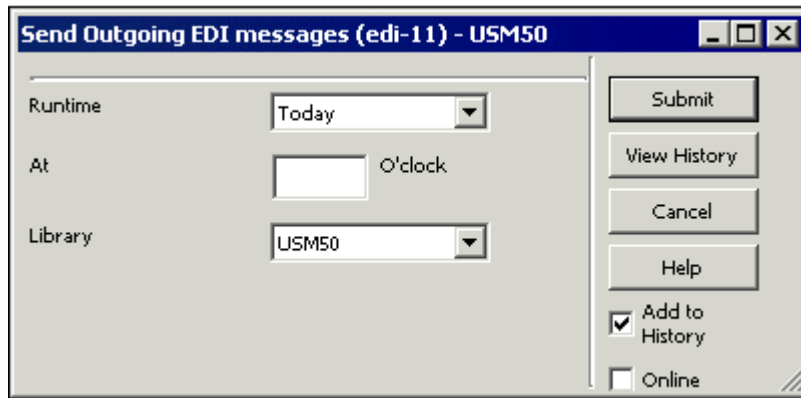
Click **Print/Cancel** in the Order List of Admin Record form and select **Print cancellation letter to vendor**. The order status changes to LC (library canceled).

Each time you produce a cancellation letter for an order that has been sent by EDI, you get a pop-up message telling you that the cancellation letter (in ALEPH XML format) has been placed in `./XXX50/print/edi`.

After that, submit the Send Outgoing EDI messages (edi-11) service to produce the EDI file out of the XML file and send it to the EDI vendor.

## 6.4 Send Outgoing EDI Message (edi-11)

Use the Send Outgoing EDI Messages (edi-11) service to send all outgoing EDI messages to vendors:



The edi-11 batch process scans all XML files that have been produced (orders, order claims, serial issues and cancellations). These files are placed by the system initially in the `./xxx50/print/edi` directory.

If the process determines that the file has all the information needed for an EDI communication, it produces an EDI file and copies the original file to the `./xxx50/edi/out/xml_processed` directory.

If the process detects a problem in the XML file, the file is copied to the `./xxx50/edi/out/xml_rejected` directory and the process is stopped.

The EDI files that have just been created out of each of the files located in `./xxx50/edi/out/xml_processed` are located in `./xxx50/edi/out/edi_outgoing`.

edi-11 attempts to send each of the EDI files to the vendor. When the transfer of an EDI file is successful, it is moved to the `./xxx50/edi/out/edi_sent` directory.

If the transfer of an EDI file to the vendor fails, that EDI file is moved to the `./xxx50/edi/out/xml_rejected` directory.

This function can be identified in the Batch Log and Batch Queue by the procedure name `p_edi_11`.

## 6.5 Load EDI Messages

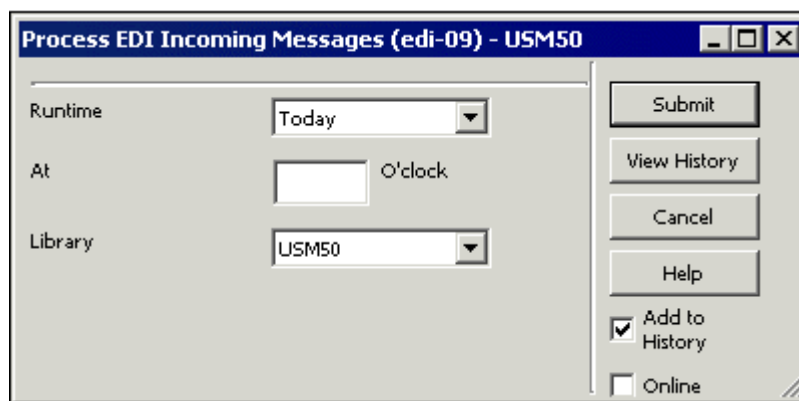
ALEPH supports the following incoming EDI messages:

- Serials and Monographs Invoice - EDI message type: INVOIC.
- Orders/Claims response for Serials and Monographs- EDI message type: ORDRSP

### Note:

When you load incoming data into ALEPH, the ALEPH order number (Z68-ORDER-NUMBER) must be indicated. This data must be contained in the EDI segment RFF+LI.

- In order to load EDI invoices into ALEPH, do the following:
  1. Carry out the prerequisite EDI setup. All EDI incoming files must be located in the directory `./xxx50/edi/in/edi_incoming`.
  2. If the FTP directory that was defined for the vendors is not `./xxx50/edi/in/edi_incoming`, move all the EDI incoming files to this directory manually.
  3. Activate the Process EDI Incoming Messages (edi-09) Acquisitions/Serials GUI service.



This function scans all the new incoming EDI files that are located in your server under the `./xxx50/edi/in/edi_incoming` directory and converts them into ALEPH XML files. If the conversion is successful, files with the same name and an xml extension are created in `./xxx50/edi/in/xml_incoming`, and the original EDI files are moved to `./xxx50/edi/in/edi_processed` along with a log file (.log) that indicates any problems during the processing. If the conversion is unsuccessful, the original EDI files are moved to `./usm50/edi/in/xml_rejected` along with a log file (.log).

Optional: Note that when Invoice is loaded by EDI, there is an option to activate “EDI Invoice Load – Preview” (edi-12). It should be run after edi-09 and before edi-10.

The new edi-12 service looks for INVOICE files in the `./xxx50/edi/in/xml_incoming` directory and performs a preview mode load into Aleph. Other types of incoming EDI messages (such as “serials check-in”) are not processed by edi-12.

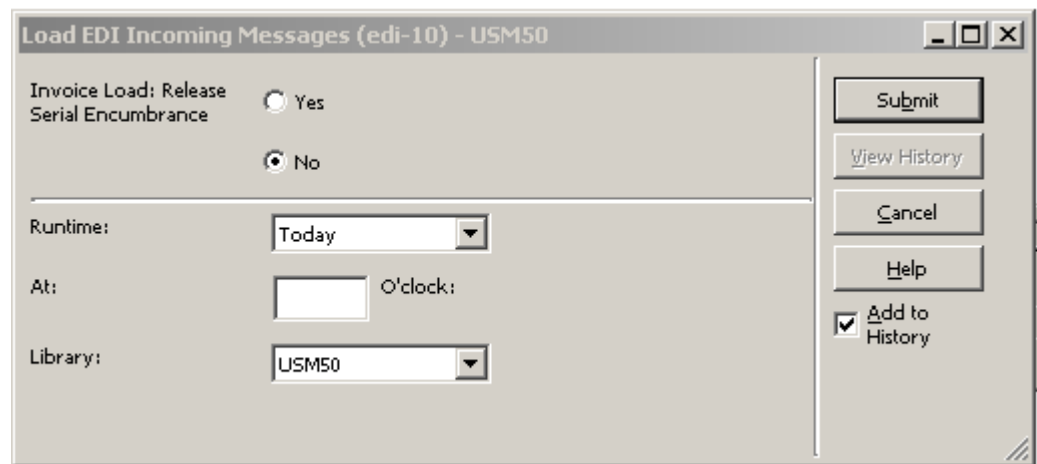
Upon submitting edi-12, the invoice load activates all actions without actually updating the general invoice, line item, budget transaction, order, and log.

The output file reports the predicted inconsistencies such as an insufficient budget for an order.

The edi xml file which is processed is not moved to `./xxx50/edi/in/xml_processed`. It remains at `./xxx50/edi/in/xml_incoming` (ready for the next execution by edi-10).

The purpose of this feature is to alert you to possible actions and errors that may occur when actually updating the database.

#### 4. Run the Load EDI Incoming Messages (edi-10) service



This function scans the files in the `xxx50/edi/in/xml_incoming` directory and loads them into Aleph. If the load is successful, the XML file is moved to the `xxx50/edi/in/xml_processed` directory. The loading of each EDI file is recorded in the EDI Load Log (see below).

Load EDI Incoming Messages (edi-10) service includes the option to release the encumbrance of serials and standing orders to which the EDI invoice load is performed. This feature is controlled by the **Invoice Load: Release Serial Encumbrance** field.

The Invoice Load: Release Serial Encumbrance field is relevant only for loading invoice line items for serial and standing orders.

Selecting "Yes" releases the "unused" encumbrance amount back to the budget of the fiscal year (similar to the way monograph orders are handled when an invoice is registered). The Serial/Standing order invoice status stays "incomplete" to allow the registration of invoices in coming years. Use this option when future invoices are not expected to be received for the order in the current fiscal year and redundant encumbrance amounts can be released back to the budget for other usages.

Selecting "No" causes the "unused" amount to remain at the encumbrance active sum. The Serial/Standing order invoice status stays "incomplete".



Note that this field is relevant only when the same budget is used for both order encumbrance and invoice line item.

## 6.6 EDI Load Log

Every run of edi-10 is assigned a number that comes from the last-edi-log-no sequence of the ADM library counter (UTIL G/2). To view the log of each run by its log number via the EDI Load Log, in the Acquisitions/Serials GUI, from the Navigation Tree of the Administration Tab, select the EDI Log Load root.

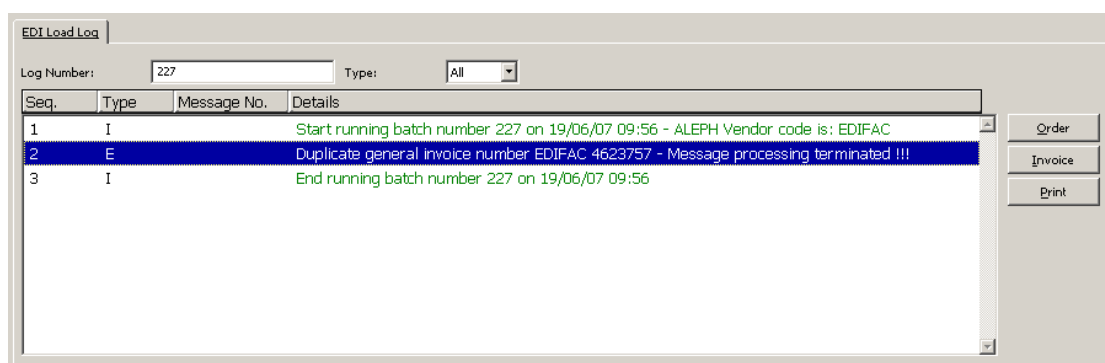
edi-10 creates at least two entries (Z74) out of the EDI Load Log (start date and end date). Additional log records can be created in various cases, such as a missing order number, duplicate general invoice, and so on.

In the event that the vendor code of the loaded EDI file is not found within ALEPH, edi-10 does not carry out the loading process at all and an EDI Load Log (Z74) is not created.

The EDI Load Log records each EDI file that is loaded into ALEPH and shows all transactions accrued during the load. Each transaction can be of the following types:

- I = Informs that the transaction was carried out successfully.
- W = The transaction was carried out successfully, but the system issued a warning that the system found a mismatch. For example ISBN is missing from the order record
- E = The transaction was not carried out. For example in a situation where the invoice number appearing in the loaded file already exists in the system.

Set your run number in the Batch Number field at the top of the EDI Load Log window:



The highest run number is the default for this field.

You can link a line to an order or an invoice, by clicking the relevant button: **Order** or **Invoice**.

You can sort, for display purposes, the log records appearing in the EDI Load Log pane according to the various types, by selecting the required types from the Type box.

For display purposes, you can sort the log records appearing in the EDI Load Log pane according to the various types. Select the required type from the Type box.

### **6.6.1 Loading an Incoming EDI Invoice into ALEPH**

When the p-edi-10 procedure is completed, general invoices (Z77) and line items (Z75) are created for the orders (Z68). The budget transactions (Z601) of the related orders are updated and the orders' invoice statuses (Z68-INVOICE-STATUS) are changed (if required). The new invoices can be displayed and updated via the Acquisitions/Serials GUI as well as all other manually entered invoices.

#### **Note**

When starting to implement this function and after installing a new service pack or upgrading to new version, it is highly recommended to back up (using p\_file\_03) the following records: Z77, Z75, Z68, and Z601. Once the job is running smoothly, it is not necessary to back up the data each time you run this function.

### **6.6.2 Loading Incoming EDI Order Responses into ALEPH**

The system creates an order log (Z71) of messages of type 94 (EDI response from vendor) for each order with a corresponding response loaded by the edi-10 service.

In addition an EDI load log (Z74) is generated with transaction type I (info)

In order to view the order log (Z71) of messages of type 94, check that you have the following setting in the ADM tab45.lng table :

```
94 Y N LEdi response from vendor
```

To view all loaded orders/claims responses, select the Navigation Tree of the Administration Tab and click Action Log Messages (see below).

#### **Action Log Message**

In general (not specifically for EDI), the Action Log Messages window displays all order transactions, to be handled or taken note of, for the period up to and including that day's date.

For EDI purposes, the Action Log Messages window displays all responses from a vendor received via EDI. This means you do not have to search each order log in order to find the log transaction triggered by the loading of the EDI claim/order response.

When an EDI response from a vendor is loaded into your system, a type 94 entry (EDI Response from Vendor) is automatically created and its Action Date is set to zero. The EDI Log entries are displayed in the Action Log Messages window.

Click **Order** to go from each log message to its related order.

The sort routine of the list is the same as the sort routine of the Order Log list (it is taken from the following `pc_server_defaults` environments:

`acq_user_z71_sort_routine AND acq_user_z71_sort_order`).

### 6.6.3 Registering Serial Issue Arrival

When the p-edi-10 procedure is completed, serial issue arrival is registered, the arrival date of the issue is updated and the issue processing status is changed to blank. In addition, a subscription log of type 34 (Issue arrived/not arrived) is registered for each issue the arrival was registered for. The Subscription log message can be displayed from the Serial functional tree, Subscription root, [G] Log node.

An EDI load log is generated with transaction type I (info).

## 6.7 Specifications of ALEPH Requirements for EDI

It is essential that the specifications listed here are stated explicitly in all EDI-related agreements between ALEPH customers and third party vendors.

### 6.7.1 Mapping of EDItEUR messages sent by ALEPH

This section maps EDI segments that are used by ALEPH when producing outgoing EDI messages.

#### **ORDERS books version 1.2 – 11 September 2001**

Code	Tag
UNA	
UNB	
UNH	
BGM	
DTM	
NAD	BY, SU
RFF	VA, API
CUX	
LIN	
PIA	IB
IMD	170, 110, 109, 50, 11, 10
QTY	
FTX	
PRI	AAB
CUX	
RFF	LCO, LI, BFN
LOC	7 (for target ID); 20 (for sublibrary name)
NAD	
TDT	
UNS	
CNT	

Code	Tag
UNT	
UNZ	

**ORDCHG (for cancellation only) Books version 1.2 – 11 September, 2001**

Code	Tag
UNA	
UNB	
UNH	
BGM	
DTM	
NAD	BY, SU
RFF	VA, API
CUX	
LIN	DE 1229 = "2".
PIA	DE 4347= "5", CE 7143="IB"
IMD	009, 010, 011, 050,
RFF	LI, SLI, BFN
UNS	
CNT	
UNT	
UNZ	

**OSTENQ Books Version 1.2 - 11 September 2001**

Code	Tag
UNA	
UNB	
UNH	
BGM	
DTM	
NAD	BY, SU
DOC	
LIN	
PIA	DE 4347= "5", CE 7143="IB"
IMD	009, 010, 011, 050
RFF	LI, ACT, SLI
QTY	CE 6063 = "21"
FTX	not in EDItEUR guidelines. The structure is as in ORDERS L-4-29 using C108 TEXT LITERAL
UNS	
CNT	
UNT	
UNZ	

### **OSTENQ Serials version 1.3 - 20 December 2000**

<b>Code</b>	<b>Tag</b>
UNA	
UNB	
UNH	
BGM	
DTM	
NAD	BY, SU
DOC	
LIN	
PIA	DE 4347= "5", CE 7143="IS"
IMD	009, 010, 011, 050, 080
STS	DE 9011 = "CSD", DE 9013 = 55, 56E, 58E, 59E, 218, 239
RFF	SNA, SNL, ACT
QTY	CE 6063 = "21"
FTX	not in EDItEUR guidelines. The structure is as in ORDERS L-4-29 using C108 TEXT LITERAL
UNS	
CNT	
UNT	
UNZ	

#### **6.7.2 Requirements for EDI messages sent to ALEPH**

This section details the specifications that are used by ALEPH when translating an incoming message from EDI format into ALEPH standard format.

If not stated otherwise, ALEPH accepts all codes specified in the EDItEUR guidelines.

#### **DESADV**

Serials

PIA – SI code for SICI number.

#### **ORDRSP**

Books

BGM – 231 or 23C codes for quick distinction as books message.

IMD – only the subset for brief description in both the numeric and alpha codes is implemented.

RFF – in the line section of the message, LI code (not ON), that signifies buyer's original order number, is a must for ALEPH 500. In addition, SLI (supplier's order number) can be sent for better future communication. However, if LI is not available,

SLI code is a must, if former messages sent to the library used this SLI number so ALEPH500 already saved it.

RFF – if the ORDRSP message is a response to a claim and not to an order, in the line section of the message, ACT code must appear with the buyer's original claim number including the claim sequence number. The original claim number was sent to the vendor under ACT code in the OSTENQ message.

#### Serials

BGM – 23S code for quick distinction as serials message.

IMD – both the numeric and alpha codes are acceptable.

RFF – in the line part of the message, LI code (not ON), that signifies buyer's original order number, is a must for ALEPH500. In addition, SNA (agent's subscription number) or SNP (publisher's subscription number) can be sent for better future communication. However, if LI is not available, SNA or SNP code is a must.

RFF – if the ORDRSP message is a response to a claim and not to an order, in the line section of the message, ACT code must appear with the buyer's original claim number including the claim sequence number. The original claim number was sent to the vendor under ACT code in the OSTENQ message.

---

## INVOIC

### Books

MOA - on line level 203 or 128 amount.

MOA - on invoice level (summary section) 9 total payable amount, 124 VAT amount, 176 total tax amount (if there are other taxes beside VAT) and 8 (header section) allowance or charge amount for the invoice as a whole.

RFF – in the line section of the message, LI code (not ON code), that signifies buyer's original order number, is a must for ALEPH500. In addition, SLI (supplier's order number) can be sent for better future communication. However, if LI is not available, SLI code is a must, if former messages sent to the library used this SLI number so ALEPH500 already saved it.

### Serials

BGM - JINV or JCRN in component data element 1000 for quick distinction as serials message.

MOA - on line level 203 amount.

MOA - on invoice level (summary section) 9 total payable amount, 124 amount for VAT, 176 total tax amount (if there are other taxes beside VAT) and 8 (header section) allowance or charge amount for the invoice as a whole.

RFF – in the line part of the message, LI code (not ON code), that signifies buyer's original order number, is a must for ALEPH500. In addition, SNA (agent's subscription number) can be sent for better future communication. However, if LI is not available, SNA code is a must.

## 7 Invoices

There are two ways to register an invoice:

- Order Path
- Invoice Path

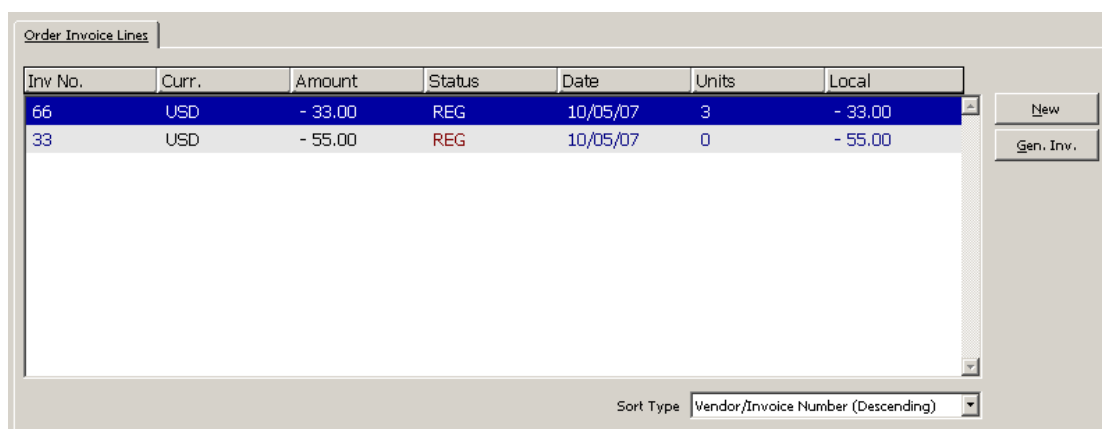
Use the Order Path when you want to register an invoice for one specific order.

Use the Invoice Path when you want to register an invoice for different orders.

There is also an option to create general invoices and line items for Serials orders by loading EDI files from EDI vendors. For more information about this option, see chapter 6 EDI on page 79. The Bulk Arrival process also enables registering general invoice and line items for arrived material. For more information about this option, see section [8.3 Bulk Arrival](#) on page [120](#).

### 7.1 Order Path

Retrieve an order using the Order bar. Highlight the order on the Order List and then select the Invoice node from the Order tab; the Order Invoice Lines tab will be displayed:



Inv No.	Curr.	Amount	Status	Date	Units	Local
66	USD	- 33.00	REG	10/05/07	3	- 33.00
33	USD	- 55.00	REG	10/05/07	0	- 55.00

This screen shows the list of invoices that have been registered for a specific order and enables you to update an invoice or create a new invoice line together with a new general invoice. To modify the details of a line item invoice, highlight the desired line and update the lower pane form.

## New

To register the details for a new line item invoice, click **New**. If a General Invoice does not already exist, one will be created for you.

## Gen Inv

To view or update the existing General Invoice and its line items, highlight a line item and click **Gen Inv**. You will be transferred to the Invoice Tab, which provides access to the General Invoice form and the Line Item form.

## 7.2 Invoice Path


This section explains the Invoice Path and includes the following screens:

- General Invoice Form
- Invoice Line Items
- Line Item Form
- Budget List of Invoice

To register an invoice, use the Invoice Bar, which allows you to retrieve a general Invoice and its line items or to create a new invoice.



In the leftmost field, select the Vendor Code from the Vendor List or type in the desired vendor code.

In the adjacent field, select the desired invoice number or type it in. To add a new invoice for the selected vendor, type in the new general invoice number, click 

The General Invoice Form will be displayed in the upper pane.



### 7.2.1 General Invoice Form

This form enables you to register information about a General Invoice. The following read-only information is displayed at the head of the form: Line Items (display the number of line items that are attached to the general invoice), Total Amount of the General Invoice and Total Amount of all attached Line Items.

The General Invoice Form has two panes:

1. The upper pane, which is divided into two tabs: Invoice tab and Payment tab.
2. The lower pane, which is divided into five tabs which display read-only information regarding vendor and vendor addresses.

## Buttons

The following buttons are available on this screen:

### Update

When you are finished filling in the form, click **Update**.

### Refresh

To have the system recalculate the Total Amount and the Local Amount, reset the Total Amount to zero and click **Refresh**.

### Delete

To delete a General Invoice along with all its Line Items, click **Delete**. You will be asked if you are sure you want to delete.

### Change Invoice Number

This button enables the user to change the General Invoice Number. Clicking this button will open the Invoice Number window in which the new number should be entered. If one of the following records is connected to the General Invoice, the action will also update them: Budget Transaction, Line Items and Item Record.

### Print

Lets you print the invoice information, including invoice line information and budget information.

### Cancel

The system will cancel the transaction.

## Invoice Tab

Vendor Code:	20CENTURY	Invoice Number:	254139	Update		
Net Amount:	100.00	Refers to Invoice:		Invoice Date:	18/06/2007	Refresh
Shipment Amount:	5.00	Type:	REG	Received Date:	22/06/2007	Delete
Overhead Amount:	2.00	Status:	REG	Shipment Date:	18/06/2007	Change Inv. No
Insurance Amount:	3.00	Currency:	USD	VAT Recipient:		Print
Discount Amount:	0.00	Explicit Ratio:	0.000000	VAT Percent:	0.00	Cancel
Total Amount:	110.00	<input checked="" type="radio"/> Debit	<input type="radio"/> Credit	VAT Amount:	13.75	
Total, Incl. VAT:	123.75			<input type="checkbox"/> VAT Per Line Item:		
Local Amount:	123.75			<input checked="" type="checkbox"/> Add VAT to Total Amount		
Note:						

### Vendor Code

The Vendor Code will be filled in automatically by the system.

### Invoice Number

Enter the Invoice Number as assigned by the vendor. You can enter up to 15 characters.

### Net Amount

Enter the amount specified on the invoice for this order.

**Refers to Invoice**

If there is an original invoice to which the current invoice refers, enter its number here.

**Invoice Date**

Mandatory. This is the date on which the General Invoice was prepared by the vendor.

**Shipment Amount**

Optional.

**Type**

Select the invoice type. The type can be REG (regular), PRO (proforma), or DEP (deposit). If left blank, the invoice type defaults to REG. The list can be enriched by your system librarian. The invoice type is for information purposes only; all invoice types are handled in the same manner by the system.

**Received Date**

This is the date on which the General Invoice was received or registered by the library. If the date is left blank, the system will automatically fill in the current date.

**Overhead Amount**

Optional.

**Status**

The status can be REG (regular) or SUP (supplemental). If left blank, the status defaults to REG. Additional Invoice Status can be set by your system librarian. This status is for information purposes; both statuses are handled in the same manner by the system.

**Shipment Date**

This is the date on which the invoice was sent by the vendor to the library. If the date is left blank, the system will automatically fill in the same date as the invoice date.

**Insurance Amount**

Optional.

**Currency**

Mandatory. Choose the currency used for the invoice. The first currency defined in the vendor record will be entered as the default.

**VAT Recipient**

Choose the body that should receive the Value Added Tax. The list of VAT recipients can be set by your system librarian.

**Discount Amount**

Optional.

**Explicit Ratio**

If the vendor defines an explicit currency ratio, enter it here. The system will calculate the local price accordingly. If no ratio is entered, the system will consult the currency table.

**VAT Percent**

Optional. This field can be edited only when the VAT per Line field is set to No (unchecked). If you wish, you can enter the percent of the Total Amount that should go to the VAT Recipient and the system will automatically calculate the VAT Amount. The VAT Amount is included in the Total Amount. (For example, if the Total Amount is \$117, and you enter 17% for the VAT percent, then the system will calculate the VAT Amount to be \$17.)

When the VAT per Line field is set to Yes (checked), the VAT Percent field becomes inactive and the VAT amount is calculated from the VAT amounts of all attached line items only.

**Total Amount**

If you leave this field blank, the system will automatically fill in the Total Amount in the vendor's currency, based on the Net Amount plus additional charges or minus discounts.

**Note**

The system takes the difference between the Net Amount and the Total Amount (the difference being the added charges and discounts) and adds it proportionally to all the orders linked to the invoice. If you do not want the charges distributed proportionally to all the orders, then you must manually enter the Total Amount, making sure that it is the same as the Net Amount.

**Debit/Credit**

Indicate whether this is a Debit Invoice or a Credit Invoice.

**VAT Amount**

Optional. This field can be edited only when the VAT per Line field is set to No (unchecked). The VAT amount is the amount that should go to the VAT recipient. The VAT Amount is included in the Total Amount.

When the VAT per Line field is set to No, the VAT amount of the general invoice is the value which is indicated in this field and VAT values of all attached line items are calculated according to the VAT percent of the general invoice.

When the VAT per Line field is set to Yes (checked), the VAT Amount field becomes inactive. It is calculated from the VAT amounts of all attached line items.

**Local Amount**

The system will automatically calculate this information based on the effective currency exchange rate or based on the explicit currency ratio value. This information is for display only. It cannot be changed on this screen.

**VAT per Line**

The VAT per Line field can be either Yes (checked) or No (unchecked). Its default value is No.

When set to Yes, this means that the VAT values of the line items can be set individually for each line item and the VAT amount of the general invoice is calculated from the VAT amounts of all attached line items.

When set to No, this means that the VAT amount of the general invoice is as indicated in the VAT Amount field and the VAT values of all attached line items are calculated according to the VAT percent of the general invoice.

### **Add VAT to Total Amount**

This checkbox indicates the VAT calculation method set for the General Invoice.

Add VAT to Total Amount can be either Yes (checked) or No (unchecked). Its default value is No.

When set to Yes, the VAT amount is added to the Invoice Total Amount. The total amount with the VAT is reported in the field Total, Incl. VAT.

When set to No, the VAT amount is not added to the Invoice Total Amount. The Total Amount field has the same value as the Total, Incl. VAT field.

The VAT calculation method cannot be changed after the General Invoice is written. The Invoice Line Items inherit the VAT calculation method set for the General Invoice and cannot be different.

### **Note**

You can enter a note up to 60 characters in length.

## **Payment Tab**

### **Payment Date**

Enter the date on which the General Invoice was paid. (Leave zeroes if the invoice is not yet paid.)

### **Check Number**

Enter the number of the check that was used to pay the General Invoice. (Leave this field blank if the invoice is not yet paid.)

### **Amount**

Enter the Amount that was or will be paid.

If the Amount field is left empty but the Payment Date field is filled and the Payment Status is P (paid), the Amount will be taken from the Total Amount field of the Invoice tab in the General Invoice form.

### **Status**

Choose the appropriate payment status. Standard payment statuses include:

- N - not ready to be paid
- R - ready to be paid
- Y - payment authorization given

- P - paid

More payment statuses can be set by your system librarian. Your system librarian can also determine the default payment status when a general invoice is created and which payment status will freeze the invoice. This means that all operations in the General Invoice and related line items (except for changes in payment status) are not allowed.

### Approval Dept.

From the pull-down list choose the approval department for this General Invoice. The list of approval departments can be set by your system librarian, who can also set a default approval department so that this field will be automatically filled in by the system. This field can be used as a filter when running the service: Invoice Report (acq-10).

### Approval Number

You can either manually type in an approval number for this General Invoice or assign a system approval number by running the service Invoice Report (acq-10). This field can also be used as a filter when running the service: Invoice Report (acq-10).

### Invoice Line Items

In order to register a new line item in the General Invoice or to update an existing line item, select the Line Items node of the Invoice Tab. The Invoice Line Items tab will be displayed in the upper pane.

No.	Order Number	Object Code	Units in Inv	Net amount	Total amount	Units in or Budget
1	51070	BOOK	1	- 10.00	- 11.00	1 ART-2003
2	50802	SER	1	- 125.00	- 137.50	1 SCI-3-2003

This screen lists all invoice line items that are attached to a specific General Invoice. The following read-only information is displayed at the head of the form: Line Items (display the number of line items that are attached to the general invoice), Total Amount of the General Invoice and Total Amount of all attached Line Items.

To modify an existing line item, highlight its line and update its details in the Line Item form of the lower pane.

The following buttons are available:

### Add

To add a new line item, click **Add**. In the window that appears enter the order number to which you want to add a line item. Select Ignore to add a line item not connected to an order. This will activate the Line Item Form in the lower pane.

### Delete

To remove a line item from the list, highlight the line item and click **Delete**.

### **Order**

To jump to the order list of the order associated with a line item, highlight the line item and click **Order**. This button will be inactive when the highlighted line item is not connected to an order.

### **Line Item Form**

The screen is divided into two main tabs:

- Line Item Form
- Order Info

The short bibliographic information related to the linked order record is displayed at the top of the lower pane:



The Order Info. tab in the lower pane also displays read-only information related to the order: Order Information, Bibliographic Information, Invoice, Expenditure and Encumbrance.

The Invoice Line Item Expand tab enables you to register an entry for an individual order (Line Item) in the General Invoice. If a General Invoice does not already exist, one will be created for you, based on the information you provide in the following fields: Type, Status, Currency, Invoice Date, Received Date, Shipment Date and Approval Dept. If a General Invoice already exists, these fields will not appear on this Line Item form.

Buttons on this screen include:

### **Add/Update**

When you are finished filling in the form, click **OK**.

### **Refresh**

If you wish to have the system calculate and display the added amount, total amount and local amount (based on the effective currency exchange rates), click **Refresh**.

### **Budgets**

To view or assign the budgets that will pay for this invoice, highlight the order and click **Budgets**.

## **Fields**

### **Note**

Part of the fields are displayed when a new line is added (this is not the case when you update an existing line item).

Following is the help for each field.

**Vendor Code**

The system will automatically fill in the Vendor Code.

**Estimated Price**

Optional. Enter the Estimated Price for this Invoice Line Item. As a default, the system automatically fills in the value that has been entered in the Final Price field on the Quantity & Price tab of the Order Form.

**Net Amount**

Enter the Net Amount of the order in the vendor's currency.

**Added Amount**

The system will automatically calculate this information by taking the Added Amounts in the General Invoice and distributing them proportionally to the individual orders. The amount shown here is in the vendor's currency.

**Total Amount**

The system will automatically calculate this information by adding the Net Amount and the Added Amount. The Total Amount is in the vendor's currency. If the Total Amount is changed later, and the order has a budget assigned to it, the budget will be debited accordingly.

**Local Amount**

The system will automatically calculate this information based on the effective currency exchange rate. This information is for display only. It cannot be changed on this screen.

**Number of Units**

Enter the number of units being invoiced. As a default, the system will automatically fill in the value that was entered in the Number of Units field on the Quantity & Price tab of the Order Form. In case there are more line items for this order, the number of units is set as the remaining number of units from the order and other line items.

**Invoice Number**

The system will automatically fill in the Invoice Number.

**Credit/Debit**

Indicate whether this is a Debit invoice or a Credit line item invoice.

**Currency**

Choose the Currency used for the invoice.

**Object Code**

Select the appropriate Object Code for this line item. If the use of an object code is mandatory (depending on your system setup), an Object Code must be assigned to the Invoice and must match the assigned budget's object codes.

**VAT Percent**



Optional. If the VAT per Line check box of the General Invoice is set to NO (unchecked), this field will become inactive. If the VAT per Line check box of the General Invoice is set to YES (checked), this field can be edited and you can calculate the VAT amount by entering a VAT percent in this field.

### **VAT Amount**

Optional. If the VAT per Line check box of the General Invoice is set to NO (unchecked), this field will become inactive. If the VAT per Line check box of the General Invoice is set to YES, (checked), this field can be edited and the VAT Amount can be entered manually or calculated from the total amount by entering a VAT Percent.

### **Note**

You can enter a line item note up to 200 characters in length.

### **Check Subs. Date Overlap**

(Only for Serials and Standing Orders Line Items)

If the check box is marked, the Subs. From/To Dates fields are mandatory and the coverage period is checked against other invoice line items of the same order to see if there is a date overlap. If the check box is not marked, you will not have to fill in the Subs. From/To Dates fields and the system will not check whether there is an overlap of dates.

**System Librarians only**

The default value (checked or non-checked) for this check box is determined in acq.ini.

### **Subs. From/To Date**

(Only for Serials and Standing Orders Line Items) Enter the subs. coverage period of the invoice. These fields are mandatory only when the Check Subs.Date Overlap field is checked.

### **Order Completely Invoiced**

This field is relevant only for invoice line items of monograph orders. Check this field if the invoice is complete, that is, you do not expect another invoice for the order. Mark the box by clicking it. If you expect to receive additional invoices for this order, leave the box blank. For incomplete invoices, the system continues to debit the encumbrance from the budget until the invoice is complete. When the invoice is complete, if the invoiced amount is different from the encumbrance, the budget is debited according to the invoiced amount.

The option to check/uncheck this box is only available when adding a new Line Item. When modifying, the check box is not displayed. To modify an invoice status, use the Invoice Status Complete check box of the Order Information tab in the Order Form.

### **Release Reminded Encumbrance**

This field is relevant only for invoice line items of serial and standing orders.

Selecting this check box releases the "unused" encumbrance amount back to the budget of the fiscal year (similar to the way monograph orders are handled when invoice is registered). The Serial/Standing order invoice status stays "incomplete" to allow registration of invoices in coming years. Use this option when future invoices

are not expected to be received for the order in the current fiscal year and redundant encumbrance amounts can be released back to the budget for other usages.

Leaving this check box cleared causes the "unused" amount to remain at the encumbrance active sum. The Serial/Standing order invoice status stays "incomplete".

Note that this field is relevant only when the same budget is used for both: order encumbrance and invoice line item.

The option to select/clear this check box is only available when adding a new line item. When modifying an existing line item, the check box is not displayed.

### **Budget List of Invoice**

When you click the **Budgets** button on the Line Item Form, the screen below is displayed.

Budget number	Enc/Active Amount
AAA-2004	10.00

Budget Code to Add:

Amount to Debit:

Percent to Debit:

Invoiced Amount:

Local Amount:

Currency of Invoice:

Total Debits:

This screen lists the budgets that will pay for the invoice of this order. You can assign one or more budgets. In this way, several budgets can pay various amounts toward the total sum of the order.

The Enc/Active Amount column displays the Encumbrance Sum, broken down into two parts:

- The first part is the original encumbrance amount that is based on the estimated price on the Order Form.
- The second part is the difference between the original encumbrance amount and the amount on the invoice. This difference is referred to as the Active Amount. (The Active Amount automatically becomes zero when the invoice is registered as "complete".)

## Buttons

The buttons available on this screen are:

### Add Budget

To assign a new budget for this invoice, fill in the field called Budget Code to add and then click the **Add Budget** button.

### Debit

To indicate the amount that a particular budget will be debited, highlight the budget, then enter the amount in the field called Amount to Debit and click the **Debit** button.

### Delete Budget

To delete a budget from the list, highlight the budget and click **Delete**.

### Balance

To view the balance of the selected budget, click **Balance**.

### Create

This button enables you to recreate the budget from the order's encumbrance.

If budget creation from encumbrance fails, a message will be displayed giving details of all errors.

For example: In a system that works with object-code: Budget creation fails when the Budget's Object Code does not match the Line Item's Object Code. A message will be displayed showing that there is no match between the object codes.

### Close

After you have made all desired changes to the screen, click Close.

## Fields

### Budget Code to Add

This is the unique code identifying the budget. Click the arrow to the right of the field to choose from a list of budgets.

### Amount to Debit

This is the amount that will be debited from the highlighted budget. You can fill in the actual amount in this field or leave this field blank and enter a percentage of the estimated price in the Encumbrance Percent field.

### Percent to Debit

This is a percentage of the amount that will be debited from the highlighted budget. If you fill in this field, then leave the Encumbrance field blank.

### Invoiced Amount, Local Amount, Currency of Invoice

The information in these three fields is for reference only; it can not be changed on this screen.

### Total Debits

If one or more budgets have been assigned to pay the invoice, this field shows the total amount that has so far been debited.

### 7.3 General Invoice Payment Log

The Invoice Payment Log keeps track of various updates made in the General Invoice Payment status. The Invoice Payment Log is accessible by selecting the Invoice Payment Log node from the Invoice tab.

Invoice Payment Logs can be automatically registered when the following actions are performed:

- General invoice payment status is initially set
- Payment status is updated
- General invoice is "Paid"

In addition, the user may add a manual log containing a free-text note related to the general invoice.

#### 7.3.1 The Invoice Log List

Order/Subscription/Invoice Log List

All  
 General Invoice Note  
 General Invoice Payment Status

Filter

Date/Time	Description	System note	User note	User
October/22/2008 09:54	General Invoice Payment Status	General Invoice is paid. Paid amount 150.00. Payment Date October/22/2008. Check Number 254198		MASTER
October/22/2008 09:54	General note		Must be paid immediately	MASTER
October/22/2008 09:54	General Invoice Payment Status	Payment status changed from Not approved to Payment authorized		MASTER
October/22/2008 09:53	General Invoice Payment Status	Payment status is set to Not approved		MASTER

Add  
Remove A. Date

The following buttons are available on the Invoice Log List screen:

#### Filter

You can filter the transactions in the list by selecting one or more of the check boxes above the list of log transactions and clicking **Filter**.

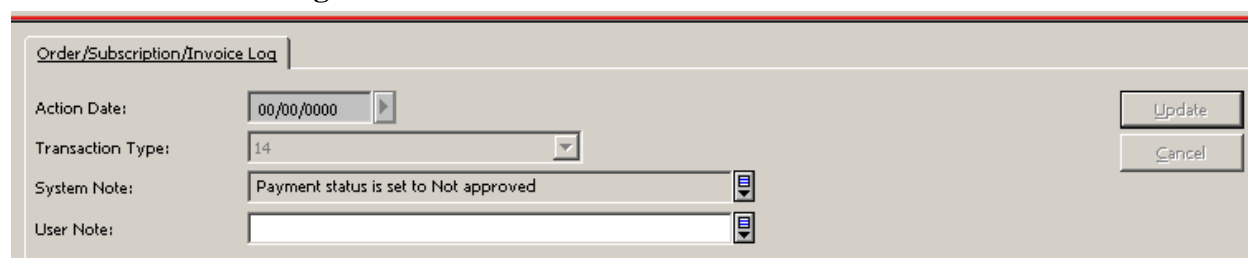
## Add

You can manually add a General Invoice Note transaction. When you click **Add**, the lower pane Order/Subscription/Invoice Log is enabled; you can select Transaction Type: General Invoice Note and type in a free-text note in the User Note field. This note is recorded as a new transaction.

## Remove Action Date

You can remove a previously entered Action Date by selecting the relevant log transaction and clicking the **Remove Action Date** button.

## 7.3.2 The Invoice Log



The Order/Subscription/Invoice Log pane displays details relating to the transaction log highlighted in the Order/Subscription/Invoice Log List in the upper pane. You can manually add a new transaction log or update details of the highlighted log.

### Action Date

If you manually add a General Invoice Note type log, you can select the date for this action. The Action Date can be removed by using the **Remove Action Date** button in the upper pane.

### Transaction Type

To manually add a transaction to the Invoice Log, click the **Add** button in the upper pane, select the desired transaction type from the expand list, and type in text in the User Note field.. For Invoice Logs, it is recommended to add a General Invoice Note type manual log. All other transaction types are valid only for order and subscription logs (not for invoice logs).

### System Note

A read-only field that displays the text of system generated logs.

### User Note

A user free-text note that can be used to create a user manual log (General Invoice Note) and for adding user notes for a system generated log.

### Note

tab45.lng sets the configuration for acquisitions log.

To enable the Invoice Payment Log, activate transaction 13 and 14 as in the following sample of ./xxx50/tab/tab45.lng:

```
-1-2-3-----4-----
```

## 8 Arrivals

This chapter includes the following sections:

- [Arrival List of Orders](#)
- [Arrival Form](#)
- [Bulk Arrival](#)

To register the arrival of units for Monograph orders (type M) or Standing orders (type O), select the Arrival node in the Order Tab. For the check in process of Serials orders (type S), refer to the Issue Check In section of the Serials chapter.

In addition, depending on how your system librarian has set up the Acquisitions/Serials module, while generating a line item in the invoice function you will be asked whether you would like to record the material as "arrived". (See the [Invoice] section of the Arrival Form section of the *Aleph 20.01 System Librarians Guide - Acquisitions* [8.2](#) for more information about setting up arrival registration.)

### 8.1 Arrival List of Orders

When you click the Arrival node, the Arrival List is displayed in the upper pane:

No. units arrived	Arrival date	Note
8	08/09/03	Expecting 2 more units

This screen shows the number of units ordered, the number of units that have been reported as having arrived so far, and lists the number of units that have arrived on specific dates. To change the details about units that have already arrived, highlight the appropriate line and update the arrival details in the Arrival Form of the lower pane.

### Buttons

The following buttons are available on this screen:

#### Add

To report the arrival of units, click **Add**. The Arrival Form will be displayed for you to edit.

### **Delete**

To remove a line from the table that shows the number of units arrived and the date on which they arrived, click **Delete**.

### **Print**

To print an Arrival Slip, highlight an entry and click **Print**.

## **8.2 Arrival Form**

When you click the **Add** button on the Arrival List, the Arrival Form (shown below) is activated in the lower pane. This screen enables you to register a new arrival of unit/units or to modify the details of units that have already arrived.

When you are finished filling in the form, click **Add**.

If you change the details about units that have already arrived, click **Update**.



## **Fields**

### **No. Units Arrived**

Enter the number of units that have just arrived. The system automatically enters the default value, which is taken from the *Number of units* field of the Order Form.

### **Shipment Date**

This field is optional. Enter the date on which the vendor sent the units to your library.

### **Arrival Date**

Enter the date on which the units arrived. If left blank, the current date is filled in automatically.

### **Note**

You can enter a note up to 60 characters in length.

### **Order Completely Arrived**

- For order type O (standing order), this option is always disabled.
- For order type M (monograph):
  - If all units for this order have arrived, select this option.
  - If you expect more units to arrive, do not select this option.

If one of the checked-in items has been requested and the system librarian has set up the client station that way, a message pops up indicating that a request is pending for this item. In addition, when the arrival form is printed, a message indicating that the arrived items are requested is included in the form.

### **Auto Update Exp. Arrival Date**

If you want the next claim date to be calculated, then select this option. In this event, the Claim date is calculated as follows:

For Monograph Orders:

Current date + Z70-DELIVERY-DELAY (according to the material delivery type)

For Standing Orders:

Current date + Z68-MAX-NO-ARRIVAL-DAYS

For Serial Orders:

Current date + Z70-DELIVERY-DELAY (according to the material delivery type)

If you do not select this option, then the Expected Arrival Date field is available for you to update the expected arrival date of the order manually.

When a new arrival is registered, this field is selected by default when the Arrival form window is opened. It must be noted that when changing an existing arrival, the Auto Update Exp. Arrival Date check box is not selected by default, as is the case when a new arrival is registered.

### **Expected Arrival Date**

If the Automatic Update of the Expected Arrival Date option is not selected, you can enter the date you expect the order to arrive. This date is used by the system when claims are processed automatically (batch). If the Automatic Update of the Expected Arrival Date option is selected, then this field will be read-only and the expected date of arrival will be calculated by the system as follows:

For Monograph Orders:

Current date + Z70-DELIVERY-DELAY (according to the material delivery type)

For Standing Orders:

Current date + Z68-MAX-NO-ARRIVAL-DAYS

For Serial Orders:

Current date + Z70-DELIVERY-DELAY (according to the material delivery type).

## **8.3 Bulk Arrival**

The Bulk Arrival is a process that supports registering arrival in a bulk mode for Monograph and Standing Orders. This includes the option to register an invoice for the arrived items.

### **8.3.1 The Bulk Arrival List**

The Bulk Arrival list is accessed via the Bulk Arrival node in the Order Search tab of the Acquisitions module.



**Bulk Arrival List**

Additional Order No.1:  Sublibrary:

Vendor:  Invoice No.:

"From" Order Date:  "To" Order Date:

Order No.	Add.Order No 1	No. Units	Title	Requester Name	Order Vendor	Invoice No.
51608	200912	2	Great minds.	Aaberg, Oscar	AAH	
51609	200912	1	Modern Architecture 1980-2009.	Aadland, Dustin	AAH	
51610	200912	5	The History of Art.	Aagaard, Krista	AAH	
51611	200912	3	Adventures in Africa.	Abadie, Willie	AAH	

---

**Order Details**

Order Info | Bib Info | Patron

Order Number 51608  
 Sub Library Main Library  
 Order Unit Main Library (Slavic)  
 Order Type Monograph  
 Order Status Sent to vendor  
 Order Status Date 20/12/2009  
 Material Type Serial  
 Arrival Status Non Arrived  
 Invoice Status Non Invoiced  
 Method of Acquisitions Gift

The Bulk Arrival list is available only for authorized users that are assigned with the Acquisitions/Order index: Bulk Arrival List user's access right. It displays Monograph and Standing Orders which have been already sent to a vendor and are not marked as "Completely Arrived".

The user can use the Bulk arrival List filters in order to retrieve the orders record for arrivals that should be registered. Available filters are Additional Order Number 1, Vendor Code, Invoice Number, Sublibrary, and From-To Order Dates.

For example, the "Order Additional Number 1" filter can be used to retrieve a group of orders with a common order number which were sent to the vendor as a bulk order.

The Invoice Number filter works in conjunction with the Vendor filter. Activating both Vendor and Invoice Number filters provides the option to easily retrieve all invoice related orders and register arrival in bulk mode.

Note that when activating the Vendor filter (without Invoice Number filter), the system applies to the vendor assigned to the order record. When activating both Vendor filter and Invoice Number filter, the system applies to the vendor assigned to the general invoice and list relevant attached orders.

The lower pane of the Bulk Arrival List contains read-only order details. This includes information regarding the patron initiated the request (patron's global, local, and address information).

### **Available Actions**

The following buttons are available:

- Print order
- Select
- Arrive
- Arrive All

### Print Order Information slip

This action is valid only for a single line selection. It prints the order information for the highlighted entry.

### Select Action

This action is valid only for a single line selection. The action transfers the user to the Order Tab and displays the order for the highlighted entry. The user can then perform the different functions related to a single order.

### Arrive and Arrive All Actions

Clicking the **Arrive** and **Arrive All** buttons enable activating the bulk arrival process.

When clicking the **Arrive** button, the user has the option to select multi-lines. (The SHIFT and CTRL keys can be used for selecting more than one entry).

When clicking the **Arrive All** button, the system activates the bulk ordering process for all displayed orders.

Once the **Arrive** or **Arrive All** button is clicked, the Multi Arrival Form is opened.

## 8.3.2 Multi Arrival Form

The screenshot shows a dialog box titled "Multi Arrival Form". It has a standard Windows-style title bar with a close button (X). The form contains the following elements:

- Shipment Date:** A text box containing "00/00/0000" with a right-pointing arrow button.
- Arrival Date:** A text box containing "18/09/2008" with a right-pointing arrow button.
- Note:** A large empty text area with a small icon on the right side.
- Print Arrival Slips:** A checkbox that is checked.
- Create Invoice:** A checkbox that is checked.
- Payment Status:** A text box containing "N" with a right-pointing arrow button.
- Buttons:** On the right side, there are three buttons: "OK", "Cancel", and "Help".

The Multi Arrival enables registering arrival for all orders selected in the previous Bulk Arrival List. It also offers an option to create general invoice and line items for arrived items.

The form fields:

**Shipment date:** The date items were shipped (can be left zeros)

**Arrival date:** The date on which items arrived (Default current date).

**Note:** Arrival note that is assigned to all arrived transactions (can be left empty).

**Print Arrival Slips checkbox:** Indicates whether or not arrival slips should be printed (template file name: acq-arrival-slip.xml).

**Create Invoice checkbox:** Indicate whether or not General Invoice and Line items should be created for the orders that are being registered as "arrived". Invoice line items are created only for orders that currently have no invoice line items.

**Payment Status:** If "Create Invoice" is checked, the **Payment Status** field is enabled to allow the user to select the general invoice payment status.

When the form is submitted, the relevant staff user's access rights are checked. This includes user privileges for registering material arrival, printing arrival slip, creating invoice and line items, updating invoice payment status, etc.

In case when the staff user is not authorized for one or more of those actions, the user's access right block message is displayed and the arrival and invoice actions are blocked (no Aleph data is updated).

If the action is submitted by an authorized user, the following actions occur:

- Arrival record is created for each order in the group of orders, and other Aleph corresponding records are created or updated.
- The Multi-Arrival Form is closed and the user is prompted with the Bulk Arrival Report window which reports the result of the bulk arrival action.
- If the "Print Arrival Slips" checkbox is selected, the arrival slips are produced when the Bulk Arrival Report window is closed.

### 8.3.3 The Aleph Data Update

Following are the acquisitions components that are affected/might be affected by the bulk arrival action:

- Arrivals
- Orders
- Items
- General invoice
- Line items
- Budget Transaction

#### **Arrival Records**

Arrival record (Z78) is created for each order in the group of orders. In the Arrival record, the arrival status of all related Monograph orders is marked as "Completely Arrived" (Standing Orders are not marked as "Completely Arrived").

The "Number of Units Arrived" of the Arrival record is set as the order record's Number of Units.

The Arrival Shipment Date, Arrival Date and Arrival Note fields are set as defined in the Multi Arrival Form.

General details regarding the newly created arrival records are included in the Bulk Arrival Results window.

## **Orders Records**

The related order records (Z68) are updated as if manual arrival has been registered for the orders. This includes the following:

The Arrival Status of Monograph orders is set as "Complete". The Arrival Status of Standing Order is not touched.

If "Create Invoice" is called and invoice line item has been successfully created, then the Monograph Order's Invoice Status is set to "Complete". The Invoice Status of Standing Order is not touched.

The Order Status might be affected depending on the actions made on the order. For example, monograph orders status is updated to "Closed" if both order Invoice Status and Arrival Status are "Complete" and General Invoice Payment status is "Paid".

## **Items Records**

The Items (Z30) records which are related to the arrived orders might be affected as if manual arrival has been registered. For example, the Item Process Status value can be updated according to the library policy as defined in ./tab/xxx50/tab/tab42.lng.

## **General Invoice, Line Items and Budget Transactions**

If the "Create Invoice" field of the Multi Arrival Form is checked, the system attempts to create a single General Invoice record (Z77) for all related orders.

The general invoice includes line items records (Z75) for each arrived order. If the orders were already assigned to a budget transaction (Z601), then a new budget transaction of type Invoice is created.

## **General Invoice Creation**

A new general invoice record (Z77) is created for all detected orders. Most of the general invoice data is populated in the same way as when an invoice is created for a single order via Invoice under the Order tab in the Acquisitions module. The following general invoice fields are handled differently:

- The General Invoice Number is assigned using the ADM library counter set in g/2: last-invoice-no
- The Invoice Vendor and the Invoice Currency are set as in the related orders. If the group of orders is assigned to various vendors or currencies, the vendor/currency code is assigned according to the "first" order.
- The Invoice Payment status is set as defined in the Multi-Arrival Form.

General details regarding the success or failure of general invoice creation are included in the Bulk Arrival Report window.

## **Invoice Line Items Creation**

A new invoice line item record (Z75) is created for each order that currently has no invoice line item.

The line item data is populated similar to the manner in which a line item is created for a single order via GUI-ACQ-Order tab-Invoice.

If an order already has an invoice line item record, then line item is not created.

General details regarding success or failure of line items creation are included in the Bulk Arrival Report window.

### **Budget Transaction Creation**

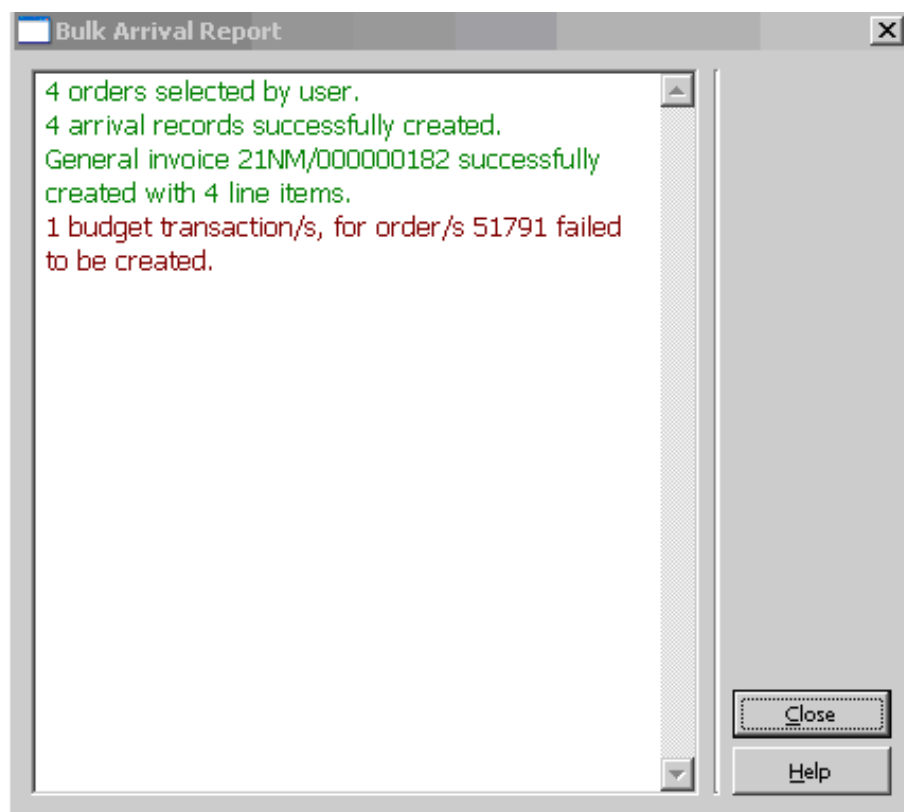
A budget transaction record of type Invoice (Z601) is created for each order that has a budget transaction of Encumbrance type. The system performs checks the same as when the budget is manually assigned to cover an invoice line item (budget code, monetary coverage, dates, object codes, etc.). If the check fails, the line item is created but without creating a budget transaction of type Invoice.

If the order has no related budget transaction, a new budget transaction is not created.

General details regarding success or failure of budget transaction creation is included in the Bulk Arrival Report window.

### **8.3.4 The Bulk Arrival Report Window**

After the Multi Arrival Form is submitted and the above updates of Aleph data are performed, the Bulk Arrival Result window is displayed.



This window includes brief information of successful and failed actions. The information is read-only and can be printed using F11 key. Successful actions are reported in green text. Failures actions are reported in red text.

The Information will include details regarding:

- Total number of retrieved orders
- Total number of arrival records (successful and failed actions)

- General Invoice Number and line items (successful and failed actions)
- Failed budget transactions

When the **OK** button is clicked, the Bulk Arrival Result window is closed. If the Print Arrival Slips checkbox is selected, the arrival slips are produced.

The Bulk arrival action is completed.

## 9 Claims

This chapter includes the following sections:

- Batch Claiming
- Manual Claiming

Claims are usually sent to the vendor when an ordered item does not arrive when expected.

You can send claims to vendors for Monograph orders by using the "Claim Report & Letters for Monograph Orders" (acq-12) service. Claims for standing orders are sent using the "Claim Report for Standing Orders" (acq-11) service.

Alternately, you can send claims manually, one at a time, by clicking the Claims node on the Order tab (also available for Serials and Standing Orders).

The procedures that must be followed for claiming depend, first of all, on the information provided on the Order Form when the order was first created.

Following is an example of the Vendor tab of the Order Form:

The two relevant fields are Claim Date and Batch Claiming.

### Claim Date (for Monographs)

Unless you enter your own date, the system calculates the claim date when the order is sent, according to the material delivery type and its delay as defined in the vendor record. Thereafter, the system will continue to update the claim date automatically if

the order's claims are being handled by batch claiming through the "Claim Report & Letters for Monograph Orders" (acq-12) service. If the order's claims are being handled manually (by clicking the New Claim button on the Order Claim List), then the claim date will be updated only if specifically requested by the librarian on the Claim form.

In addition to the claim date that is being updated from time to time, the system stores the Original Estimated Date of Arrival (Original EDA), which is the same as the first claim date.

The Original EDA can be viewed in the Order Display tab of the Order Form (shown below).

The screenshot shows a web-based interface for an order form. At the top, there are tabs for '1. Order Display', '2. General', '3. Vendor', and '4. Quantity and Price'. Below these are sub-tabs for 'Order Info', 'Bib Info', 'Invoice', 'Expenditure', and 'Encumbrance'. The main content area displays various order details:

- Arrival Status: Non Arrived
- Invoice Status: Partial
- Method of Acquisitions: Purchase
- Order ISBN/ISSN: 0-8707-0008-1
- Borrower ID: 0245
- Borrower Name: ABBOTT, EMMA ELIZABETH
- Borrower Notification: None
- Vendor A.V.
- Vendor Note
- Number of Units: 1
- Next Claim Date: 28/09/2003
- Original EDA: 04/08/2003** (highlighted with a red box)
- Quantity note
- Listed Price: 10.00
- Estimated Price: 8.80 US Dollar
- Estimated Local Price: 39.60
- Price Note

### **Batch Claiming Option (for Monographs)**

If you select the Batch Claiming option on the Vendor tab of the Order Form, the system will send claims for this order when the Claim Report & Letters for Monograph Orders (acq-12) service is run. If you do not select this option, then the only way to send a claim for this order is to send it manually by clicking the New Claim button on the Order Claim List.

## **9.1 Batch Claiming**

If the Batch Claiming box is checked on the vendor Tab of the Order Form, the system will include the order in the "Claim Report & Letters for Monograph Orders" (acq-12) service.

When this service is run, the system will calculate the new claim date according to either the value entered in the "Number of days until next claim" field in the "Claim Report & Letters for Monograph Orders" (acq-12) service, or, if this value is zero, by the vendor's defaults (based on delivery type and delay days).

The Claim Report that is produced by the "Claim Report & Letters for Monograph Orders" (acq-12) service will produce two printouts. One printout will list all orders for which the "batch claiming" check box was checked, while the other printout will list all orders for which the "batch claiming" check box was NOT checked.

The "Claim Report & Letters for Monograph Orders" (acq-12) service also produces claim letters. The templates that define these letters are located in the library's `form_eng` directory. In that directory, both `acq-first-claim-00` and `acq-additional-claim-00` are used by the batch function.

## 9.2 Manual Claiming

In order to send an individual claim, select the Claims node in the Order Tab. Any previously sent claims for an order will be listed on the Order Claim List in the upper pane:

Claim Date	Claim Text	Print Date	Print Format	Reply Date	Reply Text
17/07/03	Please send the unit	17/07/03	01	17/07/03	NYP

To send a new claim, from the Order Claim List, click **New Claim**. This activates the Claim form (Claim Expand) in the lower pane:

Operation  
 Send Claim      Letter Format: 01

Claim Date: 09/03/2004  
Claim Text: Please send ASAP  
Reply Date: 00/00/0000  
Vendor Reply:

Save Information  
 Auto Update Exp. Arrival Date  
Exp. Arrival Date: 00/00/0000

This form enables you to register a claim for an order. You can also use this form to change the details for a claim that you have already registered.

When you have finished filling in the form, click **Add**. If you are changing the details about a claim that is registered, click **Update**.

### Key to Fields

#### Send Claim

Select this option if you want to send the claim (via e-mail/EDI/print). You can use this field as well to resend a claim that was sent in the past. Do not select this option if you want to update a claim without sending it.



**Letter Format**

Select a letter format type from the pull-down list. The format is relevant only when the claim is sent via e-mail or print (not relevant for an EDI claim).

**Claim Date**

Enter the date that is valid for the claim. The default date is the current date.

**Claim Text**

Type any comments you want to add to your claim.

**Reply Date**

If you have received a reply from the vendor, enter the reply date.

**Vendor Reply**

If you have received a reply from the vendor, type it in or select standard text from the pull-down list.

**Automatic Update of Expected Arrival Date**

This field is displayed for all order types.

If you want the next claim date to be calculated, then select this option. In this case, the Claim date will be calculated as follows:

For Monograph Orders:

Current date + Z70-DELIVERY-DELAY (according to the material delivery type).

For Standing Orders:

Current date + Z68-MAX-NO-ARRIVAL-DAYS

For Serial Orders:

Current date + Z70-DELIVERY-DELAY (according to the material delivery type).

If you do not select this option, then the Expected Arrival Date field is available for you to update the expected arrival date of the order manually.

When a new claim is added, this field is selected by default when the Claim form window is opened.

**Expected Arrival Date**

This field is displayed for all order types.

If the Automatic Update of the Expected Arrival Date option is not selected, you can enter the date you expect the order to arrive. This date is used by the system when claims are processed automatically (by batch). If the Automatic Update of the Expected Arrival Date option is selected, then this field will be read-only and the expected date of arrival will be calculated by the system as follows:

For Monograph Orders:

Current date + Z70-DELIVERY-DELAY (according to the material delivery type)

For Standing Orders:

Current date + Z68-MAX-NO-ARRIVAL-DAYS

For Serial Orders:

Current date + Z70-DELIVERY-DELAY (according to the material delivery type).

## 10 Payments

This chapter includes the following sections:

- General Invoice Payment Status
- User Authorizations
- Invoice Report

General Invoice payments are handled through the Payment tab of the General Invoice.

### 10.1 General Invoice Payment Status

Standard payment statuses are:

N - not ready to be paid

R - ready to be paid

Y - payment authorization given

P - paid

More payment statuses can be set by your system librarian, who also determines the default payment status when a general invoice is created and which payment statuses freeze the invoice. This means that all operations in the General Invoice and related line items (except for changes in payment status) are not allowed.

When the payment status of the General Invoice is changed, the system changes all linked item debits. If all invoices of an order are paid and the material arrival status is complete, the system will change the status of the order to Closed (CLS).

### 10.2 User Authorizations

The relevant user's authorizations (and all user authorizations) for functions in the General Invoice are set in the Access Rights window, invoked via the Staff Privileges window.

Under Acquisitions access rights, there are authorizations that refer to the Invoice Payment Status. This means that the user can be denied or allowed the ability to activate functions in a General Invoice and related line items based on the Invoice Payment Status.

For example: In order to update a payment status to Y (payment authorization given) and to be authorized to update an invoice with payment status Y and all its related line items, the user must have the following access right: Update "Payment Authorization Given" general invoice and/or its line items (INVOICE-HEAD-P-S-Y ).

As soon as a new payment status is set in tab48.lng, a new access right can be also set for the new payment status. For example: If the new payment status code is "C"

(Check before Payment), add the following line to `alephe table user_function.lng` table:

```
ACQ L Acquisitions INVOICE-HEAD-P-S-C L
```

Update "Check before Payment" general invoice and/or its line items.

In addition, column 4 of `tab48.lng` defines which `user_function` routines should be used in addition to the standard checks for different payment statuses. Multiple Invoice Payment Statuses can use the same authorization. If Col.4 is left blank, no additional check is made, and the `user_function` authorization for ACQ Update Invoice Payment Status suffices.

## 10.3 Invoice Report

Besides the option to change the payment status for each invoice separately via the Payment tab of the General Invoice, you can also change the payment status for a group of invoices by running the *Invoice Report (acq-10)*. One of the available Invoice Report actions is to change the payment status of a retrieved group of general invoices. The group can be retrieved by the common approval number. A report will be produced showing the invoices that were changed. For more details, see the Help section of the Invoice Report.

## 11 Reports

This chapter includes the following sections:

- Types of Reports
- Example for Using the General Retrieval Form (acq-02-01)

Acquisitions reports are available from the Services/Retrieve and Print Acquisitions Records menu of the Acquisitions/Serials module. Once you have logged on to the module, you must choose an administrative library.

Reports are created in a two-step process:

### Step 1:

Retrieve the record numbers of acquisitions orders that meet various criteria. An output file will be created that lists record numbers without the detailed information for each record. The output file can be found in the `ALEPHE_SCRATCH` directory.

### Step 2:

To see the actual contents of the records, you must use the Print Acquisitions Records (acq-03) service.

## 11.1 Types of Reports

Using the Acquisitions Services you can retrieve orders meeting the following criteria:

- Partially-filled orders (acq-02-02)

- Monograph orders - status "New" (acq-02-03)
- Orders for which there is no invoice (acq-02-04)
- Orders having a particular order status (acq-02-05)
- Orders that were canceled by vendor (acq-02-06)
- Orders meeting any of more than 40 different criteria which you can define using the General Retrieval Form (acq-02-01). The complete list of criteria and detailed help for filling in the form are available in the General Retrieval Form (acq-02-01) service's online help.

## 11.2 Example for Using the General Retrieval Form (acq-02-01)

This example shows how to produce a report of newly arrived orders during a specified period of time for a particular library, sublibrary, or group of sublibraries.

1. From the Main Menu, select **Services**.
2. From the Retrieve and Print Acquisitions Records section, select General Retrieval Form (acq-02-01).
3. Fill in the Output File field, for example, acq\_arrival1.
4. In the next section, fill in the Retrieve by fields. Select the following filters with the following parameters:
  - Retrieve by: Sublibrary: Type up to five sublibraries in the next 1-5 fields, for example, UEDUC ULAW ULINC
  - Retrieve by: Arrival Date: Type range of dates (yyyymmdd) during which material has arrived, in the next 1-2 fields, for example, 20040301 20040531
  - Retrieve by: Arrival Status: Up to two arrival statuses can be entered in the next 1-2 fields:
    - C-complete arrival.
    - P- partial arrival.
    - N-no items have arrived,

For our example, enter C-complete arrival.

5. Click the **Submit** button.

6. From the Services menu / Retrieve and Print Acquisitions Records section, select Print Acquisition Records (acq-03).
7. In the Input File field, enter the name of the output file from the previous batch, for example, acq\_arrival1. Fill in the Output File field, for example, print\_arrival. The output file can be found in the library's PRINT directory.
8. In the Report Format field, select the format for the printout.
9. Click the **Submit** button.
10. To print the report, use the Task Manager option from the ALEPH menu on the Main Menu.

The above-mentioned values of example fields will provide a list of all newly arrived material by arrival status C (complete) for UEDUC, ULAW and ULINC for the time period of 1 March 2004 until 31 May 2004.

## **12 Acquisitions Services**

Each service is identified in the Batch Log and Batch Queue by its procedure name.

### **Orders and Claims**

- Order Log Report (acq-22)
- Claim Report and Letters for Monograph Orders (acq-12)
- Claim Report for Standing Orders (acq-11)
- Claim Report for Serials Orders (acq-19)
- Send List of Orders to a Vendor (acq-14)

### **Retrieve and Print Acquisitions Records**

- Partially-Filled Monograph Orders (acq-02-02)
- Monograph Orders - Status "New" (acq-02-03)
- No Invoice (acq-02-04)
- Order Status (acq-02-05)
- Order Canceled by Vendor (acq-02-06)
- General Retrieval Form (acq-02-01)
- Print Acquisitions Records (acq-03)

## **Budget Management**

- Open Annual Budget (acq-05)
- Renew Order Encumbrance for Monograph (acq-06-a)
- Renew Order Encumbrance for Serials and Standing Orders (acq-06-b)
- Transfer Remaining Balance (acq-07)
- Update Local Price of Budget Transaction (acq-08)
- Deactivate Encumbrance (acq-09)
- Budget Summary (acq-16)
- List of Orders per Budget (acq-17)

## **Currency**

- Currency Report (acq-01)
- Upload Currency Ratios (acq-20)

## **EDI**

- Send Outgoing EDI Messages (edi-11)
- Process EDI Incoming Messages (edi-09)
- Load EDI Incoming Messages (edi-10)

## **Other**

- Invoice Report (acq-10)
- Rebuild Acquisitions Order Index (acq-04)
- Subscription Renewal Letters (acq-23)
- Banner/FRS Export (acq-21)
- Vendor Address Data Update Report (acq-60)
- Update Vendor Code in Order and Subscription Records (acq-26)
- General ADM and Orders Creation (acq-24)
- Load Invoice and Line Items (acq-32)
- Update Invoice from External Finance System (acq-29)

## **Statistics**

- Statistics by Dates - Material/Month (acq-25)

## **General**

- Print Trigger Report (com-01)
- Build Word Indexes for a Record (manage-111)
- Restart Server (sys-01)
- Rebuild Print Templates Package (sys-02)

## **12.1 Manage Database Tables**

The services in this section are explained in further detail in the Web Guide Services chapter of the Circulation module.

## **12.2 Orders and Claims**

### **Order Log Report (acq-22)**

This service generates a report containing information about orders. It extracts information from the order log (Z71) and places it in the output file together with additional information such as document titles and ISBN/ISSN.

### **Claim Report and Letters for Monograph Orders (acq-12)**

This service generates a report listing monographs that have not yet arrived and claim letters to be sent to the vendor. The report produces two printouts: one of which lists all orders for which the Batch Claiming check box in the Order Form was chosen, while the other lists all orders for which the Batch Claiming check box was not chosen. The system automatically adds *x* as a suffix to the file name of the printout of orders which the Batch Claiming flag hasn't been checked.

For standing orders, a claim report can be generated using the Claim Report for Standing Orders (acq-11) service. Claim letters can then be sent manually by using the Claim button in the Order List of Admin. Record window.

For Serials, the Print Serials Claim Letters (serial-44) service is activated from the Serials Services menu.

### **Claim Report for Standing Orders (acq-11)**

This function creates a report of standing orders for which the Expected Arrival Date is earlier than the current date and the volumes have not been received yet. This information can then be used to send claims to vendors. Claim letters can then be sent manually by clicking the Claim button in the Order List of Admin. Record window.

### **Claim Report for Serials Orders (acq-19)**

This service produces a report of serial orders for which the Expected Arrival Date is earlier than the current date and the issues have not been checked in yet. The process

can be used only if no item has been checked in yet. When the first item arrives, you can also use the Serials functions Print Claim Letters (serial-44).

Claim letters for serials can then be sent manually by clicking the Claim button in the Order List of Admin. Record window.

For Standing Orders, you can produce a claim report by using the Claim Report for Standing Orders service (acq-11).

### **Send List of Orders to a Vendor (acq-14)**

This service enables you to send a vendor a letter with a list of orders. All orders whose 'Order Delivery Type' is LI (List) and whose status is RSV (Ready Send to Vendor) will be included in this service.

## **12.3 Retrieve and Print Acquisitions Records**

### **Partially-Filled Monograph Orders (acq-02-02)**

This service retrieves the record numbers of Acquisitions monograph orders that have not been received from the vendor or have only been partially filled by the vendor and writes them to an output file. To produce a report from this file, use the Print Acquisitions Records (acq-03) service.

### **Monograph Orders - Status "New" (acq-02-03)**

This service retrieves the record numbers of monograph orders whose status is NEW, and writes them to an output file. To produce a report from this file, use the Print Acquisitions Records (acq-03) service.

### **No Invoice (acq-02-04)**

This service retrieves record numbers of Acquisitions orders for which an invoice either has not been received or has been partially received and writes them to an output file. To produce a report from this file, use the Print Acquisitions Records (acq-03) service.

### **Order Status (acq-02-05)**

This service retrieves record numbers for orders with a given status and writes them to an output file. To produce a report from this file, use the Print Acquisitions Records (acq-03) service.

### **Order Canceled by Vendor (acq-02-06)**

This service retrieves record numbers for orders that have been canceled by the vendor (order status VC) and writes them to an output file. To produce a report from this file, use the Print Acquisitions Records (acq-03) service.

### **General Retrieval Form (acq-02-01)**

This service retrieves the record numbers of Acquisitions orders according to a number of different filters of your choice. An output file will be created that lists record numbers without the detailed information for each record. To produce a report from this file, use the Print Acquisitions Records (acq-03) service.

### **Print Acquisitions Records (acq-03)**



This service saves in a file or prints out Acquisitions records that have been found using one of the services that retrieve Acquisitions record numbers.

## **12.4 Budget Management**

### **Open Annual Budget (acq-05)**

This service creates new annual budgets for those budgets that are defined as "annual" and use the name format "code-YEAR" (for example, Books-2002). The new budgets will retain the same code with a new suffix for the new year (for example, Books-2003). If a budget is already in the system (for the new year) it will not be opened, but it will still appear in the output report.

If an annual budget has an annual parent budget, then the new budget created for the requested year will have a parent budget code ending with the new year; otherwise (if the parent budget is not annual), it will not be changed in the new budget. Note that the existence of the renewed parent budget code is NOT checked by the system.

### **Renew Order Encumbrance for Monograph (acq-06-a)**

Before running this service, you must first run the service Open Annual Budgets (acq-05).

This service renews order encumbrances for monograph orders and checks for annual budgets that have been encumbered for each order. It works for orders that do not have the following statuses:

- CLS = Order closed
- NEW = New
- LC = Library cancelled
- VC = Vendor cancelled
- DNB = Delayed, no budget
- CNB = Cancelled - no budget

If the encumbrance for the order is still active (in other words, the invoices are incomplete), the encumbrance will be assigned to the new year's budget.

### **Renew Order Encumbrance for Serials and Standing Orders (acq-06-b)**

Before running this service, you must first run the service Open Annual Budgets (acq-05).

This service renews order encumbrances for Serials and Standing Orders and checks for annual budgets that have been encumbered for each order whose order status is SV - Sent to Vendor. If the encumbrance for the order is still active (in other words, the invoices are incomplete), the encumbrance will be assigned to the new year's budget. This service produce a report that includes a list of all renewed encumbrances. The service offers the user to select on which base the new year order's encumbrance amount should be renewed: Last year's encumbrance or Last year's payment amount.

### **Transfer Remaining Balance (acq-07)**

Before running this service, you must first run the service Open Annual Budgets (acq-05).

This service transfers the funds remaining in the annual budgets at the end of the year to the new year's annual budgets. The status of the old budget is then changed to NA, non-active. The service only works with budgets that are defined as "annual" and use the name format "code-YEAR" (for example, BoOKs-2002). Negative budget balances can also be transferred.

### **Update Local Price of Budget Transaction (acq-08)**

This service updates the local price of a budget transaction. The system uses the closer backward ratio date relevant to the budget transaction date. This comprises all transaction types, including ENC (encumbrance) and INV (invoice).

#### **When to run this service:**

Run this service if you have changed or added a currency ratio for a specific date. Also, use this service after conversion (if necessary), to create local amounts.

It is recommended not to run acq-08 at sites where the budget transactions tables (Z601) have a currency ratio of zero and there are no currency exchange tables for all of the previous years. The system will not have a proper ratio to use for these past transactions.

### **Deactivate Encumbrance (acq-09)**

This service examines all orders together with their invoices. For each order that has received all its invoices, the Active Sum of the Encumbrance (which shows how much of the encumbrance is still outstanding) is set to zero. This, in effect, deactivates the encumbrance.

#### **When to run this service:**

This service is not used in the normal, day-to-day operation of the system. However, it is used for conversions.

It is recommended not to run acq-09 at sites where the budget transactions tables (Z601) have a currency ratio of zero and there are no currency exchange tables for all of the previous years. The system will not have a proper ratio to use for these past transactions.

### **Budget Summary (acq-16)**

This service produces a report that summarizes the budgets that meet selected criteria. The report includes the allocations, transfers, encumbrances, invoices not paid, payments, estimated and actual balance and the maximum over-commitments and over-expenditures set for the budget.

### **List of Orders per Budget (acq-17)**

This service prints a list of all orders for which the selected budget has been encumbered.

### **Automatic Transfer of Orders from Budget to Budget (acq-31)**

This service transfers orders from one budget to another, that is, it transfers the active and original encumbrances of the orders specified in the input file. Note that the output files created by one of the services that retrieve acquisitions records can also be used as input files for this batch process.

Orders of all statuses except closed (CLS), library canceled (LC), and vendor canceled (VC) statuses can be handled by this process.

Different checks are performed by the service on the budget and on the order levels.

Two output files are created by this service:

- A file containing orders that have not passed the checks and that have been rejected. In this case the reason for the failure is specified in the file for each order.
- A file containing orders that have passed the checks and that have been transferred.

You can produce a preliminary report before actually transferring the encumbrances. This can be done by selecting "No" in the Update Database field.

## 12.5 Currency

### Currency Report (acq-01)

This service prints a report that shows the dates on which ratios were assigned to currencies and the actual ratios assigned. The report can include up to ten currencies.

### Upload Currency Ratios (acq-20)

This service uploads currency ratios. It uses a file named `currency.dat`, which must be in the library's file directory (`XXX50/files/currency.dat`). The file must be in the format:

```
CCC YYYYMMDD R.RRR
```

For example:

```
USD 20020526 4.614
```

## 12.6 EDI

### Send Outgoing EDI Messages (edi-11)

This service sends EDI messages to vendors. It collects all of the XML files that have been produced (orders, order claims, serial issues, and cancellations).

### Process EDI Incoming Messages (edi-09)

This service loads new incoming EDI files that are located in your server under `./xxx50/edi/in/incoming` and converts the EDI structure format into ALEPH XML files. If the conversion into XML is successful, a file with an `.xml` extension is created in the `./xxx50/edi/in/xml_incoming` directory.

### Load EDI Incoming Messages (edi-10)

This service processes the XML files that have been created by the Process EDI Incoming Messages (edi-09) service.

## 12.7 Other

### Invoice Report (acq-10)

This service performs one of the following two actions and produces two output reports.

1. Assign approval numbers to all general invoices that are retrieved by the service and produce a report showing the invoices that were assigned.

Select "Yes" in the Update Database field and "No" in the Retrieve Using Approval Number field. The service will automatically assign an approval number to all reported invoices. The payment status of the retrieved invoices will be changed according to the Change Status To field.

2. The approval number is taken from the system counter last-invoice-app-no in the UTIL G/2 counter of the ADM library.
3. Change payment status of a retrieved group of general invoices.
4. Select Yes in the field Update Database and Yes in the field Retrieve Using Approval Number. Enter an approval number in the Approval Number field.

The group of general invoices will be retrieved by the common approval number. The payment status of the retrieved invoices will be changed according to the Change Status To field. A report will be produced showing the invoices that were changed. This report can then be given to the appropriate authority to ensure that payment is made.

This service produces two output files: Invoice Report and Summary Report.

### Invoice Report

A report per invoice or per group of invoices organized by vendor and currency. This depends on your selection in the Report per Single Invoice field. The Invoice Report includes:

- **All general invoices reported** There is a line for each invoice, stating the invoice's number, total amount and date, and whether there is a balance between the general invoice and its line items.
- **Division of budgets per vendor** There is a line for each budget, stating the budget code, budget sum and local sum. If your acquisitions system is set to work with object codes, there will also be a breakdown per object code.
- **Division of budgets for each invoice** There is a section for each general invoice, stating the invoice number, date, total price and local price, with a line for each budget, stating the

budget code, budget sum and local sum. If your acquisitions system is set to work with object codes, there will also be a breakdown per object code.

The Invoice Report uses the XSL templates invoice-report.xsl and invoice-report-05.xsl.

### **Summary Report**

The summary report includes all invoices handled by acq-10 in the local currency. Note that there is one summary report that is produced together with either the invoice report per single invoice or the invoice report by vendor and currency.

The output is a table organized by invoice number, including vendor code, vendor name, invoice date, amount, and so on. It also lists the budget usage per each invoice in an object code sensitive manner. The total local price for all participating invoices appears at the bottom of the summary. The summary report includes only local prices since it can be comprised of invoices that are in different currencies

The summary report uses the XSL template invoice-report-summary.xsl.

### **Rebuild ILL and Acquisitions Order Index (acq-04)**

This service rebuilds the following three indexes:

1. Acquisitions order index
2. ILL incoming requests index
3. ILL outgoing requests index

Each index file will be deleted and recreated by reading all Acquisitions order/ILL request records.

### **Subscription Renewal Letters (acq-23)**

This service sends a letter to a vendor that contains a list of serials subscriptions and/or standing orders to be renewed.

The service runs on orders of type S (serials) and/or type O (standing orders) with an order status of SV (sent to vendor) and checks each order's renewal date against the dates defined in the From/To Order Renewal Date fields.

If there is a match, the order is included in the letter and the order's Renewal Date field is updated in relation to the Budget Cycle field. However, if the system determines that this new renewal date is later than the date in the Subscription End field, then this specific order will not be renewed and therefore will also not be included in the renewal letter.

### **Banner/FRS Export (acq-21)**

This service produces a partly specialized export format for integrating ALEPH with BANNER budget management systems or FRS. The interface between ALEPH and BANNER/FRS transfers invoice information so that the general invoice can be paid and the library accounts can be debited. This means that information from Z77

(General Invoice) and Z75 (Line Items) must be sent as well as Z601 (Budget Transaction).

The report retrieves a file of general invoices with its linked item invoices (Z77's and linked Z75's), based on the following parameters:

- The date the General Invoice was received (registered) (Z77-I-REC-DATE)
- Invoice Status (Z77-I-STATUS): Usually, only invoice statuses REG or SUP should be retrieved.
- Invoice Payment Status = Y (Z77-P-STATUS)
- Order Number 3 (Z68-ORDER-NUMBER-2): All line items (Z75) linked to a general invoice (Z77) have the same order number 3 attached to their order (Z68). The system checks the first line item linked to the general invoice to see if it matches the requested order number 3.
- After retrieval, the system can change the payment status to P to indicate that the invoice was retrieved.

#### **Vendor Address Data Update Report (acq-60)**

This service prints out all Vendor Address Data (Z72) that was changed or updated within a date range.

#### **General ADM and Orders Creation (acq-24)**

This service creates multi-ADM records and orders from a file. For example, this service can be used when a vendor provides you with a CD-ROM containing titles, prices and bibliographic information for possible orders.

In addition, it could optionally assign a vendor to an order (depending on the parameter "Use ISBN to assign vendor" - Yes/No). If No is chosen, ADM records and orders are created with a specified sublibrary/order unit and 'Additional order number 1' that can be used for retrieving the newly created orders for further processing via the Bulk Ordering screen under the Search Tab. If Yes is chosen, a vendor is assigned to created orders, together with other relevant parameters, including Method of Acquisition, Order Status and Estimated Date of Arrival. The details of the vendor (Vendor Code and Vendor Prefix) are extracted from the Bibliographic record: Vendor code is built from the ISBN - subfield \$\$a of field 020 (USMARC) or subfield \$\$a of field 010 (UNIMARC), and Vendor prefix is built from subfield \$\$b of field 260 (USMARC) or subfield \$\$c of field 210 (UNIMARC).

The system takes into account 13-digit ISBNs in order to find a matching vendor (Z70).

#### **Note**

For the purpose of vendor prefix extraction, valid ISBNs are currently those with country/language group 0 or 1 (first digit). Also note that the orders will be created with the material type code *M*. This code must therefore be defined in `pc_tab_exp_field.lng` as a valid order material type

Before running this service, you must load new Bibliographic records using the service: Load Catalog Records (p-manage-18). The output of p-manage-18 should be used as the input for this service.

### **Update Vendor Code in Order and Subscription Records (acq-26)**

This service updates or replaces the vendor code in order records (Z68) and subscription records (Z16). The service is useful when, for example, a vendor ceases operations or is merged with another vendor.

#### **The following order records are processed by this service:**

- Orders that have the same sublibrary in the Sublibrary field (Z68-SUB-LIBRARY) as those selected in the sublibrary filter.
- Records in which the Vendor Code (Z68-VENDOR-CODE) equals the code selected in the Old Vendor Code field.
- Records in which the Order Status (Z68-ORDER-STATUS) is NOT one of the following: CLS (closed), VC (vendor canceled) or LC (library canceled).

#### **The following subscription records are processed by this service:**

- Subscriptions that have the same sublibrary in the Sublibrary field (Z16-SUB-LIBRARY) as that selected in the sublibrary filter.
- Those in which the Vendor Code field (Z16-VENDOR-CODE) equals the code selected in the Old Vendor Code field.
- Records in which the To Date field (Z16-COPY-TO-DATE) is LATER than the current date.

### **Replace Vendor - Close and Open Orders and Subscriptions (acq-27)**

This new service changes vendors for standing orders, serial orders, and related subscriptions that fall within the current budget year

(z68\_subscription\_budget\_period=1).

The batch service closes orders and related subscriptions and opens new orders and subscriptions, by duplicating the closed orders and subscriptions, and taking new information from the parameters entered by the staff user.

The input file can either include ADM numbers + order sequences + ADM library or a single ADM number + order sequence.

This service produces the following output:

- A file with cancellation letters to vendors, provided that the Produce Orders Cancellation Letter option is set to **Yes**.

- A report listing the orders that were not handled and the reason. Here are the reasons:
  - The order does not fall within the current budget year (that is, `z68_subscription_budget_period` is different from 1)
  - The end date of the subscription order is earlier than the starting date (`z68-subscription-date-to` is earlier than `z68-subscription-date-from`).
  - The order does not exist
  - The order is for Monographs

Note that this service does not check the order status. Accordingly, do not run this service on orders with the statuses: VC (Vendor Canceled); LC (Library Canceled); REJ (Rejected);CLS (Order closed).

### **Change Order Status and EDA in Order Records (acq-28)**

This service updates the order status and/or EDA for a group of orders. The batch service uses an input file of ADM number + Order sequence + ADM library.

The service has the following parameters:

Input File, New Order Status, Update EDA? (Y,N), New EDA.

### **Load Invoice and Line Items (acq-32)**

This service enables loading invoice data into Aleph and updating all corresponding records. The batch input file is a XML structured file that includes general invoice and line item information. For Monograph and Standing Orders, this batch allows updating order's arrival information.

The load of the invoice information might affect the following components as if a manual creation of the General Invoice and Line Items had been done by an operator: General Invoice (z77), Invoice Line Items (Z75), Order (Z68), Monograph and Standing Orders Arrival (Z78), Budget Transactions (z601), and Items (Z30).

### **Update Invoice from External Finance System (acq-29)**

This service enables the updating of ALEPH General Invoice payment information based on an input file provided in XML format. You may get financial information regarding your ALEPH General Invoices from an external system and load the payment information into the ALEPH records. The update of the invoice affects the following components as if a manual update of the General Invoice Payment tab has been done by an operator: General Invoice (z77), Budget Transactions (z601), and Orders (z68).



## 12.8 Statistics

### Statistics by Dates - Material/Month (acq-25)

This service produces an Acquisitions statistics report with the following columns: Material Type, Month, Purchase Method (Purchase, Approval, Gift, etc.).

## 12.9 General

### Print Trigger Report (com-01)

This service produces a printout of triggers.

### Build Word Indexes for a Record (manage-111)

This service creates keywords from various fields of the following Oracle tables:

- Vendor (Z70)
- Vendor Address (Z72)
- Global Patron (Z303)
- Patron Address (Z304)
- Reading Room (Z310)
- Budget (Z76)

The keyword index that is created enables the user to search for records by keywords.

### Restart Server (sys-01)

This service stops a server and restarts it. The server that is stopped is selected by the user and can be the `pc_server`, the `www_server` or the `oclc_server`. When run, the service will stop the existing server running on the default port and start a new one on the same port. If a port is specified, only that port will be restarted.

### Rebuild Print Templates Package (sys-02)

This service rebuilds the `html.pck` file after you edit a form or a letter in the `form_eng` directory. For any changes to these files to appear, run this service.

### Record Keys Conversion (manage-70)

This service converts record keys. It takes the input file that contains record keys of one type (for example, BIB numbers) and, for each value it contains, lists the corresponding key of another type (for example, Order number).

### Sort Printouts (print-50)

This service rearranges printouts, grouping together printouts from different files based on a common value they have in one or more XML tag of the printout file. The XML tags that will be used to check for common values are given as input parameters of this batch. The printout files that will be scanned for regrouping have a common print ID which is specified as an input parameter of the service.