System Librarian's Guide - Acquisitions

Version 22

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1 Order Index

The Order Index is used in the New Order and Update Order functions, when the user chooses a record to work on (see screen below).

The Order Index enables the user to sort records by various indexes, such as order number, vendor code, etc.

You can add another index by editing the `tab_acq_index` file in the `data_tab` directory of the administrative library of interest.

After adding an index, you must run the "Rebuild Order Index" service in the Services module.

In addition, add the new index(es) to the drop-down menu that appears in the Order Index List screen. This is done by editing the pc_tab_exp_field file. In that file, the menu is identified by the ID "ACQ-INDEX-TYPE". The columns that are displayed in the Order Index List are defined in pc_tab_col.lng: PC_ACQ_INDEX.

In order to set the rules for alphabetizing the Order Index (for example, to define that ä should be filed along with the other "a"s), edit the `tab_character_conversion_line` table.

In the Acquisitions module, the OPAC Request List index also uses the bibliographical indexes defined in ./xxx50/tab/tab_acq_index.
If you want to add a new index code to the drop-down menu that appears in the OPAC Request List Order Index List screen, you should edit ./xxx50/tab/tab/pc_tab_exp_field.lng. In that file, the menu is identified by the ID "ACQ_OPAC_LIST".

2   Print Templates

2.1   Available Templates

The names of the Acquisitions template files are as follows (where *nn* is a number identifying the version):

GUI Templates

Template	Purpose	print.ini function name
Order Slip acq-m-order-slip-nn (for Monographs) or acq-s-order-slip-nn (for Serials)	Order slip to vendor for material that will be sent to the Acquisitions department or directly to the person for whom it was ordered	OrderLetter
Arrival Slip acq-arrival-slip-nn	Arrival slip to be attached to arriving order and sent to the sublibrary or directly to the person for whom the material was ordered	ArrivalSlip
Order Information acq-m-order-info acq-s-order-info	For printing information in the Acquisitions/Serials GUI module	OrderInfo
Claim Letter (GUI) acq-claim-nn	For printing a claim in the Acquisitions/Serials GUI module	ClaimLetter
Budget Information budget-information-nn	For printing budget information in the Acquisitions/Serials GUI module	BudgetInfo
Budget Transactions Details budget-details-nn	For printing budget transactions details in the Acquisitions GUI module	Transactions

Services Templates

Template	Purpose
List of Orders acq-order-list-nn	For the "Send List of Orders to Vendor" service. Send the list to the vendor for material that will be sent to the Acquisitions department or directly to the person for whom it was ordered
Claim Letter (Services) acq-first-claim-nn acq-additional-claim-nn	For the "Claim Report & Letters" service
Budget Summary budget-statuses-nn	For the "Budget Summary" service

Invoice Report invoice-report-nn	For the "Invoice Report" service
Serials Renew Order acq-subs-renew-list-nn	For the "Subscription Renewal Letters" service
Renew Order Encumbrance Report renew-order-encumbrance-nn	For the "Renew Order Encumbrance for Monograph" and "Renew Order Encumbrances for Serials and Standing Orders" services
Transfer Order Encumbrance from Budget to Budget Report transfer-order-encumbrance-nn	For the "Transfer Orders from Budget to Budget" service

Note

Libraries can share the same forms by adding a definition to the `path_convert` table under the library's tab directory. Your ADM library is probably linked to your BIB library:

```
$usm50_dev/usm50/form_eng        $usm01_dev/usm01/form_eng
```

3   Open Annual Budgets

The Open Annual Budgets (acq-05) service is available from the Acquisitions Services menu. It enables you to create new annual budgets for those budgets defined as "annual" using the name format "code-YEAR" (for example, BoOKs-2002). The system will create new budgets having the same code and will add a new suffix for the new year.

A report will be created listing the new budgets that have been opened. The file can be found in the node's ALEPHE/SCRATCH directory.

4   Renew Order Encumbrances

The Renew Order Encumbrances (acq-06) service is available in the Acquisitions Services menu. There are separate services for Monographs: Renew Order Encumbrances for Monographs (acq-06-a), and for Serials and standing orders: Renew Order Encumbrances for Serials (acq-06-b). Before running any of these Renew Order Encumbrances services, you must first run Open Annual Budgets.

The Renew Order Encumbrances service checks for annual budgets that have been assigned to each order. If the encumbrance for the order is still active (i.e., there are incomplete invoices), the encumbrance will be assigned to the next year's budget. If some or all invoices have been paid, the old annual budget remains assigned. The acq-06-b service (Renew Order Encumbrances for Serials and Standing orders) 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.

Two output files are created:

- **Output File 1:** For cases where no invoices have been paid for a particular order, a report will be created listing the orders for which new budgets have been assigned. The file can be found later in the node's ALEPHE/SCRATCH directory.

- **Output File 2:** For cases where some invoices have been paid for a particular order, a report will be created listing the orders for which the budgets have not changed. The file can be found later in the node's ALEPHE/SCRATCH directory.

5   Transfer Remaining Balance

The Transfer Remaining Balance (acq-07) service is available in the Acquisitions Services menu. Before running this service, you must first run Open Annual Budgets. This service (Transfer Remaining Balance) enables you to transfer the funds remaining in the annual budgets at the end of the year to the new year's annual budgets. This service only works for budgets defined as "annual" and which use the name format "code-YEAR" (for example, Books-2002).

A report will be created listing each annual budget and indicating the amount (if any) that was transferred. The file can be found later in the node's ALEPHE/SCRATCH directory.

6   Drop-down Menus

Most of the choices available on the drop-down menus of the GUI Acquisitions/Serials module have been set by the developers and you can not add or delete choices. Still, there are a few drop-down menus that you can edit. To do this, connect to the administrative library and edit `pc_tab_exp_field.lng`.

You can edit choices for the following menus:

Index (in Index List)
If you have added an order index by editing the `tab_acq_index` file in the `data_tab` directory, be sure to add the new index to the drop-down menu used in the Index field in the Index List (this list is accessed by selecting the Index List node from the Order Search tab). In `pc_tab_exp_field.lng`, the ID identifies the menu: ACQ_INDEX_TYPE.

Order Index Type
The list of search options available on the Order Index Type field's drop-down menu (the left field on the Order bar) is defined in the ORDER-SEARCH menu of pc_tab_exp_field.lng.

Claim Format
If you have added new forms for claim printout, be sure to add them to the list of menu choices. In `pc_tab_exp_field.lng`, the menu is identified by the ID ACQ_CLAIM_FORMAT.

Budget Group 1-5

You can edit choices of the Budget Groups menu. In `pc_tab_exp_field.lng`, the five menus are identified by the IDs: BUDGET-GROUP-1 till BUDGET-GROUP-5. The budget group code must be not more than five characters in order to fit z76-sub-key-1.

Method of Acquisition

You can add new choices to the Method of Acquisitions menu. In `pc_tab_exp_field.lng` the menu is identified by the ID ACQ_ORDER_METHOD.

Material Type

You can add new choices to the Material Type menu. In `pc_tab_exp_field.lng`, the menu is identified by the ID ACQ_ORDER_MATERIAL.

VAT Recipient

You can edit choices of the VAT Recipient menu. In `pc_tab_exp_field.lng`, the menu is identified by the ID VAT_RECEIVER.

Order Group

You can edit choices of the Order Group menu. In `pc_tab_exp_field.lng`, the ID identifies the menu ACQ_ORDER_GROUP.

Budget Type

You can edit choices of the Budget Type menu. In `pc_tab_exp_field.lng`, the ID identifies the menu BUDGET_TYPE.

Order Letter Format

If you have added new forms for Order Letters, be sure to add them to the list of menu choices. In `pc_tab_exp_field.lng`, the ID identifies the menu: ACQ_LETTER_TYPE.

Order Status

You can add new choices to the Order Status menu. In `pc_tab_exp_field.lng`, the ID identifies the menu: ACQ_ORDER_STATUS.

> **Note**
>
> If you add new order statuses, they will not be system-generated and will have to be manually operated by the user.

Material Delivery

You can add new choices to the Material Delivery Type menu. In `pc_tab_exp_field.lng`, the ID identifies the menu: ACQ_ORDER_MAT_DEL.

Invoice Status

You can add new choices to the Invoice Status menu. In `pc_tab_exp_field.lng`, the ID identifies the menu: ACQ_INVOICE_STATUS.

Invoice Type

You can add new choices to the Invoice Type menu. In `pc_tab_exp_field.lng`, the ID identifies the menu: ACQ_INVOICE_TYPE.

Invoice Line Sorting

You can edit the list of sort option of the invoice . In pc_tab_exp_field.lng, the menu is identified by the ID INV-SORT-TYPE.

Vendor Delivery Type

You can add new choices to the Vendor Delivery Type menu. In `pc_tab_exp_field.lng`, the ID identifies the menu: VENDOR_DELIVERY_TYPE.

Budget Department

You can edit the choices of the Budget Department menu. In `pc_tab_exp_field.lng`, the ID identifies the menu: DEPARTMENT_CODE.

Invoice Payment Status (not via pc_tab_exp_field.lng)

You can add new choices to the General Invoice Payment Status.

Note
This menu is not handled in pc_tab_exp_field.lng. In order to add/edit invoice payment statuses use tab48.lng of the Administrative library.

Object Code

You can edit the list of object codes that appears in Budget Information Tab 2 and Invoice Line Item. In `pc_tab_exp_field.lng`, the menu is identified by the ID OBJECT-CODE. Up to 20 object codes can be defined.

Approval Dept.

You can add new choices to the General Invoice Approval Department menu of the General Invoice. In `pc_tab_exp_field.lng` the menu is identified by the ID: ACQ_APPROVAL_DEPARTM. The default value of the approval department can be set in the [Invoice] section of `acq.ini`.

Index (in OPAC Request List)

If you have added an order index by editing the `tab_acq_index` file in the `data_tab` directory, be sure to add the new index to the drop-down menu used in the Index field in the OPAC Request List (this list is accessed by selecting the OPAC Request List node from the Order Search tab). In `pc_tab_exp_field.lng`, the ID identifies the ACQ_OPAC_LIST menu.

Reject Note - OPAC Request

In the OPAC Request List, when the **Reject** button is clicked, the user may select a reason from a pre-define list of reasons. In `pc_tab_exp_field.lng`, the ID identifies the ACQ_REJECT_OPAC_NOTE menu.

7   Budget Check

You can decide that before sending an order to the vendor, the system will check that there are budgets that will cover the encumbrance (estimated sum). The CHECK-ORDER-BUDGET variable in tab100 determines whether or not this check will be performed by the system.

8 Arrival Form

You can have the system automatically update the Arrival Form with the number of units arrived and date arrived, after the user adds a new Line Item to the General Invoice. To do so, go the client's ACQ/TAB directory and open the ACQ.INI file. Go to the section labeled [Invoice]. Following is an example of the relevant section:

```
[Invoice]
CreateArrival=Y
```

If you want the Arrival Form to be automatically updated, type "Y." If not, type "N."

Note that even if the flag is set to "Y," the system will still ask the user to confirm that he wants the material recorded as having arrived. If the user chooses "Yes," the system will then update the Arrival Form. If the flag is set to "N," the system will not ask the user for confirmation, and will not update the Arrival Form.

Vendor Reply

You can add new choices to the list of vendor replies to a claim. In pc_tab_exp_field.lng, the menu is identified by the ID: VENDOR-CLAIM-REPLY.

You can also set up the system to product a pop-up message if any of the checked-in items have been requested. To do this, define the following section in acq.ini:

```
[Arrival]
```

```
ArrivalMessages=Y
```

To disable this option, set `ArrivalMessages` to `N`.

9 Item Records

The librarian can choose to have the system automatically create Item Records for a monograph order by checking **Create Items Records** on the Quantity and Price tab of the Order Form. The default value for **Create Items Records** is determined by the tab100 variable CREATE-ITM-FORM-ORDER-M

In tab36, the System Librarian defines per order sublibrary (col.1) and order material type (col.2) the default values that are assigned to the following automatically created item records: item statues, item material type, item collection, item call number, and item call number type.

The following is an example from the table:

```
  1     2  3    4     5                      6                                      7
!!!!!-!!- !!-!!!!!-!!!!!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!-!
LAW   BK  01 BOOK  GEN                                                           0
LAW   DV  02 DVD   GEN                                                           0
LAW   MP  02 MAP   GEN                                                           0
LAW   ##  01 BOOK  GEN                                                           0
##### ##  01 BOOK  GEN                                                           0
```

Col .1 – Order Sublibrary filter

Col .2 – Order material type filter
Col. 3 – Item status
Col. 4 – Item material type
Col 5 – Item collection
Col 6 – Item call number
Col 7 – Item call number type

Notes:

The item sublibrary is the same as the order sublibrary.

If the item's collection is not defined in the Quantity and Price tab of the Order form, tab36 is checked.

The actual number of item records that are created is determined by the "number of units" entered in the Quantity and Price tab of the Order Form.

The item values entered in columns 3 thru 6 (inclusive) should match corresponding values as defined in the following Aleph configuration tables: tab25.lng (item material type), tab15.lng (item status), tab40.lng (item collection), and ITEM-LOCATION-TYPE menu of pc_tab_exp_field.lng (item call number type).

10 Order Number Counters

You can set up counters that will be used to automatically assign an order number to a new order. You can set up different counters for use by different libraries, or for different types of orders (for example, monographs vs. serials).

To set up counters, follow these steps:

Step 1:
Use UTIL G/2 to create a new "last-order-no" sequence, with a code attached that identifies the counter (for example, "last-order-no-ueduc").

Step 2:
Go the client's ACQ/TAB directory and open the ACQ.INI file. Go to the section labeled [OrderNumber]. Following is an example of the relevant section:

```
[OrderNumber]
EnablePrefix=Y
PrefixString=ueduc
```

If you want the user to be able to choose a particular counter, go to EnablePrefix and type Y to the right side of the equal (=) sign. The "Order Number Counter Code" field will then appear on the Order Type form. If you do not want the user to be able to choose a particular counter, type N. The "Order Number Counter Code" field will not be displayed.

To determine which counter will be entered as the default in the "Order Number Counter Code" field that appears on the Order Type form, go to PrefixString and type the code that identifies the particular counter (for example, ueduc for "last-order-no-

UEDUC"). Regardless of the counter that appears as the default, the user will be able to change the counter.

Another type of counter that you can use does not appear in UTIL G/2, but you can type its code next to the PrefixString, as follows:

```
PrefixString=DocNo
```

If you type DocNo, the order number that will be assigned will be a combination of the ADM record number and the sequence number of the order (each order that is opened for an ADM record is assigned a running number). Examples of such a number are: 0000500-1, 0000500-2.

If you do not type a code to the right side of the equal (=) sign for the PrefixString parameter, the system will leave blank the "Order Number Counter Code" field that appears on the Order Type form. If the user does not enter a code for one of the defined counters, the system will automatically assign a number based on the "last-order-no" parameter in UTIL G/2.

It is also possible to set up an order counter (from Util/g/2) to be used when a new order record is created from Verde. The [adm_lib]/tab/verde_open_order table, Col 10 contains up to 5 characters and matches the definition of the order counters in util/g/2. Only the first line is filled in. For example, if the column is set to "s" in verde_open_order of XXX50, the system uses the counter "last-order-no-s" of the XXX50 library. If the column is empty or it has a value but the counter does not exist, the default counter "last-order-number" is used.

11 ISBN/ISSN

It is up to you to decide whether or not you want the system to check the validity of the ISBN/ISSN number entered in the Order form. To set up your preference, edit the tab100 table using UTIL G/4/100 in an Administrative library. The relevant tab100 variable is:

```
CHECK-ORDER-ISBN-ISSN
```

If you set it as Y, the system checks the validity of the ISBN/ISSN number. If N, the system does not check the validity and any value entered is accepted.

The ISBN validity check routine is capable of validating both types.

Both 10-digit ISBNs and 13-digit ISBNs are supported by the system and considered valid.

You can populate an order's ISBN/ISSN field with additional bibliographic fields as well as the standard MARC 21 ISSN/ISBN field. You do this by define the additional bibliographic fields in the tab100 ORDER-ISBN-ISSN-ADD-TAG parameter, as in the following example:

```
ORDER-ISBN-ISSN-ADD-TAG=021##a
```

12 Order Status and Item Process Status

You can set the system to automatically change the item process status when the order process status changes. To do so, edit tab42 in an Administrative library.

13 Order Log

The Order Log keeps track of various order-related activities that have occurred, such as a change in the Order Status or Next Claim Date. It is up to you, the System Librarian, to determine which transactions will be included in the Order Log. To do so, edit tab45.

Note:

It is recommended to set Col.3 (Order Log can/cannot be entered manually) to Y only for the following transactions:

00 - General

13 - General Invoice Note

95 - Subscription History Note

98 - Reply from Vendor (no claim)

99 - Note to Vendor

To define the text that will be displayed in the "Details" column of the Order Log, edit `$aleph_root/error_lng/acq_logger`. The transactions that are displayed in the expand list of the transaction type field and can be entered manually are determined by tab45.lng, Column 3.

13.1 Order/Subscription/Invoice Log - Sorting Routine

The sort routine of the Acq Order/Subscription/Invoice Log can be set in `pc_server_defaults`. The relevant lines are:

```
setenv acq_user_z71_sort_routine
setenv acq_user_z71_sort_order
```

The parameters are as follows:

Sorting routines (setenv acq_user_z71_sort_routine):

- 00-by the open date & hour of the transaction

- 01-by sequence no. of the log

- 02-by sequence no. of the log, the logs with the Z71-ACTION-DATE will always be sorted on the top by Z71-ACTION-DATE. If Z71-ACTION-DATE is zero, the system will use instead in Z71-OPEN-DATE,Z71-OPEN-HOUR, and Z71-OPEN-SECOND combined together as string.

Sorting order (setenv acq_user_z71_sort_order):

- A - ascending

- D- descending

Example of setup:

```
setenv acq_user_z71_sort_routine  00
setenv acq_user_z71_sort_order     D
```

14 Item Price for Monograph Order

In order to compute the default price in the Item Record, the system divides the local price by the number of units ordered.

When the order is closed (CLS), the item price is calculated again: All invoices assigned to this order are divided by the number of items.

If the tab100 variable Z30-PRICE-FROM-ORDER is set to N, Z30-PRICE will never be created automatically, either from the estimated price or from invoices. When it is set to Y, Z30-PRICE will be created as explained above.

15 Vendor's Currency

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.

16 Acquisitions-related Entries in tab100

This section details all the variables that are relevant to Acquisitions and are set in tab100 of the Administrative library. Most of this information also appears elsewhere in this System Librarian chapter.

BUDGET-PER-ORD-UNIT
This variable determines the filtering mechanism of the Budget List

Possible values are: Y or N.

Y = Budgets will be listed only if their assigned Order Units/Sublibrary (Z602) matches the user's assigned Order Unit/Sublibrary (Z602).

The regular GUI sublibrary filter will not be used.

N = Budgets will be listed according to the regular GUI filters.

CALC-INV-LINE
Determines if the difference between the Total Amount Line Items (Z75) and the Total Amount of General Invoice (Z77) is distributed among the preceding invoice line –items (if less then 0.05).

Possible values are: Y or N.

Y = If the difference between the Total Amount Line Items (Z75) and the Total Amount of General Invoice (Z77) is less than 0.05 then the balance is distributed among the preceding invoice line-items.

N = The difference between the Total Amount Line Items (Z75) and the Total Amount of General Invoice (Z77) is not recalculated.

Default value is Y.

CHECK-INVOICE-CURRENCY
Determines which currency must be assigned to the vendor's record when registering a new vendor (Z70).

Possible values are: Y or N.

Y = currency on invoice must match one of the vendor currencies. When registering a new vendor (Z70), at least one currency must be assigned to the vendor's record.

Default value is N.

CHECK-ORDER-BUDGET
Determines the value for "P" (purchase) orders.

Possible values are: Y or N.

Y = 0.00 is not allowed as the estimated price of an order. When the order is sent, a budget encumbrance is required. Budget checks (validity and balance) are performed. If errors are detected, the order status is changed to DNB (Delay, No Budget) and the order is not sent.

N = 0.00 is allowed as the estimated price of an order. If a budget is assigned, then when the order is sent, budget checks are performed and errors are reported. Even if errors are detected, the order is sent and the order status is not changed to DNB.

If no budget was assigned to the order, the invoice line item can be registered without a budget.

Default value is Y.

CHECK-ORDER-ISBN-ISSN
Checks the validity of the ISBN/ISSN number in the Acquisitions order.

Possible values are: Y or N.

Y = checks the ISBN/ISSN number entered in the Acquisitions order.

Default value is N.

CLS-ORDER-UPON-ARRIVE

This variable controls the automatic closure of monograph and standing order upon order's arrival completion.

Possible values are: 0 or 1.

0 – Default. Upon completion of monograph/standing order arrival, the order status is not automatically changed to "Closed". The automatic closure of the order occurs when the order is marked as "completely arrived", "completed invoiced" or "paid".

1 – Upon reporting a complete arrival of monograph/standing order, the order status is automatically changed to "Closed:. This occurs regardless to the order's invoice information.

CREATE-ITM-FORM-ORDER-M
Checks whether the item is automatically created from the order form.

Possible values are: Y or N.

Y = check box for automatic item creation (on tab 3 of order form) is set to "checked".

Default value is Y.

DEFAULT-GEN-INV-STATUS
The possible value is "XXX", where XXX represents a three-character value.

When creating a general invoice, the default value for the invoice status comes from this variable instead of being automatically set to "REG". If this variable is empty in tab100, the default value for the invoice status will be"REG".

This flag is also valid for General Invoices that are created by the EDI load.

DEFAULT-GEN-INV-TYPE
Possible value is "XXX", where XXX represents a three-character value.

When creating a general invoice, the default value for the invoice type comes from this variable instead of being automatically set to "REG". If this variable is empty in tab100, the default value for the invoice status is "REG".

This flag is also valid for General Invoices that are created by the EDI load.

EDI-OUT-VENDOR-NOTE
Possible values are: Y or N

Y = The note will be added to an outgoing EDI message when sent to a vendor

Default value is Y

EDI-OUT-LIBRARY-NOTE
Possible values are: Y or N

Y = The note will be added to an outgoing EDI message when sent to a vendor

Default value is Y

EDI-OUT-PRICE-NOTE
Possible values are: Y or N

Y = The note will be added to an outgoing EDI message when sent to a vendor

Default value is Y

EDI-OUT-QUANTITY-NOTE
Possible values are: Y or N

Y = The note will be added to an outgoing EDI message when sent to a vendor

Default value is Y

ITEM-BOR-INFO-CIRC-ONLY
Determines if patron information is hidden when item information is displayed in the Catalog and Acquisitions modules.

Possible values are Y and N.

Y = Patron Information (such as Patron Name, ID) is only shown in the Circulation module, and not in the Acquisitions and Cataloging modules.

N = Patron Information (such as Patron Name, ID) is shown in all modules.

The default value is N.

ITEM-DATE-FROM-ORDER
Controls the automatic update of the arrival date of monograph orders.

The new flag has the following possible values: 0/1:

0 - Default. The arrival date is not recorded (old functionality).

1 - The arrival date is recorded in the item record (new functionality).This occurs only if the item's arrival date is not populated (Z30-ARRIVAL-DATE=00000000). If the item's arrival date is already populated, the item arrival date is not updated.

Notes:
- This functionality updates all order's related items regardless of the number of units ordered or the number of units arrived and is not related to the **Order completely arrived** checkbox in the Arrival Form or Order Form.

- If an Order arrival record is deleted, the item arrival date is not removed from the item record.

ORDER-ISBN-ISSN-ADD-TAG
Determines which bibliographic field can be used in order to populate an order's ISBN/ISSN field in addition to standard MARC 21 ISBN/ISSN fields.

Possible values: A tag, two indicators, and subfield should be defined for this parameter.

ORDER-ISBN-ISSN-ADD-TAG=021##a
where tag=021, ##=two indicators, a=subfield

OVER-EXP-INCLUDE-ENC
Determines if the maximum over expenditure of a budget is checked in relation to the encumbrance or to the expenditure.

Possible values are: Y or N.

Y = Maximum over expenditure of a budget is checked in relation to the encumbrance. The system checks the maximum over expenditure against the free balance. The free balance is the total allocation - (paid + unpaid invoices + encumbrances).

N = Maximum over-expenditure of a budget is not checked in relation to the encumbrance but in relation to the expenditure. The system checks the maximum over expenditure against the actual balance of the budget. The actual balance is the total allocations - (paid + unpaid invoices).

Default value is Y.

TWO-LEVEL-VENDOR
Determines whether the system uses one or two levels of vendor.

Possible values are: Y or N.

Y = The system uses two levels of vendor.

N = Only one level of vendor is managed.

Default value is N.

UPD-SUBS-FROM-ORDER

The variable UPD-SUBS-FROM-ORDER determines whether or not updating of serial information within the order record will affect the equivalent fields in the order's related subscription record. The relevant fields are: Vendor Code, Vendor Reference, Delivery Type, Subscription Start, and Subscription End Dates.

Values can be:

- Y- Update of a serials order affects its subscription record (new enhancement).

- N- Default value - Update of a serials order does not affect the subscription.

USE-OBJECT-CODE
Determines whether the budget's object code is assigned to the invoice and matches the budget's object codes.

Possible values are: Y or N.

Y = The object code must be assigned to the invoice and must match the assigned budget's object codes.

N = When registering the invoice, there is no check against the budget's object code and filling the invoice's object code is not mandatory. The object code can be used for reporting only.

Default value is N.

USE-ORDER-UNIT
Determines whether the Acquisitions system works with ordering units or with sublibraries. This variable deals with the Budget's (Z76) order unit, the Vendor's (Z70) order unit, the Order's (Z68) order unit and user-passwords (Z66).

Possible values are: Y or N.

N = each sublibrary is an order unit.

Y = ordering units are defined in tab_sub_library.lng using sublibrary type 5.

Default value is N.

VENDOR-SHARING
Determines whether the Vendor filter in Search mode for Vendors is active and is set to filter by a particular sublibrary or order unit.

Possible values are: 0 or 1.

0 = This is the default value if this parameter is not defined in the table. When a Vendor Filter in Search mode for Vendors is active and is set to filter by a specific sublibrary/order unit, vendors that have not been assigned a sublibrary/order unit are considered to be "general use" vendors and are therefore displayed in the list. Such vendors can be assigned to any order. If the vendor has even one sublibrary/order unit, it must match the sublibrary/order unit of the assigned order.

1 = This can be useful for sites that have many vendor records that are irrelevant to a particular library. This can happen when the site is sharing a single vendor table for multiple ADM libraries, or when the site has done a batch load of general vendor records.

If the variable is set to 1, then:

- When a filter is active on the vendor list, vendors that have not been assigned a relevant sublibrary/order unit are not displayed in the list.

- When a vendor is assigned to an order, the vendor must have the same sublibrary/order unit as the order. Vendors that do not have any sublibrary/order unit cannot be used on orders.

Default value is 0.

VIEW-NON-AUTHORIZED

Determines whether the budget information in the lower pane is displayed when "view Authorized" is not checked.

Possible values are: Y or N.

Y = The budget information in the lower pane of the budget list (Balance, Transactions, etc.) is displayed for all budgets listed in the upper pane.

N = The budget information in the lower pane of the budget list (Balance, Transactions, etc.) is not be displayed for non-authorized budgets even when the budget list is not filtered for authorized budgets only.

Default value is N.

Z30-PRICE-FROM-ORDER
Determines if the item price field is controlled and automatically updated from the acquisition price.

Possible values are: Y or N.

Y = the item price field is controlled by, and automatically updated from, the acquisition price (estimated and invoiced).

Default value is N.

17 Acquisitions Tables

1. **edi_in_attr**

   `edi_in_attr` is a table for defining special attributes of incoming EDI messages as needed for specific vendors.

2. **edi_out_attr**

   `edi_out_attr` defines special attributes of outgoing EDI messages as needed for specific vendors.

3. **form_sub_library_address**

   `form_sub_library_address` table defines address types for Acquisitions, ILL and Circulation forms. `form_sub_library_address` works in conjunction with column 2 (address type) of `tab_sub_library_address.lng` (alephe table).

4. **pc_tab_acq_fast_cat.lng**

   `pc_tab_acq_fast_cat.lng` defines fields for quick cataloging in the ACQ GUI. This table has to be edited in the BIB library (for the creation of the BIB record) and in the Administrative library (for the creation of the ADM record).

   There is an option to determine the bibliographic fields in the `pc_tab_acq_fast_cat.lng` table located in the administrative library by using column 5 of the table that will specify that the tag is a BIB tag.

   If the `pc_tab_acq_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_acq_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. **tab100**

   `tab100` is the central configuration table for system-level, server-level and library-level variables. The variables that are relevant to ACQ are:

   - BUDGET-PER-ORD-UNIT
   - CHECK-INVOICE-CURRENCY
   - CHECK-ORDER-BUDGET
   - CHECK-ORDER-ISBN-ISSN
   - CREATE-ITM-FORM-ORDER-M
   - EDI-OUT-VENDOR-NOTE

- EDI-OUT-LIBRARY-NOTE
- EDI-OUT-PRICE-NOTE
- EDI-OUT-QUANTITY-NOTE
- ORDER-ISBN-ISSN-ADD-TAG
- OVER-EXP-INCLUDE-ENC
- TWO-LEVEL-VENDOR
- USE-OBJECT-CODE
- USE-ORDER-UNIT
- VENDOR-SHARING
- Z30-PRICE-FROM-ORDER

See also Acquisitions Related Entries in tab100 and tab100's header.

6. **tab35**

   Every sublibrary can have different EDI ID numbers at different vendors. In addition, different sublibraries can have one account with the same vendor. tab35 defines these parameters for each branch library. In addition, the table registers each sublibrary's VAT number.

7. **tab36**

   The system automatically opens items for monograph orders according to the number registered in the **Number of Units** field in the order record if the **Create item records** checkbox on the monograph order form is selected. The default value for the **Create Items Records** is determined by the tab100 variable CREATE-ITEM-FROM-ORDER-M.

   tab36 defines per order sublibrary (col.1) and order material type (col.2) the default values that are assigned to the following automatically created item records: item statues (col.3), item material type (col.4), item collection (col.5), item call number (col.6), and item call number type (col.7) .For more details, see section 9 Item Records.

8. **tab42**

   `tab42` defines parameters for automatic update of the item processing status, according to the acquisition order status for monograph orders.

9. **tab45.lng**

   tab45 defines whether a transaction creates a log for related actions of Order, Subscription, and Invoice Payment.

   tab45 also defines whether the transaction is system generated or can be entered manually.

   The order/subscription/invoice log is part of the GUI-ACQ module. It depends on definitions set in tab45. For example, an entry can be made when an order or item is created, when the order status or item process status is changed, when subscriptions are created, when invoice payment status is updated, or when the user manually adds his own log notes.

   For more information, see tab45.lng.

10. **tab_acq_index**

    `tab_acq_index` indexes orders by bibliographic fields. Note that the index entry is updated only if the order record is updated – that is, a change in the bibliographic record is not automatically updated in the index in the Acquisitions/Serials Client.

11. **tab_vendor_sub_lib**

This table is applicable for libraries that work with a two-level vendor. When creating/updating a sub-level vendor record, this table defines which group of fields of the Z70 table will be taken from the generic (USM50) vendor record and will be read-only for the sub-level record and which group of fields can be set specifically for the sub-level vendor record. For more information and for the group definition of Z70, see the table's header.

12. tab_checksum

`tab_checksum` is used for defining the checksum programs. The programs can be used for creation, validation and correction of item barcode, patron barcode, vendor code prefix, budget code prefix, ILL supplier code prefix, vendor additional code, ILL supplier additional code. The relevant programs for Acquisitions are:

- vendor_abn
  This program performs ABN (Australian Business Number) checksum on Vendor Additional Code (Z70-ADDITIONAL-VENDOR-CODE). If data is entered in the Vendor Additional Code field, then it must match the ABN check. Alternately, the field can be left empty (with no data).

- code_prefix
  This program performs a check of the vendor code prefix and the budget code prefix. It works in conjunction with the prefixes that are defined in the Administrative table: tab_code_prefix.

13. tab_code_prefix

This table is used in the Administrative library for defining prefixes for budget code, vendor code and ILL supplier code. This table works in conjunction with the Administrative table: `tab_checksum`. If the checksum programs for vendor code, supplier code and budget code are used in `tab_checksum`, then the check is compared to the prefixes that are defined in `tab_code_prefix`.

18 Acquisitions Values of pc_server_defaults

pc_server_defaults is an ALEPH configuration located under $alephe_root. This configuration defines the default value for the pc server. Following are the relevant entries for the Acquisitions GUI:

- **setenv acq_user_z71_sort_routine**

  Sorting routines for Acq Order Log and Action Log Messages Possible values:

  o 00-by the open date & hour of the transaction

  o 01-by sequence no. of the log

- 02-by sequence no. of the log. The log with the Z71-ACTION-DATE will always be sorted on top by Z71-ACTION-DATE.

- **setenv acq_user_z71_sort_order**

  Sorting order for Acq Order Log and Action Log Messages Possible values:

  - A - Ascending

  - D - Descending

- **setenv default_lock_period**

  Locked Acquisitions records are automatically unlocked after a period defined in this section.

  The period is defined in seconds. The default has been set to 300 seconds.

Note
The value entered in setenv default_lock_period is also shared by Items, Circulation and ILL records.

- **max_unit_price_diff_percent**
  This parameter defines the maximum percent difference between the Invoice Line Item's actual unit price and the order's estimated unit price. If the difference exceeds more than the defined percent, an alert message is displayed. For more details see section Line Item Invoice - Alert Message on page 39 of the System Librarian chapter.

- **acq_user_z75_sort_routine**
  Sorting order for the invoice lines that are displayed in order information screens. The following options may be used:

  - INV-1-A : Vendor/Invoice Number (Ascending)
  - INV-1-D : Vendor/Invoice Number (Descending)
  - INV-2-A : Date Range (Ascending)
  - INV-2-D : Date Range (Descending)
  - INV-3-A : Invoice Type (Ascending)
  - INV-3-D : Invoice Type(Descending)
  - INV-4-A : Related Budget (Ascending)
  - INV-4-D : Related Budget (Descending)
  - INV-5-A : Invoice Line Note (Ascending)
  - INV-5-D : Invoice Line Note (Descending)
  - INV-6-A : Invoice Number (Ascending)
  - INV-6-D : Invoice Number (Descending)

19 Setting the Local Currency

This scenario shows how to set USD (US dollars) as your local currency. In order to set the local currency, perform the following steps:

1. In the GUI's Acquisitions/Serials module, select the Administration tab. Select the Currency node. The Currency tab is displayed in the upper pane. Define USD as one of your currencies, and set its ratio to 1.000.

2. Go to the `./alephe` directory. Define USD as your local currency in `./alephe/aleph_start`.

   ```
   setenv local_currency   USD
   ```

3. After exiting the `aleph_start` file, run the command:

   ```
   source aleph_start
   ```

4. Restart pc server (UTIL W).

The system's local currency is now USD. The GUI user is unable to add, replace or delete the ratio (1.000) for USD.

20 Column Headings (pc_tab_col.lng)

`pc_tab_col.lng` defines the columns of information that are displayed in list windows in the GUI clients.

In order to define column headings, edit the bibliographic library (USM01) table pc_tab_col.lng using UTIL I/9 or the ALEPHADM module. For more information about pc_tab_col.lng, see the section in the ALEPH User Guide - General chapter - GUI Lists - Column Headings.

The following is a list of the Acquisitions windows that use `pc_tab_col.lng` for formatting data, and their identifiers (Column 1 in `pc_tab_col.lng`).

Identifier	Acquisitions/Serials GUI Windows
PC_ACQ_BUDGET	Order Budget *
PC_ACQ_LOGGER	Action Log Messages Order Log
PC_ACQ_GLOBAL_SEARCH	New and Cancelled Order Index
PC_ACQ_LIST	Order List *
PC_ACQ_INDEX	Index List
PC_ACQ_O_I_L	Order Invoice Lines
PC_ACQ_O_H_I_L	Invoice Line Items
PC_ACQ_O_A_L	Arrival List

PC_ACQ_CLAIM_L	List of Claims
PC_COM_CURRENCY_LIST	Currency List
PC_COM_BUDGET_LIST	Budget List
PC_COM_TRANSACTION	Transactions List of Budget
PC_COM_VENDOR_LIST	Vendor List
PC_ITEM_ITEM	Items List
PC_COM_D_TRIG_LIST	List of Triggers for Order
PC_ACQ_MULTI_ORDER	Multi-Order Index
PC_ACQ_OPAC_LIST	OPAC Request List
PC_ACQ_BULK_ORDER	Bulk Ordering List
PC_ACQ_BULK_ARRIVAL	Bulk Arrival List
PC_ACQ_BULK_RESULT	Bulk Arrival Result

* In this GUI table, an optional color/font can be used by the system for color/font differentiation between values in the same column. The alternative font and color can be defined in Column 8 and 9 of pc_tab_col.lng.

21 Client Setup (acq.ini)

The acq.ini file defines settings for the Acquisitions/Serials client. This chapter presents and explains the following sections of the acq.ini file.

21.1 ACQ.INI SETTINGS

- [OrderNumber]

- [Invoice]

- [Arrival]

- [NewCancelIndexList]

- [RfidMedia]

- [LibraryRelation]

- [Messages]

- [AdminTree]

- [UserList]

Explanations of other setting definitions, relating to more than one module, can be found in the *.Ini Files chapter of the General module of the ALEPH System Librarian's Guide.

[OrderNumber]

```
[OrderNumber]
EnablePrefix=Y
PrefixString=uarcv
```

The [OrderNumber] section defines the default order number prefix. It works together with the order number counter in UTIL G/2 (for example: last-order-no-uarcv).

[Invoice]

```
[Invoice]
CreateArrival=Y
SubscriptionDateRangeCheck=Y
ApprovalDep=APPROVAL 1
```

CreateArrival=Y
When a line item invoice is registered, this section determine if the user will be asked whether he would like to record the material as having arrived. If it is set to N, the question regarding the arrival of material will not pop up.

When the staff user chooses to register an arrival and the arrival record is created, the claim date of standing order only is updated by the system as follows:

Current date + Z68-MAX-NO-ARRIVAL-DAYS

SubscriptionDateRangeCheck=Y
This section determines the default value of the field: Check Subs. date overlap. This field appears in line item invoice of serials orders and standing orders. Possible values are:

Y - The check box is initially selected

N - The check box is initially clear

ApprovalDep=APPROVAL 1
This section determines the Approval Department field of the General Invoice.

[Arrival]

```
[Arrival]
RushNote=Y
LibraryNote=Y
ArrivalMessages=Y
```

RushNote=Y
When registering the arrival of a rush order, this section will determine whether to notify the user that this is a rush order.

LibraryNote=Y

When registering the arrival of an order which has a library note, this section will determine if the library note will pop up.

ArrivalMessages=Y

When the arrival of an order whose items have been requested is registered, this setting determines whether or not the user is notified that it is requested.

[NewCancelIndexList]

```
[NewCancelIndexList]
OrderType=M
MaterialType=
OrderGroup=
VendorCode=010
OpenDateFrom=0
OpenDateTo=0
RefreshFilter=Y
RefreshOnStart=Y
```

The [NewCancelIndexList] section defines the default parameters for the New and Cancelled Order List.

[RfidMedia]

```
[RfidMedia]
ActivateReader=Y
SuccessMessage=Y
```

The [RfidMedia] section is required when library items are RFID-tagged. For more information on using RFID equipment, please refer to the How-to document in the Ex Libris Documentation Center that is relevant to your RFID vendor (for example, for Bibliotheca, you would refer to *How to set up a BiblioChip® interface in ALEPH® 500 - 18.01*).

ActivateReader=Y

This variable determines whether or not the RFID Reader is updated when the relevant GUI actions are triggered.

SuccessMessage=Y

This variable determines whether or not a message indicating success is issued when the RFID Reader update action succeeds.

[LibraryRelation]

```
SecondBib=N
```

If there are two BIB libraries connected to the same ADM library, set the value Y (SecondBib=Y).
If there is only one BIB library, set N (default value).

[AdminTree]

DefaultTree=B

This variable sets the first branch that is opened when the Admin tab is clicked in GUI-ACQ/SERIAL.

The possible values are:

B (Budgets), V (Vendors), C (Currency), E (EDI Load Log), L (Action Log Messages), T (Triggers), R (Budget Transfer), J (File List), A (Batch Log), Q (Batch Queue), D (Print Daemon).

The default value is B (Budgets).

[UserList]

```
[UserList]
BorrowersOnly=N
FilterType=0
```


BorrowersOnly=N

Defines if the "Display Local Patron Only" check box in the Patron List is selected by default:

- If set to **Y**, only patrons with at least one local record are displayed. Whether or not patrons whose only local record is ALEPH are displayed depends on the setup of the user_list_aleph_local parameter in pc_server_defaults.

- If set to **N**, all patrons are displayed.

FilterType=0

The Patron List can be sorted according to one of the following parameters: Patron ID, Patron Name or Patron Barcode. This parameter sets the default value for the sorting of the Patron List.

- FilterType=1 sorts list by Patron ID

- FilterType=0 sorts list by Patron Name

- FilterType=2 sorts list by Patron Barcode

You can change the sort of the Patron List manually using the "Sort by" option in the Patron List in the Acquisition client.

22 Invoice Payment Status (tab48)

The administrative table tab48.lng (General Invoice Payment Status) controls the following functions:

- This table defines the General Invoice Payment Status (Z77-P-STATUS). The library can define its own payment status by setting this new table.

- Payment Status (Col.1 and Col.5: code and caption).

- Default Payment Status (Col.2) - This column defines the default status when a general invoice is created.

- Freeze Invoice (Col.3)- This column defines which statuses 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.

- Permissions (Col.4) - This column defines which user_function routines should be used in addition to the standard checks for different statuses. Multiple Invoice Payment Statuses can use the same authorization. Following are "payment status" permissions of the alephe table: user_function.lng (these permissions are also used in tab48):

  - ACQ/INVOICE-HEAD-P-S-R Update "Ready to be paid" general invoice and/or its line invoices.

  - ACQ/INVOICE-HEAD-P-S-Y Update "Payment authorization given" general invoice and/or its line invoices.

  - ACQ/INVOICE-HEAD-P-S-P Update "Paid" general invoice and/or its line invoices.

Each library can add new permissions to `user_function` according to the new payment status. For example: the library defines in tab48, a new Payment Status: C - Check Before Paying (Col.1 and Col.5), a separate user authorization can be defined in `user_function.lng`:

ACQ L Acquisitions INVOICE-HEAD-P-S-C L Update "check before paying" general invoice and/or its line invoices

This user function can then be used in Col.4 of tab48.lng. Alternately, the library can use existing permissions (for example, ACQ/INVOICE-HEAD-P-S-Y) to define permission for payment status C. In this case, payment statuses Y and C will share the same user permission.

The permissions that are defined in `tab48.lng` affect not only when the user manually tries to change the Invoice Payment Status, but also when the user

tries to change a payment status by running the Invoice Report service (acq-10).

23 Checksum of Vendor Additional Code Format (ABN)

Checksum of vendor additional code (Z70-ADDITIONAL-VENDOR-CODE) can be performed by setting the ADM table `tab_checksum`. This table is used for defining the checksum programs.

`vendor_abn` is the relevant program for performing ABN (Australian Business Number) checksum on Vendor Additional Code. If data is entered in the Vendor Additional Code field, then it must match the ABN check. Alternately, the field can be left empty (with no data).

Following is a sample setup of `tab_checksum`. This example shows how to perform checksum (valid and correct) of ABN:

```
      1                                 2
!!!!!!!!!!!!!!!!!!!!!!---!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!>
CSV-VENDOR-ADD-CODE      chksm_valid_vendor_abn
CSCO-VENDOR-ADD-CODE     chksm_correct_vendor_abn
```

Note

The table's programs can be used for creation, validation and correction of item barcode, patron barcode, budget code prefix, vendor code prefix, ILL supplier prefix and vendor additional code.

24 Budget and Vendor Code Prefix

`tab_code_prefix` is an Administrative table that is used for defining prefixes for the budget code, vendor code and ILL supplier code. This table works in conjunction with the Administrative table: `tab_checksum`. If the checksum programs for vendor code, ILL supplier code and budget code are used in `tab_checksum`, then the check is compared to the prefixes that are defined in `tab_code_prefix`. Only a vendor, ILL supplier or budget that has one of the defined prefixes is allowed by the system.

For example: tab_checksum is set to perform a check of the vendor, supplier and budget code prefix:

```
! 1                                                   2
!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!----------
!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!>
CSV-VENDOR-CODE                checksum_valid_code_prefix
CSV-BUDGET-NUMBER              checksum_valid_code_prefix
```
The valid prefixes are defined in tab_code_prefix:

```
! 1
!!!!!
BUD-
VEN-
```

```
SUPP-
```

Only Vendor, ILL supplier and budget code, which has one of these prefixes, will be registered in the system. Any other prefix will be blocked and the record will not be registered.

25 Order Units

The Acquisitions system can be based on either order units or sublibraries, depending on the tab100 variable, USE-ORDER-UNIT. This variable determines whether the Acquisitions system works with order units or with sublibraries. It deals with the Budget's (Z76) order unit, the Vendor's (Z70) order unit, the order's (Z68) order unit and user-passwords (Z66).

If this variable is set to N, then each sublibrary is an order unit. If the variable is set to Y, then ordering units are defined in `tab_sub_library.lng` using sublibrary type 5. Addresses of ordering units are set in

`$alephe_tab/tab_sub_library_address.lng`.

Following are special instructions and emphasis for a system that is set to work with order units (the tab100 variable USE-ORDER-UNIT is set to Y) in contrast to a system that is set not to work with order units (the tab100 variable USE-ORDER-UNIT is set to N).

Order Form
If the system is set to work with order units (the tab100 variable USE-ORDER-UNIT is set to Y), a mandatory field appears in the order form: Order Information tab: Order Unit (Z68-ORDERING-UNIT). The Order Unit that is selected for the orders is checked against the order's vendor and the order's budget order unit. The user must assign to the order a vendor/budget that matches the order unit.

User Permissions
When you click the key icon and select Staff Privileges, the Staff Privileges window will appear. From this window, a button can be selected for Order Units/Sublibraries. This button can be labeled either "Order Units" or "Sublibraries". If your system is set to work with order units, the button should be named Order Units, and if it is set to work with sublibraries, it should be named Sublibraries.

The User's Order Units/Sublibraries must be defined in the Current list window; otherwise, the user will have no privileges for order units/sublibraries. It depends on the tab100 variable USE-ORDER-UNIT whether the list contains sublibraries or order units. For global permission, select USM50. Following is an example of user-sublibrary management of a system that uses order units:
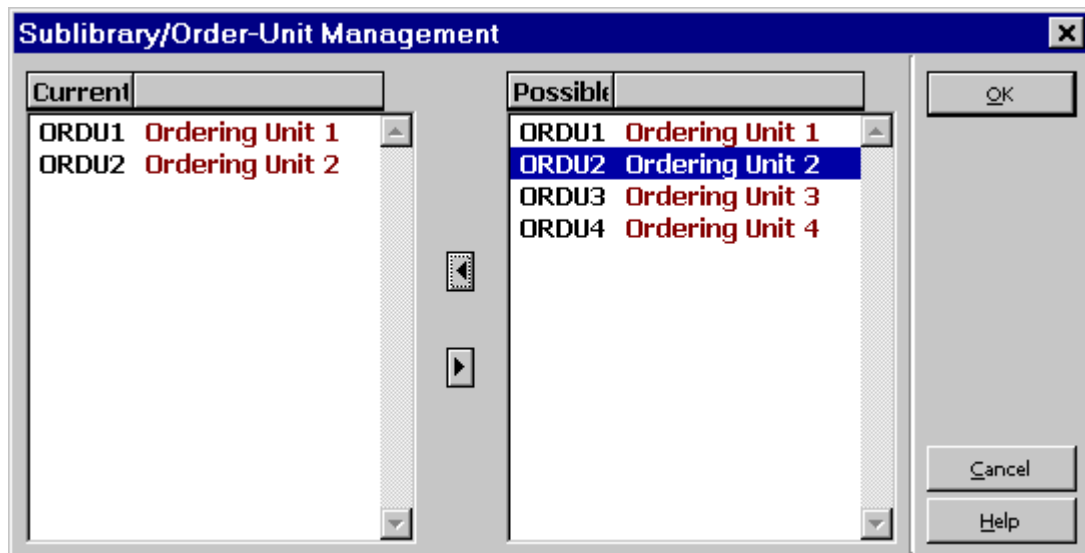
In the User-Password Information window, there is an Order Unit/Sublibrary Proxy field (Z66-ORDER-UNIT-PROXY) that is used to redirect your acquisitions ordering unit/sublibraries permission to another user.
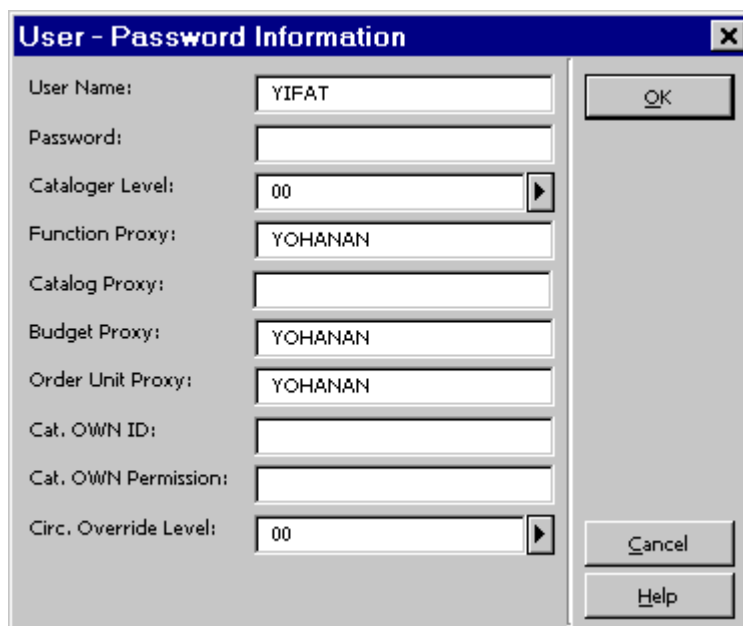
Vendors and Budgets

The ordering unit concept is also available for the vendor and budget record.

1. In an order unit system, the vendor/budget allowed sublibraries (Z602) will be order units.

2. If your system is set to work with two-level vendors (the variable TWO-LEVEL-VENDOR is set to Y), then the sub-level vendor record will be registered on the ordering unit/sublibrary depending on the variable USE-ORDER-UNIT. Following is an example of a vendor sub-level list of an order unit system:
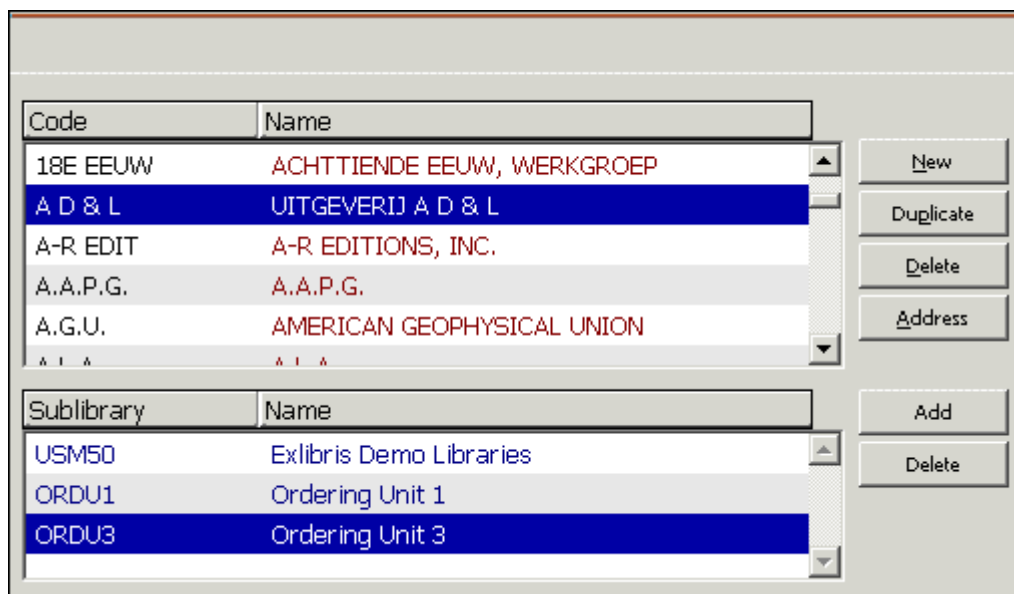
3. Checks for vendor and budget usage permission are made against the Z68-SUB-LIBRARY or Z68-ORDERING-UNIT depending on the USE-ORDER-UNIT setup.

Order Unit Address

If the USE-ORDER-UNIT variable is set to Y in GUI forms and service forms, the sublibrary address will be the Z68-ORDERING-UNIT address and not the Z68-SUB-LIBRARY address. If USE-ORDER-UNIT is set to N (so that the Z68-ORDERING-UNIT is empty), the address will be the Z68-SUB-LIBRARY address. Addresses of ordering units and sublibrary addresses are set in `$alephe_tab/tab_sub_library_address.lng`.

GUI List

The Order Unit column can be displayed in the following GUI lists.

- Order list for ADM record - menu PC_ACQ_LIST in `pc_tab_col.lng`.

- New and cancelled order index - menu PC_ACQ_GLOBAL_SEARCH in `pc_tab_col.lng`.

- Multi order index menu PC_ACQ_MULTI_ORDER in `pc_tab_col.lng`.

The Order Unit field can also be displayed in the Order Details window using the z68-ordering-unit tag in the order-info HTML template.

window.dat Setup

If your system is using order units, several buttons, fields and screen titles will need to be changed. These changes of button labels, field names and screen titles are made in the following pc files:

```
acq\tab\lng\window.dat,
alephcom\tab\lng\window.dat.
```

Screens, fields and buttons that appear in more than one module are dealt with in

ALEPHCOM. Those that appear in a single module are dealt with in the module's specific window.dat file.

Example of renaming a button label:
The Sublibrary button in Budget List must be renamed Order Units. To do this, change the following line in `alephcom\tab\lng\window.dat`:

From:

```
VendorListAdmin.Btn.SubLibrary      &Sublibrary
```

To:

```
VendorListAdmin.Btn.SubLibrary      &Order Units
```

Example of renaming a window title:
The Sublibrary Management window of the Vendor/Budget List should be renamed Order Units Management. To do this, change the following line in `alephcom\tab\lng\window.dat`:

From:
```
RecordSubLibrary.Title           Sublibrary Management
```
To:
```
RecordSubLibrary.Title           Order Units Management
```

Example of renaming a field:
The Sublibrary Proxy field in the User - Password Information window should be renamed Order Unit Proxy. To do this, change the following line in `alephcom\tab\lng\window.dat`:

From:
```
PrivilegesUpdate.Static.OrderUnitProxy  #Order Unit/Sublibraries \n
Proxy:
```

To:
```
PrivilegesUpdate.Static.OrderUnitProxy  #Order Unit Proxy:
```

Services
Order Unit is used as a filter in the following services:

- Claim Report and Letters for Monograph Orders (acq-12)

- Claim Report for Serials Orders (acq-19)

- Claim Report for Standing Orders (acq-11)

- Send List of Orders to a Vendor (acq-14)

- Order-Log Report (acq-22)

- Subscription Renewal Letters (acq-23)

- General Retrieval Form (acq-02-01)

- Partially-Filled Monograph Orders (acq-02-02)

- Monograph Orders - Status "NEW" (acq-02-03)

- General ADM and Orders Creation (acq-24)

If your system is set not to use order units, the Order Unit field should become a hidden   field.

Example from the service: Send List of Orders to a Vendor (acq-14) If your system is set to work with order units, set the Order Unit in the file ./alephe/pc_b_eng/p-acq-14.xml as follows:

```
<control>
        <expand_check box>
                <label>Order Unit</label>
                <source>ORDER-UNIT</source>
                <argname>F04</argname>
        </expand_check box>
</control>
```

If your system is set not to work with order units, set the Order Unit in the file ./alephe/pc_b_eng/p-acq-14.xml as follows:

```
<control>
    <hidden>
        <expand_check box>
                <label>Order Unit</label>
                <source>ORDER-UNIT</source>
                <argname>F04</argname>
        </expand_check box>
    <hidden>
</control>
```

26 Line Item Invoice - Alert Message

When a new invoice's line item is created or an existing one is modified, and the actual unit price exceeds the estimated unit price by more than a defined percent, a non-recurrent alert message is displayed (upon clicking the **OK** button).

The actual unit price is calculated by dividing the "Total Amount" (Z75-I-TOTAL-AMOUNT) by the "Number of Units" (Z75-I-NO-UNITS). Both fields are part of the GUI-ACQ-Invoice Line Item window.

The estimated unit price is calculated by dividing the "Final Price" of the order (Z68-E-PRICE) by the "Number of Units Ordered" (Z68-NO-UNITS). Both fields are part of the GUI-ACQ-Order Form window-Quantity and Price tab.

The difference in percents between the unit prices takes into account the currency of the order (Z68-E-CURRENCY) and of the invoice (Z77-I-CURRENCY). If they differ, the comparison is made in local currency units.

The maximum percent difference is determined by setting the value of the environment variable "max_unit_price_diff_percent" in the file `./alephe/pc_server_defaults`, for example:

```
setenv max_unit_price_diff_percent    10
```

The alert message is located in the file `$aleph_root/error_lng/pc_acq_c0513`:

```
1011 0000 L Actual unit price ($1 $2) exceeds the estimated unit
price ($3 $4) by more than $5 percent. Continue?
```

Note

The alert message is displayed only ONCE, and it does NOT prevent the invoice data from being saved in the database. That is, even if the alert message is discarded, and the "Line Item" window is closed via the "Cancel" button, the invoice record (Z75) is updated.

27 Order Bar Search Options

The list of search options is defined in the ORDER-SEARCH menu of `pc_tab_exp_field.lng`.

Example:
```
ORDER-SEARCH      L Order number              ON
ORDER-SEARCH      L Group order number        GON
ORDER-SEARCH      L Vendor reference          RF
ORDER-SEARCH      L ISBN                       ISBN
```

This allows you to configure fewer entries for the Order bar as opposed to the Order Index that uses the ACQ_INDEX_TYPE menu.

In addition, it is possible to find an entry through the Search function.

```
ORDER-SEARCH      L BIB Sys No.        BIB-SYS
ORDER-SEARCH      L ADM Sys No.        ADM-SYS
ORDER-SEARCH      L BIB Title          BIB-TIT
```

BIB-SYS - look for system number in the first BIB relation of connected library. ADM-SYS - look for system number in connected library. BIB-XXX - Does a CCL search (XXX =)

In the case of BIB-XXX there can be multiple hits. If so, there is an option to view the set in the Search function via confirmation messages.

Example of adding a BIB search value:

```
ORDER-SEARCH           L BIB Author          BIB-AUT
```

Note

In this example, AUT must be an index code that is used by the system.

The option to define the BIB search option by values defined in `tab_acq_index` is also valid for the order Search bar and those values can be added to the ORDER-SEARCH menu.

28 Sending a List of Orders Sent via EDI to a Vendor including More than One Sublibrary

The Send List of Orders to a Vendor (acq-14) service enables a staff user 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.

To enable this service to include orders of all sublibraries, or orders of more than one sublibrary sent by EDI check, you must set up a line in the `./xxx50/tab/tab35` configuration table for the active ADM library code (for example, USM50), from which the service is being submitted. For example:

```
! 1               2                 3        4          5
6
!        7                          8
!!!!!-!!!!!!!!!!!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!!-!!!-
!!!!!!!!!!!!!!!!!!!!-!!!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!!-
!!!!!!!!!!!!!!!!!!!!!!!!!!!!>
USM50 AACU                EXL-SER             091
IL 111 222 331                melvyl.dewey@exlibris.edu
```

29 Setting Up the Budget List

You can decide that the Budget List will contain only those budgets with assigned Order Units/Sublibraries(Z602) which match the user's assigned Order Unit/Sublibrary (Z602).

The setup of the BUDGET-PER-ORD-UNIT variable in tab100 determines the filtering mechanism of the Budget List.

Note

If the BUDGET-PER-ORD-UNIT variable is set to Y and the Search Modes are Group or Wildcard, when one budget in the group is denied, all budgets included in the group are not displayed.

To enable the display of all budget information in the lower pane when "View Authorized" is not checked, use VIEW-NON-AUTHORIZED variable in tab100.

30 Setting Up Acquisitions for EDI

Edit tab100 for EDI - set the following variables:

- EDI-OUT-VENDOR-NOTE

- EDI-OUT-LIBRARY-NOTE

- EDI-OUT-PRICE-NOTE

- EDI-OUT-QUANTITY-NOTE

to determine whether or not the following notes will be added to an outgoing EDI message:

- Vendor Note

- Library Note

- Price Note

- Quantity Note

To set EDI claims codes for a serials claim, define the following lines in ./xxx50/tab/pc_tab_exp_field.lng SERIAL-CLAIM-FORMAT:

```
SERIAL-CLAIM-FORMAT L EDI claim - missing issue              90
SERIAL-CLAIM-FORMAT L EDI claim - wrong issue supplied       91
SERIAL-CLAIM-FORMAT L EDI claim - damaged copy               92
SERIAL-CLAIM-FORMAT L EDI claim - too many copies received   93
SERIAL-CLAIM-FORMAT L EDI claim - insufficient copies received 94
SERIAL-CLAIM-FORMAT L EDI claim - other reason               95
```

31 Setting up Vendor Sharing

The following setup is required for sites that share a single vendor table for multiple ADM libraries.

Steps

1. From each ADM library's `file_list`, remove LS (logical synonyms) for Z70 and Z72. Z70 and Z72 should only be defined in the `file_list` of the shared vendor library, for example, XXX50.

2. In the `tab100` of each ADM library, define VENDOR-SHARING=**1**.

3. In `./alephe/aleph_start`, define the following variable:

   `setenv vendor_library XXX50`

4. In the Acquisitions GUI, run the Build Word Indexes for a Record (manage-111) service to create keywords for the shared vendor library.

32 Acquisitions Values of aleph_start

setenv unique_order_number_2   Y

This environment variable is used for 'Generic Vendor Records Loader (file-96)'. It defines whether to ignore Z68-ORDER-NUMBER-2 variable which is set in the

service's configuration table. This is done in order to avoid duplicates. When it is set to 'Y', any value for Z68-ORDER-NUMBER-2 defined in the configuration table will be ignored and it will not be added to the new order record.

setenv vendor_library XXX50
Used to define the shared vendor library only in a multi-ADM environment which is using the shared vendor model.

33 Load Invoice and Line Items (acq-32)

This chapter describes how to load new general invoice and line items using the Acquisitions batch service, Load Invoice and Line item (acq-32).

The following is a general description of the batch activities:

1. The batch service applies to an input file (in an xml format) which is placed in the ADM library/scratch directory and is populated with a pre-defined XML tags including invoices and line items information.

2. Based on the input data, new general invoice and line item records are created in Aleph and all necessary actions are performed.

3. The batch service produces an output report detailing the successful and failed actions of the batch execution.

4. For Monograph and standing Orders, the batch service enables the registering of material arrival and the production of arrival slips.

33.1 The Batch Service Interface

The batch service "Load Invoice and Line item (acq-32)" is accessed via the GUI-Acquisition/Serials module from **Services → Other**.

- **Input file** – Mandatory. The name of the xml file that contains the invoice data. The file should be located in the ADM library's scratch directory (./xxx50/scratch).

- **Report Output File** – Mandatory. The name of the file in which you want to save the output report.

- **Update Database** – Selecting "Yes" generates a report output file, creates new general invoices and line items data in Aleph, and updates all other corresponding Aleph data (such as orders and budget transactions). Selecting "No" generates a report output file but without updating the database.

- **Update Arrivals** – Selecting "Yes" registers a new arrival record (Z78) for monograph and standing orders. In this case, the order's arrival status for monograph orders is changed to "Complete". Selecting "No" does not update arrival information.

- **Arrival Slips Output File** – This field is relevant only when Update Arrival is "Yes". If you want to print arrival slips (acq-arrival-slip-00.xsl), enter the name of the file in which you want to save the output arrival slips.

- **Sort By** – The parameter by which the output report is sorted. The options are:

  o **Invoice Number** – Ascending. Within a single general invoice, the sort is by line item sequence number.
  o **Additional order number 1** (also known as: common order number) – ascending
  o **Order number** – Ascending
  Failed/Update Status – The report is sorted so that the failed transactions are listed first and the successful transactions are listed afterward.

- **Report Format** – Select from a list of predetermined report formats (template file name: acq-invoice-load.xsl).

33.2 The Input File

The input file should be built with xml scheme according to the following structure:

```
<?xml version="1.0"?>
<general-invoice-list>
 <general-invoice>
     <invoice-number>12381</invoice-number>
     <vendor-code>21NM</vendor-code>
     <orig-invoice-number></orig-invoice-number>
     <type>REG</type>
     <status>REG</status>
     <inv-credit-debit>D</inv-credit-debit>
     <currency>USD</currency>
     <currency-ratio></currency-ratio>
     <inv-net-amount>00000000000000</inv-net-amount>
     <inv-ship-amount>00000000000000</inv-ship-amount>
     <inv-over-amount>00000000000000</inv-over-amount>
     <inv-insu-amount>00000000000000</inv-insu-amount>
     <inv-disc-amount>00000000000000</inv-disc-amount>
     <inv-total-amount>00000000050000</inv-total-amount>
     <inv-date></inv-date>
     <ship-date></ship-date>
     <inv-note>Invoice for your orders from Aug 2008</inv-note>
     <pay-date>00000000</pay-date>
     <pay-check-no></pay-check-no>
     <pay-amount>00000000000000</pay-amount>
     <pay-status>N</pay-status>
     <pay-approval-dept></pay-approval-dept>
     <pay-approval-number></pay-approval-number>
     <inv-vat-code></inv-vat-code>
     <inv-vat-method>I</inv-vat-method>
```

```
<vat-per-line></vat-per-line>
<inv-vat-amount></inv-vat-amount>
<vat-receiver></vat-receiver>
<line-item>
      <order-number>51696</order-number>
      <add-order-number-1></add-order-number-1>
      <object-code></object-code>
      <line-credit-debit>D</line-credit-debit>
      <line-net-amount>00000000000000</line-net-amount>
      <line-total-amount>00000000030000</line-total-amount>
      <line-vat-code></line-vat-code>
      <line-vat-amount>00000000000000</line-vat-amount>
      <number-units></number-units>
      <budget-code></budget-code>
      <line-note>Charge for paper. Map is free</line-note>
      <date-from>00000000</date-from>
      <date-to>00000000</date-to>
      <date-range>N</date-range>
</line-item>
<line-item>
      <order-number>51697</order-number>
      <add-order-number-1></add-order-number-1>
      <object-code></object-code>
      <line-credit-debit>D</line-credit-debit>
      <line-net-amount>00000000000000</line-net-amount>
      <line-total-amount>00000000010000</line-total-amount>
      <line-vat-code></line-vat-code>
      <line-vat-amount>00000000000000</line-vat-amount>
      <number-units></number-units>
      <budget-code></budget-code>
      <line-note></line-note>
      <date-from>00000000</date-from>
      <date-to>00000000</date-to>
      <date-range>N</date-range>
</line-item>
<line-item>
      <order-number></order-number>
      <add-order-number-1></add-order-number-1>
      <object-code></object-code>
      <line-credit-debit>D</line-credit-debit>
      <line-net-amount>00000000000000</line-net-amount>
      <line-total-amount>00000000010000</line-total-amount>
      <line-vat-code></line-vat-code>
      <line-vat-amount>00000000000000</line-vat-amount>
      <number-units></number-units>
      <budget-code></budget-code>
      <line-note></line-note>
      <date-from>00000000</date-from>
      <date-to>00000000</date-to>
      <date-range>N</date-range>
```

```
        </line-item>
   </general-invoice>
</general-invoice-list>
```

The XML input file should contain the compound elements:
- <general-invoice-list>
- <general-invoice>
- <line-item>

The XML file is started and ended by the <general-invoice-list> tag.
The XML file can contain one or more general invoices <general-invoice>.
Each general invoice can contain one or more line items <line-item> – up to 500 line items for an invoice.

The <general-invoice> tags:

vendor-code
Input value is mandatory. The code of the vendor that supplies the invoice (Z77-VENDOR-CODE). The input must be registered in Aleph Vendor database (Z70). If input is missing/non-valid or vendor is Not-Active; the general invoice and related line items are not loaded and the output file reports an error.

invoice-number
Input value is mandatory. Up to 15 characters. The general invoice number (Z77-INVOICE-NUMBER). The system checks in the database and in the input file that the invoice number does not exist for the same vendor. In case the invoice number is already registered for the same vendor the general invoice and related line items are not loaded and the output file reports an error.

orig-invoice-number
Up to 15 characters. May contain the invoice number to which this invoice refers to (Z77-ORIG-INVOICE-NUMBER).

type
3 characters. Type of invoice (Z77-I-TYPE). Value should be one of the codes defined in ACQ_INVOICE_TYPE menu of ./xxx50/tab/pc_tab_exp_field.lng. E.g.: REG. If input code is not recognized, the general invoice is loaded and the inconsistency is reported in the output report.
If <type> input is missing or blank, the system populates in Z77-I-TYPE the default value as defined in ./xxx50/tab/tab100: DEFAULT-GEN-INV-TYPE.

status
3 characters. Status of the invoice (Z77-I-STATUS). Value should be one of the codes defined in ACQ_INVOICE_STATUS menu of ./xxx50/tab/pc_tab_exp_field.lng. E.g.: REG. If input code is not recognized, the general invoice is loaded and the inconsistency is reported in the output report.
If <status> input is missing or blank, the system populates in Z77-I-STATUS the default value as defined in ./xxx50/tab/tab100: DEFAULT-GEN-INV-STATUS.

inv-credit-debit

1 character: D (debit) or C (credit). Indicates whether this is a debit invoice or a credit invoice (Z77-I-CREDIT-DEBIT). If input is missing or non-valid, the system populates D.

currency
Input value is mandatory. Currency code used for the general invoice (Z77-I-CURRENCY). In case the input currency code is not set in Aleph data; the general invoice and related line items is not be loaded and the output file reports an error.
The system also checks for the CHECK-INVOICE-CURRENCY flag in ./xxx50/tab/tab100.
If CHECK-INVOICE-CURRENCY=Y and the currency code is not one of the vendor's currency, then the general invoice is loaded and the inconsistency is reported in the output report.
If CHECK-INVOICE-CURRENCY=N, the system does not apply this check.

currency-ratio
12 digits, last six digits are decimal (e.g.: 000004500000 represent 4.5). Explicit currency ratio for the general invoice (Z77-I-CURRENCY-RATIO). If the input is missing or invalid, the system applies the currency ratio as set in Aleph data (Z82).

inv-net-amount
14 digits, last two digits are decimal (e.g.: 00000000010050 represent 100.5).The general invoice net amount (Z77-I-NET-AMOUNT). If input is missing or non-valid, the system populates zeros.

inv-ship-amount
14 digits, last two digits are decimal. The general invoice ship amount (Z77-I-SHIP-AMOUNT). If input is missing or non-valid, the system populates zeros.

inv-over-amount
14 digits, last two digits are decimal. Invoice overhead amount (Z77-I-OVER-AMOUNT). If input is missing or non-valid, the system populates zeros.

inv-insu-amount
14 digits, last two digits are decimal. Invoice insurance amount (Z77-I-INSU-AMOUNT). If input is missing or non-valid, the system populates zeros.

inv-disc-amount
14 digits, last two digits are decimal. Invoice discount amount (Z77-I-DISC-AMOUNT). If input is missing or non-valid, the system populates zeros.

inv-total-amount
14 digits, last two digits are decimal. Invoice total amount (Z77-I-TOTAL-AMOUNT). If input is missing, or non-valid, Z77-I-TOTAL-AMOUNT is computed from sum of Z77-I-NET-AMOUNT, Z77-I-SHIP-AMOUNT, Z77-I-OVER-AMOUNT, and Z77-I-INS-AMOUNT minus Z77-I-DISC-AMOUNT.

If Z77-I-TOTAL-AMOUNT is computed as zeros, the general invoice is loaded and the inconsistency is reported in the output report.

inv-date

YYYYMMDD. E,g. 20080825 represent 25-Aug-2008. The invoice date (Z77-I-DATE). If input is missing or non-valid, the system populates current-date.

ship-date
YYYYMMDD (Z77-I-SHIP-DATE). Date invoice was sent by the vendor to the library. If input is missing or non-valid, the system populates current-date.

inv-note
Up to 60 characters. Free-text note (Z77-I-NOTE).

pay-date
YYYYMMDD (Z77-P-DATE). Date invoice was paid.
If input is missing or non-valid, the system populates zeros.
If Z77-P-STATUS is "P" (paid) but Z77-P-DATE is zeros, the general invoice is loaded and the inconsistency is reported in the output report.

pay-check-no
Up to 15 characters. The check number that was used for paying the invoice (Z77-P-CHECK-NO).
If general invoice in not paid (Z77-P-STATUS is not "P") but the check number is populated (Z77-P-CHECK-NO is not blank), the general invoice is loaded and the inconsistency is reported in the output report.

pay-amount
14 digits, last two digits are decimal. The amount paid for this invoice (Z77-P-AMOUNT). If input is missing or non-valid, the system populates zeros.

pay-status
1 character. The general invoice's payment status (Z77-P-STATUS).The value should be one of the codes defined in ./xxx50/tab/tab 48. E.g.: N (Not paid) or P (Paid).
If payment status is Paid (Z77-P-STATUS=P), then the payment date (Z77-P-DATE) and payment amount (Z77-P-AMOUNT) cannot be zeros.
If the input is missing or non-valid, the system populates Z77-P-STATUS as follows: If Z77-P-AMOUNT and Z77-P-DATE are populated (not zeros), the value P (Paid) is set in Z77-P-STATUS. If Z77-P-AMOUNT and Z77-P-DATE are zeros, the value N (Not Paid) is set in Z77-P-STATUS.

pay-approval-dept
Up to 20 characters. The department responsible for processing the approval of the invoice payment (Z77-APPROVAL-DEPARTMENT).
If <pat-approval-dept > is set in the input file, it must match one of the codes defined in ACQ_APPROVAL_DEPARTM menu of ./xxx50/tab/pc_tab_exp_field.lng.
If the input is not-valid, the general invoice is loaded and the inconsistency is reported in the output report.

pay-approval-number
Up to 20 characters. Payment approval number assigned to the invoice (Z77-APPROVAL-NUMBER).

inv-vat-code
Up to 5 characters. Invoice's VAT code (Z77-VAT-CODE).

If <inv-vat-code> is set in the input file, it must match one of the codes defined in./xxx50/tab/tab_vat_percent.lng. If the input is not-valid, the general invoice is loaded and the inconsistency is reported in the output report.

inv-vat-method
1 character. Indicates the VAT calculation method (Z77-VAT-METHOD).
Values can be I (Inclusive- VAT amount is already included in total amount) or E (exclusive- amount is added to total amount). If the input is missing or non-valid, the system populates "I" in Z77-VAT-METHOD.

vat-per-line
1 character: Y (Yes) or N (No). Indicates whether the VAT amount is set in the general invoice or calculated from VAT amount of related line items (Z77-VAT-PER-LINE). Value N (No) indicates that the VAT amount of the general invoice is fixed. VAT values of all attached line items are calculated from Z75-I-TOTAL-AMOUNT according to the VAT percent of the general invoice.
Value Y (Yes) - The VAT amount of the general invoice is always zeros in the database. It is calculated on the fly from the VAT amounts of all attached line items. Line item VAT amount can be set individually for each line item.
If input is missing or non-valid, the system populates N in Z77-VAT-PER-LINE.

inv-vat-amount
14 digits, last two digits are decimal (e.g.: 00000000001000 represent 10). Invoice's VAT amount (Z77-VAT-AMOUNT). If input is missing or non-valid, the system populates zeros.

vat-receiver
Up to 40 characters. The body that receive the VAT amount (Z77-VAT-RECEIVER).

The <line-item> tags:

order-number
Up to 30 characters. The number of the order (Z68-ORDER-NUMBER) for which the invoice line item is refer (Z68-ORDER-NUMBER).
If <order-number> is missing, the system loads a line item that is not related to an order.
If <order-number> tag is populated, the system checks that there is such order in Aleph data. If a matching order record cannot be found, the specific line item is not loaded and the output file reports an error.

add-order-number-1
Up to 30 characters. The additional order number 1of the related order's (also known as "Common order Number", Z68-ORDER-NUMBER-1). This input tag can be used for matching the order with the invoice line item. It is not populated into Aleph's order database. If the input code is not found in Aleph data, then the line item is loaded and the inconsistency is reported in the output report.

object-code
Up to 5 characters. The line item's object code (Z75-I-OBJECT-CODE).
If <object-code> is set in the input file, its value is checked against codes defined in OBJECT-CODE menu of ./xxx50/tab/pc_tab_exp_field.lng.

The USE-OBJECT-CODE flag in ./xxx50/tab/tab100 is checked. If USE-OBJECT-CODE=Y, then the line item object code (Z75-I-OBJECT-CODE) should match the budget object code (Z76-OBJECT-CODE).

If the input code is not valid, then the line item is loaded and the inconsistency is reported in the output report.

line-credit-debit
1 character: D (debit) or C (credit). Indicates whether this is a debit line item or a credit line item (Z75-I-CREDIT-DEBIT). If the input is missing or non-valid, the system populates the value D.

line-net-amount
14 digits, last two digits are decimal (e.g.: 00000000010050 represent 100.5). Line item net amount in the vendor's currency (Z75-I-NET-AMOUNT). If the input is missing or non-valid, the system populates zeros in Z75-I-NET-AMOUNT.

line-total-amount
14 digits, last two digits are decimal. Line item's total amount in the vendor's currency (Z75-I-TOTAL-AMOUNT). If the input is missing or non-valid, Z75-I-TOTAL-AMOUNT is computed from sum of Z75-I-NET-AMOUNT plus added charges. (Added charges are not stored in the database. The added charges value is calculated based on the invoice added charges). If Z75-I-TOTAL-AMOUNT is computed as zeros, then the general invoice is loaded and the inconsistency is reported in the output report.

line-vat-code
Up to 5 characters. Line VAT code (Z75-I-VAT-CODE). Relevant only if <vat-per-line> of the general invoice (Z77-VAT-PER-LINE) is set to 'Y". Value should be one of the codes defined in./xxx50/tab/tab_vat_percent.lng. If the input code is not valid, the line item is loaded and the inconsistency is reported in the output report.

line-vat-amount
14 digits, last two digits are decimal. Line item VAT amount (Z75-I-VAT-AMOUNT). If <line-vat-amount> input is zeros and the VAT code mechanism is used (Z75-I-VAT-CODE), then this field is automatically calculated by the system according to the definitions of ./xxx50/tab/tab_vat_percent.lng table. If the Z77-VAT-PER-LINE field of the general invoice is set to 'N', then the Z75-I-VAT-AMOUNT of all invoice attached line items are calculated from Z75-I-TOTAL-AMOUNT according to the VAT percent of the general invoice.

number-units
5 digits. (e.g 00005 represents 5). Number of units being charged for by this invoice line item (Z75-I-NO-UNITS). If <number-units> input is zeros or non-valid, the system populate Z75-I-NO-UNITS by taking the Z68-NO-UNITS field of the order and subtracting the Z75-I-NO-UNITS of other Z75 linked to the same order. If line item is not related to an order, the system populates 00000 in Z75-I-NO-UNITS.

budget-code
Up to 50 characters. This tag can contain the budget code for which the line item amount is debited (Z601-BUDGET-NUMBER). The system performs the same checks the same as if budget is manually assigned to cover an invoice line item

(budget code, monetary coverage, dates, etc). If ./xxx50/tab/tab10 flag CHECK-ORDER-BUDGET=Y and the budget code is not valid or the check is failed; the line item is loaded without creating a budget transaction; the inconsistency is reported in the output report.

If <budget-code> is empty, the system attempts to create budget transactions based on the orders' encumbered budget (if it exists).

line-note
Up to 200 characters. Free-text note (Z75-I-NOTE).

date-from
YYYYMMDD. E,g. 20080101 represent 1-Jan-2008. Starting date of the period for which the Serial order or Standing order is charged for (Z75-I-DATE-FROM).
If the input is not relevant or not valid, the system populates zeros.

date-to
YYYYMMDD. E,g. 20081231 represent 31-Dec-2008. Ending date of the period for which the Serial order or Standing order is charged (Z75-I-DATE-TO).
If the input is not relevant or not valid, the system populates zeros.

date-range
1 character: Y (Yes) or N (No). Defines whether the Z75-I-DATE-FROM and Z75-I-DATE-TO are checked against all the line items records (Z75) attached to the same order record to determine whether there is a date overlap (Z75-I-DATE-RANGE). Relevant only for Serials and Standing orders. If set to 'Y' then Z75-I-DATE-FROM and Z75-I-DATE-TO cannot be zeros. If input is missing or non-valid, the system populates N.

33.3 Service Execution – A Successful Update

The load of a general invoice and line items affects the following acquisitions components as if a manual creation has been done by an operator.

- General invoice
- Invoice Line items
- Budget Transactions
- Arrivals
- Orders

General invoice (Z77) and Line Items (Z75)
New General invoice/s and line items records are created based on information supplied in the input XML file.

Budget Transactions (Z601)
In case the XML input file contains <budget-code> tags in the <line-item> section, the data is checked and new budget transaction of type INV (invoice) are registered.
If <budget-code> is empty and the system is set to work with budget control (tab100 flag: CHECK-ORDER-BUDGET=Y), the budget which is already registered for the order is used.

<u>Arrivals Z78</u>

If batch is run with "Update Arrivals – Yes" then 'Arrival' records are created for the related monograph and standing orders.

The number of units arrived (Z78-NO-UNITS-ARRIVED) is set based on the number of unit invoiced (as Z75-I-NO-UNITS). If Z75-I-NO-UNITS is 00000, the system does not create Z78 arrival record for the related line item.

Arrival action might also affect the related item's process status of the related item records (Z30-ITEM-PROCESS-STATUS, depending on ./xxx50/tab/tab42 setup).

<u>Orders Z68</u>

When a line item which is related to an order is created, then monograph orders (Z68-ORDER-TYPE=M) is updated as follows:

- o Order Invoice Status (Z68-INVOICE-STATUS) is set to C (Complete).
- o If the batch is run with "Update Arrivals - Yes"; the Monograph Order Arrival status (Z68-ARRIVAL-STATUS) is set to C (Complete).
- o If Order Invoice Status and Order arrival Status (Z68-INVOICE-STATUS and Z68-ARRIVAL-STATUS) are both C (Complete) and Invoice Payment Status (Z77-P-STATUS) is P (Paid), then the Order Status (Z68-ORDER-STATUS) is set to CLS (Closed).

33.4 The Service Output Files

The "Load Invoice and Line item (acq-32)" produces two output printed files:

- The Load Invoice Output report that summarize all batch activities (template name: acq-invoice-load.xsl)
- File containing "arrival slips" (template file name: acq-arrival-slip-00.xsl) per arrival. The arrival slips are produced only if the batch service field "Update Arrival" field is Yes and the "Arrival Slips Output File" is populated.

The Load Invoice Output Report

- The standard report (file name ./form_lng/acq-invoice-load.xsl) is in a grid format and includes a line for each general invoice that is handled and a line for each line item that is handled. The translation file (./form_lng/ acq-invoice-load.trn) converts the Aleph data into readable information.

- The report format includes information for general invoice, line items, and budget transactions. The standard report offers the following data in a grid structure: Invoice No., Vendor, Success/Fail, Doc No., Order Number, Additional Order Number 1, Budget Number, and Info and Errors.
- The Info and Errors column reports problems that occurred during the load action. This column contains Error information for lines which failed to be loaded and Info details for lines which were loaded but a problem was detected.
- The system librarian may customize the standard report (acq-invoice-load.xsl) by adding any other required info from the General Invoice (Z77), Line Items (Z75), Order (Z68), and Arrival (Z78).

33.5 User Privileges

In order to activate the Load Invoice and Line item (acq-32) service, the user must be assigned with the following ADM library staff privilege:

Acquisitions/Invoicing Services/ACQ-32 Load Invoice and line

Relevant entry in ./alephe/tab/user_function.lng
```
INVOICING-S          L Invoicing Services          ACQ-32
L ACQ-32 Load Invoice and line items
```

Beside the above user access right, there are no further user permission checks.

33.6 Statistics Report

The acq-32 batch service generates statistics information which can be retrieved using the TCO Batch Summary Report (sys-90). The summary includes the following statistics information:

- Total number of general invoices included in the input file
- Total number of line items included in the input file
- Number of general invoice lines that were successfully loaded
- Number of line items that were successfully loaded

34 Vendor Name in Japanese: Kanji and Katakana

This chapter describes how to perform the following functions when the vendor name is in Kanji and Katakana:

- Store vendor name in Kanji and Katakana
- Search for vendor name in Kanji and Katakana
- Sort vendor name list in Katakana

34.1 Storing Vendor Name in Kanji and Katakana

The vendor record can maintain vendor names in both Kanji and Katakana.

Kanji – The vendor name is stored in the Vendor Record in the Name field, Z70-VENDOR-NAME.

Katakana – The vendor name is stored in the Vendor Record in the Contact 5 field, Z70-CONTACT-5.

The Vendor Name (Kanji) is a mandatory field. User cannot register a vendor record without populating Vendor Name field.

The Contact-5 field (Katakana) can become a mandatory field by setting up a system variable located in ./alephe/alephe_start:

```
setenv   JAPANESE_ENABLED   TRUE
```

This variable can be set with the values FALSE (default) or TRUE.
Setting the variable with TRUE enables special Japanese features such as defining the vendor's contact-5 field (Katakana vendor name) as a mandatory field.
After setting this variable, users cannot register or update a vendor record without populating the Vendor's Contact 5 field. If this field is missing, the following error message is displayed: "Missing Katakana Name".

Notes:
- **Segmentation** – Both versions of the name are not necessarily segmented. Special treatment is performed for segmenting vendor names for creating indexes.
- **Katakana Name field Caption** – Libraries may rename the caption of the Contact-5 field to "Katakana Name".
  This is done by updating the field name in the file: .\acq\tab\lng\window.dat

  Replace the following line:
  VendorsExpand.Static.VendorContact5   Contact 5:

  With:
  VendorsExpand.Static.VendorContact5   Katakana Name

- **Letters to Vendor Templates** – Some of the "Letters to Vendor" template files (XSL files) include the vendor Contact-5 field (Z70-CONTACT-5). The

vendor contact-5 field has to be removed from the XSL templates so that the Katakana name is not mistakenly used in the letters.

- Usually, the Vendor Contact-5 field is listed in the Order Form -Vendor 3rd Tab. When the JAPANESE_ENABLED flag has the value TRUE, the Contact-5 field is not displayed in the order form.

34.2 Sorting Vendor Name in Katakana

The sorting of the vendor name list is set according to the Katakana name.

Usually, the patron names list is sorted by Z70-NAME-KEY which is created from Z70-VENDOR-NAME.
When the JAPANESE_ENABLED flag has the value TRUE, the Z70-NAME-KEY is created from Z70-CONTACT-5.

The usual normalization of the vendor name for sorting is performed, as in the below sample setup:
The sorting form is created according to the VENDOR-NAME-KEY procedure, as set in the configuration table tab_character_conversion_line.

The instance VENDOR-NAME-KEY should be set in ./alephe/unicode/tab_character_conversion_line.

```
        1                 2   3      4                                   5              6
!!!!!!!!!!!!!!!!!!!!-!!!!!-!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!-!
VENDOR_NAME_KEY       ##### # line_utf2line_utf          adm_name_key
```

In the above sample setup, activate filing normalization of vendor name as defined in ./alephe/unicode/adm_name_key.
The library may activate another filing routine by setting up another routine in addition to the VENDOR-NAME-KEY instance.

Note:
Z70-NAME-KEY length is 40 bytes; therefore the sort does not distinguish between names that start with the same thirteen normalized Katakana characters.

34.3 Searching for Vendor Name in Kanji and Katakana

Searching for the vendor name is enabled for both: Kanji and Katakana.

34.3.1 Searching for Vendor Katakana Name

Search by Name (Name starts with …) is a search option that uses the name key to set the starting point; therefore, the search query must be entered in Katakana. The search query is also normalized based on VENDOR_NAME_KEY entry.
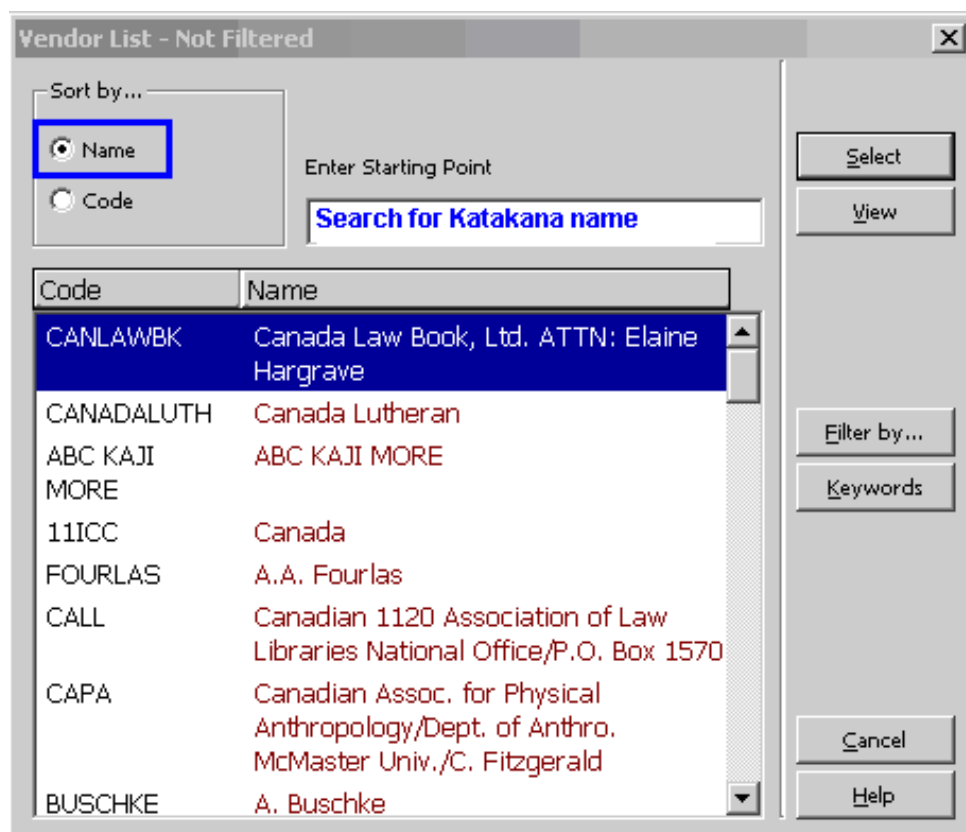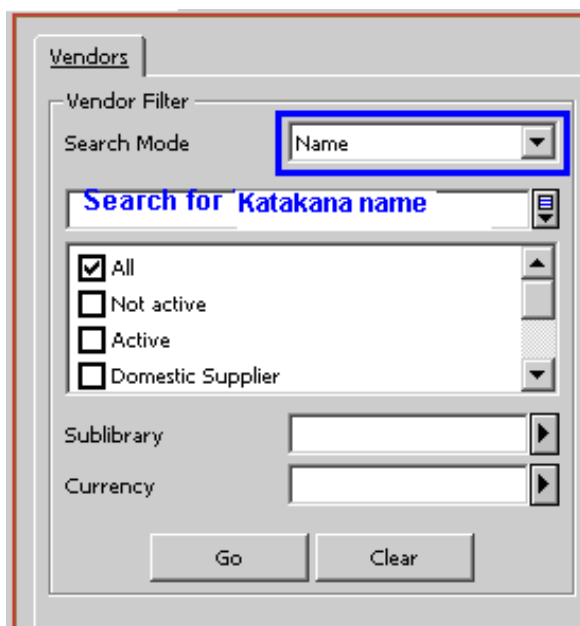
The result list is sorted according to the VENDOR-NAME-KEY which relies on the Katakana name.

34.3.2 Vendor Keywords Search – Kanji and Katakana

Searching for both Kanji and Katakana versions of the name can be performed by using the "Keywords" mechanism.

The Z111 keywords mechanism enables the indexing of keywords from the Z70-VENDOR-NAME (Kanji name) and Z70-CONTACT-5 (Katakana name) fields.

Z111 indexes phrases included in certain vendor fields which enables searching for any words within the indexed string (not just the "Start with" string).

Searching for the Katakana and Kanji version of the name can be done by activating the "Keywords" button for the Vendor and typing Katakana/Kanji name at the "Enter Keyword/s" field.

The configuration table ./alephe/tab/z111_index enables the library to decide which fields, out of a pre-defined list of fields, are indexed and searched using Keywords.

Z111_Index Table

The ./alephe_tab/z111_index allows the library to set which field Z111 keywords are created so that only required fields are indexed when the record is updated or the p-manage-111 batch service is run (build keywords).

The table contains a single column:
Column 1: field to index (30 characters).
This column can contain the following fields (fields which are listed in column 1 are indexed and available for "Keywords Search")

Z303-NAME
Z303-PROXY-FOR-ID
Z303-PRIMARY-ID
Z303-SALUTATION

Z308-KEY-DATA

Z304-ADDRESS
Z304-ZIP
Z304-EMAIL-ADDRESS

Z310-BARCODE
Z310-ID

Z13-TITLE
Z13-AUTHOR

Z70-VENDOR-NAME
Z70-VENDOR-CONTACT
Z70-COUNTRY
Z70-MATERIAL-TYPE
Z70-ADDITIONAL-VENDOR-CODE
Z70-CONTACT-5

Z700-REC-KEY
Z700-NAME
Z700-GEN-INFO
Z700-GEN-CONTACT

Z76-EXTERNAL-BUDGET
Z76-CURRENCY
Z76-NAME
Z76-DEPARTMENT

Z72-VENDOR-ADDRESS

It is highly recommended to index only the Kanji and Katakana versions of the name (vendor-name and contact-5 fields) and disable the indexing of other fields (country and alike), as indexing of other fields introduces inconsistencies.

Vendor Names Segmentation for Keyword Search

Both versions of the name are not segmented; therefore, there is a special treatment for indexing and search of keywords.

Z111 Index Creation

The usual normalization of the vendor name for keyword purposesis applied as in the following setup:

The keywords form is created according to ADM-KEYWORD-KEY procedure as set in the configuration tables: tab_character_conversion_line.

The instance ADM-KEYWORD -KEY should be set in
./alephe/unicode/tab_character_conversion_line

```
         1                 2  3         4                              5
!!!!!!!!!!!!!!!!!!!!!-!!!!!-!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!
ADM_KEYWORD_KEY       ##### # line_utf2line_utf               adm_name_key
```

The above sample setup activates the filing of normalization of vendor name as defined in ./alephe/unicode/adm_name_key.
The library may set any other table to be used for normalization.

When the value in the JAPANESE_ENABLED flag is TRUE, after normalizing the vendor name, all spaces are removed, and an index is created of all suffixes of the compressed name.

For example: If the compressed name is ABCDE….XYZ, the index is:
ABCDE….XYZ
BCDE….XYZ
CDE….XYZ
….
YZ
Z

Note:

Z111-TEXT length is 50 bytes; therefore, there is a limit to the length of the suffixes that are created.

Keyword Searching

The search text is also normalized according to ADM_KEYWORD_KEY, and spaces are removed.

Notes:

- Right truncation is applied automatically. As suffixes are indexed, entering substrings of compressed vendor names are retrieve for this vendor.

- Spaces are removed only if the JAPANESE_ENABLED flag is set to TRUE.

35 Updating the BIB Record with the Date of the ISSN Formal Notice

When a publisher (vendor) produces a new book, it must request an ISSN from the national library. The ISSN is sent to the publisher in an ISSN formal notice. There is an option to update the 906$$b field of the BIB record with the date that the ISSN formal notice is sent to the publisher.

To enable this option, configure the tab_z105 and aleph _start tables. Then perform the usual acquisition ordering workflow.

35.1 Configuring tab_z105

The tab_z105 table needs to be configured to update the BIB record every time a monograph order that matches the criteria set in aleph_start is sent to a vendor.

To configure the tab_z105 table:

1. Set the action, SEND-ORDER with message type, "j" in ./xxx50/tab/tab_z105 (column 1 and 2 respectively).

2. In column 3, define the BIB library to be updated when an order is sent to a vendor.

The following is an example of ./usm50/tab/tab_Z105:

```
Col. 1 - Action that trigger the message
Col. 2 - Message type
Col.3 and onwards - Code of library to which message is sent
!     1        2   3      4      5      6      7      8      9      10     11
12
!!!!!!!!!!!!!!!-!-!!!!!-!!!!!-!!!!!-!!!!!-!!!!!-!!!!!-!!!!!-!!!!!-
!!!!!-!!!!!
SEND-ORDER      j USM01
```

3. Restart ue_11 (util E/11) in the Z105_library table (for example, USR00).

The BIB record is updated every time a monograph order that matches the criteria set in aleph_start is sent to a vendor.

35.2 Configuring aleph_start

Set the following two parameters in aleph_start to define the conditions in which 906$$bof the BIB record is updated with the date a monograph order is sent to a vendor:

- order_unit – the acquisition order unit designated for assigning ISSN notices for new publications (Z68-ORDERING-UNIT).

- letter_type – the order letter type that is set within the order used for sending the ISSN format notice (Z68-LETTER-TYPE).

The following is an example of /alephe/aleph_start:

```
! Parameters for creating Z105 type j (update BIB 906$$b
! when monograph order is sent)

        setenv    order_unit         2ISSN
        setenv    letter_type        12
```

Notes:

- The BIB 906$$b update applies only if the sent monograph order matches both parameters defined in aleph_start. If one or both parameters are missing or do not match the order, 906$$bis not updated.

- If the 906$$b field of the BIB record already exists, it is not modified.

- This feature is relevant only for libraries that are set to work with the acquisition ordering unit (./xxx50/tab/tab100 is set with: USE-ORDER-UNIT=Y).

36 Updating the BIB STA Field After Order Creation and Arrival

There is an option to update the STA$$a field of the BIB record with values (configurable by the library) when the first order record is created for a BIB record and the first order's arrival is registered.

To achieve this functionality, configure the tab_z105 and order_sta_update tables.

36.1 Configuring tab_z105

1. Set the action, UPDATE-ORDER and message type, "k" in ./xxx50/tab/tab_z105 (column 1 and 2 respectively).

2. Define in column 3 the BIB library to be updated when sending an order to a vendor.

The following is an example of ./usm50/tab/tab_Z105:

```
Col. 1 – Action that trigger the message

Col. 2 – Message type

Col.3 and onwards - Code of library to which message is sent
!    1      2   3    4    5    6    7    8    9   10    11
12

!!!!!!!!!!!!!!!-!-!!!!!-!!!!!-!!!!!-!!!!!-!!!!!-!!!!!-!!!!!-!!!!!-
!!!!!-!!!!!

UPDATE-ORDER       k USM01
```

This configuration updates the BIB record each time an order that matches the criteria set in the order_sta_update table is created or arrives for the first time.

36.2 Configuring order_sta_update

The ADM library configuration table, order_sta_update, defines the values populated in STA$$a as a result of a first order creation and first order's arrival.

The following is an example of ./usm50/tab/order_sta_update

```
COL  1. - The action that trigger the STA update:
        ORDER-CREATE or ORDER-ARRIVAL.
        ORDER-CREATE action can be set for all order types (column
3:
        M/S/O).
        ORDER-ARRIVAL action can be set for Monograph
         and Standing order (column 3: M/O).
 COL  2.  -  Order's  sublibrary/Order unit filter.
          Library   that   uses   'ordering   unit'(TAB100-USE-ORDER-
UNIT=Y)
          should set the Order Unit code. Otherwise, set Order's
          Sublibrary code. Set ##### for all units/sublibraries.
 COL  3. -  Order Type filter: M/S/O/#
            M- Monograph, O-Standing order, S-Serials
            # - match all;
 COL  4. -  The value to be set in BIB STA$$a field.


!    1               2    3    4
!!!!!!!!!!!!!!!!!!!!!-!!!!!-!-!!!!!!!!!!
ORDER-CREATE          ORDU1 M A2
ORDER-CREATE          ORDU1 O A3
ORDER-ARRIVAL         ORDU1 # C1
```

After configuring the tab_z105 table with action UPDATE-ORDER and message type k and configuring the order_sta_update table, each time an order matches the filters set in columns 1-3 of order_sta_update, the STA$$a field of the bibliographic record is filled with the value set in column 4 of order_sta_update.

To activate this functionality, restart ue_11 (util E/12 and util E/11) in the Z105_library table (for example, USR00).

> **Notes:**
> - If the STA$$a field of the BIB record does not exist or contains a value beginning with an "A", it is modified.

- If the STA$$a field of the BIB record exists and contains a value beginning with any value other than "A", it is not modified.

- ORDER-ARRIVAL action refers to monograph and standing orders only. Serial orders arrivals (which are managed via issue items workflow) do not affect the BIB STA field.

37 Order Changes Alert

You can configure Aleph to display the following message if a user updates an order and then moves to another order without saving the changes:

```
Order has been changed locally, but the changes have not been saved
on the server. Continue anyway?  Yes/No
```

This functionality is flag dependent.

1) In order to have this order change alert, set the following in alephcom.ini:

```
[ItemList]

NotifyItemChanged=Y
```

2) If localization is required, add the following line to `Acq/Tab/lng/Message.dat`:

```
OrderChange                 ALEPH GUI          YN  2 Q Order %s
has been changed locally, but the changes have not been saved on the
server. Continue anyway?
```

Note: This message appears only when moving between orders within the orders list pane. When moving to the left pane or any other area that is not the orders list, the message does not appear.