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Serials & Acquisitions ALEPH “CHEAT” SHEETS

**Acquisitions—Orders**
- Creating a Vendor Record
- Format Terms for Catalog Orders
- Creating a Monograph Order
- Firm Order Receiving in Aleph
- Creating a Serial Order
- Display of Orders in the OPAC

**Acquisitions—Budgets**
- Aleph Creating Budgets Workflow
- Creating a Budget Hierarchy

**Acquisitions—Invoices**
- Processing A Monograph Invoice
- Firm Order Invoice Payment
- Processing a Serial Invoice

**Serials—Subscriptions & Check-In**
- Check-in of Serial Issues
- Creating new subs (for not-converted titles)
- Creating issues for new subs (not-converted titles)
- Creating a second copy subscription
- Creating Routing Information
- Claiming Serials Issues in Aleph
- Cessations in Aleph

**Publication Patterns (853/853X)**
- Publication Patterns for CARL sites
- Adding a publication pattern

**Holdings Records**
- Holdings Record
- Holdings Records Worksheet (template)
- Description of the Holdings Record (sample)
- Adding a 852 to an ALEPH holdings record

**General**
- Printing Reports
- System Numbers in Aleph
- Terms and Tags in Aleph
- Notes in Aleph
Bindery Processing in Aleph