

UNIVERSITY OF MINNESOTA

Manual

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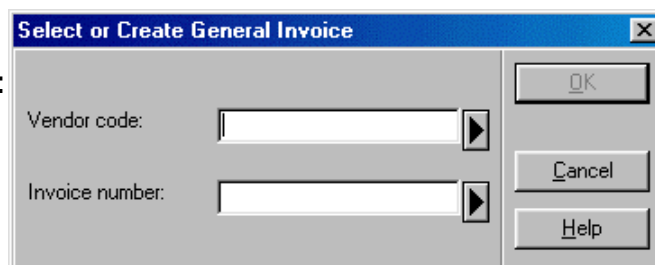
Creating a General Invoice

When the invoice arrives, you must first create a General Invoice and then assign the items (which usually correspond to individual orders) to this invoice.

Create the General Invoice using one of the following methods:

- Click the  button.
- Enter Alt + g then g.
- Click General invoice then General invoice from the Acquisitions menu:

The following form will display:



Enter the code and the invoice number of the vendor sending you the invoice. Alternatively, you can select the vendor code from the Vendor List Filtered by form clicking the arrow to the right of the Vendor code field. The Vendor List form is described in more detail in the Monograph Ordering training manual.

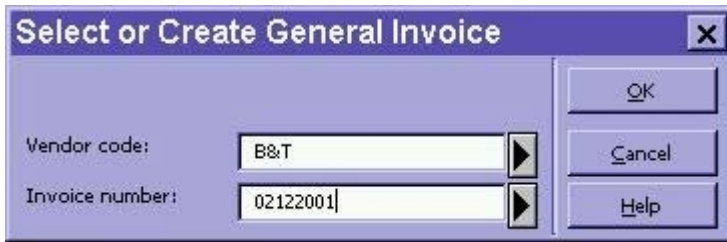
On the paper invoice:

- Write the vendor code on the upper right corner.
- If you know the vendor code is new, write "NEW" next to it.
- Circle the vendor's invoice number, or write and circle the date used in the absence of an invoice number.

For invoice number use, in this order:

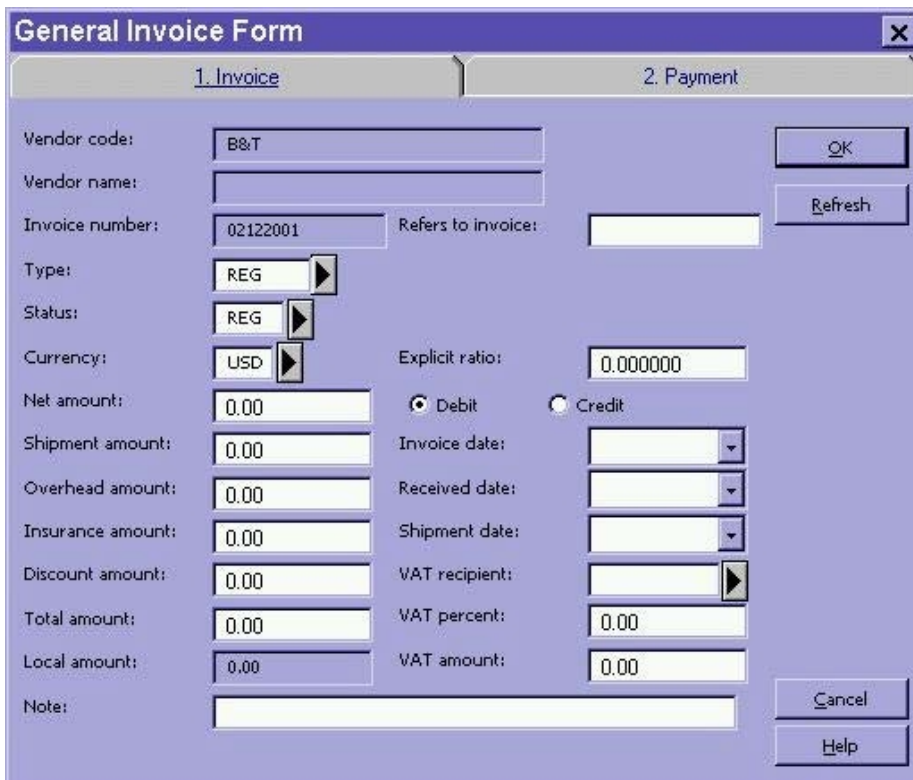
1. Vendor's invoice number.
2. If no invoice number, use the date on the invoice in the format mmddyyyy (e.g. 05152002)
3. If no date on the invoice, use today's date in the format mmddyyyy.
4. If the same vendor sends multiple invoices with the same date, add A, B, C, etc. invoice number or date. (e.g. 05152002A)

The following shows the vendor code and the invoice number entered into the form



Click OK to display a blank General Invoice form, which consists of two tabbed windows:

Invoice Tab of the General Invoice Form



The Invoice tab is used to record the information contained on the invoice itself, and consists of the following fields:

- Vendor code: The vendor code will be filled in automatically by the system.
- Vendor name: The vendor name will be filled in automatically by the system based on the entry in the Vendor code field.
- Invoice number: This is the invoice number as assigned by the vendor. 15 character limit, as entered in the Select or Create General Invoice window. This number cannot be changed once entered.

Refers to Invoice:	Do not use. (This field may be used for CUFS information in the future.)
Type:	The processor enters the type of payment or credit. Type defaults to REG. Invoice Types from the drop down list include: REG Regular SUP Supplemental invoice PRO Proforma (i.e. Prepayment) CRE Credit memo PCD Purchasing card DEP Deposit RFD Refund check RTN Returned check EDI EDI ADV Advance pay
Status:	The Library Business Office staff enters the status of the payment. The invoice Status defaults to REG. Statuses from the drop down list include: REG Regular ADV Advance pay PRE Prepayment IN Internal document WI Payment with invoice SF Suspense file SP Special payment VD Void/delete/correction
Currency	<i>Mandatory.</i> Choose the Currency used by the vendor on the invoice. Only currencies assigned to the vendor on the vendor record are possible. Clicking on the button to the right of this field allows you to select from the list of valid currencies for this particular vendor.
Explicit ratio	<i>Optional.</i> To be used only by the Library Business Office when necessary.
Net amount	Do not use.
Shipment amount	Do not use.
Overhead amount	Do not use.
Insurance amount	Do not use.
Discount amount	Do not use.
Total amount	Enter the total amount of the invoice.
Local amount	The system determines the total amount in your local currency when you click Refresh or save the record.
Debit/Credit	Indicate whether this is a debit invoice (we are paying) or a credit invoice (we are receiving a refund).

Invoice Date	<i>Mandatory.</i> This is the date as it appears on the vendor's invoice. If there is no date on the invoice, use today.
Received date:	Enter the date that the General Invoice was created or the date the vendor's invoice was received. If the date is left blank, the system will automatically fill in today's date.
Shipment date	Enter the date that the material was sent by the vendor to the library. If the date is left blank, the system will automatically fill in the same date as the invoice date.
VAT recipient	Do not use.
VAT percent	Do not use.
VAT amount	Do not use.
Note	60 character limit. Enter notes pertaining to the invoice, such as total number of deductions, if any. For example, "3 ded."

Payment Tab of the General Invoice Form

Do not use the Payment Tab of the General Invoice form.

The Payment Tab is used by the Library Business Office and CUFS to record details when and how the invoice was paid.

Saving the General Invoice

When you have finished entering the information from the invoice, click OK to save changes. If you have omitted any mandatory fields or entered invalid information, you will be unable to save the record and an error message will appear at the bottom of the form. Make corrections if needed and click OK.

The General Invoice & Line Items form will be displayed:

Field Name	Field Data
Invoice Type:	REG
Invoice status	REG
Credit/Debit:	D
Currency:	USD
Net amount:	44.00
Shipment amount	0.00

Total amount:	General Invoice: -44.00	Items: 0.00
Number of line items:		0

No.	Order Numl	Units in	Net amou	Total amou	Units in c	Budget
-----	------------	----------	----------	------------	------------	--------

Buttons: Gen Inv, Delete All, Add, Modify, Delete, View Order, Order Log, Close, Help

Adding Line Items to the General Invoice

Adding Line Items

Note: Refer to additional instructions for [adding line items for multi-volume and monograph standing orders](#) and [adding a line item for postage](#).

To add a line item to the General Invoice & Line Items form:

1. Click Add. You are prompted to enter the order number for the line item.

Order Number

Order number:

Buttons: OK, Ignore, Help

2. Enter the order number and click OK. The Line Item form displays and the cursor is in the Net Amount field:

3. Complete the Line Item form. The following fields are included in the form:

- | | |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Vendor code | The system will automatically fill in the vendor code based on the code used in the General Invoice. |
| Invoice number | The system will automatically fill in the invoice number based on the number used in the General Invoice. |
| List price | The system will automatically fill in the list price from the Order Form. |
| Debit/Credit | Click Debit for a payment, or Credit if receiving funds. |
| Net amount | Enter the net amount of the individual order, or payment, in the vendor's currency. |
| Added amount | Do not use. |
| Total amount | The system will automatically calculate this information by adding the net amount and the Added amount. The total amount is in the vendor's currency. |
| Local amount | The system will automatically calculate this information based on the Total amount and effective exchange rate of the currency detailed in the Currency field. |
| Number of units | Enter the number of units being invoiced. The default is the number of units from the Order Form. |
| Currency | The system will automatically fill in the currency code based on the currency of the General Invoice. |
| Note | <i>Optional.</i> 200 character limit. May be used to describe the payment. For example, Postage. |

Order Completely invoiced The default is a checked box. If the invoicing is complete for this order, the box should be checked. If you expect to receive additional invoices for this order, uncheck the box by clicking on it.

4. When the Line Item form has been completed, click OK. You will return to the General Invoice & Line Items form. The new line item will be added to the form:

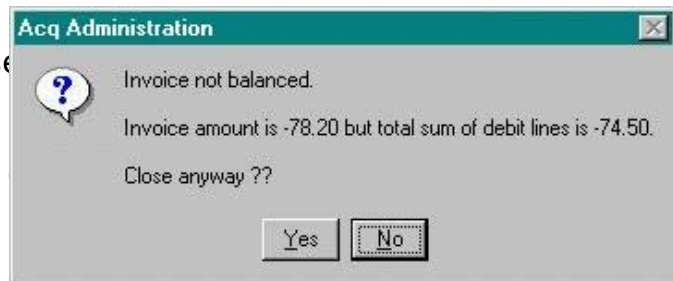
Field Name	Field Data
Invoice Type:	REG
Invoice status:	REG
Credit/Debit:	D
Currency:	USD
Net amount:	0.00
Shipment amount:	0.00

General Invoice		Items	
Total amount:	-150.00		-32.50
Number of line items:			1

Line	Order Number	Units in	Net amount	Total amount	Budget
1	000042834-00301	1	-32.50	-32.50	3236-11A-20 02

You can now add any additional line items listed on the invoice in the same way.

5. When you have finished adding line items click Close to finish the process. You will be warned of any discrepancy in the balance line items and the total invoice cost:



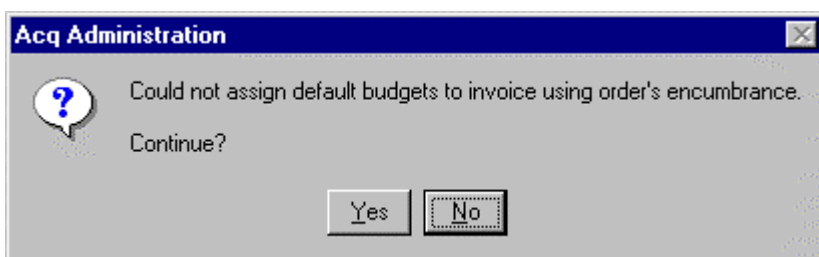
6. This window should only appear if you have deductions on the invoice or if you have not completed processing for the invoice. (For more detailed instructions on deductions, refer to ["Recording Deductions in the General Invoice."](#))
 - If you have not deducted items, click No and recheck the amounts on the General Invoice & Line Items form. If any are incorrect, highlight the line item and click Modify to correct the amount.
 - If you have deductions on the invoice or if you have not completed processing, click Yes.

Adding Line Items for Multi-Volume and Monograph Standing Orders

There are some differences in adding line items for multi-volume and monograph standing orders, which are noted below.

1. Fill in the Line Items form the same way as you would for a [Monograph Type order](#) with the following exceptions:
 - Number of Units: If you are paying for more than one volume on a single Line Item, change the Number of Units to reflect what you are paying for.
 - Note: Enter the specific volume(s) you are paying for.
 - (Notice that the Order completely invoiced box is gray, and cannot be modified.)
2. Click OK.

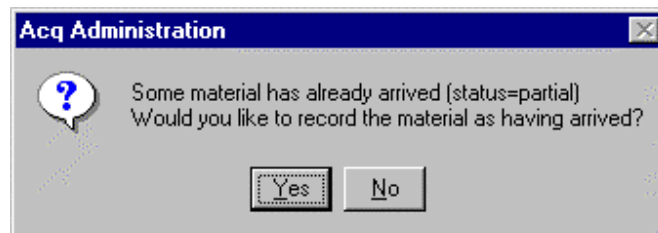
If the following dialog box appears, you must debit a budget, similarly to paying for postage.



1. Click No to return to the Line Item form.
2. You may need to click View Order or Order Log to determine which budget to debit.
3. Click Budgets to display the following form:

4. Enter the budget code you wish to debit in the Budget code to add field, or you can click the arrow to the right to select the budget from the Budget List Filtered by form.
5. The default Amount to debit is set to the same value as the Total amount from the Line Item form. After you have entered the budget and verified the Amount to debit, click Add Budget.
6. Click Close and the amounts will be debited from the budget.

The following dialog box displays:



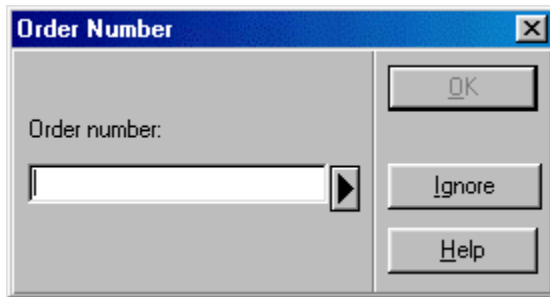
7. Click No if you have already recorded the arrival of the volume(s) on an Arrival Form.
8. This returns you to the General Invoice & Line Items form. Check that there is a budget associated with the line item.

You can add any additional line items listed on the invoice.

Adding a Line Item for Postage and Debiting the Budget

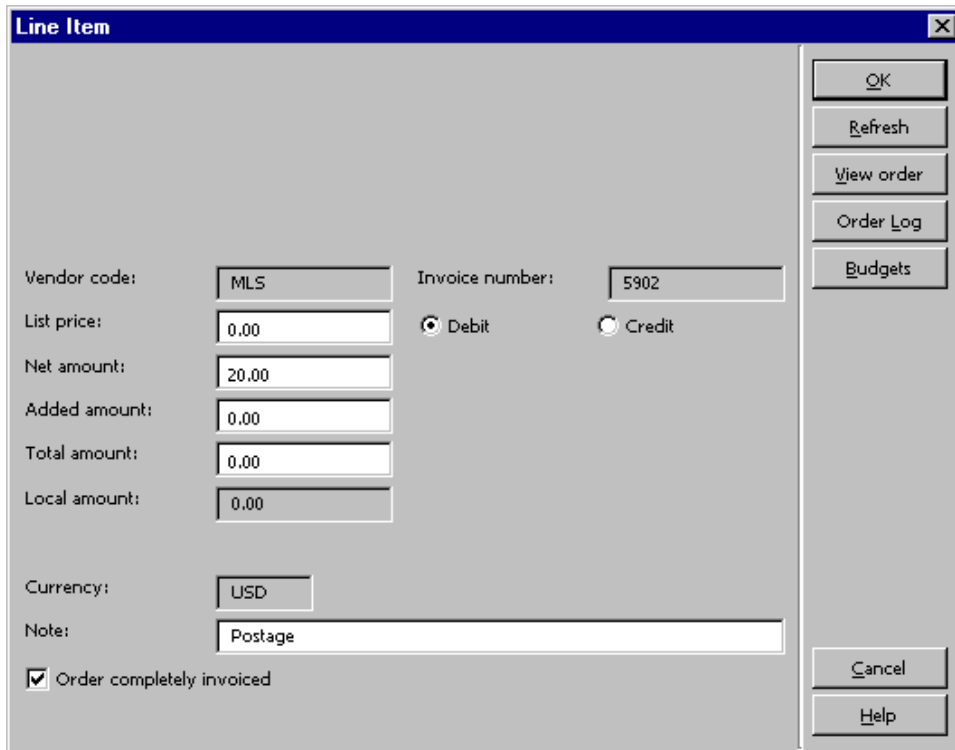
If there are postage or shipping charges on the invoice you will need to add a line item to the General Invoice that does not have an order number. To add a line item for postage:

1. Click Add on the General Invoice & Line Items form.
2. Click Ignore on the Order Number window.



The screenshot shows a dialog box titled "Order Number" with a close button (X) in the top right corner. On the left, there is a label "Order number:" followed by a text input field. On the right side, there are three buttons: "OK", "Ignore", and "Help".

When you click Ignore, a Line Item form displays which is not associated with an order:



The screenshot shows a dialog box titled "Line Item" with a close button (X) in the top right corner. The form contains several fields and buttons:

- Vendor code:
- Invoice number:
- List price:
- Net amount:
- Added amount:
- Total amount:
- Local amount:
- Currency:
- Note:
- Order completely invoiced

On the right side, there are several buttons: "OK", "Refresh", "View order", "Order Log", "Budgets", "Cancel", and "Help". The "Debit" radio button is selected.

3. In the Net amount field enter the postage charges.

Since the postage cost was not encumbered, you must debit it using the Budgets button.

4. Click Budgets to display the following form:

Budget List of Invoice MLS 5902 1

Budget number	Enc/Active Amount
---------------	-------------------

Add Budget

Debit

Delete Budget

Budget code to add:

Amount to debit:

Percent to debit:

Invoiced amount:

Local amount:

Currency of invoice:

Total debits:

Close

Help

5. Enter the budget code you wish to debit in the Budget code to add field. Alternatively, you can click the arrow to the right to select the budget from the Budget List Filtered by form.
6. The default Amount to debit is set to the same value as the Total amount from the Line Item form. After you have entered the budget and verified the Amount to debit, click Add Budget.
7. When you have finished, click Close and the amounts will be debited from the appropriate budget.
8. The Line Item form displays, which you can close by clicking OK
9. The General Invoice & Line Items form displays, and the line item you have just entered is listed. Check that there is a budget associated with the line item. Note there is not an Order Number.

Correcting Line Item Errors and Duplicates

A line item may need correction in two situations:

- A single line item has been created with an error either in *amount* or *budget* (in the General Invoice and Line Items window, it does not show any budget *OR* the budget that shows is not the correct one).
- *Duplicate* line items have been created, either with or without budgets attached.

Line Items With Errors

When a line item has an error in amount or budget, modify the incorrect line item.

Errors in Amount

1. Highlight the incorrect line item in the General Invoice and Line Items window and click Modify.
2. Once the Line Item form has displayed, type over the amount in the Total amount field with zeros.
3. Enter the correct amount in the Net amount field.
4. Click Refresh, then OK.

Errors in Budget

1. Highlight the incorrect line item in the General Invoice and Line Items window and click Modify.
2. Once the Line Item form has displayed, click Budgets. The Budget List window will display.
3. If an incorrect budget has been debited, highlight it in the window and click Delete Budget. (If no budget was debited, skip this step.)
4. Place your cursor on the Budget code to add field. If you know the appropriate budget code, you can simply type it in. If you don't know it, click on the pull-down arrow to view the Budget List and add the proper budget from there.
5. Back at the Budget List window, click Add Budget.
6. Click Close to exit the Budget List window.
7. From the Line Item form, click OK to save your changes.

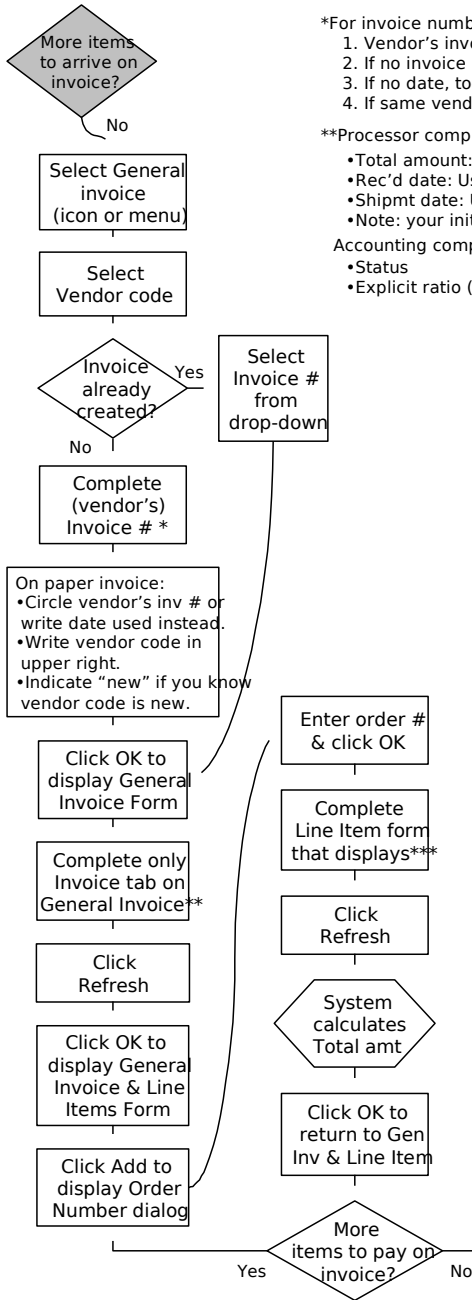
Duplicate Line Items Created

In this situation you will need to modify the duplicate line item *and* create a "fix" line item:

1. Highlight the line item created in error in the General Invoice and Line Items window and click Modify.
2. On the Line Item form, add a note to the Note field that says "error."
3. Click OK to save your changes.
4. Back at the General Invoice and Line Items window, click Add to create a new line item.
5. You are prompted to enter an order number.
 - If the error line was attached to an order, enter the same order number and click OK.
 - If the error line was not attached to an order, click Ignore.
6. Fill out the new line item as follows:
 - In the Net Amount field, enter the same amount that appears on the error line.
 - Click the button next to Credit to select it rather than Debit (the default).
 - In the Note field, type "fix line _," supplying the number of the line you are correcting for.
7. *If the error line had no budget information attached*, stop and enter your line item by clicking OK. You are done. Otherwise, go to step 8.
8. *If the error line did have budget information attached*, click Budgets.
9. The Budget List window will display.
 - If the correct budget code displays in the Budget List, click Close to exit the Budget List, then click OK to save your changes. You are done.
 - If no budget code displays in the Budget List, place your cursor on the Budget code to add field and type in the budget code exactly as it appeared on the error line. (You can also choose it from the Budget List by clicking on the pull-down arrow.)
10. Back at the Budget List window, click Add Budget.
11. Click Close to exit the Budget List window.
12. From the Line Item form, click OK to save your changes.

Payment Workflow

From arriving workflow ...



Payment Workflow

*For invoice number use, in this order:

1. Vendor's invoice #.
2. If no invoice #, date on invoice: *mmdyyy*.
3. If no date, today's date.
4. If same vendor sends multiple invoices w/same date, add A, B, C, etc.: *05152002A*.

**Processor completes General Invoice *tab 1. Invoice only*. Highlights:

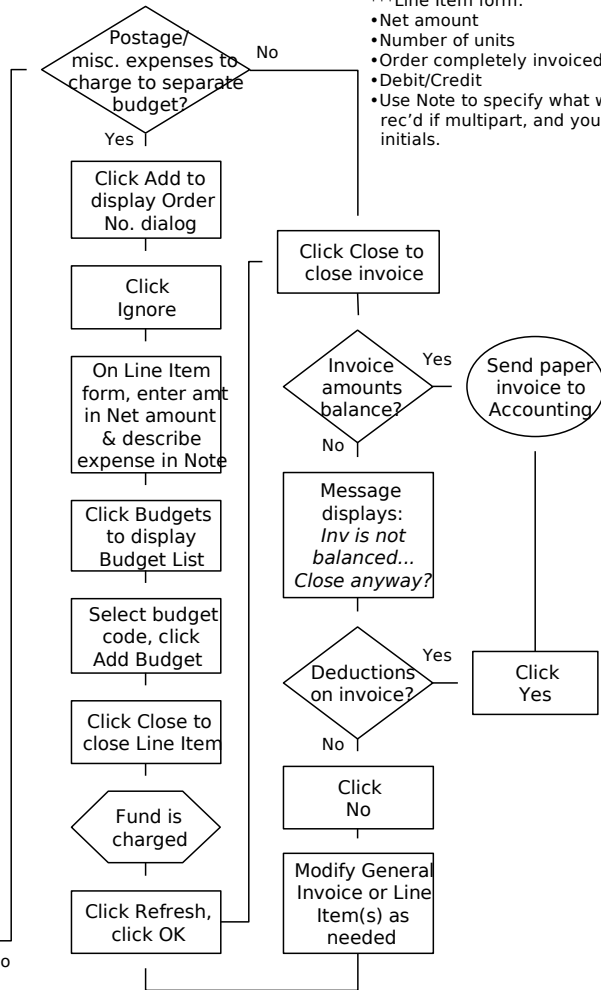
- Total amount: Enter total amount of invoice.
- Rec'd date: Use date stamped on invoice or today.
- Shipmt date: Use actual date or accept default of invoice date.
- Note: your initials, deduction info, other free text notes

Accounting completes *tab 2. Payment*, and the following on tab 1:

- Status
- Explicit ratio (if needed)

***Line Item form:

- Net amount
- Number of units
- Order completely invoiced
- Debit/Credit
- Use Note to specify what was rec'd if multipart, and your initials.



Last updated 2/6/03


Creating a General Invoice and Line Items for Approval Plan Materials (MAC)

Use this procedure to pay for materials received on YBP and other approval plans.

- Create a General Invoice for YBP after you have updated the order records, encumbrances, and item records as needed for each title on the invoice.
- Create a General Invoice for other approval plans after you have created bibliographic and order records for each title on the invoice.

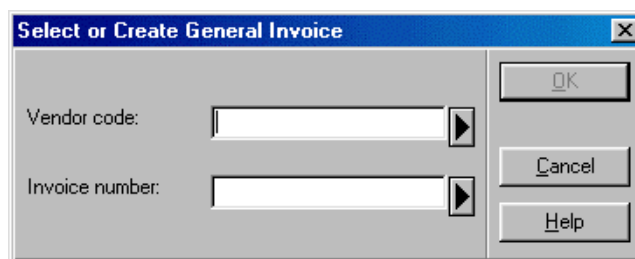
Create a General Invoice

Create a General Invoice using one of the following methods:

- Click the  button, or:
- Enter Alt + g then g, or:
- Click General invoice then General invoice from the Acquisitions menu.

This form will display:

Enter the code and the invoice number of the vendor sending you the invoice.



Alternatively, you can select the vendor code from the Vendor List Filtered by form clicking the arrow to the right of the Vendor code field. The Vendor List form is described in more detail in the Monograph Ordering training manual.

On the paper invoice:

- Write the vendor code on the upper right corner.
- Circle the vendor's invoice number, or write and circle the date used in the absence of an invoice number.

For invoice number use, in this order:

1. Vendor's invoice number.
2. If no invoice number, use the date on the invoice in the format *mmddyyyy* (e.g. 05152002).
3. If no date on the invoice, use today's date in the format *mmddyyyy*.

4. If the same vendor sends multiple invoices with the same date, add A, B, C, etc. invoice number or date. (e.g. 05152002A).

Click OK to display a blank General Invoice form.

Invoice Tab of the General Invoice Form

Fill in the Invoice Tab with the following information:

- Type: Usually REG. (Click the arrow to the right of the field for a list of possibilities.)
- Currency: Enter the currency of payment. (Click the arrow to the right of the field for a list of possibilities.)
- Total Amount: Enter the total amount of the invoice.
- Invoice date: Enter the date that appears on the invoice in the format *mm/dd/yy*. If there is no date on the invoice, use today. (Click the arrow to the right of the field to choose a date from a calendar display.)
- Note: Enter notes pertaining to the invoice, such as the number of deductions. For example: "3 ded"

The screenshot shows the 'General Invoice Form' window with the '1. Invoice' tab active. The form is populated with the following data:

Vendor code:	YBP/AP	OK	
Vendor name:	YANKEE BOOK PEDDLER	Refresh	
Invoice number:	5	Refers to invoice:	
Type:	REG		
Status:	REG		
Currency:	USD	Explicit ratio:	0.000000
Net amount:	0.00	<input checked="" type="radio"/> Debit	<input type="radio"/> Credit
Shipment amount:	0.00	Invoice date:	09/25/2002
Overhead amount:	0.00	Received date:	10/03/2002
Insurance amount:	0.00	Shipment date:	09/25/2002
Discount amount:	0.00	VAT recipient:	
Total amount:	1252.48	VAT percent:	0.00
Local amount:	1252.48	VAT amount:	0.00
Note:	2 ded		

Buttons: OK, Refresh, Cancel, Help

Click OK to display the General Invoice & Line Items form:

Add Line Items

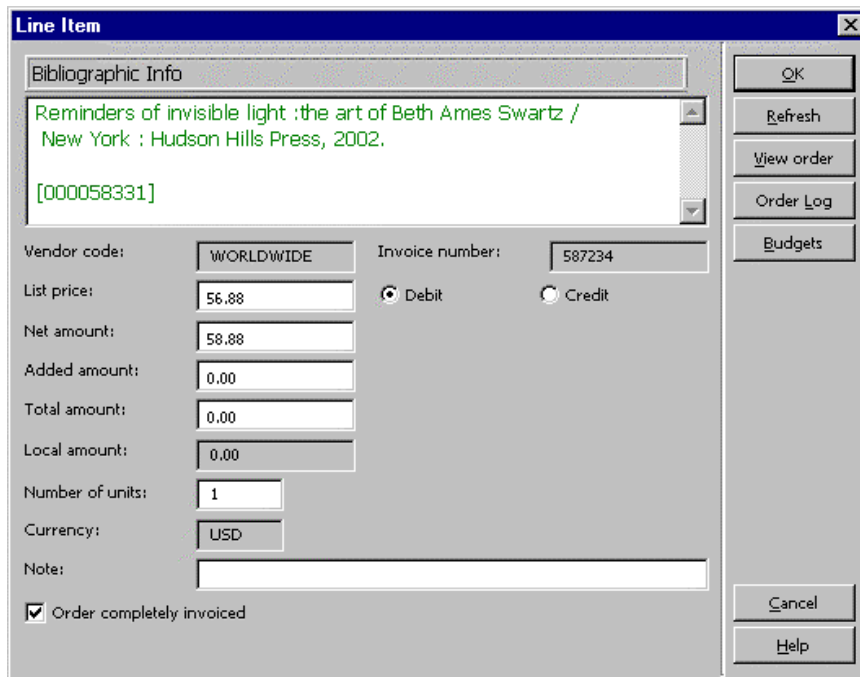
Add line items to the General Invoice & Line Items form by clicking Add. You are prompted to enter the order number for a line item.

Working from the paper invoice, enter the first order number and click OK.

The Line Item form displays and the cursor is in the Net Amount field.

Net Amount: Enter the net amount for the title.

Note: If the title is multi-volume enter the volume information.

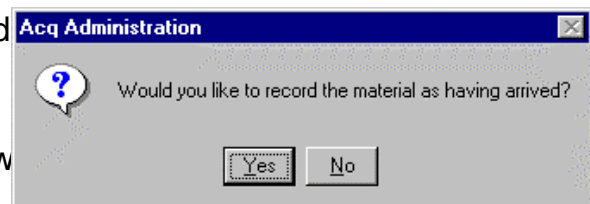


The 'Line Item' dialog box contains the following fields and controls:

- Bibliographic Info:** Reminders of invisible light :the art of Beth Ames Swartz / New York : Hudson Hills Press, 2002. [000058331]
- Vendor code:** WORLDWIDE
- Invoice number:** 587234
- List price:** 56.88
- Net amount:** 58.88
- Added amount:** 0.00
- Total amount:** 0.00
- Local amount:** 0.00
- Number of units:** 1
- Currency:** USD
- Note:** (empty text box)
- Order completely invoiced
- Radio buttons:** Debit, Credit
- Buttons:** OK, Refresh, View order, Order Log, Budgets, Cancel, Help

Click OK. A dialog box displays:

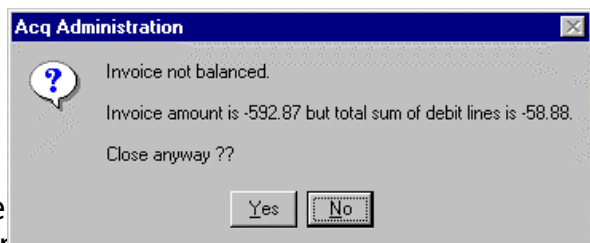
- Click Yes to automatically record the arrival of the title.
- The General Invoice & Line Items form displays with the new line item added.



Continue adding any additional line items listed on the invoice in the same way. If there are postage charges, [add a line item for postage](#) using the Ignore button.

When you have finished adding line items, click Close to finish the process.

You will be warned of any discrepancy in the balance of line items and the total invoice cost.

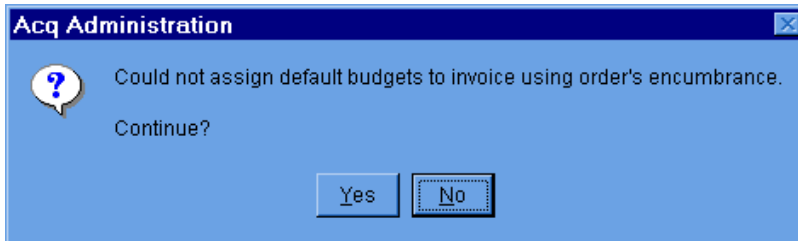


This window should only appear if you have deductions on the invoice if you have not completed processing for the invoice. (For more detailed instructions on deductions, refer to ["Recording Deductions in the General Invoice."](#))

- If you have not deducted items, click No and recheck the amounts on the General Invoice & Line Items form. If any are incorrect, highlight the line item and click Modify to correct the amount.
- If you have deductions on the invoice or it have not completed processing, click

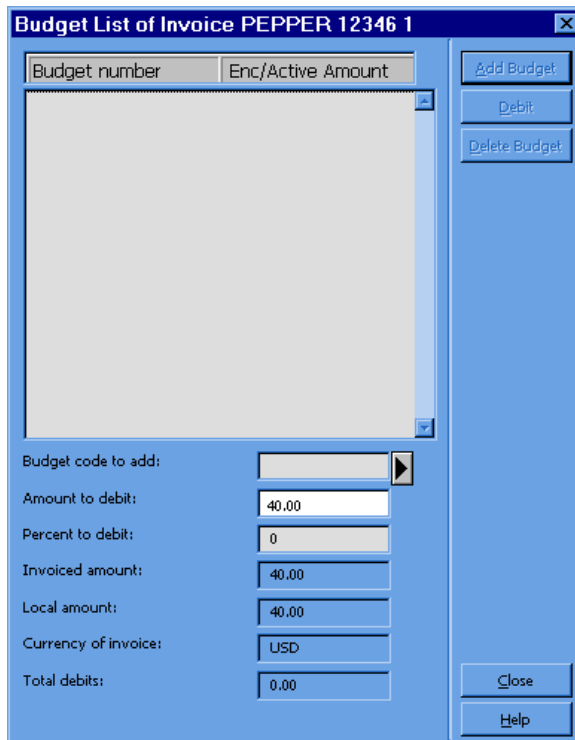
Overdrafts

When the amount in a line item exceeds the amount encumbered for the item plus amount in the budget's Free Balance field, an error message is generated when an attempt is made to enter the line item with OK:



There are other situations in which this error message appears. Take the following steps to verify that this is an overdraft situation:

1. Click No. From the Line Item Form, Click Budgets. The Budget List window will appear:



2. Enter the Budget Code for the order in the Budget Code to Add field. Then click Budget. If you see the message "Max. over expenditure in budget (budget code) red at the bottom of the Budget List window, take the following steps:

The screenshot shows a software window titled "Budget List of Invoice PEPPER 12346 1". It features a table with two columns: "Budget number" and "Enc/Active Amount". Below the table, there are several input fields: "Budget code to add" (containing "3251-41-2002"), "Amount to debit" (40.00), "Percent to debit" (0), "Invoiced amount" (40.00), "Local amount" (40.00), "Currency of invoice" (USD), and "Total debits" (0.00). A red error message at the bottom of the window reads "Max. over expenditure in budget 3251-41-2002.". On the right side of the window, there are buttons for "Add Budget", "Debit", "Delete Budget", "Close", and "Help".

3. Write "OVERDRAFT" and the code for the overspent budget on the paper invoice at the upper right-hand corner, under the Vendor Code.
4. In the Budget Code to Add field, enter the budget code OVERDRAFT-2003. Click Add Budget, then click Close.
5. In the Note field on the Line Item form, type in "OVERDRAFT" and the code of the over-expended budget. (for ex., OVERDRAFT 3251-D-2003)
6. Make sure the rest of the Line Item form is completed as usual. Enter it with Other Money from the OVERDRAFT budget will cover the payment for your piece, until Accounting staff transfer the payment to the exceeded budget.
7. Send invoice to Accounting as usual. The word "OVERDRAFT" on the paper invoice will alert them that one or more line items on it are in overdraft status. Accounting will obtain authorization to adjust the exceeded budget record to cover the payment. When the money has been added to the budget record, Accounting staff will change the OVERDRAFT budget code to the correct budget code.

Recording Returns and Deductions

Occasionally you may need to return and/or deduct the cost of an item from a vendor invoice. In each case, the action must be recorded in the Order Log and the General Invoice. In addition, a letter will need to be sent to the vendor, informing them of the return and/or deduction.

Recording Returns and Deductions in the Order Log

To record the action in the Order Log, highlight the order in the Order List and click the Order Log button. The Order Log window will be displayed:

Date & time	Description	Details	User	Action
----- 00:00 AM	HEADER	UL ATM0256 002 20020402 YBP/AP WM WM 1 x 00120 L1:ace0 L2:	CONV	----- --
----- 00:00 AM	VND NOTE	bwa;nv=isbn v.11 (3527301968)	CONV	----- --
----- 00:00 AM	SOURCE	kat1	CONV	----- --
----- 00:00 AM	DIV NOTE	AV;==0001==	CONV	----- --

Action date: 00/00/0000

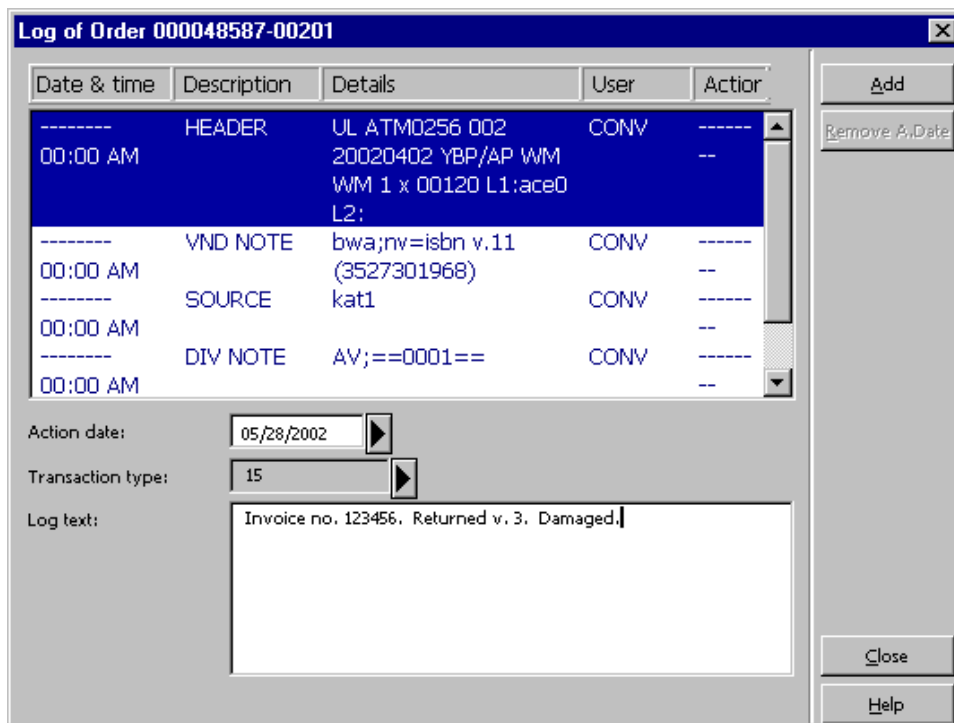
Transaction type: 00

Log text:

Buttons: Add, Remove A.Date, Close, Help

1. Select a Transaction Type. For example, "15 - Returned title/volume to vendor."
Note: An updated list of transaction types will be created for the switch over to the Aleph system in summer, 2002.
2. Enter a description of the return or deduction in the Log Text field. Include the following information:
 - Identify the invoice number.

- Describe the action taken. For example, “Returned,” “Deduction,” or “Returned Deduction.”
 - Specify the volume or part number, if necessary.
 - Identify the reason. For example, “Damaged” or “Invoiced, but not received.”
3. The system will automatically supply today’s date in the Action Date field.



Recording Deductions in the General Invoice

Partially Deducting an Invoice

1. Record the reason for deduction in the Order Log, cross-referencing vendor invoice number, e.g, duplicate title/volume, charges deducted from inv#N98321. Refer to [“Recording Returns and Deductions in the Order Log”](#) in this manual for details.
2. Write “Ded.” next to the item to be deducted on the vendor’s print invoice.
3. Generate a claim memo explaining the reason for deduction using appropriate C Format (Letter Type) in Acquisition module. Refer to the [“Manual Claiming”](#) procedures in this manual for more detail.
4. Create a General Invoice, following established procedures.
 - Enter the number of deductions and purchase orders in the Note field of the Invoice tab. For example, “1 ded, PO#56728-1.”

- Enter the total amount of the vendor's invoice in the Total Amount field of the Invoice tab.
5. Add line items to the General Invoice for all volumes/titles, *except* for the materials that will be deducted from the invoice.

The following is an example of a General Invoice with one deduction:

The screenshot shows a software window titled "General Invoice Form" with two tabs: "1. Invoice" (selected) and "2. Payment". The form contains the following fields and controls:

- Vendor code: BBS
- Vendor name: BLACKWELLS BOOK SERVICES
- Invoice number: N98321
- Refers to invoice: (empty)
- Type: REG
- Status: REG
- Currency: USD
- Explicit ratio: 0.000000
- Net amount: 0.00
- Shipment amount: 0.00
- Overhead amount: 0.00
- Insurance amount: 0.00
- Discount amount: 0.00
- Total amount: 220.00
- Local amount: 220.00
- Note: ded 1, PO#576321-1
- Invoice date: 04/13/2002
- Received date: 06/06/2002
- Shipment date: 04/13/2002
- VAT recipient: (empty)
- VAT percent: 0.00
- VAT amount: 0.00

Buttons include OK, Refresh, Cancel, and Help. Radio buttons for "Debit" (selected) and "Credit" are also present.

The Total Amounts for the invoice will appear on the Line Items and General Invoice Form.

- The Total Amount of the General Invoice will be copied from the vendor's invoice and contain the total cost for all materials.
- The Total Amount of the Line Items will reflect the deductions from the vendor's invoice for returned/deducted materials.

In the following example, the Total Amount for the General Invoice is \$380, including all materials. After \$110 of deductions, the Total Amount for the Line Items is \$270, including one deduction.

Line	Order Number	Units	Net amount	Total amount	Budget
1	000051235-0010	1	- 120.00	- 120.00	3318-11A-2
	1				002
2	000051154-0010	1	- 150.00	- 150.00	2237-11-20
	1				02

- When deductions have been made from a General Invoice, the following window will be displayed, because the Total Amount of the General Invoice is greater than the Total Amount of the Line Items. Check to be sure that the amounts are accurate and then click Yes.

Acq Administration

Invoice not balanced.
Invoice amount is -380.00 but total sum of debit lines is -270.00.
Close anyway ??

Yes No

- The Library Business Office will pay the vendor the Total Amount of the Line Items, when paying for an invoice with deductions. LBO will send a copy of your deduction memo/letter to vendor as an explanation for why invoice was partially

Deducting an Entire Invoice

1. Record the reason for deduction in the Order Log, cross-referencing vendor invoice number (e.g, duplicate title/volume, charges deducted from inv#221865). Refer to ["Recording Returns and Deductions in the Order Log"](#) in this manual for details.
2. Write "Ded." next to the item to be deducted on the vendor's print invoice.
3. Generate a claim memo explaining the reason for deduction using appropriate C Format (Letter Type) in Acquisition module. Refer to the ["Manual Claiming"](#) procedures in this manual for more detail.

Note: You will need to send the memo/letter to vendor yourself, explaining the reason for deduction.

4. Create a General Invoice, following established procedures.
 - Enter code ded and purchase order number in the Note field of the Invoice tab (e.g., ded, PO#15420-1)
 - Enter the total amount of the vendor's invoice in the Total Amount field of the Invoice tab. See example below:
5. Do not add any line items. See example below:

General Invoice Form

1. Invoice | **2. Payment**

Vendor code:

Vendor name:

Invoice number: Refers to invoice:

Type:

Status:

Currency: Explicit ratio:

Net amount: Debit Credit

Shipment amount: Invoice date:

Overhead amount: Received date:

Insurance amount: Shipment date:

Discount amount: VAT recipient:

Total amount: VAT percent:

Local amount: VAT amount:

Note:

6. After clicking OK, the General Invoice & Line Items screen will display as shown in example below:

Field Name	Field Data
Invoice Type:	REG
Invoice status:	REG
Credit/Debit:	D
Currency:	USD
Net amount:	0.00
Shipment amount:	0.00

	General Invoice	Items
Total amount:	-50.00	0.00
Number of line items:	0	0

Line	Order Number	Units	Net amount	Total amount	Budget
------	--------------	-------	------------	--------------	--------

7. When deduction has been made from a General Invoice, the following window will be displayed upon Close, because the Total Amount of the General Invoice is greater than the Total Amount of the Line Items. Check for accuracy (the amount in the Line Items field should be 0), then click Yes.

Acq Administration

? Invoice not balanced.
Invoice amount is -50.00 but total sum of debit lines is 0.00.
Close anyway ??

Yes No

8. The Library Business Office will approve the invoice and file vendor invoice with a copy of the explanation memo/letter.
9. Processor will send the original deduction memo/letter with a copy of the invoice to the vendor as an explanation of why the invoice was deducted.

Note: In instances where no vendor code exists for a vendor (i.e. vendor code is a converted type vendor, D-000456), a new vendor code should be created before an invoice is deducted.

Processing Refund and Returned Checks

Refund checks are vendor/publisher checks that are usually sent us in place of credit memos. Return checks are the University of Minnesota checks that were never cashed by the publisher/vendor. Returned and Refund checks should be processed in the same manner as credit memos following steps below:

1. Create a General Invoice using Check# as the invoice number.
2. On the General Invoice, click on Type pull down menu and select RFD (Refund) or RTN (Returned Check) as appropriate.
3. Enter check amount.
4. Click on Credit.
5. Enter check date as the invoice date.
6. Enter original invoice number that the refund/returned check applies to in Note field. If the original payment was processed in NOTIS, enter NOTIS invoice record number as well.
7. Click OK and Add line items and process invoice according to standard procedure.

General Invoice Form

1. Invoice | **2. Payment**

Vendor code: HARR

Vendor name: HARRASSOWITZ, OTTO

Invoice number: 12345 | Refers to invoice:

Type: RFD

Status: REG

Currency: USD | Explicit ratio: 0.000000

Net amount: 100.00 | Debit Credit

Shipment amount: 0.00 | Invoice date: 08/07/2002

Overhead amount: 0.00 | Received date: 08/22/2002

Insurance amount: 0.00 | Shipment date: 08/07/2002

Discount amount: 0.00 | VAT recipient:

Total amount: 100.00 | VAT percent: 0.00

Local amount: 100.00 | VAT amount: 0.00

Note: Refund to inv#456789;NOTIS INV#60912L267

Buttons: OK, Refresh, Cancel, Help

Finding and Displaying Budgets

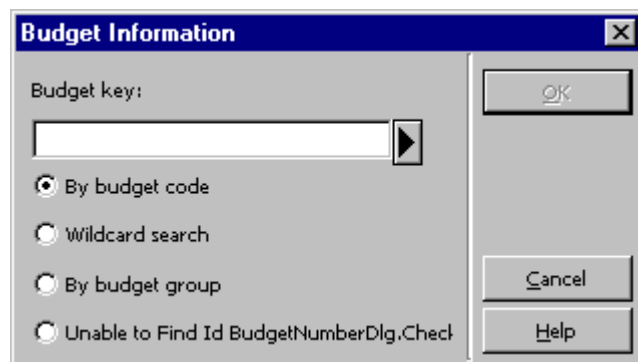
Displaying Budgets

Budget Summaries can be viewed in the Acquisitions module by one of the following methods:

- Click the menu option AAdministration / Budgets
- With the keyboard, use Alt + a then b.

- Click the  toolbar icon.

A Budget Information screen appears with options for retrieving a Budget Summary



There are three search options:

- By Budget code:** Enter the code in the Budget key field, or use the drop down list to select a budget from the Budget List.
- Wildcard search:** This search allows you to select a group of budgets by entering a partial budget code and an asterisk. For example 3230-2002 will retrieve all budgets that start with 3230 and end with -2002.
- By budget group:** This search allows you to select a group of budgets by Budget Group, as they have been assigned on the budget record.

Enter the search terms in the Budget key field and click OK. A Budget Summary will be displayed:

Open date:	07/Jun/2001		
Budget code:	3220-21A-2002		
Budget name:	English		
Budget type:		Budget status:	AC
Valid from:	01/Jul/2001	Valid to:	30/Jun/2002
Maximum over-encumbrance:	0.00		
Maximum over-expenditure:	0.00		
Free balance:	4004.24	Actual balance:	4630.19
Initial allocation:	23000.00	Carry-over:	776.73
Total allocations:	29776.73	Total transfers:	0.00
Invoices (not yet paid):	0.00	Invoices (paid):	-25146.54
Encumbrances:	-625.95		
Over-expenditure:	84%		
Over-encumbrance:	86%		

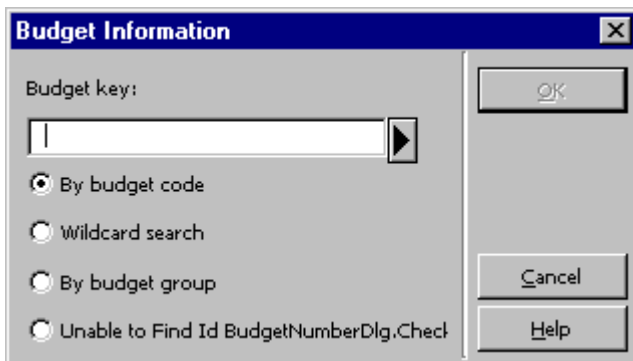
The Budget Summary includes the following important fields:

- | | |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Free balance | When the free balance is calculated, the encumbrances are subtracted along with the paid and unpaid invoices, i.e.,
<i>Total allocations - (Invoices + Encumbrances)</i> |
| Actual balance | When the actual balance is calculated, the paid and unpaid invoices are subtracted, but not the encumbrances, i.e.,
<i>Total allocations - Invoices</i> |
| Initial allocation | This is the amount that was originally allocated to the budget (i.e., the sum of all transactions of type ILC - Initial allocation). |
| Carryover | This is the amount that was left over in last year's budget and subsequently credited to this year's budget. |
| Total allocations | This is the sum of all the above amounts, i.e.,
<i>Initial Allocation + Additional Allocations + Carry Over + Transfers</i> |
| Total Transfers | This is the sum of all transfers credited to and debited from the budget. |
| Invoices (not yet paid) | These are invoices that have been received but not yet been paid (i.e., the sum of all transactions of type INV - Invoice with a paid status other than Y - Paid). |
| Invoices (paid) | These are invoices which have already been paid (i.e., the sum of all transactions of type INV - Invoice with a paid status of Y - Paid). |

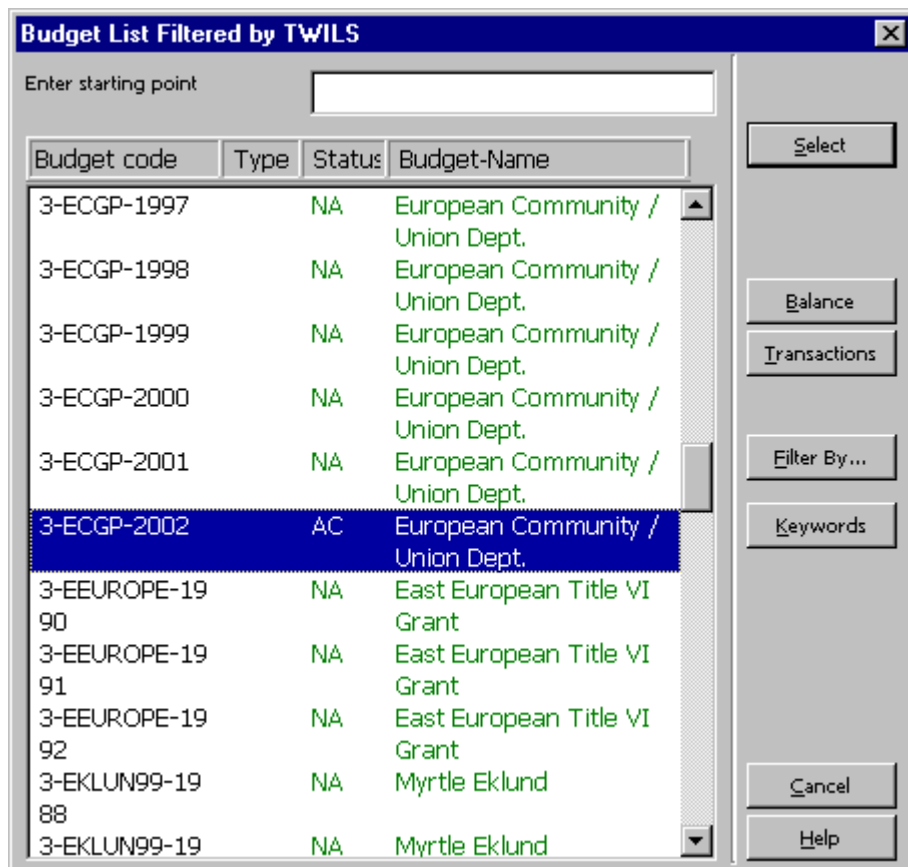
Encumbrances	These are orders that have not yet been fully invoiced (i.e., the sum of all transactions of type ENC - Encumbrance).
Over-expenditure (i.e., Expended)	This field defines the percentage of the total allocation that has been used for expenditure (paid and unpaid invoices). For example, if the total allocation is \$1,000 and the Expenditure is \$400, then this field will be 40%. <i>Note:</i> This field is mislabeled in version 14.2.4 of Aleph.
Over-encumbrance (i.e., Expended + Encumbered)	This field defines the percentage of the total allocation that has been used for Expenditure and Encumbrance. For example, if the total allocation is \$1,000, the Encumbrance is \$200 and the Expenditure is \$400, then this field will be 60%. <i>Note:</i> This field is mislabeled in version 14.2.4 of Aleph.

Budget information can also be viewed in the Acquisitions module in a Budget Balance display. The Budget Balance is similar to the Budget Summary and is displayed via Budget List.

To view the Budget Balance, use the drop down arrow on the Budget Information screen:



The Budget List window will be displayed:



Finding a Budget in the Budget List Window

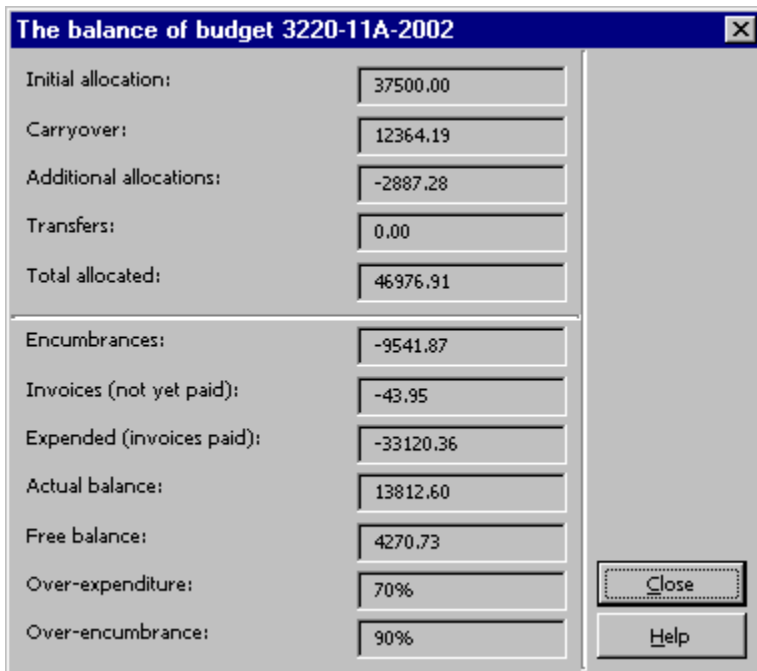
You can move up and down in the Budget List by using the scroll bar to the right of window, but this list may be very long. To help in finding the appropriate budget, you can type in the first few characters of the Budget Code in the Enter starting point field and press Enter to jump to the closest matching entry in the list.

If you do not know the budget code, you can search the Budget List using the keywords function. Click Keywords or use Alt + k. This displays the Filter by keywords window.

You can use an asterisk for truncation of a partial word. The system will search the external budget, name, and department fields in the budget records for matching entries.



Highlight the required entry, then click Select or use Alt + e to return to the Budget List. From the Budget List, highlight the desired budget and click the Balance button. The following display will give you up to the minute balances of a selected budget:



The Budget Balance includes an Additional Allocations field, which is not included in the Budget Summary.


Additional Allocations: This is the sum of all transactions of type "ALC - Regular Allocations" that have been made to the budget.

Finding and Displaying Vendor Information

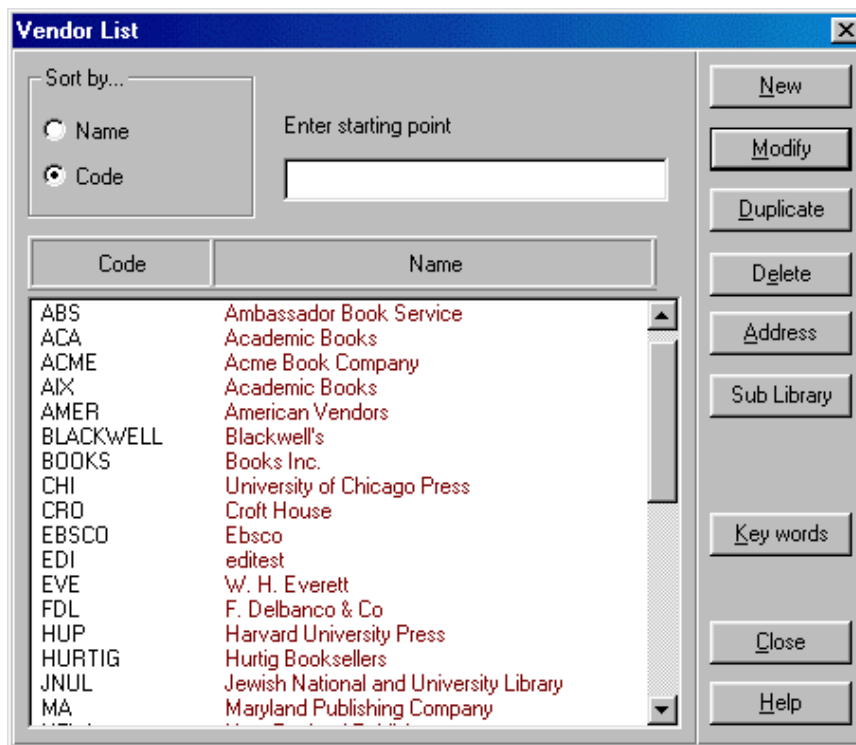
Displaying the Vendor List

Vendor records can be viewed in the Acquisitions module using the Vendor List. The Vendor List is displayed using one of the following three methods:



- Click the  toolbar icon.
- From the main menu, use Alt + a then v.
- Click the menu option Administration / Vendors.

The Vendor List will be displayed:



Vendor records are created and maintained by authorized library staff members. You can view vendor information in two tabs, the General Information tab and the Account t

To select a vendor from the Vendor list, highlight and double-click on a specific vendor in the Vendor List. The General Information tab will be displayed:

The screenshot shows a 'Vendor Information' dialog box with two tabs: '1. General Information' and '2. Account'. The 'General Information' tab is active. It contains the following fields and controls:

- Open date: 02/11/01
- Update date: 02/11/01
- Update button
- Vendor code: [text box]
- Vendor Edi code: [text box]
- Vendor Edi type: [dropdown menu]
- Additional code: [text box]
- Vendor name: [text box]
- Contact: [text box]
- Vendor status: [dropdown menu]
- Country: [text box]
- Vendor language: [dropdown menu]
- Material type: [text box]
- Note: [text box]
- Cancel button
- Help button

General Information Tab

Open date	This is the date that the vendor record was first created. It is filled in automatically by the system and cannot be overwritten.
Update date	This is the date that the vendor record was last edited. It is filled in automatically by the system and cannot be overwritten.
Vendor code	The vendor code is the unique code by which the system identifies the vendor and can be up to 20 alphanumeric characters.
Additional code	This field contains the vendor CUF5 number.
Vendor name	This is the name of the vendor, as it will appear on the List of Vendors.

Contact	The name, phone number, and fax of the contact person at the vendor.
Vendor status	AC for active or NA for not active.
Country	This field contains the country in which the vendor is located, according to the ISO 3166-1 two-letter country codes.
Vendor language	This states the language of correspondence with the vendor. Only English is used at this time.
Material type	This field may specify the type(s) of material that are ordered from this vendor.
Note	Vendor account numbers and other information may be noted here.

The Account tab looks like this:

The screenshot shows a window titled "Vendor Information" with a close button (X) in the top right corner. It has two tabs: "1. General Information" and "2. Account". The "2. Account" tab is selected. The form contains the following fields and controls:

- Account no. (M): [Text box]
- Account no. (S): [Text box]
- Vendor's Bank Acct: [Text box]
- Currency 1: [Dropdown menu]
- Currency 2: [Dropdown menu]
- Currency 3: [Dropdown menu]
- Currency 4: [Dropdown menu]
- Terms sign: [Text box with '-']
- Terms percent: [Text box with '0.00']
- Delivery 1 (ACQ): [Dropdown menu]
- Delivery 2 (ACQ): [Dropdown menu]
- Delivery 3 (ACQ): [Dropdown menu]
- Delivery 4 (SER): [Dropdown menu]
- Delivery 5 (SER): [Dropdown menu]
- Delivery delay 1: [Text box with '0']
- Delivery delay 2: [Text box with '0']
- Delivery delay 3: [Text box with '0']
- Delivery delay 4: [Text box with '0']
- Delivery delay 5: [Text box with '0']
- Order delivery: [Dropdown menu]
- Letter format: [Text box with '00']
- List format: [Text box with '00']
- Not implemented: [Text box with '00']
- Letter send method: [Dropdown menu]
- List send method: [Dropdown menu]
- EDI send method: [Dropdown menu]

Buttons: "Update" (top right), "Cancel" (bottom right), "Help" (bottom right).

Account Tab

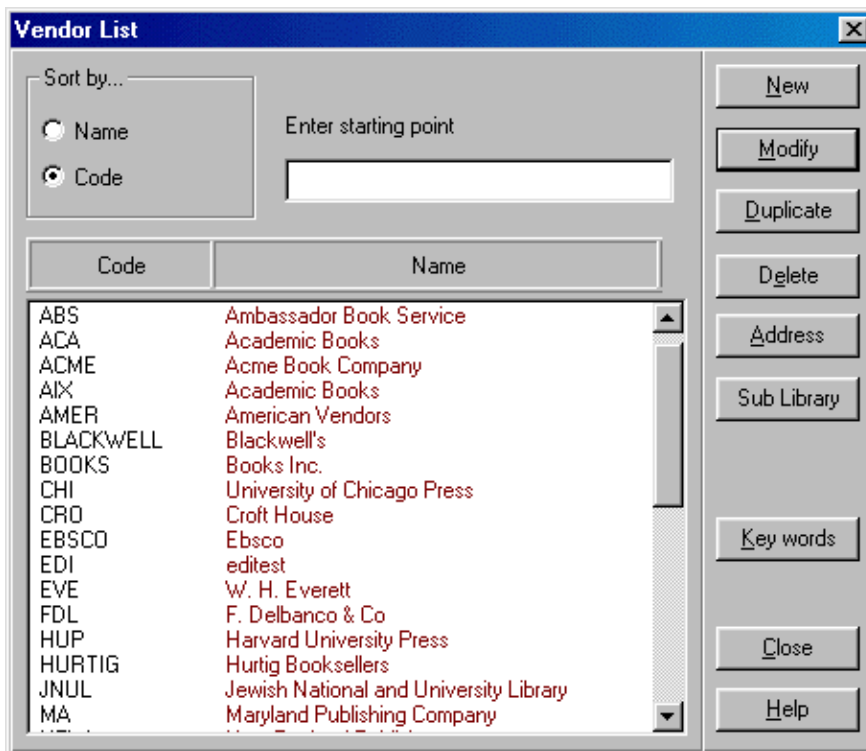
Account no. (M)	Not in use.
Account no. (S)	Not in use.

Vendor's Bank Acct	Not in use.
Currency 1-4	These are the currencies used by the vendor in which you are most likely to receive invoices and place orders. Up to four currencies may be entered. The first currency you enter will be copied to each order for this vendor as the default currency. Also, when you register a currency for an invoice, the system will check to ensure that it is one of the currencies listed here.
Terms sign	Not in use.
Terms percent	Not in use.
Delivery 1-3 (ACQ)	This field contains the delivery method: <ul style="list-style-type: none">· N - Normal· R - Rush· S - Super-rush
Delivery Delay 1-3	For each delivery type, this field indicates the number of days until the order appears on the claim list.
Order Delivery	This is the manner by which your library generally sends an order to this particular vendor. <ul style="list-style-type: none">· LI (List)· LE (Single letter)· ED (EDI)
Letter Format	This field contains a default value for letter format for the ordering unit. A specific value will be chosen on the Order Form during the ordering process.
Letter Send Method	This field contains the method for sending orders to the vendor: <ul style="list-style-type: none">· Print· E-mail
List Format	This field contains a default value for list format for the ordering unit. A specific value will be chosen on the Order Form during the ordering process.
List Send Method	This field contains the method for sending a list of orders to the vendor: <ul style="list-style-type: none">· Print· E-mail

Viewing the Vendor's Address(es)

When a vendor record is established in the Aleph system, one or more addresses are attached to the record.

The Vendor Addresses are displayed by selecting the relevant vendor in the Vendor List and then clicking Address.



The vendor addresses may include an Order Address, Payment Address, Return Address, and Claim Address. In the future, an EDI (Electronic Data Interchange) Address may be included in Aleph vendor records.

- | | |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Order Address | This is the only mandatory address. |
| Claim Address | If this address is completed, it will be used whenever claims are dispatched. In the absence of this address, the Order address will be used instead. |
| Payment Address | If this address is completed, it will be used whenever payments are made. In the absence of this address, the Order address will be used instead. |
| Return Address | If this address is completed, it will be used whenever items are returned to the vendor. In the absence of this address, the Order address will be used instead. |

To view the desired address, click on its tab at the top of the window. The address of the underlined tab (i.e., Order Address) will be displayed:

The screenshot shows a window titled "Vendor Addresses" with a close button (X) in the top right corner. At the top, there are five tabs: "1. Order Address" (underlined), "2. Claim Address", "3. Payment Address", "4. Return Address", and "5. EDI Address". Below the tabs, the form contains the following fields and buttons:

- Name: Academic Press
- Address: 525 B Street Suite 1900, San Diego, CA 92101
- Phone number: 800-894-3434
- Fax number: 619-6996850
- Email: thechoice@exlibris-usa.com
- IP Address: (empty field)

Buttons: Update, Cancel, Help

Each address can contain the following fields:

- | | |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Name | The vendor name from this screen will be used in printed and e-mailed correspondence. |
| Address | The vendor's mailing address. |
| Phone number | The vendor's telephone number. |
| Fax number | The vendor's fax number. |
| E-mail | If you wish to send orders by e-mail, this field must be completed. In the absence of an e-mail address, orders will instead be printed. |
| IP/URL address | The vendor's URL may be entered here. |




Using Bibliographic Records

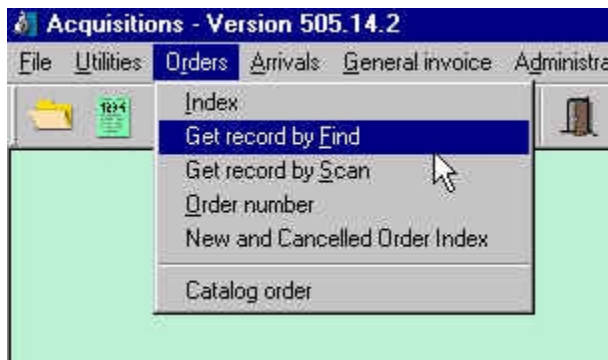
Using Existing Bibliographic Records in Aleph

Searching the OPAC in the Acquisitions Module

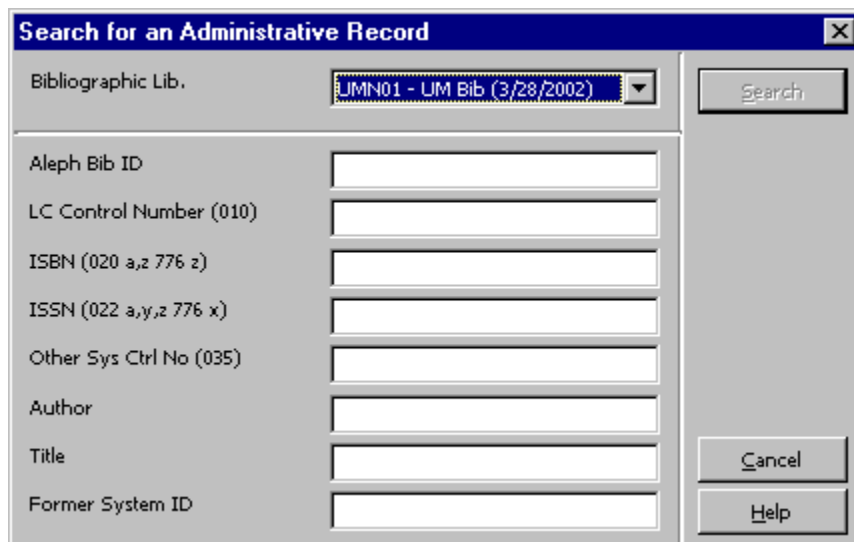
In addition to searching in the GUI OPAC for bibliographic records, you may search for records in the Acquisitions module using a selected number of Find or Scan searches.

To search by Find commands, you can:

- Click the  toolbar button.
- Use Alt + r then f.
- Click the Orders / Get record by Find menu option:



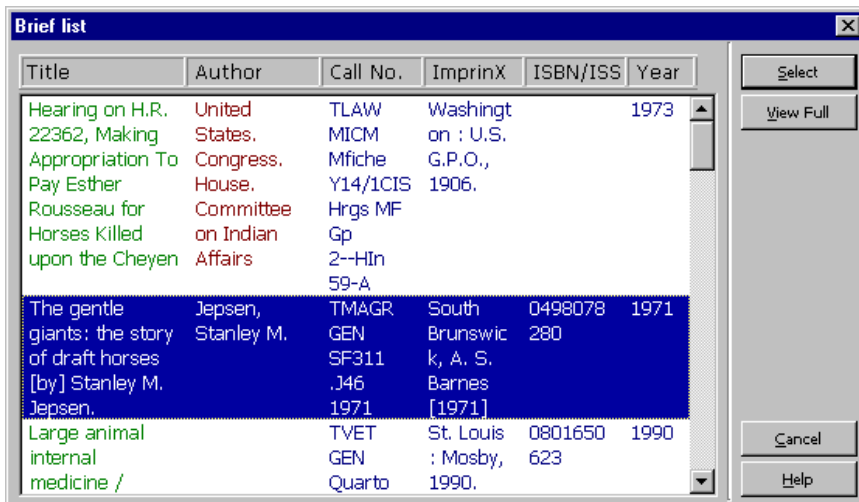
The following search screen will be displayed:

A screenshot of the 'Search for an Administrative Record' dialog box. It features a dropdown menu for 'Bibliographic Lib.' with 'UMN01 - UMN Bib (3/28/2002)' selected. Below are input fields for 'Aleph Bib ID', 'LC Control Number (010)', 'ISBN (020 a,z 776 z)', 'ISSN (022 a,y,z 776 x)', 'Other Sys Ctrl No (035)', 'Author', 'Title', and 'Former System ID'. On the right side, there are 'Search', 'Cancel', and 'Help' buttons.

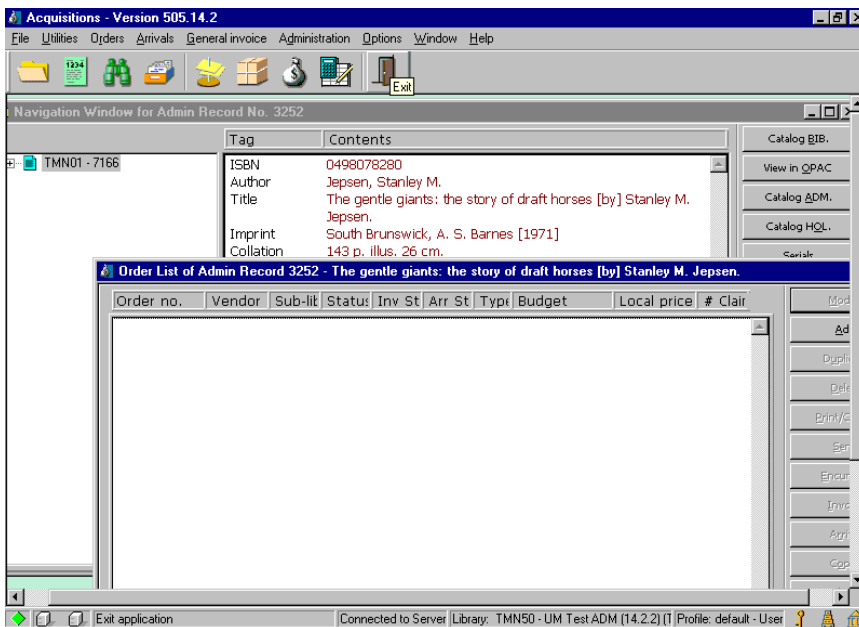
You may search using eight different types of Find searches:

Aleph Bib ID	This is the unique identifying number assigned to each bibliographic record in Aleph.
LC Control Number	Library of Congress Control Number [MARC 010 field]
ISBN	International Standard Book Number. This search will retrieve current ISBNs and cancelled or discontinued ISBNs that are included in bibliographic records. It will also retrieve ISBNs from additional Physical Form Entries in the catalog record. [MARC 020 field, subfields a & z; MARC 776 field, subfield z]
ISSN	International Standard Serial Number. This search will retrieve current ISSN numbers and cancelled or discontinued ISSN numbers that are included in bibliographic records. It will also retrieve ISSN numbers from Additional Physical Form Entries in the catalog record. [MARC 022 field, subfields a, y, & z; MARC 776 field, subfield z]
Other Sys Ctrl No.	This search will retrieve unique identifying numbers other than the Aleph Bib ID, including, RLIN numbers, OCLC numbers, and MARCIVE numbers. [MARC 035 field]
Author	This is a keyword author search, including personal names, corporate names, and conference names in the bibliographic record. [MARC 100, 110, 111, & 700, 710, 711 fields]
Title	This is a keyword title search, including titles proper, subtitles, uniform titles, series titles, and variant forms of titles. [MARC 130, 240, 245, 246, 440, 730, 740, 830 and additional title subfields]
Former System ID	This is the unique identifying number for bibliographic numbers that were migrated from Lumina into Aleph (i.e., the Lumina ID).

When more than one record is retrieved by a search, a Brief list will be displayed:



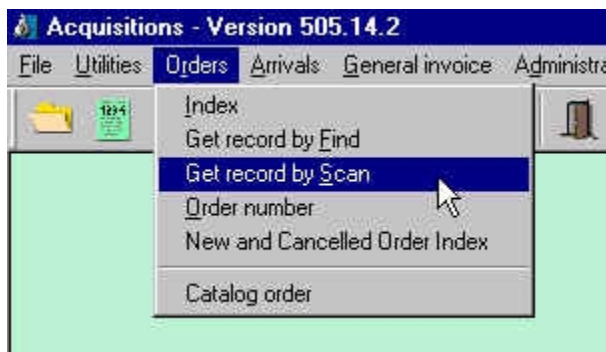
Click Select to view the highlighted bibliographic record and the order list.



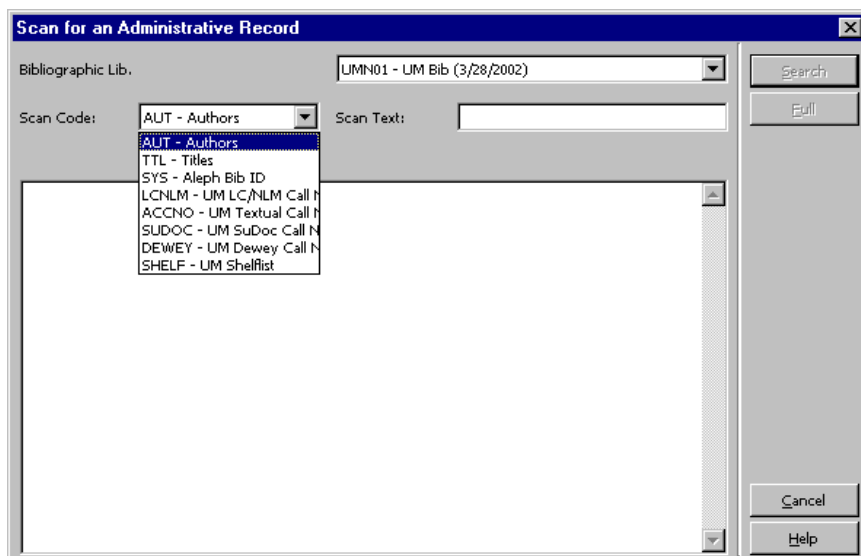
To search using the Scan (or Browse) command, you can:

- Click the  toolbar button.
- Use Alt + r then s.

- Click the Orders / Get record by Scan menu option:



The following search screen will be displayed:

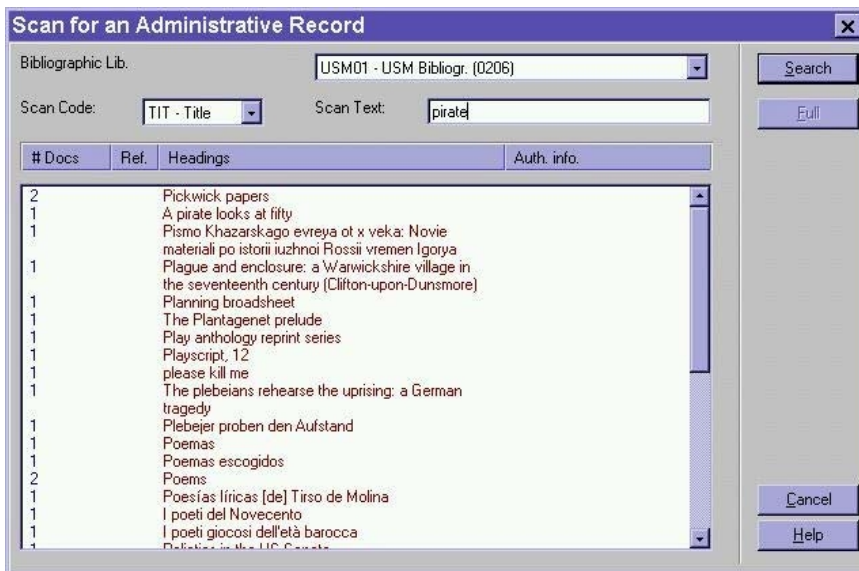


You may search using eight different types of Scan (or Browse) searches, by entering information in the Scan Text box on the search screen:

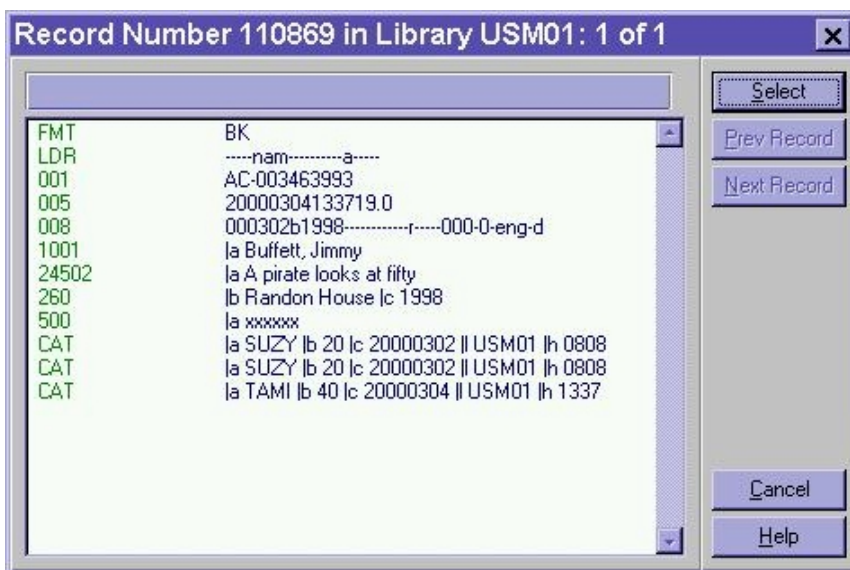
- | | |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AUT | This search is for authors, in the format Last Name, First Name, Middle Initial for personal names. This search will also retrieve corporate names and conference names used in bibliographic records. [MARC fields 100, 110, 111 & 700, 710, 711] |
| TTL | This search is for titles in direct order, omitting initial articles. [MARC 130, 240, 245, 246, 440, 730, 740, 830 fields and additional title subfields] |
| SYS | This search will retrieve by Aleph Bib ID, the unique identifying numbers for bibliographic records in Aleph. |
| LCNLM | Library of Congress and National Library of Medicine call numbers, in shelflist order. |
| ACCNO | Locally assigned call numbers, that follow an accession number scheme |

- SUDOC Superintendent of Documents call numbers.
- DEWEY Dewey Decimal call numbers.
- SHELF This is a comprehensive search of all call number types.

Enter your search in the Scan text box on the search screen. You will retrieve a list of entries in the window. The second entry in the list will be the one that is closest to your search term. See below:



Highlight the desired entry and click Full to get the Full view of your record.



Click Select on this Full View record to open the Order List window and the Navigation Window in the Acquisitions module for this record. See below:



Using an Existing Record

When a bibliographic record can be found in the library catalog, staff members who are ordering materials can attach new order records to the existing bibliographic record.

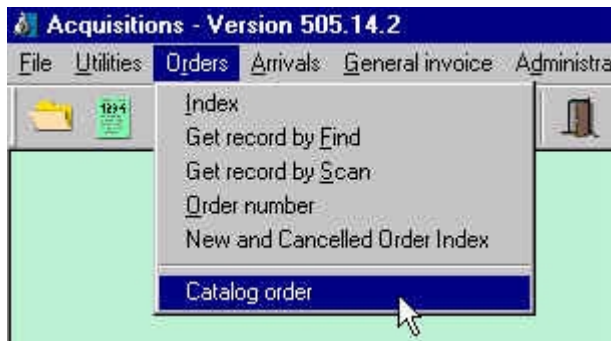
The bibliographic record needs to match the specific publisher and edition that is being ordered.

If an exact match cannot be found in the library catalog, it will be necessary to import a bibliographic record for the specific publisher and edition, or to create a new record for ordering.

Creating Bibliographic Records in Acquisitions Module

You can create a brief bibliographic record for a monograph in book format using the Catalog Record form. You can activate the form in one of two ways by:

- Using Alt + r then c.
- Clicking the Orders / Catalog order menu option:



The illustration below shows the Catalog Record form:

A screenshot of the 'Catalog Record' form. The form has a title bar 'Catalog Record' and a close button. It contains several input fields with labels and codes: ISBN (020), Author (100), Title (mandatory) (245), Place (260), Publisher (260), Date (260), Series (440), Adm note (NOT), and ACQ Note (ACQ). Each field has a small letter (a, b, or c) to its right. There are 'OK', 'Cancel', and 'Help' buttons on the right side of the form.

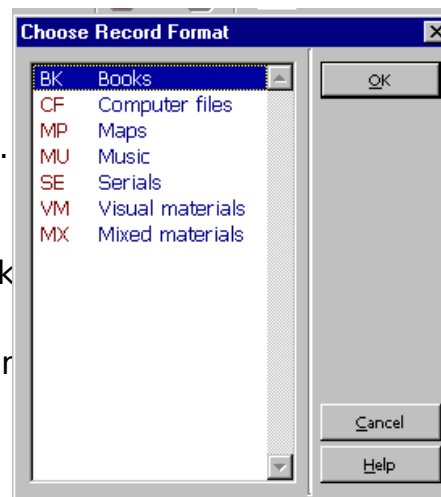
To create a new record fill in the appropriate fields with enough distinct information for ordering.

Click OK and the system will save the record to the server, assigning a system number to the record. Once you have pressed OK the Navigation window and Order List for the newly cataloged record will appear.

Creating Bibliographic Records in Cataloging Module

Create Using Manual Input

1. From the file menu, select New record. The Choose record format window will be displayed.
2. Highlight the correct format and click OK.
3. The form for the leader will open, containing default values for the chosen format. Edit the fields if needed, and click OK.
4. The 008 form will be displayed next. Fill in the required information and click OK.




5. The system will prompt you with forms to complete the 260 and 300 field information.
6. You now have a NEW bibliographic record displayed, which contains a leader and fixed fields, a blank 245, and the 260 and 300 values you filled in. You may add or edit fields as instructed in Cataloging 1. Save the record to the server when cataloging is completed.

After creating a bibliographic record in the Cataloging module, you must [push it into the Acquisitions module](#) to place an order.

Create Using Templates

Templates have been created for a number of formats and record types, and these are used by anyone cataloging using the University of Minnesota server.

Using a Server Template as a Workform

1. Click the Open template icon, or choose the option from the  File menu.
2. Highlight the appropriate template, and click OK.
3. Fill in the leader and fixed field information.
4. Edit the record and save to the server.

After creating a bibliographic record in the Cataloging module, you must [push it into the Acquisitions module](#) to place an order.

Importing and Overlaying Bibliographic Records

What Is Z39.50?

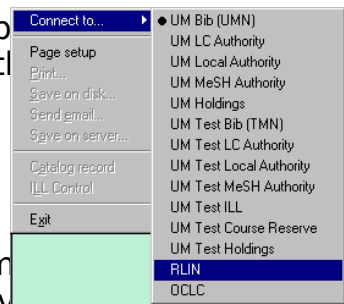
Z39.50 is a protocol that allows a client, or local computer, to search a remote computer using a single search interface. Using local search commands, through Z39.50 the search is translated so that it is understood by the remote machine. Results are sent back to the user and displayed in a way the local computer can understand. This operation is seamless for the user.

The searching of OCLC, RLIN and other bibliographic databases, and importing records from those databases in Aleph, uses the Z39.50 protocol. This means that rather than logging into another catalog, executing a search, and exporting the record into MN, you will search the utilities within the GUI OPAC. The records will be brought into your client, and then pushed into the cataloging module for editing. Once the record has been edited, it is saved to the Aleph server.

Connecting to the Z39.50 Databases

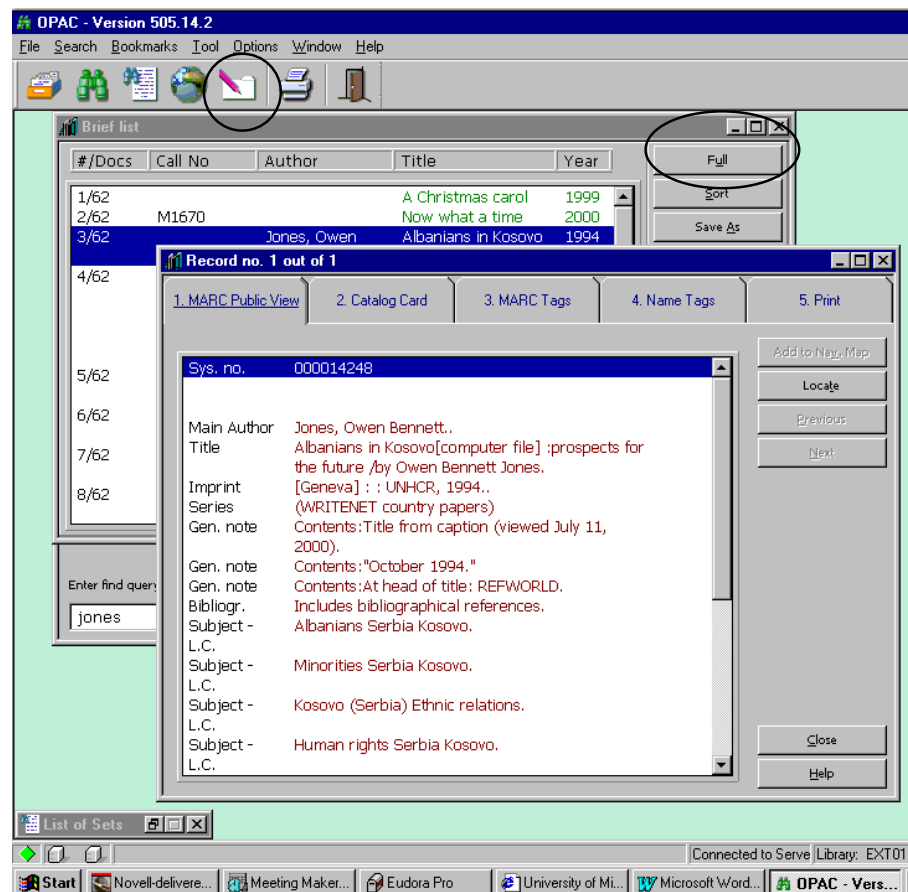
The Z39.50 connections operate as separate Aleph libraries (databases). Use the "connect to" from the OPAC status bar or File menu. Remember, these databases will only be available in the GUI OPAC, not the individual modules such as Cataloging or Acquisitions.

Once connected, you will have search options similar to those for searching the local bib database. However, some of the searching options will be only applicable to specific databases.



Importing Records

From your results list, select the record you wish to import by bringing up a full view of the record. Push the record to cataloging by clicking the Catalog Record icon on the module toolbar, or selecting the option from the File Menu.



This will open the cataloging module, if it is not already open. You will then be asked to select the format for the new bibliographic record that will open on your client. Highlight the appropriate format and click OK. This will open the imported record as a NEW* bibliographic record on your client.

Saving Imported Records to the Server

The current importing configuration requires several steps before an imported record can be saved to the server:

1. From an imported local record, issue the Duplicate record command from the File menu, or press Ctrl-N.
2. Select the library where the record is to reside and click OK. Until we switch to production (July 1), choose TMN01, the Test BIB library.
3. (Records imported from OCLC or RLIN only). From the Edit menu, select Fix record. From the menu, choose Fix new RLIN records or Fix new OCLC records, depending on which database the record was imported from. Click OK.
4. Make any other needed editorial changes.
5. Save to the server.

Overlaying Bibliographic Records

Bibliographic overlay is accomplished by using the Copy Record/Paste Record function in the cataloging module. Use overlay to replace an existing record in our database with another record from OCLC or RLIN.

To overlay an existing record in our database with another record from OCLC or RLIN:

1. Open the record to be overlaid in the cataloging module.
2. In the GUI OPAC, search for full copy in OCLC or RLIN.
 - a. *File > Connect to > OCLC*
OR
File > Connect to > RLIN
 - b. Perform a find search.
 - c. Open a full view of the record; choose tab 3 (MARC tags) to view the MARC record.
3. To select the record for overlay, push to cataloging by clicking the Catalog record icon from the OPAC toolbar (or choose Catalog record from the file menu). The record will be pushed to the cataloging module.
4. Choose record's format, and click OK.
5. Go to the Edit menu, and choose *Copy > Copy record* (or Ctrl-D).
6. Move your cursor to the record to be overlaid (it should be directly behind the OCLC/RLIN record you just copied) and highlight it so it becomes active.
7. From the Edit menu, choose *Paste > Paste record* (or Alt-D). The entire contents of the OCLC/RLIN record will overlay the record.
8. Be sure that you have overlaid the correct record, and that there are no notes or fields that need to be added back into the record.
9. Perform any necessary editing, and save the overlaid record to the server. The record number will remain the same, including the connections to orders, invoices, and record types.
10. The OCLC/RLIN record, which exists as a NEW local record in the EXT01 library, can simply be closed, and deleted from your local drive if you wish.

Z39.50 Searching of OCLC and RLIN Using the Aleph Client

Connecting to RLIN or OCLC

In the GUI OPAC, choose *File, Connect to*, then *RLIN* or *OCLC*.

Reminders

- Network traffic is lighter early in the day, so response time is better then.
- Currently, you can use only the FIND command (the binocular icon or *Search, Find* from the pulldown menu at the top of the screen) to search OCLC or RLIN. We have blanked out the BROWSE pulldown to remind you that Z39.50 browse search results cannot be used for cataloging. We are working with Ex Libris to correct this problem.
- You *can* do standard number, keyword, and left-anchored phrase searches from the FIND pulldown. The descriptions of search types distinguish keyword and left anchored phrase searches.
- Some searches work only on OCLC, and some work only on RLIN. We can define only one pulldown menu for the searches, so we have noted which searches work with which database. See also the comments in the list of available searches below.
- Phrase searches are automatically right truncated. Keyword searches are not, nor they be.
- You can choose a search type from the pulldown menu or you can click on the Command Line tab to use command line searching. Relevant index names for command line searching are listed under "[Index Names for Command Line Searching](#)" below.

Available Searches

Search	Comments
All Fields	OCLC only. Use only if you're truly desperate.
Author Keywords	
Author Phrase	Recall high and precision low in RLIN.
Personal Name Phrase	Recall high and precision low in RLIN.
Corporate Name Phrase	Includes conference names in RLIN.
Conference Name Phrase	Includes corporate names in RLIN.
Title Keywords	
Title Phrase	
Series Title Phrase	
ISBN	
ISSN	

Search	Comments
LCCN	
Music Publisher Number (028)	
OCLC Number	(OCLC only)
RLIN Number	(RLIN only)

Order of Precedence for Searches

1. If you have a standard number, i.e., ISBN, ISSN, LCCN, or Music Publisher Number, search using that number. These are always the most efficient search.
2. If you have a reliable title citation, use a title phrase search. Or use a series title phrase search, if you suspect the title you have is for the series, rather than the individual volume in the series.

Use most or all of the title to avoid the "too many truncated words" error message from OCLC.

3. If you do not have a reliable title citation or a title phrase search yields no results, you do have a reliable author citation, use an author phrase search.
4. If all else fails, resort to a title keyword search or an author keyword search. Use the most distinctive words you have available to search.

Index Names for Command Line Searching

WANY	All Fields (OCLC only)	SETTL	Series Phrase
WAUT	Author Keywords	ISBN	ISBN
AUT	Author Phrase	ISSN	ISSN
PERS	Personal Name Phrase	LCCN	LCCN
CORP	Corporate Name Phrase	MUS	Music Publisher Number (028)
CONF	Conference Name Phrase	OCLC	OCLC Number (OCLC only)
WTTL	Title Keywords	RLIN	RLIN Number (RLIN only)
TTL	Title Phrase		

Limiting by Format

Yes, you can limit searches by bibliographic format. You need to use command line searching to do so, and you must combine this limit with another search.

Here's how: The index name for format is *WFMT* for either RLIN or OCLC.

RLIN

The index value to use with the *WFMT* limit is the leader 06 or 06/07 value(s) for the format.

For all formats except serials, you only need to use a leader/06 value:

- a Language material
- c Notated music
- d Manuscript notated music
- e Cartographic material
- f Manuscript cartographic material
- g Projected medium
- i Nonmusical sound recording
- j Musical sound recording
- k Two-dimensional nonprojectable graphic
- m Computer file
- o Kit
- p Mixed material
- r Three-dimensional artifact or naturally occurring object
- t Manuscript language material

For serials, use one of the values above plus s, e.g., *as*, *es*.



Example

TTL=gone with the wind and WFMT=j
[for records with a title field that begins "gone with the wind" that are musical sound recordings]

WTTL=aardvark and WFMT=g
[for records with the word "aardvark" in a title field that are videos, etc.]

TTL=physics letters and WFMT=as
[for records with a title field that begins "physics letters" that are serials.]

OCLC

The index value is the OCLC format code:

- | | | | |
|-----|-----------------|-----|------------------|
| bks | books | ser | serials |
| com | computer files | sco | scores |
| map | maps | rec | sound recordings |
| mix | mixed materials | vis | visual materials |



Example

TTL=gone with the wind and WFMT=rec
[for records with a title field that begins "gone with the wind" that are sound recordings]

WTTL=aardvark and WFMT=vis
[for records with the word "aardvark" in a title field that are videos, etc.]


TTL=physics letters and WFMT=ser
[for records with a title field that begins "physics letters" that are serials.]

Pushing a Record From the Cataloging Module

When a bibliographic record has been imported from OCLC or RLIN, or created in the cataloging module, the record will need to be *pushed* into the Acquisitions module to place an order.

Pushing means moving a title from one module to another module in the Aleph system.

From the Cataloging module, you can push a record into the Acquisitions module by using any of the following options:

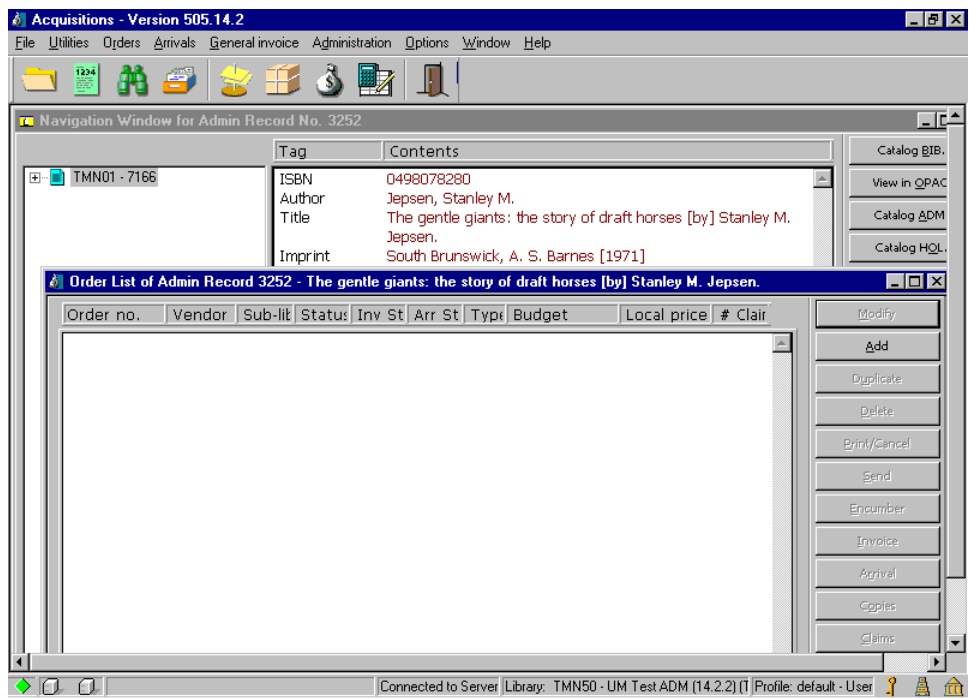
- Clicking the  toolbar icon.
- Using Alt + f then q.
- Selecting File then Open Acquisitions record from the main menu.

This will open the Order List window and the Navigation Window in the Acquisitions module for this record.

Ordering Monographs

Monograph Order

When a bibliographic record has been found by searching, has been created, or has been pushed into the Acquisitions module, the Order List form is displayed, as shown below.



Because there are currently no orders for this title, the window is empty, but for every order that is placed, a new line will appear in the list.

To create the order, you must click the Add button or use Alt + a.

Choosing an Order Type

After choosing to Add an order, you will need to choose one of these order types:

Monograph – A monograph is a one-time order. Orders may be single or multi-part. multi-part, use the Monograph order type only when the total number of parts is known.

Examples:

- One-time monographs
- One-time serial orders
- Replacements
- Back volumes
- Complete monographic sets
- Specific volumes from a set

Standing Order - Use standing order for multi-part publications, when the total number of parts is unknown. Publication of the parts may be irregular.

Examples:

- Monographic standing orders
- Monographic series on standing order (Irregular)
- Serial standing orders (Generally published annually or less frequently, but are regular)
- Electronic resources (Web accessed databases and journals)
- Membership and blanket orders

Serial - Use serial for ongoing publications which are published regularly and more frequently than annuals, and when a publication pattern is expected.

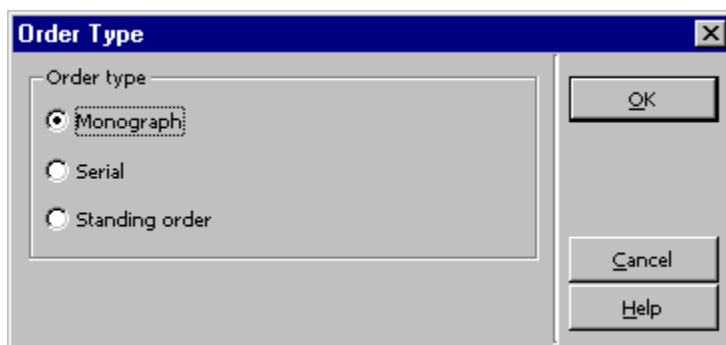
Examples:

- Quarterly journals
- Monthly or weekly periodicals

Monographs and monograph standing orders will be discussed in the Monograph Ordering and Monograph Receiving classes.

Serials and Serial standing orders will be discussed during Aleph serial training.

The Order Type - monograph, standing order, or serial - will need to be selected before placing an order in Aleph.



Clicking OK displays the Order Form.

Filling in the Order Form

The Order Form contains three tabbed windows, labelled Order Information, Vendor and Quantity and Price.

The Order Information tab (first tab) of the Order Form is shown below:

The screenshot shows a window titled "Order Form - Kay Thompson's Eloise at Christmas" with three tabs: "Order Information", "Vendor", and "Quantity and Price". The "Order Information" tab is active. The form contains the following fields and controls:

- Order number 1: 990033
- Order number 2: (empty)
- Order ISBN/ISSN: (empty)
- Open date: 03/12/00
- Order date: 00/00/00
- Order status: NEW (dropdown)
- Order number 3: (empty)
- Order group: (empty)
- Status date: 03/12/00
- Material type: M (dropdown)
- Sub-library: USMA1 (dropdown)
- Acquisition method: P (dropdown)
- User ID: 5252 (dropdown)
- User name: Marshall, Susan
- Library note: (empty text area)
- Buttons: OK, Save Def, Refresh, Cancel, Help
- Checkbox: Send directly (unchecked)

Order Information Tab

- | | |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Order number 1 | <i>Mandatory.</i> The system will automatically assign an order number based on the system's order number counter. Do not override the system supplied number. |
| Order number 2 | 30 character limit. Enter selector's last name and first initial, if a common last name.
Example - Johnson, D. |
| Order number 3 | 30 character limit. Enter specific audit trail information.
Example - PL480 |
| Order status | <i>Mandatory.</i> The following statuses are available:
NEW The order has not yet been processed.
WP Waiting for processing. This is an interim status before an order has been placed with a vendor.
WB Waiting for budget confirmation.
QSV Query before sending order. |

CNB	Cancelled, no budget. This status cancels the budget commitment. If the status is changed to a status that indicates that the order can be sent (e.g. RSV), the budget commitment is re-activated.
DNB	Delayed, no budget. This status cancels the budget commitment. If the status is changed to a status that indicates that the order can be sent (e.g. RSV), the budget commitment is re-activated.
RSV	Ready to send to vendor.
SV	Order sent to vendor. When an order slip is printed, the status is automatically updated to SV.
VC	Vendor cancelled order. This status cancels the budget commitment. If the status is changed to a status that indicates that the order can be sent (e.g. RSV), the budget commitment is re-activated.
LC	Library cancelled order. This status cancels the budget commitment. If the status is changed to a status that indicates that the order can be sent (e.g. RSV), the budget commitment is re-activated.
CLS	Order is closed. If the material arrival status is complete and the invoice has been paid (payment status is Paid), the system updates the order status automatically to CLS.
CTI	Record closed / Title changed or ceased.
ADR	Acquisition decision record.
TOS	Toss record.
Order ISBN/ISSN	20 character limit. ISBN or ISSN is automatically transferred from the bibliographic record. If there are multiple ISBNs, (eg. cloth and paperback) they appear in the drop-down list and must be selected from there.
Order group	Select the ordering/receiving unit from the drop-down list.
Open date	<i>Mandatory.</i> This is the date that the order was initiated and is supplied automatically by the system.
Order date	<i>Mandatory.</i> This is the date that the order was sent to the vendor and is supplied automatically by the system.
Status date	<i>Mandatory.</i> This is the date that the status was last changed and is supplied automatically by the system.
Material type	Select the material type of the item ordered. Examples: BP Book (Print) VR Video Recording SD Sound Recording
Sub-library	<i>Mandatory.</i> Enter the sub-library to which the order belongs. The sub-libraries are displayed in the drop-down list.
Acquisition method	<i>Mandatory.</i> Enter the method by which the item is acquired. The acquisition methods are displayed in the drop down list. Examples: PU Purchase GI Gift AP Approval

Borrower ID	<i>Optional.</i> Patron notification. If the order is for a specific user, you may enter the user ID here. A hold request will be placed for this user when the order type is M. You may select from a list of users by clicking on the button to the right of the field.
Send directly	Do not use.
Borrower name	If you have entered a user ID above, the system will automatically fill in the user name.
Library note	<i>Optional.</i> 100 character limit. Enter internal notes about this order. These notes will appear in a pop-up window when the material is arrived. Examples include reasons for cancellation or processing instruction, such as Cat Sep or Show Bibliographer.

Vendor Tab

Click the Vendor tab to enter information about the vendor/publisher, the method for submitting orders, and claiming.

Order Form - Kay Thompson's Eloise at Christmas

Order Information Vendor Quantity and Price

Vendor information:

Vendor code: ABS

Vendor name: AMBASSADOR BOOK SERVICE

Vendor reference:

Vendor note: Contact us if there is a delay in publication

Order delivery type: LE Letter type: 01

Delivery type: A Send letter by: PRINT

Rush Claim date: 00/00/0000

Batch claiming

OK
Save Def
Refresh
Cancel
Help

Vendor name	<i>Mandatory.</i> After you select a vendor code, the system will automatically fill in the vendor name.
Vendor reference	<i>Optional.</i> 30 character limit. The vendor may have assigned a special reference number for the material in this order.
Vendor note	<i>Optional.</i> 100 character limit. Note or special instruction to vendor, including vendor account number.
Order delivery type	<i>Mandatory.</i> This is the way in which the order is sent to the vendor. By default, the system will automatically fill in the order delivery type that appears in the vendor record, although it can be overwritten. Valid Order delivery types are:

	LI (List)	This option enables all of the orders for a single vendor to be collated and dispatched to the vendor as a single communication.
	LE (Single letter)	Selecting this option results in a single communication being produced for each order.
Letter type	This field is mandatory if the Order Delivery type is LE. Choose the appropriate Letter type for your ordering unit. For a complete list of Letter Types, use the drop down list for Letter Type in the Vendor Tab of the Order Form.	
	Examples of Letter Types	
	01	Area Studies Monographs
	07	Humanities Monographs
	14	Magrath/Itasca Library
Delivery type	<i>Mandatory.</i> This is the method by which the vendor will send the material to you. This field will display the first Delivery type from the vendor record, but another Delivery type can be selected, if it has been established in the vendor record.	
Send method	This field is mandatory if the Order delivery type is LE. Use Print, until E-mail has been activated for the vendor. FTP is not yet implemented.	
Claim date	If left blank, Aleph will calculate the Claim date based upon the Delivery type field and the corresponding Delivery delay from the Vendor record. A specific Claim date can also be chosen from the drop down calendar.	
Batch claiming	This field should be checked, unless the order is for a gift or approval. When the Batch Claiming field has a check mark, claim letters are automatically printed via the Claim Report and Letters.	
Rush	<i>Optional.</i> If this is a rush order, check the box. A Rush note will appear in a pop-up window when the material is arrived.	

Note: The [Vendor tab for monograph standing orders](#) contains additional information, which is discussed in the "Ordering a Monograph Standing Order" section of this manual.

Quantity and Price Tab

The screenshot shows a dialog box titled "Order Form - Kay Thompson's Eloise at Christmas" with three tabs: "Order Information", "Vendor", and "Quantity and Price". The "Quantity and Price" tab is active. It contains the following fields and controls:

- Order quantity: (Label)
- Number of units:
- Unit price: Total price:
- Quantity note:
- Create Item Records Item collection:
- Estimated price: Currency:
- List Price:
- Terms sign (+/-): Terms percent:
- Final Price: Local price:
- Price note:
- Encumber budget:

Buttons: OK, Save Def, Refresh, Cancel, Help.

Number of units	<i>Mandatory.</i> Always enter "1."
Unit price	Enter the total price for the order.
Total price	Do not enter a value in this field. The system will fill in the Total price.
Quantity note	100 character limit. Enter "1." Do not order more than one copy on a single order. If your order is multi-part, describe the order in this field. For example, "V. 1-3," or "Book + CD-ROM."
Create Item Records	Usually this box is checked and the system will automatically create an item record for each unit ordered. The item record will display the order information in the Web OPAC. Uncheck this box for staff copies and for multi-volume orders that are known to be "Cat Seps." For multi-part orders and monograph standing orders it will be necessary to create item records manually.
Item collection	<i>Mandatory.</i> Enter the Item collection code for the title, or click the arrow to the right of the field to choose from a list.
Currency	<i>Mandatory.</i> Select the currency in which you will be invoiced by the vendor. The first currency defined in the vendor record will be entered as the default, but it can be overwritten if required. Only currencies that have been assigned to the vendor in the vendor record can be used here, and only these currencies are displayed in the drop down list.
List Price	Do not enter. The system will fill in the List price.

Terms sign & percent	Do not use.
Final price	The system will fill in the Final price.
Local price	The system will calculate the Local price in U.S. dollars, based upon the Currency ratios.
Price note	100 character limit.
Encumber budget	Enter the budget code in this field. To choose a budget from a list, click on the button to the right of the Encumber Budget field. If you need to encumber more than one budget, do not fill in this field. Instead, use the Encumber button on the Order List. Refer to "Encumbering via the Encumber Button" for details.

Saving the Order

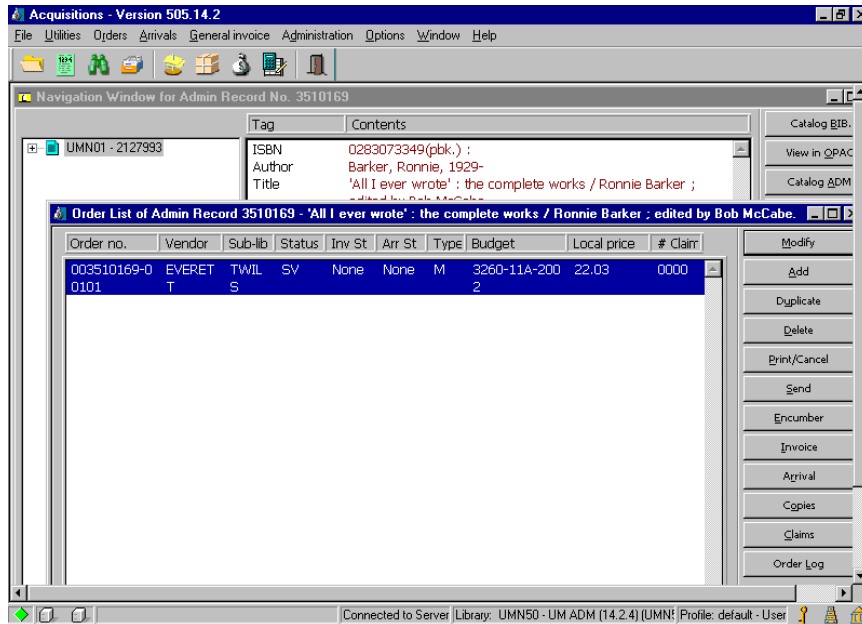
Click Refresh before saving the order. This will allow you to review your work before saving.

When you have finished filling in the Order Form and clicked Refresh, click OK to save the order. If there are any problems with the order, a red error message will appear at the bottom of the form (perhaps stating that a mandatory field has not been filled in), and you will need to correct the problem before you can save the record.

Please note that at this stage the order has not been sent to the vendor, so its status is NEW.

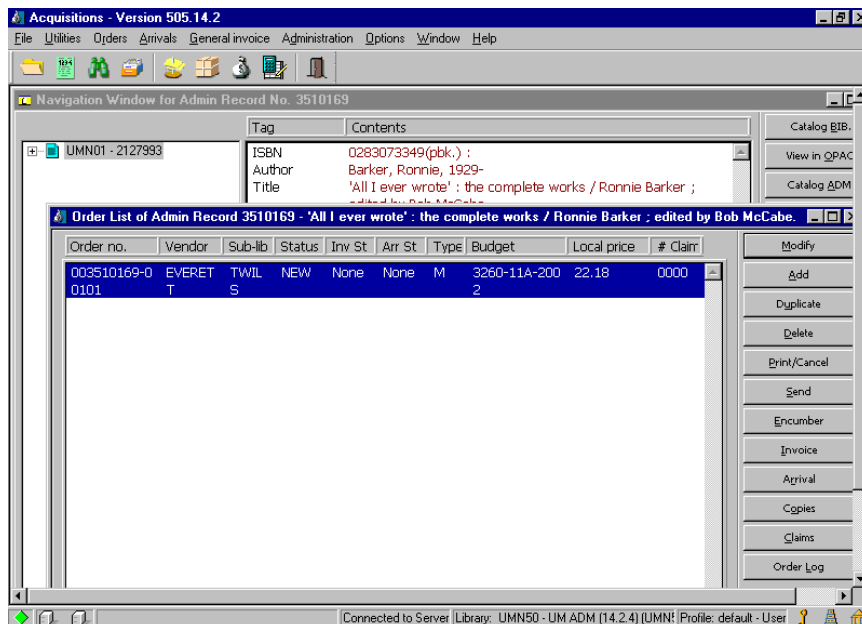
Sending the Order to a Vendor

After the Order Form has been created and saved, click the Send button on the Order List window to send the order to the vendor.



The order will be sent according to the Order Delivery Type and the Letter Send Method specified in the Vendor record.

After the order has been sent to the vendor, the order Status will change from New - Sent to Vendor in the Order Form. You can view the updated order Status in the Order List window.



Creating Item Records Automatically

Monographs

In addition to information regarding quantity and price, the Quantity and Price tab also contains a box labelled Create Item Records.

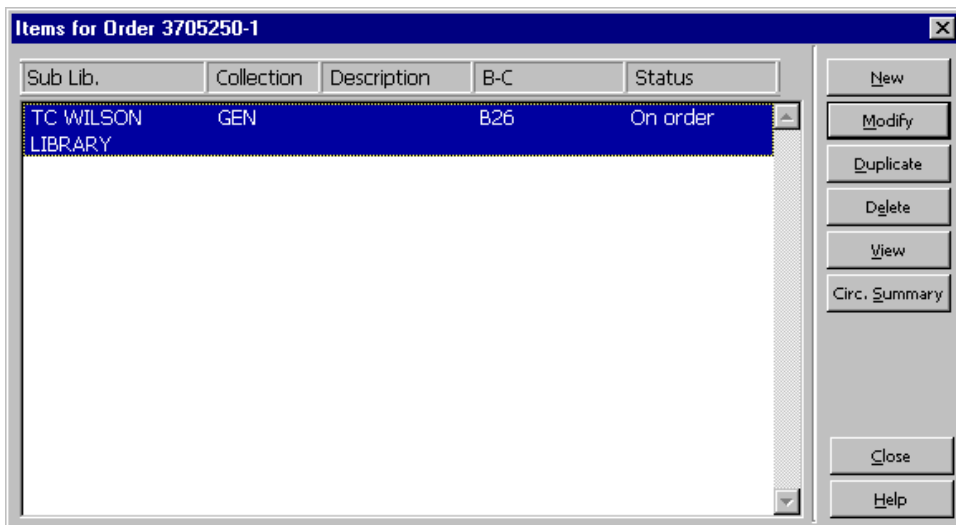
When this box is checked, an item record will be created automatically at the time an order is created. The default setting in Aleph is for the box to be checked and for an item record to be created automatically.

The item record is necessary in Aleph to display the new order in the Web OPAC.

Multi-Part Monographs

For multi-part Monograph type orders, it will be necessary to modify the Description field in the item record.

From the Order List, click Copies. Then click Modify from the Items List.



When the item form is displayed, enter the volume and/or date information in the Description field:

The screenshot shows the 'Item Form' window with the following fields and values:

Field	Value
Barcode:	B26
Sub-library:	TWILS
Collection:	GEN
Call Number Type:	[Empty]
Call Number:	[Empty]
2nd Call Number Type:	[Empty]
2nd Call Number:	[Empty]
Copy number:	0
Enum.Level.1 (a)(vol)	[Empty]
Enum.Level.2 (b)	[Empty]
Description:	V. 1-3
Material type:	BP
Item status:	01
Item process status:	OR
Hol Link:	0

Buttons on the right side of the form include: Update, Save defaults, Circ History, Refresh, Cancel, and Help.

Monograph Standing Orders

For monograph Standing Orders, it will be necessary to [create item records manually](#).

Encumbering the Order to a Budget

There are two methods of encumbering an order to a budget, via the Order Form and the Encumber button on the Order List.

Encumbering via the Order Form

Enter the budget code in the Encumber budget field of the Order Form at the time you are creating the order, unless you are splitting the order between two or more budgets.

On the Order Form, you can either enter the budget code directly, or you can click the drop-down button to the right of this field to display the Budget list Filtered by form. This form is described in the Overview of Aleph Budgets, Vendors, and Currencies.

If you try to encumber against an inactive budget (with status NA), you will not be able to save the record. The system will indicate that the budget is inactive in red letters at the bottom of the Order Form.

Similar messages will be displayed if you try to over-encumber a budget (beyond the over-encumbrance level set) or encumber to a budget outside of the valid date range.

Note: If you do not enter a budget code in the Encumber budget field of the Order Form, you cannot go back to fill in this field. Then you must encumber using the Encumber button in the Order List.

Encumbering via the Encumber Button

If you wish to encumber a single order to multiple budgets, you need to commit it via the Encumber button on the Order List. You can also use this method to commit to a single budget (although you may find the previously detailed method easier).

This form is displayed when you click the Encumber button.

To add the first budget to the list, enter the budget code in the Budget code to add field. Alternatively, you can click the drop-down menu button to select the budget from the Budget List Filtered by form.

You will notice that the default encumbrance value is set to the same value as the estimated cost of the order.

Budget number	Enc/Active Amount
---------------	-------------------

Budget code to add:

Encumbrance:

Encumbrance percent:

Estimated cost of order:

Local cost of order:

Currency of order:

Total encumbrance:

Buttons: Add Budget, Encumber, Delete Budget, Close, Help

You can overwrite the value in the Encumbrance field based on how much you wish to encumber to this particular budget.

OR

You can add a percentage in the Encumbrance percent: field to automatically change the amount in the Encumbrance field. In the example below, the insertion of 50% changes the amount in the Encumbrance field to \$50.00:

Budget number	Enc/Active Amount
---------------	-------------------

Budget code to add: 3230-11A-2002

Encumbrance: 50.00

Encumbrance percent: 50

Estimated cost of order: 100.00

Local cost of order: 100.00

Currency of order: USD

Total encumbrance: 0.00

Click the Add Budget button or use Alt + a to encumber the first budget (SUSAN-2000).

The value in the Encumbrance field now reflects the difference in the Estimated cost of order and the Total encumbrance so far:

Budget number	Enc/Active Amount
3230-11A-2002	50.00 (50.00)

Budget code to add: 3230-11A-2002

Encumbrance: 50.00

Encumbrance percent: 0

Estimated cost of order: 100.00

Local cost of order: 100.00

Currency of order: USD

Total encumbrance: 50.00

To encumber the remaining amount to another budget, enter the budget code in the Budget code to add: field, and then click the Add Budget button.

When the Total Encumbrance matches the Estimated cost of order (which was taken from the Final price in the order record), the Encumbrance is set to zero.

Budget number	Enc/Active Amount
3230-11A-2002	50.00 (50.00)
3250-11A-2002	50.00 (50.00)

Budget code to add: 3250-11A-2002

Encumbrance: 0.00

Encumbrance percent: 0

Estimated cost of order: 100.00

Local cost of order: 100.00

Currency of order: USD

Total encumbrance: 100.00

Enc/(Active Amt)

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

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

Note: After you have clicked Add Budget and encumbered an amount, do not click the Encumber button. Click Close to complete the encumbrance.

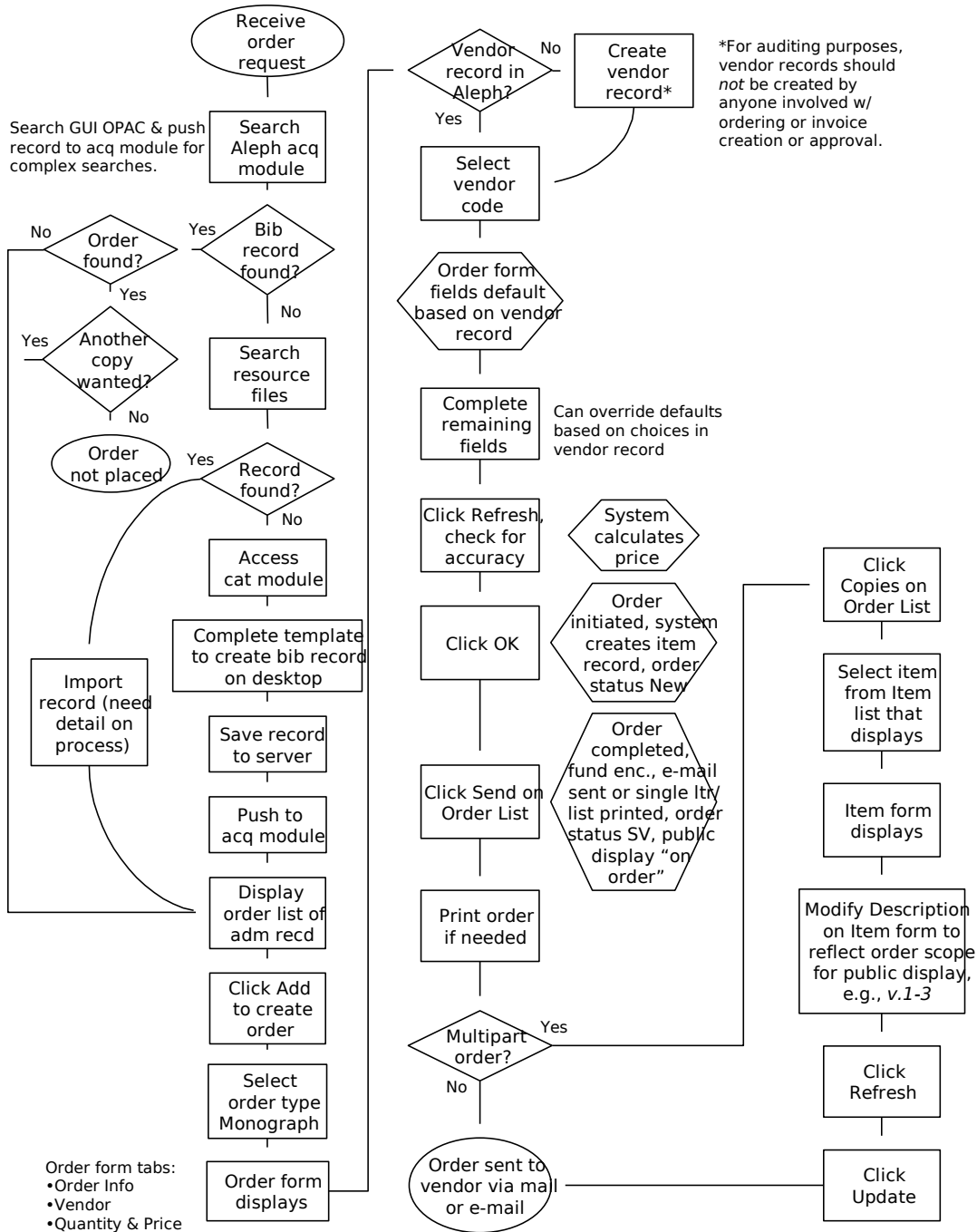
Display of a Multi-Part Encumbrance in the Order List

When viewing the Order List window for a multi-part encumbrance, we are alerted that this order (ORDER-28) is encumbered to multiple budgets by the presence of an asterisk in the Budget column as seen below:

Order no.	Vendor	Status	Inv St	Arr St	Type	Budget	Local price	# Claims
ORDER-27	00083030 4Z	SV	None	None	M	SUSAN-2000	112.20	0000
ORDER-28	00083030 4Z	NEW	None	None	M	SUSAN-2000 *	112.20	0000

Monograph Order Workflow

Monograph Order Workflow



Last updated 4/19/02

Placing a Monographic Standing Order

Vendor Tab

When you choose Standing Order as the order type and fill in the Order Form, the information in the Vendor Tab differs from the Monograph order type.

The screenshot shows a software window titled "Order Form - An international history of the Vietnam War / R.B. Smith." with three tabs: "1. Order Information", "2. Vendor", and "3. Quantity and Price". The "2. Vendor" tab is active. It contains the following fields and controls:

- Vendor information: OK button
- Vendor code: ACABK/CONT (dropdown)
- Vendor name: ACADEMIC BOOK CENTER (text)
- Vendor reference: (empty text)
- Vendor note: (empty text)
- Order delivery type: LE (dropdown)
- Letter type: 01 (dropdown)
- Delivery type: S (dropdown)
- Send letter by: PRINT (dropdown)
- Rush
- Max. arrival days: 360 (text)
- Subscription start: 00/00/0000 (dropdown)
- Subscription end: 00/00/0000 (dropdown)
- Budget cycle: 1 (text)
- Renewal date: 11/03/2002 (dropdown)
- Buttons: Save Def, Refresh, Cancel, Help

The Vendor Tab includes:

Max. Arrivals Days For Standing Orders, this is the maximum number of days that may elapse since you received the last volume. If you have not yet received any volumes, then this is the maximum number of days that may elapse since you sent the order to the vendor.

For initial standing orders, enter 120 for domestic orders, 180 for foreign orders. When the first piece arrives, change to 360.

Note: This field is used in the Claim Report for Standing Orders.

Subscription start: Generally, this field will not be used for monograph standing orders.

Subscription end: Generally, this field will not be used for monograph standing orders.

Budget cycle: This defines the cycle of annual budgets that will be encumbered for the subscription. Enter "1" as the budget cycle, which means that the budget will be encumbered annually.

Renewal date: Generally, this field will not be used for monograph standing orders.

Creating an Item Record Manually

When placing a monograph standing order, you will need to create an item record. An item record will cause the ordering information to display in the Web OPAC and will describe the volumes that are on order.

Note: When choosing the Standing Order Order Type, the option to Create Item Records automatically is not available on the Order Form.

From the Order List window, highlight the appropriate order and click the Copies button.

The screenshot shows the 'Item Form' dialog box with the following fields and values:

Field	Value
Barcode	
Sub-library	TWILS
Collection	GEN
Call Number Type	
Call Number	
2nd Call Number Type	
2nd Call Number	
Copy number	0
Enum.level.1 (a)(vol)	
Enum.level.2 (b)	
Description	V. 21 and future
Material type	BP
Item status	01
Item process status	OR
Hol Link	0

When creating items manually, enter the item information as described below:

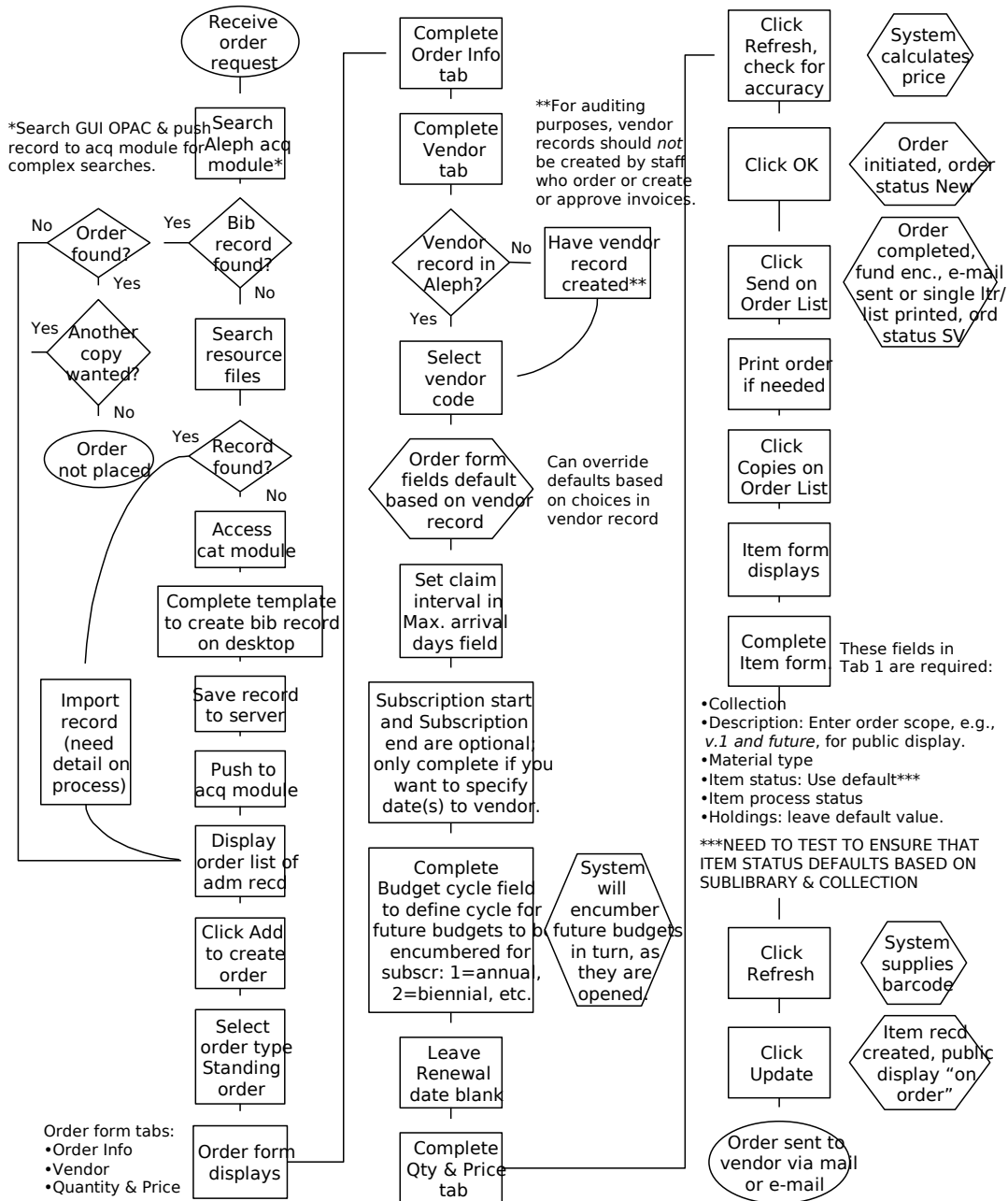
Item Form

The General Information tab is shown in the illustration above. When ordering, the following fields need to be filled in:

- Barcode: *Mandatory.* This number is supplied by the system when the item is created automatically. If you leave this field blank, the system will insert a barcode when you click Refresh or Update.
- Sub-library: *Mandatory:* The sub-library will be entered from the Order Form.
- Collection: Enter the code for the appropriate collection or click the drop-down menu button to choose from a list.
- Description: Enter the initial volume and/or date for the standing order, followed by the phrase "and future." For example, "V. 1 and future" or "2001 and future."
- Material type: *Mandatory.* Enter the code for the material type or click the drop-down menu button to choose from a list.
- Item status: *Mandatory.* Enter the code 01 - Regular Loan for the item status.
- Item process status: *Mandatory.* Enter the code OR - On Order for the Item Process status.
- Hol Link: *Automatic.* Holding record number will be entered by the system when the holding record is created.

Monographic Standing Order Workflow

Monographic Standing Order Workflow



Last updated 4/10/02

Ordering Serials

Placing a Membership Order

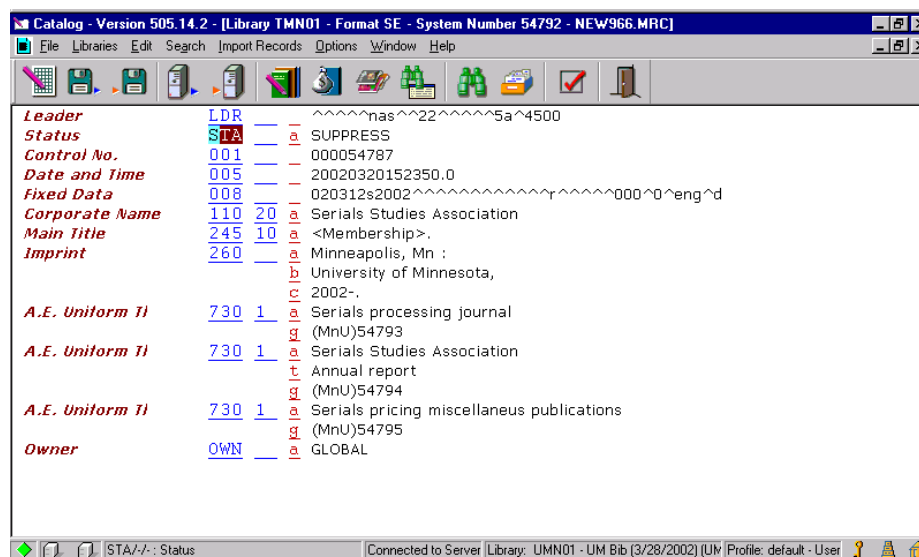
Searching for or Creating Record in Aleph

Search organization name in Acquisition module or GUI OPAC using AUT index search. If a membership record is found, click Add in Order List window in Acquisition module to create an order record.

Creating Bibliographic Record

If a membership record is not found in the system, create a bibliographic record in Cataloging module using a template.

- Complete the following fields:
 - 110 20 |a Name of society/organization
 - 245 10 |a <Membership>
 - 260 00 |a Place of publication and |b publisher
 - 730 1 |a First title on membership |g (MnU)bib record# of first title
 - 730 1 |a Second title on membership |g (MnU)bib record# of second title
 - STA |a SUPPRESS

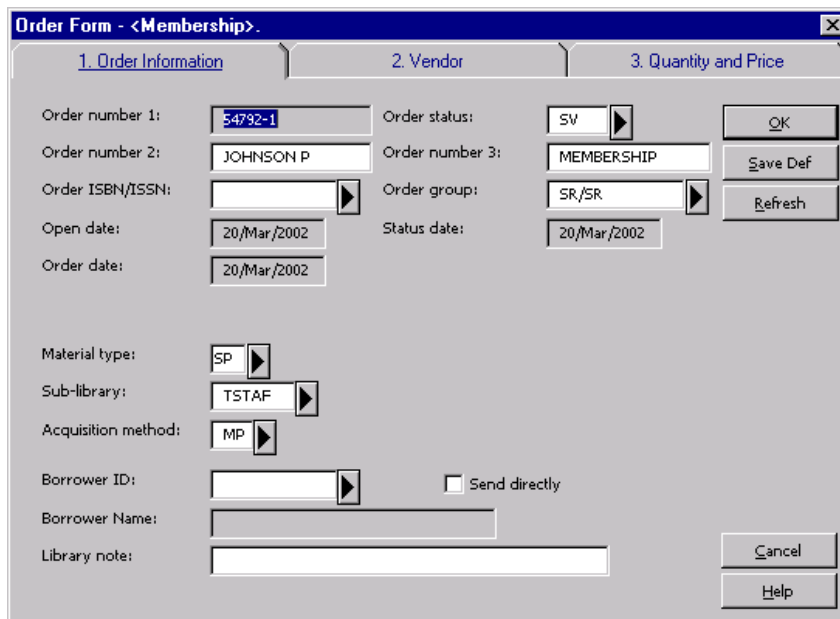
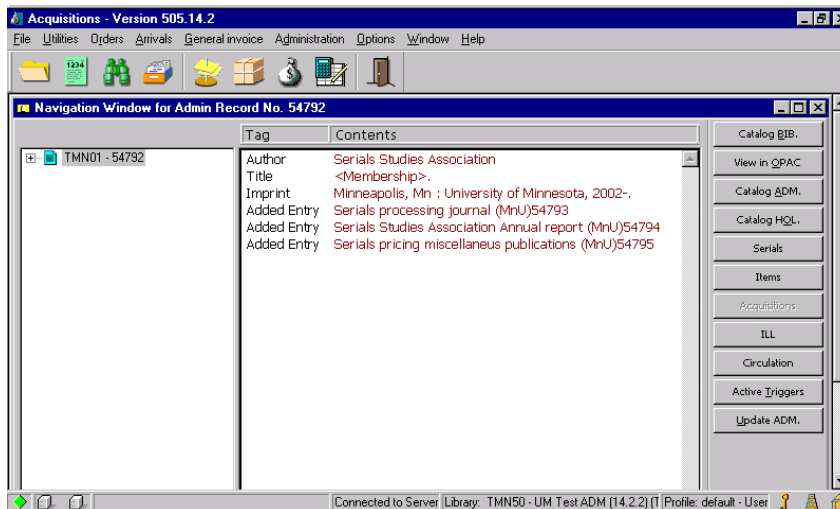


- Save record on server
- Push record to Acquisition module and proceed to place order

Creating a Membership Order (Payment) Record

- Click on Add button to create a new order
- On the Order Type window, select Standing Order, O Type order
- Complete necessary fields following ordering procedures. Especially make sure correct codes are used in the following fields:
 - Sub Library
 - Acquisition Method
 - Order Number 3 , Type in MEMBERSHIP

Example:



- Complete Tabs 2 and 3 and click Refresh button to review record.
- Click OK.
- Click Send button on the Order List window to send order to vendor.

Note: You may choose to print a purchase order at your own printer, so that you can provide a list of titles that you are expected on the membership on the purchase order to be sent to the vendor.

Create Order Records for Titles that are Expected on Membership

- Search and find first title that is expected to be received on membership in Acquisition module, GUI OPAC, or create a bibliographic record in Cataloging module.
- Create order record in Acquisition module following ordering procedures for serials.
- The following exceptions will apply when completing fields in Order form:
 - Order Status Change to SV to suppress printing of purchase order.
 - Order Number 2 Type in selector's last name.
 - Order Number 3 Type in mem=<Membership PAYMENT record number>.
 - Acquisition method Select code RM.
 - Tab 2 - Unit Price Enter 0.
 - Unit Price
 - Tab 2 - Quantity note Enter subscription start date/volume number.
- Encumber budget
- Click OK.

The screenshot shows a software window titled "Order Form - Serials processing journal." It contains three tabs: "1. Order Information", "2. Vendor", and "3. Quantity and Price". The "1. Order Information" tab is selected. The form fields are as follows:

Order number 1:	54793-1	Order status:	SV	OK
Order number 2:	JOHNSON P	Order number 3:	MEM=54792-1	Save Def
Order ISBN/ISSN:		Order group:	SR/SR	Refresh
Open date:	20/Mar/2002	Status date:	20/Mar/2002	
Order date:	20/Mar/2002			
Material type:	SP			
Sub-library:	TWPR			
Acquisition method:	RM			
Borrower ID:		<input type="checkbox"/> Send directly		
Borrower Name:				
Library note:	New title: SEND TO CATALOGER			Cancel
				Help

Order Form - Serials processing journal

1. Order Information 2. Vendor 3. Quantity and Price

Order quantity:
Number of units: 1
Unit price: 0 Total price:
Quantity note: V.13: no.1 (2002) -

Estimated price:
Currency: USD
List Price: 0.00
Terms sign (+/-): - Terms percent: 0.00
Final Price: 0.00 Local price: 0.00
Price note:
Encumber budget: 3335-21-2002

OK
Save Def
Refresh
Cancel
Help

- Create Subscription record following standard procedures.
- Create item record and change Item Processing Status to On Order.
- Search and find second title and repeat all steps above.
- Create subscription record *only* if using Subscription (S) Type order.

Example:

Subscription Information Form

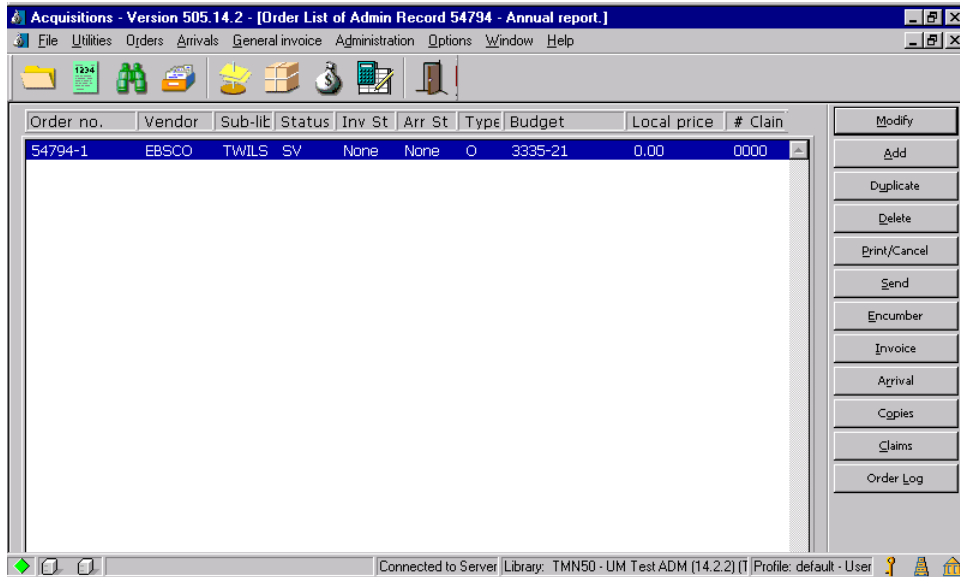
1. Subscription info (1) 2. Subscription info (2)

Sub-library: TWPR
From date: 12/01/2001
To date: 01/01/2025
Item status: 04
Collection: PER
Call Number Type:
Call Number:
2nd Call Number Type:
2nd Call Number:
Vendor code: EBSCO
Order no.: 54793-1
Vendor order no.:
Delivery type: S
Hol Link: 0

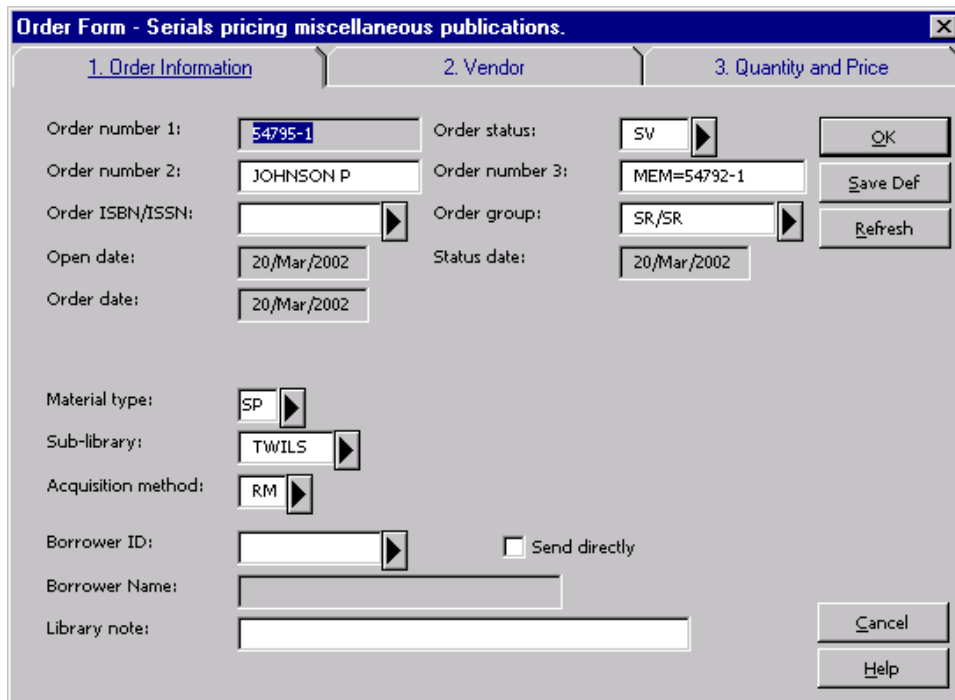
Update
Create New
Set as Default
Print
Refresh
Cancel
Help

- Search, find/create third title expected on this membership and repeat steps above to create order and subscriptions records as needed.

Examples:



Record for a standing order type title using O Type Order



Placing a One-Time Serial Order

Request to order replacement, back volume or a single volume of a serial has been received from CDM or unit library. Before placing the order, verify the following:

- There are no open orders in system for this volume/issue.
- Volume/issue is truly missing/wanted.
- Volume/issue can not be claimed.

If order is still needed after verifying above, proceed to order the volume/issue.

Create the Order

1. Search the catalog and display the bibliographic record for the title to be ordered. This can be done in the GUI OPAC (Staff Search) or any of the modules.
 - If there isn't a bibliographic record in the catalog, use the Cataloging module search the utilities and import a record.
 - If a record cannot be found in the utilities, create a bibliographic record in the Cataloging module by using the serials acquisitions template. Save the record to the server.
2. Once a record has been found or created, push it to the Acquisitions module. The Order List window will open. The screen will be empty if there are no orders already associated with the title. Check to make sure a monograph order for sub-library/collection does not already exist.
3. Create a new order by clicking Add.
4. Select the order type - Monograph. Monograph orders are referred to as M type orders.

Use M type orders for:

- One time serial orders
- Replacements
- Back volumes

5. Complete fields below as follows:

Order Information Tab

- Order Number 3: Replacement
Back Volume
PL480

Vendor Tab

- Check the Batch Claiming box.
- Vendor Note: Enter vendor account number and any special instructions to the vendor you want printed on the purchase order.

Quantity and Price Tab

- Number of Units: 1
- Quantity Note: Enter volume(s)/issue(s) wanted.
- Create Item Records: Check.
This is only done for single shot volumes. When the box is checked, an item record will automatically be created with an Item processing status of Order Initiated. The Item processing status is important because it displays to the public in the Web OPAC.
- Encumber Budget

6. Click Refresh, review record, and click OK.

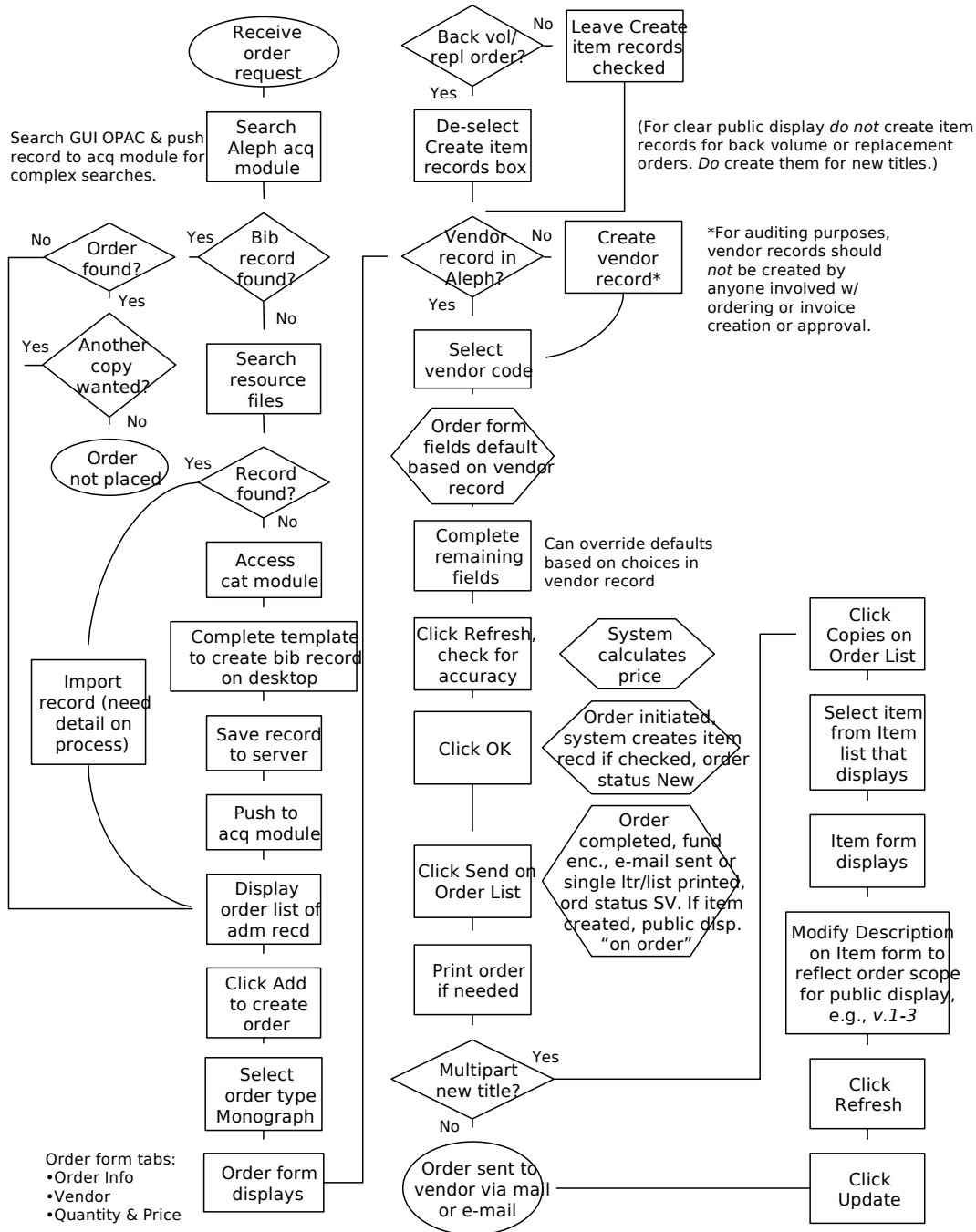
7. Send the order to the vendor manually by clicking Send or in batches via a report. When the order is sent to the vendor, the Item processing status on the Item record will automatically be changed to On Order by the system.

8. The item(s) created for this order need to be updated. To access the item record click Copies.

Select an item record and click Modify to update item record(s) with volume/issue number description in General Information Tab.

One-Time Serial Order Workflow

Serials Workflow: One-Time Order



Last updated 7/24/02

Placing a Serials Standing Order

Request for a standing order has been received from selector. You will need the following information to proceed with ordering:

- Title
- Budget/fund
- Sub-library and collection
- Vol. standing order begins with

You may need to obtain price information using acquisition tools or vendor resources available to you. Whenever possible, use a major vendor based on your library's guidelines.

Create the Order

1. Search the catalog and display the bibliographic record for the title to be ordered. This can be done in the GUI OPAC (Staff Search) or any of the modules.
 - If there isn't a bibliographic record in the catalog, use the Cataloging module search the utilities and import a record.
 - If a record cannot be found in the utilities, create a bibliographic record in the Cataloging module by using the serials acquisitions template. Save the record to the server.
2. Once a record has been found or created, push it to the Acquisitions module. The Order List window will open. The screen will be empty if there are no orders already associated with the title. If there are orders listed, check that a standing order for this library/collection does not already exist.
3. Create a new order by clicking Add.
4. Select the order type - Standing order. Standing orders are referred to as O type orders.

Use O type order for:

- Serial standing orders (generally published annually or less frequent, but are regular)
- Monographic series on standing order (irregular)
- Electronic resources (web accessed databases and journals)
- Memberships and blanket orders

5. Fill out the three tabs of the order form.

Order Information Tab

- Order Number 2: Selector's last name
- Order Number 3: BLANKET ORDER (used on blanket order payment)
BL=<blanket order payment record PO>
COLLECTIVE (to be used on payment record for main title, e.g. when part B of a title is received on the basis of part A of the title where part A is the payment record or main title)
CONSORTIA
MEMBERSHIP (used on membership payment record)
MEM=<membership payment record PO#>
PAID COLLECT=<PO# of main title>
PL480
- Library Note: Enter notes pertaining to order/title treatment (e.g., New title; send to cataloging).

Vendor Tab

- Vendor Reference: Enter title/subscription id
- Subscription start:
- Subscription end: 01/01/2025
- Vendor Note: Enter vendor account number and any special instructions to vendor you want printed on purchase order.

Quantity and Price Tab

- Number of Units: 1
- Quantity Note: Enter volume(s)/issue(s) order starts with and all future issues (e.g. v.13:no.1 and all future volumes).
- Encumber Budget

6. Click Refresh, review record and click OK.

7. Send the order to the vendor manually by clicking Send or in batches via a report

Create an Item Record

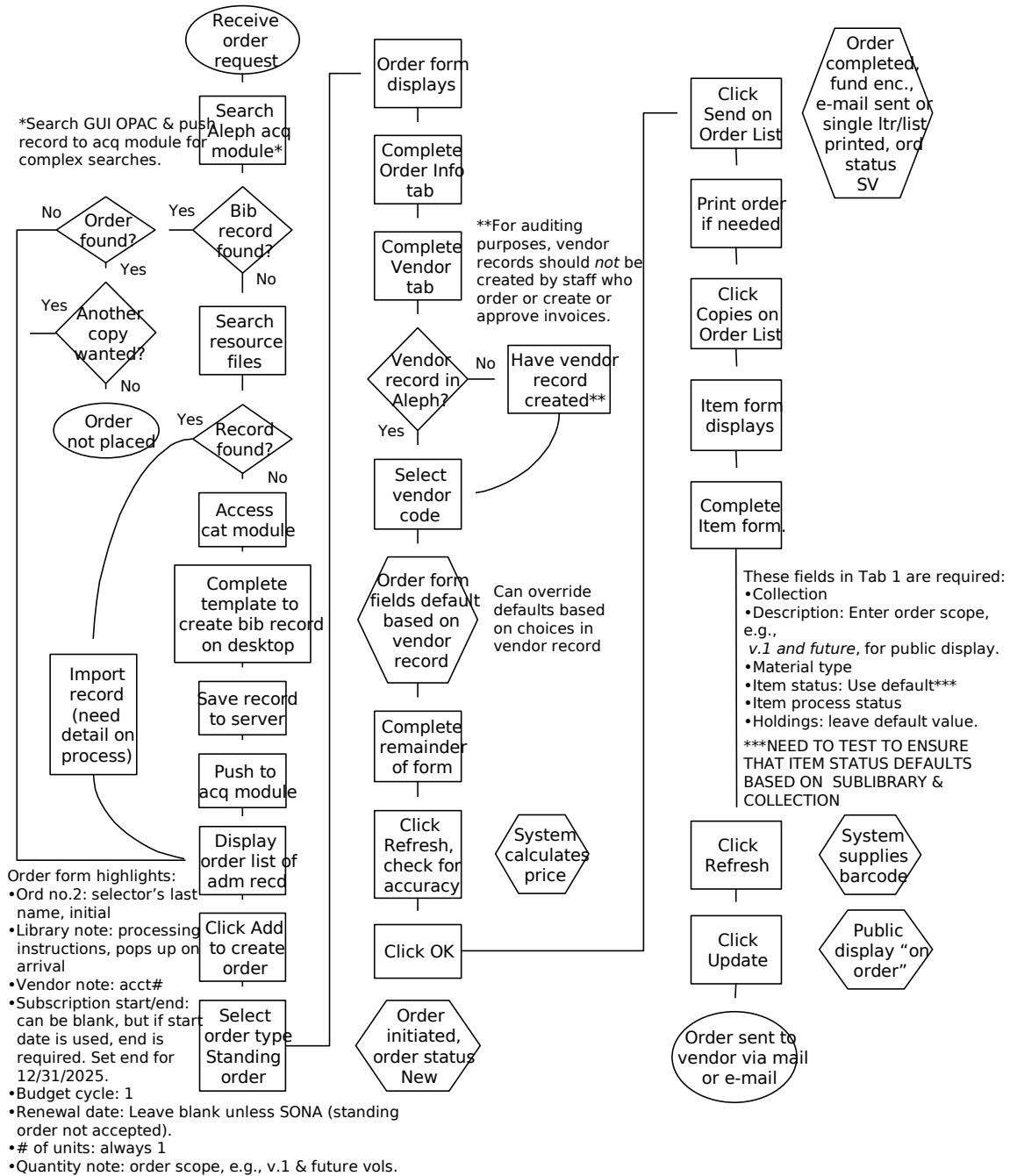
8. An item record needs to be created in order to display order status in OPAC. Click on the Item record tab to create an item record. Complete the following fields on the first tab of Item record:

- Sub-library
- Collection
- Enum. levels 1
- Enum. level 2
- Description: <v.#>: <(date)> and all future volumes
- Material type (See "Aleph Codes and Lists" for values.)
- Item status (See "Aleph Codes and Lists" for values.)
- Item processing status: On Order
- Hol link*

**Hol link*: If the sub-library that the order is for already has a holdings record, the item should be linked to it from this field. If a new holdings record is needed, leave this field empty.

Serials Standing Order Workflow

Serials Workflow: Standing Order



Last updated 4/16/02

Placing a Subscription Order

A request for a serial order has been received from a selector. You will need the following information to proceed with ordering:

- Title
- Budget/fund
- Sub-library and collection
- Vol. subscription begins with

You may need to obtain price information using acquisition tools or vendor resources available to you. Whenever possible, use a major vendor based on your library's guidelines.

Create the Order

1. Search the catalog and display the bibliographic record for the title to be ordered. This can be done in the GUI OPAC (staff search) or any of the modules.
 - If there isn't a bibliographic record in the catalog, use the Cataloging module search the utilities and import a record.
 - If a record cannot be found in the utilities, create a bibliographic record in the Cataloging module by using the serials acquisitions template. Save the record to the server.
2. Once a record has been located, push it to the Acquisitions module. The Order List window will open. The screen may be empty if there are no orders associated with the title. Check to make sure a subscription order for sub-library/collection does not already exist.
3. Create a new order by clicking Add.
4. Select the order type - Serial. Serial orders are referred to as S type orders.
Use S type order for regularly published periodicals that are expected to have a regular publication pattern. These titles are generally published more frequently than once a year.
5. Fill out the three tabs of the order form:
Order Information Tab
 - Order Number 2: <selector's initials>

- Order Number 3: BL=<blanket order payment record PO#>
MEM=<membership payment record PO>
CONSORTIA
PAID COLLECT=<PO# of main title>
PL480
- Library note: Enter notes pertaining to order/title treatment (e.g., New title; send to cataloging).

Vendor Tab

- Vendor Note: Enter vendor account number and any special instructions to the vendor you want printed on the purchase order.
- Vendor Reference: Enter title/subscription id
- Subscription start:
- Subscription end: 01/01/2025

Quantity and Price Tab

- Number of Units: 1
- Quantity Note: Enter volume(s)/issue(s) order starts with and all future issues (e.g. v.13:no.1 and all future volumes).
- Encumber Budget

6. Click Refresh, review record and click OK.

7. Send the order to the vendor manually by clicking Send or in batches via a report.

Create a Subscription Record

1. To create a Subscription Record for a serial order, select the correct order from the Order List window of the Acquisitions module and click Copies. The subscription record form will pop up. Each S order should have a subscription record associated with it.
2. Some of the fields in the Subscription record will automatically be populated based on information from the order. The Subscription record also can be created in the Serials module, but less information is automatically generated.
3. The following fields in Tabs 1 and 2 should be completed:
 - Sub-library: System supplied from the order.
 - From Date: System supplied from the order.
 - To Date: System supplied from the order.

- Collection: Select from the drop-down menu.
 - Item status: Select the circulation/loan values for the item. (See “Codes and Lists” for values.)
 - Hol Link: See note [on Hol Link](#).
 - Send Claims: This box should be checked. You must enter values in all four claim fields. The First claim is the number of days that you expect it will take from an issue’s publication date until your library receives the issue. The following claim fields should be set at the number of days to wait between previous and subsequent claims. (Refer to the Subscription Record Frequency Table in “Aleph Codes and Lists” for appropriate values.)
 - Check-in Note: Enter processing information you want displayed when arriving issues.
4. Click Refresh, review record, and click Update.

Create an Item Record

An item record needs to be created in order to display order status in OPAC.

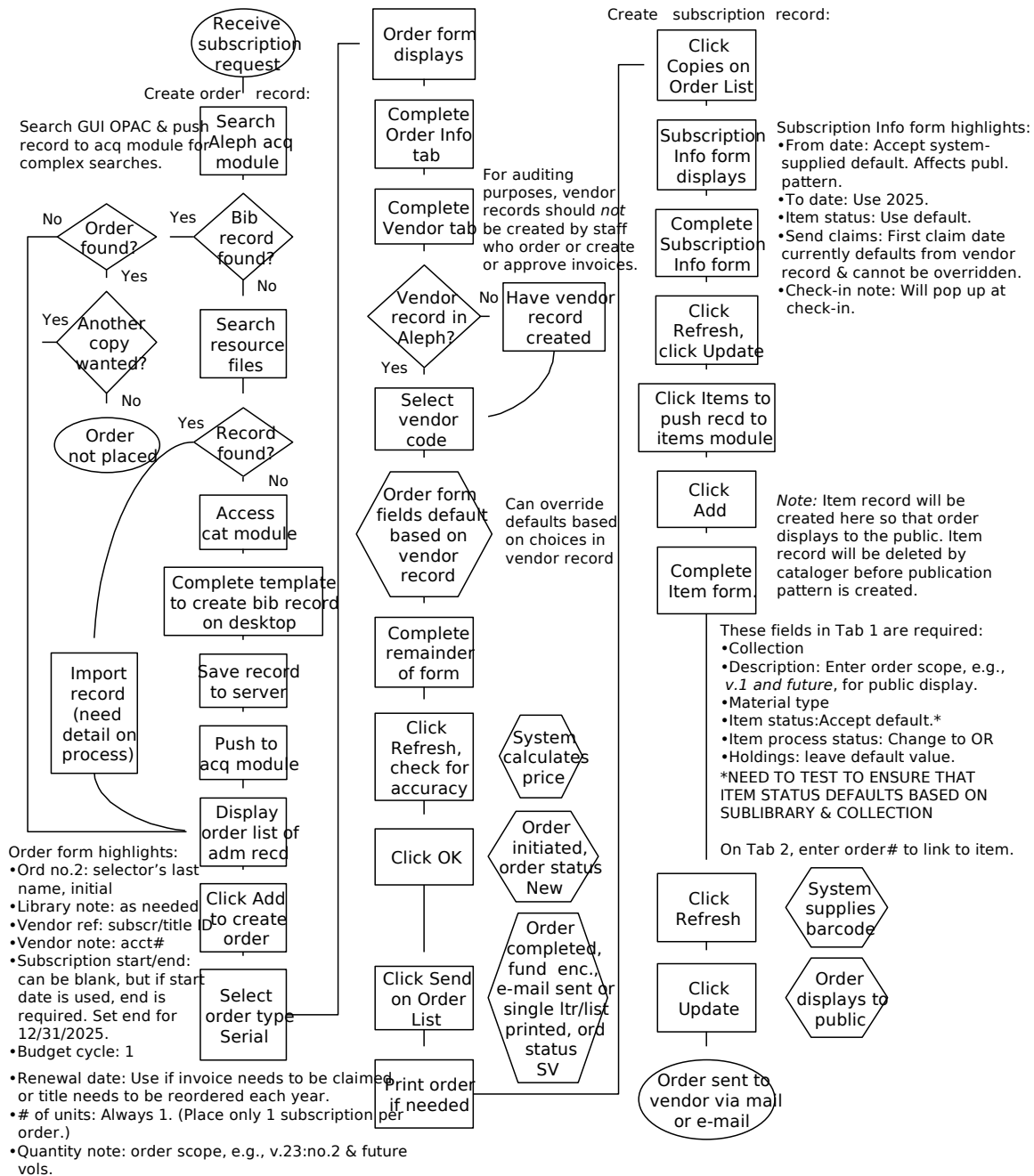
1. From Acquisition module, push record to Items module. Click Add or Duplicate if there are other items on the Items List window.
2. Complete the following fields on the first tab of the Item record:

Sub-library	Material type
Collection	Item status
Enum. level 1	Item processing status: On Order
Enum. level 2	Hol link: See note on Hol Link .
Description	

Hol link: If the sub-library that the order is for already has a holdings record, the item should be linked to it from this field. If a new holdings record is needed, leave this field empty.

Subscription Order Workflow

Serials Workflow: Subscription Order



Last updated 7/24/02

Order Form Defaults

Saving Defaults

When you create orders, you often enter much of the same information for all or many of your orders. To save re-keying this information, the Save Def button can be used to record certain information and automatically insert it into the Order Form when you create new order records.

To save this default information, simply fill in an Order Form with all the data you wish to save as default, and then click the Save Def button. The next time you open an Order Form, this data will be inserted for you.

The following fields can be saved by the Save Def button, for automatic insertion into other orders:

- Order status
- Order number 3
- Order group
- Material type
- Sub-library
- Acquisition method
- User ID
- Send directly
- Library note
- Vendor code
- Rush
- Batch claiming
- Number of units
- Unit price
- Quantity note
- Price note

When the Vendor code is inserted, the following default values are taken from the vendor record:

- Vendor name
- Order delivery type
- Letter type
- Delivery type
- Send method
- Currency
- Terms

Removing Defaults

To remove defaults you have previously saved on the Order Form:

1. Click File or Alt+F to display the File menu.
2. Click Delete Order Defaults. Alternatively, hold down the [Shift] key and tap the "D" key until Delete Order Defaults is highlighted, then tap the [Enter] key.

Your defaults on the Order Form should then be cleared.



Monographs

Arriving Single Part Items

Searching and Retrieving the Order Record

When materials are received at the library, *search first by title* to retrieve the order record. A title search will allow you to check for duplicate orders or titles in the system.

When you have retrieved the Order List for the materials you have received, match the Order Number that appears in the Order List with the information on the vendor's invoice. If no order number appears on the vendor's invoice, or if the order number is incorrect, write the Aleph Order Number on the vendor's invoice. You will need this number later when you initiate payment for the title.

Arrival List

Access the Arrival List by highlighting the appropriate order on the Order List window and clicking Arrival or by using Alt + r. In the example below, no items have yet been received, so the list is empty:

No. units arrived	Arrival date	Note
-------------------	--------------	------

Adding an Arrival

One or more items can be registered as having arrived by clicking the Add button to display the Arrival Form.

If the relevant order has a Library Note or the Rush box has been checked on the Order Form, a dialog box will display before the Arrival Form is displayed:



Make note of the special instruction, click OK, and the Arrival Form will be displayed.

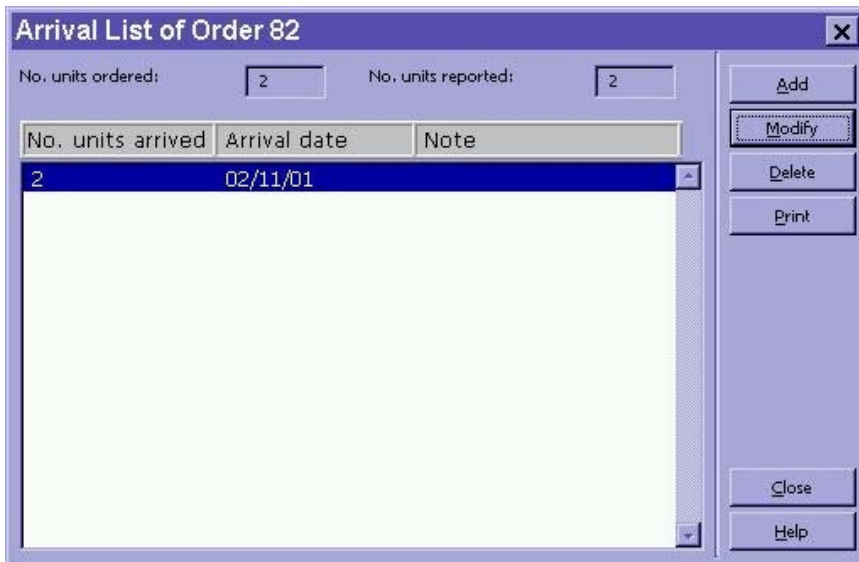
Click the Order Log button to check for any special processing notes. *This is especially important for converted order records.* Click OK on the Order Log screen to return to the Arrival Form.

The fields available on the Arrival Form are:

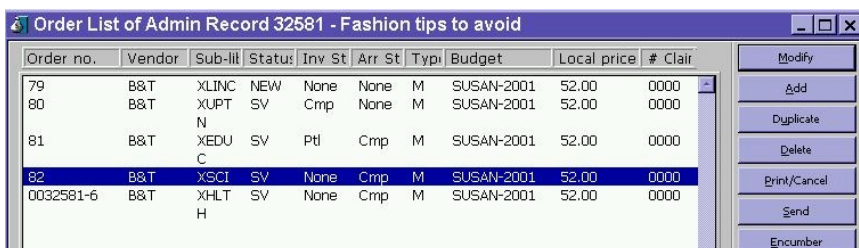
- No. units ordered: This information is filled in automatically by the system and cannot be overwritten.
- No. units reported: This is the number of units that have been reported as having arrived so far. This information is filled in automatically by the system and cannot be overwritten.

- No. units arrived:** Enter the number of units that have just arrived. By default this value will be taken from the Order Form (from the Number of units field on the Quantity & Price tab).
- Shipment date:** *Optional.* Enter the date on which the vendor dispatched the items to you.
- Arrival date:** Enter the date on which you received the items. By default, the system will have inserted today's date.
- Note:** 46 character limit. You may enter a note about the materials received. For example, enter "Book + CD" or enter the volume number of the materials received. This will display on the Arrival List of Order window.
- Order Completely Arrived:** By default the box is checked. If all of the items for this order have arrived accept the default. If you expect more units to arrive, uncheck the box by clicking on it.

To save the changes, click OK on the Arrival Form. The Arrival List window will be displayed with the new arrival information:



Click Close. The Order List will be refreshed to show the current status of arrival (in this case Complete):



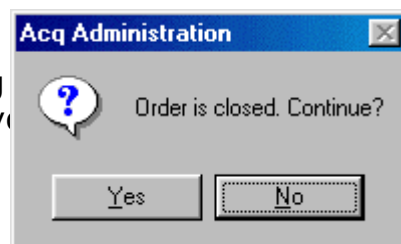
As soon as the order is arrived, the Item Process Status will also be updated, from "Order" to "In Process."

See the section Multi-Volume and Monograph Standing Order Arrivals and Invoicing for special instructions on [adding an arrival](#) and [updating or creating an it record](#) for multi-volume and monographic standing orders.

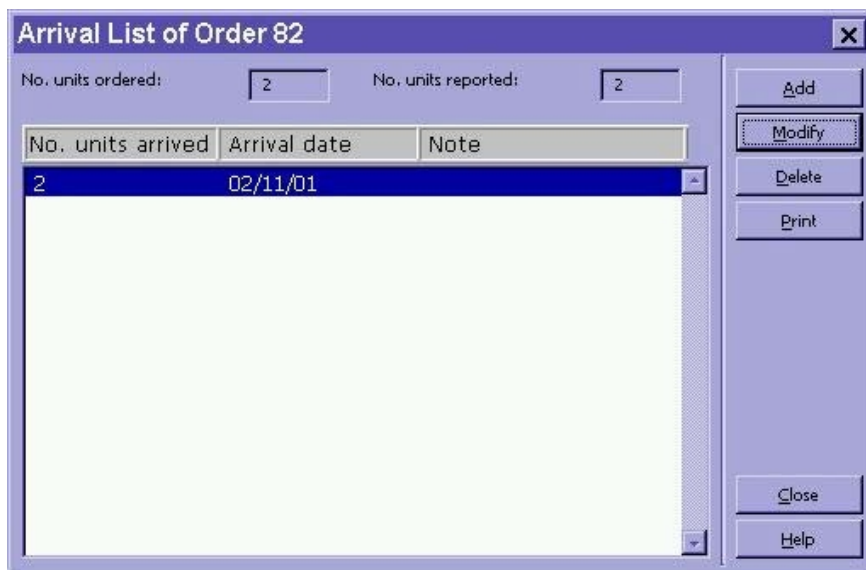
Modifying the Arrival

If you make a mistake on the Arrival Form, or you later discover that one of the items was damaged and needs to be returned, you can redisplay the Arrival List by clicking the Arrival button on the Order List after selecting the relevant order entry.

If you previously registered all items as having arrived, you will be prompted to confirm that you want to continue:



After clicking Yes, the Arrival List will be displayed:



Modify the arrival by highlighting the entry and clicking the Modify button.

The Arrival form will appear, and you can make the appropriate changes. In the example below, we changed the number of units received (as one was damaged). We also added a note and removed the checkmark from the Complete arrival field, as we expect the vendor to send a replacement:

Arrival Form

Bibliographic Info

Marshall, Susan:
Fashion tips to avoid

[000032581]

No. units arrive	Arrival date	Note
2	02/11/01	

No. units ordered: 2 No. units reported: 2

No. units arrived: 1

Shipment date: []

Arrival date: 02/11/2001

Note: Pages were upside down on 1 copy

Order completely arrived

Buttons: OK, View order, Order Log, Cancel, Help

Click the OK button, and the changes will be reflected in the Arrival List:

Arrival List of Order 82

No. units ordered: 2 No. units reported: 1

No. units arrived	Arrival date	Note
1	02/11/01	Pages were upside down on 1 copy

Buttons: Add, Modify, Delete, Print, Close, Help

The entry in the Order List, however, will still display an arrival status of Complete:

Order no.	Vendor	Sub-lll	Status	Inv St	Arr St	Typ	Budget	Local price	# Clair
79	B&T	XLINC	NEW	None	None	M	SUSAN-2001	52.00	0000
80	B&T	XUPT N	SV	Cmp	None	M	SUSAN-2001	52.00	0000
81	B&T	XEDU C	SV	Ptl	Cmp	M	SUSAN-2001	52.00	0000
82	B&T	XSCI	SV	None	Cmp	M	SUSAN-2001	52.00	0000
0032581-6	B&T	XHLT H	SV	None	Cmp	M	SUSAN-2001	52.00	0000

We have to change this by highlighting the entry in the Order List, clicking the Mod button and removing the checkmark from the Arrival status complete field on the Order Form. (You may also want to change the order status):

Order Form - Fashion tips to avoid

1. Order Information 2. Vendor 3. Quantity and Price

Order number 1: 82 Order status: SV

Order number 2: Order number 3: Save Def

Order ISBN/ISSN: Order group: LI Refresh

Open date: 02/10/01 Status date: 02/10/01

Order date: 02/10/01

Arrival Status "Complete"

Material type: M

Sub-library: XSCI

Acquisition method: P

Borrower ID: Send directly

Borrower Name: Cancel

Library note: Please rush this processing of this order Help

Save the changes on the Order Form by clicking OK. The Order List will correctly show the Partial arrival status:

Order no.	Vendor	Sub-lll	Status	Inv St	Arr St	Typ	Budget	Local price	# Clair
80	B&T	XUPT N	SV	Cmp	None	M	SUSAN-2001	52.00	0000
81	B&T	XEDU C	SV	Ptl	Cmp	M	SUSAN-2001	52.00	0000
82	B&T	XSCI	SV	None	Ptl	M	SUSAN-2001	52.00	0000
0032581-6	B&T	XHLT H	SV	None	Cmp	M	SUSAN-2001	52.00	0000

Arriving Multi-Volume and Monograph Standing Orders

There are some differences in receiving and initiating payment for multi-volume and monograph standing orders. These differences are noted below.

Note: To record arrivals on a standing order when a decision has been made to catalog the volumes separately, use the [“Arriving Cat Seps on Standing Orders”](#) procedure in the manual.

Check the Order Log

Check the Order Log to confirm that the volume in hand is not a duplicate. The Order Log contains receipt information from prior to the conversion to Aleph:

1. From the Order List click the Order Log button.
2. Scroll down the Order Log looking for volumes with a Description RCPT.

Date & time	Description	Details	User	Actor
----- 00:00 AM	SCOPE	001 B N L3: musi L4: clsd FC:03252-21 FY:01/02 2000-	CONV	----- --
12/Dec/200 1 00:00 AM	RCPT	80270:Brother, can you spare a dime?	CONV	----- --
12/Dec/200 1 00:00 AM	RCPT	80587:Eric, E.: Shadow catcher	CONV	----- --
12/Dec/200 1 00:00 AM	RCPT	80592:Judith, C.: Seaso n's promise	CONV	----- --
12/Dec/200	RCPT	80598:George, G.: Tell	CONV	30/1

Action date: 00/00/0000

Transaction type: 00

Log text:

Buttons: Add, Remove A.Date, Close, Help

3. Click Close to return to the Order List.

Modify the Order Form

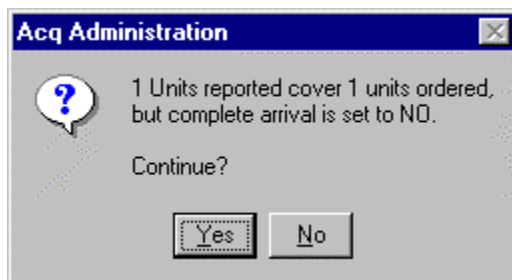
If this is the first piece received on the standing order you will need to adjust the Max. Arrival Days on the Order Form:

1. Highlight your order on the Order List and click Modify.
2. Open the Vendor Tab in the Order Form by clicking on the tab.
3. Change the Max. arrival days to 360 and click OK to return to the Order List. This will change the number of days until the item appears on the Standing Order claim report.

Adding an Arrival

After verifying that the volume is not a duplicate:

1. Click Arrival from the Order List.
2. If the arrival is for more than one volume, change the No. units arrived field to reflect the number of volumes which have arrived.
3. In the Note field of the Arrival Form enter the volume(s) which have arrived (e.g. 6). If the volume is not numbered, you can enter a brief title (up to 46 characters.) (Notice that the Order completely arrived box is gray, and cannot be modified.)
4. Click OK.
5. A dialog box appears, asking if you want to continue. Click Yes.



6. The Arrival List redisplay with your arrival entered, specifying the volume information.

No. units arrived	Arrival date	Note
1	14/May/2002	v.3

7. Click Close to return to the Order List.

Update or Manually Create an Item Record

If this is the first piece received on a standing order or multi-volume order, it will be necessary to modify the Description field in the Item Form.

1. From the Order List, click Copies.
2. From the Items List, click Modify
3. When the Item Form is displayed, change the description to reflect the volume you have in hand. Only one volume per Item Form should be recorded. If you have multiple volumes you must create new Items for each volume.
4. Check the Item Processing Status and change to IP — In Process, if necessary.

The screenshot shows the 'Item Form' window with the following fields and values:

- Barcode: [Empty]
- Sub-library: TMUSI
- Collection: GEN
- Call Number Type: [Empty]
- Call Number: [Empty]
- 2nd Call Number Type: [Empty]
- 2nd Call Number: [Empty]
- Copy number: 0
- Enum.level.1 (a)(vol): [Empty]
- Enum.level.2 (b): [Empty]
- Description: v. 12
- Material type: BP
- Item status: 01
- Item process status: IP
- Hol Link: 0

Buttons on the right side: Update, Save defaults, Circ History, Refresh, Cancel, Help.

5. Click Update to save the changes you made.

After the initial volume has been received, for each additional volume it will be necessary to create a new Item.

From the Order List click Copies.

· Then, if there are no items on the Item List, create a new Item:

1. From the Item List click New.
2. Fill in the following fields on the Item Form:

Collection: Enter the code for the appropriate collection or click the arrow to the right to choose from a list.

Description: Enter the volume number of the piece in hand.

Material type: Enter the code for the material type or click the arrow to the right to choose from a list.

Item status: Enter the code 01 — Regular Loan for the item status.

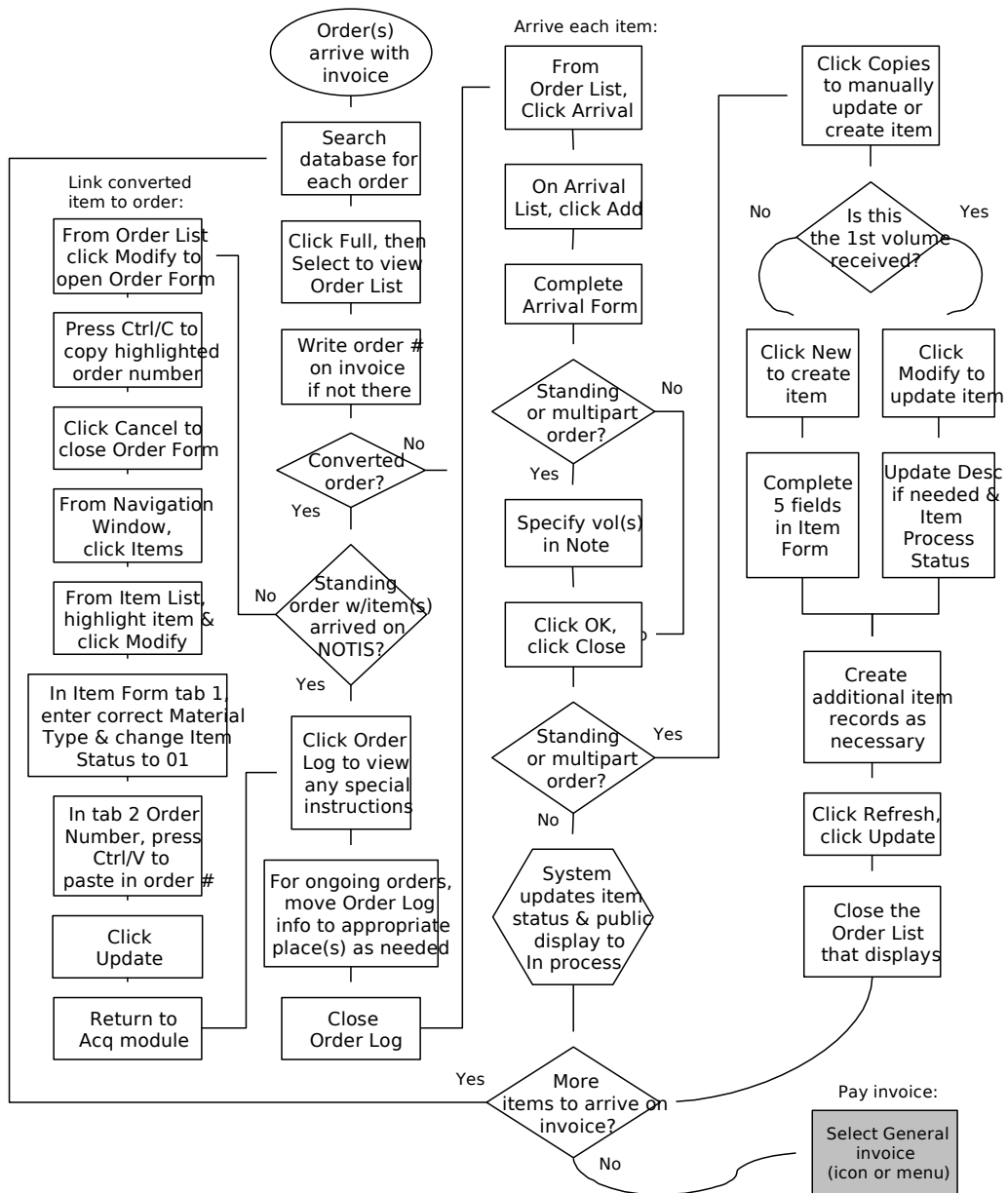
Item Process status: Enter the code IP — In Process

3. Click Update to save your changes and create the new Item.

- If there are items on the Item List, click Duplicate. This will copy information from the existing Items.
 1. Change the Description field to reflect the volume in hand.
 2. Click Update to save your changes and create the new Item.

Monograph Arrival Workflow

Monograph Arrival Workflow



To Payment Workflow

Last updated 7/22/02

Different Title or Edition Received (Monographic Order)

In some situations when the piece shipped from the vendor is different from what was ordered, such as a revised edition, the decision is made to keep the piece. (Refer to [“Recording Returns and Deductions”](#) in this manual if the piece will not be kept.)

Follow these procedures to accept the different piece, depending on the situation:

- [Case 1](#) We decide to accept the piece in fulfillment of the order, and there are no other orders, items, or holdings linked to the order’s bibliographic record.
- [Case 2](#) We decide to accept the piece in fulfillment of the order, but there are other orders, items, or holdings linked to the order’s bibliographic record.
- [Case 3](#) We accept the piece shipped, but still wish to receive the exact item ordered (i.e., order is *not* fulfilled).

Piece Fulfills Order, Nothing Else Linked to Bib

If there are no other orders, items, or holdings linked to this order’s bibliographic record, the record may be overlaid or revised to match the actual piece.

1. Overlay or revise record to match the piece:
 - To overlay the record, follow the directions for [“Overlaying Bibliographic Records”](#) in this manual.
 - If no copy suitable for overlaying the record is found, revise the bibliographic record to match the piece.
2. Open the Order Log in the Acquisitions Module. Enter a note into the log describing the situation with the order.



Example

Item ordered was actually 2nd edition, received 3rd; accepting 3rd in fulfillment of order; updating bibliographic record to match 3rd edition

3. Arrive and pay for the piece as you would with any routine order.

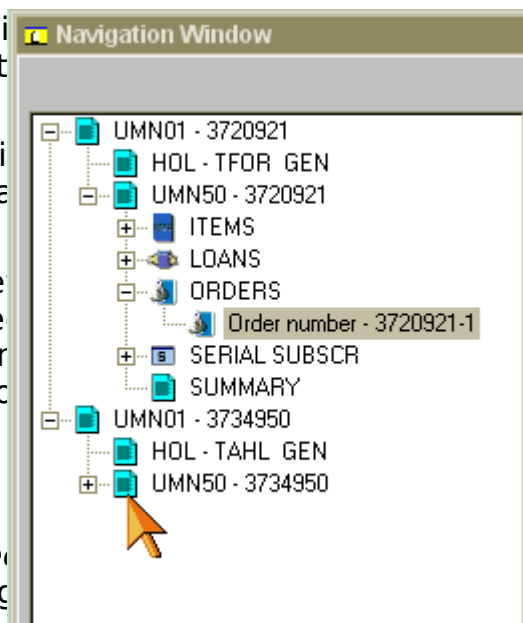
Piece Fulfills Order, Other Records Linked to Bib

If there are *any other orders, items, or holdings linked to this order's bibliographic record*, the existing record cannot be revised or overlaid. Instead, a new bibliographic record must be created for the piece, and the Order Form and Item Record will then be moved to the new record.

Note: The drag-and-drop process described below can only be performed by a person in your work area with Level 3 security access.

1. Push the newly created bibliographic record to the GUI OPAC and place it on the Navigation Map.
2. Push the original record (the one with the order linked to it) to the GUI OPAC and place it on the Navigation Map.
3. Drag the Order Form over to the new record by highlighting the Order Record on the original record, holding down the left mouse button, and dropping it on the UMN50 field on the new record releasing the left mouse button.

Both the Order Form and the Item Record will be moved to the new record. A dialog box will display announcing the move.



The system will write a note into the Order Log reporting the transfer of the Order and Item records from the original administrative record to the new administrative record.



4. Arrive and pay for the piece as usual.

Note: If there is a holdings record linked to the order (converted orders have holdings), re-link the holdings to the new bibliographic record by replacing the system number in the subfield of the linker (LKR) with the new record's system number.

Library UMN60 - Format HO - System Number 3891315 - NEW282.MRC			
<i>Leader</i>	<u>LDR</u>	—	^^^^^nx^^^^22^^^^^^1n^4500
<i>Bib. Control N.</i>	<u>004</u>	—	001304192
<i>Date and Time</i>	<u>005</u>	—	20030224141112.0
<i>Fixed Data</i>	<u>008</u>	—	0204032u^^^^8^^^^4001uueng0020601
<i>Export Control</i>	<u>940</u>	—	a MNSU b UPD c 2003-02-24
<i>Link</i>	<u>LKR</u>	—	a HOL l UMN01 b 001304192
<i>Not in table</i>	<u>PRC</u>	—	a UL
<i>Location</i>	<u>852</u>	<u>0</u>	a MnSU b TVET c GEN g 1

Piece Accepted, But Order Is Not Fulfilled

If we accept the piece shipped, but *still* wish to receive the exact item we had ordered, find or create a new bibliographic record for the piece; create a new Order Form and arrive and pay for the piece on that; and use the original Order Form to claim the exact item wanted and note what happened.

1. Copy the order number from the original Order Form.
2. Create a new Order Form on the new bibliographic record, using the same information (sublibrary, budget, etc.) as used on the original Order Form.
 - In the Order number 3 field of the new Order Form, enter the note: “see=(paste the original order number here)”
 - Change the Order Status to SV. (You will not print a purchase order for this item.)
 - Do create an Item Record (leave box checked).
 - In the Order Log, enter a note: “received on basis of (paste the original order number here), moved to this record.”
3. Arrive and pay for the item using this new Order Form and Item Record.
4. Copy the purchase order number from this new Order Form.
5. Return to the original Order Form. In the Order Log, note “Item received on invoice (number) is actually (describe discrepancy), arrived and paid on (paste the new order number here).”
6. Claim the original item from the vendor using claim letter format number 7 (wrong title/volume received). Using free text, describe the item sent and indicate that you accept that item but *still* want to receive the exact item we ordered. (Refer to the [“Manual Claiming”](#) section of this manual for complete instructions.)

Serials

Subscription (Periodical) Check-In

Predictive Check-In

Aleph uses the USMARC 853, 854 and 855 fields together with the 853X, 854X and 855X fields to create expected items. The ALEPH 853 field, unlike the USMARC 853 field, is stored in the ADM record and not the Holdings record. In future version this scheduled to move to Holdings record.

The 853 field is used to describe the enumeration and chronology of the title. The corresponding 853X field is used to record the starting point (volume no., issue no., and the publication date of the first issue you wish to include in the publication schedule).

The information in the publication pattern fields will create the publication schedule in predictive check-in. The publication schedule for a title displays in the Publication Schedule window of the Serials module. If no publication schedule exists, the Publication Schedule window will be empty. The schedule is used only on titles with subscription records. There is only one publication schedule per title.

Before an item on a serial type order can be arrived, a schedule will need to be created for the title. If your library decides not to implement publication schedules, the item will need to be manually arrived through the items module. The Subscription Information form's From date and To date fields also affect the ability to open and arrive an item on the publication schedule. If the dates are not set properly, the system will not allow an item to be checked in before the From date or after the To date.

Check-In Methods

There are three check-in methods available in the Serials module.

- [Fast check-in](#) (Utilities/Issue Check-in (Arrival))
- [Publication Schedule check-in](#)
- [Items window check-in](#)

The Fast Check-in method is designed for the mass of regular check-in of many titles perhaps done by student workers.

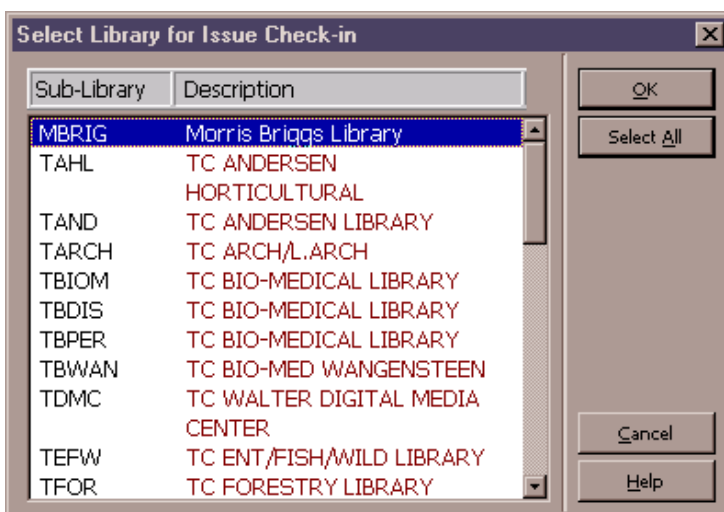
The Publication Schedule and the Items windows can also be used for check-in. Staff at smaller libraries with a limited number of subscriptions may find these methods best.

suiting to their needs. The information contained in the Publication schedules or Item windows are useful for troubleshooting and ad hoc check-in of late or one-off issues. Checking-in of a large number of same title issues, which were received at the same time, perhaps as a gift is best accomplished through either the Publication schedule or Item window.

Fast Check-In (Menu/Utilities/Issue Check-In (Arrival))

The Fast Check-in method is available via menu option Utilities/Issue Check-in (Arrival) on the Serials module toolbar.

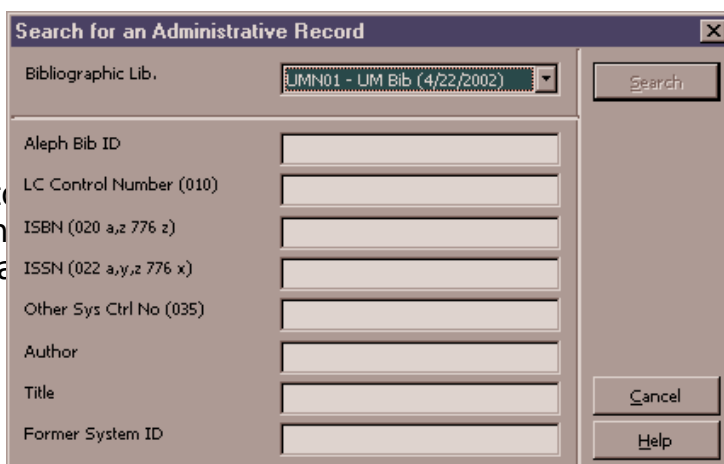
After selecting the Issue Check-in from the Utility menu, this window, listing all your sub-libraries, is displayed:



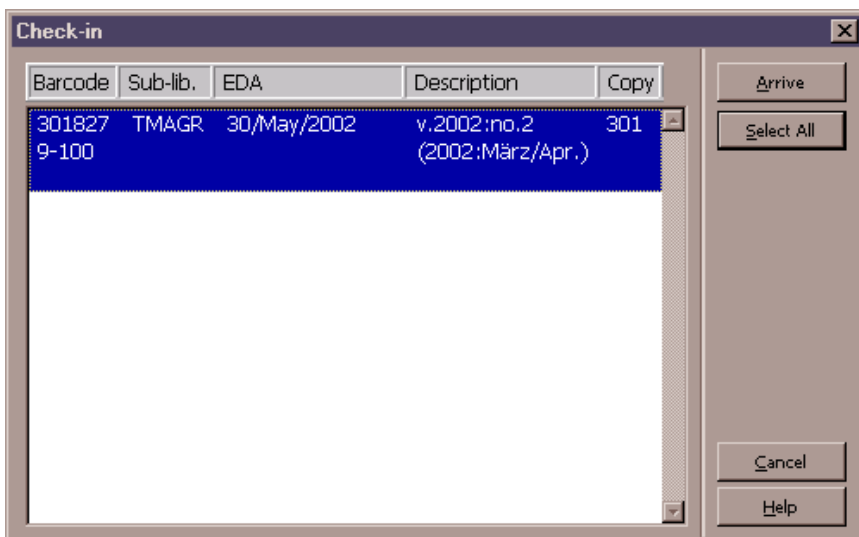
Use this window to select the sub-library/sub-libraries for check-in. Click on a sub-library to select it. To select all sub-libraries, click the Select All button. To deselect a sub-library, click on it once again. When all desired sub-libraries are highlighted, click OK.

The Search for an Administrative Record window will then be displayed.

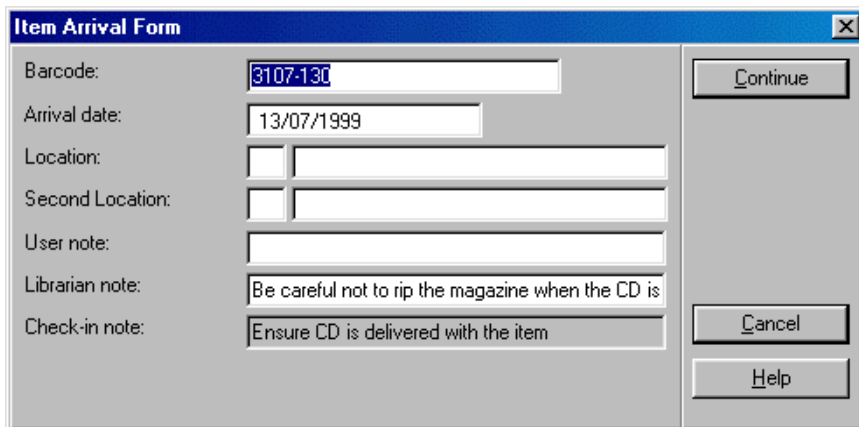
This window enables you to retrieve a title by specifying various parameters, such as an Aleph bibliographic record number, former system number, ISSN, Utility (OCLC/RLIN) number, or title.



If more than one record matches your search parameters, another window will be displayed, enabling you to view the brief bibliographic information of each record and then choose the correct record. Once you have selected the correct record, the system will display the expected issue for the title being checked in. If the piece in hand exactly matches the description in the Check-in window, click Arrive.



The Item Arrival form will display.



The following fields are available in the Item Arrival form:

- Barcode** The system automatically enters a default barcode, but you may change this by entering (manually or with scanner) an actual barcode number.
- Arrival date** Enter the date on which this item was received by the library. The system automatically enters the current date, but you may change this.

Location (Call number)	<p>The Location (Call Number) field is made up of two sub-fields. The small sub-field on the left is for the code that defines the type of call number used. Some codes are given below.</p> <p>Valid codes for Call Number (Location) Type:</p> <ul style="list-style-type: none">0 - LC Classification1 - Dewey Decimal Classification2 - National Library of Medicine Classification3 - Superintendent of Documents Classification4 - Shelving Control Number5 - Shelving Form of Title6 - Shelved separately7 - Source specified in \$\$28 - Other <p>The longer subfield on the right is for the alphanumeric code that identifies the shelf location of the item. If this information is already filled in, the system used the call number that was entered in the Subscription Information form from the Holdings Record.</p>
Second Location (Call number)	See above for Call number.
User note (OPAC)	This note will appear in the OPAC.
Librarian note	This note will be displayed to library staff only. The note resides in Item Record Tab2 (Internal Note field) and it can be modified depending on your authorization.
Check-In note	This is the note that was written earlier (in the Subscription Information form) for you to read now. This will display every time during arrival of this title and it can not be modified here.

Fill in the Item Arrival form for the issue and click Continue.

If a Routing List exists for this subscription, once the item is checked in, the routing and label for the item will be printed.

If no issues are expected, you will receive a message to that effect and you will not be allowed to check in the issue.



Check-In From the Publication Schedule

You can use the Publication Schedule form for checking-in items. The results of checking-in through this window will also be updated in the Items window (check-in date, number of pages etc.).

Description	Issue date	Expect	Arrived	Pages
v.2002:no.1 (2002:Jan./Feb.)	01/Jan/2002	1	0	
v.2002:no.2 (2002:März/Apr.)	01/Mar/2002	0	0	
v.2002:no.3 (2002:Mai/Juni)	01/May/2002	0	0	
v.2002:no.4 (2002:Juli/Aug.)	01/Jul/2002	0	0	
v.2002:no.5 (2002:Sept./Okt.)	01/Sep/2002	0	0	
v.2002:no.6 (2002:Nov./Dez.)	01/Nov/2002	0	0	

Highlight the issue you wish to check in and click Arrive.

The Issue form will be displayed. If you need to, you can modify the information regarding this issue.

1. Information

2. Enumeration & Chronological

SICI Code:

Issue date: 05/01/2001

Description: v.141:no.2(2001:May)

Pages:

Note:

Update

Cancel

Help

The 'Issue Form' dialog box is shown with the '1. Information' tab selected. The fields are as follows:

Volume:	141
Issue Number:	2
Part:	
Enumeration D:	
Enumeration E:	
Enumeration F:	
Enumeration G:	
Enumeration H:	
Year:	2001
Chronological J:	05
Chronological K:	
Chronological L:	

Buttons: Update, Cancel, Help

When you click OK on the Issue form, you will be asked to confirm check-in:

If there is more than one subscription on this title, *uncheck* the Confirm Arrival of all copies field.

The 'Issue Arrival Confirmation' dialog box contains the following text:

Uncheck arrival of all copies if you want to check in one copy of this issue.

Check arrival of all copies if you want to check in all copies of this issue.

Confirm Arrival of all copies

Buttons: Yes, Stop, Help

The Issue Arrival Confirmation window enables you to determine the number of items that you want to check in at once, in the case of multiple subscriptions. You can check one item at a time, or all items at once.

- If the Confirm Arrival of All Copies box is not checked, then you must click Yes for each new item you wish to check-in. Click the Stop button if you do not want to continue checking in more items of this issue.
- If the Confirm Arrival of All Copies box is checked, then all items of this issue will be checked-in. The Item Arrival form (see section on [Fast Check-in](#) to see [an example of this form](#)) will be displayed automatically for each item, enabling you to enter information specific to each copy, such as barcode.

Once the Item Arrival form has been closed, the item being checked in will display as arrived on the Publication Schedule window and the next expected item will open.

Check-In From the Items Window

The Items window offers more options than the Publication Schedule window. Unlike Publications Schedule window, the Items window will allow you to select the sub-lib you wish to Arrive for. In addition, it will also allow you to claim missing issues, and Undo Arrive.

In the Items window, the expected but unarrived issues are in red. All arrived issues in black. When you check in from the Items window, highlight the item you wish to check in and click Arrive. The Item Arrival form will display. Click Continue to go back to the Items window.

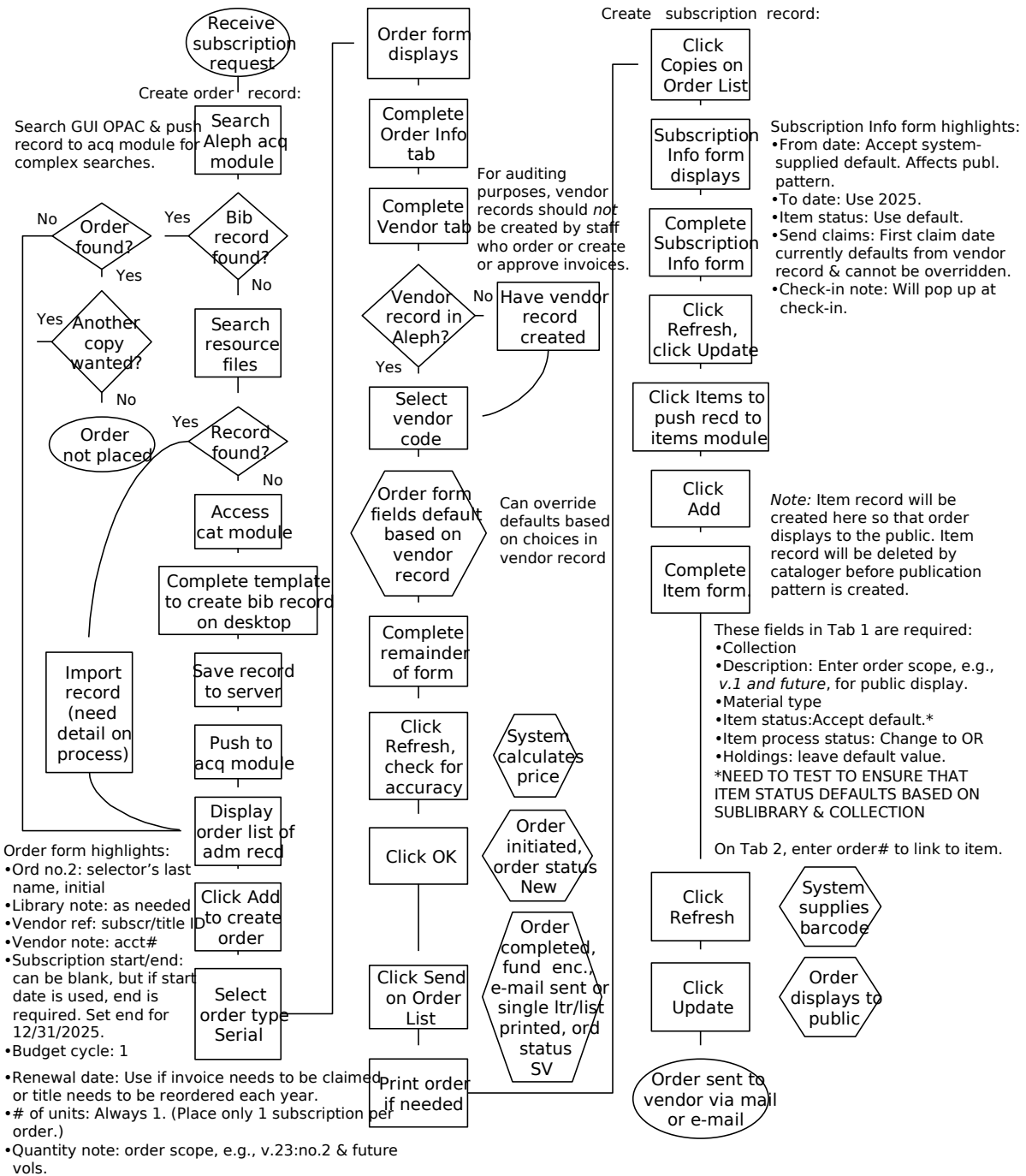


Lc	Sbs	Sub-lib	Description	Exp. Arrival	Arrival	Barcode	No.	Pages
1	XLINC		v.141:no.1(2001:Feb.)	05/02/01	03/06/01	7487-1320		
1	XLINC		v.141:no.2(2001:May)	07/30/01	03/06/01	7487-1330		
1	XLINC		v.141:no.3(2001:Aug.)	10/30/01	-----	7487-1340		
1	XLINC		v.141:no.4(2001:Nov.)	01/30/02	-----	7487-1350		

The date of arrival will now display for that item in the Items window. Items belonging to the next expected issue will be opened automatically and appear in red.

Periodical Check-In Workflow

Serials Workflow: Subscription Order



Last updated 7/24/02

Arriving Volumes of a Regular Standing Order

In the Acquisitions module, the following steps should be taken to check-in and pay invoice on items received on a regular (i.e. regular annual or less frequent serials) standing order:

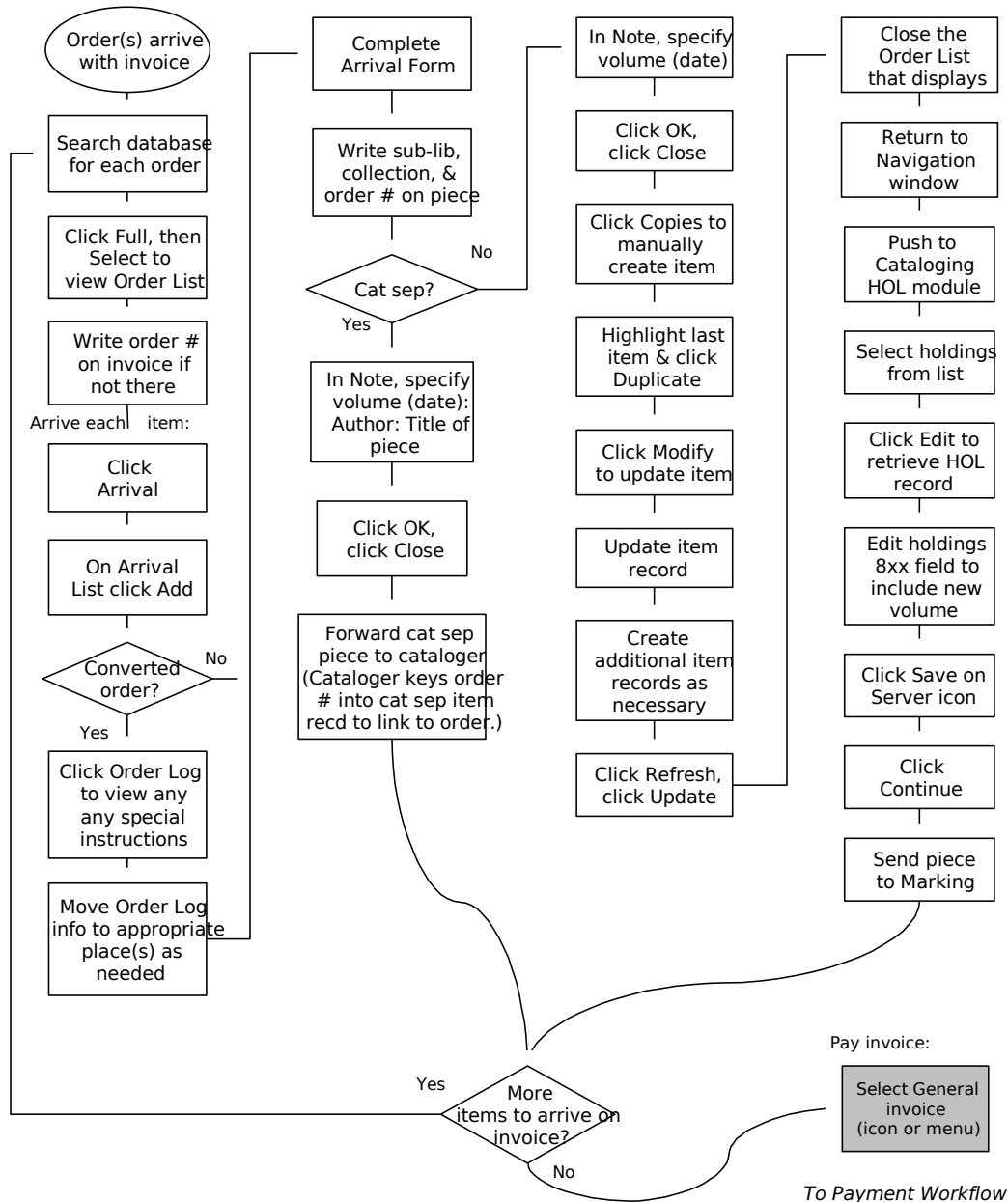
1. Search for the title/ADM record the item belongs to in the Acquisitions module.
2. Select and display the correct order from the Order List window and review for accuracy. Review the order log. Write the order number on the invoice if it is not already on the invoice.
3. If everything is correct, click Arrival on the Order List window to open the Arrival List of Order form.
4. Verify that volume in hand is not a duplicate by checking to make sure it is not listed on the Arrival Window.
5. Click Add on the Arrival List of Order form.
6. Complete the form. This form is used to keep track of all the titles arrived on an order.
 - Note field structure: v.:no. (date)
7. A box will appear asking about the number of units arrived vs ordered. Click Yes then Close.
8. If this is the final item on the order, select the order and click Modify. Change the Order status field to Cancelled/Closed (LC, VC, or CTI) and check the Arrival status "Complete" box. When this is done, the arrival status on the order list window will show Cmp for Complete. Make sure Subscription End date is updated to show date cancel, if this order has been cancelled.
9. Next, pay the invoice by clicking the spindle icon or selecting General Invoice from the General Invoice menu. Complete the General Invoice form.
10. After paying the invoice, create an item record for the piece by clicking Copies on the Order List window. This opens the Items for Order window.
11. Select an item from the list and click Duplicate to create an item record for volume in hand, the Item Form will display. If New is clicked, a blank form will display and relevant fields will not be populated.

12. Modify the Item form. Complete all the needed fields by selecting appropriate values from drop down menus. Special instructions must be followed for the following fields:
 - General Information Tab
 - Barcode: Scan the barcode number from barcode label just affixed on the volume. (correct placement for barcode: back of hardcover volume or inside last page of softcover volumes)
 - Update fields: Enum Level 1, Enum Level 2 (if needed) , and Description.
 - General Information Tab
 - Order Number: Make sure item is linked to correct order
 - Serial level Tab
 - Update Chron level 1 field
13. From the Navigation window in Acquisitions, push the record to Cataloging HOL. This will open a list of holdings records associated with the title.
14. Select the correct holdings record from the list and click Edit. The holdings record will open. Update the holdings by adding the volume to the summary holdings (867 or 868 field).
15. Save your changes to the server. Close the holdings record.
16. Mark the item by writing the purchase order number, the sub-library, and collection codes on the title following the title page and route to Marking Room.
17. Create/Display the General Invoice and post payment for this order.

Serials Standing Order Arrival Workflow

Serials Standing Order Arrival Workflow

(This applies to arriving volumes after the first.)



Last updated 5/14/02

Arriving Cat Seps on Standing Orders

The following steps should be taken to record arrivals on a standing order when a decision has been made to catalog the volumes separately. (This procedure applies both monographs and serials.) *Also use this procedure when arriving items received on the basis of a block purchase.*

1. Display the Order List, and find the appropriate order.

Note: If this is the first volume received on Aleph on a converted standing order, check the following:

- Click Modify to view the Order Form. If not already present in the Library Note field, make a note indicating that volumes received on this order are cataloged separately. Click Update to save your changes.
- Push the record into the Cataloging module. Verify that the bibliographic record is suppressed. If it is not, suppress it by adding a field:
STA |a SUPPRESSED
- Then save the record to the server before returning to the Acquisitions module.

2. Review the Order Log for any special instructions.
3. Write the order number on the paper invoice if not already present.
4. On the Order List window, click Arrival and then Add.
5. Complete the Arrival form, making sure to indicate which volume you are receiving in the Note field. Click OK when finished.

Note: Serials processors arriving an item in a monographic series should use the following format for the arrival note:

v._ :no.(date):author last name, author first name: title

Note: For arrivals on block purchases, create a separate arrival for each piece. Make sure to provide enough information in the Note field to identify each individual piece.

6. A box will appear asking about the number of units arrived vs. ordered. Click Yes and then Close.

7. If your unit writes numbers in items, write the sub-library, collection code, and purchase order number on the page following the title page. Be sure to include a leading zero for converted order numbers, as in the following example:

TWILS,GEN

ordn=002414803-00101

If your unit does not write numbers in items, write the sub-library, collection code, and order number (with leading zeros if appropriate) on a slip of paper and place it with the book.

8. Do not create an item record. Once a bibliographic record has been created or imported for the item, an item record will be created. The order number will be entered in the appropriate field to create a link between item and order.
9. Create a general invoice according to standard procedure. Make sure to supply volume, title, and other descriptive information for each piece as appropriate in the Note field on the Line Item form.
10. Send volume to cataloging.

Note: In Wilson, place the volume on the cat sep shelves, according to established routing procedures.

Note: If you are also creating bibliographic and item records for cat seps or items received on a block purchase, refer to the procedure in the Cataloging Manual "Searching and Cataloging Cat Seps."

Arriving the First Issue/Volume of a New Serial Title

On a One-Time (M Type) Order or a Standing (O Type) Order

- Search title in Acquisition module.
- Verify order and title information with piece in hand.
- Select order from Order List window (Order Type M or O).
- Review Order Record and Order Log.
- Click Arrive; if a blank Arrival List is displayed, this is the first issue on an order.
- Click Add.
- A message window with the note "New Title, send to cataloging" will display.
- Arrive issue in the Arrival Form (e.g. v.12 (2002)=sent to Cataloging).

The screenshot shows the 'Arrival Form' window. The 'Bibliographic Info' section contains the following text: 'Fariha's new standing order title' and 'Minneapolis, Mn U of M, 2000-.' Below this is a field with the value '[000056999]'. The table below has columns for 'No. units arrived', 'Arrival date', and 'Note'. The 'No. units ordered' field is set to 1, and 'No. units reported' is set to 0. The 'No. units arrived' field is set to 1. The 'Shipment date' is 00/00/0000 and the 'Arrival date' is 06/11/2002. The 'Note' field contains 'v.12 (2002)=sent to Cataloging'. The 'Order completely arrived' checkbox is unchecked. The right side of the window has buttons for 'OK', 'View order', 'Order Log', 'Cancel', and 'Help'.

- Click OK.
- Click Copies.
- Click Modify to update Item Form.
- Delete the "and all future volumes" statement if present in Description field.
- Change Item Processing Status to IP.

The screenshot shows the 'Item Form' window with the 'General Information' tab selected. The form contains the following fields and values:

Barcode:	B1127
Sub-library:	TBIOM
Collection:	REF
Call Number Type:	
Call Number:	
2nd Call Number Type:	
2nd Call Number:	
Copy number:	0
Enum.level.1 (a)(vol)	20
Enum.level.2 (b)	
Description:	v.20 (2001)
Material type:	ISSBD
Item status:	04
Item process status:	IP
Hol Link:	0

Buttons on the right side of the form include: Update, Save defaults, Circ History, Refresh, Cancel, and Help.

- Create General Invoice and add Line Item if needed ([see Creating General Invoice procedures](#)).
- Write sub-library/collection on piece following title page and forward to Cataloging.

On a Subscription (S Type) Order

- Search title in Acquisition module.
- Verify order and title information with piece in hand.
- Select order from Order List window (S Type order).
- Click OK.
- Click Copies.
- Click Modify to update Subscription Record.

The screenshot shows the 'Subscription Information Form' with the '2. Subscription info (2)' tab selected. The form contains the following fields and controls:

- User ID: [text box]
- Deliver directly
- Print label
- Send Claims
- First claim: [90]
- Second claim: [30]
- Third claim: [15]
- Fourth claim: [15]
- Discard routine: [dropdown]
- Note: [v.1:no.1=sent to cataloging]
- Check-in note: [text box]
- Item Statistic: [dropdown]

Buttons on the right side include: Update, Create New, Set as Default, Print, Refresh, Cancel, and Help.

- Enter volume/issue being sent to Cataloging in the Note field in Subscription Info (2) tab (e.g. v.13:no.2 (2002)=sent to Cataloging).
- Push record to the Items module.
- Click Modify to update item record.

The screenshot shows the 'Item Form' with the 'General Information (1)' tab selected. The form contains the following fields and controls:

- Barcode: [B1274]
- Sub-library: [TSCI]
- Collection: [PER]
- Call Number Type: [0] Temporary Location
- Call Number: [text box]
- 2nd Call Number Type: [dropdown]
- 2nd Call Number: [text box]
- Copy number: [0]
- Enum.level.1 (a)(vol): [1]
- Enum.level.2 (b): [1]
- Description: [v.1:no.1 (2001)]
- Material type: [ISSUE]
- Item status: [04]
- Item process status: [IP]
- Hol Link: [0]

Buttons on the right side include: Update, Save defaults, Circ History, Refresh, Cancel, and Help.

- Remove note "..and all future issues" from Description field.
- If issue in hand is not the issue described in the Description field, enter volume/issue/date of item being sent to Cataloging (i.e. issue in hand), e.g. v.13 (2002).
- Change Item Processing Status to IP.
- Send piece and printout to Cataloging.

Updating Order and Subscription Records After a Serial Title Has Been Cataloged

- Search title in Acquisition module.
- Select order from Order List window.
- Click Modify.
- Remove note "New Title, send to Cataloging" from Library Note field.
- Enter needed processing instructions in Library Note field for your sub-library.

Order Form - Fariha's new standing order title

1. Order Information 2. Vendor 3. Quantity and Price

Order number 1: 56999-1 Order status: SV OK

Order number 2: AUSTIN Order number 3: Save Def

Order ISBN/ISSN: Order group: BIOM PER Refresh

Open date: 04/Jun/2002 Status date: 11/Jun/2002

Order date: 11/Jun/2002

Material type: SP

Sub-library: TBIOM

Acquisition method: PU

Borrower ID: Send directly

Borrower Name:

Library note: cats Cancel

Help

- Click OK.
- If title belongs to an M or O Type order, select order from Order List, click Arrive.
- Select volume and click Modify.

No. units arrived	Arrival date	Note
1	11/Jun/2002	v.12 (2002)=sent to Cataloging

No. units arrived	Arrival date	Note
1	11/Jun/2002	v.12 (2002)=sent to Cataloging

- Remove note "sent to Cataloging" from Note field.
- Click OK.
- If title belongs to an O or M Type order, click Copies from Order List window to check item record.
- Select item from Items List and click Modify.
- Check Description field for correct description.
- Check to make sure Item Processing Status has been changed to "blank."

- Check HOL Link to make sure item is linked to correct Holdings Record (if HOL Link is 0, Holding Record is not linked to Item).

Item Form

General Information (1) | **2. General Information (2)** | 3. Serial Information | 4. Serial Levels

Barcode: 31951D019538136 [Update]

Sub-library: TWILS [Save defaults]

Collection: GEN [Circ History]

Call Number Type: 4 [Temporary Location] [Refresh]

Call Number: \$\$kMfilm\$\$2011

2nd Call Number Type: []

2nd Call Number: []

Copy number: 0

Enum.level.1 (a)(vol): 26

Enum.level.2 (b): []

Description: v.26 (2002)

Material type: MF

Item status: 01

Item process status: []

Hol Link: 33901 [Cancel] [Help]

- Click on General Information (2) and check to make sure PO# is listed in the Order number field.

Item Form

1. General Information (1) | **General Information (2)** | 3. Serial Information | 4. Serial Levels

OPAC note: [] [Update]

Circ. note: [] [Save defaults]

Internal note: [] [Circ History]

Order number: 000026019-00101 [Refresh]

Invoice Key: 000

Invoice Note: []

Inventory number: AHX9856 001 00004

Inventory date: 00/00/0000

Last Inv. Report date: 00/00/0000

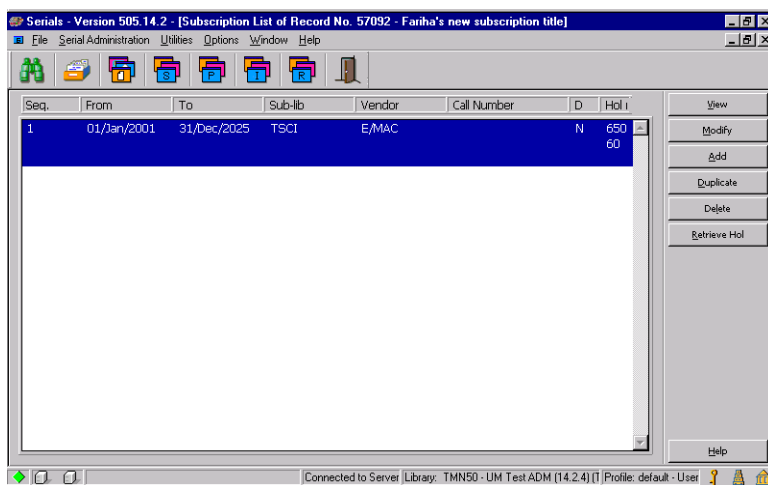
Price: []

Statistic: []

Open date: 05/Feb/2001

Update date: 09/Feb/2001 [Cancel] [Help]

- If title belongs to a Subscription (S Type Order), push record to Serials module.
Note: You can not Arrive issues of Subscriptions through Acquisitions module.
Note: Item Record is deleted before Publication Pattern record is created for serial subscription title.
- Click Subscription window and select correct subscription.



- Click Modify to update the Subscription Form.
- Check to make sure Order number appears in the Order number field I.
- Remove note referring to issue being sent to Cataloging from the Note field in Subscription Information (2) tab.
- Enter needed processing instruction in Note and Check-in note fields in Subscription Information (2) tab.

Subscription Information Form

1. Subscription info (1) 2. Subscription info (2)

User ID:

Deliver directly

Print label

Send Claims

First claim:

Second claim:

Third claim:

Fourth claim:

Discard routine:

Note:

Check-in note:

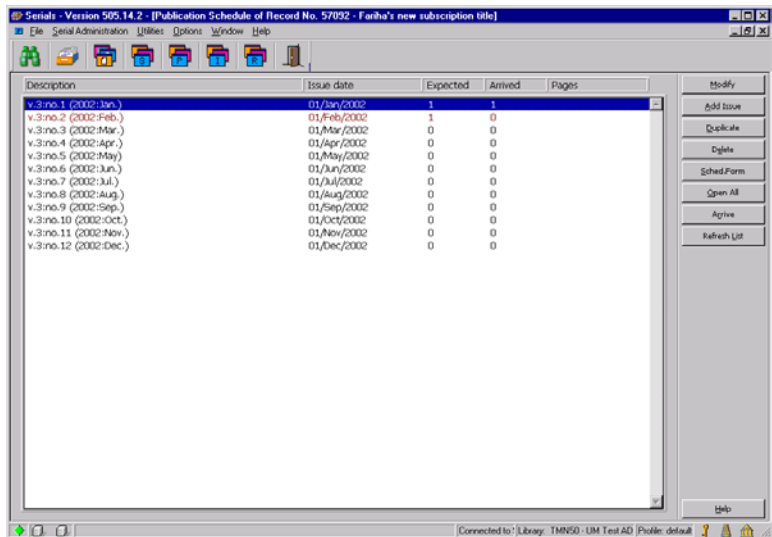
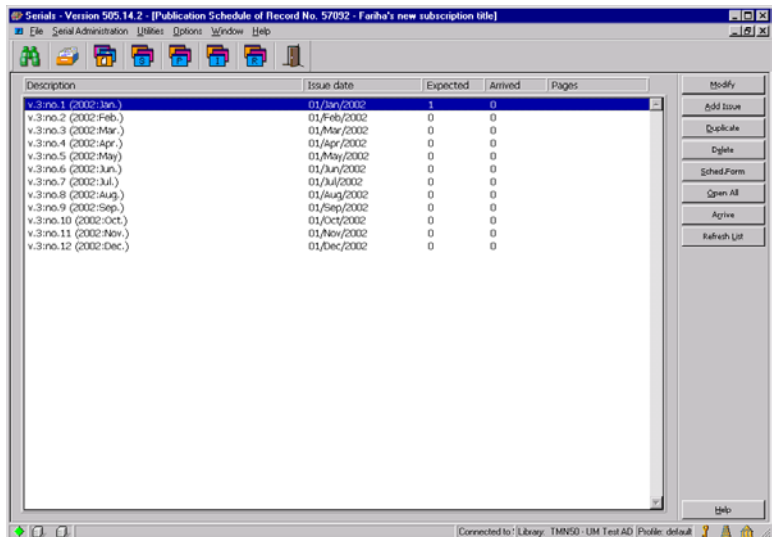
Item Statistic:

- Click Update.
- Click and open Publication Schedule window.
- Select and Arrive issue in hand.
- If Publication Schedule window is empty, click Sched. Form to Preview Publication Schedule.

Preview Publication Schedule

Description	Year	Vol.	Part	Issue
v.3:no.1 (2002:Jan.)	2002	3		1
v.3:no.2 (2002:Feb.)	2002	3		2
v.3:no.3 (2002:Mar.)	2002	3		3
v.3:no.4 (2002:Apr.)	2002	3		4
v.3:no.5 (2002:May)	2002	3		5
v.3:no.6 (2002:Jun.)	2002	3		6
v.3:no.7 (2002:Jul.)	2002	3		7
v.3:no.8 (2002:Aug.)	2002	3		8
v.3:no.9 (2002:Sep.)	2002	3		9
v.3:no.10 (2002:Oct.)	2002	3		10
v.3:no.11 (2002:Nov.)	2002	3		11
v.3:no.12 (2002:Dec.)	2002	3		12

- Click Continue.
- Click Open All to open first expected issue.
- Select and Arrive issue in hand.



- Click on Items icon and select and Modify the Arrived item.
- Check to make sure all fields, including Sub-Library, Collection, Description, Item Status, Material Type, Item Processing Status, are correctly selected.
- Check to make sure Item is linked to correct Holdings Record (HOL Link should have a holdings record number. The Hol Link should not be "0.")
- Check to make sure the Order number appears in Order number field in General Information (2).

Item Form

General Information | 1. General Information (2) | 3. Serial Information | 4. Serial Levels

Barcode: 57092-30 [Update]

Sub-library: TSCI [Save defaults]

Collection: PER [Circ History]

Call Number Type: [] Temporary Location [Refresh]

Call Number: []

2nd Call Number Type: []

2nd Call Number: []

Copy number: 1

Enum.level.1 (a)(vol): 3

Enum.level.2 (b): 2

Description: v.3: no.2 (2002:Feb.)

Material type: ISSUE

Item status: 04

Item process status: []

Hol Link: 65060 [Cancel]

[Help]

Arriving Supplements/Special Issues or Combined Numbers on a Publication Schedule

Supplement/Special Issue

The publication information about one issue can be edited in the Publication Schedule window of the Serials module in order to record supplements, special issues or combined numbers.

1. In the Publication Schedule arrive the issue the supplement came with or highlight previous issue. Click Duplicate. This will duplicate the Issue form of the previous issue.

The screenshot shows a software window titled "Issue Form" with two tabs: "1. Information" (selected) and "2. Enumeration & Chronological". The "1. Information" tab contains several input fields: "SICI Code" (empty), "Issue date:" (07/01/2002), "Description:" (v.1:no.7:supplement (2002:July)), "Pages:" (empty), and "Note:" (empty). On the right side of the form, there are three buttons: "Update", "Cancel", and "Help".

2. In Tab 1 of the Issue Form:
Fill in the date of arrival in the Issue date field and give a description of the piece.
3. In Tab 2 of the Issue Form:
In order for the supplement to display after the issue it is supplement to, a decimal is placed after the issue number in the Issue Number field.

The screenshot shows a software window titled "Issue Form" with two tabs: "1. Information" and "2. Enumeration & Chronological". The "2. Enumeration & Chronological" tab is active. The form contains the following fields and values:

Volume:	1
Issue Number:	7.2
Part:	
Enumeration D:	
Enumeration E:	
Enumeration F:	
Enumeration G:	
Enumeration H:	
Year:	2002
Chronological J:	07
Chronological K:	
Chronological L:	

On the right side of the form, there are three buttons: "Update", "Cancel", and "Help".

4. After the Supplement has been added to the Publication Schedule, arrive the item by clicking Arrive. The system will automatically open the item during the arrival process.

Combined Issues

In order to arrive an issue that combines two or more expected numbers, the publication schedule for the title needs to be altered.

Example: v. 6, no. 1-2

1. Delete the earlier of the numbers from the schedule. In this example, delete the line containing v.6:no. 1.
2. Modify the line containing the last number so that it includes the previous number. In this example, modify the line containing v.6:no. 2 so that it reads v. 6:no. 1/2. correct the issue date, if necessary.
3. By arranging the combined issues in this manner, claims are not sent out for the earlier number and the issue date and next expected issue stays on track in the schedule.

Arriving Duplicate Volumes/Issues of Serials

Before processing an item as a duplicate, determine whether it is actually a duplicate.

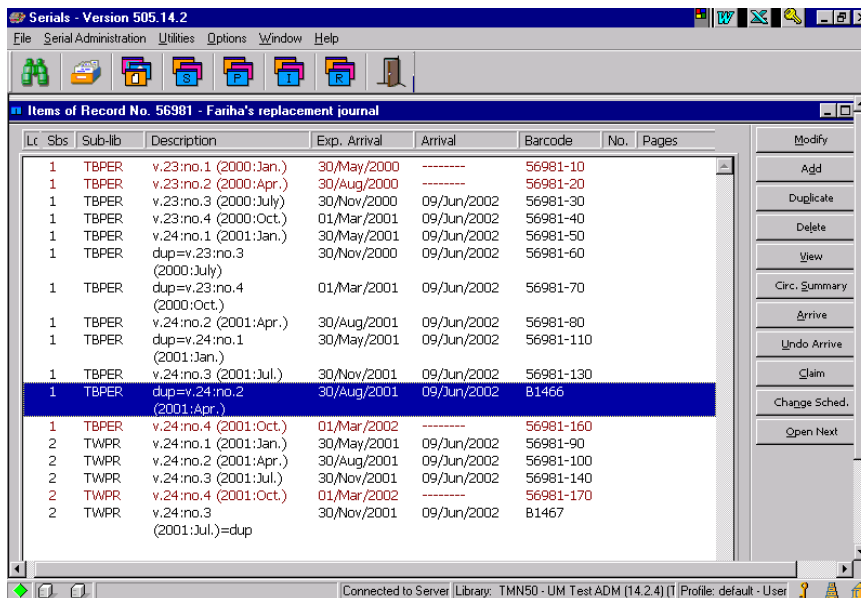
Have all sub-libraries/collections you are authorized to Arrive for that have a subscription to this title, received all expected issues?

If yes, this issue is a duplicate. Duplicate issues are not displayed to the public.

Duplicates on a Subscription

1. From the Serials module, search for the title. From Items window, select the issue statement from the desired sub-library/collection that the issue in hand duplicate. Click Duplicate.
2. In the Description field of the General Information Tab, add the word "dup" followed by an "=" in front of the volume number (e.g. dup=v.23:no.1 (2002:Jan.
3. Change Item Status to 57 (Suppressed).
4. Enter subscription number in the Subscription no. field in tab 3.Serials Information.
5. Enter a decimal after the issue number in Enum.level.2 in tab 4. Serial Levels.
6. Click Update.
7. Select the issue by highlighting the duplicate issue from the Items window and click Arrive.

Note: Do not arrive more than one duplicate of the same issue of a periodical. Subsequent duplicates on an order should be investigated and documented in the Order Log.



Note: If you receive additional duplicates on the same order, contact your vendor to make sure the order has been accurately recorded.

Duplicates on a Standing Order

1. If a duplicate is received on a standing order, consult your unit's return policy and communicate with subject selector to determine whether volume can be returned or added to the collection.
 - o Before the volume is processed, the Order Log needs to be displayed so that duplicate issue and selector's decision regarding this duplicate issue can be recorded in the Order Log.

Date & time	Description	Details	User	Action
08/Jun/2002 01:21 PM	Report from vendor	No longer available free;6/1/02	TRAIN	----- --
08/Jun/2002 01:25 PM	General	Asked Marcia if a paid subscription is wanted	TRAIN	----- --
08/Jun/2002 01:32 PM	Duplicate copy/title	v.12:no.2 (2002)	TRAIN	----- --

Action date: 00/00/0000
Transaction type: 17
Log text: Add v.12:no.2 to collection per Marcia Pankake

Buttons: Add, Remove A.Date, Close, Help

2. If selector accepts duplicate, record the duplicate on the Order Log as shown in the example above.
3. Create a general invoice and line item to pay for this item.
4. Proceed to Arrive/process item as follows for:
 - [Duplicates on a regular standing order](#)
 - OR
 - [Duplicates on a monographic series on standing order](#)

Duplicates on a Regular Standing Order

1. From Acquisition module, click Arrive and add to Note field arrival of this duplicate volume as shown in example below:

Arrival Form

Bibliographic Info

Who is who in American Libraries

[000056922]

No. units arrived	Arrival date	Note
1	03/Jun/2002	v.3 (1999)
1	07/Jun/2002	v.4 (2000)

No. units ordered: 1 No. units reported: 2

No. units arrived: 1

Shipment date: 00/00/0000

Arrival date: 06/08/2002

Note: dup=v.3 (1999)

Order completely arrived

OK
View order
Order Log
Cancel
Help

2. Click Copies on the Order list window. This will open up the Items for Order window.
3. Select the desired item on the list and duplicate the item record by clicking Duplicate. Modify the following fields and click Update.
 - Copy number field: 2 (3 if third copy for this sub-library/collection).
 - Select the correct Holdings Record from drop down menu if Holdings Record for the subsequent copy already exists. If the Holdings Record for copy 2 does not exist, delete the HOL Link and create a new Holdings Record. A new Holdings Record is created in the Items module by clicking the Retrieve HOL button and then clicking New.
4. Click Update.

The screenshot shows the 'Item Form' dialog box with the following fields and values:

- Barcode: [Empty]
- Sub-library: TWILS
- Collection: AMEP
- Call Number Type: [Empty] Temporary Location
- Call Number: [Empty]
- 2nd Call Number Type: [Empty]
- 2nd Call Number: [Empty]
- Copy number: 2
- Enum.level.1 (a)(vol): [Empty]
- Enum.level.2 (b): [Empty]
- Description: 2000
- Material type: ISSBD
- Item status: 01
- Item process status: [Empty]
- Hol Link: [Empty]

Buttons on the right: Update, Save defaults, Circ History, Refresh, Cancel, Help.

Duplicates on a Monographic Series on Standing Order

1. If selector accepts duplicate, follow the steps outlined in [#1 above](#) for [recording duplicate on the Order Log](#).
2. Create a general invoice and add a line item to pay for this duplicate volume. (See [Creating General Invoice](#) procedures.)
3. From Acquisition module, click Arrive and add to note field arrival of this duplicate volume as shown in example below:
 - ° Note field: dup=v.21 (2003): Smith, John: Aleph Users...

No. units arrived	Arrival date	Note
1	03/Jun/2002	1999:Smith, John: Aleph users are wonderful
1	06/Jun/2002	2000:K, Tran: Aleph contiuene....
1	08/Jun/2002	dup=1999:Smith, John.: Aleph users...

Note: Item and Holdings Record will be created for this item by cataloger once the monographic title has been cataloged.

Processing LEI (Latest Edition in...) Volumes

Procedure below outlines the process for reference type materials that are permanently shelved in General (GEN) collection, but only the latest editions/volumes are temporarily shelved in REF collection.

Note: Please see separate procedure for [Wilson Periodicals \(TWPR\) LEI volumes](#).

Processors

Continue to use the PINK slips for LEI titles and mark appropriate reference unit on

- Arrive issue per standard procedures.
- Click Copies button to access Items List.
- Duplicate/create new item record.
- Uncheck the Temporary Location box if it is checked off.
- Update/fill out Item form by updating Tab 1-4 as needed.
- Click Refresh and then click Update.
- Send volume to the Marking Room.

Marking Room

- Search and display item in Items module.
- Click Label button and print label.
- Print and paste label for the Temporary Location (collection) when volumes include PINK slip inserts.

Reference Units

Modify Item Record for Old Volume

- Uncheck Temporary Location box.
- Click Refresh.
- Change Item Status to appropriate Item Status code for the permanent location. ("Codes and Lists" for values.)
- Click Refresh and then click Update.
- Remove the little temporary location label.
- Shelve the *old* volume on its permanent location.

Modify Item Record for New Volume

- Check off the Temporary Location box.
- Change Collection Code.
- Change Item Status to 02=Non Circulating.
- Click Refresh and then click Update button.
- Shelf the *new* volume on its temporary location.

Processing LEI TWPR,PER Titles (MAC Wilson)

MAC Processor/Student

LEI titles can be identified by information that appears in the Note/Check-in Note field



Example

Note: TWILS,CLS;TEMP LOC;UPDATE ITEM RECORD

Check-in note:**2**;mk=mpj;lei:TWPR,PER

Arriving

- Search title in Acquisition or Serials module.
- Verify title and order for accuracy.
- Open Items window in Serials module.
- Select item from Items window.
- Click Arrive to arrive issue.
- Click Continue when Item Arrival Form opens.

Modifying Item Record

- Select the item from Items window and click Modify.
- Check off Temporary Location field.
- Change Sub-Library to TWPR and Collection to PER.
- Change Call Number Type to 5.
- Delete Call# from Call Number field.
- Change Item status to 02 (non-circulating).
- Click Refresh and then click Update.

The screenshot shows the 'Item Form' window with the following data:

Field	Value
Barcode	120872-810
Sub-library	TWPR
Collection	PER
Call Number Type	5
Call Number	
2nd Call Number Type	
2nd Call Number	
Copy number	201
Enum.level.1 (a)(vol)	115
Enum.level.2 (b)	1
Description	anno 115:n.1 (2002:genn.)
Material type	ISSUE
Item status	02

Wilson Periodicals/Reserve Staff/Student

Wilson Periodicals staff will update Item record when volume is ready for binding.

- Search title in Items module.
- Select one of the items and click Bind/Change.
- Move all issues to be bound from left to right half of the screen.
- Click Bind.
- The Item form of one of the issues will display.

Item Form

- Complete the following fields on the Item Form:
 - General Information tab:
 - Uncheck Temporary Location box and click Refresh.
 - Scan in barcode (back cover of piece) in Barcode field.
 - Update Enum. levels as needed.
 - Change Description field to reflect piece in hand.
 - Change Material Type to ISSBD and change Item Status to 01.

The screenshot shows the 'Item Form' window with the following fields and values:

Field	Value
Barcode:	120872-810
Sub-library:	TWILS
Collection:	CLS
Call Number Type:	0
Call Number:	\$\$\$kQuarto\$\$hZ344\$\$i.G56x
2nd Call Number Type:	
2nd Call Number:	
Copy number:	
Enum.Level.1 (a)(vol):	115
Enum.Level.2 (b):	
Description:	anno 115 (2002)
Material type:	ISSBD
Item status:	01
Item process status:	
Hol Link:	769306

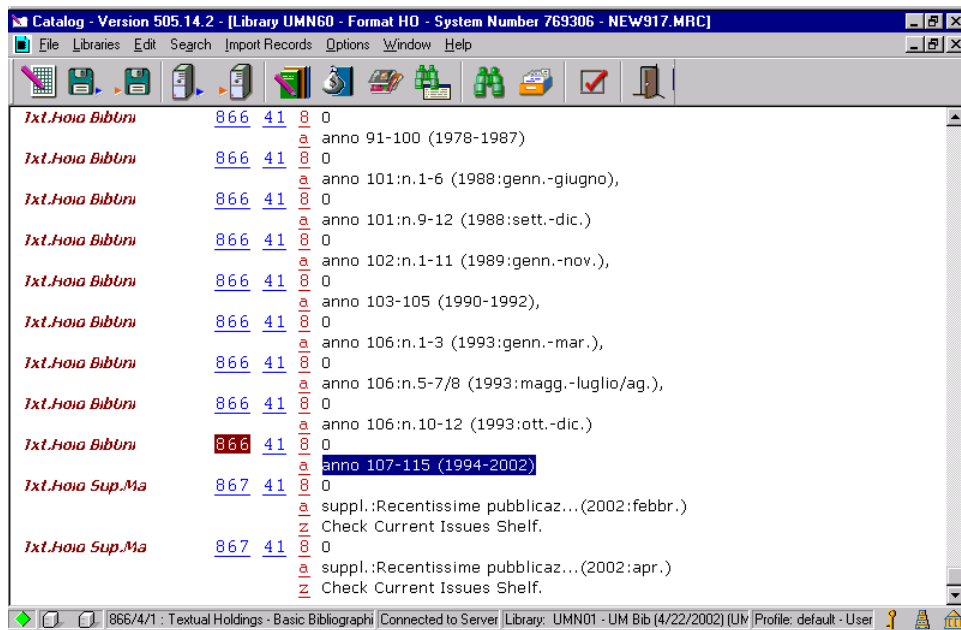
Buttons on the right side of the form include: Update, Save defaults, Circ History, Refresh, Cancel, and Help.

- General Information 2 tab: Enter order number in Order number field.
- 3. Serial Information tab · Enter Subscription Sequence number in Subscription no. field.
- 4. Serial Levels tab · Review and update Chron. levels as needed.
· Click Refresh and then click Update.

Note: Issues will be deleted from Publication Schedule window when a report is run in We Services.

Add Volume to Summary Holdings

- From the Items List, click Retrieve Holdings button, select correct holding record from the list and click Edit.
- Add 852|z *Current issues shelved in TC Wilson Periodicals & Reserve* if not already present.
- Add volume in hand to summary holdings in 86X.
- Update date subfield in 940.
- Save record on the server.



Processing Limited Retention Titles

Serials Acquisitions staff should use the binding feature in Items module to handle processing of serial titles with limited retention policy:

- [Cumulative volumes of serials](#)
- [Kept until replaced by microfilm \(KOTFILM\)](#)
- [Library keeps latest XXX months/years/volumes \(kl=\)](#)

Cumulative Volumes of Serials

Search and Verify Order and Item Information

- Search title in Acquisition or Serials module.
- Verify that order is active and volume in hand is an expected volume.
- Note processing information found in Library Note (Order Record), Note/Check-in Note (Subscription record) fields.
- Verify that item in hand is a cumulative volume and note the issues it cumulates

The screenshot shows a software window titled "Subscription Information Form" with a close button (X) in the top right corner. The window is divided into two tabs: "1. Subscription info (1)" and "2. Subscription info (2)". The "2. Subscription info (2)" tab is active. The form contains the following fields and controls:

- User ID: A text input field with a right-pointing arrow button.
- Deliver directly:
- Print label:
- Send Claims:
- First claim: Text input field containing "60".
- Second claim: Text input field containing "60".
- Third claim: Text input field containing "60".
- Fourth claim: Text input field containing "60".
- Discard routine: A dropdown menu with a right-pointing arrow button.
- Note: Text input field containing "TWPR,PER".
- Check-in note: Text input field containing "**2**;;ANNUAL=mk=fm;Consolidate items for s".
- Item Statistic: A dropdown menu with a right-pointing arrow button.

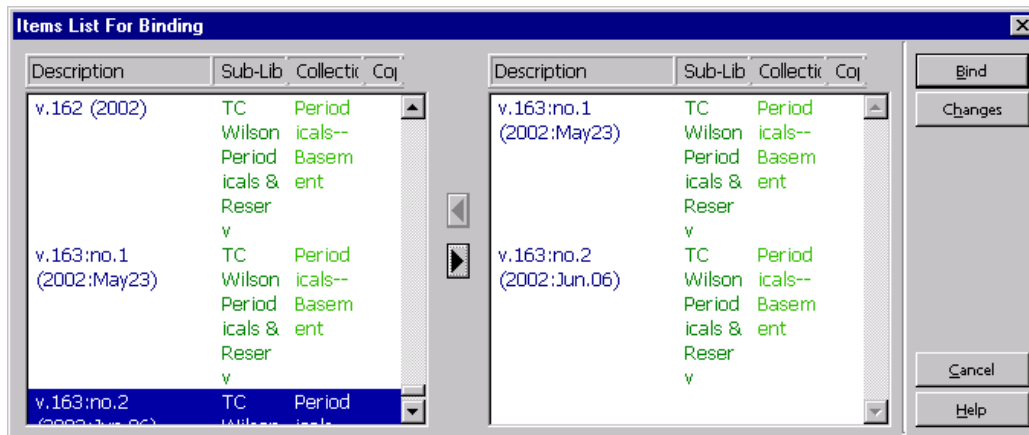
On the right side of the form, there are several buttons: "Update", "Create New", "Set as Default", "Print", and "Refresh". At the bottom right, there are "Cancel" and "Help" buttons.

Push Title to Items Module

- From Navigation window click Items button.
- Locate and highlight one of the volumes/issues from the Item List that piece in hand is cumulating. Make sure to select item for the correct Sub-Library.



- Click Bind/Changes.
- Items List for Binding window will display.
- Select and move issues that piece in hand is cumulating from left half of the screen to the right half by clicking the arrow.
- Click Bind button.



- Item Form for one of the issues will be displayed.

Item Form

- Complete the following fields on the Item Form:

- General Information 1 tab:
 - Scan in barcode (back cover of piece) in Barcode field (only for annual cumulations).
 - Update Enum. levels as needed
 - Change Description field to reflect piece in hand.
 - Review and update Material Type, Item status fields as needed.

The screenshot shows the 'Item Form' application window with the 'General Information 1' tab selected. The form contains the following fields and values:

Barcode:	31951D01582000Q	Update
Sub-library:	TWPR	Save defaults
Collection:	PER	Circ History
Call Number Type:	5	<input type="checkbox"/> Temporary Location
Call Number:		Refresh
2nd Call Number Type:		
2nd Call Number:		
Copy number:	0	
Enum.Level.1 (a)(vol)	163	
Enum.Level.2 (b)		
Description:	v.163 (2002)	
Material type:	ISSBD	
Item status:	11	
Item process status:		
Hol Link:	573526	

Buttons: Cancel, Help

- General Information 2 tab:
 - Enter order number in Order number field.
- 3. Serial Information tab:
 - Enter Subscription Sequence number in Subscription no. field.
- 4. Serial Levels tab:
 - Review and update Chron. levels as needed.

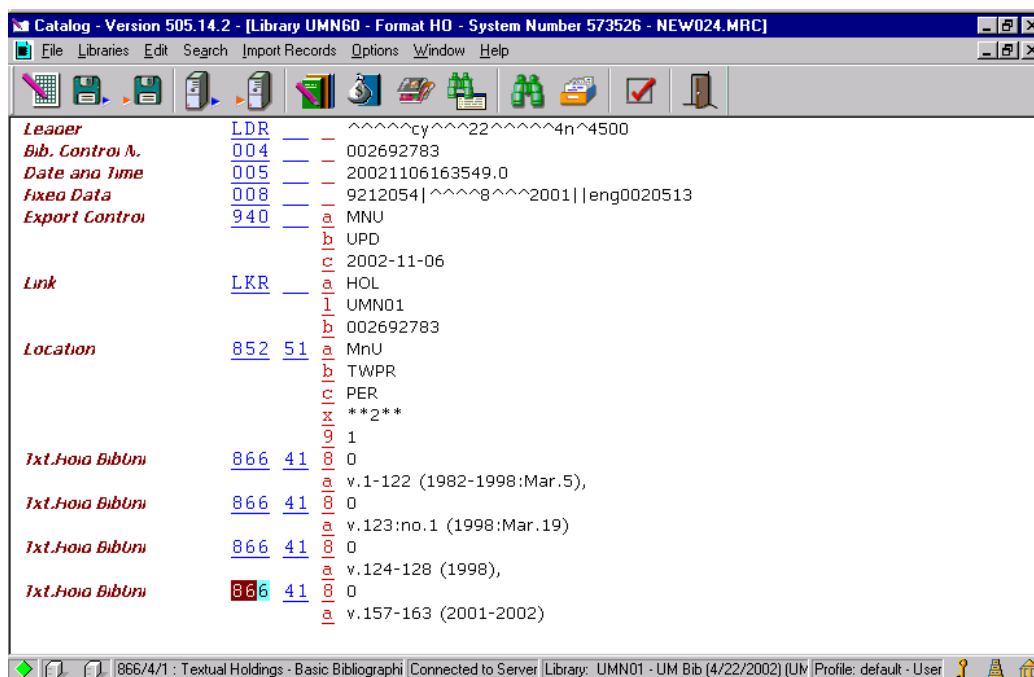
- Click Refresh and then Update.

Note: Issues will be deleted from Publication Schedule window when a report is run in We Services.

Add Volume to Summary Holdings (Annual Cumulations Only)

For Annual cumulative volumes, you will also need to update Holdings Record.

- From the Items List, click Retrieve Holdings button, select correct holding record from the list, and click Edit.
- Add volume in hand to summary holdings in 86X.
- Update date subfield in 940.
- Save record on the server.



Physical Processing

- Write Sub-Library, Collection Code, and Bib ID on page following title page per procedure.
- Forward volume to destination/Marking Room.

Kept Until Replaced by Microfilm (KOTFILM)

- Arrive Film
- Search title of film in Acquisitions module.
- Verify title and order information.
- Arrive film.
- Write down the bibliographic number of the print title (shows up in pop up window during arrival).

Create Item Record

- Push record to Items module or click Copies button to retrieve Item List.
- Create item record per unit procedures.

Note: Not all units create item records for periodical microfilms.

Update Summary Holdings

- Push record to Holdings by clicking Catalog HOL from Navigation window.
- Select the correct Holdings.
- Click Edit.
- Update/create 866 field to add the film in summary holdings.
- Update date subfield in 940.
- Save to server.

Consolidate Item Records for Print Title

- Search the print title and push to Items module.
- From the Item List window, select one of the items that the film you just arrived replaces.
- Click Bind/Changes button.
- Items List for Binding window will pop up.
- Select the already withdrawn item as well as all the item records of the issues that are being replaced by microfilm.
- Move items from left to right by clicking the right arrow.
- Click Bind.
- Item Form for one of the issues will be displayed.

Item Form

- Complete the following fields on the Item Form:
 - General Information 1 tab:
 - Update Enum. levels as needed
 - Change Description field. (It should cover all issues that film is replacing.)
 - Change Item Processing Status to WD (Withdrawn) if not already there.
 - General Information 2 tab:
 - Enter order number in Order number field.
 - Enter note "replaced by microfilm" in Internal note field.
 - 3. Serial Information tab:
 - Enter Subscription Sequence number in Subscription no. field.
 - 4. Serial Levels tab:
 - Review and update Chron. levels as needed.
- Click Refresh and then Update.

Library Keeps Latest XXX Months/Years/Volumes (kl=)

Arrive Issue(s)

- Search title in Acquisitions module.
- Verify title and order information.
- Push record to Serials module.
- Display Items screen.
- Arrive issue(s).
- Note processing instructions (check-in note) that display in pop-up window during arrival.

- Push record to Items module.

Withdraw Issues Being Weeded

- From the Items List window, select one of the items that is being weeded or an already consolidated/withdrawn item record.

lib+Coll+Call	Copy no.	Description	Status	Barcode	Modify
TWPR,PER		v.78:no.1-12 (2000:Sep.-2001:Aug.)	Withdrawn	B25024	Modify
		v.79:no.1 (2001:Sep.)	Non-Circulatin g	2045482-130	Add
		v.79:no.2 (2001:Oct.)	Non-Circulatin g	2045482-140	Duplicate
		v.79:no.3 (2001:Nov.)	Non-Circulatin g	2045482-150	Delete
		v.79:no.4 (2001:Dec.)	Non-Circulatin g	2045482-160	View
		v.79:no.5 (2002:Jan.)	Non-Circulatin g	2045482-170	Label
		v.79:no.6 (2002:Feb.)	Non-Circulatin g	2045482-180	Bind/Changes

- Click Bind/Changes button.
- Items List for Binding window will pop up.

- Select the already withdrawn item as well as all the item records of the issues that are being weeded.
- Move items from left to right by clicking the right arrow.
- Click Bind after all issues identified for weeding have been moved from left to right.
- Item Form will display.

Item Form

- Complete the following fields on the Item Form:
 - General Information 1 tab:
 - Update Enum. levels as needed.
 - Change Description field. (It should cover all issues that are being weeded.)
 - Change Item Processing Status to WD (Withdrawn) if not already there.

The screenshot shows the 'Item Form' dialog box with the 'General Information 1' tab selected. The form contains the following fields and values:

Barcode:	325024	Update
Sub-library:	TWPR	Save defaults
Collection:	PER	Circ History
Call Number Type:	5	Refresh
	<input type="checkbox"/> Temporary Location	
Call Number:		
2nd Call Number Type:		
2nd Call Number:		
Copy number:	0	
Enum.level.1 (a)(vol)	78	
Enum.level.2 (b)	1-12	
Description:	v.78:no.1-12 (2000:Sep.-2001:Aug.)	
Material type:	ISSBD	
Item status:	02	
Item process status:	WD	
Hol Link:	566675	

Buttons: Cancel, Help

General Information 2 tab: · Enter order number in Order number field.

OPAC note:	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Save defaults"/> <input type="button" value="Circ History"/> <input type="button" value="Refresh"/>
Circ. note:	<input type="text"/>	
Internal note:	<input type="text"/>	
Order number:	002045482-00101	
Invoice Key:	000	

3. Serial Information tab: · Enter Subscription Sequence number in Subscription no. field.

Schedule:	0	<input type="button" value="Update"/> <input type="button" value="Save defaults"/> <input type="button" value="Circ History"/> <input type="button" value="Refresh"/>
Subscription no.:	101	
Pages:	<input type="text"/>	
Description:	v.78:no.1-12 (2000:Sep.-2001:Aug.)	
Issue Date:	09/01/2000	

4. Serial Levels tab: · Review and update Chron. levels as needed.

Enum.level.1 (a)(vol)	78	<input type="button" value="Update"/> <input type="button" value="Save defaults"/> <input type="button" value="Circ History"/> <input type="button" value="Refresh"/>
Enum.level.2 (b)	1-12	
Enum.level.3 (c)	<input type="text"/>	
Enum.level.4 (d)	<input type="text"/>	
Enum.level.5 (e)	<input type="text"/>	
Enum.level.5 (f)	<input type="text"/>	
Alt.enum.1 (g)	<input type="text"/>	
Alt.enum.2 (h)	<input type="text"/>	
Chron.level.1 (i)(year)	2000-01	
Chron.level.2 (j)	09-08	
Chron.level.3 (k)	<input type="text"/>	
Chron.level.4 (l)	<input type="text"/>	

- Click Update.
- Route issue to the library unit with a processing alert tag/note so withdrawn issues could be removed from the shelf.



General Maintenance

Cancelling Orders

Vendor Initiated Cancellations

Modifying the Order Form

To cancel an order when you have received a cancellation notice from a vendor:

1. Find the order you wish to cancel using the Order Number, Order Index, or by searching for the title using a Find or Scan search.
2. Highlight the order on the Order List window, and click Modify.
3. Change the Order Status by entering the code VC, or click on the arrow to the right of the Order Status field and select the Order Status VC.
4. Enter the reason for the cancellation in the Library Note field using the format CANCELLED: <reason> (e.g. CANCELLED: out of stock).

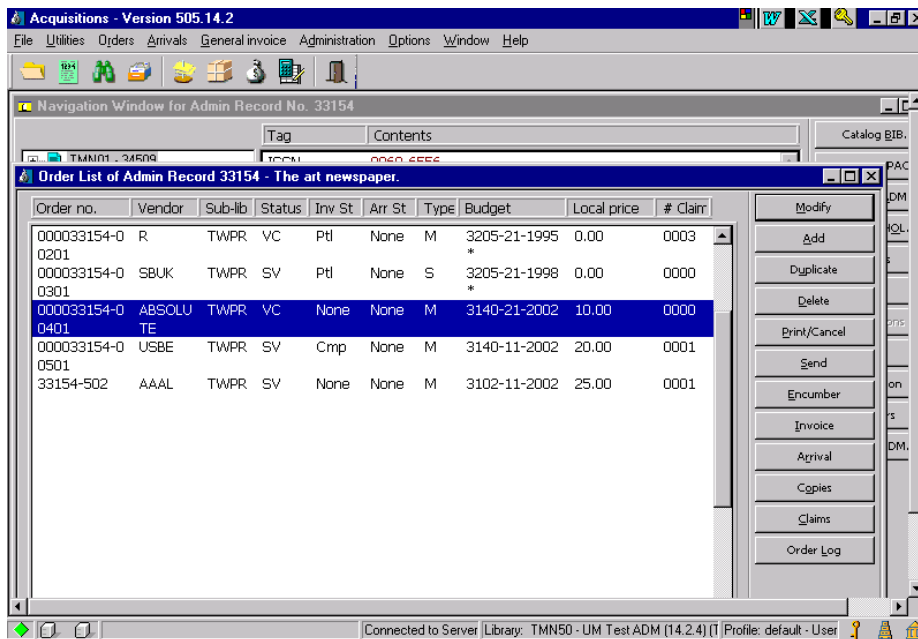
Note: The cancellation information in the Library Note field will appear if the order is an M or O Type order and an Arrival is subsequently added to this order. The cancellation information will also appear in the Order Information on the Navigation window.

The screenshot shows a software window titled "Order Form - The art newspaper." It has three tabs: "1. Order Information" (selected), "2. Vendor", and "3. Quantity and Price". The "Order Information" tab contains the following fields and controls:

- Order number 1: 000033154-00401
- Order number 2: SR004AMH4656
- Order ISBN/ISSN: (empty)
- Open date: 11/Oct/1999
- Order date: 28/May/2002
- Order status: VC (with a dropdown arrow)
- Order number 3: SR
- Order group: (empty)
- Status date: 28/May/2002
- Material type: SP (with a dropdown arrow)
- Sub-library: TWPR (with a dropdown arrow)
- Acquisition method: P (with a dropdown arrow)
- Borrower ID: (empty)
- Borrower Name: (empty)
- Library note: CANCELLED;OUT OF STOCK;5/08/01

Buttons on the right side include "OK", "Save Def", "Refresh", "Cancel", and "Help". A "Send directly" checkbox is located next to the Borrower ID field.

5. Click OK. The Order List window will display, showing the Status changed to VC:



If this is an M type order and nothing has been Arrived/Received on this order and there is an Item Record in the system, the Item Processing Status will automatically change to CA (Cancelled) and the item will not display to the public. If the order is O or S Type order and nothing has ever been arrived on the order, the Item Processing Status will need to be manually changed to CA (Cancelled) so that the item is not displayed to the public.

For O (Standing Order) Type orders: The Subscription End date in the order record needs to be modified to show when cancellation will take effect.

Order Form - The art newspaper.

1. Order Information **2. Vendor** 3. Quantity and Price

Vendor information:

Vendor code: SBLK

Vendor name: SWETS BLACKWELL

Vendor reference: 88762513

Vendor note: an=1250202000

Order delivery type: LE Letter type: 01

Delivery type: S Send letter by: PRINT

Rush

Subscription start: 10/23/1997 Subscription end: 09/31/2001

Budget cycle: 1 Renewal date: 00/00/0000

OK
Save Def
Refresh
Cancel
Help

If order is an S (Subscription) Type order, in addition to Subscription end date on the Order Record, the To date on the Subscription Information Tab also needs to be updated to stop subsequent issues from being arrived on this subscription.

Subscription Information Form

1. Subscription info (1) 2. Subscription info (2)

Sub-library: TWPR

From date: 10/23/1997

To date: 09/31/2001

Item status: 11

Collection: PER

Call Number Type: 5

Call Number:

2nd Call Number Type:

2nd Call Number:

Update
Create New
Set as Default
Print
Refresh

Note: For monograph orders, if there are no other open orders or copies attached to this bibliographic record, and you do not intend to reorder immediately, you must [suppress the bibliographic record from public view](#).

Library Initiated Cancellations

Modifying the Order Form

To cancel an order when you have received a cancellation request from a selector, the title needs to be re-ordered with a different vendor:

1. Find the order you wish to cancel using the Order Number, Order Index, or by searching for the title using a Find or Scan search.
2. Highlight the order on the Order List window, and click Modify.
3. Order Status is automatically changed to LC when cancellation letter is printed. You may also manually change the Order Status by entering the code LC, or click on the arrow to the right of the Order Status field and select the Order Status LC.
4. Enter the reason for the cancellation in the Library Note field using the format CANCELLED: <reason> (e.g. CANCELLED: Reorder through EBSCO).

Note: The cancellation information in the Library Note field will appear if the order is an O or M Type order and an Arrival is subsequently added to this order. The cancellation information will also appear in the Order Information on the Navigation window.

5. Click OK.
6. For O (Standing Order) Type orders: The Subscription End date in the order record needs to be modified to show when cancellation will take effect. See example shown in Vendor Initiated Cancellation procedure above.
7. If order is an S (Subscription) Type order, in addition to Subscription end date on the Order Record, the To date on the Subscription Information Tab also needs to be updated to stop subsequent issues from being arrived on this subscription. See example shown in Vendor Initiated Cancellation above.

Order Form - The art newspaper.

1. Order Information 2. Vendor 3. Quantity and Price

Order number 1: 33154-503 Order status: LC OK

Order number 2: DEVRIES Order number 3: Save Def

Order ISBN/ISSN: 0960-6556 Order group: MAG SER Refresh

Open date: 08/Jun/2002 Status date: 08/Jun/2002

Order date: 08/Jun/2002

Material type: SP

Sub-library: TWILS

Acquisition method: PU

Borrower ID: Send directly

Borrower Name:

Library note: CANCELLED w/v.15 (2001): Reorder through EBSCO

Cancel Help

Printing a Cancellation Letter

On the Order List screen click the Print/Cancel button which displays the Print Type window:

Click the circle to Print cancellation letter to vendor, then click OK:

Print Type

Select Print Procedure

Print record information only

Print cancellation letter to vendor

Send order letter to vendor

OK

Cancel

Help

When Order List is displayed, the Status has been changed to LC.

The cancellation letter can be modified before being printed.

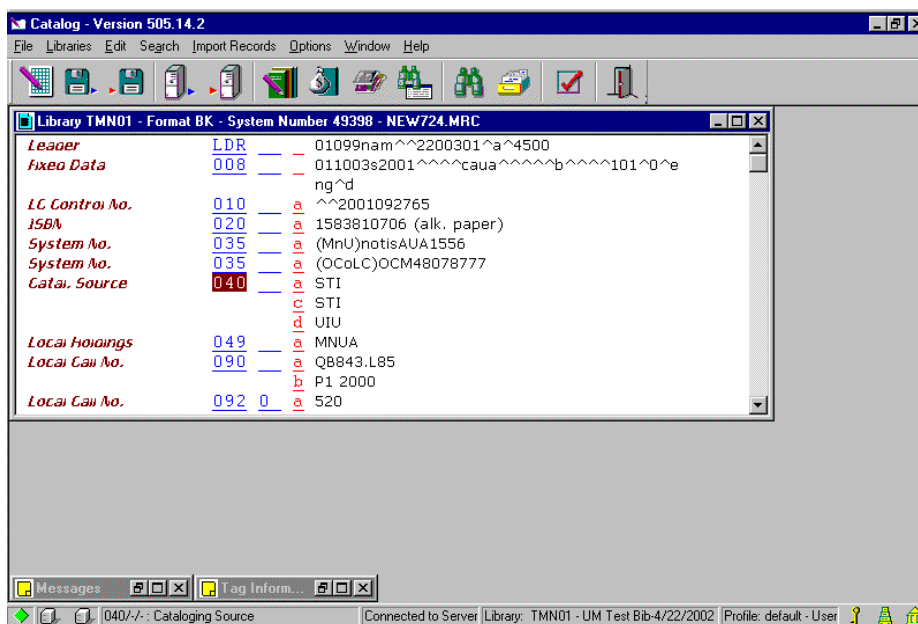
Note: For monograph orders, if there are no other open orders or copies attached to this bibliographic record, and you do not intend to reorder immediately, you must [suppress the bibliographic record from public view](#).

Suppressing Bibliographic Records for Monograph Order Cancellations

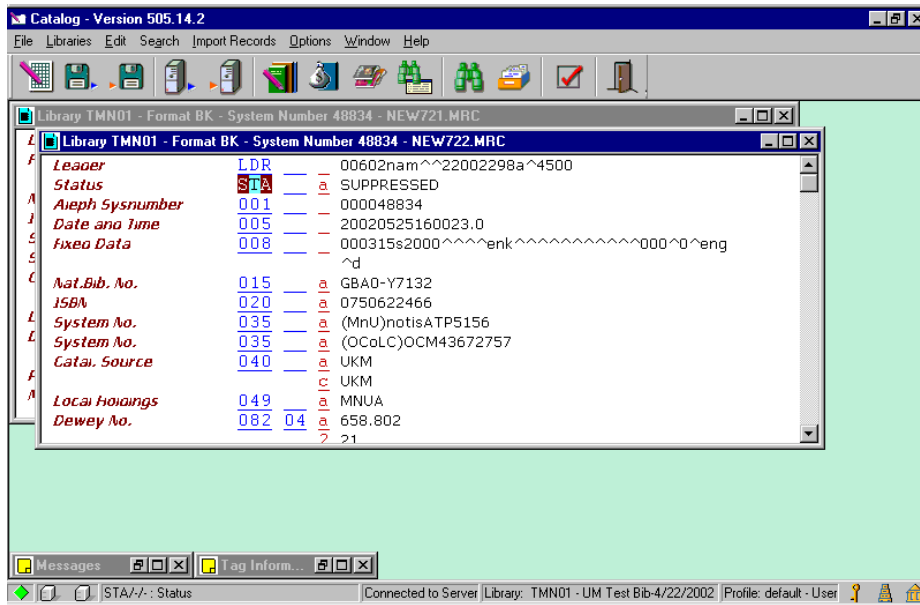
For monograph orders, if there are no other open orders or copies attached to this bibliographic record, and you do not intend to reorder immediately, you must suppress the bibliographic record from public view.

To suppress the bibliographic record from view in the Web OPAC:

1. From the Navigation Window in the Acquisitions Module, click the Catalog BIB button to push the title to the Cataloging Module. The title will be displayed:



2. Add a field to the record (F6).
3. Enter STA and subfield a.
4. Enter SUPPRESSED (all caps) to suppress the record from displaying in the public (Web) OPAC.



5. Save the record to the server. The record will still be indexed and searchable on staff.

Changing Order Types

In Acquisitions module:

1. Select the order to be changed from the Order List window. Click Modify.
2. Change the order status to CLS (Order Closed).
3. Copy any notes as relevant from the Library, Quantity, and Price Note fields (the does not transfer as part of setting defaults).
4. Click Save Def and then click OK.
5. Add a new order, this time using correct order type. Because you set the default some information from the closed order will transfer to the new order form. On the new order:
 - Change the order status to SV, check order type, material type, sub-library and acquisition method fields and correct as needed.
 - Paste in any copied notes from the old order.
 - Complete any new fields as necessary.
6. Refer to procedures for placing orders (e.g., monographic standing order, serials standing order, subscription order, etc.) on completing the rest of the process for placing an order.

Manual Claiming

Claiming Through the Acquisition Module

Claiming for monographs, one-time serial orders, and standing orders is always accomplished via the Acquisition module. In addition, the very first claim of a new order where publication pattern record has not yet been set up is also performed via the Acquisition module.

Before generating a claim, you should check statuses on the Order List and review the Order Log.

Review Arrival Status or Arrival List on the Order List

Prior to generating a claim manually, you will need to check the statuses on the Order List to verify that the item has not yet arrived. The arrival status in the Arr St field may be NONE or Ptl (i.e. Partial). If the arrival status is Ptl, check the Arrival List and/or the Order Log to determine what we have received thus far.

Review the Order Log and Arrival List

It is especially important to review the Order Log for orders converted from the previous system, since materials received on that system are not reflected in the Arrival List. You may also find special instructions in the Order Log.

Manually Claiming an Item

To manually produce a claim:

1. Highlight the order in the Order List for which you wish to produce a claim.
2. Click the Claims button or use Alt + c.
 - If you already have claims on this order, the List of Claims form will display. In this case, review the information on the list to determine if a claim is still needed. If so, click the Send Claim button to display the Send New Claim form.
 - If this is the first claim being attached to an order, the Send New Claim form will appear.

3. Enter the following information in the Send New Claim form:

- Claim Date: Enter the date you wish to appear on the claim.
- Claim Text: Claim Text is dependent on the Letter Type used in Claim Format field. See table below for instructions on what to enter in this field for each Letter Type, in addition to any other notes you may want to send to vendor.

Note: For multi-volume orders and standing orders, you must first determine what needs to be claimed. Enter volume/issue you wish to claim (see Quantity Note field on the Order Form for volumes ordered, click on Arrival button, or consult the Order Log to see what needs to be claimed).

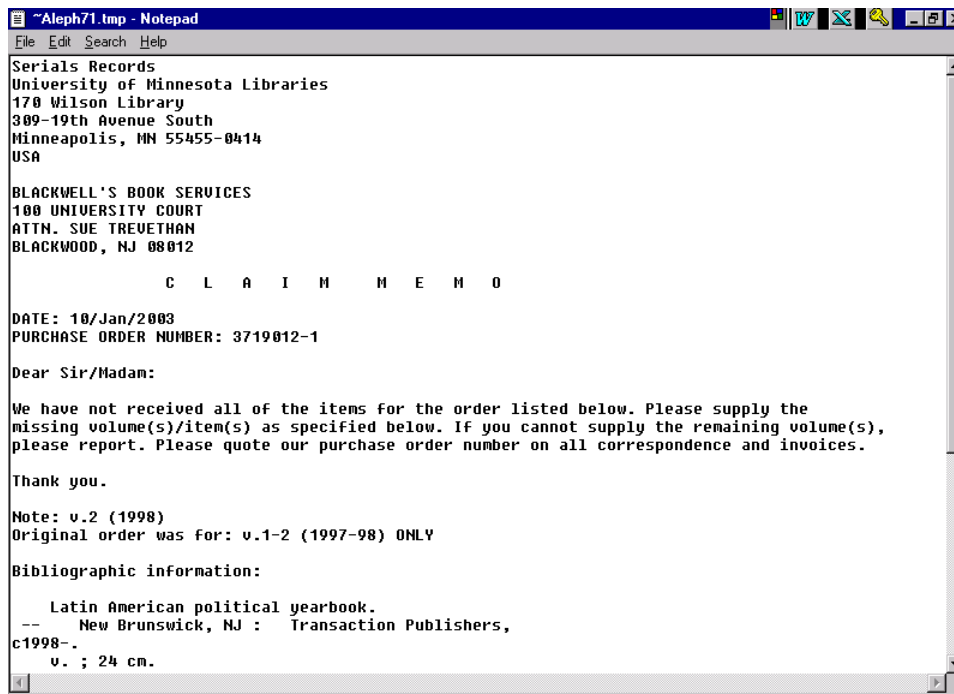
- Claim Format: Click the arrow to the right of the field and choose an appropriate Claim Format (Letter Type) from the drop down list. The Letter Type you choose in this field will determine what needs to be entered in the Claim Text field. See table below for more information and instructions on what to enter in Claim Text field.

Letter Type	Description	Instructions for Claim Text
01	First claim (monograph)	
02	Second claim (monograph)	
03	Third claim (monograph)	
04	Order Confirmation	Specify what change, if any, vendor is making to original order
05	Invoice claim	
06	Partial receipt, claim for missing volumes.	Indicate which volumes are being claimed
07	Different title/edition/volume received and kept, original still wanted	Provide description of incorrect item(s)
08	Different title/edition/volume received and returned/deducted	Provide description of incorrect item(s) and invoice number
09	Missing piece, deducted from invoice	Give vendor's invoice number. For Standing Orders, indicate which volume is missing.
10	Return and deduction	Give reason for return and invoice number

Letter Type	Description	Instructions for Claim Text
11	Defective item received, not returned/ replacement requested	Describe defect; indicate which volume(s) for s.o.
12	Defective item received, returned/ deducted, replacement requested	Describe defect and quote invoice number; indicate which volume(s) for s.o.
13	Claim for prepaid order	Give invoice number we prepaid
14	Standing order: claim for specific volume (sola)	Indicate which volumes are being claimed
15	Standing order: inquiry/claim (soma)	Indicate last volume received
16	Standing order/subscription claim: nothing received yet	Indicate which volume order started with.
17	Request for permission to return	Describe item(s) to be returned, give reason for requesting return.
18	Blanket order claim	Indicate which volumes are being claimed, provide PO# for blanket order.
19	Membership order claim	Indicate which volumes are being claimed. Provide PO# for membership order.
20	Gift claim	Indicate which volumes are being claimed
21	Exchange claim	Indicate which volumes are being claimed
22	Notice of new P.O. number	Give former P.O. number
23	Refund request for ceased title	Indicated period/vol.(s) refund is needed for and amount to be refunded

- Update Order's Next Claim Date (only available for M Type orders): The default is a checked box. Accept the default. This will cause the next automatic claim to be sent based on the claim date entered in this form, plus the usual claim interval from the Vendor Record. An example of a completed form is shown below:

4. Click Send. The letter will display in a Notepad file for you to review and edit ordering unit address as needed before printing. Below is an example of a claim memo.

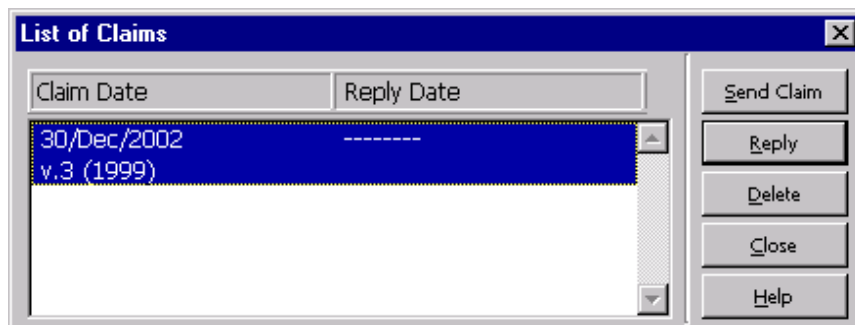


Note: You must check your ordering unit address before sending a claim letter to a vendor. Consult the list of “Ordering/Receiving Unit Addresses” in “Codes and Lists” for correct address format. A macro can be created to simplify the process of editing ordering unit address.

Note: For most printers, in order for claim letters to print on a single page with correct formatting, you need to set your Notepad font to Courier New 9.

To set the font, open Notepad. From the Edit menu, choose Set Font. Highlight Courier New, Regular, and 9, then click OK.

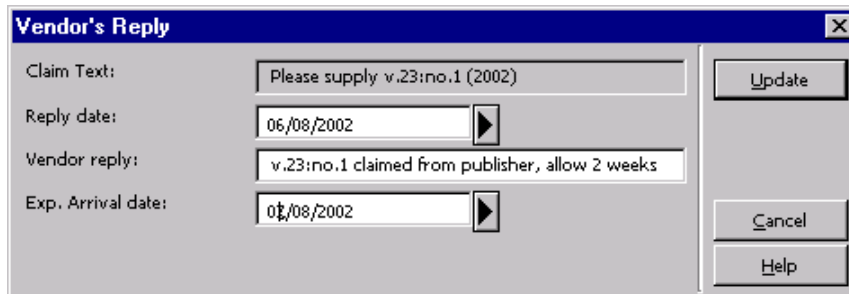
- The List of Claims form will display, showing your claim. At this stage the Reply will be empty:



Note: List of Claims does not display Letter Type used in this version of Aleph.

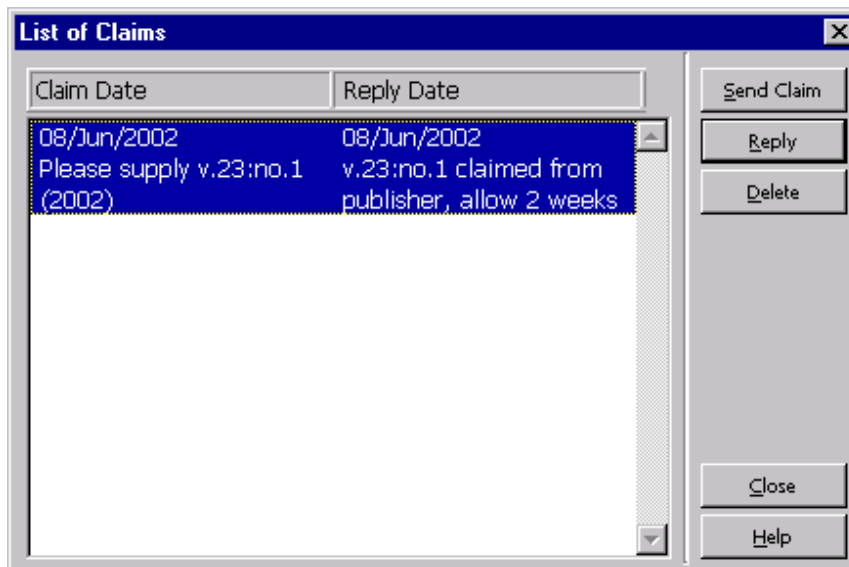
Recording the Vendor's Reply

1. Highlight the order in the Order List for which you wish to register a reply.
2. Click the Claims button to display the List of Claims form.
3. Click the Reply button to display the Vendor's Reply form. Here you can register the date of the reply, the reply itself, and the new date on which you can expect receipt (as given to you by the vendor). If the vendor does not give a date, accept the default. (*Exp. Arrival date field is only available for M Type orders*):



The screenshot shows a dialog box titled "Vendor's Reply". It contains four input fields and three buttons. The fields are: "Claim Text" with the value "Please supply v.23:no.1 (2002)", "Reply date" with the value "06/08/2002", "Vendor reply" with the value "v.23:no.1 claimed from publisher, allow 2 weeks", and "Exp. Arrival date" with the value "06/08/2002". The buttons are "Update", "Cancel", and "Help".

4. Click Update. The List of Claims form will redisplay, showing both the claim and the reply:



The screenshot shows a dialog box titled "List of Claims". It contains a table with two columns: "Claim Date" and "Reply Date". The first row is highlighted in blue and contains the following text:

Claim Date	Reply Date
08/Jun/2002 Please supply v.23:no.1 (2002)	08/Jun/2002 v.23:no.1 claimed from publisher, allow 2 weeks

Below the table are three buttons: "Send Claim", "Reply", and "Delete". At the bottom right are two more buttons: "Close" and "Help".

Viewing Claims in the Order Log

In addition to the List of Claims window, you can also view claiming information in the Order Log. Highlight an order in the Order List window and click Order Log:

The screenshot shows a window titled "Log of Order 33154-502". It contains a table with the following data:

Date & time	Description	Details	User	Action
08/Jun/2002 11:46 AM	Claim sent	Claim No. 1 sent. Claim date is 08/Jun/2002, Claim message is 'Please supply v.23:no.1 (2002)'.	TRAIN	----- --
08/Jun/2002 11:46 AM	Next claim date	Order next claim date set as 06/Oct/2002.	TRAIN	----- --
08/Jun/2002 11:46 AM	Claim sent	Claim No. 2 sent. Claim date is	TRAIN	----- --

Below the table are input fields for "Action date:" (value: 00/00/0000), "Transaction type:" (value: 00), and a "Log text:" area. On the right side, there are buttons for "Add", "Remove A.Date", "Close", and "Help".

Claims are included along with ordering, invoicing, and other information about the order.

Claiming Through the Serials Module (S Type Orders)

Claiming for serial subscriptions can be accomplished by Batch Process if Send Claims box is checked off in the Tab 2 of the Subscription Information Form.

The screenshot shows a software window titled "Subscription Information Form" with two tabs. The second tab, "2. Subscription info (2)", is active. The form includes the following elements:

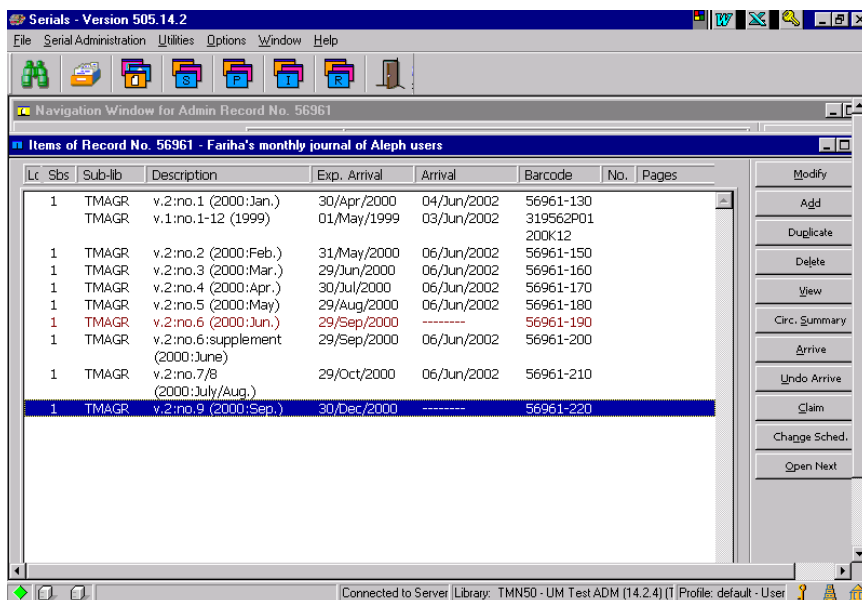
- User ID:** A text input field with a dropdown arrow.
- Deliver directly:** An unchecked checkbox.
- Print label:** An unchecked checkbox.
- Send Claims:** A checked checkbox.
- First claim:** A text input field containing "60".
- Second claim:** A text input field containing "30".
- Third claim:** A text input field containing "30".
- Fourth claim:** A text input field containing "15".
- Discard routine:** A text input field with a dropdown arrow.
- Note:** A large text area.
- Check-in note:** A text input field.
- Item Statistic:** A text input field with a dropdown arrow.
- Action Buttons:** Update, Create New, Set as Default, Print, Refresh, Cancel, and Help.

Manual Claiming in Serials Module

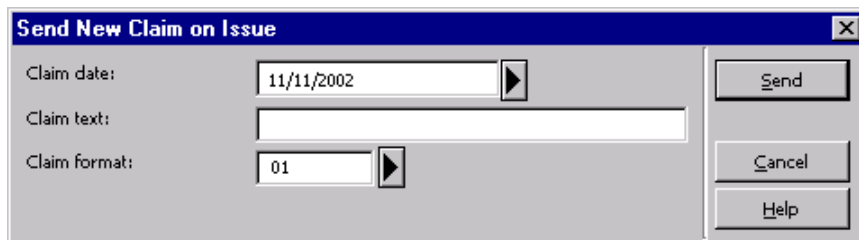
Missing issues of an established subscription can be claimed manually via Serials module by using the Claim button in the Items window.

Note: First issue of a new serial subscription order (S Type Order) must be claimed via the Acquisitions module, as claiming through the Serials module will not be possible with the presence of a Publication pattern record in the system.

1. To send a claim for a specific issue, display the Items window, highlight the item you wish to claim, and click Claim as shown in example below:



2. If this is the first claim on this issue, the Send New Claim on Issue form will open



3. Review/modify the following fields:
 - Claim Date: Enter the date you wish to appear on the claim.
 - Claim Text: Claim Text is dependent on the Letter Type used in Claim Format field. See table below for instructions on what to enter in this field for each Letter Type, in addition to any other notes you may want to send to vendor.
 - Claim Format: Click the arrow to the right of the field and choose an appropriate Claim Format (Letter Type) from the drop down list. The Letter Type you choose in this field will determine what needs to be entered in the Claim Text field. See table below for more information and instructions on what to enter in Claim Text field.

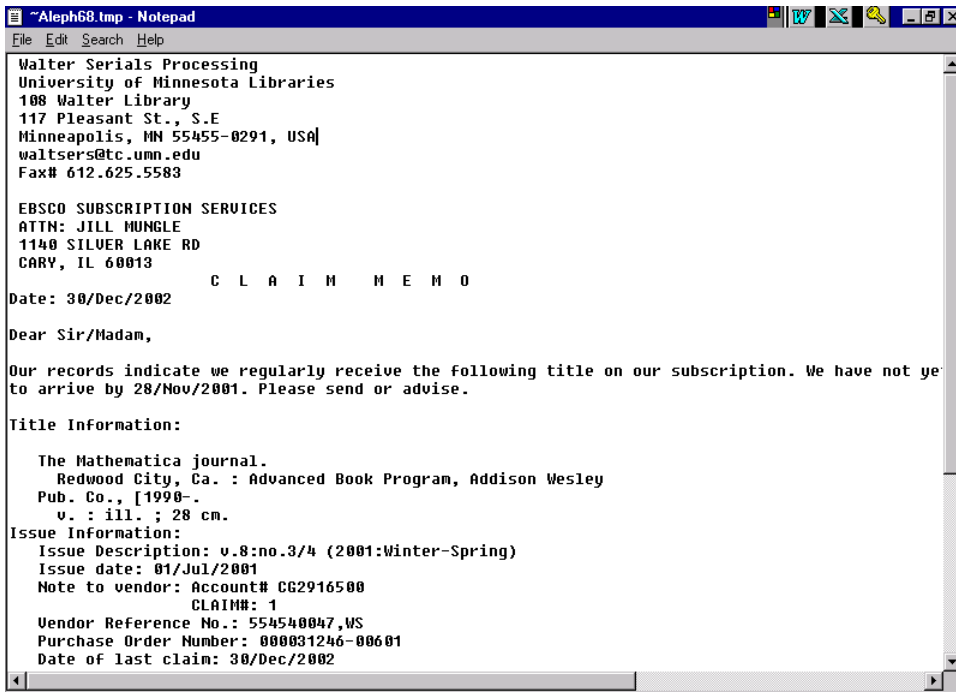
Letter Type	Description	Instructions for Claim Text
01	Paid subscription -- single missing issue	Enter customer account# and any other note to vendor
02	Paid subscription - lapsed	Enter customer account# and any other note to vendor
03	Title paid for elsewhere (rcvbo title)	Enter customer account# as well as PO# for the payment record
04	Cancelled paid subscription	Enter customer account# and effective date of cancellation
05	Blanket order title	Enter customer account# as well as PO# for the blanket order payment record
06	Membership title	Enter customer account# as well as PO# for the membership payment record
07	Gift title	Enter additional notes to vendor as needed
08	Exchange title	Enter additional notes to vendor as needed
09	Damaged issue	Enter customer account# and any other note to vendor
10	Depository title	Enter additional notes to vendor as needed

4. Click Send. The letter will display in a Notepad file for you to review and edit ordering unit address as needed before printing.

Note: You must check your ordering unit address before sending a claim letter to a vendor. Consult the list of "Ordering/Receiving Unit Addresses" in "Codes and Lists" for correct address format. A macro can be created to simplify the process of editing ordering unit address.

Note: For most printers, in order for claim letters to print on a single page with correct formatting, you need to set your Notepad font to Courier New 9.

To set the font, open Notepad. From the Edit menu, choose Set Font. Highlight Courier New, Regular, and 9, then click OK.



If this is not the first claim on this issue, the List of Claims window will open. To send subsequent claims for this missing issue, click Send Claim to send another claim.

Recording Vendor Reply

To record a vendor's reply for claims, click Reply and record vendor's reply including reply date. Adjust Exp. Arrival date accordingly.

The screenshot shows a dialog box titled "Vendor's Reply". It contains four input fields and three buttons. The "Claim Text" field contains "Account# CG2916500". The "Reply date" field contains "01/22/2003". The "Vendor reply" field contains "Replacement issue sent. Allow few more days.". The "Exp. Arrival date" field contains "02/15/2003". The buttons are "Update", "Cancel", and "Help".

Converted Order Records: Viewing and Updating

For order records that were created in the previous system (i.e. NOTIS), additional steps are necessary before materials can be arrived in Aleph. You may also need to change update fields in the Order Form before cancelling these converted records.

Identifying Converted Order Records

Records that were created in the previous system can be identified by information in the Order Form.

On the Order Information tab of the Order Form, the Order Number 2 field contains the ORDUNIT value and the NOTIS purchase order number.

The Order Number 3 field also contains an ORD/RECUNIT field value from NOTIS.

The screenshot shows a software window titled "Order Form - Changes in the permanent employment system in Japan : between 1982 and...". The window has three tabs: "1. Order Information", "2. Vendor", and "3. Quantity and Price". The "1. Order Information" tab is active. The form contains several fields and buttons:

- Order number 1: 000051234-00101
- Order number 2: MS001AUN2356
- Order ISBN/ISSN: 0415931835
- Open date: 23/Apr/2002
- Order date: 23/Apr/2002
- Order status: SV
- Order number 3: MS
- Order group: (empty)
- Status date: 23/Apr/2002
- Material type: BP
- Sub-library: TWILS
- Acquisition method: PU
- Borrower ID: (empty)
- Borrower Name: (empty)
- Library note: (empty)
- Buttons: OK, Save Def, Refresh, Cancel, Help
- Checkbox: Send directly (unchecked)

Modifying Converted Order Records: Monographs

If you need to cancel a converted order record, you will need to update the Letter Type field in the Vendor Tab of the Order Form. Select the appropriate Letter Type for your ordering unit from the drop down list.

The screenshot shows a window titled "Order Form - Changes in the permanent employment system in Japan : between 1982 and...". The window has three tabs: "1. Order Information", "2. Vendor", and "3. Quantity and Price". The "2. Vendor" tab is active. The form contains the following fields and controls:

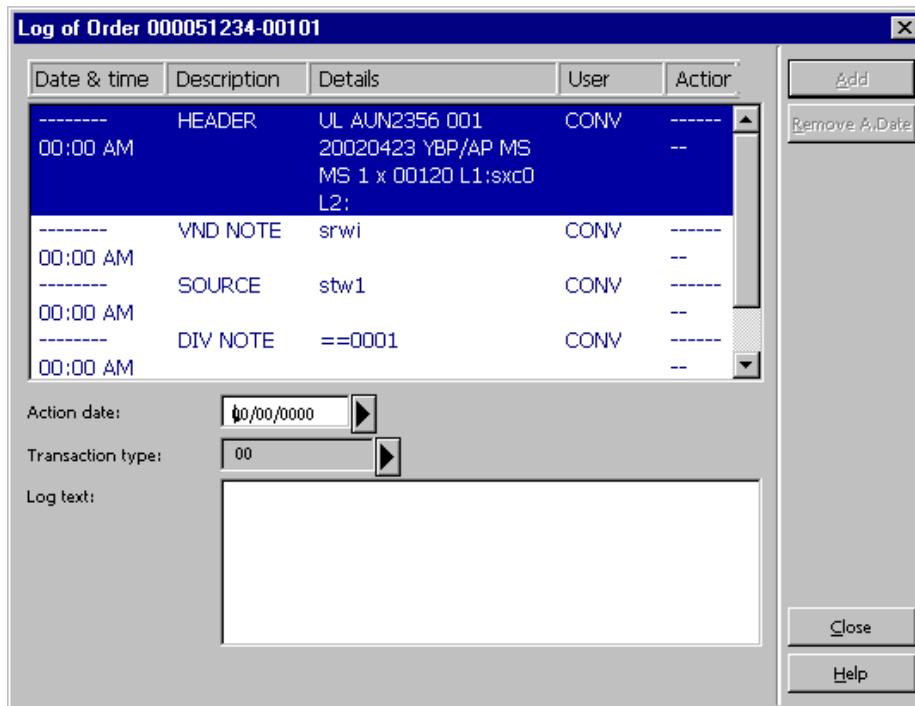
- Vendor information:
- Vendor code: YBP/AP
- Vendor name: YANKEE BOOK PEDDLER
- Vendor reference: (empty)
- Vendor note: srwi
- Order delivery type: LE
- Letter type: 19
- Delivery type: S
- Send letter by: PRINT
- Claim date: 08/21/2002
- Rush
- Batch claiming
- Buttons: OK, Save Def, Refresh, Cancel, Help

In the example above, Letter Type "19" has been chosen for the ordering unit "Social Sciences Monographs."

Viewing the Order Log for Converted Records

In addition to the Order Form, the Order Log will also contain information from NOTIS system for converted records.

In the display below, order transactions for converted records are identified by the "CONV." The Description and Details fields contain coded information from NOTIS regarding the converted orders.



Updating Item Records to Link to Order Records

Prior to arriving a converted order, you will need to update the item record that was created during the conversion process.

From the Order List window, click Copies to view the item linked to the order. If the Item Form is blank, as displayed below, the item has been created during the conversion process and is not linked to an order record in Aleph.

The screenshot shows a software window titled "Item Form" with a close button (X) in the top right corner. The window has four tabs: "General Information (1)", "2. General Information (2)", "3. Serial Information", and "4. Serial Levels". The "General Information (1)" tab is active. The form contains the following fields and controls:

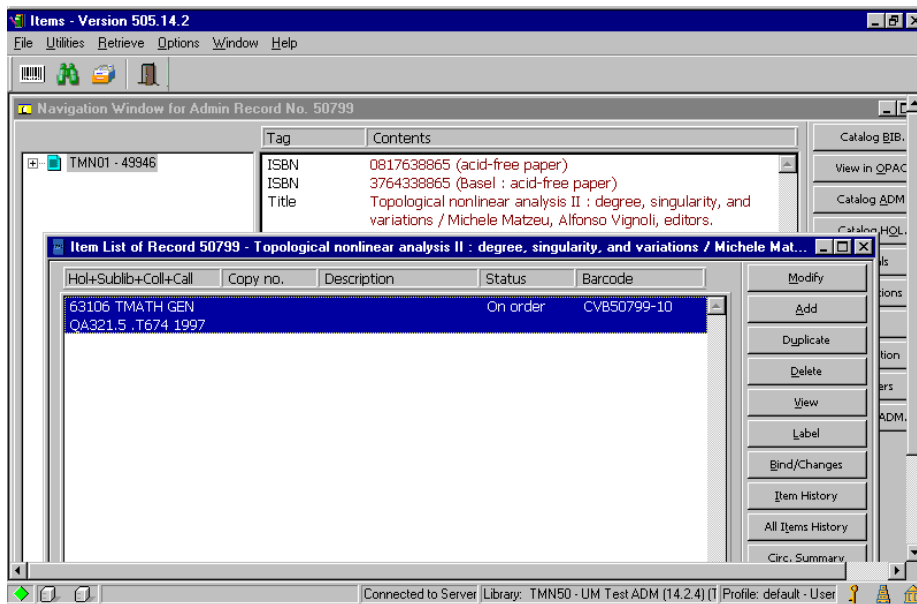
- Barcode: A text input field.
- Sub-library: A dropdown menu with "TWILS" selected.
- Collection: A dropdown menu.
- Call Number Type: A dropdown menu and a checkbox labeled "Temporary Location".
- Call Number: A text input field.
- 2nd Call Number Type: A dropdown menu.
- 2nd Call Number: A text input field.
- Copy number: A text input field containing "0".
- Enum.level.1 (a)(vol): A text input field.
- Enum.level.2 (b): A text input field.
- Description: A text input field.
- Material type: A dropdown menu.
- Item status: A dropdown menu.
- Item process status: A dropdown menu.
- Hol Link: A text input field containing "0".

On the right side of the form, there are several buttons: "Update", "Save defaults", "Circ History", "Refresh", "Cancel", and "Help".

You will need to link the converted item record to the order record.

1. Close the Item Form by clicking Cancel.
2. Write down the Order Number for future reference. Include zeros and hyphens.

- From the Navigation Window, click Items. The Item List will be displayed for your order in the Items module:



- From the Item List, highlight the item and click Modify. The Item Form will be displayed:

5. In the General Information (1) tab, enter the correct Material Type for your item, and change the Item Status to "01 - Regular Loan."

The screenshot shows the 'Item Form' dialog box with the 'General Information (1)' tab selected. The form contains the following fields and values:

Field	Value
Barcode:	CVB50799-10
Sub-library:	TMATH
Collection:	GEN
Call Number Type:	[Empty]
Call Number:	\$\$hQA321.5\$\$i.T674 1997
2nd Call Number Type:	[Empty]
2nd Call Number:	[Empty]
Copy number:	0
Enum.level.1 (a)(vol)	[Empty]
Enum.level.2 (b)	[Empty]
Description:	[Empty]
Material type:	BP
Item status:	01
Item process status:	OR
Hol Link:	63106

Buttons on the right side of the form include: Update, Save defaults, Circ History, Refresh, Cancel, and Help.

6. In the General Information (2) tab, enter the order number, including zeros and hyphens, in the Order Number field. This will link the item record to the order.

The screenshot shows the 'Item Form' dialog box with the 'General Information' tab selected. The 'Order number' field is populated with '000050799-00101' and the 'Invoice Key' field with '000'. The 'Inventory number' field contains 'AUJ7256 001', 'Inventory date' is '05/28/2002', and 'Last Inv. Report date' is '00/00/0000'. The 'Open date' is '07/May/2002' and 'Update date' is '00/00/0000'. On the right side, there are buttons for 'Update', 'Save defaults', 'Circ History', and 'Refresh'. At the bottom right, there are 'Cancel' and 'Help' buttons.

7. Click Update to save the changes to the Item Form.
8. From the Navigation Window in the Items module, click the Acquisitions button to push the record back into the Acquisitions module.

After updating the Item Form, the item is linked to the order record and can now be arrived.

Modifying Converted Order Records: Serials

The following fields need to be updated for all open converted orders (Order Status SV):

1. Order Information Tab:

- Order number 2: *Do not delete NOTIS PO#s.*
- Order number 3: Enter linking PO#s for memberships/combination orders.
- Order group: Enter/select appropriate code from drop down menu.
- Material Type: Check the pull down menu. Field may need to be updated.
- Acquisition Method: Check the pull down menu. Field may need to be updated.
- Library Note field: Enter processing instructions for S Type orders.

2. Vendor Tab:

- Vendor Reference: Enter title/subscription ID for major vendors if not present.
- Vendor note: Enter vendor's account number (e.g. CUNN-S) if an account number exists.
- Order Delivery Type: Enter/select LE. (This is especially important when you are cancelling an order.)
- Letter Type: Enter/select appropriate PO form from drop down menu.

The screenshot shows a software dialog box titled "Order Form - Price index for legal publications." with three tabs: "1. Order Information", "2. Vendor", and "3. Quantity and Price". The "2. Vendor" tab is active. It contains the following fields and controls:

- Vendor information: OK button
- Vendor code: AALL (dropdown)
- Vendor name: AMERICAN ASSN OF LAW LIBRARIES (text box)
- Vendor reference: (empty text box)
- Vendor note: (empty text box)
- Order delivery type: LE (dropdown)
- Letter type: 08 (dropdown)
- Delivery type: S (dropdown)
- Send letter by: PRINT (dropdown)
- Rush
- Subscription start: 02/03/1997 (dropdown)
- Subscription end: 12/31/2025 (dropdown)
- Budget cycle: 1 (dropdown)
- Renewal date: 00/00/0000 (dropdown)
- Buttons: Save Def, Refresh, Cancel, Help

In the example above, Letter Type "08" has been chosen for the ordering unit "Law Library Acquisitions."

Modifying Converted Subscription Records

- From Order List window in Acquisition module, highlight the order and click on Copies to retrieve Subscription List.
- Click Modify to review Subscription Information form.
- Delete the NOTIS PO# from Vendor order number field and enter Vendor Title/Subscription Id.
- Review Claiming intervals in Subscription Info (2) tab. (Refer to the Subscription Record Frequency Table in "Aleph Codes and Lists" for appropriate values.)
- Enter processing instructions in Check-in note field.
- Enter any other important information you like to see during arrival in Note field.

The screenshot shows a software window titled "Subscription Information Form" with two tabs: "1. Subscription info (1)" and "2. Subscription info (2)". The "2. Subscription info (2)" tab is active. The form contains the following fields and controls:

- User ID: A text input field with a right-pointing arrow button.
- Deliver directly: A checkbox.
- Print label: A checkbox.
- Send Claims: A checked checkbox.
- First claim: A text input field containing "150".
- Second claim: A text input field containing "60".
- Third claim: A text input field containing "60".
- Fourth claim: A text input field containing "60".
- Discard routine: A text input field with a right-pointing arrow button.
- Note: A text input field containing "Toss Supplements".
- Check-in note: A text input field containing "T-Tape, keep latest 2 mos. |".
- Item Statistic: A text input field with a right-pointing arrow button.

On the right side of the form, there are several buttons: "Update", "Create New", "Set as Default", "Print", "Refresh", "Cancel", and "Help".

Viewing the Order Log for Converted Records

In addition to the Order Form, the Order Log will also contain information from NOTIS system for converted records.

In the display below, order transactions for converted records are identified by the "CONV." The Description and Details fields contain coded information from NOTIS regarding the converted orders.

The screenshot shows a window titled "Log of Order 000051234-00101". It contains a table with the following data:

Date & time	Description	Details	User	Action
----- 00:00 AM	HEADER	UL AUN2356 001 20020423 YBP/AP MS MS 1 x 00120 L1:src0 L2:	CONV	----- --
----- 00:00 AM	VND NOTE	srwi	CONV	----- --
----- 00:00 AM	SOURCE	stw1	CONV	----- --
----- 00:00 AM	DIV NOTE	==0001	CONV	----- --

Below the table, there are input fields for "Action date:" (value: 00/00/0000), "Transaction type:" (value: 00), and "Log text:" (empty text area). On the right side, there are buttons for "Add", "Remove A,Date", "Close", and "Help".

Updating Item Records to Link to Order Records

Prior to arriving a converted order, you will need to update the item record that was created during the conversion process.

From the Order List window, click Copies to view the item linked to the order. If the Item Form is blank, as displayed below, the item has been created during the conversion process and is not linked to an order record in Aleph.

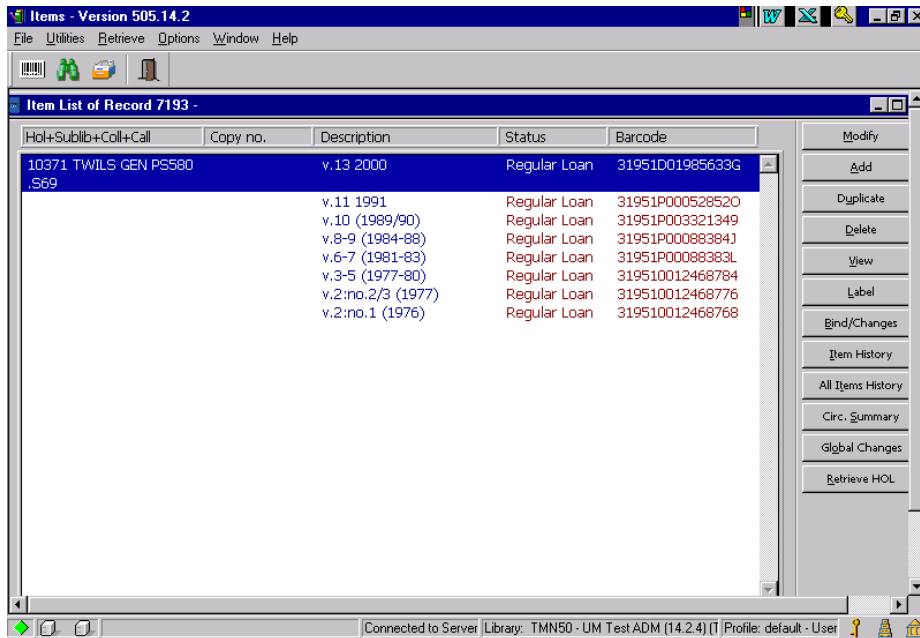
The screenshot shows the 'Item Form' window with the 'General Information' tab selected. The form includes the following fields and controls:

- Barcode: [Empty text box]
- Sub-library: [TWILS] [Dropdown arrow]
- Collection: [Empty text box] [Dropdown arrow]
- Call Number Type: [Empty text box] [Dropdown arrow] Temporary Location
- Call Number: [Empty text box] [Dropdown arrow]
- 2nd Call Number Type: [Empty text box] [Dropdown arrow]
- 2nd Call Number: [Empty text box] [Dropdown arrow]
- Copy number: [0] [Text box]
- Enum.level.1 (a)(vol): [Empty text box]
- Enum.level.2 (b): [Empty text box]
- Description: [Empty text box] [Dropdown arrow]
- Material type: [Empty text box] [Dropdown arrow]
- Item status: [Empty text box] [Dropdown arrow]
- Item process status: [Empty text box] [Dropdown arrow]
- Hol Link: [0] [Text box]

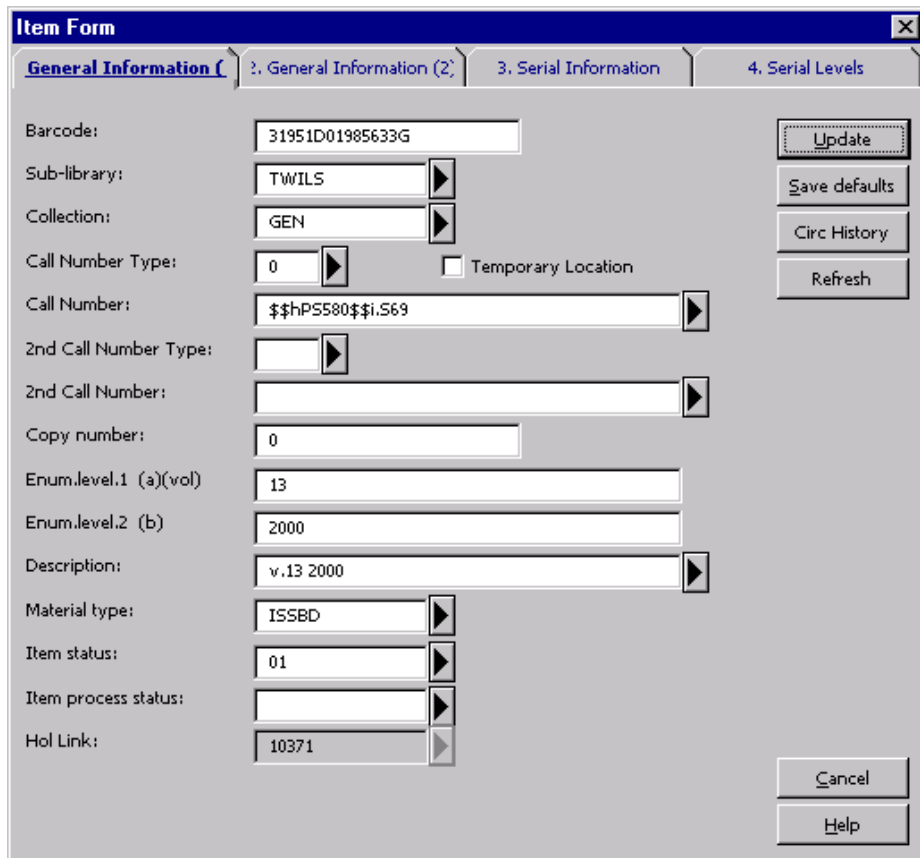
Buttons on the right side of the form include: Update, Save defaults, Circ History, Refresh, Cancel, and Help.

You will need to link the converted item record to the order record.

1. Close the Item Form by clicking Cancel.
2. Write down the Order Number for future reference. Include zeros and hyphens.
3. From the Navigation Window, click Items. The Item List will be displayed for your title in the Items module:



4. From the Item List, highlight the item for desired Sub-Library/Collection and click Modify. The Item Form will be displayed:



5. Update Enum.level.1 and Enum.level.2 and Description as needed. In example above, you need to delete 2000 from Enum.level.2 and correct description to read v.13 (2000)
6. In the General Information (2) tab, enter the order number, including zeros and hyphens, in the Order Number field. This will link the item record to the order.

The screenshot shows the 'Item Form' window with the 'General Information' tab selected. The 'Order number' field is populated with '000000554-00601' and the 'Invoice Key' field with '000'. On the right side, there are four buttons: 'Update', 'Save defaults', 'Circ History', and 'Refresh'.

7. Click Update to save the changes to the Item Form.
8. If more items need to be linked to the order, Select the item on the Item List window, click Modify and repeat steps 4-6 above. Continue this process until all items for the order have been linked to the order.
9. From the Navigation window in the Items module, click the Acquisitions button to push the record back into the Acquisitions module.
10. If the order is an O or M type order, by clicking Copies you will be able to see all item records that are now linked to this order:

The screenshot shows the 'Items for Order 000007193-00301' window. It displays a table of items with columns for Sub Lib., Collection, Description, B-C, and Status. The items listed are:

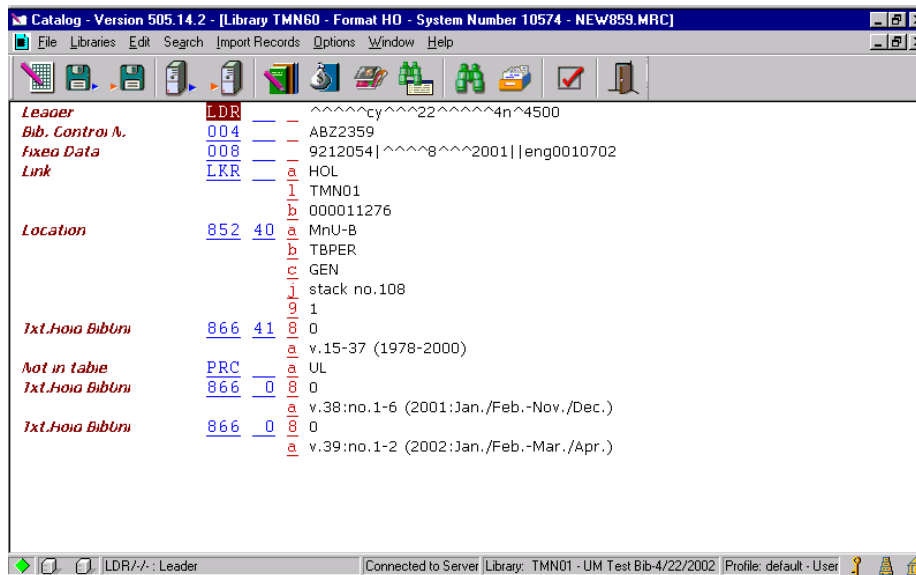
Sub Lib.	Collection	Description	B-C	Status
TC Wilson Library	GEN	v.2: no.1 (1976)	31951001246876 8	Regular Loan
TC Wilson Library	GEN	v.2: no.2/3 (1977)	31951001246877 6	Regular Loan
TC Wilson Library	GEN	v.3-5 (1977-80)	31951001246878 4	Regular Loan
TC Wilson Library	GEN	v.6-7 (1981-83)	31951P00088383 L	Regular Loan
TC Wilson Library	GEN	v.8-9 (1984-88)	31951P00088384	Regular Loan
TC Wilson Library	GEN	v.10 (1989/90)	31951P00332134 9	Regular Loan
TC Wilson Library	GEN	v.11 1991	31951P00052852 O	Regular Loan
TC Wilson Library	GEN	v.13 2000	31951D01985633 C	Regular Loan

On the right side of the table, there are buttons for 'New', 'Modify', 'Duplicate', 'Delete', 'View', 'Circ. Summary', 'Close', and 'Help'.

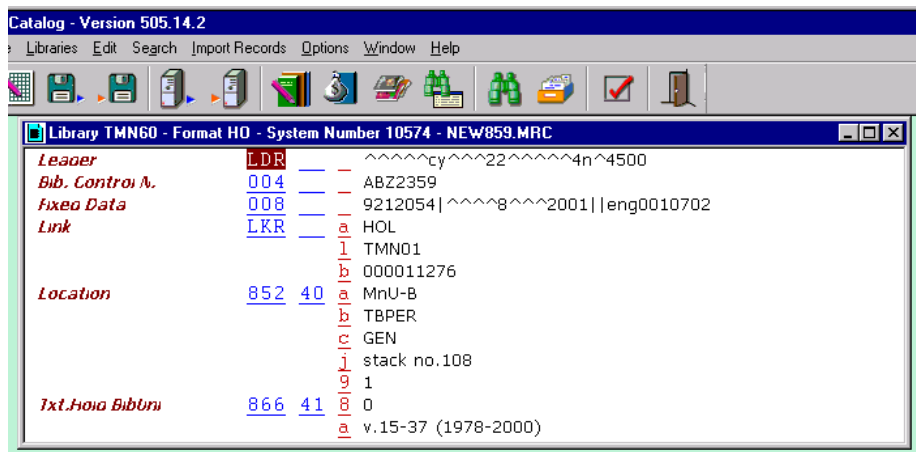
Updating Holdings Records for Subscriptions

During NOTIS conversion to Aleph, all current/unbound issues of subscriptions from statements on the OPRs were added to the Holdings Records. Holdings Records need to be cleaned up and current/unbound issues will need to be Arrived through the Serials module when publication pattern is created for these titles. In Bindery staff might not clean up the Holdings Records when periodicals are bound.

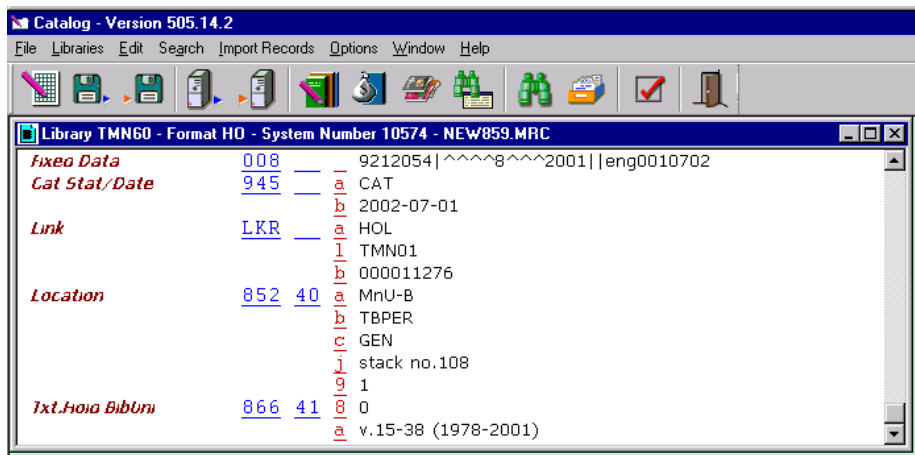
In example below, Holdings Record is shown before clean up:



- The current issues of this serial appear after PRC field. All 866 fields after PRC field and PRC field need to be deleted from the Holdings Records. Position the cursor on the first 866 field you wish to delete, click Edit, select Delete, then Delete Field or Ctrl+F5.

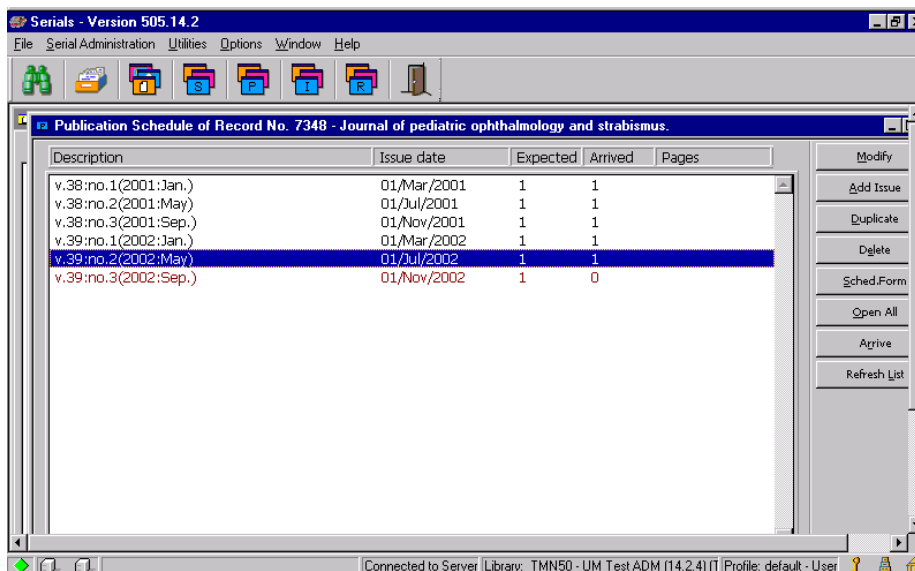


- If the Holding Record is being worked on by Serials Acquisitions staff, the current issues that were deleted from the Holdings will need to be checked-in/Arrived through Serials module's Publication Schedule.
- If Bindery Prep staff is cleaning up the Holdings Record, volumes will be bound through the Items module and summary holdings will need to be added to the Holdings Record.
- To add another 866 field, click Edit, select New field (F5 to select from list or F6 to add field yourself). Make sure your cursor is on 866 before creating new field. That way the system will enter the field below the first 866 field. To add a new subfield, press F7.



- Save on Server and Local drive

Below is an example of Publication Schedule screen where unbound issues that were deleted were checked in.



Vendor Reports: Recording in the Order Log

Note: Replies to claims should be entered in the [Vendor's Reply form](#), described in the "Manual Claiming" section.

View the Order Log by highlighting the order in the Order List and clicking the Order Log button:

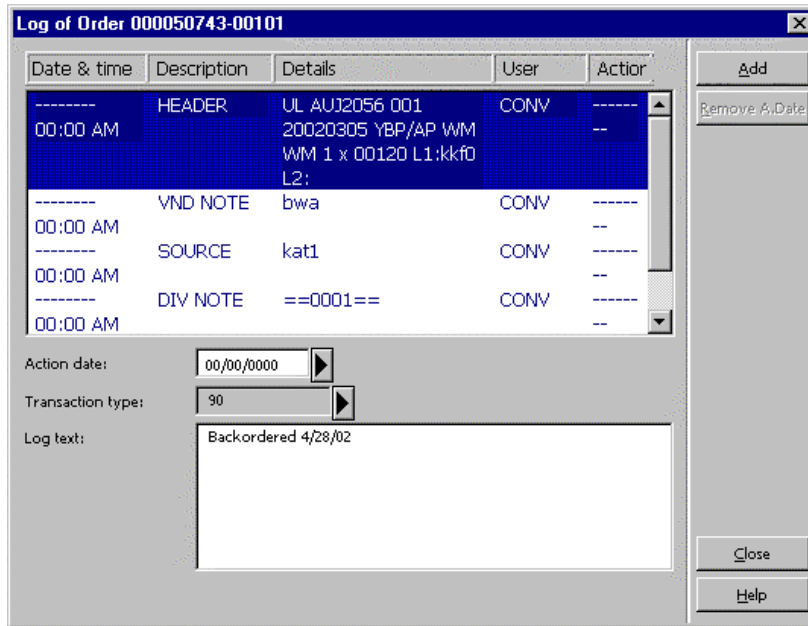
The screenshot shows a window titled "Log of Order 1843-1". It contains a table with the following data:

Date & time	Description	Details	User	Action
22/May/2002 10:47 AM	Item process status	Item process status set as OR.	TRAIN	-----
22/May/2002 10:47 AM	Order created	Order created.	TRAIN	-----
22/May/2002 10:47 AM	Order status	Order status set as NEW.	TRAIN	-----
22/May/2002 10:47 AM	Estimated price	Estimated price set as 35.00 (USD). Local amount set as 35.00.	TRAIN	-----

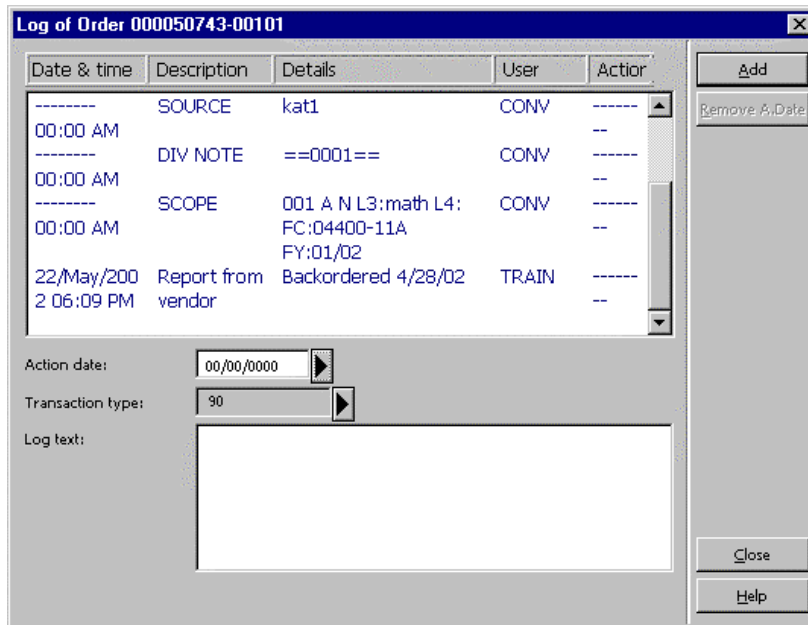
Below the table are input fields for "Action date:" (00/00/0000), "Transaction type:" (00), and a "Log text:" text area. On the right side, there are buttons for "Add", "Remove A,Date", "Close", and "Help".

To add a report from the vendor:

1. Action Date: The system will provide today's date automatically. If you want to enter a date it must be today's date or later.
2. Transaction Type: Use the arrow to the right to choose an appropriate transaction type, usually 90 for a vendor report.
3. Log Text: Click in the box, and then enter the vendor's report, including the date of the report.



4. Click Add to add the report to the Order Log. The Order Log will display the report you just entered:



You can add other notes to the Order Log, in addition to vendor reports, by selecting appropriate Transaction Type from the drop down list and entering your note in the Text field.

Note: Data in the Order Log is permanent. Once entered, the information cannot be removed or edited.

Serials Maintenance

Processing Ceases

If possible, confirm that title has definitely ceased. You may use vendor database utilities or Ulrich's to get this information.

Update Order Record

- Change Order Status to CTI.
- Add phrase "ceased=<volume/issue title ceased with>" in Library Note field, e.g. ceased=v.17:no.2 (2001)
- If order is a Subscription Type order (S Type), push record to Serials module, otherwise, send issue/report to cataloger so Bibliographic and Holdings records can be updated.

The screenshot shows a software window titled "Order Form" with three tabs: "1. Order Information", "2. Vendor", and "3. Quantity and Price". The "1. Order Information" tab is active. The form contains the following fields and controls:

- Order number 1: 000000593-02001
- Order number 2: SS020A,AB8700
- Order ISBN/ISSN: 0084-1382
- Open date: 25/Nov/1991
- Order date: 25/Nov/1991
- Order status: CTI
- Order number 3: SS
- Order group: (empty)
- Status date: 09/Jun/2002
- Invoice Status "Complete"
- Material type: SP
- Sub-library: TVET
- Acquisition method: PU
- Borrower ID: (empty)
- Send directly
- Borrower Name: (empty)
- Library note: Ceased=v.13:no.2 (2002)

Buttons on the right side include OK, Save Def, Refresh, Cancel, and Help.

Serials Module

- Update To Date in Subscription Information form by entering date of last issue published. If date is unknown, enter today's date.

The screenshot shows the 'Subscription Information Form' with the first tab, '1. Subscription info (1)', selected. The form contains several fields: 'Sub-library' (TVET), 'From date' (11/25/1991), 'To date' (06/06/2002), 'Item status' (02), and 'Collection' (REF). On the right side, there are buttons for 'Update', 'Create New', 'Set as Default', 'Print', and 'Refresh'.

- Add phrase "ceased=<volume/issue title ceased with>" in Note field on tab 2.

The screenshot shows the 'Subscription Information Form' with the second tab, '2. Subscription info (2)', selected. The form contains several fields: 'User ID' (empty), 'Deliver directly' (checkbox), 'Print label' (checkbox), 'Send Claims' (checkbox, checked), 'First claim' (120), 'Second claim' (60), 'Third claim' (60), 'Fourth claim' (60), 'Discard routine' (empty), 'Note' (Ceased=v.13:no.2 (2002)), 'Check-in note' (empty), and 'Item Statistic' (empty). On the right side, there are buttons for 'Update', 'Create New', 'Set as Default', 'Print', and 'Refresh'. At the bottom right, there are buttons for 'Cancel' and 'Help'.

- Delete all open issues that are no longer expected to be Arrived from Publication Schedule.
- Send piece/report to Cataloger so Bibliographic and Holding Records can be updated.

Processing Title Changes

Before processing a title change, the title must be searched in Aleph and Utilities (F or OCLC), and comparing 780 (old title) and 785 (new title) will confirm a title change on the new bibliographic record. For easier access to both the old and new titles, you search title in GUI OPAC and push to Acquisitions module. The following records must be updated for the former title when a serial changes title:

Acquisitions Module

- Select Order from Order List and Click Modify.
- Save defaults.
- Change Order Status to CTI (Record Closed/Title Changed or Ceased).
- Add STI=<PO# for new title> Library Note field (will have to do later).
- Write down Aleph Order number.
- Click OK.

Order Form - Builder / NAHB, the voice of America's housing industry.

1. Order Information | 2. Vendor | 3. Quantity and Price

Order number 1: 000000560-01001 | Order status: CTI | OK

Order number 2: WS010AAB8479 | Order number 3: WS | Save Def

Order ISBN/ISSN: 0744-1193 | Order group: | Refresh

Open date: 20/Jul/2001 | Status date: 01/Feb/2002

Order date: 20/Jul/2001 | Invoice Status "Complete"

Material type: SP | Sub-library: TARCH | Acquisition method: PU

Borrower ID: | Send directly

Borrower Name: |

Library note: STI=56471-1 | Cancel | Help

Serials Module

If order is for a subscription (S Type Order):

- Select subscription for your sub-library from Subscription List and click Modify.
 - Change To Date on the Subscription Information Form to the date the last issue was published under former title. If date is unknown, enter today's date. This will prevent any subsequent issues being arrived on the wrong title.
 - Click on Subscription Info. (2) tab and enter STI=<new title> in the Note field
- Delete any issues from the publication pattern that will not be arrived under the former title.

The screenshot shows a window titled "Subscription Information Form" with two tabs: "1. Subscription info (1)" and "2. Subscription info (2)". The "2. Subscription info (2)" tab is active. The form contains the following fields and controls:

- User ID: [Text Field]
- Deliver directly
- Print label
- Send Claims
- First claim: [Text Field] 120
- Second claim: [Text Field] 60
- Third claim: [Text Field] 60
- Fourth claim: [Text Field] 60
- Discard routine: [Text Field]
- Note: [Text Field] STI=57560-1
- Check-in note: [Text Field]
- Item Statistic: [Text Field]

Buttons on the right side of the form include: Update, Create New, Set as Default, Print, Refresh, Cancel, and Help.

Cataloging Module

- Search new title in the system, if copy found, push to Acquisition module. If no copy found, search and pass from Utilities or create a brief bibliographic record using appropriate template.
- Push title to Acquisitions module.

Create Order Record for New Title

- Click Add on the Order List to create an order for the new title
- Change Order Status to SV
- Enter FTI=<PO# for former title> in Library Note field.
- Complete Vendor and Quantity and Price tabs accordingly filling in needed information or changing the defaults as needed.

The screenshot shows a software window titled "Order Form - Landscape journal." with three tabs: "1. Order Information", "2. Vendor", and "3. Quantity and Price". The "1. Order Information" tab is active. It contains the following fields and controls:

- Order number 1: 577802
- Order status: SV (dropdown)
- Order number 2: (empty)
- Order ISBN/ISSN: 0277-2426 (dropdown)
- Order group: WALT SER (dropdown)
- Open date: 09/Jun/2002
- Status date: 09/Jun/2002
- Order date: 00/00/0000
- Material type: SP (dropdown)
- Sub-library: TARCH (dropdown)
- Acquisition method: PU (dropdown)
- Borrower ID: (empty) Send directly
- Borrower Name: (empty)
- Library note: FTI=00000560-01001

Buttons on the right side include OK, Save Def, Refresh, Cancel, and Help.

- Update Quantity and Price tab by entering the volume/issue the new title started with in the Quantity note field.
- Encumber appropriate budge code.
- Update all the necessary fields as needed.

Order Form - Landscape journal

1. Order Information 2. Vendor 3. Quantity and Price

Order quantity:

Number of units:

Unit price: Total price:

Quantity note:

Estimated price:

Currency:

List Price:

Terms sign (+/-): Terms percent:

Final Price: Local price:

Price note:

Encumber budget:

OK
Save Def
Refresh
Cancel
Help

- If title is a Subscription, click Copies from Order List and fill out Subscription Form accordingly referencing old PO# in Note field.
- Send piece and printout to cataloger who will then catalog and new title, create Record/Publication pattern and Holdings Record for new title.

Creating a Toss Record in Aleph

1. Search title in database.
 - Search title in Acquisition module to find the unsolicited record already in the system for title selector does not wish to subscribe to.
 - Select the Order Record with Status of ADR from Order List and click Modify.
2. Modify these fields in Order Record:
 - Change Order Status to TOS.
 - Change Order Number 3 to TOSS.
 - You may correct other fields as appropriate (e.g. sub-library, selector name, budget code, etc) and add additional notes from selector in the Library Note field as needed.
 - Click OK.

Order Form - Age and ageing.

1. Order Information | 2. Vendor | 3. Quantity and Price

Order number 1: 8328-802 | Order status: TOS | OK

Order number 2: DEVRIES | Order number 3: TOSS | Save Def

Order ISBN/ISSN: 0002-0729 | Order group: MAG SER | Refresh

Open date: 08/Jun/2002 | Status date: 08/Jun/2002

Order date: 00/00/0000

Material type: SP

Sub-library: TMAGR

Acquisition method: NP

Borrower ID: | Send directly

Borrower Name: |

Library note: Do not subscribe;TOS per JoAnn Devries;5/6/02 | Cancel

Help

Creating Unsolicited Record in Aleph

Search Title in Database

1. Search title in Acquisition module to make sure title is not already in Aleph data.
2. Once it is confirmed that title is not in Aleph, search utilities (OCLC, RLIN, LC resource file). Look for 780 field (old title), if found, search that title in Aleph to rule out possibility of a title change. If title not found in Aleph, create an unsolicited record and route item for selector to review.

Import Bibliographic Record/Create Minimal Level Record

3. Import title from utility database or create a minimal level bibliographic record in Cataloging module using a serial format template.
4. Suppress record by creating a STA field and entering SUPPRESSED.
 - From Edit menu, select New Field.
 - Go to the bottom of the list and find and select STA field.
 - Type in "SUPPRESSED" in sub-field a or type in "S" and then hit the Tab key.
5. Push record to Acquisition module.

Create Unsolicited Record in Acquisition Module

6. On the Order List window, click Add to create an order record.
7. Select the appropriate order type depending on the frequency.

S Type order	Use for materials that are more frequent than annual (monthly, weeklies, etc-- materials that are likely to be added to a periodical collection).
O Type order	Use for standing order material type (annuals, biennials, less frequent).
M Type order	<i>Do not use</i> for unsolicited material.

Create Unsolicited Order Record

8. Complete the following fields:

Order Information Tab

- Order Status ADR
- Order Number 2 <selector's last name>
- Order Number 3 UNSOLICITED
- Order Group
- Material Type
- Sub Library
- Acquisition Method NP (No Payment)
- Library Note Route=<selector's name/address>

Vendor Tab

- Vendor Code TCLIBS

Quantity and Price Tab

- Number of Units: 1
- List Price Accept the default (0.00)
- Encumber budget Select possible subject fund; can be modified later
- Click OK to create the record.
- Fill out unsolicited form and/or forward piece and form/printout to selector.

Order Form - Journal of school psychology.

1. Order Information 2. Vendor 3. Quantity and Price

Order number 1: 2077981-402 Order status: ADR OK

Order number 2: HAYCOCK Order number 3: UNSOLICITED Save Def

Order ISBN/ISSN: 0022-4405 Order group: WILS SER Refresh

Open date: 05/Feb/2003 Status date: 05/Feb/2003

Order date: 00/00/0000

Material type: SP

Sub-library: TWILS

Acquisition method: NL

Borrower ID: Send directly

Borrower Name:

Library note: Route=Laurel Haycock/CSU/170 Wilson;ykt Cancel

Help

Note: You may use the same order record to place a subscription/standing order. If the de has been made to place a subscription/standing order, all fields must be modified accordingly using ordering procedures.



Approval Plan Processing for Plans Without Bibliographic Records (MAC)

Find, Import or Create a Bibliographic Record

- Search Aleph for bibliographic record.
- If no record exists in Aleph, search OCLC and/or RLIN and import a bibliographic record if found.
- If no record exists in OCLC or RLIN, [create a bibliographic record in the Cataloging module using a cataloging template](#).

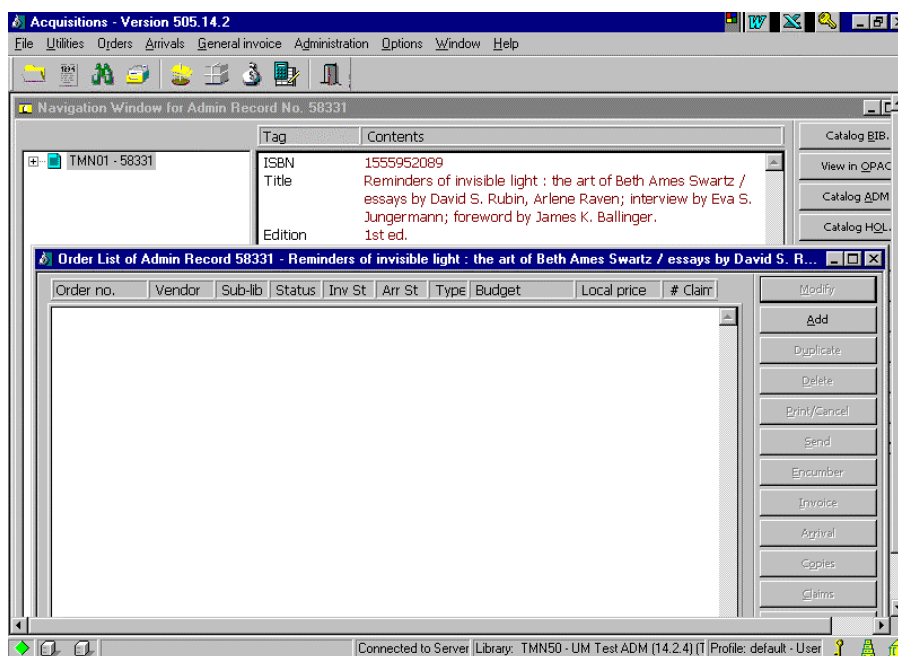
Save the record to the server if you are not using an existing Aleph bibliographic record.

Create an Order Form in the Acquisitions Module

An Order Form must be filled in for all approval materials. Push a bibliographic record into the Acquisitions module by clicking the Acquisitions icon:

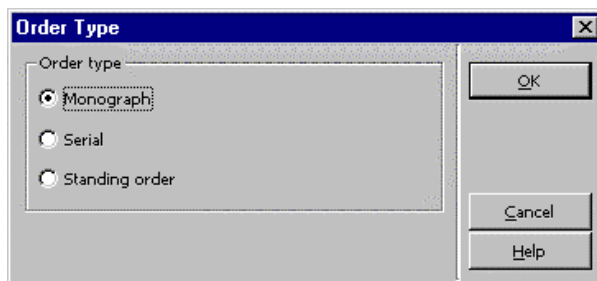


A Navigation Window and Order List window displays:



From the Order List window in the Acquisitions module, click Add. An Order Type window displays.

Accept the prompt for Order Type Monograph and click OK.



Fill in the Order Form

Tab 1. Order Information

- Order Status: Change to AP.
- Order Number 2: Enter selector's name.
- Order Group: Enter the name of the unit processing the title. (Click the arrow to the right of the field for a list of possibilities.)
- Material Type: Enter the appropriate values for your material. (Click the arrow to the right of the field for a list of possibilities.)
- Sub-Library: Enter the appropriate Sub-library. (Click the arrow to the right of the field for a list of possibilities.)
- Acquisition method: Enter AP for Approval.
- Borrower ID: If patron notification is requested, enter the Borrower ID. (Click on the arrow to the right of the field to find the patron name.) This will place a hold on the material for the patron.

Tab 2. Vendor

Click on tab 2. Vendor to display the Vendor Tab of the Order Form.

Vendor code: Enter the vendor code of the vendor who supplied the material. If you know the vendor code you can enter it manually and press the Enter key, or find it in the Vendor List by clicking the arrow to the right of the field.

Rush: If the material is to be handled rush, click the Rush box.

The screenshot shows a software window titled "Order Form - Reminders of invisible light : the art of Beth Ames Swartz / essays by David...". The window has three tabs: "1. Order Information", "2. Vendor" (which is selected), and "3. Quantity and Price". The "2. Vendor" tab contains the following fields and controls:

- Vendor information:** A label for the section.
- Vendor code:** A text box containing "WORLDWIDE" with a dropdown arrow to its right.
- Vendor name:** A text box containing "WORLDWIDE BOOKS".
- Vendor reference:** An empty text box.
- Vendor note:** An empty text box.
- Order delivery type:** A dropdown menu showing "LE".
- Letter type:** A text box containing "00" with a dropdown arrow to its right.
- Delivery type:** A dropdown menu showing "N".
- Send letter by:** A dropdown menu showing "PRINT".
- Claim date:** A text box containing "00/00/0000" with a dropdown arrow to its right.
- Rush:** A checked checkbox.
- Batch claiming:** An unchecked checkbox.
- Buttons:** "OK", "Save Def", "Refresh", "Cancel", and "Help" are located on the right side of the form.

Tab 3. Quantity and Price

Click on tab 3. Quantity and Price to display the Quantity and Price tab of the Order Form.

Number of units: Enter the number of volumes you are processing. The number you enter here will cause the same number of Item Records to be created. (For multiple *copies*, complete a separate Order Form for each copy.)

Unit price: Enter the net price for the title. *Note:* If the Number of units is more than 1, enter only the net price for one volume, or correct the Total price and List Price fields after clicking Refresh.

Create Item Records: Accept the default checked box to automatically create Item Records. Uncheck this box *only* if you do not want to create an Item Record.

- Item Collection: Enter the appropriate value. (Click the arrow to the right of the field for a list of possibilities.)
- Currency: Enter the currency of payment. (Click the arrow to the right of the field for a list of possibilities.)
- Encumber budget: Enter the budget to be charged for the title. (Click the arrow to the right of the field for a list of possibilities.) All approval plan materials should be paid for using a budget with -A, unless the budget is a gift or grant budget. For example: 3230-A-2003.

Order Form - Reminders of invisible light : the art of Beth Ames Swartz / essays by David... [X]

1. Order Information | 2. Vendor | **3. Quantity and Price**

Order quantity: []

Number of units: [1]

Unit price: [56.88] Total price: [56.88]

Quantity note: []

Create Item Records Item collection: [GEN]

Estimated price:

Currency: [USD]

List Price: [56.88]

Terms sign (+/-): [-] Terms percent: [0.00]

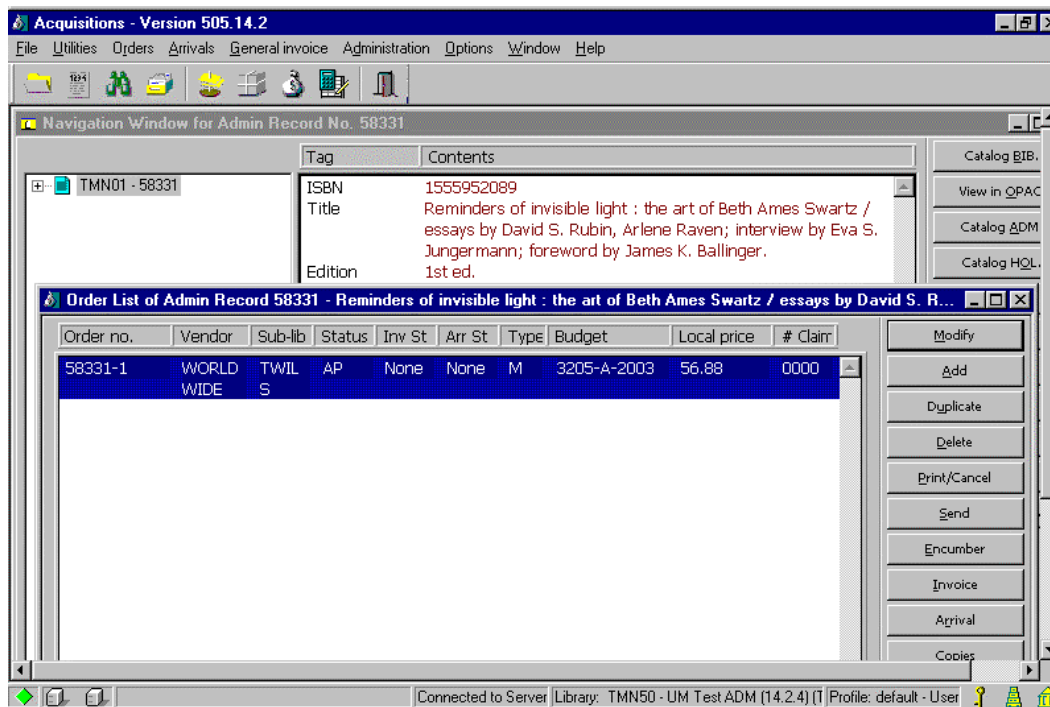
Final Price: [56.88] Local price: [56.88]

Price note: []

Encumber budget: [3205-A-2003]

Buttons: OK, Save Def, Refresh, Cancel, Help

Click OK to redisplay the Order List with the newly created order:



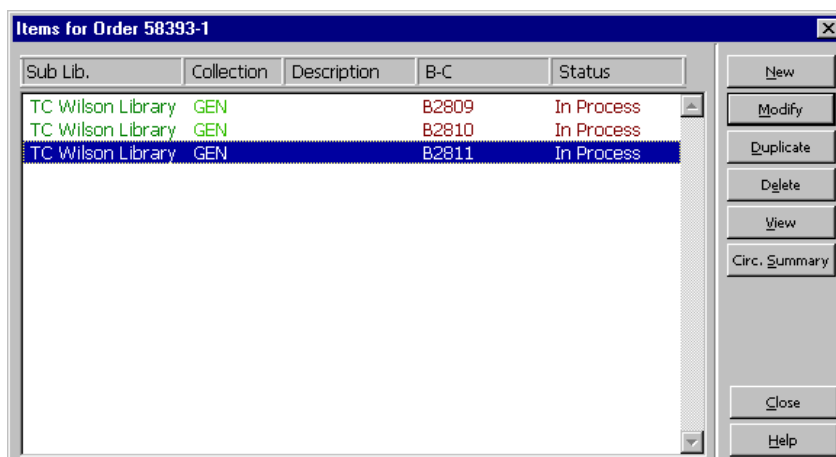
Write the Order no. next to the title on the paper invoice.

Note: Repeat the above process for each title we are keeping on the invoice.

Item Record for Multi-Volume Sets or Multiple Pieces

For multi-volume titles, numbered volume of a set (e.g. first volume), or books with additional material (e.g. book + CD-ROM):

1. From the Order List, click Copies to display the Item list:



2. Highlight an Item on the list and click Modify to display the Item Form.

The screenshot shows the 'Item Form' dialog box with the 'General Information' tab selected. The form contains the following fields and values:

Barcode:	B2811
Sub-library:	TWILS
Collection:	GEN
Call Number Type:	
Call Number:	
2nd Call Number Type:	
2nd Call Number:	
Copy number:	0
Enum.level.1 (a)(vol):	
Enum.level.2 (b):	
Description:	v.1
Material type:	BP
Item status:	01
Item process status:	IP
Hol Link:	0

Buttons on the right side include: Update, Save defaults, Circ History, Refresh, Cancel, and Help.

3. Enter the volume information in the Description field.
4. Click Update to return to the Item List.
5. Repeat the process to enter the volume information for each item.

Create a General Invoice and Line Items

After bibliographic and order records have been created for each title on the invoice, create a General Invoice and add line items using the [Creating a General Invoice and Line Items for Approval Plan Materials](#) procedure.

Arrival Form for Multi-Volume Sets or Multiple Pieces

If a title is multi-volume, a numbered volume of a set (for example the first volume set), or has additional material (for example a book and CD-ROM, or a book with a note in a pocket), return to the Order List for the title and manually enter a note on the Arrival Form indicating the volumes or material received.

Approval Plan Processing Job Aid (For Plans Without Bibliographic Records)

1. Find, import, or create a bibliographic record and save it to the server if necessary.
 - Search Aleph, if no record in Aleph,
 - Search OCLC and/or RLIN and import, if no record in OCLC or RLIN,
 - Create a bibliographic record using an appropriate cataloging template.
2. Push the record to the Acquisitions module.
3. Click Add to add an order record:
 - Choose the Monograph order type.
 - Click OK.
4. Fill in the Order Form:
 - Order Status: AP
 - Order Number 2: Selector's name
 - Order Group: Unit processing the material
 - Material Type: Enter appropriate value
 - Sub-Library: Enter appropriate value
 - Acquisition method: AP
 - Borrower ID: If patron request
 - Vendor code: Enter appropriate value
 - Rush: If rush catalog request
 - Number of units: Number of volumes you are processing. Fill in another Order Form for multiple *copies*.
 - Unit price: Net price
 - Create Item Records: Leave checked unless you do not want Item Records.
 - Item Collection: Enter appropriate value
 - Currency: Enter appropriate value
 - Encumber budget: Enter appropriate value. Use budgets with -A, except for gift or grant budgets.
 - Click OK.
 - Write the order number on the invoice.

Note: Repeat steps 1-4 for each title on the invoice.

Note: For multi-volume titles, a numbered volume of a set, or books with additional material, click Copies to enter volume information on the Item Record.

5. Create a General Invoice:

- Enter the vendor code and invoice number.
- Click OK.
- Fill in the Invoice Tab of the General Invoice form:
 - Type: REG
 - Currency: Enter appropriate value.
 - Total amount: Enter total amount of invoice.
 - Invoice date: Enter date on vendor's invoice.
 - Note: Enter information on number of deductions, if any.
- Click OK.

6. Add Line Items:

- Click Add.
- Enter the order number for the title and click OK.
- Net Amount: Enter the net amount for the title.
- Note: For multi-volume titles enter volume information.
- Click OK.
- Click Yes to automatically record the arrival.
- Repeat the Add Line Items process for each item listed on the invoice
- Add a line item for Postage if necessary.
- Click Close.

Note: For multi-volume titles, a numbered volume of a set, or books with additional material, return to the Order List to modify the Arrival, noting volume or material information. This may be done after you have finished adding line items to the General Invoice.

YBP Approval Plan Processing (MAC Wilson)

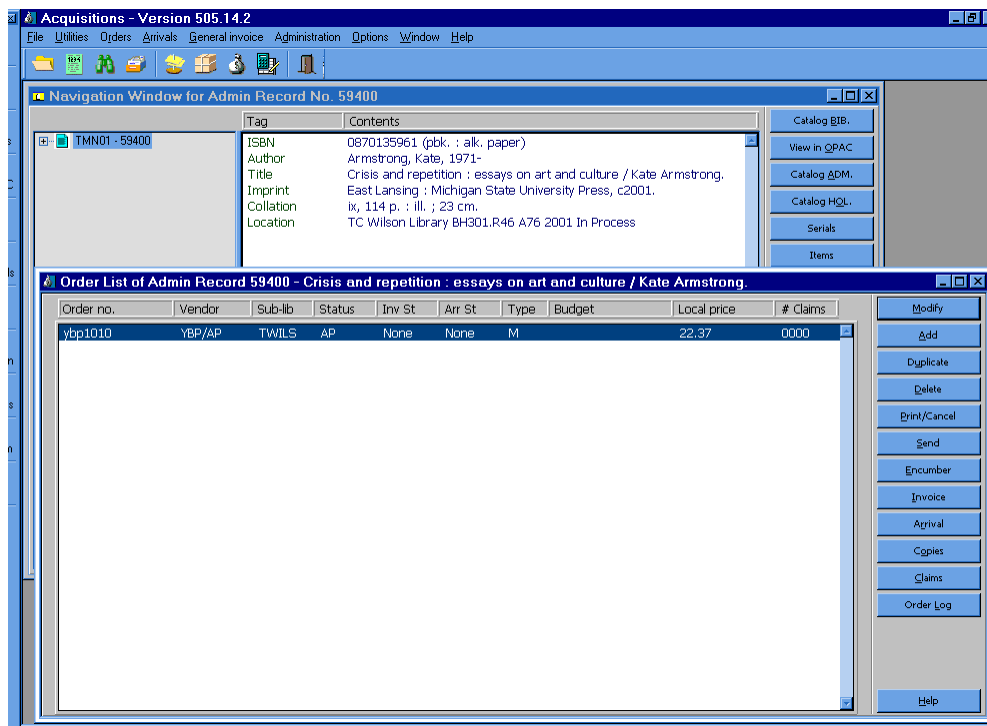
Find the Item's Bibliographic Record

- Click on the card catalog icon to begin a Scan search.
- Search Aleph for the matching bibliographic record using a title search.
- If a dup is found, set the title aside. Process the rest of the titles on the invoice. When you have completed the invoice, give the problem titles along with the invoice to Carol Alm.
- Push the record into the Acquisitions module (if it isn't already there).

Modify the Order Form in the Acquisitions Module

Every YBP approval book has an Order Form created for it when the bibliographic record is loaded into Aleph. Some changes need to be made to these order forms.

In the Acquisitions module, a Navigation Window and Order List window displays:



From the Order List window in the Acquisitions module, click Modify. The Order Form will display:

The screenshot shows a software window titled "Order Form - Crisis and repetition : essays on art and culture / Kate Armst...". It has three tabs: "1. Order Information", "2. Vendor", and "3. Quantity and Price". The "1. Order Information" tab is active. The form contains the following fields and controls:

- Order number 1: YBP1010
- Order number 2: [Empty]
- Order ISBN/ISSN: [Empty]
- Open date: 27/Sep/2002
- Order date: 12/Jun/2002
- Order status: AP
- Order number 3: [Empty]
- Order group: [Empty]
- Status date: 27/Sep/2002
- Material type: BP
- Sub-library: TWILS
- Acquisition method: AP
- Borrower ID: [Empty]
- Borrower Name: [Empty]
- Library note: [Empty]
- Buttons: OK, Save Def, Refresh, Send directly (checkbox), Cancel, Help

Make the following changes to Tab 1. Order Information:

- Order Number 2:** Enter selector's name. If you need help determining the selector's name based on the initials on the slip, see the attached Job Aid. *If the item is a catsep, put CATSEP in this field instead of the selector's name. See below for information on how to recognize catseps. If the book has been selected for REF, use the name of the selector responsible for the subject budget being used to pay for the item. Place a flag in the book to indicate that it is for REF.*
- Order Group:** Enter the name of the unit processing the title. (Click the arrow to the right of the field for a list of possibilities.)
- Sublibrary:** If the selector has chosen the book for a sublibrary other than TWILS, change the sublibrary code. Place a flag in the book to notify the cataloger that the sublibrary will need to be changed on the holdings record.
- Borrower ID:** If patron notification is requested, enter the Borrower ID. (Click on the arrow to the right of the field to find the patron name.) This will place a hold on the material for the patron.

How to identify catseps: Catseps coming on YBP approval have been separated out placed before all of the other books on the invoice. The books will contain white slip. On the invoice, catsep titles will have a check mark next to them, and they will be the only titles that show a budget number printed on the invoice.

If the item is to be RUSH processed, click the Rush box on Tab 2. Vendor: (Use this only if a RUSH tag has been placed inside the book.)

The screenshot shows a software window titled "Order Form - Crisis and repetition : essays on art and culture / Kate Armst...". The window has three tabs: "1. Order Information", "2. Vendor", and "3. Quantity and Price". The "2. Vendor" tab is active. The form contains the following fields and controls:

- Vendor information: OK button
- Vendor code: YBP/AP (dropdown)
- Vendor name: YANKEE BOOK PEDDLER (text box)
- Vendor reference: 34547 (text box)
- Vendor note: (empty text box)
- Order delivery type: LE (dropdown)
- Letter type: 00 (dropdown)
- Delivery type: N (dropdown)
- Send letter by: PRINT (dropdown)
- Claim date: 00/00/0000 (dropdown)
- Rush
- Batch claiming
- Save Def button
- Refresh button
- Cancel button
- Help button

Click OK to save your changes.

Encumber the Budget

From the Order List, click Encumber. You will see a window listing encumbrances for the current order:

Enter the budget to be charged for the title in the Budget code to add field. (Click the arrow to the right of the field for a list of possibilities.) Approval plan materials should be paid for using a budget with -A, unless the budget is a gift or grant budget. For example: 3230-A-2003.

Exception:

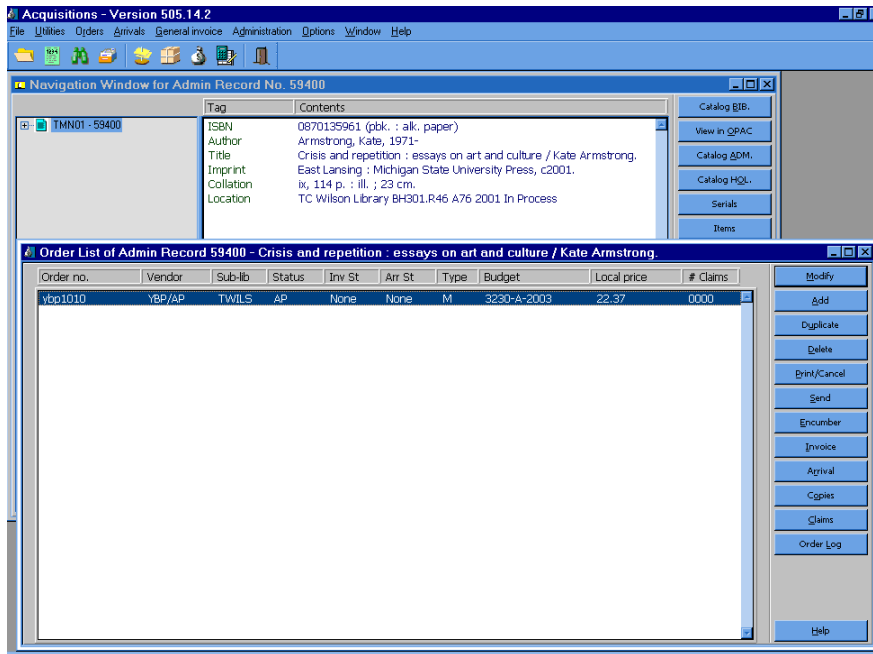
Catseps should be paid for using a budget with -S (3230-S-2003).

Click Add Budget to encumber the budget for this item. When that is done, the form should look like this:

The screenshot shows a window titled "Encumbrances for Order ybp1010". It features a table with two columns: "Budget number" and "Enc/Active Amount". The table is currently empty. To the right of the table are three buttons: "Add Budget", "Encumber", and "Delete Budget". Below the table, there are several input fields: "Budget code to add:" (with a dropdown arrow), "Encumbrance:" (value: 22.37), "Encumbrance percent:" (value: 0), "Estimated cost of order:" (value: 22.37), "Local cost of order:" (value: 22.37), "Currency of order:" (value: USD), and "Total encumbrance:" (value: 0.00). At the bottom right, there are "Close" and "Help" buttons.

The screenshot shows the same window as above, but now the table contains one row: "3230-A-2003" in the "Budget number" column and "22.37 (22.37)" in the "Enc/Active Amount" column. The "Add Budget" button is now disabled. The "Budget code to add:" field now contains "3230-A-2003". The "Encumbrance:" field is now "0.00", and the "Total encumbrance:" field is now "22.37".

Click Close to redisplay the Order List:

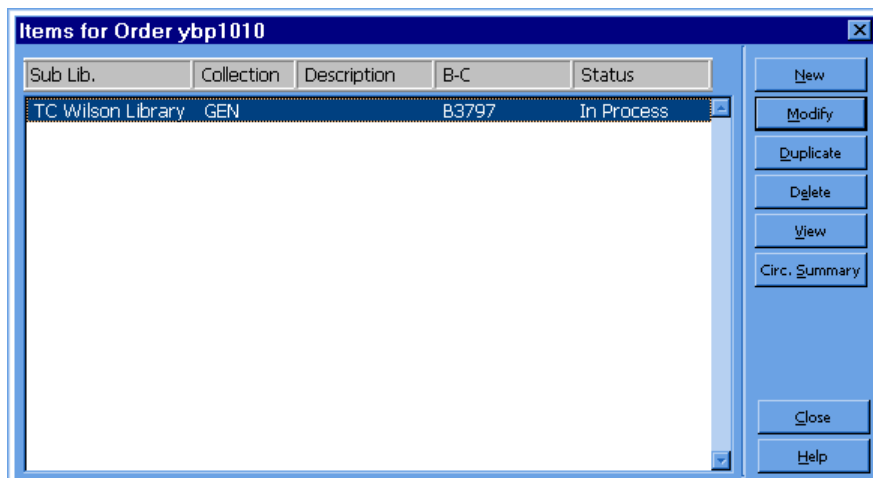


Write the Order no. next to the title on the paper invoice. Do not write anything in the book itself.

Note: For Wilson YBP Approval backlog materials, also write the invoice no. on the slip inside the book, so that it is visible on the part of the slip that sticks out of the book. Place salmon invoice no. tag inside the first book on the invoice. All books from the same invoice will be kept together so they can be located in the event of a rush request.

Update the Item Record

1. From the Order List, click Copies to display the Item list:



2. Highlight the Item on the list and click Modify to display the Item Form.

The screenshot shows the 'Item Form' dialog box with the following fields and values:

Field	Value
Barcode:	35199
Sub-library:	TWILS
Collection:	GEN
Call Number Type:	0
Call Number:	\$\$hHD75\$\$i.I547 2002
2nd Call Number Type:	
2nd Call Number:	
Copy number:	0
Enum.level.1 (a)(vol)	
Enum.level.2 (b)	
Description:	
Material type:	BP
Item status:	01
Item process status:	IP
Hol Link:	68466

3. For multi-volume titles, numbered volume of a set (e.g. first volume), or books with additional material (e.g. book + CD-ROM), enter the volume information for the first piece in the Description field.
4. Barcode the item. Go to the Barcode field and scan in the barcode number.
Note: Do not barcode any item selected for the Givens Collection (TAND, RARG). Update the Description field if necessary, and simply leave the system-supplied dummy barcode number in place.
5. Click Update to return to the Item List (this step may not be necessary depending on the configuration of your barcode scanner).
6. If there is more than one volume or piece associated with this order, click New to create an additional item record. Complete Tab 1 of the item form as you normally would, making sure to fill in the Description field with appropriate volume or piece information. Click Update to save the new item record.
7. Repeat the process for each additional item on this order.

Note: Repeat the above process from the beginning for each title we are keeping on the list. When you have modified order and item records for every item, continue on to the next steps.

Create a General Invoice and Line Items

After the order records, encumbrances, and item records have been updated as needed for each title on the invoice, create a General Invoice and add line items using the [Create a General Invoice and Line Items for Approval Plan Materials](#) procedure.

Arrival Form for Multi-Volume Sets or Multiple Pieces

If a title is multi-volume, a numbered volume of a set (for example the first volume of a set), or has additional material (for example a book and CD-ROM, or a book with a CD-ROM in a pocket), return to the Order List for the title and manually enter a note on the Arrival Form indicating the volumes or material received.

Special Routing Instructions

- Route Catseps to YBP catsep shelf outside book room.
- Route Rush books to a cataloger for immediate cataloging.
- Route Givens collection books to Carol Alm.
- Route problems, along with the invoice, to Carol Alm.



Processing One-Time Gifts (Monographic or Serial)

Find, Import, or Create a Bibliographic Record

- Search Aleph for bibliographic record.
- If no record exists in Aleph, search OCLC and/or RLIN and import a bibliographic record if found.
- If no record exists in OCLC or RLIN, create a bibliographic record in the cataloging module using a cataloging template.

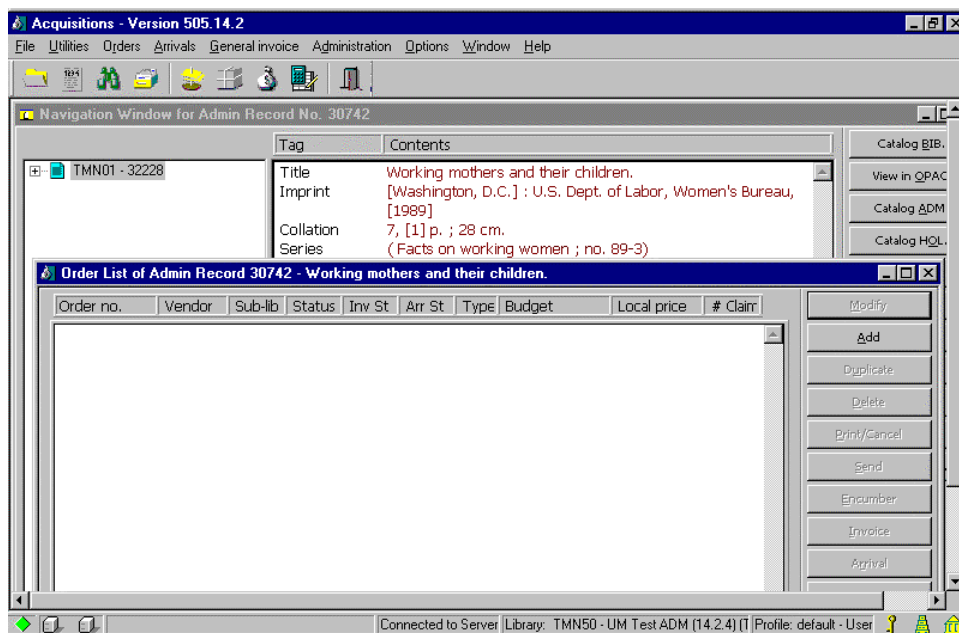
Save the record to the server if you are not using an existing Aleph bibliographic record.

Create an Order Form in the Acquisitions Module

An Order Form must be filled in for all gifts. Push the bibliographic record into the Acquisitions module by clicking the Acquisitions icon:

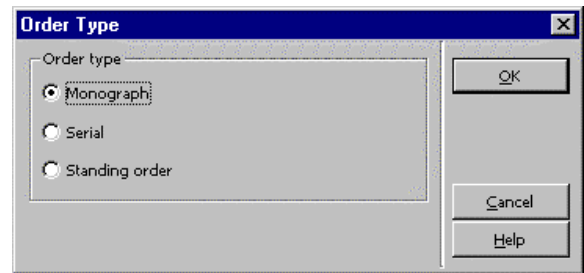


A Navigation Window and Order List window displays:



From the Order List window in the Acquisitions module, click Add. An Order Type window displays.

Accept the prompt for Order Type Monograph, click OK.



Exception: If the gift is open ended, and you think we will be receiving additional volumes or gifts, choose Standing Order as the Order Type, and click OK. An Order Form displays.

Subsequent volumes received as gifts are added to the gift order record by adding an Arrival and creating a new Item Record for the volume.

(Requests for gifts from specific vendors, or gift subscriptions are handled differently.)

Fill in the Order Form

Tab 1. Order Information

- Order Status: Change to CLS.
- Order Number 2: Enter selector's name.
- Order Group: Enter the name of the unit processing the gift. (Click on the arrow to the right of the field for a list of possibilities.)
- Material Type: Choose the appropriate values for your material. (Click on the arrow to the right of the field for a list of possibilities.)
- Sub-library: Choose the appropriate Sub-library. (Click on the arrow to the right of the field for a list of possibilities.)
- Acquisition method: Enter GI for Gift.
- Borrower ID: If patron notification is requested click on the arrow to the right of the field to find, highlight and select the patron name. This will place a hold on the record for the patron.

The screenshot shows a software dialog box titled "Order Form - Working mothers and their children." with three tabs: "1. Order Information", "2. Vendor", and "3. Quantity and Price". The "1. Order Information" tab is active and contains the following fields and controls:

- Order number 1: Text box containing "30742-1"
- Order number 2: Text box containing "HERTHER"
- Order ISBN/ISSN: Text box with a dropdown arrow
- Open date: Text box containing "20/Aug/2002"
- Order date: Text box containing "00/00/0000"
- Order status: Text box containing "CLS" with a dropdown arrow
- Order number 3: Text box
- Order group: Text box containing "SOC BKS" with a dropdown arrow
- Status date: Text box containing "20/Aug/2002"
- Material type: Text box containing "BP" with a dropdown arrow
- Sub-library: Text box containing "TWILS" with a dropdown arrow
- Acquisition method: Text box containing "GI" with a dropdown arrow
- Borrower ID: Text box with a dropdown arrow
- Borrower Name: Text box
- Library note: Text box
- Buttons: "OK", "Save Def", "Refresh", "Cancel", "Help", and a "Send directly" checkbox.

Tab 2. Vendor

Click on tab 2. Vendor to display the Vendor Tab of the Order Form.

Vendor code: Enter GIFT and press the Enter key, or if you wish to associate the gift with a specific vendor, enter the specific vendor code, or find it in the Vendor List by clicking the arrow to the right of the field.

Rush: Click on the Rush box if the title is to be rush cataloged.

The screenshot shows a software window titled "Order Form - Working mothers and their children." with three tabs: "1. Order Information", "2. Vendor", and "3. Quantity and Price". The "2. Vendor" tab is active. The form contains the following fields and controls:

- Vendor information:
- Vendor code: A text box containing "GIFT" with a right-pointing arrow button.
- Vendor name: An empty text box.
- Vendor reference: An empty text box.
- Vendor note: An empty text box.
- Order delivery type: A dropdown menu showing "LE" with a right-pointing arrow button.
- Delivery type: A dropdown menu showing "N" with a right-pointing arrow button.
- Letter type: A text box containing "00" with a right-pointing arrow button.
- Send letter by: A dropdown menu showing "PRINT" with a right-pointing arrow button.
- Claim date: A text box containing "00/00/0000" with a right-pointing arrow button.
- Rush
- Batch claiming
- Buttons: OK, Save Def, Refresh, Cancel, and Help.

Tab 3. Quantity and Price

Click on tab 3. Quantity and Price to display the Quantity and Price tab of the Order Form.

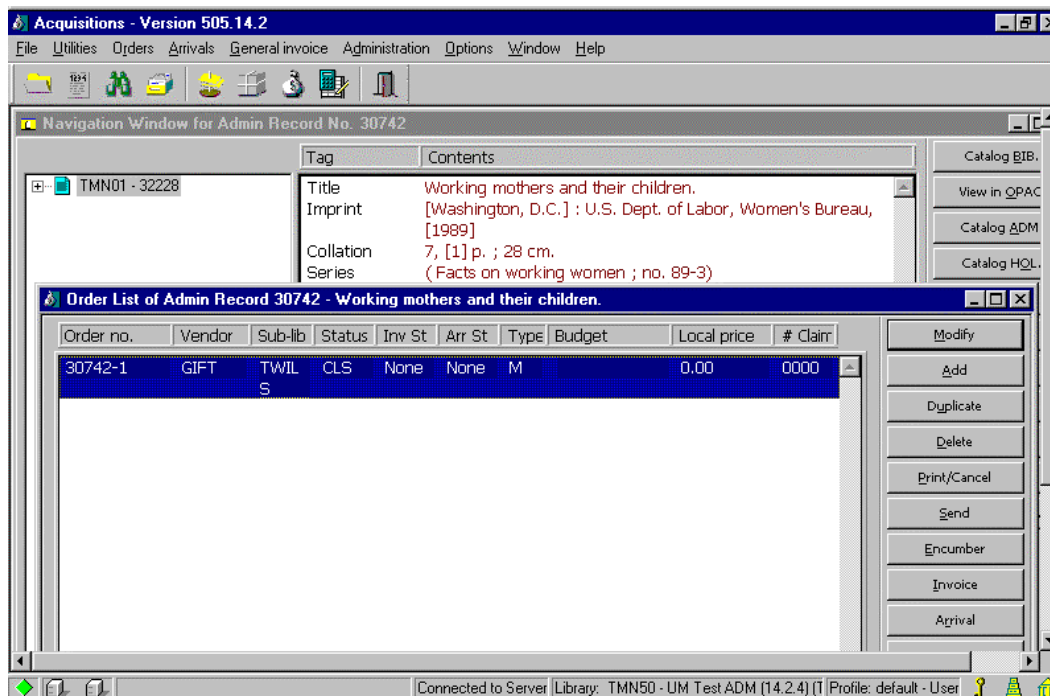
- Number of units: Enter the number of volumes you are processing. The number you enter here will cause the same number of Item Records to be created. (For multiple *copies*, complete a separate Order Form for each copy.)
- Create Item Records: Accept the default checked box to automatically create Item Records. Uncheck this box *only* if you do not want to create an Item Record.
- Item Collection: Enter the appropriate value (Click the arrow to the right of the field for a list of possibilities.)
- Encumber budget: Enter a budget *only* if you want to associate the gift with a budget (usually only for serial gift subscriptions).

The screenshot shows a software dialog box titled "Order Form - Working mothers and their children." It has three tabs: "1. Order Information", "2. Vendor", and "3. Quantity and Price". The "3. Quantity and Price" tab is active. The form contains the following fields and controls:

- Order quantity: (empty)
- Number of units:
- Unit price:
- Total price:
- Quantity note:
- Create Item Records
- Item collection: (with a dropdown arrow)
- Estimated price section:
 - Currency: (with a dropdown arrow)
 - List Price:
 - Terms sign (+/-):
 - Terms percent:
 - Final Price:
 - Local price:
- Price note:
- Encumber budget: (with a dropdown arrow)

Buttons on the right side include: OK, Save Def, Refresh, Cancel, and Help.

Click OK to redisplay the Order List with the newly created order:



Saving Defaults

Saving defaults works best if gift processing is the only type of acquisitions activity you perform. If you perform other acquisitions activities, a gift macro might work better for you.

When you fill in the Order Form, you often enter much of the same information for all or most of your orders. To save re-keying this information, the Save Def button can be used to record certain information and automatically insert it into the Order Form when you create new order records.

To save this default information, fill in an Order Form with all the data you wish to save as default, and then click the Save Def button before clicking OK. The next time you open an Order Form, this data will be inserted for you.

The following fields can be saved by the Save Def button, for automatic insertion in other orders:

- Order status
- Order number 2
- Order number 3
- Order group
- Material type
- Sub-library
- Acquisition method
- Borrower ID
- Send directly
- Library note
- Vendor code
- Rush
- Batch claiming
- Number of units
- Unit price
- Quantity note
- Item Collection
- Price note

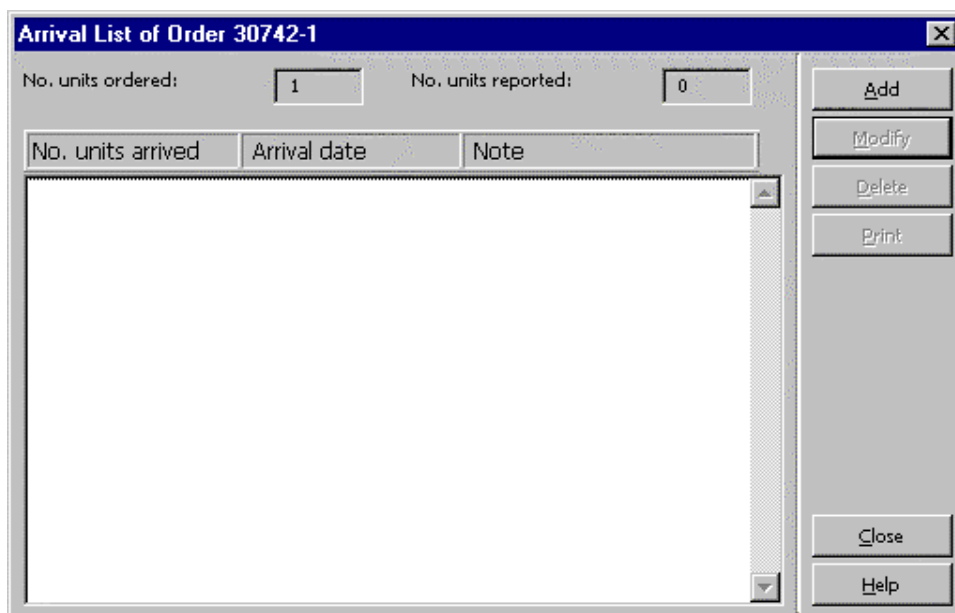
To remove previously saved defaults, click File or use Alt + f. Click Delete order defaults.

Record Arrival of the Material

From the Order List click the Arrival button. A dialog box will tell you the order is closed and ask you if you want to continue. Click Yes.



An Arrival List displays:



Click Add to display an Arrival Form:

Arrival Form

Bibliographic Info

Working mothers and their children.
[Washington, D.C.] : U.S. Dept. of Labor, Women's
Bureau, [1989]

[000030742]

No. units arrived	Arrival date	Note
-------------------	--------------	------

No. units ordered: 1 No. units reported: 0

No. units arrived: 1

Shipment date: 00/00/0000

Arrival date: 08/20/2002

Note:

Order completely arrived

OK
View order
Order Log
Cancel
Help

No. units arrived: Enter the number of units (or volumes) you have in hand.

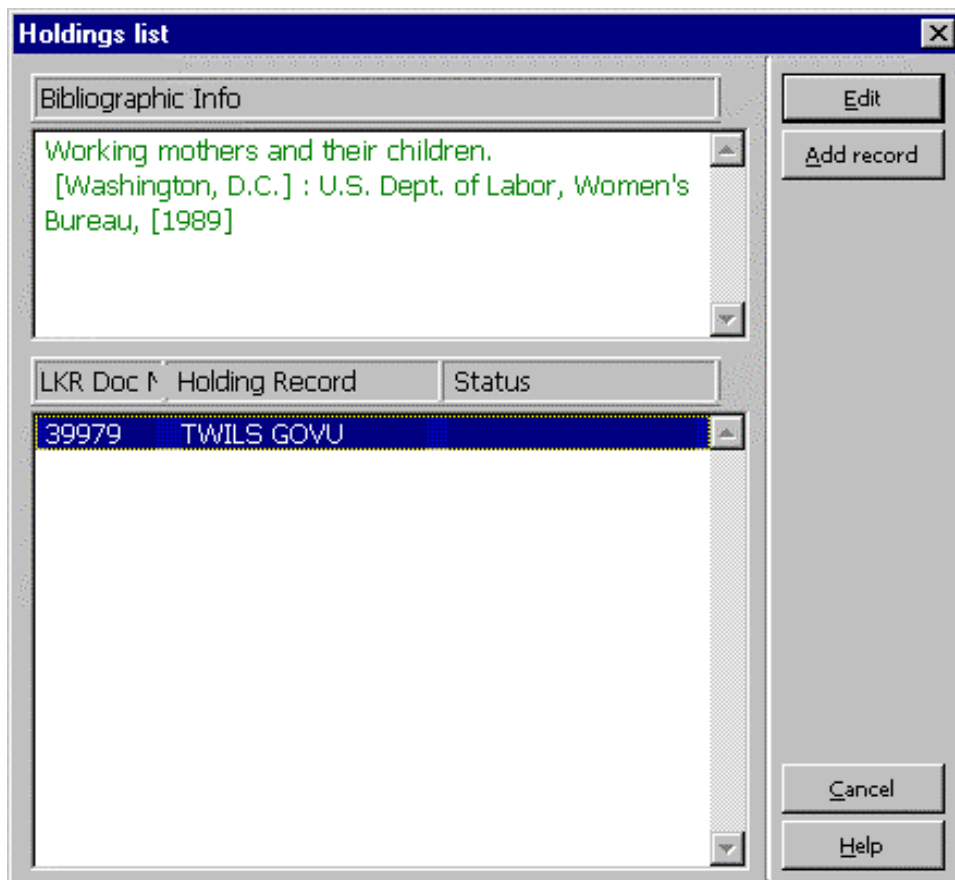
Note: Enter specific volume information if you have multiple volumes or a specific volume in a set.

Click OK to record the arrival.

Click Close to close the Arrival List and return to the Order List and Navigation Window.

Add a Holdings Record

From the Navigation Window in the Acquisitions Module, click the Catalog HOL button to push the record to the Cataloging Module and open the Holdings List:



- Click the Add record button.
- From the menu click Edit, then Expand from template.
- Select hol.mrc (local) and click Open.
- Edit the Holdings record as needed and save it to the server.

Modify the Item Record

Push the record to the Items Module by clicking the Items icon:



An Item List displays:



- With the gift item highlighted, click Modify.
- Check the Hol link field for the presence of a link.
- Wand in real barcode and edit fields as needed.

One-Time Gift Processing Job Aid

1. Find, import or create a bibliographic record and save it to the server if necessary.
 - Search Aleph, if no record in Aleph,
 - Search OCLC and/or RLIN and import, if no record in OCLC or RLIN,
 - Create a bibliographic record using an appropriate cataloging template.
2. Push the record to the Acquisitions module.
3. Click Add to add an order record:
 - Usually choose the Monograph order type
 - If the gift is open ended and you think we'll be receiving additional volumes as gifts, choose the Standing Order order type. Subsequent gift volumes are added to the order record by adding an Arrival and creating a new Item Record.
4. Fill in the Order Form (You can Save Defaults for these values.):

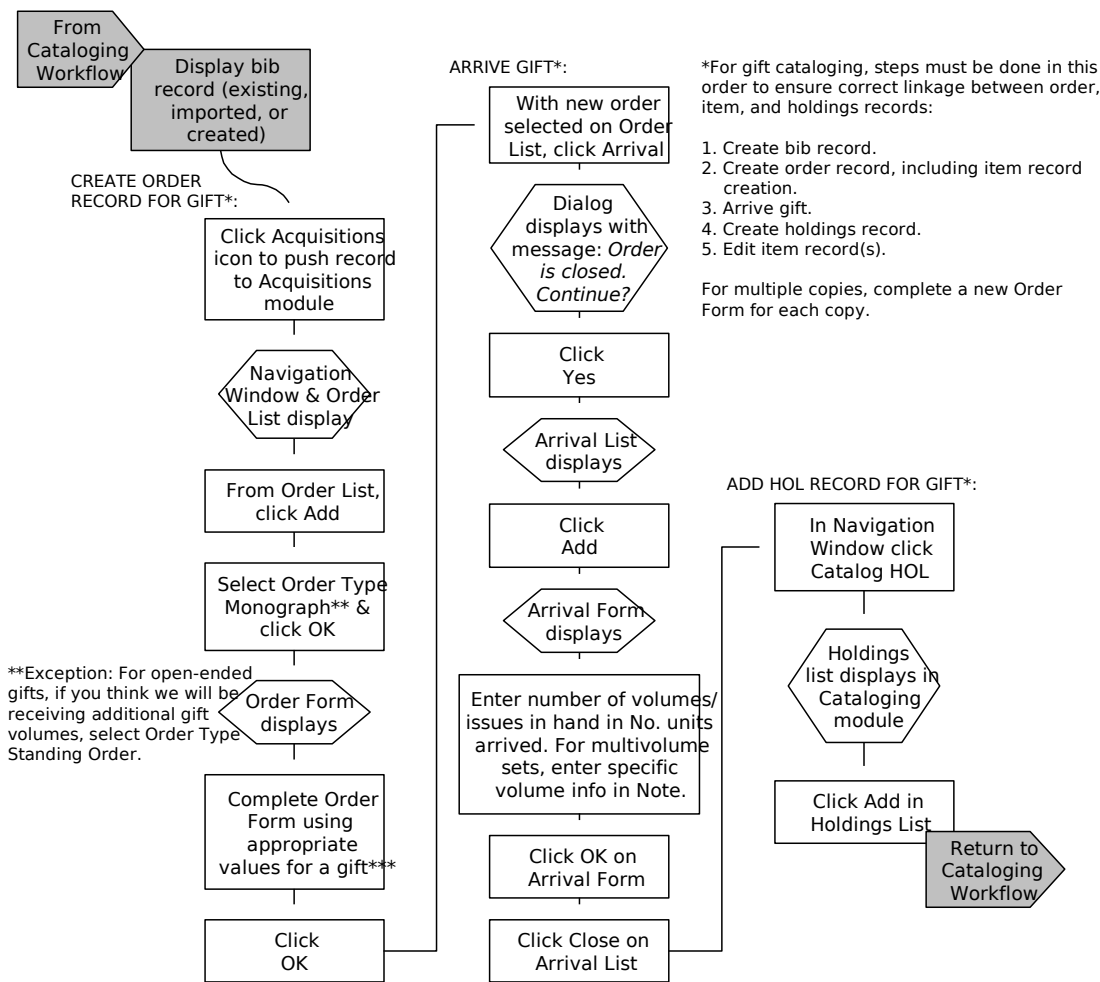
Order Status	CLS
Order Number 2	Selector's name
Order Group	Unit processing the gift
Material Type	Choose appropriate value
Sub-Library	Choose appropriate value
Acquisition Method	GI
Borrower ID	If patron request
Vendor Code	GIFT
Rush	If rush catalog request
Number of Units	Number of volumes you're processing. Fill in another Order Form for multiple copies
Create Item Records	Leave checked unless you do not want Item Records
Item Collection	Choose the appropriate value
Encumber Budget	Use only if associating the gift with a budget

 - Click Save Def if you want to save defaults for these values.
 - Click OK.
5. Record arrival of the material
 - Click the Arrival button and continue by clicking Yes on the dialog box.

- Click Add to display the Arrival Form
 - No. of units: Enter number of volumes you have in hand
 - Note: Enter specific volume information if you have multiple volumes or a specific volume of a set.
 - Click OK.
 - Click Close.
6. Push the record to the Cataloging module by clicking Catalog HOL on the Navigation Window.
 7. Add a Holdings record.
 - Edit and fill in the Holdings record as appropriate.
 - Save the Holdings record to the server.
 8. Push the record to the Items module.
 9. Highlight the gift item and click Modify to display the Item record.
 - Wand in the real barcode and edit fields as needed.
 - Click Update.

One-Time Gift Processing Workflow

One-Time Gift Processing Workflow*



**Exception: For open-ended gifts, if you think we will be receiving additional gift volumes, select Order Type Standing Order.

***ORDER FORM VALUES FOR GIFTS:

Tab 1: Order Information

- Order status: CLS
- Order number 2: selector's last name
- Order group: name of unit processing gift
- Material type: [as appropriate]
- Sub-library: [as appropriate]
- Acquisition method: GI
- Borrower ID: Add if patron notification.

Tab 2: Vendor

- Vendor code: GIFT, or, to associate the gift with a specific vendor, use that code.
- Rush: Check if rush cataloging.

Tab 3: Quantity and Price

- Number of units: Number of volumes/issues you are processing. (For multiple copies, complete a separate Order Form for each copy.)
- Create Item Records: Accept default of checked to automatically create item record(s). Uncheck *only* if you do not want to create an item record.
- Item collection: [as appropriate]
- Encumber budget: Enter a budget *only* if you want to associate the gift with a budget (usually only for serials subscriptions).

è If you *do not* perform other acquisitions activities, it is recommended that you save defaults for completing gift order forms.
 è If you *do* perform other acquisitions activities, it is recommended that you use a macro for completing gift order forms.

Last updated 9/6/02