

# ADVANCE

## Acquisitions Management Guide

(Release 6.82)

September 2000

*NOTE: To navigate in this manual, you can click on:*

- *table of contents headings*
- *index entry page numbers*
  - *blue cross-references*
- *Acrobat bookmark list headings, at the left..*

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Software Described ADVANCE Library System  
Release 6.82 (September 2000)

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# 1

## Introduction

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### Purpose

The *Acquisitions Management Guide* explains how to use the Acquisitions Module of the Geac ADVANCE Library System to set up and customize the module, print reports, letters, and labels, run background processing jobs, and use the loaders and interface.

### Audience

This guide is primarily written for the acquisitions and system administrators/managers. When discussing the decisions to be made by these people, or the actions to be taken by them, the guide refers to them as “the library” or “you”, or else just gives straight directions without indicating who.

In contrast, the phrase “Acquisitions staff” (or simply “staff”) refers to the day-to-day users of the Acquisitions Module — the people who enter requests and orders, receive items, enter invoices, and so on. (These people will mainly use the *Acquisitions User’s Guide*.)

### Contents

Chapter 2 of this guide provides a brief **overview** of the Acquisitions Module, and includes a function/menu map.

Chapter 3 describes how to **add, edit, copy, and delete codes** in the setup tables.

Chapter 4 describes the **setup tables** in detail.

Chapter 5 describes the **Calendar Processor** and the Acquisitions **background processing jobs**.

Chapter 6 covers **reports**, cancellation and claim **letters**, and vendor **labels**.

Chapters 7 to 9 cover the **loaders and interfaces**.

Appendix A provides **general instructions** on accessing screens and editing fields in ADVANCE.

Appendix B lists the **user permissions** for Acquisitions.

Appendix C is a general ADVANCE **glossary**.

Screen and general **indexes** are provided at the back of the manual.

### Other Documentation

Consult other guides for related information:

- The *Acquisitions User's Guide* describes how to generate and maintain item requests, turn them into purchase orders, receive copies and claim missing copies, enter invoices, issue cheque vouchers, maintain library funds and fund accounting, keep vendor information, and so on.
- The *Utilities Management Guide* describes general ADVANCE setup and management: port definitions, access control, the background processing calendar, and so on.
- The *Reports Guide* describes ADVANCE reports.

### Typographical Conventions

Two special text styles are used in this guide:

1. The screen identifiers, the text that you can enter, and screen messages are in a **monospace font** style. Examples: "SHPT0", "Y", "REG", "Item on temporary hold by staff".
2. The names of screen fields and options, and cross-references to section or manual titles, are in **italics**. Examples: "UNIT COST", "Exit", "see *Reports, Letters, and Labels*".

**Angle brackets** around the name of a key mean press the key. For example, "<ENTER>" means press (or pressing) the ENTER key.

### Generic Examples

Because system behaviour can be customized by the library's system managers to meet local needs, the screens and options shown in this document may not match exactly the ones at your library.

---

Some sample screens may be shown shorter than they actually are. This occurs when blank lines have been deleted to reduce space requirements.



# 2

## Overview

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Acquisitions setup is the process of defining your library's acquisitions policies and procedures as ADVANCE system parameters. Setup must be completed before any acquisitions transactions can take place.

In addition to basic setup, management activities include:

- report generation and definition
- background processing job setup and administration
- loader and interface setup and administration.

This chapter also provides a function/menu map for Acquisitions.

For general instructions on accessing screens and editing fields throughout ADVANCE, see *Using ADVANCE* on page A-1.

For an introduction to acquisitions work in ADVANCE (ordering, invoicing, vendor maintenance, and so on), see *Overview* in the *Acquisitions User's Guide*.

## Acquisitions Setup

Acquisitions is customized through code tables and other means, both within Acquisitions and from other places in the system.

## Acquisitions Setup Tables

The Acquisitions Module provides a set of over 40 setup tables which customize the system in various ways.

### Codes

The library supervisor can define codes which Acquisitions staff can then assign to orders, invoices, vouchers, and other records, and, in some cases, to the definitions of other codes. The codes will control various areas such as system processing, screen presentation, and report organization.

Some codes are very simple. For example, a Vendor Usage Code only requires a descriptive phrase, and the system does not use the code to control anything special. You could define the code `SER` for vendors from whom only serials should be ordered, and `REG` for vendors from whom all forms of material may be ordered. By assigning a code to each vendor, the library can guide staff in selecting an appropriate vendor for orders or perhaps can organize vendor reports more suitably.

Other codes are more powerful or complex. For example, a Currency Code definition requires an exchange rate. When staff assign a code to an order, the system will use that rate to convert the order amounts to the base currency.

Some codes have a narrow use, for example, Vendor Usage Codes may only be assigned to vendors. Other codes may be assigned in several places, even in other setup code definitions. For example, Currency Codes may be assigned to orders, invoices, and payment vouchers. They may also be assigned to vendors so that when staff assign a vendor to an order, the system supplies a default code to the order. Furthermore, they may be assigned to users in the `USER DEFAULTS` setup table.

### Defaults

Some codes can include default code or non-code values for screen fields. For example, the Location Code definition allows you to specify a default fund. When staff order copies for a particular location (specified by a particular Location Code), the system will assign the corresponding default fund and so determine which fund is encumbered for those copies.

Another example: the FISCAL PROFILE 2 table allows you to define a default Report Code. The system assigns this code when Acquisitions staff receive items.

Three of the setup tables define general sets of Acquisitions defaults. The FISCAL PROFILE and FISCAL PROFILE 2 tables specify several defaults for order and receiving screens. The USER DEFAULTS table specifies several user-specific defaults for order screens.

### System Control

Some codes control system behaviour. For example, if staff assign a “closed” Fund Status Code to a fund, the system will prevent staff from authorizing new orders and encumbering new amounts from that fund.

Three of the setup tables define general sets of Acquisitions defaults. The FISCAL PROFILE and FISCAL PROFILE 2 tables have several control elements. The USER DEFAULTS table has two user-specific controls: whether or not the user may access the brief entry screen, and which selectors they may enter orders (or requests) for.

### Number Formats

Six of the tables define the structure or current value of Acquisitions control numbers:

- request number
- purchase order number
- voucher number
- journal entry number
- transaction number
- fund number (display structure only).

### Print Formats

Some tables define library formats for purchase orders: the Information Source Codes define the data elements, and the PO Print Format Codes and PO FORMAT FIELDS sub-table define which of these elements are printed and where.

### Schedules

Three of the tables control the scheduling of system processing.



Claim Codes determine the number of days the system will wait before generating successive claim notices or a cancellation notice.

Fund Period Codes determine the dates on which the system will take a snapshot of every fund for display in one of the fund screens.

Production Codes determine when the background processor will execute Acquisitions processing jobs such as order generation and voucher payment. See *Calendar Processor* on page 5-1.

## Acquisitions Internal Setup

Part of Acquisitions customization is handled by Geac installers in internal tables (in Pick at the TCL level) at initial setup time:

- MARC definitions, and some display labels, of the bibliographic fields in the ORD - BIBLIOGRAPHIC ENTRY/UPDATE screen: *LC CARD #*, *ISBN/ISSN*, *TITLE* (and help message), *AUTHOR*
- MARC definitions and display labels of up to 10 additional bibliographic fields (#11 to 20) for the ORD - BIBLIOGRAPHIC ENTRY/UPDATE screen — for example: *EDITION*, *PUBLISHER*, *PUB. DATE*
- MARC definitions of the bibliographic fields in the ORD - BRIEF ORDER ENTRY screen: *LC CARD #*, *ISBN/ISSN*, *TITLE*, *AUTHOR*, *PUBLISHER*
- autoprompting search sequence for the ORD - ORDER SEARCH & RETRIEVAL screen
- MARC definitions of parent record information to be defaulted into new monographic series child records
- MARC definitions of parent record information to be defaulted into new title split/change child records
- MARC definitions of parent-information fields (*760 Main Series Entry for monographic series*, and *780 Preceding Entry for title split/changes*) to be defaulted into new child records by the Acquisitions to Catalogue Transfer
- MARC definitions and display labels of bibliographic fields on the BRIEF DISPLAY and FULL DISPLAY screens for Online Catalogue searches within Acquisitions.

---

## Other Acquisitions Setup

Some parameters are handled by the library on Acquisitions screens other than the main setup tables.

- |                        |  |
|------------------------|--|
| Reports                | The library can define Report Group Codes and use the Report Writer to design local reports. This part of the system is accessible through the REPORTS MENU.   |
| Vendor Labels          | The library can specify a vendor label format when printing vendor labels for purchase orders on the VENDOR LABEL PRINTING screen, accessible through the ORDERING MENU and VENDOR MAINTENANCE MENU. |
| Loaders and Interfaces | If the library uses any of the optional loaders and interfaces, setup codes and profiles are required. See <i>Loaders and Interfaces</i> on page 2-13.   |

## Pieces Setup

Code definitions can specify the following pieces codes:

- Institution Code
- Sublocation Code
- Collection Code
- Call Number Prefix.

The Location Code specified for a user in the USER DEFAULTS table, determines a set of default codes for the orders he or she creates.

Pieces records are created automatically by the system when a barcode is assigned to an item.

See the *Holdings User's Guide* for descriptions of these piece codes.

## Cataloguing Setup

The Cataloguing Material Code specified for a user in the USER DEFAULTS table determines the default for the new items he or she orders. (Do not confuse this code with Circulation's Material Group Code.) See the *Cataloguing Management Guide*.

## Serials Setup

In order to handle claims in Acquisitions and Serials, the following code tables can be accessed and updated from **both** modules:

- Claim (Cycle) Code
- Claim Message Code
- Country Code
- Currency Code
- ISO Currency Code
- Library Code
- Order Method Code
- Payment Type Code
- Ship To Code
- Vendor Status Code
- Vendor Type Code
- Vendor Usage Code.

## System Setup

General system setup, handled by the Utility Module or by Geac installers, includes issues such as:

- user access control to the Acquisitions module and menu items
- contents of the Acquisitions menus
- screen identifiers
- online help screens, field help text, and option help text
- format of screen options — as highlightable option bar items or as commands.

See the *Utilities Management Guide*.

## Processing Jobs

Acquisitions processes such as purchase order generation, purchase order printing, subscription renewal, claim generation, voucher generation, journal posting, fund mapping, and year end processing, are handled by background processing jobs. These jobs can be executed directly or scheduled for execution by the background “calendar” processor. Both setup and direct processing is handled from the ACQUISITIONS CALENDAR PROCESSOR (ACP) menu.

See *Calendar Processor* on page 5-1 for processing instructions, setup descriptions (for the Production Codes), and descriptions of the processing jobs themselves: what they do and when they are processed.

## Reports

Over two dozen Acquisitions reports can be generated, or regrouped for easy selection, in the Reports Function (ARM). The library may use the Report Writer to modify the standard reports or add new ones.

Vendor mailing labels can be defined and printed from the Ordering and Vendor Functions. Claim and cancellation letters can be printed from the Receiving Function or by background processing jobs. Many of the background processing jobs generate reports.

See *Reports, Letters, and Labels* on page 6-1 for more information.



## Loaders and Interfaces

The Acquisitions loaders and interfaces are optional products.

### **BISAC Ordering Interface**

The library can generate BISAC-format electronic purchase orders and transmit them to the vendor, Baker & Taylor. The vendor's confirmation file may, in turn, be received by the library and printed.

### **Approval Loader**

The library can load MARC-format vendor tapes of approval items as records in a workfile (for later selection by Acquisitions staff), or directly as requests, authorized requests, or purchase orders. Receipts may also be automatically created.

### **Serial Invoice Loader**

The library can load serial invoices from:

- vendors who can produce invoices in the Geac ADVANCE invoice format, including EBSCO Industries;
- vendors who can produce invoices in the Faxon proprietary format, including the Faxon Company and Faxon Canada, Ltd.;
- vendors who can produce invoices in the X12 format.

For details, see the respective chapters.

## Security

ADVANCE security features are handled by the Utilities Module, and are described in the *Utilities Management Guide*:

- screen identifiers may be omitted from some menus
- system signon requires a User ID (Identification Code) and password
- available modules can be restricted by port — for example, Acquisitions might not be available from most Online Catalogue terminals
- user permission tables determine the availability of particular functions and tasks for each user, sometimes further controlled by the item's Library Code. See *User Permissions* on page B-1.

## Accessing the Menus and Functions

The Acquisitions menus and functions can be accessed directly by entering their screen identifiers on any Acquisitions menu, or indirectly by going through two or more menus. For example, the CODE TABLE MENU screen identifier is CODM.

Screen identifiers are indexed at the back of this guide, and included in the list of menus and functions in the following section.

Whether you must go through two or more menus to reach the function you want depends on whether or not the port setup and individual access control levels on your system hide the highest level, master menu. The library may also have rearranged the menus and the functions available on them.

## Acquisitions Main Menu

The ACQUISITIONS MAIN MENU (screen identifier ACQ) provides access to all Acquisitions menus and functions.

```

DD MMM YYYY          Geac ADVANCE Library System (#.##)          P P P P P P  I I I I I I
HH:MM                Your Library Name
ACQUISITIONS MAIN MENU

1. ORDM  Ordering Menu          6. FUNM  Fund Management Menu
2. RECM  Receiving Menu        7. CODM  Code Table Menu
3. INVM  Invoicing Menu        8. CTLM  Control Table Menu
4. ARM   Reports Menu          9. ARCM  Archive Access Menu
5. VENM  Vendor Maintenance Menu

10. MM   Return to Master Menu

Enter your selection :
    
```

## Menu and Function Map

The menus and functions you may encounter in using the Acquisitions Module are listed in this section. The user-availability, location, and titles of these items might have been modified by the library.

Items in *italics* are covered in the *Acquisitions Management Guide*; the non-italic items are covered in the *Acquisitions User's Guide*. Items in **bold** are menus.

### **MM** ADVANCE Master Menu

#### **ACQ** Acquisitions Main Menu

##### **ORDM** Ordering Menu

ORDA Order Add  
ORDU Order Update  
ORDD Order Display  
VENP *Vendor Label Print*

##### **RECM** Receiving Menu

RECU Receiving Entry/Update  
RECD Receiving Display  
CLMP *Claims Print*  
CANP *Cancellation Print*  
CEHI Edit Holdings Information

##### **INVM** Invoicing Menu

INVU Invoice Entry/Update  
INVD Invoice Display  
VCHU Voucher Entry/Update  
VCHD Voucher Display

##### **ARM** Report Menu

CCR *System Reports*  
RW *Report Writer*  
ARGC *Report Group Codes*  
RPC *Report Prompt Codes*  
**ARIP** **Report Input Parameters Menu**  
SRVW *Subscription Review/Renewal*  
ARCP *Audit Archive & Purge Setup*  
ARCT *Time Period Archive Setup*

##### **VENM** Vendor Maintenance Menu

VENU Vendor Entry/Update  
 VEND Vendor Display  
 VENP *Vendor Label Print*

**FUNM Fund Management Menu**

FUNU Fund Entry/Update  
 FUND Fund Display  
 FUNMP Fund Mapping  
 FUNT Fund Hierarchy Totalling  
 JRNU Journal Entry/Update  
 JRND Journal Display

**CODM Code Table Menu**

LIBCD *Library Codes*  
 SHPTO *Ship To Codes*  
 BILTO *Bill To Codes*  
 CURRC *Currency Codes*  
 ICURR *ISO Currency Codes*  
 CLMCD *Claim Codes*  
 SELCD *Selector Codes*  
 LOCCD *Location Codes*  
 CNTCD *Country Codes*  
 PRIOC *Priority Codes*  
 POFMT *PO Print Format Codes*  
     *(and PO Format Field Definitions)*  
 RTECD *Route ID Codes*  
 FSPER *Fund Period Codes*  
 YEND *Year End Codes*  
 CANCD *Cancel Codes*  
 CLMMSG *Claim Message Codes*  
 REPCD *Report Codes*  
 VENUS *Vendor Usage Codes*  
 VENTP *Vendor Type Codes*  
 ORDMTH *Order Method Codes*  
 VENST *Vendor Status Codes*  
 SUBJCD *Subject Codes*  
 INFSRC *Information Source Codes*  
 INVDEF *Invoice Default Codes*  
 PAYMTH *Payment Method Codes*

**CTLM Control Table Menu**

PAYTP *Payment Type Codes*  
 ORDTP *Order Type Codes*  
 FUNTP *Fund Type Codes*  
 ORDCD *Order Condition Codes*  
 FISCL *Fiscal Profile*

	<i>FISCL2</i>	<i>Fiscal Profile 2</i>
	<i>PONO</i>	<i>PO Number Format</i>
	<b>ACP</b>	<b>Calendar Processor</b>
<i>CTLM</i>		<i>Control Table Menu (Continued)</i>
	<i>JNLNO</i>	<i>Journal Number Format</i>
	<i>INVTP</i>	<i>Invoice Type Codes</i>
	<i>FUNST</i>	<i>Fund Status Codes</i>
	<i>FUNSTR</i>	<i>Fund Structure</i>
	<i>JRNTP</i>	<i>Journal Type Codes</i>
	<i>CUDEF</i>	<i>User Defaults</i>
	<i>REQNO</i>	<i>Request Number Format</i>
	<i>CLMTXT</i>	<i>Claim Text Codes</i>
	<i>YENDD</i>	<i>Year End Close Dates</i>
	<i>VCHNO</i>	<i>Voucher Number Format</i>
	<i>TRNNO</i>	<i>Transaction Number Format</i>
	<b>AUTIL</b>	<b>Acquisitions Utilities Menu</b>
	<b>BSCM</b>	<b>BISAC Order Interface Menu</b>
	<b>BSCCM</b>	<b>BISAC Codes Menu</b>
	<i>BSCVND</i>	<i>BISAC PO Vendor Defaults</i>
	<i>COFMT</i>	<i>Confirmation Prt. Format Codes</i>
	<i>CNFSRC</i>	<i>Confirmation Source Codes</i>
	<i>ADVCTYP</i>	<i>ADVCOMM Action Codes</i>
	<i>ORDB</i>	<i>Create BISAC PO Transmission File</i>
	<i>CONFBS</i>	<i>Process BISAC Confirmations</i>
	<i>BTSENDPO</i>	<i>Send BISAC PO File to B&amp;T</i>
	<i>BTCONFPO</i>	<i>Get BISAC PO Conf. File from B&amp;T</i>
	<i>BTDELAY</i>	<i>Delayed BISAC Processing for B&amp;T</i>
	<i>INLOAD</i>	<i>Invoice Loader Profile</i>
	<i>APLOAD</i>	<i>Approval Loader Profile</i>
	<i>X12IMP</i>	<i>X12 Imported File Display</i>
<b>ARCM</b>	<b>Archive Access Menu</b>	
	<i>ARCF</i>	<i>Search Master Archive File for Archive Tape Number</i>
	<i>ARCD</i>	<i>Determine Current Archive Database</i>
	<i>ARCO</i>	<i>Search Orders on Current Archive Database</i>
	<i>ARCI</i>	<i>Search Invoices on Current Archive Database</i>
	<i>ARCV</i>	<i>Search Vouchers on Current Archive Database</i>

# 3

## Using the Tables

---

This chapter describes how to access the Acquisitions setup tables, explains the fields and options on the table's initial and detail screens, and describes how to edit (add, modify, copy, and delete) the codes.

## Accessing the Tables

To access a setup table, enter its screen identifiers on any Acquisitions menu, or select the table from the CODE TABLE MENU (CODM) or CONTROL TABLE MENU (CLTM).

### Code Table Menu (CODM)

```
DD MMM YYYY          Geac ADVANCE Library System (#.##)          P P P P P I I I I I I
HH:MM                Your Library Name

                                CODE TABLE MENU (CODM)

1. LIBCD  Library codes          14. YEND  Year end codes
2. SHPTO  Ship to codes          15. CANCD Cancel codes
3. BILTO  Bill to codes          16. CLMSG Claim message codes
4. CURRC  Currency codes         17. REPCD Report codes
5. ICURR  ISO Currency Codes     18. VENUS Vendor usage codes
6. CLMCD  Claim codes            19. VENTP Vendor type codes
7. SELCD  Selector codes         20. ORDMTH Order method codes
8. LOCCD  Location codes         21. VENST Vendor status codes
9. CNTCD  Country codes          22. SUBJCD Subject codes
10. PRIOC Priority codes          23. INFSRC Information source codes
11. POFMT PO print format codes  24. INVDFI Invoice default codes
12. RTEDC Route id codes         25. PAYMTH Payment method codes
13. FSPER Fund period codes

Enter the number of your selection and press <ENTER>
or ? followed by <ENTER> for Help.
Press <ENTER> to return to previous level : _____
```



*Control Table Menu*  
(CTLM)

DD MMM YYYY                      Geac ADVANCE Library System (##.##)                      P P P P P    I I I I I I I  
HH:MM    Your Library Name

CONTROL TABLE MENU (CTLM)

- |           |                       |            |                           |
|-----------|-----------------------|------------|---------------------------|
| 1. PAYTP  | Payment type codes    | 11. FUNST  | Fund status codes         |
| 2. ORDTP  | Order type codes      | 12. FUNSTR | Fund structure setup      |
| 3. FUNTP  | Fund type codes       | 13. JRNTP  | Journal type codes        |
| 4. ORD CD | Order condition codes | 14. CUDEF  | User defaults             |
| 5. FISCL  | Fiscal profile        | 15. REQNO  | Request number format     |
| 6. FISCL2 | Fiscal profile 2      | 16. CLMTXT | Claim text codes          |
| 7. PONO   | PO number format      | 17. YENDD  | Year end close date       |
| 8. ACP    | Calendar Processor    | 18. VCHNO  | Voucher number format     |
| 9. JNLNO  | Journal number format | 19. TRNNO  | Transaction number format |
| 10. INVTP | Invoice type codes    | 20. AUTIL  | ACQ Utilities             |

Enter the number of your selection and press <ENTER>  
or ? followed by <ENTER> for Help.

Press <ENTER> to return to previous level : \_\_\_\_\_

## Table Screens

Most of the Acquisitions setup tables have two levels: an **initial screen** listing the codes, and a **detail screen** showing the values associated with a code. This section describes the screens' contents and options.

Four of the tables are single-level. These are the number format tables, including REQUEST NUMBER. You can consider these as single-code tables—only a detail screen is shown.

One of the tables, USER DEFAULTS, has two levels but does not list codes on its initial screen. Instead, the screen just prompts you to enter a valid code. This is because the codes (User IDs) are confidential and can only be added or deleted by the system manager.

One of the tables, PO PRINT FORMAT CODES, has a second, inner table (PO FORMAT FIELD DEFINITIONS) which can be accessed from its fourth field.

## Initial Screen

The initial screen of a setup table typically provides a numbered list of valid codes and an option line that indicates the possible actions you can take. As an example, consider the ORDER METHOD CODES table.

```

                                ORDER METHOD CODES

Number of records : 3
Code   Description of code
-----
1. FAX1   Faxon regular orders
2. NOPRIN Already printed
3. REG    Regular PO print and mail

Options:
? help   Add item  # line  Print  Forward  Backward  Search jump
Exit

```

### Fields

Number of records	The total number of codes defined for this table. In the example, there are only three. The system keeps count.
Code	The codes and their reference numbers. For example, Order Method Code number 3 is REG. The system lists up to 14 codes per screen, and maintains the full list in alphabetical sequence.
Description of code	Brief description of each code, generally library-defined on the detail screen.

### Options

? help	Provides library-specified help on the setup table
Add item	Adds a new code to the table and accesses its detail screen (see <a href="#">Editing a Code</a> on page 3-10). After selecting this option, enter a new code (such as ABC) and <ENTER>.
	NOTE: The library cannot add codes in some of the setup tables. In these cases, the system does not offer the <i>Add item</i> option.

- # line*   Accesses the detail screen for the code you specify. On that screen you can examine and edit the associated values. (See *Editing a Code* on page 3-10.) After selecting this option, enter a code number (such as 3 for REG) and <ENTER>.
- Print*     Prints the complete code list for the table.
- Forward, Backward*   Display other screens of a long code list.
- Search jump*   Allows you to jump forward or backward in a long code list, skipping the intermediate screens. The screen prompts:
- Enter new search term.
- Enter a complete or partial code name (such as S) and <ENTER>. The option is case sensitive: for example, enter R rather than r to jump to the R's.
- Exit*       Leaves the setup table and returns you to the menu from which you accessed the table. For example, if you selected the ORDER METHOD CODES table from the CODE TABLE MENU, then *Exiting* the table returns you to that menu. If you instead entered the table's screen identifier from another menu, such as the ORDERING MENU (ORDM), then *Exiting* the table returns you to that menu instead.

### Selecting an Option

If the “option bar” feature is available, you can press the space bar or arrow keys to move the highlighting from one option to the next until you reach the option you want. Alternatively, you can enter the option's initial character (e.g. P for *Print*) and <ENTER>. When the option you want is highlighted, <ENTER> to execute the option.

If the “option bar” feature is **not** available, then you cannot use the space bar or arrow keys to highlight the option you want. Instead, enter the option's code (e.g. PRT for *Print*) and <ENTER> to select and execute the option.

## Detail Screen

The detail screen of a setup table displays the values associated with a code and provides an option line that indicates the possible edit actions you can take. As an example, consider the detail screen for the Order Method Code REG. (This sample screen was accessed by selecting the # *line* option and specifying 3 on the table's initial screen.)

```

                                ORDER METHOD CODES

: REG
-----
1. Description                  : Regular PO print and mail
2. Mode of transmission        : 0
   0 - mail
   1 - BISAC
   2 - X12 (future)
3. Print paper copy (1 = YES)  : 1
4. Default PO format          : REG = Regular (multi-line) PO

Options:
? help  # line  Line by line  Copy  Print  Delete  File  Exit

```

## Fields

The detail screen shows field numbers, field descriptions, and a code's field values. The detail screen is different for each setup table. For example, the screen for the ORDER METHODS CODES table has four fields:

### ***Description***

(a brief free-text description of a code)

### ***Mode of transmission***

(a choice of three methods of sending a purchase order)

### ***Print paper copy***

(a choice of printing or not printing a paper copy of a purchase order)

### ***Default PO format***

(one of the PO Print Format Codes, to determine the default format of the purchase order).

The name of the code on display is given near the top of the detail screen, between the screen heading and the first field. For example, the sample screen is for the code REG.

## Options

- ? help* Provides library-specified help text about the detail screen of a setup table.
- # line* Accesses the field that you specify. In that field, you can change the current value. (See *Editing a Code* on page 3-10.)
- After selecting this option, enter a field number (such as 2 for *Mode of transmission*) and <ENTER>.
- Line by line* Accesses all the fields for you to edit. (See *Editing a Code* on page 3-10.)
- Copy* Copies the values from another code to this code, and accesses all the fields for you to accept or edit. (See *Editing a Code* on page 3-10.)
- After selecting this option, enter another code (such as *NOPRIN*) and <ENTER>.
- Print* Prints the detail screen for the code on display.
- Delete* Deletes the code on display. (See *Editing a Code* on page 3-10.) This option is not available on all of the screens.
- After selecting this option, answer Y or N to the system prompt and <ENTER>.
- CAUTION: Do not delete any codes that are in use.
- File* Saves the code and values as they are currently displayed, and returns you to the table's initial screen. If the table does not have an initial screen, this option returns you to the table's menu instead.
- NOTE: In most tables, the *File* option becomes available only **after** you have changed one of the code's field values.
- Exit* Returns you to the table's initial screen (or the table's menu), **without** saving the code and values on display.

### Selecting an Option

If the "option bar" feature is available, you can press the space bar or arrow keys to move the highlighting from one option to the next until you reach the option you want. Alternatively, you can enter the option's initial character (e.g. P for *Print*) and <ENTER>. When the option you want is highlighted, <ENTER> to execute the option.

If the “option bar” feature is **not** available, then you cannot use the space bar or arrow keys to highlight the option you want. Instead, enter the option’s code (e.g. `PRINT` for *Print*) and `<ENTER>` to select and execute the option.

## Editing a Code

This section describes how to add, modify, copy, and delete the codes in a setup table. The information is general and covers tables from both the CODE TABLE MENU and CONTROL TABLE MENU.



## More Than One User At the Same Time

More than one person can access the same setup code at the same time. Because most libraries permit only one person to change codes, this situation would likely be rare — perhaps when the system is first being set up and several staff members are working on the tables.

Simultaneous use may produce some confusion, but keep in mind the two basic rules followed by the system:

1. information is saved rather than discarded
2. the latest information is the information saved.

If one person uses the *File* option to leave the detail screen, and the other uses *Exit*, the system saves the code as it was *Filed* (no matter which person left the code last).

If both people use the *File* option to leave, the system saves the code as it was *Filed* by the last person to leave.

## Cross Validation of Codes

Some fields can be assigned a code value from another setup table. For example, the LIBRARY CODES detail screen has a field for specifying a default Ship To Code. In most cases, when you edit the field and specify a code, the system will only accept valid codes. There are two situations in which invalid or inappropriate codes can be stored in a field; these involve deleted codes or hierarchically related codes.

**Deleted Codes** If someone accesses the SHIP TO CODES table and deletes one of the Ship To Codes that you had earlier specified in the LIBRARY CODES table, the system does not automatically delete from the LIBRARY CODES field too. Thus a specified code can **become** invalid. When you delete a code, first check all the other setup tables in which it might have been assigned, and specify replacement codes wherever necessary.

**CAUTION:** Do not delete a code once it has been assigned in the **database**; for example in orders or invoices.

**Hierarchically Related Codes** This situation only arises in the LOCATION CODES table, in which several hierarchical codes can be specified. The system does not check that the Sublocation Code, Collection Code, and Call # Prefix that you specify are all valid for the particular Institution Code that you specify. Be careful to select codes that are properly related. See [Location Code \(LOCCD\)](#) on page 4-60.

## Field Entry Commands

The commands you can use to edit text or display help within a detail screen field are described in Appendix A, *Using ADVANCE*. These include commands such as # to clear a field, ?? to see a list of codes that can be assigned in the field, and <ESC> P to open an edit window.

Some of the commands work differently in multi-field mode than single-field mode. The system puts you in line-by-line mode when you add a code or use the *Line by line* option, and in single-field mode when you select a field using the *# line* option.

Use the backspace key and type over existing text when necessary. Be careful about using arrow keys because they work differently on different types of terminals.

## Adding a Code

To add a new code to a table, highlight the *Add item* option on the table's initial screen by entering A and <ENTER> or by using the arrow keys. Then <ENTER> to select the option.

**NOTE:** The *Add item* option is not available in some setup tables.

The system responds by displaying a prompt below the `Option` line:

```
Enter the code you wish to add :
```

To add a new code, enter the new code and <ENTER>. Alternatively, if you change your mind and do not want to enter a new code, <ENTER> with the prompt's field left empty — the cursor will return to the `Option` line

When you add a new code, the system displays the detail screen and places the cursor at the beginning of the first field for input. For example, if you add a new Order Method Code called ABC, the system displays the following screen and places the cursor at the beginning of the *Description* field.

```

                                ORDER METHOD CODES

: ABC                                *** New Record ***
-----
1. Description                       : _____
2. Mode of transmission              :
   0 - mail
   1 - BISAC
   2 - X12 (future)
3. Print paper copy (1 = YES)       :
4. Default PO format                :

```

Enter a value for the first field and <ENTER>. The system responds by moving the cursor to the next field, and so on until you have gone through all the fields, upon which the system displays the `Option` line. (To reach the option line quickly, leaving all the remaining fields empty, enter only a space in the field and <ENTER>.)

Once the `Option` line is displayed, you can go back and edit a field, print the code, and so on.

Use the *File* option to save the new code, or the *Exit* option to discard the new code.

## Modifying a Code

To modify a code, access the code's detail screen. To do this, first highlight the *# line* option on the table's initial screen by entering # and <ENTER>, or by using the arrow keys. Then select a code by entering the code's reference number and <ENTER>. The system responds by displaying the detail screen for that code.

**NOTE:** The accessing step is not necessary on tables such as FISCAL PROFILE which lack an initial screen and show a detail screen immediately.

On the detail screen, use the *# line* option to select one field to change, or the *Line by line* option (if available) to be prompted through all the fields. Type over existing text as necessary, and use the field edit commands.

Use the *File* option to save the code with its changed values, or the *Exit* option to discard the changes.

## Copying a Code

To copy the values from one code to another, first access the detail screen of the code you want changed or added. To do this, use the *# line* or *Add item* option on the table's initial screen to select or add a code, respectively. The system responds by displaying the detail screen for that code.

On the detail screen, highlight the *Copy* option by entering *C* and <ENTER>, or by using the arrow keys. <ENTER> and the system responds by displaying a prompt below the *Option* line:

```
Enter codes to copy from:
```

To copy the field values from another code, enter the name of that code and <ENTER>.

Alternatively, if you change your mind and do **not** want to copy a code, <ENTER> with the prompt's field left empty. The cursor will return to the *Option* line.

If you are not sure of the code, you can use ?? to display the code list from the initial screen and then select one.

After you specify a code, the system replaces all the current values with new values, and returns the cursor to the *Option* line.

Use the *File* option to save the code with its displayed values, or the *Exit* option to discard the changes.

## Deleting a Code

To delete a code, first access the detail screen—use the *# line* option on the table's initial screen to select a code. The system responds by displaying the detail screen for that code.

NOTE: The *Delete* option is not available in some setup tables.

On the detail screen, highlight the *Delete* option by entering `D` and `<ENTER>`, or by using the arrow keys. `<ENTER>` and the system responds by displaying a prompt below the `Option` line:

```
Are you sure that you want to delete this code?
```

To delete the code, enter `Y` and `<ENTER>`. The system removes the code and returns you to the table's initial screen.

Alternatively, to **not** delete the code, enter `N` and `<ENTER>`. The system returns the cursor to the `Option` line.

CAUTION: **Do not delete any codes that are in use in the database.** The system cannot automatically remove codes from existing orders, invoices, vendors, journal entries, and so on.

If a code is not used in the database and is thus safe to delete, be sure to also check whether it is assigned as a default in other setup tables. If the code is assigned in other tables, remove it from there as well.



# 4

## Setup Tables

---

This chapter describes the Acquisitions setup tables in alphabetical sequence:

BILL TO CODES	ORDER METHOD CODES
CANCEL CODES	ORDER TYPE CODES
CLAIM CODES	PAYMENT METHOD CODES
CLAIM MESSAGE CODES	PAYMENT TYPE CODES
CLAIM TEXT CODES	PO PRINT FORMAT CODES
COUNTRY CODES	PO FORMAT FIELDS
CURRENCY CODES	PRIORITY CODES
FISCAL PROFILE	PURCHASE ORDER NUMBER
FISCAL PROFILE 2	REPORT CODES
FUND PERIOD CODES	REQUEST NUMBER
FUND STATUS CODES	ROUTE ID CODES
FUND STRUCTURE SETUP	SELECTOR CODES
FUND TYPE CODES	SHIP TO CODES
INFORMATION SOURCE CODES	SUBJECT CODES
INVOICE DEFAULT CODES	TRANSACTION NUMBER
INVOICE TYPE CODES	USER DEFAULTS
ISO CURRENCY CODES	VENDOR STATUS CODES
JOURNAL ENTRY NUMBER	VENDOR TYPE CODES
JOURNAL TYPE CODES	VENDOR USAGE CODES
LIBRARY CODES	VOUCHER NUMBER
LOCATION CODES	YEAR END CLOSE DATE
ORDER CONDITION CODES	YEAR END PROCESSING CODES

For descriptions of the ACQUISITIONS CALENDAR PROCESSOR menu and its PRODUCTION CODES table, see [Calendar Processor](#) on page 5-1.

For a description of the Acquisitions Utilities (AUTIL), see [Approval Loader](#) on page 7-1, [BISAC Ordering Interface](#) on page 8-1, and [Serial Invoice Loader](#) on page 9-1.

For setup table updating instructions, see *Using the Tables* on page 3-1.

---

## Sequence in Which to Complete the Tables

Because many of the setup codes are assigned in other setup tables, Geac recommends you complete the tables in the following sequence. Read the descriptions of **all** the tables before you start.

Groups B, C, D, and G may be completed in any sequence. You may leave Group F until the very end if you prefer to work on related codes from E and G together (for example, the three claim-related codes).

### Group A: Libraries, Locations, Fund Structure, etc.

Bill To Codes	(BILTO)
Ship To Codes	(SHPTO)
Library Codes	(LIBCD)
Fund Structure	(FUNSTR)
Location Codes	(LOCCD)
Payment Method Codes	(PAYMTH)
Invoice Default Codes	(INVDFT)
Fund Period Codes	(FSPER)
Year End Processing Codes	(YEND)

### Group B: Numbers

Journal Entry Number	(JNLNO)
Purchase Order Number	(PONO)
Request Number	(REQNO)
Transaction Number	(TRNNO)
Voucher Number	(VCHNO)

### Group C: Invoice and Order Types

Invoice Type Codes	(INVTP)
Order Type Codes	(ORDTP)

### Group D: Purchase Order Format, Fiscal Profiles, etc.

Information Source Codes	(INFSRC)
PO Print Format Codes	(POFMT)
Order Method Codes	(ORDMTH)
Fiscal Profile	(FISCL)
Cancel Codes	(CANCD)
Report Codes	(REPCD)
Fiscal Profile 2	(FISCL2)

**Group E: Remaining Codes Assigned as User Defaults**

Claim Codes	(CLMCD)
Currency Codes	(CURRC)
ISO Currency Codes	(ICURR)
Order Condition Codes	(ORDCD)
Payment Type Codes	(PAYTP)
Priority Codes	(PRIOC)
Selector Codes	(SELCD)
Subject Codes	(SUBJCD)

**Group F: User Defaults**

User Defaults	(CUDEF)
---------------	---------

**Group G: Remaining Tables**

Claim Message Codes	(CLMMSG)
Claim Text Codes	(CLMTXT)
Country Codes	(CNTCD)
Fund Status Codes	(FUNST)
Fund Type Codes	(FUNTP)
Journal Type Codes	(JRNTP)
Route ID Codes	(RTECD)
Vendor Status Codes	(VENST)
Vendor Type Codes	(VENTP)
Vendor Usage Codes	(VENUS)
Year End Close Date	(YENDD)

---

## CAUTION: Deleting Codes

**Do not delete any codes that are in use in the database.** The system cannot automatically remove codes from existing orders, invoices, vendors, journal entries, and so on.

If a code is not used in the database and is thus safe to delete, be sure to also check whether it is assigned as a default in other setup tables. If the code is assigned in other tables, remove it from there as well.

## Bill To Code (BILTO)

The Acquisitions module can supply vendors with billing addresses, phone numbers, and related information. The Library Code that is assigned by the staff will determine which Bill To Code could be used by the system. If you like, you can define Bill To Codes that match your Ship To Codes.

The library can define purchase order formats which include the Bill To Code information. See *PO Print Format Code (POFMT)* on page 4-76.

**Access** Select the BILL TO CODES table on the CODE TABLE MENU, or enter the screen identifier BILTO on any Acquisitions menu.

### Initial Screen

```
                                BILL TO CODES

Number of records = 2
Code   Description of code
-----
1. CENT   Central Library - Acquisitions Dept.
2. MED    Medical Institute of Technology - Acquisitions Dept.

Options:
? help   Add item   # line   Print   Forward   Backward   Search jump
Exit
```

Detail Screen

```

                                BILL TO CODES
                                : CENT
                                -----
1. Name                          : Central Library - Acquisitions Dept.
2. Address 1                     : 123 First Street
3. Address 2                     : P.O. Box 1233
4. Address 3                     :
5. City, Prov/State, Postal/ZIP: New York, New York, 14616
6. Contact/Attention             : THE LIBRARIAN
7. Phone                         : (703) 123-1233
8. SAN                           : 1232143
9. Associated LIBRARY Code       : AV=AUDIO-VISUAL LIBRARY
Options:
? help # line Line by line Copy Print Delete File Exit
    
```

**Fields**

NOTE: You may leave any of these fields empty, including lines at the end of the billing address.

- |                                    |  |
|------------------------------------|--|
| Bill To Code                       | [1-6 characters]   |
| 1. Name                            | [any]<br>Brief description of the Bill To Code.  |
| 2. Address 1<br>to<br>3. Address 3 | [any]<br>First, second, and third lines of the billing address.  |
| 5. City, Prov/State,<br>Postal/ZIP | [any]<br>Final line of the billing address. The city, province or state, country, and postal or zip code should be separated by comas. |
| 6. Contact/Attention               | [any]<br>Library contact person for bills.   |
| 7. Phone                           | [any]<br>Phone number of the contact person.   |

- |                            |  |
|----------------------------|--|
| 8. SAN                     | [any]<br>Standard Address Number of the library.   |
| 9. Associated LIBRARY code | [Library Code, 1-6 characters]<br>Assign the Library Code associated with this billing address. This information is used when exchanging transactions (i.e. serial invoices) electronically with a vendor. |

### Where Assigned

- Setup Table
- LIBRARY CODES (LIBCD).



## Cancel Code (CANCD)

Acquisitions staff can assign a Cancel Code to a purchase order to describe **why** the order is being or has been cancelled. This assignment does not start or otherwise affect the cancellation process. When staff access a cancelled order in the Ordering or Receiving Functions, the system displays the Cancel Code determined reason in the *STATUS* line — for example:

Cancelled - by library - no longer published

**Access** Select the CANCEL CODES table on the CODE TABLE MENU, or enter the screen identifier CANCD on any Acquisitions menu.

### Initial Screen

```

                                CANCEL CODES
Number of records : 6
Code  Description of code
----  -----
1. LNOLP  Library cancelled - no longer published
2. LNOTP  Library cancelled - not published
3. LNOTW  Library cancelled - not wanted
4. VNOTA  Vendor cancelled - not available
5. VNOTP  Vendor cancelled - not published
6. VOUTP  Vendor cancelled - out of print

Options:
? help  Add item  # line  Print  Forward  Backward  Search jump
Exit
```

### Detail Screen

```
                                CANCEL CODES
                                : LNOLP
-----
1. Description                    : Library cancelled - no longer published
2. Cancelled by                   : 1
   0 - by vendor
   1 - by library
   2 - by selector
3. Reason for cancellation        : 2
   0 - not published
   1 - not yet published
   2 - no longer published
   3 - inadequate supply
   4 - not available
   5 - not wanted
   6 - out of print

Options:
? help  # line  Line by line  Copy  Print  Delete  File  Exit
```

## Fields

Cancel Code [1-6 characters]

Name of code.

1. *Description* [any]

Brief description of the Cancel Code.

2. *Cancelled by* [0-2]

0 Cancelled by the vendor.

1 Cancelled by the library.

2 Cancelled by a selector.

---

3. Reason for cancellation	[0-6]
	0 Cancelled because item not published.
	1 Cancelled because item not yet published.
	2 Cancelled because item no longer published.
	3 Cancelled because there is an inadequate supply of the item.
	4 Cancelled because item is not available.
	5 Cancelled because item is not wanted.
	6 Cancelled because item is out of print.

## Where Assigned

- |                     |   |
|---------------------|---|
| Setup Table         | • REPORT CODES (REPCD).                               |
| Acquisitions Screen | • ORD - NOTES SCREEN (in the <i>CANCEL CD</i> field). |

## Claim Code ( CLMCD )

The Acquisitions module automatically determines action dates for claim and cancellation letters, in a cycle based on the periods specified in this table. Acquisitions staff can assign Claim Codes to purchase orders, and can assign a default code to each vendor. Staff can override the system-generated action dates.

The *Allow system to autogenerate claims* field in the FISCAL PROFILE table determines whether the system generates letters or just reports the need for a letter (in verification reports).

**Access** Select the CLAIM CODES table on the CODE TABLE MENU, or enter the screen identifier CLMCD on any Acquisitions menu.

### Initial Screen

```
                                CLAIM CODES

Number of records : 4
Code  Description of code
-----
1.  DAMG  Item received damaged
2.  DISC  DISCOUNT DISCREPANCY
3.  MISS  Missing copies
4.  NORC  No receipts for invoiced copies

Options:
? help  Add item  # line  Print  Forward  Backward  Search jump
Exit
```

## Detail Screen

```

                                CLAIM CODES
                                : DFLT
-----
1. Description                   : Default Claim Cycle
2. Claim 1 (# days)             : 30
3. Claim 2 (# days)             : 15
4. Claim 3 (# days)             : 5
5. Claim 4 (# days)             : 0
6. Cancel (# days)              : 7

Options:
? help  # line  Line by line  Copy  Print  Delete  File  Exit

```

## Fields

NOTE: You may leave any of these fields **empty**, including intermediate periods in the cycle — you do not need four claims before the order cancellation.

Claim Code [1-6 characters]

Name of code.

1. *Description* [any]

Brief description of the Claim Code.

2. *Claim 1 (# days)* [any number]

When Acquisitions staff order an item, the system adds this number of days to the order date to determine the **estimated delivery date** (*EST DELVRY*) which is shown on most Ordering and Receiving screens.

If the library has not received the item by the estimated delivery date, the system issues a claim letter or reports the need for one.

3. *Claim 2 (# days)* [any number]

When the first claim is generated, the system adds this number of days to the transaction date to determine a default **ACTION DATE** which is shown on some receiving screens. Acquisitions staff can override this date on the REC- CLAIM TRANSACTION DISPLAY screen.

If the library has not received a response from the vendor by the *ACTION DATE* (either the materials, a notification of cancellation, or a new expected date for delivery), the system reissues the claim letter or reports the need for a second one.

### 4. Claim 3 (# days)

[any number]

If a second claim letter is generated, the system adds this number of days to the *ACTION DATE* to determine when a vendor response is next due.

If the library has not received a response from the vendor by the new *ACTION DATE*, the system issues the claim letter a third time or reports the need for one.

### 5. Claim 4 (# days)

[any number]

If a third claim letter is generated, the system adds this number of days to the *ACTION DATE* to determine when a vendor response is next due.

If the library has not received a response from the vendor by the new *ACTION DATE*, the system issues the claim letter a fourth time or reports the need for one.

### 6. Cancel (# days)

[any number]

When the final claim letter is generated, the system adds this number of days to the *ACTION DATE* to determine when to cancel the order and generate a cancellation letter, or report the need for cancellation.

If you leave this field empty, the system does not cancel the order, nor report the need for cancellation, at the end of the claim cycle.

## Where Assigned

- |                      |   |
|----------------------|---|
| Setup Table          | <ul style="list-style-type: none"><li>• USER DEFAULTS ( CUDEF )</li></ul>   |
| Acquisitions Screens | <ul style="list-style-type: none"><li>• ORD - ORDERING DATA (in the <i>CLM CODE</i> field)</li><li>• VEN - VENDOR HEADER SCREEN (in the <i>CLAIM CODE</i> field).</li></ul> |

## Claim Message Code (CLMMSG)

Acquisitions staff can assign a Claim Message Code to a claim to have a stored message printed out on the claim letter sent to the vendor.

**Access** Select the CLAIM MESSAGE CODES table on the CODE TABLE MENU, or enter the screen identifier CLMMSG on any Acquisitions menu.

### Initial Screen

```

                                CLAIM MESSAGE CODES

Number of records : 2
Code  Description of code
-----
1. DAM  Item received damaged
2. INC  Item received incomplete

Options:
? help  Add item  # line  Print  Forward  Backward  Search jump
Exit

```

### Detail Screen

```

                                CLAIM MESSAGE CODES

: DAM
-----
1. Description          : Item received damaged
2. Message              : THIS ITEM WAS RECEIVED DAMAGED.

Options:
? help  # line  Line by line  Copy  Print  Delete  File  Exit

```

## Fields

Claim Message Code [1-4 characters]

Name of code.

1. *Description* [any]

Brief description of the Claim Message Code.

2. *Message* [any]

The message to be printed. Up to 195 characters can be printed on the standard claim letter.

## Where Assigned

- |              |   |
|--------------|---|
| Acquisitions | • REC - CLAIMING ITEMS (in the <i>MESSAGE</i> field)  |
| Screens      | • INV - CLAIMING ITEMS (in the <i>MESSAGE</i> field). |



## Claim Text Code (CLMTXT)

Currently, the Acquisitions module supports the use of **only one** Claim Text Code — CANCEL. The corresponding text, defined in this table, will be printed out on the cancellation letter.

**Access** Select the CLAIM TEXT CODES table on the CONTROL TABLE MENU, or enter the screen identifier CLMTXT on any Acquisitions menu.

### Initial Screen

```

                                CLAIM TEXT CODES

Number of records : 1
Code      Description of code
-----
1. CANCEL Claim on cancellation

Options:
? help   Add item # line Print Forward Backward Search jump
Exit

```

### Detail Screen

```

                                CLAIM TEXT CODES

: CANCEL
-----
1. Description      : Claim on cancellation
2. Line1           : Dear Sir/Madam:
3. Line2           :
4. Line3           : This is to inform you that the title(s) +
5. Line4           : cancelled. Thank you for your co-operati+

Options:
? help # line Line by line Copy Print Delete File Exit

```

## Fields

Claim Text Code	[CANCEL] Name of the code.
1. <i>Description</i>	[any] Brief description of the Claim Text Code.
2. <i>Line1</i> to 5. <i>Line4</i>	[any] Up to four lines of text to be printed on the letter. On the standard cancellation letter, up to 70 characters can be printed per line.

## Country Code (CNTCD)

Acquisitions staff can assign a Country Code to each vendor. The full name of the country is printed as the bottom line of the vendor's address, and some reports can be sorted by country.

**Access** Select the COUNTRY CODES table on the CODE TABLE MENU, or enter the screen identifier CNTCD on any Acquisitions menu.

### Initial Screen

```

                                COUNTRY CODES

Number of records : 3
Code      Description of code
-----
1. CAN    Canada
2. ENG    England
3. USA    United States of America

Options:
? help   Add item  # line  Print  Forward  Backward  Search jump
Exit

```

### Detail Screen

```

                                COUNTRY CODES

: NZ
-----
1. Name of Country      : New Zealand

Options:
? help  # line  Line by line  Copy  Print  Delete  File  Exit

```

## Fields

NOTE: You may leave any of these fields blank.

Country Code [1-8 characters]

Name of code.

1. *Name of Country* [any]

Full name of the country.

## Where Assigned

Acquisitions  
Screen

- VEN - VENDOR ADDRESS SCREEN (in the *COUNTRY* field).

## Currency Code (CURRC)

The Acquisitions module handles multiple currencies, and uses the rates specified in this table to convert amounts to a base currency for encumbrance and payment. Acquisitions staff can assign Currency Codes to purchase orders, invoices, and vouchers, and can assign a default code to each vendor.

The library will need to update this table frequently to reflect changes in exchange rates.

Changing a rate will affect future orders and invoices, **not** the already encumbered amounts of unpaid purchase orders and invoices.

**Access** Select the CURRENCY CODES table on the CODE TABLE MENU, or enter the screen identifier CURRC on any Acquisitions menu.

### Initial Screen

```

                                CURRENCY CODES
Number of records : 5
Code      Description of code
-----  -
1. AUS    Australia dollar
2. CDN    Canada dollar
3. BELG   Belgium franc
4. UK     United Kingdom pound
5. US     United States dollar

Options:
? help   Add item  # line  Print   Forward  Backward  Search jump
Exit

```

### Detail Screen

```
                                CURRENCY CODES
                                : AUS
-----
1. Currency description   : Australia dollar
2. Exchange rate         : 1.10
3. ISO Currency code     : AUD = Australian dollar

Options:
? help  # line  Line by line  Copy  Print  Delete  File  Exit
```

## Fields

Currency Code [1-8 characters]

Name of code.

1. *Currency description* [any]

Brief description of the Currency Code.

2. *Exchange rate* [up to about 5 or 6 digits; a decimal point can be used]

The multiplier that will convert an amount in this currency to the base currency. (The base currency is defined as 1.0000, even if you do not create a particular Currency Code for it.)

3. ISO Currency code [ISO Currency Code, 3 characters]

ISO Currency Code that corresponds to this Currency Code in Acquisitions. This field is used when exchanging transactions (i.e. serial invoices) electronically with a vendor.

## Where Assigned

- Setup Tables
- USER DEFAULTS (CUDEF)
  - APPROVAL LOADER PROFILE (APLOAD)
  - INVOICE LOADER PROFILE (INLOAD).

- Acquisitions Screens
- ORD - ORDERING DATA (in the *CURRENCY* field)
  - INV - INVOICE HEADER SCREEN (in the *INVOICE CURR* and *PAYMENT CURR* fields)
  - VCH - VOUCHER HEADER SCREEN (in the *INVOICE CURR* and *PAYMENT CURR* fields)
  - VEN - VENDOR HEADER SCREEN (in the *CURRENCY* field).

## Fiscal Profile (FISCL)

The Acquisitions Module can be set up with several fiscal and general defaults, specified in the Fiscal Profile.

**Access** Select the FISCL PROFILE table on the CONTROL TABLE MENU, or enter the screen identifier FISCL on any Acquisitions menu.

```

                                FISCAL PROFILE

: ACQ.CTL*FISCAL
-----
1. Tax %age to apply at order time?      (99v999)  : 8.0
2. Acceptable PO percentage variance      : 20
3. Apply funds as percentage? (1=YES)    : 1
4. Barcode monograph receipts?          (1=YES)    : 1
5. Default Purchase order format code?   : BOOKPO = Regular Bo+
6. Are ACQ MARC records edit checked?    (1=YES)    : 0
7. Are ACQ Bib records discarded?       (1=YES)    : 0
8. Workfile prefix for discarded records? :
9. Allow system to autogenerate claims?  (1=YES)    : 0
10. Maximum order amount to allow?       : 1000.00
11. Generate one claim for all locations? (1=YES)    :
12. Default for 'TRANSFER' to Catalogue? (1=YES)    : 1
13. Display LIBRARY CODE on index browses? (1=YES)    : 1
14. Allow negative BUDGET amounts in Funds?(1=YES) : 0
15. Encumber vs. funds with insufficient monies? : 0
Options:
? help # line Line by line Print File Exit

```

**NOTE** For efficiency, the system reads this table when each user logs on, rather than every time the setup information is needed. This means, however, that if you make any changes to the table, users must **log off and then back on** to see any effect.

### Fields

1. *Tax %age to apply at order time* [0-6 digits, up to 99.9999]

The percentage you want the system to use when calculating a default tax amount for each order. The *TAX %* field on the ORD - ORDERING DATA screen will have the default answer specified in this setup field.



2. *Acceptable PO percentage variance* [0-2 digits]  
The system will warn staff of a Price discrepancy if they enter an invoice amount that is different than the order amount by more than this percentage. The warning can be overridden.
3. *Apply funds as percentage* [0 or 1]
- 1 By default, allocate funds by **percentage** when placing an item on order on the ORD - ALLOCATIONS or ORD - BRIEF ORDER ENTRY screen. The *ALLOCATIONS BY %* field on the ORD - ALLOCATIONS screen will have the default answer Y.
- 0 or empty By default, allocate funds by **copy** when placing an item on order on these screens. The *ALLOCATIONS BY %* field will have the default answer N.
- NOTE: This general default will be overridden by the user default specified in the USER DEFAULTS table.
4. *Barcode monograph receipts* [0 or 1]
- 1 By default, prompt for barcode number (on a detail receipt screen) when receiving monographs. The *BARCODE* field on the main REC - RECEIVING ITEMS screen will have the default answer Y.
- 0 or empty By default, do **not** prompt for barcode number when receiving monographs. The *BARCODE* field on the REC - RECEIVING ITEMS screen will have the default answer N.
5. *Default Purchase order format code* [PO Print Format Code, 0-10 characters]  
Default for an order when the order's vendor and the order's library do not provide one — the vendor lacks an Order Method Code or else has one that lacks a PO Print Format Code, **and** the order has a Library Code that lacks a PO Print Format Code.
- To see the PO PRINT FORMAT CODES table, enter ?? and <ENTER>.
- An order without a PO Print Format Code will not be printed.

6. *Are ACQ MARC records edit checked* [0 or 1]
- Acquisitions MARC records can be edit-checked when staff use the *Accept* option on the ORD - BRIEF ORDER ENTRY or ORD - BIBLIOGRAPHIC ENTRY/UPDATE screen. If the system finds problems with the record, it will display a CATALOGUING WARNING/ERROR LIST screen that describes the problems.
- 1 The system will edit-check the MARC format of Acquisitions records.
- 0 or empty The system will not edit-check Acquisitions MARC records, and thus will never display the CATALOGUING WARNING/ERROR LIST screen when staff *Accept* a record. The library can have cataloguing staff edit-check the records at a later stage: after the records have been transferred from Acquisitions to the Catalogue (or to a Cataloguing workfile).
7. *Are ACQ Bib records discarded* [0 or 1]
- Acquisitions MARC records can be transferred to the Catalogue. This field only refers to "hooked" records — that is, records which were created by copying a Catalogue record so that new copies of the item could be ordered. It does not refer to records created to describe a new item.
- 1 When it is first transferred, the Acquisitions version of the MARC information will be discarded, regardless of whether or not it is different than the Catalogue version.
- 0 or empty If the Cataloguing and Acquisitions versions are **different**, the transfer job will keep the Acquisitions version. (Cataloguing or Acquisitions staff might have updated one of the records since the date it was copied for Acquisitions use.) Where the Acquisitions version is kept depends on how you answer the following field.
- If Acquisitions and Catalogue versions are **identical**, the transfer job will discard the Acquisitions version.
8. *Workfile prefix for discarded records* [0-3 characters]
- Your answer to this field matters only if you answered 0 or blank in field 7. The workfile prefix is actually for **non-discarded** records.

[1-3 characters]	The transfer will add the Acquisitions version to the cataloguing workfile whose prefix you specify in this field. The workfile prefix assigned by Geac in the default system is BDS.
empty	The transfer will overwrite the main Catalogue record with the Acquisitions version.
9. <i>Allow system to autogenerate claims</i>	[0 or 1]
1	The system will automatically generate claim and cancellation letters (on dates determined by the library-defined cycle in the CLAIM CODES table).
0 or empty	The system will only report the need for claim and cancellation letters in corresponding verification reports (on dates determined by the library-defined cycle in the CLAIM CODES table).
10. <i>Maximum order amount to allow</i>	[0-12 digits, up to 9999999999.99]
	The system will warn staff if they enter an order amount that is greater than this value. The warning can be overridden.
	Enter an amount in the base currency.
	If you leave this field empty, the system will not check the amount entered by staff.
11. <i>Generate one claim for all locations</i>	[0 or 1]
	Your answer to this field matters only if you answered Y to field 9 in this table (for automatic claim and cancellation letter generation).
1	The system will generate only one letter for all the outstanding items on a purchase order. (The letter has only one Ship To address — the one corresponding to the <b>first</b> item's location.)
0 or empty	The system will generate a separate letter for each group of outstanding items that have the same location.
12. <i>Default for 'TRANSFER' to Catalogue</i>	[0 or 1]
1	The <i>TRANSFER</i> field on the ORD - ORDERING DATA and ORD - BRIEF ORDER ENTRY screens will have the default answer Y. If staff leave the field answered N, then the Acquisitions to Catalogue Transfer Job will

transfer an order's bibliographic and/or piece information after the order has been cut or cancelled or pieces have been received or returned.

0 or empty      The *TRANSFER* field will have the default answer N. If staff leave the field answered N, then the Acquisitions to Catalogue Transfer Job will not transfer an order's information.

13. Display *LIBRARY CODE* on index browses?      [0 or 1]

1      The Acquisitions index browse screens (such as a title browse on the ORD - ORDER SEARCH & RETRIEVAL screen) will show each record's Library Code in a *LIBRARY* column at the right. This is particularly useful at libraries which set up User Permissions to restrict record access by Library Code.

0 or empty      Only the vendor browse screens available from the *VENDOR* fields on Ordering, Invoicing, Voucher, and Fund Management screens will show the Library Codes.

14. Allow negative *BUDGET* amounts in funds?      [0 or 1]

1      Staff will be warned if they attempt to *File* a journal entry on the FUN - JOURNAL ENTRY HEAD SCREEN that would result in the budget amount of a fund becoming negative. Staff can override the warning and post the entry. This may assist the library in tracking all appropriations to their funds.

0 or empty      Staff will be prevented from posting a journal entry that would result in a negative budget amount in a fund. The system will display an error message. This is the typical setting.

15. Encumber vs. funds with insufficient monies?      [0 or 1]

1      Allow unlimited overencumbrance of funds. A fund's total encumbered plus spent can go over the budget amount by an unlimited amount, regardless of the value in the *ENCUMBER %* field on the FUN - FUND HEADER SCREEN. The budget amount can even be zero. This enables the library to process and track encumbrances while waiting for budgets to be approved and allocated. Libraries generally use this setting only temporarily.

0 or empty      Ordering staff cannot add or update orders that would make a fund's total encumbered plus spent amount go over the budget amount by more than the amount determined by the *ENCUMBER %* field. This is the typical setting.

## Fiscal Profile 2 (FISCL2)

This table contains additional fiscal options that could not fit in the main Fiscal Profile.

**Access** Select the FISCAL PROFILE 2 table on the CONTROL TABLE MENU, or enter the screen identifier FISCL2 on any Acquisitions menu.

```

                                FISCAL PROFILE 2

                                : ACQ.CTL*FISCAL2
                                -----
                                1. Allow multi-LIBRARY year ends?          (1=YES) : 1
                                2. Restrict vendor usage to VENDOR LIBRARY?(1=YES) : 1
                                3. Allow inconsistent vendors?              (1=YES) : 1
                                4. Default REPORT CODE at time of receipt    : LCLO = Library repo+
                                5. Prompt when Exit option is used on changed item? : 1
                                6. Allow LIBRARY mismatch btn order & invoice(1=YES): 1
                                7. Contents of Vol/Part in PIECES created for : Vol.
                                   Multipart items (separate levels with ':')

Options:
? help  # line  Line by line  Print  File  Exit

```

**NOTE** For efficiency, the system reads this table when each user logs on, rather than every time the setup information is needed. This means, however, that if you make any changes to the table, users must **log off and then back on** to see any effect.

### Fields

1. *Allow multi LIBRARY year ends* [0 or 1]
  - 1 Multiple year ends are allowed. (See *Year End Processing Code (YEND)* on page 4-116.)
  - 0 or empty Multiple year ends are not allowed. The Year End Process (YEND1) performs only one year end, as defined by the DFLT Year End Processing Code.

2. *Restrict vendor usage to VENDOR LIBRARY* [0 or 1]
- 1 The order's vendor's Library Code must match the order's own code. Staff can assign a vendor in the *VENDOR* field of the ORD - BRIEF ORDER ENTRY or ORD - ORDERING DATA screen **only if** that vendor's Library Code (defined in the *LIBRARY* field of the VEN - VENDOR HEADER SCREEN) is the same as the one defined in the *LIBRARY* field of the order's ORD - BRIEF ORDER ENTRY or ORD - BIBLIOGRAPHIC ENTRY/UPDATE screen.
- Answer1 if you answered 1 to the preceding question (multiple year ends), or if the library wants separate vendor statistics, ratings, and/or contact people for each agency (Library Code).
- The disadvantage of this approach is that duplicate vendors must be maintained, one for each agency that can order from them.
- 0 or empty Order vendor-assignment is not restricted by Library Code.
3. *Allow inconsistent vendors* [0 or 1]
- 1 Allow staff to create an invoice with a vendor code that is different than the one currently on the order. This enables the library to **renew** an order with a **new** vendor before completing the invoicing on the order with the **old** vendor. The system will warn staff when the invoice vendor does not match the order vendor.
- 0 or empty Prevent staff from creating an invoice with a vendor code different than the one currently on the order.
- Staff can assign a vendor in the *VENDOR* field of the INV - INVOICE HEADER SCREEN **only if** it matches the one in the order's ORD - BRIEF ORDER ENTRY or ORD - ORDERING DATA screen.
- If the library does not renew orders, it is best to answer 0 and keep this consistency check in place.
4. *Default REPORT CODE at time of receipt* [Report Code, 1-4 characters]
- When staff *Receive* an item on the REC - RECEIVING ITEMS screen, the system supplies this default in the *REPORT CD* field. For example, the library can specify a default code that would automatically close the order.
- To see the REPORT CODES table, enter ?? and <ENTER>.

5. *Prompt when Exit option is used on changed item* [0 or 1]
- 1 When staff attempt to use *Exit* or *Prior screen* to leave a record without first *Filing* any changes made, the system will warn:
- Record has been modified.  
Do you still wish to discard the changes? (Y/N)
- This warning is not given on setup table screens.
- 0 The system will not warn staff when they leave changed records.
6. Allow LIBRARY mismatch btn order & invoice [0 or 1]
- Your answer to this field is ignored and assumed to be 0 if you answered 1 to field 1 in this table (to allow multiple year ends).
- 1 Staff can add a detail line to an invoice even if the Library Code specified in the detail line's order does not match the Library Code specified on the invoice header. Only libraries which process invoices for orders for all agencies together and do not have multiple year ends should consider using this setting.
- 0 or empty Staff will be prevented from adding a detail line to an invoice if the Library Code specified in the detail line's order does not match the Library Code specified on the invoice header. The system will display an error message.
7. Contents of Vol/Part in PIECES created for Multipart items [0-20 characters]
- The contents of this field are placed into the *Vol/Part* (enumeration label) field of pieces that are created for parts of multi-part copy orders received in Acquisitions. This information is used if there is no label information defined in the order record (NOTES screen).
- You can enter a value with or without a period, i.e. Vol . or Vol . . Separate enumeration labels with a colon (for example vol . : pt .). If this field is left blank, the system supplies a default value of *Pt.* in the *Volume/Part* field of the piece.



## Fund Period Code ( FSPER )

The Fund Period Maintenance Job (PER) can take periodic snapshots of each fund's balance and encumbered, spent, and authorized amounts for display in the FUN - FUND PERIODS DISPLAY screen (see the *Acquisitions User's Guide*). This table controls the scheduling of the snapshots.

The library can define separate schedules, for separate library agencies (i.e. separate Library Codes), particularly if the library has multiple year ends (i.e. answers 1 to the *Allow multi-LIBRARY year ends* question in the FISCAL PROFILE 2 table).

The background processor should be scheduled to execute the Fund Period Maintenance Job daily. The job will compare the day's date against the dates defined in the FUND PERIOD CODES table for the library's agency: if they match, the job will take a fund snapshot.

**Access** Select the FUND PERIOD CODES table on the CODE TABLE MENU, or enter the screen identifier FSPER on any Acquisitions menu.

### Initial Screen

```

                                FUND PERIOD CODES                                SUPER
Number of records : 3
Code      Description of code
-----
1. DFLT   Default fund periods
2. MED    Medical Institute of Technology
3. TRAIN  Training

Options:
# line  Add item  Forward  Backward  ? help  Exit

```

### Detail Screen

```
FUND PERIOD CODES                                     SUPER

FUND PERIOD CODE: DFLT
1. Description      : Default fund periods
2. Start date       : 06/01/91
3. End date         : 05/31/92
4. Number of periods : 24
5. End of period dates : 06/19/91 06/28/91 07/12/91 07/26/91 08/09/91+

Options:
  File   Line by Line  # line  ? help  Exit
```

## Fields

- Fund Period Code** [DFLT or a valid Library Code, 1-6 characters]
- Each Library Code specifies the separate schedule for a specific library agency.
- The DFLT code describes the schedule for all remaining library agencies (whose Library Codes are not individually defined as Fund Period Codes).
- 1. Description* [any]
- Brief description of the Fund Periods Code, typically a fiscal year divided into monthly or semimonthly periods.
- 2. Start date* [year, month, day (in system format)]
- This is the date of the beginning of the first period. The system takes the first fund snapshot on this date.
- Libraries generally specify the first day of the fiscal year but, when initially setting up the Acquisitions module, it is better to specify the system start-up date instead. If you change the start date, the system asks whether you want the default snapshot dates (field 5) recalculated.
- 3. End date* [year, month, day (in system format)]
- This is the date of the end of the last period. The system takes the last fund snapshot on this date. Libraries generally specify the last day of the

fiscal year. If you change the end date, the system asks whether you want the default snapshot dates (field 5) recalculated.

*4. Number of periods* [1-2 digits]

The system can calculate default snapshot dates based on the information in this field and in the preceding two fields. For example, for monthly snapshots in a one-year range, enter 12. If you change the number of periods, the system asks whether you want the default snapshot dates (field 5) recalculated.

*5. End of period dates* [year, month, day (in system format)]

The system takes fund snapshots on these dates as well as the start date specified above.

The system calculates a default set of snapshot dates based on the information you provide in the preceding three fields. You can change the default dates by editing this field. The last date must be the same as the end date specified above.

If you change the start date, end date, or number of periods, then the system can automatically recalculate the snapshot dates.

## Fund Status Code ( FUNST )

Acquisitions staff can assign a Fund Status Code to a fund to open or close a fund.

For convenient reporting, the library may create multiple codes that have the same system effect. For example, to distinguish among reasons for fund closures, the library might create multiple codes which have the *Closed/No Updates* field set to 1 (yes).

**Access** Select the FUND STATUS CODES table on the CONTROL TABLE MENU, or enter the screen identifier FUNST on any Acquisitions menu.

### Initial Screen

```
                                FUND STATUS CODES

Number of records : 3
Code      Description of code
-----
1. ACTIVE  Fund is active
2. CLOSED  Fund is closed
3. OPEN    Fund is open

Options:
? help   Add item  # line  Print  Forward  Backward  Search jump
Exit
```

### Detail Screen

```
                                FUND STATUS CODES

: OPEN
-----
1. Description                : Fund is open
2. Closed/No Updates (1 = YES) : 0

Options:
? help  # line  Line by line  Copy  Print  Delete  File  Exit
```

## Fields

Fund Status Code [1-7 characters]

Name of code.

1. *Description* [any]

Brief description of the Fund Status Code.

2. *Closed/No Updates* [0 or 1]

1 The fund is closed. The system will prevent staff from authorizing new orders and encumbering amounts from the fund. This does **not** prevent amounts being spent from the fund.

0 or empty The fund is open.

## Where Assigned

- Acquisitions Screen
- FUN - FUND HEADER SCREEN (in the *STATUS* field).

## Fund Structure ( FUNSTR )

The library can specify the structure of the fund number — up to six divisions separated by hyphens. These divisions can control page breaks and totals in the reports.

**Access** Select the FUND STRUCTURE SETUP table on the CONTROL TABLE MENU, or enter the screen identifier FUNSTR on any Acquisitions menu.

```

                                FUND STRUCTURE SETUP                                SUPER

FUND FORMAT : #####-#####-#####

DIVISION  DESCRIPTION                LENGTH  PAGE  TOTAL
  1      Division                    4       Y    Y
  2      Faculty                     5       Y    Y
  3      Account Number              9       Y    Y
  4                                     0
  5                                     0
  6                                     0

7. LIMIT LENGTH OF FUND NUMBER: Y

Options:
  Line by Line  # line  File  ? help  Exit

```

**NOTE** For efficiency, the system reads this table when each user logs on, rather than every time the setup information is needed. This means, however, that if you make any changes to the table, users must **log off and then back on** to see any effect.

### Fields

#### *FUND FORMAT*

[1-18 number signs (#) and 0-5 hyphens (-)]

This is a display field. The system uses this field to summarize your fund structure, as defined in the following five fields.

#### *DIVISION*

The fund number can be separated into up to 6 divisions which will be separated by hyphens in the displays. Acquisitions staff do not include the hyphens when entering fund numbers; the hyphens are supplied by the system in displays.

<i>DESCRIPTION</i>	[0-2 characters] Brief description of a fund number division.
<i>LENGTH</i>	[0-20 characters] Length of a fund number division. Keep in mind that the total length of the fund number must be 18. If you want fewer than 6 divisions, assign some divisions the length 0.
<i>PAGE</i>	[0 or 1]  1 In fund-organized reports, the system will start a new page whenever this division of the fund number changes.  0 or empty The system will not page-break reports on this division.
<i>TOTAL</i>	[0 or 1]  1 In fund-organized reports, the system will calculate totals whenever this division of the fund number changes.  0 or empty The system will not calculate totals on this division.
<i>LIMIT LENGTH OF FUND NUMBER</i>	[Y (yes) or N (no)] This field determines the maximum length of fund numbers that staff will be allowed to enter.  Y Allow staff to enter fund numbers up to the length specified in this table; that is, the total of the <i>LENGTH</i> column.  N or empty Allow staff to enter fund numbers up to 18 digits long.

## Fund Type Code ( FUNTP )

Acquisitions staff can assign a Fund Type Code to each fund to control some system checks and organize some reports.

The library does not have to define all four possible codes and can, in fact, define more than four (for the separate reporting of codes which have the same system effect).

**Access** Select the FUND TYPE CODES table on the CONTROL TABLE MENU, or enter the screen identifier FUNTP on any Acquisitions menu.

### Initial Screen

```
                                FUND TYPE CODES

Number of records : 4
Code  Description of code
-----
1. DEPO  Deposit fund
2. DONOR  Donation fund
3. REG    Regular fund
4. TRACK  Tracking fund

Options:
? help  Add item  # line  Print  Forward  Backward  Search jump
Exit
```

### Detail Screen

```
                                FUND TYPE CODES

: DEPO
-----
1. Description      : DEPOSIT ACCOUNT
2. Type            : 1
   0 - normal
   1 - deposit
   2 - tracking only
   3 - donation

Options:
? help  # line  Line by line  Copy  Print  Delete  File  Exit
```



## Fields

Fund Type Code	[1-6 characters] Name of code.
1. <i>Description</i>	[any] Brief description of the Fund Type Code.
2. <i>Type</i>	[0-3]
	0 Normal fund.
	1 Deposit account fund. When Acquisitions staff place an order with a deposit account Payment Type Code, the system checks that the fund has a deposit account Fund Type Code.  For a deposit account fund, the system allows staff to specify the vendor with whom the account is maintained. When staff place an order using a deposit account fund, the system checks that the order's vendor is valid for that particular fund.
	2 Tracking fund. This kind of fund is used to keep track of amounts allocated in particular areas, but does not itself contain money and so cannot be used to pay invoices. When ordering an item, staff can allocate amounts from tracking funds in addition to the funds that will actually pay for the item.
	3 Donation fund. The money in this fund was donated to the library.

## Where Assigned

- |                        |  |
|------------------------|--|
| Acquisitions<br>Screen | <ul style="list-style-type: none"> <li>FUN - FUND HEADER SCREEN (in the <i>TYPE</i> field).</li> </ul> |
|------------------------|--|

## Information Source Code ( INFSRC )

When defining a purchase order print format (in the PO FORMAT CODE sub-table), the library defines the size, position, and contents of each print field; to specify the data source for these field contents, the library also assigns an Information Source Code. For example, the Information Source Code B2 specifies where to get author information.

The INFORMATION SOURCE CODES screen defines these data sources.

**Access** Select the INFORMATION SOURCE CODES table on the CODE TABLE MENU, or enter the screen identifier INFSRC on any Acquisitions menu.

**Initial Screen** This screen lists the first 14 of 61 Geac-provided codes.

```

                                INFORMATION SOURCE CODES

Number of records : 61
Code  Description of code
-----
1. B1  Title
2. B10 Material code
3. B11 Place of Publication
4. B12 Publisher
5. B13 Date of publication
6. B14 Subject
7. B15 Sort code
8. B16 Volume number
9. B17 Vendor stock number
10. B18 Format code
11. B2  Author
12. B20 Encoding Level
13. B21 Cataloguing Source
14. B3  LC Card number

Options:
? help  Add item  # line  Print  Forward  Backward  Search jump
Exit
```

## Detail Screen

```

                                INFORMATION SOURCE CODES
                                : B1
                                -----
1. Description                   : Title
2. Field type                   : 2 = Bibliographic field
3. Source for bib info         : 3,*245a

Options:
? help  # line  Line by line  Copy   Print   Delete  File   Exit

```

## Fields

*Information Source Code*

[1-5 characters]

By convention, the code consists of a letter and a distinguishing number; the letter is one of the following:

B	bibliographic information	(Field Type Code = 2)
N	notes	(Field Type Code = 1)
S	standard	(Field Type Code = 1)
T	totals	(Field Type Code = 1)
U	Geac-programmed	(Field Type Code = 4)
V	vendor record information	(Field Type Code = 1)

Although you may add or modify the B codes, do not change anything other than the *Description* in the other codes. The definitions used by the purchase order print jobs for other codes are actually stored elsewhere, and the codes are shown in this table only for completeness; changes made to the non-B codes do not affect the real definitions and will only be confusing.

*1. Description*

[any]

Brief description of the Information Source Code.

2. *Field type*

[Field Type Code, 1-4]

This system-defined code describes the kind of information source.

To see the FIELD TYPE CODES table, enter ?? and <ENTER>.

1 **Standard field:**

Order details, notes, vendor details, and other information from Acquisitions records. GEAC-ASSIGNED ONLY.

2 **Bibliographic field:**

Information from the top of Acquisitions screens (i.e. title, author, ISBN / ISSN, or LCCN) or from specified MARC fields and subfields.

3 **Free text field:**

DO NOT ASSIGN IN THIS TABLE.

4 **Programmed field:**

A special customized information source, coded by Geac programmers for the library. GEAC-ASSIGNED ONLY.

3. *Source for bib info*

[any]

Your answer to this field matters only if you answered 2 to the preceding field.

Specify the source(s) of bibliographic information. If you specify alternate sources, use commas to separate them; the system will take information from the first source that has data. There are three types of sources:

**Internal PON record field number:**

- 3 title, as shown on the top of Ordering and Receiving screens.
- 4 author, as shown on the top of Ordering and Receiving screens.
- 5 Library of Congress Control Number (LCCN), as shown on the top of Ordering and Receiving screens.
- 6 ISBN/ISSN, as shown on the top of Ordering and Receiving screens.

**MARC record fields and subfields:**

in the format "\*nnnssss", where "nnn" represents the 3-digit MARC tag and "ssss" represents the complete list of MARC subfield codes. The tag must be preceded by an asterisk. (The elements of fixed length fields such as 008 cannot be specified.)

Data from repeated subfields are separated by a semicolon when printed; data from different subfields are separated by a blank.

**MARC record Leader field:**

in the format "Lnn-mm", where "nn" represents the starting character position and "mm" represents the number of characters.

## Where Assigned

- Setup Table
- CODM - PO FORMAT FIELD DEFINITIONS ( POFMT ).

## Invoice Default Code ( INVDFLT )

Acquisitions staff can pay taxes and/or regular charges in an invoice from general accumulation funds rather than from the individual order funds, and can prorate an invoice's taxes, regular charges, and/or discount amounts across the invoice line items. Invoice Default Codes specify the accumulation funds and default prorate methods for each Library Code.

**Access** Select the INVOICE DEFAULT CODES table on the CODE TABLE MENU, or enter the screen identifier INVDFLT on any Acquisitions menu.

### Initial Screen

```

                                INVOICE DEFAULT CODES
Number of records : 4
Code   Description of code
-----
1. ADMIN  Head Office and Administration
2. CENT   Central Library
3. MED    Medical Institute of Technology
4. TRAIN  Training

Options:
? help  Add item  # line  Print  Forward  Backward  Search jump
Exit

```

### Detail Screen

```

                                INVOICE DEFAULT CODES
                                : CENT
-----
1. Description                               : Central Library
2. Accumulation fund for regular charges      : AU99REGULAR
3. Accumulation fund for tax amounts          : AU99TAXES
4. Accumulation fund for other charges        : AU99OTHER
5. Default prorate method for taxes           : 2
6. Default prorate method for discounts      : 2
7. Default prorate method for regular charges : 2
8. Default prorate method for other charges   : 2
9. Default PAYMENT METHOD code                 : CASH = Cash

Options:
? help  # line  Line by line  Copy  Print  Delete  File  Exit

```

## Fields

Invoice Default Code	<p>[Library Code, 1-6 characters]</p> <p>If an invoice's assigned Library Code is not included in this table, and staff then attempt to prorate an invoice against accumulation funds, the system will prevent them from authorizing the invoice.</p>
<i>1. Description</i>	<p>[any]</p> <p>Brief description of the Invoice Default Code.</p>
<i>2. Accumulation fund for regular charges</i>	<p>[1-18 characters (do not enter hyphens)]</p> <p>If staff choose prorate method 1 to prorate the invoice <b>regular charges</b> across invoice line items, the system uses this accumulation fund to pay them. The system validates this fund number when the invoice is verified.</p> <p>NOTE: Entering ?? and &lt;ENTER&gt; does not display the FUN - FUND SEARCH &amp; RETRIEVAL browse list of valid fund numbers. Instead, you must access the Fund Management Function (FUND or FUNU) and conduct a search.</p>
<i>3. Accumulation fund for tax amounts</i>	<p>[1-18 characters (do not enter hyphens)]</p> <p>If staff choose prorate method 1 to prorate the invoice <b>taxes</b> across invoice line items, the system uses this accumulation fund to pay them. The system validates this fund number when the invoice is verified.</p> <p>NOTE: Entering ?? and &lt;ENTER&gt; does not display the FUN - FUND SEARCH &amp; RETRIEVAL browse list of valid fund numbers. Instead, you must access the Fund Management Function (FUND or FUNU) and conduct a search.</p>
<i>4. Accumulation fund for other charges</i>	<p>[1-18 characters (do not enter hyphens)]</p> <p>If staff choose prorate method 1 to prorate the invoice <b>other charges</b>, such as Goods and Services Tax (GST) or Value Added Tax (VAT) charges, across invoice line items, then the system uses this accumulation fund to pay them. The system validates this fund number when the invoice is verified.</p>

NOTE: Entering ?? and <ENTER> does not display the FUN - FUND SEARCH & RETRIEVAL browse list of valid fund numbers. Instead, you must access the Fund Management Function (FUND or FUNU) and conduct a search.

5. *Default prorate method for taxes*

[1-4]

By default, prorate the invoice **taxes** across the line items. The value specified in this field supplies the default value in the *PRORATE METHOD* column of the *TAX* field of the INV - INVOICE HEADER SCREEN.

- 1 Prorate the invoice taxes by line item net amount, and pay these taxes from the library's tax accumulation fund instead of the order fund(s).
- 2 or blank Prorate the invoice taxes by line item net amount.
- 3 Acquisitions staff can specify tax amounts on individual line items.
- 4 Prorate the invoice taxes by number of copies.

6. *Default prorate method for discounts*

[ 2-4]

By default, prorate the invoice **discount** across the line items. The value specified in this field supplies the default value in the *PRORATE METHOD* column of the *DISCOUNT* field of the INV - INVOICE HEADER SCREEN.

- 2 or blank Prorate the invoice discount by line item net amount. (Acquisitions staff can specify a discount percentage instead of discount amount on the invoice, and can specify additional percentages on individual line items. Discount amounts calculated from such line item percentages are brought forward to the invoice's total discount amount.)
- 3 Acquisitions staff can specify discount amounts on individual line items.
- 4 Prorate the invoice discount amount by number of copies.

7. *Default prorate method for regular charges*

[1-4]

By default, prorate the invoice **regular** charges amount across the line items. The value specified in this field supplies the default value in the *PRORATE METHOD* column of the *REGULAR CHG* field of the INV - INVOICE HEADER SCREEN.



- 1 Prorate the invoice regular charge by line item net amount, and pay this charge from the agency's regular charges accumulation fund instead of the order fund(s).
- 2 or blank Prorate the invoice regular charge by line item net amount.
- 3 Acquisitions staff can enter regular charges on individual line items.
- 4 Prorate the invoice regular charge by number of copies.

8. *Default prorate method for other charges*

[1-4]

By default, prorate the invoice **other** charges amount across the line items. The value specified in this field supplies the default value in the *PRORATE METHOD* column of the *OTHER CHG* field of the INV - INVOICE HEADER SCREEN.

- 1 Prorate the invoice other charge by line item net amount, and pay this charge from the agency's regular charges accumulation fund instead of the order fund(s).
- 2 or blank Prorate the invoice other charge by line item net amount.
- 3 Acquisitions staff can enter other charges on individual line items.
- 4 Prorate the invoice other charge by number of copies.

9. *Default PAYMENT METHOD code*

[Payment Method Code, 1-6 characters]

Default method of payment for new invoices.

## Invoice Type Code ( INVTP )

Acquisitions staff must assign an Invoice Type Code to an invoice, or an invoice line item, to affect how the system spends money, adjusts balances, checks for receipts, and so on.

The library does not have to define all five possible codes and can, for reporting purposes, create multiple codes for the same system-type.

**Access** Select the INVOICE TYPE CODES table on the CONTROL TABLE MENU, or enter the screen identifier INVTP on any Acquisitions menu.

### Initial Screen

```

                                INVOICE TYPE CODES
Number of records : 5
Code  Description of code
-----
1. CRE  Credit Note
2. DEP  Statement from Deposit Vendor
3. INV  Regular Payment
4. PAR  Partial Payment
5. PRO  Proforma

Options:
? help  Add item  # line  Print  Forward  Backward  Search jump
Exit
    
```

### Detail Screen

```

                                INVOICE TYPE CODES
: CRE
-----
1. Description          : Credit Note
2. Type                : 1
   0 - regular payment
   1 - credit note
   2 - partial payment
   3 - proforma
   4 - statement from deposit vendor

Options:
? help  # line  Line by line  Copy  Print  Delete  File  Exit
    
```

## Fields

Invoice Type Code	[1-3 characters] Name of code.
1. <i>Description</i>	[any] Brief description of the Invoice Type Code.
2. <i>Type</i>	[0-4]
	0 Regular payment.
	1 Credit note from the vendor. The system adjusts the spent amount in the fund(s).
	2 Partial payment. Staff can pay in instalments rather than by copy. The system disencumbers and spends the amount specified in the <i>PRICE</i> field on the INV - INVOICE DETAIL screen. This code value is useful for paying monographic series and serial orders, and for paying additional money on invoices after all copies ordered have been invoiced and paid. Use this code for supplemental and adjustments invoices.
	3 Proforma payment. The system will not check for receipts. This code value is useful for orders requiring prepayment.
	4 Statement from deposit vendor. The system adjusts the balance of your deposit account fund.

## Where Assigned

Setup Tables	<ul style="list-style-type: none"> <li>ORDER TYPE CODES ( ORDTP ).</li> <li>INVOICE LOADER PROFILE ( INLOAD ).</li> </ul>
Acquisitions Screens	<ul style="list-style-type: none"> <li>REC - INVOICE DETAILED DISPLAY (in the <i>LINE TYPE</i> field)</li> <li>INV - INVOICE HEADER SCREEN (in the <i>TYPE</i> field)</li> <li>INV - INVOICE DETAIL (in the <i>LINE TYPE</i> field).</li> </ul>

## ISO Currency Code ( ICURR )

ISO Currency Codes are used when exchanging transactions (i.e. serial invoices) electronically with a vendor. Acquisitions is installed with 22 ISO Currency Codes. The library can add more ISO currency codes if necessary. These codes are defined in the ISO 4217 standard. Each Currency Code (CURRC) must have an associated ISO Currency Code assigned to it if the library wishes to exchange transactions electronically.

**Access** Select the ISO CURRENCY CODES table on the CONTROL TABLE MENU, or enter the screen identifier ICURR on any Acquisitions menu.

### Initial Screen

```

                                ISO CURRENCY CODES

Number of records : 22
Code      Description of code
-----
1.  ATS   Schilling
2.  AUD   Australian Dollar
3.  BEF   Belgian Franc
4.  CAD   Canadian Dollar
5.  CHF   Swiss Franc
6.  CNY   Yuan Renminbi
7.  CUP   Cuban Peso
8.  DDM   Mark der DDR
9.  DEM   Deutsche Mark
10. DKK   Danish Krone
11. FIM   Markka
12. FRF   French Franc
13. GBP   Pound Sterling
14. HKD   Hong Kong Dollar

Options:
? help  Add item # line Print Forward Backward Search jump
Exit
```

## Detail Screen

```

                                ISO CURRENCY CODES

                                : CAD
                                -----
1. Currency description          : Canadian Dollar
   Valid ACQ currency codes     : CDN

Options:
? help  # line  Line by line  Copy  Print  Delete  Exit

```

**Fields**

- |                                    |   |
|------------------------------------|---|
| ISO Currency Code                  | [3 characters]<br>Name of code, according to the ISO 4217 standard.   |
| <i>1. Currency description</i>     | [any]<br>Brief description of the ISO Currency Code.  |
| <i>2. Valid ACQ currency codes</i> | Display-only field of Acquisitions Currency Codes associated with this ISO Currency Code. A Currency Code is added to this list by assigning the ISO Currency Code in the Currency Codes table. |

**Where Assigned**

- Setup Table
- CURRENCY CODES (CURRC)

## Journal Entry Number (JNLNO)

When Acquisitions staff add a journal entry, the system automatically assigns the journal entry number shown in this table.

**Access** Select the JOURNAL ENTRY NUMBER table on the CONTROL TABLE MENU, or enter the screen identifier JNLNO on any Acquisitions menu.

```
JOURNAL ENTRY NUMBER

      : #NEXT.FUTX.KEY
-----
1. Next Journal #      : 91000071

Options:
? help  # line  Line by line  Print  File  Exit
```

### Fields

1. *Next Journal #* [up to 8 digits]

The system will assign the number stored in this field to the next journal entry and then add 1 to this number. At initial start-up time, the library can specify a number such as 00024847, or perhaps 89003771 (in which the first two digits come from the current fiscal or calendar year). Later, the library can modify this number to start a new range of journal entry numbers, perhaps at year end.

### Where Assigned

Acquisitions Screen System-assigned on:

- JRN - JOURNAL ENTRY HEAD SCREEN (in the *JOURNAL #* field).

## Journal Type Code (JRNTP)

Acquisitions staff can assign a Journal Type Code to each journal entry to identify transfers, amounts carried forward at year end, and so on.

**Access** Select the JOURNAL TYPE CODES table on the CONTROL TABLE MENU, or enter the screen identifier JRNTP on any Acquisitions menu.

### Initial Screen

This screen lists the four standard codes.

**NOTE:** The library **cannot** add or delete Journal Type Codes.

```

                                JOURNAL TYPE CODES

Number of records : 4
Code  Description of code
-----
1. 0   Add equity to system
2. 1   Transfer money between funds
3. 2   Carry forward encumbered + authorized at year end
4. 3   Carry forward unspent at year end

Options:
? help  # line  Print  Forward  Backward  Search jump  Exit

```

### Detail Screen

```

                                JOURNAL TYPE CODES

: 1
-----
1. Description           : Transfer money between funds
2. Type                 : TRN

Options:
? help  # line  Line by line  Copy  Print  File  Exit

```

## Fields

Journal Type Code	[0-3]
	<ol style="list-style-type: none"><li>0 Add additional money (equity) to the system.</li><li>1 Transfer money between funds. The system will check that the total amount removed equals the total amount added.</li><li>2 Total of encumbered plus authorized amounts carried forward at year end. (This code cannot be assigned to a journal entry by staff, only by the Year End Processing Job — see <i>Year End Processing</i> on page 5-51.)</li><li>3 Unspent amount carried forward at year end. (This code cannot be assigned to a journal entry by staff, only by the Year End Processing Job.)</li></ol>
1. Description	[any] Brief description of the Journal Type Code.
2. Type	[1-3 letters] The common values are: EQU for code 0 TRN for code 1 CFW for code 2 NFW for code 3.

## Where Assigned

- |                     |   |
|---------------------|---|
| Acquisitions Screen | <ul style="list-style-type: none"><li>• JRN - JOURNAL ENTRY HEAD SCREEN (in the <i>TYPE</i> field).</li></ul> |
|---------------------|---|



## Library Code (LIBCD)

The ADVANCE Acquisitions module recognizes agencies (financial units) within the library by their Library Codes. Acquisitions staff must assign a Library Code to each fund, and to each purchase order, vendor, journal entry, invoice, and voucher. The code assigned to a purchase order determines the billing address, default shipping address, and default PO format. The code also determines the accumulation funds and default prorate methods for invoices, and the fiscal periods for fund amount snapshots. User permissions for various functions and tasks may be restricted by Library Code (see *User Permissions* on page B-1). Most acquisitions reports are totalled and paginated by the code.

After setting up the Library Codes, the library can also define corresponding Invoice Default Codes, Year End Processing Codes, and Fund Period Codes.

Single-agency libraries will define only one Library Code for general use and perhaps one for staff training on the system; multi-agency libraries will define several.

**Access** Select the LIBRARY CODES table on the CODE TABLE MENU, or enter the screen identifier LIBCD on any Acquisitions menu.

### Initial Screen

```

                                LIBRARY CODES
Number of records : 4
Code      Description of code
-----
1. ADMIN  Head Office and Administration
2. CENT   Central Library
3. MED    Medical Institute of Technology
4. TRAIN  Training

Options:
? help   Add item  # line  Print  Forward  Backward  Search jump
Exit

```

### Detail Screen

```

                                LIBRARY CODES
: ADMIN
-----
1. Institution Name           : Head Office and Administration
2. Default SHIP TO code      : CENT = Central Library - Acquisitions Dept.
3. Default BILL TO code     : CENT = Central Library - Acquisitions Dept.
4. Library defined ident    : 1234
5. Default PO format        :

Options:
? help  # line  Line by line  Copy  Print  Delete  File  Exit
```

## Fields

Library Code [1-6 characters]

Name of code.

1. *Institution Name* [any]

Brief description of the Library Code. This text is printed on report headings.

2. *Default SHIP TO code* [Ship To Code, 0-6 characters]

Default shipping information used when the user enters a Library Code on the ORD - BIBLIOGRAPHIC ENTRY/UPDATE screen. However, the user can override this non-displayed default by entering a different Ship To Code on the ORD - ALLOCATIONS screen.

To see the SHIP TO CODES table, enter ?? and <ENTER>.

**CAUTION:** Do **not** leave this field empty. If you do, the purchase orders will not print.

3. *Default BILL TO code* [Bill To Code, 0-6 characters]

Default billing information used when the user specifies a Library Code on the ORD - BIBLIOGRAPHIC ENTRY/UPDATE screen.

To see the BILL TO CODES table, enter ?? and <ENTER>.

If you leave this field empty in the table, the system will not use billing information.

4. *Library defined ident* [any]

An alternate name or number for the Library Code — for example, an identifier used by the library's financial services department. Currently, this code has no effect on the system and is commonly left empty.

5. *Default PO format* [PO Format Code, 0-8 characters]

Default purchase order format used when the user specifies a Library Code on the ORD - BIBLIOGRAPHIC ENTRY/UPDATE screen. If field 5, is left blank, the default PO format is taken from the FISCAL PROFILE table. In either case, the default format is used only when the vendor has no default Order Method (and therefore no PO format) defined. May be used to separate purchase order printing by Library Code.

## Where Assigned

### Setup Tables

- BILL TO CODES (BILTO)
- USER DEFAULTS (CUDEF)
- INVOICE DEFAULT CODES (INVDFT)
- FUND PERIOD CODES (FSPER)
- YEAR END PROCESSING CODES (YEND)
- APPROVAL LOADER PROFILE (APLOAD)
- INVOICE LOADER PROFILE (INLOAD)
- ACQUISITIONS AUDIT ARCHIVING/PURGING (ARCP)
- ACQUISITIONS ARCHIVING FOR TIME PERIOD (ARCT)

### Acquisitions Screens

- ORD - BIBLIOGRAPHIC ENTRY/UPDATE (in the *LIBRARY* field)
- ORD - BRIEF ORDER ENTRY (in the *LIBRARY* field)
- INV - INVOICE HEADER SCREEN (in the *LIBRARY* field)
- VCH - VOUCHER HEADER SCREEN (in the *LIBRARY* field)
- VEN - VENDOR HEADER SCREEN (in the *LIBRARY* field)
- FUN - FUND HEADER SCREEN (in the *LIBRARY* field)
- JRN - JOURNAL ENTRY HEAD SCREEN (in the *LIBRARY* field).

## Location Code (LOCCD)

Location Codes define the ordering locations. The code enables the library to include some location information for the piece and serials copy set information sent to the Catalogue (used by the Cataloguing, Circulation, and Online Catalogue Modules). This location information can include Institution Code, a Collection Code, and so on.

The code also permits you to assign a default shipping address, and default funds which the system will supply when Acquisitions staff allocate funds to orders.

**Access** Select the LOCATION CODES table on the CODE TABLE MENU, or enter the screen identifier LOCCD on any Acquisitions menu.

### Initial Screen

```

                                LOCATION CODES
Number of records : 3
Code   Description of code
-----
1. LOC001 Location 1
2. LOC002 Location 2
3. LOC003 Location 3
Options:
? help  Add item  # line  Print  Forward  Backward  Search jump
Exit

```

### Detail Screen

```

                                LOCATION CODES
: LOC004
-----
1. Description           : Location 3
2. Institution code      : APL = A PUBLIC LIBRARY
3. Sublocation code     : BRAL = Public Library Main Branch
4. Collection code      : A/V = Audio-Visual Collection
5. Call # Prefix        :
6. Default fund         :
7. Default SHIP TO code :
Options:
? help  # line  Line by line  Copy  Print  Delete  File  Exit

```

## Fields

NOTE: You may leave any of these fields empty.

CAUTION: Be careful that the Sublocation Code, Collection Code, and Call Number Prefix you specify are all valid for the Institution Code you specify.

Location Code	[1-6 characters] Name of code.
1. <i>Description</i>	[any] Brief description of the Location Code.
2. <i>Institution Code</i>	[Institution Code, 0-6 characters] Identifies the highest level of holdings in ADVANCE (see the <i>Cataloguing Management Guide</i> ). To see Cataloguing's INSTITUTION CODES table, enter ?? and <ENTER>.
3. <i>Sublocation Code</i>	[Sublocation Code, 0-6 characters] Identifies a building or other unit within an institution (see the <i>Cataloguing Management Guide</i> ). To see Cataloguing's SUBLOCATION CODES table, enter ?? and <ENTER>.
4. <i>Collection Code</i>	[Collection Code, 0-6 characters] Identifies a circulation policy-based collection within an institution and sublocation (see the <i>Cataloguing Management Guide</i> ). To see Cataloguing's COLLECTION CODES table, enter ?? and <ENTER>.
5. <i>Call Number Prefix</i>	[Call Number Prefix Code, 0-6 characters] Identifies a precise class of items (see the <i>Cataloguing Management Guide</i> ). To see Cataloguing's CALL NUMBER PREFIX table, enter ?? and <ENTER>.

6. *Default fund* [0-18 characters (no hyphens)]  
A valid fund number.  
If the user allocates funds **by copy** on the ORD - ALLOCATIONS screen, the system will supply, on each allocation line, the default defined for the Location Code that is specified on that line.  
If the user allocates funds **by percentage**, the system will supply, on all allocation lines, the default from the first Location Code that is specified on the order and that has a default defined.
7. *Default SHIP TO code* [Ship To Code, 0-6 characters]  
Default shipping address, supplied when staff enter this Location Code on the ORD - ALLOCATIONS screen. (In the first allocations line, the default defined in the USER DEFAULTS table overrides this default.)  
To see the SHIP TO CODES table, enter ?? and <ENTER>.

### Where Assigned

- |                      |  |
|----------------------|--|
| Setup Tables         | <ul style="list-style-type: none"><li>• USER DEFAULTS (CUDEF)</li><li>• APPROVAL LOADER PROFILE (CUDEF).</li></ul>   |
| Acquisitions Screens | <ul style="list-style-type: none"><li>• ORD - ALLOCATIONS (in the <i>LOCATN</i> field)</li><li>• ORD - BRIEF ORDER ENTRY (in the <i>LOCATN</i> field).</li></ul> |

## Order Condition Code (ORDCD)

Acquisitions staff can assign an Order Condition Code to each order to describe its status and control system checking.

**Access** Select the ORDER CONDITION CODES table on the CONTROL TABLE MENU, or enter the screen identifier ORDCD on any Acquisitions menu.

### Initial Screen

This screen lists the eleven standard codes.

**NOTE:** The library **cannot** add or delete Order Condition Codes.

```

                                ORDER CONDITION CODES
Number of records : 11
Code  Description of code
-----
1. AUTH  Request is authorized for ordering
2. CANCEL Order/request is cancelled
3. CLOSED Order is closed
4. COMPL Previous year's renewal is complete
5. CONSID Item is still in request stage
6. CUT   Generate the order immediately
7. DESID Desiderata item
8. GIFT  Item is free
9. OPEN  Order is open
10. RENEW Renew the item
11. VNDCHG Vendor charge

Options:
? help  # line  Print  Forward  Backward  Search jump  Exit

```

### Detail Screen

```
                                ORDER CONDITION CODES
                                : CLOSED
-----
1. Description                    : Order is closed
2. Status                        : 5
  0 - under consideration
  1 - authorized for ordering
  2 - generate PO immediately
  3 - gift item
  4 - desiderata item
  5 - closed item
  6 - cancelled item
  7 - open item
  8 - renewed
  9 - prior year's payments complete
 10 - vendor change

Options:
? help  # line  Line by line  Copy  Print  File  Exit
```

## Fields

Order Condition Code [1-6 characters]

Name of code.

1. *Description* [any]

Brief description of the Order Condition Code.

2. *Status* [0-10]

0 A request. The item is under consideration for ordering. The system does not do authorization checks.

1 Item authorized for ordering. When Acquisitions staff assign the corresponding code to an item, the system checks that the funds have money, that the selectors are proper selectors, and so on. If the order passes these checks, the system authorizes the order amount (adds the order amount to the *AUTHORIZED* total for the fund) and a purchase order will be generated the next time the Order Generation Job is executed.



- 2 Generate order for item immediately. The system will assign a purchase order number and encumber the order amount.
- 3 Gift item. A purchase order does not need to be generated.
- 4 Desiderata item. This is a request — if there is money remaining in an appropriate fund near year end, staff will consider ordering this item.
- 5 Closed order. The item has been received and invoiced. The system will disencumber any remaining encumbrance on the order. Staff can also set this status via a Report Code on the invoicing screen.
- 6 Cancelled request or order. The system cancels the order/request, disencumbering any remaining encumbrance. Staff can also set this status via a Report Code on the receiving and invoicing screens.
- 7 Open order. When the system generates a purchase order, it assigns this Order Condition Code to the item.
- 8 Renewed order for an item. Staff will use this code to renew serial and monographic series subscriptions.
- 9 Prior year's payment for renewable item is complete. Staff can also set this status via a Report Code on the invoicing screen.
- 10 Vendor changed. Staff will use this code to reissue a subscription order to a new vendor.

## Where Assigned

- Setup Table
  - USER DEFAULTS ( CUDEF )
  - APPROVAL LOADER PROFILE ( CUDEF ) .
- Acquisitions Screens
  - ORD - ORDERING DATA (in the *CONDITION* field)
  - ORD - BRIEF ORDER ENTRY (in the *CONDITION* field).

## Order Method Code (ORDMTH)

Acquisitions staff can assign an Order Method Code to each vendor to control the printing, transmission, and default format of orders to that vendor.

**Access** Select the ORDER METHOD CODES table on the CODE TABLE MENU, or enter the screen identifier ORDMTH on any Acquisitions menu.

### Initial Screen

```
                                ORDER METHOD CODES

Number of records : 3
Code      Description of code
-----
1. FAX1   Faxon regular orders
2. NOPRIN Already printed
3. REG    Regular PO print and mail

Options:
? help   Add item # line  Print  Forward  Backward  Search jump
Exit
```

### Detail Screen

```
                                ORDER METHOD CODES

                                : REG
-----
1. Description                  : Regular PO print and mail
2. Mode of transmission         : 0
   0 - mail
   1 - BISAC
   2 - X12 (future)
3. Print paper copy (1 = YES)   : 1
4. Default PO format           : REG = Regular (multi-line) PO

Options:
? help # line  Line by line  Copy  Print  Delete  File  Exit
```

## Fields

Order Method Code	[1-6 characters] Name of code.
1. <i>Description</i>	[any] Brief description of the Order Method Code.
2. <i>Mode of transmission</i>	[0-2] 0 Send order by mail. 1 Electronically transmit the order using the BISAC ordering stream. 2 Electronically transmit the order using the X12 ordering stream. (Not yet implemented.)
3. <i>Print paper copy</i>	[0 or 1] Your answer to this field matters only if you answered 1 or 2 in the preceding field. 1 Yes, print a paper copy of the order. 0 No, do not print a paper copy.
4. <i>Default PO format</i>	[PO Print Format Code, 0-10 characters] Determines the format of the printed purchase order. To see the PO PRINT FORMAT CODES table, enter ?? and <ENTER>.

## Where Assigned

- |                        |  |
|------------------------|--|
| Acquisitions<br>Screen | • VEN - VENDOR NOTES (in the <i>ORDER METHOD</i> field). |
|------------------------|--|

## Order Type Code (ORDTP)

Acquisitions staff can assign an Order Type Code to each order to control some system checks and warnings upon receipt and invoice. The code can also include a default Invoice Type Code.

**Access** Select the ORDER TYPE CODES table on the CONTROL TABLE MENU, or enter the screen identifier ORDTP on any Acquisitions menu.

### Initial Screen

```
                                ORDER TYPE CODES

Number of records : 5
Code                Description of code
-----
1. APPROVAL        APPROVAL
2. DEPOSIT         DEPOSIT ITEM
3. GIFT            GIFT
4. MONOGRAPH       MONOGRAPH
5. REGULAR         REGULAR ORDER

Options:
? help  Add item  # line  Print  Forward  Backward  Search jump
Exit
```

## Detail Screen

```

                                ORDER TYPE CODES
                                : APPROVAL
-----
1. Description                    : APPROVAL
2. Receiving Criteria             : 1
   0 - Item must be on order
   1 - Items may be received without order
   2 - Receipts not expected
3. Invoicing Criteria            : 0
   0 - Check for receipts
   1 - Do not check for receipts
   2 - No invoicing required
4. Invoice line type default      : REG = REGULAR PAYMENT
5. Suppress printing & transmission of orders : 1

Options:
? help  # line  Line by line  Copy  Print  Delete  File  Exit

```

**Fields**

Order Type Code [1-12 characters]

Name of code.

1. *Description* [any]

Brief description of the Order Type Code.

2. *Receiving Criteria* [0-2]

- 0 The system will display an error message when staff attempt to receive an item that is not on order, and prevent them from receiving it.
- 1 Staff will be warned when they attempt to receive an item that is not on order. They can override the warning and receive the item if they wish.
- 2 Receipts not expected. This value is for staff information only; it does not control a warning message.

3. *Invoicing Criteria* [0-2]
- 0 The system will display a warning message when staff invoice an item that has not been received.
  - 1 The system will not inform staff when they invoice an item before it is received.
  - 2 Invoicing not required. This value is for staff information only; it does not control a warning message.
4. *Invoice line type default* [Invoice Type Code, 0-6 characters]
- The invoice line item's default type, in the *LINE TYPE* field on the INV - INVOICE DETAIL screen.
- To see the INVOICE TYPE CODES table, enter ?? and <ENTER>.
5. *Suppress printing & transmission of orders* [0 or 1]
- 0 As a default, orders with this order type will be printed or transmitted electronically to the vendor unless otherwise specified in the vendor record (i.e. *ORDER METHOD* and *RENWL NOTICE* fields).
  - 1 As a default, orders with this order type will **not** be printed or transmitted electronically to the vendor. The user may choose to print specific orders with this order type by updating the PRINT ORDER status on the ORD - STATUS SCREEN to Y.

### Where Assigned

- |                      |   |
|----------------------|---|
| Setup Tables         | <ul style="list-style-type: none"><li>• USER DEFAULTS (CUDEF)</li><li>• APPROVAL LOADER PROFILE (APLOAD)</li></ul>  |
| Acquisitions Screens | <ul style="list-style-type: none"><li>• ORD - BIBLIOGRAPHIC ENTRY/UPDATE (in the <i>ORDER TYPE</i> field)</li><li>• ORD - BRIEF ORDER ENTRY (in the <i>ORDER TYPE</i> field).</li></ul> |

## Payment Method Code (PAYMTH)

Acquisitions staff must assign a Payment Method Code to each invoice and voucher to specify how money is to be paid (for example, by check or by money order).

**Access** Select the PAYMENT METHOD CODES table on the CODE TABLE MENU, or enter the screen identifier PAYMTH on any Acquisitions menu.

### Initial Screen

```

                                PAYMENT METHOD CODES
Number of records : 9
Code      Description of code
-----
1. AMEX   American Express Credit Card
2. CASH   Cash
3. CERT   Certified Check
4. CHK    Check
5. FREE   No Charge
6. MC     Master Charge Credit Card
7. MO     Money Order
8. UNSPEC Unspecified
9. VISA   Visa Credit Card

Options:
? help   Add item  # line  Print   Forward  Backward  Search jump
Exit
    
```

### Detail Screen

```

                                PAYMENT METHOD CODES
                                : CHK
-----
1. Description                    : Check

Options:
? help  # line  Line by line  Copy  Print  Delete  File  Exit
    
```

## Fields

Payment Method Code [1-6 characters]  
Name of code.

1. *Description* [any]  
Brief description of the Payment Method Code.

## Where Assigned

- Setup Tables
  - INVOICE DEFAULT CODES ( INVDFLT )
  - INVOICE LOADER PROFILE ( INLOAD ).
- Acquisitions Screens
  - INV - INVOICE HEADER SCREEN (in the *PAY METHOD* field)
  - VCH - VOUCHER HEADER SCREEN (in the *PAY METHOD* field).



## Payment Type Code (PAYTP)

Acquisitions staff can assign a Payment Type Code to an order to affect how money is spent by the system. In addition, a default code can be assigned to each vendor.

The library does not have to define codes for all four possible payment actions and can, for reporting purposes, create multiple codes for the same payment action.

**Access** Select the PAYMENT TYPE CODES table on the CONTROL TABLE MENU, or enter the screen identifier PAYTP on any Acquisitions menu.

### Initial Screen

```

                                PAYMENT TYPE CODES
Number of records : 7
Code   Description of code
-----
1. CASH  PETTY CASH
2. DEP  DEPOSIT ACCOUNT
3. FREE  FREE
4. GIFT  GIFT
5. MEM  MEMBERSHIP
6. PAY  REGULAR PAYMENT
7. PRE  PREPAYMENT

Options:
? help  Add item  # line  Print  Forward  Backward  Search jump
Exit

```

### Detail Screen

```

                                PAYMENT TYPE CODES
                                : PAY
-----
1. Description                    : REGULAR PAYMENT
2. Payment Action                 : 0
   0 - Expense on Invoice Payment
   1 - Pay against Deposit Account
   2 - No Expense
   3 - Prepayment Required

Options:
? help  # line  Line by line  Copy  Print  Delete  File  Exit
```

### Fields

Payment Type Code [1-8 characters]

Name of code.

1. *Description* [any]

Brief description of the Payment Type Code.

2. *Payment Action* [0-3]

0 Spend when item is invoiced and the invoice is paid.

1 Debit the balance of the deposit account fund when item is invoiced.  
(The amount is already spent.)

2 No payment is expected.

3 Prepayment required. The system prints prepayment orders together so that they can be sent to the invoicing department and paid before being sent to the vendor.

### Where Assigned

Setup Table • USER DEFAULTS (CUDEF).

- Acquisitions Screens
- ORD - ORDERING DATA (in the *PAY TYPE* field)
  - ORD - BRIEF ORDER ENTRY (in the *PAYMENT TYPE* field)
  - VEN - VENDOR HEADER SCREEN (in the *PAY TYPE* field).

## PO Print Format Code ( POFMT )

The PO Print Format Codes define the Geac-provided and library-defined purchase orders print formats, both single-line item formats and multi-line item formats. The format used for any particular order is determined by the order's vendor (the format assigned to each Order Method Code which is, in turn, assigned to each vendor), or, failing that, by default defined in LIBRARY CODE or by a general default (the format assigned on the FISCAL PROFILE). See *Order Processing* on page 5-17 for a description of the order processing jobs.

**Access** Select the PO PRINT FORMAT CODES table on the CODE TABLE MENU, or enter the screen identifier POFMT on any Acquisitions menu.

**NOTE:** This table has a sub-table, PO FORMAT FIELD DEFINITIONS, described in the next section.

### Initial Screen

This screen lists three codes; the first two are Geac-provided and the third is a sample library-specific code.

```

                                PO PRINT FORMAT CODES

Number of records : 3
Code      Description of code
-----
1. BOOKPO Regular single-line PO
2. MULTIPO Multi-line PO
3. UPO    University PO

Options:
# line  Add item  Forward  Backward  ? help  Exit

```

## Detail Screen

```

                                PO PRINT FORMAT CODES

                                : BOOKPO
                                -----
1. DESCRIPTION                   : Regular single-line PO
2. SINGLE LINE PURCHASE ORDERS   : 1
3. PRINT VENDOR LABELS          : 1
4. TOTAL NUMBER OF FIELD DEFINITIONS : 43
5. NUMBER OF TITLES PER PAGE     : 1
6. FIELD NUMBER FOR START OF TITLE BLOCK : 8
7. FIELD NUMBER FOR END OF TITLE BLOCK : 18
8. NUMBER OF BLANK LINES BTN TITLES : 0
9. PRINT FORM FEED BETWEEN PO PAGES : 0

Options:
  File   Line by line   # line   ? help   Exit

```

**Filing Prompts** When you *File* a code, the system asks:

Do you wish to print a sample Purchase Order now?

Answer **Y** to print 2 dummy pages of the purchase order, or **N** to save changes and return to the initial screen without printing a page. The dummy pages have **X**'s filling out all the defined fields — this way you can get a better picture of new or modified formats, or can line up forms on a printer before printing the purchase orders output by the Purchase Order Print Job (ORDP).

If you answer **Y** to print the dummy pages, the system then prompts:

Do you wish to make further modifications to the PO format?

Answer **Y** to stay on this screen, or **N** to return to the table's initial screen. If you answer **Y** to stay, the current code definition is **not** filed — to save any work you do on this screen, you must later *File* it without printing a dummy page or without asking to make further modifications.

## Fields

PO Print Format Code	[1-8 characters]
	Name of code.
	Geac recommends that the library add <b>new</b> codes for any library-specific formats, and leave the Geac-supplied codes unchanged for reference or use.
1. <i>DESCRIPTION</i>	[any]
	Brief description of the PO Print Format Code.
2. <i>SINGLE LINE PURCHASE ORDERS</i>	[ 0 or 1]
1	One item (title) per purchase order. CAUTION: If a single-line format is used to print multi-line orders, the printed information will be incomplete or incorrect.
0 or empty	Multiple items (titles) per purchase order. This format can reduce redundant information and thus is preferred by some vendors.
3. <i>PRINT VENDOR LABELS</i>	[0 or 1]
1	Create a vendor list for printing vendor address labels for the purchase orders (assuming that the staff will use the Vendor Print Function (VENP) after the Purchase Order Print Job).
0 or empty	Do not create a vendor list for printing labels.
4. <i>TOTAL NUMBER OF FIELD DEFINITIONS</i>	(system- supplied number)
	Number of PO Format Fields defined for the purchase order. <ENTER> to access the PO FORMAT FIELD DEFINITIONS sub-table which defines the contents and position of these fields. (See <i>PO Format Field</i> on page 4-80.)
5. <i>NUMBER OF TITLES PER PAGE</i>	[up to 2 digits]
	Number of items (titles) printed per page. For a single-line format, answer 1; for a multi-line format, answer 1 or more.

<p>6-7. <i>FIELD NUMBER FOR START / END OF TITLE BLOCK</i></p>	<p>[up to 2 digits]</p> <p>Reference numbers of the first and last PO Format Fields which describe an item (title). PO formats have three groups of PO Format Fields (defined on the PO FORMAT FIELD DEFINITIONS sub-table):</p> <ul style="list-style-type: none"> <li>• top-of-form information such as order number and date</li> <li>• "title block" — item description such as title and publisher</li> <li>• bottom-of-form information such as totals.</li> </ul>
<p>8. <i>NUMBER OF BLANK LINES BTN TITLES</i></p>	<p>[up to 2 digits]</p> <p>Number of blank lines left between items (titles) if multiple titles are printed per page (see field 5).</p>
<p>9. <i>PRINT FORM FEED BETWEEN PO PAGES</i></p>	<p>[0 or 1]</p> <p>1 Print a form feed between pages of the purchase order.</p> <p>0 or empty Print the purchase order continuously, without form feeds. This way, text can be printed on the bottom line of each page.</p>

## Where Assigned

- Setup Tables
- FISCAL PROFILE (FISCL)
  - ORDER METHOD CODES (ORDMTH)
  - LIBRARY CODES (LIBCD)

## PO Format Field

The PO Format Fields define the size, position, and contents of each of the print fields for a PO Print Format Code.

**Access** Access the PO FORMAT FIELD DEFINITIONS sub-table by selecting line 4 on the detail screen of the PO PRINT FORMAT CODES table.

**Initial Screen** This screen shows the first 14 fields for BOOKPO, a Geac-provided PO Print Format Code.

**NOTE:** The system keeps the fields sorted in *ROW,COLUMN* sequence.

CODM - PO FORMAT FIELD DEFINITIONS			
PO FORMAT CODE: BOOKPO			
FIELD	DESCRIPTION	FROM ROW,COLUMN	TO ROW,COLUMN
1.	ORDER NO	2,3	2,11
2.	ORDER DATE	2,16	2,23
3.	COPIES	2,28	2,30
4.	ESTIMATED PRICE	2,33	2,42
5.	VENDOR CODE	2,50	2,58
6.	FUND AUTHORIZER	2,64	2,66
7.	FUND NUMBER	2,68	2,80
8.	TITLE	4,1	5,67
9.	AUTHOR	6,1	6,67
10.	PUBLISHER	7,1	7,19
11.	EDITION	8,1	8,20
12.	YEAR/VOLUME	8,21	8,40
13.	FORMAT CODE	8,41	8,60
14.	SERIES	9,1	9,67

Options:  
 # line    Add item    Forward    Backward    ? help    Exit



## Detail Screen

This screen is for format field 8.

```

                                CODM - PO FORMAT FIELD DEFINITIONS
PO FORMAT CODE: BOOKPO
FIELD NUMBER : 8
1. DESCRIPTION      : TITLE
2. START ROW       : 4
3. START COLUMN    : 1
4. END ROW         : 6
5. END COLUMN      : 67
6. FIELD TYPE      : 2          - Bibliographic field
7. LABEL           :
8. INFORMATION SOURCE: B1

Options:
  File   Line by line  # line  Delete  ? help  Exit

```

## Fields

### *FIELD NUMBER*

[1-2 digits]

System-assigned field number for the code, from the *FIELD* column on the initial screen.

### 1. *DESCRIPTION*

[any]

Brief description of the PO Format Field.

### 2. *START ROW*

to

### 5. *END COLUMN*

[up to 2 digits]

Starting and end print positions for the field. You can specify a multiple-row field, if you wish, but make sure the end column is greater than the start column.

If the field is labelled (see field 7), include the width of the label in the space you specify in fields 2 to 5.

If the field is the **first** field of the title block (as specified for the PO Print Format Code; see *PO Print Format Code (POFMT)* on page 4-76), then make sure it is the **first** field on its row. Similarly, if the field is the **last** field of the title block, then make sure it is the **last** field on its row.

6. *FIELD TYPE*

[Field Type Code, 1 digit]

Describes the kind of information source. This is a Geac-defined code. To see the *FIELD TYPE CODES* table, enter ?? and <ENTER>.

- 1 Standard field — order details, notes, vendor details, and other information from Acquisitions records.
- 2 Bibliographic field — information from the top of Acquisitions screens (i.e. title, author, ISBN/ISSN, or LCCN) or from specified MARC fields and subfields.
- 3 Free text field.
- 4 Programmed field — a special customized information source, coded by Geac programmers for the library.

7. *LABEL*

[any]

Text (including blanks) printed at the beginning of the field, such as "ITEM: " or "COPIES: ".

If the print field is a free text field, specify all its text here.

NOTE: Labels cannot be printed as part of multi-lined Information Source Codes (see field 8). If you want labelling information printed for these fields, define the label in a separate free text field next to or above the multi-lined field.

8. *INFORMATION SOURCE*

[Information Source Code, 1-5 characters or blank]

Describes where the data for the field is provided from. The Information Source Code you specify must have a *Field Type* value which matches the one you specify in the PO Format Field's *FIELD TYPE* field.

To see the *INFORMATION SOURCE CODES* table, enter ?? and <ENTER>.

If the print field is a free text field, leave this blank.

Some Information Source Codes are multi-valued and multi-lined:

- ship to address (S15)
- billing address (S16)
- vendor name and address (V4)
- fund authorizer (S19)
- selector (S20)
- fund (S22).

If an order has multiple ship to addresses (S15), then a single-line format will break the purchase order onto separate pages, and a multi-line format will not.

Totals (T##) are calculated only for multi-line formats.

The data in dollar amount fields and total fields is right-justified; the data in most other fields is left-justified.

## Priority Code (PRIOC)

Acquisitions staff can assign a Priority Code to each order, indicating a rush order or rush processing status. The system will display these statuses and will print *Rush Order* on purchase orders. The library can also select any of the other seven priorities for a code, but **only** the ordering and processing priorities have an effect on the system.

**Access** Select the PRIORITY CODES table on the CODE TABLE MENU, or enter the screen identifier PRIOC on any Acquisitions menu.

### Initial Screen

```

                                PRIORITY CODES
Number of records : 4
Code      Description of code
-----
1. FAST   Fast Order
2. NORUSH No Rush Order
3. RUSH   Rush Order
4. SLOW   Slow Order

Options:
? help   Add item  # line  Print  Forward  Backward  Search jump
Exit

```

### Detail Screen

```

                                PRIORITY CODES
: RUSH
-----
1. Description                : Rush Order
2. Priority level 1=highest, 10=lowest : 5
3. Selection Priority; 1=yes, 0=no     : 1
4. Ordering Priority; 1=yes, 0=no      : 1
5. Shipping Priority; 1=yes, 0=no      : 1
6. Receiving Priority; 1=yes, 0=no     : 1
7. Processing Priority; 1=yes, 0=no    : 1
8. Invoicing Priority; 1=yes, 0=no     : 0
9. Delivery Priority; 1=yes, 0=no      : 0

Options:
? help  # line  Line by line  Copy  Print  Delete  File  Exit

```

## Fields

Priority Code	[1-6 characters]	Name of code.
1. <i>Description</i>	[any]	Brief description of the Priority Code.
2. <i>Priority level</i>	[1-10]	Overall priority for the item. 1 indicates the highest urgency, and 10 the lowest.
3. <i>Selection Priority</i>	[0 or 1]	<p>1 This item needs to be selected as soon as possible.</p> <p>0 or empty Selection of this item is not urgent.</p>
4. <i>Ordering Priority</i>	[0 or 1]	<p>1 This item needs to be ordered as soon as possible. The <i>STATUS</i> line on the Ordering and Receiving screens will say <i>Rush Order</i>, and the system will print <i>Rush Order</i> on purchase orders.</p> <p>0 or empty Ordering of this item is not urgent.</p>
5. <i>Shipping Priority</i>	[0 or 1]	<p>1 This item needs to be shipped as soon as possible.</p> <p>0 or empty Shipping of this item is not urgent.</p>
6. <i>Receiving Priority</i>	[0 or 1]	<p>1 This item needs to be received as soon as possible.</p> <p>0 or empty Receiving of this item is not urgent.</p>

7. *Processing Priority* [0 or 1]
- 1 This item needs to be processed as soon as possible. The *STATUS* line on the Ordering and Receiving screens will say *Rush Processing*.
- 0 or empty Processing of this item is not urgent.
8. *Invoicing Priority* [0 or 1]
- 1 This item needs to be invoiced as soon as possible.
- 0 or empty Invoicing of this item is not urgent.
9. *Delivery Priority* [0 or 1]
- 1 This item needs to be delivered as soon as possible.
- 0 or empty Delivery of this item is not urgent.

### Where Assigned

- Setup Table
- USER DEFAULTS ( CUDEF )
  - APPROVAL LOADER PROFILE ( APLOAD ).
- Acquisitions Screens
- ORD - ORDERING DATA (in the *PRIORITY* field)
  - ORD - BRIEF ORDER ENTRY (in the *PRIORITY* field).

## Purchase Order Number ( PONO )

When generating a purchase order, the system automatically assigns the order number shown in this table.

**Access** Select the PURCHASE ORDER NUMBER table on the CONTROL TABLE MENU, or enter the screen identifier PONO on any Acquisitions menu.

```

                                PURCHASE ORDER NUMBER

                                : #NEXT.PO.KEY
                                -----
1. Next Purchase Order #      : 9100000155

Options:
? help  # line  Print  File  Exit

```

### Fields

#### 1. Next Purchase Order #

[up to 10 digits]

The system will assign the number stored in this field to the next purchase order it generates, and then add 1 to this number. At initial start-up time, the library can specify a number such as 0000294847, or perhaps 8900013771 (in which the first two digits come from the current fiscal or calendar year). Later, the library can modify this number to start a new range of order numbers, perhaps at year end.

### Where Assigned

**Background Job** Purchase Order Generation Job (ORDG).

**Acquisitions Screen** If staff CUT an order, or use VNDCHG to change an order's vendor, on the ORD - ORDERING DATA or ORD - BRIEF ORDER ENTRY screen, the system will prompt for the purchase order number. The person can either <ENTER> to have the system assign the next available number from this table, or enter a number of their choice. (This entered number, unlike the system-assigned number, can include letters and other characters.) The system displays the order number in the *PO #* field of various screens.

## Report Code ( REPCD )

Acquisitions staff can assign a Report Code to an order in the receiving or invoicing screens to change its status to cancelled, closed, etc.

**Access** Select the REPORT CODES table on the CODE TABLE MENU, or enter the screen identifier REPCD on any Acquisitions menu.

### Initial Screen

```

                                REPORT CODES
Number of records : 8
Code  Description of code
-----
1. LCLO Library report - close order
2. LCMP Library report - renewable item's invoicing complete
3. LNCH Library report - no change
4. VBAC Vendor report - on backorder
5. VCAN Vendor report - cancel order
6. VCLO Vendor report - close order
7. VNCH Vendor report - no change
8. VSUS Vendor report - serial suspended publication
Options:
? help  Add item  # line  Print  Forward  Backward  Search jump
Exit
    
```

### Detail Screen

```

                                REPORT CODES
: VCAN
-----
1. Description          : Vendor report - cancel order
2. Type                : 1
   0 - report by library about order
   1 - report from vendor about order
3. PO status action    : 2
   0 - no change
   1 - close order
   2 - cancel order
   3 - backorder
   4 - invoicing complete (SERIALS)
4. Cancel code         : VNOTA = Vendor cancelled
Options:
? help  # line  Line by line  Copy  Print  Delete  File  Exit
    
```



## Fields

Report Code	[1-4 characters] Name of code.
1. <i>Description</i>	[any] Brief description of the Report Code.
2. <i>Type</i>	[0 or 1]
0 or empty	Order information reported by library.
1	Order information reported by vendor.
3. <i>PO status action</i>	[0-4]
0	No change in order status.
1	Close the order. If staff assign this code on a Receiving screen, the system de-activates outstanding order claims but does not assign the CLOSED Order Condition Code.  If staff assign this code on an Invoicing screen, the system will de-activate outstanding order claims and assign a CLOSED Order Condition Code when the Voucher Payment Job is executed.
2	Cancel the order. If staff assign this code on a Receiving screen, the system disencumbers funds, de-activates outstanding order claims, and assigns a CANCEL Order Condition Code.  If staff assign this code on an Invoicing screen, the system will disencumber funds, de-activate outstanding order claims, and assign a CANCEL Order Condition Code when the Voucher Payment Job is executed.
3	Back-order the item. This sets a status and leaves the order open.
4	Complete the invoicing of a renewable item (subscription).  If staff assign this code on an Invoicing screen, the system will complete the invoicing, disencumber remaining encumbrance for the current

subscription, and assign a "prior year payment complete" Order Condition Code when the Voucher Payment Job is executed.

4. *Cancel Code*

[Cancel Code, 0-6 characters]

Describes why the order is being cancelled. (Leave this field blank if the Report Code is not a cancellation code.)

If it is the **library** that is cancelling the order — *Type 0* above — then the system will print a cancellation letter or report the need for one.

To see the CANCEL CODES table, enter ?? and <ENTER>.

## Where Assigned

- |                      |  |
|----------------------|--|
| Setup Table          | <ul style="list-style-type: none"><li>• FISCAL PROFILE 2 ( FISCCL2 ).</li></ul>  |
| Acquisitions Screens | <ul style="list-style-type: none"><li>• REC - ADDING REPORT CODES (in the <i>REPORT CD</i> field)</li><li>• REC - RECEIVING ITEMS (in the <i>REPORT CD</i> field)</li><li>• REC - INVOICE DETAILED DISPLAY (in the <i>REPORT CD</i> field)</li><li>• INV - INVOICE DETAIL (in the <i>REPORT CD</i> field).</li></ul> |

## Request Number (REQNO)

When Acquisitions staff create a request, the system automatically assigns the request number shown in this table.

**Access** Select the REQUEST NUMBER table on the CONTROL TABLE MENU, or enter the screen identifier REQNO on any Acquisitions menu.

Screen

```

                                REQUEST NUMBER

                                : #NEXT.POD.KEY
                                -----
                                1. Next Request # : 910000055

Options:
? help  # line  Line by line  Print  File  Exit

```

### Fields

1. *Next Request #* [up to 9 digits]

The system will assign the number stored in this field to the next request and then add 1 to this number. At initial start-up time, the library can specify a number such as 000294847, or perhaps 910013771 (in which the first two digits come from the current fiscal or calendar year). Later, the library can modify this number to start a new range of request numbers, perhaps at year end.

### Where Assigned

Acquisitions Screens System-assigned on:

- ORD - ORDERING DATA (in the *REQUEST #* field).

## Route ID Code (RTECD)

The Route ID Code enables staff to assign a one-to-ten person routing path for materials received by the library. Currently, Acquisitions does not print out a routing slip.

**Access** Select the ROUTE ID CODES table on the CODE TABLE MENU, or enter the screen identifier RTECD on any Acquisitions menu.

### Initial Screen

```
                                ROUTE ID CODES

Number of records : 2
Code   Description of code
-----
1. ART   Fine Arts
2. SCI   Sciences

Options:
? help  Add item  # line  Print  Forward  Backward  Search jump
Exit
```

### Detail Screen

```
                                ROUTE ID CODES

: SCI
-----
1. Description                : Sciences
2. Route to person 1 :      : Alan A. Appleby
3. Route to person 2 :      : Rita B. Renouille
4. Route to person 3 :      : David Green
5. Route to person 4 :      :
6. Route to person 5 :      :
7. Route to person 6 :      :
8. Route to person 7 :      :
9. Route to person 8 :      :
10. Route to person 9 :     :
11. Route to person 10 :    :

Options:
? help  # line  Line by line  Copy  Print  Delete  File  Exit
```

## Fields

NOTE: You may leave any of these fields empty, including names in the middle of the list.

Route ID Code	[1-6 characters] Name of code.
1. <i>Description</i>	[any] Brief description of the Route ID Code.
2. <i>Route to person 1</i> to 11. <i>Route to person 10</i>	[any] Name of up to 10 people or groups, in sequence, for the routing list.

## Where Assigned

- |                      |   |
|----------------------|---|
| Acquisitions Screens | <ul style="list-style-type: none"> <li>• ORD - NOTES SCREEN (in the <i>ROUTING</i> field)</li> <li>• REC - RECEIVING ITEMS (in the <i>ROUTE ID</i> field).</li> </ul> |
|----------------------|---|

## Selector Code ( SELCD )

Acquisitions staff can list the selectors who have chosen to place an item on order. In addition, staff can assign selectors to a fund, and so restrict who can encumber the fund.

**Access** Select the SELECTOR CODES table on the CODE TABLE MENU, or enter the screen identifier SELCD on any Acquisitions menu.

### Initial Screen

```
                                SELECTOR CODES

Number of records : 6
Code Description of code
-----
1. DAW  David Allen Williams
2. ETS  Ellen T. Sallard
3. LE   Loren Esterhazy
4. MD   Mike Doctor
5. RTT  Rick T. Talliourq
6. SDB  Shawn D. Brown

Options:
? help  Add item  # line  Print  Forward  Backward  Search jump
Exit
```

### Detail Screen

```
                                SELECTOR CODES

                                : DAW
-----
1. Name      : David Allen Williams
2. Dept      : Chemistry
3. Phone     : 444-1234

Options:
? help  # line  Line by line  Copy  Print  Delete  File  Exit
```

## Fields

NOTE: You may leave any of these fields empty.

Selector Code	[1-3 characters] Name of code.
1. Name	[any] Name of the selector.
2. Dept	[any] Department or subject area of the selector.
3. Phone	[any] Phone number of the selector.

## Where Assigned

- |                      |  |
|----------------------|--|
| Setup Tables         | <ul style="list-style-type: none"><li>• USER DEFAULTS ( CUDEF )</li><li>• APPROVAL LOADER PROFILE ( APLOAD ) .</li></ul>   |
| Acquisitions Screens | <ul style="list-style-type: none"><li>• ORD - ORDERING DATA (in the <i>SELECTOR</i> field)</li><li>• ORD - BRIEF ORDER ENTRY (in the <i>SELECTORS</i> field)</li><li>• FUN - FUND HEADER SCREEN (in the <i>SELECTORS</i> field).</li></ul> |

## Ship To Code ( SHPTO )

Some library acquisitions departments order materials to be drop-shipped to a number of locations. The ADVANCE Acquisitions module supports decentralized receipt of materials. Acquisitions staff can enter Ship To Codes to invoke full addresses, phone numbers, and related information. The system prints this information on purchase orders, claims, and cancellation letters.

**Access** Select the SHIP TO CODES table on the CODE TABLE MENU, or enter the screen identifier SHPTO on any Acquisitions menu.

### Initial Screen

```

                                SHIP TO CODES

Number of records = 3
Code   Description of code
-----
1. CENT   Central Library - Acquisitions Dept.
2. FARAWY Faraway Public Library
3. MED    Medical Institute of Technology - Acquisitions Dept.

Options:
? help   Add item  # line  Print  Forward  Backward  Search jump
Exit

```

### Detail Screen

```

                                SHIP TO CODES

: CENT
-----
1. Name                : Central Library - Acquisitions Dept.
2. Address 1           : 123 First Street
3. Address 2           : P.O. Box 1233
4. Address 3           :
5. City, Prov/State, Postal/ZIP: New York, New York, 14616
6. Contact/Attention   : THE LIBRARIAN
7. Phone               : (703) 123-1233
8. SAN                 : 1232143
9. Exchange Partner (1 = yes) : 0

Options:
? help  # line  Line by line  Copy  Print  Delete  File  Exit

```



## Fields

NOTE: You may leave any of these fields empty, including lines at the end of the shipping address.

Ship To Code	[1-6 characters]
	Name of code.
1. Name	[any]
	Brief description of the Ship To Code.
2. Address 1 to 4. Address 3	[any]
	First, second, and third lines of the shipping address. The city, province or state, country, and postal or zip code should be separated by commas.
5. City, Prov/State, Postal/ZIP	[any]
	Final line of the shipping address.
6. Contact/Attention	[any]
	Library contact person for shipped materials.
7. Phone	[any]
	Phone number of the library contact person.
8. SAN	[any]
	Standard Address Number of this library address.
9. Exchange Partner	[0 or 1]
1	This Ship To Code describes an exchange partner. Staff can assign this code when the library sends material to the partner, or when the library has a vendor send material directly to the partner.
0 or empty	This Ship To Code does <b>not</b> describe an exchange partner.

## Where Assigned

- Setup Tables
  - LIBRARY CODES (LIBCD)
  - LOCATION CODES (LOCCD)
  - USER DEFAULTS (CUDEF)
  - APPROVAL LOADER PROFILE (APLOAD).
  
- Acquisitions Screens
  - ORD - ALLOCATIONS (in the *SHIPTO* field)
  - ORD - BRIEF ORDER ENTRY (in the *SHIPTO* field)
  - VEN - VENDOR NOTES (in the *SHIPTO* field).

## Subject Code ( SUBJCD )

Acquisitions staff can assign a Subject Code to each item placed on order. This code can be used to organize reports.

**Access** Select the SUBJECT CODES table on the CODE TABLE MENU, or enter the screen identifier SUBJCD on any Acquisitions menu.

### Initial Screen

```

                                SUBJECT CODES

Number of records : 23
Code                Description of code
-----
1. ART              Art
2. BIO              Biology
3. BIOG             Biographies
4. BIOM             Marine Biology
5. CAMP             Camping
6. COMMUN           Communication Technologies
7. COMP             Computer Sciences
8. CONS             Conservation
9. ECON             Economics
10. ELEC            Electronics
11. ENGIN           Engineering
12. ENVIR           Environment
13. FICT            Fiction
14. HISCAN          Canadian History

Options:
? help  Add item  # line  Print  Forward  Backward  Search jump
Exit

```

### Detail Screen

```

                                SUBJECT CODES

: ECON
-----
1. Description: : Economics

Options:
? help  # line  Line by line  Copy  Print  Delete  File  Exit

```

## Fields

Subject Code [1-12 characters]  
Name of code.

1. *Description* [any]  
Brief description of the Subject Code.

## Where Assigned

- Setup Table • USER DEFAULTS ( CUDEF ).
- Acquisitions Screen • ORD - BIBLIOGRAPHIC ENTRY/UPDATE (in the *SUBJECT CODE* field).

## Transaction Number (TRNNO)

When Acquisitions staff claim an item, receive an item, return an item, assign a report code to an order, or claim an invoice, then the system automatically assigns the transaction number shown in this table.

**Access** Select the TRANSACTION NUMBER table on the CONTROL TABLE MENU, or enter the screen identifier TRNNO on any Acquisitions menu.

```

                                TRANSACTION NUMBER

                                : #NEXT.POTX.KEY
                                -----
                                1. Next Transaction # : 910000023

Options:
? help  # line  Line by line  Print  File  Exit

```

### Fields

1. *Next Transaction #* [0 to 9 digits]

The system will assign the number stored in this field to the next transaction and then add 1 to this number. At initial start-up time, the library can specify a number such as 000294847, or perhaps 910013771 (in which the first two digits come from the current fiscal or calendar year). Later, the library can modify this number to start a new range of transaction numbers, perhaps at year end.

### Where Assigned

**Acquisitions Screens** System-assigned, on the Receiving and Invoicing screens.

The number is shown only in Receiving's transaction index and in the *TRANSACTION* field of the REC - TRANSACTION SUMMARY DISPLAY and INV - CLAIM SUMMARY DISPLAY screens.

## User Defaults ( CUDEF )

Each Acquisitions user can be set up with several default code values for ordering. “User” does not necessarily refer to a single staff member — the library can define some User IDs (also called Identification Codes or Access Codes) that several people will share. The library defines User IDs in the Enter Access Codes function (EACC) of the Utilities Module (see the *Utilities Management Guide*).

**Access** Select the USER DEFAULTS table on the CONTROL TABLE MENU, or enter the screen identifier CUDEF on any Acquisitions menu.

### Initial Screen

Enter a valid User ID next to the prompt on the initial screen, then <ENTER>. You can enter your own ID or, if permitted, someone else’s User ID (your own ID is shown in the top right corner of the screen).

Alternatively, to return to the CODE TABLE MENU from this screen, <ENTER> with the field left empty.

```

                                USER DEFAULTS                                SUPER
Enter a USER id : _____
  
```

### Detail Screen

```

                                USER DEFAULTS                                SUPER

USER ID       : J.BROWN
1. BRIEF ORDER : Y                               9. SELECTOR  : LCD*SDB*+
2. LIBRARY     : LIB1                             10. TOTAL COPY: 2
3. ORDER TYPE  : MONOGRAPH                        11. PRIORITY  : NORUS
4. MATERIAL CODE: am                             12. CURRENCY  : CDN
5. SUBJECT CODE: ENVIR                           13. CONDITION : CUT
6. VENDOR      : BUZZY                            14. ALLOCATION : N
7. PAYMENT TYPE: PAY                              15. LOCATION  : LOC001
8. CLAIM CODE  : DEFAULT                          16. SHIPTO    : CENT

Options:
Line by Line  # line  File  ? help  Exit
  
```

## Fields

NOTE: You may leave any of these fields blank.

- USER ID* [1-30 characters]  
The valid User ID which you entered to reach this screen.
1. *BRIEF ORDER* [Y (yes) or N (no)]
- Y Automatically access the ORD - BRIEF ORDER ENTRY screen rather than the ORD - BIBLIOGRAPHIC ENTRY/UPDATE, for convenient, single-screen entry of a **new** order/request.
- N or empty Do not allow access to the ORD - BRIEF ORDER ENTRY screen.
2. *LIBRARY* [Library Code, 0-6 characters]  
User's default in the *LIBRARY* field of the ORD - BIBLIOGRAPHIC ENTRY/UPDATE and ORD - BRIEF ORDER ENTRY screens.  
To see the LIBRARY CODES table, enter ?? and <ENTER>.  
If you leave this field empty in the table, the system will not supply the user with a default.
3. *ORDER TYPE* [Order Type Code, 0-12 characters]  
User's default in the *ORDER TYPE* field of the ORD - BIBLIOGRAPHIC ENTRY/UPDATE and ORD - BRIEF ORDER ENTRY screens.  
To see the ORDER TYPE CODES table, enter ?? and <ENTER>.  
If you leave this field empty in the table, the system will not supply the user with a default.
4. *MATERIAL CODE* [Material Code, 0-2 characters]  
User's default in the *MATERIAL CODE* field of the ORD - BIBLIOGRAPHIC ENTRY/UPDATE and ORD - BRIEF ORDER ENTRY screens. For a description of this code, see the *Cataloguing Management Guide*.  
To see Cataloguing's MATERIAL CODES table, enter ?? and <ENTER>.  
If you leave this field empty in the table, the system will not supply the user with a default.

5. *SUBJECT CODE* [Subject Code, 0-12 characters]  
User's default in the *SUBJECT CODE* field of the ORD - BIBLIOGRAPHIC ENTRY/UPDATE screen.  
To see the SUBJECT CODES table, enter ?? and <ENTER>.  
If you leave this field empty in the table, the system will not supply the user with a default.
6. *VENDOR* [vendor code, 0-8 characters]  
User's default in the *VENDOR* field of the ORD - ORDERING DATA and ORD - BRIEF ORDER ENTRY screens. The vendor codes are **not** defined in the setup tables. (When creating a vendor record, staff define this code in the *CODE* field on the VEN - VENDOR HEADER SCREEN. For more information, see the *Acquisitions User's Guide*.)  
To see the VEN - VENDOR SEARCH & RETRIEVAL index browse list, enter ?? and <ENTER>. If you wish to search by vendor name or related name rather than by Vendor Code, enter the N= command instead.  
If you leave this field empty in the table, the system will not supply the user with a default.
7. *PAYMENT TYPE* [Payment Type Code, 0-8 characters]  
User's default in the *PAY TYPE* field of the ORD - ORDERING DATA screen and the *PAYMENT TYPE* field of the ORD - BRIEF ORDER ENTRY screen.  
To see the PAYMENT TYPE CODES table, enter ?? and <ENTER>.  
If you leave this field empty in the table, the system will not supply the user with a default.
8. *CLAIM CODE* [Claim Code, 0-6 characters]  
User's default in the *CLM CODE* field of the ORD - ORDERING DATA screen.  
To see the CLAIM CODES table, enter ?? and <ENTER>.  
If you leave this field empty in the table, the system will not supply the user with a default.



9. *SELECTOR* [zero, one, or more Selector Codes, 0-3 characters each]  
User's default list in the *SELECTOR* field of the ORD - ORDERING DATA and ORD - BRIEF ORDER ENTRY screens.  
To see the SELECTOR CODES table, enter ?? and <ENTER>.  
If you leave this field empty in the table, the system will not supply the user with a default list.
10. *TOTAL COPY* [0-3 digits]  
User's default number of copies to be placed on order. This refers to the *TOTAL COPY* field of the ORD - ORDERING DATA screen.  
If you leave this field empty in the table, the system will not supply the user with a default.
11. *PRIORITY* [Priority Code, 0-6 characters]  
User's default in the *PRIORITY* field of the ORD - ORDERING DATA and ORD - BRIEF ORDER ENTRY screens.  
To see the PRIORITY CODES table, enter ?? and <ENTER>.  
If you leave this field empty in the table, the system will not supply the user with a default.
12. *CURRENCY* [Currency Code, 0-8 characters]  
User's default in the *CURRENCY* field of the ORD - ORDERING DATA screen.  
To see the CURRENCY CODES table, enter ?? and <ENTER>.  
If you leave this field empty in the table, the system will not supply the user with a default.
13. *CONDITION* [Order Condition Code, 0-6 characters]  
User's default in the *CONDITION* field of the ORD - ORDERING DATA and ORD - BRIEF ORDER ENTRY screens.  
To see the ORDER CONDITION CODES table, enter ?? and <ENTER>.  
If you leave this field empty in the table, the system will not supply the user with a default.

NOTE: Do not assign the code OPEN in this field because it is a system-assigned condition.

14. ALLOCATION

[Y or N]

Y By default, allocate funds by **percentage** when placing an item on order on the ORD - ALLOCATIONS or ORD - BRIEF ORDER ENTRY screen. The *ALLOCATIONS BY %* field of the ORD - ALLOCATIONS screen will have the default answer Y.

N or empty By default, allocate funds by **copy** when placing an item on order on these screens. The *ALLOCATIONS BY %* field will have the default answer N.

NOTE: This user default overrides the general default specified in the FISCAL PROFILE table (described earlier in this chapter).

15. LOCATION

[Location Code, 0-6 characters]

User's default in the *LOCATN* field of the ORD - ALLOCATIONS and ORD - BRIEF ORDER ENTRY screens.

To see the LOCATION CODES table, enter ?? and <ENTER>.

If you leave this field empty in the table, the system will not supply the user with a default.

16. SHIPTO

[Ship To Code, 0-6 characters]

User's default in the *SHIPTO* field of the ORD - ALLOCATIONS and ORD - BRIEF ORDER ENTRY screens.

To see the SHIP TO CODES table, enter ?? and <ENTER>.

CAUTION: If you define location-specific shipping defaults (in the LOCATION CODES table), leave this field blank. Otherwise the system will confuse users by supplying the user default on the first allocation line of the order but location defaults on subsequent lines.

## Vendor Status Code (VENST)

Acquisitions staff can assign a Vendor Status Code to each vendor to prevent or allow the use of the vendor for orders. The status is displayed on the VEN - VENDOR SEARCH & RETRIEVAL browse lists.

**Access** Select the VENDOR STATUS CODES table on the CODE TABLE MENU, or enter the screen identifier VENST on any Acquisitions menu.

### Initial Screen

```

                                VENDOR STATUS CODES

Number of records : 3
Code      Description of code
-----
1. ACTIVE  Active
2. BLIST   Vendor is blacklisted
3. GONE    Vendor has gone out of business

Options:
? help   Add item  # line  Print  Forward  Backward  Search jump
Exit

```

### Detail Screen

```

                                VENDOR STATUS CODES

: GONE
-----
1. Description                : Vendor has gone out of business
2. Active/okay to use (1 = YES) : 0

Options:
? help  # line  Line by line  Copy  Print  Delete  File  Exit

```

## Fields

Vendor Status Code	[1-8 characters] Name of code.
1. <i>Description</i>	[any] Brief description of the Vendor Status Code.
2. <i>Active/okay to use</i>	[0 or 1]
1	Yes, the vendor can be used.
0 or empty	No, the vendor cannot be used.

## Where Assigned

- |                        |  |
|------------------------|--|
| Acquisitions<br>Screen | <ul style="list-style-type: none"><li>• VEN - VENDOR HEADER SCREEN (in the <i>STATUS</i> field).</li></ul> |
|------------------------|--|

## Vendor Type Code (VENTP)

Acquisitions staff can assign a Vendor Type Code to each vendor to indicate whether the vendor is a supplier, publisher, donor, or exchange partner. This information is used on reports, and is displayed on the VENDOR SEARCH & RETRIEVAL browse lists.

The library does not have to define all four possible codes.

**Access** Select the VENDOR TYPE CODES table on the CODE TABLE MENU, or enter the screen identifier VENTP on any Acquisitions menu.

### Initial Screen

```

                                VENDOR TYPE CODES

Number of records : 4
Code  Description of code
-----
1. DONO Donor
2. EXCH Exchange partner
3. PUBL Publisher
4. SUPP Supplier

Options:
? help  Add item  # line  Print  Forward  Backward  Search jump
Exit

```

### Detail Screen

```

                                VENDOR TYPE CODES

: DONO
-----
1. Description      : DONOR
2. Type            : 2
   0 - supplier
   1 - exchange partner
   2 - donor
   3 - publisher

Options:
? help  # line  Line by line  Copy  Print  Delete  File  Exit

```

## Fields

Vendor Type Code	[1-4 characters] Name of code.
1. <i>Description</i>	[any] Brief description of the Vendor Type Code.
2. <i>Type</i>	[0-3] 0 Supplier. 1 Exchange partner. 2 Donor. 3 Publisher.

## Where Assigned

- |                        |  |
|------------------------|--|
| Acquisitions<br>Screen | <ul style="list-style-type: none"><li>• VEN - VENDOR HEADER SCREEN (in the <i>TYPE</i> field).</li></ul> |
|------------------------|--|

## Vendor Usage Code (VENUS)

As a guide for order-placing staff, the library can assign a Vendor Usage Code to each vendor to indicate the kind of materials that may be ordered from them. (The code is for information only — the system does not use it to control which vendors can be assigned to which orders.)

**Access** Select the VENDOR USAGE CODES table on the CODE TABLE MENU, or enter the screen identifier VENUS on any Acquisitions menu.

### Initial Screen

```

                                VENDOR USAGE CODES

Number of records : 4
Code  Description of code
-----
1. BOOK  Books only
2. NEWS  Newspapers only
3. REG   All books and serials
4. SER   Serials only

Options:
? help  Add item  # line  Print  Forward  Backward  Search jump
Exit

```

### Detail Screen

```

                                VENDOR USAGE CODES

: NEWS
-----
1. Description           : Newspapers only

Options:
? help  # line  Line by line  Copy  Print  Delete  Exit

```

## Fields

Vendor Usage Code [1-4 characters]  
Name of code.

1. *Description* [any]  
Brief description of the Vendor Usage Code.

## Where Assigned

- Acquisitions Screen
- VEN - VENDOR HEADER SCREEN (in the *USAGE* field).



## Voucher Number (VCHNO)

When generating a voucher, the system automatically assigns the voucher number shown in this table.

**Access** Select the VOUCHER NUMBER table on the CONTROL TABLE MENU, or enter the screen identifier VCHNO on any Acquisitions menu.

```

                                VOUCHER NUMBER

                                : #NEXT.VOCH.KEY
                                -----
1. Next Voucher #   : 91000055

Options:
? help  # line  Line by line  Print  File  Exit

```

### Fields

1. *Next Voucher #* [up to 8 digits]

The system will assign the number stored in this field to the next voucher and then add 1 to this number. At initial start-up time, the library can specify a number such as 00294847, or perhaps 91013771 (in which the first two digits come from the current fiscal or calendar year). Later, the library can modify this number to start a new range of voucher numbers, perhaps at year end.

### Where Assigned

**Background Job** Voucher Generation Job (VCHG).

**Acquisitions Screen** System-assigned on:

- VCH - VOUCHER HEADER SCREEN (in the *VOUCHER #* field).

## Year End Close Date Code ( YENDD )

When the Year End Processing Job (YEND1) processes an agency for the first time, it adds the agency's Library Code as a Year End Close Date Code in this table, and writes the date of the last day of the previous fiscal year. During subsequent executions, the job updates the date. The system prevents staff from posting journal entries dated before this date.

The processing job gets the close date from the *Year end date* field defined for the agency in the YEAR END PROCESSING CODES table.

**Access** Select the LAST CLOSE DATE CODES table on the CONTROL TABLE MENU, or enter the screen identifier YENDD on any Acquisitions menu.

**Initial Screen** This screen lists four system-assigned sample values.

```
                                LAST CLOSE DATE CODES

Number of records : 4
Code      Description of code
-----
1. ADMIN  LAST CLOSE - ADMIN
2. CENT   LAST CLOSE - CENT
3. MED    LAST CLOSE - MED
4. TRAIN  LAST CLOSE - TRAIN

Options:
? help  # line  Print  Forward  Backward  Search jump  Exit
```

**Detail Screen**

```
                                LAST CLOSE DATE CODES

: ADMIN
-----
1. Description: LAST CLOSE - ADMIN
2. Last close : 01 JUN 1991

Options:
? help  # line  Line by line  Print  File  Exit
```

## Fields

- 1. Description* [any]

Brief description of the Year End Close Date Code. You may change the system-assigned description if you wish.
- 2. Last close* [day, month, year (in system format)]

This is the last day of the agency's previous fiscal year. You may not change this system-assigned date.

## Year End Processing Code ( YEND )

The Year End Processing Codes define one or more fiscal year ends for the library.

If the *Allow multi-LIBRARY year ends* question in the FISCAL PROFILE 2 table is answered 1, then the library can process separate year ends, for separate library agencies (i.e. separate Library Codes).

**Access** Select the YEAR END PROCESSING CODES table on the CODE TABLE MENU, or enter the screen identifier YEND on any Acquisitions menu.

### Initial Screen

```

                                YEAR END PROCESSING CODES

Number of records : 3
Code   Description of code
-----
1. DFLT   Default year end
2. MED    Medical Institute of Technology
3. TRAIN  Training

Options:
? help   Add item  # line  Print   Forward  Backward  Search jump
Exit
    
```

### Detail Screen

```

                                YEAR END PROCESSING CODES

: DFLT
-----
1. Description                               : DEFAULT YEAR END
2. Current fiscal year                       : 1992
3. Prior fiscal year                         : 1991
4. Carry forward unspent balance in funds? (1=YES) : 1
5. Date that year end processing will be run?   : 03 JUN 1992
6. Year end date                             : 01 JUN 1992

Options:
? help   # line  Line by line  Copy  Print  File  Exit
    
```

## Fields

<i>Year End Processing Code</i>	[DFLT or a valid Library Code, 1-6 characters]
	Each Library Code specifies the separate year end done for a specific library agency.
	The DFLT code describes the year end done for all remaining library agencies (whose Library Codes are not individually defined as Year End Processing Codes).
	If the <i>Allow multi-LIBRARY year ends</i> question in the FISCAL PROFILE 2 table is answered 0, then the Year End Processing Job (YEND1) will use only the DFLT code.
1. <i>Description</i>	[any]
	Brief description of the Year End Processing Code.
2. <i>Current fiscal year</i>	[4 digits]
	The system date-stamps the vendor detail and fund detail records with this year. Assign a value when the system is first installed, and only change it just before fiscal year end.
3. <i>Prior fiscal year</i>	[4 digits]
	The previous fiscal year. Only change this value just before fiscal year end. Assign a value when the system is first installed (even though there will be no prior year information), and only change it just before fiscal year end.
4. <i>Carry forward unspent balance in funds</i>	[0 or 1]
1	The year end processes will carry forward the unspent balance in each fund to the new fiscal year (see <a href="#">Year End Processing</a> on page 5-51).
0 or empty	The year end processes will discard and report the unspent balance in each fund.
5. <i>Date that the year end processing will be run</i>	[day, month, year (in system format)]
	This is the day the year end processing jobs were last executed or are going to be executed (see <a href="#">Year End Processing Code (YEND)</a> on page

4-116). Change this date to today's date at the end of the year, just before executing the year end jobs — they select library agencies based on this date.

CAUTION: Although the year end processing date can be after the year end date (specified in field 6), the library must be careful to do **ABSOLUTELY NO** Acquisitions processing on the relevant library agencies during this period.

6. *Year end date*

[day, month, year (in system format)]

This is the last day of the previous or current fiscal year.

CAUTION: Although the year end processing date (specified in field 5) can be after the year end date, the library must be careful to do **ABSOLUTELY NO** Acquisitions processing on the relevant library agencies during this period.

# 5

## Calendar Processor

---

This chapter describes the processing setup and operations offered through the ACQUISITIONS CALENDAR PROCESSOR menu. Each Production Code definition controls the automatic execution of an Acquisitions processing job.

This chapter describes the processing jobs in detail, in the following groupings:

- order processing
- subscription renewal processing
- claim and cancellation processing
- voucher processing
- journal processing
- fund processing
- year end processing
- order/request update processing (currency conversion)

The chapter also describes:

- the fund rebalancing program
- the optional product add-on, Archiving.

## Calendar Processor Menu (ACP)

The Acquisitions module has a background processor which can automatically carry out scheduled tasks such as purchase order generation, voucher invoice-payment, claim verification report production, and so on. Acquisitions staff can also have the system execute these tasks interactively when the background processor is not activated.

Use the ACQUISITIONS CALENDAR PROCESSOR menu to schedule a job for the background processor (via its Production Code), or start up a job interactively, or print the output from a job.

**Access** Select the ACQUISITIONS CALENDAR PROCESSOR menu on the CONTROL TABLE MENU, or enter the screen identifier ACP on any Acquisitions menu.

```

DD MMM YYYY          Geac ADVANCE Library System (#.##)          P P P P P P  I I I I I I
HH:MM                Your Library Name

                      ACQUISITIONS  CALENDAR  PROCESSOR

                      1. Processing Cycles

                      2. Execute production run

                      3. Send Outputs to Printer

Background Processor : Inactive

Last cycle check    :

Enter a selection , E to exit , <RETURN> to redisplay

```

### Options

- 1 Processing Cycles**  
 Accesses the PRODUCTION CODES table and view or update the job definitions. (The background processor can be active or inactive.)  
 To select this option, enter 1 and <ENTER>. The system displays the initial setup screen, as described in the following section.



**2 Execute production run**

With the background processor de-activated, this option starts a job immediately and interactively (instead of letting the background processor start it).

To select this option, enter 2 and <ENTER>. The system prompts:

```
Enter Production Code:
```

Enter a Production Code (or ?? for a list) and the system responds with the process's scheduled start time. If you then answer Y to override the time, the system starts the job immediately.

**3 Send output to printer**

Prints the output generated by a job, either to the print queue or to the screen. (The background processor can be active or inactive.)

To select this option, enter 3 and <ENTER>. The system prompts:

```
Enter Production Code:
```

Enter a Production Code (or ?? for a list) and the system either says that no reports are available or displays the PRODUCTION OPTIONS screen. On that screen, you can either exit (using *Prior screen* option), send the report to the terminal's screen, send the report to a print queue (if you want, you can specify a different print queue than the one defined for the process in the Production Code), or view creation dates and times of retained reports for the specified production code (using *Select date* option).

For more information about retaining copies of reports, see the discussion of the (*#Days to Retain Reports*) field in the section [Production Code](#) on page 5-10. If *#Days to Retain Reports* is not set, the system will overwrite the old output with new output every time a process runs.

When sending outputs to a printer the system prompts the user to enter a form (printer) number. The system validates the specified form to determine if it is:

- a valid form and loaded on the printer
- a valid form but not loaded on the printer
- an undefined form.

If it is a valid form but not loaded, the system prompts you to determine whether you want to send your output to a printer queue. If you say yes, the output is kept in the queue until the forms are loaded.

- E Exits the screen and return to the CODE TABLES menu.  
To select this option, enter E and <ENTER>.
  
- blank Re-displays the screen, updating the information in the Background Processor and Last cycle check fields.  
To select this option, just <ENTER>.

## Fields

*Background Processor* [ Active, date, time, [Production Code]]

The background processor was activated at the date and time shown. If a job is currently being executed, its Production Code is also displayed. For example:

Active 04-27-91 15:03:35 ORDG

*Inactive* The background processor is de-activated.

*Last cycle check* [date and time]

If the background processor is **active**, the system displays the date and time you last pressed ENTER to update the information shown in the fields. For example:

04-27-91 15:03:35

[Production Code]

If the background processor is **inactive**, the system displays the name of the process (if any) that was executing when you last pressed ENTER to update the information shown in the fields. For example:

ORDG

## Activating and De-activating the Background Processor

To activate or de-activate the background processor, access the ACQUISITIONS BACKGROUND PROCESSOR screen by entering the screen identifier PACQ, and selecting the appropriate option. Most libraries will leave the background processor on all the time, and let it execute all the jobs as scheduled.

## Accessing Retained Reports

Reports generated from calendar processor jobs in Acquisitions and Serials may be retained for a specified period of time. The number of days that a report is kept is controlled by the *# Days to Retain reports* field in the production code record. System administrators should ensure that sufficient disk space is available for storing reports. If the *# Days to Retain reports* field is set to 0 or left blank, the system overwrites any existing reports every time the process runs.

### Procedure

1. Select *Send Outputs to Printer* from the ACQUISITIONS CALENDAR PROCESSOR menu.
2. The system prompts for a valid production code.
3. Enter a production code and <Enter>.
4. The PRODUCTION OPTIONS FOR [PRODUCTION CODE] screen appears.

```

                                PRODUCTION OPTIONS FOR ORDER PRINT
                                -----
LINE      PRODUCTION OPTION DESCRIPTION
-----
  1.      PO PRINTING

Options:
# line   Forward   Backward   Select date   Prior screen   ? help

```

5. Choose the *Select date* option to display a list of creation dates and times for retained reports. The PRODUCTION OPTIONS FOR [PRODUCTION CODE] screen re-appears with a list of reports.

```
                PRODUCTION OPTIONS FOR ORDER PRINT

Date      and Time of production run
-----

1.   02 MAR 95   13:26
2.   02 MAR 95   17:09
3.   03 MAR 95   10:54

Options:
? help  Prior screen  # line
```

6. Select an item to display the description(s) of the report. For example, selecting #1 produces the following screen.

```
                PRODUCTION OPTIONS FOR ORDER PRINT

LINE      PRODUCTION OPTION DESCRIPTION
-----

1.   PO PRINTING - MULTIPO
2.   PO PRINTING - BISAC

Options:
# line  Forward  Backward  Select date  Prior screen  ? help
```

7. Select an item. The system prompts: *Send Job to (P)rinter or (T)erminal:.* Enter P or T.

If you choose the *Select date* option again the system re-displays the list of dates and times of the production run.

Select *Prior screen* to exit.

---

## Production Code

The Production Codes are names for the system processing jobs. (These codes are called Processing Cycles in the ACQUISITIONS CALENDAR PROCESSOR menu.)

The library can schedule the background processor's start time for each job, define a header for each report job, ask that output be automatically printed, and so on.

**Access** Select the PRODUCTION CODES table (option 1) from the ACQUISITIONS CALENDAR PROCESSOR menu.

### Next Production Date and Time

The date and time shown to the right of each code description are for the job's next scheduled production cycle (see fields 6 and 7 of the detail screen). If a job is scheduled to start before the previous job has been completed, the background processor will wait until the first job is completed and then start the new job. If two or more jobs have the same scheduled start time, the processor will begin them in alphabetical code sequence.

The background processor runs the production job if the Next Production Date is set to blank in the Production Code. If the Next Production Date is set but the Production Period is blank, the background processor runs the job once and then sets the Next Production Date to blank.

### Year End Jobs

Two of the year end jobs (YEND1 and YEND2) **cannot be automatically executed** by the background processor. Staff must execute them interactively, with the background processor de-activated.

Nevertheless, these codes are like other codes in that they must have a next date and time specified.

**Initial Screen**

These three screens list the standard production codes.

**NOTE:** The library **cannot** add or delete Production Codes.

ACQUISITIONS PRODUCTION CODES						
Number of records : 33						
Code	Description of code					
-----						
1. ARCP1	Audit Archive/Purge - Step 1	01	AUG	2002	02:12pm	
2. ARCP2	Audit Archive/Purge - Step 2	01	AUG	2002	02:13pm	
3. ARCP3	Audit Archive/Purge - Step 3	01	AUG	2077	02:13pm	
4. ARCP4	Audit Archive/Purge - Step 4	01	AUG	2077	02:15pm	
5. ARCP5	Audit Archive/Purge - Step 5	01	AUG	2077	02:15pm	
6. ARCP6	Audit Archive/Purge - Step 6	01	AUG	2077	02:16pm	
7. ARCT1	Time Period Archive - Step 1	01	AUG	2077	10:53am	
8. ARCT2	Time Period Archive - Step 2	01	AUG	2077	04:52pm	
9. ARCT3	Time Period Archive - Step 3	01	AUG	2077	10:53am	
10. ARCT4	Time Period Archive - Step 4	01	AUG	2077	10:53am	
11. ARCT5	Time Period Archive - Step 5	01	SEP	2077	11:56am	
12. CANP	Cancellation Letter Printing	20	JAN	1998	09:00pm	
13. CANV	Cancellation Verification Report	20	JAN	1998	11:34pm	
14. CC	Generation of Claims/Cancellatio	20	JAN	1998	11:34pm	

Options:  
? Help # line Print Forward Backward Search jump Exit

## ACQUISITIONS PRODUCTION CODES

Number of records : 33

Code Description of code

```

-----
15. CFOR Carry Forward Order Report
16. CLMP Claim Letter Printing                20 JAN 1998  11:34pm
17. CLMV Claim Verification Report           25 FEB 1998  01:43pm
18. CONFB BISAC confirmation production     26 JAN 1998  11:34pm
19. FUNMP Fund Mapping Procedure
20. JRNG Journal Generation                 26 JAN 1998  11:34pm
21. ORDB BISAC send-file production        26 JAN 1998  11:34pm
22. ORDG Order Generation                  26 JAN 1998  11:34pm
23. ORDP Purchase Order Print              20 JAN 1998  11:34pm
24. PER Fund Period Maintenance            20 JAN 1998  11:34pm
25. SRNW Subscription Automatic Renewal    31 DEC 1999  01:00am
26. SRVW Subscription Review Report        30 DEC 1999  12:00am
27. UPCUR Update Currency Conversion      31 DEC 1999
28. VCHG Voucher Generation                27 JAN 1998  04:54pm

```

Options:

```

? Help # line Print Forward Backward Search jump Exit

```

## ACQUISITIONS PRODUCTION CODES

Number of records : 33

Code Description of code

```

-----
29. VCHGV Voucher Verification Report       21 JAN 1998  04:54pm
30. VCHP Voucher Payment                   27 JAN 1998  04:54pm
31. VCHPR Voucher Printing                 21 JAN 1998  04:54pm
32. YEND1 Year End Process/Fund Summary
33. YEND2 Year End Carry Forward Process.

```

Options:

```

? Help # line Print Forward Backward Search jump Exit

```

**Detail Screen**

```

                                PRODUCTION CODES

PRODUCTION CODES TABLE : CC
-----
1. Description                  : Claim/Cancellation Generation
2. Production Charge            :
3. Production Period            : D
   (U=Minutes, D=Daily
   W=Weekly, M=Monthly)
4. Length of period             : 1
5. Period detail (Time,Day,Week):
6. Next Production Date        : 20 APR 1991
7. Next Production Time        : 01:44PM
8. Automatically Output (1 = Yes:
9. System Printer #            : 0
10. Default Contact Method     :
11. Output Header              :
12. Comment Line #1            :
13.      Line #2               :
14. # Days to Retain reports   :
Options:
? help  # line  Line by line  Copy   Print  Exit   File

```

**Fields**

Production Code [1-5 character code]

1. *Description* [1-32 characters]  
 Brief description of the Production Code.

2. *Production Charge* [empty]  
 Do NOT use this field. In the Circulation Production Codes, this field is used for a Production Charge Code (see the *Circulation Management Guide*).

3. *Production Period* [U, D, W, M]  
 Fields 3 to 5 determine how the system calculates and sets the next production date and time in fields 6 and 7.



- empty The system will not calculate and set the next production date and time.
- U Period is specified below in minutes. (This value is rarely used.)
- D Period is specified below in days.
- W Period is specified below in weeks.
- M Period is specified below in months.

#### 4. Length of period

[digits]

The length of time between automatic production start-ups, in units specified by the preceding field — that is, the number of minutes, days, weeks, or months.

#### 5. Period detail

[time, day, week (in numeric format)]

The preceding two fields determine the period but not the time and date within the period.

- For a month-based period, you can specify a time, day, and week in this field. For example:

21:00, 1, 3

means 9:00 PM on the 1st day (Monday) of the 3rd week of the month.

- For a week-based period, you can specify a time and day in this field. For example:

21:00, 1

means 9:00 PM on the 1st day of the week (Monday).

- For a day-based period, you can specify a time in this field. For example:

21:00

means 9:00 PM.

- NOTE: For a minute-based period, do not use this field.

Enter the time in 24-hour format. Examples:

21:30

03:00

If an operator executes a job off-schedule — by modifying the system-calculated date and time in the following two fields or by executing the job interactively (option 2 on the ACQUISITIONS CALENDAR PROCESSOR menu) — the system will use the value in this field to reset the schedule. Note, however, that the system does not reset the schedule for the Cancellation Letter Printing (CANP) and Claim Letter Printing (CLMP) Jobs if they are accessed from on the RECEIVING MENU.

empty The system will calculate the next date and time based on the previous ones. For example, if a week-based job was last started at 9:00 PM on the 5th day of the week, then the system schedules the next cycle at 9:00 PM on the 5th day of one of the following weeks. It does not matter why the job was last started at that date and time.

The system does not reset the schedule after a job has been executed off-schedule due to operator intervention.

6. *Next Production Date*

[day, month, year (in system format)]

The next date that the background processor will start this job. For example:

20 APR 1991 or 03-20-1991

If field 3 is non-empty, the system calculates and sets the date shown here, based on the cycle defined by the fields 3 to 6. If necessary, an operator can override the default date by editing this field.

The year can be omitted from the date — the system will assume the current year.

7. *Next Production Time*

[time (24-hour format)]

The next time that the background processor will start this job. If field 3 is non-empty, the system calculates and sets the time shown here, based on the cycle defined by the fields 3 to 6. If necessary, an operator can override the default time by editing this field.

When entering a time, do not enter AM or PM. You do not have to enter the colon either. For example, if you enter:

2130

the system will display 09:30PM after you <ENTER>.

- 
8. *Automatically Output* [0-1]
- 1 Saves the production output in a file, and sends it to a print queue as well.
- 0 or empty Just saves the output in a file. An operator must then select option 3 on the ACQUISITIONS CALENDAR PROCESSOR menu to send this output to a print queue.
- CAUTION: Remember to print the output **before** the next cycle of the same process. The output file can contain output from only one production cycle; output from the new cycle overwrites earlier output.
9. *System Printer #* [digits]
- The system will send output to the print queue identified by this number.
- An operator can override this default when selecting option 3 on the ACQUISITIONS CALENDAR PROCESSOR menu to print output that the system does not print automatically (see field 8).
10. *Default Contact Method* [empty]
- Do **not** use this field. In the Circulation Production Codes, this field is used for a Notice Method Code (see the *Circulation Management Guide*).
11. *Output Header* [any]
- The system displays this text on the top of the PRODUCTION OPTIONS screen (shown for interactive output printing). Currently, the system does not use the text in the output (on the top of each page).
12. *Comment Line #1* [any]  
to  
13. *Comment Line #2*
- Your comments about the job. The system does not use this text — it is just additional information for staff who read the detail screen.
14. *# Days to Retain Reports* [1-99]
- If the *# Days to Retain reports* field is set to 0 or empty, the calendar job will overwrite previously generated reports every time it runs. If set to 1, the system retains reports created on the current date only. If set to 8, the

system retains reports for the current date as well as seven days prior to the current date.

CAUTION: The system administrator must ensure that sufficient spare disk capacity exists on the system if reports are to be kept for longer periods of time.

# Processing Jobs

The preceding sections describe how to schedule and execute the processing jobs; the following sections describe what the jobs do, when they should be executed, which records they select for processing, and what kind of reports they produce.

For convenience, the non-loader jobs and the Fund Rebalancing Program are grouped for discussion under the following headings. For descriptions of the CONFB and ORDB loader jobs, see *BISAC Ordering Interface* on page 8-1.

## **Order Processing**

ORDG Order Generation  
ORDP Purchase Order Print

## **Subscription Renewal Processing**

SRVW Subscription Review Report  
SRNW Subscription Renewal

## **Claim and Cancellation Processing**

CC Claim and Cancellation Generation  
CLMV Claim Verification Report  
CANV Cancellation Verification Report  
CLMP Claim Letter Print  
CANP Cancellation Letter Print

## **Voucher Processing**

VCHG Voucher Generation  
VCHGV Voucher Verification Report  
VCHP Voucher Payment  
VCHPR Voucher Print

## **Journal Processing**

JRNG Journal Posting

## **Fund Processing**

PER Fund Period Maintenance  
FUNMP Fund Mapping

## **Year End Processing**

YEND1 Year End Process  
YEND2 Year End Discrepancy Report  
CFOR Carried Forward Order Report.

**Order/Request Updating**

UPCUR Update Currency Conversion

**Fund Rebalancing Program (ACQ.REBAL)**

(Although not a Calendar Processor processing job, this program is related to other processing tasks and so is included here.)

**Archiving**

**Audit Archive & Purge**

ARCP1 Audit Archive/Purge - Step 1

ARCP2 Audit Archive/Purge - Step 2

ARCP3 Audit Archive/Purge - Step 3

ARCP4 Audit Archive/Purge - Step 4

ARCP5 Audit Archive/Purge - Step 5

ARCP6 Audit Archive/Purge - Step 6

**Archive for a Time Period**

ARCT1 Time Period Archive - Step 1

ARCT2 Time Period Archive - Step 2

ARCT3 Time Period Archive - Step 3

ARCT4 Time Period Archive - Step 4

ARCT5 Time Period Archive - Step 5

## Order Processing

Purchase orders can be generated and printed for mailing to the vendors.

The processing jobs involved are:

**ORDG** Order Generation  
**ORDP** Purchase Order Print

### Ordering

In the Ordering Function, staff can **AUTH** (authorize) an item for background order generation, or **CUT** a purchase order immediately.

When staff **CUT** an order, the system:

- creates a purchase order
- assigns a purchase order number / line item number (*PO#/LINE#*)
- sets the order *CONDITION* to **OPEN**
- encumbers money and updates the vendor statistics
- assigns an *EST DELVRY* date (based on the order's Claim Code)
- sets the *PRINT ORDER* flag to **Y**
- might set the *WAITING PREPAYMENT* flag to **Y** (depending on whether the order's Payment Type Code indicates that prepayment is required)
- adds the order/item number to an internal Order Print List.

### Order Formats

The library can have several library-defined purchase order formats, of two basic types: the system can generate separate single-line orders, one for each request, or multi-line orders that combine several requests to the same vendor. In a multi-line order, each request becomes a line item.

Vendor-assignment of a format is controlled by the PO Print Format Code assigned to the vendor's Order Method Code, and a default format assigned in the FISCAL PROFILE (see [Setup Tables](#) on page 4-1).

### Scheduling

A library might process the order jobs weekly, depending on the number of orders and their urgency.

Activities should be carried out in the following sequence:

1. execute **ORDG**, the Order Generation Job to create purchase orders from authorized requests

2. execute `ORDE`, the Purchase Order Print Job, immediately afterward
3. if vendor labels are required, execute the Vendor Label Print Job from the Acquisitions ordering screen, `VEN - VENDOR LABEL PRINTING (VENP)`, selecting the screen's `PO` option to print labels for the vendors who were added to an internal Vendor Label Print list by the Purchase Order Print Job.

Reprinting orders

To set a purchase order for reprinting, Acquisitions staff can answer `Y` in the `PRINT ORDER` field of the `ORD - STATUS SCREEN`.



---

## Order Generation (ORDG)

Selection	<p>When staff file a request as authorized, the system sets the request's <i>CONDITION</i> to AUTH, and adds the request number and vendor to an internal Order Generation List.</p> <p>The Order Generation Job uses the request references in this list, skipping requests that have since been cancelled.</p>
Effect	<p>The job creates single- and/or multi-line orders for the requests and adds the new order/line numbers to the internal Order Print List.</p>
Report	<p>The report format is wide (132 column).</p> <p>The orders are listed, one line item per line, in order/line number sequence. This sequence is in turn based on vendor.</p>

## Purchase Order Print (ORDP)

Selection	<p>This job uses orders referenced in the internal Order Print List.</p> <p>There are four ways orders could have been added to this list:</p> <ul style="list-style-type: none"><li>• orders cut by staff on an Acquisitions screen</li><li>• orders generated by the Order Generation Job</li><li>• orders set for reprinting by staff on an Acquisitions screen</li><li>• subscription orders renewed by staff on an Acquisitions screen or by the Subscription Renewal Job.</li></ul> <p>The job skips orders which have their <i>PSEUDO ORDER</i> flag set to <i>Y</i>.</p>
Effect	<p>The job:</p> <ul style="list-style-type: none"><li>• clears the Order Print List</li><li>• resets each order's <i>PRINT ORDER</i> flag to <i>N</i></li><li>• might add the vendor to the internal Vendor Label Print List (depending on the PO Print Format Code assigned to the vendor's Order Method Code).</li><li>• might add the order to the internal BISAC Ordering Stream List (depending on the vendor's Order Method Code).</li></ul>
Reports	<p>The report formats are library-defined.</p> <p>Each format generates a separate report, in a separate print file. The purchase orders within a report are printed, each starting on a new page, in a sequence based on:</p> <ol style="list-style-type: none"><li>1. payment type (first the prepayment-required orders, then the other types)</li><li>2. vendor code.</li></ol>

## Subscription Renewal Processing

Subscription orders for serials and monographic series can be renewed individually by Acquisitions staff or automatically by a processing job.

The system can predict and report an estimated cost for each renewal based on past invoice amounts and can, if you want, use these predictions when automatically renewing the orders.

The processing jobs involved are:

**SRVW** Subscription Review Report

**SRNW** Subscription Renewal

### Parameters

Before executing the subscription jobs, make sure that they are properly set up in the SUBSCRIPTION REVIEW/RENEWAL REPORTS screen (SRVW), available through the Acquisitions REPORTS MENU.

```

                                SUBSCRIPTION REVIEW/RENEWAL REPORTS
                                : ACQ.CTL*SRVW
-----
1. Start review date?                : 11/01/91
2. Ending review date?               : 12/31/91
3. Only review items with no outstanding commitment? (1=YES): 0
4. Minimum renewal period length (in days)? : 365
5. Maximum renewal period length (in days)? : 365
6. Maximum allowable percentage increase between periods? : 30
7. Maximum allowable dollar amount increase between periods?: 750.00
8. Inflation Rate (%)?               : 0
9. Use price projections to update price (1=YES) : 1
10. Update renewal start and end dates? (1=YES) : 1

Options:
? help # line Line by line Print File Exit

```

Fields 1 to 3 Determine which orders are selected for review or renewal.

Fields 4, 5 Set bounds on the length of the renewal period.

Fields 6, 7 Help to exclude invoice clerical errors (anomalous values) from the prediction calculations.

Field 8 Provides an optional inflation rate adjustment on top of the predicted increase.

Field 9	Determines whether the Subscription Renewal Job uses the predicted cost or just the value currently in the order's <i>UNIT COST</i> field.
Field 10	Determines whether the Subscription Renewal Job updates the order's <i>RNW START</i> and <i>RNW END</i> dates.
Order Selection	<p>The jobs select only orders, that is, only requests that have been cut. This excludes, for example, requests with a status of <i>CONSID</i>. The jobs select each order that meets <b>all</b> the following criteria:</p> <ul style="list-style-type: none"><li>• the subscription review date, in the <i>REVW DATE</i> field of the order's <i>ORD- NOTES SCREEN</i>, is within the range specified by the Start and Ending review date parameters.</li><li>• the order is not <i>CANCELLED</i> or <i>CLOSED</i></li><li>• the order is not already renewed and awaiting payment completion, that is, does not have a <i>Outstanding Renewal</i> status</li><li>• the order is not a child order, that is, not a series entry or title split.</li><li>• the order has no outstanding encumbrance — this selection condition is used only if the <i>Only review items with no outstanding commitment</i> parameter is answered 1 (yes).</li></ul>
Cost Prediction	<p>The jobs predict a new <i>UNIT COST</i> for each order based on past invoice amounts. Because recent trends are the best predictors, the calculations weigh the most recent amounts most heavily. The invoicing history is divided into periods, the percentage change between successive periods is determined, each change is weighted twice that of the preceding change, and a new percentage change is calculated and applied to the renewal period.</p> <p>All amounts are calculated and reported in base currency.</p>
Step by Step Description	<p><b>1. Invoicing History</b></p> <p>Goes through all paid invoices on the order, constructing “invoice periods” and determining the net amount for each period.</p> <p>Invoice periods are based on the invoice detail <i>FROM</i> and <i>TO</i> dates (which originally defaulted from the order's subscription dates).</p> <p>Net amounts are the invoice detail <i>TOTAL</i> amounts, in base currency.</p> <p>If a period falls within another period, combines the shorter period into the longer.</p>

If two or more periods overlap, combines them into a new long period. However, if the *FROM* date of one period is the same as the *TO* date of the preceding period, leaves the two periods separate.

If the most recent invoice does not have *FROM* and *TO* dates, or if there are no invoices, creates a period with today as the *TO* date and today minus 365 days as the *FROM* date.

If an invoice does not have *FROM* and *TO* dates, uses the invoice document date from the invoice header's *DOC'T* field, and if that field is empty, uses the invoice creation date from the invoice header's *ENTRY* field.

- If the date falls within a period, includes the invoice in that period.
- If the date does not fall within a period, creates a new period: for the new period's *FROM* date, add 1 to the preceding period's *TO* date; and if there is not any preceding period, uses the order's *ORDER DATE*. for the new period's *TO* date, uses the invoice *DOC'T* documentation date; and if that field is empty, uses the invoice *ENTRY* creation date.

If a period contains only a credit note, REJECTS the period and adds the amount to the preceding period.

If the most recent period has outstanding encumbrance, adds that amount to the period.

If the total amount for a period is more than \$10,000, instead uses the order's current *UNIT COST* times the number of copies for the period.

## 2. Annualize Amounts

Annualizes each invoice period's amount by dividing the amount by the number of years covered by the period.

## 3. Calculate Percentage Increases

Calculates the percentage increase in annualized amounts between consecutive invoice periods, from the most recent period to the oldest.

If an increase is over the percentage or amount limits set by the *Maximum allowable ... increase between periods* parameters, then REJECTS the period. This prevents large clerical errors on invoices from affecting the predicted cost.

#### 4. Calculate Percentage Increase for Renewal

Calculates an average percentage increase, weighting each increase twice as heavily as the preceding increase. In other words, weights them in the ratio 1 : 1/2 : 1/4 : 1/8 : 1/16 and so on. This ensures that the most recent changes have the greatest effect on the predicted cost.

If there is an *Inflation Rate* parameter defined, adds this additional percentage to the predicted percentage increase. Because normal inflation should already be accounted for in the average, the library should use this parameter only for extraordinary adjustments.

#### 5. Renewal Period

Determines the renewal period, equal to the length of the latest invoicing history period. Reduces or lengthens the renewal period to keep it within the bounds set by the *Minimum* and *Maximum renewal period length* parameters. For example, if the last invoice period was 3 years (1035 days) but the defined minimum and maximum are 365 and 730 days, respectively, then the renewal period will be only 730 days.

#### 6. Calculate Total Encumbrance for Renewal Period

To calculate the total encumbrance for the renewal order, multiplies the renewal percentage increase times the annualized amount for the latest invoicing history period, times the length of the renewal period (in years).

#### 7. Calculate Gross for Renewal Period

To calculate the gross amount for the renewal order, adjusts the encumbrance for the taxes and discounts which will be re-applied when the order is renewed:

- 1) to correct for taxes, divides the total encumbrance by (1 plus the order's current *TAX* %)
- 2) to then correct for discounts, divides the tax-adjusted encumbrance by (1 minus the order's current *DISCOUNT* %).

#### 8. Unit Cost for Renewal Period

To calculate the renewal unit cost, divides the gross amount by the number of copies.

NOTE: If the *Use price projections* parameter is answered no, then the Subscription Renewal Job will use the order's **current** *UNIT COST* (rather than this **predicted** unit cost) for the renewal.

**Example** Consider a serial with an invoicing history which can be grouped into five periods, three of them one year long and two of them two years long.

	Period	Invoice Amount	Annualized Amount	Percentage Increase	Weight for Averaging
1.	1990-91	\$620	\$310		
2.	1989	280	280	10.7	1
3.	1988	230	230	21.7	1/2
4.	1986-87	420	210	9.5	1/4
5.	1985	200	200	5.0	1/8

Although a straight average of the percentage increases would be only 10.6%, the weighted average is 13.1%, as calculated below:

$$\frac{(10.7 * 1) + (21.7 * 1/2) + (9.5 * 1/4) + (5.0 * 1/8)}{1 + 1/2 + 1/4 + 1/8}$$

Assuming that the defined *Minimum* and *Maximum renewal period lengths* are both 365 days and the defined *Inflation Rate* is zero, then the predicted renewal is for one year at 13.1%. The predicted encumbrance amount therefore  $\$310 + (13.1\% * \$310) = \$339.34$ .

The gross is the encumbrance adjusted for taxes and discounts. Adjusting for a tax of 5% and a discount of 20%, the gross is \$404, as calculated below:

$$\frac{339.34}{(1 + 0.05) * (1 - 0.20)}$$

Assuming that the order is for two copies, the predicted unit cost is \$202. This is the amount which will be shown in the Subscription Renewal Report and, once converted into order currency, shown in the order's *UNIT COST* field.

Scheduling

The library might execute the subscription jobs quarterly or semiannually, or whenever renewals are required. The Subscription Review Job can be executed frequently, as often as desired.

Activities should be carried out in the following sequence:

1. execute the Subscription Review Job to see which orders are due for renewal and which funds they are to be encumbered from
2. Acquisitions staff could update orders to change their fund allocation, copy locations, vendor, and so on
3. execute the Subscription Review Job again to verify any fund allocation changes made, and to see the total amounts that will be encumbered from each fund
4. Acquisitions staff should ensure that these funds contain enough money for the renewals
5. Acquisitions staff could manually RENEW any orders that they do **not** want handled automatically by the Subscription Renewal Job
6. optionally, execute the Subscription Renewal Job to automatically renew the orders based on current or predicted unit cost
7. to check the results, Acquisitions staff could produce the RENEWAL REPORT from the REPORT MENU's ACQUISITIONS TRANSACTION REPORTS screen.



## Subscription Review Report (SRVW)

Selection	This job selects order records that meet the conditions described at the beginning of this section.
Effect	This job does not affect the database.
Reports	<p>The report format is wide (132 column).</p> <p>There are two reports:</p> <ol style="list-style-type: none"><li>1. Subscription Review Summary Report — this indicates that the job has executed. If the number of “records” is zero, the Detailed Report will not be generated.</li><li>2. Subscription Review Detailed Report — this lists the orders in a sequence based on:<ol style="list-style-type: none"><li>1) library</li><li>2) fund</li><li>3) title.</li><li>4) For each title, the report shows any outstanding encumbrance, lists the invoices for each historic period (in reverse chronological sequence), and shows the predicted percentage change and renewal amount.</li></ol></li></ol> <p>NOTE 1: Each fund is reported separately. If an order has copies or percentages allocated to more than one fund, the order will appear more than once in the report. Although the unit cost shown in each place is the full predicted cost per copy, the total costs shown are for a single fund only: some percentage or fraction of the order’s full total costs.</p> <p>NOTE 2: All report amounts are in base currency.</p>

## Subscription Renewal (SRNW)

Selection	This job selects order records that meet the conditions described at the beginning of this section.
Effect	<p>The job first checks that there is sufficient money in the funds to encumber for the renewed orders. If even one fund is short, none of the renewals will take place.</p> <p>For each order, the job:</p> <ul style="list-style-type: none"><li>• sets the <i>REVW DATE</i> (review date) to its current date plus the predicted renewal period</li><li>• optionally changes the <i>RNW START</i> and <i>RNW END</i> dates, if the <i>Update renewal start and end dates to its current date</i> parameter is answered yes — this sets the <i>RNW START</i> date to the current <i>SUB END</i> date plus 1 day and sets the <i>RNW END</i> date to the <i>SUB END</i> date plus the predicted renewal period</li><li>• sets the <i>UNIT COST</i> to the predicted unit cost (converted into the order currency) only if the <i>Use price projections</i> parameter is answered yes; otherwise the job leaves the <i>UNIT COST</i> unchanged</li><li>• adds the order to the internal Order Print List for printing by the Purchase Order Print Job (ORDP) only if the order's vendor <i>RENWL NOTICE</i> field is answered yes; and if the purchase order print format has <i>Information Source Code</i> S24 assigned, then the purchase order will say: *** RENEWAL ***</li><li>• sets the <i>CONDITION</i> to RENEW and <i>Files</i> the order — this encumbers money and, if an order's <i>STATUS</i> was Invoicing complete, then also moves the <i>RNW START</i> and <i>RNW END</i> dates to the <i>SUB START</i> and <i>SUB END</i> dates.</li></ul>
Reports	<p>The report format is wide (132 column).</p> <p>There are two reports:</p> <ol style="list-style-type: none"><li>1. Subscription Renewal Summary Report — this indicates that the job has completed execution. If the number of “records” is zero, the Error Report will not be generated.</li></ol>

2. Subscription Renewal Error Report — this indicates whether there was insufficient money in any of the funds for renewal encumbrances.

## Claim and Cancellation Processing

Order claims and cancellations and invoice claims can be generated or listed for verification, and printed for mailing to the vendors.

The processing jobs involved are:

**CC** Claim and Cancellation Generation  
**CLMV** Claim Verification Report  
**CANV** Cancellation Verification Report  
**CLMP** Claim Letter Print  
**CANP** Cancellation Letter Print

NOTE: **Non-calendar** versions of the Claim and Cancellation Letter Print Jobs (CLMP and CANP) can be executed from the Acquisitions receiving screens: PRINTING CLAIM LETTERS and PRINTING CANCELLATION LETTERS. For details, see the descriptions of the specific calendar jobs.

**Claim Code** The Claim Code assigned to every order, and to every invoice's vendor, specifies the number of days between successive claims and between the last claim and the cancellation. The cycles can vary in complexity: from ones with no claims and no cancellation to ones with as many as 4 claims and a cancellation. For details, see [Claim Code \(CLMCD\)](#) on page 4-12.

**Claiming and cancelling** Staff can directly claim orders on the Receiving screens, cancel orders on the Ordering and Receiving screens, and claim invoices on the Invoicing screens.

When staff update an existing claim transaction and answer Y to the reprint prompt, the order or invoice is directly cancelled or claimed again. (The number of times claimed and Claim Code determine whether it is a claim or cancellation that is created.)

When staff **claim** an order or invoice, the system:

- creates a claim transaction
- adds 1 to the *TIMES CLAIMED* counter
- assigns an *ACTION DATE* (by adding the number days specified by the Claim Code to the current date)

- sets the transaction *TYPE* to either CM (if an order claim) or CI (if an invoice claim)
- adds the transaction number and order or invoice number to an internal Claim/Cancellation Print List.

When staff **cancel** an order, the system:

- inactivates all claim transactions for the order
- changes the order's *CONDITION* to CANCELLED and sets the associated *DATE* to the current date
- disencumbers money and updates the vendor statistics
- adds the order number to an internal Claim/Cancellation Print List.

When staff **change an order's vendor** (typically a subscription order), they can ask the system to print a cancellation letter to the old vendor.

#### Inactivating a claim

There are three ways for staff to inactivate a claim:

- cancel an order — this inactivates all claim transactions for the order
- close an order — this inactivates all claim transactions for the order
- directly inactivate an order or invoice claim transaction (by changing the transaction's *STATUS ACTIVE* flag from Y to N).

#### Autogeneration and verification

Autogeneration is activated or de-activated by answering Y or N in the *Allow system to autogenerate claims* field of the FISCAL PROFILE table (see [Setup Tables](#) on page 4-1).

If autogeneration is **activated**, the Claim and Cancellation Generation Job will automatically claim or cancel orders according to their claim cycles.

If autogeneration is **de-activated**, the Generation Job will select orders in the same way but will just make references to them in an internal list used by the verification reports. After inspecting these reports of orders due for claiming or cancelling, the library staff must choose which ones to claim or cancel.

Whether or not autogeneration is activated, the Claim and Cancellation Generation Job will select the invoices due for claiming (based on their vendor's claim cycle) and add them to the Verification List. After producing the Claim Verification Report, library staff can choose which ones to claim.

**Multiple-location claims** Multiple-location order claiming is activated and de-activated by answering Y or N in the *Generate one claim for all locations* field of the FISCAL PROFILE table (see *Setup Tables* on page 4-1).

If autogeneration is **on**, the above field determines how many transactions the Generation Job will create for outstanding items on the order. The job will follow one of the following two rules:

- create one claim transaction for all items (resulting in a single claim notice that uses the Ship To address from only the first item's location)
- create a separate claim transaction for the items at each separate location (resulting in multiple claim notices, one for each location).

If autogeneration is **off**, the above field does not have an effect.

### Scheduling

A library might execute the claim and cancellation jobs weekly, depending on the number of claims and cancellations and their urgency.

If autogeneration is **on**, activities should be carried out in the following sequence:

1. execute CC, the Claim and Cancellation Generation Job
2. execute CLMV, the Claim Verification Report, immediately afterward
3. inspect the verification report, then claim invoices as desired
4. execute CLMP and CANP, the print jobs.

If autogeneration is **off**, activities should be carried out in the following sequence:

1. execute CC, the Claim and Cancellation Generation Job
2. execute CLMV and CANV, the verification reports, immediately afterward
3. inspect the verification reports, then claim and cancel orders and claim invoices as desired
4. execute CLMP and CANP, the print jobs.

## Claim and Cancellation Generation (CC)

Selection	<p>This job selects orders and invoices based on counters and dates.</p> <p>For <b>orders</b>, the relevant information is contained in the <i>TIMES CLAIMED</i>, <i>EST DELVRY</i>, and <i>ACTION DATE</i> fields, shown on the REC - CLAIM TRANSACTION DISPLAY and other screens. The <i>TIMES CLAIMED</i> field shows the number of times a claim has been generated for the order. The <i>EST DELVRY</i> date, and default <i>ACTION DATE</i>, are assigned by the system based on the order's Claim Code.</p> <p>For <b>invoices</b>, the relevant information is contained in the <i>TIMES CLAIMED</i> and <i>ACTION DATE</i> fields, shown on the INV - CLAIM TRANSACTION DISPLAY and other screens.</p> <p>In particular, the job selects an order for claiming or cancelling, or an invoice for claiming, if either of the following conditions are met:</p> <ul style="list-style-type: none"><li>• the <i>TIMES CLAIMED</i> value is 0 and the <i>EST DELVRY</i> date is on or before the current date</li><li>• the <i>TIMES CLAIMED</i> value is 1 or greater and the <i>ACTION DATE</i> is on or before the current date.</li></ul> <p>Whether an order is selected for claiming or selected for cancelling is determined by the Claim Code and the <i>TIMES CLAIMED</i> value.</p> <p>The system skips orders that have been closed. Although earlier claims may have been made, the order claim <i>STATUS</i> would no longer be Active.</p>
Effect	<p>If autogeneration is <b>on</b>, the job will automatically claim or cancel orders; if autogeneration is <b>off</b>, the job will only select the orders that are due for claiming or cancelling. In either case, the job will select the invoices that are due for claiming.</p>
Report	None.

## Claim Verification Report (CLMV)

Selection	This job uses all the order and invoice claim references that the Claim and Cancellation Generation Job has added to the internal Claim/Cancellation Verification List. If autogeneration is <b>on</b> , the report will only include invoice claim references; if autogeneration is <b>off</b> , the report will include both order and invoice claim references.
Effect	The job clears claim references from the Verification List when finished.
Report	<p>The report format is wide (132 column).</p> <p>The suggested claims are listed, one per line, in a sequence based on:</p> <ol style="list-style-type: none"><li>1. kind of claim (order item claims, then invoice claims)</li><li>2. vendor</li><li>3. for orders: purchase order number / item number for invoices: invoice number.</li></ol>



## Cancellation Verification Report (CANV)

Selection	<p>This job uses all the order cancellation references that the Claim and Cancellation Generation Job has added to the internal Claim/Cancellation Verification List.</p> <p>If autogeneration is <b>on</b>, there is no need to ever produce this report — it would always be empty.</p>
Effect	<p>The job clears cancellation references from the Verification List when finished.</p>
Report	<p>The report format is wide (132 column).</p> <p>The suggested cancellations are listed, one per line, in a sequence based on:</p> <ol style="list-style-type: none"><li data-bbox="428 656 538 682">1. library</li><li data-bbox="428 704 542 730">2. vendor</li><li data-bbox="428 753 874 779">3. purchase order number / item number.</li></ol>

## Claim Letter Print (CLMP)

Selection	<p>This job uses all the order and invoice claim transactions referenced in the internal Claim/Cancellation Print List. There are two ways claims could have been added to this list:</p> <ul style="list-style-type: none"><li>• by the Claim and Cancellation Generation Job</li><li>• by staff creating or updating a claim transaction on an Acquisitions screen.</li></ul>
Effect	<p>The job clears all claim transaction references from the Print List and sets each transaction's status to <code>Printed</code>.</p>
Report	<p>The report format is narrow (80 column).</p> <p>The claim letters are printed, one per page, in a sequence based on:</p> <ol style="list-style-type: none"><li>1. vendor</li><li>2. Claim/Cancellation Print List sequence.</li></ol> <p>The letter includes a line of text defined by the library for the Claim Message Code that staff specified in the <code>MESSAGE</code> field of the <code>REC - CLAIMING ITEMS</code> or <code>INV - CLAIMING ITEMS</code> screen.</p>
Non-calendar job	<p>A <b>non-calendar</b> version of the Claim Letter Print Job can be executed from the receiving screen, <code>PRINTING CLAIM LETTERS</code>. For a description of this screen, see <i>Reports, Letters, and Labels</i> on page 6-1.</p> <p>Because the non-calendar job does not have the calendar's optional automatic output feature, the report must always be printed on the <code>ACQUISITIONS CALENDAR PROCESSOR</code> screen, by selecting option 3 and specifying <code>CLMP</code>.</p> <p>The non-calendar job does, however, have an extra feature: the staff person can produce either all claim letters (like the calendar version) or just the claim letters for a particular vendor (who they identify by entering a Vendor Code). In either case, this job uses the claim transactions referenced in the internal Claim/Cancellation Print List, just like the calendar version. Producing claim letters for one vendor will only remove that vendor's claim transactions from the Print List — if the calendar version is executed afterward, the remaining claim letters will be produced.</p>

Executing the non-calendar job does not affect the calendar scheduling of CLMP.

## Cancellation Letter Print (CANP)

Selection	<p>This job uses all library- and selector-cancelled orders. Orders cancelled by the vendor (as determined by the particular Cancel Code assigned) are skipped. The job examines the order cancellation transactions referenced in the internal Claim/Cancellation Print List. There are several ways cancellations could have been added to this list:</p> <ul style="list-style-type: none"><li>• by the Claim and Cancellation Generation Job (from staff cancelling an order in the Ordering, Receiving, or Invoicing Functions)</li><li>• by staff creating or updating a claim transaction on an Acquisitions screen</li><li>• by staff changing an order's vendor and asking that a cancellation order be sent to the old vendor</li><li>• by the Voucher Payment Job (if the invoice being paid has been assigned an order-cancelling Report Code — see <i>Setup Tables</i> on page 4-1).</li></ul>
Effect	<p>The job clears all cancellation transaction references from the Print List when finished.</p>
Report	<p>The report format is narrow (80 column).</p> <p>The cancellation letters are printed, one per page, in a sequence based on:</p> <ol style="list-style-type: none"><li>1. vendor</li><li>2. Claim/Cancellation Print List sequence.</li></ol> <p>The letter includes up to 4 lines of text defined by the library for the CANCEL Claim Text Code — see <i>Setup Tables</i> on page 4-1.</p>
Non-calendar job	<p>A <b>non-calendar</b> version of the Cancellation Letter Print Job can be executed from the receiving screen, PRINTING CANCELLATION LETTERS. For a description of this screen, see <i>Reports, Letters, and Labels</i> on page 6-1.</p> <p>Because the non-calendar job does not have the calendar's optional automatic output feature, the report must always be printed on the ACQUISITIONS CALENDAR PROCESSOR screen, by selecting option 3 and specifying CANP.</p>

The non-calendar job does, however, have an extra feature: the staff person can produce either all cancellation letters (like the calendar version) or just those for a particular vendor (who they identify by entering a Vendor Code). In either case, this job uses the cancellation transactions referenced in the internal Claim/Cancellation Print List, just like the calendar version. Producing cancellation letters for one vendor will only remove that vendor's cancellation transactions from the Print List — if the calendar version is executed afterward, the remaining cancellation letters will be produced.

Executing the non-calendar job does not affect the calendar scheduling of CANP.

## Voucher Processing

Vouchers can be generated, listed for payment verification, paid, and printed. Typical vouchers are essentially check requests, paid in order to update the library's funds and then printed to send to the library's financial services department. Other vouchers are created for credit notes or deposit vendor statements, and do not require the issuing of checks.

Although the term **voucher payment** is commonly used, it is actually the associated invoices that are paid.

The processing jobs involved are:

**VCHG** Voucher Generation  
**VCHGV** Voucher Verification Report  
**VCHP** Voucher Payment  
**VCHPR** Voucher Print

### Creating a voucher

Acquisitions staff can verify invoices for background voucher generation, or can generate vouchers immediately to cover verified invoices. A voucher can cover one or more complete invoices and/or parts of one or more invoices.

When staff cut a voucher, the system:

- creates a voucher
- assigns a voucher number
- sets the invoice *STATUS* to `Process Payment`
- sets the voucher *STATUS* to `Outstanding`.

### Scheduling

A library might execute the voucher processing jobs weekly, depending on the number of invoices and the urgency with which they must be paid. Activities should be carried out in the following sequence:

1. execute **VCHG**, the Voucher Generation Job
2. execute **VCHGV**, the Voucher Verification Report Job, immediately afterward
3. inspect the verification report, then delete the unwanted vouchers
4. execute **VCHP**, the Voucher Payment Job
5. execute **VCHPR**, the Voucher Print Job, immediately afterward.

## Voucher Generation (VCHG)

### Selection

The job selects invoices that meet the following conditions:

- the invoice *STATUS* is *Verified*, *Authorized*
- the invoice *STATUS* is not *Paid*
- if the invoice has a non-blank production date *PRODN*, it must be on or before the current date.

For each voucher, the job selects all the above invoices that:

- are for the same vendor
- are in the same currency (see the *PAYMENT CURR* field)
- are for the same library
- have matching Invoice Type Codes — there are 3 categories used for voucher grouping: credit note types, deposit statement types, and all other types (see *Setup Tables* on page 4-1)
- have the same Payment Method Code — such as cheque or money order (see *Setup Tables* on page 4-1).

### Effect

The job creates vouchers (with the *STATUS* *Outstanding*) for the invoices, and adds the voucher numbers to the internal Voucher Verification List.

NOTE: After a voucher is created, staff may not change the associated invoices without first deleting the voucher.

### Report

The report format is narrow (80 column).

The purpose of this report is to describe any database corruption problems encountered by the job. If no errors are found, which is the usual case, the report simply states:

```
No errors found on this run
```

If the job does encounter an error, the report will describe it. Call Geac Support for help — do not execute the voucher verification and payment jobs.

## Voucher Verification Report (VCHGV)

Selection	This job selects the vouchers whose <i>STATUS</i> is Outstanding.
Effect	None.
Report	<p>The report format is wide (132 column).</p> <p>The vouchers suggested for payment are listed, with invoice details, in a sequence based on:</p> <ol style="list-style-type: none"><li>1. library</li><li>2. vendor</li><li>3. voucher number</li></ol>



## Voucher Payment (VCHP)

Selection	<p>This job selects the vouchers whose <i>STATUS</i> is Outstanding or Deleted. It is expected that, before this job is executed, staff will have inspected the Verification Report and deleted any vouchers that the library does not want paid.</p> <p>If the job is executed on the same date as a library's <b>year end date</b> (as specified by the Year End Processing Code Table), it will select and pay vouchers for other libraries only. Vouchers for the library whose year end it is will not be selected and paid until the next time the job is executed.</p>
Effect	<p>For Outstanding vouchers, the job:</p> <ul style="list-style-type: none"><li>• sets each invoice <i>STATUS</i> to Paid</li><li>• sets each voucher <i>STATUS</i> to Printed (even though they are not yet printed)</li><li>• might disencumber and spend money (if the <i>Invoice Type</i> is a regular, partial payment, or proforma type)</li><li>• might unspend money (if the <i>Invoice Type</i> is a credit note type)</li><li>• might update a deposit fund balance (if the <i>Invoice Type</i> is a deposit vendor statement type)</li><li>• updates the vendor statistics</li><li>• might set the order <i>CONDITION</i> to CLOSED or CANCELLED or COMPLETE (depending on whether the invoice has been assigned an order-closing, order-cancelling, or invoice-complete Report Code — see <a href="#">Setup Tables</a> on page 4-1)</li><li>• adds the invoice number to an internal Voucher Print List.</li></ul> <p>For Deleted vouchers, the job:</p> <ul style="list-style-type: none"><li>• undoes the voucher to invoice links.</li></ul>
Report	<p>The report format is narrow (80 column).</p> <p>The purpose of this report is to describe any database corruption problems encountered by the job. If no errors are found, which is the usual case, the report simply states:</p>

No errors found on this run

If the job does encounter an error, the report will describe it. Call Geac Support for help.

Also included in this report is a warning list of funds that become over-encumbered/overspent as a result of the vouchers that were just paid.

## Voucher Print (VCHPR)

Selection	This job uses all the voucher references added to the internal Voucher Print List by the Voucher Payment Job.
Effect	The job clears the Print List when finished.
Report	<p>The report format is narrow (80 column).</p> <p>The vouchers are printed, each one starting on a new page, in no particular sequence.</p>

## Journal Processing

Journal entries can be posted — that is, the transferring of money described by a journal entry can be carried out.

The processing job involved is:

**JRNG** Journal Posting

**Posting a journal entry** Staff can post a journal entry directly by assigning the current date to the journal entry's *DATE TO POST* on the JRN - JOURNAL ENTRY HEAD SCREEN. Alternatively, staff can assign a future date to set the journal entry for later posting by the background job.

When staff successfully post a journal entry, the system:

- transfers money as specified
- sets the journal entry *STATUS* to POSTED.

If the system cannot carry out all of the journal entry lines, it will not carry out any of them — the journal entry will not be posted.

**Scheduling** Typically, libraries post most journal entries directly. Only when a large number of entries will need to be posted together (such as at year end) would the library post-date journal entries. For this reason, the Journal Posting Job only needs to be executed occasionally, perhaps annually (right after the year end jobs) or quarterly.

---

## Journal Posting (JRNG)

Selection	<p>This job selects journal entries which meet both of the following conditions:</p> <ul style="list-style-type: none"><li>• the <i>STATUS</i> is not POSTED</li><li>• the <i>DATE TO POST</i> is on or before the current date.</li></ul>
Effect	<p>The job transfers money as required.</p>
Report	<p>The report format is narrow (80 column).</p> <p>This is an error report. The problem is that there is insufficient money in a fund — staff will need to adjust the fund’s balance or budget as appropriate, or change the amounts required in the journal entry. Staff can then directly post the changed entry.</p> <p>Although this error stops the problem journal entry from being posted, it does not block the other entries.</p> <p>If the job does not find any journal entries ready for posting, or is able to post all the ones it does find, the report simply states:</p> <p>TOTAL NO. OF ERRORS ENCOUNTERED WAS : 0</p>

## Fund Processing

The system can take periodic snapshots of each fund to build up a fund screen display, and can move the encumbered and authorized amounts from one fund to another.

The processing jobs involved are:

**PER** Fund Period Maintenance

**FUNMP** Fund Mapping

### Scheduling

The two fund processing jobs are unrelated, and thus do not need to be executed in any particular order.

### *Fund Period Maintenance*

**CAUTION:** Execute the Fund Period Maintenance Job on every snapshot date defined in the FUND PERIOD CODE table. Activating the job daily will ensure that none of the snapshots are missed.

### Fund Mapping

The Fund Mapping Job does not need to be executed regularly — only when required. Activities should be carried out in the following sequence:

1. staff must define the desired mapping on the FUN - FUND MAPPING screen (FUNMP)
2. the library can produce the Fund Mapping Review Report (AFUN on the Acquisitions Report Writer screen) in order to inspect the fund mapping staff has set up for the Fund Mapping Job to execute
3. execute the Fund Mapping job.

---

## Fund Period Maintenance (PER)

The library can have either a single snapshot schedule for all agencies, or multiple schedules: one each for specific agencies plus perhaps one for all remaining agencies combined. Each schedule is defined by a separate Fund Period Code (see *Setup Tables* on page 4-1). Multiple schedules are needed if the library has multiple year ends.

### Selection

This job selects all funds, even if they are closed.

### Effect

If the current date **is not** one of the snapshot dates specified in the FUND PERIOD CODE table for the fund's Library Code (see *Setup Tables* on page 4-1), the job does nothing.

If the current date **is** a snapshot date for the fund's Library Code, the job takes a snapshot of the fund's balance and authorized, encumbered, and spent amounts. Staff can examine these snapshots on the FUN - FUND PERIODS DISPLAY screen.

### Report

None.

## Fund Mapping (FUNMP)

Selection	This job selects all authorized requests and orders which are neither cancelled nor closed.
Effect	<p>The job first checks that there is enough money in each new fund to cover the encumbered and authorized total from the old fund(s). If any new funds lack sufficient money, none of the fund mapping is done.</p> <p>If <b>all</b> the new funds have enough money, the job:</p> <ul style="list-style-type: none"><li>• moves the encumbrances and authorized amounts from each old fund to each new fund</li><li>• changes the fund assignment from the old fund number to the new fund number in orders that have amounts encumbered or authorized</li><li>• might change the <i>STATUS</i> of every old fund to a one such as <i>Closed</i> (depending on whether staff specified a new Fund Status Code on the mapping screen prompt).</li></ul>
Report	<p>The report format is wide (132 column).</p> <p>This is an error report — fund mapping problems are described in old fund sequence. If there is not enough money in a new fund to cover the encumbered and authorized total from the old fund(s), the report will specify the amounts and say:</p> <pre>Not enough MONEY in BUDGET</pre>



## Year End Processing

The library can have either a single fiscal year end for all Library Codes, or multiple year ends: one each for specific agencies plus perhaps one for all remaining agencies combined. Each year end is defined by a separate Year End Processing Code (see *Setup Tables* on page 4-1).

At the end of each fiscal year, the library needs to rebalance the funds and then close off fund amounts from the previous year. A snapshot of each fund's end-of-year balances is taken and saved for display, while the fund starts the new year with new balances. In addition, a snapshot of each vendor's statistics is taken and new counts are begun so that the library can monitor the new year's work.

The fund rebalancing procedure is not handled by the Calendar Processor. You must log out of ADVANCE and carry out this procedure at the Terminal Control Language (TCL) level.

The subsequent, Calendar Processor-driven processing jobs involved are:

**YEND1** Year End Processing  
**YEND2** Year End Discrepancy Report  
**CFOR** Carried Forward Order Report

### Fund Amounts

At year end, the YEND1 job changes each fund's amounts as follows:

- sets the spent amount to zero
- carries forward the encumbered amount as is — this represents the amount on open orders which might be invoiced in the new year
- carries forward the authorized amount as is — this represents the amount on requests which might be encumbered in the new year when orders are cut
- adds together the encumbered and authorized amounts, and possibly the unspent amount as well, and carries this total forward as the fund's new budget — this amount will at least cover the outstanding orders and authorized requests that exist
- recalculates the other balances based on the above three amounts.

The way amounts are affected is illustrated for a sample fund. The new amounts depend on whether the library is set up to have unspent balances carried forward or not.

	AMOUNT AT END OF YEAR	AMOUNT AFTER YEAR END	
		Unspent balance carried forward?	
		NO	YES
BUDGET	5,000.00	162.50	1,289.96
ENCUMBERED	150.50	150.50	150.50
SPENT	3,210.04	0.00	0.00
AVAILABLE	1,139.46	12.00	1,139.46
AUTHORIZED	12.00	12.00	12.00
FREE (Unspent Bal.)	1,127.46	0.00	1,127.46
CASH BAL.	1,289.96	162.50	1,289.96

**By definition:**

$$\begin{aligned} \text{AVAILABLE} &= \text{BUDGET} - (\text{ENCUMBERED} + \text{SPENT}) \\ \text{FREE} &= \text{BUDGET} - (\text{ENCUMBERED} + \text{SPENT} + \text{AUTHORIZED}) \\ \text{CASH BAL.} &= \text{BUDGET} - \text{SPENT} \end{aligned}$$

**Scheduling**

At fiscal year end, activities should be carried out in the following sequence:

1. prepare for year end, as described in *Year End Checklists*.
2. execute YEND1, the Year End Processing Job
3. execute YEND2, the Year End Discrepancy Report Job, immediately afterward
4. execute CFOR, the Carried Forward Order Report Job, immediately afterward
5. follow up year end, as described in *Year End Checklists*.

The Carried Forward Order Report Job can be executed again occasionally, perhaps monthly, to keep track of the library's progress in completing the orders that were carried over.

**Dates**

There are four significant dates to keep in mind when carrying out year end activities:

**fund rebalancing date**

date that you carry out the fund rebalancing procedure, commonly one week before the year end processing date.

**last working date of the old fiscal year**

date that you finish off the authorizing, cutting, and cancelling of orders, the generation of invoices and vouchers, the posting of journal entries, and so on. This date is commonly the day before the year end date.

**year end date**

date that the year end processing jobs stamp in the *LAST CLOSE* field of funds, use as the cutoff date for marking journal entries historic, and so on. This date is specified in field 6 of the YEAR END PROCESSING CODE table.

**year end processing date**

date that you execute the year end processing jobs; they select the library agencies that have this date specified. This date is specified in field 5 of the YEAR END PROCESSING CODE table. This date is commonly the same as the year end date, or very shortly after.

Select the dates carefully. For example, if the *year end date* (December 31) is a Sunday, the library could select Friday instead of Saturday as the *last working date of the old fiscal year*, for carrying out section 3 of the Year End Checklist. This way, staff would not need to come in on Saturday. Similarly, the library could select Monday instead of Sunday as the *year end processing date*, for carrying out sections 4 to 6 of the Year End Checklist.

## Year End Checklist

Year end is a critical time for accounting and there are a number of steps the library must carry out before and after executing the processing jobs. Photocopy these pages and check off the steps as they are completed.

### Year End Dates

FUND REBALANCING DATE: \_\_\_\_\_

LAST WORKING DATE OF OLD FISCAL YEAR: \_\_\_\_\_

YEAR END DATE: \_\_\_\_\_

YEAR END PROCESSING DATE: \_\_\_\_\_

### 1. General Preparation, BEFORE YEAR END PROCESSING

- Create the new funds that will be needed for the new year.
- Create post-dated journal entries for the amounts the library wants added into the system, or transferred between funds, at the beginning of the new year — this way the library will be able to simply execute the Journal Posting Job (JRNG) instead of rushing to create and post a large number of entries in a short period of time

CAUTION: If you post-date journal entries, be careful to post-date them to the last working day or the year end processing date so that they get posted in time for staff to use the funds after year end.

### 2. Fund Rebalancing, ONE WEEK BEFORE YEAR END PROCESSING

- Run the Fund Rebalancing job to check for fund discrepancies and, if necessary, update the database amounts. (See *Fund Rebalancing* on page 5-63.)

CAUTION **ENSURE THAT THE LIBRARY DOES ABSOLUTELY NO ACQUISITIONS WORK** until fund rebalancing is complete.

### 3. Before Year End Processing, ON THE LAST WORKING DATE OF THE OLD FISCAL YEAR

This is typically on the day before the year end date.

- Finish off the authorizing, cutting, and cancelling of orders, the generation of invoices and vouchers, and so on — the order and voucher processing jobs should be executed.
- Perhaps produce various reports.

- Let the background processor execute the Fund Period Maintenance Job as usual (if the FUND PERIOD CODE table has the end of year date specified, then the job will take a snapshot of the end-of-year amounts for the FUN - FUND PERIODS DISPLAY screen).
- De-activate the background processor (from the ACQUISITIONS BACKGROUND PROCESSOR screen).
- Backup the entire Acquisitions database.

**CAUTION** A **gap of one or more days** may be left between the last working day of the old fiscal year and the year end processing day, as long as you **ENSURE THAT THE LIBRARY DOES ABSOLUTELY NO ACQUISITIONS WORK** on the involved library agencies during this period.

#### 4. Before Year End Processing, ON THE YEAR END PROCESSING DATE

This is typically on the year end date or very shortly after.

Immediately before executing the year end jobs, update the following fields for the year end Year End Processing Code used by the library (perhaps the DFLT code):

- Make sure the *Carry forward unspent balance in funds* is answered as desired.
- Set the *Date that the year end processing will be run* to today's date (if you have not already).
- Set the *Year end date* to the last day of the old fiscal year (if you have not already).
- Set the *Current fiscal year* date to the new year.
- Set the *Prior fiscal year* date to the year just ending.

#### 5. Year End Processing, ON THE YEAR END PROCESSING DATE

After completing the preparation steps, execute the three year end jobs interactively:

- Execute YEND1.
- Inspect the YEND1 report. If there are any errors, **do not continue**; call Geac Support instead.
- Execute YEND2.

- Inspect the YEND2 report. If there are any errors, **do not continue**; call Geac Support instead.
- Execute CFOR.
- Inspect the CFOR report. If there are any errors, **do not continue**; call Geac Support instead.

## 6. After Year End Processing, ON THE YEAR END PROCESSING DATE

After executing the year end jobs:

- Backup the entire Acquisitions database.
- If the library includes the fiscal year as part of any control number formats, such as 1992 in the journal entry number 92012345, then change these formats to reflect the new year — consider the journal entry number, purchase order number, request number, transaction number, and voucher number.
- Update the FUND PERIOD CODE table specifying the current date (whether its the start of year date or later) as the first snapshot date.
- Execute JRNG, the Journal Posting Job, to post the post-dated journal entries created by the library ahead of time.
- Perhaps do fund mapping.
- Perhaps specify new accumulation funds in the INVOICE DEFAULT CODES table.
- Re-activate the background processor (from the ACQUISITIONS BACKGROUND PROCESSOR screen).
- Let the background processor execute the Fund Period Maintenance Job as usual (if the FUND PERIOD CODE table specifies the current date, the job will take a snapshot of the start-of-year amounts for the FUN - FUND PERIODS DISPLAY screen).
- Perhaps produce various reports.
- Backup the entire Acquisitions database again.

## Year End Process (YEND1)

### Selection

The job first selects the Library Code(s) for this year end by checking the Year End Processing Codes as described below:

- If the *Allow multi-LIBRARY year ends* field in the FISCAL PROFILE 2 table is answered *Y*, the job uses all Year End Processing Codes that have today's date in their *Date that year end processing will be run* field.
- If the *Allow multi-LIBRARY year ends* field is answered *N*, the job uses only the *DFLT* Year End Processing Code and only if it has today's date in its *Date that year end processing will be run* field.
- The job then selects all funds and vendors, regardless of their type and status, that have the selected Library Code(s). The job also selects authorized requests and open orders with these Library Code(s).

### Effect

For each **fund**, the job:

- takes a snapshot of the fund's current amounts for display in the *LAST YEAR* column of the FUN - FUND HISTORY SCREEN
- carries forward the fund's current *ENCUMBERED* and *AUTHORIZED* amounts from the old year to the new year (the *AUTHORIZED* amount will likely be zero, because the library would have executed Order Generation Job the day before this)
- zeros the fund's new spent amount
- moves the fund's current set of fund snapshots (that were taken by the Fund Period Maintenance Job) from the first page to the second page of the FUN - FUND PERIODS DISPLAY screen, leaving the first page blank — using the *Current fiscal year* and *Prior fiscal year* dates from the YEAR END PROCESSING CODES table to head these pages
- selects the journal entries that have the status *POSTED* and marks them historic — these entries will then have *STATUS* field set to *HISTORIC* in their JRN - JOURNAL ENTRY HEAD SCREEN, and an asterisk (\*) shown between their *STATUS* and *DATE* fields in the FUN - JOURNAL ENTRY DISPLAY screen

- adds the fund's *ENCUMBERED* and *AUTHORIZED* amounts together, and creates and posts a journal entry to carry forward this amount — this entry will have *TYPE* set to 2-CFW and *BY* set to YEAR END
- creates and posts an additional journal entry to carry forward the fund's *FREE* amount if the *Carry forward unspent balance in funds* field in the YEAR END PROCESSING CODES table is answered Y — this journal entry will have *TYPE* set to 3-NFW and *BY* set to YEAR END
- sets the fund's *LAST CLOSE* date to the year end date defined in the YEAR END PROCESSING CODES table.

For each **vendor**, the job:

- moves the vendor statistics from the *CURRENT YEAR* column to the *PRIOR YEAR* column of the VEN - VENDOR INQUIRY SCREEN — using the fiscal year dates from the YEAR END PROCESSING CODES table to head these columns
- carries forward the vendor's current *OPEN* order count and *COMMIT* (encumbered) amount from the old year to the new year, and zeros the other statistical counts and amounts.

For each **open order**, the job:

- sets the year end date in the order to the date specified in the YEAR END PROCESSING CODES table so that the Carried Forward Order Report will be able to select these records
- stores the current encumbrance in the order's internal carried forward date and amount field.

### Reports

The report formats are wide (132 column).

The job generates two reports:

- Year End Fund Summary — this shows the encumbered amount, authorized amount, unspent balance amount (carried forward or not), and new budget amount for every fund
- Year End Historic Report — this provides a count of the number of journal entries marked historic, and the number created to carry forward money (CFW and NFW entries).



## Year End Discrepancy Report (YEND2)

**Selection** This job selects all open orders and authorized requests that are not assigned to deposit account vendors but have Library Code(s) for today's year end.

**Effect** None.

**Report** The report format is narrow (80 column).  
  
This is an error report. Starting from the orders and requests, the job calculates the total encumbered and authorized amounts for each fund, and then compares these to the amounts that were carried forward (and thus now comprise the fund's current amounts). If either of the amounts differ, the report identifies the fund and shows both the calculated amounts and current (carried forward) fund amounts. This is a database corruption problem — call Geac Support immediately for help.

If the job does not find any discrepancies, the report simply states:

`There were no errors encountered on this run`

## Carried Forward Order Report (CFOR)

Selection	For each non-deposit account fund, the job selects all orders and requests (regardless of <i>CONDITION</i> or <i>LIBRARY CODE</i> ) that have been internally stamped by the Year End Processing Job. This report contains information for all agencies that have ever run year end, not just for the agencies that just finished running year end.
Effect	None.
Report	<p>The report format is wide (132 column).</p> <p>The report is printed with each agency starting on a new page and sorted by Library Code. The year end close date for each agency is printed on the top of each page.</p> <p>For each fund, the report lists the orders and requests that were carried over from the old year — and for each of these, the information provided includes: the current encumbered or authorized amount, the amount that was carried over at year end, and any invoices and payment amounts that have been created and spent since.</p>

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## Order/Request Updating

The library specifies currency rates in the CURRENCY CODES table (see *Setup Tables* on page 4-1). The system automatically uses the latest rates in **new** orders and requests. To update **outstanding** orders and requests with the latest rates, you must execute the processing job:

**UPCUR** Update Currency Conversion

### Scheduling

The library might execute the currency job never, rarely, or regularly, whenever it wants all orders and associated fund balances to be brought up to date with the latest currency rates.

## Update Currency Conversion (UPCUR)

Selection	This job selects all outstanding orders/requests, that is, orders/requests whose <i>CONDITION</i> is not CLOSED and <i>STATUS</i> is not Cancelled.
Effect	<p>The job first checks that none of the funds will become encumbered more than allowed and that none of the deposit fund balances will go negative. If either condition would result, it is reported and no changes are made. If there are no problems, the system:</p> <ul style="list-style-type: none"><li>• updates the currency rate in each order/request (an internal value, not displayed)</li><li>• updates the amounts in each associated fund: <i>ENCUMBERED</i>, <i>AUTHORIZED</i>, and deposit account <i>CURRENT BAL</i></li><li>• updates the vendor statistics.</li></ul>
Report	<p>The report format is wide (132 column).</p> <p>For each fund affected by updated currency rates, the report shows the old and new encumbrance and net change and, if applicable, the old and new deposit account balance and net change.</p> <p>If the job encounters a condition that prevents it from updating the database, the report states:</p> <pre>**** ERRORS ENCOUNTERED - NO CURRENCY UPDATES PROCESSED ****</pre>

## Fund Rebalancing

Fund amounts in Acquisitions might occasionally get out of step. The program `ACQ.REBAL` recalculates authorized, encumbered, deposit balance, and spent amounts from the orders and invoice details.

If you find minor discrepancies, you can replace the database amounts with these new, recalculated amounts.

**Scheduling** The library should execute the fund rebalancing program a week before year end, and at any other time fund discrepancies are suspected.

**Checklist** The program is not a Calendar Processor job; you must run the program at the Terminal Control Language (TCL) level. This checklist describes the special steps required before and after you run the program.

- Ensure that the rebalancing workfiles exist. These files, named `TEMP.VEDT`, `TEMP.FUND`, and `TEMP.POF`, should be the same size as the corresponding database files (`VEDT`, `FUND`, and `POF`).

**CAUTION** **ENSURE THAT THE LIBRARY DOES ABSOLUTELY NO ACQUISITIONS WORK** while the fund rebalancing program is running, and until workfile copying, if required, is complete.

- Enter `ACQ.REBAL` in the ADV area at the TCL level, after logging out of ADVANCE.
- Inspect the four discrepancy reports.
- If there are no discrepancies, fund rebalancing is not required.
- If there are any questionable (large) discrepancies, **do not continue**; call Geac Support instead.
- If there are some discrepancies but none of them are questionable, overwrite the Acquisitions database files with the rebalanced workfiles.

Be sure that no changes have been made to the acquisitions database since you began the rebalancing procedure, and then perform the following steps at the TCL level.

- Create a VOC entry named `ACQ.REBAL.COPY` to copy records from all three of the workfiles:

```
ED VOC ACQ.REBAL.COPY
----: I
0001: PA
0002: ADVCOPY FROM TEMP.VEDT TO VEDT ALL OVERWRITING
0003: ADVCOPY FROM TEMP.FUND TO FUND ALL OVERWRITING
0004: ADVCOPY FROM TEMP.POF TO POF ALL OVERWRITING
Bottom at line 4.
----: FI
“ACQ.REBAL.COPY” filed in file “VOC”.
```

- Enter ACQ.REBAL.COPY  
to copy the workfile records into the database files.
- Enter DELETE VOC ACQ.REBAL.COPY  
to prevent any accidental use of the VOC entry later.

## Fund Rebalancing (ACQ.REBAL)

Selection	The program recalculates the current year's authorized, encumbered, deposit account balance, and spent amounts from all orders and invoice details for all library agencies.
Processing	<p>The program:</p> <ul style="list-style-type: none"> <li>• Clears all data from the rebalancing workfiles, TEMP.VEDT, TEMP.FUND, and TEMP.POF.</li> <li>• Copies the current year's <b>vendor statistic records</b> from the VEDT file to the corresponding workfile. These records contain information displayed on the VEN - VENDOR INQUIRY SCREEN.</li> <li>• Copies all <b>fund records</b> from the FUND file to the corresponding workfile. These records contain information displayed on the FUN - FUND HEADER SCREEN.</li> <li>• Copies all <b>order allocation records</b> from the POF file to the corresponding workfile. These records contain information displayed on the ORD - ALLOCATIONS screen, including which funds are assigned to pay for what percentage of the order, and also the amounts encumbered.</li> <li>• Clears the <i>CURRENT YEAR</i> amount fields in the fund record workfile: <i>ENCUMBERED</i>, <i>SPENT</i>, <i>AUTHORIZED</i>, and deposit account <i>CURRENT BAL</i>.</li> <li>• Clears the <i>CURRENT YEAR</i> amount fields in the vendor statistic record workfile: <i>COMMIT</i> (encumbered) and <i>SPENT</i>.</li> <li>• Processes orders and their associated invoice details to recalculate the amounts that were cleared in the workfiles for all orders (including cancelled and closed orders).</li> <li>• Generates discrepancy reports and sends them to the printer.</li> </ul>
Reports	<p>The report formats are narrow (80 column).</p> <p>The job generates four reports:</p> <p><b>Acquisitions Rebalancing - Fund Discrepancies</b>  This shows funds with discrepancies between the old (database) and new (calculated) authorized amounts, or between the old and new</p>

deposit account current balance amounts. The Total line represents totals for all funds.

**Acquisitions Rebalancing - Fund Discrepancies**

This shows funds with discrepancies between the old (database) and new (calculated) encumbered amounts, or between the old and new spent amounts. The Total line represents totals for all funds.

**Acquisitions Rebalancing - Vendor Discrepancies**

This shows vendors with discrepancies between the old (database) and new (calculated) encumbered amounts, or between the old and new spent amounts. The Total line represents totals for all vendors.

**Acquisitions Order Commitment Calculation**

This shows the request numbers of orders with discrepancies between the old (database) and new (calculated) encumbered amounts.



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## Archiving

The Archiving product offers the library two methods of storing Acquisitions information:

- Audit Archive & Purge (ARCP)

Creates an Archive database and purges the information from the ADVANCE Acquisitions database. This frees up disk space and speeds up processes that run through entire files. The information purged from the Acquisitions database is stored in an Archive database.

- Archive for Time Period (ARCT)

Creates an Archive database that contains all payment information for a specified time period and for specified Library Codes. The archived information is not purged from the Acquisitions database.

Once an Archive database is created, it can then be backed up on tape and deleted from the ADVANCE system. When needed, the Archive database can be downloaded to the ADVANCE system and archived information can be retrieved.

### Archiving Setup

Use the Acquisitions Reports Menu (ARM) to access:

- Audit Archive & Purge Setup (ARCP)
- Time Period Archive Setup (ARCT).

### Retrieving Information

Archived information can be retrieved by using the Archive Access Menu to search for:

- the archive tape number
- the current Archive database
- orders
- invoices
- vouchers

See *Retrieving Archived Information* in the *Acquisitions User's Guide*.

## Audit Archive & Purge (ARCP)

The Audit Archive & Purge processes purge information from the Acquisitions database that is no longer current, yet must be retained. Any received request (not ordered), order, invoice, or voucher transaction that is purged from the ADVANCE Acquisitions system is automatically archived. Only requests that have never been ordered and never received can be purged from the Acquisitions system without retaining a copy of the information in the archive files.

The archived information that is purged from the Acquisitions database is saved to an Archive database which you can then store on tape.

Purging this information from Acquisitions benefits the system by freeing disk space and allowing file-scanning processes to execute more quickly.

### *Archiving and Purging Rules*

The archiving and purging processes are necessarily complex. In order to create a meaningful Archive database, data cannot be purged from the Acquisitions database in isolation. For example, an invoice cannot be purged from the system unless the vouchers that paid for it are also purged **and** the orders linked to the invoice have been updated and no longer point to this information. Similarly, integrity of the Acquisitions database must be maintained.

The steps of this procedure work through the Acquisitions database marking pieces of Acquisitions data as follows:

1. item has the potential to be marked for archiving and purging
2. item has been marked and will definitely be archived and/or purged
3. item has been archived (saved to the Archive database) and is ready to be purged from the Acquisitions database.

### *Orders/ Requests*

A request or order can be archived and purged from the Acquisitions system only if all of the following conditions are met:

1. it meets the criteria defined in Audit Archive & Purge Setup (ARCP)
2. it has no outstanding encumbrance (commitment)
3. if the order/request is part of a membership or series (child record), the parent record in the membership or series has already been marked to be archived and purged from Acquisitions

4. all of the order's associated invoices and vouchers are also going to be archived and purged from Acquisitions.

NOTE: A serial order may be archived, without being purged from Acquisitions, if one or more of its invoices is marked for purging (because the invoice is older than a library specified number of years – see [Acquisitions Audit Archiving/Purging \(ARCP\)](#) on page 6-6). When this happens, the serial order in the Acquisitions database will no longer have any information about the purged invoices. If the serial order is accessed in the Archive database, the purged invoices are accessible.

NOTE: A request that has never been ordered or received (and is not part of a membership or series) can be purged from the Acquisitions system (without being archived) if it fits the profile defined by the user in Audit Archive & Purge Setup (ARCP).

- |          |   |
|----------|---|
| Invoices | <p>An invoice can be archived and completely purged from the Acquisitions system if all of the following conditions are met:</p> <ol style="list-style-type: none"> <li>1. all of the invoice's line items are ready to be purged from the system. Invoice line items that paid for serial orders can be marked for purging after a library specified number of years (see <a href="#">Acquisitions Audit Archiving/Purging (ARCP)</a> on page 6-6). Invoice line items that paid for monographic orders can be archived and purged only if the order is ready to be archived and purged from the system.</li> <li>2. all of the vouchers that paid for the invoice can be archived and purged</li> </ol> |
| Vouchers | <p>A voucher can be archived and completely purged from the Acquisitions system if all of the following conditions are met:</p> <ol style="list-style-type: none"> <li>1. the voucher was paid prior to the last year end date</li> <li>2. all of the invoices and invoice line items paid by the voucher can be archived and purged from the system.</li> </ol>  |

### *Retrieving Archived Information*

Information can be retrieved by:

- purchase order number
- request number
- invoice number
- voucher number

- title
- author.

For retrieval information, see *Search Orders on Current Archive Database (ARCO)*, *Search Invoices on Current Archive Database (ARCI)* and *Search Vouchers on Current Archive Database (ARCV)* in the *Acquisitions User's Guide*.

Production Codes

The processing jobs involved are:

- ARCP1** Audit Archive/Purge - Step 1
- ARCP2** Audit Archive/Purge - Step 2
- ARCP3** Audit Archive/Purge - Step 3
- ARCP4** Audit Archive/Purge - Step 4
- ARCP5** Audit Archive/Purge - Step 5
- ARCP6** Audit Archive/Purge - Step 6

Parameters

Setup must have been completed in Audit Archive & Purge Setup (ARCP).

Before executing Archive & Purge, make sure that you have permission 062 - Audit Archive/Purge Processing.

Make sure that you have a tape backup of the Archive database currently on your system.

*Archiving Process Steps*

Archive & Purge is a six-step process. The first four steps identify and mark the data that can be archived and purged. The fifth step creates the Archive database and assigns an archive tape number. The last step removes archived data from the Acquisitions database.

**1. Audit Archive/Purge - Step 1 (ARCP1)**

Identifies the vouchers, invoices, and invoice line items that have the potential to be archived and purged from the Acquisitions system. These records are identified according to the following criteria:

1. a voucher is identified provided that it was paid prior to the last year end date
2. an invoice is identified provided that:

- a. it was completely paid by vouchers that were identified in 1.

AND

- b. all line items on the invoice have the potential to be archived and purged. If an invoice line item paid for a serial order then either the serial order or the invoice detail must meet the criteria specified by the library in Audit Archive & Purge Setup (ARCP) before the invoice line item can be identified for potential archiving and purging. Line items that paid for monograph orders are automatically identified for potential archiving and purging.

This step is executed directly from your terminal or can be scheduled to be executed at a pre-assigned time by the Acquisitions Calendar Processor.

When the processing is complete, the number of vouchers and total number of invoices marked for potential archive and purge is displayed.

## **2. Audit Archive/Purge - Step 2 (ARCP2)**

Reports on the requests and orders that will be archived and/or purged from the Acquisitions system. The requests and orders identified on the report are selected based on the criteria specified by the library in Audit Archive & Purge Setup (ARCP).

This process produces a 132 column report that shows the total number of requests/orders and total number of invoice line item records that will be marked for archiving and purging. The report is sorted by

- Library Code
- Action (0 - purge only, 1 - archive only, 2 - archive and purge)
- Order Condition Code
- Selected date (that is, date entered, closed or cancelled)
- Request number

Review this report to ensure that you have obtained the information you want.

If you are not satisfied with the results, you can restart the process by redefining the selection criteria in Audit Archive & Purge Setup (ARCP). Repeat Steps 1 and 2.

No changes are made to the database at this stage.

This step is executed directly from your terminal or can be scheduled to be executed at a pre-assigned time by the Acquisitions Calendar Processor.

### 3. Audit Archive/Purge - Step 3 (ARCP3)

This step is the same as Step 2 with the exception that, in addition to reporting on the requests and orders that will be archived and/or purged from the Acquisitions system, this step actually marks the requests and orders for archiving and/or purging. This step also identifies and marks invoice line items that paid for orders that are going to be archived and/or purged.

Reports the number of orders and number of invoice line item records that are marked for archiving and purging.

Once orders are marked for purging they can no longer be updated by the staff or by other background processes. Make sure that you have checked the report from Step 2 before executing this Step.

### 4. Audit Archive/Purge - Step 4 (ARCP4)

Marks invoices and vouchers for archiving and purging. These records are identified according to the following criteria:

1. an invoice is marked for archiving and purging if it was previously identified for potential archiving and purging in Step 1 **AND** if **ALL** invoice line items for the invoice were marked for archiving and purging in Step 3.
2. a voucher is marked for archiving and purging provided that all of the invoices paid by the voucher are marked for archiving and purging.

Produces a report which details the total number of vouchers and invoices that have been marked for archiving and purging.

Also included in this report is the number of orders/requests that were previously selected for archiving and purging in Step 3 but were ultimately rejected by this step because the invoice detail information was not ready to be purged from the Acquisitions system.

This step is executed directly from your terminal or can be scheduled to be executed at a pre-assigned time by the Acquisitions Calendar Processor.

## 5. Audit Archive/Purge - Step 5 (ARCP5)

Creates a new archive database by performing the following:

- clears the archive files
- creates the Archive database from orders, invoices, invoice line items, and vouchers marked for archiving in the previous steps
- updates the master archive file by indexing by order number, invoice number, voucher number, author, and title of archived records
- assigns archive tape number
- marks the data in the Acquisitions database as ready to be purged.

This step is executed directly from your terminal or can be scheduled to be executed at a pre-assigned time by the Acquisitions Calendar Processor.

When this process is completed, a report is produced that shows the archive tape number and the total number of records that were saved to the archive files.

At this point you should **back up** the archive database (ADV.ARCH.DB) and mark your tapes with the archive tape number.

## 6. Audit Archive/Purge - Step 6 (ARCP6)

Physically removes the records marked as okay to purge from the Acquisitions database.

This step must be executed through the Calendar Processor.

Produces a report that lists the total number of records purged from each database file.

## Archive for Time Period (ARCT)

Use the Archive for Time Period processes to create an archive database that contains all payment information (vouchers, invoices and associated orders) for a specified time period and for specified Library Codes or all Library Codes.

The archived information is not purged from the Acquisitions database. A copy of the information is stored in a separate database (ADV.ARCH.DB). Information in the Archive database can be retrieved by:

- purchase order number
- request number
- invoice number
- voucher number
- title
- author.

For retrieval information see *Search Orders on Current Archive Database (ARCO)*, *Search Invoices on Current Archive Database (ARCI)* and *Search Vouchers on Current Archive Database (ARCV)* in the *Acquisitions User's Guide*.

The processing jobs involved are:

- ARCT1** Time Period Archive - Step 1
- ARCT2** Time Period Archive - Step 2
- ARCT3** Time Period Archive - Step 3
- ARCT4** Time Period Archive - Step 4
- ARCT5** Time Period Archive - Step 5

### Parameters

Set up must have been completed in Time Period Archive Setup (ARCT).

Before executing Archive for Time Period, make sure that you have permission 063 - Time Period Archive Processing.

Make sure that you have a tape backup of the Archive database currently on your system.



Archiving Process Archiving for a Time Period is a five step process. The first four steps identify and mark the data that can be archived. The last step creates the archive database and assigns an archive tape number.

### **1. Time Period Archive - Step 1 (ARCT1)**

Identifies the vouchers, invoices and invoice line items that have the potential to be archived from the Acquisitions system. These records are identified according to the following criteria:

1. a voucher is identified provided that it meets the selection criteria specified by the user in Time Period Archive Setup (ARCT). In particular, that it has a specified LIBRARY code and that it was paid between the start and end dates.
2. an invoice and its line items are identified provided that it was completely paid by vouchers identified in 1.

This step is executed directly from your terminal or can be scheduled to be executed at a pre-assigned time by the Acquisitions Calendar Processor.

When the processing is complete, the number of vouchers and total number of invoices marked for potential archive is displayed.

### **2. Time Period Archive - Step 2 (ARCT2)**

Reports on the Acquisitions orders that will be archived. The orders identified on the report are selected based on their LIBRARY codes and whether they were paid between the dates specified by the user in Time Period Archive Setup (ARCT).

This process produces a 132 column report which is sorted by

- Library Code
- Order Condition Code
- Selected date (that is, date entered, closed or cancelled)
- Request number

Review this report to ensure that you have obtained the information you want.

If you are not satisfied with the results, you can restart the process by redefining the selection criteria in Time Period Archive Setup (ARCT). Repeat Steps 1 and 2.

This step is executed directly from your terminal or can be scheduled to be executed at a pre-assigned time by the Acquisitions Calendar Processor.

### **3. Time Period Archive - Step 3 (ARCT3)**

This step is the same as step 2 with the exception that in addition to reporting on the orders that will be archived, this Step actually marks the orders for archiving. This step also marks invoice line items that are going to be archived.

Reports the number of orders and number of invoice line item records that are marked for archiving.

This step is executed directly from your terminal or can be scheduled to be executed at a pre-assigned time by the Acquisitions Calendar Processor.

### **4. Time Period Archive - Step 4 (ARCT4)**

Marks invoices and vouchers for archiving. These records are identified according to the following criteria:

1. an invoice is marked for archiving if it was previously identified for potential archiving in Step 1 **AND** if **ALL** invoice line items for the invoice were marked for archiving in Step 3.
2. a voucher is marked for archiving provided that all of the invoices paid by the voucher are marked for archiving.

This step is executed directly from your terminal or can be scheduled to be executed at a pre-assigned time by the Acquisitions Calendar Processor.

### **5. Time Period Archive - Step 5 (ARCT5)**

Completes the Time Period Archive process by performing the following:

- clears the archive files
- creates the Archive database
- assigns the archive tape number

This step is executed directly from your terminal or can be scheduled to be executed at a pre-assigned time by the Acquisitions Calendar Processor.

When this process is completed, a report is produced that shows the archive tape number and the total number of records that were saved to the archive files.

At this point you should **back up** the Archive database (ADV.ARCH.DB) and mark your tapes with the archive tape number.



# 6

## Reports, Letters, and Labels

---

The Acquisitions Reports Menu provides access to a variety of tasks:

- generating and printing a report: System Reports - CCR
- selecting, creating, and editing report definitions, and generating and printing a report: REPORT WRITER - RW
- setting up input parameters for processing jobs
- setting up parameters for Audit Archive & Purge
- setting up parameters for Time Period Archive.

NOTE: Refer to the *Reports Guide* for information about creating, modifying, and generating reports.

### Letters and Labels

Some letters and labels can be generated directly by the user, rather than indirectly by a background processor. These tasks are:

- printing claim letters
- printing cancellation letters
- printing vendor labels.

## Accessing the Reports Menu (ARM)

Access the ACQUISITIONS REPORTS MENU by selecting it on the ACQUISITIONS MAIN MENU, or by entering the screen identifier ARM on any Acquisitions menu.

```
DD MMM YYYY          Geac ADVANCE Library System (#.##)          P P P P P P  I I I I I I
HH:MM                Your Library Name
                                ACQUISITIONS REPORTS MENU

1. CCR  System Reports          5. ARIP  Report Input Parameters
2. RW   Report Writer           6. ARCP  Audit Archive & Purge Setup
3. ARGC Report Group Codes      7. ARCT  Time Period Archive Setup
4. RPC  Report Prompt Codes

                                Enter your selection :
```

### Options

- <ENTER> Returns to the ACQUISITIONS MAIN MENU or other menu on which you entered the ARM screen identifier.
- 1. CCR Accesses the ACQ REPORTS MENU so you can select a group of reports for listing and, from that list, select a particular report to generate and print.
- 2. RW Accesses the REPORT WRITER screen so you can create a new report or search for an existing report definition to update. From the Report Definition Screen, you can also generate and print the report.

3. ARGC                      Accesses the REPORTS GROUPING screen so you can create a new Report Group Code, or select one to update its *Description* line.
  
4. RPC                        Accesses the REPORT PROMPT CODES MENU, for tables defining validation criteria, prompt text, and other specifications for report prompts.
  
5. ARIP                      Accesses the REPORT INPUT PARAMETERS MENU so you can set up the subscription processing jobs.
  
6. ARCP                      Accesses the AUDIT ARCHIVING/PURGING setup screen so you can set the parameters that determine the scope of the Acquisitions information that is archived and ultimately deleted from the Acquisitions system.
  
7. ARCT                      Accesses the ARCHIVING FOR TIME PERIOD setup screen so you can set the parameters that determine the scope of the Acquisitions information that is saved to the Archive database.

## Report Input Parameters (ARIP)

The Report Input Parameters Function enables you to set up some of the processing jobs. Access the ACQUISITIONS REPORTS INPUT PARAMETERS MENU by selecting it on the ACQUISITIONS REPORTS MENU, or by entering the screen identifier ARIP on any Acquisitions menu.

```
29 APR 1992      Geac - Library Division - ADVANCE (4.0)      016 AU
14:24           Your Library Name

ACQUISITIONS REPORTS INPUT PARAMETERS MENU

1. SRVW  Subscription Review/Renewal Reports

Enter the number of your selection and press <ENTER>
or ? followed by <ENTER> for Help.
Press <ENTER> to return to previous level :
```

The only current option, SRVW, refers to the two jobs for reviewing and renewing subscription orders.



## Subscription Review/Renewal Reports (ARM)

To view or change the parameters of the following two processing jobs:

- Subscription Review Report (SRVW)
- Subscription Renewal (SRNL)

access the SUBSCRIPTION REVIEW/RENEWAL REPORTS screen by selecting it on the ACQUISITIONS REPORTS INPUT PARAMETERS MENU, or by entering the screen identifier SRVW on any Acquisitions menu.

```

SUBSCRIPTION REVIEW/RENEWAL REPORTS

: ACQ.CTL*SRVW
-----
1. Start review date? : 11/01/91
2. Ending review date? : 12/31/91
3. Only review items with no outstanding commitment? (1=YES): 0
4. Minimum renewal period length (in days)? : 365
5. Maximum renewal period length (in days)? : 365
6. Maximum allowable percentage increase between periods? : 25
7. Maximum allowable dollar amount increase between periods?: 600.00
8. Inflation Rate (%)? : 0
9. Use price projections to update price (1=YES) : 1
10. Update renewal start and end dates? (1=YES) : 1

Options:
? help # line Print File Exit

```

For descriptions of these fields, see [Subscription Renewal Processing](#) on page 5-21.

## Acquisitions Audit Archiving/Purging (ARCP)

Access the ACQUISITIONS AUDIT ARCHIVING/PURGING setup screen by selecting it on the ACQUISITIONS REPORTS MENU, or by entering the screen identifier ARCP on any Acquisitions menu.

```
ACQUISITIONS AUDIT ARCHIVING/PURGING

: ACQ.CTL*ARCHV.PURG
-----
1. LIBRARY code(s) for selected records           :
Requests (not yet ordered)
2. Entered before                               : 01 JAN 1994
3. All cancelled requests (regardless of date)?   : 1
Non-serial orders
4. 'Closed' before                              : 31 DEC 1993
5. 'Cancelled' before                           : 31 DEC 1993
6. Completely received and not received since    : 31 DEC 1993
Serial Orders
7. 'Closed' before                              : 31 DEC 1992
8. 'Cancelled' before                           : 31 DEC 1992
9. Archive and purge invoice details after nn years : 4

Options:
? help # line Line by line Print Exit File
```

### Fields

- 1. LIBRARY code(s) for selected records  
Creates an Archive database that contains records (orders, invoices and vouchers) for selected Library Codes only. Specify those codes in this field. Steps 2 and 3 of the Audit Archive/Purge process use the contents of this field to limit orders selected for archiving and purging. Multiple Library Codes should be separated by commas when entered.  
  
To create an Archive database that contains all Library Codes, leave this field blank.
- 2. Entered before  
Affects request records that have not been ordered.  
  
Archives and purges all requests (those not on order) that were entered prior to the date specified.

Leave this field blank if you do not want requests (those not yet on order) to be selected for archiving and purging based on the date they were entered to the Acquisitions system.

3. All cancelled requests (regardless of date)? [1 or 0]
- 1 Archives and purges all cancelled requests from the Acquisitions database regardless of the date when the requests were entered.
- 0 Does not purge all cancelled requests from the Acquisitions database.
4. Closed before [date]
- Affects monograph orders only.
- Archives and purges all monograph orders that were cancelled (Order Condition Code of CLOSED assigned to the order) prior to the date specified in this field.
- Leave this field blank if you do not want monograph orders to be selected for archiving and purging based on the date that the order was closed.
5. Cancelled before [date]
- Affects monograph orders only.
- Archives and purges all monograph orders that were cancelled (Condition Code of CANCEL assigned to the order) prior to the date specified in this field.
- Leave this field blank if you do not want monograph orders to be selected for archiving and purging based on the date that the order was cancelled.
6. Completely received and not received since [date]
- Affects monograph orders only.
- Archives and purges all monograph orders that currently are completely received (received copies equal or exceed the number of ordered copies) and have not been received since the date specified in this field.
- Leave this field blank if you do not want monograph orders to be selected for archiving and purging based whether the order is completely received and when it has last been received.

7. Closed before [date]  
Affects serial orders only.  
Archives and purges all serial orders that were closed (CONDITION CODE of CLOSED assigned to the order) prior to the date specified in this field.  
Leave this field blank if you do not want serial orders to be selected for archiving and purging based on the date that the order was closed.
8. Cancelled before [date]  
Affects serial orders only.  
Archives and purges all serial orders that were cancelled (CONDITION CODE of CANCEL assigned to the order) prior to the date specified in this field.  
Leave this field blank if you do not want serial orders to be selected for archiving and purging based on the date that the order was cancelled.
9. Archive and purge invoice details after *nn* years [up to 2 digits]  
Affects serials orders only.  
Archives and purges invoice details that were paid against serial orders at least *nn* years before the last year end date. Specify the number of years (*nn*).  
Leave this field blank if you do want not to archive and purge invoice details paid against serial orders based on the payment date.

## Acquisitions Archiving for Time Period (ARCT)

Access the ACQUISITIONS ARCHIVING FOR TIME PERIOD setup screen by selecting it on the ACQUISITIONS REPORTS MENU, or by entering the screen identifier ARCT on any Acquisitions menu.

```

ACQUISITIONS ARCHIVING FOR TIME PERIOD

: ACQ.CTL*ARCHV.PERIOD
-----
1. Archive material paid before specified date      : 01 JAN 1994
   (if no date is specified, LAST CLOSE date is assumed)
2. Archive material paid after specified date      : 31 DEC 1992
3. LIBRARY code(s) for selected records          :

Options:
? help # line Line by line Print Exit File

```

### Fields

1. Archive material paid before specified date [date]  
Ending date for the time period which will be archived.  
Leave this field blank for the last year end date.
2. Archive material paid after specified date [date]  
Starting date for the time period which will be archived.  
Leave this field blank for the time the Acquisitions module first started.
3. LIBRARY code(s) for selected records  
Creates an Archive database that contains records (orders, invoices and vouchers) for selected Library Codes only. Specify those codes in this field (separated by commas).  
  
To create an Archive database that contains all Library Codes, leave this field blank.

## Printing Claim Letters (CLMP)

In addition to having claim letters printed by the background Claim Letter Print job (CLMP), staff can print the letters for one or more vendors on the PRINTING CLAIM LETTERS screen. Access this screen by selecting it on the RECEIVING MENU, or by entering the screen identifier CLMP on any Acquisitions menu.

```
PRINTING CLAIM LETTERS                                PPP I IIIII

Enter vendor code to print or [ALL] : <default = ALL > _
```

Enter a vendor code to print letters to a particular vendor, or type ALL to print all outstanding claim letters. After sending the printing job to the calendar processor for printing, the system returns you to the menu from which you came.

See *Claim and Cancellation Processing* on page 5-30 for an explanation of claims and claim letters.

## Printing Cancellation Letters (CANP)

In addition to having cancellation letters printed by the background Cancellation Letter Print job (CANP), staff can print the letters for one or more vendors on the PRINTING CANCELLATION LETTERS screen. Access this screen by selecting it on the RECEIVING MENU, or by entering the screen identifier CLMP on any Acquisitions menu.

PRINTING CANCELLATION LETTERS PPP IIIIII

Enter vendor code to print or [ALL] : <default = ALL >

Enter a vendor code to print letters to a particular vendor, or type ALL to print all outstanding cancellation letters. After sending the printing job to the calendar processor for printing, the system returns you to the menu from which you came.

See *Claim and Cancellation Processing* on page 5-30 for an explanation of cancellations and cancellation letters.

## Printing Vendor Labels ( VENP )

Staff can print mailing labels for one or more vendors on the VENDOR LABEL PRINTING screen, available in both the Ordering and Vendor Maintenance Functions. Access the screen by selecting it on the ORDERING MENU or VENDOR MAINTENANCE MENU, or by entering the screen identifier VENP on any Acquisitions menu.



## Initial Screen

```

                                VEN - VENDOR LABEL PRINTING                                MASTER
ENTER retrieval method for vendor label printing:

PO  Retrieve from last PO run          VC  Retrieve by vendor code
ALL Retrieve all vendors                VN  Retrieve by vendor name

Enter option=

Enter selection or <ENTER> to exit
    
```

## Options

**PO** Selects all the vendors on the internal Vendor Label Print List that was created the last time the Purchase Order Print Job (ORDE) was generated (“run”). When this job prints a purchase order, it adds the order’s vendor to the list if the PO Print Format Code assigned to the vendor’s Order Method Code says a vendor label is required.

When you enter a purchase order number, the screen begins prompting for the label format definition.

**ALL** Selects all ACTIVE vendors. The system prompts for the label print sequence:

Sort by Vendor code(Y) or name (N)?

Do not <ENTER> after answering Y or N. The screen then begins prompting for the label format definition.

**VC or VN** Enter VC to select vendors by vendor code, or VN to select them by vendor name. The screen then asks for the first vendor, for example:

Enter vendor code:

Enter a vendor code (or name). If system cannot find the vendor you specify, it presents the VEN - VENDOR SEARCH & RETRIEVAL browse list for you to select a vendor. In either case, the screen displays the vendor you selected and again asks:

Enter vendor code:

Select as many vendors as you want, in the sequence you want them printed. When you are done, <ENTER> without specifying another vendor. The screen then begins prompting for the label format definition.

## Label Format Definition

Once you have selected vendors for printing, the system begins prompting for the label format information:

```
ENTER NUMBER OF LABELS ACROSS PAGE.....
```

To exit the screen, <ENTER> without specifying a number of labels. Otherwise, answer the question and the system continues prompting for the rest of the format information. Vertical dimensions are measured in lines, and horizontal dimensions in character spaces.

The following example produces two columns of 3 1/2" by 1" labels.

```

                                VEN - VENDOR LABEL PRINTING                                MASTER

ENTER retrieval method for vendor label printing:

PO  Retrieve from last PO run          VC  Retrieve by vendor code
ALL Retrieve all vendors                VN  Retrieve by vendor name

Enter option=          ALL

Sort by Vendor code (Y) or name (N)?          N

ENTER NUMBER OF LABELS ACROSS PAGE..... 2
ENTER HEIGHT OF LABELS IN LINES (AT LEAST 6)... 6
ENTER NUMBER OF LINES TO SKIP BETWEEN LABELS... 2
ENTER NUMBER OF SPACES TO INDENT DATA..... 2
ENTER MAXIMUM WIDTH ALLOWABLE FOR LABEL..... 35
ENTER NUMBER OF SPACES BETWEEN LABELS..... 10

YOUR SPECIFICATIONS RESULT IN A PAGE WIDTH OF 57
OK TO CONTINUE ? (Y/N)

```

After you completely specify the format, the system displays the calculated page width and asks whether to continue.

Answer Y to print the labels, or N to return to the first format question to re-enter specifications or exit the screen. Do not <ENTER> after typing Y or N.

When the system prints the labels, the screen may change as shown below, depending on your hardware and operating system.

```
VEN - VENDOR LABEL PRINTING                                MASTER

ENTER retrieval method for vendor label printing:

PO  Retrieve from last PO run                               VC  Retrieve by vendor code
ALL Retrieve all vendors                                   VN  Retrieve by vendor name

Enter option=      ALL

Creating labels, please be patient...

[404] 4 item(s) selected.

Spooler Entry #14

Listing is done; Press <RETURN> to exit program
```

**NOTE:** Vendor labels are printed to the spool queue in a hold state. Use the `SP-EDIT` command at `TCL` to print the vendor labels to a printer.

# 7

## Approval Loader

---

The optional Acquisitions Approval Loader enables the library to load MARC format bibliographic records from vendors directly into the Acquisitions files or the Approvals Workfile:

- If loading into Acquisitions files, the library can load these tape records as requests, authorized requests, or orders, and can have the copies automatically received.
- If loading into the Approvals Workfile, Acquisitions staff can afterward search and retrieve approval records when adding new order/requests. (See the *Acquisitions User's Guide*.)

Duplicate checking of tape records against catalogue records can be done on ISBN/ISSN, title, or both.

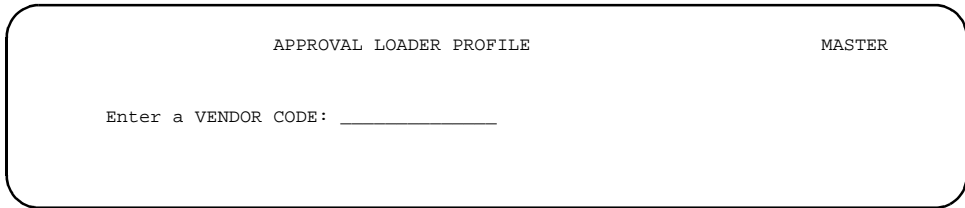
The library can set up multiple loader profiles, one for each vendor that sends approval record tapes.

## Accessing the Approval Loader Profile (APLOAD)

Approval Loader setup and running is all handled from the APPROVAL LOADER PROFILE screen.

To access this screen, select it from the ACQUISITIONS UTILITIES MENU, or enter the screen identifier APLOAD on any Acquisitions menu.

## Initial Screen



APPROVAL LOADER PROFILE MASTER

Enter a VENDOR CODE: \_\_\_\_\_

Enter a valid vendor code next to the prompt, then <ENTER>. To see the VEN - VENDOR SEARCH & RETRIEVAL browse list of valid vendor codes, enter ?? and <ENTER>.

Alternatively, to return to your original menu, <ENTER> with the prompt's answer field left empty.

## Main Screen (General Defaults)

Once you have selected a vendor (such as PENGUIN), the system displays the main approval loader screen, identified on the third line as the GENERAL DEFAULTS screen. See *General Defaults* on page 7-7 for a description of this screen's setup fields.

```

                                APPROVAL LOADER PROFILE                                MASTER
VENDOR CODE   : PENGUIN
GENERAL DEFAULTS
1. LIBRARY      : MA                      15. LOCATION       : ADFICT
2. ORDER TYPE   : APPROVAL                 16. SHIPTO CODE    :
3. TRANSFER     : Y                       17. CONDITION      : CUT
4. SUBJECT CODE : FICTION                 18. DETAILED REPORT: N
5. PAYMENT TYPE : PAY                     19. DUPLICATE CHECK: 3
6. CLAIM CODE   : DFLT                    20. LOAD DUPLICATES: N
7. SELECTOR(S) : ACQ                      21. LOAD ALL TAGS  : N
8. PRIORITY     :                          22. PRINT P.O.     : N
9. TOTAL COPIES : 1                       23. RECEIVE ITEMS  : Y
10. CURRENCY    : CDN                     24. PRINT MARC REC : N
11. FUND NUMBER : 1000-ADULT-FIC001       25. AUTOMATIC PRINT: Y
12. TAX %AGE    : 0.000                   26. SYSTEM PRINTER#: 0
13. DISCOUNT %AGE: 10.000               27. LOAD WORKFILE  : N
14. ALLOCATE BY %: N

Options:      Enter specified line number
Line by line # line  Standard tags def'n  Currency table def'n
Tag manipulation def'n  Tape defaults  Start Load  Print report  File
? Help  Exit

```

### Options

- Standard tags def'n* Accesses the STANDARD TAG INFORMATION setup screen, for specifying the tape record MARC fields that are valid for loading, and the MARC fields and subfields that are to provide order/request field defaults. *Accept* or *Exit* on this screen to return to the main GENERAL DEFAULTS screen.
- Currency table def'n* Accesses the CURRENCY CODE CONVERSION TABLE setup screen, for specifying the mapping of tape record currency codes to valid Acquisitions Currency Codes. *Accept* or *Exit* on this screen to return to the main GENERAL DEFAULTS screen.



<i>Tag manipulation def'n</i>	Accesses the TAG MANIPULATION TABLE setup screen, for specifying the mapping of tape record MARC fields and subfields to Acquisitions bibliographic MARC fields and subfields. <i>Accept</i> or <i>Exit</i> on this screen to return to the main GENERAL DEFAULTS screen.
<i>Tape defaults</i>	Accesses the VENDOR TAPE CHARACTERISTICS setup screen, for specifying the tape parameters. <i>Accept</i> or <i>Exit</i> on this screen to return to the main GENERAL DEFAULTS screen.
<i>Start load</i>	Starts the loader.
<i>Print report</i>	Prints the Approval Loader Report to the print queue specified in the <i>SYSTEM PRINTER#</i> field on the GENERAL DEFAULTS screen.
<i>File</i>	Saves changes made on the GENERAL DEFAULTS screen and any changes <i>Accepted</i> on the supplementary setup screens (STANDARD TAG INFORMATION, etc.)
<i>Exit</i>	Discards changes made on GENERAL DEFAULTS screen and any changes <i>Accepted</i> on the supplementary setup screens.

## Setup

Loader setup for each vendor is handled on the following APPROVAL LOADER PROFILE screens:

- GENERAL DEFAULTS
- STANDARD TAG INFORMATION
- CURRENCY CODE CONVERSION TABLE
- TAG MANIPULATION TABLE
- VENDOR TAPE CHARACTERISTICS.

## General Defaults

See *Main Screen (General Defaults)* on page 7-4 for a sample GENERAL DEFAULTS setup screen.

Approvals Workfile If you answer Y in field 27 to have tape records loaded into the Approvals Workfile rather than directly into the Acquisitions files, then only fields 18, 21, 24, 25, and 26 are applicable.

### Fields

For explanations of the codes, see *Setup Tables* on page 4-1; for explanations of the ORD - BIBLIOGRAPHIC ENTRY/UPDATE, ORD - BRIEF ORDER ENTRY, and other Ordering screen fields, see *Ordering* in the *Acquisitions User's Guide*.

#### 1. LIBRARY

[Library Code, 1-6 characters; Mandatory]

Default value for the *LIBRARY* field on the ORD - BIBLIOGRAPHIC ENTRY/UPDATE and ORD - BRIEF ORDER ENTRY screens for all order/requests loaded.

To see the LIBRARY CODES table, enter ?? and <ENTER>.

#### 2. ORDER TYPE

[Order Type Code, 1-12 characters; Mandatory]

Default value for the *ORDER TYPE* field on the ORD - BIBLIOGRAPHIC ENTRY/UPDATE and ORD - BRIEF ORDER ENTRY screens for all order/requests loaded.

To see the ORDER TYPE CODES table, enter ?? and <ENTER>.

#### 3. TRANSFER

[0 or 1]

Default value for the *TRANSFER* field on the ORD - ORDERING DATA and ORD - BRIEF ORDER ENTRY screens for all order/requests loaded.

1 means the Acquisitions to Catalogue Transfer Job will transfer an order's bibliographic and/or piece information when the order has been cut or cancelled or pieces have been received or returned; 0 means the job will not transfer an order's information.

If you leave this field empty, the system uses N as the default.

4. SUBJECT CODE [Subject Code, 0-12 characters]  
Default value for the *SUBJECT CODE* field on the ORD - BIBLIOGRAPHIC ENTRY/UPDATE and ORD - BRIEF ORDER ENTRY screens for all order/requests loaded.  
To see the SUBJECT CODES table, enter ?? and <ENTER>.
5. PAYMENT TYPE [Payment Type Code, 1-8 characters; Mandatory]  
Default value for the *PAY TYPE* field on the ORD - ORDERING DATA and ORD - BRIEF ORDER ENTRY screens for all order/requests loaded.  
To see the PAYMENT TYPE CODES table, enter ?? and <ENTER>.
6. CLAIM CODE [Claim Code, 1-6 characters; Mandatory if items are loaded as orders or authorized requests; optional if items are loaded as unauthorized requests]  
Default value for the *CLM CODE* field on the ORD - ORDERING DATA screen for all order/requests loaded.  
To see the CLAIM CODES table, enter ?? and <ENTER>.
7. SELECTOR(S) [one or more Selector Codes, 1-3 characters each; Mandatory if items are loaded as orders or authorized requests; optional if items are loaded as unauthorized requests]  
Default list for the *SELECTOR* field on the ORD - ORDERING DATA and ORD - BRIEF ORDER ENTRY screens for all order/requests loaded.  
To see the SELECTOR CODES table, enter ?? and <ENTER>.
8. PRIORITY [Priority Code, 1-6 characters]  
Default value for the *PRIORITY* field on the ORD - ORDERING DATA and ORD - BRIEF ORDER ENTRY screens for all order/requests loaded.  
To see the PRIORITY CODES table, enter ?? and <ENTER>.
9. TOTAL COPIES [0-3 digits]  
Default value for the *TOTAL CPY* field (number of copies) on the ORD - ORDERING DATA screen for order/requests loaded.  
If you leave this field empty, the system uses 1 as the default value.

This default value will be overridden in an order/request if the vendor supplies the number of copies in the tape record. Specify the source MARC field for this information in the *NUMBER OF COPIES* field on the STANDARD TAG INFORMATION screen.

## 10. CURRENCY

[Currency Code, 1-8 characters; Mandatory if items are loaded as orders or authorized requests; optional if items are loaded as unauthorized requests]

Default value for the *CURRENCY* field on the ORD - ORDERING DATA screen for order/requests loaded.

To see the CURRENCY CODES table, enter ?? and <ENTER>.

This default value will be overridden in an order/request if the vendor supplies the currency information in the tape record. Specify the source MARC field for this information in the *CURRENCY CODE* field on the STANDARD TAG INFORMATION screen.

## 11. FUND NUMBER

[0-18 characters (no hyphens); Mandatory if items are loaded as orders or authorized requests; optional if items are loaded as unauthorized requests]

Default fund number for the *FUND ALLOCATION* field on the ORD - ALLOCATIONS screen for all order/requests loaded.

To see the FUN - FUND SEARCH & RETRIEVAL browse list of valid fund numbers, enter ?? and <ENTER>.

CAUTION: Specify a fund number that is valid for the Library Code you specify in field 1.

## 12. TAX %AGE

[4-6 digits (99.999)]

Default value for the *TAX %* field on the ORD - ORDERING DATA screen for all order/requests loaded.

## 13. DISCOUNT %AGE

[4-6 digits (99.999)]

Default value for the *DISCOUNT%* field on the ORD - ORDERING DATA screen for all order/requests loaded.

14. ALLOCATE BY % [Y or N]  
Default value for the default *ALLOCATIONS BY %* field of the ORD - ALLOCATIONS screen for all order/requests loaded.  
Y means allocate funds by percentage; N means allocate funds by copy.  
If you leave this field empty, the system uses N as the default.
15. LOCATION [Location Code, 0-6 characters; Mandatory if items are loaded as orders or authorized requests; optional if items are loaded as unauthorized requests]  
Default value for the *LOCATN* field on the ORD - ALLOCATIONS and ORD - BRIEF ORDER ENTRY screens for all order/requests loaded.  
To see the LOCATION CODES table, enter ?? and <ENTER>.
16. SHIPTO CODE [Ship To Code, 0-6 characters]  
Default value for the *SHIPTO* field on the ORD - ALLOCATIONS and ORD - BRIEF ORDER ENTRY screens for all order/requests loaded.  
To see the SHIP TO CODES table, enter ?? and <ENTER>.
17. CONDITION [Order Condition Code, 1-6 characters; Mandatory]  
Default value for the *CONDITION* field on the ORD - ORDERING DATA and ORD - BRIEF ORDER ENTRY screens for all order/requests loaded.  
To see the CONDITION CODES table, enter ?? and <ENTER>.
- CONSID, DESID,  
or GIFT Items will be loaded into Acquisitions as unauthorized requests.
- AUTH Items will be loaded into Acquisitions as authorized requests.
- CUT Items will be loaded into Acquisitions as orders.
18. DETAILED REPORT [Y or N]  
Determines what type of report is generated when the loader is run in **database update mode**. (When the loader is run in **report-only mode**, a detailed report is always generated.)

- Y The Approval Loader Report will include details on all items loaded from tape: the unit price, Currency Code, currency rate, and number of copies.
- N or blank The report will only include these details for problem items (that is, items which have errors or warnings).
19. DUPLICATE CHECK [0-3]  
Determines type of duplicate checking done on the tape records being loaded. Field 20 determines what happens when an tape record matches an Acquisitions record.
- 0 or blank No duplicate checking will be done.
- 1 ISBN/ISSN (International Standard Book or Serial Number) duplicate checking will be done.
- 2 Title duplicate checking will be done. (The title is defined as the MARC field defined by the library for the *TITLE* field on the ORD - BIBLIOGRAPHIC ENTRY/UPDATE screen.)
- 3 Both ISBN/ISSN and title duplicate checking will be done.
20. LOAD DUPLICATES [Y or N]  
Determines what is done with tape records that fail the duplicate checking (see field 19).
- Y Duplicate records will be **loaded** into Acquisitions, and a WARNING message will be printed on the Approval Loader Report.
- N or blank Duplicate records will be **rejected**, and an ERROR message will be printed on the Approval Loader Report.
21. LOAD ALL TAGS [Y or N]  
Determines whether or not the *VALID TAG TABLE* list on the STANDARD TAG INFORMATION screen is to be used.
- Y If you want to load **all** MARC fields from the tape records, **or all except a few**, then answer Y and specify any fields you want skipped in the TAG MANIPULATION TABLE screen.

N or blank If you want to load **only specific** MARC fields from the tape records, then answer N and specify the fields you do want loaded in the *VALID TAG TABLE* field on the STANDARD TAG INFORMATION screen.

22. PRINT P.O. [Y or N]

Determines whether or not order/requests that are loaded with the Order Condition Code CUT or AUTH are to be marked for purchase order printing by the background Purchase Order Print Job (ORDP).

Y The order/request will be marked for purchase order printing by the Purchase Order Print Job.

N or blank The order/request will not be marked for purchase order printing by the Purchase Order Print Job.

23. RECEIVE ITEMS [Y or N]

Determines whether or not all copies of the loaded order/requests are to be received automatically.

Y All copies will be received automatically, regardless of the order/request's Condition Code.

N or blank Copies will not be received automatically.

24. PRINT MARC REC [Y or N]

Y The MARC format contents of the records will be printed on the Approval Loader Report. (These are the final contents, after the loader has made changes specified on the TAG MANIPULATION TABLE screen.) This will produce a very long report — answer Y only when testing the contents of tapes from new vendors.

N or blank The MARC format contents of the records will not be printed on the Approval Loader Report.



25. AUTOMATIC  
PRINT

[Y or N]

Determines whether or not the Approval Loader Report will be automatically sent to a print queue for printing. Regardless of your answer, the report will also be saved to a file for later printing (via the *Print report* option).

Y The report will be sent to a print queue for printing.

N or blank The report will not be sent to a print queue for printing.

26. SYSTEM  
PRINTER#

[0-1 digit]

The Approval Loader Report will be sent to the print queue you identify in this field.

## 27. LOAD WORKFILE

[Y or N]

Y Tape records (bibliographic information only) will be loaded into the Approvals Workfile. Answer only fields 18, 21, 24, 25, and 26; the other fields have no effect.

N or blank Tape records (both bibliographic and order/request information) will be loaded directly into the Acquisitions files.

## Standard Tag Information

The vendor might supply additional order/request information in specific fields and subfields of the MARC format tape records. If you wish to have such information loaded into order/request fields, then identify those fields and subfields in the STANDARD TAG INFORMATION setup screen. Also use this screen to have some tape record MARC fields skipped (not loaded).

**Access** To access this screen, select the *Standard tags def'n* option on the GENERAL DEFAULTS screen.

```

                                APPROVAL LOADER PROFILE                                MASTER
VENDOR CODE : PENGUIN
STANDARD TAG INFORMATION
                                TAG  SUBFIELD
1. PRICE           : 980  e
2. CURRENCY CODE  :
3. CURRENCY RATE  :
4. NUMBER OF COPIES: 980  g
5. VENDOR TITLE # : 980  c
6. GENERAL NOTE   :

7. VALID TAG TABLE : 8,10,20,22,35,39,41,90,99,100,110,111,130,212,222,240,2

Options:      Enter specified line number
Line by line # line  Accept  ? Help  Exit

```

**Approvals Workfile** This screen is not applicable if you are loading records into the Approvals Workfile rather than directly into the Acquisitions files.

### Fields

In each of the numbered fields 1 to 7, you can specify any of the following:

- nothing — information for the field will not be supplied from the tape records
- a *TAG* only [1-3 digits] — the complete contents of the identified MARC field will be loaded into the order/request field
- a *TAG* and a *SUBFIELD* [1-3 digits; 1 character] — the contents of the identified MARC subfield will be loaded into the order/request field.



**Values for Sample Vendors**

Ballen Booksellers Inc.     *PRICE: 350 c*

Blackwell N.A.             *PRICE: 980 e*  
                                  *GENERAL NOTE: 981*

Blackwell uses the 260 field (subfields a, b, c) for publisher codes.  
Consider skipping this field rather than loading it.

B.H. Blackwell (UK)       *PRICE: 980 i* (this is the sterling price)

Blackwell uses the 260 field (subfields a, b, c) for publisher codes.  
Consider skipping this field rather than loading it.

Coutts                     *PRICE: 350 a*  
                                  *GENERAL NOTE: 981*

Faxon                     (no information)

Yankee Book Peddler       *PRICE: 980 e* (this is the order price)

## Currency Code Conversion Table

If the vendor supplies currency codes in the tape records, use the *CURRENCY CODE* field on the STANDARD TAG INFORMATION screen to identify the MARC field (and subfield) used by the vendor. Because the vendor might use different codes than the ones defined by the library for Acquisitions, the loader will check the CURRENCY CODE CONVERSION TABLE setup screen for codes it needs to convert.

**Access** To access this screen, select the *Currency table def'n* option on the GENERAL DEFAULTS screen.

```

                                APPROVAL LOADER PROFILE                                MASTER
VENDOR CODE :    PENGUIN
CURRENCY CODE CONVERSION TABLE
TAPE CURRENCY CODE  ACQUISITION'S CURRENCY CODE
1  CANADIAN          CDN
2  USA               US
3
4
5
6
7
8
9
10
11
12
13
14
15

Options:      Enter specified line number
Line by line  # line  Forward  Backward  Add item  Delete line
Accept  ? Help  Exit

```

**Approvals Workfile** This screen is not applicable if you are loading records into the Approvals Workfile rather than directly into the Acquisitions files.

### Fields

In each numbered field, you can specify the currency code used by the vendor (*TAPE CURRENCY CODE*) and the library's Currency Code that you want used instead (*ACQUISITION'S CURRENCY CODE*).

## Tag Manipulation Table

Use the TAG MANIPULATION TABLE setup screen to specify any changes you want made to the tape record MARC fields before they are loaded. For example, you can delete a subfield and can change a field's tag.

NOTE: The loader makes these changes in the tape record **after** using the STANDARD TAG INFORMATION definitions to extract a price, number of copies, and so on.

**Access** To access this screen, select the *Tag manipulation def'n* option on the GENERAL DEFAULTS screen.

```

                                APPROVAL LOADER PROFILE                                MASTER
VENDOR CODE :   PENGUIN
TAG MANIPULATION TABLE
TAPE TAG  TAPE SUBFIELD      SITE TAG  SITE SUBFIELD
1    260      a
2    260      c
3
4
5
6
7
8
9
10
11
12
13
14
15

Options:      Enter specified line number
Line by line # line Forward  Backward  Add item  Delete line
Accept  ? Help  Exit

```

## Fields

In each numbered field, you can specify the tape record MARC field and subfield (*TAPE TAG* and *TAPE SUBFIELD*) you want deleted or moved, and the new field and subfield (*SITE TAG* and *SITE SUBFIELD*) you want the tape data moved to.

TABLE 7.1 The Permitted “Tag” Manipulations

TAPE	SITE	Result
980		Deletes field 980.
980	981	Moves the 980 field to 981 (changes the field’s tag to “981”).
980 c	980 d	Moves the c subfield to d within the 980 field (changes the subfield’s identifier to “d”).
980 c	980	Deletes subfield c from the 980 field.
980 c	981	Deletes subfield c from the 980 field and moves the 980 field to 981 (changes the field’s tag to “981”).
980 c	981 d	moves the 980 field to 981 (changes the field’s tag to “981”) and moves the c subfield to d within the field (changes the subfield’s identifier to “d”).

You cannot move a subfield from one field into another, existing field.

If there are multiple occurrences of the MARC field or subfield in the tape record, the loader deletes or moves them all.

## Vendor Tape Characteristics

Specify the characteristics of the vendor-supplied tape on the VENDOR TAPE CHARACTERISTICS setup screen

**Access** To access this screen, select the *Tape defaults* option on the GENERAL DEFAULTS screen.

```

                                APPROVAL LOADER PROFILE                                MASTER
VENDOR CODE : PENGUIN
VENDOR TAPE CHARACTERISTICS

1. LOAD FROM (T)APE,(F)ILENAME OR (U)NIX: T  FILENAME:
2. TAPE DEVICE NAME (&DEVICES& ID)          : MTU2
3. TAPE DEVICE NUMBER (ndmtu)                : 10002
4. TAPE BLOCK SIZE                          : 2048
5. MULTIPLE RECORDS PER BLOCK?              : N
6. FORMAT INCLUDES AN INTERPRETATION OF : N  # CHARS. BEFORE LEADER:
   THE SEGMENT CONTROL WORD?
7. CHARACTER SET - (A)scii or (E)BCDIC? : A
8. SELECTION CRITERIA                      :

Options:      Enter specified line number
Line by line # line  Accept  ? Help  Exit

```

### Fields

1. LOAD MARC FROM  
(T)APE OR [T or F]  
(F)ILENAME OR  
(U)NIX
  - T Records will be loaded from a tape.
  - F Records will be loaded from the file you identify in the *FILENAME* field. (You have previously loaded the records from tape to file using UBII, the standard MARC import process.)
  - U Records will be loaded from the UNIX file you identify in the *FILENAME* field. The file contains bibliographic records in MARC format.
2. TAPE DEVICE NAME [text]
 

Specifies the name of the tape device.



	UniVerse	On uniVerse machines, the name is the item.id of a record in the &DEVICE& file, typically <b>MTu</b> , where <i>u</i> is the tape unit number of a tape drive (0-7).
	PI/open	On PI/open (“Information”) machines, the name is the item.id of a record in the &DEVICES& file, typically <b>MTUu</b> , where <i>u</i> is the tape unit number of a tape drive (0-7).
3. TAPE DEVICE NUMBER	[3 or 5 codes]	Specifies the tape device characteristics.
	UniVerse	On uniVerse machines, use the value <b>m0u</b> , where: <b>m = Conversion mode</b> 0 = ASCII, no conversions 1 = EBCDIC conversion 2 = invert higher order bit 3 = invert higher order bit and EBCDIC conversion. <b>u = Tape unit number of a tape drive</b> (0-7). A typical value is 002.
	PI/open	On PI/open (“Information”) machines, use the value <b>n0m0u</b> , where: <b>n = Tape mode</b> 0 = PI/open tape (the default) 1 = non-PI/open tape. <b>m = Conversion mode</b> 0 = no conversion; Prime ASCII is assumed (the default) 1 = invert higher order bit; convert from Prime ASCII to ASCII; assign this value for tapes derived on PRIMOS using T.DUMP. <b>u = Tape unit number of a tape drive</b> (0-7). The second-place 0 indicates that double buffering is off; the fourth-place 0 indicates that the tape is a nine-track tape. A typical value is 10002.
4. TAPE BLOCK SIZE	[4 digits]	Block size of the tape, typically 2048 or 1024.

5. MULTIPLE RECORDS PER BLOCK [Y or N]
- Y The vendor writes multiple records in one block.
- N or blank The vendor writes only one record per block.
6. FORMAT INCLUDES AN INTERPRETATION.. [Y or N]
- Y The vendor writes spanned records — the records are contiguous and may span more than one block. Spanned records require a prefix which indicates the start and length of the record. Specify the length of this prefix (typically 5) in the # *CHARS. BEFORE LEADER* field.
- N or blank The vendor does not write spanned records.
7. CHARACTER SET - (A)scii or (E)BCDIC [A or E]
- A The records are in Ascii format.
- E The records are in EBCDIC format.
- 8 SELECTION CRITERIA [text]
- If you answered T or F to field 1, you can enter a SELECT statement to have the loader select only specific records within the file. The format of this statement is as follows: `SELECT filename other criteria.` If you leave this field blank, all records from the file specified in *FILENAME* will be loaded.

### Loading Bibliographic Records from a DOS File

1. Create a directory on the same computer where ADVANCE resides (e.g. MARC.APPR). Create a VOC entry in ADVANCE's ADV directory for this new directory.
2. Using transfer software such as Kermit, transfer the DOS file from the PC to the new ADVANCE directory (e.g. bna, harrass, etc).
3. In APLOAD, set up an Approval Loader Profile as follows:

- Set Field 1 to load from a UNIX file. The FILENAME should be set to the name of the ADVANCE directory (e.g. MARC.APPR). In Field 8, specify a SELECT statement if the directory might contain files from more than one vendor (e.g. select MARC.APPR "bna").
- If you know that the UNIX MARC file is in EBCDIC format, make sure that Field 7 is set to E. This ensures that the data is converted to ASCII before attempting to process the records.

### Values for Sample Vendors

Ballen Booksellers Inc.	<p><i>TAPE BLOCK SIZE: 2048</i></p> <p><i>MULTIPLE RECORDS PER BLOCK: N</i></p> <p><i>FORMAT INCLUDES AN INTERPRETATION...: N</i></p> <p><i>CHARACTER SET...: A</i></p>
Blackwell N.A.	<p><i>TAPE BLOCK SIZE: 2048</i></p> <p><i>MULTIPLE RECORDS PER BLOCK: N</i></p> <p><i>FORMAT INCLUDES AN INTERPRETATION...: N</i></p> <p><i>CHARACTER SET...: A</i></p>
B.H. Blackwell (UK)	<p><i>TAPE BLOCK SIZE: 2048</i></p> <p><i>MULTIPLE RECORDS PER BLOCK: Y</i></p> <p><i>FORMAT INCLUDES AN INTERPRETATION...: N</i></p> <p><i>CHARACTER SET...: E</i></p>
Coutts	<p><i>TAPE BLOCK SIZE: 2048</i></p> <p><i>MULTIPLE RECORDS PER BLOCK: N</i></p> <p><i>FORMAT INCLUDES AN INTERPRETATION...: N</i></p> <p><i>CHARACTER SET...: A</i></p>
Faxon	<p><i>TAPE BLOCK SIZE: 2048</i></p> <p><i>MULTIPLE RECORDS PER BLOCK: N</i></p> <p><i>FORMAT INCLUDES AN INTERPRETATION...: N</i></p> <p><i>CHARACTER SET...: A</i></p>
Yankee Book Peddler	<p><i>TAPE BLOCK SIZE: 1024</i></p> <p><i>MULTIPLE RECORDS PER BLOCK: N</i></p> <p><i>FORMAT INCLUDES AN INTERPRETATION...: N</i></p> <p><i>CHARACTER SET...: E</i></p>

## Loading Records

Once you have set up the Approval Loader for the vendor, select the *Start load* option on the GENERAL DEFAULTS screen to start loading records.

### Prompts

The loader asks the following questions before it begins processing the records.

**Okay to update database?**

Answer Y to load items into the Acquisitions files or the Approvals Workfile, or answer N to just have the Approval Loader Report generated.

**Okay to continue?**

Answer Y to continue the loading process, or answer N if you have changed your mind and do not want to run the loader.

**Number of records to process - (<RETURN> = ALL)**

Enter a limited number of records you want processed on the tape, or <ENTER> without specifying a number to load all the records.

### Error Messages

If the loader encounters any of the following errors, it will not write any records to the Acquisitions files or Approvals Workfile.

**Vendor not for correct library**

The Library Code in the tape record does not match the default Library Code specified on the GENERAL DEFAULTS screen. (This check is done only if the library restricts vendor usage to the vendor library.)

**No CLAIM CODE defined**

A default Claim Code is not specified on the GENERAL DEFAULTS screen.

**No CURRENCY CODE defined**

A default Currency Code is not specified on the GENERAL DEFAULTS screen.

**No FUND defined**

A default fund number is not specified on the GENERAL DEFAULTS screen.

**No LOCATION defined**

A default Location Code is not specified on the GENERAL DEFAULTS screen.

**Defined fund not authorized by SELECTORS**

One or more of the Selector Codes specified in the default list on the GENERAL DEFAULTS screen are not valid for the default fund specified on the screen.

**Defined fund is for tracking use only**

The default fund specified on the GENERAL DEFAULTS screen is a tracking-only fund: it cannot be used to allocate real encumbrances and authorized amounts.

**Defined fund must be for deposit use only**

The default Payment Type Code specified on the GENERAL DEFAULTS screen is a deposit account type, but the default fund specified is not a deposit account type.

**Defined fund is not active**

The default fund specified on the GENERAL DEFAULTS screen is inactive, and thus cannot be used to encumber or authorize any more money.

**Defined fund is for a different library**

The default fund specified on the GENERAL DEFAULTS screen is not valid for the Library Code specified on that screen.

# Approval Loader Report

## Initial Information

- Vendor code (8 characters).
- Vendor name (40 characters).
- Type of load: items loaded into the Approvals Workfile, or as requests, authorized requests, or generated orders.

## Information for Each Record

TAPE #	Record number from the tape.
REQUEST #	Request number assigned to the item, if loaded into Acquisitions.
TITLE	Item title (30 characters).
AUTHOR	Item author (16 characters).
ISN	Item ISBN/ISSN (20 characters).
MESSAGE	One or more of the following messages may be printed.

**P,PPP.PP XXXXXXXX at RRR.RRRR \* CCC**

where:

P,PPP.PP represents the unit price,

XXXXXXXX represents the Currency Code,

RRR.RRRR represents the currency rate,

CCC represents the number of ordered copies.

This message is printed if you answered Y in the *DETAILED REPORT* field on the GENERAL DEFAULTS screen.

No special staff action is required. This message is just for general information.

**Not enough money in fund - loaded as CONSID**

The default fund has reached its limit for overencumbrance and thus the loader was unable to load this request as an authorized request or generated order. The loader instead loaded the request as an unauthorized request (Order Condition Code CONSID).

Staff should add money into the fund and then assign a CUT or AUTH Order Condition Code to the request.

**ERROR - Duplicate ISN found**

The ISBN/ISSN in the incoming record matches one in the Acquisitions database. The loader has not loaded the record.

**WARNING - Duplicate ISN found**

The ISBN/ISSN in the incoming record matches one in the Acquisitions database. The loader has loaded the record anyway.

**WARNING - No ISN found on tape**

The incoming record did not have an ISBN/ISSN. The loader has loaded the record.

**ERROR - Duplicate TITLE found**

The title in the incoming record matches one in the Acquisitions database. The loader has not loaded the record.

**WARNING - Duplicate TITLE found**

The title in the incoming record matches one in the Acquisitions database. The loader has loaded the record anyway.

**WARNING - No TITLE found on tape**

The incoming record did not have a title. The loader has loaded the record.

## Record in MARC Format

The incoming bibliographic information will be printed, in MARC format, if you have answered Y in the *PRINT MARC REC* field on the GENERAL DEFAULTS screen.

## Statistics

Summary statistics are printed on the last page of the report.

**Number of records processed:**

Number of records read from the tape.

**Number of records loaded into ACQ:**

Number of order/requests created in the Acquisitions files.





# 8

## BISAC Ordering Interface

---

The optional BISAC Ordering Interface enables the library to generate and transmit electronic orders to a vendor (Baker & Taylor Books), and to receive and print the vendor's confirmation file. The interface uses an EDI (Electronic Data Interchange) format defined by BISAC (Book Industry Systems Advisory Committee).

After setting up the interface, creating authorized requests, and generating and printing purchase orders, the following processing steps must be executed:

1. generate the BISAC-format orders
2. send the orders to the vendor
3. receive the order confirmations file from the vendor
4. generate a confirmation report from the file received
5. print the confirmation report.

You may execute the individual steps interactively, or schedule the Acquisitions Calendar Processor (ACP) to execute one or more of them as background processing jobs, or use the Delayed BISAC Processing Job (BTDELAY) to execute one or more of the first four in batch mode.

## Accessing the Interface Menu (BSCM)

Select the BISAC MENU from the ACQUISITIONS UTILITIES MENU, or enter the screen identifier BSCM on any Acquisitions menu.

```

DD MMM YYYY          Geac ADVANCE Library System (#.##)          P P P P P P  I I I I I I
HH:MM                Your Library Name
                                BISAC MENU (BSCM)

      1. BSCCM      BISAC codes menu
      2. ORDB       Create BISAC PO Transmission file
      3. CONFBS    Process BISAC Confirmations
      4. BTSENDPO   Send BISAC PO file to B&T
      5. BTCONFPO   Get BISAC PO Confirmation file from B&T
      6. BTDELAY    Delayed BISAC Processing for B&T

Enter the number of your selection and press <ENTER>
or ? followed by <ENTER> for Help.
Press <ENTER> to return to previous level: _____

```

- |          |   |
|----------|---|
| BSCCM    | Accesses the BISAC CODES MENU, for setting up the interface.  |
| ORDB     | Processes the BISAC Send-File Production Job, to create a BISAC-format file for transmission to the vendor.   |
| CONFBS   | Generates the BISAC Order Confirmation Report from the order confirmation file received from the vendor.  |
| BTSENDPO | Accesses the B&T BISAC ORDER TRANSMISSION SCREEN to view a log of the BISAC transmission files and to transmit or retransmit a file.  |
| BTCONFPO | Accesses the B&T BISAC ORDER CONFIRMATION SCREEN to view a log of the BISAC transmission files and to request and receive the order confirmation file corresponding to a transmission file. |
| BTDELAY  | Accesses the B&T ORDER TRANSMISSION SCHEDULING screen, to schedule or process the interface processing jobs in batch mode.  |

---

## Setup

Preparations for using the BISAC Ordering Interface include:

- setting up the code tables that are accessible from the BISAC CODES MENU (BSCCM)
- setting up codes for the BISAC interface in the ORDER METHOD CODES table (ORDMTH) and PO PRINT FORMAT CODES table (POFMT)
- assigning the library account number, BISAC Order Method Code, and Standard Address Number — on the vendor's VEN - VENDOR HEADER SCREEN, VEN - VENDOR NOTES screen, and VEN - VENDOR ADDRESS SCREEN, respectively.

The library must also supply the Geac installer with some information:

- the library's **PIC and PIN identification number**, obtained from Baker & Taylor Books
- the **MARC field and subfield specification of publisher information**, so that the Interface can extract publisher information from the bibliographic record when an ISBN is not available to send to Baker & Taylor Books.

## BISAC Codes

The BISAC code tables are listed on the BISAC CODES MENU. This menu can be selected on the BISAC MENU, or accessed by entering the screen identifier BSCCM on any Acquisitions menu.

```
DD MMM YYYY          Geac ADVANCE Library System (#.##)          P P P P P P  I I I I I I
HH:MM                Your Library Name

                    BISAC CODES MENU (BSCCM)

                    1. BSCVND  BISAC PO Vendor Defaults
                    2. COFMT   Define Confirmation Print Format Codes
                    3. CNFSRC  Confirmation Source Codes
                    4. ADVCTYP  ADVCOMM Action Codes

Enter the number of your selection and press <ENTER>
or ? followed by <ENTER> for Help.
Press <ENTER> to return to previous level: _____
```

## BISAC PO Vendor Defaults (BSCVND)

The BISAC PO - VENDOR DEFAULTS screen specifies default values used by the BISAC Send-File Production Job (ORDB) when generating BISAC-format orders.

**Access** Select the profile screen from the BISAC CODES MENU, or enter the screen identifier BSCVND on any Acquisitions menu.

```

                                BISAC PO - VENDOR DEFAULT SCREEN

VENDOR NAME : BAKER & TAYLOR BOOKS
VENDOR CODE : BT
-----
1. Backorder code                :
   blank - not applicable or as indicated on line item
   N - no backorder  Y - OS or NYP  B - NYP only  O - OS only
2. Number of invoice copies req'd :
3. Substitution code             :
   blank - no action or as indicated on line item
   0 - substitution permitted
   1 - sub any  2 - sub paper  3 - sub cloth  4 - sub library
4. Special discount percent (nn.nnn):
5. Delayed billing code (1-alpha)  :
6. Delayed billing month (1-12)    :
7. Confirmation Type Code         :
   A - full  B - abbrev  C - abbrev w. title  D - full exception
8. CONFIRMATION report format      : BISAC = BISAC Confirmation template
9. Create details if ISBN exists?  : 1
Options:
? help  # line  Line by line  Copy  Print  Delete  Exit

```

## Fields

1. *Backorder code* [1-character code]  
Specifies whether or not to backorder out of stock items.
- blank Backorder as indicated by the line item (field 040); otherwise, do not backorder.
  - N Do not backorder items.
  - Y Backorder when items are out of stock or not yet published.
  - B Backorder only when items are not yet published.
  - O Backorder only when items are out of stock.
2. *Number of invoice copies req'd* [2 digits (right justified and zero filled — e.g. 02)]  
Number of copies of the invoice required.
3. *Substitution code* [1-digit code]  
Specifies whether or not another type of binding may be substituted.
- blank Substitute as indicated by each line item (field 040); otherwise, do not substitute.
  - 0 Supply any available binding if the type ordered is not available.
  - 1 Supply paper binding if the type ordered is not available.
  - 2 Supply paper binding if the type ordered is not available.
  - 3 Supply cloth binding if the type ordered is not available.
  - 4 Supply library binding if the type ordered is not available.
4. *Special discount percent* [5 digits (99.999)]  
Special discount percentage for items ordered.

5. *Delayed billing code* [1-character code]  
 Indicates the delayed billing arrangement or special terms that have been contractually defined between Baker & Taylor Books and the library.
6. *Delayed billing month* [2 digits (right justified and zero filled — e.g. 02)]  
 Month that billing is to begin, if later than the normal invoice schedule.
7. *Confirmation Type Code* [1-character code]  
 Type of confirmation to be produced.
- A or blank Full BISAC confirmation.
  - B Abbreviated BISAC confirmation with title records.
  - C Abbreviated BISAC confirmation.
  - D Full BISAC confirmation by exception.
8. *CONFIRMATION report format* [PO Confirmation Print Format Code, 1-8 characters]  
 Format for the BISAC Order Confirmation Report.
9. *Create details if ISBN exists?* [0 or 1]  
 Determines what information is sent to the vendor when the library supplies an item's ISBN.
- 0 or blank Only the ISBN is sent.
  - 1 The title, author, and other information is sent along with the ISBN.

## PO Confirmation Print Format Codes (COFMT)

The CONFIRMATION PRINT FORMAT CODES screen specifies the contents and layout of the BISAC Order Confirmation Report.

Assign the code in the *CONFIRMATION report format field* of the BISAC PO - VENDOR DEFAULT SCREEN.

**Access** Select this table from the BISAC CODES MENU, or enter the screen identifier COFMT on any Acquisitions menu.

### Initial Screen

This screen shows the single Geac-supplied code.

```
CONFIRMATION PRINT FORMAT CODES                                MASTER

Number of records : 1
Code      Description of Code
-----
1. BISAC  BISAC Confirmation template
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.

Options:
# line  Add item  Forward  Backward  ? help  Exit
```



Detail Screen

```

                                CODM - PO CONFIRMATION PRINT FORMAT CODES                                MASTER

PO CONFIRMATION FORMAT CODE: BISAC
1. DESCRIPTION                   : BISAC Confirmation template
2. TOTAL NUMBER OF FIELD DEFINITIONS : 37
3. FIELD NUMBER FOR START OF PO BLOCK : 7
4. FIELD NUMBER FOR END OF PO BLOCK  : 34
5. NUMBER OF TITLES PER PAGE       : 9
6. FIELD NUMBER FOR START OF TITLE BLOCK: 16
7. FIELD NUMBER FOR END OF TITLE BLOCK : 31
8. NUMBER OF BLANK LINES BTN TITLES  : 0
9. PRINT FORM FEED BETWEEN PO PAGES  : 1

Options:
File  Line by line  # line  ? help  Exit

```

These fields are similar to the PO Print Format Code fields (see *PO Print Format Code (POFMT)* on page 4-76). The PO Confirmation Format Code has the following two fields in place of a couple of the print format fields.

**3-4. FIELD NUMBER  
FOR START / END  
OF PO BLOCK**

[up to 2 digits]

Reference numbers of the first and last PO Confirmation Format Fields which describe a purchase order.

## PO Confirmation Format Fields Sub-Table

The PO Confirmation Format Fields define the size, position, and contents of each of the output fields for a PO Confirmation Format Code.

**Access** Access the PO CONFIRMATION FORMAT FIELD DEFINITIONS sub-table by selecting field 2 on the detail screen of the PO CONFIRMATION FORMAT CODES table.

### Initial Screen

```
          CODM - PO CONFIRMATION FORMAT FIELD DEFINITIONS BROWSE          MASTER
PO CONFIRMATION FORMAT CODE: BISAC
FIELD  DESCRIPTION                                FROM ROW,COLUMN  TO ROW,COLUMN
  1.   Name of File                                1,1              1,35
  2.   Source SAN                                  1,40             1,58
  3.   Destination SAN                             1,60             1,78
  4.   File Archive Date                           2,1              2,19
  5.   File Heading                                2,20             2,59
  6.   ACK Type                                    2,65             2,78
  7.   PO#                                          4,1              4,18
  8.   PO Date                                     4,20             4,32
  9.   PO Type                                     4,35             4,45
 10.   ACK #                                       4,47             4,65
 11.   ACK Date                                    4,68             4,80
 12.   Cust Acct#                                  5,1              5,24
 13.   Cust SAN                                    5,30             5,48
 14.   Vend SAN                                    5,60             5,78

Options:
# line  Add item  Forward  Backward  ? help  Exit
```

CODM - PO CONFIRMATION FORMAT FIELD DEFINITIONS BROWSE      MASTER

PO CONFIRMATION FORMAT CODE: BISAC

FIELD	DESCRIPTION	FROM ROW,COLUMN	TO ROW,COLUMN
15.	Vendor Msg	6,1	6,80
16.	LI#	8,1	8,10
17.	LI divider	8,15	8,65
18.	ISBN	9,1	9,15
19.	ISBN Ordered	9,18	9,32
20.	Ord Qty	9,35	9,44
21.	Ship Qty	9,47	9,56
22.	Net Price	9,59	9,78
23.	LI Status	10,1	10,10
24.	Avail Date	10,13	10,25
25.	Binding Code	10,27	10,32
26.	Edition	10,35	10,39
27.	LI Report Code	10,42	10,78
28.	Title	11,1	11,30

Options:  
 # line    Add item    Forward    Backward    ? help    Exit

CODM - PO CONFIRMATION FORMAT FIELD DEFINITIONS BROWSE      MASTER

PO CONFIRMATION FORMAT CODE: BISAC

FIELD	DESCRIPTION	FROM ROW,COLUMN	TO ROW,COLUMN
29.	Author	11,32	11,58
30.	Publisher	11,61	11,80
31.	Title cont'd	12,1	12,30
32.	Footer ACK#	55,1	55,18
33.	ACK LI count	55,25	55,51
34.	ACK Total Units	55,55	55,76
35.	File Total Line Items	57,1	57,40
36.	File Total Acks	58,1	58,40
37.	File Total Units	59,1	59,40

Options:  
 # line    Add item    Forward    Backward    ? help    Exit

**Detail Screen**

```
                                CODM - PO CONFIRMATION FORMAT FIELD DEFINITIONS                                MASTER

PO CONFIRMATION FORMAT CODE: BISAC
FIELD NUMBER      :                28
1. DESCRIPTION    : Title
2. START ROW      : 11
3. START COLUMN   : 1
4. END ROW        : 11
5. END COLUMN     : 30
6. FIELD TYPE     : 1           - Standard field
7. LABEL          :
8. INFORMATION SOURCE: L20      - Title/Description

Options:      Enter specified line number
File  Line by line  # line  Delete  ? help  Exit
```

These fields have the same meaning as the ones for the PO Format Fields (see *PO Format Field* on page 4-80).

## Confirmation Source Codes (CNFSRC)

When defining a purchase order confirmation print format (in the PO CONFIRMATION FORMAT FIELDS sub-table), the library defines the size, position, and contents of each output field; to specify the data source for these field contents, the library assigns a Confirmation Source Code in each of the PO CONFIRMATION FORMAT FIELD sub-table detail screens. For example, the Confirmation Source Code B2 specifies where to get author information.

The CONFIRMATION SOURCE CODES screen defines these data sources.

NOTE: The definitions for these codes are based on the BISAC Purchase Order Acknowledgment format.

**Access** Select this table from the BISAC CODES MENU, or enter the screen identifier CNFSRC on any Acquisitions menu.

### Initial Screen

The first 14 of 126 Geac-provided codes are shown in the sample screen.

```

CONFIRMATION SOURCE CODE

Number of records : 126
Code   Description of code
-----
1. B1   Title
2. B10  Material code
3. B11  Place of Publication
4. B12  Publisher
5. B13  Date of publication
6. B14  Subject
7. B15  Sort code
8. B16  Volume number
9. B17  Vendor stock number
10. B18 Format code
11. B2   Author
12. B20  Encoding Level
13. B21  Cataloguing Source
14. B3   LC Card number

Options:
? help  Add item  # line  Print  Forward  Backward  Search jump
Exit

```

## Detail Screen

```
                                CONFIRMATION SOURCE CODE

                                : B1
                                -----
1. Description                   : Title
2. Field type                   : 2 = Bibliographic field
3. Source for conf info        : 3,*245a
4. Conversion Code              :

Options:
? help  # line  Line by line  Copy  Print  Delete  Exit
```

The first three fields are similar to the Information Source Code fields (see [Information Source Code \(INF SRC\)](#) on page 4-42). The fourth field is new.

### 4. Conversion Code

[4-character code]

Type of conversion needed for display, currently only for amount fields such as Unit Price and Net Price. The code MR2 converts the data 99999 to 999.99 for display.

## ADVCOMM Action Codes (ADVCTYP)

The ADVCOMM ACTION CODES screen specifies communications scripts, paths, and types for the transmission and receipt of files with the vendor. This information is used by the BTSENDPO and BTCONFPO processes. (ADVCOMM is the name of the Unix directory which holds the communications software.)

**Access** Select this table from the BISAC CODES MENU, or enter the screen identifier ADVCTYP on any Acquisitions menu.

### Initial Screen

This screen lists the two Geac-supplied codes.

**NOTE:** The library **cannot** add or delete ADVCOMM Action Codes.

```

                                ADVCOMM ACTION CODES

Number of records : 2
Code                Description of code
-----
1. BTCONFPO        Get BISAC Confirmations from B&T
2. BTSENDPO        Send BISAC PO file to B&T

Options:
? help  # line  Print  Forward  Backward  Search jump  Exit

```

### Detail Screens

```

                                ADVCOMM ACTION CODES

ACTION CODE : BTCONFPO
-----
1. Description                : Get BISAC Confirmations from B&T
2. Transmission Type          : BSCPO.BT
3. Path                        : ADVCOMM
4. Shell Script                : ./btconfpo.sh

Options:
? help  # line  Copy  Print  File  Exit

```

```
                                ADVCOMM ACTION CODES

ACTION CODE : BTSENDPO
-----
1. Description                    : Send BISAC PO file to B&T
2. Transmission Type              : BSCPO.BT
3. Path                          : ADVCOMM
4. Shell Script                  : ./btsendpo.sh

Options:
? help  # line  Copy  Print  File  Exit
```

**CAUTION:** The values in these screens will be entered by the Geac installer. Do NOT change the values.

The *Transmission Type* value ends in the vendor code defined by the library (e.g. BT).

The *Shell Script* value ends in `po.sh` (for **live transmission**) or `qa.sh` (for **local testing** — instead of being sent, the transmission files will be caught by a program and dummy confirmations will be produced).



# Acquisitions Code Tables

## Order Method Codes (ORDMTH)

A BISAC-type Order Method Code, such as BSCPO, needs to be added so that it can be assigned in the *ORDER METHOD* field on the vendor's VEN - VENDOR NOTES screen. (See *Order Method Code (ORDMTH)* on page 4-66.)

Access the ORDER METHOD CODES table by selecting it on the CONTROL TABLE MENU, or by entering the screen identifier ORDMTH on any Acquisitions menu.

```

                                ORDER METHOD CODES

                                : BSCPO
                                -----
1. Description                   : BISAC ordering
2. Mode of transmission          : 1
   0 - mail
   1 - BISAC
   2 - X12 (future)
3. Print paper copy (1 = YES)   : 1
4. Default PO format           : BISAC = BISAC paper output (audit)

Options:
? help  # line  Line by line  Copy  Print  Delete  Exit

```

On the detail screen for the code, assign the value 1 in the *Mode of transmission* field and, for paper copies of the electronic order, assign 1 in the *Print paper copy* field and BISAC in the *Default PO format* field.

## PO Print Format Codes (POFMT)

Geac provides a PO Print Format Code named BISAC which specifies the contents and layout of paper copies of the BISAC orders. Staff assign this code in the *Default PO format* field of the BISAC-type Order Method Code. (See *PO Print Format Code (POFMT)* on page 4-76 and *PO Format Field* on page 4-80.)

Access the PO PRINT FORMAT CODES table by selecting it on the CODE TABLE MENU, or by entering the screen identifier POFMT on any Acquisitions menu.

### Detail Screen

```
                                CODM - PO PRINT FORMAT CODES                                MASTER

PO FORMAT CODE: BISAC
1. DESCRIPTION                      : BISAC paper output (audit)
2. SINGLE LINE PURCHASE ORDERS      : 0
3. PRINT VENDOR LABELS              : 0
4. TOTAL NUMBER OF FIELD DEFINITIONS : 15
5. NUMBER OF TITLES PER PAGE        : 40
6. FIELD NUMBER FOR START OF TITLE BLOCK: 10
7. FIELD NUMBER FOR END OF TITLE BLOCK : 14
8. NUMBER OF BLANK LINES BTN TITLES  : 0
9. PRINT FORM FEED BETWEEN PO PAGES : 1

Options:
File   Line by line  # line  ? help  Exit
```

## PO Format Field (Sub-Table)

CODM - PO FORMAT FIELD DEFINITIONS BROWSE				MASTER
PO FORMAT CODE: BISAC				
FIELD	DESCRIPTION	FROM ROW,COLUMN	TO ROW,COLUMN	
1.	order title	1,20	1,60	
2.	po#	2,1	2,20	
3.	PO date	2,25	2,40	
4.	Ven code	2,45	2,60	
5.	Vendor SAN	2,65	2,80	
6.	left col headings	4,1	4,48	
7.	right col headings	4,50	4,79	
8.	left col underline	5,1	5,48	
9.	right col underline	5,50	5,79	
10.	line#	6,1	6,4	
11.	isno	6,6	6,15	
12.	title	6,17	6,47	
13.	author	6,50	6,70	
14.	qty	6,75	6,79	
Options:				
# line	Add item	Forward	Backward	? help Exit

CODM - PO FORMAT FIELD DEFINITIONS BROWSE				MASTER
PO FORMAT CODE: BISAC				
FIELD	DESCRIPTION	FROM ROW,COLUMN	TO ROW,COLUMN	
15.	Total Cost	50,30	50,50	
Options:				
# line	Add item	Forward	Backward	? help Exit

## Acquisitions Records

### Vendor Record

Some fields in the vendor record require BISAC-related values. (See *Vendor Management* in the *Acquisitions User's Guide*.)

- The *LIB ACCT* field on the VEN - VENDOR HEADER SCREEN must specify the vendor-assigned account number that identifies the library.
- The *ORDER METHOD* field on the VEN - VENDOR NOTES screen must specify a BISAC-type Order Method Code.
- The *SAN* field on the VEN - VENDOR ADDRESS SCREEN must specify the vendor's correct Standard Address Number.

## Order/Request

### Bibliographic Information

ISBN	Electronic ordering is most efficient when the library supplies the ISBN on the purchase order. (The <i>Create details if ISBN exists</i> field on the BISAC PO - VENDOR DEFAULT SCREEN determines whether or not additional information such as title and author is included in the electronic purchase order.)
Publisher	If the library does not supply an ISBN, the publisher information, as specified by the library to the Geac installer, will be automatically extracted from the bibliographic record.
Title, Author, Binding Code	<p>If the library lacks the correct ISBN, the title, author (if any), and binding code must be supplied. Be careful to enter articles and punctuation in the title exactly to ensure a proper match on the vendor's title.</p> <p>Enter the binding code in the <i>SORT CODE</i> field of the ORD - BIBLIOGRAPHIC ENTRY/UPDATE screen. The permitted values are:</p> <p>P    paper  C    cloth  L    library  O    other</p> <p>If you omit the binding code and the ISBN, Baker &amp; Taylor Books will not match your order.</p>

### Ordering Information

Condition Code	Assign the Order Condition Code <i>AUTH</i> (authorized) rather than <i>CUT</i> to the requests. Assigning <i>AUTH</i> allows the background Order Generation Job ( <i>ORDG</i> ) to create multi-title purchase orders, which are more effectively transmitted, and afterward more effectively shipped and invoiced.
----------------	---

## Processing Steps

After you have set up the BISAC and basic Acquisitions codes, defined a vendor appropriately, and created your requests, execute the following steps.

### Step 1: Generate Orders

ORDG The Order Generation Job generates both regular and BISAC-stream purchase orders (see *Order Processing* on page 5-17).

### Step 2: Print Orders

ORDP The Purchase Order Print Job prints both regular and BISAC-stream purchase orders (see *Order Processing* on page 5-17).

### Step 3: Generate a File of BISAC-Format Orders

Convert the BISAC-stream purchase orders (that were output by ORDP) into BISAC-format orders — by either of the following methods:

- ORDB the BISAC Send-File Production Job, activated from either the BISAC MENU (BSCM) or the Acquisitions Calendar Processor (ACP)
- BTDELAY the B&T Order Transmission Scheduling Function.

### Step 4: Transmit the Order File to Baker & Taylor

Connect to the Baker & Taylor Books system, and send your BISAC order file — by any one of the following methods:

- BTSENDPO the interactive B&T BISAC Order Transmission Function.
- BTDELAY the B&T Order Transmission Scheduling Function.

### Step 5: Receive the Confirmation File from Baker & Taylor

Connect to the Baker & Taylor Books system, and request and receive their confirmation file for your orders — by any one of the following methods:

- BTCONFPO the interactive B&T BISAC Order Confirmation Function
- BTDELAY the B&T Order Transmission Scheduling Function.

**Step 6: Generate the BISAC Order Confirmation Report**

Generate the BISAC Order Confirmation Report from the confirmation file — by any one of the following methods:

- CONFBS    the interactive BISAC Confirmation Processing Function.
  
- CONFB    the background BISAC Confirmation Processing Job, activated by the Acquisitions Calendar Processor (ACP).
  
- BTDELAY    the B&T Order Transmission Scheduling Function.

**Step 7: Print the BISAC Order Confirmation Report**

Print the BISAC Order Confirmation Report by selecting the *Send Outputs to Printer* option on the Acquisitions Calendar Processor (ACP), and then entering Production Code CONFB. The system will list the confirmation reports you can print.

## Calendar Processor (ACP)

If you wish, you can process one or two of the BISAC processing jobs from the Acquisitions Calendar Processor, either directly or by scheduling the jobs to be processed at a particular time and date (see *Calendar Processor* on page 5-1). These jobs are:

- ORDB
- CONFB (equivalent to CONFBSC).

Use the Calendar Processor to print the BISAC Order Confirmation Reports.



## Delayed BISAC Processing (BTDELAY)

If you wish, you can schedule one or more of the BISAC processing jobs on the B&T ORDER TRANSMISSION SCHEDULING screen and activate the delayed processing job.

**Access** Select this screen on the BISAC MENU, or enter the screen identifier BTDELAY at any Acquisitions menu.

```

                                BTDELAY - B&T ORDER TRANSMISSION SCHEDULING

Last scheduled date: 09/03/92
                    time:

1. Create BISAC file?           : N
2. Send BISAC order file?      : N
3. Receive BISAC confirmation file? : N
4. Start time                   : 23:00
5. Time to wait btn sending and receiving: 10
6. Process confirmation file?   : Y

Options:
Line by line  # line  File  Start load  ? help  Exit

```

### Option

**Start load** Activates the delayed processing job:

- If field 4 is left empty, the job will begin executing the specified jobs immediately.
- If field 4 has a start time specified, the terminal will go to sleep until the specified time, and then wake up and begin executing the specified jobs.

The system prompts OKAY TO CONTINUE? Answer Y to continue, or N if you have changed your mind about starting the job.

### Fields

**Last scheduled date and time**

Date the Delayed BISAC Processing Job was last started. If the library specified a *Start time* the last time the job was processed, that time is also displayed.

1. Create BISAC File [Y or N]

Specifies whether or not to process the BISAC Send-File Production Job (ORDB).
2. Send BISAC order File [Y or N]

Specifies whether or not to process the B&T BISAC Order Transmission Job (BTSENDPO).
3. Receive BISAC Confirmation File [Y or N]

Specifies whether or not to process the B&T BISAC Order Confirmation Job (BTCONFPO).
4. Start time [Time (in 24-hour format)]

Specifies when the first of the jobs specified in fields 1 to 3 and field 6 is to be automatically started.

If you leave this field blank, the first of the specified jobs is started as soon as you select the *Start load* option.
5. Time to wait btn sending and receiving [0-3 digits]

Number of minutes to wait after transmitting a BISAC order file (see field 2) and requesting Baker & Taylor's confirmation file (See field 3). The value 10 is recommended. Instead of staying dialled in to the Baker & Taylor system during this period, the terminal will go to sleep and call back at the end of the period.
6. Process confirmation file [Y or N]

Specifies whether or not to process the BISAC Order Confirmation Processing Function (CONFBSC/CONFEB) to generate a report from the confirmation file.

## B&T BISAC Order Transmission (BTSENDPO)

To transmit (or re-transmit) a BISAC order file to the Baker & Taylor system, or to view a log of the BISAC interface transmissions, access the B&T BISAC ORDER TRANSMISSION screen.

NOTE: The BISAC order file can also be transmitted by BTDELAY.

**Access** Select this screen on the BISAC MENU, or enter the screen identifier BTSENDPO at any Acquisitions menu.

```

                                BTSENDPO - B&T BISAC ORDER TRANSMISSION

##   Tran#      Build Dt   Send Dt   B&T TRAN#  Conf Dt   CTran#   Cproc Dt
1    T#0029     920903    920903    0067615   920903   T#0030   920903
2    T#0031     920903    920903    0067617   920903   T#0032   920903
3    T#0033     920903    920903    0067619   920903   T#0034   920903
4    T#0035     920904

Choose one or more transmission files to act on:
Options:
# line(s)   Run report   Exit   ? Help

```

### Options

**Run report** Sends a report of past transmissions to the terminal screen or to the print queue for printing.

**# line(s)** Specify one or more BISAC order transmission files. The system will display a new set of options, shown below.

```

Choose action (Forward = Send Immediately, Back = Requeue for Transmission):
Forward   Backward   Delete   Print   Exit   ? Help

```

**Forward** Transmits the BISAC order file to the Baker & Taylor system immediately.

**Backward** Re-queues the BISAC order file for transmission to the Baker & Taylor system. This deletes the *B&T TRAN #*, *Conf Dt*, *CTRAN#*, and *Cproc Dt* values but does not re-transmit the file.

*Delete* BISAC communication files are not automatically deleted. The library must manually delete BISAC order and confirmation files once processing is complete and the files are no longer needed. Use the *Delete* option to remove the previously selected BISAC communication files from the system; the deleted files will no longer appear in the display of BISAC order files.

*Print* Sends the contents of the BISAC transmission file to the terminal or the print queue.

### Fields

*Tran#* Transaction number assigned to the BISAC order file by the BISAC Send-File Production Job (ORDB).

*Build Dt* Date the BISAC order file was created by the BISAC Send-File Production Job (ORDB).

*Send Dt* Date the BISAC order file was transmitted to Baker & Taylor by the B&T BISAC Order Transmission Job (BTSENDPO).

*B&T TRAN#* Transmission number assigned to the BISAC order file by Baker & Taylor when the file was received.

*Conf Dt* Date the order confirmation file was received from Baker & Taylor by the B&T BISAC Confirmation Transmission Job (BTCONFPO).

*CTran#* Transmission number assigned to the order confirmation file by the B&T BISAC Confirmation Transmission Job (BTCONFPO) when the file was received.

*Cproc Dt* Date the BISAC Order Confirmation Report was generated from the confirmation file by the BISAC Confirmation Processing Job (CONFBS/CONF).

## B&T BISAC Order Confirmation (BTCONFPO)

To request (or re-request) a BISAC order confirmation file from the Baker & Taylor system, or to view a log of the BISAC interface transmissions, access the B&T BISAC ORDER CONFIRMATION screen.

NOTE: The order confirmation file can also be received by BTDELAY.

Access    Select this screen on the BISAC MENU, or enter the screen identifier BTCONFPO at any Acquisitions menu.

### Options and Fields

The options and fields are the same as those for the B&T BISAC Order Transmission Function (BTSENDPO).

## BISAC Order Confirmation Report

The standard confirmation report, generated by the BISAC Confirmation Processing Job (CONFBS/CONF) from the confirmation file received from Baker & Taylor, shows the following information.

NOTE: You can tailor the confirmation print format just as you can tailor the purchase order print format.

### General Information

<i>PO</i>	Purchase order number, assigned by the Order Generation Job (ORDG).
<i>Date</i>	Purchase order creation date, assigned by the Order Generation Job (ORDG).
<i>Type</i>	Type of purchase order, assigned by Baker and Taylor. The possible values are: AP approval order BE blanket order / estimated quantities BK blanket order (quantity firm) BL book leasing CS continuation order RL release (blanket order) RO rush order SO standing order ZZ mutually defined
<i>ACK</i>	Acknowledgment number for the confirmation transaction, assigned by Baker & Taylor.
<i>Date</i>	Date of the confirmation transaction, assigned by Baker & Taylor.
<i>Vendor Message</i>	Free form message supplied by Baker & Taylor.  NOTE: ORDER PROCESSED does not mean that all of the titles on your order have been processed, ordered, and shipped without errors or exceptions. This message means only that your order has been interpreted by Baker & Taylor's ordering system and that the line items that have no errors have been ordered. Examine the <i>Status</i> and <i>Report Code</i> fields on the report to determine which titles have errors.

---

**Information for Each Line Item (Title) on the Order**

<i>ISBN</i>	International Standard Book Number of the item.
<i>ORDR</i>	International Standard Book Number supplied by the library — shown only if Baker & Taylor has substituted another ISBN.
<i>Ordr</i>	Number of copies ordered (information supplied by the library).
<i>Ship</i>	Number of copies shipped (information supplied by Baker & Taylor). If the number is 0, check the <i>Status</i> and <i>Report Code</i> fields to find out why.
<i>Net Price</i>	Net price of the total units shipped (information supplied by Baker & Taylor).
<i>Status</i>	<p>Status code of order acknowledgment and invoice, or of order acknowledgment only, supplied by Baker &amp; Taylor. Possible codes include:</p> <ul style="list-style-type: none"> <li>01 Title billed and shipped as ordered</li> <li>02 Title was substituted for the title that was ordered</li> <li>03 Order for the title is cancelled - the title is a future publication and the publication date is unknown.</li> <li>18 Order cancelled - Publisher did not respond by your cancellation date.</li> <li>29 Order for title is backordered at customer's request.</li> <li>99 Other</li> </ul> <p>For a complete list of these codes, see the <i>Automated Interface Manual</i> available from Baker &amp; Taylor Books (April 1990).</p>
<i>Avail</i>	Projected date the item will be available for shipping (information supplied by Baker & Taylor).
<i>Bind</i>	<p>Binding code of the item. The possible values are:</p> <ul style="list-style-type: none"> <li>P paper</li> <li>C cloth</li> <li>L library</li> <li>O other</li> </ul>
<i>Ed</i>	Edition or version of the publication.

*Report Code*

Report code assigned by Baker & Taylor. Possible codes include:

INF ISBN not found  
TNF Title not found  
NFB Not found - backordered  
NFC Not found - cancelled  
OP Out of print

A blank in this field means “Title shipped as ordered”.

For a complete list of these codes, see the *Automated Interface Manual* available from Baker & Taylor Books (April 1990).

(title and author)

Title and author of the item.



# 9

## Serial Invoice Loader

---

The optional Serial Invoice Loader enables the library to load serial invoices from vendors into the Acquisitions invoice files. These vendors include:

- vendors who can produce invoices in the Geac ADVANCE invoice format (including EBSCO Industries).
- vendors who can produce invoices in the Faxon proprietary format (including the Faxon Company, Inc. and Faxon Canada, Ltd).
- vendors who can produce invoices in the X12 format.

This chapter is divided into the following parts:

### **General Preparation**

Describes by format the preparation required before you begin processing the invoice file(s).

### **Processing Steps**

Describes the procedure for successfully loading invoice data into Acquisitions.

### **Invoice Loader Profile (INLOAD)**

Explains how to use the (INLOAD) program to:

- 1) set up the Serial Invoice Loader
- 2) load the invoice files into the Acquisitions database.

### **Serial Invoice Loader Report**

Describes the report produced when INLOAD is executed.

### Procedure

The generalized procedure for using the serial invoice loader is:

1. Use `INLOAD` to define the `INVOICE LOADER PROFILE` and select *File* to save the changes. The `INVOICE LOADER PROFILE` is usually defined once for each vendor. Skip this step if you have already defined the profile for your vendor.
2. Convert the vendor invoice file to the `X12.INVC` format if the invoice file is **not** in the `X12` format.
3. Use `INLOAD` to obtain the `INVOICE LOADER PROFILE` and select the *Start Load* option to begin loading the vendor's invoice file.
4. Examine the report from the Serial Invoice Loader.
5. Once you are satisfied with the results of the report, execute `INLOAD` again and choose to update the database.

## General Preparation

Some general preparation is required for loading serial invoices:

- Many vendors, including EBSCO and Faxon, distribute invoices on **9-track tapes**. If the library does not have access to a 9-track tape drive and needs one, contact your Geac project manager and ask about Geac's tape conversion service.
- Be sure to send the vendor **complete purchase order numbers, including the 4-digit line number**; for example, 9400000123/0002 (separating the two parts of the number by a slash as shown). Otherwise, all line numbers are assumed to be 0001. Line numbers uniquely identify the titles in multi-title purchase orders, and the Serial Invoice Loader needs the correct line numbers in order to apply invoices to the correct titles. (This is not a problem if the library issues only single-title purchase orders because all line numbers are 0001.)

### EBSCO Special Preparation

When invoices are exchanged on tape or over Internet and are formatted according to the Geac ADVANCE invoice format, ask EBSCO for invoice data in the **Geac ADVANCE invoice format**.

### Faxon Special Preparation

When invoices are exchanged on tape and are formatted according to Faxon's invoice format, tell the Geac installer whether you are using **The Faxon Company, Inc. (USA)** or **Faxon Canada, Ltd.** These two vendors use different record blocking, and Faxon Canada includes Canadian prices and GST charges.

### Other Vendors

When invoices are exchanged on tape, the Serial Invoice Loader can be used to load invoices from any vendor who can produce invoices in the **Geac ADVANCE invoice format**. Copies of the Geac format are available to vendors upon request.

### X12 Invoices Special Preparation

When invoices are formatted according to the X12 standards, vendors send the invoices to the library electronically. Using X12 formatted invoices is the alternative to exchanging invoices on tape.

From the VENDOR HEADER SCREEN select the *Identifiers* option. The EDI IDENTIFICATION SCREEN appears. Ensure that the:

- exchange identifiers for SHIPTO and BILLTO addresses are correct
- the DUNS# and FEDERAL ID# are entered
- the vendor record is updated with this information

NOTE: The values of the identifiers for the SHIPTO, and BILLTO addresses and the DUNS# and FEDERAL ID# must be agreed to by both the library and the vendor.

On the Bill To Code table:

- Ensure that the Bill To Codes for your library include an associated Library Code. When X12 invoices are loaded, the bill to identifier in the vendor's invoice is matched against a Bill To Code in the library's Acquisitions system and then the associated Library Code (in the Bill To Code) is used to assign the Library Code to the loaded invoice.

On the ISO Currency Code table:

- Ensure that the Currency Codes you need are present in the ISO Currency Code list. Add codes if necessary.

On the Currency Code table

- Ensure the associated ISO currency codes are assigned to the Currency Codes.

## Processing Steps

After you have used the Serial Invoice Loader to set up loading (see *Invoice Loader Profile (INLOAD)* on page 9-14), execute the following the steps whenever you wish to load invoices.

## Tape/Cartridge Loading

Loading tapes or cartridges containing invoices in the Geac ADVANCE invoice format. (This includes invoices from EBSCO.)

### Step 1: Load/Convert the Data into the X12.INVC Disk File

- A. Mount the Tape or Cartridge      Mount the vendor's tape or cartridge on your drive.
- B. Clear Out the X12.INVC Disk File      At the TCL level, enter the following command next to the ">" prompt:  
`CLEAR-FILE DATA X12.INVC`
- C. Load the Data Into the X12.INVC file      On any Acquisitions menu, enter the screen identifier **TAPE** and enter the ID (such as `INVC.EBSCO`) to access the Load Data Program screen; check that the specifications on the detail screen are correct; and then load the data from the tape or cartridge to the `X12.INVC` disk file. (For directions, see *Load Data Program (TAPE)* on page 9-9.)

### Step 2: Execute the Invoice Load in Test Mode

Access the Serial Invoice Loader (**INLOAD**) and ensure that the fields are answered correctly (the *DETAILED REPORT* field should be answered Y). Select the *Start load* option, and answer N when the system prompts:

Okay to update database?

Select *Print report* and examine the report to ensure that the contents of the tape are as expected.

### Step 3: Execute the Invoice Load in Live Mode

Access the Serial Invoice Loader (**INLOAD**), ensure that the fields are answered correctly, select the *Start load* option, and answer Y when the system prompts:

Okay to update database?

Select *Print report* and examine the report.

## EBSCO Internet File Loading

### Step 1: Load/Convert the Data into the X12.INVC Disk File

- A. Clear Out the EBSCO Directory      At the Unix level, enter the following commands:
- ```
cd /adv1/ebsco
rm *
```
- B. Capture the EBSCO File from the Network      At the Unix level, use the ftp (file transfer protocol) program to capture (“get”) the invoice file from the Internet network, then save it into a file named UNIX.EBSCO in the /adv1/ebsco directory.
- C. Clear Out the X12.INVC Disk File      At the TCL level, enter the following command next to the “>” prompt:
- ```
CLEAR-FILE DATA X12.INVC
```
- D. Convert the Data to the X12.INVC Disk File      On any Acquisitions menu, enter the screen identifier **EBSCO** to convert the data from the UNIX.EBSCO file to the X12.INVC file. The EBSCO program displays a screen prompting you to continue or quit.

### Step 2: Execute the Invoice Load in Test Mode

Access the Serial Invoice Loader (**INLOAD**) and ensure that the fields are answered correctly (the *DETAILED REPORT* field should be answered **Y**). Select the *Start load* option, and answer **N** when the system prompts:

```
Okay to update database?
```

Select *Print report* and examine the report to ensure that the contents of the tape are as expected.

### Step 3: Execute the Invoice Load in Live Mode

Access the Serial Invoice Loader (**INLOAD**), ensure that the fields are answered correctly, select the *Start load* option, and answer **Y** when the system prompts:

```
Okay to update database?
```

Select *Print report* and examine the report.

## Faxon Tape/Cartridge Loading

### Step 1: Load/Convert the Data into the X12.INVC Disk File

- A. Mount the Tape or Cartridge      Mount the Faxon tape or cartridge on your drive.
- B. Clear Out the X12.INVC Disk File      At the TCL level, enter the following command next to the “>” prompt:  
`CLEAR-FILE DATA X12.INVC`
- C. Load the Data      On any Acquisitions menu, enter the screen identifier **TAPE** and enter the ID `X12.FAXN` to access the Load Data Program screen; check that the specifications on the detail screen are correct; and then load the data from the tape or cartridge to the `X12.FAXN` disk file. (For directions, see *Load Data Program (TAPE)* on page 9-9.)
- D. Convert the Data to the X12.INVC Disk File      On any Acquisitions menu, enter the screen identifier **FAXON** to convert the data from the `X12.FAXN` file to the `X12.INVC` file. The **FAXON** program displays a screen prompting you to continue or quit.

### Step 2: Execute the Invoice Load in Test Mode

Access the Serial Invoice Loader (**INLOAD**) and ensure that the fields are answered correctly (the *DETAILED REPORT* field should be answered **Y**). Select the *Start load* option, and answer **N** when the system prompts:

Okay to update database?

Select *Print report* and examine the report to ensure that the contents of the tape are as expected.

### Step 3: Execute the Invoice Load in Live Mode

Access the Serial Invoice Loader (**INLOAD**), ensure that the fields are answered correctly, select the *Start load* option, and answer **Y** when the system prompts:

Okay to update database?

Select *Print report* and examine the report.

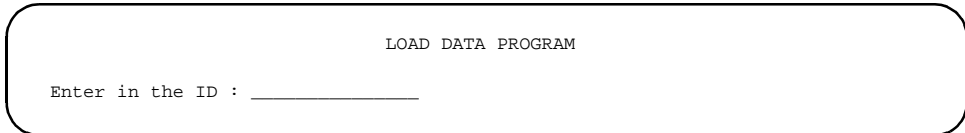


## Load Data Program (TAPE)

Use the Load Data Program to load data from tape or cartridge to a disk file (X12 . INVC for EBSCO and other vendors, or X12 . FAXN for Faxon) before loading the records into Acquisitions.

Access this program by entering the screen identifier TAPE on any menu.

## Initial Screen



```
LOAD DATA PROGRAM

Enter in the ID : _____
```

Enter the name of the tape configuration record and <ENTER>. (The ID is INVC . EBSCO for EBSCO and X12 . FAXN for Faxon; for other vendors, create new ID records that describe the characteristics of their tapes.)

Alternatively, to return to your original menu, <ENTER> with the prompt's answer field left empty.

### Detail Screen

Once you have selected the tape configuration record, the system displays the detail screen.

```
DD MMM YYYY          Geac ADVANCE Library System (#.##)          P P P P P  I I I I I
HH:MM                Your Library Name

                          LOAD DATA PROGRAM

SYSTEM INFORMATION :   System name (ADVANCE)           = ADVANCE
Load Id :  INVC.EBSCO  Module name (ACQ)              = ACQ
                          Brief description            = INVOICE LOAD
                          Load into file (BATCH.LOAD) = [Filename]
                          Read from ('T' FOR TAPE)    = T
----- TAPE INFORMATION -----
Tape density (default 1600)... 1600
Tape label (ENTER for none)...
Record length..... 256
Block size ..... 2560
Records per block..... 10
Data start position (def. 0)... 0
ASCII flag (0=ASCII,1=EBCDIC)... 0
Tape device name - &DEVICES& ID. MTU2
Tape device number (ndmtu)      . 10002

Options:
  Edit  Start  Exit  ? Help
```

**NOTE:** The filename that appears in the *Load into file* field depends on the type of tape or cartridge you are loading:

- if you are loading a tape/cartridge in the Geac ADVANCE format (from EBSCO), the filename should be X12.INVC.
- if you are loading a tape/cartridge in the Faxon proprietary format, the filename should be X12.FAXN.

The Geac-supplied values, shown in the sample screen, should not need to be changed. For an explanation of the *Tape device name* and *Tape device number* fields, see [Vendor Tape Characteristics](#) on page 7-20.

Use the *Start* option to start the loading of records.

## X12 File Loading

### Step 1: Determine the name of the X12 file to be loaded

To display X12 files that have been imported to your ADVANCE system, access the X12-IMPORTED FILE DISPLAY screen from the ACQUISITIONS UTILITIES MENU (AUTIL) or enter the screen identifier X12IMP on any Utilities menu (or on the ADVANCE MAIN MENU).

X12 - IMPORTED FILE DISPLAY		MASTER
FILE NAME	DATE LOADED	
1. 810EBS.1	06/12/94	
2. 810EBS.2	05/12/94	
3. 810EBS.3	04/12/94	
4. 810FAX.1		
5. 810FAX.2	06/15/94	
6. 810FAX.3	04/30/94	

Options:  
Forward    Backward    ? help    Exit

### X12 File Types

The X12 - IMPORTED FILE DISPLAY screen includes not only X12 invoice files but any other files containing X12 transactions received by the library, such as, claim responses, purchase order acknowledgments and publisher dispatch data.

### FILE NAME

Filenames have the format 999XXX.N where:

- 999    Represents the three digits that denote the X12 transaction set (for example, 810 – Invoices, 870 – Claim Response, 856 – Publisher Dispatch Data).
- XXX    Represents the three character mnemonic that identifies the vendor who

sent the file (for example BHB – Blackwells, EBS – EBSCO, FAX – Faxon). These mnemonics are assigned by the X12 Translator package and cannot be changed by the library.

- N Represents the one digit numeric with a value of 1, 2, or 3. The system retains up to three files of each transaction type (invoice, claim response, and so forth) sent by each vendor. When a new X12 file is imported from a vendor, the system will rename the previously named 999XXX.1 file to 999XXX.2 file, the previously named 999XXX.2 file to 999XXX.3 file and the previously named 999XXX.3 file is deleted from the system. The new X12 file is named 999XXX.1.

**DATE LOADED**

Date that the X12 file was last loaded. This date is assigned to an invoice file by the invoice loader (INLOAD) when the Invoice Loader is executed to update the database. Normally, you would load a particular invoice file only once. Consequently, you should identify X12 files that do not have a *date loaded*. In some cases, you may have more than one invoice file from a particular vendor that needs to be loaded. Make sure that each of these invoice files is loaded using INLOAD.

CAUTION: The system retains only the last three invoice files sent by a vendor. Make sure that you load these invoice files in a timely manner (before the file is removed from the system).

**Step 2: Execute the Invoice Load in Test Mode**

Access the Serial Invoice Loader (INLOAD) and ensure that the fields are answered correctly (the *DETAILED REPORT* field should be answered Y). See *Invoice Loader Profile (INLOAD)* on page 9-14.

Make sure that you update the *File to load from* field with the X12 file name identified in Step 1.

Select the *Start load* option, and answer N when the system prompts:

Okay to update database?

If the X12 invoice file has already been loaded, the message:

File has already been loaded

will display after the *Okay to update database?* prompt is answered.

Select *Print report* and examine the report to ensure that the contents of the tape are as expected.

### Step 3: Execute the Invoice Load in Live Mode

Access the Serial Invoice Loader (**INLOAD**), ensure that the fields are answered correctly, select the *Start load* option, and answer Y when the system prompts:

Okay to update database?

If the X12 invoice file has already been loaded, the message:

File has already been loaded

will display after the *Okay to update database?* prompt is answered.

Select *Print report* and examine the report.

### Step 4: Delete the X12 Invoice file

Once you determine that the file has loaded successfully into ADVANCE, you may delete the X12 file. Deleting X12 files helps to conserve disk space on your system. If X12 files are not deleted, the system will retain the last three files (for each transaction type) sent by each vendor.

1. Access the X12-IMPORTED FILE DISPLAY screen (**X12IMP**) to identify the name of the invoice files that have been successfully loaded into the Acquisitions system.
2. Access the Serial Invoice Loader (**INLOAD**) and update the *File to load from* field with the name of the X12 file you wish to delete. After you choose the *Delete File* option and verify that you really want to delete the X12 file, the system will delete the file.

## Invoice Loader Profile ( INLOAD )

Use the INVOICE LOADER PROFILE screen of the Serial Invoice Loader to:

- set up the invoice loader profile for a vendor, or
- start the loading of vendor-supplied information from a disk file into the Acquisitions invoice files.

**Access** To access this screen, select it from the ACQUISITIONS UTILITIES MENU, or enter the screen identifier INLOAD on any Acquisitions menu.

## Initial Screen

INVOICE LOADER PROFILE MASTER

Enter a VENDOR CODE: \_\_\_\_\_

Enter a valid vendor code next to the prompt, then <ENTER>. To see the VEN - VENDOR SEARCH & RETRIEVAL browse list of valid vendor codes, enter ?? and <ENTER>.

Alternatively, to return to your original menu, <ENTER> with the prompt's answer field left empty.

## Detail Screen

Once you have selected a vendor (such as EBSCO), the system displays the detail screen.

INVOICE LOADER PROFILE		MASTER
VENDOR CODE	: EBSCO - EBSCO SUBSCRIPTION SERVICES	
GENERAL DEFAULTS		
1. USING X12 FORMAT	: N	12. PRORATE METHODS
2. FILE TO LOAD FROM	: X12.INVC	DISCOUNT : 2
3. BISAC MAPPING	: N	TAX : 2
4. LIBRARY	: MA	REGULAR CHG : 3
5. INVOICE CURRENCY	: US	OTHER CHG : 2
6. PAYMENT CURRENCY	: US	13. INCONSISTENT VENDORS : Y
7. PAYMENT METHOD	: CHQ	14. LOAD ZEROED LINE ITEMS : Y
8. PRODUCTION DATE	: 02/27/93	15. LOAD DETAIL NOTES : Y
9. INVOICE LINE TYPES		16. UPDATE ORDER PRICE : Y
REGULAR	: INV	17. DETAILED REPORT : Y
CREDIT	: CRE	18. AUTOMATIC PRINT : Y
SUPPLEMENTAL	: SUP	19. SYSTEM PRINTER # : 0
DEPOSIT STMT	: DEP	
10. PG/LN NUMBER SUPPLIED:	Y	
11. REPORT CODE	: COMP	
Options:		
Line by line	# line	Start load
Print report	File	Delete file
? help	Exit	

## Options

**Start load** Starts the **loading** of invoices. (See [Processing Steps](#) on page 9-5.)

**Print report** Sends the **Invoice Loader Report** to the print queue for printing. (See [Serial Invoice Loader Report](#) on page 9-22.)

**Delete file** Used to delete an X12 invoice file once it has been loaded into the Acquisitions database.

## Fields

For explanations of the codes, see [Setup Tables](#) on page 4-1; for explanations of the INV - INVOICE HEADER SCREEN and INV - INVOICE DETAIL screen fields, see *Invoicing* in the *Acquisitions User's Guide*.



1. USING X12 FORMAT [Y or N]
- Y The invoice was received electronically through the X12 EDI interface and is formatted according to the X12 standards.
- N The invoice was received on tape or through the Internet but was not formatted according to the X12 standards.
2. FILE TO LOAD FROM [1-9 characters]
- Enter the name of the file that contains the incoming invoice. If field 1 was answered N, this field defaults to X12 . INVC. Otherwise, it should contain the name of the file (in the X12.TRANSIN directory) that contains the invoice to be loaded.
3. BISAC MAPPING [Y or N]
- The answer to this field has an affect only if you are processing X12 formatted invoices.
- Y X12 invoice is formatted based on BISAC (Book Industry System Advisory Committee) mapping of the X12 transaction set.
- N X12 invoice is formatted based on SISAC (Serials Industry System Advisory Committee) mapping of the X12 transaction set.
4. LIBRARY [Library Code, 1-6 characters; Mandatory]
- Default value for the *LIBRARY* field on the INV - INVOICE HEADER SCREEN for all invoices loaded.
- To see the LIBRARY CODES table, enter ?? and <ENTER>.
5. INVOICE CURRENCY [Currency Code, 1-8 characters; Mandatory]
- Default value for the *INVOICE CURR* field on the INV - INVOICE HEADER SCREEN for all invoices loaded.
- To see the CURRENCY CODES table, enter ?? and <ENTER>.
6. PAYMENT CURRENCY [Currency Code, 1-8 characters; Mandatory]
- Default value for the *PAYMENT CURR* field on the INV - INVOICE HEADER SCREEN for all invoices loaded.

To see the CURRENCY CODES table, enter ?? and <ENTER>.

7. PAYMENT METHOD

[Payment Method Code, 1-6 characters; Mandatory]

Default value for the *PAY METHOD* field on the INV - INVOICE HEADER SCREEN for all invoices loaded.

To see the PAYMENT METHOD CODES table, enter ?? and <ENTER>.

8. PRODUCTION  
DATE

[date (in system format)]

Default value for the *PRODN* field on the INV - INVOICE HEADER SCREEN for all invoices loaded.

If you leave this field blank, the system assigns the loader processing date — this tells the system to generate a voucher the same date that the invoices are loaded and authorized for payment.

9. INVOICE LINE  
TYPES: REGULAR,  
CREDIT, SUPPL.,  
DEPOSIT STMT.

[four Invoice Type Codes, 1-3 characters each; Mandatory]

Default values for regular invoices, credit invoices, supplemental or adjustments (partial payment invoices) and deposit statement invoices, for the *LINE TYPE* field on the INV - INVOICE DETAIL screen for the invoice detail line items loaded.

To see the INVOICE TYPE CODES table, enter ?? and <ENTER>.

10. PG/LN NUMBER  
SUPPLIED

[Y or N]

Specify whether or not the vendor supplies page and line numbers (or at least sequential numbers) for the invoice detail line items (*PAGE/LINE* field). EBSCO and Faxon Canada supply sequential numbers; The Faxon Company does not.

Y The vendor-supplied numbers will be used. This facilitates future communications with the vendor (e.g. about invoice discrepancies).

If the vendor supplies sequential numbers, the system loads the two right-most digits as the line number, and remaining digits as the page number. Examples:

001 is loaded as page 00, line 01

025 is loaded as page 00, line 25

099 is loaded as page 00, line 99

100 is loaded as page 01, line 00

101 is loaded as page 01, line 01

225 is loaded as page 02, line 25

N or empty    The loader will assign consecutive page and line numbers to the line items in the sequence in which they are loaded.

11. REPORT CODE    [Report Code, 1-4 characters]

Default value for the *REPORT CD* field on the INV - INVOICE DETAIL screen for all invoice detail line items loaded.

To see the REPORT CODES table, enter ?? and <ENTER>.

12. PRORATE    [1-4; Mandatory]

METHODS:

DISCOUNT, TAX, ...

Default values for the *PRORATE METHOD* fields on the INV - INVOICE HEADER SCREEN for all invoices loaded. (For more information, see the *Acquisitions User's Guide*.)

- 1 Prorate on line item net amount; pay from accumulation funds. (Do not assign this value in the *DISCOUNT* field.)
- 2 Prorate on line item net amount or percentage; pay from regular funds. (Assign this value in the *REGULAR CHG* field for The Faxon Company loading.)
- 3 Use header total and line item net amounts supplied by vendor; pay from general funds. (Assign this value in the *REGULAR CHG* field for EBSCO loading. For Faxon Canada loading, assign this value to the *OTHER CHG* field because it contains GST amounts.)
- 4 Prorate on number of copies; pay from general funds.

13. INCONSISTENT VENDORS    [Y or N]

Y    The loader allows the invoice vendor to be different from the vendor specified on the order.

N or empty    The loader will **not** load an invoice detail line item from a vendor that is different from the vendor specified on the order.

14. LOAD ZEROED LINE ITEMS [Y or N]
- Some vendors send invoice detail line items for **all** handled subscriptions on the supplemental invoice regardless of whether or not there is an invoice price change for the particular order.
- Y All invoice detail line items will be loaded regardless of their values.
- N or empty Zero-valued invoice detail line items will not be loaded.
15. LOAD DETAIL NOTES [Y or N]
- Y The vendor's invoice detail line item *SUBSCRIPTION LENGTH*, *NUMBER OF ISSUES* and *SICI* data will be loaded into the *NOTE* field on the INV - INVOICE DETAIL screen.
- N or empty The *NOTE* field on the INV - INVOICE DETAIL screen will be left blank.
16. UPDATE ORDER PRICE [Y or N]
- Y If the price is not zero and the invoice is not a supplemental (adjustments) type invoice, the detail line item *UNIT PRICE* data will overwrite the existing value in the *UNIT COST* field on the ORD - ORDERING DATA screen.
- N or empty The *UNIT COST* field on the ORD - ORDERING DATA screen will not be updated.
17. DETAILED REPORT [Y or N]
- Y The Invoice Loader Report will include all invoice detail line items.
- N or blank The report will only include invoice detail line items that have errors.
18. AUTOMATIC PRINT [Y or N]
- Determines whether or not the Invoice Loader Report will be automatically sent to a print queue for printing. Regardless of your answer, the report will also be saved to a file for later printing (via the *Print report* option).
- Y The report will be sent to a print queue for printing.

N or blank    The report will not be sent to a print queue for printing.

19. SYSTEM  
   PRINTER#

[0-1 digit]

The report will be sent to the print queue you identify in this field.

# Serial Invoice Loader Report

## Initial Information

- Vendor code (8 characters).
- Vendor name (40 characters).

## Information for Each Record

INVOICE NUMBER	Invoice document number assigned by the vendor (17 characters).
PG/LN	Detail item page and line number assigned by the vendor (4 digits, 99/99).
TYPE	Detail item invoice type (3 characters).
TITLE	Detail item title (25 characters).
PO NUMBER / ITEM	Detail item's purchase order number and line item number assigned by Acquisitions (15 digits, 9999999999/9999).
COPY	Detail item number of copies invoiced (4 digits).
PRICE	Detail item invoice price (9 digits, 9,999,999.99).
MESSAGE	One or more of the following error or warning messages may be printed.
Error Messages	<p><b>Order library mismatch</b> The Library Code in the invoice detail line item's order does not match the vendor's, and thus the line item was not loaded. This may be just a warning if the library allows a mismatch of Library Codes.</p> <p><b>No match found for PO number</b> The purchase order number in the invoice detail line item cannot be found in the Acquisitions order file, and thus the line item was not loaded. This may be just a warning if the library allows mismatch.</p> <p><b>Vendor inconsistency</b> The vendor in the invoice detail line item's order does not match the vendor whose invoices are being loaded, and thus the line item was</p>

not loaded. (This is an error message because the *INCONSISTENT VENDORS* field on the INVOICE LOADER PROFILE screen is answered N.)

**No PO number found on record**

The invoice detail line item has no purchase order number and thus the line item was not loaded. The PO number/item column displays the ISSN followed by /ISSN.

**Order Marked for Deletion**

The order has been archived and is marked to be purged from the Acquisitions database. The line item was not loaded.

Warning  
Messages

**Invoice number exists**

The invoice already exists in Acquisitions. Check that the invoice file was not previously loaded.

**Total taxes imbalance**

The *PRORATE METHODS: TAX* field on the INVOICE LOADER PROFILE screen is answered 3 but the sum of the tax amounts in the invoice detail line items does not equal the total tax amount in the invoice header record.

**Total other charge imbalance**

The *PRORATE METHODS: OTHER CHG* field on the INVOICE LOADER PROFILE screen is answered 3 but the sum of the other charge amounts in the invoice detail line items does not equal the total other charge amount in the invoice header record.

**Total regular charge imbalance**

The *PRORATE METHODS: REGULAR CHG* field on the INVOICE LOADER PROFILE screen is answered 3 but the sum of the regular charge amounts in the invoice detail line items does not equal the total regular charge amount in the invoice header record.

**Total line item count imbalance**

The number of detail line items in the invoice does not match the number reported as appearing by the vendor. Check with the vendor to verify that the tape contents are not corrupt.

**Total gross amount imbalance**

The total gross amount reported by the vendor in the invoice header does not equal the sum of the gross amounts (invoice price times number of copies) in the detail line items. Check with the vendor to verify that the tape contents are not corrupt.

**Vendor inconsistency**

The vendor in the invoice detail line item's order does not match the vendor whose invoices are being loaded. (This is only a warning message because the *INCONSISTENT VENDORS* field on the INVOICE LOADER PROFILE screen is answered Y.)

**Skip zero valued line item**

An invoice detail line item has a zero value, and thus was not loaded. (The line item was not loaded because the *LOAD ZEROED LINE ITEMS* field on the INVOICE LOADER PROFILE screen is answered N.)

**Zero valued line item**

An invoice detail line item has a zero value. (The item was loaded anyway because the *LOAD ZEROED LINE ITEMS* field on the INVOICE LOADER PROFILE screen is answered Y.)

**Unable to update price**

The price in the invoice detail line item was not used to update the estimated unit cost in the order because of insufficient money in the funds to handle the commitment, or because the vendor statistics could not be updated (because the record was in use at the time).

**Incorrect DUNS# - XXX**

The vendor's *DUNS* number on the invoice does not match the *DUNS* number on the vendor's EDI IDENTIFICATION SCREEN in Acquisitions. This is only checked for X12 invoices.

**Incorrect FEDERAL ID - XXX.**

The vendor's Federal Identification Number on the invoice does not match the *FEDERAL ID* on the vendor's EDI IDENTIFICATION SCREEN in Acquisitions. Only checked for X12 invoices.

**Totals**

*TOTAL GROSS AMOUNT*  
*TOTAL INVOICE LINES*  
*TOTAL TAX AMOUNT*  
*TOTAL OCHG AMOUNT*  
*TOTAL RCHG AMOUNT*  
*TOTAL SCHG AMOUNT*  
*TOTAL SPECIAL CHARGE*  
*OVERALL DISC. AMOUNT*  
*OVERALL DISCOUNT %*  
*SUM GROSS AMOUNT*



*LINES FOUND*

*SUM TAX AMOUNT*

*SUM OCHG AMOUNT*

*SUM RCHG AMOUNT*

The vendor's invoice headers provide the *TOTAL* amounts.

The loader calculates the *SUM* amounts by adding the invoice detail line item amounts together. The *SUM* amount is zero if the vendor does not supply amounts at the line item level.

## Subscription Dates

The vendor-supplied subscription start and end dates will be loaded into the *FROM* and *TO* fields on the INV - INVOICE DETAIL screen.

## Statistics

Summary statistics are printed on the last page of the report.

**Number of records processed:**

Number of physical records read from the tape file (X12 . INVC or other tape file as specified on the INVOICE LOADER PROFILE screen).

**Number of invoice lines found:**

The number of invoice line items found on the tape file. If none of the invoices were duplicate invoices, the number should equal the *Number of records processed* minus the number of invoices on the tape.

**Number of invoice lines processed:**

Number of invoice detail line items that had no errors and therefore have or will be loaded.



# A

## Using ADVANCE

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This appendix provides some general instructions on how to use ADVANCE:

- the parts of a screen
- selecting menu items
- selecting screen options
- editing in data fields
- editing in data field windows.

## The Parts of a Screen

The ADVANCE screens follow a common design, as illustrated in the following sample menu — the ADVANCE MASTER MENU.

### Menu Screens

Each menu screen typically has:

- the **software name** (Geac ADVANCE Library System) and **release number** (RRRR, e.g. 5.00), and your **library system name** (Your Library Name), at the top centre of the screen
- the **date** (DD MMM YYYY) and **time** (HH:MM), in the top left corner of the screen
- the terminal's **Port Code** (PPPPPP) and default **Institution Code** (IIIIII), in the top right corner of the screen
- a **screen title** (e.g. MASTER MENU), four lines down in the centre of the screen
- an **information display** or **work area**, in the middle of the screen
- an **options area** for entering a menu option, at the very bottom of the screen.

```
DD MMM YYYY          Geac ADVANCE Library System (RRRR)          PPPPPP  IIIIII
HH:MM
                                Your Library Name

                                MASTER MENU

1. CAT  Cataloguing          4. ACQ  Acquisitions
2. CIRC Circulation          5. SER  Serials Control
3. OPAC Online Catalogue    6. UTIL Utilities

                                7. ON   Change User
                                8. OFF  Log Off

Enter the number of your selection and press <ENTER>
or ? followed by <ENTER> for Help :
```

## Non-Menu Screens

Most non-menu screens lack the information shown in the top three lines of menu screens, and list the options across the bottom of the screen. A sample ordering screen from Acquisitions is shown below.

The operator's **User ID** (UUUUUU) is shown in the top right corner of many screens.

```

                                ORD - ORDERING DATA                                UUUUUU
PO#/LINE#: 9200000314/0001      VENDOR   : PENGUIN      ORDER DATE: 02/08/93
REQUEST #: 920123              ORDER TYPE: REGULAR   REQST DATE: 02/08/93
LIBRARY  : UL                  CONDITION : OPEN     EST DELVRY: 02/22/93
ISBN/ISSN: 0898598125         LC CARD # : 85029331 RECEIVED  :
AUTHOR   : Buss, Arnold H., 1924-
TITLE    : SOCIAL BEHAVIOR AND PERSONALITY.

STATUS   : Rush Order

1. VENDOR   : PENGUIN      6. SELECTOR : ACQ          10. UNIT COST:      46.50
2. PAY TYPE : PAY         7. TOTAL CPY: 6          11. DISCOUNT%: 15.000
3. TRANSFER : Y           8. PRIORITY : RUSH       12. TAX %      : 8.000
4. CLM CODE : DFLT       9. CURRENCY : CDN        13. ADDED CHG:      0.00
5. REQUESTOR: C. Smith    14. CONDITION: OPEN
15. VENDOR  : Please supply ASAP
    NOTE    :

Options:      Description of selected option
File # line  Line by line  Bibliographic  Allocation  Notes  Status
Conditions  Serial Publication  Vendor inquiry  Prior screen  ? Help
Exit

```

## Selecting Menu Items

The ADVANCE modules are menu-driven. Menu screens which list available sub-menus or functions are offered at the highest levels of the module. There are two ways to select a menu item.

### Menu Item Number

To select a menu item, you may enter the item's reference number on the menu and <ENTER>. For example, to select the Serials Module on the ADVANCE MAIN MENU, enter the number 5 and <ENTER>; similarly, to select the Vendor Maintenance Menu on the SERIALS CONTROL MAIN MENU, enter the number 4 and <ENTER>.

### Screen Identifiers

Each menu item also has a short alphabetic name, called a screen identifier. For example, the Publications Pattern Function, an item listed on the SERIALS CONTROL MAIN MENU, has the identifier PUBM. You can enter the identifier instead of the menu item number on this menu.

Furthermore, you do not have to be on the menu that lists the function when you enter the screen identifier — you can enter the screen identifiers on any menu in the module to go **directly** to the screen you want, skipping any intermediate menus.



## Selecting Screen Options

Many non-menu screens have a list of options at the bottom. The way these options are presented depends on whether or not the “option bar” feature is turned on for your particular ADVANCE module (e.g. Serials) or your terminal’s port. (This feature is controlled by the system administrator at a setup table — see the *Utilities Management Guide*.)

All sample screens in this guide show option lines with this feature turned on.

### Option Bar

If the “option bar” feature is turned **on**, the option line will look something like the following, with one of the options highlighted and a brief description of it shown on the first line.

```
Options:   Get more information
Check in  Holdings  Claims  Order detail  Forward  Backward
Prior screen  ? help  Exit
```

To select an option:

1. move the highlighted bar in any of three ways:
  - press an arrow key
  - press the space bar
  - type the first (capitalized) letter of the option. If more than one option begins with the same letter, type the letter a second time to proceed to the second option.
2. and then <ENTER> to execute it.

### Option Code

If the “option bar” feature is turned **off**, the option line will look something like the following, with a code (or “command”) shown to the left of each option.

```
Options:                                     <ENTER> = scroll options
C = Check in   H = Holdings   CL= Claims       O = Order detail
F = Forward    B = Backward  P = Prior screen  ? = ? help
```

To select and execute an option, enter the option’s code and <ENTER>. For example, enter CL and <ENTER> for *Claims*.

**Scrolling** If the system does not have enough room to list all options at once, you can <ENTER> to scroll forward in the list. For example, the previous sample display will change to:

```
Options:                                     <ENTER> = scroll options
F = Forward      B = Backward    P = Prior screen    ? = ? help
E = Exit
```

and then to:

```
Options:                                     <ENTER> = scroll options
E = Exit
C = Check in    H = Holdings    CL= Claims          O = Order detail
```

and then finally back to the original display.

---

## Editing in Data Fields

Many screens have fields into which you can place the cursor to add or change data. These fields are usually the numbered fields.

### Single-field Access

To access a particular field, select the *# line* option and type the field's reference number. Afterward, you can leave the field and return to the option line by <ENTER>.

### Line-by-Line, Multi-field Access

To access all the screen's fields, one after another, instead select the *Line by line* option; this places the cursor in the screen's first field. <ENTER> takes you to the next field rather than down to the option line.

When you add a **new** record, the system displays a screen with most or all of the fields left blank and automatically puts you into line-by-line entry mode.

### Commands

The commands you can use to edit text or display help within a field are described in the following table.

Use the Back Space key and type over existing text, or use the <ESC> commands, when necessary. Be careful about using **arrow keys** for this purpose because they work differently on different types of terminals.

NOTE: The library might have different commands defined for some functions, such as <ESC>OO rather than <ESC>O for the insert/over-type mode toggle. If necessary, ask your system manager or Geac Customer Support, who can check the ADV.DEFINE.CURSORS file.

<b>Enter</b>	<b>Description</b>
<ENTER>	To leave the current field as is and <b>proceed</b> , just <ENTER>. In line-by-line mode, the system places the cursor at the next field; otherwise, it places the cursor down at the option line.
(blank)	To leave the current field as is and send the cursor <b>down to the option line</b> , even in line-by-line mode, enter a blank at the beginning of the field and <ENTER>.
.	To leave the current field as is and <b>go back</b> one field, type a period at the beginning of the field and <ENTER>. In line-by-line mode, the system places the cursor back at the preceding field; otherwise, it places the cursor down at the option line.
#	To <b>clear</b> the current field and proceed, type a number sign at the beginning of the field and <ENTER>. In line-by-line mode, the system places the cursor at the next field; otherwise, it places the cursor down at the option line.
?	For library-defined <b>help</b> on the field, type a single question mark at the beginning of the field and <ENTER>.
??	<p>At fields which take a setup code as the value, you can have the system display the <b>list of valid codes</b>. Type two question marks at the beginning of the field and &lt;ENTER&gt;.</p> <p>For example, typing ?? in the <i>CHRONOLOGY CODE</i> field of the PUBM - PUBLICATION PATTERN screen causes the system to superimpose the CHRONOLOGY CODE - (CHRN) table. If you wish, you can assign one of the listed Chronology Codes to the field by entering the code's reference number at this table before returning to the original screen.</p>
<ESC>A	ErAse character under the cursor (the cursor moves to the left).
<ESC>B	Tab Backwards within the field.
<ESC>D	Delete character under the cursor (the cursor does not move).
<ESC>H	Go to the beginning of the field (Home).
<ESC>I	Insert (paste) text from your preceding deletion/capture in the field.
<ESC>L	Go to the end of the field.
<ESC>O	Toggle between insert and Overtyping modes.

Enter	Description
<ESC>P	For some fields, the system can only show the first line of information stored in the field. (If there is more text than can be shown, the system displays a plus sign, +, at the end of the line.) If the system does not automatically display and allow you to edit this text when you access the field, use this command to open an <b>edit window</b> .  See the next section for a list of window editing commands.
<ESC>Q	Delete (and capture) text to the beginning of the field.
<ESC>R	Restore the field (undo changes).
<ESC>Z	Delete (and capture) text to the end of the field.

### <ESC> Commands

1. Press the keys one after another rather than together. To use “<ESC>E”, for example, press the Escape key, release it, and then press the “E” key.
2. Enter characters in upper or lower case, as you wish. For example, <ESC>h is equivalent to <ESC>H.
3. For convenience, some libraries have set up **function keys** to take the place of the commands listed in the table.

## Editing in Windows

The following table lists the commands required for editing text within a field window. A window is a temporary workspace for a field in which you may enter or edit several lines or “pages” of data and use some special editing commands. You may also use the arrow, Tab, and Back Space keys as usual.

NOTE: The library might have different commands defined for some functions, such as <ESC>OO rather than <ESC>O for the insert/over-type mode toggle..

<b>Enter</b>	<b>Description</b>
<ESC>A	erAse character under the cursor (the cursor moves to the left)
<ESC>B	tab Backwards
<ESC>D	Delete character under the cursor (the cursor does not move)
<ESC>E	Exit from the window (and save changes)
<ESC>F	reFormat the contents of the window
<ESC>H	go to the beginning of the line (Home)
<ESC>I	Insert (paste) text from your preceding deletion/capture
<ESC>L	go to the end of the Line
<ESC>M	go to the bottoM of the window
<ESC>O	toggle between insert and OvertypE modes
<ESC>P	go to the next Page; oPen a window
<ESC>Q	delete (and capture) text to the beginning of the line
<ESC>R	Restore the line (undo changes)
<ESC>S	Split the line into two lines
<ESC>T	go to the Top of the window
<ESC>U	go Up to the previous page
<ESC>Z	delete (and capture) text to the end of the line

**<ESC> Commands**

1. Press the keys one after another rather than together. To use “<ESC>E”, for example, press the Escape key, release it, and then press the “E” key.
  2. Enter characters in upper or lower case, as you wish. For example, <ESC>h is equivalent to <ESC>H.
- For convenience, some libraries set up **function keys** to take the place of the commands listed in the table.





# B

## User Permissions

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### Introduction

In the Utilities Function, library administration staff can define user-specific permissions for many of the Acquisitions functions and tasks (see the *Utilities Management Guide*). This appendix lists and briefly describes these permissions.

### Levels of Permission

There are three levels of permission: Y, N, and P.

- Y The user has permission for the specified function or task, perhaps qualified by special restrictions. In addition, other permissions may be required — for example, you cannot authorize a request for ordering (permission 004) unless you can add or update an order/request (permissions 002 and 003).
- N The user does not have permission for the specified function or task.
- P The user must enter a library-specified password to have permission. With the correct password, this is equivalent to Y; without the correct password, this is equivalent to N.

The P level is useful at libraries in which people share terminals and a single user ID is defined for an area of work (such as ordering). The high-security tasks (such as authorizing an order) can be password controlled. The people who know the password can enter the password when they need to perform the task, then afterward leave the terminal as is — they do not need to log off, log in as a higher-level user, perform the task, and afterward log back off and then on again as a lower-level general user.

### Special Restrictions

Qualifiers or restrictions are not used with some types of permissions. Any permission designated as a type 2 on the General Permissions Setup table will not have a qualifier. Types of General Permissions are Geac assigned and cannot be changed by the library. (See the *Utilities Management Guide*.)

Library Code	The user can be permitted to access any record (e.g. order/request, invoice, fund, vendor, etc.), or only those that have a particular Library Code assigned.
Qualifier Code	The user can be permitted to retrieve any catalogue record, or only those that have a particular OPAC Qualifier Code assigned. (See permission 008.)
Fund number pattern	The user can be permitted to access any fund, or only those that have a fund number matching any of a library-specified set of patterns. (See permission 006.)
Additional Details	The user can be permitted to access any fund, or only those that have a fund number matching a library-specified set of patterns. Use the <i>Additional details</i> option on the UPDATE MODULE ACCESS RECORD (EACC) screen to specify the funds that will be accessible. If no funds are specified, then all funds are accessible unless they are specifically restricted by other permissions. To reach this screen select <i>Enter Access Codes</i> from the SYSTEMS UTILITY MENU. See the <i>Utilities Management Guide</i> .
Keyword Table	The library can specify by screen identifier which menus are available. Use the <i>Keyword table</i> option on the UPDATE MODULE ACCESS RECORD (EACC) screen to specify which menus are available. If no screen identifiers are specified, then the user can access all menus. To reach this screen select <i>Enter Access Codes</i> (EACC) from the SYSTEMS UTILITY MENU. See the <i>Utilities Management Guide</i> .

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## Permission List by Permission ID Number

Permission ID Numbers are assigned by the system. To display Permission ID Numbers grouped by module use MODULE PERMISSIONS (MPERM) on the SECURITY MENU.

- 001 - Access to Request/Order Display (ORDD)
- 002 - Access to Request/Order Entry (ORDA)
- 003 - Access to Request/Order Update (ORDU)
- 004 - Authorize Requests for Ordering
- 005 - Cut Orders (Generate Order Immediately)
- 006 - Assign/Update Funds On Requests/orders
- 007 - Assign/Update Vendor On Requests/orders
- 008 - Pre-search of OPAC
- 009 - Pre-search of CAT Workfile
- 010 - Pre-search of Approval Workfile
- 011 - Pre-search of Acquisitions
- 012 - Receiving/Returning (All Items)
- 013 - Claiming
- 014 - Vendor and Order Reports
- 015 - Addition of Child Records
- 016 - Access to Invoice Display (INVD)
- 017 - Invoice Entry
- 018 - Access to Invoice Update (INVU)
- 019 - Invoice Claiming
- 020 - Invoice Validation
- 021 - Invoice Authorization
- 022 - Access to Voucher Display (VCHD)
- 023 - Voucher Entry
- 024 - Access to Voucher Update (VCHU)
- 025 - Access to Fund Display (FUND)
- 026 - Fund Entry
- 027 - Access to Fund Update (FUNU)
- 028 - Access to Journal Display (JRND)
- 029 - Journal Entry
- 030 - Access to Journal Update (JRNU)
- 031 - Access to Vendor Display (VEND)
- 032 - Vendor Entry
- 033 - Access to Vendor Update (VENU)
- 034 - PO Format Setup
- 035 - BISAC Confirmation Setup
- 036 - Fund Structure Setup
- 037 - Fund Period Setup

- 038 - Year End Code Setup
- 039 - Own User Defaults Setup
- 040 - ALL User Defaults Setup
- 041 - Approval Loading
- 042 - BISAC Processing
- 043 - Invoice Loading
- 044 - Subscription Review
- 045 - Subscription Batch Renewal
- 046 - Acquisitions Calendar Processing
- 047 - Year End Processing
- 048 - Update of 'on order' items
- 049 - Receiving/Returning Gifts
- 050 - Access to Receiving Update (RECU)
- 051 - Access to Receiving Display (RECD)
- 052 - Invoice at Time of Receipt
- 053 - Fund Mapping
- 054 - Update Fiscal Profile Control Records
- 060 - Creation of New Vendor from Ordering
- 061 - Link Copy Sets in Catalogue to New Order
- 062 - Audit Archive/Purge Processing
- 063 - Time Period Archive Processing
- 064 - Access to Archived Request/Order Display
- 065 - Access to Archived Invoice Display
- 066 - Access to Archived Voucher Display
- 067 - Allow Edit Holdings function from ACQ
- 071 - Allow user to see vendor financial data

## Permission Descriptions by Permission ID Number

### 001 - Access to Request/Order Display (ORDD)

Y / N / P Can access Order/Request Display (ORDD) to display order/requests.

Restriction Can display only the orders/requests that have a permitted Library Code.

### 002 - Access to Request/Order Entry (ORDA)

Y / N / P Can access Order/Request Add (ORDA) to add order/requests. (See also the pre-searching permissions, 008 to 011.)

Restriction Add only order/requests that have a permitted Library Code.

### 003 - Access to Request/Order Update (ORDU)

Y / N / P Can access Order/Request Update (ORDU) to update order/requests.  
(To update orders, as opposed to just requests, permission 048 is also required.)

Restriction Can update only the order/requests that have a permitted Library Code. (Permission 001 determines which order/requests can at least be displayed.)

### 004 - Authorize Requests for Ordering

Y / N / P Can assign AUTH Condition Code to requests in Order/Request Add (ORDA) or Order/Request Update (ORDU), to authorize a request for purchase order generation.

Prerequisite Order/Request Add or Update permissions, 002 or 003.

Restriction Can authorize only the requests that have a permitted Library Code.

### 005 - Cut Orders (Generate Order Immediately)

Y / N / P Can assign CUT Condition Code to requests in Order/Request Add (ORDA) or Order/Request Update (ORDU), to immediately generate ("cut") a purchase order for a request.

Prerequisite Order/Request Add or Update permissions, 002 or 003.

Restriction Can cut only the requests that have a permitted Library Code.

### 006 - Assign/Update Funds On Requests/orders

Y / N / P Can allocate funds to orders/requests in Order/Request Add (ORDA) or Order/Request Update (ORDU).

Prerequisite Order/Request Add or Update permissions, 002 or 003.

Restriction Can allocate only the funds that have a permitted fund number pattern.

### 007 - Assign/Update Vendor On Requests/orders

Y / N / P Can assign a vendor to orders/requests in Order/Request Add (ORDA) or Order/Request Update (ORDU).

Can also assign the VNDCHG Condition Code to orders.

Prerequisite Order/Request Add or Update permissions, 002 or 003.

Restriction None. (Not restricted by Library Code.)

Note, however, that the library might have the system defined so that the vendor assigned to an order/request must have the same Library Code as the order/request.

### 008 - Pre-search of OPAC

Y / N / P Can use the OPC command on the ORD - ORDER BIBLIOGRAPHIC SEARCH screen to search the main catalogue (OPAC) for existing bibliographic items to retrieve for new order/requests.

Prerequisite Order/Request Add permission 002.

Restriction Can retrieve only the items that have a permitted OPAC Qualifier Code.

### 009 - Pre-search of CAT Workfile

Y / N / P Can use the WRK command on the ORD - ORDER BIBLIOGRAPHIC SEARCH screen to search the cataloguing workfiles for existing bibliographic items to retrieve for new order/requests.

Prerequisite Order/request add permission 002.

Restriction None. (Not restricted by Library Code or Qualifier Code.)

### 010 - Pre-search of Approval Workfile

Y / N / P Can use the APP command on the ORD - ORDER BIBLIOGRAPHIC SEARCH screen to search the approval workfile for existing bibliographic items to retrieve for new order/requests.

Prerequisite Order/Request Add permission 002.

Restriction None. (Not restricted by Library Code or Qualifier Code.)

### 011 - Pre-search of Acquisitions

Y / N / P Can use the ORD command on the ORD - ORDER BIBLIOGRAPHIC SEARCH screen to search the Acquisitions order/request file for existing items to retrieve for new order/requests.

Prerequisite Order/Request Add permission 002.

Restriction Can retrieve only the items that have a permitted Library Code. (No restriction on search and display of items.)

### 012 - Receiving/Returning (All Items)

Y / N / P Can use the *Receive* and *Return* options in Receiving Entry/Update (RECU) to receive or return copies of an order/request.  
To receive and return requests only (e.g. gifts), permission 049 is sufficient.

Prerequisite Receiving Entry/Update permission 050.

Restriction Can use options only on orders/requests that have a permitted Library Code.

### 013 - Claiming

Y / N / P Can add, update, and reprint order claims in Receiving Entry/Update (RECU):

- can use the *Claim* option

- will be prompted for claiming at the time of receipt (prerequisite: receiving permission 012 or 049)
  - can update and *File* a claim on the CLAIM TRANSACTION DISPLAY.
- Prerequisite Receiving Entry/Update permission 050.
- Restriction Can claim only on orders/requests that have a permitted Library Code.

#### 014 - Vendor and Order Reports

- Y / N / P Can add and update Report Codes in Receiving Entry/Update (RECU):
- can use the *Reports* option
  - can update and *File* a report transaction on the REPORT TRANSACTION DISPLAY.
- NOTE: This permission does not control the assignment of a Report Code on the RECEIVING ITEMS screen
- Prerequisite Receiving Entry/Update permission 050.
- Restriction Can add and update Report Codes only on orders/requests that have a permitted Library Code.

#### 015 - Addition of Child Records

- Y / N / P Can use the *Mono series add* and *Title split/change add* options in Receiving Entry/Update (RECU) to add child items to an order/request.
- Prerequisite Receiving Entry/Update permission 050.
- Restriction Can use options only on orders/requests that have a permitted Library Code.

#### 016 - Access to Invoice Display (INVD)

- Y / N / P Can access Invoice Display (INVD) to display invoices.
- Restriction Can display only the invoices that have a permitted Library Code.



### 017 - Invoice Entry

- Y / N / P Can use the **NEW** command on the INV - INVOICE SEARCH & RETRIEVAL screen to add an invoice.
- Prerequisite Invoice update permission 018.
- Restriction Can add only invoices that have a permitted Library Code.

### 018 - Access to Invoice Update (INVU)

- Y / N / P Can access Invoice Entry/Update (INVU) to update invoices.
- Restriction Can update only the invoices that have a permitted Library Code. (Permission 016 determines which invoices can at least be displayed.)

### 019 - Invoice Claiming

- Y / N / P Can use the *Claims* option in Invoice Entry/Update (INVU), to add, update, and reprint invoice claims.
- Prerequisite Invoice add or Entry/Update permissions 017, 018.
- Restriction Can use option only on invoices that have a permitted Library Code.

### 020 - Invoice Validation

- Y / N / P Can use the *Validate* option in Invoice Entry/Update (INVU) to validate (verify) invoices.
- Prerequisite Invoice Entry/Update permission 018.
- Restriction Can use option only on invoices that have a permitted Library Code.

### 021 - Invoice Authorization

- Y / N / P Can use the *Authorize* option in Invoice Entry/Update (INVU) to authorize invoices for payment.
- Prerequisite Invoice Entry/Update permission 018.
- Restriction Can use option only on invoices that have a permitted Library Code.

### 022 - Access to Voucher Display (VCHD)

- Y / N / P Can access Voucher Display (VCHD) to display vouchers.
- Restriction Can display only the vouchers that have a permitted Library Code.

### 023 - Voucher Entry

- Y / N / P Can use the NEW command on the VCH - VOUCHER SEARCH & RETRIEVAL screen to add a voucher.
- Prerequisite Voucher Entry/Update permission 024.
- Restriction Can add only vouchers that have a permitted Library Code.

### 024 - Access to Voucher Update (VCHU)

- Y / N / P Can access Voucher Entry/Update (VCHU) to update vouchers.
- Restriction Can update only the vouchers that have a permitted Library Code. (Permission 022 determines which vouchers can at least be displayed.)

### 025 - Access to Fund Display (FUND)

- Y / N / P Can access Fund Display (FUND) to display funds.
- Restriction Can display only the funds that have a permitted Library Code.

### 026 - Fund Entry

- Y / N / P Can use the NEW command on the FUN - FUND SEARCH & RETRIEVAL screen to add a fund.
- Prerequisite Fund Entry/Update permission 027.
- Restriction Can add only funds that have a permitted Library Code.

### 027 - Access to Fund Update (FUNU)

- Y / N / P Can access Fund Entry/Update (FUNU) to update funds.
- Restriction Can update only the funds that have a permitted Library Code. (Permission 025 determines which funds can at least be displayed.)

### 028 - Access to Journal Display (JRND)

- Y / N / P Can access Journal Display (JRND) to display journal entries.
- Restriction Can display only the journal entries that have a permitted Library Code.

### 029 - Journal Entry

- Y / N / P Can use the NEW command on the FUN - JOURNAL SEARCH & RETRIEVAL screen to add a journal entry.
- Prerequisite Journal entry Entry/Update permission 030.
- Restriction Can add only journal entries that have a permitted Library Code.

### 030 - Access to Journal Update (JRNU)

- Y / N / P Can access Journal Entry/Update (JRNU) to update journal entries.
- Restriction Can update only the journal entries that have a permitted Library Code. (Permission 028 determines which funds can at least be displayed.)

### 031 - Access to Vendor Display (VEND)

- Y / N / P Can access Vendor Display (VEND) to display vendors.
- Restriction Can display only the vendors that have a permitted Library Code.

### 032 - Vendor Entry

- Y / N / P Can use the NEW command on the VEN - VENDOR SEARCH & RETRIEVAL screen to add a vendor.
- Prerequisite Vendor Entry/Update permission 033.
- Restriction Can add only vendors that have a permitted Library Code.

### 033 - Access to Vendor Update (VENU)

- Y / N / P Can access Vendor Entry/Update (VENU) to update vendors.
- Restriction Can update only the vendors that have a permitted Library Code. (Permission 031 determines which vendors can at least be displayed.)

### 034 - PO Format Setup

Y / N / P Can access the PO Print Format Code Table (POFMT) to add, update, and display purchase order print formats.

Restriction None.

### 035 - BISAC Confirmation Setup

Y / N / P Can access the BISAC Confirmation Print Format Codes Table (COFMT) to add, update, and display BISAC confirmation report formats.

Restriction None.

### 036 - Fund Structure Setup

Y / N / P Can access the Fund Structure Table (FUNSTR) to update and display the fund number structure.

Restriction None.

### 037 - Fund Period Setup

Y / N / P Can access the Fund Period Code Table (FSPER) to add, update, and display fund period definitions.

Restriction None.

### 038 - Year End Code Setup

Y / N / P Can access the Year End Processing Code Table (YEND) to add, update, and display fiscal year end definitions.

Restriction None.

### 039 - Own User Defaults Setup

Y / N / P Can access the User Defaults Table (CUDEF) to update and display your own Ordering defaults.

Restriction None.

### 040 - ALL User Defaults Setup

Y / N / P Can access the User Defaults Table (CUDEF) to update and display Ordering defaults for all users, including yourself.

Restriction None.

### 041 - Approval Loading

Y / N / P Can access the Approval Loader Profile (APLOAD):

- to add, update, and display approval loader definitions for the vendors
- to load approval tapes.

Restriction None.

### 042 - BISAC Processing

Y / N / P Can access the BISAC Order Interface:

- to add, update, and display setup definitions (BSCVND, COFMT, CNFSRC, ADVCTYP, ORDB, CONFBS, BTSENDPO, BTCONFPO, and BTDELAY)
- to schedule and execute the background processing jobs (ORDB and CONFB) from the Calendar Processor.

Prerequisite For scheduling and executing the jobs, Acquisitions Calendar Processor access permission 046 is required.

Restriction None.

### 043 - Invoice Loading

Y / N / P Can access the Invoice Loader Profile (INLOAD):

- to add, update, and display invoice loader definitions for the vendors
- to load invoice tapes.

Restriction None.

#### 044 - Subscription Review

Y / N / P Can access the Subscription Review Report Production Code (SRVW) in the Calendar Processor to schedule and execute the background job that reports on subscriptions due for renewal and estimated renewal amounts.

Prerequisite Acquisitions Calendar Processor access permission 046.

Restriction None.

#### 045 - Subscription Batch Renewal

Y / N / P Can access the Subscription Renewal Production Code (SRNW) in the Calendar Processor to schedule and execute the background job that automatically renews subscriptions.

Prerequisite Acquisitions Calendar Processor access permission 046.

Restriction None.

#### 046 - Acquisitions Calendar Processing

Y / N / P Can access the Acquisitions Calendar Processor (ACP) to schedule and execute the background processing jobs.

Access to some specific production codes is controlled by permissions 042, 044, 045, and 053.

Restriction None.

#### 047 - Year End Processing

Y / N / P Can access the Year End Processing Code Table (YEND) to add, update, and display fiscal year end definitions.

Restriction None.

#### 048 - Update of 'on order' items

Y / N / P Can update orders (i.e. items with PO numbers) in Order/Request Update (ORDU).

Prerequisite Order/request Update permission 003.

Restriction Can update only the orders that have a permitted Library Code.

### 049 - Receiving/Returning Gifts

Y / N / P Can use the *Receive* and *Return* options in Receiving Entry/Update (RECU) to receive or return copies of **requests** (e.g. which has an Order Type allowing items to be received without a being ordered).

To receive or return all orders and requests, including the type of requests described above, permission 012 is required. In that case, permission 049 has no effect.

Prerequisite Receiving Entry/Update permission 050.

Restriction Can use options only on requests that have a permitted Library Code.

### 050 - Access to Receiving Update (RECU)

Y / N / P Can access Receiving Entry/Update (RECU) to add, update, and display order/request receipts, returns, claims, and so on.

Specific tasks in this function (e.g. claiming) are controlled by permissions 012 to 015, and 049.

Restriction Can access only the orders/requests that have a permitted Library Code. (Permission 051 determines which items can at least be displayed.)

### 051 - Access to Receiving Display (RECD)

Y / N / P Can access Receiving Display (RECD) to display order/request receipts, returns, claims, and so on.

Restriction Can display only the orders/requests that have a permitted Library Code.

### 052 - Invoice at Time of Receipt

Y / N / P Can invoice at the time of receipt, in Receiving Entry/Update (RECU): the system will be prompt for invoicing the copies.

Prerequisite Receiving Entry/Update permission 050, and receiving permission 012.

Restriction Can invoice only orders that have a permitted Library Code.

### 053 - Fund Mapping

Y / N / P Can access Fund Mapping (FUNMP) to define fund mapping for the background Fund Mapping Job.

Restriction Can define mapping from or to only the funds that have a permitted Library Code.

### 054 - Update Fiscal Profile Control Records

Y / N / P Can access the Fiscal Profile and Fiscal Profile 2 Tables (FISCL and FISCL2) to update and display various system-wide defaults.

Restriction None.

### 060 - Creation of New Vendor from Ordering

Y / N / P Can enter NEW in the VENDOR field on the ORD - ORDERING DATA screen to add a new vendor.

Restriction None.

### 061 - Link Copy Sets in Catalogue to New Order

Y / N / P Can create new serial order in Acquisitions and link the order to copy sets that have already been created in the Catalogue.

Prerequisite Order/Request Add permission 002 **or** Receiving Entry/Update permission 050.

Restriction None.

### 062 - Audit Archive/Purge Processing

Y / N / P Can access the Audit Archive/Purge Production Codes (ARCP1, ARCP2, ARCP3, ARCP4, ARCP5, ARCP6) in the Calendar Processor to schedule and execute the background jobs in the Archive & Purge process.

Restriction None.



### 063 - Time Period Archive Processing

Y / N / P Can access the Time Period Archive Production Codes (ARCT1, ARCT2, ARCT3, ARCT4, ARCT5) in the Calendar Processor to schedule and execute the background jobs in the Time Period Archive process.

Restriction None.

### 064 - Access to Archived Request/Order Display

Y / N / P Can access ARCO - ARCHIVED ORDERS to search and display archived orders on the current archive database.

Restriction Can display only the archived orders/requests that have a permitted Library Code.

### 065 - Access to Archived Invoice Display

Y / N / P Can access ARCI - ARCHIVED INVOICES to search and display archived invoices on the current archive database.

Restriction Can display only the archived invoices that have a permitted Library Code.

### 066 - Access to Archived Voucher Display

Y / N / P Can access ARCV - ARCHIVED VOUCHERS to search and display archived vouchers on the current archive database.

Restriction Can display only the archived vouchers that have a permitted Library Code.

### 067 - Allow Edit Holdings function from ACQ

Y / N / P Can access Holdings Information (CEHI) from Acquisitions to update pieces.

Restriction None.

### 071 - Allow user to see vendor financial data

Y / N / P Provides access to Deposit and Statistic options. You must be able to display vendor records.

- Prerequisite Must have one of the following permissions: Assign/update vendor on requests/orders, permission 007; Access to Vendor display, permission 031; Vendor entry, permission 032; Access to Vendor update, permission 033.
- Restriction By Library Code.

# C

## Glossary

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This glossary explains many of the terms you may encounter in the documentation or while performing system activities.

Words shown in *italics* are defined elsewhere in the glossary.

### A

- AACR2      Anglo-American Cataloguing Rules, version 2. These are the rules that form the “bible” of cataloguing procedure as they relate to the construction of catalogues and other lists.
- access level      A number between 0 and 99. The higher the number, the more you are allowed to do. See also *priority level*.
- access point      An entry point into a catalogue. A heading by which a bibliographic record may be retrieved.
- accession number      A number assigned by the library to an individual *bibliographic item* when it is added to the library’s collection. In ADVANCE, the accession number is usually replaced by assigning a *barcode* to the item. Barcodes themselves may constitute a form of accession number, if they are sequential.
- account      Accounts are used within the PICK system software. ADVANCE is an account in SYSPROG.
- accounts receivable      The Circulation process by which patron fines are paid, created, or assessed and other financial transactions are performed.
- Acquisitions module      The ADVANCE module used to order and keep track of the purchase of items for a library, both serials and monographs.

added entry	An entry, other than a subject entry and additional to the main entry, under which a bibliographical entity is represented in a catalogue.
ALA character set	An extended 8-bit ASCII character set defined for MARC records and adopted by the American Library Association. Of the 256 characters allowed for by this code, US/MARC defines 208.
application	A software program or set of programs that uses the computer as a tool, as opposed to the software necessary to run the computer.
archive tape	Tape from a <i>bibliographic utility</i> ( <i>OCLC</i> , <i>WLN</i> , <i>RLIN</i> , or <i>UTLAS</i> ) which are released to each library and contain a copy of that library's records from the utility's database. Tapes are produced regularly.
ASCII	An acronym for "American Standard Code for Information Interchange". A standard 7-bit code representing up to 128 characters. The ASCII code is used in computer communications.
attach	To connect a job or terminal to the computer in such a way that they can communicate. Also, to define communications characteristics for a terminal.
authoritative form	The form of a heading that has been chosen as the standard form to be used in all bibliographic records.
authority control	<p>A way of handling and standardizing bibliographic information using "see" and "see also" references.</p> <p>The classic example of a "see reference" is Mark Twain vs. Samuel Clemens. The library decides which of these names for the same author will be the "established" form — say, Mark Twain. If users look for "Clemens, Samuel", they will find the reference, "see Twain, Mark".</p> <p>"See also references" are generally used in subject searches. A user who looked under the subject of "Home" might find "see also Family".</p> <p>Authority control refers to the sum of the library's cataloguing decisions as to which bibliographic elements will be established form headings, rejected form headings, and related headings.</p>
authority file	Records of the correct forms of names, series, or subjects used in the catalogue. The purpose of the authority file is to keep entries uniform.
authority hot key	The function key a user can press to browse and retrieve an authority heading for the MARC field they are cataloguing.

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## B

- backup** An exact copy of a primary unit that can be used in place of the primary unit in case the primary unit fails. Usually 'backup' refers to copies of ADVANCE software and the library's data files which are kept on tape. If the disk versions of these files get damaged, the files can be restored from the backup versions on tape.
- barcode** A series of printed lines and spaces representing numbers, letters, or other symbols. Barcodes are not eye readable. The format of the barcode varies from one manufacturer to another. Geac equipment can work with several barcode formats, including 'CODABAR' and Code 39.
- barcode reader** A device for reading barcode labels into a system. Generic term for 'laser scanner' or 'lightpen'.
- batch** A collection of commands and input held in an editor file. Similar to a program, but relatively simple. Batches feed instructions to the computer without requiring the presence of an operator. When you execute a batch, it usually performs several control console commands and may run several programs in a pre-assigned order.
- baud rate** Also simply "baud". A standard unit, in bits per second, used to express the data transmission capability of lines, terminals, and interface equipment.
- bibliographic item** A document or set of documents in any physical form, published, issued, or treated as an entity, and as such forming the basis for a single bibliographic description. Contrast with *physical volume* and *copy*.
- bibliographic record** In ADVANCE, the MARC format record that describes one bibliographic item. For example, if the library owns 10 copies of a three-volume edition of "War and Peace", it will describe them in one Bibliographic Record with 30 items or pieces in the Item File — 10 for each of the separate volumes.
- bibliographic utility** An online processing centre whose services are based on a machine-readable database of catalogue records. The main North American utilities are *OCLC*, *WLN*, *UTLAS*, and *RLIN*.
- binding entry** An entry in a bibliographic record to indicate that an item is physically bound with one or more other items. Used with books bound together, AV kits, etc.

- bit A binary digit. A data field that has only two possible values, 0 or 1 — that is: NO or YES; OFF or ON.
- blind heading This is an authorized heading for which no authors or subjects exist in the bibliographic database. In general, blind headings do not appear in the Online Catalogue. Note, however, that blind, non-provisional, topical subject headings do appear in the Online Catalogue. All blind headings can be searched for in the Cataloguing module.
- blind reference This is a reference to an authorized heading that does not exist in the bibliographic database. In general, blind references do not appear in the Online Catalogue. Note, however, that references to blind, non-provisional, topical subject headings do appear in the Online Catalogue.
- Boolean searching A searching technique in which search terms are presented to the system in a particular manner. These terms are operated on with Boolean logic, which means the search terms may be separated by the operators AND, OR, NOT. For example, consider the subject search: COMPUTERS AND CARS. This search would result in the retrieval of a series of items in which both COMPUTERS and CARS formed a subject term.
- boot Short for “boot strap”. The operation of loading the initial elements of the ‘operating system’ into computer memory.
- borrower Known as *patron*.
- BOT Reflective marker to identify the beginning of a tape.
- bug An error in a program or hardware function that causes the function to work incorrectly.
- byte A character of data, normally represented by 8 bits.

## C

- call number Alphanumeric code used to identify and locate a particular item on the shelves. Call numbers usually consist of a classification number and author or cutter number; they may also include an accession number. In most systems, the call number also classifies the subject material of the book. Various systems exist - common ones are *LC* and *Dewey*.
- CAN/MARC Canadian version of the MARC format.

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carriage return	Indicates the use of the ENTER or RETURN key on the keyboard. Operators use this key to send data to the computer, or to respond to a prompt. Sometimes abbreviated to “<CR>”.
Cataloguing module	The ADVANCE module that automates bibliographic and authority control.
cataloguing source number	Unique number assigned by the provider of the cataloguing record: e.g. OCLC, LC.
charge	Known as <i>checkout</i> . A function in the Circulation module: the process by which a library item is lent to a patron. To loan a book to a patron is to charge it out to the patron.
checkdigit	A calculated digit added to the end of a number used to validate the correctness of the sequence of digits. Used in <i>barcodes</i> , <i>ISBNs</i> , and so on.
checkin	1) In the Circulation module, the process of checking returned items in at the circulation desk. Also known as <i>discharge</i> . 2) In the Acquisition and Serials modules, <i>checkin</i> is the process of receiving an item shipped to the library, and recording the receipt on the system.
checkout	A function in the Circulation module: the process by which a library item is lent to a patron. To loan a book to a patron is to <i>charge</i> it out to the patron.
chronology	Date that identifies an issue of a serial — e.g. “June 1991”.
Circulation module	The ADVANCE module that automates circulation functions and transactions.
citation	A display of bibliographic information describing a given work.
CODABAR	A 14-digit <i>barcode</i> format that ADVANCE uses.
COM	Acronym for “Computer Output on Microform”. Information is recorded on microfilm or microfiche instead of paper.
command	An order telling the system to start, stop, or continue an operation within a function. Commands are usually entered by typing a mnemonic code.

compile	To translate a program from a high-level source language to a machine-executable form.
content designator	The means of identifying data elements and/or of providing additional information about a data element. Content designators consist of tags, indicators, and subfield identifiers.
control characters	Keyboard letters, numbers, or symbols which are entered while the <CONTROL> key is held down. They are not normally printable characters.
control console	A terminal, usually in the computer room, from which the system may be controlled.
conversion	The process of turning machine-readable records in one format into machine-readable records of a different format.
copy	A single piece of a document; a duplicate; an instance of a serial issue. See also <i>bibliographic item</i> , <i>physical volume</i> , <i>piece</i> , and <i>copy set</i> .
copy number	A number assigned by the library to a copy. The number need not be unique. Its usual purpose is to distinguish between different copies of the same title, or different copy sets of the same serial title.
copy set	A duplicate run of issues of a serial; simplistically a “subscription”.
copy-specific hold	A hold placed on a specific copy. A copy-specific hold may be used, for example, to capture a particular copy to be sent to the bindery. Contrast with title-level hold.
core	Computer memory, usually measured in megabytes: “MB”.
CRT	Cathode Ray Tube screen of a terminal. Also known as VDU (visual display unit).
CSN	Cataloguing Source Number.
cursor	A small square or line on the terminal screen which tells you where the next character you type will appear.
cutter number	Part of the <i>call number</i> used to identify the author for filing purposes.



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## D

database	A pool of data held in computer storage, controlled by a central authority, and available to any application capable of accessing the storage. It is designed to meet the requirements for consistent and current data by many or all of an organization's application systems.
data communication	The transmission of data across geographically separated locations.
data element	The smallest unit of information that is explicitly identified in MARC format. Within a variable field, a data element is identified by a subfield identifier. Within the record label, the directory, and a fixed-length subfield, a data element is identified by its character positions.
date of last use	The date of the last transaction associated with a particular record.
Dewey	Dewey Decimal Classification system, developed by Melvil Dewey.
diacritics	Also "diacritic characters/marks". The marks, such as accents, which appear under or over characters, used to denote a specific sound for a given character. Sometimes used to refer to non-English alphabetic characters as well.
discharge	Known as <i>checkin</i> . A function in the Circulation module: the process by which library staff record that a borrowed item has been returned by the patron.
disk	Also "hard disk". A magnetic storage medium, like magnetic tape, but in the form of a platter, similar to a phonograph record.
disk drive	A data storage device that holds, reads from, and writes to <i>disks</i> .
diskette	Also "floppy disk". Similar to <i>disk</i> , typically used with microcomputers.
DOS	Disk Operating System, for a microcomputer.
download	The data flow from the host computer system <b>down</b> to the microcomputer.

## E

edit record	The “edit” records are the temporary, work versions of bibliographic records, stored in the Work File. Edit records are not shown in the Online Catalogue.
edition	A new edition of a work, revision. Edition information may modify some but not all of the bibliographic information for a work. According to AACR2, a new bibliographic record must be created for a new edition.
editor	A program that enables the user to create, purge, retrieve and update variable-length record source files.
editor file	A file created using the editor.
enumeration	Numbering that identifies an issue of a serial — e.g. “Vol.3 Pt.A”.
EOF	The magnetically recorded mark at the end of a file.
EOT	The reflective marker at the end of a tape attached to the tape surface.
established form	This is the form of a heading that has been chosen as the standard form that should be used in all bibliographic records. Also known as <i>authoritative form</i> .

## F

F.E.	Stands for “Field Engineer”. Also written “FE”.
F.E.D.	Also written “FED”. Field Engineering Division — the Geac department responsible for maintaining and repairing hardware.
field	<p>1) A MARC “field” is a defined part of a MARC record used to contain only a specific category of data. For example, included in the Bibliographic Record is the Main Entry - Personal Name Field (Tag 100), the Title Statement Field (Tag 245), and the Local Call Number Field (Tag 090). There are two kinds of MARC fields - <i>variable length</i> and <i>fixed length</i>. Some people use the word “tag” to refer to a MARC field.</p> <p>2) An area on the screen where you can enter data, or where the system will display information: for example, author, title. Fields often appear on the screen with a descriptive word beside them. For example, the author field usually has “AUT:” or “AUTHOR” beside it.</p>

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field separator	A control character used at the end of each <i>variable field</i> to separate it from the next.
file	<p>A collection of related records treated as a unit.</p> <p>A file is a logical structure which associates a set of items. On a PICK system, files are organized in a hierarchical structure. There are four levels of files: the System Dictionary, a users' Master Dictionary, File-level Dictionaries, and the Data Files. A PICK system can contain any number of files, which can contain any number of data items, limited only by the size of the disk drive.</p>
file structure	The rules of organization that relate records within a file.
fixed-length field	Also "fixed field" and "control field". A MARC field of pre-defined length in a bibliographic record: for example, the Physical Description Field (Tag 007). Fixed-length fields are made up of one or more fixed-length data elements (sometimes called <i>offsets</i> ).
fixed-length field element	Part of a MARC <i>fixed-length field</i> whose length and contents are pre-defined. For example, the language code (character positions 35 to 37) in Tag 008.
fixed-length subfield	A <i>subfield</i> whose length is invariant, being determined for all occurrences by provisions of this format. A fixed-length subfield may be defined to contain one or more data elements. Fixed-length subfields may occur in both fixed-length fields (e.g. field 100, subfield ‡a), and variable-length fields (e.g. field 200, subfield ‡z).
frame	Disk drive storage is divided into sections called "frames". Each frame is numbered, giving the system direct access to that particular frame-id or FID. The physical size of a frame is machine-dependent, and limited only by the size of the disk drive.
function	<p>In ADVANCE, "function" refers to each of the possible actions available in the main menus.</p> <p>For example, in the Circulation module, "function" refers to an operation available in the online menus: e.g. checkout.</p>
fund	The library can define amounts of money to be encumbered, spent, referred to, and reported on through named "funds" within the Acquisitions module. The term "fund" is used to contrast with external "accounts" which are not system-maintained.

## G

GFE Group Format Error. A GFE typically indicates that the data may be corrupted. Normally GFEs are caused by a sudden power failure.

## H

- hang Refers to the situation where the computer does not respond to terminal activity. Usually the result of some kind of fault, either in the software or the hardware.
- hold Sometimes called “reservation”. A facility in Circulation referring to the process by which an item not currently available is reserved for the patron. It is normally used when all copies are on loan. When the item becomes available, the library sets it aside for the requesting patron.
- holdings **Piece holdings:** the physical volumes that the library owns of a given work.  
**Copy holdings:** the issues that the library owns of a serial.  
**Summary holdings statement:** a description of the range of copy holdings.
- host The controlling or main computer in a data network.
- hot key See *authority hot key*.

## I

- imprint Publisher name, including date and place of publication.
- index A list of data arranged in some order (usually alphabetical) using a special “key” (such as author, title, etc.) which acts as an access point to the database. Indexes facilitate quick access to a large body of data.
- index entry A word, phrase, or number used to locate an item within a specific index.
- index key The term or phrase from a source record which allows you to search for that record - for example, “Twilight Zone”, or “Bowie, David”.
- indicator A special data element in a MARC variable field. Each US/MARC variable field must have two one-character indicators.

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intensity	The brightness of the characters on the screen.
interface	To interconnect devices or systems with different characteristics. Usually involves converting data suitable for one system into a form suitable for a second system. The term can be used as a verb or a noun. It can be applied to a cable or a connector, to a device that performs a conversion operation, or to a conceptual boundary.
interlibrary loan	The arrangement whereby a library system may borrow items from another library system. Either or both of the two libraries may be Geac customers. ILL patron privilege classes and material types should be defined in the Policy Tables.
invoice	An accounting document supplied to the library by a vendor, indicating the character, quantity, price, terms and nature of delivery of goods sold or services rendered. In the Acquisitions module, staff members will create a system record for each invoice received.
I/O	Abbreviation of “input/output”.
ISBD	“International Standard Bibliographic Description” — a format for describing bibliographic information.
ISBN	“International Standard Book Number” — an alphanumeric code (with dashes) assigned by some publishers to their works. The same work published in different countries will have different ISBNs.
ISO	Short form for “International Standards Organization”.
ISSN	International Standard Serial Number. Similar to ISBN, except for serials.
issue	A publication unit of a serial, usually identified by unique enumeration (numbering) and chronology (cover date).
item	Used variously, in different contexts, to mean <i>bibliographic item</i> , <i>physical volume</i> , <i>copy</i> , or barcoded <i>piece</i> .

## J

job	Often used as a synonym for “program”. A unit of work to be done using the computer. Often accomplished through the use of a batch or program.
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journal entry In the Acquisitions module, a transaction record specifying the transfer of money into or out of one or more funds.

## K

KB Short for “kilobyte” — 1024 *bytes* of memory.

keyword A word which is used as an access point to the bibliographic record. These words are taken from author, title, and subject, and individually indexed without regard to order of appearance.

## L

laser scanner Device for reading barcodes or OCR labels. See also *barcode reader*.

LC Short for “Library of Congress”. It refers to the Library of the Congress of the United States, a body with some of the characteristics of a national library. Also used to refer to the classification system used by the Library of Congress.

LCSH “Library of Congress Subject Headings”. A subject classification system for cataloguing.

LC Card Number Sometimes abbreviated to “LCCN”. “Library of Congress Control Number” — the number assigned to an item by the Library of Congress production services as a printing control number / inventory number after an item has been catalogued.

LC MARC Records Records in *US/MARC* format produced by the Library of Congress.

leader The beginning portion of a MARC record. The leader contains coded information about a record, including record type, bibliographic level, and creation date. The information is stored in a fixed-length format.

library system Also called “library”, or more often, “site”. A purchaser of ADVANCE. A library system may consist of a central library, along with its branches and departments. Alternatively, a library system may be a consortium or co-operative. A library system is composed of one or more “agencies” which share the same CPU.

lightpen The pen-like device attached by a cord to the terminal. It is used to read *barcodes* into the system for operations such as registering new patrons

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to the system, searching quickly and accurately for those already there, or entering a patron or item during a function such as CHECKIN, CHECKOUT, etc.

- line The transmission medium and equipment for carrying speech and/or data between separated locations, usually between host computer and remote terminal.
- line printer The printers used to print reports are often called “line printers”, so named because they print one line at a time. Printing speed for line printers is given in number of lines per minute: for example, “600 lpm”.
- linking The process of adding holdings information and (in particular) a barcode number for an item to the item’s bibliographic record.
- Also used in the Reserve Book Room to bring together specific courses with items.
- load To mount a tape on the tape drive and set it to the load point.
- load point The beginning of the usable portion of a tape. The load point occurs when the tape drive detects a one inch reflector on the tape (the *BOT* mark). A tape at load point may be used as soon as the drive goes online.
- local call number Known as *shelf location*.
- local copy number Known as *copy number*.
- log To record events and their time of occurrence.
- log on See *sign on*.
- log off See *sign off*.

## M

- magnetic tape Storage medium for information. Usually used in conjunction with a computer system. Typically, the magnetic tape is 1/2 inch in width, and comes in various lengths.
- main entry In a manual cataloguing system, the primary access point for a bibliographic item. Normally the author but sometimes the title.

MARC field	A <i>fixed-length</i> or <i>variable-length field</i> in a MARC format record.
MARC format	“MACHINE Readable Cataloguing” — a standardized communications format for storing and transferring bibliographic and authority cataloguing data records on magnetic tape. A MARC record is composed of a leader, a directory to the fields, fixed length fields, and variable length files. National libraries issue records for various materials in their own versions of MARC: for example, US/MARC, CAN/MARC, UK/MARC.
material type	A category of library materials used in the library. For example, newspapers, adult fiction paperbacks, and video cassettes could all have different material types. The library usually categorizes its materials based on its circulation policies (such as loan period) and the statistical reports desired. Every item is assigned a material type. A two-character code identified by MARC.
master record	Completed bibliographic records, stored in the main bibliographic file, or the main record for binding entry records.
MD or M/DICT	“Master Dictionary” — each user account on the system has a Master Dictionary associated with it. It is structurally similar to all other files on the system. Many things that a user enters at the TCL prompt are contained in the user’s Master Dictionary: verbs, procs, connectives, file-names, etc.
menu	A listing of the functions available online that allows a user to choose and perform a variety of actions. The user selects the action by entering certain key(s).
module	An “application” package within the ADVANCE System — examples: the Circulation module, the Cataloguing module.
monograph	Book; contrast with <i>serial</i> .

## N

non-filing	Words or characters that do not affect sorting. For example, <b>The Joy of Cooking</b> is filed under “J” for “Joy”, not “T” for “The”. “The” is a non-filing word.
non-filing count	A specific number of characters which will be ignored for sorting purposes. Usually applied to the title of a work, and usually counted from the first character in the title. For example, <b>The Joy of Cooking</b> ,



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filed under “J” for “Joy”, would have a non-filing count of “4” (the three characters in “The” plus one space). This count is normally placed in one of the indicators of a MARC record.

normalization To improve the matching and filing of index entries, several “normalization rules” are applied automatically. For example, all letters may be converted to upper case, and some punctuation marks can be converted to blanks or stripped.

note A type of field or screen display where library staff can enter free text about a patron or item.

notice In ADVANCE, “notice” generally refers to an item printed by the library, but meant to be circulated outside the library, such as a fine notice, overdue notice, or claim notice (in Acquisitions).

## O

OCLC A bibliographic utility, formerly “Ohio College Library Center”, now “Online Computer Library Center”. Among other services, it provides a machine-readable database for cataloguing.

OCR Optical Character Recognition or Reader.

offline Opposite of *online*.

offset Another term for fixed-field data elements.

online “Online” has two meanings:

1. Connected directly to and interacting with a computer.
2. A major program used to make computer interaction easier: for example, the Circulation online.

Online Catalogue One of the ADVANCE modules, the Online Catalogue is an online query system that automates manual catalogue systems for lookup only. It allows library patrons to search the MARC records database. Patrons can examine bibliographic records, locating items through standard indexes such as subject, title, author, series, keywords, and bibliographic identification numbers.

OPAC Short for “Online Public Access Catalogue”. The ADVANCE OPAC is known as the “Online Catalogue”.

operating system	Often referred to as “OS”. The set of programs that control the computer and its processing.
operator	The person using a terminal.
order	See <i>purchase order</i> .
OS	Short form for <i>operating system</i> .
OSI	Stands for “Open System Interconnect.” An international standard developed by <i>ISO</i> and used for communication between different types of computers. The OSI model defines 7 levels for the interconnect.

## P

parity	A system of detecting errors in data transmissions and transfers. By selectively adding a single bit to bit patterns, parity causes the bit patterns to have either an odd number of bits turned On (odd parity), or an even number of bits turned On (even parity).
parity error	Parity errors occur when the bit patterns caused by the system’s ‘parity’ setting are incorrect: for example, when the system detects a “0” but expected a “1”. Parity errors imply that one portion of the system has detected a non-recoverable failure by another part of the system.
password	A code which is typed by an operator to sign on to the system or to a module. The password determines the operator’s <i>access level</i> .
password security	The type of security in which staff passwords are used. The password indicates the operator’s access level which, in turn, determines the commands he or she is permitted to use.
patron	Refers to the individuals who use the goods and services offered by a library. Also called “borrower” and “user”.
patron agency	The location/library where a patron is registered.
patron class	Known as “patron privilege class”.
patron record	The record that describes a patron. The description includes: name, barcode number, address, and other patron-related information.

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peripheral	Also “peripheral device”. In a computer system, a functional unit that makes and/or receives data transfers. The term includes storage devices (such as tape drives), input devices (such as terminals), and output devices (such as printers).
physical volume	All that is contained in one binding, portfolio, etc., whether as originally issued or as bound after issue. A physical volume does not necessarily coincide with a bibliographic volume, which is characterized by a title page and separate pagination. See also <i>piece</i> .
PICK	The operating system and database management system used by ADVANCE.
piece	A barcoded circulation unit, usually corresponding to a physical volume. Each barcoded volume of a monographic bibliographic item is a piece. In ADVANCE, piece control is handled by the Cataloguing module’s holdings function.
pointer	A data element which specifies the record-number of a record in a file, or in a related file.
policies	Each library has certain characteristic ways of handling the way it conducts business. These are referred to as “policies”. Circulation Setup policies include loan periods, book limits, material types, renewal limits, fine amounts, and so on.
policy parameters	Library policies stated explicitly in the form of sets of values for the Geac-supplied tables, lists of options, and so forth.
policy tables	The tables completed by a library during the installation process. These define the library policies, contain the decisions regarding library options, outline the structure of the system and list the various codes used by the library. Each module has its own set of tables.
port	An interface that connects one or more devices (e.g., terminals, printers) to the computer. Each port has a unique number.
powerfail recovery	The computer’s ability to recover from power failures without losing data.
printer	A peripheral device used to provide hard copies of data.

priority level	Refers to a “security level” required to perform a function. There is a level of security associated with each command, ranging from 0 to 99 (highest = most). Synonymous with <i>access level</i> .
PROC	PROC is short for stored procedure. PROC allows the user to pre-store a complex series of operations which can be invoked by a single command. Anything which can be done at the TCL level can be accomplished with a PROC.
program	A sequence of machine-readable instructions that a computer can execute. When a program is executed, it performs some function or operation.
project manager	The Geac Project Manager is responsible for liaison between Geac and the individual customer.
prompt	A message from the <i>operating system</i> or an <i>application</i> program. Prompts appear on the CRT screen, and require a response from the computer operator.
publication pattern	A serial’s <i>enumeration</i> pattern, <i>chronology</i> pattern, and publication frequency pattern, used by the Serials module to predict issues.
purchase alert	A warning that additional copies of a title may be needed. Usually because all copies are missing or because the “hold ratio” for this item (that is, the number of holds compared to the number of active copies) is very high.
purchase order	A record authorizing a vendor to deliver materials or services, usually at a set price, to the library. One or more copies of one or more items can be covered by a single purchase order (sometimes abbreviated “PO”).

## R

reboot	To perform a second or subsequent <i>boot</i> .
recall	To require that a book on loan be returned before the expiry of the due date that was assigned when the charge was made.
recompile	To perform a second or subsequent <i>compile</i> of a program.
recon	Retrospective conversion of bibliographic records into machine-readable format. This process typically occurs when a library purchases a

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	library automation system but still has some bibliographic records that were never put into machine-readable format.
record	To make computer processing easier, data items are brought together to form a unit called a “record”. A group of records makes up a “file”.
recovery	The process of returning a system to operable condition following a failure.
reel	A magnetic tape volume or the tape and the spool on which it is wound.
registration	The process of recording information about individual patrons for the Circulation system, and especially of assigning barcode numbers to those patrons. Usually, “patron registration” applies to the initial entry of this information onto the system.
release	Release refers to a particular version of a package of software: for example, Release 5.0 of ADVANCE.
remote	A term applied to a device or operation that is geographically-separated from a computer but communicates with it.
renewal	The process whereby a borrowed item is checked out again to the same patron, effectively extending the loan period.
report	A result of processing in which data from various data fields is selected and presented in a particular way to provide certain pre-defined information to the user. The hard copy of this data is printed as a “report”.
reserve	A “reserve collection” is also known as “short loan collection”. In academic libraries, a type of material in high demand that has short loan periods assigned to it. Reserve is often applied to required course reading materials, or to new or topical items.  The term “reserve” is sometimes used by public libraries to mean <i>hold</i> .
reserve book room	“RBR” is a function within the Circulation module designed to handle high-use materials in the reserve collection, often items associated with a course. It allows the user to enter instructor and course information, and links titles with the appropriate courses.
reserve recall	An item is recalled for the Reserve Book Room.

- response time Used in connection with computer systems. The amount of time it takes for an online system to give data requested of it. It is measured as the amount of time between the point when a user presses the ENTER or RETURN key and the point when the first character of response appears on the screen.
- restore To replace something which has been removed, deleted or damaged. Restoration is part of recovery, and usually refers to the process of replacing disk files with the backup copies on tape.

## S

- scanning Also “wandering”. The act of drawing the lightpen across a barcode to read the barcode into the system.
- security level The level assigned to each function, command, and override in order to restrict its usage. Only those functions and commands having a priority level at or below the operator’s active access level may be used.
- “see also” reference A reference from an established form of a heading to one or more related headings. Also known as a "see also" cross reference.
- see reference A reference to the established form of a name from a form which should not be used as a heading. Also known as a “‘see’ cross reference”, “rejected form heading”, or “variant form heading”.
- serial A publication issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. This includes periodicals, newspapers, annuals, etc. In ADVANCE, a serial is a *bibliographic item* (catalogued in the Cataloguing module) which may also have a *publication pattern* and *copy set* defined in the Serials module. A serial may also have *pieces* (barcoded items) assigned to it. Also see the definitions of *issue*, *copy*, and *holdings*.
- Serials module The ADVANCE module that automates serials control — primarily checkin and issue prediction.
- shelf list A catalogue of the items in a library; items are described in the same order that they are arranged on the shelves.
- shelf location Also “local call number”. The *call number* assigned to a specific copy of an item.

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sign off	Also “log off” and “logging off”. To enter the necessary information to end a session on a terminal. The console command is “OFF”. Compare to <i>sign on</i> .
sign on	Also “log on”, “log in”, and “logging on”. To enter the necessary information (such as an identification number or password) to begin a session on a terminal. The console command is entry of a valid account name.
site	Customer library, usually where the computer is located.
sort	To arrange entities according to some pre-defined criteria, usually alphabetic.
spine label	Label for the spine of a book, typically with the call number.
string	Any succession of characters. These can be numbers, letters, blanks, or other characters. The PICK system treats most data simply as a sequence of symbols or “string”.
subfield	In MARC format, the name for a defined part of the field in a MARC <i>variable-length field</i> , such as subfield b.
subfield code	The one-character code which identifies a MARC subfield: for example, the “a” in “ $\ddagger$ a”.
subject headings	Authorized terms that describe the contents of a book. Several may apply to a single work. One North American standard is LC Subject Headings.
surcharge	The charge automatically levied against a patron to cover certain costs, such as the cost of postage for notices, or ordering and cataloguing a replacement book.
syndetic structure	The logical organization of the catalogue, using “ <i>see</i> ” and “ <i>see also</i> ” <i>references</i> to interrelate the concepts represented in the catalogue.
SYSPROG	System Programmer. The highest-level account within PICK.
system backup	To copy (back up) all the files making up the system.
system manager	The library staff member responsible for the systems staff and the computer.

## T

tag	The labelling mechanism used by MARC to associate data elements with their functions. Tags are composed of three digits: for example, “210” is the tag for the Abbreviated Title Field. Each different tag represents a different piece of bibliographic information: e.g., personal author, uniform title. “Tag” is sometimes used to mean MARC field.
tag number	A term sometimes used to mean <i>tag</i> .
tape	A magnetic tape reel or cassette, or the tape on the reel or cassette.
tape backup	The process of making a copy of data files and/or the system software. The library uses the backed-up tapes as a security precaution, in case the need for a 'restore' arises.
tape drive	The equipment that holds, reads from, and writes to magnetic tapes.
TCL	“Terminal Control Language” processor. TCL is the primary interface between end-users and the computer. The state in which the computer <i>prompt</i> is displayed and is waiting for user input is commonly called being “at TCL”.
telecommunications	The organization and facilities that provide communications service between users in geographically separated locations. The term encompasses telephone, telegraph, radio, and satellite-based systems; unless otherwise indicated, telephone is usually assumed.
terminal	A device used by a person to communicate with the computer.
Terminal Number	Each terminal in a library system is assigned a unique number.
title	The name of a work, including any alternate title, subtitle, or other associated descriptive matter preceding the author, edition, or imprint statement on the title page.
tracing	Any record of entries or references that have been made in connection with the cataloguing of a particular work or publication, or with establishing a particular heading. Also known as subject headings or added entries.
track	A unit of data storage space on disk.



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- transfer To read data in one location and write it in another location.
  - transaction Any checkin, checkout, renewal, or hold.

## U

- UK/MARC The United Kingdom version of the MARC format.
- UNIX A computer *operating system* developed by Bell Laboratories.
- upload The data flow from the microcomputer **up** to the host computer system.
- UPS “Uninterruptable Power Supply” — essentially a series of batteries that conditions the power to the computer, and, with the absence of electricity, provides power to the computer for a period of time (e.g. 30 minutes.)
- user Same as *patron*.
- US/MARC The version of the MARC format used in the USA.

## V

- variable-length field Also “variable field”. A MARC field in a bibliographic record whose length is not pre-defined: for example, the Title Statement Field (Tag 245). A variable field is composed of two one-digit *indicators* and one or more *subfields*.
- vendor A dealer, wholesaler, or other organization supplying books or other materials to the library.
- volume Bibliographic element of a series. For example, **The Art of Computer Programming** has three volumes. The important point is that volumes normally share SOME bibliographic elements with each other.
- voucher A request for the complete or partial payment of one or more invoices, usually sent to the library’s financial services department.

## W

- wand Device for reading barcodes. Known as *lightpen*.
- wanding Known as *scanning*.

- WLN “Western (formerly ”Washington“) Library Network” — a bibliographic utility.
- word A unit of data storage: 8, 16, or 32 bits depending on the computer.
- work file A file where data is temporarily stored before being placed in the database. Used in the Cataloguing module.

# Screen Index

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This index includes the titles and screen identifiers of management screens, and also the titles and fields of user screens (for example, see the *ORD - ORDERING DATA* entry).

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