

ADVANCE

Acquisitions User's 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

Purpose

The *Acquisitions User's Guide* explains to acquisitions staff how to use the Acquisitions Module of the Geac ADVANCE Library System 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.

Contents

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

Chapters 3 to 8 cover the Acquisitions functions in detail.

Chapter 9 covers the retrieving of archived information.

Chapters 10 to 13 cover special topics: renewable orders (subscriptions, etc.), multi-item orders (serial title splits, monographic series, standing orders, etc.), vendor deposit accounts, and multipart orders.

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.

Other Documentation

Consult other guides for related information:

- The *Acquisitions Management Guide* describes how to set up and customize the Acquisitions Module, how to use the background processing jobs, reports, and loaders, and so on.

- The *Utilities Management Guide* describes general ADVANCE setup and management: port definitions, access control, the background processing calendar, and so on.

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: “ORDA”, “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 *Handling Subscriptions*”.

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 tailored 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

This chapter provides:

- a brief tour through acquisitions processing in ADVANCE
- a brief discussion of Acquisitions management: setup, background processes, optional loaders and interfaces, reports, and security
- a brief discussion of Acquisition's integration with the Cataloguing, Online Catalogue, and Serials Modules
- a brief discussion of accessing menus and functions
- a map of the Acquisitions menus and functions.

General instructions on accessing screens and editing fields throughout ADVANCE are provided in Appendix A, *Using ADVANCE* on page A-1.

Acquisitions Work

This section provides a brief tour through acquisitions processing in ADVANCE. Refer to the following simplified file diagram as required.

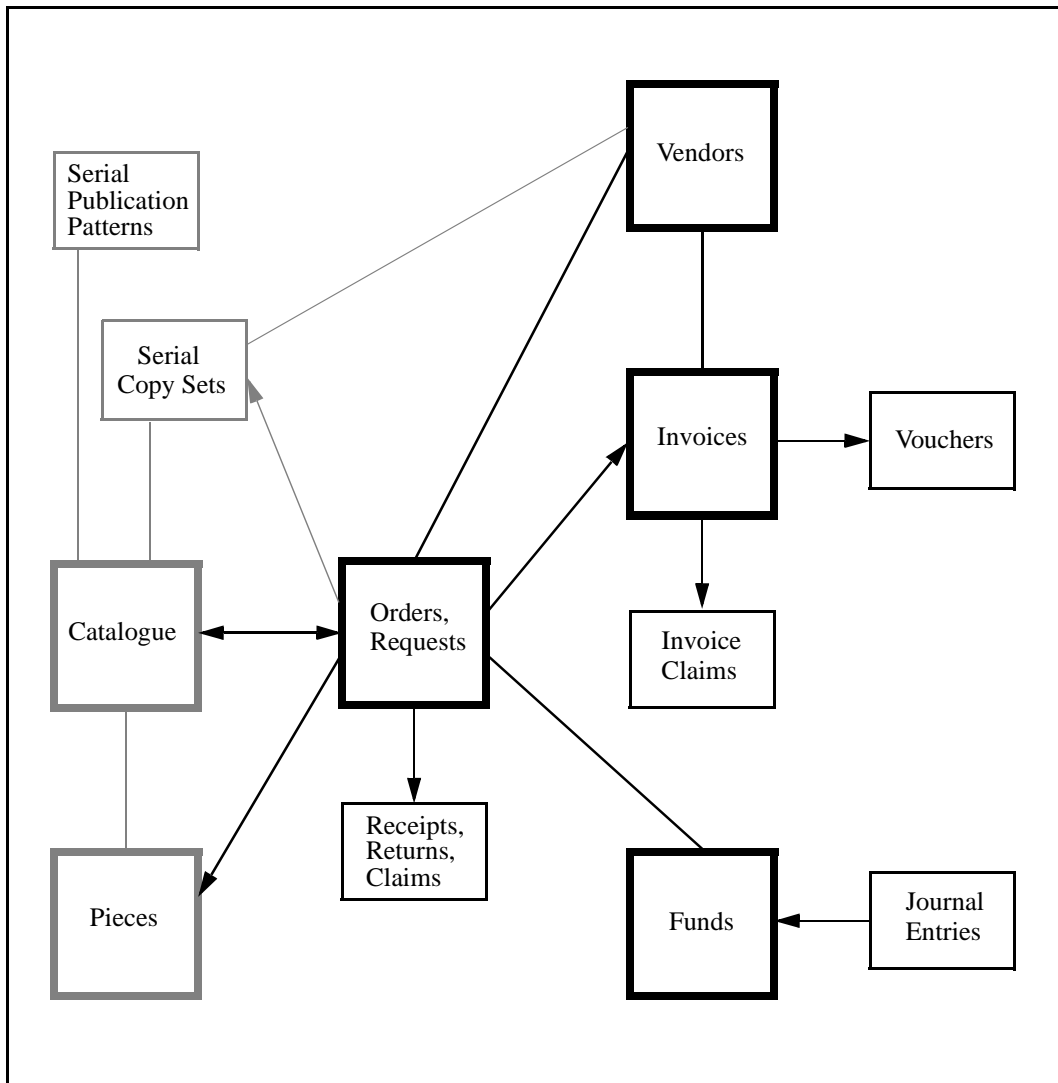


FIGURE 2.1 Simplified Acquisitions File Structure

Requesting and Ordering

Creating and updating requests and orders is mainly handled in the Ordering Function (ORDM). An “order” is a “request” which has generated a purchase order and been assigned a PO Number. Staff may:

- create a request or order:
 - do a pre-order search for bibliographic information in the catalogue, cataloguing workfiles, approval order workfiles, and/or Acquisitions order and request file
 - enter or edit bibliographic information, if necessary — the system can do edit checking for mandatory MARC fields, for the uniqueness of ISBNs, and so on
- add or edit ordering information:
 - enter selectors and requestors
 - assign a vendor, order type, payment type, unit cost, priority, and so on
 - allocate funds by copy or percentage of the complete order
 - assign a number of copies for each location
 - enter notes
 - assign statuses
 - define a serial’s publication pattern (or leave this work for serials staff later)
- authorize an item for order generation, or “cut” an order immediately (gifts can be left as non-orders and still be received)
- display order conditions and the order’s vendor information
- define and print vendor labels, for example, for mailing new purchase orders (see the *Acquisitions Management Guide*).

Order Generation

The background Order Generation Job creates purchase orders for outstanding authorized requests. During order generation, the job assigns a PO number, sets the order condition to OPEN, encumbers money in the allocated funds, assigns an estimated delivery date based on the item’s Claim Code, and marks the order for printing.

Requests may generate separate purchase orders or, for specified vendors, line items in a single multi-line purchase order.

Transfer To Catalogue

If an order is marked for transfer and a bibliographic record does not already exist in the catalogue, the Transfer Job creates a catalogue record from the order's bibliographic information (stored in a special workfile). Alternatively, the Transfer may be set to create cataloguing workfile records. The Transfer also adds either piece/part records (with the status *On Order*), location copy records, or copy set records for the copies ordered, depending on whether the item is a serial, multipart or not.

Closing or Cancelling Orders

Orders and requests can be closed or cancelled by assigning the appropriate Condition Code to the item in the Ordering function, or by assigning the appropriate Report Code in the Receiving or Invoicing Functions. When an order is cancelled, outstanding claims are inactivated and the Transfer Job deletes outstanding (on order) piece or copy set records from the catalogue.

Renewing Orders

Orders for subscriptions (including memberships, series, etc.) may be renewed with new unit costs, vendors, and so on, either before or after the old subscription is complete. The library may run the background Subscription Review Report Job to see outstanding encumbrances and predicted renewal amounts, and the Subscription Renewal Job to renew all outstanding renewal orders.

Receiving, Returning, and Claiming

Receiving, returning, and claiming copies is handled in the Receiving Function (RECM). (If the library has the Serials Module, serials receiving and claiming is handled there instead.) Staff access an order/request and may:

- receive copies for particular locations, and assign barcode numbers to them
- invoice copies upon receipt
- return damaged or other copies from particular locations
- claim for unreceived copies, and reissue or reprint claims
- change the estimated delivery date
- enter or update status reports on the order, from the library or the vendor
- view a history of receipt, return, claim, and status report transactions on the order
- view invoices on the order.

Claim/Cancellation Generation

The background Claim and Cancellation Generation Job can automatically generate claims and a final cancellation based on the cycle set up for the order's Claim Code, the estimated delivery date and action dates, and the number of times claimed to date.

Claim and Cancellation Letter Printing

Printing can be handled by the background Claim Letter and Cancellation Letter Print Jobs, or by staff using the print functions in Receiving.

Transfer To Catalogue

The Transfer Job, as mentioned earlier, can create bibliographic and location copy pieces and/or parts records for an order. To keep an item out of the Online Catalogue until the first copy has been received, staff can wait and mark the order for transfer in Receiving. The Transfer also deletes or updates location copy pieces and/or parts as necessary when copies are received, returned, or barcoded, or the order is cancelled. (For received copies, the Transfer changes the piece/part status from On Order to In Process.)

Closing or Cancelling Orders

As mentioned earlier, orders and requests can be closed or cancelled directly in Ordering or, indirectly by assigning the appropriate Report

Code in Receiving. When an order is cancelled, outstanding claims are inactivated.

Multi-item Orders

Multiple bibliographic records (“child” items) may be added to a single order/request (“parent” item) in order to handle memberships, serial title splits and changes, monographic series, standing orders, and so on. Staff add this information from Receiving, and can update it in Receiving or Ordering. The system assigns separate request numbers to the items, but only a single PO number to the set. Staff may receive, return, and claim copies of the child items separately, and may invoice them separately too.

Invoicing and Voucher Generation

For fund accounting, staff enter information from the vendor's invoices in the Invoicing Function (INVM) and generate vouchers to pay them.

Staff may:

- create or edit invoices:
 - enter invoice header information, including vendor, invoice type (regular, credit note, partial payment, proforma, and deposit account statement), amounts, and prorate methods (prorate by line item amounts, prorate by line item number of copies, pay out of accumulation funds rather than the general funds allocated in the orders, or do not prorate)
 - enter invoice detail information: line items for specific orders or parts of orders (Invoicing staff may search for and select an order)
- validate invoice amounts, and authorize the invoice for payment
- claim for unreceived invoices, and reissue or reprint claims
- create or edit vouchers (which are typically cheque requests sent to the library's financial services group). Staff may select invoice line items to add to the voucher.

Invoicing at Time of Receipt

For convenience, Receiving staff may be allowed to invoice copies at the time of their receipt.

Invoice Claim Generation

The background Claim and Cancellation Generation Job handles invoice claims much like order claims: it generates claims based on the action dates and the number of times claimed to date.

Closing or Cancelling Orders

As mentioned earlier, orders and requests can be closed or cancelled directly in Ordering or, indirectly by assigning the appropriate Report Code in Invoicing. When an order is cancelled, outstanding copy claims are inactivated. The action specified by the Report Code takes place when the invoice is paid.

Voucher Generation and Payment

The Voucher Generation Job can automatically generate vouchers (requests for payment) for authorized, unpaid invoices. The Voucher Payment Job pays the outstanding vouchers, disencumbering money originally encumbered by the orders and spending the invoice amounts.

For credit notes, the Payment Job unspends money; for deposit statements, the job merely updates the deposit account balance in the library's deposit fund.

Vendor Maintenance

The library keeps track of the organizations from which it obtains materials. These “vendors” may include booksellers, publishers, serials agents, exchange partners, donors, and government agencies. This work is handled in the Vendor Maintenance Function (VENM). Staff may:

- create or edit vendors, including information on:
 - up to four addresses
 - defaults for orders to this vendor (such as Claim Code, currency, discount percentage, and purchase order format)
- view vendor statistics for the current and prior years, including the number of orders open and closed, the number of order claims, and the amounts encumbered and spent
- view deposit account balances, if the library maintains deposit accounts with this vendor
- define and print vendor labels for all vendors, selected vendors, or vendors which have new purchase orders (see the *Acquisitions Management Guide*) — this is the same function that is available in Ordering.

Fund Management

Fund accounting is primarily controlled from the Fund Management Function (FUNM). Staff may:

- create or edit funds:
 - including information on: fund type (regular, donation, deposit account, or tracking), Library Code, valid selectors, and maximum overencumbrance allowed
 - view current fund amounts versus fund amounts from the previous year end, view a fund amount history by fiscal period for current or prior years, or view journal entries that have affected the fund
- set up fund mapping for the background Fund Mapping Job
- create or edit journal entries to transfer unspent amounts between funds or add equity (new money) to the system
 - view journal entries created by the background Year End Processing Job to carry forward unspent amounts or encumbered plus authorized amounts.

Library Code The basic financial unit is the Library Code. Each code has a default Ship To Code and perhaps a default Bill To Code. Most acquisitions reports are totalled and paginated by this code. Single-agency libraries might set up only one code, but multi-agency libraries, particularly ones that require multiple year ends, need more than one. A Library Code must be assigned to every fund, and to every journal entry, order, invoice, voucher, and vendor. The library can determine whether or not orders must be to vendors with a matching Library Code. Library Codes also determine 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.

Fund Structure The structure of fund numbers may be set up by the library to further control how reports are totalled and paginated. For example, an academic library could use 18-character fund numbers composed of a 4-character division name, a 5-character faculty name, and a 9-character account number.

Fund Mapping The background Fund Mapping Job transfers encumbered and authorized amounts from one or more funds to another fund, and updates the

| | |
|---------------------|---|
| | fund assignment in outstanding orders, as specified by Fund Management staff. The job can automatically close the old funds. |
| Year End | The background Year End Processing Job can carry forward encumbered, authorized, and/or unspent amounts while closing other amounts. The library can manage all funds in a single year end, or manage funds by Library Code or group of Library Codes in multiple year ends. |
| Deposit Funds | Some vendors require the library to maintain a deposit account with them to pay for invoiced items. To handle this, staff can create a deposit fund and then use pseudo orders and regular invoices to send money to the vendor. This places money into the real deposit account at the vendor and into the fund's deposit account estimate at the library. Afterward, staff can order and spend against this deposit account estimate. |
| Tracking Allocation | When allocating funds to an order, staff may specify additional funds to merely track the allocation amounts — money is not actually encumbered or spent. These additional funds may be regular funds, or special tracking-only funds which contain no money. The tracking allocation amounts are not displayed but can be included in reports. |
| Accumulation Funds | The library may define central allocation funds for regular charges, taxes, and/or other charges, to pay the respective prorated invoice line amounts in staff-specified invoices. Otherwise, these amounts are paid from the general funds allocated in the orders. The library can set up a separate set of accumulation funds for each Library Code. |
| Currencies | Acquisitions handles multiple currencies, and uses library-defined rates to convert amounts to a base currency for encumbrance and spending. Different currencies, identified by Currency Codes, can be assigned to orders, invoices, and vouchers. |

Acquisitions Management

The topics in this section are covered in more detail by the *Acquisitions Management Guide*.

Setup

Before staff can do acquisitions work, the module must be properly set up. Some setup requires ongoing maintenance, particularly as library conditions change.

| | |
|---------------------|--|
| Acquisitions Tables | <p>Acquisitions is primarily set up through several dozen tables accessible from the CODE TABLE MENU and CONTROL TABLE MENU. These tables control:</p> <ul style="list-style-type: none">• codes such as Library Codes, Currency Codes, and Order Method Codes. Most codes will be directly used by staff in acquisitions work — that is, selected and assigned to orders, invoices, and so on• system-wide defaults and user-specific defaults, mostly for orders• control number values or structures, for the PO number, fund number, voucher number, and so on• scheduling information for claim cycles, fund periods, and background processing jobs• purchase order print formats. |
| Install-time | <p>Some setup is handled by Geac installers in internal tables (in Pick at the TCL level) at initial setup time. For example, MARC definitions and display labels can be defined for up to 10 additional bibliographic fields on the BIBLIOGRAPHIC ENTRY/UPDATE screen in Ordering.</p> |
| Cataloguing Codes | <p>Some codes used in Acquisitions are set up by tables in the Cataloguing Module: Format Codes, Institution Codes, Sublocation Codes, and so on.</p> |
| Serials Codes | <p>Some codes are shared between Acquisitions and the Serials Module: Claim Codes, Currency Codes, and so on.</p> |
| Menus and Functions | <p>The library may change the list of functions and submenus in the standard Acquisitions menus, and/or add new menus.</p> |

| | |
|----------------|--|
| Online Help | The library may use the Help Screen Editor, described in the <i>Utilities Management Guide</i> , to edit the contents of online help screens. |
| Screen Options | The library can determine for each module whether screen options are offered as highlightable option bar items (as are shown throughout this guide) or as a list of short commands that staff must type. |

Background Processes

The library can run background processing jobs directly from the Calendar Processor Menu (ACP), or schedule them to be run automatically by the Acquisitions Background Processor. The jobs include: purchase order generation, purchase order printing, subscription renewal, claim generation, voucher generation, journal posting, fund mapping, and year end processing.

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.

Reports

Over two dozen Acquisitions reports can be run, or regrouped for easy selection, in the Reports Function (ARM). The library may use the Report Writer, described in the *Acquisitions Management Guide*, 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.

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. (For a list of these Acquisitions functions and tasks, see Appendix B, *User Permissions* on page B-1.)

Integration With Other Modules

Cataloguing Module

For added-copy orders and requests, Acquisitions staff may select an existing catalogue or workfile record. For new-item orders and requests, staff may copy and modify an existing catalogue or workfile record, or create a new one from scratch.

The Transfer to Catalogue Job (optional for each order) transfers Acquisitions-created bibliographic and copy information to the catalogue, and updates the copy information as necessary. The copy information, put into location copy, part, piece, or serial copy set records, can include location information (institution, sublocation, etc.), a barcode number, and a price.

Online Catalogue Module

Acquisitions staff may search the Online Catalogue for new or ordered items. And in the other direction, ordered items and copies, once transferred to the catalogue, are displayed in the Online Catalogue. (This is optional.)

An item's order information can be directly displayed from the item's Brief or Full Display in the Online Catalogue. (This is optional.)

Serials Module

Although serial ordering, invoicing, and fund management are handled in Acquisitions, serial receiving (issue checkin) and claiming are handled in the Serials Module. Serial bibliographic and copy set information and optional publication patterns are transferred by the Transfer to Catalogue Job. Serials and Acquisitions share the same vendor file.

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 Order Display screen identifier is ORDD.

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 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   Report Menu            9.  ARCM  Archive Access Menu
5.  VENM  Vendor Maintenance Menu

                        10. MM   Return to Master Menu

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

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
 INV D Invoice Display
 VCHU Voucher Entry/Update
 VCHD Voucher Display

ARM Report Menu

CCR *System Reports*
 RW *Report Writer*
 ARG C *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*
INVDFT *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*
FISCL2 *Fiscal Profile 2*

PONO *PO Number Format*
ACP ***Calendar Processor***
 CTLM *Control Table Menu (Continued)*
 JNLNO *Journal Number Format*
 INVTP *Invoice Type Codes*
 FUNST *Fund Status Codes*
 FUNSTR *Fund Structure*
 JRNTP *Journal Type Codes*
 CUDEF *User Defaults*
 REQNO *Request Number Format*
 CLMTXT *Claim Text Codes*
 YENDD *Year End Close Dates*
 VCHNO *Voucher Number Format*
 TRNNO *Transaction Number Format*

AUTIL ***Acquisitions Utilities Menu***

BSCM ***BISAC Order Interface Menu***

BSCCM ***BISAC Codes Menu***

BSCVND *BISAC PO Vendor Defaults*
 COFMT *Confirmation Prt. Format Codes*
 CNFSRC *Confirmation Source Codes*
 ADVCTYP *ADVCOMM Action Codes*

ORDB *Create BISAC PO Transmission File*
 CONFASC *Process BISAC Confirmations*
 BTSENDPO *Send BISAC PO File to B&T*
 BTCONFPO *Get BISAC PO Conf. File from B&T*
 BTDELAY *Delayed BISAC Processing for B&T*

INLOAD *Invoice Loader Profile*
 APLOAD *Approval Loader Profile*
 X12IMP *X12 Imported File Display*

ARCM ***Archive Access Menu***

ARCF *Search Master Archive File for Archive Tape Number*
 ARCD *Determine Current Archive Database*
 ARCO *Search Orders on Current Archive Database*
 ARCI *Search Invoices on Current Archive Database*
 ARCV *Search Vouchers on Current Archive Database*

3

Ordering

Procedure

To view, add, or update a request or order:

1. Access the ORDERING MENU by selecting it on the ACQUISITIONS MAIN MENU or by entering ORDM on any Acquisitions menu.
2. Select the screen identifier that corresponds to what you want to do: add (ORDA), update (ORDU), or display (ORDD) an order/request.

NOTE: You can bypass step 1 by entering these screen identifiers directly on any Acquisitions menu.

3. Access an order/request.
4. View or enter order/request information. Assign Condition Codes to save an item as a request, authorize a request for background order generation, renew a subscription order, cancel an order, and so on.
5. When finished, select *File*, *Exit*, or *Prior screen* to leave the order/request.

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

ORDERING MENU (ORDM)

1. ORDA Order Add
2. ORDU Order Update
3. ORDD Order Display
4. VENP Vendor Label Print

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

NOTE: For an explanation of how to define and print **vendor mailing labels** (function code VENP), perhaps for purchase orders, see the *Acquisitions Management Guide*.

Overview of Tasks

The three main tasks of accessing an order/request, displaying or entering information, and using the Order Condition Codes, are introduced in this section.

Access an Order/Request

Search for and retrieve an order/request to use. **Adding** a record involves a different initial sequence of screens from **updating or displaying** a record, as shown in the following figure.

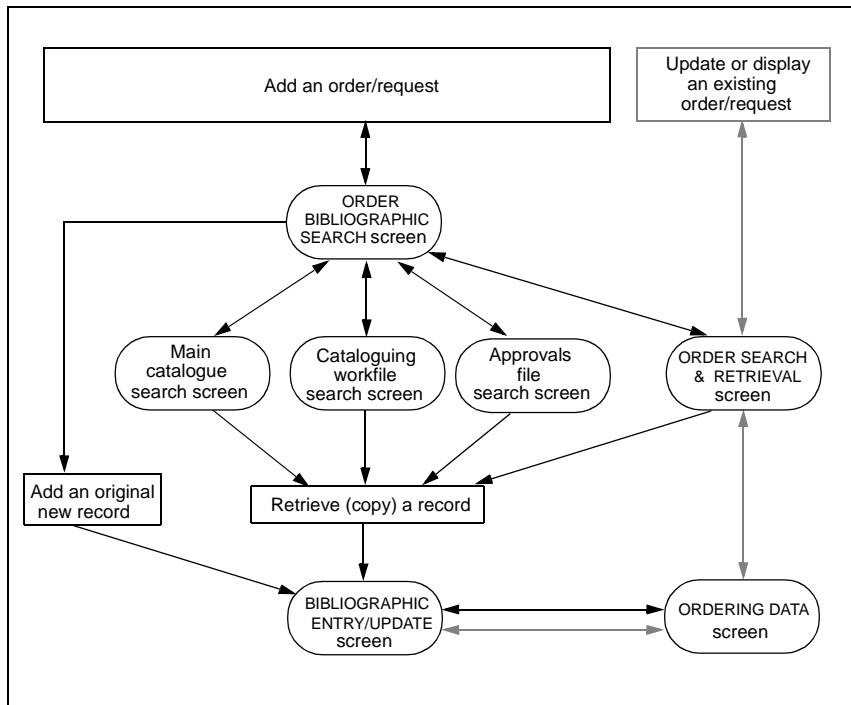


FIGURE 3.1 Accessing an Order/Request

Update/Display an Order/Request

Search for an existing order/request from the ORDER SEARCH & RETRIEVAL screen. Once you have selected an item, the system will display its ORDERING DATA screen.

Add an Order/Request

Start from the ORDER BIBLIOGRAPHIC SEARCH screen and search appropriate ADVANCE databases for an existing bibliographic record to copy. (You can even copy an existing order/request, and you may copy the order/request information itself in addition to the bibliographic information.) Once you have retrieved an item, or decided to enter original infor-

mation for a new item, the system will display its BIBLIOGRAPHIC ENTRY/
UPDATE (or BRIEF ORDER ENTRY) screen.

Display or Enter Information

Once you have accessed an order/request, you can examine or update the following categories of information:

Brief entry

When you are **adding** an order/request, the system might display a BRIEF ORDER ENTRY screen instead of the full set of information screens. The library determines who receives this screen. It has all the minimum bibliographic and order/request information necessary to authorize or generate an order.

Bibliographic information

Cataloguing data such as author and title, and some primary order/request information such as order type and library, are provided on the BIBLIOGRAPHIC ENTRY/UPDATE screen. An additional ORDER ENTRY MARC DISPLAY screen is available for MARC-format cataloguing.

Basic order/request information

Vendor, selector, number of copies, unit cost, and so on, on the ORDERING DATA screen.

Additional order/request information

Fund allocation (on the ALLOCATION screen), order notes (on the NOTES screen), statuses (on the STATUS screen), and serial definition (on the PUBLICATION PATTERN and associated screens).

Display-only information

Order condition history (on the CONDITIONS screen), and order/request vendor description (on the VENDOR HEADER and associated screens).

Change the Order/Request Condition

Assign an Order Condition Code on the ORDERING DATA (or BRIEF ORDER ENTRY) screen to control what processing the system is to do on a request/order when you *File* it. The codes can indicate the item is a request, authorize a request for background order generation, generate an order immediately, close an order/request, cancel an order, and so on. The condition of an item also determines which order fields you can update.

Searching for Existing Order/Requests

Procedure

To either search for an existing order/request to **update** or **display**, or search for an existing order/request to **copy when adding** a new order/request, use the ORDER SEARCH & RETRIEVAL screen.

1. Access the screen by either of the following methods:

Updating or displaying

Select ORDU or ORDD on the ORDERING MENU, or enter these screen identifiers on any Acquisitions menu.

Adding

Enter the search type ORD on the ORDER BIBLIOGRAPHIC SEARCH screen.

2. Enter a search type and search text. For example, enter T=ROLLING BARRELS for a title search on “rolling barrels”.
3. Browse the index screens, if necessary.
4. Select an item, or return to this screen.

```
ORD - ORDER SEARCH & RETRIEVAL                                PPP IIIIII

ENTER type of order retrieval:

PO  Search order #s                                           I   Search order ISBN/ISSN #s
RQ  Search request #s                                         VC  Search order vendor codes
LST Retrieve last order                                       VN  Search order vendor names
T   Search order titles                                       VT  Search order vendor title #s
A   Search order authors
L   Search order LC Card #s

Enter option= _____

Enter the search code and string (eg A=TWAIN), or <ENTER> to exit
```


Adding a New Order/Request

Procedure

To add an order/request, use the ORDER BIBLIOGRAPHIC SEARCH screen.

1. Access the screen by selecting ORDA on the ORDERING MENU or by entering this screen identifier on any Acquisitions menu.
2. Specify whether you want to add completely **original** bibliographic information or **copy** an existing bibliographic record.
3. To copy a record, you must also:
 - a. Specify where you wish to search.
 - b. Find a record and *Retrieve* it, or return to the search screen.

```

                                ORD - ORDER BIBLIOGRAPHIC SEARCH                                ACC.NAME

Enter the type of bibliographic retrieval:

ORD  Search existing orders/requests      OPC  Search main catalogue
APP  Search approvals                     WRK  Search cataloguing workfiles
                                NEW  Create original entry

Enter option : _____

Enter the code and optional search string (eg. OPC A=TWAIN)

```

Enter Original Information

Enter the NEW option to do all-original cataloguing. This takes you directly to the BIBLIOGRAPHIC ENTRY/UPDATE (or BRIEF ORDER ENTRY) screen.

NOTE: Bibliographic and ordering information can be copied **only** when you are first adding the order/request, not when you later update it.

Copy Existing Information

Search the databases and retrieve a bibliographic record. If unsuccessful in your search, you can still return to the ORDER BIBLIOGRAPHIC SEARCH screen and use the NEW option.

The advantages of copying a record are:

- Data entry is simplified. If necessary, you can change the retrieved information: for example, for a new edition of a book, or for extra copies of a book already on order with a different vendor.
- By linking your new order/request to the existing record, Acquisitions information will be properly transferred, and the duplication of catalogue records will be avoided. For example, you could be ordering additional copies of a book.
- If creating a new order/request from an existing order/request, you can also copy the order/request information itself: vendor, order type, unit cost, and so on.

Selecting and Searching the Databases

Enter one of the following database pre-search options, listed on the ORDER BIBLIOGRAPHIC SEARCH screen:

- ORD Search the existing order/requests. See *Searching for Existing Order/Requests* on page 3-8 for search instructions.
- OPC Search the main catalogue (OPAC). See the *Online Catalogue User's Guide* for search instructions. (You can use the *Holds* option at an item's display to access the HOLD QUEUE DISPLAY.)
- WRK Search the cataloguing workfiles. See the *Cataloguing User's Guide* for search instructions. The search commands you can use are: LCN= (Local Bibliographic Control Number), A= (Author), T= (Title), S= (Subject), and ALL= (Author, Title, and Subject).
- APP Search the file of approval records, loaded from vendor tapes. APP searching is like WRK searching, described above.

Direct Search

You can enter a search statement with your database selection option on the ORDER BIBLIOGRAPHIC SEARCH screen. You could, for example, enter:

```
ORD T=ROLLING BARRELS
```

to do a title search in the order/request database, or perhaps enter:

```
OPC A=BROWN, WILLIAM A
```

for an author search in the Online Catalogue.

Autoprompting

If the library has autoprompting set up, the direct search method described above has an added advantage. If you do not find the information you want in the first database you search, and *Exit* back to the ORDER BIBLIOGRAPHIC SEARCH screen, the system re-displays your search statement and automatically changes the database selection option.

Example Assume your library has set up the following database search sequence:
OPC, ORD, WRK, APP, NEW.

If you enter:

OPC T=BLUE SKIES

and then *Exit* the Online Catalogue without finding and *Retrieving* the record you want, the system automatically prompts:

ORD T=BLUE SKIES

to search the Acquisitions order/request database, and so on. If all the searches are unsuccessful, the system finally prompts:

NEW

for entering original bibliographic information, and defaults your search text into the appropriate field of the new order/request.

Changing
the search

You can change the search statement along the way. For example, if you change:

ORD T=BLUE SKIES

to:

ORD T=BLUE RIVER

and are unsuccessful in that search, the system automatically prompts:

WRK T=BLUE RIVER

and so on, with the new search string.

Search Jump

Using the *Search jump* option on a browse screen, for example:

Enter new search term: GREEN LAKE

does **not** change the autoprompted search string.

Skipping some
databases

You can start your searching in the middle of the database list. For example, if you start with:

WRK T=BLUE SKIES

and are unsuccessful in the cataloguing work files, then the system automatically prompts, as usual:

APP T=BLUE SKIES

Valid
search types

Autoprompting works only for the search types that are available on all search screens: A= (author), T= (title), and I= (ISBN/ISSN).

Retrieving Bibliographic Records

Once you have found a record to copy, select the *Retrieve* option. The system might then ask one or more of the following questions.

Workfile record

If you retrieve a record from the cataloguing workfile with a `WRK` search, or from the approvals workfile with an `APP` search, then the system asks:

Do you wish to delete the bibliographic record from the workfile?

- N Leaves the original record in the workfile.
- Y Instantly deletes the original record from the workfile. Answer this way to ensure that approval records are eliminated.

CAUTION If you answer *Y* and end up *Exiting* the new order/request record, the old record will not be put back into the workfile. The information will be lost.

Catalogue record

If you retrieve a Catalogue record with an `OPC` search or `ORD` search, the system asks:

Catalogue as Original Entry (O) or Existing (E) ? : O
Select 'O' to order new title; select 'E' to order copies of existing title

(An `ORD` search retrieves a Catalogue record if the order has been transferred to the Catalogue.)

How you answer depends on whether you are ordering a new bibliographic item or merely an additional copy of an item.

- O Creates a completely independent, **original** bibliographic record. You just use the retrieved information as a draft, to save typing. When the new order is transferred to the Catalogue, a brand new Catalogue record will be created.
- E Preserves a link to the **existing** Catalogue record. When the new order is transferred to the Catalogue, only the new piece (copy) information will be added to the existing Catalogue record. The library can set the system to always discard bibliographic changes made in Acquisitions, or to replace the Catalogue record with the Acquisitions record when the two differ. In either case, duplicate records are not created in the Catalogue.

Linking to Copy Sets

When you answer **E** to the previous question (to preserve the link to the existing Catalogue record), the system checks if copy sets (subscriptions) already exist in the Catalogue for this record.

If copy sets already exist in the Catalogue, the system responds with the message:

```
There are copy sets attached to this bib record.
```

The system prompts:

```
Add new copy sets(A) or List existing copy sets(L)?
```

- A Proceeds directly to the order entry screen (either the BIBLIOGRAPHIC ENTRY/UPDATE or the BRIEF ORDER ENTRY screen depending on the user's setup).
- L Proceeds to the LINK ORDER TO EXISTING COPY SETS screen and displays all copy sets currently attached to the retrieved Catalogue record.

Each copy set has one of three possible statuses:

1. `*** Not yet linked **`

The copy set was created within the Serials Module and has no link to an order in Acquisitions.

2. `** Link Initiated - Request# 999999999`

An order/request has been linked to this copy set but the UPMDB background job (in Acquisitions Calendar Processor) has not yet been run to complete the linking process. The Serials Module does not yet recognize that the copy set has been linked to an Acquisitions order/request.

3. `*** Linked - Request#999999999`

The displayed copy set is linked to an order in Acquisitions. This link is recognized by the Serials Module.

#line to link Use the *#line(s) to link* option to link copy sets that already exist in the Catalogue to the order that is being entered or to override existing links for the creation of new links. Enter the numbers of all copy sets you want linked. When you <ENTER>, the Order Entry screen appears (there is no *File* or *Accept* option). The numbers can take the forms: 1; 1,2,4; 1-4; 1,19,20, and so on.

Each copy set that is linked will prevent a new copy set from being created when the order is transferred to the Catalogue.

If more copies are ordered than the number of copy sets linked, the system will create new copy sets to make up for the difference when the order record is transferred to the Catalogue.

If fewer copies are ordered than the number of copy sets linked, the system will undo any unnecessary links when the order record is transferred to the Catalogue.

Exit If you do not want to link any of the existing copy sets to your new order/request, choose the *Exit* option and the system will proceed to the Order Entry screen. If the order created is a serial, one copy set will be created for each ordered copy when the order is transferred to the Catalogue.

Allocation sequence When allocating funds to the order, ensure that the sequence of Location Codes and copies ordered match the sequence in which you specified the copy numbers you want linked (when using the *#line(s) to link* option). The system will assign a copy set to an ordered copy based on the sequence in which the copy sets were linked. The system does not check for matching Institution, Sublocation Codes, and so on.

Order/request record If you retrieve an existing order/request record with an ORD search, the system asks:

Do you wish to copy ordering information into new request?

N Copies just the bibliographic information.

Y Copies the bibliographic information and most of the ordering information, including: Order Type, Vendor Code, Payment Type Code, Currency Code, cost, number of copies, allocation, and notes. Information **not** copied includes the renewal, review, subscription dates, vendor title, and order-specific statuses such as “on backorder” and “receipts complete”. The serial status (*SERIAL: Y*) is copied only if the existing order’s bibliographic information has been transferred to the catalogue and you answered **E** to the Catalogue as Original Entry or Existing prompt.

Brief Order Entry

Procedure

To quickly enter bibliographic and ordering information (sufficient to generate an order), use the BRIEF ORDER ENTRY screen.

1. When you access a record to **add**, the system displays either this screen or the BIBLIOGRAPHIC ENTRY/UPDATE screen described in the next section. The BRIEF ORDER ENTRY screen is displayed only if you are set up to get it **and** you have either:
 - retrieved an existing record as a draft for entering a new order/request, or
 - used the NEW option on the ORDER BIBLIOGRAPHIC SEARCH screen.
2. Update the information as required
3. When finished, *Accept* or *Exit* the order/request.

```

ORD - BRIEF ORDER ENTRY                                MASTER
                                                    LCN : 10007786
1. LIBRARY      : UL                                8. LC CARD #   : 85029331
2. ORDER TYPE   : REGULAR                            9. VENDOR TITLE# : 03065423232
3. MATERIAL CODE: ac   FORMAT : BK 10. CONTROL #    : ocm12320054
4. ISBN/ISSN    : 0898598125                       11. SERIAL     : N
5. TITLE        : SOCIAL BEHAVIOR AND PERSONALITY.
6. AUTHOR       : Buss, Arnold H., 1924-
7. PUBLISHER    : Hillsdale, N.J./*/L. Erlbaum Associates/*/1986

12. VENDOR      : PENGUIN                            17. PRIORITY   : RUSH
13. PAYMENT TYPE: PAY                                18. PARTS/CPY: 1
14. TRANSFER    : Y                                  19. UNIT COST: 46.50 CDN
15. REQUESTOR   : C. Smith                           20. CONDITION: CUT
16. SELECTORS   : ACQ

21. LOCATIONS---- 22. FUND ALLOCATION----- 23. TRACKING ALLOCATION----
LOCATN CPY SHIPTO FUND % FUND %
1 ULMON1 4 1000-ADULT-FIC001 100 TRAK-FUND2- 100
2 ULMON2 2 - -
3 - -
4 - -

Options:
# line Line by line Forward Backward Update window Add window
Delete window MARC File Accept ? Help Exit

```


Fields

This screen is composed of fields from other Ordering screens. See the appropriate descriptions later in this chapter.

- 1 to 9 Correspond to fields on the BIBLIOGRAPHIC ENTRY/UPDATE screen.
- 10 Local System Control Number for the bibliographic record, typically set up by the library as MARC field 035. Later, when a full bibliographic record is loaded into the catalogue, it can match on this number and overwrite the brief bibliographic information. Note that the library can also make this field available on the BIBLIOGRAPHIC ENTRY/UPDATE screen (as one of the library-specified fields on the bottom of the screen).
- 11 Corresponds to fields on the STATUS SCREEN and NOTES SCREEN.
- 12 to 20 Correspond to fields on the ORDERING DATA screen.
- 21 to 23 Correspond to fields on the ALLOCATIONS screen.

Options

Update window; Use these options to edit the allocation information. See *Fund Allocation* on page 3-34.
Add window

MARC Displays the bibliographic information in MARC format for you to examine or change. See *Bibliographic Information* on page 3-20.

File Saves the new order/request to the database and returns you to the ORDER BIBLIOGRAPHIC SEARCH screen.

The system **checks**:

- for mandatory fields (*LIBRARY*, etc.)
- for valid and complete fund allocation — if the item is an order (has a PO number assigned) or is authorized or cut (Condition Code *AUTH* or *CUT*)
- for a valid Material Code — the item cannot be a component part (that is, the Bibliographic Level cannot be a or b)
- for enough money in the fund(s) to cover the amount being encumbered. (The library can set the system to always skip this check and thus allow any amount of overencumbrance, or can specify a percentage by which each particular fund may be overencumbered.)

These fields must be correct before the record can be saved. If they are incorrect, edit the information and *File* again, or *Exit* and lose the new record.

If the only problems with the record are bibliographic, and the library has Acquisitions set for **MARC edit-checking**, then ADVANCE displays a CATALOGUING WARNING/ERROR LIST. See the *Cataloguing User's Guide* for a description of this warning screen. After you *Exit* back to the BRIEF ORDER ENTRY screen, you can either:

- edit the information and *File* again: ADVANCE edit checks the information again, or
- leave the information unchanged and *File* again: ADVANCE saves the information as is and continues.

If you have assigned the *CUT* Order Condition Code, ADVANCE **prompts** for a PO number and delivery date. If you have assigned *DEFER*, ADVANCE prompts for a deferral date. If you have assigned

AUTH, DEFER, or CUT to a serial, ADVANCE also prompts for a subscription review date. See *Change the Order/Request Condition* on page 3-7.

Accept Saves your changes (if any) and advances to the ORDERING DATA screen.

If the bibliographic information contains errors and the library has Acquisitions set for edit checking, ADVANCE displays the CATALOGUING WARNING/ERROR LIST instead of accepting the record.

Exit Discards the new order/order and returns you to the ORDER BIBLIOGRAPHIC SEARCH screen.

CAUTION If you copied and deleted a workfile record, and then *Exit*, the old record will not be put back into the workfile. The information is lost.

Bibliographic Information

Once you have accessed an order/request, you can view or edit bibliographic information, then *Accept* or *Exit* to leave.

Ordering Data

Procedure

To view or edit bibliographic or primary order/request information, use the BIBLIOGRAPHIC ENTRY/UPDATE screen.

1. Access the screen by any of the following methods:

General method

Use the *Bibliographic* option on the ORDERING DATA screen, described in the next section. This is the only way to access the screen when updating or displaying an order/request.

Adding an order/request

When you access a record to add, the system displays either this screen or the BRIEF ORDER ENTRY screen. The ORDERING DATA screen is displayed only if you are not set up to get the BRIEF ORDER ENTRY screen **and** you have either:

- retrieved an existing record as a draft for entering a new order/request, or
- used the NEW option on the ORDER BIBLIOGRAPHIC SEARCH screen.

2. View or update the information as required.
3. Use the *MARC* option to go to the associated ORDER ENTRY MARC DISPLAY screen if necessary, view or update the information there, then return.
4. When finished, *Accept* or *Exit* to continue.

```
ORD - BIBLIOGRAPHIC ENTRY/UPDATE                                MASTER

1. LIBRARY      : UL                      7. LC CARD #   : 85029331
2. ORDER TYPE  : REGULAR                  8. VENDOR TITLE# : 03065423232
3. MATERIAL CODE: ac  FORMAT : BK        9. SUBJECT CODE :
4. ISBN/ISSN   : 0898598125             10. SORT CODE  :
5. TITLE       : SOCIAL BEHAVIOR AND PERSONALITY.

6. AUTHOR      : Buss, Arnold H., 1924-

11. SERIES     :
12. EDITION    :
13. PUBLISHER  : L. Erlbaum Associates
14. PUBDATE    : 1986

Options:
Accept  # line  Line by line  MARC  ? Help  Exit
```

Transfer to Catalogue

You can set an order flag (on the ORDERING DATA screen) to have the bibliographic information from this screen transferred to a record in the catalogue after the purchase order is generated.

NOTE: Once the transfer has taken place, the system will **not transfer** any further bibliographic changes you *Accept* here.

Fields

Defaults When you are **adding** an order/request, data for some of these fields may be supplied from an existing record (if you copied one), or your bibliographic search statement (if your search for an existing record failed), and your user defaults.

1. *LIBRARY* [Library Code; 1-6 characters]
Library division, basically, an accounting/reporting unit which determines: the default ship-to address printed on purchase orders, claims, and so on; the funds that can be allocated; and possibly, the vendor that can be assigned. Also used for sorting reports.

Default For order/request **adds**, a user default can be provided.

2. *ORDER TYPE*

[Order Type Code; 1-12 characters]

Controls system checks and warnings upon receipt and invoice, and can provide a default Invoice Type Code for the invoice line item. For example, the library might have GIFT defined to allow receiving without an order.

Default For order/request **adds**, a user default can be provided.

3. *MATERIAL CODE*

[Material Code; 1-2 characters]

The MARC Record Type and Bibliographic Level, such as am for printed monographs. Do not assign a component part Material Code (Bibliographic Level a or b). See the *Cataloguing Management Guide* for more information about this code.

For serials, be careful to assign one of the valid serials Material Codes (set up by the library in Serials) so that the item will be accessible in the Serials Module. See the *Serials Management Guide* for more information.

Default For order/request **adds**, a user default can be provided.

... *FORMAT*

[Format Code; 2 characters]

MARC format, such as BK. Display-only field: determined by the *MATERIAL CODE* assigned.

4. *ISBN/ISSN*

[17 characters maximum]

International Standard Book/Serial/Record Number.

5. *TITLE*

[33+ characters maximum]

Title of the item.

The library might have set this field to accept multiple titles.

6. *AUTHOR*

[33+ characters maximum]

Author of the item.

The library might have set this field to accept multiple authors.

7. *LC CARD #* [18 characters maximum]
Library of Congress Control Number.
8. *VENDOR TITLE#* [20 characters maximum]
Vendor's stock number for the item, for printing on purchase orders, claims, and so on. This field is indexed and can be searched using the search code and string VT= (order's vendor title number).
9. *SUBJECT CODE* [Subject Code; 1-12 characters]
Allows organization of reports by pre-defined subject.
Default For order/request **adds**, a user default can be provided.
10. *SORT CODE* [1-6 characters]
Text which the library may use to help organize library-designed reports.
11. to 20.
(Library definable) [each field is 33+ characters maximum]
Up to 10 additional bibliographic fields set up by the library. Examples: *EDITION, PUBLISHER, PUBDATE, CONTROL #.*

Options

- MARC* Displays the bibliographic information in MARC format for you to examine or change.
- Accept* Saves your changes (if any) temporarily and goes to the ORDERING DATA screen. To save changes permanently, the order/request must also be *Filed* on the ORDERING DATA screen.
- The system **checks** for mandatory fields (*LIBRARY*, etc.) as usual, and for a valid Material Code (the item cannot be a component part — that is, the Bibliographic Level cannot be a or b). These fields must be correct before the record can be saved. If they are incorrect, edit the information and *Accept* again, or *Exit* and lose your changes.
- If the only problems with the record are bibliographic, and the library has Acquisitions set for **MARC edit-checking**, then ADVANCE displays a CATALOGUING WARNING/ERROR LIST. See the *Cataloguing User's Guide* for a description of this warning screen. After you *Exit* back to the BIBLIOGRAPHIC ENTRY/UPDATE screen, you can either:

- edit the information and *Accept* again: ADVANCE edit checks the information again, or
- leave the information unchanged and *Accept* again: ADVANCE accepts the information as is and continues.

Exit Discards any changes you made to the order/request (including changes on the ORDER ENTRY MARC DISPLAY) and returns to the ORDERING DATA screen.

MARC Display

Procedure

To view or update the cataloguing information in MARC format, use the ORDER ENTRY MARC DISPLAY.

1. Access the screen by selecting the *MARC* option on the BRIEF ORDER ENTRY or BIBLIOGRAPHIC ENTRY/UPDATE screens.
2. View or update the information as required
3. When finished, *Exit* or *Accept* to return to the preceding screen.
4. See the *Cataloguing User's Guide* for a description of this screen.

```

                                ACQUISITIONS ORDER ENTRY  MARC DISPLAY

Control # : 10035343      Transaction type : Acquisitions
Last updated   : 02 MAR 1993  Leader       : nacl Q2
Format type    : Book & monographs

008      1986  s          bcc          0 000 eng
010 BB a      85029331
020 BB a 0898598125
035 BB a ocm12320054
050 BB a HM132
100 BB a Buss, Arnold H., 1924-
245 BB a SOCIAL BEHAVIOR AND PERSONALITY.
260 0B a Hillsdale, N.J.
      b L. Erlbaum Associates
      c 1986
350 BB a 002495
      b 0250

Options:
? Help # tag Leader Overlay workform Reformat Restore
Labelled display Print Backward Forward Exit Accept
```

Basic Order/Request Information

Procedure

Once you have accessed an order/request, you can view or edit the basic order and requesting information on the ORDERING DATA screen.

1. Access the screen by any of the following methods:
 - Access an order/request to update or display.
 - *Accept* or *Exit* from any of the associated ORD screens: ALLOCATIONS, NOTES, BIBLIOGRAPHIC ENTRY/UPDATE, and so on.
 - *Order update* from the REC - STANDARD LOCATION DISPLAY screen.
2. View or update the information as required.
3. Use the options to go to the associated screens as required: view or update the information there and then return to the ORDERING DATA screen.
4. When finished with all the screens, select *File, Exit, or Prior Screen* to continue.

```

                                ORD - ORDERING DATA                                MASTER
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,Received,On Order,Catalogue as New

1. VENDOR   : PENGUIN      7. PARTS/CPY: 1          11. UNIT COST: 46.50
2. PAY TYPE : PAY         8. TOTAL CPY: 6          12. DISCOUNT%: 15.000
3. TRANSFER : Y           9. PRIORITY : RUSH       13. TAX % : 8.000
4. CLM CODE : DFLT       10. CURRENCY : CDN       14. ADDED CHG: 0.00
5. REQUESTOR: C. Smith    15. CONDITION: OPEN
6. SELECTOR : ACQ
16. VENDOR  : Please supply ASAP
    NOTE    :
                                                ENCUMBERED: 259.47

Options:
File # line Line by line Bibliographic Allocation Notes Status
Conditions Type of holdings Vendor inquiry Prior screen ? help
Exit

```

Fields

Defaults When you are adding an order/request, data for some of these fields is automatically supplied from your **user** defaults, set up for you by the system administrator.

If you change the **vendor**, then the vendor defaults for some fields will replace current values. (See [Vendor Maintenance](#) on page 7-1.)

STATUS This field is not directly updatable. Its contents are changed indirectly, by the Condition Code you assign or by background processing jobs. For descriptions of the statuses, see [Statuses](#) on page 3-47.

1. VENDOR

[Vendor Code; 8+ characters maximum]

Vendor to supply copies of the item. The vendor can be a bookseller, materials vendor, publisher, exchange partner, donor, or other organization.

Assigning a vendor provides vendor defaults for many of the order/request fields, possibly including: *PAY TYPE*, *CLM CODE*, *CURRENCY*, and *DISCOUNT%*.

In addition to directly searching by Vendor Code (enter ??), you can enter the search command N= to search by vendor name or related name.

You may be permitted to add a new Vendor Code from this field. Enter NEW then define the new vendor on the VEN - VENDOR HEADER SCREEN that appears (see [Vendor Maintenance](#) on page 7-1).

The system can be set up to restrict which vendors can be ordered from which libraries. If the vendor record specifies a permitted Library Code, then the *LIBRARY* field on the *BIBLIOGRAPHIC ENTRY/UPDATE* screen will determine whether that vendor can be specified here.

The system warns you if you specify a vendor with a Vendor Status Code that indicates the vendor is inactive (for example, blacklisted or out of business). You may use the vendor regardless.

To change the vendor on an OPEN or COMPL order, you must first assign the VNDCHG code in the *CONDITION* field. See [Change the Order/Request Condition](#) on page 3-7.

Default User default can be supplied.

2. *PAY TYPE* [Payment Type Code; 1-8 characters]
- Determines how and when money is spent. The possibilities are: spend when the item is paid; debit a deposit account when the item is ordered; do not spend (e.g. a gift); flag the order as requiring prepayment.
- Default User or vendor default can be supplied.
3. *TRANSFER* [Y (yes) or N (no)]
- Specifies whether or not the bibliographic and piece information for this order is to be transferred to a main catalogue record once the purchase order has been generated. This will be done by the background Transfer to Catalogue Job. Subsequent transfers will take place when copies are received or returned or the order is cancelled. Gifts (*CONDITION = GIFT*) will not transfer until a copy has been received.
- To delay the initial transfer until a copy has been received, answer N here and, when appropriate, answer Y in the *TRANSFER* field of the RECEIVING ITEMS screen.
- NOTE: Once the transfer has taken place, the system will **not transfer** any further bibliographic changes made from the BIBLIOGRAPHIC ENTRY/UPDATE or ORDER ENTRY MARC DISPLAY screens.
- Default System-wide default can be supplied.
4. *CLM CODE* [Claim Code; 1-6 characters]
- Determines a cycle of action dates for claim and cancellation letters for unreceived copies. The first date determined by this code is the estimated delivery date (*EST DELVRY*) for the order.
- Default User or vendor default can be supplied.
5. *REQUESTOR* [34+ characters maximum]
- Names of the people or groups who have requested the item. The library may use this text in reports.
6. *SELECTOR* [one or more Selector Codes; 1-3 characters each]
- People or groups who have selected this request for ordering. The library might restrict the allocation of particular funds to particular selectors. (See *Managing Funds* on page 8-1.)

Default User default can be supplied.

7. *PARTS/CPY*

[1-3 digits; minimum value is 1]

Total number of physical pieces expected for each copy requested or ordered. Use for ordering/receiving multipart sets, continuation orders, multipart orders, or back issues of serials.

You may update this field at the time of ordering material or at the time that the material begins to arrive at the library.

Do not use this field for ordering serial subscriptions.

Default The field defaults to 1 for new orders. If you copy an existing order from Acquisitions to create a new order, this field defaults to the value from the existing order.

Updating the
PARTS/CPY
field

Once an order has been filed and the library has begun to receive parts of the order, some update restrictions are applied to this field:

- once the library has received a specific part number, the *PARTS/CPY* field cannot be set to a value less than that number. For example, once part number 10 has been received, you cannot change the value to less than 10.
- as the *PARTS/CPY* field is updated and parts are received, the system will recalculate the number of copies received for the order. The system will not calculate a copy as received until **all** of the parts expected for the copy are received. For example, if the *PARTS/CPY* field is set to 10, the system will display 1 copy received only after the system has recorded receipt of one of each of the 10 expected parts.

NOTE: For more specific information on the use of this field, see the chapter, *Handling Multipart Orders* on page 13-1.

8. *TOTAL CPY*

[1-3 digits]

Total number of copies requested or ordered

Once funds have been allocated, change the number of copies on the ALLOCATIONS screen rather than directly in this field.

Default User default can be supplied.

9. *PRIORITY* [Priority Code; 1-6 characters]
- The set of selection, ordering, shipping, processing, and other priority levels for the order. An item with high ordering priority can have *Rush Order* printed on the purchase order, depending on the PO format.
- Rush Order* and/or *Rush Process* will be displayed in the *STATUS* field in Ordering and Receiving, as determined by the Priority Code assigned.
- Default User default can be supplied.
10. *CURRENCY* [Currency Code; 1-8 characters]
- Currency of the order *UNIT COST* and *ADDED CHG* amounts. This is also the currency of the amount printed on the purchase order.
- The system warns you if you specify a Currency Code which does not have a currency rate defined. You may use the code regardless.
- Default User or vendor default can be supplied.
11. *UNIT COST* [3-9 digits (9,999,999.99)]
- Estimated price per copy. Determines the amount that allocated funds are encumbered for the order (depending on the order payment type).
- Also determines the default *PRICE* amount in the invoice line detail.
- This information can also be transferred to the *Actual Cost* field of each copy's piece record in the catalogue.
12. *DISCOUNT%* [4-6 digits (999.999)]
- Discount percentage which the vendor will give on order. Reduces the amount that allocated funds are encumbered for the order (depending on the order payment type).
- Also determines the default *DISCOUNT* amount in the invoice line detail.
- Default Vendor default can be supplied.

13. *TAX %* [4-6 digits (999.999)]
Tax percentage applicable on this order. Increases the amount that allocated funds are encumbered for the order (depending on the order payment type).
Default System-wide default can be supplied.
14. *ADDED CHG* [3-9 digits (9,999,999.99)]
Additional costs applicable for this order, such as specific mailing and shipping charges. Increases the amount that allocated funds are encumbered for the order (depending on the order payment type).
15. *CONDITION* [Order Condition Code; 1-6 characters]
Determines how the request/order is to be handled when it is *Filed*: save as a request, authorize for purchase order generation, cancel the order, and so on. See [Change the Order/Request Condition](#) on page 3-7.
Default User default can be supplied.
16. *VENDOR NOTE* [2+ lines of characters maximum; window available (see *Editing in Windows* in Appendix A, [Using ADVANCE](#) on page A-1)]
User-defined notes to the vendor, which can be printed on the purchase order.
- ENCUMBERED [3-9 digits (9,999,999.99)]
Display-only field that shows the current encumbered amount of the order (in base currency).

Options

- File* Saves changes made on this screen and *Accepted* on its supplementary screens, and returns to the ORDER SEARCH & RETRIEVAL screen. See [Change the Order/Request Condition](#) on page 3-7 for descriptions of additional actions that might be carried out when you *File*.
- Exit* Discards changes made on this screen and its supplementary screens, and returns to the ORDER SEARCH & RETRIEVAL screen.
- If you are **adding** an order/request and came to this screen by *Accepting* on the BIBLIOGRAPHIC ENTRY/UPDATE screen, the new order/order will be completely discarded.
- Prior screen* Same as *Exit*, except this returns to the index browse list (if any) used when accessing the request/order.
- Bibliographic* Goes to the BIBLIOGRAPHIC ENTRY/UPDATE screen for you to view or update bibliographic information. See [Bibliographic Information](#) on page 3-20.
- Allocation* Goes to the ALLOCATIONS screen for you to view or update the allocation of funds to pay for the item. See [Fund Allocation](#) on page 3-34.
- Notes* Goes to the NOTES screen for you to view or update the order/request notes, subscription date range, or numbering information (enumeration). See [Notes](#) on page 3-42.
- Status* Goes to the STATUS screen for you to view or update the order/request statuses. See [Statuses](#) on page 3-47.
- Type of holdings* Goes to the LINKED TYPE OF HOLDING screen for you to link an order to one or more Type of Holdings. This information is used to define multi-parts and serials. See [Type of Holdings](#) on page 3-54.
- Conditions* Goes to the CONDITIONS screen for you to view the order/request condition history. See [Condition History](#) on page 3-61.
- Vendor inquiry* Goes to the VENDOR HEADER screen for you to view information on the vendor assigned to the order/request. See [Vendor Inquiry](#) on page 3-62.

Fund Allocation

Procedure To allocate funds to pay for the order, and assign locations to receive the copies, use the ALLOCATIONS screen. The item must be completely allocated before you can generate a purchase order.

1. Access the screen by selecting the *Allocation* option on the ORDERING DATA screen.
2. View or update the information as required
3. When finished, *Accept or Exit* to continue.

Versions There are two slightly different versions of the screen, depending on the allocation method you select. The **allocations-by-percentage** version is shown below.

```

ORD - ALLOCATIONS
MASTER

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,Received,On Order,Catalogue as New

1. ALLOCATIONS BY % : Y          TOTAL COPIES : 6
2. LOCATIONS ----  3. FUND ALLOCATION -----  4. TRACKING ALLOCATION ----
LOCATN CPY SHIPTO  FUND          % FUND          %
1 ULMON1  4      1000-ADULT-FIC001    60  TRAK-FUND2-    100
2 ULMON2  1      1000-ADULT-FIC002    40  -              -
3 ULMON3  1      -              -    -              -
4          -      -              -    -              -
5          -      -              -    -              -

Options:
Accept  Update window  Add window  Delete window  # line
Line by line  Forward  Backward  ? Help  Exit

```

The **allocations-by-copies** version of the bottom part of the screen, for a different sample order, is shown below.

```
1. ALLOCATIONS BY % : N          TOTAL COPIES : 13
2. LOCATIONS --- FUND ALLOCATION ---- TRACKING ALLOCATION --
LOCATN CPY SHIPTO   FUND                      FUND
1 LOC1      5      93-222-3-MAIN
2 LOC2      2      93-241-7-WEST          93-991-0-LHIS
3 LOC3      6      93-235-3-NORT
4
5

Options:
Accept  Update window  Add item  Delete window  # line
Line by line  Forward  Backward  ? help  Exit
```

Allocation Method

For each order, you must decide whether to allocate funds by percentage or by copies to pay for the order. "Pay" means encumber the fund when the item is ordered and spend from the fund when the order is invoiced and vouchered. Specify the method on the *ALLOCATIONS BY %* field.

By Percentage

Allocate funds by percentage: assign one or more funds to pay for specified percentages of the total order amount. The total amount is the unit cost times the total number of copies, minus the discount percentage, plus the tax percentage, plus the added charges, times the currency conversion rate. The allocation percentages must add up to 100% before the system will let you authorize the item for purchase order generation.

- Purpose** This method enables you to:
- allocate multiple funds (e.g. a general science fund and a history fund) to pay for percentages of a single copy, in a single-copy order, or
 - allocate multiple funds to pay for percentages of all the copies in a multicopy order.
- Tracking** If you wish, you may also assign one or more regular funds or special, tracking-only funds (which contain no money) to track specified percentages of the total order cost. The tracking percentages do not need to add up to 100%. These funds are not actually encumbered by the order amount: instead the system just keeps pseudo-encumbrance totals which can be included in reports but which are not shown online. (The system also keeps track of pseudo-spent totals for orders that are invoiced and paid.)
- Structure** The three sets of information (location/copies/shipping assignment, real fund allocation, and tracking fund allocation) are independent and so are

numbered as three separate columns on the allocations-by-percentage screen.

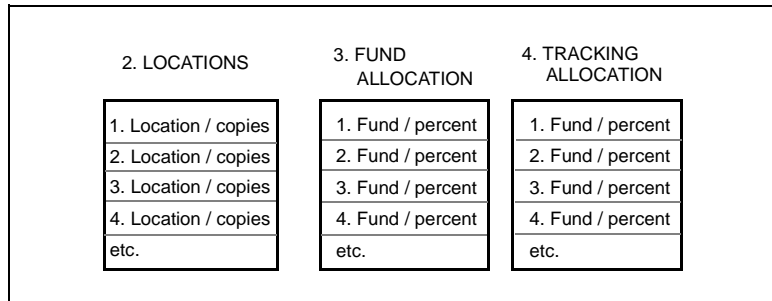


FIGURE 3.2 Allocation by Percentage

By Copies

Allocate funds by copies: assign one fund to be encumbered for each specified set of copies. All copies must be accounted for. Each set of one or more copies must have the same location (e.g. branch library) and shipping address. The line amount encumbered for a set of copies is the unit cost times the number of copies specified for the location, minus the discount percentage, plus the tax percentage, plus the added charges, times the currency conversion rate.

- Purpose** This method enables you to allocate location-specific funds in a multi-copy order. You can encumber a fund for the exact number of copies ordered for a location, and then spend from the fund only when and if that location receives each of its copies.
- Tracking** If you wish, you may also assign regular funds or special, tracking-only funds (which contain no money) to track the line amounts of one or more specified sets of copies. These funds are not encumbered by the order amount: instead the system just keeps totals which can be included in reports.

Structure The three sets of information (location/copies/shipping assignment, real fund allocation, and tracking fund allocation) are dependent and so are numbered as a single field on the allocations-by-copies screen.

| 2. LOCATIONS | FUND ALLOCATION | TRACKING ALLOCATION |
|----------------------|-----------------|---------------------|
| 1. Location / copies | / Fund | / Fund |
| 2. Location / copies | / Fund | / Fund |
| 3. Location / copies | / Fund | / Fund |
| 4. Location / copies | / Fund | / Fund |
| Etc. | | |

FIGURE 3.3 Allocation by Copies

Fields

1. *ALLOCATIONS BY %* [Y (yes) or N (no)]
 Specifies whether to allocate funds by percentage (Y) or by copies (N) to pay for the order.
- Default User or system-wide default can be supplied.
2. *LOCATIONS* Group of three location/copy/shipping columns.
- *LOCATN* [Location Code; 1-6 characters]
 Part of the library for which copies are ordered. The library can set up the code to specify an Institution Code, Sublocation Code, Collection Code, and Call Number Prefix Code. This information is used by the system to create new location copy records or serial copy set records for new copies that are ordered or received if the Transfer flag is set to Yes.
 Location Codes can be set up to supply default Ship To Codes and allocation funds.
- Default User default can be supplied.
- *CPY* [3 digits maximum]
 Number of copies ordered for a particular location and ship to address. If allocating by copies, this is also the number allocated to a particular fund and/or tracked by a particular fund.
- ... *SHIPTO* [Ship To Code; 1-6 characters]
 Drop-shipment address for decentralized receipt of the copies. The address can be printed on purchase orders, claim letters, and cancellation letters.
 The code can also define an **exchange partner** so that the library can send material to the partner or have the vendor send material directly to the partner.
 If you leave this field **blank**, the shipping address will come from the default Ship To Code set up for the order's Library Code.

| | | |
|---------------------------------|---------|---|
| | Default | User default or Location Code default can be supplied. The user default is supplied in the first line; the Location Code default is supplied in subsequent lines. |
| (3.) <i>FUND ALLOCATION</i> | | Group of one or two columns for allocating true funds. (Only numbered in the allocations-by-percentage screen.) |
| <i>FUND</i> | | [1-18 characters, library-defined format] Fund Number of the fund which pays for a percentage or particular copies of the order. The system checks that the fund is active, is valid for the order/request Format Code, Selectors, and Library Code, and so on. |
| | Default | Location Code default can be supplied. If you are allocating by percentage, the default for all lines come from the first Location Code in the order that has been set up with a default fund. If you are allocating by copies, the default for each line comes from that line's Location Code. |
| % | | [3 digits maximum] [only shown in the allocations-by-percentage screen] Percentage of the total order amount being paid by this fund. |
| (4.) <i>TRACKING ALLOCATION</i> | | Group of one or two columns for allocating tracking funds. (Only numbered in the allocations-by-percentage screen.) |
| <i>FUND</i> | | [1-18 characters, library-defined format] Fund Number of the fund which tracks a percentage or particular copies of the order. The system only checks that the fund is a valid fund. |
| % | | [3 digits maximum] [only shown in the allocations-by-percentage screen] Percentage of the total order amount being tracked by this fund. |

Options

- Accept* Saves your changes temporarily and returns to the ORDERING DATA screen. To save changes permanently, you must *File* the order/request on the ORDERING DATA screen.
- The system checks that the funds are allocated for 100% or the total number of copies. If there is a problem, the order/request status will be Allocation incomplete.
- Exit* Discards changes made on this screen and returns to the ORDERING DATA screen.
- Update window* Accesses the part of the screen you specify for updating. Use the format *column.row* to specify the place. For example, enter 3.1 on the sample allocations-by-percentage screen to access the section:
- ```
1000-ADULT-FIC001 60
```
- On the allocations-by-copies screen, this option accesses a complete row of information.
- Add window* [Only offered on the allocation-by-percentage screen.]
- Accesses the part of the screen you specify for adding new information. Specify the place as you do when selecting *Update window*.
- Add item* [Only offered on the allocation-by-copies screen.]
- Accesses the next blank row for adding new information.
- Delete window* Deletes the part of the screen you specify. Specify the place as you do when selecting *Update window*.

## Notes

### Procedure

To view or update the order notes, Cancellation Code, Routing ID Code, subscription dates, or numbering (enumeration) information, use the NOTES screen.

1. Access the screen by selecting the *Notes* option on the ORDERING DATA screen.
2. View or update the information as required.
3. When finished, *Accept or Exit* to continue.

```

 ORD - NOTES SCREEN MASTER
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,Received,On Order,Catalogue as New

1. DONOR :
2. GENERAL : This item has been ordered previously
 NOTE
3. CATALOG'G: No special instructions
 NOTE
4. PROCESS'G: Send directly to cataloguing
 NOTE
5. CANCEL CD: -
 -
6. ROUTING : RTE1
7. SUB START:
8. SUB END :
9. REVW DATE:
10. RNW START:
11. RNW END :
12. NUM START:
13. NUM END :
14. LABEL :

Options:
Accept Line by line # line ? Help Exit

```

---

## Fields

1. *DONOR* [27 characters maximum]  
Name of the item donor, if the item is a gift. The library could include this information in reports.
2. *GENERAL NOTE* [2+ lines maximum; window available]  
User-defined general note about the order/request. The library could include this information in reports.
3. *CATALOG'G NOTE* [2+ lines maximum; window available]  
User-defined cataloguing note about the order/request. The library could include this information in reports.
4. *PROCESS'G NOTE* [2+ lines maximum; window available]  
User-defined processing note about the order. The note can be viewed and updated on the RECEIVING ITEMS screen and, if the item is a serial, can be transferred to the *NOTES* field of the COPY SET EDIT screen in the Serials Module. The library could also include this information in reports.
5. *CANCEL CD* [Cancel Code; 1-6 characters]  
Reason for cancelling the order/request. Examples: the selector cancelled because the item is not wanted; the library cancelled because the item is not available; the vendor cancelled because the item is out of print, and so on. The cancellation reason is displayed in the *STATUS* field and can be included in reports.  
  
NOTE: Assigning a Cancel Code here **does not cancel** the order/request. You must assign the CANCEL Order Condition Code to the item, either directly on the ORDERING DATA screen, or indirectly by assigning a cancellation Report Code on a Receiving or Invoicing screen. See [Change the Order/Request Condition](#) on page 3-7.  
  
The library can set up cancellation Report Codes so that when staff assign them, a Cancel Code is automatically assigned here.

6. *ROUTING* [Routing ID Code; 1-6 characters]  
Identifies a group of people or departments to which the item should be routed when received by the library. The library could use the code in a report.  
Routing ID Codes can also be entered on the RECEIVING ITEMS screen. There you can assign a code for each location which is receiving copies. (The code assigned in Ordering defaults into the Receiving fields.)  
NOTE: These codes are not related to the routing codes used in the Serials Module.
7. *SUB START* [date]  
When an item's current subscription begins. (Assign to renewable items such as serials or memberships.) The information can be printed on the purchase order.
8. *SUB END* [date]  
When an item's current subscription ends. The information can be printed on the purchase order.
9. *REVV DATE* [date]  
When an item's subscription should be reviewed so that a renewal decision can be made. This date is used by the background Subscription Review and Renewal Reports.
10. *RNW START* [date]  
When an item's renewal subscription begins. This date moves to the *SUB START* field when the current subscription has its invoicing completed.
11. *RNW END* [date]  
When an item's renewal subscription ends. This date moves to the *SUB END* field when the current subscription has its invoicing completed.
12. *NUM START* [8+ characters]  
The starting piece's numbering (enumeration). You can use this field to specify the start of the enumeration for a new subscription from a vendor, to order specific volumes that are part of a set, to order and

receive multipart publications, and to order specific back issues of serial items.

Separate each level of enumeration by a colon. Enumeration values in the *NUM START* and *NUM END* fields may be either numeric or alphabetic (if alphabetic, limit to one character maximum if the system is expected to predict on this level).

Prediction of part enumeration is done on the lowest level of enumeration only. For example, if the *NUM START* and *LABEL* fields are set to 8:1 and vol.:no. respectively, the system will predict the first expected part to be vol.8:iss.1, the second as vol.8:iss.2 but in the absence of publication pattern data, cannot predict that the thirteenth part should be labelled vol.9:iss.1. The system will predict the thirteenth part to be vol.8:iss.13 (only the last level of enumeration is predicted).

NOTE: These fields are **not** used for predicting issues of serials ordered via subscriptions or memberships. Use the Serials module for the prediction of these types of orders. See the chapter, [Handling Multipart Orders](#) on page 13-1 for more information on this and the *NUM END* and *LABEL* fields.

NOTE: These fields are used for creating the numbering on *PIECES* that are created when an order is cut or copies received and the Transfer flag is set to *Yes*.

### 13. *NUM END*

[8+ characters]

The ending piece's numbering (enumeration). Used for electronic ordering.

### 14. *LABEL*

[8+ characters]

Specifies how the piece will be labelled, for example, vol.:no. Each enumeration label should be separated by a colon (:). If the labels assigned to each level do not end in a period, the system will assign a period when creating numbering information in the pieces records.

**Default** If the *LABEL* field is not specified in the order record, the system uses the default label(s) defined in the *Contents of Vol/Part in PIECES created for Multipart items* field in the *FISCAL PROFILE 2* table. If this field is also not specified, the system defaults the label to *Pt*.

## Options

- Accept* Saves your changes temporarily and returns to the ORDERING DATA screen. To save changes permanently, you must *File* the order/request on the ORDERING DATA screen.
- Exit* Discards changes made on this screen and returns to the ORDERING DATA screen.

# Statuses

The ORD - STATUS SCREEN displays the following types of status information:

- *Status* line  
This information is not directly updateable.
- Updatable fields  
You can change the status of these fields by entering a Y or N.
- Display-only fields  
Non-updateable fields.

## Procedure

View or update order/request statuses on the STATUS SCREEN.

1. Access the screen by selecting the *Status* option on the ORDERING DATA screen.
2. View or update the order statuses as required.
3. When finished, *Accept or Exit* to continue.

```

 ORD - STATUS SCREEN MASTER
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,Received,On Order,Catalogue as New

PSEUDO ORDER : N TEMP HOLD BY STAFF: N ON BACKORDER : N
PRINT ORDER : Y RECEIPTS COMPLETE : N INACTIVE : N

FUNDS NOT AUTHORIZED : N RUSH ORDER : Y MAIN TITLE/SPLIT : N
ALLOCATION INCOMPLETE: N RUSH PROCESS : N TITLE SPLIT/CHANGE : N
WAITING PREPAYMENT : N SERIAL : N MAIN WITH SERIES ENT: N
CATALOGUE AS NEW ITEM: Y SERIES ENTRY TITLE : N

Options:
Accept Line by line ? Help Exit

```

## Status Line

The information displayed in this field is system supplied and may change if the updatable status fields are edited or changes are made at other screens.

### STATUS

The order/request statuses, in alphabetical sequence, are:

#### **Allocation incomplete**

Fund allocation begun for the request but has not yet been finished. This corresponds to the *ALLOCATION INCOMPLETE* flag on the STATUS screen.

#### **Cancelled - by whom - why**

The item is cancelled, by whom (e.g. the vendor), and for what reason (e.g. out of print).

#### **Claimed**

The order/request has at least one outstanding claim against it.

#### **Closed**

The order has been assigned a Condition Code of *CLOSED*.

#### **Funds not authorized**

Funds have been allocated to the request but it cannot be authorized because one or more of the funds require valid selectors. This corresponds to the *FUNDS NOT AUTHORIZED* flag on the STATUS screen.

#### **Invoicing Completed**

Invoicing is finished for the subscription order, and it is awaiting renewal.

#### **Main Title Split**

The item (perhaps a serial or membership) has child bibliographic record(s) describing the title(s) it has changed to or been split into. This corresponds to the *MAIN TITLE/SPLIT* flag on the STATUS screen.

#### **Main with Series Entries**

The monographic series item has child bibliographic records describing the titles it encompasses. This corresponds to the *MAIN WITH SERIES ENT* flag on the STATUS screen.

#### **On Order**

The request has been put *On Order* and it is attached to a purchase order.



**Order needs printing**

See the description of the *PRINT ORDER* field.

**Outstanding Renewal**

The subscription order has been renewed for the next subscription period, and is awaiting the completion of invoicing on the current subscription period.

**Received**

A copy of the item has been received. This does **not** correspond to the *RECEIPTS COMPLETE* flag on the STATUS screen.

**Rush Order**

The item has a rush order Priority Type. This text is printed on the purchase order. This corresponds to the *RUSH ORDER* flag on the STATUS screen.

**Rush Process**

The item has a rush processing Priority Type. This corresponds to the *RUSH PROCESS* flag on the STATUS screen.

**Serial**

The item is a serial. This corresponds to the *SERIAL* flag on the STATUS screen.

**Temporary hold**

See the description of the *TEMP HOLD BY STAFF* field.

**Transferred**

The item bibliographic and/or copy information has been transferred to the Catalogue.

**Waiting for prepayment**

The item has a prepayment Payment Type: the vendor requires payment to accompany the purchase order. This corresponds to the *WAITING PREPAYMENT* flag on the STATUS screen. The flag is turned off by the background Voucher Payment Job.

## Updatable Fields

### *PSEUDO ORDER*

[Y (yes) or N (no)]

Prevents a purchase order from being printed after it is generated. Libraries generally set this flag to Y for orders used to send money to a vendor deposit account, for local purchases of paperbacks, and so on.

### *PRINT ORDER*

[Y (yes) or N (no)]

Marks a purchase order for reprinting. The *STATUS* display field will show the message: `Order needs printing.`

The system sets the flag to Y when staff CUT an order or, depending on the vendor, RENEW an order.

For renewals, staff may temporarily set the flag to N to prevent a renewal purchase order from printing until they have updated the order information.

NOTE: Setting this flag to N does **not** prevent a new purchase order from printing.

When the background Purchase Order Print Job prints an order, it sets the flag back to N.

### *TEMP HOLD BY STAFF*

[Y (yes) or N (no)]

Marks a request to temporarily prevent order generation, that is, to prevent staff from assigning the AUTH or CUT Condition Codes on the ORDERING DATA screen. This flag does not prevent an order from being renewed. The *STATUS* display field will show the message: `Temporary hold.`

### *RECEIPTS COMPLETE*

[Y (yes) or N (no)]

Marks an order as not expecting more receipts. The system warns staff when they add a Report Code to this order in Receiving. The library could also use this information in reports.

### *ON BACKORDER*

[Y (yes) or N (no)]

Marks an order as being on backorder with the vendor. The library could use this information in reports.

The library can set up a backorder Report Code so that when staff assign it to an order on a Receiving or Invoicing screen, this flag is automatically set to Y.

*INACTIVE*

[Y (yes) or N (no)]

Marks an order/request as inactive. The system warns staff when they go to receive, return, claim, or add a Report Code to this order/request in Receiving, but access and use of the item is not otherwise affected. The library could also use this information in reports.

*SERIAL*

[Y (yes) or N (no)]

Marks an item as being a serial item. If the item is transferred to the catalogue, the system creates a serial copy set instead for each copy. If the library has the Serials Module, staff will be prevented from *Receiving*, *Returning*, or *Claiming* the item in Acquisition's Receiving Function: issue checkin and claims must be handled in Serials.

You can change this flag to Y before or after the item has been transferred to the catalogue. Note, however, that you cannot change the Material Code (from am to as, for example) in Acquisitions after the transfer.

The field defaults to Y if you define a publication pattern for the request, or copy an item that is already defined as a serial (that is, a bibliographic item that has a copy set defined in the Serials Module).

## Display Fields

This partial list of display fields, represents fields that are not directly updatable. They are defaulted from other fields on this screen or from other screens.

*CATALOGUE AS NEW  
ITEM*

This is a new bibliographic item. When transferred to the Catalogue, a new bibliographic record is created. The flag is set to Y when you add a NEW order/request, or when you copy an existing bibliographic item or order/request and answer O for original cataloguing.

*TITLE SPLIT/CHANGE*

This item is a child bibliographic record describing the title a parent serial item has changed to or been split into, or possibly the title that comes as part of a membership.

*SERIES ENTRY TITLE*

This monographic series item is a child bibliographic record describing one of the titles encompassed by a parent item.

---

## Options

- Accept* Saves your changes temporarily and returns to the ORDERING DATA screen. To save changes permanently, you must *File* the order/request on the ORDERING DATA screen.
- Exit* Discards changes made on this screen and returns to the ORDERING DATA screen.

## Type of Holdings

Links an order to one or more Type of Holdings. For most situations, the system provided default is adequate.

For those instances when it is necessary to edit Type of Holdings information, this option provides access to the TYPE OF HOLDING DETAIL screen. From this screen, you can create or maintain publication patterns by editing the PUBLICATION PATTERN SUMMARY screen and its associated screens: PUBLICATION PATTERN DETAIL, and PUBLICATION PATTERN SECOND SCREEN. For serials you can edit or view the PUBLICATION PATTERN PREDICTIONS screen.

A Type of Holdings record is associated with all serial and multipart items. You will see the *Type of holdings* option when you order a single-part because the system must be flexible enough to permit you to convert a single-part to a multipart title or provide for the possibility that you are ordering one part of a multipart. (Single-part titles do not have Type of Holdings records.)

### Procedure

1. Access the screen by selecting the *Type of holdings* option on the ORDERING DATA screen.
2. View or update the information as required.
3. If necessary, go to the associated screens, view or update the information there, and return to the ORDERING DATA screen.
4. When finished, *File* and *Exit* or just *Exit* to continue.

```

Online Catalogue LINKED TYPE OF HOLDING

LCN : 10008167 ISSN: 0852296178
TITLE : Britannica CD
IMPRINT : LCCN: 97801588

 Description Type Supplement/Index type
 ----- ---- -----
1. Multi-Part ISS
 Captions/Labels: Disk.

1 item(s) in list
Options:
item Link Unlink item(s) Accept Limit list ? Help Exit

```

For descriptions of the fields and options on this screen and the associated screens, see the *Holdings Guide*.

## Linking Order to Type of Holding

**Multiparts** If you are creating an order for more copies of a title than already exists in the Catalogue, the system will, under certain conditions, try to link to link your new order to Type of Holding records that exist on the title in the Catalogue.

**Serials** Orders for serials can be linked to more than one type of holding record. The type of holding record defines the type of material as well as the publication patterns used to predict expected material. When a serial order is transferred from Acquisitions to the Catalogue, a copy set is created for each ordered copy. Each copy set is linked to all of the copy sets linked to the order. If the order for a serial includes issues, indexes, and supplements, the order should be linked to three type of holdings records.

If the title in the Catalogue is a serial (that is, it has copy sets), all of the Type of Holdings records are linked to the order automatically and any unwanted Type of Holdings need to be unlinked from the LINKED TYPE OF HOLDING screen.

If the title in the Catalogue is not a serial but has exactly one Type of Holding linked to it, this Type of Holding is automatically linked to the order.

If the title in the Catalogue is not a serial and has more than one Type of Holding record linked to it, the system will not automatically link Type of Holding records to the order. You will need to go to the LINKED TYPE OF HOLDING screen (which will be blank) and choose the *Link* option. The LINK TYPE OF HOLDING TO ORDER screen will then appear with a list of all the Type of Holding records linked to the title in the Catalogue. Either select one of these records or create your own.

### Part Numbering

When an existing order is copied, captions and labels that were defined for the original order are copied to the new order. To change these definitions, the following methods are recommended:

- For multipart, define numbering and labels by using the *Notes* option to obtain the ORD - NOTES SCREEN.
- For serials, define the enumeration and chronology from the PUBLICATION PATTERN screen.



## Procedure

In most situations, you will not need to explicitly link a title to a Type of Holding record. You might do this if a title was identified as a single-part by mistake, or if the title is a multipart with more than one Type of Holding.

This procedure links an order to the Type of Holdings record. Next expected information is provide for serial titles only.

```

ORD - ORDERING DATA MASTER

PO#/LINE#: 971000021 /0001 VENDOR : EB ORDER DATE: 04/14/98
REQUEST #: 970000058 ORDER TYPE: FIRMORDER REQST DATE: 04/14/98
LIBRARY : AL CONDITION : OPEN EST DELVRY: 06/13/98
ISBN/ISSN: 0852296178 LC CARD # : 97801588 RECEIVED :
AUTHOR : Kirman, Richard E.
TITLE : Britannica CD

STATUS : Transferred,Order needs printing,On Order

1. VENDOR : EB 7. PARTS/CPY: 3 11. UNIT COST: 1200.00
2. PAY TYPE : PAY 8. TOTAL CPY: 1 12. DISCOUNT%: 0.000
3. TRANSFER : Y 9. PRIORITY : 13. TAX % : 0.000
4. CLM CODE : 60x3 10. CURRENCY : USD 14. ADDED CHG: 0.00
5. REQUESTOR :
6. SELECTOR : U3
16. VENDOR : High Tech Brit
 NOTE :
 ENCUMBERED: 1200.00

Options:
File # line Line by line Bibliographic Allocation Notes Status
Conditions Type of holdings Vendor inquiry Prior screen ? Help
Exit

```

1. From the ORDERING DATA screen select the *Type of Holdings* option. The LINKED TYPE OF HOLDING screen appears. If no items are listed it means that a Type of Holding record has not been previously linked to this title, or it may mean that there is more than one type of holding record for this title. You must define a new type of holding, or link the order to an existing Type of Holding record.

```

Online Catalogue LINKED TYPE OF HOLDING

LCN : 10008167 ISSN: 0852296178
TITLE : Britannica CD
IMPRINT : LCCN: 97801588

Description Type Supplement/Index type

1. Multi-Part ISS
Captions/Labels: Disk.

1 item(s) in list
Options:
item Link Unlink item(s) Accept Limit list ? Help Exit

```

2. Select *Link*. The LINK TYPE OF HOLDING TO ORDER screen appears. (The system displays all the Types of Holding records and their publication patterns that have been defined for this title. If no text appears under the headings, it means that no type of holding and therefore no publication patterns are linked to the title.)

```

Online Catalogue LINK TYPE OF HOLDING TO ORDER

LCN : 10008167 ISSN: 0852296178
TITLE : Britannica CD
IMPRINT : LCCN: 97801588

Description Type Supplement/Index type Link

1. Multi-Part ISS N
Captions/Labels: Disk.

1 item(s) in list
Options:
Retrieve item(s) # item Add item Mark item(s) Limit list
Quit holdings ? Help Exit

```

3. Select the *Retrieve item(s)* option and enter a line number. This attaches or links the selected type of holding and publication pattern with the title on order. The LINKED TYPE OF HOLDING screen appears.

(If you select the *Add item* option from the LINK TYPE OF HOLDING TO ORDER screen, the TYPE OF HOLDING DETAIL screen appears. You can reach the PUBLICATION PATTERN screens by using this option. See *Holdings* for information about editing the publication pattern.)

```

Online Catalogue LINKED TYPE OF HOLDING

LCN : 10008167 ISSN: 0852296178
TITLE : Britannica CD
IMPRINT : LCCN: 97801588

 Description Type Supplement/Index type

1. Multi-Part ISS
 Captions/Labels: Disk.

1 item(s) in list
Options:
item Link Unlink item(s) Accept Limit list ? Help Exit

```

4. Select *Accept*. The ORDERING DATA screen appears. (There is no apparent change on the ORDERING DATA screen.)

### Unlinking Types of Holdings Records

On non-serial orders, the system does not allow you to use the *Link* option if a Type of Holding record is already linked to the title. You must unlink the current Type of Holding record if you want to change the linkage. For multipart, when a Type of Holding is unlinked and a new Type of Holding defined, the unlinked Type of Holding is deleted automatically by the system. This does not happen when the title is a serial and more than one Type of Holding record is allowed.

```
Online Catalogue LINKED TYPE OF HOLDING

LCN : 10008167 ISSN: 0852296178
TITLE : Britannica CD
IMPRINT : LCCN: 97801588

Description Type Supplement/Index type

1. Multi-Part ISS
Captions/Labels: Disk.

1 item(s) in list
Options: 1
item Link Unlink item(s) Accept Limit list ? Help Exit
```

1. Select the *Unlink item(s)* option and enter the line numbers of the unneeded records.

```
Online Catalogue LINKED TYPE OF HOLDING

LCN : 10008167 ISSN: 0852296178
TITLE : Britannica CD
IMPRINT : LCCN: 97801588

Description Type Supplement/Index type

0 item(s) in list
Options:
item Link Accept ? Help Exit
```

2. Select *Accept*. The system unlinks the Type of Holdings record to the title.
3. The ORD - ORDERING DATA screen appears.

# Condition History

## Procedure

Access the CONDITIONS screen to view a history of the Order Condition Codes that have been assigned to the item.

1. Access the screen by selecting the *Conditions* option on the ORDERING DATA screen.
2. View the information.
3. When finished, *Exit* to continue.

```

ORD - CONDITIONS SCREEN MASTER
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,Received,On Order,Catalogue as New

 CONDITION DATE USERID NOTES
1. OPEN 02/08/93 MASTER
2. CUT 02/08/93 MASTER

Options:
Forward Backward ? Help Exit

```

The screen lists:

- the Condition Codes, from most recent to oldest
- the date when the code was assigned
- the User ID of the person who assigned the code
- for the VNDCHG condition: the Vendor Code of the previous vendor (in the *NOTES* column)
- for the DEFER condition: the date until authorization has been deferred (in the *NOTES* column).

## Vendor Inquiry

### Procedure

To view information about the vendor assigned to the order/request, use the VENDOR HEADER screen and its associated screens: VENDOR ADDRESS, VENDOR NOTES, VENDOR INQUIRY (statistics), and DEPOSIT ACCOUNT.

1. Access the screen by selecting the *Vendor inquiry* option on the ORDERING DATA screen.
2. View the information.
3. When finished, *Exit* to continue.

See *Vendor Maintenance* on page 7-1 for a description of this screen.

```

 VEN - VENDOR HEADER SCREEN MASTER
1. NAME : Penguin Books Canada Limited 8. TYPE : PUBL
2. CODE : PENGUIN 9. USAGE : BOOKS
3. ACCT ID : 10002343 10. CURRENCY : CDN
4. GROUP : SUB-ID : 11. CLAIM CODE: DFLT
5. LIBRARY : UL 12. PAY TYPE : PAY
6. LIB ACCT : 9200212 13. DISCOUNT %: 15.000
7. STATUS : ACTIVE
MAIL ADDRESS
LINE1 : 1220 Nicholson Road POSTAL/ZIP: L3Y 7V1
LINE2 : SAN :
LINE3 : FAX :
CITY : Newmarket TELEX :
PROV/STATE : Ontario ALT NAME :
COUNTRY : CAN - Canada
 NAME TITLE PHONE
CONTACT1 : Cathy Sharp ext. 2544 1-800-232-1211
CONTACT2 :
CONTACT3 :
Options:
 Address Deposit Statistics Notes Identifiers Prior screen
 ? help Exit

```

## Changing the Order/Request Condition

Assign an Order Condition Code on the ORDERING DATA (or BRIEF ORDER ENTRY) screen to control what processing the system is to do on a request/order when you *File* it. The codes can indicate the item is a request, authorize a request for background order generation, generate an order immediately, close an order/request, cancel an order, and so on. The condition of an item also determines which fields you can update.

## New and Current Codes

The following table indicates which codes you may assign, depending on the order/request's current code. For example, you can assign AUTH to a CONSID item (to authorize a request for purchase order generation) but you cannot assign CONSID to an OPEN order (to turn an order back into a request).

TABLE 3.1 Assigning New Condition Codes

| New Condition Code Assignment | Current Condition Code |       |      |       |      |       |      |        |        |       |       |          |
|-------------------------------|------------------------|-------|------|-------|------|-------|------|--------|--------|-------|-------|----------|
|                               | CONSID                 | DESID | GIFT | DEFER | AUTH | (CUT) | OPEN | CLOSED | CANCEL | COMPL | RENEW | (VNDCHG) |
| CONSID                        | -                      | Y     | Y    | n     | n    | -     | n    | n      | n      | n     | -     | -        |
| DESID                         | Y                      | -     | Y    | n     | n    | -     | n    | n      | n      | n     | -     | -        |
| GIFT                          | Y                      | Y     | -    | n     | n    | -     | n    | n      | n      | n     | -     | -        |
| DEFER                         | Y                      | Y     | Y    | -     | n    | -     | n    | n      | n      | n     | n     | n        |
| AUTH                          | Y                      | Y     | Y    | Y     | -    | -     | n    | n      | n      | n     | -     | -        |
| CUT                           | Y                      | Y     | Y    | Y     | Y    | -     | n    | n      | n      | n     | -     | -        |
| (OPEN)                        | -                      | -     | -    | -     | -    | -     | -    | -      | -      | -     | -     | -        |
| CLOSED                        | Y                      | Y     | Y    |       | n    | -     | Y    | -      | n      | Y     | -     | -        |
| CANCEL                        | Y                      | Y     | Y    | Y     | Y    | -     | Y    | Y      | -      | Y     | -     | -        |
| COMPL                         | n                      | n     | n    | n     | n    | -     | Y    | n      | n      | -     | Y     | -        |
| RENEW                         | n                      | n     | n    | n     | n    | -     | Y    | n      | n      | Y     | -     | -        |
| VNDCHG                        | n                      | n     | n    | n     | n    | -     | Y    | n      | n      | Y     | -     | -        |



TABLE 3.1 Assigning New Condition Codes (Continued)

| New Condition Code Assignment                                                                                                                                                                                             | Current Condition Code |       |      |       |      |         |      |        |        |       |       |            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------|------|-------|------|---------|------|--------|--------|-------|-------|------------|
|                                                                                                                                                                                                                           | CONSID                 | DESID | GIFT | DEFER | AUTH | ( CUT ) | OPEN | CLOSED | CANCEL | COMPL | RENEW | ( VNDCHG ) |
| <p>“Y” means you can assign the new code; “n” means you cannot.<br/>                     The OPEN code cannot be assigned directly;<br/>                     CUT and VNDCHG will not be encountered as current codes.</p> |                        |       |      |       |      |         |      |        |        |       |       |            |

## Request - Regular (CONSID)

To define an item as a regular request, assign the `CONSID` condition and *File* the item. Staff may consider ordering the item later.

You do not need to allocate funds or assign a selector or vendor.

ADVANCE does not do authorization checks for order generation.

## Request - Desiderata (DESID)

To define an item as a particularly desired request (desiderata), assign the `CONSID` condition and *File* the item. Staff may consider ordering the item later, near the end of the year if there is money available, or when the item becomes available.

You do not need to allocate funds or assign a selector or vendor.

ADVANCE does not do authorization checks for order generation.

## Request - Gift (GIFT)

To define an item as a gift, assign the GIFT condition and *File* the item.

ADVANCE treats this item as a request: it does not perform authorization checks for order generation, and does not generate a purchase order.

You should assign locations, but do not need to allocate funds or assign a selector or vendor.

To enable staff to receive an unordered item such as a gift, assign an appropriate *ORDER TYPE*.

## Deferring an Order (DEFER)

To defer the authorization of a request or new item for ordering, assign the DEFER condition and *File* the item.

**Prompts** ADVANCE does authorization checks as described in the following section and, if the record passes, prompts for the deferral date:

Enter deferral date:

Either enter the date on which you want the request to be become authorized.

**Action** ADVANCE checks that the funds have enough money to cover the amount being set for deferred authorization, that the selectors are valid ones, and so on. (The library can set the system to allow any amount of overencumbrance, or can specify a percentage by which each particular fund may be overencumbered.)

If the record passes the checks, the system immediately:

- updates the authorized amount in the fund(s)
- marks the item for purchase order generation the first time the background Order Generation Job is run on or after the deferral date.

## Authorizing an Order (AUTH)

To authorize a request or new item for ordering, assign the AUTH condition and *File* the item.

Action ADVANCE checks that the funds have enough money to cover the amount being authorized, that the selectors are valid ones, and so on. (The library can set the system to allow any amount of overencumbrance, or can specify a percentage by which each particular fund may be overencumbered.)

If the record passes the checks, the system immediately:

- updates the authorized amount in the fund(s)
- marks the item for purchase order generation the next time the background Order Generation Job is run.

Authorization Checks The error messages, and solutions, are:

**This item is on temporary hold by staff**

Someone may not want this item ordered yet, and so has set the *TEMP HOLD BY STAFF* flag to Y on the STATUS screen. Change this flag to N if the library is now ready to order the item.

**Item has no vendor data**

Assign a vendor.

**Item has no claim code**

Assign a claim code.

**Item has no currency data**

Assign a currency code.

**Item has no fund data**

Assign a fund in the allocation *FUND* column to pay for the item.

**Item has no location data**

Assign a library code in the allocation *LOCATN* column to receive the item.

**All funds not authorized**

One or more of the allocated funds cannot accept orders from any of the assigned selectors. Change the fund in the allocation *FUND* column, or add a selector that can order from the fund.

**Order amount > maximum amount allowed - Okay to continue?**

The order amount is over the maximum amount allowed by the library (this is a system-wide setup amount). If necessary, answer Y or <ENTER> to override this check and order the item anyway. Otherwise, answer N to **not** order the item: the condition is set back to what it was previously.

This check is only done on new orders, not when orders are updated.

**Applied % does not total to 100**

Funds are allocated by percentage and the total is not equal to 100%. Change the allocation.

**Applied funds do not fill order**

Funds are allocated by copy and the total number of copies allocated is not equal to the number ordered (in the *TOTAL CPY* field). Change the allocation or the number of copies ordered.

**Fund is for tracking use only - fund number**

This fund cannot pay for items: it should be used only in the *FUND TRACKING* column. Assign a non-tracking-only fund in the *FUND ALLOCATION* column.

**Deposit fund is not valid for this vendor - fund number**

This is a deposit account fund and so cannot pay for items ordered from the assigned vendor who does not use deposit accounts. Assign a different fund (or check that the item has the correct vendor assigned).

**Fund must be for deposit use only - fund number**

This is **not** a deposit account fund and so cannot pay for items ordered from the assigned vendor who requires deposit accounts. Assign a different fund (or check that the item has the correct vendor assigned).

**Fund is not valid for this order's format code - fund number**

This fund cannot pay for items with the assigned format code. Assign a different fund (or check that the item has the correct format code assigned).

**Fund is for a different LIBRARY - fund number**

This fund cannot pay for items ordered for the assigned library. Change the fund (or check that the item has the correct library assigned).

**Fund does not have a fiscal fund number defined - fund number**

This fund cannot be used until staff assign a fiscal fund number to it (on the FUND HEADER SCREEN).

While AUTH Before an item's condition changes from AUTH to OPEN, you may change the **condition** to CUT or CANCEL if you wish: CUT to generate the purchase order immediately instead of waiting for the Order Generation Job to be run; CANCEL to cancel the order before it is even generated.

You can change most of an AUTH order's **information**: the library, vendor, unit cost, number of copies, order type, author, format, notes, statuses, fund allocations, and so on. When you file such changes, the system will immediately change the authorized amounts in the funds if necessary, and the Order Generation Job will use the updated information when generating the purchase order.

However, you cannot change an item's payment type from a deposit account type to a non-deposit account type or vice versa once the item is authorized for ordering.

Order Generation When the background Order Generation Job is run to generate a purchase order, the system will:

- create a purchase order and assign a PO number (depending on library setup, multiple requests to a single vendor might be combined into a single, multi-line purchase order)
- assign an estimated delivery date
- encumber the fund(s) by the order amount (and remove the authorized amount)
- update the vendor statistics
- set the order condition to OPEN
- if not a pseudo order, mark the order for printing by the Purchase Order Print Job



- on prepayment type orders (Payment Type Code) sets the *WAITING PREPAYMENT* flag to Y so that all the prepayment purchase orders will be printed together.

## Cutting an Order (CUT)

To authorize a request or new item for ordering and also generate (i.e. cut) the purchase order **immediately**, assign the CUT condition and *File* the item.

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Comparison to AUTH | <p>The differences between assigning CUT and AUTH are:</p> <ul style="list-style-type: none"><li>• with CUT, the order is generated immediately, without waiting for the Order Generation Job to be run.</li><li>• with CUT, you can override the default purchase order number and estimated delivery date</li><li>• with AUTH, the system can be set up to generate multi-line purchase orders from separate requests to a single vendor.</li></ul>                                                                                                                                                                                                            |
| Prompts            | <p>ADVANCE does authorization checks as described above and, if the record passes, prompts for the purchase order number:</p> <p>PO#:</p> <p>and the estimated delivery date:</p> <p>EST DELVRY:</p> <p>Either enter the purchase order number and/or date, or accept the defaults: the next available number and the date determined by the claim code.</p>                                                                                                                                                                                                                                                                                                     |
| Action             | <p>The system immediately:</p> <ul style="list-style-type: none"><li>• creates a purchase order with the specified purchase order number</li><li>• assigns an estimated delivery date as specified</li><li>• encumbers the fund by the order amount (and removes the authorized amount if any from an earlier AUTH)</li><li>• updates the vendor statistics</li><li>• set the order condition to OPEN</li><li>• marks the order for printing by the Purchase Order Print Job</li><li>• on prepayment type orders (Payment Type Code) sets the <i>WAITING PREPAYMENT</i> flag to Y so that all the prepayment purchase orders will be printed together.</li></ul> |

## Changing an Open Order (OPEN)

The system changes an item's Condition Code from AUTH or CUT to OPEN when it generates a purchase order. You cannot assign this code directly.

**While OPEN** You can change an order's condition from OPEN to CANCEL, CLOSED, COMPL, RENEW, or VNDCHG if you wish.

You can also change most of an OPEN order's information: the unit cost, order type, author, notes, statuses, and so on. You cannot change the number of copies, but can change the fund allocations up until all copies are paid. When you *File* these changes, the system immediately changes encumbered amounts as necessary.

To change the vendor, you must first change the condition to VNDCHG.

You cannot change the library on an OPEN order, and you cannot change the payment type from a deposit account type to a non-deposit account type or vice versa.

**Reprinting** To reprint the changed order, set the *PRINT ORDER* flag to Y on the STATUS screen, *Accept* the status change, and *File* the order. The system marks the order for printing by the Purchase Order Print Job.

## Closing an Order/Request (CLOSED)

To close an order or request, that is, mark an order as fully received and invoiced or mark a request as not needed, assign the *CLOSED* condition and *File* the item.

**Report Code** You can also set this code indirectly by assigning the appropriate Report Code on an Invoicing screen. (If you assign a “close” Report Code on a Receiving screen, outstanding claims are inactivated but the order is not closed.) If you assign the Report Code on an Invoicing screen, the order condition does not change until the background Voucher Payment Job is run.

**Action** For orders, the system immediately:

- disencumbers any unspent money
- updates the vendor *OPEN* and *CLOSED* statistics
- inactivates all claim transactions on the order

**While *CLOSED*** Once an item is closed, you may still change its condition to *CANCEL*.  
You can receive copies on a *CLOSED* order, but the system will warn you first. You can invoice extra copies too, if you use partial payment type.

## Canceling an Order/Request (CANCEL)

To cancel an order or request, because the library has decided not to order the item after all or the vendor is unable to fill the order, assign the CANCEL condition and *File* the item.

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Report Code           | You can also set this code indirectly by assigning the appropriate Report Code on a Receiving or Invoicing screen. If you assign the Report Code on an Invoicing screen, the order condition does not change until the background Voucher Payment Job is run.                                                                                                                                                                                                                                                                                                                                                                           |
| Cancel Code           | <p>The reason for cancelling the order/request can be specified by entering a Cancel Code in the <i>CANCEL CD</i> field of the NOTES screen. For example: the selector cancelled because the item is not wanted, the library cancelled because the item is not available, the vendor cancelled because the item is out of print, and so on. (A cancellation notice is not generated if it was the vendor who cancelled the order/request.)</p> <p>The library can set up cancellation Report Codes so that when staff assign them on a Receiving or Invoicing screen, a Cancel Code is automatically assigned to the order/request.</p> |
| Comparison to Closing | <p>Unlike closing an item, cancelling it:</p> <ul style="list-style-type: none"> <li>• updates different vendor statistics</li> <li>• can be done to an AUTHORIZED order</li> <li>• can generate a letter to the vendor</li> <li>• prevents any further changes to the condition.</li> </ul> <p>By cancelling a newly AUTHORIZED order <b>before</b> the Order Generation Job is run, you can prevent the purchase order from being generated and money from being encumbered.</p>                                                                                                                                                      |
| Action                | <p>When you cancel an order, the system immediately:</p> <ul style="list-style-type: none"> <li>• disencumbers any unspent money</li> <li>• updates the vendor <i>OPEN</i> and <i>CANCELLED</i> statistics</li> <li>• inactivates all claim transactions on the order</li> <li>• marks the order for cancellation letter printing</li> <li>• changes the order status to <i>Cancelled</i>.</li> </ul>                                                                                                                                                                                                                                   |

While CANCEL Once an item is cancelled, you may not change its condition again. For example, you cannot turn it back into a request or open order.

You can receive copies on a CANCELLED order, but the system will warn you first.

## Completing an Order (COMPL)

To complete a subscription order (monographic series or serial), that is, mark it as completely invoiced, assign the COMPL condition and *File* the item.

**Report Code** You can also set this code indirectly by assigning the appropriate Report Code on a Receiving or Invoicing screen. If you assign the Report Code on an Invoicing screen, the order condition does not change until the background Voucher Payment Job is run.

**Action** If the order renewal is outstanding (i.e. if the order has been renewed), then the renewal subscription becomes the current subscription.

For details on COMPL, see *Handling Subscriptions* on page 10-1.

## Renewing an Order (RENEW)

To renew a subscription order, whether or not invoicing on the current order is complete yet, assign the RENEW condition and *File* the item.

**Action** If the order is not already marked COMPL, the renewal is left outstanding until it is.

For details on RENEW, see *Handling Subscriptions* on page 10-1.

When you *File* the renewal, ADVANCE does authorization checks and, if the order passes, encumbers funds for the renewal.

**Prompts** The system also prompts:

REVIEW DATE:

and then:

RENEWAL SUBSCRIPTION:                      TO:

Enter a renewal review date and renewal subscription dates.



## Changing the Vendor (VNDCHG)

To reissue the order with a new vendor, assign the VNDCHG condition and *File* the item. This is of particular use for subscription orders.

**Action** When you *File* a VNDCHG order, the system allows you to assign a new *VENDOR*. The system then does authorization checks.

For details on subscription VNDCHGs, see *Handling Subscriptions* on page 10-1.

**Prompts** ADVANCE first prompts for the purchase order number:

PO#:

and the estimated delivery date:

EST DELVRY:

If the order was a single-line order, you can reuse the old purchase order number. If the order was a multi-line order, a new purchase order number is required. To clear out the default number and have the system automatically assign the next available number, type #. If you assign a new number, the old one is deleted from the database. The default delivery date is determined by the claim code.

If the item is a serial order, the system then prompts for a date to update the copy set record in the Serials Module:

DATE TO UPDATE COPY SET RECORDS WITH NEW VENDOR CODE:

and whether or not to reissue outstanding issue claims:

REISSUE EXISTING CLAIMS:

And finally, ADVANCE asks whether or not a cancellation letter should be sent to the old vendor:

ISSUE CANCELLATION TO OLD VENDOR?

If the item is a book (non-serial) order, the system automatically inactivates all claim transactions on the order.

## Acquisitions to Catalogue Transfer

The system immediately transfers bibliographic and piece information from Acquisitions to the catalogue when the TRANSFER flag is set to Yes. In prior releases the Acquisitions to Catalogue Transfer was a background process. The transfer now occurs automatically if the TRANSFER flag is set. If the TRANSFER flag is not set, nothing will transfer.

Whether or not bibliographic information is transferred, and its possible destination, depends on whether or not the Acquisitions record is **hooked** to a catalogue record and also on how a couple of fields in the library's FISCAL PROFILE table are set up.

### Hooked records

A hooked record is an additional bibliographic record that is linked to a bibliographic record in the main database (the catalogue). Acquisitions records can be hooked to a catalogue record or not.

### By staff

When adding an Acquisitions bibliographic record, staff can either create an original record (and enter in all the bibliographic information needed) or else copy an existing record from one of the following sources:

- main database (the catalogue)
- cataloguing workfile
- Acquisitions order/request file
- approvals workfile.

If copying a main database (catalogue) record, or a cataloguing workfile record that is hooked to a catalogue record, or an Acquisitions record that is hooked to a catalogue record, staff must decide whether or not to unhook the new Acquisitions record from the catalogue record. Staff also need to make this decision when they copy an existing Acquisitions record that is not yet hooked to a Catalogue record. If the original and new acquisitions records are left hooked, the Acquisitions to Catalogue transfer will create only **one** bibliographic record for both orders. The system will ask:

```
Catalogue as Original Entry (O) or Existing (E)?
Select 'O' to order new title; select 'E' to order copies of
existing title
```

The staff person's answer should depend on why they copied the record:

- If the library intends ordering a new title, and a similar record is copied just to save some typing, then this question should be answered 0 — the records should be **unhooked** so that the transfer job will create a brand new record in the catalogue.
- If the library intends ordering additional copies of the title (additional pieces), then this question should be answered E — the records should be left **hooked** so that the transfer will **not** create a brand new record in the catalogue, and instead just update the piece information in the existing record.

If a hooked Acquisitions record is created, its *CATALOGUE AS NEW ITEM* flag is set to N on the ORD - STATUS SCREEN; otherwise the flag is set to Y. Staff cannot change this flag.

When an Acquisitions record first transfers to the catalogue, it hooks the Acquisitions record to the catalogue record (after creating a catalogue record if necessary).

#### Fiscal Profile

A couple of fields in the FISCAL PROFILE table affect the initial transfer of hooked records. These fields are: *Are ACQ Bib records discarded?* and *Workfile prefix for discarded records?*

The transfer throws away the Acquisitions bibliographic record if it is identical to the catalogue record or if the first field is answered 1. This is the common setup.

Alternatively, if the records are different and the first field is answered 0 or blank, then the system transfers the Acquisitions record to a place determined by the second field:

- if a prefix is specified in the second field, the record is transferred to the Discarded Acquisitions Records workfile, accessible from Cataloguing's BIBLIOGRAPHIC WORK FILES MENU (BAWM)
- if a prefix is **not** specified in the second field, then the job will overwrite the catalogue record with the Acquisitions record (most libraries would never want this done).

## Acquisitions to Catalogue Transfer

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Selection                  | <p>The transfer selects records that meet the following conditions:</p> <ul style="list-style-type: none"><li>• the <i>TRANSFER</i> flag (on the ORD - ORDERING DATA screen or the REC - RECEIVING ITEMS screen) is Y</li><li>• if the <i>CONDITION</i> is <b>not</b> GIFT, then:<ul style="list-style-type: none"><li>• an order must have been generated (so that the item is now on order, not just a request), or</li><li>• the copy has been received or returned, or</li><li>• the order has been cancelled, or</li><li>• the <i>SERIAL</i> flag changed from N to Y since the initial transfer of the record, and the library has the Serials Module installed.</li></ul></li><li>• if the <i>CONDITION</i> is GIFT, then:<ul style="list-style-type: none"><li>• at least one piece must have been received or returned.</li></ul></li></ul> |
| Effect of initial transfer | <p>When an Acquisitions record is first transferred, the system:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Single-parts               | <ul style="list-style-type: none"><li>• creates a Piece record with a status of On-order and a Location Copy record for every copy ordered.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Multiparts                 | <ul style="list-style-type: none"><li>• creates a Location Copy record for each ordered copy</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Serials                    | <ul style="list-style-type: none"><li>• creates a Serial Copy Set record and a Location Copy record if the ordered copy is not already linked to a copy set. Otherwise, it links copy sets that already exist (in the catalogue) to the order.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Applies to All Records     | <ul style="list-style-type: none"><li>• discards the Acquisitions MARC record, or transfers it to the discard workfile or the catalogue (and sets its <i>Last updated</i> date to the current date).</li><li>• sets the order <i>STATUS</i> to Transferred.</li><li>• The system assigns a default barcode number to new pieces.</li></ul> <p>NOTE: After a record has been transferred, staff can no longer permanently change the MARC information on the ACQUISITIONS ORDER ENTRY MARC DISPLAY screen. From then on, it is the catalogue record's information that will be shown there. Although staff will still be able to change bibliographic information on the ORD - BIBLIOGRAPHIC ENTRY/</p>                                                                                                                                               |

UPDATE screen (either directly or by temporarily changing the MARC screen), these changes will not show up on the MARC screen afterward and will not transfer to the catalogue.

*Effect of subsequent transfers*

When an Acquisitions record transferred again, the system:

- Single-parts
  - updates pieces in the catalogue, sets the piece *STATUS* to *In process* if it has been received or back to *On Order* if it has been returned, and sets each piece *Updated* date to the current date.
- Multiparts
  - creates a *Parts* record for each unique part received, updates the parts record to show that items have been received or returned for specific locations
- Serials
  - creates copy sets in the catalogue, if the order is now a serial but was a monograph when initially transferred, and if the library has the *Serials Module* installed. NOTE: The job does not automatically delete pieces that were created by transfers.

If Acquisitions staff have received and barcoded a piece, the job uses this new barcode number to overwrite the default number that was previously assigned in the catalogue.

NOTE: The job never deletes a catalogue record, even if it deletes all the pieces associated with the record. When it has deleted all of the pieces associated with the record, the system displays the message:

```
All holdings have been deleted for this bib XXXXXXXX.
```

Where XXXXXXXX is the LCN of the bibliographic record in the Catalogue. You can then use the CEHI function (*Edit Holdings*) to delete the bib record.

Cancelled Orders

- Single-parts
  - deletes any *On order* Pieces and their associated *Location Copy* records. It does not touch pieces with statuses other than *On order*.
- Multiparts
  - if nothing has been received on the multipart order the job deletes the location copy records created on the initial transfer, otherwise no action is required.
- Serials
  - no action.



# 4

## Receiving, Returning, and Claiming

---

### Procedure

To receive, return, or claim copies against an order (or request):

1. Access the RECEIVING MENU by selecting it on the ACQUISITIONS MAIN MENU or by entering RECM on any Acquisitions menu.
2. Select the screen identifier that corresponds to what you want to do: add/update (RECU) or display (RECD).

NOTE: You can bypass step 1 by entering these screen identifiers directly on any Acquisitions menu.

3. Access an order/request or particular transaction.
4. View or enter receipt, return, claim, and/or order status report information.
5. When finished, select *Exit* or *Prior screen* to continue.

To edit holdings information, access the Holdings Information function by selecting it on the Receiving Menu or by entering CEHI 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

RECEIVING MENU (RECM)

1. RECU Receiving Entry/Update
2. RECD Receiving Display
3. CLMP Claims Print
4. CANP Cancellation Print
5. CEHI Edit Holdings Information

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

NOTE: For an explanation of how to **print** claim letters and cancellation letters (screen identifiers CLMP and CANP), see the *Acquisitions Management Guide*.



## Accessing an Order or Request

### Procedure

To search for an order/request, use the ORDER SEARCH & RETRIEVAL screen.

1. Access the screen by selecting RECU or RECD on the RECEIVING MENU, or by entering these screen identifiers on any Acquisitions menu.
2. Enter a search type and search text. For example, enter T=ROLLING BARRELS for a title search on “rolling barrels”.
3. Browse the index screens, if necessary.
4. Select an item, or return to this screen.

```

 REC - ORDER SEARCH & RETRIEVAL PPP IIIIII

ENTER type of order retrieval:

PO Search order #s I Search order ISBN/ISSN #s
RQ Search request #s VC Search order vendor codes
LST Retrieve last order VN Search order vendor names
T Search order titles VT Search order vendor title #s
A Search order authors TX Search order transactions
L Search order LC Card #s

Enter option= _____

Enter the search code and string (e.g A=TWAIN), or <ENTER> to exit

```

### Transaction Search

A TX transaction number search accesses a particular claim, receipt, return, or order report transaction for an order/request. The system takes you **directly** to a TRANSACTION DISPLAY screen (such as the CLAIM TRANSACTION DISPLAY), **skipping** the STANDARD LOCATION DISPLAY that is usually shown first.

## Standard Location Display

When you access an order or request, the system displays the STANDARD LOCATION DISPLAY. This screen:

- indicates the number of copies ordered, received, invoiced, and paid for each location
- indicates the number of outstanding claims
- provides access to the other screens in this function, for changing or viewing information.

```

REC - STANDARD LOCATION DISPLAY MASTER
PO#/LINE#: 971000021 /0001 VENDOR : EB ORDER DATE: 04/14/98
REQUEST #: 970000058 ORDER TYPE: FIRMORDER REQST DATE: 04/14/98
LIBRARY : AL CONDITION : OPEN EST DELVRY: 06/13/98
ISBN/ISSN: 0852296178 LC CARD # : 97801588 RECEIVED :
AUTHOR : Kirman, Richard E.
TITLE : Britannica CD

STATUS : Transferred,Order needs printing,On Order

LOCATION SHIPTO ORDER'D REC'D INVC'D PAID OUTSTANDING PARTS/CPY
 CPY CPY CPY CPY CLAIMS 3
SERGOV CAP3 1 0 0 0

TOTAL 1 0 0 0 0

Options: <+> = scroll options
Receive Return Claim Report Order update Details Numbering
Type of holdings Transaction Invoice Mono series add
Title split/change add Title structure display Main title display

```

### Columns

This screen shows the number of copies ordered (*ORDER'D CPY*), received (*REC'D CPY*), invoiced (*INVC'D CPY*), and paid (*PAID CPY*) at each location for which copies were ordered. The total number of outstanding claims is also shown.

### Multipart Orders

For multipart orders, a copy is marked as received only after the system has recorded receipt of all of the parts expected (the number of parts is defined in the *PARTS/CPY* field in the order).

- INVC'D CPY    The value “0\*” (zero with an asterisk) is shown in the *INVC'D CPY* column in two situations:
- if there is a **partial payment** type invoice against the order and thus a particular number of copies cannot be specified
  - if the number of invoiced copies for the current year is zero but there has been some previous invoicing done against the order; that is, if the order has been **completed and renewed** already.

*Multi-bibliographic  
Items*

For **monographic series** and **title split/change** items, separate STANDARD LOCATION DISPLAY screens can be accessed: for the parent item and each of the child items within a single order. To move from one item to another, select the *Title structure display* and *Main title display* options (for descriptions, see [Handling Multipart Orders](#) on page 13-1).

## Options

### Unavailable Options

Some options might be unavailable depending on the item:

- If the item is a **request** (such as a gift item), the *Receive* and *Return* options are allowed only if permitted by the item's Order Type Code. Otherwise the system will say:

```
Cannot receive when item not on order - <ENTER> to
continue:
```

- If the item is a **serial** (*SERIAL*: Y) and the library has the Serials Module installed, then the *Receive*, *Return*, and *Claim* options are not offered and not available. Use the Serials Module to receive (checkin) and claim issues.
- If the item has the *PARTS/CPY* field set to 1, then the *Details* (details for multipart order) and the *Numbering* (numbering display) options are not offered and not available. These options apply only to orders defined as multipart (*PARTS/CPY* field is defined to be greater than one).
- The *Type of Holdings* option is available only when:
  - the order has the Serial status set
  - if the *PARTS/CPY* field is greater than one
  - the *LABEL* field on the ORD-NOTES SCREEN has been defined
  - if the user has defined a Type of Holding record in Ordering.

### Warnings

If the item is cancelled (*CONDITION*: CANCEL), closed (*CONDITION*: CLOSED), completed (*CONDITION*: COMPL), inactive (*INACTIVE*: Y), or is a pseudo order (*PSEUDO ORDER*: Y), then the system will prompt:

```
WARNING: Item is STATUS - Do you wish to continue (Y/N):
```

when staff use the *Receive*, *Return*, *Claim*, or *Report* options.

### Main Options

- Receive* Receive one or more copies against the order and, if you wish, assign barcodes to them. You may be permitted to invoice the copies as well.
- Return* Return one or more received copies.

- Claim* Add a claim for one or more copies.
- Report* Assign a Report Code to change an order's condition or status: close the order, cancel the order, or indicate the item is on back-order. (You may also assign a Report Code while Receiving.)
- Details* Access the DETAILED LOCATION DISPLAY screen to display which parts are received for multipart orders. See the chapter, *Handling Multipart Orders* on page 13-1.
- Numbering* Access the MULTIPART ORDER DISPLAY-NUMBERING screen to display the numbering (enumeration) that is assigned to each part in the multipart order. See the chapter, *Handling Multipart Orders* on page 13-1.
- Type of holdings* Goes to the LINKED TYPE OF HOLDING screen for you to link an order to one or more Type of Holdings. This information is used to define multi-parts and serials.
- Order update* Access the ORD - ORDERING DATA screen to display or update the request/order.
- Transaction* View a list of transactions. You may then select a particular receipt, return, claim, or report transaction to view. You can update claim and report transactions.
- Invoice* View summary and detail invoice information for the order.

## Receiving Copies

To receive one or more copies, use the RECEIVING ITEMS screen.

1. Access the main receiving screen by selecting the *Receive* option on the STANDARD LOCATION screen.
2. If the order is defined as multipart (*PARTS/CPY* greater than 1), the system prompts with the question *Which Part Number do you wish to receive (A=All, E=Exit)*.
  - Answer **A** to receive all parts of the multipart order.
  - To receive a specific part, enter a number from 1 through *x* as defined in *PARTS/CPY* field. (You can use the *Numbering* option to determine which *PART#* you are receiving if this is not immediately apparent.)
  - Answer **E** to exit the *Receive* option.
3. Enter the information as required.
4. When finished, *Accept* or *Exit* to continue.
5. If more information is required for receipt, the *Accept* option will take you to a **detail** sub-screen. Enter the information and *File* or *Exit* to continue.
6. When you *Accept* or *File* a receipt, you may be permitted to enter **invoice** information — the system will prompt you. Enter invoice details if you wish, then *File* or *Exit* to continue.

### Viewing Receipts

To view an old receipt transaction, use the RECEIPT TRANSACTION DISPLAY screen. See [Transactions](#) on page 4-31.

### Claimed Copies

Receiving a claimed copy does not automatically inactivate that claim. Inactivate the current claim (on the CLAIM TRANSACTION DISPLAY screen) and, if necessary, add a new claim for any other copies still needed (on the CLAIMING ITEMS screen).

## Main Screen

```

 REC - RECEIVING ITEMS MASTER
PO#/LINE#: 9200000314/0001 VENDOR : PENGUIN ORDER DATE: 02/08/93
REQUEST #: 920123 ORDER TYPE: REGULAR REQST DATE: 02/08/93
LIBRARY : UL CONDITION : CLOSED EST DELVRY: 02/22/93
ISBN/ISSN: 0898598125 LC CARD # : 85029331 RECEIVED : 03/02/93
AUTHOR : Buss, Arnold H., 1924-
TITLE : SOCIAL BEHAVIOR AND PERSONALITY.

STATUS : Rush Order,Received,On Order,Catalogue as New

1. # ITEMS : 3 4. REPORT CD : -
2. AUTO DISTRIBUTION: Y 5. EST DELVRY: 02/22/93
3. TRANSFER : Y 6. NOTE:

7. STATUS : REPLACEMENT N DAMAGED N DUPLICATE N EXTRA N
8. BARCODE : N 9. ROUTE : Y
PROCESS'G: Send directly to cataloguing
NOTE
REQUESTOR: C. Smith
Options:
line Line by line Processing note Accept ? Help Exit

```

### Fields

#### 1. # ITEMS

[1-3 digits]

Total number of items to be received. If necessary, you can receive more items than were ordered.

For single-part orders, an item is one copy.

For multipart orders, the system displays a message above the #ITEMS label: ---RECEIVING ALL PARTS--- or ---RECEIVING PART#: . If you are receiving **all** parts, an item is one complete copy (one complete set of parts). If you are receiving a **specific** part number, an item is one copy of that one part.

Default Number of copies outstanding.

2. *AUTO DISTRIBUTION*

[Y (yes) or N (no)]

Specifies whether or not you want the system to automatically distribute copies to locations when you *Accept* this screen. The system assigns copies until it runs out, in the following pattern:

- it starts with the first location and assigns one copy to every location that is awaiting any copies
- then it returns to the first location and assigns as many copies as are still outstanding for that location before proceeding to the next location, and so on.

This field has an effect only if you are receiving less than the total number of copies outstanding.

3. *TRANSFER*

[Y (yes) or N (no)]

Specifies whether or not the bibliographic and holdings information for this order is to be transferred to the main catalogue record.

Many libraries will keep items from transferring to the Catalogue until they are received, by leaving the flag set to N in Ordering and only setting it to Y in the receipt.

NOTE: Changing the flag from Y to N after the initial transfer of the order will prevent subsequent transfers of receipt and return information.

Default From the *TRANSFER* flag on the ORDERING DATA screen in Ordering.

4. *REPORT CD*

[Report Code; 1-4 characters]

Change the order condition/status, if necessary. For example, you can close or cancel the order or mark that the item is on backorder. See [Changing the Order Status With Report Codes](#) on page 4-27.

Default System-wide default can be supplied.

5. *EST DELVRY*

[date]

Estimated date for the next delivery of copies. An order has a single estimated delivery date, shown near the top right corner of each screen and updatable on the receiving, returning, and order reporting screens.



- 
6. *NOTE* [34+ characters maximum; window available]  
User-defined note about the receipt.
7. *STATUS*
- ... *REPLACEMENT* [Y (yes) or N (no)]  
Receipt includes copies of replacement items.
- ... *DAMAGED* [Y (yes) or N (no)]  
Receipt includes copies of damaged items.
- ... *DUPLICATE* [Y (yes) or N (no)]  
Receipt includes copies of duplicate items.
- ... *EXTRA* [Y (yes) or N (no)]  
Receipt includes copies of extra items.
8. *BARCODE* [Y (yes) or N (no)]  
Allow barcode assignment to items on the detail screen.
- Default System-wide default can be supplied.
9. *ROUTE* [Y (yes) or N (no)]  
Allow Route ID Code assignment to locations on the detail screen.
- Default The value Y is supplied if the order/request has a Routing ID Code assigned in the *ROUTING* field.
- PROCESS'G NOTE* [2+ lines of characters maximum; window automatically opened]  
Order processing note (user-defined). Select the *Processing note* option to access and view or update this window field.
- Default Note entered at the *PROCESS'G NOTE* field of the NOTES screen in Ordering.

*REQUESTOR*

Display-only field showing the names of the item requestor(s), assigned at the *REQUESTOR* field of the ORDERING DATA screen in Ordering.

## Detail Screen

When you *Accept* information on the main receiving screen, the system supplies an additional set of fields in any of the following circumstances:

- Copies of items being received need to be distributed to specific locations: you are receiving fewer copies than will complete the order (and you are receiving at least one item).
- Barcode numbers are to be assigned (you answered Y in the *BARCODE* field).
- Routing information is to be entered (you answered Y in the *ROUTE* field).

```

 REC - RECEIVING ITEMS MASTER
PO#/LINE#: 9200000314/0001 VENDOR : PENGUIN ORDER DATE: 02/08/93
REQUEST #: 920123 ORDER TYPE: REGULAR REQST DATE: 02/08/93
LIBRARY : UL CONDITION : CLOSED EST DELVRY: 02/22/93
ISBN/ISSN: 0898598125 LC CARD # : 85029331 RECEIVED : 03/02/93
AUTHOR : Buss, Arnold H., 1924-
TITLE : SOCIAL BEHAVIOR AND PERSONALITY.

STATUS : Rush Order,Received,On Order,Catalogue as New

ITEMS : 3 REPORT CD : -
AUTO DISTRIBUTION: Y EST DELVRY: 02/22/93
 ORDER'D REC'D REC'G BARCODE
 LOCATION CPY CPY CPY
1 ULMON1 4 1 1 39999000212121
2 ULMON2 1 1 1 39999000212132
3 ULMON3 1 1 1 39999000212231
4
Options:
File Line by line # line Forward Backward ? Help Exit

```

**Multipart Items** If this is a multipart item, a message displays above the # ITEMS label.

### Fields

**LOCATION** Display-only field: Location Code of a location for which copies were ordered/requested.

*ORDER'D CPY*            Display-only field: total number of copies of the item ordered/requested for a location.

*REC'D CPY*            Display-only field: number of copies of the item being received that have been received to date for a location.

*REC'G CPY*            The number of copies of the item you now want to receive at a location. Type over the default values to change them.

Default    If the total number of items you are receiving is less than the total number outstanding and you answered *N* in the *AUTO DISTRIBUTION* field, the default numbers are all zero. Otherwise, more useful numbers are supplied.

*BARCODE*            [You may access this column only if you answered *Y* on the main screen's *BARCODE* field.]  
  
Enter barcodes for each copy of an item you are receiving, one at a time. The system adds barcode numbers to the piece records for these copies.

*ROUTE ID*            [*Y* (yes) or *N* (no)]  
  
[if answer *N*, then also enter:  
Routing ID Code; 1-6 characters]  
  
[You may access this column only if you answered *Y* on the main screen's *ROUTE* field.]  
  
Specify whether or not you wish to identify a group of people or departments to which the items being received at this location should be routed, then specify that group. You may enter one code per item being received, not just one per location. The library could use the code in a report.  
  
NOTE: These codes are not related to the routing codes used in the Serials Module.

Default    The codes are supplied if the order/request has a Routing ID Code assigned in the *ROUTING* field.

---

## Invoicing at Time of Receipt

When you *Accept* or *File* the receipt, and you are permitted to invoice at the time of receipt, the system asks:

Do you wish to invoice for received copies?

Answer **Y** to enter invoicing information; the system will display the INVOICE DETAIL screen. Or answer **N** to skip the invoicing screen.

For a description of invoicing, see [Invoicing](#) on page 5-1. This Receiving screen is similar to the INVOICE DETAIL screen in Invoicing, but this version has an **INVOICE #** field in which you can browse for an existing invoice or create a new invoice. The **INVOICE#** field defaults to the last accessed invoice in Acquisitions (either from Invoicing or from Receiving if you have created an invoice in Receiving). In addition, the number of copies being received defaults into the **QTY** field but **only** if you are **not** invoicing parts of a multipart order. In that case, the system displays a warning, sets the QTY (quantity) to zero and tells you to use PARTIAL line type.

This screen allows you to enter **detail** lines for an invoice. If a brand new invoice is required, the system creates an invoice **header** with default information — including a Vendor Code and invoice and payment Currency Codes that default from the order.

## Returning Copies

To return one or more received copies, use the RETURNING ITEMS screen.

1. Access the main returning screen by selecting the *Return* option on the STANDARD LOCATION screen.
2. If the order is defined as multipart (*PARTS/CPY* greater than 1), the system prompts with the question *Which Part Number do you wish to return (A=All, E=Exit)*.
  - Answer **A** to return all parts of the multipart order.
  - To return a specific part, enter a number from 1 through **x** as defined in *PARTS/CPY* field. (You can use the *Numbering* option to determine which *PART#* you are returning if this is not immediately apparent.)
  - Answer **E** to exit the *Return* option.
3. Enter the information as required.
4. When finished, *Accept* or *Exit* to continue.
5. If more information is required for returns, the *Accept* option will take you to a **detail** sub-screen. Enter the information and *File* or *Exit* to continue.
6. When *Accepting* or *Filing* the returns, the system may prompt for **claiming** the returned copies. Enter a claim if you wish, then *Accept* or *Exit* to continue.

### Viewing Returns

To view an old return transaction, use the RETURN TRANSACTION DISPLAY screen. See [Transactions](#) on page 4-31.

## Main Screen

```

 REC - RETURNING ITEMS MASTER
PO#/LINE#: 9200000314/0001 VENDOR : PENGUIN ORDER DATE: 02/08/93
REQUEST #: 920123 ORDER TYPE: REGULAR REQST DATE: 02/08/93
LIBRARY : UL CONDITION : CLOSED EST DELVRY: 02/22/93
ISBN/ISSN: 0898598125 LC CARD # : 85029331 RECEIVED : 03/02/93
AUTHOR : Buss, Arnold H., 1924-
TITLE : SOCIAL BEHAVIOR AND PERSONALITY.

STATUS : Rush Order,Received,On Order,Catalogue as New

1. # ITEMS : 1 3. EST DELVRY : 03/30/93
2. BARCODE : N 4. NOTE : Pages 345 - 350 damaged
5. STATUS : REPLACEMENT N DAMAGED Y DUPLICATE N EXTRA N

Options:
line Line by line Accept ? Help Exit

```

### Fields

#### 1. # ITEMS

[1-3 digits]

Total number of items to be returned. If necessary, you can return more items than were ordered.

For single part orders, an item is one copy.

For multipart orders, the system displays a message above the #ITEMS label: ---RETURNING ALL PARTS--- or ---RETURNING PART#: . If you are returning **all** parts, an item is one complete copy (one complete set of parts). If you are returning a **specific** part number, an item is one copy of that one part.

Default Zero.

#### 2. BARCODE

[Y (yes) or N (no)]

Allow barcode assignment to items on the detail screen.

Default System-wide default can be supplied.

3. *EST DELVRY*

[date]

Estimated date for the next delivery of items. An order has a single estimated delivery date, shown near the top right corner of each screen and updatable on the receiving, returning, and order reporting screens.

4. *NOTE*

[34+ characters maximum; window available]

User-defined note about the return.

5. *STATUS*

... *REPLACEMENT*

[Y (yes) or N (no)]

Return includes copies of replacement items.

... *DAMAGED*

[Y (yes) or N (no)]

Return includes copies of damaged items.

... *DUPLICATE*

[Y (yes) or N (no)]

Return includes copies of duplicate items.

... *EXTRA*

[Y (yes) or N (no)]

Return includes copies of extra items.



## Detail Screen

When you *Accept* information on the main returning screen, the system supplies an additional set of fields in either of the following circumstances:

- Copies of items being returned need to be distributed from specific locations: you are returning fewer than all received copies (and you are returning at least one copy).
- Barcode numbers are to be assigned (you answered Y in the *BARCODE* field).

```

 REC - RETURNING ITEMS MASTER
PO#/LINE#: 9200000314/0001 VENDOR : PENGUIN ORDER DATE: 02/08/93
REQUEST #: 920123 ORDER TYPE: REGULAR REQST DATE: 02/08/93
LIBRARY : UL CONDITION : CLOSED EST DELVRY: 02/22/93
ISBN/ISSN: 0898598125 LC CARD # : 85029331 RECEIVED : 03/02/93
AUTHOR : Buss, Arnold H., 1924-
TITLE : SOCIAL BEHAVIOR AND PERSONALITY.

STATUS : Rush Order,Received,On Order,Catalogue as New

ITEMS : 1 EST DELVRY : 03/30/93
BARCODE : N NOTE : Pages 345 - 350 damaged
 ORDER'D REC'D RETURN'G BARCODE
 LOCATION CPY CPY CPY
1 ULMON1 4 2 1 39999000212121
2 ULMON2 1 1 0
3 ULMON3 1 1 0
4

Options:
File Line by line # line Forward Backward ? Help Exit

```

**Multipart Items** If this is a multipart item, a message displays above the # ITEMS label.

### Fields

**LOCATION** Display-only field: Location Code of a location for which copies were ordered/requested.

**ORDER'D CPY** Display-only field: total number of copies of the item ordered/requested for a location.

|                     |                                                                                                                                                                                                                                                                    |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>REC'D CPY</i>    | Display-only field: number of copies of the item being returned that have been received to date for a location.                                                                                                                                                    |
| <i>RETURN'G CPY</i> | The number of copies of the item you now want to return from a location.                                                                                                                                                                                           |
| Default             | Zero.                                                                                                                                                                                                                                                              |
| <i>BARCODE</i>      | [You may access this column only if you answered <i>y</i> at the main screen's <i>BARCODE</i> field.]<br><br>Enter barcodes for each copy of an item you are returning, one at a time. The system deletes barcode numbers from the piece records for these copies. |

---

## Claiming at Time of Return

When you *Accept* or *File* the returns, the system prompts for claiming at the time of return if all the following conditions are met:

- you are permitted to claim at receipt time
- the item is on order
- the number of items returned is not zero.

The system asks:

Do you wish to claim for the copies just returned?

Specify whether or not you wish to create a claim now: answer Y or N. If you answer Y, the system displays the CLAIMING ITEMS screen for you to claim the copies. See [Claiming Copies](#) on page 4-22.

## Claiming Copies

To claim one or more copies, use the CLAIMING ITEMS screen.

1. Access the main claiming screen by selecting the *Claim* option on the STANDARD LOCATION screen.
2. If the order is defined as multipart (*PARTS/CPY* greater than 1), the system prompts with the question *Which Part Number do you wish to claim (A=All, E=Exit)*.
  - Answer **A** to receive all parts of the multipart order.
  - To claim a specific part, enter a number from 1 through  $x$  as defined in *PARTS/CPY* field. (You can use the *Numbering* option to determine which *PART#* you are claiming if this is not immediately apparent.)
  - Answer **E** to exit the *Claim* option.
3. Enter the information as required.
4. When finished, *Accept* or *Exit* to continue.
5. If more information is required for the claim, the *Accept* option will take you to a **detail** sub-screen. Enter the information and *File* or *Exit* to continue.

### Viewing, Updating, or Reprinting a Claim

The CLAIMING ITEMS screen is only for adding claims. To view a claim, reprint it, mark it inactive, or change its note or action date, you must instead use the claim transaction on the CLAIM TRANSACTION DISPLAY screen. See *Transactions* on page 4-31.

### Claiming at Time of Return

The system might prompt for claim creation when you first return copies. See *Returning Copies* on page 4-16.

## Main Screen

```

 REC - CLAIMING ITEMS MASTER
PO#/LINE#: 9200000314/0001 VENDOR : PENGUIN ORDER DATE: 02/08/93
REQUEST #: 920123 ORDER TYPE: REGULAR REQST DATE: 02/08/93
LIBRARY : UL CONDITION : CLOSED EST DELVRY: 03/30/93
ISBN/ISSN: 0898598125 LC CARD # : 85029331 RECEIVED : 03/02/93
AUTHOR : Buss, Arnold H., 1924-
TITLE : SOCIAL BEHAVIOR AND PERSONALITY.

STATUS : Rush Order,Received,On Order,Catalogue as New

1. # ITEMS : 1 3. AUTO DISTRIBUTION : Y
2. MESSAGE : DAMG 4. ACTION DATE : 03/17/93
5. NOTE : Pages 345 - 350 are damaged. Please ship another copy ASAP

Options:
line Line by line Accept ? Help Exit

```

**Multipart Items** If this is a multipart item, a message displays above the # ITEMS label.

### Fields

**1. ITEMS** [1-3 digits]  
 Total number of items to be claimed.  
 For single part orders, an item is one copy.  
 For multipart orders, the system displays a message above the #ITEMS label: ---CLAIMING ALL PARTS--- or ---CLAIMING PART#: . If you are claiming **all** parts, an item is one complete copy (one complete set f parts). If you are claiming a **specific** part number, an item is one copy of that one part.

**Default** Number of outstanding copies.

**2. MESSAGE** [Claim Message Code; 1-4 characters]  
 Specify a library-defined message to be printed on the claim letter.

3. *AUTO DISTRIBUTION*

[Y (yes) or N (no)]

Specifies whether or not you want the system to automatically distribute copies from locations when you *Accept* this screen. The system assigns copies until it runs out, in the following pattern:

- it starts with the first location and assigns one copy from every location that is awaiting any copies
- then it returns to the first location and assigns as many copies as are still outstanding for that location before proceeding to the next location, and so on.

This field has an effect only if you are claiming less than the total number of copies outstanding.

4. *ACTION DATE*

[date]

Date that the next claim (or final cancellation) is to be automatically generated or reported, depending on library setup.

Default

The system assigns a series of dates based on the Claim Code assigned to the order on the ORDERING DATA screen.

5. *NOTE*

[63+ characters maximum; window available]

User-defined note about the claim.

## Detail Screen

When you *Accept* information on the main claiming screen, the system supplies an additional set of fields in the following circumstance:

- Copies of items being claimed need to be distributed from specific locations: you are claiming fewer than all outstanding copies (and you are claiming at least one copy).

```

 REC - CLAIMING ITEMS MASTER
PO#/LINE#: 9200000314/0001 VENDOR : PENGUIN ORDER DATE: 02/08/93
REQUEST #: 920123 ORDER TYPE: REGULAR REQST DATE: 02/08/93
LIBRARY : UL CONDITION : CLOSED EST DELVRY: 03/30/93
ISBN/ISSN: 0898598125 LC CARD # : 85029331 RECEIVED : 03/02/93
AUTHOR : Buss, Arnold H., 1924-
TITLE : SOCIAL BEHAVIOR AND PERSONALITY.

STATUS : Rush Order,Received,On Order,Catalogue as New

ITEMS : 1 AUTO DISTRIBUTION : Y
MESSAGE : DAMG ACTION DATE : 03/17/93
 ORDER'D REC'D CLAIM'G
LOCATION CPY CPY CPY
1 ULMON1 4 1 1
2 ULMON2 1 1 0
3 ULMON3 1 1 0
4
Options:
File Line by line # line Forward Backward ? Help Exit

```

**Multipart Items** If this is a multipart item, a message displays above the # ITEMS label.

### Fields

**LOCATION** Display-only field: Location Code of a location for which copies were ordered/requested.

**ORDER'D CPY** Display-only field: total number of copies of the item ordered/requested for a location.

**REC'D CPY** Display-only field: number of copies of the item being claimed that have been received to date for a location.

*CLAIM'G CPY*

The number of copies of the item you now want to claim at a location. Type over the default values to change them.

Default If the total number of items you are claiming is less than the total number outstanding and you answered *N* in the *AUTO DISTRIBUTION* field, the default numbers are all zero. Otherwise, more useful numbers are supplied.



## Changing the Order Status With Report Codes

Report Codes provide a convenient way for you to change an order's status directly from Receiving or Invoicing. They save you the extra steps of accessing the order in Ordering to assign a Condition Code. You can also assign a no-change Report Code in order to enter a general status note.

You may assign Report Codes at the following places:

- the ADDING REPORT CODES screen
- the RECEIVING ITEMS screen
- the INVOICE DETAIL screens, including the one which can be accessed from Receiving if the library allows invoicing at the time of receipt.

## Adding a Report Code

To assign a Report Code on the ADDING REPORT CODES screen:

1. Access the screen by selecting the *Report* option on the STANDARD LOCATION screen.
2. Enter the information as required.
3. When finished, *File* or *Exit* to continue.

```
REC - ADDING REPORT CODES MASTER
PO#/LINE#: 9200000314/0001 VENDOR : PENGUIN ORDER DATE: 02/08/93
REQUEST #: 920123 ORDER TYPE: REGULAR REQST DATE: 02/08/93
LIBRARY : UL CONDITION : CLOSED EST DELVRY: 03/30/93
ISBN/ISSN: 0898598125 LC CARD # : 85029331 RECEIVED : 03/02/93
AUTHOR : Buss, Arnold H., 1924-
TITLE : SOCIAL BEHAVIOR AND PERSONALITY.

STATUS : Rush Order,Received,On Order,Catalogue as New

1. REPORT CD : OP - Out of print
2. EST DELVRY: 10/08/93
3. NOTE : Out of print until 10/08/93. If not supplied by then, cancel.
 :

Options:
line Line by line File ? Help Exit
```

## Viewing or Updating a Transaction

To view or update a report code note or active status, access the report transaction (on the REPORT TRANSACTION DISPLAY screen). See *Transactions* on page 4-31.

## Fields

1. *REPORT CD* [Report Code; 1- 4 characters]  
Indicates whether this is a library report or vendor report, and that the order status needs changing in one of the following ways:
  - there is **no change** in the order status
  - outstanding claims are to be inactivated (although the order is not actually to be closed) when the order is *Filed*
  - the order is to be **cancelled** (and outstanding claims inactivated and funds disencumbered) when the order is *Filed*
  - the order is to be flagged **on backorder** when the order is *Filed*
  - invoicing/payment of the **subscription** order is to be marked **complete** when the order is *Filed*.
  
2. *EST DELVRY* [date]  
Estimated date for the next delivery of copies. An order has a single estimated delivery date, shown near the top right corner of each screen and updatable on the receiving, returning, and order reporting screens.
  
3. *NOTE* [2+ lines of characters maximum; window available]  
User-defined note about the order report.

## Transactions

When you receive, return, or claim copies, or you add an order or vendor Report Code using the ADDING REPORT CODES screen, the system creates an order transaction record.

### Multiple Locations

The system creates multiple transactions, one for each location, when you receive, return, or claim copies at multiple locations.

## Summary Display

To view a list of transactions, use the TRANSACTION SUMMARY DISPLAY screen:

1. Access the screen by selecting the *Transaction* option on the STANDARD LOCATION screen.
2. Select a particular transaction to view or update if you wish, then *File* or *Exit* to return from the detail display.
3. When finished, *Exit* to continue.

```

REC - TRANSACTION SUMMARY DISPLAY MASTER
PO#/LINE#: 9200000314/0001 VENDOR : PENGUIN ORDER DATE: 02/08/93
REQUEST #: 920123 ORDER TYPE: REGULAR REQST DATE: 02/08/93
LIBRARY : UL CONDITION : CLOSED EST DELVRY: 03/30/93
ISBN/ISSN: 0898598125 LC CARD # : 85029331 RECEIVED : 03/02/93
AUTHOR : Buss, Arnold H., 1924-
TITLE : SOCIAL BEHAVIOR AND PERSONALITY.

STATUS : Rush Order,Received,On Order,Catalogue as New

TRANSACTION DATE LOCATION TYPE CPY PT. STATUS
1 9103144 03/02/93 VR *Active
2 9103143 03/02/93 ULMON1 CM 1 *Active
3 9103142 03/02/93 ULMON1 TM 1 *Damaged
4 9103141 03/02/93 ULMON3 RM 1
5 9103140 03/02/93 ULMON2 RM 1
6 9103139 03/02/93 ULMON1 RM 1

Options:
line Forward Backward ? Help Exit

```

### Fields

**TRANSACTION** Transaction number assigned by the system, in a library-defined format. These numbers (receipt number, return number, claim number, or order report number) can be searched with a TX search when you access the Receiving function.

**TYPE** System-assigned code that describes the transaction.

RM Received copies of an item (monograph).

- CM Claimed copies of an item (monograph).
- CI Claimed an invoice. This type of transaction is **not** shown in the Receiving summary. Instead, use the CLAIM SUMMARY DISPLAY screen in Invoicing.
- TM Returned copies of an item (monograph).
- OR Library order report entered.
- VR Vendor order report entered.

*PT.*

If the current order is a multipart order, this column displays the part number that was received, returned, or claimed. For single part orders, this column is left blank.

## Detail Displays

Each of the transaction *TYPEs* has a slightly different detail display. For example, the CLAIM TRANSACTION DISPLAY screen has an *ACTION DATE* and can be updated.

To view or update a transaction on one of the TRANSACTION DISPLAYS:

1. Access the screen, either by selecting a transaction on the TRANSACTION SUMMARY screen or by doing a direct TX search on Receiving's ORDER SEARCH & RETRIEVAL screen.
2. View or update the transaction as required.
3. When finished, *File* or *Exit* to continue.

## Receipt Transactions

See *Receiving Copies* on page 4-8 for descriptions of these **display-only** fields.

```

 REC - RECEIPT TRANSACTION DISPLAY MASTER
PO#/LINE#: 9200000314/0001 VENDOR : PENGUIN ORDER DATE: 02/08/93
REQUEST #: 920123 ORDER TYPE: REGULAR REQST DATE: 02/08/93
LIBRARY : UL CONDITION : CLOSED EST DELVRY: 03/30/93
ISBN/ISSN: 0898598125 LC CARD # : 85029331 RECEIVED : 03/02/93
AUTHOR : Buss, Arnold H., 1924-
TITLE : SOCIAL BEHAVIOR AND PERSONALITY.

STATUS : Rush Order,Received,On Order,Catalogue as New

RECEIPT # : 9103140 TYPE: RM DATE: 03/02/93 TIME: 11:43
LOCATION : ULMON2 CPY : 1 BY : MASTER
REPORT CD :
STATUS : REPLACEMENT : N DAMAGED : N DUPLICATE : N EXTRA : N
BARCODE : 39999000212132
NOTE :

Options:
 Line by line ? Help Exit

```

**Multipart Orders** For multipart orders, a *PART* field is displayed to show the specific part number received. In that case, the *CPY* field represents the number of copies of the part number received.



## Return Transactions

See *Returning Copies* on page 4-16 for descriptions of these **display-only** fields.

```

 REC - RETURN TRANSACTION DISPLAY MASTER
PO#/LINE#: 9200000314/0001 VENDOR : PENGUIN ORDER DATE: 02/08/93
REQUEST #: 920123 ORDER TYPE: REGULAR REQST DATE: 02/08/93
LIBRARY : UL CONDITION : CLOSED EST DELVRY: 03/30/93
ISBN/ISSN: 0898598125 LC CARD # : 85029331 RECEIVED : 03/02/93
AUTHOR : Buss, Arnold H., 1924-
TITLE : SOCIAL BEHAVIOR AND PERSONALITY.

STATUS : Rush Order,Received,On Order,Catalogue as New

RETURN # : 9103142 TYPE: TM DATE: 03/02/93 TIME: 11:48
LOCATION : ULMON1 CPY : 1 BY : MASTER
STATUS : REPLACEMENT : N DAMAGED : Y DUPLICATE : N EXTRA : N
BARCODE : 39999000212121
NOTE : Pages 345 - 350 damaged

Options:
 Line by line ? Help Exit

```

**Multipart Orders** For multipart orders, a *PART* field is displayed to show the specific part number returned. In that case, the *CPY* field represents the number of copies of the part number returned.

### Claim Transactions

See *Claiming Copies* on page 4-22 for descriptions of most of these fields. This screen has an additional field, *STATUS: ACTIVE*, for inactivating or re-activating the claim.

```
REC - CLAIM TRANSACTION DISPLAY MASTER
PO#/LINE#: 9200000314/0001 VENDOR : PENGUIN ORDER DATE: 02/08/93
REQUEST #: 920123 ORDER TYPE: REGULAR REQST DATE: 02/08/93
LIBRARY : UL CONDITION : CLOSED EST DELVRY: 03/30/93
ISBN/ISSN: 0898598125 LC CARD # : 85029331 RECEIVED : 03/02/93
AUTHOR : Buss, Arnold H., 1924-
TITLE : SOCIAL BEHAVIOR AND PERSONALITY.

STATUS : Rush Order,Received,On Order,Catalogue as New

CLAIM # : 9103143 TYPE : CM DATE: 03/02/93 TIME: 11:50
LOCATION : ULMON1 CPY : 1 BY : MASTER
LAST CLAIMED: 03/02/93 TIMES CLAIMED: 1
1. STATUS : ACTIVE Y 3. ACTION DATE: 03/17/93
2. MESSAGE : DAMG
4. NOTE : Pages 345 - 350 are damaged. Please ship another copy ASAP

Options:
line Line by line File ? Help Exit
```

**Multipart Orders** For multipart orders, a *PART* field is displayed to show the specific part number that was claimed. In that case, the *CPY* field represents the number of copies of the part number claimed.

**Inactivating a Claim** To inactivate a particular claim, answer *N* in the *ACTIVE* field, and *File* the claim transaction.

Closing or cancelling an order, either by assigning a Report Code on a Receiving or Invoicing screen or by assigning a Condition Code on an Ordering screen, inactivates **all** claims on the order.

**Reprinting a Claim** When you *File* a claim transaction that is *ACTIVE Y* **\*\*Printed\*\***, the system prompts:

Do you wish to reprint the claim?

Answer *Y* to mark the claim for reprinting by the background Claim Print Job. The *TIMES CLAIMED* count will be increased by one and the status **\*\*Printed\*\*** will be removed.

#### Action Date

The background jobs can automatically cancel or claim on this date, depending on the *TIMES CLAIMED* count and on the action set up by the library for the order's Claim Code.

#### Report Transactions

See *Changing the Order Status With Report Codes* on page 4-27 for descriptions of most of these fields. This screen has an additional field, *STATUS: ACTIVE*, for inactivating or re-activating the order report.

```

 REC - REPORT TRANSACTION DISPLAY MASTER
PO#/LINE#: 9200000314/0001 VENDOR : PENGUIN ORDER DATE: 02/08/93
REQUEST #: 920123 ORDER TYPE: REGULAR REQST DATE: 02/08/93
LIBRARY : UL CONDITION : CLOSED EST DELVRY: 03/30/93
ISBN/ISSN: 0898598125 LC CARD # : 85029331 RECEIVED : 03/02/93
AUTHOR : Buss, Arnold H., 1924-
TITLE : SOCIAL BEHAVIOR AND PERSONALITY.

STATUS : Rush Order,Received,On Order,Catalogue as New

REPORT # : 9103144 TYPE : VR DATE: 03/02/93 TIME: 12:27
REPORT CD : OP -Out of print BY : MASTER
1. STATUS : ACTIVE Y
2. EST DELVRY: 10/08/93
3. NOTE : Out of print until 10/08/93. If not supplied by then, cancel.
 :

Options:
line Line by line File ? Help Exit

```

## Viewing Invoices

To view invoice information, access the INVOICE SUMMARY DISPLAY and INVOICE DETAILED DISPLAY screens:

1. Access the summary screen by selecting the *Invoice* option on the STANDARD LOCATION screen.
2. Select a particular invoice line item to view if you wish, then *Exit* to return from the detailed display.
3. When finished, *Exit* to continue.

For descriptions of these display-only screens, see *Invoicing* on page 5-1.

### Invoice Summary Display

```

REC - INVOICE SUMMARY DISPLAY MASTER
PO#/LINE#: 9200000314/0001 VENDOR : PENGUIN ORDER DATE: 02/08/93
REQUEST # : 920123 ORDER TYPE: REGULAR REQST DATE: 02/08/93
LIBRARY : UL CONDITION : CLOSED EST DELVRY: 10/08/93
ISBN/ISSN: 0898598125 LC CARD # : 85029331 RECEIVED : 03/02/93
AUTHOR : Buss, Arnold H., 1924-
TITLE : SOCIAL BEHAVIOR AND PERSONALITY.

STATUS : Rush Order,Received,On Order,Catalogue as New

 DATE INVOICE NUMBER PAGE/LN TYPE STATUS AMOUNT VENDOR
1. 03/02/93 PEN100232 01/01 SUP Verified,+ 5.00 PENGUIN
2. 03/02/93 PEN100931 01/08 INV Paid 265.17 PENGUIN
 NOTE: All items invoiced
3.
4.

Options:
line Forward Backward Parent's invoicing ? Help Exit

```

If *FROM* and *TO* invoice dates or a *NOTE* are defined for a line item, they will be shown on this screen, on the second line of the item description which is otherwise left blank.

Parent's invoicing Enables you to display the invoicing information of the current order's parent without leaving the current order. If this option is chosen and no parent record exists, the system responds with the message: **\*\*Already at parent record\*\***. The current order will have a parent if either of the following statuses are displayed in the *STATUS* field: Title Split; Series Entry.

### Invoice Detailed Display

```

 REC - INVOICE DETAILED DISPLAY MASTER
PO#/LINE#: 9200000314/0001 VENDOR : PENGUIN ORDER DATE: 02/08/93
REQUEST #: 920123 ORDER TYPE: REGULAR REQST DATE: 02/08/93
LIBRARY : UL CONDITION : CLOSED EST DELVRY: 10/08/93
ISBN/ISSN: 0898598125 LC CARD # : 85029331 RECEIVED : 03/02/93
AUTHOR : Buss, Arnold H., 1924-
TITLE : SOCIAL BEHAVIOR AND PERSONALITY.

STATUS : Rush Order,Received,On Order,Catalogue as New

INVOICE # : PEN100931 LIBRARY: UL INVOICE CURR: CDN
VENDOR : PENGUIN STATUS : Paid,Verified PAYMENT CURR: CDN
PAGE/LINE : 01/08 FROM : TO:
LINE TYPE : INV QTY : 6 REPORT CD: CLOS
PRICE : 46.50 NOTE : All items invoiced
DISCOUNT : 54.16 Y 5.000
REGULAR CHG: 11.33 Y STATUS : Paid
SPECIAL CHG: 3.50 Paid : 03/02/93
TAX : 19.38 Y TOTAL : 265.17
OTHER CHG : 6.12 Y

Options:
 Note display ? help Exit

```

## Edit Holdings Information (CEHI)

Select the Edit Holdings (CEHI) option to access the *Holdings edit* function.

RETRIEVE HOLDINGS INFORMATION

Enter item barcode or search command : \_\_\_\_\_

Enter the barcode of the piece you want to access. Or use an Online Catalogue search command, and search for the item in the catalogue. (For example, enter T=Blue Skies.) Alternately, you can use the *LST* command to automatically access the last item you retrieved in Acquisitions.

Only existing pieces records can be accessed by barcode. If you enter a barcode number that is not in use, the system returns a message indicating that the barcode is not on file:

```
Cannot read 39999000121212 from the PIECES file.
Press <ENTER> : _
```

See the *Holdings Guide* for more information.

### CEHI Permission

Access to the Edit Holdings Information function is controlled through Acquisitions permission 067.

# 5

## Invoicing

---

### Procedure

For fund accounting, the library enters information from invoice documents received from the vendor, and authorizes the invoices for voucher generation. The voucher (a request for payment) must be paid by the background Voucher Payment Job before any money is spent from the funds.

To view, add, or update an invoice:

1. Access the INVOICING MENU by selecting it on the ACQUISITIONS MAIN MENU or by entering INVM on any Acquisitions menu.
2. Select the screen identifier that corresponds to what you want to do: add/update (INVU) or display (INVD).

NOTE: You can bypass step 1 by entering these screen identifiers directly on any Acquisitions menu.

3. Access a new or existing invoice.
4. View or enter header and/or detail line item information. Validate the invoice amounts and authorize for payment, as required.
5. View or enter invoice claims, as required.
6. When finished, select *Exit* or *Prior screen* to continue.

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

 INVOICING MENU (INVM)

 1. INVU Invoice Entry/Update

 2. INVD Invoice Display

 3. VCHU Voucher Entry/Update

 4. VCHD Voucher Display

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

**NOTE:** For an explanation of how to enter, update, and display **vouchers** (screen identifiers VCHU and VCHD), see *Voucher Management* on page 6-1.



## Accessing an Invoice

Procedure To access an existing invoice or add a new one, use the INVOICE SEARCH & RETRIEVAL screen.

- Access the screen by selecting INVU or INVD on the INVOICING MENU, or by entering these screen identifiers on any Acquisitions menu.
- To add a **new** invoice, enter NEW.
- To access an **existing** invoice, enter a search type and search text.
  - Browse the index screens, if necessary.
  - Select an item or return to this screen.

```

 INV - INVOICE SEARCH & RETRIEVAL MASTER
ENTER type of invoice retrieval:

N Search by invoice number VC Search by vendor code
LST Retrieve last invoice VN Search by vendor name
PO Search by order number NEW Create a new invoice

Enter option= _____

Enter the search code and string (e.g. N=invoice number), or <ENTER> to exit
```

## Invoice Header

### Procedure

When you access an invoice, the system displays the INVOICE HEADER screen. On this screen, you may:

1. View or enter the main invoice information as needed. You may also, if necessary:
  - Select the *Details* option to view, add, update, or delete invoice line items, then *File* or *Exit* to return to the INVOICE HEADER screen.
  - Select the *Validate* option to balance, prorate, and validate the amounts, then *Exit* to return to the INVOICE HEADER screen.
  - Select the *Authorize* option to authorize the invoice for payment.
  - Select the *Claims* option to view, add, or update invoice claims, then *File* or *Exit* to return to the INVOICE HEADER screen.
  - Select the *Voucher* or *Vendor inquiry* options to view information, then *Exit* to return to the INVOICE HEADER screen.
  - Select the *Delete* option to delete the invoice.
2. When finished, select *File*, *Exit*, or *Prior screen* to continue.

```

 INV - INVOICE HEADER SCREEN MASTER
1. INVOICE #: PEN100931 4. INVOICE CURR: CDN
2. TYPE : INV 5. PAYMENT CURR: CDN
3. VENDOR : PENGUIN -Penguin Books Canada Li 6. LIBRARY : UL
 STATUS : Incomplete 7. PAY METHOD : CHEQ
 AMOUNT PRORATE ---- DATES ----
 (INV CURR) (BASE) METHOD
8. GROSS : 1,240.20 1,240.20 14. DUE : 04/03/93
9. DISCOUNT : 199.98 199.98 2 15.000 15. REC'D : 03/02/93
10. REGULAR CHG: 50.00 50.00 2 16. PRODN : 03/02/93
11. SPECIAL CHG: 6.00 6.00 17. DOC'T : 02/01/93
12. TAX : 88.80 88.80 2
13. OTHER CHG : 27.00 27.00 2
 NET : 1,212.02 1,212.02 ENTRY: 03/02/93 BY : MASTER
 BALANCE : 1,212.02 1,212.02 EDIT : 03/02/93 BY : MASTER
 AUTHR: BY :
18. NOTE :

19. DISCOUNT : 15 % DISCOUNT APPLIES IF PAID WITHIN 30 DAYS
 NOTE
Options:
line Line by line File Details Validate Authorize Voucher
Claims Vendor inquiry Delete Prior screen ? Help Exit

```

Options Once an invoice has been *Filed*, two additional options, *Claims* and *Delete*, are added to the option list.

## Amounts

The amount fields that are entered and displayed on the Invoicing screens may include a minus sign to denote negative amounts when the Invoice type is not a credit note. A regular payment type invoice with a mixture of debit and credit detail lines may result in an overall negative payment even though the invoice type is not a credit note. In this case, minus signs will appear in those amount fields where the credit amounts are greater than the debit amounts.

In the case of credit note invoices, all amounts are assumed to be negative (just by the nature of the credit note) and are entered and displayed as positive amounts.

There are three columns in the middle of the INVOICE HEADER SCREEN that determine the amount that will be paid by this invoice and how the amounts will be distributed to the orders on the invoice. The columns are:

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>AMOUNT<br/>(INV CURR)</i> | This column is where you enter the amount from the invoice document. The currency for this column is indicated by your entry in the <i>INVOICE CURR</i> field.                                                                                                                                                                                                                                                                                                                            |
| <i>AMOUNT<br/>(BASE)</i>     | The system calculates the actual amount, in the base currency, that will be spent or credited to the system when the invoice is paid. This amount is the <i>INV CURR</i> amount multiplied by the exchange rate.                                                                                                                                                                                                                                                                          |
| <i>PRORATE<br/>METHOD</i>    | This column only applies to the <i>DISCOUNT</i> , <i>REGULAR CHG</i> , <i>TAX</i> , and <i>OTHER CHG</i> fields. The column accepts Prorate Method Codes (1, 2, 3, or 4) which determine the distribution of amounts (entered in the <i>AMOUNT</i> column of each of the four fields) over the invoice line items. If you assign Prorate Method 2 in the <i>DISCOUNT</i> field, you can enter a percentage in this column instead of an amount under the <i>AMOUNT (INV CURR)</i> column. |

## Prorate Methods

Prorating means to distribute, divide or assess proportionately amounts across the invoice line items (shown on the INVOICE DETAIL screens). There are four prorating methods available and they are selected by the prorate code entered in the *PRORATE METHOD* column.

**Defaults** When you assign a Library Code in the invoice *LIBRARY* field, the system assigns the default prorate codes that have been set up in the

corresponding Invoice Default Code. (If the library has not set up a corresponding Invoice Default Code, Prorate Method 2 is used as the default for all four prorateable fields.)

No Prorating Prorating is optional, you may enter “#” in a prorate method column to clear it. Then you will not be able to enter an amount or percentage in the corresponding field of the detail screens, and those amounts will remain zero.

#### Prorate Method Codes

##### Method 1 **Prorate on Line Item Net Amount - Accumulation Funds**

Tax, regular charge, or other charge amounts will be **prorated** across the eligible line items, based on **line item net amounts** (quantity times price). The amounts will be paid out of **accumulation funds** set up for taxes, regular charges, or other charges for the library, rather than the general funds allocated to the order and used for other invoice amounts.

NOTE: This method cannot be used in the *DISCOUNT* field.

##### Method 2 **Prorate on Line Item Net Amount/Percentage - General Funds**

Tax, regular charge, other charge, or discount amounts will be **prorated** across the eligible line items, based on **line item net amounts** (quantity times price). The amounts will be paid out of general funds, as allocated in the order.

For discounts, either an amount or a **percentage** of the net may be entered in the INVOICE HEADER SCREEN, and an additional percentage may be entered in INVOICE DETAIL screens. Any additional amounts calculated from line item percentages are brought forward and added to amounts already specified in the INVOICE HEADER SCREEN.

##### Method 3 **Enter Header Total and Line Item Net Amounts - General Funds**

Tax, regular charge, other charge, or discount amounts can be **entered** for line items in the INVOICE DETAIL screens, as well as total amounts in the INVOICE HEADER SCREEN. The amounts will be paid out of general funds, as allocated in the order.

If you select the *Validate totals* option, the line item amounts will be brought forward and added to the amounts already specified on the INVOICE HEADER SCREEN. Other line item amounts, such as tax and other

charges, will be totalled and will replace the amounts already specified on the INVOICE HEADER SCREEN.

### Method 4 **Prorate on Number of Copies - General Funds**

Tax, regular charge, other charge, or discount amounts will be **prorated** across the eligible line items, based on **number of copies**. The amounts will be paid out of general funds, as allocated in the order.

### Fund Sources

In general, all amounts defined on the invoice header will be spent from the funds allocated to the orders that are assigned to the invoice.

As an exception, you can pay all *REGULAR CHG*, *TAX*, and/or *OTHER CHG* amounts for the invoice from special funds called **accumulation funds**. The library can set up separate accumulation funds for each of these three fields, and separate sets for each Library Code. To have the amount for one of these fields paid from the appropriate accumulation fund, assign prorate method 1 to that field.

### Rounding Errors

Due to rounding errors for system calculations and the possibility that an amount may not divide equally, the system will enter any extra amounts on the first line item. For example, prorating \$1.00 across three detail screens will result in the amount of 34 cents being entered on the first detail screen and 33 cents being entered on the following two detail screens.

## Fields

- STATUS* If the invoice *STATUS* is Paid, you will only be allowed to update the *INVOICE #*, *NOTE*, and *DISCOUNT NOTE* fields. (It is the background Voucher Payment Job that marks invoices paid.)
- ENTRY, EDIT, AUTHR* At the lower right corner of the screen, the date and User ID are shown for the invoice creation (*ENTRY*), last update (*EDIT*), and authorization for payment (*AUTHR*).
1. *INVOICE #* [16 characters maximum]  
Vendor-assigned number, supplied on the invoice document.  
The system warns you if the number is the same as one already used in another invoice record, but you can add the duplicate number regardless.  
You can change the invoice number even after the invoice is paid. This enables you to correct the number in an invoice that was assigned the wrong number and add a new invoice that correctly uses the number.
2. *TYPE* [Invoice Type Code; 1-3 characters]  
Determines how the system spends money, adjusts balances, checks for receipts, and so on. The basic types are:
- **regular payment.**
  - **credit note** from the vendor. The system unspends the money when the invoice's voucher is paid. See [Detail Screen](#) on page 5-18 for a description of the *QTY* and *PRICE* fields.
  - **partial payment:** The system disencumbers only the invoiced amount rather than the full amount calculated for the total number of copies indicated in invoice line items, when the invoice's voucher is paid. This type is useful for instalment payments, particularly for multi-item orders such as monographic series and blanket orders. This type is also useful for supplementary payments to the vendor, after all ordered copies have been invoiced and paid.
  - **proforma:** The system does not check for receipts. This type is useful for orders requiring prepayment.
  - **statement** from deposit vendor: The system adjusts the balance in the deposit account fund when the invoice's voucher is paid. If you wish to pay out of a deposit account, you must use this type. The

system will not, for example, allow a deposit type order to be put on a partial payment type invoice. Since you have already paid the vendor, the concern about disencumbering remaining fund amounts on the open order does not hold as it does with other types of orders. The amount in the vendor's deposit account will be reduced at the time of payment.

For reporting or information-only purposes, the library may have more than one code set up for some basic types.

**CAUTION:** In some cases, the *TYPE* assigned on the Invoice Header screen limits the values that can be assigned to the *LINE TYPE* field on the Invoice Detail screen. For example, if the invoice type is a credit note, all detail lines must have *LINE TYPES* of credit note. If the invoice type is deposit statement, all detail lines must have *LINE TYPES* of deposit statement. For other invoice types any mixture of line types (other than deposit statement) can occur. For example, a regular payment invoice can have a mixture of regular payments, credits, partial payments, and proforma line types assigned to its invoice detail lines.

3. *VENDOR*

[Vendor Code; 8+ characters maximum]

Invoice vendor.

In addition to directly searching by Vendor Code (enter ??), you can enter the search command *N=* to search by vendor name or related name.

The system warns you if you specify a vendor with a Vendor Status Code that indicates the vendor is inactive (for example, blacklisted or out of business). You may use the vendor regardless.

4. *INVOICE CURR*

[Currency Code; 1-8 characters]

Currency in which the invoice document was issued and its amounts are entered. For spending funds, the system converts invoice-currency amounts into base-currency amounts.

Default Vendor default can be supplied.

5. *PAYMENT CURR*

[Currency Code; 1-8 characters]

Currency in which the vendor is to be paid, which may be different than the currency in which the invoice was issued. The system-calculated *PAY* amount in the voucher will be in this currency.



Default Vendor default can be supplied.

6. *LIBRARY*

[Library Code; 1-8 characters]

Library who “owns” the invoice.

The system can be set to allow staff to add only line items whose library matches the invoice library, specified here. (Systems which process all invoices together and do not have multiple year ends might allow staff to add line items regardless of library.)

7. *PAY METHOD*

[Pay Method Code; 1-8 characters]

Method of paying the vendor: by cash, cheque, money order, and so on. The background Voucher Generation Job groups authorized invoices with the same Pay Method Code onto the same voucher. The method is also printed on the voucher.

Default Library Code default (set up in Invoice Default Code) can be supplied.

8. *GROSS*

... *AMOUNT*  
(*INV CURR*)

[3-9 digits (9,999,999.99-)]

Gross amount for the entire invoice: the number of copies times the unit cost. Do not include shipping and handling, taxes, and other charges.

9. *DISCOUNT*

The following columns are updatable.

... *AMOUNT*

[3-9 digits (9,999,999.99-)]

Discount amount for the entire invoice.

... *PRORATE METHOD*

[2, 3, or 4]

Method of prorating. The discount amount or percentage can be prorated across the line items (by line item net amount or by number of copies) or brought forward to the header. See *Prorate Methods* on page 5-6.

Default Library Code default (set up in Invoice Default Code) can be supplied.

... (*discount %*)

[4-5 digits (99.999)]

If you specified Prorate Method 2, you may enter a total discount percentage next to it, instead of entering a discount amount.

10. *REGULAR CHG*

... *AMOUNT* [3-9 digits (9,999,999.99-)]  
Regular charge amount for the entire invoice. This includes charges such as shipping and handling.

... *PRORATEMETHOD* [1, 2, 3, or 4]  
Method of prorating. The regular charge amount can be prorated across the line items (by line item net amount or by number of copies) or brought forward to the header. The amount can be paid out of general funds or an accumulation fund. See *Prorate Methods* on page 5-6.

Default Library Code default (set up in Invoice Default Code) can be supplied.

11. *SPECIAL CHG*

... *AMOUNT* [3-9 digits (9,999,999.99-)]  
*(INV CURR)*  
Special charge amount for the entire invoice. This includes, for example, rush charges on particular items. The amount is not prorated across the line items.

12. *TAX*

... *AMOUNT* [3-9 digits (9,999,999.99-)]  
Tax amount for the entire invoice.

... *PRORATEMETHOD* [1, 2, 3, or 4]  
Method of prorating. The tax amount can be prorated across the line items (by line item net amount or by number of copies) or brought forward to the header. The amount can be paid out of general funds or an accumulation fund. See *Prorate Methods* on page 5-6.

Default Library Code default (set up in Invoice Default Code) can be supplied.

13. *OTHER CHG*

|                          |                                                                                                                                                                                                                                                                                                                      |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ... <i>AMOUNT</i>        | [3-9 digits (9,999,999.99-)]<br><br>Other charges amount for the entire invoice. This can include, for example, local taxes, value added taxes (VAT), or goods and services taxes (GST).                                                                                                                             |
| ... <i>PRORATEMETHOD</i> | [1 , 2, 3, or 4]<br><br>Method of prorating. The other charges amount can be prorated across the line items (by line item net amount or by number of copies) or brought forward to the header. The amount can be paid out of general funds or an accumulation fund. See <a href="#">Prorate Methods</a> on page 5-6. |
| Default                  | Library Code default (set up in Invoice Default Code) can be supplied.                                                                                                                                                                                                                                               |

14. *DUE*

[date]  
  
Invoice due date, supplied by the vendor: when payment is expected under the current terms (for example for the currently defined discount). The system includes this date on the printed voucher.

15. *REC'D*

[date]  
  
Date the library received the invoice document from the vendor.

16. *PRODN*

[date]  
  
Production date, on which the system is to generate a voucher. If this field is left blank, the system will generate a voucher the next time the background Voucher Generation Job is run. This field is **not** checked if vouchers are manually “cut”.

17. *DOC'T*

[date]  
  
Document date: date on the invoice received from the vendor. The system includes this date on the printed voucher.

18. *NOTE*

[2+ lines of characters maximum; window available]  
  
User-defined notes about this invoice.

19. *DISCOUNT NOTE* [2+ lines of characters maximum; window available]

User-defined notes about the discounts that apply to this invoice.

---

## Invoice Details

Because an invoice may have many purchase orders (and perhaps purchase order line items) associated with it, the system enables you to create any number of **invoice line items**. Each invoice line item represents a line item from the invoice document received from the vendor, and is described on a separate INVOICE DETAIL screen.

To access an invoice line item, select the *Details* option on the INVOICE HEADER screen. The system shows different screens depending on whether the invoice is a new one.

- |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| New Invoice      | <p>If you are in a new invoice, the system displays the PO SELECTION screen for you to select an order (and order line item). On this screen, you can:</p> <ul style="list-style-type: none"><li>• Search for and retrieve an order (and order line item). The system displays a new INVOICE DETAIL screen for you to enter information.</li><li>• Enter a period (“.”) to leave the selection screen.</li></ul>                                                                                                                                                                                          |
| Existing Invoice | <p>If you are in an existing invoice, the system displays the INVOICE DETAIL SUMMARY screen. On this screen you can:</p> <ul style="list-style-type: none"><li>• View a list of the invoice’s line items.</li><li>• Select a line item to access; the system displays the item’s INVOICE DETAIL screen for you to view, update, or delete.</li><li>• Select the <i>Add item</i> option to add a new line item. The system displays the PO SELECTION screen for you to select an order (and order line item if necessary) as described above.</li><li>• <i>Exit</i> to leave the summary screen.</li></ul> |

## Selecting a Purchase Order

Use the PO SELECTION screen, shown in this section, to search for and select a purchase order from which to create an invoice line item.

The system displays this screen when you select the *Details* option on a new INVOICE HEADER SCREEN, or select the *Add item* option on the INVOICE DETAIL SUMMARY of an existing invoice.

Search for an order by entering a purchase order number (and line number), title, ISBN/ISSN, or Library of Congress Control Number (LCCN).

To exit this screen, enter a period.

```

 INV - PO SELECTION MASTER
INVOICE #: PEN100931 TYPE: INV LIBRARY: UL STATUS: Incomplete
VENDOR : PENGUIN -Penguin Books Canada Limi INV CURR: CDN
ENTRY : 03/02/93 BY: MASTER PAY CURR: CDN

PO#/LINE#: _____ CONDITION: VENDOR: LIBRARY:
TITLE :
ISBN/ISSN: LC CARD #:

Enter a PO NUMBER for selection or "." to exit.
```

## Invoice Detail Summary Screen

Use the INVOICE DETAIL SUMMARY screen to view a list of invoice line items, or to select one to view, update, or delete. You may also select the *Add item* option to add a new line item.

This screen is displayed when you select the *Details* option on the INVOICE HEADER SCREEN of an existing invoice

| INV - INVOICE DETAIL SUMMARY |       |                                      |                 |            |      |             |       |                       |         | MASTER  |     |          |
|------------------------------|-------|--------------------------------------|-----------------|------------|------|-------------|-------|-----------------------|---------|---------|-----|----------|
| INVOICE #:                   |       | PEN100931                            |                 | TYPE: INV  |      | LIBRARY: UL |       | STATUS: Paid, Verifie |         |         |     |          |
| VENDOR                       |       | : PENGUIN -Penguin Books Canada Limi |                 | INV CURR:  |      | CDN         |       |                       |         |         |     |          |
| ENTRY                        |       | : 03/02/93                           |                 | BY: MASTER |      | PAY CURR:   |       | CDN                   |         |         |     |          |
| PG/LN                        |       | TYP                                  | PO#             | LINE       | QTY  | UNIT        | PRICE | DISC%                 | SPECIAL | PRORATE |     |          |
|                              |       |                                      |                 |            |      |             | ----  |                       | ---     |         | DSC | TAX RCHG |
| 1                            | 01/01 | INV                                  | 9200000312/0001 |            | 4    |             | 19.95 | 0.000                 | 0.00    | Y       | Y   | Y        |
| 2                            | 01/02 | INV                                  | 9200000311/0001 |            | 3    |             | 26.95 | 0.000                 | 2.50    | Y       | Y   | Y        |
| 3                            | 01/03 | INV                                  | 9200000310/0001 |            | 2    |             | 45.00 | 0.000                 | 0.00    | Y       | Y   | Y        |
| 4                            | 01/04 | INV                                  | 9200000309/0001 |            | 6    |             | 64.00 | 0.000                 | 0.00    | Y       | Y   | Y        |
| 5                            | 01/05 | INV                                  | 9200000308/0001 |            | 4    |             | 25.70 | 0.000                 | 0.00    | Y       | Y   | Y        |
| 6                            | 01/06 | INV                                  | 9200000307/0001 |            | 4    |             | 35.00 | 0.000                 | 0.00    | Y       | Y   | Y        |
| 7                            | 01/07 | INV                                  | 9200000306/0001 |            | 5    |             | 16.75 | 0.000                 | 0.00    | Y       | Y   | Y        |
| 8                            | 01/08 | INV                                  | 9200000314/0001 |            | 6    |             | 46.50 | 5.000                 | 3.50    | Y       | Y   | Y        |
| Options:                     |       |                                      |                 |            |      |             |       |                       |         |         |     |          |
| #                            | line  | Forward                              | Backward        | ? Help     | Exit |             |       |                       |         |         |     |          |

## Detail Screen

Selecting an invoice line item from the INVOICE DETAIL SUMMARY screen produces the following INVOICE DETAIL screen. The example used here is from line 8 on the first INVOICE DETAIL SUMMARY screen.

```

 INV - INVOICE DETAIL MASTER
INVOICE #: PEN100931 TYPE: INV LIBRARY: UL STATUS: Paid, Verifie
VENDOR : PENGUIN -Penguin Books Canada Limi INV CURR: CDN
ENTRY : 03/02/93 BY: MASTER PAY CURR: CDN

PO#/LINE#: 9200000314/0001 CONDITION: CLOSED VENDOR: PENGUIN LIBRARY: UL
TITLE : SOCIAL BEHAVIOR AND PERSONALITY.
ISBN/ISSN: 0898598125 LC CARD #: 85029331

1. PAGE/LINE : 01/08 10. FROM : TO:
2. LINE TYPE : INV 11. REPORT CD: CLOS - Close Order
3. QTY : 6 12. NOTE : All items invoiced
4. PRICE : 46.50
5. DISCOUNT : 54.16 Y 5.000
6. REGULAR CHG: 11.33 Y STATUS : Paid
7. SPECIAL CHG: 3.50 Paid : 03/02/93
8. TAX : 19.38 Y
9. OTHER CHG : 6.12 Y
 TOTAL : 265.17

Options:
Line by line # line Fund display See next See previous ? Help
Exit

```

**Options** Two options, *Delete* and *File*, are included in the option list up until the invoice is Paid.

The *See next* and *See previous* options take you to the next or previous detail line item in the invoice.

### *Invoicing at Time of Receipt*

If you are invoicing at time of receipt, you use a detail screen similar to the one shown here (see [Receiving, Returning, and Claiming](#) on page 4-1). The receipt supplies the default *QTY* value.

### Prorate Method

If a prorate method is specified in the *DISCOUNT*, *REGULAR CHG*, *TAX*, or *OTHER CHG* fields of the invoice header, then the corresponding fields of a new detail line item will have the default Y to the right of the amount. If, however, no prorate method is specified in the header, the detail default is N. You can change a Y to a N, but not vice versa. You can



directly edit the amounts in the detail fields only if the corresponding header field has Prorate Method 3.

## Fields

1. *PAGE/LINE* [2 digits / 2 digits]  
 Page number and line number of the item in the invoice document received from the vendor.  
  
 Default For the first line item, the system supplies 01/01. For subsequent line items, the system increments the last line number used, to a maximum of 99, and then increments the page number and resets the line number to 00.
  
2. *LINE TYPE* [Invoice Type Code; 1-3 characters]  
 Determines how the system spends money, adjusts balances, checks for receipts, and so on. The basic types are: regular payment, credit note, partial payment, proforma (e.g. prepayment), and deposit statement. For explanations, see the description of the header screen's *TYPE* field.  
  
 CAUTION: In some cases, the *TYPE* assigned on the Invoice Header screen limits the values that can be assigned to the *LINE TYPE* field on the Invoice Detail screen. For example, if the invoice type is a credit note, all detail lines must have *LINE TYPES* of credit note. If the invoice type is deposit statement, all detail lines must have *LINE TYPES* of deposit statement. For other invoice types any mixture of line types (other than deposit statement) can occur. For example, a regular payment invoice can have a mixture of regular payments, credits, partial payments, and proforma line types assigned to its invoice detail lines.  
  
 Default A default can be supplied, determined by library setup and the order's *ORDER TYPE*.
  
3. *QTY* [1-3 digits]  
 Number of copies of the invoice item (or 000).  
  
 Credit Note If the item you want credit for is something the library **still wants to buy**, specify the number of copies (less than or equal to the number of copies already paid for). The system will unspend money (this number of copies times the unit price specified in the *PRICE* field). If the order

allows (that is, if the order is not closed, complete, or cancelled), the system will also encumber the funds (this number of copies times the order's *UNIT COST* amount).

On the other hand, if the item you want credit for is something the library is **never going to receive** (perhaps it is out of print), **or** if the vendor has simply **adjusted the prices**, then leave 000 in this field. The system will unspend the total credit amount (specified in the *PRICE* field). If the order allows (that is, if the order is not closed, complete, or cancelled), the system will also encumber the funds (prorating the total credit amount).

Partial Payment For partial payments, leave this field at 000.

You may be required to enter a partial payment because you cannot change the quantity (other than to 000) after the total number of copies ordered has been invoiced. (The system prevents you and displays the message *Invoiced copies > Outstanding copies*.) In order to enter your invoice, change the *LINE TYPE* to a partial payment type, leave 000 in this field, and change the price to reflect the total amount that you are being invoiced.

4. *PRICE* [3-9 digits (9,999,999.99-)]

Unit price of the invoice item.

Credit Note If the item you want credit for is something the library still wants to buy (and you specified a number in the *QTY* field), enter the actual unit price in this field. The system will multiply the number of copies by the unit price to calculate the credit amount.

On the other hand, if the item you want credit for is something the library is never going to receive or if the vendor has simply adjusted the price (and you left 000 in the *QTY* field), enter the full credit amount in this field.

Partial Payment For partial payments, enter the total price being invoiced, excluding discounts, charges, taxes, and so on.

Default Supplied from the order's *UNIT COST* field.

5. **DISCOUNT**      Amount [3-9 digits (9,999,999.99-)]  
                          Prorate [Y or N]  
                          Discount % [4-5 digits (99.999)]
- Methods 2,4      Leave the prorate flag set to Y to have discounts for the invoice (specified in the invoice header) prorated to this line item when the *Prorate* or *Validate all* options are selected on the header. Alternatively, set the flag to N to have this line item skipped.
- Method 3      Leave the prorate flag set to Y and enter a discount amount for this invoice item, if you wish. The entered or calculated amount will be brought forward and added to the invoice header amount when the *Validate totals* option is selected on the header. Alternatively, set the flag to N and do not enter an amount.
- Percentage      The line item discount percentage is a discount applying directly to the order, and is not governed by the prorate method. It is an **additional** discount.
- Default      A discount percentage is supplied from the order's *DISCOUNT %* field.
6. **REGULAR CHG**      Amount [3-9 digits (9,999,999.99-)]  
                          Prorate [Y or N]
- Methods 1,2,4      Leave the prorate flag set to Y to have regular charges for the invoice (specified in the invoice header) prorated to this line item when the *Prorate* or *Validate all* options are selected on the header. Alternatively, set the flag to N to have this line item skipped.
- Method 3      Leave the prorate flag set to Y and enter a regular charge amount for this invoice item, if you wish. The amount will be brought forward and added to the invoice header amount when the *Validate totals* option is selected on the header. Alternatively, set the flag to N and do not enter an amount.
7. **SPECIAL CHG**      [3-9 digits (9,999,999.99-)]
- Special charges adjustment amount for this line item — for example, a rush order charge. For a negative adjustment, enter a minus sign (-) to the left of the amount (e.g. -12.50); the system will display it back with the minus sign at the right.

8. *TAX*
- Amount [3-9 digits (9,999,999.99)-]  
Prorate [Y or N]
- Methods 1,2,4 Leave the prorate flag set to Y to have taxes for the invoice (specified in the invoice header) prorated to this line item when the *Prorate* or *Validate all* options are selected on the header. Alternatively, set the flag to N to have this line item skipped.
- Method 3 Leave the prorate flag set to Y and enter a tax amount for this invoice item, if you wish. The amount will be brought forward and added to the invoice header amount when the *Validate totals* option is selected on the header. Alternatively, set the flag to N and do not enter an amount.
9. *OTHER CHG*
- Amount [3-9 digits (9,999,999.99)-]  
Prorate [Y or N]
- Methods 1,2,4 Leave the prorate flag to Y to have other charges for the invoice (specified in the invoice header) prorated to this line item when the *Prorate* or *Validate all* options are selected on the header. Alternatively, set the flag to N to have this line item skipped.
- Method 3 Leave the prorate flag set to Y and enter an other charges amount for this invoice item, if you wish. The amount will be brought forward and added to the invoice header amount when the *Validate totals* option is selected on the header. Alternatively, set the flag to N and do not enter an amount.
10. *FROM ... TO* [2 dates]
- The start and end dates for a subscription line item.
- Default Dates supplied from the order's *SUB START* and *SUB END* fields on the NOTES SCREEN.
11. *REPORT CD* [Report Code; 1-3 characters]
- Report Codes provide a convenient way for you to change an order's status directly from Invoicing (or Receiving). They save you the extra steps of accessing the order in Ordering to assign a Condition Code.
- The code indicates whether this is a library report or vendor report, and that the order status needs changing in one of the following ways:
- there is **no change** in the order status

- the order is to be closed (and funds disencumbered and outstanding copy claims inactivated) when the background Voucher Payment Job is run
- the order is to be **cancelled** (and outstanding copy claims inactivated and funds disencumbered) when the background Voucher Payment Job is run
- the order is to be flagged **on backorder** when the background Voucher Payment Job is run
- invoicing/payment of the current **subscription** order is to be marked **complete** (and funds for the current subscription disencumbered) when the background Voucher Payment Job is run.

Default None.

12. *NOTE*

[2+ lines of characters maximum; window available]

User-defined notes about this invoice line item.

## Fund Display

Use the FUND DISPLAY screen to view information about the fund(s) assigned to pay for the detail line item. To access this screen, select the *Fund display* option on the INVOICE DETAIL screen.

```

 INV - FUND DISPLAY SCREEN MASTER
INVOICE #: PEN100931 TYPE: INV LIBRARY: UL STATUS: Paid, Verifie
VENDOR : PENGUIN -Penguin Books Canada Limi INV CURR: CDN
ENTRY : 03/02/93 BY: MASTER PAY CURR: CDN

PO#/LINE#: 9200000314/0001 CONDITION: CLOSED VENDOR: PENGUIN LIBRARY: UL
TITLE : SOCIAL BEHAVIOR AND PERSONALITY.
ISBN/ISSN: 0898598125 LC CARD #: 85029331

 FUND FISCAL FUND % AMOUNT PAID in BASE
1. 1000-ADULT-FIC001 BOOKS1993 60 159.10
2. 1000-ADULT-FIC002 BOOKS1993 40 106.07

Options:
Forward Backward ? Help Exit
```

## Invoice Validation and Authorization

Before you can *Authorize* an invoice for payment, you must successfully *Validate* it, that is, change its *STATUS* to *Verified*.

## Validation

Select the *Validate* option on the INVOICE HEADER SCREEN. The system re-displays the screen with a new set of options:

```
Validate all Totals validation Prorate
Balance validation Exit
```

### *Totals validation*

**Brings forward** information from invoice line items to the invoice header. Use this option when you want the system to fill in the invoice header totals for you — for example, on invoices where the vendor has not supplied totals. The header fields filled in this way are: *GROSS*, *DISCOUNT*, *REGULAR CHG*, *SPECIAL CHG*, *TAX*, *OTHER CHG*, *NET*, and *BALANCE*.

NOTE: If Prorate Method 3 is used, line item amounts (such as special charges) are brought forward and **added to** any header amounts already specified. For the other prorate methods, amounts would have already been specified in the header.

This option removes the invoice status of *Incomplete*, which is assigned when a new invoice is *Filed*.

### *Prorate*

**Prorates header amounts** (tax, regular charge, other charge, and/or discount) across the line items that are marked for prorating.

In addition, the system **brings forward** any **discount percentages** for specific line items, and adds them to the header amount.

### *Balance validation*

**Checks** that the line item amounts add up to the invoice header totals, but does not change any amounts. This is a useful check to perform after you have entered vendor-supplied totals and line items and prorated header amounts across the line items. It ensures that you have not accidentally omitted a line item.

If the amounts do not balance, the system assigns the status of *Unbalanced*. If you select the option again later when the amounts do balance, the system will remove the status.

### *Validate all*

This performs the work done by the *Prorate* and *Balance validation* options.



In addition, if all fields balance in the header and details screens, and receipt and price checks do not find any problems, the system changes the invoice status to *Verified*.

**Receipt Checking** If any of the line items are missing any receipts, an error message similar to the following will appear:

```
WARNING-Missing receipts - detail 01/01
Do you wish to continue? (Y/N) :
```

The special validation option line re-appears when the verification process is complete.

**Price Checking** If any of the line item prices differ from their order unit costs by more than the library-defined permitted percentage variance, an error message similar to the following will appear:

```
WARNING-Price Discrepancy - detail 01/01
Do you wish to continue? (Y/N) :
```

The special validation option line re-appears when the verification process is complete.

**Warning Messages** If you answer *N* to either of the warning messages for Receipt or Price Checking, the system responds by displaying the *INVOICE DETAIL* screen corresponding to the line item in question. You can then update the line item information from this screen. After filing or exiting from the *INVOICE DETAIL* screen, you are once again presented with the opportunity to validate the invoice. When the *Validate all* option is chosen, the system resumes its receipt and price checking at the invoice line item that previously had problems (instead of starting at the first invoice line item).

## Authorization

To authorize a *Verified* invoice for payment, select the *Authorize* option on the INVOICE HEADER SCREEN.

## Later Changes

Once an invoice has been verified or authorized, using the edit options on a header or a detail screen will cause the *STATUS* to return to Unbalanced. The ID of the user who does this and the date will be noted in the *EDIT* field in the lower right section of the screen.

## Voucher Displays

To view information on the vouchers which have been generated for an invoice, select the *Voucher* option on the INVOICE HEADER SCREEN.

## Voucher Summary

When you select the *Voucher* option, the system displays the VOUCHER SUMMARY DISPLAY screen.

| INV - VOUCHER SUMMARY DISPLAY |           |          |                |          |         | MASTER    |               |
|-------------------------------|-----------|----------|----------------|----------|---------|-----------|---------------|
| INVOICE #:                    | PEN100931 | TYPE:    | INV            | LIBRARY: | UL      | STATUS:   | Paid, Verifie |
| VENDOR                        | :         | PENGUIN  | -Penguin Books | Canada   | Limi    | INV CURR: | CDN           |
| ENTRY                         | :         | 03/02/93 | BY:            | MASTER   |         | PAY CURR: | CDN           |
| PG/LN                         | VOUCHER#  | STATUS   | DATE           | AMOUNT   | RATE    | BASE      |               |
| 1.                            | *ALL      | 9100097  | Printed        | 03/02/93 | 1212.02 | 1.000000  | 1212.02       |

Options:

|        |          |         |        |      |
|--------|----------|---------|--------|------|
| # line | Backward | Forward | ? Help | Exit |
|--------|----------|---------|--------|------|

## Voucher Detail

To view details of a voucher, on a VOUCHER DETAIL DISPLAY screen, select a voucher on the VOUCHER SUMMARY DISPLAY screen. See [Voucher Management](#) on page 6-1 for a sample voucher detail screen: the difference is that, in Invoicing, the only options available are:

Backward   Forward   ? help   Exit

## Invoice Claims

To work on claims against specific items, use the Receiving Function. On the other hand, to view, add, or update a claim on an entire invoice (for example, because the vendor offered a 10% discount but the invoice document shows only a 5% discount), select the *Claims* option on the INVOICE HEADER SCREEN.

## Summary Display

When you select the *Claims* option, the system displays the CLAIM SUMMARY DISPLAY screen.

```

 INV - CLAIM SUMMARY DISPLAY MASTER
INVOICE #: PEN100931 TYPE: INV LIBRARY: UL STATUS: Paid,Verifie
VENDOR : PENGUIN -Penguin Books Canada Limi INV CURR: CDN
ENTRY : 03/02/93 BY: MASTER PAY CURR: CDN

 TRANSACTION DATE TYPE STATUS
1 9103137 03/02/93 CI *Active
2 9103138 03/02/93 CI *Active*Printed

Options:
line Forward Backward Add item ? Help Exit
```

### Adding a Claim

To add a new claim, select the *Add item* option. The system then displays the CLAIMING ITEMS screen. This screen is similar to the CLAIM TRANSACTION DISPLAY screen. Fill in the details as required and *Exit* or *File* accordingly.



## Claim Transaction Display

To view or update a claim, select one on the summary screen. The system displays the CLAIM TRANSACTION DISPLAY screen.

```

 INV - CLAIM TRANSACTION DISPLAY MASTER
INVOICE #: PEN100931 TYPE: INV LIBRARY: UL STATUS: Paid, Verifie
VENDOR : PENGUIN -Penguin Books Canada Limi INV CURR: CDN
ENTRY : 03/02/93 BY: MASTER PAY CURR: CDN

CLAIM # : 9103138 TYPE : CI DATE: 03/02/93 TIME: 11:25
TIMES CLAIMED: 1
LAST CLAIMED : 03/02/93
BY : MASTER

1. STATUS : ACTIVE Y **Printed** 3. ACTION DATE: 03/17/93
2. MESSAGE : NORC
4. NOTE : Many of the items invoiced have not been received by library.

Options:
line Line by line ? Help Exit File

```

### Fields

1. *STATUS: ACTIVE* [Y or N]  
To inactivate a particular claim, answer N and *File* the claim transaction.
2. *MESSAGE* [Claim Message Code; 1-4 characters]  
Specify a library-defined message to be printed on the claim letter.
3. *ACTION DATE* [date]  
Date that the claim is to next appear on the background Claim Review Report Job.
4. *NOTE* [1+ line of characters maximum; window available]  
User-defined note about the claim.

## Reprinting a Claim

When you *File* a claim that is ACTIVE Y **\*\*Printed\*\***, the system prompts:

Do you wish to reprint the claim?

Answer Y to mark the claim for reprinting by the background Claim Print Job. The *TIMES CLAIMED* count is increased by one and the status **\*\*Printed\*\*** is removed.

# 6

## Voucher Management

---

### Procedure

A voucher is a request for payment, generated or cut immediately for authorized invoices, and typically sent to the library's financial services department. The voucher must be paid (by the background Voucher Payment Job) before any money is spent from the funds.

To view, add, or update a payment voucher for one or more invoices:

1. Access the INVOICING MENU by selecting it on the ACQUISITIONS MAIN MENU or by entering INVM on any Acquisitions menu.
2. Select the screen identifier that corresponds to what you want to do: add/update (VCHU) or display (VCHD).

NOTE: You can bypass step 1 by entering these screen identifiers directly on any Acquisitions menu.

3. Access a new or existing voucher.
4. View or enter header information, and add or delete detail line items (voucher line items).
5. View vendor information as required.
6. Delete entire voucher if necessary.
7. When finished, select *File*, *Exit*, or *Prior screen* to continue.

\

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

```
INVOICING MENU (INVM)
```

1. INVU Invoice Entry/Update
2. INVD Invoice Display
3. VCHU Voucher Entry/Update
4. VCHD Voucher Display

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

**NOTE:** For an explanation of how to enter, update, and display **invoices** (screen identifiers INVU and INVD), see [Invoicing](#) on page 5-1.

### Summary Screen

To view a summary of vouchers for an invoice, select the *Voucher* option on the INVOICE HEADER SCREEN.

### Automatic Voucher Generation

Although vouchers can be added manually in this function, they can also be created automatically (for all Authorized invoices) by the background Voucher Generation Job.

## Accessing a Voucher

### Procedure

To access an existing voucher or add a new one, use the VOUCHER SEARCH & RETRIEVAL screen.

- Access the screen by selecting VCHU or VCHD on the INVOICING MENU, or by entering these screen identifiers on any Acquisitions menu.
- To add a **new** voucher, enter NEW.
- To access an **existing** voucher, enter a search type and search text.
  - Browse the index screens, if necessary.
  - Select an item or return to this screen.

```
VCH - VOUCHER SEARCH & RETRIEVAL MASTER

ENTER type of voucher retrieval:

N Search by voucher number VC Search by vendor code
LST Retrieve last voucher VN Search by vendor name
NEW Create a new voucher

Enter option=

Enter the search code and string (e.g N=voucher number), or <ENTER> to exit
```

## Voucher Header

### Procedure

When you access a voucher, the system displays the VOUCHER HEADER SCREEN. On this screen, you may:

1. View or enter the main voucher information as needed. You may also, if necessary:
  - Use the *Details* option to view, add, or delete invoice line items, then *Exit* to return to the VOUCHER HEADER SCREEN.
  - Use the *Vendor inquiry* option to view vendor information, then *Exit* to return to the VOUCHER HEADER SCREEN.
  - Use the *Delete* option to delete the voucher.

#### **NOTE: Deleting vouchers that are already paid**

If a voucher has already been paid, the system displays the message,

```
ERROR - Voucher has been PRINTED cannot modify -
<ENTER> to continue
```

when you access the voucher. <ENTER> in response to the message. If the voucher was paid since the last close date (year end date), the system will display the *Delete* option. Select *Delete* to remove the voucher from the system and, in turn, unpay any invoices previously paid by the voucher.

**CAUTION:** If you *Delete* the entire voucher, the invoices cannot be re-assigned to another voucher until the Voucher Payment Job has been run. The `Process payment` status will be removed from the invoices at that time. The system will also unauthorize the Invoice (turn off the authorized status) when all vouchers that paid for the invoice are deleted from the system.

2. When finished, select *File*, *Exit*, or *Prior screen* to continue.

VCH - VOUCHER HEADER SCREEN

MASTER

```

VOUCHER # : 9100097 CUT: 03/02/93
1. VENDOR : PENGUIN -Penguin Books Canada Limited
2. LIBRARY : UL GROSS : 1,240.20
3. INVOICE CURR: CDN DISCOUNT : 199.98
4. PAYMENT CURR: CDN REGULAR CHG: 50.00
5. PAY METHOD : CHEQ SPECIAL CHG: 6.00
STATUS : Outstanding TAX : 88.80
 OTHER CHG : 27.00
 NET : 1,212.02 INV
 1,212.02 PAY
 1,212.02 BASE

INVOICE NUMBER PG/LN TYPE AMOUNT (INV currency- CDN)
PEN100931 *ALL INV 1,212.02

```

Options:

```

Details Delete Forward Backward Prior screen File Line by line
line Vendor inquiry ? Help Exit

```

## Voucher Details

### Procedure

To add or delete invoices on a voucher:

- Use the *Details* option on the VOUCHER HEADER SCREEN to access the VOUCHER DETAIL DISPLAY.
- Use the *Add item* option to add one or more invoices or invoice line items.

Enter an invoice number in the *INVOICE NUMBER* column. If you want to pay for a particular invoice line item rather than the entire invoice, then also enter an invoice page and line number in the *PG/LN* column — otherwise do not touch this column (the system will supply the value *\*ALL*).

If the invoice number you enter does not exactly match an existing number, the system displays the *INVOICE SEARCH & RETRIEVAL SCREEN* for you to browse and select from.

If the information in the invoice does not match that in voucher header fields 1 to 5 (that is: same vendor, same library, etc.), then the system will not let you add the item.

If the information does match, the system prompts *File*. Answer *Y* or *N*, as appropriate, to leave the line item.

- Use the *Delete #* option to delete a line item from the voucher. This removes the *Process payment* status from the invoice and thus allows you to reassign the invoice.



```

 VCH - VOUCHER DETAIL DISPLAY MASTER
 VOUCHER # : 9100097 CUT: 03/02/93
 1. VENDOR : PENGUIN -Penguin Books Canada Limited
 2. LIBRARY : UL GROSS : 1,240.20
 3. INVOICE CURR: CDN DISCOUNT : 199.98
 4. PAYMENT CURR: CDN REGULAR CHG: 50.00
 5. PAY METHOD : CHEQ SPECIAL CHG: 6.00
 STATUS : Outstanding TAX : 88.80
 OTHER CHG : 27.00
 NET : 1,212.02 INV
 1,212.02 PAY
 INVOICE NUMBER PG/LN TYPE AMOUNT (INV currency- CDN)
 1 PEN100931 *A/LL INV 1212.02

Options:
 Add item Forward Backward Delete # ? Help Exit

```



# 7

## Vendor Maintenance

---

### Procedure

The library keeps track of the organizations which supply it with materials. These vendors may include: booksellers, serials agents, publishers, jobbers, exchange partners, donors, and government agencies.

To view, add, or update a vendor:

1. Access the VENDOR MENU by selecting it on the ACQUISITIONS MAIN MENU or by entering VENM on any Acquisitions menu.
2. Select the screen identifier that corresponds to what you want to do: add/update (VENU) or display (VEND).

NOTE: You can bypass step 1 by entering these screen identifiers directly on any Acquisitions menu.

3. Access a new or existing vendor.
4. View or enter header information.
5. View or enter addresses and notes, or view deposit account and annual statistics, then return to the vendor header screen.
6. When finished, select *File, Exit, or Prior screen* to continue.

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

VENDOR MAINTENANCE MENU (VENM)

1. VENU Vendor Entry/Update
2. VEND Vendor Display
3. VENP Vendor Label Print

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

**NOTE:** For an explanation of how to define and print **vendor mailing labels** (screen identifier VENP), see the *Acquisitions Management Guide*.

## Accessing a Vendor

### Procedure

To access an existing vendor or add a new one, use the VENDOR SEARCH & RETRIEVAL screen.

- Access the screen by selecting VENU or VEND on the VENDOR MAINTENANCE MENU, or by entering these screen identifiers on any Acquisitions menu.
- To add a **new** vendor, enter NEW.
- To access an **existing** vendor, enter a search type and search text.
  - Browse the index screens, if necessary.
  - Select an item or return to this screen.

```
VEN - VENDOR SEARCH & RETRIEVAL MASTER

ENTER type of vendor retrieval:

VC Search by vendor code VN Search by vendor name
LST Retrieve last vendor A Search by accounting id
NEW Create a new vendor

Enter option= _____

Enter the search code and string (e.g VN=vendor name), or <ENTER> to exit
```

## Vendor Header

### Procedure

When you access a vendor, the system displays the VENDOR HEADER SCREEN. On this screen, you may:

1. View or enter the main vendor information as needed. You may also, if necessary:
  - Use the *Address* option to view or enter the main mailing address and/or alternate addresses for payments, claims, and returns, then *Accept* or *Exit* to return to the VENDOR HEADER SCREEN.
  - Use the *Notes* option to view or enter vendor notes and other information such as a default order method, then *Accept* or *Exit* to return to the VENDOR HEADER SCREEN.
  - Use the *Deposit* or *Statistics* options to view deposit account or annual statistics information, then *Exit* to return to the VENDOR HEADER SCREEN.
  - Use the *Identifiers* option to view or enter EDI identification numbers, then *Accept* or *Exit* to return to the VENDOR HEADER SCREEN.
2. When finished, select *File*, *Exit*, or *Prior screen* to continue.

## VEN - VENDOR HEADER SCREEN

MASTER

|             |                                |                |          |
|-------------|--------------------------------|----------------|----------|
| 1. NAME     | : Penguin Books Canada Limited | 8. TYPE        | : PUBL   |
| 2. CODE     | : PENGUIN                      | 9. USAGE       | : BOOKS  |
| 3. ACCT ID  | : 10002343                     | 10. CURRENCY   | : CDN    |
| 4. GROUP    | : SUB-ID :                     | 11. CLAIM CODE | : DFLT   |
| 5. LIBRARY  | : UL                           | 12. PAY TYPE   | : PAY    |
| 6. LIB ACCT | : 9200212                      | 13. DISCOUNT % | : 15.000 |
| 7. STATUS   | : ACTIVE                       |                |          |

MAIL ADDRESS

|            |                       |            |                |
|------------|-----------------------|------------|----------------|
| LINE1      | : 1220 Nicholson Road | POSTAL/ZIP | : L3Y 7V1      |
| LINE2      | :                     | SAN        | :              |
| LINE3      | :                     | FAX        | :              |
| CITY       | : Newmarket           | TELEX      | :              |
| PROV/STATE | : Ontario             | ALT NAME   | :              |
| COUNTRY    | : CAN - Canada        |            |                |
|            | NAME                  | TITLE      | PHONE          |
| CONTACT1   | : Cathy Sharp         | ext. 2544  | 1-800-232-1211 |
| CONTACT2   | :                     |            |                |
| CONTACT3   | :                     |            |                |

## Options:

|             |       |         |        |         |         |            |       |
|-------------|-------|---------|--------|---------|---------|------------|-------|
| File        | Line  | by line | # line | Address | Deposit | Statistics | Notes |
| Identifiers | Prior | screen  | ? Help | Exit    |         |            |       |

## Fields

1. *NAME* [36 characters maximum]
 

Vendor's name. The system indexes this name so that it is searchable in VN searches on search screens and in N= searches in the *VENDOR* fields.

This text is used as the vendor's name on forms unless the *ALT NAME* field on the *VENDOR ADDRESS SCREEN* is answered Y to have the *LINE1* address text used instead.

Alternate, indexed vendor names can be defined in the *RELATED NAMES* field on the *VENDOR NOTES* screen.
2. *CODE* [Vendor Code; 1-8 characters]
 

Code for the vendor, used in the *VENDOR* field of orders, invoices, vouchers, and so on throughout Acquisitions. The system indexes this code so that it is searchable in VC searches.
3. *ACCT ID* [23 characters maximum]
 

Accounting ID assigned to the vendor by the library or its financial services department.
4. *GROUP* [Y (yes) or N (no)]
 

Indicates whether or not this vendor's Vendor Code can be assigned in the *SUB-ID* field of other vendors. This can help group vendors in the reports. For example, you could create the following set of vendors:

TABLE 7.1 Vendor Groups

| <i>NAME</i>                 | <i>CODE</i> | <i>GROUP</i> | <i>SUB-ID</i> |
|-----------------------------|-------------|--------------|---------------|
| Alphabet Co.                | ABC         | Y            |               |
| Alphabet Co. Serials Div.   | ABCS        | N            | ABC           |
| Alphabet Co. Approvals Div. | ABCA        | N            | ABC           |
| British Alphabet Co.        | ABCB        | N            | ABC           |



- ... *SUB-ID* [Vendor Code; 1-8 characters]  
If this vendor belongs to a group, specify the Vendor Code here.
5. *LIBRARY* [Library Code; 1-6 characters]  
Library division (basic accounting/reporting unit) which may order items from the vendor. Whether or not the order library must match the vendor library is determined by system setup.  
**If match not required:**  
Code entered here is for information only.  
**If match is required:**  
If you enter a code here, the system will prevent all other library divisions from ordering items from this vendor: that is, the system will cross check the order *LIBRARY* and *VENDOR* fields.  
NOTE: This is a mandatory field, and once the vendor record is *Filed*, the value cannot be changed.
6. *LIB ACCT* [18 characters maximum]  
Accounting ID assigned to the library by the vendor. This information is currently used by the BISAC Ordering Interface.
7. *STATUS* [Vendor Status Code; 1-8 characters]  
Indicates whether or not (and why not) the vendor can be used. This is for information only: the system warns but does not prevent staff from assigning inactive vendors (defunct or blacklisted) to orders, invoices, or vouchers.
8. *TYPE* [Vendor Type Code; 1-4 characters]  
Identifies the type of vendor, for information only. The basic types are: supplier, exchange partner, donor, publisher. (For reporting or information-only purposes, the library may have more than one code set up for some basic types.)
9. *USAGE* [Vendor Usage Code; 1-6 characters]  
Kinds of materials generally ordered from the vendor, for example: books, serial back issues, and so on. For information only.

10. *CURRENCY* [Currency Code; 1-8 characters]  
Currency generally used by the library with the vendor.  
Supplied as the vendor default in:
- the *CURRENCY* field of orders
  - the *INVOICE CURR* and *PAYMENT CURR* fields of invoices
  - the *PAYMENT CURR* field of vouchers.
11. *CLAIM CODE* [Claim Code; 1-6 characters]  
Cycle of action dates for claims and cancellation letters generally used by the library with the vendor.  
Supplied as the vendor default in the *CLM CODE* field of orders.
12. *PAY TYPE* [Payment Type Code; 1-8 characters]  
How and when the library generally pays the vendor. Examples: debit a deposit account when the item is ordered, prepayment is required, do not spend (free item), and so on.  
Supplied as the vendor default in the *PAY TYPE* field of orders.
13. *DISCOUNT %* [4-6 digits (999.999)]  
Discount percentage generally offered by the vendor on orders.  
Supplied as the vendor default in the *DISCOUNT %* field of orders.

## Vendor Addresses

### Procedure

To view or enter address information, select the *Address* option on the VENDOR HEADER SCREEN to access the VENDOR ADDRESS SCREEN.

In addition to the default *Mailing* address, you can define additional *Payment*, *Claiming*, and *Return* addresses for the vendor. Use the corresponding options to go from one address to another. The screens look quite similar but they are distinguished by the *ADDRESS* heading above the *LINE1* field.

When finished with all the addresses, *Accept* or *Exit* to return to the VENDOR HEADER SCREEN.

```

 VEN - VENDOR ADDRESS SCREEN MASTER

NAME : Penguin Books Canada Limited TYPE : PUBL
CODE : PENGUIN USAGE : BOOKS
ACCT ID : 10002343 CURRENCY : CDN
GROUP : SUB-ID : CLAIM CODE: DFLT
LIBRARY : UL PAY TYPE : PAY
LIB ACCT : 9200212 DISCOUNT %: 15.000
STATUS : ACTIVE

MAIL ADDRESS
1. LINE1 : 1220 Nicholson Road 7. POSTAL/ZIP: L3Y 7V1
2. LINE2 : 8. SAN :
3. LINE3 : 9. FAX :
4. CITY : Newmarket 10. TELEX :
5. PROV/STATE: Ontario 11. ALT NAME :
6. COUNTRY : CAN - Canada

NAME TITLE PHONE
12. CONTACT1 : Cathy Sharp ext. 2544 1-800-232-1211
13. CONTACT2 :
14. CONTACT3 :

Options:
Line by line # line Accept Mailing Payment Claiming Return
? Help Exit

```

## Fields

1. *LINE1* [each field is 33+ characters maximum]
2. *LINE 2*
3. *LINE3* First, second, and third line of the vendor's address.  
*LINE1* can also serve as the vendor's name on forms (see the *ALT NAME* field on this screen).
  
4. *CITY* [33+ characters maximum]  
City for this vendor's address.
  
5. *PROV/STATE* [33+ characters maximum]  
Province or state for this vendor's address.
  
6. *COUNTRY* [Country Code; 1-8 characters]  
Country for this vendor's address.
  
7. *POSTAL/ZIP* [1-10 characters maximum]  
Postal or Zip code for this vendor's address.
  
8. *SAN* [12 characters maximum]  
Standard Address Number for this vendor's address.
  
9. *FAX* [10+ digits maximum]  
Vendor's fax number.
  
10. *TELEX* [10+ digits maximum]  
Vendor's telex number.
  
11. *ALT NAME* [Y (yes) or N (no)]  
Specifies whether or not you want the system to use the text from *LINE 1* (rather than from the header screen's *NAME* field) as the vendor's name on forms.

12. *CONTACT1*  
13. *CONTACT2*  
14. *CONTACT3*

Specifies up to three contact people. For each person, specify a name, title or phone extension (e.g. ext . 3250), and phone number. This information is not used in the standard forms.

... *NAME* [23 characters maximum]

... *TITLE* [20 characters maximum]

... *PHONE* [15 digits maximum]

## Deposit Accounts

Procedure

To view information about deposit accounts maintained with the vendor, select the *Deposit* option on the VENDOR HEADER SCREEN to access the DISPLAY DEPOSIT ACCOUNTS screen.

```
VEN - DISPLAY DEPOSIT ACCOUNTS MASTER

NAME : A&B SOUND CODE : AB
ACCT ID: SUB-ID :
STATUS : ACTIVE LIBRARY : UL TYPE : PUBL USAGE : BOOKS

DEPOSIT ACCOUNT CURRENT REPLENISHMENT MINIMUM
BALANCE LEVEL BALANCE
1000-DEPOS-AB 2,835.75 5,000.00 2,000.00

Options:
Forward Backward ? Help Exit
```

For a description of deposit accounts and the amounts shown in this screen, see *Deposit Accounts* on page 7-12.

## Vendor Statistics Inquiry

To view statistical vendor information, select the *Statistics* option on the VENDOR HEADER SCREEN to access the VENDOR INQUIRY SCREEN.

```

 VEN - VENDOR INQUIRY SCREEN MASTER
NAME : Penguin Books Canada Limited CODE : PENGUIN
ACCT ID: 10002343 GROUP : SUB-ID :
STATUS : ACTIVE LIBRARY : UL TYPE : PUBL USAGE : BOOKS

LAST ORDER DATE : 03/02/93

 CURRENT YEAR PRIOR YEAR
 1993 1992
ORDERED 9 923
OPEN 8 0
CLOSED 1 918
CANCELLED 0 5
CLAIMED 1 98

COMMIT 691.35
SPENT 1,212.02
ENTRY : 01/01/92 BY : MASTER
EDIT : 03/02/93 BY : MASTER

Options:
 Prior Year ? Help Exit

```

Use the *Prior year* option to view another column of information, for the year prior to the one shown in the current right-hand column.

## Vendor Notes and Other Information

**Procedure** To view or enter notes and miscellaneous information about the vendor, select the *Notes* option on the VENDOR HEADER SCREEN to access the VENDOR NOTES screen.

When finished, select *Accept* or *Exit* to continue.

```

 VEN - VENDOR NOTES MASTER
NAME : Penguin Books Canada Limited CODE : PENGUIN
ACCT ID: 10002343 GROUP : SUB-ID :
STATUS : ACTIVE LIBRARY : UL TYPE : PUBL USAGE : BOOKS

1. FORMAT CODES : BK 6. TAX-ID :
2. BUSINESS TYPE : 7. TAX FORM : N
3. ORDER METHOD : REGPO 8. SHIPTO :
4. ORDER AUTODIAL : 9. RENWL NOTICE : N
5. MIN ORD AMT : 0.00 10. ISBN PREFIX :
11. RELATED NAMES :

12. GENERAL NOTE : If items not available, order from vendor code PENGUI2
13. TERMS NOTE : 15 % discount applies to orders paid within 30 days

Options:
 Accept Line by line # line ? Help Exit
```



## Fields

1. *FORMAT CODES* [zero, one or more MARC Format Codes; 1-2 characters each]  
Specifies which MARC formats (e.g. BK monographs, SE serials, MA maps) of material may be ordered from the vendor.  
  
If you enter one or more codes here, the system will prevent any other format from being ordered from this vendor: that is, the system will check the order *MATERIAL CODE* and *FORMAT* fields against the contents of this *VENDOR* field.  
  
If you do **not** enter any codes here, items of any format may be ordered from this vendor.
2. *BUSINESS TYPE* [20 characters maximum]  
Vendor's business type. For information only.
3. *ORDER METHOD* [Order Method Code; 1-6 characters]  
  
Controls the printing, transmission, and default format of orders to this vendor.  
  
The default PO Format Code set up for this Order Method Code controls, in turn, single-line and multi-line purchase order formats. (If the Order Method Code is not set up with a default PO Format Code, a system default is used.)
4. *ORDER AUTODIAL* [15 digits maximum]  
  
Autodial number for the vendor, for electronic ordering. Currently for information only.
5. *MIN ORD AMT* [12 digits maximum]  
  
Minimum order amount allowed by this vendor, in the base currency. For information only.
6. *TAX-ID* [12 digits maximum]  
  
Vendor's tax identification number.

7. *TAX FORM* [Y (yes) or N (no)]  
Specifies whether or not the vendor requires a tax form. For information only.
8. *SHIPTO* [Ship To Code; 1-6 characters]  
Specifies the drop-shipment address for receipt of copies, if this vendor is an **exchange partner**.  
In exchange agreements, the library will receive and send materials with one or more partners.
- To facilitate **receiving** items, the library can define each exchange partner as a vendor, and then: create an open order with them and use the *Title change/split add* option in Receiving to enter items when they arrive.
  - To facilitate **sending** items, the library can define itself as a vendor (or as multiple vendors, one per exchange partner, if separate statistics are preferred), and then: create a multi-item request, check the exchange partner vendor record for the proper Ship To Code to use, use the *Title change/split add* option in Receiving to enter the items being sent, and authorize the order.
- (For more information, see [Handling Multi-item Orders](#) on page 11-1).
9. *RENWL NOTICE* [Y (yes) or N (no)]  
Specifies whether or not you want renewal notices printed and sent to the vendor when orders are renewed.
- Yes Renewal notices are printed based on the Order Type Code table.
- No Renewal notices are not printed.
10. *ISBN PREFIX* [12 characters maximum]  
International Standard Book/Serial/Record Number prefix for the vendor if it is a publisher.
11. *RELATED NAMES* [zero, one or more names; each 57+ characters maximum]  
Additional names for the vendor. The system indexes these names so that they are searchable in V# searches on search screens and in N# searches in the *VENDOR* fields.

12. *GENERAL NOTE* [57+ characters maximum; window available]  
User-defined general note about the vendor.
13. *TERMS NOTE* [57+ characters maximum; window available]  
User-defined note about the vendor's terms for ordering, returning, claiming, invoicing, and payment.

## Vendor EDI Identification

Procedure

To display or enter the identification numbers necessary for successful EDI with the vendor, select the *Identifiers* option from the VENDOR HEADER SCREEN. This screen needs to be completed before initiating Electronic Data Interchange (EDI) with the vendor.

When finished, *Accept* or *Exit* to continue.

```
VEN - EDI IDENTIFICATION MASTER
NAME : Penguin Books Canada Limited CODE : PENGUIN
ACCT ID: 10002343 GROUP :
STATUS : ACTIVE LIBRARY : UL TYPE : PUBL
 USAGE : BOOKS

1. DUNS NUMBER: 1234322
2. FEDERAL ID : 121111199

3. SHIPTO IDENTIFIER TYPE
 1. BRNCH1 17191 0
 2. BRNCH2 17191 0
 3. BRNCH3 33333 0

4. BILTO IDENTIFIER TYPE
 1. BRNCH3 33333 0
 2. MAIN 17191 0
 3.

Options: Enter specified line number
Accept Update window # line Line by line Forward Backward
? help Exit
```

## Fields

1. *DUNS NUMBER* [25 characters maximum]  
The vendor's DUNS (Dun and Bradstreet) number as supplied by the vendor.
  
2. *FEDERAL ID:* [25 characters maximum]  
The vendor's federal identification number as supplied by the vendor.
  
3. *SHIP TO/ 4. BILLTO* [25 characters for *IDENTIFIER*, 1 character for *TYPE*]  
*Tables*  
The library must assign an identifying number and type to each Shipto and Billto Code in Acquisitions.
  - IDENTIFIER* The identifying number allows the vendor and library to refer to the library's *SHIPTO* or *BILLTO* address without sending the actual address information in the EDI transaction. The identifying number might be a Standard Address Number (SAN), a number assigned by the vendor or some other number.
  
  - TYPE* [0, 1, 2]  
Specifies the type of identifying number assigned:
    - 0 - assigned by seller
    - 1 - Standard Address Number (SAN)
    - 2 - Other



# 8

## Managing Funds

---

- Library Codes**    The basic financial unit is the Library Code. Each fund has a Library Code assigned and so does every journal entry, order, invoice, voucher, and vendor. Most acquisitions reports are totalled and paginated by this code. Single-agency libraries might set up only one code, but multi-agency libraries, particularly ones that require multiple year ends, need more than one. The codes also determine the accumulation funds and default prorate methods used for invoices, and the fiscal periods used for fund amount snapshots.
- Fund Structure**    The library can set up the structure of fund numbers (up to six divisions) to further control page breaks and totals in the reports.
- Procedure**    To view, add, and update funds and financial journal entries, or to set up background fund mapping:
1. Access the **FUND MANAGEMENT MENU** by selecting it on the **ACQUISITIONS MAIN MENU** or by entering **FUNM** on any Acquisitions menu.
  2. Select the screen identifier that corresponds to what you want to do:
    - fund add/update (**FUNU**) or display (**FUND**)
    - fund mapping set up (**FUNMP**)
    - fund totalling (**FUNT**)
    - journal entry add/update (**JRNU**) or display (**JRND**).

NOTE: You can bypass step 1 by entering these screen identifiers directly on any Acquisitions menu.
  3. If working with a **fund**:
    - a. Access a new or existing fund.

- b. View or enter header information, and view year end, journal entry, and fund period information as necessary.
  - c. When finished, select *File, Exit, or Prior screen* to leave the fund.
4. If setting up **fund mapping**:
- a. Enter the mapping list.
  - b. When finished, select *File or Exit* to leave fund mapping.
5. If obtaining **totals for multiple funds**:
- a. Enter common elements.
  - b. View grand totals for selected funds.
6. If working with a **journal entry**:
- a. Access a new or existing journal entry.
  - b. View or enter journal information.
  - c. When finished, select *File, Exit, or Prior screen* to leave the journal entry.

```
DD MMM YYYY Geac ADVANCE Library System (#.##) P P P P P P I I I I I I
HH:MM Your Library Name
 FUND MANAGEMENT MENU (FUNM)
 1. FUNU Fund Entry/Update
 2. FUND Fund Display
 3. FUNMP Fund Mapping
 4. FUNT Fund Hierarchy Totalling
 5. JRNU Journal Entry/Update
 6. JRND Journal Display
 Enter the number of your selection and press <ENTER>
 or ? followed by <ENTER> for Help.
 Press <ENTER> to return to previous level :
```



## Working With a Fund

Procedure

To view, add, or update a fund:

1. Select FUNU or FUND on the FUND MANAGEMENT MENU, or enter these screen identifiers on any Acquisitions menu.
2. Access a fund.
3. View or enter fund information, and view yearend information, journal entry, and fund period information as necessary.
4. When finished, select *File*, *Exit*, or *Prior screen* to continue.

## Access a Fund

### Procedure

To access an existing fund or add a new one, use the FUND SEARCH & RETRIEVAL screen.

- To add a **new** fund, enter NEW.
- To access an **existing** fund, enter a search type and search text.
  - Browse the index screens, if necessary.
  - Select an item or return to this screen.

```
FUN - FUND SEARCH & RETRIEVAL MASTER

ENTER type of fund retrieval:

N Search by fund number FN Search by fund name
LST Retrieve last fund NEW Create a new fund

Enter option=

Enter the search code and string (e.g N=fund number), or <ENTER> to exit
```

## Fund Header

### Procedure

When you access a fund, the system displays the FUND HEADER SCREEN. On this screen, you may:

1. View or enter the fund information as needed. You may also, if necessary:
  - Select the *Yearend display* option to view current fund amounts and last year end fund amounts, then *Exit* to return to the FUND HEADER SCREEN.
  - Select the *Journal display* option to view journal entries that affect this account, then return. *Exit* to return to the FUND HEADER SCREEN.
  - Select the *Periods display* option to view fund statistics by fiscal period for the current or prior years, then *Exit* to return to the FUND HEADER SCREEN.
2. When finished, select *File*, *Exit*, or *Prior screen* to continue.

```

 FUN - FUND HEADER SCREEN MASTER
1. NUMBER : 1000-ADULT-FIC001 6. FISCAL FUND : BOOKS1993
2. NAME : ADULT FICTION 1 7. ENCUMBER % : 100
3. LIBRARY: UL 8. FORMAT CODE :
4. TYPE : REG 9. SELECTORS : ACQ SER
5. STATUS : ACTIVE

 CURRENT YEAR DEPOSIT ACCOUNT
BUDGET : 65,000.00 10. VENDOR :
ENCUMBERED: 691.35 11. REPLENISHMENT: 0.00
SPENT : 1,105.95 12. MINIMUM BAL : 0.00
AVAILABLE : 63,202.70 CURRENT BAL : 0.00
 LAST CLOSE : 01/03/93
AUTHORIZED: 0.00 CREATED : 01/07/92
FREE : 63,202.70 BY : MASTER
CASH BAL : 63,894.05 LAST EDIT : 03/02/93
 BY : MASTER

13. NOTES: Use for purchase of adult fiction

Options:
File Line by line # line Yearend display Journal display
Periods display Prior screen ? Help Exit

```

## Fields

1. *NUMBER* [1-18 characters (library can set up a system-wide maximum less than 18)]

Fund number, used in the *FUND* field of orders. The system displays and prints the number in a library-defined format, that is, with a “-” between each part of the structure. Do not type these hyphens when entering a fund number.

The system indexes the number so that it is searchable in fund *N* searches.

To change a fund’s fund number, for example, from 93-SERIALS to 94-SERIALS, just edit this field.
2. *NAME* [23 characters maximum]

Descriptive name of the fund. The system indexes this name so that it is searchable in *FN* searches.
3. *LIBRARY* [Library Code; 1-6 characters]

Library division (agency) which “owns” the fund.

The system ensures that Ordering staff allocate only the funds whose Library Code matches the order’s Library Code. The system also ensures that all the funds assigned in a journal entry have Library Codes that match the journal entry’s Library Code.
4. *TYPE* [Fund Type Code; 1-6 characters]

Identifies this fund as one of the basic types:

  - **regular fund**
  - **donation fund**, which is similar to a regular fund but contains money that was donated to the library; the unspent balance is carried forward at year end rather than cleared
  - **deposit account fund**, which is for a deposit account maintained with a vendor (see *Deposit Accounts* on page 7-12, in Vendor Maintenance)

- **tracking fund**, which contains no money and is used by Ordering staff for only “tracking allocations” (pseudo encumbrance and pseudo spending), not real allocations.

For reporting or information-only purposes, the library may have more than one code set up for some basic types. For example, the library could set up two regular fund codes: REG (for normal funds) and ACCUM (for accumulation funds).

#### 5. STATUS

[Fund Status Code; 1-7 characters]

Identifies the fund as being either **open** or **closed**. The system prevents staff from authorizing new orders and allocating amounts from a closed fund, but does not prevent amounts from being spent.

For reporting or information-only purposes, the library may have more than just the two basic codes set up.

#### 6. FISCAL FUND

[18 characters maximum]

Fund number used by the library’s financial services department. This is printed on vouchers.

#### 7. ENCUMBER %

[3 digits maximum]

Percentage by which this fund can be “overencumbered” — that is, the percentage by which the total encumbered plus spent can go over the budget amount.

The system ensures that Ordering staff do not use the fund beyond the calculated amount.

The library can temporarily set the system to ignore this percentage and thus allow all funds to be encumbered by any amount. This enables the library to continue processing and tracking encumbrances while waiting for budgets to be approved and allocated.

#### 8. FORMAT CODE

[zero, one or more MARC Format Codes; 1-2 characters each]

Specifies which MARC formats (e.g. BK monographs, SE serials, MA maps) of material may be ordered from this fund.

If you enter one or more codes here, the system will prevent any other format of material from being ordered using this fund: that is, the system

will check the order *MATERIAL CODE* and *FORMAT* fields against the contents of this *FUND* field.

If you do **not** enter any codes here, items of any format may be ordered using this fund.

9. *SELECTORS*

[zero, one or more Selector Codes; 1-3 characters each]

Specifies which selectors may order from this fund.

If you enter one or more codes here, the system will cross check an order's *SELECTORS* against its allocated *FUNDS* to ensure that each fund can be authorized by at least one of the selectors.

If you do **not** enter any codes here, any selector may order materials from this fund.

Enter valid selector codes for this fund. Verified during ordering.

10. *VENDOR*

[Vendor Code; 8+ characters]

[only for a deposit account *TYPE* of fund]

Vendor for whose deposit account this fund is maintained. See [Deposit Accounts](#) on page 7-12, in *Vendor Maintenance*.

In addition to directly searching by Vendor Code (enter ??), you can enter the search command N= to search by vendor name or related name.

NOTE: The system does not warn you if you specify a vendor with a Vendor Status Code that indicates the vendor is inactive (for example, blacklisted or out of business).

11. *REPLENISHMENT*

[11 digits maximum (999,999,999.99)]

[only for a deposit account *TYPE* of fund]

Replenishment amount for a deposit account fund. See [Deposit Accounts](#) on page 7-12, in *Vendor Maintenance*.

12. *MINIMUM BAL*

[11 digits maximum (999,999,999.99)]

[only for a deposit account *TYPE* of fund]

Minimum balance amount for a deposit account fund. See [Deposit Accounts](#) on page 7-12, in *Vendor Maintenance*.

13. *NOTES*

[66+ characters maximum; window available]

User-defined note about the fund.

## Yearend History Display

**Procedure**

To view the fund's balances from the end of the previous fiscal year, select the *Yearend display* option on the FUND HEADER SCREEN. The system displays the FUND HISTORY SCREEN.

When finished, *Exit* to return to the FUND HEADER SCREEN.

```

 FUN - FUND HISTORY SCREEN MASTER

NUMBER : 1000-ADULT-FIC001 FISCAL FUND : BOOKS1993
NAME : ADULT FICTION 1 ENCUMBER % : 100
LIBRARY: UL FORMAT CODE :
TYPE : REG SELECTORS : ACQ SER
STATUS : ACTIVE

 CURRENT YEAR LAST YEAR %
BUDGET : 65,000.00 60,000.00
ENCUMBERED: 691.35 0.00 0.00
SPENT : 1,105.95 59,100.00 1.87
AVAILABLE : 63,202.70 900.00 7022.52

AUTHORIZED: 0.00 0.00 0.00
FREE : 63,202.70 900.00 7022.52
CASH BAL : 63,894.05

Options:
? Help Exit
```



## Journal Entries Display

Procedure To view a list of journal entries which have effected the fund, select the *Journal display* option on the FUND HEADER SCREEN. The system displays the JOURNAL ENTRY DISPLAY.

When finished, *Exit* to return to the FUND HEADER SCREEN.

```

 FUN - JOURNAL ENTRY DISPLAY MASTER

NUMBER : 1000-ADULT-FIC001 FISCAL FUND : BOOKS1993
NAME : ADULT FICTION 1 ENCUMBER % : 100
LIBRARY: UL FORMAT CODE :
TYPE : REG SELECTORS : ACQ SER
STATUS : ACTIVE

 JOURNAL INFORMATION
JOURNAL# TYPE STATUS DATE AMOUNT +/- ENTRY DATE BY
168 EQU POSTED 03/02/93 65,000.00 03/02/93 MASTER
101 EQU POSTED * 01/07/92 60,000.00 01/07/92 MASTER

Options:
 Forward Backward ? Help Exit
```

## Fiscal Periods Display

**Procedure**

To view the fund's balances at the end of library-defined fiscal periods, select the *Periods display* option on the FUND HEADER SCREEN. The system displays the FUND PERIODS DISPLAY, shown in this section.

Select the *Prior year* option on this screen to see fund statistics for an earlier year's periods.

When finished, *Exit* to return to the FUND HEADER SCREEN.

| FUN - FUND PERIODS DISPLAY |                   |               |           | MASTER     |  |
|----------------------------|-------------------|---------------|-----------|------------|--|
| NUMBER :                   | 1000-ADULT-FIC001 | FISCAL FUND : | BOOKS1993 |            |  |
| NAME :                     | ADULT FICTION 1   | ENCUMBER % :  | 100       |            |  |
| LIBRARY:                   | UL                | FORMAT CODE : |           |            |  |
| TYPE :                     | REG               | SELECTORS :   | ACQ SER   |            |  |
| STATUS :                   | ACTIVE            |               |           |            |  |
|                            |                   | 1993          |           |            |  |
| AS OF                      | BUDGET            | ENCUMBERED    | SPENT     | AUTHORIZED |  |
| 01/07/93                   | 65,000.00         | 0.00          | 0.00      | 0.00       |  |
| 01/31/93                   | 65,000.00         | 245.00        | 0.00      | 64.30      |  |
| 02/28/93                   | 65,000.00         | 550.00        | 0.00      | 64.30      |  |
| 03/02/93                   | 65,000.00         | 691.35        | 1,105.95  | 0.00       |  |
| Options:                   |                   |               |           |            |  |
| Forward                    | Backward          | Prior Year    | ? Help    | Exit       |  |

---

## Fund Mapping

- Procedure To update the fund mapping setup for the background Fund Mapping Job, select **FUNMP** on the **FUND MANAGEMENT MENU**, or enter this screen identifier on any **Acquisitions** menu. The system displays the **FUND MAPPING** screen.
- NOTE 1: Changes made on this screen have no effect unless the Fund Mapping Job is run. This is only a setup screen.
- NOTE 2: To change a fund's fund number, fund mapping is not required. Simply update the *NUMBER* field in the fund.
- Fund Mapping Job When operations staff run the Fund Mapping Job, it will transfer order/request **encumbered and authorized amounts** from the *OLD* funds to the *NEW* funds, and update the **fund numbers in the allocation** columns of the affected orders. Only orders that are neither closed nor cancelled will be affected.
- Fund list The system lists all **regular** and **tracking** funds in the *OLD FUND NUMBER* column, including closed funds. (You cannot map **donation** and **deposit account** funds, so they are not listed.) The numbers in the *NEW FUND NUMBERS* column default to the old fund numbers to their left.

```

 FUN - FUND MAPPING MASTER

 OLD FUND NUMBER NEW FUND NUMBER
1 1000-ADULT-AUD001 1000-ADULT-AUD001
2 1000-ADULT-CAS001 1000-ADULT-CAS001
3 1000-ADULT-CD1001 1000-ADULT-CD1001
4 1000-ADULT-FIC001 1000-ADULT-FIC001
5 1000-ADULT-FIC002 1000-ADULT-FIC002
6 1000-ADULT-FILM01 1000-ADULT-FILM01
7 1000-ADULT-VIDE01 1000-ADULT-VIDE01
8 1000-CHILD-AUD001 1000-CHILD-AUD001
9 1000-CHILD-CAS001 1000-CHILD-CAS001
10 1000-CHILD-FIC001 1000-CHILD-FIC001
11 1000-CHILD-FIC002 1000-CHILD-FIC002
12 1000-CHILD-FILM01 1000-CHILD-FILM01
13 1000-CHILD-FILM02 1000-CHILD-FILM02

Options:
line Line by line Forward Backward File ? Help Exit

```

**Fund Assignment** Use the *# line* or *Line by line* options to access the *NEW FUND NUMBER* column and specify the new funds to which you want the old funds mapped. (If necessary, enter?? to see a browse list of fund numbers.) The system checks that the new fund you specify meets the following conditions:

- it is not a donation or deposit account type fund
- if the old fund has a MARC Format Code assigned, the new fund's code must match
- if the old fund does not have a MARC Format Code assigned, the new fund must not have one either
- if the old fund has one or more Selector Codes assigned, the new fund's code must **include** those Selector Codes (but it does not matter whether or not the new fund has extra Selector Codes)
- if the old fund does not have any Selector Codes assigned, the new fund's code must not have any either.

NOTE: An old fund can be mapped to only one new fund — you can specify only one fund in the *NEW FUND NUMBER* column for it. On the other hand, several old funds can be mapped to the same new fund.

*File or Exit* When finished, *File* or *Exit* to continue. If you *File* the list, the system prompts:

Change the status of each affected fund? (Y/N)

Answer *Y* to have the Fund Mapping Job change the status of any affected old funds; the system then prompts:

Enter status to change to:

Enter a Fund Status Code to be assigned to old funds (e.g. closed).

Alternatively, answer *N* to not have the status of old funds changed.

*Review Report* The library should run the Fund Mapping Review Report before the Fund Mapping Job to double check the mapping set up here.

## Fund Hierarchy Totalling

### Procedure

Select Fund Hierarchy Totalling (FUNT) from the FUND MANAGEMENT MENU.

Displays the grand totals for the categories: *BUDGET, ENCUMBERED, SPENT, AVAILABLE, AUTHORIZED, FREE, CASH BAL*. Allows you to use wild-cards to group funds to ascertain totals for multiple funds. For example, if you have several funds that purchase videos and all contain the common element **vide** you can match on a pattern `**_****_****_vide-****` to obtain the grand totals for the categories listed.

NOTE: To obtain reliable information your funds should be named consistently and uniquely. For example, if you search for the common element **SER** to obtain the totals for expenditures relating to serials be careful that categories that include library services are not also included.

```

 FUN - FUND HIERARCHY TOTALLING SCREEN MASTER
FUND NUMBER : 97 - GEN - - - -
 CURRENT YEAR
BUDGET : 5,215,500.00
ENCUMBERED: 52,700.00
SPENT : 10,718.64
AVAILABLE : 5,152,081.36
AUTHORIZED: 0.00
FREE : 5,152,081.36
CASH BAL : 5,204,781.36

Options:
? Help Exit

```

### FUND NUMBER

[1-18 characters, library defined format]

Fund number, used in the *FUND* field of orders. The system displays and prints the number in a library-defined format, that is, with a “-” between each part of the structure. Do not type these hyphens when entering a fund number.

All other fields are display fields for system provided information.

**Default** Displays '\*' (asterisk) character in each position of the fund number that can be defined. The '-' (dash) character is used to separate fund levels within the fund structure (hierarchy).

Replace any of the '\*' (asterisk) characters with characters in existing fund numbers to form a pattern. All funds with that pattern are then selected and the amounts in these funds are totalled and then displayed on the lower portion of the screen.

NOTE: The '\*' character will match any character. You must change at least one '\*' character to another character. Only exact pattern matches are valid (for example, uppercase and lowercase characters are significant).

**Examples** AL - \*\*\*\* - \*\*\*\* - \*\*\*\* - \*\*\*\*

Display totals for all fund accounts whose first level is *AL*.

\*\* - \*\*\*\* - 0001 - \*\*\*\* - \*\*BK

Display totals for all fund accounts whose third level is *0001* and whose 17th and 18th character position is *BK*.

AL - 0003 - REFR - 4500 - MNBK

Display totals for the fund account *AL-0003-REFR-4500-MNBK*.

*BUDGET, ENCUMBERED, SPENT, AVAILABLE, AUTHORIZED, FREE, CASH BAL*

Display only fields. Calculated by totalling the current amount fields in the funds whose numbers match the pattern specified in the FUND NUMBER field.

## Journal Entries

### Procedure

To view, add, or update a financial journal entry:

1. Select JRNU or JRND on the FUND MANAGEMENT MENU, or enter these screen identifiers on any Acquisitions menu.
2. Access a journal entry.
3. View or enter information.
4. When finished, select *File*, *Exit*, or *Prior screen* to continue.



## Access a Journal Entry

Procedure To access an existing journal entry or add a new one, use the JOURNAL SEARCH & RETRIEVAL screen.

- To add a **new** journal entry, enter NEW.
- To access an **existing** journal entry, enter a search type and search text.
  - Browse the index screens, if necessary.
  - Select an item or return to this screen.

```
FUN - JOURNAL SEARCH & RETRIEVAL MASTER

ENTER type of journal retrieval:

N Search by journal number D Search by journal entry date
LST Retrieve last journal NEW Create a new journal

Enter option=

Enter the search code and string (e.g N=journal number), or <ENTER> to exit
```

## Journal Entry Header

**Procedure** When you access a journal entry, the system displays the JOURNAL ENTRY HEAD SCREEN.

View or enter information as required.

When finished, select *File*, *Exit*, or *Prior screen* to continue.

```
JRN - JOURNAL ENTRY HEAD SCREEN MASTER

JOURNAL # : 168 ENTRY DATE : 03/02/93 BY : MASTER
STATUS : POSTED
1. LIBRARY: UL 3. DATE TO POST : 01/07/93
2. TYPE : 0-EQU 4. DESCRIPTION :

5. FUND NUMBER NAME AMOUNT
1 1000-ADULT-FIC001 ADULT FICTION 1 65,000.00
2 1000-ADULT-FIC001 ADULT FICTION 2 15,000.00
3 1000-ADULT-FILM01 ADULT FILM 1 16,000.00
4 1000-ADULT-CAS001 ADULT CASSETTES 8,500.00
5
6
7
8
9

Options:
Line by line Forward Backward Prior screen ? Help Exit
```

### Fields

The system-supplied journal entry number (*JOURNAL #*), and the date (*ENTRY DATE*) and User ID (*BY*) of the journal entry creation, are shown at the top of the screen.

1. *LIBRARY* [Library Code; 1-6 characters]

Library division (agency) for which this journal entry is created.

The system ensures that all the funds assigned on the journal entry have Library Codes that match this code.

2. *TYPE* [Journal Type Code; 0, 1, 2, or 3]
- 0 Add additional money (**equity**) to the system.
  - 1 **Transfer** money between funds. ADVANCE will check that the total amount removed equals the total amount added (i.e. net equals zero).
  - 2 **Total encumbered plus authorized amounts carried forward** at year end. This code is only used in entries created by the Year End Processing Job.
  - 3 **Unspent amount carried forward** at year end. This code is only used in entries created by the Year End Processing Job.
3. *DATE TO POST* [Date]
- When the journal entry is to be posted. If you enter today's date, the posting is done immediately. However, if the posting date is a date in the future, the Journal Posting Job must be run to post the journal entry, and the job will not post the entry before this date.
- Journal entries can be posted on the year end processing date. Any posted before the processing jobs are executed become part of the previous year's budget; any posted after become part of the current year's budget.
4. *DESCRIPTION* [2+ lines maximum; window available]
- Brief description of the entry, for information only.
5. (Funds)
- This field is composed of the following columns. Up to 40 fund lines can be defined for a single journal entry.
- To update or delete a fund line, select the *Update window* or *Delete window* option and enter "5.n", where "n" represents the line number. To add a new fund line, select the *Add item* option.
- ... *FUND NUMBER* [18 characters maximum]
- Fund to be affected. (If necessary, enter?? to see a browse list of fund numbers.)
- ... *NAME* A display-only field, determined by the Fund Number you assign.

... *AMOUNT*

[11 digits (999,999,999.99)]

Amount to be added, transferred, etc. to the fund, as determined by the Journal Type Code. The amount may be positive or negative. For a negative amount enter a minus sign to the left of the amount (e.g. -500.00); the system will afterward display it at the right (e.g. 500.00-).

The library can set up the system to either prevent staff from *Filing* any journal entry that would result in a fund's budget amount going negative, or merely warn you and then allow you to *File* the entry regardless.

# 9

## Retrieving Archived Information

---

### Archiving

Archiving 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 purged from the ADVANCE system. When needed, the Archive database can be downloaded to the ADVANCE system and archived information can be retrieved.

### Retrieving

To retrieve archived information, access the ARCHIVE DATABASE ACCESS MENU by selecting it from the ACQUISITIONS MAIN MENU or by entering ARCM on any Acquisitions menu.

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

ARCHIVE DATABASE ACCESS MENU (ARCM)

1. ARCF Search Master Archive File for Archive Tape Number
2. ARCD Determine Current Archive Database
3. ARCO Search Orders on Current Archive Database
4. ARCI Search Invoices on Current Archive Database
5. ARCV Search Vouchers on Current Archive Database

Enter your selection :
```

You can search for the following types of archived information:

- ARCF Search the master archive file to identify the number of the tape on which a specific purchase order number, title, author, invoice number or voucher number has been archived.
- ARCD Identify the archive tape number for the current archive database.
- ARCO Locate **orders** on the current archive database.
- ARCI Locate **invoices** on the current archive database.
- ARCV Locate **vouchers** on the current archive database.

## Search Master Archive File for Archive Tape Number (ARCF)

Each time the Audit Archive and Purge process is executed (Calendar Processor codes ARCP1, ARCP2, ARCP3, ARCP4, ARCP5, ARCP6), the purchase order numbers, titles, authors, invoice numbers, and voucher numbers of archived records are added to the master archive file. The master archive file correlates this information with an archive tape number which is assigned when the archive database is created (by the ARCP5 job). When the archive database is backed up, you should label the backup tapes with the system assigned archive tape number.

NOTE: Records from Archive for Time Period process are not added to the master archive file.

### Procedure

1. To locate information that has been deleted from the Acquisitions database, access the ACQ - SEARCH MASTER ARCHIVE FILE FOR ARCHIVE TAPE # screen (ARCF) to determine which backup (Archive Tape #) contains the information.

```
ACQ - SEARCH MASTER ARCHIVE FILE FOR ARCHIVE TAPE # P P P P P P
ENTER type of retrieval:
PO Search order #s T Search order titles
A Search order authors I Search invoice numbers
V Search voucher numbers

Enter option= T=REF

Enter the search code and string (eg A=TWAIN), or <ENTER> to exit
```

2. Enter a search type and search text. For example, enter T=ROLLING BARRELS for a title search on “rolling barrels”.
3. Browse the screen if necessary. The browse list displays the tape number of the Archive Database containing the requested information.

```
10:31AM ACQ - SEARCH MASTER ARCHIVE FILE FOR ARCHIVE TAPE # 06/07/94

Searching MASTER ARCHIVE file by TITLE, T=REF

 TITLE TAPE NUMBER

1. Recueil des eloges historiques lus dans les seance+ 10000009
2. Reflections on language / 10000009
3. Regeneration in mixed conifer clearcuts in the Cas+ 10000009
4. Return from the stars / 10000009
5. Review of Research in Education 10000009
6. The Riel rebellions : 10000009
7. Science Advice to the President 10000009
8. Security, Democracy and Development in the Western+ 10000007
9. Social Roles and Social Institutions 10000009
10. Space in Persian Painting 10000007
11. The True Disbelievers 10000009
12. Worldwide Science and Technology Advice 10000007

Options:
 Forward Backward Search jump Exit New search ? help
```



## Determine Current Archive Database (ARCD)

Use the ACQ - DETERMINE CURRENT ARCHIVE DATABASE screen (ARCD) to identify the Archive tape number for the Archive Database that is currently on disk. This screen also displays the date that the archive database was created. The order (ARCO), invoice (ARCI), and voucher (ARCV) searches access the Archive database that is currently on disk. This may or may not be the information you want to access.

If the screen does not display the Archive tape number containing the information needed, locate the correct archive backup tape and restore this tape into the ADV.ARCH.DB directory. Once the restore is complete, use DETERMINE CURRENT ARCHIVE DATABASE (ARCD) to check that the correct Archive database is now currently on disk.

```
ACQ - DETERMINE CURRENT ARCHIVE DATABASE P P P P P

Tape Number : 10000008
Date of Archive: 06/01/94

Press <Enter> to continue
```

## Order Search and Retrieval (ARCO)

To search for an order, use the ARC- ORDER SEARCH & RETIEVAL screen.

### Procedure

1. Access the screen by selecting ARCO on the ARCHIVE DATABASE ACCESS MENU, or by entering the screen identifier on any Acquisitions menu.

```
ARC - ORDER SEARCH & RETRIEVAL P P P P P P

ENTER type of order retrieval:

PO Search order #s T Search order titles
RQ Search request #s A Search order authors
LST Retrieve last order

Enter option= T=AMERICAN

Enter the search code and string (eg A=TWAIN), or <ENTER> to exit
```

2. Enter a search type and search text. For example, enter T=ROLLING BARRELS for a title search on “rolling barrels”.
3. A browse list appears, or if the LST command was used, the last retrieved record is displayed.
4. When a record is selected from the browse list, the ARC - ORDERING DATA screen is displayed.
5. To exit without making a selection, <ENTER>.

```

 ARC - ORDERING DATA P P P P P P
PO#/LINE#: 9000000079/0001 VENDOR : ALA ORDER DATE: 02/28/92
REQUEST #: 900000129 ORDER TYPE: MEMBERSHIP REQST DATE: 02/26/92
LIBRARY : MAIN CONDITION : OPEN CONDT DATE: 02/28/92
ISBN/ISSN: LC CARD # : RECEIVED : 07/20/92
AUTHOR :
TITLE : American Library Association

STATUS : Main title split,Received,On Order,Catalogue as New

1. PAY TYPE : PAY 9. REQUESTOR: C. Smith
2. PARTS/CPY: 1 10. DONOR :
3. TOTAL CPY: 1 11. CANCELLED: N
4. UNIT COST: 315.00 12. NUM START:
5. CURRENCY : US 13. NUM END :
6. DISCOUNT%:
7. TAX % : 7.000
8. ADDED CHG:

Options:
Allocation Location summary Vendor inquiry Invoice
Title structure display Main title display Print details
Prior screen ? help Exit

```

For descriptions of the fields and options in the ARC - ORDERING DATA screen, see [Ordering](#) on page 3-1.

## Options

Example screens for the display that appears when the *Allocation*, *Location summary*, *Vendor inquiry*, *Title structure display*, or the *Main title display* option is selected are shown on the following pages.

|                  |                                                                                                     |
|------------------|-----------------------------------------------------------------------------------------------------|
| Allocation       | Displays ordering locations, copies and ship to locations as well as fund and tracking allocations. |
| Location summary | Displays for each location, a summary of copies ordered, received, invoiced and paid for.           |
| Vendor inquiry   | Displays vendor information. Options allow access to each of the vendor's four possible addresses.  |

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Invoice                 | Displays a summary of paid invoice details for this archived order. Specific detail lines can be selected and, from the INVOICE DETAILED DISPLAY screen, funds that paid for the order can be displayed.                                                                                                                                                                                                                                                                                      |
| Title structure display | Displays the child (monograph series entries and title split/change) records for an order.                                                                                                                                                                                                                                                                                                                                                                                                    |
| Main title display      | Displays the parent record for an order.                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Print details           | <p>Sends a printed summary of this order to a system printer.</p> <p>The system displays the message:</p> <pre>Enter printer number or Q to Quit:</pre> <p>Specify the number of the printer to which you want the report sent, or enter Q to exit without printing.</p> <p>The ARCHIVED ORDER/REQUEST DISPLAY report provides:</p> <ul style="list-style-type: none"><li>• general order information</li><li>• vendor information</li><li>• all paid invoice details for an order.</li></ul> |
| Receipt details         | Only available for multi-part orders. Displays which parts were received for multi-part orders.                                                                                                                                                                                                                                                                                                                                                                                               |

## Allocations Display

Access this screen using the *Allocation* option on the ARC-ORDERING DATA screen.

```

 ARC - ALLOCATIONS DISPLAY P P P P P
PO#/LINE#: 9000000079/0001 VENDOR : ALA ORDER DATE: 02/28/92
REQUEST #: 900000129 ORDER TYPE: MEMBERSHIP REQST DATE: 02/26/92
LIBRARY : MAIN CONDITION : OPEN CONDT DATE: 02/28/92
ISBN/ISSN: LC CARD # : RECEIVED : 07/20/92
AUTHOR :
TITLE : American Library Association

STATUS : Main title split,Received,On Order,Catalogue as New

 ALLOCATIONS BY %:N TOTAL COPIES: 1
 LOCATIONS ----- FUND ALLOCATION ----- TRACKING ALLOCATION --
 LOCATN CPY SHIPTO FUND SEL FUND
1. LOC001 1 10001100011 ACQ

```

Options:  
 Forward    Backward    ? help    Exit

For descriptions of the fields and options in this screen, see [Ordering](#) on page 3-1.

### Location Summary Display

Access this screen using the *Location Summary* option on the ARC-ORDERING DATA screen.

```
ARC - LOCATION SUMMARY DISPLAY P P P P P P

PO#/LINE#: 9000000079/0001 VENDOR : ALA ORDER DATE: 02/28/92
REQUEST #: 900000129 ORDER TYPE: MEMBERSHIP REQST DATE: 02/26/92
LIBRARY : MAIN CONDITION : OPEN CONDT DATE: 02/28/92
ISBN/ISSN: LC CARD # : RECEIVED : 07/20/92
AUTHOR :
TITLE : American Library Association

STATUS : Main title split,Received,On Order,Catalogue as New

 LOCATION SHIPTO ORDER'D REC'D INVC'D PAID OUTSTANDING
 CPY CPY CPY CPY CPY CLAIMS
 LOC001 1 1 0 0
 1 1 0 * 0 0

Options:
Forward Backward ? help Exit
```

For descriptions of the fields and options in this screen, see *Receiving, Returning, and Claiming* on page 4-1.

## Vendor Header Screen

Access this screen using the *Vendor Inquiry* option on the ARC-ORDERING DATA screen.

```

 ARC - VENDOR HEADER SCREEN PPPPPP
1. NAME : American Library Association 8. TYPE : PUBL
2. CODE : ALA 9. USAGE : SERIAL
3. ACCT ID : 122212 10. CURRENCY : US
4. GROUP : SUB-ID : 11. CLAIM CODE: DFLT
5. LIBRARY : MAIN 12. PAY TYPE : PAY
6. LIB ACCT : 13. DISCOUNT %:
7. STATUS : ACTIVE
MAIL ADDRESS
LINE1 : 50 E. Huron Street POSTAL/ZIP: 60611
LINE2 : SAN :
LINE3 : FAX : 3124409374
CITY : Chicago TELEX : 3129447298
PROV/STATE: IL ALT NAME: N
COUNTRY : USA - United States of America
 NAME TITLE PHONE
CONTACT1 : Hotline Number (312) 280-4288
CONTACT2 :
CONTACT3 :
Options:
Mailing Payment Claiming Return ? help Exit

```

For descriptions of the fields and options in this screen, see *Vendor Maintenance* on page 7-1.

### Invoice Summary Display

Access this screen using the *Invoice* option on the ARC-ORDERING DATA screen.

```
ARC - INVOICE SUMMARY DISPLAY P P P P P P

PO#/LINE#: 9000000079/0001 VENDOR : ALA ORDER DATE: 02/28/92
REQUEST #: 900000129 ORDER TYPE: MEMBERSHIP REQST DATE: 02/26/92
LIBRARY : MAIN CONDITION : OPEN CONDT DATE: 02/28/92
ISBN/ISSN: LC CARD # : RECEIVED : 07/20/92
AUTHOR :
TITLE : American Library Association

STATUS : Main title split,Received,On Order,Catalogue as New

 DATE INVOICE NUMBER PAGE/LN TYPE STATUS AMOUNT VENDOR
1. 07/22/93 ALA1021333 01/01 PAR Paid 308.70 ALA
 FROM: 01/01/94 TO: 12/31/94
2. 07/20/92 ALA1000212 01/01 PAR Paid 274.35 ALA
 FROM: 01/01/93 TO: 12/30/93

Options:
line Parent's invoicing Forward Backward ? help Exit
```

For descriptions of the fields and options in this screen, see *Invoicing* on page 5-1.



Access this screen using the # *line* option on the INVOICE SUMMARY DISPLAY screen.

```
ARC - INVOICE DETAILED DISPLAY P P P P P P

PO#/LINE#: 9000000079/0001 VENDOR : ALA ORDER DATE: 02/28/92
REQUEST #: 900000129 ORDER TYPE: MEMBERSHIP REQST DATE: 02/26/92
LIBRARY : MAIN CONDITION : OPEN CONDT DATE: 02/28/92
ISBN/ISSN: LC CARD # : RECEIVED : 07/20/92
AUTHOR :
TITLE : American Library Association

STATUS : Main title split,Received,On Order,Catalogue as New

INVOICE # : ALA1021333 LIBRARY: MAIN INVOICE CURR: US
VENDOR : ALA STATUS : Paid,Verified PAYMENT CURR: US
PAGE/LINE : 01/01 FROM : 01/01/94 TO: 12/31/94
LINE TYPE : PAR QTY : 0 REPORT CD:
PRICE : 315.00 NOTE :
DISCOUNT : 6.30 Y 2.000
REGULAR CHG: 0.00 Y STATUS : Paid
SPECIAL CHG: 0.00 Y Paid : 07/22/93
TAX : 0.00 Y TOTAL : 308.70

Options:
Fund display Note display ? help Exit
```

For descriptions of the fields and options in this screen, see [Invoicing](#) on page 5-1.

Access this screen using the *Fund Display* option on the INVOICE DETAILED DISPLAY screen.

```
ARC - INVOICE DETAIL FUND DISPLAY P P P P P P

PO#/LINE#: 9000000079/0001 VENDOR : ALA ORDER DATE: 02/28/92
REQUEST #: 9000000129 ORDER TYPE: MEMBERSHIP REQST DATE: 02/26/92
LIBRARY : MAIN CONDITION : OPEN CONDT DATE: 02/28/92
ISBN/ISSN: LC CARD # : RECEIVED : 07/20/92
AUTHOR :
TITLE : American Library Association

STATUS : Main title split,Received,On Order,Catalogue as New

INVOICE # : ALA1021333 LIBRARY: MAIN INVOICE CURR: US
VENDOR : ALA STATUS : Paid,Verified PAYMENT CURR: US
FUND : FISCAL FUND CPY AMOUNT PAID in BASE
10001100011 FS1993-MEMBER 0 370.44

Options:
 Forward Backward ? help Exit
```

For descriptions of the fields and options in this screen, see [Invoicing](#) on page 5-1.

## Title Structure Display

Access this screen using the *Title structure display* option on the ARC-ORDERING DATA screen.

```

ARC - TITLE STRUCTURE DISPLAY P P P P P P
PO#/LINE#: 9000000079/0001 VENDOR : ALA ORDER DATE: 02/28/92
REQUEST #: 900000129 ORDER TYPE: MEMBERSHIP REQST DATE: 02/26/92
LIBRARY : MAIN CONDITION : OPEN CONDT DATE: 02/28/92
ISBN/ISSN: LC CARD # : RECEIVED : 07/20/92
AUTHOR :
TITLE : American Library Association

STATUS : Main title split,Received,On Order,Catalogue as New

 TITLE STATUS
1. Library Hotline Title Split
2. RQ Main title split+
3. American Libraries Title Split

Options:
line Forward Backward ? help Exit

```

For descriptions of the fields and options in this screen, see [Handling Multi-item Orders](#) on page 11-1.

## Invoice Search & Retrieval (ARCI)

To search for an invoice, use the ARC - INVOICE SEARCH & RETRIEVAL screen.

### Procedure

1. Access the screen by selecting ARCI on the ARCHIVE DATABASE ACCESS MENU, or by entering the screen identifier on any Acquisitions menu.

```
ARC - INVOICE SEARCH & RETRIEVAL PPPPPP

ENTER type of invoice retrieval:

N Search by invoice number
LST Retrieve last invoice

Enter option= N=ALAI01

Enter the search code and string (eg N=invoice number), or <ENTER> to exit
```

2. Enter an invoice number or use the LST command. For example, enter N=123456 to search for invoice number 123456.
3. A browse list appears, or if the LST command was used, the last retrieved record is displayed.
4. When a record is selected from the browse list, the ARC - INVOICE HEADER screen is displayed.
5. To exit without making a selection, <ENTER>.

```

line Forward ARC INVOICE HEADER P P P P P P
 Backward Search Jump Exit New search ? help
1. INVOICE #: ALA1021333 4. INVOICE CURR: US
2. TYPE : INV 5. PAYMENT CURR: US
3. VENDOR : ALA -American Library Associ 6. LIBRARY : MAIN
 STATUS : Paid,Verified,Authorized 7. PAY METHOD : CHQ
 AMOUNT PRORATE ---- DATES ----
 (INV CURR) (BASE) METHOD
8. GROSS : 315.00 378.00 14. DUE :
9. DISCOUNT : 6.30 7.56 2 0.000 15. REC'D:
10. REGULAR CHG: 0.00 0.00 2 16. PRODN: 07/22/93
11. SPECIAL CHG: 0.00 0.00 17. DOC'T:
12. TAX : 0.00 0.00 2
13. OTHER CHG : 0.00 0.00
 NET : 308.70 370.44 ENTRY: 07/22/93 BY : KWS
 BALANCE : 0.00 0.00 EDIT : 08/28/93 BY : FRK
 AUTHR: 07/22/93 BY : KWS

18. NOTE :

19. DISCOUNT :

Options:
Details Voucher Vendor inquiry Print Details Prior screen ? help
Exit

```

**Options**

- Details**                      Displays the INVOICE DETAIL SUMMARY SCREEN which lists all the invoice details for this invoice. When a specific detail line is selected the INVOICE DETAILED DISPLAY screen appears. Selecting the *Fund display* option displays the funds that paid for the invoice detail.
- Voucher**                      Displays the vouchers that paid for this invoice. From this screen, VOUCHER SUMMARY DISPLAY, specific vouchers can be displayed and ultimately printed.
- Vendor Inquiry**              Displays vendor information. Options allow access to each of the vendor's four possible addresses.
- Print Details**                Sends a printed summary of this invoice to a system printer.

The system displays the message:

Enter printer number or Q to Quit:

Specify the number of the printer to which you want the report sent, or enter Q to exit without printing.

The ARCHIVED INVOICE DISPLAY report provides:

- general invoice information
- vendor information
- invoice detail information, and
- the vouchers that paid for the invoice.

### Invoice Detail

Access this screen using the *Details* option on the ARC - INVOICE HEADER screen.

```
ARC - INVOICE DETAIL SUMMARY P P P P P P

INVOICE #: ALA1021333 TYPE: INV LIBRARY: MAIN STATUS: Paid,Verifie
VENDOR : ALA -American Library Associat INV CURR: US
ENTRY : 07/22/93 BY: KWS PAY CURR: US

 PG/LN TYP PO# LINE QTY UNIT AMOUNT
 ---- --- --- ----- --- -PRICE----- DISC% -----PAID-----
1. 01/01 PAR 9000000079/0001 0 315.00 2.000 308.70

Options:
line Forward Backward ? help Exit
```

Use the *# line* option to access the INVOICE DETAILED SUMMARY screen.

For descriptions of the fields in this screen, see [Invoicing](#) on page 5-1.

Access this screen using the # *line* option on the ARC - INVOICE DETAIL SUMMARY screen.

```

 ARC - INVOICE DETAILED DISPLAY P P P P P
INVOICE #: ALA1021333 TYPE: INV LIBRARY: MAIN STATUS: Paid,Verifie
VENDOR : ALA -American Library Associat INV CURR: US
ENTRY : 07/22/93 BY: KWS PAY CURR: US

PO#/LINE#: 9000000079/0001 CONDITION: OPEN VENDOR: ALA LIBRARY: MAIN
TITLE : American Library Association
ISBN/ISSN: LC CARD #:

PAGE/LINE : 01/01 FROM : 01/01/94 TO: 12/31/94
LINE TYPE : PAR QTY : 0 REPORT CD:
PRICE : 315.00 NOTE :
DISCOUNT : 6.30 Y 2.000
REGULAR CHG: 0.00 Y STATUS : Paid
SPECIAL CHG: 0.00 Paid : 07/22/93
TAX : 0.00 Y TOTAL : 308.70
OTHER CHG : 0.00 N

Options:
Fund display See next See previous Note display ? help Exit

```

Select the *Fund display* option to ascertain which fund(s) paid for the invoice detail.

For descriptions of the fields and options in this screen, see *Invoicing* on page 5-1.

Access this screen using the *Fund display* option on the INVOICE  
DETAILED DISPLAY screen

```

 ARC - INVOICE DETAIL FUND DISPLAY P P P P P
INVOICE #: ALA1021333 TYPE: INV LIBRARY: MAIN STATUS: Paid,Verifie
VENDOR : ALA -American Library Associat INV CURR: US
ENTRY : 07/22/93 BY: KWS PAY CURR: US

PO#/LINE#: 9000000079/0001 CONDITION: OPEN VENDOR: ALA LIBRARY: MAIN
TITLE : American Library Association
ISBN/ISSN: LC CARD #:

FUND FISCAL FUND CPY AMOUNT PAID in BASE
10001100011 FSI993-MEMBER 0 370.44

Options:
 Forward Backward ? help Exit
```

For descriptions of the fields and options in this screen, see [Invoicing](#) on page 5-1.



## Voucher Display

The vouchers that paid for an invoice can be displayed by selecting the *Voucher* option from the ARC - INVOICE HEADER screen.

Use the *# line* option to access the VOUCHER HEADER screen, from which specific vouchers can be displayed and ultimately printed. For a description of this screen see *Voucher Search & Retrieval (ARCV)* on page 9-22.

Access this screen using the *Voucher* option on the ARC - INVOICE HEADER screen.

```

 ARC - VOUCHER SUMMARY DISPLAY P P P P P P
INVOICE #: ALA1021333 TYPE: INV LIBRARY: MAIN STATUS: Paid,Verifie
VENDOR : ALA -American Library Associat INV CURR: US
ENTRY : 07/22/93 BY: KWS PAY CURR: US

 PG/LN VOUCHER# STATUS DATE AMOUNT RATE BASE
1. *ALL 93001013 Printed 07/22/93 308.70 1.2 370.44

Options:
line Forward Backward ? help Exit

```

For descriptions of the fields and options in this screen, see *Vendor Maintenance* on page 7-1.

## Voucher Search & Retrieval (ARCV)

To search for a voucher, use the ARC - VOUCHER SEARCH & RETREIVAL screen.

### Procedure

1. Access the screen by selecting ARCV on the ARCHIVE DATABASE ACCESS MENU, or by entering the screen identifier on any Acquisitions menu.

```
ARC - VOUCHER SEARCH & RETRIEVAL P P P P P
ENTER type of voucher retrieval:
N Search by voucher number
LST Retrieve last voucher

Enter option= N=93001010

Enter the search code and string (eg N=voucher number), or <ENTER> to exit
```

2. Enter an voucher number or use the LST command. For example, enter N=93001010 to search for voucher number 93001010.
3. A browse list appears or, if the LST command was used, the last retrieved record is displayed.
4. When a record is selected from the browse list, the ARC - VOUCHER HEADER screen is displayed.
5. To exit without making a selection, <ENTER>.

```

ARC - VOUCHER HEADER P P P P P
VOUCHER # : 93001013 CUT: 07/22/93
VENDOR : ALA -American Library Association
LIBRARY : MAIN GROSS : 315.00
INVOICE CURR: US DISCOUNT : 6.30
PAYMENT CURR: US REGULAR CHG: 0.00
PAY METHOD : CHQ SPECIAL CHG: 0.00
STATUS : Printed TAX : 0.00
 OTHER CHG :
 NET : 308.70 INV
 370.44 PAY
 370.44 BASE
INVOICE NUMBER PG/LN TYPE AMOUNT (INV currency- US
ALAL021333 *ALL PAR 308.70

Options:
Forward Backward Vendor inquiry Print Details Prior screen
? help Exit

```

## Options

### Vendor Inquiry

Displays vendor information. Options allow access to each of the vendor's four possible addresses.

### Print Details

The *Print Details* option sends a printed summary of this voucher to a system printer.

The system displays the message:

Enter printer number or Q to Quit:

Specify the number of the printer to which you want the report sent, or enter Q to exist without printing.

The ARCHIVED VOUCHER DISPLAY report provides:

- general voucher information
- vendor information
- invoice and invoice details paid by this voucher.

### Vendor Header Screen

Access this screen using the *Vendor inquiry* option on the ARC -  
VOUCHER HEADER screen.

```
ARC - VENDOR HEADER SCREEN PPPPPP

1. NAME : American Library Association 8. TYPE : PUBL
2. CODE : ALA 9. USAGE : SERIAL
3. ACCT ID : 122212 10. CURRENCY : US
4. GROUP : SUB-ID : 11. CLAIM CODE: DFLT
5. LIBRARY : MAIN 12. PAY TYPE : PAY
6. LIB ACCT : 13. DISCOUNT %:
7. STATUS : ACTIVE

MAIL ADDRESS
LINE1 : 50 E. Huron Street POSTAL/ZIP: 60611
LINE2 : SAN :
LINE3 : FAX : 3124409374
CITY : Chicago TELEX : 3129447298
PROV/STATE : IL ALT NAME : N
COUNTRY : USA - United States of America
 NAME TITLE PHONE
CONTACT1 : Hotline Number (312) 280-4288
CONTACT2 :
CONTACT3 :

Options:
Mailing Payment Claiming Return ? help Exit
```

# 10

## Handling Subscriptions

---

This chapter describes how to complete, renew, and invoice subscriptions, and how to change a subscription's vendor. A subscription order can be for a serial or monographic series or any other type of order that requires continuous payments — that is, money continues to be allocated for the order, not just allocated once.

### Why Complete Orders?

With orders that are renewed, it is necessary for the system to separately track money encumbered for the current subscription (the one you are currently being invoiced for) and money encumbered for the renewal. In most libraries, orders will be renewed before complete payment of the previous renewal or original order is made to the vendor. It is therefore important to make sure that encumbrance set aside to cover the renewal subscription is not affected (disencumbered) by payments made for the current subscription.

In Acquisitions, staff must tell the system that payment of the current subscription is complete by **completing** the order (Order Condition Code, `COMPL`). Once the current subscription is marked complete, any outstanding renewal can become the current subscription, and invoicing of this subscription can proceed.

## Completing Then Renewing an Order

ADVANCE allows you to complete the invoicing on a subscription order and renew it. This way, you do not need to close the old order and create a brand new one.

**Sequence** The library can complete the order before renewing it or vice versa, depending on when the current subscription is completely paid and when the subscription needs to be renewed with the vendor. This section describes **how to complete the order and afterward renew it**; the reverse sequence is described in the next section.

**NOTE** Closed and Cancelled orders cannot be completed or renewed.

### Step 1: Complete the Current Subscription Order

There are three alternative ways to complete the order:

**Method A** On the ORD - ORDERING DATA screen:

1. Enter **COMPL** in the *CONDITION* field of the order's ORD - ORDERING DATA screen.
2. *File* the order.

The system completes the order immediately.

**Method B** 1. On the INVOICE DETAIL screen (or the REC - INVOICE DETAILED DISPLAY):

2. When invoicing the final amount on the current subscription, enter an "invoicing complete" report code in the *REPORT CD* field.
3. *File* the invoice detail.
4. The system completes the order when the Voucher Payment job is run to pay the invoice.

**Method C** On the REC - RECEIVING ITEMS screen:

1. When receiving the last item on the current monographic series subscription, enter an "invoicing complete" completion report code in the *REPORT CD* field.
2. *Accept* and *File* the receipt.
3. The system completes the order immediately.

## Step 2: System Action

The system:

- Disencumbers any outstanding encumbered amount(s) left from the completed subscription.
- Adds a *COMPL* line (with today's date) to the condition history list on the ORD - CONDITIONS SCREEN.
- Leaves *COMPL* in the *CONDITION* field of the ORD - CONDITIONS SCREEN.
- Adds the status *Invoicing Completed* to the order's *STATUS* fields.

## Step 3: Run the Renewal Report

At any point, staff can run the Renewal Report for a list of orders with renewal review dates.

## Step 4: Subscription Review Report

At any point, staff can run the Subscription Review Report processing job (*SRVW*) over a renewal review date range. This report provides information on each order: the outstanding encumbered amount, an invoicing history, and a predicted renewal cost.

## Step 5: Change the Order Information

In preparation for renewal, change the **order information** as necessary on the ORD - ORDERING DATA screen. Consider the following fields: *CLM CODE*, *PRIORITY*, *CURRENCY*, *UNIT COST*, *DISCOUNT %*, *TAX %*, *ADDED CHG*, *VENDOR NOTE*.

If the subscription is to be renewed with a new vendor, then also consider changing the vendor at this time. (See [Changing an Order's Vendor](#) on page 10-12.)

## Step 6: Renew the Order Subscription

There are two alternative ways to renew the order:

Method A On an order's ORD - ORDERING DATA screen:

1. Enter *RENEW* in the *CONDITION* field of the order's ORD - ORDERING DATA screen.
2. *File* the order.

3. The system does authorization checks and, if the order passes:
  - Encumbers funds for the renewal.
4. The system prompts for a new renewal review date:  
REVW DATE :
5. Enter a date. The system stores this in the *REVW DATE* field of the ORD - NOTES SCREEN.
6. The system prompts for the new subscription period:  
RENEWAL SUBSCRIPTION:            TO:
7. Enter dates. The system stores these in the *SUB START* and *SUB END* fields of the ORD - NOTES SCREEN. (When staff invoice a subscription, these dates are defaulted into the *FROM* and *TO* fields of the INVOICE DETAIL screen.)

Method B    Run the Subscription Renewal processing job (SRNW) to renew all orders within a renewal review date range. (This should only be done after running and examining the Subscription Review Report.)

### Step 7: System Action

The system:

- Adds a RENEWAL line (with today's date) to the condition history list on the ORD - CONDITIONS SCREEN.
- Changes the *CONDITION* field of the ORD-ORDERING DATA screen back to OPEN.
- Adds an OPEN line (with the previous OPEN date) to the condition history list on the ORD - CONDITIONS SCREEN.
- Removes the status *Invoicing Completed* from the order's *STATUS* field.
- Flags the order for printing if the *RENWL NOTICE* field on the vendor's VEN - VENDOR NOTES screen is answered *Y*.

### Step 8: Afterwards

The subscription is now renewed. Staff may receive and invoice against the renewed order.



## References

For more information, see:

- Ordering: *Ordering Data* on page 3-21.
- Receiving, Returning, and Claiming: *Standard Location Display* on page 4-4.
- Invoicing: *Invoice Details* on page 5-15.
- Transaction Reports in the *Acquisitions Management Guide*.
- Subscription Renewal Processing in the *Acquisitions Management Guide*.

## Renewing Then Completing an Order

ADVANCE allows you to complete the invoicing on a subscription order and renew it. This way, you do not need to close the old order and create a brand new one.

**Sequence** The library can complete the order before renewing it or vice versa, depending on when the current subscription is completely paid and when the subscription needs to be renewed with the vendor. This section describes **how to renew the order and afterward complete it**; the reverse sequence is described in the previous section.

**NOTE** Closed and Cancelled orders cannot be completed or renewed.

### Step 1: Run the Renewal Report

At any point, staff can run the Renewal Report for a list of orders with renewal dates.

### Step 2: Run the Subscription Review Report

At any point, staff can run the Subscription Review Report processing job (SRVW) over a renewal review date range. This report provides information on each order: the outstanding encumbered amount, an invoicing history, and a predicted renewal cost.

### Step 3: Change the Order Information

In preparation for renewal, change the **order information** as necessary on the ORD - ORDERING DATA screen. Consider the following fields: *CLM CODE*, *PRIORITY*, *CURRENCY*, *UNIT COST*, *DISCOUNT %*, *TAX %*, *ADDED CHG*, *VENDOR NOTE*.

If the subscription is to be renewed with a new vendor, then also consider changing the vendor at this time. (See [Changing an Order's Vendor](#) on page 10-12.)

**CAUTION:** Changing the price affects the encumbered amount for the current subscription, not just the renewal subscription.

#### Step 4: Renew the Order Subscription

There are two alternative ways to **renew the order**:

- Method A On an order's ORD - ORDERING DATA screen:
1. Enter RENEW in the *CONDITION* field of the order's ORD - ORDERING DATA screen.
  2. *File* the order.
  3. The system does authorization checks and, if the order passes:
    - Encumbers funds for the renewal.
  4. The system prompts for a new renewal review date:  
RNVW DATE :
  5. Enter a date. The system stores this in the *REVM DATE* field of the ORD - NOTES SCREEN.
  6. The system prompts for the new subscription period:  
RENEWAL SUBSCRIPTION: TO :
  7. Enter dates. The system stores these in the *RNW START* and *RNW END* fields of the ORD - NOTES SCREEN. (The dates are not transferred to the *SUB* fields until the current subscription is completed.)
- Method B Run the Subscription Renewal processing job (SRNW) to renew all orders within a renewal review date range. (This should only be done after running and examining the Subscription Review Report.)

#### Step 5: System Action

The system:

- Adds a RENEWAL line (with today's date) to the condition history list on the ORD - CONDITIONS SCREEN.
- Changes the *CONDITION* field of the ORD - ORDERING DATA screen back to OPEN.
- Adds an OPEN line (with the previous OPEN date) to the condition history list on the ORD - CONDITIONS SCREEN.
- Adds the status Outstanding Renewal to the order's *STATUS* field.
- Flags the order for printing if the *RENWL NOTICE* field on the vendor's VEN - VENDOR NOTES screen is answered Y.

### Step 6: Receiving and Invoicing

The subscription is now marked for renewal. Staff may continue receiving and invoicing against the current subscription.

### Step 7: Complete the Current Subscription Order

There are three alternative ways to **complete the order**:

- Method A On the ORD - ORDERING DATA screen:
1. Enter `COMPL` in the *CONDITION* field of the order's ORD - ORDERING DATA screen.
  2. *File* the order.
  3. The system completes the order immediately.
- Method B On the INV - INVOICE DETAIL screen (or the REC - INVOICE DETAILED DISPLAY):
1. When invoicing the final amount on the current subscription, enter an "invoicing complete" report code in the *REPORT CD* field.
    - a. *File* the invoice detail.
    - b. The system completes the order when the Voucher Payment job is run to pay the invoice.
- Method C On the REC - RECEIVING ITEMS screen:
1. When receiving the last item on the current monographic series subscription, enter an "invoicing complete" completion report code in the *REPORT CD* field.
  2. *Accept* and *File* the receipt.
  3. The system completes the order immediately.

### Step 8: System Action

The system:

- Disencumbers any outstanding encumbered amount(s) left from the completed subscription.
- Adds a `COMPL` line (with today's date) and an `OPEN` line (with the previous `OPEN` date) to the condition history list on the ORD - CONDITIONS SCREEN.

- Leaves `OPEN` in the *CONDITION* field of the `ORD - CONDITIONS SCREEN`.
- Removes the status `Outstanding Renewal` from the order's *STATUS* fields.
- Moves the renewal subscription dates from the *RNW START* and *RNW END* fields to the *SUB START* and *SUB END* fields on the `ORD - NOTES SCREEN`. (When staff invoice a subscription, these dates are defaulted into the *FROM* and *TO* fields of the `INV - INVOICE DETAIL` screen.)

### Step 9: Afterwards

The renewal subscription is now the current subscription, and staff can begin receiving and invoicing against it.

### References

For more information, see:

- Ordering: *Ordering Data* on page 3-21.
- Receiving, Returning, and Claiming: *Standard Location Display on page 4-4*.
- Invoicing: *Invoice Details* on page 5-15.
- Transaction Reports in the *Acquisitions Management Guide*.
- Subscription Renewal Processing in the *Acquisitions Management Guide*.

## Invoicing Renewable Orders

The invoicing of subscription (renewable) orders needs to be handled a little differently than for normal orders.

The system allows staff to invoice for no more than the number of ordered copies, even if the order is a subscription order. To handle supplemental or additional charge invoices that come into the library after the regular payment invoice, staff should use only “partial payment” Invoice Type Codes for subscriptions. This way the number of copies does not need to be specified on the INV - INVOICE DETAIL screen. (For partial payments, the REC - STANDARD LOCATION DISPLAY screen always shows 0\* in the *INVC'D CPY* column.)

When an order is completed, the system resets the number of copies invoiced and paid to zero, and staff can proceed with invoicing the new subscription.

Sample Invoicing for a sample order is shown in the following table. In this case the current subscription is renewed before invoicing on it has been completed. The SUP and CHG invoice line type codes are both “partial payment” types.

### **1 December 1992 - Renew**

When the order is renewed in December 1992, the system sets up additional encumbrance for the renewal subscription, and will not disencumber any money from that amount until the current subscription is completed.

### **7 December 1992 - Invoice**

The encumbered amount cannot fall below zero. When the order is invoiced on 7 December 1992, the current subscription's encumbrance becomes zero. (The renewal subscription's encumbrance is not affected by invoices.)

### **2 January 1993 - Complete**

When the current subscription is completed in January 1993, the renewal subscription becomes the current subscription, and any outstanding encumbrance on the completed subscription (zero in this case) is cleared. Later payments disencumber the new subscription amount.

TABLE 10.1 Invoicing for a Sample Renewable Order

| DATE      | ACTION           | PRICE  | INV. LINE TYPE | NO. COPIES | ENCUMBRANCE |                 |                 | SPENT  |
|-----------|------------------|--------|----------------|------------|-------------|-----------------|-----------------|--------|
|           |                  |        |                |            | Change      | Running Total   |                 |        |
|           |                  |        |                |            |             | Current subscr. | Renewal subscr. |        |
| 05 DEC 91 | Create order     | 105.00 | -              | 3          | +(3*105.00) | 315.00          | -               | 0.00   |
| 01 FEB 92 | Regular invoice  | 100.00 | INV            | 2          | -(2*105.00) | 105.00          | -               | 200.00 |
| 01 APR 92 | Suppl. invoice   | 5.00   | SUP            | -          | -(5.00)     | 100.00          | -               | 205.00 |
| 01 DEC 92 | Renew order      | 112.50 | -              | 3          | +(3*112.50) | 100.00          | 337.50          | 205.00 |
| 04 DEC 92 | Add. chg invoice | 7.50   | CHG            | -          | -(7.50)     | 92.50           | 337.50          | 212.50 |
| 07 DEC 92 | Regular invoice  | 110.00 | INV            | 1          | -(1*105.00) | 0.00            | 337.50          | 322.50 |
| 02 JAN 93 | Complete order   | -      | -              | -          | [complete]  | 337.50          | -               | 322.50 |
| 01 MAR 93 | Regular invoice  | 111.00 | INV            | 3          | -(3*112.50) | 0.00            | -               | 655.50 |

**References**

For more information, see:

- Ordering: *Ordering Data* on page 3-21.
- Invoicing: *Invoice Details* on page 5-15.

## Changing an Order's Vendor

ADVANCE allows you to reissue a subscription order to a new vendor. Hence, you do not need to close the old order and create a brand new one for the same item: the order can keep the same purchase order number as the old one, and a serial order will keep the same copy set(s) in Serials.

The library can change the vendor at any time.

**NOTE** Closed and Cancelled orders cannot have their vendors changed.

### Step 1: Change the Order Information

Change the order data, as necessary, on the ORD - ORDERING DATA screen. Consider the following fields: *CLM CODE, PRIORITY, CURRENCY, UNIT COST, DISCOUNT %, TAX %, ADDED CHG, VENDOR NOTE.*

### Step 2: Change the Vendor

1. Enter VNDCHG in the *CONDITION* field of the order's ORD - ORDERING DATA screen.
2. File the order.
3. Enter a new vendor code in the *VENDOR* field.

### Step 3: System Action

The system does authorization checks and, if the order passes:

- Moves outstanding encumbered amount(s) from the old vendor to the new one.
- Subtracts 1 from the OPEN order count on the VEN - VENDOR INQUIRY SCREEN for the old vendor, and adds 1 to the count for the new vendor.

### Step 4: Specify Additional Information

1. The system prompts for the **purchase order number**:

PO#:

The current PO number is provided as the default.

If the order was a single-line order, you can reuse the old purchase order number or assign a new one. If the order was a multi-line order, a new purchase order number is required.



To clear out the default number and have the system automatically assign the next available number, type #.

If you assign a new number, and this is the only line item on the order, the system deletes the old one from the database.

2. The system prompts for the **estimated delivery date**:

EST DELVRY :

The default date is provided from the claim code.

Enter a different date or accept the default.

3. If the order is for a serial, and if the library has the Serials module, then the system prompts for a **date to update the copy set** records in Serials:

DATE TO UPDATE COPY SET RECORDS WITH NEW VENDOR CODE :

The current date is provided as the default.

Enter a different date or accept the default. In the Serials module, receiving and claiming will be done against the old vendor until the copy set records are changed.

4. If the order is for a serial, the system asks whether or not to reissue **outstanding claims** to the new vendor when the copy set records in Serials are updated.

REISSUE EXISTING CLAIMS :

Answer Y or N as appropriate.

5. The system asks whether or not a cancellation letter should be sent to the old vendor:

ISSUE CANCELLATION TO OLD VENDOR?

Answer Y or N as appropriate.

### Step 5: System Action

The system then:

- Adds a VNDCHG line (with today's date and the old vendor code) to the condition history list on the ORD - CONDITIONS SCREEN.
- Changes the *CONDITION* field back to OPEN, and the *ORDER DATE* to today's date.

- Adds an OPEN line (with today's date) to the condition history list on the ORD - CONDITIONS SCREEN.
- Flags the order for printing. (If you are changing the vendor in preparation for a subscription renewal, throw away this purchase order and wait and send the renewal purchase order instead.)

### Step 6: Afterwards in Acquisitions

The order's vendor is changed. Acquisitions receiving and claiming will now be done against the new vendor.

If the subscription has not yet been completed, staff will continue invoicing against the old vendor. The system must be set up (at the Fiscal Profile 2 table) to allow this temporary mismatch between invoice vendor and order vendor.

### Step 7: Afterwards in Serials

In the Serials Module, receiving and claiming continues to be done against the old vendor until the background Next Expected Calendar Update Job (SDATE) is run (after the "update copy set records" date).

The Serial module's background Autogeneration of Claims/Missing Job (SCC) reports any vendor changes made there.

Therefore, both the SDATE and SCC background jobs must be run from the serials processor menu to ensure that new Vendor Codes or changes to Vendor Codes are recognized by the system.

### Reference

For more information, see:

- Ordering: *Ordering Data* on page 3-21.

# 11

## Handling Multi-item Orders

---

This chapter describes how to handle multiple bibliographic items on a single order — for example:

- items in a monographic series
- items on a blanket order
- items in a membership
- items from a serial title split
- new item from a serial title change.

**NOTE** Do not confuse multi-item orders with **multi-line PO**'s. A multi-line purchase order is a composite purchase order generated by the system for all outstanding authorized requests to the same vendor: the line items are printed together for convenience but are otherwise completely separate orders. In contrast, a **multi-item order** is a single order, and may be a line item in a multi-line PO.

## Purpose

Having to create separate orders for each bibliographic item would be inconvenient: staff would have to create and handle multiple orders, for each item in a membership or for each item as it arrived or changed throughout the year.

ADVANCE allows you to add one or more **child** items to a **parent** item's order. This provides the convenience of a single purchase order (and single set of fund encumbrances) yet still enables you to:

- have the Transfer to Catalogue Job create **separate bibliographic records** for selected items (from which serial records may be created if required)
- **receive, return, claim, and invoice** items separately or together as you wish.

---

## Types of Child Items

There are two types of child items: **title split/change** items and **monographic series** items. The type is determined by which option you use to create the item:

### ***Title split/change add***

Use this option to add items to a parent membership or standing order, or to add changed or split serials to a parent serial.

### ***Mono series add***

Use this option only to add series entries to a parent monographic series.

After choosing one of these two options, the system displays the BIBLIOGRAPHIC SEARCH screen. At this point, you may search for and retrieve a bibliographic record from the Main Catalogue (OPC), Acquisitions (ORD), Cataloguing workfile (WRK) or Approvals (APP) database. The NEW option can be used to create an original entry.

## Differences Between Title Split/Change and Monographic Series Items

### Default Bibliographic Information for Original Entries

The library can specify what bibliographic information defaults into child items from the parent item. This information is defaulted into the original entry records only, and not into records copied from the main Catalogue, Acquisitions, Cataloguing Workfile or Approvals databases.

#### **Title split/change:**

Specify which Acquisitions bibliographic information should default from the parent item.

#### **Monographic series:**

Specify which Acquisitions bibliographic information should not default from the parent item, otherwise all parent information defaults into the child item. Also specify which MARC fields the information should default into; for example, a parent item's 245 Title Statement field could default into the child item's 440 Series Statement - Title field.

### *Transfer to Catalogue Information*

The library can set up different Catalogue bibliographic information to default from the parent item if the child item is marked for the background Acquisitions to Catalogue Transfer.

**Title split/change:**

A 780 Preceding Entry field, containing parent item information, could be created in the child item's new Catalogue record.

**Monographic series:**

A 760 Main Series Entry field, containing parent item information, could be created in the child item's new Catalogue record.

The library can set up indexing of the subfields in this field so that title searches on the parent title will retrieve both parent and child.

*Estimated delivery dates*

The estimated delivery dates for receipt of copies are handled differently.

**Title split/change:**

The child item's estimated delivery date does not default into the parent item's. The library would typically claim on child items rather than the parent item once at least one child has been received on the order.

**Monographic series:**

If staff receive a child item and change the estimated delivery date, the parent item's date is automatically changed to match. This facilitates autogeneration of claims for the series order as a whole: the library will claim when no items have been received recently. Staff may nevertheless return and claim individual (damaged, etc.) items as necessary.

Number of Levels

The number of levels of parent-child division allowed differs.

**Title split/change:**

Child items can, themselves, be the parents of further title/split change or monographic series items. In some cases, however, vendors might require a brand new order, for example for a new serial created by a title split.

**Monographic series:**

Child items cannot be further divided.

Statuses

Different **statuses** are assigned and displayed, and could be used in library-designed reports.

**Title split/change:**

parent: STATUS: Main Title Split  
MAIN TITLE/SPLIT: Y

---

child: STATUS: Title Split/Change  
TITLE SPLIT/CHANGE: Y

**Monographic series:**

parent: STATUS: Main with Series Entries  
MAIN WITH SERIES ENT: Y

child: STATUS: Series Entry Title  
SERIES ENTRY TITLE: Y

**Sample Order**

This example is a complex membership order which includes serials, a monographic series, and a monograph.

*Zoological Society Membership*

(annual institutional membership; includes the following child items, some of which are themselves parent items)

- *Zoological Journal*  
(title split/change child: a serial)
- *Zoo News*  
(title split/change child: a serial, splits into two child serials early in the year)
  - *North American Zoo News*  
(title split/change child: a title-split serial)
  - *International Zoo News*  
(title split/change child: a title-split serial, changes title late in the year)
    - *World Zoological Newsletter*  
(title split/change child: a title-change serial)
- *Zoological Dictionary*  
(title split/change child: a monograph)
- *Animal Management Series*  
(title split/change child: a monographic series)
  - 1) *Reptile Management*  
(monographic series child)
  - 2) *Big Cat Management*  
(monographic series child)
  - 3) (further monographic series children).

## Adding and Updating Child Items

### Adding a Child Item

To add a child item to an order or request:

1. Access the order/request in the Receiving add/update function (screen identifier RECU).
2. On the parent item's STANDARD LOCATION DISPLAY screen, select *Title split/change add* (in most cases) or *Mono series add* (for monographic series only).
3. On the BIBLIOGRAPHIC SEARCH screen, search for and retrieve a bibliographic record from an available database **or** choose the New option to create an original entry.
4. Update bibliographic information for the new item on the BIBLIOGRAPHIC ENTRY/UPDATE (or BRIEF ORDER ENTRY) screen, and associated screen if necessary.
5. Update ordering information for the new item on the ORDERING DATA screen and associated screens if necessary. The system saves the new item and assigns it its own request number.



```

REC - STANDARD LOCATION DISPLAY
MASTER

PO#/LINE#: 9200000316/0001 VENDOR : ZOO ORDER DATE: 03/02/93
REQUEST #: 920127 ORDER TYPE: MEMBERSHIP REQST DATE: 03/02/93
LIBRARY : UL CONDITION : OPEN EST DELVRY: 04/01/93
ISBN/ISSN: 0801828805 LC CARD # : 890222122 RECEIVED :
AUTHOR :
TITLE : Animal Management Series

STATUS : Main with Series Entries,Title Split

LOCATION SHIPTO ORDER'D REC'D INVC'D PAID OUTSTANDING PARTS/CPY
 CPY CPY CPY CPY CLAIMS 1

ULSER1 1 0 0 0

TOTAL 1 0 0 0 0

Options:
Receive Return Claim Report Order update Transaction Invoice
Mono series add Title split/change add Title structure display
Main title display Forward Backward Prior screen ? help Exit

```

## Viewing or Updating a Child Item

To view or update a child item, use either of the following methods:

**In Ordering** Access the child item by its bibliographic information (such as title), request number, or vendor in the Ordering function. A purchase order number search always accesses the parent item on the order. Child items cannot be accessed from the parent item in Ordering.

Then view or update the **bibliographic and ordering information** as required.

**In Receiving** Access the child or parent item in the Receiving function. Child items can be accessed from the parent (and vice versa) — see *Finding Items* on page 11-13.

Then view or update the **receiving, returning, and claiming information** as required.

## Bibliographic Information

When you select the *Title split/change add* or *Mono series add* option on a parent item's STANDARD LOCATION DISPLAY, the system displays the BIBLIOGRAPHIC SEARCH screen, see *Ordering: Adding a New Order/Request* on page 3-9. At this point, you may search for and retrieve a bibliographic record from the Main Catalogue (OPC), Acquisitions (ORD), Cataloguing workfile (WRK) or Approvals (APP) database. Use the NEW option to create an original cataloguing entry. From the search screens or the NEW option, the system provides the BIBLIOGRAPHIC ENTRY/UPDATE screen for you to update for the new child item. For a general description of the screen, see *Ordering: Bibliographic Information* on page 3-20.

**Defaults** The ordering information fields always default from the parent because both items are on the same order: *LIBRARY*, *ORDER TYPE*, *VENDOR TITLE#*, *SUBJECT CODE*, and *SORT CODE*. Some of the bibliographic information such as *MATERIAL CODE* and *PUBLISHER* might also default in, depending on library setup.

**Changes and Options** Change the bibliographic information as required, here and/or on the associated ORDER ENTRY MARC DISPLAY (accessed via the *MARC* option), then *Accept* or *Exit* to continue.

**NOTE:** If you *Exit*, a child item will not be added.

```

 ORD - BIBLIOGRAPHIC ENTRY/UPDATE MASTER
1. LIBRARY : UL 7. LC CARD # :
2. ORDER TYPE : MEMBERSHIP 8. VENDOR TITLE# :
3. MATERIAL CODE: am FORMAT : BK 9. SUBJECT CODE :
4. ISBN/ISSN : 10. SORT CODE :
5. TITLE : Big Cat Management

6. AUTHOR :

11. SERIES : Animal Management Series
12. EDITION :
13. PUBLISHER :
14. PUBDATE :

Options:
 Accept # line Line by line MARC ? Help Exit

```

## Ordering Information

For a general description of the ordering information screens, see *Ordering: Basic Order/Request Information* on page 3-27.

### Basic Ordering Data

When you *Accept* the bibliographic information for a new child item on the BIBLIOGRAPHIC ENTRY/UPDATE screen, the system provides the ORDERING DATA screen for you to update for the child.

```

 ORD - ORDERING DATA MASTER
PO#/LINE#: 9200000316/0001 VENDOR : ZOO ORDER DATE: 03/02/93
REQUEST #: 920129 ORDER TYPE: MEMBERSHIP REQST DATE: 03/02/93
LIBRARY : UL CONDITION : OPEN EST DELVRY: 04/01/93
ISBN/ISSN: LC CARD # : RECEIVED : 03/02/93
AUTHOR :
TITLE : Big Cat Management

STATUS : Series Entry,Received

1. VENDOR : ZOO 7. PARTS/CPY: 1 11. UNIT COST: 25.00
2. PAY TYPE : PAY 8. TOTAL CPY: 1 12. DISCOUNT%: 15.000
3. TRANSFER : Y 9. PRIORITY : 13. TAX % : 0.000
4. CLM CODE : DFLT 10. CURRENCY : CDN 14. ADDED CHG: 0.00
5. REQUESTOR: C. Rushe 15. CONDITION: OPEN
6. SELECTOR : SER
16. VENDOR :
 NOTE :
 ENCUMBERED: 0.00

Options:
File # line Line by line Bibliographic Allocation Notes Status
Conditions Serial publication Vendor inquiry Prior screen ? Help
Exit

```

**Defaults** Information such as the *VENDOR*, fund allocation, *PAY TYPE*, *CLM CODE*, *REQUESTOR*, and so on, defaults from the parent item. Note that the system assigns a new *REQUEST #* for the child item.

**Changes** Only consider updating the following fields in the child item:

#### **TRANSFER**

Specify whether or not the background Transfer to Catalogue Job is to transfer the child item to the catalogue. This is independent of the

parent and other children. For example, you could transfer a serial child item but not the membership parent order.

**UNIT COST**

Specify an amount for the child item, independent of the costs of the parent and other children. This is primarily for information only, but can be transferred to the *Actual Cost* field of the child item's piece record in the catalogue.

**CONDITION**

Use this field only to CANCEL an existing child item. The Transfer to Catalogue Job will remove the corresponding piece record from the Catalogue. Alternatively, assign a cancel Report Code to the child item in the Receiving or Invoicing function.

NOTE 1: Cancellation letters are not printed for child items, only for the parent item when the entire order is cancelled.

NOTE 2: It is the parent item for the order that staff authorize, cut, renew, and so on. Child item information is not included on the printed purchase order forms.

- Options To make changes on the associated Ordering screens, select the appropriate options.  
When finished on this screen and the associated screens, select *File*, *Exit*, or *Prior Screen* to continue.  
NOTE: If you *Exit*, a child item will not be added.

**Fund Allocation**

When you *File* the information for a new child item on the ORDERING DATA screen, the system displays the ALLOCATIONS screen. This is for information only: all fund allocations are done at the parent item for the order. *Exit* to continue.

**Notes**

To view or update the notes information for a child item, select the *Notes* option on the ORDERING DATA screen. The system displays the child's NOTES screen.

- Defaults None of the NOTES screen information defaults from the parent item.

- Change Consider changing the processing note (***PROCESS'G NOTE*** field). This is independent of parent and other children. The system displays this note on the Receiving screen and can transfer it to the serial copy set screen's note field. Alternatively, change the note on the Receiving screen.
- Options When finished, *Accept* or *Exit* to continue.

### Statuses

To view or update status information for the child item, select the *Statuses* option on the ORDERING DATA screen. The system displays the child's STATUS screen.

- Defaults None of the STATUS screen information defaults from the parent item. For example, the parent item could be a pseudo order or inactive but the child item is not automatically assigned these statuses.
- Change Consider changing the ***SERIAL*** field. This is independent of the parent and other children. This flag determines how the system treats the item.
- Options When finished, *Accept* or *Exit* to continue.

### Serials

To view or update a publication pattern for a serial child item, select the *Serial Publication* option on the ORDERING DATA screen. The system displays the child's PUBLICATION PATTERN screen.

- Defaults If the parent item is a serial, then the child item's ***SERIAL*** flag is set to *Y* and the parent's publication patterns are defaulted to the child item.
- Change Add or update the information on this screen. This is independent of the parent and other children.
- Options To make changes on the associated serials screens, select the appropriate options.
- When finished, *File* and/or *Exit* to continue.

---

## Finding Items

Search for parent and child items by using bibliographic, request number, or vendor searches as normal. Purchase order number searches (PO), however, always retrieve the parent item for the order.

To find an item's parent or child items:

1. Access a child or parent item in the Receiving function (screen identifier RECU or RECD). The system displays the STANDARD LOCATION DISPLAY screen for that item. Look at the *STATUS* field to check whether the item has a parent or children.
2. To go to the STANDARD LOCATION DISPLAY screen for the current item's **parent item**, select the *Main title display* option.
3. To see a list of the current item's **child items**, select the *Title structure display* option. The system displays the TITLE STRUCTURE DISPLAY screen.
  - To go to the STANDARD LOCATION DISPLAY screen for one of the child items, use the *# line* option to select the item.

NOTE: The screen lists the immediate child items. However, a title split/change child item may itself have child items. To see a list of child items for a child, go to the child's TITLE STRUCTURE DISPLAY screen.

```
REC - TITLE STRUCTURE DISPLAY MASTER

PO#/LINE#: 9200000316/0001 VENDOR : ZOO ORDER DATE: 03/02/93
REQUEST #: 920127 ORDER TYPE: MEMBERSHIP REQST DATE: 03/02/93
LIBRARY : UL CONDITION : OPEN EST DELVRY: 04/01/93
ISBN/ISSN: 0801828805 LC CARD # : 890222122 RECEIVED :
AUTHOR :
TITLE : Animal Management Series

STATUS : Main with Series Entries,Title Split

 TITLE STATUS
1. Big Cat Management Series Entry
2. Reptile Management Series Entry
3.
4.
5.
6.
7.

Options:
line Forward Backward ? Help Exit
```



## Other Item Work

### Receiving, Returning, and Claiming

Staff may receive, return, and claim copies separately for each of the items in an order. For example, the library can claim on a parent monographic series when no items have been received, and can also return and claim on a specific series child item that has been received in a damaged state. The library can receive copies of one item at one location independent of when and where copies of another item are received. Similarly, the library can assign separate estimated delivery dates, notes, statuses, barcodes, and Report Codes for each of the items.

- |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Serials                 | If an item is a serial and the library has the Serials Module installed, staff must use the Serials Module to receive (checkin) and claim issues of the item. An order can have both serial and non-serial child items: use the appropriate module for each item.                                                                                                                                                                                                                                                                                                                                                    |
| Copy Totals             | <p>The number of <b>ordered</b> copies, shown in the STANDARD LOCATION DISPLAY, is the same in both child and parent displays, and does not change.</p> <p>The number of <b>received, invoiced, and paid</b> copies and number of outstanding claims can be different in child and parent displays. The numbers in the child displays are not totalled in their parent's display.</p> <p>The number of <b>invoiced</b> copies is the same in both parent and child displays, and will be zero with an asterisk if the library uses partial payment (to keep the invoice from disencumbering the complete order).</p> |
| Estimated Delivery Date | If you receive a monographic series child item and change the estimated delivery date, the parent item's date is automatically changed to match. This facilitates autogeneration of claims for the series order as a whole: the library will claim when no items have been received recently. Staff may nevertheless claim individual (damaged, etc.) items as necessary.                                                                                                                                                                                                                                            |
| Order Cancellation      | If you cancel the parent item for an order, the system generates a cancellation letter and inactivates all parent item claims on the order; child item claims are not affected.                                                                                                                                                                                                                                                                                                                                                                                                                                      |

## Invoicing

The library may enter invoices for the parent item of the order or particular child items, depending on how the vendor invoices them. In either case, disencumbering and payment is always against the full order, not child items. For this reason, libraries will typically use partial payment to avoid disencumbering the complete amount.

If the library invoices a specific child item, the invoice information will be displayed for that item's INVOICE SUMMARY DISPLAY screen in Receiving.

# 12

## Handling Deposit Accounts

---

Some vendors require the library to maintain a deposit account with them to pay for invoiced items. To handle this situation, first create a deposit fund and then use pseudo orders and regular invoices to send money to the vendor. This places money into the real deposit account at the vendor and into the fund's deposit account estimate at the library. Afterward, order and spend against this deposit account estimate.

### Fund Screen

The FUND HEADER SCREEN for a deposit fund provides both real fund amounts and an estimated deposit account balance.

```
FUN - FUND HEADER SCREEN MASTER

1. NUMBER : 1000-DEPOS-AB 6. FISCAL FUND : BOOKS1993
2. NAME : AB DEPOSIT ACCOUNT 7. ENCUMBER % : 100
3. LIBRARY: UL 8. FORMAT CODE : BK
4. TYPE : DEPO 9. SELECTORS : ACQ
5. STATUS : ACTIVE

 CURRENT YEAR DEPOSIT ACCOUNT
BUDGET : 5,000.00 10. VENDOR : AB
ENCUMBERED: 0.00 11. REPLENISHMENT: 5,000.00
SPENT : 5,000.00 12. MINIMUM BAL : 2,000.00
AVAILABLE : 0.00 CURRENT BAL : 2,835.75
 LAST CLOSE : 01/03/93
AUTHORIZED: 0.00 CREATED : 01/01/92
FREE : 0.00 BY : MASTER
CASH BAL : 0.00 LAST EDIT : 03/02/93
 BY : MASTER

13. NOTES: Deposit fund for AB vendor

Options:
File Line by line # line Yearend display Journal display
Periods display Prior screen ? Help Exit
```

Notice that:

- the *TYPE* field identifies this fund as a deposit account Fund Type.
- the *VENDOR* field identifies the vendor with which the deposit account is maintained.
- the *REPLENISHMENT* field identifies the amount by which the vendor deposit account should be increased when the library sends additional money.
- the *MINIMUM BAL* field determines the estimated balance at which the system will warn staff that replenishment is needed if they authorize or cut an order.
- the *CURRENT BAL* field, controlled by the system, shows the library-estimated balance in the vendor deposit account. This amount:
  - increases when the library pays a pseudo order to send money to the vendor
  - decreases when the library orders deposit type orders
  - increases or decreases, as required, when the library enters a deposit account statement invoice from the vendor.
- the *BUDGET*, *ENCUMBERED*, *SPENT*, and other amounts refer to the library's fund which is used to maintain a deposit account with the vendor. Only the pseudo orders and their invoices affect these amounts.

---

## Vendor Screen

To view a list of the deposit accounts maintained with a vendor, select the *Deposit* option on the VENDOR HEADER SCREEN. The system displays the VENDOR DEPOSIT ACCOUNTS screen.

The *CURRENT BALANCE*, *REPLENISHMENT LEVEL*, and *MINIMUM BALANCE* columns correspond to the similarly named fields in the FUND HEADER SCREEN.

| VEN - DISPLAY DEPOSIT ACCOUNTS |              |               | MASTER        |  |
|--------------------------------|--------------|---------------|---------------|--|
| NAME : A&B SOUND               |              |               | CODE : AB     |  |
| ACCT ID:                       |              | GROUP :       | SUB-ID :      |  |
| STATUS : ACTIVE                | LIBRARY : UL | TYPE : PUBL   | USAGE : BOOKS |  |
| DEPOSIT ACCOUNT                | CURRENT      | REPLENISHMENT | MINIMUM       |  |
|                                | BALANCE      | LEVEL         | BALANCE       |  |
| 1000-DEPOS-AB                  | 2,835.75     | 5,000.00      | 2,000.00      |  |

Options:  
Forward    Backward    ? Help    Exit

## Procedures

### Step 1: Create a Deposit Vendor

Create a **deposit vendor** on the VEN - VENDOR HEADER SCREEN. Assign a “deposit account” Payment Type Code in the *PAY TYPE* field.

### Step 2: Create a Deposit Fund for the Vendor

Create a **deposit fund** for the vendor on the FUN- FUND HEADER SCREEN. Assign the following values to the following fields:

- *TYPE* — assign a “deposit account” fund type code
- *VENDOR* — assign the deposit vendor code
- *REPLENISHMENT* — enter a suggested amount for sending to the vendor whenever the account’s balance falls below the defined minimum balance
- *MINIMUM BAL* — enter a minimum balance for the deposit account estimate: the system will warn staff if they authorize or cut an order when the account’s *CURRENT BAL* is at or below the amount defined here.

NOTE: Create a separate deposit fund for each deposit account for each vendor.

System Action    The system:

- adds a line to the vendor’s VEN- DISPLAY DEPOSIT ACCOUNTS screen, giving information from the new fund’s deposit account estimate.

### Step 3: Put Money into the Deposit Fund

Create a journal entry on the JRN- JOURNAL ENTRY HEAD SCREEN and post it. The amount will show up in the fund’s *BUDGET* and *AVAILABLE* fields.

## Step 4: Send Money to the Vendor

Send **money to the vendor** for the real deposit account:

### A. Create a Pseudo Order

Create and generate a pseudo order against the deposit fund. Assign the following values to the following fields on the ORD- ORDERING DATA and ORD- BIBLIOGRAPHIC ENTRY/UPDATE screens:

- *TITLE* — enter a standard description such as DEPOSIT ACCOUNT VENDOR (which can easily be searched for later)
- *ORDER TYPE* — assign a “receipts not expected”, “do not check for receipts” Order Type Code (which the library could have set up to later supply a default “proforma” Invoice Type Code in the invoice)
- *PAYTYPE* — assign an “expense on invoice payment” Payment Type Code
- *TRANSFER* — answer N
- *TOTAL CPY* — answer 1
- *UNIT COST* — enter the amount you want sent to the vendor’s deposit account
- *DISCOUNT%* — answer 0
- *TAX %* — answer 0 and on the ORD- ALLOCATIONS screen:
- *FUND* field — enter the deposit fund number

and on the ORD- STATUS screen:

- *PSEUDO ORDER* — answer Y so that a purchase order is not printed.

If, for convenience, you later intend renewing the pseudo order instead of creating a new one to replenish the deposit account, assign the following value to the following field on the ORD- NOTES screen:

- *REVIEW DATE* — enter a review date such as 01-01-50 so that the automatic subscription renewal processing jobs will ignore the order.

System Action Once the order is generated, the system:

- encumbers the net cost of the order — that is, adds the net cost to the deposit fund’s encumbered amount.

- B. Invoice the Pseudo Order
- Create a regular invoice to send the money to the deposit vendor and also into the deposit fund's deposit account estimate. If, for convenience, you later intend renewing the pseudo order instead of creating a new one to replenish the deposit account, then assign the following value in the following field on the INVOICE DETAIL screen:
- *REPORT CD* — enter an “invoicing complete” Report Code so that you do not need to complete the order later.
- System Action
- Once the invoice is validated and filed, and the voucher is generated and paid, the system:
- Moves the amount from *ENCUMBERED* to *SPENT* in the deposit fund, and also to the deposit account estimate — that is, the *CURRENT BAL*.

### Step 5: Order Items from the Vendor

Order items from the deposit vendor as normal. Be careful to always assign the following value to the following fields on the ORD- ORDERING DATA screen:

- *ORDER TYPE* — assign an Order Type Code set up by the library to supply a default “deposit statement” Invoice Type Code in the invoice line item
- *PAY TYPE* — assign a “pay against deposit account” Payment Type Code. When you cut or authorize the order, the system ensures that the fund you specify is a valid deposit fund for the vendor.

- System Action
- Once the order is generated, the system:
- subtracts the net cost of the order from the deposit account's *CURRENT BAL* amount.

### Step 6: Invoice the Vendor's Deposit Account Statements

**Invoice** the vendor's deposit statements to reconcile the deposit account estimate with the real deposit account balance — that is, to adjust the library accounting for any differences between order costs and actual costs. Be careful to always assign the following values to the following fields on the INV - INVOICE HEADER SCREEN:

- *TYPE* — assign a “deposit statement” Invoice Type Code



and on the INVOICE DETAIL screen:

- *LINE TYPE* — assign a “deposit statement” Invoice Type Code.

NOTE: If you do not get the entire order, cancel the order to disencumber remaining amounts.

System Action      Once the invoice is validated and filed, and the voucher is generated and paid, the system:

- adjusts the deposit account estimate (i.e. *CURRENT BAL*) upward or downward as required.

The printed voucher says:

DEPOSIT VENDOR STATEMENT - DO NOT PAY

in its Payment Type field.

### Step 7: Replenish the Deposit Account

**Replenish** the deposit account current balance whenever necessary to maintain a minimum balance. To do this, send more money to the deposit vendor. See *Step 4: Send Money to the Vendor* on page 12-5.

For convenience, you can renew the initial pseudo order instead of creating a new one.

### Step 8: Run the Fund Account Summary Deposit Report

At any point, staff can run the **Fund Account Summary - Deposit Report** for a summary of the estimated current balance and other amounts for every deposit account.

### References

For more information, see:

- *Ordering: Ordering Data* on page 3-21.
- *Invoicing* on page 5-1.
- *Managing Funds* on page 8-1.
- *Fund Reports* in the *Acquisitions Management Guide*.



# 13

## Handling Multipart Orders

---

This chapter describes how to handle material that has multiple physical parts that are represented by one bibliographic record in the Catalogue — for example:

- sets
- material published in multiple parts
- standing and continuation orders.

This chapter also describes and provides examples for ordering and receiving:

- specific volumes in a set
- back issues of serials.

**NOTE** Do not confuse multipart orders with multi-item orders (more than one bibliographic record in the Catalogue) or multi-line POs (more than one title on a single purchase order). See *Handling Multi-item Orders* on page 11-1.

## Purpose

Some material ordered by Acquisitions staff will arrive at the library in multiple physical parts. As well, it is sometimes necessary for Acquisitions staff to order specific volumes or issues of serial material.

ADVANCE allows the library to handle the above-mentioned types of material through the use of some special fields in the ordering and receiving functions.

---

## Multipart Holdings

ADVANCE may use up to five records to define a multipart item:

- Location Copy record
- Pieces record (if the material is barcoded)
- Type of Holding record
- Publication Pattern record
- Parts record

A multipart item uses a Type of Holding record to specify the types of publication (issue, index, supplement) that comprise the set. You may have as many Types of Holding records as needed to completely define the set. The Publication Pattern record is linked to the Type of Holding and it describes the captions used in the numbering, such as v., no. The Publication Pattern is not used to define the frequency of publication or to predict future issues. If the captions for the individual parts change, a new Publication Pattern record can be created to replace the old record. A Parts record is created to define each of the numbered parts in a set. The Parts record contains the numbering on the part and uses a link to the Publication Pattern record to define the captions that should be used to display the part. For more information about holdings, see the *Holdings User's Guide*.

### Multipart Holdings Created from Acquisitions

When an order for a new multipart title is transferred to the Catalogue, one location copy record is created for each copy specified on the Allocations screen. When parts are received and transferred, ADVANCE creates a default ISSUE Type of Holding, a Pattern (with labels provided by information entered in the Notes screen for the order), and Parts for the received parts. Part numbering can be specified by using the *Notes* option in the Order Update function and this numbering will be used by ADVANCE in creating the Parts records.

## Overview of Tasks

### Ordering Multipart Material

The order record provides special fields for handling multipart orders:

- Use the *PARTS/CPY* field on the ORD - ORDERING DATA or ORD - BRIEF ORDER ENTRY screen to specify the number of physical pieces that you expect to receive for each ordered copy.
- From the *NOTES* option on the ORD - ORDERING DATA or ORD - BRIEF ORDER ENTRY screen, use the *NUM START*, *NUM END*, and *LABEL* fields to specify the enumeration.

NOTE: Do not use these fields for publication pattern prediction; use the Serials module.

### Receiving Multipart Material

The *PARTS/CPY* field on the STANDARD LOCATION DISPLAY screen indicates whether or not this order has multiple parts. In addition, two options, *Details* and *Numbering*, are available for multipart orders only.

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Details   | Displays which parts are received from multipart orders on the DETAILED LOCATION DISPLAY screen.                                                                                                                                                                                                                                                                                                                                           |
| Numbering | Displays the enumeration assigned to each part in the multipart order on the MULTIPART ORDER DISPLAY-NUMBERING screen. Also allows you to link the ordered parts with corresponding numbered parts in the catalogue.                                                                                                                                                                                                                       |
| Receiving | Use the <i>Receive</i> option from the STANDARD LOCATION DISPLAY screen to initiate the receipt of materials. The system prompts you for the parts to receive. For multipart orders, status messages indicate which part or parts are being received. When you select the <i>Accept</i> option, the system prompts you for barcodes for the parts. After filing, you can verify what has been received by using the <i>Details</i> option. |
| Claiming  | Claims for missing or damaged parts, including back issues of serials, should be made in Acquisitions. Use the <i>Claim</i> option from the STANDARD LOCATION DISPLAY screen.                                                                                                                                                                                                                                                              |

### Transfer to the Catalogue

Once the order is transferred to the Catalogue, the parts or pieces are displayed in the Online Catalogue. As parts are received, pieces records are automatically created for each received part. Numbering and labeling is determined from the information specified on the order's NOTES SCREEN.

### Sample Orders

Examples for handling multipart orders are presented for:

- an existing order
- multi-volume set
- two part publication
- standing order
- back issues of serials.

## Ordering an Existing Multipart

You can use an existing order to create a new order, re-order additional copies of a single volume, or order consecutive volumes of a multi-volume set (a range – such as volumes 6-8). To re-order volumes 2 and 4 of a 5 volume set requires two orders, one for each volume. Use the *Notes* option to specify the volume numbers you want to order.

### Procedure for Existing Orders

1. Create a multipart by searching the existing orders from the ORD – ORDER BIBLIOGRAPHIC SEARCH screen.
2. Enter a search for a multipart title on the ORD – BIBLIOGRAPHIC SEARCH ON EXISTING ORDERS screen. The ORD - BIBLIOGRAPHIC SEARCH screen appears.

```

 ORD - BIBLIOGRAPHIC SEARCH MASTER
LIBRARY : AL LC CARD # : 68010064
ORDER TYPE : FIRMORDER VENDOR TITLE# :
FORMAT : BK SUBJECT CODE :
ISBN/ISSN : SORT CODE :
TITLE : Encyclopædia Britannica.

AUTHOR :

LANGUAGE : eng
EDITION :
PLACE : Chicago,
PUBLISHER : Encyclopædia Britannica

PO#/LINE# : 971000006 /0001 VENDOR : EB ORDER DATE: 01/09/98
REQUEST # : 970000013 ORDER TYPE: FIRMORDER REQST DATE: 01/09/98
LIBRARY : AL CONDITION : CLOSED EST DELVRY: 03/10/98
ORDER CPY : 1 REC'D CPY : 0
SELECTOR : U3

Options:
Retrieve Allocation ? Help Exit

```

3. Select *Retrieve*. The option line is replaced by the prompt:

```
Catalogue as an Original Entry (O) or Existing (E)? E
```

```
Select 'O' to order new title; select 'E' to order copies
of existing title
```

When you answer this prompt, a new prompt displays:



Do you wish to copy ordering information into new request?

The ORD – BRIEF ORDER ENTRY screen appears.

```

 ORD - BRIEF ORDER ENTRY MASTER
1. LIBRARY : AL 8. LC CARD # : 68010064
2. ORDER TYPE : FIRMORDER 9. VENDOR TITLE# :
3. MATERIAL CODE: am FORMAT : BK 10. CONTROL # :
4. ISBN/ISSN : 11. SERIAL : N
5. TITLE : Encyclopædia Britannica.
6. AUTHOR :
7. PUBLISHER : Chicago, /*/Encyclopædia Britannica /*/[1968]

12. VENDOR : EB 17. PRIORITY :
13. PAYMENT TYPE: PAY 18. PARTS/CPY: 26
14. TRANSFER : Y 19. UNIT COST: 10000.00 USD
15. REQUESTOR : 20. CONDITION: CUT
16. SELECTORS : U3

21. LOCATIONS---- ----FUND ALLOCATION----- ----TRACKING ALLOCATION----
LOCATN CPY SHIPTO FUND FUND
1 MRR 1 UNIT6 97-GENP-MRR-- -
2 - - - - -
3 - - - - -
4 - - - - -

Options:
line Line by line Forward Backward Update window Add window
Delete window MARC File Accept ? Help Exit

```

4. Complete the fields and select *Accept*. The ORD – ORDERING DATA screen appears.

```

 ORD - ORDERING DATA MASTER
PO#/LINE#: / VENDOR : EB ORDER DATE:
REQUEST #: 970000060 ORDER TYPE: FIRMORDER REQST DATE: 04/15/98
LIBRARY : AL CONDITION : EST DELVRY:
ISBN/ISSN: LC CARD # : 68010064 RECEIVED :
AUTHOR :
TITLE : Encyclopædia Britannica.

STATUS :

1. VENDOR : EB 7. PARTS/CPY: 26 11. UNIT COST: 10000.00
2. PAY TYPE : PAY 8. TOTAL CPY: 1 12. DISCOUNT%: 0.000
3. TRANSFER : Y 9. PRIORITY : 13. TAX % : 0.000
4. CLM CODE : 60x3 10. CURRENCY : USD 14. ADDED CHG: 0.00
5. REQUESTOR:
6. SELECTOR : U3
16. VENDOR :
 NOTE :

 ENCUMBERED:

Options:
File # line Line by line Bibliographic Allocation Notes Status
Conditions Type of holdings Vendor inquiry Prior screen ? Help
Exit

```

5. Select the *Type of holdings* option. The LINKED TYPE OF HOLDING screen appears. (If an entry appears, then the title has only one TYPE OF HOLDING record linked to it and the system has automatically linked the Type of Holding to the order. If no entries appear, the title has either more than one, or no TYPE OF HOLDING records linked to it. Choose the *Link* option to see a list of Type of Holding records linked to the title. Either link the order to one of these records or create a new one.) If you do not add this record, the system creates a default Type of Holding record on receipt and transfer of parts. (To define a new Type of Holding record see [Defining the Type of Holding](#) on page 13-13.)

```

Online Catalogue LINKED TYPE OF HOLDING

LCN : 10000522 ISSN:
TITLE : Encyclopædia Britannica.
IMPRINT : LCCN: 68010064

 Description Type Supplement/Index type

1. Multipart Set ISS
 Captions/Labels: Vol.

1 item(s) in list
Options:
item Link Unlink item(s) Accept Limit list ? Help Exit

```

6. *Accept.* The ORD - ORDERING DATA screen appears.

## Multi-volume Set Example

This example follows the ordering and receiving of a 26-volume encyclopedia set.

### Ordering

1. Access the order/request function.
2. On the ORD - ORDERING DATA or the ORD - BRIEF ORDER ENTRY screen use the *PARTS/CPY* field to specify the number of physical parts that you expect to receive for each ordered copy (i.e. 26 in this example).

**7. PARTS/CPY** [1-3 digits]

Enter the total number of physical pieces expected for each copy requested or ordered. This field may be updated at the time of ordering material or at the time that the material begins to arrive at the library. See [Ordering](#) on page 3-1.

**11. UNIT COST** [3-9 digits (9,999,999.99)]

The unit cost should equal the amount you expect to pay for one 26-volume set of the encyclopedia.

**NOTE:** The system creates a default Type of Holding and Publication Pattern from these values if you do not override this information by linking to a specific Type of Holding (which is done in the next step).

```

ORD - ORDERING DATA MASTER

PO#/LINE#: / VENDOR : EB ORDER DATE:
REQUEST #: 970000070 ORDER TYPE: FIRMORDER REQST DATE: 07/10/98
LIBRARY : AL CONDITION : EST DELVRY:
ISBN/ISSN: LC CARD # : 68010064 RECEIVED :
AUTHOR :
TITLE : Encyclopædia Britannica.

STATUS : Catalogue as New

1. VENDOR : EB 7. PARTS/CPY: 26 11. UNIT COST: 10000.00
2. PAY TYPE : PAY 8. TOTAL CPY: 1 12. DISCOUNT%: 0.000
3. TRANSFER : Y 9. PRIORITY : 13. TAX % : 0.000
4. CLM CODE : 60x3 10. CURRENCY : USD 14. ADDED CHG: 0.00
5. REQUESTOR:
6. SELECTOR : U3
16. VENDOR :
 NOTE :

 ENCUMBERED:

Options:
File # line Line by line Bibliographic Allocation Notes Status
Conditions Type of holdings Vendor inquiry Prior screen ? Help
Exit

```

3. Select the *Notes* option to specify the numbering and labelling of the multipart material.
4. The NOTES SCREEN appears.

```

ORD - NOTES SCREEN
MASTER

PO#/LINE#: / VENDOR : EB ORDER DATE:
REQUEST #: 970000070 ORDER TYPE: FIRMORDER REQST DATE: 07/10/98
LIBRARY : AL CONDITION : EST DELVRY:
ISBN/ISSN: LC CARD # : 68010064 RECEIVED :
AUTHOR :
TITLE : Encyclopædia Britannica.

STATUS : Catalogue as New

1. DONOR :
2. GENERAL :
 NOTE
3. CATALOG'G:
 NOTE
4. PROCESS'G:
 NOTE
5. CANCEL CD: -
 -

6. ROUTING :
7. SUB START:
8. SUB END :
9. REVW DATE:
10. RNW START:
11. RNW END :
12. NUM START: A
13. NUM END : Z
14. LABEL : Vol.

Options:
Accept Line by line # line ? Help Exit

```

- Use the *NUM START*, *NUM END*, and *LABEL* fields to specify the numbering start, end, and how the material will be labelled. When finished use *Accept* to save the changes.

**12. NUM START** [8 + characters]

The starting piece's numbering (enumeration), for example, 1. This field can be used either to specify the start of the enumeration for a new subscription from a vendor, or to order specific volumes that are part of a set. Separate each level of enumeration by a colon. Values in the *NUM START* and *NUM END* fields may be either numeric or alphabetic (one character maximum if the system is expected to predict on this level).

**13. NUM END** [8 + characters]

The ending piece's numbering (enumeration), for example, 26.

**14. LABEL** [8 + characters]

Specifies how the piece will be labelled, for example, Vol 1 :

- When you are finished, use the *Accept* option to save the changes.
- The ORD - ORDERING DATA or the ORD - BRIEF ORDER ENTRY screen appears.

## Defining the Type of Holding

You may choose to have the system create a Type of Holding from the information provided on the NOTES SCREEN or you may want to link the order to a specific Type of Holding.

Multipart titles require you to define the types of publications that make up the title. Use the Type of Holding record to do this.

1. Select the *Type of holdings* option. The LINKED TYPE OF HOLDING screen appears.

```

Online Catalogue LINKED TYPE OF HOLDING

LCN : ISSN:
TITLE : Encyclopædia Britannica.
IMPRINT : LCCN: 68010064

 Description Type Supplement/Index type
 ----- ---- -----

0 item(s) in list
Options:
item Link Accept ? Help Exit

```

2. Select the *Link* option. The LINK TYPE OF HOLDING TO ORDER screen appears. (If this screen is empty, it indicates that the title has not been linked to a type of holding. If the order is based on an existing order, the system defaults to the type of holding that was used on the existing order.)

```

Online Catalogue LINK TYPE OF HOLDING TO ORDER

LCN : ISSN:
TITLE : Encyclopædia Britannica.
IMPRINT : LCCN: 68010064

Description Type Supplement/Index type Link

```

0 item(s) in list

Options:

Retrieve item(s) # item Add item Mark item(s) Quit holdings

? Help Exit

3. Select the *Add item* option. The TYPE OF HOLDING DETAIL screen displays.

```

Online Catalogue TYPE OF HOLDING DETAIL

LCN : ISSN:
TITLE : Encyclopædia Britannica.
IMPRINT : LCCN: 68010064

1. Description : Multiple Volume Set 3. Publication Type: 0 - ISS
2. Supplement/Index Type:

Enumeration Level 1 Level 2 Level 3 Level 4 Level 5 Level 6
Caption :
Alternate Caption:

Chronology Level 1 Level 2 Level 3 Level 4
Caption : (Year)
Alternate Caption:

Frequency : a - Annual
Notes :

Options:
line Line by line Patterns Parts Delete File Quit holdings
? Help Exit

```



- Edit the numbered fields. Change the *Description* field to read Multi-volume set (or any appropriate text). You cannot edit the Enumeration/Chronology fields on this screen because the information is taken from the Publication Pattern screen which will be completed in the next step.

| TYPE OF HOLDING DETAIL    |                                            |          |                  |                              |         | MASTER        |
|---------------------------|--------------------------------------------|----------|------------------|------------------------------|---------|---------------|
| LCN                       | :10006223                                  | Call #:  | AE5.E363 1995    | ISSN:                        |         |               |
| Title                     | :The new encyclopaedia Britannica          |          |                  |                              |         |               |
| Imprint                   | :Chicago : Encyclopaedia Britannica, c199+ |          |                  |                              | LCCN:   | 93073891      |
| 1. Description            |                                            | :        | Multi-volume set | 3. Publication Type: 0 - ISS |         |               |
| 2. Supplement/Index Type: |                                            |          |                  |                              |         |               |
| Enumeration               | Level 1                                    | Level 2  | Level 3          | Level 4                      | Level 5 | Level 6       |
| Caption                   | :                                          |          |                  |                              |         |               |
| Alternate Caption:        |                                            |          |                  |                              |         |               |
| Chronology                | Level 1                                    | Level 2  | Level 3          | Level 4                      |         |               |
| Caption                   | :                                          |          |                  |                              |         |               |
| Alternate Caption:        |                                            |          |                  |                              |         |               |
| Frequency :               |                                            |          |                  |                              |         |               |
| Notes :                   |                                            |          |                  |                              |         |               |
| Options:                  |                                            |          |                  |                              |         |               |
| # line                    | Line by line                               | Patterns | Parts            | Delete                       | File    | Quit holdings |
| ? Help                    | Exit                                       |          |                  |                              |         |               |

## Defining the Publication Pattern

For multipart Publication Patterns define the labels and numbering. Unlike serials Publication Patterns for multipart are not used to predict issues.

- From the TYPE OF HOLDING DETAIL screen select the *Patterns* option. The PUBLICATION PATTERN SUMMARY screen appears.

NOTE: If you *File* before selecting Patterns, you return to the TYPE OF HOLDING SUMMARY screen. Use the *# item* option to return to the TYPE OF HOLDING DETAIL screen. Choose *Patterns*.

```

 PUBLICATION PATTERN SUMMARY MASTER
LCN :10006223 Call #: AE5.E363 1995 ISSN:
Title :The new encyclopaedia Britannica
Imprint :Chicago : Encyclopaedia Britannica, c199+ LCCN: 93073891

 Enumeration/Chronology Frequency Description

0 item(s) in list
Options:
item Add item Limit list Quit holdings ? Help Exit

```

2. Select the *Add item* option. The PUBLICATION PATTERN DETAIL screen appears.

```

 PUBLICATION PATTERN DETAIL MASTER
 (0 Publication Patterns)
LCN :10006223 Call #: AE5.E363 1995 ISSN:
Title :The new encyclopaedia Britannica
Imprint :Chicago : Encyclopaedia Britannica, c199+ LCCN: 93073891
Publication Type:ISS - Multi-volume set ** INACTIVE **
1. Enumeration Level 1 Level 2 Level 3 Level 4 Level 5 Level 6
 Caption/Label : Pt.
 Number of Parts :
 Numbering Code :
2. Chronology Level 1 Level 2 Level 3 Level 4
 Caption/Label :
 Code :
3. Copy Caption : c.
4. Ind/Supp Caption:
5. Frequency Code :
7. Regularity Pattern:
 Associated Level:
 6. Auto Prediction : Y

8. Date Range :
Options:
line Line by line Second screen Predictions MARC File
Quit holdings ? Help Exit

```

3. Edit the fields that provide caption and labelling information. (For a description of the fields, see the *Holdings Guide*, “Publication Patterns”.)

Select *File*. The system prompts:

Is this publication pattern going to be used to predict issues?

Answer No

The prompt changes to:

Can holdings data for this publication pattern be compressed ?

Answer Yes or No . The PUBLICATION PATTERN SUMMARY screen appears.

| PUBLICATION PATTERN SUMMARY |                                            | MASTER           |
|-----------------------------|--------------------------------------------|------------------|
| LCN                         | :10006223 Call #: AE5.E363 1995            | ISSN:            |
| Title                       | :The new encyclopaedia Britannica          |                  |
| Imprint                     | :Chicago : Encyclopaedia Britannica, c199+ | LCCN: 93073891   |
|                             | Enumeration/Chronology                     | Frequency        |
|                             | -----                                      | -----            |
|                             | 1. Pt.                                     | Multi-volume set |
| 1 item(s) in list           |                                            |                  |
| Options:                    |                                            |                  |
| # item                      | Add item                                   | Limit list       |
|                             | Quit holdings                              | ? Help           |
|                             |                                            | Exit             |

4. Select *Exit*. The TYPE OF HOLDING DETAIL screen appears.

Receiving

When you access an order or request, the system displays the STANDARD LOCATION DISPLAY. The total number of parts appears under the label PARTS/CPY. Two options, that are applicable only to multipart orders, *Details* and *Numbering*, are displayed.

**Details** Access the DETAILED LOCATION DISPLAY screen to display which parts are received from multipart orders.

**Numbering** Access the MULTIPART ORDER DISPLAY-NUMBERING screen to display the numbering (enumeration) that is assigned for each part in the multipart order.

```

 REC - STANDARD LOCATION DISPLAY MASTER
PO#/LINE#: 971000024 /0001 VENDOR : EB ORDER DATE: 07/10/98
REQUEST #: 970000071 ORDER TYPE: FIRMORDER REQST DATE: 07/10/98
LIBRARY : AL CONDITION : OPEN EST DELVRY: 09/08/98
ISBN/ISSN: LC CARD # : 68010064 RECEIVED :
AUTHOR :
TITLE : Encyclopædia Britannica.

STATUS : Transferred,Order needs printing,On Order,Catalogue as New

 LOCATION SHIPTO ORDER'D REC'D INVC'D PAID OUTSTANDING PARTS/CPY
 CPY CPY CPY CPY CLAIMS
MRR UNIT6 1 0 0 0 0

TOTAL 1 0 0 0 0

Options: <+> = scroll options
Receive Return Claim Report Order update Details Numbering
Type of holdings Transaction Invoice Mono series add
Title split/change add Title structure display Main title display

```

1. Select the *Receive* option from the STANDARD LOCATION DISPLAY screen to initiate the receipt of materials.
2. When the order has multipart (*PARTS/CPY* greater than 1), the system prompts with the question: Which Part Number do you wish to receive (A=All, E=Exit).

- Answer **A** to receive all parts of the multipart order (for example, if you have all 26 parts of the encyclopedia in hand).
- To receive a specific part, enter a number. Each part must be received individually. The system does not accept an answer in the form 1-3, nor does it accept letters. Only numeric characters can be entered. (You can use the *Numbering* option to determine which **PART#** you are receiving if this is not immediately apparent.)
- Answer **E** to exit the *Receive* option.

```

REC - RECEIVING ITEMS MASTER

PO#/LINE#: 971000026 /0001 VENDOR : EB ORDER DATE: 07/13/98
REQUEST #: 970000073 ORDER TYPE: FIRMORDER REQST DATE: 07/13/98
LIBRARY : AL CONDITION : OPEN EST DELVRY: 09/11/98
ISBN/ISSN: LC CARD # : 68010064 RECEIVED : 09/13/98
AUTHOR :
TITLE : Encyclopædia Britannica.

STATUS : Received,Transferred,Order needs printing,On Order
---RECEIVING ALL PARTS---
1. # ITEMS : 0 4. REPORT CD : LIB1 - Library report - no change
2. AUTO DISTRIBUTION: Y 5. EST DELVRY: 09/11/98
3. TRANSFER : Y 6. NOTE:

7. STATUS : REPLACEMENT N DAMAGED N DUPLICATE N EXTRA N
8. BARCODE : Y 9. ROUTE : N
PROCESS'G:
NOTE
REQUESTOR:
Options:
line Line by line Processing note Accept ? Help Exit

```

3. If only one set of the encyclopedias is being received, set the *#ITEMS* field to 1. If necessary, you can receive more items than were ordered.

For single part orders, each copy is an item.

For multipart orders, the system displays a message above the *#ITEMS* label: ---RECEIVING ALL PARTS--- or ---RECEIVING PART#: . If you are receiving **all** parts, an item is one complete copy (one complete set of parts). If you are receiving a **specific** part number, an item is one copy of that one part.

- After choosing the *Accept* option, the system displays the REC - RECEIVING ITEMS screen. Use the *# line* option to attach a barcode to each volume of the encyclopedia. As you enter barcodes the system replaces the option line with a message that indicates which part you are receiving.

Enter barcode(s) for the received items - CPY/PART: 1/26

- After filing, use the *Details* option of the STANDARD LOCATION DISPLAY screen to verify that one complete set was checked in.

```

 REC - DETAILED LOCATION DISPLAY MASTER
PO#/LINE#: 971000026 /0001 VENDOR : EB ORDER DATE: 07/13/98
REQUEST #: 970000073 ORDER TYPE: FIRMORDER REQST DATE: 07/13/98
LIBRARY : AL CONDITION : OPEN EST DELVRY: 09/11/98
ISBN/ISSN: LC CARD # : 68010064 RECEIVED : 07/13/98
AUTHOR :
TITLE : Encyclopædia Britannica.

STATUS : Received,Transferred,Order needs printing,On Order

 LOCATION SHIPTO ORDER'D ----- RECEIVED -----(PARTS/CPY: 26)---
 CPY PT.1 PT.2 PT.3 PT.4 PT.5
1. GEN UNIT6 1 2 2 2 1 1

 TOTAL 1 2 2 2 1 1

Options:
Forward Backward > screen right < screen left ? Help Exit

```

- Use the *> screen right* and *< screen left* options to display the number of items received for the next or previous five part numbers respectively.
  - In this specific example, one copy for UNIT6.

- If this example had more than five ordering locations, you could use the *Forward* and *Backward* options to scroll through the list of ordering locations.

### Transfer to the Catalogue

Once the order has been transferred to the Catalogue, the pieces can be displayed.

The system created 26 pieces, each representing one of the parts received. The numbering and labelling on the pieces is determined from the information on the order's NOTES SCREEN, or from the Type of Holding, or Publication Pattern screen.

## Two Part Publication Example

This example describes ordering a title that arrives at the library in two physical parts although only one was expected.

For general instructions, see *Multi-volume Set Example* on page 13-10.

### Ordering

1. Access the order/request function.
2. From the ORD - ORDERING DATA or the ORD - BRIEF ORDER ENTRY screen use the *PARTS/CPY* field to specify the number of physical parts that you expect to receive for each ordered copy (i.e. 1) because you are not aware that the title is published in multiple parts. (You can wait to update the *PARTS/CPY* field at the time of receiving.)

| ORD - ORDERING DATA                                |                                | MASTER                 |
|----------------------------------------------------|--------------------------------|------------------------|
| PO#/LINE#: 971000027 /0001                         | VENDOR : EB                    | ORDER DATE: 07/13/98   |
| REQUEST #: 970000074                               | ORDER TYPE: FIRMORDER          | REQST DATE: 07/13/98   |
| LIBRARY : AL                                       | CONDITION : OPEN               | EST DELVRY: 09/11/98   |
| ISBN/ISSN: 0852296178                              | LC CARD # : 97801588           | RECEIVED : 07/13/98    |
| AUTHOR : Kirman, Richard E.                        |                                |                        |
| TITLE : Britannica CD                              |                                |                        |
| STATUS : Transferred,Order needs printing,On Order |                                |                        |
| 1. VENDOR : EB                                     | 7. PARTS/CPY: 2                | 11. UNIT COST: 1200.00 |
| 2. PAY TYPE : PAY                                  | 8. TOTAL CPY: 1                | 12. DISCOUNT%: 0.000   |
| 3. TRANSFER : Y                                    | 9. PRIORITY :                  | 13. TAX % : 0.000      |
| 4. CLM CODE : 60x3                                 | 10. CURRENCY : USD             | 14. ADDED CHG: 0.00    |
| 5. REQUESTOR:                                      |                                | 15. CONDITION: OPEN    |
| 6. SELECTOR : U3                                   |                                |                        |
| 16. VENDOR : High Tech Brit                        |                                |                        |
| NOTE :                                             |                                |                        |
|                                                    |                                | ENCUMBERED: 1200.00    |
| Options:                                           |                                |                        |
| # line                                             | Bibliographic Allocation Notes | Status Conditions      |
| Vendor inquiry                                     | Prior screen ? Help            | Exit                   |

(If you are using the ORD - BRIEF ORDER ENTRY screen, selecting the *Accept* option produces the ORD - ORDERING DATA screen. See *Ordering* on page 3-1.)



## Receiving

The *PARTS/CPY* field on the STANDARD LOCATION DISPLAY screen indicates that this title was not ordered as a multipart order (each ordered copy was expected to have only one part).

```

REC - STANDARD LOCATION DISPLAY MASTER
PO#/LINE#: 971000027 /0001 VENDOR : EB ORDER DATE: 07/13/98
REQUEST #: 970000074 ORDER TYPE: FIRMORDER REQST DATE: 07/13/98
LIBRARY : AL CONDITION : OPEN EST DELVRY: 09/11/98
ISBN/ISSN: 0852296178 LC CARD # : 97801588 RECEIVED : 07/13/98
AUTHOR : Kirman, Richard E.
TITLE : Britannica CD

STATUS : Transferred,Order needs printing,On Order

LOCATION SHIPTO ORDER'D REC'D INVC'D PAID OUTSTANDING PARTS/CPY
 CPY CPY CPY CPY CLAIMS
SERGOV CAP3 1 0 0 0 0 2

TOTAL 1 0 0 0 0

Options:
Receive Return Claim Report Order update Details Numbering
Type of holdings Transaction Invoice Mono series add
Title split/change add Title structure display Main title display

```

### Updating for multipart Orders

Use the *Order Update* option to change the *PARTS/CPY* field from one part to two parts. From the ORDERING DATA screen select the *Notes* option to check that the values in the *NUM START*, *NUM END* and *LABEL* fields are valid (i.e., *NUM START* = 1, *NUM END* =2, and *LABEL* =CD.).

### Receiving multipart Orders

1. Select the *Receive* option from the STANDARD LOCATION DISPLAY screen to initiate the receipt of materials.
2. When an order has multipart (*PARTS/CPY* greater than 1), the system prompts with the question: Which Part Number do you wish to receive (A=All, E=Exit).
3. Enter 2 to receive that specific part.

- If you are receiving one or more items, the RECEIVING ITEMS screen appears. The message above the #ITEMS label indicates that a copy of PART # 2 only is being received.

```

REC - RECEIVING ITEMS
MASTER

PO#/LINE#: 971000027 /0001 VENDOR : EB ORDER DATE: 07/13/98
REQUEST # : 970000074 ORDER TYPE: FIRMORDER REQST DATE: 07/13/98
LIBRARY : AL CONDITION : OPEN EST DELVRY: 09/11/98
ISBN/ISSN: 0852296178 LC CARD # : 97801588 RECEIVED : 07/13/98
AUTHOR : Kirman, Richard E.
TITLE : Britannica CD

STATUS : Transferred,Order needs printing,On Order
---RECEIVING PART #: 2 ---
1. # ITEMS : 0 4. REPORT CD : LIB1 - Library report - no change
2. AUTO DISTRIBUTION: Y 5. EST DELVRY: 09/11/98
3. TRANSFER : Y 6. NOTE:

7. STATUS : REPLACEMENT N DAMAGED N DUPLICATE N EXTRA N
8. BARCODE : Y 9. ROUTE : N
PROCESS'G: Missing user's manual
NOTE
REQUESTOR:
Options:
line Line by line Processing note Accept ? Help Exit

```

- When the *Accept* option is selected, the system creates a receipt for PART # 2 of the title and then redisplay the STANDARD LOCATION DISPLAY screen.
- Select the *Details* option to display which part numbers have been received.
- The DETAILED LOCATION DISPLAY screen appears.

```

REC - DETAILED LOCATION DISPLAY MASTER
PO#/LINE#: 971000027 /0001 VENDOR : EB ORDER DATE: 07/13/98
REQUEST #: 970000074 ORDER TYPE: FIRMORDER REQST DATE: 07/13/98
LIBRARY : AL CONDITION : OPEN EST DELVRY: 09/11/98
ISBN/ISSN: 0852296178 LC CARD # : 97801588 RECEIVED : 07/13/98
AUTHOR : Kirman, Richard E.
TITLE : Britannica CD

STATUS : Transferred,Order needs printing,On Order

 LOCATION SHIPTO ORDER'D ----- RECEIVED -----(PARTS/CPY: 2)---
 CPY PT.1 PT.2
1. SERGOV CAP3 1 0 1

 TOTAL 1 0 1

Options:
Forward Backward > screen right < screen left ? Help Exit

```

8. By checking the DETAILED LOCATION DISPLAY screen it is evident that one copy of PART # 1 is missing. Use the *Claim* option from the STANDARD LOCATION DISPLAY screen to claim for the missing part.

### Transfer to the Catalogue

When the order has been transferred to the Catalogue, the parts will display as follows in the Online Catalogue.

```
Online Catalogue - BRIEF DISPLAY (1 of 1 titles)
Local Control # :10008167
Author(s) :Kirman, Richard E.
 Encyclopaedia Britannica, inc.
Title :Britannica Yearbook [computer file]
Year :c1995.
Subject :Electronic encyclopedias
 English language -- Dictionaries
Language :English

Location : AL CENTRAL SER&GOVT DOCS
 Issue Number Status
 ----- -----
1. CD. No.2 In Processing

1 item(s) in list.
Options:
item Prior screen Holdings edit Limit list Full display Output
MARC Holds Order display ? Help
```

The system created one piece record to represent the part that was received. Since the order was not linked to a specific Type of Holding, the numbering and labelling in the piece record is determined from information on the order's NOTES SCREEN.

## Standing Order Example

This example describes ordering and receiving a standing order for a yearbook.

For general instructions, see *Multi-volume Set Example* on page 13-10.

### Ordering

This type of order should be renewed each year to ensure that there are sufficient funds to cover the expenditures. The unit cost should equal the amount you expect to pay for each ordered copy annually.

```

 ORD - ORDERING DATA MASTER
PO#/LINE#: / VENDOR : EB ORDER DATE:
REQUEST #: 970000100 ORDER TYPE: FIRMORDER REQST DATE: 07/15/98
LIBRARY : AL CONDITION : EST DELVRY:
ISBN/ISSN: 0852296178 LC CARD # : 97801588 RECEIVED :
AUTHOR : Kirman, Richard E.
TITLE : Britannica World Atlas International

STATUS : Catalogue as New

1. VENDOR : EB 7. PARTS/CPY: 999 11. UNIT COST: 100.00
2. PAY TYPE : PAY 8. TOTAL CPY: 3 12. DISCOUNT%: 0.000
3. TRANSFER : Y 9. PRIORITY : 13. TAX % : 0.000
4. CLM CODE : 60x3 10. CURRENCY : USD 14. ADDED CHG: 0.00
5. REQUESTOR:
6. SELECTOR : U3
16. VENDOR : Begin with 1993 and continue to supply until notified
 NOTE : otherwise.
 ENCUMBERED:

Options:
File # line Line by line Bibliographic Allocation Notes Status
Conditions Type of holdings Vendor inquiry Prior screen ? Help
Exit

```

1. Access the order/request function.
2. From the ORD - ORDERING DATA or the ORD - BRIEF ORDER ENTRY screen use the *PARTS/CPY* field to specify the number of physical parts that you expect to receive for each ordered copy (i.e. 999). Because this is a standing order, use a large number such as 999 to indicate that you do not know when this order will end. From the ORDERING DATA screen select the *Notes* option to specify the enumeration of the

items that will be received. In this example, 1993, 999, and Yr. are used for the *NUM START*, *NUM END*, and *LABEL* fields.

3. In the *TOTAL CPY* field, enter the number of yearbooks that are being ordered. In this example, three copies of the yearbook are being purchased.
4. Select *File* to save the changes.

## Receiving

The STANDARD LOCATION DISPLAY screen indicates that this title was not ordered as a multipart item.

```

REC - STANDARD LOCATION DISPLAY MASTER
PO#/LINE#: / VENDOR : EB ORDER DATE:
REQUEST #: 970000100 ORDER TYPE: FIRMORDER REQST DATE: 07/15/98
LIBRARY : AL CONDITION : EST DELVRY:
ISBN/ISSN: 0852296178 LC CARD # : 97801588 RECEIVED :
AUTHOR : Kirman, Richard E.
TITLE : Britannica World Atlas International

STATUS : Catalogue as New

LOCATION SHIPTO ORDER'D REC'D INVC'D PAID OUTSTANDING PARTS/CPY
CPY CPY CPY CPY CLAIMS 999
SERGOV CAP3 3 0 0 0

TOTAL 3 0 0 0 0

Options: <+> = scroll options
Receive Return Claim Report Order update Details Numbering
Type of holdings Transaction Invoice Mono series add
Title split/change add Title structure display Main title display

```

### Selecting a Part to Receive

Use the *Numbering* option to compare the differences between numbering in the order and numbering in the catalogue. If you receive parts that are defined in the catalogue, the system automatically links them to the defined parts.

```

REC - MULTIPART ORDER DISPLAY - NUMBERING MASTER
PO#/LINE#: 971000045 /0001 VENDOR : EB ORDER DATE: 07/15/98
REQUEST #: 970000100 ORDER TYPE: FIRMORDER REQST DATE: 07/15/98
LIBRARY : AL CONDITION : OPEN EST DELVRY: 09/13/98
ISBN/ISSN: 0852296178 LC CARD # : 97801588 RECEIVED :
AUTHOR : Kirman, Richard E.
TITLE : Britannica World Atlas International

STATUS : Transferred,Order needs printing,On Order,Catalogue as New

PT.# NUMBERING NUMBERING IN CATALOGUE
1 Vol.1993
2 Vol.1994
3 Vol.1995
4 Vol.1996
5 Vol.1997
6 Vol.1998
7 Vol.1999
8 Vol.2000

Options: Proceed to linking screen
Link Unlink item(s) File Forward Backward ? Help Exit

```

1. Select the *Link* option to match numbering on the order with numbering as it appears in the catalogue. The LINK PARTS TO ORDER screen appears. This screen displays all of the parts currently defined for the Type of Holding that the order is linked to for this title. If the parts that you are receiving already exist in the Catalogue, you should link the parts in the Catalogue to the parts on the order.

Online Catalogue LINK PARTS TO ORDER  
Local Control #: 10009906 Format : CF  
Title : Britannica World Atlas International [computer file]  
Author : Kirman, Richard E.  
Publisher : Encyclopaedia Britannica, 1995  
ISBN/ISSN : 0852296178  
Last update: 15 JUL 1998 Master Librarian (AL)

| Part number | Type         | Link? |
|-------------|--------------|-------|
| -----       | ----         | ----- |
| 1. 1997     | Annual Atlas | N     |
| 2. 1996     | Annual Atlas | N     |
| 3. 1995     | Annual Atlas | N     |
| 4. 1994     | Annual Atlas | N     |
| 5. 1993     | Annual Atlas | N     |

5 item(s) in list

Options: Retrieve item(s) for linking (e.g. 1 or 1-4)

Retrieve item(s) # item Insert at line # Mark item(s) Limit list

Quit holdings ? Help Exit



```

REC - MULTIPART ORDER DISPLAY - NUMBERING MASTER
PO#/LINE#: 971000045 /0001 VENDOR : EB ORDER DATE: 07/15/98
REQUEST #: 970000100 ORDER TYPE: FIRMORDER REQST DATE: 07/15/98
LIBRARY : AL CONDITION : OPEN EST DELVRY: 09/13/98
ISBN/ISSN: 0852296178 LC CARD # : 97801588 RECEIVED :
AUTHOR : Kirman, Richard E.
TITLE : Britannica World Atlas International

STATUS : Transferred,Order needs printing,On Order,Catalogue as New

PT.# NUMBERING NUMBERING IN CATALOGUE
1 Vol.1993 1993
2 Vol.1994 1994
3 Vol.1995 1995
4 Vol.1996 1996
5 Vol.1997 1997
6 Vol.1998
7 Vol.1999
8 Vol.2000

Options:
Link Unlink item(s) File Forward Backward ? Help Exit

```

In this example, PART # 1 is the publication marked 1993, PART # 3 is the publication marked 1995. When received and transferred to the Catalogue, these parts appear as parts numbered 1993 and 1995 respectively. (The brackets used to define the labels on the Publication Pattern screen suppress the label Year and only display the numeric value.)

### Receiving a Standing Order

1. Use the *Receive* option on the STANDARD LOCATION screen to receive the order (*PARTS/CPY* greater than 1). The system prompts with the question *Which Part Number do you wish to receive (A=All, E=Exit)*.
2. Enter 4 to receive part 4 (i.e. 1996).
3. The RECEIVING ITEMS screen appears. The message above the #ITEMS label indicates that PART # 4 is being received.

```

REC - RECEIVING ITEMS
MASTER

PO#/LINE#: 971000045 /0001 VENDOR : EB ORDER DATE: 07/15/98
REQUEST #: 970000100 ORDER TYPE: FIRMORDER REQST DATE: 07/15/98
LIBRARY : AL CONDITION : OPEN EST DELVRY: 09/13/98
ISBN/ISSN: 0852296178 LC CARD # : 97801588 RECEIVED : 07/15/98
AUTHOR : Kirman, Richard E.
TITLE : Britannica World Atlas International

STATUS : Transferred,Order needs printing,On Order,Catalogue as New
---RECEIVING PART #: 4 ---
1. # ITEMS : 3 4. REPORT CD : LIB1 - Library report - no change
2. AUTO DISTRIBUTION: Y 5. EST DELVRY: 09/13/98
3. TRANSFER : Y 6. NOTE:

7. STATUS : REPLACEMENT N DAMAGED N DUPLICATE N EXTRA N
8. BARCODE : Y 9. ROUTE : N
PROCESS'G:
NOTE
REQUESTOR:
Options:
line Line by line Processing note Accept ? Help Exit

```

4. Select the *Accept* option to save the changes and return to the STANDARD LOCATIONS DISPLAY screen.

## Ordering Back Issues of Serials

Use the following guidelines when ordering back issues of serials:

- Do **not** set the SERIAL status in the order record. Order the serial issues as monographs.
- Do **not** set the TRANSFER flag in the order record.
- Set the UNIT COST equal to the price of all the back issues.
- Set the PARTS/CPY field to the number of issues you are ordering.
- Set the NUM START, NUM END, and LABEL fields to represent the start and end enumeration of the issues you are ordering.
- When you order back issues of serials, remember that the system cannot predict complex enumeration. The system only increments the lowest level of enumeration. For this reason, do not combine back issues from different volumes on the same order. For example, if you are ordering back issues for v.128:iss.3 through v.129:iss.5, create two orders:
  - a. v.128:iss.3 to v.128:iss.12
  - b. v.129:iss.1 to v.129:iss.5
- The order should be closed as soon as the issues are received.
- The issues should be received in Acquisitions and then sent to Serials for checkin.
- If issues are missing or damaged, claim them in Acquisitions not in Serials.

Ordering

This example shows how to order and receive three back issues of *Time Magazine*: Vol. 138 No.16, Vol.138 No.17, and Vol. 138 No.18.

1. Access the order/request function.
2. From the ORD - ORDERING DATA or the ORD - BRIEF ORDER ENTRY screen use the *PARTS/CPY* field to specify the number of back issues that you expect to receive for each ordered copy (i.e. 3). This field may be updated at the time of ordering material or at the time that the material begins to arrive at the library. See [Ordering](#) on page 3-1.

```

 ORD - ORDERING DATA MASTER
PO#/LINE#: 9500034723/0001 VENDOR : SCAN ORDER DATE: 03/06/95
REQUEST #: 950000175 ORDER TYPE: REGULAR REQST DATE: 03/06/95
LIBRARY : MA CONDITION : OPEN EST DELVRY: 03/07/95
ISBN/ISSN: 0040781x LC CARD # : RECEIVED :
AUTHOR :
TITLE : Time Magazine

STATUS : On Order,Catalogue as New

1. VENDOR : SCAN 7. PARTS/CPY: 3 11. UNIT COST: 15.00
2. PAY TYPE : PAY 8. TOTAL CPY: 1 12. DISCOUNT%:
3. TRANSFER : N 9. PRIORITY : 13. TAX % : 0.000
4. CLM CODE : DFLT 10. CURRENCY : CDN 14. ADDED CHG:
5. REQUESTOR:
6. SELECTOR : ACQ
16. VENDOR :
 NOTE :
 ENCUMBERED: 15.00

Options:
File # line Line by line Bibliographic Allocation Notes Status
Conditions Type of holding Vendor inquiry Prior screen ? help
Exit

```

3. Select the *Notes* option to specify the numbering and labelling of the multipart material.
4. At the *NUM START* field enter 138:16.
5. At the *NUM END* field enter 138:18.
6. At the *LABEL* field enter Vol.:No.

```

 ORD - NOTES SCREEN MASTER
PO#/LINE#: 9500034723/0001 VENDOR : SCAN ORDER DATE: 03/06/95
REQUEST #: 950000175 ORDER TYPE: REGULAR REQST DATE: 03/06/95
LIBRARY : MA CONDITION : OPEN EST DELVRY: 03/07/95
ISBN/ISSN: 0040781x LC CARD # : RECEIVED :
AUTHOR :
TITLE : Time Magazine

STATUS : On Order,Catalogue as New

1. DONOR : 6. ROUTING :
2. GENERAL : 7. SUB START:
 NOTE : 8. SUB END :
3. CATALOG'G: 9. REVW DATE:
 NOTE : 10. RNW START:
4. PROCESS'G: 11. RNW END :
 NOTE : 12. NUM START: 138:16
5. CANCEL CD: - 13. NUM END : 138:18
 - : 14. LABEL : Vol.:No.

Options:
 Accept Line by line # line ? help Exit

```

7. *Accept* to save the changes.

8. When the back issues arrive, select the *Numbering* option from Acquisitions Receiving. The expected issues are displayed. In this example, the back issues Vol. 138 No.16, Vol.138 No.17, and Vol. 138 No.18 are being ordered.

```
REC - MULTIPART ORDER DISPLAY - NUMBERING MASTER

PO#/LINE#: 9500034723/0001 VENDOR : SCAN ORDER DATE: 03/06/95
REQUEST #: 950000175 ORDER TYPE: REGULAR REQST DATE: 03/06/95
LIBRARY : MA CONDITION : OPEN EST DELVRY: 03/07/95
ISBN/ISSN: 0040781x LC CARD # : RECEIVED :
AUTHOR :
TITLE : Time Magazine

STATUS : On Order,Catalogue as New

PT.# NUMBERING NUMBERING IN CATALOGUE
 1 Vol.138 No.16 Vol.138 No.16
 2 Vol.138 No.17 Vol.138 No.17
 3 Vol.138 No.18 Vol.138 No.18

Options:
Link Unlink item(s) File Forward Backward ? Help Exit
```

9. After the back issues are received in Acquisitions, send them to Serials for Checkin.

If it is necessary to make a claim for missing or damaged issues, use the *Claim* option in Acquisitions. Do **not** use the claiming function in Serials to claim the back issue.

# A

## Using ADVANCE

---

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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

| <b>Enter</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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> .<br><br>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

---

### 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 Inter-change". 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 <i>physical volume</i> and <i>copy</i> .                                                                                                         |
| 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 <i>OCLC</i> , <i>WLN</i> , <i>UTLAS</i> , and <i>RLIN</i> .                                                                                                                           |
| 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> .<br>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

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|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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

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|-----|------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------|

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

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|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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.                                                                                                                                                                                                                          |

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|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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.<br><br>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.



---

|                    |                                                                                                                                                                                                                      |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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.                                                                                                                                                                                                                                                                                                                   |

- 
- 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.

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