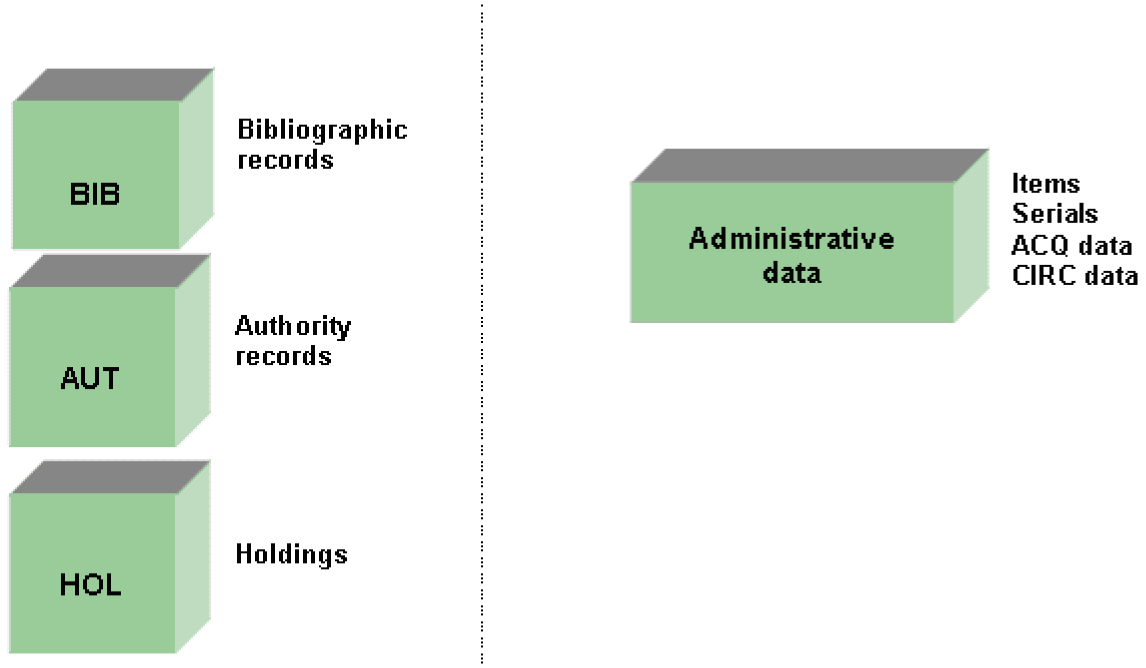
USER DOCUMENTATION (ALEPHINO 4.1) TRAINING MATERIAL

Acquisition

1 Introduction

1.1 Database structure

The Alephino database contains bibliographic records, authority records, holdings and administrative data, devided into different interlinked master files. Depending on the type of the records, the format of the records differs. Bibliographic records, authority records and holdings records are stored in MARC21 format. Administrative data are stored in Alephino format. Administrative records are for example items, acquisitions data like orders, invoices, vendors, and circulation data like partons, loans or requests.



There are the following bibliographic master files:

TIT (titles)
AUT (authors)
MEX (items)
SUB (subjects)
CLA (classification)
THS (thesaurus)
PER (persons/thesaurus)
ORT (places/thesaurus)
LND (countries/thesaurus)
MAT (materials/thesaurus)
ZTR (time periods/thesaurus)
HOL (holdings)

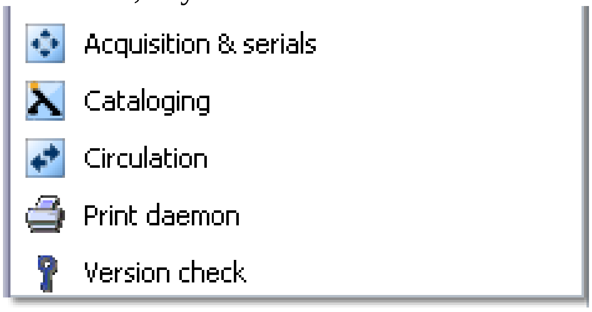
Next to this bibliographic data there is the <u>administrative</u> data for the circulation which is kept in the following master files:

BEN (patrons)
PRM (patron priviliges)
ADR patron addresses)

VBU (loans)
VOR (requests)
GBS (fines)

1.2 Overview over the modules

Alephino has a modular structure. There are clients based on Windows which have a graphical user interface – short GUI. These clients are used by the library staff users when they are working in Acquistions and Serials, Cataloging or Circulation. After installation of the clients, any module can be started from the Windows start menu.



If one module is open, icons for the other ones appear at the bottom of the screen, within the operations bar. By clicking on these icons, the module will start or, in case that it is already open, it becomes the active one.

 Acquisitions & Serials

The icon with the four arrows represents the Acquistions and Serials module. This module includes ordering, inventory management, invoice handling, claiming and other acquisition related services as well as the serials management, where the staff user can manage subscriptions, control issues and items, manage routing and claiming. Budgets, vendors and currencies are managed within this module.

 Cataloging

The cataloging module is used to create, update, duplicate or delete bibliographic records as well as authority records. In addition, holdings and items records are managed here.

 Circulation

The icon with the two arrows represents the Circulation module. In this module, loans and returns are performed, requests are managed, and patrons are administrated as well as cash transactions.

1.3 Workflow in the acquisitions module

Before you can initiate an order, you must define currencies, vendors and budgets.

The acquisitions process includes the following steps:

- retrieve title in the Search module or create it in the Cataloging moule;
- push title to the Acquisitions module and create order record;
- assign vendor and budget;
- send order;
- if necessary claim or reclamation;
- register arrival;
- register invoices.

These steps will be described in this document.

1.4 Order type

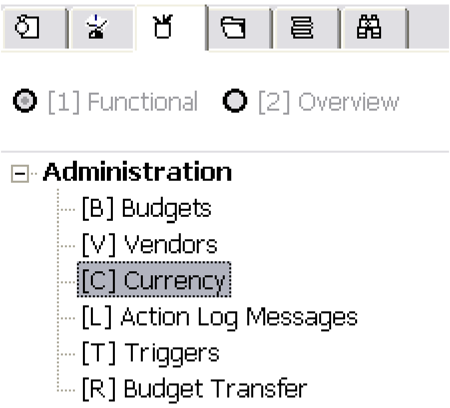
The Acquisitions module handles three order types:

- monographn (M)
- serial (S)
- standing order (O)

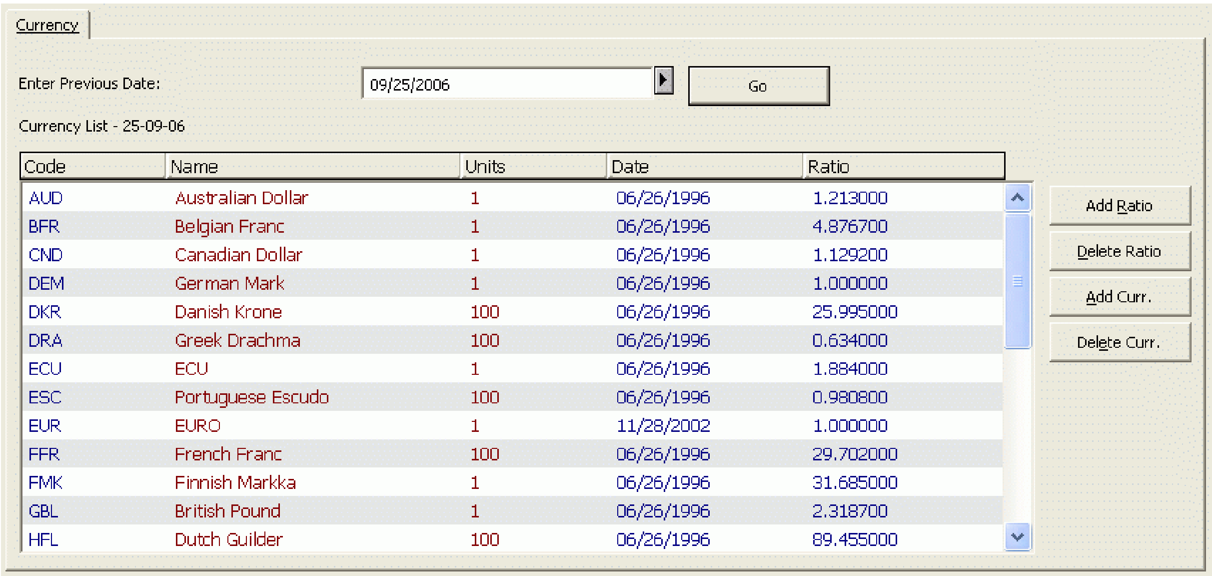
For serial orders, the arrival of the individual issues is registered in the Serials module. All other order types are managed completely in the Acquisitions module.

2 Currencies

To create new and update existing currencies select the function Currency node from the *Administration* tab.



The Currency List will be displayed in the upper pane:



This window shows the currency ratios that were in effect on the date given in the Currency List line. If a ratio has been defined for a particular currency on a date later than the date in the title, the ratio will be displayed as ------.

To see the currency ratios that were in effect on another date, click the arrow to the right of the Enter *Previous Date* field and click *Go*.

The following functions are available:

Add Ratio

To add a new ratio for a currency that has already been defined, highlight the desired currency and click Add Ratio. Enter the new ratio in the Currency Ratio field in the lower pane's Ratio tab and click *Add*.

To add a ratio for a currency that has not yet been defined, first define it by clicking *Add Currency*. The currency will be added to the list and you can then highlight it and click *Add Ratio*.

Delete Ratio
To delete a ratio for a particular currency, highlight the entry and click Delete Ratio.You will be prompted to confirm the deletion.

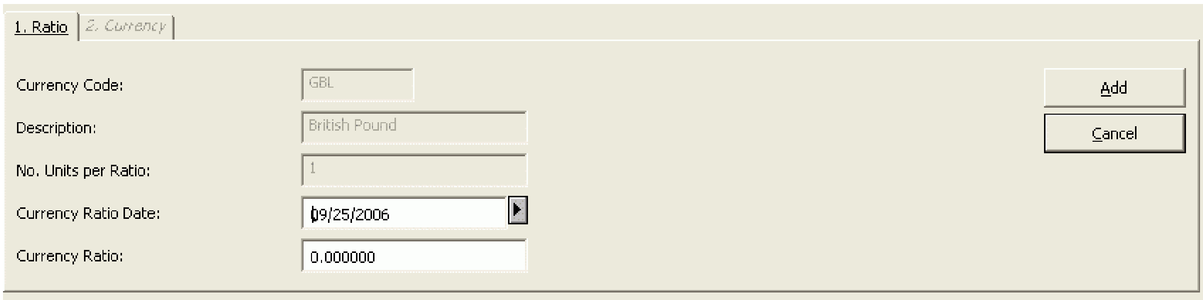
Add Currency
To define a new currency (but not its ratio), click *Add Currency* and fill in the details in the [Currency tab](#) in the lower pane. (After you have defined a new currency, you can define a ratio for it by highlighting it and clicking Add Ratio.)

Delete Currency
To delete the currency from the system, highlight the currency and click Delete Currency. You will be prompted to confirm the deletion. If you click Yes, all ratios for the currency will be deleted. Be careful not to delete a currency that has already been used for orders.

If the currency selected to delete is used in budget transactions you will not be allowed to delete the currency. You will be prompted with a message stating "Currency is used in budget transactions. Unable to delete currency".

2.1 ADD RATIO

When you click *Add Ratio* on the Currency List, the focus will move to the *Ratio* tab on the lower pane:



Enter the new Currency Ratio, change the date if necessary, and click *Add*.

Currency Code
The currency code is automatically filled in for you. You may not change the information.

Description
The description is automatically filled in for you.

No. Units Per Ratio
This information is automatically filled in for you.

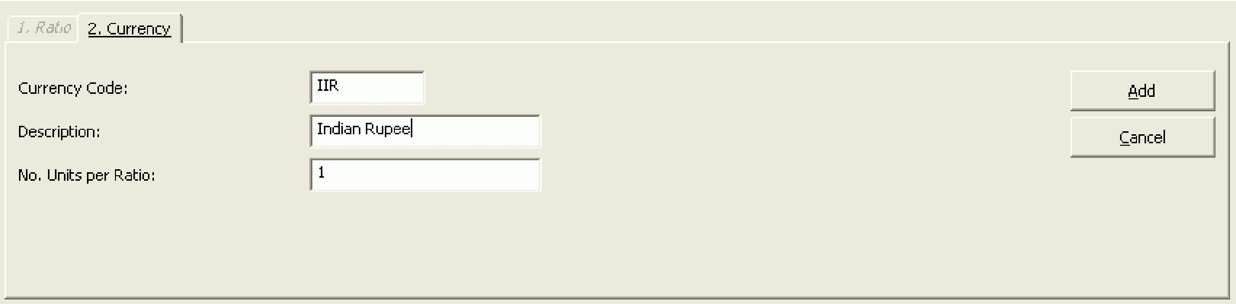
Currency Ratio Date
Enter the date on which the ratio takes effect.

Currency Ratio

In most cases, your local currency will have the ratio 1.000000. All other currencies are then measured against this standard.

2.2 ADD CURRENCY

When you click *Add Currency* on the Currency List, the focus will move to the *Currency* tab on the lower pane.



Fill in the details and click *Add*.

Currency Code
This is the 3-character code that uniquely identifies the currency. Once the currency has been saved, you will not be able to change the code. Extensive lists of currencies and their codes are available on the Web.

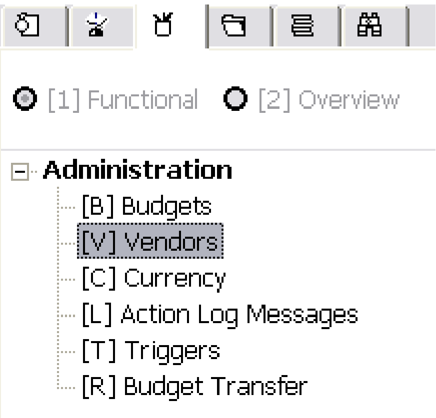
Description
Use this field to enter a description of the currency. For example, enter "Polish Zloty" to describe the code PLZ.

No. Units Per Ratio
Most frequently, you will want to specify one foreign unit per ratio of local currency. However, there are instances when you will want to specify more than one foreign unit per ratio of local currency. (For example, if your local currency is the Israeli Shekel, you could specify 1000 Italian Lira to 2.4870 Israeli Shekels. To do this, enter 1000 in this field, and enter 2.4870 in the Currency Ratio field.)

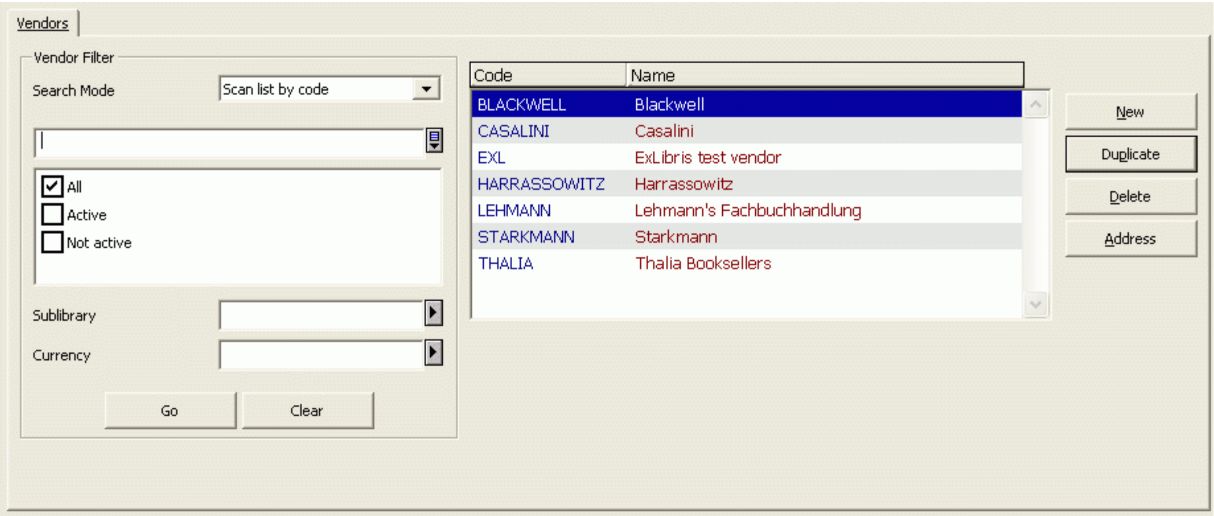
3 Vendors

Before initiating orders, you must first make sure that a list of vendors has been created and includes the vendor from whom you want to order.

To create new and update existing vendors select the function Vendors node from the *Administration* tab.



The vendor list appears in the upper pane. From here, you may add/duplicate and delete vendors. To modify an existing vendor, highlight the desired vendor and update the fields in the lower pane.



When you search the Vendors list by Name or by Code you can also use the filters: Sublibrary, Currency and Status (active/not active).

The following search modes are available:

Name

You can jump to a particular point in the list by typing in a partial vendor name in the *space* provided and press *enter* or click *Go*.

Code

You can browse the Vendors list and jump to a particular point in the list by typing in a partial vendor code in the space provided and press *enter* or click *Go*.

Keywords
You can retrieve vendors by the keyword you designate. You can truncate words by using the asterisk (*). The *Name* fiels can be find without search term.

When you search by *Code*, the search term COD must be prepended. Exp.: COD=Libri When you search by*Address fiels*, the search term ADR must be prepended. Exp.: ADR=Hamburg General information

3.1 Buttons on the Vendors List

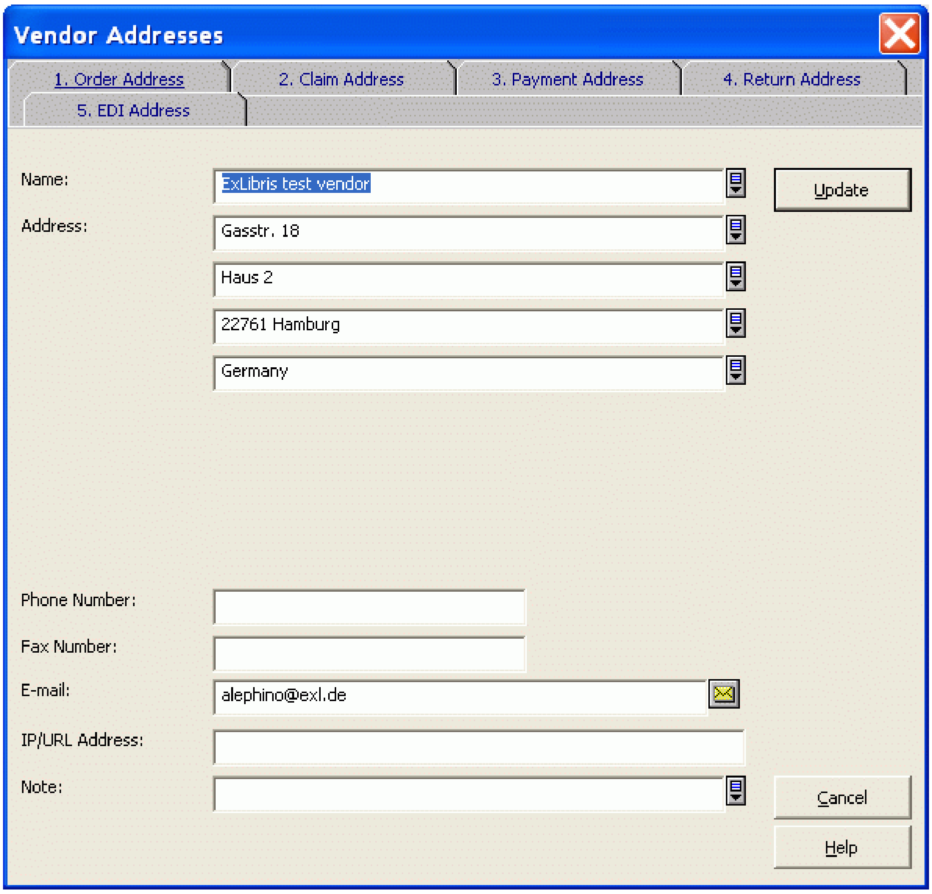
The following buttons are available on the Vendors List pane:

New
To add a new vendor to the list, click *New*. The lower pane will become active and the Vendor Form will be displayed for you to fill in.

Duplicate
You can add a new vendor by copying an existing vendor's details and then editing the vendor information. To do this, highlight the vendor whose information you want to copy, then click Duplicate. The Vendor Form is displayed in the lower pane, already filled in with information copied from the highlighted vendor. You can then edit the form so that the information is appropriate for the new vendor.

Delete
To delete a vendor from the list, highlight the vendor and click *Delete*. Note that if there is an order or a general invoice connected to the vendor, the system will not allow you to delete the vendor.

Address
When you click the *Address* button, the *Vendor Addresses* form is displayed.



This form is used for registering the addresses for orders and claims. The sliders for adresses for payments, returns and EDI are not important for the programm and will be filled with notes.

Enter the addresses to be used for orders and claims. Note that you must enter an address for Orders, but you can leave the other addresses blank. If you leave the other addresses blank, the Order address is used. The vendor name from the Vendor Information form will be filled in the *Name* field. The *IP-Address* and the *Note*field serve only for the information.

You can see a envelop symbol next to the *E-Mail* field. Click on it to write a e-mail to this vendor.

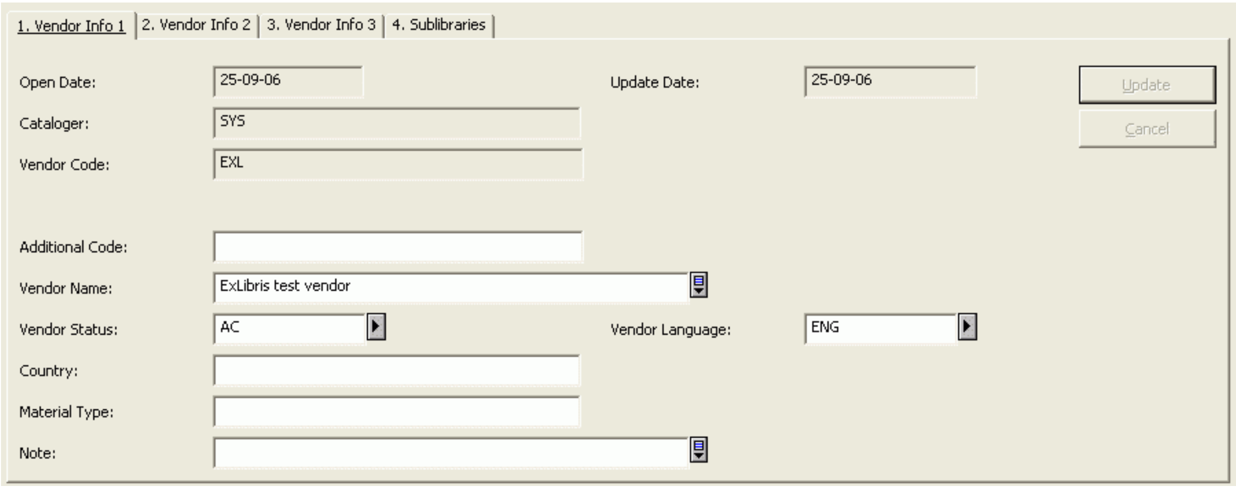
3.2 Vendor Form

The Vendor Form enables you to register administrative information about a vendor. The Vendor Form has four parts, accessible by clicking the tab for each part. When you are finished filling in all four parts, click Update.

The Vendor Addresses are available by clicking the *Address* button on the Vendors list.

3.2.1 Vendor Info 1 tab

When the user clicks the *Vendor Info 1* tab, the following form will be displayed:



Open Date
This is the date the record was opened. It is filled in automatically by the system.

Update Date
This is the date the record was updated. It is filled in automatically by the system.

Cataloger
This is a read-only field. The login name of the current staff user is automatically inserted in this field.

Vendor Code
This field is mandatory. The Vendor Code is the unique alphanumeric code by which the system identifies the vendor. You may enter up to 20 alphanumeric characters.

Additional Code
Optional. Enter a supplementary vendor code here, if one is used by your library system. Depending on your system setup, this field can be dedicated to ABN (Australian Business Number).

Vendor Name
Mandatory field. This is the name, as it will appear on the List of Vendors. The name you enter here can be different from the name you enter for the Order, Claim, Payment, or Return Addresses. In this Vendor Name field, enter only the name (up to 150 characters), and not the address, of the vendor.

Vendor Status
This field is optional. You can enter a two-character code defined by your library in order to differentiate between vendors. A vendor with status NA (not active) cannot be assigned to an order.

Vendor Language
Mandatory field. This is the language of the forms (order slips, claims) that will be sent to the vendor.

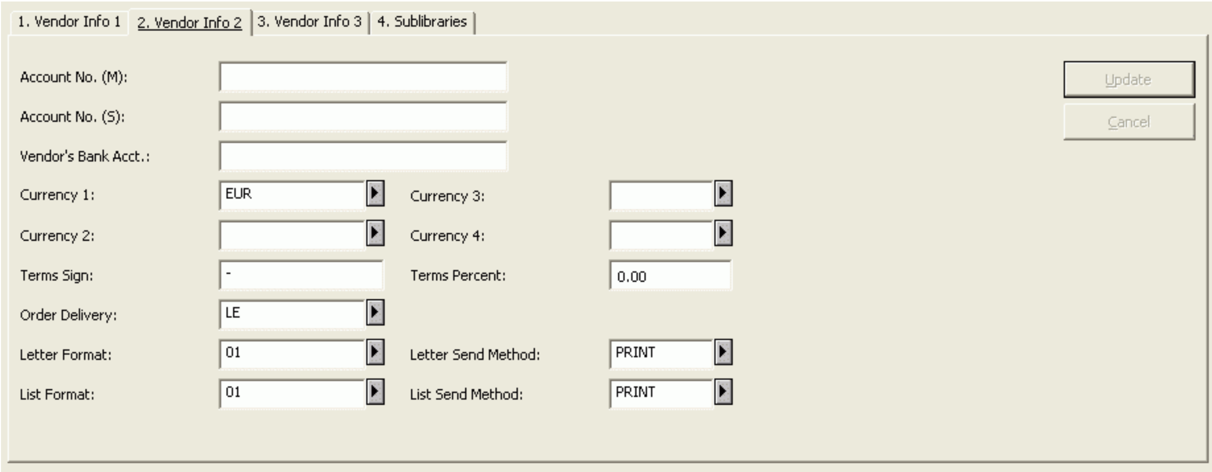
Country
This field is optional. The information is for reference only.

Material Type
This field is optional. Use it to describe the type of material you usually order from this vendor. You can enter up to 20 characters.

Note
You can enter a note up to 200 characters in length.

3.2.2 Vendor Info 2 Tab

When the user clicks the *Vendor Info 2* tab, the following form is displayed:



Account No. (M)
This field is optional.This is your account number for monographs, as registered by the vendor.

Account No. (S)
This is your account number for serials, as registered by the vendor. This field is optional.

Vendor's Bank Acct
Optional. You may want to enter the bank name and account number used by the vendor.

Currency 1-4
These are the currencies used by the vendor and the currencies. You can enter up to four currencies. Currency 1 will be copied to each order from this vendor as the default currency.

Terms Sign
Enter a plus (+) or a minus (-) sign to indicate whether there is an added charge or a discount for orders from this vendor. This relates to the estimated price, that is, the encumbrance, only. You may leave this field blank, but if you fill it in, be sure to fill in Terms Percent as well.

Terms Percent
Enter the percentage of the added charge or discount.

Order Format Type
This is the manner in which your library sends the order to the vendor.

Letter Format

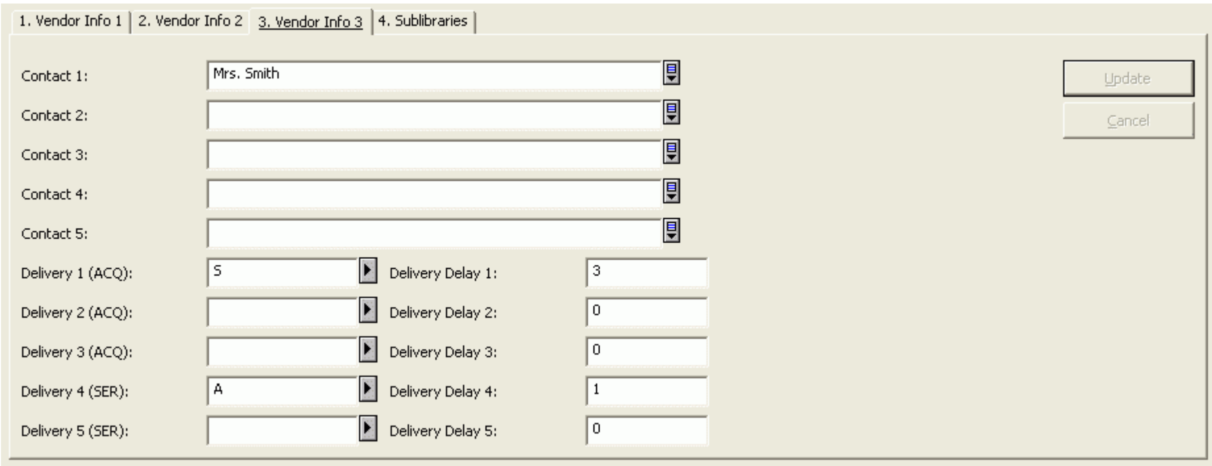
This is the default order slip that will be generated for the vendor, unless otherwise defined in the Acquisitions Order Form. This slip will be generated when you click the Send button on the Order List screen.

Letter Send Method
You can choose to print the order slip and send it by conventional mail, or you can send the slip by e-mail. Note that in order to send the slip by e-mail, the e-mail address must be given in the Vendor Addresses screen and the correct definition must be set in ..\Acq\Tab\print.ini by the Setup (Client).

List Format
This is the format that the system uses when generating a list of orders for a vendor when you run the *Send List of Orders to a Vendor* service.

List Send Method
You can choose to print the order list and send it by conventional mail, or you can send the list by e-mail. Note that in order to send the list by e-mail, the e-mail address must be given.

3.2.3 Vendor Info 3 Tab

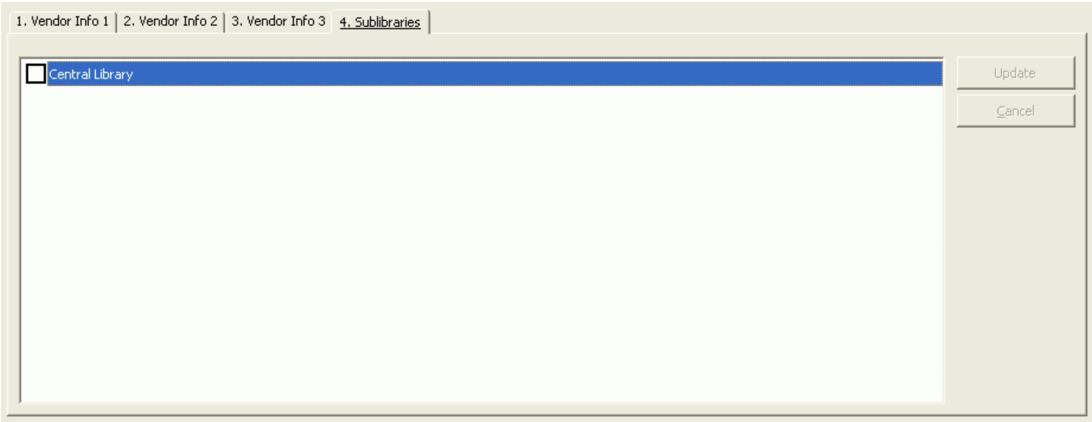


Contact 1-5
These fields are optional. Up to 5 vendor contact persons can be entered in these 5 fields. Each contact field contains up to 200 characters. When assigning a vendor to an order, the first name from the Contact 1 field will be used as the default in the Vendor Contact field of the Acquisitions Order Form. All the contact names will be listed in the pull-down menu of the Order Form.

Delivery Type 1-5 & Delivery Delay 1-5
For each material delivery type, also enter the delivery delay. When determining the delivery delay, take into account the time it generally takes to receive the material from the day the order is sent to the vendor. The information in these fields is used by the system to calculate the E.D.A. (estimated date of arrival) for an order. The Delivery 1-3 fields are used for Acquisitions records; the Delivery 4-5 fields are used for Serials records. It is mandatory to fill either Delivery 1 or Delivery 4 when adding or updating a Vendor Record. If no delivery type is selected, the order record cannot be filled.

3.2.4 Sublibraries

Use the Sublibraries tab to assign permitted sublibraries to the vendor. The system will allow you to assign a vendor to an order only if the vendor sublibraries match the order sublibraries. If you do not select any sublibrary/order unit, all sublibraries will be assigned to the vendor.

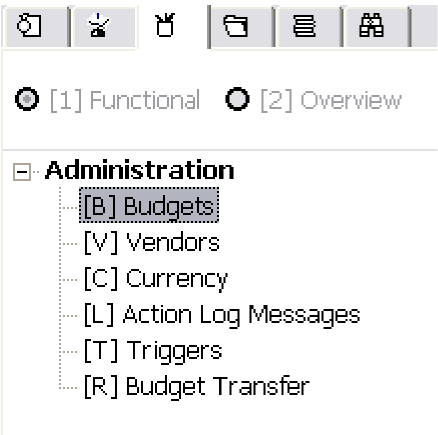


4 Budgets

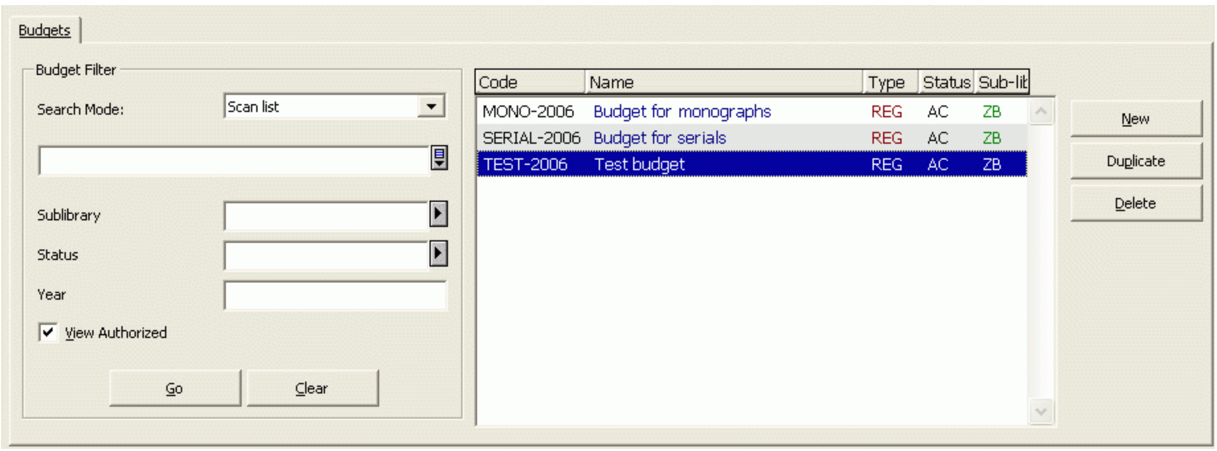
Budgets are an optional feature and are only for users who want budget control (Web Service Modul / Setup Services Menu / Systemconfiguration - Parameter "Check budget"). Before initiating any orders, you must first create a list of budgets. After a budget has been created, it can be assigned to an order.

4.1 Budgets List

Select the *Budgets* node from the *Administration* tab.



The Budgets list will be displayed in the Budgets tab in the upper pane.



The Budgets list enables you to create, duplicate or delete a new budget. To change a budget, highlight the appropriate budget and edit the field of the lower Budget Form.

Use the Budget Filter area (left side) to search for the appropriate budget. When you search the Budget list by Code you can also use the filters: Sublibrary, Currency and Status (active/not active) and Year. The filter "View Authorized" is not implemented.

The following search modes are available:

Browse

You can browse the Budget list and jump to a particular point in the list by typing in a partial budget code in the space provided and clicking *Go* or the *Search* button.

Keywords
The Keywords Search retrieves budgets by keyword(s) you have entered. You can truncate words by entering the asterisk (*). It can be placed at the left, right or middle of a portion of a word.The following three fields will be searched for keywords: Name, External Budget and Department.

4.1.1 Buttons on the budgets list

The following buttons are available on this screen:

New
To add a new budget to the list, click *New*. The Budget Form in the lower pane will be displayed for you to fill in.

Duplicate
You can add a new budget by copying an existing budget's details and then editing the Budget Form. To do this, highlight the budget whose information you wish to copy, then click *Duplicate*. The Budget Form will be displayed for the new budget, which will already be filled in with information copied from the highlighted budget. You can then edit the form so that the information will be appropriate for the new budget.

Delete
To delete a budget from the list, highlight the budget and click Delete. If a budget is linked to an order it cannot be deleted.

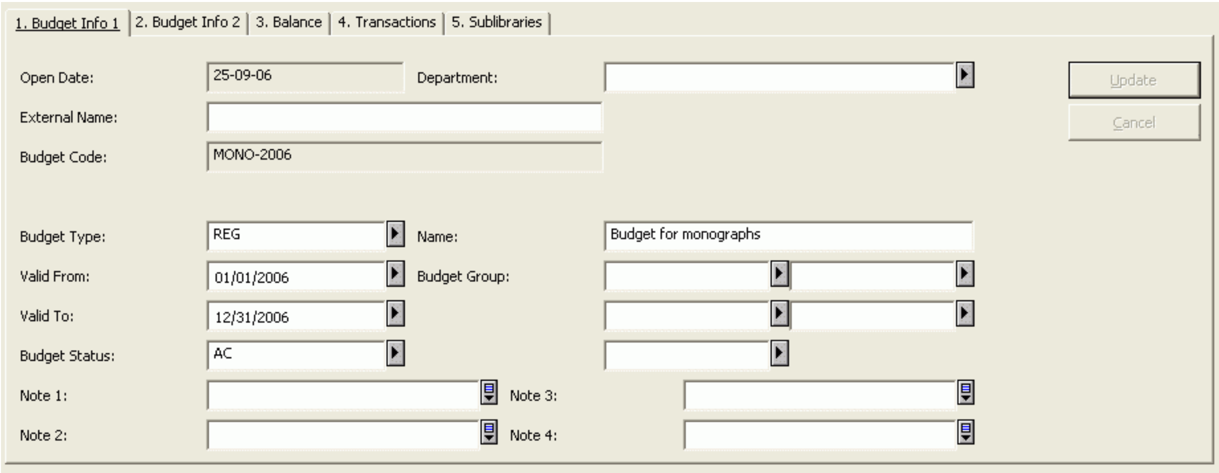
4.2 Budget form

When you click *New* or *Duplicate* on the Budgets List, the lower pane is activated and the Budget Form is displayed. The Budget Form also allows you to update details of an existing budget highlighted in the Budgets List.

The Budget Form has five parts. When you are finished filling in the tabs: *Budget Info 1* and *Budget Info 2*, click *Add* or *Update*.

4.2.1 Budget Info 1 Tab 1

When the user clicks the *Budget Info 1 tab*, the following form is displayed:



Open Date
This is the date the record was opened. It is filled in automatically by the system.

Department
Optional. Enter the department within the institution to which the budget is attached.

External Name
Optional. If this budget is part of a larger administrative authority, enter the budget code for that authority here.

Budget Code
Mandatory field. The Budget Code is the unique code by which the system identifies the budget. You can enter up to 50 alphanumeric characters. The recommended format is code-year, for example, HISTORY-2006.

Budget Type
Optional. The Budget Type is for information only. If you do not choose a budget type, the system chooses the first one in the list as the default. Some examples of budget types are:

- REG - Regular
- INB - Internal
- SPE - Special
- RES - Research
- CLS - Balanced budget
- BKB - Bookbinding budget

The library collection for media that will be available the next year as well is "Regular" typ. Unique collections, that are available additionally to the Library collection, can be classified as "Internal" typ, "Special" typ or "Research" typ. An exchangy collection (other libraries)is a "Balanced budget". A separated collection of the "BKB" type can be administrated for the bookbinding deliveries.

Name
Optional. This is the name of the budget. You can enter up to 60 characters.

Valid from/Valid to
Enter the dates between which orders can be placed against the budget. An order will be trapped if it is placed outside the valid period.

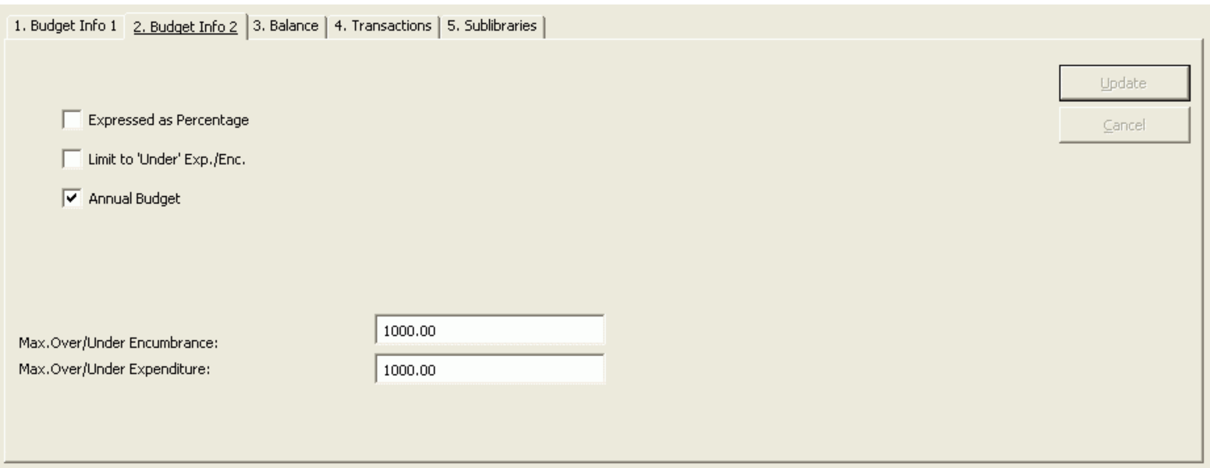
Budget Group
Budget Groups are used to combine several budgets into a group in order to produce a report on the budgets. Select a group from the menu. For example, you may want to have separate groups for material type, department and faculty. In this case, a particular budget, may belong to a Serials Group, Biology Department and Science .

Budget Status
The Budget Status can be active (AC) or non-active (NA). An order that is placed against an inactive budget will be trapped. If you do not choose a budget status, it defaults to active (AC).

Notiz 1-4
Each note can be up to 100 characters in length.

4.2.2 Budget Info 2 Tab 2

When the user clicks the *Budget Info 2 tab*, the following form is displayed:



Expressed as Percentage
The Expressed as Percentage checkbox works together with the "Max. Over/Under Encumbrance" and "Max. Over/Under Expenditure" fields that appear in the window above the checkbox. If you place a checkmark in the box, this means that the amount written in the Max. Over/Under Encumbrance and Max. Over/Under Expenditure fields will be taken as a percentage of the allocation. For example, if the allocation is 10.000 and the "Over Encumbrance" field value is 10, then emcumbrance will be exceed 1000.

Limit to 'Under' Exp./Enc.
This checkbox allows you to define whether the amount (or percentage) registered in the fields Max. Over/Under Encumbrance and Max. Over/Under expenditure is an amount OVER or an amount UNDER.

Example:
Budget ART-2010 has a balance of 1000 €.
"Max.Over/Under Encumbrance" is 20%.
The Checkbox "Limit to ‘Under’Exp./Enc" is checked.
The system will allow the user to spend only 800 € So that 20% are left untouched.

If the checkbox is NOT checked, then the system will allow the user to spend 1200 €

Annual Budget
If you have used the Budget Code format code-year (see Information Screen 1), and you indicate that this is an annual budget, then at the end of the budget year, the budget remaining can be carried over automatically to the budget for the new year. Note that any encumbrances and unpaid invoices will be carried over as well (Web Service Module / Acquisition Menu / " Annual Budget"Function).

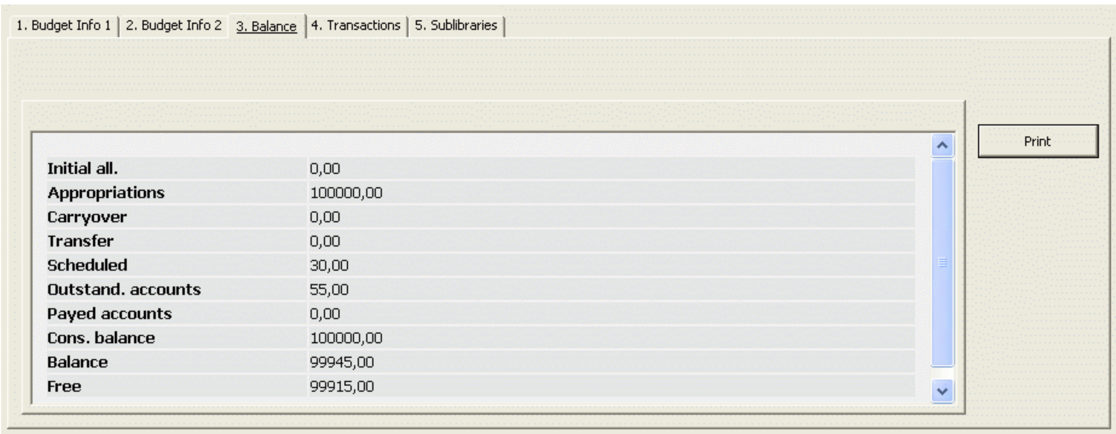
Max. Over/Under Encumbrance
This is the maximum amount or percentage by which the budget can be encumbered, over or under the estimated budget balance. This control will be made by sending the invoice. The encumbrance will be calculated as follows: T**otal allocations - paid + unpaid invoice + Invoices (not yet paid)) = Encumbrance**.

Invoices (not yet paid) are invoices *with* only *partial invoices*, that *are* not cancelled (cancelled invoices will not be considered in the Budget Balance).

Max. Over/Under Expenditure
This is the maximum amount or percentage by which the budget can be debited over the estimated budget balance. This control will be made by checking the invoice. The expenditure will be calculated as follows: **Total allocations - (paid + unpaid invoice) = Expenditure.**

4.2.3 Balance Tab

When you click the Budget Info tab, the screen below is displayed:



Initial allocation
This is the amount that was originally allocated to the budget.

Additional allocations
This is the total amount of Allocations that have been made to this budget.

Carryover
This is the amount that was left over from last year's budget and is credited to this year's budget.

Transfers
This is the sum of all transfers-in minus all transfers-out.

Encumbrances
These are orders which have not yet been fully invoiced.

Invoice (not yet paid)
These are invoices which you have received but have not yet been paid.

Expended (Invoices paid)
These are invoices which have already been paid.

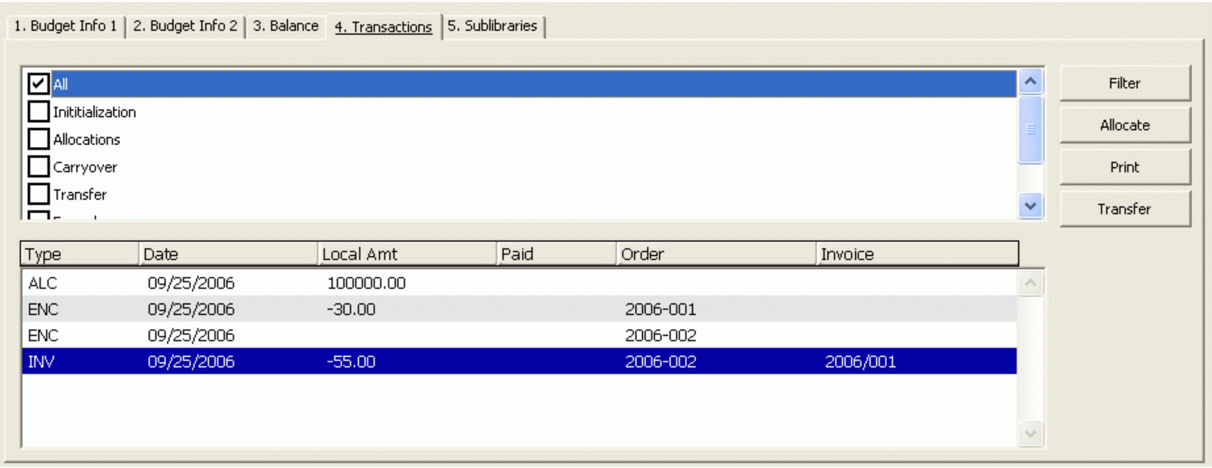
Total allocated balance
This is the sum of the above amounts.

Actual balance
When the actual balance is calculated, the encumbrances are not subtracted. The equation is: **Actual balance = total allocations - (paid + unpaid invoice).**

Free Balance
When the free balance is calculated, the encumbrances are subtracted. The equation is: **Free balance = total allocations - (paid + unpaid invoices + encumbrances).**

4.2.4 Transactions Tab

When you click the Transactions tab, the following screen is displayed:



The Transaction List lists all transactions for the selected budget, indicating whether they are Credits (C) or Debits (D). The transactions list can be filtered by transaction type. To display only selected types of transactions, select the appropriate transaction types.

There are six types of transactions:

- Initialization (ILC)
- Allocations (ALC)
- Carryover (CRO)
- Transfer (TRN)
- Encumbrances (ENC)
- Invoices (INV)

Following are the buttons on the Transactions tab:

Filter
To display only transactions of specific type/s, select the appropriate transaction type/s and click *Filter*.

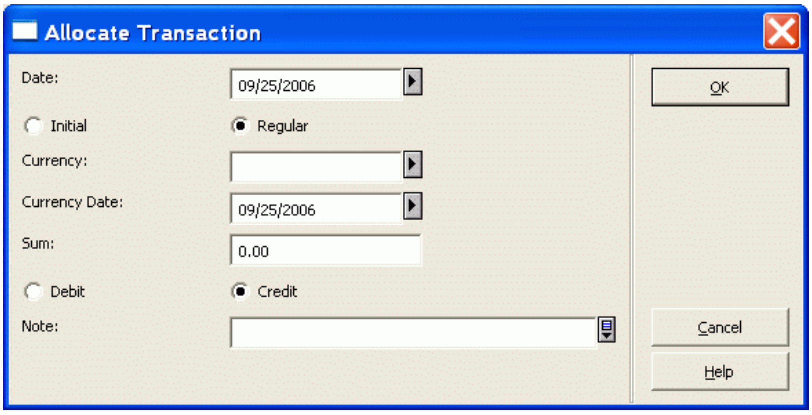
Allocate
To allocate funds to the selected budget, click Allocate. For more information, see also Allocate Transaction.

Print
To print a list of transactions, click Print.

Transfer
To transfer funds from one budget to another, click Transfer. For more information, see also Budget Transfer.

4.2.4.1 Allocate transaction

When you click *Allocate* on the *Transactions* tab the following window is displayed:



This window enables you to allocate funds to a budget. When you finish filling in the fields, click OK.

Fields:

Date
The system automatically fills in the current date; but you can change the date.

Initial/Regular
If the allocated amount is the initial allocation (transaction type ILC), select Initial. If the allocated amount is an additional or a regular allocation (transaction type ALC), select Regular. The system default value is Regular.

Currency
This is the currency of the allocation.

Currency Date
This is the date of the exchange rate of the currency. The system automatically fills in the current date, but you can change the date.

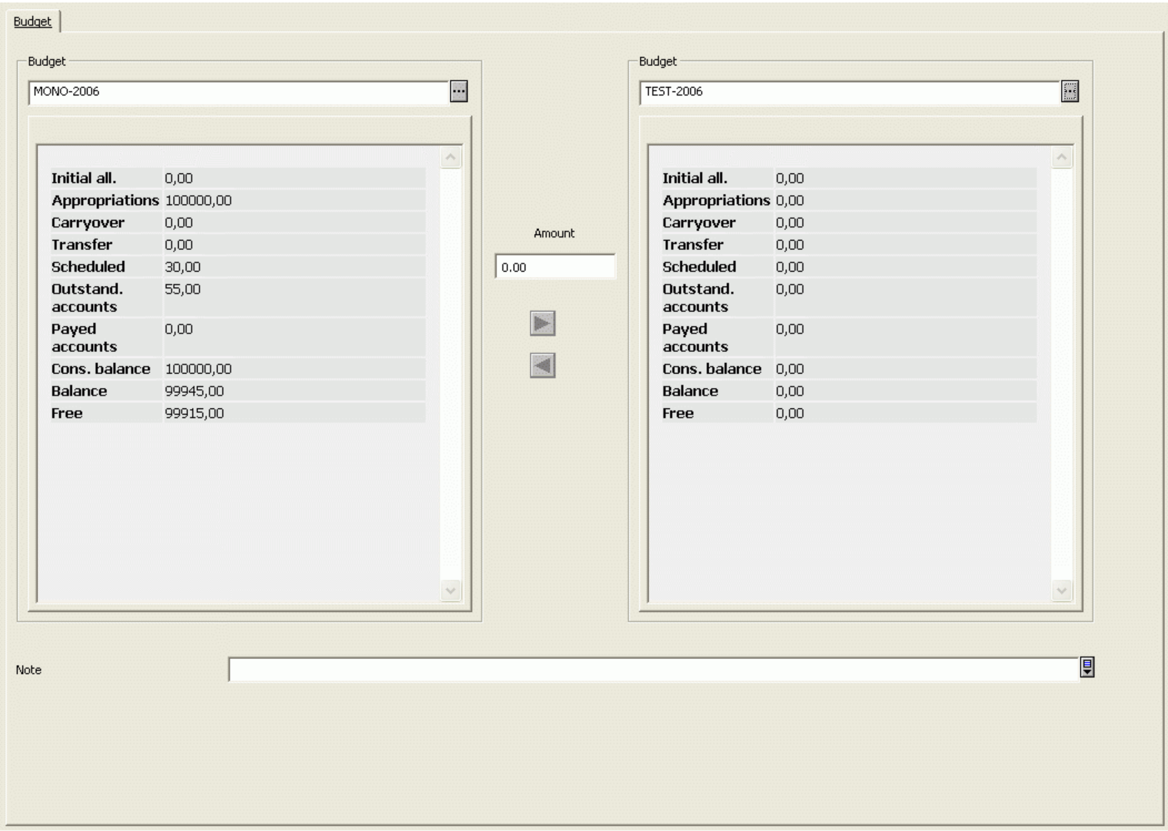
Sum
This is the amount by which the budget is being debited or credited.

Debit/Credit
This indicates if the amount will be deducted from or added to the budget balance.

Note
You can add a note for the Allocate transaction (up to 200 characters).

4.2.4.2 Budget transfer

When you click *Transfer* on the *Transactions tab* the following window is displayed:

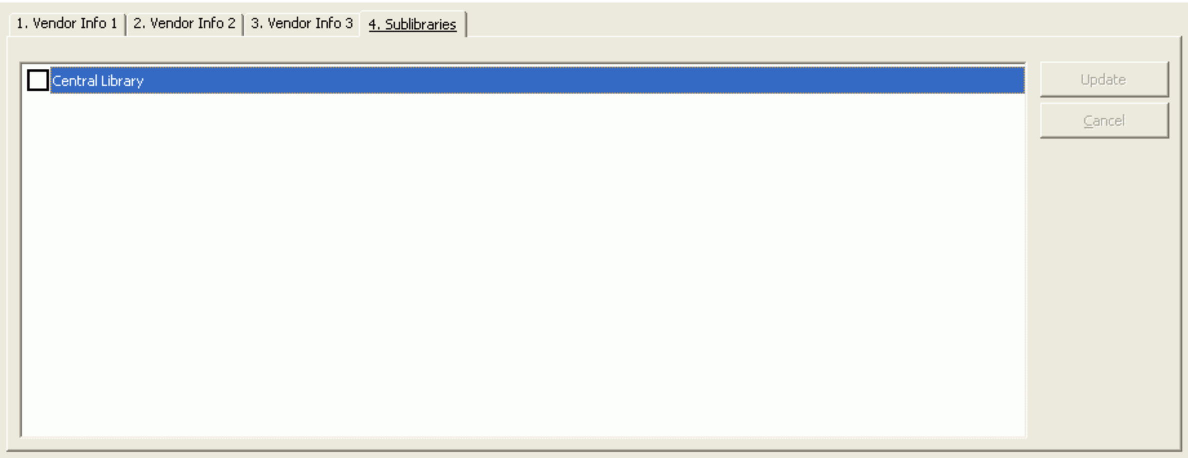


This window enables you to transfer amounts from one budget to another. To perform a transfer transaction from one budget to another enter the budget code for both budgets (the one from which the amount is transferred and the one to which the amount is transferred) in the Budget field. The Budget Code can be entered either by selecting a budget code from the list or by typing it in and pressing *Enter*. Only if the budget code is valid are its details shown. Otherwise, an error message is displayed. Use the transfer arrows to transfer an amount from one budget to another. The two transfer arrow buttons are enabled only when both budgets are valid and the sum to transfer is greater than zero.

Clicking the right arrow transfers money from the left-hand budget to the right-hand budget, and vice versa for the left arrow. You can add a note for the transfer transaction by typing text in the Note field (up to 200 characters).

You can also access the *Budget Transfer* window by selecting the Budget *Transfer node* of the *Administration* tab.

4.2.4.3 Sublibraries Tab



This tab is used for assigning sublibraries/order units to a budget. If a sublibrary/order unit is selected, only orders for this sublibrary/order unit can be charged to this budget. If you do not select any sublibrary unit, all sublibraries units can be charged to this budget.

4.3 User’s budget permissions

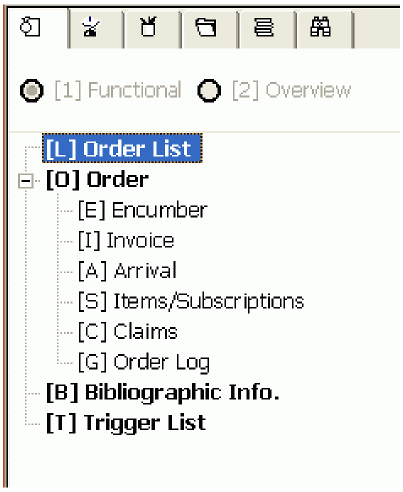
The user's authorizations for a budget are assigned through the Web Service Module / Setup Services Menu.

- The "Budget Tab" function enables the user to work mit **all** budgets and can link Orders and Invoices with Budgets.
- In addition, by selecting the "Administrator" checkbox, the user can make allocations.

5 Orders

This section explains the Order function. In addition to simply ordering materials, this function enables you to encumber budgets for an order, produce a claim, register the arrival of material and register invoices.

The Order function is accessed from the Order tab in the Navigation pane and from the Order Bar.



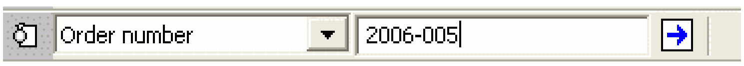
To initiate a new order or to modify an existing order, use the Order bar and the Order Tab. Each selection enables you to retrieve the Order List.

5.1 Order search

To retrieve an order record, you can use either the Order Bar or the Order Search tab .

5.1.1 Order Bar

The Order Bar allows you to retrieve an order record matching the search parameter. Available search parameters can be Order Number, ISBN/ISSN/ISMN/ISRN, Order Title, Vendor Code and Ident number.



Select the required search parameter and type in the search value. For example: select as a search parameter: Order Number and type in: 116. As soon as you click the you will get one of the following results:

- Single - A single match has been found. The Order List is opened.

- None - No matching entries. The message: "Cannot find a single match. View index list?" is displayed. If you choose Yes, the Index List window will be opened with all filters cleared. The Index Type and the Starting Point are automatically filled in.

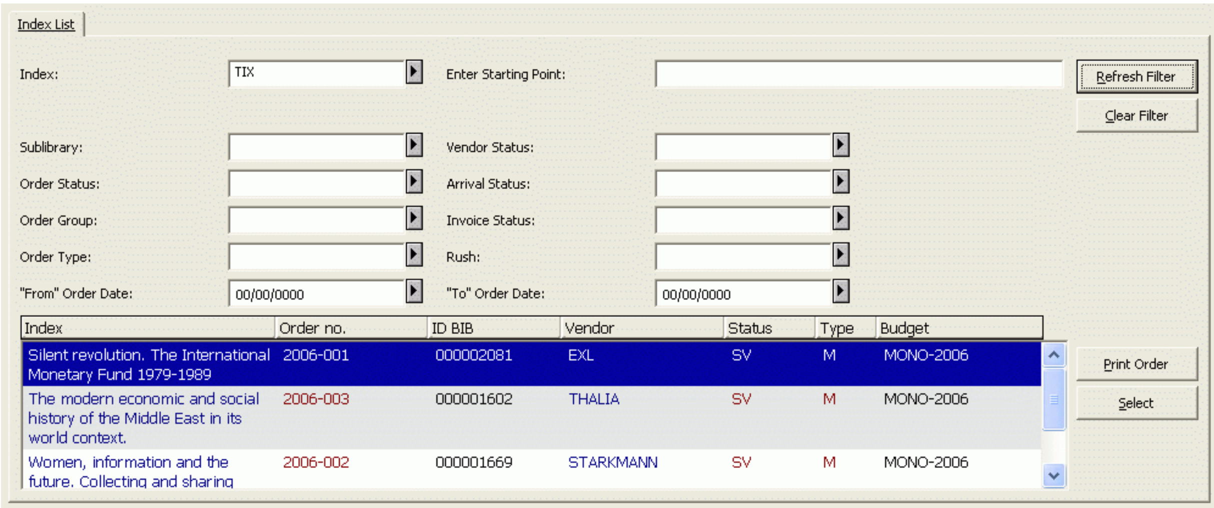
- Multi - Multiple matching entries in index. The message: "Cannot find a single match. View index list?" is displayed. If you choose Yes, the Index List window is opened with all filters cleared. The Index Type and the Starting Point are automatically filled in.

5.1.2 Order Search Tab

This tab is comprised of two nodes: [Index List]and [New and Cancelled Order Index]

5.1.2.1 Index List

When you activate the Index List node, the Index List is displayed in the upper pane.



Filters

You may choose to have the list filtered by one of a number of different indexes, such as Order Number or Vendor Code. The Exact Match checkbox determines whether only entries that are exactly like the starting point will be displayed in the Index List. In addition, you can display only those orders that relate to a particular sublibrary, order status, order type, and so on. You can also display orders that were sent to a vendor within a specific period of time (defined by the "From" Order Date and "To" Order Date). If you leave the "To" Date blank, all dates will be displayed.

Enter Starting Point

You can jump to a particular point in the list by typing in the beginning of the index text in the space provided and pressing Enter or clicking the *Refresh Filter* button.

Buttons

The following buttons are available on this screen:

Refresh Filter

If you have typed text in a field, you must click the *Refresh Filter* button in order to activate the filter. The relevant entries are then displayed.

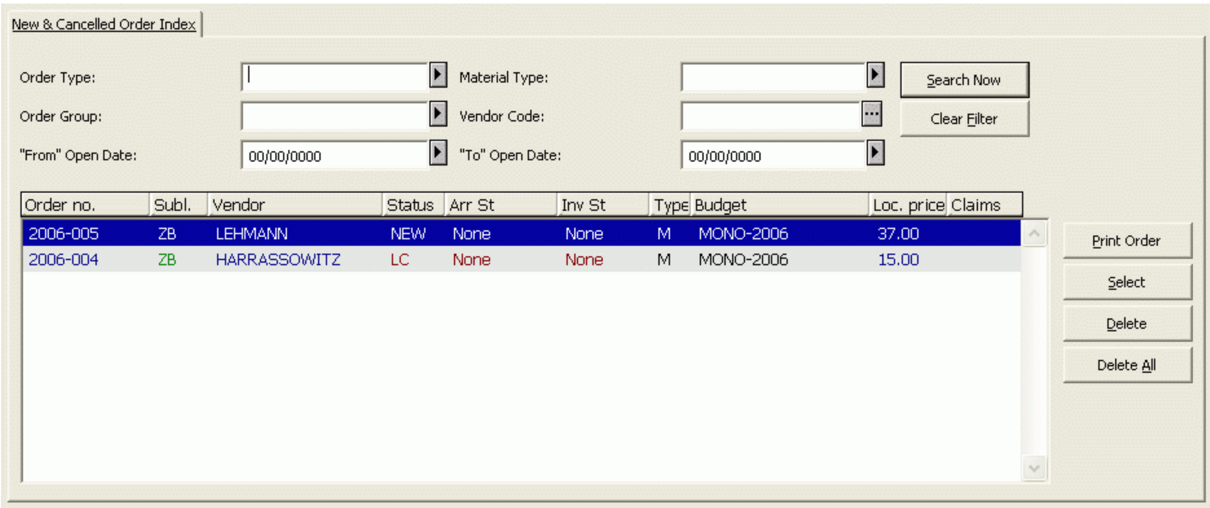
Clear Filter
To clear all index filters, click *Clear Filter*.

Print Order
To print the order for the highlighted entry, click *Print Order*.

Select
To see the list of orders for the highlighted item and to perform a number of different functions related to an order, click *Select*.

5.1.2.2 New and Cancelled Order Index

When you activate the New and Cancelled Order Index node under the Order Search tab, the New and Cancelled Order Index screen is displayed in the upper pane.



The *New and Cancelled Order* Index enables the user to search for orders which have the status New, LC (library cancelled), VC (vendor cancelled) and allows you to delete order/s.

Filters
You may choose to have the list filtered by Order Type, Order Group, Vendor Code, Material Type. You can also display orders that were created within a specific time period (defined by the "From" Order Date and the "To" Order Date).

Buttons

The following buttons are available on this screen:

Search Now
To activate the search, click the Search Now button. The relevant entries will then be displayed.

Clear Filter

This button clears the filters.

Print Order
To print the order information for the highlighted entry, click Print Order.

Select
To see the list of orders for the highlighted item and to perform a number of different functions related to an order, click *Select*.

Delete
To delete order/s, highlight the order/s you want to delete, and then click *Delete*. For multiple select deletes, click the Ctrl/Shift button.

For a single select delete use the same routine as you would for a standard delete. If there are attached Items/Claims/Arrivals/Invoices, the system will ask you to re-confirm the deletion.

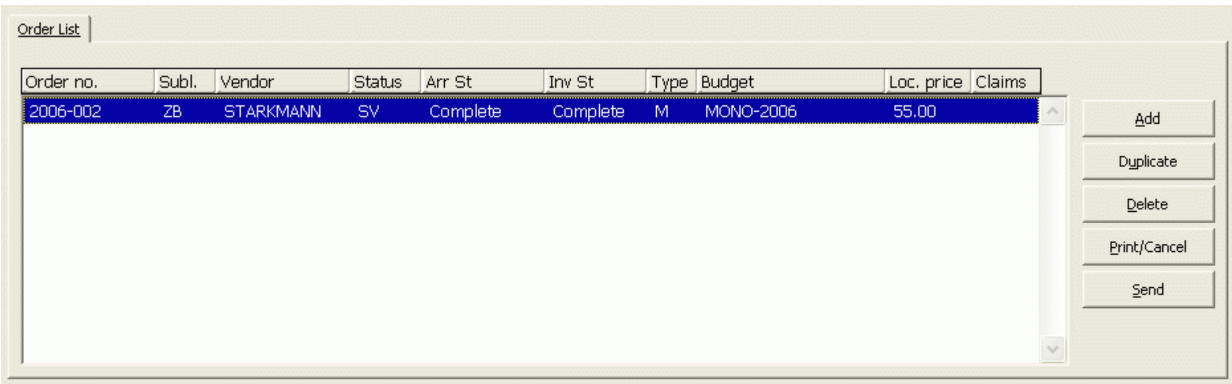
For multiple select deletes, you will be notified at the end of the operation how many successful deletions were made.

If there was a Hold Request on the deleted order, a *Delete Hold Request* printout will be produced by the system.

Delete All
To delete all the listed orders, click *Delete All*. You will be notified at the end of the operation how many successful deletions were made. If there was only one entry listed and Items/Claims/Arrivals/Invoices was attached, the system will ask you to re-confirm the deletion. top

5.2 Order List

When the user selects an order record from the Index List, the Order List is displayed in the upper pane, listing the orders related to a particular administrative record.

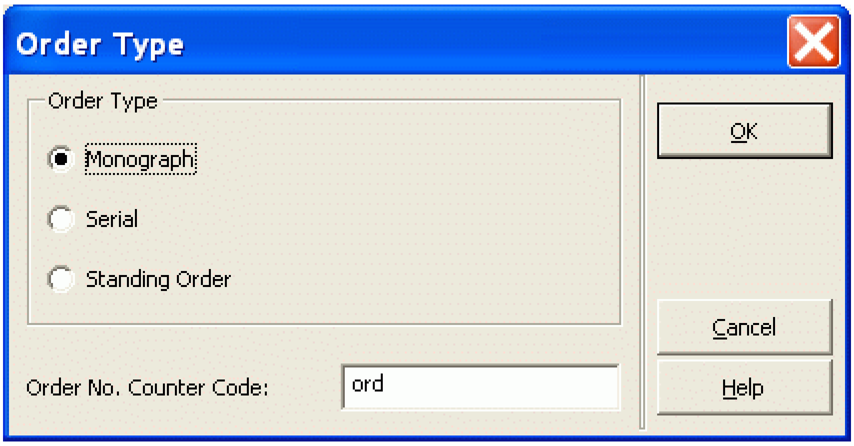


Use the Order List to add/duplicate and delete orders. To modify an existing order, highlight the desired order and update the fields in the Order Form in the lower pane.

Buttons

The following buttons are available on this screen:

Add
To add a new order, click Add. You will be able to choose the order type: monograph, serial or standing order.



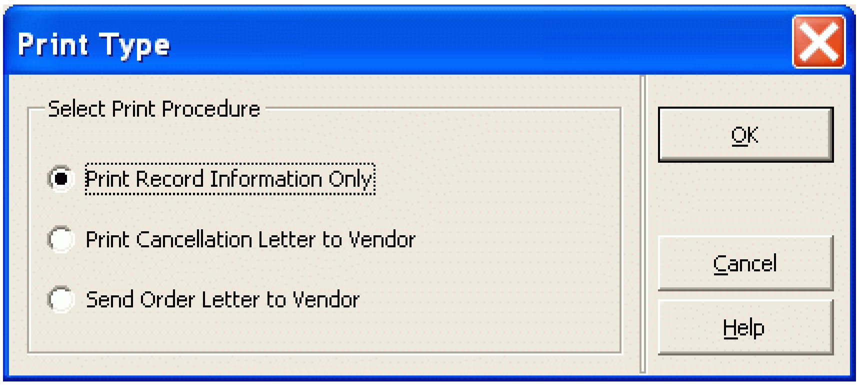
When you defined a system counter for the Order number (Web Service Module / Menu Setup Services / Counter), you can initialise the order system with the counter. The order will be saved and converted in a order number. For more information, see also the Setup (Client) chapter. The Order will be displayed in the lower pane. Click Setup (Client) to go to the Setup Client chapter for information about setting up order number counters.) The Order form will then be displayed.

Duplicate
You may add a new order by copying an existing order's details and then editing the form that pops up. To do this, highlight the order whose information you wish to copy, then click Duplicate. A form will be displayed for the new order, which will already be filled in with information copied from the highlighted order. You may then edit the form so that the information will be appropriate for the new order.

Delete
To delete an order from the list, highlight the order and click *Delete*. When deleting an order from the Orders List for orders of type M (Monographs), a warning about the existence of items appears. Overriding this warning will delete all attached items with the deletion of the order itself. A warning for deletion of attached claims will appear when you try to delete an order with attached claims. Overriding this warning will delete all attached claims.

A warning for deletion of the order's arrivals will appear when trying to delete an order with arrivals. Overriding this warning will delete all attached arrivals. A warning for deletion of attached invoices will appear when trying to delete an order with assigned invoices. Overriding this warning will delete all attached line items.

Print/Cancel
Click this button to determine which print procedure will be used:

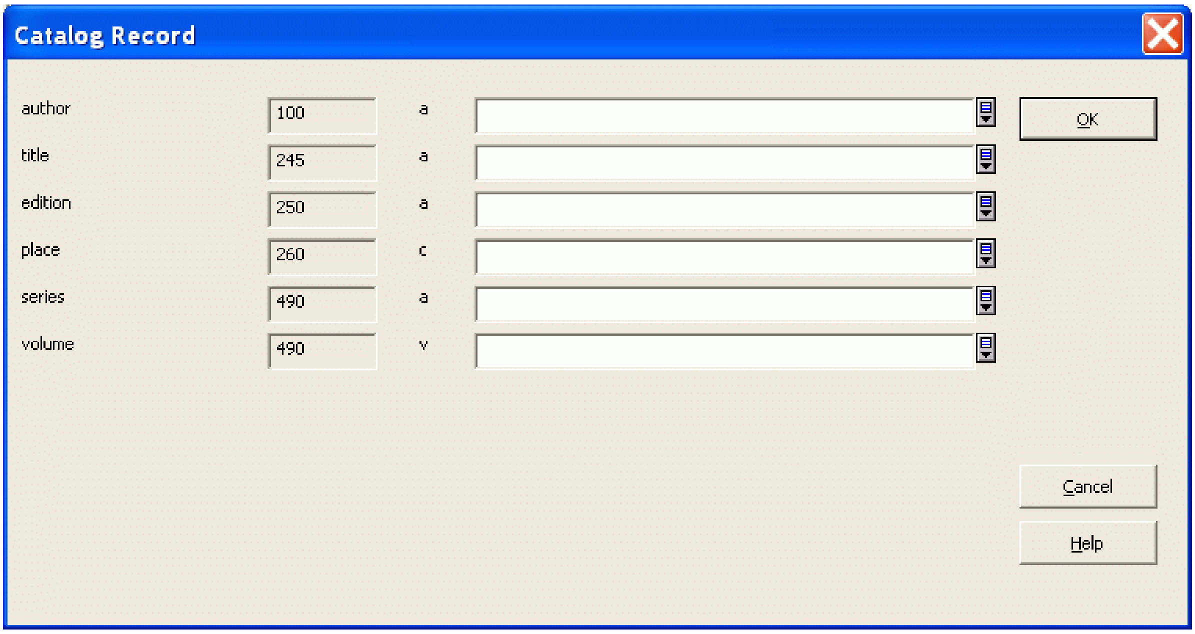


Select one of the options and click OK.

5.2.1 Quick Cataloging in Acquisitions

Another way to reach the Order List is through the Quick Cataloging option of the Acquisitions/Serials modul. Select *Catalog Order* from the *Orders* menu.

The Catalog Record window is displayed.



This window is used to briefly catalog a record with minimum information. Once you fill in this form and click *OK*, the Order List will be displayed. At this stage, you may add a new order for this record. The record does not undergo cataloging checks.

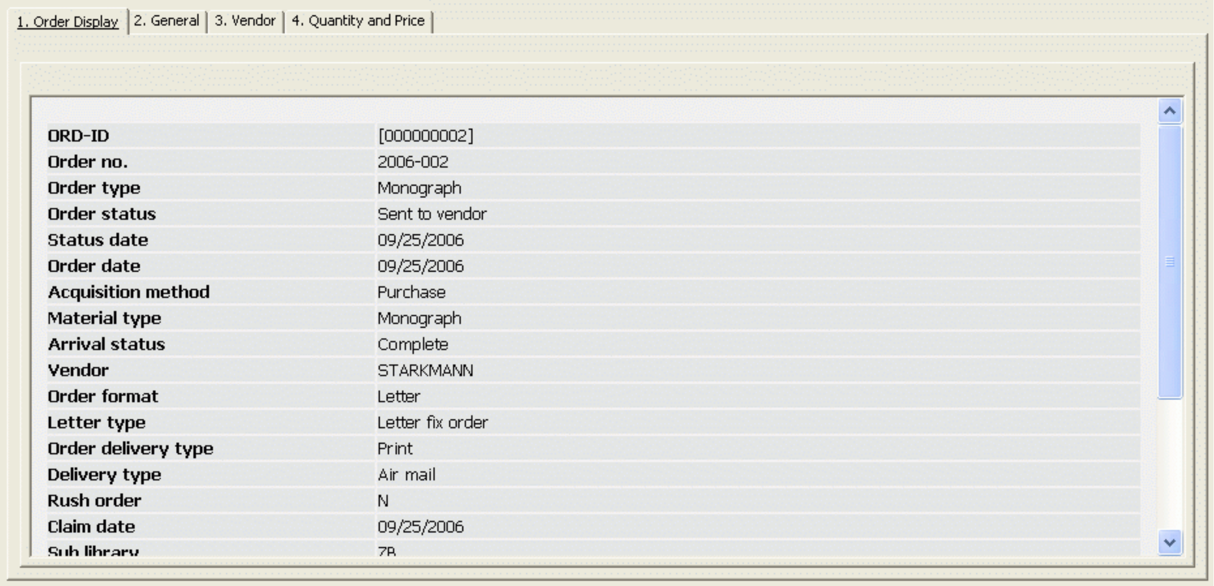
5.3 Order Form

When you select *Add* or *Duplicate* on the Order List, the Order Form is activated in the lower pane. This screen enables you to initiate a new order or to modify an existing order.

The Order Form is comprised of 4 tabs. The 4 tabs are: Order Display, General, Vendor, and Quantity and Price. Note that the Vendor Information in the Vendor tab can vary, depending on whether the order type is Monograph or Serial.

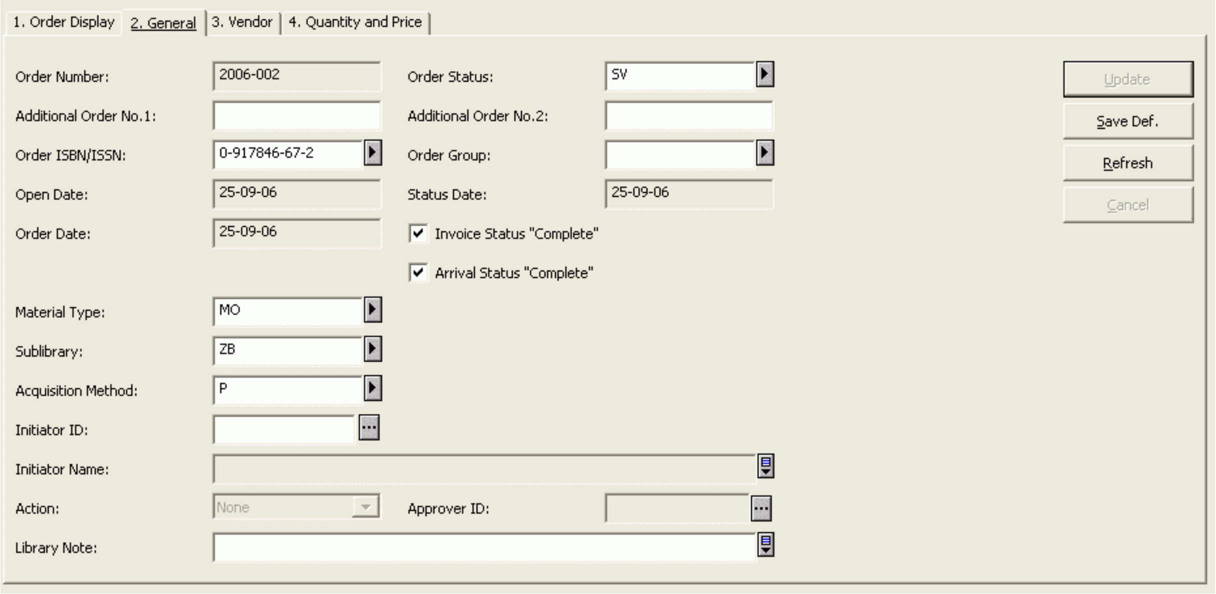
5.3.1 Order Display Tab

The Order Display tab supplies information regarding the order. You may read, but not change the information.



5.3.2 General Tab

When you select the General tab, the following screen is displayed:



Buttons

The following buttons are available on this screen:

Update

When you finish filling in/updating all parts of the form, click *Update*.

Save Def. (Save Defaults)

If you wish to save the values you have entered for the fields listed below and copy them to each new order form you open, click *Save Def*. Defaults are saved per workstation.

- Order Number 1
- Additional Order Number 2
- Order Group
- Order Status
- Sublibrary
- Acquisition Method
- Material Type
- Vendor Code
- Vendor Reference
- Vendor Note
- Rush
- Initiator-ID
- Action
- Library Note
- Approval by
- No. of items
- Max. Arrival Days
- Batch Claiming
- Item Collection (For Monograph orders)
- Encumber Budget

For the fields Order Status, Item Collection and Encumber Budget, an additional confirmation message will be displayed if the fields are not empty when saving the defaults. These fields can be saved to the defaults only in *New* or *Duplicate* mode. All other fields can be saved in *Modify* mode as well.

Note that when you click the *Save Def(aults)* button, much of the information you entered about the vendor (the specific fields are listed below) will not be copied when you Add or Duplicate a record. Instead, the information that will be entered in these fields will be taken from the Vendor Record. The following are the fields whose values are copied from the Vendor Record.

- Letter Type

- Order Delivery Type
- Delivery Type
- Send Letter by
- Currency
- Terms Sign
- Terms Percent

Refresh
Click Refresh to have the system calculate and display the local cost based on the effective currency exchange rates.

Fields

Order Number
The system will automatically assign an order number but you are free to change the number. Use the Web Service Module / Menü Setup Services to set up order number counters.

Additional Order Number 1
Optional. It may be used to provide a supplementary order number.

Additional Order Number 2
Optional. It may be used to provide a supplementary order number.

Order Status
The following statuses are available:

- NEW - Request to order.
- IP - Waiting for processing. This is an interim status between NEW and RSV.
- RSV - Ready to send.
- SV - Order sent to vendor. When an order slip is printed, the order status is automatically updated to SV.
- VC - Vendor cancelled order. This status cancels the budget encumbrance. If the status is changed (e.g., RSV), the budget encumbrance is re-activated.
- LC - Library cancelled order. This status cancels the budget encumbrance. If the status is changed to a status that indicates that the order can be sent (e.g., RSV), the budget encumbrance is re-activated.
- CLS - Order is closed. If the material arrival status is complete and the invoice has been paid, the system updates the order status automatically to CLS.

ISBN/ISSN
Optional.

If one ISBN/ISSN is available in the bibliographic record (USMARC 020/022 field, MAB 540/542 fields and DANMARC 021/022), the system automatically enters the ISBN/ISSN in the Order Form. When there is more than one ISBN/ISSN field in the bibliographic record, you may select manually the relevant value from a drop-down menu in the Order ISBN/ISSN field.

Order Group
Optional. The Order Group is a library-defined category. For example, you may decide to use this field to categorize orders by the work-group of librarians. To save the value you have entered for Order Group and copy it to each new order form that you open, click the *Save Def(aults)* button.

Open Date
This is the date that the order was initiated. The date is filled in automatically by the system.

Status Date
This is the date that the status was last changed. It is filled in automatically by the system.

Order Date
This is the date that the order was sent to the vendor. It is filled in automatically by the system and the order status is changed automatically to SV.

Invoice Status "Complete"
This field only appears when an invoice line item for this order has been registered. If the invoice is complete, the checkbox is selected. If you expect to receive additional invoices for this order, the checkbox is left blank.

For incomplete invoices, the system continues to debit the remaining encumbrance from the budget until the invoice is complete. When the invoice is complete, if the invoiced amount is different from the encumbrance, the budget is debited according to the invoiced amount.

For standing orders and serial orders, the invoice status is always "non-complete".

Use this checkbox to change an existing invoice's status.

Arrival Status "Complete"
This field only appears when an arrival has been registered. If all units for this order have arrived, the checkbox is marked. If more units are expected, the checkbox is left blank.

For standing orders, the arrival status is always "non-complete".

Use this checkbox to change an existing arrival's status.

Material Type
Select the material type of the item ordered. To save the value you have entered for Material Type and copy it to each new order form that you open, click the *Save Def(aults)* button.

Sublibrary
Select the sublibrary to which the order belongs. To save the value you have entered for the sublibrary and to copy it to each new order form that you open, click the *Save Def(aults)* button.

Order Unit
Select the order unit to which the order belongs. To save the value you have entered for order unit and copy it to each new order form you open, click the *Save Def(aults)* button. The possible Order Units are:

- P - Purchase
- A - Approval
- UA - Unverlangte Ansicht
- G - Gift
- E - Exchange
- D - Deposit
- B - Bookbinding
- O - Other

Initiator-ID
If the order is for a specific initiator, enter his ID here. You may select from a list of patrons by clicking the button to the right of the field. To save the value you entered for Initiator ID and to copy it to each new order form that you open, click the *Save Def(aults)* button.

Initiator Name
If you entered an Initiator ID, the system will automatically fill in the Initiator Name.

Action
This field is enabled only when the Initiator ID has been entered. In this field, you may select the target action for this order. The possible actions are:

- None
- Send Directly - choose this option if you want the order to be sent directly to the initiator. The system will then print the initiator's address on the order slip. If there is an
- Create Hold - choose this option if you want the order to be sent to the library's address and you want to create a hold request for the item on behalf of the initiator.
- Send Mail - choose this option if you want a message to be sent by e-mail or by means of a printed letter upon the FIRST arrival of an order.

To save the value you entered for this field and to copy it to each new order form that you open, click the *Save Def(aults)* button.

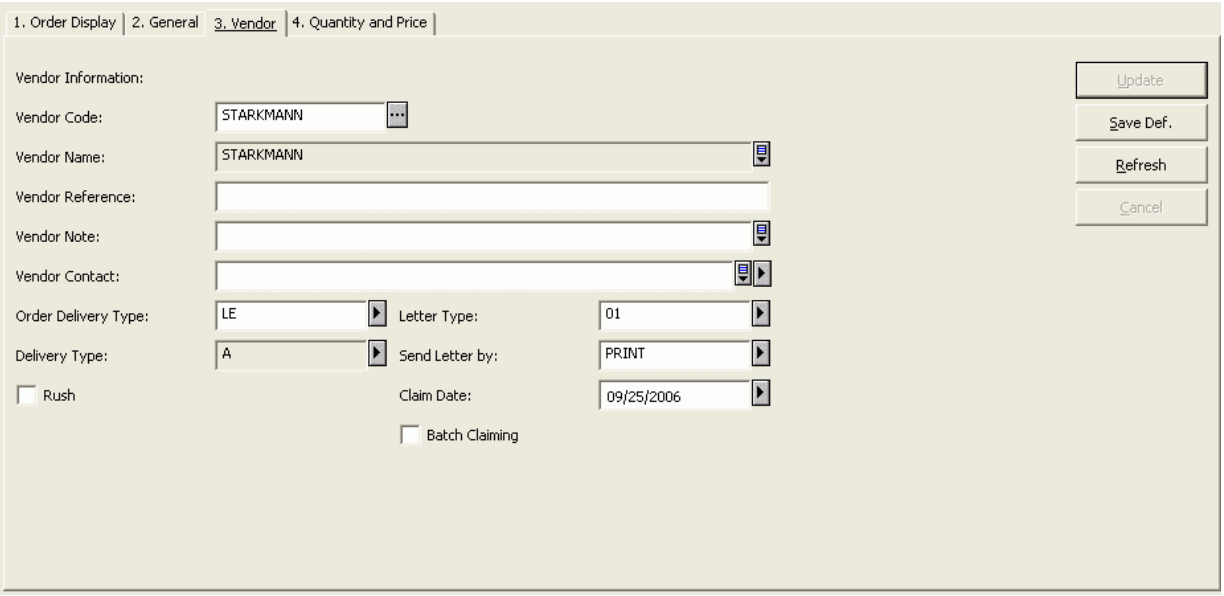
Approver ID
This field is enabled only when the Initiator ID has been entered. If there is an approver for this order for the initiator, enter his ID in this field. You may select from a list by clicking the button to the right of the field. To save the value you entered for Approver ID and to copy it to each new order form you open, click the *Save Def(aults)* button.

Library Note

You may enter a note of up to 200 characters. Depending on your client setup, this Note text will pop up when Material Arrival is performed.

5.3.3 Vendor Tab

When you select the *Vendor tab*, the following screen is displayed: Note that the *Vendor Information* part varies, depending on whether the order type is Monograph, Serial or Standing Order.



Vendor Code

Click and select a vendor from the Vendor List. Alternatively, type in a vendor code and press Enter. The information will be taken from the Vendor record and entered in the Vendor tab. As soon as the order is sent, the Claim Date will be filled in and calculated on the basis of the delivery type.

If your system is set to use a two-level vendor, the fields which take their defaults from the vendor record will use the relevant sublibrary/order unit sublevel vendor record, if one exists. If a sublevel vendor record does not exist, the system will use the generic record information. The sublevel can be sublibrary or order unit (depending on your system setup). To save the Vendor Code and copy it to each new order form that you open, click the *Save Def(aults)* button. Note that only the Vendor Code will be copied and not other information about the Vendor, such as delivery type and letter type. (Information for these fields will be taken from the Vendor record.)

Vendor Name

After you select a vendor code, the system will automatically fill in the vendor name.

Vendor Reference

The vendor may have assigned a special reference number for the material. (especially likely for serials).

Vendor Note

You may enter a note of up to 200 characters.

Vendor Contact

This is the name of the vendor contact person. The system will automatically fill in the Contact 1 field that appears in the vendor record, although you may change it. You may also choose Vendor Contact from the pull-down menu (which lists all 5 contact names that appear in the vendor record).

Order Delivery Type
This is the format in which the order is sent to the vendor. For example, the format may be a list of orders or a letter for an individual order. The system will automatically fill in the Order Delivery Type that appears in the vendor record, although you may change it. If you select LI (for List), then the Letter Type and Send Letter by fields will not appear in the window because they are no longer relevant.

Letter Type
This field is active if you select LE (for Letter) for the Order Delivery Type. For Letter Type, select the order slip that should be printed.

Send Letter by
Select the manner in which you want the order slip sent to the vendor.

Delivery Type
This is the way in which the material is sent from the vendor to your library.

Claim Date (for Monographs)
Unless you enter your own date, the system will calculate the claim date according to the material delivery type and its delay as defined in the vendor record. The system automatically enters the claim date, when the claims are opened from the claim *list* in Web Service Module / Menu Acquisition. If the claims are being handled manually, by clicking the *Claim* button on the Order Claim List, then the claim date will be updated only if the date will be changed on the Claim form.

Batch Claiming (for Monographs)
If you select this option, the system will send claims from the *Claim list* (Web Service Module / Menu Acquisition. If you do not select this option, then the only way to send a claim for this order is to manually send one by clicking the New Claim button on the Order Claim List window. To save the value you have entered for this Batch Claiming field and to copy it to each new order form that you open, click the *Save Def(aults)* button.

Rush
Select this option, if this is a rush order. To save the Rush indicator and copy it to each new Order form that you open, click the *Save Def(aults)* button. Depending on your GUI client setup, if the Rush box is checked, a notification will be displayed when Material Arrival is performed.

Subscription Start/End (for Serials and Standing Orders)
Enter the dates between which the library will be receiving the serial.

Max. Arrival Days (for Standing Order)
This is the maximum number of days that may elapse from the time you received the last volume. If you have not yet received any volumes, then this is the maximum number of days that may elapse from the time you sent the order to the vendor. A report of Standing Orders that need claims sent to the supplier may be printed. This report can be printed using the *Standing Orders to Claim* service in the Acquisitions Services menu. To save the value you

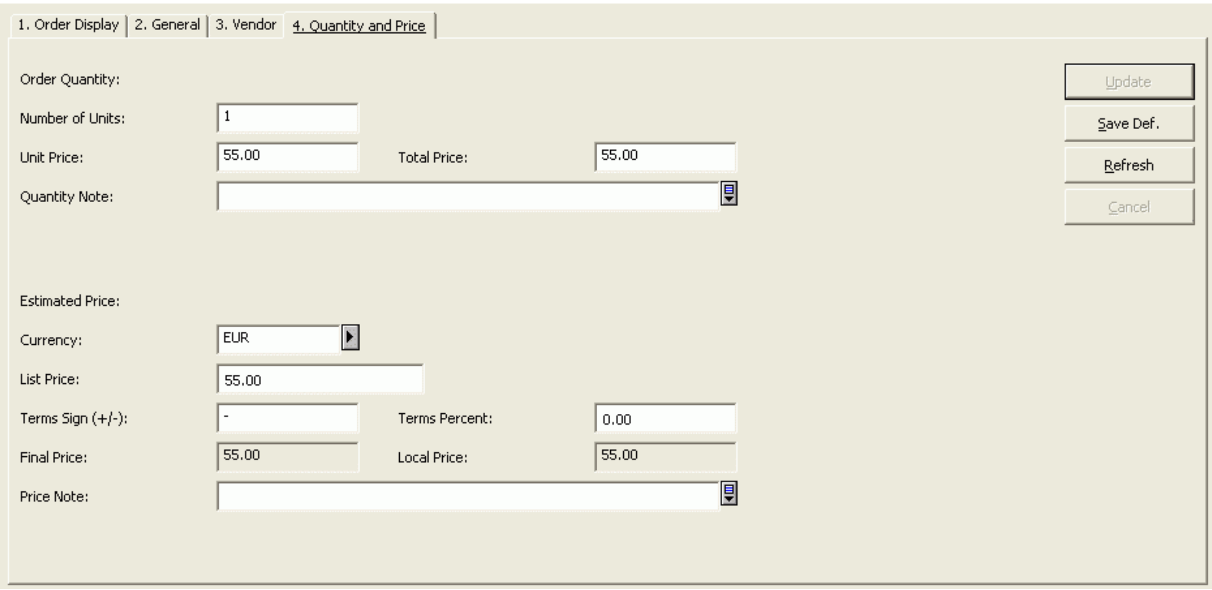
have entered for this field and to copy it to each new order form that you open, click the *Save Def(aults)* button.

Budget Cycle (for Serials and Standing Orders)
This defines the cycle of annual budgets that will be encumbered for the subscription in the following way: If you enter "1", then each annual budget will be encumbered in turn. If you enter "2", then every second annual budget will be encumbered; enter "3" to encumber every third annual budget, and so on. For example, if the selected budget is **BIOLOGY-2008** and the Budget Period is 2, then the BIOLOGY-2008 budget will be encumbered for the subscription, and the annual budget BIOLOGY-2009 will not be encumbered at all. The next budget that will be encumbered for the subscription is BIOLOGY-2010.

Renewal Date (for Serials and Standing Orders)
This is the date by which the subscription should be renewed or cancelled.

5.3.4 Quantity and Price Tab

When you select the *Quantity and Price tab*, the following screen is displayed:



Order Quantity Information:

Number of Units
Enter the number of units ordered. This will be printed on the order slip. To save the value you have entered for this field and to copy it to each new order form that you open, click the *Save Def(aults)* button.

Unit Price
Enter the price per unit.

Total Price
If the unit price was entered, the system will automatically calculate the total price by multiplying the number of units by the unit price.

Quantity Note

This note will be printed on the order slip. You can use the note to add remarks regarding the copies or volumes you are ordering. You may enter up to 200 characters.

Create Item Records
This checkbox is only visible for monograph orders. If you want the system automatically create item records for each copy ordered of a monograph, make sure there is a check mark in the box. If you do not want item records created automatically, clear the check mark.

Item Collection
This field is only visible for monograph orders. When a new item is created and the Create Item Records checkbox is selected, you may determine the Item Collection using this menu. In the *itemdef.cfg* file (../etc directory), you can define defaults for items created automatically.

Estimated Price Information:

Currency
Select the currency in which you will be invoiced by the vendor. The first currency defined in the vendor record will be entered as the default. Click the arrow to select one of the vendor currencies that was defined in the Vendor Information form.

Up-to-date and extensive lists of currencies and their codes are available on the Web.

List Price
Enter an estimate of what the order will cost so that an encumbrance for the item can be debited from the budget. The price entered should be in the vendor's currency. The Total Price is automatically copied if this field is left blank.

Terms Sign and Terms Percent
The Term Percent fields of the Vendor form and the Term Percent fields of the Order form allow values of 3 digits plus two decimal places. This allows percentages to be expressed of up to 100.00%.

Final Price
Final Price = List Price +/- Terms Percent.

If the budget(s) associated with this order already have encumbrances, then if the final price is changed later, the system will change the encumbrances accordingly.

Local Price
The local price ist the price in local currency.

Note
You may enter up to 200 characters.

Encumber Budget
This field is only visible when adding a new order. If you want to encumber a single budget for this order, enter the budget code here. To choose from a list, click the button to the right of the field. If you want to encumber more than one budget, do not fill in this field. Instead, use the Order Budget tab (select the Encumber node from the Order tab).

5.4 Sending orders to vendors

There are two ways in which an order may be sent to a Vendor:

- By clicking the Send button on the Order List.
- By clicking the Bestelllauf function in the Web Service Module / Acquisition menü

5.4.1 Send Button

When you click the Send button on the Order List, the order may be printed out and then manually sent to the vendor. This will happen if the Order Delivery Type is LE (Letter) and the delivery type is PRINT or EMAIL.The order status changes automatically to SV.

For more information see the Email section in Print chapter.

5.4.2 5.4.2 Order List

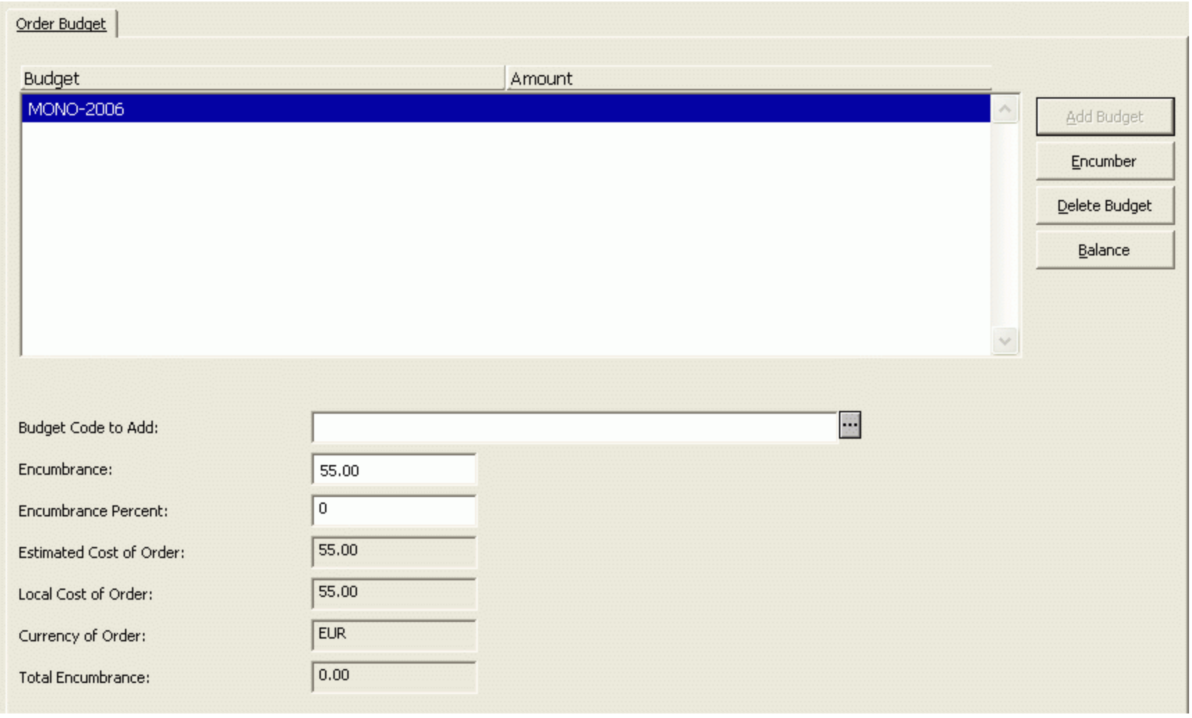
The order will be included in a list of orders if the Order Delivery Type is LI (List). Change the order status to RSV (ready to send to vendor). The list of orders is sent later when you run the Send List of Orders to Vendor service. After running this service, the order status will become SV (sent to vendor). This function creates a file with Letters (order.<Jobnr.>L, e.g. order.0098L) and a file with e-mails (order.<Jobnr.>M, e.g. order.0098M) in the ../print directory on the server.

```
JOB 000098 ORDER 2006/04/18 16:46:36 START
2006/04/18 16:46:36 POOL=B SUBLIB=ZB
2006/04/18 16:46:37 1 Letters created
2006/04/18 16:46:37 1 Emails created
JOB 000098 ORDER 2006/04/18 16:46:37 END
```

These files can be accessed via the Alephino Task Manager. You can click the *print* button from here to print or to mail the files.

5.5 Encumbrances for order

To encumber a budget for a specific order, select the Encumber node under the Order tab. The Order Budget screen will be displayed in the right pane.



This screen shows the budgets that will be encumbered for this order. You can assign one or more budgets to this order. In this way, several budgets can encumber various amounts toward the total sum of the order.

The Encumbrance column displays the Encumbrance Sum. The Active Amount automatically becomes zero when the invoice is registered as "complete". When the invoice is registered as "partial", the encumbrance will be reduced to the amount on the invoice.

5.5.1 Buttons

The buttons available on this screen are:

Add Budget
To assign a new budget for this order, fill in the *Budget Code* to Add field and click the *Add Budget button*.

Encumber
To indicate the amount for which a particular budget will be encumbered, highlight the budget, then enter the amount in the field called *Encumbrance* and click the *Encumber button*.

Delete Budget
To delete a budget from the list, highlight the budget and click Delete.

Balance
To view the balance of the selected budget, click Balance.

5.5.2 Fields

Budget Code to Add

This is the unique code identifying the budget. Click the arrow to the right of the field to choose from a list of budgets.

Encumbrance
This is the amount for which the highlighted budget will be encumbered. You can fill in the actual amount in this field or leave this field blank and enter a percentage of the estimated price in the Encumbrance Percent field.

Encumbrance percentage
This is the percentage of the estimated price for which the selected budget will be encumbered. If you fill in this field, then leave the Encumbrance field blank.

Estimated Cost, Local Cost and Currency
This information is for reference only; it may not be changed on this screen.

Total Encumbrance
If one or more budgets have been assigned to pay for the order, this field shows the total amount that has so far been encumbered by the budgets.

5.6 Items / Subscription

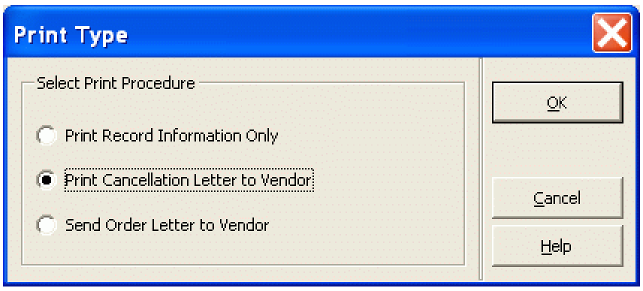
You can add items to an item/subscription order; in this case, a link from the item record to the order is automatically created. To add items to specific order, select the *Items/Subscription* node under the Order tab.

The Item List screen will be displayed in the right upper pane for monograph orders.

The Subscription List screen will be displayed in the right upper pane for serials orders.

5.7 Deleting Orders

You can delete an order, by clicking *Print/Cancel* and then *Print Cancellation Letter To Vendor*.



The order Status will be LC. The cancelled letter will always be created as an individual printout.

You can cancel also a Order by opening the Order Form and change the Order Status field. Select one of these Statuses

- VC (Vendor Cancelled)
- LC (Library Cancelled)

These statuses delete automatically the Budget encumbrance. If the status will be changed to an active status, the Budget encumbrance will be reactivated.

5.8 Deleting Orders

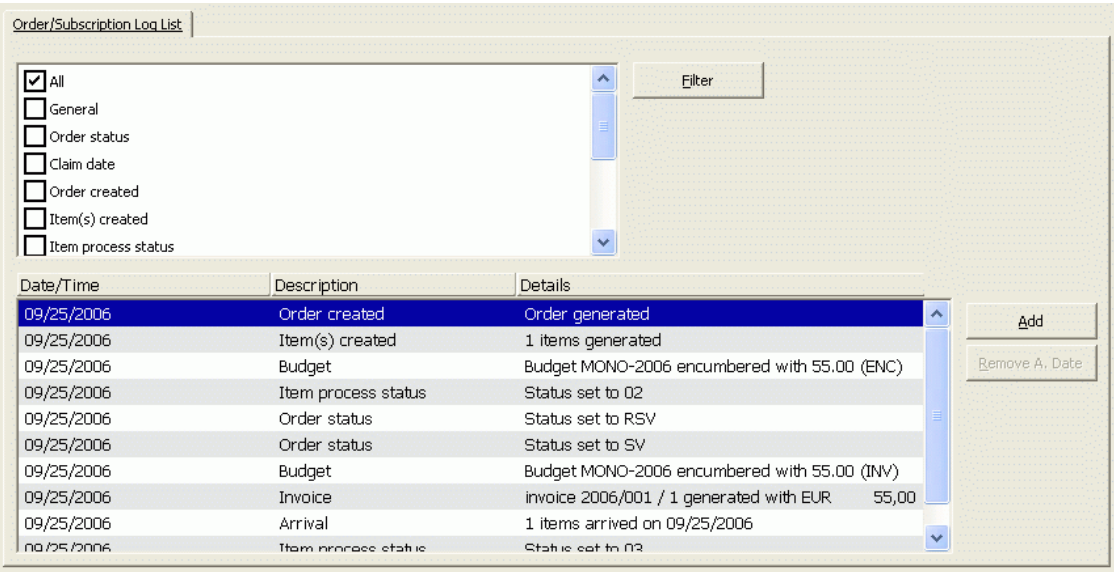
There are two methods for deleting orders from the system:

1. Via the Order List
   You can delete an order by selecting that order in the Order List Record form and clicking the *Delete* button. If there are Items/Arrivals/Claims/Invoices attached to the order, the system asks you to re-confirm the deletion.

2. Via the New & Cancelled Order index
   This option allows deletion only for orders with statuses of: Neu; LC, VC and CNB.

5.9 Order log

The Order Log keeps track of various order-related activities that have occurred, such as a change in the Order Status or the Next Claim Date. The Order Log List is accessible by selecting the Order Log node from the Order Tab.



5.9.1 Order Log List (upper pane)

The following buttons are available in the upper pane

Filter
You may filter the transactions in the list by means of the check boxes above the list of log transactions. It is possible to check more than one filter.

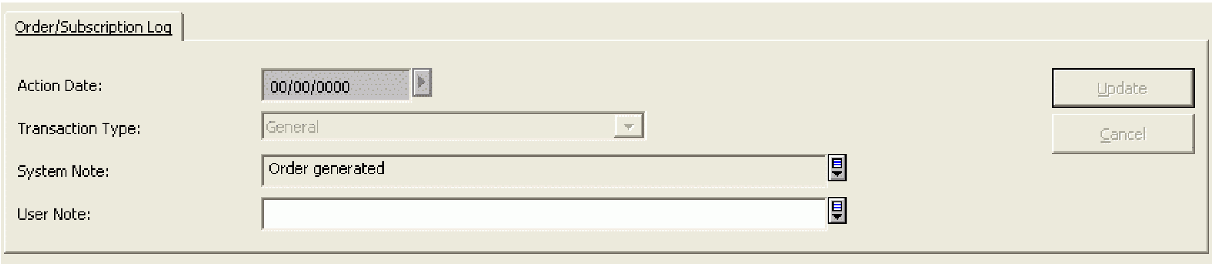
Add

You can manually add a transaction to the Subscription Log. When you click Add, the lower pane Order/Subscription Log will be displayed and you can enter the details of the new transaction.

Remove Action Date
You can remove a previously entered Action Date by selecting the relevant log transaction and clicking this button.

5.9.2 Order/Subscription Log (lower pane)

The Order/Subscription Log pane displays details relating to a transaction log highlighted in the Order/Subscription Log List in the upper pane. You can manually add a new transaction log or update details of the highlighted log.



Action Date
If you manually add a log, you can select the date for this action. An Order Log transaction with an Action Date can be retrieved by the Acquisitions service, Order Log Report.

Transaction Type
To manually add a transaction to the Order Log, select the desired type from the expand list.

There are 2 types of Serial orders and subscriptions that will never be automatically generated by the system:

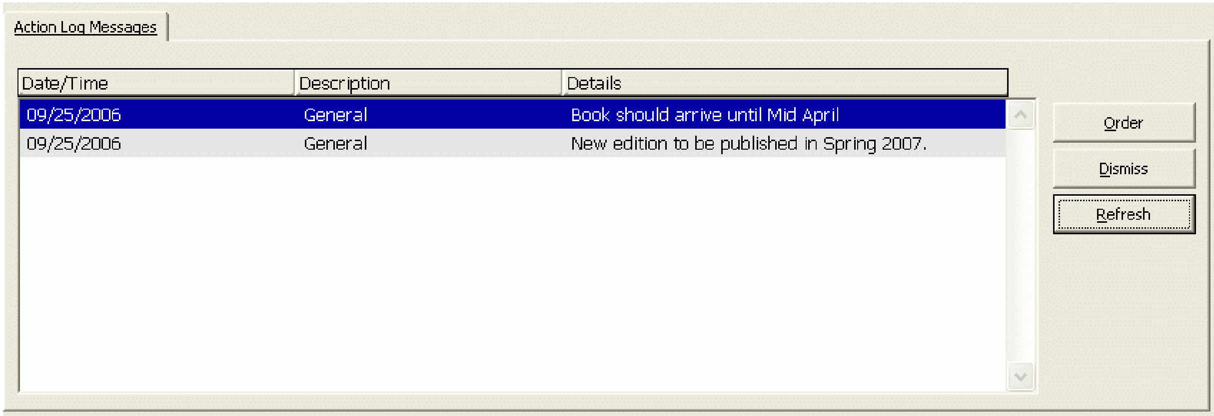
- General
- Response from vendor, allows you to manually assign a response from the vendor (up to 2000 characters).

Note to vendor (up to 2000 characters) that will be printed out on an Order Slip and an Order List. This is in addition to the Note to Vendor (up to 100 characters) that can be entered on the Order Form. Note: The Acquisitions Order Log will include Subscription Log information only if the order number is entered in the Subscription Record. Otherwise, the Subscription transaction will be found only in the Subscription Log.

User Note
Enter here the text of your entry log.

5.10 Action log messages

The Action Log Messages can be accessed via the Administration tab.



The Action Log Messages window displays all log transactions that match transactions whose Action Date does not later than the Current Date. I.e., the Action Date is before or equal to the date on which the Log Message window was opened.

Use this function to display all transactions for the current day and earlier.

The *Order* button allows you to jump from a log message to its related order.

The *Dismiss* button allows you to dismiss the Action Date from the entry log and the entry will not be more displayed.

The *Refresh* button updates the entries list in the Action log.

6 Invoices

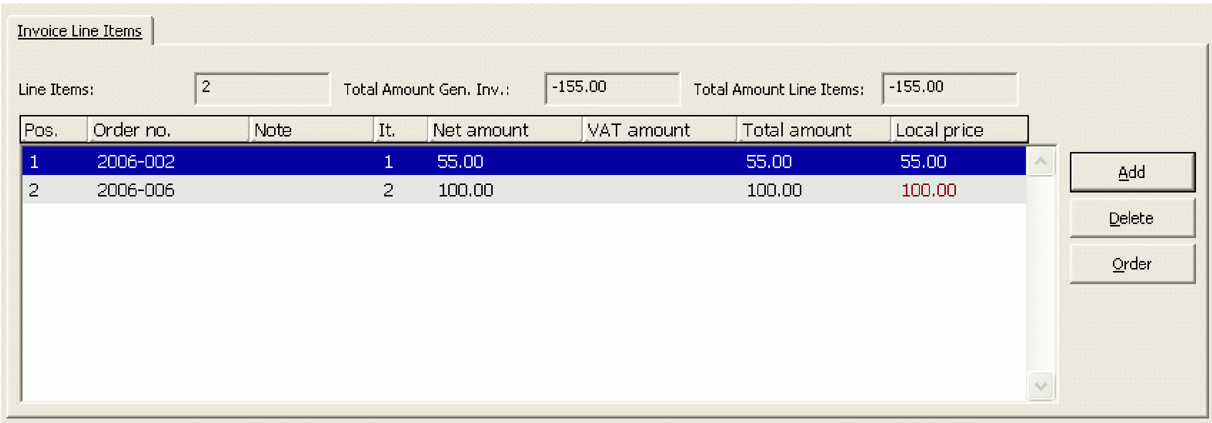
There are two ways to register an invoice:

- Order Path
- Invoice Path

Use the Order Path when you want to register an invoice for one specific order.
Use the Invoice Path when you want to register an invoice for different orders.

6.1 Order path

Retrieve an order using the Order bar. Highlight the order on the Order List and then select the Invoice node from the Order tab; the Order Invoice Lines tab will be displayed.



This screen shows the list of invoices that have been registered for a specific order and enables you to update an invoice or create a new invoice line. To modify the details of a line item invoice, highlight the desired line and update the lower pane form.

New
To register the details for a new line item invoice, click New. If a General Invoice does not already exist, one will be created for you.

Gen Inv
To view a existing General Invoice and its line items, highlight a line item and click Gen Inv. You will be transferred to the Invoice Tab, which provides access to the General Invoice form and the Line Item form.

6.2 Invoice path

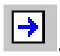
This section explains the Invoice Path and includes the following screens:

- General Invoice Form
- Invoice Line Items

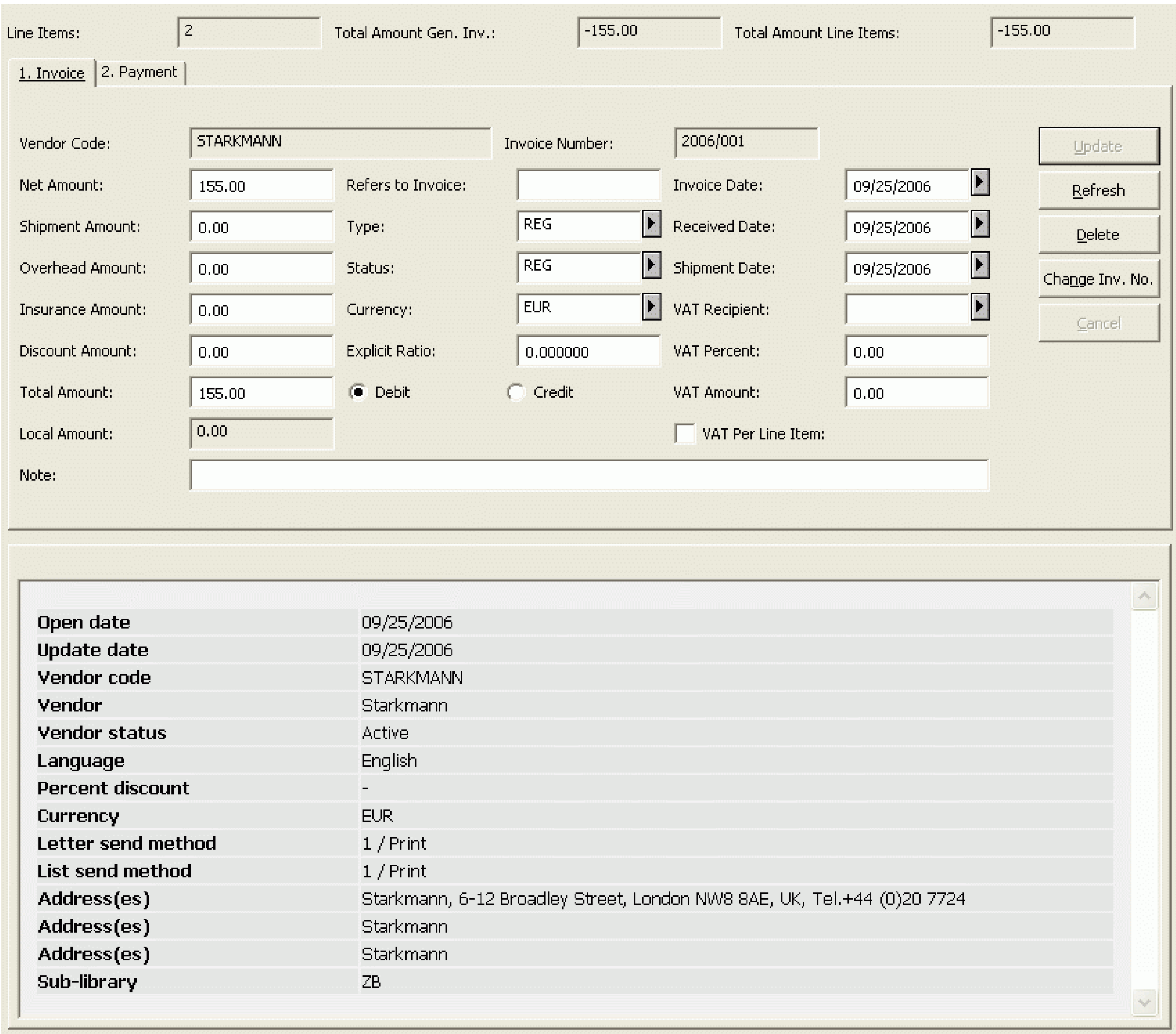
- Line Item Form
- Budget List of Invoice

To register an invoice, use the Invoice Bar, which allows you to retrieve a general Invoice and its line items or to create a new invoice.

In the leftmost field, select the Vendor Code from the Vendor List or type in the desired vendor code.

In the adjacent field, select the desired invoice number or type it in. To add a new invoice for the selected vendor, type in the new general invoice number, click .

The *General Invoice* Form will be displayed in the upper pane.



6.2.1 General Invoice Form

This form enables you to register information about a General Invoice. The following read-only information is displayed: Line Items, Total Amount of the General Invoice and Total Amount of all attached Line Items.

The General Invoice Form has two panes:

1. The upper pane, which is divided into two tabs: Invoice tab and Payment

2. The lower pane, which is divided into five tabs which display read-only information regarding vendor and vendor addresses.

Buttons

The following buttons are available on this screen:

Update
When you are finished filling in the form, click **Update**.

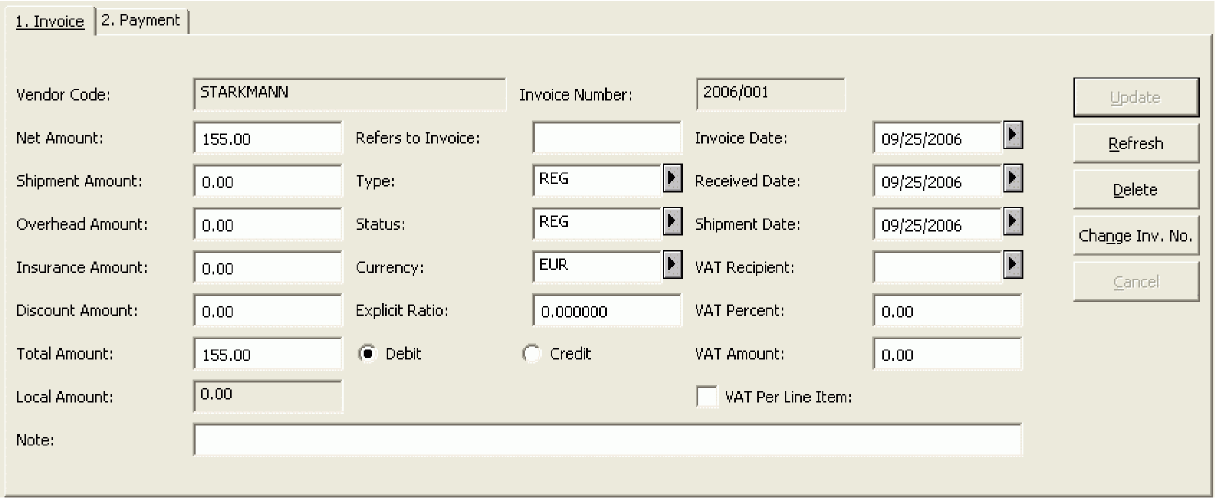
Refresh
To have the system recalculate the Total Amount and the Local Amount, reset the Total Amount to zero and click Refresh.

Delete
To delete a General Invoice along with all its Line Items, click Delete. You will be asked if you are sure you want to delete.

Change Invoice Number
This button enables the user to change the General Invoice Number. Clicking this button will open the Invoice Number window in which the new number should be entered. If one of the following records is connected to the General Invoice, the action will also update them: Budget Transaction, Line Items and Item Record.

Cancel
The system will cancel the transaction.

6.2.2 Invoice Tab



Vendor Code
The Vendor Code will be filled in automatically by the system.

Invoice Number
Enter the Invoice Number as assigned by the vendor. You may enter up to 15 characters.

Net Amount
Enter the amount specified on the invoice for this order.

Refers to Invoice
If there is an original invoice to which the current invoice refers, enter its number here.

Invoice Date
Mandatory field. This is the date on which the General Invoice was prepared by the vendor.

Shipment Amount
Optional.

Type
Select the invoice type. The type may be REG (regular), PRO (proforma), or DEP (deposit). If left blank, the invoice type defaults to REG. The list can be enriched. The invoice type is for information purposes only; all invoice types are handled in the same manner by the system.

Received Date
This is the date on which the General Invoice was received or registered by the library. If the date is left blank, the system will automatically fill in the current date.

Overhead Amount
Optional.

Status
The status may be REG (regular) or SUP (supplementar). If left blank, the status defaults to REG. Additional Invoice Status can be set. This status is for information purposes; both statuses are handled in the same manner by the system.

Shipment Date

This is the date on which the invoice was sent by the vendor to the library. If the date is left blank, the system will automatically fill in the same date as the invoice date.

Insurance Amount
Optional.

Currency
Mandatory field. Choose the currency used for the invoice. The first currency defined in the vendor record will be entered as the default.

VAT Recipient
Choose the body that should receive the Value Added Tax.

Discount Amount
Optional.

Explicit Ratio
If the vendor defines an explicit currency ratio, enter it here. The system will calculate the local price accordingly. If no ratio is entered, the system will consult the currency table.

VAT Percent
Optional. This field can be edited only when the VAT per Line field is unchecked. If you wish, you can enter the percent of the Total Amount that should go to the VAT Recipient and the system will automatically calculate the VAT Amount. The VAT Amount is included in the Total Amount. (For example, if the Total Amount is 100$, and you enter 17% for the VAT percent, then the system will calculate the **VAT Amount** to be $17.)

When the VAT per Line field is checked, the VAT Percent field becomes inactive and the VAT amount is calculated from the VAT amounts of all attached line items only.

Total Amount
If you leave this field blank, the system will automatically fill in the Total Amount in the vendor's currency, based on the Net Amount plus additional charges or minus discounts. Note that the system takes the difference between the Net Amount and the Total Amount and adds it proportionally to all the orders linked to the invoice. If you do not want the charges distributed proportionally to all the orders, then you must manually enter the Total Amount, making sure that it is the same as the Net Amount.

Debit/Credit
Indicate whether this is a Debit Invoice or a Credit Invoice.

VAT Amount
Optional. This field can be edited only when the VAT per Line field is unchecked. The VAT amount is the amount that should go to the VAT recipient. The VAT Amount is included in the Total Amount.

When the VAT per Line field is uncheked, the VAT values of all attached line items are calculated according to the VAT percent of the general invoice.

When the VAT per Line field is checked, the VAT Amount field becomes inactive. It is calculated from the VAT amounts of all attached line items.

Local Amount

The system will automatically calculate this information based on the effective currency exchange rate or based on the explicit currency ratio value. This information is for display only. It cannot be changed on this screen.

VAT per Line
The VAT per Line field can be either checked) or unchecked. Its default value is No.

When set to Yes, this means that the VAT values of the line items can be set individually for each line item and the VAT amount of the general invoice is calculated from the VAT amounts of all attached line items.

When set to No, this means that the VAT amount of the general invoice is as indicated in the VAT Amount field and the VAT values of all attached line items are calculated according to the VAT percent of the general invoice.

Note
You may enter a note up to 60 characters in length.

Payment Date

Payment Date
Enter the date on which the General Invoice was paid. (Leave this field blank if the invoice is not yet paid.)

Check Number
Enter the number of the check that was used to pay the General Invoice. (Leave if the invoice is not yet paid.)

Amount
Enter the Amount that was or will be paid.

Status
Choose the appropriate payment status. Standard payment statuses include:

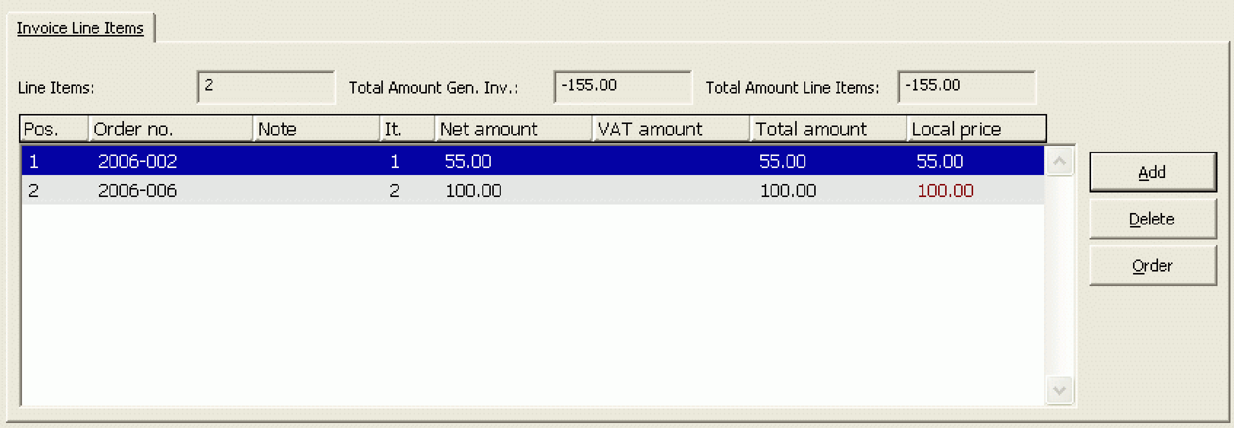
- N - not ready to be paid
- R - ready to be paid
- P - paid

Approval Dept.
From the pull-down list choose the approval department for this General Invoice. The list of approval departments can be set by yourself (Web Service Modul / Setup Services / Edit Tab - ACQ-APPROVAL-DEPARTMENT).

Approval Number
You can manually type in an approval number for this General Invoice.

6.2.3 Invoice Line Items

In order to register a new line item in the General Invoice or to update an existing line item, select the Line Items node of the Invoice Tab. The Invoice Line Items tab will be displayed in the upper pane.



This screen lists all invoice line items which are attached to a specific General Invoice. The following read-only information is displayed at the head of the form: Line Items, Total Amount of the General Invoice and Total Amount of all attached Line Items.

To modify an existing line item, highlight its line and update its details in the Line Item form of the lower pane.

Buttons

The following buttons are available:

Add
To add a new line item, click Add. In the window that appears enter the order number to which you want to add a line item. Select *Ignore* to add a line item not connected to an order. This will activate the Line Item Form in the lower pane.

Delete
To remove a line item from the list, highlight the line item and click Delete.

Order
To jump to the order list of the order associated with a line item, highlight the line item and click Order. This button will be inactive when the highlighted line item is not connected to an order.

6.2.3.1 Line Item Form

The screen is divided into two main tabs:

- Line Item Form
- Order Info

The Order Info. tab displays information related to the order: Order Information, Bibliographic Information, Invoice, Expenditure and Encumbrance.

The Invoice Line Item Expand tab enables you to register an entry for an individual order (Line Item) in the General Invoice. If a General Invoice does not already exist, one will be created for you, based on the information you provide in the following fields: Type, Status, Currency, Invoice Date, Received Date, Shipment Date and Approval Dept. If a General

Invoice already exists, these fields will not appear on this Line Item form.

Buttons on this screen include:

Add/Update

When you are finished filling in the form, click Add or Update.

Refresh

If you wish to have the system calculate and display the added amount, total amount and local amount, click Refresh.

Budgets

To view or assign the budgets that will pay for this invoice, highlight the order and click Budgets.

Fields

Note that parts of the fields are displayed when a new line is added. This is not the case when you update an existing line item.

Following is the help for each field.

Vendor Code

The system will automatically fill in the Vendor Code.

Estimated Price

Optional. Enter the Estimated Price for this Invoice Line Item. As a default, the system automatically fills in the value that has been entered in the Final Price field on the Quantity & Price tab of the Order Form.

Net Amount

Enter the Net Amount of the order in the vendor's currency.

Added Amount

The system will automatically calculate this information by taking the Added Amounts in the General Invoice and distributing them proportionally to the individual orders. The amount shown here is in the vendor's currency.

Total Amount

The system will automatically calculate this information by adding the Net Amount and the Added Amount. The Total Amount is in the vendor's currency. If the Total Amount is changed later, and the order has a budget assigned to it, the budget will be debited accordingly.

Local Amount

The system will automatically calculate this information based on the effective currency exchange rate. This information is for display only. It cannot be changed on this screen.

Number of Units

Enter the number of units being invoiced. As a default, the system will automatically fill in the value that was entered in the Number of Units field on the Quantity & Price tab of the Order Form. In case there are more line items for this order, the number of units is set as the remaining number of units from the order and other line items.

Invoice Number
The system will automatically fill in the Invoice Number.

Credit/Debit
Indicate whether this is a Debit invoice or a Credit line item invoice.

Currency
Choose the Currency used for the invoice.

VAT Percent
Optional. If the VAT per Line checkbox of the General Invoice is set to NO (unchecked), this field will become inactive. If the VAT per Line checkbox of the General Invoice is set to YES (checked), this field can be edited and you can calculate the VAT amount by entering a VAT percent in this field.

VAT Amount
Optional. If the VAT per Line checkbox of the General Invoice is set to NO (unchecked), this field will become inactive. If the VAT per Line checkbox of the General Invoice is set to YES, (checked), this field can be edited and the VAT Amount can be entered manually or calculated from the total amount by entering a VAT Percent.

Note
You may enter a line item note up to 200 characters in length.

Check Subs. Date Overlap
(Only for Serials and Standing Orders Line Items)

If the checkbox is marked, the Subs. From/To Dates fields are mandatory and the coverage period is checked against other invoice line items of the same order to see if there is a date overlap. If the checkbox is not marked, you will not have to fill in the Subs. From/To Dates fields and the system will not check whether there is an overlap of dates. The default value (checked or non-checked) for this checkbox is determined in acq.ini.

Subs. From/To Date
(Only for Serials and Standing Orders Line Items)

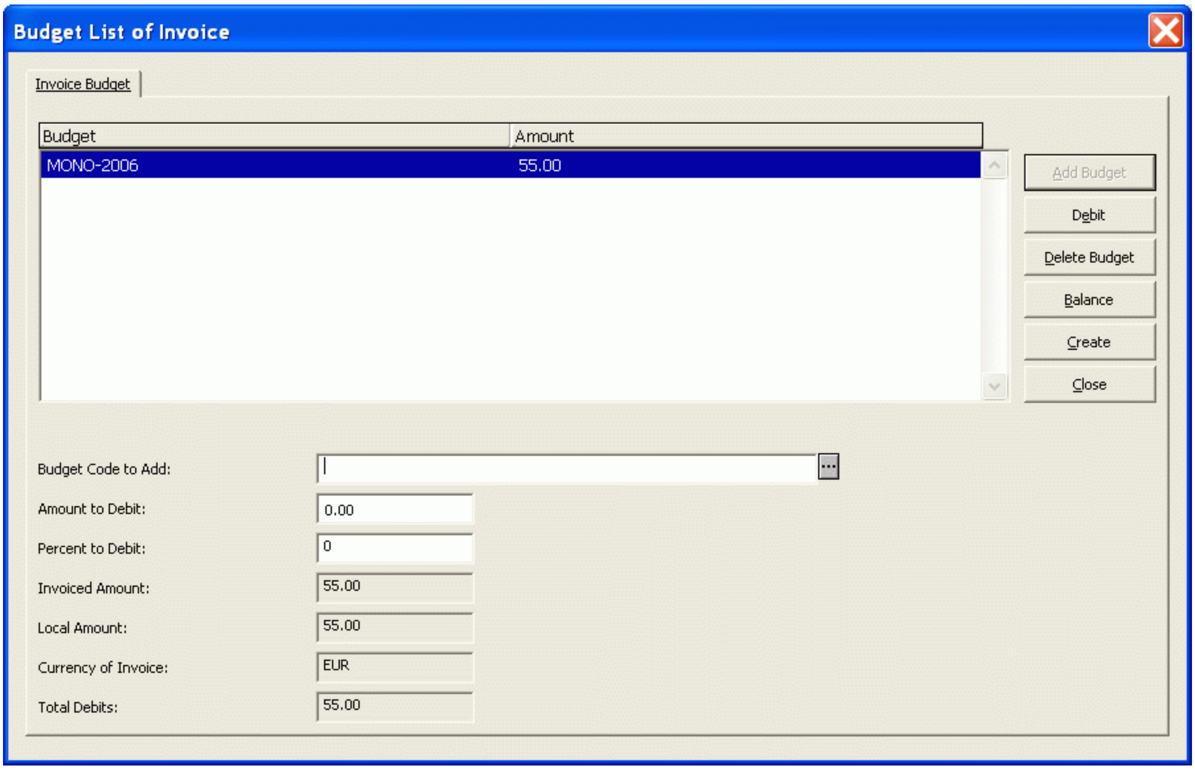
Enter the subs. coverage period of the invoice. These fields are mandatory only when the *Check Subs.Date Overlap* field is checked.

Order Completely Invoiced
This field is enabled only if the invoice is complete, that is, you do not expect another invoice for the order. Mark the box by clicking it. If you expect to receive additional invoices for this order, leave the box blank. For incomplete invoices, the system continues to debit the encumbrance from the budget until the invoice is complete. When the invoice is complete, if the invoiced amount is different from the encumbrance, the budget is debited according to the invoiced amount.

The option is only available when adding a new Line Item. When modifying, the checkbox is not displayed. To modify an invoice status, use the *Invoice Status Complete checkbox* of the Order Information tab in the Order Form.

6.2.3.2 Budget List of Invoice

When you click the *Budgets* button on the Line Item Form, the screen below is displayed.



This screen lists the budgets that will pay for the invoice of this order. You can assign one or more budgets. In this way, several budgets may pay various amounts toward the total sum of the order.

Buttons

The buttons available on this screen are:

Add Budget

To assign a new budget for this invoice, fill in the field called *Budget Code to add* and then click the Add Budget button.

Debit

To indicate the amount which a particular budget will be debited, highlight the budget, then enter the amount in the field called Amount to Debit and click the Debit button.

Delete Budget

To delete a budget from the list, highlight the budget and click Delete.

Balance

To view the balance of the selected budget, click Balance.

Create

This button enables you to recreate the budget from the order's encumbrance. The budget from the Order will be copied. A message will be displayed: you will be prompted to confirm the deletion. The other allocated budgets will be deleted.

Close

After you have made all desired changes to the screen, click Close.

Fields

Budget Code to Add
This is the unique code identifying the budget. Click the arrow to the right of the field to choose from a list of budgets.

Encumbrance
This is the amount that will be debited from the highlighted budget. You can fill in the actual amount in this field or leave this field blank and enter a percentage of the estimated price in the Encumbrance Percent field.

Percent to Debit
This is a percentage of the amount that will be debited from the highlighted budget. If you fill in this field, then leave the Encumbrance field blank.

Invoiced Amount, Local Amount, Currency of Invoice
The information in these three fields is for reference only; it may not be changed on this screen.

Total encumbrance
If one or more budgets have been assigned to pay the invoice, this field shows the total amount that has so far been debited.

7 Arrivals

This chapter includes the following sections:

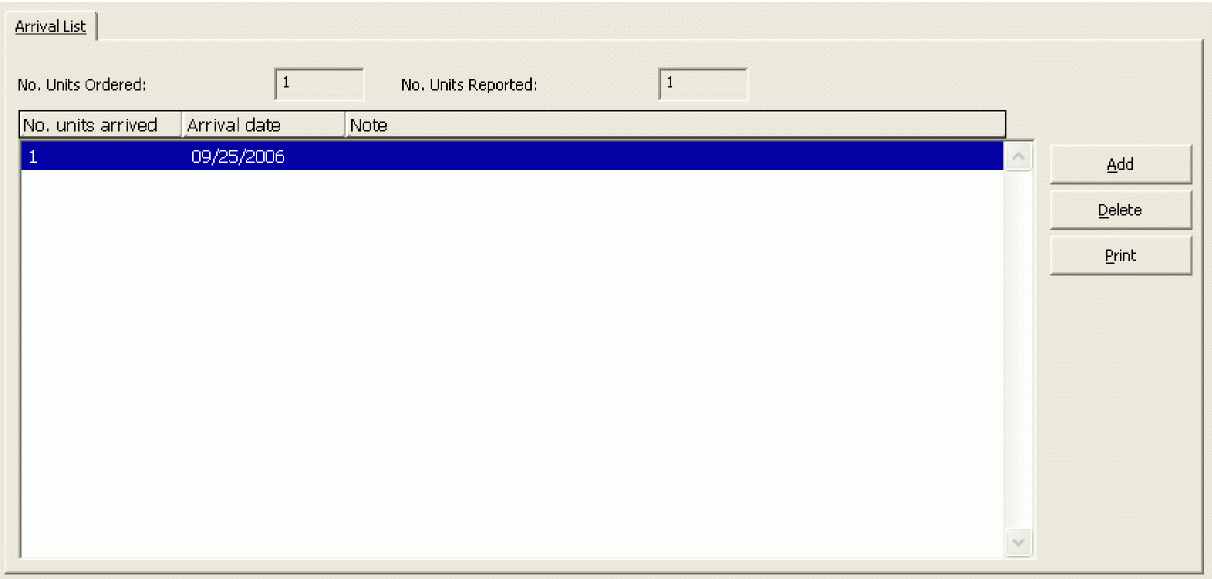
- Arrival List of Order
- Arrival Form

To register the arrival of units for type M orders (Monograph) or type O (Standing orders), select the Arrival node in the Order Tab. For the check in process of Serials orders (type S), refer to the Issue Check In section of the Serials chapter.

In addition, depending on how your Acquisitions/Serials module was set up, while generating a line item in the invoice function you will be asked whether you would like to record the material as "arrived". (See the Invoice section of Client Setup (acq.ini)) for more information about setting up arrival registration.)

7.1 Arrival list of order

When you click the Arrival node, the Arrival List is displayed in the upper pane.



This screen shows the number of units ordered and lists the number of units that have arrived on specific dates. To change the details about units which have already arrived, highlight the appropriate line and update the arrival details in the Arrival Form of the lower pane.

Buttons

The following buttons are available on this screen:

Add

To report the arrival of units, click Add. The Arrival Form will be displayed for you to edit.

Delete

To remove a line from the table that shows the number of units arrived and the date on which they arrived, click Delete.

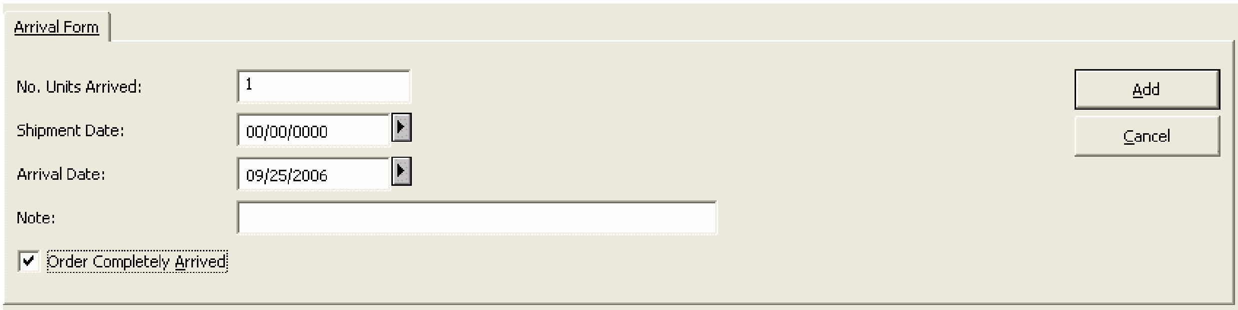
Print
To print an Arrival Slip, highlight an entry and click Print.

7.2 Arrival form

When you click the Add button on the Arrival List, the Arrival Form (shown below) is activated in the lower pane. This screen enables you to register a new arrival of unit/units or to modify the details of units which have already arrived.

When you are finished filling in the form, click Add.

If you change the details about units which have already arrived, click Update.



Fields

No. Units Arrived
Enter the number of units that have just arrived. The system automatically enters the default value, which is taken from the *Number of units* field of the Order Form.

Shipment Date
This field is optional. Enter the date on which the vendor sent the units to your library.

Arrival Date
Enter the date on which the units arrived. If left blank, the current date is filled in automatically.

Note
You can enter a note up to 60 characters in length.

Order Completely Arrived

For order type O (standing order), this option is always disabled.
For order type M (monograph): If all units for this order have arrived, select this option. If you expect more units to arrive, do not select this option.

8 Close order

The status of an order automatically changes to CLS = closed if all of the following conditions apply:

- arrival status is complete
- invoice status is complete
- payment status of the general invoice is "Paid"

When the order status changes to CLS, the item process status of the linked items changes to 03 = "in process".

Please note: if you want to provide these items for circulation, remove the item process status manually and assign a new item status.

9 Claims

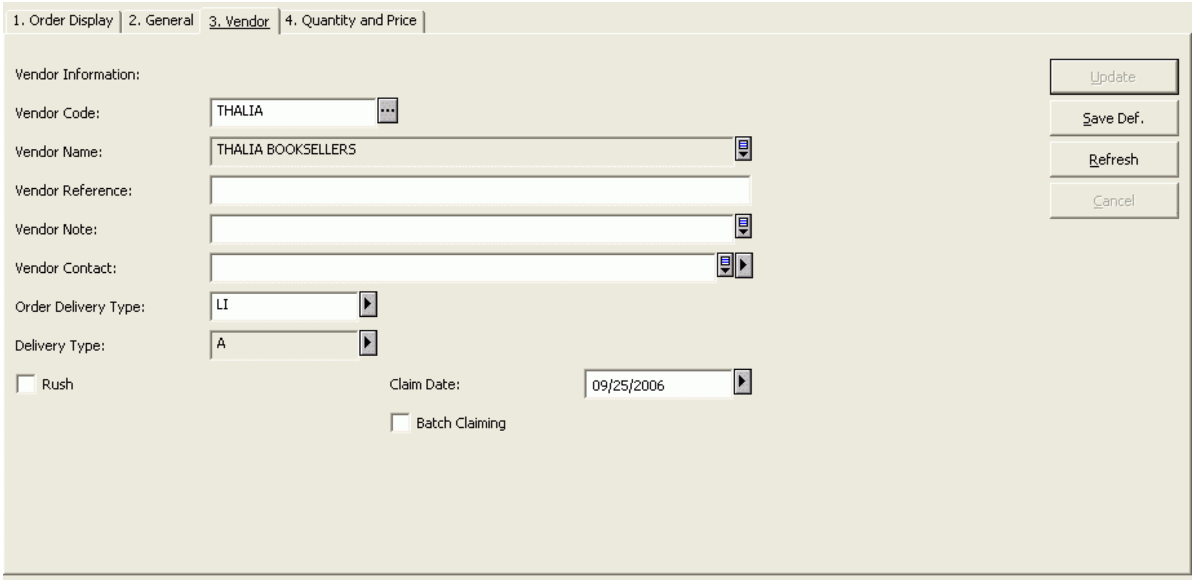
This chapter includes the following sections:

- Batch Claiming
- Manual Claiming

Claims are usually sent to the vendor when an ordered item does not arrive when expected.

You can send claims to vendors for Monograph orders by clicking the Claims node on the Order tab (also available for Serials and Standing Orders). The procedures that must be followed for claiming depend, first of all, on the information provided on the Order Form when the order was first created.

Following is an example of the Vendor tab of the Order Form:



The two relevant fields are *Claim Date* and *Batch Claiming*.

Claim Date (for Monographs)
Unless you enter your own date, the system calculates the claim date when the order is sent, according to the material delivery type and its delay as defined in the vendor record. Thereafter, the system will continue to update the claim date automatically if the order's claims are being handled by *batch claiming* through the function the "Create Acquisition" service. If the order's claims are being handled manually, by clicking the *New Claim* button on the Order Claim List, then the claim date will be updated only if the date will be changed on the Claim form.

Batch Claiming Option (for Monographs)
If you select the *Batch Claiming* option, the system will send claims when the Claim Report & Letters for Monograph Orders (acq-12) service is run. If you do not select this option, then the only way to send a claim for this order is to send it manually by clicking the *New Claim* button on the Order Claim List.

9.1 Batch claiming

If the *Batch Claiming box* is checked on the vendor Tab of the Order Form, the system will include the order in the "Claim Report & Letters for Monograph Orders" service. When this function is run, the system will calculate the new claim date according to either the value entered in the "Number of days until next claim" field. The function create a file with postal letters in the ../print am Server directory (claims.<Jobnr.>L, z.B. claims.0004L) and a file with emails (claims.<Jobnr.>M, such as claims.0004M).

```
JOB 000004 CLAIM 2006/04/20 14:48:36 START
2006/04/20 14:48:36 POOL=B SUBLIB=ZB SELECT=20060520
2006/04/20 14:48:36 Claim Date: 20060520
2006/04/20 14:48:36 2 letters created
2006/04/20 14:48:37 1 Emails created
JOB 000004 CLAIM 2006/04/20 14:48:37 END
```

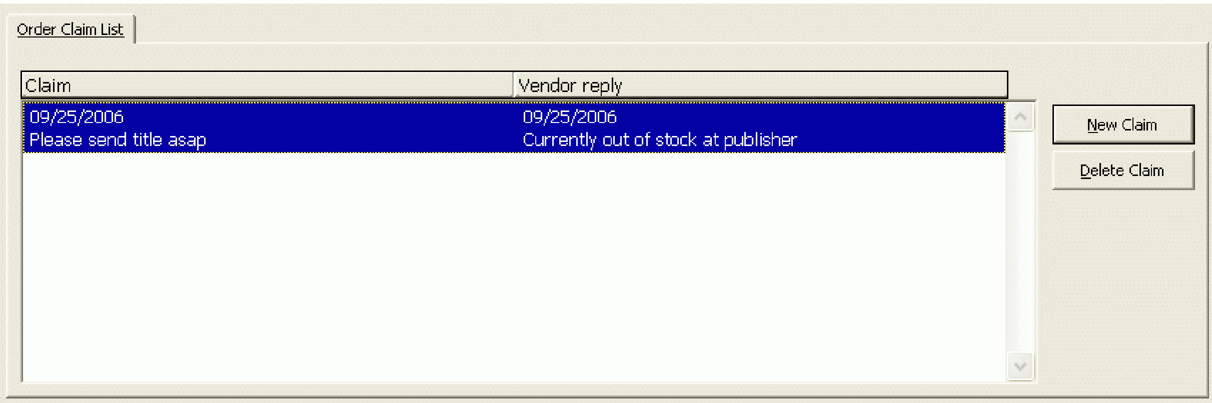
These files can be accessed via the Alephino Task Manager. You can click the *print* button from here to print or to mail the files.

The claims will not be created automatically for Standing Orders but an order list with Order date (("Overdue Serial Order " Function in Web Service Module / Acquisition Menu). With this list,you can send claims manually for unique orders (Acquisition module).

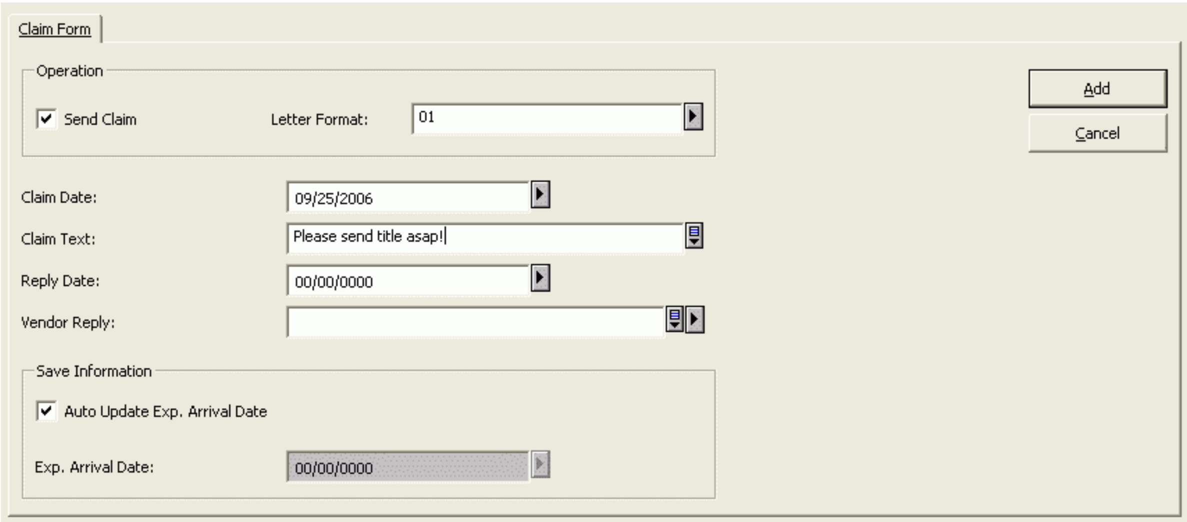
There is also an unique function for not arrived Serial issues (Web Service Module / Menu Serial / Claim List). The relevant Fields *1.Claim/2.Claim/3.Claim/Additional Claims* and *Send Claims Yes/No* are in Subscription record.

9.2 Manual claiming

In order to send an individual claim, select the Claims node in the Order Tab. Any previously sent claims for an order will be listed on the Order Claim List in the upper pane:



To send a new claim, from the Order Claim List, click **New Claim**. This activates the Claim form in the lower pane:



This form enables you to register a claim for an order. You can also use this form to change or to view the details for a claim which you have already registered. When you have finished filling in the form, click **Add**. If you are changing the details about a claim which is registered, click **Update**.

Key to Fields

Send Claim

Select this option if you want to send the claim (via e-mail/letter post). You can use this field as well to resend a claim which was sent in the past. Do not select this option if you want to update a claim without sending it.

Letter Format

Select a letter format type from the menu.

Claim Date

Enter the date which is valid for the claim. The default date is the current date.

Claim Text

Type any comments you want to add to your claim.

Reply Date

If you have received a reply from the vendor, enter the reply date.

Claim Reply

Type the text from the reply or select standard text from the pull-down list.

Automatic Update of Expected Arrival Date

This field is displayed only for Monograph order claims.

If you want the next claim date to be automatically calculated (as defined in the vendor's record), then select this option. If you do not select this option, then the *Expected Arrival Date* field is available for you to update the expected arrival date of the order manually.

Expected Arrival Date

This field is displayed only for Monograph order claims.

This field is only available, when the Update claims checkbox is selected. This date is used by the system when claims are processed automatically (batch). If the Automatic Update of the Expected Arrival Date option is selected, this field can not be edited and the expected date of arrival will be calculated by the system based automatically on the Material Delivery Type and delay as defined in the vendor's record.

10 Order for a multi-volume work

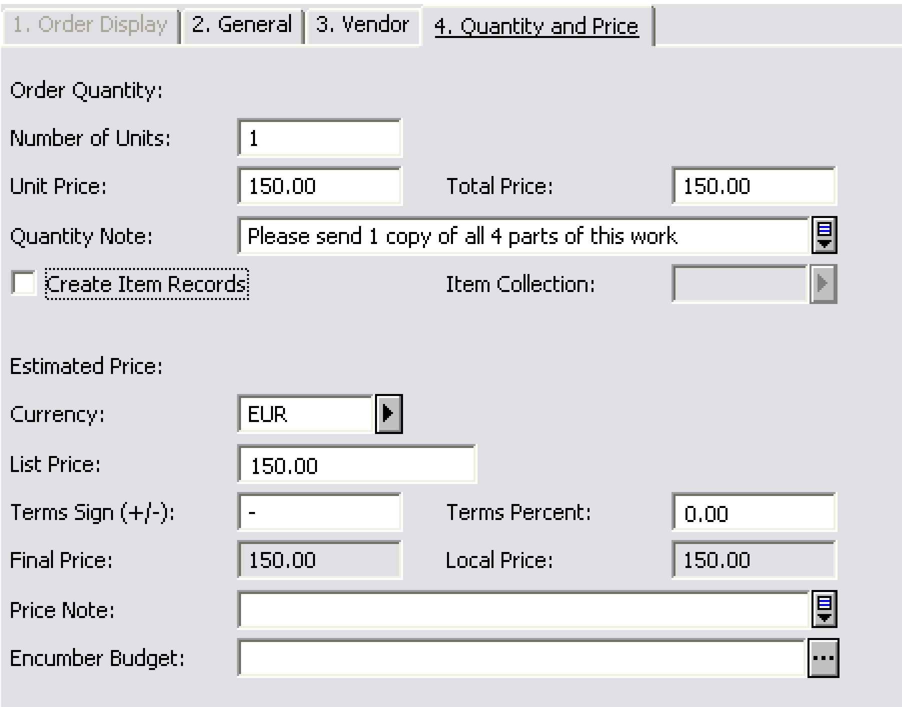
When ordering a multi-volume work, there are certain differences in the work flow described below. Please note, that the order is linked to the common title.

10.1 Catalog common title

First, create a bibliographic record for the common title in the Cataloging module. You may also catalog the part titles if you want. Do not create item records yet. Then push the common title (!) to the Acquisitions module**. In our example, we expect the parts to arrive together or within a short period, so we create a monograph order (M).**
If you expect the parts to arrive over a longer period, create a standing order (O).

10.2 Differences in the order form

Fill in your order form like an ordinary monograph order, except for the following difference: In the field **Unit price** enter the price for the whole work and in the field **Quantity text** put a note like "Please send 1 copy of all 4 parts of this work". Also make sure that checkbox **Create item records** is not activated because the final items should be linked to the part titles and not to the common title.



10.3 Register arrival

If the parts arrive together, register the arrival like the arrival of a monograph. If the parts arrive separately, register the arrival of each part like the arrival of a standing order (s. next chapter). In the arrival form, you may enter a note, e.g. "part 1" etc.
Then create the item records manually. If the parts should be separately loanable, navigate each part title to the Items module and create an item record for it. If the parts will only be

loaned together, you can also navigate the common title to the Items module and create an item record for it. If you haven't cataloged the part titles yet, do it now.

11 Standing order

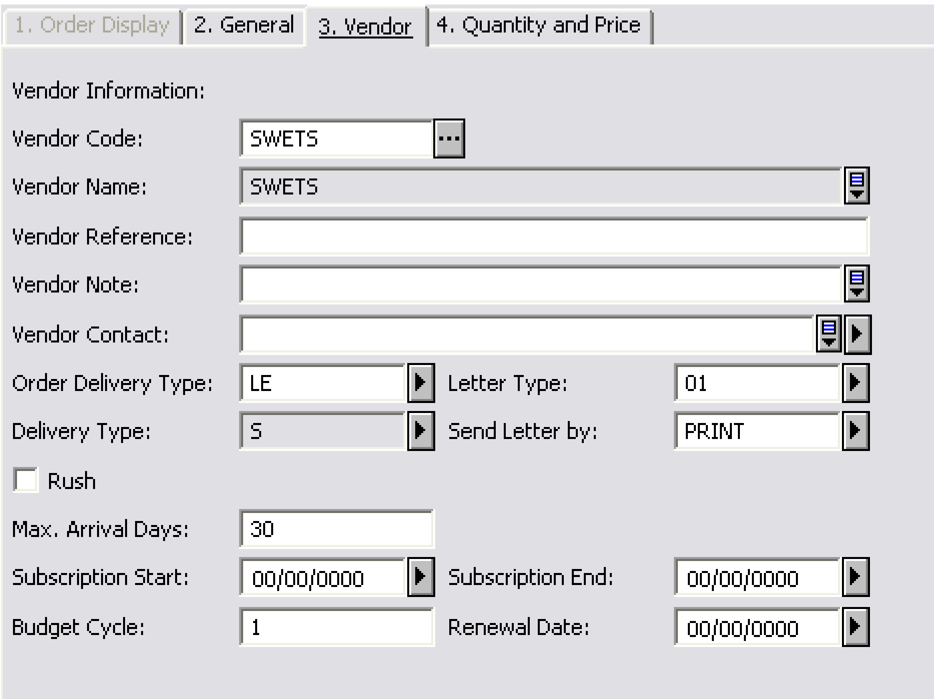
The main difference between an order of type O (standing order) and a monograph order is that the standing order is not claimed in a regular intervall but depending on the date of the last delivery.

11.1 Order for a complete series

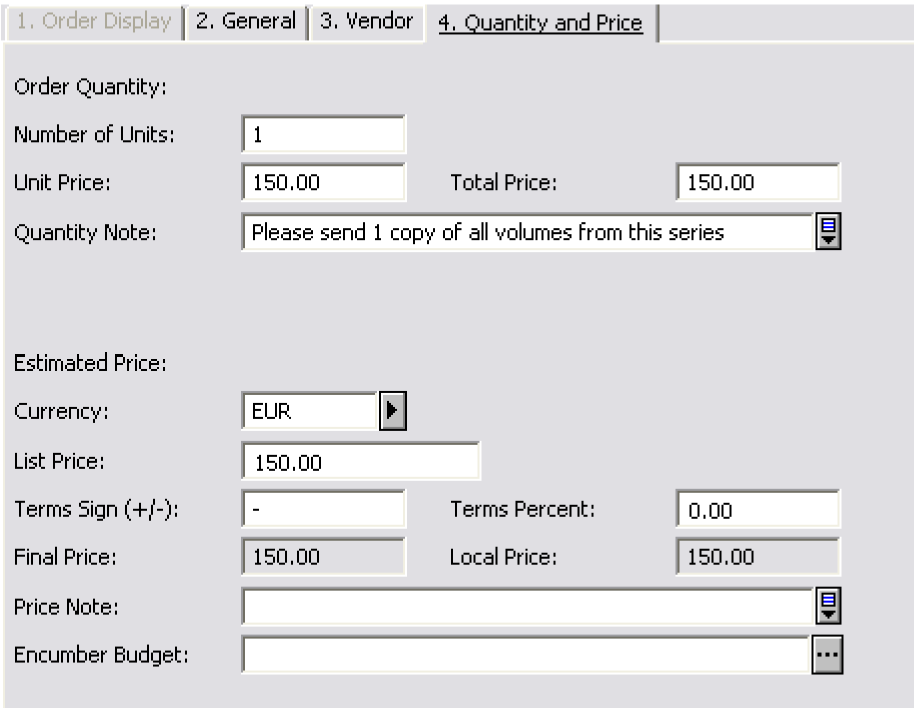
In our example we order a complete series whose volumes are like monographs (own author and title) and whose number and date of publication is not known at the time the order is created:

The order with its invoices and arrivals is linked to the series title, but the items should be linked to the title record of each volume.

Catalog the series title and navigate it to the Acquisitions module. Create an order with the order type O (standing order). In the order form you will find a new field:



Max. Arrival days: This is the claim period in days which is added to the order date and subsequently each arrival date to calculate the next claim date for this order.



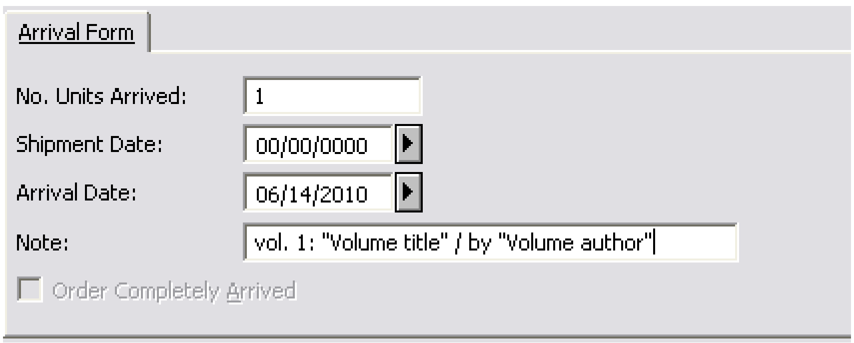
Number of units: number of copies of each volume you wish to order.
Unit price: estimated price of all volumes which are expected to arrive in the current budget year (one copy of each volume).
List price/Total price: estimated overall price of the order for the current budget year (all copies)

The system does not automatically create item records for standing orders.

11.2 Register arrival of a volume

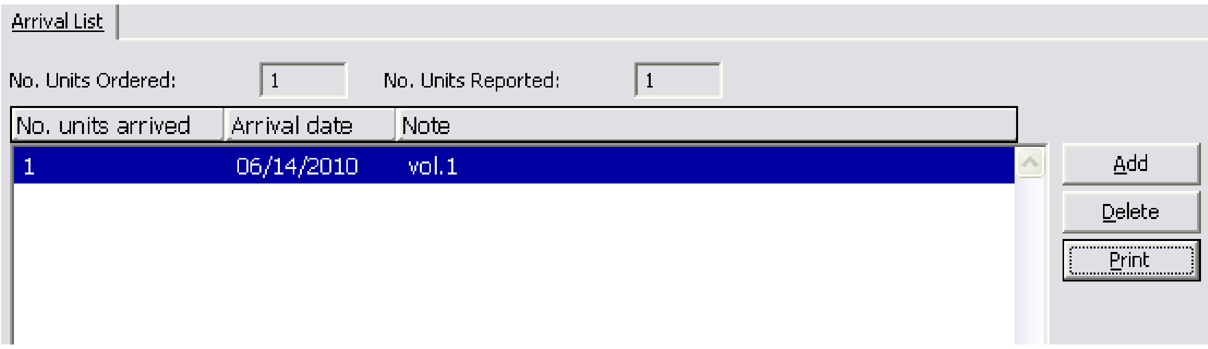
When a volume arrives, you first register the material arrival, then print an arrival slip and then pass the volume together with this slip on to the catalogers who will catalog the volume title and create an item record for it.

11.2.1 Register material arrival



The checkbox “Order completely arrived” is always disabled.

11.2.2 Print arrival slip



Click the button **Print** and put the arrival slip into the book. The slip contains bibliographical information from the series, order details and the note field.

11.2.3 Catalog volume title

Now you can create a bibliographic record for the volume title in the Cataloging module. Navigate the volume title to the Items module and create an item record with the information from the arrival slip.

11.3 Register invoice for a volume

You may register as many invoices as you receive for the standing order. The invoices are processed as described for a monograph order. As long as you expect further invoices for this standing order, leave the checkbox „Order completely invoiced" blank.

If you have already registered the arrival of this volume, click **No** when the system asks you if it should register material as arrived when you save the invoice, because then another arrival would be registered.

12 Purchase exchange in Alephino

12.1 Exchange partners

Each exchange partner should be registered as vendor. If an exchange partner should receive the material purchased for him directly from the (regular) vendor, register this exchange partner also as borrower. To balance the exchange, create an exchange budget for each exchange partner with allocating funds.

12.2 Purchase for the exchange partner

When purchasing material for the exchange partner, the order gets the acquisition method ‚P‘ (= purchase) and is encumbered on a regular budget.

- send directly: if you want the vendor to deliver the material directly to the exchange partner, fill in the exchange partner as User and activate the checkbox Send directly.
- Delivery to the exchange partner via the library: To produce a letter to the exchange partner, create an order with the acquisition method ‚O‘ (= other). As vendor fill in the exchange partner. Define a specific order slip format which is used as delivery note.
- subscription for the exchange partner: use the serials module. Register exchange partner as routing group to comfortably control the diversion of the material.
- encumber exchange budget with the price as credit.

12.3 Order from the exchange partner

- order: fill in the exchanger partner as vendor and ‚E' (= exchange) as acquisition method. Assign exchange budget as budget.
- material arrival/account
  the exchange budget will be automatically encumbered.

12.4 Balance the exchange

The exchange is balanced via each exchange budget. Deliveries from the exchange partner (acquisition method E) will be debited with an invoice. Deliveries to the exchange partner (acquisition method O) will be registered as credit. If the library does not wish to create order with acquisition method ‚E‘ or ‚O‘, it can balance the exchange via invoices/credits which are not linked to an order.

12.4.1 Accounts

Regular budget		Exchange budget
Register purchase for exchange partner (acq. method ‚P‘) = invoice/debit	→	Register delivery to exchange partner (acq. method ‚O‘) as credit + credit in exchange budget
		Register delivery from exchange partner (acq. method ‚E‘) as invoice - debit in exchange budget

13 Advance invoice without order/title

Advance invoices from a vendor for which there is no title can be processed as follows:

- create a special vendor budget for the vendor. Transfer funds amounting to the sum from the advance invoice from a regulat budget to this budget. Specify the transfer with an appropriate note.
- create a general invoice with the amount from the advance invoice and asign it to the vendor budget.
- when material arrives, catalog it and create if necessary an order straight with status ‚SV' (=sent to vendor) because you don't need an order slip anymore. Encumber the order to the vendor budget.
- for each arrival create a line item to this general invoice.

	Regular budget		Vendor budget
Advance invoice	Register as transfer	→	+ credit on vendor budget
			Create general invoice for advance invoice (debit)
Delivery1			Register delivery1 as line item (debit) to the general invoice encumbering the vendor budget
Delivery2 ...			Register delivery2 as line item (debit) to the general invoice encumbering the vendor budget
Final invoice with credit	+ credit on budget	←	Create new general invoice (credit) If necessary transfer funds back to regular budget
Or			
Final invoice with additional claim	New transfer	→	Create new general invoice amounting to the sum of the additional claim (=debit)