



# Voyager® with Unicode™ Acquisitions User's Guide

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## About This Document

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### Purpose

---

This document provides instructions for using Voyager's Acquisitions module.

### Intended Audience

---

This document is intended for Voyager customers who are responsible for acquisitions and other related activities.

### Reason for Reissue

---

This user's guide incorporates and is being reissued for the following reasons.

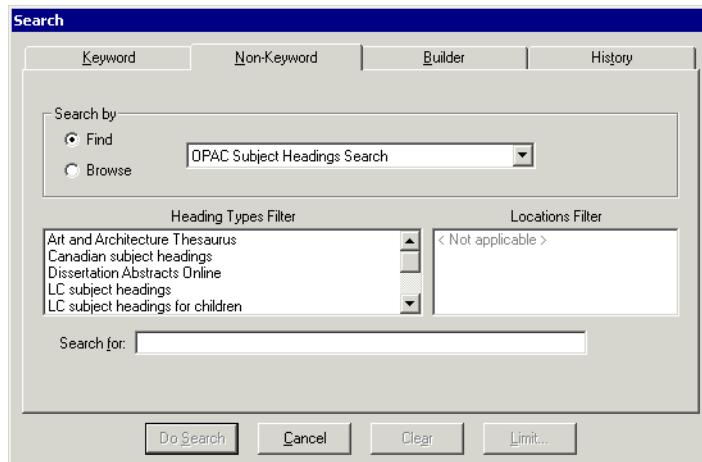
#### Changes Due to Unicode™

---

MARC record data is UTF-8 encoded in the database, that is, it uses the Unicode character set. The Acquisitions module is not Unicode aware so MARC data is converted to the Latin-1 character set for display. However, MARC records, Bibliographic and Holdings, when viewed in MARC format do display the Unicode characters.

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- Behind the scenes, bibliographic or holdings records, which are UTF-8 encoded are converted to the Latin-1 character set in order to display properly in the Acquisitions module.
- When creating bibliographic or holdings records in the Acquisitions module, they are input using the Latin-1 character set but are internally converted to UTF-8 encoding when saved to the database.
- The Acquisitions module continues to use the Latin-1 character set for display and input with the following exceptions:
  1. Users can input Unicode text in the **Search** dialog box when searching for items.



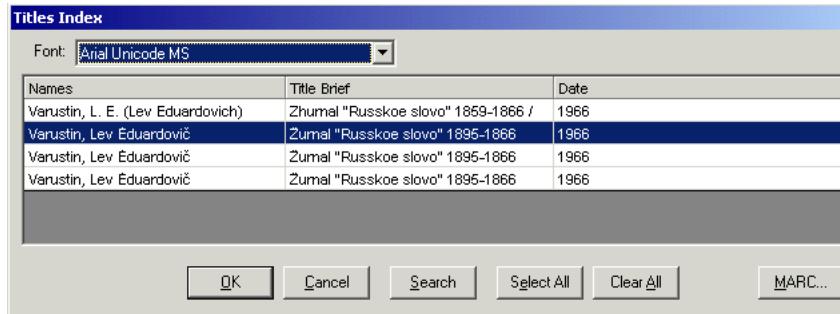
---

**Search dialog box**

## About This Document

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2. When a **Titles Index** or **Headings list** displays, any Unicode characters in the title display in the Unicode character set.
- 



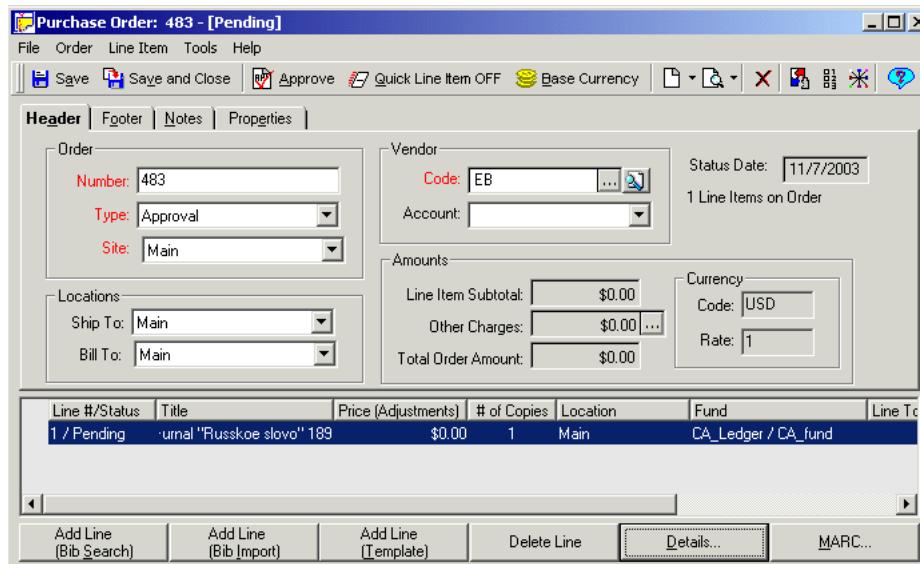
---

### **Titles Index displaying a title with a Unicode character, Z umlaut**

#### **NOTE:**

However, MARC data displayed elsewhere in the Acquisitions module displays in the Latin-1 character set. Unicode characters are displayed as a middle dot. For example, the title of the line item on the PO below shows the middle dot character.

---



---

### **Title with middle dot displaying, not the Unicode character Z umlaut**

- 
3. When the MARC Bibliographic record is displayed, the Unicode character does display.
- 

Bibliographic Record #66613

Font: Arial Unicode MS Linkresolver Send Record To

Bib status type bib/l enc/l form  
Leader:  c  a  m  4  3 006:

007: 008: 961229s1966 su rus

Tag	Ind 1	Ind 2	Bibliographic Data
035			‡a 2891-73660
035			‡a l289173660
035			‡a 54797
035			‡a 58604
041	0		‡a rus
066			‡c (NQ)
100	1		‡6 880-01 ‡a Varustin, Lev Eduardovič
246	1	0	‡6 880-02 ‡a Zumel "Russkoe slovo" ‡b 1895-1866 ‡c L. E. Varustin
260			‡6 880-03 ‡a Leningrad ‡b Izd. Leningradskogo universiteta ‡c 1966
880			‡8 100-01/(N ‡a Варустин, Лев Эдуардович

---

### Title with the Z umlaut Unicode character displaying

See the *Voyager Technical User's Guide* and the *Voyager Cataloging User Guide* for more information about the Unicode Standard.

---

### Changes that are Not Unicode Specific

This user guide contains information about the following new features.

- The quick search forms now contain a **Clear** button.
- The placement of the **Check-In Note** dialog box on the screen remains in the same place each time a note displays, and across sessions.
- A Call number column displays in the search results on the **Serial Check-in** work space, the **Serials History** work space, and the **Subscription Maintenance** work space.
- If configured, an http POST request can be made to send a MARC record to a web server, see [http POST request - Sending the MARC record to a web server on page 13-16](#).

Also, this user guide has been reorganized, eliminating duplicate information, and known errors have been corrected.

- Added the following notes or clarifying information:
  - Added a section on Overview of commitments and expenditures to the Ledger/Funds chapter
  - Added a note in the FPC chapter stating other charges do not rollover.
  - Added the Note: Unmarking occurs automatically when an item is received.
  - Added clarification in the EDI chapter, stating “After the EDI outgoing message is generated, unless specified, it is saved in the /m1/voyager/xxxdb/EDI/outgoing directory. The file then needs to be moved to the agreed upon location to which the vendor has access in order to FTP the file.”
  - Added a chapter on item creation and maintenance, see [Item Record Creation and Maintenance](#) on page 10-1.
  - Created one chapter discussing Problems, claims, and processing them, see [Problems and Claims](#) on page 11-1.

## How to Use This Document

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This document consists of the following.

Chapter 1	<a href="#">“Getting Started”</a> Chapter 1 describes logging in and exiting Acquisitions, the Acquisitions work space, and printing spine and piece labels in Acquisitions.
Chapter 2	<a href="#">“Searching in Acquisitions”</a> Chapter 2 details searching in the Acquisitions module.
Chapter 3	<a href="#">“Currency Maintenance”</a> Chapter 3 details configuring and maintaining the types of currency that are available when purchasing your library items.
Chapter 4	<a href="#">“Vendor Activities”</a> Chapter 4 details the activities relating to managing all of the information necessary for dealing with your vendors.
Chapter 5	<a href="#">“Ledger and Fund Activities”</a> Chapter 5 details the various ledger and fund activities that allow you to maintain your library’s ledgers and funds that are used when you purchase line items.

---

Chapter 6	<a href="#"><b>Purchase Order Activities</b></a> Chapter 6 details activities relating to purchase orders where you create and maintain your purchase orders for items for your library.
Chapter 7	<a href="#"><b>Receiving and Marking Your Monograph Items</b></a> Chapter 7 details activities relating to receiving and marking monographic items.
Chapter 8	<a href="#"><b>Subscription Maintenance</b></a> Chapter 8 details activities relating to managing and maintaining the subscription information of your library's serial and multi-part items.
Chapter 9	<a href="#"><b>Serials Check-In Activities</b></a> Chapter 9 details activities relating to managing various aspects of your serial processing.
Chapter 10	<a href="#"><b>Item Record Creation and Maintenance</b></a> Chapter 10 details creating and maintaining item records.
Chapter 11	<a href="#"><b>Problems and Claims</b></a> Chapter 11 details activities relating to monograph line item copies and serial issues that have been marked and how to process them.
Chapter 12	<a href="#"><b>Invoice Activities</b></a> Chapter 12 details activities relating to creating and maintaining your invoices.
Chapter 13	<a href="#"><b>Viewing and Editing MARC Records (Cataloging in Acquisitions)</b></a> Chapter 13 details configuration and activities relating to viewing MARC bibliographic and holding records using the Voyager Cataloging module and a web server.
Chapter 14	<a href="#"><b>Bindery Maintenance</b></a> Chapter 14 details activities relating to creating and maintaining the binding functions of serials processing.
Chapter 15	<a href="#"><b>Electronic Data Interchange</b></a> Chapter 15 details activities relating to electronically exchanging messages containing purchase orders, invoices, serial claims, and serial claim responses with participating vendors.
Chapter 16	<a href="#"><b>Fiscal Period Close (FPC)</b></a> Chapter 16 details activities relating to creating new ledgers/funds for new fiscal periods and rolling over open orders from a previous fiscal period to a new fiscal period.

Chapter 17	<a href="#"><b>“Session Defaults”</b></a> Chapter <a href="#">17</a> details activities relating to creating default values for newly created Purchase Order, Line Item Copies/Funds, Invoice, Vendor, Fund and Ledger records.
Chapter 18	<a href="#"><b>“Session Preferences”</b></a> Chapter <a href="#">18</a> details activities relating to customizing many aspects of the appearance of your Acquisitions module.
Chapter 19	<a href="#"><b>“Session Workflows”</b></a> Chapter <a href="#">19</a> details configurations to the Searching, Line Items, Approve Processing, Item Creation, Serial Check-In and Claim Processing activities.
Index	The <a href="#">Index</a> is an alphabetical, detailed cross-reference of topics about which this document contains information.

## Conventions Used in This Document

---

The following conventions are used throughout this document:

- Names of commands, variables, stanzas, files, and paths (such as `/dev/tmp`), as well as selectors and typed user input, are displayed in **constant width type**.
- Commands or other keyboard input that must be typed exactly as presented are displayed in **constant width bold type**.
- Commands or other keyboard input that must be supplied by the user are displayed in **constant width bold italic type**.
- System-generated responses such as error messages are displayed in **constant width type**.
- Variable *portions* of system-generated responses are displayed in **constant width italic type**.
- Keyboard commands (such as **Ctrl** and **Enter**) are displayed in **bold**.
- Required keyboard input such as “Enter **vi**” is displayed in **constant width bold type**.
- Place holders for variable portions of user-defined input such as `ls -l filename` are displayed in **italicized constant width bold type**.
- The names of menus or status display pages and required selections from menus or status display pages such as “From the **Applications** drop-down menu, select **System**” are displayed in **bold type**.
- Object names on a window’s interface, such as the **Description** field, the **OK** button, and the **Metadata** tab, are displayed in **bold type**.

- 
- The titles of documents such as *ENCompass Web Client User's Guide* are displayed in *italic* type.
  - Caution, and important notices are displayed with a distinctive label such as the following:

**NOTE:**

Extra information pertinent to the topic.



**IMPORTANT:**

*Information you should consider before making a decision or configuration.*



**CAUTION:**

*Information you must consider before making a decision, due to potential loss of data or system malfunction involved.*



**TIP:**

*Helpful hints you might want to consider before making a decision.*

**RECOMMENDED:**

*Preferred course of action.*

**OPTIONAL:**

*Indicates course of action which is not required, but may be taken to suit your library's preferences or requirements.*

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---

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# Getting Started

# 1

---

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## Contents

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### Introduction

---

The Voyager Acquisitions module manages your library's purchases and the activities associated with those purchases.

### Purpose of this Chapter

---

This chapter's purpose is to provide easy-to-follow directions for the following.

- Logging in to Acquisitions
  - Selecting a receiving location
  - Viewing login information
- Exiting Acquisitions
- The **Acquisitions** work space
  - Listbar
  - Toolbar
  - Menu
- Printing spine and piece labels

## **Prerequisite Skills and Knowledge**

---

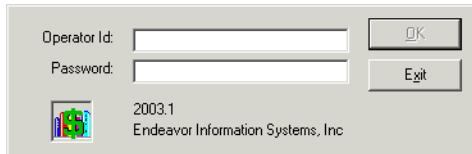
To use this document effectively, you need knowledge of the following.

- Basic Microsoft® Interface navigation
- Basic Voyager® System Administration module
- Knowledge of MARC record formats

## **Logging In**

---

To open Acquisitions, double-click the Acquisitions program icon. The **Log in** dialog box opens (see [Figure 1-1](#)).



**Figure 1-1. Log in dialog box**

The procedure for logging in to Acquisitions is shown in [Procedure 1-1, Logging in to Acquisitions](#).



### **Procedure 1-1. Logging in to Acquisitions**

---

Use the following to log in to the Acquisitions module.

1. At the **Log in** dialog box
  - a. Enter your operator ID in the **Operator ID** field.
  - b. Enter your password in the **Password** field.
2. Click the **OK** button or press **Alt + O** on your keyboard to continue. Click the **Exit** button or press **Alt + X** to cancel the Acquisitions session.

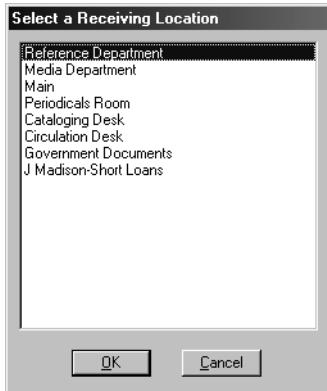
Result: If clicked **OK**, the user is logged in to the Acquisitions module.

## Selecting a Location

---

The **Select a Receiving Location** dialog box ([Figure 1-2](#)) displays after you log in to the Acquisitions module if you are authorized to work at more than one location. The operator must choose the location in which they will work.

---



---

**Figure 1-2.** Select a Receiving Location dialog box

**NOTE:**

Operators authorized to work from only one location do not see this dialog box.

The procedure for selecting a receiving location is shown in [Procedure 1-2, Selecting a Receiving Location](#).



### Procedure 1-2. Selecting a Receiving Location

---

Use the following to select a receiving location.

1. From the **Select a Receiving Location** dialog box, highlight the location from which the operator wants to work.
2. Click the **OK** button or press **Alt + O** on your keyboard. Click the **Cancel** button or press **Alt + C** on your keyboard to cancel the Acquisitions session.

Result: If clicked **OK**, the receiving location is selected.

---

---

## **Viewing Login Information**

---

The **Login Information** dialog box displays information about the Acquisitions operator, operator ID, and the login location at anytime during the Acquisitions session.

The procedure for viewing login information is shown in [Procedure 1-3, Viewing Login Information](#).



---

### **Procedure 1-3. Viewing Login Information**

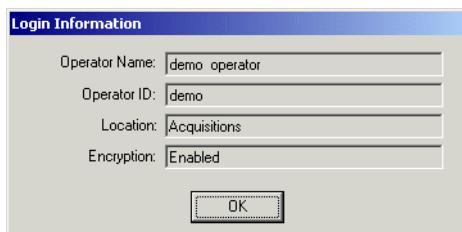
---

Use the following to display login information.

1. Select **Login Information** from the **File** menu or press **Alt + F, L** on your keyboard.

Result: The **Login Information** dialog box opens (see [Figure 1-3](#)).

---



---

**Figure 1-3. Login Information**

---

2. Click the **OK** button.

Result: The dialog box closes.

---

## Exiting Acquisitions

---

There are a few ways that you can close and exit the Acquisitions module.

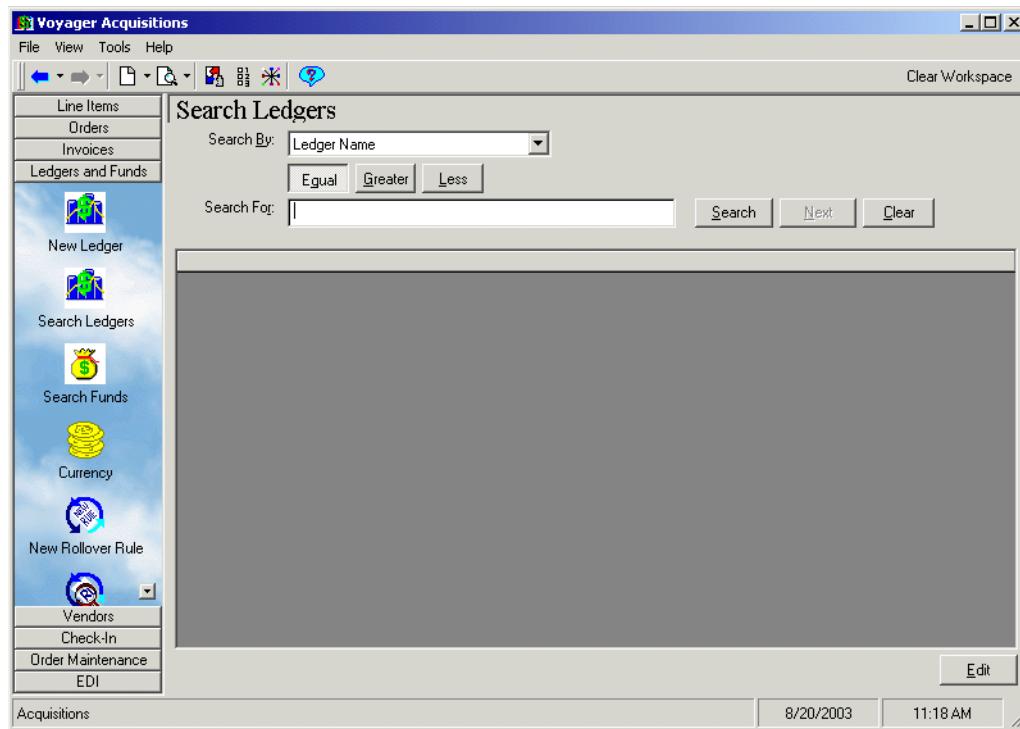
- Select **Exit** from the **File** menu on the **Acquisitions** work space
- Press **Alt + F, X** on your keyboard
- Click the **x** button in the upper right corner of the **Acquisitions** work space

## Before You Begin - The Acquisitions work space

---

Acquisitions functions are performed from the **Acquisitions** work space (see [Figure 1-4](#)).

---



---

**Figure 1-4. Acquisitions work space**

The **Acquisitions** work space contains a listbar, a menu, toolbar, and the work space itself.

---

## The Listbar

---

The various activities of the Acquisitions module are organized into bars on the listbar (see [Figure 1-5](#)). For example, all Ledger activities appear under the **Ledgers and Funds** bar.

---



---

**Figure 1-5. Acquisitions listbar**

When you click a bar, the available functions for that activity display as buttons. For example, when you click the **Invoice** bar, the **New Invoice** and **Search Invoice** buttons display in the listbar.

Using your Session Preferences, you can choose to display the listbar on the far left or far right side of the window, or you can choose to not display the listbar at all. If you decide to not display the listbar, all functions are still accessible from the **View** menu on the **Acquisitions** work space.

Also, you can select a default activity that displays on the **Acquisitions** work space when the module is opened. Because Preferences are retained between sessions, this ability to select a default function makes it possible for you to start with the activity that fits your specific objective each time you open the Acquisitions module.

See [List Bar Tab](#) on [page 18-9](#) for more information about setting up these Session Preferences.

## The Toolbar

---

Using the toolbar on the **Acquisitions** work space ([Figure 1-6](#)), you can access certain features with a single click of the mouse.

---



**Figure 1-6. Acquisitions toolbar**

The two **Arrow** buttons ([Figure 1-7](#)) allow you to move back and forth between functions that have been displayed on the **Acquisitions** work space during your current session.

---



**Figure 1-7. Arrow buttons**

For example, if you displayed the **Search Orders** work space and then displayed the **Search Invoices** work space, you could press the back arrow to return to the **Search Orders** work space. Likewise, from the **Search Orders** work space you could press the forward arrow to go to the **Search Invoices** work space. Also, clicking the down arrows beside the arrow buttons displays the list of screens to which you can move back and forward.

The **New Item** button ([Figure 1-8](#)) creates a new record with a single click of the mouse. Clicking this button creates a record corresponding to the screen currently displayed on the **Acquisitions** work space.

---



**Figure 1-8. New Item button**

---

For example, if you have the **Search Orders** work space displayed, clicking this button creates a new purchase order record. However, you can also click the down arrow beside the button to select the type of record you want to create.

The **Search** button ([Figure 1-9](#)) displays the **Find** dialog box from which you can conduct standard searches for many types of records.

- Vendors
- Ledgers
- Funds
- Rollover Rules
- Purchase Orders (PO)
- Invoices
- EDI Connection Profiles
- Routing Lists
- Publication Patterns

You can also click the down arrow beside the button to select the type of search you want to conduct.

---



**Figure 1-9. Search button**

For more information about standard searching, see [Standard Searches](#) on [page 2-2](#).

The **Set Defaults** button ([Figure 1-10](#)) displays the **Session Defaults** dialog box, from which you can configure your Session Defaults. For more information see [Session Defaults](#) on [page 17-1](#).

---



**Figure 1-10. Set Defaults button**

The **Set Preferences** button ([Figure 1-11](#)) displays the **Preferences** dialog box, from which you can configure your session preferences. For more information see [Session Preferences on page 18-1](#).

---



**Figure 1-11.** Set Preferences button

The **Set Workflows** button ([Figure 1-12](#)) displays the **Workflows** dialog box, from which you can configure your Session Workflows. For more information see [Session Workflows on page 19-1](#).

---



**Figure 1-12.** Set Workflows button

The **Help** button ([Figure 1-13](#)) displays help contents for the Acquisitions online help. The Acquisitions online help can also be displayed by pressing the **F1** function key on your keyboard. Help information displays for the Acquisitions work space in which you are currently working.

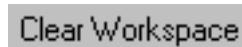
---



**Figure 1-13.** Help button

The **Clear Workspace** button ([Figure 1-14](#)) clears the screen currently displayed on the **Acquisitions** work space and replaces it with a blank screen (see [Figure 1-15](#)).

---

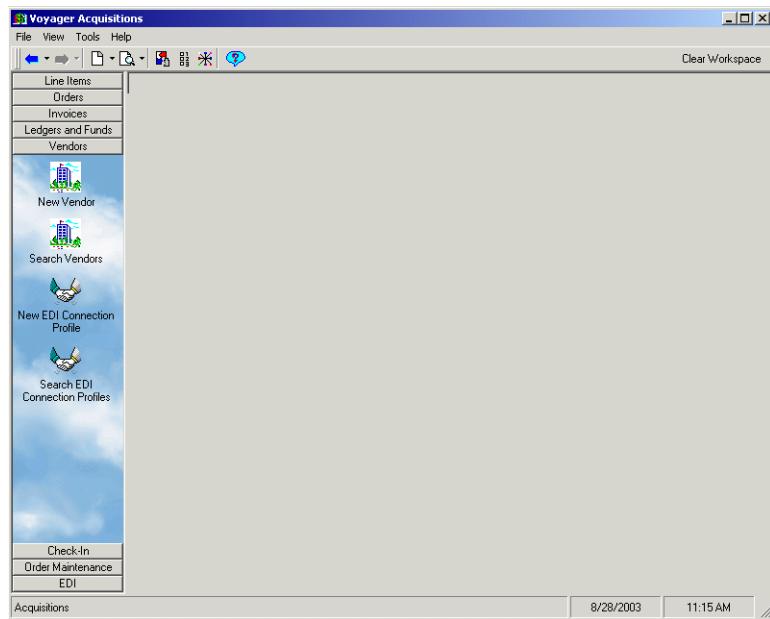


**Figure 1-14.** Clear Workspace button

---

In a circumstance where you must leave your workstation for an extended period of time after having performed and completed Acquisitions activities, using this button to clear the **Acquisitions** work space before you leave can help ensure that you are not mistaken about where you have left off with your activities when you return to your workstation.

---



---

**Figure 1-15. Acquisitions work space - blank screen displayed after pressing the Clear Workspace button**

In addition, clicking the **Clear Workspace** button not only clears the current screen and displays a blank screen ([Figure 1-15](#)) but also clears information that has been displayed previously on all other screens on the **Acquisitions** work space.

## Menu Items

---

The menu items are File, View, Tools, and Help (see [Figure 1-16](#)).

---



**Figure 1-16.** Acquisitions Menu

### File Menu

[Table 1-1](#) contains the options that are available to you under the **File** menu on the **Acquisitions** work space.

**Table 1-1.** File Menu Options

Items	Options	Definitions
New	Purchase Order Invoice Publication Pattern Vendor Ledger Rollover Rule EDI Connection Profile	Displays a cascading menu of choices. Choose one option to open one of the following new menu items: purchase order, invoice, publication pattern, vendor, ledger, rollover rule, or EDI connection profile.
Search	Purchase Order Invoice Publication Pattern Vendor Ledger Fund Rollover Rule EDI Connection Profile Routing List Line Item	Displays a cascading menu of choices. Choose one option to display a dialog box to search for: purchase order, invoice, publication pattern, vendor, ledger, fund, rollover rule, EDI connection profile, routing list, or line item.
Close All Windows		Closes all windows currently displayed other than the Voyager Acquisitions work space.

**Table 1-1. File Menu Options**

Items	Options	Definitions
Print Setup		Displays the Print dialog box, from which you can configure your printer(s).
Login Information		Displays the Operator Name, Operator Id and Location.
Exit		Exits the Voyager Acquisitions module.

## View Menu

[\*\*Table 1-2\*\*](#) contains the options that are available to you under the **View** menu on the **Acquisitions** work space.

**Table 1-2. View Menu Options**

Items	Options	Definitions
Line Items	Search	Search displays the Search Line Items quick search screen.
Orders	New Order Search	New Order creates a new purchase order. Search displays the Search Orders quick search screen.
Invoices	New Search	New creates a new invoice. Search displays the Search Invoices quick search screen.
Ledgers and Funds	New Ledger Search Ledger Search Fund Currency New Rollover Rule Search Rollover Rule	New Ledger and New Rollover Rule create a new ledger record and a new rollover rule. Search Ledger, Search Fund and Search Rollover Rule display the quick search screens for ledgers, funds and rollover rules. Currency display the Currency Maintenance activity.

**Table 1-2. View Menu Options**

<b>Items</b>	<b>Options</b>	<b>Definitions</b>
Vendors	New Vendor Search Vendor New EDI Connection Profile Search EDI Connection Profile	New Vendor and New EDI Connection Profile create a new vendor record and a new EDI connection profile. Search Vendors and Search EDI Connection Profile display the quick search screens for vendors and EDI connection profiles.
Check In	Serials Check-In Serials History Subscription Maintenance Search Routing Lists New Publication Pattern Search Publication Pattern	Serials Check-In, Serials History and Subscription Maintenance display the check-in, history and maintenance activities. Search Routing List and Search Publication Pattern display the quick search screens for routing lists and publication patterns. New Publication Pattern creates a new publication pattern record.
Order Maintenance	Problems Claims	Problems and Claims display the Problems and Claims Lists.
EDI	Process EDI Messages	Process EDI Messages displays the screen from which to process incoming and outgoing EDI messages.

---

## Tools Menu

The **Tools** menu ([Table 1-3](#)) on the **Acquisitions** work space allows you to access your Session Defaults, Preferences and Workflows.

**Table 1-3. Tools Menu Options**

Items	Definitions
Defaults	Displays the Defaults dialog box with the following tabs: Purchase Order, Line Item, Line Item Copies/Funds, Invoice, Vendor, Fund, and Ledger.
Preferences	Displays the Preferences dialog box with the following tabs: Colors and Fonts, List Bar, and Sounds and Animation.
Workflows	Displays the Workflows dialog box with the following tabs: Searching, Line Items, Approve Processing, Item Creation, Serials Check-In, and Claim Processing.

## Help Menu

The Acquisitions Help Menu activates the online help system. The online help system allows you to search, browse and access instructions for the Acquisitions module. Press **F1** and retrieve context-sensitive instructions that provide specific help for the window or dialog box you are working in.

When you select **Help** from the **Acquisitions** main menu, your choices are as shown in [Table 1-4](#).

**Table 1-4. Help Menu Options**

Items	Definitions
Help Topics	Displays the Acquisitions online help contents.
Endeavor on the Web	Takes you to the Endeavor home page.
About Acquisitions	Displays company and product information.

## Printing Labels

---

There are numerous places throughout the Acquisitions module where you can print spine and piece labels.

A spine label can be an attachment to an item for shelving purposes. A piece label can be an attachment to an item for general identification purposes. Spine and piece labels can be customized. You can create separate spine and piece templates for bibliographic, holding, item and serial records. The templates are defined in the `spinelabel.cfg` file which is located in the `c:\Voyager\Misc` directory.

The default settings are as follows: the size of a spine label is 1 5/8" high by 9/10" wide; the size of a piece label is 1 5/8" high by 2 9/10" wide. For information about how to customize the templates, see the *Voyager Cataloging User's Guide*.

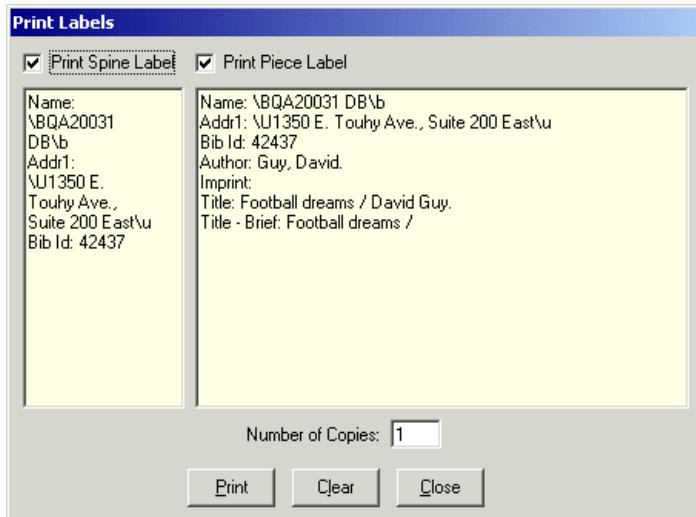
You can print labels from the following functions by clicking the **Print Labels** button, which displays the **Print Labels** dialog box. See [Procedure 1-4, Printing Spine and Piece Labels from the Print Labels dialog box](#), on page [1-16](#).

- After you select an issue to check-in and click the **Accept** button, the **Serials Check-In - Receive/Mark** work space displays. For more information about Serials Check-In activities see [Serials Check-In Activities](#) on page [9-1](#).
- After selecting a line item in the line item section of the **Purchase Order** or **Invoice**. For more information about purchase orders and invoices, see [Purchase Order Activities](#) on page [6-1](#) and [Invoice Activities](#) on page [12-1](#).
- After accessing the **Line Item** dialog box, **Copy Status** tab. For more information about detailed line items, see [Detailed Line Item](#) on page [6-36](#). For more information about the **Copy Status** tab of a line item, see [Copy Status Tab](#) on page [6-63](#).
- After accessing the **Line Item** dialog box, **Receive/Mark** tab. For more information about detailed line items, see [Detailed Line Item](#) on page [6-36](#). For more information about the **Receive/Mark** tab of a line item, see [Receive/Mark Tab](#) on page [6-77](#).
- After clicking the **Receive** button (on a purchase order or invoice), the **Receive/Mark** dialog box displays.
- After an item record is displayed. For information about creating an item record from a purchase order, invoice or serials check-in, see [Item Record Creation and Maintenance](#) on page [10-1](#).

### **The Print Labels dialog box**

---

The **Print Labels** dialog box ([Figure 1-17](#)) contains the **Print Spine Label** check box, the **Print Piece Label** check box, the sample labels boxes, the **Number of Copies** field, and the **Print**, **Clear**, and **Close** buttons.



**Figure 1-17. Print Labels dialog box**

The procedure for printing spine and piece labels is shown in [Procedure 1-4, Printing Spine and Piece Labels from the Print Labels dialog box.](#)



#### **Procedure 1-4. Printing Spine and Piece Labels from the Print Labels dialog box**

Use the following to print spine and piece labels.

1. When the **Print Labels** dialog box displays, select check box beside the type of label that you want to print, **Print Spine Label** or **Print Piece Label**. Select both check boxes to print both a spine label and piece label.
2. Add or edit information in the spine and piece label sections.

**NOTE:**

The system automatically adjusts the text on the screen to fit the information on the appropriate label.

3. Enter the number of copies to be printed in the **Number of Copies** field.

4. Click the **Print** button to print the labels on the printer that Windows is configured to, click the **Clear** button or press **Alt + L** on your keyboard to remove all information from the spine and piece label sections, or click the **Close** button or press **Alt + C** on your keyboard to close the dialog box without printing the information.

Result: If clicked **Print**, the wanted labels print.

---

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## Searching in Acquisitions

# 2

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### Contents

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## Searching in Acquisitions

# 2

---

### **Introduction**

---

You can search for and display existing records in Acquisitions using standard searching or quick searching. Operators can search for:

- Vendors
- Ledgers
- Funds
- Rollover Rules
- Purchase Orders (PO)
- Line Items (quick search only)
- Invoices
- EDI Connection Profiles
- Routing Lists
- Publication Patterns

---

## Purpose of this Chapter

---

This chapter explains how to perform both types of searches across all areas of Acquisitions.

- Standard searches
- Quick searches

This chapter also discusses bibliographic searching, which is available in the Acquisitions module as well as in the Circulation and Cataloguing modules of Voyager.

- Keyword search
- Non-Keyword search
- Builder search
- History tab search
- Searching for Serial Items
- Other searches in Acquisitions

---

## Standard Searches

---

Standard searching allows you to conduct complex searches by combining multiple criteria with Boolean operators.

The procedure for performing a standard search is shown in [Procedure 2-1, Performing a standard search](#).



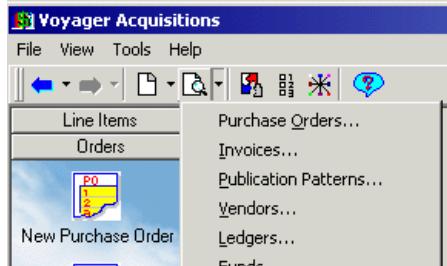
---

### Procedure 2-1. Performing a standard search

---

Use the following to conduct a standard search.

1. Open the search option you want using one of the following methods.
  - From the **File** menu on the **Acquisitions** work space, select **Search**, then the relevant search item from the cascading menu.
  - Click the down arrow beside the **Search** button on the **Acquisitions** toolbar, then click the relevant search item from the drop-down menu (see [Figure 2-1](#))

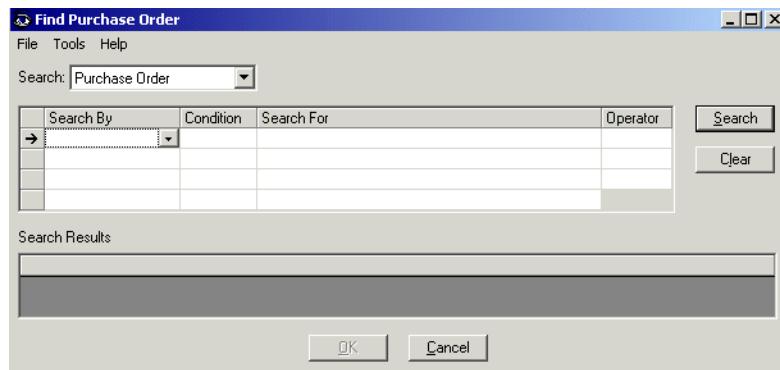


---

**Figure 2-1.** Search button drop-down list

Result: The corresponding **Find** dialog box opens. For example, if you selected **Purchase Order**, the **Find Purchase Order** dialog box opens (see [Figure 2-2](#)).

---



---

**Figure 2-2.** Find Purchase Order dialog box

**NOTE:**

After you open the **Find** dialog box, you can change the search type by using the **Search** drop-down menu.

2. In the **Search By** column, click the down arrow and select a field to search on.

**NOTE:**

When the **Search By** column has focus (displays the drop-down arrow), you can press the spacebar or **F4** key on your keyboard to view the list of fields. Use your

---

up and down arrow keys to highlight the field you want, then press **Enter**. This is true of all the drop-down lists on the **Find** dialog box.

3. From the **Condition** field drop-down menu, select a relational term for comparing the search term to the search field.

**NOTE:**

Different options display for different **Search By** selections. A **keyword** condition, when available, performs a phrase search for information anywhere in a free-text area, such as a PO Note.

4. Type a search string in the **Search For** field, or, if an ellipsis button (...) displays in the field, click it to open a selection list box and double-click an option.
5. To add another line of search criteria, select a boolean operator from the **Operator** field. Otherwise, proceed to Step [7](#).



**TIP:**

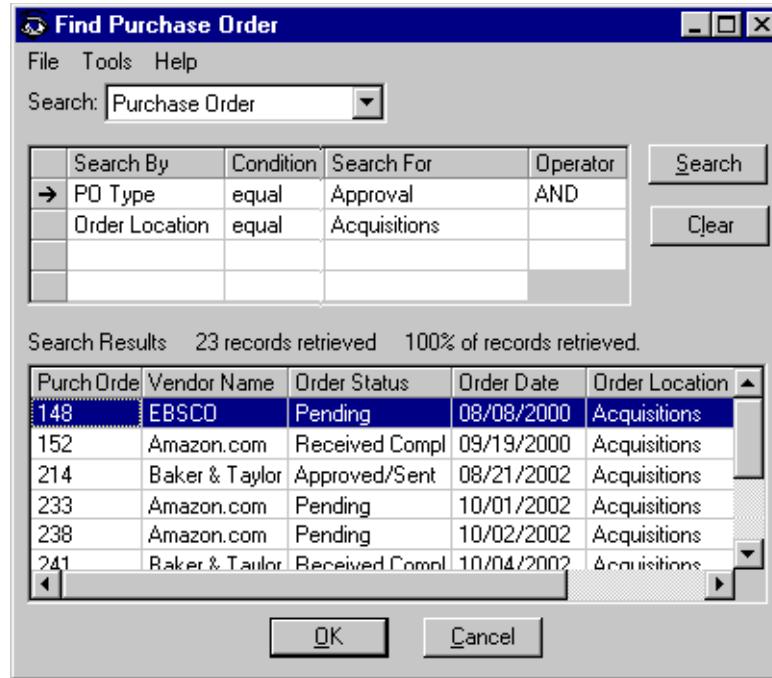
*Boolean operators function as follows: AND returns only items meeting both criteria, OR returns items meeting one of the criteria, NOT returns items not matching the line of criteria that follows.*

6. Repeat steps [2-5](#) until you have finished narrowing your search criteria.
7. Click the **Search** button to execute the search, the **Clear** button to clear the searching criteria.

Result: If you clicked the **Search** button, the results of your search display in the **Search Results** section of the **Find** dialog box (see [Figure 2-3](#)).

**NOTE:**

When your search results in many records a **Next** button displays. Use this button to access more results.



---

**Figure 2-3. Find Purchase Order dialog box - search results displayed**

8. To access the wanted data, in this case a PO, click the item in the results list, then click **OK**. To open more than one, click each item while holding down the **Ctrl** key on your keyboard, then click **OK**. To close the **Find** dialog box, click the **Cancel** button.

Result: If you selected a PO and clicked **OK**, the wanted Purchase Order opens.

---

## Quick Searches

---

In addition to standard searches, you can perform quick searches on the records in your Acquisitions database. These single-criterion searches can be accessed from the listbar of the item type you want to search.

---

[Table 2-1](#) displays the bar and button names of all quick searches available in Acquisitions.

**Table 2-1. Available quick searches**

Activity bar	Button title
Line Items	Search Line Items
Orders	Search Orders
Invoices	Search Invoices
Ledgers and Funds	Search Ledgers
	Search Funds
	Search Rollover Rules
Vendors	Search Vendors
	Search EDI Connection Profiles
Check-In	Search Routing Lists
	Search Publication Patterns

All quick searches use one **Search By** field, one **Condition** field, and one search string (**Search For**) field. They all allow for right-truncated search terms (for example, 13 for the return of 13, 131, 13998).

On all of the quick search forms:

- The **Search By** field's drop-down list is sorted alphabetically. Operators can set a default for this field by accessing the **Tools> Workflows> Searching> Default Searches** section (see [Default Searches on page 19-4](#)). Also, the focus remains in this field until the operator clicks the mouse or tab key.
- The buttons below the **Search By** field change depending on the type of search selected. For example, it could be just the **Equal** button, or three buttons, **Equal**, **Greater**, or **Less**. However, even if there is more than one button, there is only one tab space. Therefore, when using the tab key to go from the **Search By** field to the **Search For** field it requires clicking the tab key twice, once to get from the **Search By** field to the condition button row, and another to get from the condition button row to the **Search For** field, regardless of the number of condition buttons available.
- Operators must click the **Search** button, or use the **Enter** key to begin the search.
- The **Clear** button returns the **Search By** field to its default position, and removes the search term in the **Search For** field.

The procedure for performing a quick search is shown in [Procedure 2-2, Performing a quick search, on page 2-7.](#)



### Procedure 2-2. Performing a quick search

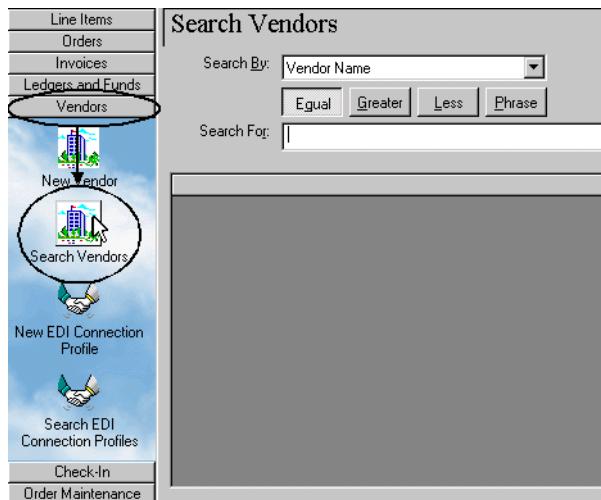
---

Use the following to perform a quick search.

1. Click the name of the activity (for example, **Vendors**), from the listbar.

Result: The **Vendors** bar displays the vendor activity buttons.
2. Click the button for the type of search you want to perform (for example, the **Search Vendors** button).

Result: The **Search Vendors** work space opens (see [Figure 2-4](#)).



---

**Figure 2-4. Listbar path to quick search on vendors - Search Vendors work space**

3. Select an item to search on from the **Search By** drop-down list.
4. Select a condition from the available buttons. Use [Table 2-2](#) for descriptions of all available conditions.

---

**NOTE:**

Not all conditions will be present for all searches.

**Table 2-2. Conditions available for quick searches**

Condition	Keyboard shortcut	How it functions
Equal	Alt + Q	Returns all records that begin with or match the search string you enter in the <b>Search For</b> field.
Greater	Alt + G	Returns all records beginning in a sequence after the <b>Search For</b> entry numbers and/or letters. (Numbers come before letters.)
Less	Alt + L	Returns all records beginning prior to the <b>Search For</b> entry in alphanumeric terms. (Numbers come before letters.)
Phrase	Alt + P	Returns all records containing the phrase entered in the <b>Search For</b> field. (The phrase can occur anywhere in the field's string.) Phrase searches are not case-sensitive but the words must display in the exact order.

5. Enter (or select) the appropriate information in the **Search For** field.
6. Click the **Search** button.

Result: The matching records display in a list below the search terms (see [Figure 2-5](#)).

---

Vendor Name	Vendor Code	Vendor Type
Amazon.com	AC	Domestic Monographs
Baker & Taylor	BT	Domestic Monographs
Brigham Young University Press	BYU	Domestic Monographs
CA Co.	CAC	Domestic Monographs
EBSCO PUBLISHING	EBSCO	Domestic Monographs
FAXON FW	FAXON	Domestic Monographs
HARRASSOWITZ OTT	HARR	Domestic Monographs

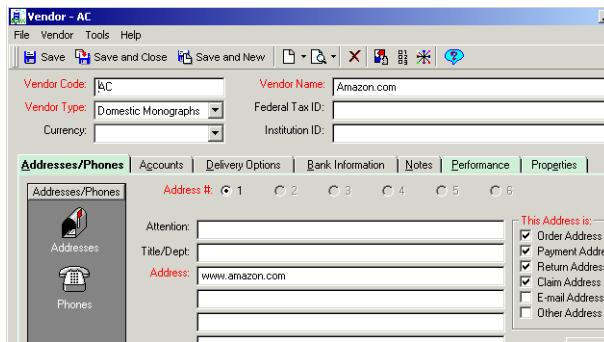
---

**Figure 2-5. Quick search on vendors, results**

7. Depending on what you searched for, you can access the information based on the buttons that display with the return of your search results. For example, highlighting the first result in the example above and clicking the **Edit** button.

Result: The item searched for displays. In this example it is the Amazon.com vendor record (see [Figure 2-6](#)).

---



**Figure 2-6. Vendor Record displaying after a quick search**

---

## Bibliographic Record Searches

---

Bibliographic record searches are available in Acquisitions as they are in all staff modules of Voyager. They allow you to find a bibliographic record using keyword, non-keyword, and builder searches. You can also perform search history tasks to improve searching speed and efficiency.

Bibliographic searches are conducted from the **Search** dialog box. The procedure to access the **Search** dialog box is shown in [Procedure 2-3, Accessing bibliographic record searches](#), on page [2-9](#).



### Procedure 2-3. Accessing bibliographic record searches

---

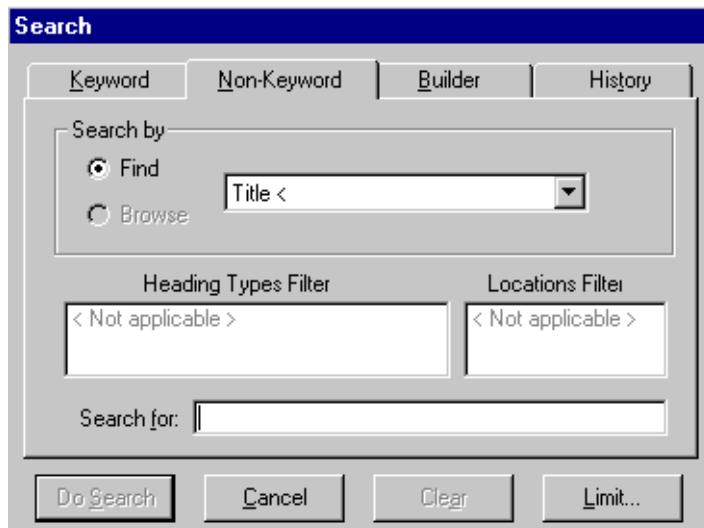
Use the following to access the **Search** dialog box to conduct a bibliographic search.

1. Use one of the following methods.

- From a saved **Purchase Order**, click the **Add Line (Bib Search)** button in the bottom left corner.

- From the **Search Line Items**, **Search Orders**, **Search Invoices**, or the order maintenance **Problems** or **Claims** work spaces select **Bibliographic Info** from the **Search By** drop-down list, then click the ellipsis button in the **Search For** field.
- On any **Find** dialog box, select **Bibliographic Info** from the **Search By** drop-down list, then click the ellipsis button in the **Search For** field.
- Click the **Other Search** button from any of the following work spaces, accessible from the **Check-In** bar: **Serials Check-In**, **Serials History**, **Subscription Maintenance**, **Bindery Maintenance**.

Result: The **Search** dialog box opens (see [Figure 2-7](#)).



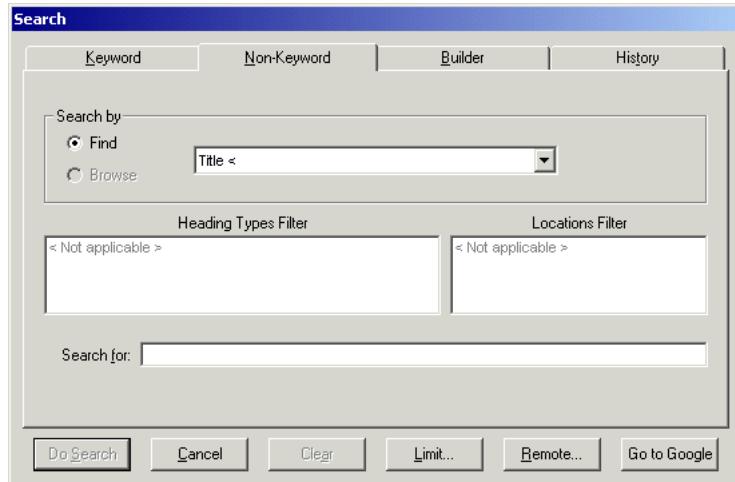
**Figure 2-7.** Search dialog box

## Search Dialog Box

The **Search** dialog box (see [Figure 2-8](#)), available in the Acquisitions, Cataloging, and Circulation modules, provides a unique way to search your library's catalog as well as remote databases. It contains four tabs.

- **Keyword** tab (see [Keyword Tab and Keyword Searching on page 2-13](#))
- **Non-Keyword** tab (see [Non-Keyword Tab and Heading and Non-Keyword \(Left Anchored\) Searching on page 2-20](#))

- **Builder** tab (see [Builder Tab and Builder Searching on page 2-32](#))
  - **History** tab (see [History tab on page 2-36](#))
- 



---

Figure 2-8. Search dialog box

**NOTE:**

By default, the **Non-Keyword** tab displays when the **Search** dialog box opens. To navigate between search tabs, you can either click the appropriate tab or press the **Alt** key plus the letter underlined in the tab name.

Additionally, if configured, there are two additional features available on each tab regardless of the type of search. These features are remote searching and a user defined search.

### **Remote Searching**

---

The **Remote...** button enables you to select, connect to, search, and import records from other databases.

The **Remote...** button displays in the **Search** dialog box only if you have defined remote databases to which you can connect in System Administration. See Database Definitions in the *Voyager System Administration User's Guide* for details.

For more information see [Remote Databases on page 2-41](#).

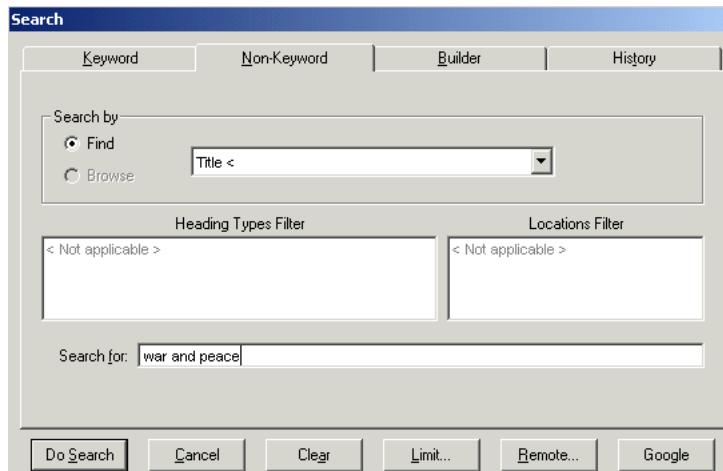
## User-Defined Alternate Search Button

---

Optionally, users can add another button on the **Search** dialog box, providing the capability to invoke a URI (Uniform Resource Identifier) to search outside the Voyager database.

An example of this user-defined feature is shown in [Figure 2-9](#), the button labeled **Google™** has been set up as a URI search option.

---



---

**Figure 2-9.** Search dialog box with user-defined alternate search button

This alternate search function can be configured to do either of the following.

- Take the text string entered in the **Search for** field and pass it to the alternate search facility to execute when you click this uniquely-defined alternate search button
- Access the search facility without including the text string

The URI search option is defined in the `voyager.ini` file. For more information, about setup for this feature, see the description of the `[SearchURI]` stanza in the `voyager.ini` file located in the *Voyager Technical User's Guide*.

## Setting Search Preferences

---

Users can create session level searching defaults to make it more efficient.

### Retain Last Search

Checking the **Retain Last Search** check box causes the search information from your last search to be saved until the current Voyager session is exited. That way, if you want to perform the same search again, you do not have to redefine your search type and text. This check box is found in the **Session Workflows** work space> **Searching** tab, in the Bibliographic Staff Searching/Import section in Acquisitions.

### Automatic Truncation for Non-Keyword Searches

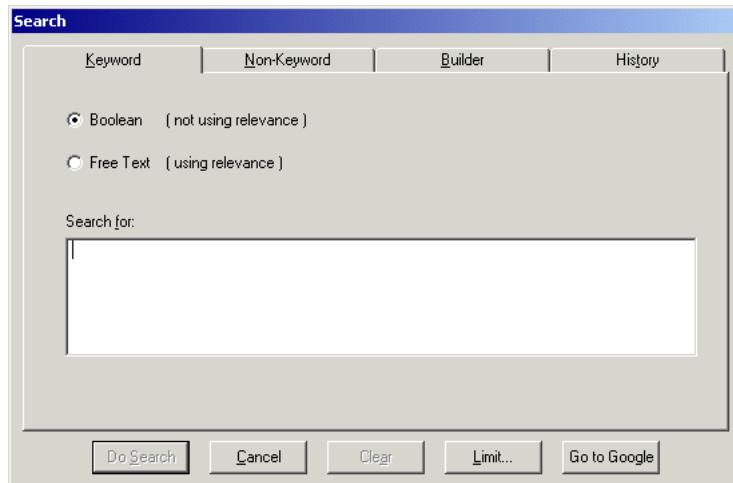
Checking the **Automatic Truncation for Non-Keyword Searches** check box causes a non-keyword search to be automatically truncated without requiring the question mark for a truncation character. This check box is found in the **Session Workflows** work space> **Searching** tab, in the Bibliographic Staff Searching/Import section in Acquisitions.

### Keyword Tab and Keyword Searching

---

The **Keyword** tab (see [Figure 2-10](#)) of the **Search** dialog box allows you to do keyword searches of all MARC fields and subfields for your search term(s).

---



---

Figure 2-10. Keyword tab of the Search dialog box

---

[Table 2-3](#) describes the fields and selections on the **Keyword** tab.

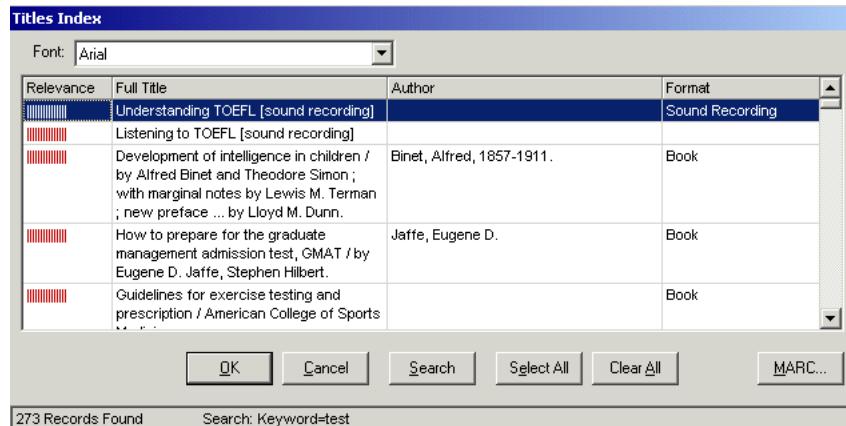
**Table 2-3. Keyword tab selections**

Name	Type	Description
Boolean	Radio button	Searches using Boolean terms, without using relevance. When you select <b>Boolean</b> , remember to insert Boolean terms. Otherwise, you will receive a <b>Malformed Query</b> error message.
Free Text	Radio button	Searches using relevance, without Boolean operators.
Search for	Text box	Searches term(s) or phrases (using quotation marks) entered here. Use a question mark (?) to truncate a search term. Add emphasis to specific terms in a free text search by putting one of the following operators before the term: <ul style="list-style-type: none"><li>• + The term must display in the record.</li><li>• ! Records with the term are to be excluded.</li><li>• * The term is important.</li></ul>
Do Search	Button	Executes the search.
Cancel	Button	Cancels the search and closes the <b>Search</b> dialog box.
Clear	Button	Deletes the search term(s) in the <b>Search for</b> text box.
Limit	Button	Opens the <b>Search Limits</b> dialog box, where you can limit your search by language, location, date, or other variables as they relate to your search. See page <a href="#">Search Limits</a> on page 2-37.
Remote...	Button	The <b>Remote...</b> button, if configured, allows users to search remote databases. See <a href="#">Remote Databases</a> on page 2-41.
URI Search	Button	If configured, this button invokes a user-defined URI (Uniform Resource Identifier) to search outside the Voyager database.

## Keyword Search Results - The Titles Index

---

A Keyword search returns results in a **Titles Index** dialog box (see [Figure 2-11](#)).



---

Figure 2-11. Titles Index dialog box

By default the **Titles Index** dialog box displays the following.

- Title
- Author
- Date
- Relevance column (for free text searches)

Optionally, the title, author, and date columns can be re-configured to display other data on the **Titles Index** dialog box. These columns are configured on the **Indexes Definitions>Search Results** tab in the System Administration module. See the *Voyager System Administration User's Guide* for more information.

**NOTE:**

If your search retrieves more than 100 titles, a **Stop** button becomes active. You can then click the **Stop** button to cancel the retrieval of more records (see [Figure 2-12](#)).

---



---

Figure 2-12. Stop button seen with more than 100 search results

---

[Table 2-4](#) describes the **Titles Index** dialog box.

**Table 2-4. Titles Index list box**

Name	Type	Description
Font	Drop-down	Select the font used to display text in the <b>Titles Index</b> dialog box.  <b>NOTE:</b> The <b>Titles Index</b> dialog box displays the Unicode character set.
Relevance	Column	Displays relevance bars for free text searches.
[Title information]	Column(s)	Columns contain the title information specified when defining searches in the System Administration module (for example, full title, author, and format).
OK	Button	The selected title displays in the form from which the search was conducted. For example, if searched from a PO, the item is added to the PO from which you searched. If, on the other hand, you choose Bibliographic Info in your Search By field on any of the search work spaces, the selected title populates the Search For field on that work space.
Cancel	Button	Closes the <b>Titles Index</b> dialog box.
Search	Button	Returns to the <b>Search</b> dialog box, cleared of previous entries, unless the <b>Retain Last Search</b> check box is checked in session preferences.
MARC...	Button	Opens the view-only MARC record for whichever item is highlighted in the <b>Titles Index</b> list box.  <b>NOTE:</b> Bibliographic data can only be edited in the Cataloging Module. However, MARC bibliographic records can be opened in the Cataloging module from the Acquisitions module. See the <i>Voyager Acquisitions and Cataloging User's Guides</i> for more information.

The procedure for performing a bibliographic keyword search is shown in [Procedure 2-4, Performing a bibliographic keyword search, on page 2-17](#).



#### Procedure 2-4. Performing a bibliographic keyword search

---

Use the following to conduct a keyword search.

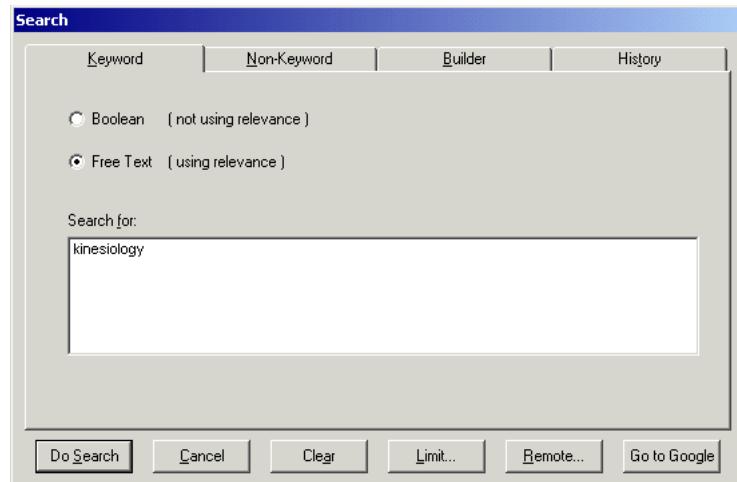
1. From the **Search** dialog box, click the **Keyword** tab.

Result: The **Keyword** tab opens (see [Keyword tab selections](#) on [page 2-14](#) for more information).

2. Select the wanted search option, either the **Boolean** radio button or the **Free Text** radio button.
3. Enter your search term(s) or phrases

Result: The search can now be executed (see [Figure 2-13](#)).

---

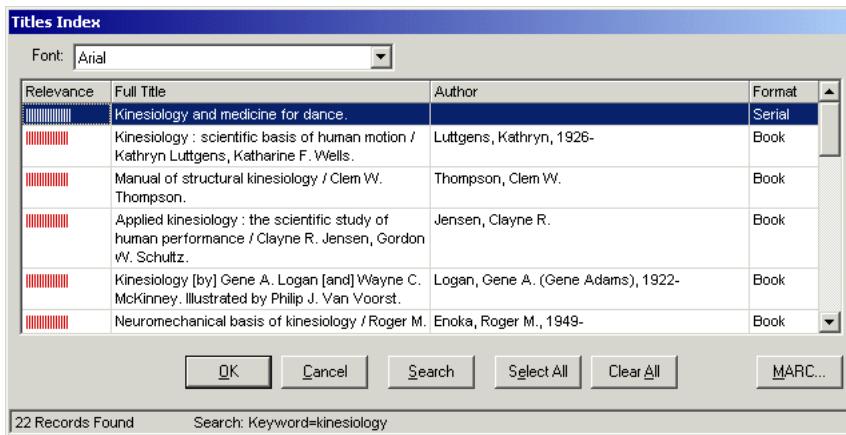


---

Figure 2-13. Completed Keyword tab

4. Select **Do Search** to execute the search, **Cancel** to cancel the search, **Clear** to delete the search terms, or **Limit** to set limits for this search. See [Procedure 2-8, Setting Search Limits](#), on page [2-39](#).

Result: If the search is performed, the **Titles Index** dialog box displays (see [Figure 2-14](#)).



**Figure 2-14.** Titles Index dialog box after performing a free text keyword search

5. Highlight the title you want and select one of the buttons on the **Titles Index** dialog box. See [Titles Index list box](#) on [page 2-16](#) for information on the **Titles Index** dialog box.

Result: If you clicked the **OK** button and if you searched from the PO in order to add a line item, the purchase order is populated with the title selected from the **Titles Index** list box (see [Figure 2-15](#)).

The screenshot shows the 'Purchase Order: 455 - [Pending]' window. The 'Header' tab is selected. In the 'Order' section, the 'Number' field contains '455', 'Type' is set to 'Approval', and 'Site' is 'Main'. In the 'Vendor' section, the 'Code' field is 'EB'. The 'Status Date' is '9/30/2003' and it indicates '1 Line Items on Order'. Under 'Locations', 'Ship To' and 'Bill To' are both set to 'Main'. In the 'Amounts' section, the 'Line Item Subtotal' is '\$0.00', 'Other Charges' is '\$0.00', and 'Total Order Amount' is '\$0.00'. The 'Currency' section shows 'Code: USD' and 'Rate: 1'. Below the header, a table lists one line item:

Line #/Status	Title	Price (Adjustments)	# of Copies	Location	Fund
1 / Pending	Kinesiology and medicine fo	\$0.00	1	Main	CA_Ledger / CA_fund

**Figure 2-15.** Selected title added to the PO

If, on the other hand, you conducted this search because you chose Bibliographic Info... in the **Search By** drop-down from one of the search work spaces, the selected title populates the **Search For** field on that work space (see [Figure 2-16](#)).

---

The screenshot shows the 'Search Orders' window. The 'Search By' dropdown is set to 'Bibliographic Info'. The 'Search For' field contains the text 'Kinesiology : scientific basis of human motion / Kathryn Lut...'. Below the search fields are buttons for 'Search', 'Next', and 'Clear'.

**Figure 2-16.** Selected title populates the Search For drop-down

**NOTE:**

In some cases (for instance, **Check-In** item searches), the search will be conducted automatically when you click the **OK** button.

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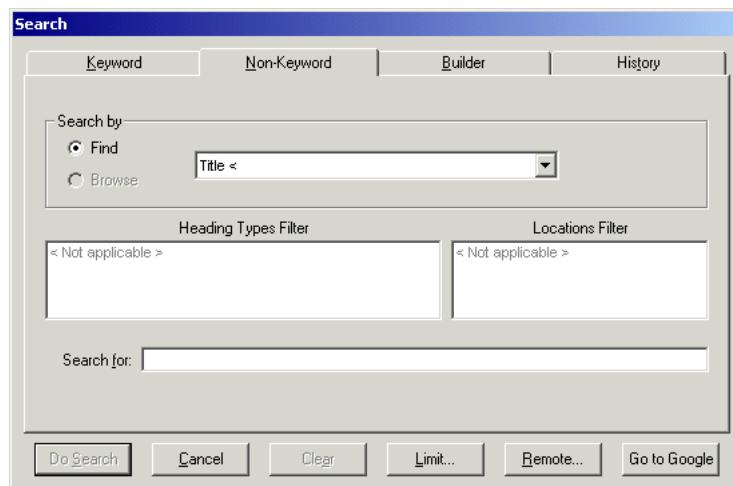
## **Non-Keyword Tab and Heading and Non-Keyword (Left Anchored) Searching**

---

Heading/Non-Keyword searching allows users to perform left-anchored bibliographic searches, holdings searches, authorities searches, and heading searches. Your institution defines what searches are available. Search types are created in System Administration. See the *Voyager System Administration User's Guide* for details.

[Figure 2-17](#) displays the **Non-Keyword** tab of the **Search** dialog box.

---



---

**Figure 2-17. Non-Keyword tab**

[Table 2-5](#) describes the **Non-Keyword** tab.

**Table 2-5. Non-Keyword tab**

Name	Type	Description
Search By section		
Find	Radio button	Find searches match specific records of the <b>Search by</b> type to the terms entered in the <b>Search for</b> field. The result is a finite number(s) of records. See <a href="#">Find and Browse Searches</a> on page 2-22.

**Table 2-5. Non-Keyword tab**

Name	Type	Description
Browse	Radio button	Displays an index of headings that can be browsed based on the <b>Search by</b> selection, any corresponding filter selections, and a <b>Search for</b> value. See <a href="#">Find and Browse Searches on page 2-22</a> .
Search type	Drop-down	Unlabeled field containing a drop-down menu of searches available.
Heading Types Filter	List	Users can select a Heading Type filter to further limit a search. Result records must contain the heading type selected and match the search criteria.  <b>NOTE:</b> These filters may be suppressed in the System Administration module.
Locations Filter	List	Users can select a Locations filter to further limit a search when doing call number searches.  Locations are defined in the System Administration module.   <b>TIP:</b> <i>By limiting a call number search by location, you can get an online shelf list.</i>
Search for	Text Box	Enter your search term(s) or phrases (using quotation marks) in the <b>Search for</b> field.  Use a question mark ? to truncate the search term.
Do Search	Button	Executes the search.
Cancel	Button	Cancels the search.
Clear	Button	Deletes the search term(s) in the <b>Search for</b> field.
Remote...	Button	The <b>Remote...</b> button, if configured, allows users to search remote databases. See <a href="#">Remote Databases on page 2-41</a> .

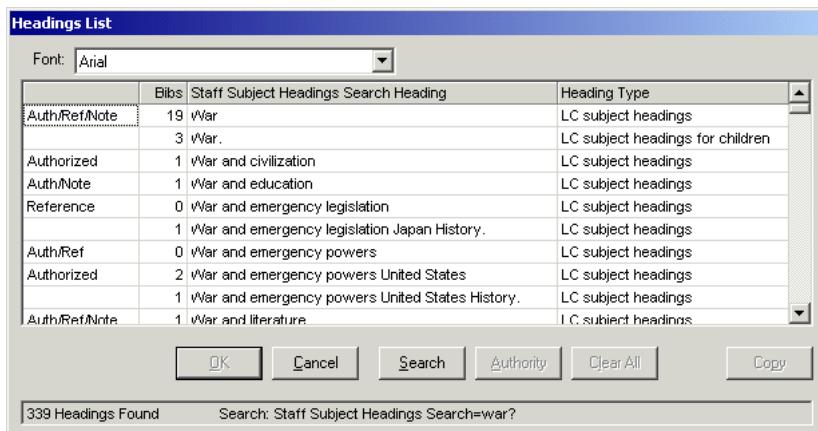
**Table 2-5. Non-Keyword tab**

Name	Type	Description
Limit	Button	<p>Opens the <b>Search Limits</b> dialog box, where you can limit your search by language, location, date, or other variables as they relate to your search.</p> <p><b>NOTE:</b> The <b>Limits</b> button is not available for Heading searches.</p> <p>See <a href="#">Search Limits</a> on <a href="#">page 2-37</a> for more information.</p>
URI Search	Button	If configured, this button invokes a user-defined URI (Uniform Resource Identifier) to search outside the Voyager database.

## Find and Browse Searches

The option buttons of either Find or Browse are available if you are performing a heading or call number search. Selecting Find or Browse affects the search results received.

A Find search returns specific, finite results that match the search criteria. For example, a Find subject heading search (Staff Subject Headings Search) for **war?** returns the results shown in [Figure 2-18](#). In this example, 339 matching records are found.



**Figure 2-18. Search results after doing find subject heading search for war?**

The Browse search allow users to scroll through an institution's list of headings. For example, a browse subject heading search (Staff Subject Headings Search) for **war?** returns the results shown in [Figure 2-19](#).

---

The screenshot shows a Windows-style dialog box titled "Browse Headings List". At the top left is a font dropdown set to "Arial". Below it is a table with three columns: "Auth/Ref/Note", "Bibs", and "Staff Subject Headings Search Heading". The "Heading Type" column is visible on the right. A vertical scroll bar is on the right side of the table. At the bottom are buttons for "OK", "Cancel", "Search", "Authority", and "Copy". A status bar at the bottom says "Browse: Staff Subject Headings Search=war?".

Auth/Ref/Note	Bibs	Staff Subject Headings Search Heading	Heading Type
	19	War	LC subject headings
	3	War.	LC subject headings for children
Authorized	1	War and civilization	LC subject headings
Auth/Note	1	War and education	LC subject headings
Reference	0	War and emergency legislation	LC subject headings
	1	War and emergency legislation Japan History.	LC subject headings
Auth/Ref	0	War and emergency powers	LC subject headings
Authorized	2	War and emergency powers United States	LC subject headings
	1	War and emergency powers United States History.	LC subject headings
Auth/Ref/Note	1	War and literature	LC subject headings

**Figure 2-19.** Search results after doing a subject heading search for war?

In this example, the system displays the **Browse Headings List** that users can scroll through using the arrow buttons (see [Table 2-6](#) on [page 2-25](#)) to find the wanted heading.

### Heading Searches by Call Number

When doing a non-keyword search by call number Voyager accepts Dewey call numbers that have more than one decimal point, as well as call numbers that only have a decimal point after the Dewey root/Cutter combination (for example, 305.1 M887 no.2; 506 N56 v.8). Also, normalization of Dewey call numbers including dates was adjusted to ensure proper sorting in call number indexes (for example, 321 A65 1998).

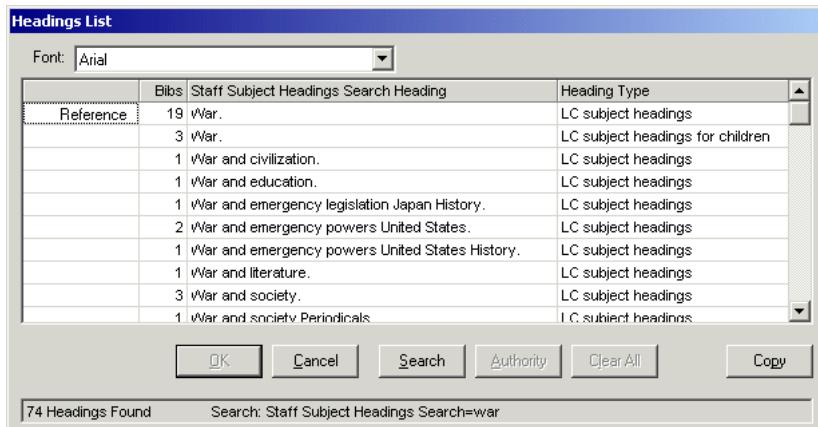
Regarding the display of call numbers with 852|k and 852|m (call number prefix and suffix) fields, you can include prefixes and suffixes in all of Voyager's call number displays.

When you perform a Browse search for a call number with a prefix or a suffix, you see the prefix or suffix in the results list as well as in the actual record itself.

## Non-Keyword Search Results - Headings List

Results of a Non-keyword search display in either a **Titles Index** or a **Headings List**. A heading search returns results in a **Headings List** (see [Figure 2-20](#)). A left-anchored or non-headings search returns results in a **Titles Index** (see [Keyword Search Results - The Titles Index](#) on [page 2-14](#)).

In a **Headings List**, users can view References, Ref/Notes, Notes as well as Scope Notes, Narrower terms, See and/or See Also reference(s) associated with the heading.



**Figure 2-20. Headings List**

**NOTE:**

If your search retrieves more than 100 headings, the **Stop** button becomes active. You can then click the **Stop** button to cancel the retrieval of more headings (see [Figure 2-21](#)).



**Figure 2-21. Stop button seen with more than 100 search results**

[Table 2-6](#) describes the **Headings List**.

**Table 2-6. Headings List dialog box**

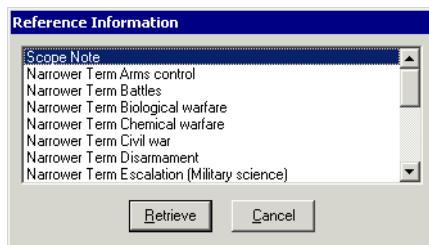
Name	Type	Description
Font	Drop-down	Select the font used to display text in the <b>Headings List</b> list box.  <b>NOTE:</b> The <b>Headings List</b> list box displays the Unicode character set.
		Unlabeled column identifying if there are References, Ref/Notes, Notes as well as Scope Notes, Narrower terms, See and/or See Also reference(s).
Bibs	Column	The number corresponds to the number of bibliographic records associated with this heading.
Heading	Column	Name of the Heading returned.
Heading Type	Column	Type of heading returned.
OK	Button	Active once a heading is selected.  Opens the titles list.
Cancel	Button	Closes the <b>Headings List</b> .
Search	Button	Opens the <b>Search</b> dialog box.
Authority	Button	Opens the <b>Reference Information</b> dialog box. Active if there is a Ref/Note, Reference, or Note, and so on. See <a href="#">Reference Information Dialog Box</a> on <a href="#">page 2-26</a> .
Clear All	Button	<b>NOTE:</b> Clears the highlighted headings. This button is not active in the Acquisitions module.
Navigation	Buttons 	After a browse search, use these buttons to navigate through the results.

## Reference Information Dialog Box

Additional reference information can be displayed for titles that display the following in the **Headings List**.

- Authorized
- Reference
- Note
- Ref/Note

By clicking the **Authority** button (or right clicking the row), the **Reference Information** dialog box opens (see [Figure 2-22](#)).



**Figure 2-22. Reference Information dialog box**

This dialog lists whether authority record information is available as well as Scope Notes, Narrower terms, See and/or See Also reference(s) for the selected heading.

See [Table 2-7](#) for a description of each type of associated information.

**Table 2-7. Authorized, Reference, Auth/Ref, and Note Descriptions**

Label	Description
Authorized	This term displays if the heading is in the <b>1XX</b> field of the authority record.
Reference	This term displays if the heading is not an authorized heading, but is a see from reference from the <b>4XX</b> fields.
Auth/Ref	This term displays if the heading is in the <b>1XX</b> in an authority record and has references ( <b>5XX</b> fields) in that same record and/or is itself a cross-reference in another authority record.

**Table 2-7. Authorized, Reference, Auth/Ref, and Note Descriptions**

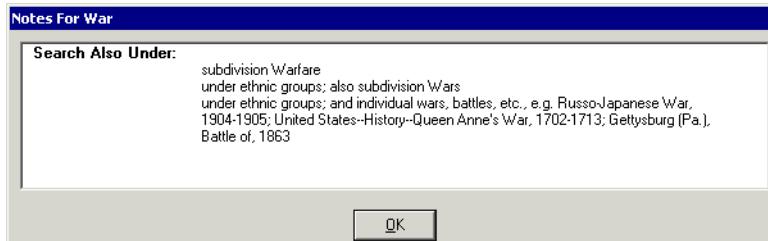
Label	Description
Note	This term displays if the heading's authority record contains scope notes.  Right-clicking the word Note opens the <b>Note</b> dialog box. The label that displays before the text, that is, the word <b>Note:</b> or <b>Search Under</b> is the scope note label. The scope note label may be edited.

The **Reference Information** dialog box displays its information in order of the type of reference. To retrieve information about one of the references, select the appropriate reference and click the **Retrieve** button. Users can click the **Cancel** button to close the **Reference Information** dialog box and return to the **Headings List** at any time.

### Scope Notes

Retrieve the scope notes for the heading by selecting it and clicking the **Retrieve** button (see [Figure 2-23](#)).

---

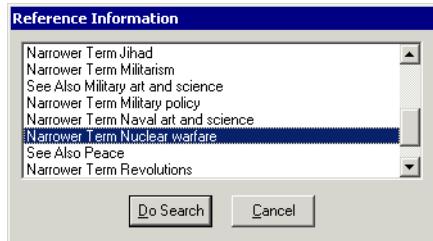


---

**Figure 2-23. Scope Notes for a heading**

### Narrower Term

Find a narrower term by selecting it and clicking the **Do Search** button (see [Figure 2-24](#)).



**Figure 2-24.** Narrower term

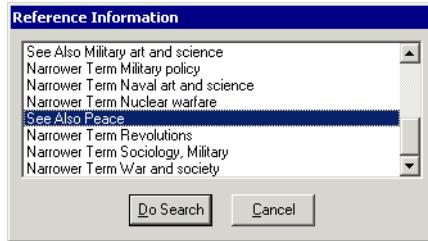
The system does a new search for the narrower term (see [Figure 2-25](#)).

Headings List			
Bibs	OPAC Subject Headings Search Heading	Heading Type	
Reference	12 Nuclear warfare	LC subject headings	
	1 Nuclear Warfare congresses	Medical subject headings	
Reference	1 Nuclear warfare Environmental aspects	LC subject headings	
	1 Nuclear warfare Environmental aspects Congresses.	LC subject headings	
	2 Nuclear warfare Fiction.	LC subject headings	
	2 Nuclear warfare Fiction.	LC subject headings for children	
	2 Nuclear warfare Moral and ethical aspects.	LC subject headings	
	1 Nuclear warfare Psychological aspects.	LC subject headings	
	1 Nuclear warfare Religious aspects	LC subject headings	
	2 Nuclear warfare Religious aspects. Catholic Church	LC subject headings	

**Figure 2-25.** Search results from the narrower term

#### See Also

From the **Reference Information** dialog box, the operator can do a new search for the see also term by selecting it and clicking the **Do Search** button (see [Figure 2-26](#)).



**Figure 2-26. See Also**

The system then does a new search for the see also term. [Figure 2-27](#) displays the search results of the See Also term.

---

Headings List			
	Bibs	OPAC Subject Headings Search Heading	Heading Type
Ref/Note	29	Peace	LC subject headings
	1	Peace.	LC subject headings for children
	1	Peace Abstracting and indexing.	LC subject headings
Reference	0	Peace Conference at Paris (1919-1920)	LC subject headings
	2	Peace Corps (U.S.)	LC subject headings
Reference	0	Peace Democrats (Copperhead movement)	LC subject headings
	1	Peace Fiction.	LC subject headings for children
	1	Peace in art	LC subject headings
Reference	0	Peace.Inner	LC subject headings

**Figure 2-27. See Also search results**

The procedure for performing a Non-Keyword search is shown in [Procedure 2-5, Non-Keyword searching](#), on page [2-29](#).

---



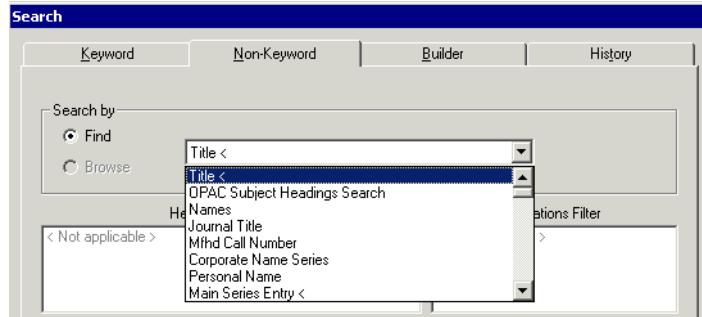
### Procedure 2-5. Non-Keyword searching

---

Use the following to perform a Non-Keyword search.

1. Access the **Search** dialog box and click the **Non-Keyword** tab.

- 
2. Select the type of search wanted from the drop-down menu (see [Figure 2-28](#)).
- 



---

**Figure 2-28.** Type of search

**OPTIONAL:**

3. Select an option button of either **Find** or **Browse** if you are performing a heading or call number search.

**OPTIONAL:**

4. Select a Heading Types Filter (if doing a heading or call number search). Hold the **Ctrl** key down to select more than one filter.

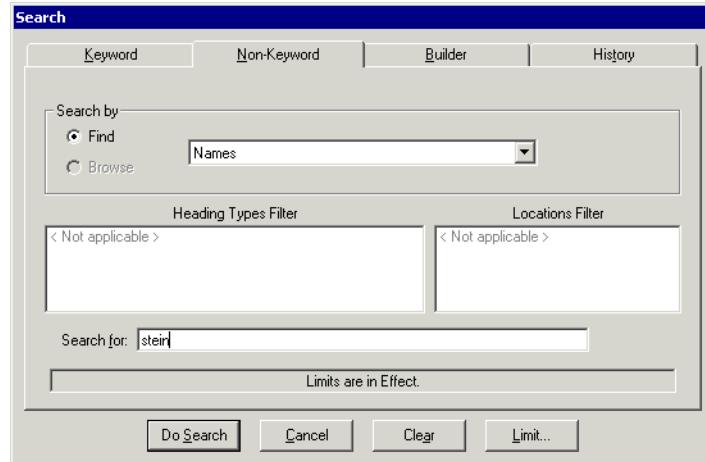
**OPTIONAL:**

5. Select a Locations Filter (if applicable) from the list box(es). Hold the **Ctrl** key down to select more than one filter.

**OPTIONAL:**

6. Click the **Limits** button to display the **Search Limits** dialog box and further limit your search. See [Search Limits](#) on page 2-37.

7. Enter your search term in the **Search For** field (see [Figure 2-29](#)).



---

**Figure 2-29. Completed Non-keyword tab**

8. Click the **Do Search** button to perform the search.

Result: If you performed a non-heading search, the **Titles Index** list box displays matching titles.

If you performed a heading search, the **Headings List** displays all matching headings. Click the heading that most closely matches what your are searching for, then click the **OK** button (or double-click the heading.) The **Titles Index** list box then displays the matching titles. See [Keyword Search Results - The Titles Index on page 2-14](#).

9. Click the item you want to highlight it in the **Titles Index** dialog box and click **OK**. Optionally, double-click the title to select it. To select all titles, click the **Select All** button.



**TIP:**

*To view the MARC record for the item, click the **MARC...** button.*

Result: If you clicked the **OK** button and if you searched from the PO in order to add a line item, the purchase order is populated with the title selected from the **Titles Index** list box.

---

If, on the other hand, you conducted this search because you chose Bibliographic Info... in the **Search By** drop-down from one of the search work spaces, the selected title populates the **Search For** field on that work space.

**NOTE:**

In some cases (for instance, **Check-In** item searches), the search will be conducted automatically when you click the **OK** button.

---

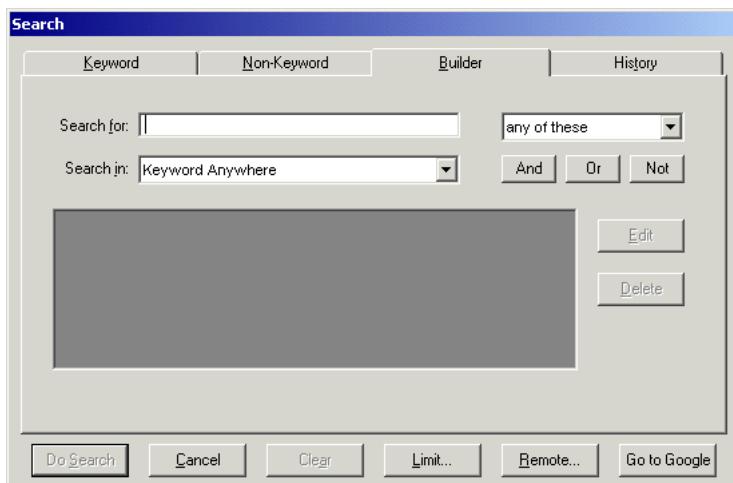
## Builder Tab and Builder Searching

---

The **Builder** tab of the **Search** dialog box allows you to build complex searches using multiple fields, search terms, and Boolean operators.

[Figure 2-30](#) displays the **Builder** tab of the **Search** dialog box.

---



---

**Figure 2-30. Builder tab**

[Table 2-8](#) describes the **Builder** tab

**Table 2-8. Builder tab**

Name	Type	Description
Search for	Text box	Enter your search term(s) or phrases in the <b>Search for</b> field.

**Table 2-8. Builder tab**

Name	Type	Description
		Unlabeled drop-down menu allowing the operator to determine how to search.  <b>Any of these</b> places as implied or between the search terms.  <b>All of these</b> places as implied and between terms.  <b>As a phrase</b> searches as if the terms are placed in quotes.
Search In	Drop-down	Contains a drop-down menu of search types.
Boolean	Buttons	Use the <b>And</b> , <b>Or</b> , or <b>Not</b> buttons to conduct a boolean search with additional search criteria.
[Search terms list box]		Unlabeled box containing your search terms and, if used, accompanying Boolean operators.
Edit	Button	Allows you to edit any search term or phrase you select from the unlabeled search term box.
Delete	Button	Deletes any selected search term from the unlabeled search term box.
Do Search	Button	Executes the search.
Cancel	Button	Cancels the search.
Clear	Button	Deletes the search term(s) in the <b>Search for</b> field.
Limit	Button	Opens the <b>Search Limits</b> dialog box.  <b>NOTE:</b> The <b>Limits</b> button is not available for Heading searches.  See <a href="#">Search Limits</a> on <a href="#">page 2-37</a> for more information.
Remote	Button	The <b>Remote...</b> button, if configured, allows users to search remote databases. See <a href="#">Remote Databases</a> on <a href="#">page 2-41</a> .
URI Search	Button	If configured, this button invokes a user-defined URI (Uniform Resource Identifier) to search outside the Voyager database.

The procedure for Performing a Builder search is shown in [Procedure 2-6, Performing a Builder search](#), on page [2-34](#).

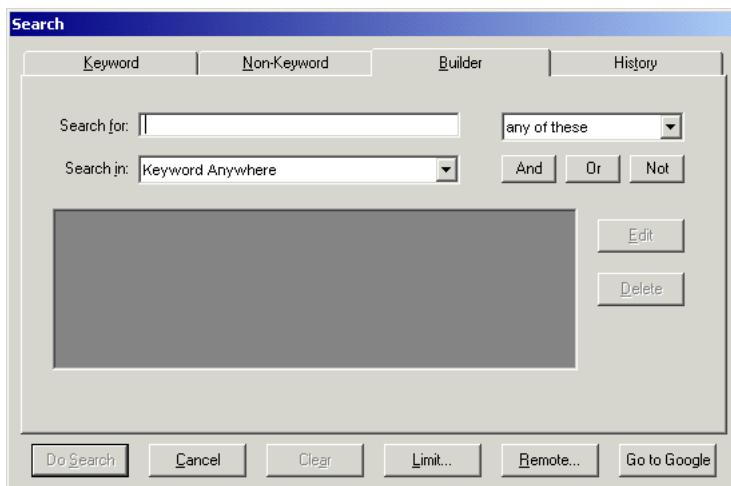


## Procedure 2-6. Performing a Builder search

Use the following to perform a Builder search.

1. From the **Search** dialog box, click the **Builder** tab.

Result: The **Builder** tab opens (see [Figure 2-31](#)).



**Figure 2-31. Builder search tab**

2. Enter a search term(s) or phrase in the **Search for** field.
3. Select the “any,” “all,” or “phrase” option from the drop-down list to the right of the **Search for** field. See [Builder tab](#) on [page 2-32](#) for a description of the options.
4. Select a **Search In** field for matching the search terms.

**OPTIONAL:**

5. To use multiple search rows, click any of the Boolean operator buttons, **And**, **Or**, or **Not**, then repeat steps 3 - 5.

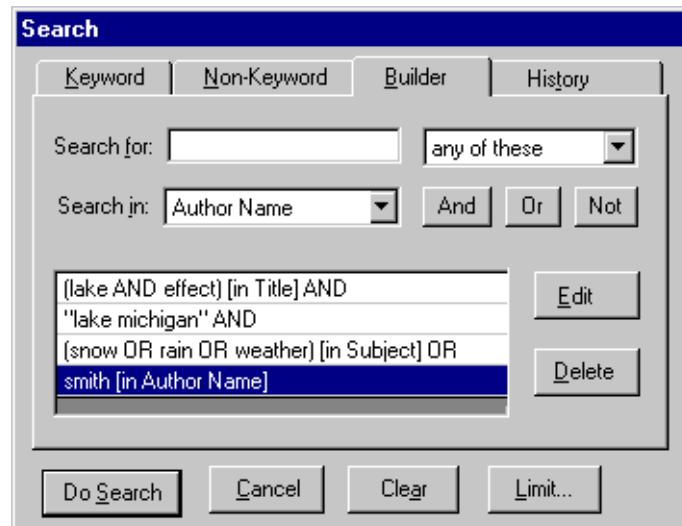
Result: The row of search terms displays in the pane below the **Search In** field.

**NOTE:**

The Boolean operator does not display in the row until you enter another search term and click an additional Boolean operator button (to be used with the next search term, if you enter another).

[Figure 2-32](#) shows a search using multiple search terms in combination with the following.

- All three options for relationships between terms (any, all, phrase)
  - Various **Search In** fields (**Title**, the default **Keyword Anywhere**, **Subject**, and **Author Name**)
  - Two Boolean operators (**AND** and **OR**)
- 



---

Figure 2-32. Builder tab with multiple search terms and relationships

**OPTIONAL:**

6. *Edit any row of search terms by clicking the row, then the **Edit** button, then repeating steps 3 - 5.*

*Delete any row of search terms by clicking the row, then clicking the **Delete** button.  
Delete the entire pane by clicking the **Clear** button.*

**OPTIONAL:**

7. Click the **Limits** button to display the **Search Limits** dialog box and further limit your search. (See [Search Limits](#) on page 2-37.)
8. To search, click the **Do Search** button. (To cancel and close the **Search** dialog box, click the **Cancel** button.)

Result: The **Titles Index** or **Headings List** displays the results of the search.

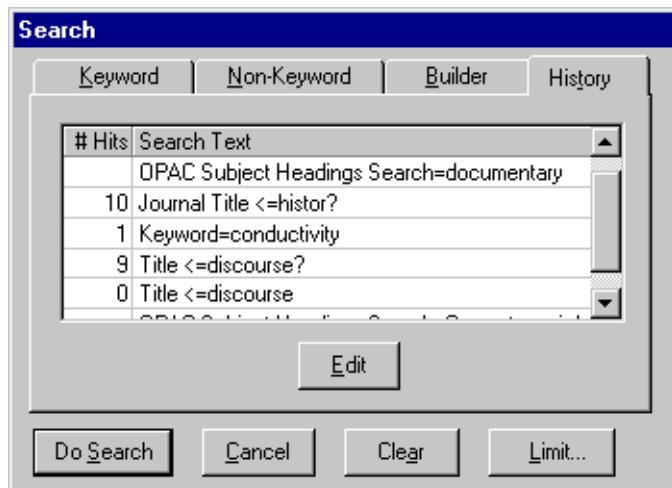
---

**History tab**

---

The **History** tab (see [Figure 2-33](#)) gives you access to all searches you performed during this session. For each search you performed, it lists the search parameters and the number of records returned (#Hits).

---



---

**Figure 2-33. Search dialog box, History tab**

From the **History** tab, you can re-execute searches previously performed or edit previous search statements.

**IMPORTANT:**

*The History tab does not retain information about search limits. If you re-execute or edit a search from the History tab, any current limits in effect are used instead of any limits you previously specified.*

The procedure for accessing searches from the **History** tab is shown in [Procedure 2-7, Accessing searches from the History tab](#), on page [2-37](#).



### **Procedure 2-7. Accessing searches from the History tab**

---

Use the following to access a search from the **History** tab.

1. Click the **History** tab from the **Search** dialog box.

Result: The list of previous searches displays.

2. Click the row of the search you want to access.

Result: The row is highlighted.

3. (Optional) Click the **Limits** button.

Result: The **Search Limits** dialog box displays. For information about setting limits, see [Search Limits](#) on [page 2-37](#).

4. (Optional) Click the **Edit** button.

Result: The correct tab opens on the **Search** dialog box and you can edit and re-execute the search from there.

5. Click the **Do Search** button.

Result: This executes the previous search that you selected.

---

### **Search Limits**

---

You can limit your search by Language, Location, Date, Medium, Type, Place, or Status.

[Figure 2-34](#) shows the **Search Limits** dialog box.

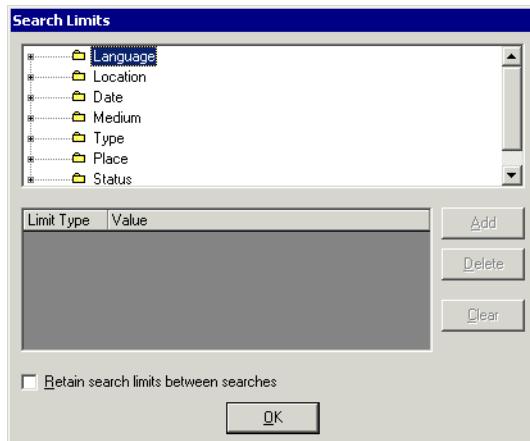


Figure 2-34. Search Limits dialog box

Table 2-9 describes the **Search Limits** dialog box.

Table 2-9. Search Limits dialog box

Name	Description
List of Limits	Types of limits that can be imposed.
Limit Type column	Type of limit selected.
Value	Value of the limit selected. For example, if a language limit is applied, "English" is a possible value.
Add button	Applies the limit selected in the top portion of the dialog box and displays in the bottom portion of the dialog box.
Delete button	Deletes the selected limit from the bottom half of the dialog box.
Clear button	Clears the selected limit from the top half of the dialog box.
Retain search limits between searches	Applies the limit(s) to the current search and all future searches.
OK button	When clicked the system returns to the <b>Search</b> dialog box and the search limits defined are in effect.



**IMPORTANT:**

*You cannot limit Subject, Author, or Call Number Headings Searches.*

The procedure for setting search limits is shown in [Procedure 2-8, Setting Search Limits, on page 2-39](#).



### Procedure 2-8. Setting Search Limits

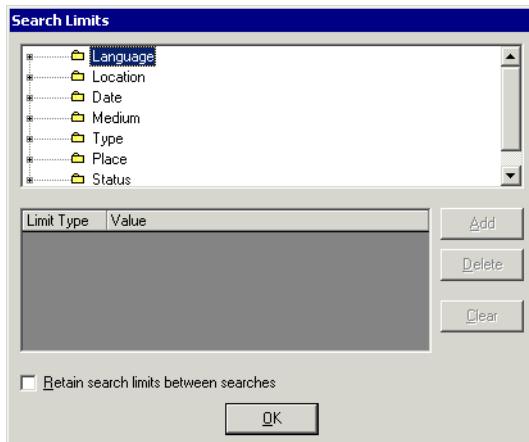
---

Use the following to set search limits.

1. Click the **Limit** button to limit your search.

Result: The **Search Limits** dialog box opens (see [Figure 2-35](#)).

---

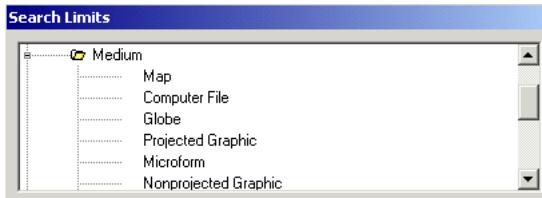


---

**Figure 2-35. Search Limits dialog box**

2. Click the plus sign (+) for the limit type you want to select.

Result: This expands the list and displays the list of limit type values (see [Figure 2-36](#)).

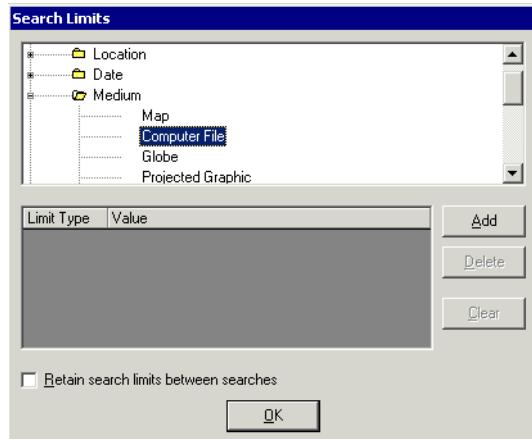


**Figure 2-36.** Expanded list of limits

3. Select any values from the list you want to use as limits for your search. [Figure 2-37](#) shows the Medium limit of Computer File selected.

**NOTE:**

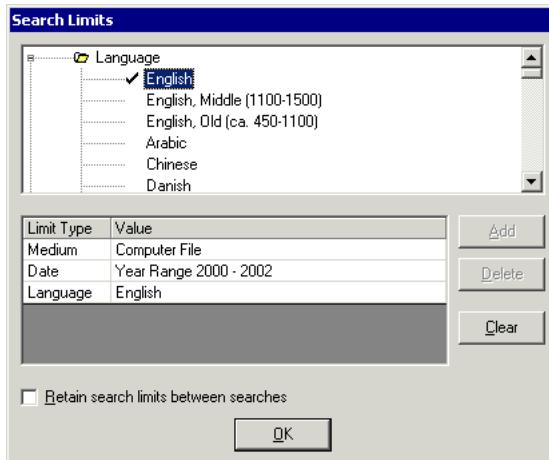
The **Add** button is not active until a specific limit is selected.



**Figure 2-37.** Computer file selected as search limit

4. Click the **Add** button (or double-click the value) to add the limit to the list.

Result: The limit type value you selected displays in the **Limit Type** and **Value** columns (see [Figure 2-38](#)).



---

Figure 2-38. Selected search limits listed in the bottom portion of the dialog box

**OPTIONAL:**

5. Click the **Retain search limits between searches** check box .

**OPTIONAL:**

6. To edit the limits you have chosen, select a limit type value from the **Value** column and click the **Delete** button to remove the value from the limits to be applied or click the **Clear** button to remove all limit type values from the **Value** column.
7. Click **OK** to accept the limiting criteria and return to the **Search** dialog box.

Result: The search limits are set.

---

## Remote Databases

---

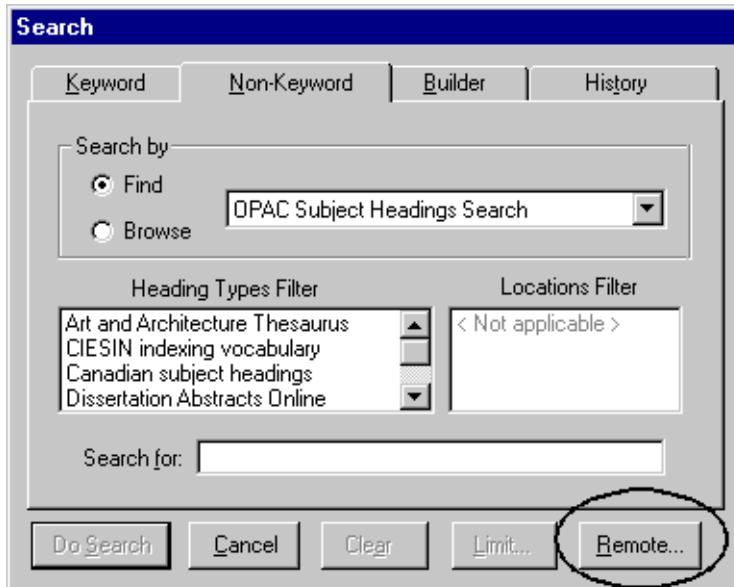
If remote databases are defined in the **Database Definitions** work space of the System Administration module, users can search these databases in the Acquisitions and Cataloging modules. See the *Voyager System Administration User's Guide* for details on defining databases.

You can include your local database in the remote database search which creates a simultaneous search of local and remote databases.

---

If you have opened the **Search** dialog box and you have set up remote searches in the System Administration module, a **Remote** button displays on the **Search** dialog box (see [Figure 2-39](#)).

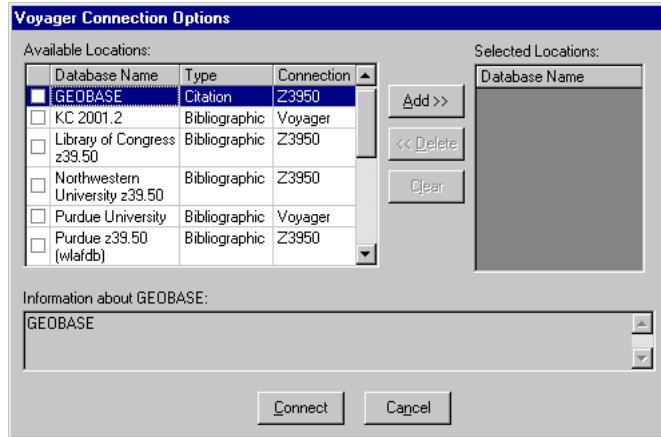
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**Figure 2-39. Remote button on Search dialog box**

When clicked, the **Remote** button opens the **Voyager Connection Options** dialog box (see [Figure 2-40](#)).



**Figure 2-40.** Voyager Connection Options dialog box

Use the **Remote...** button to select the remote database(s) from which you want to do the following.

- Search (individually or simultaneously)
- Import records from

The **Voyager Connection Options** dialog box lists the databases you have access to as defined in the System Administration module. The name, connection, and type for the databases are set in the **Database Definition** work space of the Voyager System Administration module.

**NOTE:**

Your local database is listed.

---

[Table 2-10](#) describes the **Voyager Connection Options** dialog box.

**Table 2-10. Voyager Connection Options dialog box, sections and fields**

Section	Field/Column	Description
Available Locations	[Unnamed]	Column of check boxes to the left of <b>Database Name</b> indicating whether or not the database has been added to <b>Selected Locations</b> .
	Database Name	The name of the database to which you can connect.
	Type	The type of database, such as Bibliographic or Citation.
	Connection	The connection type for the database, such as Voyager or Z39.50.
Selected Locations	Database Name	Lists the databases (by name) that you have selected for searching.
Information about [database name]	[not used]	Describes the database highlighted in the list of <b>Available Locations</b> . Description is drawn from the <b>Database Definition</b> work space in the Voyager System Administration module.



**IMPORTANT:**

*Acquisitions provides access to remote searching through Purchase Order activities only. The **Remote** button does not display on the **Search** dialog box when the dialog box has been accessed through a different activity or task.*

The procedure for searching remote databases is shown in [Procedure 2-9, Searching remote databases, on page 2-44](#).



### Procedure 2-9. Searching remote databases

---

Use the following to perform a bibliographic search of one or more remote databases.

1. From the **Search** dialog box, click the **Remote** button at the bottom right of the **Search** dialog box or press **Alt + R** on your keyboard.

Result: The **Voyager Connection Options** dialog box opens.

2. From the list of **Available Locations**, click the database(s) to which you want to connect, then click the **Add >>** button (double-clicking the database name in the **Available Locations** also selects it.)

**NOTE:**

If you select more than one database, Voyager searches them simultaneously.

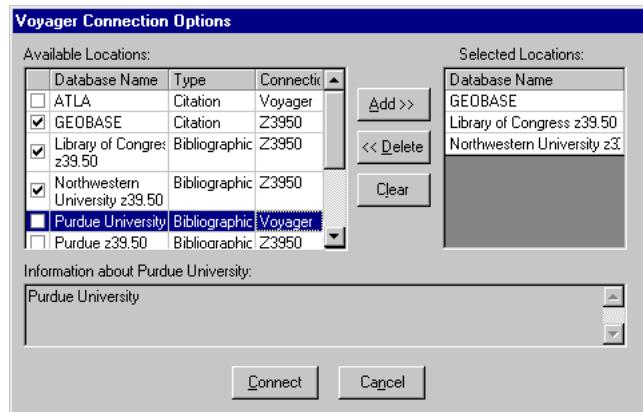
**! IMPORTANT:**

*To search your local database along with remote database(s), select **Local Database** from the list of **Available Locations**.*

Result: Selected locations/databases display in the **Selected Locations** list. A check mark displays in the box directly to the left of the selected database name in the list of **Available Locations** (see [Figure 2-41](#)).

**OPTIONAL:**

3. *To remove a database from the list of **Selected Locations**, highlight the database and click the << Delete button. (You can also double-click the database name in either the list of **Available Locations** or **Selected Locations**.) To remove all the databases from the list of **Selected Locations**, click the Clear button.*
- 



**Figure 2-41. Selected locations in the Voyager Connection Options dialog box**

4. Click the **Connect** button or click the **Cancel** button.

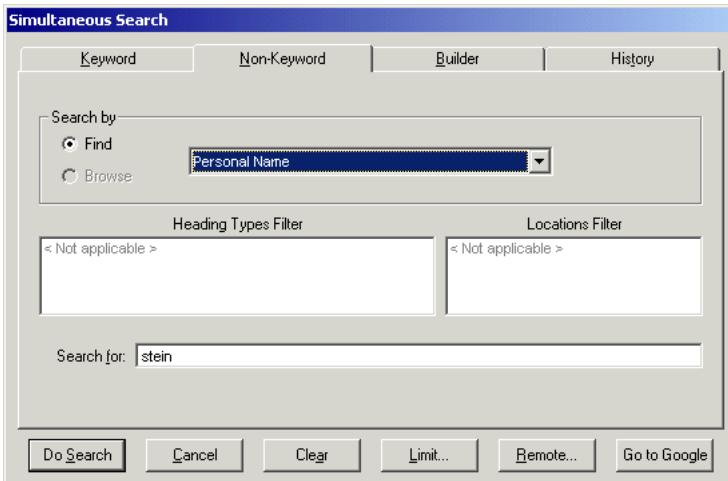
Result: If you clicked the **Connect** button, one of the following dialog boxes opens.

- If you are connecting to one database, the **Remote Search** dialog box opens (see [Figure 2-42](#)) with the name of the database displayed in the title bar. If available from the remote server, the same search types are available as those in the regular local search display.



**Figure 2-42.** Remote Search dialog box, Search by options

- If you are connecting to more than one database, the **Simultaneous Search** dialog box opens (see [Figure 2-43](#)). The types of searches available are limited to those shared by all connected databases.



**Figure 2-43.** Simultaneous Search dialog box

If you clicked the **Cancel** button the **Voyager Connection Options** dialog box closes without connecting to a remote database.



#### IMPORTANT:

*Searches on remote and multiple databases are limited to search types available to all connected databases. Other limits may apply. For instance, connecting to multiple databases disables heading searches, and Z39.50 databases do not support search limits.*

For more information on simultaneous searching, including setting up search attributes, see the *Voyager System Administration User's Guide*.

5. Enter your search criteria.

[Table 2-11](#) lists the page numbers where you can find information about performing various searches.

**Table 2-11.** Page references for bibliographic search types

Type	Page
Keyword	<a href="#">2-13</a>
Non-Keyword	<a href="#">2-20</a>
Builder	<a href="#">2-32</a>

---

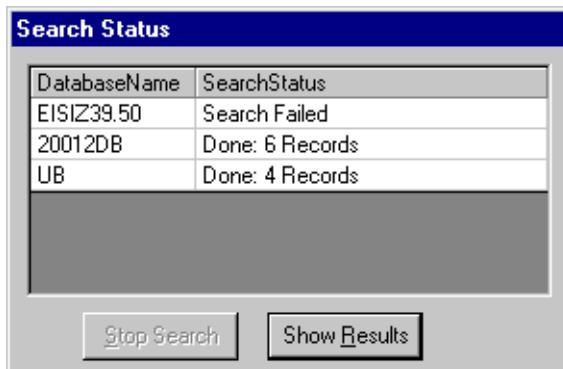
**Table 2-11.** Page references for bibliographic search types

Type	Page
History	<a href="#">2-36</a>

6. Click the **Do Search** button.

Result: One of the following occurs.

- If you are performing a single-database search, the **Titles Index** list box opens with results from the search.
  - If you are performing a simultaneous search, the **Search Status** dialog box opens (see [Figure 2-44](#)), listing each database name and the status of each search. The **Stop Search** button displays if your search returned over 100 hits. It allows you to interrupt the search if the status is **Searching** or **Receiving**.
- 



---

**Figure 2-44.** Search Status dialog box

- For simultaneous searches, click the **Show Results** button to view the results in the **Titles Index** list box (see [Figure 2-45](#)).

Titles Index		
Full Title	Author	Database
Accident / by Carol Carrick ; pictures by Don Carrick.	Carrick, Carol.	Z39.50 on Viper
Amazing, the incredible super dog / by Crosb Bonsall.	Bonsall, Crosby Newell	Z39.50 on Viper
Angus and the ducks / told and pictured by Marjorie Flack.	Flack, Marjorie, 1897-1958	Z39.50 on Viper
Atlantic classics. Second series.		UB
Atlantic classics. Second series.		A20012
Bad moon rising, edited by Thomas M. Disch	Disch, Thomas M.	A20012
Bishop's Basset.	Gibbs, Jessie O'Connell.	Z39.50 on Viper

OK Cancel Search Status Refresh Select All Clear All MARC...  
43 Records Found Search: Command=dogs

Figure 2-45. Titles Index following a simultaneous search

**TIP:**

For searches combining local and remote databases, the **Titles Index** displays records in the sort order specified in the System Administration module. If you are searching only remote databases, the **Titles Index** displays records in the sort order specified for the first database in the **Voyager Connection Options** dialog box. See the Voyager System Administration User's Guide for details on sort order.

**NOTE:**

For simultaneous searches, the **Titles Index** list box contains a **Status** button and a **Database** column. The **Status** button opens the **Search Status** dialog box of the last search. The **Database** column lists the name of the database as established in the System Administration module.

7. From the **Titles Index** list box, to select one or more items, click the row(s) containing the item(s).
8. Use one or more of the following buttons to continue and complete the search.

---

Use...	to...
OK	add the item(s) you selected to the purchase order, close the <b>Titles Index</b> list box, and view the line item(s) in the <b>Purchase Order</b> dialog box.
Cancel	cancel the search and close the <b>Titles Index</b> dialog box.
Search	close the <b>Titles Index</b> list box and return to a new <b>Search</b> dialog box.
Status	open the <b>Search Status</b> dialog box of the last search.
Refresh	refresh the index in the event that records were updated in the Cataloging module.
Select All	select all of the records in the search results list.
Clear All	de-select all selected records.
MARC	open a read-only MARC bibliographic record for the selected title.

**NOTE:**

The connections you select in the **Voyager Connection Options** dialog box remain throughout the session unless you change them. To do so, click the **Remote...** button from the **Search** dialog box and de-select/select new databases.

---

## Searching for Serial Item Information

---

There are a number of ways to search for and display a serial's information.

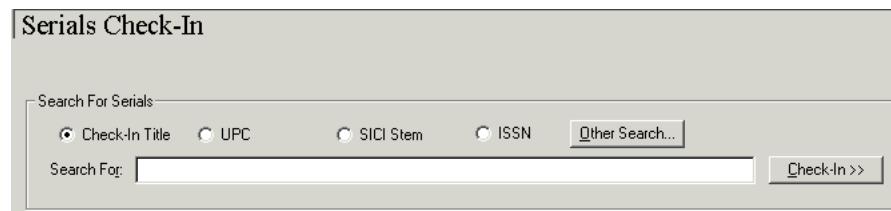
Operators can access serial information by clicking various buttons in the **Check-In** bar from the **Acquisitions** listbar (see [Figure 2-46](#)).



---

Figure 2-46. Acquisitions listbar, buttons on the Check-In bar

- The **Serials Check-In** button opens the **Serials Check-In** search work space (see [Figure 2-47](#))
- 



---

Figure 2-47. Serials Check-In search work space

- The **Serials History** button opens the **Serials History** search work space (see [Figure 2-48](#))

---

---

---

**Serials History**

Search For Serials

Check-In Title    UPC    SICI Stem    ISSN    Other Search...  

Search For:

Select the correct Order record:

---

**Figure 2-48.** Serials History search work space

- The **Subscription Maintenance** button opens the **Subscription Maintenance** search work space (see [Figure 2-49](#))
- 

---

---

---

**Subscription Maintenance**

Search For Serials

Check-In Title    UPC    SICI Stem    ISSN    Other Search...  

Search For:

---

**Figure 2-49.** Subscription Maintenance search work space

- The **Bindery Maintenance** button opens the **Bindery Maintenance** search work space (see [Figure 2-50](#))
- 

---

---

---

**Bindery Maintenance**

Search For Serials

Check-In Title    UPC    SICI Stem    ISSN    Other Search...  

Search For:

---

**Figure 2-50.** Bindery Maintenance search work space

The procedure for searching in each of these work spaces is found in [Procedure 2-10, Searching for and displaying Serial Information](#).



### Procedure 2-10. Searching for and displaying Serial Information

---

Use the following to search for and display serials information from the **Serials Check-In**, **Serials History**, **Subscription Maintenance**, and **Bindery Maintenance** work spaces.

1. Select the type of search to conduct
  - a. Click the **Check-In Title** radio button if you can identify the serial's check-in title, or part of the check-in title. However, if a component hasn't been created for the serial, a check-in title is not designated either.
  - b. Click the **UPC** radio button if you can identify the Universal Product Code.
  - c. Click the **SICI** radio button if you can identify the Serial Item and Contribution Identifier.
  - d. Click the **ISSN** radio button if you can identify the International Standard Number.
  - e. Click the **Other Search** button to display the **Search** dialog box from which you can conduct other varieties of searches (see [Bibliographic Record Searches](#) on [page 2-9](#).)
2. Enter your information in the **Search For** field. To access the **Search For** field using your keyboard, press **Alt + R**. Click the **Search >>** button or press **Alt + S** on your keyboard.

Result: The search work space expands to include a list of serial records matching the search criteria (see [Figure 2-51](#)).

**Serials History**

Search For Serials

Check-In Title    UPC    SICI Stem    ISSN    Other Search...  

Search For:

Select the correct Order record:      5 records.  
100% of records displayed.

Title	VendorCode	Components	Holdings	Call Number	Order Type
Journal of company law	EBSCO	4	Reference Departm	CL123 .456	Continuation
Journal of conflict resolution.	EBSCO	6	Periodicals Room	JX1901 .J6	Continuation
Journal of forensic neuropsychology	EBSCO	4	Periodicals Room		Continuation
Journal of labour and social research	EBSCO	3	Periodicals Room		Continuation
Journal of running	EB	1	Main		Continuation

|

**Figure 2-51. Search work space - expanded**

**NOTE:**

When searching from the **Serials Check-In** work space, a list of matching records displays in the top portion of the work space, the bottom portion contains specific information about the record highlighted.

The following information displays for each record in the search results list.

- **Title** column, the title of the serial
- **Vendor Code** column, the code of the vendor used on the purchase order to which the serial is linked
- **Components** column, number of components that have been created for the serial
- **Holdings** column, holdings location for the serial
- **Call number** column, Call number from MFHD associated with the component
- **Order type** column, Order type of the purchase order to which the serial is linked

3. To view the purchase order linked to the serial, select the serial from the search results list and click the **View Order** button or press **Alt + V** on your keyboard.
4. To view a serial's subscription information, select the serial from the search results list and click the **Select** button or press **Alt + E** on your keyboard.

Result: The wanted serial information displays.

**NOTE:**

In the **Serials Check-In** work space the serial information associated with the first serial title found displays immediately. Select a different title in the search results list and the bottom of the work space changes to display that title's information.

## Other Searches

---

This section provides the procedures for many types of searches.

- Searching for Line Items from a Purchase Order, see [Procedure 2-11, Searching for Line Items from a Purchase Order](#)
- Searching for Marked Line Item Copies and Serial Issues, see [Procedure 2-12, Searching for Marked Line Item Copies and Serial Issues](#)
- Searching for Claimed Items, see [Procedure 2-13, Searching for Claimed Items](#)
- Searching for Line Items from an Invoice, see [Procedure 2-14, Searching for Line Items from an Invoice](#)

**NOTE:**

The procedure for searching for an EDI incoming message is shown in [Procedure 15-4, Searching for an Incoming Message](#). The procedure for searching for outgoing messages is shown in [Procedure 15-6, Searching for Outgoing Messages](#).

### Searching for Line Items from a Purchase Order

---

You can search for line items directly from a Purchase Order.

The procedure for searching for line items from a PO is shown in [Procedure 2-11, Searching for Line Items from a Purchase Order](#), on page [2-55](#).



#### Procedure 2-11. Searching for Line Items from a Purchase Order

---

Use the following to search for line items directly from a purchase order.

1. Select **Search** from the **Line Item** menu or press **Alt + L, S** on your keyboard.

Result: The **Find Line Items Under a Purchase Order** dialog box opens (see [Figure 2-52](#)).

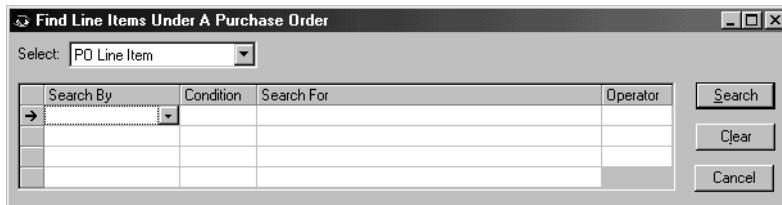


Figure 2-52. Find Line Items Under a Purchase Order dialog box

2. Click in the **Search By** field and select a searching option by clicking the down arrow and choosing from the list of searching criteria.

You can search by the following.

- Invoice Number
- Fund Name
- Ledger Name
- Intended Location
- Line Item Type
- Line Item Status
- Invoice Line Item Status
- Bibliographic Information
- Bib Record Number
- Line Item Note
- Line Item Instructions

3. Click in the **conditions** field and select your searching criteria condition. Depending upon the Search By option that was selected, one or more of the following conditions is listed in the **condition** field for your selection: greater, less, equal, or keyword (keyword allows for a case-insensitive search for information anywhere in a free-text area, such as Line Item Note.)
4. Click in the **Search For** field and type your search string, click the down arrow, or the ellipsis to open a search for selection dialog box.
5. In the **Operator** field you can select an operator to continue narrowing your search. If you select an operator, repeat steps 2-5 until you have completed narrowing your searching criteria.

6. Click the **Search** button to execute your search. Click the **Clear** button or press **Alt + L** on your keyboard to clear the searching criteria. Click the **Cancel** button to cancel your search and exit the **Find Line Items Under a Purchase Order** dialog box.

Result: If any of the line items on the purchase order match your searching criteria, they display highlighted.

---

### **Searching for Marked Line Item Copies and Serial Issues from the Problems work space**

---

You can search for marked line item copies and marked serial issues from the **Problems** work space.

The procedure for searching for marked line item copies and marked serial issues from the **Problems** work space is shown in [Procedure 2-12, Searching for Marked Line Item Copies and Serial Issues](#), on page [2-57](#).



### **Procedure 2-12. Searching for Marked Line Item Copies and Serial Issues**

---

Use the following to search for marked line item copies and marked serial issues from the **Problems** work space.

1. Click the **Order Maintenance** bar in the **Acquisitions** listbar.

Result: The listbar displays the two Order Maintenance buttons, **Problems** and **Claims**.

2. To open the **Problems** work space

- Click the **Problems** button ([Figure 2-53](#)) in the listbar.
- 

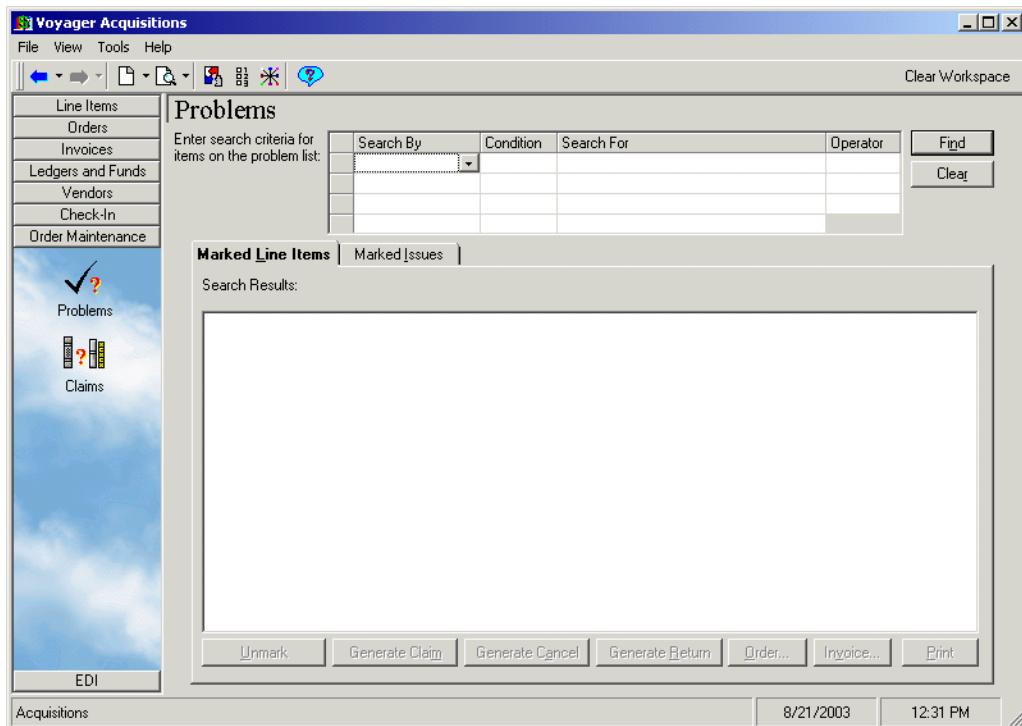


**Figure 2-53. Problems button**

- Select **Order Maintenance** from the **View** menu and then select **Problems** from the cascading menu.

- Press **Alt + V, M, P** on your keyboard.

Result: The **Problems** work space opens (see [Figure 2-54](#)).



**Figure 2-54. Problems work space**

3. Select a Search By option from the drop-down menu in the **Search By** field.

- Mark Reason
- Operator ID
- Date Marked
- Location
- Bibliographic Info
- Bib Record Number
- Vendor Name
- Vendor Code
- PO Number

4. Depending on your Search By selection, you can select a search condition from the drop-down menu in the **condition** field. For some search by options (such as Location), the equal condition is automatically selected.

**OPTIONAL:**

5. *Perform one of the following tasks, if applicable.*
  - If you selected Mark Reason or Location as your search by option, click the **down arrow** in the **Search For** field and choose from the list of options.
  - If you selected Bibliographic Info as your search by option, click the **ellipsis** to conduct a bibliographic search.
  - If you selected Date Marked as your search by option, click the **down arrow** in the **Search For** field and select a date from the pop-up calendar.
  - If you selected Operator ID, Bib Record Number, Vendor Name, Vendor Code, or PO Number as your search by option, type information directly into the **Search For** field.
6. If you want to continue limiting your search, select a boolean operator from the drop-down menu in the **Operator** field: AND, OR, NOT. Continue to limit your search in the next lines.

Click the **Find** button or press **Alt + N** on your keyboard. Or click the **Clear** button or press **Alt + R** on your keyboard if you want to clear the search grid and search results in order to conduct another search.

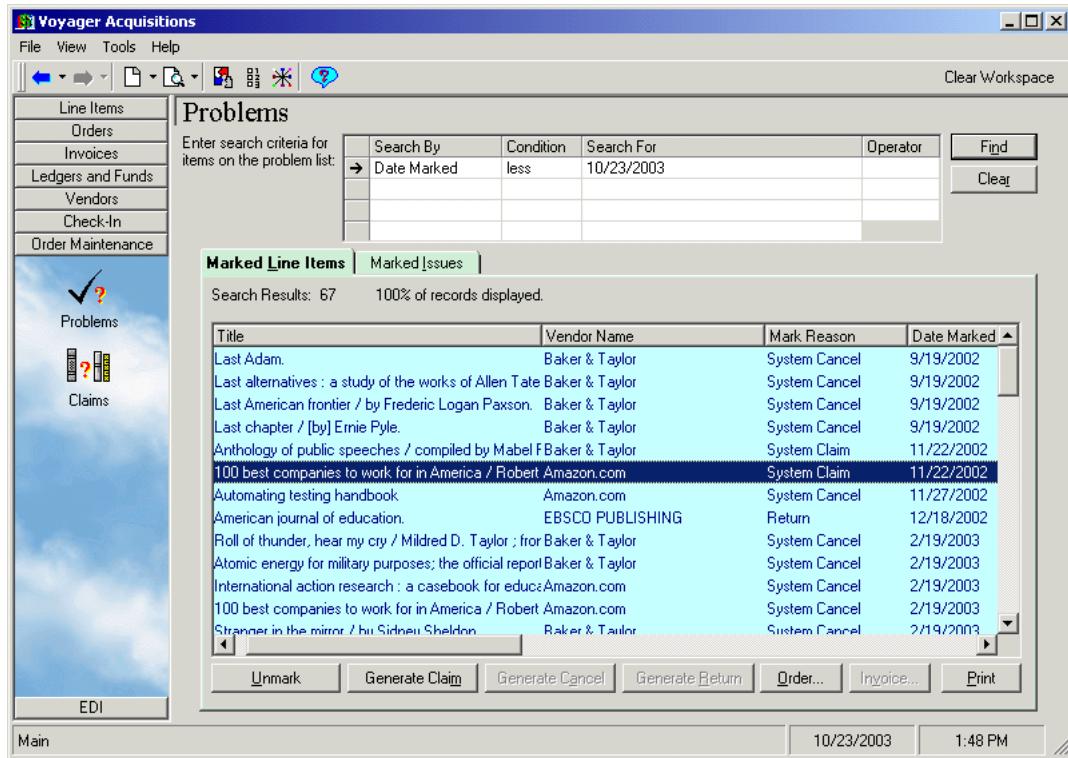
Result: The search results display on the **Marked Line Items** and **Marked Issues** tabs. The number of results retrieved by the search and the percentage of those results currently displayed appear at the top of the tab. If there are more results to be displayed, click the **Next** button or press **Alt + N** on your keyboard.



**IMPORTANT:**

*If a component has not been created for a line item with a line item type of Subscription, Membership, Standing Order, Blanket Order, and Multi-Part, the line item is treated as a monograph. This can cause confusion in the Acquisitions **Problems** work space because, if the line item is marked and sent to the **Problems** work space by the system due to a surpassed Claim Interval or Cancel After date, the marked line item displays on the **Marked Line Items** tab rather than the **Marked Issues** tab due to its being treated as a monograph. If this is a work flow issue where it is necessary to not create a component from the line item level at the time of the line item's creation, but rather to create the component from Serials Check-In at a later time, you should be sure that the component has been created before the Claim Interval or Cancel After date has been surpassed.*

7. To process an item, select it and click the wanted action button (see [Figure 2-55](#)).  
 See [Problems work space](#) on page 11-17.



**Figure 2-55. Problems work space search results**

## Searching for Claims

You can search for claims from the **Claims** work space.

The procedure for searching for claims is shown in [Procedure 2-13, Searching for Claimed Items](#), on page 2-61.



---

### Procedure 2-13. Searching for Claimed Items

---

Use the following to search for claims from the **Claims** work space.

1. Click the **Order Maintenance** bar in the **Acquisitions** listbar.

Result: The listbar displays the two Order Maintenance buttons, **Problems** and **Claims**.

2. To open the **Claims** work space

- Click the **Claims** button ([Figure 2-56](#)) in the **listbar**.
- 



---

**Figure 2-56. Claims Button**

- Select **Order Maintenance** from the **View** menu and then select **Claims** from the cascading menu.
- Press **Alt + V, M, C** on your keyboard.

Result: The **Claims** work space opens (see [Figure 2-57](#)).

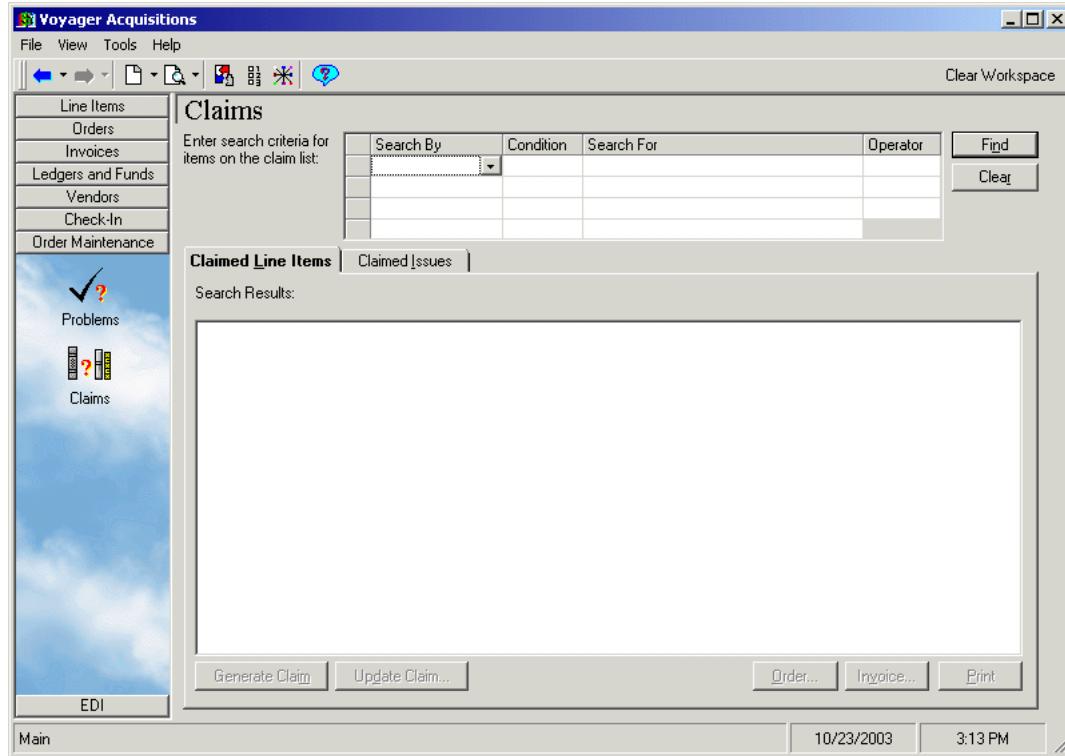
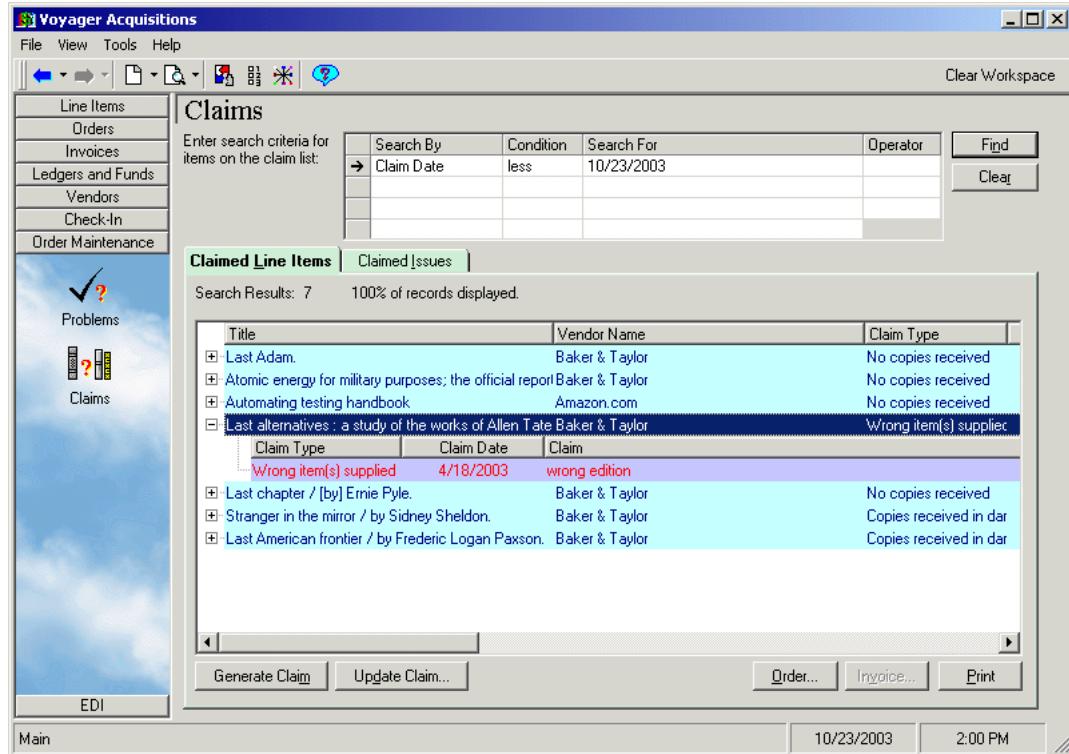


Figure 2-57. Claims work space

3. Select a Search By option from the drop-down menu in the **Search By** field.
  - Claim Date
  - Claim Type
  - Bibliographic Info
  - Bib Record Number
  - Vendor Name
  - Vendor Code
  - PO Number
  - Claim Count
4. Depending on your Search By selection, you can select a search condition from the drop-down menu in the **Condition** field. For some search by options (such as Claim Type), the equal condition is automatically selected.

5. Specify the terms of the search using one of the following methods.
    - If you selected Bibliographic Info as your search by option, click the **ellipsis** to conduct a bibliographic search.
    - If you selected Claim Date or Claim Type as your search by option, click the **down arrow** in the **Search For** field and select a date from the pop-up calendar.
    - If you selected Bib Record Number, Vendor Name, Vendor Code, PO Number, or Claim Count as your search by option, type information directly into the **Search For** field.
  6. If you want to continue limiting your search, select a boolean operator from the drop-down menu in the **Operator** field: AND, OR, NOT. Continue to limit your search in the next lines.
  7. Click the **Find** button or press **Alt + N** on your keyboard. Or click the **Clear** button or press **Alt + R** on your keyboard if you want to clear the search grid and search results in order to conduct another search.
- Result: The search results display on the **Claimed Line Items** and **Claimed Issues** tabs. The number of results retrieved by the search and the percentage of those results currently displayed appear at the top of the tab. If there are more results to be displayed, click the **Next** button or press **Alt + N** on your keyboard.
8. To process an item, select it and click the wanted action button (see [Figure 2-58](#)). See [Claims work space](#) on [page 11-21](#).



**Figure 2-58. Claims work space search results**

### Searching for Line Items

You can search for line items directly from an invoice of any status. This feature is useful, for example, in a circumstance where an invoice has many line items. Rather than scrolling through the entire list of line items, you can conduct a search for a particular line item on the invoice.

The procedure for searching for line items from an invoice is shown in [Procedure 2-14, Searching for Line Items from an Invoice, on page 2-65](#).



#### Procedure 2-14. Searching for Line Items from an Invoice

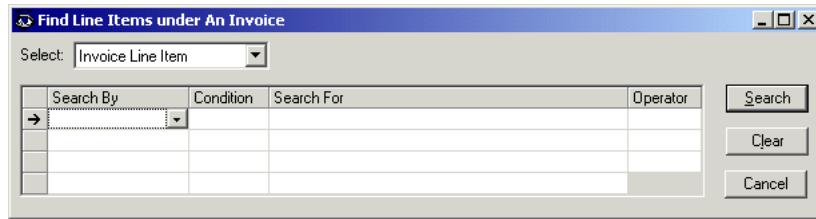
---

Use the following to search for line items directly from an invoice.

1. Select **Search** from the **Line Item** menu or press **Alt + L, S** on your keyboard.

Result: The **Find Line Items Under an Invoice** dialog box opens (see [Figure 2-59](#)).

---



---

**Figure 2-59. Find Line Items Under an Invoice dialog box**

2. Click in the **Search By** field and select a searching option by clicking the down arrow and choosing from the list of searching criteria.

You can search by the following.

- PO Number
- Fund Name
- Ledger Name
- Intended Location
- Line Item Type
- Invoice Line Item Status
- Bibliographic Information
- Bib Record Number
- Line Item Note

- 
- 3. Click in the **Condition** field and select your searching criteria condition.

Result: Depending upon the Search By option that was selected, one or more of the following conditions are listed in the **Condition** field for your selection: greater, less, equal, or keyword (keyword allows for a case-insensitive search for information anywhere in a free-text area, such as Line Item Note).

- 4. Click in the **Search For** field and type your search string or click the ellipsis to open a search for selection dialog box.
- 5. In the **Operator** field you can select an operator to continue narrowing your search. If you select an operator, repeat steps [2-5](#) until you have completed narrowing your searching criteria.
- 6. Click the **Search** button or press **Alt + S** on your keyboard to execute your search. Click the **Clear** button or press **Alt + L** on your keyboard to clear the searching criteria. Click the **Cancel** button to cancel your the search and exit the **Find Line Items Under an Invoice** dialog box.

Result: If any of the line items on the invoice match your searching criteria, they display highlighted.

---

---

## Currency Maintenance

# 3

---

### Contents

<b>Introduction</b>	<b>3-1</b>
<b>Purpose of this Chapter</b>	<b>3-1</b>
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<b>Currency Maintenance Dialog Box</b>	<b>3-2</b>
• Current Currency	3-3
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---



## Contents

**Endeavor Information Systems, Inc.**  
See notice on first page

### **Introduction**

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After a base currency has been determined, in the System Administration module (see the *Voyager System Administration User's Guide* for more information), you can create (and edit) the currencies available for purchasing using the **Currency Maintenance** dialog box.

### **Purpose of this Chapter**

---

This chapter discusses:

- Base Currency
- The **Currency Maintenance** dialog box
- Adding a currency
- Editing a currency
- Fix Exchange Rates, Acquisitions batch job 5

### **Base Currency**

---

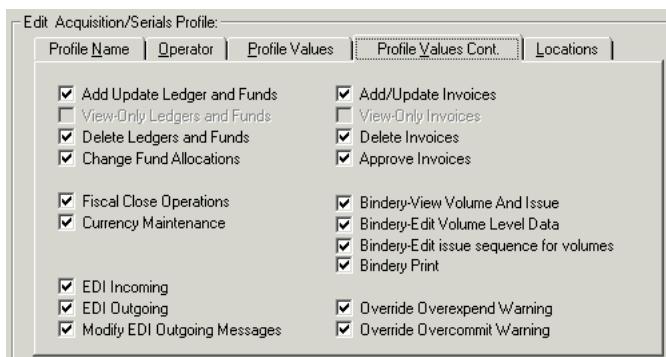
The base currency:

- Determines the currency used in your fund records

- Is the currency to which all foreign currencies entered in purchase orders and invoices are converted before postings are made to your fund records
- Is the currency reflecting item values in the system
- Is the currency used for patrons' financial obligations and payments

## **Security for Adding or Editing a Currency**

To be authorized to add or edit a currency, the **Currency Maintenance** check box ([Figure 3-1](#)) must be selected in the **Profile Values Cont.** tab of an operator's Acquisitions/Serials Security Profile. See the *Voyager System Administration User's Guide* for more information.



**Figure 3-1. Currency Maintenance check box**

## **Currency Maintenance Dialog Box**

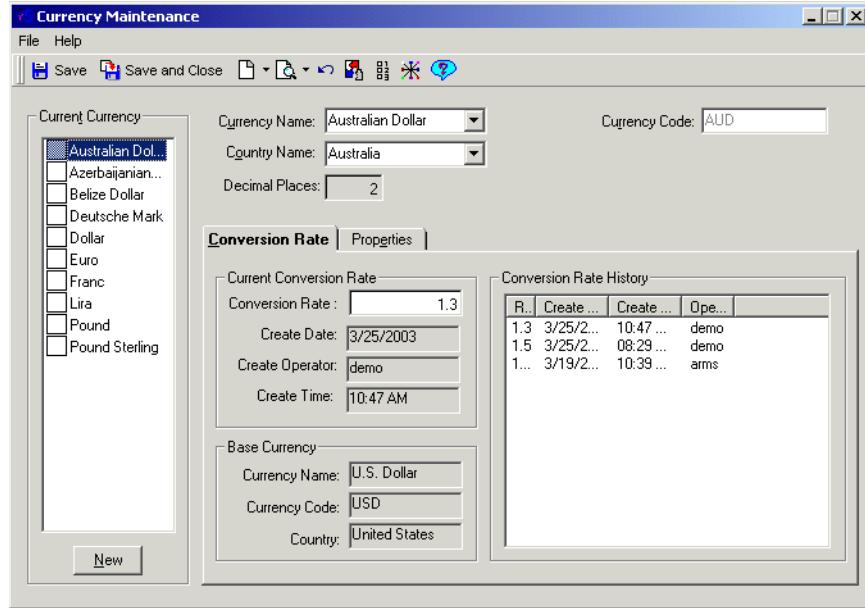
The **Currency** button ([Figure 3-2](#)), found on the Ledgers and Funds listbar, opens the **Currency Maintenance** dialog box ([Figure 3-3](#)) where you create and maintain the types of currency that are available for purchasing your library items.



**Figure 3-2. Currency Maintenance button**

The **Currency Maintenance** dialog box is organized in four main sections: the **Current Currency** section, the **Header Information** section, the **Conversion Rate** tab and the **Properties** tab.

---



---

Figure 3-3. Currency Maintenance dialog box

### Current Currency

---

After currencies have been added, they are listed in the Current Currency box. Information about the highlighted currency displays in the rest of the sections on the **Currency Maintenance** dialog box.

## Header Information

The five fields at the head of the **Currency Maintenance** dialog box comprise the header information of the currency. In other words, these five fields contain the general identification information of the currency. This information is essential when you are searching for a currency to fund your library purchases. [Table 3-1](#) describes the header information.

**Table 3-1. Header Information of the Currency Maintenance dialog box**

Name	Description	Required	Type, Range and Default
Currency Name	The name of the currency.	Yes	Populated by the system based on the currency selected or select from drop-down menu.
Currency Code	<p>The code for the currency.</p> <p><b>NOTE:</b> The currency code cannot be changed after the currency has been saved. This restriction exists because changing a currency code of a currency would make any purchase orders and invoices created with that currency code completely unusable.</p> <p>If your institution uses the EDI activity, you should use ISO Currency Code Standards. These standards should be used so EDI can read the currency codes on incoming messages from your vendors, and so your vendors can read the currency codes on your outgoing messages. You can acquire information about ISO Currency Code Standards at: <a href="http://pacific.commerce.ubc.ca/xr/currency_table.html">http://pacific.commerce.ubc.ca/xr/currency_table.html</a>.</p>	Yes	Populated by the system based on the currency selected.
Country Name	The name of the country associated with the currency.	Yes	Enter or select from drop-down menu.

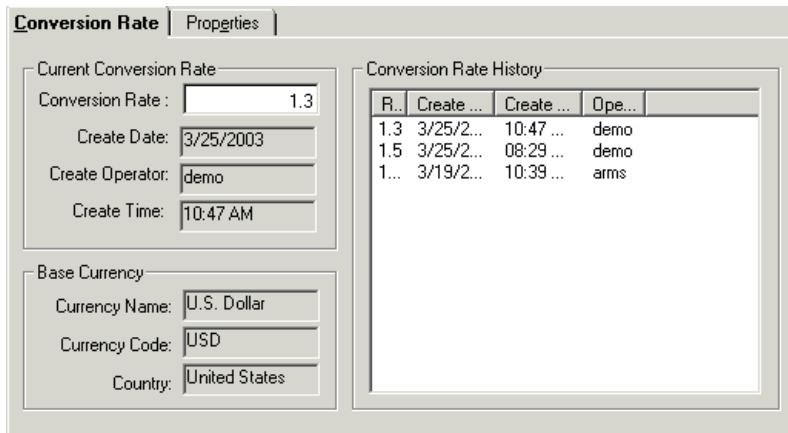
**Table 3-1. Header Information of the Currency Maintenance dialog box**

Name	Description	Required	Type, Range and Default
Decimal Places	The number of places to the right of the decimal for the currency.  ⚠ <b>IMPORTANT:</b> <i>This value cannot be changed after the currency has been saved.</i>	Yes	Enter or select using the arrows.  Maximum value 4 - Zero is allowed.

**Conversion Rate Tab**

The **Conversion Rate** tab on the **Currency Maintenance** dialog box is organized in three sections.

- Current Conversion Rate information
- Base Currency information
- Conversion Rate History information (see [Figure 3-4](#))

**Figure 3-4. Currency Maintenance dialog box - Conversion Rate tab**

[Table 3-2](#) describes the **Conversion Rate** tab.

**Table 3-2. Conversion Rate tab**

Name	Description	Required	Type, Range and Default
<b>Current Conversion Rate information</b>			
Conversion Rate field	The current rate for converting the foreign currency to its equivalent in the base currency.  For example, if the base currency is US Dollar, how many Philippine Peso per US Dollar?	Yes	The default is 1.  The maximum is 999999999.  The rate cannot equal zero.
Create Date	The date on which the current conversion rate was created.	This field is populated by the system after the currency has been saved.	
Create Operator	The operator who created the current conversion rate.	This field is populated by the system after the currency has been saved.	
Create Time	The time at which the current conversion rate was created.	This field is populated by the system after the currency has been saved.	
<b>Base Currency section</b>			
Currency Name	The name of the base currency used.  The base currency is determined in the System Administration module (see the <i>Voyager System Administration User's Guide</i> .)	This field is populated by the system.	
Currency Code	The code of the base currency.	This field is populated by the system.	

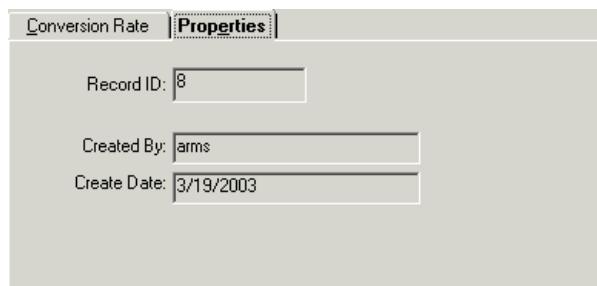
**Table 3-2. Conversion Rate tab**

Name	Description	Required	Type, Range and Default
Country	The country of the base currency.	This field is populated by the system.	
<b>Conversion Rate History</b>			
Rate column	The current conversion rate as well as all past conversion rates that have been associated with the currency.  The conversion rates are listed from the most recent to the oldest.	This field is populated by the system.	
Date column	The date on which the conversion rate was created.	This field is populated by the system.	
Time column	The time at which the conversion rate was created.	This field is populated by the system.	
Operator column	The operator who created the conversion rate.	This field is populated by the system.	

## Properties Tab

The **Properties** tab (accessed by clicking it or pressing **Alt + E** on your keyboard) displays the following information about the currency (see [Figure 3-5](#)). This information is populated by the system after creating or editing the currency.

- The Record ID of the currency record (the actual ID of the record in the database)
- Who the currency was created by
- The date on which the currency was created



**Figure 3-5. Currency Maintenance dialog box - Properties tab**

These fields are not editable.

## **Adding a Currency**

Currency Maintenance is accessed through the Ledgers and Funds section of the Acquisitions module.

**NOTE:**

If your institution uses the EDI activity, you should use ISO Currency Code Standards. These standards should be used so EDI can read the currency codes on incoming messages from your vendors, and so your vendors can read the currency codes on your outgoing messages. You can acquire information about ISO Currency Code Standards at: [http://pacific.commerce.ubc.ca/xr/currency\\_table.html](http://pacific.commerce.ubc.ca/xr/currency_table.html).

The procedure for adding a currency is shown in [Procedure 3-1, Adding a Currency](#).



### **Procedure 3-1. Adding a Currency**

Use the following to add a currency.

1. Click the **Ledgers and Funds** bar in the **Acquisitions** listbar.

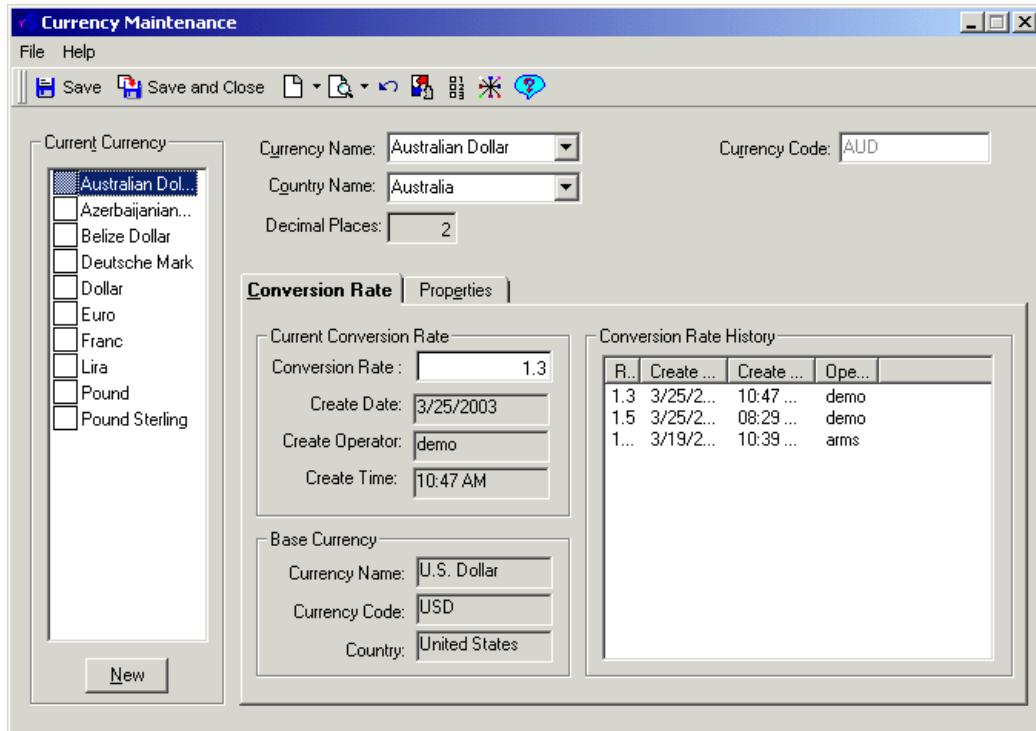
Result: The **Ledgers and Funds** listbar displays.

2. Click the **Currency** button in the listbar.

**OPTIONAL:**

*Skip the previous two steps and instead select **Ledgers and Funds > Currency** from the **View** menu or press **Alt + V, L, C** on your keyboard.*

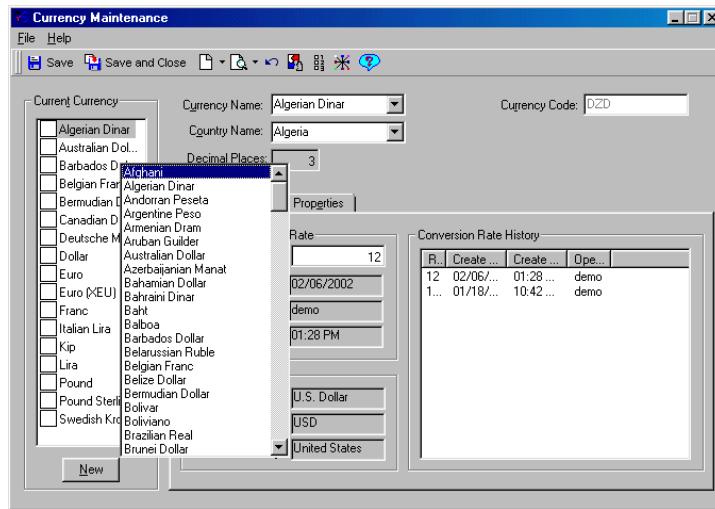
Result: The **Currency Maintenance** dialog box opens (see [Figure 3-6](#)).



**Figure 3-6. Currency Maintenance dialog box**

3. Click the **New** button or press **Alt + N** on your keyboard.

Result: A list containing all of the available currencies ([Figure 3-7](#)) that Voyager supports (more than 150) opens.



**Figure 3-7.** New button selected - available currency list

- Double-click the currency that you want to add.

Result: The currency displays in the Current Currency list box with a check mark beside it.

**NOTE:**

You cannot add a currency that is already listed in the Current Currency list box.

- Type a different name or select a different name from the drop-down menu in the **Currency Name** field if you want to change the name for the currency. You can access the **Currency Name** field by pressing **Alt + U** on your keyboard. The currency code automatically displays in the **Currency Code** field.
- Type a different name or select a different name from the drop-down menu beside the **Country Name** field if the name does not automatically display, or if you want to change the name. Or you can move to the **Country Name** field by pressing **Alt + O** on your keyboard.
- Specify the appropriate number decimals for the currency in the **Decimal Places** field.
- Click the **Conversion Rate** tab or press **Alt + C** on your keyboard, and enter the current conversion rate in the **Conversion Rate** field.
- Save the currency.

- To save the currency without closing the **Currency Maintenance** dialog box, click the **Save** button on the toolbar, press **Alt + S** on your keyboard, or select **Save** from the **File** menu.
- To save the currency and close the **Currency Maintenance** dialog box, click the **Save and Close** button on the toolbar or press **Alt + X** on your keyboard.

Result: A currency is added.

---

## Editing a Currency

---

Information associated with a currency may change frequently such as the conversion rate. Because of this, much of the information associated with a currency can be changed. It should be noted, however, that not all of the information associated with a currency can be altered.

The **Currency Code** field, for example, cannot be changed once the currency has been saved. This restriction exists because changing a currency code would make any purchase orders and invoices created with that currency code completely unusable.

In addition, the **Decimal Places** value cannot be changed after the currency has been saved.

The procedure for editing a currency is shown in [Procedure 3-2, Editing a Currency](#).



### Procedure 3-2. Editing a Currency

---

Use the following to edit a currency.

1. Click the **Ledgers and Funds** bar in the **Acquisitions** listbar.

Result: The **Ledgers and Funds** listbar displays.

2. Click the **Currency** button in the listbar.

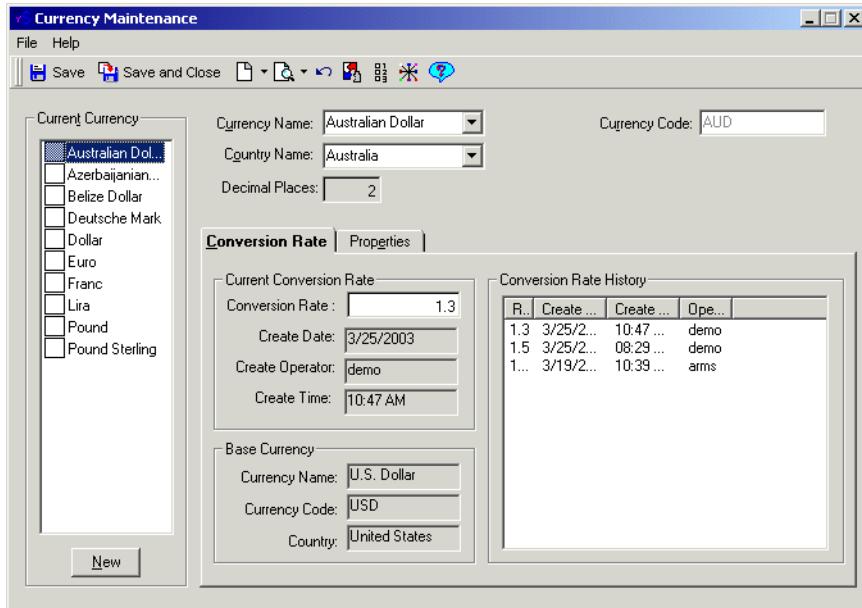
#### OPTIONAL:

*Skip the previous two steps and instead select **Ledgers and Funds > Currency** from the **View** menu or press **Alt + V, L, C** on your keyboard.*

---

Result: The **Currency Maintenance** dialog box opens (see [Figure 3-8](#)).

---



---

**Figure 3-8. Currency Maintenance dialog box**

3. Select the currency you want to edit from the list of currencies in the Current Currency section.

Result: After you have selected a currency, the information associated with that currency populates the fields and tabs of the **Currency Maintenance** dialog box.

4. Edit the appropriate currency information.
  5. To cancel your changes, click the **Undo** button ([Figure 3-9](#)) in the toolbar.
- 



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**Figure 3-9. Undo button**

6. Save your changes.

- To save your changes without closing the **Currency Maintenance** dialog box, click the **Save** button on the toolbar.
- To save your changes and close the **Currency Maintenance** dialog box, click the **Save and Close** button on the toolbar.

Result: If saved the currency is edited.

After your changes have been saved, the following update information displays in the Update Information section of the **Properties** tab:

- The name of the operator who updated the currency (**Updated By** field)
- The date on which the currency was updated (**Update Date** field)
- The location from which the currency was updated (**Update Location** field)

Also, if you changed the Conversion Rate for the currency, the following information about the new conversion rate shows in the Conversion Rate History section of the **Conversion Rate** tab:

- The new conversion rate
- The date on which the new conversion rate was created
- The time at which the new conversion rate was created
- The operator who created the new conversion rate

The new conversion rate for the currency is applied to any purchase orders and invoices that use the currency.

---

## **Fix Exchange Rates (Acqjob 5)**

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Sites using currency other than their base currency can run the Acquisitions batch job, Fix Exchange Rates (Acqjob 5), to update information based on the current conversion rate. This job is discussed in the *Voyager Technical User's Guide*.

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## Vendor Activities

# 4

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### **Introduction**

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Vendor activities of the Acquisitions module provide the tools to manage all information necessary for dealing with your vendors. This includes:

- Creating new vendor records
- Conducting quick searches for vendor records, and subsequently editing vendor records
- Creating and editing Electronic Data Interchange (EDI) connection profiles
- Searching for EDI Connection Profiles

### **Purpose of this Chapter**

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This chapter discusses:

- Creating, editing, and deleting vendor records
- Creating, editing, and deleting EDI connection profiles

## Vendor Records

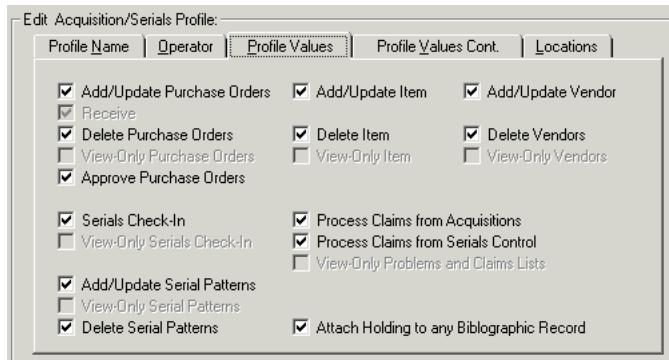
A vendor record organizes the many pieces of vendor information that are necessary for acquisition interactions to take place between the vendor and your library. At least one vendor record must be created in order for Voyager's acquisition activities to work for your library.

To simplify the setup of your vendor records, default Vendor Type, Cancel After, Claim Interval and Claim Count values can be automatically applied to each new vendor record that you create. These default values can be especially useful if you deal with vendors that are similar in character and therefore like to assign fixed qualities to each vendor. For example, if you most often create vendor records for domestic vendors that provide monograph materials, you can have Domestic Monographs automatically applied as the vendor type for each new vendor record. For more information, see [Vendor Defaults](#) on [page 17-14](#).

### Security for Creating and Editing Vendor Records

To be authorized to create and edit vendor records the **Add/Update Vendor** check box ([Figure 4-1](#)) must be selected in the **Profile Values** tab of an operator's Acquisitions/Serials Security Profile. See the *Voyager System Administration User's Guide* for more information.

If the **View-Only Vendors** check box is selected on the **Profile Values** tab of an operator's Acquisitions/Serials Profile, the operator is able to view vendor records, but the operator cannot perform any functions on them.



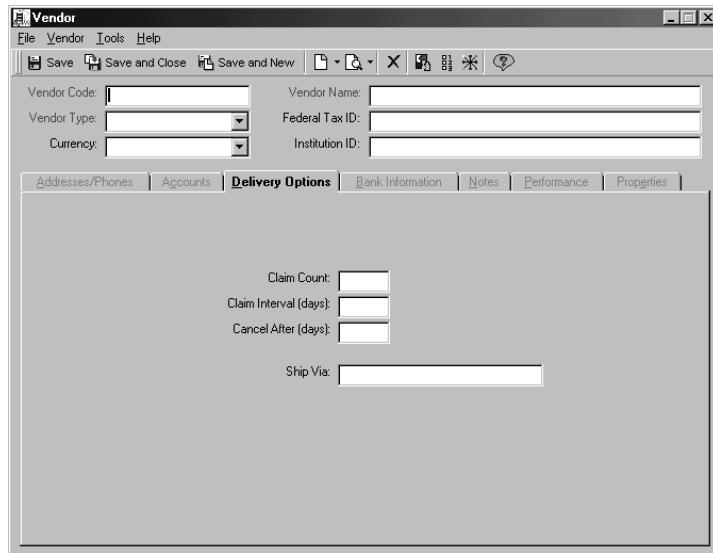
**Figure 4-1. Profile Values tab**

## Vendor Dialog Box

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The **Vendor** dialog box is shown in [Figure 4-2](#). This dialog box contains:

- Header Information section
  - **Addresses/Phones** tab
  - **Accounts** tab
  - **Delivery Options** tab
  - **Bank Information** tab
  - **Notes** tab
  - **Performance** tab
  - **Properties** tab
- 



---

Figure 4-2. Vendor dialog box

### Header Information

---

The six fields at the head of the **Vendor** dialog box comprise the header information of the vendor record. These six fields contain the general identification information of your vendor.

---

[Table 4-1](#) describes the fields in the Header Information section of the Vendor dialog box.

**Table 4-1. Description of the fields in the Header Information section**

Name	Description	Required	Type, Range and Default
Vendor Code	<p>The code used to identify the vendor. This value can be used to retrieve the vendor when conducting a search.</p> <p><b>NOTE:</b> Voyager does not enforce uniqueness in vendor codes. Therefore, you do not receive a warning message if you assign a vendor code that is already being used for another vendor.</p>	Yes	Alphanumeric, punctuation, and spaces Uppercase and lowercase allowed 10 characters No default value
Vendor Name	<p>The vendor's full name. This value can be used to retrieve the vendor when conducting a search.</p>	Yes	Alphanumeric, punctuation, and spaces Uppercase and lowercase allowed 60 characters No default value

**Table 4-1. Description of the fields in the Header Information section**

Name	Description	Required	Type, Range and Default
Vendor Type	<p>Vendor Types group individual vendor records by the basic characteristics important to your library.</p> <p>For example, vendor types such as Domestic Monographs, Domestic Serials, Foreign Monographs and Foreign Serials categorize vendors by region and by the type of inventory they provide.</p> <p>This value can be used to retrieve the vendor when conducting a search.</p> <p>Vendor Types are created in the System Administration module. See the <i>Voyager System Administration User's Guide</i> for more information about creating and editing vendor types.</p>	Yes	Drop-down
Federal Tax ID	Your institution's Federal Tax ID.	No	Alphanumeric, punctuation, and spaces Uppercase and lowercase allowed 10 characters No default value
Currency	<p>The currency that is used with this vendor.</p> <p>See <a href="#">Currency Maintenance</a> on <a href="#">page 3-1</a> for more information about base currencies.</p>	No	Drop-down

---

**Table 4-1. Description of the fields in the Header Information section**

Name	Description	Required	Type, Range and Default
Institution ID	Your institutional identifier. The institution ID in a vendor record identifies what your institution (typically the billing office) calls the particular vendor. It is the connection between what the library's name/code for a vendor is and the institution's name/code for the vendor	No	Alphanumeric, punctuation, and spaces Uppercase and lowercase allowed 25 characters No default value

The majority of additional vendor information located on the seven tabs below the header fields cannot be accessed until the three required header fields have been completed and the record has been saved.

**NOTE:**

The color of required fields are specified on the **Colors and Fonts** tab of your Preferences. See [Colors and Fonts Tab on page 18-3](#) for more information.

## Addresses/Phones Tab

---

The **Addresses/Phones** tab on the **Vendor** dialog box allows you to create and maintain up to six addresses as well as an unlimited amount of phone numbers per address for each vendor. However, it should be noted that the system requires at least one vendor address per vendor in order for the vendor to be used on a purchase order.

[Table 4-2](#) describes the fields on the **Addresses/Phones** tab.

**Table 4-2. Descriptions of the fields on the Addresses/Phones tab**

Name	Description	Required	Type, Range and Default
<b>Address section</b>			
<b>Address #</b> radio button	Allows specification of which of six addresses you are adding.	Yes	Radio buttons For the first vendor address, the <b>Address # 1</b> radio button is automatically selected.

**Table 4-2. Descriptions of the fields on the Addresses/Phones tab**

Name	Description	Required	Type, Range and Default
<b>This Address is section</b>	<p>The types of addresses to be associated with this address.</p> <p>The check boxes are:</p> <ul style="list-style-type: none"> <li>• Order Address</li> <li>• Payment Address</li> <li>• Return Address</li> <li>• Claim Address</li> <li>• E-mail Address</li> <li>• Other Address</li> </ul> <p><b>NOTE:</b> Selecting <b>E-Mail Address</b> and entering a valid vendor e-mail address on the first line of <b>Address</b> allows users to send e-mail messages from the following locations within Acquisitions. See <a href="#">E-mail Addresses</a> for more information.</p>	Yes	Check boxes For <b>Address #1</b> , the first four check boxes, <b>Order Address</b> , <b>Payment Address</b> , <b>Return Address</b> , and <b>Claim Address</b> , are selected by default.
Attention	Vendor contact's name.	No	Alphanumeric, punctuation, and spaces Uppercase and lowercase allowed 30 characters No default value
Title/Dept.	Vendor contact's title and department	No	Alphanumeric, punctuation, and spaces Uppercase and lowercase allowed 40 characters No default value

**Table 4-2. Descriptions of the fields on the Addresses/Phones tab**

Name	Description	Required	Type, Range and Default
Address	Vendor's address.  <b>NOTE:</b> To allow room for addresses of many sizes, five address fields have been provided.	Yes, the first address field is required.	Alphanumeric, punctuation, and spaces  Uppercase and lowercase allowed  50 characters  No default value
City	Name of the city in which your vendor is located.	No	Alphanumeric, punctuation, and spaces  Uppercase and lowercase allowed  30 characters  No default value
State/Province	State or province in which your vendor is located.	No	Alphanumeric, punctuation, and spaces  Uppercase and lowercase allowed  7 characters  No default value
Zip	Zip code or postal code for the city in which your vendor is located.	No	Alphanumeric, punctuation, and spaces  Uppercase and lowercase allowed  10 characters  No default value

**Table 4-2. Descriptions of the fields on the Addresses/Phones tab**

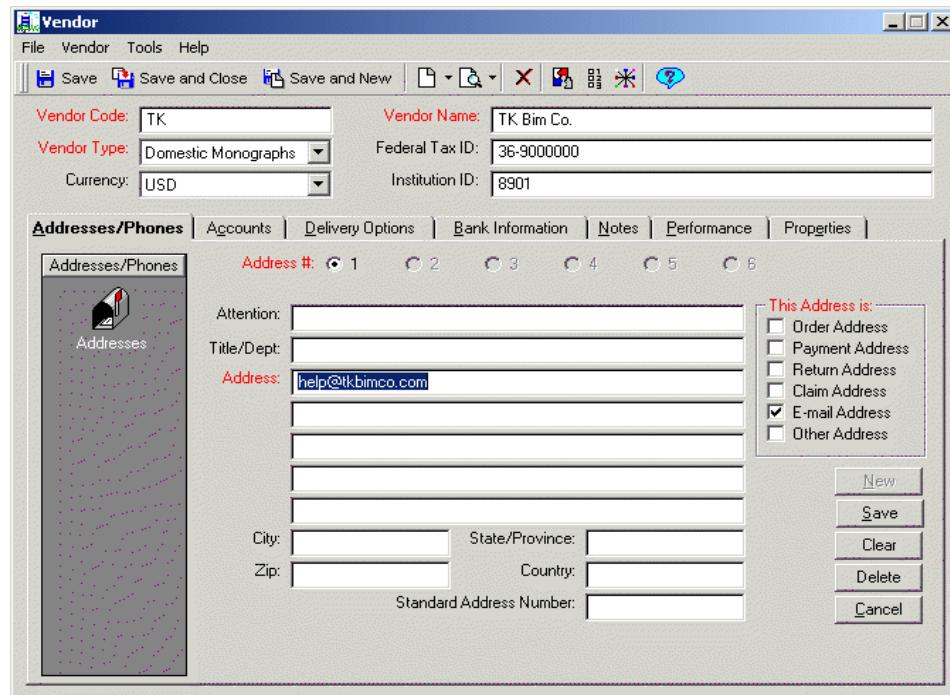
Name	Description	Required	Type, Range and Default
Country	Country in which your vendor is located.	No	Alphanumeric, punctuation, and spaces Uppercase and lowercase allowed 20 characters No default value
Standard Address Number	Standard Address Number (SAN), assigned by R.R. Bowker, is used to uniquely identify an organization in or served by the publishing industry.	No	Numeric, 7 digits No default value
<b>Phone section</b>			
Phone Number Type	Type of the phone number: <ul style="list-style-type: none"> <li>• Primary</li> <li>• Mobile</li> <li>• Fax</li> <li>• Other</li> </ul>	No	Drop-down
Phone Number	Vendor's phone number	No	Alphanumeric, punctuation, and spaces Uppercase and lowercase allowed 25 characters No default value

**E-mail Addresses**

If a valid vendor e-mail address ([Figure 4-3](#)) is added to the vendor record, e-mail messages can be sent from the following locations within Acquisitions.

- **Line Item Order** tab
- **Purchase Order Header** tab
- **Invoice Header** tab
- **Vendor** dialog box

- Subscription Maintenance Vendor text box



**Figure 4-3. Entering E-Mail Address**

Entering an **E-mail Address** for any of the six available addresses on the **Vendor** dialog box causes a **Mailbox** button to display in the **Vendor Code** field after the vendor information has been saved to the database, closed, and subsequently reopened. See [Figure 4-4](#) for an example. Simply click the **Mailbox** button to send an e-mail message.

**NOTE:**

The **Mailbox** button shows only when an **E-mail Address** is entered with the Vendor information.

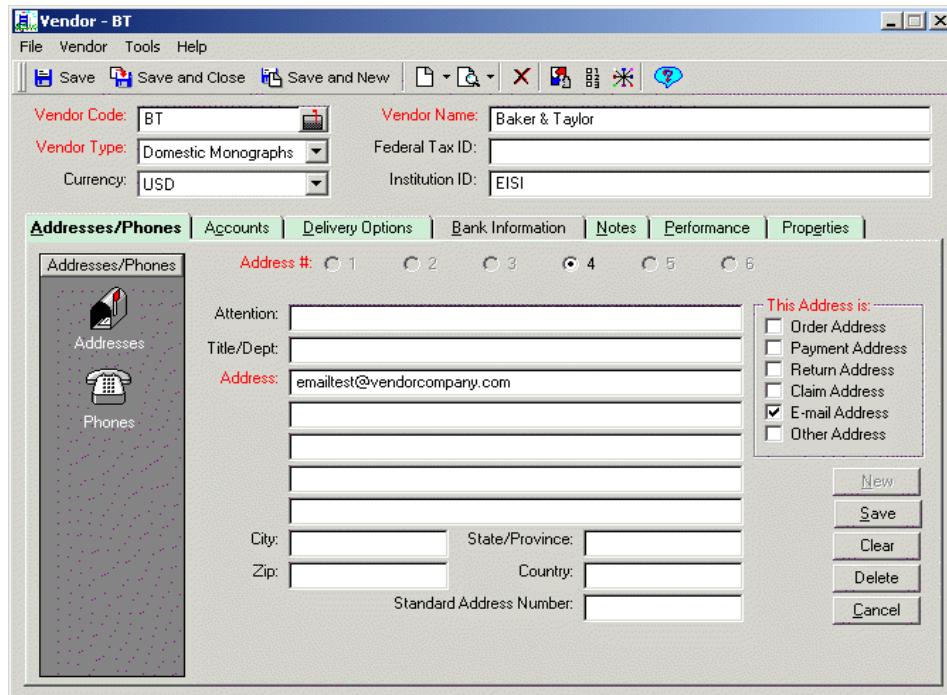


Figure 4-4. Mailbox button example

### Accounts Tab

---

Libraries can have multiple accounts with a single vendor. These accounts may be used for different types of orders and often have discounts associated with them.

It should be noted that a vendor account is required if you want a default purchase order type and a default discount percentage associated with a particular vendor account. When creating a purchase order that is associated with a particular vendor account, the default purchase order type of the account is automatically applied to the purchase order as long as a default purchase order type has not been specified on the **Purchase Order** tab of the **Defaults** work space.

The fields on the **Accounts** tab are populated by information entered in the **Add Vendor Account** dialog box. This dialog box contains the **Account Info** tab and **Note** tab. [Table 4-3](#) describes the fields on the tabs of the **Add Vendor Account** dialog box.

**Table 4-3. Description of the Add Vendor Account dialog box**

Name	Description	Required	Type, Range and Default
<b>Account Info tab</b>			
Account Number	The vendor-assigned account number for your institution.	Yes	Alphanumeric, punctuation, and spaces Uppercase and lowercase allowed 25 characters No default value
Account Name	Name of the account.	No	Alphanumeric, punctuation, and spaces Uppercase and lowercase allowed 25 characters No default value

**Table 4-3. Description of the Add Vendor Account dialog box**

Name	Description	Required	Type, Range and Default
Default PO Type	<p>The following six system-defined purchase order types are always available:</p> <ul style="list-style-type: none"> <li>• Approval</li> <li>• Firm Order</li> <li>• Gift</li> <li>• Exchange</li> <li>• Depository</li> <li>• Continuation</li> </ul> <p>In addition, your institution may have defined one or more purchase order types.</p> <p><b>NOTE:</b> When a purchase order is marked as Continuation, the line item type defaults to Subscription, all other PO Types default to the Single part line item type.</p> <p>See the <i>Voyager System Administration User's Guide</i> for more information about user-defined purchase order types.</p>	Yes	Drop-down
Discount (%)	Discount percentage that is applied to a line item ordered against this account.	No	0 to 99 The default is 0.
Account Status	<p>The status of the account.</p> <ul style="list-style-type: none"> <li>• Open</li> <li>• Closed</li> <li>• Frozen</li> </ul>	Yes	Drop-down
Deposit	<p>If it is appropriate to make deposits into this account, the <b>Deposit</b> check box should be checked.</p> <p><b>NOTE:</b> This feature is purely informational and does not affect the functionality of the account.</p>	No	Check box

---

**Table 4-3. Description of the Add Vendor Account dialog box**

Name	Description	Required	Type, Range and Default
Select Locations for Account section	Locations associated with this account.	Yes	List of locations provided by the system. Select more than one location, if wanted.
<b>Note tab</b>			
Free-text box	Additional information associated with this account.	No	Alphanumeric, punctuation, and spaces Uppercase and lowercase allowed 1900 characters No default value

#### **Delivery Options Tab**

---

The fields on the **Delivery Options** tab of the **Vendor** dialog box specify shipping and claiming information that your institution deems appropriate for the particular vendor. The Claim After (days), Claim Interval (days) and Ship Via information are applied by default to any new purchase order associated with the vendor.

However, if these values are also specified on the **Purchase Order** tab of your Session Defaults, the values on the **Purchase Order** tab take precedence and are applied to any new purchase order, regardless of vendor.

**Table 4-4. Description of the Delivery Options tab**

Name	Description	Required	Type, Range and Default
Claim Count	The maximum number of claims to be sent to the vendor for an un-received line item.	No	0 to 999,999,999 The default is 0.
Claim Interval (days)	The maximum number of days that should elapse between sending claims to the vendor for an un-received line item.	No	0 to 999,999,999 The default is 0.

**Table 4-4. Description of the Delivery Options tab**

Name	Description	Required	Type, Range and Default
Claim After (days)	The maximum number of days exceeded before an unreceived line item is canceled.	No	0 to 999,999,999 The default is 0.
Ship Via	The shipping method.	No	Alphanumeric, punctuation, and spaces Uppercase and lowercase allowed 20 characters No default value

**Bank Information Tab**

Your institution may deal with a vendor's bank directly. The **Bank Information** tab on the **Vendor** dialog box contains information about the vendor's bank account as well as information required to communicate with the bank where the account is held.

[Table 4-5](#) describes the **Bank Information** tab.

**Table 4-5. Description of the Bank Information tab**

Name	Description	Required	Type, Range and Default
Bank Account	The vendor's bank account number.  <b>NOTE:</b> Both the Routing Number and Bank Account Number are required to make an electronic payment.	Yes	Alphanumeric, punctuation, and spaces Uppercase and lowercase allowed 25 characters No default value

**Table 4-5. Description of the Bank Information tab**

Name	Description	Required	Type, Range and Default
Transit/ Routing	The bank's routing number.  <b>NOTE:</b> Both the Routing Number and Bank Account Number are required to make an electronic payment.	No	Alphanumeric, punctuation, and spaces  Uppercase and lowercase allowed  25 characters  No default value
Tax ID field	The bank's tax identification number.	No	Alphanumeric, punctuation, and spaces  Uppercase and lowercase allowed  11 characters  No default value
Bank Name	The bank's name.	Yes	Alphanumeric, punctuation, and spaces  Uppercase and lowercase allowed  60 characters  No default value
Address	The address of the vendor's bank.  <b>NOTE:</b> To allow room for addresses of many sizes, five address fields have been provided.	No	Alphanumeric, punctuation, and spaces  Uppercase and lowercase allowed  50 characters  No default value

**Table 4-5. Description of the Bank Information tab**

Name	Description	Required	Type, Range and Default
City	Name of the city in which your vendor's bank is located.	No	Alphanumeric, punctuation, and spaces Uppercase and lowercase allowed 30 characters No default value
State/Province	State or province in which your vendor's bank is located.	No	Alphanumeric, punctuation, and spaces Uppercase and lowercase allowed 7 characters No default value
Zip	Zip code or postal code for the city in which your vendor's bank is located.	No	Alphanumeric, punctuation, and spaces Uppercase and lowercase allowed 10 characters No default value
Country	Country in which your vendor's bank is located.	No	Alphanumeric, punctuation, and spaces Uppercase and lowercase allowed 20 characters No default value

---

**Table 4-5. Description of the Bank Information tab**

Name	Description	Required	Type, Range and Default
Phone	Vendor's bank phone number.	No	Alphanumeric, punctuation, and spaces  Uppercase and lowercase allowed  25 characters  No default value
Fax	Vendor's bank fax number.	No	Alphanumeric, punctuation, and spaces  Uppercase and lowercase allowed  25 characters  No default value

## **Notes Tab**

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The **Notes** tab on the **Vendor** dialog box contains a 1,900 character free-text field in which you can enter any additional information about your vendor.

## **Performance Tab**

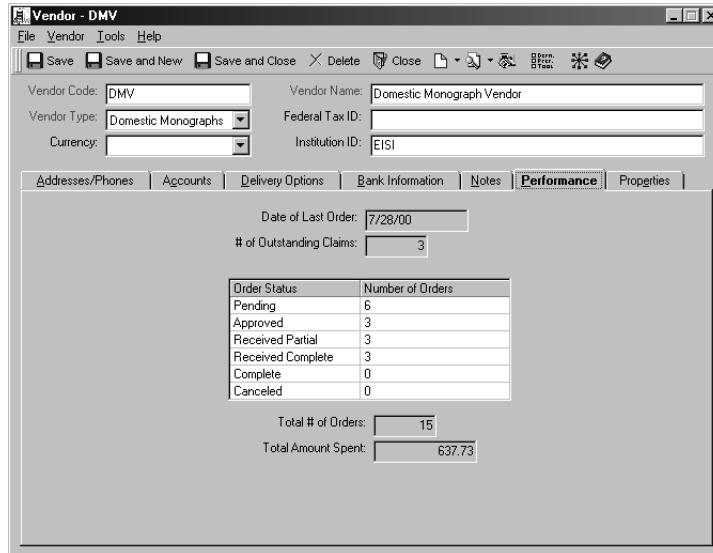
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The **Performance** tab ([Figure 4-5](#)) on the **Vendor** dialog box provides a convenient way for your institution to monitor information related to past and current.

Click it or press **Alt + P** on your keyboard. You can also select **Performance** from the **Vendor** menu. When the **Performance** tab opens, it displays the following information about the vendor.

- Date of last order
- Number of outstanding claims
- Number of pending, approved, received partial, received complete, complete, and canceled purchase orders associated with the vendor

- Total number of purchase orders (of all statuses) associated with the vendor
  - Total amount spent
- 



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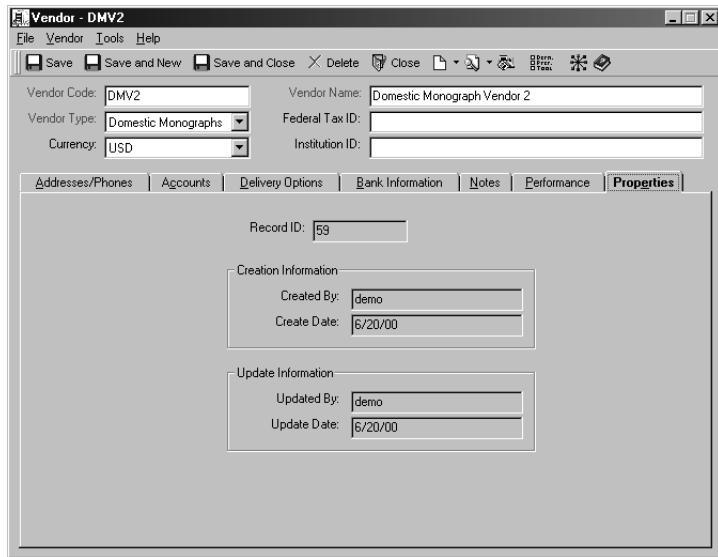
Figure 4-5. Performance tab

### Properties Tab

---

Click the **Properties** tab or press **Alt + E** on your keyboard. (You can also select **Properties** from the **Vendor** menu.) The **Properties** tab ([Figure 4-6](#)) displays the following information.

- Record ID of the vendor record (the actual ID of the record in the database)
- Who the record was created by
- When the record was created
- Who last updated the record
- When the record was last updated



**Figure 4-6. Properties tab**

These fields are not editable.

## Creating a Vendor Record

The procedures for creating new vendor records are shown in the following:

- [Procedure 4-1, Accessing the Vendor dialog box](#)
- [Procedure 4-2, Adding Header Information to the Vendor record](#)
- [Procedure 4-3, Adding an Address and Phone Number to a Vendor record](#)
- [Procedure 4-4, Adding a Vendor Account](#)
- [Procedure 4-7, Adding Shipping and Claiming Information to a Vendor record](#)
- [Procedure 4-8, Adding Bank Information to a Vendor record](#)
- [Procedure 4-9, Adding a Note to a Vendor record](#)



### Procedure 4-1. Accessing the Vendor dialog box

---

Use the following to access the **Vendor** dialog box.

1. Click the **Vendors** bar in the listbar.

Result: The **Vendor** buttons display.

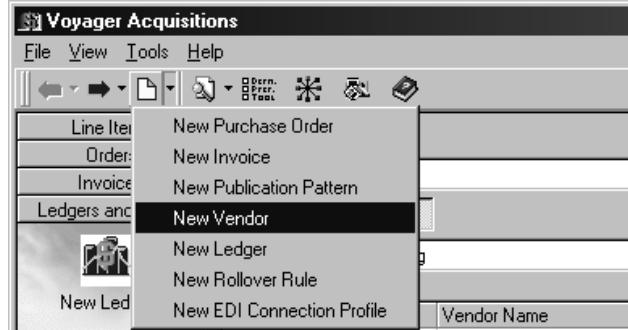
2. Use one of the following to create a new vendor.

- Click the **New Vendor** button ([Figure 4-7](#)) in the listbar.
- 



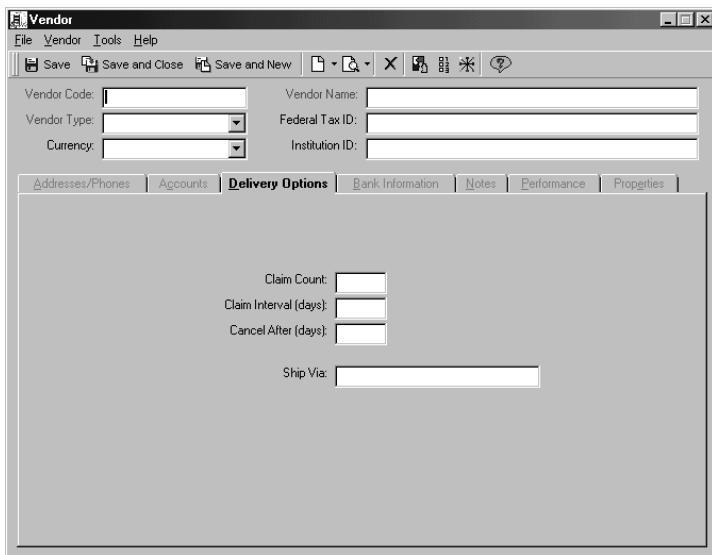
**Figure 4-7. New Vendor button**

- From the **View** menu, select **Vendors > New Vendor**.
  - Press **Alt + V, V, N** on your keyboard.
  - Click the down arrow beside the **New Item** button on the toolbar and then select **New Vendor** from the list (see [Figure 4-8](#)).
- 



**Figure 4-8. New Item menu on the toolbar**

Result: The **Vendor** dialog box opens (see [Figure 4-9](#)).



**Figure 4-9.** Vendor dialog box

Once the **Vendor** dialog box is accessed users can create the Vendor record.



#### **Procedure 4-2. Adding Header Information to the Vendor record**

Use the following to add header information.

1. Enter the code to identify the vendor in the **Vendor Code** field.
  2. Enter the vendor's full name in the **Vendor Name** field.
  3. Select a vendor type from the alphabetized drop-down menu in the **Vendor Type** field.
- OPTIONAL:**
4. *Enter your institution's Federal Tax ID in the **Federal Tax ID** field.*

- OPTIONAL:**
5. *Select a currency from the drop-down menu in the **Currency** field.*

**OPTIONAL:**

6. Enter your institutional identifier in the **Institution ID** field.
7. At this point you must save the record in order to access the seven tabs containing the rest of the vendor information.
  - To save the record without closing the **Vendor** dialog box, click the **Save** button, select **Save** from the **File** menu or press **Alt + F, A** on your keyboard.
  - To save the record and close the **Vendor** dialog box, click the **Save and Close** button, select **Save and Close** from the **File** menu or press **Alt + F, C** on your keyboard.
  - To save and close the record, and then create a new vendor record, click the **Save and New** button, select **Save and New** from the **File** menu or press **Alt + F, N** on your keyboard.

---

The procedure for adding an address and phone number is shown in [Procedure 4-3, Adding an Address and Phone Number to a Vendor record](#).



---

**Procedure 4-3. Adding an Address and Phone Number to a Vendor record**

---

Use the following to add Address and Phone Number information.

**Adding an address**

1. From the **Vendor** dialog box, click the **Addresses/Phones** tab or press **Alt + A** on your keyboard. You can also select **Addresses/Phones** from the **Vendor** menu.

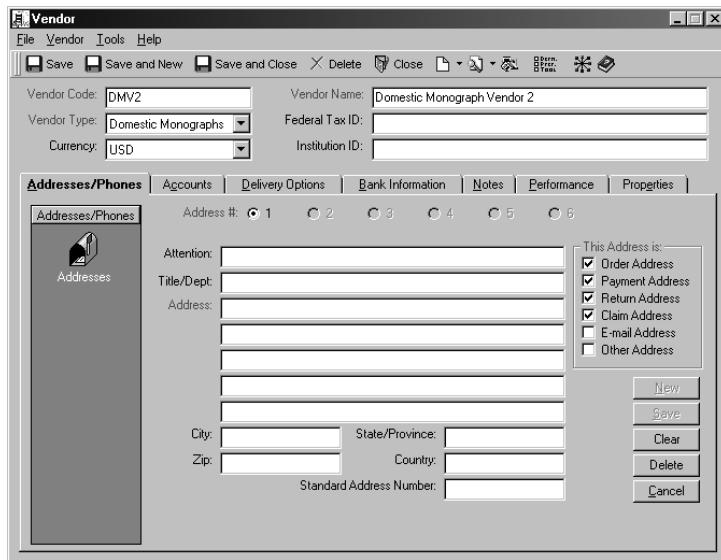
Result: The **Addresses/Phones** tab opens (see [Figure 4-11](#)). Initially, the listbar contains only the **Addresses** button (see [Figure 4-10](#)). After you have entered and saved one address for your vendor, the **Phones** button is added.

---



---

**Figure 4-10. Addresses button**



**Figure 4-11. Addresses/Phones tab - Address information**

2. Select an **Address #** radio button to specify which of six addresses you are adding.
3. Select one or more check boxes to identify the address type in the **This Address is** section.

**OPTIONAL:**

4. *Enter your vendor contact's name in the **Attention** field.*

**OPTIONAL:**

5. *Enter your vendor contact's title and department in the **Title/Dept.** field.*
6. Enter your vendor's address in the **Address** fields.

To allow room for addresses of many sizes, five address fields have been provided. However, the first address field is required, so you must enter information in the first address field in order for the address to be saved.

**OPTIONAL:**

7. *Enter the name of the city in which your vendor is located in the **City** field.*

**OPTIONAL:**

8. *Enter the state or province in which your vendor is located in the **State/Province** field.*

**OPTIONAL:**

9. *Enter your vendor's zip code in the **Zip** field.*

**OPTIONAL:**

10. *Enter the country in which your vendor is located in the **Country** field.*

**OPTIONAL:**

11. *Enter the standard address number in the **Standard Address Number** field.*

12. Click the **Save** button in order to add another address or in order to add a phone number.

- To clear all information, click the **Clear** button.
- To delete the address, click the **Delete** button. A confirmation message displays if you have opted to use the deletion reminder on the **Sounds and Animation** tab of your Session Preferences (see [Sounds and Animation Tab on page 18-14](#) for more information.) Click the **Yes** button or press **Alt + Y** on your keyboard to continue with the deletion. Click the **No** button or press **Alt + N** on your keyboard to cancel the deletion. If you have not opted to use the deletion reminder, you do not receive a confirmation message.
- To cancel any unsaved edits you have made, click the **Cancel** button (for example, if you have clicked the **Clear** button to clear all information, but you have not yet saved this edit and want to cancel it, click the **Cancel** button.)

13. To add subsequent addresses for your vendor, click the **New** button and repeat steps 2-12.

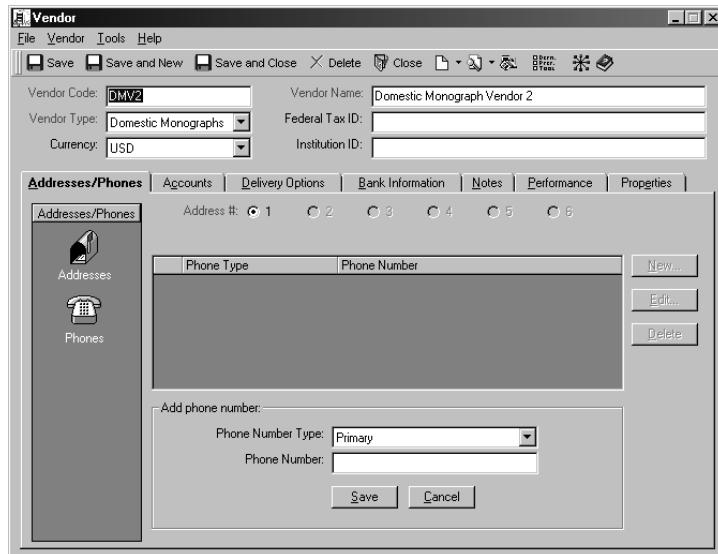
#### **Adding a phone number**

14. Once you have created and saved an address for your vendor, the **Phones** button ([Figure 4-12](#)) shows in the **Addresses/Phones** listbar. Click this button.



**Figure 4-12. Phones button**

Result: The **Addresses/Phones** tab displays a phone number section (see [Figure 4-13](#)).

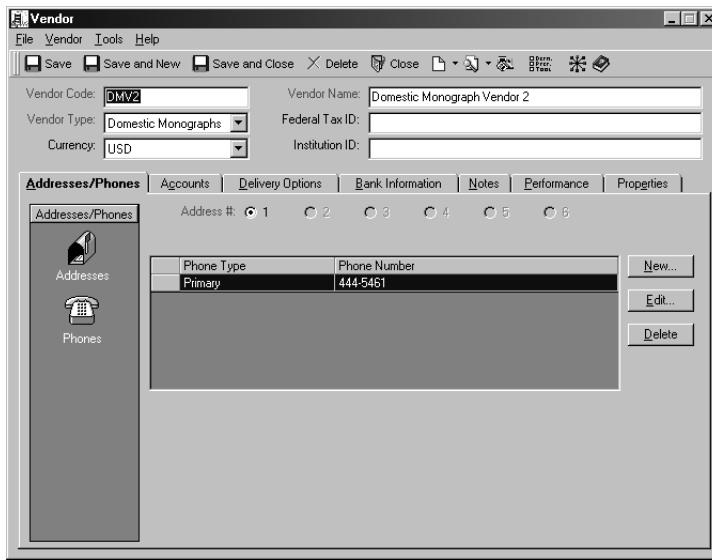


**Figure 4-13. Addresses/Phones tab - Phone activities**

15. Select an **Address #** radio button to specify the address for the phone number you are adding.
16. Select Primary, Mobile or Fax from the drop-down menu in the **Phone Number Type** field.
17. Enter your vendor's phone number in the **Phone Number** field.
18. Click the **Save** button to save the phone number information. Click the **Cancel** button to cancel the addition of the phone number information.

Result: If saved, the information is listed in the phone number information list (see [Figure 4-14](#)).

---



---

**Figure 4-14.** Addresses/Phones tab - Saved phone information

19. To add a subsequent phone number for an address, click the **New** button and repeat steps 15-18.
  20. To edit any saved phone number, select the phone number from the list and click the **Edit** button.
  21. To delete any saved phone number, select the phone number from the list and click the **Delete** button. A confirmation message displays if you have opted to use the deletion reminder on the **Sounds and Animation** tab of your Session Preferences (see [Sounds and Animation Tab](#) on page 18-14 for more information.) Click the **Yes** button to continue with the deletion. Click the **No** button to cancel the deletion. If you have not opted to use the deletion reminder, you do not receive a confirmation message.
- 

The procedure for adding a vendor account is shown in [Procedure 4-4, Adding a Vendor Account](#). The procedures for editing and deleting vendor accounts are shown in [Procedure 4-5, Editing a Vendor Account](#) and [Procedure 4-6, Deleting a vendor account](#).

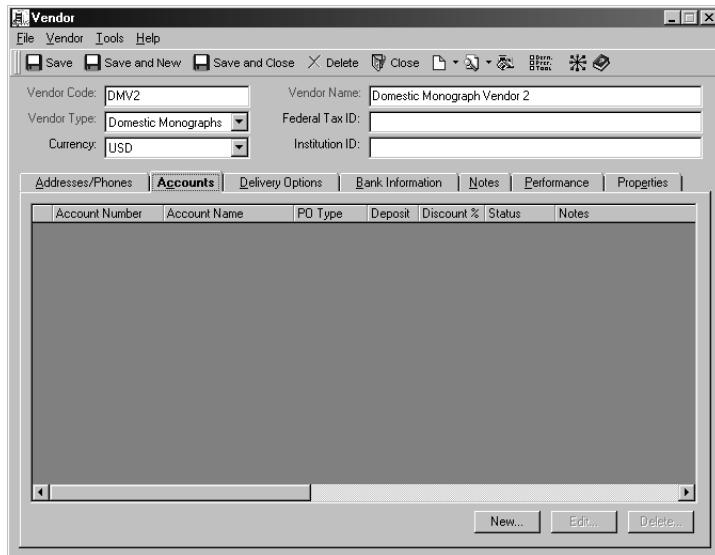


#### Procedure 4-4. Adding a Vendor Account

Use the following to add a vendor account.

1. From the **Vendor** dialog box, click the **Accounts** tab or press **Alt + C** on your keyboard. You can also select **Accounts** from the **Vendor** menu or press **Alt + V, C** on your keyboard.

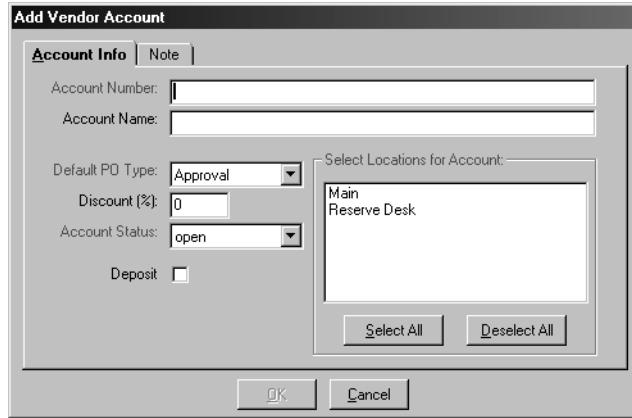
Result: The **Accounts** tab displays the account information table and related buttons (see [Figure 4-15](#)).



**Figure 4-15.** Accounts tab

2. Click the **New...** button.

Result: The **Add Vendor Account** dialog box opens with the following two tabs: **Account Info** and **Notes**.



**Figure 4-16.** Add Vendor Account dialog box - Account Info tab

3. On the **Account Info** tab ([Figure 4-16](#)), enter the vendor-assigned account number for your institution in the **Account Number** field.

**OPTIONAL:**

4. *Enter the name of the account in the **Account Name** field.*
5. Select a default purchase order type from the drop-down menu in the **Default PO Type** field.

**OPTIONAL:**

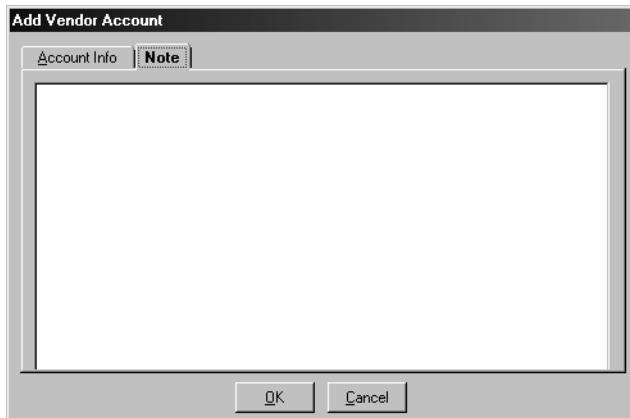
6. *Enter the discount percentage that is applied to a line item ordered against this account in the **Discount (%)** field.*
7. Select an account status from the drop-down menu in the **Account Status** field.

**OPTIONAL:**

8. *If it is appropriate to make deposits into this account, click the **Deposit** check box.*
9. Select one or more locations from the **Select Locations for Account** list box.

**OPTIONAL:**

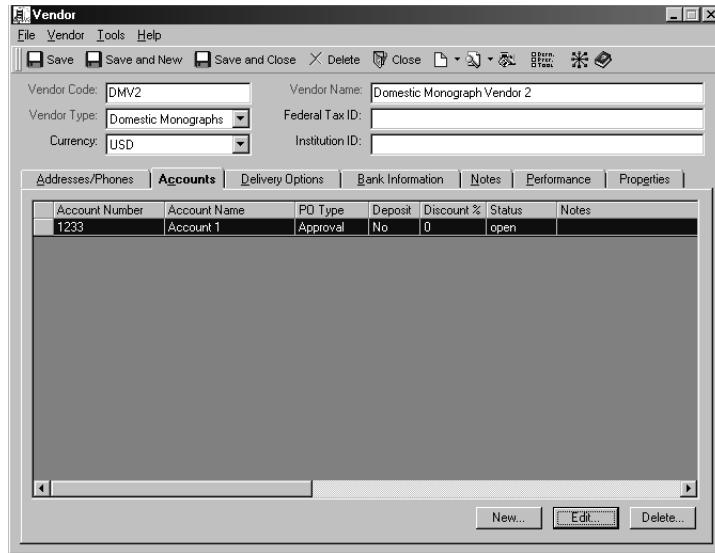
10. *Click the **Note** tab ([Figure 4-17](#)) and enter the information in the free-text box if wanted.*



**Figure 4-17.** Add Vendor Account dialog box - Note tab

11. Click the **OK** button to save the account and close the **Add Vendor Account** dialog box (see [Figure 4-17](#)). Click the **Cancel** button to close the dialog box without saving.

Result: After the account has been saved, the account information is listed in the table on the **Accounts** tab (see [Figure 4-18](#)).



---

**Figure 4-18.** Accounts tab - Account information

---



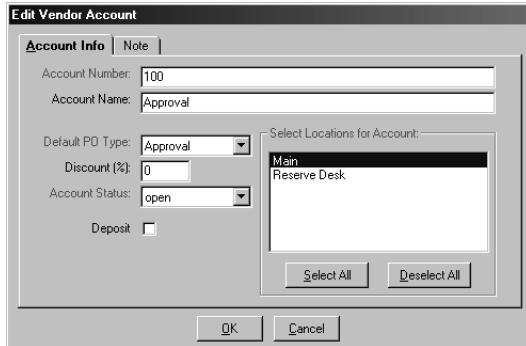
#### **Procedure 4-5. Editing a Vendor Account**

---

Use the following to edit a vendor account.

1. From the **Vendor** dialog box, click the vendor account that you would like to edit on the **Accounts** tab of the **Vendor** dialog box.
2. Click the **Edit** button.

Result: The **Edit Vendor Account** dialog box opens (see [Figure 4-19](#)).



**Figure 4-19. Edit Vendor Account dialog box**

3. Edit the fields.
4. Click the **OK** button to save your changes and close the **Edit Vendor Account** dialog box. Click the **Cancel** button to close the dialog box without saving your changes.

Result: If clicked **OK**, the account is edited.



#### **Procedure 4-6. Deleting a vendor account**

Use the following to delete a vendor account.

**NOTE:**

You cannot delete a vendor account that is still in use on a purchase order, invoice, or EDI message.

1. From the **Vendor** dialog box, click the vendor account that you would like to delete on the **Accounts** tab of the **Vendor** dialog box.
2. Click the **Delete** button.

Result: A confirmation message displays if you have selected to use the deletion reminder option on the **Sounds and Animation** tab of your Session Preferences (see [Sounds and Animation Tab on page 18-14](#) for more information.) If you have not selected to use the deletion reminder option, you do not receive a confirmation message.

3. Click the **Yes** button to continue with the deletion. Click the **No** button to cancel the deletion.

Result: If clicked **Yes**, the account is deleted.

---

The procedure for adding shipping and claiming information on the **Delivery Options** tab is shown in [Procedure 4-7, Adding Shipping and Claiming Information to a Vendor record](#).



#### Procedure 4-7. Adding Shipping and Claiming Information to a Vendor record

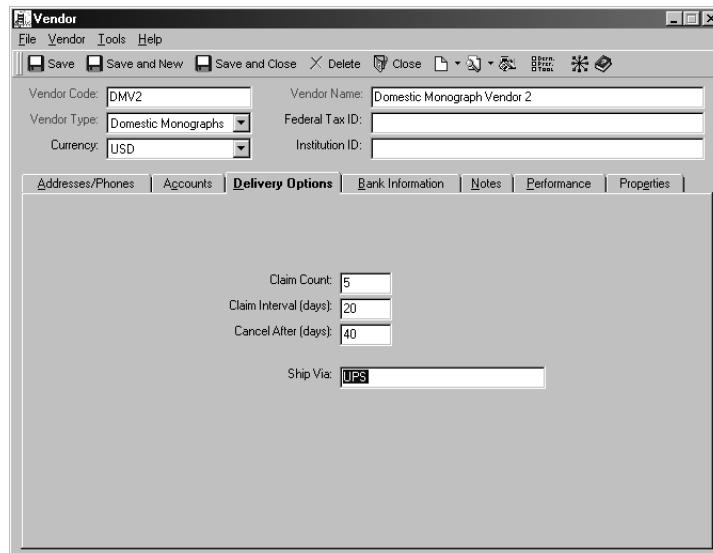
---

Use the following to add shipping and claiming information for a vendor.

1. From the **Vendor** dialog box, click the **Delivery Options** tab or press **Alt + D** on your keyboard. You can also select **Delivery Options** from the **Vendor** menu or press **Alt + V, D** on your keyboard.

Result: The **Delivery Options** tab opens (see [Figure 4-20](#)).

---



---

Figure 4-20. Delivery Options tab

- 
- 2. Enter the maximum number of claims to be sent to the vendor for an unreceived line item in the **Claim Count** field.

**OPTIONAL:**

- 3. *Enter the maximum number of days that should elapse between sending claims to the vendor for an unreceived line item in the **Claims Interval (days)** field.*

**OPTIONAL:**

- 4. *Enter the maximum number of days exceeded before an unreceived line item is canceled in the **Cancel After (days)** field.*
- 5. Enter the shipping method in the **Ship Via** field.

Result: The **Delivery Options** tab containing shipping and claiming information is completed.

---

The procedure for adding bank information is shown in [Procedure 4-8, Adding Bank Information to a Vendor record](#).



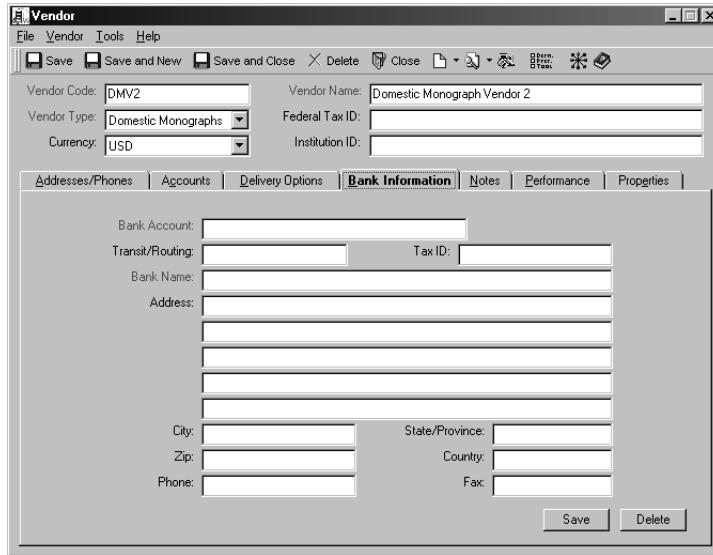
#### Procedure 4-8. Adding Bank Information to a Vendor record

---

Use the following to add bank information to a vendor record.

- 1. From the **Vendor** dialog box, click the **Bank Information** tab or press **Alt + B** on your keyboard. You can also select **Bank Information** from the **Vendor** menu or press **Alt + V, B** on your keyboard.

Result: The **Bank Information** tab opens (see [Figure 4-21](#)).



**Figure 4-21. Bank Information tab**

2. Enter the name of the vendor's bank in the **Bank Name** field.
3. Enter the bank's routing number in the **Transit/Routing** field.

**OPTIONAL:**

4. Enter the bank's tax identification number in the **Tax ID** field.
5. Enter the vendor's bank account number in the **Bank Account** field.

**OPTIONAL:**

6. Enter the address of the vendor's bank in the **Address** fields.

**OPTIONAL:**

7. Enter the name of the city in which your vendor's bank is located in the **City** field.

**OPTIONAL:**

8. Enter the state or province in which your vendor's bank is located in the **State/Province** field.

**OPTIONAL:**

9. Enter zip code of your vendor's bank in the **Zip** field.

---

**OPTIONAL:**

10. *Enter the country in which your vendor's bank is located in the **Country** field.*

**OPTIONAL:**

11. *Enter the phone number of your vendor's bank in the **Phone** field.*

**OPTIONAL:**

12. *Enter the fax number of your vendor's bank in the **Fax** field.*

13. Click the **Save** button to save the vendor bank information.

Result: The bank information is added.

**OPTIONAL:**

14. *To delete bank information, click the **Delete** button to delete the vendor bank information from the fields. Then click yes when the confirmation message asks if you want to continue with the deletion.*
- 

The procedure for adding notes is shown in [Procedure 4-9, Adding a Note to a Vendor record](#).



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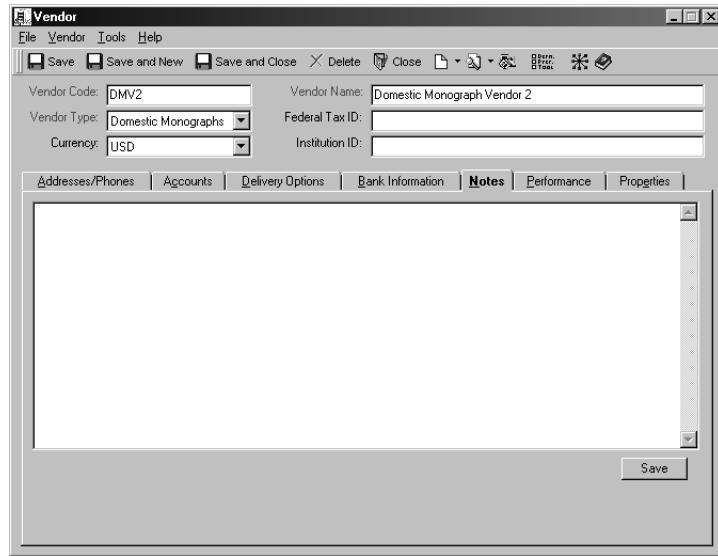
**Procedure 4-9. Adding a Note to a Vendor record**

---

Use the following to add a note to the vendor record.

1. Click the **Notes** tab or press **Alt + N** on your keyboard. You can also select **Notes** from the **Vendor** menu or press **Alt + V, N** on your keyboard.

Result: The **Notes** tab opens (see [Figure 4-22](#)).



---

**Figure 4-22. Notes tab**

2. After you have entered the additional information in the free-text box, click the **Save** button to save this information.

Result: A note is added to the vendor record.

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## **Editing a Vendor Record**

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To edit a vendor record, conduct a search for the vendor record using a quick search (see [Quick Searches](#) on [page 2-5](#)) or a standard search (see [Standard Searches](#) on [page 2-2](#).)

The procedure for editing a vendor record is shown in [Procedure 4-10, Editing a Vendor Record](#).



### Procedure 4-10. Editing a Vendor Record

---

Use the following to edit a vendor record.

1. Select the vendor record that you want to edit from the search results list and click the **Edit** button or press **Alt + E** on your keyboard. You can also double-click the vendor record that you want to edit.

Result: The vendor record opens.

2. Click the tab containing the vendor information that you want to edit. [Table 4-6](#) contains a list of the page numbers on which to look for extensive explanations of each section of a vendor record.

**Table 4-6. Page References for Vendor Records**

Header Information	<a href="#">4-3</a>
Addresses/Phones tab	<a href="#">4-6</a>
Accounts tab	<a href="#">4-11</a>
Delivery Options tab	<a href="#">4-14</a>
Bank Information tab	<a href="#">4-15</a>
Notes tab	<a href="#">4-18</a>
Performance tab	<a href="#">4-18</a>
Properties tab	<a href="#">4-19</a>

3. After you have edited the record, you must save the record in order for your changes to be saved to the database.

Result: If saved, the record is edited.

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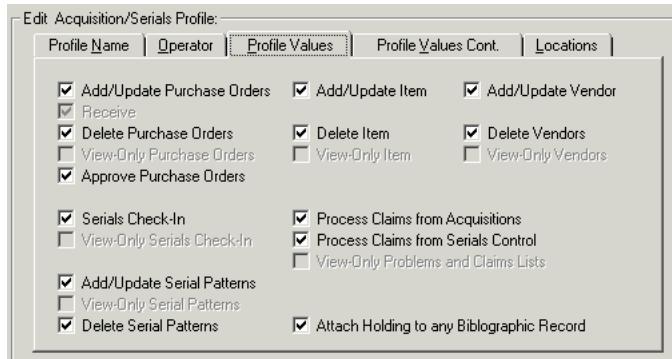
### Deleting a Vendor Record

---

You cannot delete a vendor if the vendor is used on a purchase order or invoice of any status or if there are EDI messages associated with the vendor.

## Security for Deleting Vendor Records

To be authorized to delete vendor records the **Delete Vendors** check box ([Figure 4-23](#)) must be selected in the **Profile Values** tab of an operator's Acquisitions/Serials Security Profile. See the *Voyager System Administration User's Guide* for more information.



**Figure 4-23. Profile Values tab**

The procedure for deleting a vendor record is shown in [Procedure 4-11, Deleting a Vendor Record](#).



### Procedure 4-11. Deleting a Vendor Record

Use the following to delete a vendor record.

1. After you have conducted a search for a vendor record select the vendor record that you want to delete from the search results list and click the **Edit** button or press **Alt + E** on your keyboard. You can also double-click the vendor record that you want to edit. The vendor record opens.
2. Click the **Delete** button on the toolbar or select **Delete** from the **File** menu. You can also press **Alt + F, D** on your keyboard.

---

Result: A confirmation message displays if you have selected to use the deletion reminder option on the **Sounds and Animation** tab of your Session Preferences (see [Sounds and Animation Tab on page 18-14](#) for more information.) If you have not selected to use the deletion reminder option, you do not receive a confirmation message.

3. Click the **Yes** button to continue with the deletion. Click the **No** button to cancel the deletion.

Result: If clicked **Yes**, the vendor record is deleted.

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## EDI Connection Profiles

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Using Voyager Electronic Data Interchange (EDI) processing, your library can electronically exchange messages containing purchase orders, invoices, serial claims, and serial claim responses with participating vendors.

Voyager EDI processing requires EDI connection profiles in order to send messages to and receive messages from vendors. An EDI Connection Profile includes the following information: Library Location, Library Envelope Address, Library Inside Address, Vendor Code, Vendor Envelope Address, Vendor Inside Address, and Usages. The combination of the information contained in a connection profile is used to determine where an incoming EDI message can be accessed and loaded once it is received and where an outgoing EDI message should be sent to. See [Electronic Data Interchange on page 15-1](#) for more information about the EDI process.

For explanations of Library Envelope Address, Library Inside Address, Vendor Envelope Address and Vendor Inside Address, see [Editing an EDI Connection Profile on page 4-51](#).

The data included in outgoing EDI purchase order messages has been updated to better support your vendors' handling needs. Those vendors working with libraries to provide shelf-ready materials need to know the final library location (intended location in Voyager) for each copy of an item. This information is automatically included in EDI purchase order messages. In addition, you can include your vendor-supplied customer account number in EDI purchase order messages (see [Creating an EDI Connection Profile on page 4-47](#).)

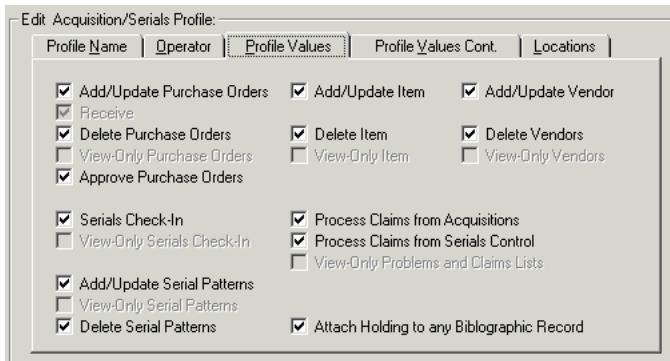
## Security for working with EDI

---

To be authorized to create, search, view or edit EDI connection profiles, an operator must have the security to work with incoming or outgoing EDI messages. If either the **EDI Incoming** check box, the **EDI Outgoing** check box, and/or the

**Modify EDI Outgoing Messages** check box is selected on the **Profile Values** tab of an operator's Acquisitions/Serials Profile (Figure 4-24), the operator can work with EDI connection profiles. If neither of these check boxes are selected, the **New EDI Connection Profile** and **Search EDI Connection Profiles** buttons do not display under the **Vendors** tab of the listbar. Also, the corresponding selections do not display under the Vendors option of the View menu. See the *Voyager System Administration User's Guide* for more information.

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Figure 4-24. Profile Values tab

## Incoming Messages Overview

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Before you can load an incoming message file from the server, Voyager attempts to match the sender code and receiver code with a Vendor Envelope Address and Library Envelope Address in any of the existing EDI connection profiles. If a match is found and the matching profile is valid for the particular message type (see [Usage on page 4-50](#)), Voyager associates the message with the vendor and location given in the matching connection profile.

If the sender and receiver codes do not match any EDI connection profile that is valid for the given message type, the message is assigned to the default location (see [Creating an EDI Connection Profile on page 4-47](#)) and is not associated with any vendor. To associate this message with a vendor, see [Correcting Vendor and Location Assignments on page 15-7](#). See [Incoming Tab on page 15-3](#) for more information about working with incoming EDI messages.

## Outgoing Messages Overview

---

When you approve a purchase order, you are presented with the option to transmit that order via EDI if the location in the **Order Site** field and the vendor in the **Vendor Code** field match the Library Location and Vendor of an existing EDI connection profile. The Library Envelope Address and Vendor Envelope Address are taken from the matched EDI connection profile and used as the sender code and receiver code of the outgoing message.

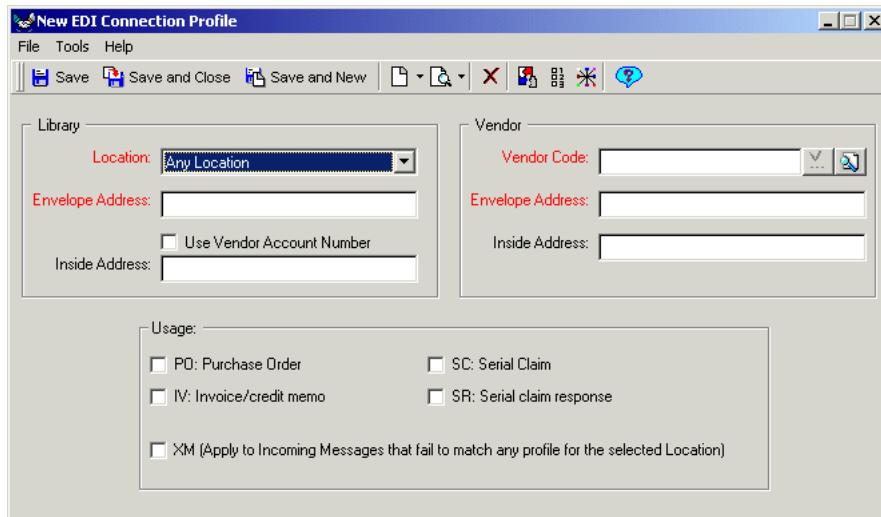
When you generate a claim from the Claims List, the option to transmit that claim via EDI might be available to you. In order for this option to be available to you, the vendor specified in the claim and the location from which you have generated the claim must match the Vendor and Library Location of an existing EDI connection profile. The Library Envelope Address and Vendor Envelope Address from the matched EDI connection profile are used as the sender code and receiver code of the outgoing message. You can then search for the outgoing message on the **Outgoing** tab of the Process EDI Messages work space and send the message to a file (see [Outgoing Tab](#) on page 15-21.)

## EDI Connection Profile work space

---

The **EDI Connection Profile** work space ([Figure 4-25](#)) contains the Library, Vendor, and Usage sections.

---



---

**Figure 4-25. (New) EDI Connection Profile work space**

[Table 4-7](#) describes the sections of the **EDI Connection Profile** work space.

**Table 4-7. Description of the EDI Connection Profile work space**

Name	Description	Required	Type, Range and Default
<b>Library section</b>			
Location	<p>Any EDI incoming messages matching this connection profile are accessible from this location.</p> <p>If you want the connection profile to apply to any location, select <b>Any Location</b> from the drop-down menu.</p> <p><b>NOTE:</b> Locations should be associated with connection profiles ONLY if different locations in your institution or consortium have separate EDI relationships with vendors, and therefore need to be protected from accidentally working with each other's messages. If all EDI transmissions at your institution are done from a single location, then you can select Any location for your profiles.</p>	Yes	Drop-down
Envelope Address	<p>The library envelope address code.</p> <p>This is the sender code for outgoing messages and the receiver code for incoming messages that match this particular connection profile.</p> <p>The address must include any required EDI qualifier codes set off by one colon (for example, 98876543:31B).</p> <p>See <a href="#">EDI qualifier codes</a> for more information.</p>	Yes	Alphanumeric, punctuation, and spaces  Uppercase and lowercase allowed  55 characters  No default value

**Table 4-7. Description of the EDI Connection Profile work space**

Name	Description	Required	Type, Range and Default
Use Vendor Account number	<p>Some vendors may want your customer account number included in EDI purchase order messages to help them process your orders. You can include the vendor account number in an outgoing EDI purchase order message. When you approve a purchase order, you are presented with the option to transmit the order via EDI.</p> <p>If the <b>Use Vendor Account Number</b> check box is selected on the matching EDI connection profile, the vendor account number specified on the purchase order is included in the EDI purchase order message.</p> <p><b>NOTE:</b> If the <b>Use Vendor Account Number</b> check box is selected, the Inside Address (NAD) segment of EDI purchase order messages are used for account numbers. Therefore, the <b>Inside Address</b> field is not available if the <b>Use Vendor Account Number</b> check box is selected.</p>	No	Check box

**Table 4-7. Description of the EDI Connection Profile work space**

Name	Description	Required	Type, Range and Default
Inside Address	<p>The library inside address code. The address must include any required EDI qualifier codes set off by one colon (for example, 9876543:31B).</p> <p>See <a href="#">EDI qualifier codes</a>.</p> <p>This might include additional information that the vendor wants in your outgoing messages.</p> <p><b>NOTE:</b> The <b>Inside Address</b> field is not available if the <b>Use Vendor Account Number</b> check box is selected.</p>	No	Alphanumeric, punctuation, and spaces Uppercase and lowercase allowed 55 characters No default value
<b>Vendor section</b>			
Vendor Code	<p>The vendor code of the vendor you want to associate with the EDI connection profile.</p> <p><b>NOTE:</b> You can also click the <b>search</b> button beside the <b>Vendor Code</b> field to conduct a search for a vendor.</p>	Yes	Use an already-defined vendor code, see <a href="#">Table 4-2</a> . No default value
Envelope Address	<p>The library envelope address code.</p> <p>This is the sender code for outgoing messages and the receiver code for incoming messages that match this particular connection profile.</p> <p>The address must include any required EDI qualifier codes set off by one colon (for example, 98876543:31B).</p> <p>See <a href="#">EDI qualifier codes</a> for more information.</p>	Yes	Alphanumeric, punctuation, and spaces Uppercase and lowercase allowed 55 characters No default value

**Table 4-7. Description of the EDI Connection Profile work space**

Name	Description	Required	Type, Range and Default
Inside Address	<p>The library inside address code. The address must include any required EDI qualifier codes set off by one colon (for example, 9876543:31B).</p> <p>See <a href="#">EDI qualifier codes</a>.</p> <p>This might include additional information that the vendor wants in your outgoing messages.</p>	No	Alphanumeric, punctuation, and spaces Uppercase and lowercase allowed 55 characters No default value
<b>Usage section</b>			
Usage check boxes	<p>Specify the use(s) of the profile by clicking one or more of the check boxes.</p> <p>The usages that can be assigned to a profile are:</p> <ul style="list-style-type: none"> <li>• PO - purchase order</li> <li>• IV - invoice/credit memo</li> <li>• SC - serial claim</li> <li>• SR - serial claim response</li> </ul> <p>Selecting the usage boxes on this profile override and replace any conflicting check boxes on other profiles.</p> <p>Among all profiles with identical vendor and library envelope addresses, only one can have each check box selected for each incoming message type (IV or SR).</p> <p>Among all profiles with identical vendor and location assignments, only one can have each check box selected for each outgoing message type (PO or SC).</p>	Yes	Check boxes

**Table 4-7. Description of the EDI Connection Profile work space**

Name	Description	Required	Type, Range and Default
XM check box	<p>Allows you to designate the Library Location of this profile as the default location.</p> <p>Incoming messages that fail to match any profile are viewable from the default location.</p> <p>If you check this box on one profile and then check it on another, the location on the second profile becomes the default location.</p>	No	Check box

**EDI qualifier codes**

The following are the important EDI qualifier codes. It is essential that your institution enters the exact qualifier code that the vendor expects to use, whatever that happens to be.

EDI Qualifier	Code
Standard Address Number (SAN)	31B
EAN Location code (envelope)	14
EAN Location code (inside)	9
Assigned by seller	91
Assigned by buyer	92
Mutually agreed	ZZ

**Creating an EDI Connection Profile**

The procedure for creating an EDI profile is shown in [Procedure 4-12, Creating an EDI Profile](#).



### Procedure 4-12. Creating an EDI Profile

---

Use the following to create an EDI Connection Profile.

1. Click the **Vendors** bar from the Acquisitions listbar.

Result: The listbar displays the Vendor buttons.

2. Use one of the following to create a new EDI connection profile.

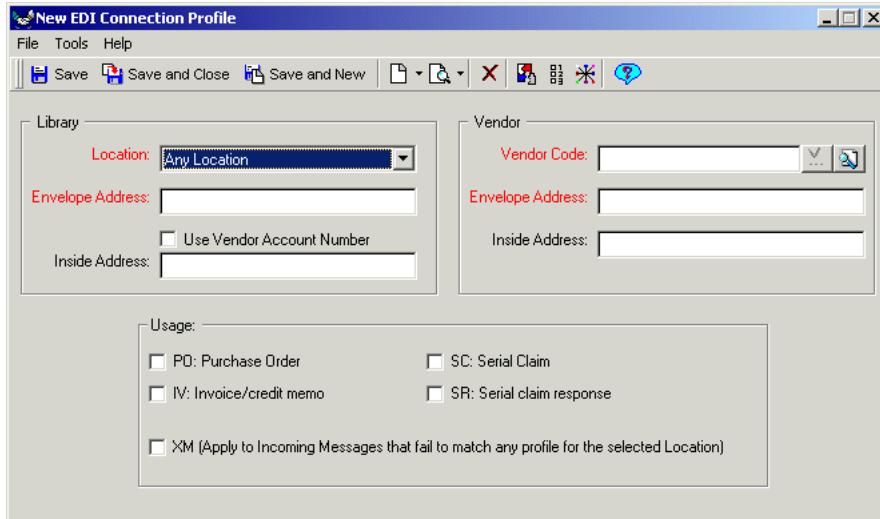
- Click the **New EDI Connection Profile** button ([Figure 4-26](#)) in the listbar.
- 



**Figure 4-26. New EDI Connection Profile Button**

- Select **Vendors** from the **View** menu and then select **New EDI Connection Profile** from the cascading menu.
- Press **Alt + V, V, E** on your keyboard.

Result: The **New EDI Connection Profile** dialog box opens (see [Figure 4-27](#)).



---

Figure 4-27. New EDI Connection Profile dialog box

### **Library section**

---

3. Select a library location from the drop-down menu in the **Location** field.
4. Enter the library envelope address code in the **Envelope Address** field.

**OPTIONAL:**

5. *Check the Use Vendor Account Number check box to include the account number.*

**OPTIONAL:**

6. *Enter the library inside address code in the **Inside Address** field.*

### **Vendor**

---

7. Enter the vendor code of the vendor you want to associate with the EDI connection profile in the **Vendor Code** field. You can also click the **search** button ([Figure 4-28](#)) beside the **Vendor Code** field to conduct a search for a vendor.



**Figure 4-28. Search Button**

Once the vendor code has been entered, press **Enter** on your keyboard or click the check button beside the field to validate the vendor code. If the vendor code is associated with a vendor record in your database, and is therefore valid, the check button is replaced with an ellipsis button which you can use to open the vendor record (for more information about vendor records, see [Creating a Vendor Record](#) on page 4-20.) If the vendor code is not associated with a vendor record in your database, clicking the check button informs you.

8. Enter the vendor envelope address code in the **Envelope Address** field.

**OPTIONAL:**

9. *Enter the vendor inside address code in the **Inside Address** field..*

## Usage

10. Specify the use(s) of the profile by clicking one or more of the check boxes.

**OPTIONAL:**

11. *Select the **XM** check box if wanted.*

12. Save the profile

- Click the **Save** button on the toolbar to save the new EDI connection profile without closing the **New EDI Connection Profile** dialog box. You can also select **Save** from the **File** menu or press **Alt + F, A** on your keyboard.
- Click the **Save and Close** button on the toolbar to save the new EDI connection profile and close the **New EDI Connection Profile** dialog box. You can also select **Save and Close** from the **File** menu or press **Alt + F, E**.
- Click the **Save and New** button on the toolbar to save the new EDI connection profile and create a new profile. You can also select **Save and New** from the **File** menu or press **Alt + F, V**.
- Or to close the **New EDI Connection Profile** dialog box without saving select **Close** from the **File** menu or press **Alt + F, C** on your keyboard.

Result: If saved, a new EDI Connection Profile is created.

## Editing an EDI Connection Profile

---

To edit an EDI Connection Profile, first locate the profile using a quick search (see [Quick Searches](#) on [page 2-5](#)) or a standard search (see [Standard Searches](#) on [page 2-2](#).)

The procedure for editing an EDI Connection Profile is shown in [Procedure 4-13, Editing a Connection Profile](#).



### Procedure 4-13. Editing a Connection Profile

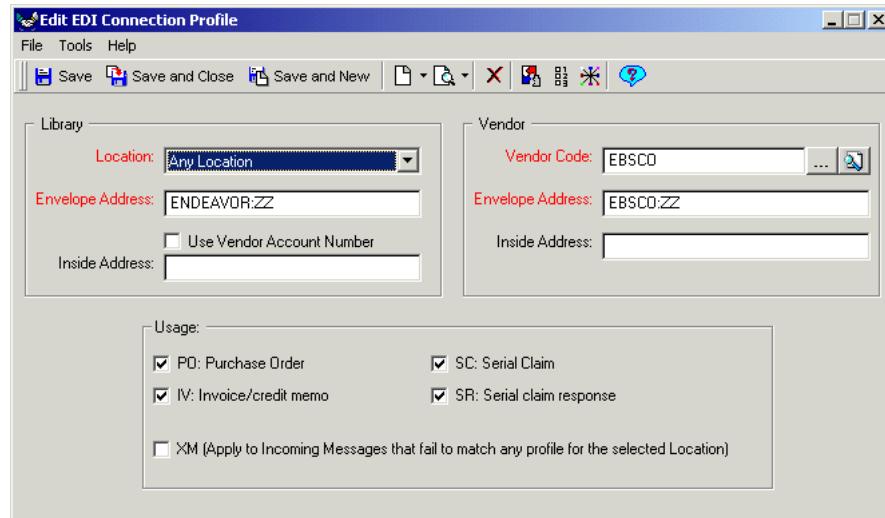
---

Use the following to edit an EDI Connection Profile.

1. After you have conducted a search for an EDI connection profile, select the connection profile that you want to edit from the search results list and click the **Edit** button or press **Alt + E** on your keyboard. You can also double-click the connection profile that you want to edit.

Result: The **Edit EDI Connection Profile** dialog box opens (see [Figure 4-29](#)).

---



---

Figure 4-29. Edit EDI Connection Profile dialog box

- 
2. Edit any wanted information. See [EDI Connection Profile work space](#) for information about the fields in this dialog box.

Result: If altered and saved, the profile is edited.

---

## **Copying an EDI Connection Profile**

---

Copying connection profiles provides a quick and convenient way to create duplicate connection profiles for multiple locations when multiple locations deal with the same vendor.

The procedure for copying a connection profile is shown in [Procedure 4-14, Copying an EDI Connection Profile](#).



### **Procedure 4-14. Copying an EDI Connection Profile**

---

Use the following to copy an EDI Connection Profile.

1. After you have conducted a search for an EDI connection profile, select the connection profile that you want to copy from the search results list and click the **Edit** button or press **Alt + E** on your keyboard. You can also double-click the connection profile that you want to edit.

Result: The **Edit EDI Connection Profile** dialog box opens.

2. Select **Copy** from the **File** menu or press **Alt + F, P** on your keyboard.

Result: The **New EDI Connection Profile** dialog box displays all of the same information as the profile that was copied.

3. Make any necessary changes to the new EDI Connection Profile. See [EDI Connection Profile work space](#) for explanations of the different parts of the EDI Connection Profile.
4. Save the copy

- Click the **Save** button on the toolbar to save the new EDI connection profile without closing the **New EDI Connection Profile** dialog box. You can also select **Save** from the **File** menu or press **Alt + F, A** on your keyboard.

- Click the **Save and Close** button on the toolbar to save the new EDI connection profile and close the **New EDI Connection Profile** dialog box. You can also select **Save and Close** from the **File** menu or press **Alt + F, E**.
- Click the **Save and New** button on the toolbar to save the new EDI connection profile and create a new profile. You can also select **Save and New** from the **File** menu or press **Alt + F, V**.
- Or to close the **New EDI Connection Profile** dialog box without saving select **Close** from the **File** menu or press **Alt + F, C** on your keyboard.

Result: If saved, a new EDI Connection Profile is created from the copy.

---

## **Deleting an EDI Connection Profile**

---

Operators may delete EDI Connection profiles.

The procedure for deleting a connection profile is shown in [Procedure 4-15, Deleting a Connection Profile](#).



### **Procedure 4-15. Deleting a Connection Profile**

---

Use the following to delete an EDI Connection Profile.

1. After you have conducted a search for an EDI connection profile, select the connection profile that you want to delete from the search results list and click the **Edit** button or press **Alt + E** on your keyboard. You can also double-click the connection profile that you want to edit.

Result: The **Edit EDI Connection Profile** dialog box opens.

2. Click the **Delete** button ([Figure 4-30](#)) on the toolbar. You can also select **Delete** from the **File** menu or press **Alt + F, D** on your keyboard.



---

**Figure 4-30. Delete button**

---

Result: A confirmation message displays if you have selected to use the deletion reminder option on the **Sounds and Animation** tab of your Session Preferences (see [Sounds and Animation Tab on page 18-14](#) for more information.) If you have not selected to use the deletion reminder option, you do not receive a confirmation message.

3. Click the **Yes** button to continue with the deletion. Click the **No** button to cancel the deletion.

Result: If clicked **Yes**, the profile is deleted.

---

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## Ledger and Fund Activities

# 5

---

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## Ledger and Fund Activities

# 5

---

### Introduction

---

Ledger and fund activities allow you to maintain your library's ledgers and funds. Ledgers contain the funds that you use to purchase your line items (the items you order for your library.) It is helpful to think of ledgers as a book and the funds as pages in the book. A ledger has one fiscal year and belongs to one policy group. All of the ledger's funds would inherit the fiscal year and policy group.

Operator access to a location is determined by the locations selected within the Acquisitions/Serials Profile Definitions in the System Administration module (see the *Voyager System Administration User's Guide*.) If any of the locations associated with a ledger are not included in the security profile of the operator, that operator cannot access the ledger or its funds.

Note that when searching and retrieving ledgers, the user must have access to all of the locations that a ledger has assigned to it. However, when specifying a ledger to be used as the source of funds on a purchase order, the user is able to view all ledgers that have the Intended Location (from the **Copies/Funds** tab of the line item) attached, regardless of what the other locations attached to the ledger are and whether the user's profile allows access to them.

---

## Purpose of this Chapter

---

This chapter discusses:

- Overview of ledgers and funds
- The connection between ledgers, funds, and locations
- Creating, editing, and deleting ledgers
- Creating, editing, and deleting funds
- Overview of commitments and expenditures
- Fund warnings and blocks

## Overview of Ledgers

---

A ledger contains one or more funds. They are associated with a specific fiscal period, and a specific Acquisitions policy group. Due to the policy group, specific locations are related to a ledger.

Additionally information regarding commitments and expenditures can be associated with a ledger.

- Commitments relate to money that is committed on a pending purchase order.
- Expenditures relate to money that is considered spent, thus that money on an invoice.

Rollover information is populated if the Fiscal Period Close program is run. See [Fiscal Period Close \(FPC\)](#) on page 16-1. Notes regarding the ledger can be added if wanted. Also, creation and update information is available.

Lastly ledgers contain funds.

## Overview of Funds

---

Funds are associated with the ledger's Acquisitions policy group, fiscal period, and locations. However, a fund may have different begin and end dates than the fiscal period assigned to the ledger. Also, not all of the locations associated with a ledger need be associated with a fund.

There are three categories of funds: summary, allocated, and reporting. Only allocated funds contain money that can be spent. There are also fund types. The system defined fund types are gift, general, endowment, and grant. There can also be user-defined fund types. See the *Voyager System Administration User's Guide* for more information.

Additionally summary information regarding commitments and expenditures is available and rules can be defined to override the commitments and expenditures limits defined for the ledger.

Lastly, within funds, operators can add, subtract, or transfer monies.

## **Ledgers, Funds, and Locations**

---

Operators have access to ledgers and their associated funds providing they have access to the locations assigned to those ledgers.



### **IMPORTANT:**

*Security profiles govern who has access to ledgers. The operators must have security access for all locations selected in a ledger's list. After saving a ledger if any of the locations associated with a ledger are not included in the operators' security profile, those operators cannot access (or see) any ledger or any ledger's funds to edit or change ledger functions. Operators do not have to be limited to what is in the ledger.*

See the *Voyager System Administration User's Guide* for more information.

### **Rules for ledgers, funds, and locations**

---

A ledger is assigned to one and only one acquisitions policy group, selected when the ledger is created.

The ledger can be assigned to one or many locations from that acquisitions policy group. This feature allows you to have fund structures that pertain to only a subset of the locations in the acquisitions policy group. That is, when you select the policy group for a new ledger, all locations in that policy group display, select only the ones that apply to the ledger.

Ledgers and funds may not cross policy groups. Locations for a ledger must be included in the same policy group.

Ledger locations should include the following.

- 
1. All storage locations (holding, intended) for which materials can be ordered
  2. All happening locations where staff does work
    - All locations that order, claim, and pay for items
    - Locations that receive items
    - Serials check-in locations

See the *Voyager System Administration User's Guide* for additional information.

## **How to solve the problem of “Disappearing” Ledgers**

If the operator does not see the ledger(s) there are three areas you can check to see if all locations and values are selected for the ledger.

- Acquisitions Policy Group
- Acquisitions Security Profile
- Associated with a Ledger

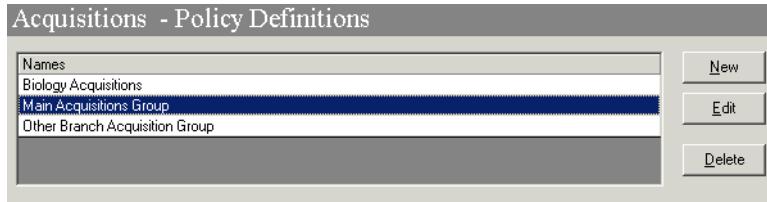
The procedure for checking if a ledger is associated with an Acquisitions Policy Group is shown in [Procedure 5-1, Checking that a Location is in the Acquisitions Policy Group](#).



### **Procedure 5-1. Checking that a Location is in the Acquisitions Policy Group**

Use the following to check Acquisitions policy definitions to confirm location selection for ledgers.

1. Open the System Administration module.
2. Click the **Acquisitions** bar.
3. Click the **Policy Definitions** button. Highlight the Acquisitions policy group that contains the ledger you are checking (see [Figure 5-1](#)).

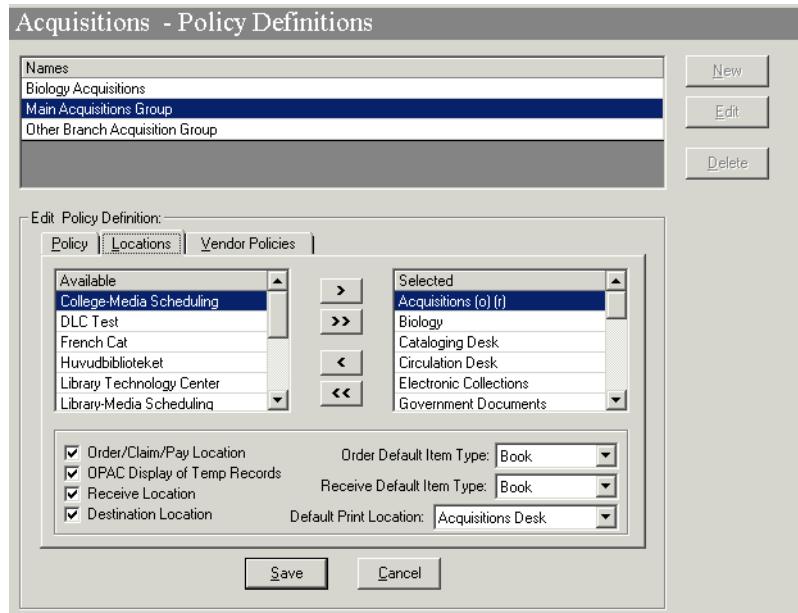


**Figure 5-1.** Edit Acq/Serials Group

4. Click the **Edit** button.
5. Click the **Locations** tab.

Result: The **Locations** tab displays (see [Figure 5-2](#)).

---



**Figure 5-2.** Acquisitions/Serials Group Definitions - Locations tab

6. If the location is not in the **Selected Locations** list, it is not in the policy group. You need to highlight it from the **Available Locations** list and click **Select** to add it to the group.

- 
- 7. After all locations are selected for the policy group, click **Save** or **Cancel**.

Result: The operator has checked if a location is associated with a specific policy group, and if needed has added it to the group.

---

The procedure for checking that a locations is associated with an Acquisitions security profile is shown in [Procedure 5-2, Checking that a Location is in the Acquisitions Security Profile](#).



#### **Procedure 5-2. Checking that a Location is in the Acquisitions Security Profile**

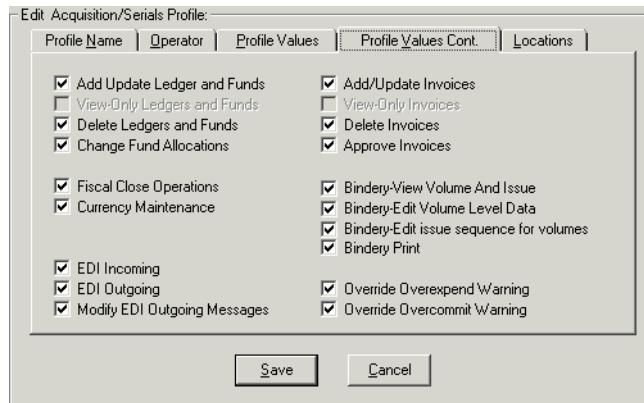
---

Use the following to confirm location selection for Acquisitions security profile.

- 1. Open the System Administration module.
- 2. Click the **Security** bar.
- 3. Click the **Acquisitions/Serials Profiles** button.

Result: The **Security - Acquisitions/Serials Profiles** dialog box opens.

- 4. Highlight the operator or operator's group that needs access to the ledger and click **Edit**.
- 5. Click the **Operators** tab and check to see if the operator is in the Selected Operators' list.
- 6. Click the **Profile Values** tab for the operator. Make sure the appropriate check boxes are selected for ledgers and funds (see [Figure 5-3](#)).



---

**Figure 5-3. Profile Values tab - Ledgers and Funds**

7. Click the **Locations** tab.
8. Make sure the location where the operator is working is in the **Selected Locations** list. If it is not, highlight it from the **Available Locations** list and click **Select**.

Result: The operator has checked if a location is associated with a specific security profile, and if needed added it to the profile.

---

The procedure for checking that a location is assigned to a ledger is shown in [Procedure 5-3, Checking that a Location is assigned to a Ledger](#).



---

#### **Procedure 5-3. Checking that a Location is assigned to a Ledger**

---

Use the following to confirm the location is in the ledger.

1. Open the Acquisitions module.
2. From the **File** menu select **Search> Ledger**.

Result: The **Find Ledger** dialog box opens (see [Figure 5-4](#)).

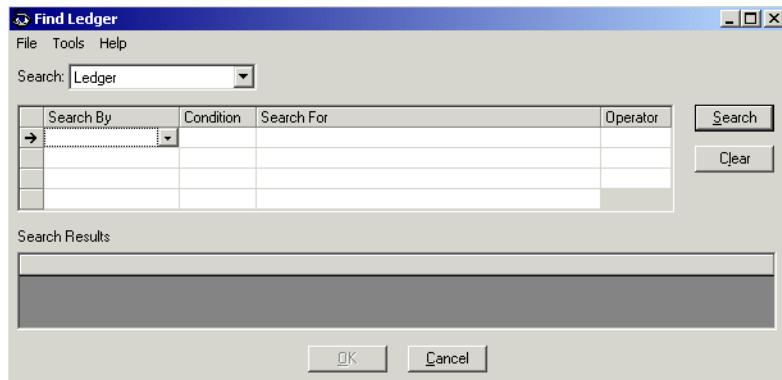


Figure 5-4. Find Ledger dialog box

3. Select **Location** from the drop-down menu in the **Search By** column.

Result: Location populates the **Search By** field and equal populates the **Condition** field.

4. In the **Search For** column, click the **ellipsis**. The **Select a Location** dialog box opens (see [Figure 5-5](#)).

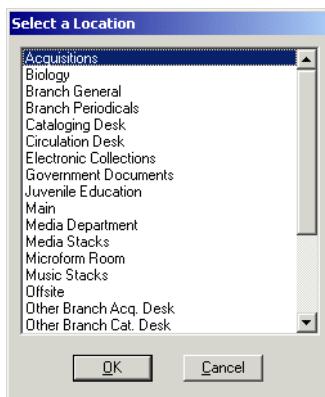


Figure 5-5. Select a Location dialog box

5. If you do not see the location listed in this dialog box, you need to add the location to the Acquisitions policy group. Check the security profile for that operator to make sure you added the location to it.

Result: The operator has checked if a location is associated with a specific ledger.

---

## Ledger Dialog box

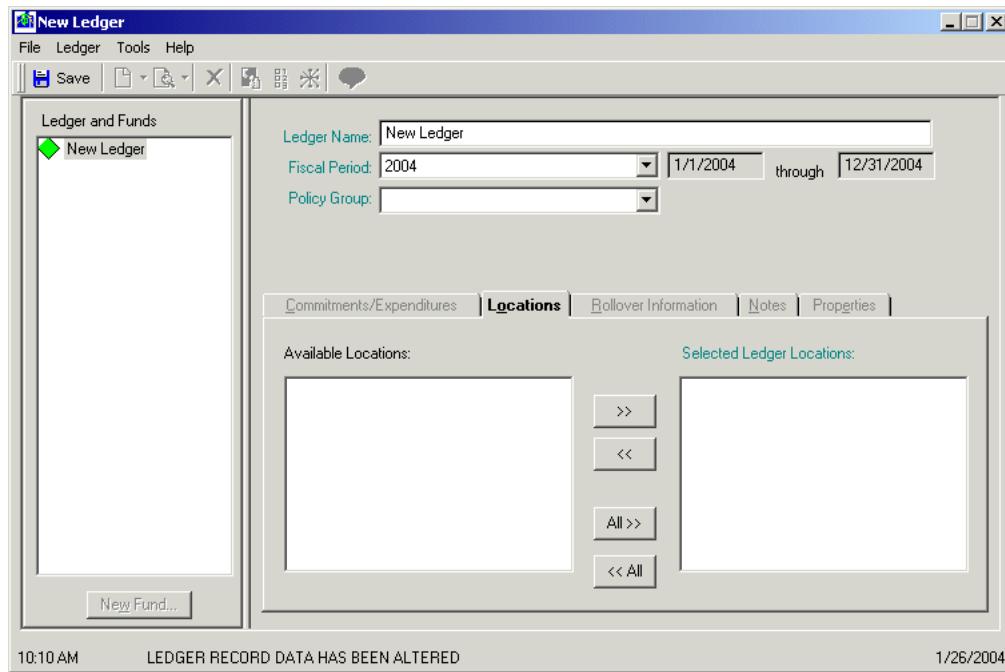
---

The **Ledger** dialog box ([Figure 5-6](#)) is where users can create and maintain both ledgers and funds.

**NOTE:**

When first accessing this dialog box it is entitled, "New Ledger". Once a ledger is created and saved, it is entitled, "Ledger - ledger name".

---



---

**Figure 5-6. Ledger dialog box**

---

The **Ledger** dialog box contains the following sections and tabs.

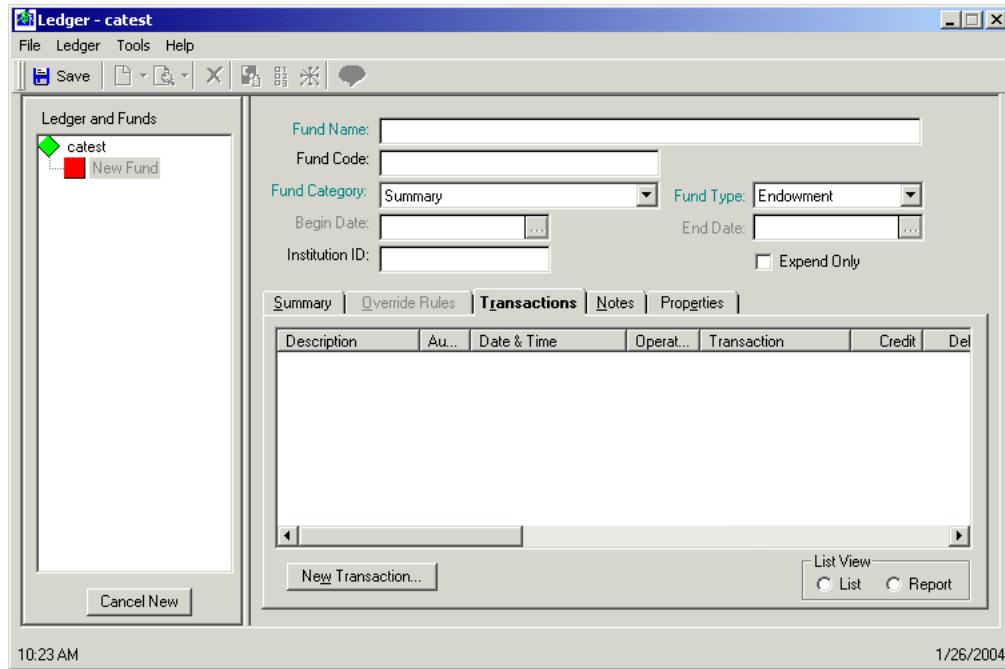
- Ledgers and funds section
- Header Information section
- **Commitments/Expenditures** tab
- **Locations** tab
- **Rollover Information** tab
- **Notes** tab
- **Properties** tab

### **Ledgers and Funds Section**

---

The Ledgers and Funds section on the left side of the dialog box displays the ledger name and the funds associated with it. It also contains the **New Fund** button or the **Cancel New** button.

When the **New Fund** button is clicked the fund information and fund tabs display in the ledger dialog box ([Figure 5-7](#)). See [Funds Associated with Ledgers](#) on [page 5-30](#).



**Figure 5-7. Ledger dialog box - Fund information**

When the **Cancel New** button is clicked the new fund is canceled, providing it has not been saved. Once a fund is saved to the database it cannot be canceled, it must be deleted. See [Deleting a Ledger](#) on page 5-28.

### Ledger - Header Information

---

The three fields at the head of the **New Ledger** dialog box comprise the Header Information of the ledger record. These three fields contain the general identification information of your ledger. The majority of additional ledger information located on the tabs below the header fields cannot be accessed until the three header fields have been completed and locations have been selected on the **Locations** tab.

[Table 5-1](#) describes the Ledger - Header Information section of the **Ledger** dialog box.

**Table 5-1. Ledger - Header Information section of the Ledger dialog box**

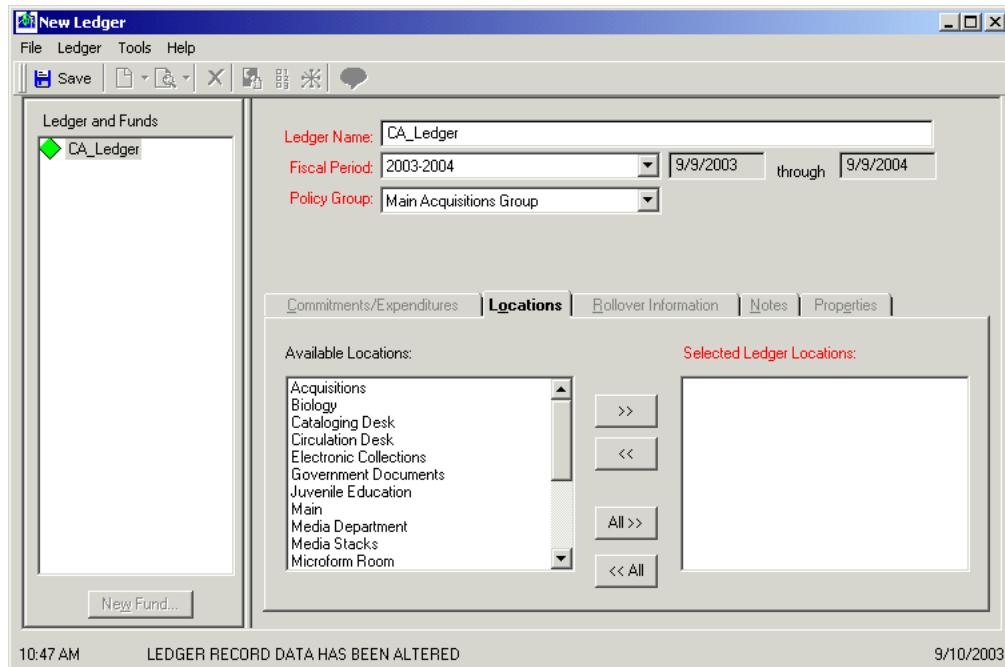
Name	Description	Required	Type, Range, and Default
Ledger Name	Name for your ledger.  This value can be used to retrieve the ledger when conducting a search.	Yes	Alphanumeric, punctuation, and spaces  Uppercase and lowercase allowed  40 characters  “New Ledger” is the default value.
Fiscal Period	The fiscal period to which the ledger is associated.  Fiscal Periods are defined in the System Administration Module (see the <i>Voyager System Administration User’s Guide</i> .)  The fiscal period can be used to retrieve the ledger when conducting a search.	Yes	Drop-down  The current fiscal period is the default value.
Dates	The begin and end dates of the fiscal period selected in the Fiscal Period field.	Yes	Populated by the system based on the fiscal period selected from drop-down menu.
Policy Group	Policy group associated with this ledger.  These are defined in the System Administration Module (see the <i>Voyager System Administration User’s Guide</i> for more information.)	Yes	Drop-down

### Ledger - Locations Tab

---

After you select a policy group for your ledger, the **Locations** tab on the **Ledger** dialog box opens (see [Figure 5-8](#)).

---



---

**Figure 5-8. Ledger dialog box - Locations tab**

---

[Table 5-2](#) describes the **Locations** tab.

**Table 5-2. Description of the Locations tab of the Ledger dialog box**

Name	Description	Required	Type, Range, and Default
Available Locations list box	List of all of the locations available for you to select as your ledger's locations. For example, to purchase items for one or more locations using funds from this ledger, you need to select the wanted locations.  These locations can be used to retrieve the ledger when conducting a search.	Yes	List of all
Selection buttons: <ul style="list-style-type: none"><li>• &gt;&gt;</li><li>• &lt;&lt;</li><li>• All &gt;&gt;</li><li>• All &lt;&lt;</li></ul>	These buttons move the selected locations between the two list boxes.		Button
Selected Ledgers Location	List of all locations selected to be associated with this ledger.  The locations that use a ledger must be one of the locations in the Voyager Acquisitions policy group (see the <i>Voyager System Administration User's Guide</i> .)  Locations can share the same ledger (all locations must share the same fiscal period.) If a security location isn't associated with a ledger, the operator doesn't have access to the funds within that ledger.  See <a href="#">Ledgers, Funds, and Locations</a> .	Yes	List

## Commitments/ Expenditures Tab

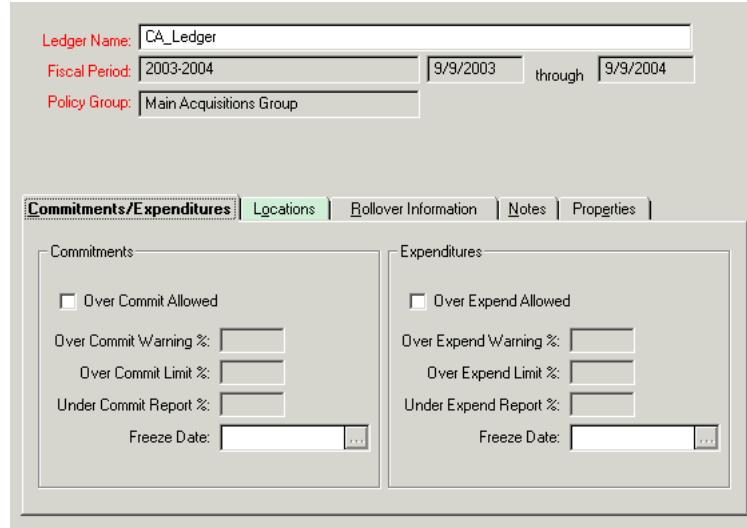
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The **Commitments/Expenditures** tab contains two sections (see [Figure 5-9](#)).

- Commitments
- Expenditures

These sections regulate the use of any funds associated with the ledger.

---



---

**Figure 5-9. Ledger dialog box - Commitments/Expenditures tab**

[Table 5-3](#) describes the **Commitments/Expenditures** tab.

**Table 5-3. Description of the Commitments/Expenditures tab**

Name	Description	Required	Type, Range, and Default
<b>Commitments section</b>			
Over Commit Allowed check box	Allows over committing a ledger. Selecting this check box enables the rest of the fields in the Commitments section of the Commitments/Expenditures tab.	No	Check box
Over Commit Warning %	The maximum over commitment percentage that generates an online warning.  Therefore, if approving a purchase order on which the commitment to a fund has surpassed the Over Commit Warning %, you are warned of the overcommitment.	No  If the <b>Over Commit Allowed</b> check box is selected, either this field or the <b>Over Commit Limit %</b> field must have a percentage.	0 to 999  The default is 0.
Over Commit Limit %	The maximum over commitment limit percentage.  This prevents fund over commitment at the designated percentage.	No  If the <b>Over Commit Allowed</b> check box is selected, either this field or the <b>Over Commit Warning %</b> field must have a percentage.	0 to 999  The default is 0.
Under Commit Report %	The maximum under commitment percentage that generates a report.	No	0 to 999  The default is 0.

**Table 5-3. Description of the Commitments/Expenditures tab**

Name	Description	Required	Type, Range, and Default
Freeze Date	The date on which you want to stop over commitment.  If the field is left blank, the system keeps over committing until the over commitment limit percentage is reached or until the end of the fiscal year.	No	Date
<b>Expenditures section</b>			
Over Expend Allowed check box	Allows over expending on a ledger. Selecting this check box enables the rest of the fields in the Expenditures section of the Commitments/Expenditures tab.	No	Check box
Over Expend Warning %	The maximum over expend percentage that generates an on-line warning.  If you attempt to approve an invoice on which the expenditure of a fund has surpassed the Over Expend Warning %, you are warned of the over expenditure.	No  If the <b>Over Expend Allowed</b> check box is selected, either this field or the <b>Over Expend Limit %</b> field must have a percentage.	0 to 999  The default is 0.

**Table 5-3. Description of the Commitments/Expenditures tab**

Name	Description	Required	Type, Range, and Default
Over Expend Limit %	The maximum over expend limit percentage.  This prevents fund over expenditure at the designated percentage.	No  If the <b>Over Expend Allowed</b> check box is selected, either this field or the <b>Over Expend Warning %</b> field must have a percentage.	0 to 999  The default is 0.
Under Expend Report %	The maximum under expend percentage that generates a report.	No	0 to 999  The default is 0.
Freeze Date	The date on which you want to stop over expending.  If the field is left blank, the system keeps over expending until the over expend limit percentage is reached or until the end of the fiscal year.	No	Date

**NOTE:**

Commitment and expenditure values can also be specified at the level of the fund as well, overriding the commitment and expenditure values at the level of the ledger (see [Override Rules Tab](#) on [page 5-36](#) for more information.)

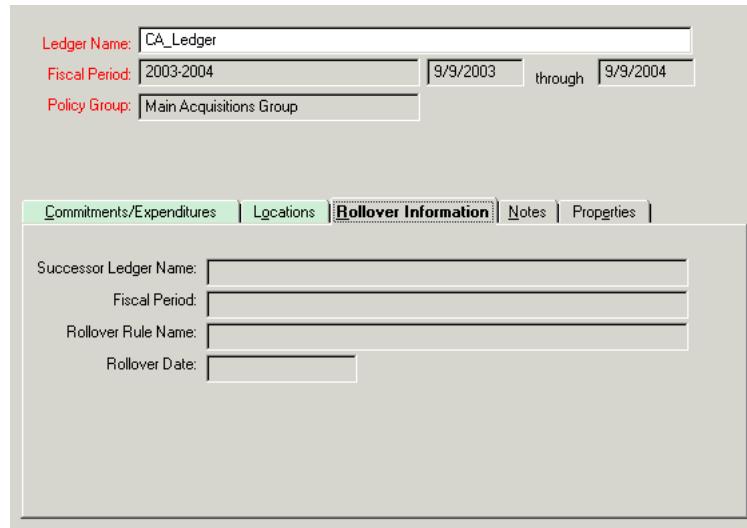
To simplify the set-up of your ledger, default commitment and expenditure values can be automatically applied to the **Commitments/Expenditures** tab. For more information, see [Ledger Defaults](#) on [page 17-19](#).

The procedure for configuring commitments is shown in [Procedure 5-6, Configuring Commitments](#). The procedure for configuring expenditures is shown in [Procedure 5-7, Configuring Expenditures](#).

## Rollover Information Tab

The **Rollover Information** tab ([Figure 5-10](#)) displays the following information from the rollover rule associated with the ledger:

- Successor Ledger Name
- Fiscal Period
- Rollover Rule Name
- Rollover Date



**Figure 5-10.** Ledger dialog box - Rollover Information tab

Rollover takes effect at the end of the fiscal period assigned to a ledger. Rollover Rules are used to indicate how open activities from the old fiscal period are rolled over to the new fiscal period. See the *Voyager Acquisitions User's Guide*, [Fiscal Period Close \(FPC\)](#) on [page 16-1](#) for more information.

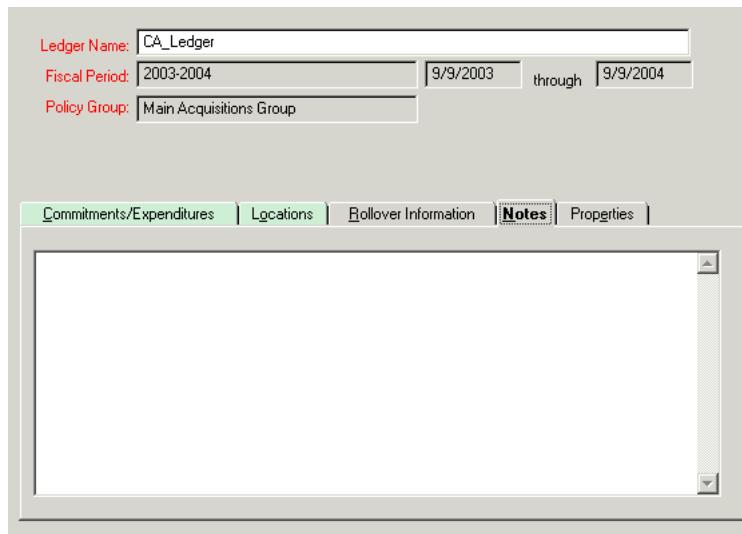
To access this tab, click the **Rollover Information** tab, press **Alt + R** on your keyboard, select **Rollover Information** from the **Ledger** dialog box, or press **Alt + L, R** on your keyboard.

## Notes Tab

---

The **Notes** tab ([Figure 5-11](#)) on the **Ledger** dialog box contains a 1,900 character free-text box in which you can enter any additional information you want associated with the ledger.

---



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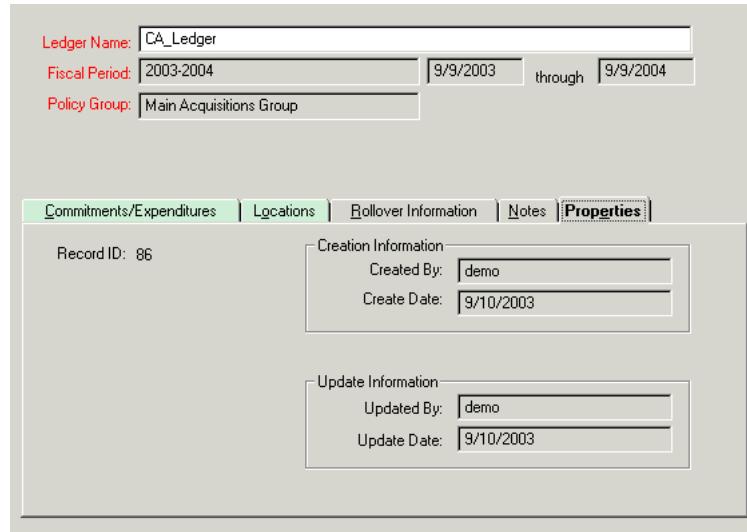
**Figure 5-11.** Ledger dialog box - Notes tab

## Properties Tab

---

The **Properties** tab ([Figure 5-12](#)) displays the following historical information about the ledger record:

- Record ID of the ledger record (the actual ID of the record in the database)
- Who the ledger was created by
- The date on which the ledger was created
- Who last updated the ledger
- The date on which the ledger was last updated



---

**Figure 5-12. Ledger dialog box - Properties tab**

To access the **Properties** tab, from an open ledger, click the **Properties** tab or press **Alt + E** on your keyboard, select **Properties** from the **Ledger** dialog box, or press **Alt + L, E** on your keyboard. These fields are not editable.

## **Creating a New Ledger**

---

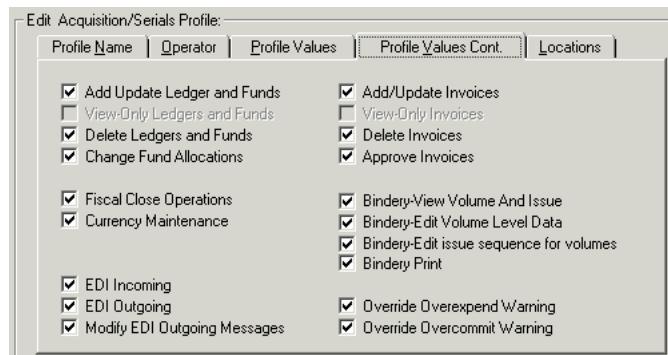
The procedures for creating a new ledger and completing the tabs on the **Ledger** dialog box are shown in the following:

- [Procedure 5-4, Accessing the New Ledger dialog box](#)
- [Procedure 5-5, Adding Ledger Header and Location Information](#)
- [Procedure 5-6, Configuring Commitments](#)
- [Procedure 5-7, Configuring Expenditures](#).
- [Procedure 5-8, Adding Notes to a Ledger](#)

## Security to Create and Edit a Ledger

To be authorized to create or edit a ledger, check the **Add/Update Ledgers and Funds** check box in the **Profile Values Cont.** tab ([Figure 5-13](#)) of an operator's Acquisitions/Serials Security Profile. See the *Voyager System Administration User's Guide* for more information.

If the **View-Only Ledgers and Funds** check box is selected on the **Profile Values Cont.** tab of an operator's Acquisitions/Serials Profile, the operator is able to view ledgers and funds, but the operator cannot perform any functions on them.



**Figure 5-13. Profile Values Cont. tab**

The procedure for accessing the **New Ledger** dialog box is shown in [Procedure 5-4, Accessing the New Ledger dialog box](#).



### Procedure 5-4. Accessing the New Ledger dialog box

Use the following to access the **New Ledger** dialog box.

1. Click the **Ledgers and Funds** bar in the listbar.

Result: The listbar displays the six Ledgers and Funds buttons: New Ledger, Search Ledgers, Search Funds, Currency, New Rollover Rule, and Search Rollover Rules.

2. There are a number of ways to create a new ledger:

- Click the **New Ledger** button ([Figure 5-14](#)) in the listbar.



Figure 5-14. New Ledger button

- Select **Ledgers and Funds** from the **View** menu and then select **New Ledger** from the cascading menu.
  - Press **Alt + V, L, N** on your keyboard.
  - You can also click the down arrow beside the **New Item** button on the toolbar and then select **New Ledger** from the list (see [Figure 5-15](#)).
- 

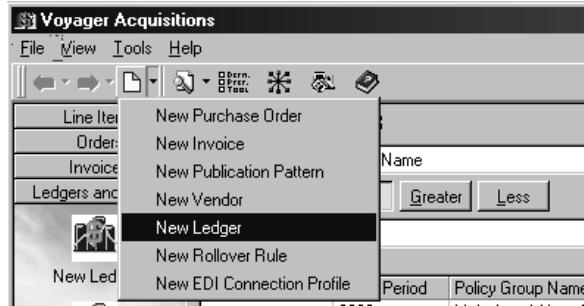
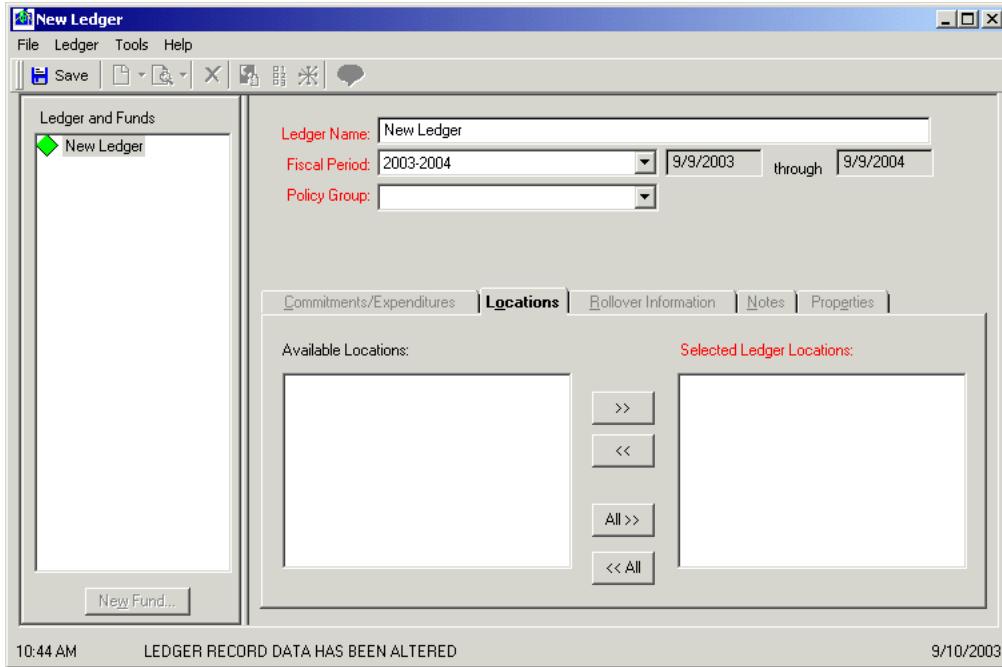


Figure 5-15. New Item button selected on the toolbar - list displayed

Result: The **New Ledger** dialog box opens (see [Figure 5-16](#)).



**Figure 5-16.** New Ledger dialog box

The procedure for adding header and location information to a new ledger is shown in [Procedure 5-5, Adding Ledger Header and Location Information](#).



#### **Procedure 5-5. Adding Ledger Header and Location Information**

Use the following to add header and location information to create a new ledger.

1. From a newly-accessed **Ledger** dialog box, enter a name for your ledger in the **Ledger Name** field.
2. Select a fiscal period for your ledger from the drop-down menu in the **Fiscal Period** field.
3. Select a Policy Group for your ledger from the drop-down menu in the **Policy Group** field.

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See notice on first page

4. Click the **Locations** tab or press **Alt + O** on your keyboard. You can also select **Locations** from the **Ledger** dialog box or press **Alt + L, O** on your keyboard. Select the locations that you want to use with your ledger.

Click the **All >>** button to move all of the locations in the Available Locations list to the **Selected Locations** list box. Click the **<< All** button to move all of the locations in the **Selected Locations** list back to the **Available Locations** list.

You can also move single locations or groups of locations between the **Available Locations** and **Selected Locations** list by using the **>>** and **<<** buttons. To select more than one location but not all locations, hold down the **Ctrl** key on your keyboard and click your mouse on each location that you want to select.

5. Click the **Save** button ([Figure 5-17](#)) on the toolbar or select **Save** from the **File** menu before you can access the other tabs on the **Ledger** dialog box.
- 



---

**Figure 5-17. Save button**

Result: The new ledger is created.

---

The procedure for configuring commitments for a ledger is shown in [Procedure 5-6, Configuring Commitments](#).

**NOTE:**

Allowing over commitments for a ledger is completely optional.



---

#### **Procedure 5-6. Configuring Commitments**

---

Use the following to configure commitments.

1. Conduct a search for a ledger (see [Standard Searches](#) on [page 2-2](#) or [Quick Searches](#) on [page 2-5](#)), and select the ledger that you want to configure.
2. Select the **Over Commit Allowed** check box if you want fund overcommitment allowed.
3. Enter the maximum overcommitment percentage that generates a warning in the **Over Commit Warning%** field.

- 
- 4. Enter the maximum overcommitment limit percentage in the **Over Commit Limit %** field.
  - 5. Enter the maximum undercommitment percentage that generates a report in the **Under Commit Report %** field.
  - 6. Select a date from the drop-down menu in the **Freeze Date** field.

Result: The commitments are configured.

---

The procedure for configuring expenditures is shown in [Procedure 5-7, Configuring Expenditures](#).

**NOTE:**

Allowing over expenditures for a ledger is completely optional.



### **Procedure 5-7. Configuring Expenditures**

---

Use the following to configure expenditures.

- 1. Conduct a search for a ledger (see [Standard Searches](#) on [page 2-2](#) or [Quick Searches](#) on [page 2-5](#)) you want to configure.
- 2. Click the **Commitments/Expenditures** tab or press **Alt + C** on your keyboard. You can also select **Commitments/Expenditures** from the **Ledger** dialog box or press **Alt + L, C** on your keyboard.
- 3. Select the **Over Expend Allowed** check box if you want overexpending allowed.
- 4. Enter the maximum overexpend percentage that generates a warning in the **Over Expend Warning %** field.
- 5. Enter the maximum overexpend limit percentage in the **Over Expend Limit %** field.
- 6. Enter the maximum underexpend percentage that generates a report in the **Under Expend Report %** field.
- 7. Select the date from the drop-down menu in the **Freeze Date** field.

Result: The expenditures are configured.

---

The procedure for adding a note to a ledger is shown in [Procedure 5-8, Adding Notes to a Ledger](#).



### **Procedure 5-8. Adding Notes to a Ledger**

---

Use the following to add a note to a ledger.

1. From an open ledger, click the **Notes** tab or press **Alt + N** on your keyboard. You can also select **Notes** from the **Ledger** dialog box, or press **Alt + L, N** on your keyboard.

Result: The **Notes** tab opens.
  2. Enter the wanted information in the box.

Result: The note is added.
- 

## **Editing a Ledger**

---

Operators may edit a ledger.

The procedure for editing a ledger is shown in [Procedure 5-9, Editing a Ledger](#).



### **Procedure 5-9. Editing a Ledger**

---

Use the following to edit a ledger.

1. Conduct a search for a ledger (see [Standard Searches](#) on [page 2-2](#) or [Quick Searches](#) on [page 2-5](#)), and select the ledger that you want to edit from the search results list and click the **Edit** button.

Result: The ledger opens.
2. Click the field or tab containing the ledger information that you want to edit.

---

[Table 5-4](#) shows where to find explanations of each section of a ledger.

**Table 5-4. Page References for Ledger Sections**

Header Information	<a href="#">5-11</a>
Commitments/Expenditures tab	<a href="#">5-15</a>
Locations tab	<a href="#">5-13</a>
Rollover Information tab	<a href="#">5-19</a>
Notes tab	<a href="#">5-20</a>
Properties tab	<a href="#">5-20</a>

3. After changing any data, click the **Save** button.

Result: The wanted information is edited.

---

## **Deleting a Ledger**

---

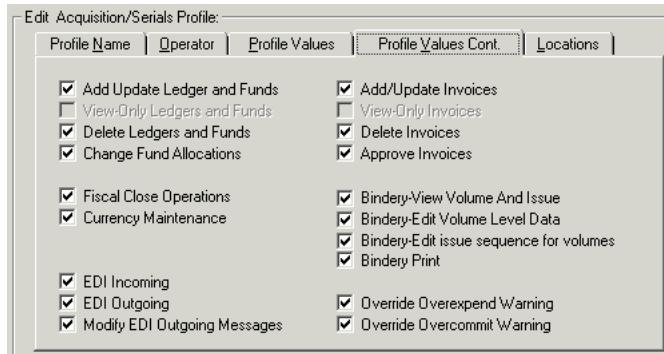
A ledger cannot be deleted if any of its funds are in use on a purchase order or an invoice.

### **Security to Delete a Ledger**

---

To be authorized to delete a ledger, check the **Delete Ledgers and Funds** check box in the **Profile Values Cont.** tab ([Figure 5-18](#)) of an operator's Acquisitions/Serials Security Profile. See the *Voyager System Administration User's Guide* for more information.

If the **View-Only Ledgers and Funds** check box is selected on the **Profile Values Cont.** tab of an operator's Acquisitions/Serials Profile, the operator is able to view ledgers and funds, but the operator cannot perform any functions on them.



---

**Figure 5-18. Profile Values Cont. tab**

The procedure for deleting a ledger is shown in [Procedure 5-10, Deleting a Ledger](#).



---

### Procedure 5-10. Deleting a Ledger

---

Use the following to delete a ledger.

1. Conduct a search for a ledger (see [Standard Searches](#) on [page 2-2](#) or [Quick Searches](#) on [page 2-5](#)), and select the ledger that you want to edit from the search results list and click the **Edit** button.

Result: The ledger opens.

2. Click the **Delete** button ([Figure 5-19](#)) on the toolbar or select **Delete** from the **File** menu. You can also press **Alt + F, D** on your keyboard.



---

**Figure 5-19. Delete button**

---

---

Result: A confirmation message displays if you have selected to use the deletion reminder option on the **Sounds and Animation** tab of your Session Preferences (see [Sounds and Animation Tab on page 18-14](#) for more information.) If you have not selected to use the deletion reminder option, you do not receive a confirmation message.

3. Click the **Yes** button to continue with the deletion. Click the **No** button to cancel the deletion.

Result: If clicked **Yes**, the ledger is deleted.

---

## Funds Associated with Ledgers

---

Ledgers can have one or more funds associated with them. Funds are organized hierarchically into three category types:

- Summary
- Allocated
- Reporting

### Summary Funds

---

Summary funds ([Figure 5-20](#)) do not have allocations (money). They allow you to gather a summary of information about all of their subordinate funds. Analyzing fund activity at the summary fund level allows you to see the expenditure activities of all allocated and reporting funds associated with the summary fund.

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**Figure 5-20. Summary Funds Indicator**

### Allocated Funds

---

Allocated funds ([Figure 5-21](#)) are usually subordinate to summary funds. In addition, allocated funds contain real money. An allocated fund can be set up to have additional money added to it during the course of the fiscal period for expenditures only (a dollar amount allocated for an entire fiscal period from budget or for a deposit account.)



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**Figure 5-21. Allocated Funds Indicator**

### **Reporting Funds**

---

Reporting funds ([Figure 5-22](#)) are usually subordinate to allocated funds and do not have money in them, but they can be selected on purchase orders and invoices. Money to pay for invoice items comes from a reporting fund's parent allocated fund. Reporting funds generate detailed information about the expenditures from that allocated fund.

---



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**Figure 5-22. Reporting Funds Indicator**

### **Begin and End Dates**

When an Allocated or Reporting fund is created, the fund's begin and end dates default to the begin and end dates of the parent level in the hierarchy. If the parent level is the ledger itself, the fund inherits the dates of the ledger's fiscal period.

If the parent level is another fund, the system checks to see if the parent fund's begin and end dates have been changed to differ from the dates of the ledger's fiscal period. If so, the subordinate fund inherits the parent fund's changed dates. If not, the system continues looking up the hierarchy until it finds a fund that has had its begin and end dates changed. If it finds such a fund, it applies the dates to the fund that is being created. If it does not find such a fund, it applies the dates of the ledger's fiscal period to the fund that is being created.

#### **NOTE:**

For funds with begin and end dates that match the dates of the ledger's fiscal period, any time the ledger's fiscal period is redefined in the System Administration module, the fund's dates are changed accordingly. For funds that have begin and end dates that differ from the dates of the ledger's fiscal period, the dates are not automatically updated if the ledger's fiscal period is redefined in the System Administration module.

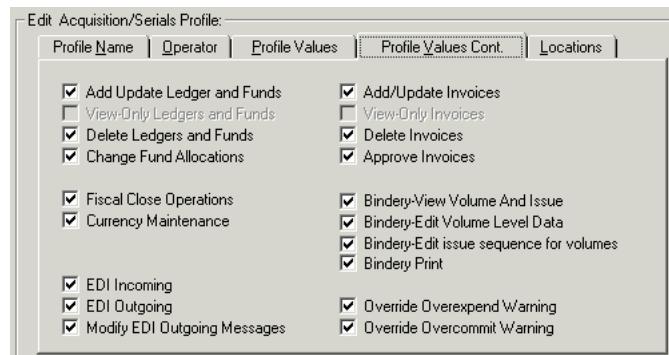
## **Security to Create and Edit a Fund**

---

To be authorized to create or edit a fund, check the **Add/Update Ledgers and Funds** check box in the **Profile Values Cont.** tab ([Figure 5-23](#)) of an operator's Acquisitions/Serials Security Profile. See the *Voyager System Administration User's Guide* for more information.

If the **View-Only Ledgers and Funds** check box is selected on the **Profile Values Cont.** tab of an operator's Acquisitions/Serials Profile, the operator is able to view ledgers and funds, but the operator cannot perform any functions on them.

---



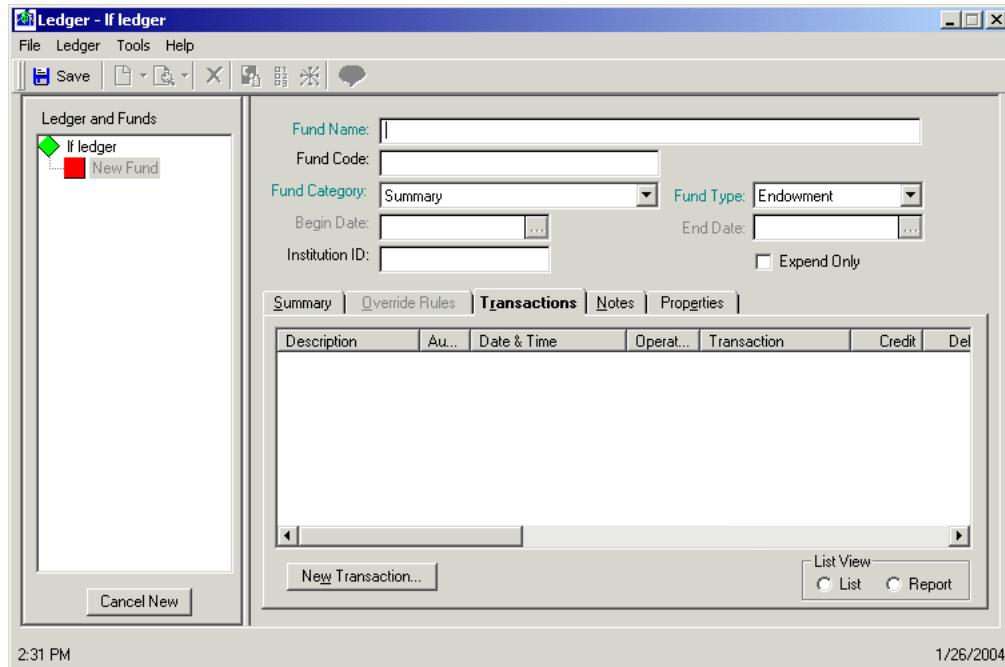
---

**Figure 5-23. Profile Values Cont. tab**

## **Ledger dialog box - Fund Information**

---

Use the **Ledger** dialog box - **Fund information** section ([Figure 5-24](#)) to create and edit funds associated with a ledger.



**Figure 5-24. Ledger dialog box - Fund information section**

The **Ledger** dialog box - **Fund Information** section contains the following sections and tabs.

- Ledgers and funds section, see [Ledgers and Funds Section](#) on [page 5-10](#)
- Fund - Header Information section
- **Summary** tab
- **Override Rules** tab
- **Transactions** tab
- **Notes** tab
- **Properties** tab

### Fund - Header Information

---

The fields in the Fund - Header Information section contain the general identification information of the fund. The majority of additional fund information is located on the tabs below the header fields.

[Table 5-5](#) describes the Fund - Header Information section of the **Ledger** dialog box.

**Table 5-5. Fund - Header Information section of the Ledger dialog box**

Name	Description	Required	Type, Range, and Default
Fund Name	Name of the fund.  When conducting a search, this value can be used to retrieve the fund or the ledger to which the fund belongs.	Yes	Alphanumeric, punctuation, and spaces  Uppercase and lowercase allowed  25 characters  No default value.
Fund Code	Code to identify the fund.  When conducting a search, this value can be used to retrieve a fund or the ledger to which the fund belongs.	Yes	Alphanumeric, punctuation, and spaces  Uppercase and lowercase allowed  10 characters  No default value.
Fund Category	Type of fund being added to the ledger. <ul style="list-style-type: none"><li>• Summary</li><li>• Allocated</li><li>• Reporting</li></ul>	Yes	Drop-down
Fund Type	Type of fund. <ul style="list-style-type: none"><li>• Endowment</li><li>• General</li><li>• Gift</li><li>• Grant</li><li>• User-defined type</li></ul> Fund types are defined in the System Administration Module (see the <i>Voyager System Administration User's Guide</i> for more information.)	Yes	Drop-down

**Table 5-5. Fund - Header Information section of the Ledger dialog box**

Name	Description	Required	Type, Range, and Default
Begin Date	Dates within which the fund may be used.T	Yes	Date The defaults are the begin and end dates used in the parent level fund or ledger in the hierarchy (see <a href="#">Begin and End Dates on page 5-31.</a> )
End Date	A fund's begin date cannot be changed to a date earlier than the begin date of the parent level in the hierarchy. A fund's end date cannot be changed to a date later than the end date of the parent level in the hierarchy.  <b>NOTE:</b> Summary funds do not use a begin or end date. Therefore, the <b>Begin Date</b> and <b>End Date</b> fields are not available for Summary funds.		
Institution ID	Your institution's fund identification. This ID prints on invoices.	No	Alphanumeric, punctuation, and spaces Uppercase and lowercase allowed 100 characters No default value.
Expend only	Allows you to expend against this fund. .	No	Check box

**Summary Tab**

The **Summary** tab ([Figure 5-25](#)) breaks down a fund's money and usages by displaying the fund's Allocations, Commitments, Expenditures, and Balance.

It contains the **Original Allocation** field which is the original monetary balance for the fund. This field is only available for an allocated fund.

**Figure 5-25. Summary tab**

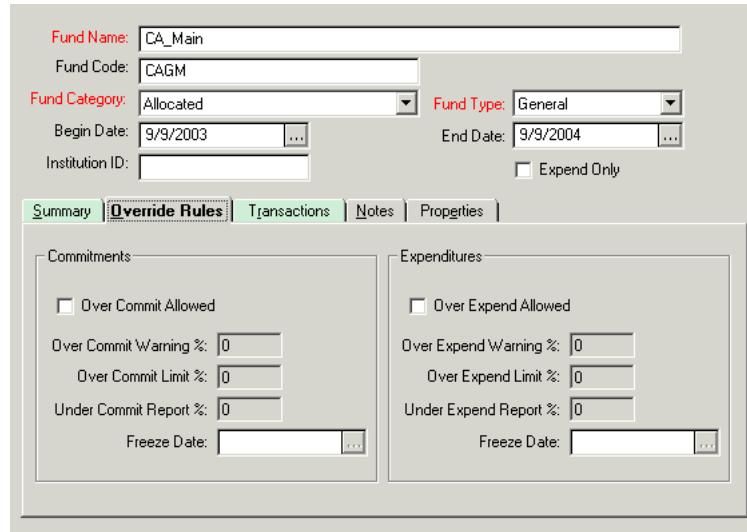
The maximum value for the Original Allocation is 21,000,000.00.

## Override Rules Tab

If the commitments and expenditures values for a fund are different than those defined for the ledger, you can use the **Override Rules** tab to override the commitments and expenditures values established at the ledger level.

The **Override Rules** tab ([Figure 5-26](#)) contains two sections: Commitments and Expenditures. These sections regulate the use of the fund. Commitments and expenditures values can be specified for the fund, overriding the commitments and expenditures values at the level of the ledger (see [Commitments/Expenditures Tab](#) on [page 5-15](#) for more information.)

To simplify the setup of your fund, default commitments and expenditures values can be automatically applied to the **Override Rules** tab. For more information, see [Fund Defaults](#) on [page 17-16](#).



**Figure 5-26.** Override Rules tab

[Table 5-6](#) describes the **Override Rules** tab.

**Table 5-6.** Description of the Override Rules tab

Name	Description	Required	Type, Range, and Default
<b>Commitments section</b>			
Over Commit Allowed check box	Allows over committing a fund. Selecting this check box enables the rest of the fields in the Commitments section of the <b>Override Rules</b> tab.	No	Check box

**Table 5-6. Description of the Override Rules tab**

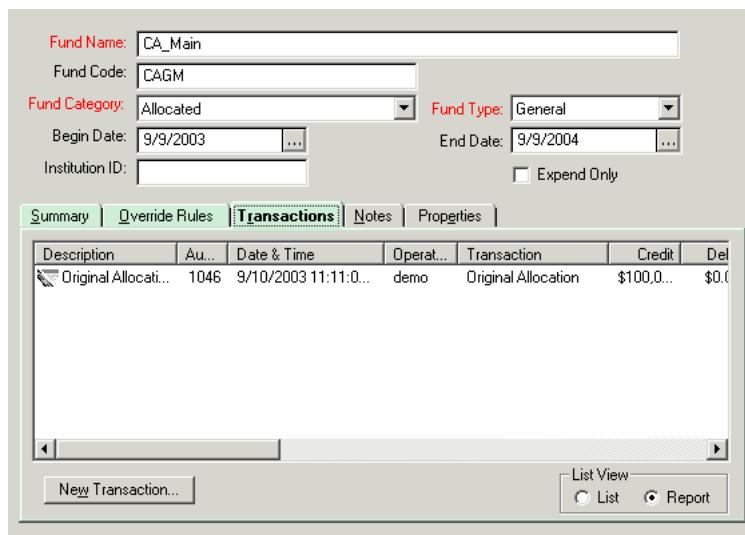
Name	Description	Required	Type, Range, and Default
Over Commit Warning %	<p>The maximum over commitment percentage that generates an online warning.</p> <p>Therefore, if approving a purchase order on which the commitment to a fund has surpassed the Over Commit Warning %, you are warned of the overcommitment.</p>	<p>No</p> <p>If the <b>Over Commit Allowed</b> check box is selected, either this field or the <b>Over Commit Limit %</b> field must have a percentage.</p>	<p>0 to 999</p> <p>The default is 0.</p>
Over Commit Limit %	<p>The maximum over commitment limit percentage.</p> <p>This prevents fund over commitment at the designated percentage.</p>	<p>No</p> <p>If the <b>Over Commit Allowed</b> check box is selected, either this field or the <b>Over Commit Warning %</b> field must have a percentage.</p>	<p>0 to 999</p> <p>The default is 0.</p>
Under Commit Report %	The maximum under commitment percentage that generates a report.	No	<p>0 to 999</p> <p>The default is 0.</p>
Freeze Date	<p>The date on which you want to stop over commitment.</p> <p>If the field is left blank, the system keeps over committing until the over commitment limit percentage is reached or until the end of the fiscal year.</p>	No	Date
<b>Expenditures section</b>			
Over Expend Allowed check box	<p>Allows over expending on a fund.</p> <p>Selecting this check box enables the rest of the fields in the Expenditures section of the <b>Override Rules</b> tab.</p>	No	Check box

**Table 5-6. Description of the Override Rules tab**

Name	Description	Required	Type, Range, and Default
Over Expend Warning %	The maximum over expend percentage that generates an on-line warning.  If you attempt to approve an invoice on which the expenditure of a fund has surpassed the Over Expend Warning %, you are warned of the over expenditure.	No  If the <b>Over Expend Allowed</b> check box is selected, either this field or the <b>Over Expend Limit %</b> field must have a percentage.	0 to 999  The default is 0.
Over Expend Limit %	The maximum over expend limit percentage.  This prevents fund over expenditure at the designated percentage.	No  If the <b>Over Expend Allowed</b> check box is selected, either this field or the <b>Over Expend Warning %</b> field must have a percentage.	0 to 999  The default is 0.
Under Expend Report %	The maximum under expend percentage that generates a report.	No	0 to 999  The default is 0.
Freeze Date	The date on which you want to stop over expending.  If the field is left blank, the system keeps over expending until the over expend limit percentage is reached or until the end of the fiscal year.	No	Date

**Transactions Tab**

The **Transactions** tab displays information about an allocated fund's transaction history (see [Figure 5-27](#)).

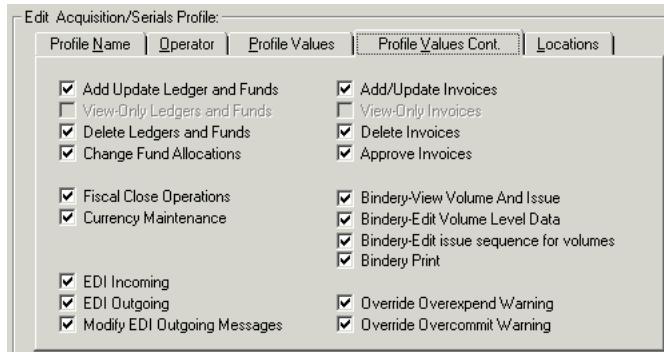


**Figure 5-27. Transactions tab**

In addition, you can conduct new transactions such as adding money to (crediting a fund) or subtracting money from the fund's allocation, or transferring money to or from a different fund using the **Fund Transactions** dialog box.

### **Security to Change Fund Allocations**

To be authorized to change fund allocations and do transfers, check the **Change Fund Allocations** check box in the **Profile Values Cont.** tab ([Figure 5-28](#)) of an operator's Acquisitions/Serials Security Profile. See the *Voyager System Administration User's Guide* for more information.

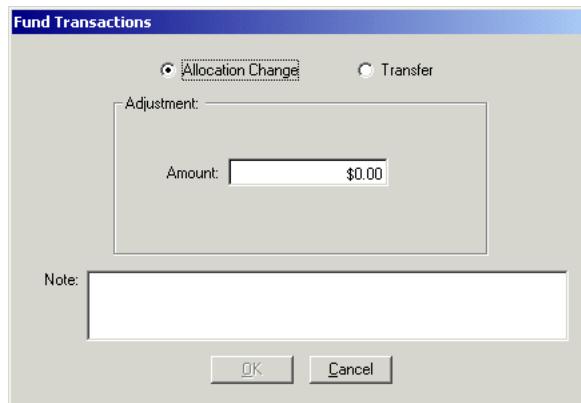


**Figure 5-28. Profile Values Cont. tab**

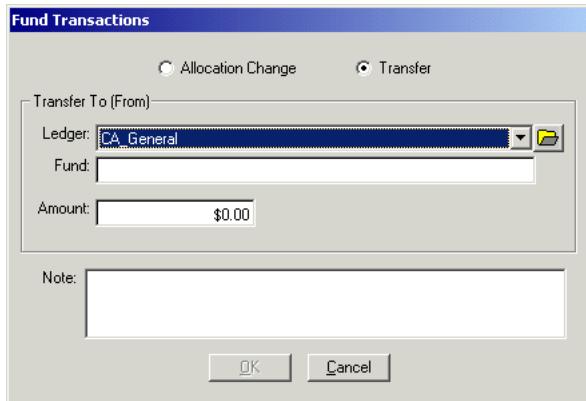
### Fund Transactions dialog box

---

The fields on the **Fund Transactions** dialog box vary depending on the type of transaction, an allocation change (see [Figure 5-29](#)) or transfer (see [Figure 5-30](#)).



**Figure 5-29. Fund Transactions dialog box - allocation change**



**Figure 5-30.** Fund Transactions dialog box - transfer

[Table 5-7](#) describes the fields of the **Fund Transactions** dialog box.

**Table 5-7. Description of the Fund Transactions dialog box**

Name	Description	Required	Type, Range, and Default
<b>Allocation Change</b>			
Amount	<p>The adjustment amount.</p> <p>This adjustment can be either a positive or negative amount. An amount is required in order for the transaction to be completed.</p> <p>To make the adjustment a negative amount, press the dash key on your keyboard. A negative amount displays in red and in parenthesis.</p>	Yes	0 - 21,000,000.00
Note	Notes related to this allocation change.	No	Free-text box 1,900 characters

**Table 5-7. Description of the Fund Transactions dialog box**

Name	Description	Required	Type, Range, and Default
<b>Transfer</b>			
Ledger	Ledger containing the fund involved in the transfer.	Yes	Drop-down Or click the folder to access the ledger and fund tree. See <a href="#">Selecting a fund in the Fund Transaction dialog box</a> .
Fund	Fund into which, or from which, money is transferred.	Yes	Enter fund code or click the folder to access the ledger and fund tree. See <a href="#">Selecting a fund in the Fund Transaction dialog box</a> .
Amount	The adjustment amount.  This adjustment can be either a positive or negative amount. An amount is required in order for the transaction to be completed.  To make the adjustment a negative amount, press the dash key on your keyboard. A negative amount displays in red and in parenthesis.	Yes	0 - 21,000,000.00
Note	Notes related to this transfer.	No	Free-text box 1,900 characters

**Selecting a fund in the Fund Transaction dialog box**

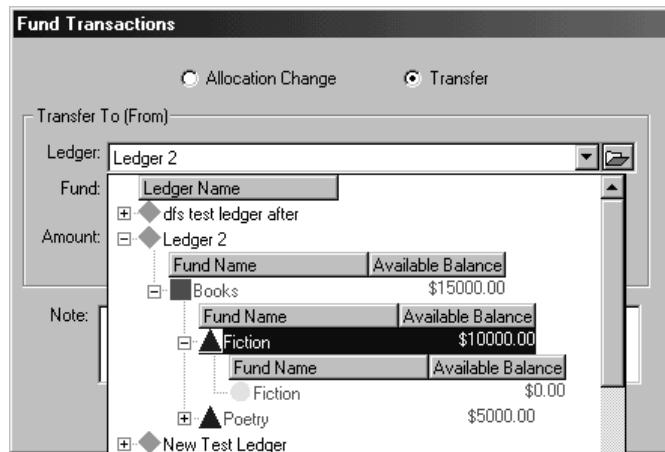
There are two ways you can select a fund: you can manually type a Fund Code in the **Fund** field or you can select a fund from a ledger/fund hierarchy.

- If you want to manually type a fund code into the **Fund** field, you must first select a ledger from the drop-down menu in the **Ledger** field. After you have selected a ledger, type the Fund Code into the **Fund** field. Because

typing the fund code into the field is often much faster than navigating a complex ledger/fund hierarchy, this feature improves the efficiency of your fund processing.

After the fund code has been entered, you must verify the code by clicking the ellipsis button beside the **Fund** field. If the fund code is valid, the name of the fund appears in the **Fund** field.

- If you want to select a fund from a ledger/fund hierarchy rather than typing the fund code into the **Fund** field, click the **folder** button beside the **Ledger** field. This displays a hierarchy of available ledgers and funds (see [Figure 5-31](#)). To aid you in selecting an appropriate fund, each fund's available balance displays within the hierarchy.

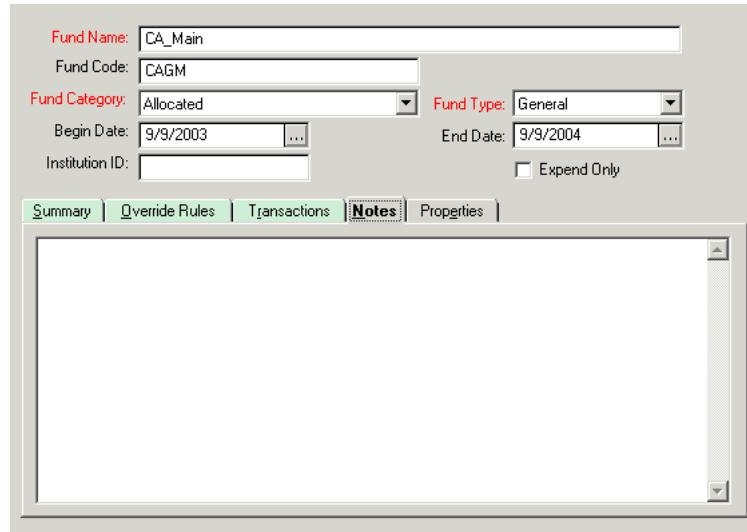


**Figure 5-31.** Ledger/Fund hierarchy displayed in the Ledger field

Click the plus (+) signs to expand the levels of the hierarchy and click the minus (-) signs to close the levels of the hierarchy. Navigate the hierarchy and select a fund.

#### Notes Tab

The **Notes** tab ([Figure 5-32](#)) contains a 2,000 character free-text box in which you can enter any additional information you want associated with the fund.



---

Figure 5-32. Notes tab

### Properties Tab

---

The **Properties** tab displays the following historical information about the fund (see [Figure 5-33](#)).

- Record ID of the fund (the actual ID of the record in the database)
- Who the fund was created by
- The date on which the fund was created
- Who last updated the fund
- The date on which the fund was last updated

The screenshot shows the 'Properties' tab of a fund configuration window. At the top, there are fields for Fund Name (CA\_Main), Fund Code (CAGM), Fund Category (Allocated), Fund Type (General), Begin Date (9/9/2003), End Date (9/9/2004), Institution ID, and a checkbox for Expend Only. Below these are tabs for Summary, Override Rules, Transactions, Notes, and Properties. The Properties tab is selected and displays two sections: Creation Information (Created By: demo, Create Date: 9/10/2003) and Update Information (Updated By: demo, Update Date: 9/10/2003).

**Figure 5-33. Properties tab**

To access the **Properties** tab, from an open fund, click the **Properties** tab or press **Alt + E** on your keyboard, select **Properties** from the **Fund** menu, or press **Alt + U, E** on your keyboard. These fields are not editable.

The procedure for creating new funds from an open ledger is shown in [Procedure 5-11, Creating a New Fund from an Open Ledger](#).



#### **Procedure 5-11. Creating a New Fund from an Open Ledger**

Use the following to create a new fund from an open ledger.

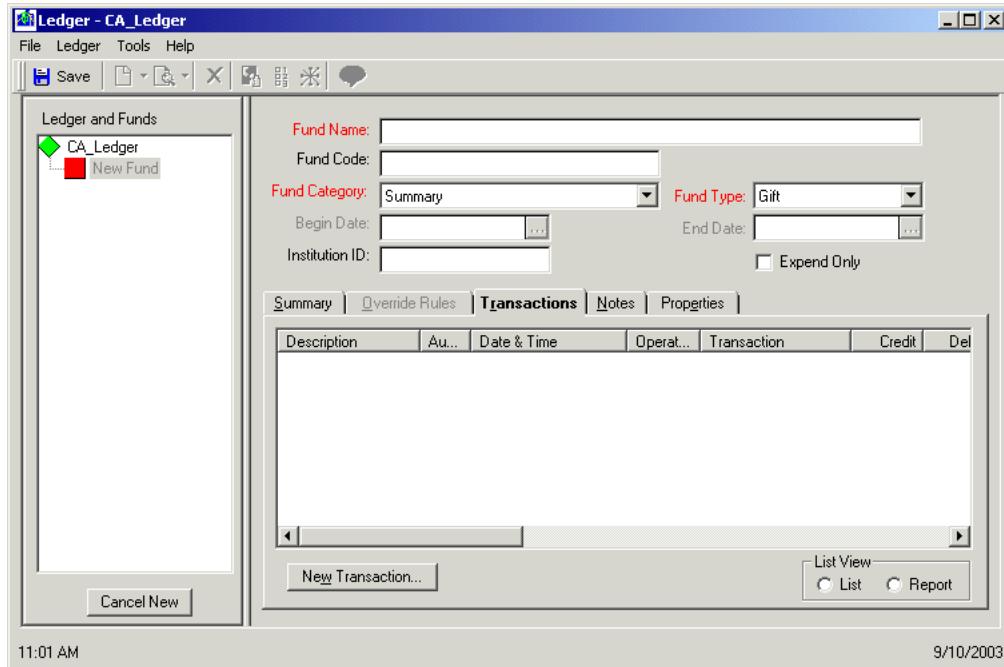
1. To create a Summary fund, click the ledger in the Ledger and Funds tree hierarchy.  
To create an Allocated fund, click a summary fund in the tree hierarchy.  
To create a Reporting fund, click an allocated fund in the tree hierarchy.

Your new fund is subordinate to the level that you select.

2. Click the **New Fund** button below the Ledger and Funds hierarchy or select **New Fund** from the **Ledger** menu. You can also press **Alt + L, N** on your keyboard.

Result: A new fund appears in the Ledger and Funds hierarchy and the **Ledger** dialog box opens displaying various fund-related fields (see [Figure 5-34](#)).

---



---

**Figure 5-34. Ledger dialog box - Fund information**

---

The procedure for adding fund header information is shown in [Procedure 5-12, Adding Fund - Header Information](#).



---

#### **Procedure 5-12. Adding Fund - Header Information**

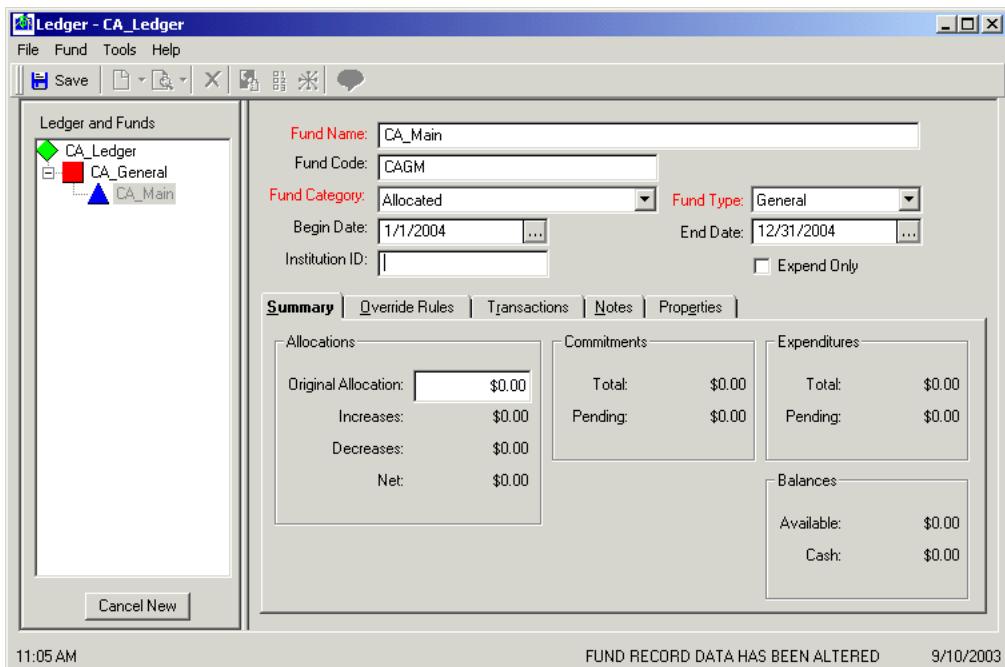
---

Use the following to configure the header information.

1. After clicking the **New Fund** button, in the **Ledger** dialog box - Fund information, Enter the name of the fund in the **Fund Name** field.
2. Enter the code to identify the fund in the **Fund Code** field.
3. Select a category from the drop-down menu in the **Fund Category** field.

4. Select the fund type from the alphabetized drop-down menu in the **Fund Type** field.
5. If needed, click the down arrow in the **Begin Date** or **End Date** field and select a date from the pop-up calendar.
6. Enter your institution's fund identification in the **Institution ID** field.
7. Select the **Expend Only** check box if you want to expend against this fund but do not want to display pending or total commitments against the fund.

Result: The header information is configured (see [Figure 5-35](#)).



**Figure 5-35. Completed Fund information header section**

The procedure for configuring the summary tab is shown in [Procedure 5-13, Configuring Summary Tab](#).



### Procedure 5-13. Configuring Summary Tab

---

Use the following to configure the **Summary** tab for an allocated fund.

1. Click the **Summary** tab or press **Alt + S** on your keyboard. You can also select **Summary** from the **Fund** menu or press **Alt + U, S** on your keyboard.
2. Enter the fund's original monetary balance in the **Original Allocation** field.
3. Save the fund, click the **Save** button.

Result: The **Summary** tab is configured.

---

The procedure for configuring commitments is shown in [Procedure 5-14, Configuring Commitments](#). The procedure for configuring expenditures is shown in [Procedure 5-15, Configuring Expenditures](#).



### Procedure 5-14. Configuring Commitments

---

Use the following to configure commitments.

1. Click the **Override Rules** tab or press **Alt + O** on your keyboard. You can also select **Override Rules** from the **Fund** menu or press **Alt + U, O** on your keyboard.
2. Select the **Over Commit Allowed** check box if you want fund overcommitment allowed.
3. Enter the maximum overcommitment percentage that generates a warning in the **Over Commit Warning %** field.
4. Enter the maximum overcommitment limit percentage in the **Over Commit Limit %** field.
5. Enter the maximum undercommitment percentage that generates a report in the **Under Commit Report %** field.
6. From the drop-down menu in the **Freeze Date** field, select the date on which you want to stop overcommitments against the fund.

---

Result: The commitments are configured.

---



### Procedure 5-15. Configuring Expenditures

---

Use the following to configure expenditures.

1. On the **Override Rules** tab, Select the **Over Expend Allowed** check box if you want overexpending allowed.
2. Enter the maximum overexpend percentage that generates a warning in the **Over Expend Warning %** field.
3. Enter the maximum overexpend limit percentage in the **Over Expend Limit %** field.
4. Enter the maximum underexpend percentage that generates a report in the **Under Expend Report %** field.
5. From the drop-down menu in the **Freeze Date** field, select the date on which you want to stop overexpending against the fund.

Result: The expenditures are configured.

[Figure 5-36](#) shows a completed **Override Rules** tab.

---

The screenshot displays the 'Override Rules' tab of a software application. The tab is part of a larger window with tabs for Summary, Transactions, Notes, and Properties. The 'Override Rules' tab is active, indicated by a green background and bold text. The window is divided into two main sections: 'Commitments' on the left and 'Expenditures' on the right. Both sections contain several configuration fields:

Section	Setting	Value
Commitments	Over Commit Allowed	<input checked="" type="checkbox"/>
	Over Commit Warning %:	10
	Over Commit Limit %:	5
	Under Commit Report %:	0
Expenditures	Over Expend Allowed	<input checked="" type="checkbox"/>
	Over Expend Warning %:	5
	Over Expend Limit %:	3
	Under Expend Report %:	0

Both sections also feature a 'Freeze Date' field with a dropdown arrow icon.

---

**Figure 5-36. Completed Override Rules tab**

---

The procedure for conducting new transactions is shown in [Procedure 5-16, Conducting a New Transaction](#).



### Procedure 5-16. Conducting a New Transaction

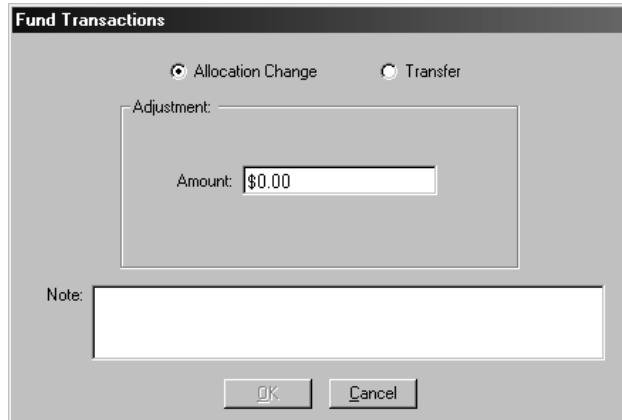
---

Use the following to conduct a new transaction.

1. Click the **Transactions** tab or press **Alt + R** on your keyboard. You can also select **Transactions** from the **Fund** menu or press **Alt + U, T** on your keyboard.
2. Click the **New Transaction** button or press **Alt + W** on your keyboard.

Result: The **Fund Transactions** dialog box opens (see [Figure 5-37](#)).

---



**Figure 5-37. Fund Transactions dialog box - Allocation Change radio button selected**

Operators can now choose to change a fund's allocation or transfer funds. See [Procedure 5-17, Changing a Fund's Allocation](#) and [Procedure 5-18, Transferring Allocated Funds](#).

---

### Changing a Fund's Allocation

You can change your fund's allocation by adding money to or subtracting money from the fund.

---

The procedure for changing a fund's allocation is shown in [Procedure 5-17, Changing a Fund's Allocation](#).



### Procedure 5-17. Changing a Fund's Allocation

---

Use the following to change an allocation.

1. Click the **Allocation Change** radio button in the **Fund Transaction** dialog box.

Result: The Adjustment section of the **Fund Transactions** dialog box displays an **Amount** field.

2. Enter the adjustment amount for the fund in the **Amount** field.

**OPTIONAL:**

3. *Enter any additional information in the **Note** free-text box.*
4. Click **OK** or press **Alt + O** on your keyboard to complete your allocation change.  
Click **Cancel** or press **Alt + C** on your keyboard to cancel your allocation change.

Result: If clicked **OK**, the allocation change is made.

---

### Transferring Allocated Funds

Fund transfers allow you to transfer money out of or into the fund you are working with.

The procedure for transferring allocated funds is shown in [Procedure 5-18, Transferring Allocated Funds](#).



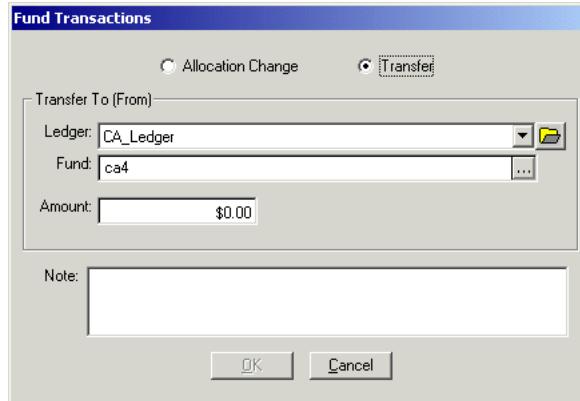
### Procedure 5-18. Transferring Allocated Funds

---

Use the following to transfer funds.

1. Click the **Transfer** radio button in the **Fund Transaction** dialog box.

Result: The **Fund Transactions** dialog box displays the Transfer to section (see [Figure 5-38](#)).



**Figure 5-38. Fund Transactions dialog box - Transfer radio button selected**

2. You must then select a fund to transfer money out of or into.

There are two ways you can select a fund: you can manually type a Fund Code in the **Fund** field or you can select a fund from a ledger/fund hierarchy. See [Selecting a fund in the Fund Transaction dialog box](#).

Result: After selecting a fund from the hierarchy, the ledger to which the fund belongs displays in the **Ledger** field and the fund displays in the **Fund** field.

3. If you are transferring:
  - money out of the fund you are working with and into the fund specified in the **Fund** field, enter the amount to be transferred in the **Amount** field.
  - money out of the fund specified in the **Fund** field and into the fund you are working with, enter the amount to be transferred in the **Amount** field and press the dash (-) key on your keyboard to make the amount negative.
4. Enter any additional notes about the transaction in the **Note** free-text box, if wanted.
5. Click **OK** to complete the transfer. Click **Cancel** to cancel the transfer.

Result: If clicked **OK**, the fund transfer then displays in the transaction history list on the **Transactions** tab.

6. Click **Save** to save the transaction information.

---

The procedure for adding a note to a fund is shown in [Adding a Note to a Fund](#).



### Procedure 5-19. Adding a Note to a Fund

---

Use the following to add a note to a fund.

1. From an open fund, click the **Notes** tab. You can also select **Notes** from the **Fund** menu or press **Alt + U, N** on your keyboard.

Result: The **Notes** tab opens.

2. Enter information in the free-text box.

Result: The note is added.

---

## Editing a Fund

---

Operators may edit a fund.

The procedure for editing a fund is shown in [Procedure 5-20, Editing a Fund](#).



### Procedure 5-20. Editing a Fund

---

Use the following to edit a fund.

1. Search for a fund (see [Standard Searches](#) on [page 2-2](#) or [Quick Searches](#) on [page 2-5](#)), then select the fund that you want to edit from the search results list and click the **Edit** button.

Result: If you searched for a fund by Ledger Name, PO Number or Invoice Number, when you select a fund from the search results list and click the **Edit** button, the **Ledger** dialog box opens with all of its funds visible in the Ledger and Funds list.

However, if you searched for a fund by Fund Name or Fund Code, when you select a fund from the search results list and click the **Edit** button, the **Ledger** dialog box opens with only the selected fund visible in the Ledger and Funds list. In such a circumstance, the Ledger and Funds label above the list displays as a button. You can click this **Ledger and Funds** button to display all of the ledger's funds. After the button has been clicked, the button becomes the normal Ledger and Funds label.

2. Click the fund that you want to edit in the Ledger and Funds list.
3. Click the field or tab containing the fund information that you want to edit.

[Table 5-8](#) shows where to find explanations of each section of a fund.

**Table 5-8. Page References for Funds**

Header Information	<a href="#">5-47</a>
Summary tab	<a href="#">5-48</a>
Override Rules tab	<a href="#">5-36</a>
Transactions tab	<a href="#">5-39</a>
Notes tab	<a href="#">5-44</a>
Properties tab	<a href="#">5-45</a>

4. After changing any data, click the **Save** button.

Result: The wanted information is edited.

---

## **Deleting a Fund**

---

A fund cannot be deleted if it is in use on a purchase order or an invoice.

### **Security to Delete a Fund**

---

To be authorized to delete a fund, check the **Delete Ledgers and Funds** check box in the **Profile Values Cont.** tab ([Figure 5-39](#)) of an operator's Acquisitions/Serials Security Profile. See the *Voyager System Administration User's Guide* for more information.

If the **View-Only Ledgers and Funds** check box is selected on the **Profile Values Cont.** tab of an operator's Acquisitions/Serials Profile, the operator is able to view ledgers and funds, but the operator cannot perform any functions on them.

Edit Acquisition/Serials Profile:

Profile Name	Operator	Profile Values	Profile Values Cont.	Locations
<input checked="" type="checkbox"/> Add Update Ledger and Funds	<input checked="" type="checkbox"/> Add/Update Invoices			
<input type="checkbox"/> View-Only Ledgers and Funds	<input type="checkbox"/> View-Only Invoices			
<input checked="" type="checkbox"/> Delete Ledgers and Funds	<input checked="" type="checkbox"/> Delete Invoices			
<input checked="" type="checkbox"/> Change Fund Allocations	<input checked="" type="checkbox"/> Approve Invoices			
<input checked="" type="checkbox"/> Fiscal Close Operations	<input checked="" type="checkbox"/> Bindery-View Volume And Issue			
<input checked="" type="checkbox"/> Currency Maintenance	<input checked="" type="checkbox"/> Bindery-Edit Volume Level Data			
<input checked="" type="checkbox"/> EDI Incoming	<input checked="" type="checkbox"/> Bindery-Edit issue sequence for volumes			
<input checked="" type="checkbox"/> EDI Outgoing	<input checked="" type="checkbox"/> Bindery Print			
<input checked="" type="checkbox"/> Modify EDI Outgoing Messages	<input checked="" type="checkbox"/> Override Overexpend Warning			
	<input checked="" type="checkbox"/> Override Overcommit Warning			

**Figure 5-39. Profile Values Cont. tab**

The procedure for deleting a fund is shown in [Procedure 5-21, Deleting a Fund](#).



### Procedure 5-21. Deleting a Fund

Use the following to delete a fund.

1. Search for and display the fund you want to delete (see [Standard Searches on page 2-2](#) or [Quick Searches on page 2-5](#).)
2. Click the **Delete** button.

**Result:** A confirmation message displays if you have selected to use the deletion reminder option on the **Sounds and Animation** tab of your Session Preferences (see [Sounds and Animation Tab on page 18-14](#) for more information.) If you have not selected to use the deletion reminder option, you do not receive a confirmation message.

3. Click the **Yes** button to continue with the deletion. Click the **No** button to cancel the deletion.

**Result:** If clicked **Yes**, the fund is deleted.

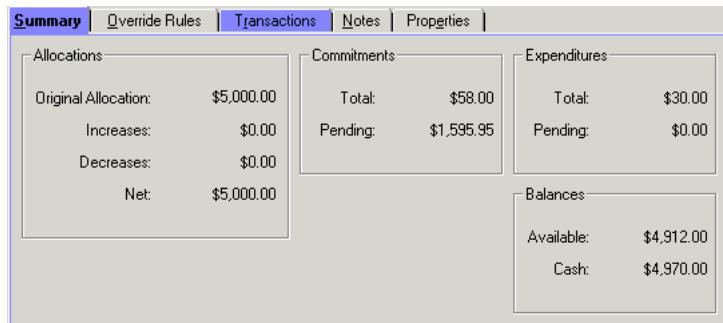
## Overview of Commitments (Encumbrances) and Expenditures

Operators use the funds they have created to commit (encumber) monies on a purchase order or to expend monies on an invoice. See [Purchase Order Activities](#) on [page 6-1](#) and [Invoice Activities](#) on [page 12-1](#) for information on purchase orders and invoices.

The actions of creating and approving purchase orders and invoices impact the money in their associated funds.

If the	Then
PO is pending	The fund has a pending commitment (encumbrance).
PO is approved	The fund has an approved commitment (encumbrance). The amount is added to the total.
Invoice is pending	The fund has a pending expenditure.
Invoice is approved	The fund has an approved expenditure and the commitment (encumbrance) is cleared. The amount is added to the total.

[Figure 5-40](#) shows the **Summary** tab of a fund with the Commitments and Expenditures sections.



**Figure 5-40.** Summary tab of a fund

When a purchase order is created and approved, the monies from the line item are set aside or committed to being spent from the associated fund. This is referred to as an encumbrance. At this point money is not actually spent.

---

When the invoice is created, the monies from the line item are considered pending expenditures and the encumbrances are cleared from the fund. Therefore, creating the invoice disencumbers the fund. When the invoice is approved the monies are actually expended from the fund.

If it has not yet been invoiced and the line item status is approved or received, the following actions clear an encumbrance (disencumbers):

- Generating a cancel for the line item
- Canceling the entire PO
- Generating a return

**NOTE:**

If you mistakenly cancel or return a line item, you cannot undo this by re-encumbering. You must create a new PO. Re-encumbering recalculates the encumbrances based on the line item and invoice statuses.

If an invoice has been created or approved and the line item status is approved or received:

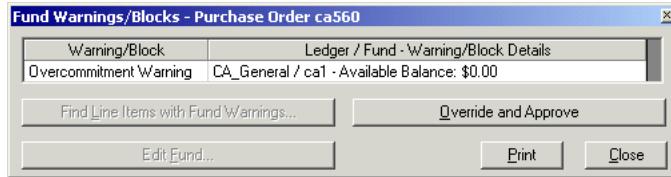
- Generating a cancel does not disencumber funds (funds are already disencumbered). A second invoice at negative the amount is needed to "repay" the amount that was expended when the first invoice was approved.
- Generating a return does not disencumber funds (funds are already disencumbered). A second invoice at negative the amount is needed to "repay" the amount that was expended when the first invoice was approved.

## Fund Warnings/Blocks

---

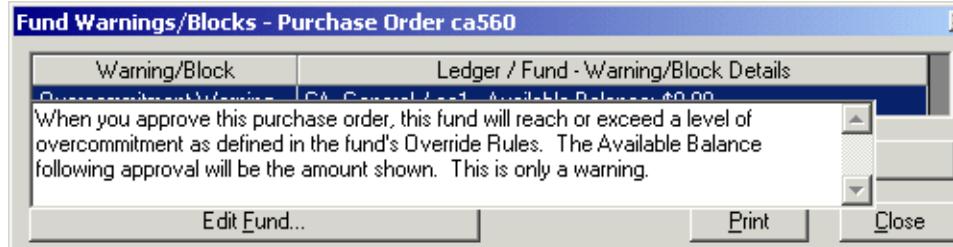
Sometimes when an operator selects a fund for use with a purchase order or invoice the action receives a warning or block. Warnings and blocks display based on the information found in either the **Override** tab of the Fund, or the **Commitments/Expenditures** tab of the fund's associated ledger.

The **Fund Warnings/Blocks** dialog box ([Figure 5-41](#)) displays a list of the funds that are causing errors. For example, a block occurs if a fund used on the original order has expired.



**Figure 5-41. Fund Warnings/Blocks dialog box**

Users can highlight the message and click the ellipsis in the Warning/Block column to access additional information (see [Figure 5-42](#)).



**Figure 5-42. Text describing why a warning was given**

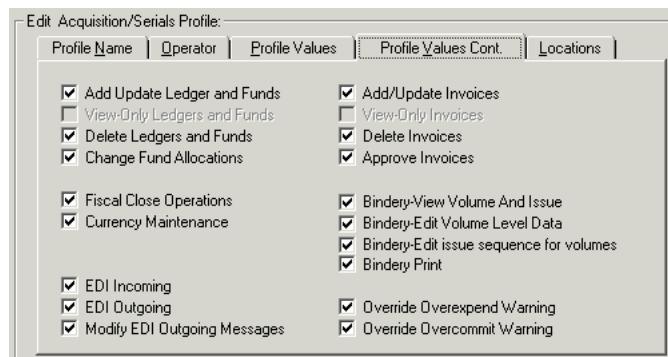
Operators can take one of these actions when this dialog box opens:

- If you want to find the line items associated with the warning, highlight the fund and click the **Find Line Items with Fund Warnings** button or press **Alt + L** on your keyboard.
- If you want to edit a fund, click the fund and click the **Edit** button or press **Alt + F** on your keyboard.
- If you want to print a fund, select fund and click the **Print** button or press **Alt + P** on your keyboard.
- If you want to override the fund warning and approve the purchase order, click the **Override and Approve** button (if authorized, see [Security to Allow Override Warnings](#)). The **Fund Warnings/Blocks** dialog box is cleared and closed.

When done, click the **Close** button to close the **Fund Warnings/Blocks** dialog box.

## Security to Allow Override Warnings

To be authorized to override an overexpend or overcommit warning when working in a PO or invoice, check the **Override Overexpend Warning** check box and/or the **Override Overcommit Warning** check box in the **Profile Values Cont.** tab ([Figure 5-43](#)) of an operator's Acquisitions/Serials Security Profile. See the *Voyager System Administration User's Guide* for more information.



**Figure 5-43. Profile Values Cont. tab**

## Fiscal Period Close

For information about creating new ledgers/funds for new fiscal periods, and what occurs with ledgers and funds after running the Fiscal Period Close program, see [Fiscal Period Close \(FPC\) on page 16-1](#).

---

## Purchase Order Activities

# 6

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## Purchase Order Activities

# 6

---

### **Introduction**

---

The Purchase Orders area of the Acquisitions module provides tools for creating and maintaining your purchase orders. Specifically, these tools allow you to

- create new purchase orders and line items, and
- search for and edit existing purchase orders.

### **Purpose of the Chapter**

---

This chapter discusses:

- The **New Order** dialog box/**Purchase Order** dialog box and creating a Purchase Order
- Adding Line Items to the Purchase Order
- Adding Line Item Information
  - Quick Line Item
  - Detailed Line Item and the Line Item dialog box
- Price adjustments
- Copying a Purchase Order
- Searching for Line items from a Purchase Order
- Approving Purchase Orders

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See notice on first page

- Completing a PO
- Canceling a PO and Canceling a line item copy
- Editing POs and line item data
- Deleting a PO
- Creating an Invoice from a PO

## Purchase Orders

To create a new purchase order, you must access the **New Order** dialog box and enter data in the required fields (and any optional fields across three tabs). You can then add line items to the order.

You can access purchase order activities from the **Orders** bar on the **Acquisitions** listbar (see [Figure 6-1](#)).

**NOTE:**

To search for a line item directly, rather than as an element of a purchase order, use a quick search from the **Line Items** bar on the **Acquisitions** listbar. For more information, see [Quick Searches](#) on [page 2-5](#).



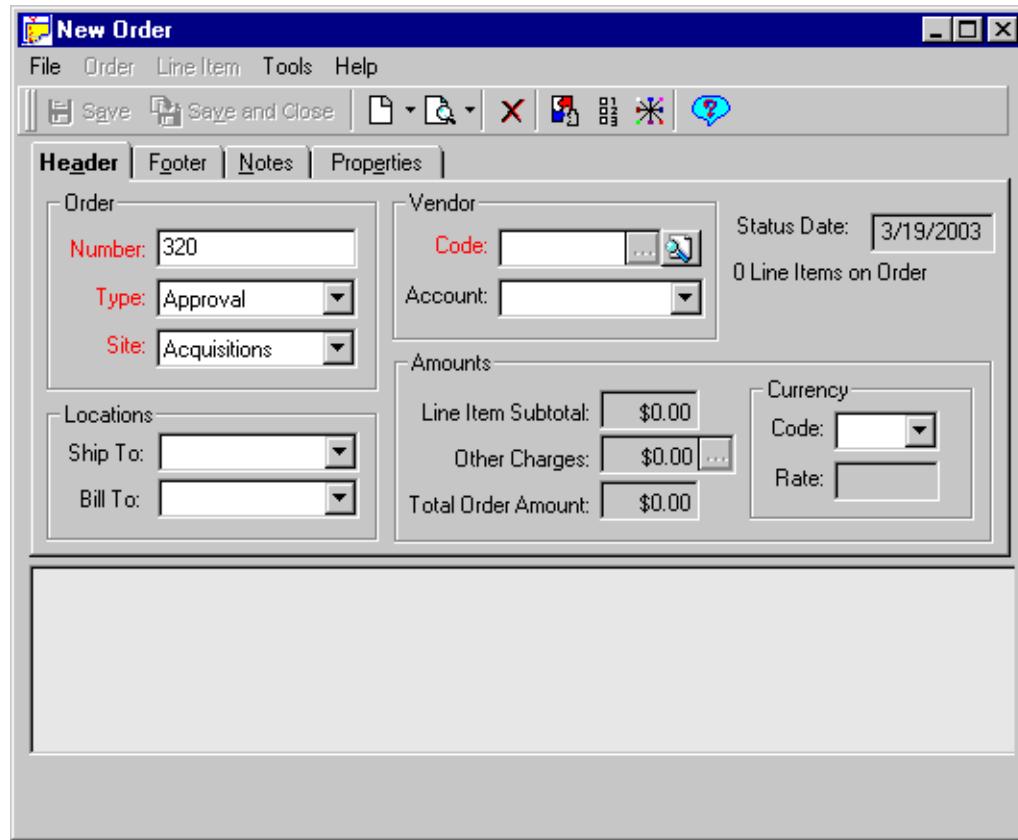
**Figure 6-1.** Purchase Order buttons on the listbar

**NOTE:**

For information about creating a purchase order when importing records from a vendor, see the *Voyager System Administration User's Guide*.

The **New Order** dialog box ([Figure 6-2](#)) is split horizontally into two sections.

---



---

**Figure 6-2.** New Order dialog box

Initially, the top half of the **New Order** dialog box contains four tabs (**Header**, **Footer**, **Notes**, **Properties**) that store general information about the purchase order, such as identification and billing information. After the purchase order has been approved, the **Vendor History** and **Related Invoices** tabs display beside the four existing tabs. (See [Approving a Purchase Order](#) on [page 6-95](#) for more information.)

---

The bottom half of the **New Order** dialog box is initially a blank pane. After you have selected a line item, the item is listed in the pane as a single row of information. (Each line item can also be displayed in full detail in a separate dialog box. See [Detailed Line Item](#) on [page 6-36](#) for more information.)

**NOTE:**

After you have saved information to it, the **New Order** dialog box becomes the **Purchase Order** dialog box.

## Header Tab

The **Header** tab on the **New Order** (or **Purchase Order**) dialog box contains general information about the order.

Information is divided into four sections.

Section	Content
Order	Identification information, such as the purchase order number and type, and the library site that submits the order
Vendor	Information about the vendor used for the purchase order
Locations	Information about the library locations to which the bill and materials should be sent
Amounts	Sum charges on the purchase order, also the currency and conversion rate (current or at the time of approval) used.

[Figure 6-3](#) shows a **Header** tab with completed fields. The labels of required fields display in red or in another color you have specified in your session preferences (see [Colors and Fonts Tab](#) on [page 18-3](#).)

The screenshot shows the 'Header' tab of a purchase order form. The 'Header' tab is selected, indicated by a green border. The form contains several sections: 'Order' (Number: 148, Type: Approval, Site: Acquisitions), 'Vendor' (Code: BT, Account: Popular Magazine), 'Status' (Status Date: 8/8/2000, 5 Line Items on Order), 'Locations' (Ship To: Main, Bill To: Acquisitions), 'Amounts' (Line Item Subtotal: \$105.00, Other Charges: \$0.00, Total Order Amount: \$105.00), and 'Currency' (Code: USD, Rate: 1).

**Figure 6-3.** Header tab, completed

[Table 6-1](#) describes the fields on the **Header** tab by section. Required fields are noted with an "(R)" beside the field name.

**Table 6-1.** Header tab fields

Section	Field	Description
Order	Number (R)	The purchase order number. Defaults to the next available sequential number, but can be edited (up to 25 alphanumeric characters, including spaces and punctuation).
	Type (R)	The purchase order type. Selections include system-defined types (such as <b>Firm Order</b> and <b>Gift</b> ) and, if set up by your institution, user-defined types. For more information about user-defined types, see the <i>Voyager System Administration User's Guide</i> .  <b>NOTE:</b> Continuation type purchase orders create Subscription line item types. All others create Single part line item types.
	Site (R)	The purchase order site. Selections are defined in the System Administration module as sites associated with the particular acquisitions policy group where the <b>Order/Claim/Pay Location</b> check box for the site has been selected.  See the <i>Voyager System Administration User's Guide</i> for more information.

**Table 6-1. Header tab fields**

Section	Field	Description
Vendor	Code (R)	The code of the vendor you are using for the order. To search for a vendor, click the search button (magnifying glass) beside the <b>Code</b> field. After you enter a valid vendor code, you can view the vendor's record by clicking the ellipsis (...) button or email the vendor by clicking the mailbox button (if one displays beside the <b>Code</b> field).
	Account	List of the accounts of the vendor identified in the <b>Code</b> field (provided the code is valid). Select an account to add the current order to it.
Locations	Ship To	The location where the order should be shipped. Locations are defined for particular acquisitions policy groups in the System Administration module.
	Bill To	The location where the bill for the order should be sent. Selections are defined in the System Administration module as locations associated with the particular acquisitions policy group where the <b>Order/Claim/Pay Location</b> check box for the location has been selected. See the <i>Voyager System Administration User's Guide</i> for more information.
Amounts	Line Item Subtotal	The combined cost of all of the line items on the purchase order.
	Other Charges	Additional charges such as shipping and tax. <b>NOTE:</b> You can credit a pending purchase order by entering a discount price adjustment in <b>Other Charges</b> field. See <a href="#">Entering Other PO Charges - Price Adjustments</a> .
	Total Order Amount	The total cost of line items and other charges.
Amounts/ Currency	Code	The currency code. If none is selected, the base currency set in the System Administration module is used. <b>NOTE:</b> Currency cannot be changed after the purchase order has been saved, except to restore the base currency.
	Rate	The exchange rate for the selected currency, as entered in the <b>Currency Maintenance</b> work space.

**Table 6-1. Header tab fields**

Section	Field	Description
[not sectioned]	Status Date	System-generated date of the purchase order update.
	Line Items on Order	The number of line items in the order.

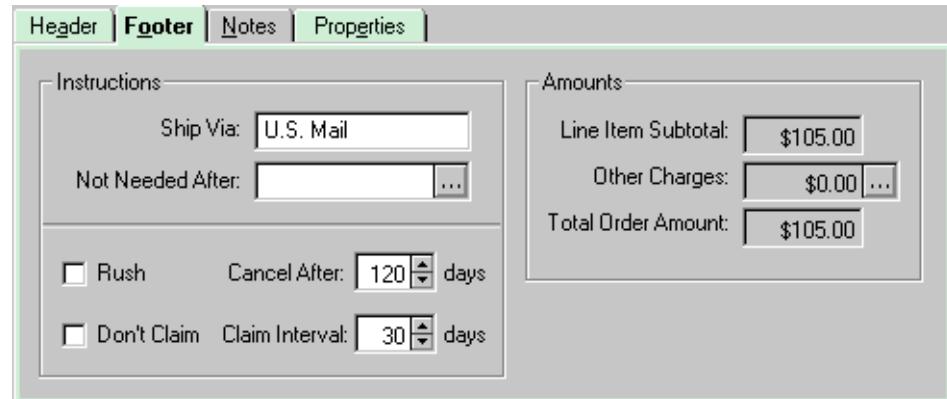
To simplify the creation of purchase orders, you can prepopulate fields on the **Header** tab with default values. See [Purchase Order Defaults](#) on page 17-4.

### Footer Tab

The **Footer** tab contains information divided into two sections.

Section	Content
Instructions	Information about the shipping of your purchases and the claiming or cancellation of your order.
Amounts	Sum charges on the purchase order. Same as <b>Amounts</b> section on the <b>Header</b> tab.

[Figure 6-4](#) shows a **Footer** tab with completed fields.

**Figure 6-4. Footer tab, completed**

**NOTE:**

None of the fields on the **Footer** tab is required.

---

[Table 6-2](#) describes the fields on the **Footer** tab by section.

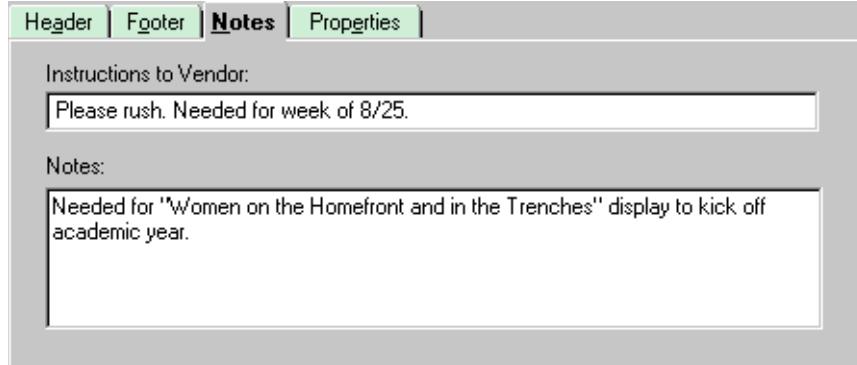
**Table 6-2. Footer tab fields**

Section	Field	Description
Instructions	Ship Via	The preferred shipping method for the order.
	Not Needed After	The latest date that you will accept the purchase order items. Drop-down calendar selection.
	Rush	Rush delivery status check box.
	Cancel After	The maximum number of days between ordering and canceling an unreceived order. Defaults to number entered on your session defaults or, if none entered, to the number in the <b>Cancel After</b> field on the associated vendor's record.
	Don't Claim	Check box indicating not to send any claim notices to the vendor for purchase order items.
	Claim Interval	The maximum number of days between claim notices. Defaults to the number specified in your session defaults or, if none entered, to the number in the <b>Cancel After</b> field on the associated vendor's record.
Amounts	Line Item Subtotal	Combined cost of all line items in the order.
	Other Charges	Additional charges such as shipping and tax.
	Total Order Amount	The total cost of line items and other charges.

To simplify the creation of your purchase orders, you can prepopulate fields on the **Footer** tab with default values. See [Purchase Order Defaults](#) on page 17-4.

## Notes Tab

The **Notes** tab ([Figure 6-5](#)) provides text fields for you to enter instructions to the vendor and internal notes about the order.



**Figure 6-5.** Notes tab, filled

[Table 6-3](#) describes the **Notes** tab.

**Table 6-3.** Notes tab text boxes

Label	Description	Limits
Instructions to Vendor	Text box for instructions to the vendor. The text prints on the purchase order.	60 alphanumeric characters
Notes	Text box for additional information about the order. For internal use.	1900 alphanumeric characters

### Properties Tab

The **Properties** tab ([Figure 6-6](#)) displays read-only historical information about the purchase order.

The screenshot shows the 'Properties' tab selected in a software interface. The tab bar includes 'Header', 'Footer', 'Notes', and 'Properties'. The main area displays the following data:

- Record ID:** 213
- Last Status Change:** 8/21/2002
- Approval Information:**
  - Operator:** [empty]
  - Date:** [empty]
- Creation Information:**
  - Operator:** demo
  - Date:** 8/21/2002
  - Location:** Acquisitions
- Update Information:**
  - Operator:** demo
  - Date:** 8/21/2002
  - Location:** Acquisitions

**Figure 6-6. Properties tab, new purchase order**

[Table 6-4](#) describes the fields within sections of the **Properties** tab.

**Table 6-4. Properties tab fields**

Section	Field	Definition
[not sectioned]	Record ID	The record ID number of the purchase order, system-generated or user-entered.
	Last Status Change	The date on which the status of the purchase order was last changed.
Approval Information	Operator	The operator who approved the purchase order.
	Date	The date on which the purchase order was approved.
Creation Information	Operator	The operator who created the purchase order.
	Date	The date on which the purchase order was created.
	Location	The library location where the purchase order was created.
Update Information	Operator	The operator who last updated the purchase order.
	Date	The date on which the purchase order was last updated.
	Location	The library location where the purchase order was last updated.

## Creating Purchase Orders

Creating purchase orders involves entering information in the **New Order** dialog box, adding line items to the order, and entering information about the line items on your order.

## Security for Creating and Editing a Purchase Order

To be authorized to create and edit purchase orders the **Add/Update Purchase Orders** check box ([Figure 6-7](#)) must be selected in the **Profile Values** tab of an operator's Acquisitions/Serials Security Profile. See the *Voyager System Administration User's Guide* for more information.

If the **View-Only Purchase Orders** check box is selected on the **Profile Values** tab of an operator's Acquisitions/Serials Profile, the operator is able to view purchase orders, but the operator cannot perform any functions on them.



**Figure 6-7. Profile Values tab**

[Procedure 6-1, Creating a Purchase Order](#), takes you through the first part of the process. (Adding line items and line item information follows.)



### Procedure 6-1. Creating a Purchase Order

Use the following to create a purchase order.

1. Access the **New Order** dialog box using one of the following:
  - Click the **Orders** bar on the **Acquisitions** listbar, then the **New Purchase Order** button.
  - From the **View** menu, select **Orders > New Order**.
  - Click the down arrow beside the **New Item** button on the toolbar, then select **Purchase Order** from the drop-down list (see [Figure 6-8](#)).

- Press **Alt + V, O, N** on your keyboard.



Figure 6-8. Accessing a new purchase order from the toolbar

Result: The **New Order** dialog box opens to the **Header** tab (see [Figure 6-9](#)).

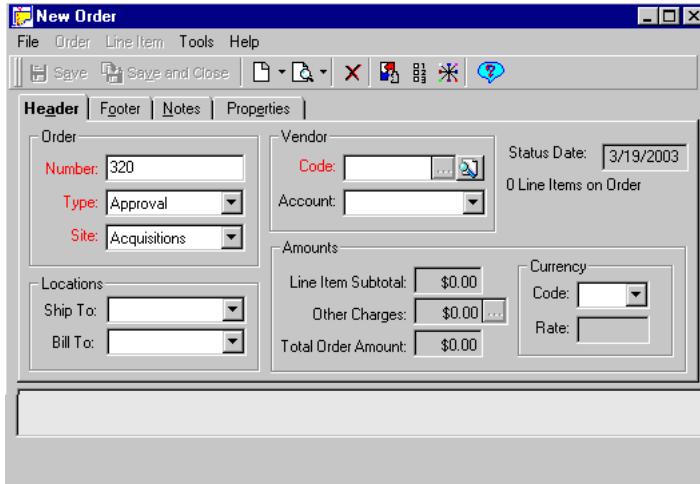


Figure 6-9. New Order dialog box

2. Enter values for the fields in the **Order** section. Use [Table 6-1](#) on [page 6-5](#) for descriptions of individual fields.

3. Enter the vendor code in the **Code** field of the **Vendor** section. To search for vendor codes, click the magnifying glass button to the right of the field.

Result: The ellipsis button (...) activates.

**RECOMMENDED:**

4. *If you entered the code without using the search feature, click the ellipsis button (...) to the right of the **Code** field to validate the vendor code.*

Result: If the vendor code is valid, the **Save** and **Save and Close** buttons in the tool bar activate. The ellipsis button now opens the vendor record if you click it again.

If the code is not valid, an error message informs you of this. Try the vendor search (click the magnifying glass button) or manually enter a different code.

**OPTIONAL:**

5. *Enter values or make selections in any of the other write-enabled fields (white background) on the **Header** tab. Use [Table 6-1](#) on [page 6-5](#) for descriptions of individual fields.*

**NOTE:**

If you do not select a currency in the **Currency** section **Code** field, the system uses the base currency set in the System Administration module. After you save the purchase order, the currency cannot be changed except to the base currency (by clicking the **Base Currency** button on the toolbar).

Result: If you enter a currency code and save it, the current conversion rate, as defined for the currency in the Acquisitions **Currency Maintenance** section, displays in the **Rate** field.

6. Click the **Save** button on the toolbar to save your entries without closing the **New Order** dialog box. To save the order and close the dialog box, click the **Save and Close** button.

Result: The title bar changes from **New Order** to **Purchase Order: [order #] [(order status)]**. Line item activities for the order become accessible through the buttons at the bottom of the dialog box (see [Figure 6-10](#)).

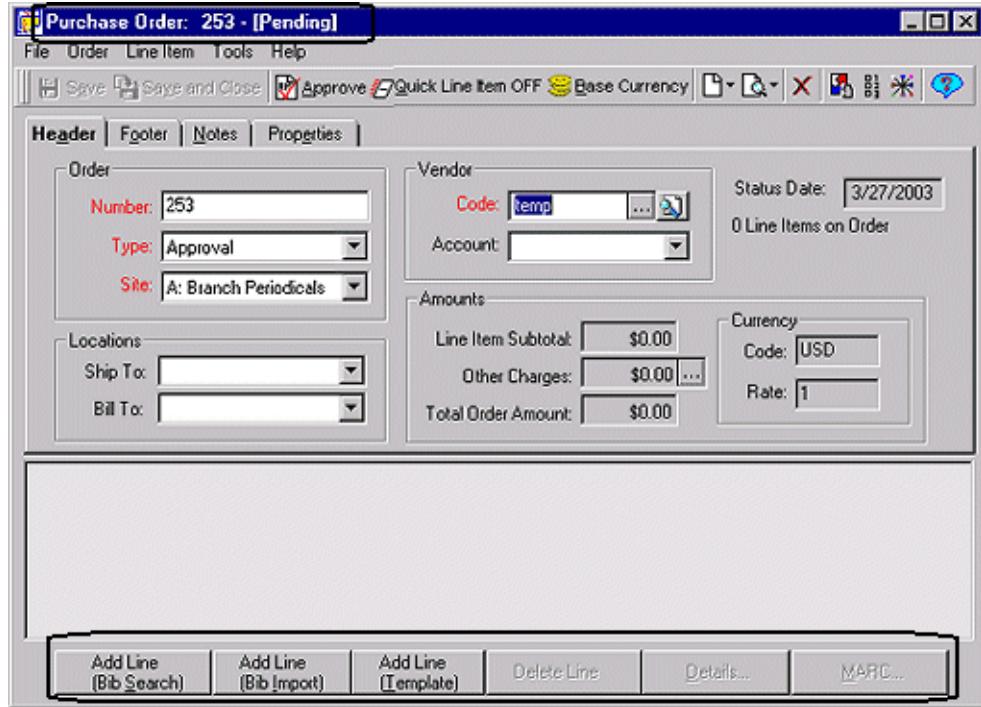


Figure 6-10. Completed Header tab, saved

**OPTIONAL:**

7. To enter information on the **Footer** tab, click the **Footer** tab or press **Alt + O** on your keyboard.

Result: The **Footer** tab opens. All fields on this tab are optional.

**OPTIONAL:**

8. Enter values in the **Footer** tab's editable fields, changing any default values necessary for this purchase order. See [Table 6-2](#) on [page 6-8](#) for descriptions of individual fields.

When you finish, click the **Save** or **Save and Close** button on the toolbar.

**OPTIONAL:**

9. To enter instructions to the vendor or internal notes about the purchase order, click the **Notes** tab and enter information in the fields. See [Table 6-3](#) on [page 6-9](#) for information about the fields.

10. When you have completed all entries for this purchase order, you can
  - save and close the order by clicking the **Save and Close** button on the toolbar, or
  - save the order by clicking the **Save** button and begin adding line items to the order.

Result: If saved, the Purchase Order is created.

---

## **Adding Line Items to a Purchase Order**

---

Once a purchase order has been created or retrieved from the database, you can add line items to the order by linking an item's bibliographic record to the order. Line items show in the bottom pane of the **Purchase Order** dialog box.

**NOTE:**

You must complete the required information on the **Header** tab and save the purchase order before you can add line items.

After adding a line item to your purchase order, you must enter purchasing information about the item. (For more information, see [Adding Line Item Information on page 6-27](#).)

To add a line item to an order, you must first locate the item's bibliographic record. Use one of the following to do so:

- Search for a bibliographic record in your local database (see [Procedure 2-3, Accessing bibliographic record searches](#).)
- Search for a bibliographic record in one or more remote databases (see [Procedure 2-9, Searching remote databases](#).)
- Create a brief bibliographic record manually (see [Adding Brief Bibliographic Records](#).)
- Import a bibliographic record from a file (see [Adding a line item by importing a bibliographic record](#).)
- Search your local database using the record's ID number (see [Procedure 6-6, Adding a line item by bibliographic ID](#).)

**NOTE:**

Any editing of bibliographic data must be done in the Cataloging module. However, MARC bibliographic records can be opened in Cataloging from the Acquisitions module. See [Viewing and Editing MARC Records \(Cataloging in Acquisitions\) on page 13-1](#) for more information.

---

## **Adding Line Items from Your Local Database**

---

You can add a line item to your purchase order by searching for a bibliographic record in your local database. After you locate and select the record, the bibliographic information is linked to the purchase order in the form of a new line item.

**NOTE:**

If the **Attach Holdings to Any Bibliographic Record** check box for your Acq/Serials Security Profile is not checked, the Owning Library of the bibliographic record must match the Owning Library from which you are ordering. Your Owning Library is the location specified in the **Order Site** field on the **Header** tab. See the *Voyager System Administration User's Guide* for more information.

The procedure for adding a line item using a bibliographic search is shown in [Procedure 6-2, Adding a line item using a bibliographic search of your local database](#).



---

### **Procedure 6-2. Adding a line item using a bibliographic search of your local database**

---

Use the following to add a line item by bibliographic searching. See [Bibliographic Record Searches](#) on page 2-9 for detailed instructions.

1. From the **Purchase Order** dialog box, click the **Add Line (Bib Search)** button.  
Result: The **Search** dialog box opens.
2. Select the tab corresponding to the search type you want to perform. [Table 6-5](#) lists the page numbers with instructions for the different types of searches.

**Table 6-5. Page references for search types**

Tab	Procedure/Page Number
Keyword	<a href="#">Procedure 2-4, Performing a bibliographic keyword search</a> , on page 2-17
Non-Keyword	<a href="#">Procedure 2-5, Non-Keyword searching</a> , on page 2-29
Builder	<a href="#">Procedure 2-6, Performing a Builder search</a> , on page 2-34
History	<a href="#">Procedure 2-7, Accessing searches from the History tab</a> , on page 2-37

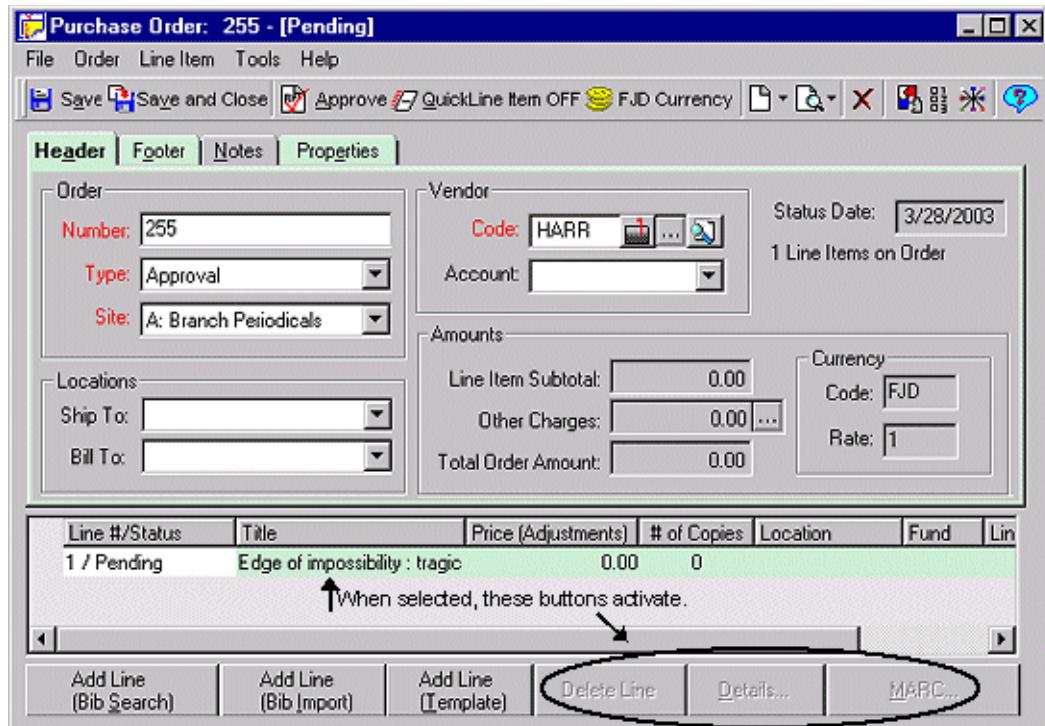
3. Enter search parameters and terms, click the **Do Search** button on the **Search** dialog box to conduct the search.

Result: Results display in the headings list or titles index box.

4. Select the line item(s) from your search results to add to the purchase order.

Result: The item(s) display in the bottom pane of the **Purchase Order** dialog box (see [Figure 6-11](#)).

---



**Figure 6-11. Purchase Order dialog box - line item display**

You can now add more line items to your purchase order or begin entering more information for the line item(s) you have added. (See [Adding Line Item Information](#) on [page 6-27](#).)

---

## **Adding Line Items from Remote Databases**

---

If you have established remote databases in the Voyager System Administration module, a **Remote** button displays on the **Search** dialog box. (For details on establishing connections to remote databases, see the *Voyager System Administration User's Guide*.) This button opens the **Voyager Connection Options** dialog box, where you select the databases you want to search.

See [Remote Searching](#) on page 2-11 and for instructions on adding line items by searching remote databases, see [Procedure 2-9, Searching remote databases,](#) on page [2-44](#).

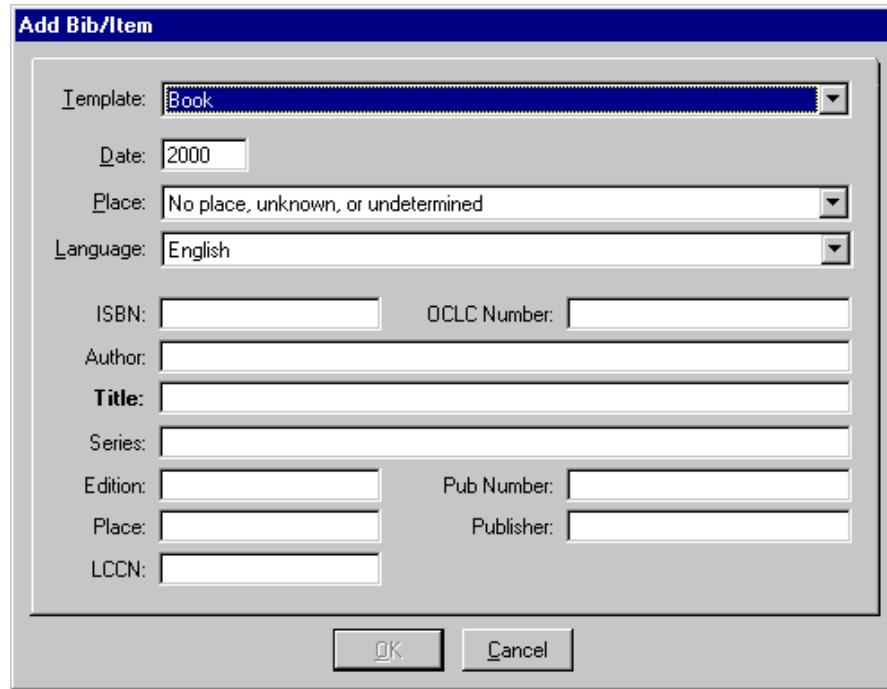
---

## **Adding Brief Bibliographic Records**

---

You can add a line item to a purchase order by creating a brief bibliographic record derived from a customizable template. To create a brief bibliographic record, use the **Add Line (Template)** button on the **Purchase Order** dialog box to open the **Add Bib/Item** template (see [Figure 6-12](#)).

---



---

**Figure 6-12. Add Bib/Item template**

Required fields display in bold captions. The **OK** button activates after you have entered information in all required fields. When you click it, the item is linked to the purchase order in the form of a new line item.

More extensive line item information can be entered after the line item appears on the purchase order.

Template fields are configured by the `acqbib.cfg` template file, located in the `c:\Voyager\Misc` directory. This file determines which fields must be entered manually for the retrieval of a record using partial bibliographic data.

### Customizing the `Acqbib.cfg`

You can customize the template for brief bibliographic records using the `acqbib.cfg` file, which contains a separate template for books, journals, and a third category, plus any additional templates/stanzas you have added to the file. Fields in the `acqbib.cfg` file correspond to the fields in the **Add Bib/Item** dialog box. These fields are numbered in the `.cfg` file as **F1-F11**, for eleven fields (see [Figure 6-13](#)).

```
[Journal]
DateOn=Yes
DateDefault=
FormatOn=No
FormatDefault=as
LangOn=Yes
LangDefault=eng
PlaceOn=Yes
PlaceDefault=xx
F1=ISSN
F1Marc=022| |a
F1Default=
F1Required=No
F2=
F2Marc=
F2Default=
F2Required=
F3=Title
F3Marc=2451?a
F3Default=
F3Required=Yes
F4=Publisher
F4Marc=260| |b
F4Default=
F4Required=No
```

**Figure 6-13. Excerpt from acqbib.cfg, beginning of [Journal] stanza**

Customizing can take the form of editing a particular field (or fields) within an existing stanza/template, or of creating a completely new stanza for a new type of item and template. To edit fields, open the file in a text editor and make changes to fields belonging to the relevant template(s) or stanza(s). The [Book], [Journal], [Other], [Format] and [Country] stanzas can be edited (any of the country codes can be deleted) so that your .cfg file is more manageable.

To add a new template/stanza, follow [Procedure 6-3, Adding a stanza to acqbib.cfg](#). You can add as many stanzas to acqbib.cfg as you want.



### **Procedure 6-3. Adding a stanza to acqbib.cfg**

---

Use the following to add a new stanza to the acqbib.cfg file (and a new template type to the **Add Bib/Item** template).

1. Open the acqbib.cfg file from your c:\Voyager\Misc directory using any text editor.
2. Add the following row to the [Templates] stanza, **Template [n+1]=[new template name]**, where **n** equals the template number of the previous template in the stanza.
3. Copy one of the other template stanzas to the end of the list of template stanzas.
4. Change the stanza name to the name you provided in the [Templates] stanza.
5. Edit the information in the stanza keeping the following in mind:
  - The order of fields F1-F11 is copied in the **Add Bib/Item** template.
  - The four fields (**Date**, **Format**, **Place**, and **Language**) following the first **Template** drop-down field on the **Add Bib/Item** template can be turned on or off in the opening eight lines of the template stanzas.
  - A # mark hides or blocks the information that follows it. It must be used on every line you want to block.
  - Any information below the [Filing] stanza is left out in the title count.
6. Save and close the acqbib.cfg file.

Result: A new stanza is added to the acqbib.cfg file.

---



### **Procedure 6-4. Adding a line item by creating a brief bibliographic record**

---

Use the following to add a line item by creating a brief bibliographic record.

1. Click the **Add Line (Template)** button on the bottom of the **Purchase Order** dialog box or follow the menu path **Line Items > Add > New**. (You can also press **Alt + L, A, N** on your keyboard.)

Result: The **Add Bib/Item** template opens (see [Figure 6-12](#)).

- 
- 2. Enter information in the fields and select options from the drop-down menus. The order of the information listed in the drop-down menus corresponds to the order of the information as it is listed in the `acqbib.cfg` template.

Result: When all required fields have been completed, the **OK** button activates.

- 3. Click the **OK** button.

Result: The record is listed as a line item in the bottom pane of the **Purchase Order** dialog box (see [Figure 6-11](#)).

You can now add more line items to your purchase order or begin entering more information for the line item(s) you have added. (See [Adding Line Item Information on page 6-27](#).)

---

### **Adding a Line Item by Importing a Bibliographic Record**

---

You can add a line item to your purchase order by importing a bibliographic record from your local PC or a network drive. Voyager adds the imported record to the owning library of the purchase order.

Importing a record begins with opening a single- or multi-record file (often with a `.bib` or `.dat` extension) in a Windows dialog box, which opens the **Select Bib Records for Import** list box (see [Figure 6-14](#)).

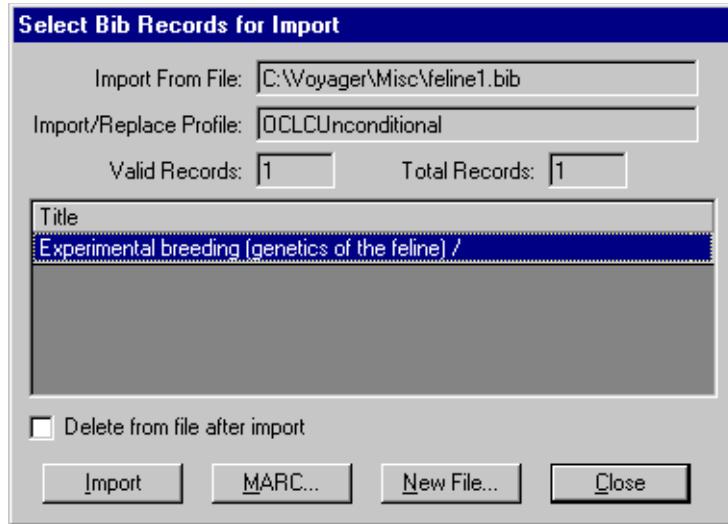


Figure 6-14. Select Bib Records for Import list box

[Table 6-6](#) describes the fields and buttons on the **Select Bib Records for Import** list box.

Table 6-6. Fields and buttons on the Select Bib Records for Import list box

Name	Type	Description
Import From File	Field, read-only	The directory path and name of the file you selected for import.
Import/Replace Profile	Field, read-only	The Import/Replace profile defined in the <b>Acquisitions/Serials Group Definitions</b> dialog box in the System Administration module. (See the <i>Voyager System Administration User's Guide</i> for more information.)  If the <b>Import/Replace Profile</b> value is <b>Merge</b> or <b>Replace</b> , the system checks for duplicate records before importing the selected one(s). If it finds a match, it displays a message to that effect and does not import the duplicate record. A duplicate record is defined as an identical record that shares the same owning library. If the owning library differs, the same record will be imported to the new owning library.
Valid Records	Field, read-only	The number of usable bibliographic records in the file.

**Table 6-6. Fields and buttons on the Select Bib Records for Import list box**

Name	Type	Description
Total Records	Field, read-only	The total number of bibliographic records in the file.
Title	Column head	The title(s) of the selected record(s) are listed below.
Delete from file after import	Check box	Deletes the imported record(s) from the file after importing has been completed.
Import	Button	Imports the selected bibliographic record(s) into the owning library of the order site specified on the purchase order.
MARC	Button	<p>Opens a read-only MARC view of a record. Button is inactive when more than one record is selected.</p> <p>The view of the MARC bibliographic record in the Acquisitions module displays and prints using the Unicode character set because MARC data is stored in the database as UTF-8 encoded, even though MARC data that appears elsewhere in the Acquisitions module displays in the Latin-1 character set.</p> <p><b>NOTE:</b> For information about viewing and editing MARC records in Acquisitions, see <a href="#">Viewing and Editing MARC Records (Cataloging in Acquisitions)</a> on <a href="#">page 13-1</a>. For information about sending the MARC record to a web server, see <a href="#">http POST request - Sending the MARC record to a web server</a> on <a href="#">page 13-16</a>.</p>
New File	Button	Returns you to the <b>Open</b> dialog box to select a different file.
Close	Button	Closes the <b>Select Bib Records for Import</b> list box without opening any records.

When adding a bibliographic record the system checks for a Yes/No value for OPAC Display of Temp Records for your Order/Claim/Pay Location. If the value is Yes, the bibliographic record is set to suppress. See the *Voyager System Administration User's Guide* for more information on group definitions.

The procedure for adding a line item by importing is shown in [Procedure 6-5, Adding a line item by importing a bibliographic record](#).



### **Procedure 6-5. Adding a line item by importing a bibliographic record**

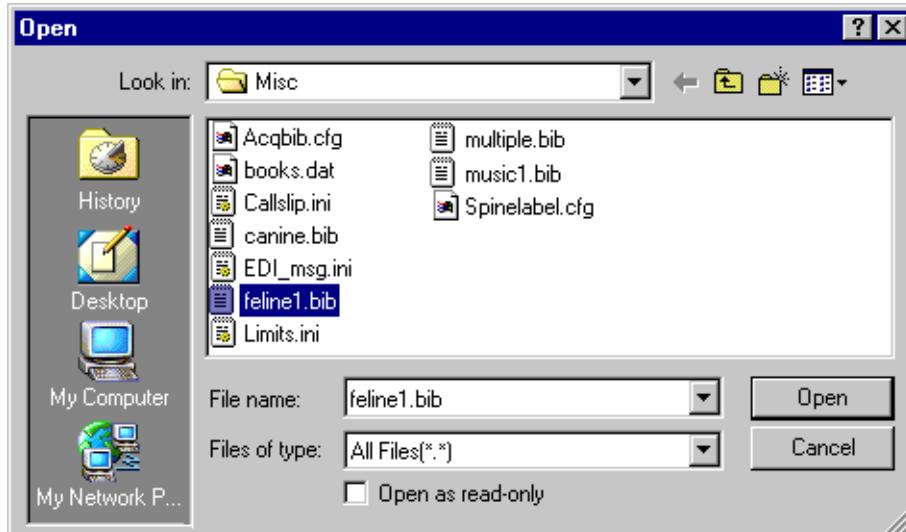
Use the following to add a line item by importing a bibliographic record.

1. Click the **Add Line (Bib Import)** button on the **Purchase Order** dialog box or follow the menu path **Line Items > Add > Bib Import**. (You can also press **Alt + L, A, I** on your keyboard.)

Result: The **Open** dialog box ([Figure 6-15](#)) displays the contents of the last folder you opened in Acquisitions.

2. To the change **Look In** folder, click the down arrow beside the field and navigate to the folder containing the file(s) you want to import.

Result: By default, only files with the **.bib** file extension display. (If the file you want has a different extension, select **All Files** from the **Files of type** field.)



**Figure 6-15. Open dialog box**

3. Select the file that contains the bibliographic record(s) and click the **Open** button. (Or double-click the file.)

---

Result: The **Select Bib Records for Import** list box displays the bibliographic record(s) in the file (see [Figure 6-14](#)). If the file contains one record, that record is listed. If the file contains multiple records, each record is listed on a separate line.

**OPTIONAL:**

4. Select the appropriate fields or buttons on the **Select Bib Records for Import** list box. See [Table 6-6](#) for detailed information about individual fields and buttons.
5. Select the bibliographic record(s) that you want to import and click the **Import** button or press **Alt + I** on your keyboard. To select more than one record, hold down the **Ctrl** key and click the records.

Result: If a bibliographic record is imported successfully, the record displays as a line item on the purchase order (see [Figure 6-11](#)).

You can now add more line items to your purchase order or begin entering more information for the line item(s) you have added. (See [Adding Line Item Information on page 6-27](#).)

---

### **Adding a Line Item Using Bibliographic IDs**

---

You can use the bibliographic ID number of a record in your database to create a new line item if

- you know the complete ID number of the bibliographic record, and
- the owning library of the bibliographic record is the same as the owning library from which you are ordering or if, in the System Administration module, the **Attach Holdings to Any Bibliographic Record** check box for your Acq/Serials Security Profile is checked. (See the *Voyager System Administration User's Guide* for more information.)

The procedure for adding a line item by bibliographic id is shown in [Procedure 6-6, Adding a line item by bibliographic ID](#).



### **Procedure 6-6. Adding a line item by bibliographic ID**

---

Use the following to add a line item by bibliographic ID.

1. From the **Purchase Order** dialog box, follow the menu path **Line Item > Add > By Bib ID**. Or press **Alt + L, A, D** on your keyboard.

Result: The **New line item by Bib record id** dialog box opens (see [Figure 6-16](#)).



---

**Figure 6-16. New line item by Bib record id dialog box**

2. In the **Enter the record id** field, enter the ID number of the bibliographic record that you want to add to the purchase order as a line item.
3. Click the **OK** button.

Result: The record displays as a line item on the purchase order (see [Figure 6-11](#)).

You can now add more line items to your purchase order or begin entering more information for the line item(s) you have added. See [Adding Line Item Information on page 6-27](#).

---

## Adding Line Item Information

---

Line items added to purchase orders are listed in the bottom pane of the **Purchase Order** dialog box (see [Figure 6-17](#)). Information available for each row/item includes

- Line item number and order status
- Line item title
- Price adjustments
- Number of copies on order
- Intended location(s) (if more than one, <<Multiple>> displays in the **Location** column, and you must access the full details of the record for complete location information)
- Fund(s) used to purchase the item (if more than one, <<Multiple>> displays in the **Fund** column, and you must access the full details of the record for complete fund information)
- Total amount of the line item (all copies and adjustments)
- Line item type

- Additional notes

Information not initially visible can be viewed by resizing the existing columns to make room for more columns. You can also click and drag column headers to rearrange entire columns of information. (These changes, however, cannot be saved for future sessions.) Holding your cursor over a table cell whose contents have been truncated will display the entire contents of that cell.

You can view more line item data by clicking the item's row, then clicking the **Details** button near the bottom of the **Purchase Order** dialog box. If you have quick line items enabled, a single dialog box opens with fields for basic information. If you have detailed line items enabled, a dialog box with thirteen tabs for all line item information opens.

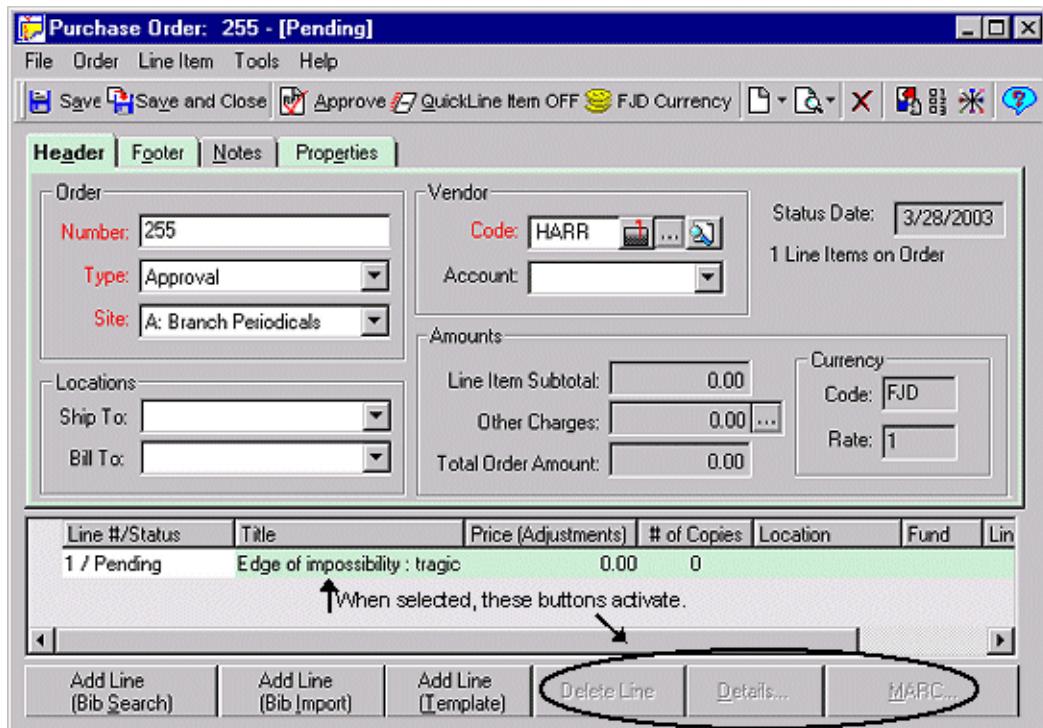


Figure 6-17. Purchase Order dialog box with one line item

**NOTE:**

To view additional line items that fall below the bottom pane, expand the pane by holding your cursor just above the pane until your cursor turns into a small horizontal bar with arrows. Click and drag the cursor up to expand the line item pane.

After you have added a line item to your purchase order, you must enter additional information about the item. You can do this using the Quick Line Item feature or the Detailed Line Item feature.

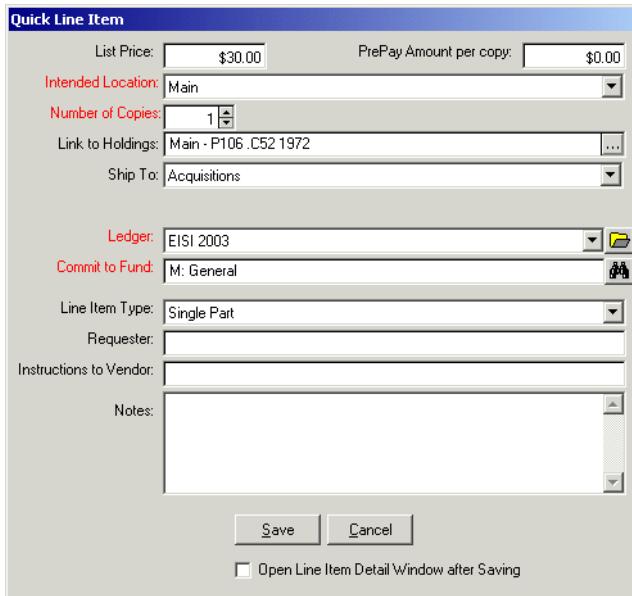
- The Quick Line Item feature allows you to enter basic, required line item information in one dialog box (see [Quick Line Item](#) on [page 6-29](#).)
- The Detailed Line Item feature allows you to enter more detailed, complex information across several tabs of a dialog box (see [Detailed Line Item](#) on [page 6-36](#).)

## Quick Line Item

---

The Quick Line Item feature uses only required and common fields (such as price, fund, and intended location) to create line items. If you have enabled this feature, the **Quick Line Item** dialog box ([Figure 6-18](#)) opens when you select the line item and click the **Details** button on the **Purchase Order** dialog box.

---



---

Figure 6-18. Quick Line Item dialog box

---

The **Quick Line Item** dialog box contains all the required fields necessary to save the line item to the database. Required fields' captions display in an alternate color, usually red, which can be changed on the **Colors and Fonts** tab of your Session Preferences, see [Colors and Fonts Tab](#) on [page 18-3](#). Also, various defaults can be set, see [Line Item Copies/Funds Defaults](#) on [page 17-8](#).

The **Quick Line Item** button on the toolbar of your purchase order enables and disables the use of quick line items. When enabled, the button reads **Quick Line Item On** (see [Figure 6-19](#)).

---



**Figure 6-19.** Quick Line Item On button

Disabled, the button reads **Quick Line Item Off**, and the Detailed Line Item feature is used instead.

You can use the Quick Line Item feature to edit a line item if

- the item contains a single intended location, and
- the status is "pending."

(Use the Detailed Line Item feature to edit orders that do not have a status of "pending" or to add intended locations to a line item. See [Detailed Line Item](#) on [page 6-36](#).)

The Quick Line Item feature can be used to update the intended location of a line item (which also requires you to specify new Copies, Holdings and Ledger/Fund information). When you update this information, you do not receive a warning that the new information will replace the old.

[Table 6-7](#) describes the fields in detail. Required fields are designated by an "(R)".

**Table 6-7. Quick Line Item dialog box fields**

Field	Description	Location on Detailed Line Items dialog box
List Price	The list price of the item.	Price tab
PrePay Amount Per Copy	<p>The amount, if any, paid prior to invoicing.          Amount is automatically deducted from the fund and should be subtracted from the <b>Actual Price</b> on the invoice.</p> <p>Prepaid line item copies cannot be edited on approved purchase orders.</p> <p><b>NOTE:</b>          If a line item contains prepaid copies, it is not eligible for rollover (see <a href="#">Rollover Rules Eligibility</a> on <a href="#">page 16-19</a>.)</p>	Price tab
Intended Location (R)	The intended destination of the item(s).	Copies/Funds tab
Number of Copies (R)	Active only after you have selected an <b>Intended Location</b> .	Copies/Funds tab
Link to Holdings	<p>If holdings records exist for the item, you can link the copies of the line item to a holdings record.</p> <p>Clicking the ellipsis button opens the <b>Link to Holdings</b> dialog box. For more information, see <a href="#">Link to Holdings</a> on <a href="#">page 6-60</a>.</p>	Copies/Funds tab
Ship To	The location where the item(s) should be shipped.	Copies/Funds tab
Ledger (R)	<p>The ledger to which the <b>Commit to Fund</b> for the item belongs.</p> <p>Enter only if you type the entry for <b>Commit to Fund</b> code (rather than using the Find/binoculars button provided and selecting a fund from a ledger/fund hierarchy).</p>	Copies/Funds tab
Commit to Fund (R)	<p>The allocated fund that will finance this line item purchase. Belongs to the above Ledger.</p> <p> <b>TIP:</b>  <i>Selecting this field using the Find/binoculars button also selects an entry for the <b>Ledger</b> field above it. To set defaults for both fields, see <a href="#">Line Item Copies/Funds Defaults</a> on <a href="#">page 17-8</a>.</i></p>	Copies/Funds tab

---

**Table 6-7. Quick Line Item dialog box fields**

Field	Description	Location on Detailed Line Items dialog box
Line Item Type	The item's type or form, such as a subscription or single-part monograph.	Type tab
Requester	The name of the person requesting the item.	Delivery Options tab
Instructions to Vendor	Any additional instructions to the vendor, up to 60 characters. It is included on the printed purchase order.	Notes tab
Notes	This is a Line item note.	Notes tab



**TIP:**

*To have the **Quick Line Item** dialog box open automatically after you add a line item to a purchase order, select the **Enable Quick Line Items Upon Add** check box on the **Line Items** tab of your Session Workflows. See [Line Items Tab on page 19-5](#) for more information about this workflow option.*

The procedure for entering line item information using the Quick Line is shown in [Procedure 6-7, Entering line item information using the Quick Line Item feature](#).



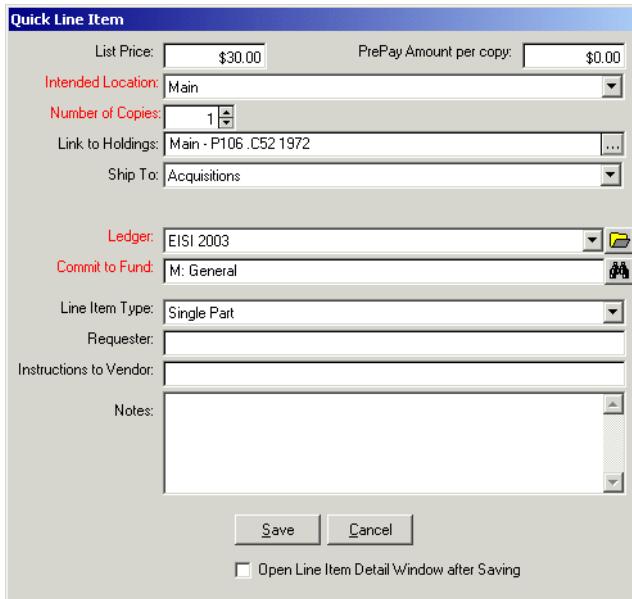
**Procedure 6-7. Entering line item information using the Quick Line Item feature**

---

Use the following to enter line item information using the Quick Line Item feature.

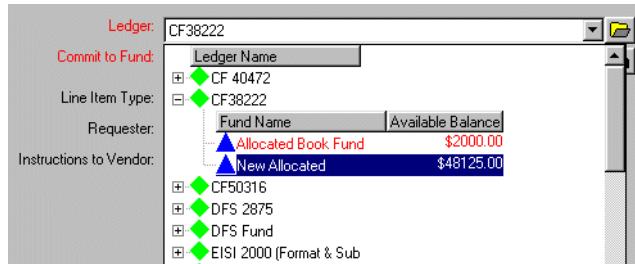
1. If the **Quick Line Item** button on the toolbar of your purchase order reads **Quick Line Item Off**, click it to enable quick line items.
2. In the bottom pane of the **Purchase Order** dialog box, click the row containing the line item you want to complete.
3. Click the **Details** button below the line item pane.

Result: The **Quick Line Item** dialog box opens (see [Figure 6-20](#)).



**Figure 6-20.** Quick Line Item dialog box

4. Enter values in the fields and change any default settings, as necessary. See [Table 6-7](#) on [page 6-31](#) for descriptions of individual fields. Use the following for additional instructions on entering information into some of the fields.
  - **Link to Holdings:** if a link to holdings is available, the ellipsis button opens the **Link to Holdings** dialog box, where you can select a holdings record to link to the item.
  - **Ledger:** Select only if you will type the **Commit to Fund** entry. To select a ledger and fund from ledger/fund hierarchies, click the folder button and navigate to the ledger and fund you want (it must be an allocated fund.) When you select the fund, the **Ledger** field also populates.
  - **Commit to Fund:** If you know the code and have selected a ledger, type the code in the field. To select from a hierarchy, see instructions for the **Ledger** field above. You can also search for a fund by clicking the Find button (binoculars) and performing a search from the **Select Fund** dialog box. Your selection populates both the **Commit to Fund** and the **Ledger** fields.



**Figure 6-21.** Ledger/Fund hierarchy displayed in the Ledger field

5. To enter or view more information for the line item after you finish the quick line item entries, check the **Open Line Item Detail Window after Saving** box, which automatically opens the **Detailed Line Item** dialog box after you save the quick line item. You can set this to default in your Session Workflows (see [Line Items Tab on page 19-5](#).)
6. To save the line item, click the **Save** button. To cancel and return to the purchase order, click the **Cancel** button.

Result: If saved, the line item is completed.

The procedure for editing line item information using the Quick Line is shown in [Procedure 6-8, Editing Line Items Using the Quick Line Item Feature](#).

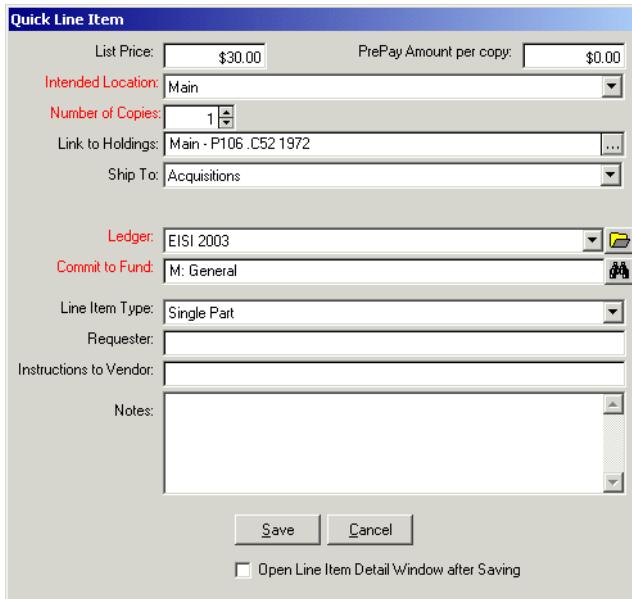


#### Procedure 6-8. Editing Line Items Using the Quick Line Item Feature

Use the following to edit a line item using the Quick Line Item feature.

1. If the **Quick Line Item** button on your toolbar reads **Quick Line Item Off**, click to change it to **Quick Line Item On**.
  2. From the list of line items in your purchase order, click the line item that you want to edit.
- Result: The row highlights.
3. Click the **Details** button below the line item pane of the purchase order.

Result: The **Quick Line Item** dialog box opens (see [Figure 6-22](#)).



**Figure 6-22. Quick Line Item dialog box**

4. Edit the appropriate information on the **Quick Line Item** dialog box. See [Table 6-7](#) on [page 6-31](#) for information about individual fields.

**NOTE:**

When you select a new **Intended Location**, the **Number of Copies**, **Link to Holdings**, **Ledger** and **Commit to Fund** fields automatically clear. You must select new information for the new intended location.

5. Click the **Open Line Item Detail Window after Saving** check box if you want the detailed view of the line item to automatically open after saving the information.

**NOTE:**

The **Open Line Item Detail Window after Saving** check box is automatically selected if the **Open Line Item View after Saving** check box is selected on the **Line Items** tab of your Session Workflows (see [Line Items Tab](#) on [page 19-5](#).)

6. To save your edits, click the **Save** button. To cancel your edits and close the **Quick Line Item** dialog box, click the **Cancel** button.

Result: If saved, the line item is edited.

---

## Detailed Line Item

---

The Detailed Line Item feature allows you to view and enter information for all aspects of the line item. If the Detailed Line Item feature is enabled, a dialog box opens with the full line item information distributed over thirteen tabs.

The **Quick Line Item** button on the toolbar of your purchase order determines whether the Quick Line Item feature or the Detailed Line Item feature is active. If the button reads **Quick Line Item Off** ([Figure 6-23](#)), the Detailed Line Item feature is used.

---



---

**Figure 6-23. Quick Line Item Off button**

To open the detailed line item view, make sure the toolbar button reads **Quick Line Item Off**, then click the item you want to view and the **Details** button.

The **Line Item** dialog box for the item you selected opens (see [Figure 6-24](#)).

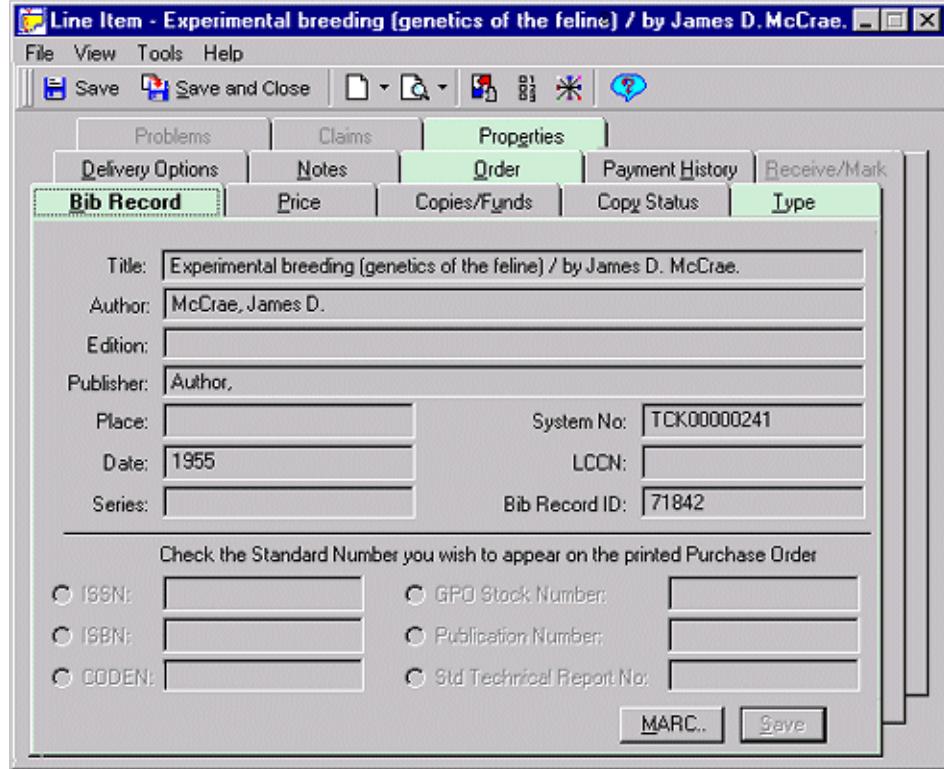


Figure 6-24. Line Item dialog box

Many of the tabs on the **Line Item** dialog box contain information needed to order the item (such as the **Price**, **Copies/Funds** and **Delivery Options** tabs). Some tabs contain informational data only (such as the **Properties** and **Payment History** tab). Other tabs allow you to conduct various activities related to ordering and receiving line items (such as the **Problems**, **Claims**, and **Receive/Mark** tabs).

---

For specific information about each of the tabs, see [Table 6-8](#).

**Table 6-8. Line Item dialog box tabs descriptions/references**

Tab	Contents	Page
Bib Record	Displays read-only data from the bibliographic record associated with the line item	<a href="#">Bib Record Tab on page 6-42</a>
Price	Displays the expected price of an item (the <b>List Price</b> for the purchase order line item), any adjustments or pre-payments, and the actual price of the item (the <b>Actual Price</b> for the invoiced line item.)	<a href="#">Price Tab on page 6-45</a>
Copies/Funds	Stores information about the intended location for the line item, the number of copies to order, and the fund(s) that will pay for the item.	<a href="#">Copies/Funds Tab on page 6-49</a>
Copy Status	Presents a summary view of the status of each ordered copy. Ability to: <ul style="list-style-type: none"><li>• create and maintain item records</li><li>• create print labels</li><li>• and, if the appropriate conditions are met, unreceive a monograph item</li></ul>	<a href="#">Copy Status Tab on page 6-63</a>

**Table 6-8. Line Item dialog box tabs descriptions/references**

Tab	Contents	Page
Type	<p>A line item type identifies the characteristics of your purchase order line item such as whether it is a serial, a single part monograph, or a monograph in multiple parts (Subscription, Single Part, or Multi-part types, respectively).</p> <p>Allows you to specify:</p> <ul style="list-style-type: none"> <li>• line item type, which determines whether the line item receives single or multiple pieces</li> <li>• piece identification (and subscription information such as start date and renewal date for Subscription and Membership line item types)</li> <li>• vendor title number and vendor reference number, and</li> <li>• prediction pattern information (for Subscription types only)</li> </ul>	<a href="#">Type Tab on page 6-65</a>
Delivery Options	Allows you to provide instructions for the delivery of a line item.	<a href="#">Delivery Options Tab on page 6-71</a>
Notes	<p>Provides fields for you to enter internal notes and instructions to the vendor.</p> <p>If the order has an invoice associated with it, you can switch views from <b>Order</b> to <b>Invoice</b> using the buttons on the <b>Order/Invoice</b> list-bar. (The <b>Invoice</b> button only displays if one or more invoices have been associated with the purchase order.)</p>	<a href="#">Notes Tab on page 6-73</a>

**Table 6-8. Line Item dialog box tabs descriptions/references**

Tab	Contents	Page
Order	<p>Summarizes information that is stored on the purchase order <b>Header</b> tab.</p> <p>The <b>Order</b> tab also provides direct access to the line item's vendor record and purchase order record, facilitating quick navigation between related groups of information.</p> <p>The fields on the <b>Order</b> tab are read-only, though some buttons access related records that can be edited.</p>	<a href="#">Order Tab on page 6-75</a>
Payment History	<p>Provides a consolidated history of all expenditures and funds associated with a line item. You can open an invoice or fund associated with the payment from this tab, but the tab itself is read-only, the data system-generated.</p>	<a href="#">Payment History Tab on page 6-76</a>
Receive/Mark	<p>Allows you to receive an item or mark a line item with pre-defined types (or reasons).</p> <p>For a line item on a purchase order, the <b>Receive/Mark</b> tab activates when the purchase order has been approved. (For a line item on an invoice, the <b>Receive/Mark</b> tab is active if the invoice is pending or has been approved.)</p>	<a href="#">Receive/Mark Tab on page 6-77</a>

**Table 6-8. Line Item dialog box tabs descriptions/references**

Tab	Contents	Page
Problems	Displays all copies of a monograph line item that have been manually marked by an Acquisitions operator or automatically marked by the system.  Enables an authorized operator to process marked line item copies directly from the line item, eliminating the need to search for the copies on the <b>Problems</b> work space.	<a href="#">Problems Tab on page 6-79</a>
Claims	Displays all claims that have been generated for copies of a monograph line item. It enables an authorized operator to process these claims directly from the line item, eliminating the need to search for copies on the <b>Problems</b> work space.  Authorized operators can update and generate claims from the <b>Claims</b> tab.	<a href="#">Claims Tab on page 6-81</a>
Properties	Displays historical information about the line item.	<a href="#">Properties Tab on page 6-82</a>

For instructions on adding or editing information to a line item using the Detailed Line Item feature, see [Procedure 6-9, Adding and editing line item information using the Detailed Line Item feature](#).



#### **Procedure 6-9. Adding and editing line item information using the Detailed Line Item feature**

Use the following to add or edit line item information using the Detailed Line Item feature.

1. If the **Quick Line Item** button on your purchase order toolbar reads **Quick Line Item On**, click to change it to **Quick Line Item Off**.
2. In the line item pane of your purchase order, click the line item that you want to edit.

---

Result: The corresponding row highlights.

3. Click the **Details** button below the line item section of the purchase order or select **Details** from the **Line Item** menu. You can also press **Alt + L, D** on your keyboard.

Result: The **Line Item** dialog box opens.

4. Click the tabs that store the information you want to add or edit, and enter/change information as needed. See [Table 6-8 on page 6-38](#) for reference pages to detailed information about the different tabs.
5. Click the **Save and Close** button when your changes are complete.

Result: The line item information is added or edited.

---

## Bib Record Tab

The **Bib Record** tab ([Figure 6-25](#)) displays read-only data from the bibliographic record associated with the line item. This tab also allows you to choose one of six standard identification numbers to have printed on the paper purchase order that goes to the vendor.

It presents you with a **MARC...** button (in the bottom right corner) which you can click to view the item's MARC record.

For information about viewing and editing MARC records in Acquisitions, see [Viewing and Editing MARC Records \(Cataloging in Acquisitions\) on page 13-1](#). For information about sending the MARC record to a web server, see [http POST request - Sending the MARC record to a web server on page 13-16](#).

Problems	Claims	Properties	
Delivery Options	Notes	Order	Payment History
Bib Record	Price	Copies/Funds	Copy Status
		Type	
Title: Experimental breeding (genetics of the feline) / by James D. McCrae.			
Author: McCrae, James D.			
Edition:			
Publisher: Author,			
Place:		System No: TCK00000241	
Date: 1955		LCCN:	
Series:		Bib Record ID: 71842	
Check the Standard Number you wish to appear on the printed Purchase Order			
<input type="radio"/> ISSN:	<input type="radio"/> GPO Stock Number:		
<input type="radio"/> ISBN:	<input type="radio"/> Publication Number:		
<input type="radio"/> CODEN:	<input type="radio"/> Std Technical Report No:		
		MARC..	Save

**Figure 6-25.** Bib Record tab, Line Item dialog box

[Table 6-9](#) describes the information contained in each field and the bibliographic record source for each.

**Table 6-9. Bib Record tab, field descriptions**

Field	Description	MARC field
Title	The title of the bibliographic record.	245 field
Author	The author of the item.	100 field (personal) or 101 field (corporate)
Edition	The version of the title being ordered. For example, the second revised edition.	250 field
Publisher	The name of the publisher.	260 subfield b field
Place	The place where the title was published.	260 subfield a field
Date	The date of the title's publication.	260 subfield d field
Series	A group of items related to each other, where one item is considered part of the group or series.	440 field

---

**Table 6-9. Bib Record tab, field descriptions**

Field	Description	MARC field
System No.	The MARC code (enclosed in parentheses) of the organization originating the system control number, followed immediately by the number.	035 subfield a field
LCCN	The Library of Congress Control Number.	010 field
Bib Record ID	The ID of the record in the Voyager database.	NA

The bottom section of the **Bib Record** tab contains the standard numbers that you can choose to have appear on the printed purchase order. [Table 6-10](#) contains a list of the available standard numbers.

**Table 6-10. Available standard numbers on the Bib Record tab**

Number	Description
ISSN	International Standard Number.
ISBN	International Book Number.
CODEN	Unique identifier (6 characters) for scientific and technical publications.
GPO Item Number	Government Printing Office item number.
Publication Number	The alphanumeric identifier designed for music publications.
Standard Technical Report Number	The complete alphanumeric (32 maximum characters) identifier designated for technical publications.

The only procedure performed on the **Bib Record** tab is selecting which of the standard number you want to appear on the printed purchase order. See [Procedure 6-10, Selecting a standard number for the printed purchase order](#).



#### **Procedure 6-10. Selecting a standard number for the printed purchase order**

---

Use the following to select a standard number to print on the purchase order.

1. Access the **Bib Record** tab on the detailed **Line Item** dialog box.

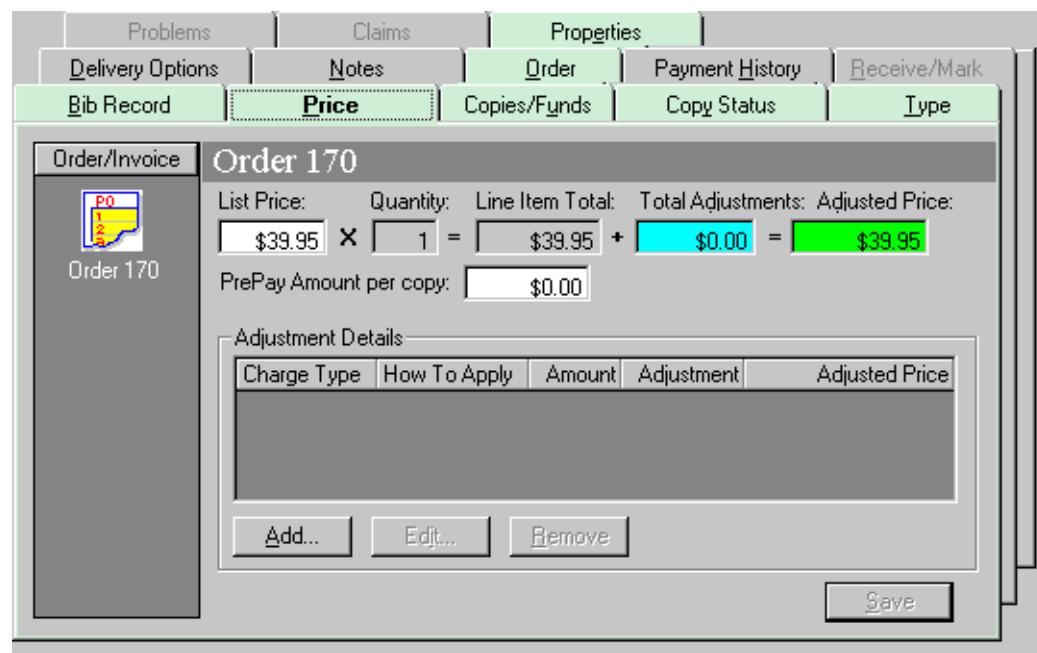
2. Click the radio button beside the identification number that you want to use on the printed purchase order. See [Table 6-10](#) on [page 6-44](#) for information about the identification types.
3. To save the standard number selection, click the **Save** button or press **Alt + S** on your keyboard.

Result: The standard number is selected.

### Price Tab

The **Price** tab ([Figure 6-26](#)) displays the expected price of an item (the **List Price** for the purchase order line item), any adjustments or pre-payments, and the actual price of the item (the **Actual Price** for the invoiced line item.)

To access the tab, click the **Price** tab or press **Alt + P** on your keyboard. You can also select **Price** from the **View** menu or press **Alt + V, P** on your keyboard.

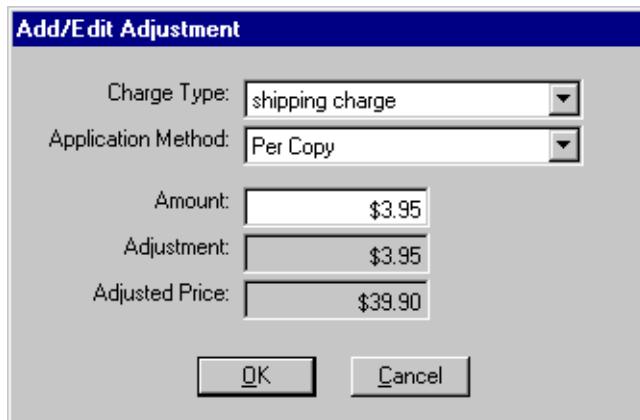


**Figure 6-26.** Line Item dialog box - Price tab

**NOTE:**

After you have linked an invoice to this order, an invoice button displays with the order button on the **Order/Invoice** listbar (**Order 170** in [Figure 6-26](#)). This will allow you to toggle between expected and invoiced prices.

The **Adjustment Details** section of the **Price** tab allows you to enter adjustments to the line item price in an **Add/Edit Adjustment** dialog box (see [Figure 6-27](#)). The fields on the **Add/Edit Adjustment** dialog box correspond directly to the columns in the **Adjustment Details** section of the **Price** tab.



**Figure 6-27.** Add/Edit Adjustment dialog box for line item price

[Table 6-11](#) describes the fields and columns on the **Price** tab, including the **Adjustment Details** section (or **Add/Edit Adjustment** dialog box).

**Table 6-11.** Price tab fields and columns

Name	Data source	Description
List Price	User enters on <b>Price</b> tab	The list price of one copy of the item.
Quantity	User enters on <b>Copies/Funds</b> tab, system draws value from there	The number of items ordered.
Line Item Total	System multiplies <b>List Price</b> entry by <b>Quantity</b> entry	The total cost of the line item (times the number ordered)
Total Adjustments	System adds the amount(s) from the <b>Adjustment</b> column of the <b>Adjustment Details</b> section.	The total adjustment amount(s) from the <b>Adjustment Details</b> section. Can be a positive or negative amount

**Table 6-11. Price tab fields and columns**

Name	Data source	Description
Adjusted Price	System adds the <b>Line Item Total</b> to the <b>Total Adjustments</b>	The price adjusted for number of copies and <b>Adjustment Details (Total Adjustments)</b>
PrePay Amount per copy	User enters amount, if any.	Amounts are immediately expended from fund(s) and must be subtracted from the <b>Actual Price</b> on invoices
<b>Adjustment Details section / Add/Edit Adjustment dialog box</b>		
Charge Type	User selects from drop-down	The type of adjustment, such as shipping charges
How to Apply/ Application Method	User selects from drop-down	How the amount is figured--for example, by percent of total cost (a percentage is based on the adjusted price, not the line item total of the previous row.)
Amount	User enters in field	The amount of the charge or discount, relative to the <b>Application Method</b>
Adjustment	System calculates from previous two entries	The amount added or subtracted to the line item, based on the previous two entries
Adjusted Price	System calculates from list price, number of copies, and adjustments	The price of the line item after all copies and adjustments have been calculated

The procedure for entering line item price information is shown in [Procedure 6-11, Entering line item price information on the Price tab](#).



#### **Procedure 6-11. Entering line item price information on the Price tab**

Use the following to enter line item price information on the **Price** tab of the detailed **Line Item** dialog box.

1. Access the **Price** tab on the detailed **Line Item** dialog box.
2. Enter values for the **List Price** and, if applicable, the **PrePay Amount** per copy field. For more information about individual fields, see [Table 6-11](#).

**NOTE:**

If a line item contains prepaid copies, it is not eligible for rollover (for more information, see [Rollover Rules Eligibility on page 16-19](#).) Prepaid line item copies cannot be edited on approved purchase orders.

**OPTIONAL:**

3. To adjust charges for the line item, click the **Add** button in the **Adjustment Details** section.

Result: The **Add/Edit Adjustment** dialog box opens (see [Figure 6-28](#)).



**Figure 6-28.** Add/Edit Adjustment dialog box

**OPTIONAL:**

4. Enter or change values in the editable fields. See [Table 6-11](#) for details about individual fields.

**OPTIONAL:**

5. Click **OK** to save the adjustment, **Cancel** to discard it.

Result: After completing an adjustment, details about the adjustment display as a row in the **Adjustment Details** section of the **Price** tab (see [Figure 6-29](#)).

**OPTIONAL:**

6. Repeat Steps 3 - 5 as needed. To edit an existing adjustment, click to select it, then click the **Edit** button. To remove an adjustment, click to select it, then click the **Remove** button.

**Order 170**

List Price:	Quantity:	Line Item Total:	Total Adjustments:	Adjusted Price:
\$39.95	X 1	= \$39.95	+ (\$0.05)	= \$39.90
PrePay Amount per copy: \$0.00				

**Adjustment Details**

Charge Type	How To Apply	Amount	Adjustment	Adjusted Price
discount	Percent of Cost	.10	-4.00	35.95
shipping charge	Per Copy	3.95	3.95	39.90

**Action Buttons:** Add... Edit... Remove Save

**Figure 6-29.** Price tab, Adjustment Details section

- Click the **Save** button to save your changes.

Result: The line item price information is entered.

**NOTE:**

If you don't save your information, you will be prompted to save it when you click another tab or when you attempt to close the **Line Item** dialog box.

### Copies/Funds Tab

The **Copies/Funds** tab ([Figure 6-30](#)) stores information about the intended location for the line item, the number of copies to order, and the fund(s) that will pay for the item.

To open the tab, click the **Copies/Funds** tab, select **Copies/Funds** from the **View** menu, or press **Alt + V, C** on your keyboard.

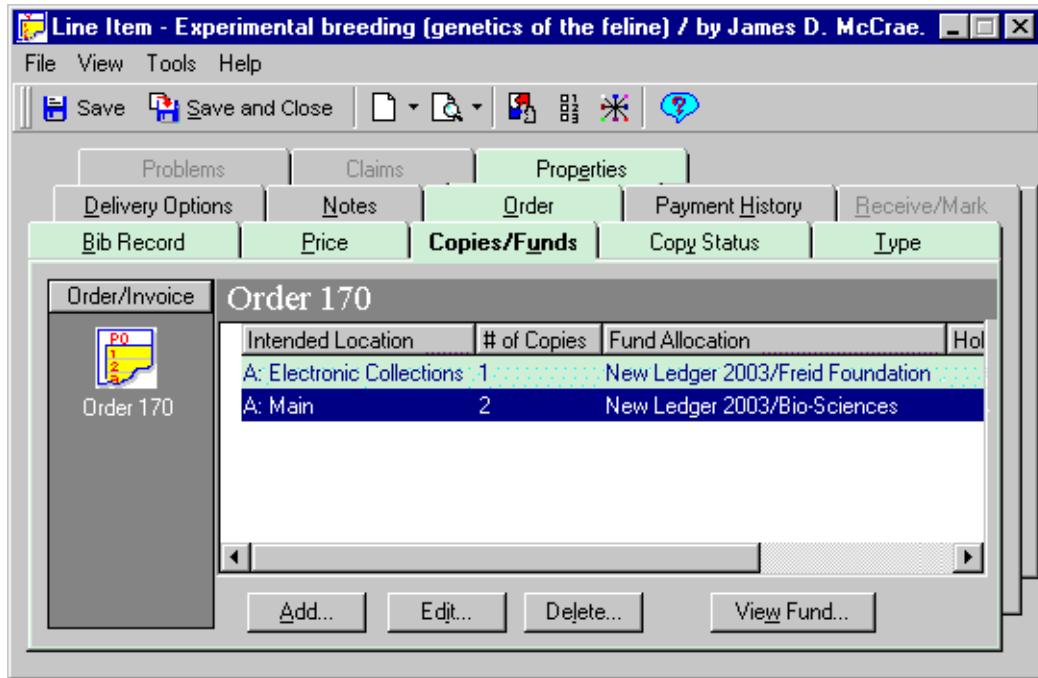


Figure 6-30. Line Item dialog box, Copies/Funds tab

Columns on the **Copies/Funds** tab take their values from the **Copies and Funds** dialog box (Figure 6-31), which opens when you click the **Add** button or select an existing location/copy row and click the **Edit** button.

On a pending purchase order, you can delete the copy and fund information for each location by clicking the location's row, then the **Delete** button.

After a purchase order has been approved, only an operator with the proper authority can edit the purchase order (see [Editing Line Item Data on an Approved Purchase Order](#) on page 6-109.)

**NOTE:**

Initially, only the **Order** button displays in the **Order/Invoice** listbar. After copies have been linked to one or more invoice(s), the **Order** and **Invoice** buttons allow you to toggle back and forth between the purchase order and invoice(s) associated with the line item.

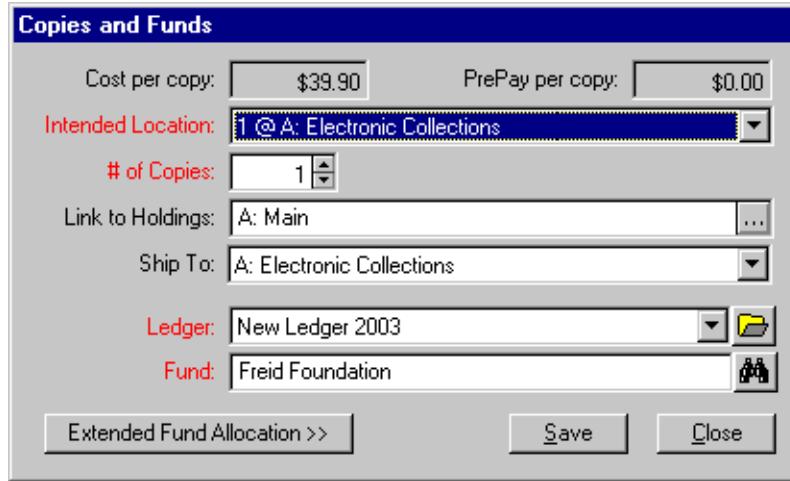
Once copies and funds have been defined and the **Copies and Funds** dialog box closed, the copies and funds display in a hierarchical structure (see [Figure 6-36](#) on [page 6-59](#).) This structure provides a consolidated display of all locations and funds.

### Copies and Funds Dialog Box

The **Copies and Funds** dialog box provides fields for you to enter copy and fund information for your line item. It opens when you click the **Add** or **Edit** button on the **Copies/Funds** tab. The initial view of the dialog box displays (see [Figure 6-31](#)).

**NOTE:**

The Extended Fund Allocation view of the **Copies and Funds** dialog box provides additional buttons and fields for more complex divisions of copies and funds (see [Extended Fund Allocation Features on page 6-54.](#))



**Figure 6-31.** Copies and Funds dialog box

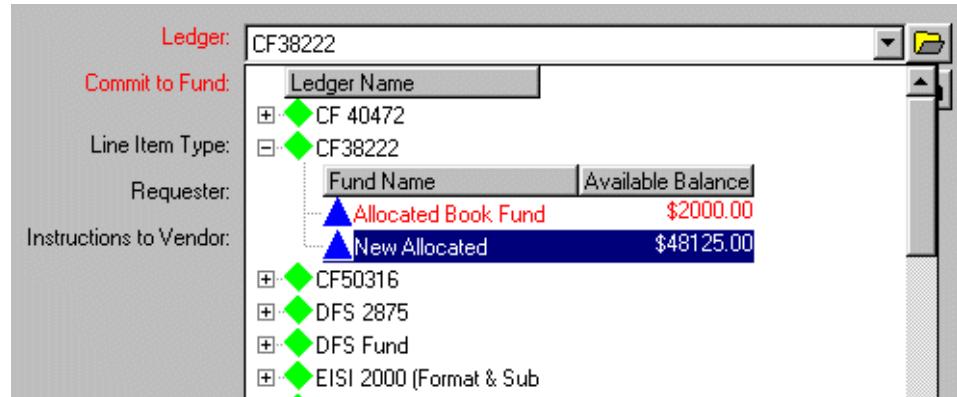
[Table 6-12](#) describes the fields in the **Copies and Funds** dialog box (which correspond to the column headers on the **Copies/Funds** tab of the **Line Item** dialog box). Required fields display in red text (though you may change this color in your Session Preferences, see [Colors and Fonts Tab on page 18-3](#). Also, various defaults can be set, see [Line Item Copies/Funds Defaults on page 17-8](#).

**Table 6-12.** Copies and Funds dialog box, fields and values

Field	Description	How to complete
Cost per copy	The cost of the item per copy after adjusted amounts.	Read-only. Completed on the <b>Price</b> tab.
PrePay per copy	The amount, if any, prepaid on the item.	Read-only. Completed on the <b>Price</b> tab.

**Table 6-12. Copies and Funds dialog box, fields and values**

Field	Description	How to complete
Intended Location	The intended destination of the copy/copies.	Select from the drop-down list.
# of Copies	The number of copies to order for this location.	Active only after you have selected an <b>Intended Location</b> .  Type the number or use the up and down arrow buttons beside the field.
Link to Holdings	Available if holdings record(s) exist for the item. Allows you to link copy/copies to a holdings record.	Click the ellipsis button to open the <b>Link to Holdings</b> dialog box, and make a selection from there. See <a href="#">Link to Holdings</a> on <a href="#">page 6-60</a> for more information.
Ship To	The location where the item(s) should be shipped.	Select a location from the drop-down menu.
Ledger	The ledger to which the <b>Fund</b> for the item belongs.	Select from the drop-down list (only if you will type the entry for the <b>Fund</b> field below), OR click the folder button and navigate through the ledger/fund hierarchies ( <a href="#">Figure 6-32</a> on <a href="#">page 6-53</a> ) to find the one you want, OR see the Find/binoculars button method below.
Fund	The allocated fund that will finance this line item purchase. Belongs to the above <b>Ledger</b> .	Type the fund code into the field and click the ellipsis button to verify, OR search for the fund using the Find (binoculars) button.  <b>NOTE:</b> Selecting this field using the Find/binoculars button also populates the <b>Ledger</b> field.
Extended Fund Allocation (button)	Expands the <b>Copies and Funds</b> dialog box to allow you to choose more than one fund, change a fund, or alter the percentage of a fund's responsibility.	Click to expand the <b>Copies and Funds</b> dialog box to work with ledgers and funds.  See <a href="#">Procedure 6-13, Editing extended fund allocations</a> , on page <a href="#">6-56</a> .



**Figure 6-32.** Ledger/Fund hierarchy displayed in the Ledger field

The procedure to add or edit copies and fund is shown in [Procedure 6-12, Adding/editing copies and funds](#).



### Procedure 6-12. Adding/editing copies and funds

Use the following to add or edit copies and funds for a line item.

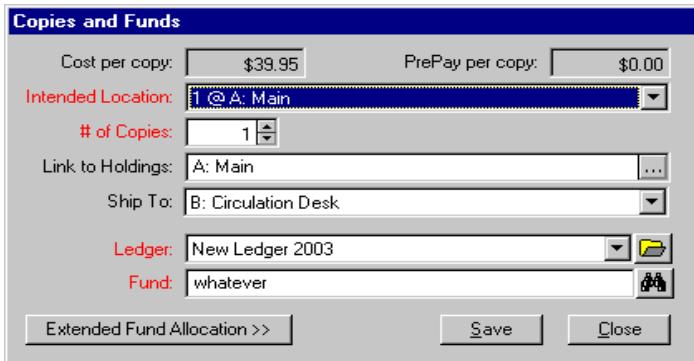


#### TIP:

*To simplify the creation of your line items, default values can be applied to some of the fields on the Copies/Funds tab. See [Line Item Copies/Funds Defaults](#) on page 17-8 for more information.*

1. Open the **Line Item** dialog box for the item and click the **Copies/Funds** tab.
- Result: The **Copies/Funds** tab opens.
2. To add a copy and fund to the line item purchase order, click the **Add** button near the bottom of the **Copies/Funds** tab. To edit an existing copy and fund, click the row containing the copy and fund, then click the **Edit** button.

Result: The **Copies and Funds** dialog box opens. [Figure 6-33](#) displays a completed version.



**Figure 6-33.** Copies and Funds dialog box, completed

3. Enter or edit values for all required fields and any optional fields you want. Use [Table 6-12](#) for detailed instructions and information about individual fields.
4. Click the **Save** button to save your entries.

**NOTE:**

The **Extended Fund Allocation >>** button automatically saves your entries.

5. If your entries are complete and you will not be using the Extended Fund Allocation feature, click the **Close** button to return to the **Copies/Funds** tab of the **Line Item** dialog box (see [Figure 6-36](#)). Otherwise, continue with [Procedure 6-13, Editing extended fund allocations](#) or [Procedure 6-14, Adding an extended fund allocation](#).

Result: If you clicked **Save**, the copies and funds information is added or edited.

### Extended Fund Allocation Features

The extended fund allocation allows you to

- specify different funds for specific copies in your line item order
- split the financing of one or more copies between two or more funds
- add and delete copies from the line item order, and
- add, edit, or remove funds from the line item order.

When you extend the **Copies and Funds** dialog box by clicking the **Extended Fund Allocation >>** button, the **Ledger** and **Fund** fields are replaced by a new **Funds** section (see [Figure 6-34](#)).

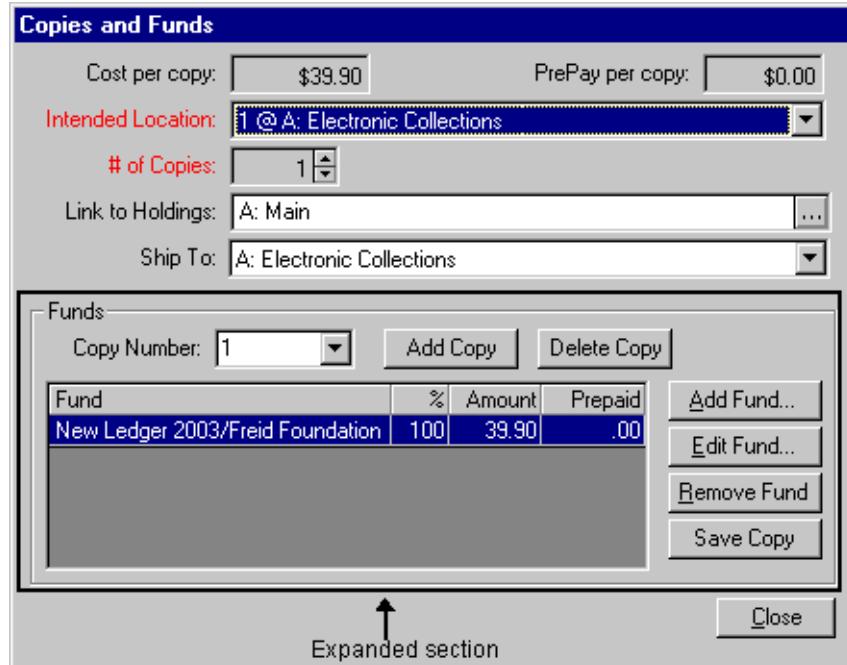


Figure 6-34. Copies and Funds dialog box, expanded

[Table 6-13](#) describes the fields, buttons, and columns on the extended portion of the **Copies and Funds** dialog box.

Table 6-13. Extended Fund Allocation section, descriptions

Name	Type	Description
Copy Number	Drop-down field	Lists each copy by number, also contains an <b>All</b> selection for assigning the same fund structure to all line item copies.
Add Copy	Button	Adds a copy with the same fund information as the copy selected in the <b>Copy Number</b> field.
Delete Copy	Button	Deletes the copy selected in the <b>Copy Number</b> field.
Fund	Column	The name/code of the fund assigned to the copy.
%	Column	The percent of the copy cost covered by the fund.
Amount	Column	The dollar amount covered by the fund.
Prepaid	Column	The amount, if any, prepaid for the copy.

---

**Table 6-13. Extended Fund Allocation section, descriptions**

Name	Type	Description
Add Fund	Button	Opens the <b>Add/Edit Fund Allocation</b> dialog box with blank entries.
Edit Fund	Button	Opens the <b>Add/Edit Fund Allocation</b> dialog box with entries for the selected fund.
Remove Fund	Button	Removes the selected fund from use in the line item order.
Save Copy	Button	Saves entered information for the copy/fund.

Before you can add extended fund allocations, you often must edit an existing allocation (to change the percent allocated from 100, for example, to 50).

The procedure to change fund allocations is shown in [Procedure 6-13, Editing extended fund allocations](#).



#### **Procedure 6-13. Editing extended fund allocations**

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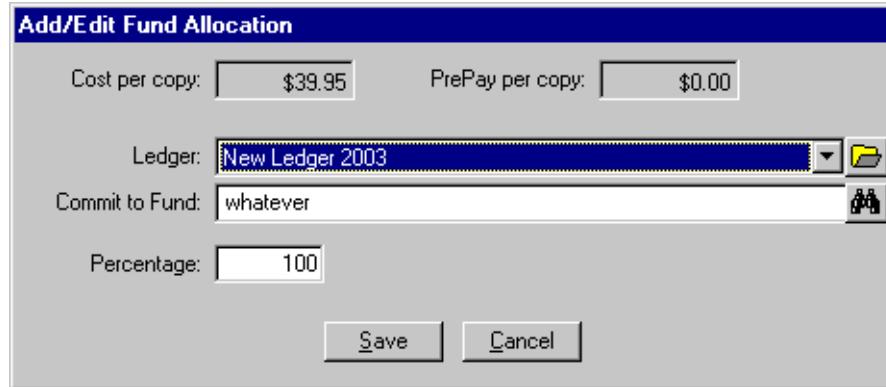
Use the following to change all or part of a fund's allocation.

1. From the **Copies and Funds** dialog box, click the **Extended Fund Allocation >>** button.

Result: Voyager saves your copy and fund entries and expands the **Copies and Funds** dialog box (see [Figure 6-34](#)).

2. To allocate (or change the allocation of) funds for one copy, select the copy number from the **Copy Number** drop-down list. To set identical allocations for all copies, select **All** from the **Copy Number** drop-down list.
3. Click the row containing the current fund in the extended **Funds** section, then click the **Edit Fund** button or press **Alt + E** on your keyboard.

Result: The **Add/Edit Fund Allocation** dialog box opens ([Figure 6-35](#)) with your previously entered selections.



---

Figure 6-35. Add/Edit Fund Allocation dialog box

4. Change the values for **Ledger**, **Commit to Fund**, and/or **Percentage** as needed. If you will be sharing the copy across more than one fund, the total **Percentage** should equal 100.
5. Click the **Save** button to save your changes, the **Cancel** button to cancel them.

Result: The **Add/Edit Fund Allocation** dialog box closes and any changes you saved display in the **Funds** section of the extended **Copies and Funds** dialog box.

If you reduced a fund's percentage, you are now able to add a new fund for the copy. Use [Procedure 6-14, Adding an extended fund allocation, on page 6-58.](#)"

6. If your changes are complete, click the **Save Copy** button, then the **Close** button below the **Funds** section.

Result: The fund's allocation is changed. The **Copies and Funds** dialog box closes, and all copies and funds for the item display in a hierarchical structure on the **Copies/Funds** tab of the **Line Item** dialog box (see [Figure 6-36](#)).

---

The procedure for adding an extended fund allocation for a copy is shown in [Procedure 6-14, Adding an extended fund allocation.](#)



#### Procedure 6-14. Adding an extended fund allocation

---

Use the following to add an extended fund allocation to a copy.

1. From the extended **Copies and Funds** dialog box, click the **Add Fund** button or press **Alt + A** on your keyboard.

Result: The **Add/Edit Fund Allocation** dialog box opens with no previous entries.

2. Select the ledger/fund combination you want to use for the copy. See [Table 6-12](#) for instructions on selecting a ledger and fund.
3. Enter the percentage of the cost that you want the fund to cover in the **Percentage** field. If the copy or copies are being shared across more than one fund, the funds must add up to 100%. (Repeat Steps 1 - 3, as necessary, until your copy or copies have been funded 100%.)
4. To save the fund information, click the **Save** button. To cancel the addition of the fund, click the **Cancel** button.

Result: Saved changes display in the fund list on the **Copies and Funds** dialog box.

5. If your changes are complete, click the **Save Copy** button, then the **Close** button below the **Funds** section.

Result: An extended fund allocation is added to a copy. The **Copies and Funds** dialog box closes, and all copies and funds for the item display in a hierarchical structure on the **Copies/Funds** tab of the **Line Item** dialog box (see [Figure 6-36](#)).

---

#### Other Fund Activities

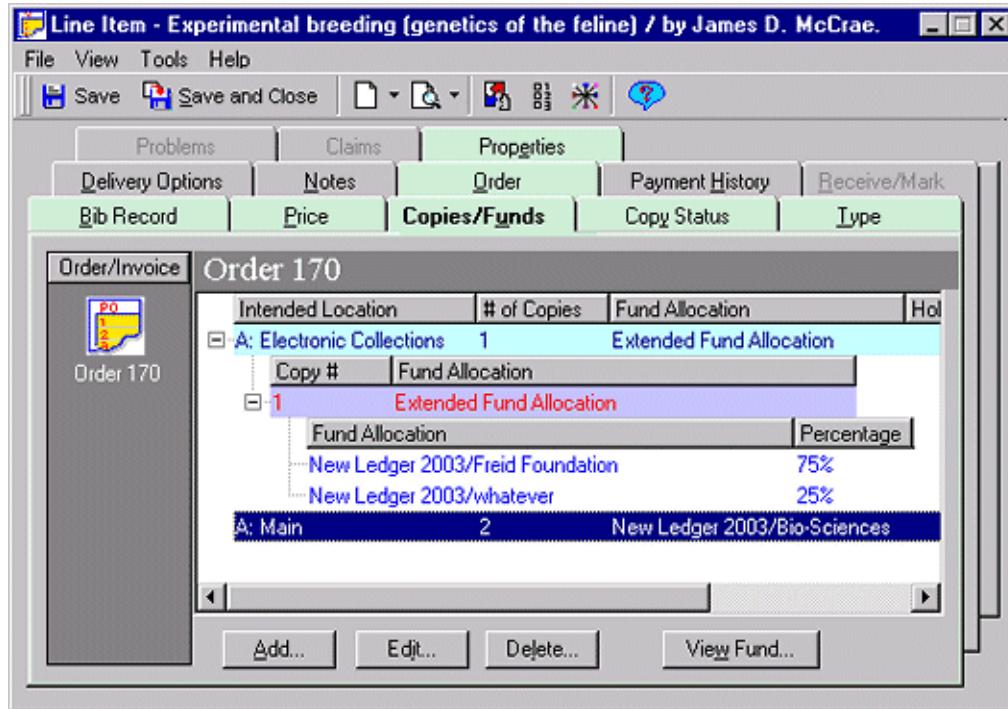
Other activities you can perform using the Extended Fund Allocation feature include

- adding and deleting copies from the line item order, and
- adding, editing, or removing funds from the line item order.

To perform these activities, see [Table 6-13](#) for an explanation of all of the objects in the extended **Funds** section and how they work.

### Copies/Funds Tab Hierarchy

The copy and fund information displays in a hierarchical structure on the **Copies/Funds** tab (Figure 6-36) after fund allocations have been completed.



**Figure 6-36. Copies/Funds tab, hierarchy**

You can navigate through the locations, copies, and funds by clicking the plus (+) signs to expand the levels of the hierarchy, the minus (-) signs to close the levels.

Each location for which you are ordering copies displays up to three levels in the hierarchy.

- The first level displays the intended location, the number of copies ordered for the location, fund allocation information (if more than one fund is used, **Extended Fund Allocation** displays), holdings information (if relevant), and the **Ship To** location. If all of the copies use the same fund, only the first level is displayed. If the copies use different funds, or if one or more of the copies uses more than one fund, the second level is shown.
- The second level displays copy number and fund allocation for each copy. If one or more of the copies uses more than one fund, a third hierarchical level is shown.

- 
- The third level displays the funds that are used for a single copy. The percentage of the cost that each fund is responsible for also displays.

The procedure for deleting copies and funds is shown in [Procedure 6-15, Deleting copies and funds on the Copies/Funds tab](#).



### **Procedure 6-15. Deleting copies and funds on the Copies/Funds tab**

---

Use the following to delete copies and funds from the **Copies/Funds** tab.

1. Open the **Line Item** dialog box for the item and click the **Copies/Funds** tab.  
Result: The **Copies/Funds** tab opens.
2. On the **Copies/Funds** tab, click the line for the copy and fund information that you want to delete.
3. Click the **Delete** button or press **Alt + L** on your keyboard.

Result: A confirmation message displays if you have elected to use the deletion reminder option on the **Sounds and Animation** tab of your Session Preferences (see [Sounds and Animation Tab on page 18-14](#) for more information.) Click the **Yes** button to continue. Click the **No** button to cancel the removal of the copy and fund information. If you have not elected to use the deletion reminder option, you do not receive a confirmation message.

Result: If you clicked **Yes**, the deletion is complete.

---

### **Link to Holdings**

When you click the ellipsis button beside the **Link to Holdings** field on the **Copies and Funds** dialog box, the **Link to Holdings** dialog box opens (see [Figure 6-37](#)).



**Figure 6-37. Link to Holdings dialog box**

The **Link to Holdings** dialog box shows the permanent location and call number (if one exists) of any existing holdings records for the item. The dialog box also contains the following buttons.

Button	Description
<b>Link</b>	Links the selected holdings record to the item on the <b>Copies and Funds</b> dialog box. The holdings location displays in the <b>Link to Holdings</b> field on the <b>Copies and Funds</b> dialog box.
<b>Unlink</b>	Unlinks a linked item from the selected holdings record. The holdings location no longer displays in the <b>Link to Holdings</b> field on the <b>Copies and Funds</b> dialog box.
<b>MARC</b>	<p>Displays the MARC holdings record for the selected holdings location.</p> <p>The view of the MARC bibliographic record in the Acquisitions module displays and prints using the Unicode character set because MARC data is stored in the database as UTF-8 encoded, even though MARC data that appears elsewhere in the Acquisitions module displays in the Latin-1 character set.</p>

**NOTE:**

MARC holding records can be opened in the Cataloging module from the Acquisitions module. See [Viewing and Editing MARC Records \(Cataloging in Acquisitions\)](#) on page 13-1 for more information. To send the MARC record to a web server, see [http POST request - Sending the MARC record to a web server](#) on page 13-16.

**Cancel** Closes the **Link to Holdings** dialog box without recording any actions taken.

### Viewing a Fund

From the **Copies/Funds** tab hierarchical view, you can view ledgers and funds in the **Ledgers** dialog box. To do so, make the **View Fund** button on the **Copies/Funds** tab active by clicking the name of a fund in the hierarchy.

#### NOTE:

The location of a fund in the hierarchy depends on the number of funds that have been applied across the number of copies and locations. Funds split across one or more copies display in the second or third hierarchical level.

To open the **Ledger** dialog box (Figure 6-38), click the **View Fund** button.

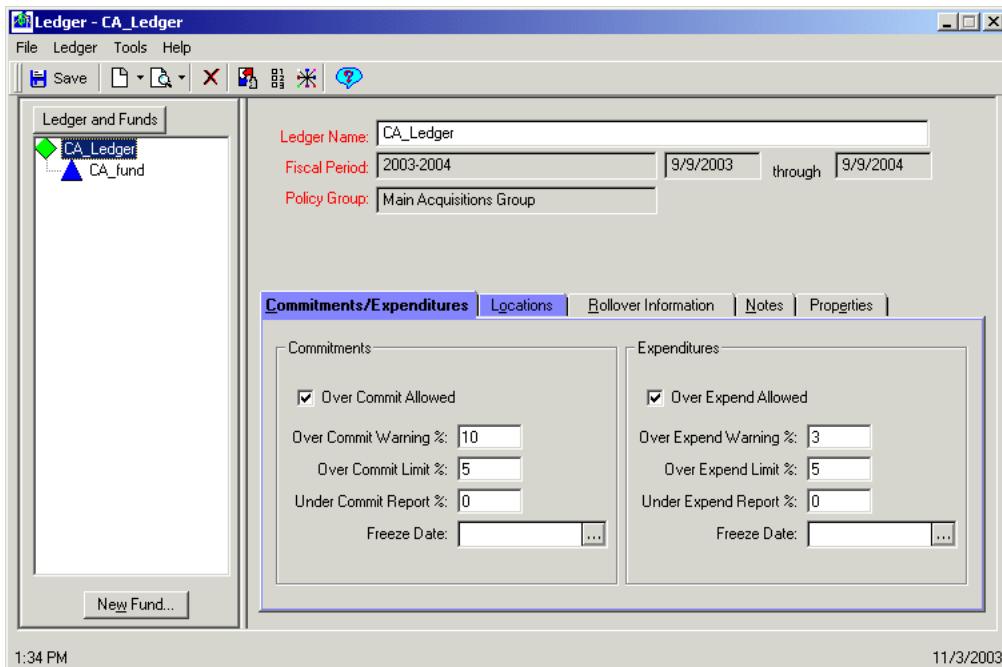


Figure 6-38. Ledger dialog box opened from Copies/Funds tab, View Fund button

The left-column **Ledger and Funds** list shows the ledger/fund pair. To browse funds, click any plus signs in the **Ledger and Funds** list. To view all of the ledger's funds, click the **Ledger and Funds** button above the list.

To close the **Ledger** dialog box, select **Close** from the **File** menu or click the **X** in the upper right corner of the dialog box.

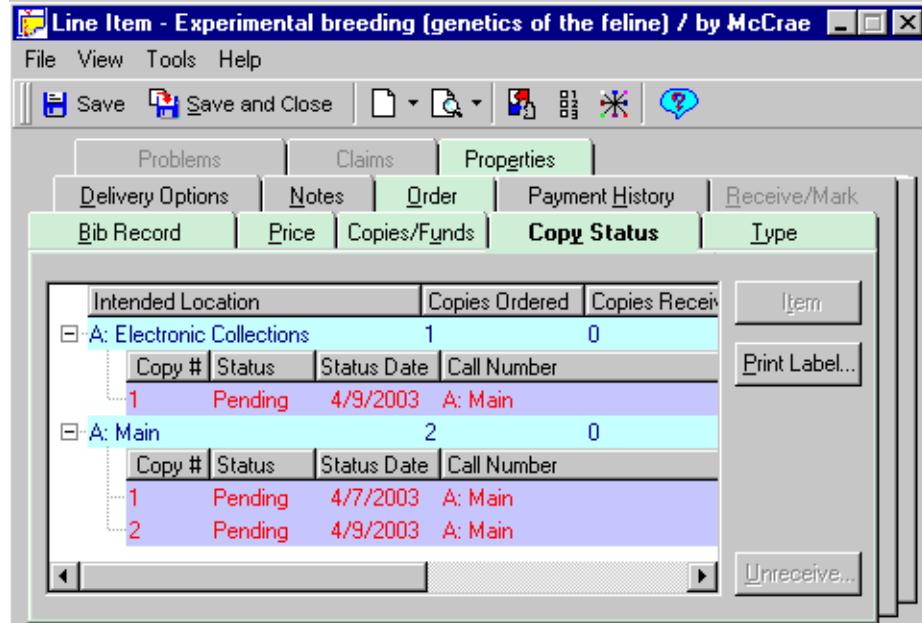
### **Copy Status Tab**

The **Copy Status** tab ([Figure 6-39](#)) presents a summary view of the status of each ordered copy.

This tab also provides the ability to

- create and maintain item records
- create print labels
- and, if the appropriate conditions are met, unreceive a monograph item.

To access the **Copy Status** tab, click the tab or press **Alt + Y** on your keyboard.



**Figure 6-39.** Line Item dialog box, Copy Status tab

On the **Copy Status** tab hierarchy, the plus (+) signs on the left side of the chart expand the levels. The minus (-) signs collapse them.

Two hierarchical levels display for each intended location for which you are ordering copies.

- The first level displays the intended location and the number of copies ordered, received, and invoiced.
- The second level displays more specific information about each copy for a location: copy number, status, date status was assigned, call number, holdings information (if any links exist), and, after the copy has been received (and if an item record has been created), the item type and ID.

[Table 6-14](#) explains the capabilities of the buttons on the tab.

**Table 6-14. Buttons/functions on the Copy Status tab**

Button	Function	Notes
Item	Opens a new or existing item record for a received copy.  To create or open an item record, click the copy from the hierarchy, then click this button.	Available only for copies with the status of <b>Received</b> .  If the <b>Item ID</b> column for the copy contains an entry, an item record has already been created for this copy.  For further instructions, see <a href="#">Item Record Creation and Maintenance</a> on <a href="#">page 10-1</a>
Print Label	Opens the <b>Print Labels</b> dialog box, where you can print spine and piece labels for the item.	These labels print on item attachments and help to identify the item. A spine label prints receipt information. A piece label prints the title, any pertinent dates, call number, and receipt information.
Unreceive	Enables an operator with proper authorization to unreceive a monograph copy sent in error.  When a copy is unreceived, the status changes from <b>Received</b> to the earlier <b>Approved</b> .  To unreceive a copy, select the copy from the second-level hierarchy of the <b>Copy Status</b> tab, then click the <b>Unreceive</b> button.	For unreceive to be an option, a copy must <ul style="list-style-type: none"> <li>• be received (<b>Received</b> should display in the <b>Status</b> column.)</li> <li>• be a regular (or monograph) line item type (Single Part and Approval), not a subscription (or serial). (For information about unreceiving serials, see <a href="#">Unreceiving a Serial Issue</a> on <a href="#">page 9-45</a>.)</li> <li>• not have an item record created for it. (If it does, delete the item record, then unreceive the copy.)</li> </ul> <b>NOTE:</b> See <a href="#">Procedure 7-3, Unreceiving a monographic item</a> .

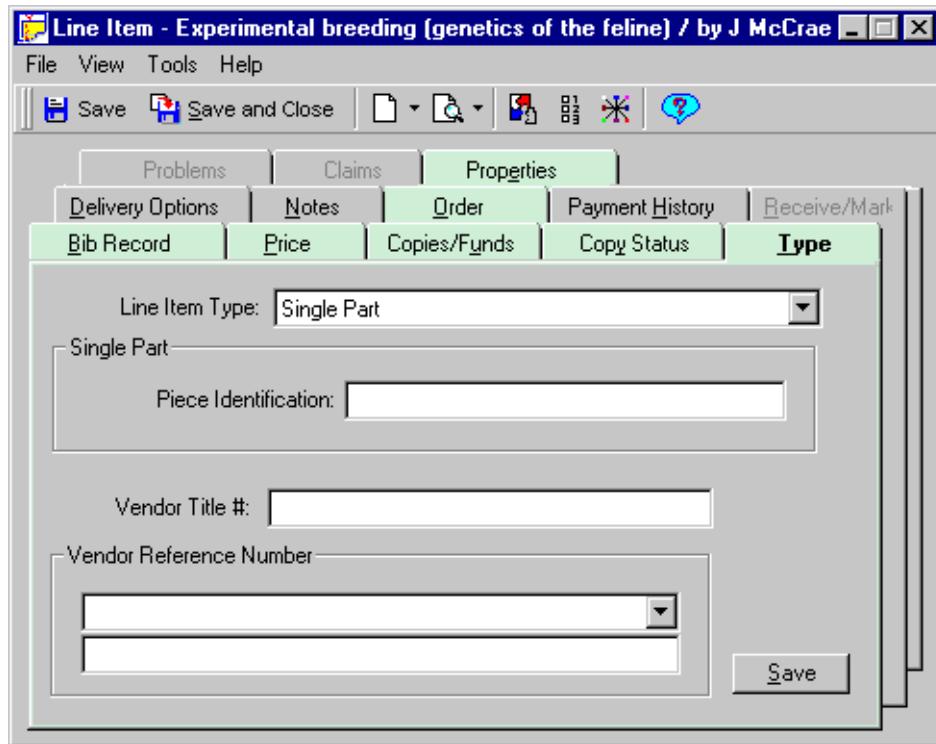
## Type Tab

A line item type identifies the characteristics of your purchase order line item such as whether it is a serial, a single part monograph, or a monograph in multiple parts (Subscription, Single Part, or Multi-part types, respectively).

The **Type** tab ([Figure 6-40](#)) allows you to specify

- line item type, which determines whether the line item receives single or multiple pieces
- piece identification (and subscription information such as start date and renewal date for Subscription and Membership line item types)
- vendor title number and vendor reference number, and
- prediction pattern information (for Subscription types only).

To access the **Type** tab, click it or press **Alt + T** on your keyboard. You can also select **Type** from the **View** menu or press **Alt + V, T** on your keyboard.



**Figure 6-40.** Type tab, Single Part line item type

## Regular Line Item Types

A regular line item type receives a single piece. The information you enter on the Type tab for a single-piece line item is for informational purposes only. (Multi-piece types have functionality attached to some fields.) The two single-piece types available in Acquisitions, Single Part and Approval, use identical input fields. A Single Part selection is shown in [Figure 6-40](#).

[Table 6-15](#) describes the fields on a regular line item Type tab.

**Table 6-15. Type tab fields for regular types**

Field	Description	Input Type
Line Item Type	A system-defined list of types. For single-piece types, select <b>Single Part or Approval</b> .	Drop-down selection
Piece Identification	A number and/or date that identifies the piece you are requesting (for example, Vol. 44).	Text box
Vendor Title #	A unique number used by your vendor to identify the item. Vendor-supplied.	Text box
Vendor Reference Number	When using Electronic Data Interchange (EDI), the category used by the vendor. This method of exchange is vendor-initiated, the input for the field vendor-supplied.	Drop-down selection
	The reference number used by Voyager to identify items in a vendor's incoming EDI message. Vendor-supplied.	Text box

## Dummy EDI Invoices

When you use Agent's subscription identifier (SNA) as your **Vendor Reference Number** category, vendors often send SNA numbers as barcodes for you to scan into the **Vendor Reference Number** fields of the corresponding line items. Using dummy EDI invoices can save time.

When you have completed a purchase order but do not have SNA numbers assigned to the titles, send your vendor the titles and purchase order number. The vendor can then send you a dummy invoice file with zero for the line item amounts that include RFF+SNA segments (such as RFF+SNA:17102944').

When you receive the invoice and link it to the purchase order, the SNA numbers are automatically added to the correct fields. Any existing SNA numbers are replaced by the new dummy invoice numbers.

**NOTE:**

The invoice file must have good match points to ensure a link between the invoice line items and the purchase order line items.

The procedure for creating regular line item types is shown in [Procedure 6-16, Creating regular line item types](#).



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**Procedure 6-16. Creating regular line item types**

---

Use the following to create regular line item types.

1. Open the **Line Item** dialog box for the item and click the **Type** tab.

Result: The **Type** tab opens.

2. From the **Line Item Type** drop-down list, select Single Part or Approval.
3. Enter information in the applicable fields. Use [Table 6-15](#) for information about individual fields.
4. Click the **Save** button to save your changes.

Result: The regular line item type is created.

---

### Multiple Part Line Item Types

Using prediction patterns, Acquisitions can process the following multiple-part line item types: Subscription ([Figure 6-41](#)), Membership, Standing Order, Blanket Order, and Multi-Part. See [Considerations for Multi-Part Orders](#) on [page 8-51](#) for information on working with the different multiple-part types.

The **Type** tab displays varying fields for multiple-part types depending on the type you select (from the **Line Item Type** field). [Table 6-16](#) describes the fields that display for all multi-part types and for specific types (noted in the Description column).

**Table 6-16. Type tab fields for multiple part types**

Field	Description	Input Type
Line Item Type	The type of multiple-part item you are ordering. Selection determines which input fields display on the tab.	Drop-down selection

**Table 6-16.** Type tab fields for multiple part types

Field	Description	Input Type
Starting Piece Identification	The way the first piece of the series is labeled, for example, V. 1. No. 1. Sept. 96.	Text box
SICI	<i>For Subscription and Membership line item types only.</i> The Serial Item and Contribution Identifier.	Text box
UPC	<i>For Subscription and Membership line item types only.</i> The Universal Product Code.	Text box
Start Date	<i>For Subscription and Membership line item types only.</i> The date on which the subscription starts.	Drop-down calendar
Renewal Date	<i>For Subscription and Membership line item types only.</i> The date on which the subscription needs to be renewed. (This date is for informational purposes only.)	Drop-down calendar
Automatic Renewal	<i>For Subscription and Membership line item types only.</i> Tells whether or not the item is automatically renewed. (Informational only.)	Check box
Subscription Length	<i>For Subscription and Membership line item types only.</i> The length of the subscription in number of issues, months, or years.	Count box, drop-down list
Subscription Pattern (button)	<i>Available only if copy and fund information has been specified on the Copies/ Funds tab.</i> Opens <b>Subscription Maintenance</b> pane for adding subscription component(s). For instructions on creating a subscription component, see <a href="#">Creating a Subscription Component</a> on page 8-6.	Button opens input area on <b>Acquisitions</b> work space.
Vendor Title #	A unique number used by your vendor to identify the item. Vendor-supplied.	Text box

**Table 6-16. Type tab fields for multiple part types**

Field	Description	Input Type
Vendor Reference Number	When using Electronic Data Interchange (EDI), the category used by the vendor. This exchange method is vendor-initiated, the input for the field vendor-supplied.	Drop-down selection
	The reference number used by Voyager to identify items in a vendor's incoming EDI message. Vendor-supplied.	Text box, editable after category selection

The screenshot shows a software application window titled "Line Item Type: Subscription". The window has a tab bar at the top with several tabs: Problems, Claims, Properties, Delivery Options, Notes, Order, Payment History, Receive/Mark, Bib Record, Price, Copies/Funds, Copy Status, and Type. The Type tab is currently selected. Below the tabs, there is a dropdown menu labeled "Line Item Type" which is set to "Subscription". The main area is divided into sections for "Subscription" and "Vendor Reference Number". The Subscription section contains fields for "Starting Piece Identification", "SICI", "UPC", "Start Date", "Renewal Date", and "Automatic Renewal". There is also a "Subscription Length" field with a value of "0 issues" and a "Subscription Pattern..." button. The Vendor Reference Number section contains a dropdown menu. At the bottom right of the window is a "Save" button.

**Figure 6-41. Type tab, Subscription line item type**

The procedure for creating serial line items is shown in [Procedure 6-17, Creating serial line item types](#).



## Procedure 6-17. Creating serial line item types

---

Use the following to create a serial line item type.

1. Open the **Line Item** dialog box for the item and click the **Type** tab.

Result: The **Type** tab opens.

2. From the **Line Item Type** drop-down list, select a line item type that can receive multiple pieces.

Result: The **Type** tab displays the relevant fields based on your selection.

3. Enter information in the applicable fields. Use [Table 6-15](#) for information about individual fields.
4. Click the **Subscription Pattern** button to create one or more subscription components and to select a publication pattern for each. For instructions on creating a subscription component, see [Creating a Subscription Component](#) on [page 8-6](#).



### IMPORTANT:

*If a subscription component is not created for a line item with a multiple-part type, the line item is treated as a monograph. This can cause confusion in the Acquisitions Problems List: If the line item is marked and sent to the Problems List by the system due to a surpassed Claim Interval or Cancel After date, the item displays in the Marked Line Items list rather than in the Marked Issues list (due to its being treated as a monograph). If it is necessary to wait to create a component until a later date (for example, on receipt of the first issue), be sure that the component is created before the Claim Interval or Cancel After date has passed. Create the later component from the same location in Acquisitions, the line item level of the purchase order.*

5. To save the new information to the database, click the **Save** button on the toolbar. (You can also select **Save** from the **File** menu.)

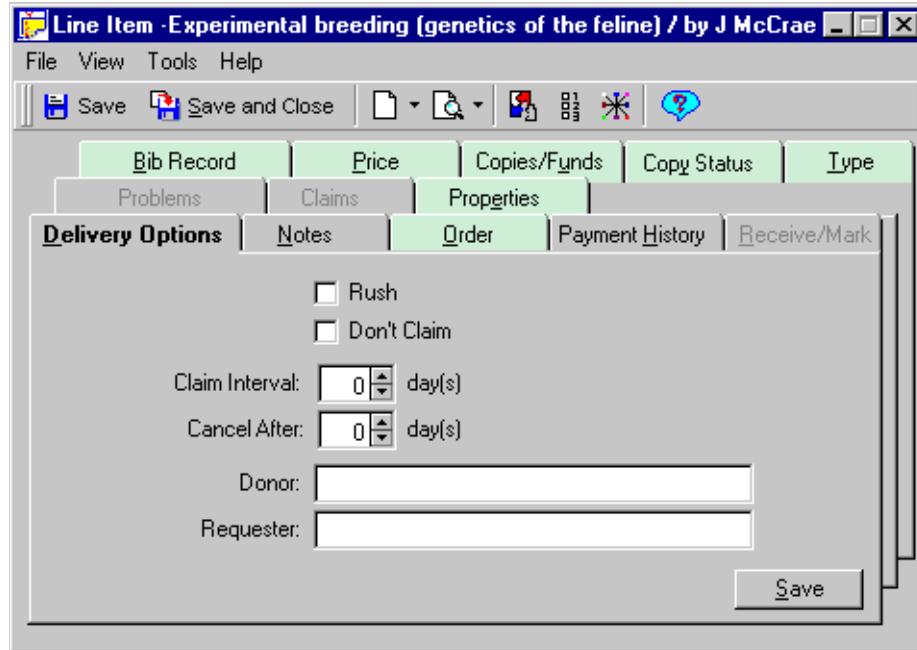
Result: The serial line item type is created.

---

### Delivery Options Tab

The **Delivery Options** tab ([Figure 6-42](#)) allows you to provide instructions for the delivery of a line item.

To access the **Delivery Options** tab, click it or press **Alt + D** on your keyboard. You can also select **Delivery Options** from the **View** menu.



**Figure 6-42.** Line Item dialog box, Delivery Options tab

[Table 6-17](#) describes the fields and boxes on the **Delivery Options** tab.

**Table 6-17.** Delivery Options tab, fields and check boxes

Field	Description	Input Type
Rush	Sets the purchase order line item status to <b>Rush</b> . Users can set default values to all of the fields except <b>Rush</b> .	Check box
Don't Claim	Tells Voyager not to claim the item when it arrives.	Check box

---

**Table 6-17. Delivery Options tab, fields and check boxes**

Field	Description	Input Type
Claim Interval	The number of days after the expected received date when an unreceived line item is claimed.  Not available if the <b>Don't Claim</b> check box has been selected.	Count box/text combo
Cancel After	The number of days after the expected received date when an unreceived line item is cancelled.	Count box/text combo
Donor	If the item is donated, the name of the person who donated it.	Text box
Requestor	If a specific person is requesting the item, the name of that person.	Text box

The procedure for setting delivery options is shown in [Procedure 6-18, Setting delivery options](#).



#### **Procedure 6-18. Setting delivery options**

---

Use the following to set delivery options.

1. Open the **Line Item** dialog box for the item and click the **Delivery Options** tab.  
  
Result: The **Delivery Options** tab opens.
2. Enter values in the fields or check boxes as needed. See [Table 6-17](#) on [page 6-71](#) for detailed descriptions of individual fields.
3. Click the **Save** button to save the information to the database. You can also select **Save** from the **File** menu.

Result: The **Delivery Options** tab is complete.

---

### Notes Tab

The **Notes** tab (Figure 6-43) provides fields for you to enter internal notes and instructions to the vendor. If the order has an invoice associated with it, you can switch views from **Order** to **Invoice** using the buttons on the **Order/Invoice** listbar. (The **Invoice** button only displays if one or more invoices have been associated with the purchase order.)

To access the **Notes** tab, click it or select **Notes** from the **View** menu.

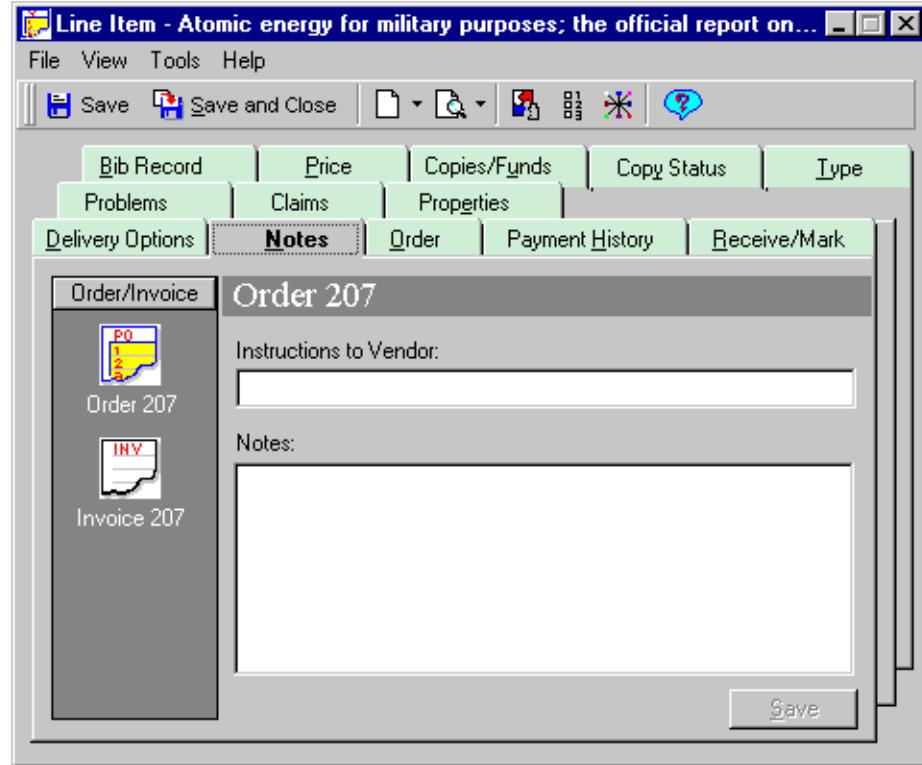


Figure 6-43. Line Item dialog box, Notes tab

**NOTE:**

For purchase orders, the first field is **Instructions to the Vendor**. For invoices, the field changes to **Invoice Piece Identifier**. Otherwise, the form is identical.

---

[Table 6-18](#) describes the fields on the **Notes** tab, both for purchase orders and for invoices.

**Table 6-18. Line Item dialog box, Notes tab fields**

Field	Description	Order/Invoice
Instructions to Vendor	Instructions to the vendor, up to 60 characters. Will be included on the printed purchase order.	Displays on purchase order only.
Invoice Piece Identifier	The specific piece or item for which the payment is being made.	Displays on invoice only.
Notes	Internal notes, up to 1,900 characters. Used for informational purposes only.	Displays on purchase order and invoice.

The procedure for entering line item notes is shown in [Procedure 6-19, Entering notes for line items](#).



#### **Procedure 6-19. Entering notes for line items**

---

Use the following to enter line item notes for a purchase order or an invoice.

1. Click the **Notes** tab on the **Line Item** dialog box for the item you have selected.  
Result: The **Notes** tab opens.
2. To enter notes for a purchase order line item, click the **Order** button on the **Order/Invoice** listbar. To enter notes for an invoice line item, click the **Invoice** button on the **Order/Invoice** listbar.

**NOTE:**

Both buttons have the order number in their captions (number 207 in [Figure 6-43](#))

3. Enter notes and/or instructions in the fields. See [Table 6-18](#) on [page 6-74](#) for descriptions of the fields that display for both the purchase order selection and the invoice selection.
4. To save the new information to the database, click the **Save** button or select **Save** from the **File** menu.

Result: A note is added to the line item.

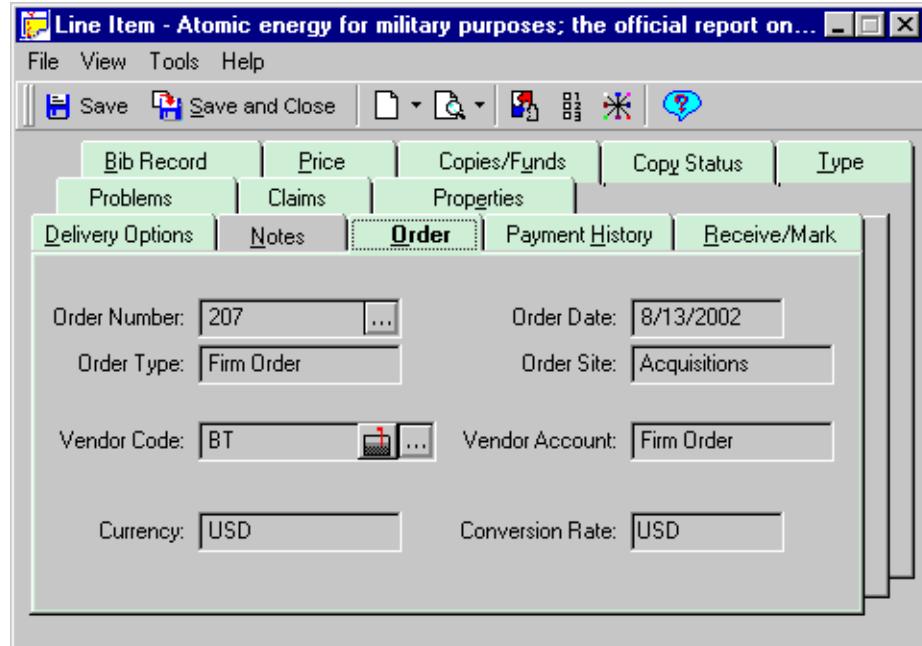
---

## Order Tab

The **Order** tab ([Figure 6-44](#)) summarizes information that is stored on the purchase order **Header** tab. The **Order** tab also provides direct access to the line item's vendor record and purchase order record, facilitating quick navigation between related groups of information.

The fields on the **Order** tab are read-only, though some buttons access related records that can be edited.

To access the **Order** tab, click it or press **Alt + O** on your keyboard. You can also select **Order** from the **View** menu.



**Figure 6-44.** Line Item dialog box, Order tab

[Table 6-19](#) describes the individual fields and buttons on the **Order** tab.

**Table 6-19.** Line Item dialog box, Order tab fields and buttons

Field	Description
Order Number	The purchase order number, system-generated. Click the ellipsis button to open the <b>Purchase Order</b> dialog box.
Order Type	The purchase order type.

---

**Table 6-19. Line Item dialog box, Order tab fields and buttons**

Field	Description
Order Date	The date the purchase order was created.
Order Site	The site ordering the purchase.
Vendor Code	The code of the vendor from whom the order is being purchased. The ellipsis button opens the vendor record. If an e-mail address has been entered into the vendor record, a mailbox button displays beside the field. Click this button to send an e-mail to the vendor.
Vendor Account	The vendor account used for the purchase order.
Currency	The currency used for the purchase order.
Conversion Rate	The current conversion rate for the purchase order currency as defined in the <b>Currency Maintenance</b> work space.

### Payment History Tab

The **Payment History** tab ([Figure 6-45](#)) provides a consolidated history of all expenditures and funds associated with a line item. You can open an invoice or fund associated with the payment from this tab, but the tab itself is read-only, the data system-generated.



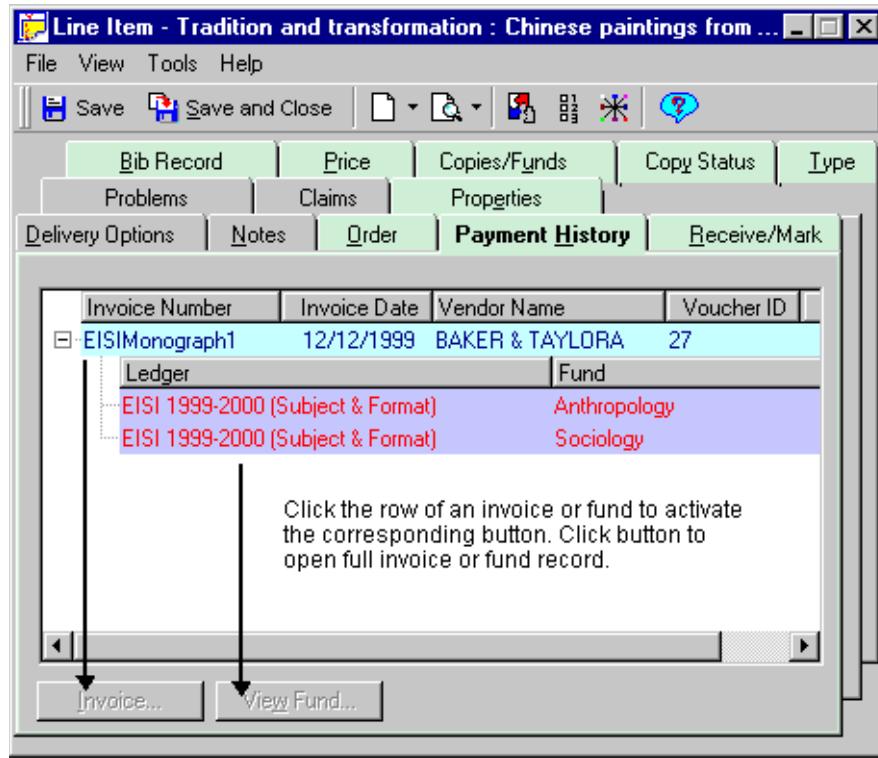
#### TIP:

*The **Payment History** tab is particularly useful for continuations that are invoiced multiple times.*

To access the **Payment History** tab, click the tab or press **Alt + H** on your keyboard. You can also select **Payment History** from the **View** menu.

#### NOTE:

In order for information to display on the **Payment History** tab, funds need to have been expended toward the purchase of your line item. If an invoice listing your item has been approved, the **Line Item** dialog box shows this tab as having data.



**Figure 6-45. Line Item dialog box, Payment History tab**

Invoice information displays on the first level of the hierarchy. This includes Invoice Number and Date, Vendor Name, Voucher ID, Line total, Expenditure Date, Check Number, Title Number, Reference Number, and Piece Identifier. Ledger and fund information displays on the second level. This includes Ledger name, Fund name, Fiscal Period, and Amount. Click the plus sign (+) to view the ledger and fund contents belonging to the invoice.

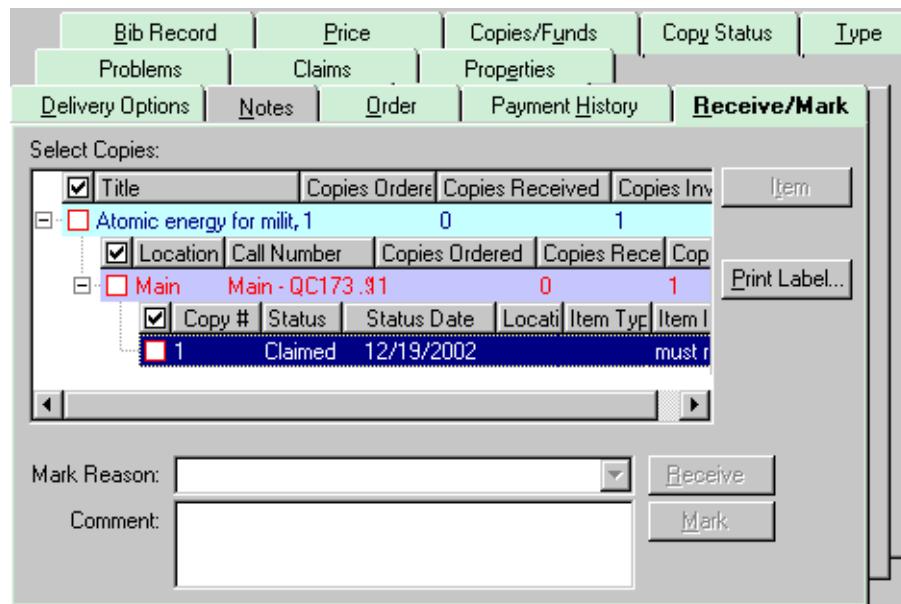
To open an invoice in its own dialog box, click the row containing the invoice you want to view, then click the **Invoice** button. To view ledger and fund information for the line item, click the second-level row containing the ledger/fund information you want to view, then click the **View Fund** button.

### Receive/Mark Tab

The **Receive/Mark** tab (Figure 6-46) allows you to receive an item or mark a line item with pre-defined types (or reasons).

For a line item on a purchase order, the **Receive/Mark** tab activates when the purchase order has been approved. (For a line item on an invoice, the **Receive/Mark** tab is active if the invoice is pending or has been approved.)

To access the **Receive/Mark** tab, click it or press **Alt + R** on your keyboard.



**Figure 6-46. Line Item dialog box, Receive/Mark tab**

The line item displays in a hierarchical structure in the **Select Copies** section.

- The top level of the hierarchy displays information at the title (or line item) level.
- The second level displays information related to the location(s) of the item.
- The third level displays information related to the smallest component, the copy or copies for the level-two location.

To navigate through the hierarchy, click the plus (+) signs to expand levels, the minus (-) signs to collapse them.

**NOTE:**

Using your Session Workflows, you can have the hierarchy open initially to the second or third level. See [Line Items Tab](#) on [page 19-5](#) for more information.

For information about how to receive copies from the **Receive/Mark** tab, see Receiving and Marking [Receiving a Monographic Item from an Approved Purchase Order or Invoice on page 7-3](#).

### Problems Tab

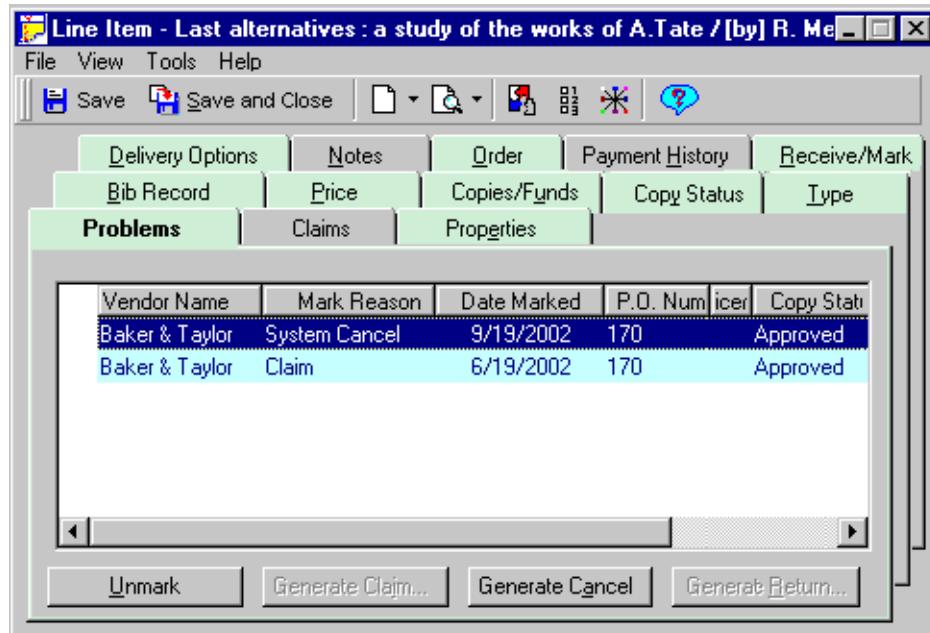
#### ! IMPORTANT:

The **Problems** tab is available only for monograph line items on an approved purchase order or on a pending or approved invoice. The **Problems** tab is not available for line items with a component.

The **Problems** tab ([Figure 6-47](#)) displays all copies of a monograph line item that have been manually marked by an Acquisitions operator or automatically marked by the system (for more information about marking, see [Marking by an Operator on page 11-3](#) and [Marking by the System on page 11-4](#).) In addition, this tab enables an authorized operator to process marked line item copies directly from the line item, eliminating the need to search for the copies on the **Problems** work space.

To access the **Problems** tab, click it or select **Problems** from the **View** menu.

---



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Figure 6-47. Line Item dialog box, Problems tab

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The **Problems** tab can be view-only or functional. The functional version provides the use of the buttons along the bottom of the tab.

[Table 6-20](#) describes the columns that display for each marked line item copy.

**Table 6-20. Line Item dialog box, Problems tab columns**

Column	Description
Vendor Name	The name of the vendor associated with the purchase order on which the line item is listed.
Mark Reason	The mark reason assigned to the line item copy (for example, Return or System Claim).
Date Marked	The date on which the line item copy was marked.
P.O. Number	The number of the purchase order on which the line item is listed.
Invoice Number	The number of the invoice on which the line item is listed. This value is only present if the line item has been invoiced.
Copy Status	The status of the line item copy (for example, Pending)
Operator	The operator who marked the line item copy. If the line item copy was marked by the system, <b>SYSTEM</b> displays.
Comment	Any comments entered by the operator who marked the line item copy.

For operators authorized to process marked line item copies, [Table 6-21](#) describes the buttons and functions that become available for processing marked line items.

**Table 6-21. Procedures per mark reason (Problems tab, Line Item dialog box)**

Button	Mark reason	Function
Unmark	All	Removes the mark from the selected line item copy and removes the line item copy from the <b>Problems</b> tab.
Generate Claim	Claim, System Claim	Opens the <b>Generate Claim</b> dialog box, where you can generate a claim and send it to the vendor using EDI (Electronic Data Interchange) and/or postal mail.
Generate Cancel	Cancel, System Cancel	Generates a cancellation notice for one or more monograph line item copies. (You must proceed to the Reporter module to print the notice for the vendor. See the <i>Voyager Reporter User's Guide</i> .) Removes the <b>Cancel</b> mark from the line item copy and from the <b>Problems</b> tab, removes all other marks for the copy, archives and removes from display all claims for the copy.

**Table 6-21. Procedures per mark reason (Problems tab, Line Item dialog box)**

Button	Mark reason	Function
Generate Return	Return	<p>Generates a return notice for one or more monograph line item copies. (You must proceed to the Reporter module to print the notice for the vendor. See the <i>Voyager Reporter User's Guide</i>.)</p> <p>Adjusts the fund commitments or expenditures and the line item totals, and updates the status with today's date. Also removes the mark for the copy from the <b>Problems</b> tab. The purchase order, however, retains a record of the line item.</p>

See [Problems and Claims on page 11-1](#) for information on the Generating claims, cancels, returns, and other marks and claims processing.

### Claims Tab



#### **IMPORTANT:**

*The **Claims** tab is available only for monograph line items on an approved purchase order or on a pending or approved invoice. The **Claims** tab is not available for line items with a component.*

The **Claims** tab ([Figure 6-48](#)) displays all claims that have been generated for copies of a monograph line item. It enables an authorized operator to process these claims directly from the line item. Authorized operators can update and generate claims from the **Claims** tab.

To access the **Claims** tab, click it or press **Alt + M** on your keyboard. You can also select **Claims** from the **View** menu.

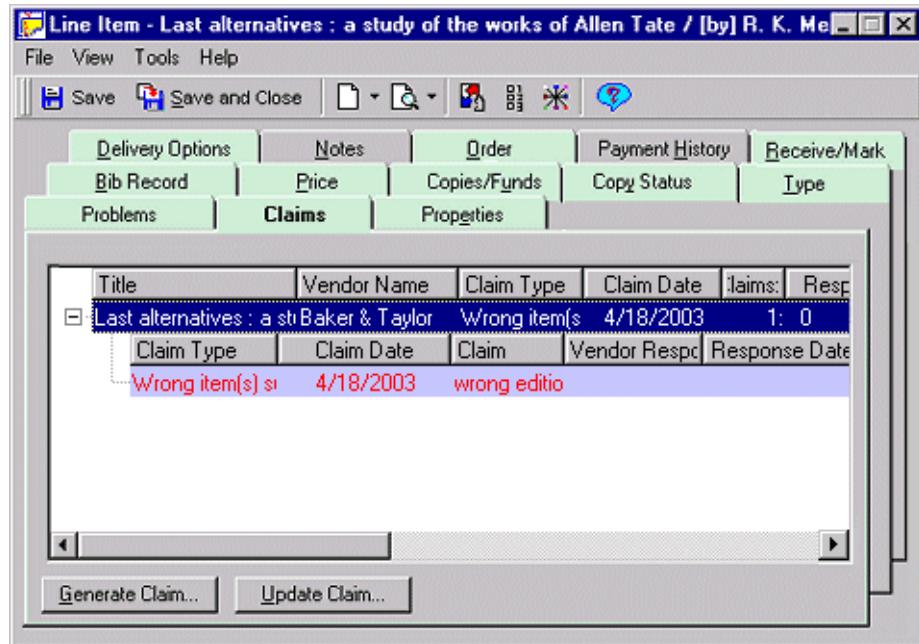
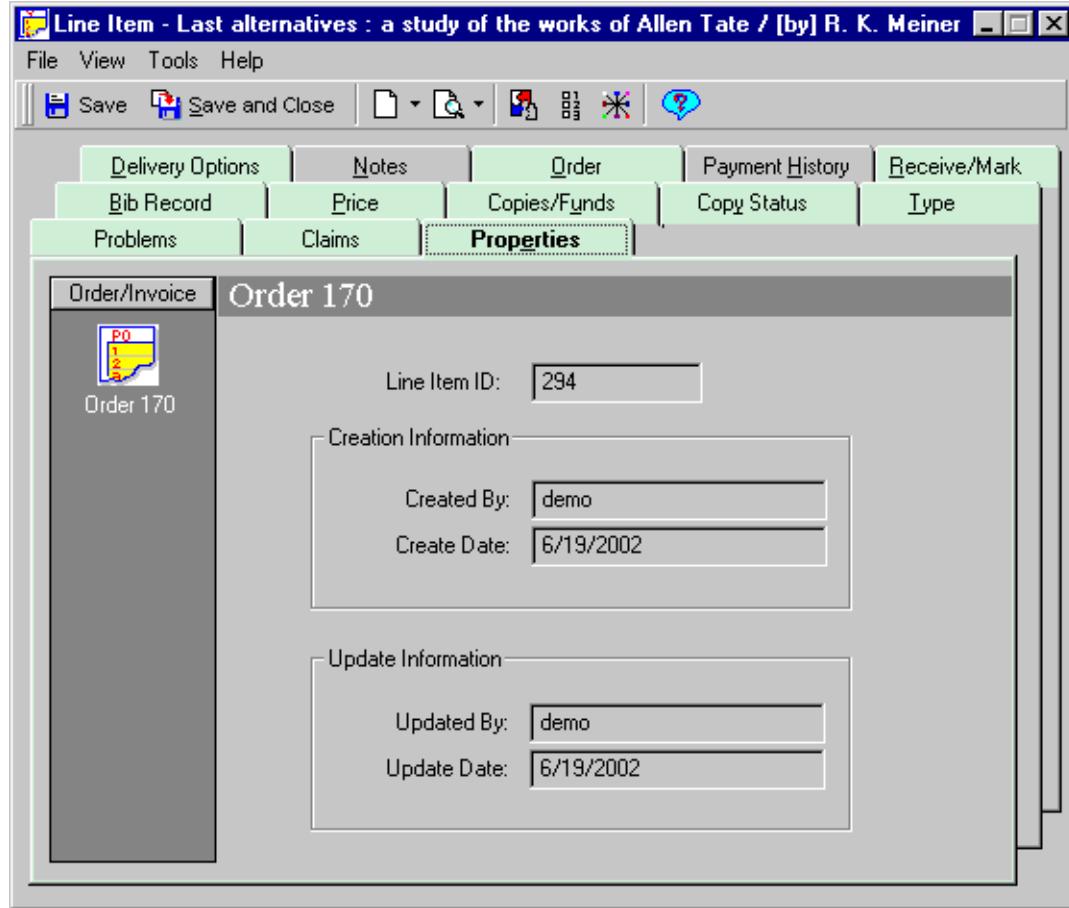


Figure 6-48. Line Item dialog box, Claims tab

From this tab operators with the proper authority can update and generate claims. See [Problems and Claims on page 11-1](#) for more information.

### Properties Tab

Click the **Properties** tab or press **Alt + E** on your keyboard. You can also select **Properties** from the **View** menu.



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Figure 6-49. Line Item dialog box - Properties tab

The **Properties** tab (Figure 6-49) displays the following historical information about the line item.

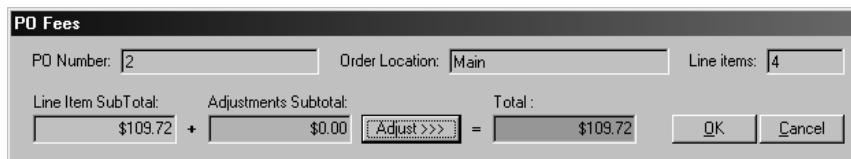
- The Line Item ID of the line item
- Who the line item was created by
- The date on which the line item was created
- Who last updated the line item
- The date on which the line item was last updated

These fields are not editable.

## Entering Other PO Charges - Price Adjustments

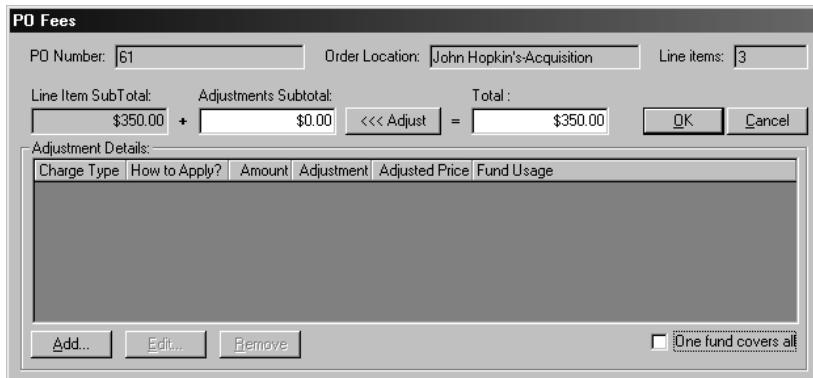
The **PO Fees** dialog box ([Figure 6-50](#) and [Figure 6-51](#)) and the **Add/Edit Adjustment** dialog box ([Figure 6-52](#)) can be used to apply any charges or discounts in addition to the line item costs (such as shipping costs and tax) or to adjust any existing additional charges or discounts for the PO. These charges can only be added to a pending PO.

The **PO Fees** dialog box is accessed by clicking the ellipsis button in the **Other Charges** field on the PO header (see [Header Tab](#)).



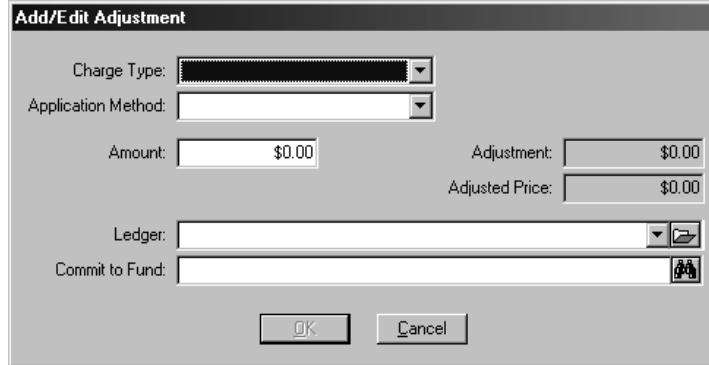
**Figure 6-50.** PO Fees dialog box

Users access the **Add/Edit Adjustment** dialog box from the **PO Fees** dialog box.



**Figure 6-51.** PO Fees dialog box - expanded to display Adjustment Details

The **PO Fees** dialog box, when expanded, displays the details of the other charges added using the **Add/Edit Adjustment** dialog box.

**Figure 6-52.** Add/Edit Adjustment dialog box

The **Add/Edit Adjustment** dialog box is where users add or edit other charges.

[Table 6-22](#) describes the **PO Fees** and **Add/Edit Adjustment** dialog boxes.

**Table 6-22.** Description of the PO Fees and Add/Edit Adjustment dialog boxes

Name	Description	Required	Type, Range, and Default
<b>PO Fees dialog box</b>			
PO Number	Purchase Order number	Yes	Populated by the system.
Order Location	Order site location.	Yes	Populated by the system from the <b>Site</b> field on the <b>Header</b> tab.
Line Items	Number of line items on the PO.	Yes	Populated by the system.
Line Item SubTotal	Sum of the line item prices.	Yes	Populated by the system from the <b>Line Items Sub-Total</b> field on the <b>Header</b> tab.

**Table 6-22. Description of the PO Fees and Add/Edit Adjustment dialog boxes**

Name	Description	Required	Type, Range, and Default
Adjustments SubTotal	Total of all price adjustments	Yes	Populated by the system after completing the <b>Add/Edit Adjustment</b> dialog box. The default is 0.
Adjust >>> <<<Adjust	These buttons expand or close the Adjustment details section of the <b>PO Fees</b> dialog box.		Buttons
Total	Total amount, includes line item costs and price adjustments.	Yes	Calculated by the system after completing the <b>Add/Edit Adjustment</b> dialog box.
Adjustment Details section	The adjustment details section columns <ul style="list-style-type: none"><li>• Charge Type</li><li>• How to Apply</li><li>• Amount</li><li>• Adjustment</li><li>• Adjusted Price</li><li>• Fund Usage</li></ul>	Yes	Populated by the system after completing the <b>Add/Edit Adjustment</b> dialog box.
One Fund covers all	When checked, the latest fund you have selected (whether while adding your latest price adjustment or while editing an existing price adjustment) is used for all previous price adjustments as well.  For example, if you select the Books fund of the 2004 ledger for your latest price adjustment, a previous price adjustment that used the Misc fund of the 2004 ledger then also uses the Books fund of the 2004 ledger.	No	Check box

**Table 6-22. Description of the PO Fees and Add/Edit Adjustment dialog boxes**

Name	Description	Required	Type, Range, and Default
<b>Add/Edit Adjustment</b> dialog box			
Charge Type	The type of charge type. For example, discount or shipping charge. •	Yes	Drop-down
Application Method	The manner used to apply the charge type.  <b>NOTE:</b> This differs depending on whether you are applying a percentage of an amount or adding/crediting a straight amount.	Yes	Drop-down
Amount	The amount of the charge.  To make the amount a negative (a credit rather than a debit), press the minus (-) sign on your keyboard. If you selected Discount as your Charge Type, the amount is automatically negative.	Yes	0 to 21,000,000
Adjustment	Adjustment applied to the value that you entered in the <b>Amount</b> field.	Yes	Populated by the system after completing the <b>Charge Type</b> and <b>Application Method</b> fields
Adjusted Price	Reflects the total amount of the additional charges, after the Adjustment amount of this and any other price adjustments have been calculated.	Yes	Populated by the system.  This amount displays in the <b>Total</b> field on the <b>PO Fees</b> dialog box.

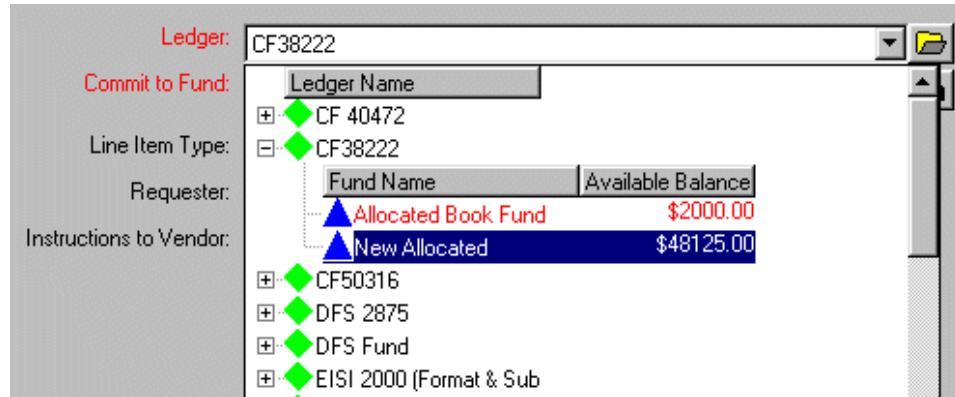
**Table 6-22. Description of the PO Fees and Add/Edit Adjustment dialog boxes**

Name	Description	Required	Type, Range, and Default
Ledger	Ledger containing the fund used for this adjustment.	Yes	Drop-down Or click the folder to access the ledger and fund tree. See <a href="#">Selecting a fund in the Add/Edit Adjustment dialog box</a>
Commit to Fund	Fund used for this adjustment.	Yes	Enter a fund code, click the folder to access the ledger and fund tree, or search for a fund. See <a href="#">Selecting a fund in the Add/Edit Adjustment dialog box</a>

#### Selecting a fund in the Add/Edit Adjustment dialog box

There are three ways you can choose a fund for the price adjustment: you can manually type a fund code in the **Commit to Fund** field, you can select a fund from a ledger/fund hierarchy, or you can search for a fund.

- If you want to manually type a fund code into the **Commit to Fund** field, you must first select a ledger from the drop-down menu in the **Ledger** field. After you have selected a ledger, type the fund code into the **Commit to Fund** field. Because typing the fund information into the field is often much faster than navigating a complex ledger/fund hierarchy, this feature improves the efficiency of your line item processing.
- If you want to select a fund from a ledger/fund hierarchy ([Figure 6-53](#)) rather than typing the fund code into the **Commit to Fund** field, click the **folder** button beside the **Ledger** field. This displays a hierarchy of available ledgers and funds. To aid you in selecting an appropriate fund, each fund's available balance displays within the hierarchy.



**Figure 6-53. Ledger/Fund hierarchy displayed in the Ledger field**

Click the plus (+) signs to expand the levels of the hierarchy and click the minus (-) signs to close the levels of the hierarchy. Navigate the hierarchy and select a fund. You cannot select a ledger or summary fund, but must select an allocated fund (displays with a blue triangle).

After selecting a fund from the hierarchy, the ledger to which the fund belongs displays in the **Ledger** field and the fund displays in the **Commit to Fund** field.

- If you want to search for a fund, click the search button (the binoculars) beside the **Commit to Fund** field. The **Select Fund** dialog box opens. Search for a fund. After selecting a fund, the ledger to which the fund belongs displays in the **Ledger** field and the fund displays in the **Commit to Fund** field.

The procedures for adding, editing, and deleting a price adjustment are shown in [Procedure 6-20, Adding a Price Adjustment](#), [Procedure 6-21, Editing a Price Adjustment](#), and [Procedure 6-22, Removing a Price Adjustment](#).



### Procedure 6-20. Adding a Price Adjustment

Use the following to add a price adjustment.

1. On the **Header** or **Footer** tab of the purchase order, click the **ellipsis** button beside the **Other Charges** field or select **Other Charges** from the **Order** menu.

Result: The **PO Fees** dialog box opens (see [Figure 6-54](#)).

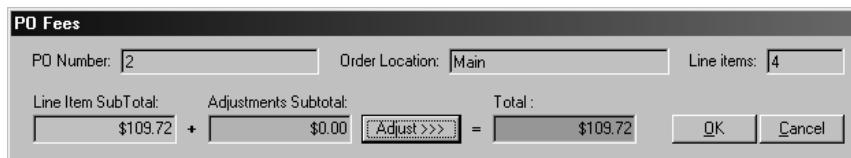


Figure 6-54. PO Fees dialog box

2. Click the **Adjust >>>** button beside the **Adjustments Subtotal** field.

Result: The **PO Fees** dialog box expands to include an **Adjustment Details** section (see [Figure 6-55](#)).

**NOTE:**

You can return the **PO Fees** dialog box to its initial size at any time by clicking the **<<< Adjust** button.

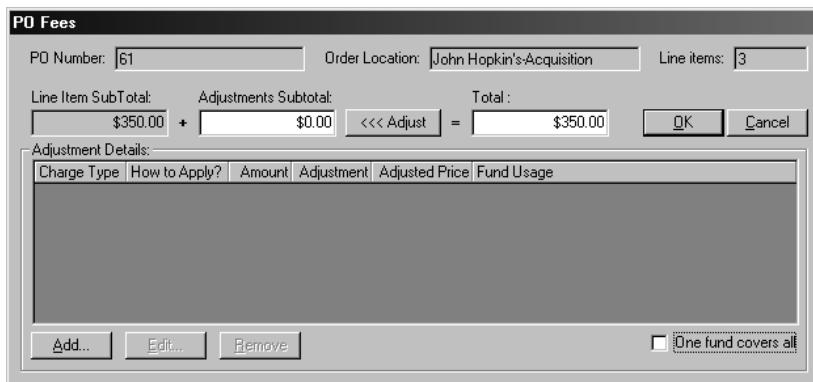
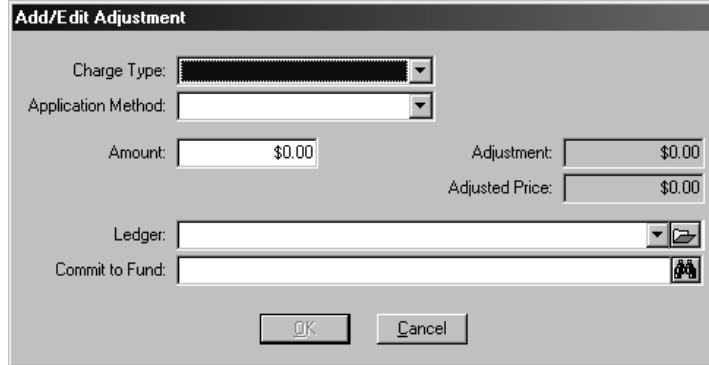


Figure 6-55. PO Fees dialog box - expanded to display Adjustment Details

3. Click the **Add** button or press **Alt + A** on your keyboard to add a price adjustment.

Result: The **Add/Edit Adjustment** dialog box opens (see [Figure 6-56](#)).



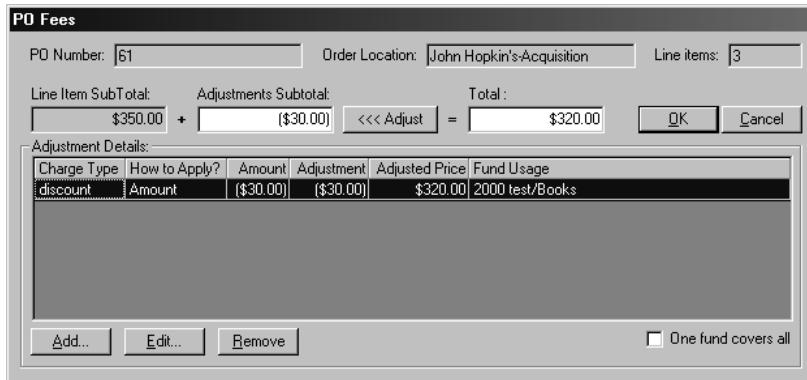
**Figure 6-56.** Add/Edit Adjustment dialog box

4. Select a charge type from the drop-down menu in the **Charge Type** field.
5. From the drop-down menu in the **Application Method** field, select how you want to apply the charge type.
6. Enter the amount of the charge in the **Amount** field.

**Result:** The **Adjustment** field reflects the charge type and application method applied to the value that you entered in the **Amount** field. The **Adjusted Price** field reflects the total amount of the additional charges, after the Adjustment amount of this and any other price adjustments have been calculated.

7. Choose a ledger from the drop-down menu in the **Ledger** field.
8. Define a fund for the price adjustment in the **Commit to Fund** field. See [Selecting a fund in the Add/Edit Adjustment dialog box](#).
9. To complete the price adjustment, click the **OK** button. To cancel the price adjustment, click the **Cancel** button or press **Alt + C**.

**Result:** After completing the price adjustment, details about the adjustment appear as a line in the Adjustment Details section of the **PO Fees** dialog box (see [Figure 6-57](#)).



**Figure 6-57. PO Fees dialog box - adjustment displayed**

10. To add another price adjustment, repeat steps 3 - 8.
11. Select the **One fund covers all** check box if wanted.
12. After you have finished adding all price adjustments, click the **OK** button to save the information to the database and close the **PO Fees** dialog box.

To cancel the price adjustments you have added and close the **PO Fees** dialog box, click the **Cancel** button.

Result: If clicked **OK**, the price adjustments are added.



#### **Procedure 6-21. Editing a Price Adjustment**

Use the following to edit a price adjustment.

1. Select the adjustment that you want to edit from the list in the Adjustment Details section of the **PO Fees** dialog box and click the **Edit** button or press **Alt + E**.

Result: The **Add/Edit Adjustment** dialog box opens.

2. Follow steps 4 - 8 of [Procedure 6-20, Adding a Price Adjustment](#).
3. After you have finished editing any price adjustments, click the **OK** button to save the information to the database and close the **PO Fees** dialog box. To cancel your edits and close the **PO Fees** dialog box, click the **Cancel** button.

Result: If clicked **OK**, the price adjustments are edited.

---



### Procedure 6-22. Removing a Price Adjustment

---

Use the following to remove a price adjustment.

1. Select the adjustment that you want to remove from the list in the Adjustment Details section of the **PO Fees** dialog box and click the **Remove** button or press **Alt + R** on your keyboard.

Result: A confirmation message displays if you have selected to use the deletion reminder option on the **Sounds and Animation** tab of your Session Preferences (see [Sounds and Animation Tab](#) on [page 18-14](#) for more information.) Click the **Yes** button to continue. Click the **No** button to cancel the removal of the adjustment. If you have not selected to use the deletion reminder option, you do not receive a confirmation message.

2. After you have finished deleting any price adjustments, you must click the **OK** button to save your deletions to the database and close the **PO Fees** dialog box.

To cancel your deletions and close the **PO Fees** dialog box, click the **Cancel** button.

Result: If clicked **OK**, the price adjustments are deleted.

---

## Purchase Order Copying

---

Operators can copy an existing purchase order to create a new purchase order that contains identical information. This can be done regardless of the purchase order status. In addition, Serial components linked to line items on the original purchase order can be re-linked to the corresponding line items on the new purchase order. The check-in information (such as the subscription pattern and serials history) associated with components also re-links.

The new purchase order is assigned a new Order Number and a new Status Date. All other fields on the purchase order are copied identically. You may edit the **Order Number** field, but you cannot edit the **Status Date**, **Order Site**, and **Currency** fields.

---

## Security for Copying a Purchase Order

---

To be authorized to copy a purchase orders the **Add/Update Purchase Orders** check box must be selected in the **Profile Values** tab of an operator's Acquisitions/Serials Security Profile. See the *Voyager System Administration User's Guide* for more information.

The procedure to copy a purchase order is shown in [Procedure 6-23, Copying a Purchase Order](#).



---

### Procedure 6-23. Copying a Purchase Order

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Use the following to copy a purchase order.

1. Open the purchase order that you want to copy.
2. To copy the purchase order with components re-linked, select **Copy Order** from the **Order** menu and then select **with Components Re-linked** from the cascading menu. You can also press **Alt + O, P, W** on your keyboard.

To copy the purchase order without re-linking components, select **Copy Order** from the **Order** menu and then select **without Components Re-linked** from the cascading menu. You can also press **Alt + O, P, O** on your keyboard.

Result: A new copy of the purchase order opens.

**NOTE:**

When you try to copy a purchase order that has warnings or blocks associated with the funds used to purchase the line items, the **Fund Warnings/Blocks** dialog box opens. Depending on your authority and the error, you may use the override feature. See [Fund Warnings/Blocks](#) on page 5-58 for more information.

3. Change any necessary information and click the **Save** button on the toolbar to save the new purchase order to the database.

Result: The new purchase order has been created by copying (and editing, if wanted) a previous purchase order.

---

## Searching for Line Items from a Purchase Order

---

You can search for line items directly from a purchase order of any status. This feature is useful, for example, in a circumstance where a purchase order has many line items. Rather than scrolling through the entire list of line items, you can conduct a search for a particular line item on the purchase order.

See [Searching for Line Items from a Purchase Order](#) on [page 2-55](#).

## Approving a Purchase Order

---

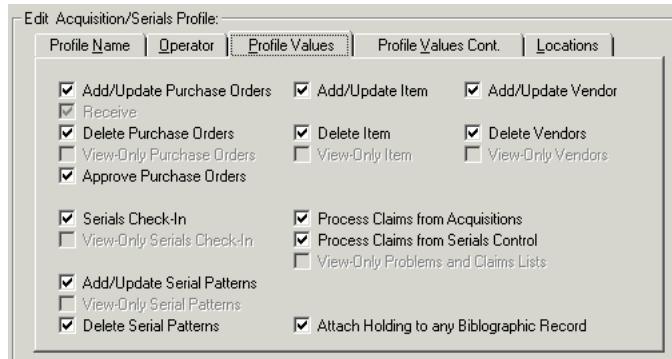
When a PO is approved that means it is ready to be sent to the vendor. The money on that PO are commitments (encumbrances) that are included in the total commitments of the fund.

At the time the purchase order is approved, you can specify whether to send the purchase order via EDI (Electronic Data Interchange), indicate if you want the purchase order to print or if you want to check for duplicate orders. In addition, when you approve the purchase order you have the option to receive all of the line items on the purchase order. This capability eliminates the need to visit each line item separately to perform the receiving function.

## Security for Approving Purchase Orders

---

To be authorized to approve purchase orders, the **Approve Purchase Orders** check box ([Figure 6-58](#)) must be selected in the **Profile Values** tab of an operator's Acquisitions/Serials Security Profile. See the *Voyager System Administration User's Guide* for more information.



**Figure 6-58. Profile Values tab**

The procedure for approving a pending purchase order is shown in [Procedure 6-24, Approving a Pending Purchase Order](#).



#### Procedure 6-24. Approving a Pending Purchase Order

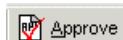
Use the following to approve a pending purchase order.



##### TIP:

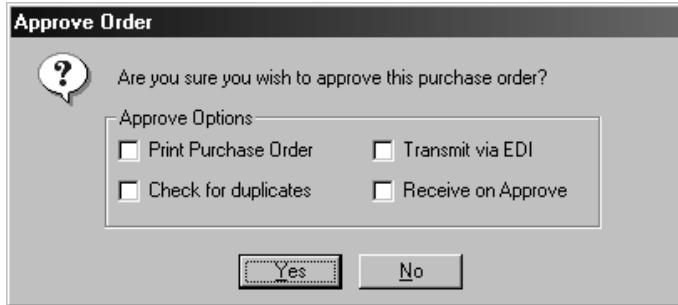
Operators can set default workflows for approving a PO. See the **Approve Processing** tab in your Session Workflows (see [Approve Processing Tab on page 19-8](#).)

1. Click the **Approve** button ([Figure 6-59](#)) or select **Approve** from the **Order** menu. You can also press **Alt + O, A** on your keyboard. The **Approve** button is located on the toolbar at the top of **Purchase Order** dialog box in order to avoid any accidental usage.



**Figure 6-59. Approve button**

Result: The **Approve Order** dialog box opens (see [Figure 6-60](#)).



**Figure 6-60.** Approve Order dialog box

2. Click the **Print Purchase Order** check box to automatically print a copy of the purchase order once it is approved.
3. Click in the **Transmit Order via EDI** check box to transmit a copy of your purchase order via EDI to your vendor once it is approved.

**NOTE:**

The **Transmit Order via EDI** check box on the **Approve Order** dialog box is only available if the location in the **Order Site** field and the vendor in the **Vendor Code** field match the Library Location and Vendor of an existing EDI connection profile. If there are no matches, the Transmit Order via EDI check box is greyed out. See [EDI Connection Profiles](#) on [page 4-40](#) for more information.

4. Click the **Check for Duplicates** check box if you want the system to check for duplicate titles for the same location when a purchase order is approved. The system checks duplicate line items based on the Order Location and the Bibliographic ID. If any orders match these two criteria, the **Duplicate Order Information on PO** dialog box opens (see [Figure 6-61](#)).
5. The **Receive on Approve** check box allows you to automatically receive all monograph line items on the purchase order when the purchase order is approved.
6. Click **Yes** to approve the purchase order. Click **No** to cancel the approving of the purchase order.

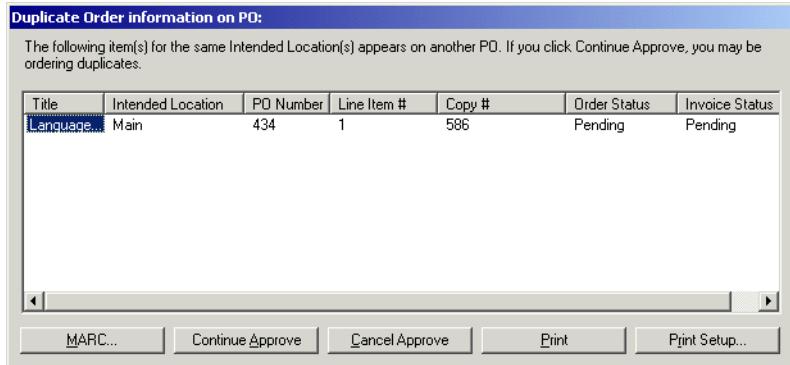
Result: If clicked **Yes**, the purchase order is approved. After approval and after any duplicate order information is resolved, two additional tabs appear at the top of the purchase order: **Vendor History** (see [Vendor History Tab](#) on [page 6-99](#)) and **Related Invoices** (see [Related Invoices Tab](#) on [page 6-104](#).)

**NOTE:**

After the purchase order has been approved, an operator with proper authorization can change the vendor associated with the purchase order. See [Procedure 6-25, Changing a Vendor](#) for more information.

## Duplicate Order Information on PO

The **Duplicate Order Information on PO** dialog box ([Figure 6-61](#)) opens when you approve a purchase order that contains titles that are on more than one purchase order for the same location, or duplicate purchase order numbers. (Providing that you checked the **Check for Duplicates** check box of the Approve Options section when approving a PO.)



**Figure 6-61. Duplicate Order Information on PO dialog box**

This fields of the **Duplicate Order Information on the PO** dialog box are populated by the system.

These fields are:

Field	Description
<b>Title</b>	The title of the duplicate line item. Click in the ellipsis to open a dialog box with the bibliographic and standard number information.
<b>Intended Location</b>	The duplicate title's intended location.
<b>PO Number</b>	The purchase order number that contains duplicate information.
<b>Line Item #</b>	The duplicate purchase order line item number.
<b>Copy #</b>	The duplicate purchase order line item copy number.
<b>Order Status</b>	The status of the duplicate line item's purchase order.
<b>Invoice Status</b>	The status of the duplicate line item's invoice.

You can do the following from the **Duplicate Order Information on PO** dialog box:

- a. Click the **Continue Approve** button to approve the purchase order.
- b. Click the **Cancel Approve** button to cancel the approve and return to the purchase order.
- c. Click the **Print** button to print the duplicate order information.

### **Vendor History Tab**

---

The **Vendor History** tab ([Figure 6-62](#)) displays on a purchase order after the purchase order has been approved. This tab provides the option for authorized operators to change the current vendor. The tab also displays a history of all of the vendors that have been associated with the purchase order.



Vendor Name	Vendor Code	Account Name	Update Date	Operator ID	
EBSCO	EB		9/10/2003	demo	

[Change Vendor...](#)

**Figure 6-62. Approved Purchase Order - Vendor History tab**

The following historical information about each vendor that has been associated with the purchase order displays on the **Vendor History** tab:

- The vendor name
- The vendor code
- The vendor account name
- The date on which the vendor was changed
- The ID of the operator who changed the vendor

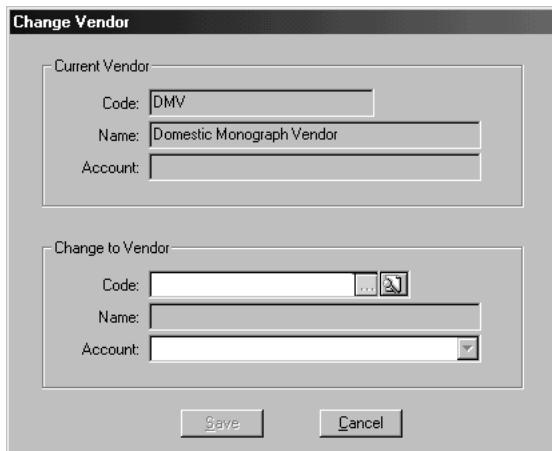
Click the **Vendor History** tab or press **Alt + V** on your keyboard to access this tab.

### Changing a Vendor

Using the **Change Vendor** button on the **Vendor History** tab and the **Change Vendor** dialog box ([Figure 6-63](#)), an authorized operator can change the current vendor for the purchase order.

Two sections appear on the **Change Vendor** dialog box: Current Vendor and Change to Vendor.

- The Current Vendor section displays the Code, Name, and Account of the vendor that is currently associated with the purchase order.
- The Change in Vendor section contains the fields that enable you to associate the purchase order to a different vendor.



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**Figure 6-63. Change Vendor dialog box**

[Table 6-23](#) describes the **Change Vendor** dialog box.

**Table 6-23. Description of the Change Vendor dialog box**

Name	Description	Required	Type, Range, and Default
Current Vendor Section	This section displays the code, name, and the Account of the vendor currently used for this PO.	Yes	Populated by the system.
<b>Change to Vendor section</b>			
Code	<p>The code of the new vendor.</p> <p>If you do not know the code of the vendor, click the magnifying glass beside the <b>Code</b> field to search for the vendor.</p> <p>After you have entered the vendor's code, click the <b>ellipsis</b> beside the <b>Code</b> field to verify that the code is legitimate.</p> <p>If the code matches a vendor in the database, the name of the vendor then displays in the <b>Name</b> field and all of the vendor's available accounts is listed in the drop-down menu in the <b>Account</b> field.</p> <p>If the code does not match a vendor in the database, an error message displays.</p>	Yes	Codes defined in the Vendor record, see <a href="#">Vendor Records</a> .
Name	Vendor name	Yes	Populated by the system based on the vendor code.
Account	List of all accounts associated with the vendor.	No	Drop-down

The procedure for changing a vendor is shown in [Procedure 6-25, Changing a Vendor](#).

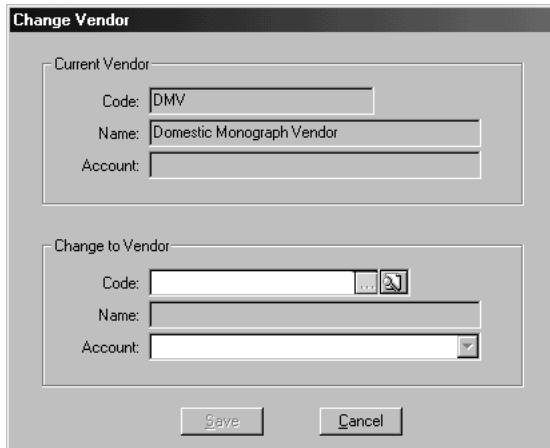


### Procedure 6-25. Changing a Vendor

Use the following to change a vendor on an approved purchase order.

1. Click the **Change Vendor** button on the **Vendor History** tab of the approved purchase order. You can also select **Change Vendor** from the **Order** menu or press **Alt + O, V** on your keyboard.

Result: The **Change Vendor** dialog box opens (see [Figure 6-64](#)).



**Figure 6-64. Change Vendor dialog box**

2. In the Change to Vendor section, enter the code of the new vendor in the **Code** field. Click the **ellipsis** beside the **Code** field to verify that the code is legitimate.

Result: If the code matches a vendor in the database, the name of the vendor then displays in the **Name** field and all of the vendor's available accounts is listed in the drop-down menu in the **Account** field. If the code does not match a vendor in the database, an error message stating, **Vendor does not exist!** displays.

**OPTIONAL:**

3. Select the vendor account you want to use from the drop-down menu in the **Account** field.

- 
4. Click the **Save** button to change the vendor. Click the **Cancel** button to cancel the vendor change.

Result: The new vendor code and account then display in the **Code** and **Account** fields on the **Header** tab of the purchase order.

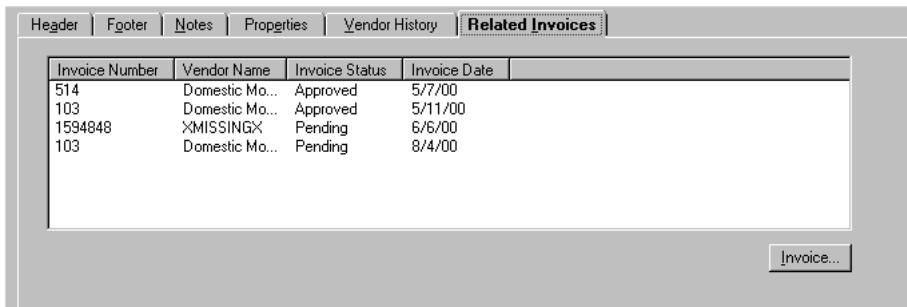
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### Related Invoices Tab

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The **Related Invoices** tab ([Figure 6-65](#)) lists the invoices that account for items on the purchase order. Access this tab by clicking the **Related Invoices** tab or press **Alt + I** on your keyboard.

---



Invoice Number	Vendor Name	Invoice Status	Invoice Date
514	Domestic Mo...	Approved	5/7/00
103	Domestic Mo...	Approved	5/11/00
1594848	XMISSINGX	Pending	6/6/00
103	Domestic Mo...	Pending	8/4/00

[Invoice...](#)

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**Figure 6-65. Approved Purchase Order - Related Invoices tab**

To open a related invoice, select the invoice and click the **Invoice** button or press **Alt + I** on your keyboard. This option to open a related invoice directly from the purchase order helps save time by eliminating the need to conduct a search for the invoice.

### Completing a Purchase Order

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Completing a purchase order makes any further changes to the purchase order impossible. Also, once a purchase order is completed, you cannot make any changes to claims or check-ins associated with that purchase order.

In order to complete a purchase order, you select **Complete** from the **Order** menu or press **Alt + O, L** on your keyboard.

The following criteria block the completion of a purchase order:

- there are open components linked to the purchase order
- there is one or more currently marked line item on the purchase order
- there is one or more currently claimed line item on the purchase order

## **Cancelling a Purchase Order**

---

Cancelling a purchase order allows you to cancel an entire PO, after it has been approved, and generate a cancellation notice to send to the vendor. A purchase order cannot be canceled if it contains a line item with a subscription component. The status of the purchase order must be approved/sent.

The following criteria block the cancellation of a purchase order.

- There are line item copies on the purchase order with statuses other than Received, Backordered, Claimed, or Approved
- A pending invoice is attached to the purchase order

### **Security for Cancelling a PO**

---

In order to cancel a purchase order, you must have the security to approve purchase orders. That is, the **Approve Purchase Orders** check box should be checked in the **Profile Values** tab of an operator's Acquisitions/Serials Security Profile. See the *Voyager System Administration User's Guide* for more information.

The procedure to cancel an entire approved purchase order is shown in [Procedure 6-26, Cancelling a Purchase Order, on page 6-105](#).



### **Procedure 6-26. Cancelling a Purchase Order**

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Use the following to cancel an entire approved purchase order.

1. From an open purchase order, select **Cancel** from the **Order** menu or press **Alt + O, C** on your keyboard.

Result: A confirmation message displays.

2. Click **Yes** to continue with the cancellation or click **No** to abort the cancellation.

---

Result: If you clicked **Yes**, the system checks for blocks of the cancellation.

If there are blocks the operator must determine the block condition, clear it, and then may cancel the PO.

If canceled, the status of the purchase order at the top of the purchase order is changed to Canceled and a cancellation notice containing all of the purchase order's line items that have not been received is generated.

**▲ IMPORTANT:**

3. *After the cancellation notice is generated, you must then proceed to the Reporter module where the notice can be printed in order to be sent to the vendor (see the Voyager Reporter User's Guide for more information.)*

Result: The notice is generated and printed, ready to send to the vendor.

---

## **Editing POs and Line Items on POs**

Operators can edit Purchase Orders and/or line items on POs, according to the following:

**If the PO or line item status is... Then...**

---

Pending	Operator may edit all fields at any time, except the Order Site and Currency fields after the PO is saved.
Completed	No editing may be done. Completing a purchase order makes any further changes to the purchase order or line items on it impossible.
All other statuses: Approved, Received Partial or Received complete, and Canceled	The majority of purchase order and line item information cannot be changed because modification could compromise the audit trail.  You cannot delete line items or change or delete the number of copies ordered.  Authorized operators (identified as Acquisitions operators with the security necessary to approve purchase orders) can change: <b>Vendor Code / Vendor Account</b> <b>Purchase Order Type</b> <b>Notes/Instructions to Vendor</b> <b>Intended Location</b> <b>Line item price</b>

**Ledgers and funds****Subscription data**

See [Editing Line Item Data on an Approved Purchase Order](#) on [page 6-109](#)

**NOTE:** The exception to the above information is that a Pre-paid copy of a line item on an approved purchase order cannot be edited.

The procedure for editing a purchase order is shown in [Procedure 6-27, Editing a Purchase Order](#).

The procedure for editing a line item on a purchase order is shown in [Procedure 6-28, Editing a Line Item on a Purchase Order](#).



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**Procedure 6-27. Editing a Purchase Order**

---

Use the following to edit a purchase order.

1. Perform a line item search, a quick search (see [Quick Searches](#) on [page 2-5](#)), or a standard search (see [Standard Searches](#) on [page 2-2](#)), to access a purchase order.
2. Select the purchase order that you want to view or edit from the search results list and click the **Edit** button or press **Alt + E** on your keyboard. You can also double-click the purchase order that you want to edit.

**Result:** The purchase order opens. Tabs that contain data are highlighted, alerting the operator at a glance where information exists.

3. Edit the purchase order as wanted.

[Table 6-24](#) contains a list of the page numbers on which to look for extensive explanations of each section of a purchase order.

**Table 6-24. Page References for Sections of Purchase Order**

Header Tab	<a href="#">6-4</a>
Footer tab	<a href="#">6-7</a>
Notes tab	<a href="#">6-8</a>
Properties tab	<a href="#">6-9</a>
Vendor History tab	<a href="#">6-99</a>
Related Invoices tab	<a href="#">6-104</a>

---

**Table 6-24. Page References for Sections of Purchase Order**

Header Tab	<a href="#">6-4</a>
Footer tab	<a href="#">6-7</a>
Line Items	<a href="#">6-15</a>

4. After changing any data, click the **Save** button.

Result: The purchase order is edited.

---



#### **Procedure 6-28. Editing a Line Item on a Purchase Order**

---

Use the following to view or edit a line item.

1. From an open Purchase Order, select the line item that you want to view or edit from the search results list and click the **Edit** button or press **Alt + E** on your keyboard. You can also double-click the line item that you want to edit.

Result: Either the **Line Item** dialog box, or the **Quick Line Item** dialog box opens.

2. Edit the line item.
  - If the Quick Line Item dialog box opens see [Quick Line Item](#) on [page 6-29](#).
  - If the Line Item dialog box opens see [Table 6-25](#) for a list of the page numbers on which to look for extensive explanations about each tab of a line item.

**Table 6-25. Page References for Tabs of Line Items**

Bib Record Tab	<a href="#">6-42</a>
Price Tab	<a href="#">6-45</a>
Copies/Funds Tab	<a href="#">6-49</a>
Copy Status Tab	<a href="#">6-63</a>
Type Tab	<a href="#">6-65</a>
Delivery Options Tab	<a href="#">6-71</a>
Notes Tab	<a href="#">6-73</a>
Order Tab	<a href="#">6-75</a>
Payment History Tab	<a href="#">6-76</a>

**Table 6-25. Page References for Tabs of Line Items**

Receive/Mark Tab	<a href="#">6-77</a>
Problems Tab	<a href="#">6-79</a>
Claims Tab	<a href="#">6-81</a>
Properties Tab	<a href="#">6-82</a>

3. After changing any data, click the **Save** button.

Result: The line item is edited.

---

## **Editing Line Item Data on an Approved Purchase Order**

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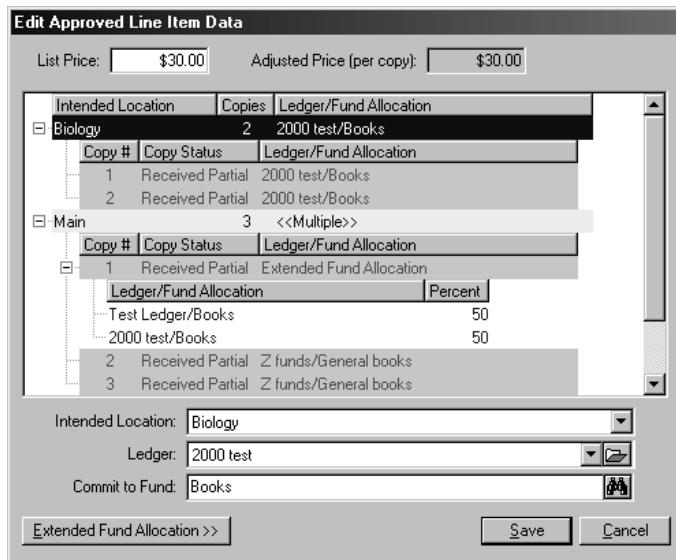
An authorized operator can edit the Price, Intended Location and Ledger/Fund data of line items on approved purchase orders. These capabilities enable a library to maintain more accurate records through the life of an order and to manage the often unpredictable nature of the acquisitions process more effectively.

### **Security to Edit Line Item Data on an Approved PO**

---

To be authorized to edit line item data on an approved purchase order, the Acquisitions/Serials Profile to which an operator belongs must have the **Approve Purchase Orders** check box selected in the **Profile Values** tab of an operator's Acquisitions/Serials Security Profile. See the *Voyager System Administration User's Guide* for more information.

[Figure 6-66](#) displays the **Edit Approved Line Item Data** dialog box where this is done.



**Figure 6-66. Edit Approved Line Item Data dialog box**

describes the **Edit Approved Line Item Data** dialog box.

**Table 6-26. Description of the Edit Approved Line Item Data dialog box**

Name	Description	Required	Type, Range, and Default
List Price	The list price of the line item.	Yes	Populated by the system from the <b>List Price</b> field on the <b>Price</b> tab.
Adjusted Price (per copy)	The price of each copy.	Yes	Populated by the system from the <b>Adjusted Price</b> field on the <b>Price</b> tab
Center section of the dialog box	Line item information for each location. See <a href="#">Line Item Information Hierarchy</a> .	Yes	Populated by the system.

**Table 6-26. Description of the Edit Approved Line Item Data dialog box**

Name	Description	Required	Type, Range, and Default
Intended Location	<p>For all copies under a single location, the intended location of the copies displays in the <b>Intended Location</b> field.</p> <p>When changing this if any of the ledger/fund combinations used for copies are not valid for the new intended location, the data in the <b>Ledger</b> and <b>Commit to Fund</b> fields is removed. If this happens, you must select new ledger/fund combinations that are valid for the new intended location.</p>	Yes	Drop-down
Ledger	Ledger used for this line item.	Yes	<p>Drop-down</p> <p>Or click the folder to access the ledger and fund tree.</p> <p>See <a href="#">Selecting a new fund</a>.</p>
Commit to Fund	Fund used for this line item.	Yes	<p>Enter a fund code, click the folder to access the ledger and fund tree, or search for a fund.</p> <p>See <a href="#">Selecting a new fund</a>.</p>

---

**Table 6-26. Description of the Edit Approved Line Item Data dialog box**

Name	Description	Required	Type, Range, and Default
Extended Fund Allocation>>	<p>Expands the <b>Edit Approved Line Item Data</b> dialog box.</p> <p>The Extended Fund Allocation function allows you to choose more than one fund to finance the cost of a copy.</p> <p>This function also allows you to completely change funds that are being used or alter the percentage of the price that a fund is responsible for.</p>	No	Button

### Line Item Information Hierarchy

For each location for which you are ordering copies may have up to three levels in the hierarchy. Click the plus (+) signs to expand the levels of the hierarchy and click the minus (-) signs to close the levels of the hierarchy.

The first level of the hierarchy displays the intended location, the number of copies ordered for the location, and the ledger/fund allocation information (if more than one fund is used, <<Multiple>> displays).

The second level of the hierarchy displays the copy number, the copy status, and the ledger/fund allocation for each copy under each location. For a copy that uses more than one fund, Extended Fund Allocation displays under Ledger/Fund Allocation and a third level displays in the hierarchy.

The third level of the hierarchy displays for a copy that uses multiple funds. The ledger and fund names display. The percentage of the cost that each fund is responsible for also displays.

### Selecting a new fund

There are three ways you can select a new fund: you can manually type a fund code in the **Commit to Fund** field, you can select a fund from a ledger/fund hierarchy, or you can search for a fund.

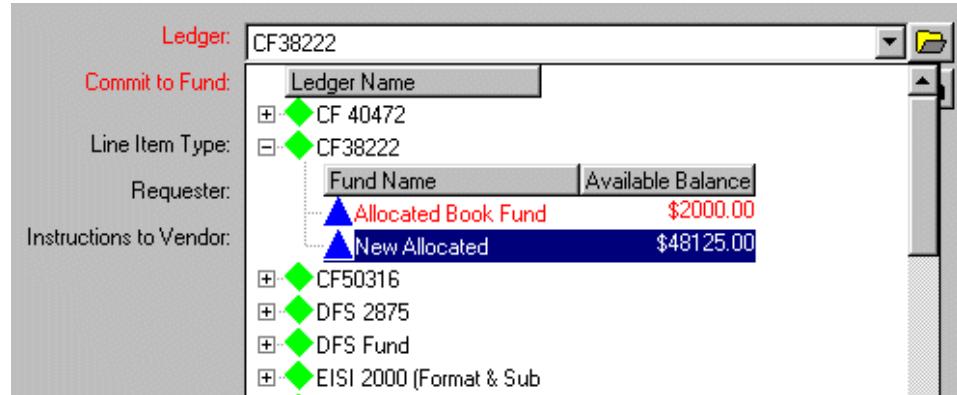
- If you want to manually type a fund code into the **Commit to Fund** field, you must first select a ledger from the drop-down menu in the **Ledger** field. After you have selected a ledger, type the fund code into the **Commit to**

**Fund** field. Because typing the fund information into the field is often much faster than navigating a complex ledger/fund hierarchy, this feature improves the efficiency of your line item editing.

- If you want to select a fund from the ledger/fund hierarchy ([Figure 6-67](#)) rather than typing the fund code into the **Commit to Fund** field, click the **folder** button beside the **Ledger** field. This displays a hierarchy of available ledgers and funds. To aid you in selecting an appropriate fund, each fund's available balance displays within the hierarchy.

**NOTE:**

Only valid ledger/fund combinations for the intended location are available.



**Figure 6-67. Ledger/Fund hierarchy displayed in the Ledger field**

Click the plus (+) signs to expand the levels of the hierarchy and click the minus (-) signs to close the levels of the hierarchy. Navigate the hierarchy and select a fund. You cannot select a ledger or summary fund, but must select an allocated fund (displays with a dollar sign).

After selecting a fund from the hierarchy, the ledger to which the fund belongs displays in the **Ledger** field and the fund displays in the **Commit to Fund** field.

- If you want to search for a fund, click the **search button** (the binoculars) beside the **Commit to Fund** field. The **Select Fund** dialog box opens. Search for a fund. After selecting a fund, the ledger to which the fund belongs displays in the **Ledger** field and the fund displays in the **Commit to Fund** field.

The procedure for editing line item data on an approved purchase order is shown in [Procedure 6-29, Editing Line Item Data on an Approved Purchase Order](#).

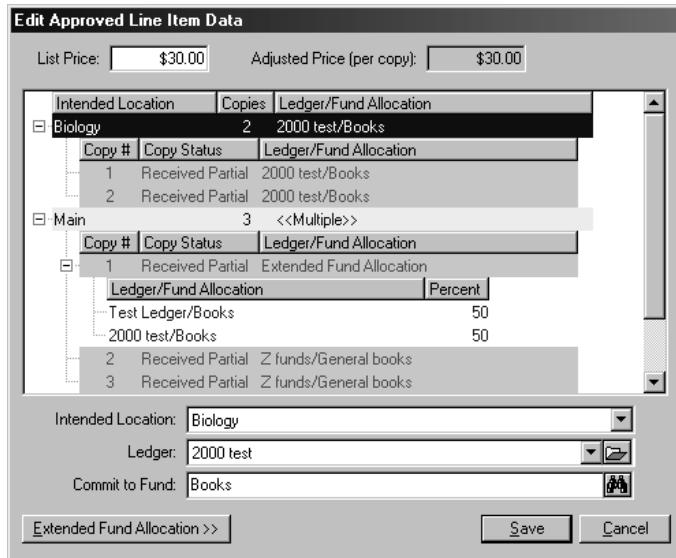


### Procedure 6-29. Editing Line Item Data on an Approved Purchase Order

Use the following to edit line item data on an approved purchase order.

1. Search for and display the purchase order, then click the line item that you want to edit and select **Edit Approved** from the **Line Item** menu. You can also press **Alt + L, P** on your keyboard.

Result: The **Edit Approved Line Item Data** dialog box opens (see [Figure 6-68](#)).



**Figure 6-68. Edit Approved Line Item Data dialog box**

Result: In the center of the dialog box, the line item information displays in a hierarchy.

### Changing the List Price

2. The list price for each copy of the line item displays in the **List Price** field. Edit this value.

### **Changing the Intended Location for All Copies**

---

3. To change the intended location for all copies under a single location, click a location in the hierarchy (locations display in the first level) and select a new intended location from the alphabetized drop-down menu in the **Intended Location** field.

### **Changing the Intended Location for a Single Copy**

---

4. To assign a copy to a new intended location, click the copy (copies display in the second level of the hierarchy) and then select a new intended location for the copy from the alphabetized drop-down menu in the **Intended Location** field.

Result: The copy then displays under a new location level in the hierarchy.

### **Changing Ledger/Fund Data**

---

5. If all copies under a single location use the same ledger/fund combination, and you want to select a different combination, click the location (the first level in the hierarchy).

If you want to change the ledger/fund combination for a single copy under a location, click the copy (the second level in the hierarchy).

**NOTE:**

If a single copy under a location uses more than one ledger/fund combination, you need to use Extended Fund Allocation to alter the combinations (see [Extended Fund Allocation - Adding a Fund](#) on page 6-115)

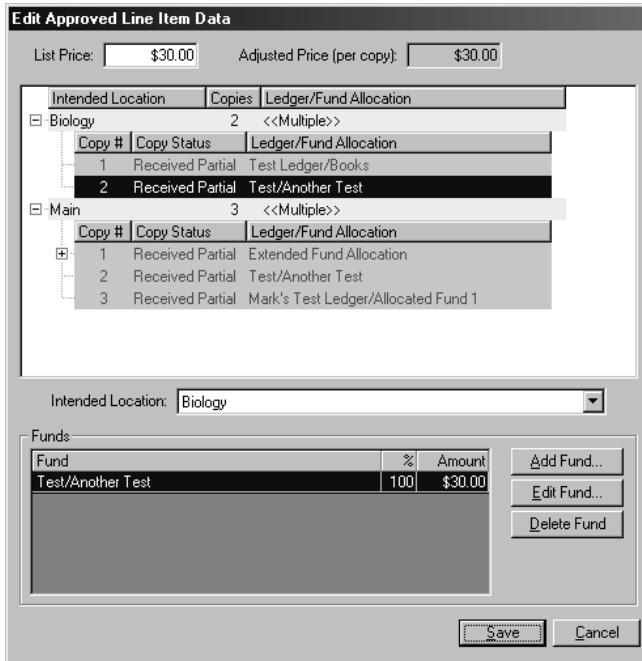
6. Select a new fund: you can manually type a fund code in the **Commit to Fund** field, you can select a fund from a ledger/fund hierarchy, or you can search for a fund. See [Selecting a new fund](#).

### **Extended Fund Allocation - Adding a Fund**

---

7. Select a copy (copies display in the second level of the hierarchy) and click the **Extended Fund Allocation >>** button or press **Alt + E** on your keyboard.

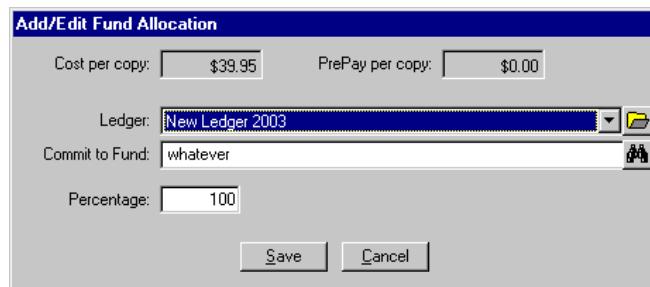
Result: The **Edit Approved Line Item Data** dialog box expands (see [Figure 6-69](#)).



**Figure 6-69.** Edit Approved Line Item Data dialog box - expanded

8. Before you can use an additional fund, you must change the percentage of the cost that the initial fund is responsible for. To change this percentage, select the fund and then click the **Edit Fund** button or press **Alt + E** on your keyboard.

Result: The **Add/Edit Fund Allocation** dialog box opens (see [Figure 6-70](#)).



**Figure 6-70.** Add/Edit Fund Allocation dialog box

9. In the **Percentage** field, change 100 to the percentage of the cost that you want the fund to be responsible for. For example, if you want to allocate the cost of a copy equally over two funds, you would enter 50 in the **Percentage** field. Click the **Save** button.
10. After the percentage has been reduced for the initial fund, you can choose another fund to use. Click the **Add Fund** button or press **Alt + A** on your keyboard.

Result: The **Add/Edit Fund Allocation** dialog box opens once again.
11. Select a fund to use in addition to the initial fund. See Step 6 of [Changing Ledger/Fund Data](#) on [page 6-115](#) for a description of the ways that you can select a fund.
12. Enter the percentage of the cost that you want the fund to be responsible for in the **Percentage** field.
13. To save the additional fund information and add the fund, click the **Save** button. To cancel the addition of the fund, click the **Cancel** button.

Result: After saving the additional fund information, the additional fund displays in the Funds list at the bottom of the **Edit Approved Line Item Data** dialog box.
14. Repeat Steps [10 - 13](#) until your copy has been funded 100%.

### **Extended Fund Allocation - Editing a Fund**

---

There are a few reasons why you might want to edit a fund. You might want to change the percentage of the cost that the fund is responsible for (if you are using more than one fund to finance a copy), or you might simply want to select an entirely new fund.

15. Select the fund that you want to edit from the Funds list at the bottom of the **Edit Approved Line Item Data** dialog box and click the **Edit Fund** button or press **Alt + E** on your keyboard.

Result: The **Add/Edit Fund Allocation** dialog box opens.
16. The ledger and fund display in the **Ledger** and **Commit to Fund** field. You can select a new ledger and fund. See Step 6 of [Changing Ledger/Fund Data](#) on [page 6-115](#) for a description of the ways that you can select a fund.
17. If you want to change the percentage of the cost that the fund is responsible for, enter a new percentage number in the **Percentage** field.

- 
18. To save your changes and close the **Add/Edit Allocated Funds** dialog box, click the **Save** button. To cancel your changes and close the **Add/Edit Allocated Funds** dialog box, click the **Cancel** button.

### **Extended Fund Allocation - Removing a Fund**

---

Select the fund that you want to remove from the Funds list at the bottom of the **Edit Approved Line Item Data** dialog box and click the **Remove Fund** button or press **Alt + R** on your keyboard. A confirmation message displays if you have selected to use the deletion reminder option on the **Sounds and Animation** tab of your Session Preferences (see [Sounds and Animation Tab](#) on [page 18-14](#) for more information.) Click the **Yes** button to continue. Click the **No** button to cancel the removal of the fund. If you have not selected to use the deletion reminder option, you do **not** receive a confirmation message.

This does not remove the fund from your ledger, just from use for the copy.

19. After you have completed your edits to the line item data, you must click the **Save** button to save the changes to the database. Click the **Cancel** button to cancel any changes you have made.

Result: If clicked **Save**, the edits are saved to the database.

---

## **Deleting a Purchase Order**

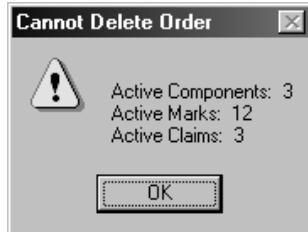
---

Operators may delete purchase orders.

The following criteria block the deletion of a purchase order.

- There are existing components linked to the purchase order (this is why a purchase order with a status of Received Partial cannot be deleted, as displayed in the table below)
- There is one or more invoices linked to the purchase order
- There are any currently marked line items on the purchase order
- There are any currently claimed line items on the purchase order

If the deletion of a purchase order is blocked due to any of these criteria, the **Cannot Delete Order** dialog box ([Figure 6-71](#)) opens the exact reasons for the block.



---

Figure 6-71. Cannot Delete Order dialog box

Deleting a purchase order impacts a fund's pending or total commitments only.

If the PO status is	Then
Pending	The fund's pending commitments are removed.
Approved	The fund's total commitments are removed.
Received Partial	There is no impact on the fund's commitments.
Received Complete	The fund's total commitments are removed.
Canceled	There is no impact on the fund's commitments.
Complete	The fund's commitments are removed.

Fiscal period or fund date rules are not checked. Therefore, when a purchase order is deleted, money may go back into a fund that is not current with your fiscal year.

### Security for Deleting POs

---

To be authorized to delete purchase orders, the **Delete Purchase Orders** check box ([Figure 6-72](#)) must be selected in the **Profiles** tab of an operator's Acquisitions/Serials Security Profile. Also, in order to delete a purchase order with a status other than Pending, the Approve Purchase Orders check box should be selected. For more information, see the *Voyager System Administration User's Guide*.

Edit Acquisition/Serials Profile:		
Profile Name	Operator	Profile Values
<input checked="" type="checkbox"/> Add/Update Purchase Orders	<input checked="" type="checkbox"/> Add/Update Item	<input checked="" type="checkbox"/> Add/Update Vendor
<input checked="" type="checkbox"/> Receive		
<input checked="" type="checkbox"/> Delete Purchase Orders	<input checked="" type="checkbox"/> Delete Item	<input checked="" type="checkbox"/> Delete Vendors
<input type="checkbox"/> View-Only Purchase Orders	<input type="checkbox"/> View-Only Item	<input type="checkbox"/> View-Only Vendors
<input checked="" type="checkbox"/> Approve Purchase Orders		
<input checked="" type="checkbox"/> Serials Check-In	<input checked="" type="checkbox"/> Process Claims from Acquisitions	
<input type="checkbox"/> View-Only Serials Check-In	<input checked="" type="checkbox"/> Process Claims from Serials Control	
<input checked="" type="checkbox"/> Add/Update Serial Patterns	<input type="checkbox"/> View-Only Problems and Claims Lists	
<input type="checkbox"/> View-Only Serial Patterns		
<input checked="" type="checkbox"/> Delete Serial Patterns	<input checked="" type="checkbox"/> Attach Holding to any Bibliographic Record	

**Figure 6-72. Profile Values tab**

The procedure for deleting purchase orders is shown in [Procedure 6-30, Deleting a Purchase Order](#).



### Procedure 6-30. Deleting a Purchase Order

Use the following to delete a purchase order.

1. Click the **Delete** button ([Figure 6-73](#)) in the toolbar of the purchase order or select **Delete** from the **Order** menu. You can also press **Alt + O, D** on your keyboard.



**Figure 6-73. Delete button**

**Result:** A confirmation message, *Are you sure you wish to delete this purchase order?* displays if you have selected to use the deletion reminder option on the **Sounds and Animation** tab of your Session Preferences (see [Sounds and Animation Tab](#) on page 18-14 for more information.) If you have not selected to use the deletion reminder option, you do not receive a confirmation message.

2. Click the **Yes** button to continue with the deletion. Click the **No** button to cancel the deletion.

Result: A second message displays stating, This action will remove all commitments and expenditures for this order, Continue?

3. Click the **Yes** button to continue with the deletion. Click the **No** button to cancel the deletion.

Result: If there are any reasons to block the deletion the Cannot Delete Order dialog box displays. Operators must eliminate the block conditions before deleting the PO.

If there are no block conditions, the PO is deleted.

---

## Creating an Invoice from a Purchase Order

---

Operators can create an invoice from an open purchase order. See [Invoice Activities](#) on [page 12-1](#) for more information.

### Security to Create an Invoice from a PO

---

To be authorized to create an invoice from a PO the **Add/Update Purchase Orders** check box and the **Add/Update Invoices** check box ([Figure 6-74](#)) must be selected in the **Profile Values Cont.** tab of an operator's Acquisitions/Serials Security Profile. See the *Voyager System Administration User's Guide* for more information.

---



**Figure 6-74. Profile Values Cont. tab**

---

The procedure for creating an invoice from a PO is shown in [Procedure 6-31, Creating an Invoice from a Purchase Order](#).



### **Procedure 6-31. Creating an Invoice from a Purchase Order**

---

Use the following to create an invoice for a purchase order.

1. From an open purchase order, select **Create Invoice** from the **Order** menu on the purchase. You can also press **Alt + O, I** on your keyboard.

Result: All of the line items on the purchase order are automatically listed on the newly-created invoice. See [Invoice Activities](#) on [page 12-1](#) for additional information.

---

---

# **Receiving and Marking Your Monograph Items**

# 7

---

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# Receiving and Marking Your Monograph Items

# 7

---

## Introduction

---

You can receive and mark monographic items from a number of different places within the Acquisitions module. Monographic items can be received and marked directly from approved purchase orders, invoices, and from the **Receive/Mark** tab of a line item.

Serial items can be received and marked using the **Serials Check-In** work space. Receiving and marking serials issues from the **Serials Check-In** work space is not discussed in this section. See [Receiving an Issue](#) on [page 9-12](#) and [Marking an Issue](#) on [page 9-17](#) for information about receiving and marking serial issues.

---

## Purpose of this Chapter

---

This chapter discusses how to receive, unreceive, and mark monographic items in the Acquisitions module.

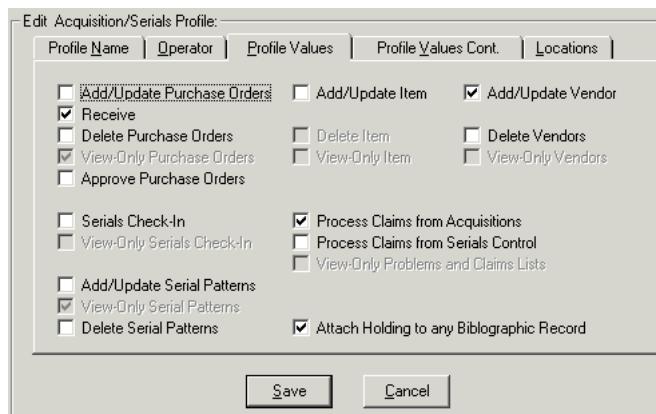
- The procedure for receiving from an approved purchase order or invoice is shown in [Procedure 7-1, Receiving a Monographic Item from an Approved Purchase Order or Invoice](#)
- The procedure for receiving from the **Receive/Mark** tab of a line item is shown in [Procedure 7-2, Receiving a Monographic Item from the Receive/Mark Tab of a Line Item](#)
- The procedure for unreceiving a monographic item is shown in [Unreceiving a monographic item](#) on [page 7-13](#)

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- The procedure for marking from an approved purchase order or invoice is shown in [Procedure 7-4, Marking a Monographic Item from an Approved Purchase Order or Invoice](#)
- The procedure for marking from the **Receive/Mark** tab of a line item is shown in [Procedure 7-5, Marking a Monographic Item from the Receive/Mark Tab of a Line Item](#)

## Security to Receive and Mark Monographic Items

To be authorized to receive items, the **Add/Update Purchase Orders** check box in the **Profile Values** tab automatically selects the **Receive** check box. If you only want the operator to be able to receive items, check the **Receive** check box ([Figure 7-1](#)) in the **Profile Values** tab of an operator's Acquisitions/Serials Security Profile. See the *Voyager System Administration User's Guide* for more information.



**Figure 7-1. Profile Values tab**

## **Receiving a Monographic Item from an Approved PO or Invoice**

---

Receiving an item means that it is actually in hand.

From an approved PO or invoice, operators can receive a monographic item if its line item status is Approved, or Received partial. An item cannot be received if the line item status is pending, canceled, or complete.

**NOTE:**

Receiving an item does not affect fund commitments or expenditures.

The procedure for receiving a monographic item from an approved PO is shown in [Procedure 7-1, Receiving a Monographic Item from an Approved Purchase Order or Invoice.](#)



### **Procedure 7-1. Receiving a Monographic Item from an Approved Purchase Order or Invoice**

---

Use the following to receive one or more line items.

1. Search for and display a Purchase Order or an Invoice (see [Standard Searches](#) on [page 2-2](#) or [Quick Searches](#) on [page 2-5](#).)

Result: The appropriate work space opens with the search results.

- If searching for a purchase order, the **Search Orders** work space opens with the results of the search (see [Figure 7-2](#)).

Search Orders					
Search By: <input type="button" value="Create Date"/> <input type="button" value="Equal"/> <input type="button" value="Greater"/> <input type="button" value="Less"/> Search For: <input type="text" value="9/16/2003"/>					
Purchase Order Number	Vendor Name	Order Status	Order Date	Order Location	
155	Brigham Young University Press	Received Complete	3/22/2002	Acquisitions	
157	EBSCO	Received Complete	4/29/2002	Acquisitions	
159	EBSCO	Approved/Sent	5/2/2002	Acquisitions	
160	Baker & Taylor	Pending	5/21/2002	Acquisitions	
167	Amazon.com	Pending	6/19/2002	Acquisitions	
168	Baker & Taylor	Received Partial	6/19/2002	Acquisitions	
169	Amazon.com	Pending	6/19/2002	Acquisitions	
170	Baker & Taylor	Received Partial	6/19/2002	Acquisitions	
182	EBSCO PUBLISHING	Pending	6/27/2002	Acquisitions	
183	EBSCO PUBLISHING	Pending	6/27/2002	Acquisitions	

Figure 7-2. Search Orders work space

- If searching for an invoice, the **Search Invoices** work space opens with results of the search (see [Figure 7-3](#)).

Search Invoices					
Search By: <input type="button" value="Create Date"/> <input type="button" value="Equal"/> <input type="button" value="Greater"/> <input type="button" value="Less"/> Search For: <input type="text" value="9/16/2003"/>					
Invoice Number	Vendor Name	Invoice Status	Invoice Date		
257	EBSCO PUBLISHING	Pending	2/6/2003		
302	Baker & Taylor	Pending	9/11/2003		
346	EBSCO	Pending	7/25/2003		
350	EBSCO PUBLISHING	Approved	5/16/2003		
357	Amazon.com	Approved	6/30/2003		
368	Baker & Taylor	Pending	7/7/2003		
386	Baker & Taylor	Complete	7/15/2003		
387	Baker & Taylor	Pending	7/15/2003		
423	Baker & Taylor	Approved	9/4/2003		

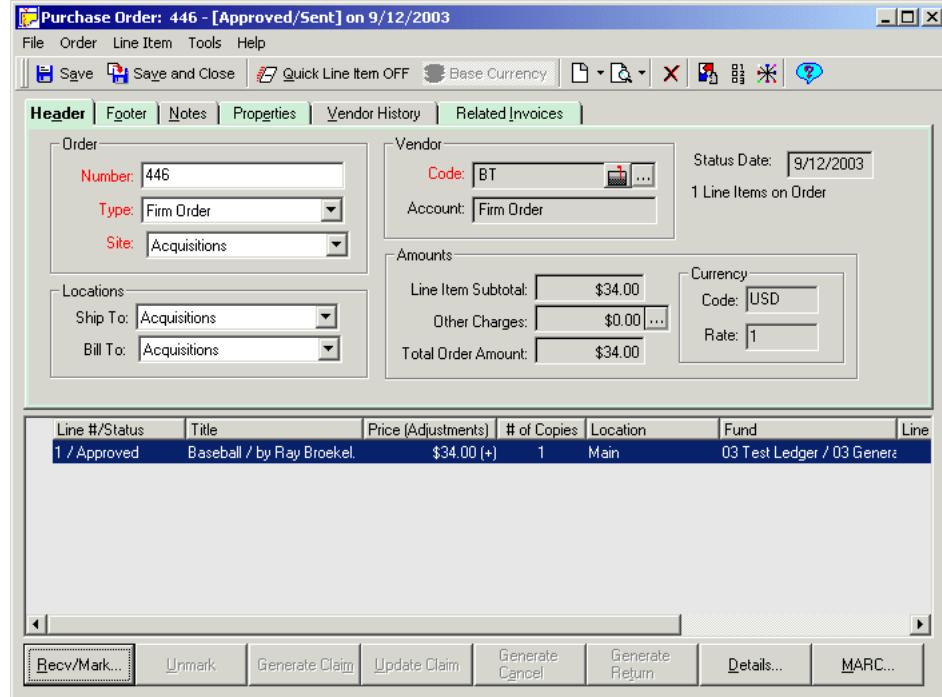
Figure 7-3. Search Invoices work space

2. Select the PO or invoice you want and click the **Edit** button.

Result: The purchase order or invoice displays.

3. Select the line item you want to receive.

Result: On the PO, this enables the **Recv/Mark** button (see [Figure 7-4](#)).

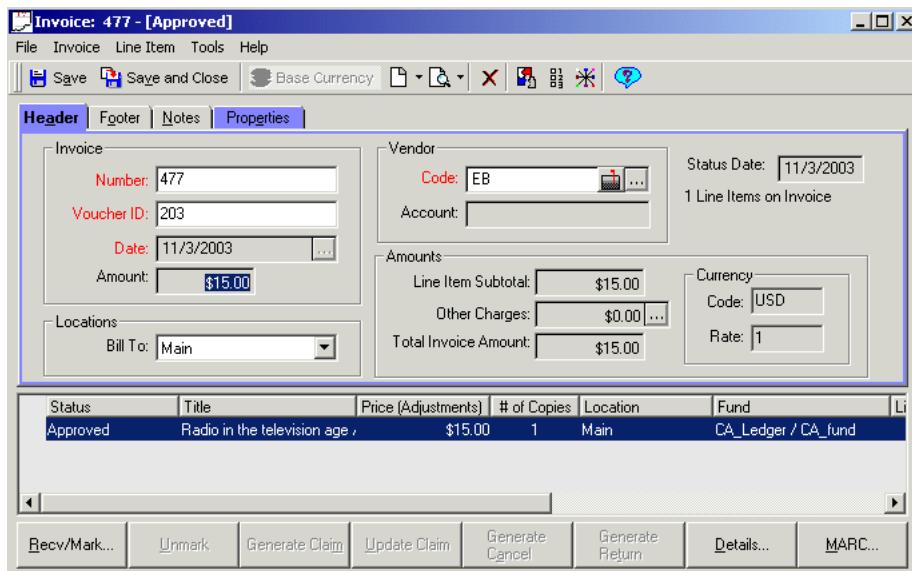


**Figure 7-4. Recv/Mark button enabled on an approved PO**

Result: On an Invoice, this enable the **Recv/Mark** button (see [Figure 7-5](#)).

**NOTE:**

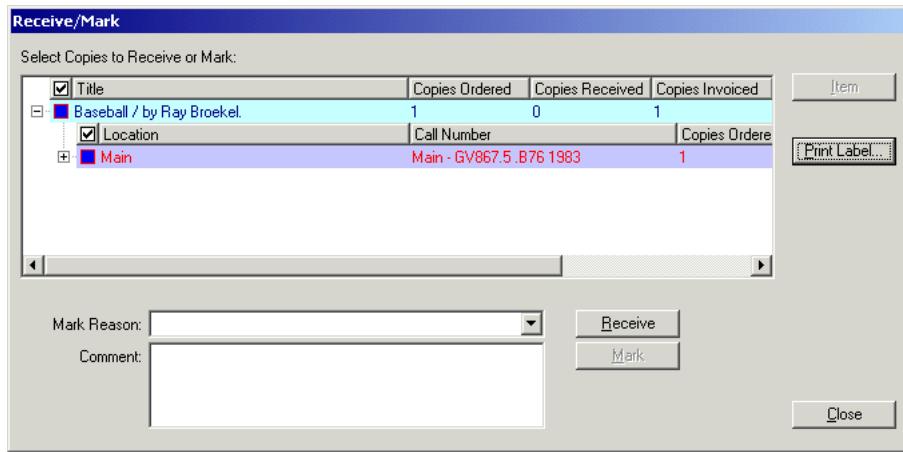
You must receive or mark serial issues from Serials Check-In (see [Serials Check-In Activities on page 9-1.](#))



**Figure 7-5.** Invoice dialog box with item selected to receive

- Click the **Recv/Mark** button.

Result: The **Receive/Mark** dialog box opens (see [Figure 7-6](#)).



**Figure 7-6.** Receive/Mark dialog box

## Line Item Hierarchy

In the **Receive/Mark** dialog box, the line items display in a tree structure or line item hierarchy in the **Select Copies to Receive or Mark** box. Click the plus (+) signs to expand the levels of the hierarchy and click the minus (-) signs to close the levels of the hierarchy. There are three levels in the hierarchy.

- The first level of the hierarchy displays the title of the item, the number of copies ordered, the number of copies received, and the number of copies invoiced.
- The second level of the hierarchy displays the intended location(s) for the item, the call number, the number of copies order, the number of copies received, and the number of copies invoiced.
- The third level of the hierarchy displays the individual copies for each location, including the copy number, the copy status (for example, Approved), the date on which the status became active, the intended location for the copy, the item type and the item ID (these last two, item type and item ID, do not contain information until after the copy has been received and an item record has been created.)



### TIP:

*Use Session Workflows to have the hierarchy in the **Select Copies to Receive or Mark** section automatically open to the second level (Location level) or third level (Copy level), see [Line Items Tab on page 19-5](#) for more information.*

The boxes in the hierarchy are used to select the copies that you want to receive (or mark).

- If you want to specify which copies to receive for each location, at the third level of the hierarchy click the box beside each copy that you want to receive.
- If you want to receive all copies for a location, click the box beside the second level (the Location level) to select all the copies beneath that location.
- If you want to select all copies for all locations, click the box beside the first level of the hierarchy.

---

To make it easier for you to see how many copies are currently selected to be received, the boxes beside the levels of the hierarchy are either half-full (if only some of the copies are selected) or completely full (if all of the copies are selected to be received).



**TIP:**

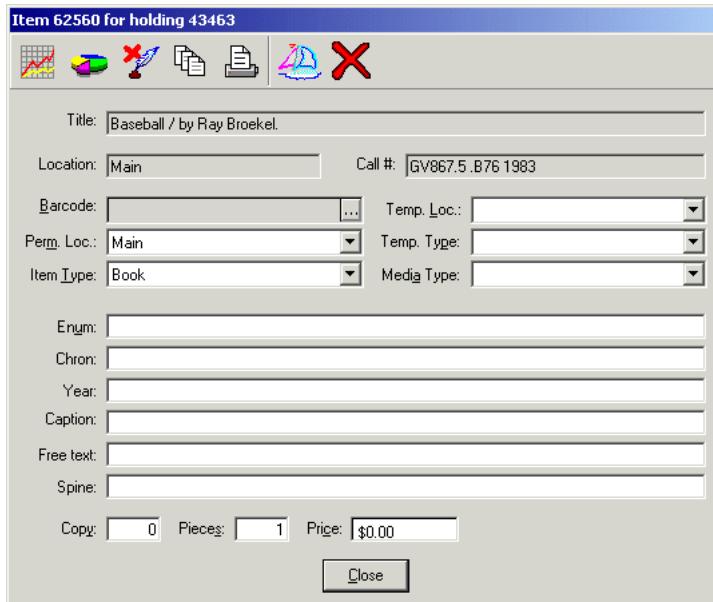
*Use Session Workflows to have all copies for all locations for the selected line item automatically selected to be received (check the **Auto-select All Copies during Receive** check box on the **Line Items** tab), see [Line Items Tab on page 19-5](#) for more information.*

5. Select the copies to receive, and click the **Receive** button or press **Alt + R** on your keyboard.

Result: Depending on your selections in Session Workflows ([Item Creation Tab on page 19-10](#)), either the item record opens, or after clicking the **Item** button, the item record displays (see [Figure 7-7](#)).

### Item Record Creation Options

- An item record is automatically created, if the **Automatically create at Receive** check box is selected on the **Item Creation** tab of your Session Workflows. If the **Show Item Record on Create** check box is selected on the **Item Creation** tab of your Session Workflows, the item record automatically displays when it is created.
- If you selected to receive more than one copy, the item records created for the individual copies do not automatically display, even if you have selected the **Show Item Record on Create** check box in your Session Workflows. Rather, you receive the message:  $x$  item records automatically created, where  $x$  equals the appropriate amount. However, you can access an item record for an individual copy by selecting the copy from the hierarchy and then clicking the **Item** button.
- If the **Automatically create at Receive** check box is selected but the **Show Item Record on Create** check box is not selected on the **Item Creation** tab of your Session Workflows, the item record is not automatically displayed when it is created. You can access the item record by selecting the copy from the hierarchy and then clicking the **Item** button.
- If the **Automatically create at Receive** check box is not selected on the **Item Creation** tab of your Session Workflows, an item record is not automatically created. However, after a line item copy has been received, you can select the copy from the hierarchy and click the **Item** button or press **Alt + I** on your keyboard to create an item record.



---

**Figure 7-7.** After receiving an item the Item record is created automatically or can be created

6. Create the item record. See [Item Record Creation and Maintenance](#) on page 10-1 for information on creating an item record.

Result: The item is received and the item record is created.

---

## Receiving a Monographic Item from the Receive/Mark Tab of a Line Item

---

Operators can receive a monographic item from the **Receive/Mark** tab, however, when using this method, they can only receive copies for one line item at a time.

The procedure to receive one item from the **Receive/Mark** tab is shown in [Procedure 7-2, Receiving a Monographic Item from the Receive/Mark Tab of a Line Item](#).

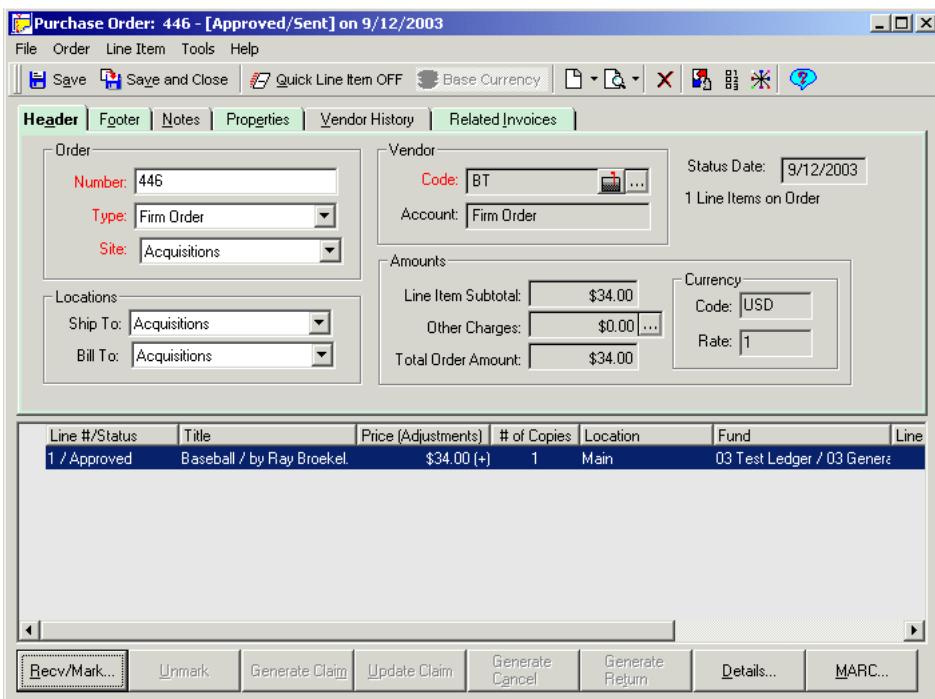


## Procedure 7-2. Receiving a Monographic Item from the Receive/Mark Tab of a Line Item

Use the following to receive one item from the **Receive/Mark** tab.

1. Search for and display a PO or invoice, and select the line item you want to receive.

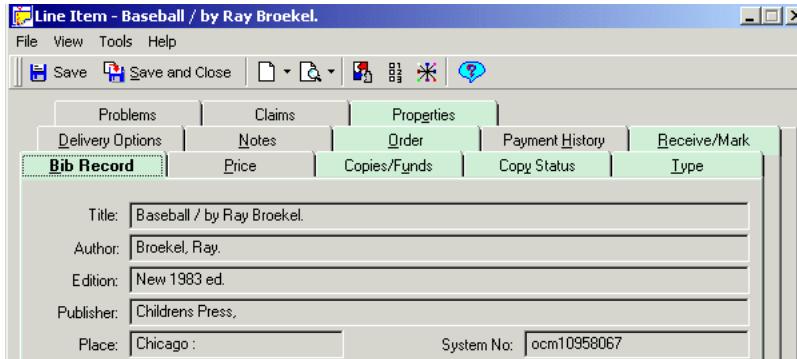
Result: This enables the **Details** button (see [Figure 7-8](#)).



**Figure 7-8.** Details button enabled on a purchase order

2. Click the **Details** button or select **Details** from the **Line Item** menu. You can also press **Alt + D** on your keyboard.

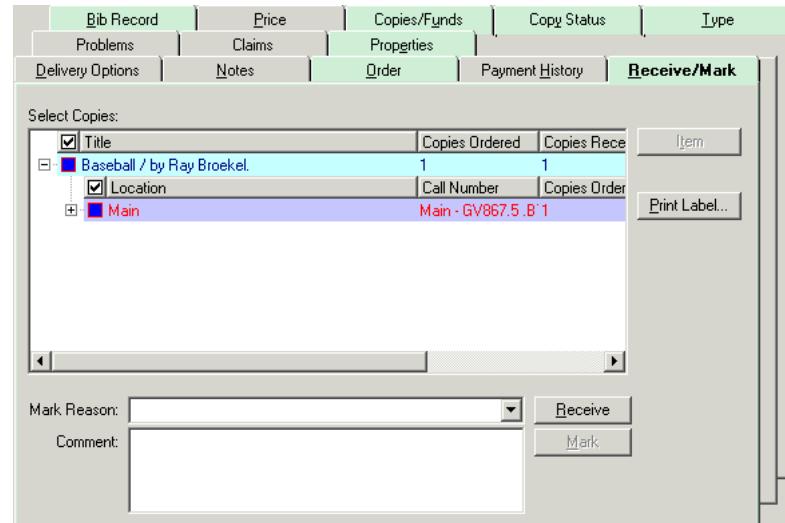
Result: The **Line Item** dialog box opens (see [Figure 7-9](#)).



**Figure 7-9. Tabs of the Line Item dialog box**

3. Click the **Receive/Mark** tab or press **Alt + R** on your keyboard.

Result: The **Receive/Mark** tab displays (see [Figure 7-10](#)).



**Figure 7-10. Line Item dialog box - Receive/Mark tab**

See [Line Item Hierarchy](#) on [page 7-7](#) for an explanation of the line item hierarchy seen in the **Select Copies** section.

- 
4. Select the copies you want to receive from the hierarchy, and click the **Receive** button.

Result: Depending on your selections in Session Workflows, either the item record opens, or after clicking the **Item** button, the item record displays (see [Item Record Creation Options on page 7-8](#)).

5. See [Item Record Creation and Maintenance on page 10-1](#) for information on creating an item record.

Result: The item is received and the item record is created.

---

## Unreceiving a Monographic Item

---

An operator with proper authorization can unreceive a monograph copy using the **Unreceive** button on the **Copy Status** tab of the **Line Item** dialog box. This feature is valuable, for example, in a circumstance where you have received the wrong copy accidentally. You can unreceive the wrong copy and then proceed to receive the correct copy.

A copy can be unreceived only if it an item record has not been created for it. If you want to unreceive a copy that has an item record, you must first delete the item record. When the item record has been deleted, you is able to unreceive.

This feature is only available for regular, or monograph, line item types (Single Part and Approval), not for subscription (or serial) line item types. For information about unreceiving serial issues, see [Procedure 9-16, Unreceiving a serial issue](#).

### Security to Unreceive a Monographic Item

---

To be authorized to unreceive a monographic item, the **Receive** check box ([Figure 7-11](#)) must be checked in the **Profile Values** tab of the Acquisitions/Serials Profile to which an operator belongs.

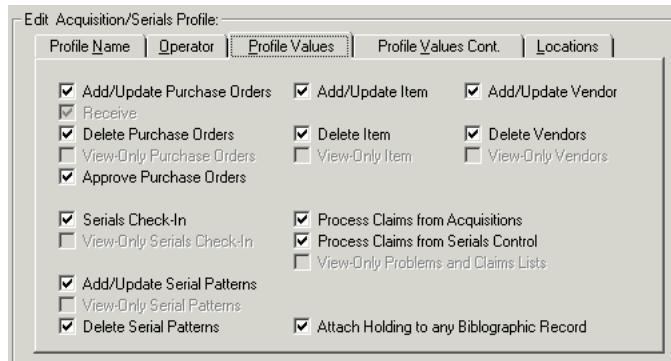


Figure 7-11. Profile Values tab

See the *System Administration User's Guide* for more information.

The procedure for unreceiving a monographic copy is shown in [Procedure 7-3, Unreceiving a monographic item](#).



### Procedure 7-3. Unreceiving a monographic item

---

Use the following to unreceive an item.

1. Search for and display the **Line Item** dialog box of the item you want to unreceive. See [Procedure 2-11, Searching for Line Items from a Purchase Order](#) and [Procedure 2-14, Searching for Line Items from an Invoice](#).
2. Click the **Copy Status** tab and select one copy from the hierarchy.

Result: Copies display on the second level of the hierarchy. In order for the **Unreceive** button to be available, you must click a copy in the second level of the hierarchy rather than a location in the first level of the hierarchy.

**NOTE:**

The **Unreceive** button is only available if you select a copy that has been received (Received displays in the Status column of a received copy). The **Unreceive** button also is not enabled if you select more than one copy.

3. Click the **Unreceive** button.

---

Result: The line item copy status is then changed back to Approved.

---

## **Marking a Monographic Item from an Approved PO or Invoice**

---

Marking an item means that it is flagged as having some type of problem, and sent to the **Problems** list.

See [Marking by an Operator](#) on [page 11-3](#) and [Marking by the System](#) on [page 11-4](#) for more information on marking items. See [Processing Marked and Claimed Items from Approved Purchase Orders and Invoices](#) on [page 11-28](#) for information on processing marked items.

The procedure for marking a monographic item from an approved PO is shown in [Procedure 7-4, Marking a Monographic Item from an Approved Purchase Order or Invoice](#).



### **Procedure 7-4. Marking a Monographic Item from an Approved Purchase Order or Invoice**

---

Use the following to mark one or more line items.

1. Search for and display a Purchase Order or an Invoice (see [Standard Searches](#) on [page 2-2](#) or [Quick Searches](#) on [page 2-5](#).)

Result: The appropriate work space opens with the search results.

- If searching for a purchase order, the **Search Orders** work space opens with the results of the search (see [Figure 7-12](#)).

**Search Orders**

Purchase Order Number	Vendor Name	Order Status	Order Date	Order Location
155	Brigham Young University Press	Received Complete	3/22/2002	Acquisitions
157	EBSCO	Received Complete	4/29/2002	Acquisitions
159	EBSCO	Approved/Sent	5/2/2002	Acquisitions
160	Baker & Taylor	Pending	5/21/2002	Acquisitions
167	Amazon.com	Pending	6/19/2002	Acquisitions
168	Baker & Taylor	Received Partial	6/19/2002	Acquisitions
169	Amazon.com	Pending	6/19/2002	Acquisitions
170	Baker & Taylor	Received Partial	6/19/2002	Acquisitions
182	EBSCO PUBLISHING	Pending	6/27/2002	Acquisitions
183	EBSCO PUBLISHING	Pending	6/27/2002	Acquisitions

**Figure 7-12. Search Orders work space**

- If searching for an invoice, the **Search Invoices** work space opens with results of the search (see [Figure 7-13](#)).
- 

**Search Invoices**

Invoice Number	Vendor Name	Invoice Status	Invoice Date
257	EBSCO PUBLISHING	Pending	2/6/2003
302	Baker & Taylor	Pending	9/11/2003
346	EBSCO	Pending	7/25/2003
350	EBSCO PUBLISHING	Approved	5/16/2003
357	Amazon.com	Approved	6/30/2003
368	Baker & Taylor	Pending	7/7/2003
386	Baker & Taylor	Complete	7/15/2003
387	Baker & Taylor	Pending	7/15/2003
423	Baker & Taylor	Approved	9/4/2003

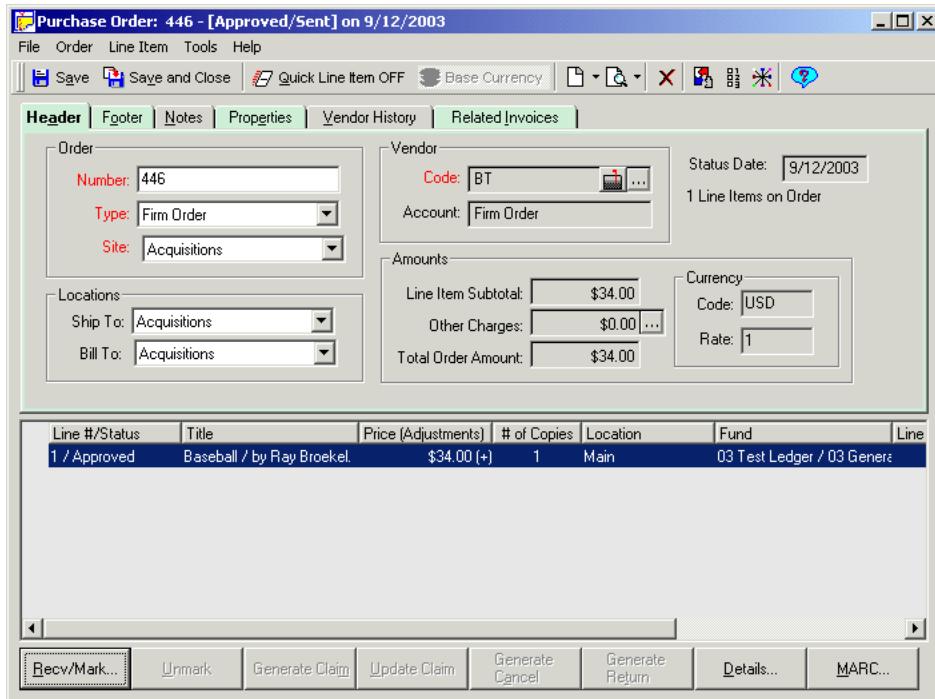
**Figure 7-13. Search Invoices work space**

2. Select any line items you want to mark and click the **Edit** button.

Result: The purchase order or invoice displays.

3. Select the line item you want to mark.

Result: This enables the **Recv/Mark** button (see [Figure 7-14](#)).



**Figure 7-14.** Recv/Mark button enabled on an approved PO

4. Click the **Recv/Mark** button.

Result: The **Receive/Mark** dialog box opens (see [Figure 7-15](#)).

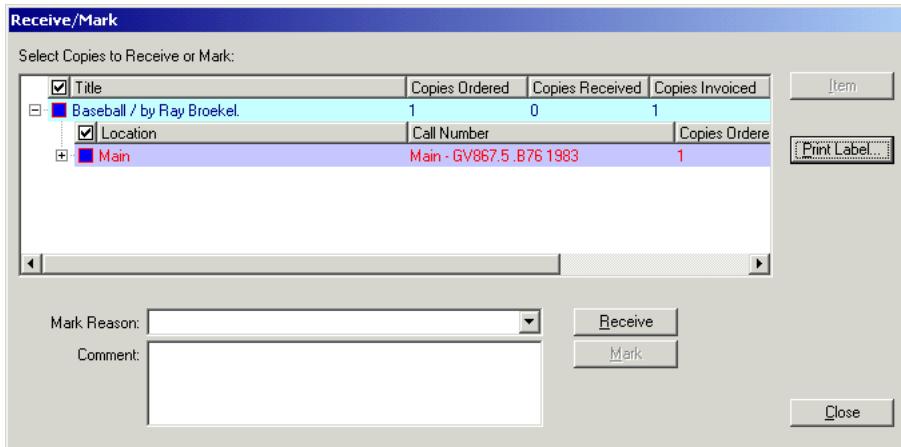


Figure 7-15. Receive/Mark dialog box

See [Line Item Hierarchy](#) on [page 7-7](#) for an explanation of the line item hierarchy seen in the **Select Copies to Receive or Mark** section.

5. Select the copies you want to mark.
6. Select a mark reason from the drop-down menu in the **Mark Reason** field.
7. Enter any additional comments in the **Comment** field if wanted.
8. Click the **Mark** button or press **Alt + M** on your keyboard.

Result: The item is marked and sent to the **Problems List**. See [Searching for Marked Line Item Copies and Serial Issues from the Problems work space](#) on [page 2-57](#) and [Processing Marked and Claimed Items from Approved Purchase Orders and Invoices](#) on [page 11-28](#) for more information.

---

## Marking a Monographic Item from the Receive/Mark Tab of a Line Item

---

Operators can receive a monographic item from the **Receive/Mark** tab, however, when using this method, you can only receive copies for one line item at a time.

The procedure for marking a monographic item from the **Receive/Mark** tab is shown in [Procedure 7-5, Marking a Monographic Item from the Receive/Mark Tab of a Line Item](#).

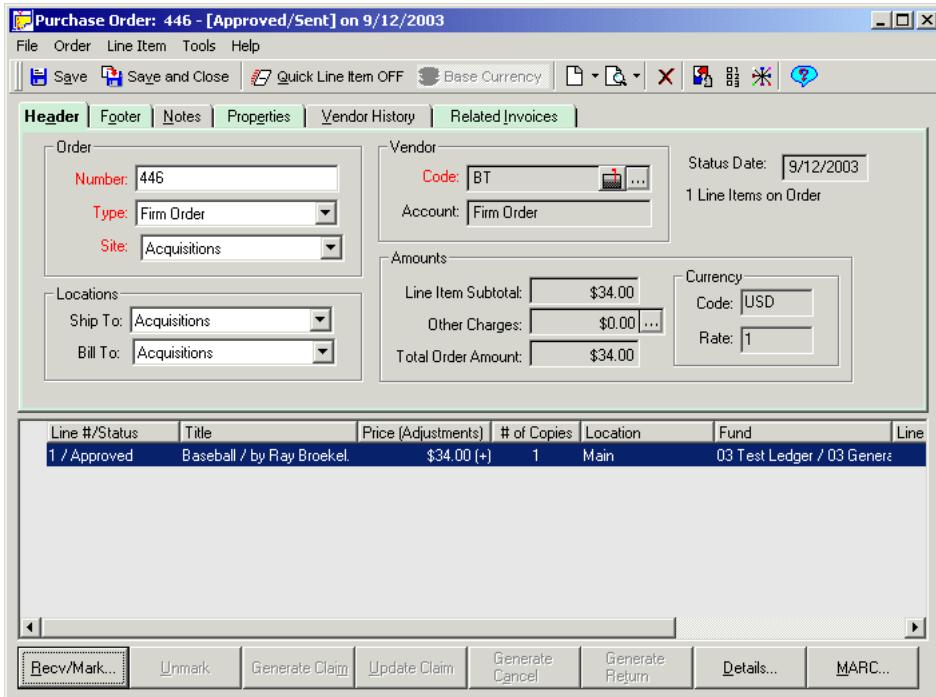


### Procedure 7-5. Marking a Monographic Item from the Receive/Mark Tab of a Line Item

Use the following to mark one item from the **Receive/Mark** tab.

1. Search for and display a PO or invoice, and select a line item you want to mark.

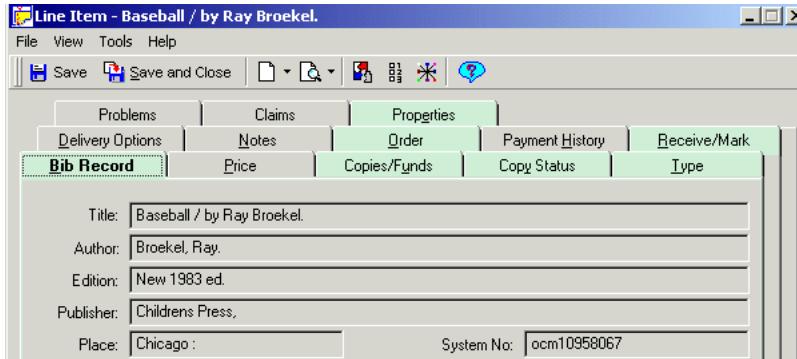
Result: This enables the **Details** button (see [Figure 7-16](#)).



**Figure 7-16. Details button enabled on a purchase order**

2. Click the **Details** button or select **Details** from the **Line Item** menu. You can also press **Alt + D** on your keyboard.

Result: The **Line Item** dialog box opens (see [Figure 7-17](#)).

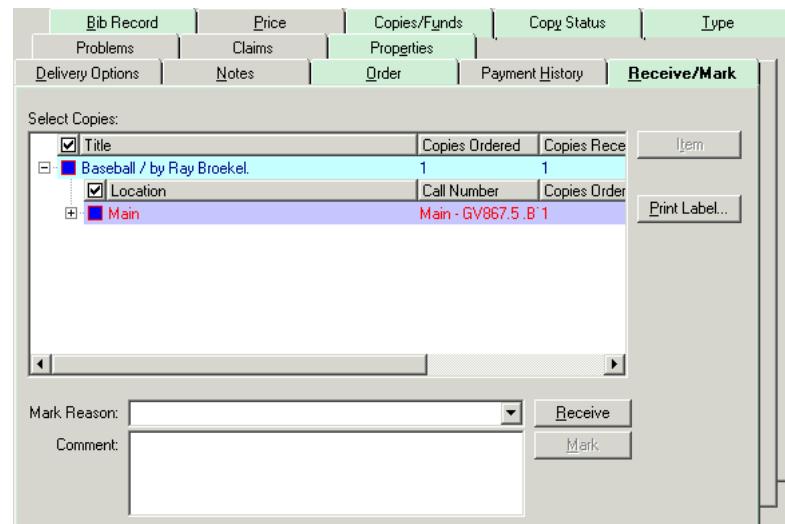


**Figure 7-17. Tabs of the Line Item dialog box**

3. Click the **Receive/Mark** tab or press **Alt + R** on your keyboard.

Result: The **Receive/Mark** tab displays (see [Figure 7-18](#)).

---



**Figure 7-18. Line Item dialog box - Receive/Mark tab**

See [Line Item Hierarchy](#) on [page 7-7](#) for an explanation of the line item hierarchy seen in the **Select Copies** section.

- 
- 4. Select the copies you want to mark from the hierarchy, select a mark reason from the drop-down menu in the **Mark Reason** field.
  - 5. Enter any additional comments in the **Comment** field if wanted.
  - 6. Click the **Mark** button or press **Alt + M** on your keyboard.

Result: The copy is marked and sent to the **Problems** list. See [Searching for Marked Line Item Copies and Serial Issues from the Problems work space](#) on [page 2-57](#) and [Processing Marked and Claimed Items from Approved Purchase Orders and Invoices](#) on [page 11-28](#) for more information.

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## Subscription Maintenance

# 8

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### **Introduction**

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The **Subscription Maintenance** work space allows you to comprehensively manage and maintain the subscription information of your library's serial and multi-part items. When creating a subscription line item on a purchase order, you can use the **Subscription Maintenance** work space to create components and assign a prediction pattern and routing list to the item. You can also use the **Subscription Maintenance** work space to access and modify the subscription information of already existing serial items.

### **Purpose of this Chapter**

---

This chapter covers

- **Subscription Maintenance** work space
- Creating a component
- Linking a publication pattern to a component
  - Predictive patterns
  - Non-predictive patterns
- Working with routing lists
- Maintaining subscriptions
- Creating, editing, and deleting publication patterns

## **Subscription Maintenance work space**

---

The **Subscription Maintenance** work space can be accessed in a variety of ways.

- When creating a subscription line item, the **Subscription Maintenance** work space displays after the **Subscription Pattern** button is pressed on the **Type** tab of the Line Item from the PO. In this circumstance, the **Subscription Maintenance** work space displays in order for the operator to create components for the subscription line item. See [Type Tab](#) on [page 6-65](#) for more information.
- The **Subscription Maintenance** work space displays when the **Maintenance** button is pressed from the **Serials Check-In** or **Serials History** work spaces. In these circumstances, the **Subscription Maintenance** work space either displays in order for the operator to create components or in order for the operator to view or edit the subscription information of the serial. For more information, see on [Checking In Serials](#) on [page 9-4](#) and [Serials History Information](#) on [page 9-28](#).
- You can also use the **Subscription Maintenance** button on the **Check-In** tab of the listbar to search for and display a serial's subscription information. The procedure for displaying the **Subscription Maintenance** work space is shown in [Procedure 8-1, Accessing the Subscription Maintenance work space and displaying a serial component](#).

### **Security for Working in Subscription Maintenance**

---

To be authorized to work in the **Subscription Maintenance** work space, the **Serials Check-In** check box ([Figure 8-1](#)) must be selected in the **Profile Values** tab in the operator's Acquisitions/Serials Security Profile. See the *Voyager System Administration User's Guide* for more information.

If the **View-Only Serials Check-In** check box is selected on the **Profile** tab of an operator's Acquisitions/Serials Profile, the operator is able to view Subscription Maintenance information, but the operator is not able to perform any functions (such as creating a new component, changing the enumeration/chronology information of an expected issue, editing a routing list, and so on). See the *Voyager System Administration User's Guide* for more information.



**Figure 8-1. Profile Values tab**

The procedure to access the **Subscription Maintenance** work space is shown in [Procedure 8-1, Accessing the Subscription Maintenance work space and displaying a serial component.](#)



#### **Procedure 8-1. Accessing the Subscription Maintenance work space and displaying a serial component**

---

Use the following to access the **Subscription Maintenance** work space.

1. Click the **Subscription Maintenance** button from the Acquisitions listbar, select **Check-In** from the **View** menu and then select **Subscription Maintenance** from the cascading menu that displays, or press **Alt + V, C, M** on your keyboard.
2. The **Subscription Maintenance** work space opens ready to search for a serial item.
3. Search for and display subscription maintenance information for a serial component. See [Procedure 2-10, Searching for and displaying Serial Information](#), on page [2-53](#).

Result: The **Subscription Maintenance** work space displays the serials subscription information (see [Figure 8-2](#)).

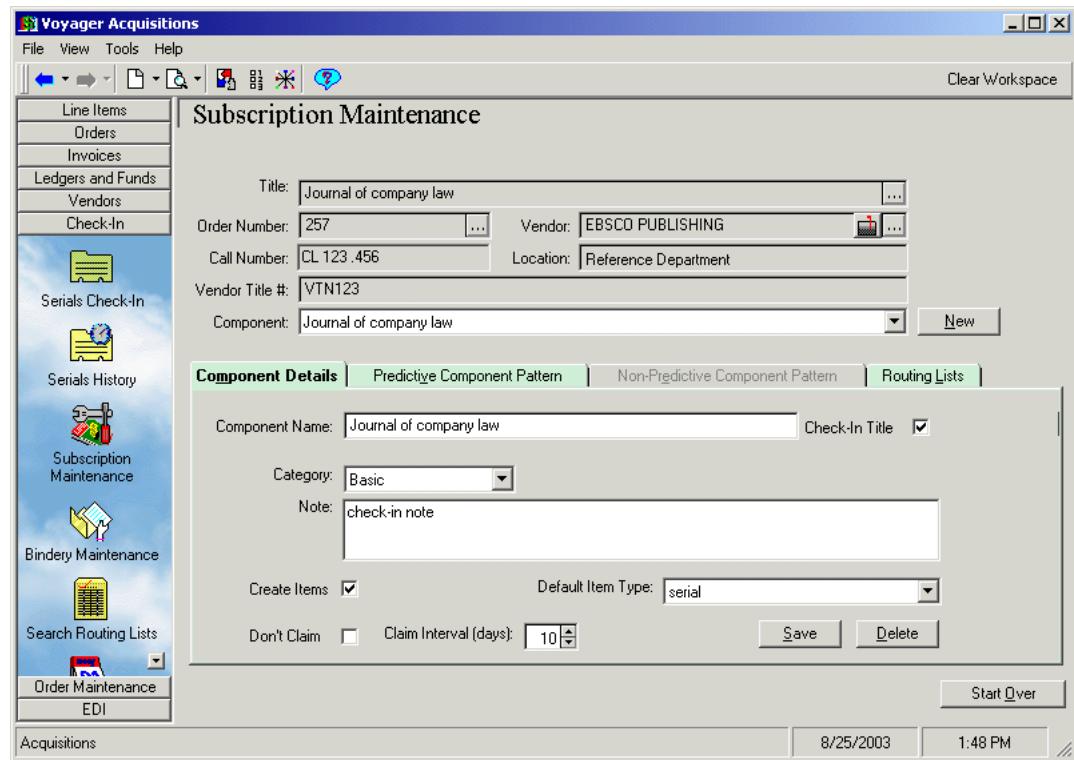


Figure 8-2. Subscription Maintenance work space - information displayed

[Table 8-1](#) describes the fields in the top section of the **Subscription Maintenance** work space.

**Table 8-1. Information displayed in the top section of the Subscription Maintenance work space**

Field Name	Description	Notes
Title	Title of the serial.	Display the MARC bibliographic record associated with the title, by clicking the <b>ellipsis</b> button in the field.  <b>NOTE:</b> For information about viewing and editing MARC records in Acquisitions, see <a href="#">Viewing and Editing MARC Records (Cataloging in Acquisitions)</a> on <a href="#">page 13-1</a> . For information about sending the MARC record to a web server, see <a href="#">http POST request - Sending the MARC record to a web server</a> on <a href="#">page 13-16</a> .
Order Number	Purchase order number to which the title is linked.	Display the purchase order by clicking the <b>ellipsis</b> button beside this field. This eliminates the need to search for the purchase order manually.
Vendor	Vendor used to obtain the title.	Display the vendor by clicking the <b>ellipsis</b> button beside this field. This eliminates the need to search for the vendor record manually.
Call Number	Call number of the MFHD associated with this component.	
Location	MFHD's location.	
Vendor Title #	This a unique number supplied by your vendor.  It is used by your vendor to identify the item.	If you entered this number in the <b>Vendor Title #</b> field on the <b>Type</b> tab at the time of the line item's creation, it automatically displays.

---

**Table 8-1. Information displayed in the top section of the Subscription Maintenance work space**

Field Name	Description	Notes
Component	If one or more components has been created for the serial title, it displays in the <b>Component</b> field drop-down menu.  If no components have been created for the serial title, you must create a new component.	The tabs on the <b>Subscription Maintenance</b> work space display information about the currently selected component.
New button	Opens the <b>Component Details</b> tab.	

## **Creating a Subscription Component**

---

A subscription component is a part of a serial title that is synchronized to a publication pattern. A serial title is made up of one or more components. There are three types of subscription components: basic, supplementary, and index.

Example:

JAMA is a weekly journal with an annual index issue. It has two components associated with its title.

- A basic component for weekly issues with a weekly publication pattern
- An index component for index issues with an annual publication pattern

Radiology is also a monthly journal with a special April issue for the association's annual conference and an annual index issue as well. It has three components associated with its title.

- A basic component for monthly regular issues,
- A supplementary component for the annual supplement for an April meeting issue
- An index component for the annual index issue

Each of these subscription components can be attached to a different publication pattern (even though they are part of the same subscription). For more information about publication patterns, see [Publication Patterns - Creating, Editing, and Deleting on page 8-56](#).

In order to receive multiple pieces (or components), the line item must be one of the following five types.

- Subscription
- Membership
- Standing Order
- Blanket Order
- Multi-part

If the line item is of a type that can receive multiple pieces, components can be created from the **Type** tab of the line item during a purchase order entry. You can also create additional components from Serials Check-In after the purchase order has been approved.



**IMPORTANT:**

*It is important to create a component for a line item with a line item type of Subscription, Membership, Standing Order, Blanket Order, or Multi-part. If this is not done, the line item is treated as a monograph. This can cause confusion in the Acquisitions Problems List because, if the line item is marked by the system and sent to the Problems List due to a surpassed Claim Interval or Cancel After date, the marked line item displays in the Marked Line Items tab rather than the Marked Issues tab.*

Therefore, it is safest to set up a component for all line items with a line item type of Subscription, Membership, Standing Order, Blanket Order, or Multi-part at the time of the line item's creation. If this is a work flow issue where it is necessary to *not* create a component from the line item level at the time of the line item's creation, but rather to create the component at a later date (for example, upon receipt of the first issue), you should be sure that the component has been created *before* the Claim Interval or Cancel After date has been surpassed. If you choose to create a component at a later date, you must still do so from the line item level of the purchase order.

The procedure for creating a component from the **Subscription Maintenance** work space is shown in [Procedure 8-2, Creating a Component from the Subscription Maintenance work space.](#)



## Procedure 8-2. Creating a Component from the Subscription Maintenance work space

Use the following to create a component from the **Subscription Maintenance** work space.

1. From the **Subscription Maintenance** work space, click the **New** button beside the **Component** field or press **Alt + N** on your keyboard.

Result: The **Component Details** tab opens (see [Figure 8-3](#)).

The screenshot shows the 'Subscription Maintenance' window. At the top, there are several input fields: 'Title' (Journal of company law), 'Order Number' (257), 'Vendor' (EBSCO PUBLISHING), 'Call Number' (CL 123.456), 'Location' (Reference Department), 'Vendor Title #' (VTN123), and 'Component' (Journal of company law). A 'New' button is also visible. Below these, a tab bar has 'Component Details' selected. The 'Component Details' panel contains fields for 'Component Name' (Journal of company law), 'Check-In Title' (checkbox checked), 'Category' (Basic dropdown), 'Note' (text area), 'Create Items' (checkbox), 'Default Item Type' (dropdown), 'Don't Claim' (checkbox), and 'Claim Interval (days)' (input field set to 0). At the bottom right are 'Save' and 'Cancel' buttons.

**Figure 8-3. Subscription Maintenance work space - Component Details tab**

2. The bibliographic title of the serial displays in the **Component Name** field by default. However, you may modify this information. Up to 45 characters may entered in the **Component Name** field (including punctuation and spaces).
3. The **Check-In title** check box is automatically selected by default. If you want the information entered in the **Component Name** field to be used as the check-in title, leave this check box selected. If you do not want the information entered in the **Component Name** field to be used as the check-in title, click the check box to unselect it.

**NOTE:**

You can use the check-in title to retrieve the serial for checking in, to retrieve the serial's Subscription Maintenance information, or to retrieve the serial's Serials History information. If you do not select the **Check-In title** check box, you cannot use the Component Name to retrieve the serial for any of the above mentioned activities.

4. Select the component's category from the drop-down menu in the **Category** field: Basic, Supplementary, or Indexes.
5. Enter any additional information about the component in the **Note** free-text box.
6. A **Claim Interval** is available at the component level. This claim interval is added to an issue's expected date to determine the first date on which the issue is marked for claiming if it is not received. For example, if the expected date of an issue is February 1 and the component claim interval is 10 days, February 11 is the first date on which the issue is marked for claiming if it is not received.

If the component claim interval is set to 0, the day after the expected date is the date on which the issue is marked for claiming for the first time. For example, if the expected date of an issue is February 1 and the component claim interval is 0 days, February 2 is the date on which the issue is marked for claiming for the first time.

**NOTE:**

The component Claim Interval is used only to determine the *first* date on which an issue is marked for claiming if it is not received. To determine the subsequent dates on which the issue is marked for claiming if it is not received, the system looks sequentially in a number of other locations to find a claim interval. For a complete listing of these locations, see Step 4 of [System Claim for Serial Issues](#) on [page 11-6](#).

Enter the number of days in the **Claim Interval (days)** field.

In addition, you can click the **Don't Claim** check box at the component level to specify that issues should not be claimed, overriding any claim intervals that may have been set at the line item, purchase order, vendor or vendor type level. If this check box is selected, the **Claim Interval (days)** field is not available.

7. Click the **Create Items** check box if you want item records to automatically create when issues of this subscription component are received from Serials Check-In. For more information about Item Creation, see [Item Creation and Maintenance - Serial Items](#) on [page 10-11](#).

---

If you want the item records to automatically display when they are created, you must click the **Show Item Record on Create** check box on the **Item Creation** tab in your Session Workflows (see [Item Creation Tab on page 19-10](#).)

8. Select a default item type from the drop-down menu in the **Default Item Type** field. If an item record is created when an issue is received, this default displays in the **Item Type** field on the item record. If no default is defined at the component level, the system looks for the default item type for the location defined in System Administration. If there is no default item type for the location defined in System Administration, the **Item Type** field on the item record defaults to the first item type alphabetically in the list.
9. Click the **Save** button to save this new component.

Result: The component is saved and its subscription pattern can be added.

---

## Linking a Publication Pattern to a Component

---

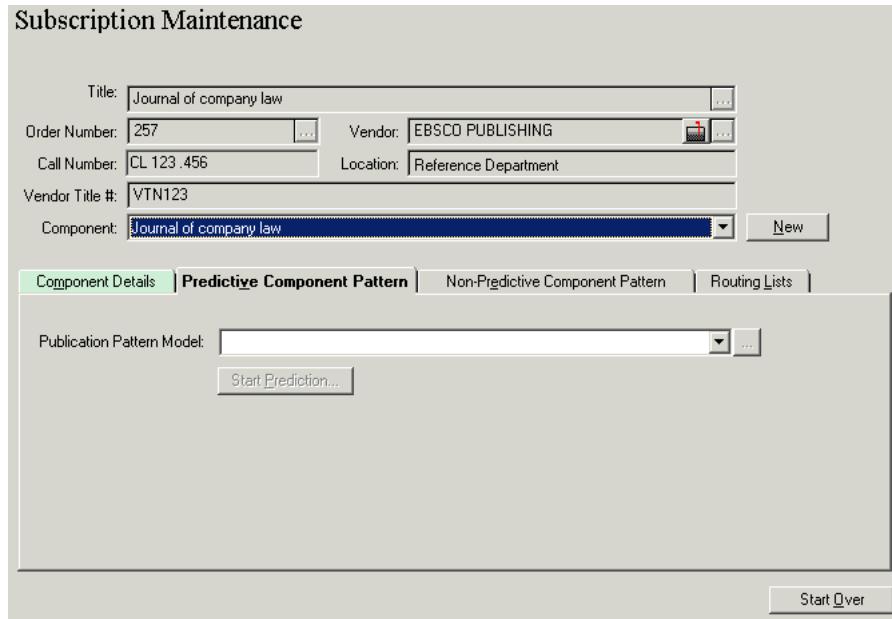
After a component has been created for a serial item, you must define the component's subscription schedule. You can either use the **Predictive Component Pattern** tab or the **Non-Predictive Component Pattern** tab on the **Subscription Maintenance** work space to define the component's subscription schedule.

If a component has a predictable schedule for reception, you should use the **Predictive Component Pattern** tab (see [Predictive Component Pattern Tab on page 8-11](#)). When you use this tab, you link a publication pattern that matches the component's reception schedule to the component. A publication pattern is a template of generic enumeration and chronology descriptions in which your serial component is received, that is, monthly, quarterly, vol., no., year, and so on). This information automatically generates a prediction schedule for the issues of the component. For more information about publication patterns, see [Publication Patterns - Creating, Editing, and Deleting on page 8-56](#).

If the reception of a component's issues cannot be predicted, you should use the **Non-Predictive Component Pattern** tab. When you use this tab, you manually input the dates for the next expected subscription issues. See [Non-Predictive Component Pattern Tab on page 8-16](#).

## Predictive Component Pattern Tab

The **Predictive Component Pattern** tab ([Figure 8-4](#)) contains the **Publication Pattern Model** drop-down list and the **Start Prediction** button.



**Figure 8-4.** Subscription Maintenance work space - Predictive Component Pattern tab



### Procedure 8-3. Creating a Predictive Component Pattern

Use the following to create a predictive component pattern.

1. Select an appropriate publication pattern for the component from the drop-down menu in the **Publication Pattern Model** field. After a publication pattern has been selected, you can display the publication pattern by clicking the **ellipsis** beside the field.

**NOTE:**

If there are no publication patterns that match the reception schedule of the component, you can either create a new publication pattern or you can use the

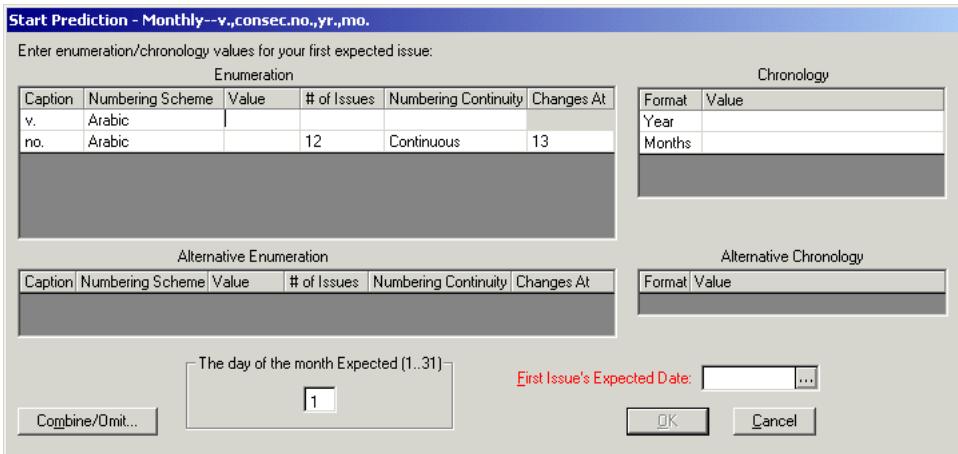
**Non-Predictive Component Pattern** tab to bypass prediction (see [Non-Predictive Component Pattern Tab on page 8-16](#).)

2. Click the **Start Prediction** button or press **Alt + P** on your keyboard.

Result: The **Start Prediction** dialog box opens (see [Figure 8-5](#)).

**NOTE:**

The **Start Prediction** button is not enabled until a publication pattern has been selected from the drop-down menu in the **Publication Pattern Model** field.



**Figure 8-5. The Start Prediction dialog box**

3. Enter the enumeration/chronology values for the first expected issue of the serial component (required), see [Table 8-2](#) for more information.

**Table 8-2. Enumeration values description**

Start Prediction Field	Description
Caption	Provided by the Publication Pattern model selected. This is a non-editable field.
Numbering Scheme	Provided by the Publication Pattern model selected. This is a non-editable field.
Value	Specify value for first issue held or any previous issue value that starts the numbering sequence with the correct values.

**Table 8-2. Enumeration values description**

<b>Start Prediction Field</b>	<b>Description</b>
# of Issues	Provided by the Publication Pattern model selected. This is a non-editable field.
Numbering Continuity	Provided by the Publication Pattern model selected. This is a non-editable field.  <b>NOTE:</b> Specifying Restart indicates that the first “restarted” component is numbered 1, I, A, i, or a depending on the Numbering Scheme that is chosen.
Changes At	Specify a Changes At value when Numbering Continuity is set for Continuous. Initially, this value is provided as a result of the Publication Pattern model. This is an editable field.

If applicable, enter the alternative enumeration/chronology values for the first expected issue of the serial component. The alternative enumeration/chronology values are provided for publications that maintain a dual numbering scheme.

4. Enter the day of the month on which issues are expected in **The day of the month Expected (1..31)** field.
5. Click the down arrow beside the **First Issue's Expected Date** field and select the date of the first expected issue from the calendar that displays (required). This date must match the date in **The day of the month Expected** field.

**NOTE:**

Normally, the First Issue's Expected Date is the date which is used by the system to generate claims. If this is the case, you should allow enough time for mail and check-in delays. However, a Claim Interval is available at the component level. If you use this claim interval, the expected date of an issue is not the date on which the issue is claimed if it is not received. Rather, the claim interval is added to the expected date to determine the date on which the issue is claimed if it is not received. In addition, a Don't Claim setting is available at the component level and a Don't Claim Issue setting is available at the issue level. If the Don't Claim setting is activated at the component level, claims are not generated for the component. Likewise, if the Don't Claim Issue setting is activated for a particular issue, the issue is not claimed, even if a claim interval has been specified for the component.

[Figure 8-6](#) displays a completed **Start Prediction** dialog box.

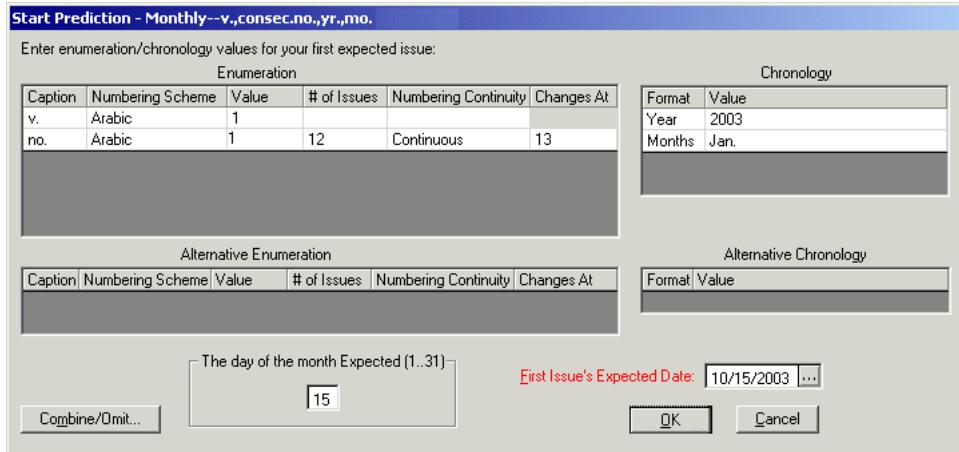


Figure 8-6. Completed Start Prediction dialog box

### Combine/Omit Issues

The daily and monthly publication patterns allow for combining/omitting issues.

6. Click the **Combine/Omit** button or press **Alt + M** on your keyboard from the **Start Prediction** dialog box to display the **Combine/Omit Issues** dialog box (see [Figure 8-7](#)).

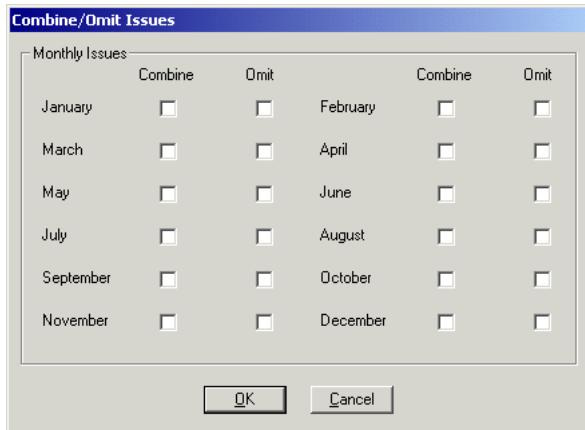


Figure 8-7. The Combine/Omit Issues dialog box

The **Combine/Omit Issues** dialog box allows you to combine issues or omit issues entirely.

7. Select a month clicking in the **Combine** check box, the issue from the selected month is then combined with the following month.

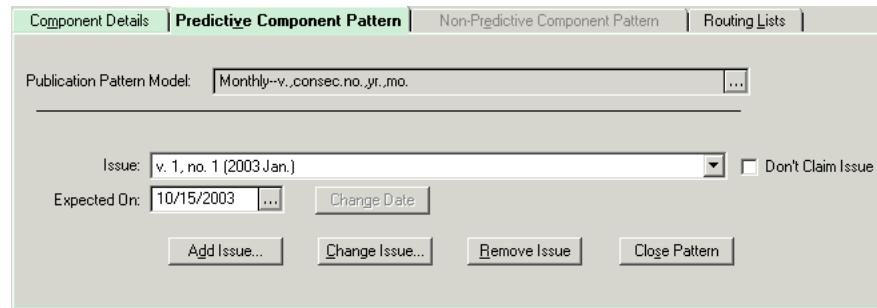
For example, if you click in April's **Combine** check box, the April and May issues are combined. Click the **Omit** check box to omit the issue from the prediction. Once you combine an issue, you are not allowed to omit any issues from the prediction. Once you omit an issue, you are not allowed to combine any issues.

8. Click the **OK** button or press **Alt + O** on your keyboard to apply the changes and return to the **Start Prediction** dialog box. Click the **Cancel** button to return to the **Start Prediction** dialog box without applying the changes.
9. On the **Start Prediction** dialog box, click the **OK** button to save the prediction information and close the **Start Prediction** dialog box.

Click the **Cancel** button to cancel the prediction information and close the **Start Prediction** dialog box.

Result: After you press the **OK** button, the **Subscription Maintenance** work space displays with the **Predictive Component Pattern** tab completed ([Figure 8-8](#)).

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**Figure 8-8. Predictive Component Pattern tab with prediction information**

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## Non-Predictive Component Pattern Tab

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If there are no publication patterns that match the reception schedule of a component, or if the reception of a component's issues cannot be predicted, you should use the **Non-Predictive Component Pattern** tab to bypass prediction. When you use this tab, you manually input the dates for the next expected subscription issues.



### **IMPORTANT:**

*Once a Non-Predictive component pattern is used, a Predictive component pattern cannot be added to the component. If you want to use a Predictive pattern a new component must be created.*



### Procedure 8-4. Creating a Non-Predictive Component Pattern

---

Use the following to create a Non-predictive component pattern.

1. From the **Subscription Maintenance** work space, click the **Non-Predictive Component Pattern** tab.

Result: The **Non-Predictive Component Pattern** tab opens (see [Figure 8-9](#)).

Subscription Maintenance

Title: Journal of forensic neuropsychology.

Order Number: EISISerial2  Vendor: EBSCO PUBLISHING

Call Number:  Location: Periodicals Room

Vendor Title #:

Component: Journal of forensic neuropsychology-Supp.

**Component Details** | Predictive Component Pattern | **Non-Predictive Component Pattern** | Routing Lists |

Issue:   Don't Claim Issue

Expected On: 12/25/1998

---

**Figure 8-9. Subscription Maintenance work space - Non-Predictive Component Pattern tab**

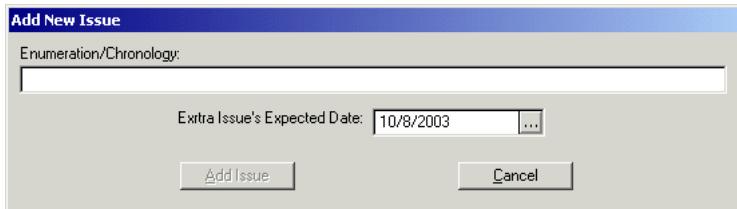
#### Adding an Issue

2. To manually input the enumeration/chronology information and expected date for an issue, click the **Add Issue** button or press **Alt + D** on your keyboard.

Result: The **Add New Issue** dialog box opens (see [Figure 8-10](#)).

**NOTE:**

For a Non-Predictive Component, the added issue displays after all existing issues.



**Figure 8-10.** Add New Issue dialog box

3. Enter the issue's enumeration/chronology information in the **Enumeration/Chronology** field.
4. Click the down arrow beside the **Extra Issue's Expected Date** field and select a date from the pop-up calendar.
5. Click the **Add Issue** button or press **Alt + A** on your keyboard to add the issue and close the window. Click the **Cancel** button to close the window without adding the issue.

Repeat this and add as many issues as you want. The issues you add appear in the drop-down menu in the **Issue** field on the **Non-Predictive Component Pattern** tab.

**NOTE:**

The enumeration/chronology of the next expected issue displays in the **Expected Issue** field in Serials Check-In. Any subsequent issues listed in the **Issue** field drop-down menu display in the **Issue(s) in Hand** field in Serials Check-In.

---

## Issue Related Activities

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There are a variety of maintenance activities for serial issues.

### Modifying Claim Information

To specify individual issues that should not be claimed, overriding any claim intervals designated at the component, line item, purchase order, vendor, or vendor type level.

- Select the issue that you want to designate as exempt from claiming from the drop-down menu in the **Issue** field and click the **Don't Claim Issue** check box.

**NOTE:**

This is only used with predictive components.

### Changing the Expected Date of an Issue

The date on which the selected issue is expected to arrive displays in the **Expected On** field.

- If you want to change the date on which an issue is expected to arrive, or if you want to change the date on which all subsequent issues are expected to arrive, select the issue from the drop-down menu in the **Issue** field and click the down arrow beside the **Expected On** field. Select a different date on the pop-up calendar and click the **Change Date** button or press **Alt + G** on your keyboard. The following message displays.

Change expected date by the same number of days for all subsequent issues?

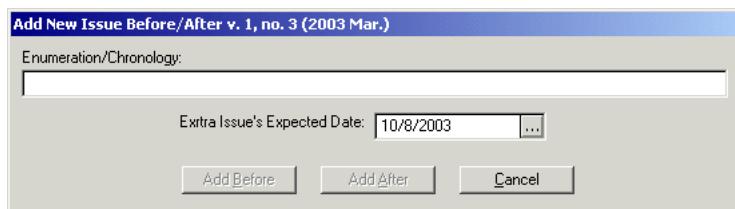
- If you click the **Yes** button or press **Alt + Y** on your keyboard, the expected dates of all subsequent issues are changed by the same number.

For example, if you moved the expected date of the currently selected issue forward one day, the expected dates of all subsequent issues are moved forward one day. If you only want to change the expected date for the currently selected issue, click the **No** button or press **Alt + N**.

### Adding an Extra Issue

You can add up to nine extra issues between predicted issues using the **Add New Issue Before/After** dialog box (see [Figure 8-11](#)).

- If you want to add an extra issue, select the issue before or after which you would like to add an issue from the drop-down menu in the **Issue** field and click the **Add Issue** button or press **Alt + D** on your keyboard.



---

**Figure 8-11.** Add New Issue Before/After dialog box

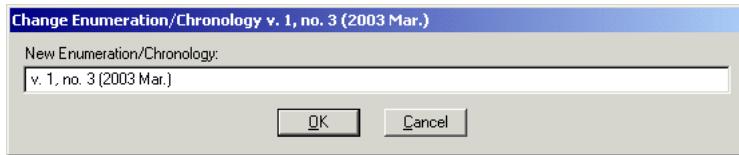
- Enter the extra issue's enumeration/chronology information in the **Enumeration/Chronology** field.
- Click the down arrow in the **Extra Issue's Expected Date** field and select a date from the pop-up calendar.
- Click the **Add Before** button or press **Alt + B** on your keyboard to add the extra issue before the selected issue. Click the **Add After** button or press **Alt + A** on your keyboard to add the extra issue after the selected issue. Click the **Cancel** button to close the window without adding the extra issue.

**NOTE:**

See [Adding an Issue](#) on [page 8-17](#) for non-predictive components.

### Changing Enumeration/Chronology of an Issue

- If you want to change the enumeration/chronology of an issue, select the issue from the drop-down menu in the **Issue** field and click the **Change Issue** button. This opens the **Change Enumeration/Chronology** dialog box (see [Figure 8-12](#)).



**Figure 8-12. Change Enumeration/Chronology dialog box**

- Enter the new enumeration/chronology for the selected issue in the **New Enumeration/Chronology** field.
- Click the **OK** button to apply the new enumeration/chronology. Click the **Cancel** button to close the dialog box without applying the new enumeration/chronology.

### Removing an Issue

- If you want to remove an issue, select the issue from the drop-down menu in the **Issue** field and click the **Remove Issue** button or press **Alt + R** on your keyboard.

A confirmation message displays if you have selected to use the deletion reminder on the **Sounds and Animation** tab of your Session Preferences (see [Sounds and Animation Tab on page 18-14](#) for more information.) If you have not selected to use the deletion reminder option, you do not receive a confirmation message.

- Click the **Yes** button to remove the issue from the expected issues. Click the **No** button or press **Alt + N** on your keyboard to cancel the deletion.

**NOTE:**

The first expected issue for a component cannot be removed.

The issue is removed from the expected issues list.

### Closing a Publication Pattern

You can use the **Close Pattern** button to close the publication pattern linked to a component.



#### IMPORTANT:

*This does not delete the actual publication pattern, but rather ends the component's use of the publication pattern. You might want to close the publication pattern linked to a component if your subscription has ended or if you want to change the subscription pattern by linking a different publication pattern to the component.*

See [Closing the Publication Pattern Linked to a Component on page 8-37](#) for more information.

**NOTE:**

This is only used with predictive components.

### Routing Lists

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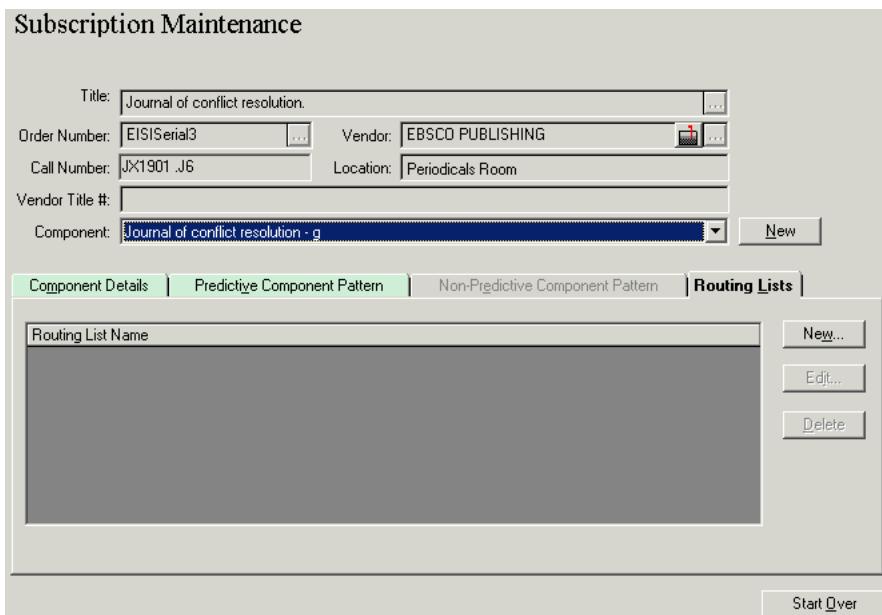
Serial Issues Routing provides printed slips for routing serial issues to recipients, which can be patrons and/or locations. When a specific issue of a component is received through Serials Check-In, the system determines whether or not routing lists exist for that component. If routing lists do exist, the **Route Serial Issue** dialog box displays, from which you can select, edit, or print any of the routing lists defined for that component.

---

If the **Automatically route serials** check box on the **Serials Check-In** tab in your Session Workflows is selected, the **Route Serial Issue** dialog box does not display when an issue is received. Rather, the next unused routing list is automatically printed. See [Serials Check-In Tab](#) on [page 19-13](#) for more information.

After a component has been created for a serial item, you can use the **Routing Lists** tab on the **Subscription Maintenance** work space to create one or more routing lists for the component. After routing lists have been created for a component, the **Routing Lists** tab ([Figure 8-13](#)) can be used to edit or delete routing lists.

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**Figure 8-13.** Subscription Maintenance work space - Routing Lists tab

### Creating a Routing List

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The procedure for creating a routing list is shown in [Procedure 8-5, Creating a Routing List](#), on [page 8-23](#).



### Procedure 8-5. Creating a Routing List

Use the following to create a routing list.

1. On the **Routing Lists** tab of the **Subscription Maintenance** work space, click the **New** button or press **Alt + W** on your keyboard.

The **New Routing List** dialog box opens ([Figure 8-14](#)). The serial and component that the routing list is assigned to display in the **Serial Title** and **Component Name** fields. These cannot be changed.

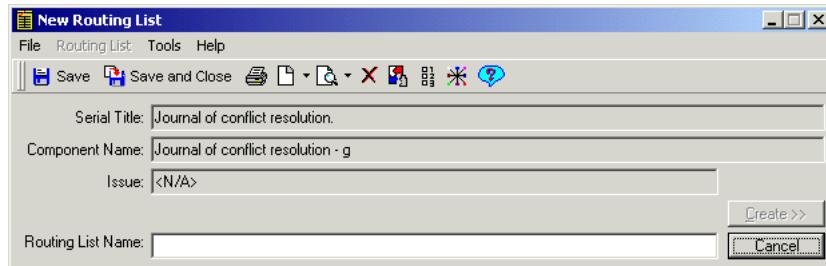


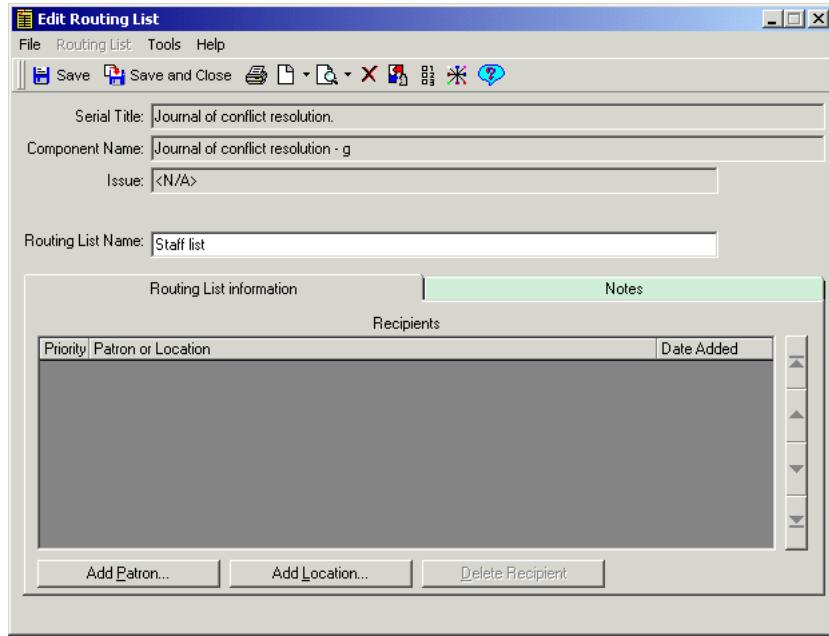
Figure 8-14. New Routing List dialog box

**NOTE:**

A specific issue's identification displays in the **Issue** field when it is received through Serials Check-In.

2. Enter a name for the routing list in the **Routing List Name** field and click the **Create >>** button or press **Alt + C** on your keyboard.

The **Edit Routing List** dialog box opens (see [Figure 8-15](#)). If you want to cancel the creation of the routing list, click the **Cancel** button.



**Figure 8-15. Edit Routing List dialog box**

The **Edit Routing List** dialog box contains two tabs: **Routing List Information** and **Notes**. The **Routing List Information** tab displays the list of Recipients (Patrons or Locations) to be routed to. The **Recipients** list box displays the Priority of the recipients (the lower the number, the higher the priority), the Name or Location of the recipients, and the Date the recipients were added to the routing list.

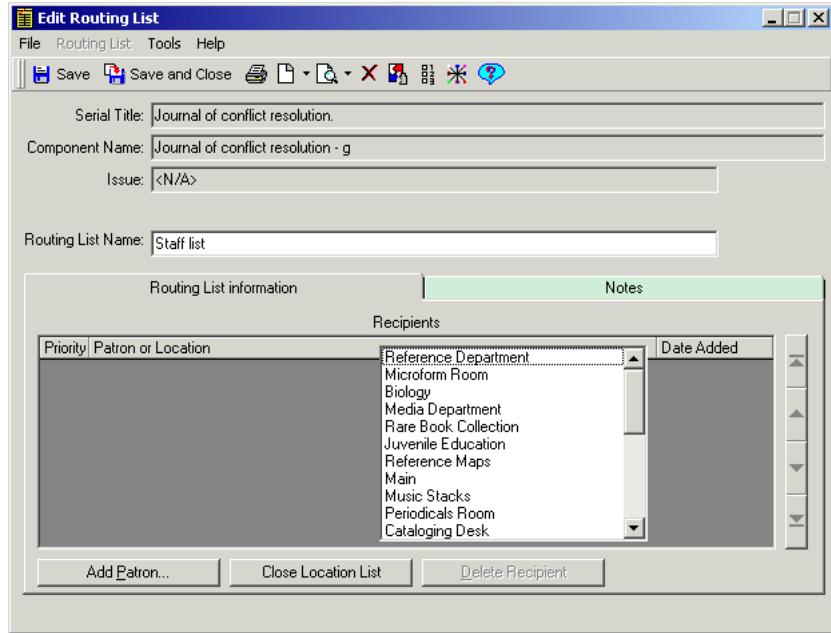
**NOTE:**

If a patron is deleted in circulation, the patron is automatically, and without warning, removed from any and all routing lists. The same is true for deleting a location in System Administration. If a location is deleted in System Administration, the location is automatically, and without warning, removed from any and all routing lists.

### Adding a Location to the Routing List

3. To add a location recipient to the routing list, click the **Add Location** button or press **Alt + L** on your keyboard.

Result: A location list opens (see [Figure 8-16](#)).



**Figure 8-16. Edit Routing List dialog box - location list displayed**

4. Click a location to add it to the routing list. If you decide not to add a location to the routing list, click the **Close Location List** button.

**Result:** After you double-click a location, the location displays in the Recipients list on the **Routing List Information** tab.

### Adding a Patron to the Routing List

5. To add a patron recipient to the routing list, click the **Add Patron** button or press **Alt + P** on your keyboard.

**Result:** The **Patron Search** dialog box opens (see [Figure 8-17](#)).



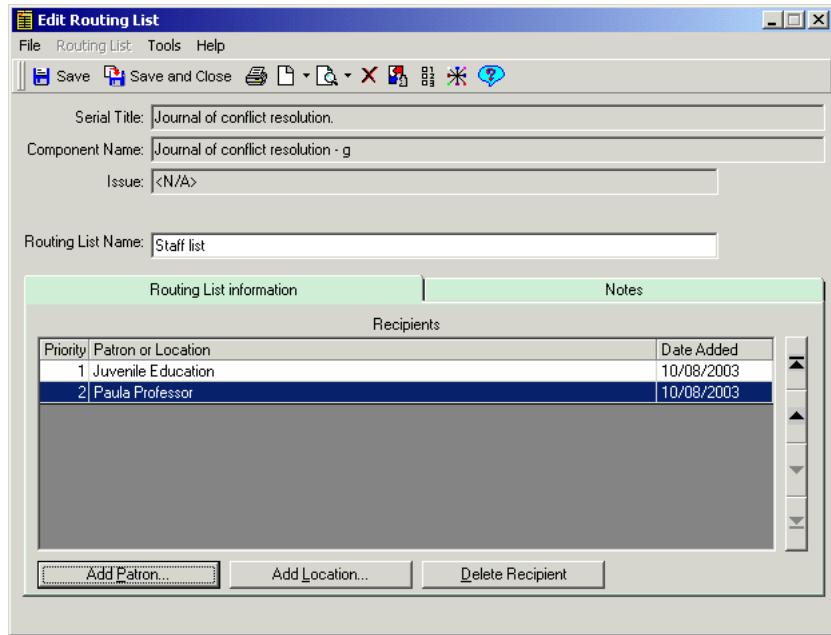
**Figure 8-17.** Patron Search dialog box

6. Select a searching method by clicking one of the following radio buttons.
  - **Name.** If you select Name as your Search By method, enter the patron's first, middle and last name in the **First**, **Middle** and **Last** fields.
  - **Barcode.** If you select Barcode as your Search By method, type or scan the patron's barcode into the **Barcode** field.
  - **SSN.** If you select SSN as your Search By method, enter the patron's social security number in the **SSN** field.
  - **Institution Id.** If you select Institution Id as your Search By method, enter the patron's institution id in the **Institution Id** field.
7. Click the **Find** button or press **Alt + F** on your keyboard to conduct the search. Click the **Cancel** button to close the **Patron Search** dialog box without conducting a search.

**Result:** If only one patron matches your searching criteria, the patron is added to the routing list and displays in the Recipients list on the **Routing List Information** tab. If more than one patron matches your searching criteria, the **Patron Search** dialog box expands to display the matching patrons.

8. Choose from the following options to save or discard these changes.
  - To cancel the search without adding a patron to the routing list, click the **Cancel** button.
  - To clear the searching criteria in order to conduct another search, click the **Clear** button or press **Alt + R** on your keyboard.
  - Select the correct patron and click the **OK** button.

**Result:** The patron is added to the routing list and displays in the Recipients list on the **Routing List Information** tab (see [Figure 8-18](#)).



**Figure 8-18. Edit Routing List dialog box - location and recipient displayed**

### Adding Notes to the Routing List

9. Click the **Notes** tab and type any additional information in the free-text box. Click the **Print Notes on Routing List** check box if you want the notes to be included on the routing list when the routing list is printed.

If you have defined a tab color in Preferences, the **Notes** tab is highlighted whenever there are notes or whenever the **Print Notes on Routing List** check box is selected.

### Saving the Routing List

10. After you have added any recipients to the routing list or edited the routing list, you must save your changes. Click the **Save** button on the toolbar or select **Save** from the **Routing List** menu. You can also press **Alt + R, S** on your keyboard.



**Figure 8-19. Save Button**

11. To close the routing list, click the **Save and Close** button on the toolbar or select **Save and Close** from the **Routing List** menu. You can also press **Alt + R, C** on your keyboard.

**Result:** If you have made changes to the routing list but have not saved the routing list and you click the close button in the upper right-hand corner of the dialog box, the following message displays.

Changes have been made to this routing list. Do you wish to save the changes?

Respond to the message using one of the following choices.

- Click the **Yes** button to save the changes before closing the routing list.
- Click the **No** button to close the routing list without saving your changes.
- Click the **Cancel** button to cancel the closing of the routing list.

## **Editing a Routing List**

To edit a routing list, access the list by conducting a quick search (see [Quick Searches](#) on [page 2-5](#)) or a standard search (see [Standard Searches](#) on [page 2-2](#).)

The **Edit Routing List** dialog box contains two tabs.

- **Routing List Information**
- **Notes**

The **Routing List Information** tab displays the list of Recipients (Patrons or Locations) to be routed to. The Recipients list displays the Priority of the recipients (the lower the number, the higher the priority), the Name or Location of the recipients, and the Date the recipients were added to the routing list.

### **NOTE:**

If a patron is deleted in circulation, the patron is automatically, and without warning, removed from any and all routing lists. The same is true for deleting a location in System Administration. If a location is deleted in System

Administration, the location is automatically, and without warning, removed from any and all routing lists.

**NOTE:**

The serial and component that the routing list is assigned to display in the **Serial Title** and **Component Name** fields. These cannot be changed. A specific issue's identification displays in the **Issue** field when an issue is received.

The procedure for editing a routing list is shown in [Procedure 8-6, Editing a Routing List](#), on page [8-29](#).



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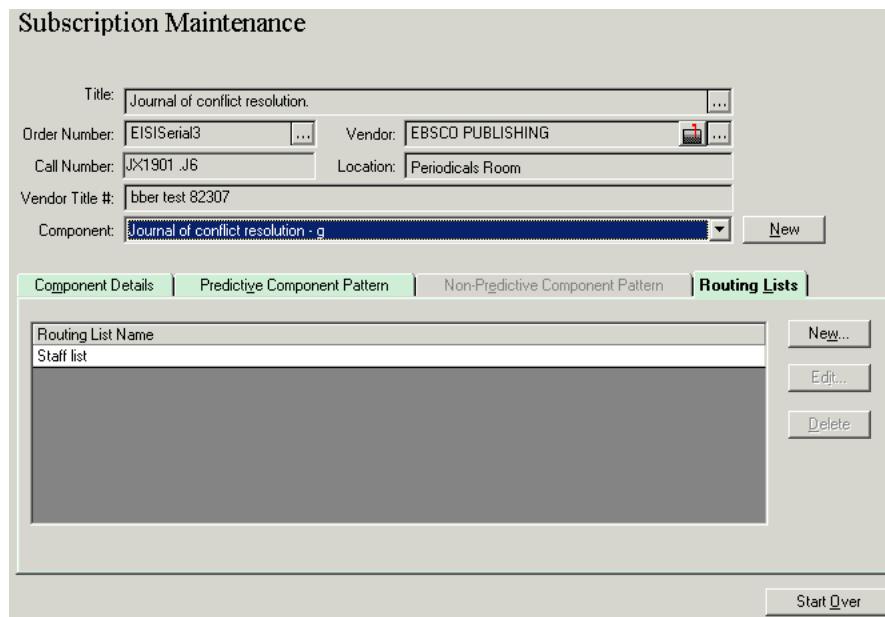
### Procedure 8-6. Editing a Routing List

---

Use the following to edit a routing list.

1. From **Subscription Maintenance** work space> **Component** field, select the component to which the routing list is assigned.
2. Click the **Routing Lists** tab.

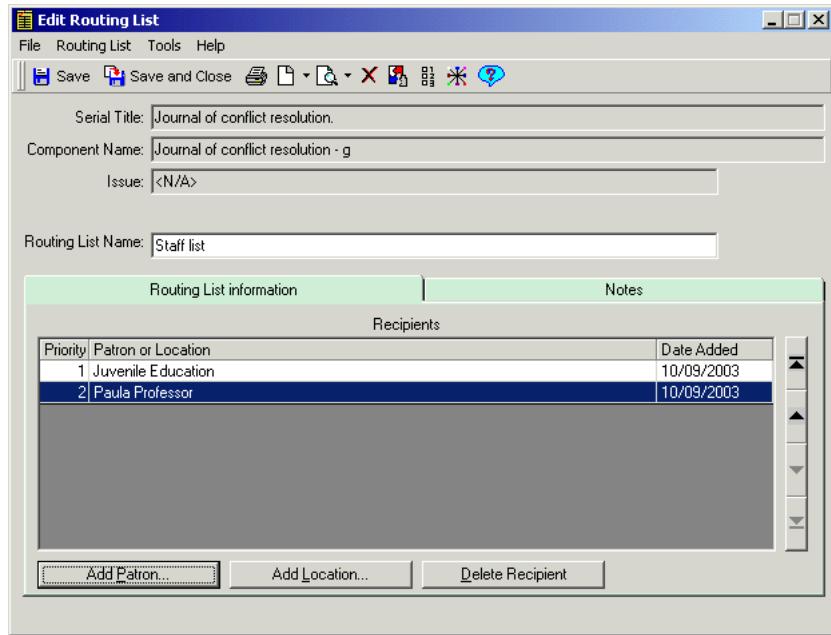
Result: The **Subscription Maintenance** work space displays the **Routing Lists** tab (see [Figure 8-20](#)). If there are routing lists assigned to the component, they display on the **Routing Lists** tab.



**Figure 8-20. Subscription Maintenance work space - Routing Lists tab**

3. Select the routing list that you want to edit and click the **Edit** button or press **Alt + I** on your keyboard.

Result: The **Edit Routing List** dialog box opens (see [Figure 8-21](#)).



**Figure 8-21. Edit Routing List dialog box**

4. Click in the **Routing List Name** field to edit the routing list name.
5. See steps 3 - 14 of [Creating a Routing List](#) on [page 8-22](#) for information about the different aspects of the routing list that can be edited.
6. After you have edited the routing list, click the **Save** button or select **Save** from the **Routing List** menu. You can also press **Alt + R + S** on your keyboard.

To close the routing list, click the **Save and Close** button on the toolbar or select **Save and Close** from the **Routing List** menu. You can also press **Alt + R, C** on your keyboard.

**Result:** If you have made changes to the routing list but have not saved the routing list and you click the close button in the upper right-hand corner of the dialog box, the following message displays

Changes have been made to this routing list. Do you wish to save the changes?

- Click the **Yes** button to save the changes before closing the routing list.
- Click the **No** button to close the routing list without saving your changes.

- 
- Click the **Cancel** button to cancel the closing of the routing list.
- 



### Procedure 8-7. Changing the Priority of a Recipient

---

Use the following to change the priority of a recipient.

1. The **Recipients** list displays the priority of the recipients (the earlier in the list and the lower the number, the higher the priority). The priority ranking on the routing list determines the routing order for issues of the component when they are received. You can use the arrow buttons ([Figure 8-22](#)) to the right of the recipient list to move a recipient up or down in priority.
- 



---

**Figure 8-22. Arrow Buttons**

- To move a recipient to the top of the priority list, select the recipient and click the uppermost arrow button.
- To move a recipient up one level in the priority list, select the recipient and click the second arrow button from the top.
- To move a recipient down one level in the priority list, select the recipient and click the second arrow button from the bottom.
- To move a recipient to the bottom of the priority list, select the recipient and click the last arrow button.

Result: The priority is edited.

---



### Procedure 8-8. Printing a Routing List

---

Use the following to print a routing list.

1. To print the routing list, click the **Print** button on the toolbar or select **Print** from the **Routing List** menu. You can also press **Alt + R, P** on your keyboard.
- 



---

**Figure 8-23. Print Button**

Result: The routing list prints.

The printed routing list contains the following information.

- Title
- Component
- Issue
- Routing list name
- Notes
- Recipients

The recipient list includes the name and their active temporary address. If there is no active temporary address the permanent address is printed.

---



### Procedure 8-9. Deleting a recipient from the Routing List

---

Use the following to take a recipient off of the routing list.

1. Select the recipient from the Recipient list and click the **Delete Recipient** button or press **Alt + D** on your keyboard.

Result: A confirmation message displays. If you have not selected to use the deletion reminder option, you do not receive a confirmation message. Click the **Yes** button to continue. Click the **No** button to cancel the deletion.

---

---

## **Deleting a Routing List**

---

You can delete a routing list from the **Subscription Maintenance** work space or you can display a routing list and delete it from the **Edit Routing List** dialog box.

The procedure for deleting a routing list is shown in [Procedure 8-10, Deleting a Routing List from the Subscription Maintenance work space](#), on page 8-34.



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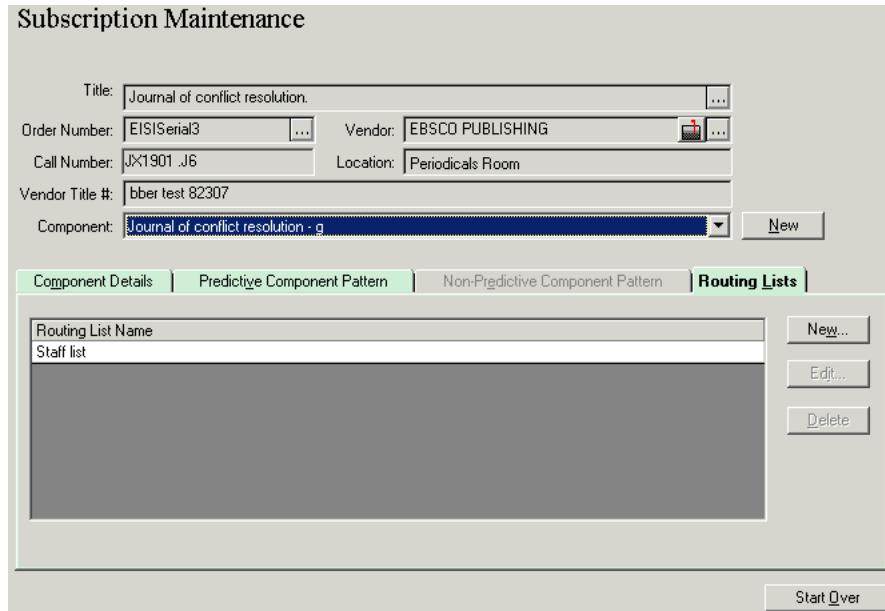
### **Procedure 8-10. Deleting a Routing List from the Subscription Maintenance work space**

---

Use the following to delete a routing list.

1. From the drop-down menu in the **Component** field, select the component that the routing list is assigned to.
2. Click the **Routing Lists** tab.

Result: The **Subscription Maintenance** work space displays the **Routing Lists** tab (see [Figure 8-24](#)).



**Figure 8-24. Subscription Maintenance work space - Routing Lists tab**

Result: If there are routing lists assigned to the component, they display on the **Routing Lists** tab.

3. Select the routing list that you want to delete and click the **Delete** button or press **Alt + D** on your keyboard.

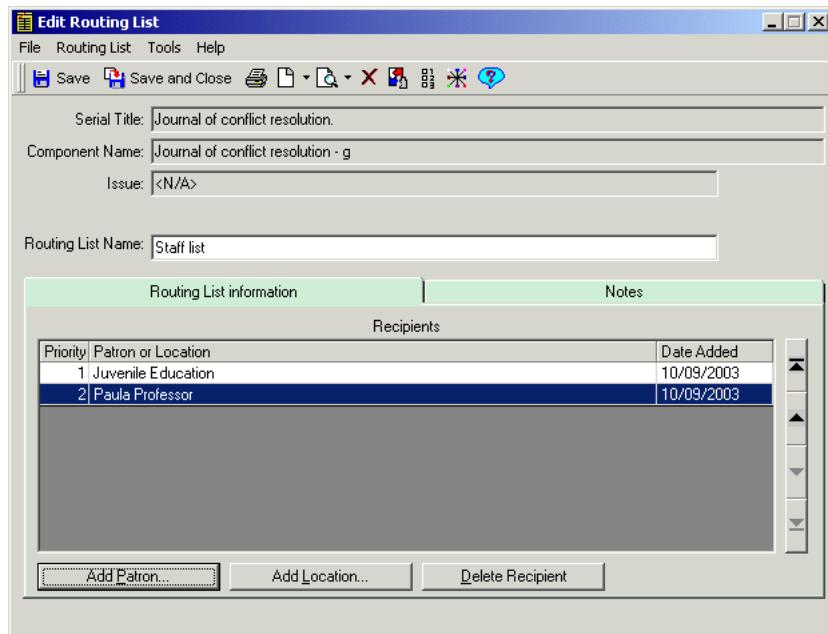
Result: A confirmation message displays if you have selected to use the deletion reminder option on the **Sounds and Animation** tab of your Session Preferences (see [Sounds and Animation Tab](#) on page 18-14 for more information.) If you have not selected to use the deletion reminder option, you do not receive a confirmation message. Click the **Yes** button to continue with the deletion. Click the **No** button to cancel the deletion of the routing list.



### Procedure 8-11. Deleting a Routing List from the Edit Routing List dialog box

Use the following to delete a routing list from the **Edit Routing List** dialog box.

1. On the **Routing Lists** tab, select the routing list that you want to delete and click the **Edit** button or press **Alt + I** on your keyboard. The **Edit Routing List** dialog box opens (see [Figure 8-25](#)).



**Figure 8-25. Edit Routing List dialog box**

2. Click the **Delete** button ([Figure 8-26](#)) on the toolbar or select **Delete** from the **Routing List** menu. You can also press **Alt + L, D** on your keyboard.



**Figure 8-26. Delete button**

Result: A confirmation message displays if you have selected to use the deletion reminder option on the **Sounds and Animation** tab of your Session Preferences (see [Sounds and Animation Tab on page 18-14](#) for more information.) If you have not selected to use the deletion reminder option, you do not receive a confirmation message. Click the **Yes** button to continue with the deletion. Click the **No** button to cancel the deletion of the routing list.

---

## Maintaining Serial Items

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This section provides information related to maintaining serial items to include the following.

- Closing the publication pattern linked to a component
- Changing a component's subscription pattern
- Considerations for multi-part orders
- Title changes

### Closing the Publication Pattern Linked to a Component

---

You might want to close the publication pattern linked to a component if your subscription has ended or if you want to change the subscription pattern by linking a different publication pattern to the component. Closing the publication pattern linked to a component does not delete the actual publication pattern, but rather ends the component's use of the publication pattern. In addition, the component's check-in history remains intact if the publication pattern is changed or closed.

The procedure for closing the publication pattern linked to a component is shown in [Procedure 8-12, Closing the Publication Pattern Linked to a Component](#).



#### Procedure 8-12. Closing the Publication Pattern Linked to a Component

---

Use the following to close a publication pattern linked to a component.

1. Click the **Subscription Maintenance** button from the Acquisitions listbar, select **Check-In** from the **View** menu and then select **Subscription Maintenance** from the cascading menu that displays, or press **Alt + V, C, M** on your keyboard.
2. The **Subscription Maintenance** work space opens ready to search for a serial item

- 
3. Search for and display subscription maintenance information for a serial item. See [Procedure 2-10, Searching for and displaying Serial Information](#), on page [2-53](#).
- 

**Subscription Maintenance**

Search For Serials

Check-In Title    UPC    SICI Stem    ISSN    Other Search...  
Search For: jour?  

Select the correct Order record:

4 records.  
100% of records displayed.

Title	VendorCode	Components	Holdings	Call Number	Order Type
Journal of company law	EBSCO	4	Reference Department	CL 123.456	Continuation
Journal of conflict resolution	EBSCO	6	Periodicals Room	JX1901.J6	Continuation
Journal of forensic neuropsychology	EBSCO	4	Periodicals Room		Continuation
Journal of labour and social research	EBSCO	3	Periodicals Room		Continuation

---

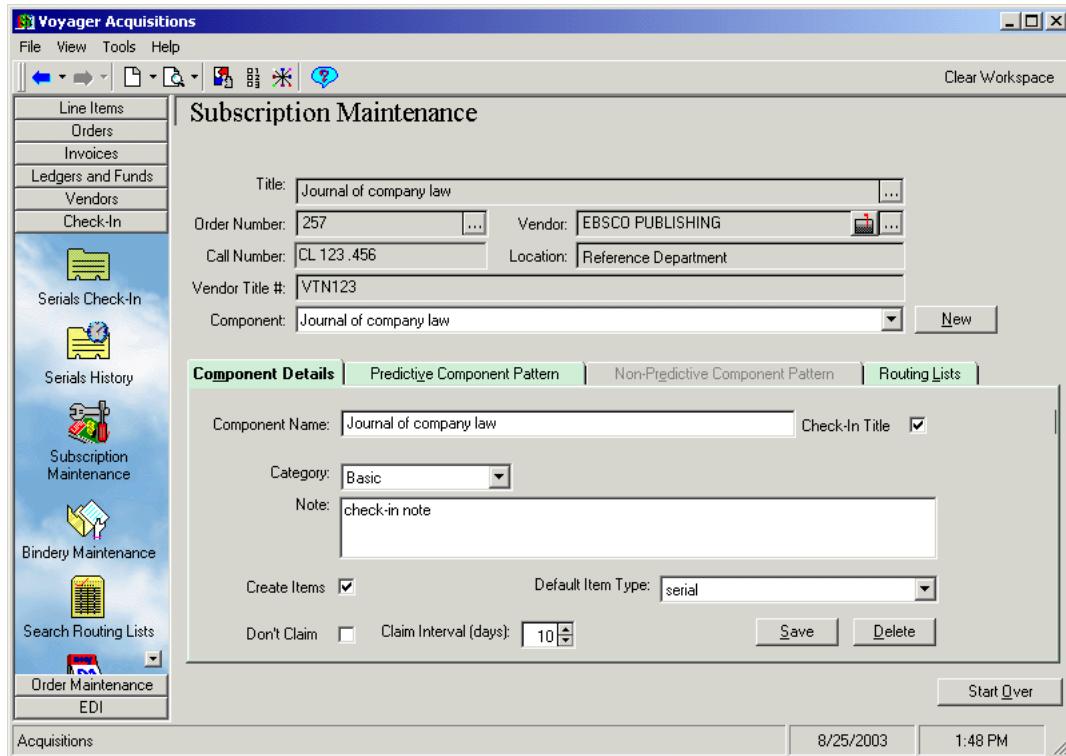
**Figure 8-27. Subscription Maintenance search work space - expanded**

The following information displays for each record in the search results list.

- Title of the serial
  - Vendor code of the vendor used on the purchase that the serial is linked to
  - Number of components that have been created for the serial
  - Holdings location for the serial
  - Call number
  - Order Type
4. Select the serial from the search results list and click the **Select** button or press **Alt + E** on your keyboard.

Result: The **Subscription Maintenance** work space displays the serials subscription information (see [Figure 8-28](#)).

## Subscription Maintenance



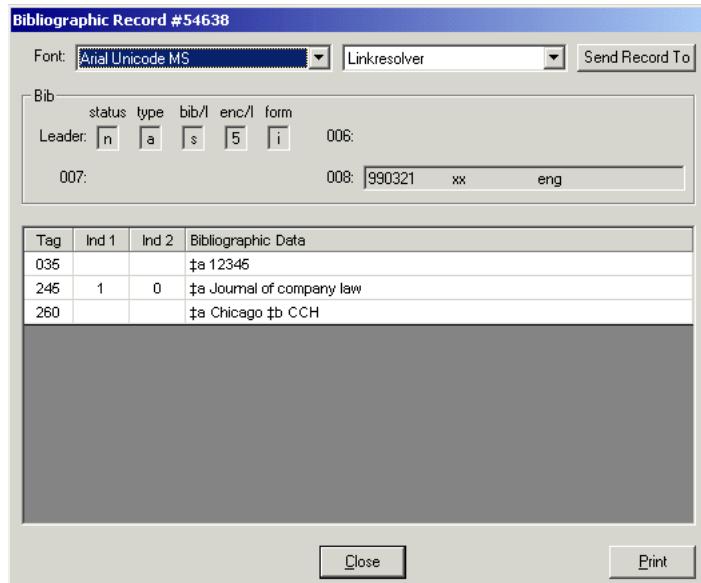
**Figure 8-28. Subscription Maintenance work space - information displayed**

The title of the serial displays in the **Title** field at the top of the window. To display the MARC bibliographic record associated with the title, click the **ellipsis** button beside the field (see [Figure 8-29](#)).

**NOTE:**

The view of the MARC bibliographic record in the Acquisitions module displays and prints using the Unicode character set because MARC data is stored in the database as UTF-8 encoded, even though MARC data that appears elsewhere in the Acquisitions module displays in the Latin-1 character set.

For information about viewing and editing MARC records in Acquisitions, see [Viewing and Editing MARC Records \(Cataloging in Acquisitions\)](#) on [page 13-1](#). For information about sending the MARC record to a web server, see [http POST request - Sending the MARC record to a web server](#) on [page 13-16](#).



**Figure 8-29. MARC Bibliographic record**

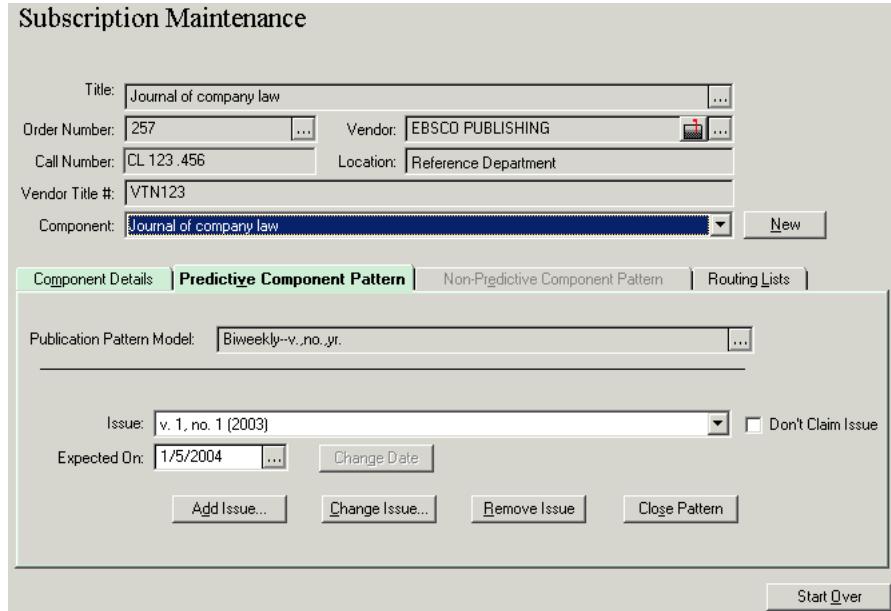
The number of the purchase order that the title is linked to displays in the **Order Number** field. The vendor used to obtain the title displays in the **Vendor** field. You can display the purchase order and vendor record by clicking the **ellipsis** buttons beside these fields. This ability to display the purchase order and vendor directly from the **Subscription Maintenance** work space helps improve your workflow by eliminating the need to search for the purchase order and vendor manually.

5. If one or more components have been created for the serial title, they display in the **Component** field drop-down menu. Select the appropriate component from drop-down menu.

Result: The tabs on the **Subscription Maintenance** work space display information about the currently selected component.

6. Click the **Predictive Component Pattern** tab.

Result: The **Predictive Component Pattern** tab displays (see [Figure 8-30](#)).



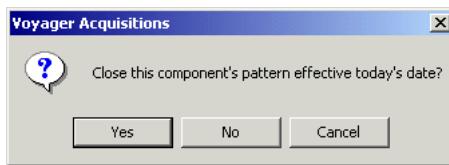
---

**Figure 8-30. Predictive Component Pattern tab**

7. Click the **Close Pattern** button or press **Alt + P** on your keyboard.

Result: A confirmation message asks you if you want to close the component's pattern effective today's date (see [Figure 8-31](#)).

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**Figure 8-31. Close pattern confirmation**

8. Operators can close the pattern, cancel closing the pattern, or close the pattern another time.
  - a. If you want to close the component's pattern on the current date, click the **Yes** button.

---

Result: The publication pattern is closed for the component. If necessary, you can then select a different publication pattern for the component.

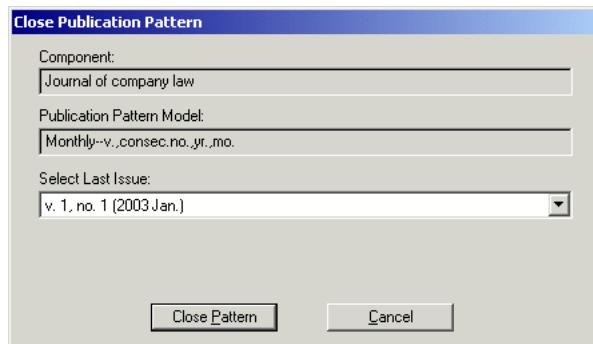
**NOTE:**

When the component's pattern is closed, all claims or marks that have been made for issues associated with that pattern are cleared.

- b. Click the **Cancel** button if you decide that you do not want to close the component's pattern.
- c. If you do not want to close the component's publication pattern on the current date, but want to select a future issue with which to close the component's pattern,
  1. Click the **No** button.

Result: The **Close Publication Pattern** dialog box opens (see [Figure 8-32](#)). The name of the component displays in the **Component** field. The name of the publication pattern displays in the **Publication Pattern Model** field.

---



---

**Figure 8-32. Close Publication Pattern dialog box**

2. Select the issue with which you want to close the component's pattern from the drop-down menu in the **Select Last Issue** field.
3. Click the **Close Pattern** button to continue.

Result: The publication pattern closes immediately when the **Close Pattern** button is clicked, even if the last issue is not yet received. If necessary, you can select a different publication pattern for the component.

---

## Changing a Component's Subscription Pattern

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You can change a component's subscription pattern by closing the current pattern for the title and linking a new pattern to the component. See [Closing the Publication Pattern Linked to a Component](#) on [page 8-37](#) for information about how to close a component's current pattern.

After the component's pattern has been closed, you can then proceed to select a different publication pattern for the component. See [Linking a Publication Pattern to a Component](#) on [page 8-10](#) for information about how to link a new publication pattern to the component.

## Deleting a Component

---

A component cannot be deleted if

- Routing lists are associated with the component
- Outstanding claims are associated with issues of the component.

For information about deleting routing lists, see [Deleting a Routing List](#) on [page 8-34](#). For information about resolving outstanding claims, see [Claims](#) on [page 8-1](#).

You can delete a component from the **Subscription Maintenance** work space. The procedure for deleting a component is shown in [Procedure 8-13, Deleting a Component](#), on page [8-43](#).



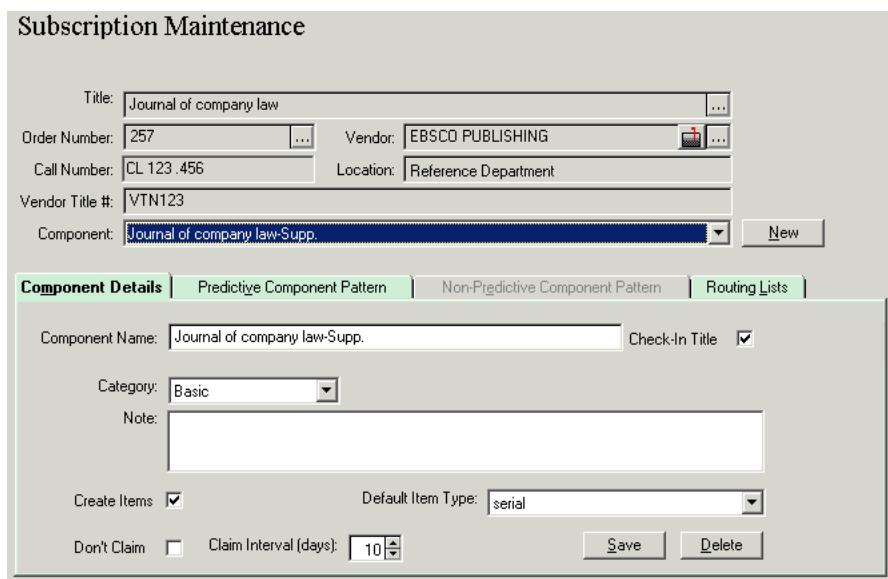
### Procedure 8-13. Deleting a Component

---

Use the following to delete a component from the **Subscription Maintenance** dialog box.

1. Click the **Subscription Maintenance** button from the Acquisitions listbar, select **Check-In** from the **View** menu and then select **Subscription Maintenance** from the cascading menu that displays, or press **Alt + V, C, M** on your keyboard.
2. The **Subscription Maintenance** work space opens ready to search for a serial item.
3. Search for and display subscription maintenance information for a serial item. See [Procedure 2-10, Searching for and displaying Serial Information](#), on page [2-53](#).
4. Select the component that you want to delete from the drop-down menu in the **Component** field.

Result: The **Component Details** tab displays the selected component's information (see [Figure 8-33](#)).



**Figure 8-33. Subscription Maintenance work space - Component Details tab**

5. Click the **Delete** button or press **Alt + D** on your keyboard.

Result: A confirmation message displays if you have selected to use the deletion reminder on the **Sounds and Animation** tab of your Session Preferences (see [Sounds and Animation Tab](#) on page 18-14 for more information.) If you have not selected to use the deletion reminder option, you do not receive a confirmation message. Click the **Yes** button to continue with the deletion. Click the **No** button to cancel the deletion.



**IMPORTANT:**

*Deleting a component removes any check-in history for that component.*

#### Example of Creating a Monthly Publication Pattern

The procedure for creating a monthly publication is shown in [Procedure 8-14, Creating a Monthly Publication - Example](#).




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**Procedure 8-14. Creating a Monthly Publication - Example**


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Use the following for creating a monthly publication that arrives nine times per year.

1. Click the **Check-In** tab in the listbar.
  2. There are a number of ways to create a new publication pattern.
    - Click the **New Publication Pattern** button ([Figure 8-34](#)) in the listbar.
- 

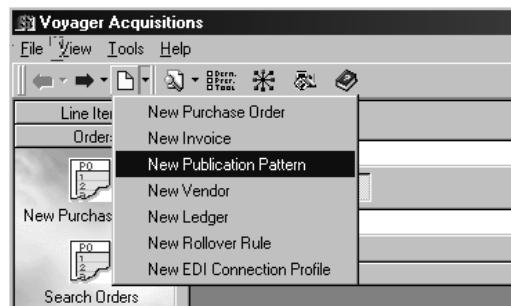


**Figure 8-34. New Publication Pattern Button**

- Select **Check-In** from the **View** menu and then select **New Publication Pattern** from the cascading menu.
- Press **Alt + V, C, P** on your keyboard.

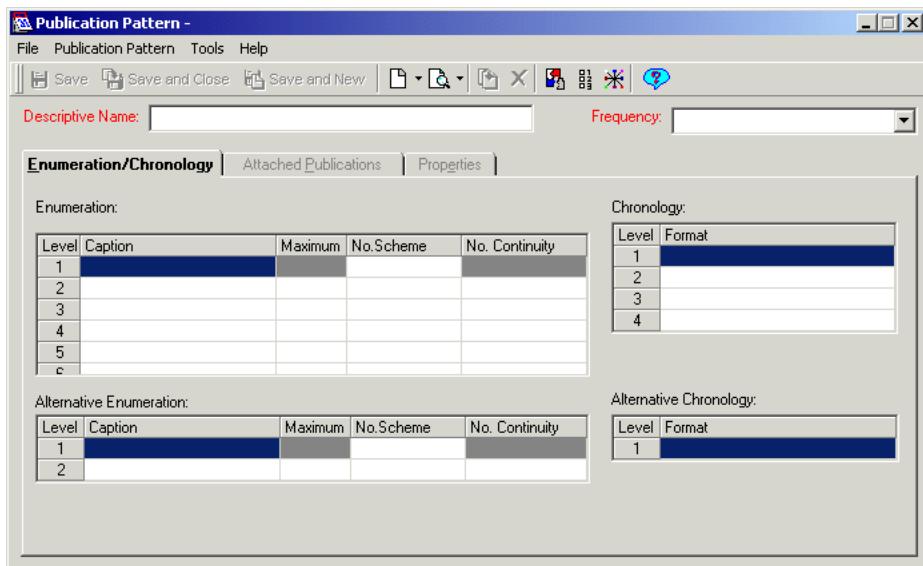
You can also click the down arrow beside the **New Item** button ([Figure 8-35](#)) on the toolbar and then select New Publication Pattern from the list.

---



**Figure 8-35. New Item button selected on the toolbar - list displayed**

Result: The **Publication Pattern** dialog box opens (see [Figure 8-36](#)).



**Figure 8-36. Publication Pattern dialog box**

3. Enter a name to identify your publication pattern in the **Descriptive Name** field (required). What do you want to call this pattern? Often, the frequency, enumeration and chronology information is used in the descriptive name. For example, a publication that doesn't publish during the summer months could be called Nine Times Per Academic Year.
4. Select the frequency of the publication pattern from the drop-down menu in the **Frequency** field (required). On what standard frequency do you want to base pattern? How often are issues in this pattern published? For this example, select Monthly.

### Enumeration

5. As the caption for the **first level** of enumeration, enter Volume in the **Caption** field.
6. As the numbering scheme for the **first level** of enumeration, select Arabic from the drop-down menu in the **No. Scheme** field.
7. As the caption for the **second level** of enumeration, enter Number in the **Caption** field.

8. In the **Maximum** field, enter the maximum number of pieces at the **second level** that can occur before the first level turns over. For this example, enter 9.

**NOTE:**

This field cannot be set for the first level of enumeration.

Example: If the first level of enumeration is volume, the second level of enumeration is number, and the maximum for the second level of enumeration is 9, then the volume number increases when the issue number reaches 9. In other words, issue 10 is considered part of the second volume of the publication.

9. As the numbering scheme for the **second level** of enumeration, select Arabic from the drop-down menu in the **No. Scheme** field.
10. Select **Restart** or **Continuous** from the drop-down menu in the **No. Continuity** field. Do you restart the numbering for the **second level** each time the maximum is reached? For this example, select Restart.

**NOTE:**

This field cannot be set for the first level of enumeration.

Example: The first level of enumeration is volume, the second level of enumeration is number, and the maximum for the second level of enumeration is 9. If you select **Restart** from the drop-down menu in the **No. Continuity** field, the issue number restarts at 1 after every 9 issues and the volume number increases after every 9 issues. In other words, volume 1 has 9 issues, volume 2 has 9 issues, and so on.

## Chronology

11. Select the chronology format for each level from the drop-down menu in the **Format** field. For this example, select Year for the first level and Months from the second level.
12. Click the **Save** button on the toolbar to save the publication pattern.

## Linking the Publication Pattern to a Component

In this part of the example, you link the publication pattern that you just created to a serial component that receives issues nine months out of per academic year.

13. Click the **Check-In** bar in the **listbar**.

- 
14. Click the **Subscription Maintenance** button or select **Check-In** from the **View** menu and then select **Subscription Maintenance** from the cascading menu that displays. You can also press **Alt + V, C, M** on your keyboard.

Result: The **Subscription Maintenance** work space opens.

15. Click the **Other Search** button. The **Search** dialog box opens.
16. Search for a serial title that is on a purchase order but that has not yet had a component created for it. When the serial title displays in the search results, select the title and click the **OK** button.

Result: The **Subscription Maintenance** work space opens.

17. Click the **New** button beside the **Component** field.
18. The bibliographic title of the serial displays in the **Component Name** field by default. However, you can modify this information.
19. Click the **Check-In title** check box if you want the information entered in the **Component Name** field to be used as the check-in title. You can use the check-in title to retrieve a serial for checking in. If you do not select the **Check-In title** check box, you cannot use the Component Name to retrieve the serial for check-in.
20. Select the component's category from the drop down menu in the **Category** field.
- Basic
  - Supplementary
  - Indexes

21. Enter any additional information about the component in the **Note** free-text box.
22. In the **Claim Interval (days)** field, enter the number of days that are added to an issue's expected date to determine when the issue is claimed if it is not received. You can also use the plus (+) and minus (-) signs beside the field to increase or decrease this number.

A claim interval is available at the component level. If you use this claim interval, the expected date of an issue is not the date on which the issue is claimed if it is not received. Rather, the claim interval is added to the expected date to determine the date on which the issue is claimed if it is not received.

At the component level, you can click the **Don't Claim** check box to specify that issues should not be claimed, overriding any claim intervals that may have been set at the line item, purchase order, vendor or vendor type level. If this check box is selected, the **Claim Interval (days)** field is not available.

23. Click the **Create Items** check box if you want item records to automatically create when issues of this subscription component are received from Serials Check-In.
24. Select a default item type from the drop-down menu in the **Default Item Type** field. If an item record is created when an issue is received, this default displays in the **Item Type** field on the item record. If no default is defined at the component level, the system looks for the default item type for the location defined in System Administration. If there is no default item type for the location define in System Administration, the **Item Type** field on the item record defaults to the first item type alphabetically in the list.
25. Click the **Save** button to save the new component.

Result: The component name then appears in the **Component** field on the top section of the **Subscription Maintenance** work space.

26. Click the **Predictive Component Pattern** tab.
27. Select the Nine Months Per Academic Year publication pattern for the component from the drop-down menu in the **Publication Pattern Model** field. You can display the publication pattern by clicking the **ellipsis** beside the field.
28. Click the **Start Prediction** button.

Result: The **Start Prediction** dialog box opens.

29. Enter the enumeration/chronology values for the first expected issue of the serial component (required). If applicable, enter the alternative enumeration/chronology values for the first expected issue of the serial component.
30. Enter the day of the month on which issues are expected in **The day of the month Expected (1..31)** field.
31. Click the down arrow beside the **First Issue's Expected Date** field and select the date of the first expected issue from the calendar that displays (required).
32. If the publication pattern allows, you can click the **Combine/Omit** button or press **Alt + M** on your keyboard from the **Start Prediction** dialog box to display the **Combine/Omit Issues** dialog box if wanted.

- 
- 33. Click the **OK** button to apply the changes and return to the **Start Prediction** dialog box. Click the **Cancel** button to return to the **Start Prediction** dialog box without applying the changes.
  - 34. On the **Start Prediction** dialog box, click the **OK** button to save the prediction information and close the **Start Prediction** dialog box.

Result: The **Subscription Maintenance** work space displays with the **Predictive Component Pattern** tab visible. The Nine Months Per Academic Year publication pattern then has been linked to the component and is used to predict the reception schedule for issues of the component.

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### **Example of Simple Subscriptions and Standing Orders**

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The pieces are identified as part of a larger unit (for example, periodical subscription or a standing order for an annual) and they are not cataloged separately.

The procedure for simple subscriptions and standing orders is shown in [Procedure 8-15, Simple Subscriptions and Standing Orders - Example](#), on page [8-50](#).



### **Procedure 8-15. Simple Subscriptions and Standing Orders - Example**

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The following instructions are a simple way of handling simple subscriptions and standing orders.

- 1. Create a purchase order with a purchase order type of Continuation.
- 2. Attach the bibliographic record for the title to the purchase order.
- 3. Create a link to a holdings record for the intended location. Select the fund(s) for payment.
- 4. Set the line item type to subscription or standing order, membership, blanket order, multi-part or approval.
- 5. Enter the vendor title number to provide a link for electronic interchange.
- 6. Enter as much (or as little) of the subscription details as you require.

7. Set up a subscription component. If the reception schedule is predictable, use the **Predictive Component Pattern** tab on the **Subscription Maintenance** work space to link a publication pattern that fits the reception schedule to the component. If the reception schedule is irregular, use the **Non-Predictive Component Pattern** tab on the **Subscription Maintenance** work space to bypass prediction, but be sure to enter an expected date in order to start the claim cycle.

**NOTE:**

You can start prediction as you create the order or you can set it up later from Serials Check-In.

8. Approve the order.
9. Use Serials Check-In to receive issues/parts of the title.
10. When you are invoiced for the subscription, create an invoice for the vendor.
11. Search for the purchase order and select the line item for the title.
12. Append the line item to the invoice. You can append the same purchase order line item to many invoices so you can invoice the title from one year to the next while retaining your linked check-in information.
13. Adjust the price to reflect the correct amount.

You can also suppress individual issues from public display. The OPAC display receives current receipts as part of the serials holdings display. This information is combined with MARC holdings record.

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### **Considerations for Multi-Part Orders**

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There are several issues to consider as you set up multi-part orders within Acquisitions.

- Are the pieces ordered, tracked and paid for as individual pieces? For example, a monographic series where each volume has a unique title.
- Are the pieces ordered and tracked as part of a larger unit? For example, a 30 volume set ordered once but received over time.
- Are the pieces identified individually upon receipt (analyzed series)?

If a component has not been created for a line item with a line item type of subscription, or if a component has been created but has not had any items received through Serials Check-In, the line item is treated as a monograph. This can cause confusion in the Acquisitions **Problems List** because, if the line item is

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marked and sent to the **Problems List** due to a surpassed Claim Interval or Cancel After date, the marked line item displays in the Order/Invoice Marked Items list rather than the Check-In Marked Issues list due to its being treated as a monograph.

If this is a work flow issue where it is necessary to *not* create a component from the line item level at the time of the line item's creation, but rather to create the component at a later date (for example, upon receipt of the first issue), you should be sure that the component has been created before the Claim Interval or Cancel After date has been surpassed. If you choose to create a component at a later date, you must still do so from the line item level of the purchase order.

The important issue to consider when you are handling these types of materials is that you can make a distinction between how you manage the order and how you catalog the item(s) when they are received.



#### **Procedure 8-16. Multi-part Subscriptions - Example**

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With a multi-part subscription, the pieces are identified as part of a larger unit, but there are distinct divisions within the subscription itself and they are catalogued separately. For example, a subscription that includes a monthly issue and an annual cumulation.

Use the following for this example.

1. Create a purchase order with a purchase order type of Continuation.
2. Attach the bibliographic record for the title to the purchase order.
3. Create (or link to) a holdings record for the intended location. Select the fund(s) for payment.
4. Set the line item type to subscription, standing order, membership, blanket order, or multi-part.
5. Enter the vendor title number to provide a link for electronic interchange.
6. Enter any subscription details.

7. Set up a subscription component for each part of the subscription. If the reception schedule is predictable, use the **Predictive Component Pattern** tab on the **Subscription Maintenance** work space to link a publication pattern that fits the reception schedule to the component. If the reception schedule is irregular, use the **Non-Predictive Component Pattern** tab on the **Subscription Maintenance** work space to bypass prediction, but be sure to enter an expected date in order to start the claim cycle.

If a component has not been created for a line item with a line item type of Subscription, Membership, Standing Order, Blanket Order and Multi-Part, the line item is treated as a monograph. This can cause confusion in the Acquisitions **Problems List** because, if the line item is marked and sent to the **Problems List** by the system due to a surpassed Claim Interval or Cancel After date, the marked line item displays in the Marked Line Items list rather than the Marked Issues list due to its being treated as a monograph. If this is a work flow issue where it is necessary to not create a component from the line item level at the time of the line item's creation, but rather to create the component at a later date (for example, upon receipt of the first issue), you should be sure that the component has been created before the Claim Interval or Cancel After date has been surpassed. If you choose to create a component at a later date, you must still do so from the line item level of the purchase order.

8. Approve the order.
9. Check the title through Serials Check-In by selecting the appropriate component.
10. Update the receipt history to suppress the issues that are replaced by a later cumulation.
11. When your subscription is invoiced, create an invoice for the vendor.
12. Search for the purchase order and select the line item for the title.
13. Append the line item to the invoice.
14. Adjust the price to reflect the correct amount.

You can append the same purchase order line item to many invoices so that you can invoice the title from one year to the next while retaining your linked check-in information for all of the components.

You may suppress individual issues from public display from any component. The OPAC display receives current receipts for all components as part of the serials holdings display. This information is combined with summary holdings from the MARC holdings record to build the display.

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## Publisher and Analyzed Series

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When pieces are identified as part of a larger unit but are cataloged separately use the procedure for publisher and analyzed series as shown in [Procedure 8-17, Publisher and Analyzed Series - Example.](#)



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### Procedure 8-17. Publisher and Analyzed Series - Example

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Use the following for publisher and analyzed series.

1. Create a purchase order with a purchase order type of Continuation.
2. Create a bibliographic record for the series title in Cataloging. Suppress this record from the public display. Attach this bibliographic record for the series title to the purchase order.
3. Create (or link) a holdings record for the ordering location and select the fund(s).
4. Set the line item type to standing order, blanket order, approval, membership, or multi-part.
5. Enter the vendor or title number, if available, to provide a link for electronic interchange.
6. Enter any subscription details.
7. Set up a subscription component for the series. If the reception schedule is predictable, use the **Predictive Component Pattern** tab on the **Subscription Maintenance** work space to link a publication pattern that fits the reception schedule to the component. If the reception schedule is irregular, use the **Non-Predictive Component Pattern** tab to bypass prediction, but be sure to enter an expected date in order to start the claim cycle.

**NOTE:**

You can select the prediction pattern as you create the order, or you can set it up later from Serials Check-In.

8. Approve the order.
9. Check in the title through Serials Check-In.
10. When you are invoiced for the subscription, create an invoice for the vendor.

11. Search for the purchase order and select the line item for the series title.
12. Append the line item to the invoice.
13. Adjust the price to reflect the correct amount for this particular item.
14. When the item is received in Cataloging, create an authority record for the series indicating that the titles are cataloged separately.
15. Upgrade the bibliographic record created in Acquisitions to reflect the correct form of series entry. Keep the record suppressed.
16. Create the bibliographic record for the newly received item with the correct form of the series entry in an indexed field. You can append the same purchase order line item to many invoices so that you can invoice the piece separately while retaining your linked check-in information for all of the components.

Because the bibliographic record for the series is suppressed from public display, none of your check-in information is presented to the end users.

In order to see what titles have been received in this particular series, you can search for invoices by the series title. The bibliographic entry for the series record (from your order) links to all of the invoices. The other index entries that display on your series search represent the individual titles.

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### **Title Changes (Bibliographic Control)**

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Title changes handled in Voyager depend on how you choose to manage the bibliographic records for the serial. If your library does latest entry cataloging, changes to the bibliographic record do not affect the order, holdings, or serials check-in links. A cataloger can edit the bibliographic record, and nothing changes for the serials staff member. If your library does successive entry cataloging, you need to close the pattern for the previous title and link a new pattern to the bibliographic and holdings record for the new title. Bibliographic links between the various title changes are managed through the 78X links in the bibliographic record and can be set up as hypertext links in the OPAC display.

When a staff member notices a title change during Serials Check-In, they can mark the issue for review from the serials problem list by the cataloging staff. Voyager allows you to define any number of mark reasons, and for this situation you would define such a reason as a possible title change.

## Publication Patterns - Creating, Editing, and Deleting

A publication pattern is a template of generic enumeration and chronology descriptions in which some of your serial components are received (monthly, quarterly, vol., no., year). Once created, a publication pattern may be associated with one or more subscription components on the **Predictive Component Pattern** tab of the **Subscription Maintenance** work space. Applying detailed subscription information to a generic publication pattern creates a prediction pattern from which issues of a subscription component are received through Serials Check-In. For example, you can predict which particular volume, number, date and year you'll be checking-in first (this information generates a prediction pattern for the component.) You can create as many publication patterns as you want. The frequency choices are based on MARC 21 values (which have no frequency longer than triennial).

### Security for Adding or Editing a Publication Pattern

To be authorized to create or edit a publication pattern, the **Add/Update Serial Patterns** check box ([Figure 8-37](#)) must be selected on the **Profile Values Cont.** tab of your Acquisitions/Serials Profile. If the **View-Only Serial Patterns** check box is selected on the **Profile** tab of your Acquisitions/Serials Profile, you can search for and view a publication pattern, but you cannot create or edit a publication pattern (see the *Voyager System Administration User's Guide* for more information.)



**Figure 8-37. Profile Values Cont. tab**

## Creating a Publication Pattern

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The procedure for creating a publication pattern is shown in [Procedure 8-18, Creating a Publication Pattern](#), on page [8-57](#).



### Procedure 8-18. Creating a Publication Pattern

---

Use the following to create a publication pattern.

1. Click the **Check-In** bar in the listbar.

Result: The listbar displays the six Check-In activity options: Serials Check-In, Serials History, Subscription Maintenance, Search Routing Lists, New Publication Pattern and Search Publication Patterns.

2. There are a number of ways to create a new publication pattern:

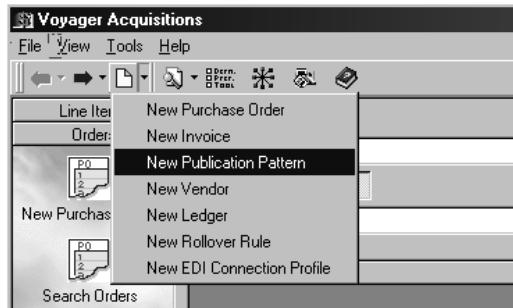
- Click the **New Publication Pattern** button ([Figure 8-38](#)) in the listbar.



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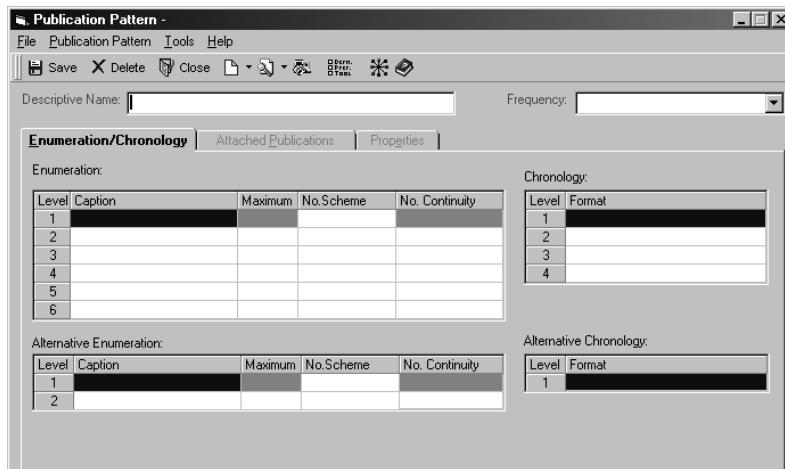
**Figure 8-38. New Publication Pattern Button**

- Select **Check-In** from the **View** menu and then select **New Publication Pattern** from the cascading menu (see [Figure 8-39](#)).
- Press **Alt + V, C, P** on your keyboard.
- You can also click the down arrow beside the **New Item** button on the toolbar and then select **New Publication Pattern** from the list.



**Figure 8-39.** New Item button selected on the toolbar - list displayed

Result: The **Publication Pattern** work space opens (see [Figure 8-40](#)).



**Figure 8-40.** Publication Pattern work space

## Header Information

The **Descriptive Name** and **Frequency** fields at the top of the **Publication Pattern** work space comprise the header information of the publication pattern. These two fields are required and must be completed in order for the publication pattern to be saved.

**NOTE:**

Required fields display in the color specified on the **Colors and Fonts** tab of the **Preferences** dialog box (see [Colors and Fonts Tab on page 18-3](#) for more information.)

3. Enter a name to identify your publication pattern in the **Descriptive Name** field (required). This value can be used to retrieve the publication pattern when conducting a search. What do you want to call this pattern? Often, the frequency, enumeration and chronology information is used in the descriptive name. Examples: Monthly (Vol., No), Monthly, 11 issues (vol., no.), Seasonal (Winter, Spring, Summer, Autumn), Seasonal (Spring, Summer, Autumn, Winter), Weekly (Vol., Issue) (Date, Month, Year).
4. Select the frequency of the publication pattern from the drop-down menu in the **Frequency** field (required). This value can be used to retrieve the publication pattern when conducting a search. On what standard frequency do you want to base pattern? How often are issues in this pattern published?

**Enumeration/ Chronology Tab**

The **Enumeration/Chronology** tab is divided into four sections: Enumeration, Chronology, Alternative Enumeration and Alternative Chronology. Serial components associated with the publication pattern use the specified enumeration and chronology information (including caption and number scheme) for their individual issues.

5. Click the **Enumeration/Chronology** tab or press **Alt + E** on your keyboard.

**Enumeration**

- a. Enter the caption for the **first level** of enumeration in the **Caption** field. For example, Vol., vol., v. How do you want to name the first level of enumeration of this pattern? These captions display in the OPAC as part of the recent issues if current issues are selected for OPAC display. There is a 20 character limit.
- b. Select the numbering scheme for the **first level** of enumeration from the drop-down menu in the **No. Scheme** field. How should the first level of enumeration be numbered? The numbering scheme choices are: Alpha lower, Alpha upper, Arabic, Roman lower and Roman upper.
- c. \*Enter the caption for the **second level** of enumeration in the **Caption** field. For example, No., no., n., Issue, Pt., pt. How do you want to name the second level of enumeration of this pattern? There is a 20 character limit.

- 
- d. In the **Maximum** field, enter the maximum number of pieces at the **second level** that can occur before the first level turns over. What is the most you have of this level before the first level turns over? How many issues per volume, how many parts per number?

**NOTE:**

This field cannot be set for the first level of enumeration.

**Example:** If the first level of enumeration is volume, the second level of enumeration is issue number, and the maximum for the second level of enumeration is 10, then the volume number increases when the issue number reaches 11. In other words, issue 11 is considered part of the second volume of the publication.

- e. Select the numbering scheme for the **second level** of enumeration from the drop-down menu in the **No. Scheme** field. How should the second level of enumeration be numbered? The numbering scheme choices are: Alpha lower, Alpha upper, Arabic, Roman lower and Roman upper.
- f. Select Restart or Continuous from the drop-down menu in the **No. Continuity** field. Do you restart the numbering for the **second level** each time the maximum is reached? If so, select Restart; if not, select Continuous.

**NOTE:**

This field cannot be set for the first level of enumeration.

**Example:** The first level of enumeration is volume, the second level of enumeration is issue number, and the maximum for the second level of enumeration is 10. If you select **Restart** from the drop-down menu in the **No. Continuity** field, the issue number restarts at 1 after every 10 issues and the volume number increases after every 10 issues. In other words, volume 1 has 10 issues, volume 2 has 10 issues, etc. If you select **Continuous** from the drop-down menu in the **No. Continuity** field, the issue number does not restart after every 10 issues and the volume number increases after every 10 issues. In other words, volume 1 includes issues 1 through 10, volume 2 includes issues 11- 20, etc.

- g. Repeat steps [c-f](#) for each subsequent level of enumeration as needed.

## Chronology

- 6. Select the chronology format for each level from the drop-down menu in the **Format** field. For example, for a monthly publication pattern, select Month for the first level and Year for the second level. What does the chronology information look like on the publication - month, date, year, or season?

### Alternative Enumeration and Alternative Chronology

Alternative Enumeration and Chronology are not used for all publications, and thus not for all Voyager Publication Patterns. Alternative Enumeration and Chronology apply to serial components which have two types of numbering systems. Example: Library Hi Tech v. 32, no. 2 (consecutive issue 135). The volume/number would be the primary enumeration and the consecutive issue would be the alternative enumeration.

7. Follow the steps in the Enumeration and Chronology sections above.
  8. At this point, you must save the publication pattern in order to access the other two tabs on the **Publication Pattern** work space. Select **Save** from the **File** menu, click the **Save** button ([Figure 8-41](#)) on the toolbar, or press **Alt + F, A** on your keyboard.
- 



---

**Figure 8-41. Save Button**

---

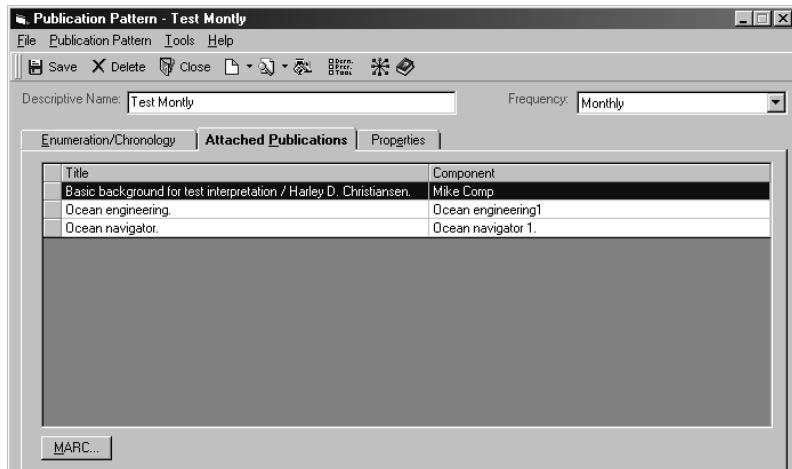
### Attached Publications Tab

Click the **Attached Publications** tab or press **Alt + P** on your keyboard.

The **Attached Publications** tab ([Figure 8-42](#)) displays the titles and components of all publications that are currently using the publication pattern. To see the bibliographic record of a publication listed on this tab, select the publication and click the **MARC...** button or press **Alt + M** on your keyboard.

For information about viewing and editing MARC records in Acquisitions, see [Viewing and Editing MARC Records \(Cataloging in Acquisitions\)](#) on [page 13-1](#). For information about sending the MARC record to a web server, see [http POST request - Sending the MARC record to a web server](#) on [page 13-16](#).

Nothing displays on the **Attached Publications** tab until the publication pattern is associated with at least one publication. The sample screenshot below is an example of what the **Attached Publications** tab looks like when the publication pattern has been associated with a number of publications.



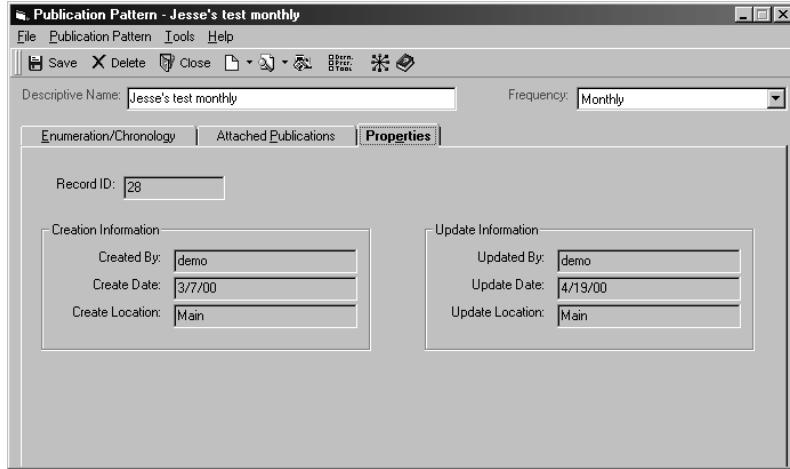
**Figure 8-42. Attached Publications tab**

## Properties Tab

Click the **Properties** tab or press **Alt + E** on your keyboard.

The **Properties** tab ([Figure 8-43](#)) on the **Publication Pattern** work space displays the following information:

- Record ID of the publication pattern (the actual ID of the record in the database)
- Who the publication pattern was created by
- The date on which the publication pattern was created
- The location from which the publication pattern was created
- Who last updated the publication pattern
- The date on which the publication pattern was last updated
- The location from which the publication pattern was last updated



---

Figure 8-43. Properties tab

### Editing a Publication Pattern

---

The procedure for editing a publication pattern is shown in [Procedure 8-19, Editing a Publication Pattern](#), on page 8-63.



### Procedure 8-19. Editing a Publication Pattern

---

Use the following to edit a publication pattern.

1. After you have conducted a search for a publication pattern (see steps 1-6 of [Editing a Publication Pattern](#) on page 8-63), select the publication pattern that you want to edit from the search results list and click the **Edit** button. You can also double-click the publication pattern that you want to edit. The publication pattern displays.

- 
2. Click the tab containing the publication pattern information that you want to edit or view. [Table 8-3](#) contains a list of the page numbers on which to look for extensive explanations of each section of a publication pattern.

**Table 8-3. Page References for Publication Pattern Information**

Header Information	<a href="#">8-58</a>
Enumeration/Chronology tab	<a href="#">8-59</a>
Attached Publications tab	<a href="#">8-61</a>
Properties tab	<a href="#">8-62</a>

---

## Copying a Publication Pattern

An authorized operator can copy an existing publication pattern to create a new publication pattern that contains identical frequency, enumeration and chronology information. The new publication pattern is not stored in the database until the operator saves it.

---

### Security for Copying a Publication Pattern

To be authorized to copy a publication pattern, the **Add/Update Serial Patterns** check box must be selected on the **Profile** tab of your Acquisitions/Serials Profile.

The procedure for copying a publication pattern is shown in [Procedure 8-20, Copying a Publication Pattern, on page 8-64](#).



---

### Procedure 8-20. Copying a Publication Pattern

Use the following to copy a publication pattern.

1. Open the publication pattern that you want to copy.
2. Select **Copy** from the **File** menu or press **Alt + F, O** on your keyboard.

Result: A new copy of the publication pattern opens.

In the **Descriptive Name** field of the new publication pattern, the name of the copied publication pattern displays prefixed with Copy of. The **Frequency**, **Enumeration** and **Chronology** information appear on the new publication pattern exactly as it appeared on the copied publication pattern.

3. Change any necessary information (for example, give the new publication pattern a unique name).
  4. The new publication pattern is not stored in the database until it is saved.
    - To save the new publication pattern, click the **Save** button on the toolbar, select **Save** from the **File** menu, or press **Alt + F, A** on your keyboard.
    - To save and close the new publication pattern, click the **Save and Close** button on the toolbar.
    - To save the publication pattern and create a new publication pattern, click the **Save and New** button ([Figure 8-44](#)) on the toolbar.
- 



---

**Figure 8-44. Save and New Button**

---

### **Deleting a Publication Pattern**

---

A publication pattern cannot be deleted if the pattern is being used by one or more subscription components. To quickly determine whether a publication pattern is being used by any serial components, look at the **Attached Publications** tab (see [Attached Publications Tab on page 8-61](#) for more information.)

### **Security for Deleting a Publication Pattern**

---

To be authorized to delete a publication pattern, the **Delete Serial Patterns** check box ([Figure 8-45](#)) must be selected on the **Profile Values Cont.** tab of your Acquisitions/Serials Profile. See the *Voyager System Administration User's Guide* for more information.

Edit Acquisition/Serials Profile:

<a href="#">Profile Name</a>	<a href="#">Operator</a>	<a href="#">Profile Values</a>	<a href="#">Profile Values Cont.</a>	<a href="#">Locations</a>
<input checked="" type="checkbox"/> Add Update Ledger and Funds <input type="checkbox"/> View-Only Ledgers and Funds <input checked="" type="checkbox"/> Delete Ledgers and Funds <input checked="" type="checkbox"/> Change Fund Allocations	<input checked="" type="checkbox"/> Add/Update Invoices <input type="checkbox"/> View-Only Invoices <input checked="" type="checkbox"/> Delete Invoices <input checked="" type="checkbox"/> Approve Invoices			
<input checked="" type="checkbox"/> Fiscal Close Operations <input checked="" type="checkbox"/> Currency Maintenance	<input checked="" type="checkbox"/> Bindery-View Volume And Issue <input checked="" type="checkbox"/> Bindery-Edit Volume Level Data <input checked="" type="checkbox"/> Bindery-Edit issue sequence for volumes <input checked="" type="checkbox"/> Bindery Print			
<input checked="" type="checkbox"/> EDI Incoming <input checked="" type="checkbox"/> EDI Outgoing <input checked="" type="checkbox"/> Modify EDI Outgoing Messages	<input checked="" type="checkbox"/> Override Overexpend Warning <input checked="" type="checkbox"/> Override Overcommit Warning			

**Figure 8-45. Profile Values Cont. tab**

The procedure for deleting a publication pattern is shown in [Procedure 8-21, Deleting a Publication Pattern, on page 8-66](#).



### Procedure 8-21. Deleting a Publication Pattern

Use the following to delete a publication pattern

1. After you have conducted a search for a publication pattern (see steps 1-6 of [Editing a Publication Pattern on page 8-63](#)), select the publication pattern that you want to delete from the search results list and click the **Edit** button or press **Alt + E** on your keyboard. You can also double-click the publication pattern that you want to delete.

Result: The **Publication Pattern** work space opens (see [Figure 8-46](#)).



**Figure 8-46. Publication Pattern work space**

2. To delete the publication pattern, click the **Delete** button ([Figure 8-47](#)) on the toolbar, select **Delete** from the **File** menu or press **Alt + F, D** on your keyboard.

**Result:** A confirmation message displays if you have selected to use the deletion reminder on the **Sounds and Animation** tab of your Session Preferences (see [Sounds and Animation Tab on page 18-14](#) for more information.) If you have not selected to use the deletion reminder option, you do not receive a confirmation message.



**Figure 8-47. Delete button**

3. Click the **Yes** button to continue with the deletion. Click the **No** button to cancel the deletion.

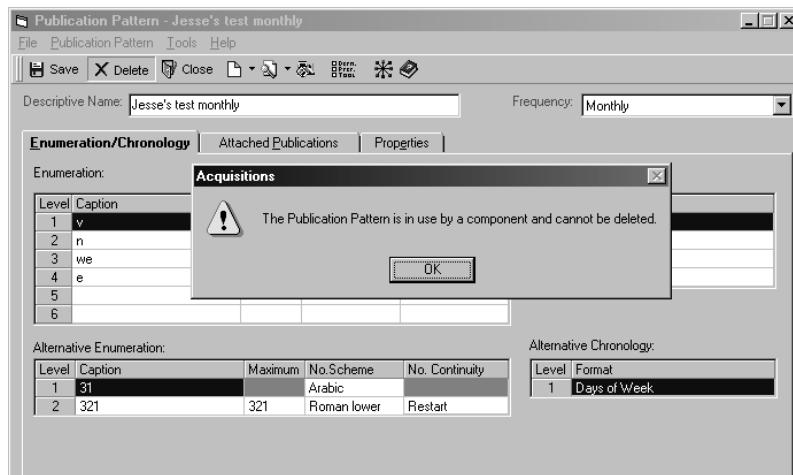
**Result:** If you clicked **OK**, the pattern is deleted.

**NOTE:**

The following message displays if the publication pattern is being used by one or more serial components.

The Publication Pattern is in use by a component and cannot be deleted.

[Figure 8-48](#) shows this message.



**Figure 8-48. Publication Pattern work space - message displayed**

---

## **Serials Check-In Activities**

# **9**

---

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**Endeavor Information Systems, Inc.**  
See notice on first page

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## Contents

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**Endeavor Information Systems, Inc.**  
See notice on first page

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### Introduction

---

The Serials Check-In activities of the Acquisitions module provide the tools for you to manage all aspects of your serial processing. Operators can receive and mark issues, access the **Subscription Maintenance** work space, and access the **Serial History** work space.

---

### Purpose of this Chapter

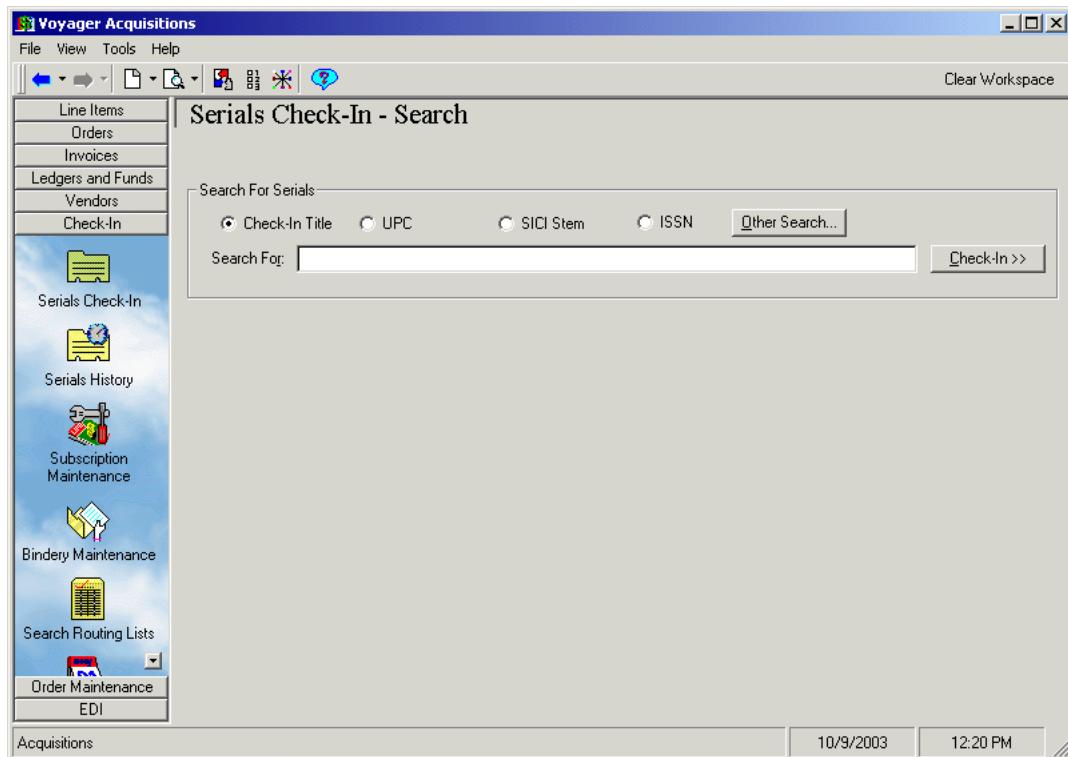
---

This chapter discusses

- The **Serials Check-In** work space
- Checking in serial items
  - Receiving
  - Marking
- Adding, changing, and removing issues
- Accessing additional information associated with the serial
- The **Serials History** work space

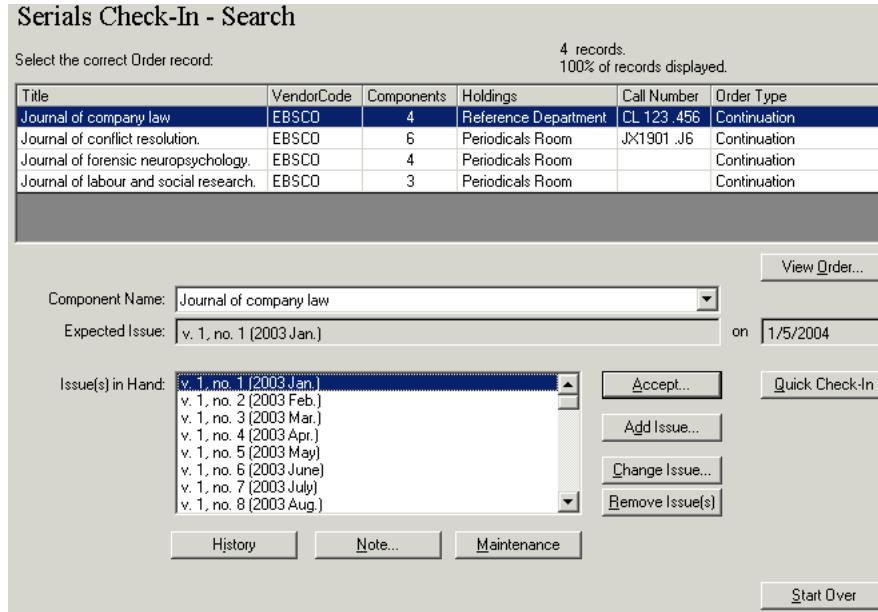
## **Serials Check-In Work Space**

The **Serials Check-In** work space ([Figure 9-1](#)) allows operators to check-in their serial issues. In addition to marking issues and accessing related information.



**Figure 9-1. Serials Check-In - Search work space**

Once a serial title is searched for and displayed (see [Searching for Serial Item Information](#) on [page 2-50](#)) the **Serials Check-In** work space contains the title(s) that match the search criteria and information about serial (see [Figure 9-2](#)).



**Figure 9-2.** Serials Check-In work space with a title displayed

The procedure for accessing the **Serials Check-In** work space and displaying a serial title is shown in [Procedure 9-1, Accessing and the Serials Check-In work space and displaying a serial title](#).



#### Procedure 9-1. Accessing and the Serials Check-In work space and displaying a serial title

Use the following to access the **Serials Check-In** work space and display a serial title.

1. Click the **Check-In** bar in the listbar on the **Acquisitions** work space.  
Result: The listbar displays the six Check-In activity options: Serials Check-In, Serials History, Subscription Maintenance, Search Routing Lists, New Publication Pattern and Search Publication Patterns.
2. Click the **Serials Check-In** button in the listbar or select **Check-In** from the **View** menu and then select **Serials History** from the cascading menu that opens. You can also press **Alt + V, C, H** on your keyboard.

---

Result: The **Serials Check-In** work space displays.

3. Search for a serial title, see [Procedure 2-10, Searching for and displaying Serial Information](#).

Result: A serial title displays in the **Serials Check-In** work space.

---

## Checking In Serials

---

Serials Check-In provides a way to receive, mark and manage your library's serials receipts.

On the **Serials Check-In** work space, the following functions are available: Accept, Add Issue, Change Issue, Remove Issue(s), Quick Check-In, access to the **Serials History** work space, **Subscription Maintenance** work space, the Purchase Order, and the **Check-In Note** dialog box.

For a serial copy, skipping an issue(s) automatically posts skipped issue(s) to the **Problems List** with System Claim as the mark reason. Likewise, a receipt less than the total number of serial issue copies automatically posts missing line copies to the **Problem List** with System Claim as the mark reason. See [Problems and Claims on page 11-1](#).

### Security for Working in Serials Check-In

---

To be authorized to work in the **Serials Check-In** work space, the **Serials Check-In** check box ([Figure 9-3](#)) must be selected in the **Profile Values** tab in the operator's Acquisitions/Serials Security Profile. See the *Voyager System Administration User's Guide* for more information.

If the **View-Only Serials Check-In** check box is selected on the **Profile** tab of an operator's Acquisitions/Serials Profile, the operator is able to view serials information, but the operator is not able to perform any functions. See the *Voyager System Administration User's Guide* for more information.

The screenshot shows the 'Edit Acquisition/Serials Profile' dialog box with the 'Profile Values' tab selected. The interface includes tabs for 'Profile Name', 'Operator', 'Profile Values' (which is active), 'Profile Values Cont.', and 'Locations'. The 'Profile Values' tab displays a grid of checkboxes grouped into four columns:

Column 1	Column 2	Column 3
<input checked="" type="checkbox"/> Add/Update Purchase Orders <input checked="" type="checkbox"/> Receive <input checked="" type="checkbox"/> Delete Purchase Orders <input type="checkbox"/> View-Only Purchase Orders <input checked="" type="checkbox"/> Approve Purchase Orders	<input checked="" type="checkbox"/> Add/Update Item <input checked="" type="checkbox"/> Delete Item <input type="checkbox"/> View-Only Item	<input checked="" type="checkbox"/> Add/Update Vendor <input checked="" type="checkbox"/> Delete Vendors <input type="checkbox"/> View-Only Vendors
<input checked="" type="checkbox"/> Serials Check-In <input type="checkbox"/> View-Only Serials Check-In	<input checked="" type="checkbox"/> Process Claims from Acquisitions <input checked="" type="checkbox"/> Process Claims from Serials Control <input type="checkbox"/> View-Only Problems and Claims Lists	
<input checked="" type="checkbox"/> Add/Update Serial Patterns <input type="checkbox"/> View-Only Serial Patterns <input checked="" type="checkbox"/> Delete Serial Patterns	<input checked="" type="checkbox"/> Attach Holding to any Bibliographic Record	

---

**Figure 9-3. Profile Values tab**

The procedure for checking in serials is shown in [Procedure 9-2, Checking In Serials](#), on page [9-5](#).



---

### **Procedure 9-2. Checking In Serials**

---

Use the following to check in serial issue(s).

1. From the **Serials Check-In** work space, search for and display a serial title (see [Searching for Serial Item Information](#) on page [2-50](#)).

Result: The **Serials Check-In - Search** work space expands displaying serial title information (see [Figure 9-4](#)).

**Serials Check-In - Search**

Select the correct Order record:

Title	VendorCode	Components	Holdings	Call Number	Order Type
Journal of company law	EBSCO	4	Reference Department	CL 123.456	Continuation
Journal of conflict resolution.	EBSCO	6	Periodicals Room	JX1901.J6	Continuation
Journal of forensic neuropsychology	EBSCO	4	Periodicals Room		Continuation
Journal of labour and social research.	EBSCO	3	Periodicals Room		Continuation

4 records.  
100% of records displayed.

Component Name:

Expected Issue:  on

Issue(s) in Hand:

**Figure 9-4. Serials Check-In - Search work space - expanded**

The Title, Vendor Code, Component Count, Holdings, Call Number, and Order Type of the order on which the serial(s) is listed displays in the list at the top of the **Check-In** work space. The MARC Bibliographic and Holdings record of the serial can be displayed using the ellipsis in the Title and Holdings columns.

**NOTE:**

The view of the MARC bibliographic record in the Acquisitions module displays and prints using the Unicode character set because MARC data is stored in the database as UTF-8 encoded, even though MARC data that appears elsewhere in the Acquisitions module displays in the Latin-1 character set.

For information about viewing and editing MARC records in Acquisitions, see [Viewing and Editing MARC Records \(Cataloging in Acquisitions\)](#) on page 13-1.

For information about sending the MARC record to a web server, see [http POST request - Sending the MARC record to a web server](#) on page 13-16.

**NOTE:**

The **Start Over** button in the lower right corner of the **Check-In** work space allows you to return to the initial **Serials Check-In Search** work space at any time.

2. Select the wanted serial record from the list at the top of the **Serials Check-In Search** work space.
3. Select the appropriate component from drop-down menu in the **Component Name** field.

The **Check-In Note** dialog box displays if a note is associated with the serial item. Depending on your Session Workflows settings, the check-in note either has to be closed before you can proceed, or you keep the check-in note displayed throughout the check-in process. This is determined by the **Use Persistent Check-In Notes** check box on the **Serials Check-In** tab of your Session Workflows. See [Serials Check-In Tab on page 19-13](#) for more information.

Result: The information updates for the component selected (see [Figure 9-5](#)). The next expected issue displays in the **Expected Issue** field. The date on which the issue is expected displays beside the **Expected Issue** field.

The enumeration/chronology of each predicted issue for the serial is listed in the **Issue(s) in Hand** field. If the **Display Copies Received/Counts in Issue in Hand** check box on the **Serials Check-In** tab of your Session Workflows is selected, the number of copies received out of the number of copies ordered display beside the enumeration/chronology information of each issue. See [Serials Check-In Tab on page 19-13](#) for more information.

**Serials Check-In - Search**

Select the correct Order record:

Title	VendorCode	Components	Holdings	Call Number	Order Type
Journal of company law	EBSCO	4	Reference Department	CL 123 .456	Continuation
Journal of conflict resolution.	EBSCO	6	Periodicals Room	JX1901 .J6	Continuation
Journal of forensic neuropsychology.	EBSCO	4	Periodicals Room		Continuation
Journal of labour and social research.	EBSCO	3	Periodicals Room		Continuation

4 records.  
100% of records displayed.

Component Name:   
 Expected Issue:  on

Issue(s) in Hand:

**Figure 9-5. Serials Check-In work space after component is selected**

4. Using the **Add Issue**, **Change Issue**, and **Remove Issue(s)** buttons, you can add, remove, or change issues on the **Issue(s) in Hand** list. For more information about these procedures, see [Adding an Issue](#) on [page 9-19](#), [Changing an Issue](#) on [page 9-20](#), and [Removing an Issue](#) on [page 9-20](#).
5. Select the issue(s) you want from the **Issue(s) in Hand** field. To select more than one issue, hold down the **Ctrl** key on your keyboard while selecting the issues.

There are two ways you can proceed to receive or mark your issue(s).

- Use the **Quick Check-In** button
- Use the **Accept** button

### The Quick Check-In button

This button allows you to receive all copies of the selected issue(s) with a single keystroke or click of the mouse, eliminating several steps in the serials check-in process. Since volume processing is a major concern, the elimination of these steps should greatly improve productivity and speed the delivery of new serial issues to your users.

- a. After you have selected one or more issues from the **Issue(s) in Hand** list, click the **Quick Check-In** button or press **Alt + Q** on your keyboard.

Result: All copies of the selected issues are received.

The **Route Serial Issue** dialog box displays if one or more routing list is assigned to the component (see [Routing Lists](#) on page 8-21).

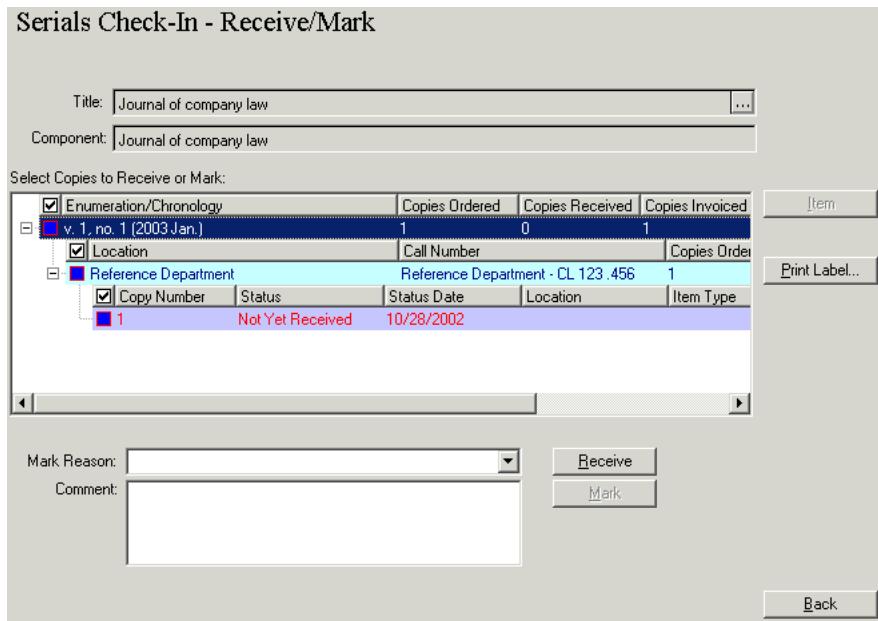
Item records are automatically created if the **Create Items** check box is selected on the **Component Details** tab for the component. If the **Show Item Record on Create** check box is selected on the **Item Creation** tab of your Session Workflows and only one copy is received, the item record automatically opens. If more than one copy is received, the item records created for the individual copies do not automatically display, even if the **Show Item Record on Create** check box is selected. Rather, you receive a message stating how many item records were created. Operators can select an individual issue to view its item record.

### The Accept button

If you want to have more control over the details of the reception process, you should use the **Accept** button. Using this button allows you to specify the individual copies of each issue to receive, allows you to go through with any item creation or routing list selection, and allows you to use Voyager's marking capabilities.

- a. After you have selected one or more issues from the Issue(s) in Hand list, click the **Accept** button or press **Alt + A** on your keyboard. (If the serial was previously claimed, a message displays, click **OK** to continue.)

Result: The **Serials Check-In - Receive/Mark** work space opens (see [Figure 9-6](#)).



**Figure 9-6.** Serials Check-In - Receive/Mark work space, hierarchy expanded

The title of the serial and the name of the component display in the **Title** and **Component** fields at the top of the screen. You can display the MARC bibliographic record by clicking the **ellipsis** button in the **Title** field.

**NOTE:**

The view of the MARC bibliographic record in the Acquisitions module displays and prints using the Unicode character set because MARC data is stored in the database as UTF-8 encoded, even though MARC data that appears elsewhere in the Acquisitions module displays in the Latin-1 character set.

For information about viewing and editing MARC records in Acquisitions, see [Viewing and Editing MARC Records \(Cataloging in Acquisitions\)](#) on [page 13-1](#). For information about sending the MARC record to a web server, see [http POST request - Sending the MARC record to a web server](#) on [page 13-16](#).

The issue you selected in the **Issue(s) in Hand** field displays in a tree structure or hierarchy in the **Select Copies to Receive or Mark** box in the center of the screen. Click the plus (+) signs to expand the levels of the

hierarchy and click the minus (-) signs to close the levels of the hierarchy. Each issue that you are receiving or marking has three levels in the hierarchy.

- The first level of the hierarchy displays the enumeration/chronology information of the issue, the number of copies ordered, received, and invoiced.
- The second level of the hierarchy displays the intended location(s) for the issue, the call number, the number of copies order, received, and invoiced.
- The third level of the hierarchy displays the individual copies for each location, including the copy number, the copy status (for example, Received Partial), status date (the time and date on which the status became active), the intended location for the copy, the item type and the item ID (these last two, item type and item ID, do not contain information until after the copy has been received and an item record has been created.)

**NOTE:**

Using your Session Workflows, you can have the hierarchy in the Select Copies to Receive or Mark box automatically open to the second level (Location level) or third level (Copy level). Choosing to expand the hierarchy to the Copy level might be more useful when checking in an issue because the Call Number can only be seen at the Copy level. See [Serials Check-In Tab](#) on page 19-13 for more information.

- b. Each level of the hierarchy has a box beside it. These boxes are used to select the copies that you want to receive or mark. If you want to specify which copies to receive for each location, at the third level of the hierarchy click the box beside each copy that you want to receive. If you want to receive all copies for a location, click the box beside the second level (the Location level) to select all the copies beneath that location. Or, if you want to select all copies for all locations, click the box beside the first level of the hierarchy.

To make it easier for you to see how many copies have been received, or how many copies are currently selected to be received or marked, the boxes beside the levels of the hierarchy are either half-full (if only some of the copies have been received, or if only some of the copies are selected to be received or marked) or completely full (if all of the copies have been received, or if all of the copies are selected to be received or marked).

**NOTE:**

Using your Session Workflows, you can have all copies for all locations for the selected component automatically selected to be received. This can be done using the **Auto-select All Copies during Receive** check box on the **Serials**

**Check-In** tab of your Session Workflows. See [Serials Check-In Tab on page 19-13](#) for more information.

If you are marking copies, skip to step [6](#).

### Receiving an Issue

- c. After you have selected the copies that you want to receive, click the **Receive** button or press **Alt + R** on your keyboard.

Result: What displays next depends on the specific item, your configuration relating to whether or not items are to be created, whether or not you do item maintenance, and if there is a routing list associated with this component.

- The **Serials Check-In Receive/Mark** work space displays the information of the issue you received if items are not created, item maintenance is not done, and there is no routing list associated with the component (see [Figure 9-7](#)).

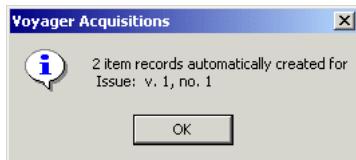
The screenshot shows the 'Serials Check-In - Receive/Mark' window. At the top, there are fields for 'Title' (Journal of company law) and 'Component' (Journal of company law (a)). Below these, a table lists 'Select Copies to Receive or Mark'. The table has columns: Enumeration/Chronology, Copies Ordered, Copies Received, Copies Invoiced, and Item. There are three rows: 1. Enumeration/Chronology (checkbox checked), Copies Ordered 1, Copies Received 1, Copies Invoiced 1, with a 'Print Label...' button. 2. v. 1, no. 6 (2003 June) (checkbox checked), Copies Ordered 1, Copies Received 1, Copies Invoiced 1. 3. Location (checkbox checked), Call Number, Copies Ordered. Below the table, there are 'Mark Reason:' and 'Comment:' dropdowns and text areas. At the bottom right are buttons for 'Receive', 'Continue', 'Mark', and 'Back'.

**Figure 9-7. Serials Check-In work space after receiving an issue**

- The newly-created item record displays if a single item record was created.

Item records are automatically created if the **Create Items** check box is selected on the **Component Details** tab for the component. Further, If the **Show Item Record on Create** check box is selected on the **Item Creation** tab of your Session Workflows and only one copy is received, the item record automatically opens. If more than one copy is received, the item records created for the individual copies do not automatically display, even if the **Show Item Record on Create** check box is selected. Rather, you receive a message stating how many item records were created.

---

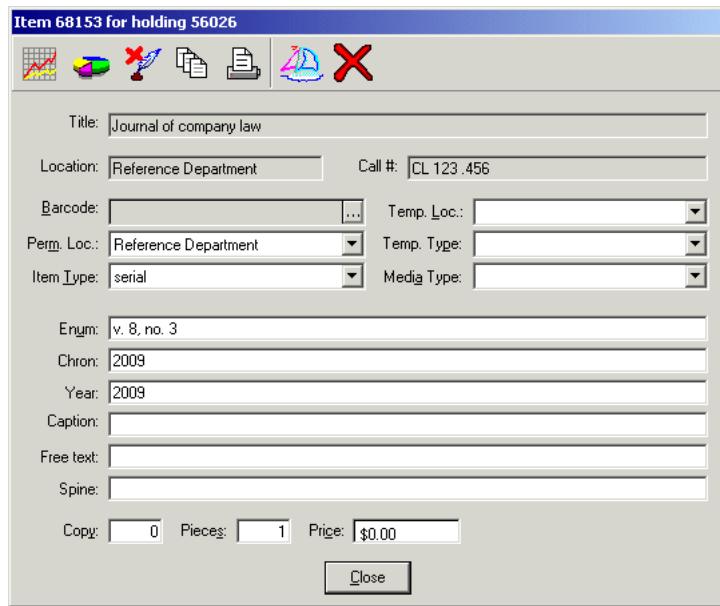


---

**Figure 9-8. Message stating item records were created**

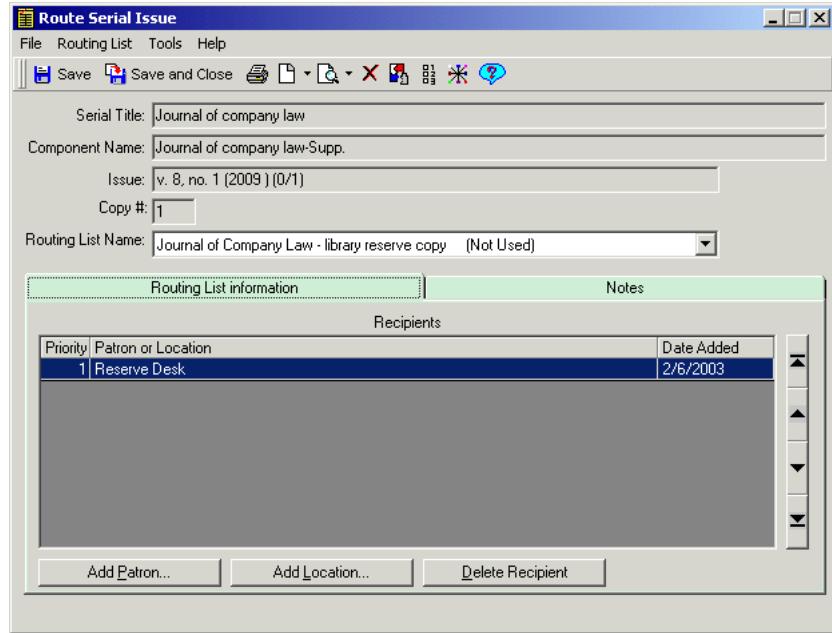
You can access the item record by selecting the copy from the hierarchy and then clicking the **Item** button that appears on the **Serials Check-In - Receiving/Marking** work space or pressing **Alt + I** on your keyboard. (see [Figure 9-9](#)).

Click the **Close** button and the **Serials Check-In Receive/Mark** work space displays the information of the issue you received.



**Figure 9-9.** Item record automatically created on receive

- The routing list associated with the component displays. After closing the **Route Serial Issue** dialog box (Figure 9-10), the newly-created item record displays if a single item record was created. Close the item record after adding needed information. The **Serials Check-In Receive/Mark** work space displays the information of the issue you received.



---

Figure 9-10. Routing list associate with a component

d. After clicking the **Receive** button, you are sent to one of three places:

- The initial **Serials Check-In** work space ([Figure 9-11](#)) for the component

**Serials Check-In - Receive/Mark**

Title:	Journal of company law	[...]																									
Component:	Journal of company law (a)																										
Select Copies to Receive or Mark:																											
<table border="1"> <thead> <tr> <th></th> <th>Copies Ordered</th> <th>Copies Received</th> <th>Copies Invoiced</th> <th>Item</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Enumeration/Chronology</td> <td>1</td> <td>1</td> <td>1</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> v. 1, no. 6 (2003 June)</td> <td>1</td> <td>1</td> <td>1</td> <td></td> </tr> <tr> <td>  <input checked="" type="checkbox"/> Location</td> <td>Call Number</td> <td></td> <td>Copies Order</td> <td></td> </tr> <tr> <td>  <input checked="" type="checkbox"/> Reference Department</td> <td>Reference Department - CL 123.456</td> <td>1</td> <td></td> <td></td> </tr> </tbody> </table>				Copies Ordered	Copies Received	Copies Invoiced	Item	<input checked="" type="checkbox"/> Enumeration/Chronology	1	1	1		<input checked="" type="checkbox"/> v. 1, no. 6 (2003 June)	1	1	1		<input checked="" type="checkbox"/> Location	Call Number		Copies Order		<input checked="" type="checkbox"/> Reference Department	Reference Department - CL 123.456	1		
	Copies Ordered	Copies Received	Copies Invoiced	Item																							
<input checked="" type="checkbox"/> Enumeration/Chronology	1	1	1																								
<input checked="" type="checkbox"/> v. 1, no. 6 (2003 June)	1	1	1																								
<input checked="" type="checkbox"/> Location	Call Number		Copies Order																								
<input checked="" type="checkbox"/> Reference Department	Reference Department - CL 123.456	1																									
Print Label...																											
Mark Reason:	<input type="button" value="Receive"/>																										
Comment:	<input type="button" value="Continue"/>																										
<input type="button" value="Mark"/>																											
<input type="button" value="Back"/>																											

**Figure 9-11.** Serials Check-In work space after receiving an issue

- The **Recap** work space ([Figure 9-12](#)) displays if the **Display Check-In Recap work space** check box is selected on the **Serials Check-In** tab of your Session Workflows. This work space allows you to review the issues you just received and view information about the next expected issue. If you want to stream-line the check-in process, you can choose to not have the **Recap** work space display. See [Serials Check-In Tab](#) on page 19-13 for more information.

**Serials Check-In - Receive/Mark**

Title:	Journal of company law	[...]
Component Name:	Journal of company law (a)	
Received Issue(s):	v. 1, no. 6 (2003 June)	
Next Expected Issue:	v. 1, no. 5 (2003 May)	
Date Expected:	[...]	<input type="button" value="Change Date"/>
<input type="button" value="Maintenance"/> <input type="button" value="History..."/> <input type="button" value="Continue"/> <input type="button" value="Done"/>		

**Figure 9-12.** Serials Check-In - Recap screen

- The **Receive/Mark** work space remains displayed after the issues have been received, if the **Perform Item Maintenance during Check-In** check box is selected on the **Serials Check-In** tab of your Session Workflows. This allows you to edit any item records that were created. When you want to proceed, click the **Continue** button or press **Alt + C** on your keyboard. See [Serials Check-In Tab](#) on [page 19-13](#) for more information.

The title of the serial and the name of the component display in the **Title** and **Component Name** fields at the top of the screen.

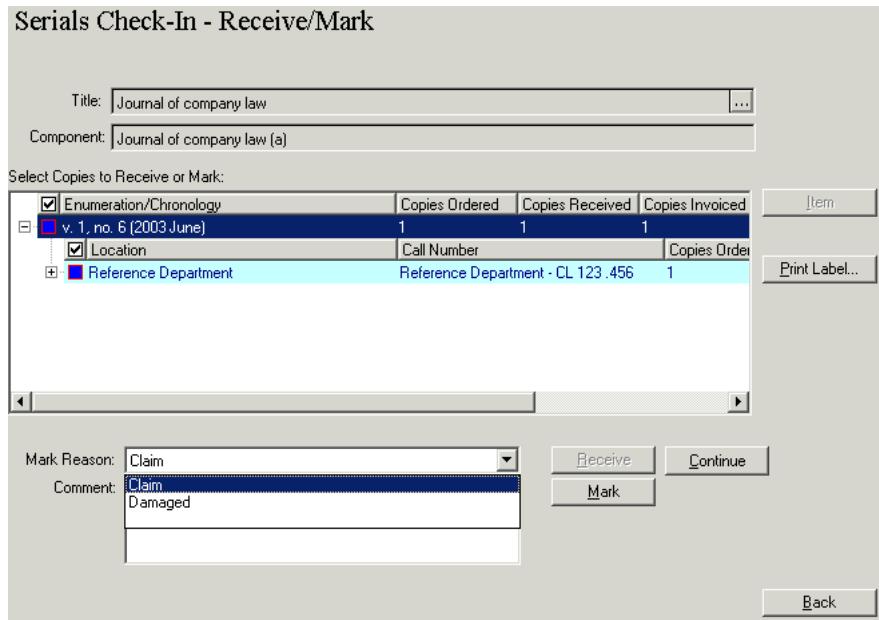
Result: The issue or issues you just received display in the **Received Issue(s)** field.

The next expected issue displays in the **Next Expected Issue** field. The date on which the next issue is expected displays in the **Date Expected** field. If you want to change the expected date for the next issue, click the **Change Date** button or press **Alt + G** on your keyboard.

- a. To display the **Subscription Maintenance** work space from the **Recap** work space, click the **Maintenance** button or press **Alt + M** on your keyboard.
- b. To display the **Serials History** work space from the **Recap** work space, click the **History** button or press **Alt + I** on your keyboard.
- c. To continue back to the check-in work space where you can select other issues to receive, click the **Continue** button or press **Alt + C** on your keyboard.
- d. If you are through checking in issues for the serial, click the **Done** button or press **Alt + D** on your keyboard to be sent back to the initial **Check-In** work space, where you can search for different serials.

### Marking an Issue

6. After you have selected the copies that you want to mark from the issue hierarchy,
  - a. Select a mark reason from the drop-down menu in the **Mark Reason** field (see [Figure 9-13](#)).



**Figure 9-13. Mark Reason drop-down list**

- b. Enter any additional comments in the **Comment** field.
- c. Click the **Mark** button or press **Alt + M** on your keyboard. The mark for the issue is then sent to the **Problems** work space, **Claimed Issues** tab. See [Claimed Issues tab on page 11-24](#) for more information.

Result: The issue is marked.

## Adding an Issue

---

You can add an issue before or after any of the issues listed in the **Issue(s) in Hand** field.



### Procedure 9-3. Adding an issue

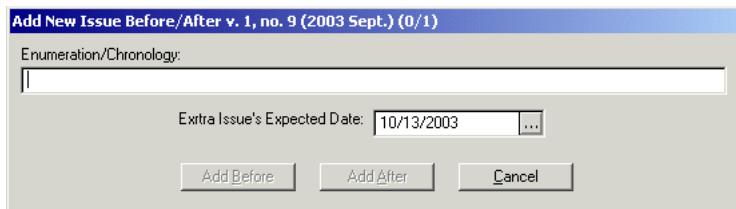
---

Use the following to add an issue before or after an issue listed in the **Issue(s) in Hand** field.

1. From the **Serials Check-In** work space, click the **Add Issue** button.

Result: The **Add New Issue** dialog box opens (see [Figure 9-14](#)).

---



---

**Figure 9-14. Add New Issue dialog box**

2. Enter the enumeration and chronology information of the issue in the **Enumeration/Chronology** field. Click the ellipsis in the **Extra Issue's Expected Date** field and select a date from the calendar.
3. To add the issue before the currently selected issue in the **Issue(s) in Hand** field, click the **Add Before** button or press **Alt + B** on your keyboard.

To add the issue after the selected issue, click the **Add After** button or press **Alt + A** on your keyboard.

To cancel the addition of the issue, click the **Cancel** button.

Result: The added issue displays in the appropriate position in the **Issue(s) in Hand** list.

---

---

## Changing an Issue

---

Operators can change the enumeration/chronology information of an issue.



### Procedure 9-4. Changing the enumeration/chronology of an issue

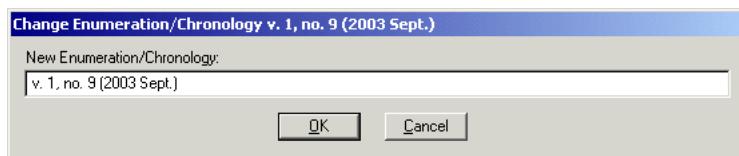
---

Use the following to change the enumeration/chronology information of an issue.

1. From the **Serials Check-In** work space, select an issue from the **Issue(s) in Hand** field and click the **Change Issue** button.

Result: The **Change Enumeration/Chronology** dialog box opens (see [Figure 9-15](#)).

---



---

**Figure 9-15. Change Enumeration/Chronology dialog box**

2. Enter the new enumeration and chronology for the issue in the **New Enumeration/Chronology** field and click the **OK** button. Or to cancel the enumeration/chronology change, click the **Cancel** button.

Result: If changed, the issue displays with the new enumeration/chronology in the **Issue(s) in Hand** list.

---

## Removing an Issue

---

Users can remove one or more issues from the **Issue(s) in Hand** list. The only issue that cannot be removed is the next expected issue.



### Procedure 9-5. Removing an issue from the Issues in Hand list

---

Use the following to remove one or more issues from the **Issue(s) in Hand** list.

1. From the **Serials Check-In** work space, select the issue(s) that you want to remove from the **Issue(s) in Hand** list. To select more than one issue, hold down the **Ctrl** key on your keyboard while selecting the multiple issues.
2. Click the **Remove Issue(s)** button.

Result: A confirmation message displays if you have selected to use the deletion reminder on the **Sounds and Animation** tab of your Session Preferences (see [Sounds and Animation Tab on page 18-14](#) for more information.) If you have not selected to use the deletion reminder option, you do not receive a confirmation message.

3. Click the **Yes** button or press **Alt + Y** on your keyboard to remove the issue. Click the **No** button or press **Alt + N** on your keyboard to cancel the deletion.

Result: If clicked **Yes** the issue is removed immediately from the **Issue(s) in Hand** list.

---

## Information Accessible from the Serials Check-In work space

---

A variety of related information can be accessed and displayed from the **Serials Check-In** work space after searching for a serial (see [Figure 9-16](#)).

**Serials Check-In - Receive/Mark**

Select the correct Order record:

Title	VendorCode	Components	Holdings	Call Number	Order Type
Journal of company law	EBSCO	4	Reference Department	CL 123 .456	Continuation
Journal of conflict resolution.	EBSCO	6	Periodicals Room	JX1901 .J6	Continuation
Journal of forensic neuropsychology.	EBSCO	4	Periodicals Room		Continuation
Journal of labour and social research.	EBSCO	3	Periodicals Room		Continuation

4 records.  
100% of records displayed.

Component Name:

Expected Issue:  on

Issue(s) in Hand:

**Figure 9-16. Serial Check-In work space**

Operators can do the following from this work space.

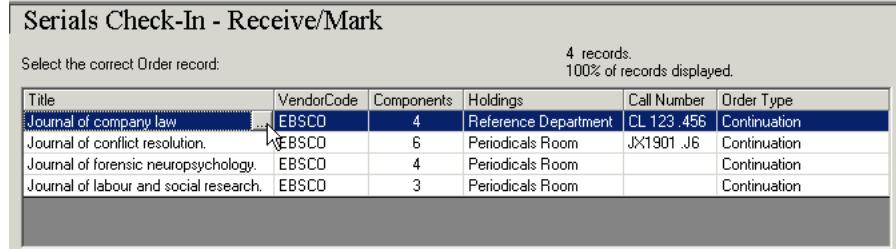
- View the MARC record
- View the Purchase Order
- Access the **Serials History** work space
- Access the **Subscription Maintenance** work space



#### Procedure 9-6. Viewing MARC Records

Use the following to view the MARC bibliographic record of the serial.

1. From the **Serials Check-In** work space, click on a title, then on the **ellipsis** in the Title column (see [Figure 9-17](#)).



---

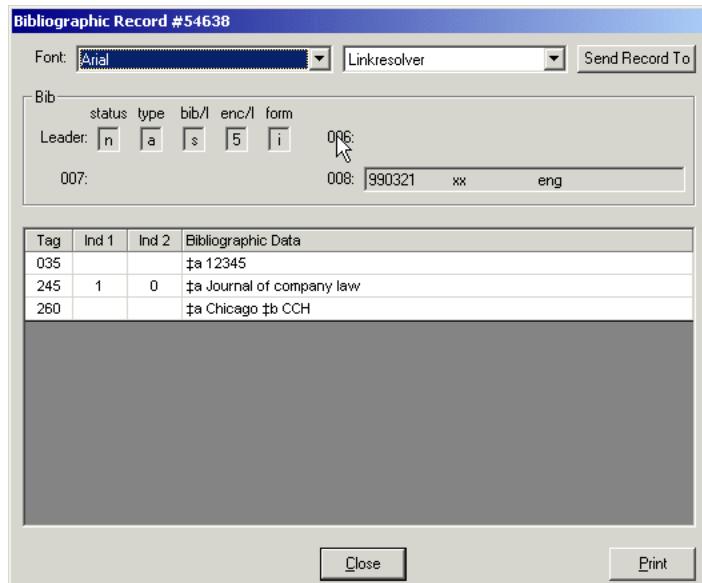
Figure 9-17. Accessing the MARC record

**NOTE:**

To view the MARC holding record, click the **ellipsis** in the Holdings column. The **Link to Holdings** dialog box opens. Select a location and click the **MARC** button on the **Link to Holdings** dialog box to view the MARC holdings record.

Result: The MARC record displays (see [Figure 9-18](#)).

---



---

Figure 9-18. MARC record

**NOTE:**

The view of the MARC bibliographic record in the Acquisitions module displays and prints using the Unicode character set because MARC data is stored in the database as UTF-8 encoded, even though MARC data that appears elsewhere in the Acquisitions module displays in the Latin-1 character set.

For information about viewing and editing MARC records in Acquisitions, see [Viewing and Editing MARC Records \(Cataloging in Acquisitions\)](#) on page 13-1.

For information about sending the MARC record to a web server, see [http POST request - Sending the MARC record to a web server](#) on page 13-16.



### Procedure 9-7. Viewing the Purchase Order

Use the to view the purchase order to which the serial is attached.

- From the **Serials Check-In** work space, click the **View Order** button or press **Alt + O** on your keyboard.

Result: The Purchase Order displays (see [Figure 9-19](#)).

The screenshot shows a software application window titled "Purchase Order: 257 - [Approved/Sent] on 2/6/2003". The window has a toolbar with icons for Save, Save and Close, Quick Line Item OFF, Base Currency, and various search and filter options. Below the toolbar is a menu bar with File, Order, Line Item, Tools, and Help. The main area is divided into several sections: "Header" (Order Number: 257, Type: Continuation, Site: Acquisitions; Vendor Code: EBSCO, Account: [empty], Status Date: 2/6/2003, 1 Line Items on Order); "Locations" (Ship To: [empty], Bill To: [empty]); "Amounts" (Line Item Subtotal: \$255.00, Other Charges: \$0.00, Total Order Amount: \$255.00; Currency Code: USD, Rate: 1); and a "Line Item" table at the bottom. The table has columns for Line #/Status, Title, Price (Adjustments), # of Copies, Location, Fund, and Line. One row is visible: "1 / Received Complete Journal of company law \$255.00 1 Reference Department Daryl's 2003 Ledger / Gene".

Figure 9-19. Purchase Order associated with this serial

See [Purchase Orders](#) on [page 6-2](#) for descriptions of each part of a purchase order.

---



### Procedure 9-8. View Serial History

---

Use the following to view the serial's history.

1. From the **Serials Check-In** work space, click the **History** button or press **Alt + I** on your keyboard.

Result: The **Serials History** work space displays (see [Figure 9-20](#)).

---

The screenshot shows the 'Serials History' window. At the top, there are input fields for Title (Journal of company law), Component Name (Journal of company law (a)), Location (Reference Department), and Call Number. To the right of these fields are buttons for 'Maintenance' and 'Holdings...'. Below the title bar is a navigation tab bar with 'Receipt History' (highlighted in green) and 'Claims History', 'Problem History', and 'Payment History' tabs. The main area is a table titled 'Issue Identification' showing received issues for volume 1. The table has columns for Issue Identification, Receive Date, Copies Received, Display in OPAC, and Collapse. The data is as follows:

Issue Identification	Receive Date	Copies Received	Display in OPAC	Collapse
+ v. 1, no. 7 (2003 July)	10/10/2003	1	Yes	No
+ v. 1, no. 6 (2003 June)	10/10/2003	1	Yes	No
+ v. 1, no. 5 (2003 May)	10/9/2003	1	Yes	No
+ v. 1, no. 4 (2003 Apr.)	10/9/2003	1	Yes	No
+ v. 1, no. 3 (2003 Mar.)	10/9/2003	1	Yes	No
+ v. 1, no. 2 (2003 Feb.)	10/9/2003	1	Yes	No
+ v. 1, no. 1 (2003 Jan.)	10/9/2003	1	Yes	No

At the bottom of the window are buttons for 'Edit issue...', 'Collapse', 'Display in OPAC', 'Unreceive', 'Item...', and 'Start Over'.

---

**Figure 9-20. Serials History work space**

The **Serials History** work space is where you can view the receipt history, claims history, problem history and payment history related to the serial. It also allows you to display or suppress received issues in Opac, collapse received issues to the MARC Holdings record, edit the subscription pattern, view the MARC

Bibliographic and Holdings record, edit the enumeration/chronology of a particular issue, unreceive serial issues, and access the item records of received issues. See [Serials History Information](#) on [page 9-28](#) for more information.

For information about viewing and editing MARC records in Acquisitions, see [Viewing and Editing MARC Records \(Cataloging in Acquisitions\)](#) on [page 13-1](#).

For information about sending the MARC record to a web server, see [http POST request - Sending the MARC record to a web server](#) on [page 13-16](#).

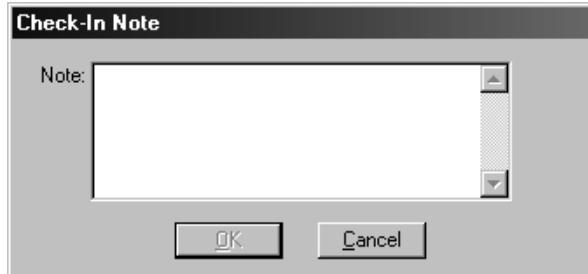


### Procedure 9-9. Adding or editing a Check-in Note for a Serial component

Use the following add a Check-in note to a serial component.

1. From the **Serials Check-In** work space, click the **Note** button or press **Alt + N** on your keyboard.

Result: The **Check-In Note** dialog box displays (see [Figure 9-21](#)).



**Figure 9-21. Check-In Note dialog box**

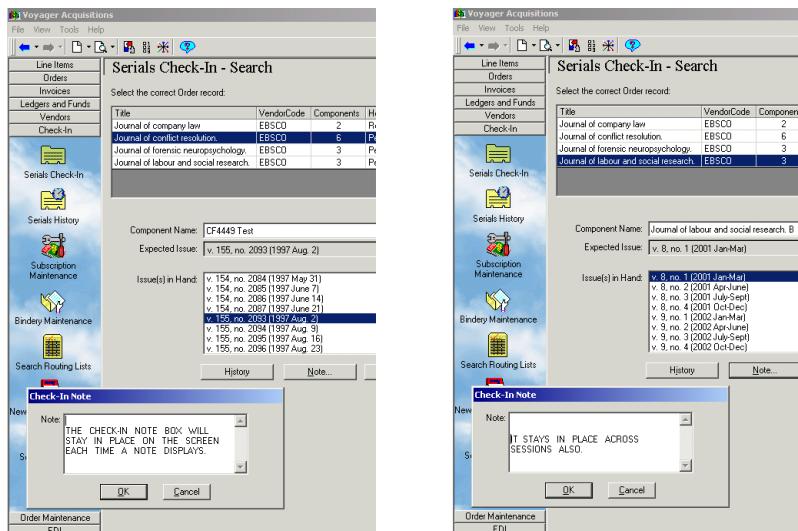
2. Enter information about the serial in the **Note** field. If a note already exists for the serial, edit the information in the **Note** field.
3. Click the **OK** button or press **Alt + O** to save and close the **Check-In Note** dialog box. Click the **Cancel** button to cancel the note and close the **Check-In Note** dialog box.

Result: If clicked **OK** the note is saved and the system returns to the **Serials Check-In** work space.

This note appears whenever the serial is retrieved for check-in. The check-in note has to be closed before the check-in process can proceed. However, if the **Use Persistent Check-In Notes** check box on the **Serials Check-In** tab of your Session Workflows is checked, the check-in note is displayed throughout the check-in process. See [Serials Check-In Tab](#) on [page 19-13](#) for more information.

Additionally, the placement of the **Check-In Note** dialog box on the screen remains in the same place each time a note displays, and across sessions (see [Figure 9-22](#)).

---



**Figure 9-22. The Check-In Note box stays in place each time a record opens**

---



### Procedure 9-10. Accessing the Subscription Maintenance work space

---

Use the following to access the **Subscription Maintenance** work space.

- From the **Serials Check-In** work space, click the **Maintenance** button or press **Alt + M** on your keyboard.

Result: The **Subscription Maintenance** work space displays (see [Figure 9-23](#)).

**Subscription Maintenance**

Title:	Journal of forensic neuropsychology.	[...]
Order Number:	EISISerial2	[...]
Vendor:	EBSCO PUBLISHING	[...]
Call Number:		Location:
Vendor Title #:		
Component:	Journal of forensic neuropsychology.	New

**Component Details** | Predictive Component Pattern | Non-Predictive Component Pattern | Routing Lists |

Component Name:	Journal of forensic neuropsychology.	Check-In Title <input checked="" type="checkbox"/>	Serials Check-in <input checked="" type="checkbox"/>
Category:	Basic		
Note:			
Create Items <input checked="" type="checkbox"/>	Default Item Type: serial		
Don't Claim <input type="checkbox"/>	Claim Interval (days): 1	Save	Delete

Start Over

**Figure 9-23. Subscription Maintenance work space**

From the **Subscription Maintenance** work space users can view and edit the components of the serial as well as any related routing lists. See [Subscription Maintenance work space](#) on page 8-2 for more information.

## Serials History Information

After searching for and displaying a serial's component, the **Serials History** work space ([Figure 9-24](#)) allows you to view information related to it, such as the history of received issues, the claims and problems associated with the component, and the history of payments for the issues of the component. In addition, the **Serials History** work space enables you to edit the enumeration and chronology of a received issue, collapse issues on the MARC Holdings record, specify whether or not to display an issue in the OPAC, unreceive a serial issue, generate claims, cancellations and returns, and much more.

**Serials History**

Title: <input type="text" value="Journal of company law"/>	<input type="button" value="..."/>	<input type="button" value="Maintenance"/>																																																												
Component Name: <input type="text" value="Journal of company law"/>	<input type="button" value="▼"/>	<input type="button" value="Holdings..."/>																																																												
Location: <input type="text" value="Reference Department"/>	<input type="button" value="▼"/>	<input type="button" value="Holdings..."/>																																																												
Call Number: <input type="text"/>	<input type="button" value="▼"/>																																																													
<b>Receipt History</b> <a href="#">Claims History</a> <a href="#">Problem History</a> <a href="#">Payment History</a>																																																														
<table border="1"><thead><tr><th colspan="2">Issue Identification</th><th>Receive Date</th><th>Copies Received</th><th>Display in OPAC</th><th>Collapse</th></tr></thead><tbody><tr><td colspan="2">v. 1, no. 3 (2003 Mar.)</td><td>10/9/2003</td><td>1</td><td>Yes</td><td>No</td></tr><tr><td>Copy #</td><td>Status</td><td>Status Date</td><td>Location Name</td><td>Item Type</td><td>Item ID</td></tr><tr><td>1</td><td>Received Partial</td><td>10/28/2002</td><td>Reference Department</td><td>serial</td><td>68159</td></tr><tr><td colspan="2">v. 1, no. 2 (2003 Feb.)</td><td>10/9/2003</td><td>1</td><td>Yes</td><td>No</td></tr><tr><td>Copy #</td><td>Status</td><td>Status Date</td><td>Location Name</td><td>Item Type</td><td>Item ID</td></tr><tr><td>1</td><td>Received Partial</td><td>10/28/2002</td><td>Reference Department</td><td>serial</td><td>68155</td></tr><tr><td colspan="2">v. 1, no. 1 (2003 Jan.)</td><td>10/9/2003</td><td>1</td><td>Yes</td><td>No</td></tr><tr><td>Copy #</td><td>Status</td><td>Status Date</td><td>Location Name</td><td>Item Type</td><td>Item ID</td></tr><tr><td>1</td><td>Received Partial</td><td>10/28/2002</td><td></td><td></td><td>no item</td></tr></tbody></table>			Issue Identification		Receive Date	Copies Received	Display in OPAC	Collapse	v. 1, no. 3 (2003 Mar.)		10/9/2003	1	Yes	No	Copy #	Status	Status Date	Location Name	Item Type	Item ID	1	Received Partial	10/28/2002	Reference Department	serial	68159	v. 1, no. 2 (2003 Feb.)		10/9/2003	1	Yes	No	Copy #	Status	Status Date	Location Name	Item Type	Item ID	1	Received Partial	10/28/2002	Reference Department	serial	68155	v. 1, no. 1 (2003 Jan.)		10/9/2003	1	Yes	No	Copy #	Status	Status Date	Location Name	Item Type	Item ID	1	Received Partial	10/28/2002			no item
Issue Identification		Receive Date	Copies Received	Display in OPAC	Collapse																																																									
v. 1, no. 3 (2003 Mar.)		10/9/2003	1	Yes	No																																																									
Copy #	Status	Status Date	Location Name	Item Type	Item ID																																																									
1	Received Partial	10/28/2002	Reference Department	serial	68159																																																									
v. 1, no. 2 (2003 Feb.)		10/9/2003	1	Yes	No																																																									
Copy #	Status	Status Date	Location Name	Item Type	Item ID																																																									
1	Received Partial	10/28/2002	Reference Department	serial	68155																																																									
v. 1, no. 1 (2003 Jan.)		10/9/2003	1	Yes	No																																																									
Copy #	Status	Status Date	Location Name	Item Type	Item ID																																																									
1	Received Partial	10/28/2002			no item																																																									
<input type="button" value="Edit Issue..."/> <input type="button" value="Collapse"/> <input type="button" value="Display in OPAC"/> <input type="button" value="Unreceive"/> <input type="button" value="Item..."/> <input type="button" value="Start Over"/>																																																														

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**Figure 9-24.** Serials History work space

Four tabs display on the **Serials History - Details** work space:

- **Receipt History** tab, see [Receipt History Tab](#) on [page 9-34](#)
- **Claims History** tab, see [Claims History Tab](#) on [page 9-49](#)
- **Problems History** tab, see [Problem History Tab](#) on [page 9-51](#)
- **Payment History** tab, see [Payment History Tab](#) on [page 9-53](#)

---

### Accessing the Serials History work space

---

To display the **Serials History** work space click the **Serials History** button ([Figure 9-25](#)) in the **Check-In** bar.

---



---

**Figure 9-25.** Serials History button

You can also access this work space when checking in issues of a serial component on the **Serials Check-In** work space by clicking the **History** button ([Figure 9-25](#)) or pressing **Alt + H** on your keyboard to display the serials history for the selected component.

The screenshot shows the 'Serials Check-In' window. At the top, it says 'Select the correct Order record:' followed by '4 records. 100% of records displayed.' Below this is a table with columns: Title, VendorCode, Components, Holdings, Call Number, and Order Type. The data in the table is as follows:

Title	VendorCode	Components	Holdings	Call Number	Order Type
Journal of company law	EBSCO	4	Reference Department	CL 123.456	Continuation
Journal of conflict resolution.	EBSCO	6	Periodicals Room	JX1901.J6	Continuation
Journal of forensic neuropsychology	EBSCO	4	Periodicals Room		Continuation
Journal of labour and social research.	EBSCO	3	Periodicals Room		Continuation

Below the table, there are input fields for 'Component Name' (set to 'Journal of company law (a)'), 'Expected Issue' ('v. 1, no. 9 (2003 Sept.)'), and a date ('on 9/5/2004'). To the right of these fields is a 'View Order...' button. Further down, there is a list box titled 'Issue(s) in Hand' containing several issue entries, with the first one ('v. 1, no. 9 (2003 Sept.) [0/1]') highlighted. To the right of the list box are four buttons: 'Accept...', 'Quick Check-In', 'Add Issue...', and 'Change Issue...'. Below the list box is a 'Remove Issues(s)' button. At the bottom of the window are three buttons: 'History' (which has a mouse cursor over it), 'Note...', and 'Maintenance'. On the far right is a 'Start Over' button.

**Figure 9-26. History button**

The procedure for accessing and viewing a serial's history is shown in [Procedure 9-11, Accessing and viewing the Serials History of a Record](#), on page [9-30](#).



#### Procedure 9-11. Accessing and viewing the Serials History of a Record

Use the following to access and view the serials history of a record.

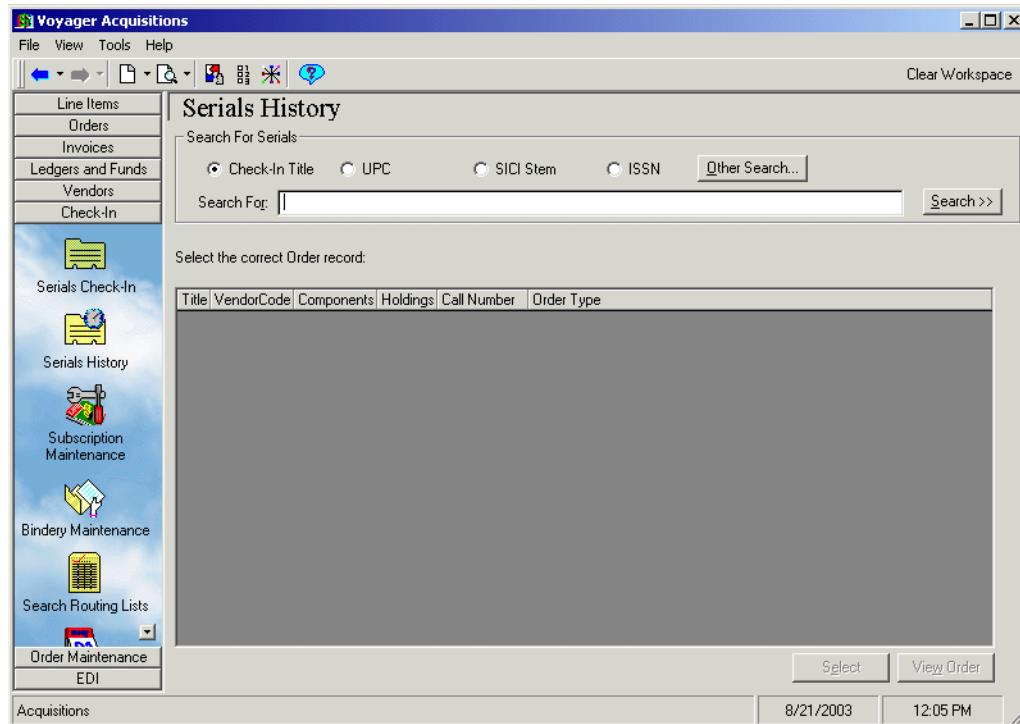
1. Click the **Check-In** bar in the listbar on the **Acquisitions** work space.

**Result:** The listbar displays the six Check-In activity options: Serials Check-In, Serials History, Subscription Maintenance, Search Routing Lists, New Publication Pattern and Search Publication Patterns.

2. Click the **Serials History** button in the listbar or select **Check-In** from the **View** menu and then select **Serials History** from the cascading menu that opens. You can also press **Alt + V, C, H** on your keyboard.

Result: The **Serials History** work space displays (see [Figure 9-27](#)).

---



---

**Figure 9-27.** Serials History screen

3. Search for and display a serial item. See [Searching for and displaying Serial Information on page 2-53](#).

Result: The **Serials History** work space expands to include a list of matching serial records (see [Figure 9-28](#)).

**Serials History**

Search For Serials

Check-In Title    UPC    SICI Stem    ISSN    Other Search...

Search For:

Select the correct Order record:   4 records.  
100% of records displayed.

Title	VendorCode	Components	Holdings	Call Number	Order Type
Journal of company law	EBSCO	4	Reference Departm	CL 123 .456	Continuation
Journal of conflict resolution.	EBSCO	6	Periodicals Room	JX1901 .J6	Continuation
Journal of forensic neuropsychology	EBSCO	4	Periodicals Room		Continuation
Journal of labour and social research	EBSCO	3	Periodicals Room		Continuation

**Figure 9-28. Serials History - expanded**

4. Select the wanted title and click the **Select** button or press **Alt + E** on your keyboard to view the **Serials History - Details** work space.

Result: The **Serials History - Details** work space displays (see [Figure 9-29](#)).

**NOTE:**

If there is a single record that matches the search criteria the **Serials History - Details** work space displays immediately.

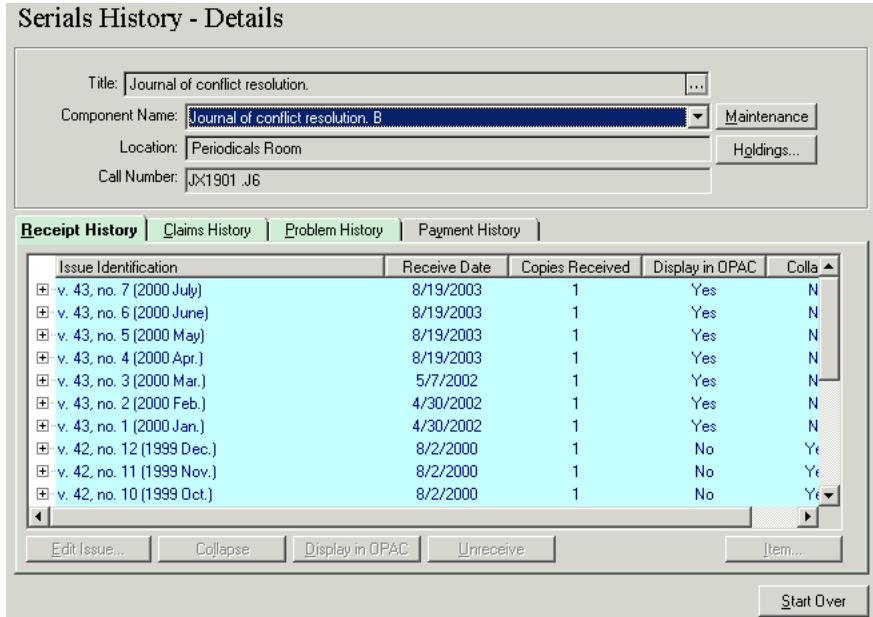


Figure 9-29. Serials History - Details work space

The **Title** field at the top of the work space displays the title of the serial. You can click the **ellipsis** button in the **Title** field to display the MARC Bibliographic record.

**NOTE:**

The view of the MARC bibliographic record in the Acquisitions module displays and prints using the Unicode character set because MARC data is stored in the database as UTF-8 encoded, even though MARC data that appears elsewhere in the Acquisitions module displays in the Latin-1 character set.

For information about viewing and editing MARC records in Acquisitions, see [Viewing and Editing MARC Records \(Cataloging in Acquisitions\)](#) on [page 13-1](#).

For information about sending the MARC record to a web server, see [http POST request - Sending the MARC record to a web server](#) on [page 13-16](#).

The component that is earliest alphabetically displays in the **Component Name** field. The **Location** field at the top of the **Serials History** work space defaults to the first location. Additionally, the call number displays in the **Call Number** field. You can change the component and the location for which you want to view the history by selecting from the drop-down menus in the **Component Name** field and **Location** field. The history is changed to reflect the new choices.

To display the **Subscription Maintenance** work space to edit the component, click the **Maintenance** button beside the **Component Name** field or by press **Alt + M** on your keyboard. To display the Holdings record associated with the location, click the **Holdings** button or press **Alt + O** on your keyboard. MARC Holdings records can automatically be opened in the Cataloging module from the Acquisitions module.

For information about viewing and editing MARC records in Acquisitions, see [Viewing and Editing MARC Records \(Cataloging in Acquisitions\) on page 13-1](#). For information about sending the MARC record to a web server, see [http POST request - Sending the MARC record to a web server on page 13-16](#).

## Receipt History Tab

[Figure 9-30](#) displays the **Receipt History** tab.

From this tab operators can edit the enumeration/chronology of received issues, collapse issues, determine if the issues should display in OPAC, and unreceive issues.

**Serials History**

Title:	Journal of company law	...			
Component Name:	Journal of company law	Maintenance			
Location:	Reference Department	Holdings...			
Call Number:					
<b>Receipt History</b> <a href="#">Claims History</a> <a href="#">Problem History</a> <a href="#">Payment History</a>					
Issue Identification		Receive Date	Copies Received	Display in OPAC	Collapse
v. 1, no. 3 (2003 Mar.)		10/9/2003	1	Yes	No
Copy #	Status	Status Date	Location Name	Item Type	Item ID
1	Received Partial	10/28/2002	Reference Department	serial	68159
v. 1, no. 2 (2003 Feb.)		10/9/2003	1	Yes	No
Copy #	Status	Status Date	Location Name	Item Type	Item ID
1	Received Partial	10/28/2002	Reference Department	serial	68155
v. 1, no. 1 (2003 Jan.)		10/9/2003	1	Yes	No
Copy #	Status	Status Date	Location Name	Item Type	Item ID
1	Received Partial	10/28/2002			no item
<a href="#">Edit Issue...</a> <a href="#">Collapse</a> <a href="#">Display in OPAC</a> <a href="#">Unreceive</a> <a href="#">Item...</a>					
<a href="#">Start Over</a>					

**Figure 9-30.** Receipt History tab

The **Receipt History** tab displays information about issues that have been received. In addition, you can edit the enumeration/chronology of a received issue, collapse issues to the MARC Holdings record, specify whether or not to display an issue in the OPAC, and unreceive a serial issue. Click the plus (+) signs to expand the levels of the hierarchy and click the minus (-) signs to close the levels of the hierarchy.

- For each issue, the first level of the hierarchy displays the enumeration/chronology, the date on which the issue was received, the number of copies received, whether or not the issue is displayed in OPAC, and whether or not the issue has been collapsed to the MARC Holdings record.
- The second level of the hierarchy displays information about the individual copies of the issue, including the copy number, the copy status (for example, Received Partial), the date on which the status was applied, the intended location for the copy, the item type and the item ID (these last two, item type and item ID, contain information only if an item record has been created.)

### **Editing an Issue**

Users can edit the issue's enumeration/chronology information if wanted. This allows the issue to display differently in the OPAC.



#### **Procedure 9-12. Editing Enumeration/Chronology of an Issue**

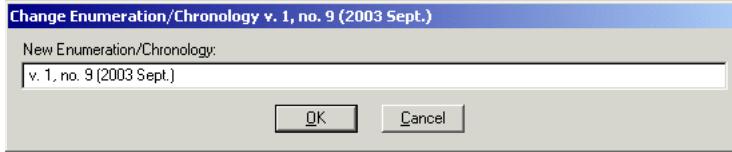
---

Use the following to edit an issue.

1. From the **Receipt History** tab, select the issue that you want to modify. You must select this first level (rather than the second level, which is the copy level) in order for the **Edit Issue** button to be available.

Result: The issue information displays on the first level of the hierarchy.

2. Click the **Edit Issue** button or press **Alt + E** on your keyboard. The **Change Enumeration/Chronology** dialog box opens (see [Figure 9-31](#)).



**Figure 9-31. Change Enumeration/Chronology dialog box**

Enter the new enumeration and chronology for the issue in the **New Enumeration/Chronology** field and click the **OK** button. To cancel the enumeration/chronology change, click the **Cancel** button.

Result: The issue then displays with the new enumeration/chronology on the **Receipt History** tab.

### Serial Issues Collapsing

After serial issues have been received, they can be collapsed to the MARC Holdings record for their location.

Also, the number of copies that have been received for a particular issue (Copies Received column of the first level in the hierarchy) does not effect how the issue is collapsed to the MARC Holdings record.

When an issue is collapsed, specific fields are created and added to the MARC Holdings record. These specific fields are created according to the type of component the issue belongs to (basic, supplementary, or index) and whether the component is predictive or non-predictive. The following table lists the specific fields that are created on the MARC Holdings record according to the issue's component and predictive properties:

	Predictive	Non-predictive
<b>Basic</b>	853, 863	866
<b>Supplementary</b>	854, 864	867
<b>Index</b>	855, 865	868

Fields 853-855 contain the subscription pattern for the predictive component.

Fields 863-865 contain the enumeration and chronology of the received issue(s). For example, if you collapse an issue belonging to a basic component type, the enumeration and chronology of that issue appear in the 863 field on the MARC Holdings record.

Fields 866-868 contain the caption assigned to an unpredictable issue.

**NOTE:**

If you simultaneously collapse multiple issues of a specific component type, the enumeration and chronology of those issues are summarized in the applicable field 863, 864, or 865, if the component type is predictive. However, each non-predictive issue gets one 866, 867, or 868.

The procedure for collapsing serial issues to the MARC Holdings record is shown in [Procedure 9-13, Collapse Serial Issues to the MARC Holdings Record](#), on page [9-37](#).



### Procedure 9-13. Collapse Serial Issues to the MARC Holdings Record

---

Use the following to collapse serial issues to the MARC Holdings record.

1. From the **Receipt History** tab, click one or more issues to enable the **Collapse** button. You must select this first level (rather than the second level, which is the copy level) in order for the **Collapse** button to be available.

Result: The issue information displays on the first level of the hierarchy (see [Figure 9-32](#)).

---

Receipt History					
Claims History					
Problem History					
Copy #	Status	Status Date	Location Name	Item Type	Item ID
1	Received Partial	10/28/2002		no item	
+ v. 1, no. 7 (2003 July)		10/10/2003	1	Yes	No
+ v. 1, no. 6 (2003 June)		10/10/2003	1	Yes	No
+ v. 1, no. 5 (2003 May)		10/9/2003	1	Yes	No
+ v. 1, no. 4 (2003 Apr.)		10/9/2003	1	Yes	No

---

Figure 9-32. Issues selected to collapse

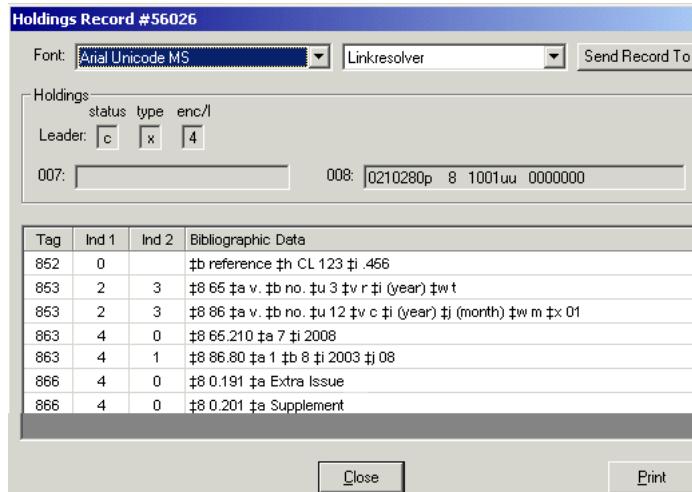
---

**OPTIONAL:**

2. *Display the MARC Holdings record.*
  - a. Click the **Holding** button beside the **Location** field at the top of the screen.  
*Result: The **Link to Holdings** dialog box opens.*
  - b. Click the location to enable the **MARC...** button.
  - c. Click the **MARC...** button to display the MARC Holdings record.

*Result: The associated MARC Holdings record is shown in [Figure 9-33](#). Close this dialog box by clicking the **Close** button.*

---



---

**Figure 9-33. MARC Holdings Record**

3. Click the **Collapse** button or press **Alt + L** on your keyboard to collapse the issue(s) to the MARC Holdings record.

*Result: The Collapsed status toggles to Yes for the collapsed issue(s) (see [Figure 9-34](#)).*

Receipt History		Claims History	Problem History	Payment History
Issue Identification	Receive Date	Copies Received	Display in OPAC	Collapsed
+ v. 1, no. 8 (2003 Aug.)	10/10/2003	1	No	Yes
+ v. 1, no. 7 (2003 July)	10/10/2003	1	Yes	No
- v. 1, no. 6 (2003 June)	10/10/2003	1	No	Yes
Copy # Status	Status Date	Location Name	Item Type	Item ID
1 Received Partial	10/28/2002			no item
- v. 1, no. 5 (2003 May)	10/9/2003	1	No	Yes
Copy # Status	Status Date	Location Name	Item Type	Item ID
1 Received Partial	10/28/2002			no item
- v. 1, no. 4 (2003 Apr.)	10/9/2003	1	No	Yes
Copy # Status	Status Date	Location Name	Item Type	Item ID

**Figure 9-34. Receipt History tab after collapsing issues****OPTIONAL:**

4. *Display the MARC Holdings record.*
  - a. Click the **Holding** button beside the **Location** field at the top of the screen.  
*Result: The **Link to Holdings** dialog box opens.*
  - b. Click the location to enable the **MARC...** button.
  - c. Click the **MARC...** button to display the MARC Holdings record.

*Result: The MARC Holdings Record has a new 853-863 pair (see [Figure 9-35](#)). Close this dialog box by clicking the **Close** button.*

**Holdings Record #56026**

Font:	Arial Unicode MS	Linkresolver	Send Record To																																								
Holdings																																											
Leader:	c	x	4																																								
007:	008: 0210280p 8 1001uu 0000000																																										
<table border="1"> <thead> <tr> <th>Tag</th> <th>Ind 1</th> <th>Ind 2</th> <th>Bibliographic Data</th> </tr> </thead> <tbody> <tr> <td>852</td> <td>0</td> <td></td> <td>#b reference #\$ CL 123 #i .456</td> </tr> <tr> <td>853</td> <td>2</td> <td>3</td> <td>#\$ 65 #a v. #b no. #u 3 #v r #i (year) #w t</td> </tr> <tr> <td>853</td> <td>2</td> <td>3</td> <td>#\$ 86 #a v. #b no. #u 12 #v c #i (year) #j (month) #w m #x 01</td> </tr> <tr> <td>863</td> <td>4</td> <td>0</td> <td>#\$ 86.210 #a 7 #i 2008</td> </tr> <tr> <td>863</td> <td>4</td> <td>1</td> <td>#\$ 86.80 #a 1 #b 8 #i 2003 #j 08</td> </tr> <tr> <td>863</td> <td>4</td> <td>1</td> <td>#\$ 86.10 #a 1 #b 1 #i 2003 #j 01</td> </tr> <tr> <td>863</td> <td>4</td> <td>0</td> <td>#\$ 86.60 #a 1 #b 4-6 #i 2003 #j 04-06</td> </tr> <tr> <td>866</td> <td>4</td> <td>0</td> <td>#\$ 0.191 #a Extra Issue</td> </tr> <tr> <td>866</td> <td>4</td> <td>0</td> <td>#\$ 0.201 #a Supplement</td> </tr> </tbody> </table>				Tag	Ind 1	Ind 2	Bibliographic Data	852	0		#b reference #\$ CL 123 #i .456	853	2	3	#\$ 65 #a v. #b no. #u 3 #v r #i (year) #w t	853	2	3	#\$ 86 #a v. #b no. #u 12 #v c #i (year) #j (month) #w m #x 01	863	4	0	#\$ 86.210 #a 7 #i 2008	863	4	1	#\$ 86.80 #a 1 #b 8 #i 2003 #j 08	863	4	1	#\$ 86.10 #a 1 #b 1 #i 2003 #j 01	863	4	0	#\$ 86.60 #a 1 #b 4-6 #i 2003 #j 04-06	866	4	0	#\$ 0.191 #a Extra Issue	866	4	0	#\$ 0.201 #a Supplement
Tag	Ind 1	Ind 2	Bibliographic Data																																								
852	0		#b reference #\$ CL 123 #i .456																																								
853	2	3	#\$ 65 #a v. #b no. #u 3 #v r #i (year) #w t																																								
853	2	3	#\$ 86 #a v. #b no. #u 12 #v c #i (year) #j (month) #w m #x 01																																								
863	4	0	#\$ 86.210 #a 7 #i 2008																																								
863	4	1	#\$ 86.80 #a 1 #b 8 #i 2003 #j 08																																								
863	4	1	#\$ 86.10 #a 1 #b 1 #i 2003 #j 01																																								
863	4	0	#\$ 86.60 #a 1 #b 4-6 #i 2003 #j 04-06																																								
866	4	0	#\$ 0.191 #a Extra Issue																																								
866	4	0	#\$ 0.201 #a Supplement																																								
<input type="button" value="Close"/>		<input type="button" value="Print"/>																																									

**Figure 9-35. MARC Holdings Record after collapsing issues**

**NOTE:**

When an issue is collapsed, it is automatically suppressed from OPAC display (Display in OPAC status toggles to No). The operator may change the Display in OPAC status back to Yes after the issue has been collapsed, see [Display In OPAC on page 9-43](#).

### Re-collapsing Serial Issues

You can also re-collapse an issue or multiple issues. However, with every collapse new fields are created and added to the MARC Holdings record. You must display the MARC Holdings record through Cataloging to edit or delete any of these fields. For information about viewing and editing MARC records in Acquisitions, see [Viewing and Editing MARC Records \(Cataloging in Acquisitions\) on page 13-1](#). For information about sending the MARC record to a web server, see [http POST request - Sending the MARC record to a web server on page 13-16](#).



### Procedure 9-14. Recollapsing serials issues

In [Procedure 9-13, Collapse Serial Issues to the MARC Holdings Record](#), issues 4-6 were collapsed. In this example issues 4-8 are re-collapsed.

Use the following to re-collapse serial issues.

- From the **Receipt History** tab, click one or more issues to enable the **Collapse** button. You must select this first level (rather than the second level, which is the copy level) in order for the **Collapse** button to be available.

Result: The issue information displays on the first level of the hierarchy (see [Figure 9-36](#)).

---

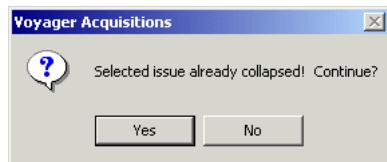
Receipt History		Claims History		Problem History	
Issue Identification		Receive Date		Copies Received	
+ v. 1, no. 8 (2003 Aug.)		10/10/2003	1	No	Yes
+ v. 1, no. 7 (2003 July)		10/10/2003	1	Yes	No
+ v. 1, no. 6 (2003 June)		10/10/2003	1	No	Yes
Copy #	Status	Status Date	Location Name	Item Type	Item ID
1	Received Partial	10/28/2002		no item	
+ v. 1, no. 5 (2003 May)		10/9/2003	1	No	Yes
Copy #	Status	Status Date	Location Name	Item Type	Item ID
1	Received Partial	10/28/2002		no item	
+ v. 1, no. 4 (2003 Apr.)		10/9/2003	1	No	Yes
Copy #	Status	Status Date	Location Name	Item Type	Item ID

Buttons at the bottom: Edit Issue..., Collapse, Display in OPAC, Unreceive, Item...

**Figure 9-36. Issues selected to re-collapse**

- Click the **Collapse** button or press **Alt + L** on your keyboard to collapse the issue(s) to the MARC Holdings record.

Result: A message indicating the issue is already collapsed displays (see [Figure 9-37](#)).



**Figure 9-37.** Confirmation of re-collapsing message

3. Click **Yes** to continue with re-collapsing, click **No** to stop.

**Result:** If clicked **Yes**, the Collapsed status toggles to **Yes** for the collapsed issue(s) ([Figure 9-38](#)) and they are re-collapsed.

Receipt History					Claims History	Problem History	Payment History
Issue Identification	Receive Date	Copies Received	Display in OPAC	Collapsed			
[+] v. 1, no. 8 (2003 Aug.)	10/10/2003	1	No	Yes			
[+] v. 1, no. 7 (2003 July)	10/10/2003	1	No	Yes			
[+] v. 1, no. 6 (2003 June)	10/10/2003	1	No	Yes			
Copy # Status	Status Date	Location Name	Item Type	Item ID			
1 Received Partial	10/28/2002			no item			
[+] v. 1, no. 5 (2003 May)	10/9/2003	1	No	Yes			
Copy # Status	Status Date	Location Name	Item Type	Item ID			
1 Received Partial	10/28/2002			no item			
[+] v. 1, no. 4 (2003 Apr.)	10/9/2003	1	No	Yes			
Copy # Status	Status Date	Location Name	Item Type	Item ID			

**Figure 9-38.** Receipt History tab after re-collapsing

#### OPTIONAL:

4. Display the MARC Holdings record.

- a. Click the **Holding** button beside the **Location** field at the top of the screen.

**Result:** The **Link to Holdings** dialog box opens.

- b. Click the location to enable the **MARC...** button.

- c. Click the **MARC...** button to display the MARC Holdings record.

**Result:** The MARC Holdings Record has a new 853-863 pair (see [Figure 9-39](#)). Close this dialog box by clicking the **Close** button.

**Holdings Record #56026**

Font: Arial Unicode MS | Linkresolver | Send Record To

Holdings

status	type	enc/l
c	x	4

Leader: 007: [ ] 008: 0210280p 8 1001uu 0000000

Bibliographic Data

Tag	Ind 1	Ind 2	Data
852	0		‡b reference ‡h CL 123 ¶.456
853	2	3	‡8 66 ‡a v. ‡b no. ‡u 3 ‡v r ‡i (year) ‡w t
853	2	3	‡8 66 ‡a v. ‡b no. ‡u 12 ‡v c ‡i (year) ‡j (month) ‡w m ‡x 01
863	4	0	‡8 65.210 ‡a 7 ‡i 2008
863	4	1	‡8 86.80 ‡a 1 ‡b 8 ‡i 2003 ‡j 08
863	4	1	‡8 86.80 ‡a 1 ‡b 8 ‡i 2003 ‡j 08
863	4	1	‡8 86.10 ‡a 1 ‡b 1 ‡i 2003 ‡j 01
863	4	0	‡8 86.60 ‡a 1 ‡b 4-6 ‡i 2003 ‡j 04-06
863	4	1	‡8 86.10 ‡a 1 ‡b 1 ‡i 2003 ‡j 01
863	4	0	‡8 86.80 ‡a 1 ‡b 4-8 ‡i 2003 ‡j 04-08
866	4	0	‡8 0.191 ‡e Extra Issue

**Close** **Print**

---

**Figure 9-39.** MARC Holdings Record after collapsing issues

**OPTIONAL:**

5. Edit the MARC Holdings record in the Cataloging module. See the Voyager Cataloging User's Guide for more information.
- 

### Display In OPAC

You can specify whether an issue does or does not display in the OPAC.



### Procedure 9-15. Displaying issues in the OPAC

---

Use the following to specify if an issue should display in the OPAC.

1. From the **Receipt History** tab, click one or more issues to enable the **Display in OPAC** button. You must select this first level (rather than the second level, which is the copy level) in order for the **Display in OPAC** button to be available.

Result: The issue information displays on the first level of the hierarchy (see [Figure 9-40](#)).

Serials History - Details

Title:	Journal of forensic neuropsychology.	[...]
Component Name:	Journal of forensic neuropsychology.	Maintenance
Location:	Periodicals Room	Holdings...
Call Number:		

**Receipt History** | Claims History | Problem History | Payment History |

Issue Identification	Receive Date	Copies Received	Display in OPAC	Collapse
+ v. 2, no. 1	10/13/2003	2	No	No
+ v. 1, no. 4	10/13/2003	2	No	No
+ v. 1, no. 3	10/13/2003	2	No	No
+ v. 1, no. 2	10/9/2003	2	No	No
+ v. 1, no. 1	10/9/2003	2	No	No

**Edit Issue...** | **Collapse** | **Display in OPAC** | **Unreceive** | **Item...**

**Start Over**

Figure 9-40. Issues selected to display in OPAC

2. Select the issue(s) that you want to modify and click the **Display in OPAC** button or press **Alt + D** on your keyboard to toggle Yes (to display) or No (not displayed).

Result: The **Display in OPAC** column changes immediately (see [Figure 9-41](#)).

**Serials History - Details**

Title:	Journal of forensic neuropsychology.	...																														
Component Name:	Journal of forensic neuropsychology.	Maintenance																														
Location:	Periodicals Room	Holdings...																														
Call Number:																																
<input checked="" type="radio"/> Receipt History <input type="radio"/> Claims History <input type="radio"/> Problem History <input type="radio"/> Payment History																																
<table border="1"> <thead> <tr> <th>Issue Identification</th> <th>Receive Date</th> <th>Copies Received</th> <th>Display in OPAC</th> <th>Collapse</th> </tr> </thead> <tbody> <tr> <td>v. 2, no. 1</td> <td>10/13/2003</td> <td>2</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>v. 1, no. 4</td> <td>10/13/2003</td> <td>2</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>v. 1, no. 3</td> <td>10/13/2003</td> <td>2</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>v. 1, no. 2</td> <td>10/9/2003</td> <td>2</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>v. 1, no. 1</td> <td>10/9/2003</td> <td>2</td> <td>Yes</td> <td>No</td> </tr> </tbody> </table>			Issue Identification	Receive Date	Copies Received	Display in OPAC	Collapse	v. 2, no. 1	10/13/2003	2	Yes	No	v. 1, no. 4	10/13/2003	2	Yes	No	v. 1, no. 3	10/13/2003	2	Yes	No	v. 1, no. 2	10/9/2003	2	Yes	No	v. 1, no. 1	10/9/2003	2	Yes	No
Issue Identification	Receive Date	Copies Received	Display in OPAC	Collapse																												
v. 2, no. 1	10/13/2003	2	Yes	No																												
v. 1, no. 4	10/13/2003	2	Yes	No																												
v. 1, no. 3	10/13/2003	2	Yes	No																												
v. 1, no. 2	10/9/2003	2	Yes	No																												
v. 1, no. 1	10/9/2003	2	Yes	No																												
<input type="button" value="Edit Issue..."/> <input type="button" value="Collapse"/> <input type="button" value="Display in OPAC"/> <input type="button" value="Unreceive"/> <input type="button" value="Item..."/>																																
<input type="button" value="Start Over"/>																																

**Figure 9-41. Issues to display in the OPAC**

### Unreceiving a Serial Issue

Operators can unreceive a serial issue as long as it has not been collapsed to the MARC Holdings record. This feature is valuable, for example, in a circumstance where you have received the wrong issue accidentally.

#### Unreceiving:

- Unreceives all copies of the issue at the currently selected location. You cannot unreceive a single copy of an issue of which you have received multiple copies.
- Adds the issue back into the list of expected issues
- Has no impact on the PO or line item. That is, The status of the purchase order or the line item is not updated when an issue is unreceived.

#### NOTE:

If you want to unreceive an issue that has an item record, you must first delete the item record. When the item record has been deleted, and if the issue has not been collapsed, you are allowed to unreceive.

---

## Security for Unreceiving a Serial Issue

To be authorized to unreceive, the **Receive** check box must be selected in the **Profile Values** tab of the Acquisitions/Serials Profile to which an operator belongs. See the *Voyager System Administration User's Guide* for more information.

**NOTE:**

For information about unreceiving monograph copies, see [Unreceiving a monographic item](#) on page 7-13.

The procedure for unreceiving an issue is shown in [Procedure 9-16, Unreceiving a serial issue](#), on page 9-46.



### Procedure 9-16. Unreceiving a serial issue

---

Use the following to unreceive a serial issue.

1. From the **Receipt History** tab, select the issue to be unreceived.
2. Select the issue (first level) you want to unreceive (see [Figure 9-42](#)).

**NOTE:**

If copies reside at more than one location, select the appropriate location from the **Location** drop-down menu at the top of the **Serials History** work space.

**Serials History - Details**

Title:	Journal of labour and social research.	...
Component Name:	Journal of labour and social research. B	Maintenance
Location:	Periodicals Room	Holdings...
Call Number:		

**Receipt History | Claims History | Problem History | Payment History**

Issue Identification	Receive Date	Copies Received	Display in OPAC	Collate
v. 8, no. 1 (2001 Jan-Mar)	10/9/2003	1	Yes	N
v. 7, no. 4 (2001 Oct-Dec)	9/8/2003	1	Yes	N
v. 7, no. 4 (2000 Oct-Dec)	8/13/2003	1	Yes	N
v. 7, no. 3 (2000 July-Sept)	8/11/2003	1	Yes	N
v. 7, no. 2 (2000 Apr-June)	4/11/2003	1	Yes	N
v. 7, no. 1 (2000 Jan-Mar)	4/11/2003	1	Yes	N
v. 6, no. 4 (1999 Oct-Dec)	4/11/2003	1	Yes	N
v. 6, no. 3 (1999 July-Sept)	4/11/2003	1	Yes	N
v. 6, no. 2 (1999 Apr-June)	12/18/2002	1	No	Y
v. 6, no. 1 (1999 Jan-Mar)	8/22/2002	1	No	Y

**Edit Issue... | Collapse | Display in OPAC | Unreceive | Item... | Start Over**

**Figure 9-42. Serial issue selected to unreceive**

3. Click the **Unreceive** button.

Result: A confirmation message displays (see [Figure 9-43](#)).

---



**Figure 9-43. Confirmation message when unceiving a serial issue**

4. Click **Yes** to unreceive this issue, or **No** if you do not want to unreceive the issue.

Result: If clicked **Yes**, the issue has been unreceived. It no longer displays on the **Receipt History** tab and it is no longer displayed in OPAC (see [Figure 9-44](#)).

**Serials History - Details**

Title:	Journal of labour and social research.	...
Component Name:	Journal of labour and social research. B	Maintenance
Location:	Periodicals Room	Holdings...
Call Number:		

**Receipt History** | Claims History | Problem History | Payment History |

Issue Identification	Receive Date	Copies Received	Display in OPAC	Collate
+ v. 7, no. 4 (2001 Oct-Dec)	9/8/2003	1	Yes	N
+ v. 7, no. 4 (2000 Oct-Dec)	8/13/2003	1	Yes	N
+ v. 7, no. 3 (2000 July-Sept)	8/11/2003	1	Yes	N
+ v. 7, no. 2 (2000 Apr-June)	4/11/2003	1	Yes	N
+ v. 7, no. 1 (2000 Jan-Mar)	4/11/2003	1	Yes	N
+ v. 6, no. 4 (1999 Oct-Dec)	4/11/2003	1	Yes	N
+ v. 6, no. 3 (1999 July-Sept)	4/11/2003	1	Yes	N
+ v. 6, no. 2 (1999 Apr-June)	12/18/2002	1	No	Y
+ v. 6, no. 1 (1999 Jan-Mar)	8/22/2002	1	No	Y

**Figure 9-44. Issue 8 has been unreceived and no longer displays**

### Creating or Displaying/editing an Item Record

Users can create an item record for a copy of a received issue or display and edit an item record that has been previously created for a copy of a received issue.



#### TIP:

*You can tell if an item record has been created for a copy of a received issue by looking to see if an Item ID displays in the second level (the Copy level) of the hierarchy on the Receipt History tab.*



### Procedure 9-17. Creating or displaying/editing an issue's item record

Use the following to create or display/edit an item record.

- From the **Receipt History** tab, select the copy of the issue in the second level of the hierarchy for which you want to create an item or to display/edit an existing item record (see [Figure 9-45](#)).

Issue Identification	Receive Date	Copies Received	Display in OPAC	Collate
v. 43, no. 7 (2000 July)	8/19/2003	1	Yes	N
Copy # Status	Status Date	Location Name	Item Type	Item ID
1 Received Partial	12/12/1999	Periodicals Room	serial	82538
+ v. 43, no. 6 (2000 June)	8/19/2003	1	Yes	N
+ v. 43, no. 5 (2000 May)	8/19/2003	1	Yes	N
+ v. 43, no. 4 (2000 Apr.)	8/19/2003	1	Yes	N
+ v. 43, no. 3 (2000 Mar.)	5/7/2002	1	Yes	N
+ v. 43, no. 2 (2000 Feb.)	4/30/2002	1	Yes	N
+ v. 43, no. 1 (2000 Jan.)	4/30/2002	1	Yes	N
+ v. 42, no. 12 (1999 Dec.)	8/2/2000	1	No	Y

**Figure 9-45. Copy level selected, the Item button is active**

- Click the **Item** button or press **Alt + I** on your keyboard.

Result: The Item record opens. See [Item Record Creation and Maintenance](#) on page 10-1 for information on item records.

### Claims History Tab

The **Claims History** tab displays information about claims that have been made for issues of the serial component.

From this tab, an authorized operator can

- Generate a claim, see [Generating a Claim on page 11-32](#)
- Update a claim, see [Updating a Claim on page 11-35](#)
- Cancel a claim, see [Canceling a Claim on page 11-38](#)

The ability to perform these functions right from the **Serials History** work space can help save valuable time by eliminating the need to search for the items on the **Claims** work space (for more information about the **Claims** work space, see [Claims work space on page 11-21.](#))

The screenshot shows the 'Serials History - Details' window. At the top, there are input fields for Title (Journal of company law), Component Name (Journal of company law), Location (Reference Department), and Call Number (CL 123.456). To the right of these fields are buttons for 'Maintenance' and 'Holdings...'. Below the title bar is a navigation bar with tabs: Receipt History, Claims History (which is selected and highlighted in blue), Problem History, and Payment History. The main content area displays a table titled 'Issue Identification' with columns for Issue Identification (v. 2, no. 3 (2003)), Vendor Name (EBSCO PUBLISHING), and Claim Type (No copies received). Below this table is another table with columns for Claim Type, Claim Date, and Claim. It contains two rows: one for 'No copies received' on '2/6/2003' and another for 'No copies received' on '5/13/2003' with the note 'EDI Claim test'. At the bottom of the window is a scroll bar and a button labeled 'Update Claim...'.

**Figure 9-46. Serials History - Claims History tab**

The title of the serial, Component Name, Location, and Call Number display at the top of the work space. The following information displays for each issue on the **Claims History** tab (see [Figure 9-46](#)).

- Issue Identification (the enumeration/chronology of the issue)
- Vendor Name
- Claim Type
- Claim Date
- Number of Claims

- Number of Claim Responses
- PO Number (you can click the ellipsis in this field to display the purchase order associated with the serial)
- Approve Date of the purchase order
- Invoice Number (you can click the ellipsis in this field to display the invoice associated with the serial)
- Invoice Date
- Operator who claimed the issue
- Any addition Comments

Click the plus (+) sign beside an issue to view the individual claims associated with the issue. The following information displays for each claim.

- Claim Type
- Claim Date
- Claim
- Vendor Response
- Response Date
- Response Type
- Action Date
- Action Quantity

**NOTE:**

Claimed line item copies and serial issues can now be processed from an approved purchase order or from an approved invoice [Processing Marked and Claimed Items from Approved Purchase Orders and Invoices](#) on page 11-28.

### **Problem History Tab**

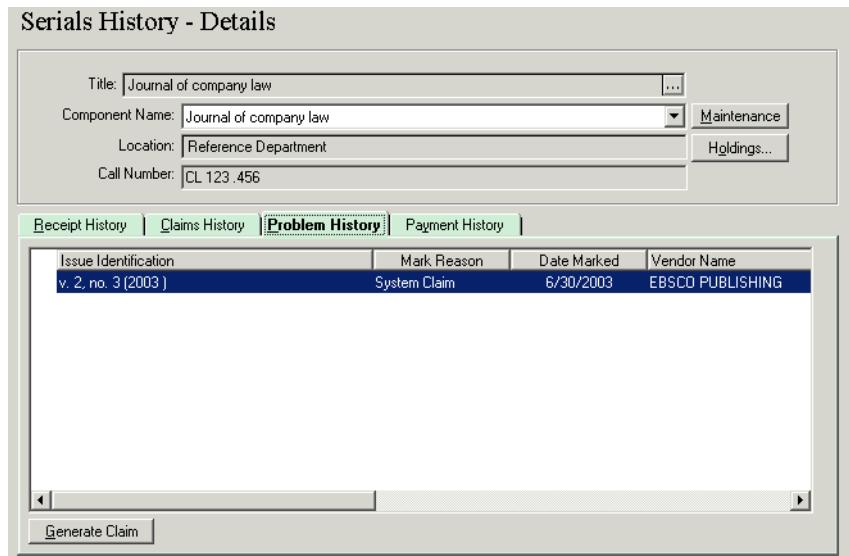
---

When an Acquisitions operator encounters a serial issue that is not satisfactory or that requires further investigation, the operator can manually mark the copy or issue with an appropriate mark reason. In addition, a serial issue can be automatically marked by the system due to a surpassed Claim Interval (for more information about how issues are marked, see [Marking by an Operator](#) on page 11-3 and [Marking by the System](#) on page 11-4.)

The **Problem History** tab (see [Figure 9-47](#)) displays information about issues of the serial component that have been marked by an Acquisitions operator or by the system.

From this tab, an authorized operator can

- Unmark an issue that has been marked, see [Unmarking a Line Item Copy or Serial Issue on page 11-30](#)
- Generate a claim to be sent to the vendor, see [Generating a Claim on page 11-32](#)



**Figure 9-47. Serials History work space - Problem History tab**

The ability to perform these functions from this tab on the **Serials History** work space can help save valuable time by eliminating the need to search for the items on the **Problems** work space (for more information about the **Problems** work space, see [Problems work space on page 11-17](#).)

The following information is displayed on the **Problem History** tab ([Figure 9-47](#)) for each marked issue:

- The enumeration and chronology information of a marked issue displays in the **Issue Identification** column
- The mark reason of a marked issue displays in the **Mark Reason** column (for example, Claim or System Claim)
- The date on which an issue was marked displays in the **Date Marked** column
- The name of the vendor associated with the purchase order on which the serial item is listed displays in the **Vendor Name** column

- The number of the purchase order on which the serial item is listed displays in the **P.O. Number** column

**NOTE:**

You can quickly display the purchase order by clicking the **ellipsis** button in this column.

- The number of the invoice on which the serial item is listed displays in the **Invoice Number** column, if the serial item has been invoiced

**NOTE:**

If an invoice is associated with the serial item, you can quickly display the invoice by clicking the **ellipsis** button in this column.

- The status of the serial issue displays in the **Copy Status** column (for example, Received or Received Partial)
- The operator who marked the serial issue displays in the **Operator** column. If the serial issue was marked by the system **SYSTEM** displays
- Any comments entered by the operator when the issue was marked displays in the **Comment** column

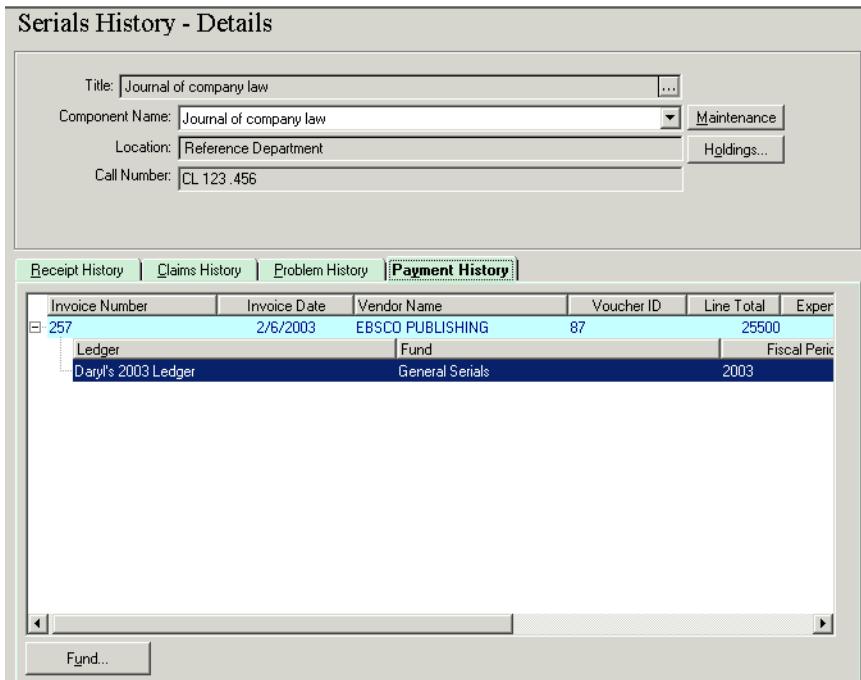
**NOTE:**

Marked and claimed line item copies and serial issues can be processed directly from an approved purchase order and from an approved invoice (see [Processing Marked and Claimed Items from Approved Purchase Orders and Invoices on page 11-28](#))

## Payment History Tab

---

The **Payment History** tab ([Figure 9-48](#)) displays information about any payments that have been made for the serial. In addition, you can quickly display an invoice or fund associated with the payment of the serial.



**Figure 9-48. Serials History - Payment History tab**

If the serial is listed on one or more approved invoices (funds are expended when an invoice is approved), the following information displays about each invoice.

- The number of the invoice
- The date on which the most recent status was applied to the invoice
- The name of the vendor associated with the invoice
- The voucher ID on the invoice
- The total cost of the serial as listed on the invoice
- The expenditure date on the invoice
- The number of the check used for the invoice
- Vendor piece identifier
- Vendor title number
- Vendor reference number

Click the **plus (+) sign** beside the invoice information to display information about the funds that were used to pay for the serial. The following information displays for each ledger/fund combination used.

- The name of the ledger
- The name of the fund
- The ledger's fiscal period
- The amount expended from the fund



#### Procedure 9-18. Displaying an Invoice from the Payment History tab

---

Use the following to display an invoice on which the serial is listed.

1. From the **Payment History** tab, click the **Invoice** button () or press **Alt + I** on your keyboard. You must select the invoice information on the **Payment History** tab (not the ledger and fund information below an invoice) in order for the **Invoice** button to be available.

**NOTE:**

The **Invoice** button does not display if there is no associated invoice.

---

A screenshot of a software application window titled "Payment History". The window has tabs at the top: "Receipt History", "Claims History", "Problem History", and "Payment History" (which is selected and highlighted in blue). Below the tabs is a table with the following data:

Invoice Number	Invoice Date	Vendor Name	Voucher ID	Line Total
479	11/5/2003	EBSCO	206	15.00

Below the table, there are two buttons: "Invoice..." and "Fund...".

---

Figure 9-49. Payment History tab with the

Result: The invoice displays.



### Procedure 9-19. Displaying a Fund from the Payment History tab

Use the following to display a fund used to pay for the serial.,.

1. From the **Payment History** tab click the ledger/fund information of the serial wanted (see [Figure 9-50](#)). You must select the ledger/fund information on the **Payment History** tab (not the invoice information) in order for the **Fund** button to be available.

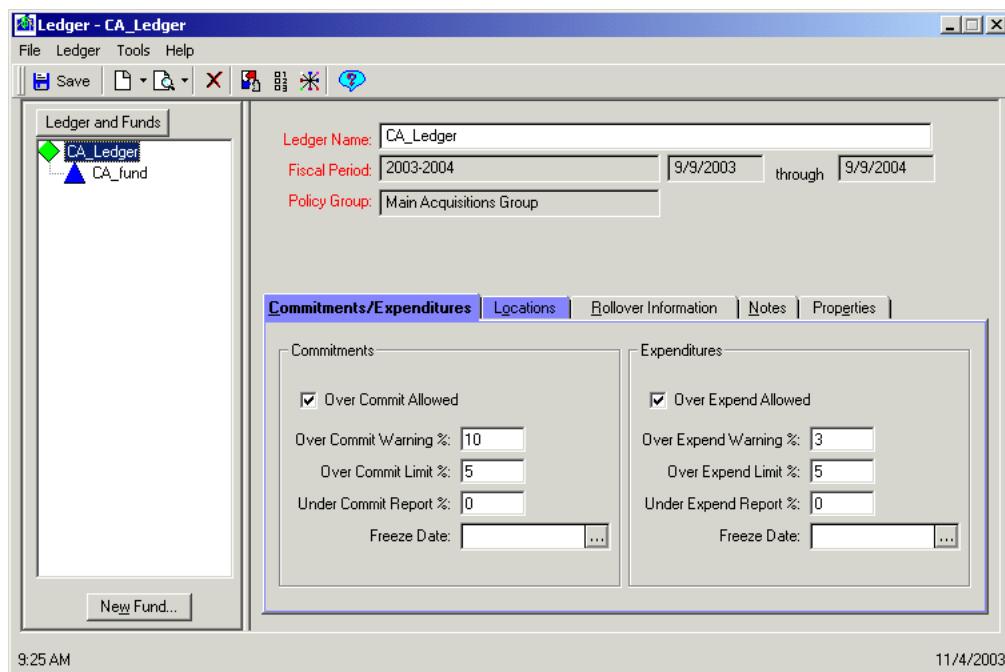
Invoice Number	Invoice Date	Vendor Name	Voucher ID	Line Total
ca200	3/31/2004	EBSCO	201	0

A screenshot of a software application window titled "Payment History". The window contains a table with five columns: Invoice Number, Invoice Date, Vendor Name, Voucher ID, and Line Total. A single row of data is shown: "ca200" in the Invoice Number column, "3/31/2004" in the Invoice Date column, "EBSCO" in the Vendor Name column, "201" in the Voucher ID column, and "0" in the Line Total column. Below the table, there is a section labeled "Ledger" with a dropdown menu showing "CA\_Ledger". To the right of the table, there is a section labeled "Fund" with a dropdown menu showing "CA\_fund". At the bottom of the window, there is a "Fund..." button.

**Figure 9-50.** Payment History tab with the Fund button enabled

2. Click the **Fund** button or press **Alt + U** on your keyboard.

Result: The **Ledger** work space displays with only the selected fund visible in the Ledger and Funds list (see [Figure 9-51](#)). If wanted, click this **Ledger and Funds** button to display all of the ledger's funds. After the button has been clicked, the button becomes the normal Ledger and Funds label.



---

**Figure 9-51. Ledger and Fund information displayed from the Payment History tab**

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## **Item Record Creation and Maintenance**

# **10**

---

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## Contents

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### **Introduction**

---

Item records can be created and maintained from many places within the Acquisitions module.

### **Purpose of this Chapter**

---

This chapter discusses the following topics.

- Creating and maintaining Item Records for
  - Monographic items
  - Serial issues
- Deleting Item records
- Predictive and Non-predictive publication pattern information

### **Item Creation and Maintenance - Monographic Items**

---

Operators can create and maintain item records for received monographic items from the various places in the Acquisitions module. From either an approved purchase order or an approved invoice create or edit an item record from the:

- **Receive/Mark** dialog box
- **Copy Status** tab of the detailed view of a line item
- **Receive/Mark** tab of the detailed view of a line item

When receiving line item copies, item records are automatically created if the **Automatically create at receive** check box on the **Item Creation** tab of your Session Workflows is selected. Also, you can choose to have the item records automatically open when they are created by selecting the **Show Item Record on Create** check box. See [Item Creation Tab](#) on page 19-10 for more information.

## **Security for Creating and Editing an Item Record**

To be authorized to create or edit an item record, the **Add/Update Item** check box ([Figure 10-1](#)) must be selected in the **Profile Values** tab of the Acquisitions/Serials Profile to which an operator belongs. See the *Voyager System Administration User's Guide* for more information.

If the **View-Only Item** check box is selected on the **Profile Values** tab of an operator's Acquisitions/Serials Profile, the operator is able to view item record, but the operator is not able to perform any functions. See the *Voyager System Administration User's Guide* for more information.



**Figure 10-1. Profile Values tab**

The procedures for creating/maintaining item records are shown in

- [Procedure 10-1, Creating/editing an item record from the Receive/Mark dialog box](#)
- [Procedure 10-2, Creating/maintaining an item record from the Copy Status tab of a line item](#)

- [Procedure 10-3, Creating/maintaining an item record from the Receive/Mark tab of a line item.](#)

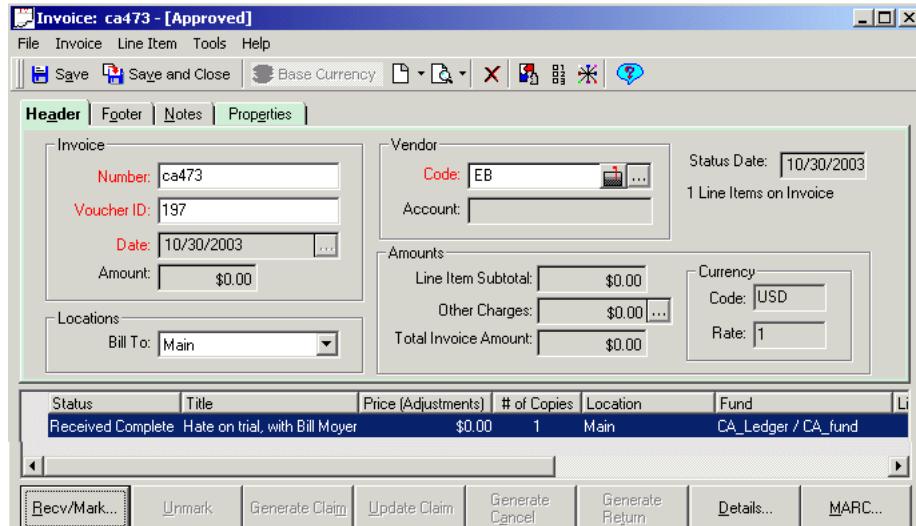


### Procedure 10-1. Creating/editing an item record from the Receive/Mark dialog box

Use the following to create (or maintain) an item record from the **Receive/Mark** dialog box.

1. Search for and display a purchase order or invoice. See [Searching in Acquisitions](#) on [page 2-1](#).
2. Click a line item in the line items section of the invoice.

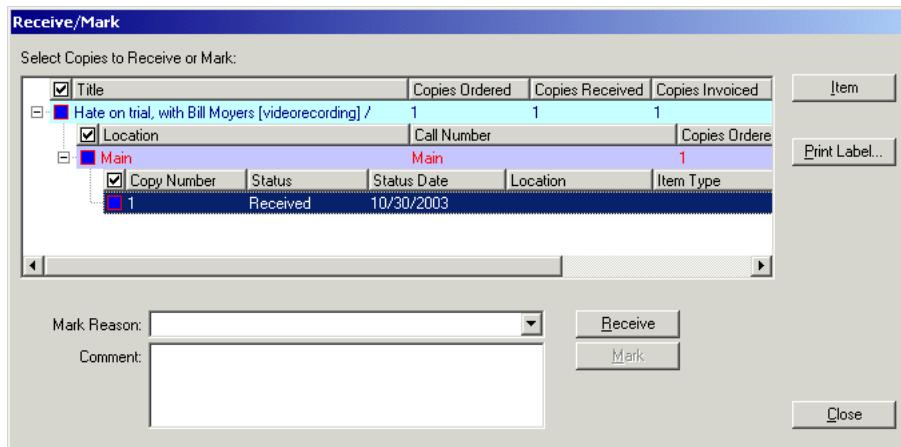
Result: The **Recv/Mark** button is active (see [Figure 10-2](#)).



**Figure 10-2. Recv/Mark button on approved Invoice**

3. Click the **Recv/Mark** button or press **Alt + R** on your keyboard.

Result: The **Receive/Mark** dialog box opens (see [Figure 10-3](#)).



**Figure 10-3. Receive/Mark dialog box**

The line item you selected displays in a tree structure or hierarchy in the **Select Copies to Receive or Mark** box. Click the plus (+) signs to expand the levels of the hierarchy and click the minus (-) signs to close the levels of the hierarchy. There are three levels in the hierarchy.

- The first level of the hierarchy displays the title of the item, the number of copies ordered, the number of copies received, and the number of copies invoiced.
- The second level of the hierarchy displays the intended location(s) for the item, the call number, the number of copies order, the number of copies received, and the number of copies invoiced.
- The third level of the hierarchy displays the individual copies for each location, including the copy number, the copy status (for example, Approved), the date on which the status became active, the intended location for the copy, the item type and the item ID (these last two, item type and item ID, does not contain information until after the copy has been received and an item record has been created.)

**NOTE:**

Using your Session Workflows, you can have the hierarchy in the **Select Copies to Receive or Mark** box automatically open to the second level (Location level) or third level (Copy level). See [Line Items Tab on page 19-5](#) for more information.

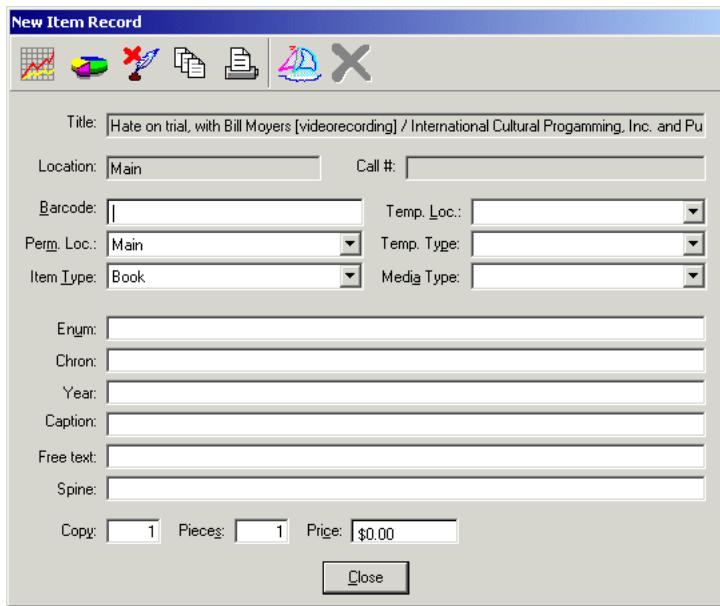
4. Each level of the hierarchy has a box beside it. These boxes are used to select the copies that you want to receive. If you want to specify which copies to receive for each location, at the third level of the hierarchy click the box beside each copy that you want to receive. If you want to receive all copies for a location, click the box beside the second level (the Location level) to select all the copies beneath that location. Or, if you want to select all copies for all locations, click the box beside the first level of the hierarchy.

To make it easier for you to see how many copies are currently selected to be received or marked, the boxes beside the levels of the hierarchy are either half-full (if only some of the copies are selected) or completely full (if all of the copies are selected to be received or marked).

5. After you have selected the copy or copies that you want to receive, click the **Receive** button or press **Alt + R** on your keyboard.

Result: An item record is automatically created if the **Automatically create at Receive** check box is selected on the **Item Creation** tab of your Session Workflows. If the **Show Item Record on Create** check box is selected on the **Item Creation** tab of your Session Workflows, the item record automatically opens when it is created. See [Item Creation Tab on page 19-10](#) for more information.

- If you selected to receive more than one copy, the item records created for the individual copies do not automatically open, even if you have selected the **Show Item Record on Create** check box in your Session Workflows. Rather, you receives the message: *x* item records automatically created, where *x* equals the appropriate amount. However, you can access an item record for an individual copy by selecting the copy from the hierarchy and then clicking the **Item** button.
- If the **Automatically create at Receive** check box is selected but the **Show Item Record on Create** check box is not selected on the **Item Creation** tab of your Session Workflows, the item record is not automatically opened when it is created. You can access the item record by selecting the copy from the hierarchy and then clicking the **Item** button.
- If the **Automatically create at Receive** check box is not selected on the **Item Creation** tab of your Session Workflows, an item record is not automatically created. However, after a line item copy has been received, you can select the copy from the hierarchy and click the **Item** button or press **Alt + I** on your keyboard to create an item record. The **New Item Record** dialog box opens (see [Figure 10-4](#)).



**Figure 10-4.** New Item Record dialog box

6. The operator can now create the item record (or maintain an already created item record). Follow [Procedure 10-6, Creating/maintaining an item record](#).

Result: The item record is created or maintained.



#### **Procedure 10-2. Creating/maintaining an item record from the Copy Status tab of a line item**

Use the following to create (or maintain) an item record from the **Copy Status** tab of a line item.

1. From a purchase order or invoice, highlight a line item in the line items section and click the **Details...** button or select **Details** from the **Line Item** menu. You can also press **Alt + L, D** on your keyboard.

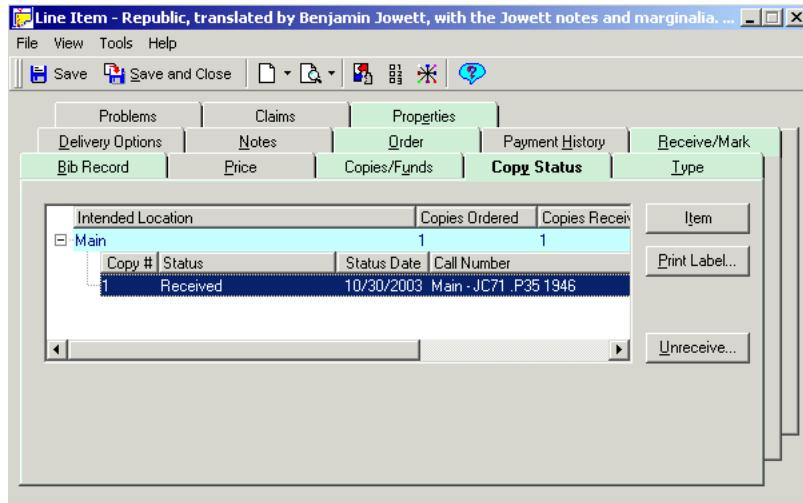
Result: The **Line Item** dialog box opens.

2. Click the **Copy Status** tab or press **Alt + U** on your keyboard.

Result: The **Copy Status** tab opens.

The **Copy Status** tab uses a hierarchy (or tree structure) to present a consolidated view of the detailed information regarding the status of each ordered copy. Click the plus (+) signs to expand the levels of the hierarchy and click the minus (-) signs to close the levels of the hierarchy.

- The first level of the hierarchy displays the intended location, the number of copies ordered for the location, the number of copies received, and the number of copies invoiced.
  - The second level of the hierarchy displays more specific information about each copy for a location. The following information is displayed for each copy: the copy number, the status of the copy, the date on which the status was applied, holdings information (if the items have been linked to an existing holdings record), item type (only applies after the copy has been received and if an item record has been created), and item ID (only applies after the copy has been received and if an item record has been created).
3. Click the copy (second level of the hierarchy) that is associated with the item record that you want to create/ maintain ([Figure 10-5](#)) and then click the **Item** button or press **Alt + T** on your keyboard.
- 



---

**Figure 10-5.** Line Item dialog box - Copy Status tab

Result: The **New Item Record** dialog box opens.

---

**NOTE:**

An item record can only be created for a copy that has been received. Therefore, if you select a copy that has not been received, the **Item** button is not available.

4. The operator can now create the item record (or maintain an already created item record). Follow [Procedure 10-6, Creating/maintaining an item record](#).

Result: The item record is created (or maintained).

---



### **Procedure 10-3. Creating/maintaining an item record from the Receive/Mark tab of a line item**

---

Use the following to create (or maintain) an item record from the **Receive/Mark** tab of a line item.

1. From a purchase order or invoice, highlight a line item in the line items section and then click the **Details...** button or select **Details** from the **Line Item** menu. You can also press **Alt + L, D** on your keyboard.

Result: The **Line Item** dialog box opens.

2. Click the **Receive/Mark** tab or press **Alt + R** on your keyboard.

Result: The **Receive/Mark** tab opens.

The line item displays in a tree structure or hierarchy in the **Select Copies** box. Click the plus (+) signs to expand the levels of the hierarchy and click the minus (-) signs to close the levels of the hierarchy. There are three levels in the hierarchy.

- The first level of the hierarchy displays the title of the item, the number of copies ordered, the number of copies received, and the number of copies invoiced.
- The second level of the hierarchy displays the intended location(s) for the item, the call number, the number of copies order, the number of copies received, and the number of copies invoiced.
- The third level of the hierarchy displays the individual copies for each location, including the copy number, the copy status (for example, Approved), the date on which the status became active, the intended location for the copy, the item type and the item ID (these last two, item type and item ID, do not contain information until after the copy has been received and an item record has been created.)

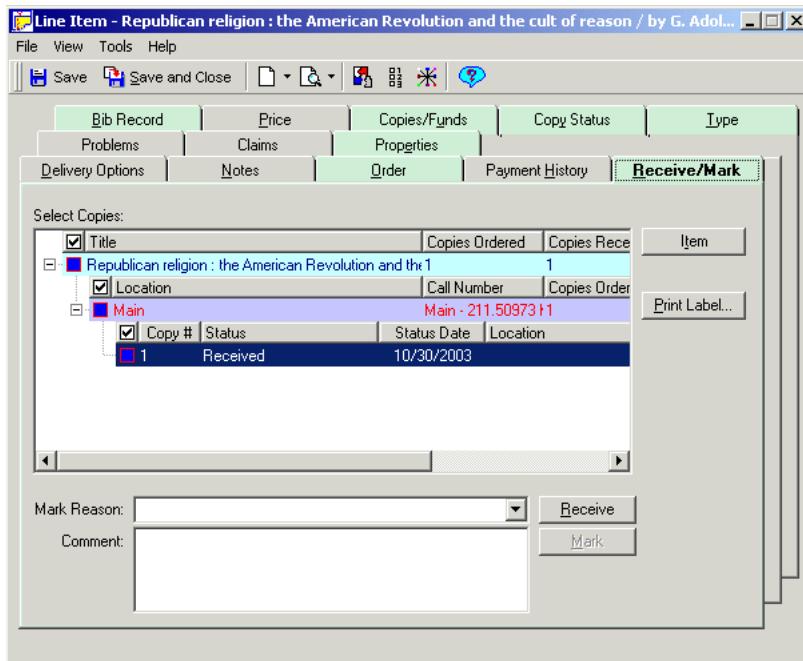
**NOTE:**

Using your Session Workflows, you can have the hierarchy in the **Select Copies** box automatically open to the second level (Location level) or third level (Copy level). See [Line Items Tab on page 19-5](#) for more information.

3. Each level of the hierarchy has a box beside it. These boxes are used to select the copies that you want to receive.
  - If you want to specify which copies to receive for each location, at the third level of the hierarchy click the box beside each copy that you want to receive.
  - If you want to receive all copies for a location, click the box beside the second level (the Location level) to select all the copies beneath that location.
  - If you want to select all copies for all locations, click the box beside the first level of the hierarchy.

To make it easier for you to see how many copies are currently selected to be received or marked, the boxes beside the levels of the hierarchy are either half-full (if only some of the copies are selected to be received or marked) or completely full (if all of the copies are selected to be received or marked).

4. After you have selected the copy or copies that you want to receive ([Figure 10-6](#)), click the **Receive** button or press **Alt + R** on your keyboard.



**Figure 10-6. Line Item dialog box - Receive/Mark tab**

**Result:** An item record is automatically created if the **Automatically create at Receive** check box is selected on the **Item Creation** tab of your Session Workflows. If the **Show Item Record on Create** check box is selected on the **Item Creation** tab of your Session Workflows, the item record automatically displays when it is created.

- If you selected to receive more than one copy, the item records created for the individual copies do not automatically open, even if you have selected the **Show Item Record on Create** check box in your Session Workflows. Rather, you receive the message: *x* item records automatically created, where *x* equals the appropriate amount. However, you can access an item record for an individual copy by selecting the copy from the hierarchy and then clicking the **Item** button.
- If the **Automatically create at Receive** check box is selected but the **Show Item Record on Create** check box is not selected on the **Item Creation** tab of your Session Workflows, the item record does not automatically open when it is created. You can access the item record by selecting the copy and then clicking the **Item** button that appears on the **Receive/Mark** dialog box.

- If the **Automatically create at Receive** check box is not selected on the **Item Creation** tab of your Session Workflows, an item record is not automatically created. However, after a line item copy has been received, you can select the copy from the hierarchy and click the **Item** button or press **Alt + T** on your keyboard to create an item record.
5. The operator can now create the item record (or maintain an already created item record). Follow [Procedure 10-6, Creating/maintaining an item record](#).

Result: The item record is created (or maintained).

---

## Item Creation and Maintenance - Serial Items

---

Operators can create and maintain item records for serial items from various places in the Acquisitions module.

- **Serials Check-In** work space, see [Procedure 10-4, Creating/maintaining an Item Record from the Serials Check-In work space, on page 10-12](#)
- **Receipt History** tab of the **Serials History** work space, see [Procedure 10-5, Creating/maintaining an item record from the Receipt History tab of the Serials History work space, on page 10-17](#)
- In addition, after an item record has been created, it can be maintained from the **Receipt History** tab of the **Serials History** work space

### NOTE:

For line items with components, item records cannot be created or maintained from an approved purchase order or invoice. Item creation and maintenance for such items must be performed through the Serials Check-In.

When receiving issues of a serial component from the **Serials Check-In** work space, item records are automatically created if the **Create Items** check box is selected on the **Component Details** tab for the component. This check box can be selected when the component is created or while editing the component (for more information about selecting this check box when creating or editing a component, see [Creating a Subscription Component](#) on [page 8-6](#).)

You can also choose to have the item records automatically display when they are created by clicking the **Show Item Record on Create** check box in the **Item Creation** tab of your Session Workflows. See [Item Creation Tab](#) on [page 19-10](#) for more information.



#### Procedure 10-4. Creating/maintaining an Item Record from the Serials Check-In work space

Use the following to create (or maintain) an item record from the **Serials Check-In** work space when receiving an issue of a component.

1. From the **Serials Check-In** work space, search for and display the title and component of the issue, a copy of which you want to create an item record.

Result: The component information populates the **Serials Check-In** work space (see [Figure 10-7](#)).

**Serials Check-In - Search**

Select the correct Order record:

4 records.  
100% of records displayed.

Title	VendorCode	Components	Holdings	Call Number	Order Type
Journal of company law	EBSCO	4	Reference Department	CL123.456	Continuation
Journal of conflict resolution.	EBSCO	6	Periodicals Room	JX1901.J6	Continuation
Journal of forensic neuropsychology.	EBSCO	4	Periodicals Room		Continuation
Journal of labour and social research.	EBSCO	3	Periodicals Room		Continuation

Component Name:

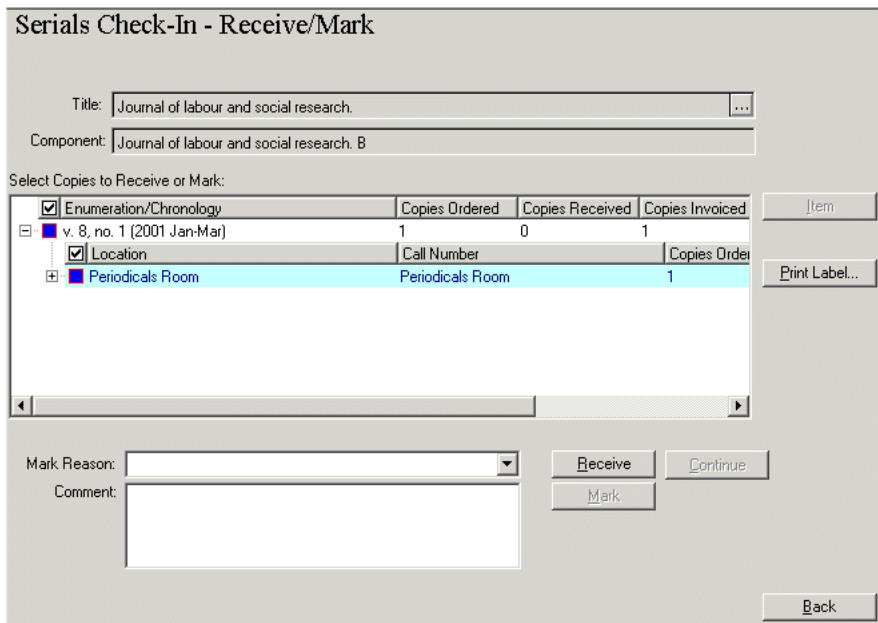
Expected Issue:  on

Issue(s) in Hand:   
v. 1, no. 2 (2003 Feb.)  
v. 1, no. 3 (2003 Mar.)  
v. 1, no. 4 (2003 Apr.)  
v. 1, no. 5 (2003 May)  
v. 1, no. 6 (2003 June)  
v. 1, no. 7 (2003 July)  
v. 1, no. 8 (2003 Aug.)

**Figure 10-7. Serials Check-In work space with a title displayed**

2. Select the issue(s) you want to receive from the **Issue(s) in Hand** field. To select more than one issue, hold down the **Ctrl** key on your keyboard while selecting the issues.
3. Click the **Accept** button or press **Alt + A** on your keyboard. If the serial was previously claimed, a message displays in which case you would click **OK**.

Result: The **Serials Check-In - Receive/Mark** work space opens (see [Figure 10-8](#)).



**Figure 10-8. Serials Check-In - Receive/Mark work space**

The title of the serial and the name of the component display in the **Title** and **Component** fields at the top of the screen. You can display the MARC bibliographic record by clicking the **ellipsis** button in the **Title** field. Bibliographic data can only be edited in the Cataloging module. MARC bibliographic and holding records can quickly and easily be opened in the Cataloging module from the Acquisitions module.

**NOTE:**

The view of the MARC bibliographic record in the Acquisitions module displays and prints using the Unicode character set because MARC data is stored in the database as UTF-8 encoded, even though MARC data that appears elsewhere in the Acquisitions module displays in the Latin-1 character set.

For information about viewing and editing MARC records in Acquisitions, see [Viewing and Editing MARC Records \(Cataloging in Acquisitions\)](#) on [page 13-1](#). For information about sending the MARC record to a web server, see [http POST request - Sending the MARC record to a web server](#) on [page 13-16](#).

---

It is useful to note that you can return to the previous **Check-In** screen at any point by clicking the **Back** button or by pressing **Alt + B** on your keyboard.

The issue you selected in the **Issue(s) in Hand** field displays in a tree structure or hierarchy in the **Select Copies to Receive or Mark** box in the center of the screen. Click the plus (+) signs to expand the levels of the hierarchy and click the minus (-) signs to close the levels of the hierarchy. Each issue that you are receiving or marking has three levels in the hierarchy.

- The first level of the hierarchy displays the enumeration/chronology information of the issue, the number of copies ordered, the number of copies received, and the number of copies invoiced.
- The second level of the hierarchy displays the intended location(s) for the issue, the call number, the number of copies order, the number of copies received, and the number of copies invoiced.
- The third level of the hierarchy displays the individual copies for each location, including the copy number, the copy status (for example, Received Partial), the time and date on which the status became active, the intended location for the copy, the item type and the item ID (these last two, item type and item ID, do not contain information until after the copy has been received and an item record has been created.)

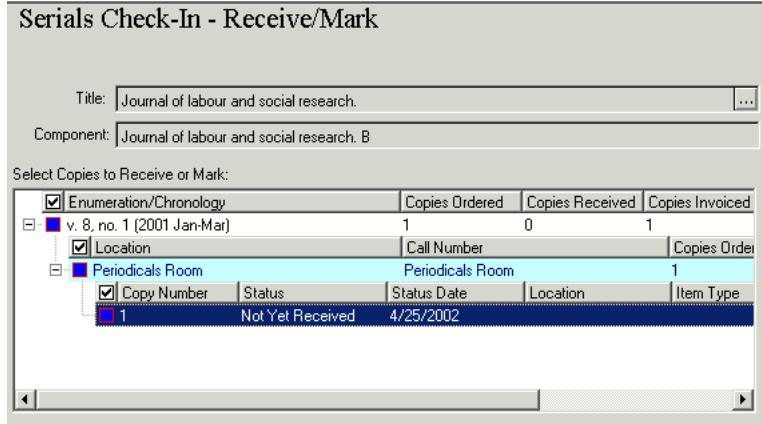
**NOTE:**

Using your Session Workflows, you can have the hierarchy in the **Select Copies to Receive or Mark** box automatically open to the second level (Location level) or third level (Copy level). Choosing to expand the hierarchy to the Copy level might be more useful when checking in an issue because the Call Number can only be seen at the Copy level. Also, you can have all copies for all locations for the selected component automatically selected to be received. This can be done using the **Auto-select All Copies during Receive** check box on the **Serials Check-In** tab of your Session Workflows. See [Serials Check-In Tab on page 19-13](#) for more information.

4. Each level of the hierarchy has a box beside it. These boxes are used to select the copies that you want to receive. If you want to specify which copies to receive for each location, at the third level of the hierarchy click the box beside each copy that you want to receive. If you want to receive all copies for a location, click the box beside the second level (the Location level) to select all the copies beneath that location. Or, if you want to select all copies for all locations, click the box beside the first level of the hierarchy.

To make it easier for you to see how many copies have been received, or how many copies are currently selected to be received or marked, the boxes beside the levels of the hierarchy are either half-full (if only some of the copies have been

received, or if only some of the copies are selected to be received or marked) or completely full (if all of the copies have been received, or if all of the copies are selected to be received or marked).



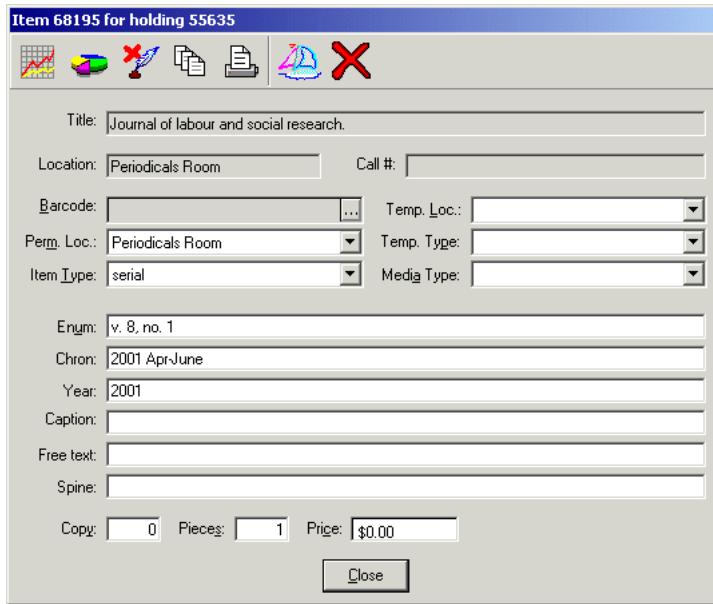
**Figure 10-9. All levels of the hierarchy displaying**

5. After you have selected the copy or copies that you want to receive, click the **Receive** button or press **Alt + R** on your keyboard.

**Result:** An item record is automatically created if the **Create Items** check box is selected on the **Component Details** tab for the component (see [Procedure 8-2, Creating a Component from the Subscription Maintenance work space](#) for more information.) If you checked the **Show Item Record on Create** check box on the **Item Creation** tab of your Session Workflows, the item record automatically opens.

- If you selected to receive more than one copy, the item records created for the individual copies do not automatically display, even if you have checked the **Show Item Record on Create** check box in your Session Workflows. Rather, you receive the message:  $x$  item records automatically created, where  $x$  equals the appropriate amount. However, you can access an item record for an individual copy by selecting the copy from the hierarchy and then clicking the **Item** button.
- If the **Create Items** check box is selected on the **Component Details** tab for the component but the **Show Item Record on Create** check box is not selected in your Session Workflows, the item record is not automatically displayed when it is created. You can access the item record by selecting the copy from the hierarchy and then clicking the **Item** button that appears on the **Serials Check-In - Receiving/Marking** screen or pressing **Alt + I** on your keyboard.

- If the **Create Items** check box is not selected on the **Item Creation** tab of your Session Workflows, an item record is not automatically created. However, after a line item copy has been received, you can select the copy from the hierarchy and click the **Item** button or press **Alt + I** on your keyboard to display the **New Item Record** dialog box ([Figure 10-10](#)) and to create an item record.



**Figure 10-10.** New Item Record dialog box

6. The operator can now create an item record (or maintain an already existing item record). See [Creating/maintaining an item record](#) on [page 10-19](#).

Result: The item record is created (or maintained).



### IMPORTANT:

For information on predictive and non-predictive publication patterns and the item record see [Non-Predictive Publication Pattern Item Record Field Display](#) on [page 10-32](#) and [Non-Predictive Publication Pattern Item Record Field Display](#) on [page 10-32](#).

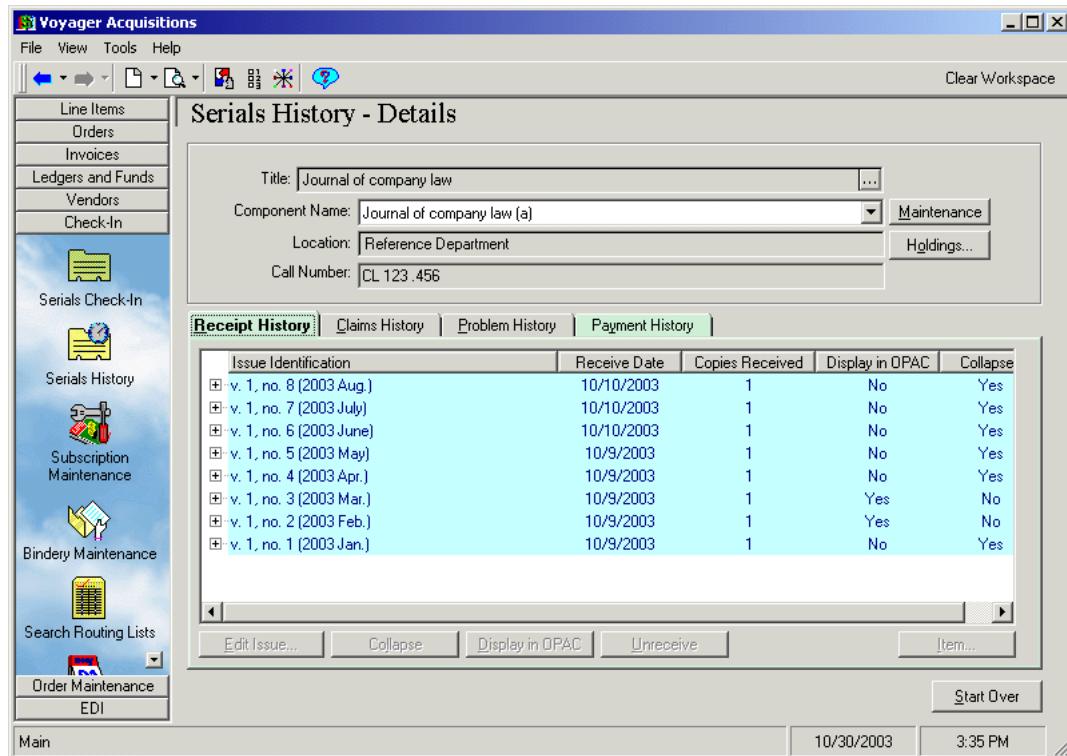


**Procedure 10-5. Creating/maintaining an item record from the Receipt History tab of the Serials History work space**

Use the following to create (or maintain) an item record from the **Receipt History** tab of the **Serials History** work space after an issue has been received.

1. From the **Serials History** work space, search for and display the title and component of the issue, a copy of which you want to create an item record. See [Searching for Serial Item Information on page 2-50](#).

Result: The **Serials History** work space displays the history details (see [Figure 10-7](#)).



**Figure 10-11. Serials History work space**

---

The **Title** field at the top of the screen displays the title of the serial. You can click the **ellipsis** button in the **Title** field to display the MARC Bibliographic record. Bibliographic data can only be edited in the Cataloging module. MARC bibliographic and holding records can quickly and easily be opened in the Cataloging module from the Acquisitions module.

**NOTE:**

The view of the MARC bibliographic record in the Acquisitions module displays and prints using the Unicode character set because MARC data is stored in the database as UTF-8 encoded, even though MARC data that appears elsewhere in the Acquisitions module displays in the Latin-1 character set.

For information about viewing and editing MARC records in Acquisitions, see [Viewing and Editing MARC Records \(Cataloging in Acquisitions\) on page 13-1](#).

For information about sending the MARC record to a web server, see [http POST request - Sending the MARC record to a web server on page 13-16](#).

2. Click the **Receipt History** tab.

Result: The **Receipt History** tab displays information about issues that have been received.

If you've clicked the plus (+) sign next to the issue, for each issue

- The first level of the hierarchy displays the enumeration/chronology, the date on which the issue was received, the number of copies received, whether or not the issue is displayed in OPAC, and whether or not the issue has been collapsed to the MARC Holdings record.
  - The second level of the hierarchy displays information about the individual copies of the issue, including the copy number, the copy status (for example, Received Partial), the date on which the status was applied, the intended location for the copy, the item type and the item ID (these last two, item type and item ID, contain information only if an item record has been created.)
3. To create an item record for a copy, in the second level of the hierarchy select the copy of the issue for which you want to create an item record and click the **Item** button or press **Alt + I** on your keyboard (see [Figure 10-12](#)).

Receipt History   Claims History   Problem History   Payment History					
Issue Identification		Receive Date	Copies Received	Display in OPAC	Collate
v. 1, no. 8 (2003 Aug.)		10/10/2003	1	No	Yes
v. 1, no. 7 (2003 July)		10/10/2003	1	No	Yes
1 Received Partial	10/28/2002			no item	
v. 1, no. 6 (2003 June)		10/10/2003	1	No	Yes
1 Received Partial	10/28/2002			no item	
v. 1, no. 5 (2003 May)		10/9/2003	1	No	Yes
v. 1, no. 4 (2003 Apr.)		10/9/2003	1	No	Yes
v. 1, no. 3 (2003 Mar.)		10/9/2003	1	Yes	No

**Figure 10-12.** Receipt History tab with an issue selected

Result: The **New Item Record** dialog box opens.

To maintain an item record that has previously been created for a copy, in the second level of the hierarchy select the copy of the issue associated with the item record that you want to maintain and click the **Item** button or press **Alt + I** on your keyboard. The Item record opens.

4. The operator can now create (or maintain) the item record. See [Creating/maintaining an item record on page 10-19](#).

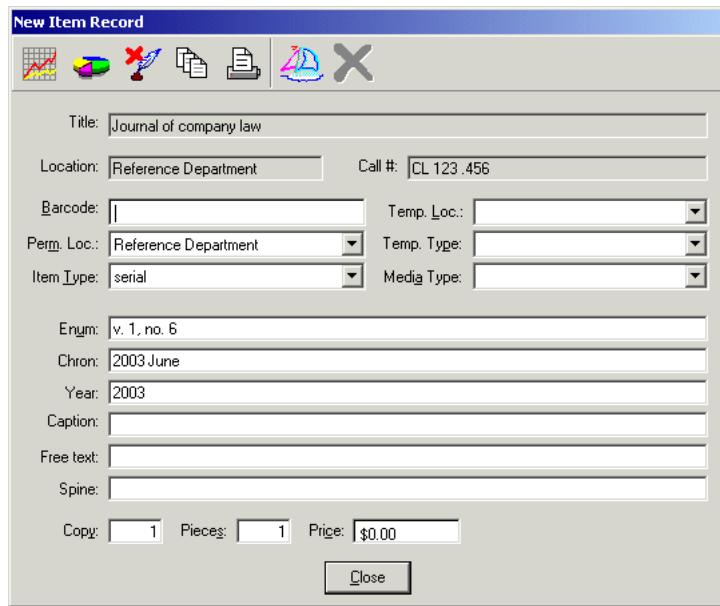
Result: The item record is created (or maintained).



### Procedure 10-6. Creating/maintaining an item record

Use the following to create or maintain an item record.

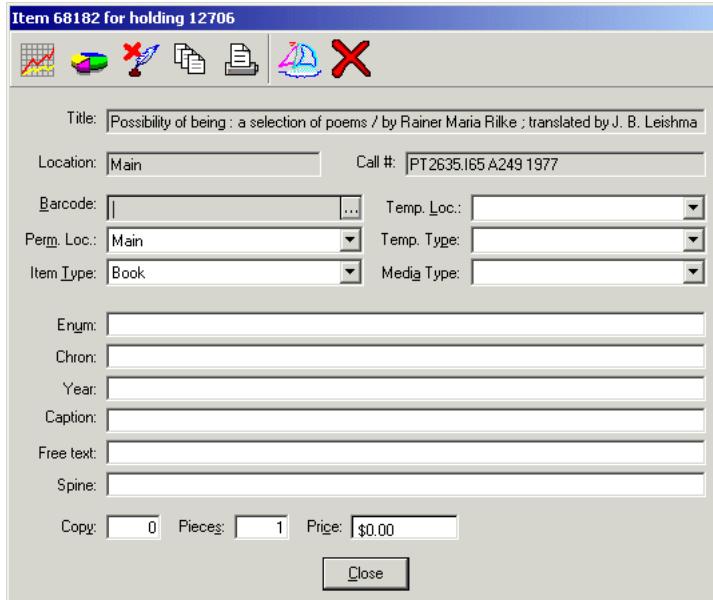
1. From the **New Item Record** dialog box ([Figure 10-13](#)) create an item record. Or from the **Item Record** dialog box ([Figure 10-14](#)) edit an item record.



**Figure 10-13.** New Item Record dialog box

**NOTE:**

In [Figure 10-14](#) the title bar for an already created item record lists the Item ID and the associated Holding ID.



**Figure 10-14. Item Record dialog box (item already created)**

The **Title** and **Location** that display at the top of the item record are taken from the linked MARC Holding record, and are not editable through Acquisitions. The **Call #** field at the top of the item record cannot be edited through Acquisitions.

**NOTE:**

The view of the MARC bibliographic record in the Acquisitions module displays and prints using the Unicode character set because MARC data is stored in the database as UTF-8 encoded, even though MARC data that appears elsewhere in the Acquisitions module displays in the Latin-1 character set.

For information about viewing and editing MARC records in Acquisitions, see [Viewing and Editing MARC Records \(Cataloging in Acquisitions\)](#) on [page 13-1](#).  
For information about sending the MARC record to a web server, see [http POST request - Sending the MARC record to a web server](#) on [page 13-16](#).

2. The **Barcodes** dialog box opens when you click the **ellipsis** in the **Barcode** field. Enter a barcode and click the **Save** button. Click the **Close** button to exit the **Barcodes** dialog box.

Result: The barcode then displays in the **Barcode** field on the Item record.

---

**NOTE:**

If you checked the **Check for Duplicate Item Barcodes** check box on the **Item Creation** tab in your Session Workflows, a warning message displays if the barcode you have chosen is currently associated with another item.

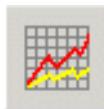
3. The **Perm. Loc.** field initially defaults to the location on the linked MARC Holding record. You can change the permanent location by selecting a location from the drop-down menu in the **Perm. Loc.** field. The location that you select overrides the linked MARC Holding record location that is fixed at the top of the item record, and displays as the item location in OPAC, Circulation, and Cataloging.
4. The **Item Type** field initially displays the default item type for the location defined in System Administration. If there is no default item type for the location defined in System Administration, the **Item Type** field on the item record defaults to the first item type alphabetically in the list. You can change the item type by choosing from the drop-down menu in the **Item Type** field.
5. You can select a temporary location for the item from the drop-down menu in the **Temp. Loc.** field. A temporary location overrides the permanent location and display in OPAC, Circulation, and Cataloging.
6. You can select a temporary item type for the item from the drop-down menu in the **Temp. Type** field.
7. You can select a media type (if appropriate) for the item from the drop-down menu in the **Media Type** field.
8. Enter the item's enumeration in the **Enum** field. This field remains editable. See [Predictive Publication Pattern Item Record Field Display](#) on page 10-30 and [Non-Predictive Publication Pattern Item Record Field Display](#) on page 10-32 for more information about this field's display for serial issues.
9. Enter the item's chronology in the **Chron** field. This field remains editable. See [Predictive Publication Pattern Item Record Field Display](#) on page 10-30 and [Non-Predictive Publication Pattern Item Record Field Display](#) on page 10-32 for more information about this field's display for serial issues.
10. Enter the year of publication in the **Year** field. This field remains editable. See [Predictive Publication Pattern Item Record Field Display](#) on page 10-30 and [Non-Predictive Publication Pattern Item Record Field Display](#) on page 10-32 for more information about this field's display for serial issues.
11. The **Caption** field may contain item piece identification taken from the purchase order line item. This field remains editable.

12. Enter any additional information in the **Free Text** field.
13. Enter any additional item information to appear on the spine label in the **Spine** field.
14. If the item record is being created for the first copy of an item or issue, the **First Copy Numbered As** option on the **Item Creation** tab of your Session Workflows determines whether 0 or 1 displays in the **Copy** field (see [Item Creation Tab](#) on [page 19-10](#) for more information.)

If the item record is being created for a subsequent copy of an item, the number displayed in the **Copy** field is determined by the copy number on the previous item record. For example, if 1 displays in the **Copy** field on the previous item record, 2 displays in the **Copy** field on the current item record. If 0 displays in the **Copy** field on the previous item record, 0 displays in the **Copy** field on the current item record.

You can manually alter the number in the **Copy** field if wanted.

15. The item record may have more than one piece associated with it. For example, a book may come with a cassette or cd-rom. Enter the number of pieces that go with the item in the **Pieces** field.
  16. If the **Use list price from the order line item** check box is selected on the **Item Creation** tab of your Session Workflows, the list price from the purchase order line item automatically displays in the **Price** field. If the **Use list price from the order line item** check box is not selected on, you can manually enter the price or leave the price blank.
  17. Click the **Item Status** button ([Figure 10-15](#)) to open the **Item Status** dialog box.
- 

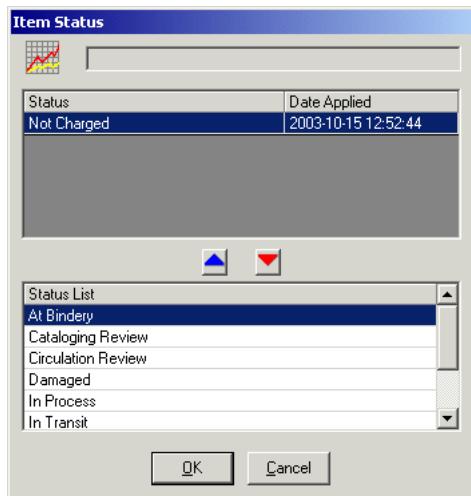


---

**Figure 10-15. Item Status button**

**NOTE:**

If a default item status is selected on the **Item Creation** tab of your Session Workflows, it displays as applied in the **Item Status** dialog box when accessed (see [Figure 10-16](#)).



**Figure 10-16. Item Status dialog box**

There are two areas displayed on the **Item Status** dialog box.

- The Status section which contains the status(es) that are applied to the item
- The Status List section which contains the available item statuses

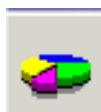
18. To:

- a. apply an item status, select the status from the Status List section and click the **up arrow** button. This moves the status into the Status section on the upper half of the dialog box. The Status section lists the status name and the date on which the status was applied.
- b. remove a status, select the status in the Status section and click the **down arrow** button.
- c. save the changes you have made and close the **Item Status** dialog box, click the **OK** button.
- d. close the **Item Status** dialog box without saving your changes, click the **Cancel** button.

**NOTE:**

A status is displayed in OPAC only if all of the other statuses currently applied to the item are below it in rank. For a complete list of possible item statuses and their ranks, see the *Voyager Cataloging User's Guide*.

19. Click the **Item Statistical Category** button ([Figure 10-17](#)) to open the **Item Statistical Categories** dialog box (see [Figure 10-18](#)). Sites can define types of item characteristics that are not needed for Cataloging but are useful for statistical compilations.
- 



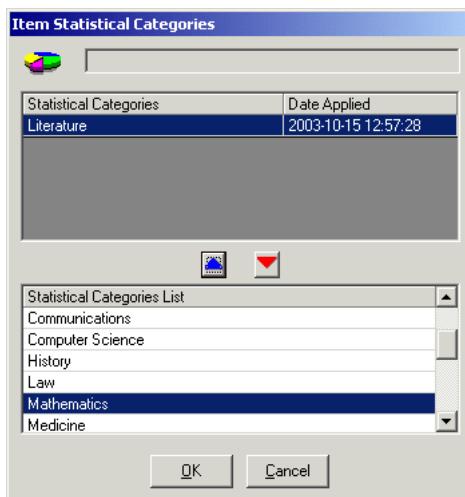
---

**Figure 10-17.** Item Statistical Category button

**NOTE:**

Item Statistical Categories are created in the System Administration module. For more information, see the *Voyager System Administration User's Guide*.

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---

**Figure 10-18.** Item Statistical Categories dialog box

There are two areas displayed for category information.

- The Statistical Category section which contains the categories currently applied to the item
- The Statistical Categories List section which contains the available categories

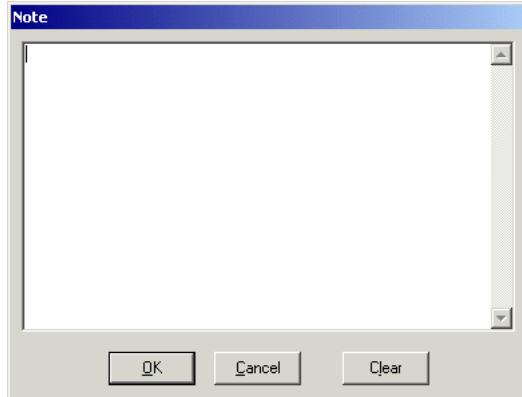
- 
20. To
- a. apply a statistical category, select the category from the Statistical Categories List section and click the **up arrow** button. This moves the category into the Statistical Categories section on the upper half of the dialog box. The Statistical Categories section lists the category name and the date on which the category was applied.
  - b. remove a status, select the status in the Statistical Categories section and click the **down arrow** button.
  - c. save the changes you have made and close the **Item Statistical Categories** dialog box, click the **OK** button.
  - d. close the **Item Statistical Categories** dialog box without saving your changes, click the **Cancel** button.
21. Click the **Item Note** button ([Figure 10-19](#)) to open the **Note** dialog box ([Figure 10-20](#)).
- 



---

**Figure 10-19. Item Note button**

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**Figure 10-20. Note dialog box**

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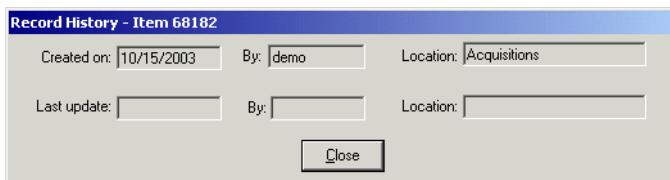
- Enter any additional information in the free-text area and click the **OK** button to save and close the dialog box.
  - Click the **Cancel** button to close the dialog box without saving.
  - Click the **Clear** button or press **Alt + L** on your keyboard to erase the information in the **Note** dialog box.
22. Click the **Item History** button ([Figure 10-21](#)) to open the **Record History** dialog box.
- 



**Figure 10-21. Item History Button**

Result: The **Record History** dialog box ([Figure 10-22](#)) displays the following information.

- The date on which the item record was created
- The Operator who created the item record
- The location at which the item record was created
- The date on which the item record was last updated
- The Operator who last updated the item record
- The location at which the item record was last updated



**Figure 10-22. Record History - Item dialog box**

23. To print a label for the item, click the **Print Label** button (see [Figure 10-23](#)).



---

**Figure 10-23. Print Label Button**

24. You must then save the item record to the database. Click the **Save** button ([Figure 10-24](#)) to save the item record.
- 



---

**Figure 10-24. Save Button**

Result: The message `Item successfully updated` displays.

25. Click the **Close** button to close the item record

Result: The item is created/updated, and the message `Item successfully updated` displays.

---

## **Deleting an Item Record**

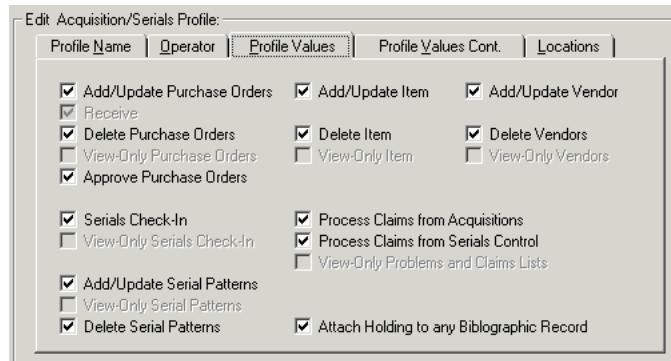
---

Operators may delete item records in the Acquisitions module.

### **Security for Deleting Item Records**

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To be authorized to create or edit an item record, the **Delete Item** check box ([Figure 10-25](#)) must be selected in the **Profile Values** tab of the Acquisitions/Serials Profile to which an operator belongs. See the *Voyager System Administration User's Guide* for more information.



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Figure 10-25. Profile Values tab



#### Procedure 10-7. Deleting an Item Record

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Use the following to delete an item record.

1. Open the item record that you want to delete. Access the item record from:
    - the **Receive/Mark** dialog box
    - the **Copy Status** tab of a line item
    - the **Receive/Mark** tab of a line item
  2. After the item record opens, click the **Delete** button ([Figure 10-26](#)) to delete the item record.
- 



---

Figure 10-26. Delete Button

Result: The confirmation message Are you sure you want to delete Item # x for holding # x? displays, where x equals the appropriate item record number and holding record number.

3. Click **Yes** to continue with the deletion. To cancel the deletion, click **No**.

---

Result: If clicked **Yes**, the item record is deleted.

---

## Predictive Publication Pattern Item Record Field Display

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### Enumeration

If the publication pattern uses an alternate enumeration in addition to the standard enumeration and uses a chronology, everything before the second left parenthesis of the enum/chron string displays in the **Enum** field on the item record, where the alternate enumeration displays in parenthesis. For example, if the enum/chron string were

v.1 n.1 (issue 1) (Dec. 1998) Special Issue

v.1 n.1 (issue 1) would display in the **Enum** field on the item record. If the publication pattern does not use an alternative enumeration in addition to the standard enumeration and does use a chronology, everything before the first left parenthesis of the enum/chron string displays in the **Enum** field on the item record. For example, if the enum/chron string were

v.1 n.1 (Dec. 1998) Special Issue

only v.1 n.1 would display in the **Enum** field on the item record. If the publication pattern does use an alternate enumeration in addition to the standard enumeration but does not use a chronology, the entire enum/chron string displays in the **Enum** field on the item record. For example, if the enum/chron string were

v.1 n.1 (issue 1)

v.1 n.1 (issue 1) would display in the **Enum** field on the item record. Likewise, if the publication pattern does not use an alternate enumeration in addition to the standard enumeration and does not use a chronology, the entire enum/chron string displays in the **Enum** field on the item record. For example, if the enum/chron string were

v.1 n.1

v.1 n.1 would display in the **Enum** field on the item record.

### Chronology

If the publication pattern uses an alternate enumeration in addition to the standard enumeration and uses a chronology, everything between the second left parenthesis and the last right parenthesis of the enum/chron string displays in the **Chron** field on the item record. For example, if the enum/chron string were

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v.1 n.1 (issue 1) (Dec. 1998) Special Issue

Dec. 1998 would display in the **Chron** field on the item record. If the enum/chron string also contained an alternate chronology,

v.1 n.1 (issue 1) (Dec. 1998) (Dic.) Special Issue

Dec. 1998 (Dic.) would display in the **Chron** field on the item record, where the alternate chronology would display in parenthesis. If the publication pattern does not use an alternate enumeration in addition to the standard enumeration but does use a chronology, everything between the first left parenthesis and the last right parenthesis of the enum/chron string displays in the **Chron** field on the item record. For example, if the enum/chron string were

v.1 n.1 (Dec. 1998)

Dec. 1998 would display in the **Chron** field on the item record. If the enum/chron string also contained an alternate chronology,

v.1 n.1 (Dec. 1998) (Dic.)

Dec. 1998 (Dic.) would display in the **Chron** field on the item record, where the alternate chronology would display in parenthesis. If the publication pattern does not use an enumeration but does use a chronology, everything between the first left parenthesis and the last right parenthesis of the enum/chron string displays in the **Chron** field on the item record. For example, if the enum/chron string were

(Dec. 1998)

Dec. 1998 would display in the **Chron** field on the item record. If the enum/chron string also contained an alternate chronology,

(Dec. 1998) (Dic.)

Dec. 1998 (Dic.) would display in the **Chron** field on the item record, where the alternate chronology would be in parenthesis. If the publication pattern does not use any chronology, nothing displays in the **Chron** field on the item record.

## Year

If the publication pattern uses a chronology and has four consecutive digits in its chronology, these four digits display in the **Year** field on the item record. In this case, the year would be displayed in both the **Enum** field and the **Year** field on the item record. If four consecutive digits are not found in the chronology of the publication pattern, Voyager checks the component's prediction tables to determine if a year was at any time associated with the publication pattern. If a year is found, it displays in the **Year** field on the item record.

---

#### **NOTE:**

If the received issue was inserted into the predictive publication pattern, a year does not display in the **Year** field on the item record.

#### **Caption**

Everything after the last right parenthesis of the enum/chron string displays in the **Caption** field on the item record. For example, if the enum/chron string were

v.1 n.1 (Dec. 1998) (Dic.) Special Issue

Special Issue would display in the **Caption** field on the item record. If there are no parenthesis in the enum/chron string, nothing displays in the **Caption** field on the item record.

The **Enum**, **Chron**, **Year**, and **Caption** fields all remain editable on the item record. However, once the item record is created, changes to the enum/chron of the issue have no effect on the item record. Likewise, changes to the enum/chron of the item record have no effect on the issue.

---

#### **Non-Predictive Publication Pattern Item Record**

#### **Field Display**

---

#### **Enumeration**

If there are any parenthesis in the enum/chron string, everything before the first left parenthesis displays in the **Enum** field on the item record. For example, if the enum/chron string were

v.1 n.1 (Dec. 1998) Premier

only v.1 n.1 would display in the **Enum** field on the item record. If there are no parenthesis in the enum/chron string, all of the information in the enum/chron string displays in the **Enum** field on the item record. For example, if the enum/chron string were

v.1 n.1 Dec. 1998 Premier

this entire string would display in the **Enum** field on the item record.

#### **Chronology**

Everything between the first left parenthesis and the last right parenthesis of the enum/chron string displays in the **Chron** field on the item record. For example, if the enum/chron string were

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v.1 n.1 (Dec. 1998) (Dic.) Special

the first set of parenthesis would be stripped away and Dec. 1998 (Dic.) would display in the **Chron** field on the item record. If there are no parenthesis in the enum/chron string, no information displays in the **Chron** field on the item record.

### **Year**

If Voyager finds four consecutive digits between the first left parenthesis and the last right parenthesis of the enum/chron string, these four digits display in the **Year** field on the item record. For example, if the enum/chron string were

v.1 n.1 (Dec. 1998) (Dic.) Special

the four consecutive digits 1998 between the first left parenthesis and the last right parenthesis would display in the **Year** field on the item record. In this case, the year would be displayed in both the **Chron** field and the **Year** field on the item record. If there are no parenthesis in the enum/chron string, nothing displays in the **Year** field on the item record.

### **Caption**

Everything after the last right parenthesis of the enum/chron string displays in the **Caption** field on the item record. For example, if the enum/chron string were

v.1 n.1 (Dec. 1998) (Dic.) Special Issue

Special Issue would display in the **Caption** field on the item record. If there are no parenthesis in the enum/chron string, nothing displays in the **Caption** field on the item record.

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## Problems and Claims

# 11

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### **Introduction**

---

In the **Problems** work space operators can search for monograph line item copies and serial issues that have been manually marked by an Acquisitions operator or automatically marked by the system. Once marked line item copies or marked serial issues are retrieved certain functions can be performed for them, depending upon their mark reasons.

In the **Claims** work space operators search for claims that have been generated for monograph line item copies and serial issues from the **Problems** work space. Once claimed monograph line item copies and serial issues are retrieved, operators can update claims with responses from the vendor or, if necessary, generate additional claims. In addition you can cancel a claim for a serial issue only from the **Claimed Issues** tab.

In addition to these work spaces processing marks and claims can be done in various other places from within the Acquisitions module.

### **Purpose of this Chapter**

---

This chapter discusses:

- Marking by an operator and the functions available for a specific mark reason
- Marking by the system

- System cancel for monographic line items
- System claims for monographic line items and serial issues
- Override claim date
- Overview of processing marks and claims
- **Problems** work space
- **Claims** work space
- Processing marked and claimed items from an approved PO and invoice
- Unmarking a line item copy or serial issue
- Generating a claim
- Updating a claim
- Canceling a claim
- Generating a cancel
- Generating a return
- The **Order**, **Invoice**, and **Print** buttons

## **Security for Processing Marked Items and Issues**

There are two check boxes that authorize processing of claimed line items and issues.

If the **Process Claims from Acquisitions** check box on the **Profile Values** tab of your Acquisitions/Serials Profile is selected, this operator may process:

- marked line item copies on the **Marked Line Items** tab of the **Problems** work space
- claimed line item copies on the **Claimed Line Items** tab **Claims** work space
- marked and claimed line item copies from an approved purchase order and invoice
- marked line item copies on the **Problems** tab
- marked line item copies on the **Claims** tab

If the **Process Claims from Serials Control** check box on the **Profile Values** tab of your Acquisitions/Serials Profile is selected, this operator may process:

- marked serial issues on the **Marked Issues Items** tab of the **Problems** work space
- claimed serial issues on the **Claimed Issues Items** tab **Claims** work space

- marked and claimed serial issues from an approved purchase order and invoice
- marked issues on the **Problem History** tab
- marked issues on the **Claims History** tab

In addition, if the **View-Only Problems and Claims Lists** check box is selected on the **Profile Values** tab of your **Acquisitions/Serials Profile**, the operator can view mark and claim information, but the various function buttons, Unmark, Generate Claim, Generate Cancel, and Generate Return functions are not available. See the *Voyager System Administration User's Guide* for more information.

## **Marking by an Operator**

---

When an Acquisitions operator encounters a monograph line item copy or serial issue that is not satisfactory or that requires further investigation, the operator can manually mark the copy or issue with an appropriate mark reason. After the copy or issue has been marked, it appears on the **Problems** work space where further action can be taken.

How a marked line item copy or serial issue can be processed from the **Problems** work space depends upon the mark reason that has been assigned. [Table 11-1](#) lists the available functions for each mark reason.

**Table 11-1. Functions Available for Mark Reasons**

Mark Reason	Available Functions for Marked Line Item Copies	Available Functions for Marked Serial Issues
Claim	Unmark Generate Claim	Unmark Generate Claim
Cancel	Unmark Generate Cancel	N/A
Return	Unmark Generate Return	N/A
System Claim	Unmark Generate Claim	Unmark Generate Claim
System Cancel	Unmark Generate Cancel	N/A
User-Defined Mark Reasons	Unmark	Unmark

---

Operators can manually mark line item copies and serial issues from numerous locations within the Acquisitions module. For information about marking monograph items, see [Receiving and Marking Your Monograph Items](#) on [page 7-1](#). For information about marking serial issues, see [Marking an Issue](#) on [page 9-17](#).

The following three system-defined mark reasons are always available for marking monograph line item copies: Claim, Cancel and Return. One system-defined mark reason is always available for marking serial issues: Claim.

Using the Mark Reason Definitions activity in the System Administration module, your institution may create additional mark reasons (for example, Damaged or Received in error; for more information about creating mark reasons, see the *Voyager System Administration User's Guide*.)

## **Marking by the System**

---

In addition to items displaying on the **Problems** work space due to marking by an operator, monograph line item copies and serial issues automatically marked by the system with the mark reason of System Cancel or System Claim also display on the **Problems** work space.

In order for the system to perform such marking, the Acquisitions batch job # 1 must be run (see the *Voyager Reporter User's Guide* and the *Voyager Technical User's Guide* for more information about running this batch job.) The methods used by the Acquisitions batch job # 1 to mark line item copies and serial issues with the System Cancel or System Claim mark reason are explained as follows.

**NOTE:**

Acqjob 1 is a batch job that should be run daily. This job is added to a cron as part of the installation process.

### **System Cancel for Monographic Line Items Only**

---

The System Cancel mark reason is only applied to *monograph* line item copies, not serial issues. In order for the System Cancel mark reason to be applied to a *monograph* line item copy (a line item without a component), the following criteria must be met:

- The copy must have a copy status of Approved or Claimed
- The copy must be listed on a purchase order that has a status of Approved/Sent, Received Partial or Received Complete
- The copy must not already be marked with System Cancel

For a monograph line item copy that meets the above criteria, when the Acquisitions batch job # 1 is run, the system makes two checks to determine whether the line item copy should be marked System Cancel.

The system first looks at the **Not Needed After date** for the purchase order on which the line item copy is listed (the **Not Needed After date** field is located on the **Footer** tab of the purchase order, see [Footer Tab on page 6-7](#) for more information.) If a **Not Needed After date** has been specified, and if the date has been surpassed, the line item copy is marked with System Cancel. The line item copy can then be retrieved on the **Problems** work space, where a cancellation notice can be generated.

If a **Not Needed After date** has not been specified for the purchase order on which the line item copy is listed, the system then looks at the **Cancel After days** interval at the following locations and in the following hierarchy.

- **Delivery Options** tab of the **Line Item** dialog box (see [Delivery Options Tab on page 6-71](#))
- **Footer** tab of the purchase order on which the line item is listed (see [Footer Tab on page 6-7](#))
- **Delivery Options** tab of the vendor record for the vendor used on the purchase order (see [Delivery Options Tab on page 4-14](#))
- **Vendor Policies** tab of the **Acquisitions/Serials Group Definitions** work space in the System Administration module

The system adds the Cancel After days interval that it finds at the earliest level in the hierarchy to the date on which the line item copy was first assigned the status of Approved (if the system does not find a Cancel After days interval in any of the above locations, the line item copy is not marked with System Cancel and an error message is written to the `acqjob.log` file, located in the `/m1/voyager/xxxdb/rpt` directory.)

**NOTE:**

The Approved status is first assigned to a line item copy when the purchase order is approved. It is necessary for the system to look for the date on which the Approved status was first assigned because, whenever a received copy is unreceived, the copy is re-assigned the Approved status. Therefore, a copy may be assigned the Approved status multiple times. For more information about unreceiving a monograph copy, see [Unreceiving a monographic item on page 7-13](#).

If the resulting date has been surpassed, the line item copy is marked with a mark reason of System Cancel. The line item copy can then be retrieved on the **Problems** work space, where a cancellation notice can be generated (see [Generating a Cancel on page 11-40](#).)

---

## **System Claim for Monograph Line Item Copies**

---

In order for the System Claim mark reason to be applied to a monograph line item copy (a line item without a component), the following criteria must be met.

- The copy must have a copy status of Approved or Claimed (the copy acquires a copy status of approved when the purchase order on which the line item is listed is approved; the copy acquires a status of Claimed when a claim is generated for the copy)
- The copy must be listed on a purchase order that has a status of Approved/Sent, Received Partial, or Received Complete
- The copy must not already be marked with System Cancel or System Claim

For a monograph line item copy that meets the above criteria, when the Acquisitions batch job # 1 is run, the system uses the following method to determine whether the line item copy should be marked System Claim.

1. The system first determines if the line item copy has been previously claimed.
2. If it has, the system checks the most recent claim for an override Claim Date. See [Explanation of Override Claim Date](#) on page 11-8.

**NOTE:**

Acqjob 1 is a batch job that should be run daily. This job is added to a cron as part of the installation process.

---

## **System Claim for Serial Issues**

---

In order for the System Claim mark reason to be applied to an issue of a serial component, the following criteria must be met.

- The purchase order on which the serial is listed must have a status of Pending, Approved/Sent, Received Partial or Received Complete
- At least one issue must already have been received

For an issue that meets the above criteria, when the Acquisitions batch job # 1 is run, the system uses the following method to determine whether the issue should be marked System Claim.

1. The system first determines whether the issue has been received. If the issue has been received, the issue is not marked with System Claim.

2. If the issue has not been received, the system then determines whether a **Don't Claim** option is set for the issue or for the component. If the Don't Claim option is set for either the issue or the component, the issue is not marked with System Claim.
3. If a Don't Claim interval is not set for either the issue or the component, and if the issue has never before been marked with System Claim, the system adds the **Claim Interval** on the **Component Details** tab of the serial component (see [Creating a Subscription Component](#) on [page 8-6](#)) to the expected date of the issue. If the resulting date has been surpassed, the issue is marked with a mark reason of System Claim for the first time. The serial issue can then be retrieved on the **Problems** work space, where a claim can be generated (see [Generating a Claim](#) on [page 11-32](#).)
4. If a Don't Claim interval is not set for either the issue or the component, and if the issue has previously been marked with System Claim, the system looks for a **Claim Interval** at the following locations and in the following hierarchy:

**NOTE:**

The Claim Interval at the component level does not come into play if the issue has previously been marked with System Claim. The Claim Interval at the component level is only used to calculate the date on which the issue is marked with System Claim for the first time.

- a. **Delivery Options** tab of the **Line Item** dialog box (see [Delivery Options Tab](#) on [page 6-71](#))
- b. **Footer** tab of the purchase order on which the serial line item is listed (see [Footer Tab](#) on [page 6-7](#))
- c. **Delivery Options** tab of the vendor record for the vendor used on the purchase order (see [Delivery Options Tab](#) on [page 4-14](#))
- d. **Vendor Policies** tab of the **Acquisitions/Serials Group Definitions** work space in the System Administration module (see the *Voyager System Administration User's Guide*.)

The system adds the Claim Interval that it finds at the earliest level in the hierarchy to the expected date of the issue (if the system does not find a Claim Interval at any of the above levels, the issue is not marked with System Claim and an error message is written to `acqjob.log` file located in the `/m1/voyager/xxxdb/rpt` directory.)

If the resulting date has been surpassed, the issue is marked with a mark reason of System Claim. The serial issue can then be retrieved on the **Problems** work space, where a claim can be generated (see [Generating a Claim](#) on [page 11-32](#).)

- 
5. A serial issue is also marked with System Claim due to a surpassed override Claim Date. See [Explanation of Override Claim Date](#) on [page 11-8](#).

## **Explanation of Override Claim Date**

---

The override Claim Date is set when an already existing claim for the line item copy or serial issue is updated. When a claim response is received from the vendor, an operator can choose to update the claim. When the claim is updated, an override Claim Date is specified (in the **Claim Date** field on the **Update Claim** dialog box).

The purpose of the override Claim Date is to extend or shorten the established Claim Interval for the item. Normally, when the Acquisitions batch job # 1 is run, the system uses the item's established claim interval to determine when the item should be marked with System Claim and sent to the **Problems** work space. But if an override Claim Date is set for the item, the system ignores the established claim interval and marks the item with System Claim only when the override Claim Date is surpassed. Therefore, the override Claim Date helps regulate the generation of additional claims for an item after the vendor has communicated with you about the item. For more information about updating a claim and setting an override Claim Date, see [Updating a Claim](#) on [page 8-8](#).

For example, assume that the claim interval for an item is 30 days. The item is expected to be received on January 1, 2000. Thirty days after this date, the system generates the first claim. Two weeks later, the vendor sends a response notifying you that the item is not shipped until January 1, 2001. By updating the claim and designating an override Claim Date, you are overriding the 30 day claim interval, which would normally make that item display with a new System Claim mark on the purchase order every 30 days. The system eventually marks the item with System Claim and display it on purchase order when the override Claim Date is surpassed, but the override Claim Date prevents several additional System Claim marks from showing up for the item on the purchase order.

## **Override Claim Date for Monographic Items**

---

- If an override Claim Date exists and has been surpassed, the line item copy is marked with System Claim.
- If an override Claim Date exists but is still in the future, the line item copy not marked with System Claim and the system moves on to the next step.
- If an override Claim Date does not exist, then it is not marked with System Claim and the system moves on to the next step.

- If the line item copy has not been claimed, or if it has been claimed but an override Claim Date has not been set, the system looks at the **Claim Interval** option at the following locations and in the following hierarchy:
  - a. **Delivery Options** tab of the **Line Item** dialog box (see [Delivery Options Tab on page 6-71](#).) The system also looks for a **Don't Claim** option at this level.
  - b. **Footer** tab of the purchase order on which the line item or serial line item is listed (see [Footer Tab on page 6-7](#).) The system also looks for a **Don't Claim** option at this level.
  - c. **Delivery Options** tab of the vendor record for the vendor used on the purchase order (see [Delivery Options Tab on page 4-14](#))
  - d. **Vendor Policies** tab of the **Acquisitions/Serials Group Definitions** work space in the System Administration module

The system adds the Claim Interval that it finds at the earliest level in the hierarchy to the date on which the line item copy was first assigned the status of Approved.

**NOTE:**

If the system finds a Don't Claim option at the first or second level, the line item copy is not marked with System Claim. Also, if the system does not find a Claim Interval at any of the levels, the line item copy is not marked with System Claim and an error message is written to `acqjob.log` file located in the `/m1/voyager/xxxdb/rpt` directory.

If the resulting date has been surpassed, the system then determines whether one or more claims have been previously generated for the line item copy. If one or more claims have been sent previously, the system looks at the **Claim Count** in the following two locations and in the following hierarchy to determine whether the maximum number of claims have been sent to the vendor:

- **Delivery Options** tab of the vendor record for the vendor used on the purchase order (see [Delivery Options Tab on page 4-14](#))
- **Vendor Policies** tab of the **Acquisitions/Serials Group Definitions** work space in the System Administration module

The system uses the Claim Count that it finds at the earliest level in the hierarchy. If the total number of claims that have been previously generated meets or exceeds the Claim Count, the line item copy is not marked with System Claim. If the total number of claims that have been previously generated is below the Claim Count, the line item copy is marked with System Claim.

The line item copy can then be retrieved on the **Problems** work space, where a claim can be generated (see [Generating a Claim on page 11-32](#).)

---

## Override Claim Date for Serial Issues

---

- If one or more claims have been sent previously for the serial issue, the system checks the most recent claim for an override Claim Date.
- If an override Claim Date exists and has been surpassed, the issue is marked with System Claim.
- If an override Claim Date exists but is still in the future, the issue is not marked with System Claim.
- If an override Claim Date does not exist, the system applies the item's established claim interval to the last date on which a claim was generated based on this hierarchy:
  - a. **Delivery Options** tab of the **Line Item** dialog box (see [Delivery Options Tab on page 6-71](#))
  - b. **Footer** tab of the purchase order on which the serial line item is listed (see [Footer Tab on page 6-7](#))
  - c. **Delivery Options** tab of the vendor record for the vendor used on the purchase order (see [Delivery Options Tab on page 4-14](#))
  - d. **Vendor Policies** tab of the **Acquisitions/Serials Group Definitions** work space in the System Administration module (see the *Voyager System Administration User's Guide*.)

The system adds the Claim Interval that it finds at the earliest level in the hierarchy to the expected date of the issue.

**NOTE:**

If the system does not find a Claim Interval at any of the levels, the issue is not marked with System Claim and an error message is written to acqjob.log file located in the /m1/voyager/xxxdb/rpt directory.

If the resulting date has been surpassed, the issue is marked with a mark reason of System Claim. The serial issue can then be retrieved on the **Problems** work space, where a claim can be generated (see [Generating a Claim on page 11-32](#).)

---

## Overview of Processing Marks and Claims

---

The processing activities that are available from within the Acquisitions module are:

- Unmarking an item or issue. This can be done for any marked item or issue with any reason.

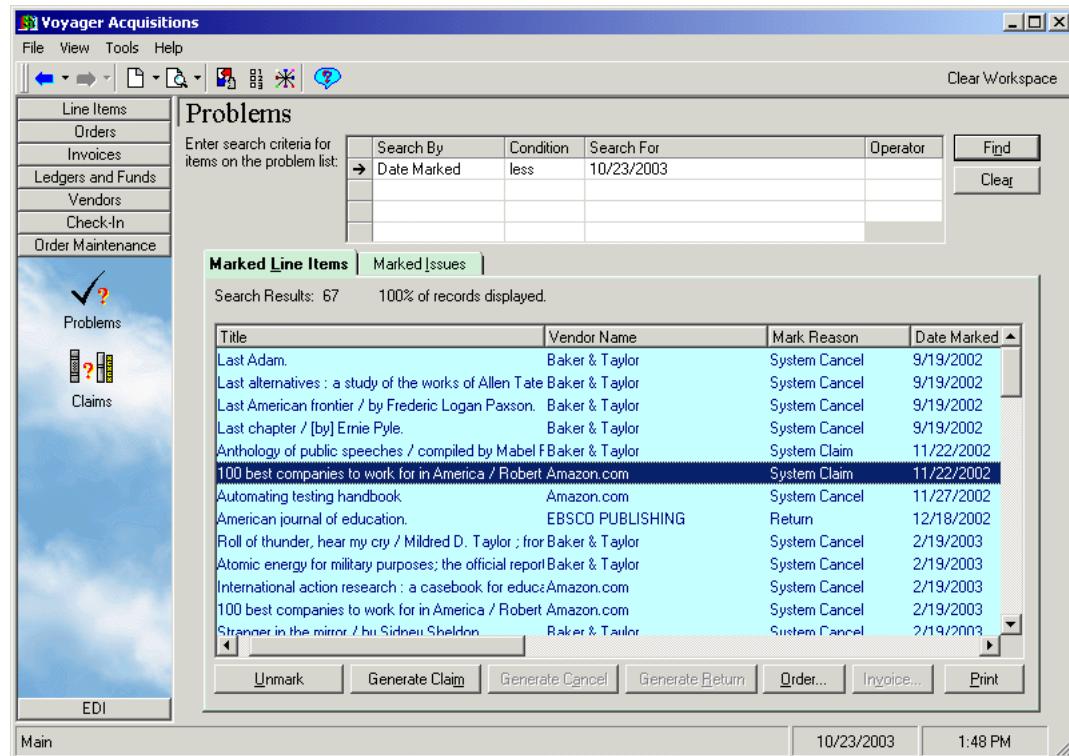
- Generating, updating, or canceling a claim. This can be done for any Claimed or System Claimed item or issue.
- Generating a cancel. This can be done for any item or issue marked with Canceled or System Canceled.
- Generating a return. This can be done for any item or issue marked with "Return".

These processing activities can be performed in various places within the Acquisitions module.

- **Problems** work space allows processing of marks and claims

The **Problems** work space displays in [Figure 11-1](#).

---



**Figure 11-1. Problems work space**

Depending on the item selected, the appropriate buttons are active at the bottom of the work space. These are:

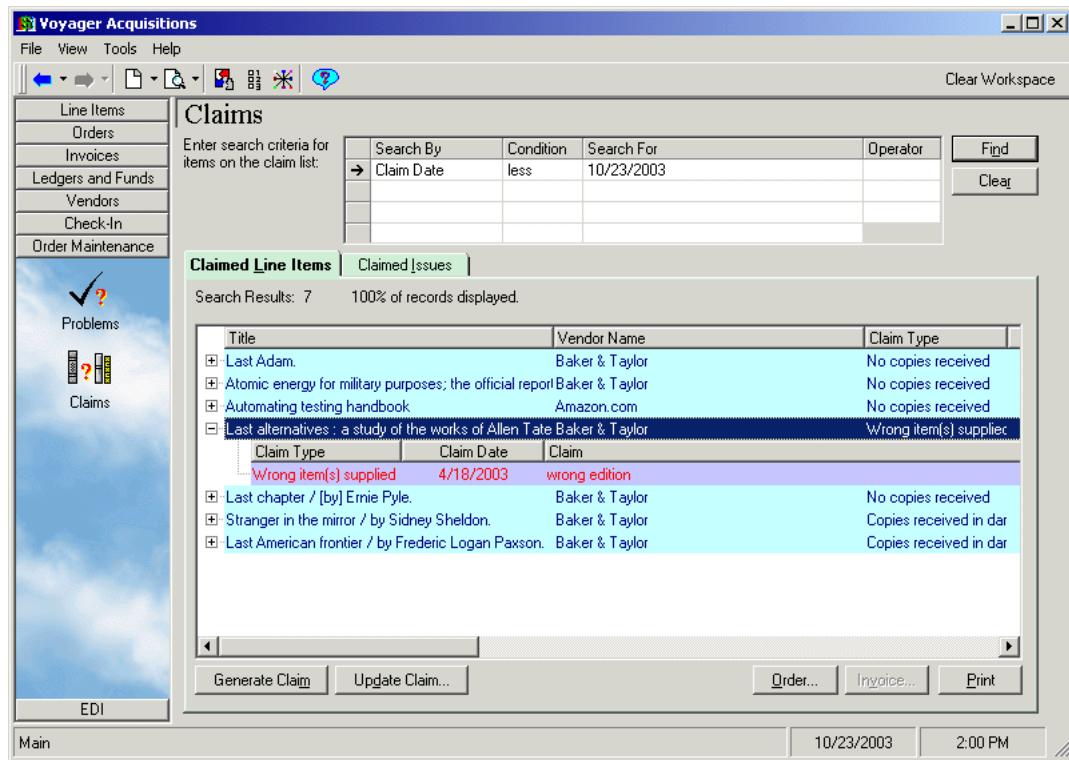
- **Unmark, Order and Print** buttons are always available
- If the mark reason is claim, the **Generate Claim** button is active

- If the mark reason is cancel, the **Generate Cancel** button is active
- If the mark reason is return, the **Generate Return** button is active
- The **Invoice** button is active if there is an invoice associated with the item
- On the **Marked Issues** tab the **Check-in** button is active

For more information see [Problems work space](#) on page 11-17.

- **Claims** work space allows processing of claims

The **Claims** work space displays in [Figure 11-2](#).



**Figure 11-2. Claims work space**

Since this work space is specific to claims the following buttons are active at the bottom of the work space:

- The **Generate Claim**, **Update Claim**, **Order** and **Print** buttons are always available

- On the **Claimed Issues** tab, the **Cancel Claim** and **Check-in** buttons are active
- The **Invoice** button is active if there is an invoice associated with the item

For more information see [Claims work space on page 11-21](#).

- **Approved Purchase Orders and Invoices** allow for processing of marks and claims

The **Line Item** section of an approved **Purchase Order** or approved **Invoice** displays in [Figure 11-3](#)

Line #/Status	Title	Price (Adjustments)	# of Copies	Location	Fund	Line T
+ 1 / Approved	Critique of practical reason;	\$15.00	1	Main	CA_Ledger / CA_fund	
+ 2 / Received Compl	Liberal hour.	\$20.00	1	Main	CA_Ledger / CA_fund	
+ 3 / Approved	Floral biology / Mary Perciv.	\$20.00	1	Main	CA_Ledger / CA_fund	
	ISSN	Marked/Claimed	Copy	Issue Identification	Component	Date
	N/A	Marked	1	N/A	N/A	10/23/2003
				Reason	Claim	(N/A)

Recv/Mark...	Unmark	Generate Claim	Update Claim...	Generate Cancel	Generate Return	Details...	MARC...
--------------	--------	----------------	-----------------	-----------------	-----------------	------------	---------

Figure 11-3. Line Item section of an approved PO or Invoice

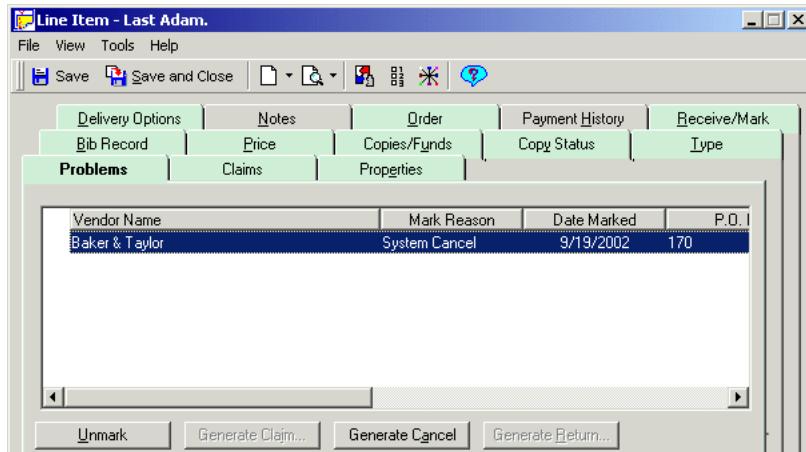
Depending on the item selected, the appropriate buttons are active at the bottom of the work space. These are:

- **Recv/Mark**, **Unmark**, **Details**, and **MARC** buttons are always available
- If the mark reason is claim, the **Generate Claim** and **Update Claim** buttons are active
- If the mark reason is cancel, the **Generate Cancel** button is active
- If the mark reason is return, the **Generate Return** button is active

For more information see [Processing Marked and Claimed Items from Approved Purchase Orders and Invoices on page 11-28](#).

- The **Problems** tab of the **Line Item** dialog box allows processing of marks and claims

The **Problems** tab of the **Line Item Details** dialog box displays in [Figure 11-4](#).

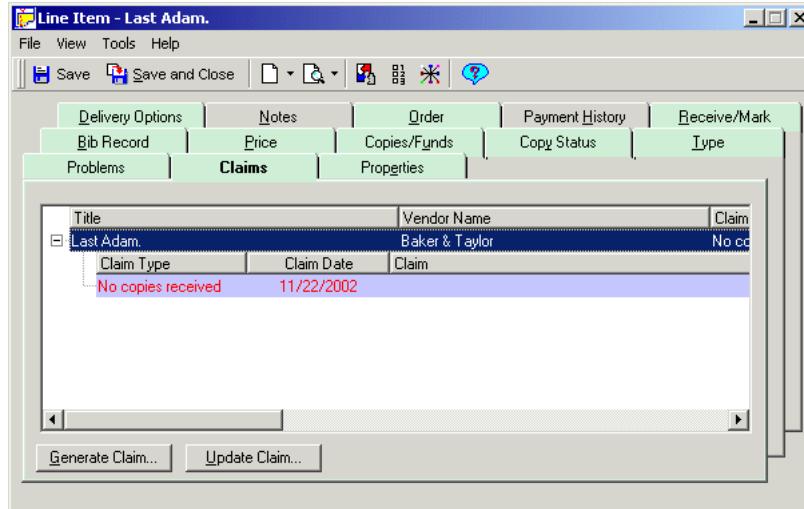


**Figure 11-4.** Problems tab of the Line Item Detail dialog box

Depending on the item selected, the appropriate buttons are active at the bottom of the work space. These are:

- **Unmark** is always available
- If the mark reason is claim, the **Generate Claim** button is active
- If the mark reason is cancel, the **Generate Cancel** button is active
- If the mark reason is return, the **Generate Return** button is active
- The **Claims** tab of the **Line Item** dialog box allows processing of claims

The **Claims** tab of the **Line Item Details** dialog box displays in [Figure 11-5](#).



**Figure 11-5. Claims tab of the Line Item Detail dialog box**

Since this tab is specific to claims, the **Generate Claim** and **Update Claims** buttons are active once the item is selected.

- The **Problem History** tab on the **Serials History** work space  
The **Problems History** tab of the **Serials History** work space displays in [Figure 11-6](#). See [Serials History Information](#) on page 9-28 for more information.

**Serials History**

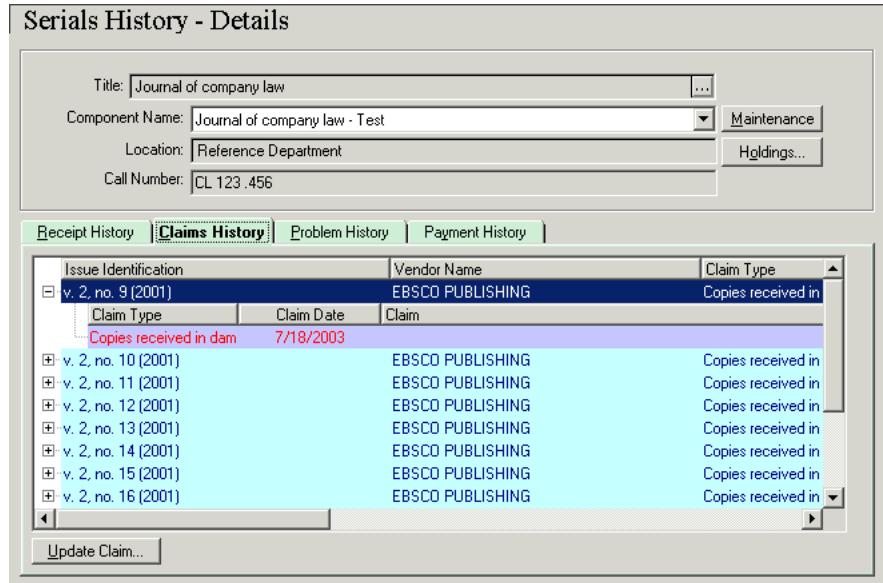
Title: <input type="text" value="Journal of forensic neuropsychology."/>	<input type="button" value="..."/>	<input type="button" value="Maintenance"/>																																												
Component Name: <input type="text" value="Journal of forensic neuropsychology - B"/>	<input type="button" value="▼"/>	<input type="button" value="Holdings..."/>																																												
Location: <input type="text" value="Periodicals Room"/>	<input type="button" value=""/>																																													
Call Number: <input type="text"/>	<input type="button" value=""/>																																													
<input type="button" value="Receipt History"/> <input type="button" value="Claims History"/> <input type="button" value="Problem History"/> <input type="button" value="Payment History"/>																																														
<table border="1"> <thead> <tr> <th>Issue Identification</th> <th>Mark Reason</th> <th>Date Marked</th> <th>Vendor Name</th> </tr> </thead> <tbody> <tr><td>v. 3, no. 16 (1 Apr.)</td><td>System Claim</td><td>4/16/2003</td><td>EBSCO PUBLISHING</td></tr> <tr><td>v. 3, no. 16 (1 Apr.)</td><td>System Claim</td><td>4/16/2003</td><td>EBSCO PUBLISHING</td></tr> <tr><td>v. 3, no. 17 (1 May)</td><td>System Claim</td><td>5/13/2003</td><td>EBSCO PUBLISHING</td></tr> <tr><td>v. 3, no. 17 (1 May)</td><td>System Claim</td><td>5/13/2003</td><td>EBSCO PUBLISHING</td></tr> <tr><td>v. 3, no. 18 (1 June)</td><td>System Claim</td><td>6/30/2003</td><td>EBSCO PUBLISHING</td></tr> <tr><td>v. 3, no. 18 (1 June)</td><td>System Claim</td><td>6/30/2003</td><td>EBSCO PUBLISHING</td></tr> <tr><td>v. 4, no. 19 (1 July)</td><td>System Claim</td><td>7/1/2003</td><td>EBSCO PUBLISHING</td></tr> <tr><td>v. 4, no. 19 (1 July)</td><td>System Claim</td><td>7/1/2003</td><td>EBSCO PUBLISHING</td></tr> <tr><td>v. 4, no. 20 (1 Aug.)</td><td>System Claim</td><td>8/14/2003</td><td>EBSCO PUBLISHING</td></tr> <tr><td>v. 4, no. 20 (1 Aug.)</td><td>System Claim</td><td>8/14/2003</td><td>EBSCO PUBLISHING</td></tr> </tbody> </table>			Issue Identification	Mark Reason	Date Marked	Vendor Name	v. 3, no. 16 (1 Apr.)	System Claim	4/16/2003	EBSCO PUBLISHING	v. 3, no. 16 (1 Apr.)	System Claim	4/16/2003	EBSCO PUBLISHING	v. 3, no. 17 (1 May)	System Claim	5/13/2003	EBSCO PUBLISHING	v. 3, no. 17 (1 May)	System Claim	5/13/2003	EBSCO PUBLISHING	v. 3, no. 18 (1 June)	System Claim	6/30/2003	EBSCO PUBLISHING	v. 3, no. 18 (1 June)	System Claim	6/30/2003	EBSCO PUBLISHING	v. 4, no. 19 (1 July)	System Claim	7/1/2003	EBSCO PUBLISHING	v. 4, no. 19 (1 July)	System Claim	7/1/2003	EBSCO PUBLISHING	v. 4, no. 20 (1 Aug.)	System Claim	8/14/2003	EBSCO PUBLISHING	v. 4, no. 20 (1 Aug.)	System Claim	8/14/2003	EBSCO PUBLISHING
Issue Identification	Mark Reason	Date Marked	Vendor Name																																											
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v. 4, no. 20 (1 Aug.)	System Claim	8/14/2003	EBSCO PUBLISHING																																											
<input type="button" value="Generate Claim"/> <input type="button" value="Start Over"/>																																														

**Figure 11-6. Problem History tab**

The **Generate Claim** button is the only button available on this tab. It is active if the Mark reason is Claim or System Claim.

- The **Claims History** tab on the **Serials History** work space

The **Claims History** tab of the **Serials History** work space displays in [Figure 11-7](#). See [Serials History Information](#) on [page 9-28](#) for more information.



---

Figure 11-7. Claims History tab

The **Update Claim** button is the only button available on this tab and it is always active.

---

## Problems work space

---

The **Problems** work space ([Figure 11-8](#)) contains two tabs that allow users to search for and process marked items.

- **Marked Line Items**
- **Marked Issues**

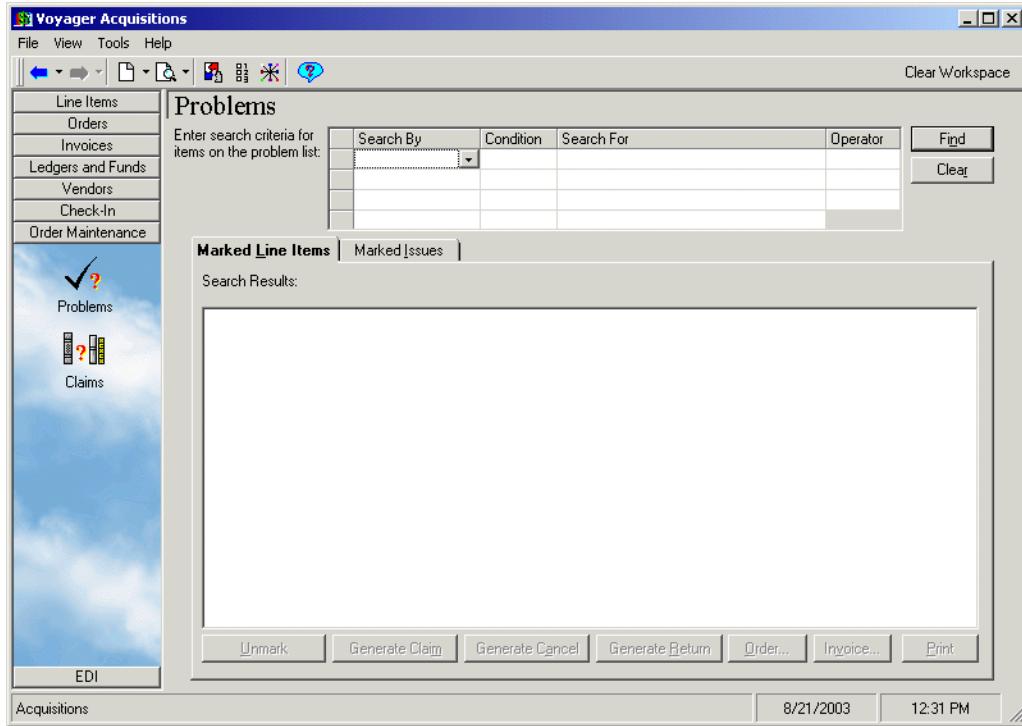


Figure 11-8. Problems work space

The **Problems** work space contains a search grid and two tabs. When you use the search grid, you conduct a search for both marked monographic line item copies and marked serial issues. See [Searching for Marked and Claimed Items on page 11-28](#).

The marked line item copies that match the search display on the **Marked Line Items** tab. The marked serial issues that match the search display on the **Marked Issues** tab.

### Marked Line Items Tab

[Figure 11-9](#) displays the **Marked Line Items** tab after searching for marked items.

Title	Vendor Name	Mark Reason	Date Marked	P.O. Number	Invoice Number	Copy	Copy Status	Operator
Football dreams / David Guy.	Baker & Taylor	System Claim	8/14/2003	168		1	Approved	SYSTEM
Football dreams / David Guy.	Baker & Taylor	Cancel	7/3/2003	168		1	Approved	demo
American sports poems / selected by R.R. Baker	Baker & Taylor	System Claim	8/14/2003	168		1	Approved	SYSTEM
Last chapter / [by] Ernie Pyle.	Baker & Taylor	System Cancel	9/19/2002	170		1	Claimed	SYSTEM
Last American Puritan : the life of Increase	Baker & Taylor	System Cancel	5/13/2003	170		1	Approved	SYSTEM
Last American frontier / by Frederic Logan Baker	Baker & Taylor	System Cancel	9/19/2002	170		1	Claimed	SYSTEM
Last alternatives : a study of the works of A	Baker & Taylor	System Cancel	9/19/2002	170		1	Claimed	SYSTEM
Last Adam.	Baker & Taylor	System Cancel	9/19/2002	170		1	Claimed	SYSTEM
Atomic energy for military purposes; the offi	Baker & Taylor	System Cancel	2/19/2003	207	207	1	Claimed	SYSTEM
Roll of thunder, hear my cry / Mildred D. Taylor	Baker & Taylor	System Cancel	2/19/2003	214	214	1	Approved	SYSTEM
Automating testing handbook	Amazon.com	System Cancel	11/27/2002	216	082702	1	Claimed	SYSTEM
Anthology of public speeches / compiled by	Baker & Taylor	System Cancel	4/16/2003	217		1	Received	SYSTEM
Anthology of public speeches / compiled by	Baker & Taylor	System Claim	11/22/2002	217		1	Received	SYSTEM
100 best companies to work for in America	Amazon.com	Cancel	6/30/2003	237		1	Approved	demo

Figure 11-9. Problems work space - results on Marked Line Items tab

The following information displays for each marked line item copy on the **Marked Line Items** tab (see [Figure 11-9](#)).

- Title of the item (in Title column)
- Name of the vendor associated with the purchase order on which the line item is listed (in the Vendor Name column)
- Mark reason assigned to the line item copy (in the Mark Reason column); for example, Claim, System Claim, Cancel, System Cancel, Return
- Date on which the line item copy was marked (in the Date Marked column)
- Number of the purchase order on which the line item is listed (in the P.O. Number column)
- Number of the invoice on which the line item is listed (in the Invoice Number column); this value is only present if the line item has been invoiced
- Copy number of the item
- Status of the line item copy (in the Copy Status column); for example, Pending, Approved, or Received
- Operator who marked the line item copy (in the Operator column); if the line item copy was marked by the system, SYSTEM displays
- Comments entered by the operator when the line item copy was marked (in the Comment column)
- Vendor Title number

- Vendor Reference number

## Marked Issues Tab

[Figure 11-10](#) displays the **Marked Issues** tab after searching for marked issues.

The screenshot shows a software interface titled 'Marked Issues'. At the top, there are tabs for 'Marked Line Items' and 'Marked Issues', with 'Marked Issues' being the active tab. Below the tabs, it says 'Search Results: 75 20% of records displayed.' and a 'Next' button. A large table lists 25 rows of data, each representing a marked issue. The columns are: ISSN, Title, Issue Identification, Vendor Name, Component, Mark Reason, and Date Marked. The data shows multiple entries for the ISSN 0123-4567, all associated with the title 'Rational test journal' and vendor 'EBSCO'. The 'Issue Identification' column provides specific issue details like 'v. 1, no. 8 (2002 Feb. 1 EBSCO)' through 'v. 1, no. 25 (2002 June EBSCO)'. The 'Component' column consistently shows 'Rational test journal'. The 'Mark Reason' column shows either 'System Claim' or 'Claim'. The 'Date Marked' column shows dates from '6/3/2002' to '6/19/2002'. At the bottom of the table are buttons for 'Unmark', 'Generate Claim', 'Order...', 'Invoice...', and 'Print'.

ISSN	Title	Issue Identification	Vendor Name	Component	Mark Reason	Date Marked
0123-4567	Rational test journal	v. 1, no. 8 (2002 Feb. 1 EBSCO)	EBSCO	Rational test journal	System Claim	6/3/2002
0123-4567	Rational test journal	v. 1, no. 9 (2002 Feb. 2 EBSCO)	EBSCO	Rational test journal	System Claim	6/3/2002
0123-4567	Rational test journal	v. 1, no. 10 (2002 Mar. EBSCO)	EBSCO	Rational test journal	System Claim	6/3/2002
0123-4567	Rational test journal	v. 1, no. 11 (2002 Mar. EBSCO)	EBSCO	Rational test journal	System Claim	6/3/2002
0123-4567	Rational test journal	v. 1, no. 12 (2002 Mar. EBSCO)	EBSCO	Rational test journal	System Claim	6/3/2002
0123-4567	Rational test journal	v. 1, no. 13 (2002 Mar. EBSCO)	EBSCO	Rational test journal	System Claim	6/3/2002
0123-4567	Rational test journal	v. 1, no. 17 (2002 Apr. EBSCO)	EBSCO	Rational test journal	System Claim	6/3/2002
0123-4567	Rational test journal	v. 1, no. 19 (2002 May EBSCO)	EBSCO	Rational test journal	System Claim	6/3/2002
0123-4567	Rational test journal	v. 1, no. 20 (2002 May EBSCO)	EBSCO	Rational test journal	System Claim	6/3/2002
0123-4567	Rational test journal	v. 1, no. 21 (2002 May EBSCO)	EBSCO	Rational test journal	System Claim	6/3/2002
0123-4567	Rational test journal	v. 1, no. 24 (2002 June EBSCO)	EBSCO	Rational test journal	System Claim	6/19/2002
0123-4567	Rational test journal	v. 1, no. 25 (2002 June EBSCO)	EBSCO	Rational test journal	System Claim	6/19/2002

**Figure 11-10. Problems work space - results on Marked Issues tab**

The following information displays for each marked serial issue on the **Marked Issues** tab (see [Figure 11-10](#)).

- ISSN of the item
- Title of the serial item (in the Title column)
- Enumeration/chronology information of the issue (in the Issue Identification column)
- Name of the vendor associated with the purchase order on which the serial item is listed (in the Vendor Name column)
- Name of the serial's component to which the issue belongs (in the Component column)
- Mark reason assigned to the serial issue (in the Mark Reason column); for example, Claim or System Claim
- Date on which the serial issue was marked (in the Date Marked column)
- Number of the purchase order on which the serial item is listed (in the P.O. Number column)

**NOTE:**

The number of the invoice on which the serial item is listed (in the Invoice Number column). This value is only present if the serial item has been invoiced.

- Copy number of the item
- Status of the serial issue (in the Copy Status column); for example, Received or Received Partial
- Operator who marked the serial issue (in the Operator column); if the serial issue was marked by the system, SYSTEM displays
- Comments entered by the operator when the serial issue was marked (in the Comment column)
- Vendor Title number
- Vendor Reference number

## **Claims work space**

---

The **Claims** work space ([Figure 11-11](#)) allows users to search and process claims that have been generated for monograph line item copies and serial issues from the **Problems** work space. It contains the following tabs.

- **Claimed Line Items**
- **Claimed Issues**

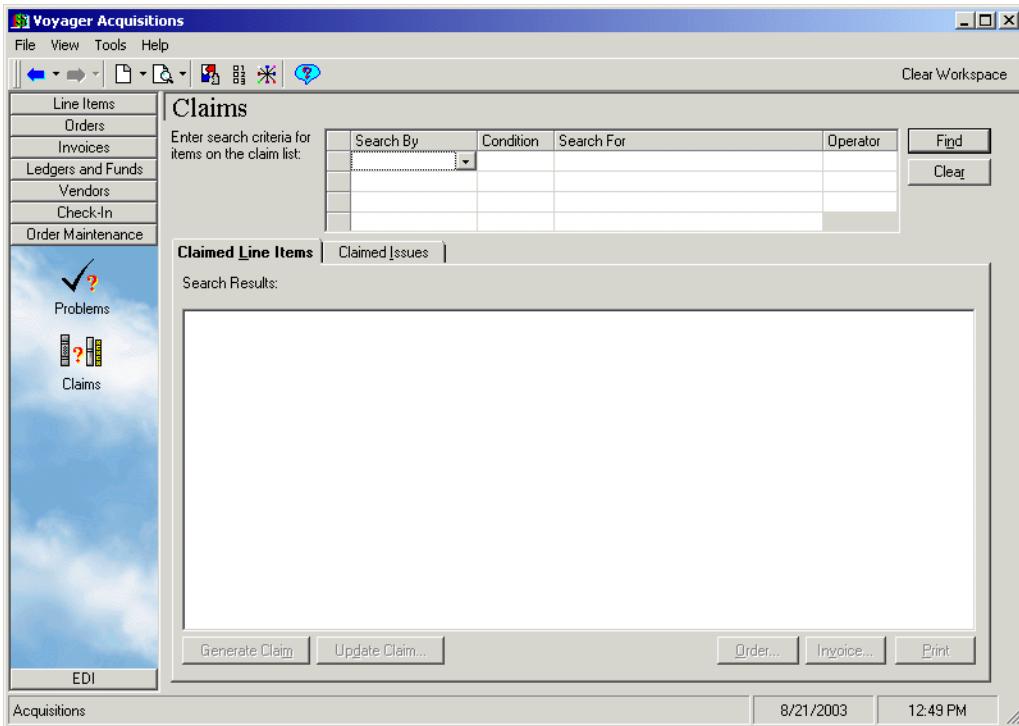


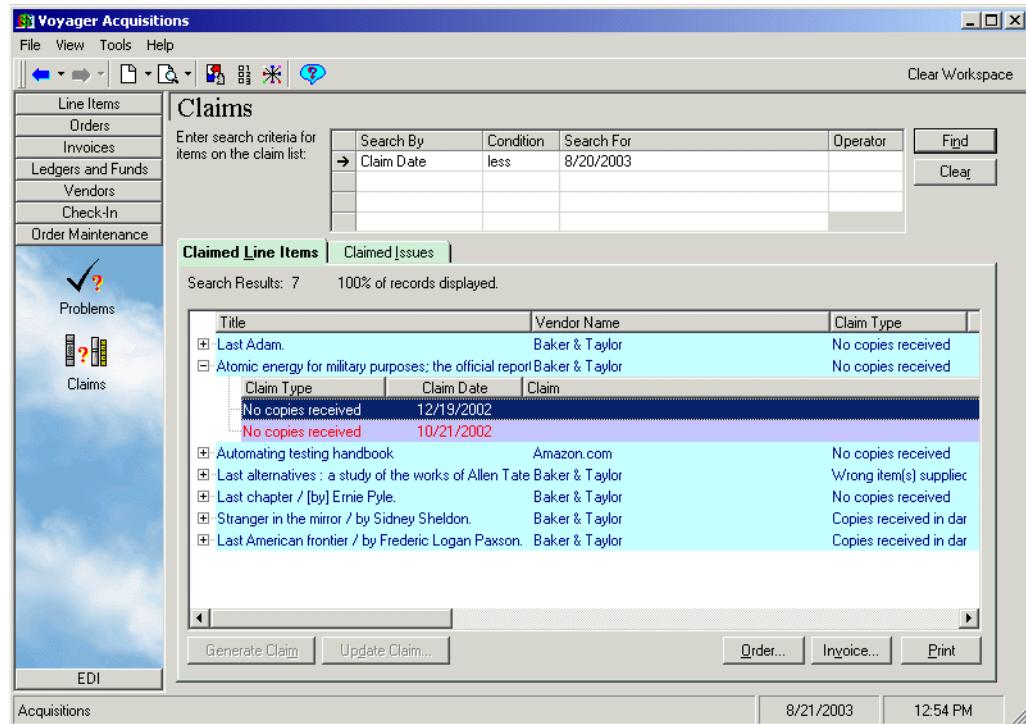
Figure 11-11. Claims work space

The **Claims** work space contains a search grid and two tabs. When you use the search grid, you conduct a search for both monograph line item copies and serial issues that have been claimed. See [Searching for Marked and Claimed Items on page 11-28](#).

The monograph line item copies that match the search display on the **Claimed Line Items** tab. The serial issues that match the search display on the **Claimed Issues** tab.

### Claimed Line Items tab

[Figure 11-12](#) displays the **Claimed Line Items** tab, showing monograph line item copies that have one or more claims.



**Figure 11-12. Claims work space - results displayed on Claimed Line Items tab**

The following information displays for each line item copy:

- Title of the item
- Vendor Name
- Claim Type
- Claim Date
- Number of Claims
- Number of Claim Responses
- Copy
- PO Number
- Approve Date of the purchase order
- Invoice Number
- Invoice Date
- Operator who claimed the item

- 
- Vendor Title Number
  - Vendor Reference
  - Comments

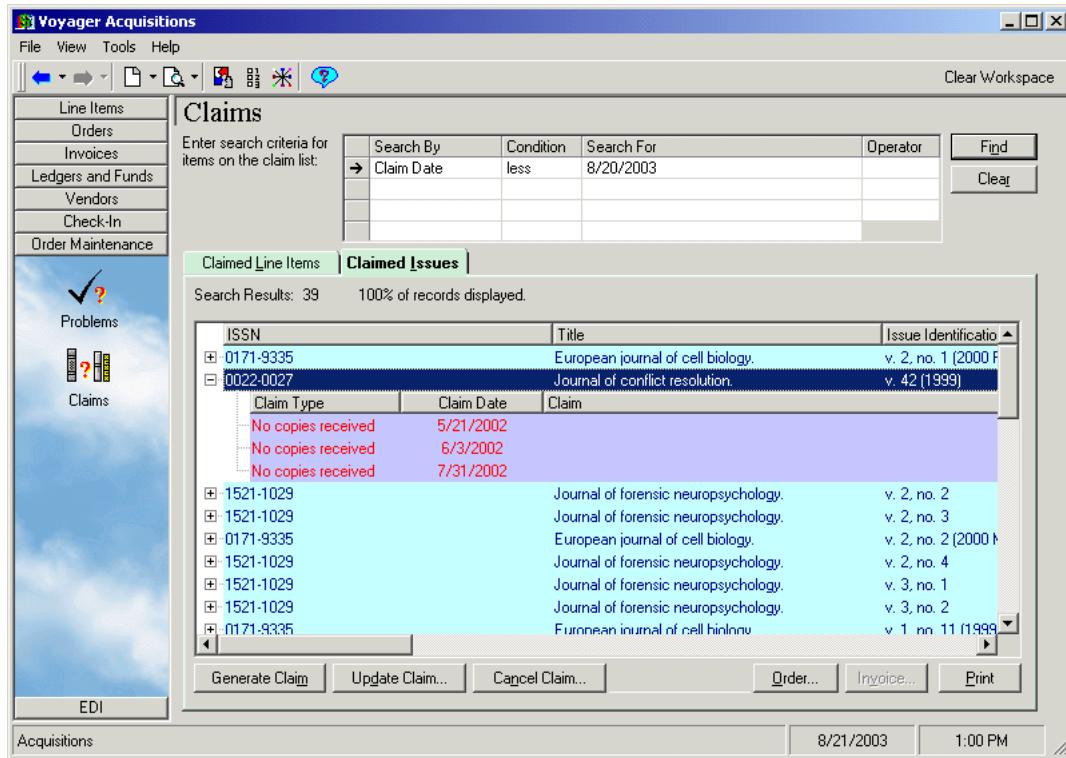
Clicking the plus (+) sign beside a line item copy displays the individual claims associated with the copy. The following information displays for each claim:

- Claim Type
- Claim Date
- Claim
- Vendor Response
- Response Date
- Response Type
- Action Date
- Action Quantity

### **Claimed Issues tab**

---

[Figure 11-12](#) displays the **Claimed Issues** tab showing serial issues that have one or more claims.



**Figure 11-13. Claims work space - results displayed on Claimed Issues tab**

The following information displays for each issue:

- ISSN of the serial
- Title
- Issue Identification (the enumeration/chronology of the issue)
- Vendor Name
- Component to which the issue belongs
- Claim Type
- Claim Date
- Number of Claims
- Number of Claim Responses
- Copy number
- PO Number

- 
- Approve Date of the purchase order
  - Invoice Number
  - Invoice Date
  - Operator who claimed the issue
  - Vendor Title number
  - Vendor Reference
  - Comments

Clicking the plus (+) sign beside an issue displays the individual claims associated with the issue. The following information displays for each claim:

- Claim Type
- Claim Date
- Claim
- Vendor Response
- Response Date
- Response Type
- Action Date
- Action Quantity

## Buttons on the Tabs in the Problems and Claims work spaces

---

The following is a list of buttons found on the various tabs of the **Problems** and **Claims** work spaces and their functions.

Button	Purpose
<b>Unmark</b>	Available on both the <b>Marked Line Items</b> and the <b>Marked Issues</b> tabs only. Allows you to unmark the line item copy or serial issue and remove it from the <b>Problems</b> work space. You can also press <b>Alt + U</b> on your keyboard to activate this function. See <a href="#">Unmarking a Line Item Copy or Serial Issue</a> on page 11-30 for more information.
<b>Generate Claim</b>	Available on the <b>Marked Line Items</b> , <b>Marked Issues</b> , <b>Claimed Line Items</b> , and <b>Claimed Issues</b> tabs. Allows you to generate a claim to the vendor for the

line item copy or serial issue. You can also press **Alt + M** on your keyboard to activate this function. This button is active if one or more item is selected (providing they have the same vendor), and it must have a mark reason of claim or system claim. See [Generating a Claim on page 11-32](#) for more information.

**Generate Cancel**

Available only for monograph line item copies on the **Marked Line Items** tab. Allows you to generate a cancellation notice to the vendor for the line item copy. You can also press **Alt + A** on your keyboard to activate this function. See [Generating a Cancel on page 11-40](#) for more information.

**NOTE:**

Generating a cancellation notice for a line item or a purchase order removes the On Order item status in OPAC.

**Cancel Claim**

Available only for serial issues on the **Claimed Issues** tab. Allows you to cancel a claim and produce a cancellation notice to the vendor. See [Canceling a Claim on page 11-38](#) for more information.

**Update Claim**

Available only for serial issues on the **Claimed Line Items** and **Claimed Issues** tabs. Allows you to update a claim. See [Updating a Claim on page 11-35](#) for more information.

**Generate Return**

Available only for monograph line item copies on the **Marked Line Items** tab. Allows you to generate a return. However, the fund commitments or expenditures and line item subtotal(s) and total(s) are not adjusted, the status is updated with today's date. The line item copy from the **Problem** work space entry is deleted and the return data is sent to the queue for export (return notice). You can also press **Alt + R** on your keyboard to activate this function. See [Generating a Return on page 11-42](#) for more information.

**Order**

Available on the **Marked Line Items**, **Marked Issues**, **Claimed Line Items**, and **Claimed Issues** tabs. Allows you to quickly open the associated purchase order. You can also press **Alt + O** on your keyboard to activate this function.

---

<b>Invoice</b>	Available on the <b>Marked Line Items</b> , <b>Marked Issues</b> , <b>Claimed Line Items</b> , and <b>Claimed Issues</b> tabs. Allows you to quickly open the associated invoice. You can also press <b>Alt + V</b> on your keyboard to activate this function.
<b>Print</b>	Available on the <b>Marked Line Items</b> , <b>Marked Issues</b> , <b>Claimed Line Items</b> , and <b>Claimed Issues</b> tabs. Allows you to print the currently displayed list of marked line item copies or marked serial issues. You can also press <b>Alt + P</b> on your keyboard to activate this function.

### **Searching for Marked and Claimed Items**

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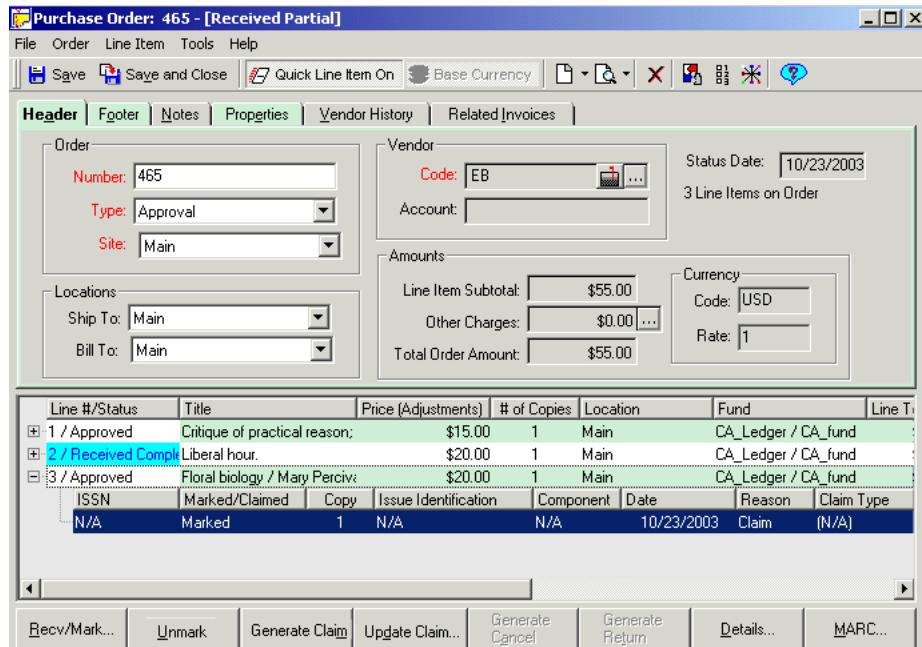
The procedure for searching for marked items is shown in [Procedure 2-12, Searching for Marked Line Item Copies and Serial Issues](#), on page [2-57](#).

The procedure for searching for claims is shown in [Procedure 2-13, Searching for Claimed Items](#), on page [2-61](#).

### **Processing Marked and Claimed Items from Approved Purchase Orders and Invoices**

---

When a purchase order or invoice is approved, the following buttons appear below the line item section ([Figure 11-14](#)): **Unmark**, **Generate Claim**, **Update Claim**, **Generate Cancel**, and **Generate Return**. These buttons allow you to process marked and claimed line item copies and serial issues directly from the purchase order or invoice. This can help save valuable time by eliminating the need to search for the items on the **Problems** or **Claims** work space.



**Figure 11-14. Approved Purchase Order with buttons active and marks and claims displayed**

**NOTE:**

In order for marks and claims to be opened and processed directly from an approved purchase order or invoice, the appropriate options must be set on the **Line Items** tab of your Session Workflows. See [Line Items Tab](#) on [page 19-5](#) for more information about setting these options.

If the appropriate options are set, a plus (+) sign appears beside line items with marked or claimed line item copies or serial issues. When you click the plus (+) sign beside a line item, each of the marks and claims for the line item display in a second level. The following information is displayed in this second level for each mark or claim:

- The **ISSN** of the item. N/A (not applicable) displays for a marked line item copy or serial issue
- In the **Marked/Claimed** column. Marked displays for a marked monograph line item copy. Claimed displays for a claimed monograph line item copy. Marked Issue displays for a marked serial issue. Claimed Issue displays for a claimed serial issue.

- 
- The **Copy** column contains the copy number of the copy that is being claimed.
  - In the **Issue Identification** column, the enumeration and chronology information of a marked or claimed serial issue displays. N/A (not applicable) displays for a marked or claimed monograph line item copy.
  - In the **Component** column, the subscription component to which a marked or claimed serial issue belongs displays. N/A (not applicable) displays for a marked or claimed monograph line item copy.
  - In the **Date** column, the date on which line item copy or serial issue was marked or claimed displays.
  - In the **Reason** column, the mark reason of a marked line item copy or serial issue displays (for example, Claim, System Claim, Cancel, System Cancel, Return). N/A (not applicable) displays for a claimed line item copy or serial issue.
  - In the **Claim Type** column, the claim type of a claimed line item copy or serial issue displays (for example, No copies received, Too many copies received); claim types are created by your institution in the System Administration module. N/A (not applicable) displays for a marked line item copy or serial issue
  - In the **Claims/Responses** column, for a claimed line item copy or serial issue, the number of claims that have been generate and the number of responses that have been received displays. N/A (not applicable) displays for a marked line item copy or serial issue
  - In the **Locations** column, the intended location for the line item copy or serial issue displays.
  - In the **Operator** column, the operator who marked or claimed the line item copy or serial issue displays; if the copy or issue was marked by the system, SYSTEM displays.
  - In the **Comment** column, any comments that were entered when the line item copy or serial issue was marked or claimed.

## Unmarking a Line Item Copy or Serial Issue

---

Operators can unmark a line item copy or serial issue that has been marked with any mark reason from these places within Acquisitions.

- **Marked Line Items** tab or the **Marked Issues** tab of the **Problems** work space
- **Problems** tab of the **Line Item Details** dialog box

- Approved PO or Invoice

Unmarking a line item copy or serial issue removes it from the **Problems** work space, removes the mark from display on the purchase order or invoice, removes the mark from the issue, and removes the issue from the **Problem History** tab.

This feature is especially useful for resolving a circumstance where an item was marked accidentally. This feature can also be useful in a circumstance where an item is marked, but the problem associated with the marking is resolved shortly thereafter. For example, if you mark a line item copy because it has not yet been received, but the copy is received shortly thereafter, you can use the **Unmark** button to remove the problem from the **Problems** work space.

**NOTE:**

Unmarking occurs automatically when an item is received.

The procedure for unmarking items is shown in [Procedure 11-1, Unmarking Line Item Copies or Serial Issues](#), on page [11-31](#).



---

### Procedure 11-1. Unmarking Line Item Copies or Serial Issues

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Use the following to unmark a line item copy or serial issue.

1. From the
  - **Marked Line Items** tab or the **Marked Issues** tab of the **Problems** work space select the line item copy or serial issue that you want to unmark.
  - **Problems** tab of the **Line Item Details** dialog box select the item to unmark
  - Approved PO or Invoice, click the mark below the appropriate line item. If the line item is highlighted when you select a mark or claim, the processing buttons are not available. Make sure only the mark or claim you want to work with is highlighted in order to activate the processing buttons.
2. Click the **Unmark** button or press **Alt + U** on your keyboard.

Result: The selected line item copy or issue is unmarked.

## **Generating a Claim**

---

A claim can be generated for a line item copy or a serial issue marked with the Claim or System Claim mark reason, or for a line item copy or serial issue that has been previously claimed.

Claims can be generated from these places within the Acquisitions module.

- **Marked Line Items** tab or the **Marked Issues** tab of the **Problems** work space
- **Claimed Line Items** tab or the **Claimed Issues** tab of the **Claims** work space
- **Problems** tab of the **Line Item Details** dialog box
- **Claims** tab of the **Line Item Details** dialog box
- Approved PO or Invoice
- **Problem History** tab of the **Serials History** work space

When the claim is generated, you can specify the particular reason for the claim. For example, No copies received, Wrong items supplied, Insufficient copies received.

Also when the claim is generated, you can specify to send it to the vendor via EDI (Electronic Data Interchange) and/or via Postal Mail.

- If you choose to send the claim via EDI, you must then proceed to the **Outgoing** tab of the EDI activity to complete the electronic sending of the claim (see [Outgoing Tab on page 15-21](#) for more information.)
- If you choose to send the claim via Postal Mail, you must then proceed to the Voyager Reporter module where the claim can be printed (see the *Voyager Reporter User's Guide* for more information.)

After a claim is generated for a marked line item copy or serial issue, the item is removed from the **Problems** work space and sent to the **Claims** work space, the mark beneath the line item on the purchase order is replaced by a claim, and the mark is removed from the issue, and the issue is removed from the **Problem History** tab.

The claim then displays on the **Claims** work space, where you can update the claim with responses from the vendor or, if necessary, generate additional claims, see [Claims work space on page 11-21](#) for more information.

The procedure for generating claims is shown in [Procedure 11-2, Generating Claims](#), on page [11-33](#).



## Procedure 11-2. Generating Claims

---

Use the following to generate a claim.

1. From the

- **Marked Line Items or Marked Issues** tab click the line item copy or serial issue you want to claim.
- **Claimed Line Items or Claimed Issues** tab, click the line item copy or serial issue.

**NOTE:**

The **Generate Claim** button is available when multiple claims are selected, providing they share the same vendor, and the have a mark reason of claim or system claim.

- **Problems** tab of the **Line Item Details** dialog box select the item for which you want to generate a claim.
- **Claims** tab of the **Line Item Details** dialog box select the item for which you want to generate a claim.
- Approved PO or Invoice, click the mark below the appropriate line item. If the line item is highlighted when you select a mark or claim, the processing buttons are not available. Make sure only the mark or claim you want to work with is highlighted in order to activate the processing buttons.
- **Problem History** tab of the **Serials History** work space click the marked issue for which you want to generate a claim

2. Click the **Generate Claim** button.

Result: The **Generate Claim** dialog box opens (see [Figure 11-15](#)).



Figure 11-15. Generate Claim dialog box

3. The code and name of the vendor associated with the line item copy or serial issue displays in the **Vendor Code** and **Vendor Name** fields. If you want to send the claim to a different vendor, type the vendor code of the different vendor in the **Vendor Code** field. You can also click the search button (the magnifying glass) beside the field to conduct a search for the vendor. After you have entered the vendor code in the **Vendor Code** field, click the **check** button beside the field to validate the vendor code. If the code is valid, the name of the corresponding vendor automatically displays in the **Vendor Name** field.
4. The date in the **Claim Date** field appears on the claim sent to the vendor. By default, the current date automatically displays in the **Claim Date** field. However, if you want to change the date, click the **down arrow** beside the **Claim Date** field and select a different date from the pop-up calendar. For example, if you want an earlier date to be identified as the claim date on the claim, you can select an earlier date from the calendar. You can also type the date directly into the **Claim Date** field.
5. Select a claim type from the alphabetized drop-down menu in the **Claim Type** field. This claim type is used to communicate to the vendor the specific reason for the claim.

**NOTE:**

Claim types are created in the System Administration module. See the *Voyager System Administration User's Guide* for more information.

6. Enter any additional comments in the **Comments** free-text box. For example, if the claim type description does not adequately communicate the nature of the claim, you can enter any further clarifications in this free-text box.

7. In the **Send Claim Via** section, select the **EDI** check box and/or the **Postal Mail** check box to establish the sending method. These check boxes are already selected if the **Printer** and **EDI** check boxes on the **Claim Processing** tab of your Session Workflows have been selected (see [Claim Processing Tab on page 19-17](#) for more information.)

**NOTE:**

The **EDI** check box on the **Generate Claim** dialog box is only available if the location from which you are generating the claim and the vendor specified in the claim match the Library Location and Vendor of an existing EDI connection profile. If there are no matches, the **EDI** check box is grayed out. See [EDI Connection Profiles on page 4-40](#) for more information.

8. Click the **OK** button or press **Alt + O** on your keyboard to generate the claim. Click the **Cancel** button or press **Alt + C** on your keyboard to close the dialog box without generating the claim.
  - If you chose to send the claim via EDI, you must then proceed to the EDI activity of your Acquisitions module to complete the electronic sending of the claim (see [Outgoing Tab on page 15-21](#) for more information.)
  - If you chose to send the claim via Postal Mail, you must then proceed to the Voyager Reporter module where the claim can be printed (see the *Voyager Reporter User's Guide* for more information.)

*Result: If clicked **OK**, the claim is generated.*

- !** **IMPORTANT:**
9. *If you chose to send the claim via postal mail, you must then proceed to the Reporter module where the claim can be printed in order to be sent to the vendor (see the *Voyager Reporter User's Guide* for more information.)*

*Result: The claim is generated and printed, ready to send to the vendor.*

---

## Updating a Claim

---

When you update a claim, you record the vendor's response to the claim, the date on which the vendor responded, and any additional comments the vendor sent with the response. Updating designates an override claim date. See [Override Claim Date for Monographic Items on page 11-8](#) and [Override Claim Date for Serial Issues on page 11-10](#).

Operators can update claims from these places within the Acquisitions module.

- 
- **Claimed Line Items** tab or the **Claimed Issues** tab of the **Claims** work space
  - **Claims** tab of the **Line Item Details** dialog box
  - Approved PO or Invoice
  - **Claims History** tab of the **Serials History** work space

The procedure for updating claims is shown in [Procedure 11-3, Updating Claims](#), on page [11-36](#).



### **Procedure 11-3. Updating Claims**

---

Use the following to update claims.

1. From the
  - **Claimed Line Items** or **Claimed Issues** tab, click the line item copy or serial issue.

**NOTE:**  
The **Update Claim** button is available when multiple claims are selected, providing they share the same vendor.
  - **Claims** tab of the **Line Item Details** dialog box click the line item copy on the **Claims** tab
  - Approved PO or Invoice, click the mark below the appropriate line item. If the line item is highlighted when you select a mark or claim, the processing buttons are not available. Make sure only the mark or claim you want to work with is highlighted in order to activate the processing buttons.
  - **Claims History** tab of the **Serials History** work space click the issue that has a claim that you want to update.
2. Click the **Update Claim** button.

Result: The **Update Claim** dialog box opens (see [Figure 11-16](#)).

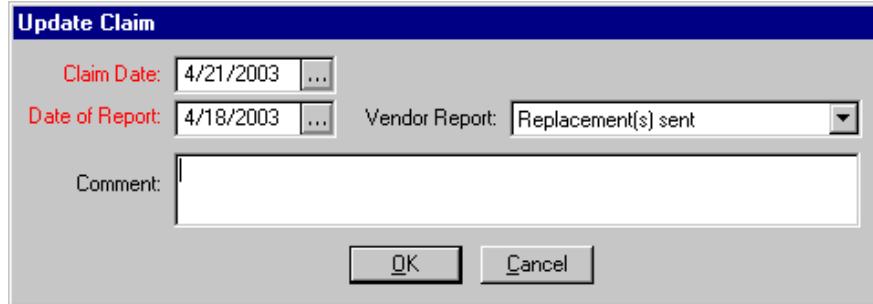


Figure 11-16. Update Claim dialog box

3. Click the down arrow beside the **Claim Date** field and select an override claim date from the pop-up calendar (required). You can also type the date directly into the **Claim Date** field.
4. The **Date of Report** field records the date on which the vendor responded to your claim (required). The current date automatically displays in the this field. To choose a different date, clicking the **down arrow** beside the field and select a date from the pop-up calendar. You can also type the date directly into the **Date of Report** field.
5. The **Vendor Report** field records the type of claim response you receive from the vendor. Select a report type from the alphabetized drop-down menu in this field. Vendor report types are created in the System Administration module. See the *Voyager System Administration User's Guide* for more information.
6. Enter any additional comments in the **Comments** free-text box. For example, if the Vendor Report description does not adequately communicate the vendor's response, you can enter any further clarifications in this free-text box.
7. Click the **OK** button or press **Alt + O** on your keyboard to update the claim. Click the **Cancel** button or press **Alt + C** on your keyboard to close the **Update Claim** dialog box without updating the claim.

Result: If you clicked **OK**, the claim is updated.

## **Cancelling a Claim**

---

There are three methods for canceling claims.

- Dummy receive (Receive the issue but not really have it in hand.) When you receive the issue this way, you should update the enumeration with a note explaining the receive.
- Cancel the expectation of the issue by removing it. If you do not expect to receive the issue, remove it from the expected issues list, and claims will not be generated. See [Removing an Issue on page 9-20](#) for more information.
- **Cancel Claim** button on the **Claimed Issues** tab of the **Claims** work space (for Serial Issue claims only). From the **Claimed Issues** tab, you can generate a claim cancellation notice for a claim that has been previously sent to the vendor for an issue.

After the cancellation notice is generated, you must then proceed to the Reporter module where the notice can be printed in order to be sent to the vendor (see the *Voyager Reporter User's Guide* for more information.) The printed cancellation notice informs the vendor that you are canceling the claim.

When the cancellation is generated, all Claim marks for the issue are removed from the **Problems** work space and all claims that have been generated for the issue are archived and removed from the **Claims** work space.

The procedure for canceling a claim from the **Claimed Issues** tab is shown in [Procedure 11-4, Cancelling a Claim, on page 11-38](#).



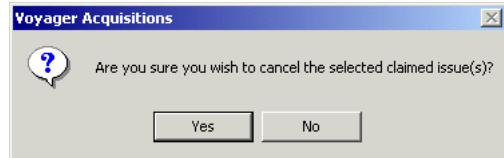
### **Procedure 11-4. Cancelling a Claim**

---

Use the following to cancel a claim from the **Claimed Issues** tab.

1. On the **Claimed Issues** tab, select the issue for which you want to cancel a claim.
2. Click the **Cancel Claim** button or press **Alt + N** on your keyboard.

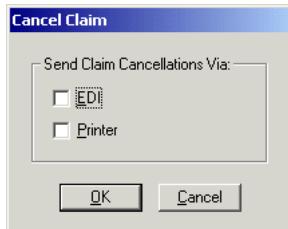
Result: A confirmation message displays (see [Figure 11-17](#)).



**Figure 11-17. Confirmation message to cancel a claim**

3. Click the **Yes** button or press **Alt + Y** on your keyboard to generate a claim cancellation notice. Click the **No** button or press **Alt + N** on your keyboard if you decide not to generate a claim cancellation notice.

Result: If you click **Yes**, the **Cancel Claim** dialog box opens (see [Figure 11-18](#)).



**Figure 11-18. Cancel Claim dialog box**

4. In the **Send Claim Cancellations Via** section, select the **EDI** check box and/or the **Printer** check box to establish the sending method. These check boxes are already selected if the check boxes of the same name on the **Claim Processing** tab of your Session Workflows have been selected (see [Claim Processing Tab](#) on [page 19-17](#) for more information.)
  - If you chose to send the notice via EDI, you must then proceed to the **EDI** work space of your Acquisitions module to complete the electronic sending of the cancellation notice (see [Outgoing Tab](#) on [page 15-21](#) for more information.)
  - If you chose to send the notice via Printer, you must then proceed to the Voyager Reporter module where the notice can be printed (see the *Voyager Reporter User's Guide* for more information.)

---

**NOTE:**

The **EDI** check box on the **Cancel Claim** dialog box is only available if the location from which you are generating the cancellation notice and the vendor specified for the issue match the Library Location and Vendor of an existing EDI connection profile. If there are no matches, the EDI check box is grayed out. See [EDI Connection Profiles](#) on [page 4-40](#) for more information about EDI Connection Profiles.

5. Click the **OK** button to generate the cancellation notice. Click the **Cancel** button to close the dialog box without generating the cancellation notice.

Result: If you clicked **OK**, the cancel claim notice is generated, and the claim is removed from the **Claimed Issues** tab.

---

## **Generating a Cancel**

---

You can generate a cancellation notice for one or more monograph line item copies marked with the Cancel or System Cancel mark reason.

Cancels can be generated from these places within the Acquisitions module.

- **Marked Line Items** tab of the **Problems** work space
- **Problems** tab of the **Line Item Details** dialog box
- Approved PO or Invoice

**NOTE:**

This ability is only available for marked monograph line item copies, not for marked serial issues.

In order for a monograph line item copy to be marked with the Cancel mark reason, the following criteria must be met.

- The line item copy must have a status of Received, Back ordered, Claimed or Approved
- The purchase order on which the line item copy is listed must have a status of Approved/Sent, Received Partial, or Received Complete

When the cancellation is generated, the Cancel mark is removed from beneath the line item on the purchase order and from the **Problems** work space. In addition, all other marks for the line item copy are removed and all claims that have been generated for the line item copy are archived and removed from

display on the purchase order and from the **Problems** work space and all claims that have been generated for the line item copy are archived and removed from the **Claims** work space.

After the cancellation notice is generated, you must then proceed to the Reporter module where the notice can be printed in order to be sent to the vendor (see the *Voyager Reporter User's Guide* for more information.) The printed cancellation notice informs the vendor that you are canceling the line item copy(ies).

The procedure for generating a cancel is shown in [Procedure 11-5, Generating a Cancel, on page 11-41](#).



### Procedure 11-5. Generating a Cancel

---

Use the following to generate a cancel.

1. From the
  - **Marked Line Items** tab of the **Problems** work space click the line item copy or copies for which you want to generate a cancellation notice.
  - **Problems** tab of the **Line Item Details** dialog box click the line item copy or copies for which you want to generate a cancellation notice.
  - Approved PO or Invoice, click the mark below the appropriate line item. If the line item is highlighted when you select a mark or claim, the processing buttons are not available. Make sure only the mark or claim you want to work with is highlighted in order to activate the processing buttons.
2. Click the **Generate Cancel** button or press **Alt + A** on your keyboard.

Result: A confirmation message displays (see [Figure 11-19](#)).

---



---

Figure 11-19. Confirmation message when generating a cancel

- 
3. Click the **Yes** button to generate a cancellation notice and delete the mark for the line item copy from the **Problems** work space. Click the **No** button if you decide not to generate a cancellation notice and remove the mark for the line item copy from the **Problems** work space.

Result: If clicked **Yes**, the cancellation notice is generated.

- ⚠️ IMPORTANT:**
4. *After the cancellation notice is generated, you must then proceed to the Reporter module where the notice can be printed in order to be sent to the vendor (see the Voyager Reporter User's Guide for more information.) The printed cancellation notice informs the vendor that you are canceling the line item copy(ies).*
- 

## **Generating a Return**

---

You can generate a return notice for one or more monograph line item copies marked with the Return mark reason.

Returns are generated from these places within the Acquisitions module.

- **Marked Line Items** tab of the **Problems** work space
- **Problems** tab of the **Line Item Details** dialog box
- Approved PO or Invoice

**NOTE:**

The information on the **Marked Line Items** tab of the **Problems** work space is deleted, but the line item(s) is not deleted on the purchase order. The system does not change the approved purchase orders so that there is a record of what was ordered.

After the return notice is generated, you must then proceed to the Reporter module where the notice can be printed in order to be sent to the vendor (see the *Voyager Reporter User's Guide* for more information.) The printed return notice informs the vendor that you are sending back the line item(s).

The procedure for generating returns is shown in [Procedure 11-6, Generating a Return](#), on page [11-43](#).



### Procedure 11-6. Generating a Return

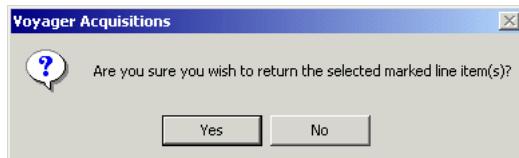
---

Use the following to generate a return.

1. From the
  - **Marked Line Items** tab of the **Problems** work space click the line item copy or copies for which you want to generate a return notice.
  - **Problems** tab of the **Line Item Details** dialog box click the line item copy or copies for which you want to generate a return notice.
  - Approved PO or Invoice, click the mark below the appropriate line item. If the line item is highlighted when you select a mark or claim, the processing buttons are not available. Make sure only the mark or claim you want to work with is highlighted in order to activate the processing buttons.
2. Click the **Generate Return** button.

Result: A confirmation message displays (see [Figure 11-20](#)).

---



---

**Figure 11-20. Confirmation message when generating a return**

3. Click the **Yes** button or press **Alt + Y** on your keyboard to generate a return notice and delete the mark for the line item copy from the **Problems** work space and remove the mark(s) from beneath the line item(s) on the purchase order. Click the **No** button or press **Alt + N** on your keyboard if you want to cancel the generation of the return notice and not remove the marks for the line item copy.

Result: If you clicked **Yes**, the return is generated.

- 
- !** **IMPORTANT:**
4. After the return notice is generated, you must then proceed to the Reporter module where the notice can be printed in order to be sent to the vendor (see the Voyager Reporter User's Guide for more information.) The printed return notice informs the vendor that you are sending back the copies of the line item(s).

*Result: The notice is generated and printed, ready to send to the vendor.*

---

## Using the Order, Invoice, and Print Buttons

---

The **Order**, **Invoice**, and **Print** buttons are available on all tabs of the **Problems** and **Claims** work spaces. The **Invoice** button is active if there is an invoice associate with the selected line item.

### Viewing a Purchase Order from the Problems or Claims work spaces

---

Use the **Order** button to quickly display the purchase order associated with a marked line item or issue. This ability to display the purchase order directly eliminates the need to search for the purchase order manually.



#### Procedure 11-7. Viewing a Purchase Order from the Problems or Claims work spaces

---

Use the following to display the purchase order associated with a marked line item or issue.

1. From the **Problems** or **Claims** work spaces select the marked line item or issue from the appropriate tab.

*Result: The **Order** button is active (see [Figure 11-21](#)).*

Marked Line Items		Marked Issues	
Search Results: 82 100% of records displayed.			
Title	Vendor Name	Mark Reason	Date Mar
Last Adam.	Baker & Taylor	System Cancel	9/19/200
Last alternatives : a study of the works of Allen Tate Baker & Taylor	Baker & Taylor	System Cancel	9/19/200
Last American frontier / by Frederic Logan Paxson.	Baker & Taylor	System Cancel	9/19/200
Last chapter / [by] Ernie Pyle.	Baker & Taylor	System Cancel	9/19/200
Anthology of public speeches / compiled by Mabel F Baker & Taylor	Baker & Taylor	System Claim	11/22/200
100 best companies to work for in America / Robert Amazon.com	Amazon.com	System Claim	11/22/200
Automating testing handbook	Amazon.com	System Cancel	11/27/200
American journal of education.	EBSCO PUBLISHING	Return	12/18/200
Roll of thunder, hear my cry / Mildred D. Taylor ; fror Baker & Taylor	Baker & Taylor	System Cancel	2/19/200
Atomic energy for military purposes; the official report Baker & Taylor	Baker & Taylor	System Cancel	2/19/200
International action research : a casebook for educ Amazon.com	Amazon.com	System Cancel	2/19/200
100 best companies to work for in America / Robert Amazon.com	Amazon.com	System Cancel	2/19/200
Stranger in the mirror / by Sidney Sheldon	Baker & Taylor	System Cancel	2/19/200

Figure 11-21. Item selected on the Marked Line Item tab

2. Click the **Order** button or press **Alt + O** on your keyboard. When multiple items are selected all associated purchase orders are opened.

Result: The PO opens (see [Figure 11-22](#)).

---

**Purchase Order: EISISerial1 - [Received Partial]**

Header		Footer		Notes		Properties		Vendor History		Related Invoices	
Order Number: EISISerial1 Type: Continuation Site: Acquisitions		Vendor Code: EBSCO Account: 1234098								Status Date: 9/30/2002 2 Line Items on Order	
Locations Ship To: Acquisitions Bill To: Acquisitions		Amounts Line Item Subtotal: \$190.00 Other Charges: \$0.00 Total Order Amount: \$190.00								Currency Code: USD Rate: 1	
Line #/Status Title Price (Adjustments) # of Copies Location Fund Lin 1 / Received Compl Journal of labour and social \$38.00 1 Periodicals Room Daryl's 2002 Ledger / Acad 2 / Canceled American journal of educat \$152.00 1 Periodicals Room Daryl's 2002 Ledger / Acad											
Recv/Mark... Unmark Generate Claim Update Claim Generate Cancel Generate Return Details... MARC...											

Figure 11-22. Purchase Order associated with the selected item

## Viewing an Invoice from the Problems or Claims work spaces

Use the **Invoice** button to quickly display the invoice associated with a marked line item or issue. This ability to display the invoice directly eliminates the need to search for the invoice manually.



### Procedure 11-8. Viewing an invoice from the Problems or Claims work spaces

Use the following to display the invoice associated with a marked line item or issue.

1. From the **Problems** or **Claims** work spaces select the marked line item or issue from the appropriate tab.

Result: The **Invoice** button is active (see [Figure 11-23](#)).

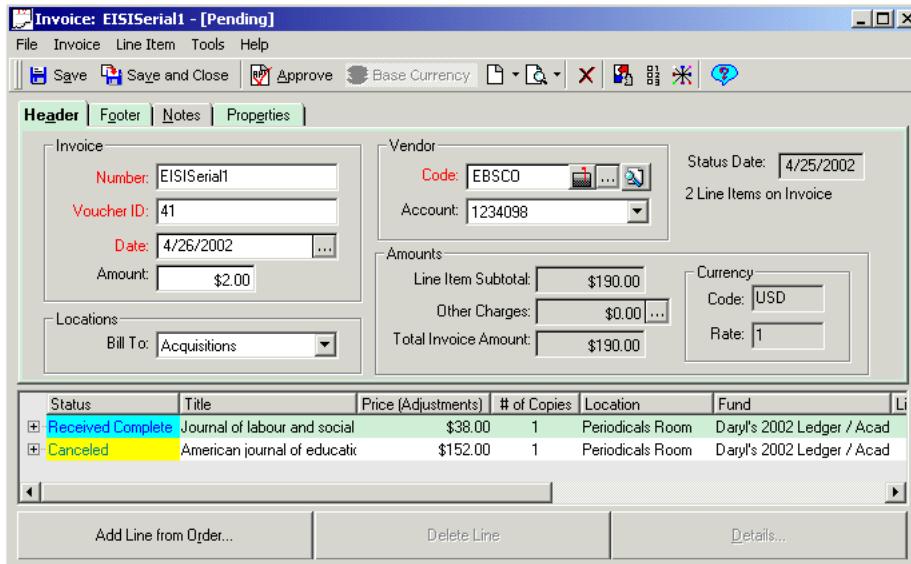
A screenshot of a software application window titled "Marked Line Items". The window shows a list of selected items with columns for Title, Vendor Name, Mark Reason, and Date Mar. The "Marked Issues" tab is also visible at the top. At the bottom, there are several buttons: Unmark, Generate Claim, Generate Cancel, Generate Return, Order..., Invoice..., and Print. The "Invoice..." button is highlighted with a blue border, indicating it is active.

Title	Vendor Name	Mark Reason	Date Mar
Last Adam.	Baker & Taylor	System Cancel	9/19/200
Last alternatives : a study of the works of Allen Tate	Baker & Taylor	System Cancel	9/19/200
Last American frontier / by Frederic Logan Paxson.	Baker & Taylor	System Cancel	9/19/200
Last chapter / [by] Ernie Pyle.	Baker & Taylor	System Cancel	9/19/200
Anthology of public speeches / compiled by Mabel F Baker & Taylor		System Claim	11/22/200
100 best companies to work for in America / Robert Amazon.com		System Claim	11/22/200
Automating testing handbook	Amazon.com	System Cancel	11/27/200
American journal of education.	EBSCO PUBLISHING	Return	12/18/200
Roll of thunder, hear my cry / Mildred D. Taylor ; from Baker & Taylor		System Cancel	2/19/200
Atomic energy for military purposes: the official report Baker & Taylor		System Cancel	2/19/200
International action research : a casebook for educators Amazon.com		System Cancel	2/19/200
100 best companies to work for in America / Robert Amazon.com		System Cancel	2/19/200
Stranger in the mirror / by Sidney Sheldon	Baker & Taylor	System Cancel	2/19/200

**Figure 11-23. Item selected on the Marked Line Item tab**

2. Click the **Invoice** button or press **Alt + V** on your keyboard. When multiple items are selected all associated invoices are opened.

Result: The invoice opens (see [Figure 11-24](#)).



**Figure 11-24.** Invoice associated with the selected item

---

### The Print button

---

Use the **Print** button active on all tabs of the **Problems and Claims** work spaces to print the highlighted item(s).

On the **Marked Line Items** tab and **Marked Issues** tab the following fields print:

- Bib Title
- Status
- Location
- Enum/Chron (**Marked Issues** tab only)
- Mark Reason
- Mark Date
- Operator ID
- Comment

On the **Claimed Line Items** tab and the **Claimed Issues** tab the following fields print:

- Bib Title

- 
- 
- Vendor
  - Claim Type
  - Mark Date
  - Claim Count
  - Enum/Chron (**Claimed Issues** tab only)
  - Operator ID
  - Comment

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See notice on first page

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## Invoice Activities

# 12

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## Contents

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## Contents

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### Introduction

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Invoices allow you to keep track of items received from your vendors. Invoices can be for one or more purchase orders, and a single purchase order can be referenced on one or more invoices. All of the referencing is done through invoice line items.

The Invoice section of the Acquisitions module provides the tools for you to create and maintain your invoices. Specifically, these tools allow you to

- Create new invoices (see [Creating an Invoice](#) on [page 12-10](#))
- Conduct quick searches for invoices, and subsequently edit invoices (see [Quick Searches](#) on [page 2-5](#).)

Invoice activities include several time-saving features such as the following.

- To handle invoices sent by a supplier other than the expected vendor, you can add line items from purchase orders that reference vendor codes different than the one used on the invoice. See [Adding Line Items to an Invoice](#) on [page 12-17](#) for more information.
- An **Invoice Piece Identifier** field is included on the **Note** tab of an invoice line item to enable you to specify the item for which the payment is being made. See [Notes Tab](#) on [page 6-8](#) for more information.

- When an authorized operator approves an invoice, the option to receive all line items on the invoice is presented. A library often receives all of the items that it invoices. This capability eliminates the need to receive each line item separately. See [Approving an Invoice](#) on page 12-30 for more information.
- You can search for a line item directly, rather than as an element of a purchase order or invoice. The line item search feature is located on the **Line Items** tab in the Acquisitions listbar.

## Purpose of this Chapter

This chapter discusses:

- Accessing the **Invoices** work space
  - The **New Invoice** dialog box
  - The **Search Invoices** work space
- The **New Invoice** dialog box and creating an invoice
- Approving an Invoice
- Completing an Invoice
- Deleting an Invoice

## Accessing the Invoices work space

The **Invoices** work space contains the two buttons allowing users to create invoices and search for invoices.



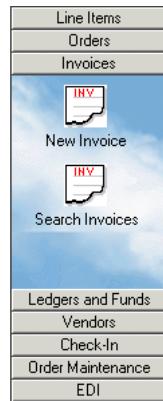
### Procedure 12-1. Accessing the Invoices work space

Use the following to access the **Invoices** work space.

1. From the **Invoices** bar in the Acquisitions listbar, click the
  - a. **New Invoice** button ([Figure 12-1](#)) to access the **New Invoice** dialog box.
  - b. **Search Invoices** button ([Figure 12-1](#)) to access The **Search Invoices** work space.

## Invoice Activities

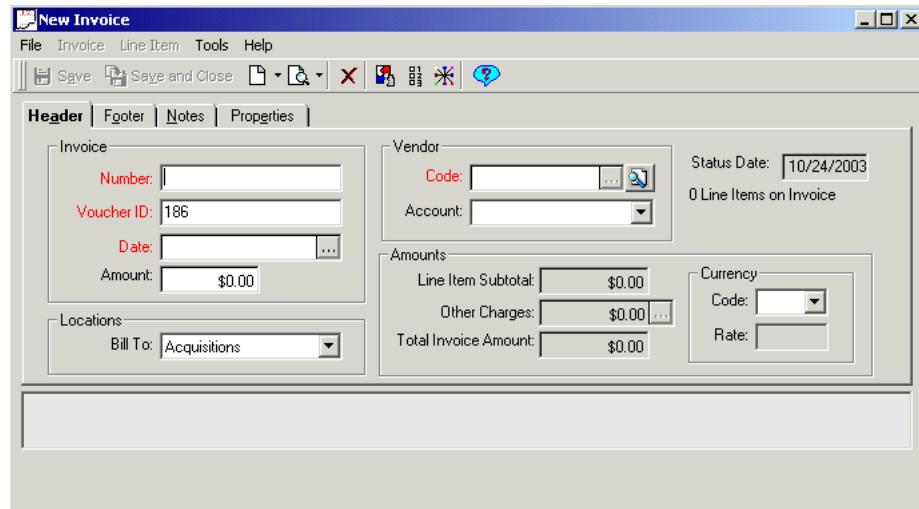
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**Figure 12-1. Invoice Buttons**

Result: The **New Invoice** dialog box opens ([Figure 12-2](#)) or the **Search Invoices** work space opens (see [Figure 12-3](#)).

---



**Figure 12-2. New Invoices dialog box**

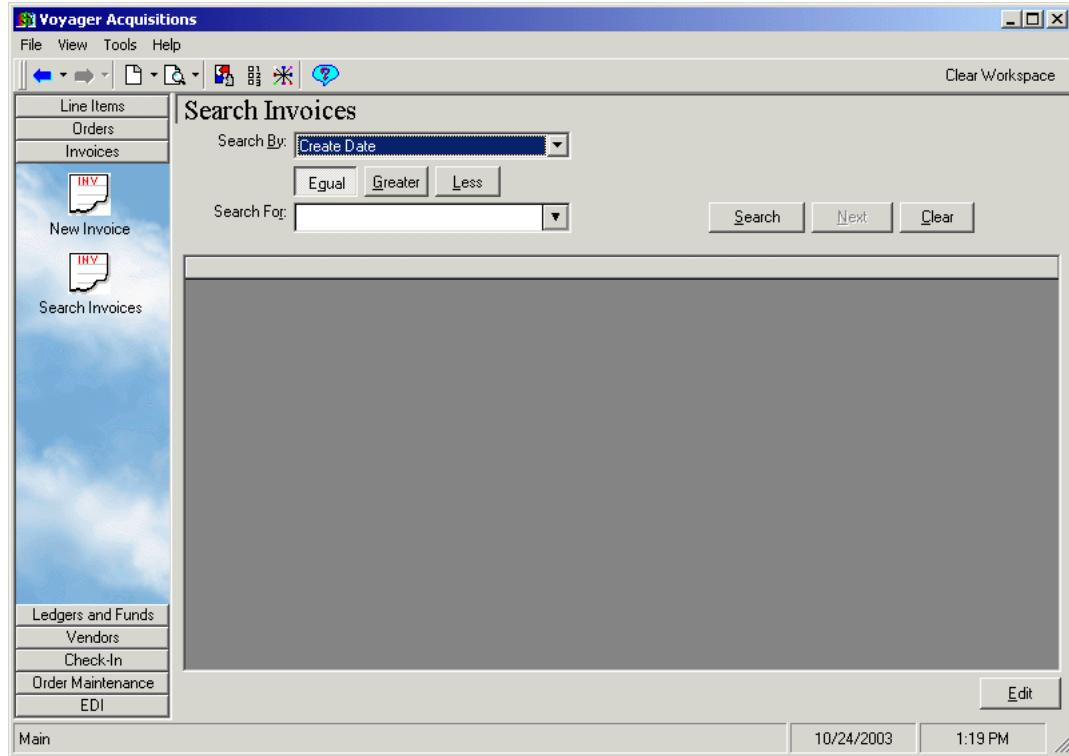


Figure 12-3. Search Invoices work space

#### The New Invoice dialog box

The top half of the **New Invoice** dialog box contains four tabs that contain general information about the invoice, such as identification information, vendor information, billing information, and price information. These tabs are:

- **Header**
- **Footer**
- **Notes**
- **Properties**

The bottom half of the **New Invoice** dialog box initially a blank pane. After you have selected a line item, the item is listed in the pane as a single row of information. It contains a summary of the information particular to that line item on

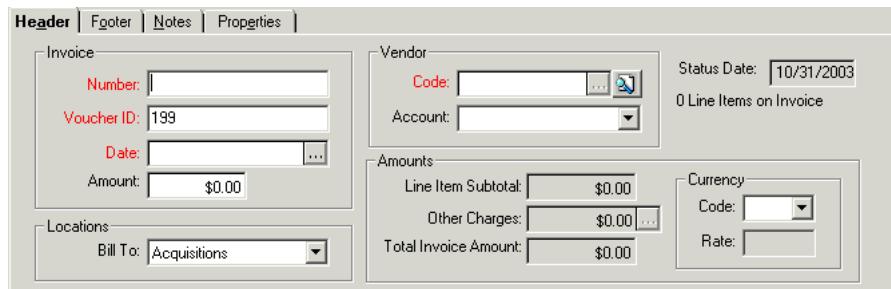
the invoice. In addition, each line item can be displayed in full detail in a separate window, with all of its information contained on several tabs in the **Line Item** dialog box, see [Detailed Line Item](#) on [page 6-36](#) for more information.

**NOTE:**

After you have saved information to it, the **New Invoice** dialog box becomes the **Invoice** dialog box after.

**Header Tab**

The **Header** tab on the **Invoice** dialog box contains general information about the order (see [Figure 12-4](#)).



**Figure 12-4.** Header tab of the Invoice dialog box

On the **Header** tab information is divided into these sections.

Section	Content
Invoice	Identification information, such as the number, Voucher ID, Date, and Amount
Vendor	Information about the vendor you are invoicing, including the Vendor Code and Account
Locations	Information about the library locations to which the bill should be sent.
Amounts	Sum charges on the invoice including Line Item Subtotal, Other Charges, and Total Invoice Amount, also the currency and conversion rate (current or at the time of approval) used.
Status	Status date and the total number of line items on the invoice.

The labels of required fields display in red or in another color you have specified in your session preferences (see [Colors and Fonts Tab on page 18-3](#).)

Much of the information on the **Header** tab is useful to know if you are searching for invoices in future sessions (you can search for a invoice by identifying some of the required header information.)

To simplify the creation of your invoice, default values can be automatically applied to many of the fields on the **Header** tab, such as Bill To location, Vendor Code, Vendor Account and Currency. See [Invoice Defaults on page 17-12](#) for more information.

[Table 12-1](#) describes the fields on the **Header** tab by section. Required fields are noted with an "(R)" beside the field name.

**Table 12-1. Header tab fields**

Section	Field	Description
Invoice	Number (R)	The invoice number.
	Voucher ID (R)	System applied voucher number. This is editable.
	Date (R)	The date on the vendor's invoice.
	Amount	The amount of the invoice. It is usually taken from the invoice received from the vendor.  <b>NOTE:</b> This amount must match the total invoice amount in order to approve the invoice.
Locations	Bill To	The location where the bill should be sent.  Selections are defined in the System Administration module.  See the <i>Voyager System Administration User's Guide</i> for more information.
Vendor	Code (R)	The code of the vendor you are using for the invoice. To search for a vendor, click the search button (magnifying glass) beside the <b>Code</b> field. After you enter a valid vendor code, you can view the vendor's record by clicking the ellipsis (...) button or email the vendor by clicking the mailbox button (if one displays beside the <b>Code</b> field).
	Account	Sum of charges on the invoice.

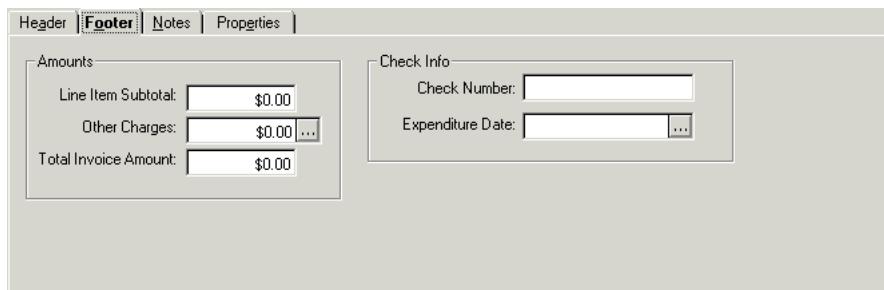
**Table 12-1. Header tab fields**

Section	Field	Description
Amounts	Line Item Subtotal	The combined cost of all of the line items on the invoice.
	Other Charges	Additional charges such as shipping and tax.
	Total Invoice Amount	The total cost of line items and other charges. This is system generated.
Amounts/ Currency	Code	The currency code. If none is selected, the base currency set in the System Administration module is used.  <b>NOTE:</b> Currency cannot be changed after the purchase order has been saved, except to restore the base currency.
	Rate	The exchange rate for the selected currency, as entered in the Acquisitions <b>Currency Maintenance</b> work space.
	Status Date	System-generated date of the invoice update.
[not sectioned]	Line Items on Invoice	The number of line items in the invoice.

To simplify the creation of invoice, you can prepopulate fields on the **Header** tab with default values. See [Invoice Defaults](#) on page 17-12.

## Footer Tab

The **Footer** tab of the **Invoice** dialog box contains information divided into two sections (see [Figure 12-5](#)).

**Figure 12-5. Footer tab**

---

On the **Footer** tab information is divided into these sections.

Section	Content
Amounts	Summaries of the amounts and costs on the invoice.
Check Info	Information about the payment, contains the number of the check used for the invoice and the date funds were used for the check.

None of the fields on the **Footer** tab are required.

[Table 12-2](#) describes the fields on the **Footer** tab by section.

**Table 12-2. Footer tab fields**

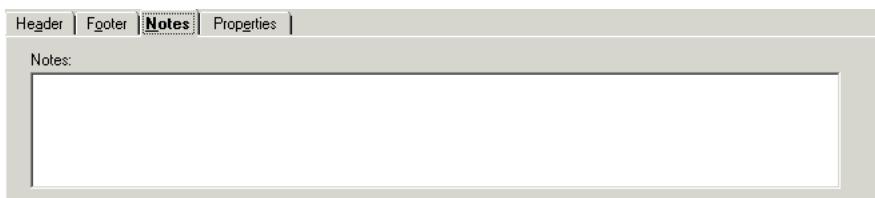
Section	Field	Description
Amounts	Line Item Subtotal	Combined cost of all line items in the invoice.
	Other Charges	Additional charges such as shipping and tax.
	Total Invoice Amount	The total cost of line items and other charges.
Check Info	Check Number	Number of the check used to pay invoice.
	Expenditure Date	Date funds were expended.

## Notes Tab

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The **Notes** tab of the **Invoice** dialog box provides text fields for you to enter internal notes about the invoice (see [Figure 12-5](#)).

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**Figure 12-6. Notes tab**

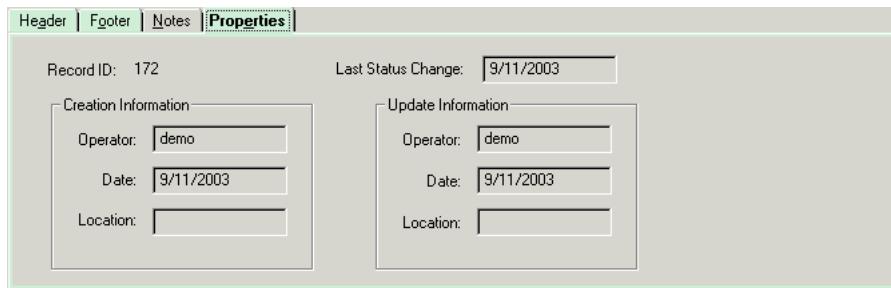
[Table 12-3](#) describes the **Notes** tab.

**Table 12-3. Notes tab**

Label	Description	Limits
Notes	Text box for additional information about the order. For internal use. The information in this field can be used to retrieve the invoice or a line item on the invoice when conducting a search.	1900 alphanumeric characters (including punctuation and spaces)

## Properties Tab

The **Properties** tab of the **Invoice** dialog box displays read-only historical information about the invoice (see [Figure 12-7](#)).



**Figure 12-7. Properties tab**

[Table 12-4](#) describes the fields within sections of the **Properties** tab.

**Table 12-4. Properties tab fields**

Section	Field	Definition
[not sectioned]	Record ID	The record ID number of the invoice, system-generated or user-entered (the actual ID of the record in the database).
	Last Status Change	The date on which the status of the invoice was last changed.
Creation Information	Operator	The operator who created the invoice.
	Date	The date on which the invoice was created.
	Location	The library location where the invoice was created.

**Table 12-4. Properties tab fields**

Section	Field	Definition
Update Information	Operator	The operator who last updated the invoice.
	Date	The date on which the invoice was last updated.
	Location	The library location where the invoice was last updated.

## Creating an Invoice

Operators create new invoices in the **New Invoices** dialog box ([Figure 12-9](#)). Creating invoices involves entering information in this dialog box, adding line items, and entering information about the line items on your invoice.

### Security for Creating/Editing Invoices

To be authorized to create and edit invoices the **Add/Update Invoices** check box ([Figure 12-8](#)) must be selected in the **Profile Values Cont.** tab of an operator's Acquisitions/Serials Security Profile. See the *Voyager System Administration User's Guide* for more information.

If the **View-Only Invoices** check box is selected on the **Profile Values Cont.** tab of an operator's Acquisitions/Serials Profile, the operator is able to view purchase orders, but the operator cannot perform any functions on them.



**Figure 12-8. Profile Values Cont. tab**

The procedure for creating a new invoice is shown in [Procedure 12-2, Creating an Invoice](#), on page [12-11](#).

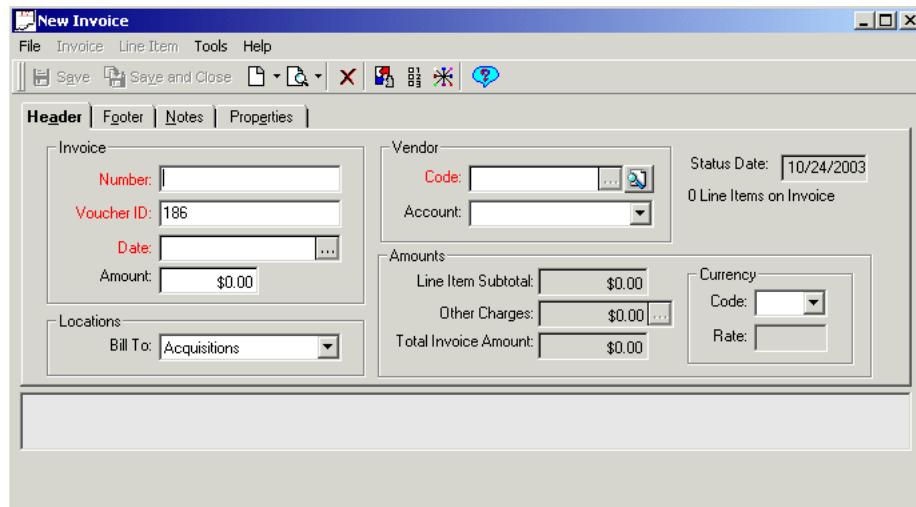


### Procedure 12-2. Creating an Invoice

Use the following to create an invoice.

1. Access the **New Invoice** dialog box using one of the following:
  - Click the **Invoice** bar on the **Acquisitions** listbar, then the **New Invoice** button.
  - From the **View** menu, select **Invoices > New Invoice**.
  - Click the down arrow beside the **New Item** button on the toolbar, then select **Invoices** from the drop-down list.
  - Press **Alt + V, I, N** on your keyboard.
  - To create an invoice directly from an open purchase order, with the line item and other information automatically entered, select **Create Invoice** from the **Order** menu on the purchase order, or press **Alt + O, I** on your keyboard.

Result: The **New Invoices** dialog box opens (see [Figure 12-9](#)).



**Figure 12-9. New Invoices dialog box**

2. Add header information to the new invoice.

- 
- a. In the Invoice section
    - 1. Enter the invoice identification number in the **Number** field (required).
  - NOTE:**  
If you are creating an invoice from a purchase order, the system assigns the purchase order number as the invoice number. The invoice number is editable.

    - 2. The voucher number in the **Voucher ID** field is system applied (required). The voucher number is editable.
    - 3. In the **Date** field, click the down arrow and select the date on the vendor's invoice from the pop-up calendar.
    - 4. Enter the total invoice amount in the **Amount** field. This amount is usually taken from the printed invoice received from the vendor. When approving the invoice, if the amount entered in the **Amount** field does not match the system-generated amount in the **Total Invoice Amount** field, the approve is blocked. This blocking is a precaution to make you aware of a discrepancy between the amount the vendor expects you to pay and the amount actually expressed on the invoice.
  - b. In the Vendor section
    - 1. Enter the vendor code of the vendor you are using in the **Code** field (required). You can also click the search button (the magnifying glass) beside the **Code** field to conduct a search for a vendor. This value can be used to retrieve the invoice when conducting a search.  
If wanted, click the **ellipsis** button to open the vendor record.  
This option to quickly open the associated vendor record with a single click of your mouse can be especially helpful when you want to review information about your vendor (for example, you want to review more extensively the vendor's accounts before selecting the account to use on the invoice.)
  - c. In the Locations section
    - 1. Select your invoice billing location from the drop-down menu in the **Bill To** field (optional). Bill To locations are defined in the **Acquisitions/Serials Group Definitions** dialog box of the System Administration module.

A location is defined as a Bill To location for a particular acquisitions policy group if that location has been associated with the policy group, and if the **Order/Claim/Pay Location** check box has been checked for that location. See the *Voyager System Administration User's Guide* for more information. This value can be used to retrieve the invoice when conducting a search.

d. In the Amounts section

The **Line Item Subtotal**, **Other Charges** and **Total Amount** fields display monetary amount summaries of the different parts of the invoice as well as of the entire invoice. After line items have been added to the invoice, the combined cost of all the line items on the invoice displays in the **Line Item Subtotal** field. The **Other Charges** field can be used to adjust your charges or apply any charges in addition to the line item costs that may be applicable to the invoice, such as shipping costs and tax (see [Entering Other Invoice Charges on page 12-25](#) for more information.) The combined cost of the entire invoice displays in the **Total Amount** field.

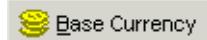
The Amounts section also contains a Currency sub-section, in which the **Code** field and the **Rate** field for the currency that are used on the invoice are located.

e. Select a currency code from the drop-down menu in the **Code** field (required). After you save the invoice, the currency cannot be changed. Also, if you do not select a currency, the base currency selected in the **Base Currency** work space of the System Administration module is applied as the default when the invoice is saved (see the *Voyager System Administration User's Guide* for more information.) Currencies, other than the base currency, are created in the **Currency Maintenance** work space of the Acquisitions module (see [Currency Maintenance on page 3-1](#).)

After the currency code has been selected, the current conversion rate, as defined for the currency in the **Currency Maintenance** work space, displays in the **Rate** field.

**NOTE:**

After the invoice has been saved, if you want the amounts on the invoice to display in the Base Currency rather than the currency selected in the **Code** field, click the **Base Currency** button ([Figure 12-10](#)) on the toolbar. You can click the button again if you want to change the amounts on the invoice back to the currency specified in the **Code** field.



**Figure 12-10. Base Currency button**

The **Status Date** field contains a system-generated date that is updated when the invoice is modified.

The total number of line items contained on the invoice displays beneath the Status Date.

f. Save the invoice.

- To save the invoice without closing the **Invoice** work space, click the **Save** button on the toolbar
- To save the invoice and close the **Invoice** work space, click the **Save and Close** button on the toolbar.

Result: The **Header** tab is complete. After saving the invoice, the line item activities (the buttons at the bottom of the dialog box) become accessible.

[Figure 12-11](#) displays a completed **Header** tab on a saved invoice.

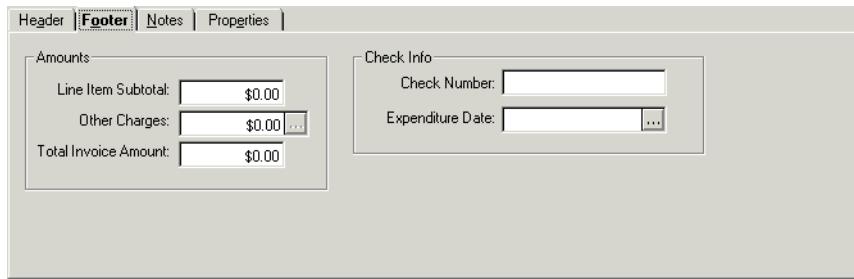
A screenshot of the "Invoice: ca1 - [Pending]" application window. The window has a toolbar with buttons for Save, Save and Close, Approve, and Base Currency. Below the toolbar are tabs for Header, Footer, Notes, and Properties, with Header selected. The Header tab contains several groups of fields:

- Invoice:** Number: ca1, Voucher ID: 190, Date: 10/24/2003, Amount: \$20.00, Locations: Bill To: Acquisitions.
- Vendor:** Code: eb, Account: (dropdown menu).
- Status Date:** 10/24/2003, 0 Line Items on Invoice.
- Amounts:** Line Item Subtotal: \$0.00, Other Charges: \$0.00, Total Invoice Amount: \$0.00.
- Currency:** Code: USD, Rate: 1.

At the bottom of the tab are three buttons: Add Line from Order..., Delete Line, and Details... .

**Figure 12-11. Header tab completed**

- 
3. Add footer information to a new invoice. Click the **Footer** tab or press **Alt + O** on your keyboard (see [Figure 12-12](#)).
- 



---

**Figure 12-12. Footer tab**

- a. In the Amounts section: The **Line Item Subtotal**, **Other Charges** and **Total Amount** fields display monetary amount summaries of the different parts of the invoice as well as of the entire invoice.
  - The combined cost of all the line items on the invoice displays in the **Line Item Subtotal** field, non-editable field.
  - The **Other Charges** field can be used to apply any charges in addition to the line item costs, such as shipping costs and tax. Enter other charges if wanted.
  - The combined cost of the entire purchase order displays in the **Total Amount** field, non-editable field.

b. Check Info section

1. Enter the number of the check used for the invoice in the **Check Number** field. This information can be used to retrieve the invoice when conducting a search.
2. Click the ellipsis in the **Expenditure Date** field and select the date on which funds were expended for the check from the calendar. This information can be used to retrieve the invoice when conducting a search.

Result: The **Footer** tab is completed.

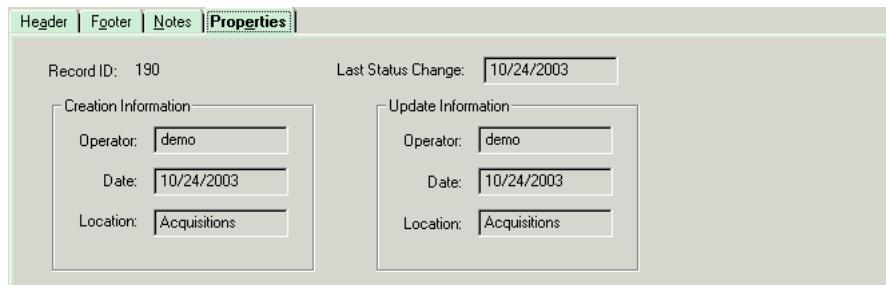
4. Add Notes information to a new invoice if wanted. Click the **Notes** tab or press **Alt + N** on your keyboard and enter any additional information about the invoice in the **Notes** free-text box (see [Figure 12-13](#)).



**Figure 12-13.** Notes tab

5. Save and close the newly-created invoice, open the invoice again and click the **Properties** tab or press **Alt + E** on your keyboard.

Result: The **Properties** tab displays (Figure 12-14) the following historical information about the invoice.



**Figure 12-14.** Properties tab

Result: The Invoice is created. Operators can now add the line items to this invoice, see [Line Items](#) on page 12-16.

## Line Items

The lower half of the **Invoice** dialog box is where you add line items from purchase orders to your invoice. When an item has been added to the invoice information about the item displays as a line in the list box. Such a line is referred to as an invoice line item.

### NOTE:

You need to complete the required information on the **Header** tab and save the invoice to the database before you can add line items.

The procedure for adding line items to an invoice is shown in [Procedure 12-3, Adding Line Items to an Invoice](#), on page [12-17](#).



### Procedure 12-3. Adding Line Items to an Invoice

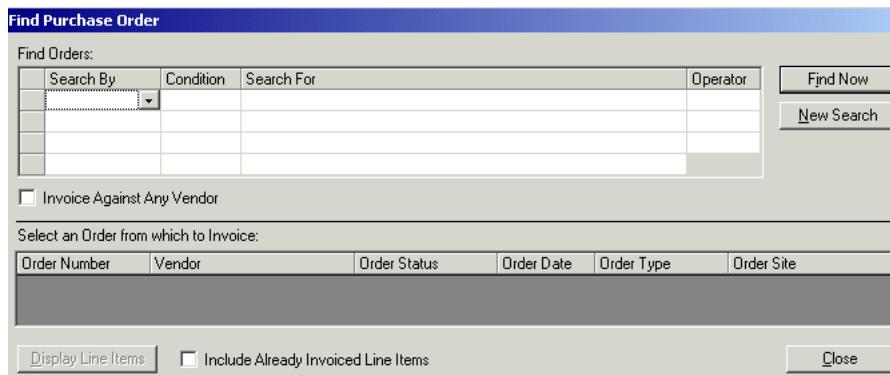
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Use the following to add line items to an invoice.

1. Search for and display an invoice. See [Standard Searches](#) on [page 2-2](#) for more information.
2. From the open invoice, click the **Add Line from Order** button at the bottom of the **Invoice** work space or press **Alt + R** on your keyboard. You can also select **Add Line from Order** from the **Line Item** menu or press **Alt + L, R** on your keyboard.

Result: The **Find Purchase Order** dialog box opens (see [Figure 12-15](#)).

---



---

Figure 12-15. Find Purchase Order dialog box

**NOTE:**

This dialog box, when accessed from the invoice, is slightly different than the standard **Find Purchase Order** dialog box, containing a section entitled "Select an Order from which to Invoice", the **Invoice Against Any Vendor** check box, the **Include Already Invoiced Line Items** check box, and the **Display Line Items** button.

You can search for purchase orders that reference vendor codes different than the one used on the invoice. This feature allows you to handle invoices sent by a supplier other than the expected vendor. In order for this feature to work, you must click the **Invoice Against Any Vendor** check box.

If the **Invoice Against Any Vendor** check box is not selected, the system automatically limits your search to those approved purchase orders with the same vendor as on the invoice.

3. Conduct a search for a Purchase Order, enter your search terms and click the **Find Now** button or press **Alt + I** on your keyboard. See [Procedure 2-1, Performing a standard search](#) for information on how to conduct the search.

Result: All purchase orders that match your searching criteria display in the search results list. The Order Number, Vendor, Order Status, Order Date, Order Type, Order Site and Order ID display for each purchase order in the search results list (see [Figure 12-16](#)).

The screenshot shows the 'Find Purchase Order' dialog box. At the top, it says 'Find Orders:' followed by a search criteria table. The table has columns for 'Search By' (set to 'PO Number'), 'Condition' (set to 'less'), 'Search For' (set to '300'), and 'Operator'. To the right of the table are two buttons: 'Find Now' and 'New Search'. Below the table is a checkbox labeled 'Invoice Against Any Vendor'. Underneath this is a section titled 'Select an Order from which to Invoice:' containing a table of purchase orders. The table has columns: Order Number, Vendor, Order Status, Order Date, Order Type, Order Site, and Order ID. Two rows are visible: one for order 157 (EBSCO, Received Complete) and one for order 159 (EBSCO, Approved/Sent). At the bottom of the dialog box are three buttons: 'Display Line Items', 'Include Already Invoiced Line Items' (unchecked), and 'Close'.

**Figure 12-16. Find Purchase Order dialog box - orders displayed**

**NOTE:**

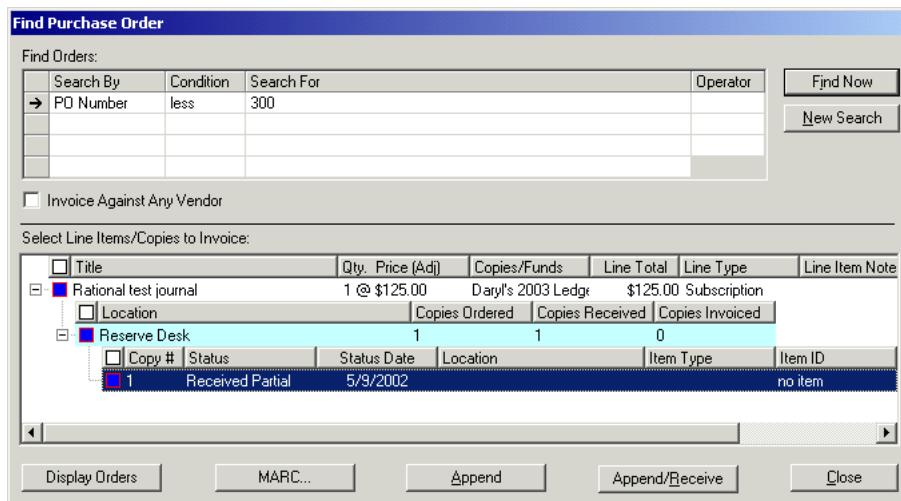
To clear the current search criteria and search results in order to conduct a new search, click the **New Search** button or press **Alt + N** on your keyboard.

4. Select a purchase order to invoice against and click the **Display Line Items** button or press **Alt + D** on your keyboard.

Result: The bottom of the **Find Purchase Order** dialog box displays the line items of the selected purchase order (see [Figure 12-17](#)).

**NOTE:**

To display line items that have been previously invoiced, you must click in the **Include Already Invoiced Line Items** check box before displaying the line items. This is designed as a safe-guard step to prevent re-invoicing a line item when you don't mean to.



**Figure 12-17. Find Purchase Order dialog box - line items displayed**

The line items of the selected purchase order displays in a tree structure or hierarchy in the **Select Line Items/Copies to Invoice** box. Click the plus (+) signs to expand the levels of the hierarchy and click the minus (-) signs to close the levels of the hierarchy. There are three levels in the hierarchy.

- The first level of the hierarchy displays the title of the item, the number of copies and the price per copy, the fund(s) used, the line item total and the line item type.
- The second level of the hierarchy displays the intended location(s) for the item, the number of copies order, the number of copies received, and the number of copies invoiced.
- The third level of the hierarchy displays the individual copies for each location, including the copy number, the copy status (for example, Approved), the date on which the status became active, the intended location for the copy, the item type and the item ID (these last two, item type and item ID, do not contain information until after the copy has been received and an item record has been created.)

- 
5. Select the wanted copies. Each level of the hierarchy has a box beside it. These boxes are used to select the copies that you want to append to the invoice. If you want to specify which copies to append for each location, at the third level of the hierarchy click the box beside each copy that you want to append. If you want to append all copies for a location, click the box beside the second level (the Location level) to select all the copies beneath that location. Or, if you want to select all copies for all locations, click the box beside the first level of the hierarchy.

**NOTE:**

To make it easier for you to see how many copies have been received, or how many copies are currently selected to be received or marked, the boxes beside the levels of the hierarchy are either half-full (if only some of the copies have been selected) or completely full (if all of the copies have been selected).

6. Option buttons on the bottom of the **Find Purchase Orders** dialog box:
  - a. Click the **Append** button or press **Alt + A** on your keyboard to add the selected line item copies to the invoice. Appending copies to the invoice indicates that it is alright to pay for them. The **Append** button does not effect the purchase order.
  - b. Click the **Append/Receive** button or press **Alt + R** on your keyboard to add the selected line item copies to the invoice and indicate on the purchase order that the copies have been received.

**NOTE:**

The **Append** and **Append/Receive** buttons are available only if at least one copy is selected.

- c. Click the **MARC** button, available if at least one copy is selected, to view the MARC bibliographic record associated with the line item. Bibliographic data can only be edited in the Cataloging Module. MARC bibliographic records can quickly and easily be opened in the Cataloging module from the Acquisitions module.

**NOTE:**

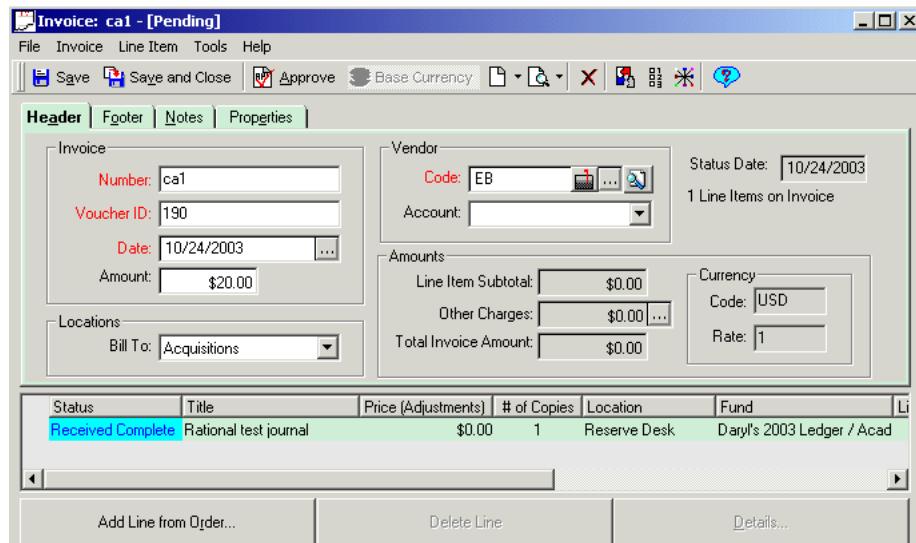
The view of the MARC bibliographic record in the Acquisitions module displays and prints using the Unicode character set because MARC data is stored in the database as UTF-8 encoded, even though MARC data that appears elsewhere in the Acquisitions module displays in the Latin-1 character set.

For information about viewing and editing MARC records in Acquisitions, see [Viewing and Editing MARC Records \(Cataloging in Acquisitions\)](#) on [page 13-1](#). For information about sending the MARC record to a web server, see [http POST request - Sending the MARC record to a web server](#) on [page 13-16](#).

- d. Click the **Display Orders** button to return to the list of purchase orders that your search found.
7. Click the **Close** button or press **Alt + C** on your keyboard.

Result: If either the **Append** button, or **Append/Receive** button was clicked, the appended line item displays in the line item section of the **Invoice** dialog box (see [Figure 12-18](#)).

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**Figure 12-18. Invoice with appended line items**

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### Entering Line Item Information

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After an item has been added to your invoice, it appears as a line of brief information about the item (see [Figure 12-18](#)). The line is divided into a number of columns, each column displaying certain information about the item to provide you meaningful data at-a-glance.

The columns within a line item contain the following information (a few of the columns appear blank initially).

- Line item number and the line item status
- Title of the item

- Any price adjustments
- Number of copies of the item on order
- Intended location(s) (if multiple locations are used, <<Multiple>> displays in the Location(s) column of the line item, alerting you to check the full details of the record for complete information about locations)
- Fund(s) used to purchase the item (if multiple funds are used, <<Multiple>> displays in the Funds column of the line item, alerting you to check the full details of the record for complete information about funds)
- Total amount of the line item (all copies and adjustments)
- Line item type
- Piece Identifier
- The number of the purchase order on which the line item is listed

**NOTE:**

If a single line item is highlighted in the line items section of the invoice, you can quickly display the order on which the line item is listed by selecting **Order** from the **Line Item** menu or by pressing **Alt + L, O** on your keyboard.

- Any additional notes (entered on the **Notes** tab of the full line item view; see [Notes Tab](#) on [page 6-8](#))

### Changing the Line Item Column Sequence

In order to make the information that is most relevant to your activities visible for the duration that an invoice is displayed, you can temporarily change the sequence in which the columns of the line items appear. These changes in sequence are not saved when the invoice is closed. Rather, the next time the invoice is displayed, the columns of the line items again appear in the initial sequence listed above.

To change the sequence of the line item information, click the header of a column (appears at the very top of the line item section) and drag it to the appropriate position in the line. The line item information adjusts accordingly.

Also, if some of the information in a line item column is not visible due there being too much information for the width of the column, you can hold your mouse cursor over the column to display the entire information.

### Expanding the Line Item Section

If there are numerous line items on your invoice, you can expand the line item section to make more of the line items visible.

To expand the line item section of your invoice, hold your mouse cursor just above the line item section. When held in this position, the mouse cursor appears as a small horizontal bar with an up arrow above it and a down arrow below it. Click and hold down the mouse button as it is in this position and drag the cursor up on the invoice. The line item section expands to the point where you drag the cursor. To reduce the size of the line item section, perform the same process, but drag the cursor further down on the invoice.

[Table 12-5](#) contains a list of page numbers on which to look for explanations of the tabs on the **Line Item** dialog box:

**Table 12-5. Page References for Tabs of Line Item dialog box**

Bib Record Tab	<a href="#">6-42</a>
Price Tab	<a href="#">6-45</a>
Copies/Funds Tab	<a href="#">6-49</a>
Copy Status Tab	<a href="#">6-63</a>
Type Tab	<a href="#">6-65</a>
Delivery Options Tab	<a href="#">6-71</a>
Notes Tab	<a href="#">6-73</a>
Order Tab	<a href="#">6-75</a>
Payment History Tab	<a href="#">6-76</a>
Receive/Mark Tab	<a href="#">6-77</a>
Problems Tab	<a href="#">6-79</a>
Claims Tab	<a href="#">6-81</a>
Properties Tab	<a href="#">6-82</a>



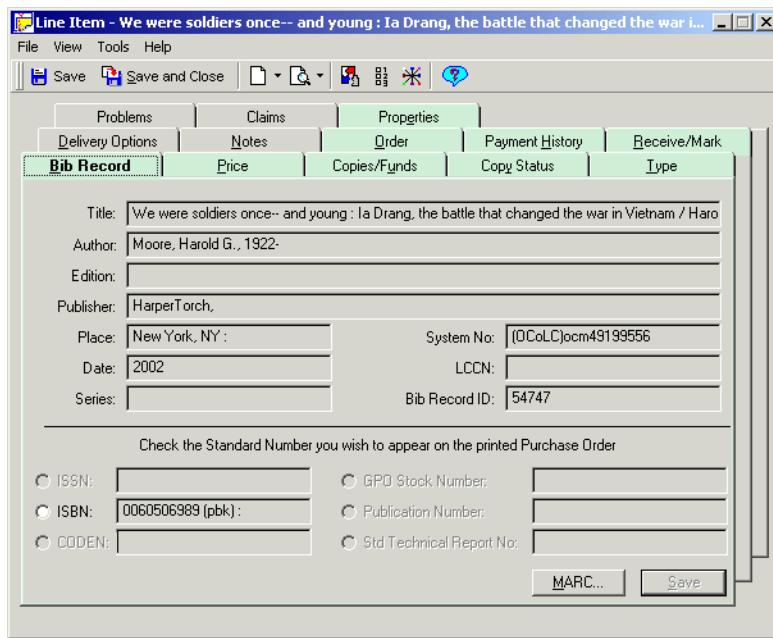
#### **Procedure 12-4. Adding information to the line item**

---

Use the following to add information to the line item on the invoice.

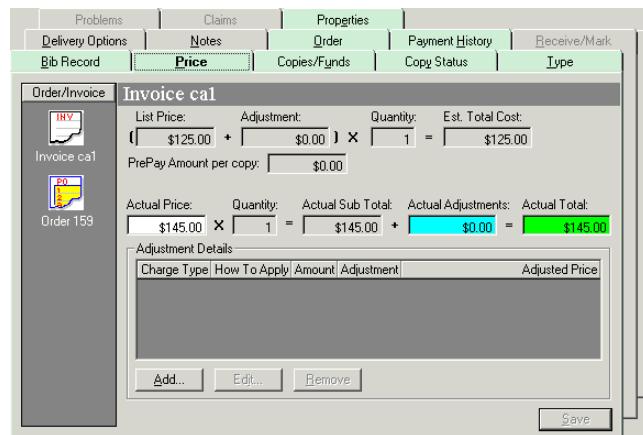
1. From an open invoice, display the full view of a line item
  - a. Select the line item
  - b. Click the **Details** button, select **Details** from the **Line Item** menu, or press **Alt + L, D**.

Result: The **Line Item** details dialog box opens (see [Figure 12-19](#)).



**Figure 12-19.** Line Item dialog box

2. Click the tab on which you want to enter data. For example, to enter the actual price of the line item, click the **Price** tab, then enter the correct information, and save it. (see [Figure 12-19](#)).



**Figure 12-20.** Example of entering the actual price of a line item

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3. Enter any other wanted information by clicking on the appropriate tab, entering the data, and saving it.

Result: Additional information is added to the line item on the invoice.

---

## Searching for Line Items from an Invoice

---

You can search for line items directly from an invoice of any status. This feature is useful, for example, in a circumstance where an invoice has many line items. Rather than scrolling through the entire list of line items, you can conduct a search for a particular line item on the invoice.

The procedure for searching for line items from an invoice is shown in [Procedure 2-14, Searching for Line Items from an Invoice](#), on page [2-65](#).

## Entering Other Invoice Charges

---

The **Invoice Fees** dialog box can be used to apply any charges or discounts in addition to the line item costs (such as shipping costs and tax) or to adjust any existing additional charges or discounts. You can credit a pending invoice by entering a discount price adjustment in the **Other Charges** field.

- The procedure for adding a price adjustment is shown in [Procedure 12-5, Adding a Price Adjustment](#), on page [12-25](#).
- The procedure for editing a price adjustment is shown in [Procedure 12-6, Editing a Price Adjustment](#), on page [12-29](#).
- The procedure for removing a price adjustment is shown in [Procedure 12-7, Removing a Price Adjustment](#), on page [12-30](#).



### Procedure 12-5. Adding a Price Adjustment

---

Use the following to add a price adjustment.

1. On the **Header** or **Footer** tab of the invoice, click the **ellipsis** button beside the **Other Charges** field.

Result: The **Invoice Fees** dialog box opens (see [Figure 12-21](#)).

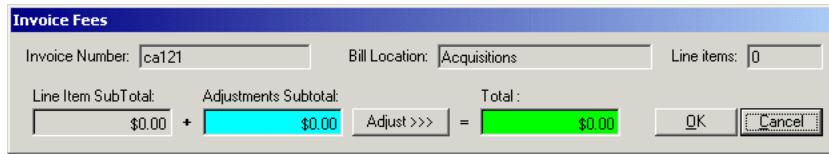


Figure 12-21. Invoice Fees dialog box

2. Click the **Adjust >>>** button beside the **Adjustments Subtotal** field.

Result: The **Invoice Fees** dialog box expands to include an **Adjustment Details** section (see [Figure 12-22](#)). You can return the **Invoice Fees** dialog box to its initial size at any time by clicking the **<<< Adjust** button.

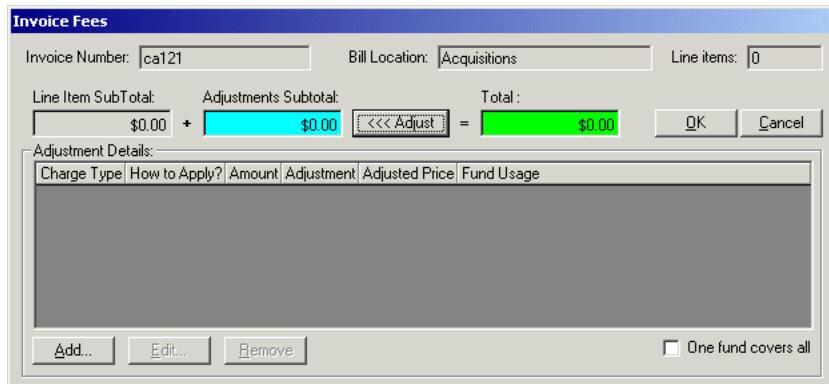
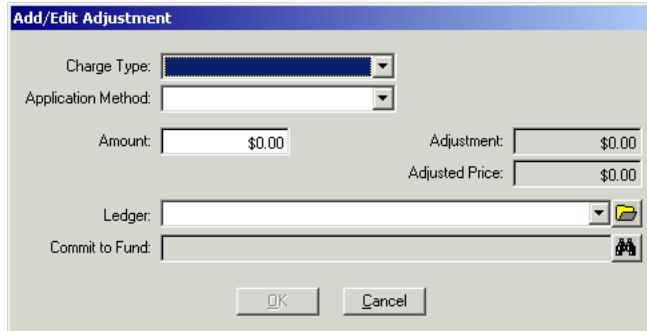


Figure 12-22. Invoice Fees dialog box - expanded to display Adjustment Details

3. Click the **Add** button or press **Alt + A** on your keyboard to add a price adjustment.

Result: The **Add/Edit Adjustment** dialog box opens (see [Figure 12-23](#)).



**Figure 12-23.** Add/Edit Adjustment dialog box

4. Select a charge type from the drop-down menu in the **Charge Type** field.
5. From the drop-down menu in the **Application Method** field, select how you want to apply the charge type. This depends on whether you are applying a percentage of an amount or adding/crediting a straight amount.
6. Enter the amount of the charge in the **Amount** field. To make the amount a negative (a credit rather than a debit), press the minus (-) sign on your keyboard. If you selected Discount as your Charge Type, the amount is automatically negative.

The **Adjustment** field reflects the charge type and application method applied to the value that you entered in the **Amount** field.

The **Adjusted Price** field reflects the total amount of the additional charges, after the Adjustment amount of this and any other price adjustments have been calculated. The amount in this field corresponds to the amount that displays in the **Total** field on the **Invoice Fees** dialog box.

7. There are three ways you can choose a fund for the price adjustment: you can manually type a fund code in the **Commit to Fund** field, you can select a fund from a ledger/fund hierarchy, or you can search for a fund.
  - If you want to manually type a fund code into the **Commit to Fund** field, you must first select a ledger from the drop-down menu in the **Ledger** field. After you have selected a ledger, type the fund code into the **Commit to Fund** field. Because typing the fund information into the field is often much faster than navigating a complex ledger/fund hierarchy, this feature helps improve the efficiency of your line item processing.

- If you want to select a fund from a ledger/fund hierarchy rather than typing the fund code into the **Commit to Fund** field, click the **folder** button beside the **Ledger** field. This opens a hierarchy of available ledgers and funds. To aid you in selecting an appropriate fund, each fund's available balance displays within the hierarchy.

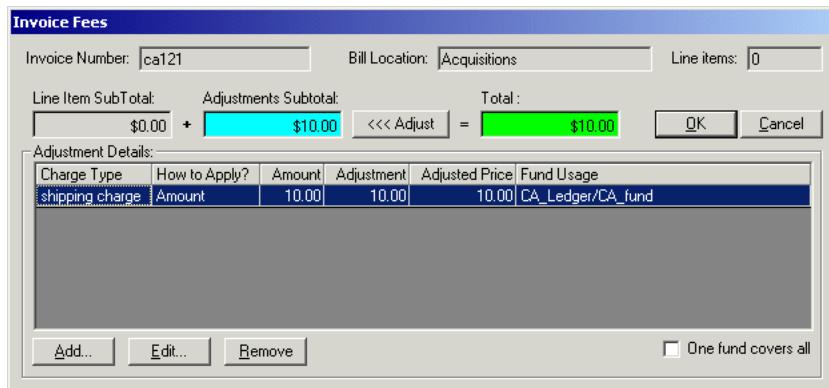
Click the plus (+) signs to expand the levels of the hierarchy and click the minus (-) signs to close the levels of the hierarchy. Navigate the hierarchy and select a fund. You cannot select a ledger or summary fund, but must select an allocated fund (one with a dollar sign).

After selecting a fund from the hierarchy, the ledger to which the fund belongs displays in the **Ledger** field and the fund displays in the **Commit to Fund** field.

- If you want to search for a fund, click the **search button** (the binoculars) beside the **Commit to Fund** field. The **Select Fund** dialog box opens. Search for a fund. After selecting a fund, the ledger to which the fund belongs displays in the **Ledger** field and the fund displays in the **Commit to Fund** field.

8. To complete the price adjustment, click the **OK** button or press **Alt + O** on your keyboard. To cancel the price adjustment, click the **Cancel** button or press **Alt + C**.

**Result:** After completing the price adjustment, details about the adjustment appear as a line in the Adjustment Details section of the **Invoice Fees** dialog box (see [Figure 12-24](#)).



**Figure 12-24.** Invoice Fees dialog box - adjustments

9. To add another price adjustment, repeat steps 3 - 8.

**NOTE:**

If you select the **One fund covers all** check box, the latest fund you have selected (whether while adding your latest price adjustment or while editing an existing price adjustment) is used for all previous price adjustments as well. For example, if you select the Books fund of the 2004 ledger for your latest price adjustment, a previous price adjustment that used the Misc. fund of the 2004 ledger then also uses the Books fund of the 2004 ledger.

10. After you have finished adding any price adjustments, you must click the **OK** button to save the information to the database and close the **Invoice Fees** dialog box.

To cancel the price adjustments you have added and close the **Invoice Fees** dialog box, click the **Cancel** button or press **Alt + C** on your keyboard.

Result: If you clicked **OK**, the price adjustment is added.

---



#### **Procedure 12-6. Editing a Price Adjustment**

---

Use the following to edit a price adjustment.

1. Select the adjustment that you want to edit from the list in the Adjustment Details section and click the **Edit** button or press **Alt + E**.

Result: The **Add/Edit Adjustment** dialog box opens.

2. Follow steps 4 - 8 of Adding a Price Adjustment on page [12-25](#).
3. After you have finished editing any price adjustments, you must click the **OK** button to save the information to the database and close the **Invoice Fees** dialog box.

To cancel your edits and close the **Invoice Fees** dialog box, click the **Cancel** button.

Result: If you clicked **OK** the price adjustment is edited.

---



### Procedure 12-7. Removing a Price Adjustment

---

Use the following to remove a price adjustment.

1. Select the adjustment that you want to remove from the list in the Adjustment Details section and click the **Remove** button or press **Alt + R** on your keyboard.

Result: A confirmation message displays if you have selected to use the deletion reminder option on the **Sounds and Animation** tab of your Session Preferences (see [Sounds and Animation Tab on page 18-14](#) for more information.) If you have not selected to use the deletion reminder option, you do not receive a confirmation message.

2. Click the **Yes** button or press **Alt + Y** on your keyboard to continue. Click the **No** button or press **Alt + N** on your keyboard to cancel the removal of the adjustment.
3. Delete any price adjustments and click the **OK** button to save your deletions to the database and close the **Invoice Fees** dialog box.

To cancel your deletions and close the **Invoice Fees** dialog box, click the **Cancel** button.

Result: If you clicked **OK** the price adjustment is removed.

---

## Approving an Invoice

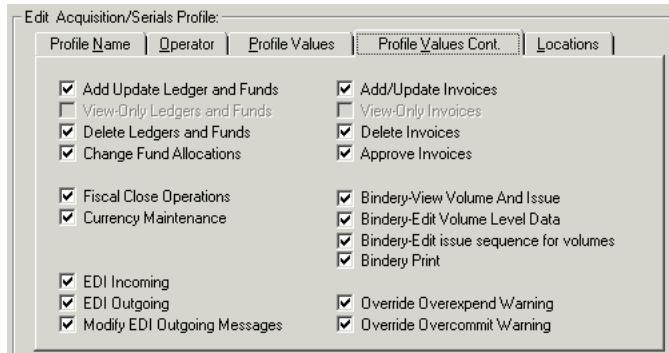
---

Before an invoice is approved, the funds used on the invoice are pending expenditures. Approving an invoice actually expends the funds used on the invoice. Therefore, you should approve an invoice only when you are ready to pay for the items.

When you approve an invoice, you have the option to receive all of the line items on the invoice. A library often receives all of the items that it invoices. This capability eliminates the need to visit each line item separately to perform the receiving function.

## Security to Approve Invoices

To be authorized to approve invoices, the **Approve Invoices** check box ([Figure 12-25](#)) must be selected in the **Profile Values Cont.** tab of an operator's Acquisitions/Serials Security Profile. See the *Voyager System Administration User's Guide* for more information.



**Figure 12-25. Profile Values Cont. tab**

**NOTE:**

You are blocked from approving an invoice if the price in the **Amount** field (which is usually taken from the printed invoice received from the vendor) does not match the sum of the line item costs and other charges applied by the system in the **Total Invoice Amount** field. This is a precaution to make you aware of a discrepancy between the amount the vendor expects you to pay and the amount actually contained on the invoice. You are also blocked from approving an invoice if the fund(s) used on the invoice have been expended or have expired. A message displays explaining the reason for the block. After an invoice has been approved, you are restricted from editing many of the invoice fields.

The procedure for approving an invoice is shown in [Procedure 12-8, Approving an Invoice](#), on page [12-32](#).



### Procedure 12-8. Approving an Invoice

Use the following to approve a pending invoice.

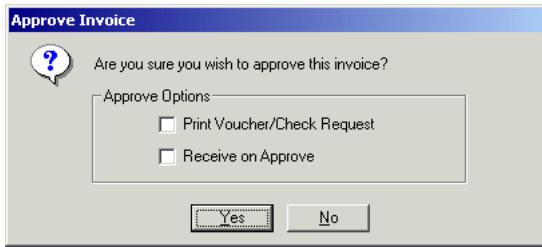
1. From an open pending invoice, verify that the amount entered in the **Amounts** field matches the sum of the line item costs and other charges in the **Total Invoice Amount** field (see [Figure 12-26](#)).

The screenshot shows the 'Invoice' application window for invoice 'ca121'. The 'Header' tab is selected. The 'Invoice' section contains fields for Number (ca121), Voucher ID (192), Date (10/27/2003), and Amount (\$30.00). The 'Vendor' section shows Code (BT) and Account (empty). The 'Status Date' is 10/27/2003. The 'Amounts' section displays Line Item Subtotal (\$20.00), Other Charges (\$10.00), and Total Invoice Amount (\$30.00). The 'Currency' section shows Code (USD) and Rate (1). A note indicates 1 Line Items on Invoice and a checkbox for Display Search Results Only (1) is checked.

**Figure 12-26.** Pending invoice

2. Click the **Approve** button or select **Approve** from the **Invoice** menu. You can also press **Alt + I, A** on your keyboard. The **Approve** button is located on the toolbar at the top of **Invoice** work space.

Result: The **Approve Invoice** dialog box opens (see [Figure 12-27](#)).

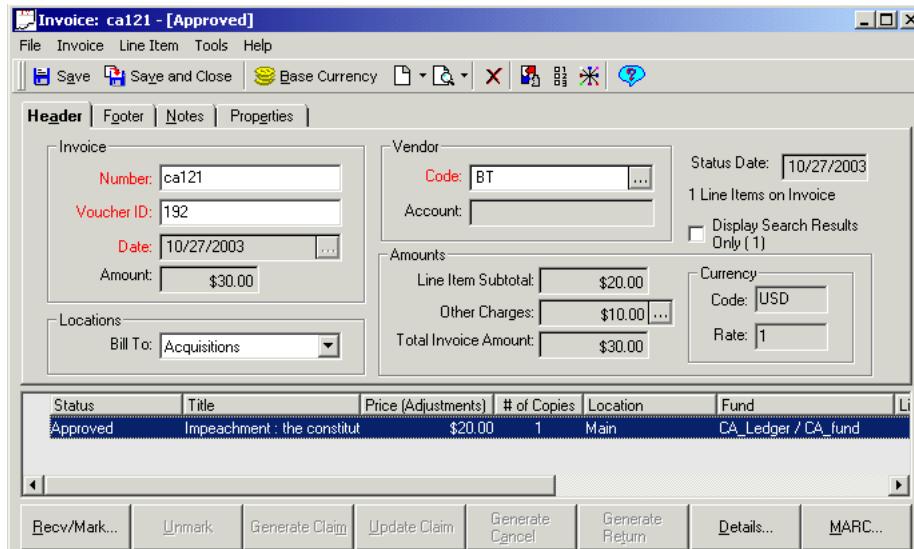


---

Figure 12-27. Approve Invoice dialog box

3. Click in the **Print Voucher/Check Request** check box to have a voucher and check request print once the invoice is approved. See the **Approve Processing** tab in your Session Workflows ([Approve Processing Tab on page 19-8.](#)) to set a default for this check box.
4. The **Receive on Approve** check box allows you to automatically receive all monograph line items on the invoice when the invoice is approved. See the **Approve Processing** tab in your Session Workflows ([Approve Processing Tab on page 19-8.](#)) to set a default for this check box.
5. Click **Yes** to approve the invoice. Click **No** to cancel the approving of the invoice.

Result: After the invoice is approved, and after any duplicate order information is resolved, a number of buttons appear below the line item section of the invoice. These buttons allow an authorized operator to receive, mark and unmark line items right from the **Invoice** dialog box (see [Figure 12-28](#)).



**Figure 12-28. Approved invoice**

## Processing Marked and Claimed Items from an Approved Invoice

When an invoice is approved, the following buttons appear below the line item section: **Unmark**, **Generate Claim**, **Update Claim**, **Generate Cancel**, and **Generate Return**. These buttons, which are identical to the buttons that appear on the **Problems** and **Claims** work spaces, allow you to process marked and claimed line item copies and serial issues directly from the invoice. This can help save valuable time by eliminating the need to search for the items on the **Problems** or **Claims** work space.

See [Processing Marked and Claimed Items from Approved Purchase Orders and Invoices on page 11-28](#).

## Completing an Invoice

---

Completing an invoice makes any further changes to the invoice impossible. Once an invoice is completed, you cannot make any changes to claims or check-in items associated with the invoice.

In order for an invoice to be completed, it must have a status of Approved.



### Procedure 12-9. Completing an invoice

---

Use the following to complete an invoice.

1. From an open approved invoice, select **Complete** from the **Invoice** menu or press **Alt + I, L** on your keyboard to complete an invoice (see [Figure 12-29](#)).
- 

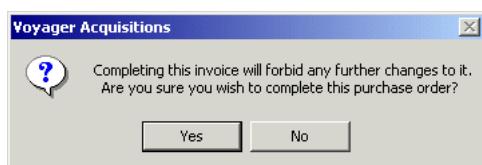


---

Figure 12-29. Invoice menu

Result: A confirmation message displays (see [Figure 12-30](#)).

---

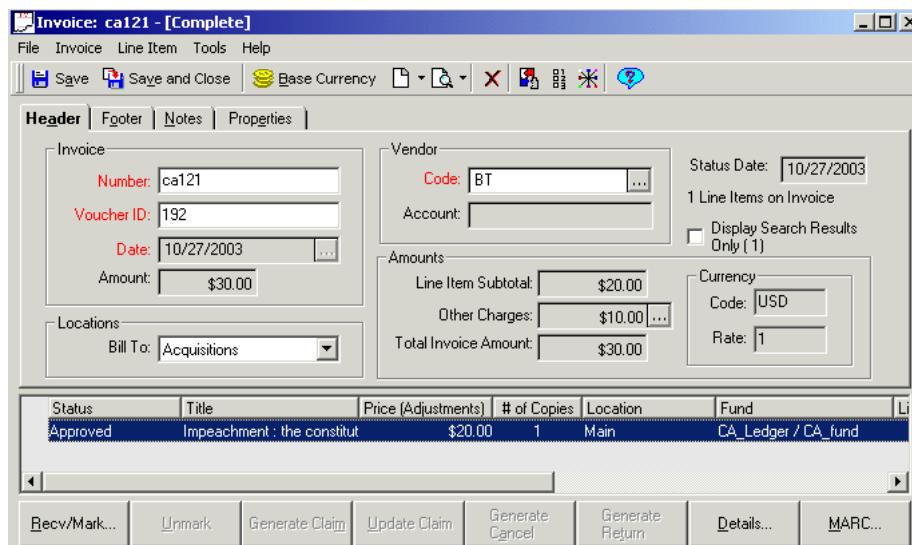


---

Figure 12-30. Confirmation message when completing an invoice

- Click **Yes** to continue completing the invoice. If you do not want to complete the invoice, click **No**.

Result: If you clicked **Yes** the invoice is completed (see [Figure 12-31](#)).



**Figure 12-31.** Completed invoice

## Deleting an Invoice

Deleting an invoice impacts a funds pending or total expenditures only, it does not affect the Purchase Order.

If the Invoice status is	Then
Pending	The fund's pending expenditures are removed.
Approved	The fund's total expenditures are removed.
Canceled	There is no impact on the fund's expenditures.
Complete	The fund's expenditures remain.

Fiscal period or fund date rules are not checked. This allows you to put money into a fund that may not be current with your fiscal period.

## Security to Delete an Invoice

---

To be authorized to delete invoices, the **Delete Invoices** check box must be selected in the **Profile Values Cont.** tab of an operator's Acquisitions/Serials Security Profile. See the *Voyager System Administration User's Guide* for more information.



### Procedure 12-10. Deleting an invoice

---

Use the following to delete an invoice.

1. From an open invoice, click the **Delete** button ([Figure 12-32](#)) in the toolbar of the invoice or select **Delete** from the **Invoice** menu. You can also press **Alt + I, D** on your keyboard.
- 

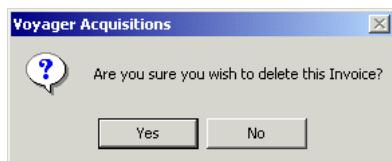


---

**Figure 12-32. Delete button**

Result: A confirmation message displays ([Figure 12-33](#)) if you have selected to use the deletion reminder option on the **Sounds and Animation** tab of your Session Preferences (see [Sounds and Animation Tab](#) on [page 18-14](#) for more information.) If you have not selected to use the deletion reminder option, you do not receive a confirmation message.

---



---

**Figure 12-33. Confirmation message when deleting an invoice**

2. Click the **Yes** button to continue with the deletion. Click the **No** button to cancel the deletion.

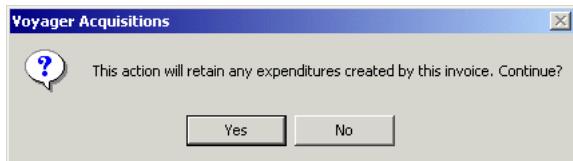
---

Result: If you clicked **Yes** the invoice is deleted

**NOTE:**

A second message appears stating that expenditures will be retained ([Figure 12-34](#)) if the status of the invoice was complete. In this case click **Yes** to continue the deletion, if you do not want to continue, click **No**.

---



---

**Figure 12-34. Deleting an invoice still retains expenditures**

---

## Item Creation and Maintenance

---

Item records can be created and maintained from the following three locations on an invoice.

- The **Receive/Mark** dialog box that opens after selecting a line item and clicking the **Receive** button at the bottom of the approved invoice
- The **Copy Status** tab of the detailed view of a line item
- The **Receive/Mark** tab of the detailed view of a line item

See [Item Record Creation and Maintenance](#) on page 10-1.

---

## **Viewing and Editing MARC Records (Cataloging in Acquisitions)**

# **13**

---

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## Viewing and Editing MARC Records (Cataloging in Acquisitions)

# 13

---

### Introduction

---

You can view MARC bibliographic and holding records from many locations within the Acquisitions module (see [Displaying MARC Records on page 13-4](#).) In addition, if certain requirements are met, you can edit MARC bibliographic and holding records (see [Requirements for Cataloging in Acquisitions on page 13-2](#).) This editing of MARC records is a co-operative procedure between the Acquisitions and Cataloging modules. A MARC record selected in the Acquisitions module can be automatically opened for viewing or editing in the Cataloging module.

Cataloging in Acquisitions (or Cat in the Acq) can help to greatly improve your workflow. With Cat in the Acq, a single operator can perform both Acquisitions and Cataloging functions from a single workstation. For example, after receiving a serial issue in Serials Check-In, you can edit the MARC holding record in Cataloging to add or delete any necessary or unnecessary fields.

The Acquisitions in Cataloging (or Acq in the Cat) function provides the second half of the two-way communication between the Acquisitions and Cataloging modules, improving workflow even further. Acq in the Cat allows you to pull up and edit a line item in the Acquisitions module from the associated bibliographic or holdings record in the Cataloging module. For more information, see the *Voyager Cataloging User's Guide*.

Lastly, if configured, operators can use an http POST request to send a MARC record to a web server. Sending a POST request can be done from any of the Voyager modules where a MARC record is visible.

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## Purpose of this Chapter

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This chapter covers

- Requirements for Cataloging in Acquisitions
- Displaying MARC records in Acquisitions
  - Bibliographic records
  - Holdings records
- Creating an http POST request to send the MARC record to a web server

## Requirements for Cataloging in Acquisitions

---

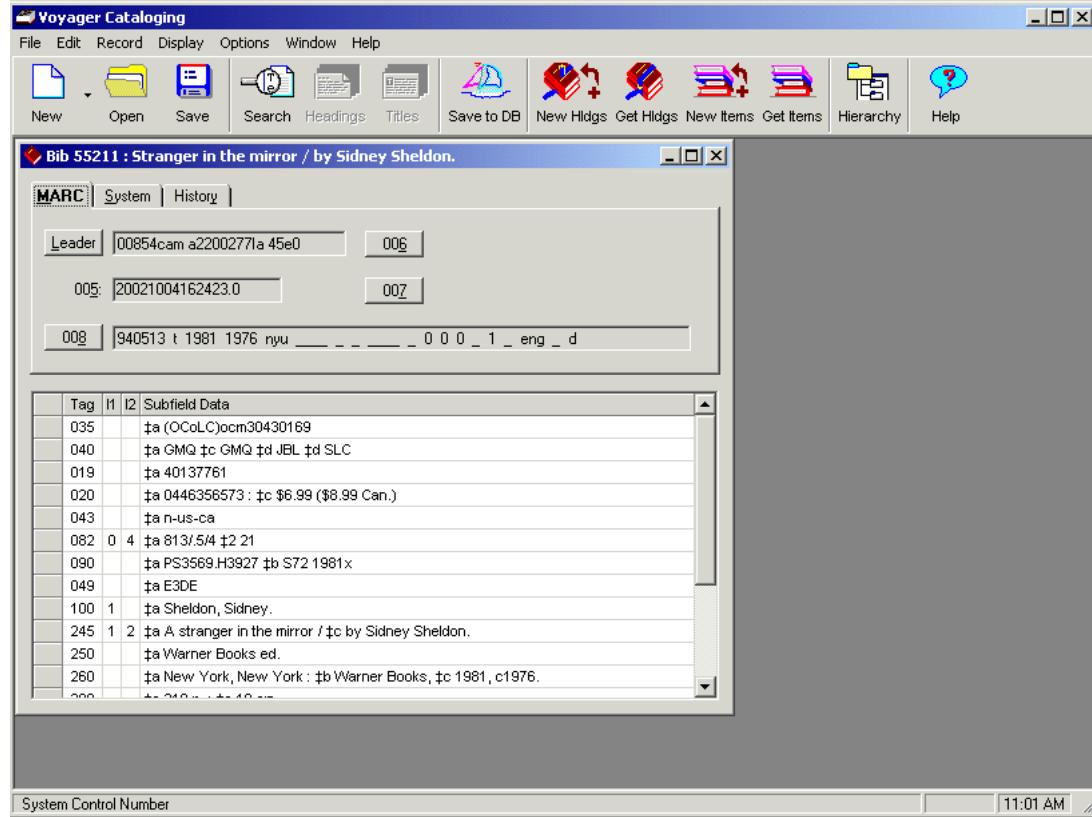
A few requirements must be met in order for MARC bibliographic and holding records to automatically open in the Cataloging module when selected for display by an operator in the Acquisitions module.

- The Cataloging module must be running.
- The Cataloging module must be logged in with the same Operator ID as the Acquisitions module (for example, if you log into Acquisitions with "Clerk/Clerk", you must log into Cataloging with "Clerk/Clerk").
- The Cataloging Operator must have the security to view the type of MARC record. Cataloging Operator security is determined in the System Administration module. For information about Cataloging security, see the *Voyager System Administration User's Guide*.

**NOTE:**

You must have additional Cataloging security in order to edit or delete MARC records.

If all requirements are met, a MARC record that the operator selects to view in Acquisitions opens in the Cataloging module ([Figure 13-0](#)), where any Cataloging function that the operator has security for can be performed on the record.

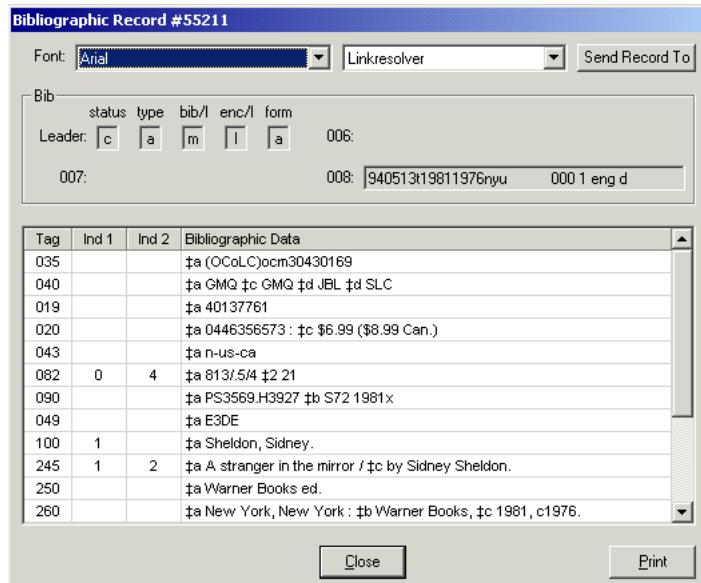


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**Figure 13-0. MARC record displayed in Cataloging**

However, if any of the above mentioned requirements are not met, the standard MARC record view ([Figure 13-1](#)) displays in Acquisitions.

The view of the MARC bibliographic record in the Acquisitions module displays and prints using the Unicode character set because MARC data is stored in the database as UTF-8 encoded, even though MARC data that appears elsewhere in the Acquisitions module displays in the Latin-1 character set.



**Figure 13-1. Standard MARC record view**

## Displaying MARC Records

MARC bibliographic and holding records can be displayed from numerous locations within the Acquisitions module. To be exact, MARC bibliographic records can be displayed from ten locations and MARC holding records can be displayed from four locations.

### MARC Bibliographic Records

MARC bibliographic records can be displayed from the following locations.

- The **MARC** button ([Figure 13-2](#)) in the Line Items section of a Purchase Order. This button can be used to display MARC bibliographic records associated with the line items on a purchase order. See [Adding Line Items to a Purchase Order](#) on page 6-15 for more information about the Line Items section of a purchase order.

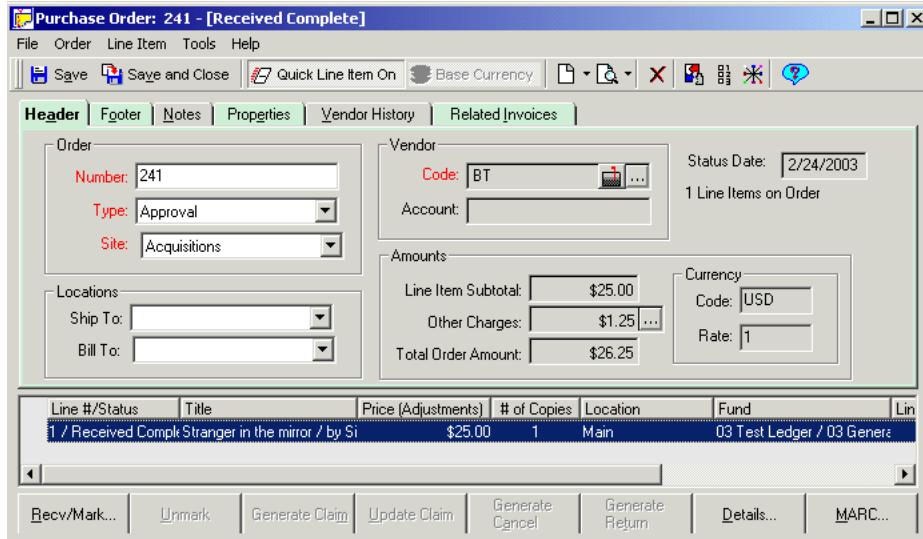


Figure 13-2. Line Items section of a Purchase Order - MARC button displayed

- The **MARC** button on the **Bib Record** tab ([Figure 13-3](#)) of a line item, which displays brief descriptive data from the bibliographic record associated with the line item. See [Bib Record Tab](#) on [page 6-42](#) for more information.

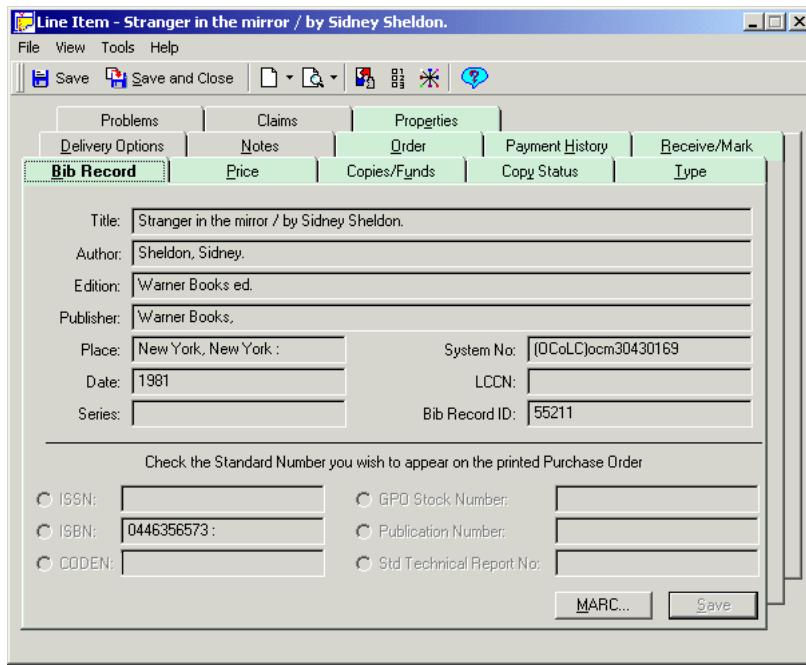


Figure 13-3. Line Item dialog box - Bib Record Tab

- The **MARC** button on the **Find Purchase Order** dialog box ([Figure 13-4](#)). The **Find Purchase Order** dialog box is used when searching for purchase orders to append to an invoice. See [Adding Line Items to an Invoice](#) on [page 12-17](#) for more information.

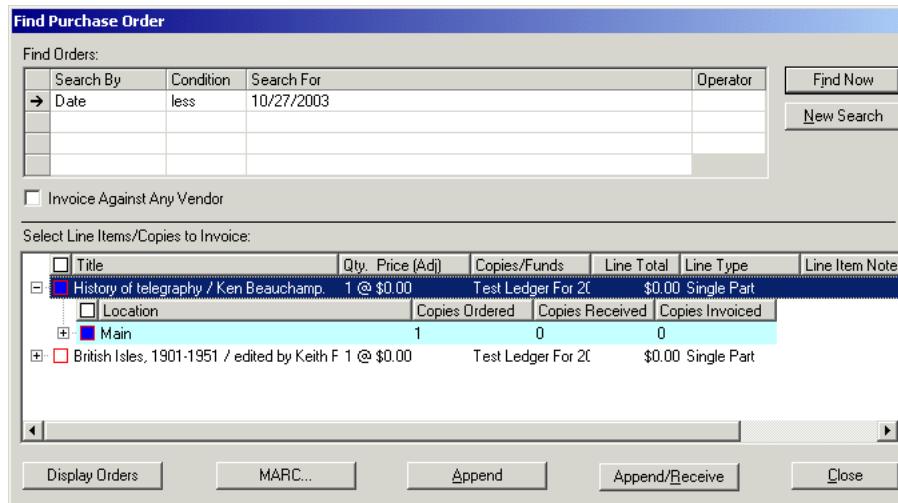


Figure 13-4. Find Purchase Order dialog box - MARC button displayed

- The **MARC** button on the **Titles Index** dialog box (Figure 13-5), which displays as a result of any non-Headings search done in Acquisitions. See [Keyword Search Results - The Titles Index](#) on page 2-14 for more information.

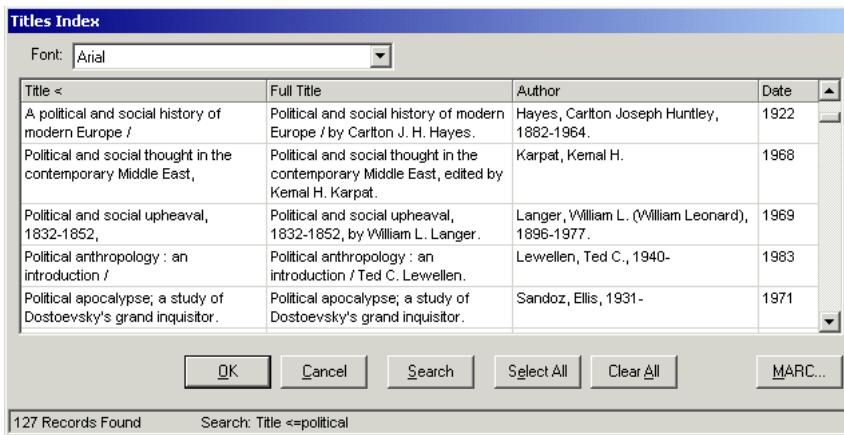
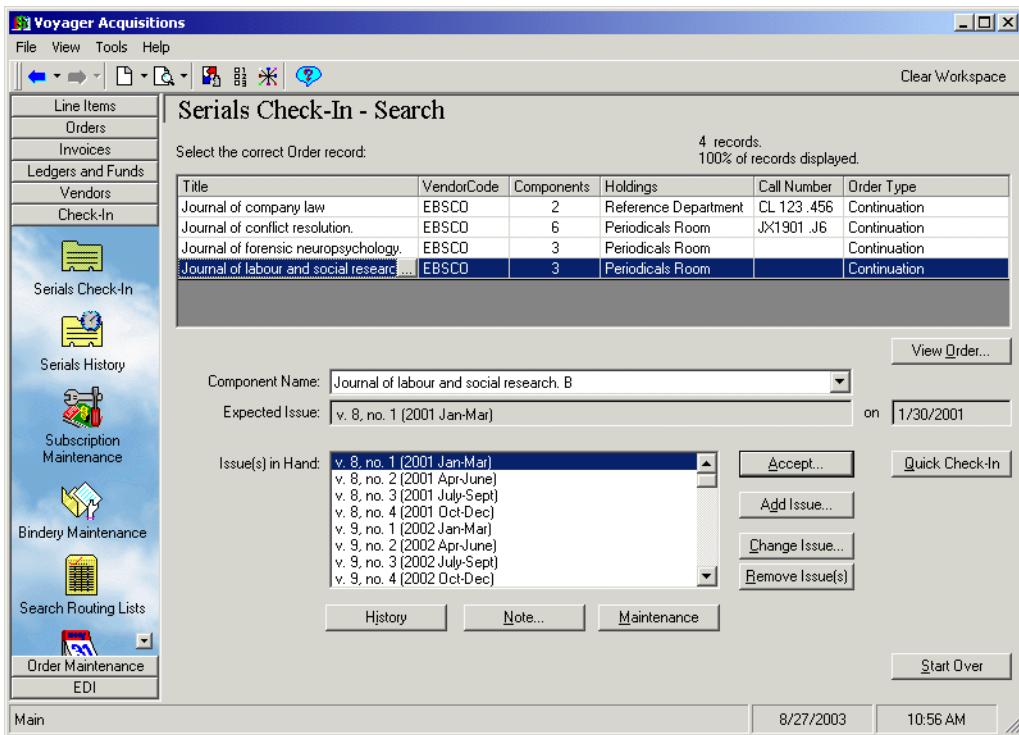


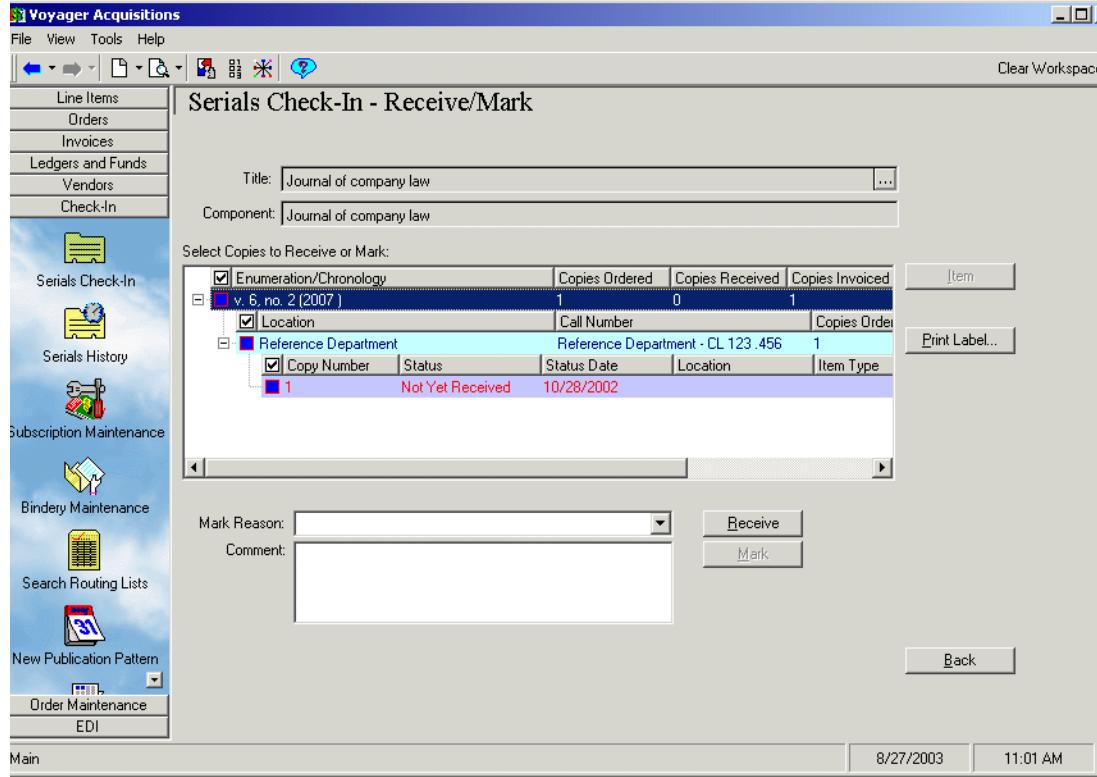
Figure 13-5. Title Index dialog box - MARC button displayed

- The **ellipsis** button in the Title column ([Figure 13-6](#)) of the list of records that displays after searching for records in Serials Check-In. See [Checking In Serials on page 9-4](#).



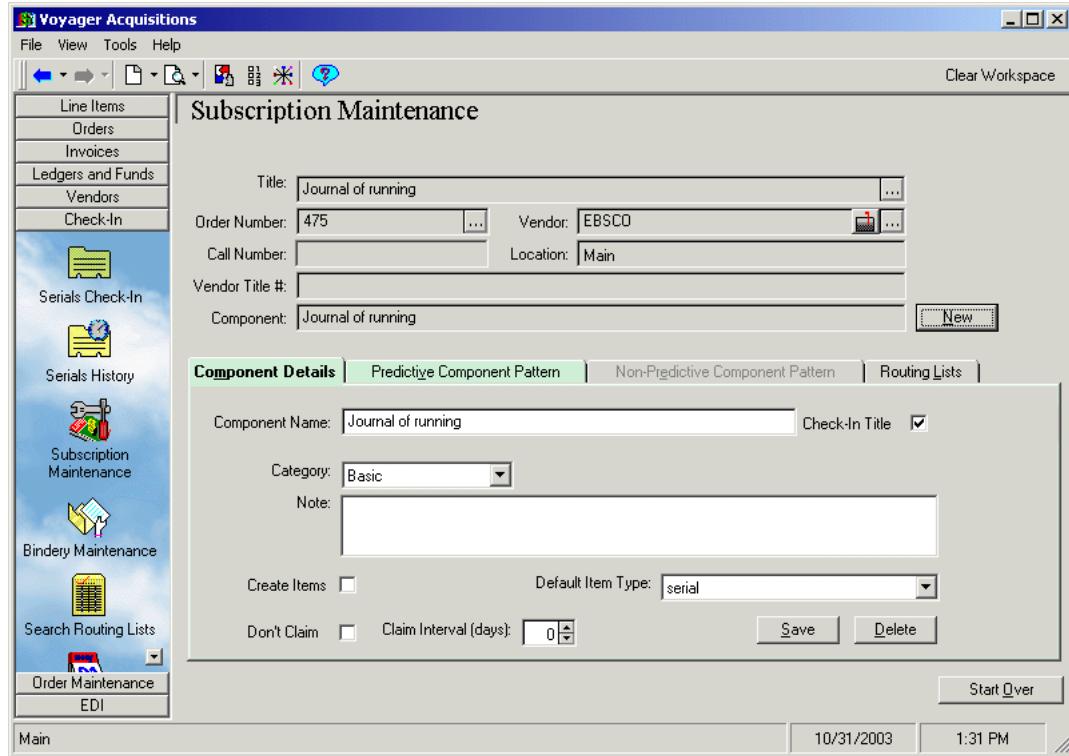
**Figure 13-6.** Serials Check-In work space- ellipsis displayed in the Title column of the list of records

- The **ellipsis** button beside the **Title** field at the top of the **Serials Check-In - Receive/Mark** work space ([Figure 13-6](#)), which displays after clicking the **Accept** button on the **Serials Check-In** work space. See [Figure 9-6 on page 9-10](#) for more information about the **Serials Check-In - Receive/Mark** work space.



**Figure 13-7. Serials Check-In - Receive/Mark work space - ellipsis displayed beside the Title field**

- The **ellipsis** button beside the **Title** field on the **Serials Check-In - Recap** work space. The **Recap** work space opens after clicking the **Receive** button or the **Continue** button on the **Serials Check-In - Receive/Mark** work space if the **Display Check-In Recap** work space check box is selected on the **Serials Check-In** tab of your Session Workflows. This screen allows you to review the issues you just received and view information about the next expected issue.
- The **ellipsis** button beside the **Title** field at the top of the **Subscription Maintenance** work space (see [Figure 13-8](#)). See [Subscription Maintenance](#) on [page 8-1](#) for more information.



**Figure 13-8.** Subscription Maintenance work space - ellipsis displayed beside the Title field

- The **ellipsis** button beside the **Title** field at the top of the **Serials History** work space (see [Figure 13-9](#)). There are numerous ways to display the **Serials History** work space. See [Serials History Information](#) on [page 9-28](#) for more information.

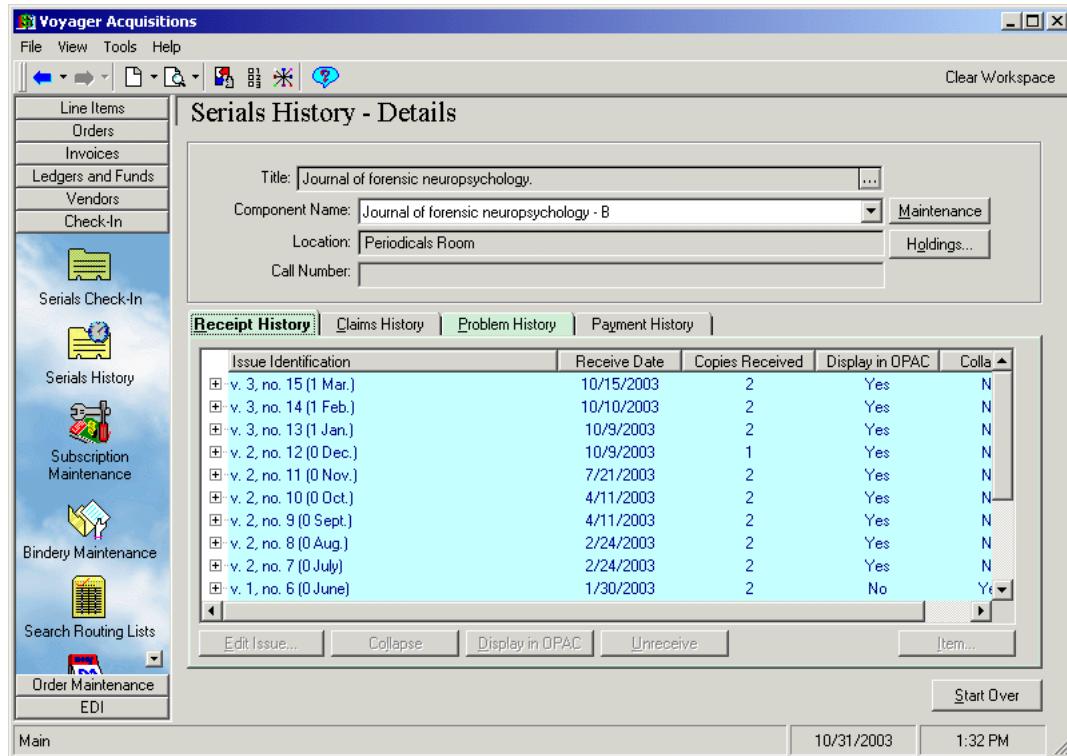


Figure 13-9. Serials History work space - ellipsis displayed beside the Title field

- The **MARC** button on the **Select Bib Records for Import** dialog box (see [Figure 13-10](#)) which is used to import bibliographic records into the database from a file.

**NOTE:**

Only the standard Acquisitions MARC view is used when the **MARC** button on the **Select Bib Records for Import** dialog box is pressed. Even if the requirements for the Cataloging in Acquisitions feature are met (see [Requirements for Cataloging in Acquisitions on page 13-2](#)), the MARC record can only be opened in the Acquisitions view because it does not yet exist in the database, but rather resides in a file.

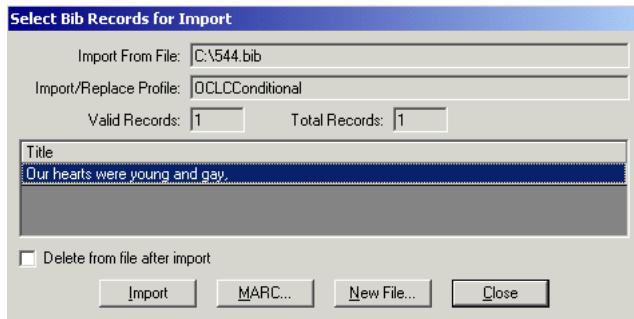
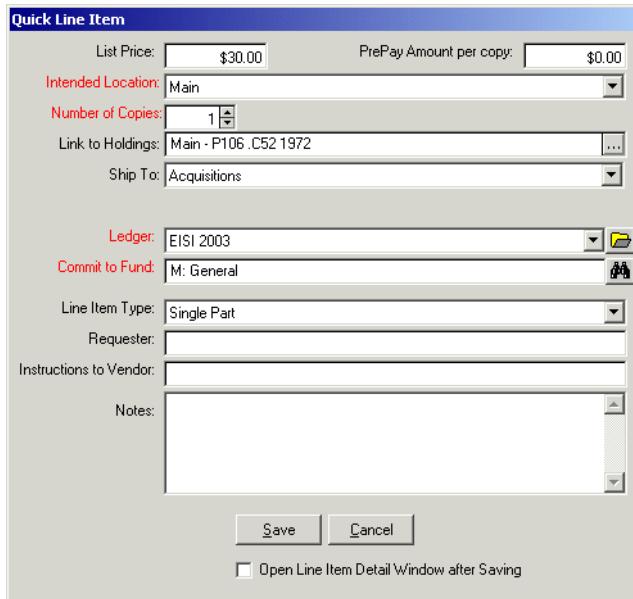


Figure 13-10. Select Bib Record(s) for Import dialog box - MARC button displayed

## MARC Holding Records

MARC holding records can be displayed by clicking the **MARC** button on the **Link To Holdings** dialog box. The **Link To Holdings** dialog box can be displayed from the following locations.

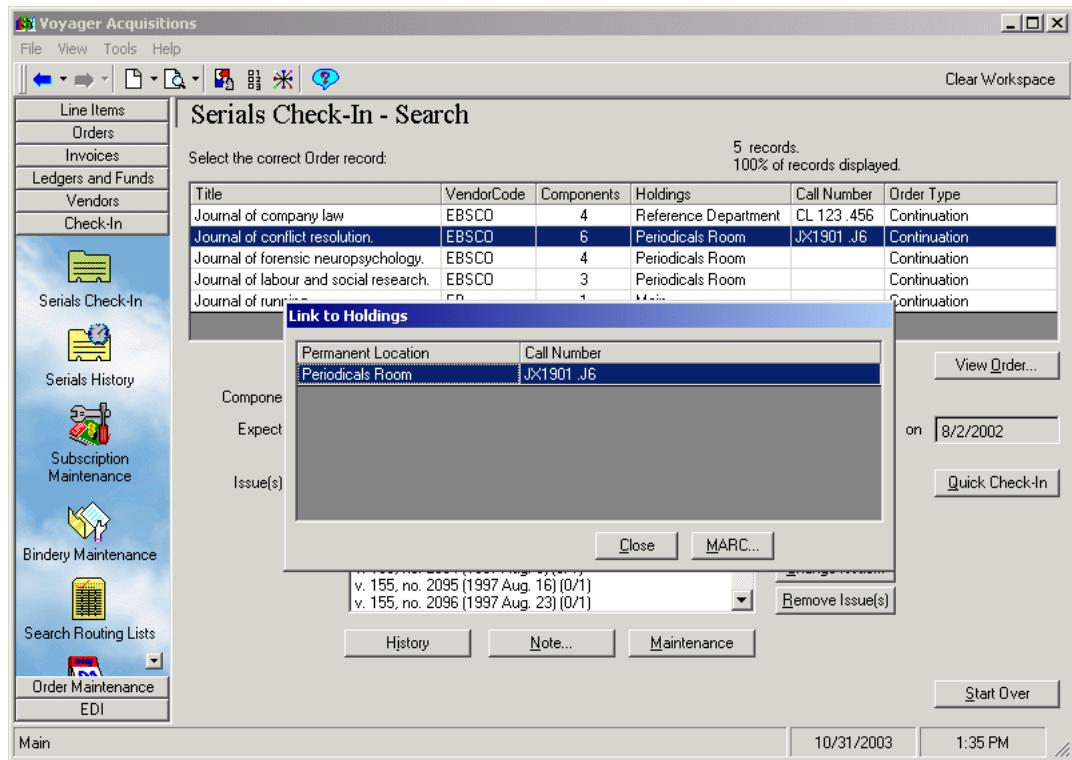
- The **ellipsis** button beside the **Link to Holdings** field on the **Quick Line Item** dialog box. The Quick Line Item feature provides a way for you to improve the efficiency of line item and purchase order creation by presenting only required and commonly-used information. The **Quick Line Item** dialog box opens (Figure 13-11) allowing you to enter basic line item information in a single spot rather than over a number of tabs. See [Quick Line Item](#) on page 6-29 for more information.



---

**Figure 13-11. Quick Line Item dialog box - ellipsis displayed beside the Link to Holdings field**

- Clicking the Holdings column of the list of records that displays after searching for records in **Serials Check-In** displays the **Link to Holdings** dialog box with the MARC button (see [Figure 13-12](#)). See [Checking In Serials](#) on page 9-4.



**Figure 13-12. Serials Check-In work space - ellipsis displayed in the Holdings column of the list of records**

- The **Holdings** button on the **Serials History** work space. There are numerous ways to display the **Serials History** work space ([Figure 13-13](#)). See [Serials History Information](#) on page 9-28 for more information.

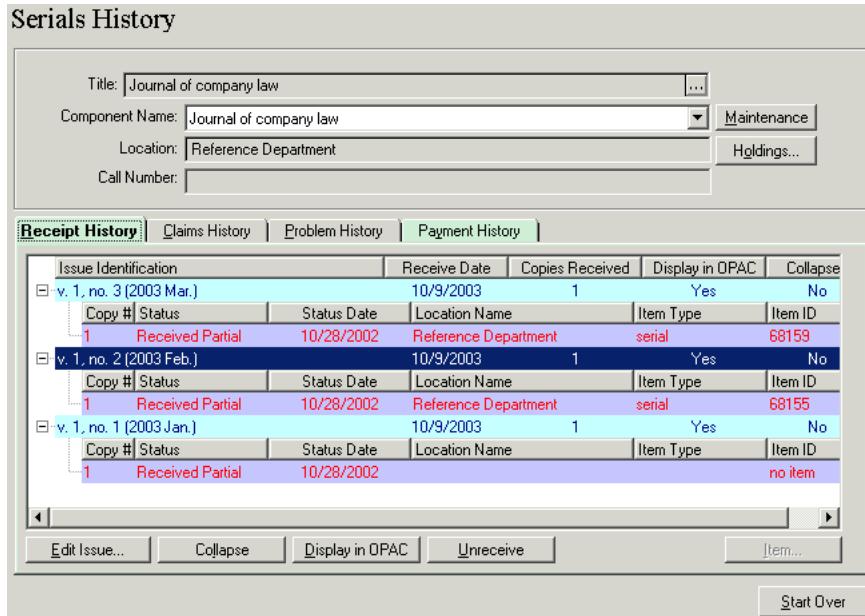


Figure 13-13. Serials History work space - Holdings button displayed

- The ellipsis button beside the Link to Holdings field on the **Copies and Funds** dialog box (Figure 13-14). The **Copies and Funds** dialog box can be displayed from the **Copies/Funds** tab of a line item. See [Copies/Funds Tab on page 6-49](#).

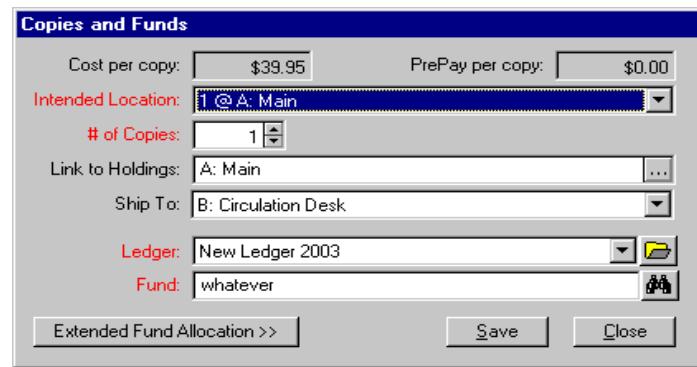


Figure 13-14. Copies and Funds dialog box - ellipsis displayed beside the Link to Holdings field

## http POST request - Sending the MARC record to a web server

User's can configure their `voyager.ini` file to allow the operator to use an http POST request to send a MARC record to a web server. If configured, a drop-down menu of web servers available to send the record to and a **Send Record To** button are active in the MARC record standard view. Sending a POST request can be done from any of the Voyager modules where a MARC record is visible.

See the *Voyager Technical User's Guide*, *Voyager.ini* chapter, [MARC POSTing], for more information on configuring this feature.



### Procedure 13-1. Making an http POST request

Use the following to make an http POST request to view the MARC record in a web server, for example in WebVoyáge.

1. From the standard MARC view, click the arrow in the drop-down menu listing the web servers that are configured to accept your http POST and highlight the correct web server (see [Figure 13-15](#)).

The screenshot shows the 'Bibliographic Record #21635' window. At the top, there is a dropdown menu labeled 'Linkresolver' with 'WebVoyage' selected. Below the menu, there are fields for 'Bib' (status, type, bib/l, enc/l, form) and 'Leader' (with radio buttons for n, a, m, f, l). The '006' and '008' fields are also visible. A large table below contains bibliographic data with columns for Tag, Ind 1, Ind 2, and Data. The data includes entries for 010, 035, 040, 049, 050, 092, 100, 245, 260, and 300 fields. At the bottom right are 'Close' and 'Print' buttons.

Tag	Ind 1	Ind 2	Bibliographic Data
010			#a 49009031
035			#a CNV02329739
040			#d CoFS
049			#a SHCM
050	0		#a PZ3.C5483 #b Tr
092			#a F C596t
100	1		#a Clark, Walter Van Tilburg, #d 1909-1971.
245	1	4	#a The track of the cat : #b a novel / #c by Walter Van Tilburg Clark.
260			#a New York : #b Random House, #c c1949.
300			#a 404 p. ; #c 22 cm.

Figure 13-15. MARC view with drop-down of web servers

2. Click the **Send Record To** button.

Result: The POST request is sent to the selected web server and the record displays (see [Figure 13-16](#)).

---

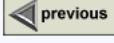
Bibliographic Holdings Table of Contents Linked Resources MARC Format

*The track of the cat : a novel / by Walter Van Tilburg Clark.*

**Author(s):** [Clark, Walter Van Tilburg, 1909-1971.](#)  
**Title:** The track of the cat : a novel / by Walter Van Tilburg Clark.  
**Format:** Book  
**Description:** 404 p. ; 22 cm.  
**Publisher:** New York : Random House, c1949.

---

**Location:** Cataloging  
**Call Number:** [PZ3.C5483 Tr](#)  
**Status:** No information available

Record Options		
Select Download Format:	<input type="button" value="Full Record"/>	<input type="button" value="Format for Print/Save"/>
Enter your email address:	<input type="text"/>	<input type="button" value="Email"/>
Save results for later:	<input type="button" value="Save To Bookbag"/>	

---

**Figure 13-16. MARC record displayed in the selected web server**

---

[REDACTED]

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### **Introduction**

---

Voyager's Bindery Maintenance functionality provides the necessary tools for creating and maintaining the binding functions of serials processing.

### **Purpose of this Chapter**

---

This section discusses the following.

- Explanation of Bindery Maintenance functionality: this includes Bindery Maintenance activities, definitions of terms, screens, and dialog boxes used in Bindery Maintenance, their field names and descriptions.
- Step-by-step procedures for volume management: this includes creating new volumes, editing existing volumes, deleting volumes, working with bindery notes and pullslips, collapsing issues, and creating item records.
- A sample workflow which illustrates how a library might incorporate the Bindery Maintenance functionality into their workflow.

### **Explanation of Bindery Maintenance Functionality**

---

The explanation of Bindery Maintenance functionality section includes the following.

- 
- Bindery Maintenance activities
  - Definitions of terms
  - Screens
  - Field names
  - Descriptions

## **Bindery Maintenance Activities**

---

The Bindery Maintenance activities allow users to do the following.

- Group individual serial issues into volumes, and to maintain those volumes for binding
- Group volumes together according to the specific copy of a serial to which they belong
- Add a bind-on date for notification during the serials check-in process if any issues are ready to be pulled for binding
- Print pullslips containing copy-level, volume-level, and issue-level data for a volume
- Retain bindery information such as color and binding frequency

## **Definitions of terms**

---

The following are definitions of terms used in Bindery Maintenance.

### **Issues**

Issues are the pieces that are bound together into a volume. There are one or more issues per volume. The issues are generated using serials prediction. Each copy of each component is composed of one or more issues.

### **Volumes**

A volume is a collection of one or more issues to be bound together. There can be multiple volumes per bindery copy. Each volume becomes a single item record. The enumeration, chronology, and other data for the volume as a whole is stored at the volume level.

In bindery maintenance, users work with volumes most of the time.

Each volume has a bind-on date indicating when its issues should be pulled for binding. The serials check-in process uses this date to alert users and print pullslip information.

### **Bindery Copy**

This is one specific copy, from one or more copies attached to a serials check-in component, that is being bound. Pullslip data and bindery copy data is stored at the bindery copy level.

There may be multiple bindery copies for each serials check-in component, one for each copy on order, because different copies may have distinct bindery information, such as color and binding frequency.

### **Bindery Copy Data**

Bindery copy data is the specific binding information. It includes the following: spine label format, call number format, cloth color, print color, binding frequency, library instructions, bindery instructions, and binder's title number.

This information is stored at the bindery copy level for each bindery copy.

**NOTE:**

Users cannot create new types of bindery copy information.

### **Pullslip**

A pullslip is a paper document that contains information about a volume that is to be prepared for binding. It is useful for preparing bindery shipments. Typically, this slip is sent from the serials check-in operator to the periodicals room to inform the periodicals department that it is time to gather the issues from the shelves for binding.

The pullslip also contains other binding and volume information. For example, it can include the colors of the spine and the enumeration and chronology information. The data on the pullslip is a mixture of bindery copy, volume, and issue level data.

---

### **Pages, Dialog Boxes, Field Names, and Field Descriptions**

---

This section describes the screens and dialog boxes used in Bindery Maintenance, including their field names and field descriptions.

---

## The Bindery Maintenance work space page

The **Bindery Maintenance** work space is the area where most bindery activities take place.

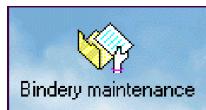


### Procedure 14-1. Opening the Bindery Maintenance work space

---

Use the following to open the bindery maintenance work space.

1. Click the **Check-In** bar in the listbar on the **Acquisitions** work space.  
Result: The listbar displays the seven Check-In activity buttons.
  2. Click the **Bindery Maintenance** button (see [Figure 14-1](#)). Or you can select **Check-In > Bindery Maintenance** from the **View** menu on the toolbar. Or you can also press **Alt + V, C, B** on your keyboard.
- 



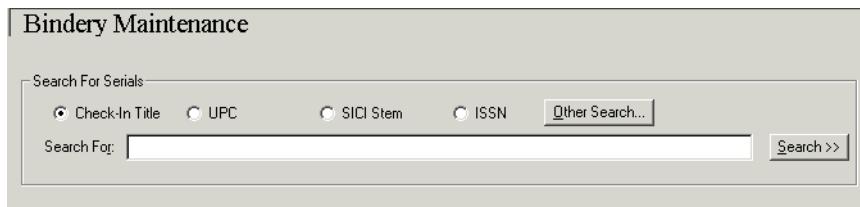
---

**Figure 14-1.** Bindery Maintenance button

Result: The **Bindery Maintenance** work space displays (see [Figure 14-2](#)).

The **Search for Serials** section allows you to perform a search for the serial title to which you want to add bindery information.

---



---

**Figure 14-2.** Bindery Maintenance - Search For Serials dialog box

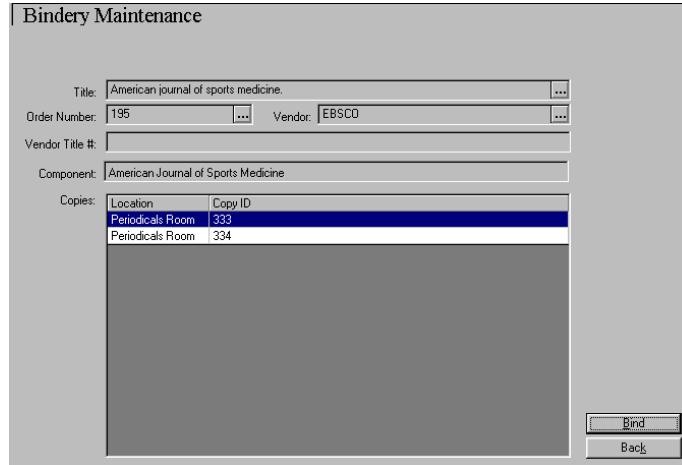
3. Search for the wanted serials title see [Standard Searches](#) on [page 2-2](#) and [Quick Searches](#) on [page 2-5](#)

Result: If a single title is the result, then it is highlighted and you simply need to click the **Select** button or double-click the serial title (or press **Alt + E** on your keyboard).

If multiple titles display, the first title listed is highlighted. If you need to select a different serial title from the result list in the **Bindery Maintenance** work space, highlight the title you want by clicking on it, or use the up and down arrow keys on your keyboard. Once the title you want is highlighted, click the **Select** button or double-click the serial title (or press **Alt + E** on your keyboard).

Result: The **Bindery Maintenance** work space now displays the component information for the serial title you selected (see [Figure 14-3](#)).

---



---

**Figure 14-3. Bindery Maintenance work space - component information**

The results displayed include the following fields: Title, Order Number, Vendor, Vendor Title Number, Component, Copies Location and Copies Copy ID. This screen is populated as a result of the search. You cannot edit the fields.

---

[Table 14-1](#) describes the component fields.

**Table 14-1. Bindery Maintenance - component information fields**

Field Name	Field Description	Additional Information
<b>Title</b>	Title from the Bibliographic Record	The ellipsis button in this field opens the MARC bibliographic and Holdings record.  The view of the MARC bibliographic record in the Acquisitions module displays and prints using the Unicode character set because MARC data is stored in the database as UTF-8 encoded, even though MARC data that appears elsewhere in the Acquisitions module displays in the Latin-1 character set.  <b>NOTE:</b> For information about viewing and editing MARC records in Acquisitions, see <a href="#">Viewing and Editing MARC Records (Cataloging in Acquisitions)</a> on <a href="#">page 13-1</a> . For information about sending the MARC record to a web server, see <a href="#">http POST request - Sending the MARC record to a web server</a> on <a href="#">page 13-16</a> .
<b>Order Number</b>	Purchase Order Number	The ellipsis button in this field opens the purchase order on which the title is listed. See <a href="#">Purchase Orders</a> on <a href="#">page 6-2</a>
<b>Vendor</b>	Vendor's name	The ellipsis button in this field opens the vendor record. See <a href="#">Vendor Activities</a> on <a href="#">page 4-1</a> .
<b>Vendor Title #</b>	This is the number the vendor uses to identify the item. It is from the Purchase Order.	See <a href="#">Vendor Activities</a> on <a href="#">page 4-1</a> .

**Table 14-1. Bindery Maintenance - component information fields**

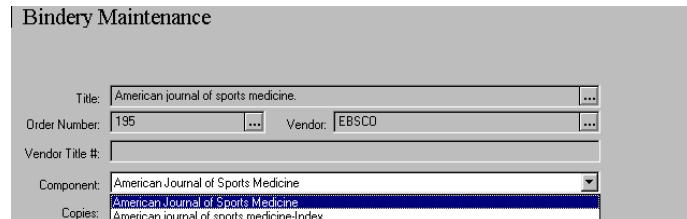
Field Name	Field Description	Additional Information
<b>Component</b>	Name of the Component	The down arrow button in this field displays all the components for the title. See <a href="#">Creating a Subscription Component</a> on page 8-6
<b>Copies</b>	Copies of this component	

**NOTE:**

The **Back** button in the lower right corner of the **Bindery Maintenance** work space allows you to return to the **Bindery Maintenance - Search** dialog box with the search results list.

4. Select the component you want to use from the drop-down list box in the **Component** field. To do this highlight the component and click the **Bind** button. If there is only one component it is already selected and you can go to step 6 to select the appropriate copy.

For example, in [Figure 14-4](#) you could select the Basic component or the Index component.

**Figure 14-4. Title with multiple components****NOTE:**

You can choose only one component at one time.

Result: The component changes to reflect your choice.

5. Select the appropriate copy from the **Copies** field if there is more than one copy and click the **Bind** button (see [Figure 14-5](#)).

If there is only one copy it is already be selected. In this case click the **Bind** button.

---

---

**Bindery Maintenance**

Title: American journal of sports medicine.

Order Number: 195  Vendor: EBSCO

Vendor Title #:

Component: American Journal of Sports Medicine

Copies:

Location	Copy ID
Main	541
Periodicals Room	333
Periodicals Room	334

---

**Figure 14-5. Component with multiple copies, Main and Periodicals**

Result: The work space updates and displays the **Bindery Maintenance** work space (see [Figure 14-6](#)).

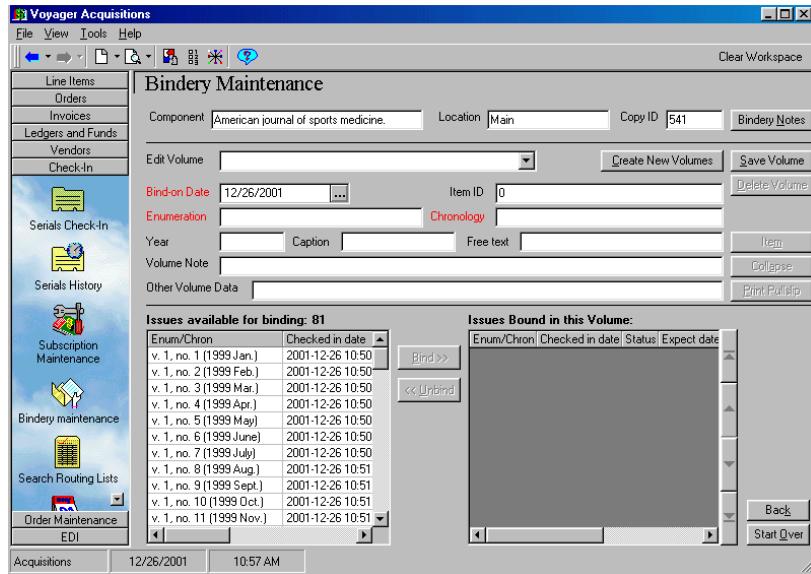


Figure 14-6. Bindery Maintenance work space

### The Bindery Work Space

The **Bindery Maintenance** work space is divided into three sections.

[Table 14-2](#) outlines the fields and buttons in each section of the work space. The fields and buttons are listed as they display from left to right in each section.

Table 14-2. Fields and buttons in the Bindery Maintenance work space

Field and Button Names	Field Description/Button Function	Field Length	Field Default Value
<b>TOP SECTION</b>			
Component field	Name of the component.		The name of the component
Location field	Location as defined in the MFHD.		The location as defined in the MFHD.

**Table 14-2. Fields and buttons in the Bindery Maintenance work space**

Field and Button Names	Field Description/Button Function	Field Length	Field Default Value
Copy ID field	ID number assigned to the copy by the system when copies are added to purchase order.		The ID number assigned to the copy by the system.
Bindery Notes button	Opens the <b>Bindery Copy Data</b> dialog box.		
<b>MIDDLE SECTION</b>			
Edit Volume list box	Drop-down list box in this field allows you to select a specific volume for editing.		First volume is listed or it is blank if no volumes exist.
Create New Volumes button	Opens the Create Volumes dialog box.		
Save Volume button	Saves any changes to the volume information in the work space.		
Bind-On Date field	Date on which user is notified to pull issues for binding.		The Bind-on date that is calculated for the volume listed, by adding the bind-on claim interval to the latest expected receipt date of the issues in the volume.
Item ID field	ID number assigned by the system to the item record of the volume when the item record is created.		If there is no volume yet created, or if there is a volume, but no Item record, No Item displays in the field.  If there is an Item record, the ID number displays.
Delete Volume button	Deletes the volume currently displayed in the work space.		

**Table 14-2. Fields and buttons in the Bindery Maintenance work space**

<b>Field and Button Names</b>	<b>Field Description/Button Function</b>	<b>Field Length</b>	<b>Field Default Value</b>
Enumeration field	Enumeration for the volume.	This field can contain up to 80 alphanumeric characters.	This displays the current enumeration information for the volume selected in the Edit Volume field.
Chronology field	Chronology for the volume.	This field can contain up to 80 alphanumeric characters.	This displays the current chronology information for the volume selected in the Edit Volume field.
Item button	Creates a new item record or opens an existing item record for the volume currently opened in the work space.		
Year field	Year of the volume. This information is seen in the item record that is created for the volume.	This field can contain up to 20 alphanumeric characters.	A blank field is the default.
Caption field	Caption for the volume. This information is seen in the item record that is created for the volume.	This field can contain up to 256 alphanumeric characters.	A blank field is the default.
Free Text field	Free text for the volume if there is any. This information is seen in the item record that is created for the volume.	This field can contain up to 256 alphanumeric characters.	A blank field is the default.
Collapse button	Collapses the issues for the volume currently opened in the work space.		

**Table 14-2. Fields and buttons in the Bindery Maintenance work space**

Field and Button Names	Field Description/Button Function	Field Length	Field Default Value
Volume Notes field	Contains any notes for the volume.	This field can contain up to 200 alphanumeric characters.	A blank field is the default.
Other Volume Data	Allows for adding further information regarding the volume.	This field can contain up to 200 alphanumeric characters.	A blank field is the default.
Print Pullslip button	Opens the <b>Bindery Pullslip</b> dialog box. It includes bindery and volume specific information.		
<b>BOTTOM SECTION</b>			
Issues Available for Binding list box	The enumeration, chronology, check-in date, status, expected date, issue ID, comp (component) ID, and copy ID for each issue of the component. This includes issues received and not yet received.		The enumeration, chronology, check-in date, status, expected date, issue ID, comp (component) ID, and copy ID for each issue of the component. This includes issues received and not yet received.
Bind button	Adds individual issues to the volume currently opened in the work space.		
Unbind button	Removes individual issues from the volume currently opened in the work space.		

**Table 14-2. Fields and buttons in the Bindery Maintenance work space**

<b>Field and Button Names</b>	<b>Field Description/Button Function</b>	<b>Field Length</b>	<b>Field Default Value</b>
Issues Bound in this Volume list box	The enumeration, chronology, check-in date, status, expected date, issue ID, comp (component) ID, and copy ID for each issue in the volume.		Lists the issues in the volume. If no volume has been created it is blank.
Up and Down arrow buttons	Re-order the sequence of the issues for the volume currently opened in the work space.		
Back button	Returns the user to the component information for the serial title.		
Start Over button	Returns the user to the <b>Bindery Maintenance - Search</b> dialog box.		

**Issues Available for Binding box**

The number of issues available for binding is the number of issues that have been predicted less any issues that are already bound, collapsed, or suppressed from OPAC display. The issues listed include received issues as well as issues that have yet been received.

**NOTE:**

You cannot bind a non-predictive serial

This list box displays the enumeration and chronology for each issue of the component. You can use the left and right arrows or the scroll bar at the bottom of the list box to display the additional information of check-in date, status, expected date, issue ID, comp (component) ID and copy ID for each issue of the component.

---

[Table 14-3](#) describes the fields in the **Issues Available for Binding** list box.

**Table 14-3. Information included in the “Issues Available for Binding” list box**

Issue Field Name	Description
Enum/ Chron: Enumeration	The enumeration (for example, the volume or number) of the issue based on the publication pattern.
Enum/ Chron: Chronology	The chronology (for example, the month and year) of the issue based on the publication pattern.
Checked-in date	The date on which the issue was checked-in through Serials Check-In.
Status	The current status of the issue. For example, received or claimed.
Expect date	The date by which the issue is expected to arrive. Determined when the publication pattern is applied.
Issue ID	The identification number of the issue. It is automatically generated by the system at the time the issue is created.
Comp ID	The identification number of the component. It is automatically generated by the system when the component is created.
Copy ID	The identification number of the copy. The ID is automatically generated by the database at the time the copy is created on a purchase order.

Regarding the issues that display in the **Issues Available for Binding** list box (either in the **Bindery Maintenance** work space or in the **Create Volumes** dialog box):

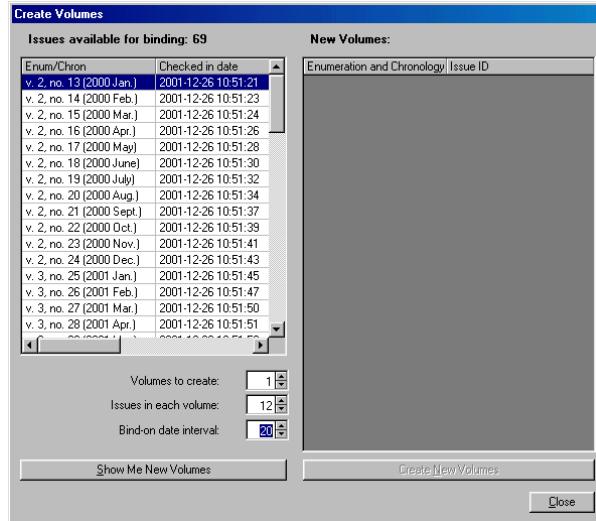
- Any issue already included in an existing volume is not listed.
- If you make any changes to the issues from Serials Check-In or Subscription Maintenance, it is reflected in the **Bindery Maintenance** work space. For example, if you add, change, or remove any issues from the component, those changes display in Bindery Maintenance.

### Issues Bound in this Volume

When a volume is created, the **Issues Bound in this Volume** list box of the **Bindery Maintenance** work space is populated with the same issue fields as the **Issues Available for Binding** list box. The information is described in [Table 14-3](#).

### Create Volumes dialog box

From the **Bindery Maintenance** work space, if you click the **Create New Volumes** button the **Create Volumes** dialog box opens (see [Figure 14-7](#)).



**Figure 14-7.** Create Volumes dialog box in Bindery Maintenance

[Table 14-4](#) lists the fields and buttons of the **Create Volumes** box.

**Table 14-4.** Create Volumes dialog box field and button descriptions

Field and Button Names	Field Description/Button Function	For More Information
Issues Available for Binding	The number of issues that are available to include in the volume.  The information in the box is the enumeration and chronology for each issue of the component, the check-in date, status, expected date, issue ID, comp (component) ID, and copy ID for each issue of the component.	Table 14-3 describes the information included in the Issues Available for Binding list box.
Volumes to Create	The number of volumes you want to create. The default number is one.	

---

**Table 14-4. Create Volumes dialog box field and button descriptions**

Field and Button Names	Field Description/Button Function	For More Information
Issues in each volume	The number of issues in each volume that you create. The default number is one.	
Bind-on date interval	The number of days added to the expected date of the last issue in the volume to create a bind-on date which alert an operator that the volume is ready to bind when the date is reached.	
Show me New Volumes	This button, when clicked, fills the New Volumes box with the information just provided.	
New Volumes	This shows the newly-created volume. The top line lists the range of included issues. The lines below that are the included issues.	
Create New Volumes	This generates the volume just created. It populates the Issues Bound in this Volume box.	

### Bind-on date interval

The Bind-on date interval and the latest expected date of any one of the issues to be included in the volume are used to determine the Bind-on date for the volume. Often the latest expected date is the one for the last issue to be included in the volume. However, it is possible that an earlier issue in the volume has a later expected date than the last issue. The interval allows a newly received item to be available for use a certain period of time before being pulled for bindery.

The Bind-on date is determined by adding the number of days from the interval to the latest expected date. Then the next time an issue for the component is checked-in, and the Bind-on date has passed, a pop-up window alerts the operator that the volume is complete (all issues are checked-in) and ready for binding.

For example, if you set the Bind-on date interval to 15 days, and the latest expected date for one of the issues in that volume is November 1st, the Bind-on date would be November 16th. Then an issue for that component being checked-in after November 16th would prompt the pop-up note to display.

**NOTE:**

If the Bind-on date interval is set to 0, the system uses the latest expected date of an issue in the volume as the Bind-on date.

**NOTE:**

If you want the Bind-on date to be a specific date, for example, June 1st, then set the bind-on interval to zero and manually enter the date in the **Bind-on date** field.

### New Volumes list box

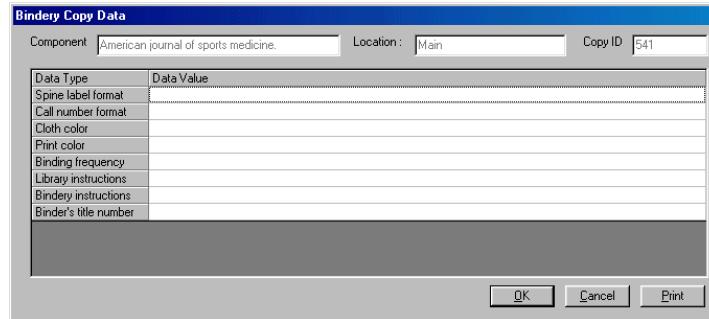
Within the **New Volumes** list box there is an enumeration/chronology statement for each volume. It is created using the first and last issue in the volume. This statement is composed of the enumeration of the first and last issue separated by double hyphens (--), followed by the chronology of the first and last issues in parentheses. The volume's enumeration and chronology are displayed in their default form. If they need to be edited, this can be done from the **Bindery Maintenance** work space after the volume(s) are created.

This statement is followed by the enumeration/chronology information for each of the issues included in the volume.

### Bindery Copy Data dialog box

From the **Bindery Maintenance** work space, if you click the **Bindery Notes** button the **Bindery Copy Data** dialog box opens (see [Figure 14-8](#)).

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**Figure 14-8. Bindery Copy Data dialog box**

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The **Bindery Copy Data** dialog box displays the Component, Location, and Copy ID information at the top of the dialog box. This cannot be edited. The bottom section contains the **Data Type** fields and their associated **Data Value** fields. **Data Types** cannot be changed, nor can you add new fields. **Data Values** can be changed at any time.

[Table 14-5](#) describes the **Data Type** and **Data Value** fields that display in the **Bindery Copy Data** dialog box.

**Table 14-5. Data Types and Data Values from the Bindery Copy Data dialog box**

<b>Data Type Field Name</b>	<b>Data Value Field Description</b>
Spine label format	Any additional information you would like on the spine label other than the call number.
Call number format	The format (spacing and line breaks) for the call number.
Cloth color	The color of the cloth to be used for the volume.
Print color	The color of any text printed on the volume covers.
Binding frequency	The number of issues that should be bound in the volume.
Library instructions	Any additional instructions for the library before the volume is sent to the bindery.
Bindery instructions	Any additional instructions for the bindery.
Binder's title number	A number that the bindery has assigned to the particular title of the volume.

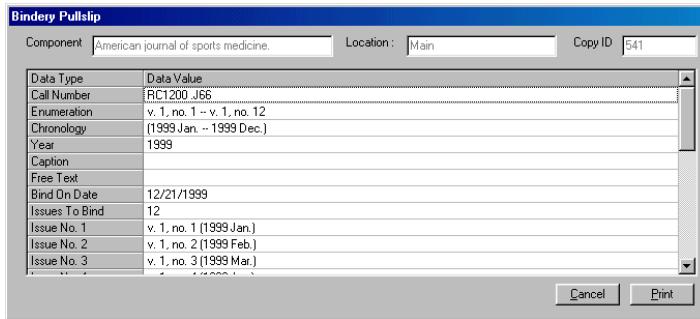
### Bindery Pullslip Dialog Box

The **Bindery Pullslip** dialog box opens when you click the **Print Pullslip** button (or press **Alt + P** on your keyboard) on the **Bindery Maintenance** work space.

The **Bindery Pullslip** dialog box displays the Component, Location, and Copy ID information at the top of the dialog box. This cannot be edited. The bottom section contains the **Data Type** fields and their associated **Data Value** fields. **Data Types** cannot be changed. **Data Values** can be changed at any time.

The pullslip information comes from three sources. It includes the specific volume information, the list of issues contained in the volume, and any bindery notes set for the volume.

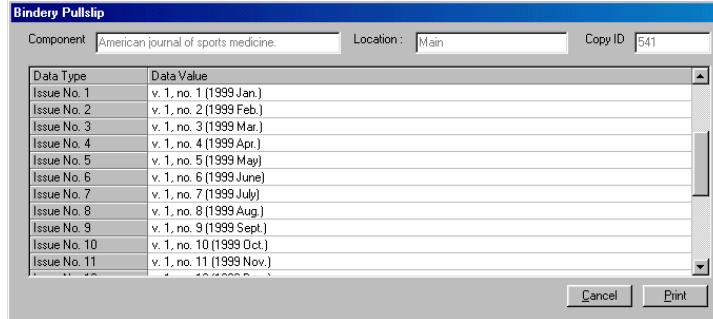
[Figure 14-9](#) shows the volume information that displays in the **Bindery Maintenance Pullslip** dialog box.



**Figure 14-9.** Volume information in the Bindery Pullslip dialog box

The enumeration, chronology, year, caption, free text, and bind-on date, located in the top portion of the **Bindery Pullslip** dialog box is pulled from the volume information defined in the **Bindery Maintenance** work space.

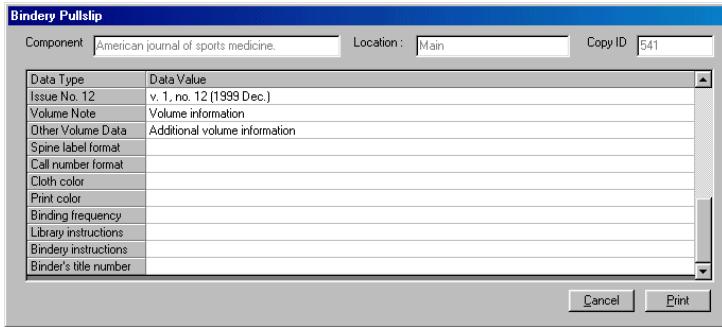
[Figure 14-10](#) shows the issues information that displays in the **Bindery Pullslip** dialog box.



**Figure 14-10.** Issue information in the Bindery Pullslip dialog box

The issue information, found as you scroll down in the **Bindery Pullslip** dialog box are the issues that belong in this particular volume.

[Figure 14-11](#) shows the bindery copy data that displays in the **Bindery Pullslip** dialog box.

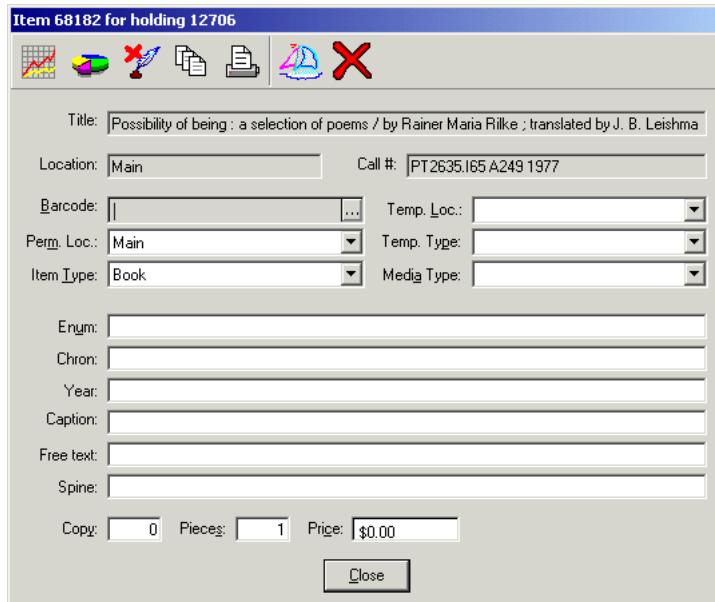


**Figure 14-11.** Bindery Note information in the Bindery Pullslip dialog box

The bindery information at the bottom of the **Bindery Pullslip** dialog box is pulled from the Bindery Copy Data created by clicking the **Bindery Notes** button. See [Working with Bindery Notes and Pullslips on page 14-43](#)

### Item Record Dialog Box

When you click the **Item** button in the **Bindery Maintenance** work space, the **Item Record** dialog box opens (see [Figure 14-12](#)). For information on item records, see [Item Record Creation and Maintenance on page 10-1](#)



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Figure 14-12. New Item Record dialog box

## Procedures for Volume Management

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This section provides the step-by-step procedures for volume management. This includes creating new volumes, editing existing volumes, deleting volumes, working with bindery notes and pullslips, and creating and maintaining item records.

### Security for Working in Bindery Maintenance

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To be authorized to work in the **Bindery Maintenance** work space, there are four check boxes that can be selected on the **Profile Values Cont.** tab ([Figure 14-13](#)) in the operator's Acquisitions/Serials Security Profile.

Edit Acquisition/Serials Profile:

<a href="#">Profile Name</a>	<a href="#">Operator</a>	<a href="#">Profile Values</a>	<a href="#">Profile Values Cont.</a>	<a href="#">Locations</a>																										
<table border="0"> <tr> <td><input checked="" type="checkbox"/> Add Update Ledger and Funds</td> <td><input checked="" type="checkbox"/> Add/Update Invoices</td> </tr> <tr> <td><input type="checkbox"/> View-Only Ledgers and Funds</td> <td><input type="checkbox"/> View-Only Invoices</td> </tr> <tr> <td><input checked="" type="checkbox"/> Delete Ledgers and Funds</td> <td><input checked="" type="checkbox"/> Delete Invoices</td> </tr> <tr> <td><input checked="" type="checkbox"/> Change Fund Allocations</td> <td><input checked="" type="checkbox"/> Approve Invoices</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td><input checked="" type="checkbox"/> Fiscal Close Operations</td> <td><input checked="" type="checkbox"/> Bindery-View Volume And Issue</td> </tr> <tr> <td><input checked="" type="checkbox"/> Currency Maintenance</td> <td><input checked="" type="checkbox"/> Bindery-Edit Volume Level Data</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td><input checked="" type="checkbox"/> EDI Incoming</td> <td><input checked="" type="checkbox"/> Bindery-Edit issue sequence for volumes</td> </tr> <tr> <td><input checked="" type="checkbox"/> EDI Outgoing</td> <td><input checked="" type="checkbox"/> Bindery Print</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td><input checked="" type="checkbox"/> Modify EDI Outgoing Messages</td> <td><input checked="" type="checkbox"/> Override Overexpend Warning</td> </tr> <tr> <td colspan="2"><input checked="" type="checkbox"/> Override Overcommit Warning</td> </tr> </table>					<input checked="" type="checkbox"/> Add Update Ledger and Funds	<input checked="" type="checkbox"/> Add/Update Invoices	<input type="checkbox"/> View-Only Ledgers and Funds	<input type="checkbox"/> View-Only Invoices	<input checked="" type="checkbox"/> Delete Ledgers and Funds	<input checked="" type="checkbox"/> Delete Invoices	<input checked="" type="checkbox"/> Change Fund Allocations	<input checked="" type="checkbox"/> Approve Invoices			<input checked="" type="checkbox"/> Fiscal Close Operations	<input checked="" type="checkbox"/> Bindery-View Volume And Issue	<input checked="" type="checkbox"/> Currency Maintenance	<input checked="" type="checkbox"/> Bindery-Edit Volume Level Data			<input checked="" type="checkbox"/> EDI Incoming	<input checked="" type="checkbox"/> Bindery-Edit issue sequence for volumes	<input checked="" type="checkbox"/> EDI Outgoing	<input checked="" type="checkbox"/> Bindery Print			<input checked="" type="checkbox"/> Modify EDI Outgoing Messages	<input checked="" type="checkbox"/> Override Overexpend Warning	<input checked="" type="checkbox"/> Override Overcommit Warning	
<input checked="" type="checkbox"/> Add Update Ledger and Funds	<input checked="" type="checkbox"/> Add/Update Invoices																													
<input type="checkbox"/> View-Only Ledgers and Funds	<input type="checkbox"/> View-Only Invoices																													
<input checked="" type="checkbox"/> Delete Ledgers and Funds	<input checked="" type="checkbox"/> Delete Invoices																													
<input checked="" type="checkbox"/> Change Fund Allocations	<input checked="" type="checkbox"/> Approve Invoices																													
<input checked="" type="checkbox"/> Fiscal Close Operations	<input checked="" type="checkbox"/> Bindery-View Volume And Issue																													
<input checked="" type="checkbox"/> Currency Maintenance	<input checked="" type="checkbox"/> Bindery-Edit Volume Level Data																													
<input checked="" type="checkbox"/> EDI Incoming	<input checked="" type="checkbox"/> Bindery-Edit issue sequence for volumes																													
<input checked="" type="checkbox"/> EDI Outgoing	<input checked="" type="checkbox"/> Bindery Print																													
<input checked="" type="checkbox"/> Modify EDI Outgoing Messages	<input checked="" type="checkbox"/> Override Overexpend Warning																													
<input checked="" type="checkbox"/> Override Overcommit Warning																														

**Figure 14-13. Profile Values Cont. tab**

[Table 14-6](#) describes these four check boxes.

**Table 14-6. Bindery security authorizations**

Check box	Authorization Description
<b>Bindery - View Volume and Issue</b>	Allows the operator “View Only” privileges for volumes and issues in Bindery Maintenance. Must be checked for all other options to be available.
<b>Bindery - Edit Volume Level data</b>	Allows the operator to edit and save changes to volume level data in the Bindery Maintenance work space. Operators can also create item records and collapse volumes.
<b>Bindery - Edit Issue Sequences for Volumes</b>	Allows the operator to create new volumes, bind and unbind issues to existing volumes, and to change the issue sequence within a volume.
<b>Bindery Print</b>	Allows the operator to print the bindery copy data and the pullslip.

**NOTE:**

The bindery security options are separate from serials check-in security. That is, you can create one Acquisitions security profile strictly for operators concerned with serials check-in and another profile for operators concerned with binding operations.

See the *Voyager System Administration User's Guide* for more information.

All of the activities begin from the **Bindery Maintenance** work space. To open this screen follow the [Opening the Bindery Maintenance work space on page 14-4](#).

## Creating New Volumes

---

The Bindery Maintenance process begins with creating volumes.

The **Create Volumes** dialog box is where you determine:

- the specific issues that belong to the volume(s)
- the number of volumes to create
- the number of issues in each volume
- the bind-on date interval.

The procedure for creating a new volume is shown in [Procedure 14-2, Creating a New Volume, on page 14-23](#).



### Procedure 14-2. Creating a New Volume

---

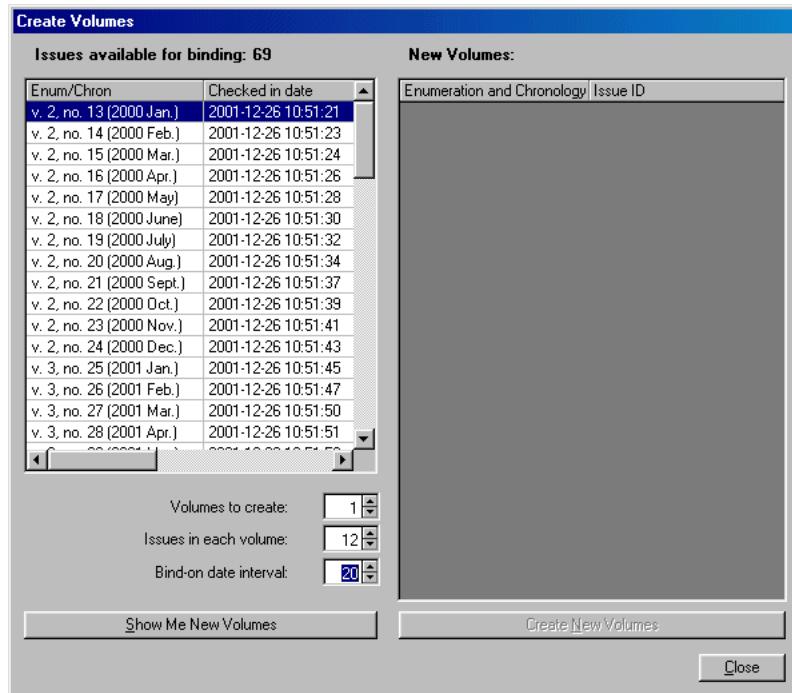
Use the following to create a new volume.

1. Search for and display a serial title in the **Bindery Maintenance** work space. See [Procedure 14-1, Opening the Bindery Maintenance work space, on page 14-4](#).
2. Click the **Create New Volumes** button (or press **Alt + C** on your keyboard).

**NOTE:**

If no issues display in the **Issues Available for Binding** list box, the **Create New Volumes** button is not available.

Result: The **Create Volumes** dialog box opens (see [Figure 14-14](#)).



**Figure 14-14.** Create New Volumes dialog box

3. Select the first issue to be included in the volume you are creating.

The system defaults to the first issue in the **Issues Available for Binding** list box.

If the first issue in the new volume is not the first issue in the list box, make sure you select the correct issue before creating the new volumes.

**NOTE:**

Both checked-in and future issues are acceptable for creating new volumes.

4. Enter the number of volumes that you want to create in the **Volumes to create** field.

The system defaults to the number one. You can also click the up and down arrows to increment the counter.

5. Enter the number of issues to be included in the volume in the **Issues in each volume** field.

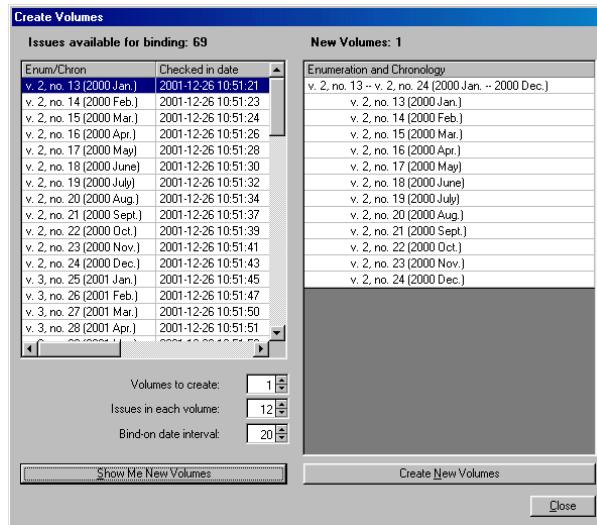
The system defaults to the number one. You can also click the up and down arrows to increment the counter.

6. Enter an interval in days in the **Bind-on date interval** field.

The system defaults to zero. You can also click the up and down arrows to increment the counter. See [Bind-on date interval on page 14-16](#) for additional information about this field.

7. Click the **Show Me New Volumes** button (or press **Alt + S** on your keyboard).

**Result:** Based on the settings defined in the steps above, the system displays the new volumes in the **New Volumes** list box on the right side of the **Create Volumes** dialog box (see [Figure 14-15](#)).



**Figure 14-15. Create New Volumes dialog box with New Volumes.**

In the **Create Volumes** dialog box, the number of new volumes is displayed above the **New Volumes** list box.

If you are satisfied with the volumes you have generated, you must create the volumes to save the information to the database.

8. Click the **Create New Volumes** button (or press **Alt + N** on your keyboard).

**Result:** This creates the volume that was shown in the **New Volumes** list box.

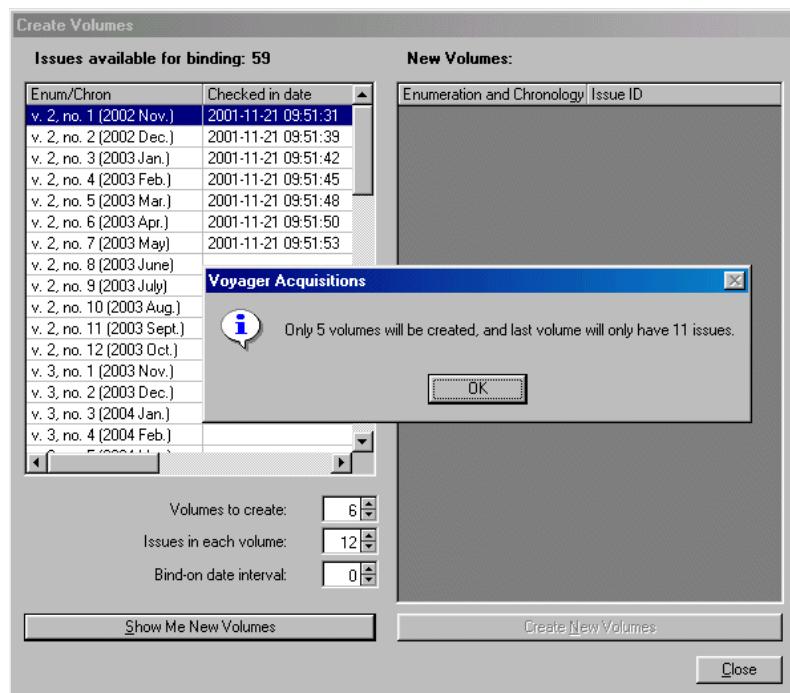
**NOTE:**

New volumes are automatically saved in the database when you click the **Create New Volumes** button in the **Create Volumes** dialog box. You do not have to click

the **Save Volume** button on the **Bindery Maintenance** work space. The **Save Volume** button is used when you edit existing volumes.

Then the system returns to the **Bindery Maintenance** work space (see [Figure 14-19](#)).

**Important:** If the number entered in the **Volumes to create** field is greater than the number of volumes that can be created based on the available issues and the number in the **Issues in each volume** field, then a warning message notifies the operator of the number of volumes that are created and the number of issues that are in the last volume (see [Figure 14-16](#)).



**Figure 14-16. Warning message with system's recalculation of volumes to create**

The warning message displays in the example because there are only 59 available issues, however, the numbers in the **Volumes to create** field and the **Issues in each volume** field tell the system to create 6 volumes of 12 issues each which would require 72 issues.

The system then recalculates the number of volumes to create based on the number of issues available. It determines that only 5 volumes are created and that the last volume only has 11 issues.

Therefore, there are 4 volumes of 12 issues each and a fifth volume of 11 issues only which uses all of the 59 available issues. At this point you can save the new volumes to the database or make changes to the **Volumes to create** and **Issues in each volume** fields.

---

### **Adjusting New Volumes**

---

If you have not yet saved the new volume, but have simply defined the parameters for the volumes and have seen what they look like using the **Show Me New Volumes** button, you can adjust the new volumes.

If the new volumes created are unsatisfactory, you can change the numbers in the **Volumes to create** and **Issues in each volume** fields to define a different volume. Then clicking the **Show Me New Volumes** button after changing these values regenerates the **New Volumes** list.

For example, [Figure 14-17](#) shows that one volume was generated and it is displayed in the **New Volumes** list box. If the setting in the **Volumes to create** field was changed from one volume to two, clicking the **Show Me New Volumes** button would regenerate and display two volumes in the **New Volumes** list box (see [Figure 14-18](#)).

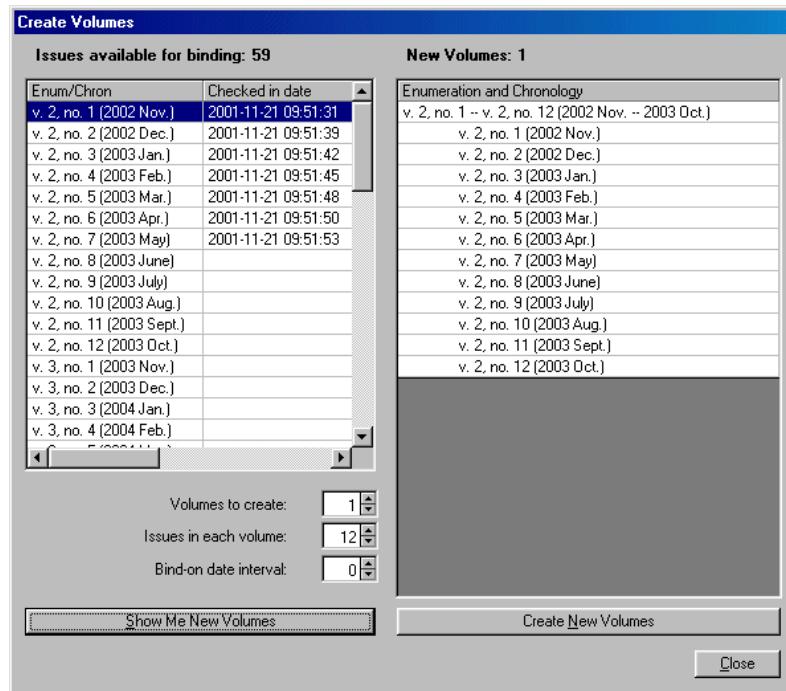
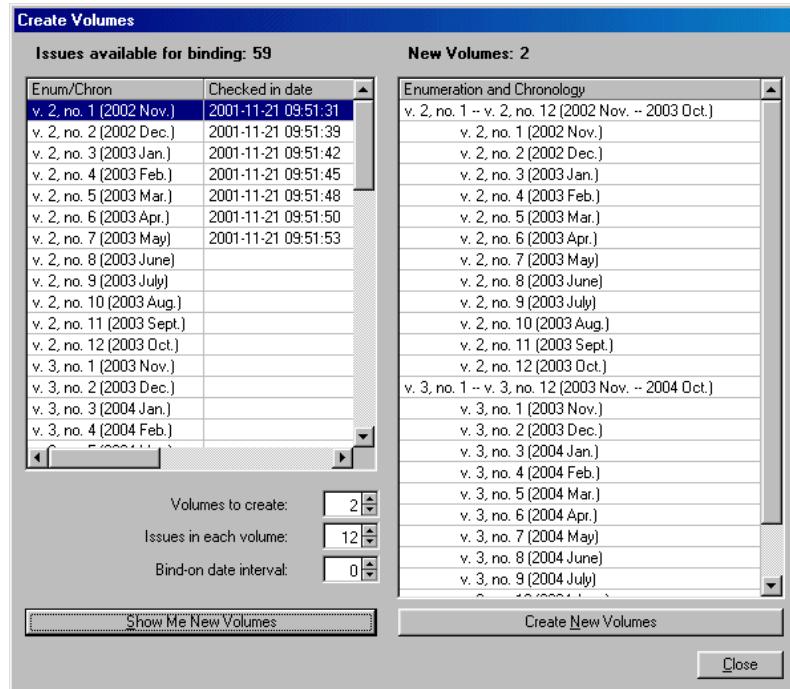


Figure 14-17. Display of one new volume generated

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See notice on first page



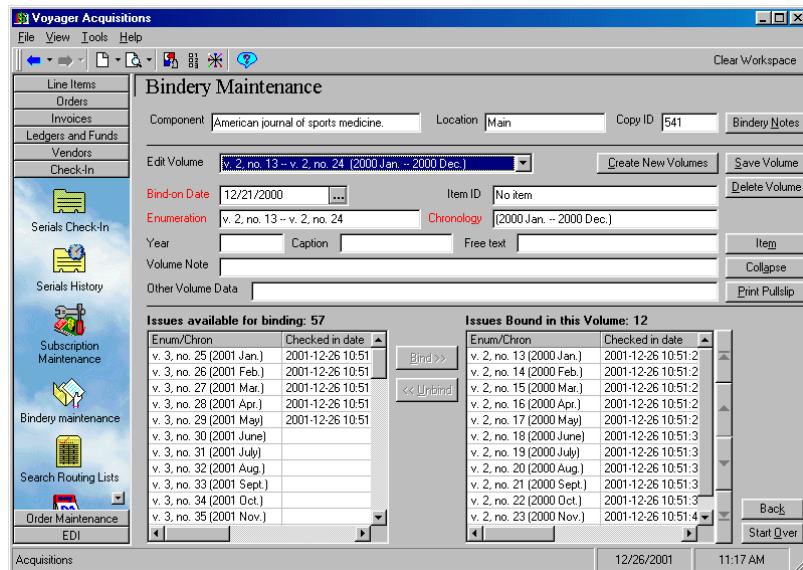
**Figure 14-18. Display of two new volumes generated**

Once you are satisfied with the volumes you have generated, you must create the volumes to save the information to the database by clicking on the **Create New Volumes** button.

**NOTE:**

New volumes are automatically saved in the database when you click the **Create New Volumes** button in the **Create Volumes** dialog box. You do not have to click the **Save Volume** button on the **Bindery Maintenance** work space. The **Save Volume** button is used when you edit existing volumes.

Then the system returns to the **Bindery Maintenance** work space (see [Figure 14-19](#)).



**Figure 14-19.** Bindery Maintenance work space after creating a new volume

The **Bindery Maintenance** work space now shows the component information in the top section.

In the middle section the **Edit Volume** field is highlighted showing the volume just created. Also the **Bind-on Date**, **Enumeration**, and **Chronology** fields have been populated.

The bottom section displays the **Issues Available for Binding** and the **Issues Bound in this Volume** boxes. The information contained in those boxes are enum/chron, checked in date, status, expected date, issue ID, component ID, and copy ID. You need to click the right arrow in the scroll bar below those boxes to display all of the information.

## Editing Existing Volumes

Once you have created one or more volumes, you can edit any of the volume information. You can add or remove issues from the volume or resequence the issues in the volume.

### NOTE:

Although the cursor seems to go into the fields in the top section of the **Bindery Maintenance** work space, you cannot edit these fields.

You can edit any of the volume information that displays in the middle section of the **Bindery Maintenance** work space.

Basically, you select a volume to edit and can alter the information in any of the fields **Bind-on Date**, **Enumeration**, **Chronology**, **Year**, **Caption**, and **Free Text**.

- The procedure for editing volume information is shown in [Procedure 14-3, Editing Volume Information](#), on page [14-31](#).
- The procedure for adding or removing issues is shown in [Procedure 14-4, Adding or Removing Issues](#), on page [14-34](#).
- The procedure for reordering volumes in an issue is shown in [Procedure 14-5, Reordering Issues in a Volume](#), on page [14-38](#).



### Procedure 14-3. Editing Volume Information

---

Use the following to edit volume information.

1. Search for and display a serial title in the **Bindery Maintenance** work space. See [Procedure 14-1, Opening the Bindery Maintenance work space](#), on page [14-4](#).

Result: The **Bindery Maintenance** work space opens and the first available volume displays in the **Edit Volume** field.

2. Select the volume you want to edit, click the drop-down arrow in the **Edit Volume** field to choose a volume other than the default volume.

**NOTE:**

The volumes in the **Edit Volume** field are listed in chronological order by bind-on date.

3. To edit do the following.
  - a. The **Bind-on Date** field, highlight the entire date and enter the numbers only. You do not have to enter any separating characters such as slashes or dashes. You can also click the ellipsis button at the end of the **Bind-on Date** field to change the bind-on date for the volume. When you click the ellipsis button, the pop-up calendar opens (see [Figure 14-20](#)).



Figure 14-20. Calendar dialog box

- Use the arrow buttons to the left and right of the month field to change the month.
  - Use the arrow buttons to the left and right of the year field to change the year.
  - Click the day of the month to select it.
  - Click the **OK** button to close the **Calendar** dialog box and save the new date, then click the **Cancel** button to close the **Calendar** dialog box without saving the new date.
- b. The information in the **Enumeration** and **Chronology** fields, place your cursor in the field and enter the appropriate information.
- Changes in these fields dynamically update the volume information in the **Edit Volume** field.
- When the system creates new volumes it combines the enumeration and chronology from the first and last issue included in the volume. The enumerations are separated by a hyphen and the chronologies are placed in parenthesis.
- For example, if the enum/chron for the first issue is v. 24, no. 1 (2001 Jan.), and the enum/chron for the last issue is v. 24, no. 11 (2001 Nov.), then the brief enum/chron statement for the volume created is as follows.
- v. 24, no. 1 -- v. 24, no. 11 (2001 Jan. -- 2001 Nov.)

**NOTE:**

At this time, the system does not take missing issues into consideration when building the brief enum/chron statement. You must edit the enum/chron to account for any missing issues in the volume.

- c. The **Year**, **Caption**, or **Free Text** fields, place your cursor in the field and enter any necessary information.

Any information you enter in these fields is included in the item record when it is created in Bindery Maintenance.

- d. The **Volume Notes**, place your cursor in the field and enter any additional information for the volume in the **Volume Notes** field.

Anything entered is seen in the Volume Notes data type in the **Bindery Pullslip** dialog box (see [Bindery Pullslip Dialog Box](#) on page 14-18) and prints out on the pullslip.

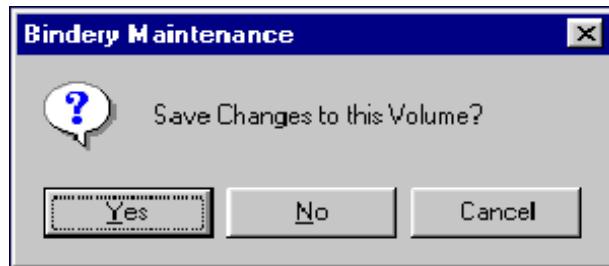
- e. The **Other Volume Data** field, place your cursor in the field and enter any necessary information.

Any information entered in this field is seen in the **Bindery Pullslip** dialog box and prints out on the pullslip.

4. Click the **Save Volume** button to save your changes (or press **Alt + S** on your keyboard).

You are prompted to save your changes if you click the **Back**, **Start Over**, **Create New Volumes**, **Collapse**, or **Print Pullslip** buttons or select a new volume in the **Edit Volume** field before clicking the **Save Volume** button (see [Figure 14-21](#)).

---



---

**Figure 14-21. Save Changes message**

Click **Yes** (**Alt + Y**) to save your changes and continue with the action; click **No** (**Alt + N**) to continue with the action without saving changes; click **Cancel** to cancel the action and return to the **Bindery Maintenance** work space.

---

Result: The volume information is edited.

---



#### Procedure 14-4. Adding or Removing Issues

---

Once you have created a volume, you can add or remove issues (bind or unbind) from the volume.

Use the following to add or edit issues.

1. Search for and display a serial title in the **Bindery Maintenance** work space. See [Opening the Bindery Maintenance work space](#) on page 14-4.

Result: The **Bindery Maintenance** work space displays and the first available volume displays in the **Edit Volume** field.

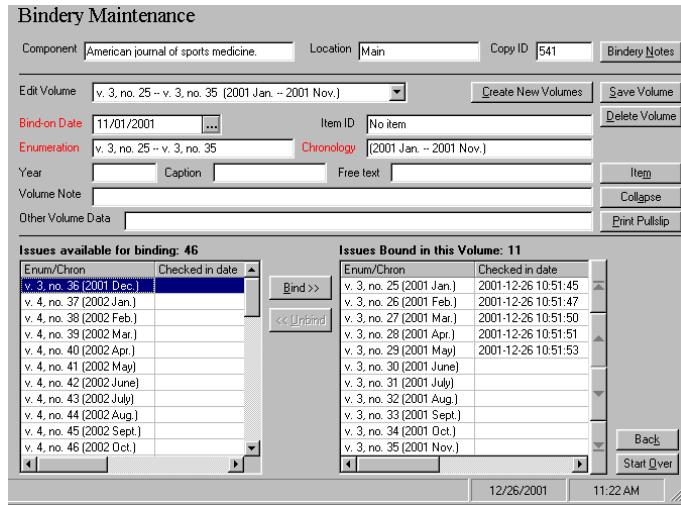
2. Select the volume you want to edit, click the drop-down arrow in the **Edit Volume** field to choose a volume other than the default volume.
3. To add issues to a volume, select the issue(s) you want to add from the **Issues Available for Binding** list box (see [Figure 14-22](#)).

Result: The **Bind>>** button becomes active.



**TIP:**

*You can select a range of issues by pressing the **Shift** key while selecting the first and last issues of the range you want to bind or you can select specific issues by pressing the **Ctrl** key while selecting.*



**Figure 14-22.** Selecting an issue to add to a volume

4. Click the **Bind>>** button (or press **Alt + B** on your keyboard).

Result: The selected issue(s) move to the **Issues Bound in this Volume** list box (see [Figure 14-23](#)).

Result: The issue is placed at the bottom of the list in the **Issues Bound in this Volume** list box.

**NOTE:**

Adding issues to an existing volume does not automatically adjust the volume's Bind-on date. If the newly-added issues are expected after the Bind-on date, you must change the Bind-on date manually.

Bindery Maintenance

Component	American journal of sports medicine.	Location	Main	Copy ID	541	Bindery Notes																								
Edit Volume	v. 3, no. 25 -- v. 3, no. 35 (2001 Jan. -- 2001 Nov.)	Create New Volumes	Save Volume	Delete Volume																										
Bind-on Date	11/01/2001	Item ID	No item																											
Enumeration	v. 3, no. 25 -- v. 3, no. 35	Chronology	(2001 Jan. -- 2001 Nov.)																											
Year		Caption		Free text		Item																								
Volume Note						Collapse																								
Other Volume Data						Print Pullslip																								
<b>Issues available for binding: 45</b>																														
<table border="1"> <thead> <tr> <th>Enum/Chron</th> <th>Checked in date</th> </tr> </thead> <tbody> <tr><td>v. 4, no. 37 (2002 Jan.)</td><td></td></tr> <tr><td>v. 4, no. 38 (2002 Feb.)</td><td></td></tr> <tr><td>v. 4, no. 39 (2002 Mar.)</td><td></td></tr> <tr><td>v. 4, no. 40 (2002 Apr.)</td><td></td></tr> <tr><td>v. 4, no. 41 (2002 May)</td><td></td></tr> <tr><td>v. 4, no. 42 (2002 June)</td><td></td></tr> <tr><td>v. 4, no. 43 (2002 July)</td><td></td></tr> <tr><td>v. 4, no. 44 (2002 Aug.)</td><td></td></tr> <tr><td>v. 4, no. 45 (2002 Sept.)</td><td></td></tr> <tr><td>v. 4, no. 46 (2002 Oct.)</td><td></td></tr> <tr><td>v. 4, no. 47 (2002 Nov.)</td><td></td></tr> </tbody> </table>							Enum/Chron	Checked in date	v. 4, no. 37 (2002 Jan.)		v. 4, no. 38 (2002 Feb.)		v. 4, no. 39 (2002 Mar.)		v. 4, no. 40 (2002 Apr.)		v. 4, no. 41 (2002 May)		v. 4, no. 42 (2002 June)		v. 4, no. 43 (2002 July)		v. 4, no. 44 (2002 Aug.)		v. 4, no. 45 (2002 Sept.)		v. 4, no. 46 (2002 Oct.)		v. 4, no. 47 (2002 Nov.)	
Enum/Chron	Checked in date																													
v. 4, no. 37 (2002 Jan.)																														
v. 4, no. 38 (2002 Feb.)																														
v. 4, no. 39 (2002 Mar.)																														
v. 4, no. 40 (2002 Apr.)																														
v. 4, no. 41 (2002 May)																														
v. 4, no. 42 (2002 June)																														
v. 4, no. 43 (2002 July)																														
v. 4, no. 44 (2002 Aug.)																														
v. 4, no. 45 (2002 Sept.)																														
v. 4, no. 46 (2002 Oct.)																														
v. 4, no. 47 (2002 Nov.)																														
<table border="1"> <thead> <tr> <th>Enum/Chron</th> <th>Checked in date</th> </tr> </thead> <tbody> <tr><td>v. 3, no. 26 (2001 Feb.)</td><td>2001-12-26 10:51:4</td></tr> <tr><td>v. 3, no. 27 (2001 Mar.)</td><td>2001-12-26 10:51:5</td></tr> <tr><td>v. 3, no. 28 (2001 April)</td><td>2001-12-26 10:51:5</td></tr> <tr><td>v. 3, no. 29 (2001 May)</td><td>2001-12-26 10:51:5</td></tr> <tr><td>v. 3, no. 30 (2001 June)</td><td></td></tr> <tr><td>v. 3, no. 31 (2001 July)</td><td></td></tr> <tr><td>v. 3, no. 32 (2001 Aug.)</td><td></td></tr> <tr><td>v. 3, no. 33 (2001 Sept.)</td><td></td></tr> <tr><td>v. 3, no. 34 (2001 Oct.)</td><td></td></tr> <tr><td>v. 3, no. 35 (2001 Nov.)</td><td></td></tr> <tr><td>v. 3, no. 36 (2001 Dec.)</td><td></td></tr> </tbody> </table>							Enum/Chron	Checked in date	v. 3, no. 26 (2001 Feb.)	2001-12-26 10:51:4	v. 3, no. 27 (2001 Mar.)	2001-12-26 10:51:5	v. 3, no. 28 (2001 April)	2001-12-26 10:51:5	v. 3, no. 29 (2001 May)	2001-12-26 10:51:5	v. 3, no. 30 (2001 June)		v. 3, no. 31 (2001 July)		v. 3, no. 32 (2001 Aug.)		v. 3, no. 33 (2001 Sept.)		v. 3, no. 34 (2001 Oct.)		v. 3, no. 35 (2001 Nov.)		v. 3, no. 36 (2001 Dec.)	
Enum/Chron	Checked in date																													
v. 3, no. 26 (2001 Feb.)	2001-12-26 10:51:4																													
v. 3, no. 27 (2001 Mar.)	2001-12-26 10:51:5																													
v. 3, no. 28 (2001 April)	2001-12-26 10:51:5																													
v. 3, no. 29 (2001 May)	2001-12-26 10:51:5																													
v. 3, no. 30 (2001 June)																														
v. 3, no. 31 (2001 July)																														
v. 3, no. 32 (2001 Aug.)																														
v. 3, no. 33 (2001 Sept.)																														
v. 3, no. 34 (2001 Oct.)																														
v. 3, no. 35 (2001 Nov.)																														
v. 3, no. 36 (2001 Dec.)																														
<input type="button" value="Bind &gt;&gt;"/> <input type="button" value="&lt;&lt;Unbind"/> <input type="button" value="Back"/> <input type="button" value="Start Over"/>																														
12/26/2001 11:23 AM																														

**Figure 14-23.** Added a volume to an existing issue

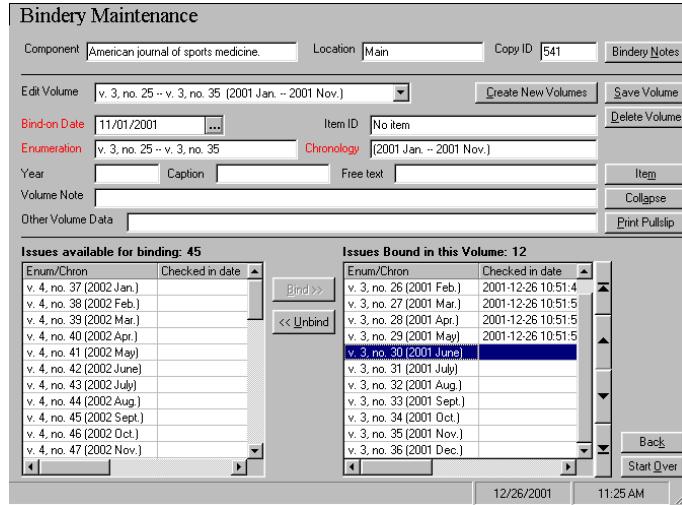
- To remove issues from a volume, select the issues(s) you want to remove from the **Issues Bound in this Volume** list box.



**TIP:**

*Tip: You can select a range of issues by pressing the **Shift** key while selecting the first and last issues of the range you want to bind or you can select specific issues by pressing the **Ctrl** key while selecting.*

Result: The **<<Unbind** button becomes active (see [Figure 14-24](#)).



**Figure 14-24.** Selected an issue to remove from a volume

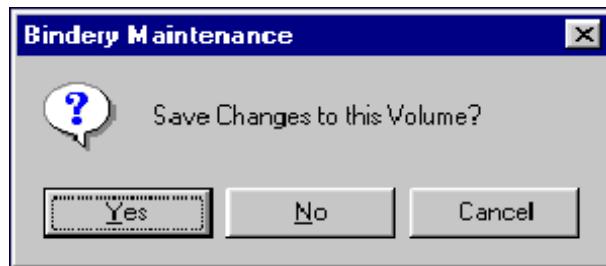
6. Click the **<<Unbind** button (or press **Alt + U** on your keyboard).

Result: The selected issues move to the **Issues Available for Binding** list box.

7. Click the **Save Volume** button to save your changes (or press **Alt + S** on your keyboard).

If you do not click the **Save Volume** button, you are prompted to do so if you had clicked any other button in the **Bindery Maintenance** work space (see [Figure 14-25](#)).

---



**Figure 14-25.** Save Changes message

---

Click **Yes** (**Alt + Y**) to save your changes and continue with the action; click **No** (**Alt + N**) to continue with the action without saving changes; click **Cancel** to cancel the action and return to the **Bindery Maintenance** work space.

Result: The volume information is edited.

---



#### **Procedure 14-5. Reordering Issues in a Volume**

---

Use the following to change the order of the issues in a volume.

1. Search for and display a serial title in the **Bindery Maintenance** work space. See [Opening the Bindery Maintenance work space](#) on page 14-4.

Result: The **Bindery Maintenance** work space opens and the first available volume displays in the **Edit Volume** field.

2. Select the volume you want to edit, click the drop-down arrow in the **Edit Volume** field to choose a volume other than the default volume.
3. Select the issue you want to move in the **Issues Bound in this Volume** list box.

Result: The arrow buttons on the side of the box become active.

4. Click the up or down arrow to the right of the list box until the issue is in the correct place.

Clicking the up or down arrow move the issue up or down on the list one space at a time.

Clicking the top of list button (up arrow with line) or bottom of list button (down arrow with line) moves the issue to the top or the bottom of the list.

[Figure 14-26](#) shows resequencing issue 12 to follow issue 11.

Issues Bound in this Volume: 12		Issues Bound in this Volume: 12	
Enum/Chron	Checked in date	Enum/Chron	Checked in date
v. 1, no. 1 (2001 Nov.)	2001-11-20 14:40:40	v. 1, no. 1 (2001 Nov.)	2001-11-20 14:40:40
v. 1, no. 2 (2001 Dec.)	2001-11-20 14:40:40	v. 1, no. 2 (2001 Dec.)	2001-11-20 14:40:40
v. 1, no. 3 (2002 Jan.)	2001-11-20 14:40:40	v. 1, no. 3 (2002 Jan.)	2001-11-20 14:40:40
v. 1, no. 4 (2002 Feb.)	2001-11-20 14:40:40	v. 1, no. 4 (2002 Feb.)	2001-11-20 14:40:40
v. 1, no. 5 (2002 Mar.)	2001-11-20 14:40:40	v. 1, no. 5 (2002 Mar.)	2001-11-20 14:40:40
v. 1, no. 6 (2002 April)	2001-11-20 14:40:40	v. 1, no. 6 (2002 April)	2001-11-20 14:40:40
v. 1, no. 7 (2002 May)	2001-11-20 14:40:40	v. 1, no. 7 (2002 May)	2001-11-20 14:40:40
v. 1, no. 8 (2002 June)	2001-11-20 14:40:40	v. 1, no. 8 (2002 June)	2001-11-20 14:40:40
v. 1, no. 9 (2002 July)	2001-11-20 14:40:41	v. 1, no. 9 (2002 July)	2001-11-20 14:40:41
v. 1, no. 10 (2002 Aug.)	2001-11-20 14:40:41	v. 1, no. 10 (2002 Aug.)	2001-11-20 14:40:41
v. 1, no. 12 (2002 Oct.)	2001-11-20 14:40:41	v. 1, no. 11 (2002 Sept.)	2001-11-20 14:40:41
v. 1, no. 11 (2002 Sept.)	2001-11-20 14:40:41	v. 1, no. 12 (2002 Oct.)	2001-11-20 14:40:41

Figure 14-26. The left shows issues before, the right shows issues after

**IMPORTANT:**

If you move an issue to the top or the bottom of the list box, the brief enum/chron statement in the **Edit Volume** field does not change. You must manually correct the statement to reflect the new order of the list.

- Click the **Save Volume** button to save your changes (or press **Alt + S** on your keyboard).

If you do not click the **Save Volume** button, you are prompted to do so if you click any other button in the **Bindery Maintenance** work space (see [Figure 14-27](#)).



Figure 14-27. Save Changes message

Click **Yes** (**Alt + Y**) to save your changes and continue with the action; click **No** (**Alt + N**) to continue with the action without saving changes; click **Cancel** to cancel the action and return to the **Bindery Maintenance** work space.

Result: The volume information is edited.

---

## Deleting Volumes

---

You can delete existing volumes from the **Bindery Maintenance** work space.

You can delete volumes at any time. However, if you delete a volume after an item record has been created, you must also delete the item record. Deleting the item record can be done in either the Voyager Cataloging module or the Voyager Circulation module. Deleting the item record removes the volume information from the record display in WebVoyage.

The procedure for deleting volume information is shown in [Procedure 14-6, Deleting Volumes](#), on page [14-40](#).



### Procedure 14-6. Deleting Volumes

---

Use the following to delete volumes.

1. Search for and display a serial title in the **Bindery Maintenance** work space. See [Procedure 14-1, Opening the Bindery Maintenance work space](#), on page [14-4](#).

Result: The **Bindery Maintenance** work space opens and the first available volume displays in the **Edit Volume** field.

2. Select the volume you want to delete, click the drop-down arrow in the **Edit Volume** field to choose a volume other than the default volume.

Click the drop-down arrow to choose a volume other than the default volume.

Result: When you select a volume, the **Issues Bound in this Volume** list box changes to display all the issues included in the volume.

3. Click the **Delete Volume** button (or press **Alt + D** on your keyboard).

Result: A Bindery Maintenance message box asks you to confirm the delete action (see [Figure 14-28](#)).

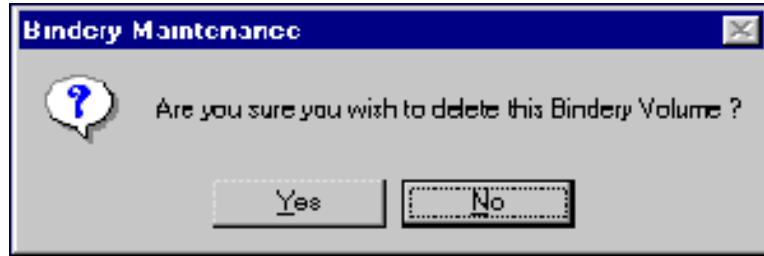


Figure 14-28. Bindery Maintenance message box

- Click the **Yes** button to continue with the delete action; click the **No** button to cancel the delete action.

[Figure 14-29](#), [Figure 14-30](#), and [Figure 14-31](#) on the following pages show what the screens would look like when deleting volume number 2.

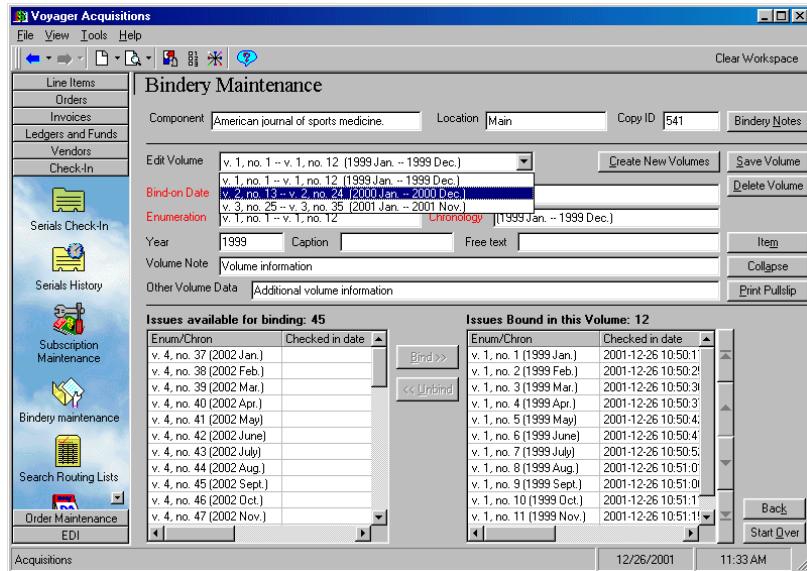
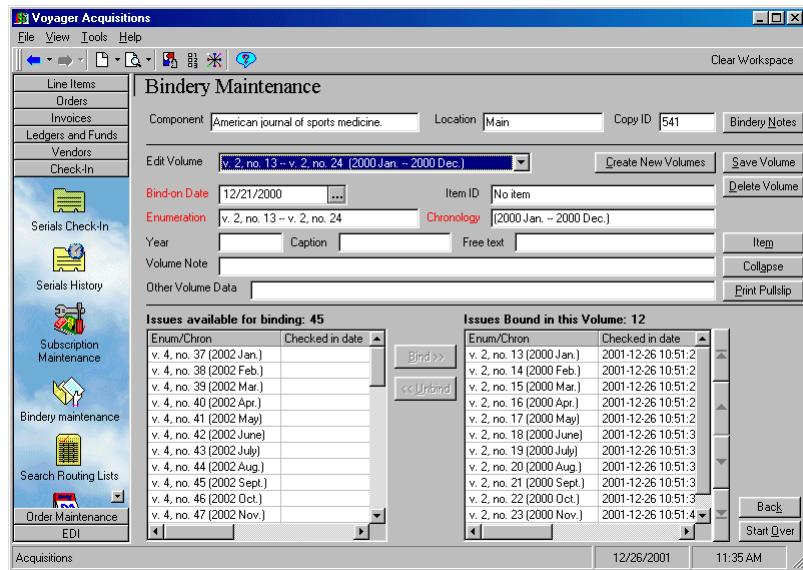
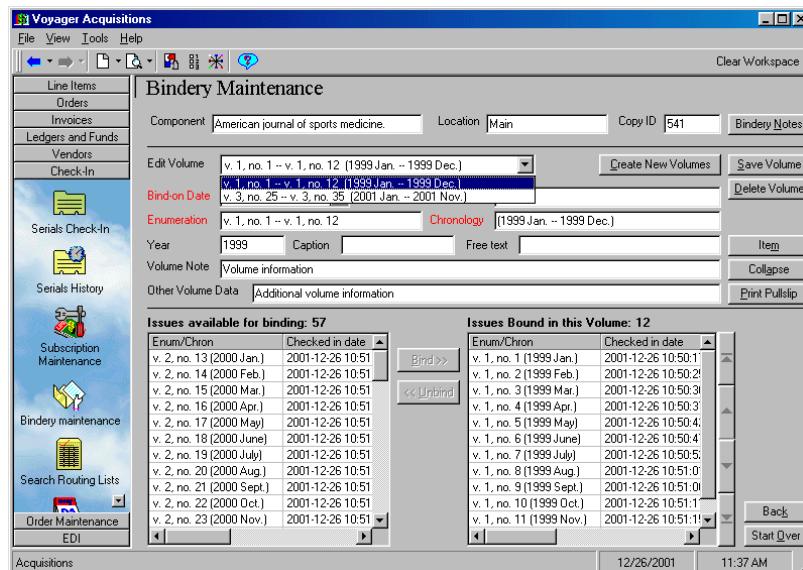


Figure 14-29. Select volume 2 to delete



**Figure 14-30. Volume 2 is in the Edit Volume field, click the Delete Volume button**



**Figure 14-31. Information updates after deleting volume 2**

Result: After deleting a volume, the **Bindery Maintenance** work space updates.

All of the issues contained in the deleted volume move from the **Issues Bound in this Volume** list box to the **Issues Available for Binding** list box (see [Figure 14-31](#)).

---

## Working with Bindery Notes and Pullslips

---

Bindery Notes consist of instructions typically sent to the binding vendor with the issues to be bound. You can add Bindery Notes to a component at any time.

The pullslip information includes the volume information defined in Bindery Maintenance, the list of issues contained in the volume, and any bindery notes set for the volume.

The following section gives the step-by-step procedures for adding or editing bindery notes.



### Procedure 14-7. Adding Bindery Notes

---

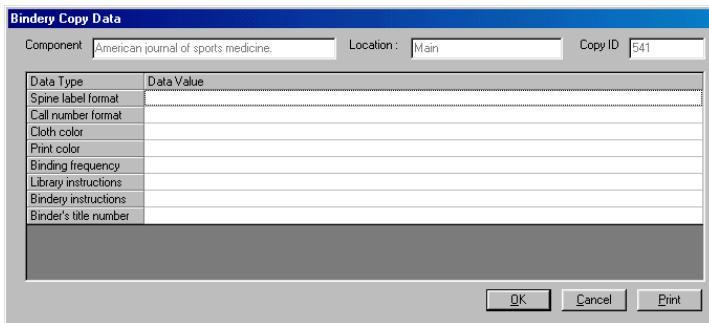
Use the following to add bindery notes.

1. Search for and display a serial title in the **Bindery Maintenance** work space. See [Opening the Bindery Maintenance work space](#) on [page 14-4](#).

Result: The **Bindery Maintenance** work space opens and the first available volume displays in the **Edit Volume** field.

2. Click the **Bindery Notes** button (or press **Alt + N** on your keyboard).

Result: The **Bindery Copy Data** dialog box opens (see [Figure 14-32](#)).



**Figure 14-32. Bindery Copy Data dialog box**

The **Bindery Copy Data** dialog displays the Component, Location, and Copy ID information at the top of the dialog box. This cannot be edited.

The bottom section contains the **Data Type** fields and their associated **Data Value** fields. Data types cannot be changed. Data values can be changed at any time.

3. To enter the data value information in each of the **Data Value** fields you place the cursor in the field and begin to enter the information.

**NOTE:**

The system defaults to the first **Data Value** field (spine label format). You can begin entering information immediately or press the **Tab** key on your keyboard to move to another **Data Value** field.

4. Click the **OK** button (**Alt + O**) to save the information and return to the **Bindery Maintenance** work space. Or click **Cancel** to return to the **Bindery Maintenance** work space without saving the information.

**NOTE:**

If you click the **Cancel** button before you click the **OK** button, you are not prompted to save the information. Any new information added to the Bindery Copy Data is lost.



#### **Procedure 14-8. Printing Bindery Notes**

Bindery Notes can be printed from the **Bindery Maintenance** work space at any time.

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1. Search for and display a serial title in the **Bindery Maintenance** work space. See [Opening the Bindery Maintenance work space on page 14-4](#).

Result: The **Bindery Maintenance** work space opens and the first available volume displays in the **Edit Volume** field.

2. Click the **Bindery Notes** button (or press **Alt + N** on your keyboard).

Result: The **Bindery Copy Data** dialog box opens (see [Figure 14-32](#)).

3. Click the **Print** button in the **Bindery Copy Data** dialog box.

Result: All of the information in the **Bindery Copy Data** dialog box is printed except for the Copy ID. The system uses the default printer defined for your PC.

4. To exit this box, if you have made changes click the **OK** button (**Alt + O**) to save the information and return to the **Bindery Maintenance** work space; if not, click **Cancel** to return to the **Bindery Maintenance** work space without saving the information.
- 



### Procedure 14-9. Editing and Printing Pullslips

---

Pullslips can be edited from the **Bindery Maintenance** work space at any time. Use the following to edit and print pullslips.

The Bindery Pullslips workflow options are as follows.

- Prompt to print Bindery Pullslips
- Automatically print Bindery Pullslips
- Do not print or prompt for Bindery Pullslips.

A user can select only one of these three options. The default setting is Prompt to print Bindery Pullslips. See [Bindery Pullslips on page 19-15](#).

1. Search for and display a serial title in the **Bindery Maintenance** work space. See [Opening the Bindery Maintenance work space on page 14-4](#).

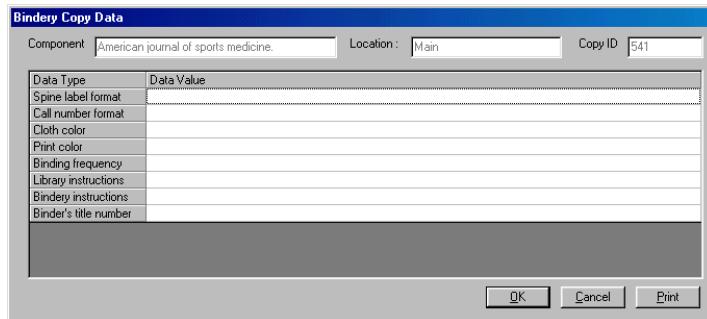
Result: The **Bindery Maintenance** work space opens and the first available volume displays in the **Edit Volume** field.

2. Click the drop-down arrow in the **Edit Volume** field to choose a volume other than the default volume.

- 
3. Click the **Print Pullslip** button (or press **Alt + P** on your keyboard).

Result: The **Bindery Pullslip** dialog box opens (see [Figure 14-33](#)).

---



---

**Figure 14-33. Bindery Pullslip dialog box**

The pullslip information includes the volume information defined in Bindery Maintenance, the list of issues contained in the volume, and any bindery notes set for the volume.

4. To add or edit information, place your cursor in the appropriate field and begin entering the information.
5. Click the **Print** button when you have finished editing the pullslip information.

Result: All of the information in the **Bindery Pullslip** dialog box prints. The system uses the default printer defined for your PC.

**NOTE:**

The Display Call Number from the MARC holdings record associated with the bindery copy also prints on the Bindery Pullslip.

6. Click the **Cancel** button when you are finished printing the pullslip.

Result: The **Bindery Maintenance** work space opens.

**NOTE:**

Because the Bindery Pullslip is populated with information from other bindery areas (volume information, issues, and bindery copy data) any information that you add to the Pullslip is not saved when you click the **Cancel** button.

---

## Collapsing Issues

---

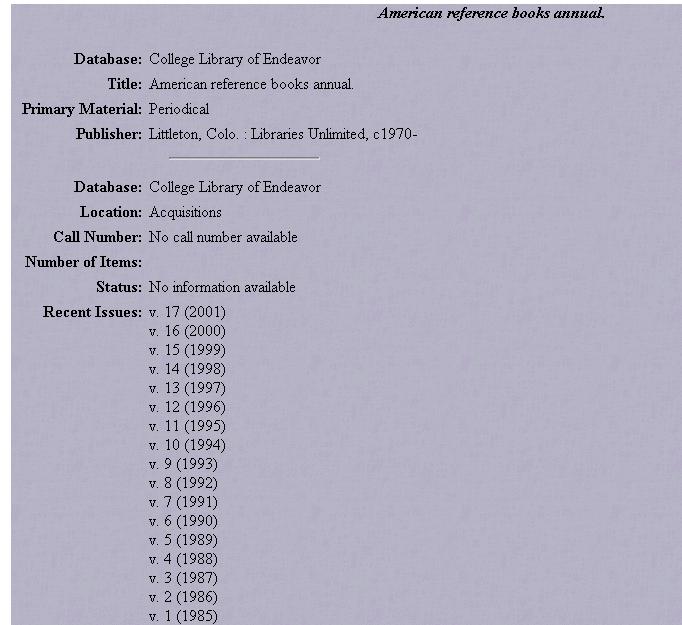
Once issues have been pulled for bindery you may want to collapse the issues and create an item record for the volume. Both of these activities help maintain the serial titles' record display in WebVoyage (see [Collapsing Issues on page 14-47](#) and [Item Record Creation and Maintenance on page 10-1.](#))

Collapsing issues in the **Bindery Maintenance** work space copies the functionality of collapsing in the **History** work space of a serial title.

Adding this functionality to Bindery Maintenance allows you to perform all binding-related activities in one place.

Before issues are collapsed, they display in WebVoyage under the Recent Issues label (see [Figure 14-34](#)).

---



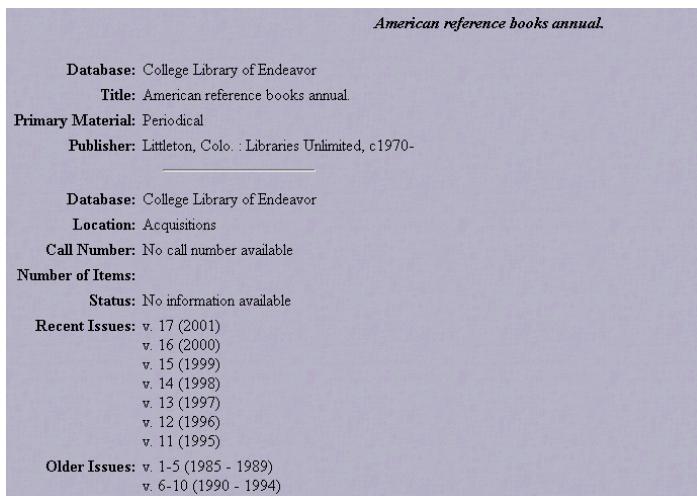
---

**Figure 14-34.** Serial title display in WebVoyage before collapsing issues

When serial issues are collapsed the following happens.

- The specific fields are created and added to the MARC Holdings record according to the type of component the issue belongs to (basic, supplementary, or index) and whether the component is predictive or non-predictive. (see [Serial Issues Collapsing](#) on [page 9-36](#) for more information.)
- The issues are automatically suppressed from OPAC display (Display in OPAC status toggles to from YES to NO) but the volume information displays.

The record details for the title change so that the individual issues no longer display and the holdings information displays under the label Older Issues.



**Figure 14-35. Serial title display in WebVoyage after collapsing issues**

[Figure 14-35](#) shows the combined issue statement under the Older Issues label.

When you are working in the **History** work space of the title, you select and collapse issues. When you are working in the **Bindery Maintenance** work space, you select and collapse a volume.

- The procedure for collapsing issues is shown in [Procedure 14-10, Collapsing Issues](#), on page [14-49](#).
- The procedure for re-collapsing a volume is shown in [Procedure 14-11, Re-Collapsing a Volume](#), on page [14-50](#).



### Procedure 14-10. Collapsing Issues

---

Use the following to collapse issues.

1. Search for and display a serial title in the **Bindery Maintenance** work space. See [Opening the Bindery Maintenance work space](#) on [page 14-4](#).

Result: The **Bindery Maintenance** work space opens and the first available volume displays in the **Edit Volume** field.

2. Click the drop-down arrow in the **Edit Volume** field to choose a volume other than the default volume.
3. Click the **Collapse** button (or press **Alt + A** on your keyboard).

Result: If the collapse action was successful, the message box shown in [Figure 14-36](#) displays.

---



---

Figure 14-36. Successful collapse message

4. Click the **OK** button to return to the **Bindery Maintenance** work space.



#### **IMPORTANT:**

*All issues for a volume must be received before they can be collapsed.*

Result: If you click the **Collapse** button before all issues in the volume have been received, the message box shown in [Figure 14-37](#) displays.

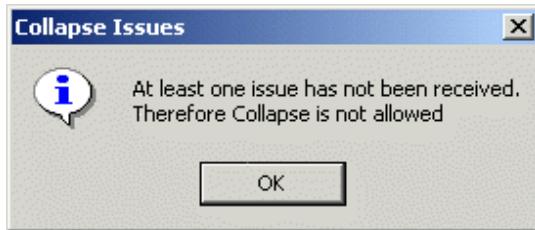


Figure 14-37. Collapse Issues message for unreceived issues



#### Procedure 14-11. Re-Collapsing a Volume

You can re-collapse a volume if necessary. However, with every collapse new fields are created and added to the MARC Holdings record. You must access the MARC Holdings record through Cataloging to edit or delete any of these fields.

For information about viewing and editing MARC records in Acquisitions, see [Viewing and Editing MARC Records \(Cataloging in Acquisitions\)](#) on page 13-1. For information about sending the MARC record to a web server, see [http POST request - Sending the MARC record to a web server](#) on page 13-16.

1. If you choose to re-collapse a volume, select the volume in the **Edit Volume** field.
2. Click the **Collapse** button.

Result: The message box shown in [Figure 14-38](#) displays.

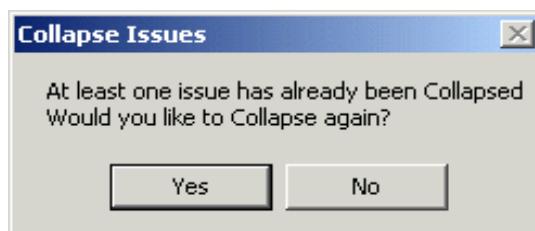


Figure 14-38. Collapse Issues message for already collapsed issues

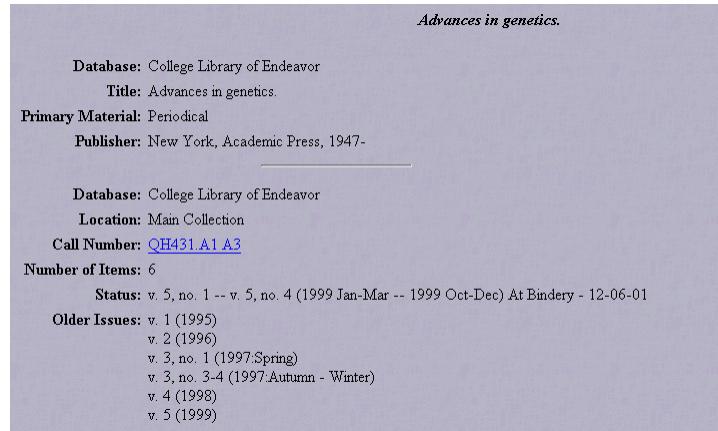
3. Click the **Yes** button to continue with the collapse action. Click the **No** button to cancel the collapse action and return to the **Bindery Maintenance** work space.
- 

## Item Creation and Maintenance

---

Creating an item record for a bound volume allows you to update the record details in WebVoyage. In the **Item Record** dialog box, you can change the item status to **At Bindery**. The WebVoyage display for the title displays the enumeration/chronology statement for the volume plus the status of At Bindery and the date the status was applied (see [Figure 14-39](#)).

---



---

**Figure 14-39.** Serial title display in WebVoyage after creating an item record

[Figure 14-34](#), [Figure 14-35](#), and [Figure 14-39](#) show how the WebVoyage display for the serial title changes from the initial display of individual received issues, to collapsed issues, to an item record for a volume at the bindery.

- The procedure for creating an item record is shown in [Procedure 14-12, Creating an Item Record](#), on page [14-52](#).

See [Item Record Creation and Maintenance](#) on [page 10-1](#) for information on item records.



## Procedure 14-12. Creating an Item Record

---

You can create and maintain item records for each bound volume in the **Bindery Maintenance** work space.

An item record for each bound volume should be created as soon as the issues have been pulled for binding. If you do not create the item at this time, the pullslip may be printed again, asking you to pull issues that have already been pulled.

1. Search for and display a serial title in the **Bindery Maintenance** work space. See [Opening the Bindery Maintenance work space on page 14-4](#).

Result: The **Bindery Maintenance** work space opens and the first available volume displays in the **Edit Volume** field.

2. Click the drop-down arrow in the **Edit Volume** field to choose a volume if you want one other than the first volume.

Result: If there is no item record associated with the volume, the **Item ID** field in the **Bindery Maintenance** work space reads **No Item**. (see [Figure 14-40](#)).

---



Item ID    No item

**Figure 14-40.** Item ID field with no item record

Result: If an item record has already been created for the volume, the **Item ID** field in the **Bindery Maintenance** work space displays in Item ID number (see [Figure 14-41](#)).

---



Item ID    62035

**Figure 14-41.** Item ID field with item ID number displayed

3. Click the **Item** button (or press **Alt + M** on your keyboard).

Result: If it is a new Item Record, the **New Item Record** dialog box opens.

4. Follow [Procedure 10-6, Creating/maintaining an item record.](#)
- 

## Workflows

---

There are many variations for bindery workflow. Consider the following points to determine the best workflow for your site.

- What is your existing serials workflow including serials check-in and maintenance?
- How do you handle volumes when they return from the bindery?
- Do you want volume and bindery information to display in WebVoyáge?
- Which operators are responsible for bound volumes and what areas of the Acquisitions module do they have the security to access?
- Do the operators need access to any other Voyager modules for processing bound volumes?



### Procedure 14-13. Sample Workflow

---

Use the following for a sample of the many bindery workflow options.

1. Create new volumes for the component and set the bind-on date.
2. Add bindery notes to the volume.
3. Print the pullslip when all issues are available based on the bind-on date.
4. Collect issues. If you circulate issues, you may have to recall issues that are currently checked-out. Take this into consideration when determining the bind-on date.
5. Print the bindery notes and include them with the issues being sent to the bindery.
6. Collapse the issues to update the WebVoyáge display.

Issue information moves from being listed individually after the Recent Issues label to one volume statement after the Older Issues label.

7. Create an item record for the bound volume and apply the "At Bindery" status to update WebVoyáge display.

---

The volume statement, item status, and status date display after the Status label.

8. Process the volume when it returns from the bindery.
9. Discharge the volume in the Voyager Circulation module to change the status to "Discharged" and update the display in WebVoyage.

**NOTE:**

You can use the "Pick and Scan" feature in the Voyager Circulation module to quickly change the status for multiple bound volumes. See the "Pick and Scan" section of the *Voyager Circulation User's Guide* for more information.

---

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## Contents

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### Introduction

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Using Voyager EDI (Electronic Data Interchange) processing, your library can electronically exchange messages that contain the following with participating vendors.

- Purchase Orders
- Invoices/Credit Memos
- Serial Claims
- Serial Claim Responses

### Purpose of this Chapter

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The primary purpose of this chapter is to explain EDI setup and processing for the Voyager software. For additional information about EDI, EDI standards, and EDI implementation, see [www.EDItEUR.org](http://www.EDItEUR.org). There are several links from this site; and the links pertaining to implementation guides, you may find useful.

### Voyager EDI

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The **EDI** tab of the Acquisitions listbar contains the **Process EDI Messages** button. Used in collaboration with your EDI Connection Profiles, this allows you to send EDI messages to and receive EDI messages from vendors. It is important to

note that Voyager EDI processing requires EDI connection profiles in order to send and receive messages. The information contained in a connection profile is used to determine where an incoming EDI message can be accessed and loaded once it is received and where an outgoing EDI message should be sent to. For more information about EDI Connection Profiles, see [EDI Connection Profiles](#) on [page 4-40](#).

The procedure for opening the **Process EDI Messages** work space is shown in [Procedure 15-1, Opening the Process EDI Messages work space.](#)



### Procedure 15-1. Opening the Process EDI Messages work space

Use the following to open the **Process EDI Messages** work space.

1. Click the **EDI** bar in the **Acquisitions** work space listbar.

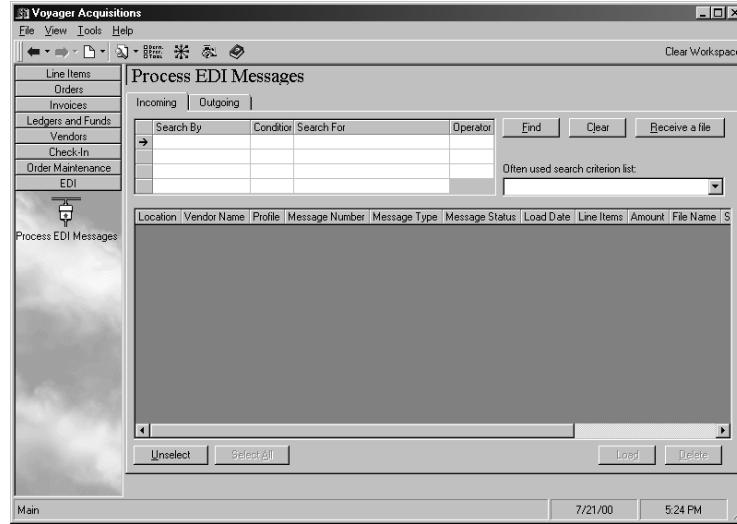
Result: The **listbar** displays the **Process EDI Messages** button.
2. Use one of the following to display the **Process EDI Messages** work space.
  - Click the **Process EDI Messages** button (see [Figure 15-1](#)).



**Figure 15-1. Process EDI Messages Button**

- Use the following menu selection: from the **View > EDI > Process EDI Messages**.
- Press **Alt + H, E, P** on your keyboard.

Result: The **Process EDI Messages** work space opens (see [Figure 15-2](#)).



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**Figure 15-2. Process EDI Messages work space - Incoming tab**

Two tabs, **Incoming** and **Outgoing**, display on the **Process EDI Messages** work space.

**NOTE:**

If you are not allowed to process incoming or outgoing EDI messages, the **Process EDI Messages** work space is blank. However, if you are authorized to process either or both incoming and outgoing messages, the appropriate tab(s) display.

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## **Incoming Tab**

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The **Incoming** tab of the **Process EDI Messages** work space enables authorized operators to receive incoming EDIFACT messages and load them into the Voyager System.

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## Security For EDI Incoming Messages

To be authorized to work with incoming EDI messages, the **EDI Incoming** check box ([Figure 15-3](#)) must be selected on the **Profile Values Cont.** tab of an operator's Acquisitions/Serials Profile. If this check box is not selected, the **Incoming** tab is not available. See the *Voyager System Administration User's Guide* for more information.



**Figure 15-3. Profile Values Cont. tab**

See [Procedure 15-2, Receiving EDI Messages](#), on page [15-4](#).



## Procedure 15-2. Receiving EDI Messages

Use the following to receive EDI Messages.

1. Obtain the file containing the EDIFACT messages from your Vendor and place it in the `/m1/voyager/xxxdb/edi/incoming` directory on your Voyager server.
2. Receive the data file into the Voyager system using the **Receive a file** button. This step scans the incoming data file, breaks it into its component messages, and displays them to you as messages that are ready to be loaded.
3. Select and load the messages that you want to load into your Voyager database. This step is distinct from the receive step. With this step you can choose which messages to actually use.

Voyager is capable of loading two kinds of incoming messages: (1) invoices (of all types, including credit memos) and (2) serial claim responses.

### **Obtaining EDIFACT Data Files from Your Vendor**

An EDIFACT transmission appears on your system as an ordinary data file. How it gets to your system is a matter of agreement between your library and the vendor who is sending the transmission. Most libraries and most vendors prefer to use the internet File Transfer Protocol (FTP), but you can also arrange to have the data file delivered by some other means (for example, magnetic tape).

E-mail is not recommended for transmitting EDIFACT messages. E-mail is less secure and the process of extracting the EDI data from the E-Mail message sometimes causes the EDI message to be damaged.

Once you get the file to your site, you (or someone on your computer center staff) need to place it into the proper file directory. In order for Voyager to receive the file, it must be placed into the following directory, where `xxxdb` stands for the name of your Voyager database.

`/m1/voyager/xxxdb/edi/incoming`

You can give the file any name you like, as long as it is different from the name of any file you have previously received. We suggest you choose a file naming convention that helps you remember which file is which.

### **The contents of EDIFACT files**

Normally, you do not need to look at the contents of an EDIFACT file. However, should the occasion arise, the following is a brief description of the structure of an EDIFACT transmission.

An EDIFACT file is composed of ordinary text characters, arranged according to special coding rules (called a protocol). The transmission is subdivided into segments, each of which begins with a three-letter segment tag and ends with an apostrophe. Here is a sample segment giving the message date:

DTM+137:19980831:102'

Segments are strung together in the order specified by the protocol to create messages, which are in turn strung together to create transmission units. Each transmission unit begins with a UNB segment and ends with a UNZ segment. Each message begins with a UNH segment and ends with a UNT segment. Before the first transmission unit, there is usually a UNA segment that specifies the control characters for the transmission.

Because the data in an EDIFACT transmission is mostly textual, you might think that you can treat EDIFACT files like text files. This is not quite true.

First of all, the EDIFACT protocol specifies very precise coding rules for most of the information in the segments. Unless you know exactly what you are doing, you should not attempt to rearrange or edit data in an EDIFACT transmission.

Secondly, there are no line breaks in an EDIFACT transmission. Each segment begins immediately after the apostrophe that ends the preceding segment. Voyager is an unusually tolerant system and ignores line breaks that it finds between segments, but not all EDIFACT software is so tolerant. Software that is written to handle text files (including most E-mail software) may do unexpected things when it encounters a line that is too long. This is one of the reasons that we recommend FTP rather than E-mail for transferring EDIFACT files.

## Receiving EDIFACT Files

Use the **Receive a file** button to make Voyager aware of a file containing a new EDIFACT transmission. When you click the **Receive a file** button, the **EDI incoming files** list box ([Figure 15-4](#)) displays the following information about each of the files in the `edi/incoming` directory:

- File Name
- File Status (for example, New File, Received, Loaded, Not an EDI file)
- File size
- The date and time when the file was last updated

EDI incoming files			
File Name	File Status	File Size	File Update
r10498.inv	New file	841	2000-03-02 09:38:00
#\$0039809.txt#	New file	39073	2000-03-02 09:38:01
DCEDI.INV	Received	997	2000-03-02 09:38:01
DREDI.INV	Received	7280	2000-03-02 09:38:01
JBEDI.INV	New file	10169	2000-03-02 09:38:01
JTEDI.INV	Received	669	2000-03-02 09:38:01
KCEDI.INV	Received	235796	2000-03-02 09:38:01
KMEDI.INV	Received	10178	2000-03-02 09:38:01
LW_R102799.INV.orig1	Received	132018	2000-03-02 09:38:01

**Figure 15-4. EDI incoming files list box**

Click the file you wish to receive (if the file has already been received, you are asked to confirm that you really do want to receive it again.) Then click the **OK** button or press **Alt + O** on your keyboard. The **EDI incoming files** work space closes and a summary of each message in the file displays on the **Incoming** tab.

If your EDI connection profiles have been set correctly (see [EDI Connection Profiles on page 4-40](#)), Voyager assigns each message to the correct vendor and library location, and the messages are ready for loading. If Voyager has not made the correct assignments, you must follow the instructions below for correcting the vendor and location assignments (see [Correcting Vendor and Location Assignments on page 15-7](#).)

Once you have verified that the newly received messages have each been assigned to the correct vendor and library location, you may load them yourself, pass them along to someone else to load, or leave them as they are.

From this point forward, you deal with individual messages instead of files. Voyager has made its own copy of each message in the file you just received. You can, if you wish, remove the file from the  
`/m1/voyager/xxxdb/edi/incoming` directory. Be sure to keep a backup copy until you are certain you no longer need the data.

### Correcting Vendor and Location Assignments

After a file containing new EDIFACT messages has been received, you may find that some of the messages may not have been correctly assigned to a vendor or library location if there are no connection profiles that match the specific characteristics of the messages. Such a message displays **?????** in the **Vendor Name** column and **no** in the **Profile** column of the message's summary display on the **Incoming** tab (see [Figure 15-5](#)).

**Process EDI Messages**

Incoming | Outgoing |

Search By → Create Date	Condition less	Search For 8/26/2003	Operator	Find	Clear	Receive a file
Often used search criterion list:						
<input type="text"/>						

Location	Vendor Name	Profile	Message Number	Message Type	Message Status	Load Date	Line Items
Acquisitions	AUX AMATEURS DE LIVR	yes	288733	Invoice	loaded	12/18/2002	20
Acquisitions	Baker & Taylor	yes	125487	Invoice	loaded	2/19/2003	18
Acquisitions	?????	no	341359C	Invoice	new		1
Acquisitions	?????	no	340045	Invoice	new		8
Acquisitions	?????	no	328333	Invoice	new		1
Acquisitions	?????	no	342614	Invoice	new		7
Acquisitions	?????	no	334794	Invoice	new		1
Acquisitions	The Book House, Inc.	yes	0000023990	Invoice	loaded	2/28/2003	3
Acquisitions	The Book House, Inc.	yes	0000023990	Invoice	loaded	2/28/2003	3
Acquisitions	The Book House, Inc.	yes	0000023990	Invoice	loaded	2/28/2003	3
Acquisitions	The Book House, Inc.	yes	023990	Invoice	loaded	3/4/2003	3
Acquisitions	Baker & Taylor	yes	S3.639-234	Invoice	loaded	3/18/2003	1
Acquisitions	?????	no	S3.639-235	Invoice	new		1
Acquisitions	?????	no	S3.639-236	Invoice	new		1
Acquisitions	?????	no	S3.639-237	Invoice	new		1

**Buttons:** Unselect | Select All | Load | Delete

**Figure 15-5.** ???? in the Vendor Name column

In order for such a message to be fit for loading, you need to perform the steps shown in [Procedure 15-3, Correcting Vendor and Location Assignments](#), on page [15-8](#).



#### **Procedure 15-3. Correcting Vendor and Location Assignments**

Use the following to correct vendor and location assignments.

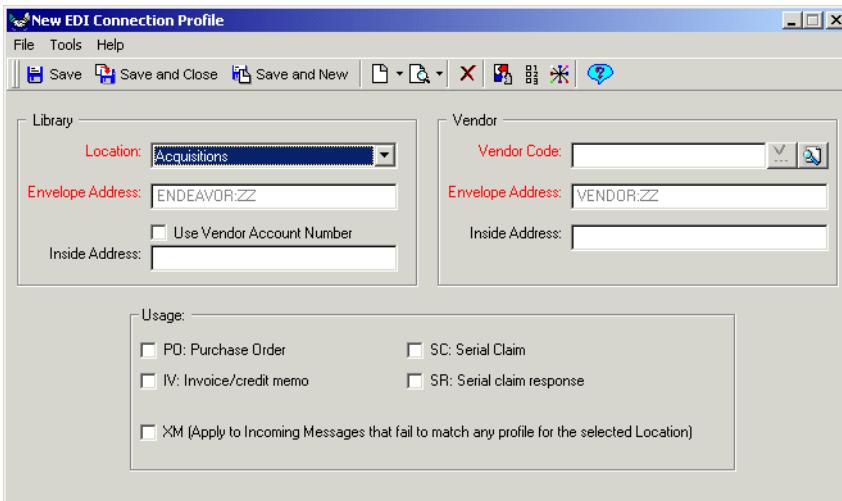
1. Click the **Profile** column of the message's row.

Result: An ellipsis button (...) displays beside no.

2. Click the ellipsis (...) button.

Result: The **New EDI Connection Profile** dialog box opens (see [Figure 15-6](#)).

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Figure 15-6. New EDI Connection Profile dialog box

3. In the Vendor section of the **New EDI Connection Profile** dialog box, click the magnifying glass button ([Figure 15-7](#)) beside the **Vendor Code** field to open the **Find Vendor** dialog box. Search for a vendor.
- 



---

Figure 15-7. Magnifying Glass Button

Result: Once you have selected a vendor from your search results, the vendor code populates the **Vendor Code** field.

**NOTE:**

After a vendor has been selected, you can press the **ellipsis** button beside the **Vendor Code** field to display the vendor record (for more information about vendor records, see [Creating a Vendor Record on page 4-20](#).)

- 
4. A default library location populates the **Location** field (see [EDI Connection Profiles](#) on [page 4-40](#) for more information about determining the default location.) If you want to associate the message to a different library location, select a library location from the drop-down menu in the **Location** field. Any EDI incoming messages matching this connection profile are accessible from this location. If you want the connection profile to apply to any location, select **Any Location** from the drop-down menu.

**NOTE:**

Unless you have a need to associate the EDI message to a specific library location or department for access control, you should select Any Location from the drop-down menu. If you do decide to associate the EDI messages to a specific location, the Acq/Serials Security Profile to which an operator belongs must be associated to the same library location as the EDI message in order for that operator to access the message. See the *Voyager System Administration User's Guide* for more information about Acq/Serials Profiles.

5. You must then decide whether you want the connection profile you are creating to be associated only with the current message or with any subsequent messages.

- If you want the connection profile to be associated only with the current message, do not mark any of the **Usage** check boxes and click the **OK** button. The **New EDI Connection Profile** dialog box closes and the summary of the message displays on the **Incoming** tab with the new location and/or vendor assignments.

The connection profile created for the message exists, but because usage(s) for the connection profile were not defined, the profile cannot be matched to any subsequent messages.

- If you want the connection profile to be associated with any subsequent messages that have the same defining information as the current message, click in the **Usage** check box that applies to the current message (for example, invoice) and click the **OK** button. The **New EDI Connection Profile** dialog box closes and the summary of the message displays on the **Incoming** tab with the new location and/or vendor assignments.

The connection profile created for the message exists and is associated with any subsequent messages that match the definition of the connection profile.

Result: You then have corrected the vendor and library location assignments of the newly received message and the message is fit for loading.

---

## Selecting and Loading Messages into Your Database

Messages can be selected and loaded into your Voyager database at any time after they have been received. At this step you can choose which messages to actually work with. You can load messages directly after they have been received or you can leave the received messages to be loaded or deleted at a later time by yourself or by someone else. If you want to select and load messages directly after they have been received, the messages remain on the **Incoming** tab. If you want to select and load messages at any later time, you must conduct a search for the messages in order to display the messages on the **Incoming** tab.

### Searching for Incoming Messages

You can use the search grid at the top of the **Incoming** tab to search for incoming messages that have been previously received. You can also use the search grid to search for messages of a variety of other statuses (including *loaded*) for a variety of reasons (for example, to review messages of a certain status or to delete unwanted messages).

The procedure for searching for an incoming message is shown in [Procedure 15-4, Searching for an Incoming Message](#).



### Procedure 15-4. Searching for an Incoming Message

---

Use the following to search for an incoming message.

1. Click in the **Search By** field to display a drop-down arrow. Select a **Search By** option from the drop-down menu. If you are conducting a search for received messages that have not yet been loaded, select **Message Status** from the drop-down menu.

#### NOTE:

You can also click the **Often used search criterion list** drop-down menu to display frequently-used searching criteria. If you choose an entry from this list, the search grid is automatically populated with appropriate information and the search is automatically launched.

When you search for incoming messages, you can search by a variety of methods. These methods are shown in the following list.

---

<b>Method of Searching</b>	<b>Description</b>
Message Number	The number that is associated with the incoming message.
Message Type	The types of incoming messages. For example, invoice or claim response.
Message Status	The status of an incoming message. For example, new, loaded, failed to load or document deleted.
Load Date	The date on which the incoming message was loaded into the Voyager system.
Create Date	The date on which the message was created.
Update Date	The date on which the message was last updated.
Vendor Name	The name of the vendor that sent the message.
Vendor Code	The code for the vendor that sent the message.
EDI filename	The name of the file which contains the EDI message.

2. Click in the **Condition** field to display a drop-down arrow. Select a **Condition** option from the drop-down menu.
3. Click in the **Search For** field to display an ellipsis button. Click the ellipsis button and select an option from the dialog box that opens. If an ellipsis button does not display, type the information directly into the **Search For** field. If you are conducting a search for received messages that have not yet been loaded, select new from the **Select a Message Status** dialog box.
4. If you want to continue narrowing your search, select a boolean operator from the **Operator** drop-down menu. Continue narrowing your search by repeating steps 1 - 4 as needed.
5. Click the **Find** button or press **Alt + F** on your keyboard to execute your search according to the chosen searching criteria.

**Result:** The search results that match your criteria display on the **Incoming** tab. If you want to conduct another search, click **Clear** or press **Alt + L** on your keyboard to clear the search grid and re-enter your searching information.

---

### **Selecting and Loading Messages**

Once the messages have been displayed on the **Incoming** tab, you can select the messages that you would like to load.

The procedure for selecting and loading messages is shown in [Procedure 15-5, Selecting and Loading Messages.](#)"



### Procedure 15-5. Selecting and Loading Messages

---

Use the following to select and load messages.

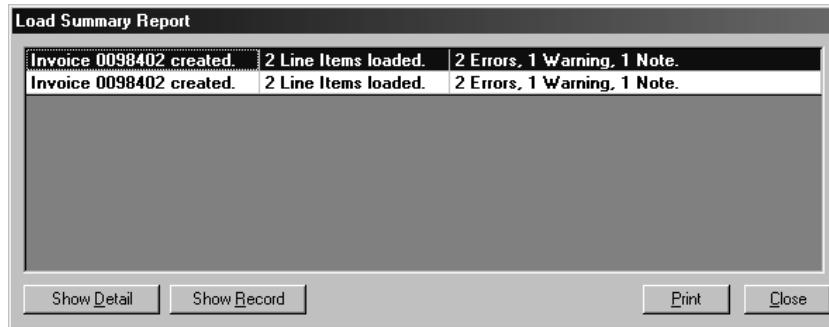
1. Click each message that you want to load. You can select one message to load or you can select more than one message to load. To select all of the messages on the incoming messages grid, click the **Select All** button or press **Alt + A** on your keyboard.

To unselect an individual message, re-click the message. To unselect all of the messages that you have selected, click the **Unselect** button or press **Alt + U** on your keyboard.

**NOTE:**

The searching and selection procedure explained through the previous six steps can be used for a variety of reasons other than displaying messages to load. For example, you can display and delete unwanted messages. To delete a message, follow steps 1-6 to display and select the message, and then click the **Delete** button. The following confirmation question displays: Are you sure you wish to delete the highlighted message(s)? Click **Yes** or press **Alt + Y** on your keyboard to delete the message. Click **No** or press **Alt + N** on your keyboard to cancel the deletion of the message.

2. Once you have selected the messages that you want to load into your Voyager database, click the **Load** button or press **Alt + D** on your keyboard.
3. A message appears to determine whether you want to see the loading report. The loading report provides summary information containing the status of each message that was loaded. It also provides a quick way to access the actual records that were loaded (that is, invoice or claim response).
  - If you click **No**, you are not provided with any summary information or any immediate way to access the actual records that were loaded.
  - If you click **Yes**, the **Load Summary Report** list box opens (see [Figure 15-8](#)).

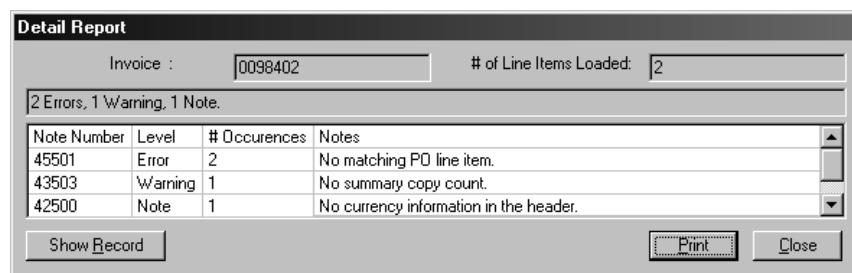


**Figure 15-8.** Load Summary Report list box

The **Load Summary Report** list box opens the status of each loaded message. A row in the Load Summary Report grid provides brief information about the loading process of that EDI incoming message. The following information is displayed: the type of message along with the message number, the number of line items loaded, and the number of errors, warnings and notes that have occurred during the loading process.

4. Click the **Print** button or press **Alt + P** on your keyboard to send the Load Summary Report information to the printer. Click the **Close** button to exit the **Load Summary Report** list box.
5. Select a row and click the **Show Detail** button.

Result: This opens the **Detail Report** list box (see [Figure 15-9](#)).



**Figure 15-9.** Detail Report list box

The **Detail Report** list box contains a detailed list of notes, providing information such as warnings, errors, etc., that occurred during the loading of that particular EDIFACT message. One row represents one note. For example, if there are three notes, three rows display in the report.

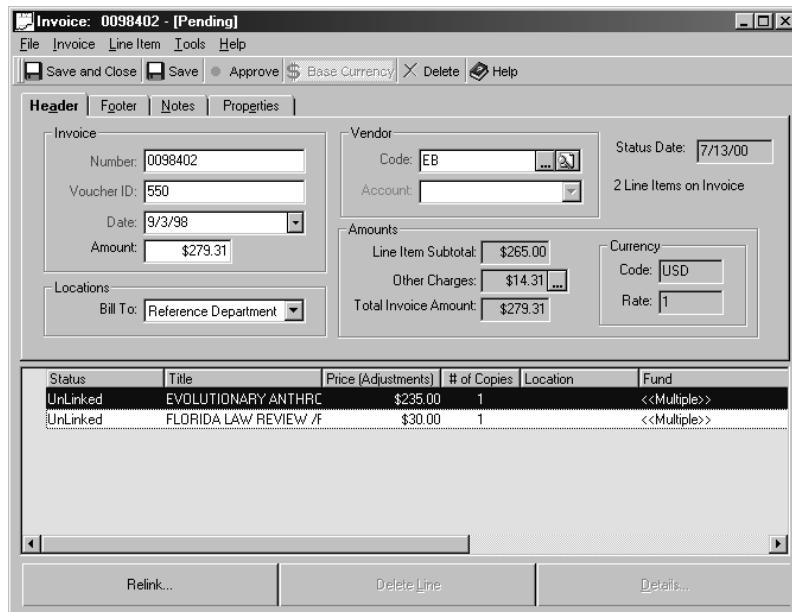
6. Click the **Print** button to send the Detail Report information to the printer. Click the **Close** button to exit the **Detail Report** list box and re-open the **Load Summary Report** list box. For a complete list of notes that can appear in the **Detail Report** list box, see [Notes on page 15-18](#).
7. The **Show Record** button that appears on both the **Load Summary Report** list box and the **Detail Report** list box provides a way for you to quickly access the actual record that was loaded into your Voyager database such as invoice or claim response.
  - From the **Detail Report** list box, simply press the **Show Record** button or press **Alt + R** on your keyboard to access the record.
  - From the **Load Summary Report** list box, select the message that you want to access and then click the **Show Record** button or press **Alt + R** on your keyboard.

Result: If an invoice was created during the loading process, the **Show Record** button opens the invoice. If a claim response was created during the loading process, the **Show Record** button opens the **Claims** list with the corresponding claims displayed. You can access the Claim History for the particular claims to view the claim response information.

---

### Resolving Errors

It is possible for errors to occur during the loading of incoming EDI messages. The most common error that may occur for invoice messages is Voyager not being able to find unique purchase order line items to match to the line items on the invoice. If this error occurs, when you click the **Show Record** button on the **Load Summary Report** list box or the **Detail Report** list box to open the invoice, **UnLinked** appears in the **Line #/Status** column of each line item that could not be matched to a unique purchase order line item (see [Figure 15-10](#)).



**Figure 15-10. Invoice dialog box - UnLinked items**

You cannot view the full details of an unlinked item until it is linked to a new or existing purchase order. You can only link one item at a time. To link an item, select the item and click the **Relink** button. The **Find Purchase Order search** dialog box opens. Search for the purchase order to which you wish to link the Invoice line item.

If an Order line item that matches the Invoice line item does not exist, or if you know that a purchase order exists that does not exactly match the invoice line item information for some reason, you can create a new purchase order with the correct line items. You can either leave the invoice displayed while you create and approve a purchase order and then link the invoice line items to the newly-created purchase order, or you can close the invoice displayed through EDI and at a later time create and approve a purchase order, display the invoice through a standard invoice search and then link the invoice line items to the newly-created purchase order.

Incoming Message Fields	Description
Location	The location at which the message can be accessed. To associate the message to a different location, click the ellipsis in the field and double-click a new location from the list that displays. If you choose a new location, and no connection profile exists for the combination of the location and the vendor, no then displays in the <b>Profile</b> field. If this happens, you can click the ellipsis in the <b>Profile</b> field and create a new connection profile for the location/vendor combination.
Vendor Name	The name of the vendor who sent the message. You can display the vendor record by clicking the ellipsis in this field.
Profile	The connection profile used by the message. To display the connection profile, or to create a new connection profile for the location/vendor combination, click the ellipsis in the this field.
Message Number	The number that is associated with a particular message. You can display the actual EDIFACT view of the message by clicking the ellipsis in this field.
Message Type	The type of message. For example, invoice. After a message has been loaded, if the message type is invoice, the invoice can be displayed by clicking the ellipsis in this field.
Message Status	The status of the message that is being received. The four possible statuses are New, Loaded, Failed to load and Document deleted. Document deleted means that the message was loaded to create a Voyager document, such as an invoice, and then the Voyager document was later deleted. A message with the status Document deleted may be re-loaded. You can click the ellipsis in this field to open the <b>EDI Events</b> dialog box, which displays detailed information about the message. The <b>Show Detail</b> button on the <b>EDI Events</b> dialog box allows you to display the Detail Report associated with the message (see step 9 of <a href="#">Selecting and Loading Messages into Your Database</a> on <a href="#">page 15-11</a> for information about the <b>Detail Report</b> list box.) If the message is an invoice and it has been loaded, the <b>Show Record</b> button enables you to display the invoice.
Load Date	The date on which the message was loaded and viewed.

---

Line Items	The number of line items associated with the message.
Amount	The dollar amount of the incoming message (if the message is an invoice). This value almost always displays for messages that have been loaded. For new messages that have not yet been loaded, this value is not always present, and if it is present, it does not necessarily reflect the exact amount of the invoice. Rather, this value is intended to help you decipher one message from another. The exact dollar amount displays on the invoice after it has been loaded.
File Name	The name of the EDI file that contained the message. The file names in incoming messages can be no longer than 30 characters.
Sender Code	The unique code used to identify the sender of the message (the Vendor Envelope Address on the EDI connection profile.)
Receiver Code	The unique code used to identify the receiver of the message (the Library Envelope Address on the EDI connection profile.)

## Notes

The following is a complete list of notes that can appear in the **Detail Report** list box. The majority of these are not errors, but rather warnings or informational notes that do not interfere with the successful processing of EDI messages.

To determine the severity level of a particular note, look in the Level column on the **Detail Report** list box. The severity level of each note is provided. The Note or Warning severity levels do not interfere with the processing of EDI messages.

The following are considered notes rather than messages because message refers to the EDI document that was loaded, while note refers to a comment about something that was noticed during the loading process.

### Receiving EDI files

[Table 15-1](#) contains notes generated when receiving EDI files.

**Table 15-1. Notes Generated When Receiving EDI Files**

Note ID	Explanation	Severity Level
43504	Duplicate message was found in the database.	Warning

## Loading EDI Invoices

[Table 15-2](#) contains notes generated when loading EDI invoices.

**Table 15-2. Notes Generated When Loading EDI Invoices**

Note ID	Explanation	Severity Level
43500	No copy count in the line item.	Warning
43501	No price information in the line item.	Warning
43502	No line item total amount.	Warning
42500	No currency information in the header.	Note
45502	No line items found.	Error
43503	No summary copy count.	Warning
43504	No summary line item count.	Warning
45503	UNS segment is missing.	Error
43505	Discrepancy in the copy count.	Warning
43506	Discrepancy in the line item count.	Warning
42502	Invoice note truncated.	Note
43508	No price adjustment method found.	Warning
42503	Invoice line item note truncated.	Note
43510	Multiple bibs matched the standard number.	Warning
45500	Multiple matching PO line items-The information supplied in the message matched more than one order line item in the database	Error
45501	Cannot find matching line item--An EDI message contains a line item that cannot be matched to any order line item in the Voyager database. Possible causes: 1) the order line does not exist, and a new order needs to be created; 2) the order line exists, but the title, standard numbers, and reference ids from the message did not match the database entries.	Error
42501	No title information in the line item.	Note
42505	Vendor reference number added to line item.	Note
42506	Vendor reference number replaced for line item.	Note

## **Loading Claim Responses**

[Table 15-3](#) contains notes generated when loading claim responses.

**Table 15-3. Notes Generated When Loading EDI Claim Responses**

Note ID	Explanation	Severity Level
45601	Invalid claim identification number.	Error
45605	No claim responses loaded.	Error
45602	No action date found.	Error
45603	No action quantity found.	Error
45604	No report type information found.	Error
45600	No claim ID found.	Error
45605	No claim response loaded.	Error

## **Sending EDI Claims**

[Table 15-4](#) contains notes generated when sending EDI claims.

**Table 15-4. Notes Generated When Sending EDI Claims**

Note ID	Explanation	Severity Level
45700	No ISSN found in the bibliographic record.	Error
45701	Improperly formatted ISSN found in the bibliographic record.	Error
45702	No claim type information found.	Error
45703	No vendor reference information found.	Error

## **Sending EDI Purchase Orders**

[Table 15-5](#) contains notes generated when sending EDI purchase orders.

**Table 15-5. Notes Generated When Sending EDI Purchase Orders**

Note ID	Explanation	Severity Level
45800	No ISSN found in the bibliographic record.	Error
45801	No ISBN found in the bibliographic record.	Error
45803	No author found in the bibliographic record.	Error

**Table 15-5. Notes Generated When Sending EDI Purchase Orders**

45804	No title found in the bibliographic record.	Error
45805	No shipping details were provided.	Error

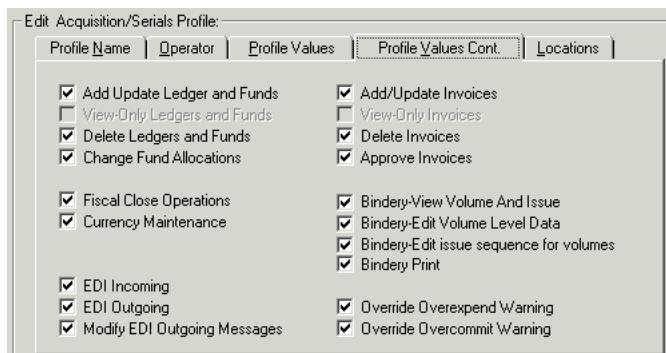
## Outgoing Tab

The **Outgoing** tab ([Figure 15-12](#)) of the **Process EDI Messages** work space enables authorized operators to transmit outgoing EDIFACT messages to vendors. These outgoing messages (that is, purchase order or serial claim) are attached to files that you have created and stored in an agreed upon directory on your server for your vendors to retrieve.

### Security for EDI Outgoing Messages

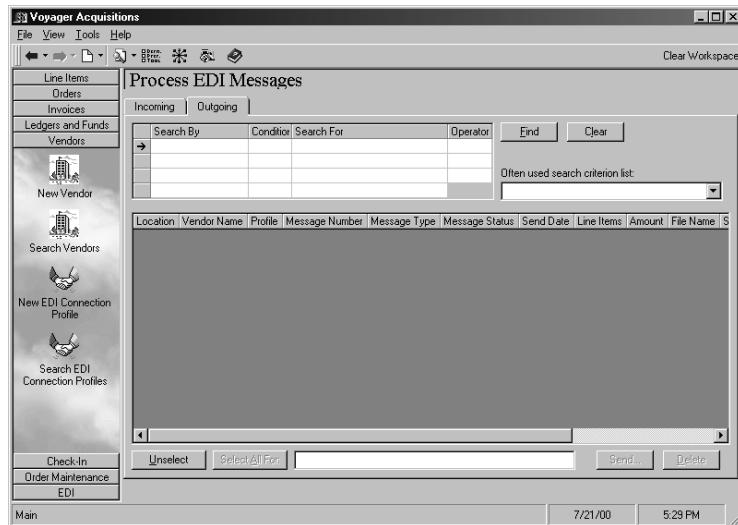
To be authorized to work with outgoing EDI messages, the **EDI Outgoing** check box must be selected on the **Profile Values Cont.** tab of an operator's Acquisitions/Serials Profile. If this check box is not selected, the **Outgoing** tab is not available.

See the *Voyager System Administration User's Guide* for more information.

**Figure 15-11. Profile Values Cont. tab**

The data included in outgoing EDI purchase order messages has been updated to better support your vendors' handling needs. Those vendors working with libraries to provide shelf-ready materials need to know the final library location (intended location in Voyager) for each copy of an item. This information is now included in

EDI purchase order messages. In addition, you can now include the vendor-supplied customer account number in EDI purchase order messages (see step 5 of [Creating an EDI Connection Profile](#) on [page 4-47](#).)



**Figure 15-12. Process EDI Messages work space - Outgoing tab**

### Searching for Outgoing Messages

You can use the search grid at the top of the **Outgoing** tab to search for new outgoing messages that are ready to be sent to a file. You can also use the search grid to search for messages of a variety of other statuses (including written to file for sending) for a variety of reasons (for example, to review messages of a certain status or to delete unwanted messages).

The procedure for searching for outgoing messages is shown in [Procedure 15-6, Searching for Outgoing Messages](#), on page [15-23](#).



### **Procedure 15-6. Searching for Outgoing Messages**

Use the following to search for an outgoing message.

1. Click in the **Search By** field to display a drop-down arrow. Select a **Search By** option from the drop-down menu. If you were conducting a search for all messages with a certain status (for example, new messages that have not yet been written to a file for sending), you would select **Message Status** from the drop-down menu.

**NOTE:**

You can also click the **Often used search criterion list** drop-down menu to display frequently-used searching criterion. If you choose an entry from this list, the search grid is automatically filled in with appropriate information and the search is automatically launched.

When you search for outgoing messages, you can search by a variety of methods. These methods are as shown.

Search Method	Description
Message Number	The number that is associated with the outgoing message.
Message Type	The types of outgoing messages. For example, Purchase Order, Serial Claim, or Unknown.
Message Status	The status of an outgoing message. For example, new message, written to file for sending, Agent reports message sent or Agent reports problems sending msg.
Send Date	The date on which the outgoing message was written to a file.
Create Date	The date on which the message was created.
Update Date	The date on which the message was last updated.
Vendor Name	The name of the vendor that the message is being sent to.
Vendor Code	The code for the vendor that the message is being sent to.
EDI filename	The name of the file which contains the EDI message.

- 
2. Click in the **Condition** field to display a drop-down arrow. Select a Condition option from the drop-down menu.
  3. Click in the **Search For** field to display an ellipsis button. Click the ellipsis button and select an option from the dialog box that opens. If an ellipsis button does not display, type the information directly into the **Search For** field. If you were conducting a search for new messages that have not yet been written to a file for sending, you would select new messages from the **Select a Message Status** dialog box.
  4. If you want to continue narrowing your search, select a boolean operator (**AND**, **OR**, **NOT**) from the **Operator** drop-down menu. Continue narrowing your search by repeating steps 1 - 4 as needed.
  5. Click the **Find** button or press **Alt + F** on your keyboard to execute your search according to the chosen searching criterion. The search results that match your criteria display on the **Outgoing** tab. If you would like to conduct another search, click **Clear** or press **Alt + L** on your keyboard to clear the search grid and re-enter your searching information.

<b>Outgoing Message Fields</b>	<b>Description</b>
Location	The location from which the message can be sent.
Vendor Name	The name of the vendor to whom you are sending the message. You can display the vendor record by clicking the ellipsis in this field.
Profile	The connection profile used by the message. To display the connection profile, or to create a new connection profile for the location/vendor combination, click the ellipsis in this field.
Message Number	The number that is associated with a particular message. You can display the actual EDIFACT view of the message by clicking the ellipsis in this field.
Message Type	The type of message. For example, Purchase Order or Serial Claim. To display the message in Voyager, click the ellipsis button in this field. After a message has been loaded, if the message type is invoice, the invoice can be displayed by clicking the ellipsis in this field.
Message Status	The status of the message. The four possible statuses are: new message, written to file for sending, Agent reports message sent, and Agent reports problems sending msg.
Send Date	The date on which the message was written to a file.

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Line Items	The number of line items associated with the message.
Amount	The dollar amount of the outgoing message (if the message is a purchase order). This value is not always present, and if it is present, it does not necessarily reflect the exact amount of the purchase order. Rather, this value is intended to help you decipher one message from another. The exact dollar amount displays on the actual purchase order in your Voyager system and in the vendor's system after it has been sent.
File Name	If the message has previously been written to a file for sending, the name of the EDI file displays. This value is not present for new messages that have not yet been written to a file for sending.
Sender Code	The unique code used to identify the sender of the message (the Library Envelope Address on the EDI connection profile.)
Receiver Code	The unique code used to identify the receiver of the message (the Vendor Envelope Address on the EDI connection profile.)

---

### **Security for Modifying Outgoing Messages**

To be authorized to select messages that have different Vendors or Sender Codes and send them to a file, the **Modify EDI Outgoing Messages** check box must be selected on the **Profile Values Cont.** tab of your Acquisitions/Serials Profile.

Endeavor does not recommend grouping messages that are associated with different vendors into one EDI transmission as a general practice. However, this ability is available to permit an authorized operator to send messages to a file for archival purposes or to clean up the outgoing message list by sending any wrongly-addressed messages to a file that is then discard.

If this security check box is not selected, when you select messages that have different Vendors or Sender Codes, a warning box displays the following message: You have no authority to modify EDI outgoing messages, so please select the messages for the same vendor.

If this security check box is selected, when you select messages that have different Vendors or Sender Codes, a warning dialog box appears asking if you actually want to send out messages associated with different Vendors or Sender

---

Codes in one EDI transmission. If your answer is Yes, the **Select All for** button becomes disabled because this button only allows you to select ALL of the messages with SAME Vendor.

See the *Voyager System Administration User's Guide* for more information about security.

## Selecting and Sending Messages

Once the messages have been displayed on the **Outgoing** tab, you can select the messages that you would like to send to a file that you create.

The procedure for selecting and sending messages is shown in [Procedure 15-7, Selecting and Sending Messages](#), on page [15-26](#).



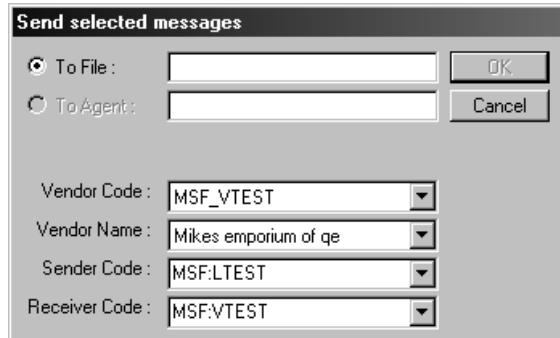
### Procedure 15-7. Selecting and Sending Messages

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Use the following to select and send messages.

1. Click an outgoing message. When a message is selected, the name of the Vendor, the Sender Code and the Receiver Code appear in the text box at the bottom of the tab. The **Select All for** button selects all of the other messages that are associated with the vendor of the currently selected message. Messages with a different Sender Code is not selected. The **Unselect** button allows you to unselect the messages that you have selected.
2. Click the **Send** button.

Result: The **Send selected messages** dialog box opens (see [Figure 15-13](#)).



**Figure 15-13. Send Selected Messages dialog box**

3. In the field beside the **To File** radio button, type the name of the file to which you are sending your outgoing messages. There is no method to locate already existing files because you are always creating a new file when you send messages.

After the EDI outgoing message is generated, unless specified, it is saved in the /m1/voyager/xxxdb/EDI/outgoing directory. The file then needs to be moved to the agreed upon location to which the vendor has access in order to FTP the file.

You should define your own file naming conventions so you can properly keep track of the files you create and so you can appropriately name files to work with your transmission software. Naming conventions are not defined for you because Endeavor cannot predict what kind of software you plan to use to transmit the file.

Result: The **Vendor Code**, **Vendor Name**, **Sender Code**, and **Receiver Code** fields automatically display with the information from the outgoing message(s).

**NOTE:**

If the **Modify EDI Outgoing Messages** check box is selected on the **Profile** tab of an operator's Acquisitions/Serials Profile, the operator has the ability to make any last minute corrections to the Sender and Receiver codes. This security should be used to permit only knowledgeable operators to correct mistakes caused by incorrect connection profiles.

This security can also be used to permit authorized operators to select messages that have different Vendors or Sender Codes and send them to a file (this would have been done at step 1).

---

Although Endeavor does not recommend grouping messages that are associated with different vendors into one EDI transmission as a general practice, this ability is available to permit an authorized operator to send messages to a file for archival purposes or to clean up the outgoing message list by sending any wrongly-addressed messages to a file that is then discard.

In addition, this ability to group messages that are associated with different vendors into one file can help your institution deal with possible vendor mergers. If messages associated with different vendors have been selected to be sent to a file, all the different vendor names, vendor codes, sender codes and receiver codes display in the drop-down menus in the appropriate fields. An authorized operator can click these drop-down menus and select the combination to be used for the file.

See the *Voyager System Administration User's Guide* for more information about security.

4. Click **OK** to send the selected message(s) to the file and exit the dialog box. Click **Cancel** to exit the dialog box without sending the selected message(s) to the file.
-

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### **Introduction**

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At the end of your fiscal period, Voyager offers features that allow you to accomplish the following.

- Create new Ledgers/Funds for New Fiscal Periods and set Original Allocations in the new Funds according to Rollover Rules applied to each Ledger.
- Rollover open orders from a previous Fiscal Period to a new Fiscal Period by committing amounts in the new Fiscal Period's Funds according to Rollover Rules set for each Line Item Type for each Purchase Order type.

Both of these operations are accomplished by a batch program. You must create Rollover Rules online before you run the program. Also, in order to prepare for the operation, you should produce (again through a batch program) two reports: the Fund Snapshot and Open Order Reports.

Endeavor distributes a template script that is executed on your Voyager server.

### **Purpose of this Chapter**

---

This chapter describes the complete Fiscal Period Close process with indications of what is required and what is optional. This information assumes a familiarity with the fund accounting aspects of the Voyager Acquisitions/Serials module and with local decisions regarding Fiscal Periods and Ledgers/Funds.

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## Introduction to FPC

---

If you want to do either or both of the following, you should plan to use Fiscal Period Close.

- Create new Ledgers/Funds for a New Fiscal Period without keying them online
- Carry over open purchase orders from one Fiscal Period to the next without keying new Purchase Orders

**NOTE:**

Fiscal Period Close is itself completely optional. You can continue to use Voyager's Acquisition functions without using Fiscal Period Close. Any operation involved in changing from one Fiscal Period to the next can be done manually through online operations.

Before you begin to plan, be aware of what Fiscal Period Close does not include. Fiscal Period Close does not change the line item status of any copy in any Purchase Order or Invoice nor does it initiate any vendor correspondence of any kind. Additionally, FPC does not roll over header information, including other charges information.

For example, if your institution requires you to cancel any open order at the end of a Fiscal Period, you must do this by setting appropriate not-needed-after or cancellation dates in Purchase Orders in order for line items to appear on the Acquisitions Problem List from which you can issue cancellations (or you can cancel unreceived line items or entire Purchase Orders manually from an individual Purchase Order). The Open Order Report provides assistance for such operations. There is one exception: if a line item copy is rolled-over and it was invoiced in the prior Fiscal Period, the Invoice Item Status for the line item copy is set to blank.

With the exception of Purchase Orders and Funds, Fiscal Period Close does not make changes to any existing records. For Purchase Orders and Funds, the system does the following.

- a. Posts commitments to new Funds for those open orders you wish to rollover to a New Fiscal Period
- b. Decommits amounts from the Funds from the prior Fiscal Period (provided there was no invoicing in the prior Fiscal Period)
- c. Makes adjustments to Prices, Line Item Totals, and PO Totals in affected Purchase Orders. Following the completion of the rollover processing, the Ledger/Fund as displayed in Copies/Fund for a line item copy affected by Fiscal Period Close is for the New Fiscal Period

Fiscal Period Close does not remove any existing records from the system. Ledgers/Funds from previous Fiscal Periods remain in the system. All Purchase Orders and Invoices using Ledgers/Funds from ANY Fiscal Period remain in the system. Fiscal Period Close processing does not affect any Invoices of whatever status in any way, nor rollover header information.

## **Preparing for Fiscal Period Close**

---

There are a variety of tasks that you must perform before you run the Fiscal Period Close program. Other tasks are optional, but they provide assistance in deciding how to define rollover rules, a guide to help resolve issues related to unreceived orders, and a check on the success of the rollover operation.

### **NOTE:**

Some of the optional tasks are further identified as Strongly Recommended. Because Voyager has been developed to provide as many local options as possible (especially with regards to Acquisitions/Serials), its very architecture sometimes prevents Endeavor designers from making any one step mandatory even when, from a data processing viewpoint, such a requirement would be highly desirable. Therefore, we have marked those steps as Optional, Strongly Recommended and noted in boldface what Endeavor Customer Support needs in order to help you diagnose problems, should any occur.

If you are using a currency other than the base currency, rollover recalculates the amount of each line item amount according to the conversion rate of the rollover day.

## **Define the Next Fiscal Period (Required)**

---

In order to go from one Fiscal Period to the next, you must define the next Fiscal Period in the Acquisitions Configuration section of the System Administration module. You may have already defined a sequence of Fiscal Periods into the future. See the *Voyager System Administration User's Guide* for more information about Fiscal Periods.

Defining a Fiscal Period requires you to enter a time span. The online programs do not permit you to extend the life of a Fund before or after the time span of the Fiscal Period. If you typically do the following, we recommend that you take these facts into account when entering the time spans.

- Begin placing orders using Funds for the next Fiscal Period before the end of the current Fiscal Period
- Pay for items using Funds for a past Fiscal Period after the beginning of the next Fiscal Period

---

Since each Ledger (and by definition, each Fund) has an assigned Fiscal Period, it does not matter that you may have two sequential Fiscal Periods with overlapping end and begin dates, respectively. The system always commits/expends from the Ledger/Funds of the Fiscal Period that you select to use.

**⚠️ IMPORTANT:**

*If you have such an overlap, it is a good idea to make sure that operators understand this. When you select a Fund to place an order or pay for an item, the selection presented to an operator may incorporate Funds with the same names but from multiple Ledgers from different Fiscal Periods. Incorporating dates into the Ledger Name is one way to avoid any confusion.*

Remember that if a Fund is past its allowed date, it does not display as a valid Fund selection when the operator needs to assign a Fund(s) to a line item copy. Also remember that the system blocks the use of Funds before or beyond their allowed dates when you attempt to approve either Purchase Orders or Invoices.

#### **Review Fund Names (Optional)**

---

When Fiscal Period Close rolls over a Ledger and its Funds to a new Fiscal Period, you have the option of renaming the Ledger before you perform the rollover, but the Fund Names are the same. If you have incorporated time span information into any Fund Name, you may wish to change those names so as not to create any confusion once you begin using the new Fund.

For example, if your new Fiscal Period is for 1996-1997 and there is a Fund named Serials 95-96 that you used in Fiscal Period 1995-1996, we would recommend that you change the Fund Name to Serials. Otherwise, the new Fund for the Fiscal Period 1996-1997 displays as Serials 95-96 since the Fund Name is continued in the rollover process.

To change a Fund Name, see [Editing a Fund](#) on page 5-54.

#### **Identify Open Orders (Optional, Strongly Recommended)**

---

You must define Rollover Rules in the Acquisitions/Serials module before you can run the Fiscal Period Close Program.

You establish rules that apply to the following.

- Creation of a new Ledger/Funds for the next designated Fiscal Period; and

- The handling of open orders, that is, line item copies of certain statuses that use Funds from the Ledger designated for rollover using the rule.

You must have at least one Rollover Rule. The one rule may be applied to one, more than one, or all Ledgers that you intend to rollover from one Fiscal Period to the next. A Ledger can have only one Rollover Rule applied to it.

For purposes of Fiscal Period Close, a Purchase Order Status of Complete or Canceled excludes any line item copy on that PO from any Fiscal Period Close processing.

On Purchase Orders of other statuses, a line item copy qualifies as an open order depending upon a combination of the line item copy status and the invoice item status. If the combination is marked Yes or Yes\* as shown in [Table 16-1](#), the line item copy appears on the Open Order Report (see [Create and Review Open Order Report \(Optional, Strongly Recommended\)](#) on page 16-23 for more information.) Those marked Yes\* are those open orders eligible for rollover.

**Table 16-1. Open Orders**

Line Item Copy Status	Invoice Item Status	Open Order
Pending	n/a	Yes*
Approved/Sent	none	Yes*
Approved/Sent	Invoice Pending	Yes
Approved/Sent	Invoiced	Yes*
Received Partial	none	Yes*
Received Partial	Invoice Pending	Yes
Received Partial	Invoiced	Yes*
Received Complete	none	Yes*
Received Complete	Invoice Pending	Yes
Received Complete	Invoiced	No
Returned	none	No
Returned	Invoice Pending	No
Returned	Invoiced	No
Claimed	none	Yes*
Claimed	Invoice Pending	Yes
Claimed	Invoiced	Yes*

---

**Table 16-1. Open Orders**

Line Item Copy Status	Invoice Item Status	Open Order
Returned	none	No
Cancelled	none	No
Cancelled	Invoice Pending	No

As part of your preparation for Fiscal Period Close, we would recommend resolving certain situations, for example when the line item copy status is approved/sent or claimed but the invoice item status is invoiced or invoice pending.

**NOTE:**

No line item copy with an invoice item status of invoice pending is rolled-over under any circumstances.

While the above shows what appears, on the surface, to be illogical combinations, remember that it is possible to link line item copies to an invoice (invoice pending) or to approve payment for items (invoiced) without receiving them, just as it is possible to receive copies without invoicing them.

The goal of your pre-Fiscal Period Close preparation is to complete the order process for those items that have been received and are ready for payment in the current Fiscal Period. That is why a received complete/none line item copy appears on the report.

If you should pay for it in the current Fiscal Period, you can do so, changing the status to received complete/invoiced and thereby excluding it from rollover processing and the Open Order Report the next time it is run. (If the status received complete/none includes those items which are obtained without payment, that is, there are no Funds, you can complete those Purchase Orders to remove them from subsequent runs of the Open Order Report or leave them alone--since they carry no Funds, rollover processing ignores them.)

Any line item copy that qualifies as an open order eligible for rollover as described above, and that is of the Line Item Type/Purchase Order Type defined in a Rollover Rule, is rolled-over, regardless of any apparent anomaly between the line item copy status and its corresponding invoice status.

The exception to this is that no line item copy with an invoice item status of invoice pending is rolled-over. (If you want such a line item copy to be rolled-over, you should delete the line item copy from the unapproved invoice.) For information on what processing is done depending upon the statuses, see [Running the Fiscal Period Close \(FPC\) Batch Job](#) on [page 16-35](#).

**NOTE:**

Please note that some line items roll over as Total Commitments in the new ledger. These include line items that have a copy status of Approved or Received Partial and an invoice item status of Invoiced. For example, for a purchase order with one line item for \$20, where the copy status is Received Partial, the invoice item status is Invoiced and the ledger associated with the line item is set to rollover, the line item rolls over as a Total Commitment in the next fiscal period. The \$20 remains in the Total Expenditure portion of the previous fiscal period's ledger but is listed as a Total Commitment in the newly created ledger (the ledger that is created by running FPC.) You can remove such a Total Commitment by invoicing the line item at \$0 after the roll over.

Why does it work this way? Consider a serial subscription that has been invoiced (possibly along with several other subscriptions for the same vendor). Perhaps the pattern didn't begin until very late in the year; maybe the issues are back ordered or all issues are not yet received. For non-serial orders, if the line item is Approved and Invoiced, this means that you have paid for the item but have not yet received the item. You would want to roll over these line items into the next fiscal year and recommit the money for the subscription or item because you still expect to receive the issues or item, and you still expect to keep paying for it.

### **Define Rollover Rules (Required)**

---

The Rollover Rule governs the FPC process. It defines the Line Item types and Purchase Order Types that will rollover into the next fiscal period. Think carefully about how you define the Rollover Rule so that the open orders eligible for rollover are rolled over because you selected the appropriate Line Item Type/Purchase Order Type when defining the rule.

For example, in most cases, you want to rollover those line item copies for your serial subscriptions, continuations, memberships, and so on.

The Open Order Report includes the Line Item Type/Purchase Order Type for each line item copy listed. Perusal of the Open Order Report can assist you in defining your Rollover Rules.

### **Security for Defining the Rollover Rule**

---

To be authorized to define the rollover rule the **Fiscal Close Operations** check box ([Figure 16-1](#)) must be selected in the **Profile Values Cont.** tab of an operator's Acquisitions/Serials Security Profile. See the *Voyager System Administration User's Guide* for more information.

Edit Acquisition/Serials Profile:

Profile Name	Operator	Profile Values	Profile Values Cont.	Locations
<input checked="" type="checkbox"/> Add Update Ledger and Funds	<input checked="" type="checkbox"/> Add/Update Invoices			
<input type="checkbox"/> View-Only Ledgers and Funds	<input type="checkbox"/> View-Only Invoices			
<input checked="" type="checkbox"/> Delete Ledgers and Funds	<input checked="" type="checkbox"/> Delete Invoices			
<input checked="" type="checkbox"/> Change Fund Allocations	<input checked="" type="checkbox"/> Approve Invoices			
<input checked="" type="checkbox"/> Fiscal Close Operations	<input checked="" type="checkbox"/> Bindery-View Volume And Issue			
<input checked="" type="checkbox"/> Currency Maintenance	<input checked="" type="checkbox"/> Bindery-Edit Volume Level Data			
<input checked="" type="checkbox"/> EDI Incoming	<input checked="" type="checkbox"/> Bindery-Edit issue sequence for volumes			
<input checked="" type="checkbox"/> EDI Outgoing	<input checked="" type="checkbox"/> Bindery Print			
<input checked="" type="checkbox"/> Modify EDI Outgoing Messages	<input checked="" type="checkbox"/> Override Overexpend Warning			
	<input checked="" type="checkbox"/> Override Overcommit Warning			

**Figure 16-1. Profile Values Cont. tab**

The procedure for defining a Rollover Rule is shown in [Procedure 16-1, Defining a Rollover Rule](#).



### Procedure 16-1. Defining a Rollover Rule

Use the following to define a rollover rule.

1. Click the **Ledgers and Funds** bar in the listbar.

Result: The listbar displays the six Ledgers and Funds buttons: New Ledger, Search Ledgers, Search Funds, Currency, New Rollover Rule, and Search Rollover Rules.

2. There are a number of ways to create a new rollover rule.

- Click the **New Rollover Rule** button ([Figure 16-2](#)) in the listbar.

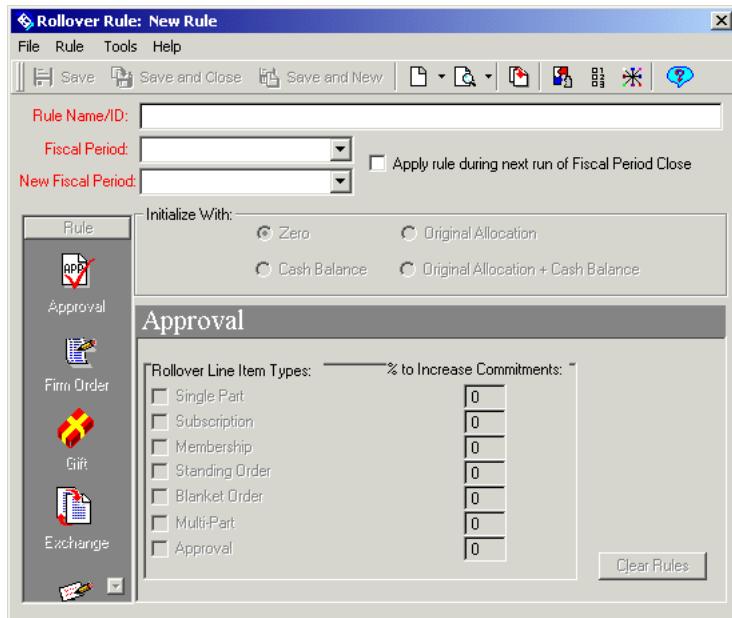


**Figure 16-2. New Rollover Rule button**

- Select **Ledgers and Funds** from the **View** menu and then select **New Rollover Rule** from the cascading menu.
- Press **Alt + V, L, R** on your keyboard.

Result: The **Rollover Rule** dialog box opens (see [Figure 16-3](#)).

---



**Figure 16-3. Rollover Rule dialog box**

3. Enter a Rule Name/ID in the **Rule Name/ID** field. This information is required in order for the Rollover Rule to be saved. Use up to 25 characters (alpha numerics, punctuation, or spaces)
4. Select the Fiscal Period to which the Rollover Rule applies from the drop-down menu in **Fiscal Period** field. This information is required in order for the Rollover Rule to be saved.

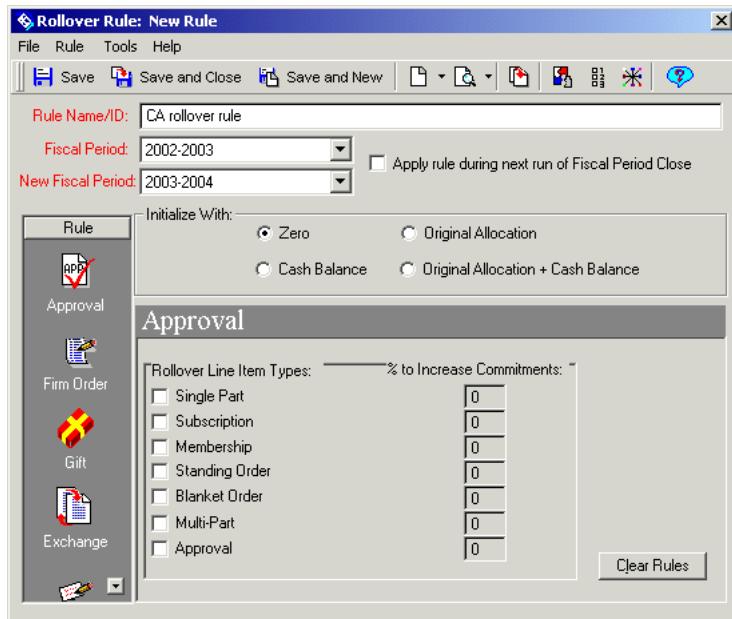
The selections in the drop-down menu come from the Fiscal Periods defined in the System Administration module. They appear in the order in which they were entered into the system, not necessarily chronological.

5. Select the New Fiscal Period to which you want to rollover Ledgers/Funds and open orders from the drop-down menu in the **New Fiscal Period** field.

The selections in the drop-down menu come from the Fiscal Periods defined in the System Administration module. Only the fiscal periods that are later than the fiscal period selected in the prior step appears in the drop-down menu. They appear in the order in which they were entered into the system, not necessarily chronological.

The Fiscal Periods selected are typically sequential from one chronological period to the next. However, it is possible to select a new fiscal period that is further in the future.

Result: After you have selected a New Fiscal Period, the other sections on the **Rollover Rule** dialog box containing the rest of the Rollover Rule information become available (see [Figure 16-4](#)).



**Figure 16-4.** Rollover Rule dialog box - identification information entered and additional information available

6. Click the **Apply rule during next run of Fiscal Period Close** check box if you want to use the Rollover Rule during the next run of Fiscal Period Close.

More than one Rollover Rule may have this check box selected. This option is useful because it allows you to designate which Rollover Rules are acceptable and unacceptable for use in Fiscal Period Close.

**NOTE:**

If you are setting up the rule only for future application, you may decide to leave it blank. Many people prefer to wait until just before running Fiscal Period Close before selecting this check box.

When you run the Fiscal Period Close program, it reads this indicator to see which rollover rule is ready to be applied and which Fiscal Periods/Ledgers are to be rolled-over. When the Fiscal Period Close program completes, it sets the check box back to blank and prevents editing or deletion of the Ledger/New Ledger information.

Rollover Rules remain online indefinitely. This allows you to review rules created and used for a previous years' Fiscal Period Close. However, once the Fiscal Period Close program is completed, the Rollover Rule becomes unavailable for future use.

7. In the Initialize With section of the **Rollover Rule** dialog box, select the initial allocation option to be used when the system creates a Ledger's Funds for the New Fiscal Period. The following initial allocation options are available.

- Zero
- Cash Balance
- Original Allocation
- Original Allocation + Cash Balance

Fiscal Period Close automatically creates a new Ledger/Funds for the New Fiscal Period using as a base the Ledger/Funds from the Fiscal Period to be closed. See [Assigning Rollover Rules to Ledgers on page 16-13](#).

**NOTE:**

You cannot change the structure of the new ledger created by Fiscal Period Close. The new ledger has the same structure as the ledger that was closed.

In creating the new funds, the system sets the initial allocation to the amount indicated by your choice.

- If you select the **Zero** radio button, the system sets the Initial Allocation in all of the new Funds to zero.
- If you select the **Cash Balance** radio button, the system sets the Initial Allocation in all of the new Funds to the remaining Cash Balances of the corresponding Funds from the Ledger to be rolled over.
- If you select the **Original Allocation** radio button, the system sets the Initial Allocation in all of the new Funds to the Original Allocation of the corresponding Funds from the Ledger to be rolled over.

- If you select the **Original Allocation + Cash Balance** radio button, the system sets the Initial Allocation in all of the new Funds to the sum of the Original Allocation and the remaining Cash Balances of the corresponding Funds from the Ledger to be rolled-over.
8. The following six Purchase Order Types are listed in the **Rule** listbar.

- Approval
- Firm Order
- Gift
- Exchange
- Depository
- Continuation

See [Running the Fiscal Period Close \(FPC\) Batch Job](#) on page 16-35 to see what happens when you select a Line Item Type/Purchase Order Type for rollover.

To define the rollover rules for a purchase order type, click the appropriate purchase order type button in the **Rule** listbar or select the appropriate purchase order type from the **Rule** menu.

Result: When you select a purchase order type, the bottom portion of the **Rollover Rule** dialog box displays the associated Line Item Types.

9. For each Purchase Order Type, click the check boxes next to the Line Item Types you want to roll over.

- If you want all line item copies of a Line Item Type rolled-over, click the check box next to the Line Item Type for EACH of the six Purchase Order Types or for as many Purchase Order Types as needed.
- If you want to commit in the New Fiscal Period an amount greater than the original amount committed in the Fiscal Period that is to be closed, enter the percentage increase in the **% to Increase Commitments** field beside the Line Item Type. The **% to Increase Commitments** field are only available for Line Item Types that have been selected for rollover.

The percent increase is applied to all line item copies of the Line Item Type for the Purchase Order Type.

For example, if you specified a 15% increase for the Subscription line item type for the Continuation purchase order type, this means that any such line item copy (that is ALSO an open order eligible for rollover), following rollover, has a commitment made in its New Fiscal Period's Fund an amount equal to its last Fiscal Period's commitment plus 15% of that amount.

The percentage increases are always applied to a past commitment, not to a past expenditure.

- If you want to commit the same amount in the New Fiscal Period's Ledger/Funds as used in the prior Fiscal Period's Ledger/Funds for the line item copies of this Line Item Type/Purchase Order Type, leave the % to Increase Commitments value set to the default of zero.
- If you do not want any of the open order line item copies of the Line Item Type/Purchase Order Type rolled over, leave the check box beside the line item type blank.

You can select as many Line Item Types as desired for any, some, or all of the Purchase Order Types, with or without percentage increases, as desired.

Only those line item copies that first qualify as an open order eligible for rollover are affected by the Rollover Rule.

10. Save the Rollover Rule.

- To save the Rollover Rule without closing the **Rollover Rule** dialog box, click the **Save** button or press **Alt + F, S** on your keyboard.
- To save the Rollover Rule and close the **Rollover Rule** dialog box, click the **Save and Close** button or press **Alt + F, A** on your keyboard.
- To save the Rollover Rule and create a New Rollover Rule, click the **Save and New** button or press **Alt + F, E** on your keyboard.
- To clear the Rollover Rule in order to re-enter information differently before saving, click the **Clear Rules** button or press **Alt + L** on your keyboard. A confirmation message displays. Click **Yes** to clear the information for the Rollover Rule. Click **No** to cancel the clearing of the information for the Rollover Rule.

11. Repeat these steps to create as many Rollover Rules as are needed to rollover Ledgers from the old Fiscal Period.

Result: A rollover rule is created.

---

### Assigning Rollover Rules to Ledgers

After the Rollover Rule has been created and saved, you must assign the rule to one or more Ledgers that you wish to rollover to the New Fiscal Period.

- A ledger can be assigned only one rule.
- If you have more than one Ledger, you need at least one rule.

- If you have more than one Ledger, you can have as many rules as you have Ledgers.
- If you have more than one Ledger, you can have the same rule applied to more than one Ledger.

A Ledger can be assigned to one Rollover Rule. However, a Rollover Rule can be used for more than one Ledger.

**NOTE:**

If you have applied Extended Fund Allocation in which you have used Funds from different Fiscal Periods/Ledgers and you intend to rollover any such line item copy, be sure that you do the following.

- Activate a Rollover Rule for each Fiscal Period/Ledger involved in an Extended Fund Allocation
- Treat the Line Item Type/Purchase Order Type the same in both rules

Otherwise, the system does not apply rollover.

If you have multiple line item copies for which you have used Funds from different Fiscal Periods/Ledgers and you intend to rollover more than one of those line item copies, be sure that you do the following.

- Activate a Rollover Rule for each Fiscal Period/Ledger involved
- Treat the Line Item Type/Purchase Order Type the same in both rules

Otherwise, the system does not apply rollover.



## Procedure 16-2. Assign Rollover Rules to Ledgers

Use the following to assign rollover rules to ledgers.

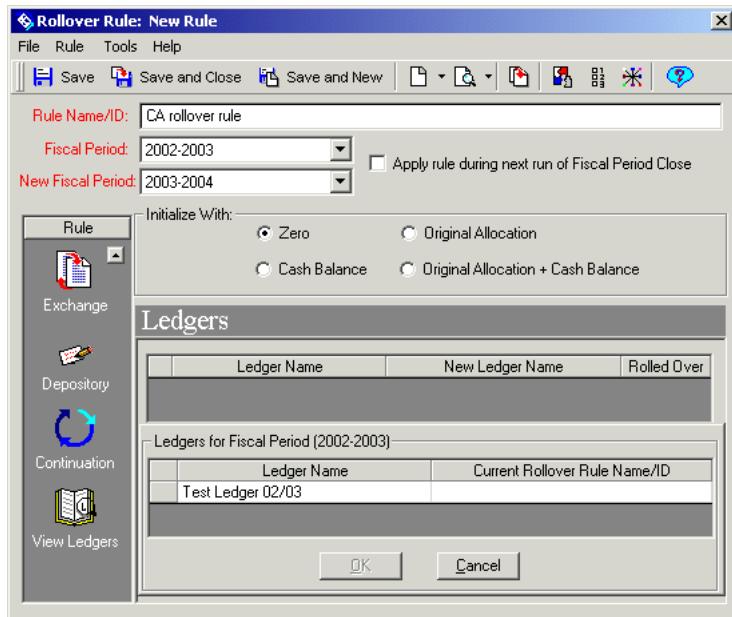
1. Click the **View Ledgers** ([Figure 16-5](#)) button in the **Rule** listbar, select **View Ledgers** from the **Rule** menu, or press **Alt + R, V** on your keyboard.



**Figure 16-5. View Ledgers button**

Result: The bottom section of the **Rollover Rule** dialog box displays two lists (see [Figure 16-6](#)).

- A list of ledgers that have already been assigned to the Rollover Rule (if this is a new Rollover Rule, no ledgers display in this list)
  - A list of ledgers for the Fiscal Period that are available to be assigned to the rollover rule (this list displays below the first list in a section called **Ledgers for Fiscal Period**)
- 



**Figure 16-6. Rollover Rule dialog box - Ledger section**

The first list displays the following information about each ledger in the list.

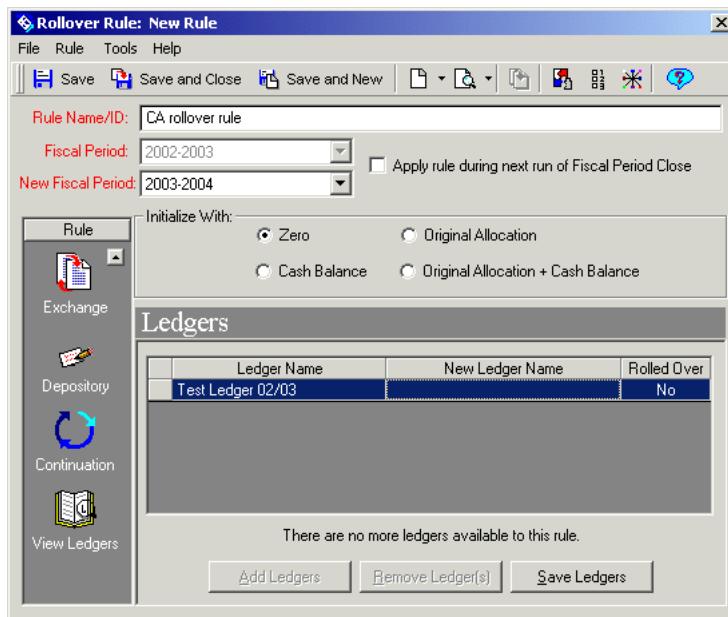
- The current name of the ledger
- The name that the ledger is given after rollover
- Whether or not the ledger has been rolled over

The second list, the **Ledgers for Fiscal Period** list, displays the Ledger Names and the rollover rule name/ID with which the ledger is currently associated.

2. In the **Ledgers for Fiscal Period** list, select the ledger that you want the rule applied to. Click the **OK** button.

Result: The bottom section of the **Rollover Rule** dialog box ([Figure 16-7](#)) displays the following information about the ledger you are adding, as well as any other ledgers that have previously been added.

- The name of the ledger for the current Fiscal Period (in the Ledger Name column)
- The column for the New Ledger Name
- Whether or not the ledger has been rolled over (in the Rolled Over column either Y = rolled over, N = not rolled over).



**Figure 16-7. Rollover Rule dialog box - Ledger section**

3. Enter the new ledger name to be used for the new fiscal period in the **New Ledger Name** field (see [Figure 16-8](#)). Follow the same rules for entering a Ledger Name.

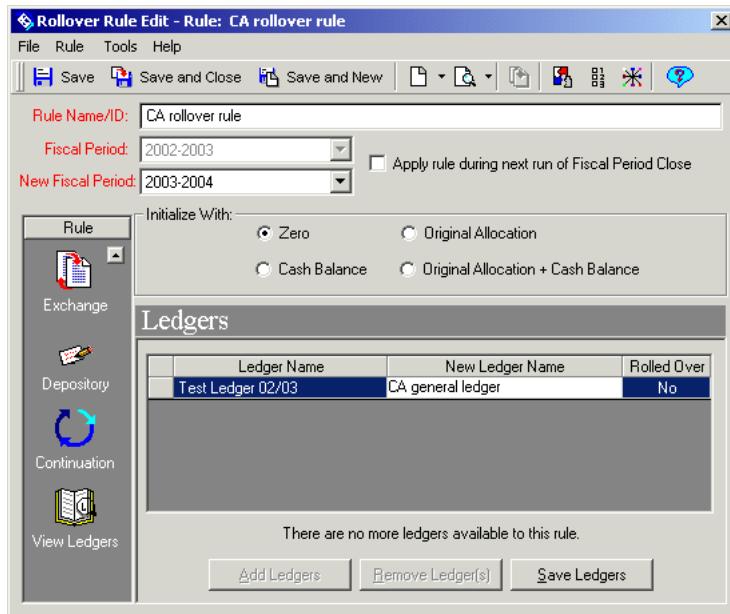
**NOTE:**

The **New Ledger Name** field is automatically selected. You can begin typing the name of the new ledger immediately. When you begin to type, the field changes from blue to white and the characters display.

The New Ledger Name may have the same name as the Ledger to be rolled-over but Endeavor recommends the addition of a time span to the Ledger Name to avoid any confusion, especially if you have overlapping Fiscal Periods, so that an operator could see Funds from two Fiscal Periods/Ledgers when working with Purchase Orders and Invoices.

Funds for the New Fiscal Period's Ledger are created using the same Fund Names as used in the Fiscal Period's Ledger that is being rolled-over.

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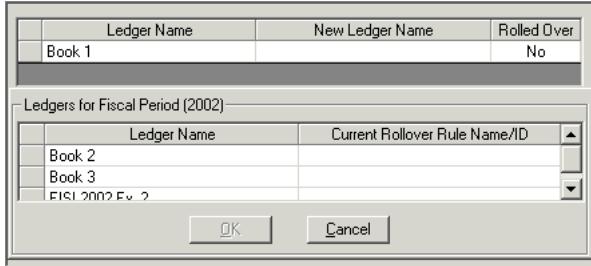
**Figure 16-8. The new ledger name is typed into the column**

4. If additional ledgers are available for use with this rule and you want to add them, click the **Add Ledgers** button or press **Alt + A** on your keyboard.

Result: The bottom section of the **Rollover Rule** dialog box displays (see [Figure 16-9](#)).

**OPTIONAL:**

5. *If you want to add another ledger highlight it from the bottom box and click **OK**.*



**Figure 16-9. Rollover Rule dialog box - added ledger moved to the first list**

**OPTIONAL:**

6. If you want to remove the ledger, or any other ledgers, from the first list containing ledgers that have been added to the Rollover Rule, click the ledger(s) and click the **Remove Ledger(s)** button or press **Alt + R** on your keyboard.

To select more than one ledger, hold down the **Ctrl** key on your keyboard when clicking the ledgers. A confirmation message displays if you have selected to use the deletion reminder option on the Sounds and Animation tab of your Session Preferences (see [Sounds and Animation Tab on page 18-14](#) for more information.)

Click the **Yes** button to continue. Click the **No** button to cancel the removal of the ledger. If you have not selected to use the deletion reminder option, you do not receive a confirmation message.

7. Save the Rollover Rule.
  - To save the Rollover Rule without closing the **Rollover Rule** dialog box, click the **Save** button or press **Alt + F, S** on your keyboard.
  - To save the Rollover Rule and close the **Rollover Rule** dialog box, click the **Save and Close** button or press **Alt + F, A** on your keyboard.
  - To save the Rollover Rule and create a New Rollover Rule, click the **Save and New** button or press **Alt + F, E** on your keyboard.
  - To clear the Rollover Rule in order to re-enter information differently before saving, click the **Clear Rules** button or press **Alt + L** on your keyboard. A confirmation message displays. Click **Yes** to clear the information for the Rollover Rule. Click **No** to cancel the clearing of the information for the Rollover Rule.

Result: The rollover rule is created and ledgers are assigned.

## Rollover Rules Eligibility

The following are rollover rules eligibility considerations.

- Line items on purchase orders with user-defined purchase order types are not eligible for rollover. Only line items on purchase orders with system-defined purchase order types are eligible for rollover. The six system-defined purchase order types are: Approval, Continuation, Depository, Exchange, Firm Order, and Gift. See the *Voyager System Administration User's Guide* for more information about user-defined purchase order types.
- A line item is eligible for rollover if any one of its copies are eligible for rollover.
- A copy is eligible for rollover if any part of its cost is to be paid from a the following.
  - a. Ledger that is being rolled over
  - b. If the rollover rule for that ledger has the appropriate check box marked for the given purchase order type and line item type
- An eligible copy is rolled over if and only if it is also qualified for rollover.
- Many conditions can disqualify an otherwise-eligible copy from being rolled over, including (but not limited to) the following.
  - a. having an invoice pending
  - b. having been canceled or returned
  - c. having its cost split between funds from two or more different ledgers with incompatible rollover rules
  - d. missing or unreadable cost information
  - e. different copy increase for the line item price
  - f. having been pre-paid on the purchase order
- Copies that are both eligible and qualified are rolled over successfully and logged as such.
- Copies that are eligible but not qualified are logged with an error code that indicates why they were disqualified.
- Copies that are not eligible but belong to an eligible line item are logged as ineligible.
- Copies that are not eligible and belong to ineligible line items do not appear at all in the log.

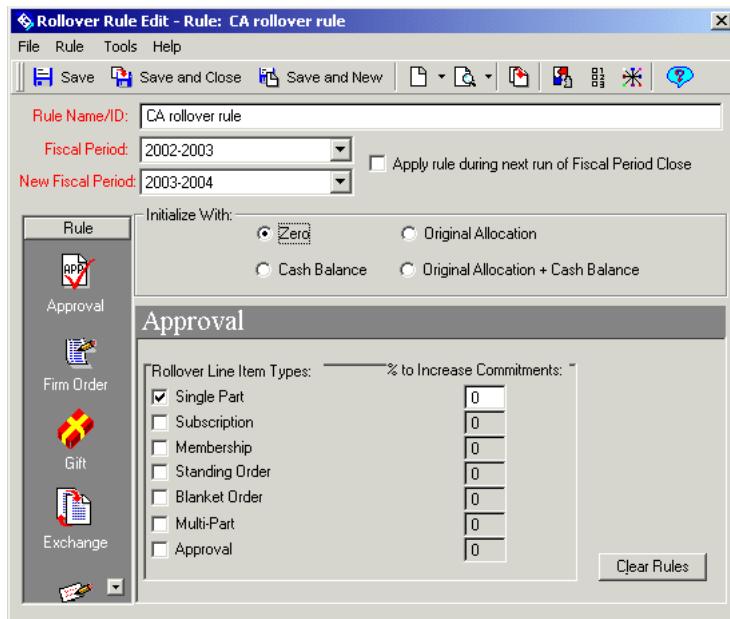


### Procedure 16-3. Editing a Rollover Rule

Use the following to edit a Rollover Rule.

1. Search for a rollover rule (see [Quick Searches](#) on [page 2-5](#)) or a standard search (see [Standard Searches](#) on [page 2-2](#).) Click the rollover rule that you want to edit from the search results list and click the **Edit** button (or press **Alt + E** on your keyboard.)

Result: The rollover rule opens in the **Edit Rollover Rule** dialog box (see [Figure 16-10](#)).



**Figure 16-10. Edit Rollover Rule dialog box**

2. Edit the rollover rule as wanted. For detailed explanations of the different parts of a rollover rule, see [Define Rollover Rules \(Required\)](#) on [page 16-7](#).
3. After changing any data, click the **Save** button.

Result: The wanted information is edited.

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#### Procedure 16-4. Deleting a Rollover Rule

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Use the following to delete a Rollover Rule.

**NOTE:**

A rollover rule cannot be deleted if ledgers are assigned to it.

1. Search for a rollover rule (see [Quick Searches on page 2-5](#)) or a standard search (see [Standard Searches on page 2-2](#).) Click the rollover rule that you want to edit from the search results list and click the **Edit** button (or press **Alt + E** on your keyboard.)

Result: The rollover rule opens.

2. Select **Delete** from the **File** menu or press **Alt + F, D** on your keyboard.

Result: A confirmation message, *Are you sure you wish to delete this rollover rule?* displays if you have selected to use the deletion reminder option on the **Sounds and Animation** tab of your Session Preferences (see [Sounds and Animation Tab on page 18-14](#) for more information.) If you have not selected to use the deletion reminder option, you do not receive a confirmation message.

3. Click the **Yes** button to continue with the deletion. Click the **No** button to cancel the deletion.

Result: If clicked **Yes**, the rule is deleted.

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#### Set the Rollover Rule's Action Indicator

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Many people wait until just before running Fiscal Period Rollover before enabling a rollover rule for use. If you have not already enabled this and are ready to enable the Rollover Rule for use, do the following.

- Search for the Rollover Rule you want to enable (see [Quick Searches on page 2-5](#)) or a standard search (see [Standard Searches on page 2-2](#).)

- 
- Once you have displayed the Rollover Rule, click the **Apply rule during next run of Fiscal Period Close** check box to enable the Rollover Rule for use during the next run of Fiscal Period Close. More than one Rollover Rule may have this check box selected.

When you run the Fiscal Period Close program, it reads this indicator to see which rollover rule is ready to be applied and what Fiscal Periods/Ledgers are to be rolled-over. When the Fiscal Period Close program completes, it sets the check box back to blank and prevents editing or deletion of the Ledger/New Ledger information. The Rollover Rule can be reassigned to other Fiscal Periods/Ledgers for the next time you run Fiscal Period Close. Rollover Rules remain online indefinitely.

### **Create and Review Fund Snapshot Report (Optional, Strongly Recommended)**

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To review your fund balances at any time, run the batch program on the Voyager server to produce the Fund Snapshot Report. This creates an input file which is automatically FTPed to your workstation when you open the Voyager Reports module. That module creates a Microsoft Access® database with this input file and permits you to print the report on a network printer. Changes to the format/layout of the report can be made by changing the template used in Access. See the *Voyager Reporter User's Guide* for more information.

The Fund Snapshot Report provides you with a printed version of the Ledgers/Funds for one or all Fiscal Periods. The report is sorted by Fiscal Period/Ledger/Funds, with Funds presented in alphabetical order. Amounts as shown in Funds are always in your base currency.

The Fund Snapshot Report allows you to monitor before and after Fiscal Period Close. Producing the report after you have completed your preparations for Fiscal Period Close shows you the Original and Net Allocations and the remaining Cash Balances in the Ledgers/Funds of the Fiscal Period which you plan to close. Producing the report again for the New Fiscal Period immediately after running Fiscal Period Close allows you to check and see that Funds were rolled over correctly for the New Fiscal Period by comparing the reports for the predecessor and successor Fiscal Periods/Ledger/Funds.

This report can be produced at any time during any Fiscal Period should you need a printed report to show current fund balances.

### **Create and Review Open Order Report (Optional, Strongly Recommended)**

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To review your open orders at any time, run the batch program on the Voyager server to produce the Open Order Report. This creates an input file which is automatically FTPed to your workstation when you open the Voyager Reporter module. The Voyager Reporter module creates a Microsoft Access database with this input file and permits you to print the report on a network printer. Changes to the format/layout of the report can be made by changing the template used in Access. See the *Voyager Reporter User's Guide* for more information.

The Open Order Report provides you with a printed version of the open orders for one or all Fiscal Periods. The report may be produced by Order Site/Ledger/Fiscal Period (or all) and is then sorted by Purchase Order Number. Amounts as shown are always in the currency used in the Purchase Order. (This may not be the base currency used in your Ledgers/Funds.) The report shows the Purchase Order, the vendor, and the Purchase Order Type. For each line item, the report includes the line item number (if applicable--none exist for pending orders), title, copy sequence number, Intended Location, Line Item Type, line item copy status, invoice item status, fund and amount.

Use the report to prepare your Rollover Rules and to close out orders that need to be paid for in the current Fiscal Period.

Pay particular attention to the following.

- repeated line item numbers. This means that you have multiple copies on the line item possibly eligible for rollover; if these are to be rolled over, all of the Funds involved need to be in Fiscal Periods/Ledgers scheduled for rollover. If more than one Rollover Rule applies to the involved Fiscal Periods/Ledgers, each Rollover Rule must treat the Line Item Type/Purchase Order Type of the multiple line item copies in the same way for rollover to occur. (If you are running the report for a specific Fiscal Period or Ledger and other Fiscal Periods or Ledgers are involved due to multiple Funds for multiple copies, the report shows the Funds from those other Fiscal Periods or Ledgers for any such line item.)
- repeated copy sequence numbers. This means that you have used Extended Fund Allocation on the line item copy. If the line item copy is to be rolled over, all of the Funds involved need to be in Fiscal Periods/Ledgers scheduled for rollover. If more than one Rollover Rule applies to the involved Fiscal Periods/Ledgers, each Rollover Rule must treat the Line Item Type/Purchase Order Type of the line item copy in the same way for rollover to occur. (If you are running the report for a specific Fiscal Period or Ledger and other Fiscal Periods or Ledgers are involved due to Extended Fund Allocation, the report shows the Funds from those other Fiscal Periods or Ledgers for any such line item.)

- anomalous line item copy/invoice item status combinations. This means that you have ambiguous situations that may require resolution before the end of the current Fiscal Period depending upon your local practices or requires resolution if you want rollover to take effect on certain line item copies. Remember that any line item copy with an invoice item status of invoice pending is not eligible for rollover; the invoice should either be approved or the line item copy deleted from the invoice.

Of the combinations that make an open order eligible for rollover (for a complete listing of all combinations, see [Define Rollover Rules \(Required\) on page 16-7](#)), consider the following choices.

Action	Definition
Pending (not applicable)	In all likelihood, needs to be changed to another status by approving the Purchase Order. Decide if you want to rollover pending line item copies at all; some might be deleted altogether.
Approved-Sent/none	Likely candidate for rollover (unless such practice not permitted by your institution. If the latter applies, complete such Purchase Orders and then recreate new ones after rollover using your New Fiscal Period Ledgers/Funds.)
Approved-Sent/Invoiced	In all likelihood, needs to be received in the current Fiscal Period and (possibly) eliminated as eligible for rollover.
Received Partial/none	Likely candidate for rollover; may need to be invoiced in the current Fiscal Period.
Received Partial/Invoiced	Likely candidate for rollover.
Received Complete/none	In all likelihood, needs to be invoiced in the current Fiscal Period and eliminated as eligible for rollover.
Claimed/none	Likely candidate for rollover.
Claimed/Invoiced	In all likelihood, needs to be received in the current Fiscal Period and (possibly) eliminated as eligible for rollover.

Producing the Open Order Report, after you have completed your preparations for Fiscal Period Close, shows the results of your preparations. Due to local practices and circumstances, the report at this point could show only those line item copies that are rolled-over. (However, be aware that an open order is not necessarily one that is eligible for rollover.)

Producing the report again for the New Fiscal Period immediately after running Fiscal Period Close allows you to check and see that open orders eligible for rollover were rolled over correctly for the New Fiscal Period by comparing the after report with the before report.

This report can be produced at any time during any Fiscal Period should you need a printed report to show open orders.

## **Before Running Fiscal Period Close**

In order to make sure that you can monitor Fiscal Period Close operations, you need to block any online operations that would affect Fund balances, Rollover Rules, or changes to the status of any line item copy. In order to accomplish this and to provide for a safety net, certain procedures should be followed. This requires the cooperation of whoever is responsible for running batch jobs on the Voyager server as well as staff who use the Acquisitions module. You should schedule Fiscal Period Close processing at a time that has the least impact on library staff.

You may want to set the fund dates beyond the actual dates to rollover so that your fiscal period close has some built in safety nets. In addition, we strongly encourage you to perform a trial run of Fiscal Period Close.

## **Back Up Your System (Optional, Recommended)**

Voyager includes batch operations called Pfpc\_save and Pfpc\_restore. The Pfpc\_save batch operation allows you to save your Acquisitions data before running Fiscal Period Close. If you perform the Pfpc\_save batch operation before running Fiscal Period Close, you are able to use the Pfpc\_restore batch operation to restore your Acquisitions data to its pre-rollover condition if any problems should occur. These batch operations save and restore only your Acquisitions data, without affecting the other Voyager modules. See [Backing Up Your Acquisitions Data \(Strongly Recommended\)](#) on [page 16-34](#) for more information about the Pfpc\_save batch operation. See [Restoring Your Acquisitions Data After Fiscal Period Close Processing](#) on [page 16-36](#) for more information about the Pfpc\_restore batch operation.

Normally, running the Pfpc\_save batch operation suffices to ensure that your pre-rollover Acquisitions data is available for restore in the case of problems. However, to take further precautions, you can perform a full backup of your Voyager database before you initiate Fiscal Period Close (full back-ups should already be part of your site's normal operating procedures.)

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This full database backup is the only way to ensure that you are able to restore your Acquisitions data to its pre-rollover condition if you fail to perform the Pfpc\_save operation before Fiscal Period Close.

**! IMPORTANT:**

*If you do not perform either the Pfpc\_save operation or a full database back-up, there is no method by which you can recover your pre-rollover Acquisitions data. Be aware that Endeavor Customer Support cannot assist you with any problems if you did not perform a backup.*

**NOTE:**

Scheduling is important here because if a database restoration from the full backup becomes necessary, the entire Voyager database is restored to its condition at the time of back-up. This obviously has an impact on other library operations. For example, you perform Fiscal Period Close over a weekend when no other library staff is using the system. If you want all (not just Acquisitions/Serials) staff to resume normal operations on Monday morning, you need to determine if a database restoration needs to be done before then. If you delay that decision until Monday afternoon and staff works on the database on Monday (that is, creates new bibliographic records), all of Monday's work is lost when the database is restored.

See the *Voyager Technical User's Guide* for information about running a full database backup.

### **Disable Online Operators (Required)**

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The system must be set to prevent sign-on to the Acquisitions/Serials module while rollover processing is taking place (be aware that this includes operators authorized only for Serials Check-In). There are two ways to turn off access to Acquisitions.

- You can change the permissions on the Acq server so that staff cannot access it.
  1. From `m1/voyager/xxxdb/sbin`, enter  
**chmod 400 Pacqsvr** to turn off access.
  2. Then check for any running processes, enter  
**ps -ef | grep acq**
  3. If you see any processes (processing other than the grep for acq), kill that process by entering  
**kill <process id no.>**

- You can also change the Acq Security Profiles for your Acquisitions operators in System Administration. If most of your online operators use the same security profile, this task can be easily performed by temporarily removing create/update authorization for Purchase Orders, Invoices, and Ledgers/Funds from the security profile or switching operators to another security profile specifically designed for this purpose. If any operators have their own security profiles, you can either alert them to the situation or temporarily change their authorization levels as well.

**NOTE:**

Other parts of the system that require access to data in this module (for example, the Public Access module to show on-order data) can retrieve data for display purposes. Although there could be slight increases in response times since the system temporarily locks records while updating them as part of the rollover processing, it is unlikely that any such delays are significant or even noticeable.

You may still need a period of time before and after the rollover processing in which only those involved in Fiscal Period Close should have access to the Acquisitions records while you are resolving issues with existing records. Unless you are confident that operators refrain from using the system during these time periods, the only certain way to block access is to temporarily change the security profiles for those operators.

If you find discrepancies after Fiscal Period Close and did not control access to the module, it is difficult if not impossible to pinpoint the cause(s). Endeavor Customer Support asks about your security procedures should you report a problem.

Since you must block access to the module while Fiscal Period Close processing is underway, we would recommend initiating the process outside normal working hours.

## **Fiscal Period Close Processing**

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When you initiate Fiscal Period Close processing, the system performs various operations. The description that follows does not necessarily reflect the exact order in which the system actually executes all the steps. It is intended to explain conceptually what happens during the processing.

- The system finds the Rollover Rule that is checked as ready for processing.
- (Optional) The system identifies and runs the Fund Snapshot and Open Order Reports for the Fiscal Period/Ledger(s) to be rolled over; the Order Site selection for the Open Order Report is set to all. (If you want to

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produce these reports you must instruct the system to run it in your command line, see [Running the Fiscal Period Close \(FPC\) Batch Job](#) on [page 16-35](#).

- The system creates the New Fiscal Period/Ledger, using the New Ledger Name and replicating the Override Rules used in the Fiscal Period/Ledger that is to be rolled-over (except that Freeze Dates are set to blank).
- For each Fund in the Fiscal Period/Ledger to be rolled over, the system creates a new Fund in the New Fiscal Period/Ledger, replicating the same fund hierarchy and using the same Fund Name, Category, Type, and Override Rules as before for each Fund.
- For each new Fund in the New Fiscal Period/Ledger, the Begin/End Dates are set to those of the New Fiscal Period. The Freeze Date in each new Fund's Override Rules is set to blank.
- The Original Allocation of each new Fund is set to the amount as determined in the Rollover Rule.
- The system locates each line item copy that qualifies as an open order eligible for rollover, that used a Fund from the Fiscal Period/Ledger that is being rolled-over, and that is a Line Item Type/Purchase Order Type selected for rollover in the applicable Rollover Rule.
- For each such line item copy, the system determines the monetary amount that was committed from the prior Fiscal Period's Ledger/Fund(s).
- This amount is de-committed from the applicable Fund(s) resulting in adjustments to either Commitments Pending (if line item copy status is pending) or Commitments Total and the Available Balance (if the line item copy status is either approved/sent, received partial, or claimed).
- If the line item copy has an invoice item status of invoiced, no de-commit is made.
- The system then adds to this amount any percentage increase for that Line Item Type/Purchase Order Type as specified in the Rollover Rule.
- If the line item copy in the prior Fiscal Period had an Extended Fund Allocation, the system replicates the same percentage distribution for the New Fiscal Period.
- In an Extended Fund Allocation, the system uses the following rules.
  - a. Funds involved belong to the same Ledger - apply rollover rule and preserve previous percentage allocation.
  - b. Funds involved belong to different Ledgers with same Rollover Rule - apply rollover rule and preserve previous percentage allocation (provided the Ledgers are all selected for rollover; if not, the system does not rollover the line item copy.)

- c. Funds involved belong to different Ledgers with different Rollover Rules that treat the Line Item Type/Purchase Order Type the same - apply rollover rule and preserve previous percentage allocation (provided that all Rollover Rules are active for Fiscal Close Processing and the Ledgers are all selected for rollover; if one or the other is not true, the system does not rollover the line item copy.)
  - d. Funds involved belong to different Ledgers with different Rollover Rules that treat the Line Item Type/Purchase Order Type differently. That is, one has rollover, the other no rollover, or one has rollover with same amount, the other rollover with percentage increase of x, or one has rollover with percentage increase of x, the other rollover with percentage increase of y, the system does not rollover the line item copy.
- For multiple line item copies using Funds from multiple Fiscal Periods/Ledgers, the system does not rollover if the following occurs.
    - a. One or more of the involved Fiscal Periods/Ledgers are not being rolled-over.
    - b. Rollover Rules for the different Fiscal Periods/Ledgers treat the Line Item Type/Purchase Order Type differently. That is, one has rollover, the other no rollover, or one has rollover with same amount, the other rollover with percentage increase of x, or one has rollover with percentage increase of x, the other rollover with percentage increase of y.
  - The system then commits the amount determined in the New Fiscal Period's Ledger/Fund(s), adjusting the Commitments Total and Available Balance (the system acts in the same way as when you approve a Purchase Order online except that adjusting the Commitments Pending step is skipped altogether.)

If the line item copy had been invoiced from the prior Fiscal Period, the invoice item status for the line item copy is set to blank.

This step is necessary to accommodate multiple invoicing for the line item copy; when a line item copy is linked to a subsequent invoice, the pre-existence of a status of invoiced means that approval of the subsequent invoice results in no de-commit from the applicable Fund(s), only expends. If the line item copy is rolled-over, a commitment is made and the first invoice in the New Fiscal Period must be able to de-commit and expend to keep the Fund(s) in proper balance.

When Copies/Funds for the line item is next displayed, the display shows the New Fiscal Period's Ledger/Fund(s) for the line item copy.
  - After completing the process as needed for any other line item copy, the system recalculates and then updates the line item's **Price** field.

---

If, for multiple copy line items, rollover applies to only one or more of the multiple copies (that is, if at least one copy was not rolled-over), the number of copies reflected in the **Price** field remains as it was originally, but the Price is the amount rolled-over (which, according to the Rollover Rule is the same as in the prior Fiscal Period or the same amount plus the percentage increase specified in the rule for that Line Item Type/Purchase Order Type.)

That amount, times the original number of copies, is the recalculated total for the line item.

The actual price paid for any line item copy not rolled-over remains in its linked invoice(s).

- For any Purchase Order which has had at least one line item copy rolled-over and the Other Charges are still assigned to their old Funds, rollover is applied in the same way as for any line item copy (provided that the Funds used are in a Fiscal Period/Ledger being rolled-over--otherwise, no rollover occurs), that is, a de-commit is made in the prior Fiscal Period's Fund (no de-commit if a line item copy on the Purchase Order was invoiced) and a new commit in the same amount is made in the New Fiscal Period's Fund.
- After completing the process as needed for any other line items, the system recalculates totals and updates the Line Item Subtotal, Other Charges, and Total PO Amount.

**NOTE:**

Other Charges do not rollover.

- The system repeats this process for any other qualified line item copies in any other qualified Purchase Orders.
- (Optional) The system runs the Fund Snapshot and the Open Order Reports for the New Fiscal Period Ledger/Funds. The Order Site selection for the Open Order Report is set to "all." (If you want to produce these reports you must instruct the system to run it in your command line, see [Running the Fiscal Period Close \(FPC\) Batch Job](#) on [page 16-35](#).)
- The system repeats the whole process for any other Fiscal Periods/ Ledgers linked to the Rollover Rule.
- The system repeats the whole process for any other Rollover Rule ready for processing.

**NOTE:**

Running the Fiscal Period Close batch job does not produce any reports unless specified by the user. They are now optional reports. The default is to not generate the open orders (before and after), the fund snapshot (before and after), or the rollover status reports. If you want to generate these reports you must add

the appropriate argument in the command line, [Running the Fiscal Period Close \(FPC\) Batch Job on page 16-35](#).

## **Analyzing Results & Making Corrections (Optional, Strongly Recommended)**

---

You can use the before and after versions of the Fund Snapshot and Open Orders Reports, if you chose to generate them, to either spot-check or completely review the rollover processing. If you ran these reports to use during your preparation activities, you want to make sure that you do not use those for your analysis since they may be outdated (unless of course you ran them immediately prior to initiating Fiscal Period Close processing as a double check on the before reports.) Depending on local circumstances, entries on the Open Order Report may not have been affected by rollover.

### **Checking New Ledgers/Funds**

---

Use the before Fund Snapshot to identify the Original Allocation and/or Cash Balance amounts that should have been used when the new Funds' Original Allocations were created as shown in the after Fund Snapshot. If a few discrepancies are noted or if amounts need to be shifted between or among new Funds, Endeavor recommends that you make these adjustments manually online. (You may also now decide what Ledgers/Funds need adjustments to Begin/End Freeze Dates; those changes must be done manually online.)

The after Fund Snapshot also shows for each new Ledger/Fund the amounts committed through the rollover processing.

If you discover extensive problems at this point (either due to system malfunction or to a mistake in defining the applicable Rollover Rule), the only alternative is to restore the Voyager database from the last back-up.

**NOTE:**

To avoid this situation, define your Rollover Rules carefully. In order to handle this situation should it occur, schedule Fiscal Period Close processing to allow sufficient time to review results so that, if needed, a database restoration can be accomplished without significantly affecting other library operations.

### **Checking Open Order Rollover**

---

Use the before and after Open Order Report to compare open orders as they existed prior to and following Fiscal Period Close processing to make sure that rollover was applied properly for the New Fiscal Period.

---

If you discover extensive problems at this point (either due to system malfunction or to a mistake in defining the applicable Rollover Rule), the only alternative is to restore the Voyager database from the last backup.

**NOTE:**

To avoid this situation, define your Rollover Rules carefully. In order to handle this situation should it occur, schedule Fiscal Period Close processing to allow sufficient time to review results so that, if needed, a database restoration can be accomplished without significantly affecting other library operations.

### **Re-enable Online Operators (Required)**

Once you have determined that Fiscal Period Close processing is complete and correct, you must restore access to operators if you changed permissions for the Acq server or if you changed operators' security authorizations temporarily to prevent access before or after processing.

After rollover processing has completed, to change the permissions on the Acq server so that staff can once again access the Acquisitions module, enter the following.

```
chmod 750 Pacqsvr
```

### **Adjust Funds**

If you have not already done so, you should now decide which New Fiscal Period's Ledgers/Funds need adjustments to Begin/End Freeze Dates. These changes must be done manually online.

## **Running the Fiscal Period Close Batch Programs**

Before proceeding with any of the steps concerning Fiscal Period Close, you should schedule time to perform a trial run so that you are familiar with the process. Also, in order to prepare for the operation, you can produce (again through a batch program) two reports, the Fund Snapshot and Open Order Reports.

Dangers exist in running batch operations. For example, you could lose work you performed in Acquisitions if you were to make changes to ledgers while someone ran the Fiscal Period Close process.

Endeavor distributes a script that is executed on your Voyager server to run Fiscal Period Close. If you want, you can also have before and after Open Order and Fund Snapshot reports produced.

## **Issues to Consider Before Running Batch Jobs**

---

There are several issues to consider while still in the Acquisitions module. These issues include setting up your rollover rules. See [Preparing for Fiscal Period Close](#) on [page 16-3](#) for details that you should seriously consider before running the Fiscal Period Close batch programs.

- Define the Next Fiscal Period (Required). See [Define the Next Fiscal Period \(Required\)](#) on [page 16-3](#).
- Review Fund Names (Optional). See [Review Fund Names \(Optional\)](#) on [page 16-4](#).
- Define Rollover Rules (Required). See [Define Rollover Rules \(Required\)](#) on [page 16-7](#).
- Identify Open Orders (Optional, Strongly Recommended). See [Identify Open Orders \(Optional, Strongly Recommended\)](#) on [page 16-4](#).
- Assign Rollover Rules to Ledgers (Required). See [Assigning Rollover Rules to Ledgers](#) on [page 16-13](#).
- Set the Rollover Rule's Action Indicator. See [Set the Rollover Rule's Action Indicator](#) on [page 16-21](#).
- Create and Review Fund Snapshot Report (Optional, Strongly Recommended). See [Create and Review Fund Snapshot Report \(Optional, Strongly Recommended\)](#) on [page 16-22](#).
- Create and Review an Open Order Report (Optional, Strongly Recommended). See [Create and Review Open Order Report \(Optional, Strongly Recommended\)](#) on [page 16-23](#).

Whoever is responsible for scheduling Fiscal Period Close processing should schedule it at a time that has the least impact on library staff. You may want to set the fund dates beyond the actual dates to rollover so that your fiscal period close has some built in safety nets.

In addition, performing a trial run of Fiscal Period Close should be seriously considered.

---

## Batch Jobs

---

The three batch jobs that can be performed as part of your fiscal period close procedures are as follows.

- Pfpc\_save
- Pfpc\_run
- Pfpc\_restore

Before proceeding with these steps, do the following.

- Make sure that you read the all of the sections between Before Running Fiscal Period Close to Final Steps in this chapter.
- Shut Down Acquisitions

### Shutting Down Acquisitions

Please refer to the section Disable Online Operators (see [Disable Online Operators \(Required\)](#) on [page 16-26](#)) for details regarding disabling online operators.

It is best to initiate the process outside normal working hours so that no one is running any part of the Acquisitions module. In theory, someone could be running Acquisitions if they are using ledgers that are not going to be rolled over. However, if you have to restore the database for any reason, those changes using those ledgers are not saved. We consider this a big risk and advise shutting down the entire Acquisitions module.

### Backing Up Your Acquisitions Data (Strongly Recommended)

Before initiating Fiscal Period Close, you should run the Pfpc\_save batch job to back-up your Acquisitions data. If this is done, you are able to use the Pfpc\_restore batch job to restore your Acquisitions data to its pre-rollover condition if any problems should occur (see [Restoring Your Acquisitions Data After Fiscal Period Close Processing](#) on [page 16-36](#) for more information.)



#### IMPORTANT:

*If you do not run Pfpc\_save, performing a backup of the entire Voyager system would be the only way to ensure that your Acquisitions data could be restored to its pre-rollover condition if problems should occur. However, it is important to note that using a backup of the entire Voyager system to restore data restores not only your Acquisitions data to its condition at the time of backup, but also all data from other Voyager modules (Circulation,*

*Cataloging, and so on). Therefore, running Pfpc\_save is the safest and easiest way to ensure that you can restore your Acquisitions data to pre-rollover its condition without affecting any of the other Voyager modules. See [Back Up Your System \(Optional, Recommended\)](#) on page 16-25 for more information supporting the save procedure.*

From the /m1/voyager/xxxdb/sbin directory enter the following.

**Pfpc\_save**

The saved file is located in the /m1/voyager/xxxdb/dump directory and has a name of fpc\_<time>.dmp (where xxx is the name of your database and <time> is the time stamp).

For example, fpc\_970417105623. This saved file was created on April 17, 1997 at 10:56 am.

We suggest that you leave this file in the directory until you have completed a weeks worth of Acquisitions processing and are sure you do not need this back up file. When you are certain that you don't need the database back up, you can delete it from the directory.

### **Running the Fiscal Period Close (FPC) Batch Job**

Before you run the batch job, make sure the Rollover Rule(s) you are using have the **Apply rule during next run of Fiscal Period Close** check box selected (see [Create and Review Fund Snapshot Report \(Optional, Strongly Recommended\)](#) on page 16-22 for more information.)

#### **Run FPC without Producing Any Reports**

From the /m1/voyager/xxxdb/sbin directory enter the following.

**Pfpc\_run**

#### **Run FPC with Producing Reports:**

From the /m1/voyager/xxxdb/sbin directory enter the following.

**Pfpc\_run**

Then enter any or all of the following arguments.

-ro to generate the Open Orders reports.

-rf to generate the Fund Snapshot reports.

-rr to generate the Rollover Status reports.

---

These options can be combined to produce all reports by entering the following command.

**Pfpc\_run -ro -rf -rr**

See [Fiscal Period Close Processing](#) on page 16-27 and [Analyzing Results & Making Corrections \(Optional, Strongly Recommended\)](#) on page 16-31 for information about what happens when you run the batch program and what to do after that processing is completed.

## Restoring Your Acquisitions Data After Fiscal Period Close Processing



### IMPORTANT:

*DO NOT USE UNLESS THERE IS A PROBLEM THAT CALLS FOR THE RESTORATION OF YOUR ACQUISITIONS DATA TO HOW IT WAS BEFORE YOU RAN FISCAL PERIOD CLOSE.*

From the /m1/voyager/xxxdb/sbin directory enter the following where *<Saved File>* is the name of the saved file located in the /m1/voyager/xxxdb/dump directory (where *xxx* is the name of your database).

**Pfpc\_restore <Saved File>**

The saved file has a name of *fpc\_<time>.dmp* (where *<time>* is the time stamp). For example, *fpc\_970417105623*. This saved file was created on April 17, 1997 at 10:56 am.

You can also type just the time stamp with or without the *.dmp* extension. Voyager continues to look for the file. In addition, you can also copy the file and rename it.

---

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## Contents

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### **Introduction**

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Using your Session Defaults, you can automatically apply certain values to newly-created records. These default values help simplify the set-up of your records and increase the efficiency of your Acquisitions processing. You may define as many or as few defaults as you like.

Voyager retains each operator's Session Defaults between sessions. To achieve this, Voyager stores an operator's individual settings on the workstation(s) that the operator uses. The persistence of these settings enable an operator to customize the Session Defaults to fit the activities relevant for the operator. This feature also eliminates the repetitive entry of this data at the start of each new Acquisitions session.

Default values can be specified for: Purchase Order, Line Item Copies/Funds, Invoice, Vendor, Fund and Ledger. These defaults apply to the new records created during your current Acquisitions session.

### **Purpose of this Chapter**

---

This chapter discusses how to access Session Defaults and also how to set session defaults.

---

## Accessing Session Defaults

---

The procedure for accessing session defaults is shown in [Procedure 17-1, Accessing Session Defaults](#).



### Procedure 17-1. Accessing Session Defaults

---

Use the following to access your Session Defaults.

1. Select **Defaults** from the **Tools** menu or press **Alt + T, D** on your keyboard. The **Tools** menu is accessible from the **Acquisitions** work space as well as from most other windows and dialog boxes within the Acquisitions module.

You can also click the **Defaults** button ([Figure 17-1](#)) located on the toolbar of the **Acquisitions** work space.

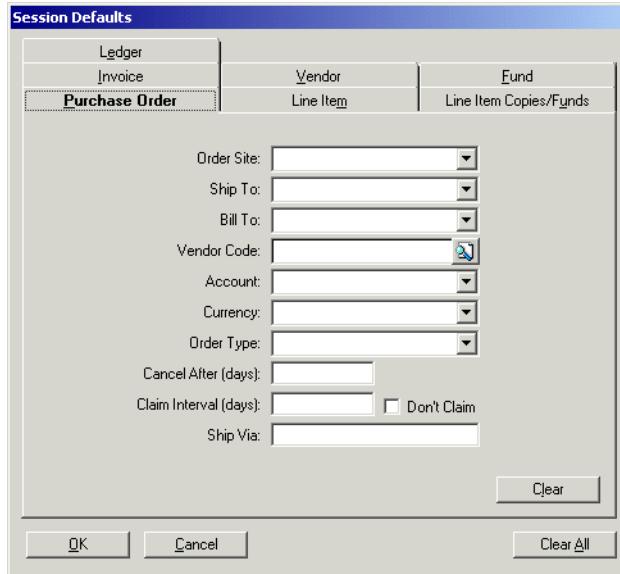
---



---

**Figure 17-1. Defaults button**

Result: The **Session Defaults** dialog box opens (see [Figure 17-2](#)).



---

Figure 17-2. Session Defaults dialog box - Purchase Order tab

2. Click the tab that corresponds to the default information you want to view.

Result: The corresponding tab opens.
  3. After you specify information on one or more of the tabs
    - To save the new information to the database and close the **Session Defaults** dialog box, click the **OK** button or press **Alt + O** on your keyboard.
    - To cancel any information you have specified and close the **Session Defaults** dialog box, click the **Cancel** button or press **Alt + C** on your keyboard. All settings that were in place before you opened the **Session Defaults** dialog box are still in place.
    - To clear all the information on the tab that is currently displayed, click the **Clear** button or press **Alt + L** on your keyboard.
    - To clear the information on all of the **Session Defaults** tabs, click the **Clear All** button or press **Alt + A** on your keyboard.
-

## Purchase Order Defaults

---

Click the **Purchase Order** tab or press **Alt + P** on your keyboard. Default values specified on the **Purchase Order** tab apply to several of the fields on the **Header** and **Footer** tabs of all new purchase orders created during your current Acquisitions session. See page 131 and [6-7](#) for more information.

The procedure for setting purchase order defaults is shown in [Procedure 17-2, "Setting Purchase Order Defaults."](#)



### Procedure 17-2. Setting Purchase Order Defaults

---

Use the following to set purchase order defaults (see [Figure 17-2](#)).

1. Select a default order site location from the drop-down menu in the **Order Site** field. This value applies to the **Site** field on the **Header** tab of a new purchase order.
  2. Select a default shipping location for your purchase order items from the drop-down menu in the **Ship To** field. This value applies to the **Ship To** field on the **Header** tab of a new purchase order. Select a default billing location from the drop-down menu in the **Bill To** field. This value applies to the **Bill To** field on the **Header** tab of a new purchase order.
  3. In the **Vendor Code** field, type the code of the vendor that you want to use as your default for buying items. If you don't know the vendor code, click the search button ([Figure 17-3](#)) beside the **Vendor Code** field to conduct a search for the vendor.
- 



**Figure 17-3. Search Button**

If you type in the vendor code, you must then click the **check mark** button beside the **Vendor Code** field to validate the vendor code. After the code is validated, any accounts associated with the vendor display in the **Account** field. In addition, if values have been specified on the **Delivery Options** tab of the vendor record, the values automatically display in the **Cancel After (days)**, **Claim Interval (days)** and **Ship Via** fields on the **Purchase Order** tab.

On a new purchase order, the value in the **Vendor Code** field applies to the **Code** field in the Vendor section of the **Header** tab.

4. After a vendor code has been specified in the **Vendor Code** field, select a vendor account from the drop-down menu in the **Account** field. On a new purchase order, this value applies to the **Account** field in the Vendor section of the **Header** tab.
5. Select a default currency code from the drop-down menu in the **Currency** field. On a new purchase order, this value applies to the **Code** field in the Currency section of the **Header** tab.

**NOTE:**

If your institution uses the EDI activity, you should use ISO Currency Code Standards. These standards should be used so EDI can read the currency codes on incoming messages from your vendors, and so your vendors can read the currency codes on your outgoing messages. You can acquire information about ISO Currency Code Standards at: [http://pacific.commerce.ubc.ca/xr/currency\\_table.html](http://pacific.commerce.ubc.ca/xr/currency_table.html).

6. Select a default purchase order type from the drop-down menu in the **Order Type** field. The following system-defined purchase order types are available.
  - Approval
  - Firm Order
  - Gift
  - Exchange
  - Depository
  - Continuation

In addition, your institution may have defined one or more user-defined purchase order types in the PO Type Definitions activity of the System Administration module. When a purchase order is marked as any system or user-defined purchase order type, except for Continuation, all line item types default to Single part. When a purchase order is marked as Continuation, all line item types default to Subscription.

See the *Voyager System Administration User's Guide* for more information about user-defined purchase order types. This value can be used to retrieve the purchase order when conducting a search.

On a new purchase order, this value applies to the **Type** field in the Order section of the **Header** tab.

- 
7. Enter the maximum number of days exceeded before an unreceived purchase order is canceled in the **Cancel After (days)** field. This value applies to the **Cancel After** field on the **Footer** tab of a new purchase order.
  8. Enter the maximum number of days between claim notices in the **Claim Interval (days)** field. This value applies to the **Claim Interval** field on the **Footer** tab of a new purchase order.
  9. Click the **Don't Claim** check box if you do not want to send any claim notices to the vendor for items on the purchase order. This value applies to the **Don't Claim** check box on the **Footer** tab of a new purchase order.
  10. Enter the default shipping method in the **Ship Via** field (for example, postal or overnight). This value applies to the **Ship Via** field on the **Footer** tab of a new purchase order.
  11. To:
    - enter additional default information on another tab for other areas of the Acquisitions module, click that tab.
    - save the new information to the database and close the **Session Defaults** dialog box, click the **OK** button to.
    - cancel any information you have specified and close the **Session Defaults** dialog box, click the **Cancel** button. All settings that were in place before you opened the **Session Defaults** dialog box are still in place.
    - clear all the information on the tab that is currently displayed, click the **Clear** button or press **Alt + L** on your keyboard.
    - clear the information on all tabs of the **Session Defaults** dialog box, click the **Clear All** button or press **Alt + A** on your keyboard.
- 

## Line Item Defaults

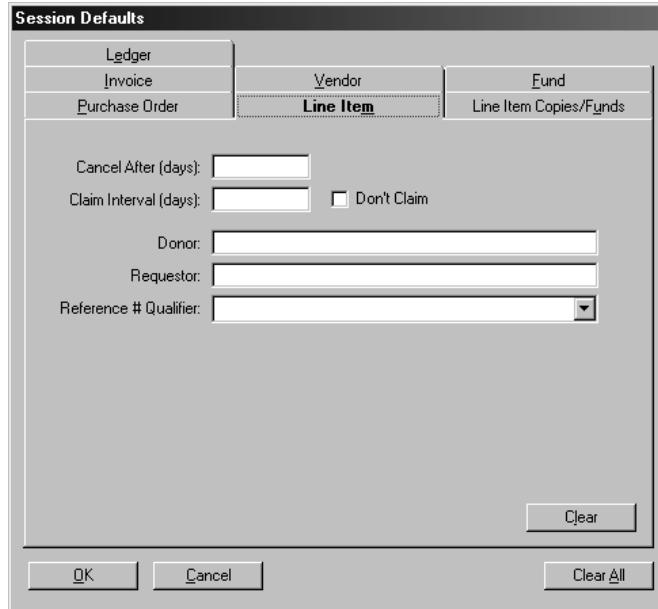
---

Click the **Line Item** tab or press **Alt + M** on your keyboard. The **Line Item** tab opens (see [Figure 17-4](#)).

Default values specified on the **Line Item** tab apply to certain fields on the **Delivery Options** and **Type** tabs of the detailed view of a new line item (for more information about the **Delivery Options** tab, see [Delivery Options Tab on page 6-71](#)).

For more information about the **Type** tab, see [Type Tab on page 6-65](#). When entering information for a new line item on a purchase order, the Detailed Line Item feature allows you to view and enter information for all aspects of the line item. See [Detailed Line Item on page 6-36](#) for more information.

---



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Figure 17-4. Session Defaults dialog box - Line Item tab

The procedure for setting line item defaults is shown in [Procedure 17-3, Setting Line Item Defaults](#).



---

### Procedure 17-3. Setting Line Item Defaults

---

Use the following to set line item defaults.

1. Enter the maximum number of days exceeded before an unreceived line item is canceled in the **Cancel After (days)** field. This value applies to the **Cancel After** field on the **Delivery Options** tab of a new line item.
2. Enter the maximum number of days between claim notices in the **Claim Interval (days)** field. This value applies to the **Claim Interval** field on the **Delivery Options** tab of a new line item.

- 
3. Click the **Don't Claim** check box if you do not want to send claims for the item even though it has not been received. If this check box is selected, the **Claim Interval (days)** field is unavailable. This value applies to the **Don't Claim** check box on the **Delivery Options** tab of a new line item.
  4. To identify a default donor of items, enter the identification information in the **Donor** field. This value applies to the **Donor** field on the **Delivery Options** tab of a new line item.
  5. To identify a default requester of items, enter the identification information in the **Requester** field. This value applies to the **Requester** field on the **Delivery Options** tab of a new line item.

**NOTE:**

If the Quick Line Item feature is being used to create a line item, this value applies to the **Requester** field on the **Quick Line Item** dialog box.

6. Select a Reference # Qualifier from the drop down menu in the **Reference # Qualifier** field. This Reference # Qualifier is used specifically for the EDI activity in Acquisitions. This value applies to the first **Vendor Reference Number** field on the **Type** tab of a new line item.
7. To:
  - enter additional default information on another tab for other areas of the Acquisitions module, click that tab.
  - save the new information to the database and close the **Session Defaults** dialog box, click the **OK** button to.
  - cancel any information you have specified and close the **Session Defaults** dialog box, click the **Cancel** button. All settings that were in place before you opened the **Session Defaults** dialog box are still in place.
  - clear all the information on the tab that is currently displayed, click the **Clear** button or press **Alt + L** on your keyboard.
  - clear the information on all tabs of the **Session Defaults** dialog box, click the **Clear All** button or press **Alt + A** on your keyboard.

---

## **Line Item Copies/Funds Defaults**

---

Click the **Line Item Copies/Funds** tab or press **Alt + U** on your keyboard. The **Line Item Copies/Funds** tab ([Figure 17-5](#)) allows you to establish default copy and fund information for one or more intended locations. This default information is applied to each new line item.

**NOTE:**

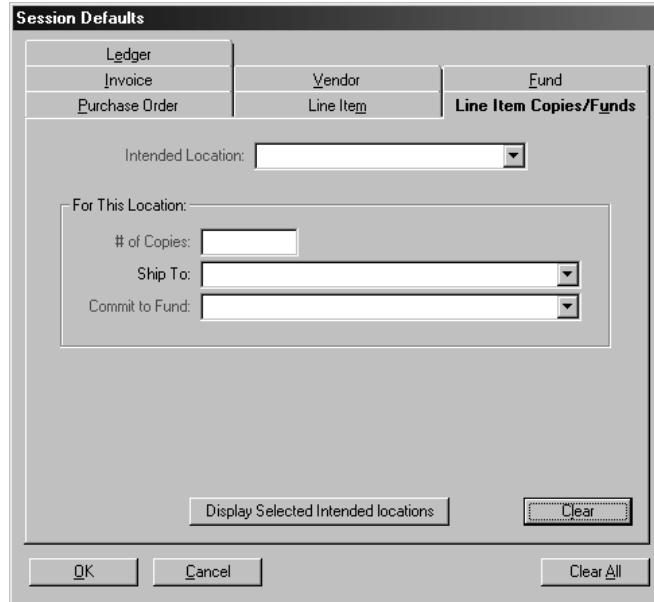
You can enter information for a line item in the following ways.

- Using the Detailed Line Item feature, which allows you to enter detailed information for all aspects of the line item distributed over a number of tabs
- Using the Quick Line Item feature, which allows you to enter basic, commonly-used line item information in a single spot rather than over a number of tabs. (Quick Line Item creation is not available if you have set default copy/fund information for more than one intended location.)

In order for Quick Line Item creation to be available, only one intended location may have default copy and fund information specified on the **Line Item Copies/Funds** tab of your Session Defaults. If defaults are set for more than one intended location, the Detailed Line Item feature is used to create line items instead.

For more information about the Detailed Line Item feature, see [Detailed Line Item on page 6-36](#). For more information about the Quick Line Item feature, see [Quick Line Item on page 6-29](#).

---



---

Figure 17-5. Session Defaults dialog box - Line Item Copies/Funds tab

---

## Setting Defaults for an Intended Location

---

You can set default Copy, Ship To, and Fund information for one or more intended locations. The location selected in the **Intended Location** field is the intended location for which defaults are currently being established. All intended locations to which you assign defaults are applied to each newly-created line item. Quick Line Item creation is not available if you have set default copy/fund information for more than one intended location. If defaults are set for more than one intended location, the Detailed Line Item feature is used to create line items instead.

The procedure for Setting defaults for an intended location is shown in [Procedure 17-4, Setting Defaults for an Intended Location.](#)



---

### Procedure 17-4. Setting Defaults for an Intended Location

---

Use the following to set defaults for an intended location.

1. From the drop-down menu in the **Intended Location** field, select an intended storage location to which you want to assign defaults. If the Detailed Line Item feature is used to create the line item, this value applies to the Intended Location specified on the **Copies/Funds** tab of the **Line Item** dialog box.

If the Quick Line Item feature is used to create the line item, this value applies to the **Intended Location** field on the **Quick Line Item** dialog box. For more information about the **Copies/Funds** tab of the detailed line item view, see [Copies/Funds Tab](#) on page 6-49. For more information about the **Quick Line Item** dialog box, see [Quick Line Item](#) on page 6-29.

2. In the **# of Copies** field, enter the default number of line item copies to be ordered for the intended location. If the Detailed Line Item feature is used to create the line item, this value applies to the **Number of Copies** field specified on the **Copies/Funds** tab of the **Line Item** dialog box.

If the Quick Line Item feature is used to create the line item, this value applies to the **Number of Copies** field on the **Quick Line Item** dialog box.

3. From the drop-down menu in the **Ship To** field, select a default location where you want the line item copies for the intended location shipped. You should define a Ship To default only if you want the copies initially shipped to a location other than the final intended storage location.

If the Detailed Line Item feature is used to create the line item, this value applies to the **Ship To** field on the **Copies/Funds** tab of the **Line Item** dialog box.

If the Quick Line Item feature is used to create the line item, this value applies to the **Ship To** field on the **Quick Line Item** dialog box.

4. From the drop-down menu in the **Commit to Fund** field, select the default fund to be used for the line item copies for the intended location. If the Detailed Line Item feature is used to create the line item, this value applies to the **Commit to Fund** field on the **Copies/Funds** tab of the **Line Item** dialog box.

If the Quick Line Item feature is used to create the line item, this value applies to the **Commit to Fund** field on the **Quick Line Item** dialog box. If the fund is no longer available, the fund does not display on the purchase order.

5. To set defaults for more intended locations, repeat steps 1 - 4.
6. To:
  - enter additional default information on another tab for other areas of the Acquisitions module, click that tab.
  - save the new information to the database and close the **Session Defaults** dialog box, click the **OK** button to.
  - cancel any information you have specified and close the **Session Defaults** dialog box, click the **Cancel** button. All settings that were in place before you opened the **Session Defaults** dialog box are still in place.
  - clear all the information on the tab that is currently displayed, click the **Clear** button or press **Alt + L** on your keyboard.
  - clear the information on all tabs of the **Session Defaults** dialog box, click the **Clear All** button or press **Alt + A** on your keyboard.

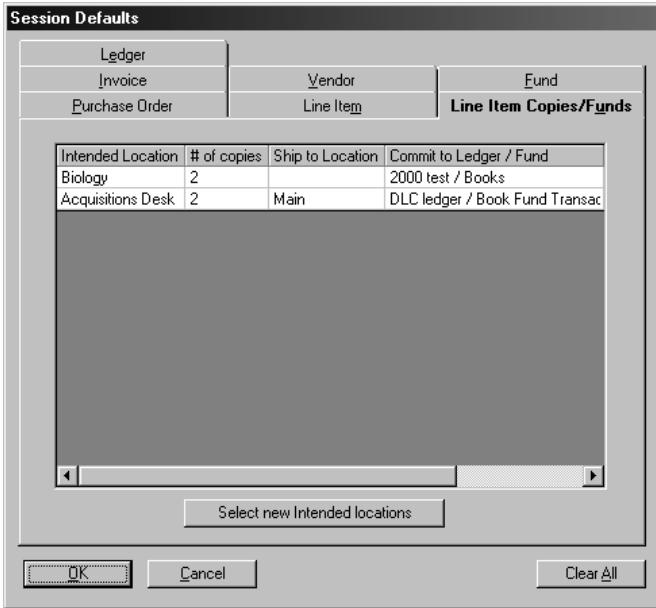
Result: If clicked **OK** the Intended Locations defaults are defined.

---

### Displaying the Selected Intended Locations

---

To view the default information of all the intended locations for which you have established defaults, click the **Display Selected Intended Locations** button. This displays the list of intended locations on the **Line Item Copies/Funds** tab, along with the default **# of copies**, **Ship to Location**, and **Commit to Ledger/Fund** for each intended location (see [Figure 17-6](#)).



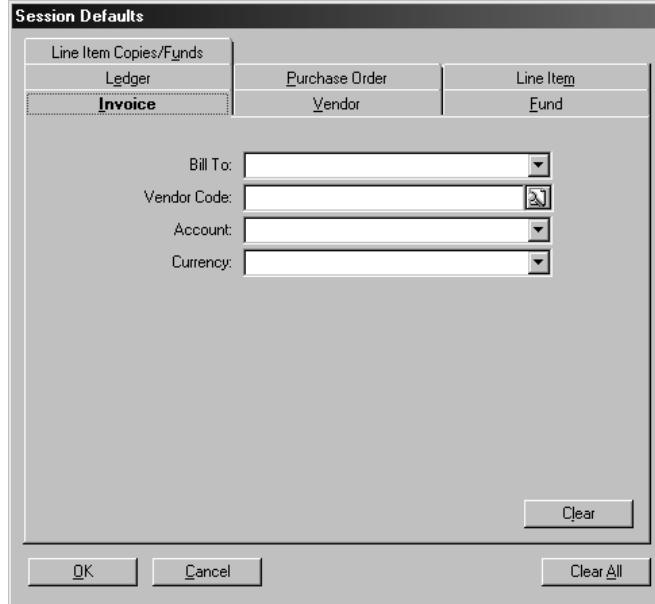
**Figure 17-6. Line Item Copies/Funds tab**

To return the **Line Item Copies/Funds** tab to its original layout, where you can establish defaults for additional intended locations, click the **Select New Intended Locations** button.

## Invoice Defaults

Click the **Invoice** tab or press **Alt + I** on your keyboard. Default values specified on the **Invoice** tab ([Figure 17-7](#)) apply to four of the fields on the **Header** tab of a new invoice created during your current Acquisitions session.

The procedure for setting Invoice defaults is shown in [Procedure 17-5, Setting Invoice Defaults](#).



---

Figure 17-7. Session Defaults dialog box - Invoice tab



#### Procedure 17-5. Setting Invoice Defaults

---

Use the following to set invoice defaults.

1. Select a default billing location from the drop-down menu in the **Bill To** field. This value applies to the **Bill To** field on the **Header** tab of a new invoice.
2. In the **Vendor Code** field, type the code of the vendor that you want to use as your default for buying items. If you don't know the vendor code, click the search button beside the **Vendor Code** field to conduct a search for the vendor.

If you type in the vendor code, you must then click the **check mark** button beside the **Vendor Code** field to validate the vendor code. After the code is validated, any accounts associated with the vendor display in the **Account** field.

On a new invoice, the value in the **Vendor Code** field applies to the **Code** field in the Vendor section of the **Header** tab.

- 
3. After a vendor code has been specified in the **Vendor Code** field, select a vendor account from the drop-down menu in the **Account** field. On a new invoice, this value applies to the **Account** field in the Vendor section of the **Header** tab.
  4. Select a default currency code to use on new invoices from the drop-down menu in the **Currency** field. On a new invoice, this value applies to the **Code** field in the Currency section of the **Header** tab.

**NOTE:**

If your institution uses the EDI activity, you should use ISO Currency Code Standards. These standards should be used so EDI can read the currency codes on incoming messages from your vendors, and so your vendors can read the currency codes on your outgoing messages. You can acquire information about ISO Currency Code Standards at: [http://pacific.commerce.ubc.ca/xr/currency\\_table.html](http://pacific.commerce.ubc.ca/xr/currency_table.html).

5. To:
  - enter additional default information on another tab for other areas of the Acquisitions module, click that tab.
  - save the new information to the database and close the **Session Defaults** dialog box, click the **OK** button to.
  - cancel any information you have specified and close the **Session Defaults** dialog box, click the **Cancel** button. All settings that were in place before you opened the **Session Defaults** dialog box are still in place.
  - clear all the information on the tab that is currently displayed, click the **Clear** button or press **Alt + L** on your keyboard.
  - clear the information on all tabs of the **Session Defaults** dialog box, click the **Clear All** button or press **Alt + A** on your keyboard.

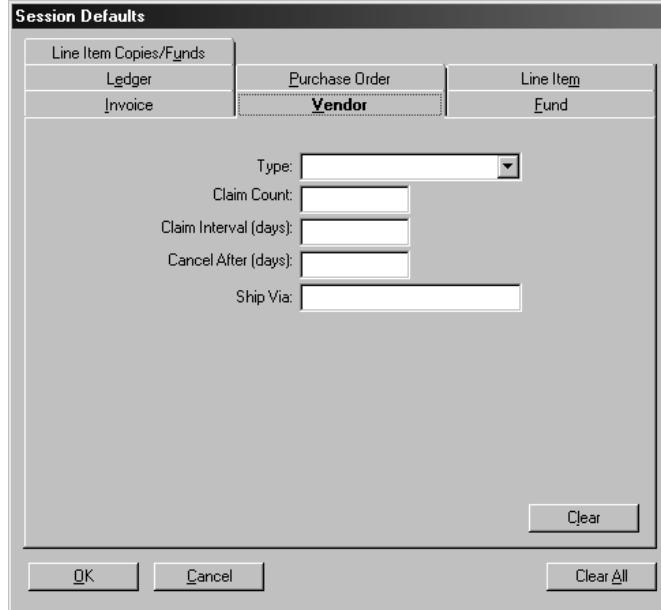
Result: If clicked **OK** the invoice defaults are defined.

---

## **Vendor Defaults**

---

Click the **Vendor** tab or press **Alt + V** on your keyboard. Default values specified on the **Vendor** tab ([Figure 17-8](#)) apply to several fields on new vendor records created during your current Acquisitions session.



---

Figure 17-8. Session Defaults dialog box - Vendor tab

The procedure for setting Vendor defaults is shown in [Procedure 17-6, Setting Vendor Defaults.](#)



### Procedure 17-6. Setting Vendor Defaults

---

Use the following to set vendor defaults.

1. Vendor Types are created in the System Administration module. Vendor Types help to group individual vendor records by the basic characteristics important to your library. Select a default vendor type from the drop-down menu in the **Vendor Type** field. This value applies to the **Vendor Type** field in the Header Information area of a new vendor record. See [Ledger - Header Information](#) on [page 5-11](#) for more information.
2. Enter the default maximum number of days exceeded before an unreceived line item is canceled in the **Cancel After (days)** field. This value applies to the **Cancel After (days)** field on the **Delivery Options** tab of a new vendor record. See [Delivery Options Tab](#) on [page 4-14](#) for more information.

- 
3. Enter the default maximum number of days between claim notices in the **Claim Interval (days)** field. This value applies to the **Claim Interval (days)** field on the **Delivery Options** tab of a new vendor record. See [Delivery Options Tab on page 4-14](#) for more information.
  4. Enter the default maximum number of claims to be sent to the vendor for an unreceived line item in the **Claim Count** field. This value applies to the **Claim Count** field on the **Delivery Options** tab of a new vendor record. See [Delivery Options Tab on page 4-14](#) for more information.
  5. Enter the default shipping method in the **Ship Via** field. This value applies to the **Ship Via** field on the **Delivery Options** tab of a new vendor record. See [Delivery Options Tab on page 4-14](#) for more information.
  6. To:
    - enter additional default information on another tab for other areas of the Acquisitions module, click that tab.
    - save the new information to the database and close the **Session Defaults** dialog box, click the **OK** button to.
    - cancel any information you have specified and close the **Session Defaults** dialog box, click the **Cancel** button. All settings that were in place before you opened the **Session Defaults** dialog box are still in place.
    - clear all the information on the tab that is currently displayed, click the **Clear** button or press **Alt + L** on your keyboard.
    - clear the information on all tabs of the **Session Defaults** dialog box, click the **Clear All** button or press **Alt + A** on your keyboard.

Result: If clicked **OK** the vendor defaults are defined.

---

## Fund Defaults

---

Click the **Fund** tab or press **Alt + F** on your keyboard. Commitment and expenditure values can be specified for a fund in order to override the commitment and expenditure values of the ledger. Default values specified on the **Fund** tab ([Figure 17-9](#)) apply to the commitment and expenditure values on the **Override Rules** tab of a new fund created during your current Acquisitions session. See [Override Rules Tab on page 5-36](#) for more information about fund commitment and expenditure values.

- The procedure for setting Fund Commitment defaults is shown in [Procedure 17-7, Setting Fund Commitment Defaults, on page 17-17](#).

- The procedure for setting Fund Expenditure defaults is shown in [Procedure 17-8, Setting Fund Expenditure Defaults, on page 17-18.](#)

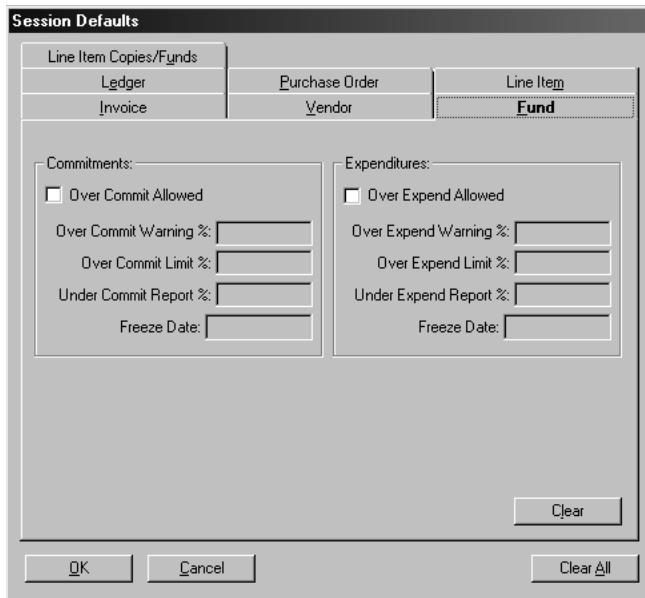


Figure 17-9. Session Defaults dialog box - Fund tab



#### Procedure 17-7. Setting Fund Commitment Defaults

Use the following to set fund commitment defaults.

- In the Commitments section, select the **Over Commit Allowed** check box if you want fund overcommitment allowed by default. Selecting this check box enables the rest of the fields in the Commitments section of the **Fund** tab.
- Enter the default maximum overcommitment percentage that generates a warning in the **Over Commit Warning %** field. This is an on-line warning. For example, if you try to approve a purchase order on which the commitment to a fund has surpassed the Over Commit Warning %, you are warned of the overcommitment.
- Enter the default maximum overcommitment limit percentage in the **Over Commit Limit %** field. This prevents fund overcommitment at the designated percentage.

- 
4. Enter the default maximum undercommitment percentage that generates a report in the **Under Commit Report %** field.
  5. From the drop-down menu in the **Freeze Date** field, select the default date on which you want to stop overcommitments against the fund.
  6. To:
    - enter additional default information on another tab for other areas of the Acquisitions module, click that tab.
    - save the new information to the database and close the **Session Defaults** dialog box, click the **OK** button to.
    - cancel any information you have specified and close the **Session Defaults** dialog box, click the **Cancel** button. All settings that were in place before you opened the **Session Defaults** dialog box are still in place.
    - clear all the information on the tab that is currently displayed, click the **Clear** button or press **Alt + L** on your keyboard.
    - clear the information on all tabs of the **Session Defaults** dialog box, click the **Clear All** button or press **Alt + A** on your keyboard.
- 



#### Procedure 17-8. Setting Fund Expenditure Defaults

---

Use the following to set fund expenditure defaults.

1. In the Expenditures section, select the **Over Expend Allowed** check box if you want overexpending allowed by default. Selecting this check box enables the rest of the fields in the Expenditures section of the **Fund** tab.
2. Enter the default maximum overexpend percentage that generates a warning in the **Over Expend Warning %** field. This is an on-line warning. For example, if you attempt to approve an invoice on which the expenditure of a fund has surpassed the Over Expend Warning %, you are warned of the overexpenditure.
3. Enter the default maximum overexpend limit percentage in the **Over Expend Limit %** field. This prevents fund overexpenditure at the designated percentage.
4. Enter the default maximum underexpend percentage that generates a report in the **Under Expend Report %** field.
5. From the drop-down menu in the **Freeze Date** field, select the default date on which you want to stop overexpending against the fund.

6. To:

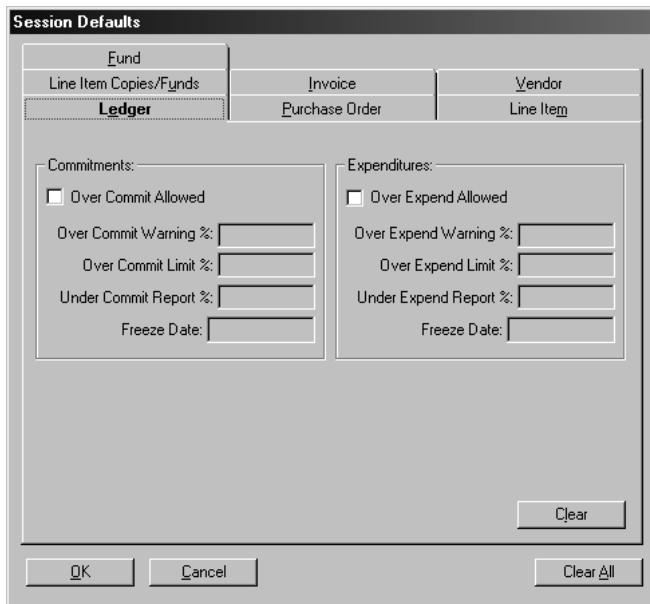
- enter additional default information on another tab for other areas of the Acquisitions module, click that tab.
  - save the new information to the database and close the **Session Defaults** dialog box, click the **OK** button to.
  - cancel any information you have specified and close the **Session Defaults** dialog box, click the **Cancel** button. All settings that were in place before you opened the **Session Defaults** dialog box are still in place.
  - clear all the information on the tab that is currently displayed, click the **Clear** button or press **Alt + L** on your keyboard.
  - clear the information on all tabs of the **Session Defaults** dialog box, click the **Clear All** button or press **Alt + A** on your keyboard.
- 

## Ledger Defaults

---

Click the **Ledger** tab or press **Alt + E** on your keyboard. Default values specified on the **Ledger** tab ([Figure 17-10](#)) apply to the commitment and expenditure values on the **Commitments/Expenditures** tab of a new ledger created during your current Acquisitions session. A ledger's commitment and expenditure values are applied to any of the ledger's funds that do not have their own commitment and expenditure values specified. See [Commitments/ Expenditures Tab](#) on [page 5-15](#) for more information.

- The procedure for setting Ledger Commitment defaults is shown in [Procedure 17-9, Setting Ledger Commitment Defaults](#), on page [17-20](#).
- The procedure for setting Ledger Expenditure defaults is shown in [Procedure 17-10, Setting Ledger Expenditure Defaults](#), on page [17-21](#).



**Figure 17-10. Session Defaults - Ledger tab**



#### **Procedure 17-9. Setting Ledger Commitment Defaults**

Use the following to set ledger commitment defaults.

1. In the Commitments section, select the **Over Commit Allowed** check box if you want ledger overcommitment allowed by default. Selecting this check box enables the rest of the fields in the Commitments section of the **Ledger** tab.
2. Enter the default maximum overcommitment percentage that generates a warning in the **Over Commit Warning %** field. This is an on-line warning. For example, if you try to approve a purchase order on which the commitment to a ledger has surpassed the Over Commit Warning %, you are warned of the overcommitment.
3. Enter the default maximum overcommitment limit percentage in the **Over Commit Limit %** field. This prevents ledger overcommitment at the designated percentage.
4. Enter the default maximum undercommitment percentage that generates a report in the **Under Commit Report %** field.

5. Click the ellipses button in the **Freeze Date** field to select the default date on which you want to stop overcommitments against the ledger.
6. To:
  - enter additional default information on another tab for other areas of the Acquisitions module, click that tab.
  - save the new information to the database and close the **Session Defaults** dialog box, click the **OK** button to.
  - cancel any information you have specified and close the **Session Defaults** dialog box, click the **Cancel** button. All settings that were in place before you opened the **Session Defaults** dialog box are still in place.
  - clear all the information on the tab that is currently displayed, click the **Clear** button or press **Alt + L** on your keyboard.
  - clear the information on all tabs of the **Session Defaults** dialog box, click the **Clear All** button or press **Alt + A** on your keyboard.

Result: If you clicked **OK** the ledger commitment defaults are defined.

---



#### Procedure 17-10. Setting Ledger Expenditure Defaults

---

Use the following to set ledger expenditure defaults.

1. Select the **Over Expend Allowed** check box if you want overexpending allowed by default. Selecting this check box enables the rest of the fields in the Expenditures section of the **Ledger** tab.
2. Enter the default maximum overexpend percentage that generates a warning in the **Over Expend Warning %** field. This is an on-line warning. For example, if you attempt to approve an invoice on which the expenditure of a ledger has surpassed the Over Expend Warning %, you are warned of the overexpenditure.
3. Enter the default maximum overexpend limit percentage in the **Over Expend Limit %** field. This prevents ledger overexpenditure at the designated percentage.
4. Enter the default maximum underexpend percentage that generates a report in the **Under Expend Report %** field.
5. Click the ellipses button in the **Freeze Date** field to select the default date on which you want to stop overexpending against the ledger.

---

6. To:

- enter additional default information on another tab for other areas of the Acquisitions module, click that tab.
- save the new information to the database and close the **Session Defaults** dialog box, click the **OK** button to.
- cancel any information you have specified and close the **Session Defaults** dialog box, click the **Cancel** button. All settings that were in place before you opened the **Session Defaults** dialog box are still in place.
- clear all the information on the tab that is currently displayed, click the **Clear** button or press **Alt + L** on your keyboard.
- clear the information on all tabs of the **Session Defaults** dialog box, click the **Clear All** button or press **Alt + A** on your keyboard.

Result: If you clicked **OK** the ledger expenditure defaults are defined.

---

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## Contents

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### Introduction

---

Session Preferences allow you to customize many aspects of the appearance of your Acquisitions module.

Voyager retains each operator's Session Preferences between sessions. To achieve this, Voyager stores an operator's individual settings on the workstation(s) that the operator uses. The persistence of these settings enable an operator to customize the Session Preferences to fit the activities relevant for the operator.

For example, an operator who works primarily with Serials Check-In can have the **Serials Check-In** work space automatically open at the start of each new Acquisitions session. This feature eliminates the repetitive entry of this data at the start of each new Acquisitions session.

### Purpose of this Chapter

---

This chapter covers configuring the three tabs in the **Sessions Preferences** dialog box.

- **Color and Fonts** tab
- **List bar** tab
- **Sounds and Animation** tab

---

The procedure for setting your Session Preferences is shown in [Procedure 18-1, Accessing Session Preferences](#).



### Procedure 18-1. Accessing Session Preferences

---

Use the following to access the **Session Preferences** dialog box.

1. Select **Preferences** from the **Tools** menu or press **Alt + T, F** on your keyboard.

You can also click the **Set Preferences** button ([Figure 18-1](#)) located on the toolbar of the **Acquisitions** work space.

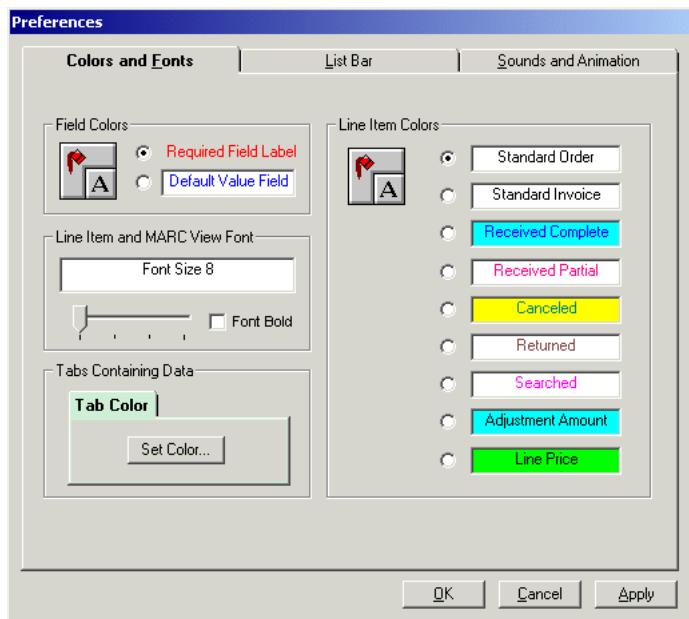
---



**Figure 18-1.** Set Preferences button

Result: The **Preferences** dialog box opens (see [Figure 18-2](#)).

---



**Figure 18-2.** Preferences dialog box

---

2. Click the following tabs at the top of the dialog box to enter data on that tab.

- **Colors and Fonts**
- **List Bar**
- **Sounds and Animation**

Result: When you click a tab, the **Preferences** dialog box displays the appropriate information.

3. After you specify information on a tab

- To save the new information to the database, click the **Apply** button or press **Alt + A** on your keyboard.
  - To save the new information to the database and close the **Preferences** dialog box, click the **OK** button or press **Alt + O** on your keyboard.
  - To close the **Preferences** dialog box without saving any of the information you have specified, click the **Cancel** button or press **Alt + C** on your keyboard. All settings that were in place before you opened the **Preferences** dialog box are still in place.
- 

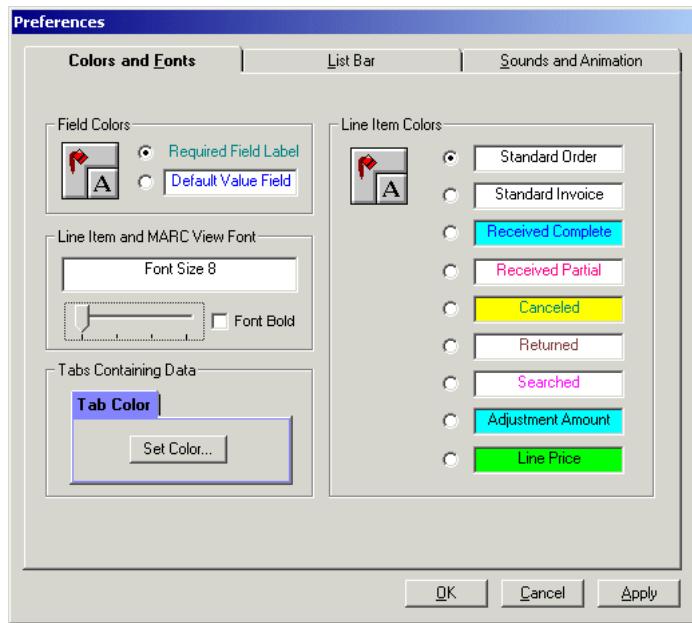
## Colors and Fonts Tab

---

The **Colors and Fonts** tab allows you to customize the following.

- Color of required fields and required field labels
- Font size for line items and for the MARC display of an item
- Color of tabs that contain data
- Colors of certain aspects of line items

[Figure 18-3](#) displays the **Colors and Fonts** tab.



**Figure 18-3. Colors and Fonts tab**

This tab contains the Field, Line Item and MARC View Font, Tabs Containing Data, and Line Item Colors sections.

### Field Section

Users set label text and background colors in this section.

The procedure for setting label colors is shown in [Procedure 18-2, Required Field Labels and Default Value Labels Text and Background Color](#).



### Procedure 18-2. Required Field Labels and Default Value Labels Text and Background Color

Use the following to set label colors.

1. Click the **Colors and Fonts** tab on the **Preferences** dialog box, see [Procedure 18-1, Accessing Session Preferences](#).

2. To customize the color of the text of the labels of required fields on your Acquisitions records, click the **Required Field Label** radio button and then click the text part (the 'A') of the **Change** button. When the **Color** dialog box opens, select a color and click the **OK** button, or click the **Cancel** button to cancel the color specification.

Result: The color of the labels for required fields is set.

3. To customize the color of the text of the labels of fields with default values on your Acquisitions records, click the **Default Value Field** radio button and then click the text part (the 'A') of the **Change** button. When the **Color** dialog box opens, select a color and click the **OK** button, or click the **Cancel** button to cancel the color specification.

Result: The color of the labels with default values is set.

4. To customize the background color of required fields, click the **Required Field Label** radio button and then click the background part (the bucket) of the **Change** button. From the **Color** dialog box, select a color and click the **OK** button, or click the **Cancel** button to cancel the color specification.

Result: The background color of the labels for required fields is set.

5. To customize the background color of fields with default values, click the **Default Value Field** radio button and then click the background part (the bucket) of the **Change** button. From the **Color** dialog box, select a color and click the **OK** button, or click the **Cancel** button to cancel the color specification.

Result: The background color of the labels with default values is set.

6. After you specify information on the **Colors and Fonts** tab,
  - a. Click the **Apply** button or press Alt + A on your keyboard to save the new information to the database.
  - b. If you are finished specifying information on the **Preferences** dialog box, click the **OK** button to save the new information to the database and close the **Preferences** dialog box.
  - c. To close the **Preferences** dialog box without saving any of the information you have specified, click the **Cancel** button or press Alt + C on your keyboard. All settings that were in place before you opened the **Preferences** dialog box are still in place.

Result: If you clicked **Apply** and **OK**, the new preferences are defined.

---

---

## Line Item and MARC View Font Section

---

Users can set the font size for line items and for the MARC view display of a record.

The procedure for setting Line Item and MARC View font is shown in [Procedure 18-3, Setting Line Item and MARC View Font Size](#).



### Procedure 18-3. Setting Line Item and MARC View Font Size

---

Use the following to set the line item and MARC view font.

1. Click the **Colors and Fonts** tab on the **Preferences** dialog box, see [Procedure 18-1, Accessing Session Preferences](#).
2. Move the arrow to the appropriate size of font. There are four font sizes you can choose from for your line item and MARC View font.
  - Size 8
  - Size 10
  - Size 12
  - Size 14

Result: A preview of the font size displays in the field above.

3. Click in the **Font Bold** check box if you want the text for your line items and MARC views to display in bold.

Result: A preview of the bold font displays in the field above.

4. After you specify information on the **Colors and Fonts** tab,
  - a. Click the **Apply** button or press Alt + A on your keyboard to save the new information to the database.
  - b. If you are finished specifying information on the **Preferences** dialog box, click the **OK** button to save the new information to the database and close the **Preferences** dialog box.
  - c. To close the **Preferences** dialog box without saving any of the information you have specified, click the **Cancel** button or press Alt + C on your keyboard. All settings that were in place before you opened the **Preferences** dialog box are still in place.

Result: If you clicked **Apply** and **OK**, the new preferences are defined.

---

## Tabs Containing Data Section

---

To aid you in determining which tabs of a record contain information, the color of tabs containing information can be customized.

The procedure for setting Line Item and MARC View font is shown in [Procedure 18-4, Set the Tab Color for Tabs Containing Data](#).



### Procedure 18-4. Set the Tab Color for Tabs Containing Data

---

Use the following to set the color for tabs that contain data.

1. Click the **Colors and Fonts** tab on the **Preferences** dialog box, see [Procedure 18-1, Accessing Session Preferences](#).
2. Click the **Set Color** button.

Result: The **Color** dialog box opens.

3. Select a color to be used for the tabs that contain information and click the **OK** button, or click the **Cancel** button to cancel the color specification.

Result: After you click **OK**, the preview tab in the Tabs Containing Data section displays in the selected color.

4. After you specify information on the **Colors and Fonts** tab,
  - a. Click the **Apply** button or press Alt + A on your keyboard to save the new information to the database.
  - b. If you are finished specifying information on the **Preferences** dialog box, click the **OK** button to save the new information to the database and close the **Preferences** dialog box.
  - c. To close the **Preferences** dialog box without saving any of the information you have specified, click the **Cancel** button or press Alt + C on your keyboard. All settings that were in place before you opened the **Preferences** dialog box are still in place.

Result: If you clicked **Apply** and **OK**, the new preferences are defined.

---

---

## Line Item Colors Section

---

Users can customize the text and background color of the line items with different types of statuses (Received Partial, Received Complete, and so on), or to customize the color of specific parts of line items (Adjustment Amount, Line Price).

The procedure for setting line item colors is shown in [Procedure 18-5, Setting line item colors](#).



---

### Procedure 18-5. Setting line item colors

---

Use the following to customize the text and background color.

1. Click the **Colors and Fonts** tab on the **Preferences** dialog box, see [Procedure 18-1, Accessing Session Preferences](#).
  2. Click the **radio button** that corresponds to the item you want to customize and then click the text part (the 'A') of the **Change** button (see [Figure 18-4](#)). When the **Color** dialog box opens, select a color and click the **OK** button, or click the **Cancel** button to cancel the color specification.
- 



---

**Figure 18-4. Text Portion of Change button**

3. To customize the background color click the **radio button** that corresponds to the item you want to customize and click the background part of the **Change** button (see [Figure 18-5](#)). When the **Color** dialog box opens, select a color to be used for the background and click the **OK** button, or click the **Cancel** button to cancel the color specification.
- 



---

**Figure 18-5. Background Portion of Change button**

4. After you specify information on the **Colors and Fonts** tab,
  - a. Click the **Apply** button or press Alt + A on your keyboard to save the new information to the database.
  - b. If you are finished specifying information on the **Preferences** dialog box, click the **OK** button to save the new information to the database and close the **Preferences** dialog box.
  - c. To close the **Preferences** dialog box without saving any of the information you have specified, click the **Cancel** button or press Alt + C on your keyboard. All settings that were in place before you opened the **Preferences** dialog box are still in place.

Result: If you clicked **Apply** and **OK**, the new preferences are defined.

---

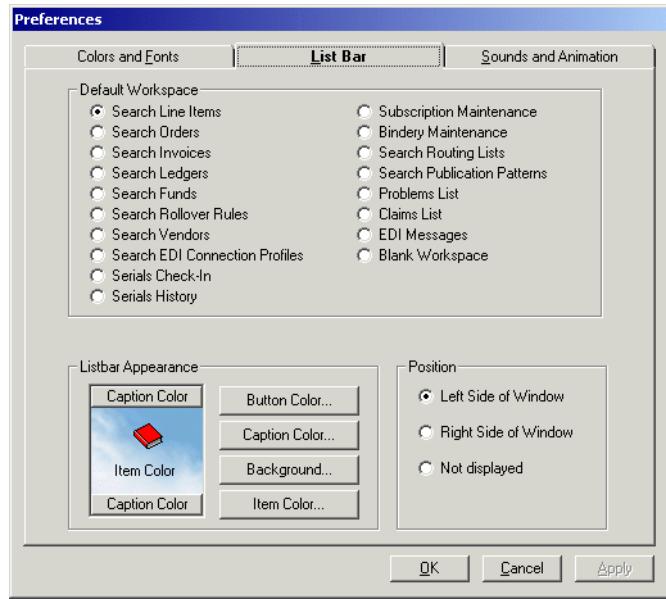
## List Bar Tab

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A listbar on the **Acquisitions** work space presents you with all of your Acquisitions functions. This listbar ([Figure 18-6](#)) can be displayed in a variety of positions and its appearance can be customized. The listbar is not mandatory, however, and you can choose to not display it. All of the Acquisitions functions available from the listbar are also always available from the **View** menu on the **Acquisitions** work space.

Also on the **List Bar** tab, you can choose a default view to display each time you start a new Acquisitions session. For example, an operator who works primarily with purchase orders can have the **Search Orders** work space open at the start of each new Acquisitions session.

In addition you can determine the listbar appearance and the position of the listbar.



**Figure 18-6. Preferences dialog box - List Bar tab**

### **Default Work space**

Users can set the Acquisitions work space that opens when they log on.

The procedure for setting the default work space is shown in [Procedure 18-6, Setting the Default work space](#).



### **Procedure 18-6. Setting the Default work space**

Use the following to set the default work space.

1. Click the **List Bar** tab on the **Preferences** dialog box, see [Procedure 18-1, Accessing Session Preferences](#).

2. To select the initial default work space for the **Acquisitions** work space, click the appropriate radio button. The radio buttons in the **Default Workspace** section represent all of the work spaces that are accessible from the listbar on the **Acquisitions** work space (for example, Search Line Items, Search Funds, and so on). In addition, if you do not want a specific view to automatically display at the start of each new session, you can select the **Blank Workspace** radio button.
3. After you specify information on the **List Bar** tab, click the **Apply** button or press **Alt + A** on your keyboard to save the new information to the database.

If you are finished specifying information on the **Preferences** dialog box, click the **OK** button to save the new information to the database and close the **Preferences** dialog box.

To close the **Preferences** dialog box without saving any of the information you have specified, click the **Cancel** button or press **Alt + C** on your keyboard. All settings that were in place before you opened the **Preferences** dialog box are still in place.

---

## Listbar Appearance

---

Users can customize the button, caption, and item colors, as well as, the background on the listbar.

The **Button Color** button allows you to change the color of the tabs on the listbar.

The **Caption Color** button allows you to change the color of the text on the tabs of the listbar.

The **Background** button allows you to change the background image of the listbar.

The **Item Color** button allows you to change the color of the text of the buttons below each tab on the listbar.

The procedure for setting the listbar appearance is shown in [Procedure 18-7, Setting the Listbar appearance](#).



## Procedure 18-7. Setting the Listbar appearance

Use the following to set the listbar appearance.

1. Click the **List Bar** tab on the **Preferences** dialog box, see [Procedure 18-1, Accessing Session Preferences](#).
2. Click the **Button Color** button to open the color selection box. Select a color for the tabs on the listbar and click the **OK** button, or click the **Cancel** button to cancel the color specification.

Result: A preview of the a tab with the color applied displays in the listbar example on the **List Bar** tab.

3. Click the **Caption Color** button to open the color selection box. Select a color for the text on the tabs of the listbar and click the **OK** button, or click the **Cancel** button to cancel the color specification.

Result: A preview of the text color displays in the listbar example on the **List Bar** tab.

4. Click the **Background** button to open the **Open** dialog box. Locate the image you want to use as the background of the listbar and click the **Open** button or press **Alt + O** on your keyboard. Click the **Cancel** button or press **Alt + C** on your keyboard to cancel the application of the image. After you click the **Open** button, a preview of the background image displays in the listbar example on the **List Bar** tab.

5. Click the **Item Color** button to display the color selection box. Select a color for the text of the buttons below each tab of the listbar and click the **OK** button, or click the **Cancel** button to cancel the color specification.

Result: A preview of the text color displays in the listbar example on the **List Bar** tab.

6. After you specify information on the **List Bar** tab, click the **Apply** button or press **Alt + A** on your keyboard to save the new information to the database.

If you are finished specifying information on the **Preferences** dialog box, click the **OK** button to save the new information to the database and close the **Preferences** dialog box.

To close the **Preferences** dialog box without saving any of the information you have specified, click the **Cancel** button or press **Alt + C** on your keyboard. All settings that were in place before you opened the **Preferences** dialog box are still in place.

---

## Position

---

Users can set the position of the listbar at the left or right side, or not to not display at all.

The procedure for setting the position of the listbar is shown in [Procedure 18-8, Setting the position of the Listbar](#).



### Procedure 18-8. Setting the position of the Listbar

---

Use the following to set the position of the listbar.

1. Click the **List Bar** tab on the **Preferences** dialog box, see [Procedure 18-1, Accessing Session Preferences](#).
2. To:
  - a. display the listbar on the left side of the **Acquisitions** work space, click the **Left Side of Window** radio button.
  - b. To display the listbar on the right side of the **Acquisitions** work space, click the **Right Side of Window** radio button.
  - c. If you don't want the listbar to display on the **Acquisitions** work space, click the **Not Displayed** radio button.

#### NOTE:

All of the Acquisitions functions available from the listbar are always available from the menus on the **Acquisitions** work space.

3. After you specify information on the **List Bar** tab, click the **Apply** button or press **Alt + A** on your keyboard to save the new information to the database.

If you are through specifying information on the **Preferences** dialog box, click the **OK** button to save the new information to the database and close the **Preferences** dialog box.

---

To close the **Preferences** dialog box without saving any of the information you have specified, click the **Cancel** button or press **Alt + C** on your keyboard. All settings that were in place before you opened the **Preferences** dialog box are still in place.

---

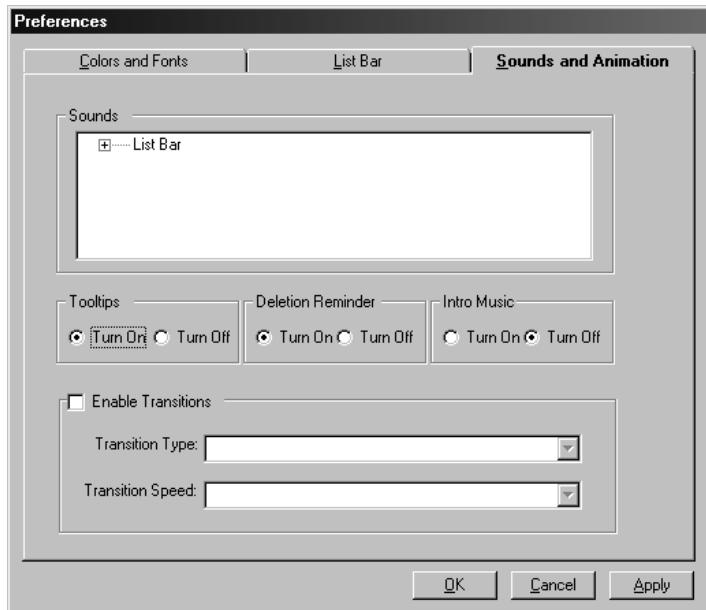
## Sounds and Animation Tab

---

The **Sounds and Animation** tab displays in [Figure 18-7](#).

You can customize the sounds and animations that accompany your Acquisitions activities, including the following items:

- the sounds associated with clicking a tab or a button beneath a tab in the listbar
  - whether tooltips show beneath the items on the toolbars of work spaces
  - whether a confirmation message displays before a record is deleted
  - whether introductory music plays at the start of each Acquisitions session
  - the visual transition to use when the contents of the **Acquisitions** work space change.
- 



---

**Figure 18-7.** Preferences dialog box - Sounds and Animation tab

The **Sounds and Animation** tab contains the Sounds, Tooltips, Deletion Reminder, Intro Music, and Enable Transitions sections.

## **Sounds**

---

In the Sounds section of the **Sounds and Animation** tab, you can customize the sounds that are made when a tab or a button beneath a tab on the listbar is selected. Click the plus (+) sign beside listbar to display the following options.

- Group Select
- List Select

**Group Select** controls the sound that occurs when you click the tabs in the listbar (for example, the Line Items, Orders and Invoices tabs). **List Select** controls the sound that occurs when you click a button beneath one of the tabs in the listbar (for example, the **New Ledger** and **Search Ledgers** buttons beneath the **Ledgers and Funds** tab.)

The procedure to specify a sound is shown in [Procedure 18-9, Specifying a sound](#).



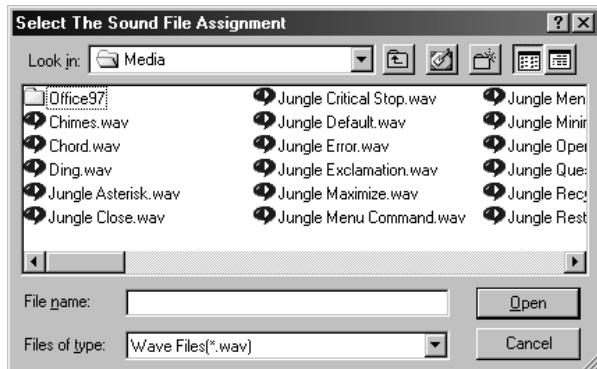
### **Procedure 18-9. Specifying a sound**

---

Use the following to specify a sound.

1. Click the **Sounds and Animation** tab on the **Preferences** dialog box, see [Procedure 18-1, Accessing Session Preferences](#).
2. To specify a sound, click the plus (+) sign beside **Group Select** or **List Select** and double click the entry that displays.

Result: The **Select The Sound File Assignment** dialog box opens (see [Figure 18-8](#)).



**Figure 18-8.** Select The Sound File Assignment dialog box

3. Locate the sound file you want to use and click the **Open** button or press **Alt + O** on your keyboard. To cancel the sound specification, click the **Cancel** button or press **Alt + C** on your keyboard.

Result: After selecting a sound file and clicking **Open**, the file path displays below the **Group Select** or **List Select** entry.

4. To specify a different sound file, double-click the file path.
5. After you specify information on the **Sounds and Animation** tab, click the **Apply** button or press **Alt + A** on your keyboard to save the new information to the database.

If you are through specifying information on the **Preferences** dialog box, click the **OK** button to save the new information to the database and close the **Preferences** dialog box.

To close the **Preferences** dialog box without saving any of the information you have specified, click the **Cancel** button or press **Alt + C** on your keyboard. All settings that were in place before you opened the **Preferences** dialog box are still in place.

## Toolips

A tooltip is a piece of informational text that displays below a toolbar button when your cursor remains on the button. A tooltip describes a button's function.

For example, if you keep your cursor over the search button on the toolbar of the **Acquisitions** work space, the text **Search** displays (see [Figure 18-9](#)).

---



**Figure 18-9.** Mouse held over search button - tooltip displayed

The procedure to specify if tooltips should display is shown in [Procedure 18-10, Specifying if tooltips should display](#).



#### **Procedure 18-10. Specifying if tooltips should display**

---

Use the following to specify if tooltips should display.

1. Click the **Sounds and Animation** tab on the **Preferences** dialog box, see [Procedure 18-1, Accessing Session Preferences](#).
2. If you want tooltips to display, click the **Turn On** radio button. If you do not want tooltips to display, click the **Turn Off** radio button.
3. After you specify information on the **Sounds and Animation** tab, click the **Apply** button or press **Alt + A** on your keyboard to save the new information to the database.

If you are through specifying information on the **Preferences** dialog box, click the **OK** button to save the new information to the database and close the **Preferences** dialog box.

To close the **Preferences** dialog box without saving any of the information you have specified, click the **Cancel** button or press **Alt + C** on your keyboard. All settings that were in place before you opened the **Preferences** dialog box are still in place.

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## Deletion Reminder

---

You can specify whether a confirmation message does or does not display when performing deletion or removal functions in your Acquisitions module (for example, when you are deleting a routing list or when you are removing a ledger from a rollover rule.) The option to display a confirmation message can be useful in preventing accidental deletions, although it is time to respond to the message.

The procedure to specify if confirmation messages should display is shown in [Procedure 18-11, Specifying if confirmation messages should display](#).



### Procedure 18-11. Specifying if confirmation messages should display

---

Use the following to specify if confirmation messages should display.

1. Click the **Sounds and Animation** tab on the **Preferences** dialog box, see [Procedure 18-1, Accessing Session Preferences](#).
2. If you want a confirmation message to display before deletions or removals, click the **Turn On** radio button. If you do not want a confirmation message to display, click the **Turn Off** radio button.
3. After you specify information on the **Sounds and Animation** tab, click the **Apply** button or press **Alt + A** on your keyboard to save the new information to the database.

If you are through specifying information on the **Preferences** dialog box, click the **OK** button to save the new information to the database and close the **Preferences** dialog box.

To close the **Preferences** dialog box without saving any of the information you have specified, click the **Cancel** button or press **Alt + C** on your keyboard. All settings that were in place before you opened the **Preferences** dialog box are still in place.

---

## Intro Music

---

You can specify whether a short piece of intro music do or do not sound at the beginning of each Acquisitions session.

The procedure to specify playing introductory music is shown in [Procedure 18-12, Specifying if introductory music should play](#).



### Procedure 18-12. Specifying if introductory music should play

---

Use the following to specify playing introductory music.

1. Click the **Sounds and Animation** tab on the **Preferences** dialog box, see [Procedure 18-1, Accessing Session Preferences](#).
2. If you want the intro music to sound, click the **Turn On** radio button. If you do not want the intro music to sound, click the **Turn Off** radio button.
3. After you specify information on the **Sounds and Animation** tab, click the **Apply** button or press **Alt + A** on your keyboard to save the new information to the database.

If you are through specifying information on the **Preferences** dialog box, click the **OK** button to save the new information to the database and close the **Preferences** dialog box.

To close the **Preferences** dialog box without saving any of the information you have specified, click the **Cancel** button or press **Alt + C** on your keyboard. All settings that were in place before you opened the **Preferences** dialog box are still in place.

---

### Enable Transitions

---

When certain functions are selected in the listbar, they display as the main pane inside the **Acquisitions** work space.

These functions are as follows.

- Search Line Items under the **Line Items** tab
- Search Orders under the **Orders** tab
- Search Invoices under the **Invoices** tab
- Search Ledgers, Search Funds and Search Rollover Rules under the **Ledgers and Funds** tab
- Search Vendors and Search EDI Connection Profiles under the **Vendors** tab
- Check-In, Serials History, Subscription Maintenance, Search Routing Lists and Search Publication Patterns under the **Check-In** tab
- Receive, Problems and Claims under the **Order Maintenance** tab

- 
- Process EDI Messages under the **EDI** tab

Users can choose how to transition between screen displays in the **Acquisitions** work space when these functions are selected.

The procedure to specify how to transition between screen displays in the **Acquisitions** work space after selecting a specific function is shown in [Procedure 18-13, Specifying how to transition between screen displays in the Acquisitions work space](#).



### **Procedure 18-13. Specifying how to transition between screen displays in the Acquisitions work space**

---

Use the following to specify how to transition between screen displays in the **Acquisitions** work space.

1. Click the **Sounds and Animation** tab on the **Preferences** dialog box, see [Procedure 18-1, Accessing Session Preferences](#).
2. Click the **Enable Transitions** check box.

Result: After this check box is selected, the **Transition Type** and **Transition Speed** fields become available.

3. From the drop-down menu in the **Transition Type** field, select how you want the **Acquisitions** work space display when one of the above mentioned functions are selected in the listbar.

There are various ways you can have the window re-drawn. For example, if Blinds Horizontal is selected, the re-drawing of the **Acquisition** work space looks like horizontal window blinds opening.

4. From the drop-down menu in the **Transition Speed** field, select the speed at which the **Acquisitions** work space re-draws when one of the above mentioned functions are selected in the listbar.

There are three speeds to choose from: Fast, Medium or Slow.

5. After you specify information on the **Sounds and Animation** tab, click the **Apply** button or press **Alt + A** on your keyboard to save the new information to the database.

If you are finished specifying information on the **Preferences** dialog box, click the **OK** button to save the new information to the database and close the **Preferences** dialog box.

To close the **Preferences** dialog box without saving any of the information you have specified, click the **Cancel** button or press **Alt + C** on your keyboard. All settings that were in place before you opened the **Preferences** dialog box are still in place.

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## Contents

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### Introduction

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In order to create conditions that are most appropriate and efficient for your activities, session workflows allow you to determine how certain aspects of the Acquisitions module function, including: Searching, Line Items, Approve Processing, Item Creation, Serial Check-In and Claim Processing.

Voyager retains each operator's session workflows between sessions. To achieve this, Voyager stores an operator's individual settings on the workstation(s) that the operator uses. The persistence of these settings enable an operator to customize the session workflows to fit the activities relevant for the operator. This feature eliminates the repetitive entry of this data at the start of each new Acquisitions session.

### Purpose of this Chapter

---

This chapter discusses how to configure each tab of the **Workflows** dialog box.

- Searching
- Line Items
- Approve Processing
- Item Creation
- Serial Check-In

- 
- Claim Processing

## Accessing the Workflows dialog box

---

The procedure for accessing the **Workflows** dialog box is shown in [Procedure 19-1, Opening Session Workflows.](#)"



### Procedure 19-1. Opening Session Workflows

---

Use the following to open the **Workflows** dialog box.

1. Select **Workflows** from the **Tools** menu or press **Alt + T, W** on your keyboard.

You can also click the **Set Workflows** button ([Figure 19-2](#)) located on the toolbar of the **Acquisitions** work space.

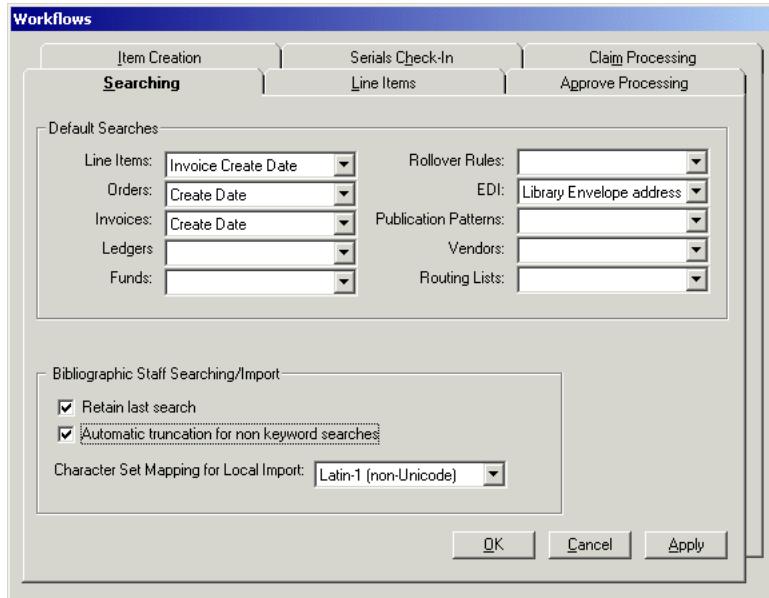
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---

**Figure 19-1.** Set Workflows button

Result: The **Workflows** dialog box opens (see [Figure 19-2](#)).



---

Figure 19-2. Workflows dialog box

2. To access a specific tab at the top of the window, click one.
  - Searching
  - Line Items
  - Approve Processing
  - Item Creation
  - Serial Check-In
  - Claim Processing

Result: When you click a tab, the **Workflows** dialog box displays that tab's appropriate information.

3. After you specify information on a tab, click the **Apply** button or press **Alt + A** on your keyboard to save the new information to the database.

When you are through specifying information on the **Workflows** dialog box, click the **OK** button to save the new information to the database and close the **Workflows** dialog box.

---

To close the **Workflows** dialog box without saving any of the information you have specified, click the **Cancel** button or press **Alt + C** on your keyboard. All settings that were in place before you opened the **Workflows** dialog box are still in place.

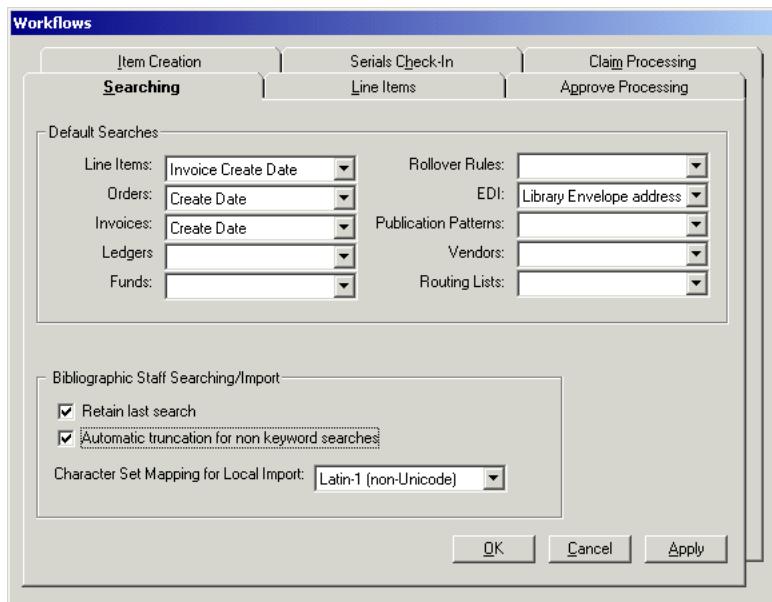
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## Searching Tab

---

You can use quick searching capabilities to conduct very simple searches using a single searching criterion. The **Searching** tab ([Figure 19-3](#)) allows you to specify default **Search By** selections for each of the available Quick Searches.

---



---

**Figure 19-3. Workflows dialog box**

In addition, you can customize certain aspects of your Bibliographic searching and decide how to handle large result sets from a search.

See [Searching in Acquisitions](#) on [page 2-1](#) for more information.

## Default Searches

---

The fields in the Default Searches section of the **Searching** tab represent all of the different Quick Searches. The drop-down menus in each of the fields contain all of the available **Search By** options for the specific Quick Search type.

For each search type, select a default **Search By** option from the drop-down menu. Each selected **Search By** option automatically displays as the **Search By** option when the corresponding Quick Search is performed. For example, if you select Fund Code from the drop-down menu in the **Orders** field, Fund Code automatically displays as the **Search By** option when Quick Searching for a Purchase Order.

### Bibliographic Staff Searching

---

Check the **Retain last search** check box to keep track of the last search you entered. For example, if you use a keyword search to find a bibliographic record to append to a purchase order, the search same query displays the next time you open a search.

Check the **Automatic truncation for non keyword searches** check box to automatically apply a truncation symbol to the end of any non keyword search statement so that the search results include index entries that match the search statement plus those entries that have more characters to the right.

**Character Set Mapping** converts incoming records to the character set your library uses. You may select from Latin I, OCLC, RLIN Legacy Encoding, and MARC21 MARC-8 character sets. The system uses RLIN Legacy Encoding unless you change it.

### Line Items Tab

---

The **Line Items** tab ([Figure 19-4](#)) helps you create efficient workflows for your line item processing. To open it, click the **Line Items** tab or press **Alt + L** on your keyboard.

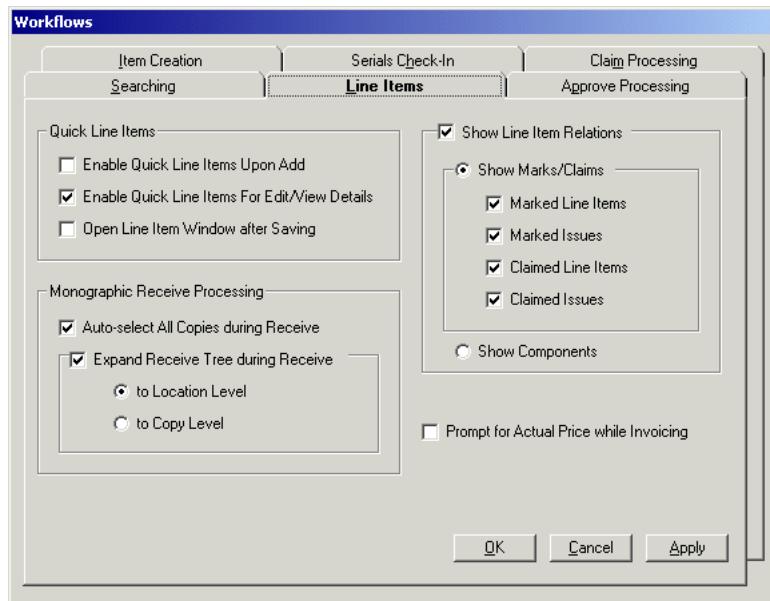


Figure 19-4. Workflows dialog box - Line Items tab

## Quick Line Items

The Quick Line Item feature provides a way for you to improve the efficiency of line item creation by presenting only required and commonly-used information.

Check the **Enable Quick Line Items Upon Add** check box to have the **Quick Line Item** dialog box open automatically after adding a line item to a purchase order. Normally, if this workflow option is not selected, you must manually choose either the Quick Line Item feature or the Detailed Line Item feature to enter line item information after adding a line item to a purchase order. With this check box selected, however, you do not have to spend time choosing between the Quick Line Item feature and the Detailed Line Item feature because the choice to use the Quick Line Item feature has already made.

Check the **Enable Quick Line Items For Edit/View Details** check box to have the Quick Line Item feature automatically activated when a purchase order is opened for editing or viewing. With the Quick Line Item feature activated, line items display in the Quick Line Item view rather than the Detailed Line Item view.

Check the **Open Line Item View after Saving** check box to have the check box of the same name on the **Quick Line Item** dialog box automatically selected. With this workflow option selected, the detailed view of the line item automatically opens after the item has been created using the Quick Line Item feature.

For more extensive information about the Quick Line Item feature, see [Quick Line Item](#) on [page 6-29](#). For more information about the Detailed Line Item feature, see [Detailed Line Item](#) on [page 6-36](#).

## Monographic Receive Processing

---

Check the **Auto-select All Copies during Receive** check box to have all copies for all locations for all selected line items automatically marked to be received when the **Receive** button is clicked on an order or an invoice. Selecting this feature eliminates the need to select each copy for each location to receive all copies of an item.

Check the **Expand Receive Tree during Receive** check box if you want the receive tree (in other words, the line item information hierarchy) automatically expanded to a particular level of information when the **Receive** button is clicked on an order or an invoice. After selecting this check box, you must then specify which level of line item information you want the receive tree expanded to: the Location level or the Copy level. Click the **to Location Level** radio button if you want the receive tree automatically expanded to the second level of the tree to show the locations for which copies are ordered. Click the **to Copy Level** radio button if you want the receive tree automatically expanded to the third level of the tree to show each copy for each location on the purchase order.

See [Receiving and Marking Your Monograph Items](#) on [page 7-1](#) and [Serials Check-In Activities](#) on [page 9-1](#) for more information.

## Show Line Item Relations

---

Check the **Show Line Item Relations** check box if you want the line items on purchase orders and invoices to show additional Marks/Claims or Components information. This additional information displays as a second tree level that can be displayed by clicking the plus (+) sign beside the line item.

After you select the **Show Line Item Relations** check box, you must decide whether you want to display additional Marks/Claims information or Components information. Only one of these areas of additional information may be displayed.

To show additional Marks/Claims information on approved purchase orders and invoices, click the **Show Marks/Claims** radio button. You must then click the check boxes beside the kinds of Mark and Claim information that you want

displayed. The benefit of having this information displayed is that marks and claims associated with line items can then be processed directly from approved purchase order or invoice.

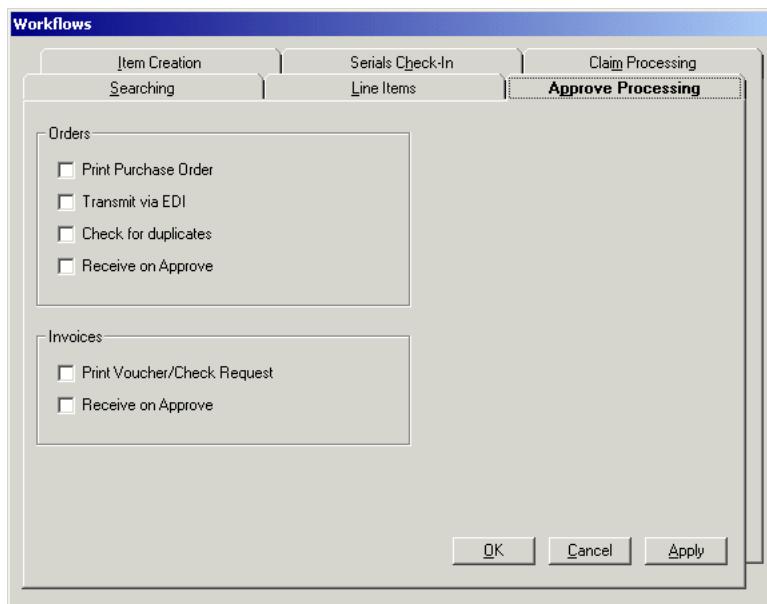
To show additional Component information, click the **Show Components** radio button.

Check the **Prompt for Actual Price while Invoicing** check box if wanted.

See [Receiving and Marking Your Monograph Items](#) on [page 7-1](#) and [Serials Check-In Activities](#) on [page 9-1](#) for more information.

## Approve Processing Tab

The **Approve Processing** tab ([Figure 19-5](#)) allows you to specify the actions to be taken when a purchase order or an invoice is approved. Click the **Approve Processing** tab to open it, or press **Alt + P** on your keyboard.



**Figure 19-5.** Workflows dialog box - Approve Processing tab

## Orders

---

The four check boxes in the **Orders** section of the **Approve Processing** tab correspond to the four check boxes on the **Approve Order** dialog box that opens before you approve a purchase order. The check boxes that you select on the **Approve Processing** tab are automatically selected on the **Approve Order** dialog box when you approve a purchase order.

Check the **Print Purchase Order** check box if you want a copy of the purchase order automatically printed when the purchase order is approved. If this check box is selected, the check box of the same name is automatically selected on the **Approve Order** dialog box that opens before a purchase order is approved.

Check the **Transmit via EDI** check box if you want a copy of the purchase order automatically transmitted via EDI when the purchase order is approved. If this check box is selected, the check box of the same name is automatically selected on the **Approve Order** dialog box that opens before a purchase order is approved.

**NOTE:**

The **Transmit Order via EDI** check box on the **Approve Order** dialog box is only available if the location in the **Order Site** field and the vendor in the **Vendor Code** field match the Library Location and Vendor of an existing EDI connection profile. If there are no matches, the **Transmit Order via EDI** check box is greyed out. See [EDI Connection Profiles](#) on [page 4-40](#) for information about EDI connection profiles.

Check the **Check for Duplicates** check box if you want the system to check for duplicate titles for the same location when a purchase order is approved. If this check box is selected, the check box of the same name is automatically selected on the **Approve Order** dialog box that opens before a purchase order is approved.

Check the **Receive on Approve** check box if you want to automatically receive all monograph line items on a purchase order when the purchase order is approved.

See [Approving a Purchase Order](#) on [page 6-95](#) for more information.

## Invoices

---

The two check boxes in the Invoices section of the **Approve Processing** tab correspond to the two check boxes on the **Approve Invoice** dialog box that opens before you approve a invoice. The check boxes that you select on the **Approve Processing** tab are automatically selected on the **Approve Invoice** dialog box when you approve an invoice.

Check in the **Print Voucher/Check Request** check box if you want a voucher/check request automatically printed when you approve an invoice. If this check box is selected, the check box of the same name is automatically selected on the **Approve Invoice** dialog box that opens before an invoice is approved.

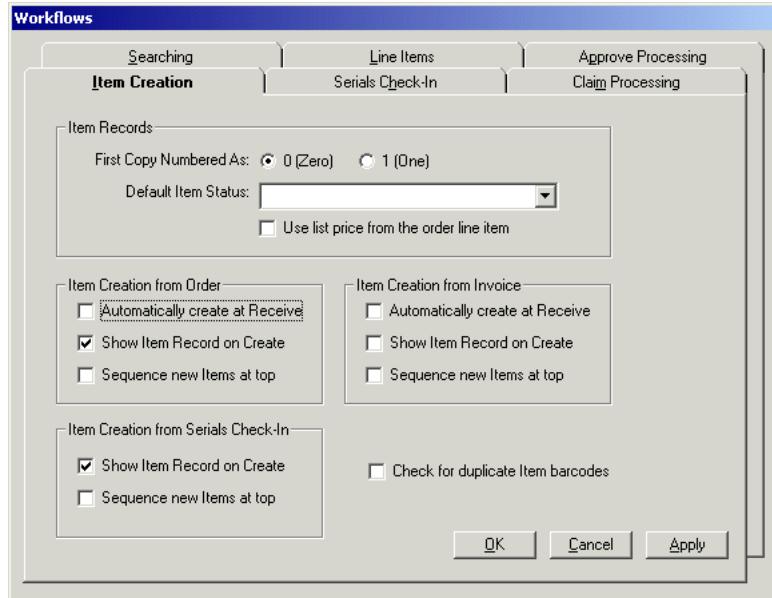
Check the **Receive on Approve** check box if you want to automatically receive all monograph line items on an invoice when the invoice is approved.

See [Approving an Invoice](#) on [page 12-30](#) for more information.

## Item Creation Tab

The **Item Creation** tab ([Figure 19-6](#)) allows you to control many aspects of the creation of item records from a purchase order, invoice or serials check-in. Click the **Item Creation** tab to open it, or press **Alt + I** on your keyboard.

For more information about Item Creation from a purchase order, invoice, or serials check-in, see [Item Record Creation and Maintenance](#) on [page 10-1](#).



**Figure 19-6. Workflows dialog box - Item Creation tab**

## Item Records

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The **First Copy Numbered As** option is used to determine whether 0 or 1 populates the **Copy** field on the item record.

The **Default Item Status** field displays on an item record when it is created through Acquisitions.

The **Use the list price from the order line** check box, if checked, allows the line item list price from the approved purchase order to display in the **Price** field on a created item record. If this check box is not selected, the list price on the item record must be manually entered.

## Item Creation from Order

---

The **Automatically create at receive** check box, if checked, creates an item record automatically when a line item copy is received from a purchase order.

The **Show Item Record on Create** check box if you want an item record to display when it is created. This check box is available only if the **Automatically create at receive** check box is selected. If you don't select the **Show Item Record on Create** check box but have checked the **Automatically create at receive** check box, an item record is created but does not automatically display at the time of creation.

**NOTE:**

If you receive more than one copy at a time, the item records created for the individual copies do not automatically display, even if you have checked the **Show Item Record on Create** check box. Rather, you receive the message: *x* item records automatically created, where *x* equals the appropriate amount. However, you can access an item record for an individual copy by selecting the copy and then clicking the **Item** button.

Check the **Sequence New Items at Top** check box if you want newly-created item records to be placed at the top of the item sequence in the staff modules. If this check box is not selected, by default, the item record is placed at the bottom of the item sequence in the staff modules.

## Item Creation from Invoice

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Check the **Automatically create at receive** check box if you want an item record automatically created when a line item copy is received from an invoice.

---

Check the **Show Item Record on Create** check box if you want an item record to display when it is created. This check box is available only if the **Automatically create at receive** check box is selected. If you don't select the **Show Item Record on Create** check box but have checked the **Automatically create at receive** check box, an item record is created but does not automatically display at the time of creation.

**NOTE:**

If you receive more than one copy at a time, the item records created for the individual copies do not automatically display, even if you have selected the **Show Item Record on Create** check box. Rather, you receive the message,  $x$  item records automatically created, where  $x$  equals the appropriate amount. However, you can access an item record for an individual copy by selecting the copy and then clicking the **Item** button.

Check the **Sequence New Items at Top** check box if you want newly-created item records to be placed at the top of the item sequence in the staff modules. If this check box is not selected, by default, the item record is placed at the bottom of the item sequence in the staff modules.

### **Item Creation from Serials Check-In**

---

Check the **Show Item Record on Create** check box if you want an item record to display when it is created. If you receive more than one copy at a time, the item records created for the individual copies do not automatically display, even if you have selected the **Show Item Record on Create** check box. Rather, you receive the message,  $x$  item records automatically created, where  $x$  equals the appropriate amount. However, you can access an item record for an individual copy by selecting the copy and then clicking the **Item** button.

**NOTE:**

The **Show Item Record on Create** feature for Item Creation from Serials Check-In does not perform unless you have selected the **Create Item** check box on the **Component Details** tab of the component. This check box can be selected when the component is created or while editing the component (for more information about selecting this check box when creating or editing a component, see [Creating a Subscription Component](#) on [page 8-6](#).) If you check the **Create Item** check box on the **Component Details** tab, an item record is automatically created when an issue of that serial component is received through Serials Check-In.

Check the **Sequence New Items at Top** check box if you want newly-created item records to be placed at the top of the item sequence in the staff modules.

Result: If this check box is not selected, by default, the item record is placed at the bottom of the item sequence in the staff modules.

## Item Barcodes

---

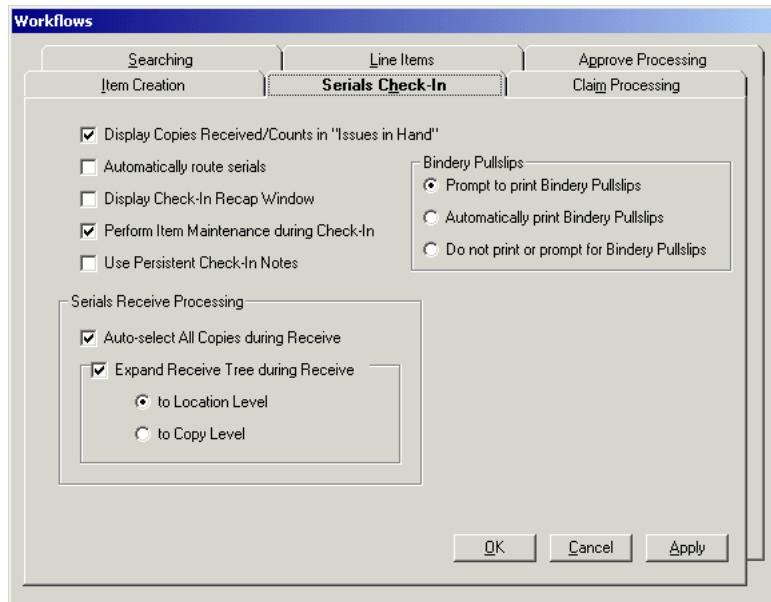
Click the **Check for Duplicate Item Barcodes** check box if you want the system to determine whether a barcode that you are assigning to an item record is currently associated with another item.

## Serials Check-In Tab

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The **Serials Check-In** tab ([Figure 19-7](#)) helps you create efficient workflows for your serials processing. Click the **Serials Check-In** tab to open it, or press **Alt + H** on your keyboard.

---



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**Figure 19-7. Workflows dialog box - Serials Check-In tab**

Check the **Display Copies Received/Counts in Issues in Hand** check box if you want to see the number of copies that have been received for each issue listed in the **Issues in Hand** list. If this check box is selected, the number of received copies out of the number of ordered copies displays for each issue in the **Issues in Hand** list.

---

The following is an example of an issue in the **Issues in Hand** list with the enumeration/chronology information and the copies received/copies order information displayed

v.39, no. 4 (Apr. 2000) (1/3).

If you check the **Automatically route serials** check box, the **Route Serial Issue** dialog box does not open when an issue is received. Rather, the next unused routing list is automatically printed.

To have a **Recap** work space open after receiving an issue, check the **Display Check In Recap Window** check box. This window summarizes the events of receiving process including the issue received, the next expected issue, the ability to change the date for the next expected issue, and so on. If you would rather stream-line the check-in process and not open the **Recap** work space, do not select this check box.

Normally, in order to stream-line the check-in process, after the **Receive** button is clicked, the check-in process continues either to the **Recap** work space (if enabled) or back to the **Receive/Mark** dialog box, where you can select another issue to receive.

However, if you want to perform item maintenance before proceeding on to the **Recap** work space or the **Receive/Mark** dialog box, you can click the **Perform Item Maintenance during Check-In** check box. If this check box is selected, the check-in process does not automatically proceed to the **Recap** work space or the **Receive/Mark** dialog box after you click the **Receive** button. Rather, a **Continue** button appears beside the **Receive** button.

After you perform your item maintenance, you can then continue the check-in process by clicking this **Continue** button.

Check the **Use Persistent Check-In Notes** check box if you want a note for a component to remain visible throughout the Check-In process. Such a note remains visible until you click the **Close** button on the **Check-In Note** dialog box or until you click the **Start Over** button.

If you do not select the **Use Persistent Check-In Notes** check box, a standard **Check-In Note** dialog box opens when a component is selected for Check-In. Unlike the persistent check-in note, a standard check-in note must be closed in order for you to continue with the check-in process.

**NOTE:**

A check-in note is not editable from the persistent **Check-In Note** dialog box. If you want to edit the check-in note, you must click the **Note** button to open the standard **Check-In Note** dialog box.

## Serials Receive Processing

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Check the **Auto-select All Copies during Receive** check box to have all copies for all locations for the selected component automatically marked to be received when you click the **Accept** button on the **Serials Check-In** work space. This feature eliminates the need to select each copy for each location to receive all copies of an issue.

Check the **Expand Receive Tree during Receive** check box if you want the receive tree (in other words, the item information hierarchy) automatically expanded to a particular level of information when the **Accept** button is clicked on the **Serials Check-In** work space. After selecting this check box, you must then specify which level of item information you want the receive tree expanded to: the Location level or the Copy level.

Click the **to Location Level** radio button if you want the receive tree automatically expanded to the second level of the tree to show the locations for each issue. Click the **to Copy Level** radio button if you want the receive tree automatically expanded to the third level of the tree to show each copy for each location.

**NOTE:**

Choosing to expand the tree to the Copy Level might be more useful when checking in an issue because the Call Number can only be seen at the Copy Level.

## Bindery Pullslips

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A user can select only one of the following options.

- **Prompt to print Bindery Pullslips.** When checking-in an issue of the component, the operator receives a prompt to print the Bindery Pullslip because the bind-on date has passed and issues can be pulled for a volume created in Bindery Maintenance.
- **Automatically print Bindery Pullslips.** When checking-in an issue of the component, the Bindery Pullslip automatically prints if the bind-on date has passed and issues can be pulled for a volume created in Bindery Maintenance.
- **Do not print or prompt for Bindery Pullslip.** When checking-in an issue, there is no prompting or automatic printing of the Bindery Pullslip.

The default setting is Prompt to print Bindery Pullslips.

## Automatic Prompt to Print the Pullslip

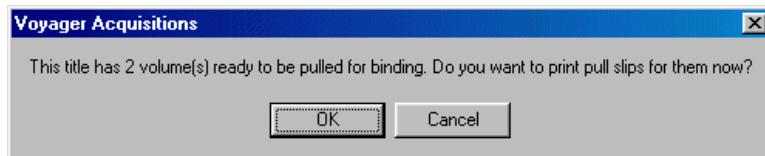
When the **Prompt to print Bindery Pullslips** workflow option is selected the serials check-in operator receives the prompt (or the Pullslip prints) if the following conditions are met.

- The bind-on date for the volume is earlier than the system date (current date)
- The volume does not have an item record

The following is an example of how this would work.

Our volume consists of 12 issues of a monthly periodical for the year 2001. The Bind-on date for this volume is June 1, 2002.

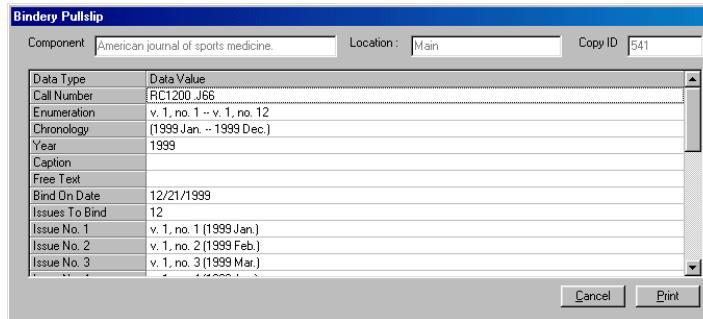
When the serials check-in operator is checking-in an issue for this periodical (it doesn't matter which issue) and the current date is after June 1, 2002 a prompt box alerts the operator that there are volumes to be pulled for binding (see [Figure 19-8](#)).



**Figure 19-8. Bindery Pullslip prompt when checking-in an issue**

If the operator chooses cancel the box closes and they can continue with serials check-in.

If the operator chooses **OK**, then the **Bindery Pullslip** dialog box opens (see [Figure 19-9](#)).



---

**Figure 19-9. Bindery Pullslip dialog box**

At this point the operator can print the Bindery Pullslip.

#### Automatic Printing of Bindery Pullslips

When the **Automatically print Bindery Pullslips** workflow option is selected and the conditions described above are met, then when the operator checks-in an issue the Bindery Pullslips for each volume are printed without prompting the user.

The system uses the default printer defined for the operators computer.

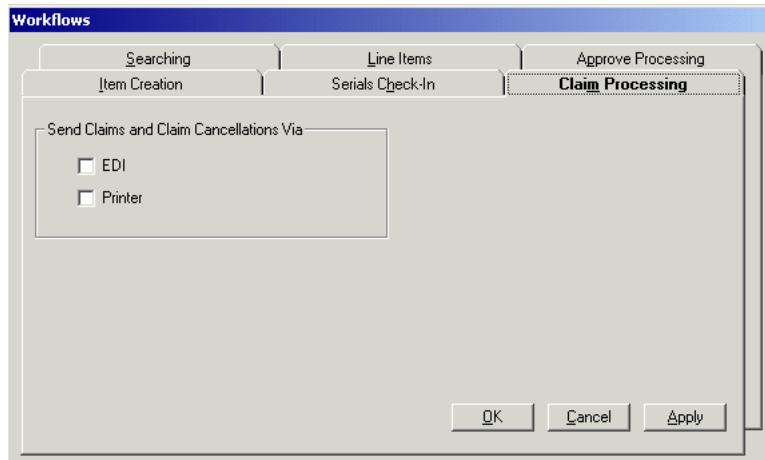
#### NOTE:

If an item record is not created when the issues are pulled for binding, Automatic prompt continues to prompt to print the pullslip and Automatic print continues to print it whenever another issue is received. It is suggested that when issues are pulled for binding the item record should be created, see [Item Record Creation and Maintenance](#) on page 10-1.

## Claim Processing Tab

---

The **Claim Processing** tab ([Figure 19-10](#)) allows you to specify the actions to be taken when claim and claim cancellations are generated. Click the **Claim Processing** tab to open it, or press **Alt + M** on your keyboard.



**Figure 19-10. Workflows dialog box - Claim Processing tab**

Check in the **EDI** check box to send claims and claim cancellations to your vendor through EDI when you generate a claim from the **Claims** List, the check box of the same name is selected on the **Generate Claim** dialog box that opens. This is a time saving option.

**NOTE:**

The **EDI** check box on the **Generate Claim** dialog box is only available if the vendor specified in the claim and the location from which you have generated the claim match the Vendor and Library Location of an existing EDI connection profile. If there are no matches, the **EDI** check box is not available. See [EDI Connection Profiles](#) on page 4-40 for information about EDI connection profiles.

Check in the **Printer** check box to send claims and claim cancellations to the printer when you generate a claim from the **Claims** List, the check box of the same name is selected on the **Generate Claim** dialog box. This is a time saving option.

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