# SirsiDynix Symphony 3.2

# Acquisitions Training Guide

DOC-ACQTGEN-S

Publication Name: SirsiDynix Symphony 3.2 Acquisitions Training Guide
Publication Number: DOC-ACQTGEN-S
Version Number: SirsiDynix Symphony 3.2
Latest Printing: January 2008

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# Introduction

## Overview

The SirsiDynix Symphony Acquisitions Training Course is designed to provide a basic understanding of the capabilities of the Symphony Acquisitions software with an overview of navigating those functions in the WorkFlows client.

Topics include creating funds, vendors, orders, and invoices. You will also have an opportunity to work practice exercises utilizing the knowledge you learn. This course also discusses basic Acquisition reports.

The ultimate goal of this course is to train library staff members so that they in turn may act as trainers for others at their branch, campus, or institution.

### Who should attend?

This course is intended for Acquisitions Department managers, System managers, and other Acquisitions staff.

### Prerequisite

**Essential Symphony Skills** – This course teaches basic skills including navigating WorkFlows, searching, changing a toolbar, keyboard navigation, using the online help, and an overview of wizards.

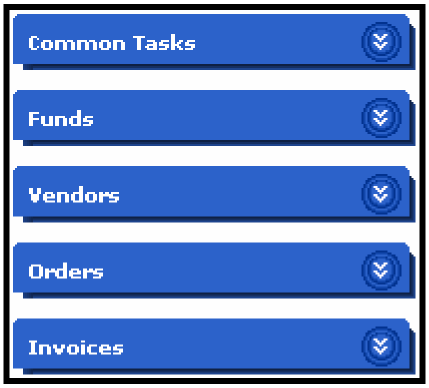
## Course Goals

After completing this course, participants will be able to:

- Create, modify, display, duplicate, and remove funds
- Add a fund cycle to an existing fund record
- Create, modify, display, duplicate, and remove vendors
- Add a vendor cycle to an existing vendor record
- Create basic, dated, and recurring orders
- Modify, remove, and duplicate orders
- Receive orders and process materials
- Create, pay, display, modify, and remove invoices

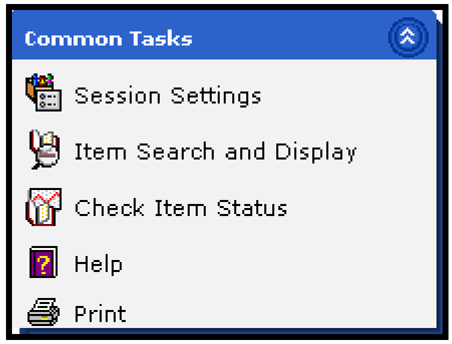
# Acquisitions Toolbars and Wizards

This section illustrates and describes the wizards on the various toolbars used in the Acquisitions module.




| | |
|---|---|
| **Common Tasks** | Contains wizards that set specific defaults values as well as searching and other common functions. |
| **Funds** | Contains wizards that display, create, edit, duplicate, and remove fund accounts. |
| **Vendors** | Contains wizards that display, create, edit, duplicate, and remove vendor accounts. |
| **Orders** | Contains wizards that display, create, edit, duplicate, remove, and receive orders. |
| **Invoices** | Contains wizards that display, create, edit, remove, and pay invoices. |

## Common Tasks Toolbar



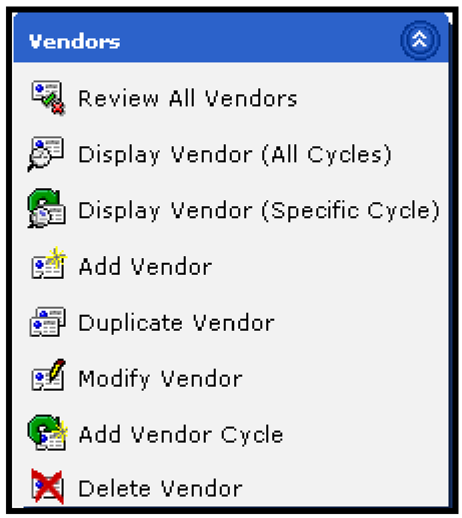

| | | |
|---|---|---|
| | **Session Settings** | Sets Acquisitions settings for the current session. |
| | **Item Search and Display** | Searches and displays title records, call numbers, and items. |
| | **Check Item Status** | Checks the status of an item and proposes an action to be taken. |
| | **Help** | Opens the WorkFlows Help file. |
| | **Print** | Prints the open record. |

## Fund Information and Maintenance Toolbar


| | | |
|---|---|---|
| | **Review All Funds** | Displays copy, budget, and performance information for all funds within a specific cycle. |
| | **Review Available Funds** | Displays funds for a specific cycle having a free balance greater than zero dollars. |
| | **Display Fund (All Cycles)** | Displays information about a fund record and all its associated cycles. |
| | **Display Fund (Specific Cycle)** | Displays information about a fund record and a specified cycle. |
| | **Add Fund** | Adds a new fund record. |
| | **Duplicate Fund** | Duplicates a fund record and/or a specified cycle. |
| | **Modify Fund** | Modifies fund information and/or fund cycle information. |
| | **Transfer Budget Amount** | Transfers an amount from one source fund to up to ten destination funds. |
| | **Add Fund Cycle** | Adds budget cycle information for an existing fund record. |

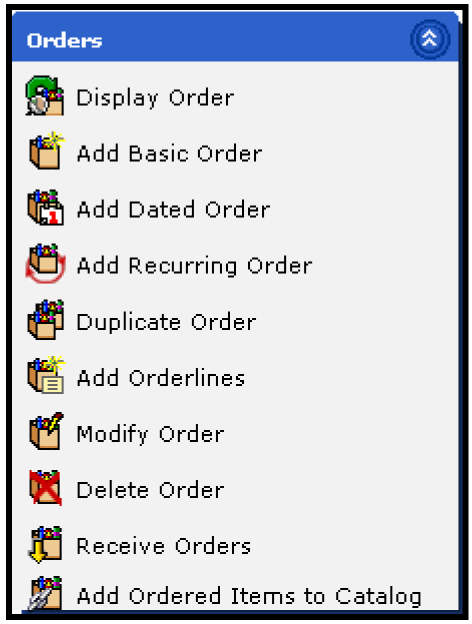
| | | |
|---|---|---|
| | **Modify Fund Budget** | Adjusts the budgets of selected funds. |
| | **Rollover Fund** | Rolls over selected funds from a specific fiscal cycle to a new fiscal cycle. |
| | **Delete Fund** | Removes a fund and/or fund cycle(s) records. |

## Vendor Information and Maintenance Toolbar



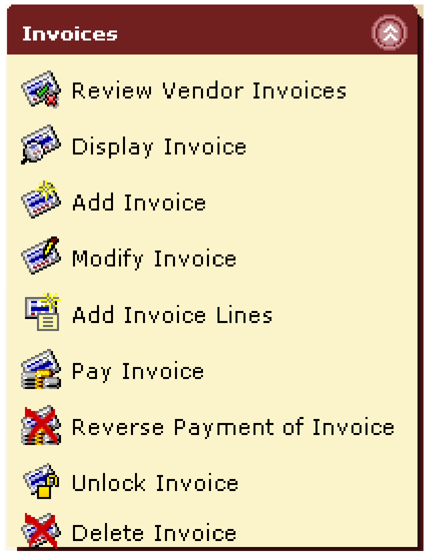

| | | |
|---|---|---|
| | **Review All Vendors** | Displays copy, budget, and performance information for all vendors within a specific cycle. |
| | **Display Vendor (All Cycles)** | Displays a summary of a single vendor record and totals all cycles of a single vendor. |
| | **Display Vendor (Specific Cycle)** | Displays all orders and linked serials control records for a specified vendor in the specified fiscal cycle. |
| | **Add Vendor** | Adds a new vendor record. |
| | **Duplicate Vendor** | Creates a new vendor by copying an existing vendor record. |
| | **Modify Vendor** | Adds or changes many of the fields in the vendor record, or it can change a vendor cycle record. |
| | **Add Vendor Cycle** | Adds a vendor cycle record to an existing vendor. |
| | **Delete Vendor** | Removes a vendor cycle from a vendor record, or removes a vendor record and all associated vendor cycles. |

## Order Information and Maintenance Toolbar



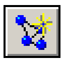
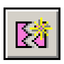
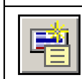
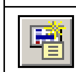
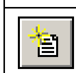
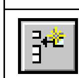
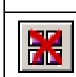
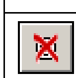

| | | |
|---|---|---|
| | **Display Order** | Display order and order-related information. |
| | **Add Basic Order** | Creates firm, approval, or gift orders. |
| | **Add Dated Order** | Creates an order that includes a renewal date for a subscription or a membership. |
| | **Add Recurring Order** | Creates a standing or blanket order. |
| | **Duplicate Order** | Creates a new order by copying an existing order record. |
| | **Add Orderlines** | Add orderlines to an existing order. |
| | **Modify Order** | Modifies order or orderline information on an existing order. |
| | **Delete Order** | Removes an orderline from an order record, or removes an order and all associated orderlines. |
| | **Receive Orders** | Fully or partially receives ordered items by batch entry of packing list information. |
| | **Add Ordered Items to Catalog** | Creates copies for received orders. |

## Invoice Information and Maintenance Toolbar




| | | |
|---|---|---|
| | **Review Vendor Invoices** | Displays invoices for all vendors or a selected vendor. |
| | **Display Invoice** | Displays an invoice and invoice-related information. |
| | **Add Invoice** | Creates invoices from an order or by individual line. |
| | **Modify Invoice** | Modifies existing invoices and invoice line information. |
| | **Add Invoice Lines** | Adds invoice lines to an existing invoice. |
| | **Pay Invoice** | Pays an invoice and/or invoice line. |
| | **Reverse Payment of Invoice** | Reverses the payment of an invoice and/or invoice line. |
| | **Unlock Invoice** | Unlocks invoices that have been locked, by setting the date locked to NEVER, and allows changes to the invoice. |
| | **Delete Invoice** | Removes an unpaid invoice and/or invoice line. |

# Helpers and Tools

| Helper/Tool | | Description |
|---|---|---|
|  | **Add a Cancellation** | Cancels an orderline. |
|  | **Add a Claim** | Creates a claim for an orderline. |
|  | **Add a Funding/Distribution Cluster(s)** | Adds a new funding and distribution cluster to the existing orderline. You can specify type of funding and distribution, as well as how many should be added. |
|  | **Add a Holding Distribution** | Adds a holding distribution to the selected funding segment. |
|  | **Add a User Distribution** | Adds a user distribution to the selected funding segment. |
|  | **Add an Additional Split** | Creates a split funding segment for the orderline. |
|  | **Add Fund Cycle** | Adds a fund cycle when using the Modify Fund wizard. |
|  | **Add Invoice** | Creates a new invoice record and adds new invoice lines for the current order. This helper is similar to the Add Invoice wizard. |
|  | **Add Invoice Lines** | Adds invoice lines to the invoice for the current order. This helper is similar to the Add Invoice Lines wizard. |
|  | **Add Invoiceline** | Adds invoice lines when creating a new invoice or to an existing invoice. |
|  | **Add New Orderline** | Adds additional orderlines to an existing order. |
|  | **Add Temporary Title** | Creates a new bibliographic record for your order. |
|  | **Change Title Link** | Links the current orderline to a different title record. |
|  | **Configure Options for the Item Search** | Limits and sorts your search using volume/copy characteristics. |
|  | **Create First Row** | Inserts a new row on a blank tab. |
|  | **Create Invoice Lines for Order** | Creates an invoice for each line on the order. |
|  | **Delete a Segment** | Deletes a funding or distribution segment from an orderline. |
|  | **Delete Orderline** | Deletes an orderline. |
|  | **Delete Row** | Deletes the row in which the cursor is positioned. |

| Helper/Tool | Description |
|---|---|
| **Display All Cycle Information** | Displays the amount budgeted, encumbered, invoiced, and paid for each cycle in a particular fund. |
| **Display All Invoice Lines** | Displays all invoice lines on the invoice without displaying each one individually. |
| **Display All Orderlines** | Displays all orderlines on the order without displaying each one individually. |
| **Display Description** | Displays bibliographic information and volume/copy information about the current item. |
| **Display Funds Summary** | Displays a summary of funds affected by an invoice, invoice line, or list of invoice lines. |
| **Display Invoice** | Displays an invoice. |
| **Display Invoiceline** | Displays an invoice line. |
| **Display Order** | Displays an order. |
| **Display Orderline** | Displays an orderline. |
| **Display Packing List** | Displays detailed packing list information for an order in the Receive Orders wizard. |
| **Duplicate Orderline** | Duplicates an existing orderline. |
| **Find Holding Code** | Searches existing holding codes by library, item type, and location when creating or modifying orderline distributions. |
| **Global Adjustments** | Automatically calculates percentage adjustments and adjusts multiple funds by the same amount. |
| **Global Item Modification** | Applies item level modifications to selected copies of the associated title. |
| **Insert Row After** | Adds a row after the field in which the cursor is positioned. |
| **Insert Row Before** | Adds a row before the field in which the cursor is positioned. |
| **List Catalog By Call Number** | Displays call number records in your library's system that share the same call number or portion of a call number. |
| **Modify Invoice Extended Info** | Modifies extended information fields associated with the invoice. |
| **Modify Invoiceline** | Modifies an existing invoice line. |
| **Modify Orderline** | Modifies an existing orderline. |

| Helper/Tool | | Description |
|---|---|---|
| | **Modify This Orderline** | Modifies the orderline before you receive the order in the Receive Orders wizard. |
| | **Modify Title** | Modifies the associated title. |
| | **Order Extended Info** | Adds or modifies extended information fields associated with the order. |
| | **Orderline Ext. Info** | Adds or modifies extended information fields associated with the orderline. |
| | **Pay Invoiceline** | Pays an invoice line. |
| | **Produce Order Report** | Runs the Print Specific Purchase Orders report for the current order. This helper is available when creating, duplicating, or modifying an order. |
| | **Prorate Invoice** | Prorates the invoice. |
| | **Replace Fundings and Distributions** | Provides pattern templates for fundings and distributions in conjunction with the Order Map policy. |
| | **Reverse Payment Invoiceline** | Reverses payment or "unpays" an invoice line. |
| | **Save Amounts and Quantities Data to a File** | Saves specific vendor information to a file on your workstation. This file can be viewed using a spreadsheet application. |
| | **Save Averages Data to a File** | Saves specific vendor information to a file on your workstation. This file can be viewed using a spreadsheet application. |
| | **Save Financial and Copies Data to a File** | Saves specific fund information to a file on your workstation. This file can be viewed using a spreadsheet application. |
| | **Save Funds Summary** | Saves a summary of funds affected by an invoice, invoice line, or list of invoice lines to a file on your workstation. This file can be viewed using a spreadsheet application. |
| | **Save Performance Data to a File** | Saves specific fund information to a file on your workstation. This file can be viewed using a spreadsheet application. |
| | **Save Order Line to File** | Saves orderline data to a file on your workstation. This file can be viewed using a spreadsheet application. |
| | **Save to a File** | Saves vendor invoices data to a file on your workstation. This file can be viewed using a spreadsheet application. |

| Helper/Tool | | Description |
|---|---|---|
|  | **Set Options for Fund Search** | Limits a search by fund level(s). If you want to retrieve all of the funds associated with a particular fund level or levels, it is not necessary to enter any additional search criteria. |
|  | **SmartPort** | Connects to and searches a Z39.50 compliant database for bibliographic records. Captures a new bibliographic record for your order. |
|  | **View Order Reports** | Displays finished Print Specific Purchase Orders reports. In combination with the Produce Order Report helper, this helper is available when creating, duplicating, or modifying an order. |

# Acquisitions

## Overview

The Acquisitions module can be fully integrated with other Symphony modules or used on its own. Your library can have as many vendors and funds as necessary. You can order items, create purchase orders, and update vendor and fund information. Symphony accumulates totals budgeted, encumbered, and spent. Vendor, fund, and ordering information is online at all times. A variety of reports assist in ordering, claiming, and accounting.

In an integrated system, many record types work together to perform a variety of functions. Records used in the Acquisitions module may also be used in either the standard or the shadow catalog and perhaps in circulation activities as well. The interaction of the records and the kind of information they exchange depend on the actions performed at the workstation. The Acquisitions module uses the interaction of fund, vendor, order, and invoice records to provide your library with the following capabilities:

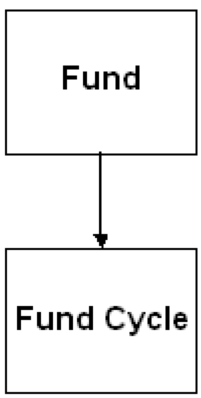
- Create and track fund accounts.
- Store detailed information on each vendor.
- Order and track materials through receipt, invoice, and payment.
- Link the order to a title in the catalog (optional).
- Produce reports on fund, vendor, and order activity.

In placing an order, the user identifies a fund record representing the budget from which the material is to be purchased and a vendor record representing the source of the material. The material is identified either by entering vendor-specific information such as a vendor title number in the order record or by linking an existing bibliographic description to the order. If an order is linked to a bibliographic record, you can search for materials on order in the full-text index of either the standard or the shadow catalog.

When an order record is complete and marked as "ready," a report generates a purchase order notice to send to the vendor. When receiving materials, you can mark each line item as received, or simply enter the full purchase order information and have Symphony receive the individual line items automatically. You can enter invoices directly into the system. Symphony matches and accepts payment for all materials or individual line items on order records. You must understand the structure of the records used by the Symphony Acquisitions module to adapt them to the standard workflow of the library.

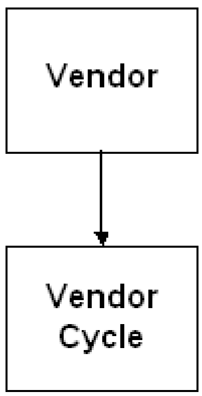
## Funds

- Each library fund or budget category requires a fund account record in Symphony. When you establish a fund record to represent specific funds or funding areas, you can track expenditures and encumbrances over accounting periods.
- Each fund record contains information about fund amounts and fund activity during a specified fiscal period.
- In a multi-library system, fund records belong to the library that creates them.
- Fund wizards create and maintain both fund records and fund cycle records.
- Symphony supports an unlimited number of library-defined funds.
- Each fund is represented by a fund record that contains constant information about the fund, and by a number of fund cycle records detailing fund amounts and activity for a specific fiscal period.
- Create funds for ordering books, serials, standing orders, library supplies, etc.
- SirsiDynix recommends that you create all fund records before you create orders.
- Any tracking is based upon the establishment of funds.
- You cannot remove funds that have orders or encumbrances against them.



## Vendors

A vendor record identifies the source of materials being acquired. Every vendor, jobber, publisher, or donor from whom the library acquires material should be represented online by a vendor record in Symphony. When you create an order, the order must identify a vendor. You can run reports that will provide information about the dealings of the library with a particular vendor, showing transactions in progress, and the quantity of activity with that vendor.




Each vendor has a vendor record containing constant information about the vendor such as addresses, and a number of vendor cycle records, each of which contains information about vendor activity for a specific period of time. In a multi-library system, vendor records belong to the library that created them.

Each vendor record may be associated with one or more vendor cycle periods. Vendor cycles contain data about the vendor for a single chronological period. Each Vendor Cycle Data screen area includes the following elements:

- Fiscal cycle identifying the time covered (quarter, semester, calendar year, fiscal year)
- Deposit amount
- Percent encumbrance allowed on deposit amount (may be set to any amount under or over 100 percent of total encumbrance)
- Claim period in days
- Cancellation period in days

A Discount Table tab provides fields related to the type of discount, particularly whether it is based on the dollar amounts or quantities purchased.

A Vendor Extended Information tab provides fields for entering additional vendor criteria, such as vendor terms, alternate vendor data, or library notes and comments about the vendor.

An Addresses tab provides space for up to three different addresses for the same vendor. Each address field can be designated to maintain the following different points of vendor contact.

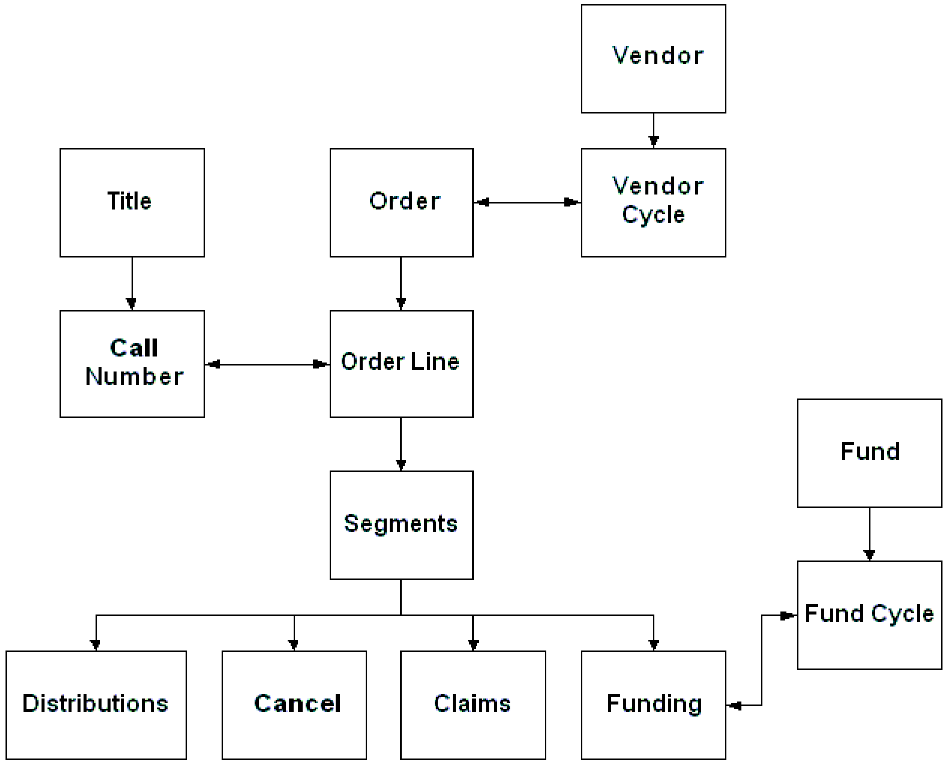
- Accounting
- Ordering
- Service

An EDI Addresses tab provides EDI X12 electronic transfer address fields. Statistical data such as amounts ordered, encumbered and paid; deposit account information; numbers of copies ordered, paid, and received; average price and shipment from the vendor; and claim and cancellation information are maintained within the system for each vendor.

## Orders

An order record represents an item or items in the process of being acquired. Orders associate funds and vendors with a description of the item(s) being ordered. An order record often represents a purchase order with one or more line items (often called orderlines in Symphony) that has been or will be sent to a vendor. An order record may also represent a gift (where the vendor is the donor). Order records can be used to purchase library supplies and items for external agencies as well as to purchase materials for the collection.

An order consists of several parts: the order record, one or more line item (orderline) records, and one or more special records called segments that contain funding, distribution, claiming, and canceling information.




Symphony keeps track of the transactions occurring within each of these record types. In a multi-library system, orders belong to the library that created them. Using the information in the vendor, order, and orderline records, workstation operators generate purchase orders through reports.

| | |
|---|---|
| **Note** | You must create the designated funds and vendors before creating the order. |

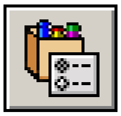
Each order is identified in Symphony by an order ID. A purchase order number can be entered for the order ID, or Symphony can generate an order ID automatically in a library-defined pattern.

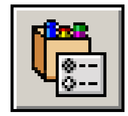
There are three order types: Basic, Dated, and Recurring.

# Getting Started

## Overview

This section describes the entire Acquisitions process including creating vendors and funds, creating orders, receiving orders, and adding ordered items to the catalog.





## Session Settings

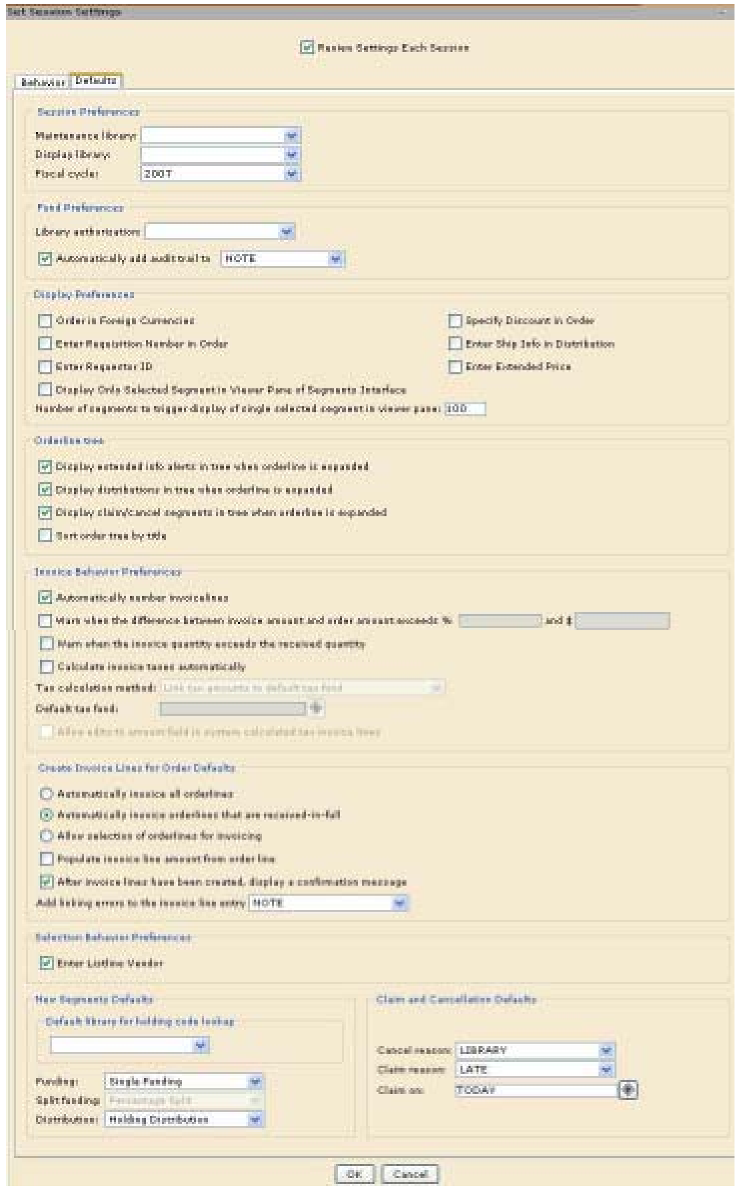
The Session Settings wizard guides you through the process of determining specific property-type settings for a range of wizards during your WorkFlows session. The values in the session settings behave in the same way that properties behave. If you save properties when exiting, Symphony saves your session settings for use in the next WorkFlows session. If you do not set these defaults at the beginning of a session, the first wizard you select will display the Session Settings wizard. You must set these defaults before WorkFlows will allow you to continue working with the Acquisitions wizards.

| | |
|---|---|
| **Note** | Symphony uses the defaults contained in these session settings in all Acquisitions wizards. |

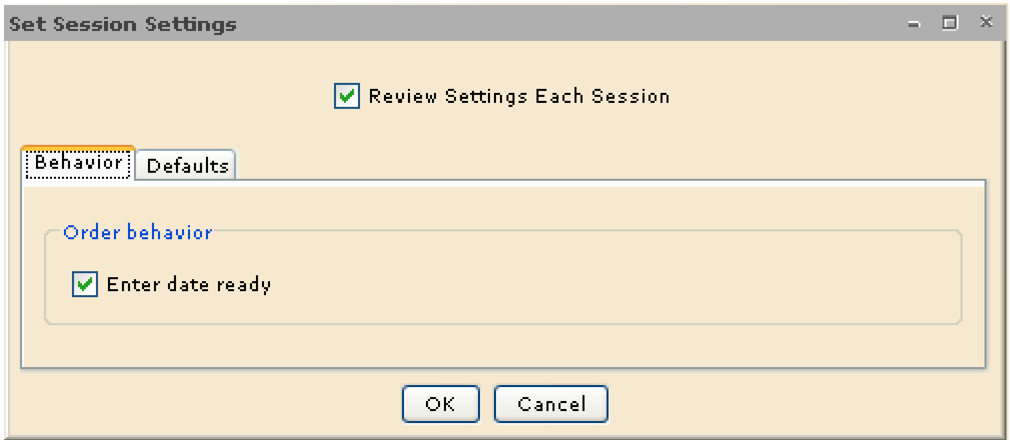
### *To establish the Acquisitions session settings*

1. On the Common Tasks toolbar, click the **Session Settings** wizard . The Set Session Settings window appears:

## *Default Tab*



### *Behavior Tab*




2. By default, the **Review Settings Each Session** check box is selected. This means that the session settings displays for review the first time an Acquisitions wizard is selected during the workstation session. If you clear this box, you can change the session settings only by using the Session Settings wizard. Session settings behave like properties, but may be set across a range of wizards instead of at the individual wizard level.

3. The **Enter Date Ready** behavior will allow you to prohibit changes to the Date Ready field on a purchase order. You can, therefore, control "who" can mark an order ready to transmit to the vendor.

   If the box is checked, the Date Ready field will be available for editing in the purchase order record.

   If the box is unchecked, the Date Ready field will be grayed in the purchase order and a user with access will have to come into the system and edit the field when the purchase order is ready to be sent to the vendor.

4. In the **Maintenance Library** box, select the library whose acquisition information you have permission to modify. The options that appear are set in the policy file.

5. In the **Display Library** box, select the library whose acquisition information you have permission to display. The options that appear are set in the policy file.

| | |
|---|---|
| **Note** | For more information, see the FAQ "What is the difference between a Maintenance Library and a Display Library" in the online help. |

5. In the **Fiscal Cycle** box, select a fiscal cycle from the drop-down list that you will typically use for this session. Use numeric values only. The list displays all fiscal cycles in use by any fund in the Symphony system.
6. In the **Automatically Add Audit Trail To** box, select an extended information entry. When activated, this feature displays modified or adjusted budget amounts with audit trail information in the Extended Information tab. Values display exactly as entered, so always enter decimals and currency symbols. Automatic audit trail information may be produced in the following formats.

***Comment:*** 5/31/2004 -- Cycle: 2005 -- User ID: DJSMITH -- Added $1240.00

***Comment:*** 8/3/2005 -- Cycle: 2005 -- User ID: PJDANIELS -- Subtracted $100.00

***Comment:*** 8/31/2005 -- Cycle: 2005 -- User ID: JMBEAMER -- Replaced with $1750.00

7. In the Display Preferences area, determine whether to display any additional fields when working with order wizards, such as currency, discount, or extended price.

   In the Orderline Tree area, determine whether to display any additional segments information when working in an orderline, such as extended info alerts, distribution information when the orderline is expanded, claim and cancellation segments when the orderline is expanded and whether or not to sort the orderline tree by title.
8. In the Invoice Behavior Preferences area, determine whether to automatically number invoice lines and have the system warn you when the difference between invoice and order amounts exceeds a certain percentage or dollar value.

   In the Create Lines for Order Defaults area, set default values that are applicable when using the Create Lines for Order helper to create invoice lines from an order.

9. In the Selection List Behavior Preferences area, select the checkbox for the **Enter Listline Vendor** and you are prompted to type a vendor ID for each selection list line. If the property is not selected, then a vendor ID

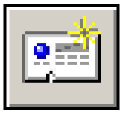
cannot be entered when creating a list line. By default, the Enter Listline Vendor check box is cleared.

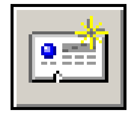
| | |
|---|---|
| **Note** | Select this session setting to allow creating one order per vendor when using the Order From Selection List wizard. |

10. Under New Segments Defaults, select a **Funding** default value from the drop-down list. If you select a **Multiple Funding** default, you can also select a **Split Funding** default, either by percentage or amount. Select a default **Distribution** from the drop-down list.

| | |
|---|---|
| **Note** | The segments defaults apply to all new segments as they are created. |

11. Under Claim and Cancellation Defaults, select a default **Cancel Reason** and **Claim Reason** from the drop-down lists. You can set a default **Claim On** date using the Calendar gadget.
12. Click **OK** when finished.

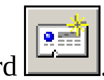


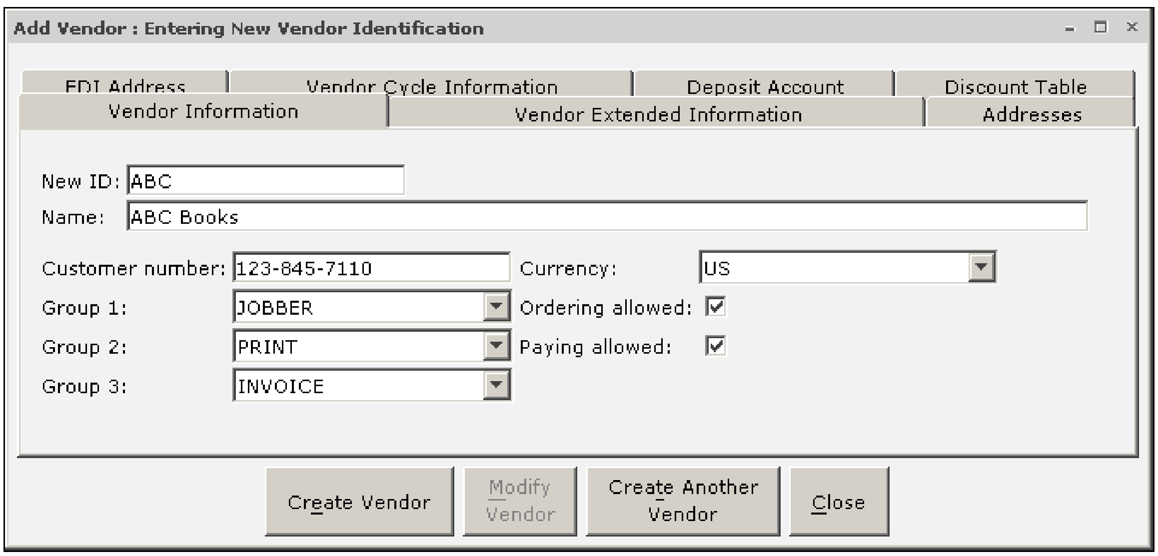


# Add Vendor

The Add Vendor wizard adds a new vendor record.

### *To create a new vendor record*

1. On the Vendor Information and Maintenance toolbar, click the **Add Vendor** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK.** The following window appears:




## Vendor Record Tabs

### *Vendor Information Tab*

The Vendor Information tab contains basic information fields which apply to all fiscal cycles for this vendor.

3. In the **New ID** box, type the vendor ID (up to 20 characters) that you want to assign to the vendor, or select **AUTO** to let Symphony generate an ID for you.

| | |
|---|---|
| **Note** | SirsiDynix recommends not using spaces or punctuation in the New ID. |

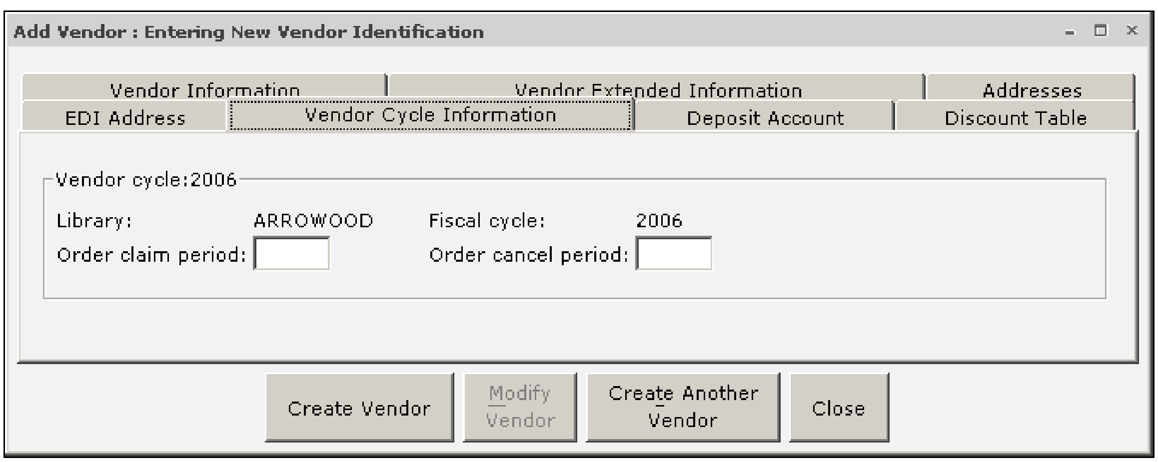
4. In the **Name** box, type the full name of the vendor (up to 70 characters). This is a searchable field.
5. In the **Customer number** box, type the customer number of the vendor (up to 20 characters). This is a searchable field.
6. The policy file controls the choices in the **Currency** box. You cannot change the currency after you place orders with a vendor.
7. The policy file controls the choices in the **Group** boxes. This is optional information used for reports and acts like demographics. Be sure to implement these groups in your policies before creating vendors.
8. Click **Ordering allowed** to permit ordering from this vendor.
9. Click **Paying allowed** to permit payments to be made to this vendor.

---

**Note** At any time during this process, you can click **Create Vendor** to save and continue entering information. After adding or changing information, click **Modify Vendor**.

---

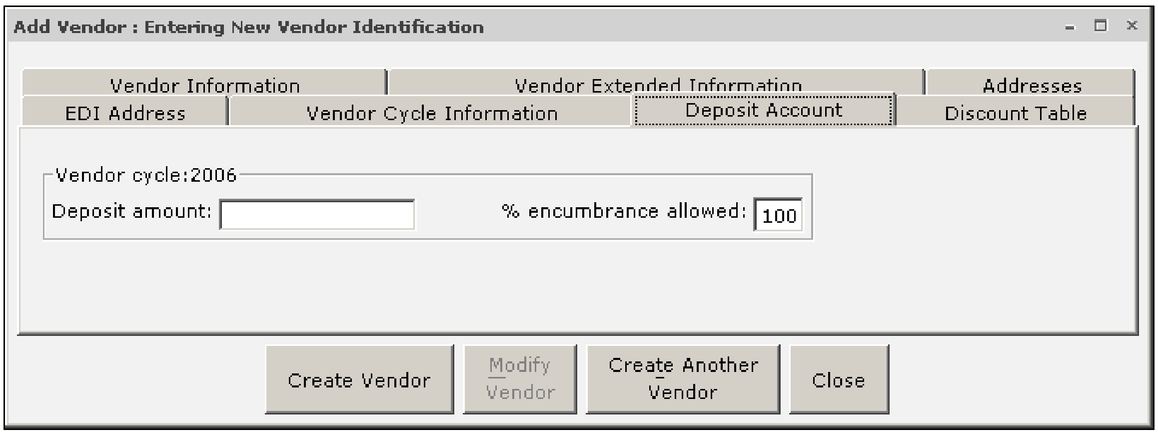
10. Click the **Vendor Cycle Information** tab. The following window appears:




### *Vendor Cycle Information Tab*

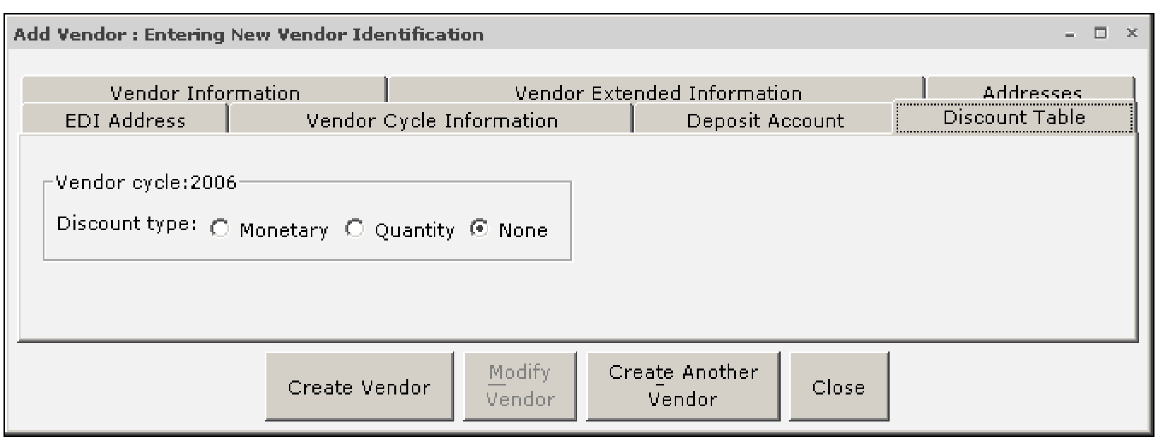
The Vendor Cycle Information tab contains fields that may be different in each fiscal cycle.

11. In the **Order claim period** box, type the number of days from the date mailed to wait before issuing item claims.
12. In the **Order cancel period** box, type the number of days from the date mailed to wait before canceling an order. This can also pertain to canceling a partial order.
13. Click the **Deposit Account** tab. The following window appears:




### *Deposit Account Tab*

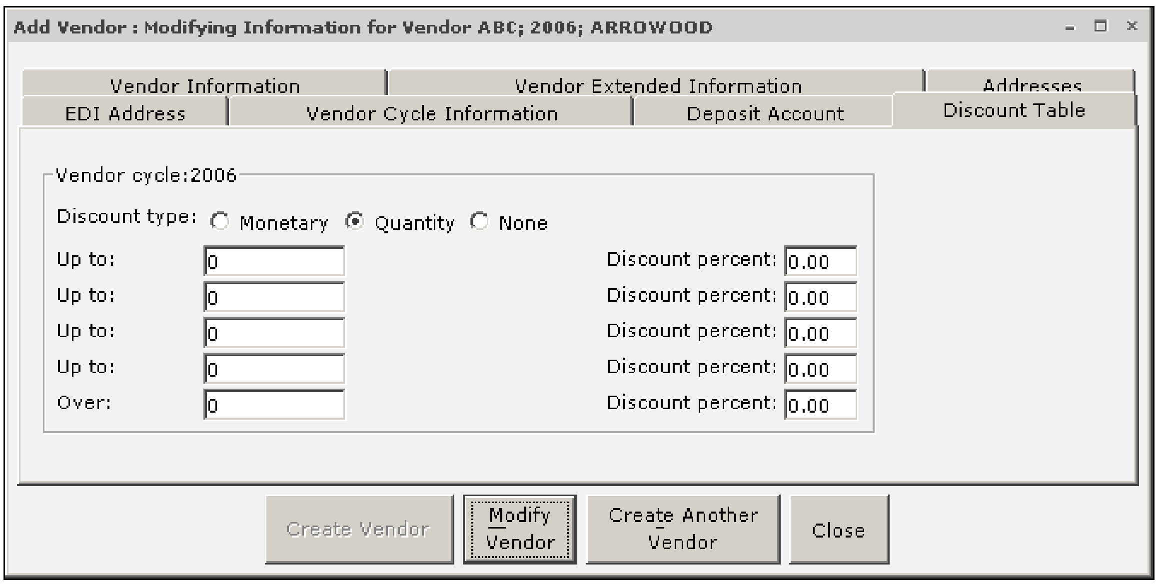
14. If you have a deposit with a vendor, type the amount in the **Deposit amount** box.
15. In the **% encumbrance allowed** box, type the maximum percentage of the deposit amount allowed before the systems displays a message warning against further ordering.
16. Click the **Discount Table** tab. The following window appears:



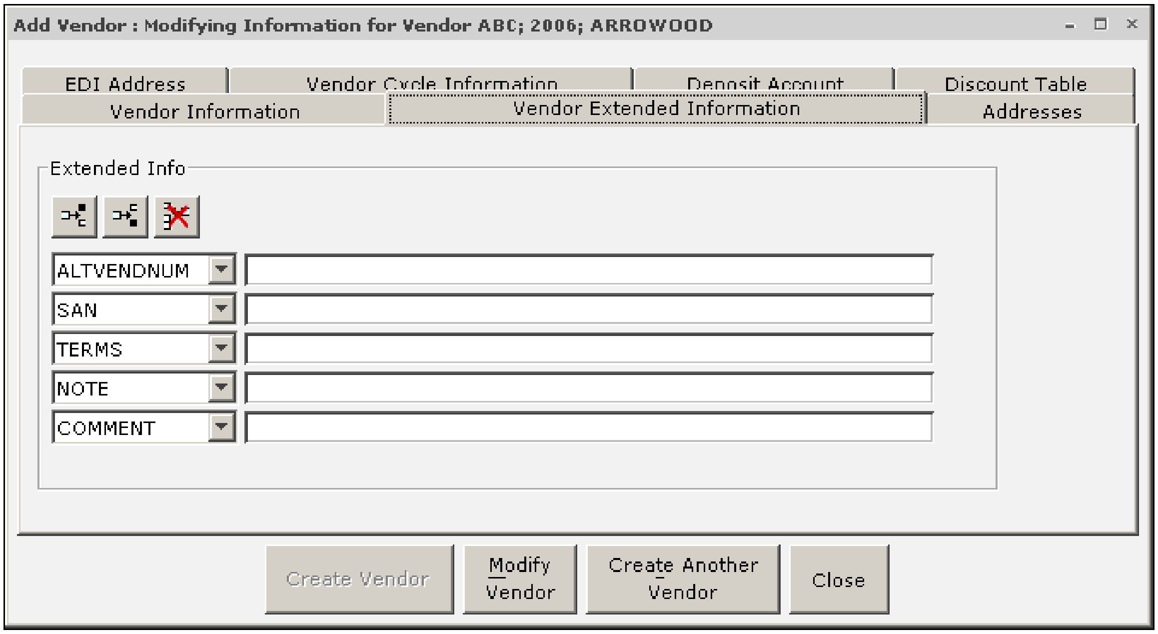
### *Discount Table Tab*

17. Select **Monetary, Quantity**, or **None** for a discount with this vendor.

| | |
|---|---|
| **Note** | If you select **Monetary** or **Quantity**, you can add the discount now by clicking **Create Vendor**. Additional fields display (see below) to enter the monetary or quantity discount. |



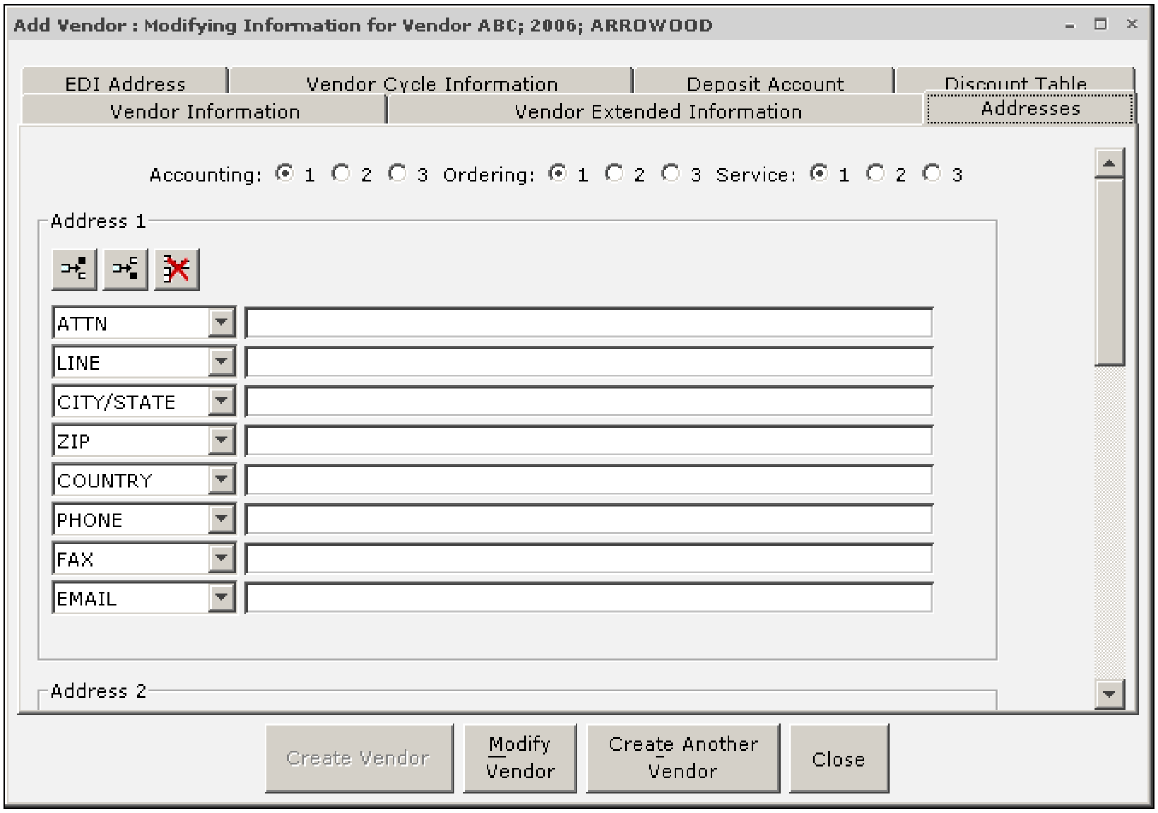

18. Click the **Vendor Extended Information** tab. The following window appears:




### *Vendor Extended Information Tab*

The Vendor Extended Information tab lets you annotate the vendor record. The most common extended information entries are Note and Comment. This is a good place for staff notes, because only staff sees this information. You can also use the Extended Info as a limiting criterion on vendor reports.

19. Enter any extended information for the vendor.
20. Click the **Addresses** tab. The following window appears:



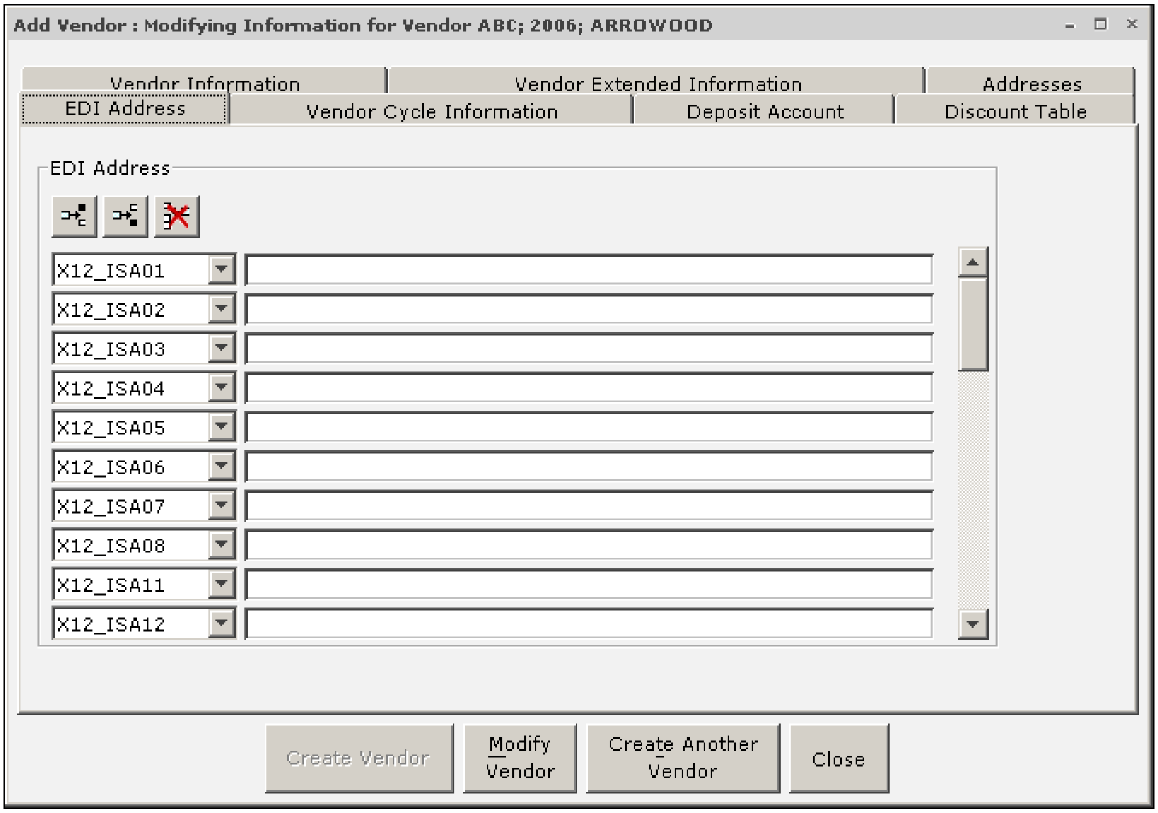

### *Addresses Tab*

There is room to specify a different address for vendor accounting, ordering, and service. These fields are important for claiming.

21. Select the number for the particular address and make the appropriate entries in each field.

| | |
|---|---|
| **Note** | If you need space for additional addresses, use a Note or Comment field in the Vendor Extended Information tab. |

22. Click the **EDI Address** tab. The following window appears:




### *EDI Address Tab*

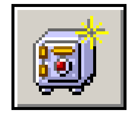
The EDI Address tab contains a series of fields for EDI (electronic) ordering.

23. When finished entering information on all of the tabs, click **Create Vendor** if you have not already done so, or click **Modify Vendor** to save the additional information you have added.

24. Click **Create Another Vendor** to create a new vendor record

    **-Or-**

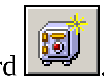
    Click **Close** to exit the Add Vendor wizard.

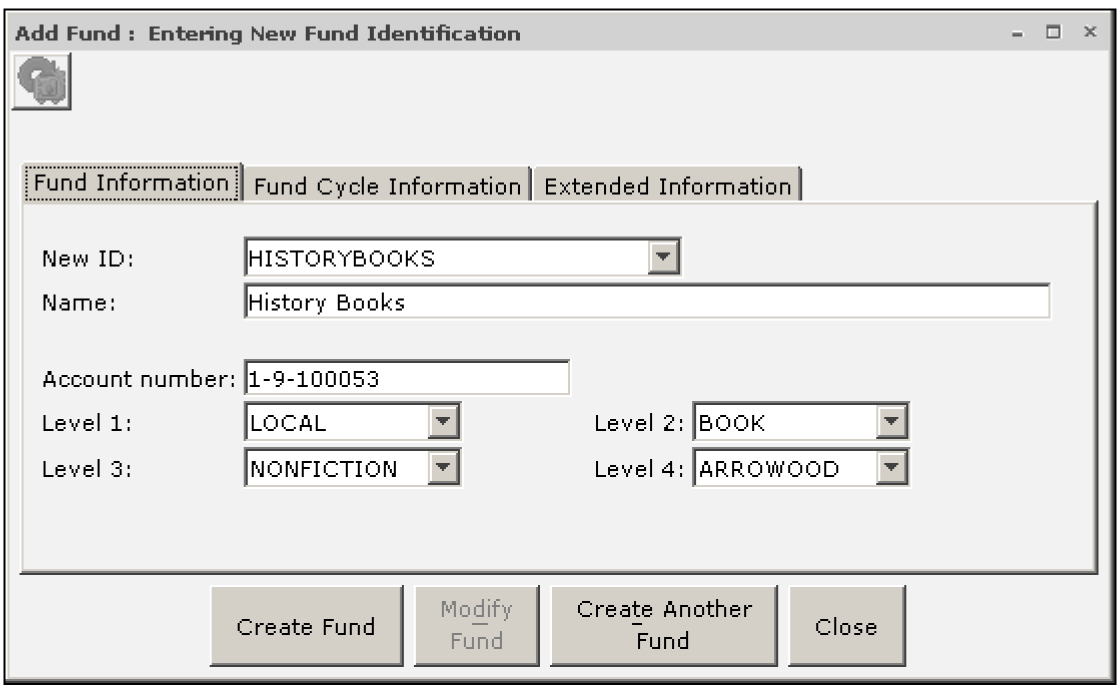


# Add Fund

The Add Fund wizard guides you through the process of creating a new fund. After entering basic information such as fund ID, fund name, account number, and fund level polices, you can define fiscal cycles, including the amount of funds budgeted, the percentage of funds that you may encumber, when to block encumbrances, and other restrictions on the use of the fund.

### *To create a new fund*

1. On the Fund Information and Maintenance toolbar, click the **Add Fund** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**. The following window appears:



## Fund Record Tabs

### *Fund Information Tab*

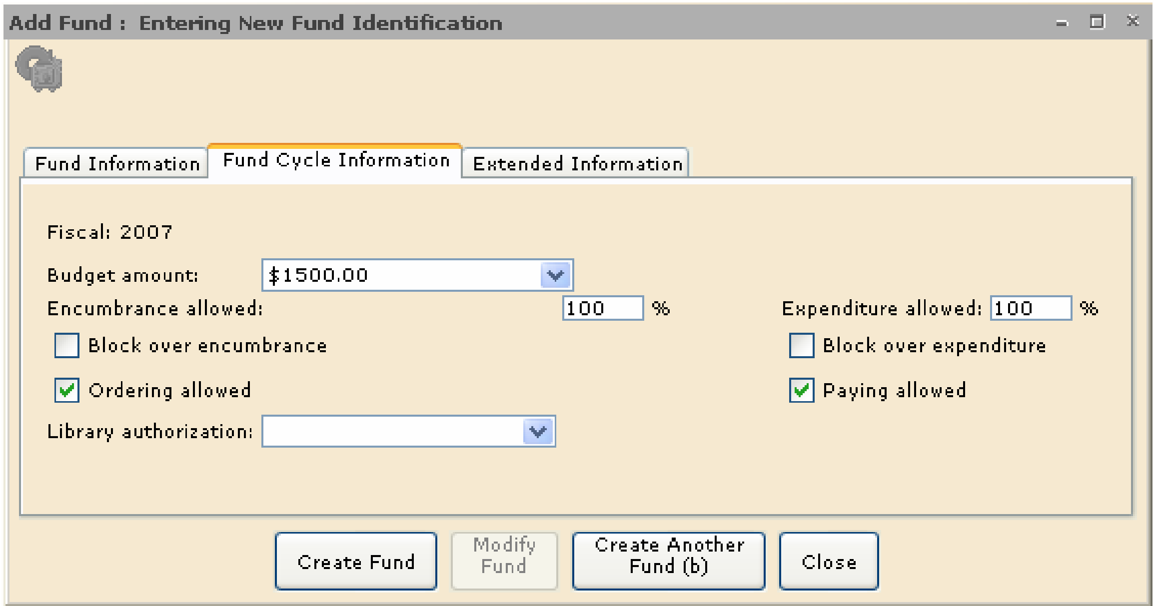
3. Each fund record must have a unique fund ID. In the **New ID** box, you have two options:
   - Type a new fund ID up to 20 characters.
   - Select **AUTO** to let the system create the fund ID for you.

| | |
|---|---|
| **Note** | SirsiDynix recommends not using spaces or punctuation in the New ID. |

4. In the **Name** box, type the full description of the fund up to 70 characters.
5. In the **Account Number** box, type an alternative fund identifier up to 20 characters. Many libraries divide their funds numerically. You can also use alpha characters in this field. This information is optional.
6. In the four fund **Level** boxes, you can select a policy name to use for grouping and totaling funds. The system administrator can define any number of policy names in the policy file for each level. Fund records can use any of the four fund levels. These fund levels may or may not be hierarchical. If they are, Fund Level 1 could be either the broadest or most specific fund characteristic. You can run reports based on these levels. This information is optional; however, the fund levels are important to track fund spending.

| | |
|---|---|
| **Note** | At any point you may click **Create Fund** and continue entering information on the remaining tabs. Click **Modify Fund** to save the changes. |

7. Click the **Fund Cycle Information** tab. The following window appears:




### *Fund Cycle Information Tab*

8. In the **Budget Amount** box, you have two options:

   - Type a dollar amount from zero to 2,000,000,000. The system can indicate the native currency of the library and implied decimal values.

   - Select **NOLIMIT** if there is no figure that can be entered (as in the case of a gift fund), or when a budget figure is not yet known. Symphony ignores budget cycle settings related to encumbrance and expenditure when the budget amount is NOLIMIT.

9. In the **Encumbrance Allowed** box, type a one to three digit percentage. This number can exceed 100. This field lets you set a limit on the percentage of funds that you can commit to spend before Symphony sends you a warning.

10. In the **Expenditure Allowed,** type a one to three digit percentage. This number can exceed 100. This field lets you set a limit on the percentage of funds that you can spend before Symphony sends you a warning. When invoicing or paying against an orderline's funding segment, the system checks this field for an over expenditure.

11. Click the **Block Over Encumbrance** box to prevent anyone from placing additional orders or encumbrances against a fund cycle that has reached the amount determined in the **Encumbrance Allowed** box. If you enable this feature, the system disables the **Ordering Allowed** feature when a blocked fund reaches its percent encumbrance allowed level.

12. Click the **Block Over Expenditure** box to prevent anyone from making additional payments against a fund cycle that has reached the amount determined in the **Expenditure Allowed** box. If you enable this feature, the system disables the **Paying Allowed** feature when a blocked fund reaches its percent expenditure allowed level.

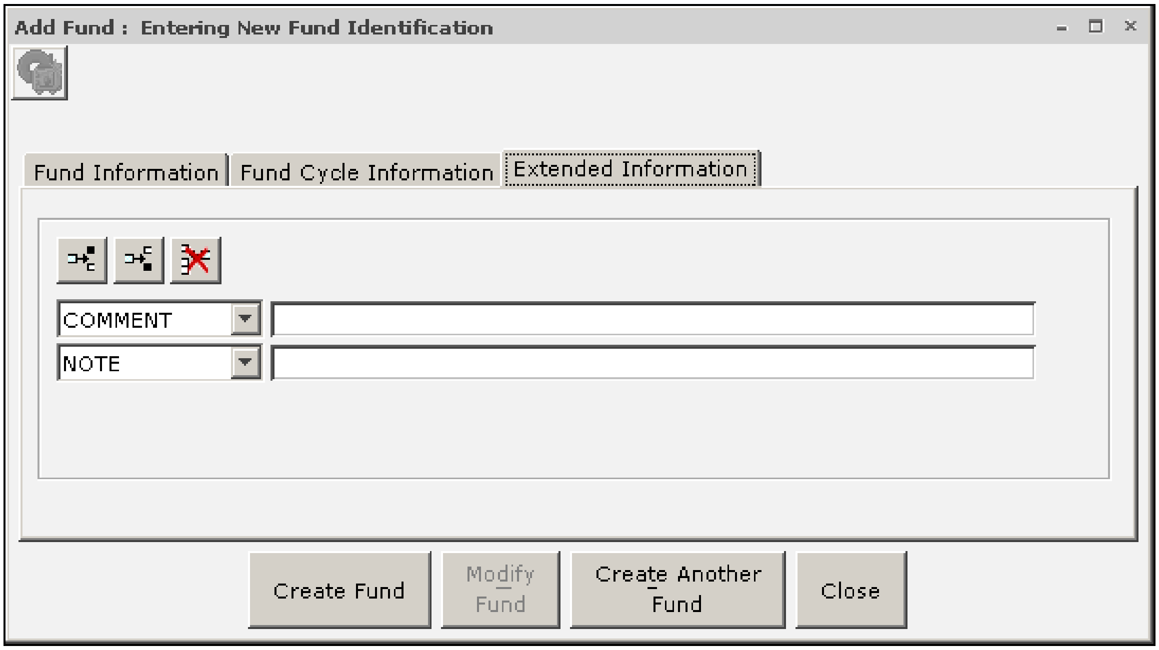
13. The **Ordering Allowed** feature lets you order materials using the displayed fund cycle. If you disable this feature, you cannot use this fund cycle to place orders.

14. The **Paying Allowed** feature lets you pay for materials using the displayed fund cycle, either with an invoice, or by paying the order directly. If you disable the feature, you cannot use this fund cycle to pay invoices and orders.

15. The **Library Authorization** code will allow you to choose a fund authorized for a specified holding code. If you want to limit the funds that can be used to pay for material on a purchase order, Library Authorization will provide that limitation. If the library authorization field is left empty, the fund can be used to pay for material for any library.

| | |
|---|---|
| Note: | A fund library authorization policy must be set up in Acquisitions Configuration. |

16. Click the **Extended Information** tab. The following window appears:

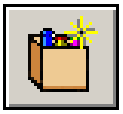


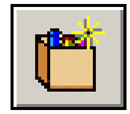

### *Extended Information Tab*

17. The information that you type in these boxes displays on various windows associated with this fund. In Extended Information for funds, any changes made to values in this folder will apply to all fund cycles associated with the modified fund. Fund extended information entries may automatically include audit trail information in the COMMENT or NOTE entries if you enable the **Automatically Add Audit Trail To** field in the Session Settings wizard.
18. When finished entering information on all of the tabs, click **Create Fund** if you have not already done so, or click **Modify Fund** to save the additional information you have added.
19. Click **OK**
20. Click **Create Another Fund** to create a new fund record

    **-Or-**

    Click **Close** to exit the Add Fund wizard.





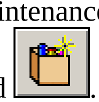
# Add Basic Order

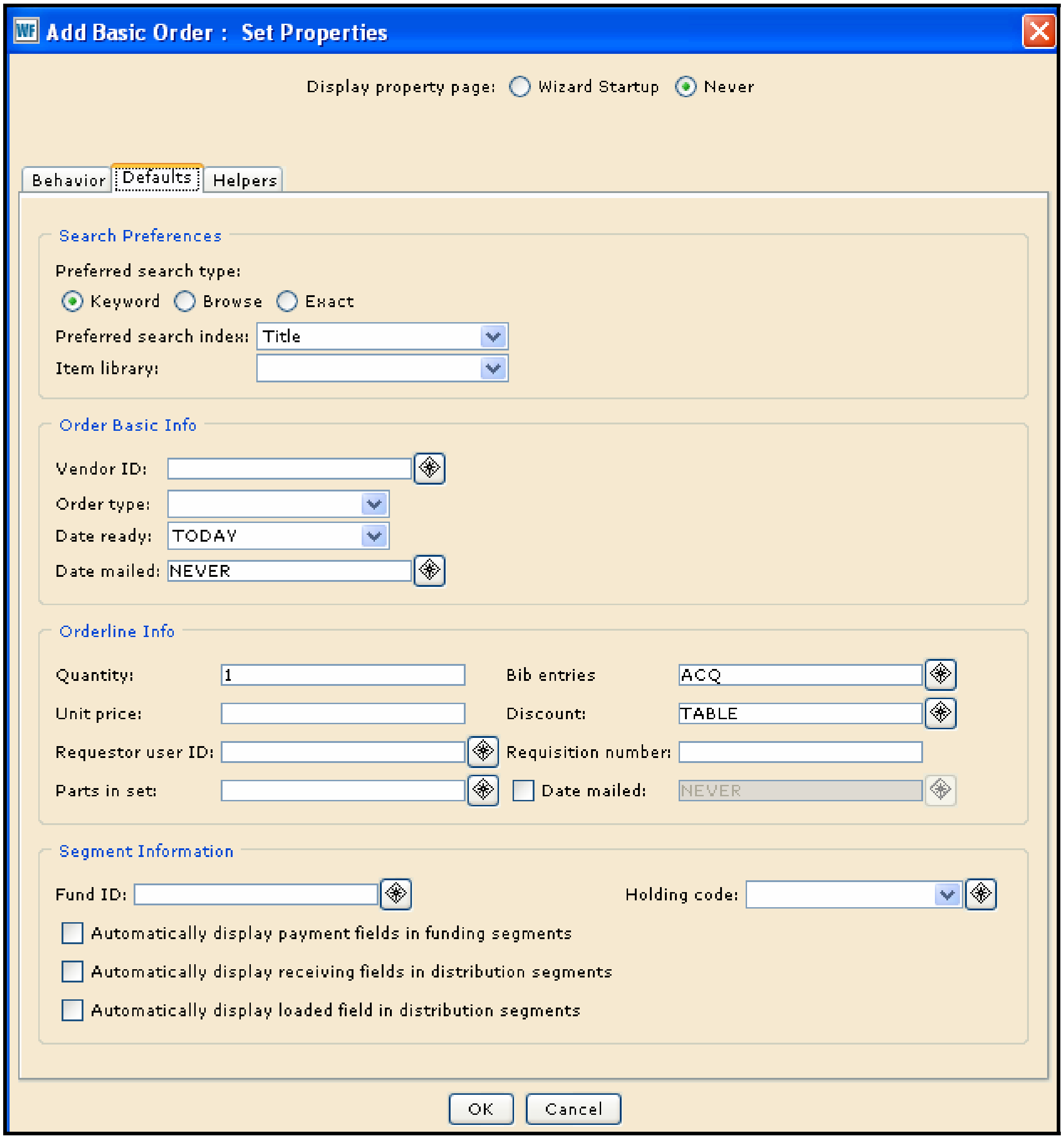
Use the Add Basic Order wizard for general book orders, approval plans, library supplies, and gift material.

## Add Basic Order Properties

This window sets defaults for specific order patterns. For example, if your library has centralized ordering, you might order multiple copies for each library from a particular set of funds. Each title you order uses the same library copy and fund pattern. By setting defaults on this window, you can minimize the number of steps required to complete the order form.

### *To set order defaults*

1. On the Order Information and Maintenance toolbar, click the **Add Basic Order** wizard . The Set Properties window appears:




2. Select **Wizard Startup** if you want this window to appear at the start of each wizard session.

### *Defaults*

**Search Preferences**

Typically, when you create an order, you search for an item in the catalog. If the title does not exist, you can add it from another location using SmartPort, or you can create a temporary title. The Search Preferences section on this window sets the default search method that displays during order creation.

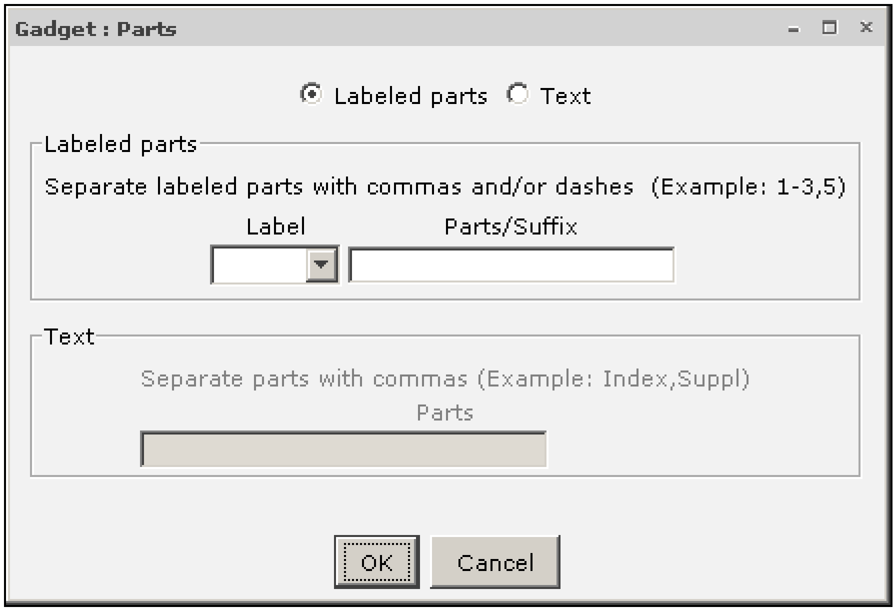
3. Select one **Preferred search type**:
   - **Keyword** – Locates and displays records that contain the terms you entered. You can use Boolean operators, field qualifiers, and other search strategies to narrow or expand your search.
   - **Browse** – Produces a list in the alphabetic vicinity of the term you entered, through which you can browse forward or backward.
   - **Exact** – Displays a single record of the search index you used. The Exact lookup is best for specific number or code searches. If the exact ID is not in the database, a message displays that the information was not found.
4. In the **Preferred search index** box, select the default search method to display during order creation.
5. In the **Item library** box, select a particular library that you want to search, or select **Full access to all libraries** to search all libraries.

**Order Basic Info**

6. In the **Vendor ID** box, type the appropriate vendor ID, or click the gadget to display the Browse Vendor window where you search all vendors by vendor ID or vendor name.
7. In the **Order Type** box, click the down arrow to select APPROVAL, FIRM, or GIFT. These options are set in the policy file.
   - **APPROVAL** – An order sent automatically from a vendor for items of interest without the obligation to buy.
   - **FIRM** – A one time order for a specific item.
   - **GIFT** – A dummy order created for a gifted item. You can also create a Gift vendor and a Gift fund.
8. The **Date Ready** box contains the date that the entire order was completed. Click the gadget to display a calendar. This field is used in conjunction with the Print Ready Purchase Orders report.
9. The **Date Mailed** box contains the date the completed order was sent to the vendor. You can also use this for telephone orders. This field defaults to NEVER on a new order. For a detailed description, see the online help.

### Orderline Info

10. In the **Quantity** box, type a number to represent the default number of copies to order on each line.
11. If you accept the default entry ACQ in the **Bib Entries** box, the author (100,110), title (245), edition (250), imprint (260), and ISBN or ISSN (020,022) information appears as part of the orderline record.
12. **Unit Price** contains the price for one copy, before discount. It is not necessary to use price symbols, such as a dollar sign.
13. In the **Discount** box, click the gadget to select the discount on an item:
    - **NONE** – No discount.
    - **VENDOR** – Same as TABLE.
    - **FIXED** – A percentage expressed as a whole number with two decimal places (for example, 15% would be expressed as 15.00).
    - **TABLE** – (default) The system uses the discount table in the vendor record.
14. If you are ordering this item at the request of a library patron or staff member, you can type the requesting user's ID (**Requestor User ID**). This lets you track the order for the patron. You could also type the library staff user ID, the library name, or if the order is for supplies, the supervisor who authorized the purchase. Use the Browse User gadget to select a user for this field.
15. If your library uses a numbered purchase order form to place orders, you can type this number (up to 10 alphanumeric characters) in the **Requisition Number** box. You can use this number to track the status of various orders originating from a single requisition.
16. If the orderline represents a multipart work, such as a kit or a set, you can record the part or volume names in the **Parts in Set** box. Click the gadget to select the correct syntax. The following window appears:




Select **Labeled Parts** or **Text**. You can choose only one option.

- **Labeled Parts** – Select an option from the **Label** box (ISSUE, NO., PT., or V). These values are defined in your library's Label policy. In the **Parts/Suffix** box, type the actual values for the materials you are ordering. You can use basic syntax with a hyphen for a range of volumes and a comma for gaps and/or variations. If you include a date as part of the volume designation, enter a space followed by the date. For example:

  1-2

  1-3,4A,4B,5-7

  1-3 1988

  1,3-5

- **Text** – Type any value in this box. It is typically used for parts for which a label is not defined. Separate multiple values with a comma. For example: decisions, cases, index, and supplement.

When you receive the set, the parts that were received are listed together in a holdings statement in the order record, and the unreceived volumes are listed in a different holdings statement. This allows you to keep track of what volumes you did not receive, if any.

17. The **Date Mailed** box contains the date the completed order was sent to the vendor. Click the gadget to display four options:

    - **Today** – Click this option if you consider the order mailed as soon as you create the order. This is useful if you place online or telephone orders, and you do not produce printed purchase orders.
    - **NEVER** – Default. If your library uses the Print Ready Purchase Orders report, you must use this value for any order that you want to print.
    - **No change** – Not used in Acquisitions.
    - **Specific date** – Click this option if you notified the vendor on a specific date.

    Typically, the Date Mailed is set to the date a purchase order notice was generated by a purchase order report in which the notice was counted as mailed. This date can also be updated manually.

    You can maintain an orderline level Date Mailed separately if you do not send the entire order to the vendor at the same time.

**Segment Information**

A segment is a special part of an orderline record that lets you adjust the orderline to your specific needs when paying the order or distributing the materials. A segment can never exist by itself. It must be attached to an orderline record. Segments are attached to the orderline record and to each other. Every orderline record may have one or more funding, distribution, claim, and or cancel segments.

18. In the **Fund ID** box, type the fund ID, or click the gadget to display a search box that you can use to locate the fund you want to use for this order.
19. A **Holding Code** (a policy) is used when loading bibliographic records. The code represents the library and location, item type, and item categories.

    - **DEFAULT** – This holding code is delivered with the Symphony software.
    - **UNK** – Used to specify a value to use when a holdings tag includes a subfield that contains information not in the Symphony policies.

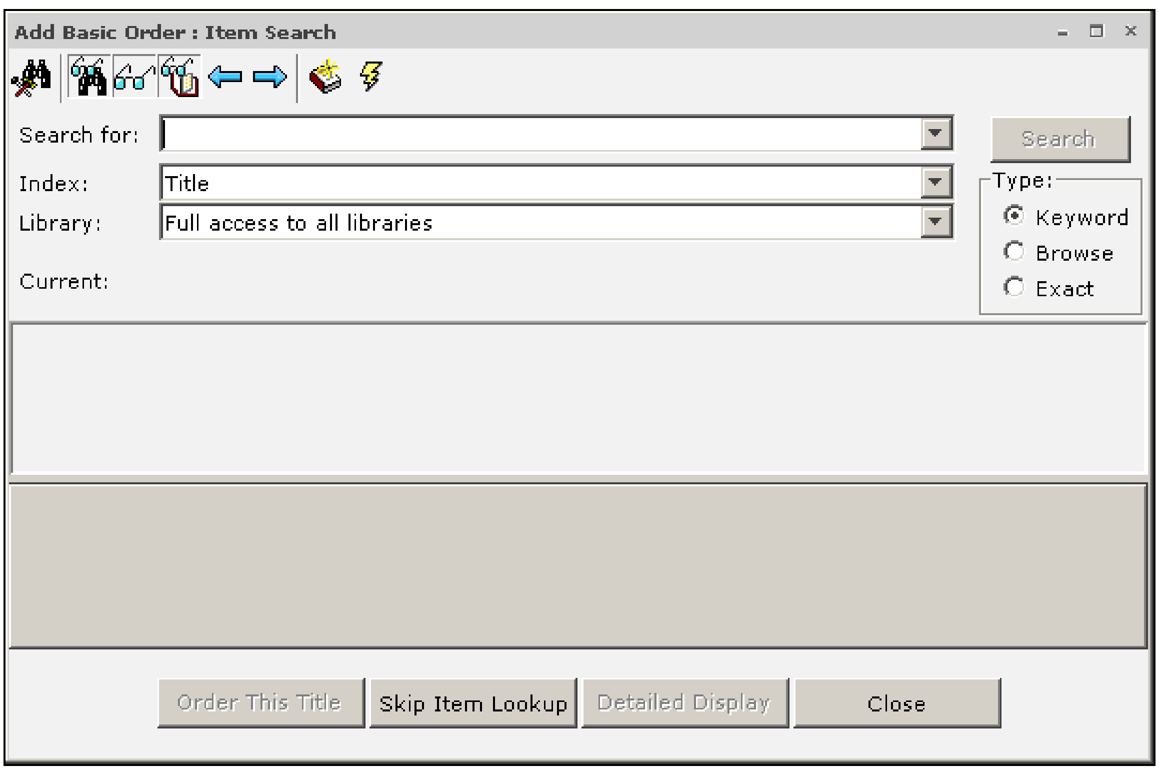
20. Select **Automatically display payment fields in funding segments** if the material on the order is prepaid, or if you will enclose a check with the order. This feature displays the fields so that you may prepay the orderline if you want.

| | |
|---|---|
| **Note** | If you prepay an orderline, you cannot create an invoice for it later. |

21. Select **Automatically display receiving fields in distribution segments** if you already received the material, or if you are creating an order that is already in the library. This displays the fields so that you can receive the orderline if desired.

22. Select **Automatically display loaded field in distributions segments** to indicate that the material was already added to the library collection and you want to close this order.

23. Click **OK** to accept your entries. These settings will now be used for all orders created this session. The Item Search window appears:

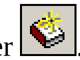


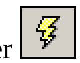
## Create a Basic Order

1. Search for the title to order. If more than one title displays, select the desired title.

   **-Or-**

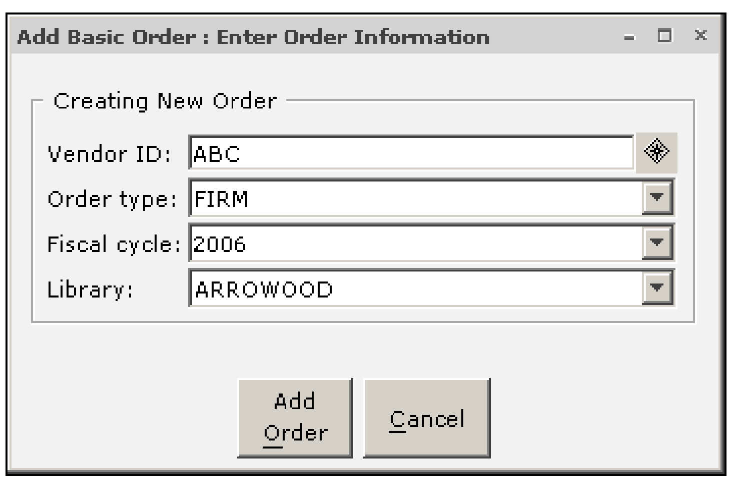
   If the title you want to order does not exist in the library catalog, you have two options:

   - Click the **Add Temporary Title** helper . You can enter title and publisher information, which you can replace with a complete bibliographic record after receipt. When finished entering bibliographic information, click **Save**. For more information about using the Add Temporary Title helper, see “Add a Temporary Title” on page 215.

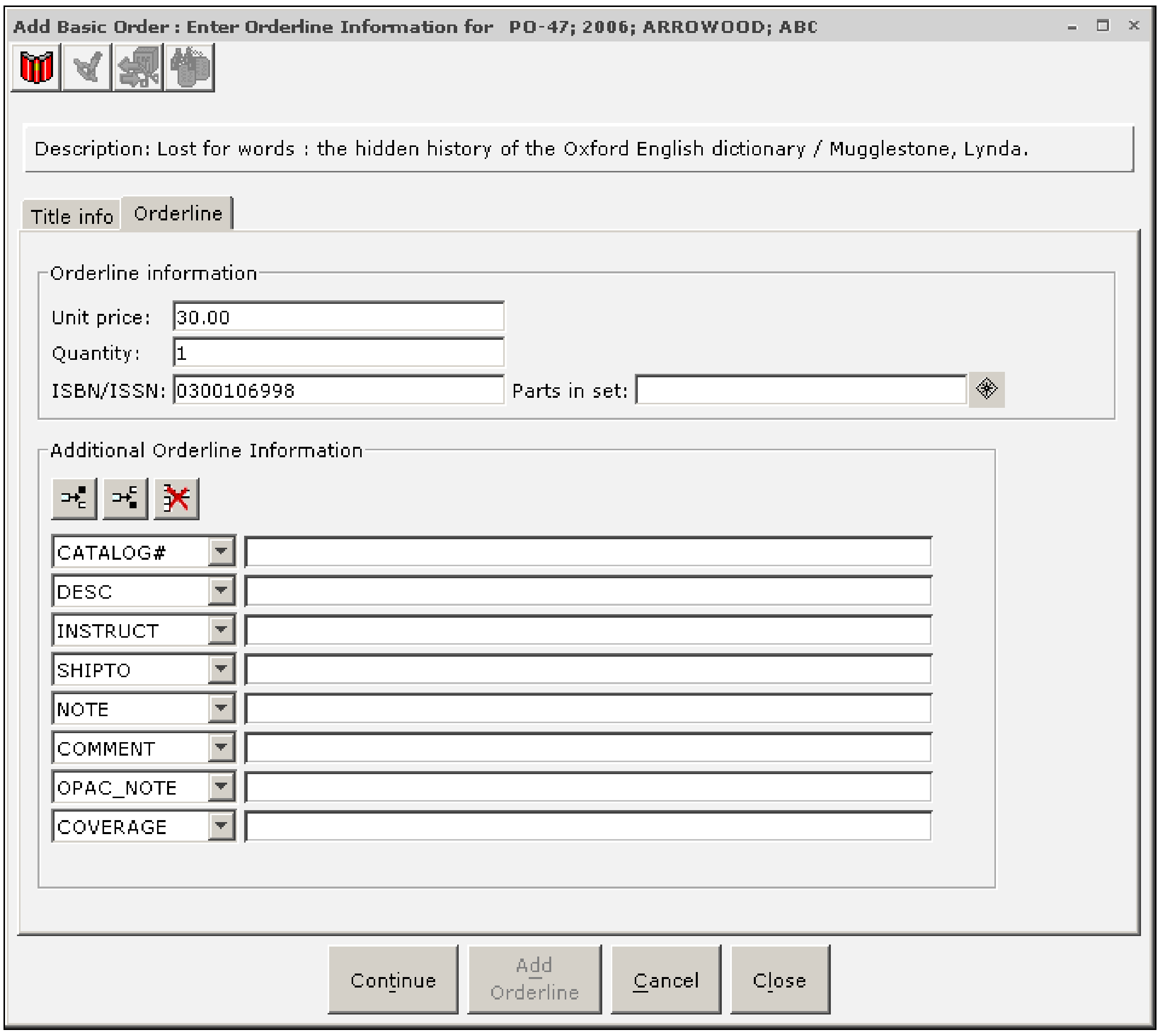
   - Click the **SmartPort** helper  to connect to a Z39.50 database. You can search for and capture a bibliographic record. Make any necessary modifications to the record, and click **Save**. For more information on using the SmartPort helper, see “Add Records Using SmartPort” on page 218.

**Note** To skip the process of connecting the orderline to a title in the catalog, click **Skip Item Lookup**. Use this option when creating orders for materials such as supplies, memberships, or blanket orders. Be sure to enter information describing the order in the DESC entry ID of the additional orderline information.

2. Click **Order This Title**. The following window appears:



3. Type the **Vendor ID** or use the gadget to search for a vendor by name or ID.
4. Select an **Order type** from the drop-down list.
5. The **Fiscal cycle** and **Library** are populated with values from the Session Settings wizard. You can modify these values if necessary.
6. Click **Add Order**. The Enter Orderline Information window appears:




7. In the **Unit price** box, type the price for one copy, before discount. It is not necessary to use price symbols, such as a dollar sign.
8. In the **Quantity** box, type the number of items to order.
9. The **ISBN/ISSN** box is filled in automatically if one is present in the bibliographic record. Or, you can type the ISBN or ISSN.

10. If the orderline represents a multipart work, such as a kit or a set, you can record the part or volume names in the **Parts in Set** box. Click the gadget to select the correct syntax.

### *Additional Orderline Information*

The information you type in these boxes appears on the purchase order as part of the orderline. Each entry can be any number of lines. You can add or delete lines using the **Insert Row After**, **Insert Row Before**, or **Delete Row** tools in the toolbox.

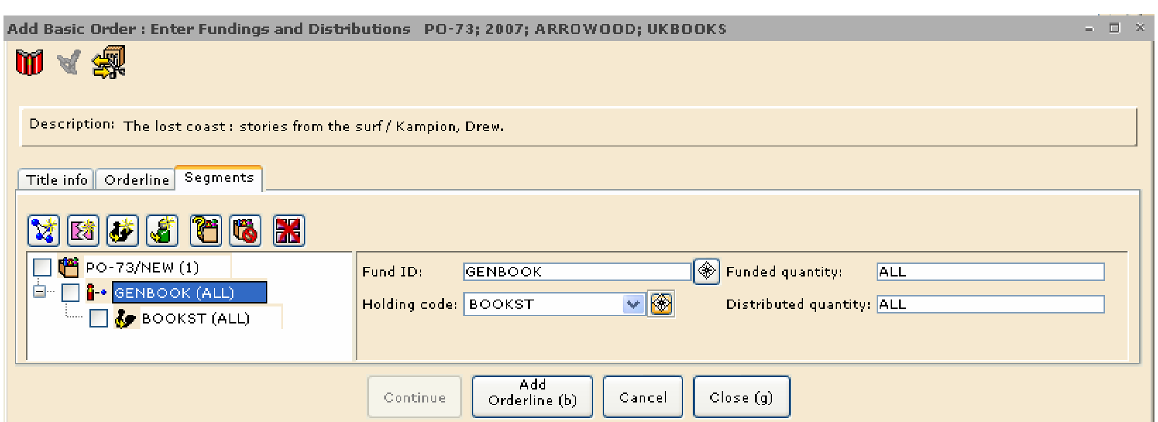
The most common extended information entries are **NOTE** and **COMMENT**.

**CATALOG#, DESC, NOTE,** and **SHIPTO** information prints on the purchase order and is orderline-specific. In an order for which a bibliographic title is not originally associated with the order, as with SUPPLIES or MEMBERSHIP orders, enter order identification information in the DESC field.

In the Symphony policies, the Entry ID Synonym Lists define which extended information fields display in the template.

- Extended Information (Additional Information) that prints on the purchase order that pertains to the entire order are based on entries in BRIEF format synonym lists.
- Information that prints on the purchase order that pertains to a specific orderline are based on entries in FULL format synonym lists. Entry IDs that display in these synonym lists are always printed on the purchase order.

11. After entering any Additional Orderline Information, click **Continue**. The Enter Fundings and Distributions window appears:



12. If you set the **Fund ID** in the defaults, it displays here. Or, click the gadget to display a list of funds. Select a fund from the list and click **OK**.
13. The **Funded quantity** indicates the number of items charged to this fund. Accept the default of **ALL**, or type a specific number.
14. A **Holding code** is used when loading bibliographic records. The code represents the library and location, item type, and item categories. You can select a holding code from the dropdown list OR you can click the gadget to search for a holding code. If your library has several holding codes, the holding code gadget will allow you to narrow the search by library, item type or location.
15. The **Distributed quantity** indicates the number of items distributed. Accept the default of **ALL**, or type a specific number.

| | |
|---|---|
| **Note** | You may right-click on one of the segments in the tree and a menu will display allowing you to place a segment either before or after the selected segment. You may also use the tools to add segments but you will not be able to choose where the new segment will be placed. |

16. Click **Add Orderline** to add the fundings and distributions.

| | |
|---|---|
| **Note** | If an Unbalanced Segments message appears, you will be returned to the Segments tab of the orderline. Click **Add Orderline** again when you are finished modifying the orderline or segments. |

17. A summary window appears with running total information about the order and all its orderlines:


The following helpers are available for working with purchase order reports:

- **Produce Order Report** – Run the Print Specific Purchase Orders report for this order.
- **View Order Reports** – View finished Print Specific Purchase Orders reports.

After an orderline has been created, you can use the following tools in the toolbox:

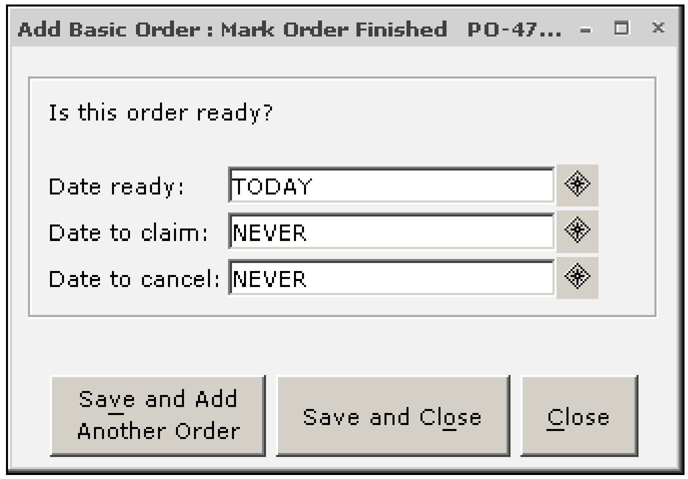
- **Add New Orderline** – Add another orderline (typically, for a different title) to the order.
- **Modify Orderline** – Make changes to an existing orderline.
- **Display Orderline** – View an existing orderline.
- **Display Description** – View the bibliographic record attached to an orderline.
- **Delete Orderline** – Remove an orderline from the order.

You can also perform the following next steps:

- **Finish** the order. This marks the order ready so it can be printed using a report.
- **Save Your Changes**.
- **Close** the Add Basic Order wizard.

## Finish a Basic Order

18. When ready, click **Finish**. The following window appears:



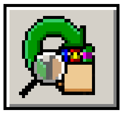

19. Type or use the calendar gadget to select a **date ready**, **date to claim**, and a **date to cancel**.

| | |
|---|---|
| **Note** | If you select **NEVER** for the **date to claim** and **date to cancel**, claims and cancellations will be based on the **Order claim period** and **Order cancel period** in the associated vendor cycle record. If these fields are not populated in the vendor cycle record, you must select a date for the **date to claim** and **date to cancel** when finishing the order or this order will not be eligible for automated claims and cancellations through reports. |

20. Click **Save and Close** to end this session.

    **-Or-**

    Click **Save and Add Another Order** to continue working.

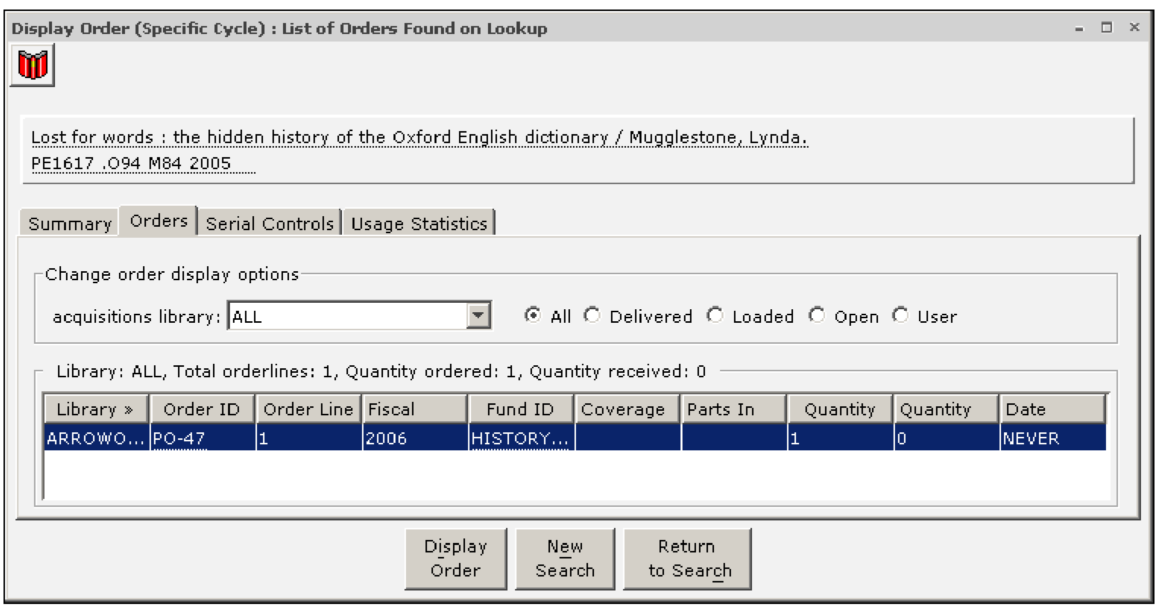


# Display Order

The Display Order wizard guides you through the process of displaying an existing order. The wizard uses multiple lookup options based on either bibliographic information or order information.

### *To display an order*

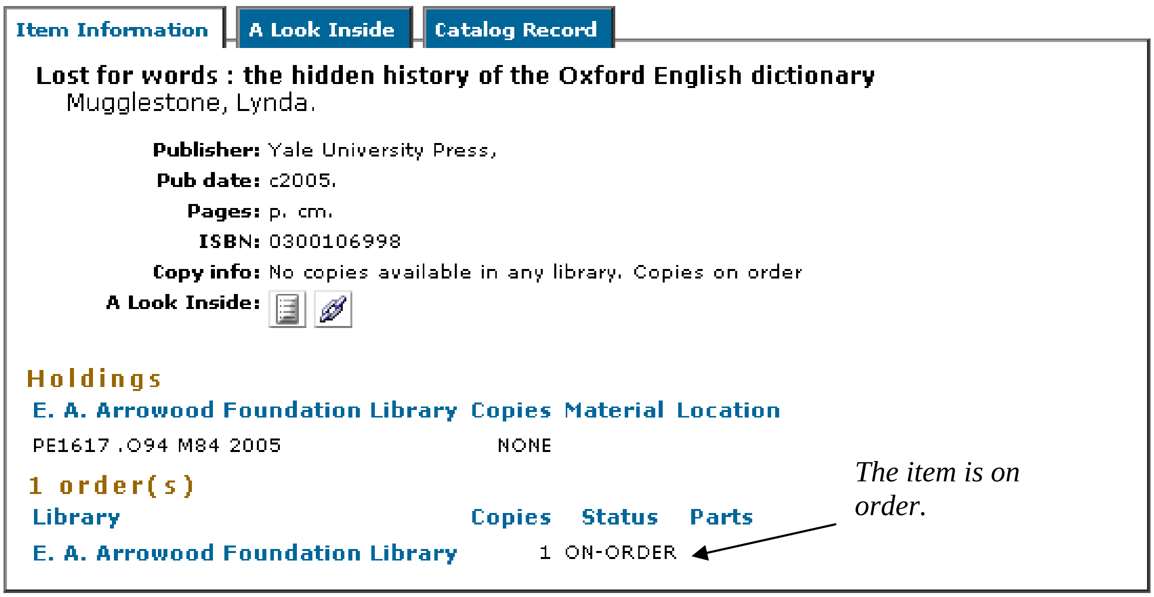
1. On the Order Information and Maintenance toolbar, click the **Display Order** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Search for an order. You can search by order or catalog information. If more than one record displays, select the one you want, and click **Display Order**. The following window appears:

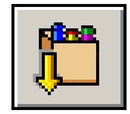



4. Click **Display Order** for more information.

## Display an Order in the e-Library

You can look up to display the order in the e-library. The status displays ON-ORDER until the order is received.

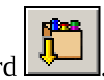


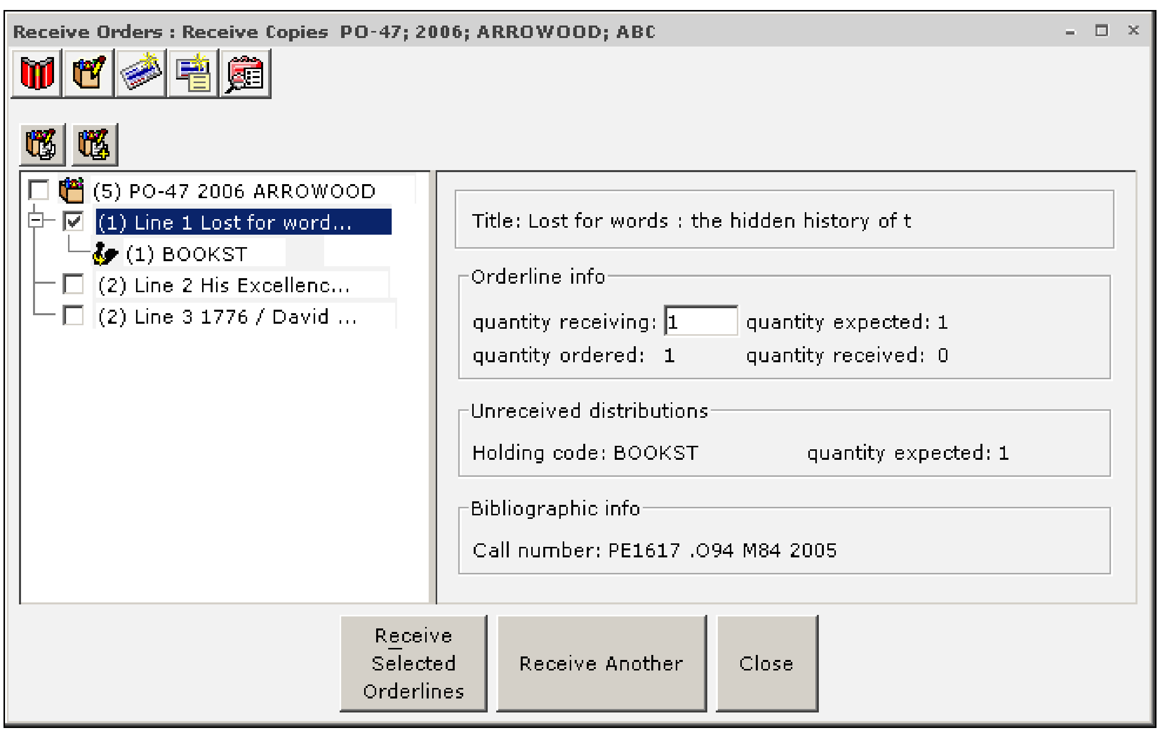


# Receive Orders

After you receive a complete or partial order, use the Receive Orders wizard to enter the information from the packing list. Symphony then updates the Received and Packing List fields in each line item of the order record.

### *To receive an order*

1. On the Order Information and Maintenance toolbar, click the **Receive Orders** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Search for an order. You can search by order or catalog information. If more than one record displays, select the one you want, and click **Receive Orders.**
4. On the tree, select either the entire order or the specific orderlines to receive.



5. Click **Receive Selected Orderlines**.
6. Click **Close** to exit the Receive Orders wizard.

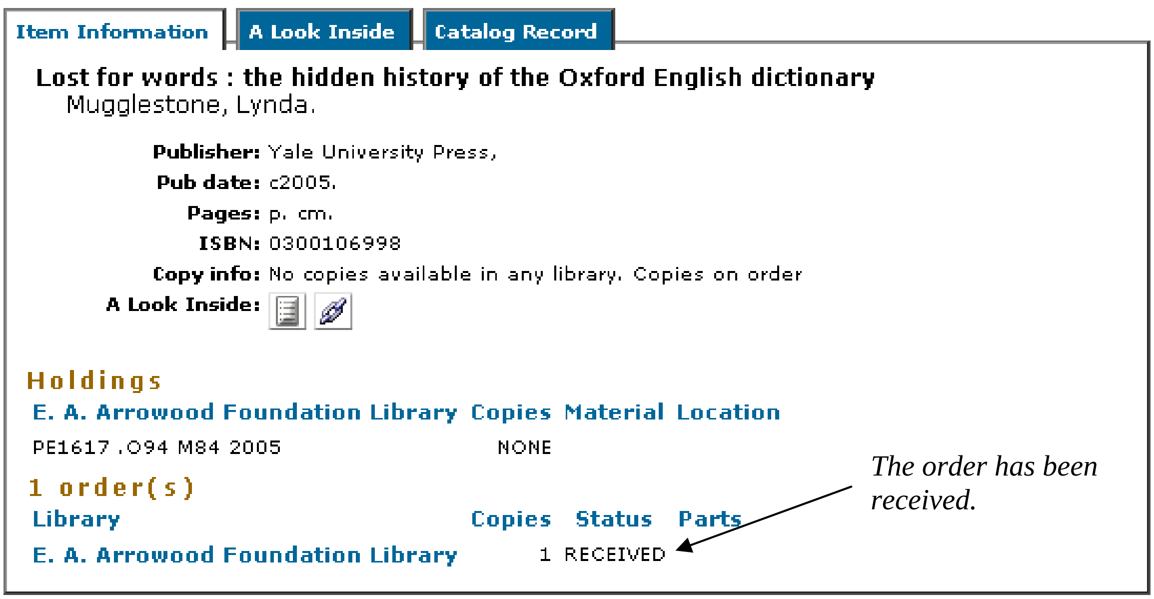
   **-Or-**

   Click **Receive Another** to continue working.

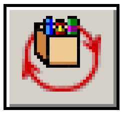
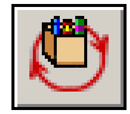
When working in the Receive Orders wizard, the **Add Invoice** and **Add Invoice Lines** helpers may be available for you to work with invoices, depending on your properties. For more information, see “Adding Invoices During Receipt” on page 94.

## Display a Received Order in the e-Library

When an order is received, the status is updated from ON-ORDER to RECEIVED in the e-library for that item.




*The order has been received.*

# Add Recurring Order

A recurring order is always open; with no known end date at the time you place the order. You can set up an agreement with a vendor to ship items without a specific title. Irregular serials and many annual publications are frequently purchased by standing orders, with the vendor sending volumes to the library whenever published. Some publishers offer special discounts if a library purchases a monographic series as a standing order, rather than as individual volumes. Since there is no predictable publication schedule for the volumes, they cannot be paid for in advance as a subscription. The library accepts each volume as it arrives and pays for each individually. The order types STANDING and BLANKET might both be order type policies with a RECURRING functional description.

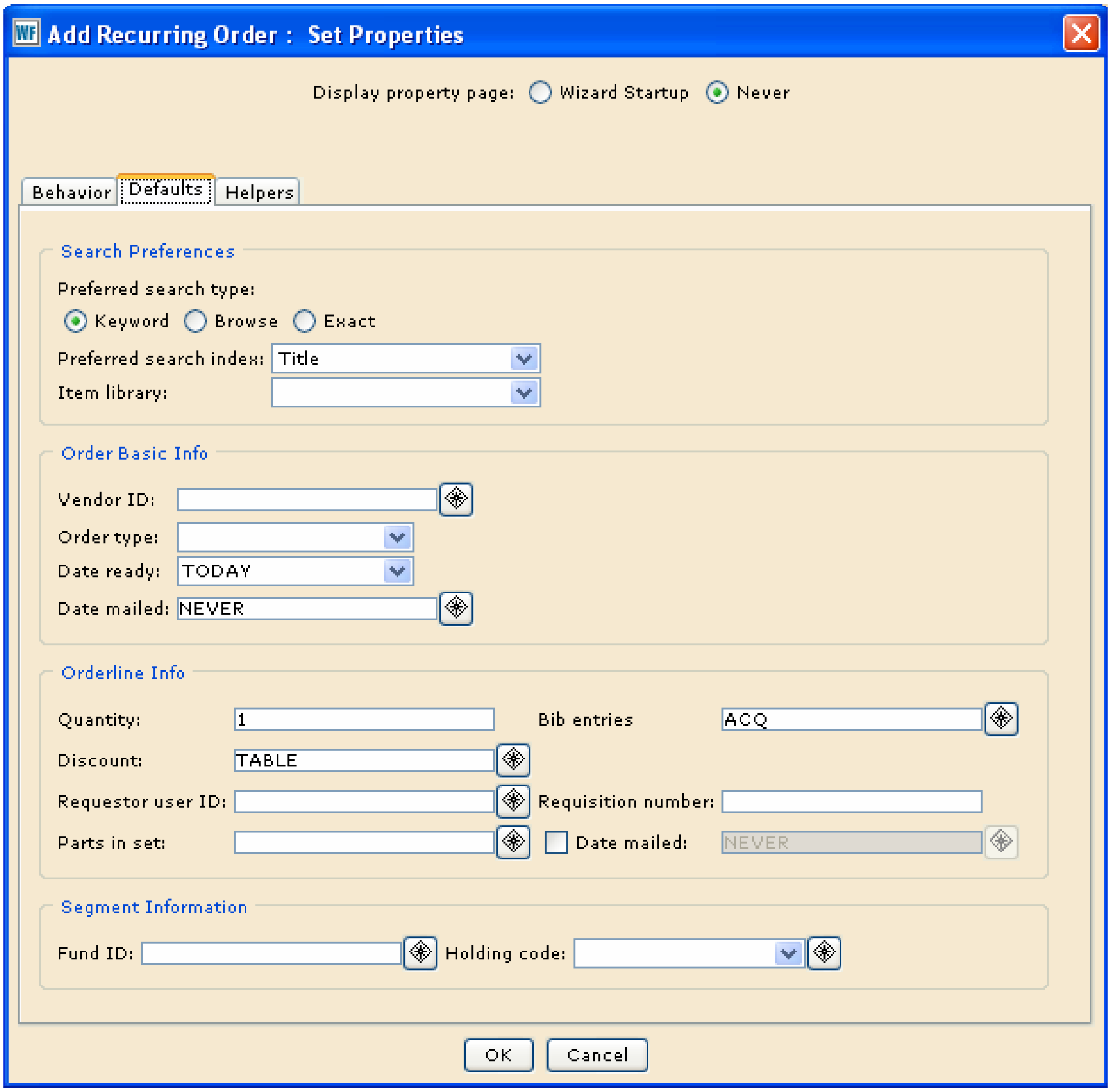
The Add Recurring Order wizard helps you create an order with multiple receipts that are not predetermined. For example, a blanket order for multiple titles from a single vendor, or a standing order for a single title with pocket parts or loose-leaf updates that are not based on a particular subscription period, are both recurring orders.

## Add Recurring Order Properties

Setting defaults for recurring orders functions the same way as it does when you create basic orders or dated orders. The entries on this window are virtually the same as discussed on page 36. We will explain the differences below.

### *To set order defaults*

1. On the Order Information and Maintenance toolbar, click the **Add Recurring Order** wizard . The Set Properties window appears:




2. Select **Wizard Startup** if you want this window to appear at the start of each wizard session.

3. In the Search Preferences area, select the **Preferred Search Type, Preferred Search Index**, and the appropriate **Item Library**.

4. In the Order Basic Info area, select the appropriate **Vendor ID, Date Ready**, and **Date Mailed**. The **Order Type** has three options:

   - **BLANKET** – A blanket order represents an agreement with a vendor to acquire titles of a specified type as they are published.
   - **MONOSER** – This is for a series in which each published title has an individual bibliographic record.

- **STANDING** – A standing order represents an order with a vendor for a specific title, which has periodic updates.

5. In the Orderline Info area, type the **Quantity** and **Requisition Number**. Using the gadgets, select the **Bib Entries**, **Discount**, **Requestor User ID** (if appropriate), **Parts in Set**, and **Date Mailed**. This section does not contain the Unit Price box as on the Add Basic Order window.

6. In the Segment Information area, select the **Fund ID** and **Holding Code**. The following options do not appear:

   - Automatically display payment fields in funding segments
   - Automatically display receiving fields in distribution segments
   - Automatically display loaded field in distributions segments

7. Click **OK** to accept your entries. Symphony will use these settings for all orders created this session. The Item Search window appears.

## Create a Standing Order

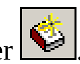
A standing order represents an order with a vendor for a specific title, which has periodic updates. An example would be frequently updated reference material, such as the Supreme Court Reporter.

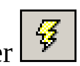
Creating a recurring order begins the same way as creating a basic order. The entries are virtually the same as discussed on page 43. We will explain the differences below.

1. Search for the title to order. If more than one title displays, select the desired title.

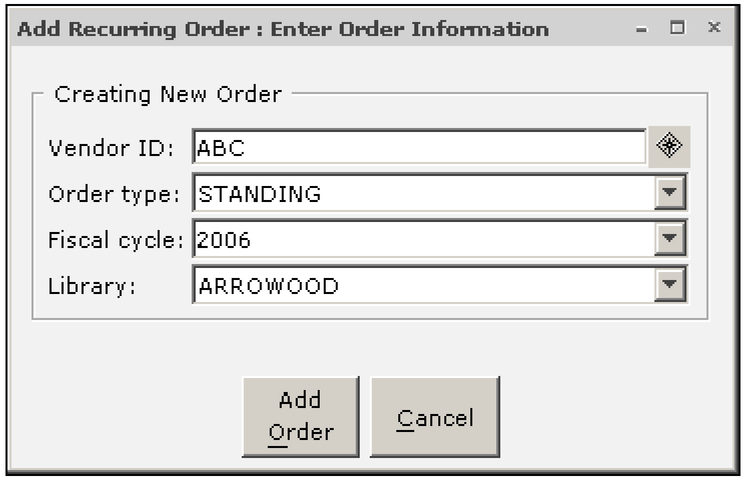
   **-Or-**

   If the title you want to order does not exist in the library catalog, you have two options:

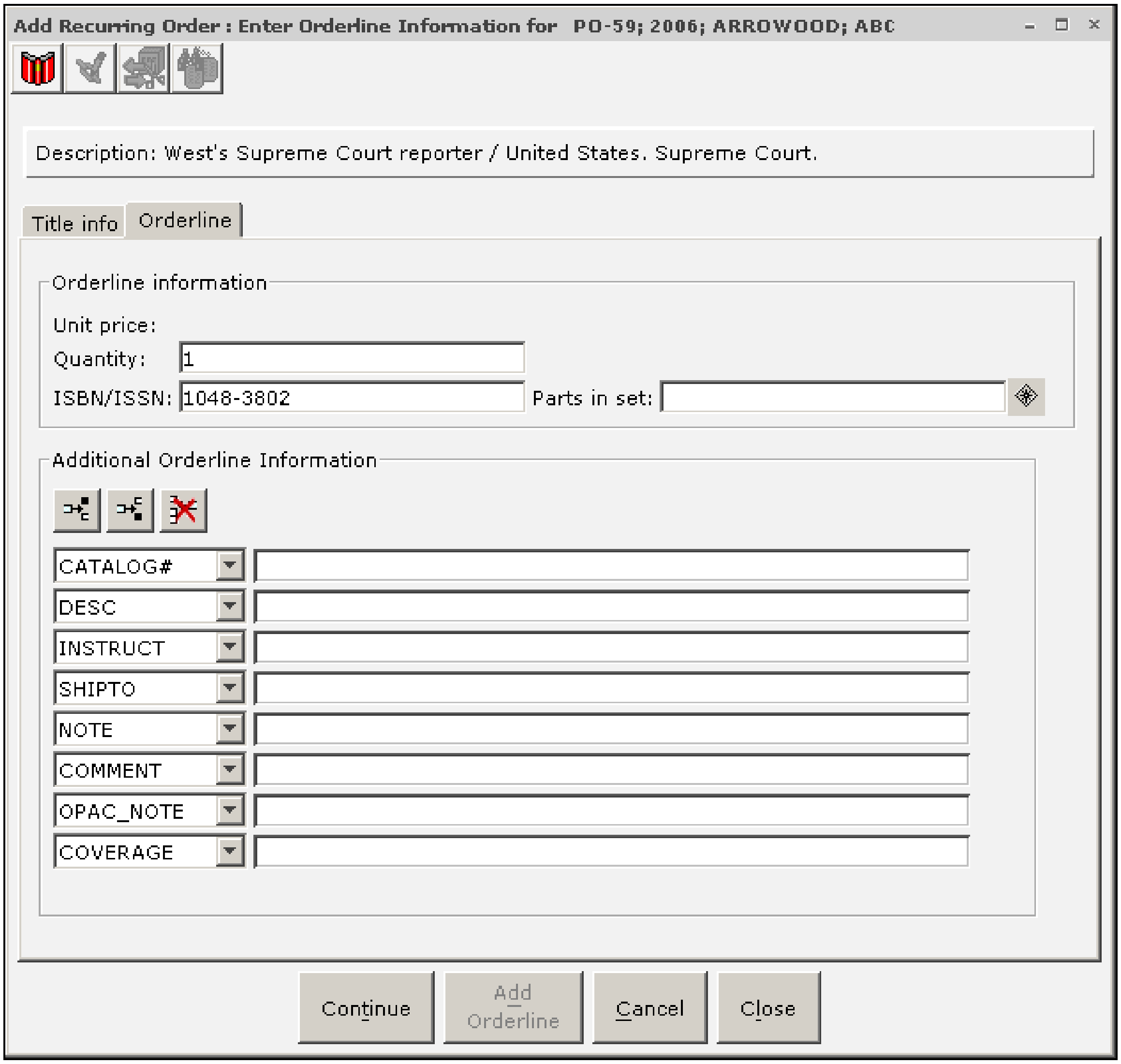
   - Click the **Add Temporary Title** helper . You can enter title and publisher information, which you can replace with a complete bibliographic record after receipt. When finished entering bibliographic information, click **Save**. For more information about using the Add Temporary Title helper, see “Add a Temporary Title” on page 215.

   - Click the **SmartPort** helper  to connect to a Z39.50 database. You can search for and capture a bibliographic record. Make any necessary modifications to the record, and click **Save**. For more information on using the SmartPort helper, see “Add Records Using SmartPort” on page 218.

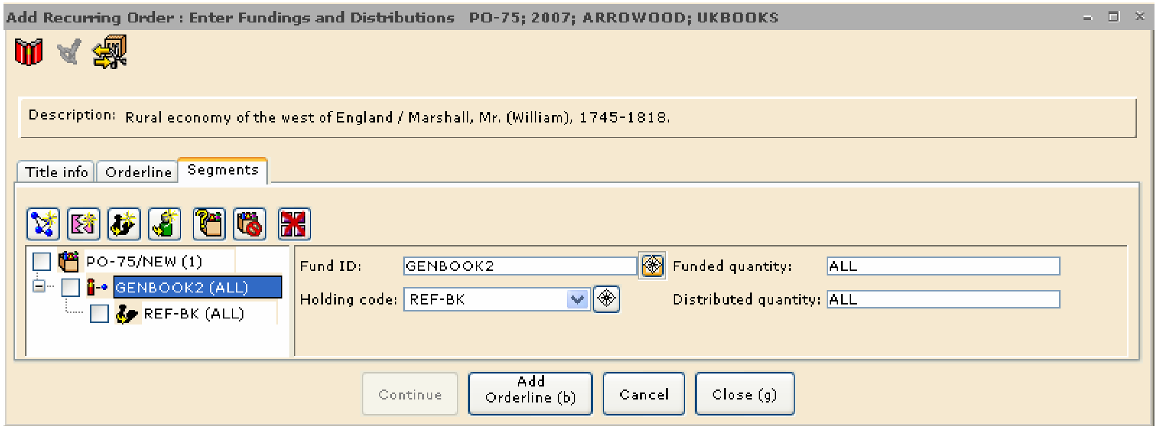
2. Click **Order This Title**. The following window appears:




3. Type the **Vendor ID** or use the gadget to search for a vendor by name or ID.
4. Select an **Order type** from the drop-down list.
5. The **Fiscal cycle** and **Library** are populated with values from the Session Settings wizard. You can modify these values if necessary.
6. Click **Add Order**. The Enter Orderline Information window appears:




7. In the **Quantity** box, type the number of items to order.
8. The **ISBN/ISSN** box is filled in automatically if one is present in the bibliographic record. Or, you can type the ISBN or ISSN.
9. Enter **Additional Orderline Information** if necessary, and click **Continue**. The Enter Fundings and Distributions window appears:




10. If you set the **Fund ID** in the defaults, it displays here. Or, click the gadget to display a list of funds. Select a fund from the list, and click **OK**.
11. The **Funded quantity** indicates the number of items charged to this fund. Accept the default of **ALL**, or type a specific number.
12. A **Holding code** is used when loading bibliographic records. The code represents the library and location, item type, and item categories.
13. The **Distributed quantity** indicates the number of items distributed. Accept the default of **ALL**, or type a specific number.
14. Click **Add Orderline**. A summary window appears with running total information about the order:

After an orderline has been created, you can use the following tools in the toolbox:

- **Modify Orderline** – Make changes to an existing orderline.
- **Display Orderline** – View an existing orderline.
- **Display Description** – View the bibliographic record attached to an orderline.
- **Delete Orderline** – Remove an orderline from the order.

You can also perform the following next steps:

- **Finish** the order. This marks the order ready so it can be printed using a report.
- **Save Your Changes**.
- **Close** the Add Recurring Order wizard.

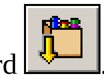
## Finish a Standing Order

15. When ready, click **Finish**.
16. Type or use the calendar gadget to select a **date ready**, **date to claim**, and a **date to cancel**.
17. Click **Save and Close** to end this session.

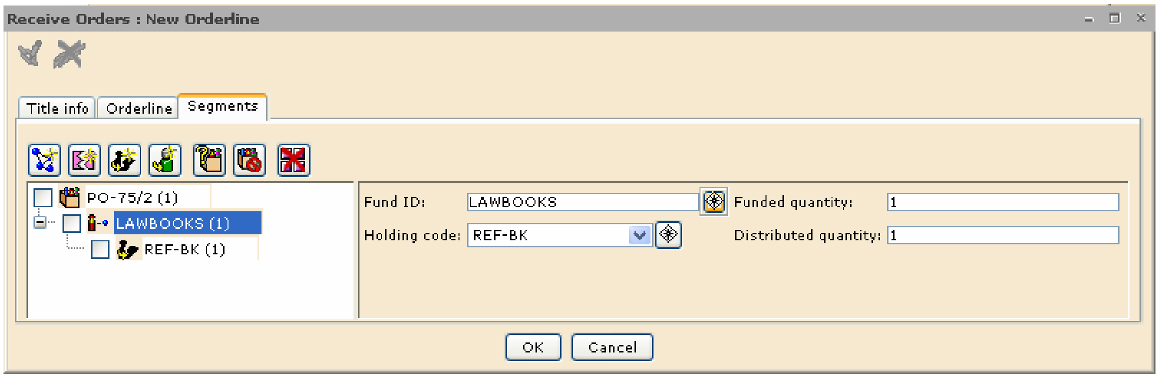
    **-Or-**

    Click **Save and Add Another Order** to continue working.

## Receive a Standing Order

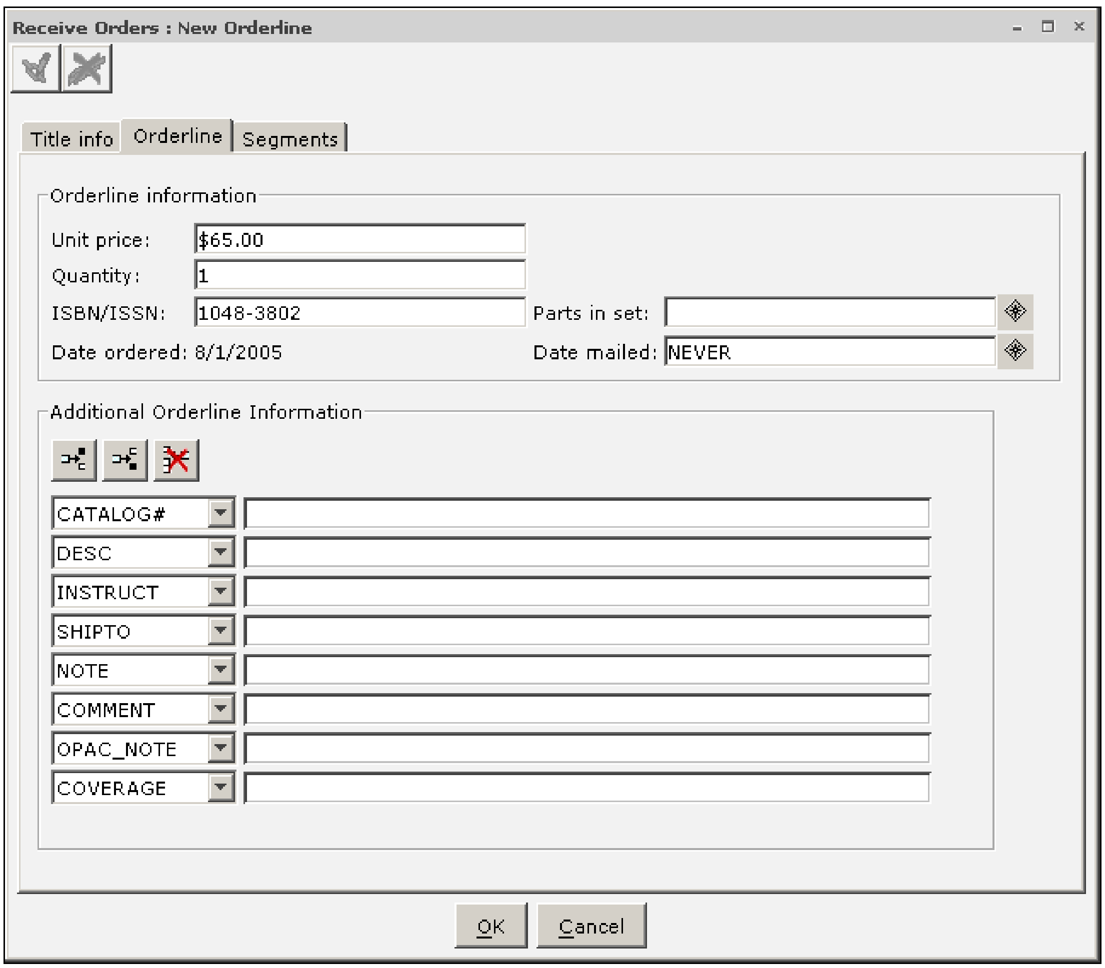
1. On the Order Information and Maintenance toolbar, click the **Receive Orders** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Search for an order. You can search by order or catalog information. If more than one record displays, select the one you want, and click **Receive Orders**. The following window appears:


4. Note that the **Line** field reads “NEW.”
5. Type the **quantity receiving** and click **Receive Orderline**. The New Orderline window appears:



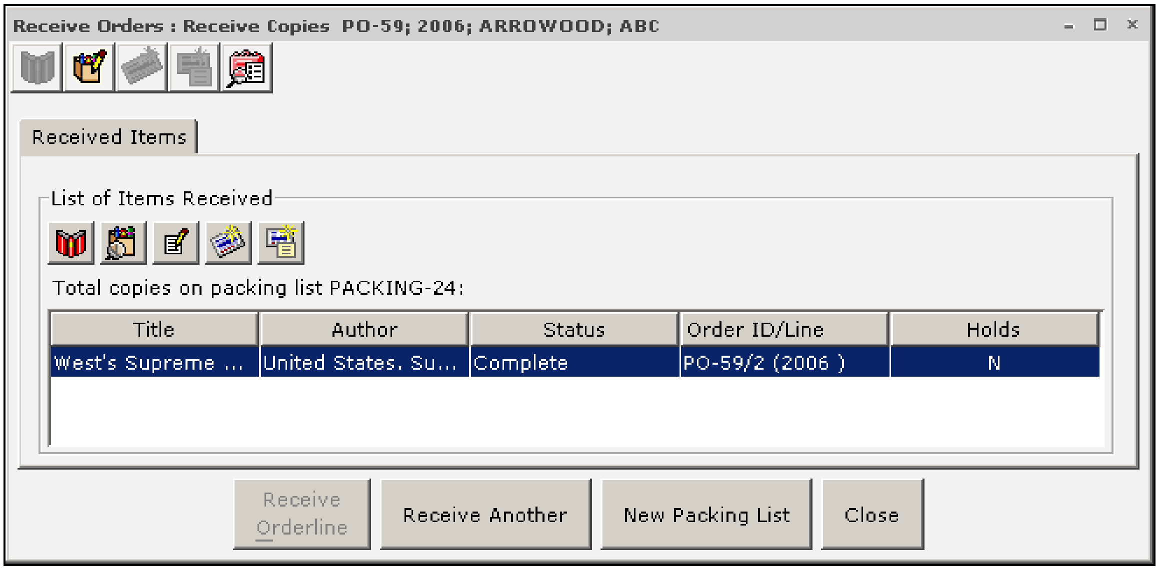

6. On the **Segments** tab, select a **Fund ID** and **Holding code**.

7. Click the **Orderline** tab:




8. Type the **Unit Price**, **Parts in Set**, and any **Additional Orderline Information** for this orderline.

9. Click **OK**. The Receive Copies window appears with the orderline you just received:



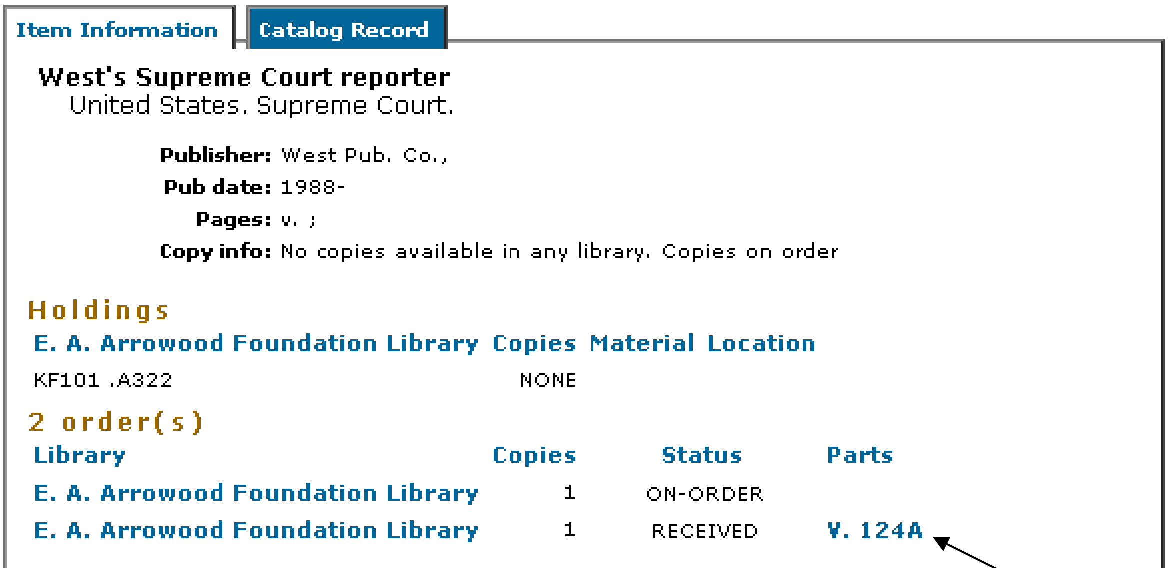

10. Click **Close** to exit the Receive Orders wizard.

    **-Or-**

    Click **Receive Another** to continue working.

## Display a Standing Recurring Order in the e-Library

The item status displays as ON-ORDER until the item is received. For a standing recurring order, once the first order is received the status shows the next item as ON-ORDER.

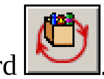



*One order has been received.*
*The second is automatically on order.*

## Create a Blanket Order

A blanket order is used when you plan with a vendor to send titles, but don't know the titles at the time of the order. An example would be large print romances.

Creating a recurring order begins the same way as creating a basic order. The entries are virtually the same as discussed on page 43. We will explain the differences below.

1. On the Order Information and Maintenance toolbar, click the **Add Recurring Order** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Click **Skip Item Lookup**.
4. On the Order Information window, enter a **Vendor ID**, **Order type**, **Fiscal cycle**, and **Library**.
5. Click **Add Order.**
6. On the **Orderline** tab, enter a **Quantity** and any **Additional Orderline Information** if necessary.

**Note** Since the order is not connected to a bibliographic record, use the **DESC** box to record information about this blanket order.

7. Click **Continue**.
8. On the **Segments** tab, enter a **Fund ID** and **Holding code.**
9. Click **Add Orderline**. A summary window appears with running total information about the order.

After an orderline has been created, you can use the following tools in the toolbox:

- **Modify Orderline** – Make changes to an existing orderline.
- **Display Orderline** – View an existing orderline.
- **Display Description** – View the bibliographic record attached to an orderline.
- **Delete Orderline** – Remove an orderline from the order.

You can also perform the following next steps:

- **Finish** the order. This marks the order ready so it can be printed using a report.
- **Save Your Changes**.
- **Close** the Add Recurring Order wizard.

## Finish a Blanket Order

10. When ready, click **Finish**.
11. Type or use the calendar gadget to select a **date ready**, **date to claim**, and a **date to cancel**.
12. Click **Save and Close** to end this session.

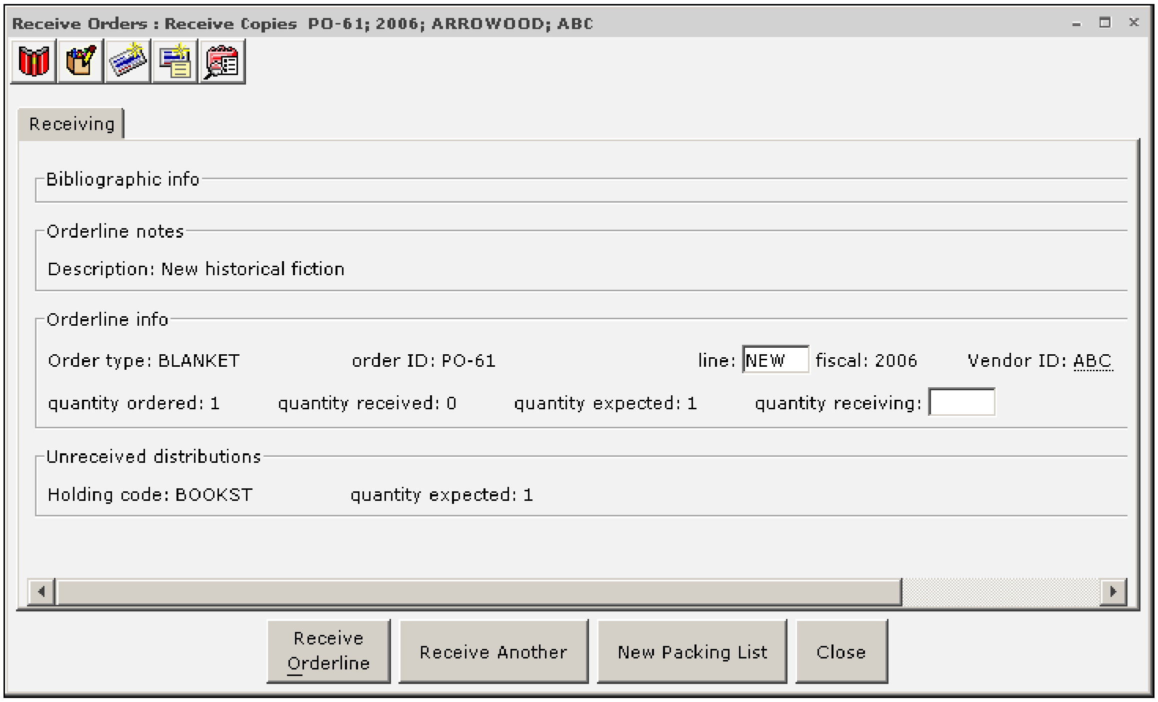
    **-Or-**

    Click **Save and Add Another Order** to continue working.

## Receive a Blanket Order

Before the titles can be received, they must be added to the database. This can be done by either using SmartPort, the Add Title wizard, or in batch with a report.

1. On the Order Information and Maintenance toolbar, click the **Receive Orders** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Search for an order. You can search by order or catalog information. If more than one record displays, select the one you want, and click **Receive Orders**. The following window appears:




4. Note that the **Line** field reads “NEW.”

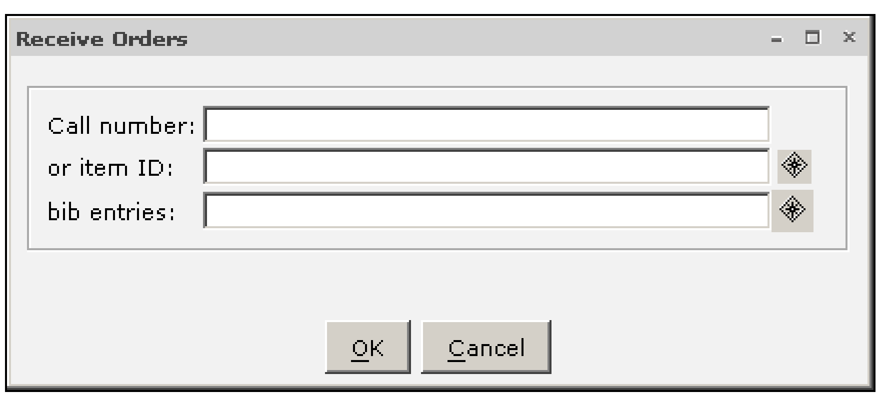
5. Type the **quantity receiving** and click **Receive Orderline**. The New Orderline window appears.

6. On the **Segments** tab, select a **Fund ID** and **Holding code**.

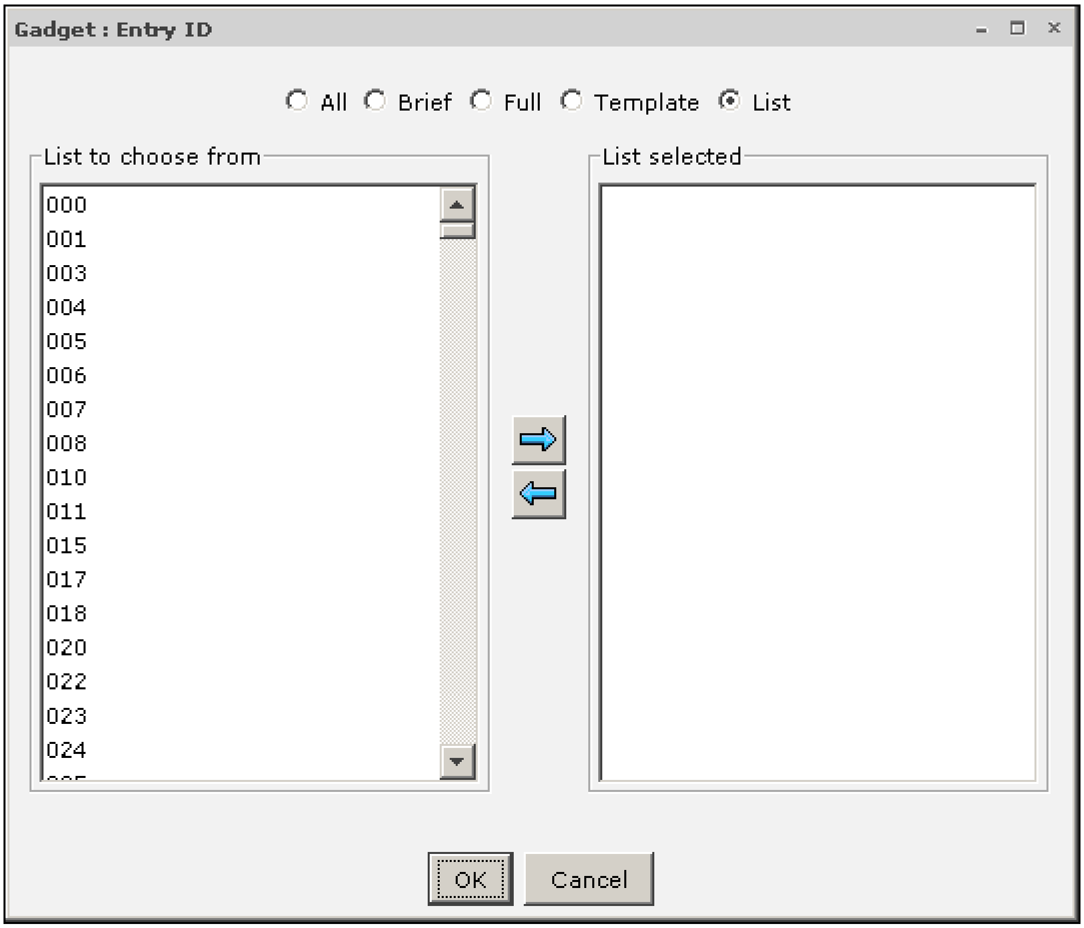
7. On the **Orderline** tab, enter the **Unit Price**, **Parts in Set**, and any **Additional Orderline Information** for this orderline.

8. Click the **Title Info** tab.

9. Click the **Change Title Link** helper . The following window appears:

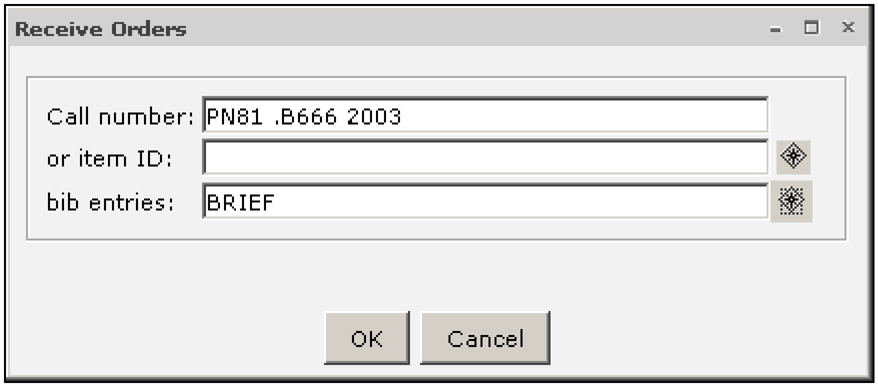


10. Click the **Item ID** gadget. The Item Search window appears.
11. Search for the title to link. If more than one title displays, select the desired title and click **OK**.
12. Click the **Bib entries** gadget. The following window appears:




13. Select **All, Brief, Full**, **Template,** or **List** and click **OK**. The Receive Orders window reappears:

| | |
|---|---|
| **Note** | If you select List, you must also choose individual entries from the **List to choose from** and move them to the **List selected** using the arrow. |




14. Click **OK**. The Title Info tab of the New Orderline window reappears.
15. Click **OK**. The Receive Copies window appears with a summary of the copy you just received.
16. Click **Close** to exit the Receive Orders wizard.

    **-Or-**

    Click **Receive Another** to continue working.

# Add Dated Order

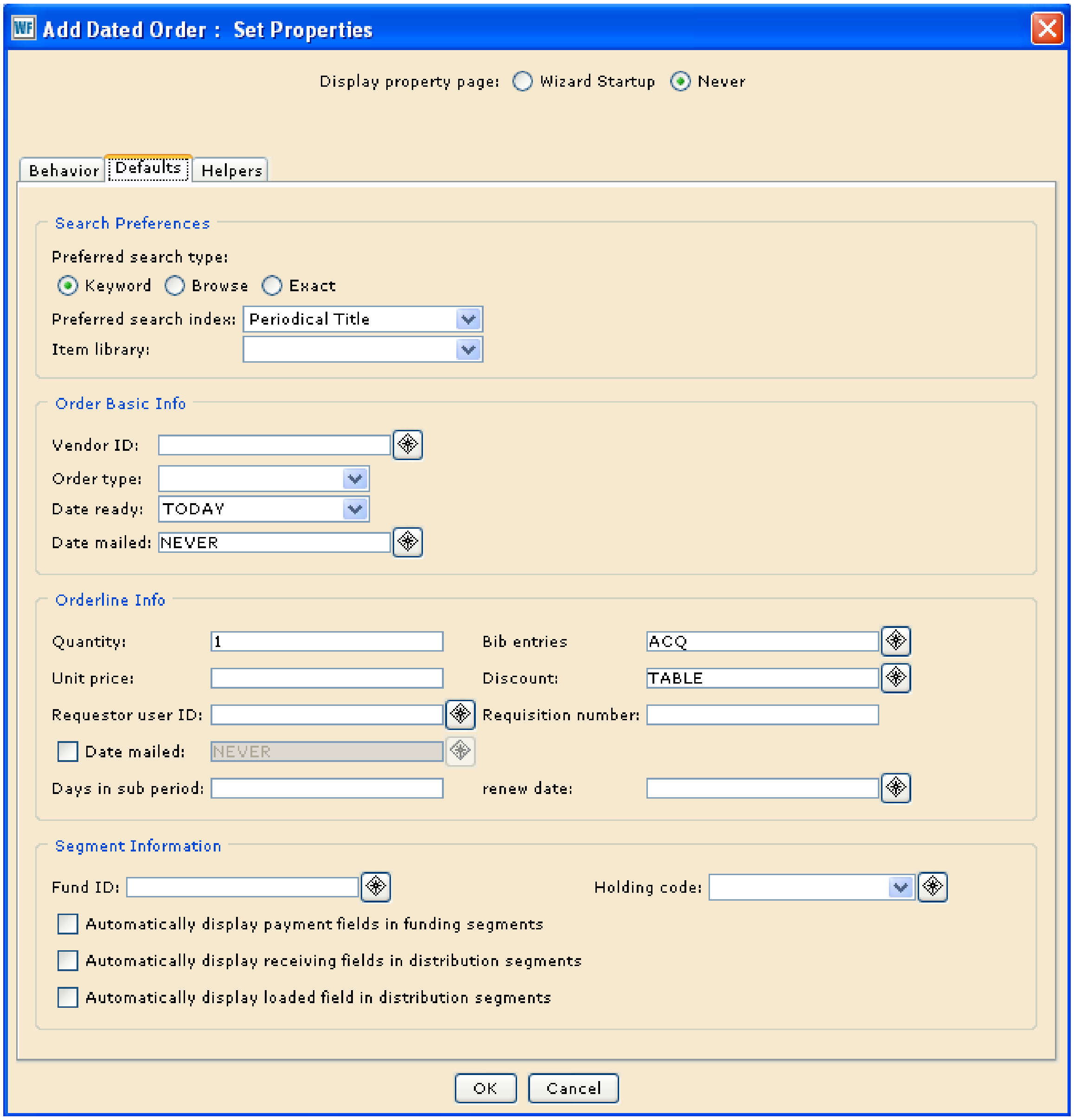
Use the Add Dated Order wizard to create an order for a subscription or membership. Each subscription orderline is linked to a bibliographic record in the catalog.

## Add Dated Order Properties

Setting defaults for dated orders functions the same way as it does when you create basic orders. The entries on this window are virtually the same as discussed on page 36. We will explain the differences below.

### *To set order defaults*

1. On the Order Information and Maintenance toolbar, click the **Add Dated Order** wizard . The Set Properties window appears:




2. Select **Wizard Startup** if you want this window to appear at the start of each wizard session.

3. In the Search Preferences area, select the **Preferred Search Type**, the **Preferred Search Index**, and appropriate **Item Library**.

4. In the Order Basic Info area, select the appropriate **Vendor ID, Date Ready**, and **Date Mailed**. The **Order Type** has two options:
   - **SUBSCRIPT** – A subscription orders a publication issued in successive parts, typically with chronological or numerical designation, over a defined subscription period.
   - **MEMBERSHIP** – Certain publications cannot be purchased or subscribed to directly. Instead, the library must become a member of the organization that produces publications. Often membership includes receipt of more than one journal. Ordering a membership usually involves membership fees, sent on a regular basis to ensure uninterrupted receipt of the membership publication(s).
5. In the Orderline Info area, type the **Quantity**, **Unit Price**, and **Requisition Number**. Using the gadgets, select the **Requestor User ID** (if appropriate), **Bib Entries, Discount**, and **Date Mailed**. This section does not contain the Parts in Set box as you saw on the Add Basic Order window. Instead, there are two new boxes:
   - **Days in Sub Period** – The number of days that the subscription or membership covers. For example, type **365** for a normal single-year subscription.
   - **Renew Date** – The date you need to renew the subscription or membership. Use the gadget to select a renewal date. Typically, the renew date is the order date plus the number of days in the **Days in Sub Period** box.
6. In the Segment Information area, select the **Fund ID** and **Holding Code**. Then click the following check boxes, as appropriate:
   - **Automatically display payment fields in funding segments**
   - **Automatically display receiving fields in distribution segments**
   - **Automatically display loaded field in distributions segments**
7. Click **OK** to accept your entries. Symphony will use these settings for all orders created this session. The Item Search window appears.

## Create a Dated Order

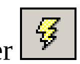
Creating a dated order begins the same way as creating a basic order. The entries are virtually the same as discussed on page 43. We will explain the differences below.

1. Search for the title to order. If more than one title displays, select the desired title.

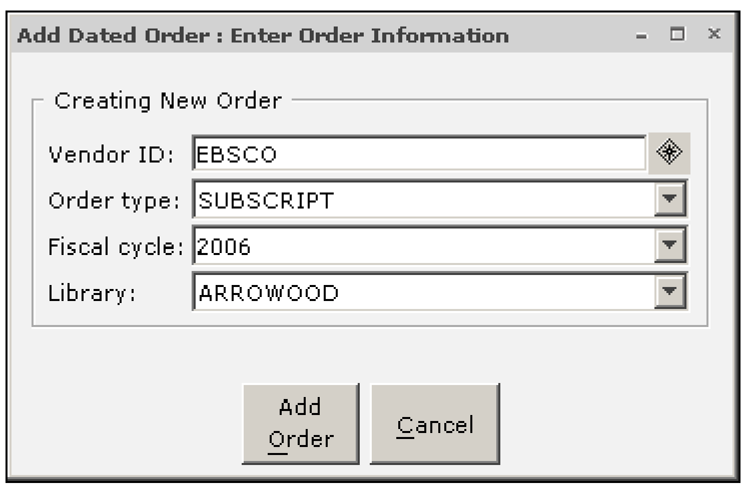
   **-Or-**

   If the title you want to order does not exist in the library catalog, you have two options:

   - Click the **Add Temporary Title** helper . You can enter title and publisher information, which you can replace with a complete bibliographic record after receipt. When finished entering bibliographic information, click **Save**. For more information about using the Add Temporary Title helper, see “Add a Temporary Title” on page 215.

   - Click the **SmartPort** helper  to connect to a Z39.50 database. You can search for and capture a bibliographic record. Make any necessary modifications to the record, and click **Save**. For more information on using the SmartPort helper, see “Add Records Using SmartPort” on page 218.

2. Click **Order This Title**. The following window appears:

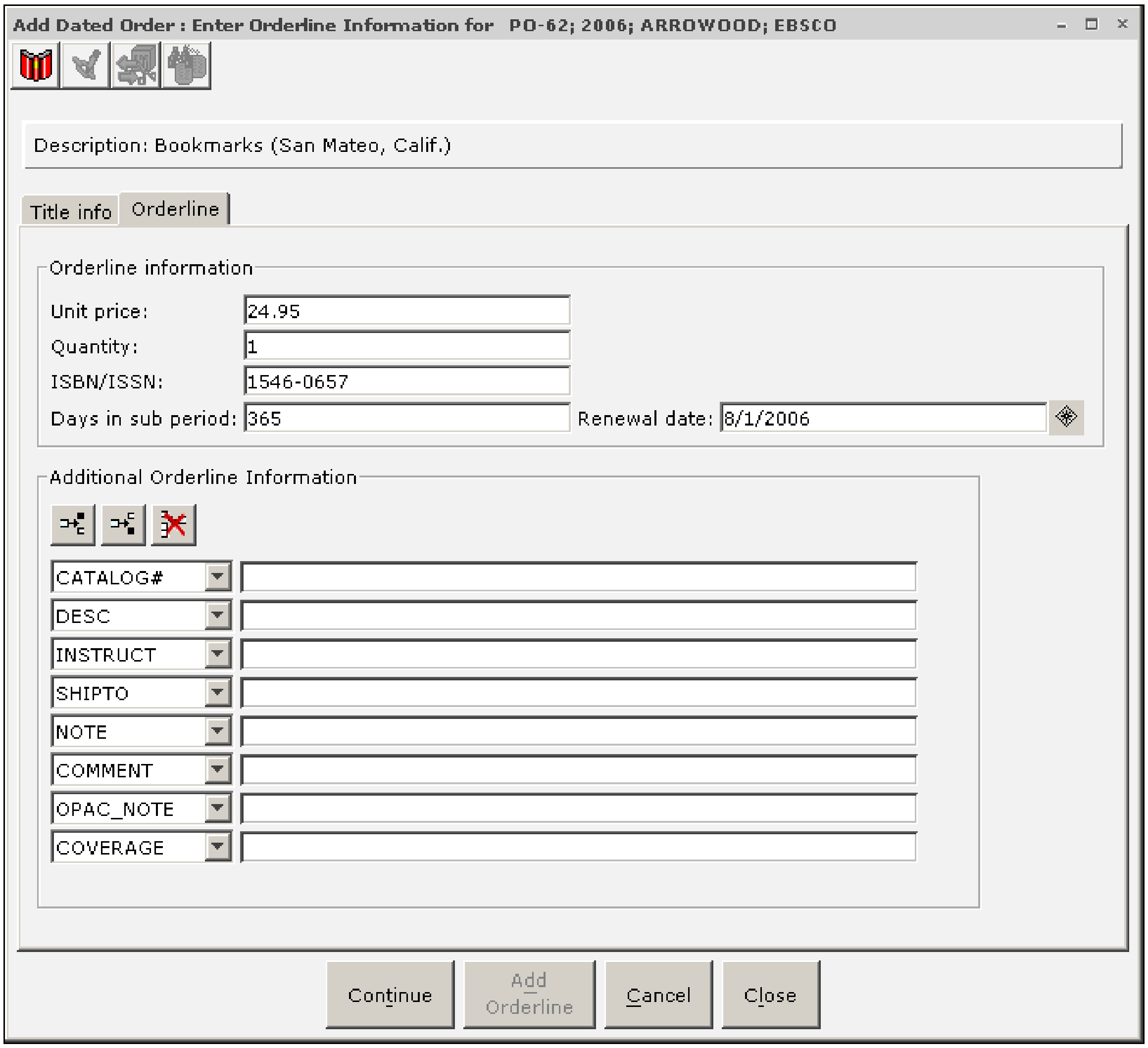



3. Type the **Vendor ID** or use the gadget to search for a vendor by name or ID.

4. Select an **Order type** from the drop-down list.

5. The **Fiscal cycle** and **Library** are populated with values from the Session Settings wizard. You can modify these values if necessary.

6. Click **Add Order**. The Enter Orderline Information window appears:




7. In the **Unit price** box, type the price for one subscription, before discount. It is not necessary to use price symbols, such as a dollar sign.

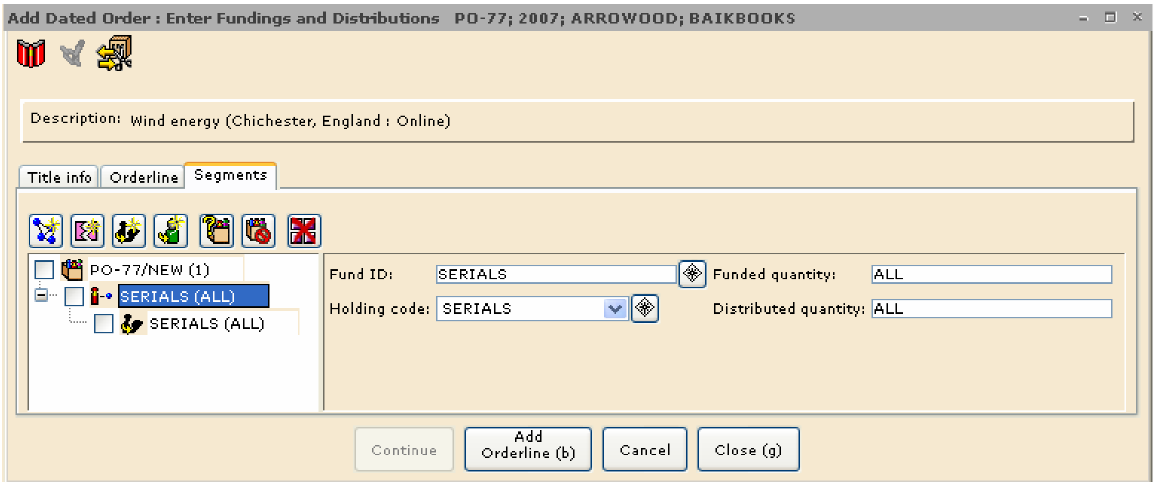
8. In the **Quantity** box, type the number of subscriptions to order.

9. The **ISBN/ISSN** box is filled in automatically if one is present in the bibliographic record. Or, you can type the ISBN or ISSN.

10. Type the **Days in sub period**, which is the number of days the subscription or membership covers.

11. Type a **Renew date** or use the gadget to select the date the subscription or membership will need to be renewed.

12. Enter **Additional Orderline Information** if necessary, and click **Continue**. The Enter Fundings and Distributions window appears:



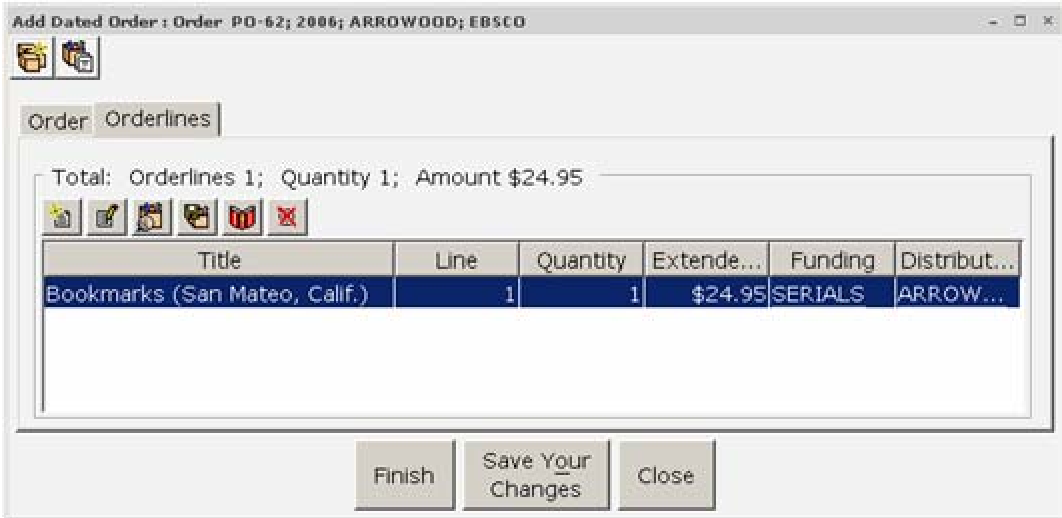

13. If you set the **Fund ID** in the defaults, it displays here. Or, click the gadget to display a list of funds. Select a fund from the list, and click **OK**.

14. The **Funded quantity** indicates the number of items charged to this fund. Accept the default of **ALL**, or type a specific number.

15. A **Holding code** is used when loading bibliographic records. The code represents the library and location, item type, and item categories.

16. The **Distributed quantity** indicates the number of items distributed. Accept the default of **ALL**, or type a specific number.

17. Click **Add Orderline**. A summary window appears with running total information about the order:




After an orderline has been created, you can use the following tools in the toolbox:

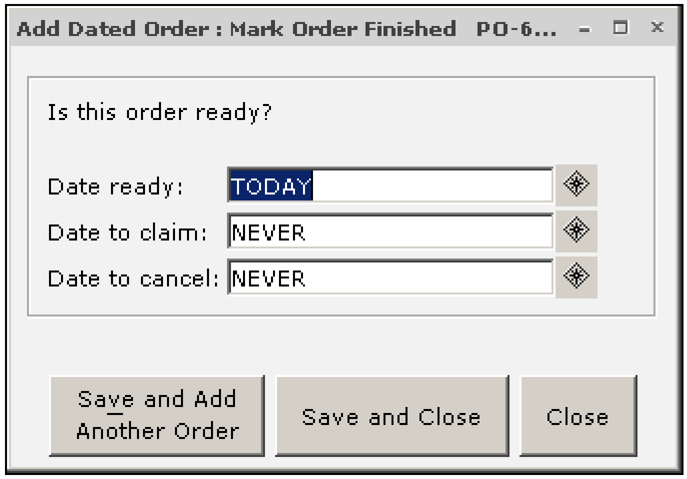
- **Add New Orderline** – Add another orderline (typically, for a different title) to the order.
- **Modify Orderline** – Make changes to an existing orderline.
- **Display Orderline** – View an existing orderline.
- **Display Description** – View the bibliographic record attached to an orderline.
- **Delete Orderline** – Remove an orderline from the order.

You can also perform the following next steps:

- **Finish** the order. This marks the order ready so it can be printed using a report.
- **Save Your Changes**.
- **Close** the Add Dated Order wizard.

## Finish a Dated Order

18. When ready, click **Finish**. The following window appears:




19. Type or use the calendar gadget to select a **date ready**, **date to claim**, and a **date to cancel**.
20. Click **Save and Close** to end this session.

    **-Or-**

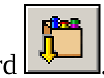
    Click **Save and Add Another Order** to continue working.

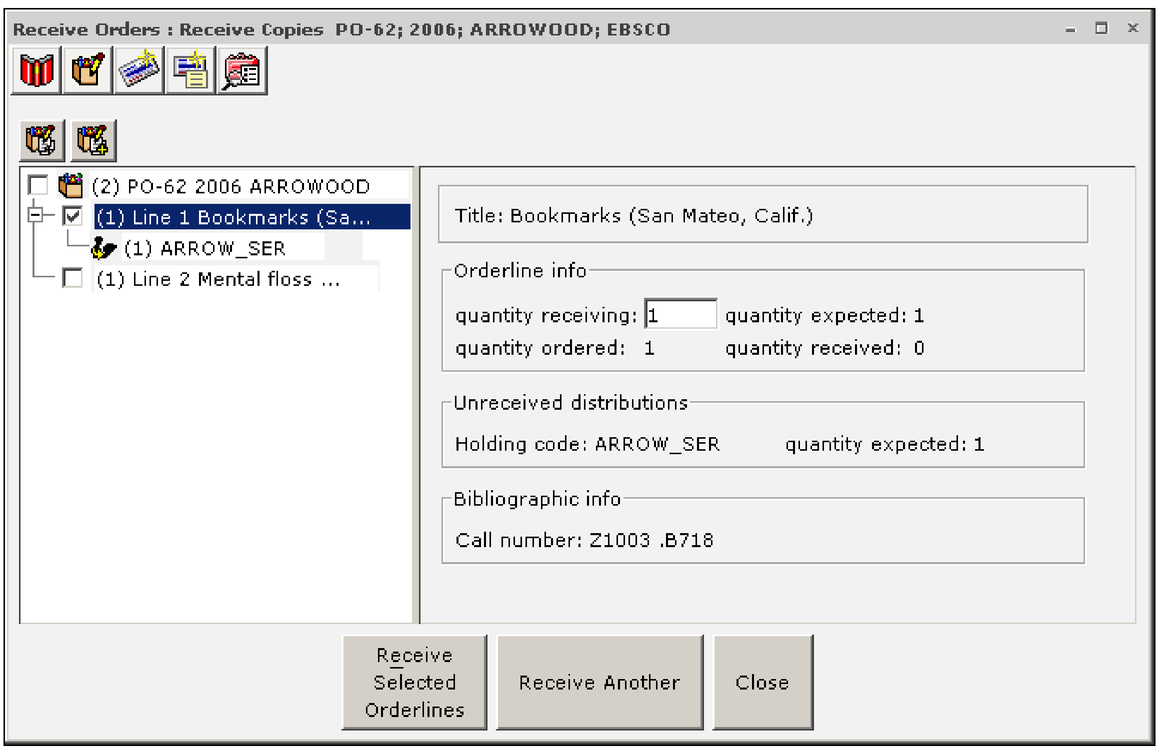
**Notes**

- The **date to claim** and **date to cancel** pertain to the order only. If you select **NEVER**, the *order* claims and cancellations will be based on the **Order claim period** and **Order cancel period** in the associated vendor cycle record.
- If you use the Serial Control module, use the **Prediction as Late** and **Serial Claim Notices** reports to manage your claims for individual issues.

## Receive a Dated Order

Use the Receive Orders wizard to receive the dated order. If you use the Serial Control module, use the Check In Issues of a Serial wizard to receive individual issues for the subscription.

1. On the Order Information and Maintenance toolbar, click the **Receive Orders** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Search for an order. You can search by order or catalog information. If more than one record displays, select the one you want, and click **Receive Orders**.
4. On the tree, select either the entire order or the specific orderlines to receive.



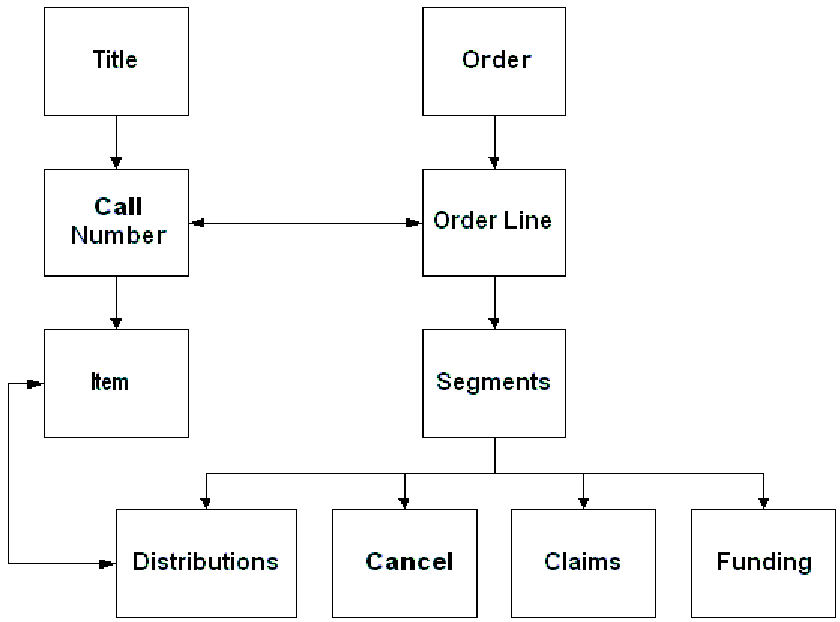

5. Click **Receive Selected Orderlines**.
6. Click **Close** to exit the Receive Orders wizard.

   **-Or-**

   Click **Receive Another** to continue working.

# Add Ordered Items to Catalog

The Add Ordered Items to Catalog wizard lets you quickly create a call number record and copy record for items you just received. Another name for this wizard might be Create Holdings. The following diagram shows how the various records in Symphony interact.

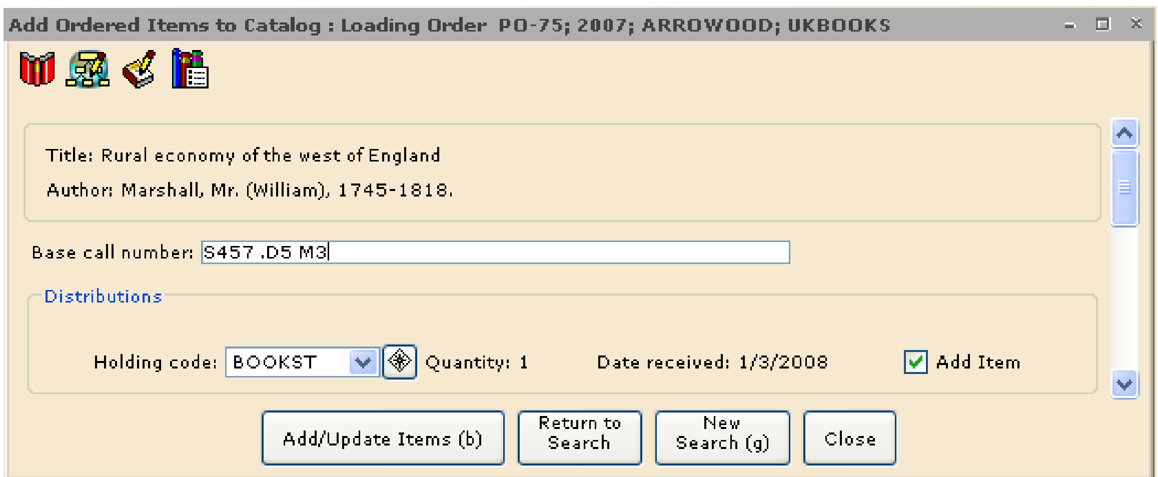



You must have a holding code on the order for this feature to work.

This wizard also updates the Loaded field on the orderline. This in turn removes the ON-ORDER display in the OPAC. (Another way to do this is to use the Modify Order wizard.)

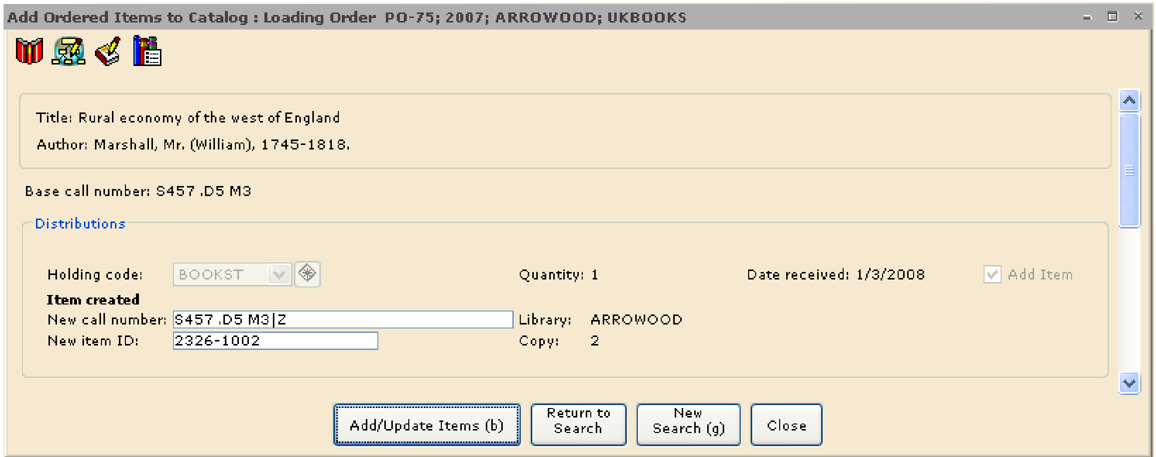
### *To add ordered items to the catalog*

1. On the Order Information and Maintenance toolbar, click the **Add Ordered Items to Catalog** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Search for the item you want to load. If more than one title displays, select the desired title, and click **Load Ordered Copies**. The following window appears:




4. You can change the **Holding code** by selecting a different one from the drop-down list, or you can accept the holding code from the orderline distribution.
5. The **Date received** displays the date this orderline was received with the Receive Orders wizard.
6. If a particular distribution should not be loaded, clear the corresponding **Add Item** check box.

7. Click **Add/Update Items**. The window reappears with the updated information in the Distributions area.




8. To barcode the item, scan the **New item ID**, or type a new ID and click **Add/Update Items** to complete the load. Copies created through the Add Ordered Item to Catalog wizard contain a link to the orderline distribution record that created it.

   Use the **Global Item Modification** helper  to change item values for one or more of the newly created copies.

   Use the **Modify Title** helper  to make necessary changes to the bibliographic record.

| | |
|---|---|
| **Note** | Properties for this wizard can be configured to control how holds and transits are handled when items are created. |

9. Click **Close** to exit the wizard.

   **-Or-**

   Click **New Search** to look up a new title to load into the catalog.

# Processing Invoices

## Overview

An invoice is a list that describes individual items or services provided by a vendor and the charges associated with those items or services. An invoice consists of two parts: the invoice record and one or more invoice line records. In a multi-library system, invoice records belong to the library that created them.

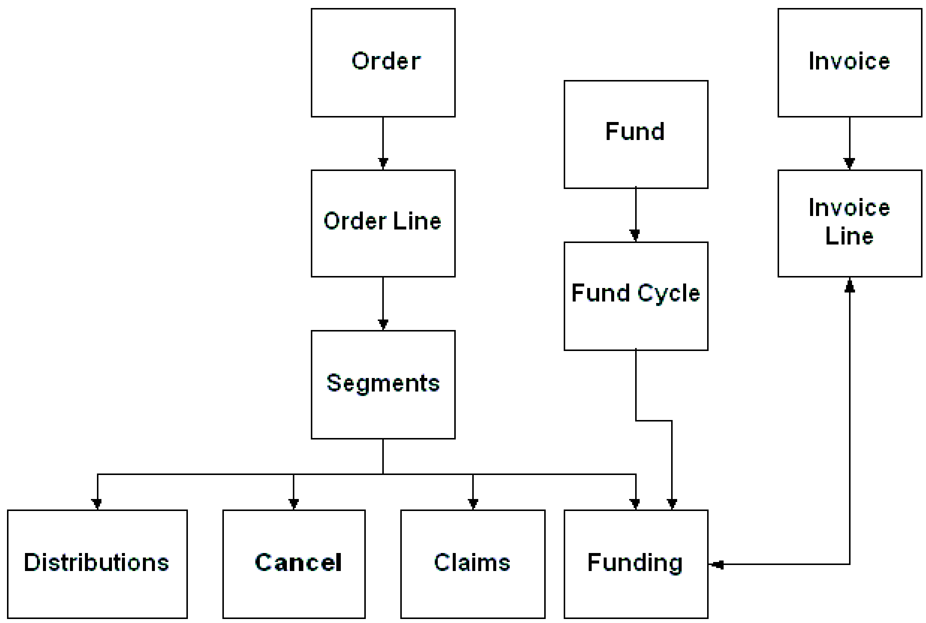
## Invoice Records

The use of invoice records is optional. When setting up your acquisitions system, evaluate current acquisitions and collection development activities, then decide if you will use invoice records. If you decide to use invoice records, use them consistently for all invoiced orders. Invoicing, receiving, and loading order holdings are separate functions in the Acquisitions module. The standard invoice record defines, for the entire invoice, the unique invoice ID, the vendor ID, the "created in fiscal cycle", the invoice date, the date ready, and the date locked. The invoice is usually numbered by the vendor; this number is the invoice's unique identification in the Acquisitions module.

Enter individual lines on the invoice into Symphony with the line number/name, amount, and number of copies being invoiced, type of invoice information being entered, and exchange rate. Both the invoice and the invoice lines have text entry fields for notes and comments. Depending on the type of invoice line entered, Symphony may prompt for orderline item identification or for fund information. Enter the orderline or fund information at any time. If and when orderline item or fund information is entered in the invoice record, Symphony finds and updates all the associated order, vendor, and fund records with information from the invoice and invoice lines.

# Understanding the Invoice–Order Relationship

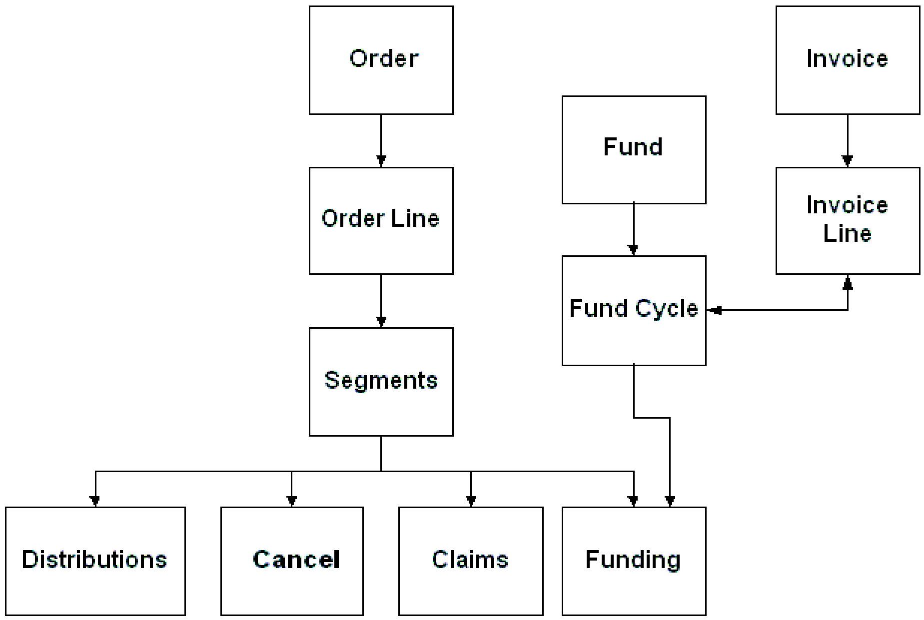
An invoice can be created for orders received or not received. Once an invoice is created, it may be linked to a specific orderline item. When paying for the ordered items, payment is marked on the invoice, and the invoice-order link allows Symphony to update the orderline item, vendor, and fund records with payment information. The link between the invoice and the order can be made for each line as the invoice is entered, or all invoice information can be entered in batch and linked to orders at another time.




Even negative amounts can be entered on an invoice line. This permits credit adjustments to invoices. When a negative amount on an invoice line is marked as paid, linked price fields are updated with a smaller amount. An order does not have to exist at the time an invoice is entered. A vendor may send an invoice for material ordered by telephone. This invoice can be entered without a link to an order. The vendor record shows the amount invoiced and the number of copies invoiced without order or fund identification.

# Understanding the Invoice–Fund Relationship

An invoice line may be linked directly to a fund cycle, rather than linked through a line item to a fund. Once an invoice is created, it can be linked to a specific fund ID and fiscal cycle.

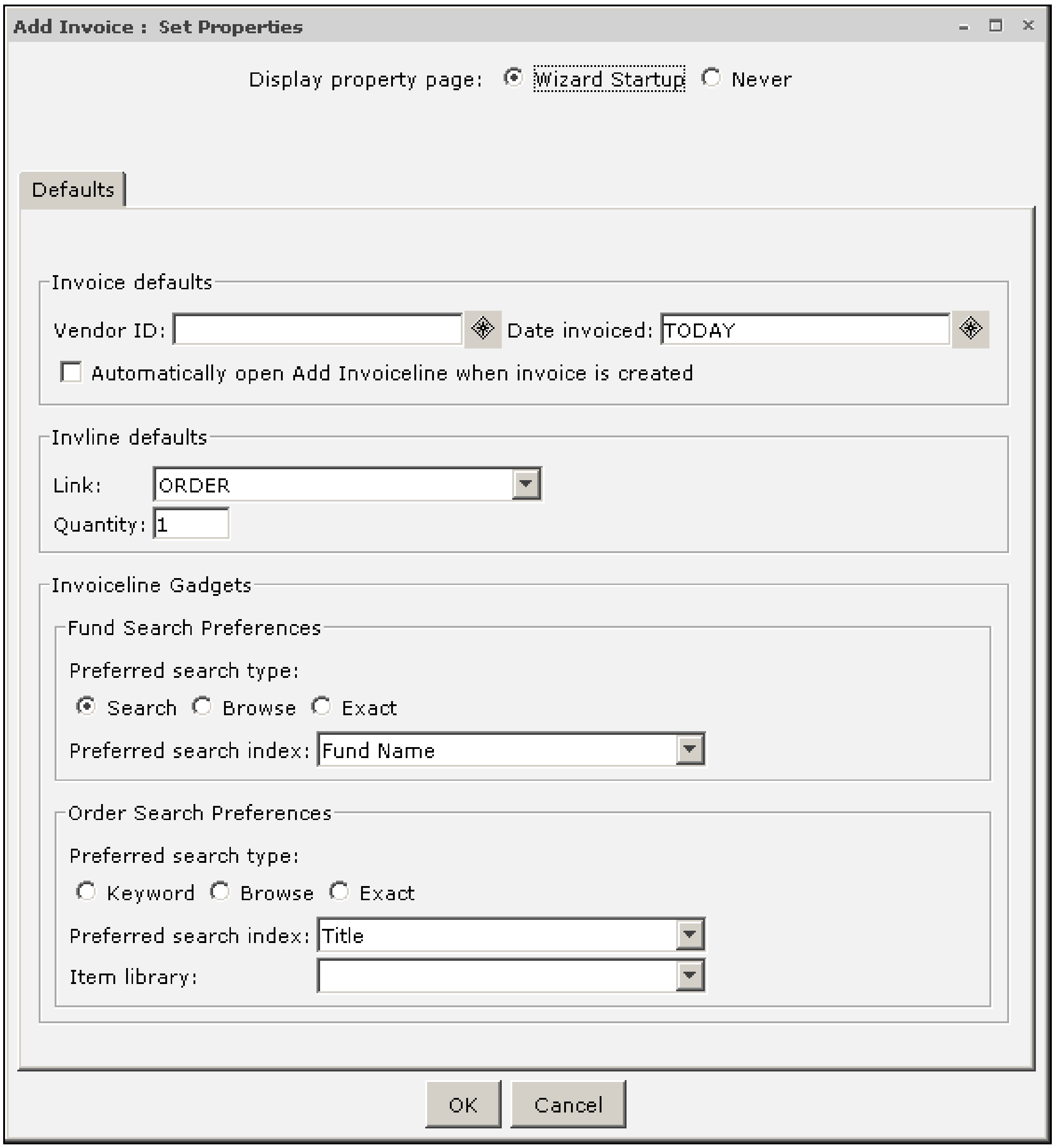



The link between the invoice and the fund can be made for each line as the invoice is entered, or all invoice information can be entered in batch and linked to funds at another time. When the link is made, the fund cycle's Free Balance and Amount Invoiced fields are updated. When marking those invoices as paid, the invoice-fund link allows Symphony to update fund records with payment information.

# Add Invoice

The Add Invoice wizard creates a new invoice record.

## Set Invoice Defaults



### *Invoice Defaults*

- **Vendor ID** – You can select a default vendor ID for new invoices. Use the Browse Vendor gadget to select a vendor ID.
- **Date Invoiced** – You can select a default date invoiced using the Calendar gadget.
- **Automatically Open Add Invoiceline when Invoice is Created** – Select this check box to display the Add Invoiceline window. Clear this check box to display the Add Invoice window. You can still view the Add Invoiceline window by using the Add Invoiceline tool.

### *Invoiceline Defaults*

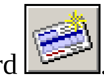
- **Link** – Type a default link for invoice lines, either ADJUST, COPY_PRORA, FUND, LINE_PRORA, ORDER, or PRICE_PROR.
- **Quantity** – Type a default quantity of items for invoice lines.

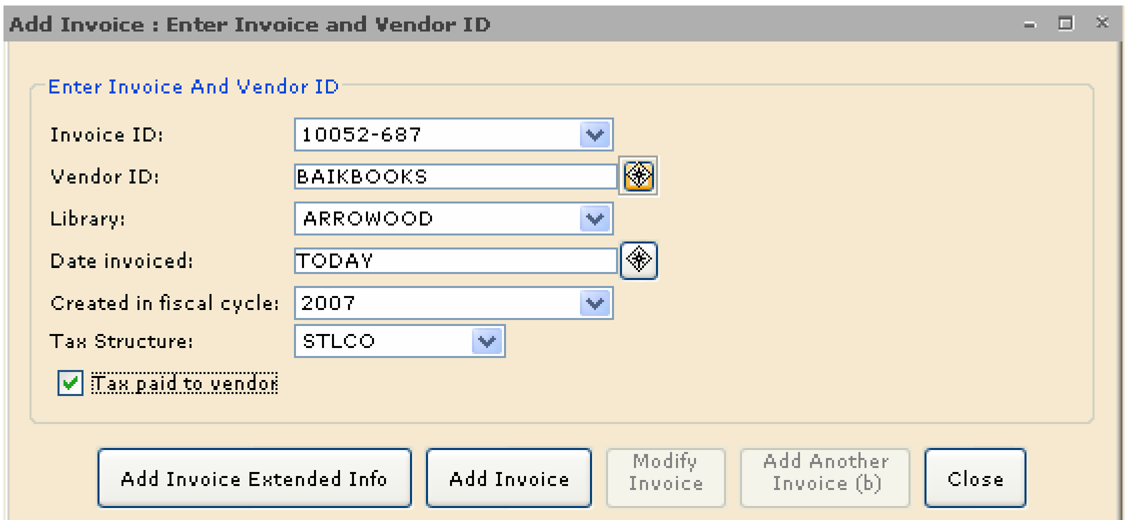
### *Invoiceline Gadgets*

- **Fund Search Preferences** – Select a default search type and index for searching fund records.
- **Order Search Preferences** – Select a default search type, index, and item library for searching order records.

# Create the Invoice

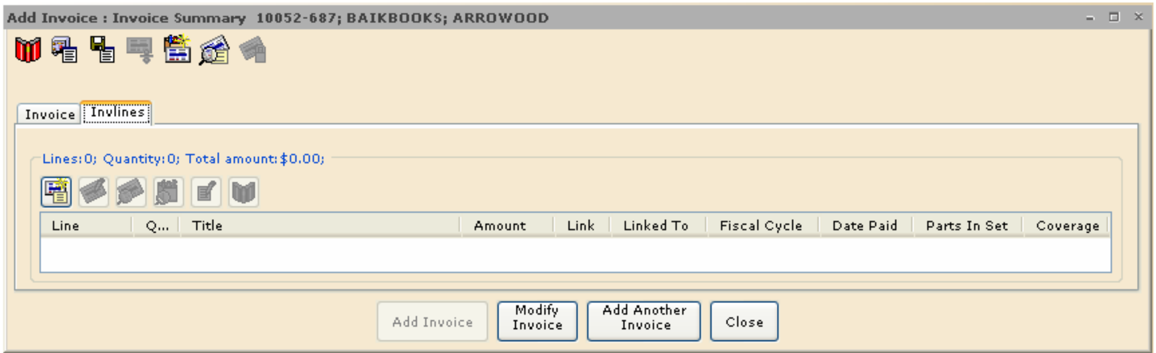
### *To create a new invoice record*

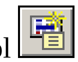
1. On the Invoice Information and Maintenance toolbar, click the **Add Invoice** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**. The following window appears:



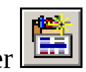

3. Type the **Invoice ID**, or select **AUTO** from the list to have Symphony assign a unique invoice ID number.
4. Type the **Vendor ID** or use the gadget to select the vendor.
5. The **Date invoiced** defaults to TODAY, but can be changed if necessary.
6. The **Create in fiscal cycle** defaults to the fiscal cycle set in the Session Settings wizard.  Click the drop-down to change the fiscal cycle.

7. Click **Add Invoice**. The following window appears:




8. Click the **Add Invoiceline** tool  to add an individual invoice line.

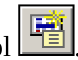
   **-Or-**

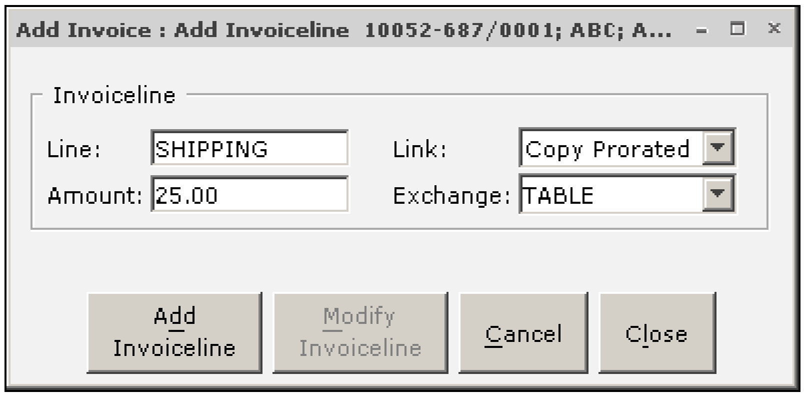
   Click the **Create Invoice Lines for Order** helper  to add an entire order's invoice lines to the new invoice.

## Add Invoiceline Tool

Use the Add Invoiceline tool to create individual invoice lines. This tool can be used to link to individual orderlines, specific funds, or prorated charges.

### *To add an invoice line*

1. In the Add Invoice or Add Invoice Lines window, click the **Add Invoiceline** tool . The following window appears:




2. Type the invoice **Line**. This can be a numeric or alphabetic value.
3. Type the **Amount**.
4. Select a **Link** from the drop-down menu. The remaining fields may change based on the chosen link.
5. Enter other values as necessary, and click **Add Invoiceline**.
6. Enter **Invoiceline Extended Information**, make any other necessary changes, and click **Modify Invoiceline**. The Add Invoice window reappears.
7. Click **Close** to end this session.

   **-Or-**

   Click the **Add Invoiceline** tool to continue adding invoice lines to this invoice.

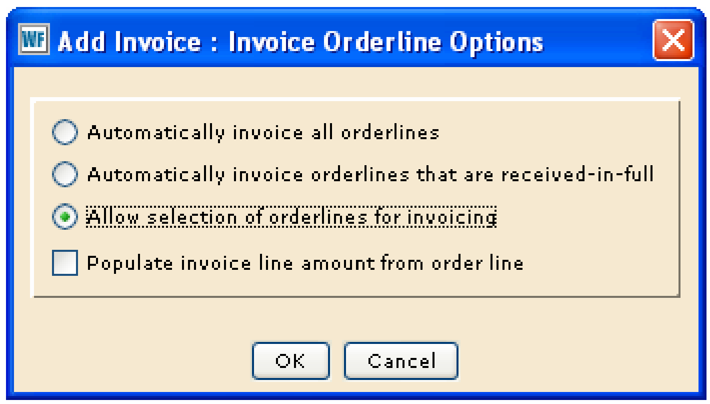
| | |
|---|---|
| **Note** | If you chose Copy Prorated, Line Prorated, or Price Prorated as your invoiceline link, you must use the **Prorate Invoice** helper  to complete the operation. |

## Create Invoice Lines for Order Helper

Use the Create Invoice Lines for Order helper to select an existing order and automatically create invoice lines for the order invoice.

### *To create invoice lines for an order*

1. In the Add Invoice or Add Invoice Lines window, click the **Create Invoice Lines for Order** helper . The following window will display.




2. Select one of the following radio buttons:

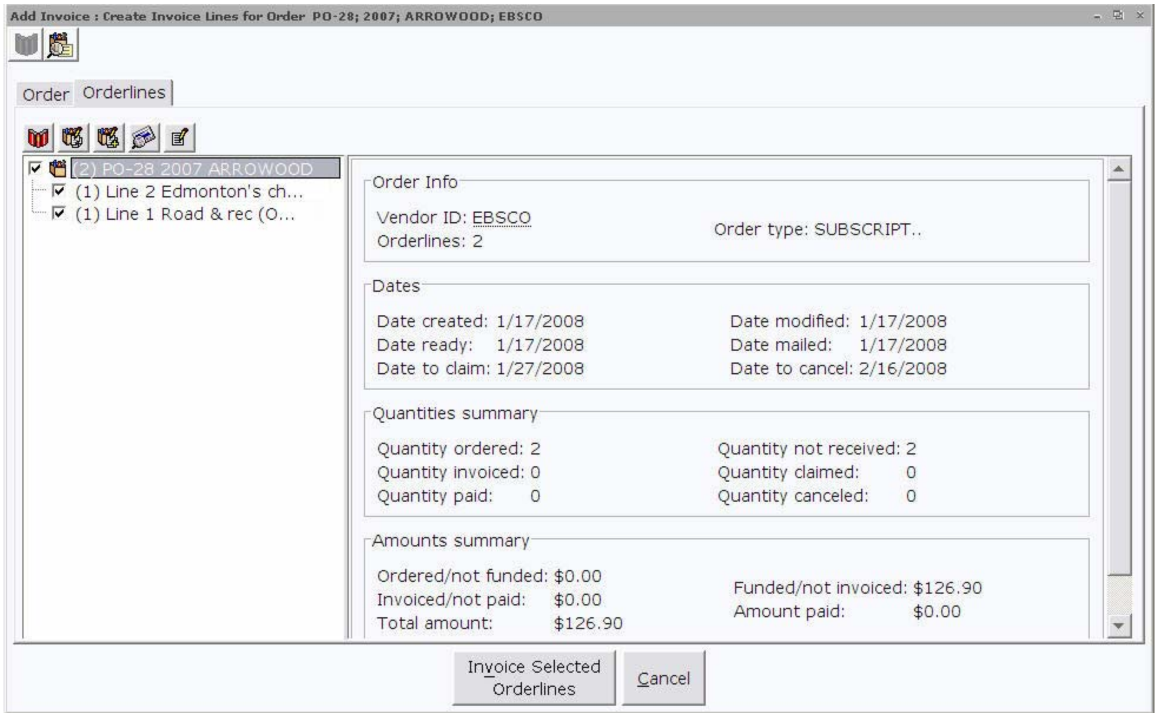
   a. **Automatically invoice all orderlines** if you want the system to invoice all of the orderlines without considering whether or not the lines have been received or partially received.

   b. **Automatically invoice orderline that are received-in-full** if you want the system to only select orderlines the have been received in full.

   c. **Allow selection of orderlines for invoicing** if you want to be able to select which lines to invoice.

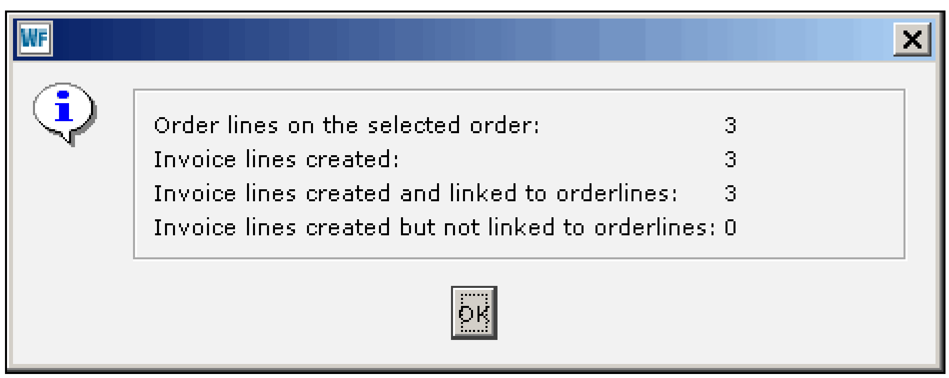
3. To create the invoice line using the orderline extended price, select the **Populate invoice line amount from order line** check box.

4. Search for an order. You can search by order or catalog information. If more than one record displays, select the one you want, and click **Display Order**. The order appears:

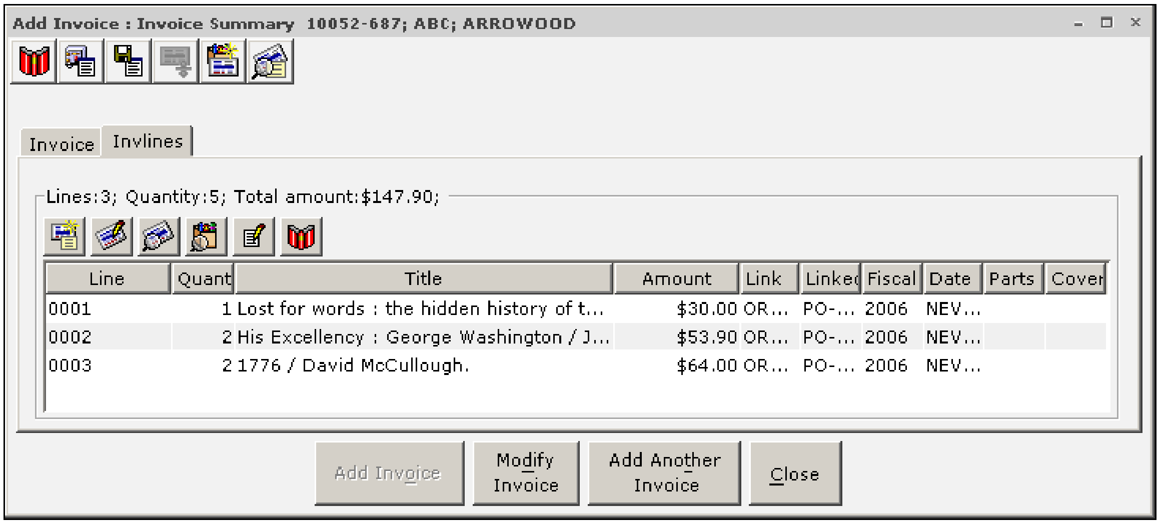



5. Review information on the order tabs to verify this is the order for which you want to create invoice lines.

6. Click **Create Invoice Lines**. A confirmation window appears:




7. Click **OK** to continue. The invoice appears:




8. Use the **Modify Invoiceline** tool  to adjust amounts when the order price and invoice amounts differ. Click **OK** to return to the Invoice Lines tab.

9. When finished, click **Close** to exit the Add Invoice or Add Invoice Lines wizard.

Invoice lines that are not linked must be linked before they can be paid. Error messages describing why invoice lines cannot be linked are stored in the invoice line extended information fields of the unlinked lines. The extended information entry used for this purpose must be selected in the helper properties. The following conditions prevent an invoice line from being linked:

- Orderline is underfunded
- Vendor deposit account is overencumbered
- Fund is overencumbered/paid and overencumbrance is blocked

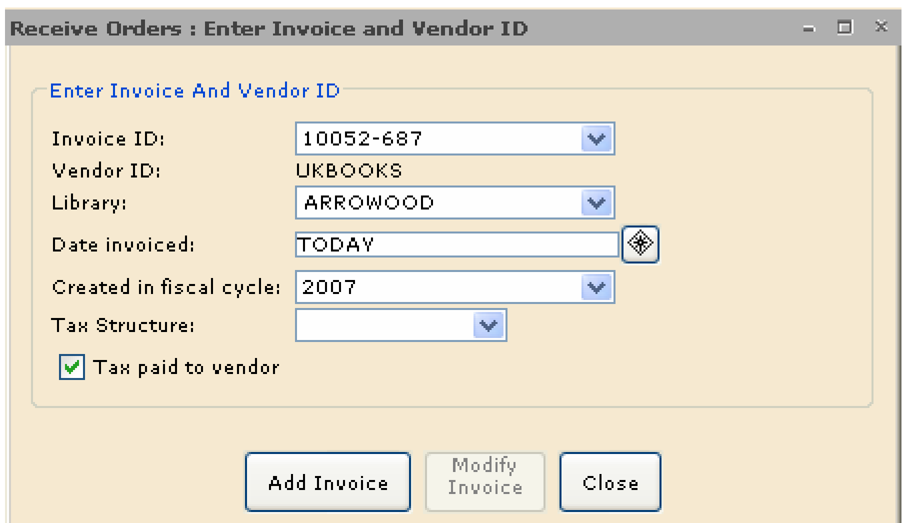
# Adding Invoices During Receipt

Depending on your properties, the Add Invoice and Add Invoice Lines helpers may be available when receiving orders. See your system administrator for access to these helpers.

## Add Invoice Helper

### *To add an invoice during receipt*

1. Receive the orderlines using the **Receive Orders** wizard.
2. Click the **Add Invoice**  helper. The Enter Invoice and Vendor ID window appears:




3. Type an **Invoice ID** or select **AUTO** from the drop-down menu.
4. Type or use the Calendar gadget to enter the **Date Invoiced** or accept the default of **TODAY**.
5. Click **Add Invoice**. The Invoice Orderline Options window appears.
6. Select one of the following radio buttons.

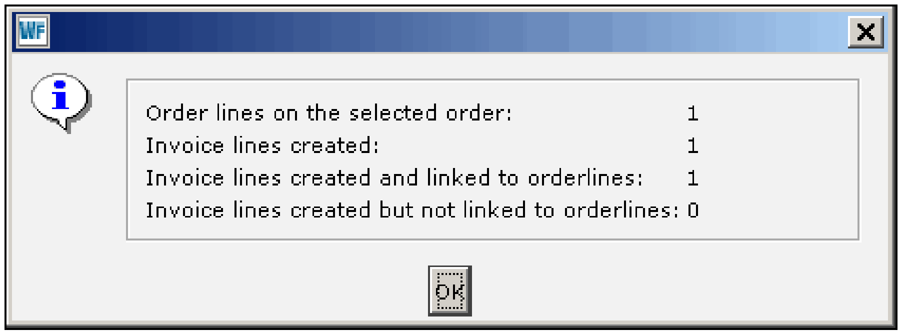
   a. **Automatically invoice all orderlines** if you want the system to invoice all of the orderlines without considering whether or not the lines have been received or partially received.

b. **Automatically invoice orderline** that are received-n-full if you want the system to only select orderlines the have been received in full.

c. **Allow selection of orderlines** for invoicing if you want to be able to select which lines to invoice.

7. To create the invoice line using the orderline extended price, select the Populate invoice line amount from order line check box.

8. Click **OK**. A confirmation window appears.



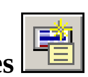

9. Click **OK**. The invoice appears.

10. Click **Close** to continue receiving orders.

## Add Invoice Lines Helper

### *To add invoice lines to an existing invoice during receipt*

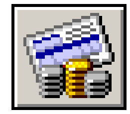
1. Receive the orderlines using the **Receive Orders** wizard.

2. Click the **Add Invoice Lines**  helper.

3. Search for the invoice to which you want to add invoice lines. If more than one invoice displays, select the desired invoice and click **Add Invoiceline**. The invoice appears.

4. Use the **Add Invoiceline** tool or the **Create Invoice Lines for Order** helper to add the new invoice line.

5. When finished, click **Close** to continue receiving orders.

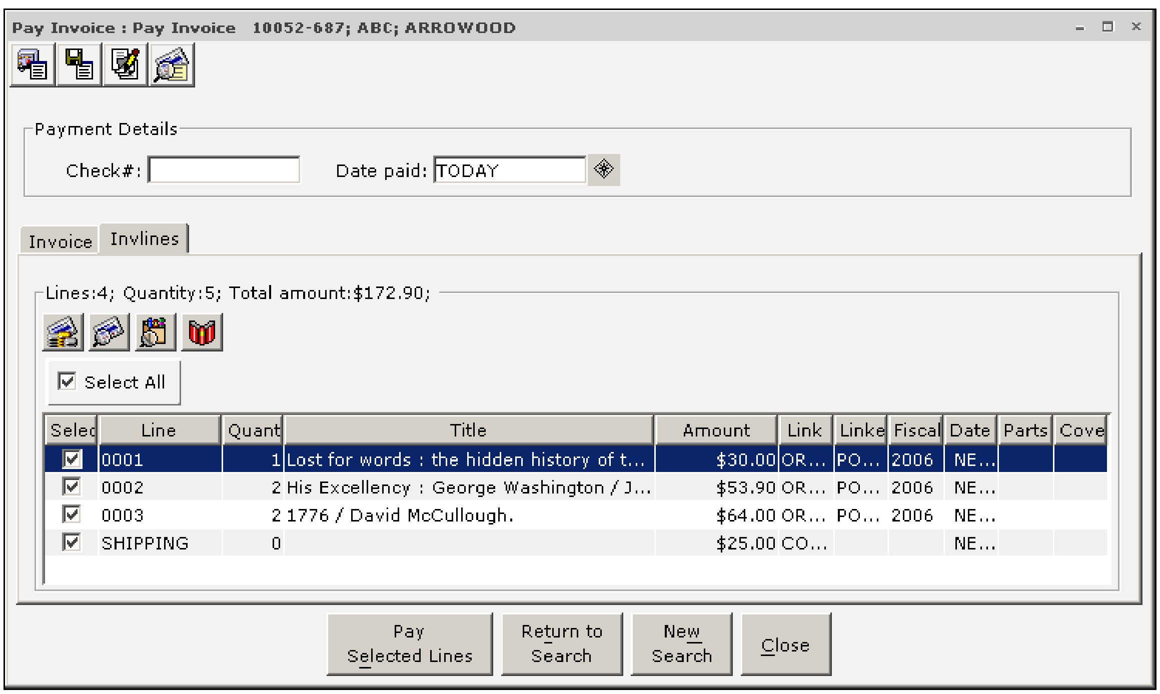


# Pay Invoice

The Pay Invoice wizard allows full or partial payments to be applied to an entire invoice or to individual invoice lines.

### *To pay an invoice*

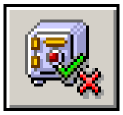
1. On the Invoice Information and Maintenance toolbar, click the **Pay Invoice** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Search for an invoice. You can search by invoice, order, vendor, or catalog information. If more than one record displays, select the one you want, and click **Pay Invoice**. The invoice appears:

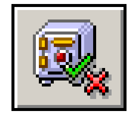



4. In the **Check #** box, enter the check number to be used for paying the vendor.
5. Type a **Date Paid** or use the calendar gadget to select a date.

6. Select the box for each invoice line to pay or select the **Select All** check box to pay the entire invoice.
7. Click **Pay Selected Lines**.
8. A confirmation window appears:
   - If the line paid was the only line remaining to be paid on the invoice, an "Invoice Paid in Full" message appears.
   - If the invoice contains other unpaid invoice lines, an "Invoice Partly Paid" message appears after the specified line is paid.
   - If the invoice line is not linked, an "Invoice line under linked" message appears.

# Miscellaneous Fund Activities





## *Review All Funds*

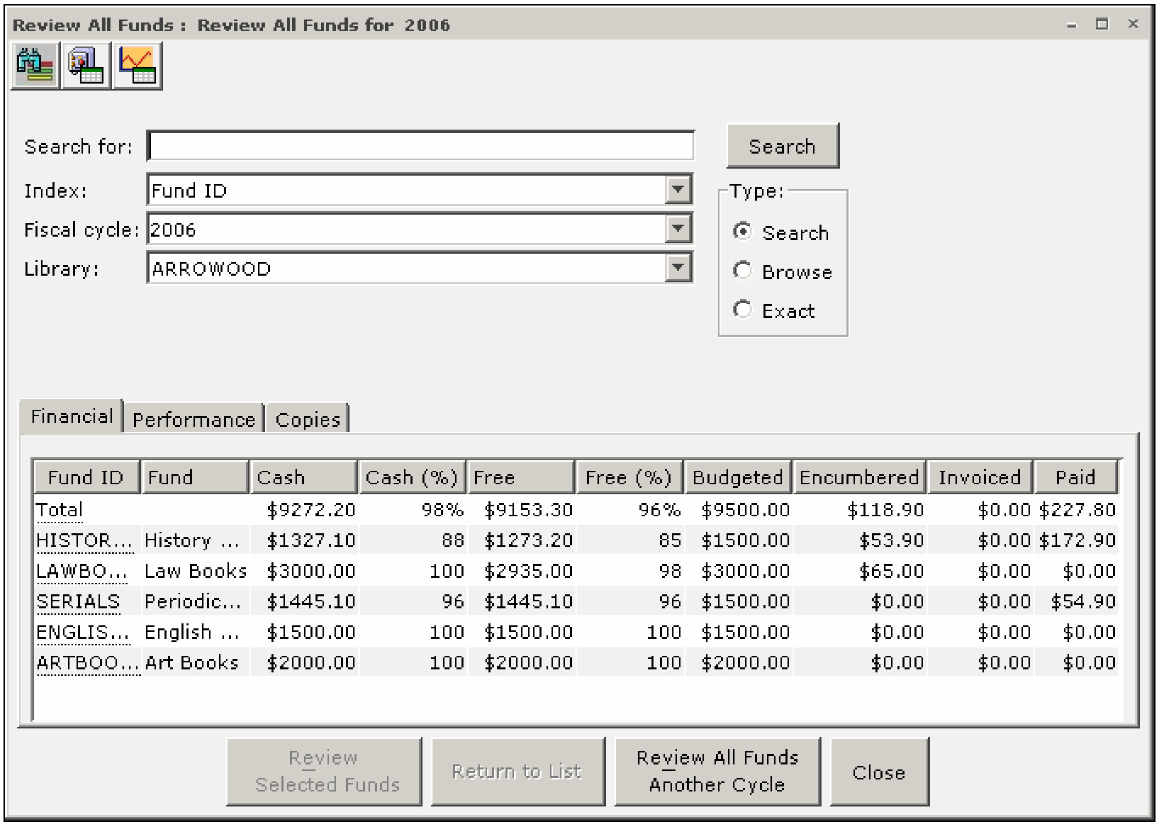
The Review All Funds wizard lets you review all selected funds for a particular fiscal cycle.

### *To review information about existing funds*

1. On the Fund Information and Maintenance toolbar, click the **Review All Funds** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Search for a fund. You can select funds by fiscal cycle and library. You can locate specific funds by account number, fund ID, or fund name.

   **-Or-**

   Select the Fund ID **Index** and leave the **Search for** box empty to retrieve a list of all funds for that fiscal cycle and library.
4. Click **Search**. The following window appears:




Information about the selected funds, such as the cash and free balances, the number of copies invoiced or not received, or the average paid price and average discount, is displayed in the folders.

If multiple funds are selected, a list of qualifying funds displays.

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**Note** If the **When Searching Funds, Go Directly From Fund Lookup to Review All** check box was cleared in the properties, individual fund names appear with check boxes next to these names. Select the check boxes for the funds you want to review, and click **Review Selected Funds**. The Amounts, Averages, and Quantities tabs appear for the selected vendors.

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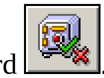
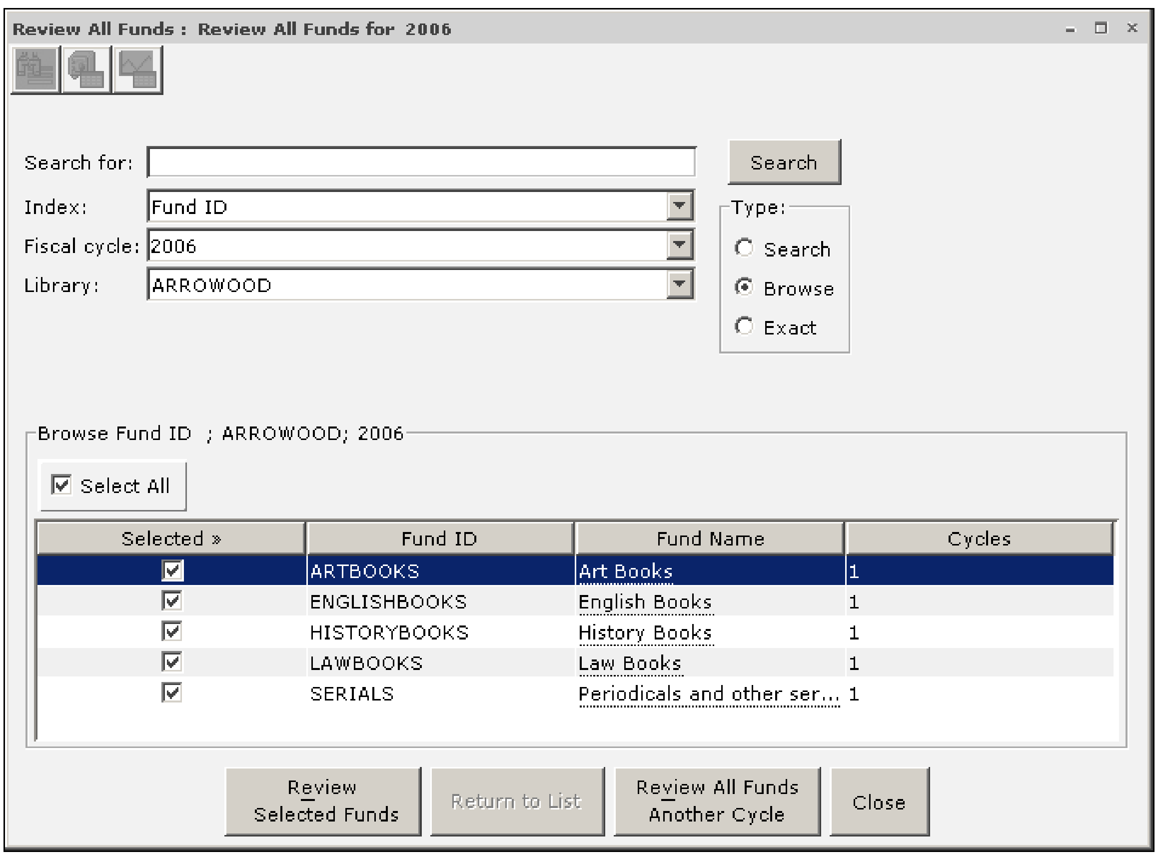
## Browse Funds

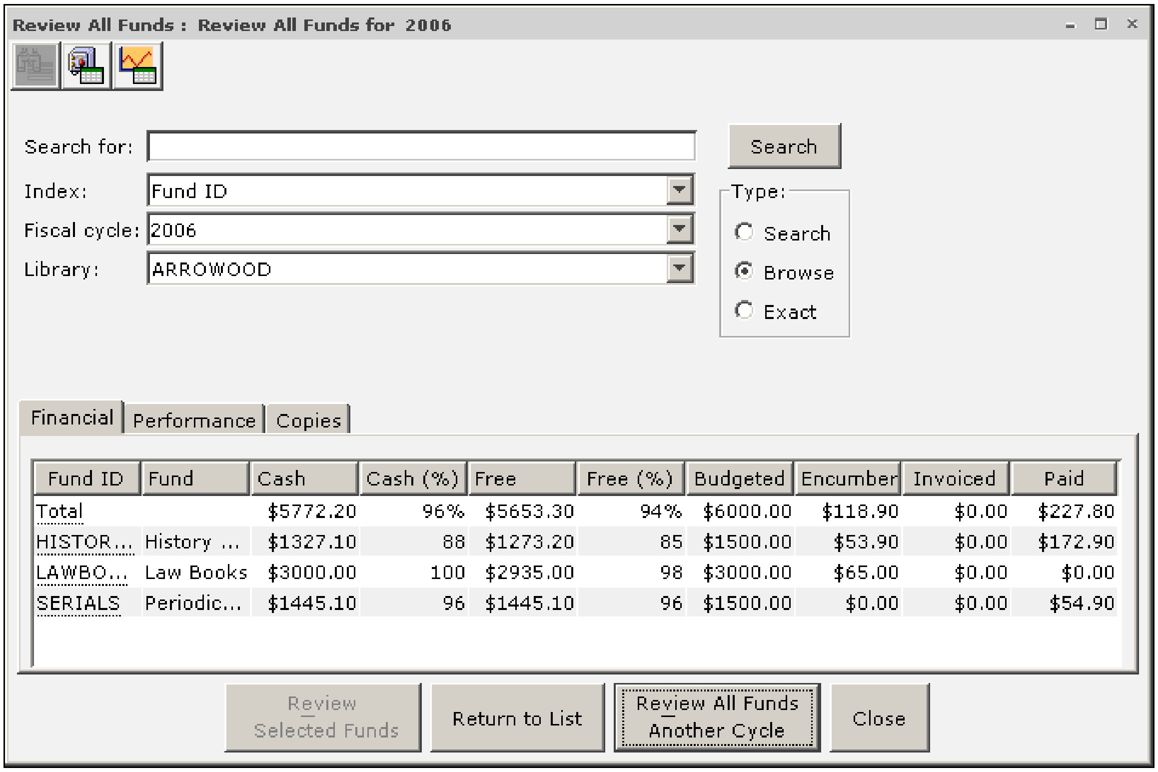
You may also use the Browse search option when reviewing funds.

### *To browse existing funds*

1. On the Fund Information and Maintenance toolbar, click the **Review All Funds** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Select the **Browse** search Type and leave the **Search for** box empty.
4. Click **Search**. The following window appears:




5. Select the check boxes for the funds you want to review, and click **Review Selected Funds**.

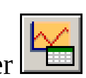



Information about the selected funds, such as the cash and free balances, the number of copies invoiced or not received, or the average paid price and average discount, is displayed in the folders.

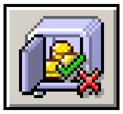
## Fund Helpers

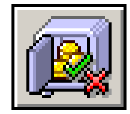
When working with fund wizards, the Save Financial and Copies Data to a File and Save Performance Data to a File helpers may be available for you to save specific fund information to a file on your workstation.

The **Save Financial and Copies Data to a File** helper  outputs the financial and item data.

The **Save Performance Data to a File** helper  outputs performance data.

Both helpers output the data in a comma-delimited format and save the data to a file with a .csv extension, which can be viewed using a spreadsheet application.





# Review Available Funds

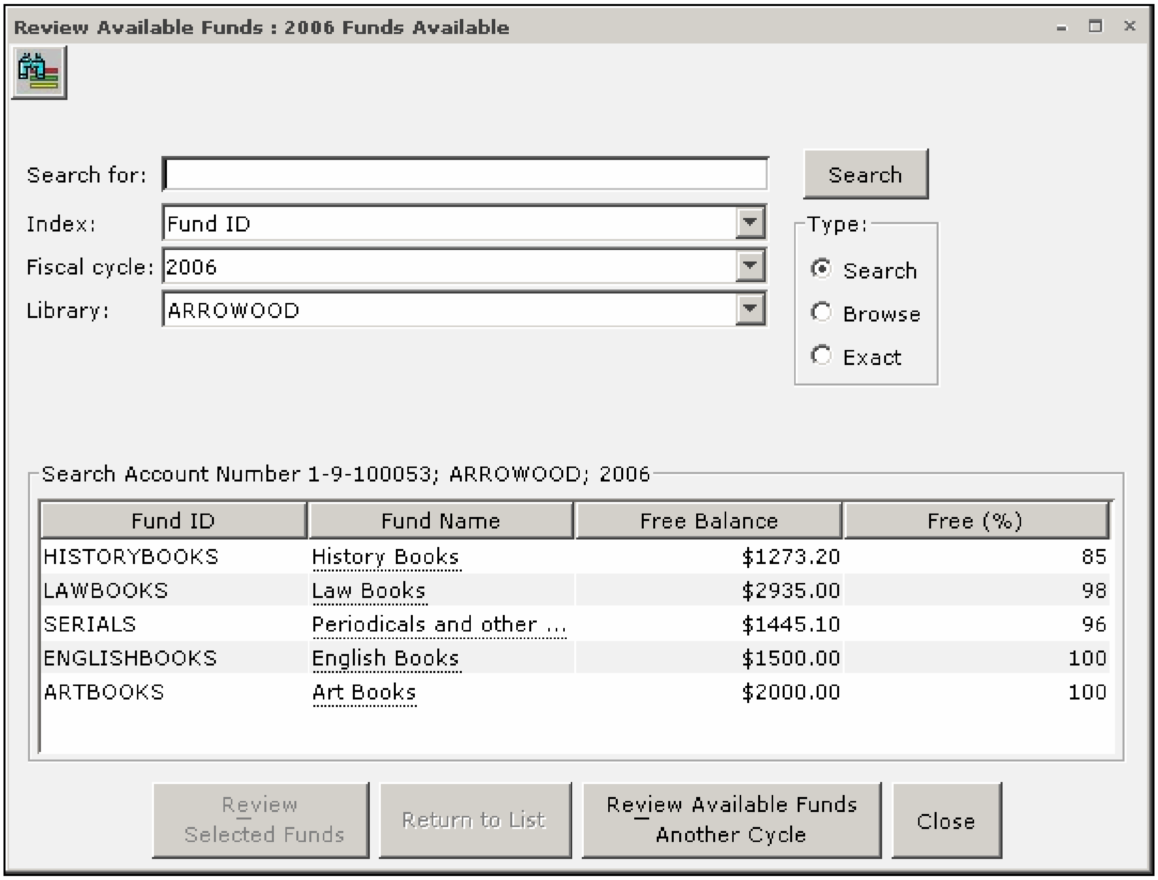
The Review Available Funds wizard lets you review multiple funds within a cycle to determine whether they have available funds.

### *To review information about available funds*

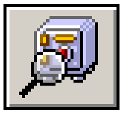
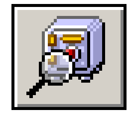
1. On the Fund Information and Maintenance toolbar, click the **Review Available Funds** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Search for a fund. You can select funds by fiscal cycle and library. You can locate specific funds by account number, fund ID, or fund name.

   **-Or-**

   Select the Fund ID **Index** and leave the **Search for** box empty to retrieve a list of all funds for that fiscal cycle and library.
4. Click **Search**. The following window appears:



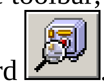

| | |
|---|---|
| **Note** | If the **When Searching Funds, Go Directly From Fund Lookup to Review Available** check box was cleared in the properties, individual fund names appear with check boxes next to these names. Select the check boxes for the funds you want to review, and click **Review Selected Funds**. The Amounts, Averages, and Quantities tabs appear for the selected vendors. |

# Display Fund (All Cycles)

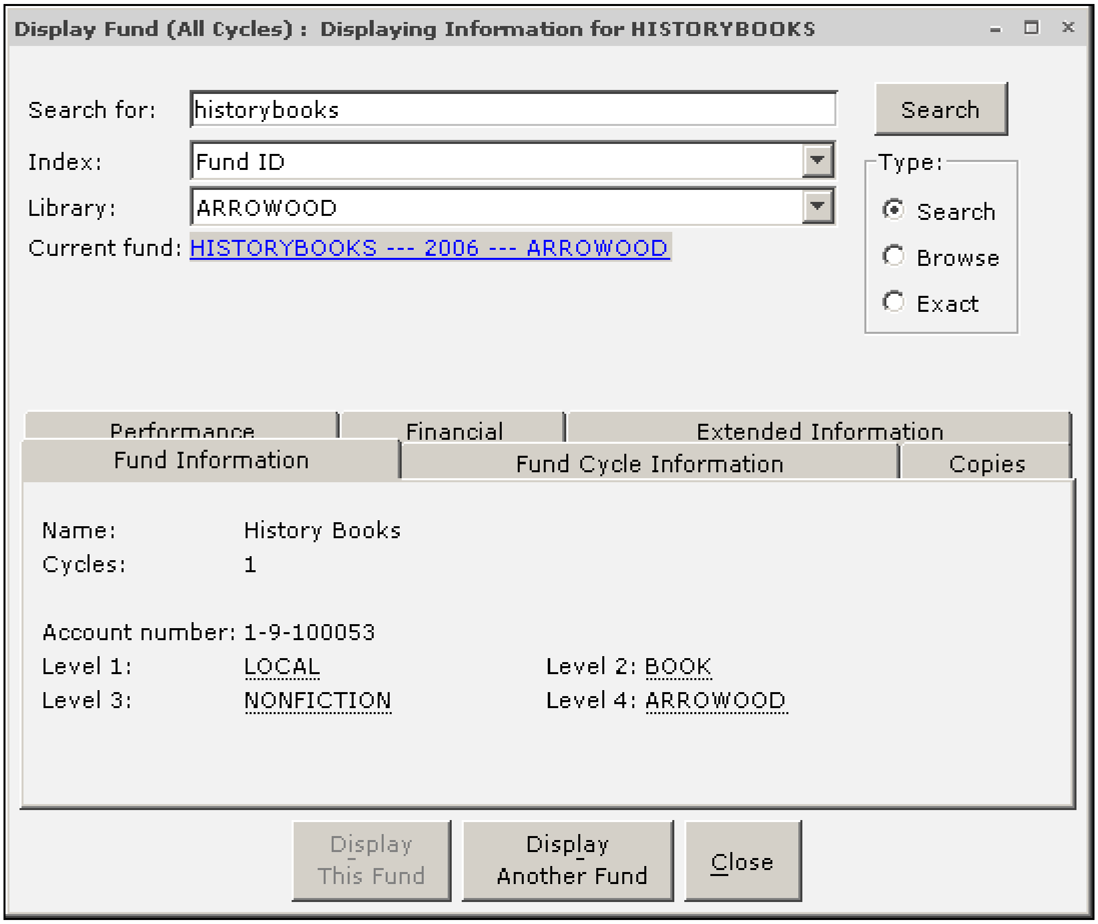
The Display Fund (All Cycles) wizard lets you display information for all cycles of an individual fund.

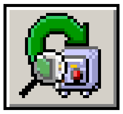
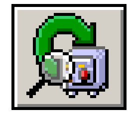
### *To display a fund for all cycles*

1. On the Fund Information and Maintenance toolbar, click the **Display Fund (All Cycles)** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Search for a fund. You can select funds by library. You can locate specific funds by account number, fund ID, or fund name.

   **-Or-**

   Select the Fund ID **Index** and leave the **Search for** box empty to retrieve a list of all funds for that library.
4. Click **Search**. If more than one record matches your search, select the one you want and click **Display This Fund**. The following window appears:


Display Fund (All Cycles) : Displaying Information for HISTORYBOOKS
Search for:
historybooks
Search
Index:
Fund ID
Type:
Library:
ARROWOOD
Search
Browse
Exact
Current fund: HISTORYBOOKS --- 2006 --- ARROWOOD
Performance
Financial
Extended Information
Fund Information
Fund Cycle Information
Copies
Name:
History Books
Cycles:
1
Account number: 1-9-100053
Level 1:
LOCAL
Level 2: BOOK
Level 3:
NONFICTION
Level 4: ARROWOOD
Display This Fund
Display Another Fund
Close

# Display Fund (Specific Cycle)

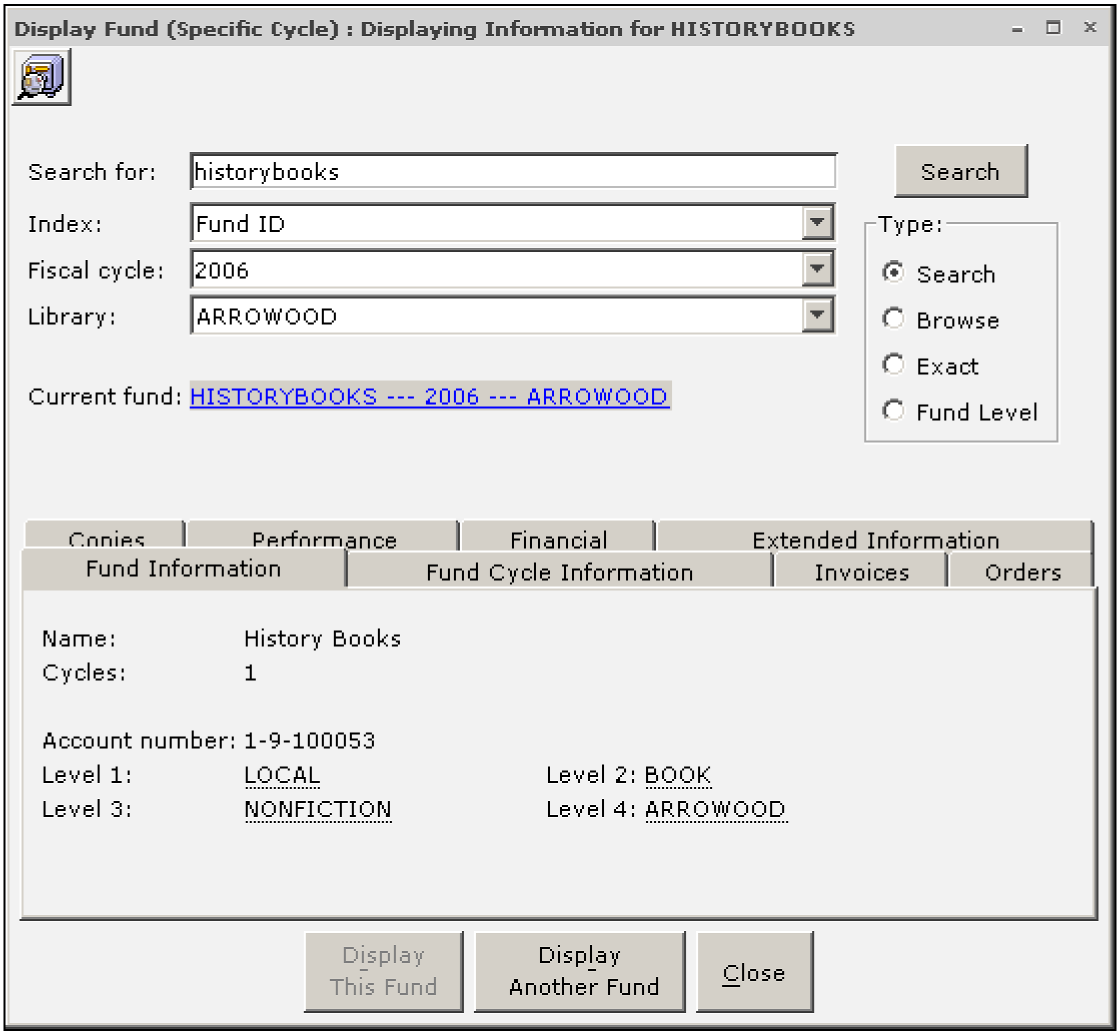
The Display Fund (Specific Cycle) wizard lets you display information for a specific cycle of a fund. Detailed order and invoice information is also available using this wizard. Like the Display Fund (All Cycle) wizard, it displays detailed information about the selected fund.

### *To display a fund for a specific cycle*

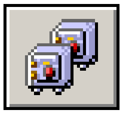
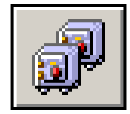
1. On the Fund Information and Maintenance toolbar, click the **Display Fund (Specific Cycle)** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Search for a fund. You can select funds by fiscal cycle and library. You can locate specific funds by account number, fund ID, or fund name.

   **-Or-**

   Select the Fund ID **Index** and leave the **Search for** box empty to retrieve a list of all funds for that fiscal cycle and library.
4. Click **Search**. If more than one record matches your search, select the one you want and click **Display This Fund**. The following window appears:



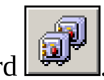

Use the **Display Orderline** tool  on the Orders tab to display individual orderline information for orders linked to this fund.

# Duplicate Fund

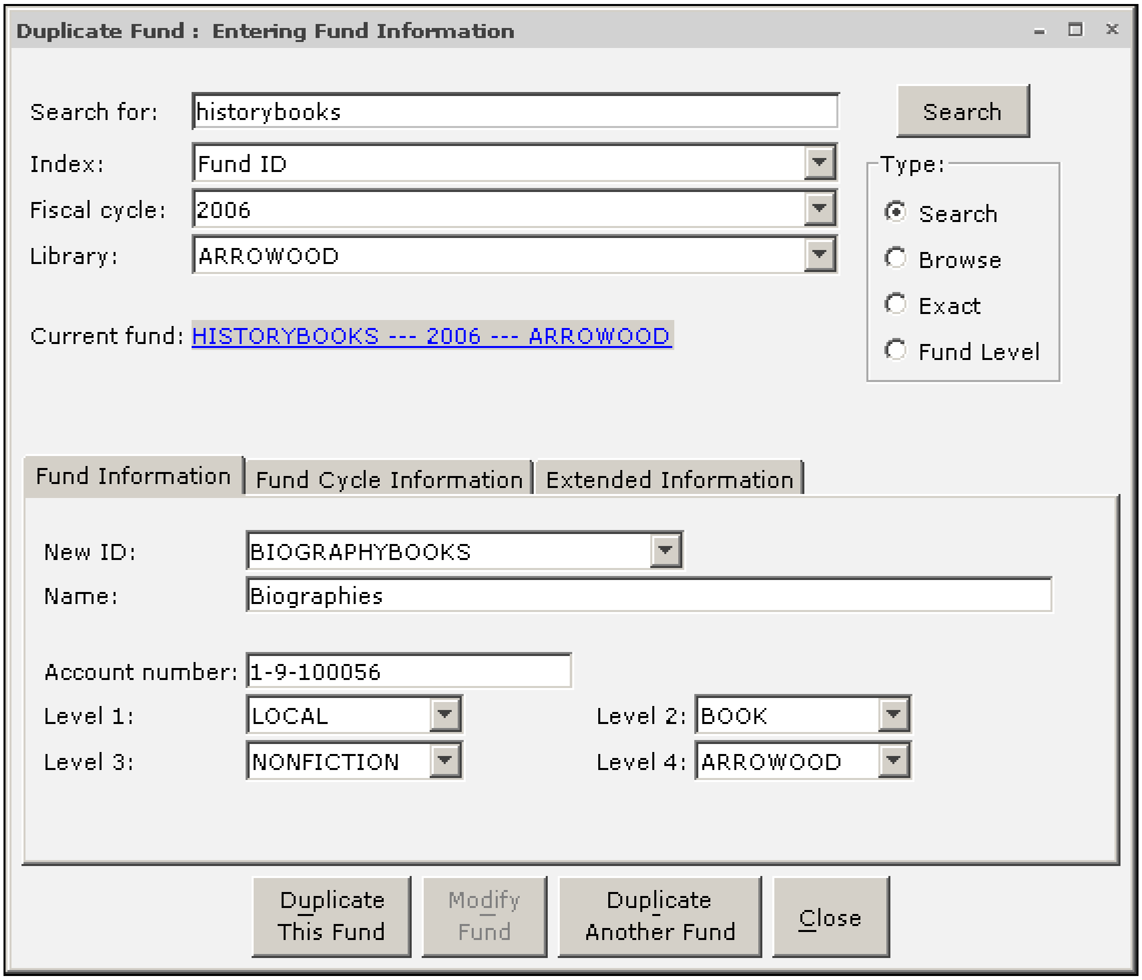
The Duplicate Fund wizard lets you duplicate an existing fund. During this process, information in the Fund Information and Extended Information tabs is copied from the existing fund into the new fund. The information in the Fund Cycle Information tab does not copy the information from the fund being duplicated. Instead, it contains default values.

### *To duplicate an existing fund*

1. On the Fund Information and Maintenance toolbar, click the **Duplicate Fund** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Search for a fund. You can select funds by fiscal cycle and library. You can locate specific funds by account number, fund ID, or fund name.

   **-Or-**

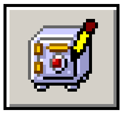
   Select the Fund ID **Index** and leave the **Search for** box empty to retrieve a list of all funds for that fiscal cycle and library.
4. Click **Search**. If more than one record matches your search, select the one you want and click **Duplicate This Fund**. The following window appears:

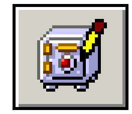



5. Type the fund's **New ID**, or select **AUTO** from the drop-down list to let Symphony assign an ID.
6. Type the new fund **Name**.
7. Modify the remaining information as needed.
8. Click **Duplicate This Fund**. A confirmation window appears.
9. Click **OK** to continue.
10. Click **Close** to exit the Duplicate Fund wizard.

    **-Or-**

    Click **Duplicate Another Fund** to continue working.





# Modify Fund

The Modify Fund wizard lets you update existing fund information in the Fund Information, Fund Cycle Information, and Extended Information tabs. Depending on the Modify Fund wizard properties, you may be able to change the budget amount using this wizard. Otherwise, use the Modify Fund Budget wizard to change the amount of money in the fund.

When modifying the budget amount, encumbrance/expenditure percentage allowed, or the block over encumbrance/expenditure allowed fields on the fund cycle information tab warning or errors messages may display.

- When edits result in an over encumbered fund, and block overencumbrance is not enabled, a warning will display.
- When edits result in an over encumbered fund, and block overencumbrance is enable, an error will display.
- When edits result in an over expended fund, and block overexpenditure is not enabled, a warning will display.
- When edits result in an over expended fund, and block overexpenditure is enabled, an error will display.

Warnings can be dismissed and your changes will be saved. Errors cannot be overridden. You will need to resolve the error condition before you are able to save your changes.

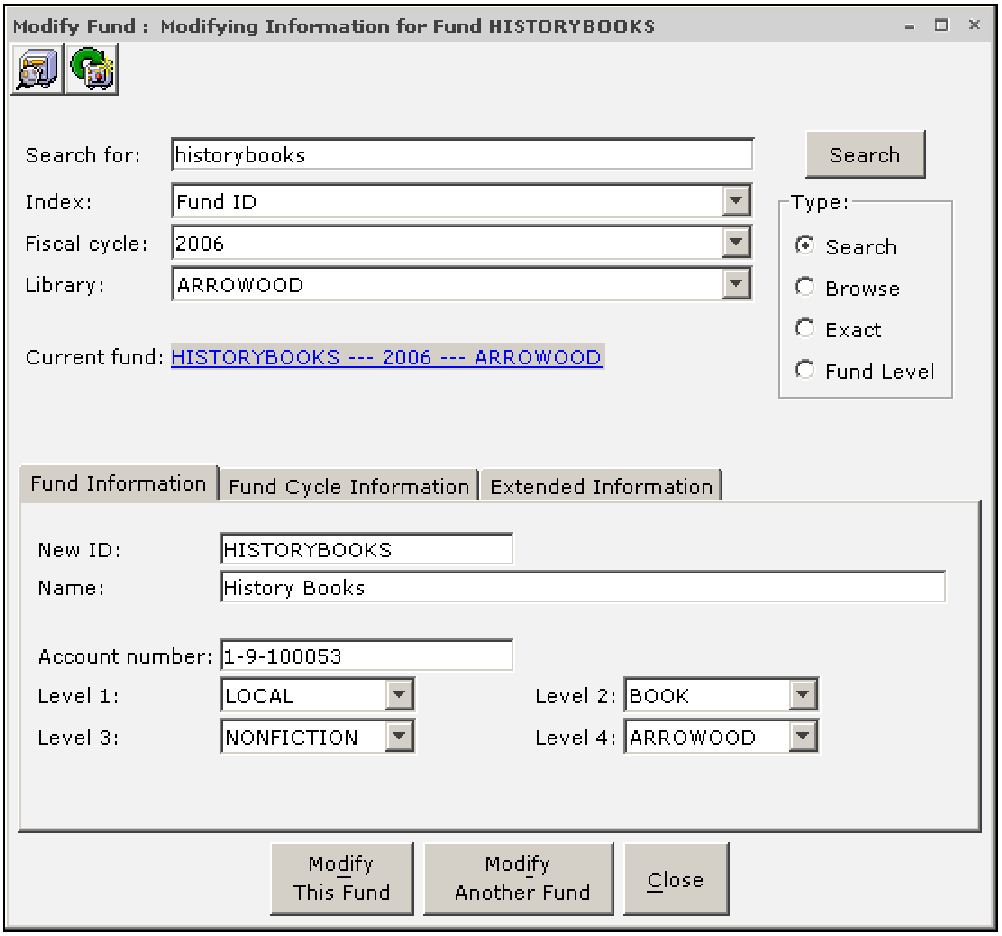
### *To modify an existing fund*

1. On the Fund Information and Maintenance toolbar, click the **Modify Fund** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Search for a fund. You can select funds by fiscal cycle and library. You can locate specific funds by account number, fund ID, or fund name.

   **-Or-**

   Select the Fund ID **Index** and leave the **Search for** box empty to retrieve a list of all funds for that fiscal cycle and library.

4. Click **Search**. If more than one record matches your search, select the one you want and click **Modify This Fund**. The following window appears:




5. You can make changes on the following tabs:
   - **Fund Information** – This tab contains fields for fund data that is not expected to change from fiscal cycle to fiscal cycle.
   - **Fund Cycle Information** – This tab contains fields for data that may differ in each fiscal cycle.
   - **Extended Information** – This tab contains fields for comments and notes about the fund. If you enabled the **Automatically Add Audit Trail** feature in the Session Settings window, fund extended information entries will include audit trail information in the Comment or Note entries.
6. After completing changes and additions, click **Modify This Fund**. A confirmation window appears.
7. Click **OK** to continue.

8. Click **Close** to exit the Modify Fund wizard.

   **-Or-**

   Click **Modify Another Fund** to continue working.

# *Add Fund Cycle*

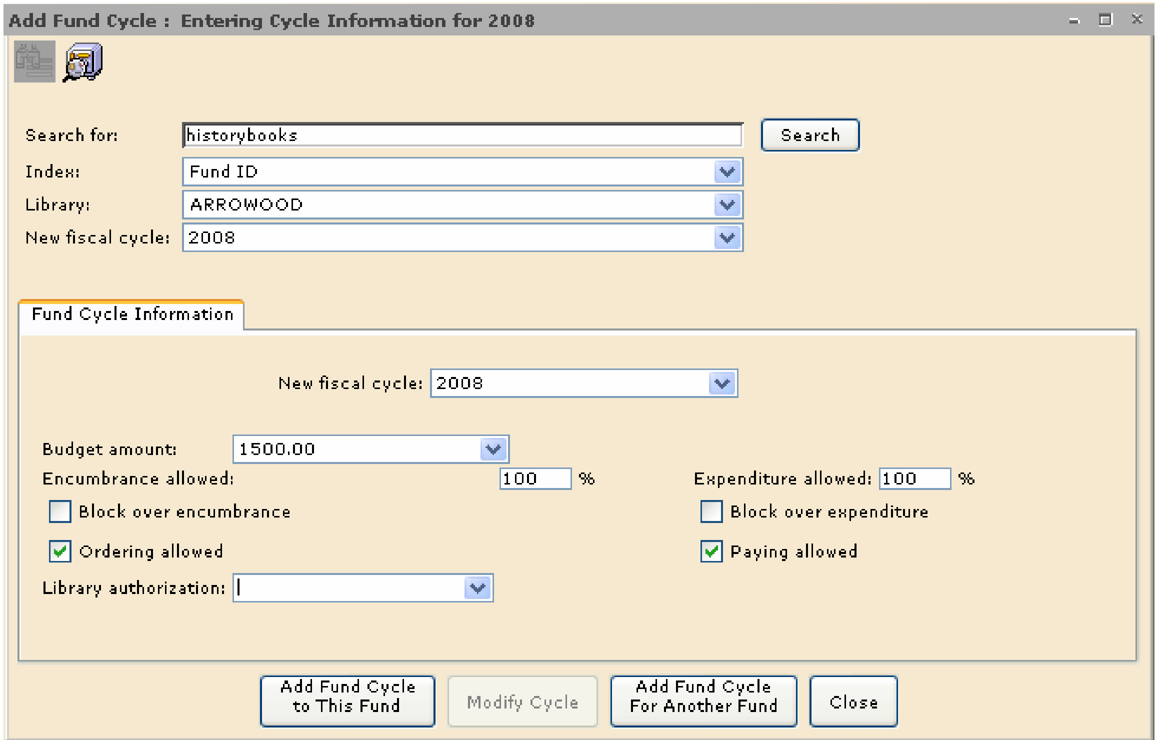
Use the Add Fund Cycle wizard to add a new fund cycle to an existing fund so that you can continue to place orders into the next year.

### *To add a fund cycle to an existing fund*

1. On the Fund Information and Maintenance toolbar, click the **Add Fund Cycle** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Select a **New fiscal cycle**.
4. Search for a fund. You can select funds by library. You can locate specific funds by account number, fund ID, or fund name.

   **-Or-**

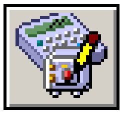
   Select the Fund ID **Index** and leave the **Search for** box empty to retrieve a list of all funds for that library.
5. Click **Search**. If more than one record matches your search, select the one you want and click **Add Fund Cycle to This Fund**. The following window appears:

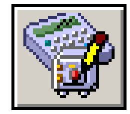



6. Enter the **Budget amount** for the new fiscal cycle.
7. Make any additional changes, and click **Add Fund Cycle to This Fund**. A confirmation window appears.
8. Click **OK** to continue.
9. Click **Close** to exit the Add Fund Cycle wizard.

   **-Or-**

   Click **Add Fund Cycle For Another Fund** to continue working.





# Modify Fund Budget

The Modify Fund Budget wizard lets you adjust one or more fund cycle budgets.

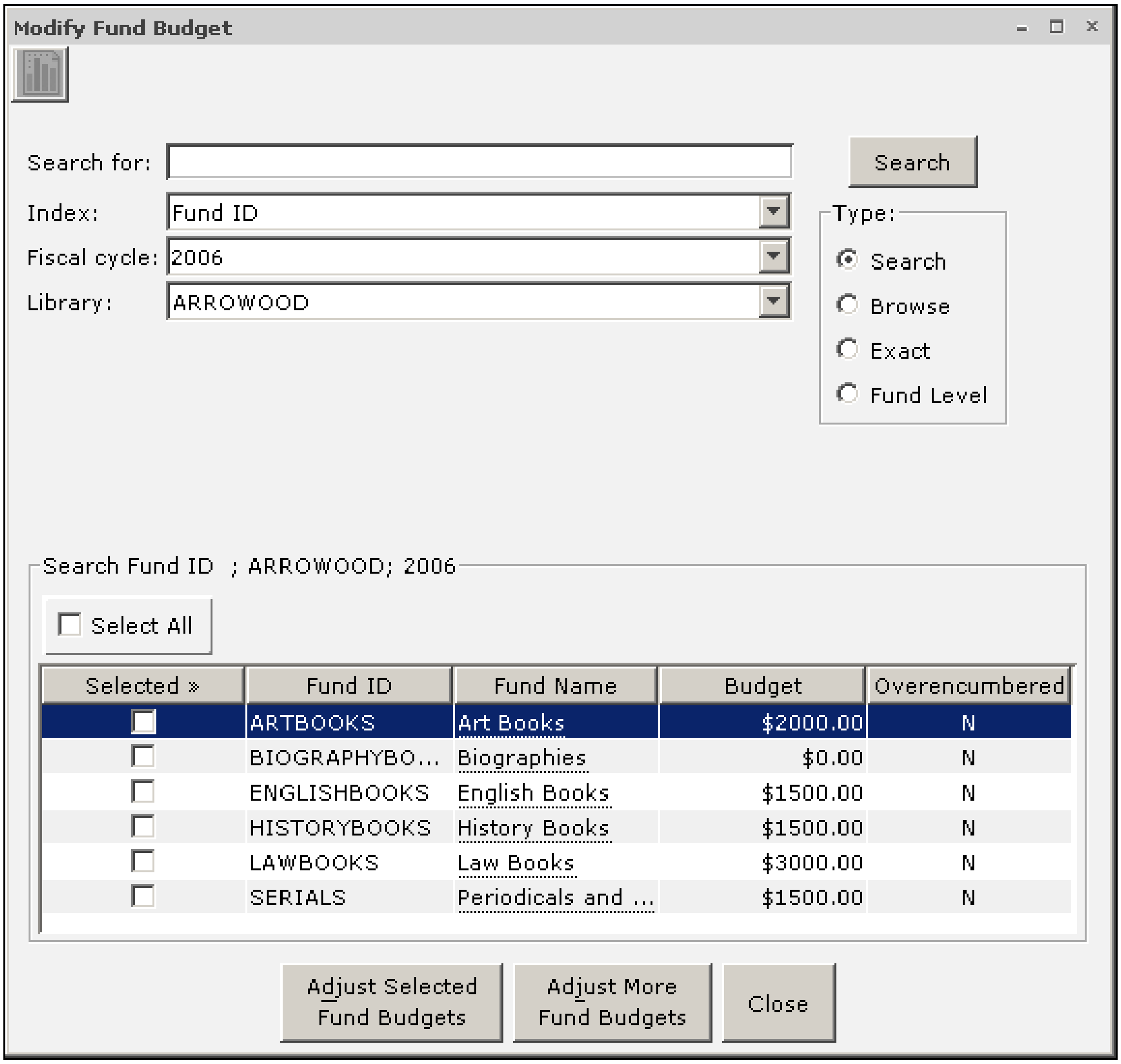
Warnings will display when edits are made to an over encumbered or over expended fund, and the blocks are NOT enabled. However error messages will display when edits are made to an over encumbered or over expended fund and the blocks ARE enabled. Warnings can be dismissed and your changes will be saved. Errors cannot be overridden. You will need to resolve the error condition before you are able to save your changes. These warnings and errors are also applicable when using the Modify Fund wizard.

### *To adjust the fund budget for an existing fund*

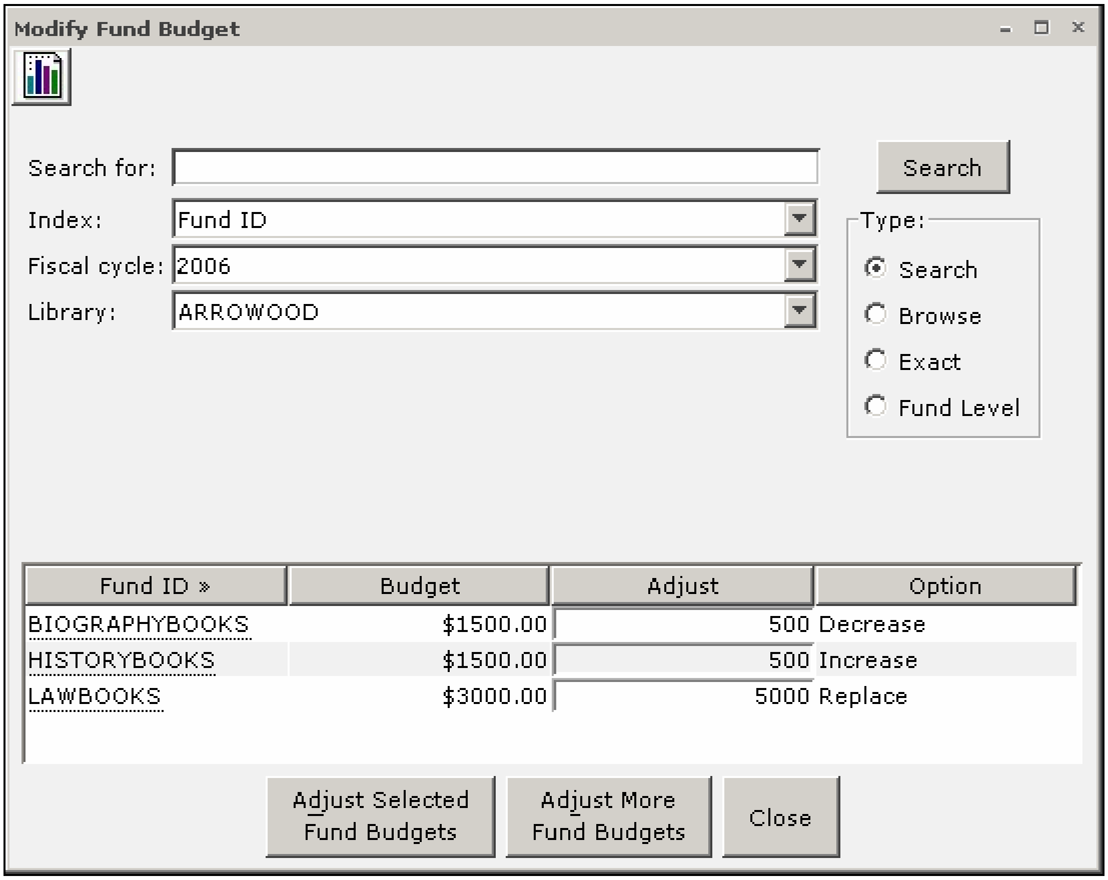
1. On the Fund Information and Maintenance toolbar, click the **Modify Fund Budget** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Search for a fund. You can select funds by fiscal cycle and library. You can locate specific funds by account number, fund ID, or fund name.

   **-Or-**

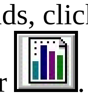
   Select the Fund ID **Index** and leave the **Search for** box empty to retrieve a list of all funds for that fiscal cycle and library.
4. Click **Search**. The following window appears:




5. Click **Select All** or click the boxes of each fund to adjust.
6. Click **Adjust Selected Fund Budgets**.

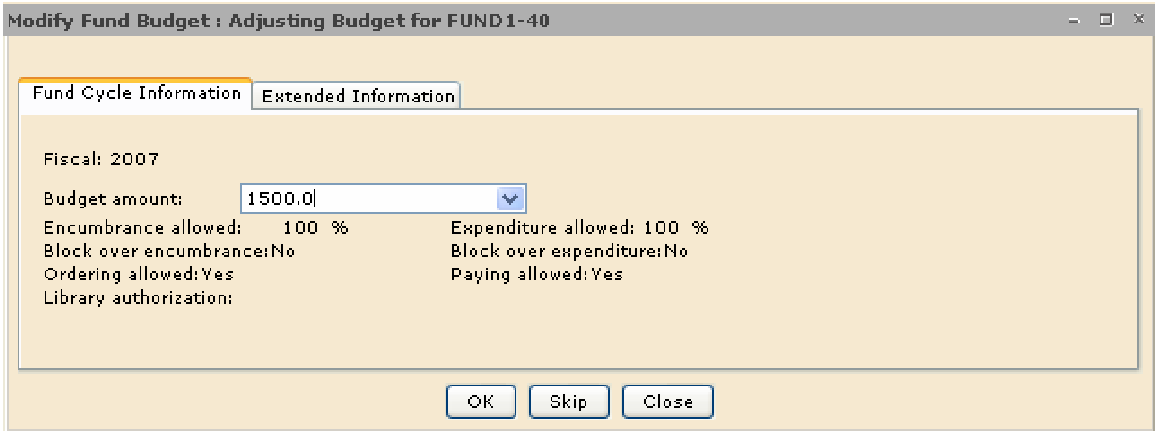



7. In the **Adjust** boxes, type an amount, and select the appropriate **Option** from the drop-down list:
   - Click **Decrease** to subtract the new value from the current budget amount.
   - Click **Increase** to add the new value to the current budget amount.
   - Click **Replace** to replace the current budget amount with the new value.

| | |
|---|---|
| **Note** | To adjust funds by percentage or to adjust multiple funds equal amounts, such as adding $1000.00 to twenty different funds, click the **Global Adjustments** helper . |

8. Click **Adjust Selected Fund Budgets** when finished.

   If the **When Adjusting Budgets, Review Individually** field is set in the properties, each adjusted fund will be displayed individually for review:




You may either click **OK** or **Skip** the adjustment, or **Close** the wizard. Close skips remaining budgets to be reviewed, but any budgets with OK selected prior to closing the review will be modified.

If the **Automatically Add Audit Trail To** field is enabled in the Session Settings wizard, the modified budget amount displays with audit trail information in the specified entry in the Extended Information folder.

9. A confirmation window appears. Click **OK** to continue. The search window reappears.

10. Click **Close** to exit the Modify Fund Budget wizard.

    **-Or-**

    Click **Adjust More Fund Budgets** to continue working.

# Transfer Budget Amount

The Transfer Budget Amount wizard allows you to transfer funds from one source fund to up to ten destination funds in one transaction.

The user first identifies the fund to transfer amount(s) from (source fund), and then selects the fund(s) to transfer the amount(s) to (destination fund). The Source Fund displays Fund ID, the budgeted amount, the Free Balance and the Cash Balance. None of the balances can be adjusted from this screen. Audit trail information is written to the fund extended information.

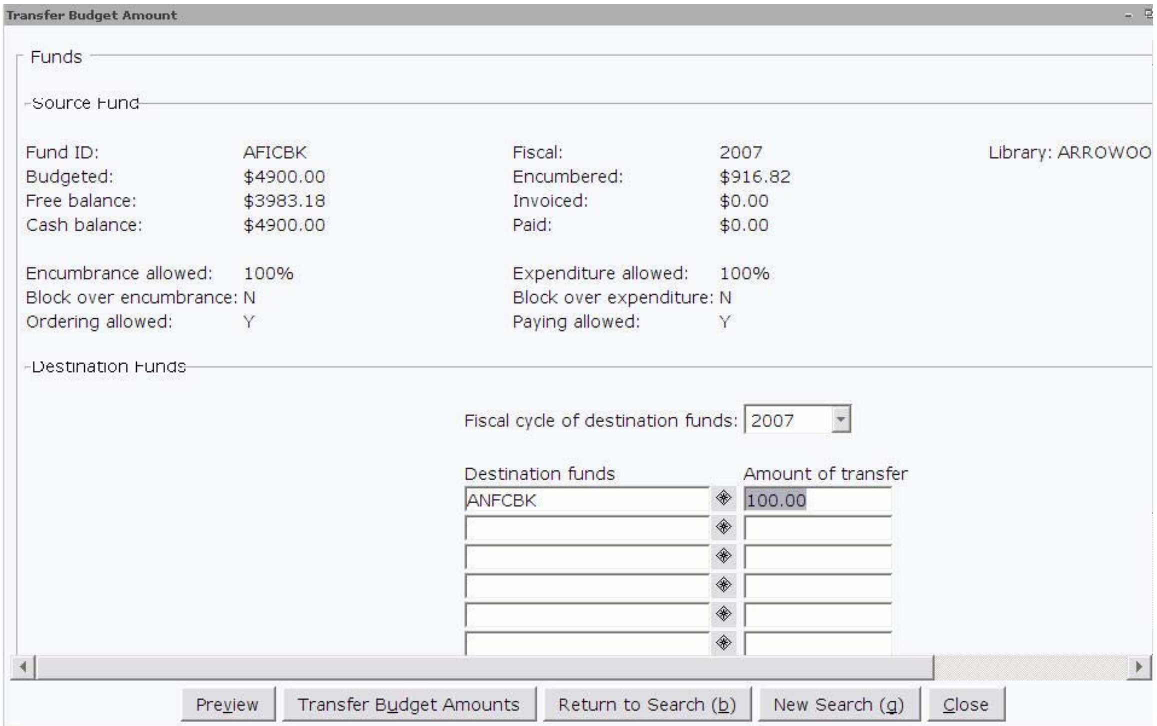
### To transfer budget amounts

1. From the Funds group, click the **Transfer Budget Amount** wizard.
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Search for the Source Fund. You can select funds by fiscal cycle and library. You can locate specific funds by Account Number, Fund ID or Fund Name.

   -Or-

   Select the Fund ID Index and leave the Search for box empty to retrieve a list of all funds for that fiscal cycle and library.

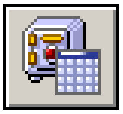
5. Click **Search**. The following window appears:

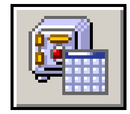



6. Select a **Destination Fund**. You can transfer amounts to multiple destination funds, up to ten.
7. Type the Fund ID, or click the gadget to search for a fund.
8. Type the amount of the transfer.

9. Click the **Transfer Budget Amounts** button to complete the transfer. The system will confirm your transfer with a review of the transaction.


10. Click **Close** to exit the screen.





# Rollover Fund

The Rollover Fund wizard lets you rollover funds to a new fiscal cycle.

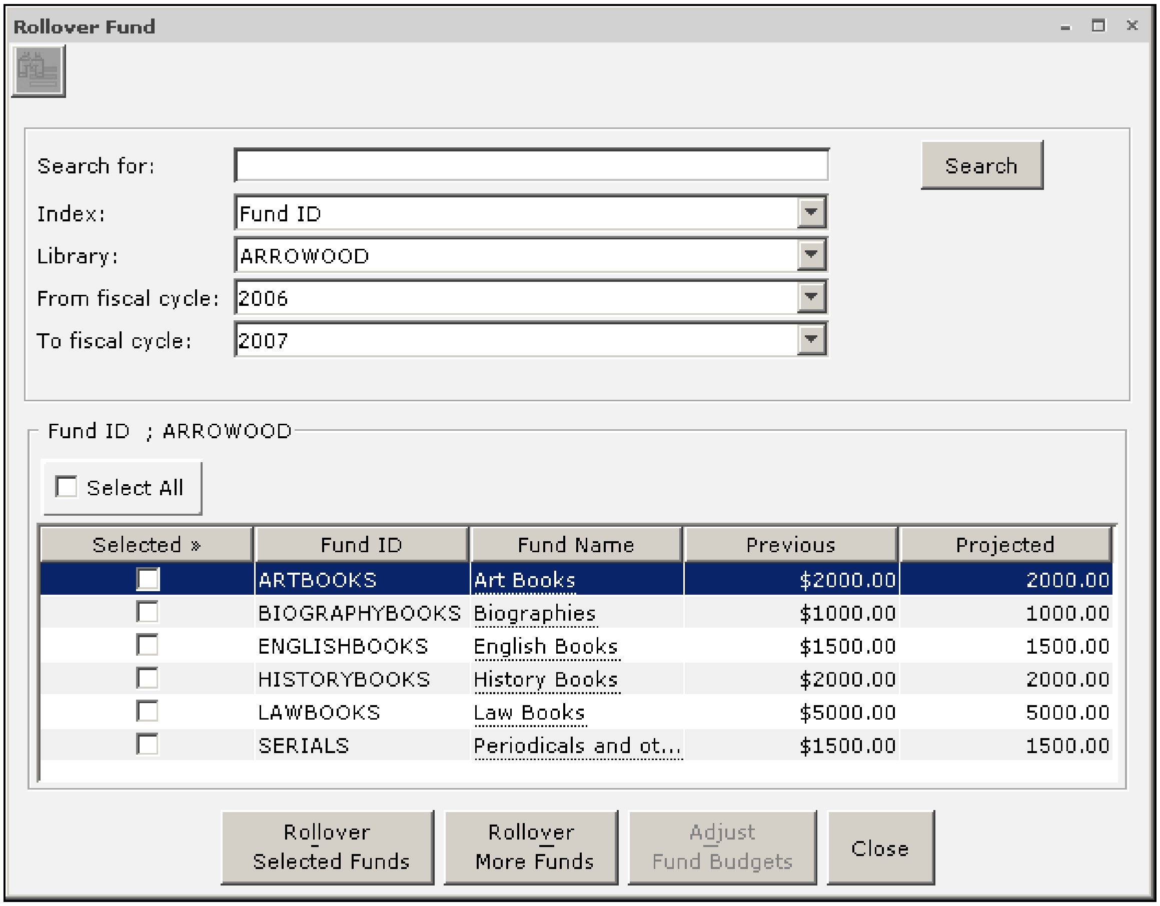
The user first identifies the fund cycle to roll over, and then selects the funds to be rolled over. The searched funds display the Fund ID, Fund Name, Previous Budget, and Projected Budget associated with each fund. Budget amounts can be adjusted to a given value, or increased or decreased by an amount or a percentage.

### *To rollover a fund*

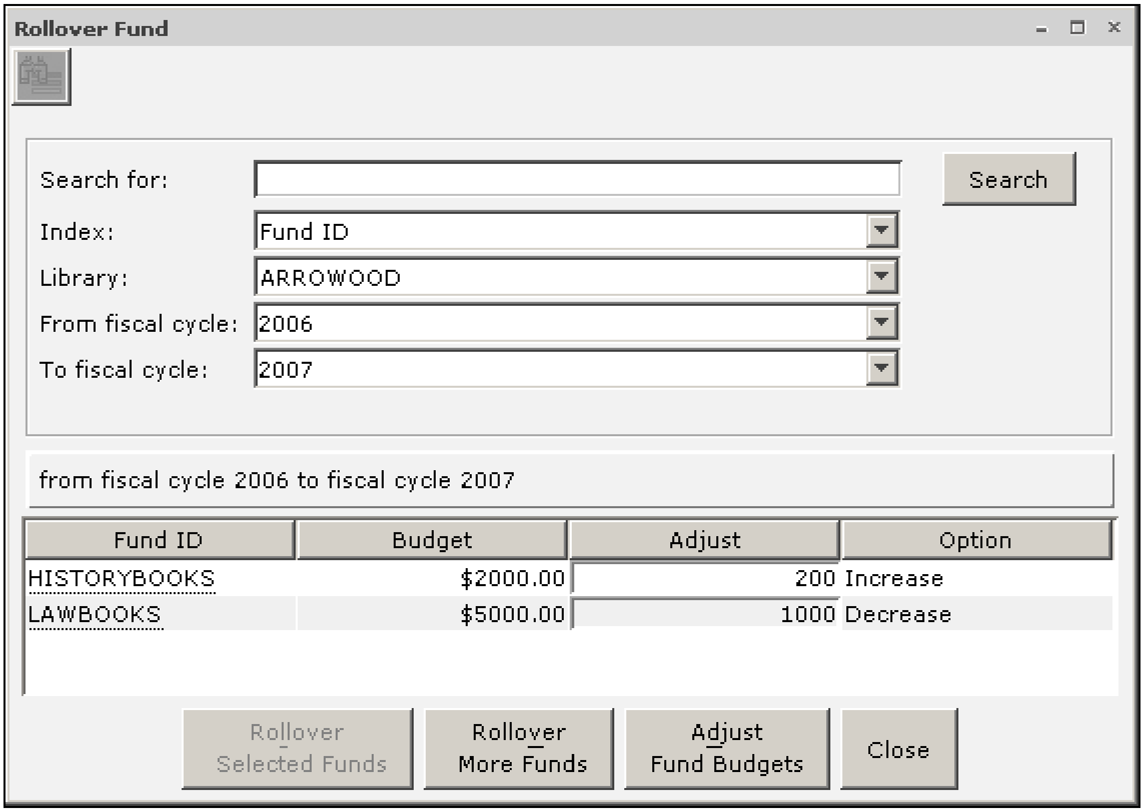
1. On the Fund Information and Maintenance toolbar, click the **Rollover Fund** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Select the new fiscal cycle in the **To fiscal cycle** drop-down list.
4. Search for a fund. You can select funds by fiscal cycle and library. You can locate specific funds by account number, fund ID, or fund name.

   **-Or-**

   Select the Fund ID **Index** and leave the **Search for** box empty to retrieve a list of all funds for that fiscal cycle and library.
5. Click **Search**. The following window appears:



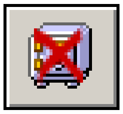

6. Click **Select All** to rollover all funds to the new cycle, or click the **Selected** box next to the individual fund(s) you want to rollover.
7. Click **Rollover Selected Funds**. A confirmation window appears.
8. Click **OK** to continue.

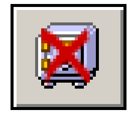



9. In the **Adjust** boxes, type a new amount, and select the appropriate **Option** from the drop-down list.
10. Click **Adjust Fund Budgets**. A confirmation window appears.
11. Click **OK** to continue.
12. Click **Close** to exit the Rollover Fund wizard.

    **-Or-**

    Click **Rollover More Funds** to continue working.

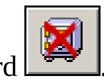




# Delete Fund

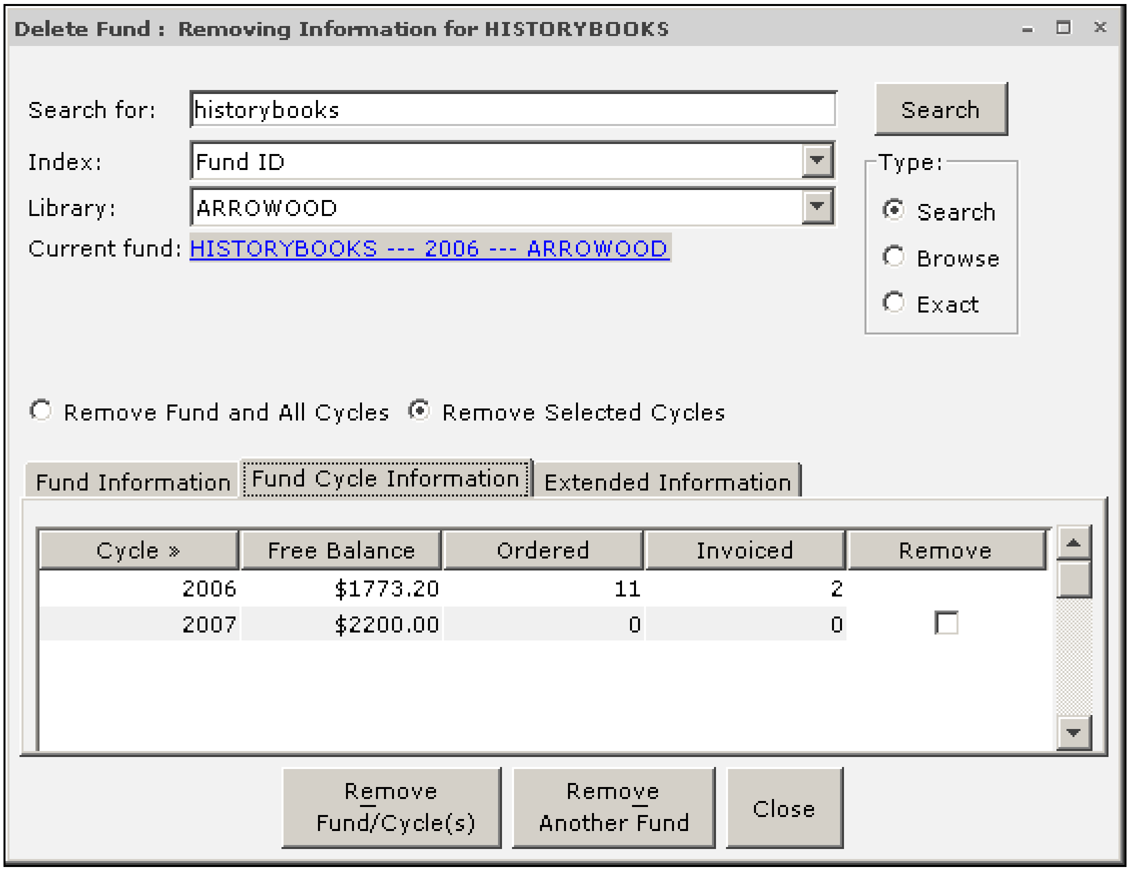
The Delete Fund wizard removes a specific cycle from a fund, or it completely removes a fund. You can remove only fund cycles that do not have associated orders or invoices.

### *To remove a fund or fund cycle*

1. On the Fund Information and Maintenance toolbar, click the **Delete Fund** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Search for a fund. You can select funds by library. You can locate specific funds by account number, fund ID, or fund name.

   **-Or-**

   Select the Fund ID **Index** and leave the **Search for** box empty to retrieve a list of all funds for that library.
4. Click **Search**. If more than one record matches your search, select the one you want and click **Remove Fund/Cycle(s)**. The following window appears:




5. Click **Remove Fund and All Cycles**,

   **-Or-**

   Click **Remove Selected Cycles** and then click **Remove** next to the individual cycle(s) you want to remove.

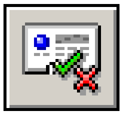
| | |
|---|---|
| **Note** | Notice that only cycles which are available for removal display a Remove check box. Funds attached to orders or invoices are ineligible for removal. |

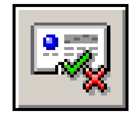
6. Click **Remove Fund/Cycle(s)**.
7. Click **Yes** to confirm.
8. Click **OK** to continue.
9. Click **Close** to exit the Delete Fund wizard.

   **-Or-**

   Click **Remove Another Fund** to continue working.

# Miscellaneous Vendor Activities

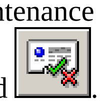




## *Review All Vendors*

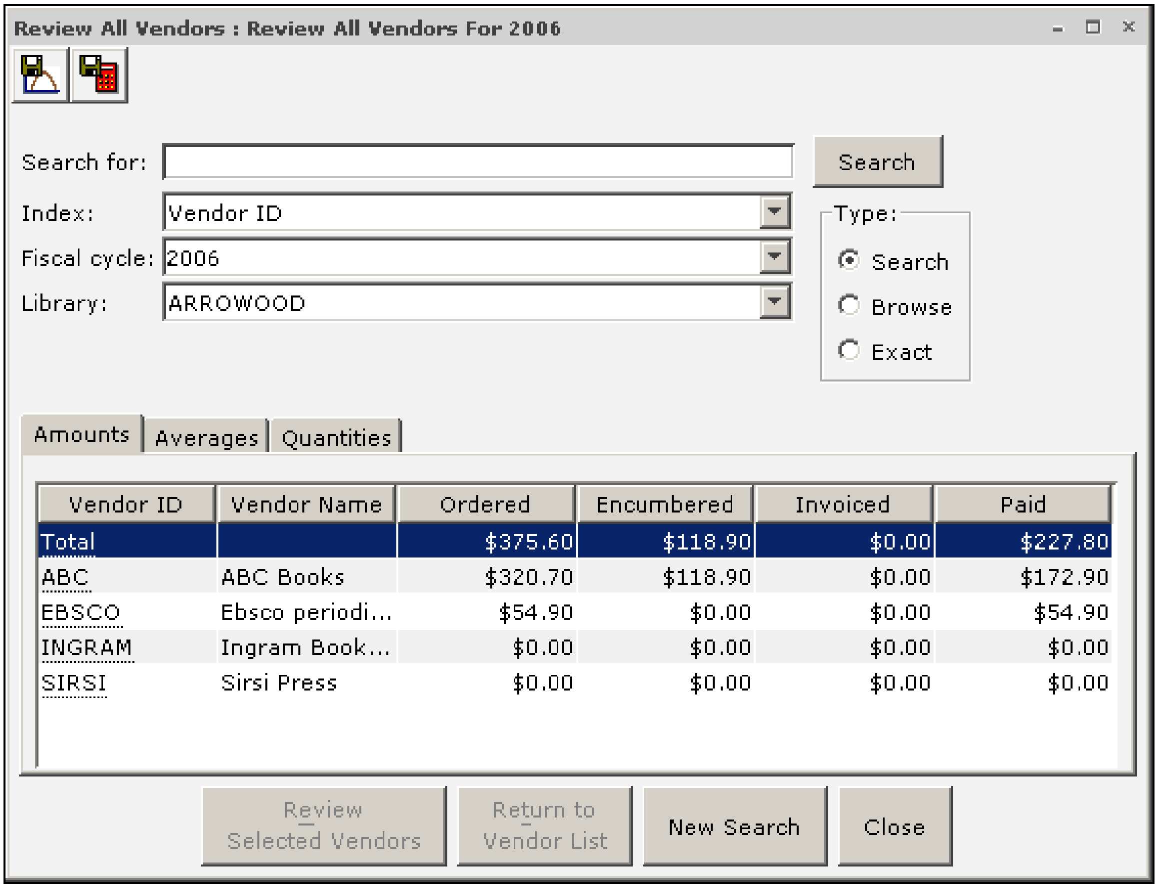
The Review All Vendors wizard guides you through the process of reviewing the amounts, averages, and quantities information for all vendors within a specific fiscal cycle.

### *To review information about existing vendors*

1. On the Vendor Information and Maintenance toolbar, click the **Review All Vendors** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Search for a vendor. You can select vendors by fiscal cycle and library. You can locate specific vendors by customer number, vendor ID, or vendor name.

   **-Or-**

   Select the Vendor ID **Index** and leave the **Search for** box empty to retrieve a list of all vendors for that fiscal cycle and library.
4. Click **Search**. The following window appears:



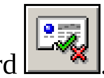

Vendor information for the selected fiscal cycle appears in tables on the folder tabs. You can sort the information in these tables by clicking the column headers. You also can change the order of the fields by clicking a column header and dragging it to a new position. Totals and averages appear in the first row of the respective tables.

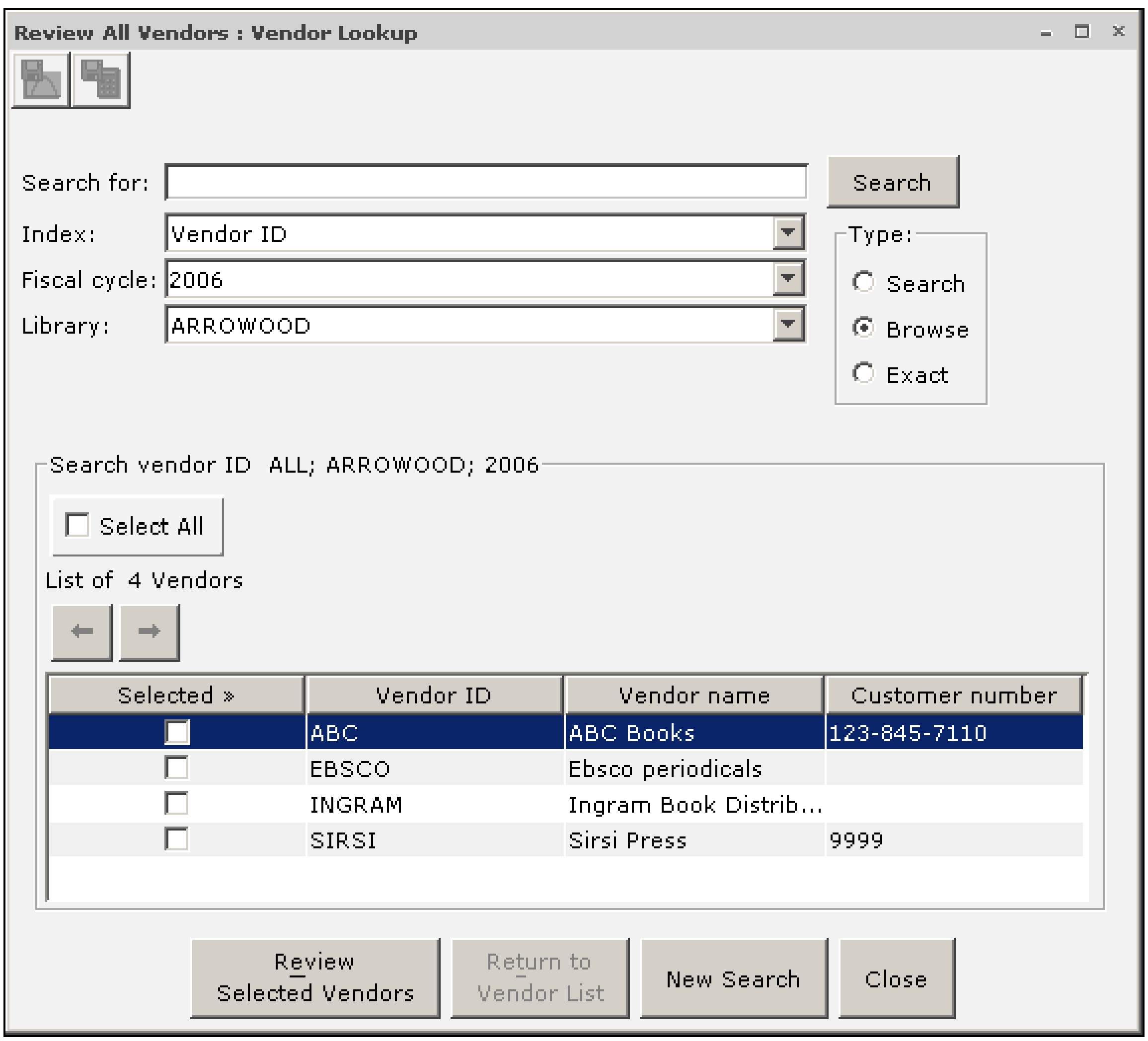
**Note** If the **When Searching Vendors, Go Directly From Vendor Lookup to Review All** check box was cleared in the properties, individual vendor names appear with check boxes next to these names. Select the check boxes for the vendors you want to review, and click **Review Selected Vendors**. The Amounts, Averages, and Quantities tabs appear for the selected vendors.

## Browse Vendors

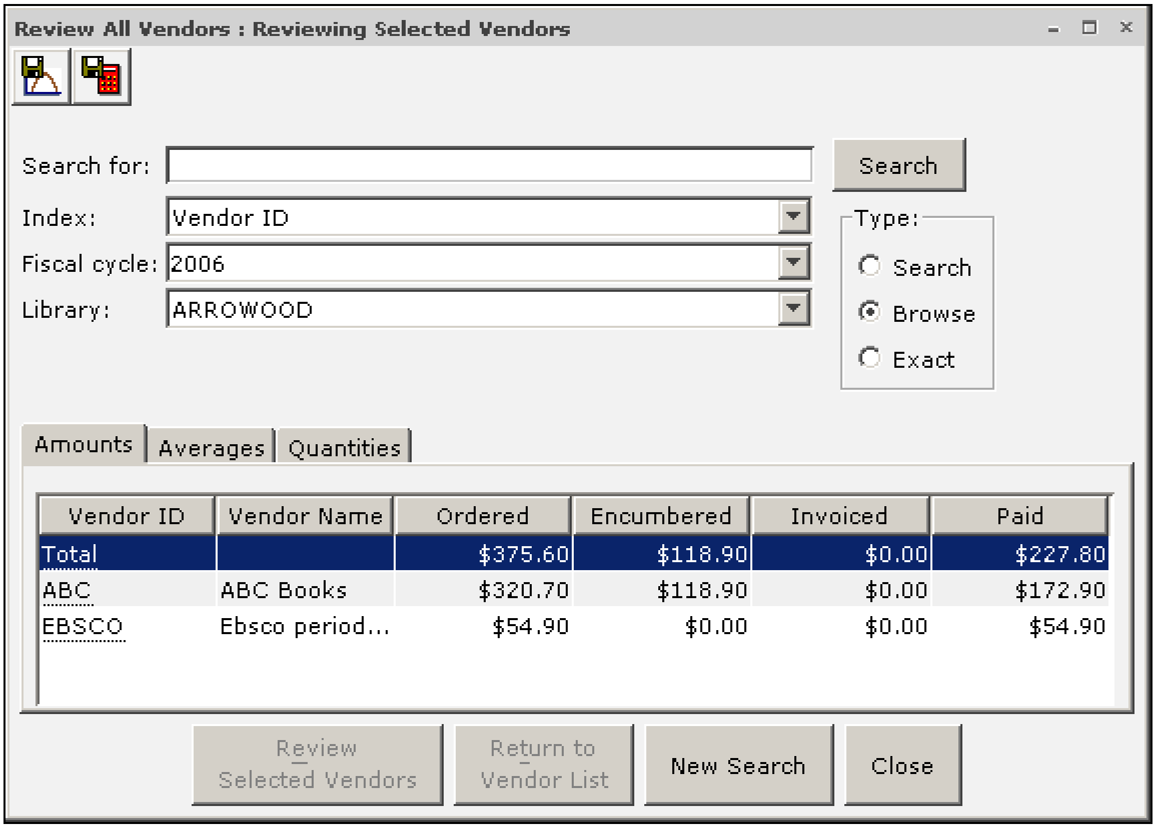
You may also use the Browse search option when reviewing vendors.

### *To browse existing vendors*

1. On the Vendor Information and Maintenance toolbar, click the **Review All Vendors** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Select the **Browse** search Type and leave the **Search for** box empty.
4. Click **Search**. The following window appears:



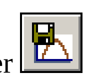
5. Select the check boxes for the vendors you want to review, and click **Review Selected Vendors**.

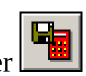



Vendor information for the selected fiscal cycle appears in tables on the folder tabs. Totals and averages appear in the first row of the respective tables.

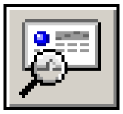
## Vendor Helpers

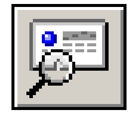
When working with vendor wizards, the Save Averages Data to a File and Save Amounts and Quantities Data to a File helpers may be available for you to save specific vendor information to a file on your workstation.

The **Save Averages Data to a File** helper  outputs the data from the Averages tab.

The **Save Amounts and Quantities Data to a File** helper  outputs the data from the Amounts tab and Quantities tab.

Both helpers output the data in a comma-delimited format and save the data to a file with a .csv extension, which can be viewed using a spreadsheet application.



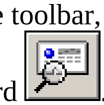


# Display Vendor (All Cycles)

Use the Display Vendor (All Cycles) wizard to perform the following tasks:

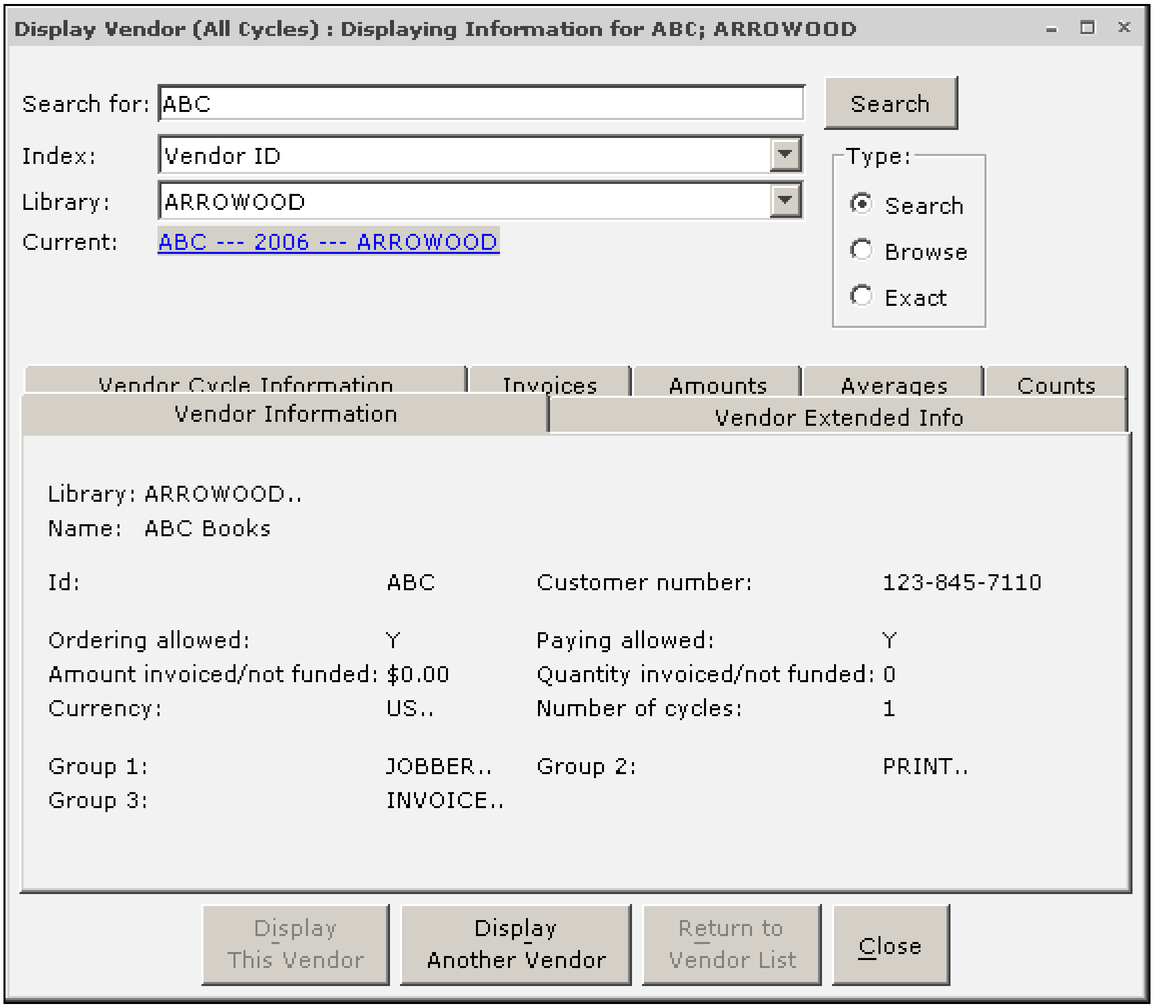
- Display a summary of a single vendor record.
- Summarize and total all cycles of a single vendor.
- Display a brief summary of multiple vendor records.

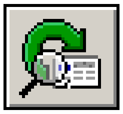
### To display a vendor for all cycles

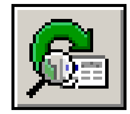
1. On the Vendor Information and Maintenance toolbar, click the **Display Vendor (All Cycles)** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Search for a vendor. You can select vendors by library. You can locate specific vendors by customer number, vendor ID, or vendor name.

   **-Or-**

   Select the Vendor ID **Index** and leave the **Search for** box empty to retrieve a list of all vendors for that library.
4. Click **Search**. If more than one record matches your search, select the one you want and click **Display This Vendor**. The following window appears:


Display Vendor (All Cycles) : Displaying Information for ABC; ARROWOOD
Search for: ABC
Search
Index: Vendor ID
Library: ARROWOOD
Current: ABC --- 2006 --- ARROWOOD
Type:
Search
Browse
Exact
Vendor Cycle Information
Invoices
Amounts
Averages
Counts
Vendor Information
Vendor Extended Info
Library: ARROWOOD..
Name: ABC Books
Id: ABC
Customer number: 123-845-7110
Ordering allowed: Y
Paying allowed: Y
Amount invoiced/not funded: $0.00
Quantity invoiced/not funded: 0
Currency: US..
Number of cycles: 1
Group 1: JOBBER..
Group 2: PRINT..
Group 3: INVOICE..
Display This Vendor
Display Another Vendor
Return to Vendor List
Close





# Display Vendor (Specific Cycle)

The Display Vendor (Specific Cycle) wizard displays all orders and linked serials control records for a specified vendor in the specified fiscal cycle.

### *To display a vendor for a specific cycle*

1. On the Vendor Information and Maintenance toolbar, click the **Display Vendor (Specific Cycle)** wizard .

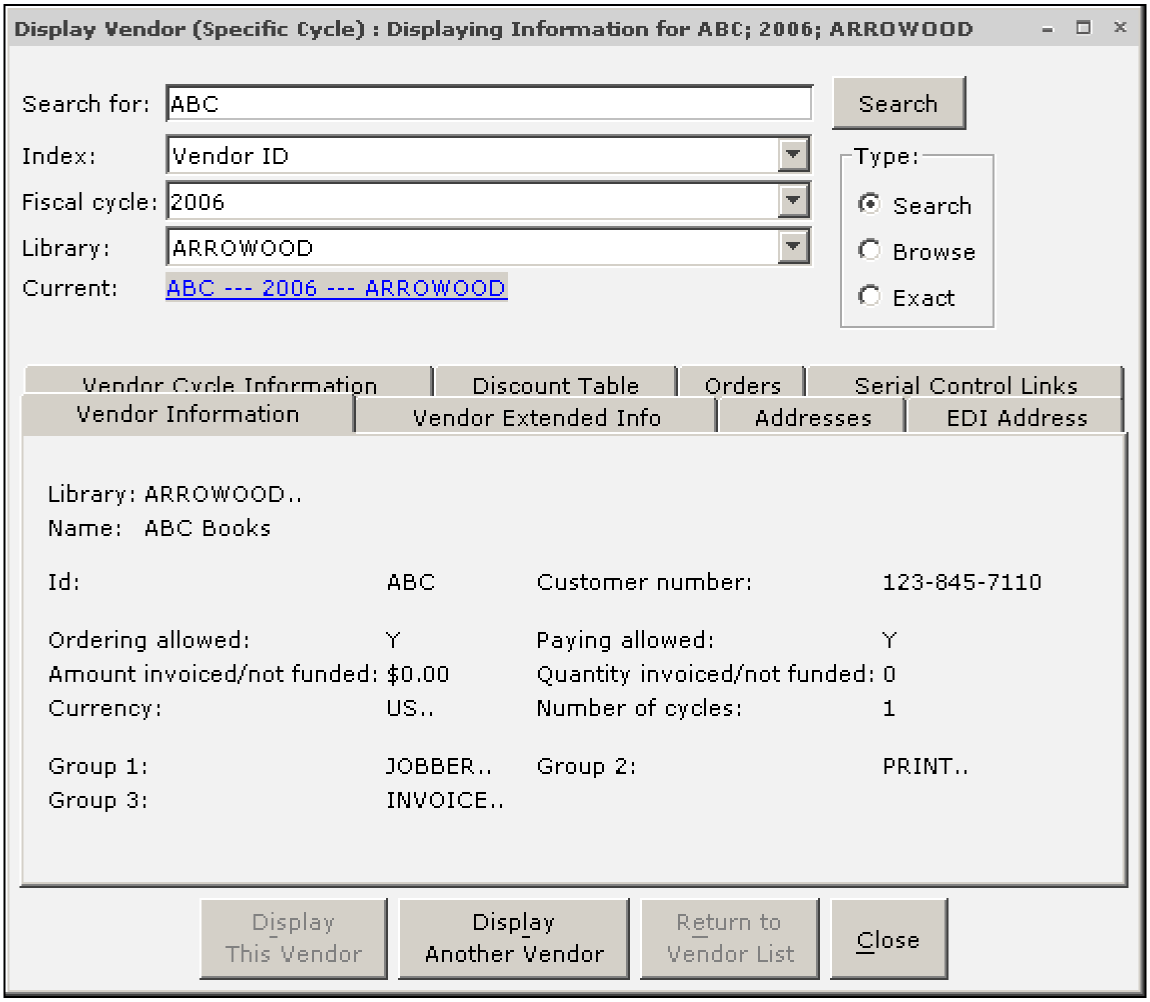
2. If the Set Properties window appears, verify the defaults and click **OK**.

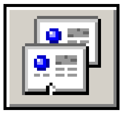
3. Search for a vendor. You can select vendors by fiscal cycle and library. You can locate specific vendors by customer number, vendor ID, or vendor name.

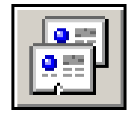
   **-Or-**

   Select the Vendor ID **Index** and leave the **Search for** box empty to retrieve a list of all vendors for that fiscal cycle and library.

4. Click **Search**. If more than one record matches your search, select the one you want and click **Display This Vendor**. The following window appears:


Display Vendor (Specific Cycle) : Displaying Information for ABC; 2006; ARROWOOD
Search for: ABC
Search
Index: Vendor ID
Fiscal cycle: 2006
Library: ARROWOOD
Current: ABC --- 2006 --- ARROWOOD
Type:
Search
Browse
Exact
Vendor Cycle Information
Discount Table
Orders
Serial Control Links
Vendor Information
Vendor Extended Info
Addresses
EDI Address
Library: ARROWOOD..
Name: ABC Books
Id: ABC
Customer number: 123-845-7110
Ordering allowed: Y
Paying allowed: Y
Amount invoiced/not funded: $0.00
Quantity invoiced/not funded: 0
Currency: US..
Number of cycles: 1
Group 1: JOBBER..
Group 2: PRINT..
Group 3: INVOICE..
Display This Vendor
Display Another Vendor
Return to Vendor List
Close





# Duplicate Vendor

The Duplicate Vendor wizard copies existing vendor information into a new vendor record. You can create a new vendor record with a vendor cycle record.

The Duplicate Vendor wizard only copies vendor fields. It does not duplicate vendor cycle fields such as those contained in the Vendor Cycle Information, Deposit Account, or Discount Table tabs.

### *To duplicate a vendor record*

1. On the Vendor Information and Maintenance toolbar, click the **Duplicate Vendor** wizard .

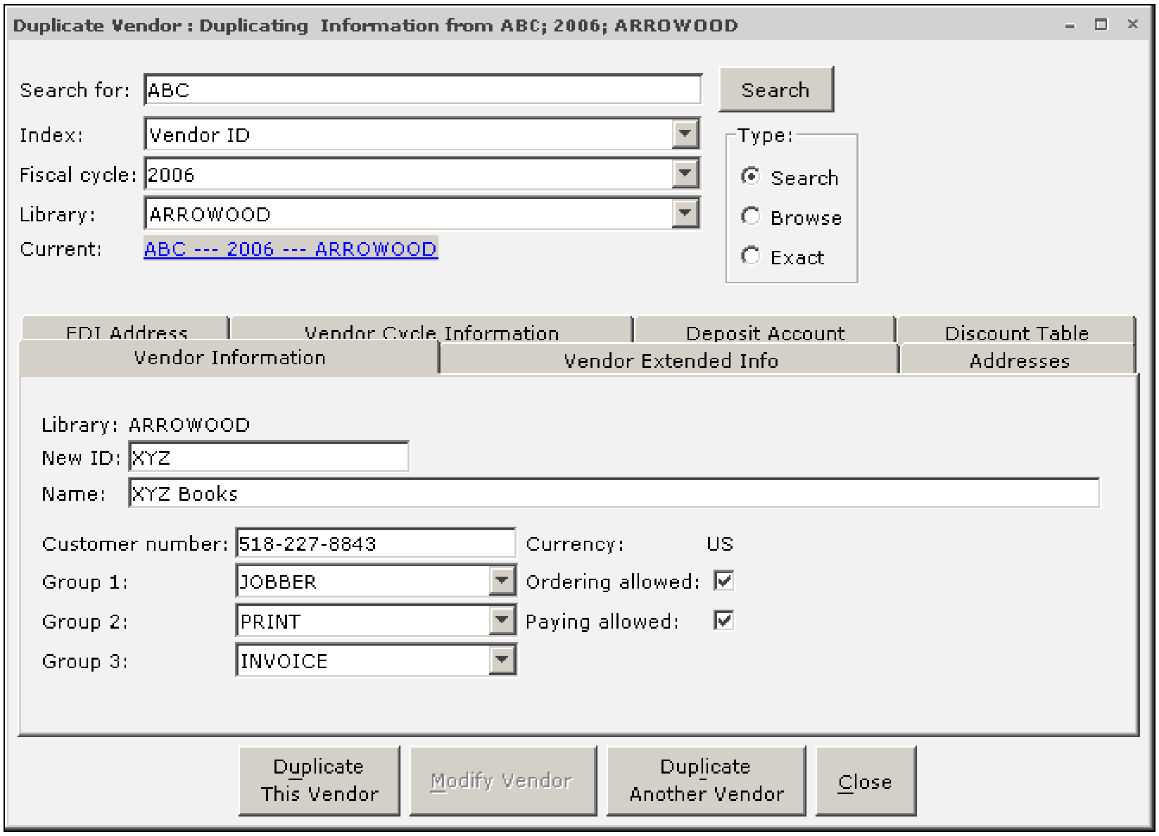
2. If the Set Properties window appears, verify the defaults and click **OK**.

3. Search for a vendor. You can select vendors by fiscal cycle and library. You can locate specific vendors by customer number, vendor ID, or vendor name.

   **-Or-**

   Select the Vendor ID **Index** and leave the **Search for** box empty to retrieve a list of all vendors for that fiscal cycle and library.

4. Click **Search**. If more than one record matches your search, select the one you want and click **Duplicate This Vendor**. The following window appears:



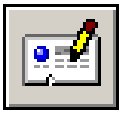

5. Type the vendor's **New ID**, or type **AUTO** to let Symphony assign an ID.
6. Type the new fund **Name**.
7. Modify the remaining information as needed.

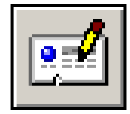
| | |
|---|---|
| **Note** | The information on the Vendor Information tab is copied from the original vendor record, however the information on the Vendor Cycle Information tab is not copied from the original vendor record. |

8. Click **Duplicate This Vendor**.
9. Click **Close** to exit the Duplicate Vendor wizard.

   **-Or-**

   Click **Duplicate Another Vendor** to continue working.

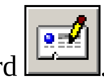




# Modify Vendor

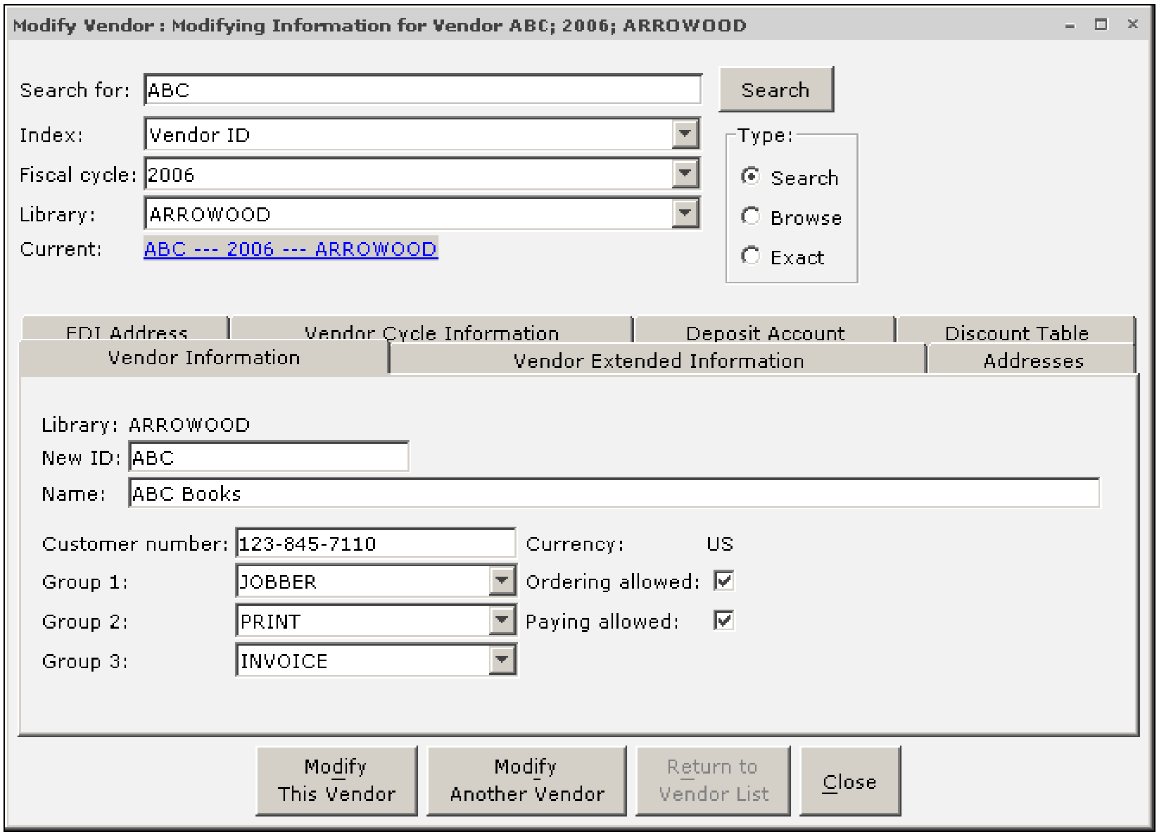
The Modify Vendor wizard lets you change or add information to the vendor record or vendor cycle record. You can modify only one vendor cycle record at a time.

### *To edit a vendor record*

1. On the Vendor Information and Maintenance toolbar, click the **Modify Vendor** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Search for a vendor. You can select vendors by fiscal cycle and library. You can locate specific vendors by customer number, vendor ID, or vendor name.

   **-Or-**

   Select the Vendor ID **Index** and leave the **Search for** box empty to retrieve a list of all vendors for that fiscal cycle and library.
4. Click **Search**. If more than one record matches your search, select the one you want and click **Modify This Vendor**. The following window appears:

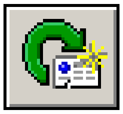


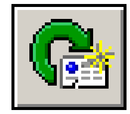

5. Edit any fields necessary, and click **Modify This Vendor** to save your changes.

6. Click **Close** to exit the Modify Vendor wizard.

   **-Or-**

   Click **Modify Another Vendor** to continue working.

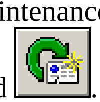


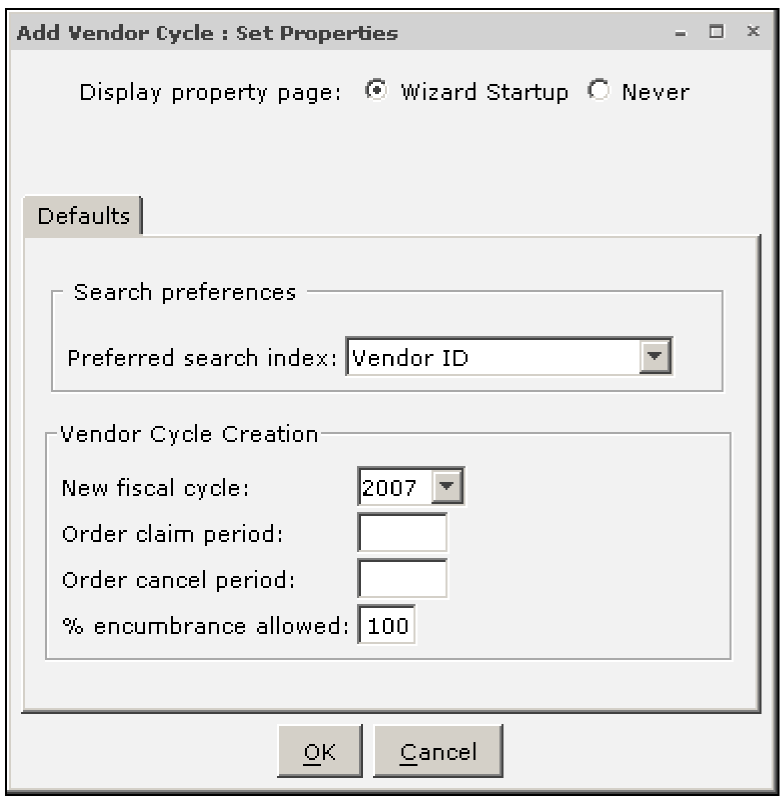


# Add Vendor Cycle

The Add Vendor Cycle wizard allows you to add another fiscal cycle to an existing vendor.

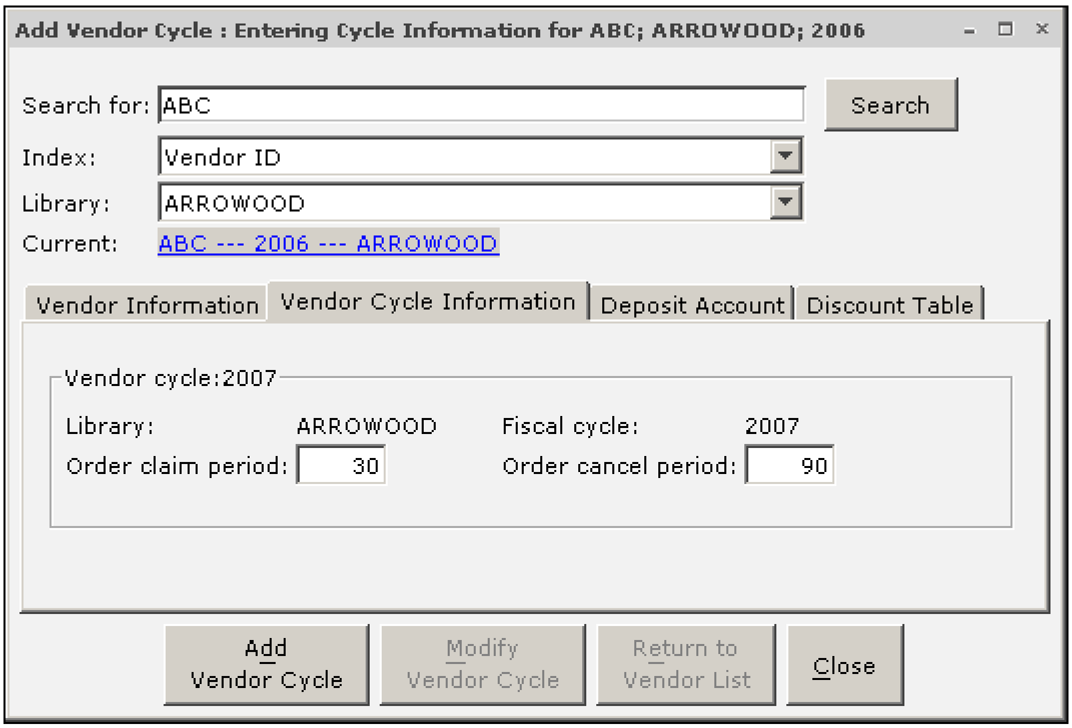
### To add a vendor cycle to an existing vendor record

1. On the Vendor Information and Maintenance toolbar, click the **Add Vendor Cycle** wizard . The Set Properties window appears:

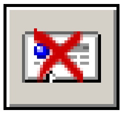


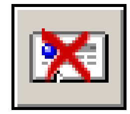

2. Select the **New fiscal cycle**.
3. In the **Order Claim Period** box, type the number of days to wait before issuing item claims. This step is optional.

4. In the **Order Cancel Period** box, type the number of days to wait before canceling an order. This can also pertain to canceling a partial order. This step is optional.
5. Click **OK**. The Vendor Lookup window appears.
6. Search for a vendor. You can locate specific vendors by customer number, vendor ID, or vendor name. If more than one record displays, select the one you want, and click **Add Vendor Cycle**. The following window appears:




7. The information entered in the Set Properties window appears on the Vendor Cycle Information tab.
8. If you did not specify an **Order claim period** and an **Order cancel period** in the Set Properties window, type the numbers at this point.
9. Click **Add Vendor Cycle** to save the new cycle.
10. Make any necessary changes to the **Discount Table** and the **Deposit Account** tabs.
11. Click **Modify Vendor Cycle** to complete the process.
12. Click **Close** to exit.





# Delete Vendor

The Delete Vendor wizard lets you perform the following tasks:

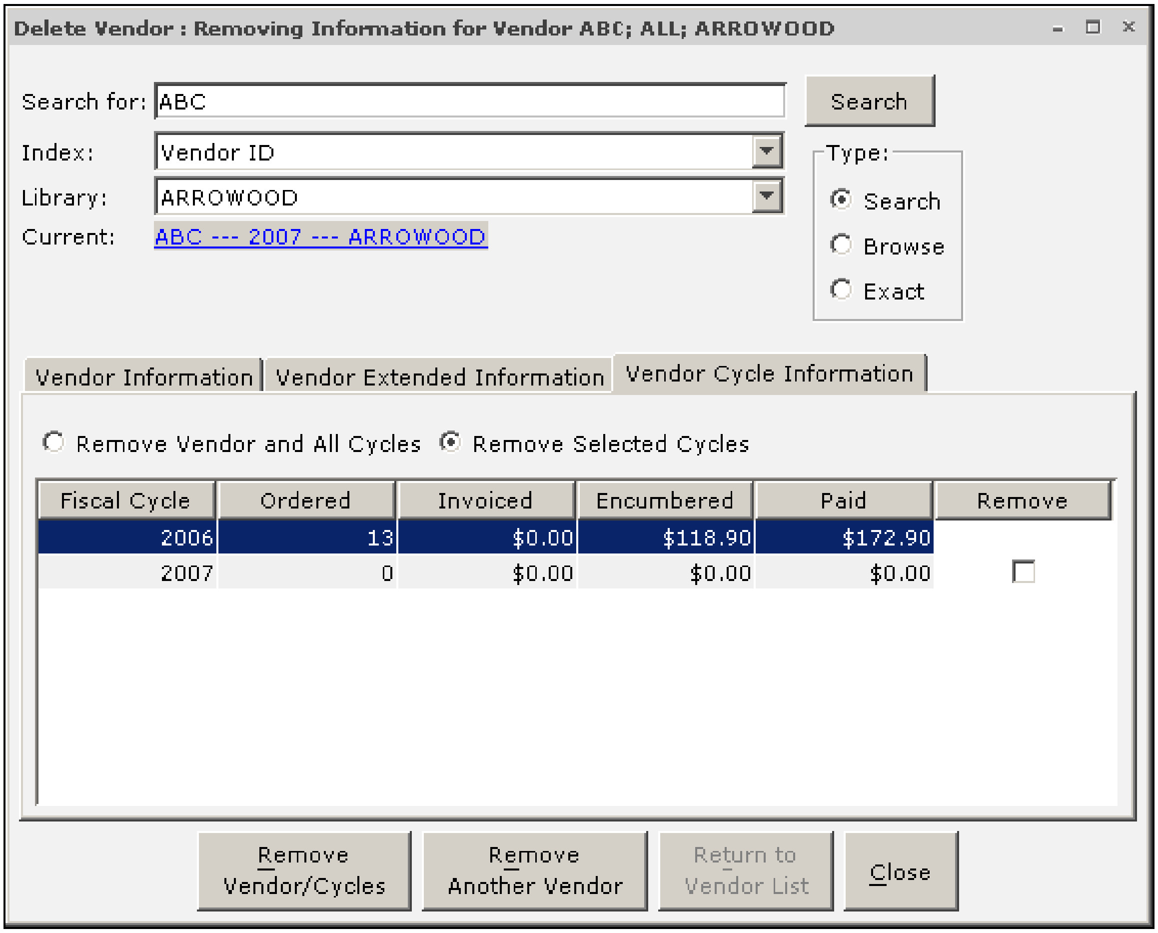
- Remove a single vendor cycle from an existing vendor record.
- Remove a vendor record and all vendor cycles.

### *To remove a vendor record*

1. On the Vendor Information and Maintenance toolbar, click the **Delete Vendor** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Search for a vendor. You can select vendors by library. You can locate specific vendors by customer number, vendor ID, or vendor name.

   **-Or-**

   Select the Vendor ID **Index** and leave the **Search for** box empty to retrieve a list of all vendors for that library.
4. Click **Search**. If more than one record matches your search, select the one you want and click **Remove Vendor/Cycles**. The following window appears:




5. Click **Remove Vendor and All Cycles**,

   **-Or-**

   Click **Remove Selected Cycles** and then click **Remove** next to the individual cycle(s) you want to remove.

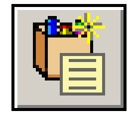
| | |
|---|---|
| **Note** | Notice that only cycles which are available for removal display a Remove check box. Vendors attached to orders or invoices are ineligible for removal. |

6. Click **Remove Vendor/Cycles**.
7. Click **Yes** to confirm.
8. Click **OK** to continue.
9. Click **Close** to exit the Delete Vendor wizard.

   **-Or-**

   Click **Remove Another Vendor** to continue working.

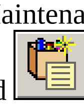
# Miscellaneous Order Activities



## *Add Orderlines*

The Add Orderlines wizard guides you through the process of adding orderlines to an existing order. You cannot use the Add Orderlines wizard to add an orderline to a Recurring order. Recurring orders can only contain one pattern orderline. Although you can modify existing orderlines using this wizard, it is recommended that you use the Modify Orders wizard for this purpose.

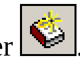
### *To add orderlines to an existing order*

1. On the Order Information and Maintenance toolbar, click the **Add Orderlines** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Search for an order. You can search by order or catalog information. If more than one record displays, select the one you want, and click **Add Orderlines**.
4. The Add Orderlines window displays the Order and Orderlines tabs for the order you selected. Status warnings and funding/distribution segment warnings appear above these tabs. The Item Search window opens over the Add Orderlines window so you can immediately search a title for the new orderline. If you need to review the order information before adding the new orderline, click and drag the Item Search window down or to the side to view the Order and Orderlines tabs.

5. In the Item Search window, search for the title to order. If more than one title displays, select the desired title.

   **-Or-**

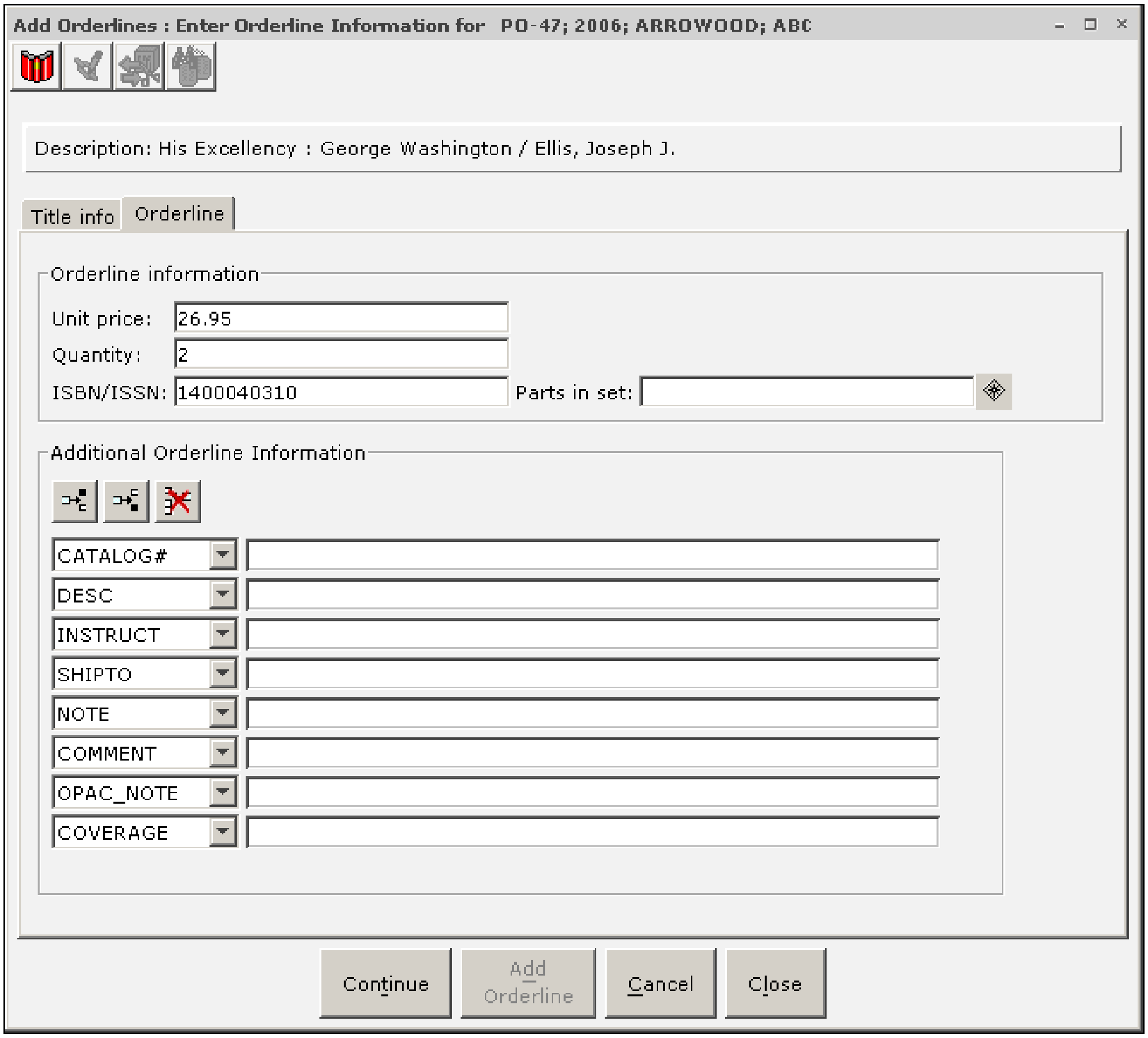
   If the title you want to order does not exist in the library catalog, you have two options:

   - Click the **Add Temporary Title** helper . You can enter title and publisher information, which you can replace with a complete bibliographic record after receipt. When finished entering bibliographic information, click **Save**. For more information about using the Add Temporary Title helper, see “Add a Temporary Title” on page 215.

   - Click the **SmartPort** helper  to connect to a Z39.50 database. You can search for and capture a bibliographic record. Make any necessary modifications to the record, and click **Save**. For more information on using the SmartPort helper, see “Add Records Using SmartPort” on page 218.

**Note** To skip the process of connecting the orderline to a title in the catalog, click **Skip Item Lookup**. Use this option when creating orders for materials such as supplies, memberships, or blanket orders. Be sure to enter information describing the order in the DESC entry ID of the additional orderline information.

6. Click **Order This Title**. The following window appears:

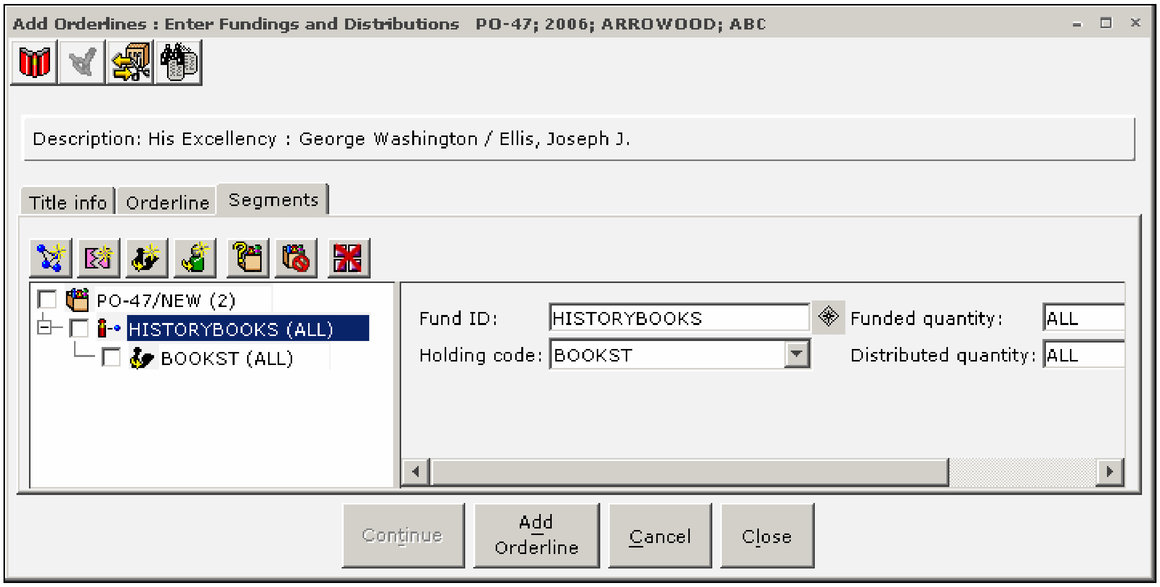



7. Enter the **Unit price**, **Quantity** to order, and **ISBN/ISSN** if not automatically populated from the bibliographic record.

8. Use the **Parts in Set** gadget to select values for multi-volume materials, and enter any **Additional Orderline Information**.

| | |
|---|---|
| **Note** | If adding a new orderline to a dated order, the **Days in Sub Period** and **Renewal Date** fields appear. Type values for these required fields. |

9. Click **Continue**. The Segments tab appears:



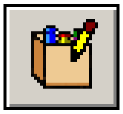

10. Enter a **Fund ID** and **Holding code**.
11. Click **Add Orderline**. A summary window appears with running total information about the order and all its orderlines.

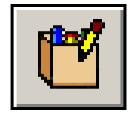
After an orderline has been added, you can use the following tools in the toolbox:

- **Add New Orderline** – Add another orderline (typically, for a different title) to the order.
- **Duplicate Orderline** – Create a new orderline by copying an existing orderline.
- **Modify Orderline** – Make changes to an existing orderline.
- **Display Orderline** – View an existing orderline.
- **Display Description** – View the bibliographic record attached to an orderline.
- **Delete Orderline** – Remove an orderline from the order.

You can also perform the following next steps:

- **Finish** the order. This marks the order ready so it can be printed using a report.
- **Save Your Changes**.
- **Close** the Add Orderlines wizard.





# Modify Order

The Modify Order wizard lets you make changes to existing orders. Certain changes are immediately reflected in the appropriate vendor and fund records. Some fields may be changed at the workstation, but may also be updated when reports are run.

In addition to changing order fields, you can use the Modify Order wizard to perform a number of receiving, paying, and processing functions:

- Mark specific copies and parts/volumes as received on a certain date and on a named packing list. You can also mark items received using the Receive Order wizard.
- Pay for an order. You can also do this with the Pay Invoice or Modify Invoice wizards.
- Mark specific copies and parts/volumes as loaded into the catalog. Setting this date does not add call number and copy holdings to the catalog. Changing the date loaded from NEVER to a real date only marks a Distribution segment as closed, so the catalog no longer displays the ON-ORDER status.

If you cancel a line item, edit the funding segment and change the number of funded copies to zero. Edit the distribution segment and change the number of copies to zero. Otherwise, an error message appears.

### *To modify an existing order*

1. On the Order Information and Maintenance toolbar, click the **Modify Order** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Search for an order. You can search by order or catalog information. If more than one record displays, select the one you want, and click **Modify Order**. The following window appears:


The following helpers are available for working with purchase order reports:

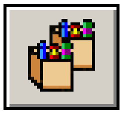
- **Produce Order Report** – Run the Print Specific Purchase Orders report for this order.
- **View Order Reports** – View finished Print Specific Purchase Orders reports.

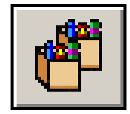
You can use the following tools in the toolbox:

- **Modify Orderline** – Make changes to an existing orderline.
- **Display Orderline** – View an existing orderline.
- **Display Description** – View the bibliographic record attached to an orderline.
- **Delete Orderline** – Remove an orderline from the order.

You can also perform the following next steps:

- **Save Your Changes**.
- **Finish** the order. This marks the order ready so it can be printed using a report.
- **Return to Search**
- **New Search**
- **Close** the Modify Order wizard.





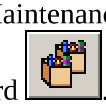
# Duplicate Order

The Duplicate Order wizard creates a new order by copying an existing order record, optionally duplicating order lines into an entirely new order or to an existing order.

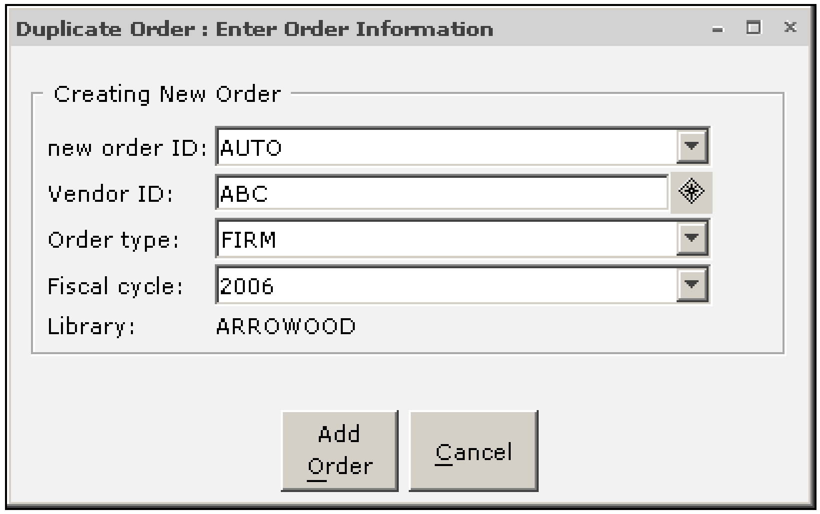
Use the Duplicate Order wizard to perform the following tasks:

- Copy an existing order with one line item into a new order.
- Copy an order line from one order to another.
- Rollover a standing order to a new fiscal cycle keeping the same order number.

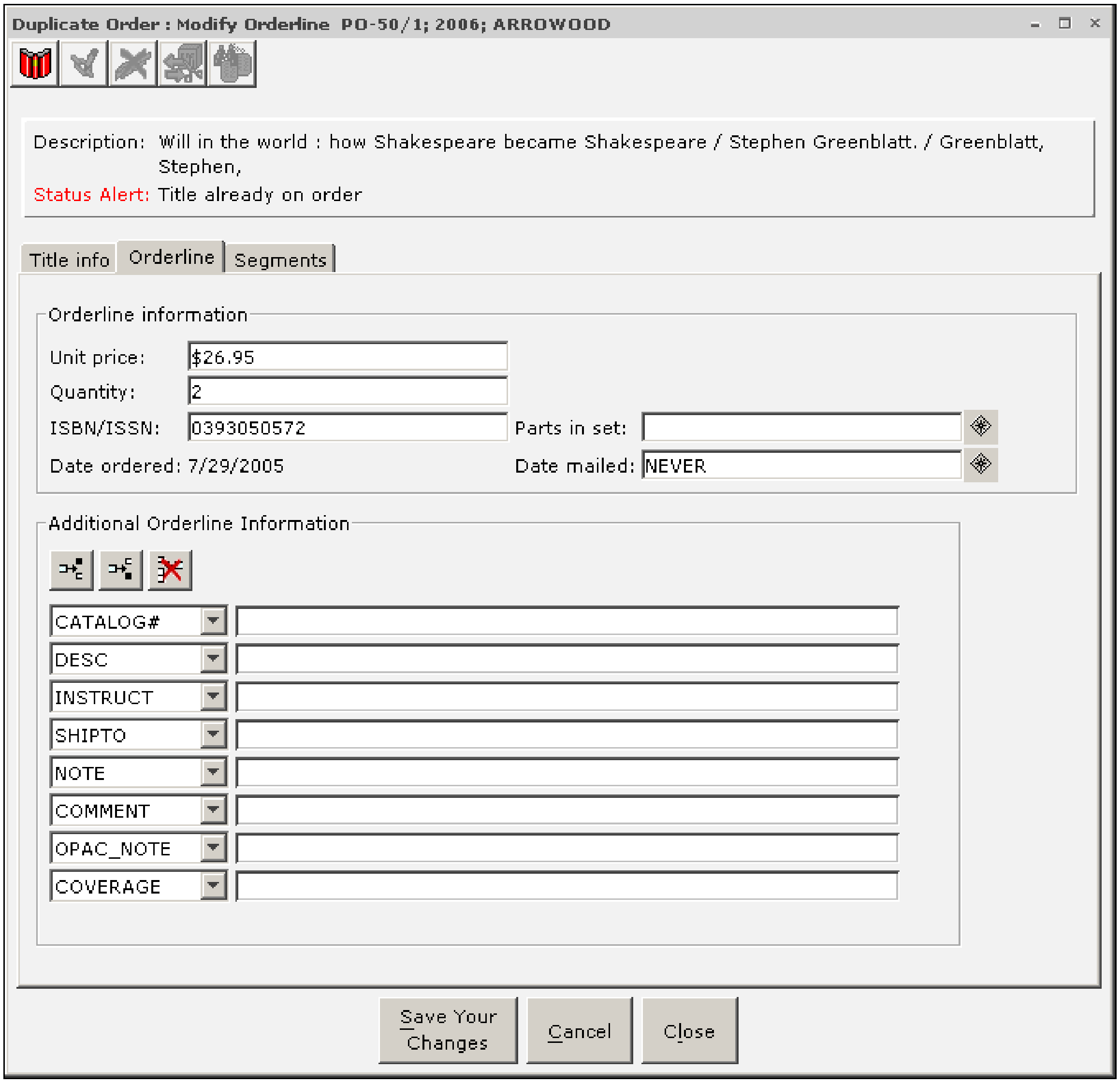
### *To duplicate an order with one orderline*

1. On the Order Information and Maintenance toolbar, click the **Duplicate Order** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Search for an order. You can search by order or catalog information. If more than one record displays, select the one you want, and click **Duplicate Order**. The following window appears:


4. Review the order to be sure it is the one you want to duplicate, and click **Duplicate Order**. The following window appears:



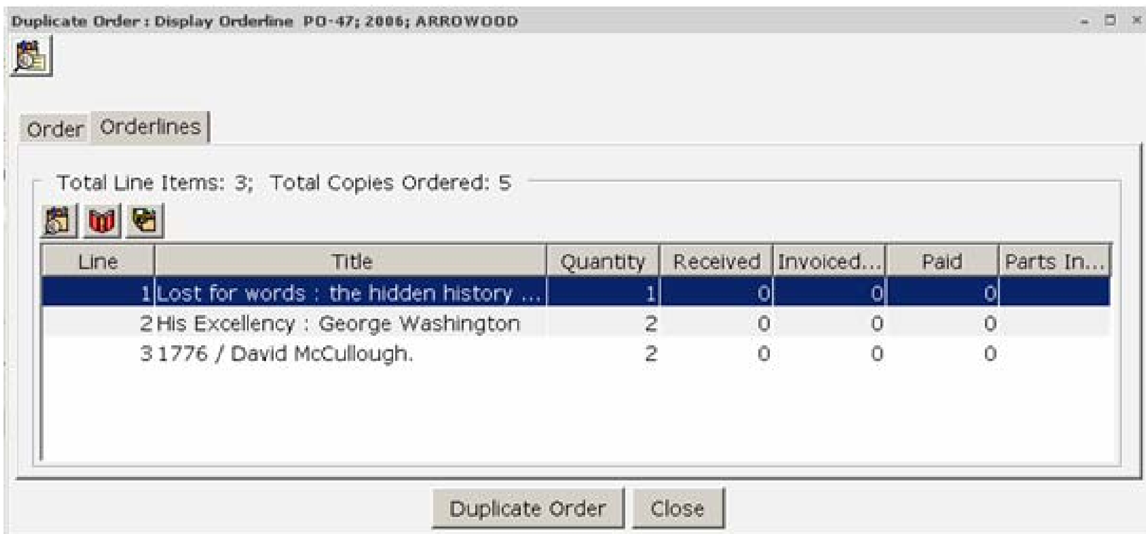

5. Type a **new order ID** or select **AUTO**.
6. Modify the **Vendor ID, Order type**, and **Fiscal cycle** as needed.
7. Click **Add Order**. The Modify Orderline window appears:



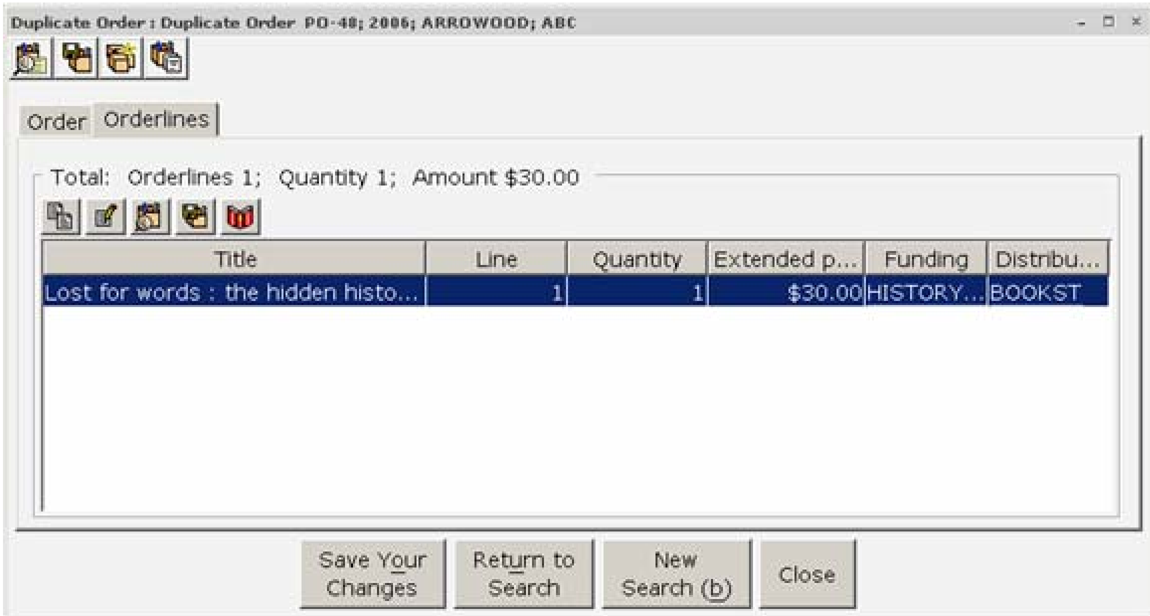

8. Modify the necessary **Orderline** information.
9. Modify any information on the **Segments** tab if needed.
10. When finished, click **Save Your Changes**.
11. Click **Close** to exit the wizard.

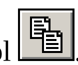
### *Duplicate an order with multiple orderlines*

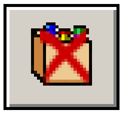
1. On the Order Information and Maintenance toolbar, click the **Duplicate Order** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Search for an order. You can search by order or catalog information. If more than one record displays, select the one you want, and click **Duplicate Order**. The following window appears:




4. Select the orderline, and click **Duplicate Order**. The Enter Order Information window appears.
5. Type a **new order ID** or select **AUTO**.
6. Modify the **Vendor ID**, **Order type**, and **Fiscal cycle** as needed.
7. Click **Add Order**. The Modify Orderline window appears.
8. Modify the necessary **Orderline** information.
9. Modify any information on the **Segments** tab if needed.
10. When finished, click **Save Your Changes**. The duplicated order appears with running total information about the order and all of its orderlines




11. Click the **Duplicate Orderline** tool .
12. Search for the desired order. Click **Duplicate Order**.
13. Select the orderline, and click **Duplicate Orderline**.
14. Repeat steps 8-13 for each additional orderline until the order is complete.

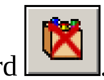


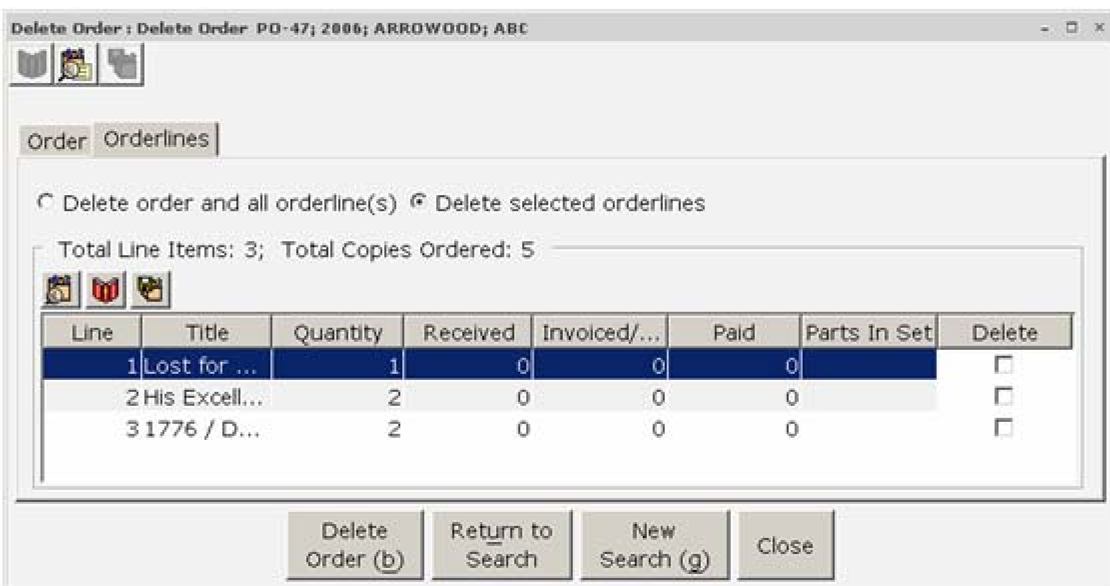
# Delete Order

Use the Delete Order wizard to perform the following tasks:

- Remove a single line item on an order record.
- Remove all line items and the order record.

### *To remove an order with multiple orderlines*

1. On the Order Information and Maintenance toolbar, click the **Delete Order** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Search for an order. You can search by order or catalog information. If more than one record displays, select the one you want, and click **Delete Order**. The following window appears:



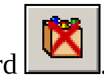
4. Click **Delete Order and All Orderline(s)**,

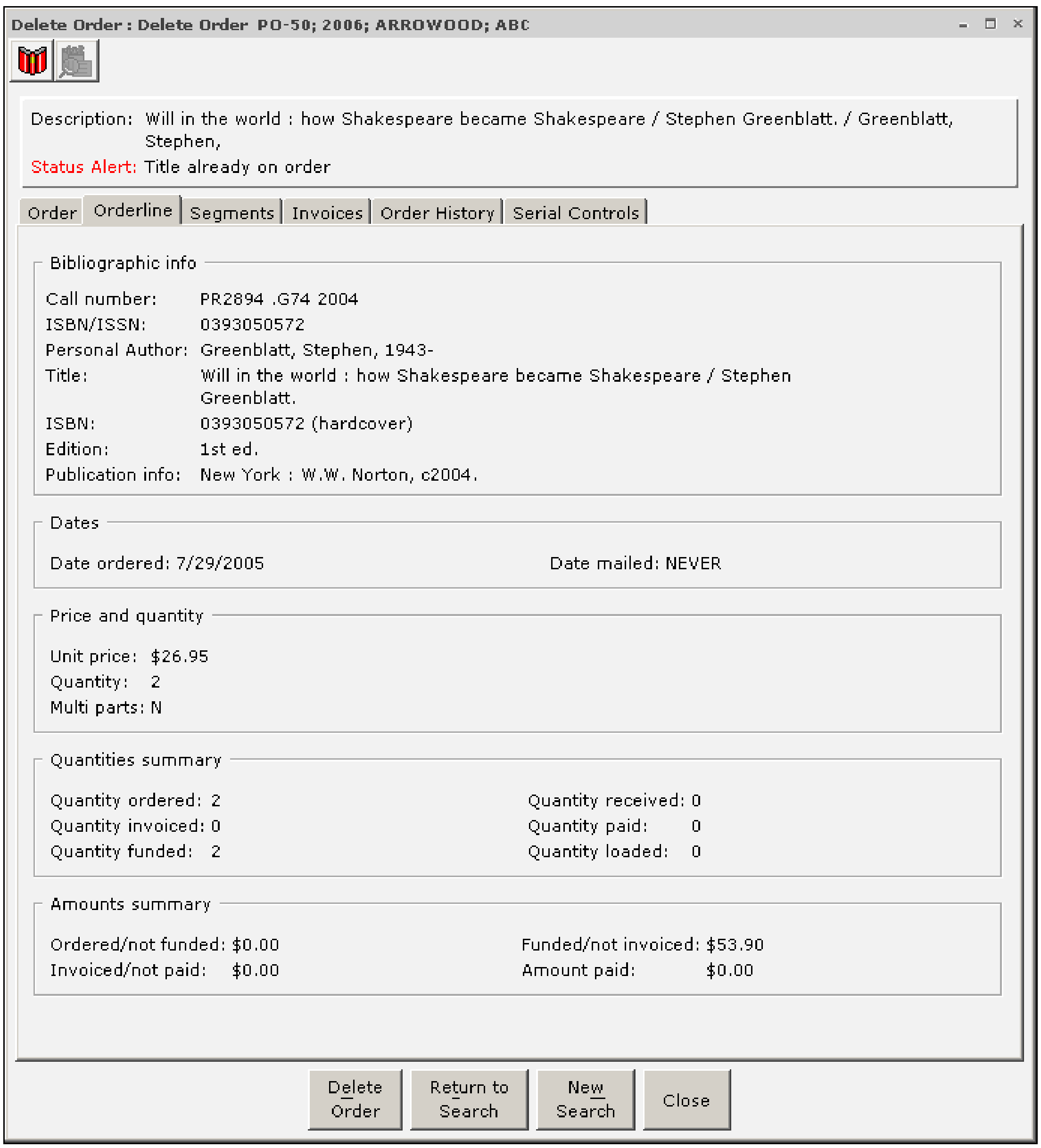
   **-Or-**

   Click **Delete Selected Orderlines** and then click **Delete** next to the individual orderline(s) you want to remove.

5. Click **Delete Order**.
6. Click **Yes** to confirm.
7. Click **OK** to continue.
8. Click **Close** to exit the Delete Order wizard.

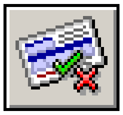
### *To remove an order with one orderline*

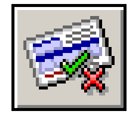
1. On the Order Information and Maintenance toolbar, click the **Delete Order** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Search for an order. You can search by order or catalog information. If more than one record displays, select the one you want, and click **Delete Order**. The following window appears:



4. Click **Delete Order**.
5. Click **Yes** to confirm.
6. Click **OK** to continue.
7. Click **Close** to exit the Delete Order wizard.

# Miscellaneous Invoice Activities





## *Review Vendor Invoices*

The Review Vendor Invoices wizard displays all invoices for a single vendor or for all vendors. Use this wizard to retrieve the following information:

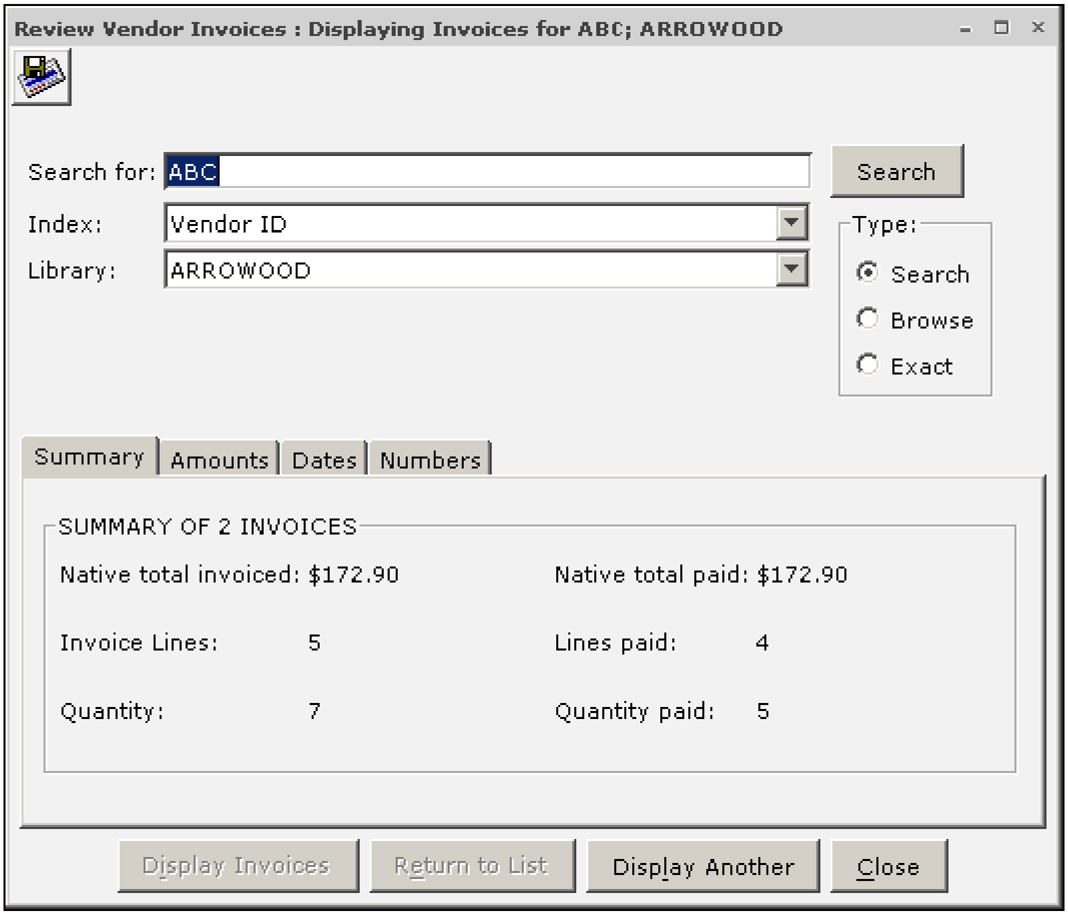
- Total amounts invoiced and paid
- Dates the invoices were created, invoiced, and modified
- Number of lines invoiced and paid
- Number of copies invoiced and paid

### *To review vendor invoices*

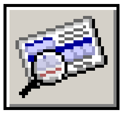
1. On the Invoice Information and Maintenance toolbar, click the **Review Vendor Invoices** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Search for a vendor by vendor ID or vendor name.

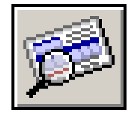
   **-Or-**

   Select the Vendor ID **Index** and leave the **Search for** box empty to retrieve invoices for all vendors.
4. Click **Search**. The following window appears:




Use the **Save to a File** helper  to output the invoice data into a comma-delimited format and save the data to a file with a .csv extension, which can be viewed using a spreadsheet application.



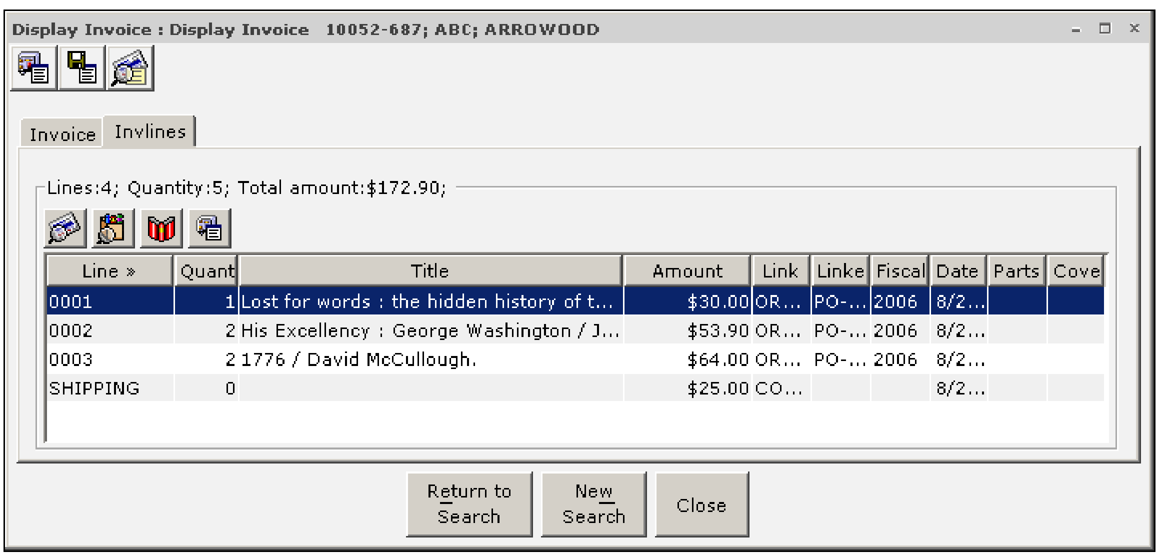


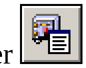
# *Display Invoice*

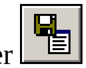
The Display Invoice wizard displays the status of all items on an invoice, a single invoice line on an invoice, all invoices, all invoices for a single vendor, or all invoice lines paid by a specified check number.

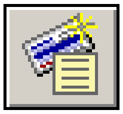
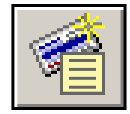
### *To display an invoice*

1. On the Invoice Information and Maintenance toolbar, click the **Display Invoice** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Search for an invoice. You can search by invoice, order, vendor, or catalog information. If more than one record displays, select the one you want, and click **Display Invoice**. The following window appears:



When working with invoice wizards, the **Display Funds Summary** helper  may be available for you to view specific invoice fund information related to the invoice, including summarized fund encumbrances and payments.

The **Save Funds Summary** helper  may be available for you to save specific invoice fund information, including summarized fund encumbrances/payments related to the invoice, to a file on your workstation. The helper outputs the fund summary data in a comma-delimited format and saves the data to a file with a .csv extension. This file can be viewed using a spreadsheet application.

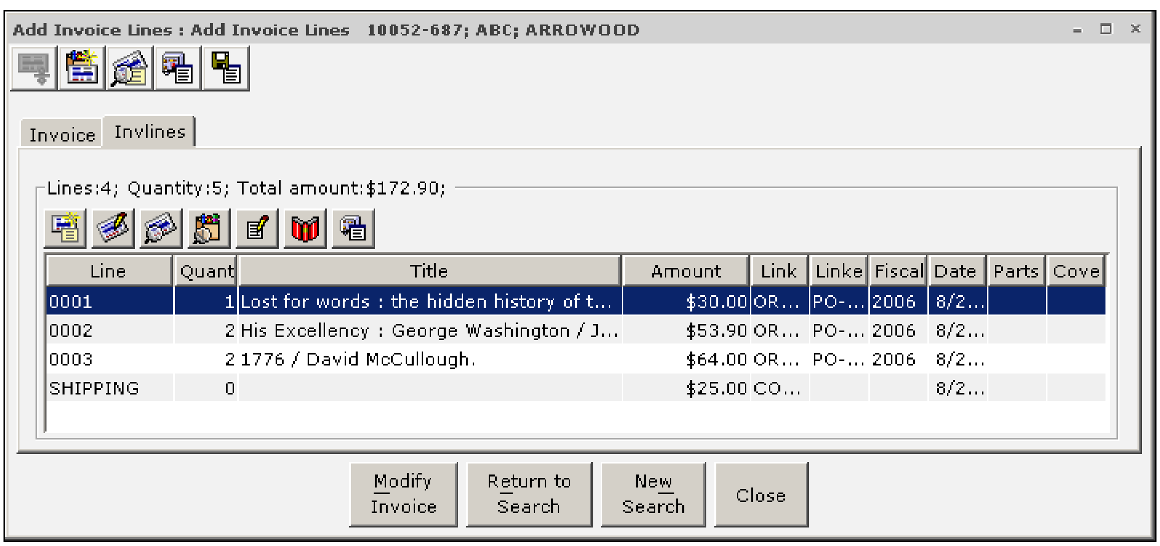



# Add Invoice Lines

If additional invoice lines need to be added to an invoice, the existing invoice ID can be supplied for the Add Invoice Lines wizard, and more invoice lines added.

### *To add invoice lines to an existing invoice*

1. On the Invoice Information and Maintenance toolbar, click the **Add Invoice Lines** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Search for an invoice. You can search by invoice, order, vendor, or catalog information. If more than one record displays, select the one you want, and click **Add Invoiceline**. The invoice appears:



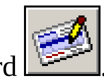

4. Use the **Add Invoiceline** tool (see page 90) or the **Create Invoice Lines for Order** helper (see page 91) to add the new invoice line.
5. When finished adding invoice lines, click **Close** to exit the Add Invoice Lines wizard.

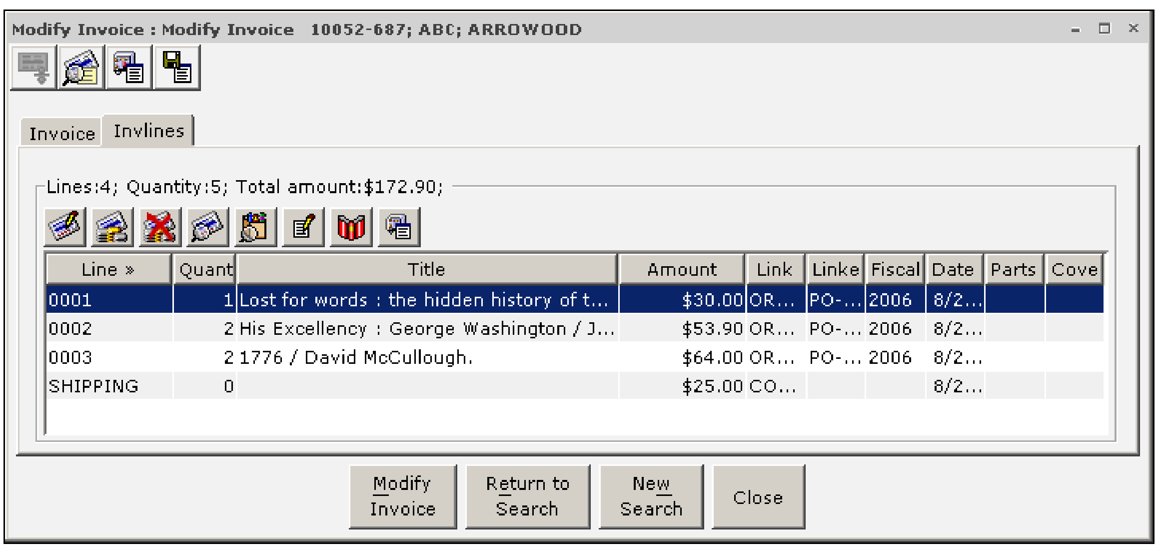
 

# Modify Invoice

Use the Modify Invoice wizard to retrieve an invoice and modify the invoice and invoice lines. A behavior property controls whether invoice lines can be removed and paid using this wizard.

### *To edit an existing invoice*

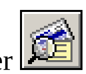
1. On the Invoice Information and Maintenance toolbar, click the **Modify Invoice** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Search for an invoice. You can search by invoice, order, vendor, or catalog information. If more than one record displays, select the one you want, and click **Modify Invoice**. The following window appears:

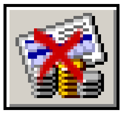
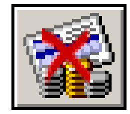



4. On the **Invoice** tab, you can edit the **Invoice ID** and **Date invoiced**. You may also be able to edit the **Invoice Extended Information** if these fields are set to display in your properties.

5. On the **Invoice Lines** tab, select an invoice line, and use the following tools to display invoice line information.
   - **Display Invoiceline**
   - **Display Orderline**
   - **Display Bibliographic Description**
   - **Display Funds Summary**
6. Use the following tools to modify an invoice line. The availability of these tools depends on the selections made in the behavior properties.
   - **Modify Invoiceline**
   - **Pay Invoiceline**
   - **Reverse Payment of Invoiceline**
   - **Delete Invoiceline**

| | |
|---|---|
| **Note** | If an invoice line is paid, only invoice line extended information can be modified. |

7. If an invoice line you created or modified needs to be prorated, the wizard displays the message "This invoice needs to be prorated" above the invoice tabs. If selected in behavior properties to appear, the **Prorate Invoice** helper  may be available to automatically prorate the invoice.
8. The **Display All Invoice Lines** helper  is available for viewing summary invoice line information.
9. The **Display Funds Summary** and **Save Funds Summary** helpers are available for displaying funds encumbered and payments related to this invoice, and for saving this information to a file, which can be viewed using a spreadsheet application.
10. When finished modifying the invoice, click **Close** to exit the Modify Invoice wizard.

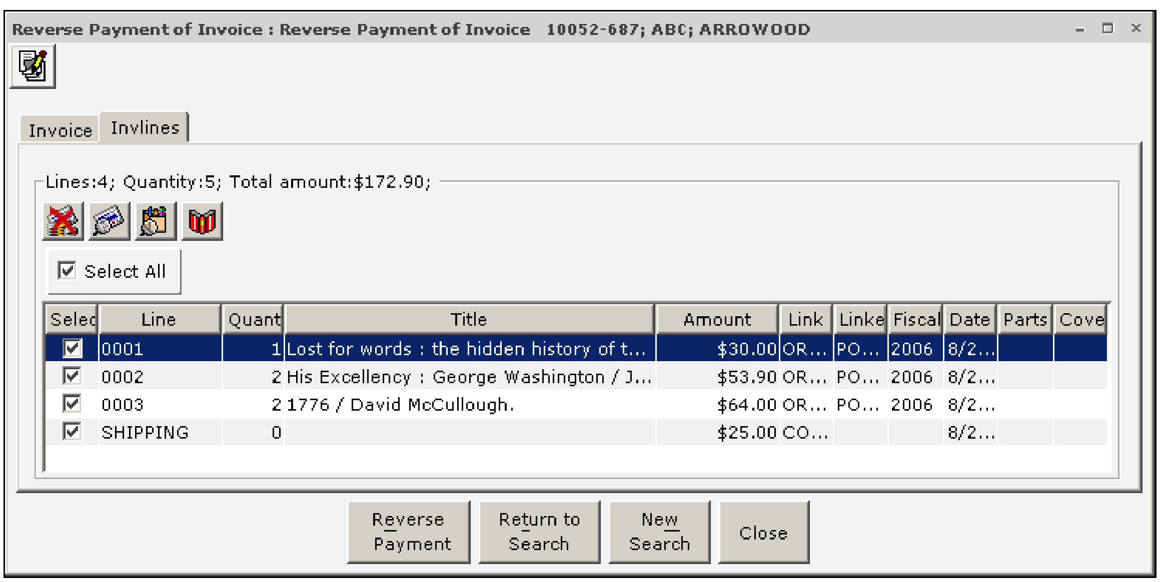



# Reverse Payment of Invoice

Use the Reverse Payment of Invoice wizard to locate a paid invoice or invoice line, display the invoice/invoice line, and reverse the payment. It is possible to "unpay" all invoice lines at once, or select individual invoice lines for reverse payment. You may edit invoice and invoice line extended information using this wizard.

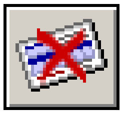
### *To reverse the payment of a paid invoice*

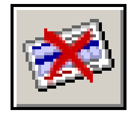
1. On the Invoice Information and Maintenance toolbar, click the **Reverse Payment of Invoice** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Search for an invoice. You can search by invoice, order, vendor, or catalog information. If more than one record displays, select the one you want, and click **Reverse Payment**. The following window appears:




4. Select individual invoice lines for reversal of payment, or select the **Select All** check box to reverse payment for all invoice lines.

5. Click **Reverse Payment**. A confirmation message displays the total amount of the reversed payment.
6. Click **OK** to continue.
7. Click **Close** to exit the Reverse Payment of Invoice wizard.

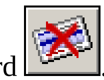


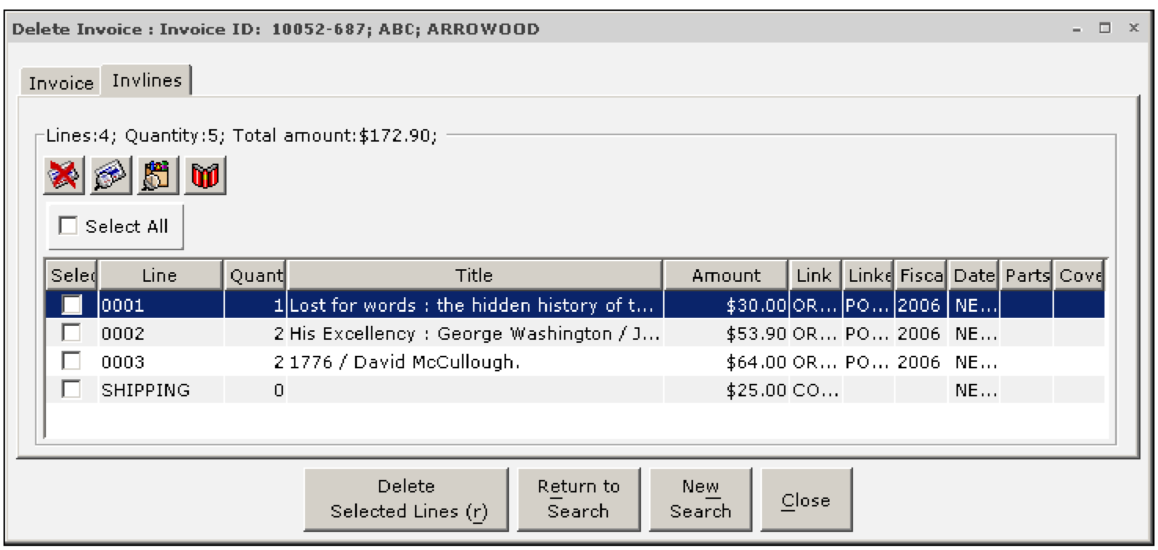


# Delete Invoice

Use the Delete Invoice wizard to locate an unpaid invoice or invoice line, display the invoice/invoice line, and remove an entire invoice or selected invoice lines.

### *To remove an invoice*

1. On the Invoice Information and Maintenance toolbar, click the **Delete Invoice** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Search for an invoice. You can search by invoice, order, vendor, or catalog information. If more than one record displays, select the one you want, and click **Delete Invoice**. The following window appears:




4. Select individual invoice lines for removal, or select the **Select All** check box to remove all invoice lines.
5. Click **Delete Selected Lines**.

6. If you chose to remove all invoice lines, the wizard will prompt you with the message "Remove Invoice and All Line Items?" Click **Yes**, and the invoice and all invoice lines will be removed. A confirmation message displays the invoice ID and vendor ID for the invoice that was removed. Click **OK** to return to the Invoice Lines tab.

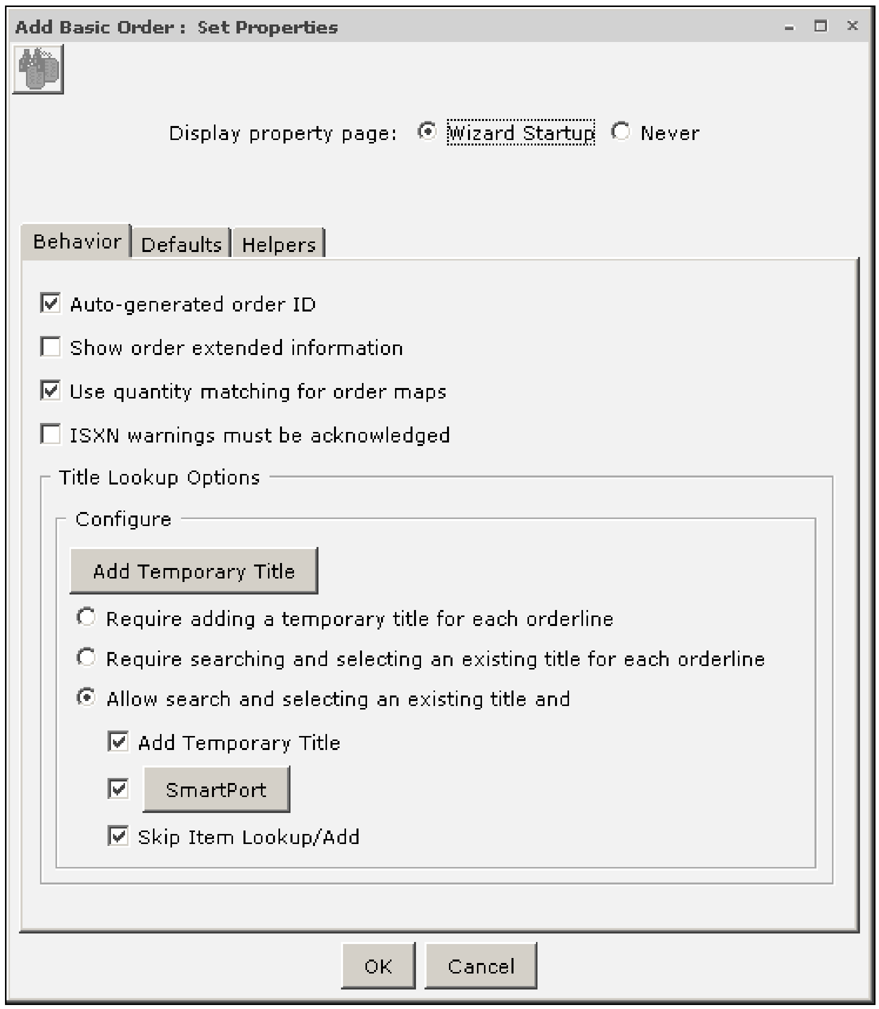
   **-Or-**

   If you chose to remove selected invoice lines, the wizard will prompt you with the message "Remove Selected Line Items?" Click **Yes**, and only the selected invoice lines are removed. The wizard displays a confirmation message indicating the number of invoice lines removed. Click **OK** to return to the Invoice Lines tab.

7. Click **Close** to exit the Delete Invoice wizard.

# Add a Basic Order

## Behaviors




On the Behavior tab, select or clear the following check boxes.

- **Auto-generated Order ID** – Determines whether the order ID will always be supplied automatically. If this check box is cleared, an Order ID must be supplied in the wizard. This check box is selected by default.

| | |
|---|---|
| **Note** | Order IDs must not contain spaces. |

- **Show Order Extended Information** – Enables the display of order level extended information in the process of creating an order.
- **Use Quantity Matching for Order Maps** – Determines whether or not order map values or selections may be included automatically as part of the wizard workflow. This check box is selected by default.
- **ISXN Warnings Must Be Acknowledged** – Displays ISBN or ISSN validation warnings when you type an incorrect ISBN/ISSN. You can correct the ISBN or ISSN or acknowledge the warnings and continue. The dialog displays separate lists for invalid ISBNs and invalid ISSNs. By default, this check box is not selected. Although warnings display, you are not prevented from saving invalid ISBNs or ISSNs to the order records.

### *Title Lookup Options*

Typically when orders are created, the item is first searched in the catalog, and if no title is present, a title may be added from another library or bibliographic utility using SmartPort, or a temporary title may be created at the workstation for ordering. By default, the wizard permits looking up an existing title in the catalog, and adding a temporary title at the workstation. SmartPort is available by selecting the option under Allow Search and Selecting an Existing Title.

In some libraries, one staff member may place all orders for existing titles, and another may only add new titles for ordering. Alternately, these two types of ordering may be done by the same staff member, but performed separately in the workflow. In these cases, you may prefer only one of the title lookup options. At least one option must be allowed. For any lookup options that are cleared, the setting remains throughout the addition of each new orderline until the property is changed.

The following options are available:

- **Require Adding a Temporary Title for Each Orderline**
- **Require Searching and Selecting an Existing Title for Each Orderline**
- **Allow Search and Selecting an Existing Title and**
    - **Add Temporary Title**
    - **SmartPort**
    - **Skip Item Lookup/Add**

If either the Require Adding a Temporary Title for Each Orderline option or the Allow Search and Selecting an Existing Title/Add Temporary Title option is selected, the Add Temporary Title button becomes available. Click this button to set Add Temporary Title helper properties.

If the Allow Search and Selecting an Existing Title/SmartPort option is selected, the SmartPort button becomes available. Click this button to set Search Source (SmartPort) properties.

# Holding Codes

The Holding Code wizard is used when loading bibliographic records into Symphony using the record loading reports. A holding code in a bibliographic record is a short code that represents copy-level information, such as Item Type and Location. In Symphony, the Holding Code policy is used to provide required copy-level information at the time the record is loaded. Each Holding Code policy definition provides several pieces of necessary information, which are expanded into data when a bibliographic record is loaded into Symphony.

From the List Policies window, you can create, display, modify, copy, or remove the Holding Code policies. Click Close to quit the wizard.

# Fund Levels

The optional Fund Level policies can denote hierarchical fund levels for budget management and statistical analysis. You can determine the general purpose of these policies, which policy names are allowed, and through configuration files can define the field labels for these levels. Fund levels may be used as selection criteria when displaying fund records and are also used as selection criteria in reports for generating detailed statistical breakdowns by library-defined characteristics. Four fund levels are available.

From the List Policies window, you can create, display, modify, copy, or remove the Fund Level policies. Click Close to quit the wizard.

# Order Types

An order type is a policy that not only categorizes an order, but can also determine the kind of treatment accorded to the order internally. Each Order Type policy is one of three types: basic, recurring, or dated. Order Type policies are used in order records.

From the List Policies window, you can create, display, modify, copy, or remove the Order Type policies. Click Close to quit the wizard.

# Auto Cancellation of On-Order Holds

The Auto Cancellation of On-Order Holds policy controls whether holds associated with an order are automatically cancelled when an orderline is removed, cancelled, or when a "holdable" holding code is replace with one that is not "holdable". In order for this policy to be available, the library must be setup to place holds on "on-order" titles. The Auto Cancellation of On-Order Holds policy can then be activated in Configuration, through the Global Configuration wizard, under the Circulation tab. Hold cancel reasons specific to this policy have been added to the Hold Reason policy in Circulation Configuration and will be used if a hold is cancelled for an on-order title via the acquisitions module and a notice is sent to the patron. The Notice for Cancelled Holds report is used to notify the patron of the hold cancellation for the on-order title.

# Order Maps

Typically, one funding segment and one distribution segment displays for the total number of copies ordered. You can add individual funding and distribution segments using the Add a Funding/Distribution Cluster(s) tool.

Frequently, libraries may purchase the same number of copies and fund/distribute them the same way each time. The Order Map policy lets you create templates for common funding and distribution patterns for a given number of copies ordered. When creating an order, you can use the Replace Fundings & Distributions helper to select an appropriate Order Map value to create fundings and distributions for a set number of ordered copies in a single step.

Order Maps available for selection can be created with as little or as much information filled in as possible. If more information is entered into an Order Map, less needs to be entered at the workstation. For example, you could create an Order Map policy, 10COPIES, which does not contain any funding information and can be used with different funds for distributing copies. Alternatively, you could create several 10-copy Order Map policies, such as INGRAM10 and YANKEE10, to handle multiple funding situations.

| | |
|---|---|
| **Note** | If the Use Quantity Matching for Order Maps property is selected, and you order a quantity matching an existing Order Map, those defaults would display. If you had ordered a quantity matching more than one existing Order Map, you would be prompted to select from a list of Order Maps. |

# Appendix A – Acquisitions Reports

## Overview

This appendix provides a list of all Acquisitions reports with each report's source and a basic description. We will also take you step-by-step through six of the most common Acquisitions reports.

For complete information about individual reports, see the online help.

## List of Acquisitions Reports

The results from Acquisitions reports are based on the station library of the staff running the report.

| Report Name | Source | Description |
|---|---|---|
| Book X12 Invoices | bookinvoicex12 | This report loads X12 invoice information into Symphony. |
| Book X12 Orders | bookorderx12 | This report is similar to other Symphony purchase order reports, but instead of a printed purchase order, the purchase order produces a file that is X12 compliant for use with EDI. |
| Count Fund Cycles | fundcyclecnt | This report counts selected funds or fund cycles. This report answers the question, "How many of my library's fund cycles are currently in the database?" |
| Count Funds | fundcnt | This report counts selected funds. This report answers the question, "How many of my library's funds are currently in the database?" |
| Count Invoice Lines | invlinecnt | This report counts selected invoice lines. This report answers the question, "How many of my library's invoice lines are currently in the database?" |
| Count Invoices | invoicecnt | This report counts selected invoices. This report answers the question, "How many of my library's invoices currently in the database?" |

| **Report Name** | **Source** | **Description** |
|---|---|---|
| Count Order Claims | claimcnt | This report counts selected claim segments. This report answers the question, “How many order claims are currently in the database?” |
| Count Order Distributions | distcnt | This report counts selected order distribution segments. This report answers the question, “How many of my library’s order distributions are currently in the database?” |
| Count Order Fundings | fundingcnt | This report counts selected order funding segments. This report answers the question, “How many of my library’s order fundings are currently in the database?” |
| Count Order Lines | orderlinecnt | This report counts individual orderlines. This report answers the question, "How many of my library’s specific orderline items are currently in the database?" |
| Count Orders | ordercnt | This report counts orders. This report answers the question, “How many of my library’s orders are currently in the database?” |
| Count Orders Canceled | cancelcnt | This report counts selected cancellations. This report answers the question, “How many of my library’s order cancellations are currently in the database?” |
| Count Vendor Cycles | vendorcyccnt | This report counts selected vendor cycles. This report answers the question, “How many of my library’s vendor cycles are currently in the database?” |
| Count Vendors | vendorcnt | This report counts selected vendors. This report answers the question, “How many my library’s vendors are currently in the database?” |
| **Create Late Order Claims** | claimlate | This report creates claim segments for orderline items that have not been received by the order’s Date to Claim.<br><br>For more information, see the “Create Late Order Claims” topic on page 195. |
| Distribution Packing Lists | packinglists | This report lists orderline distributions by packing list, providing location information for all materials received in a particular shipment. |
| Funded User Distributions | fundusrdistlst | This report prints orderlines for user distributions that have been funded. |

| Report Name | Source | Description |
|---|---|---|
| Funded User Requests | fundusrreqlst | This report prints orderlines for titles. These are orders for items requested by users that have been funded. Orders are listed by fund. |
| Invoice Lines by Check Number | checknumber | This report prints invoice lines by check number. |
| List Funded Order Lines | fundorderlst | This report produces a list of funded order and title information by account number or fund element. |
| List Funds | fundlist | This report produces a list of funds. |
| List Funds, Cycles | fundcyclelist | This report produces a list of funds and fund cycles. |
| List Invoices | invoicelist | This report produces a list of invoices. |
| List Invoices, Lines | invlinelist | This report produces a list of invoices and invoice lines. |
| **List Order Claims** | claimlist | This report produces a list of order claim segments.<br>For more information, see the “List Order Claims” topic on page 191. |
| List Order Distributions | distlist | This report produces a list of order distribution segments. |
| List Order Fundings | fundinglist | This report produces a list of order funding segments. |
| List Orders | orderlist | This report produces a list of orders. Report output may be sorted by fiscal cycle/order ID or vendor ID. |
| List Orders, Lines | orderlinelist | This report produces a list of orders and orderlines. |
| List Orders Canceled | cancellist | This report produces a list of order cancellation segments. |
| List Titles for Order Lines | processlist | This report produces the Processed Item List. The list of item records are linked to orderlines. Because the orders are associated with items, the orders typically have been received and loaded into the catalog. |

| Report Name | Source | Description |
|---|---|---|
| List Titles on Order | ordertitle | This report produces a list of titles on order. The list of title records is linked to orderlines. The orders typically have been ordered, but not yet received. By default, only basic Title Information is output in a record-by-record format. |
| List Vendors | vendorlist | This report lists product vendors used for orders and subscriptions in your library. |
| List Vendors, Cycles | vendorcyclist | This report lists product vendors used for orders and subscriptions in your library for particular fiscal cycles. |
| Order Lines by Requisition | requisitions | This report lists orderlines by the requisition number, providing location information for all materials ordered for a particular user requisition. |
| Print Cancellation Notices | cancelntc | This report produces order cancellation notices. |
| **Print Purchase Orders** | prtorders | This report produces purchase order notices. It provides the most flexible selection options of all of the purchase order reports.<br><br>For more information, see the “Print Purchase Orders” topic on page 188. |
| **Print Ready Purchase Orders** | prtpo | This is the report that libraries use most to keep up to date with periodic batch printing of purchase orders. As orders are placed, library staff can update an order as often as necessary. When the order is complete and ready to be mailed to the vendor, the staff can set the Date Ready at the workstation, and continue placing orders with other vendors. At the end of the day or week, or at the beginning of a new fiscal cycle, all orders marked “ready to place” can be printed in batch. You can also schedule this report to run regularly, so that all purchase orders marked as ready are automatically printed.<br><br>For more information, the “Print Ready Purchase Orders” topic on page 187. |

| Report Name | Source | Description |
|---|---|---|
| **Print Specific Purchase Orders** | disppo | This report produces specific purchase order notices. The only selection option available is the Fiscal Cycle and Purchase Order field.<br><br>For more information, see the "Print Specific Purchase Orders" topic on page 185. |
| Remove Selected Order Lines | purgeorderlins | This report removes selected orders or orderlines. Typically, this report is run against orders in the old fiscal cycle after the rollover reports are used to roll over basic orders. Removing the basic function orders in the old fiscal cycle correctly disencumbers funds and eliminates "title already on order" status alerts. |
| Remove Selected Orders | purgeorders | This report removes selected orders and all associated orderlines.<br><br>**Note**: To remove orders selected by orderline characteristics, use the Remove Selected Orderlines report. |
| Rollover Basic Orders | rollsingleord | This report lets you select existing orderlines in a specified fiscal cycle, duplicate them to a new fiscal cycle, and create new orders. This report includes only order types that are designated to be basic function type, such as FIRM, APPROVAL, or GIFT. |
| Rollover Dated Orders | rolldatedord | This report lets you select existing orderlines in a specified fiscal cycle, duplicate them to a new fiscal cycle, and create new orders. This report includes only order types that are designated to be dated function type, such as MEMBERSHIP or SUBSCRIPT. |
| Rollover Fund Cycles | rolloverfund | This report copies fund cycles from a specified fiscal period into new fund cycles. New fiscal cycle fund records will be created with a budgeted amount based on a percentage of the previous fund cycle's budgeted amount. Typically, you would run this report once a year before you run any of the order rollover reports. |
| Rollover Recurring Orders | rollrecurngord | This report lets you select existing orderlines in a specified fiscal cycle and duplicate them to a new fiscal cycle, creating new orders. This report includes only order types that are designated to be recurring function type, such as BLANKET or STANDING. |

| Report Name | Source | Description |
|---|---|---|
| Rollover Vendor Cycles | rollovervendor | This report copies vendor cycles from a specified fiscal period into new vendor cycles. Typically, you would run this report once a year before you run any of the order rollover reports. |
| Title Cost by Library/Fund | fundtitlecost | This report lists titles paid by a particular fund, providing the number of copies, cost, and totals for the selected funds. This report is unique because it lets you select acquisition information in libraries other than the station library associated with the staff scheduling the report. |
| Title Costs Analysis | titlcostanalst | This report compares title costs over two or three fiscal cycles. It is useful when comparing the annual cost of subscriptions, or anything ordered over multiple fiscal cycles. |
| Update Discount Prices | updatediscount | This is an optional maintenance report that updates order prices from changed vendor discount tables. |
| Update Invoice Exchange Rates | updateinvexch | This is an optional maintenance report that updates invoice amounts from the corresponding exchange rate table. |
| Update Order Exchange Rates | updateordexch | This is an optional maintenance report that updates order amounts from the corresponding exchange rate table. |
| Update Vendor Average | updatevendavg | This is an optional maintenance report that updates vendor performance regarding the average number of days between the dates ordered and received. |
| User Order/Request Notice | acqnotice | This report selects orders requested by users, and sends those users a notice when the items have been ordered. Alternatively, the notice could let them know that the requested item was ordered this week. Another use could be that the order was canceled because the item was out of print. Yet another variation could let a requesting user know that an item had been received at the library and could be available for circulation. |
| User Order Distribution Notice | userdist | This report produces notices to users telling them that the materials that they ordered have been received and are ready for pickup. |

| Report Name | Source | Description |
|---|---|---|
| **Vendor Acquisition Claim** | acqclaim | This report generates notices for vendors regarding order claims. It finds orderline items that have passed the order's date to claim and generates claim notices to vendors.<br><br>For more information, see the "Vendor Acquisition Claim" topic on page 197. |
| Vendor Address Labels | vendaddr | This report produces vendor address labels for a specified address type, such as accounting, ordering, or service addresses. |

# Printing Purchase Orders

## Overview

When you are ready to send orders to vendors, Symphony provides three options:

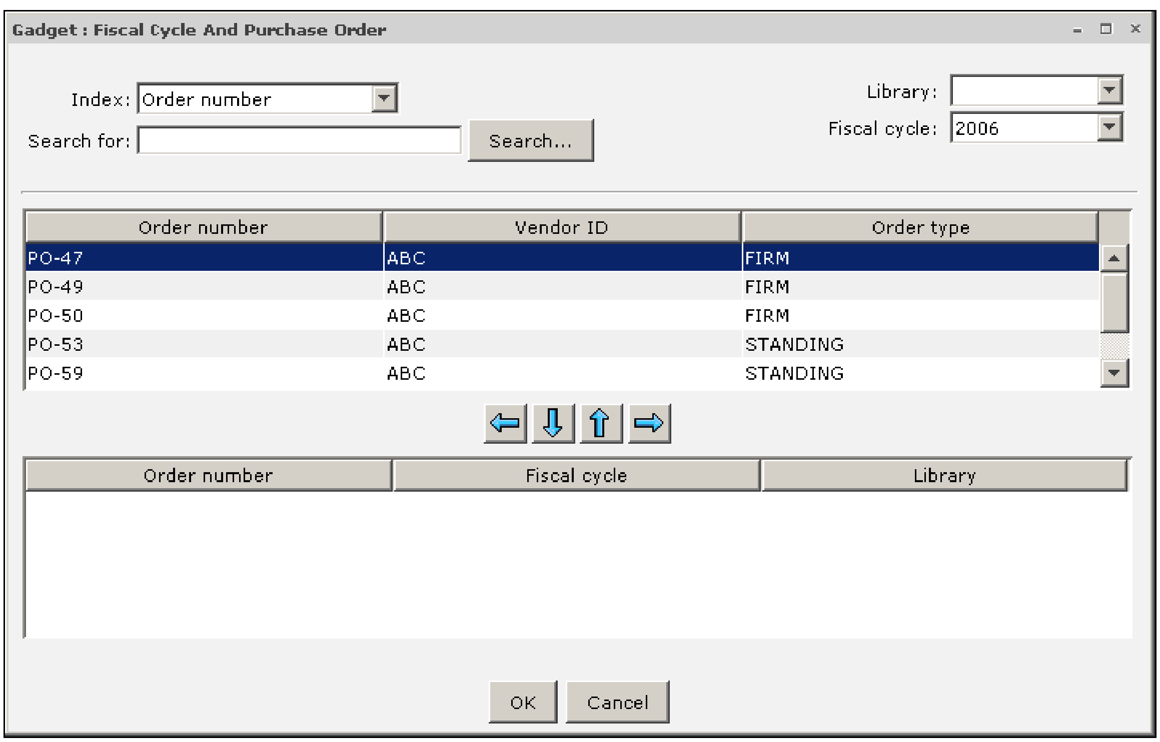
- **Print Specific Purchase Orders –** If you need to generate purchase orders individually rather than in batch (for example, a purchase order was lost in the mail or did not print correctly and needs to be regenerated) use this report. Purchase Order ID and fiscal year are the only Selection Criteria available on this report. For complete instructions on running this report, see page 185.
- **Print Ready Purchase Orders –** Date Ready is the main Selection Criteria for this option. This report looks for all orders whose Date Ready falls within the specified date range and whose Date Mailed field is NEVER (i.e., the order has never been sent to the vendor). You can schedule this report to run on a regular basis (e.g., weekly) to print all purchase orders that have been created during that timeframe. For complete instructions on running this report, see page 187.
- **Print Purchase Orders -** This is the most general of the options and can also be used to generate purchase orders for new line items. For example, the library keeps a single purchase order open throughout the fiscal cycle, but regularly sends just the newly entered orderline item(s) to the vendor. For complete instructions on running this report, see page 188.

## Print Specific Purchase Orders

If you need to generate purchase orders individually instead of in batch, use the Print Specific Purchase Orders report. The report is very simple to configure.

### *To run the Print Specific Purchase Orders report*

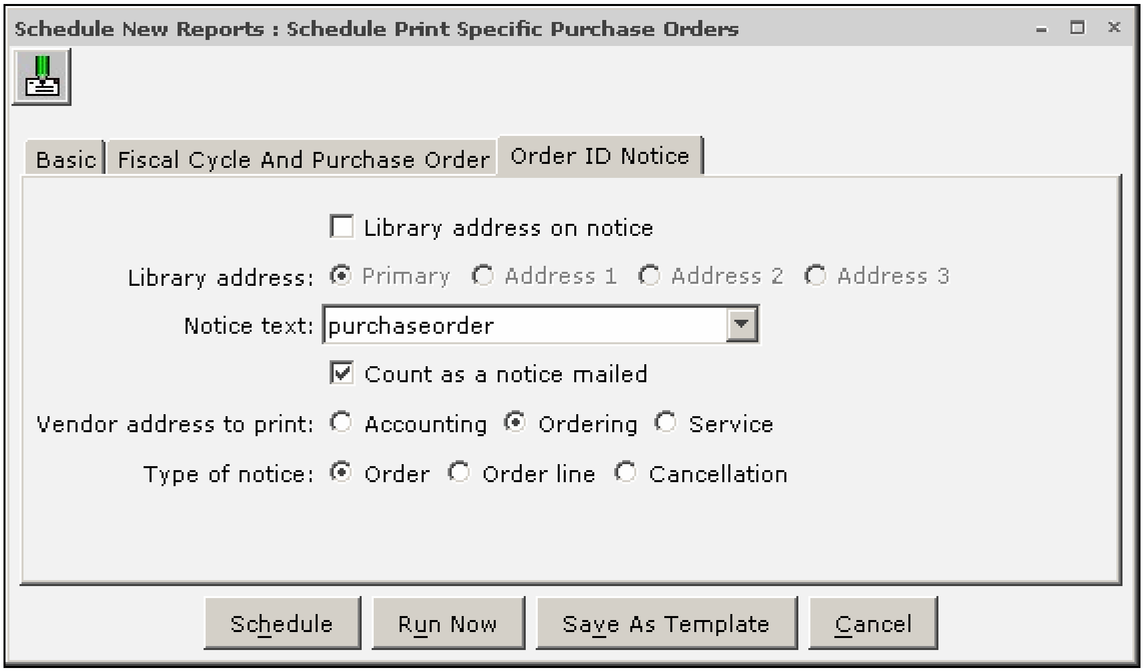
1. Display the **Reports** toolbar.
2. Click the **Schedule New Reports** wizard.
3. If the Set Properties window appears, review the entries and click **OK**. The Display Template Reports window appears.
4. Click the **Acquisition** tab.
5. Click **Print Specific Purchase Orders**.
6. Click **Setup & Schedule**. The Schedule Print Specific Purchase Orders window appears.
7. Click the **Fiscal Cycle and Purchase Order** tab.
    a. Click the **Fiscal cycle and purchase order** gadget.
    b. Select the appropriate **Fiscal cycle** and click **Search**. A list of purchase orders appears:



c. Select the purchase orders you want to include in the report, and click the down arrow. The purchase order appears in the lower half of the window.

d. Click **OK**.

8. Click the **Order ID Notice** tab. The following window appears:




9. Select **Count as a Notice Mailed**. The date mailed on all orders selected when the report is run will now be marked with today's date. This selection will keep the same purchase orders from being picked up by a report more than once.

10. Click **Schedule**. You can run the report as often as needed.

## Print Ready Purchase Orders

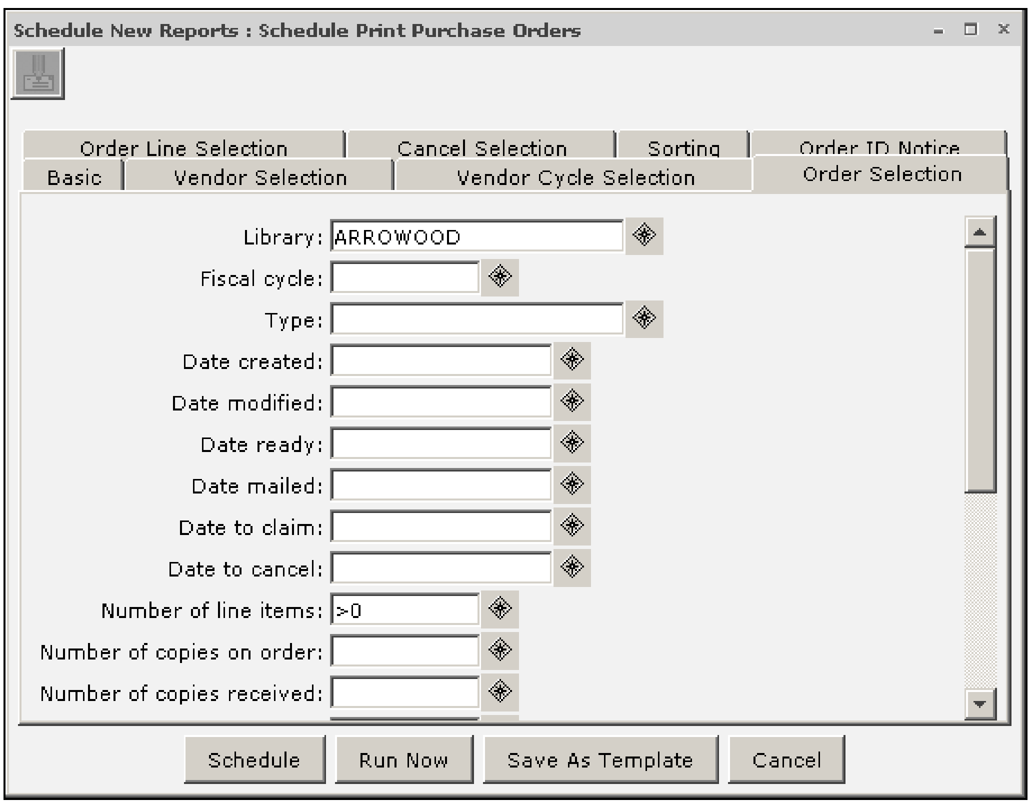
### *To run the Print Ready Purchase Orders report*

1. Display the **Reports** toolbar.
2. Click the **Schedule New Reports** wizard.
3. If the Set Properties window appears, review the entries and click **OK**. The Display Template Reports window appears.
4. Click the **Acquisition** tab.
5. Click **Print Ready Purchase Orders**.
6. Click **Setup & Schedule**. The Schedule Print Ready Purchase Orders window appears.
7. Click the **Order Selection** tab. Accept the default values:
    a. **Library** is the library associated with the login if it is a multi-library Symphony system.
    b. **Date Ready** has a default value that looks from the beginning of the system to the day the report is run. This can be changed.
    c. **Date Mailed** contains NEVER.
8. Click the **Order ID Notice** tab.
9. Select **Count as a Notice Mailed**. All orders selected for this report will contain today's date as the Date Mailed. This prevents the same purchase orders from being picked up by a report more than once.
10. Click **Schedule**. You can run the report as often as needed.

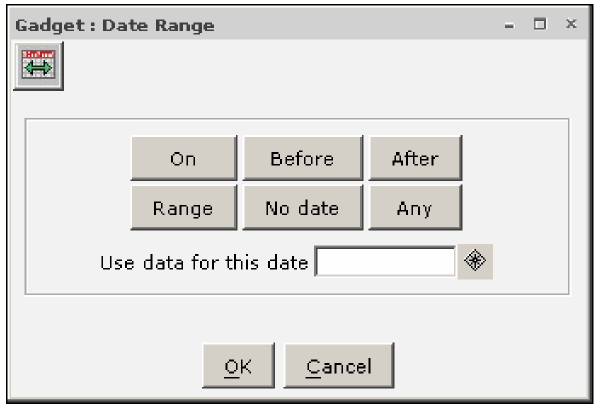
## Print Purchase Orders

### *To run the Print Purchase Orders report*

1. Display the **Reports** toolbar.
2. Click the **Schedule New Reports** wizard.
3. If the Set Properties window appears, review the entries and click **OK**. The Display Template Reports window appears.
4. Click the **Acquisition** tab.
5. Click **Print Purchase Orders**.
6. Click **Setup & Schedule**. The Schedule Print Purchase Orders window appears.
7. Click the **Order Selection** tab. The following window appears:




a. Click the **Date Ready** gadget. The Gadget Date Range window appears.




b. Click **Any**. This selects new line items on any order already marked as ready.

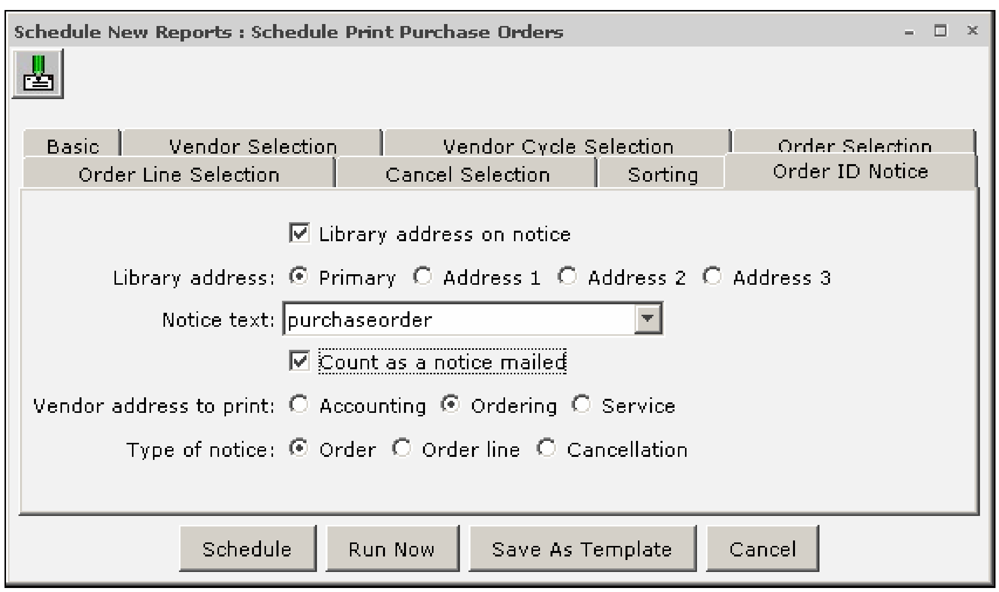
c. Click **OK** to close the gadget window.

d. Click the **Date Mailed** gadget. The Gadget Date Range window appears.

e. Click **No Date**. This selects only orders with a Date Mailed of NEVER.

f. Click **OK** to close the gadget window.

8. Click the **Order ID Notice** tab. The following window appears:




9. Select **Count as a Notice Mailed**. All orders selected for this report will contain today's date as the Date Mailed. This prevents the same purchase orders from being picked up by a report more than once.

10. Click **Schedule**. Run the report as often as needed.

# Generating Claims

## Overview

Claiming in Acquisitions is a three-step process:

1. Generate list of items to be claimed via List Order Claims report (optional).
2. Create claim segments either manually or via report (Create Late Order Claims report).
3. Generate claim notices (Vendor Acquisition Claim) and send to vendor.

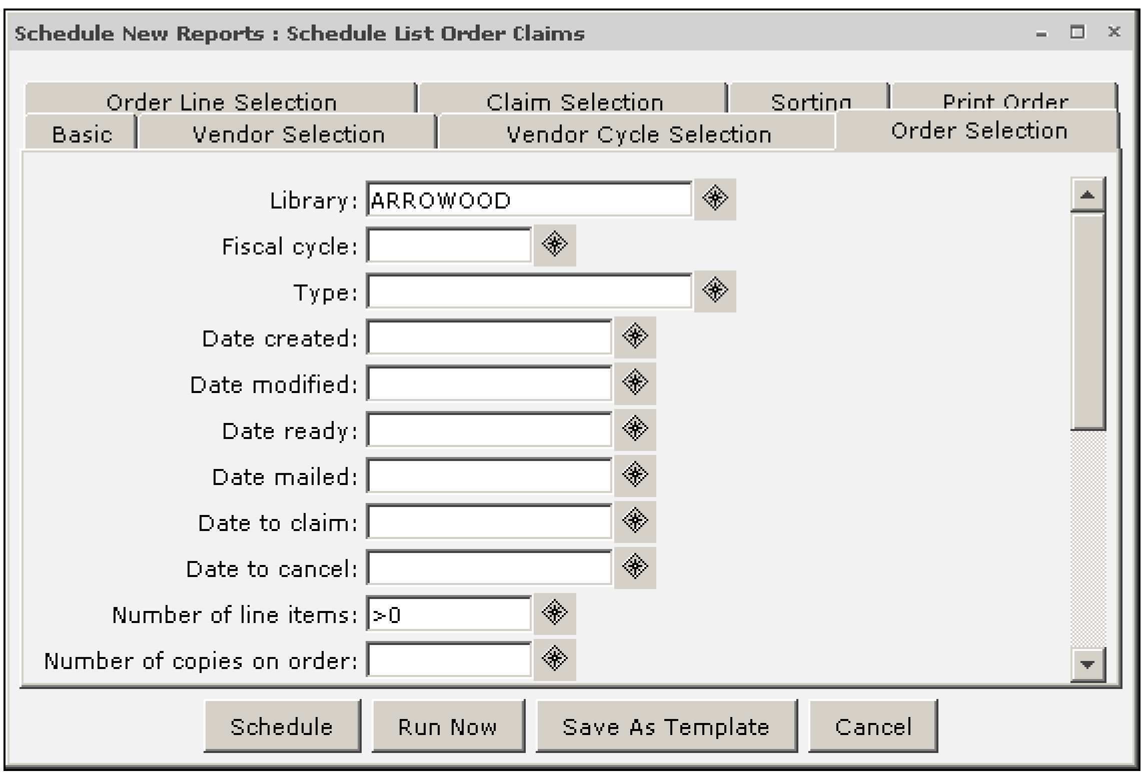
- **List Order Claims** report generates a list of items that need to be claimed or, alternately, a list of items that have already been claimed. Variations include whether the claim period is used in the vendor record. This is an optional report in the claiming process. For complete instructions on running this report, see page 191.
- **Create Late Order Claims** report looks for items that have not been received and creates a claim segment in those orders. Selection Criteria for this report differ depending on whether a claim period is used in the vendor record. Steps for both scenarios are included. For complete instructions on running this report, see page 195.
- **Vendor Acquisition Claim** report generates notices to send to vendors listing items that have not been received within a specified period of time. For complete instructions on running this report, see page 197.

## List Order Claims

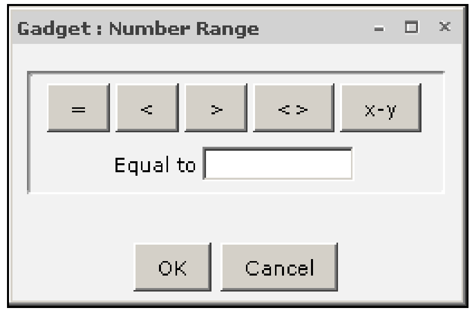
You can use this report as a test of your Selection Criteria for the Create Late Order Claims report.

### *To run the List Order Claims report*

1. Display the **Reports** toolbar.
2. Click the **Schedule New Reports** wizard.
3. If the Set Properties window appears, review the entries and click **OK**. The Display Template Reports window appears.
4. Click the **Acquisition** tab.
5. Click **List Order Claims**.
6. Click **Setup & Schedule**. The Schedule List Order Claims window appears.
7. Click the **Order Selection** tab. The following window appears:




8. Click the **Fiscal Cycle** gadget. The Number Range window appears:



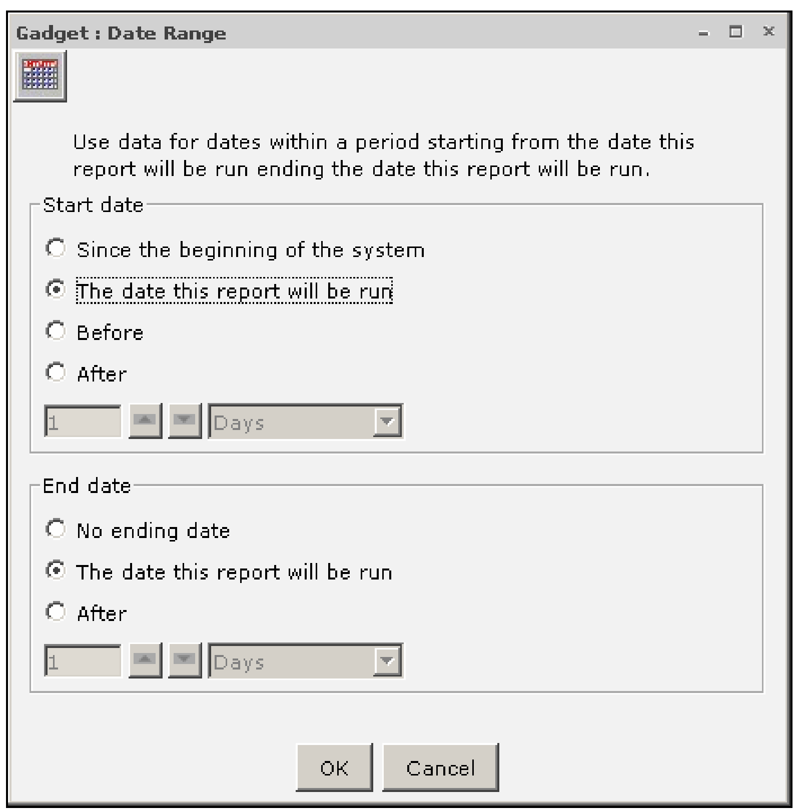

9. Type a **fiscal cycle** and click **OK**.

   At this point, you must choose between two scenarios.

   **Scenario 1**: If you use the Claim Period field in the Vendor record, follow these steps. The Date to Claim field in the order record will be automatically updated when purchase orders are generated, and this field should be used for claiming.

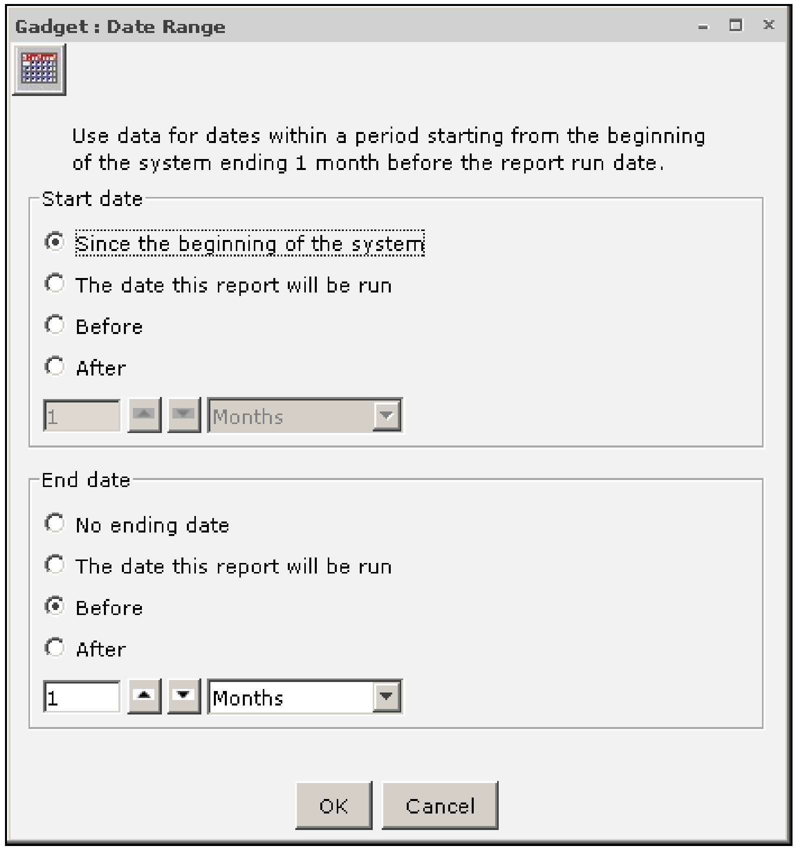
   a. Click the **Date to Claim** gadget. The Gadget Date Range window appears.

   b. In the upper left corner of the window, click the **Date Depends on the Report Run Date** helper . The following window appears:



c. In the Start Date area, select **Since the Beginning of the System**.

d. In the End Date area, select **Before** and choose **1 Months** from the drop-down lists.




e. Click **OK**. The Order Selection window reappears.

**Scenario 2**: If you do not use the Claim Period field in the Vendor record, follow these steps. The Date to Claim field will contain the value NEVER and the Date Mailed field should be used.

a. Click the **Date Mailed** gadget. The Gadget Date Range window appears (as described above).

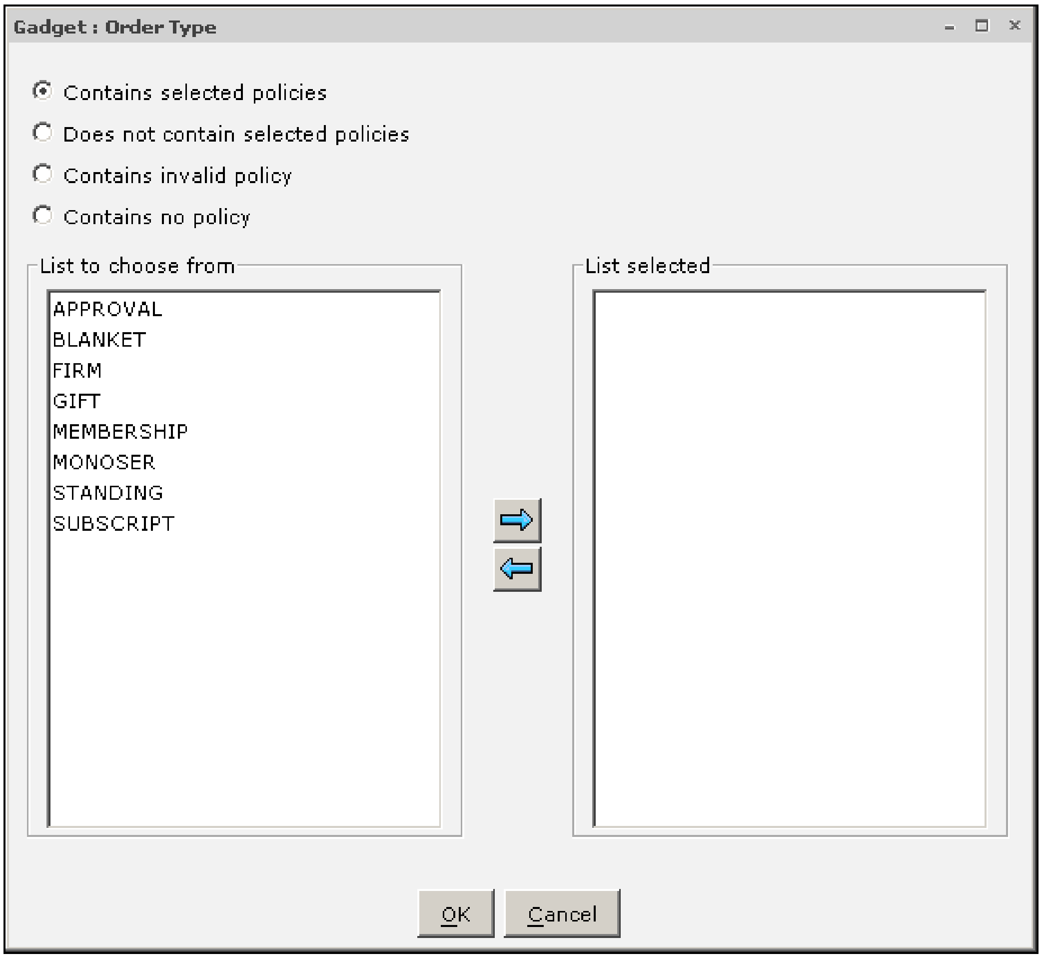
b. Select the Date Depends on the Report Run Date helper in the left corner.

c. In the Start Date area, select **Since the Beginning of the System**.

d. In the End Date area, select **Before** and choose the number of days to wait before considering the order late. Many libraries use 90 days past the order date. Change the number in the box to 90 “days before” as the end date.

e. Click **OK**. The Order Selection window reappears.

10. Click the **Type** gadget. The following window appears:




a. Leave the **Contains Selected Policies** option enabled, and select **FIRM** as the single item in the List Selected.

b. Click **OK**. The Order Selection window reappears.

11. Click **Schedule**. You can run the report as often as needed.

## Create Late Order Claims

If you ran the List Order Claims report, use the same Selection Criteria choices for this report.

### *To run the Create Late Order Claims report*

1. Display the **Reports** toolbar.
2. Click the **Schedule New Reports** wizard.
3. If the Set Properties window appears, review the entries and click **OK**. The Display Template Reports window appears.
4. Click the **Acquisition** tab.
5. Click **Create Late Order Claims**.
6. Click **Setup & Schedule**. The Schedule Late Order Claims window appears.
7. Select the **Order Selection** tab. An illustration of this window appears on page 196.
8. If you use the Claim Period in the vendor record, locate the Date to Claim field in the Order Selection section. It should default to **:D0**. This tells the report, “use data for dates from the beginning of the system ending zero days before the report run date.” If this is acceptable, go to step 9.

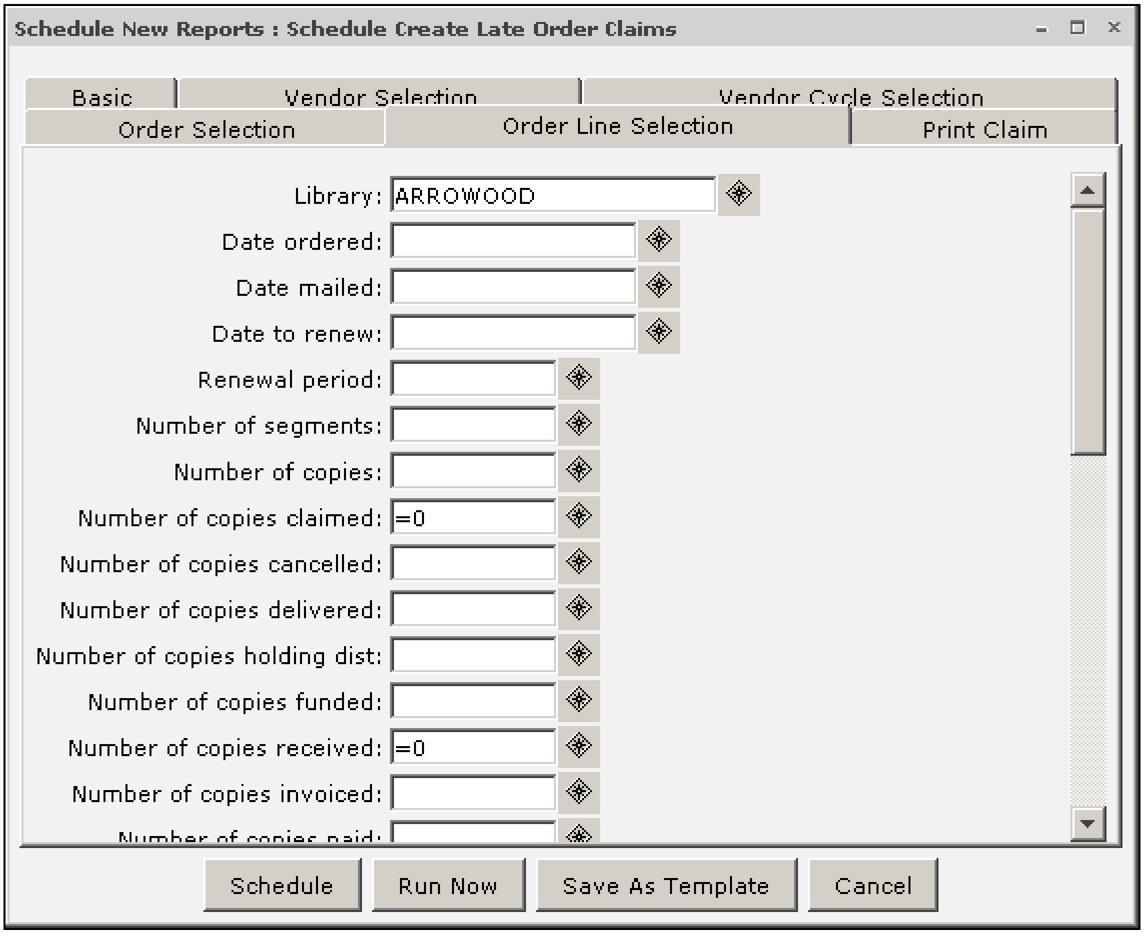
   If you DO NOT use the Claim Period in the vendor record, click the Date Mailed gadget. Decide the number of days to wait before considering the order late. Many libraries use 90 days past the order date. Type **:D-90**. This tells the report, “use data for dates from the beginning of the system ending 90 days before the report run date.”

   a. In the upper left corner of the window, click the **Date Depends on the Report Run Date** helper .

   b. In the Start Date area, select **Since the Beginning of the System**.

   c. In the End Date area, select **Before** and choose the number of days to wait before considering the order late.

9. Click the **Type** gadget.
    a. Leave the **Contains Selected Policie**s option enabled, and select **FIRM** as the single item in the List Selected.
    b. Click **OK**. The Order Selection tab reappears.
10. Click the **Order Line Selection** tab:

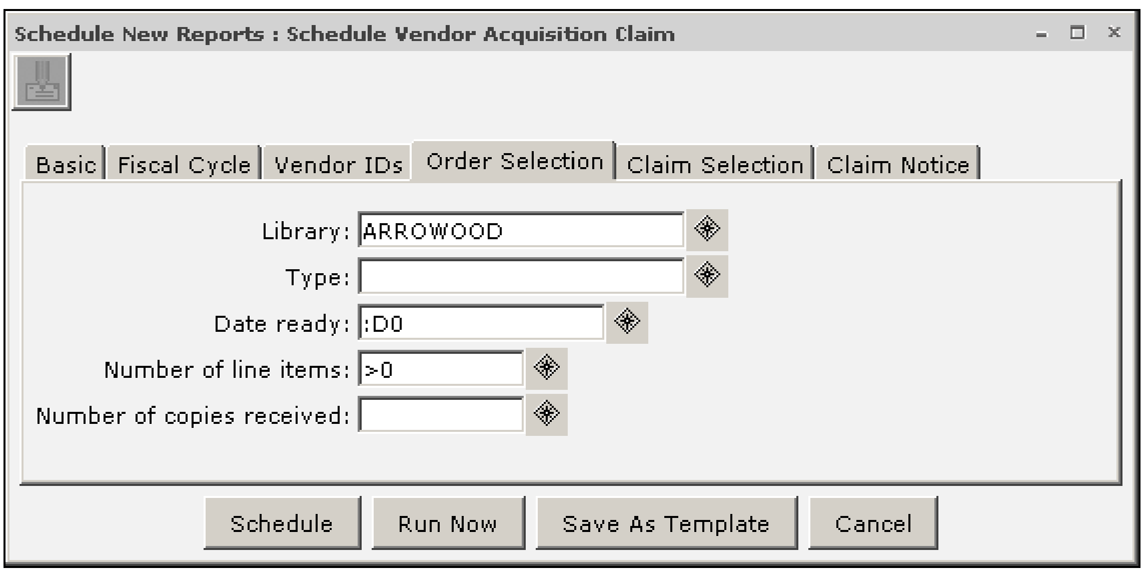



11. Verify that the **Number of Copies Received** field contains a default of **=0**.
12. Click **Schedule**. You can run the report as often as needed.

## Vendor Acquisition Claim

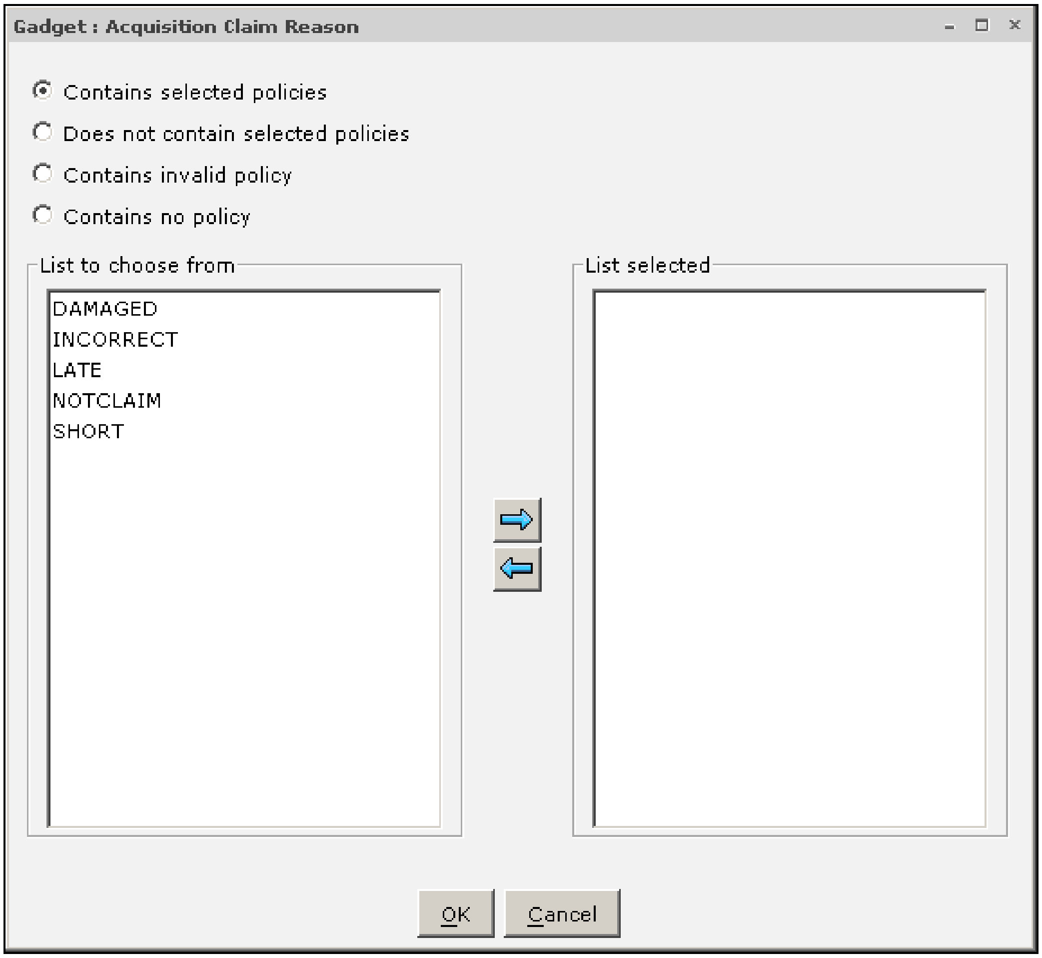
### *To run the Vendor Acquisition Claim report*

1. Display the **Reports** toolbar.
2. Click the **Schedule New Reports** wizard.
3. If the Set Properties window appears, review the entries and click **OK**. The Display Template Reports window appears.
4. Click the **Acquisition** tab.
5. Click **Vendor Acquisition Claim**.
6. Click **Setup & Schedule**. The Schedule Vendor Acquisition Claim window appears.
7. Click the **Fiscal Cycle** tab, and select a **Fiscal Cycle** from the drop-down menu.
8. Click the **Order Selection** tab. Accept the default values:




   a. **Library** is the library associated with the login if it is a multi-library Symphony system.
   b. **Date Ready** has a default value that looks from the beginning of the system to the day the report is run. This can be changed.

9. Click the **Claim Selection** tab.
   a. Click the **Claim Reason** gadget. The following window appears:

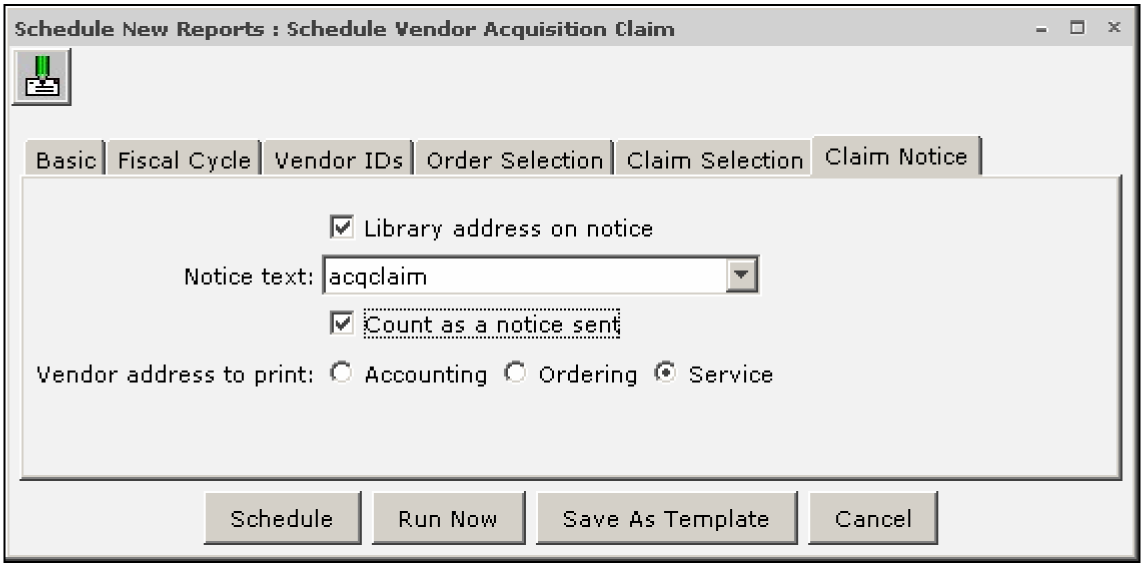



b. Select **Does not contain selected policies**, move **NOTCLAIM** from the **List to choose from** to the **List selected**, and click **OK**. The Claim Selection tab reappears.

c. Click the **Date Mailed** gadget.

d. Click **No Date**, and click **OK**.

10. Click the **Claim Notice** tab. The following window appears:




11. Select **Count as a Notice Sent**. All orders selected for this report will contain today's date as the Date Mailed. This prevents the same purchase orders from being picked up by a report more than once.
12. Click **Schedule**. You can run the report as often as needed.

# Generating Cancellations

## Overview

A cancellation is typically created when ordered materials are not available through a vendor or the library has decided it no longer wants the materials ordered. Orders can also be cancelled if they have been at a "late claim" status for so long that you no longer expect to receive the material for the vendor.

Creating a cancellation segment will cancel the order in the workflows database. You can choose to send a cancellation notice to the vendor or not. Typically, a cancellation notice is sent to the vendor only when the library has initiated the cancellation. If the vendor initiates the cancellation, usually a cancellation notice isn't necessary. However, if the library allows patrons to place holds on "on-order" titles, then it may be necessary to configure the "Auto Cancellation of Order Holds" policy in configuration. This policy setting controls whether holds associated with an order are automatically cancelled when an orderline is removed, cancelled, or when a "holdable" holding code is replaced with one that is not "holdable".

**Cancelling an orderline in Acquisitions is a four step process:**

1. Generate a list of orders to be cancelled via the List Orders, Lines report using the "Date to Cancel" field. (Optional)
2. Create cancellation segments manually for each orderline you want to cancel.
3. Generate cancellation notices (via the Print Cancellation Notice report) and send them to the vendor. (Optional)
4. Generate cancelled hold notices (via the Notice for Cancelled Holds report) to notify patrons who have placed holds against "on-order" titles that have been cancelled. (Optional)

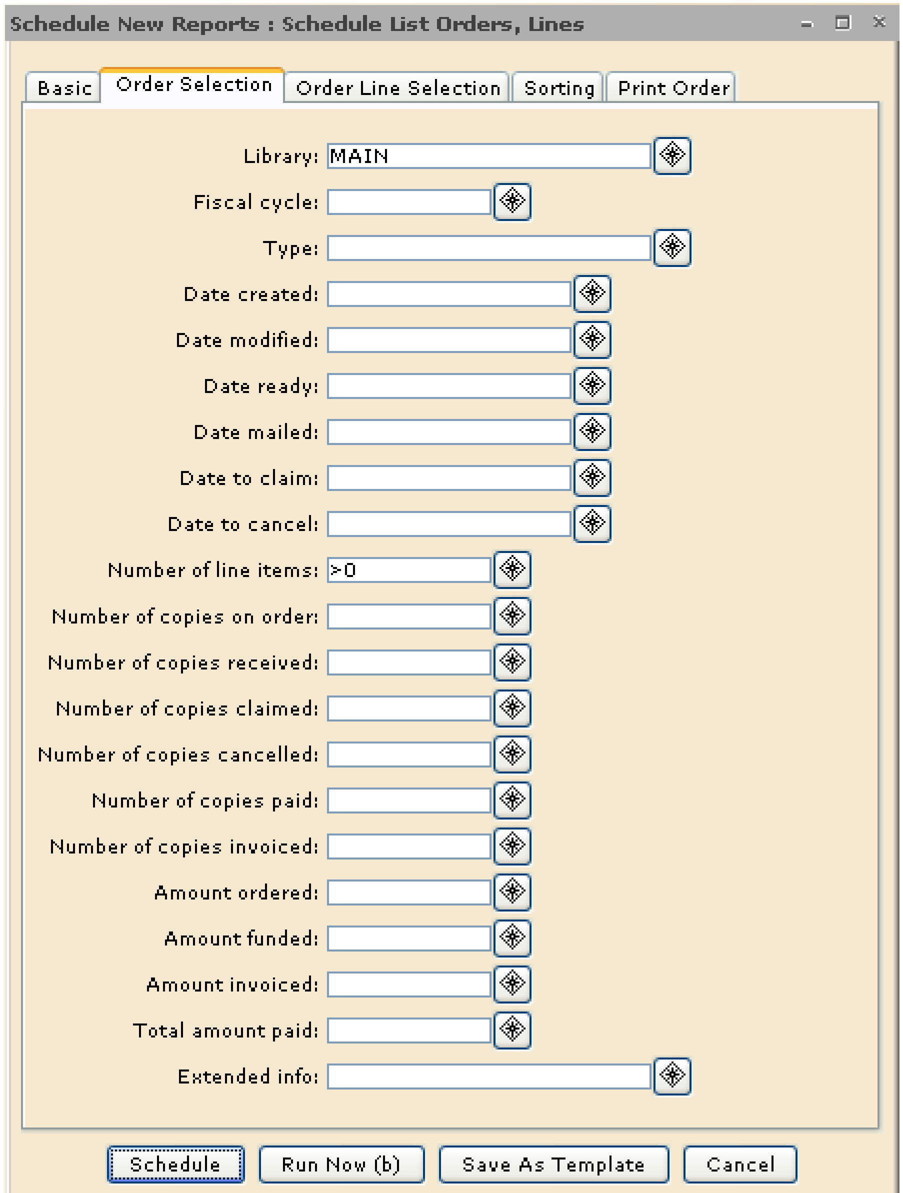
## List Order Lines

You can use the List Order, Lines report to list orderlines that have a current "Date to Cancel" if you are cancelling orders that have been claimed as "late" and the vendor has not sent the order in a specified number of days.

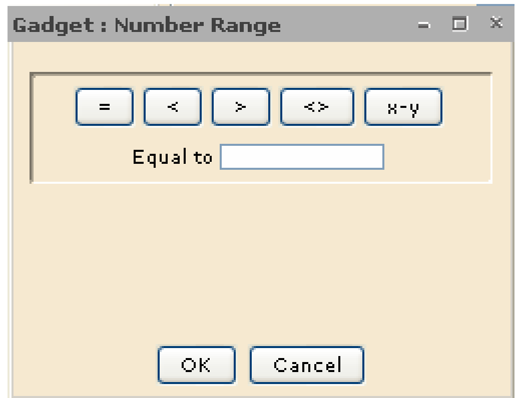
### *To run the List Order, Lines report*

1. Display the Reports toolbar.
2. Click the Schedule New Reports wizard.
3. If the Set Properties window appears, review the entries and click OK.  This Display Template Reports window appears.
4. Click the Acquisition tab.
5. Click List Orders, Lines.
6. Click Setup & Schedule.  This Schedule List Order, Lines window appears.

7. Click the Order Selection tab. The following window appears:



8. Click the Fiscal Cycle gadget. The Number Range window appears:



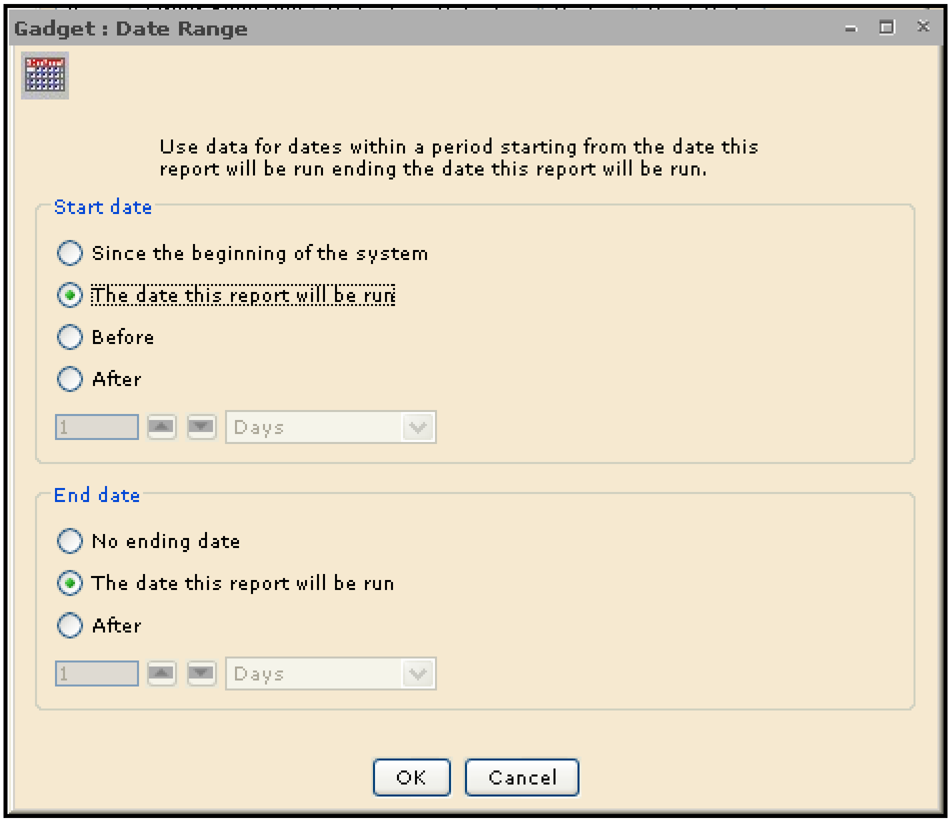

9. Type the fiscal cycle and click OK.

10. Click the Date to Cancel gadget. The Gadget Date Range window appears.

    a. You can use the On, Before, After, Range, or Any options to establish a specific cancellation date or a range of dates.

    -OR-

    b. You can use the Date Depends on the Report Run Date helper in the upper left corner . The following window appears:




c. In the Start Date area, select Since the Beginning of the System.

d. In the End Date area, select Before and choose 1 Months from the drop-down list.

e. Click OK. The Order Selection window reappears.

11. Click the Sort tab.

12. Choose to sort your report by fiscal cycle/order ID or by vendor ID.

13. Click the Print Order tab to select what information you want printed on the report.

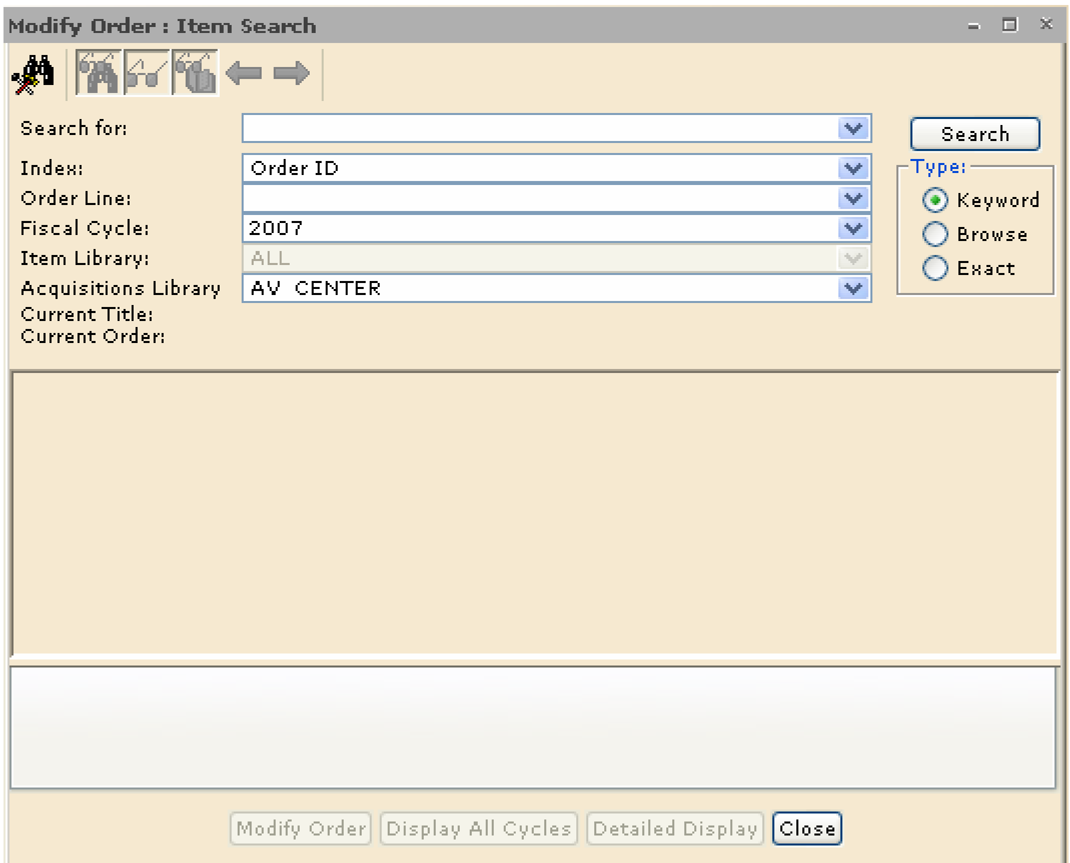
14. Click Schedule or Run Now.

## Create Cancellation segment

Once you know which orderlines to cancel, use the Add Cancellations tool in the orderline to cancel the order in workflows.

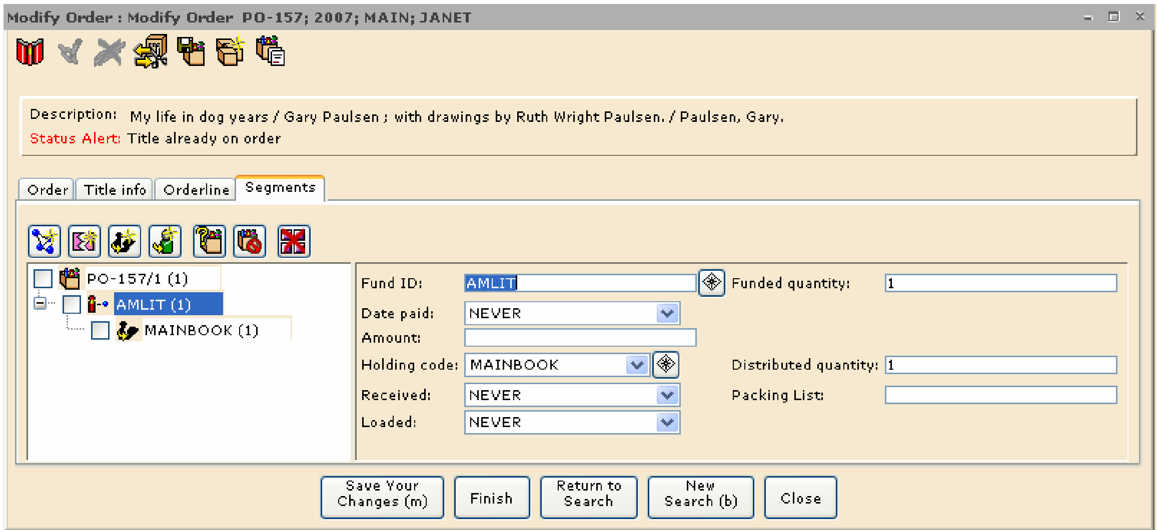
### *To Add the Cancellation segment*

1. Display the Acquisitions toolbar.
2. Open the Orders group and click the Modify Order wizard. The Modify Order Item Search window displays.

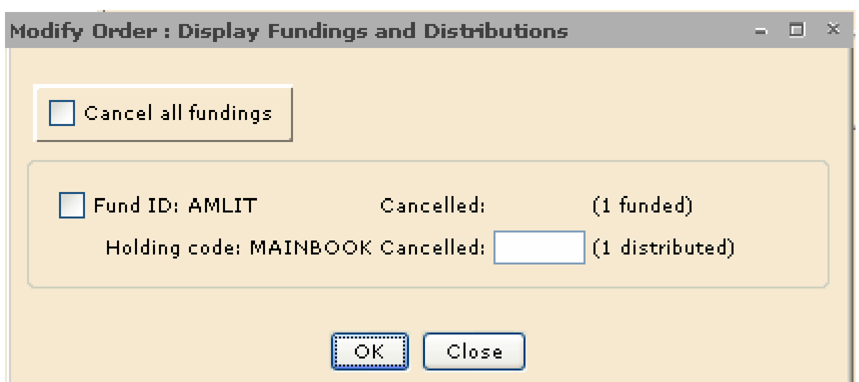



3. Search for the purchase order you want to cancel.

4. Click the Segments tab. The order segments window displays.




5. Click the Add Cancellation tool. 
The Display Fundings and Distribution window appears.




6. If there are multiple funds and/or holding codes, click the check box for those you want to cancel OR you can click Cancel all fundings if you want to cancel all funds and all holding codes.
7. In the Quantity field, enter the quantity you want to cancel.
8. Click OK.
9. In the Cancel reason field select the cancellation reason from the drop-drop list.
10. In the Cancelled field, select TODAY from the drop-down list.

11. Do not update the Mailed field. The Print Cancellation Notices report updates this field once a notice is generated.
12. Click Save Your Changes.
13. Click Close.

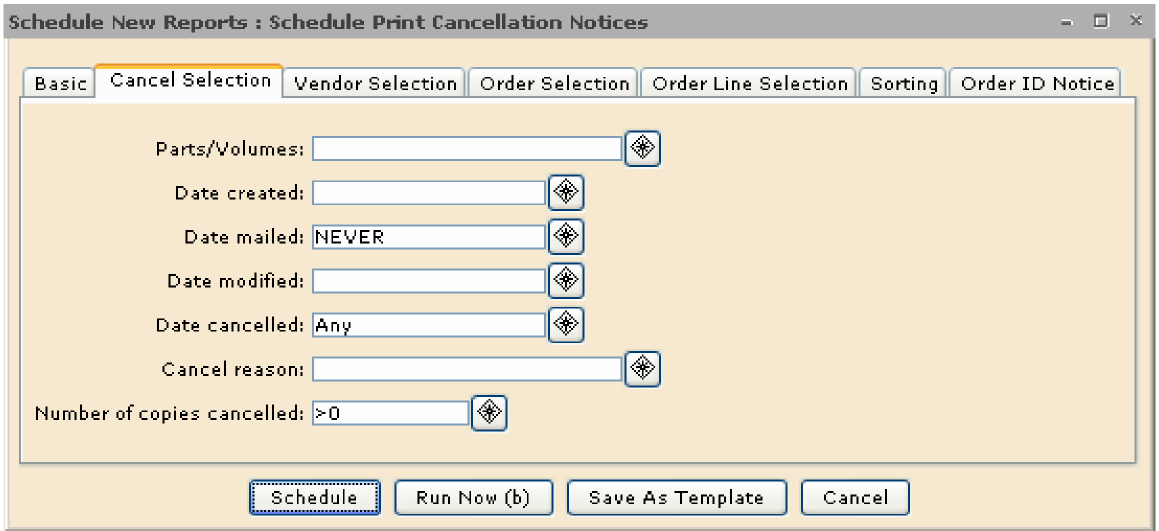
## Print Cancellation Notices

The Print Cancellation Notices report produces notices to send to the vendor for orders that have been cancelled. If the library initiates the order cancellation you may want to run this report to notify the vendor of the cancellation. If the vendor initiates the cancellation, running this report is probably not necessary.

### *To run the Print Cancellation Notice report*

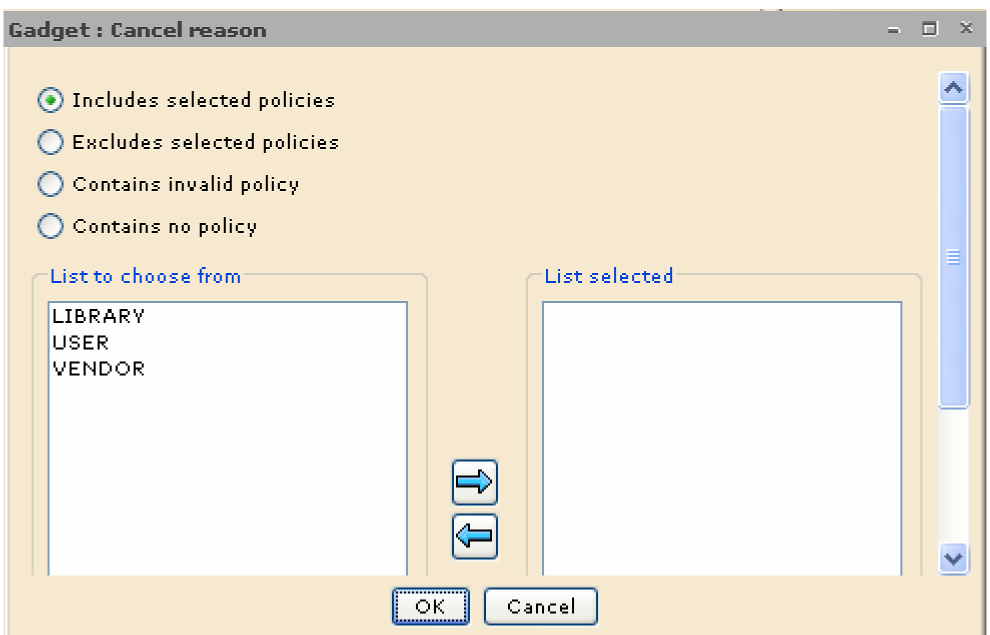
1. Display the **Reports** toolbar.
2. Click the **Schedule New Report**s wizard.
3. If the Set Properties window appears, review the entries and click **OK**. The Display Template Reports window appears.
4. Click the **Acquisitions** tab.
5. Click **Print Cancellation Notices** from the reports list.
6. Click Setup **& Schedule**. The Schedule Print Cancellation Notices window appears.

7. Click the **Cancel Selection** tab.




a. Click the **Cancel reason** gadget.

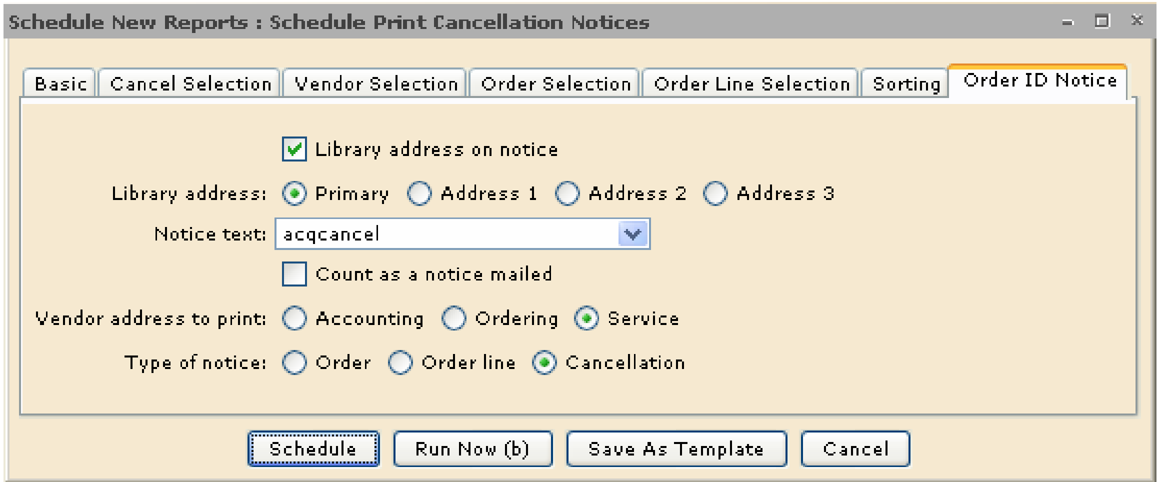
The following window appears:




b. Select **Includes selected policies**, move **LIBRARY** from the **List to choose from** to the **List selected**, and click **OK**. The Cancel Selection tab reappears.

8. Click the **Order Selection** tab, and select the Fiscal Year using the gadget.

9. Click the **Order ID Notice** tab. The following window appears.




10. Select the **Count as a Notice Sent**. All orders selected for this report will contain today's date as the Date Mailed. This prevents the same cancelled orders from being picked up by a report more than once.

11. Click **Schedule**. You can run the report as often as needed.

# Appendix B – Order Types

| | Basic | | | Recurring | | | Dated | |
|---|---|---|---|---|---|---|---|---|
| | Order Once/Receive Once | | | Open-ended order/Receive on an ongoing basis | | | Renewed on a regular basis | |
| | **Firm** | **Gift** | **Approval** | **Standing** | **Mono-series** | **Blanket** | **Subscription** | **Membership** |
| Encumbers funds when order is created | Yes | No | Yes | No | No | No | Yes | Yes |
| Title record is created at the time order is created | Yes | Yes | Yes | Yes | No | No | Yes | No |
| More than one title record on order possible | Yes | Yes | Yes | No | Yes | Yes | No | No |
| Title record is created when material is received | No | Yes | Yes | No | Yes | Yes | No | Yes |
| First line is never received/invoiced/ paid/loaded | No | No | No | Yes | Yes | Yes | No | No |
| Material is billed upon Shipment | Yes | No | Yes | Yes | Yes | Yes | No | No |
| Receipt of updates can be predicted | No | No | No | No | No | No | Yes | No |
| Example | Material ordered upon patron request | Donated copy of book by local author | Vendor ships material for library to approve and add to collection | Supreme Court Reporter | Magic Tree house | Large print romance | Magazine subscription | ALA |

# Appendix C – Add Temporary Titles and Records

## Overview

This section explains how to use the Add Temporary Title and SmartPort helpers to add title records when creating orders.

### Add Titles for Ordering

When ordering a title that is new to your Symphony database, there are several methods for adding a new bibliographic record – the Load Bibliographic Records report, SmartPort, or keyboard entry using the Add Temporary Title helper.

SirsiDynix recommends that you create each title record with one call number record and no copy. Once the material is in hand, use the Add Ordered Items to Catalog wizard to automatically create any additional call number and item records you need. The Add Ordered Items to Catalog wizard makes use of the information from the orderline Parts in Set field and holding distributions to determine values for the call number and item records.

SirsiDynix has particular recommendations for some of the values in the call number record for a title created at the point of order.

- Avoid having a “leftover” call number record that must be cleaned up after using the Add Ordered Items to Catalog. Refer to the “Avoid a ‘Leftover’ Call Number Record” topic below on how to do this.
- SirsiDynix recommends auto-generated call numbers for on order material. Auto-generated call numbers are guaranteed to be unique, and you may create a class scheme policy that will cause a display constant to appear in your OPAC instead of the system-generated number. The Add Ordered Items to Catalog wizard provides you with an opportunity to assign a permanent call number efficiently. By changing the call number in this wizard before call number and copy records are created, the change is reflected in all call number records created when Add/Update Items is selected.

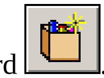
## Avoid a “Leftover” Call Number Record

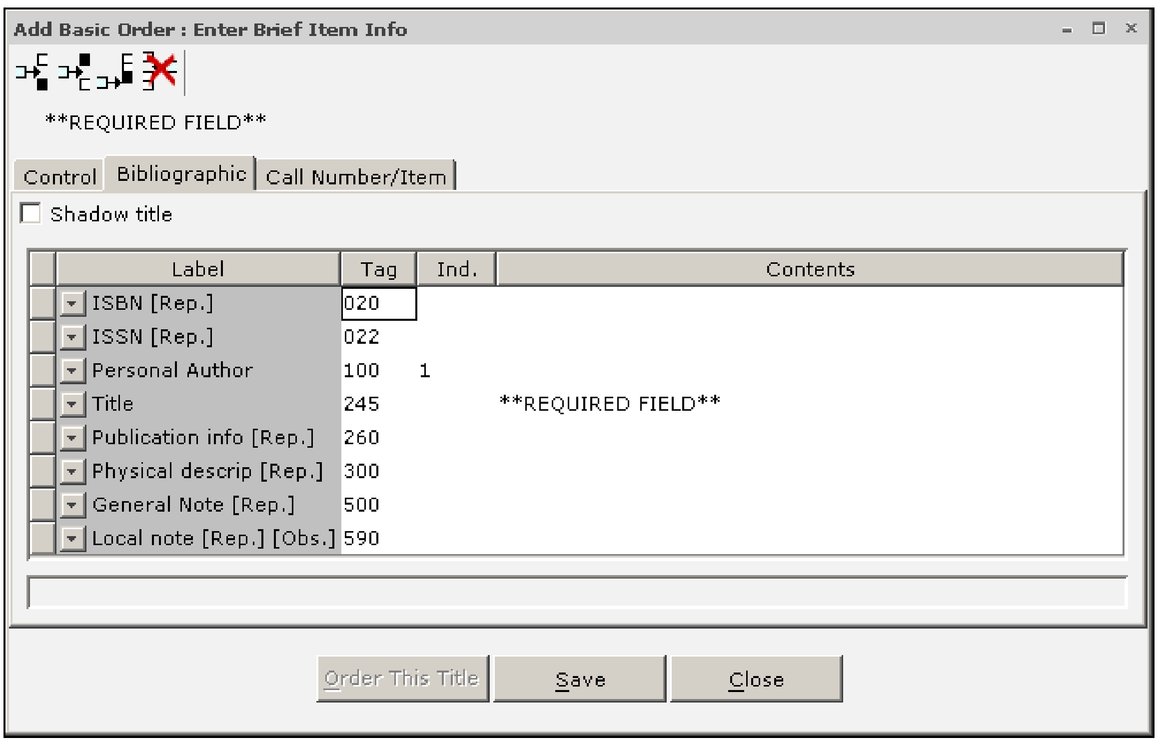
- When placing an order for a title that is new to your Symphony system, you must create title and call number records. When creating your initial call number record, be mindful of the library that will own the material on order. Most order records have one or more holding distributions that specify holding codes. When you create the call number record for your on-order title, select a library that matches the library of one of the holding codes on the order. Once you have the ordered material in hand, use the Add Ordered Items to Catalog wizard to add an item or items to this call number, and create additional call number and item records as needed.
- When ordering an added copy for a library that already has a call number record established, select that existing call number from the Call Number/Item tab of the viewer pane on the Item Search window. This ensures that the Add Ordered Items to Catalog wizard adds the new copy to the existing call number record.

# *Add a Temporary Title*

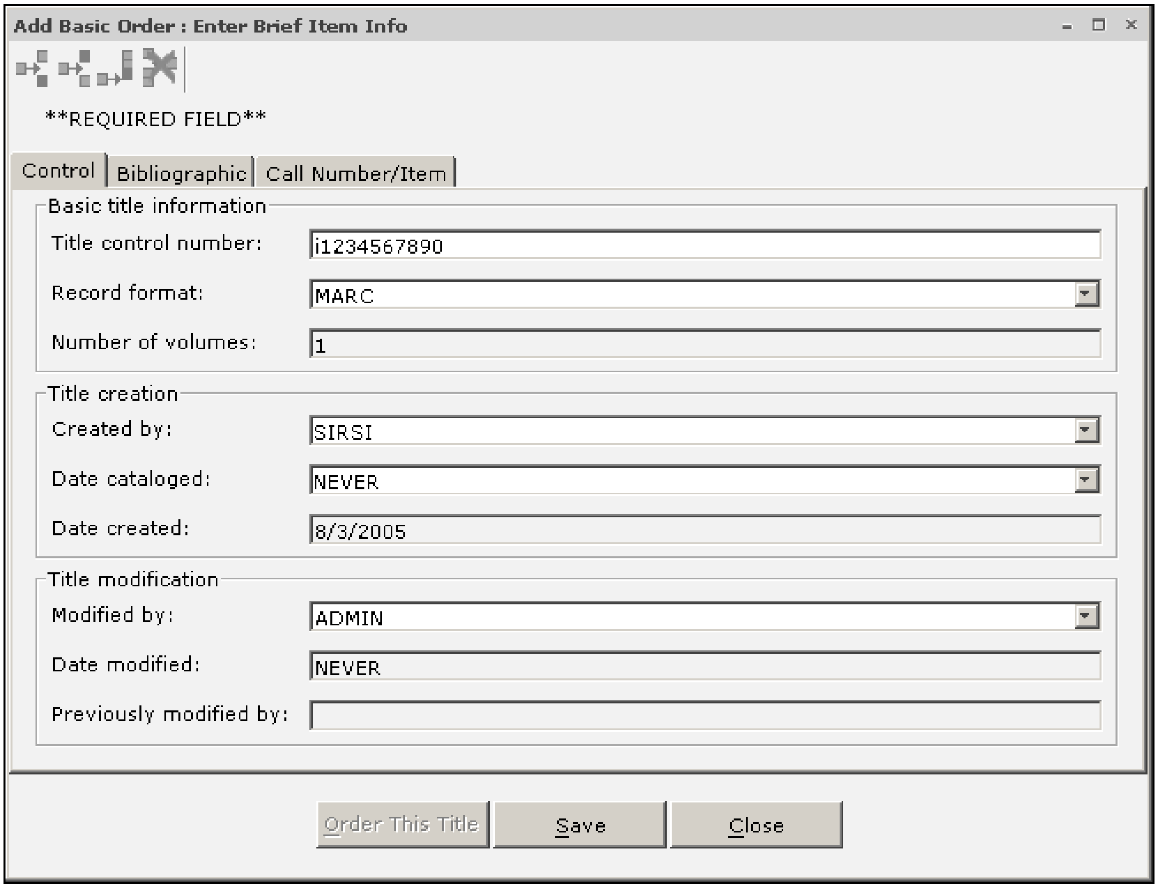
For this example, we will use a basic order.

### *To add a temporary title*

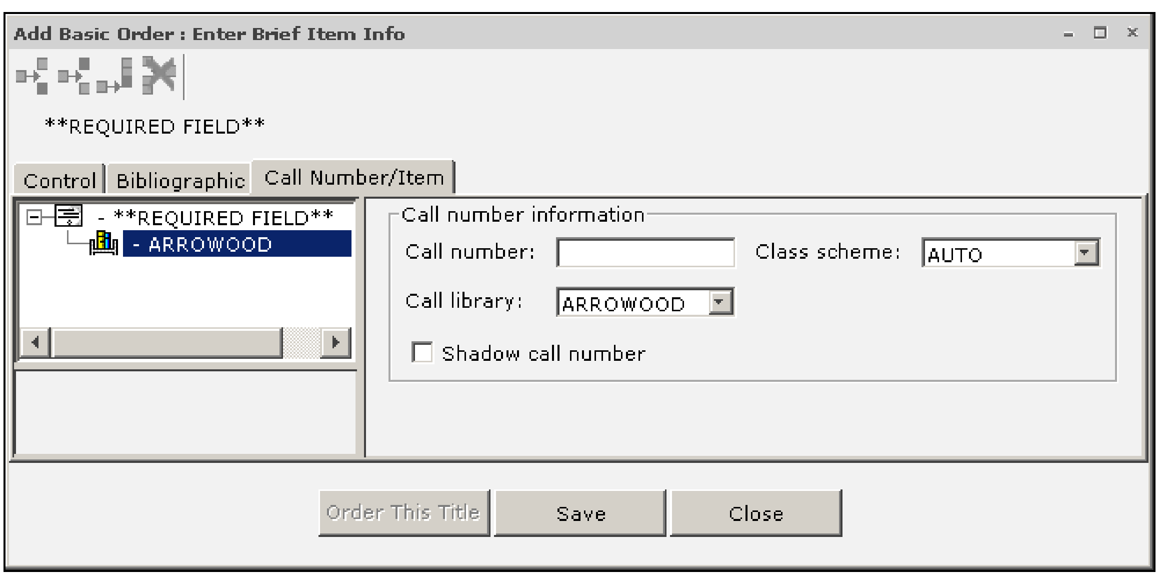
1. On the Order Information and Maintenance toolbar, click the **Add Basic Order** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Click the **Add Temporary Title** helper . The following window appears:




4. Enter the publisher information according to publisher's flyer or book review. The **Title** field is required.
5. Click the **Control** tab.




6. The **Title Control Number** is an editable field. The ISBN can be entered here and can be used as a match point when using the Load Bibliographic Records report or SmartPort to import a replacement record.
7. Click the **Call Number/Item** tab.

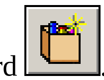
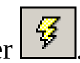


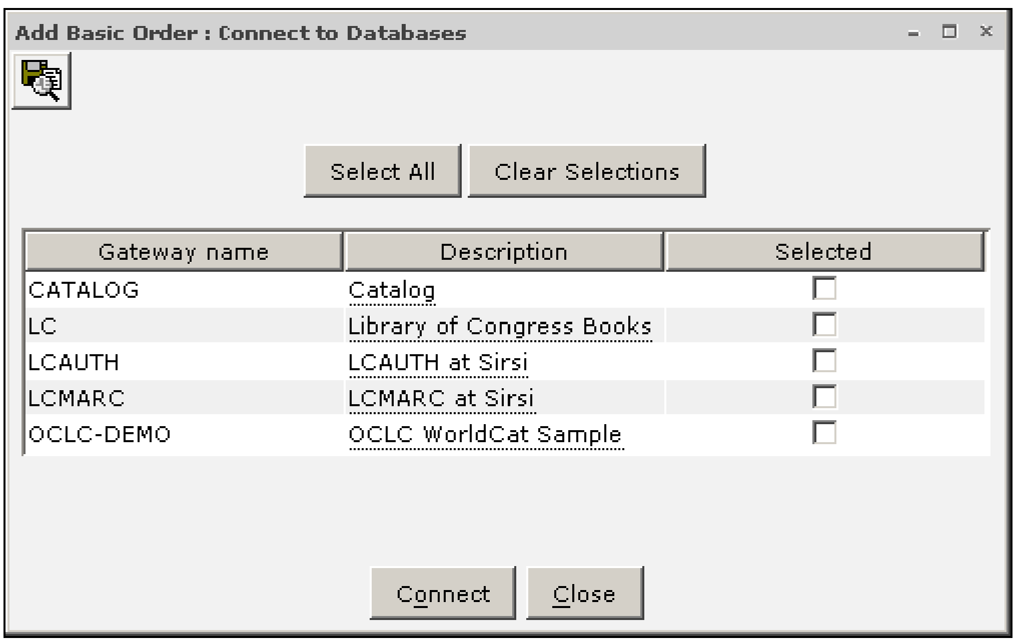
8. A **Call Number** may be auto-generated for you, if the Add Temporary Title helper properties are configured to do so. If not, you must enter a unique call number.
9. After entering information on all the tabs, click **Save** to save the temporary title to the catalog.
10. Click **Order This Title** to continue with the Add Basic Order process.

# Add Records Using SmartPort

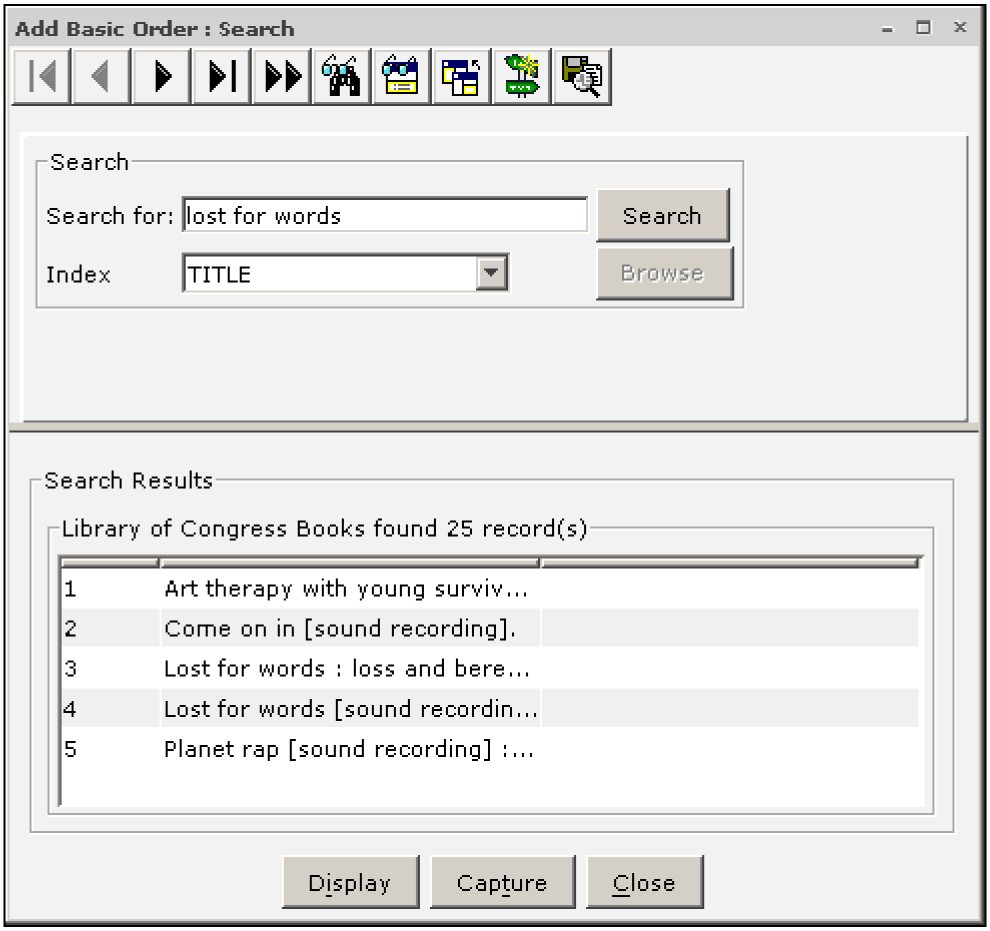
SmartPort is an optional feature that allows dynamic capture and loading of MARC bibliographic and authority records from a Z39.50 server directly into the library's catalog. This is done on a record-by-record basis.

## Connect to a Z39.50 Server

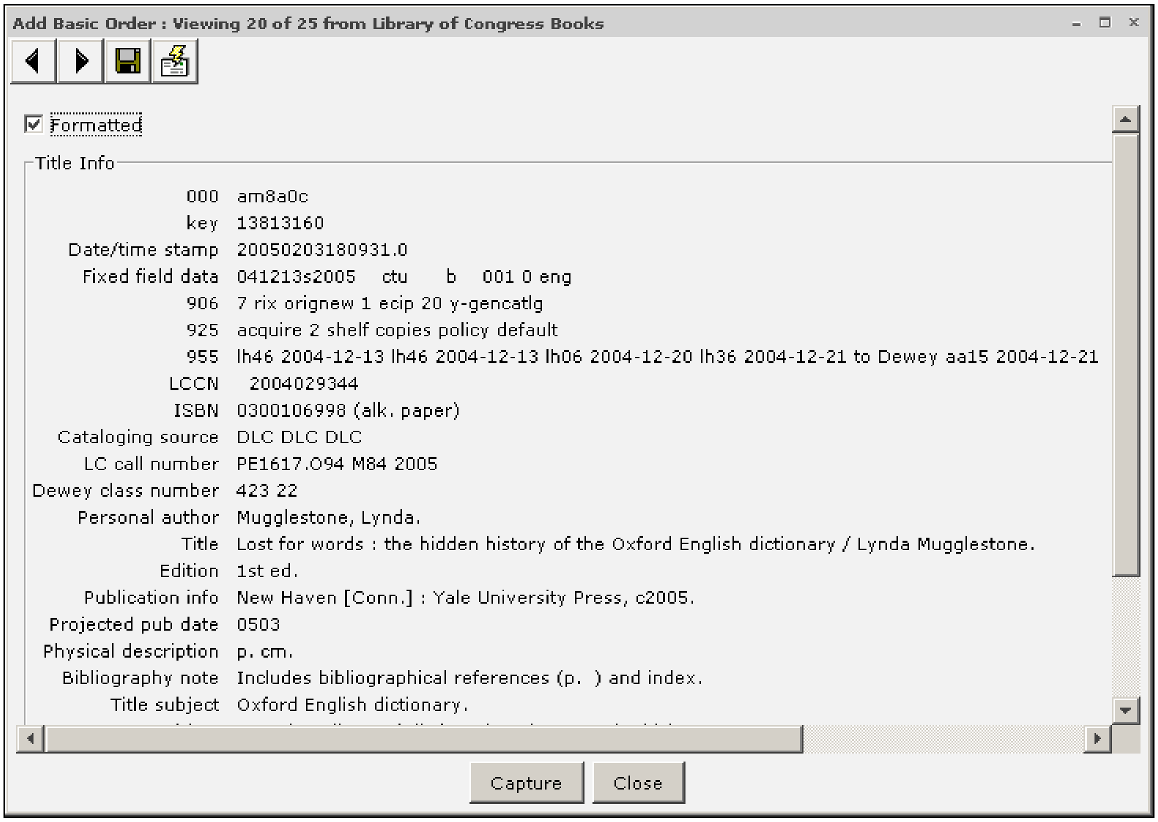
1. On the Order Information and Maintenance toolbar, click the **Add Basic Order** wizard .
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Click the **SmartPort** helper . The following window appears:




4. Select the server(s) and click **Connect**. The Search window appears.
5. Type the search terms in the **Search for** box, select the appropriate **Index**, and click **Search**. The following window appears:



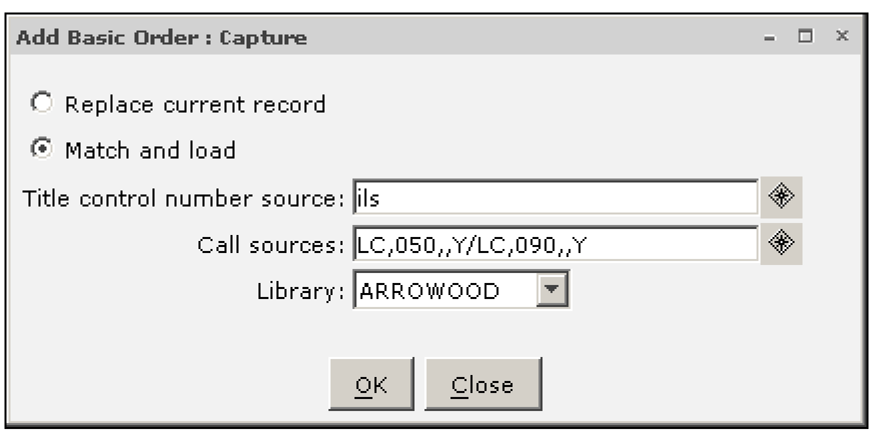

6. Use the helpers to move forward through the list. To view a record, select the title and click **Display**. The following window appears:




7. Review the record. Use the scroll bar to view additional lines of the record. To view another record, use the helpers to move through the list, one record at a time. Click **Close** to return to the search window.

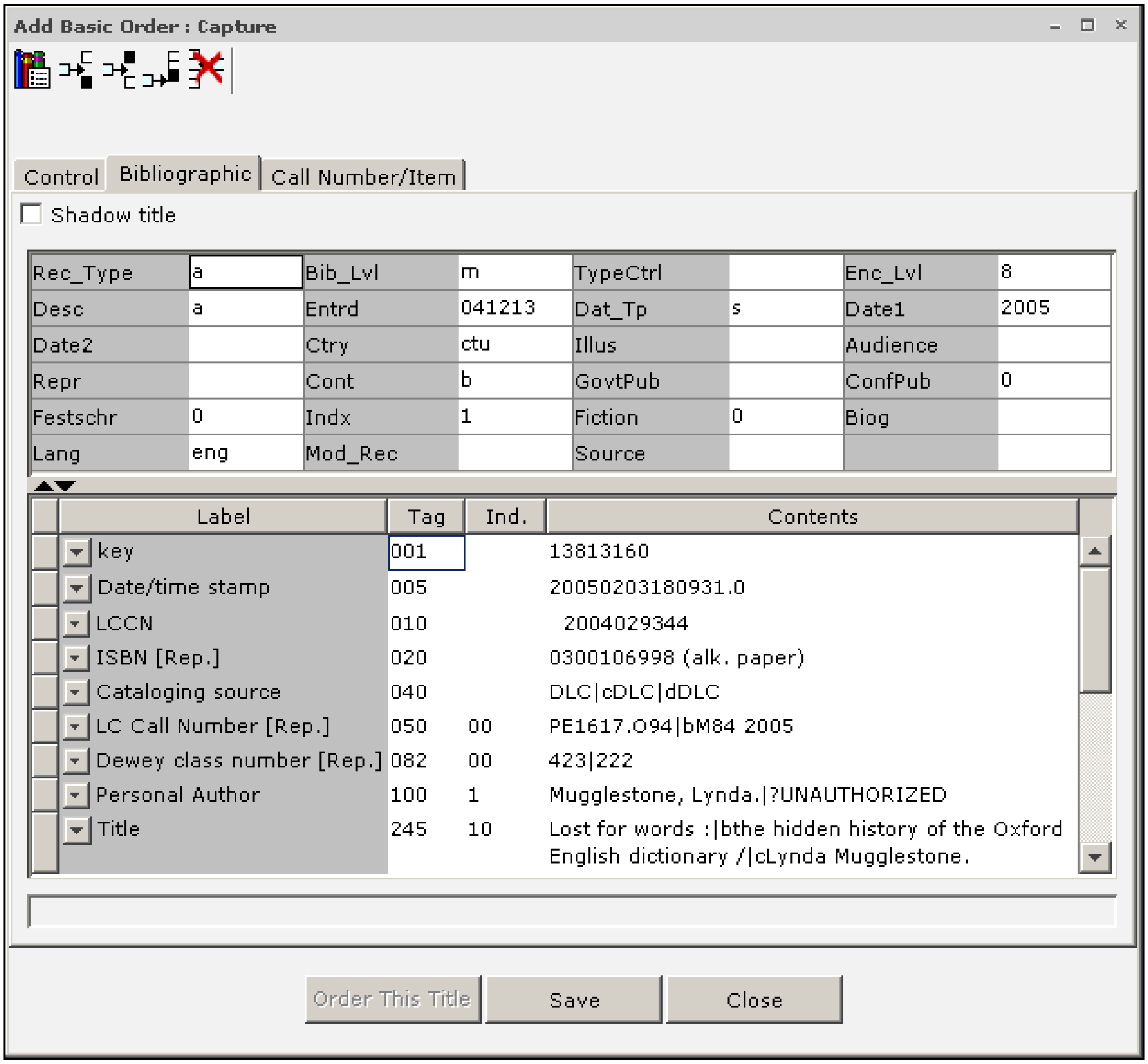
## Capture Z39.50 Records Using SmartPort

8. When you find a record to add to your library's catalog, click **Capture** in either the search or viewing window. The Capture window appears:



9. If configured in the properties, defaults display in the **Match and Load** fields. Make modifications, if necessary.

10. Click **OK**. The bibliographic record appears in the record editor:




11. The bibliographic record has not yet been added to the catalog. Edit the record as needed.

12. Click **Save** to save the record and add it to the catalog.

13. Click **Order This Title** to continue with the Add Basic Order process.

# Load Records Using Reports

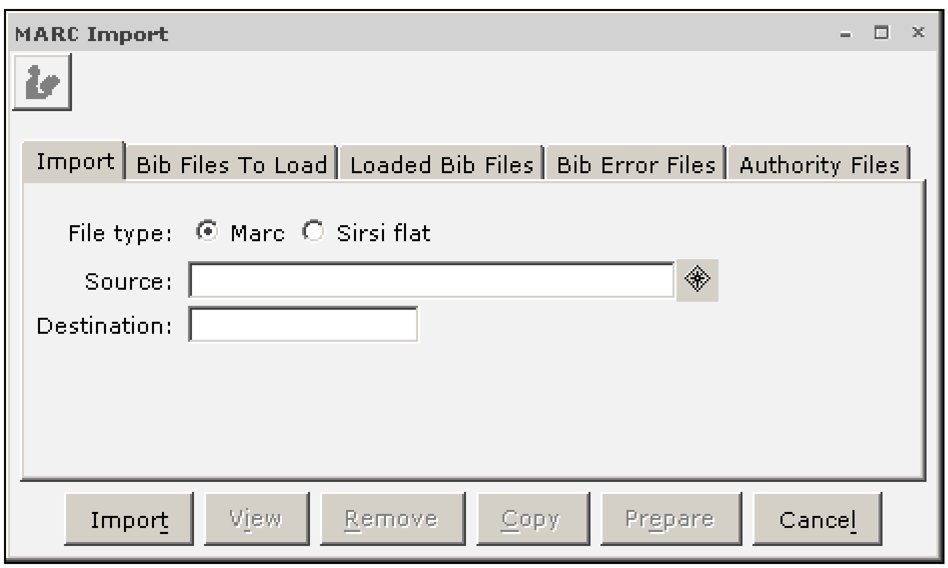
Records can also be batch loaded into your Symphony catalog using a two-step process. The first step is to use MARC Import, which copies a file of records to the Symphony server. The second step is to run the Load Bibliographic Records (bibload) report, which adds those titles to the catalog.

## Import a file with MARC Import

### *To use the MARC Import Wizard to import bibliographic data*

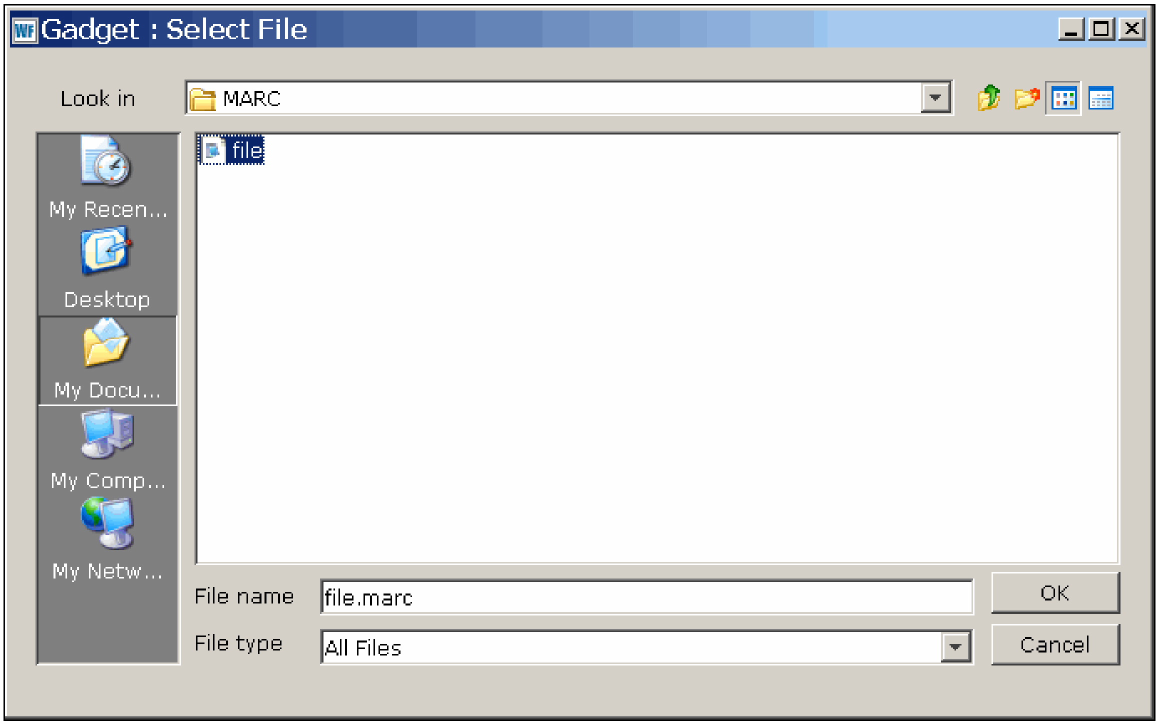
1. On the Utility toolbar, click the **MARC Import** wizard .

2. If the Set Properties window appears, verify the defaults and click **OK**. The MARC Import window appears:




3. Click **Marc** or **Sirsi flat** (flat ASCII) as the file type to import.

4. Click the **Source** gadget.




5. Locate a file of records to load into the Symphony catalog via reports.
6. Click **OK**. The MARC Import window reappears.
7. Enter a **Destination**. This will be the name of the file after it is imported onto the server.
8. Click **Import** to import the file to the server. A verification message appears asking "Is diskette ready?"
9. Click **Yes**, even if your files are not located on a diskette. A verification message appears asking "Are there more files to upload?"
10. If you have no other files to load at this time, click **No**. If you have several files to load to the server click **Yes** and repeat the process.
11. A confirmation displays the number of MARC records processed. Click **X** in the upper right corner to close this window.
12. Click **Cancel** to exit the MARC Import Utility.

After the files load, the filename displays on the Bib Files to Load tab of the MARC Import Utility wizard.

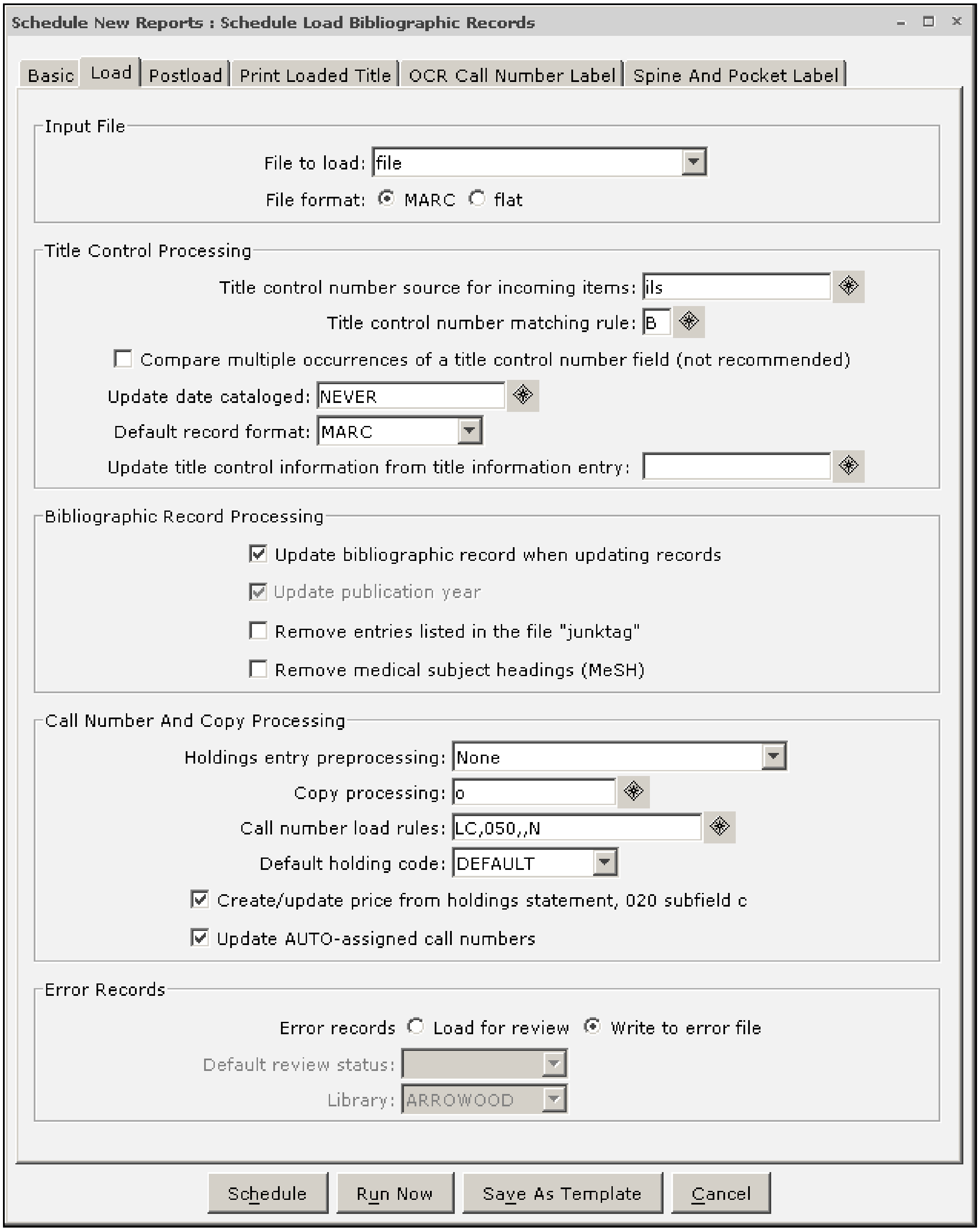
Once you complete the part of the batch load process (saving the file of record to the server) you can load the records into the catalog via reports.

## Run the Load Bibliographic Records Report

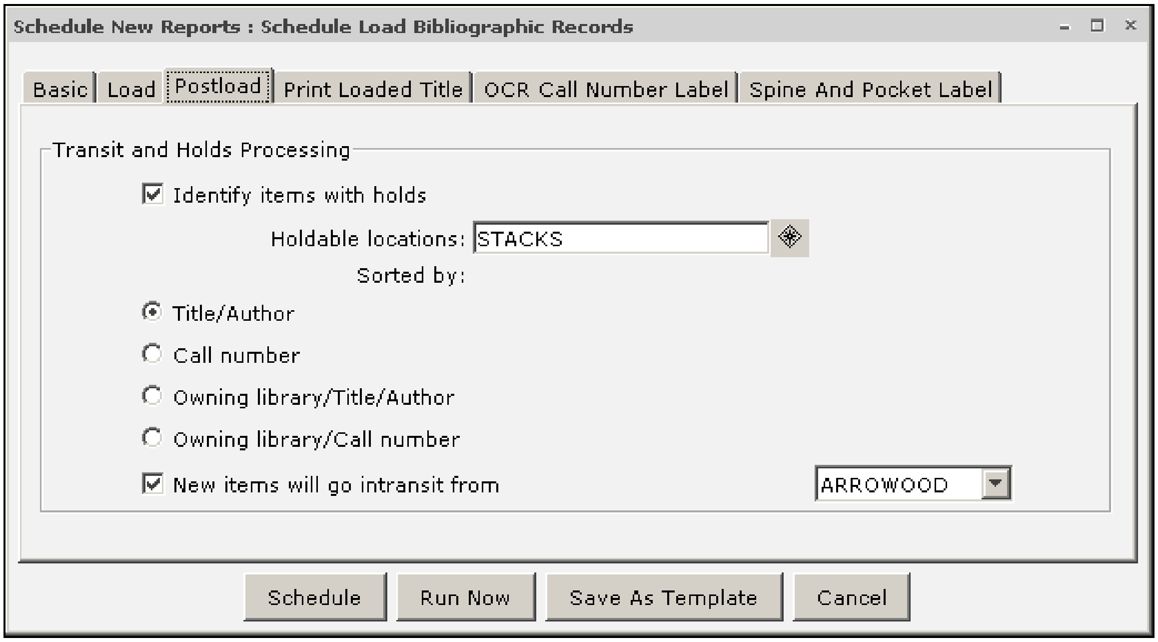
Follow the steps through the process of loading a file of imported bibliographic records.

### *To run the Load Bibliographic Records report*

1. On the Reports toolbar, click the **Schedule New Reports** wizard.
2. Click the **MARC Import** tab.
3. Click **Load Bibliographic Records** and click **Setup & Schedule**. The Schedule Load Bibliographic Records window appears.
4. Click the **Load** tab.




5. On the Load tab, select your **File to Load** from the drop-down list. The records to be loaded must have already been imported using the MARC Import Utility.
6. Make other selections as necessary. For more information on the Load tab, see the online help.
7. Click the **Postload** tab. The following window appears:




## Postload Tab

### *Transit and Holds Processing*

**Identify items with holds**

If selected, the report will create a list of any new items created by the report that can be used to fill existing holds. If this option is selected, you must complete the Holdable locations field.

- **Holdable locations** – Use the gadget to select locations to include in or exclude from consideration when new items added by the report are checked to see if they can fill an existing hold.

**Sorted by**

If you selected Identify items with holds, the **Sorted by** option becomes available. Select a sorting option for the list of items with holds.

**New items will go intransit from**

If selected, new items created by the report will immediately go in transit to their owning libraries. You must also select the originating library for the transit processing.

8. Click **Schedule** to schedule the report. Or, click **Run Now** to run the report immediately.

# Appendix D – Exercises

## Basic Orders

### Exercise 1:  Single Copy – Single Fund

#### Create the order

1. On the Order Information and Maintenance toolbar, click the **Add Basic Order** wizard.
2. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
3. Search for the title you want to order, or click the **Add Temporary Title** helper to add a brief bibliographic record.
4. Click **Order This Title**
5. Complete the Enter Order Information window.
    a. In the **Vendor ID** box, click the gadget and select a vendor.
    b. In the **Order Type** drop-down list, select **FIRM**.
    c. Verify the **Fiscal Cycle** and the **Library**.
    d. Click **Add Order**.
6. Complete the Enter Orderline Information window.
    a. Type a **Unit Price**.
    b. In the **Quantity** box, type **1** for number of copies.
    c. Add **Additional Orderline Information**, if necessary.
    d. Click **Continue**.
7. Complete the Enter Fundings and Distributions window.
    a. In the **Fund ID** box, click the gadget and select a fund.
    b. In the **Funded Quantity** box, keep ALL as the funded quantity amount.
    c. In the **Holding Code** box, type or select a holding code from the drop-down list.

   d. In the **Distributed Quantity** box, keep ALL as the distributed quantity amount.
   e. Click **Add Orderline**. A summary window appears.

8. Click **Finish**.
9. Complete the Mark Order Finished window.
   a. In the **Date Ready** box, accept the default of TODAY, or use the gadget to select a specific date.
   b. Click **Save and Close**.

### *Receive the order*

10. On the Order Information and Maintenance toolbar, click the **Receive Orders** wizard.
11. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
12. Search for the order. Select the order and click **Receive Orders**.
13. Complete the Receive Copies window.
    a. In the **Quantity Receiving** box, type **1**.
    b. Click **Receive Orderline**. A summary window appears.
    c. Click **Close**.

### *Add the item to the catalog*

14. On the Order Information and Maintenance toolbar, click the **Add Ordered Items to Catalog** wizard.
15. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
16. Search for the title to load. Select the title and click **Load Ordered Copies**.
17. Complete the Loading Order window.
    a. In the **Base Call Number** box, update the call number, if necessary.
    b. Verify the **Holding Code** or select one from the drop-down list.
    c. Click **Add Item** next to the Date Received field of each copy, if necessary.

d. Click **Add/Update Items.**

e. Retain the auto-generated **Item ID** or scan in your own barcode.

f. Make any additional changes to the **New Call Number**.

g. When finished, click **Add/Update Items**.

h. Click **Close**.

### *Create the invoice*

18. On the Invoice Information and Maintenance toolbar, click the **Add Invoice** wizard.

19. If the Set Properties window appears, verify the defaults and click **OK**.

20. Complete the Enter Invoice and Vendor ID window.

    a. In the **Invoice ID** box, type an invoice number, or select AUTO from the drop-down list.

    b. In the **Vendor ID** box, click the gadget and select a vendor.

    c. In the **Date Invoiced** box, accept the default of TODAY, or use the gadget to select a specific date.

    d. Click **Add Invoice**. The Add Invoice window appears.

21. Click the **Add Invoiceline** tool and complete the Add Invoiceline window.

    a. Type information in the **Line** and **Amount** boxes.

    b. In the **Link** drop-down list, select **ORDER**.

    c. Use the gadget to select the **Order ID**, which also allows you to identify the **Orderline**.

    d. Type the **Quantity** and **Fiscal Cycle**.

    e. Click **Add Invoiceline**.

    f. Enter any **Invoiceline Extended Information**, if necessary.

    g. Click **Modify Invoiceline**. The Add Invoice window reappears.

22. Click **Close**.

### *Pay the invoice*

23. On the Invoice Information and Maintenance toolbar, click the **Pay Invoice** wizard.
24. If the Set Properties window appears, verify the defaults and click **OK**. The Select Search window appears.
25. Search for the invoice to pay, and click **Pay Invoice**.
26. Complete the Pay Invoice window.
    a. If paying by check, type the **Check #**.
    b. In the **Date Paid** box, accept the default of TODAY, or use the gadget to select a specific date.
    c. Verify that the **Select All** box is checked.
    d. Click **Pay Selected Lines**. A confirmation appears.
    e. Click **OK** to confirm.
    f. Click **Close**.

## Exercise 2: Single Copy – Single Fund – Using SmartPort

The Add Basic Order wizard must be configured to allow adding from SmartPort. Check your Behavior properties to be sure this feature is available.

### *Create the order*

1. On the Order Information and Maintenance toolbar, click the **Add Basic Order** wizard.
2. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
3. Click the **SmartPort** helper.
    a. Select the database from which you wish to obtain the record, and click **Connect**.
    b. Search for the title. Select the title and click **Display**.
    c. Click **Capture** to begin the download.
    d. Verify or type the **Match and Load** options, and click **OK**.
    e. Make any necessary changes to the incoming bibliographic record, and click **Save**.
4. Click **Order This Title**
5. Complete the Enter Order Information window.
    a. In the **Vendor ID** box, click the gadget and select a vendor.
    b. In the **Order Type** drop-down list, select **FIRM**.
    c. Verify the **Fiscal Cycle** and the **Library**.
    d. Click **Add Order**.
6. Complete the Enter Orderline Information window.
    a. Type a **Unit Price**.
    b. In the **Quantity** box, type **1** for number of copies.
    c. Add **Additional Orderline Information**, if necessary.
    d. Click **Continue**.

7. Complete the Enter Fundings and Distributions window.
   a. In the **Fund ID** box, click the gadget and select a fund.
   b. In the **Funded Quantity** box, keep ALL as the funded quantity amount.
   c. In the **Holding Code** box, type or select a holding code from the drop-down list.
   d. In the **Distributed Quantity** box, keep ALL as the distributed quantity amount.
   e. Click **Add Orderline**. A summary window appears.
8. Click **Finish**.
9. Complete the Mark Order Finished window.
   a. In the **Date Ready** box, accept the default of TODAY, or use the gadget to select a specific date.
   b. Click **Save and Close**.

### *Receive the order*

10. On the Order Information and Maintenance toolbar, click the **Receive Orders** wizard.
11. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
12. Search for the order. Select the order and click **Receive Orders**.
13. Complete the Receive Copies window.
    a. In the **Quantity Receiving** box, type **1**.
    b. Click **Receive Orderline**. A summary window appears.
    c. Click **Close**.

### *Add the item to the catalog*

14. On the Order Information and Maintenance toolbar, click the **Add Ordered Items to Catalog** wizard.
15. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.

16. Search for the title to load. Select the title and click **Load Ordered Copies**.
17. Complete the Loading Order window.
    a. In the **Base Call Number** box, update the call number, if necessary.
    b. Verify the **Holding Code** or select one from the drop-down list.
    c. Click **Add Item** next to the Date Received field of each copy, if necessary.
    d. Click **Add/Update Items.**
    e. Retain the auto-generated **Item ID** or scan in your own barcode.
    f. Make any additional changes to the **New Call Number**.
    g. When finished, click **Add/Update Items**.
    h. Click **Close**.

### *Create the invoice*

18. On the Invoice Information and Maintenance toolbar, click the **Add Invoice** wizard.
19. If the Set Properties window appears, verify the defaults and click **OK**.
20. Complete the Enter Invoice and Vendor ID window.
    a. In the **Invoice ID** box, type an invoice number, or select AUTO from the drop-down list.
    b. In the **Vendor ID** box, click the gadget and select a vendor.
    c. In the **Date Invoiced** box, accept the default of TODAY, or use the gadget to select a specific date.
    d. Click **Add Invoice**. The Add Invoice window appears.
21. Click the **Add Invoiceline** tool and complete the Add Invoiceline window.
    a. Type information in the **Line** and **Amount** boxes.
    b. In the **Link** drop-down list, select **ORDER**.
    c. Use the gadget to select the **Order ID**, which also allows you to identify the **Orderline**.
    d. Type the **Quantity** and **Fiscal Cycle**.

e. Click **Add Invoiceline**.

f. Enter any **Invoiceline Extended Information**, if necessary.

g. Click **Modify Invoiceline**. The Add Invoice window reappears.

22. Click **Close**.

### *Pay the invoice*

23. On the Invoice Information and Maintenance toolbar, click the **Pay Invoice** wizard.
24. If the Set Properties window appears, verify the defaults and click **OK**. The Select Search window appears.
25. Search for the invoice to pay, and click **Pay Invoice**.
26. Complete the Pay Invoice window.

a. If paying by check, type the **Check #**.

b. In the **Date Paid** box, accept the default of TODAY, or use the gadget to select a specific date.

c. Verify that the **Select All** box is checked.

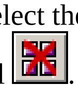
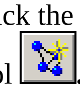
d. Click **Pay Selected Lines**. A confirmation appears.

e. Click **OK** to confirm.

f. Click **Close**.

# Exercise 3: Single Copy – Funding Split by Amount or Percentage

### *Create the order*

1. On the Order Information and Maintenance toolbar, click the **Add Basic Order** wizard.
2. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
3. Search for the title you want to order, or click the **Add Temporary Title** helper to add a brief bibliographic record.
4. Click **Order This Title**
5. Complete the Enter Order Information window.
   a. In the **Vendor ID** box, click the gadget and select a vendor.
   b. In the **Order Type** drop-down list, select **FIRM**.
   c. Verify the **Fiscal Cycle** and the **Library**.
   d. Click **Add Order**.
6. Complete the Enter Orderline Information window.
   a. Type a **Unit Price**.
   b. In the **Quantity** box, type **1** for number of copies.
   c. Add **Additional Orderline Information**, if necessary.
   d. Click **Continue**.
7. Complete the Enter Fundings and Distributions window.
   a. In the tree, select the fund and click the **Delete a Segment** tool .
   b. Click the **Add a Funding/Distribution Cluster(s)** tool . Complete the Add a Funding/Distribution Cluster(s) window.
      i. In the **Number of fundings** box, type **1**.
      ii. In the **Funding** drop-down list, select **Multiple Funding**.
      iii. In the **Number of splits per funding** box, type **2**.

iv. In the **Split funding** drop-down list, select either **Amount Split** or **Percentage Split**.

v. In the **Number of distributions per funding** box, type **1**.

vi. In the **Distribution** drop-down list, select **Holding Distribution**.

vii. Click **OK**.

c. In the **Funded Quantity** box, type **1**.

d. Use the **Fund ID** gadget to select the two funds.

e. Type the percentage or amount split in the two boxes.

f. In the **Holding Code** box, type or select a holding code from the drop-down list.

g. In the **Distributed quantity** box, type **1**.

h. Click **Add Orderline**. A summary window appears.

8. Click **Finish**.

9. Complete the Mark Order Finished window.

a. In the **Date Ready** box, accept the default of TODAY, or use the gadget to select a specific date.

b. Click **Save and Close**.

### *Receive the order*

10. On the Order Information and Maintenance toolbar, click the **Receive Orders** wizard.

11. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.

12. Search for the order. Select the order and click **Receive Orders**.

13. Complete the Receive Copies window.

a. In the **Quantity Receiving** box, type **1**.

b. Click **Receive Orderline**. A summary window appears.

c. Click **Close**.

### *Add the item to the catalog*

14. On the Order Information and Maintenance toolbar, click the **Add Ordered Items to Catalog** wizard.
15. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
16. Search for the title to load. Select the title and click **Load Ordered Copies**.
17. Complete the Loading Order window.
    a. In the **Base Call Number** box, update the call number, if necessary.
    b. Verify the **Holding Code** or select one from the drop-down list.
    c. Click **Add Item** next to the Date Received field of each copy, if necessary.
    d. Click **Add/Update Items.**
    e. Retain the auto-generated **Item ID** or scan in your own barcode.
    f. Make any additional changes to the **New Call Number**.
    g. When finished, click **Add/Update Items**.
    h. Click **Close**.

### *Create the invoice*

18. On the Invoice Information and Maintenance toolbar, click the **Add Invoice** wizard.
19. If the Set Properties window appears, verify the defaults and click **OK**.
20. Complete the Enter Invoice and Vendor ID window.
    a. In the **Invoice ID** box, type an invoice number, or select AUTO from the drop-down list.
    b. In the **Vendor ID** box, click the gadget and select a vendor.
    c. In the **Date Invoiced** box, accept the default of TODAY, or use the gadget to select a specific date.
    d. Click **Add Invoice**. The Add Invoice window appears.

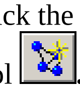
21. Click the **Add Invoiceline** tool and complete the Add Invoiceline window.
    a. Type information in the **Line** and **Amount** boxes.
    b. In the **Link** drop-down list, select **ORDER**.
    c. Use the gadget to select the **Order ID**, which also allows you to identify the **Orderline**.
    d. Type the **Quantity** and **Fiscal Cycle**.
    e. Click **Add Invoiceline**.
    f. Enter any **Invoiceline Extended Information**, if necessary.
    g. Click **Modify Invoiceline**. The Add Invoice window reappears.
22. Click **Close**.

### *Pay the invoice*

23. On the Invoice Information and Maintenance toolbar, click the **Pay Invoice** wizard.
24. If the Set Properties window appears, verify the defaults and click **OK**. The Select Search window appears.
25. Search for the invoice to pay, and click **Pay Invoice**.
26. Complete the Pay Invoice window.
    a. If paying by check, type the **Check #**.
    b. In the **Date Paid** box, accept the default of TODAY, or use the gadget to select a specific date.
    c. Verify that the **Select All** box is checked.
    d. Click **Pay Selected Lines**. A confirmation appears.
    e. Click **OK** to confirm.
    f. Click **Close**.

# Exercise 4: Two Copies – Two Funds – Same Holding Distribution

### *Create the order*

1. On the Order Information and Maintenance toolbar, click the **Add Basic Order** wizard.
2. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
3. Search for the title you want to order, or click the **Add Temporary Title** helper to add a brief bibliographic record.
4. Click **Order This Title**
5. Complete the Enter Order Information window.
   a. In the **Vendor ID** box, click the gadget and select a vendor.
   b. In the **Order Type** drop-down list, select **FIRM**.
   c. Verify the **Fiscal Cycle** and the **Library**.
   d. Click **Add Order**.
6. Complete the Enter Orderline Information window.
   a. Type a **Unit Price**.
   b. In the **Quantity** box, type **2** for number of copies.
   c. Add **Additional Orderline Information**, if necessary.
   d. Click **Continue**.
7. Complete the Enter Fundings and Distributions window.
   a. Click the **Add a Funding/Distribution Cluster(s)** tool . Complete the Add a Funding/Distribution Cluster(s) window.
      i. In the **Number of fundings** box, type **1**.
      ii. In the **Funding** drop-down list, select **Single Funding**.
      iii. In the **Number of distributions per funding** box, type **1**.
      iv. In the **Distribution** drop-down list, select **Holding Distribution**.

v. Click **OK**.

b. In the **Fund ID** box, click the gadget and select a fund for the first fund.

c. In the **Funded Quantity** box, type **1**.

d. In the **Holding Code** box, type or select a holding code from the drop-down list.

e. In the **Distributed Quantity** box, type **1**.

f. Repeat steps b-e for the second fund.

g. Click **Add Orderline**. A summary window appears.

| **Note** | You may also add a segment by right-clicking in the tree. |
|---|---|

8. Click **Finish**.
9. Complete the Mark Order Finished window.

   a. In the **Date Ready** box, accept the default of TODAY, or use the gadget to select a specific date.

   b. Click **Save and Close**.

### *Receive the order*

10. On the Order Information and Maintenance toolbar, click the **Receive Orders** wizard.
11. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
12. Search for the order. Select the order and click **Receive Orders**.
13. Complete the Receive Copies window.

    a. In the **Quantity Receiving** box, type **2**.

    b. Click **Receive Orderline**. A summary window appears.

    c. Click **Close**.

### *Add the items to the catalog*

14. On the Order Information and Maintenance toolbar, click the **Add Ordered Items to Catalog** wizard.

15. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
16. Search for the title to load. Select the title and click **Load Ordered Copies**.
17. Complete the Loading Order window.
    a. In the **Base Call Number** box, update the call number, if necessary.
    b. Verify the **Holding Codes** or select them from the drop-down list.
    c. Click **Add Item** next to the Date Received field of each copy, if necessary.
    d. Click **Add/Update Items.**
    e. Retain the auto-generated **Item IDs** or scan in your own barcodes.
    f. Make any additional changes to the **New Call Numbers**.
    g. When finished, click **Add/Update Items**.
    h. Click **Close**.

### *Create the invoice*

18. On the Invoice Information and Maintenance toolbar, click the **Add Invoice** wizard.
19. If the Set Properties window appears, verify the defaults and click **OK**.
20. Complete the Enter Invoice and Vendor ID window.
    a. In the **Invoice ID** box, type an invoice number, or select AUTO from the drop-down list.
    b. In the **Vendor ID** box, click the gadget and select a vendor.
    c. In the **Date Invoiced** box, accept the default of TODAY, or use the gadget to select a specific date.
    d. Click **Add Invoice**. The Add Invoice window appears.
21. Click the **Add Invoiceline** tool and complete the Add Invoiceline window.
    a. Type information in the **Line** and **Amount** boxes.
    b. In the **Link** drop-down list, select **ORDER**.

c. Use the gadget to select the **Order ID**, which also allows you to identify the **Orderline**.

d. Type the **Quantity** and **Fiscal Cycle**.

e. Click **Add Invoiceline**.

f. Enter any **Invoiceline Extended Information**, if necessary.

g. Click **Modify Invoiceline**. The Add Invoice window reappears.

22. Click **Close**.

### *Pay the invoice*

23. On the Invoice Information and Maintenance toolbar, click the **Pay Invoice** wizard.
24. If the Set Properties window appears, verify the defaults and click **OK**. The Select Search window appears.
25. Search for the invoice to pay, and click **Pay Invoice**.
26. Complete the Pay Invoice window.

a. If paying by check, type the **Check #**.

b. In the **Date Paid** box, accept the default of TODAY, or use the gadget to select a specific date.

c. Verify that the **Select All** box is checked.

d. Click **Pay Selected Lines**. A confirmation appears.

e. Click **OK** to confirm.

f. Click **Close**.

# Exercise 5: Two Copies – One Fund – Two Holding Distributions

### *Create the order*

1. On the Order Information and Maintenance toolbar, click the **Add Basic Order** wizard.
2. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
3. Search for the title you want to order, or click the **Add Temporary Title** helper to add a brief bibliographic record.
4. Click **Order This Title**
5. Complete the Enter Order Information window.
   a. In the **Vendor ID** box, click the gadget and select a vendor.
   b. In the **Order Type** drop-down list, select **FIRM**.
   c. Verify the **Fiscal Cycle** and the **Library**.
   d. Click **Add Order**.
6. Complete the Enter Orderline Information window.
   a. Type a **Unit Price**.
   b. In the **Quantity** box, type **2** for number of copies.
   c. Add **Additional Orderline Information**, if necessary.
   d. Click **Continue**.
7. Complete the Enter Fundings and Distributions window.
   a. In the **Fund ID** box, click the gadget and select a fund.
   b. In the **Funded Quantity** box, keep ALL as the funded quantity amount.
   c. In the tree, click the fund name.
   d. Click the **Add a Holding Distribution** tool .
   e. In the first **Holding Code** box, type or select a holding code from the drop-down list.
   f. In the **Distributed Quantity** box, type **1**.
   g. Repeat steps e-f for the second distribution.

h. Click **Add Orderline**. A summary window appears.

| | |
|---|---|
| **Note** | You may also add a segment by right-clicking in the tree. |

8. Click **Finish**.
9. Complete the Mark Order Finished window.
   a. In the **Date Ready** box, accept the default of TODAY, or use the gadget to select a specific date.
   b. Click **Save and Close**.

### *Receive the order*

10. On the Order Information and Maintenance toolbar, click the **Receive Orders** wizard.
11. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
12. Search for the order. Select the order and click **Receive Orders**.
13. Complete the Receive Copies window.
    a. In the **Quantity Receiving** box, type **2**.
    b. Click **Receive Orderline**. A summary window appears.
    c. Click **Close**.

### *Add the item to the catalog*

14. On the Order Information and Maintenance toolbar, click the **Add Ordered Items to Catalog** wizard.
15. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
16. Search for the title to load. Select the title and click **Load Ordered Copies**.
17. Complete the Loading Order window.
    a. In the **Base Call Number** box, update the call number, if necessary.
    b. Verify the **Holding Codes** or select them from the drop-down list.

c. Click **Add Item** next to the Date Received field of each copy, if necessary.

d. Click **Add/Update Items.**

e. Retain the auto-generated **Item IDs** or scan in your own barcodes.

f. Make any additional changes to the **New Call Numbers**.

g. When finished, click **Add/Update Items**.

h. Click **Close**.

### *Create the invoice*

18. On the Invoice Information and Maintenance toolbar, click the **Add Invoice** wizard.

19. If the Set Properties window appears, verify the defaults and click **OK**.

20. Complete the Enter Invoice and Vendor ID window.

    a. In the **Invoice ID** box, type an invoice number, or select AUTO from the drop-down list.

    b. In the **Vendor ID** box, click the gadget and select a vendor.

    c. In the **Date Invoiced** box, accept the default of TODAY, or use the gadget to select a specific date.

    d. Click **Add Invoice**. The Add Invoice window appears.

21. Click the **Add Invoiceline** tool and complete the Add Invoiceline window.

    a. Type information in the **Line** and **Amount** boxes.

    b. In the **Link** drop-down list, select **ORDER**.

    c. Use the gadget to select the **Order ID**, which also allows you to identify the **Orderline**.

    d. Type the **Quantity** and **Fiscal Cycle**.

    e. Click **Add Invoiceline**.

    f. Enter any **Invoiceline Extended Information**, if necessary.

    g. Click **Modify Invoiceline**. The Add Invoice window reappears.

22. Click **Close**.

### *Pay the invoice*

23. On the Invoice Information and Maintenance toolbar, click the **Pay Invoice** wizard.
24. If the Set Properties window appears, verify the defaults and click **OK**. The Select Search window appears.
25. Search for the invoice to pay, and click **Pay Invoice**.
26. Complete the Pay Invoice window.
    a. If paying by check, type the **Check #**.
    b. In the **Date Paid** box, accept the default of TODAY, or use the gadget to select a specific date.
    c. Verify that the **Select All** box is checked.
    d. Click **Pay Selected Lines**. A confirmation appears.
    e. Click **OK** to confirm.
    f. Click **Close**.

# Exercise 6: Two Copies – Receive One Copy

### *Create the order*

1. On the Order Information and Maintenance toolbar, click the **Add Basic Order** wizard.
2. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
3. Search for the title you want to order, or click the **Add Temporary Title** helper to add a brief bibliographic record.
4. Click **Order This Title**
5. Complete the Enter Order Information window.
    a. In the **Vendor ID** box, click the gadget and select a vendor.
    b. In the **Order Type** drop-down list, select **FIRM**.
    c. Verify the **Fiscal Cycle** and the **Library**.
    d. Click **Add Order**.
6. Complete the Enter Orderline Information window.
    a. Type a **Unit Price**.
    b. In the **Quantity** box, type **2** for number of copies.
    c. Add **Additional Orderline Information**, if necessary.
    d. Click **Continue**.
7. Complete the Enter Fundings and Distributions window.
    a. In the **Fund ID** box, click the gadget and select a fund.
    b. In the **Funded Quantity** box, keep ALL as the funded quantity amount.
    c. In the **Holding Code** box, type or select a holding code from the drop-down list.
    d. In the **Distributed Quantity** box, keep ALL as the distributed quantity amount.
    e. Click **Add Orderline**. A summary window appears.
8. Click **Finish**.
9. Complete the Mark Order Finished window.

a. In the **Date Ready** box, accept the default of TODAY, or use the gadget to select a specific date.

b. Click **Save and Close**.

### *Receive the order*

10. On the Order Information and Maintenance toolbar, click the **Receive Orders** wizard.
11. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
12. Search for the order. Select the order and click **Receive Orders**.
13. Complete the Receive Copies window.

    a. In the **Quantity Receiving** box, type **1**.

    b. Click **Receive Orderline**. A summary window appears.

    c. Click **Close**.

### *Add the item to the catalog*

14. On the Order Information and Maintenance toolbar, click the **Add Ordered Items to Catalog** wizard.
15. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
16. Search for the title to load. Select the title and click **Load Ordered Copies**.
17. Complete the Loading Order window.

    a. In the **Base Call Number** box, update the call number, if necessary.

    b. Verify the **Holding Code** or select one from the drop-down list.

    c. Click **Add Item** next to the Date Received field of the received copy, if necessary. You will receive and load the second copy in the next exercise.

    d. Click **Add/Update Items.**

    e. Retain the auto-generated **Item ID** for the loaded copy or scan in your own barcode.

    f. Make any additional changes to the **New Call Number**.

g. When finished, click **Add/Update Items**.

h. Click **Close**.

18. Proceed to the next exercise to receive and load the second copy, and invoice the order.

# Exercise 7: Receiving Second Copy that Was Claimed

### *Receive the order*

1. On the Order Information and Maintenance toolbar, click the **Receive Orders** wizard.
2. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
3. Search for the order. Select the order and click **Receive Orders**.
4. Complete the Receive Copies window.
   a. In the **Quantity Receiving** box, type **1**.
   b. Click **Receive Orderline**. A summary window appears.
   c. Click **Close**.

### *Add the item to the catalog*

5. On the Order Information and Maintenance toolbar, click the **Add Ordered Items to Catalog** wizard.
6. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
7. Search for the title to load. Select the title and click **Load Ordered Copies**.
8. Complete the Loading Order window.
   a. In the **Base Call Number** box, update the call number, if necessary.
   b. Verify the **Holding Code** or select one from the drop-down list.
   c. Click **Add Item** next to the Date Received field of each copy, if necessary.
   d. Click **Add/Update Items.**
   e. Retain the auto-generated **Item ID** or scan in your own barcode.
   f. Make any additional changes to the **New Call Number**.
   g. When finished, click **Add/Update Items**.
   h. Click **Close**.

### *Create the invoice*

9. On the Invoice Information and Maintenance toolbar, click the **Add Invoice** wizard.
10. If the Set Properties window appears, verify the defaults and click **OK**.
11. Complete the Enter Invoice and Vendor ID window.
    a. In the **Invoice ID** box, type an invoice number, or select AUTO from the drop-down list.
    b. In the **Vendor ID** box, click the gadget and select a vendor.
    c. In the **Date Invoiced** box, accept the default of TODAY, or use the gadget to select a specific date.
    d. Click **Add Invoice**. The Add Invoice window appears.
12. Click the **Add Invoiceline** tool and complete the Add Invoiceline window.
    a. Type information in the **Line** and **Amount** boxes.
    b. In the **Link** drop-down list, select **ORDER**.
    c. Use the gadget to select the **Order ID**, which also allows you to identify the **Orderline**.
    d. Type the **Quantity** and **Fiscal Cycle**.
    e. Click **Add Invoiceline**.
    f. Enter any **Invoiceline Extended Information**, if necessary.
    g. Click **Modify Invoiceline**. The Add Invoice window reappears.
13. Click **Close**.

### *Pay the invoice*

14. On the Invoice Information and Maintenance toolbar, click the **Pay Invoice** wizard.
15. If the Set Properties window appears, verify the defaults and click **OK**. The Select Search window appears.
16. Search for the invoice to pay, and click **Pay Invoice**.

17. Complete the Pay Invoice window.
    a. If paying by check, type the **Check #**.
    b. In the **Date Paid** box, accept the default of TODAY, or use the gadget to select a specific date.
    c. Verify that the **Select All** box is checked.
    d. Click **Pay Selected Lines**. A confirmation appears.
    e. Click **OK** to confirm.
    f. Click **Close**.

# Exercise 8: Multiple Volumes

### *Create the order*

1. On the Order Information and Maintenance toolbar, click the **Add Basic Order** wizard.
2. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
3. Search for the title you want to order, or click the **Add Temporary Title** helper to add a brief bibliographic record.
4. Click **Order This Title**
5. Complete the Enter Order Information window.
    a. In the **Vendor ID** box, click the gadget and select a vendor.
    b. In the **Order Type** drop-down list, select **FIRM**.
    c. Verify the **Fiscal Cycle** and the **Library**.
    d. Click **Add Order**.
6. Complete the Enter Orderline Information window.
    a. Type a **Unit Price**.
    b. In the **Quantity** box, type **1** for number of copies.
    c. In the **Parts in Set** box, click the gadget. The Gadget Parts window appears.
        i. In the **Label** box, select **V** from the drop-down list.
        ii. In the **Parts/Suffix** box, enter the range of volumes in the set (for example, 1-3, 5 means you are ordering volumes 1,2,3, & 5).
        iii. Click **OK**. The Enter Orderline Information window reappears.
    d. Add **Additional Orderline Information**, if necessary.
    e. Click **Continue**.
7. Complete the Enter Fundings and Distributions window.
    a. In the **Fund ID** box, click the gadget and select a fund.

b. In the **Funded Quantity** box, keep ALL as the funded quantity amount.

c. In the **Holding Code** box, type or select a holding code from the drop-down list.

d. In the **Distributed Quantity** box, keep ALL as the distributed quantity amount.

e. Click **Add Orderline**. A summary window appears.

8. Click **Finish**.

9. Complete the Mark Order Finished window.

   a. In the **Date Ready** box, accept the default of TODAY, or use the gadget to select a specific date.

   b. Click **Save and Close**.

### *Receive the order*

10. On the Order Information and Maintenance toolbar, click the **Receive Orders** wizard.

11. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.

12. Search for the order. Select the order and click **Receive Orders**.

13. Complete the Receive Copies window.

    a. In the **Quantity Receiving** box, type **1**.

    b. Accept the default values in the **Parts Received** and **Parts Unreceived** boxes.

    c. Click **Receive Orderline**. A summary window appears.

    d. Click **Close**.

### *Add the items to the catalog*

14. On the Order Information and Maintenance toolbar, click the **Add Ordered Items to Catalog** wizard.

15. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.

16. Search for the title to load. Select the title and click **Load Ordered Copies**.

17. Complete the Loading Order window.

a. In the **Base Call Number** box, update the call number, if necessary.

b. Verify the **Holding Code** or select one from the drop-down list.

c. Click **Add Item** next to the Date Received field of each copy, if necessary.

d. Click **Add/Update Items.**

e. Retain the auto-generated **Item IDs** or scan in your own barcodes.

f. Make any additional changes to the **New Call Numbers**.

g. When finished, click **Add/Update Items**.

h. Click **Close**.

### *Create the invoice*

18. On the Invoice Information and Maintenance toolbar, click the **Add Invoice** wizard.

19. If the Set Properties window appears, verify the defaults and click **OK**.

20. Complete the Enter Invoice and Vendor ID window.

    a. In the **Invoice ID** box, type an invoice number, or select AUTO from the drop-down list.

    b. In the **Vendor ID** box, click the gadget and select a vendor.

    c. In the **Date Invoiced** box, accept the default of TODAY, or use the gadget to select a specific date.

    d. Click **Add Invoice**. The Add Invoice window appears.

21. Click the **Add Invoiceline** tool and complete the Add Invoiceline window.

    a. Type information in the **Line** and **Amount** boxes.

    b. In the **Link** drop-down list, select **ORDER**.

    c. Use the gadget to select the **Order ID**, which also allows you to identify the **Orderline**.

    d. Type the **Quantity** and **Fiscal Cycle**.

    e. Click **Add Invoiceline**.

    f. Enter any **Invoiceline Extended Information**, if necessary.

g. Click **Modify Invoiceline**. The Add Invoice window reappears.

22. Click **Close**.

### *Pay the invoice*

23. On the Invoice Information and Maintenance toolbar, click the **Pay Invoice** wizard.
24. If the Set Properties window appears, verify the defaults and click **OK**. The Select Search window appears.
25. Search for the invoice to pay, and click **Pay Invoice**.
26. Complete the Pay Invoice window.

    a. If paying by check, type the **Check #**.

    b. In the **Date Paid** box, accept the default of TODAY, or use the gadget to select a specific date.

    c. Verify that the **Select All** box is checked.

    d. Click **Pay Selected Lines**. A confirmation appears.

    e. Click **OK** to confirm.

    f. Click **Close**.

## Exercise 9: Multiple Volumes – Receive Partial Order

1. Complete steps 1-9 in Exercise 8 for a different title, ordering **V. 1-5** this time.

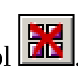
### *Receive the order*

10. On the Order Information and Maintenance toolbar, click the **Receive Orders** wizard.
11. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
12. Search for the order. Select the order and click **Receive Orders**.
13. Complete the Receive Copies window.
    a. In the **Quantity Receiving** box, type **1**.
    b. In the **Parts Received** box, click the gadget. The Gadget Parts window appears.
        i. In the **Label** box, select **V**.
        ii. In the **Parts/Suffix** box, type **1-4** to indicate that you received volumes 1, 2, 3, and 4.
        iii. Click **OK**. The Receive Copies window reappears.
    c. In the **Parts Unreceived** box, click the gadget. The Gadget Parts window reappears.
        i. In the **Label** box, select **V**.
        ii. In the **Parts/Suffix** box, type **5** to indicate that you did not receive volume 5.
        iii. Click **OK**. The Receive Copies window reappears.
    d. Click **Receive Orderline**. A summary window appears.
    e. Click **Close**.

- To load these copies, follow steps 14-17 in Exercise 8.
- To receive the unreceived volumes, follow steps 10-13 in Exercise 8.
- To invoice the order and pay the invoice, follow steps 18-26 in Exercise 8.

# Exercise 10: Single Copy – Single User Distribution

### *Create the order*

1. On the Order Information and Maintenance toolbar, click the **Add Basic Order** wizard.
2. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
3. Search for the title you want to order, or click the **Add Temporary Title** helper to add a brief bibliographic record.
4. Click **Order This Title**
5. Complete the Enter Order Information window.
    a. In the **Vendor ID** box, click the gadget and select a vendor.
    b. In the **Order Type** drop-down list, select **FIRM**.
    c. Verify the **Fiscal Cycle** and the **Library**.
    d. Click **Add Order**.
6. Complete the Enter Orderline Information window.
    a. Type a **Unit Price**.
    b. In the **Quantity** box, type **1** for number of copies.
    c. Add **Additional Orderline Information**, if necessary.
    d. Click **Continue**.
7. Complete the Enter Fundings and Distributions window.
    a. In the **Fund ID** box, click the gadget and select a fund.
    b. In the **Funded Quantity** box, keep ALL as the funded quantity amount.
    c. In the tree, click the distribution segment.
    d. Click the **Delete a Segment** tool .
    e. In the tree, click the fund name.
    f. Click the **Add a User Distribution** tool .
    g. In the **Dist User ID** box, click the gadget and select a user.

   h. In the **Distributed Quantity** box, type **1**.

   i. Click **Add Orderline**. A summary window appears.

8. Click **Finish**.

9. Complete the Mark Order Finished window.

   a. In the **Date Ready** box, accept the default of TODAY, or use the gadget to select a specific date.

   b. Click **Save and Close**.

### *Receive the order*

10. On the Order Information and Maintenance toolbar, click the **Receive Orders** wizard.

11. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.

12. Search for the order. Select the order and click **Receive Orders**.

13. Complete the Receive Copies window.

    a. In the **Quantity Receiving** box, type **1**.

    b. Click **Receive Orderline**. A summary window appears.

    c. Click **Close**.

### *Create the invoice*

14. On the Invoice Information and Maintenance toolbar, click the **Add Invoice** wizard.

15. If the Set Properties window appears, verify the defaults and click **OK**.

16. Complete the Enter Invoice and Vendor ID window.

    a. In the **Invoice ID** box, type an invoice number, or select AUTO from the drop-down list.

    b. In the **Vendor ID** box, click the gadget and select a vendor.

    c. In the **Date Invoiced** box, accept the default of TODAY, or use the gadget to select a specific date.

    d. Click **Add Invoice**. The Add Invoice window appears.

17. Click the **Add Invoiceline** tool and complete the Add Invoiceline window.
    a. Type information in the **Line** and **Amount** boxes.
    b. In the **Link** drop-down list, select **ORDER**.
    c. Use the gadget to select the **Order ID**, which also allows you to identify the **Orderline**.
    d. Type the **Quantity** and **Fiscal Cycle**.
    e. Click **Add Invoiceline**.
    f. Enter any **Invoiceline Extended Information**, if necessary.
    g. Click **Modify Invoiceline**. The Add Invoice window reappears.
18. Click **Close**.

### *Pay the invoice*

19. On the Invoice Information and Maintenance toolbar, click the **Pay Invoice** wizard.
20. If the Set Properties window appears, verify the defaults and click **OK**. The Select Search window appears.
21. Search for the invoice to pay, and click **Pay Invoice**.
22. Complete the Pay Invoice window.
    a. If paying by check, type the **Check #**.
    b. In the **Date Paid** box, accept the default of TODAY, or use the gadget to select a specific date.
    c. Verify that the **Select All** box is checked.
    d. Click **Pay Selected Lines**. A confirmation appears.
    e. Click **OK** to confirm.
    f. Click **Close**.

## Exercise 11: Approval Orders

Many of the regular processing steps for an approval order are in a slightly different order compared to other Basic Order exercises. With an approval order, a physical copy arrives before an order record for the item exists.

Before starting this exercise, change the Properties of the Add Basic Order wizard as follows:

1. On the Order Information and Maintenance toolbar, right-click the **Add Basic Order** wizard, and click **Properties**.
2. Click the **Defaults** tab.
3. In the Segment Information section, and select the **Automatically display receiving fields in distribution segments** check box.
4. Click **OK**.

This change will display the Received and Packing List fields you will need in step 8.

### *Create and receive the order*

1. On the Order Information and Maintenance toolbar, click the **Add Basic Order** wizard.
2. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
3. Search for the title you want to order, or click the **Add Temporary Title** helper to add a brief bibliographic record.
4. Click **Order This Title**
5. Complete the Enter Order Information window.
   a. In the **Vendor ID** box, click the gadget and select a vendor.
   b. In the **Order Type** drop-down list, select **FIRM**.
   c. Verify the **Fiscal Cycle** and the **Library**.
   d. Click **Add Order**.
6. Complete the Enter Orderline Information window.
   a. Type a **Unit Price**.
   b. In the **Quantity** box, type **1** for number of copies.
   c. Add **Additional Orderline Information**, if necessary.

    d. Click **Continue**.

7. Complete the Enter Fundings and Distributions window.
    a. In the **Fund ID** box, click the gadget and select a fund.
    b. In the **Funded Quantity** box, keep ALL as the funded quantity amount.
    c. In the **Holding Code** box, type or select a holding code from the drop-down list.
    d. In the **Distributed Quantity** box, keep ALL as the distributed quantity amount.
    e. In the **Received** box, select **Today** from the drop-down list.
    f. In the **Packing List** box, enter a packing slip number, if necessary.
    g. Click **Add Orderline**. A summary window appears.
8. Click **Finish**.
9. Complete the Mark Order Finished window.
    a. In the **Date Ready** box, click the gadget and select **NEVER**.
    b. Click **Save and Close**.

### *Add the item to the catalog*

10. On the Order Information and Maintenance toolbar, click the **Add Ordered Items to Catalog** wizard.
11. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
12. Search for the title to load. Select the title and click **Load Ordered Copies**.
13. Complete the Loading Order window.
    a. In the **Base Call Number** box, update the call number, if necessary.
    b. Verify the **Holding Code** or select one from the drop-down list.
    c. Click **Add Item** next to the Date Received field of each copy, if necessary.
    d. Click **Add/Update Items.**

e. Retain the auto-generated **Item ID** or scan in your own barcode.

f. Make any additional changes to the **New Call Number**.

g. When finished, click **Add/Update Items**.

h. Click **Close**.

### *Create the invoice*

14. On the Invoice Information and Maintenance toolbar, click the **Add Invoice** wizard.
15. If the Set Properties window appears, verify the defaults and click **OK**.
16. Complete the Enter Invoice and Vendor ID window.
    a. In the **Invoice ID** box, type an invoice number, or select AUTO from the drop-down list.
    b. In the **Vendor ID** box, click the gadget and select a vendor.
    c. In the **Date Invoiced** box, accept the default of TODAY, or use the gadget to select a specific date.
    d. Click **Add Invoice**. The Add Invoice window appears.
17. Click the **Add Invoiceline** tool and complete the Add Invoiceline window.
    a. Type information in the **Line** and **Amount** boxes.
    b. In the **Link** drop-down list, select **ORDER**.
    c. Use the gadget to select the **Order ID**, which also allows you to identify the **Orderline**.
    d. Type the **Quantity** and **Fiscal Cycle**.
    e. Click **Add Invoiceline**.
    f. Enter any **Invoiceline Extended Information**, if necessary.
    g. Click **Modify Invoiceline**. The Add Invoice window reappears.
18. Click **Close**.

### *Pay the invoice*

19. On the Invoice Information and Maintenance toolbar, click the **Pay Invoice** wizard.

20. If the Set Properties window appears, verify the defaults and click **OK**. The Select Search window appears.
21. Search for the invoice to pay, and click **Pay Invoice**.
22. Complete the Pay Invoice window.
    a. If paying by check, type the **Check #**.
    b. In the **Date Paid** box, accept the default of TODAY, or use the gadget to select a specific date.
    c. Verify that the **Select All** box is checked.
    d. Click **Pay Selected Lines**. A confirmation appears.
    e. Click **OK** to confirm.
    f. Click **Close**.

# Dated Orders

- A dated order in Symphony is any order where you know the start and end dates when you place the order.
- Material purchased between these dates is paid with a single payment.
- Use Dated orders for initial orders and renewal orders.
- Examples of Dated orders are subscriptions and membership orders.
- The orderline record displays two special fields:
  - Length of the subscription period
  - Date to renew the subscription.

## Exercise 12: Subscription Orders

### *Create the order*

1. On the Order Information and Maintenance toolbar, click the **Add Dated Order** wizard.
2. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
3. Search for the title you want to order, or click the **Add Temporary Title** helper to add a brief bibliographic record.
4. Click **Order This Title**
5. Complete the Enter Order Information window.
   a. In the **Vendor ID** box, click the gadget and select a vendor.
   b. In the **Order Type** drop-down list, select **SUBSCRIPT**.
   c. Verify the **Fiscal Cycle** and the **Library**.
   d. Click **Add Order**.
6. Complete the Enter Orderline Information window.
   a. Type a **Unit Price**.
   b. In the **Quantity** box, type **1** for number of subscriptions.
   c. In the **Days in Sub Period** box, type **365**.

d. In the **Renewal Date** box, click the gadget and select a date.

e. Add **Additional Orderline Information**, if necessary.

f. Click **Continue**.

7. Complete the Enter Fundings and Distributions window.

   a. In the **Fund ID** box, click the gadget and select a fund.

   b. In the **Funded Quantity** box, keep ALL as the funded quantity amount.

   c. In the **Holding Code** box, type or select a holding code from the drop-down list.

   d. In the **Distributed Quantity** box, keep ALL as the distributed quantity amount.

   e. Click **Add Orderline**. A summary window appears.

8. Click **Finish**.

9. Complete the Mark Order Finished window.

   a. In the **Date Ready** box, accept the default of TODAY, or use the gadget to select a specific date.

   b. Click **Save and Close**.

### *Receive and load the order*

Typically, copy processing is not done through the Acquisitions module. The issues are checked in and processed in Serials Control. However, you will still need to mark the order as received and loaded.

10. On the Order Information and Maintenance toolbar, click the **Modify Order** wizard. The Select Search window appears.

11. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.

12. Search for the order. Select the order and click **Modify Order**.

13. Click the **Segments** tab.

    a. In the **Received** box, select **Today** from the drop-down list.

   b. In the **Loaded** box, select **Today** from the drop-down list.

14. Click **Save Your Changes**.
15. Click **Close**.

### *Create the invoice*

16. On the Invoice Information and Maintenance toolbar, click the **Add Invoice** wizard.
17. If the Set Properties window appears, verify the defaults and click **OK**.
18. Complete the Enter Invoice and Vendor ID window.
    a. In the **Invoice ID** box, type an invoice number, or select AUTO from the drop-down list.
    b. In the **Vendor ID** box, click the gadget and select a vendor.
    c. In the **Date Invoiced** box, accept the default of TODAY, or use the gadget to select a specific date.
    d. Click **Add Invoice**. The Add Invoice window appears.
19. Click the **Add Invoiceline** tool and complete the Add Invoiceline window.
    a. Type information in the **Line** and **Amount** boxes.
    b. In the **Link** drop-down list, select **ORDER**.
    c. Use the gadget to select the **Order ID**, which also allows you to identify the **Orderline**.
    d. Type the **Quantity** and **Fiscal Cycle**.
    e. Click **Add Invoiceline**.
    f. Enter any **Invoiceline Extended Information**, if necessary.
    g. Click **Modify Invoiceline**. The Add Invoice window reappears.
20. Click **Close**.

### *Pay the invoice*

21. On the Invoice Information and Maintenance toolbar, click the **Pay Invoice** wizard.
22. If the Set Properties window appears, verify the defaults and click **OK**. The Select Search window appears.

23. Search for the invoice to pay, and click **Pay Invoice**.
24. Complete the Pay Invoice window.
    a. If paying by check, type the **Check #**.
    b. In the **Date Paid** box, accept the default of TODAY, or use the gadget to select a specific date.
    c. Verify that the **Select All** box is checked.
    d. Click **Pay Selected Lines**. A confirmation appears.
    e. Click **OK** to confirm.
    f. Click **Close**.

## Exercise 13: Membership Orders

| | |
|---|---|
| **Note** | Membership orders are not usually connected to a bibliographic record, therefore, you will not add a temporary title or use the Add Ordered Items to Catalog wizard in this exercise. |

Before starting this exercise, change the Properties of the Add Dated Order wizard as follows:

1. On the Order Information and Maintenance toolbar, right-click the **Add Dated Order** wizard, and click **Properties**.
2. Click the **Defaults** tab.
3. In the Segment Information section, and select the following check boxes:
   - **Automatically display receiving fields in distribution segments**
   - **Automatically display loaded field in distributions segments**
4. Click **OK**.

This change will display the Received and Loaded fields you will need in step 6.

### *Create the order*

1. On the Order Information and Maintenance toolbar, click the **Add Dated Order** wizard.
2. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
3. Click **Skip Item Lookup**
4. Complete the Enter Order Information window.
   a. In the **Vendor ID** box, click the gadget and select a vendor.
   b. In the **Order Type** drop-down list, select **MEMBERSHIP**.
   c. Verify the **Fiscal Cycle** and the **Library**.
   d. Click **Add Order**.
5. Complete the Enter Orderline Information window.
   a. Type a **Unit Price**.

b. In the **Quantity** box, type **1** for number of subscriptions.

c. In the **Days in Sub Period** box, type **365**.

d. In the **Renewal Date** box, click the gadget and select a date.

e. Add **Additional Orderline Information**, if necessary.

| | |
|---|---|
| **Note** | You might use the **DESC** box to record information about the membership. You might use the **NOTE** box to remind staff how to handle any journals or publications that arrive as a result of this membership. |

f. Click **Continue**.

6. Complete the Enter Fundings and Distributions window.

   a. In the **Fund ID** box, click the gadget and select a fund.

   b. In the **Funded Quantity** box, keep ALL as the funded quantity amount.

   c. In the **Holding Code** box, type or select a holding code from the drop-down list.

   d. In the **Distributed Quantity** box, keep ALL as the distributed quantity amount.

   e. In the **Received** box, select **Today** from the drop-down list.

   f. In the **Loaded** box, select **Today** from the drop-down list.

   g. Click **Add Orderline**. A summary window appears.

7. Click **Finish**.

8. Complete the Mark Order Finished window.

   a. In the **Date Ready** box, accept the default of TODAY, or use the gadget to select a specific date.

   b. Click **Save and Close**.

### *Create the invoice*

9. On the Invoice Information and Maintenance toolbar, click the **Add Invoice** wizard.
10. If the Set Properties window appears, verify the defaults and click **OK**.
11. Complete the Enter Invoice and Vendor ID window.
    a. In the **Invoice ID** box, type an invoice number, or select AUTO from the drop-down list.
    b. In the **Vendor ID** box, click the gadget and select a vendor.
    c. In the **Date Invoiced** box, accept the default of TODAY, or use the gadget to select a specific date.
    d. Click **Add Invoice**. The Add Invoice window appears.
12. Click the **Add Invoiceline** tool and complete the Add Invoiceline window.
    a. Type information in the **Line** and **Amount** boxes.
    b. In the **Link** drop-down list, select **ORDER**.
    c. Use the gadget to select the **Order ID**, which also allows you to identify the **Orderline**.
    d. Type the **Quantity** and **Fiscal Cycle**.
    e. Click **Add Invoiceline**.
    f. Enter any **Invoiceline Extended Information**, if necessary.
    g. Click **Modify Invoiceline**. The Add Invoice window reappears.
13. Click **Close**.

### *Pay the invoice*

14. On the Invoice Information and Maintenance toolbar, click the **Pay Invoice** wizard.
15. If the Set Properties window appears, verify the defaults and click **OK**. The Select Search window appears.
16. Search for the invoice to pay, and click **Pay Invoice**.
17. Complete the Pay Invoice window.
    a. If paying by check, type the **Check #**.

b. In the **Date Paid** box, accept the default of TODAY, or use the gadget to select a specific date.

c. Verify that the **Select All** box is checked.

d. Click **Pay Selected Lines**. A confirmation appears.

e. Click **OK** to confirm.

f. Click **Close**.

# Recurring Orders

The Add Recurring Order wizard helps you create an order that has multiple receipts that are not predetermined. For example, a blanket order plan for multiple titles from a single vendor, or a standing order for a single title with pocket parts or loose-leaf updates that are not based on a particular subscription period.

## Exercise 14:  Standing Orders

Standing orders are recurring orders. When standing order items are received or invoiced, Symphony automatically takes certain actions internally to create a new orderline item. Standing order items must be checked in with Receive Order or invoiced with Add Invoice. Otherwise, the automatic generation of the new orderline cannot occur.

### *Create the order*

1. On the Order Information and Maintenance toolbar, click the **Add Recurring Order** wizard.
2. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
3. Search for the title you want to order, or click the **Add Temporary Title** helper to add a brief bibliographic record.
4. Click **Order This Title**
5. Complete the Enter Order Information window.
    a. In the **Vendor ID** box, click the gadget and select a vendor.
    b. In the **Order Type** drop-down list, select **STANDING**.
    c. Verify the **Fiscal Cycle** and the **Library**.
    d. Click **Add Order**.
6. Complete the Enter Orderline Information window.
    a. Since this is a dummy orderline that will never be received or paid, you cannot enter a **Unit Price**.
    b. In the **Quantity** box, type **1** for number of copies.
    c. Add **Additional Orderline Information**, if necessary.
    d. Click **Continue**.

7. Complete the Enter Fundings and Distributions window.
    a. In the **Fund ID** box, click the gadget and select a fund.
    b. In the **Funded Quantity** box, keep ALL as the funded quantity amount.
    c. In the **Holding Code** box, type or select a holding code from the drop-down list.
    d. In the **Distributed Quantity** box, keep ALL as the distributed quantity amount.
    e. Click **Add Orderline**. A summary window appears.
8. Click **Finish**.
9. Complete the Mark Order Finished window.
    a. In the **Date Ready** box, accept the default of TODAY, or use the gadget to select a specific date.
    b. Click **Save and Close**.

### *Receive the order*

10. On the Order Information and Maintenance toolbar, click the **Receive Orders** wizard.
11. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
12. Search for the order. Select the order and click **Receive Orders**.
13. Complete the Receive Copies window.
    a. In the **Line** box, accept the default **NEW**.
    b. In the **Quantity Receiving** box, type **1**.
    c. Click **Receive Orderline**. The New Orderline window appears.
    d. Click the **Orderline** tab.
    e. Enter the **Unit Price**.
    f. Make any other changes, if necessary.
    g. Click **OK**. A summary window appears.
    h. Click **Close**.

### *Add the item to the catalog*

14. On the Order Information and Maintenance toolbar, click the **Add Ordered Items to Catalog** wizard.
15. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
16. Search for the title to load. Select the title and click **Load Ordered Copies**.
17. Complete the Loading Order window.
    a. In the **Base Call Number** box, update the call number, if necessary.
    b. Verify the **Holding Code** or select one from the drop-down list.
    c. Click **Add Item** next to the Date Received field of each copy, if necessary.
    d. Click **Add/Update Items.**
    e. Retain the auto-generated **Item ID** or scan in your own barcode.
    f. Make any additional changes to the **New Call Number**.
    g. When finished, click **Add/Update Items**.
    h. Click **Close**.

### *Create the invoice*

18. On the Invoice Information and Maintenance toolbar, click the **Add Invoice** wizard.
19. If the Set Properties window appears, verify the defaults and click **OK**.
20. Complete the Enter Invoice and Vendor ID window.
    a. In the **Invoice ID** box, type an invoice number, or select AUTO from the drop-down list.
    b. In the **Vendor ID** box, click the gadget and select a vendor.
    c. In the **Date Invoiced** box, accept the default of TODAY, or use the gadget to select a specific date.
    d. Click **Add Invoice**. The Add Invoice window appears.

21. Click the **Add Invoiceline** tool and complete the Add Invoiceline window.
    a. Type information in the **Line** and **Amount** boxes.
    b. In the **Link** drop-down list, select **ORDER**.
    c. Use the gadget to select the **Order ID**, which also allows you to identify the **Orderline**.
    d. Type the **Quantity** and **Fiscal Cycle**.
    e. Click **Add Invoiceline**.
    f. Enter any **Invoiceline Extended Information**, if necessary.
    g. Click **Modify Invoiceline**. The Add Invoice window reappears.
22. Click **Close**.

### *Pay the invoice*

23. On the Invoice Information and Maintenance toolbar, click the **Pay Invoice** wizard.
24. If the Set Properties window appears, verify the defaults and click **OK**. The Select Search window appears.
25. Search for the invoice to pay, and click **Pay Invoice**.
26. Complete the Pay Invoice window.
    a. If paying by check, type the **Check #**.
    b. In the **Date Paid** box, accept the default of TODAY, or use the gadget to select a specific date.
    c. Verify that the **Select All** box is checked.
    d. Click **Pay Selected Lines**. A confirmation appears.
    e. Click **OK** to confirm.
    f. Click **Close**.

## Exercise 15: Blanket Orders

Blanket orders are usually associated with a selection plan from the vendor. This is a recurring order type and an order type such as BLANKET is recommended. It is also recommended that the Order ID reflect that this a BLANKET plan.

Because you do not typically know in advance the titles that you will receive under a blanket order, the ordering process begins with creating the order first and adding a catalog record as one of the last steps.

### *Create the order*

1. On the Order Information and Maintenance toolbar, click the **Add Recurring Order** wizard.
2. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
3. Click **Skip Item Lookup**.
4. Complete the Enter Order Information window.
    a. In the **Vendor ID** box, click the gadget and select a vendor.
    b. In the **Order Type** drop-down list, select **BLANKET**.
    c. Verify the **Fiscal Cycle** and the **Library**.
    d. Click **Add Order**.
5. Complete the Enter Orderline Information window.
    a. Since this is a dummy orderline that will never be received or paid, you cannot enter a **Unit Price**.
    b. In the **Quantity** box, type **1** for number of copies.
    c. Add **Additional Orderline Information**, if necessary.

| | |
|---|---|
| **Note** | Since the order is not connected to a bibliographic record, use the **DESC** box to record information about this blanket order. |

    d. Click **Continue**.

6. Complete the Enter Fundings and Distributions window.
    a. In the **Fund ID** box, click the gadget and select a fund.
    b. In the **Funded Quantity** box, keep ALL as the funded quantity amount.
    c. In the **Holding Code** box, type or select a holding code from the drop-down list.
    d. In the **Distributed Quantity** box, keep ALL as the distributed quantity amount.
    e. Click **Add Orderline**. A summary window appears.

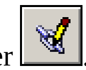
| | |
|---|---|
| **Note** | Write down this order number before closing the order. You will need the Order ID for step 14. |

7. Click **Finish**.
8. Complete the Mark Order Finished window.
    a. In the **Date Ready** box, accept the default of TODAY, or use the gadget to select a specific date.
    b. Click **Save and Close**.

### *Receive the order*

When the title is physically received, a bibliographic record will be created. This can be done by either using SmartPort, the Add Title wizard, or in batch with a report. After the bibliographic record is in place, then use the Receive Orders wizard to receive the item.

9. On the Order Information and Maintenance toolbar, click the **Receive Orders** wizard.
10. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
11. Search for the order by Order ID. Select the order and click **Receive Orders**.
12. Complete the Receive Copies window.
    a. In the **Line** box, accept the default **NEW**.
    b. In the **Quantity Receiving** box, type **1**.
    c. Click **Receive Orderline**. The New Orderline window appears.

   d. Click the **Orderline** tab.
   e. Enter the **Unit Price** and make other changes as necessary.
   f. Click the **Title Info** tab.
   g. Click the **Change Title Link** helper .
      i. Click the **Item ID** gadget and search for the title.
      ii. Click the **Bib Entries** gadget and select the fields to display.
      iii. Click **OK** to return to the New Orderline window.
   h. Click **OK**. A summary window appears.
   i. Click **Close**.

### *Add the item to the catalog*

13. On the Order Information and Maintenance toolbar, click the **Add Ordered Items to Catalog** wizard.
14. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
15. Search for the title to load. Select the title and click **Load Ordered Copies**.
16. Complete the Loading Order window.
   a. In the **Base Call Number** box, update the call number, if necessary.
   b. Verify the **Holding Code** or select one from the drop-down list.
   c. Click **Add Item** next to the Date Received field of each copy, if necessary.
   d. Click **Add/Update Items.**
   e. Retain the auto-generated **Item ID** or scan in your own barcode.
   f. Make any additional changes to the **New Call Number**.
   g. When finished, click **Add/Update Items**.
   h. Click **Close**.

### *Create the invoice*

17. On the Invoice Information and Maintenance toolbar, click the **Add Invoice** wizard.
18. If the Set Properties window appears, verify the defaults and click **OK**.
19. Complete the Enter Invoice and Vendor ID window.
    a. In the **Invoice ID** box, type an invoice number, or select AUTO from the drop-down list.
    b. In the **Vendor ID** box, click the gadget and select a vendor.
    c. In the **Date Invoiced** box, accept the default of TODAY, or use the gadget to select a specific date.
    d. Click **Add Invoice**. The Add Invoice window appears.
20. Click the **Add Invoiceline** tool and complete the Add Invoiceline window.
    a. Type information in the **Line** and **Amount** boxes.
    b. In the **Link** drop-down list, select **ORDER**.
    c. Use the gadget to select the **Order ID**, which also allows you to identify the **Orderline**.
    d. Type the **Quantity** and **Fiscal Cycle**.
    e. Click **Add Invoiceline**.
    f. Enter any **Invoiceline Extended Information**, if necessary.
    g. Click **Modify Invoiceline**. The Add Invoice window reappears.
21. Click **Close**.

### *Pay the invoice*

22. On the Invoice Information and Maintenance toolbar, click the **Pay Invoice** wizard.
23. If the Set Properties window appears, verify the defaults and click **OK**. The Select Search window appears.
24. Search for the invoice to pay, and click **Pay Invoice**.
25. Complete the Pay Invoice window.
    a. If paying by check, type the **Check #**.

b. In the **Date Paid** box, accept the default of TODAY, or use the gadget to select a specific date.

c. Verify that the **Select All** box is checked.

d. Click **Pay Selected Lines**. A confirmation appears.

e. Click **OK** to confirm.

f. Click **Close**.

# Claims/Cancellations

## Exercise 16: Handling Claims

A claim is typically created when ordered materials do not arrive on time, and the claim period specified in the vendor record has past. You can also create claims for other reasons. For example, you might create a claim for materials that arrive damaged.

Creating claim records helps you track items that have not been received. They also trigger an automated report process that notifies vendors of outstanding items.

There are three ways to add a claim segment to outstanding line items:

- **Option #1** – Use the Create Late Order Claims report to attach a claim segment automatically to the outstanding line item on an order.
- **Option #2** – If you use the Receive Order wizard to receive part of the multi-part or multi-copy line items, a claim segment can be automatically created.
- **Option #3** – Use the Modify Order wizard and manually insert a claim segment as described below:

### *Claim an order*

1. On the Order Information and Maintenance toolbar, click the **Modify Orders** wizard.
2. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
3. Search for the order. Select the order and click **Modify Order**.
4. Click the **Segments** tab.
    a. Click the **Add a Claim** tool .
    b. In the **Claim Reason** box, select a reason.
    c. In the **Quantity** box, type the number of copies to claim.
    d. In the **Status** box, select **OPEN**.
    e. In the **Claim On** box, select **Today** from the drop-down list.

f. Do not update the **Mailed** or **Times Claimed** fields. The Vendor Acquisition Claim notice report updates this field once a notice is generated.

g. The **Response** and **Responded** fields are not typically updated until the vendor sends a reply about your claim.

5. Click **Save Your Changes**.
6. Click **Close**.

## Exercise 17: Cancel a Line Item

There are several reasons why you might cancel a line item: you never received the item, the vendor is unable to ship the item, or perhaps the line item was created in error. Canceling the orderline is important because you not only want to note in Symphony that the order has been canceled, but you also want to release encumbered funds and remove the "on-order" status from the OPAC.

### *Cancel a line item*

1. On the Order Information and Maintenance toolbar, click the **Modify Orders** wizard.
2. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
3. Search for the order. Select the order and click **Modify Order**.
4. Click the **Segments** tab.
    a. Click the **Add a Cancellation** tool .
    b. Click the check box(es) next to the segment(s) you want to cancel, or click the **Cancel all fundings** check box, and click **OK**.
    c. In the **Cancel Reason** box, select a reason.
    d. In the **Quantity** box, type the number of copies to cancel.
    e. In the **Cancelled** box, select **Today** from the drop-down list.
    f. Do not update the **Mailed** field. The Print Cancellation Notices notice report updates this field once a notice is generated.
5. Click **Save Your Changes**.
6. Click **Close**.

## Exercise 18: Cancel a Single Part/Volume

This exercise demonstrates how to cancel one part of a multi-part order. You should first create an order for a multi-volume set (see page 253), and order five volumes. This exercise will show you how to cancel volume 5.

### *Cancel a part of a multi-part line item*

1. On the Order Information and Maintenance toolbar, click the **Modify Orders** wizard.
2. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
3. Search for the order. Select the order and click **Modify Order**.
4. Adjust the **Unit Price**, if there is a difference in cost with the cancellation.
5. Click the **Segments** tab.
    a. Click the **Add a Cancellation** tool . The Select Cancellation Action window appears.
    b. Select **Cancel a part of a set** and click **OK**. The Specify Parts to Cancel Info window appears.
    c. In the **Parts on order** box, click the gadget. The Gadget Parts window appears.
        i. In the **Label** box, select **V**.
        ii. In the **Parts/Suffix** box, type **1-4** to indicate that you still want to order volumes 1, 2, 3, and 4.
        iii. Click **OK**. The Specify Parts to Cancel Info window reappears.
    d. In the **Parts to cancel** box, click the gadget. The Gadget Parts window reappears.
        i. In the **Label** box, select **V**.
        ii. In the **Parts/Suffix** box, type **5** to indicate that you are cancelling volume 5.
        iii. Click **OK**. The Specify Parts to Cancel Info window reappears.
    e. Click **OK**.
    f. In the **Cancel Reason** box, select a reason.
    g. In the **Quantity** box, type **1**.

h. In the **Cancelled** box, select **Today** from the drop-down list.

i. Do not update the **Mailed** field. The Vendor Acquisition Claim notice report updates this field once a notice is generated.

j. The **Parts** box already contains the parts you specified you wanted to cancel in step 6d.

6. Click **Save Your Changes**.

7. Click **Close**.

# Refunds, Credits, and Discounts

A refund occurs when you cancel a prepaid order, and the vendor returns the payment. A credit is similar to a refund, but the vendor keeps the funds so that you can buy something else later. This section discusses how to process a refund or credit by canceling the orderline and disencumbering the funds.

## Exercise 19: Refunds/Credits from Vendors

We will use the following scenario to explain the refund/credit process:

> You order an item from a prepublication notice. The vendor sends an invoice, which you pay. However, the item never arrives. When you claim the item, the vendor notifies you that publication has been delayed by a year. You request a refund, and the vendor sends a refund or a credit notice.

Using this scenario, we will create a basic order, create an invoice record, and pay the invoice. Then when the refund is received, we will "unpay" the orderline item through the previously paid invoice.

### *To create the basic order*

Repeat Exercise 1 to create the order and pay the invoice.

### *To cancel the order and process the refund/credit*

1. On the Invoice Information and Maintenance toolbar, click the **Reverse Payment of Invoice** wizard.
2. If the Set Properties window appears, verify the defaults and click **OK**.
3. Search for the invoice and click **Reverse Payment**.
4. Select the line for which to reverse payment, or click **Select All** to reverse payment for the entire invoice.
5. Click **Reverse Payment**. A confirmation appears.
6. Click **OK**.
7. Click **Close**.
8. On the Order Information and Maintenance toolbar, click the **Modify Order** wizard.
9. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.

10. Search for the order. Select the order and click **Modify Order**.
11. Type a reason for the refund in the **COMMENT** box.
12. Click the **Segments** tab.
    a. Click the **Add a Cancellation** tool .
    b. Click the check box(es) next to the segment(s) you want to cancel, or click the **Cancel all fundings** check box, and click **OK**.
    c. In the **Cancel Reason** box, select a reason.
    d. In the **Quantity** box, type the number of copies to cancel.
    e. In the **Cancelled** box, select **Today** from the drop-down list.
    f. Do not update the **Mailed** field. The Vendor Acquisition Claim notice report updates this field once a notice is generated.
13. Click **Save Your Changes**.
14. Click **Close**.

## Exercise 20: Processing Unexpected Discounts

| **Note** | If you receive a consistent discount from a vendor, modify the Vendor record to reflect the discount. |
|---|---|

These scenarios discuss the process to use when you receive an unexpected discount after you receive an invoice.

**Scenario 1 – You received the items, an invoice has not been created, and you want to credit a specific fund:**

1. Create a basic order following steps 1-17 as described on page 227.

### *Create the invoice*

18. On the Invoice Information and Maintenance toolbar, click the **Add Invoice** wizard.
19. If the Set Properties window appears, verify the defaults and click **OK**.
20. Complete the Enter Invoice and Vendor ID window.
    a. In the **Invoice ID** box, type an invoice number, or select AUTO from the drop-down list.
    b. In the **Vendor ID** box, click the gadget and select a vendor.
    c. In the **Date Invoiced** box, accept the default of TODAY, or use the gadget to select a specific date.
    d. Click **Add Invoice**. The Add Invoice window appears.
21. Click the **Add Invoiceline** tool and complete the Add Invoiceline window.
    a. Type the invoice **Line** number.
    b. In the **Amount** box, type the original price of the item(s).
    c. In the **Link** drop-down list, select **ORDER**.
    d. Use the gadget to select the **Order ID**, which also allows you to identify the **Orderline**.
    e. Type the **Quantity** and **Fiscal Cycle**.
    f. Click **Add Invoiceline**.
    g. Enter any **Invoiceline Extended Information**, if necessary.

   h. Click **Modify Invoiceline**. The Add Invoice window reappears.

22. Click the **Add Invoiceline** tool and complete the Add Invoiceline window.

   a. In the **Line** box, type **DISCOUNT**.

   b. In the **Amount** box, type the negative dollar amount of the discount in this format: **-4.00**.

   c. In the **Link** drop-down list, select **FUND**.

   d. Use the gadget to select the **Fund ID**.

   e. Type the **Fiscal Cycle**.

   f. Click **Add Invoiceline**.

   g. Enter any **Invoiceline Extended Information**, if necessary.

   h. Click **Modify Invoiceline**. The Add Invoice window reappears.

23. Click **Close**.

**Scenario 2 – You received the items, an invoice has not been created, and you want to adjust the amount of the orderline:**

Follow the same steps as above up to step 22c.

   c. In the **Link** box, select **ADJUST**.

   d. Use the gadget to select the **Order ID**, which also allows you to identify the **Orderline**.

   e. Type the **Quantity** and **Fiscal Cycle**.

   f. Click **Add Invoiceline**.

   g. Enter any **Invoiceline Extended Information**, if necessary.

   h. Click **Modify Invoiceline**. The Add Invoice window appears.

23. Click **Close**.

**Scenario 3 – You receive a discount for all the line items on a purchase order:**

Follow the same steps in Scenario 1 up to step 18.

18. On the Common Tasks toolbar, click the **Session Sessions** wizard. The Set Session Settings window appears.
19. Select the **Specify Discount in Order** check box.
20. Click **OK**.
21. On the Order Information and Maintenance toolbar, click the **Modify Order** wizard.
22. If the Set Properties window appears, verify the defaults and click **OK**. The Item Search window appears.
23. Search for the order. Select the order and click **Modify Order**.
24. On the **Orderline** tab,
    a. Click the gadget next to the **Discount** box.
    b. On the Discount window, select the **Specified** option, and type the discount as a percentage. For example, type **5** for a 5% discount.
    c. Click **OK**. The Orderline tab reappears.
    d. Click **Save Your Changes**. A summary window appears. Notice that the price for the item now reflects the discount.
    e. Click **Close**.
25. When you create the invoice, enter each line's price as the discounted price.

## Exercise 21: Create an Order Map

Order maps provide you with prepared funding and distribution templates that are often used when ordering. To create an order map, you need to be logged in with administrative rights.

1. Display the **Configuration** toolbar.
2. On the Acquisition Configuration toolbar, click the **Order Map** wizard.
3. Click **Create**.
4. Enter the **Name**, **Description**, **Quantities**, and acquisitions **Library**.
5. Click **Save**.
6. Using the **Add a Funding/Distribution Cluster** tool, enter the funds and the distributions that the order map represents.

After a halt and run of the services, the order map is available.

Once in place, create an order with the quantity used in the new order map. You will see the segments have been populated with the funds and holding codes.

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