ALEPH/McGill Acquisitions Administration Module

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1. **Training schedule and online calendar**

The training schedule is available on the Web as an electronic calendar.

   Click on Electronic Classroom (left hand column)

2. Go to the bottom of the page.
   Click on **Select** beside the word “Calendars” at the bottom right of the page.

3. Click on **alephtrn**.

4. To find out which workshops you are registered for:
   - Go to the bottom of the page
   - Click on **Search** beside the words “Calendars select” at the bottom right of the page.

5. Enter your PC network login in the search box that pops up.
   - Only change the dates if you do not want to see all your scheduled sessions.
   - Click on the **Search** button

6. A list of all the occurrences of your registration will appear in a new browser window.

7. To change your schedule to a calendar-like, or grid, view:
   - Go to the bottom of the page
   - Click on **block**

8. To print your calendar schedule:
   - Go to **File…Print Preview** from the browser main menu to verify that your printout will look the way you want it to, then select Print.
   - Go to **File…Print**, to print without previewing.
2. Introduction

2.1 Acquisitions Training Program

There will be 8 work sessions and 2 look sessions. Most sessions have more than one group attending due to the number who require training.

In additions there are compulsory practice sessions scheduled.

Common elements of sessions –

- 2 hours
- Presentation (30 mins. – 1 hr.), break; hands on remainder of time
- Handouts will be distributed, and made available on the ALEPH Web.
- Exercises; practice session

All work sessions are in the Redpath Workshop Room.

Members of the ALEPH Acquisitions Group (Joanna Andrews, Zafiro Bouwman, Anne-Marie Emili, Joan Hobbins, Louise Nadeau) will be doing the presenting and some of us will be available during hands on and practice sessions to answer questions and help individuals.

There will be some small specialized, in-depth sessions for selected acquisitions staff scheduled later.

**Draft summaries of what each session will cover:**

**Work Modules:**

**AA1. Acquisitions Administration Module 1** (Accounting staff and Supervisors of Order Units)

- Create, update, interpret budgets
- Look at currencies
- Look at vendor records
- Reports

**AO1. Acquisitions Ordering Module 1:** (All searchers and supervisors: LTS, Serials, HS)

- General search review, simple navigation, terminology, help
- Vendors – search, interpret (converted, new), defaults which affect order
- Budgets – search, interpret
- Currencies – search, interpret
- Ordering - Simple monograph order (identify and fill-in necessary fields, encumber, debit budget, send/print)

**AO2. Acquisitions Ordering Module Two** (Same attendance as Module 1)

- Review of Module One
- Item records
- Bib records – find existing (3 processing units to 1), download, search, provisionals
- Converted orders; new orders; order log
Order Types
Ordering – simple Standing Order

**AO3. Acquisitions Ordering Module Three (Same attendance as Module 1 & 2)**

- Review of previous modules
- Security
- System defaults, local workstation defaults
- Navigation; shortcuts in more depth
- Multiple copies, split budgets for encumbering
- Added copies, added volumes
- Edit, update, cancel orders
- Problem scenarios for mono and standing orders
- Claiming orders, dealer reports
- Public OPAC views

**AR1. Receiving Module One (Order check-in staff and supervisors: LTS, Serials, HS)**

- Search, navigate, defaults, order log, terminology, help
- Interpreting converted order records, new order records
- Search, interpret budgets, vendors
- Simple invoice creation; adding lines
- Simple arrival

**AR2. Receiving Module Two (Same attendance as Module 1)**

- Review of Module 1
- Create orders for Blackwell receipts with MARC records
- Workflow for Fastcat material
- Added copies, added volumes
- Partial receipts

**AR3. Receiving Module Three (Same attendance as Modules 1&2)**

- Other receipt problems
- Interpreting converted invoices
- Money, budget problems
- Arrival for standing orders
- Navigation, short cut keys in more depth
- Security
- Public OPAC views

**AS1. Serial Acquisitions Module One (Serial subscription acquisition staff and supervisors)**

- Review
- Search, navigate, defaults, order log for subscriptions
- Ordering – simple subscription order, subscription record, items
- Claiming serial orders
Receiving first issue
Invoicing
Re-ordering, canceling orders
Security
Public OPAC views

**Look 1. Look Module One** *(reference, circulation, ILLs, any other staff who need to know how to check an order record)*

How to find and read Orders in ALEPH—search, navigate, help; interpreting order status (open, closed, cancelled, etc.) dates; library and collection; types of orders: monographs, serials, standing orders; public and staff mode; difference between converted and new orders; MUSE information related to orders...

**Look 2. Look Module Two** *(bibliographers & their assistants; kardexers; all cataloguing staff who don’t go to a Work Module)*

How to find and read Orders in ALEPH—search, navigate, help; interpreting order status (open, closed, cancelled, etc.) dates; library and collection; types of orders: monographs, serials, standing orders; public and staff mode; difference between converted and new orders; MUSE information related to orders...

Vendors – search, interpret
Reports

Bibliographer group to also include:

Budgets – search, interpret
Currencies
2.2. ALEPH and acquisitions

Some key information about ALEPH Acquisitions:

- No more Processing Units. There is only one file for all the libraries.
- Three Order Units – LTS; Serial Subscriptions; Health Sciences Serials
- Basic ALEPH structure:

```
       Catalog
      /     \
   Admin Library (includes vendor, budget, order files)
       |     |
   Acquisitions Department
       |     |
   Sublibrary A
       |     |
       orders
   Sublibrary B
       |     |
       orders
   Sublibrary C
       |     |
       orders

LTS Subscriptions HS Serials
```

- Three order types:

  **Monograph** = one-time order, including backfiles, single volumes of serials, complete monographic set

  **Serial** = orders for subscriptions (receipt pattern usually predictable)

  **Standing order** = orders for monographic series and sets (receipt pattern usually not predictable)

  Each Order Type has different functionality in ALEPH.

- The training file MGT50 contains the 40,000 bibliographic records with related orders which was copied from NOTIS in April of 1999. plus some training records we have made recently. The complete file of NOTIS funds was included. Migrated invoices only go back to 1997.

- The first full test file from NOTIS will be available in ALEPH mid-late February. This will be for conversion checking only, not for training.
• Some new terminology

<table>
<thead>
<tr>
<th>NOTIS</th>
<th>ALEPH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>Budget</td>
</tr>
<tr>
<td>Library</td>
<td>Sublibrary</td>
</tr>
<tr>
<td>Sublocation</td>
<td>Collection</td>
</tr>
<tr>
<td>Database</td>
<td>Library</td>
</tr>
</tbody>
</table>

2.3. Information we will be accessing for this session:

We will be using 2 ALEPH modules to show you Budget, Vendor and Currency information:

Administration Module:

![Administration Module Image]

Acquisitions Module:

![Acquisitions Module Image]

You will see some converted records from NOTIS (as of last April) and some new test records we have made.

Help screens are available for many functions and can be accessed by clicking on help wherever you see it.
3.1 Budget Information

Budget information ("fund codes" in NOTIS) is found in both the Administration and Acquisitions modules. Click on the money bag in Administration and a list of all the budget codes will appear. You can select one by either scrolling to the desired budget or by typing in all or part of the budget code.

In the Acquisitions module when you click on the money bag icon this will appear:

By clicking on the black diamond the Budget List appears. If you type in the exact budget code (no truncation) it will bring you to the Budget Summary screen only.
You can also search by "keyword". This will display the "filter list by keywords" window. You can search by words in either the Name or Department fields but not by the budget code itself.

To view the budget information, click on Modify or double click on the desired (highlighted) budget.

**Tab 1**

**Budget Information**

- **Open date:** 01/21/00
- **Budget code:** ANDREWS-1999
- **Budget type:** REG
- **Budget status:** AC
- **Valid from:** 1999/06/01
- **Valid to:** 2000/05/31
- **Note 1:** Journal's 12.3 test budget
- **Note 2:**
- **Note 3:**
- **Note 4:**
- **Budget group:** MCN
- **Name:**
- **Department:** ANDREWS
Open Date
This is the date that the budget was first created. It is filled in automatically by the system, although it can be overwritten, if required.

External Budget
This is the McGill Account number (BANNER).

Budget Code
Library's internal "fund code". It conforms to the "code-year" format.

Budget Type
No functional purpose, but it allows for budget reporting by specific budget types. e.g.:

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

Budget Status
Status is either active (AC) or inactive (NA). Orders cannot be placed against an inactive budget.

Valid From/Valid To
Beginning and end dates from which the budget can have orders placed against it.

Note 1-4
Each may contain up to 200 characters.

Budget Groups
This is where the hierarchy is organized. Important for the creation of reports.

Name
Up to 60 characters. (Keyword search field).

Department
No functionality within the system, but can be used for reporting purposes. (Keyword search field).
**Tab 2**

**Budget Information**

<table>
<thead>
<tr>
<th>Administrator name:</th>
<th>Allowed user name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Allowed user name:</td>
<td>Allowed user name:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Allowed user name:</td>
<td>Allowed user name:</td>
</tr>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Allowed user name:</td>
<td>Allowed user name:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum over-encumbrance:</td>
<td>0.00</td>
</tr>
<tr>
<td>Maximum over-expenditure:</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Administrator Name**

For security purposes, only the administrator named in this field may allocate and transfer monies. Can be an individual or a group logon.

**Allowed User Name 1-10**

Depending on security rights, may encumber and/or pay against budget.

**Maximum over-encumbrance/over expenditure**

Maximum amounts by which the budget may be committed/debited.

**Over enc./exp. As percent of allocation**

Same as above, only in percent format.

**Annual budget**

If the budget is in "code-year" format, by checking this box, at the end of the budget year the balances and commitments will be automatically rolled over to the new budget year, when the appropriate program is run.

**NOTE:** The information on these screens comes from the "New Budget Code Application" form (sample follows), or has been transferred from the NOTIS fund code screens at conversion.
NEW BUDGET CODE APPLICATION - LTS
Send completed form to Joanne Hay, LTS Administration

Library __________________________ Date: __________________________

McGill BANNER Account no. __________________________ Budget year: __________________________
(Note: it is the responsibility of the Area Lib’n and the Library Administrative Officer to request new McGill accounts, confirm that monies are available, etc.)

Subject area

Nature of material/orders (Fill in as many as are relevant) Initial allotment $

- monographs
- monograph standing orders
- serials, subscription
- music scores
- approval plan
- blanket order

Special requirements e.g. bookplates, annual reporting or listing of purchases, etc.

Signing rights held by __________________________

Authorization (Administrative Librarian) __________________________

Suggested Budget Code(s) and name(s)

Budget type

Authorization (Head, LTS or Assistant TS Librarian) __________________________

This request is not valid until authorized by both parties above. Once authorized, copies will be sent to Anne-Marie Emili, Donna Duncan, Donna Hedge-Cormier and the relevant Area Librarian, Local librarian.

Please note that this form is subject to change.

Year-end Rollover

In order for each budget to carryover into the next fiscal year, their budget code must be in the "code-year" format, the "annual budget" box must be ticked, and the appropriate program must be run. This will automatically create a new budget with a new suffix for the new year. All outstanding encumbrances and free balances will carry into the new budget as the old one is automatically closed off.
3.2. Budget Summary in Acquisitions Module

To access a budget from the Acquisitions module first click on the money bag icon.

At this point you can either type the budget code or click on the little black arrow key, and a list of all the budget codes will appear.

You can either scroll to the desired budget, enter part of the budget code in the "enter starting point" and hit enter, or, use the "Keywords" search. (The "Filter By..." will not work as we do not attach sub-libraries to our budgets.). By highlighting the desired budget and clicking on "Select", you will get the "Budget Summary" screen.
Keyword search:

Enter a word or words in the "Enter keyword(s)" area and hit the search button. A list of all budgets with that word(s) will appear. It is not case sensitive, but, you cannot truncate.

At this point you would choose the desired budget by highlighting it and hitting the select button. You will now see a Budget Summary screen.

This screen combines the Budget Information screen with the Budget Balance screen.
At this point you can either print the screen, view the transactions or view the budget information (the "Modify" button).

### 3.3. Budget Balances

To view the balance of a budget, highlight the desired budget in the budget list and click on "Balance". (This is available in both the Administration and Acquisitions modules.)

<table>
<thead>
<tr>
<th>The balance of budget ANDREWS2-1999</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial allocation:</td>
</tr>
<tr>
<td>Carryover:</td>
</tr>
<tr>
<td>Additional allocations:</td>
</tr>
<tr>
<td>Transfers:</td>
</tr>
<tr>
<td>Total allocated:</td>
</tr>
</tbody>
</table>

- Encumbrances:           | -43.80     |
- Invoices (not yet paid):| -150.00    |
- Expended (invoices paid)| -336.54    |
- Actual balance:         | 25313.45   |
- Free balance:           | 25269.66   |
- Over-expenditure:       | 0%         |
- Over-encumbrance:       | 0%         |

**Initial allocation**
This amount would rollover from the previous year at fiscal year-end. As many of the allocations to special funds and, to a lesser degree, regular budgets vary from year to year, we will not be using this option. All credits/debits will be included in "Additional allocations" and "Transfers", therefore, this line will always remain $0.00.

**Carryover**
The actual balance forward from the previous year's budget (including outstanding commitments).

**Additional allocations**
The sum of all credits/debits made to the budget including the initial allocation.

**Transfers**
The sum of all credits/debits made within the fiscal year from one budget to another.

**Total allocated**
The sum of all the above amounts.
Encumbrances
    All orders that have not been fully invoiced.

Invoices (not yet paid)
    Invoices that have been received and posted, but, have not had their payment status changed. (There should be very few of these, usually invoices awaiting credits/missing items/replacements, etc...).

Expended (invoices paid)
    All invoices posted with payment status "Y".

Actual balance
    Balance of budget including encumbrances.

Free balance
    Balance of budget after encumbrances are deducted.

Over-expenditure
    The amount (in percent) by which the budget has been overspent. This allowable o/e derives from the maximum over-expenditure field in the "Budget information, tab 2".

Over-encumbrance
    The amount (in percent) by which the budget has been overcommitted. This allowable o/e derives from the maximum over-encumbrance field in the "Budget information, tab 2".
3.4 Budget Transactions

To view the transactions within a budget, highlight the desired budget in the budget list and click on "Transactions".

The list of transactions will appear by date (earliest to latest). You can sort by allocation, encumbrance, invoice, transfer or all.

The **date** field is the date the allocation/encumbrance/invoice or transfer was created.

The **local amt** is the price in Canadian dollars.

**C/D** is credit/debit.

**Paid** is whether the invoice has been approved for payment.

**Order** will refer to the order number record.

**Invoice** will list vendor code/supplier invoice number.

Only a few people will have the security to Allocate and/or Transfer, so the majority will be able to View and/or Print only.
To view Transaction Forms highlight the transaction desired and click on View.

**INVOICE:**

![Transaction Form Image]

The **date** refers to the day the allocation/encumbrance/invoice or transfer was created.

The **user name** refers to the person who created the allocation/encumbrance/invoice or transfer.

**Type** refers to the kind of transaction. There are 6 types:

- **ALC** Allocation
- **CRO** Carryover from a previous budget
- **ILC** Initial allocation
- **ENC** Encumbrance
- **INV** Invoice
- **TRN** Transfer

The **currency date** field refers to the exchange rate used.

The **amount** is in the currency of the requisition/invoice. Allocations and transfers will always be in Canadian dollars.

The **local amount** is the amount in Canadian dollars.

The **invoice number** refers to the supplier invoice number.

The **line item** refers to the where this item appears on the invoice.

(Each type of transaction screen varies to some degree.)
**ENCUMBRANCE:**

<table>
<thead>
<tr>
<th>Transaction Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget code:</td>
</tr>
<tr>
<td>User name:</td>
</tr>
<tr>
<td>Type:</td>
</tr>
<tr>
<td>Note:</td>
</tr>
<tr>
<td>Currency:</td>
</tr>
<tr>
<td>Original commitment:</td>
</tr>
<tr>
<td>Amount:</td>
</tr>
<tr>
<td>Local amount:</td>
</tr>
<tr>
<td>Order number:</td>
</tr>
</tbody>
</table>

**Allocation:**

<table>
<thead>
<tr>
<th>Transaction Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget code:</td>
</tr>
<tr>
<td>User name:</td>
</tr>
<tr>
<td>Type:</td>
</tr>
<tr>
<td>Note:</td>
</tr>
<tr>
<td>Currency:</td>
</tr>
<tr>
<td>Original commitment:</td>
</tr>
<tr>
<td>Amount:</td>
</tr>
<tr>
<td>Local amount:</td>
</tr>
</tbody>
</table>

Date: 2000/01/26
TRANSFER:

It is possible to print a list of transactions associated with a particular budget by clicking on the Print button.

By default, all transactions for the current budget will be printed, but you can opt to print only certain transaction types by un-checking the box marked “All transactions” and then checking your desired transaction types.
If you choose to print, you will get a notepad document, unfortunately, the script in the “comments” field do not wrap well in notepad, so it probably better to save the document into Word, and print it from there (you can, though, adjust the font size in Notepad).

<table>
<thead>
<tr>
<th>DATE</th>
<th>TYPE</th>
<th>AMOUNT</th>
<th>USER ID</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/11/1999</td>
<td>INV</td>
<td>-36.25</td>
<td>NADEAU</td>
<td></td>
</tr>
<tr>
<td>12/12/1999</td>
<td>INV</td>
<td>-25.00</td>
<td>NADEAU</td>
<td></td>
</tr>
<tr>
<td>12/15/1999</td>
<td>INV</td>
<td>-73.00</td>
<td>NADEAU</td>
<td></td>
</tr>
<tr>
<td>12/28/1999</td>
<td>INV</td>
<td>-25.00</td>
<td>NADEAU</td>
<td></td>
</tr>
<tr>
<td>01/21/2000</td>
<td>ENC</td>
<td></td>
<td>ANDREWS</td>
<td></td>
</tr>
<tr>
<td>01/26/2000</td>
<td>ALC</td>
<td>15000.00</td>
<td>EMILI</td>
<td>99/00 allocation</td>
</tr>
<tr>
<td>01/26/2000</td>
<td>TRN</td>
<td>500.00</td>
<td>EMILI</td>
<td>Transferred from ANDF</td>
</tr>
<tr>
<td>01/26/2000</td>
<td>TRN</td>
<td>-150.00</td>
<td>EMILI</td>
<td>Transferred to ANDREI</td>
</tr>
<tr>
<td>01/26/2000</td>
<td>ALC</td>
<td>1500.00</td>
<td>EMILI</td>
<td>donation</td>
</tr>
</tbody>
</table>
4. Currencies

As with NOTIS, only a very few people will be able to enter exchange rates.

The currency file is used by both the Acquisitions and the ILL modules, and is used to define the currencies that our suppliers work with and the exchange rates.

Orders may be placed with the suppliers using foreign currencies, with the system calculating the cost of the orders in Canadian dollars based on the exchange rate in operation at that time. The calculated cost will then be applied to the appropriate budget.

On receipt of the invoice, the system will again calculate the cost in Canadian dollars for that time and debit the budget accordingly.

The Currency List can only be viewed in the Administration module.

Click on the coin icon and a list of all available currencies will appear.

<table>
<thead>
<tr>
<th>Units</th>
<th>Code</th>
<th>Description</th>
<th>Date</th>
<th>Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AUD</td>
<td>Australian dollar</td>
<td>01/26/00</td>
<td>1.000000</td>
</tr>
<tr>
<td>1</td>
<td>CAD</td>
<td>Canadian dollar</td>
<td>01/10/85</td>
<td>1.000000</td>
</tr>
<tr>
<td>1</td>
<td>DEM</td>
<td>German mark</td>
<td>01/26/00</td>
<td>0.790300</td>
</tr>
<tr>
<td>1</td>
<td>GBP</td>
<td>British pound</td>
<td>01/26/00</td>
<td>2.471200</td>
</tr>
<tr>
<td>1</td>
<td>HKD</td>
<td>Hong Kong dollar</td>
<td>01/26/00</td>
<td>0.193500</td>
</tr>
<tr>
<td>1</td>
<td>USD</td>
<td>US Dollar</td>
<td>01/26/00</td>
<td>1.460300</td>
</tr>
<tr>
<td>1</td>
<td>ZAR</td>
<td>South Africa rand</td>
<td>01/26/00</td>
<td>0.248500</td>
</tr>
</tbody>
</table>

The list provides the latest exchange rate for each country, the date is the last time the rate was modified.
You can also check a previous exchange rate for a particular currency by highlighting the desired currency and clicking on "History".

You must enter the particular date you are interested in and click "OK". The system will list the closest rate to that time frame.

To return to the latest rates click on "History" again, (the system always defaults the date to that day's) and click on "OK".
5. Vendor Information

The Vendor List can be accessed in both the Administration and Acquisitions modules. Click on the calculator/notepad button to retrieve the vendor list.

To select a vendor either type the vendor name or code in “Enter starting point” and enter (making sure you have selected the proper “sort by” key), or scroll down to the desired vendor, highlight and double-click or click on “Modify”, or click on “Keywords”.

Please note the keyword search is highly sensitive, if you search Blackwell you will not get Blackwell's. We are hoping Ex Libris will fix this to allow for truncation.
At this point highlight the desired vendor and either double-click or hit "select". This will return you to the Vendor list. Choose either "Modify" or "Address".

Modify will bring you to the Vendor information screen.

Tab 1

Vendor Information

<table>
<thead>
<tr>
<th>General Information</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open date:</td>
<td>07/30/91</td>
</tr>
<tr>
<td>Update date:</td>
<td>01/10/00</td>
</tr>
<tr>
<td>Vendor code:</td>
<td>2APA MN</td>
</tr>
<tr>
<td>Vendor's EDI Code:</td>
<td>2APA MN</td>
</tr>
<tr>
<td>Vendor name:</td>
<td>AMERICAN PSYCHIATRIC ASSOCIATION</td>
</tr>
<tr>
<td>Contact:</td>
<td></td>
</tr>
<tr>
<td>Vendor status:</td>
<td>A</td>
</tr>
<tr>
<td>Country:</td>
<td></td>
</tr>
<tr>
<td>Vendor language:</td>
<td>ENG</td>
</tr>
<tr>
<td>Banner Code:</td>
<td></td>
</tr>
<tr>
<td>Note:</td>
<td>BK</td>
</tr>
</tbody>
</table>
Open date
Refers to the date the vendor code was created. It is filled by the system automatically.

Update date
Refers to the last date the code was updated. It is filled in by the system automatically.

Vendor code
The unique code by which the system identifies the vendor. Can be up to 20 alphanumeric characters.

Vendor's EDI code
We do not use these yet, therefore, this field will remain blank.

Vendor name
This is the name as it will appear on the “List of Vendors”. The name entered here may be different from the name entered for the Order, Claim, Payment or Return Addresses.

Contact
Name of the person to contact at the vendor.

Vendor status
A 2-character code, either AC (active) or NA (non-active). Some of the concerted records have either code A (active) or D (inactive) which came from the NOTIS vendor records. We are requesting that this be corrected.

Country
For reference or reporting only.

Vendor Language
The language of the forms (order slips, claims) that will be sent to the dealer. At the time of conversion they all defaulted to English.

Banner code
The supplier ID number assigned by Accounts Payable through their new BANNER system.

Note
Up to 100 characters long.
Account no. (M)
Vendor account number for monographs.

Account no. (S)
Vendor account number for serials.

Vendor’s Bank acct
We will not use this field.

Currency 1-4
Codes for various currencies used by the vendors.

For encumbrances we can use up to 4 different currency codes, but, BANNER will not accept more than 1 currency per vendor code for payments. Therefore, if a vendor charges some invoices in USD and some invoices in CAD, we must set up 2 vendor codes for this dealer.

The first code entered (currency 1) will always be the default currency when encumbering or paying, but, it can be overridden in the order and/or invoice.
Terms sign/percent
We will not be using these fields.

Delivery type 1-5 & Delivery delay 1-5
For each delivery type, enter the delivery delay as well. When determining the delivery delay, you should take into account the time it takes to process and send the order, as well as the time it generally takes to receive the material. The information in these fields is used by the system to calculate the E.D.A. (estimated time of arrival) for an order (this is used by the system to generate claim reports). Delivery 1-3 are for monograph Acquisition records, Delivery 4-5 are for Serials order and subscription records.

The delivery types available are:

- S Surface mail
- A Airmail
- C Courier
- AF Air freight

The delivery delays are in number of days.

Order delivery
The manner in which the order is sent to the vendor.

- LI List
- LE Single letter
- ED EDI

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

Letter send method
You may choose to print the order slip and send it by conventional mail, or you may send the slip by email. Note that in order to send the slip by email, the Letter Format chosen above must be for a template that contains the "#EMAIL" command, and the email address must be given in the Vendor Addresses screen. A third Letter Send method, by FTP, is not yet implemented.

List format
The format that the system will use to generate a list of orders for a vendor when the function in the Services module called "List of Orders for Vendor" is specified.

List send method
Same as Letter Send method, only for lists, not single letters.

Not implemented/EDI send method
These fields will not be used as yet.
6. Reports

There are 2 ways of getting reports from ALEPH Acquisitions:

6.1 Using the Web Services Menu. Various pre-prepared reports are available. We have some choice of parameters in some of the reports.

Systems is currently investigating functionality and security for setting up and producing these reports.

You can look at some of the templates on the ALEPH McGill home page, under ALEPH Staff Menu, Services.

6.2 SQL generated reports. These reports will be customized reports needed by various departments in the libraries. In theory they can be produced for any combination of fields in the ALEPH records – all modules. A Committee chaired by Sharon Rankin is considering technical and administrative issues.

7. Exercises

You have been given security to look at, create and modify records for the hands on exercises and your practice sessions. If you are creating new records, budgets or vendors, please make them distinctive by using your name or your favourite silly thing. This will also help you find them again.

**Budgets - Look**

1) Using Budget Balance screen in the Administration Module: What is the free balance for Budget TEST-1999?

2) On Jan. 24, 2000 who transferred money into Budget TEST-1999, and at whose request?

3) Using the Budget Summary screen in the Acquisitions Module: What is the free balance for ANDREWS-1999?

4) How do you get to the Budget Information Screen from the Budget Summary screen?

**Budgets - Create**

1) Create your own Budget record – remembering to give it a distinctive name.

Hints: On the second Information screen (Tab) of the new budget, put an asterisk beside the Administrator name and the First User name.

Make it an annual Budget so you can have it rolled over at budget year end.

Use the Update button to save your new budget. WRITE DOWN the code you have chosen.
2) Close Budgets, re find your budget. Add some money, indicating the source of the money in a note. Close all screens.

Re-open your budget and transfer some money to CHICA-1999.

When finished, check the transfers and balances in both budgets.

**Currencies**

1) What does the system indicate for the currency ratio for the US dollar in January 1990? (Note: We have not input ‘real’ retrospective currencies).

**Vendors**

1) What is the address of the vendor with the name APPELTON & LANGE?

**Using Help**

1) What are the 6 types of transactions which may be listed under

![Transactions](image)

2) Can you truncate names when using the Keyword search in Vendors?

3) Can you truncate names when using the Keyword search in the Budget List?
8. Helpful Web Sites

General information about the ALEPH/McGill conversion:
http://www.library.mcgill.ca/aleph/

ALEPH/McGill Staff Mode Training site:
http://www.library.mcgill.ca/aleph/training/

9. Contacts

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