ALEPH/McGill
Acquisitions Ordering Module 1

1. Training schedule and online calendar ......................... 2
2. Introduction ...................................................................... 3
3. Pre-order searching .......................................................... 9
4. The Acquisitions module ..................................................13
5. Creating a simple monograph order .................................18
7. Vendors ...........................................................................31
8. Budgets ...........................................................................38
9. Currencies ........................................................................40
10. Tips on getting around Acquisitions ...............................42
11. Exercises .......................................................................43
12. Terminology ....................................................................45
13. Useful Web addresses and tips .......................................45
14. Contacts .........................................................................45
1. Training schedule and online calendar

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

1. Go to the library homepage at http://www.library.mcgill.ca/
   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
Ordering - Simple monograph order (identify and fill-in necessary fields, encumber, debit budget, send/print)
Vendors – search, interpret (converted, new), defaults which affect order
Budgets – search, interpret
Currencies – search, interpret

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

Review of Module One
Item records
Order Log
Converted orders; new orders
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

- Three order types:
  
  **Monograph** = one-time order, *including backfiles, single volumes of serials*, complete monographic set, orders for videos, standalone CD-ROMs, etc.

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

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

Once an order is created – **the Order Type cannot be changed**. The order has to be deleted and a new one made.

Each Order Type has different functionality in ALEPH.
• The training file - called MGT-50 - we are working in 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 can be found on page 45.

2.3. Information we will be accessing for this session:

• We will be working in the Staff OPAC and Acquisitions modules, but you will also use the Administration Module for some vendor information.

    Acquisitions Module:

    Administration Module:

    Staff OPAC Module:

• Help screens are available for many functions and can be accessed by clicking on help wherever you see it.
3. Pre-order Searching

In Aleph, pre-order searching will be done in the staff OPAC module. All of you have probably attended the two Staff OPAC Searching sessions so I will not go into details. In today’s session I will simply give you a few searching tips specific to pre-order searching.

Most of the time, a pre-order search does not produce any hits because the item that the bibliographer wants to buy is not in the library system yet. Finding an exact hit means that:

1. The title is a **duplicate** and you return the requisition to the bibliographer.
2. The title is an **added copy** (intentional duplicate of a single monograph)
3. The title is an **added volume** to a monographic set (new or intentional duplicate)
4. The title is a **replacement** (lost or damaged item).

To go to the OPAC module, click on the ‘binoculars’ icon on the Aleph Applications toolbar.

The Main Menu in the OPAC module looks like this.
The two options we will use most of the time for pre-order searching are the Direct Search for ISBN or ISSN and the Browse Search for author, title and series.

The **Direct Search** is the only place where you can search for **ISBN or ISSN numbers**.

The **Browse Search** lets you browse an alphabetical list of headings such as **titles, authors and series**.

The last word of the starting text can be truncated which is useful for variant spelling.
The title you searched for will always show in the **second position** in the alphabetical list. If it is the title you want, click on ‘Full’ to see the bibliographic record.

A window showing the bibliographic information will open.

It is important to always check the Navigation Window by clicking on the ‘Nav. Map’ button.
The Navigation Window with the ‘ORDERS’ information is shown below.

If you decide that you want to add an order to this record, you will click on the ‘Acquisitions’ button to push the record to the Acquisitions Module.

When you push a record to another module, the record will open in the new module so you do not have to search for it again.
4. The Acquisitions module

We are now in the Acquisitions module.

When you push a bibliographic record to the Acquisitions module from another module, two windows will open automatically: the Navigation Window shared by all modules will hide behind the Order List for Admin Record showing the admin record number and your title on the title bar.

Remember that you can resize and position these windows to suit your preferences. The Navigation Window and the Order List windows are the only two windows you can resize or locate in the Acquisitions Module.

To resize a window, simply go to the edge of the window until small arrows appear and use these to resize the windows. You must be careful not to make the windows too small or buttons will disappear.
To move a window, click on the title bar and holding the mouse button down, drag the window where you want.

When you are satisfied with the location and size of a window, click on the small icon on the upper left corner and click on ‘Visual properties’. A window with title Name: AcqWindow will open: click on ‘Locate’ to lock the size and location of the window. These settings will be saved for future sessions.

Minimized windows: The ‘Navigation Window’ and the ‘Order List’ windows cannot be closed. Clicking on the ‘X’ will only minimize them and they will stay on the lower left portion of the screen. They will not disappear until you push a different record from another module into the Acquisitions module.

Main Menu: This is the Main Menu in the Acquisitions module. In this session, we will concentrate on the parts of the menu you will use for ordering.

You can access the menu options in various ways:
Using your mouse:

Pulldown menu: Click on the appropriate word, a menu box will open, click on the option you want.

Icons: Click on the icon you want.

Using the keyboard:

Shortcut keys: Hold down the ALT key + type the underlined letter of the word you want to access, a menu box will open with more choices, type the underlined letter of the word you want.

On page 42, you will find ‘Tips on getting around Acquisitions’ showing the various ways you can access each option on the menu.

Here is a brief overview of the various fields on the order form. In the section on ‘Creating a simple monograph order’ on pages 21-26 of this handout, you will find a list of all the fields on the Order Form with their definitions.

The Order Form has three parts, accessible by clicking on the tab for each part. Note that the underlined tab name is the active tab.

Some fields are filled automatically by the system, some contain defaults and some have to be filled manually.

The first tab shows the Order Information.
The second tab shows the Vendor information.

The third tab shows the Quantity and Price information. Some information on this tab will show only when you place a new order and then will disappear.
This is the Quantity and Price tab for an **existing order**. Note that some of the fields are no longer showing.

![Order Form - Fun with Aleph](image)

**Help**: Every window in Aleph has a ‘Help’ button. Click on ‘Help’ or use the keys Alt + h to find useful information about the window and tab you are in.

**Closing windows**: Remember that the ‘Esc’ key and the ‘X’ on the upper right-hand corner are equivalent to the ‘Cancel’ button.

**If you enter information in a window**, always click on ‘OK’ or on the ‘Close’ button to save the information and get warning messages if relevant.

**Order status**: These are some of the order statuses you will see in Aleph.

- **NEW** The order has not yet been sent.
- **SV** The order was sent to the vendor
- **CLS** The order is closed, the material has been received and the invoice has been paid
5. Creating a simple monograph order

There are five basic steps for creating an order:

1. Getting the bibliographic record into the Acquisitions Module
2. Adding an order to the Order List
3. Filling out the order form
4. Saving the order
5. Sending the order to the vendor

Step 1. Getting the bibliographic record

To place an order on a title, we first need to have a bibliographic record against which we can place the order. The exact steps we will follow to get a bibliographic record into ALEPH will be covered in detail in later training sessions. For the purpose of today's training, we will pretend that a record has already been downloaded from Laser Quest, OCLC or A-G Canada.

Step 2. Adding an order to the Order List

When a bibliographic record is brought up in the Acquisitions module, the Navigation Window appears which is identical to the one seen in the OPAC. The Order List for the same record will also be displayed in front of the ‘Nav. Map’ window.

If there have been previous orders on this record, they will show as separate lines on the order list. Otherwise, the Order List screen will be blank.
This Order list has no order showing on it.

To create an order, click on the ‘Add’ button or use Alt + a.

The ‘Order type’ form will appear and you will have three choices: Monograph, Serial or Standing order. The default here is monograph

For the purpose of today’s training, we will select the ‘Monograph’ type and <enter> or click on OK to display the Order Form. The Order Form consists of three tabbed windows, each with several fields.
Step 3. Filling out the Order Form

Some fields are automatically assigned by the system and some are mandatory. All fields need to be checked even when the system fills them in with defaults. You may override the defaults in any field that is white. If the field is gray, you cannot type in that field to add new information or change existing information.

The simple monograph order that we will create today will require that you fill only a few fields. We will assume that we do not have to change the ISBN and that it does not require any special notes.

Order Information tab:  Material type
  Sub-library
  Acquisition method

Vendor tab:  Vendor code + <enter>
  Batch claim

Quantity and Price tab:  Number of units
  Unit price
  Item collection
  Encumber budget
List of the various fields in the three windows of the Order Form

A. **Order Information** tab Fill in fields as follows:

- **Order number 1**  
  Automatically assigned by the system

- **Order number 2 & 3**  
  We will determine if & how these will be used.

- **Order status**  
  This defaults to NEW. Clicking on the arrow will show the other options. The system updates the order status automatically when necessary.

- **Order ISBN**  
  If there is an ISBN in the bibliographic record, the system will display the first one here. You can override it.

- **Order group**  
  To be used for reports

- **Open date**  
  Date the order was initiated. It is inserted automatically by the system and cannot be overwritten.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Order date</strong></td>
<td>Date the order is sent to the vendor. It is inserted automatically by the system and cannot be overwritten.</td>
</tr>
<tr>
<td><strong>Status date</strong></td>
<td>Date the order status was last changed. It is inserted automatically by the system and cannot be overwritten.</td>
</tr>
<tr>
<td><strong>Update date</strong></td>
<td>This is the date any change was last made on the order. If is inserted automatically by the system.</td>
</tr>
<tr>
<td><strong>Invoice status “Complete”</strong></td>
<td>The system will automatically fill in this field when you check the order complete in the General Invoice &amp; line item invoice process.</td>
</tr>
<tr>
<td><strong>Arrival status “Complete”</strong></td>
<td>The system will automatically fill in this field when you check the complete arrival in the arrival process.</td>
</tr>
<tr>
<td><strong>Material type</strong></td>
<td>This can be used for reporting purposes.</td>
</tr>
<tr>
<td><strong>Sub-library</strong></td>
<td>Mandatory. Select the sub-library to which the order belongs.</td>
</tr>
<tr>
<td><strong>Acquisition method</strong></td>
<td>Mandatory. Click on arrow for options. “P” for purchase will be the most commonly used.</td>
</tr>
<tr>
<td><strong>User ID</strong></td>
<td>May be used by Serials to send directly to branch libraries.</td>
</tr>
<tr>
<td><strong>Send directly</strong></td>
<td>May be used by Serials.</td>
</tr>
<tr>
<td><strong>User name</strong></td>
<td>Automatically filled in if User Id is used.</td>
</tr>
<tr>
<td><strong>Library note</strong></td>
<td>An optional note of up to 100 characters</td>
</tr>
</tbody>
</table>
B. Vendor tab

Vendor code  Mandatory. You may select a vendor from a list by clicking on the arrow button or you may type it into the field. If you choose to type it in, ensure that you press the enter key, with the cursor inside the Vendor code field, when you are finished typing. This will enable the default information to be inserted on the Order form.

Vendor name  The system will automatically fill in the vendor name.

Vendor reference  It is used for a reference number which may be supplied by a vendor.

Vendor note  100 characters to use as necessary.

Order delivery type  By default, the system will automatically fill in the delivery type that’s on the vendor record, but this can be overwritten. The options are LI (List) which enables all of the orders for a
single vendor to be collated and dispatched together as a single communication, **LE** (Letter) which produces a single communication for each order or **EDI** for electronic orders.

**Letter type**
If LE delivery type is selected. It will default to the letter format recorded in the vendor record but can be overwritten.

**Send letter by**
If LE delivery type is selected. It will default to the letter format recorded in the vendor record but can be overwritten. Up to 99 different formats for each language can be defined by the library.

**Delivery type**
By default this is taken from the vendor record, but can be overwritten with any of the values in the Delivery 1-3 (ACQ) fields of the vendor record.

**Claim date**
Automatically calculated by the system based on the material delivery type and the corresponding ‘delay’ set in the vendor record.

**Batch claiming**
Click for yes for all monograph orders

**Rush**
Rush order-Rush cataloguing
C. **Quantity and Price** tab

**Number of units**  You must enter the number of units you wish to order

**Create items**  If this box is check marked, the system will create an item record for each unit ordered when the record is saved. The order does not show in the Web OPAC until the items have been created. (Uses the item processing status)

**Unit price**  If you enter the price per unit in this field, you can leave the ‘Total price’ and the ‘list price’ fields blank, as the system will generate these automatically when the record is saved (or the ‘Refresh button clicked).

**Total price**  This is calculated by the system if the unit price is entered.
Quantity note
An optional note of up to 100 characters which will be printed on the order slip.

Currency
Select the currency in which you will be invoiced by the vendor or choose the currency from the drop down list of currencies that have been assigned to the particular vendor in the vendor record.

List price
You may enter the estimate of the cost in order to encumber the amount against the appropriate budget or leave it blank and the amount will be calculated by the system by taking the value from the ‘Total price’

Terms sign & Terms percent
This is an option to indicate whether there is a surcharge or a discount applied by the vendor. We will not be using this feature

Final price
This is calculated by the system. For our use should be the same as ‘Total price’

Local price
This is calculated by the system by multiplying the List price by the Terms by the Currency exchange rate

Price note
An optional note of up to 100 characters

Encumber budget
If the encumbrance will be on a single budget this is the simplest way to do it. Enter the budget code here or choose from the drop down list

Step 4. Saving the order

When you have completed the three tabs of the Order Form, click on ‘Refresh’ to see the calculations applied by the system to the pricing and then click on the ‘OK’ button to save the order. If any mandatory field was left blank or if there are any other problems with the order record, an error message in red will appear at the bottom of the appropriate screen. After you fix the problem, click on ‘OK’ to save the order.
Step 5. Sending the order

After saving the order, you will return to the Order List window. Your order will be listed as ‘NEW’. Click on the ‘Send’ button (or Alt+s) and depending on the order delivery type you have chosen (LE or LI) the order will be printed and ‘sent to vendor (status will change to SV) or the order will be stored on the server for collation with other orders to the same vendor (status will change to ‘ready to send to vendor or RSV).
6. Monograph order: Mini-step version

MONOGRAPH ORDER (MO)

You are signed onto ALEPH and have opened the Acquisitions Module. You have already completed your pre-order search and you now have a known record in the database from one of the utilities to place your order on. You also know the vendor code and the budget code as well as the price.

Placing a monograph order on a bibliographic record:

1. Click on Binoculars Icon on the Acquisitions Module toolbar or Orders-find record
2. Click on title box of the Search for an Administrative Record form
3. Key in your title <enter> or click on search

Two records appear: the Navigation Window and the Order List (Note: the 2nd record is the active one--bar is highlighted in red)

1. Click on Navigation Window for Admin Record No ...
2. Verify that this is the correct record by looking at the Tag/Contents middle frame of the Navigation Window
3. If correct click on Order List of Admin Record ...
4. Verify there are no orders on the Order List Form and click on ADD the only active button

NOTE: Records with orders already on the Order list Form will use "add" or "duplicate" depending on the similarities between your order and the previous order and will be discussed at a later session.

The Order Type form now appears

Monograph is the default in this form

1. Verify that monograph option is selected
2. <enter> or click on OK button

An Order Form with three tabs appears: Tab 1: Order Information, Tab 2: Vendor and Tab 3: Quantity and Price (underlined Tab names is the active part of the form)

On Tab 1: Order Information

1. Order status NEW is the default.
2. Verify ISBN if there is one and correct if necessary or key in ISBN if known
3. Click on material type box and key in material type code or select from drop down list <tab>
4. Key in sub-library code in sub-library box or select from drop down list <tab>
5. Key in acquisition method in acquisition method box or select from drop down list <tab>
6. Click on Tab 2

On Tab 2: Vendor
1. Key in known vendor code in vendor box (If vendor code unknown see A below)
2. Verify that the system generated information on tab 2 is valid for your order
3. Verify if your order is for Rush Order/Rush Cataloguing or not. Click on rush box as appropriate
4. Click on batch claim
5. Click on Tab 3

On Tab 3: Quantity and Price appears

Default for Units box is going to be 1
Default for Create Item Records is yes

1. Verify number of units to be purchased and click on number of units box if appropriate to change number
2. <tab> <tab> or click on unit price box and key in unit price in dollars and cents
3. Verify create item records box is ticked
4. Key in collection (i.e. main, reference, etc.) in item collection box or click on drop down arrow and select
5. Verify currency is accurate
6. Click on encumber budget box and key in known budget code (If budget unknown see B below)
7. Click on Refresh button (Any errors in this 3 tab order form will now be indicated)
8. Correct errors if any
9. Verify Total price, Final price and Local price that was system generated
10. <enter> or click on OK button

NOTE: Create item records box, Item collection box and Encumber budget box disappears from the 3 tab order form after you are finished

Order List of Admin Record ... form appears
1. Verify that a new line appears on the Order List of Admin Record ... for the order you just created. It's status=NEW
2. Verify that you have a budget in the budget column (If no budget appears see C below)
3. Click on send button. This creates the order to send to the vendor.
4. Verify that the status of your new order has changed: status=SV

You have now finished your first monograph order.

**A. If VENDOR CODE unknown**

1. Open drop down arrow to select vendor
2. Vendor List Filtered by ... form appears
   a. Select either name or code in Sort by area
   b. Click on Enter starting box and key in appropriate information <enter>
   c. select vendor (highlighted line) from list in Code/Name box <enter> or click on select button

**B. If BUDGET unknown**

1. Open drop down arrow on Encumber budget box to select budget
2. Budget List Filtered by ... form appears
   a. Click on Enter starting box and key in appropriate information must hit <enter>
   b. select budget (highlighted line) from list in Code/Name box must click on select button

**C. If BUDGET is missing from order line**

1. If there is no budget showing on your new line order click on encumber button on Order List for Admin Record ...

Encumbrances for order ... form appears

1. Key in the budget in the encumbrance box and click on add budget button
2. Click in close button (If budget unknown see B above)
7. Vendors

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

**General Information**

- **Open date:** 07/30/91
- **Update date:** 01/10/00
- **Vendor code:** ZAPA MIN
- **Vendor's EDI Code:** ZAPA MIN
- **Vendor name:** AMERICAN PSYCHIATRIC ASSOCIATION
- **Contact:**
- **Vendor status:** A
- **Country:**
- **Vendor language:** ENG
- **Banner Code:**
- **Note:** BK
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 alphanumerical 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.
Tab 2

**Vendor Information**

**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
   LD   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.
Vendor Addresses

To view a vendor's address, highlight the desired vendor in the Vendor List and click on the Address button.

The screen that appears will contain tabs for Order, Claim, Payment, Return and EDI addresses.
Order Address

Enter the addresses to be used. Note that you must enter an address for Orders but you may leave the other addresses blank. If you leave the other addresses blank, the Order address will be used in their stead. Also, if you leave the vendor name blank in these screens, the vendor name from the Vendor Information form will be filled in here automatically by the system.

When filling in an EDI Address, use the following format:

Line 1 of the address field : IP address or its alias
Line 2: user name
Line 3: password

The last field on the screen, IP Address, is for information only. When the system sends orders by EDI, it uses the address entered in line 1 of the EDI Address field, as described above.
8. Budgets

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>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial allocation</td>
<td>0.00</td>
</tr>
<tr>
<td>Carryover</td>
<td>0.00</td>
</tr>
<tr>
<td>Additional allocations</td>
<td>26200.00</td>
</tr>
<tr>
<td>Transfers</td>
<td>-400.00</td>
</tr>
<tr>
<td>Total allocated</td>
<td>25800.00</td>
</tr>
<tr>
<td>Encumbrances</td>
<td>-438.00</td>
</tr>
<tr>
<td>Invoices (not yet paid)</td>
<td>-160.00</td>
</tr>
<tr>
<td>Expanded invoices paid</td>
<td>-338.54</td>
</tr>
<tr>
<td>Actual balance</td>
<td>25313.46</td>
</tr>
<tr>
<td>Free balance</td>
<td>25269.65</td>
</tr>
<tr>
<td>Over-expenditure</td>
<td>0%</td>
</tr>
<tr>
<td>Over-encumbrance</td>
<td>0%</td>
</tr>
</tbody>
</table>

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”.
9. Currencies

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.

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".

<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>01/10/95</td>
<td>0.00000</td>
</tr>
<tr>
<td>1</td>
<td>CAD</td>
<td>Canadian dollar</td>
<td>01/10/95</td>
<td>1.00000</td>
</tr>
<tr>
<td>1</td>
<td>DEM</td>
<td>German mark</td>
<td>01/10/95</td>
<td>0.00000</td>
</tr>
<tr>
<td>1</td>
<td>GBP</td>
<td>British pound</td>
<td>01/10/95</td>
<td>2.50000</td>
</tr>
<tr>
<td>1</td>
<td>HKD</td>
<td>Hong Kong dollar</td>
<td>01/10/95</td>
<td>0.00000</td>
</tr>
<tr>
<td>1</td>
<td>USD</td>
<td>US Dollar</td>
<td>01/10/95</td>
<td>1.45000</td>
</tr>
<tr>
<td>1</td>
<td>ZAR</td>
<td>South Africa rand</td>
<td>01/10/95</td>
<td>0.00000</td>
</tr>
</tbody>
</table>

To return to the latest rates click on "History" again, (the system always defaults the date to that day's) and click on "OK".
### 10. Tips on getting around Acquisitions

<table>
<thead>
<tr>
<th>Button</th>
<th>Menu</th>
<th>Function Key</th>
<th>Keyboard</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Button Image" /></td>
<td>File / Connect..</td>
<td>Alt + f then c</td>
<td></td>
</tr>
<tr>
<td><img src="image2.png" alt="Button Image" /></td>
<td>Options / Login as another user</td>
<td>Alt + o then L</td>
<td></td>
</tr>
<tr>
<td><img src="image3.png" alt="Button Image" /></td>
<td>Orders / Index</td>
<td>Alt + r then i</td>
<td></td>
</tr>
<tr>
<td><img src="image4.png" alt="Button Image" /></td>
<td>Orders / Order number</td>
<td>Alt + r then o</td>
<td></td>
</tr>
<tr>
<td><img src="image5.png" alt="Button Image" /></td>
<td>Orders / Find record</td>
<td>Alt + r then f</td>
<td></td>
</tr>
<tr>
<td><img src="image6.png" alt="Button Image" /></td>
<td>General invoice / General invoice</td>
<td>Alt + g then g</td>
<td></td>
</tr>
<tr>
<td><img src="image7.png" alt="Button Image" /></td>
<td>Arrivals / Arrivals</td>
<td>Alt + a then a</td>
<td></td>
</tr>
<tr>
<td><img src="image8.png" alt="Button Image" /></td>
<td>Administration / Budgets</td>
<td>Alt + d then b</td>
<td></td>
</tr>
<tr>
<td><img src="image9.png" alt="Button Image" /></td>
<td>Administration / Vendors</td>
<td>Alt + d then v</td>
<td></td>
</tr>
<tr>
<td><img src="image10.png" alt="Button Image" /></td>
<td>File / Exit</td>
<td>Alt + F4</td>
<td>Alt + f then x</td>
</tr>
<tr>
<td><img src="image11.png" alt="Button Image" /></td>
<td>To interrupt process</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
11. Exercises

PRE-ORDER SEARCHING IN THE OPAC MODULE


2. Search for the following two titles using the Browse Search and open the ‘Nav. Map’.

   On food and cooking: the science and lore of the kitchen.
   Jurisdiction in contract and tort under the Brussels convention.
   
a) Which book is on order?
   b) For which Sub-library?
   c) What budget was used?

3. Do the following titles have an order and what order number do they have if any?

   Canada, a brief outline of her geographical position.
   Canada business: the portable encyclopedia for doing business with Canada.

THE ACQUISITIONS MODULE

1. Search for title Plant physiology, go to the Nav. Map and push the record to the Acquisitions Module.

   From the Order List find:
   
a) What is the Admin number?
   b) What is the Order number?
   c) What vendor is the book on order from?
   d) What budget was used?
   e) What type of order was it?
CREATING A MONOGRAPH ORDER

You will each be given three records in this session. You will place orders only on records without a previous order.

VENDORS

1. What is in the note field in the vendor information screen for vendor code CASA?

2. Which Frank Cass vendor code has an address in Savage, MD?

3. For vendor code SVN, are the claim and payment addresses the same?

BUDGETS

1. What is the free balance of budget code ANDREWS-1999?

2. Are there any encumbered orders on budget code TESTOE-1999?

2. How many budgets can you access by keyword search using ANDREWS?

CURRENCIES

1. What is the current exchange rate for the German mark?

2. When was it last updated?
12. Terminology

<table>
<thead>
<tr>
<th>Aleph</th>
<th>NOTIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-library</td>
<td>Library / Location (bldr)</td>
</tr>
<tr>
<td>Collection</td>
<td>Sub-location (reference, reserves)</td>
</tr>
<tr>
<td>Budget</td>
<td>Fund</td>
</tr>
<tr>
<td>Local price</td>
<td>Encumbrance (cad $) (DORD E price)</td>
</tr>
<tr>
<td>Estimated price</td>
<td>DORD AMT price</td>
</tr>
<tr>
<td>Claim date</td>
<td>Action date (DORD ‘A’ date)</td>
</tr>
<tr>
<td>Library</td>
<td>Database</td>
</tr>
</tbody>
</table>

13. 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/

14. Contacts

Acquisitions Module Workgroup

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