# ALEPH/McGill

## Acquisitions Receiving Module I

1. Training schedule and online calendar ........................................ 3
2. Acquisition Training Program .................................................. 4
3. ALEPH and Acquisitions .......................................................... 7
4. Navigation ................................................................................. 9
5. Searching in the Acquisitions module ........................................ 15
6. Interpreting order records .......................................................... 18
   - 6.1 Order numbers in Aleph .................................................. 18
   - 6.2 Converted orders created in NOTIS .................................. 19
   - 6.3 New orders created in Aleph ............................................ 21
7. Order Log .................................................................................. 22
   - 7.1 Converted orders ............................................................ 23
   - 7.2 New orders ...................................................................... 24
8. General Invoice Form ................................................................. 25
9. Line Item Form .......................................................................... 29
10. Vendors ................................................................................... 32
11. Budgets .................................................................................. 39
12. Currencies ............................................................................... 41
13. Receiving converted orders .................................................. 43
  13.1 Searching for the order .................................................. 43
  13.2 Verification ............................................................... 45
  13.3 Holdings record ......................................................... 47
  13.4 Vendor ........................................................................ 51
  13.5 Simple invoice creation .............................................. 53
  13.6 Adding a line item ....................................................... 55
  13.7 Arrival ......................................................................... 59
  13.8 Invoice status Paid ..................................................... 61

14. Receiving new orders ........................................................... 63
  14.1 Vendor .......................................................................... 63
  14.2 Simple invoice creation .............................................. 63
  14.3 Verification ............................................................... 65
  14.4 Adding a line item ....................................................... 66
  14.5 Arrival .......................................................................... 66
  14.6 Invoice status Paid ..................................................... 66

15. Terminology........................................................................... 67

16. Tips on getting around Acquisitions ........................................ 68

17. Exercises – Separate handouts ............................................... 69

18. Useful Web addresses and tips ............................................... 69

19. Contacts .............................................................................. 69
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. Acquisitions Training Program

There are a total of 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 (1 – 1.5 hrs.); 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.

Summaries of what each session includes.

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, terminology, help
Interpreting converted order records, new order records
Budgets, vendors, currencies
Simple invoice creation; adding lines
Simple arrival

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

Review of Module 1
Items and holdings records for new and converted orders
Multi-line invoice receipt and payment
Create orders for Blackwell receipts with MARC records
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
3. ALEPH and Acquisitions

3.1 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)

Each Order Type has different functionality in ALEPH.

**The Order Type cannot be changed!** If the wrong order type was used in creating the order, it has to be deleted and a new one made.

- 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. Invoices go back to 1997.

- The first full test file from NOTIS is now available but only a few people on the work groups have access in order to do conversion checking. We will continue to train in MGT-50.

- Some new ALEPH terminology can be found in a chart near the end of this document.

3.2. Information we will be accessing for this session:

- We will be working in the Cataloguing and Acquisitions modules, but you will also use the Administration Module for some vendor information and we will talk briefly about the OPAC module.
Acquisitions Module:

Administration Module:

Cataloguing Module

Staff OPAC Module:
4. Navigation

The Acquisitions module

Main Menu: This is the Main Menu in the Acquisitions module.

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.

At the end of this handout, you will find ‘Tips on getting around Acquisitions’ showing the various ways you can access each option on the menu.
The Order List and the Navigation Window (Nav.Map)

When you find an order using one of the search options in the Acquisitions module, two windows will open automatically. The Navigation Window for Admin Record (Nav.Map) 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. The order list shows a summary for each order associated with this Admin record. There is no more DORD in Aleph. The order information shows in various places.

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.

**Multi-tab windows:**

When a window has many tabs, the **underlined tab name** indicates which tab you are looking at. The image below shows the top of the General Invoice Form and the Invoice tab is active.
EXITING AND CLOSING

CLOSE A PULLDOWN MENU

Clicking on a choice:
The code you have chosen will show in the field and the pulldown menu will disappear.

Closing using the ‘Esc’ key:
The only way to close a pulldown menu without making a choice is to press the ‘Esc’ key.

EXIT A WINDOW

No information was entered:
‘Esc’ key on the keyboard: fastest
‘X’ on the upper right of the window
‘Cancel’ button
After you have entered information:

‘OK’ button: Saves the information and closes the window
Gives error messages and warnings if appropriate.

‘Close’ button: After you have entered information and have clicked on the appropriate button for that information to be accepted, click on the ‘Close’ button to get potential error messages and warnings. **Clicking on ‘X’ is equivalent to canceling and will not display any error messages or warnings.**

**EXIT A MODULE**

Click on the ‘door’ icon on the main menu of the module.

Or

Click on ‘File’ then ‘Exit’ on the pulldown menu.

Or

Use shortcut keys: **Alt + f + x**

All options will display the following warning message.
Press ‘Enter’ or click on ‘OK’ to close the window and exit the module.

If you changed your mind and do not wish to close the module, press the ‘Esc’ key or click on ‘Cancel’ to close this window and keep the module open.
EXIT ALL MODULES IN ALEPH

NOTE: You will get no warning message. All modules will close at once even if you have windows open. If you had entered information in any module and had not saved it, you will lose that information.

As a safety precaution, always exit the Acquisitions Module and the Cataloguing Module by using the Door Icon on the Module toolbar. The OPAC Module and the Administration Module can then be closed at once by clicking on the ‘door’ icon on the Applications toolbar.

If the ALEPH Applications toolbar is showing on your desktop:

Click on the ‘door’ icon on the ALEPH Applications toolbar to exit all open modules.

To display the ALEPH Applications toolbar:

Click on the ‘key’ showing on the taskbar on the lower left part of your screen.

Or

Click on ‘Options’ then ‘Application toolbar’ on the pulldown menu of any module.

Or

Use Alt + o + a

Various tips about the Applications Toolbar can be found on the Aleph web page at:

http://www.library.mcgill.ca/ALEPH/training/tips/
5. Searching in the Acquisitions Module

All of you have been to the Staff OPAC sessions and although you might search in the OPAC module occasionally, we will not cover this option in this first session.

The Acquisitions module has three search options for finding orders: the Mini OPAC search, the Order Number search and the Order Index List search.

In this session, we will only look at the Mini OPAC.

The Mini OPAC search is the only option in the Acquisitions module that will show bibliographic records without orders attached. You will use it to search for records from BBS or records that you downloaded (gtoed) from a utility such as OCLC or AG Canada.

It is also the only option that allows NOTIS number searching.

Mini OPAC search:

To access the Mini OPAC:
1. Click on the ‘binocular’ icon
2. Click on ‘Orders’ then ‘Find record’ on the pulldown menu
3. Use shortcut keys Alt + r + f

The ‘Search for an Administrative Record’ form will be displayed.
You can use the ‘Tab’ key to move from field to field or you can click in the field you want to type in.

You will use this search option for all converted orders because you will only have a NOTIS order number. The Aleph order number assigned at migration will not show on the invoice you receive.

If the invoice does not show the NOTIS order number, you will search by ISBN number first.

If you still do not find the order, you will have to refine your search.

You can enter any information you know in more than one field. The search will combine the information in all the fields into a single search.

The Title and Author searches are keyword searches. You must enter full words unless you use wildcards (*) or truncation (?) marks. The Title field can be used to search for a series.

Avoid entering words with apostrophes and do not put commas when entering an author’s name.

Avoid entering punctuation in any field or your search will produce the following message:

If your search results in more than 100 hits, you will get the following message:
Click on ‘OK’ to get back to the Search Form still showing your search query. Simply add more information in any of the fields then press ‘Enter’ or click on the ‘Search’ button.

If your search finds more than one hit, you will get a window showing the first of many hits. The total number of hits will show at the top. If the first title is not the one you want, click on ‘Next Record’ or use Alt + n to go to the next record until you find the title you are looking for.

If this is not the title you want, be careful not to press ‘Enter’ since the active key is the ‘Select’ key and pressing ‘Enter’ would be equivalent to selecting the title.

When you find the correct record, press ‘Enter’ or click on ‘Select’ to open the Nav.Map and the Order List for the title.

When you use the mini OPAC to search for titles you have downloaded, you will know the ISBN or exact title so you should get a single hit.
6. Interpreting order records

At first, all the orders you will receive will be converted orders created in NOTIS, except for BBS electronic and approval orders which will not have any order attached. We will talk about this in the second session.

After a while you will start receiving new orders created in Aleph.

It will be important to recognize what kind of order you are receiving to follow the proper workflow. The best way to tell what kind of order you have is to look at the Aleph order number.

6.1 Order Numbers

All orders will have very long order numbers, especially when the whole database is loaded. Each bibliographic record in the database will have an Admin/Bib number and for each order attached to this number, a suffix will be added to form the Aleph Order Number.

The suffix will consist of 5 digits for converted orders migrated from NOTIS and 2 digits for new orders created in Aleph.

The first part of the order number is the Administrative/Bibliographic Record number or Admin number and the second part (or suffix) is the order number for that record.

The middle number of the 5-digit suffix of a converted order corresponds to the DORD number, which is the prefix of the NOTIS order number.
6.2 Converted orders created in NOTIS

Most of the time, you will use the Mini OPAC to search for converted orders. For each order found using one of the search options in Acquisitions, the Navigation Window (Nav.Map) and the Order List will display.

If there is more than one order showing in the Order List, you will have to highlight the order you want based on the NOTIS number prefix and the middle number of the Aleph number suffix.

NOTIS 1BGA8725 = Aleph suffix -00101 (first order on the list)
NOTIS 2BGA8725 = Aleph suffix -00201

Always make sure you highlight the correct Aleph order number.

Converted record showing the Navigation Window (Nav. Map) and the Order List:
On the ‘Order List of Admin Record’ window, the highlighted order shows some of the information from the NOTIS DORD.

The Navigation Window behind the Order List shows the NOTIS number of every converted order. However, the NOTIS number alone is not a guarantee that you have a converted order. You could have an added copy ordered in Aleph and the administrative record’s bibliographic information showing on the Nav.Map would have the NOTIS number.

A quick way to recognize a converted order is to look at the Order number on the Order List. A 5-digit suffix always means a converted order.

The Order no. column is narrow and the Aleph order number does not fit on one line. An easy way to see the entire number clearly is to right-click anywhere on the highlighted line using your mouse. You must hold the mouse button down or the window disappears. Do not left-click as this will activate the ‘Modify’ button.
The **Navigation Window** of a converted order shows the NOTIS number at the top of the bibliographic information.

When you expand the ‘Tree’ in the left frame, *a converted order will always have a Holdings record. It will never have an Item record.*

Joan will explain the record structure for item and holdings records associated with new and converted orders at the next session.

### 6.3 New order placed on a new bibliographic record in Aleph

Note that the bibliographic information in the Navigation Window does not show a NOTIS number. This order was placed on a new bibliographic record.

The Aleph order number has a shorter suffix than the converted order. *An order created on ALEPH will have a one or two digit suffix.*
The Navigation Window (Nav.Map) looks the same at first except for the absence of the NOTIS number. But when you expand the ‘Tree’ in the left frame, you can see that there is no Holdings record for this order. If you looked at the Item information, you would find that there is an Item record for this new order.

**An order created on Aleph and not converted from NOTIS will always have an Item record and no Holdings record.**

### 7. Order Log

The Order Log is where various actions are recorded as we work in Aleph. It is also where we will enter various notes as needed. For Converted orders, it is where all the DORD notes will show except for the vendor note.

** Converted orders:**

All the notes found at the bottom of the DORD screen such as Payment, Claim, Dealer report and Receipt notes will show here. These show already in the training file.

The rest of the notes found everywhere else in the DORD will also show in the order log except for the vendor note. Each note will have a prefix showing where in the DORD it came from. The limited space in NOTIS forced us to put notes in fields not designed for them. These notes are not showing in the order logs yet in the training file.

**New orders:**

The notes we put in the appropriate fields on the Order Form, the notes we add to the order logs ourselves as well as the log of various actions related to the orders will show here.

The following two examples show the difference between the order logs for a converted order and a new order.

Note that the Title Bar of an order log shows the order number.
7.1 Order log - converted order

Note that the **date** shows but **not the time** as there is no equivalent in NOTIS.

The **Description** and **Details** clearly show what the note was. Those of you who are familiar with the notes at the bottom of a NOTIS DORD will recognize the abbreviations and text of the details.

The other notes from the various NOTIS DORD fields will be showing here also with prefixes so we can identify where they came from. This is not showing here yet.

The **User** column will always show **CONV** for a converted record.
7.2 Order log - New order

Note that the date and time are showing for this new order.

The Description column lists the fields where each action listed in the Details took place for this order.

The User shows the Login Name of the person who created or updated the order, in this case I did it.

There is no Action date in the Action date column but there is a claim date on the Order Form.
8. General Invoice Form

This form enables you to register information about a General Invoice. This form has two parts, accessible by clicking on the tab for each part.

**Buttons on this screen include:**

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

**Refresh**
To have the system recalculate the Total Amount, you must reset the Total Amount to zero and then click Refresh.
Fields

Following is help for each field of the form:

**Invoice Tab**

**Vendor code**
The vendor code will be filled in automatically by the system.

**Invoice number**
Enter the invoice number as assigned by the vendor. You may enter up to 15 characters.

**Debit/Credit**
Indicate whether this is a debit invoice or a credit invoice.

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

**Invoice Date**
This is the date that the General Invoice was prepared by the vendor. Press the hotkey F9 to determine which format is currently being used for entering the date. For example, there is no visual difference on the form between the format day/month/year and the format month/day/year. By pressing F9, you will also be able to change the format for entering the date.

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

**Received date**
This is the date that the General Invoice was received or registered by the library. If the date is left blank, the system will automatically fill in the current date. Press the hotkey F9 to determine which format is currently being used for entering the date. For example, there is no visual difference on the form between the format day/month/year and the format month/day/year. By pressing F9, you will also be able to change the format for entering the date.

**Currency**
The currency will be the currency listed in the ALEPH vendor record.

**Shipment date**
This is the date that the material was sent by the vendor to the library. If the date is left blank, the system will automatically fill in the same date as the invoice date. Press the hotkey F9 to determine which format is currently being used for entering the date. For example, there is no visual difference on the form between the format day/month/year and the format month/day/year. By pressing F9, you will also be able to change the format for entering the date.

**Net amount**
This information is required. Enter the amount specified on the invoice for this order.

**Shipment amount**
Use for postage and Handling charges.
Overhead amount
Optional.

Insurance amount
Optional.

Discount amount
Optional.

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

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

The next 3 fields will not be used at McGill.

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

VAT percent
Optional. If you wish, you can enter the percent of the Total Amount that should go to the VAT recipient and the system will automatically calculate the VAT amount. The VAT amount is included in the Total Amount. (For example, if the Total Amount is $117, and you enter 17% for the VAT percent, then the system will calculate the VAT amount to be $17.)

VAT amount
Optional. This is the amount that should go to the VAT recipient. The VAT amount is included in the Total Amount.

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

Payment Tab
We will not use the first 3 fields of the Payment Tab at McGill. Click on Paid in the drop-down window of the Status field.

Payment date
Enter the date on which the General Invoice was paid. (Leave this field blank if the invoice is not yet paid.) Press the hotkey F9 to determine which format is currently being used for entering the date. For example, there is no visual difference on the form between the format day/month/year and the format month/day/year. By pressing F9, you will also be able to change the format for entering the date.
Check number
Enter the number of the check that was used to pay the General Invoice. (Leave this field blank if the invoice is not yet paid.)

Amount
Enter the amount that was, or will be, paid.

Status
McGill - you must always choose status "paid."
N - not ready to be paid
R - ready to be paid
Y - payment authorization given
P – paid
9. Line Item Form

This form enables you to register an entry for an individual order (line item) in the General Invoice.

If a General Invoice does not already exist, one will be created for you, based on the information you provide in the following fields: Type, Status, Currency, Invoice date, Received date, Shipment date. If a General Invoice already exists, these fields will not appear on this Line Item form.

**Buttons on this screen include:**

**OK**
When you are finished filling in the form, click OK. If more than one budget has suitable active dates, you will be given the opportunity to choose the appropriate budget.

**Refresh**
If you wish to have the system calculate and display the added amount, total amount and local cost (based on the effective currency exchange rates), click Refresh.

**View Order**
To read, but not change, order details, click View Order.

**Order Log**
To read the list of order-related activities that have occurred (such as a change in the Order Status), or to add an entry to the list, click Order Log.

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

Following is help for each field:

**Vendor code**
The system will automatically fill in the vendor code.

**Invoice number**
The system will automatically fill in the invoice number.

**List price**
Optional.

**Net amount**
Enter the net amount of the order in the vendor's currency.

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

**Total amount**
The system will automatically calculate this information by adding the net amount and the "added amount." The total amount is in the vendor's currency. If the total amount is changed later, and the order has a budget assigned to it, the budget will be debited accordingly.

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

**Number of units**
Enter the number of units being invoiced. As a default, the system will automatically fill in the value that was entered in the Number of Units field on the Quantity & Price tab of the Order Form.

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

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

**Currency**
The currency will be the currency on the order.

**Invoice Date**
This is the date that the General Invoice was prepared by the vendor. To determine which format is currently being used for entering the date, press the hotkey F9. This is important because, for example, there is no visual difference on the form between the format day/month/year and the format month/day/year. By pressing F9, you will also be able to change the format for entering the date.
Received date

This is the date that the General Invoice was received or registered by the library. If the date is left blank, the system will automatically fill in the current date. To determine which format is currently being used for entering the date, press the hotkey F9. This is important because, for example, there is no visual difference on the form between the format day/month/year and the format month/day/year. By pressing F9, you will also be able to change the format for entering the date.

Shipment date

This is the date that the material was sent by the vendor to the library. If the date is left blank, the system will automatically fill in the same date as the invoice date. To determine which format is currently being used for entering the date, press the hotkey F9. This is important because, for example, there is no visual difference on the form between the format day/month/year and the format month/day/year. By pressing F9, you will also be able to change the format for entering the date.

Note

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

Order completely invoiced

If the invoice is complete, that is, you do not expect another invoice for the order, mark the box by clicking on it. If you expect to receive additional invoices for this order, leave the box blank. For incomplete invoices, the system continues to debit the encumbrance from the budget until the invoice is complete. When the invoice is complete, if the invoiced amount is different from the encumbrance, the budget is debited according to the invoiced amount.
10. 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

<table>
<thead>
<tr>
<th>Vendor Information</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open date:</td>
<td>07/38/91</td>
<td></td>
</tr>
<tr>
<td>Update date:</td>
<td>01/10/00</td>
<td></td>
</tr>
<tr>
<td>Vendor code:</td>
<td>ZAPA MN</td>
<td></td>
</tr>
<tr>
<td>Vendor's EDI Code:</td>
<td>ZAPA MN</td>
<td></td>
</tr>
<tr>
<td>Vendor name:</td>
<td>AMERICAN PSYCHIATRIC ASSOCIATION</td>
<td></td>
</tr>
<tr>
<td>Contact:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor status:</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Country:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor Language:</td>
<td>ENG</td>
<td></td>
</tr>
<tr>
<td>Banner Code:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note:</td>
<td>BK</td>
<td></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.

Tab 2
### Vendor Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account no. (M)</td>
<td>Vendor account number for monographs.</td>
</tr>
<tr>
<td>Account no. (S)</td>
<td>Vendor account number for serials.</td>
</tr>
<tr>
<td>Vendor's Bank acct</td>
<td>We will not use this field.</td>
</tr>
<tr>
<td>Currency 1-4</td>
<td>Codes for various currencies used by the vendors.</td>
</tr>
<tr>
<td>Delivery 1 (ACC)</td>
<td>Shows delivery information for the first delivery.</td>
</tr>
<tr>
<td>Delivery 2 (ACC)</td>
<td>Shows delivery information for the second delivery.</td>
</tr>
<tr>
<td>Delivery 3 (ACC)</td>
<td>Shows delivery information for the third delivery.</td>
</tr>
<tr>
<td>Delivery 4 (SER)</td>
<td>Shows delivery information for the fourth delivery.</td>
</tr>
<tr>
<td>Delivery 5 (SER)</td>
<td>Shows delivery information for the fifth delivery.</td>
</tr>
<tr>
<td>Order delivery</td>
<td>Shows order delivery information.</td>
</tr>
<tr>
<td>Letter format</td>
<td>Shows letter format information.</td>
</tr>
<tr>
<td>List format</td>
<td>Shows list format information.</td>
</tr>
<tr>
<td>Not implemented</td>
<td>Shows not implemented information.</td>
</tr>
</tbody>
</table>

---

**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.
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

<table>
<thead>
<tr>
<th>Vendor Addresses</th>
<th>Claim Address</th>
<th>Payment Address</th>
<th>Return Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Address</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDI Address</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name: BLACKWELL'S BOOK SERVICES.
Address: 6024 SW JEAN ROAD, BUILDING G, LAKE OSWEGO, OR. 97035-5333

Payment address:

<table>
<thead>
<tr>
<th>Vendor Addresses</th>
<th>Claim Address</th>
<th>Payment Address</th>
<th>Return Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Address</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDI Address</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name: BLACKWELL'S BOOK SERVICES.
Address: 6024 SW JEAN ROAD, BUILDING G, LAKE OSWEGO, OR. 97035-5333

Phone number:            
Fax number:              
Email:                   
IP Address:              

Update
Cancel
Help
11. 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.)

### The balance of budget ANDREWS2-1999

<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>28200.00</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>-42.80</td>
</tr>
<tr>
<td>Invoices (not yet paid)</td>
<td>-150.00</td>
</tr>
<tr>
<td>Expended (invoices paid)</td>
<td>-336.54</td>
</tr>
<tr>
<td>Actual balance</td>
<td>25313.46</td>
</tr>
<tr>
<td>Free balance</td>
<td>25269.86</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".
12. 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".

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".
13. Receiving converted orders

The invoice for a converted order created in NOTIS will show the NOTIS order number consisting of the NRN with a numeric prefix.

To find the order record in Aleph, you will have to search by NOTIS number using the Mini OPAC search option.

13.1 Search for the order

a) Click on the Mini OPAC icon to display the ‘Search for an Administrative Record’ window.

b) Enter the NOTIS number (without the numeric prefix) in the ‘NOTIS Record Number’ field.

Note that this field is not case sensitive.

You do not have to use upper case letters.

Do not enter the numeric prefix in this field or your search will produce no results.
After you enter the NOTIS number in the field, click on the ‘Search’ button or press ‘Enter’.

The Navigation Window and the Order List for the order will be displayed on your desktop. The Navigation Window (Nav.Map) is partly hidden behind the Order List window.

If there is only one order in the Order List, the order you want will be highlighted.

If there are more than one order in the Order List, the first order will be highlighted. Choose and highlight the correct order by looking at the middle number in the second part (suffix) of the Aleph order number and choosing the number that matches the NOTIS purchase order number. (See Chapter 6. Interpreting order records)

In this case, there is only one order and the title matches your order.
13.2 Verification: bibliographic info and collection

**Click on the title bar of the Navigation Window** to make it come forward in front of the Order List.

**Click on the + sign on the ‘Tree’** in the left frame and the tree will expand.

---

**Image Description:**
- A screenshot of the Aleph/McGill Training Acquisitions Receiving Module I interface.
- The Navigation Window is open, displaying bibliographic information for the record with the title “The Lillian lecture / Wendy Agnew.”
- The interface shows various options and fields such as ISBN, Title, Author, and Imprint.

---

**Textual Description:**
- Click on the title bar of the Navigation Window to make it come forward in front of the Order List.
- Click on the + sign on the ‘Tree’ in the left frame and the tree will expand.

---

**Technical Details:**
- The screenshot shows the interface with various options and fields.
- The bibliographic information is clearly visible, including the ISBN, Title, Author, and Imprint.

---

**Integration:**
- The visual representation of the interface is crucial for understanding the steps involved in verification.
- The instructions are straightforward, guiding the user through the process of accessing and expanding the tree in the Navigation Window.
Click on ‘HOL – number’ to expand the middle frame information to include the Copy statement.

a) **Compare the bibliographic information** showing in the middle frame to the material received to make sure the vendor sent the correct material.

b) Look at the **Location information** in the Copy statement. In this example, the copy statement line shows **Location MCL MAIN On Order**.

---

**Navigation Window for Admin Record No. 30252**

<table>
<thead>
<tr>
<th>Tag</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISBN</td>
<td>1552450155 : $35.00</td>
</tr>
<tr>
<td>NOTIS</td>
<td>BHK9671</td>
</tr>
<tr>
<td>Number</td>
<td></td>
</tr>
<tr>
<td>Author</td>
<td>Agnew, Wendy, 1951-</td>
</tr>
<tr>
<td>Title</td>
<td>The Lillian lectures / Wendy Agnew ; drawings by Douglas Moore.</td>
</tr>
<tr>
<td>Copy</td>
<td>Location: MCL MAIN On Order</td>
</tr>
</tbody>
</table>

---

**Sub-library and Collection:**

In Aleph, the **Sub-library** (location in NOTIS) and the **Collection** (sub-location in NOTIS) are handled separately. The Sub-library shows in the order form but the Collection disappears after the order creation. It can only be seen on the Item record for a new order.

In NOTIS, the location MCL means the main stacks of McLennan library. In Aleph, the ‘Sub-library’ MCL does not mean the main stacks. We must always give a ‘Collection’ name even for the main stacks. In this case, we would choose collection MAIN meaning main stacks. A book ordered for MCL,REF would have Sub-library MCL and Collection REF.

You will have to look at the collection information to determine whether you have to insert a flag for the Collection.

For converted orders, the only place where the ‘Collection’ shows is in the Holdings Record copy statement migrated from NOTIS. Note that the Collection MAIN will show for every main stack order even though we did not use it in NOTIS.

Insert the appropriate flag for the collection if needed.
13.3 Holdings record

For converted orders, the NOTIS Copy Holdings ‘location’ consisting of the sub-library and the collection as well as the ‘order status’ will be migrated to the Aleph holdings record.

Remember that there will not be any Item record in Aleph for any converted order. The information in the Web OPAC will come from the Holdings record.

When a new order (created in Aleph) is received, the order status is changed automatically on the Item record and this information shows in the Web OPAC.

When a converted order is received, the order status is found in the Holdings record in the Cataloguing module. It is not changed automatically by the system.

The status must be changed from ‘On order’ to ‘In process’ at the receiving stage. To do this:

Push the record to the Cataloguing module

Click on the ‘Catalogue HOL’ button on the right to push this record to Cataloguing. After you push a record to another module, the same record is in both modules at the same time. You can click on the taskbar at the bottom of your screen to move back and forth between the modules.
The ALEPH Catalogue module will open and the ‘Holdings list’ window will be displayed.

Click on the ‘Edit’ button to open the Holdings record. The order status is On Order and this shows in the Web OPAC.
In the 852 field, change the Public note (z) from On Order to In Process.

To do this, delete On Order and type In Process. (you can use the ‘Delete’ key for each letter or highlight On Order then delete all at once).

You must save the change to the server by clicking on the icon with the red triangle on the Main Menu.

The following window will display. Click on ‘Continue’ or press ‘Enter’ to save the information.

IMPORTANT: If you do not save to the server, the change will be lost when you close the Holdings record and the Web OPAC will still have status On Order.
Click on ‘X’ to close the Holdings record.

Click on the **Acquisitions icon on your taskbar** to return to the Navigation Window in the Acquisitions module.

Note that the Copy statement still shows On Order until you click on another line and then click back on HOL- to refresh the image. The window below shows the Updated information.

Click on the title bar of the Order List window to display it in front of the Nav.Map.
13.4 Vendor

As you saw earlier in the session, the vendor record in Aleph holds much more information than the NOTIS vendor record.

When you receive any order, converted or new, you will have to verify three areas of the vendor record, at least for vendors other than the main vendors like BBS and JOC that we will have updated already. As we work in Aleph with various vendors, we will update the information. In time, you will get to know which ones you do not have to check because they have been fixed. However, the payment address will always have to be verified for most vendors.

In NOTIS, entering the vendor code on the Invoice Record brought the vendor name and payment address in the record. You could easily verify that the paying address was correct.

In Aleph, the General Invoice shows the vendor code and the vendor name but the payment address does not appear. To compare the address showing on the invoice, you must look at the Vendor Record in the **Administration module**.

You could also see this information in the Acquisitions module but you would have to open the Vendor List every time you start a new invoice.

Opening the Administration module in the morning and keeping the Vendor List open means that you can quickly verify the vendor address and go back to the Acquisitions module.

The three areas that you will have to verify are the **Banner Code**, the **Currency** and the **Payment address**.
a) **Banner Code** (General Information tab of the Vendor Information window):

If there is **no Banner Code** on the ‘Vendor Information’ tab of the vendor record, you must **STOP IMMEDIATELY, put the invoice aside** until the Banner Code is provided.

b) **Currency** (Account tab of the Vendor Information window).

The currency showing in the ‘Currency 1’ field will have to match the currency you will use to pay the invoice.

The conversion default will be CAD and we will have to change the currency here to reflect the currency we are paying the invoice in.

If the currency does not match, ask one of the designated persons to update the vendor record.
c) **Payment address** (Payment Address tab of the Vendor Addresses window)

The payment address on the invoice will have to match the payment address on the vendor ‘Addresses’ window.

This example shows the Payment Address for John Coutts.

In reality, this is one of the vendors you would not have to check.

![Vendor Addresses window](image)

After verification of the Banner code, the currency code and the payment address, you are ready to create the invoice record.

**13.5 Simple invoice creation**

Click on the Invoice icon on the Main Menu:

The ‘Select or Create General Invoice’ form opens over the Order List.

**Enter the Vendor Code** directly in the field or click on the arrow to choose from the vendor list. Note that the ‘Address’ button is not available on the list accessed this way.

**Enter the Invoice number** from the invoice you want to create. Press on ‘Enter’ or click on ‘OK’ to display the ‘General Invoice’ form.
General Invoice Form

Some of the fields are filled automatically by the system, some are filled from the information you typed in the ‘Select or Create General Invoice’ form and some must have the information keyed in. Clicking on the ‘Refresh’ button fills even more fields automatically.

The fields that you must fill in are the **Invoice date** and the **Net amount**. The **Currency** has to be selected from the drop down menu by clicking on the arrow. You cannot type in this field. If you forget any of these fields, a warning message in red will appear at the bottom of the screen.

If applicable, the **Shipment amount and/or other added amounts** can be filled in. You will not get a warning message here if you forget these.

Some of these fields will change or disappear in the future. There will be fields to enter the GST and/or PST for example.

When you have entered the required information, click on **Refresh** for the system to calculate the Local amount (if applicable) and to fill automatically the various dates and amounts.

Click on ‘**OK**’. If you get warning messages at the bottom of the screen, enter the information and click on ‘**OK**’ again.
The ‘General Invoice & Line Items’ window will display.

![General Invoice & Line Items window](image)

This window consists of three parts: the General Invoice information in the first frame, the Total amount from the General Invoice and the Items for comparison as well as the Number of line items in the middle frame. The lower frame will show the list of Line Items for this invoice.

13.6 Adding a Line Item

Click on the ‘Add’ button and the ‘Order Number’ window will open.

You must enter the full Aleph Order Number here.

Make sure the open windows do not hide the number highlighted on the Order List. Click on ‘OK’ or press on ‘Enter’ to display the Line Item form:
The **Bibliographic Info** shows in the upper frame of the window. Verify quickly that you have the correct order.

The ‘**View Order**’ button displays the ‘**Order Details**’ for this order.

**Order Details**:

**Vendor note**: If the ISBN for the material ordered is not the first ISBN on the bibliographic record, the ISBN number is entered in the vendor note and the first ISBN is crossed off on top of the purchase order. If you see no ISBN here or in any other field, assume that the ISBN we want is the first showing in the Bibliographic Info at the top.

**The vendor note does not show in the Order Log**.

**Library note**: This is where you will find information like donor bookplates and rush catalogue that requires special treatment or flags.

**Estimated price**: The estimated price in the vendor currency shows here so you can compare it to the price on the invoice.
The ‘Order Log’ button opens the Order Log window where all the notes from the DORD can be found except for the vendor note.

Order Log:

The SOURCE note on the DORD will be migrated here. This is where we put the following information in NOTIS and this will only show in the Order Log.

Copy level note: To determine which flag to use for the copy level (L, O, P or prov) of the bibliographic record.

Bibliographer initials: If you have to contact the bibliographer.

Blurb: To see if a blurb was filed for the order.

Note that you can see the Library note here as well as in the Order Details that display when you click on the ‘View Order’ button.

When you have verified the bibliographic information, checked the material itself and inserted the appropriate flags, you can fill the Line Item form.

The only field that you must fill here is the ‘Net amount’ field.

Enter the net price of the line item on the invoice. Click on ‘Refresh’.

![Line Item Form](image-url)
The system will fill the other fields automatically when you refresh. Note that the $3.00 in Added Amount has come from the General Invoice – Shipment Amount.

Click on 'OK' or press 'Enter' to save the information.
13.7 Arrival

The following window will display asking if you would like to record the material as having arrived. Click on ‘Yes’ or press ‘Enter’ and the system will automatically create the Arrival Form.

You will not see the arrival form and will not need to look at it unless you have to enter a note. This is what the Arrival List and the Arrival Form windows look like. You can access them by clicking on the ‘Arrival’ button on the Order List window.
After the Arrival Form is created automatically, you are back at the ‘General Invoice & Line Items’ window and the line item shows in the lower frame. There is one last thing you must do to register the payment of the invoice.
13.8 Invoice status ‘Paid’

Click on the ‘Gen.Inv’ button to display the **General Invoice record** again and click on the ‘Payment’ tab.

**Change the invoice status to P** (click on the ‘Arrow’ and select P) to record that the invoice is paid. This will change the status on the Order Form and will show on the Order List as paid.

This last step is very important. The Budget will not be debited if the status is not changed to P.

The Order List will now show that the invoice is paid and the arrival is complete.
Note that the *Order Log* records the creation of the New invoice, the New transaction for the budget and the Arrival of 1 new item.

![Log of Order](image)

<table>
<thead>
<tr>
<th>Date &amp; time</th>
<th>Description</th>
<th>Details</th>
<th>User</th>
<th>Acti...</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 Mar 2000</td>
<td>Arrival</td>
<td>1 new items reported.</td>
<td>NADEAU</td>
<td>--------</td>
</tr>
<tr>
<td>03:09 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03:09 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 Mar 2000</td>
<td>Invoice</td>
<td>New invoice JOC/8788/001/ set as -38.00.</td>
<td>NADEAU</td>
<td>--------</td>
</tr>
<tr>
<td>03:09 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
14. Receiving new orders

Receiving a new order created in Aleph involves fewer steps than receiving a converted order.

14.1 Vendor verification

Same as for converted orders (see details on pages 51-53 of this handout).

14.2 Simple invoice creation

Click on the Invoice icon on the Main Menu.

The ‘Select or Create General Invoice’ window will be displayed. Enter the vendor code and the invoice number then click on ‘OK’ or press ‘Enter’.

![Select or Create General Invoice](image)

Fill in the Invoice date, Net amount and Shipment amount (if necessary). Select the Currency from the drop down menu (only one choice).

Click on ‘Refresh’.

The example below shows the General Invoice after refresh.
Click on ‘OK’.

The General Invoice & Line Items window is displayed. Click on ‘Add’ and the ‘Order number’ window opens.
Enter the full Aleph order number from the information on the invoice. For this session, we will assume that you have the number. If you do not have an order number, you would have to use another search option to find the order record.

After entering the number, click on ‘OK’ or press ‘Enter’ to display the Line Item window.

14.3 Verification

Compare the Bibliographic Information on the top portion of the window to the material you received to make sure that the vendor sent the correct material.

Click on the ‘View Order’ and ‘Order Log’ buttons to access the information found in the ‘Order Details’ and the ‘Order log’ windows.

‘Order Details’ for a new order:

Vendor note:
Any note for the vendor that was entered in the ‘Vendor note’ field on the Order Form.

Library note:
Information such as copy level (L, O, P or Prov), collection (nothing will mean MAIN, any other ‘collection’ will be entered here at the ordering stage), donor bookplate, rush catalogue, blurb, and any other note needed to indicate special treatment or flags.

Estimated price:
The estimated price in the vendor currency for comparison with the price on the invoice.

ISBN:
The ISBN field on the Order Form will show the specific ISBN we ordered. It will not necessarily be the first ISBN showing on the ‘Bibliographic Info’ at the top. You will always have to look here to see what was ordered.

Sub-library and Collection:
The sub-library and the collection will not show together here. The sub-library will have its one line but the collection (if not the main stacks) will show in the library note (see above)

When you have verified the bibliographic information, checked the material itself and inserted the appropriate flags, you can fill the Line Item form.
14.4 Adding a line item

Enter the ‘Net amount’, refresh then click on ‘OK’. This view shows the Line Item after refresh.

14.5 Arrival

The window asking if you want to record the material as having arrived will display. Click on ‘Yes’ or press ‘Enter’ and the Arrival Form will be created automatically by the system.

You are back at the General Invoice & Line Items window and you can see the Line Item in the lower frame.

14.6 Invoice status Paid

Click on the ‘Gen.Inv’ button to display the General Invoice, click on the ‘Payment’ tab and change the invoice status to paid by clicking on the arrow and selecting P. You cannot type in this field.

This is the important last step.

The budget will not be debited if this step is forgotten.
Order status on the Item Form and in the Web OPAC:

The order status on the Item Form was changed automatically to In Process. You do not have to change the status for a new order. Remember that a new order created in Aleph has in Item Form created at the ordering stage.

Note that you will not display the Order List and the Navigation Window when you receive new orders if you have an Aleph order number.

If you do not have an order number and find the order using another search option, the Order List and the Navigation Window will be displayed. We will look at this scenario at a future session.

16. 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 (order form)</td>
<td>Encumbrance (cad $) (DORD E price)</td>
</tr>
<tr>
<td>Estimated price (order form)</td>
<td>DORD AMT price</td>
</tr>
<tr>
<td>Local amount (invoice)</td>
<td>Invoice record PMT amount</td>
</tr>
<tr>
<td>Arrival</td>
<td>Check-in or Receiving</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>
## 17. 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="image" alt="File icon" /></td>
<td>File / Connect..</td>
<td>Alt + f then c</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Options icon" /></td>
<td>Options / Login as another user</td>
<td>Alt + o then L</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Files icon" /></td>
<td>Orders / Index</td>
<td>Alt + r then i</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Orders icon" /></td>
<td>Orders / Order number</td>
<td>Alt + r then o</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Orders icon" /></td>
<td>Orders / Find record</td>
<td>Alt + r then f</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Invoice icon" /></td>
<td>General invoice / General invoice</td>
<td>Alt + g then g</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Arrivals icon" /></td>
<td>Arrivals / Arrivals</td>
<td>Alt + a then a</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Money icon" /></td>
<td>Administration / Budgets</td>
<td>Alt + d then b</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Money icon" /></td>
<td>Administration / Vendors</td>
<td>Alt + d then v</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="File icon" /></td>
<td>File / Exit</td>
<td>Alt + F4</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Stop icon" /></td>
<td>To interrupt process</td>
<td>Alt + f then x</td>
<td></td>
</tr>
</tbody>
</table>
18. Exercises – Separate handouts

Exercises will be given to you on separate handouts at the training session.

19. Helpful Web addresses and tips

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/

20. Contacts

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