



Traverse des Sioux Library System

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Procedures using Acquisitions with the serials

General directions:

- First you need to set up a fund, which consists of the fund name and amount in the fund.
Next add the Vendors you order from, (the vendor ID becomes important when claiming for missed issues).
- Be sure that a bibliographic record for the periodical is in the system (if not download the appropriate bib record first); you will attach an order record to the periodical bib record.
- Create a dated order record for the periodicals you want to order.
- You will create a serial control record, following the serial control procedures. Under the subscription tab you will add vendor and order information.
- In order to pay and have this payment reflected in your fund you need to create an invoice and pay that invoice.
- In order for serial claiming to work run first the Prediction as Late report, after that report ran, run the Claims Notices report.
- To pull out the orders that need to be renewed run the List orders, Line report.
- For the next fiscal cycle rollover appropriate funds, vendors and dated orders using report.

Session Settings:

- From Acquisition toolbar click on **Session Settings** change the **Maintenance library** and the **Display library** to your library and change the fiscal cycle to the year you are working in.

Adding a fund:

- From the **Acquisitions** toolbar, click on **Funds**.
 - Click on **Add Fund**
 - Under **Fund Information tab**; fill out name, and account number, fill in the different levels (levels pertain to the type of materials and type of money this fund will be set up for). For the **New Fund ID** start out with your library's three letter code.
 - Under the **Fund Cycle Information** fill out the total amount of the fund (you can add more money to the fund later under **Modify Fund Budget**). Click **Ordering Allowed and Paying Allowed** (connecting an order record and paying an invoice with this fund will not work if these two options are not selected). If you want to be sure that you do not order or pay once the fund is out of money also click **Block over expenditure**.
 - If you have any special instructions or comments pertaining to the fund the **Extended Information** tab is the place to put that type of information.
 - Lastly click the **Create Fund** button in order to save the information.
 - You can always change the fund under the **Modify Fund** options.

Adding a vendor: (this may be done under the acquisitions or the serial control toolbar)

- Click **Add Vendor**; under the **Vendor Information** tab again fill in the name of the vendor, your customer number, currency you will be paying this vendor in and in the groups fill in what type of materials you order from this particular vendor. Also be sure that the boxes ordering and paying allowed are marked. For the **New ID** start with your library symbol + first few letters from the vendor, for example TZTKROON.
- **Vendor Extended information** is the place to put any additional information about the vendor. You can insert lines and delete a line by using the three bottoms on the top.
- **Addresses** fill in the vendor's address information, with the radio bottoms along the top you control which address is the accounting, ordering or service address.
- **Vendor cycle information**, the order claim period pertains here to claiming entire orders not individual titles, the same goes for the order cancel period, therefore ignore for now.
- **Deposit account**, should you have a deposit, here is where you place how much is in it.
- Ignore the **EDI address tab** for now. (This is for electronic ordering).
- **Discount** table, select if you receive a monetary or quantity discount. Click **Create Vendor** to complete discount information

- You can always change vendor information with **Modify Vendor**, further you add another fiscal cycle to a vendor under **Add Vendor Cycle**.

Before proceeding with the serial part, you need to have a bibliographic record in the system for the periodical and you need to set up the corresponding serial control record following the Serial Control procedures with few changes.

Creating an order:

- From the **Acquisition toolbar**, click on **Orders**.
- For periodical orders click on **Add Dated Order**, this brings you to the title search screen. Search for the title that you want to order. Once you selected the title to order click the **Order this title** on the bottom **or double click** on the title.
- A smaller window comes up; use the gadget to choose the vendor you are ordering this title from. Click on the vendor to highlight and click **OK**. Next select an order type; this is either a subscription or membership. Make sure the fiscal cycle is correct and that you are ordering for your library. Click **Add Order** and enter the price of the item and the quantity, if the bib record includes an ISBN/ISSN this will be pulled into the field automatically from the bib record. Fill out **Days in sub. period**, for a one year long subscription fill in 365 days and select the renewal date of the subscription, click **Continue**.
- Now you will select where the funds/money will come from, the fund ID defaults to TDS1, when clicking the gadget a browse fund window opens click the gadget and select a fund. Under holding code select your holding code. Be sure to change the quantity if ordering more than one copy. Click **Add New Orderline**, now you created one order (note the PO-#, which is along the top bar in the gray portion). At this point you can click **finish**, this completes the order. If you have more titles to order from the same vendor click **Add Orderline** to continue ordering additional titles. Once you ordered every title you need from this vendor click **Finish**.
- Another dialog box appears here, this is your chance to save an order and/or to continue the order the next day. Again the date to claim and cancel pertains to the entire order, not the individual title associated with the order.
- To add another title to an order; from the **Acquisition toolbar** click on **Orders** and click **Add Orderlines**, first search by PO number to which you want to add another order/title. Now search for the title you want to order and follow instruction from Add an Order. As always you can change your order by clicking **Modify Order**.

Getting the order to your vendor:

- From the Acquisition toolbar, click on orders and **Modify order**. Search for the PO-number you wish to order. Once the order displays, click on the **Produce Order Report** helper along the top. A dialogue box displays, make sure the box with library address is selected, change **Notice text** to **Purchasesub**, click appropriate radio button for address and type of notice, and click **OK**.
- Click on the helper **View order reports**, click **OK**, and click **View** and **OK**. This actually kicks you into the report module. If your PO-numbered report does not appear immediately, you need to close the helper and re-open again. Click on the PO numbered report to highlight and click **OK**.

Linking the order to the periodical title:

- From the Serial Control toolbar, click on **modify control** and retrieve appropriate periodical title.
- Click the **subscription** tab, under link for ordering/claiming, click the **order history** button on the right. A box appears and click **Add orders**, another box appears make your appropriate selections here for **fiscal cycle**, **library**, click the gadget next to **Order Id**, highlight or search for order and use the arrow key to move order into lower window, click **OK**. For line# you need to know which order line represents specific periodical title. Click **OK** one more time. Now the periodical title is linked to the order.

Finding subscriptions that need to be renewed:

- From the **Reports toolbar**, click **Schedule new report** and then click on the **Acquisitions tab** and select the **List Orders, Lines** report, click **Set up & Schedule**.
- Under the **Order Selection** tab, select your library.
- Under the **Order Line Selection** tab again select your library, and click the gadget next to **Date to renew**, (again you may only want to run this once a month or every six month, depending on your vendor renewal cycle). If you want to know what is coming up for renewal click the **After** button (notice how the wording changes below), click the date gadget and select date. Click **OK**.

- Under the **Print Order** tab, in **Order Information** select at least amount (total amount of the order), in **Order Line Information** select at least **Bibliographic** (to give the vendor the title).
- Click **Run now** or **schedule**.
- Another way to find subscription renewal/expiration dates is to fill in an **expiration date** in the **Serial Control record** under the **subscription** tab. From the **reports** toolbar, **schedule new reports** select the **Serial tab** and highlight **Serial control records**, click **Set up & Schedule**.
- Under the **Serial Control Selection** tab, select your library and click the gadget by the **Subscription expiration date**, using the gadget select a date and click **ok**. You can **sort** this by title/author or by vendor. **Serial Control Printing** can be either as a report or pipe delimited output.

Receiving an order, if not using the serial control module

- Click on **Receive orders**, a dialog box appears where either the system automatically generates a packing list number or you can add the actual packing list number.
- The search screen appears; search here either by PO-number or title. The result displays the receiving screen; check the **bibliographic info** tab to make sure the correct record was retrieved. Under **Orderline Info**, in the **quantity receiving** box type the number of copies received.

Adding an invoice and paying this invoice. (If you want to use your funds as part of your book keeping, you will need to pay an invoice in order for this payment to be reflected in the fund.)

- From the acquisition toolbar click on **Invoices**, click on **Add Invoice**. Enter an **Invoice ID** (here again start with your library's three letter code), click on the gadget next to **Vendor ID**, click to highlight appropriate vendor and click **Ok**. Make sure the acquisition library is yours and select a date if needed. Click on **Add Invoice** on the bottom this leads to the invoice/invoice lines screen.

- Click on **Add Invoiceline** (helper button above the word line). Fill in **amount** of each individual title, with the gadget next to **order ID** pick appropriate order (another search screen appears, search by PO or by title), if you searched by title, highlight the order and click **Display Order**, the order screen appears, highlight title and click **Invoice Orderline** down below (this adds the order information to the invoice)
- Under **Invoices** (from the acquisition toolbar) click **Pay Invoice**, now you can pay for the item(s). The search screen appears and here you can search by title, order ID or invoice ID. Searching by invoice ID leads you to the invoice line screen. Notice the green check mark to all the individual titles (un-select those you do not wish to pay for). On the top fill out **Check#** and **date paid**. If the **date paid** is not today click the gadget next to it. Once the calendar displays, select the radio button next to **Specific Date**, select date and press **OK**. Fill in check number, **VERY IMPORTANT** click **Pay selected lines** this saves the information.

Automatically producing an order for titles that are ready for renewal and moving those orders into the next fiscal cycle. This process automatically creates another order, associating the order with the same vendor and automatically encumbers monies from the fund previously used. In order for this to work you need to run three reports.

- **First** from the **Reports toolbar** click on **Schedule new Report** then click on the **acquisition tab** and select **Rollover Fund Cycles**, click **Setup & Schedule**.
- Under the **Old Fiscal Cycle** tab make sure your library's three letter code appears. Under the **Fund Selection** tab again make sure your library's three letter code appears and click the gadget next to **Name**, click to highlight the fund you wish to roll into the next fiscal cycle, click **Ok**.
- Under the **New Fiscal Cycle** tab type in next fiscal cycle, under the **Percentage of previous** budget type in appropriate number and under **Ordering Allowed** select appropriate radio button.
- Select either **Run Now** or **Schedule**.
- **Second** from the **Reports toolbar**, click on **Schedule new Report** then click on the **acquisition tab** and select **Rollover Vendor Cycles** click **Setup & Schedule**.

- Under the **Old Fiscal cycle** tab select previous fiscal cycle, under the **Vendor Cycle Selection** make sure your library's three letter code appears in the Library field.
- Under **Vendor Selection** again make sure your library's three letter code appears in the library field, next click the gadget next to **Name**, click to highlight the vendor you want to move into the next fiscal cycle, click **Ok**.
- Under the **New Fiscal Cycle** tab type in the new fiscal year.
- Select either **Run Now** or **Schedule**.

If you only want a list of subscriptions that are due for renewal run only the third report, however if you want to move those orders over you will need to run report one and two.

- **Third** from the **Reports toolbar**, click on **Schedule new Report** then click on the **acquisition tab** and select **Rollover Dated Orders**, click on **Setup & Schedule**.
- Under the **order type tab**, with the gadget select order type **subscribe or membership** (depends on what you selected when you created your dated order) move to the box on the right with the arrow keys, click **ok**.
- **Old fiscal cycle** select your current fiscal cycle that is ending.
- **Renewal date**, click on the gadget, select **Before 12 months** (catching all the renewals from the previous year); keep the **Date this report will be run** selected under the **End date**.
- **Order selection**, select your library.
- **Order line selection**, again select your library.
- **New fiscal cycle** type in new year.
- Under the **Print Order tab**, select at least **amount** for order information and **bibliographic** for order line information.
- Click on **Schedule** or **Run now**.

