**User's**
**Guide**

virtua

Integrated Library System

# Virtua Profiler

## Acquisitions Parameters

VIRTUA ILS – INTEGRATED LIBRARY SYSTEM

# Virtua Profiler

## Acquisitions Parameters

### Version 16.1

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# 1. Introduction

The Virtua Profiler lets you customize almost every aspect of the Virtua ILS – Integrated Library System. In this guide, we describe how you can use the Virtua Profiler to set parameters that control the functions and processes of the Acquisitions subsystem.

**Note:** From this point on, we will refer to the Virtua ILS – Integrated Library System as simply Virtua or the Virtua system in this guide.

This chapter covers the following topics:



## 1.1 Using this Guide

The *Virtua Profiler/Acquisitions Parameters User's Guide* contains step-by-step instructions for configuring Acquisitions parameters via the Virtua Profiler. This guide is one of the user's guides that make up the documentation for the Virtua Profiler. The other guides are . . .

- *Getting Started with the Virtua Profiler Primer*
- *Virtua Profiler/Global Settings User's Guide*
- *Virtua Profiler/Cataloging Parameters User's Guide*
- *Virtua Profiler/Circulation Parameters User's Guide*
- *Virtua Profiler/OPAC Parameters User's Guide*

In this user's guide, we assume that you have already read the *Virtua Getting Started Primer*, which offers an overview of the Virtua system and an explanation of terminology. Also, we assume that you are familiar with the *Getting Started with the Virtua Profiler Primer*. This guide provides instructions for logging in to the Profiler and working with its tree structure, tabs, windows, menu bar, pop-up menus, and editing features.

To locate specific information in this guide, you can use the list below and the Table of Contents. For your easy reference, this guide also contains a Table of Figures and an

Index. Additionally, each chapter begins with a list of headings, each of which is hyperlinked to the appropriate section within the chapter.

| | |
|---|---|
| Information on working with Acquisitions statuses | Chapter 15 |
| Information on defining Acquisitions taxes | Chapter 16 |
| Information about working with parameters underlying Purchase Request functionality | Chapter 17 |
| Information on the changes that were made to this user's guide to update it from the last version. | Appendix A |

# 1.2 Overview of Acquisitions Parameters

Acquisitions parameters appear on the Acquisitions tab of the Virtua Profiler main window. They include a variety of codes, definitions, fees, flags, methods, options, and thresholds to allow your library to customize the Virtua Acquisitions subsystem to meet your needs.

**To access an Acquisitions parameter,**

1. On the main window of the Virtua Profiler, click the Acquisitions tab.
2. Double-click the heading ACQUISITIONS.
   -OR-
   Click the plus sign (+) next to the heading.

   The tree structure expands to show a list of Acquisitions parameters (*Figure 1-1*).

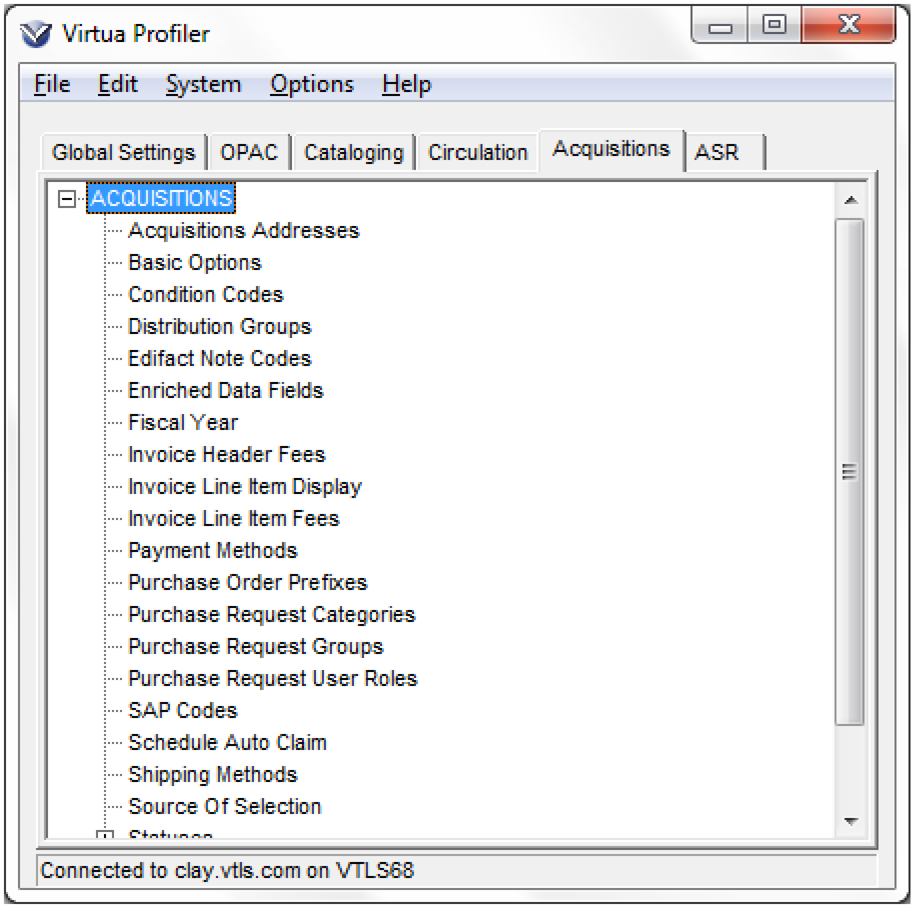


*Figure 1-1. Acquisitions Tree Structure*

3. Double-click the desired heading.
   -OR-
   Click the plus sign (+), if available, next to a heading to expand the tree structure to the next level, and then double-click the desired heading.

   The window associated with the parameter appears, where you can set your parameter values. For example, Figure 1-2 shows the window for the Condition Codes parameter.

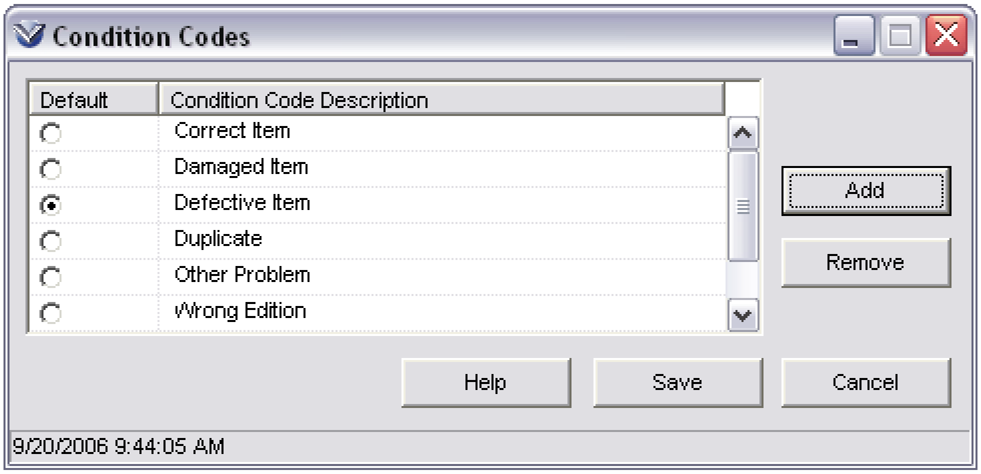


*Figure 1-2. Sample Parameters Window*

The information in the status bar at the bottom of the window tells you if the parameter is set or not. The status bar displays either . . .

- The words PARAMETER NOT SET.
  -OR-
- The date and time that the parameter was last modified.

## 1.3 Format of the Instructions in this User's Guide

In this user's guide, each section that describes a particular Acquisitions parameter offers the following information, where appropriate:

- A brief description of the parameter and its use.
- The function in the Virtua client that the parameter relates to or controls.
- Any *system-defined* values, which you CANNOT delete because they are required by the Virtua server.

For most step-by-step instructions in this guide, we start by assuming that you are on the Acquisitions tab in the Virtua Profiler and that the ACQUISITIONS tree is expanded so that the headings for all Acquisitions parameters are visible as shown in Figure 1-3.

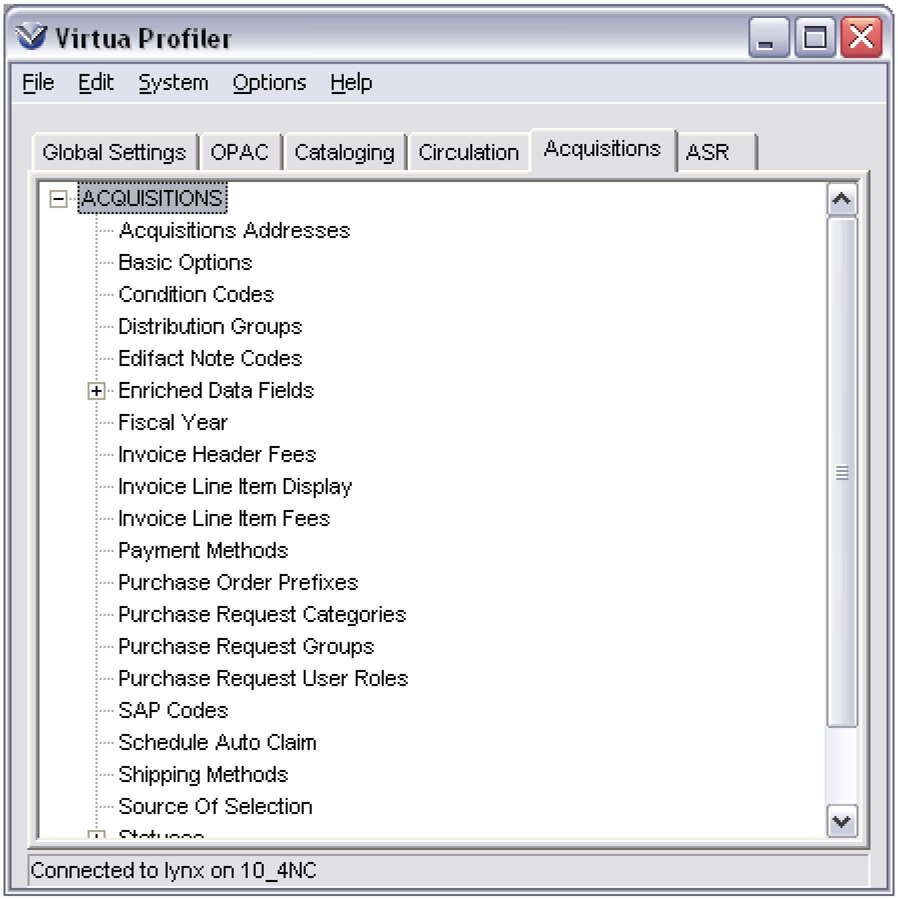


*Figure 1-3. Acquisitions Tree Structure*

# 2. Working with Acquisitions Codes

This chapter provides step-by-step procedures for setting acquisitions parameters dealing with codes. Using the Virtua Profiler, you can set codes for conditions of receipt, SAP codes, and subject codes.

**Note:** For each set of step-by-step instructions in this chapter, we assume that you are starting on the Acquisitions tab in the Virtua Profiler and that the ACQUISITIONS tree is expanded so that all Acquisitions parameter headings are visible.

This chapter covers the following topics:



## 2.1 Working with Condition Codes

The Condition Codes parameter lets you define the different types of conditions in which material is received. The codes that you define in this parameter appear in the Virtua client in the drop-down list of Conditions in the Edit Receipt Information dialog box, allowing you to assign a receipt condition to a purchase order line item.

Using the Virtua Profiler, you can add, modify, translate, and delete condition codes as needed by your library.

### *2.1.1 Adding Condition Codes*

**To add a condition code in the Virtua Profiler,**

1. On the ACQUISITIONS tree (*Figure 1-3*), double-click Condition Codes.

   The Condition Codes window appears (*Figure 2-1*).

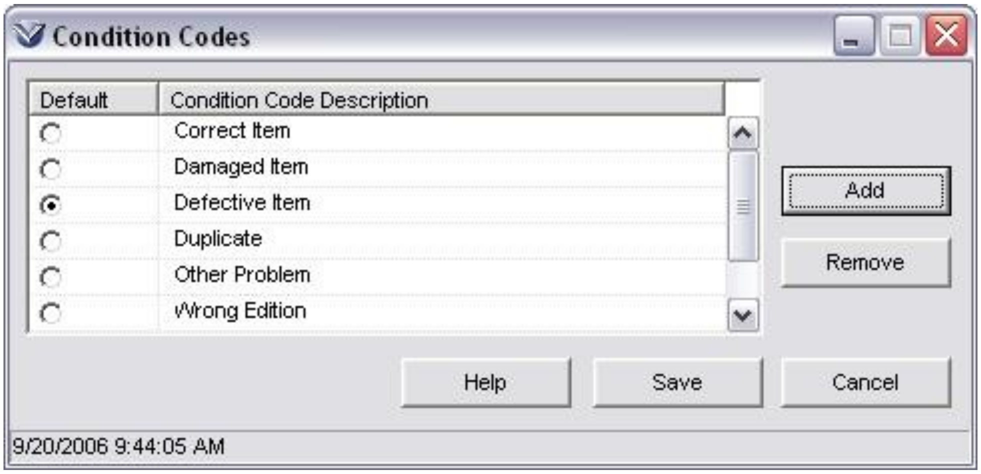


*Figure 2-1. Condition Codes Window*

2. Click the Add button.

   A new blank row appears.

3. In the empty row, type a new Condition Code Description. It can be alphanumeric and contain up to 80 characters.
4. Continue adding new codes as needed by clicking the Add button.
5. After you have entered all the desired codes, click the Save button.

   Your condition codes are saved to the database.

### 2.1.2 Modifying Condition Codes

**To modify or translate a condition code,**

1. On the condition codes window (*Figure 2-1*), highlight the condition code that you want to modify or translate.
2. Edit the text as desired.
3. Click the Save button.

   Your changes are saved to the database.

### 2.1.3 Deleting Condition Codes

**To delete a condition code,**

1. On the Condition Codes window, highlight the condition code that you want to delete.
2. Click the Remove button.
3. Click the Save button.

   The condition code is deleted from the database.

## 2.2 Working with SAP Codes

Libraries that interface with administrative and accounting offices require the use of SAP (System Analysis and Program Development) codes on invoices, payment vouchers, and credit memos. The SAP Codes parameter lets you define codes for invoices, payment vouchers, and credit memos.

This parameter affects the following aspects of the Invoice, Payment Voucher, and Credit windows in the Virtua client:

- The appearance (or non-appearance) of the SAP drop-down list on such windows as the Invoice, Select Invoices for Payment, Invoice Line Item, Display Voucher, and Credit windows.
- The list of available SAP codes that appears for each type of record—invoice, payment, and credit.
- The SAP code that appears *first* in any of the list boxes.

Using the SAP Codes parameter, you can . . .

- Choose whether to enable the use of SAP codes in the system.
- Add new SAP codes and descriptions and modify or delete any existing code definitions.
- Select any ONE SAP code to be the default.

### 2.2.1 Adding SAP Codes

**To add a SAP Code in the Virtua Profiler,**

1. In the ACQUISITIONS tree (*Figure 1-3*), double-click SAP Codes.

   The SAP Codes window appears (*Figure 2-2*), displaying one tab for each type of SAP code: Invoice SAP Codes, Payment SAP Codes, and Credit SAP Codes.

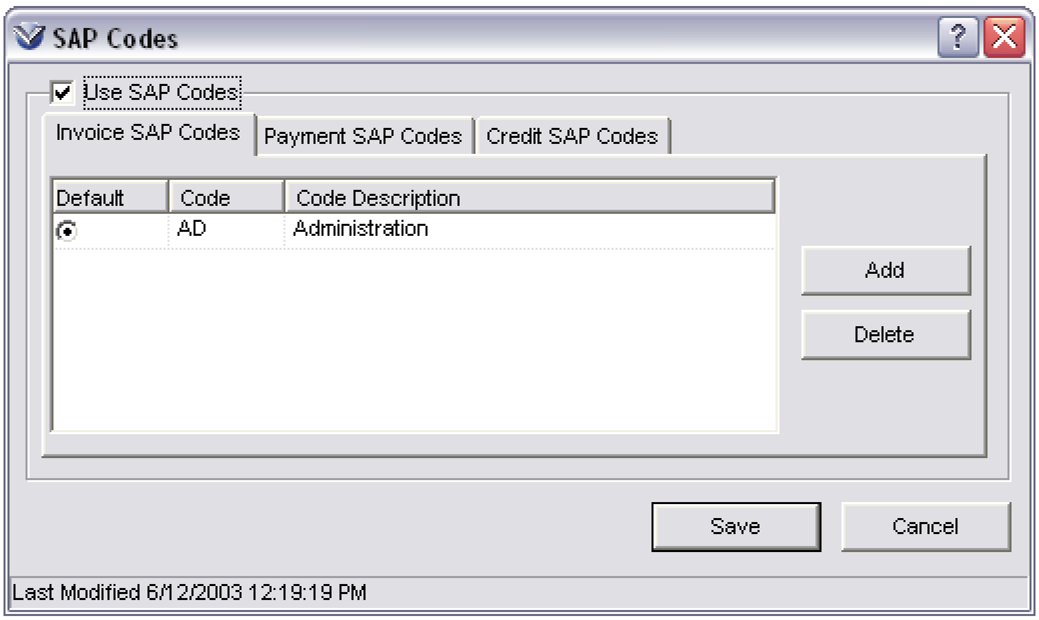


*Figure 2-2. SAP Codes Window*

2. Select the Use SAP Codes check box, which appears in the upper left corner of the window.

   **Note:** You can work with the SAP Codes window only after you select this check box. Selecting the check box not only lets you edit the window, but it also enables SAP code functionality in the Virtua client.

3. Click the tab for the type of SAP codes you want to add.

4. Click the Add button.

   A new row appears in the list of SAP codes.

5. Enter a code and description for the new SAP code.

6. To add another code, click the Add button again. Continue adding codes as needed.
7. After you have defined all the codes that you need, select a default code. For details, see the following section.
8. Click the Save button.

   Your SAP codes are saved to the database.

**Hint:** The Profiler will automatically sort the new descriptions alphabetically in the list.

### 2.2.2 Setting the Default SAP Code

**To choose a default SAP Code,**

1. On the SAP Codes window (*Figure 2-2*), click the tab on which you want to choose a default code.
2. In the Default column, select the radio button for the code that you want to be the default. As the default, this SAP code will appear first in the list box in the client.
3. Repeat this procedure for the other tabs.
4. Click the Save button.

   The default settings are saved to the database.

### 2.2.3 Modifying SAP Codes

**To modify or translate a SAP Code,**

1. On the SAP Codes window (*Figure 2-2*), click the appropriate tab.
2. Highlight the code that you want to modify or translate.
3. Edit the text as desired.
4. Click the Save button.

   Your changes are saved to the database.

### 2.2.4 Deleting SAP Codes

**Note:** You cannot delete a SAP code if…
- It is currently assigned to a record.
- It is the last code defined in the parameter.

**To delete a SAP Code,**

1. On the SAP Codes window (*Figure 2-2*), click the appropriate tab.
2. Highlight the SAP code that you want to delete.
3. Click the Delete button.
4. Click the Save button to save your changes and exit the window.

   The SAP Code is deleted from the database.

## 2.3 Working with Subject Codes

The Subject Codes parameter contains codes that are used to define purchase order line items. Subjects are not mandatory in Virtua, but your library may wish to use them to keep track of orders related to a particular part of your collection. In addition, Virtua offers a special feature that lets your library use subject codes to identify Serial orders whose payment type is either Deposit or Donation. For details, see the *Virtua Acquisitions User's Guide*.

This parameter controls the drop-down list of subject codes that is available on the Line Item Header Information tab of the Order Line Editor window in the Virtua client.

Using the Virtua Profiler, you can add, modify, translate, or delete any subject code according to your library's needs.

### 2.3.1 Adding Subject Codes

**To add subject codes in the Virtua Profiler,**

1. In the ACQUISITIONS tree (*Figure 1-3*), double-click Subject Codes.

   The Subject Codes window appears (*Figure 2-3*), listing in alphabetical order any subject code descriptions that may already be defined.

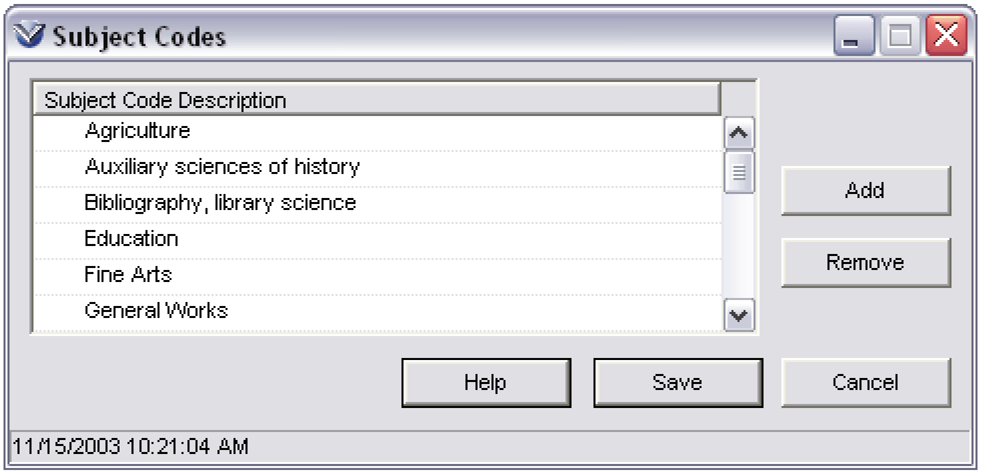


*Figure 2-3. Subject Codes Window*

2. Click the Add button.

   A new blank row appears.

3. In the empty row, type a new subject code description, which is alphanumeric and up to 80 characters in length.
4. If needed, click the Add button again to add another description. Continue adding descriptions as needed.
5. After you have entered all the desired data, click the Save button.

   Your new subject code descriptions are saved to the database.

**Hint:** The Profiler will automatically sort any new subject code descriptions alphabetically in the list.

## 2.3.2 Modifying Subject Codes

**To modify or translate a subject code,**

1. On the Subject Codes window, highlight the subject code you want to modify or translate.
2. Edit the text as desired.
3. Click the Save button.

   Your changes are saved to the database.

### 2.3.3 Deleting Subject Codes

**To delete a Subject Code,**

1. On the Subject Codes window, highlight the Subject Code you want to delete.
2. Click the Remove button.
3. Click the Save button to save your changes and exit the window.

   Your deletion is saved to the database.

# 3. Working with Invoice-related Parameters

You can use the Virtua Profiler to define types of invoice fees: Invoice Header Fees, which apply to invoices as a whole, and Invoice Line Item Fees, which apply to individual invoice line items. You can also set a parameter to determine which purchase order line items appear on the invoice during the add invoice process.

This chapter describes these options in more detail.

This chapter covers the following topics:



## 3.1 Working with Invoice Header Fees

The Invoice Header Fees parameter lets you . . .

- Set types of fees and taxes that apply to an invoice as a whole.
- Specify the fiscal year and account to which you want the fees charged.
- Specify a default fee.

The Invoice Header Fees parameter controls the drop-down list of fee types available in the Invoice Fee Modification dialog box in the Virtua client.

Using the Invoice Header Fees parameter, you can . . .

- Add, modify, translate, or delete any non-EDIFACT header fee.

  **Note:** You cannot add or delete any EDIFACT header fee, but you can translate the *description* that appears after the three-character EDIFACT code, select a fiscal year, and select an account for any EDIFACT fee. The EDIFACT fees are listed in the table below.

- Select ONE type of fee or tax as the default, which will appear first in the drop-down list of fees in the Virtua client.

The following table contains a list of EDIFACT header fees, which are system-defined and cannot be deleted. For details on modifying these fees, see the section "Modifying Invoice Header Fees" in this chapter.

| EDIFACT Fee Codes and Descriptions |
|---|
| A17 - All Adjustments Combined |
| A31 - Air Express Charge |
| A32 - Air Transportation Charge |
| A69 - Bulk Mail Charge |
| A79 - Payment on Account |
| A96 - Carrier Charge |
| B29 - Postage and Handling Combined |
| BA - Supply of Approvals/Book Collections |
| BB - Barcode Labeling |
| BC - Classification |
| BG - General Servicing by Library Bookseller |
| BI - Binding |
| BJ - Sleeving |
| BM - Data Communication |
| BN - Miscellaneous Services |
| BP - Audio/CD-Rom packaging |
| BS - Security Fitting |
| C04 - Special Delivery |
| C26 - Discount Given by Agent |
| C35 - Discount Given by Publisher |
| C70 - Courier Delivery |
| CA - Cataloging Services |
| CB - Commission |
| CUD - Customs Duty |
| D01 - Fax Charges |
| D20 - Air Freight |
| D50 - Handling |
| D80 - Registered Surface Mail |
| DI - Discount |
| DL - Delivery Charge |
| E51 - Postage Cost |
| E52 - First Class Mail |
| E89 - Sea Mail |
| ER - Exchange Rate Guarantee Charge |
| EXC - Excise Duty |
| F46 - Air mail |

| EDIFACT Fee Codes and Descriptions |
|---|
| F76 - Agent Check-in Charge |
| FC - Freight Charge |
| G74 - Service Charge |
| G98 - Data Storage Cost |
| GST - Goods and Services Tax |
| H04 - Registered Air Mail |
| HD - Handling Charge |
| IMP - Import Tax |
| IN - Insurance Code |
| LD - Library Discount |
| LOC - Local Sales Tax |
| OTH - Other Taxes |
| PAB - Postage Charge |
| PC - Packing Charge |
| SH - Special Handling |
| TD - Trade Discount |
| TX - Tax |

### 3.1.1 Adding Invoice Header Fees

**To add an Invoice Header Fee Description in the Virtua Profiler,**

1. In the ACQUISITIONS tree (*Figure 1-3*), double-click Invoice Header Fees.

   The Invoice Header Fees window appears (*Figure 3-1*).

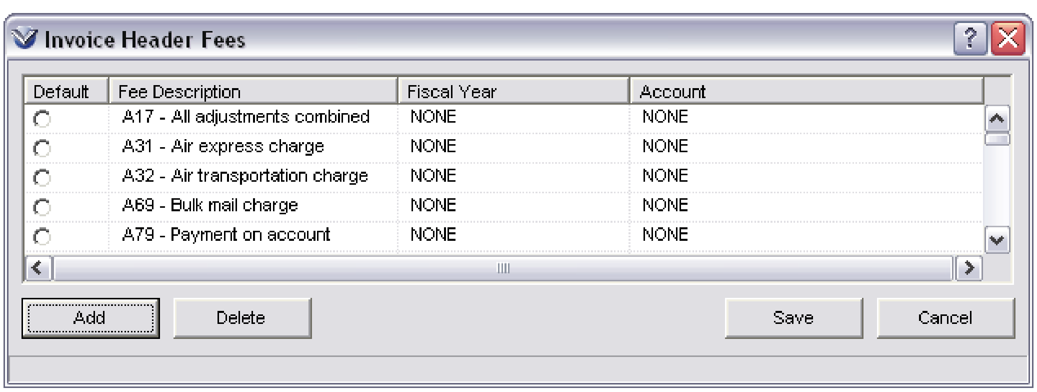


*Figure 3-1. Invoice Header Fees Window*

2. Click the Add button.

A new blank row appears at the bottom of the list.

3. In the empty row, type the fee description.

4. If desired, select the Fiscal Year from which you will choose a header fee account. To do this, click NONE in the Fiscal Year field to highlight it. Click it again, and then click the arrow to see the drop-down list (*Figure 3-2*).

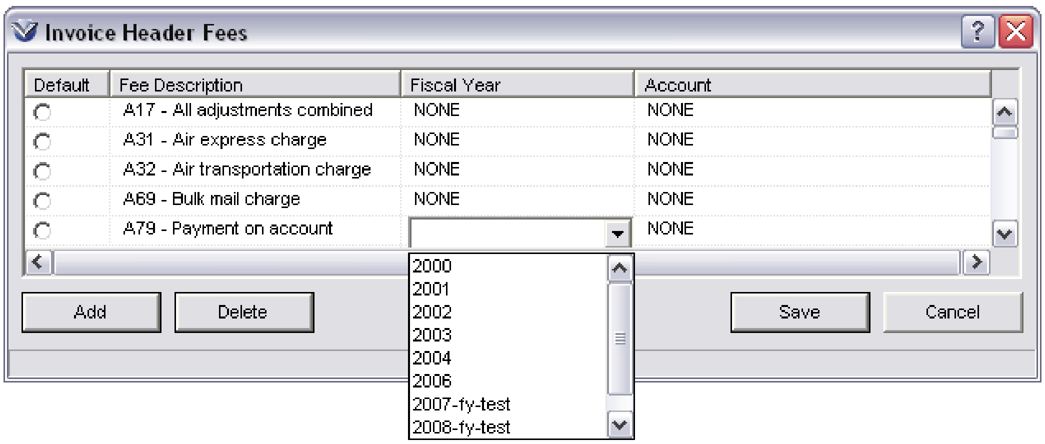


*Figure 3-2. Invoice Header Fees Window - Fiscal Year Drop-down List*

**Note:**

- You do not have to choose a Fiscal Year/Account for a header fee. If you do not, the fee will be charged to the account associated with the line item on the purchase order.
- If you do not select a Fiscal Year, you cannot choose an account. Once you select a Fiscal Year, a drop-down list of accounts appears in the Account field.

5. If you selected a Fiscal Year, select the Account to which you want the header fee charged. To do this, click the Account field to highlight it. Click it again, and then click the arrow to see the drop-down list (*Figure 3-3*).

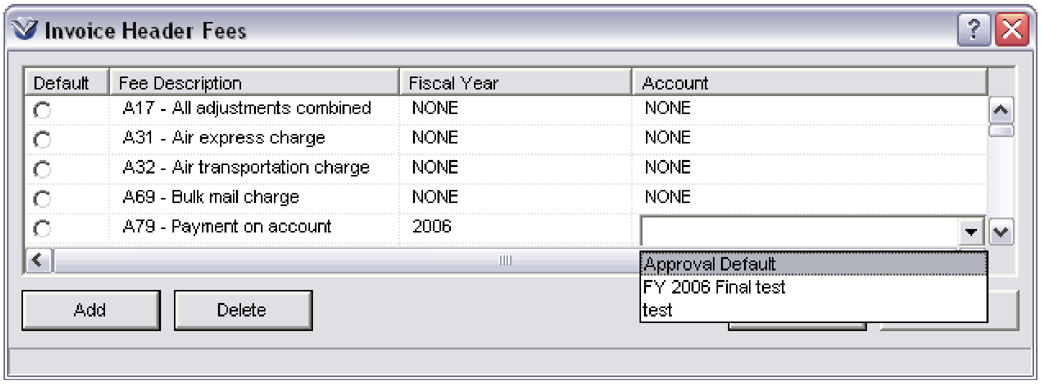


*Figure 3-3. Invoice Header Fees Window - Account Drop-down List*

6. If you want the new fee to be the default, select the radio button in the Default column. The default will appear first in the drop-down list of fees in the Virtua client.

7. If desired, click the Add button to add another fee to the list.

8. When you are finished adding fees, click the Save button.

   Virtua saves the fees to the database and closes the window.

### 3.1.2 Modifying Invoice Header Fees

**Note:** You cannot modify header fees once they have been assigned to a record.

**To modify an invoice header fee,**

1. On the Invoice Header Fees window (*Figure 3-1*), click the fee description that you want to modify, and then click it again.
2. Type the new description.

   **Note:** Do NOT change the three-character EDIFACT code of any EDIFACT fee.

3. If desired, modify the Fiscal Year.
4. If desired, modify the Account.
5. Click the Save button.

   Virtua saves your changes and closes the window.

### 3.1.3 Setting the Default Invoice Header Fee

**To change the default invoice header fee,**

1. In the row of the desired fee, select the check box in the Default column.
2. Click the Save button.

   Virtua saves the default setting and closes the window. The selected fee will now appear first in the drop-down list of fees in the Virtua client.

### 3.1.4 Deleting Invoice Header Fees

**Note:** You cannot delete EDIFACT header fees or any header fees that have been assigned to a record.

**To delete an invoice header fee,**

1. Click the non-EDIFACT fee that you want to delete.
2. Click the Delete button.

   The row is deleted.

3. Click the Save button.

   Virtua saves the deletion and closes the window.

## 3.2 Working with Invoice Line Item Fees

The Invoice Line Item Fees parameter lets you define fees and taxes that apply to specific line items on an invoice. The fee or tax is charged to the same account as the line item itself.

The fees that you define in this parameter will appear in the Virtua client in the drop-down list of fee types available in the Line Fees Modification dialog box.

Using the Invoice Line Item Fees parameter, you can . . .

- Modify, translate, or delete any *non*-EDIFACT line item fee.

> **Note:** You cannot add or delete any EDIFACT line item fee, but you can modify or translate the *description* that appears after the three-character EDIFACT code. The EDIFACT fees are listed in the table below.

- Select ONE type of fee or tax as the default, which will appear first in the drop-down list of fees in the Virtua client.

The following table contains a list of EDIFACT line item fees, which are system-defined and cannot be deleted.

| **EDIFACT Line Item Fee Codes and Descriptions** |
|---|
| A17 - All Adjustments Combined |
| A31 - Air Express Charge |
| A32 - Air Transportation Charge |
| A69 - Bulk Mail Charge |
| A79 - Payment on Account |
| A96 - Carrier Charge |
| B29 - Postage and Handling Combined |
| BA - Supply of Approvals/Book Collections |
| BB - Barcode Labeling |
| BC - Classification |
| BG - General Servicing by Library Bookseller |
| BI - Binding |
| BJ - Sleeving |
| BM - Data Communication |
| BN - Miscellaneous Services |
| BP - Audio/CD-Rom packaging |
| BS - Security Fitting |
| C04 - Special Delivery |
| C26 - Discount Given by Agent |
| C35 - Discount Given by Publisher |
| C70 - Courier Delivery |
| CA - Cataloging Services |
| CB - Commission |
| CUD - Customs Duty |
| D01 - Fax Charges |
| D20 - Air Freight |
| D50 - Handling |
| D80 - Registered Surface Mail |
| DI - Discount |

| EDIFACT Line Item Fee Codes and Descriptions |
|---|
| DL - Delivery Charge |
| E51 - Postage Cost |
| E52 - First Class Mail |
| E89 - Sea Mail |
| ER - Exchange Rate Guarantee Charge |
| EXC - Excise Duty |
| F46 - Air mail |
| F76 - Agent Check-in Charge |
| FC - Freight Charge |
| G74 - Service Charge |
| G98 - Data Storage Cost |
| GST - Goods and Services Tax |
| H04 - Registered Air Mail |
| HD - Handling Charge |
| IMP - Import Tax |
| IN - Insurance Code |
| LD - Library Discount |
| LOC - Local Sales Tax |
| OTH - Other Taxes |
| PAB - Postage Charge |
| PC - Packing Charge |
| SH - Special Handling |
| TD - Trade Discount |
| TX - Tax |
| VAT - Value Added Tax |

### 3.2.1 Adding Invoice Line Item Fees

**To add an invoice line item fee in the Virtua Profiler,**

1. On the ACQUISITIONS tree, double-click Invoice Line Item Fees.

   The Invoice Line Item Fees window appears (*Figure 3-4*).

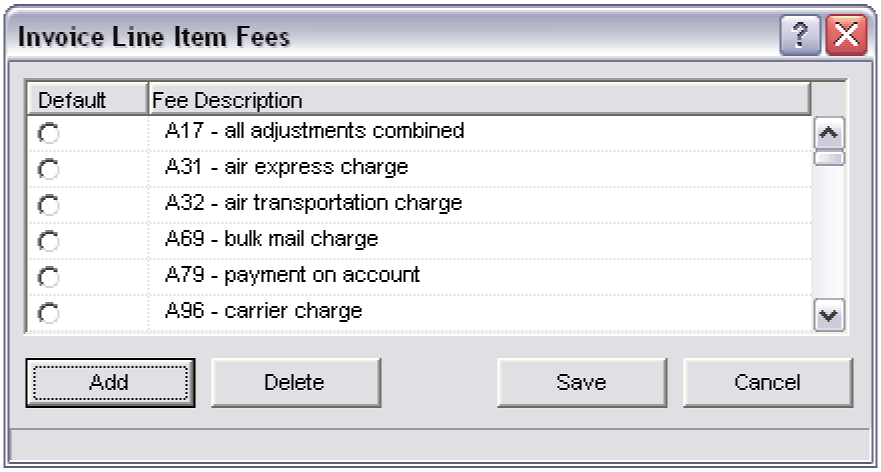


*Figure 3-4. Invoice Line Item Fees Window*

2. Click the Add button.

   A new blank row appears at the end of the list.

3. In the empty row, type the fee description.
4. If desired, specify the fee as the default by selecting the radio button in the Default column.

   **Hint:** The default will appear first in the drop-down list of fees in the Virtua client.

5. If you want to add another fee, click the Add button, and type another description. Continue adding fees as needed.
6. When you have finished defining all the desired fees, click the Save button.

   The Invoice Line Item Fees are saved to the database.

## 3.2.2 Modifying Line Item Fee Descriptions

**Note:** You cannot modify line item fees once they have been assigned to a record.

**To modify or translate a line item fee description,**

1. On the Line Item Fees window, click the fee description you want to modify, and then click it again.
2. Type the new description.

   **Note:** Do NOT change the three-character EDIFACT code of any EDIFACT fee.

3. Click the Save button.

   Your changes are saved to the database.

### 3.2.3 Setting the Default Invoice Line Item Fee

**To set the default Invoice Line Item Fee,**

1. In the row of the desired fee, select the radio button in the Default column.
2. Click the Save button.

   Virtua saves the default setting. The selected fee will now appear first in the drop-down list of fees in the Virtua client.

### 3.2.4 Deleting Invoice Line Item Fees

**Note:** You cannot delete EDIFACT line item fees or any line item fees that have been assigned to a record.

**To delete a Line Item Fee Description,**

1. On the Line Item Fees window, click the non-EDIFACT fee description you want to delete.
2. Click the Delete button.

   The row is deleted.

3. Click the Save button.

Virtua saves the deletion and closes the window.

## 3.3 Setting the Invoice Line Item Display Parameter

The Invoice Line Item Display parameter lets you determine which purchase order line items appear on the invoice during the add invoice process. This parameter lets you choose to . . .

- Display ALL purchase order line items on the Add Invoice and Add Invoice Line Items windows in the Virtua client.
  -OR-
- Display only RECEIVED purchase order line items on the Add Invoice and Add Invoice Line Items windows in the Virtua client.

**Note:** If you select the Immediately Proceed to Invoices radio button to display the Add Invoice window from the Add Order window, this parameter will have no effect on the display of line items.

**To set the Invoice Line Item Display parameter in the Virtua Profiler,**

1. On the ACQUISITIONS tree, double-click Invoice Line Item Display.

   The Invoice Line Item Display dialog box appears (*Figure 3-5*).

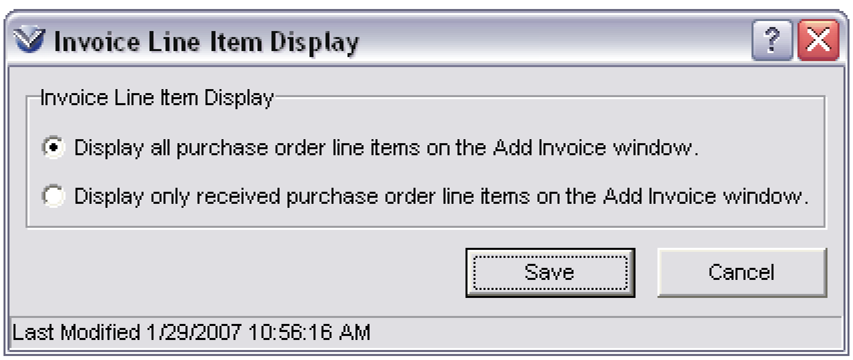


*Figure 3-5. Invoice Line Item Display Dialog Box*

2. Select the radio button that will give you the display you want.
3. Click the Save button.

   Your setting is saved to the database.

# 4. Working with the Acquisitions Basic Options Parameter

Via the Virtua Profiler, you can set various options to enable or disable basic functionality in the Acquisitions subsystem. This chapter describes these options and provides instructions for setting them.

This chapter covers the following topics:



**To access the Acquisitions Basic Options parameter,**

- In the ACQUISITIONS tree (*Figure 1-3*), double-click Basic Options.

The Acquisitions Basic Options window appears (*Figure 4-1*).

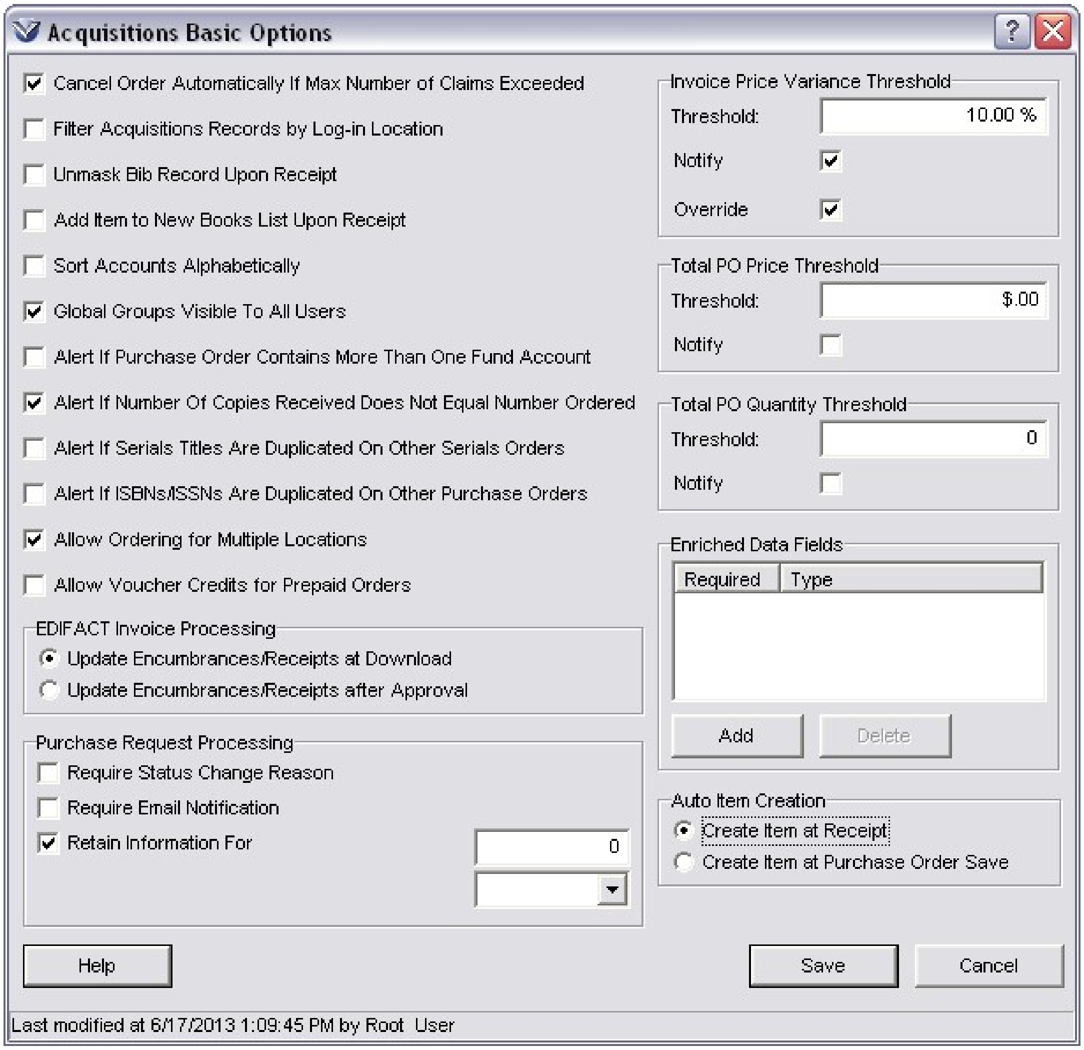


*Figure 4-1. Acquisitions Basic Options Window*

# 4.1 Cancel Order Automatically … Option

The Cancel Order Automatically If Maximum Number of Claims Is Exceeded option (*Figure 4-1*) controls whether purchase orders or purchase order line items are canceled during a batch claiming operation when the claim sequence number of a claim exceeds the value for the maximum number of claims as set in the vendor record.

During processing of Acquisitions claims via **autoClaim.exe**, if the claim for a purchase order or a purchase order line item causes the maximum number of claims to be exceeded AND the Automatically Cancel Order… check box is . . .

- **Selected –** The purchase order or purchase order line item will be canceled automatically.
- **Not Selected –** The claim will NOT be issued and **autoClaim.exe** will indicate in the log file that the purchase order or purchase order line item is eligible for cancellation.

For additional information on running **autoClaim.exe**, see the *Virtua System Management: Acquisitions User's Guide.*

# 4.2 Filter Acquisitions Records by Log-in Location Option

The Filter Acquisitions Records by Log-in Location option (*Figure 4-1*) lets you choose whether to filter acquisitions records by a user's log-in location.

Filtering by log-in location affects the following aspects of Acquisitions:

- The accounts available for your selection when creating purchase orders, adding credits, or creating a voucher without invoices. If the filter is in effect, only accounts associated with your log-in location will be available.
- The ability to manipulate (such as update, view, or delete) purchase orders, invoices, credits, or payment vouchers. If the filter is in effect, you will be able to manipulate only those records created at/associated with your log-in location.
- The acquisitions addresses that are available in the Billing Sent To and Shipping Sent To drop-down lists on an order and the locations that are available in the Locations drop-down list in the Order Line Editor. If the filter is in effect,
    - Only the acquisitions addresses associated with your log-in location will be available in the Billing Sent To and Shipping Sent To drop-down lists.
      -AND-
    - Only your log-in location and its sublocations will be available in the Locations drop-down list.

**Note:** The Filter Acquisitions Records by Log-in Location option does NOT govern the display of accounts in the Account Management window. The display of accounts in the Account Management window is governed by log-in location only, regardless of how the Filter Acquisitions Records by Log-in Location option is set.

In summary, if the Filter Acquisitions Records by Log-in Location check box is. . .

- **Selected –** Your access to accounts, acquisitions records, and acquisitions addresses will be limited to those linked to the log-in location only.
- **Not Selected –** Your access to accounts, acquisitions records, and acquisitions addresses will NOT be limited to those linked to the log-in location only.

**Important:** Do NOT enable the Filter by Log-in Location option and the Distribution Groups parameter at the same time. Doing so will cause problems in the system. Either *disable both* parameters or *enable one* and not the other.

## 4.3 Unmask Bib Record Upon Receipt Option

The Unmask Bib Record Upon Receipt option (*Figure 4-1*) controls whether the masked bibliographic record of an ordered item is unmasked upon receipt of the order line item.

If the Unmask Bib Record Upon Receipt check box is…

- **Selected** – The masked bibliographic record of an ordered item will be unmasked upon receipt of the order line item.
- **Not Selected** – The masked bibliographic record of an ordered item will NOT be unmasked upon receipt of the order line item.

For information about masking newly created records, see the *Virtua Cataloging User's Guide*. For information about masking records added to the Purchase Request List, see the *Acquisitions Workflow-Based Reference Guide*.

## 4.4 Add Item to New Books List... Option

The Add Item to New Books List Upon Receipt option (*Figure 4-1*) controls whether, upon receipt, an item is automatically added to your library's New Books List (NBL).

Specifically, the setting controls the selection of the On New Books List check box, which is located on the Edit Receipt Information dialog box in the Acquisitions subsystem. If the On New Books List check box is selected, a newly received item will automatically be added to the New Books List. As long as the item remains on the New Books List, it will be eligible for inclusion in the New Books List report, which you can run using InfoStation®.

If the Add Item to New Books List Upon Receipt check box is…

- **Selected –** The On New Books List check box will be selected by default.
- **Not Selected –** The On New Books List check box will NOT be selected.

**Note:** Whether the Add Item to New Books List Upon Receipt check box is selected or not, you always have the option to manually select or de-select the On New Books List check box for a given item.

# 4.5 Sort Accounts Alphabetically Option

The Sort Accounts Alphabetically option (*Figure 4-1*) controls whether, on the Account Management window, accounts will be sorted alphabetically or display in the order that they were entered into the system.

If the Sort Accounts Alphabetically check box is…

- **Selected** – On the Accounts Management window, accounts will be sorted alphabetically.
- **Not Selected** – On the Accounts Management window, accounts will display in the order that they were entered into the system.

# 4.6 Make Global Groups Visible to All Users Option

The Global Groups Visible to All Users option (*Figure 4-1*) controls whether all users or only Acquisitions Super Users will be able to view purchase request groups (see the Purchase Request Groups parameter) that are designated as global—and therefore are not associated with a specific location.

If the Global Groups Visible to All Users check box is…

- **Selected** – On the Purchase Requests Management window, all purchase requests associated with global request groups will be visible to all users at all locations.
- **Not Selected** – On the Purchase Requests Management window, all purchase requests associated with global request groups will be visible only to Acquisitions Super Users.

# 4.7 Alert If… Options

The following "Alert If…" options (*Figure 4-1*) let you determine conditions under which Virtua needs to alert the Acquisitions user:

- Alert If Purchase Order Contains More Than One Fund Account
- Alert If Number Of Copies Received Does Not Equal Number Ordered
- Alert If Serials Titles Are Duplicated On Other Serials Orders
- Alert If ISBNs/ISSNs are Duplicated on Other Purchase Orders

When any one of these settings is enabled, the Virtua client will display a warning message when the specified situation occurs, and allow the user to continue or cancel the action.

# 4.8 Allow Ordering for Multiple Locations Option

The Allow Ordering for Multiple Locations option (*Figure 4-1*) controls whether a Locations sub-tab will appear on the Order Line Editor window in the Virtua client.

The Locations tab lets you choose which locations will receive copies of the current order line item. When the order is for serials items, holdings records will be created for the item for each of the locations specified on the Locations tab.

If the Allow Ordering for Multiple Locations check box is…

- **Selected** – The Locations sub-tab will appear on the Invoice Line Item window, and fields to modify the item quantity and price will appear on the Location tab.
- **Not Selected** – The Locations sub-tab will NOT appear, and the fields for Item Quantity and Item Price will appear on the main Invoice Line Item window.

# 4.9 EDIFACT Invoice Processing Options

The EDIFACT Invoice Processing options (*Figure 4-1*) consist of the following radio buttons:

- Update Encumbrances/Receipts at Download
  -AND-
- Update Encumbrances/Receipts after Approval

**If you choose to have encumbrances and receipts updated "at download,"**

- Virtua will download the invoice files from the vendor's FTP server and create invoices.
- The amount of the invoices will be encumbered (updated, actually, since encumbrance takes place upon transmitting the order).
- A receipt will be created/updated for the quantity invoiced.
- The invoice will automatically be marked Valid for Payment, unless Virtua detects an error.
- The invoice will appear on the Select Invoices for Payment window. The invoice will also be available for payment via the EDIFACT Tracker (see the *Acquisitions Workflow-Based Reference Guide*).

**Note:** If the Update Encumbrances/Receipts at Download radio button is selected, receipts are automatically be deleted when an EDIFACT invoice is deleted via the EDIFACT Tracker.

**If you choose to have encumbrances and receipts updated "after approval," a librarian's review will be required. The process will be…**

- Virtua will download the invoice files from the vendor's FTP server and create invoices.
- Virtua will give the invoice header a status of Hold Pending Investigation.
- The invoice will NOT appear on the Select Invoices for Payment window until it has been saved on the Add/Update Invoice window, at which time, the invoice amount will be encumbered and a receipt created/updated.

**Note:** If the Update Encumbrances/Receipts after Approval radio button is selected, receipts are not deleted when an EDIFACT invoice is deleted via the EDIFACT Tracker.

# 4.10 Purchase Request Processing Options

The Purchase Request Processing options on the Acquisitions Basic Options window let you configure the actions Virtua takes when a purchase request is made or changed.

- **Require Status Change Reason** - Determines whether a staff member will be required to enter a reason for changing the status of a purchase request before the changes can be saved.

- **Require Email Notification** - Determines whether Virtua sends e-mail notifications to the requesting patron and to a designated staff member when a purchase request is created or saved at a new status.
  - ♦ **If this setting is enabled,**
    - – An e-mail notification is sent to the requesting patron and a designated staff member when a purchase request is created.
      -AND-
    - – An e-mail notification is sent to the requesting patron and the designated staff member when a purchase request is saved at a new status, so long as the new purchase request status is configured to allow e-mails on the Purchase Request Statuses parameter window. When a library staff user saves a purchase request that qualifies for e-mail notifications, Virtua displays a pop-up message that allows the user to confirm or cancel the e-mail notifications.

> **Note:** The staff e-mail is sent to the e-mail address specified in the Location Names parameter for the location that is assigned to the purchase request on the Add/Update Purchase Request window.

- ♦ **If this setting is NOT enabled,**
  - – E-mail notifications are not sent to the requesting patron and the designated staff member when a purchase request is created.
    -AND-
  - – E-mail notifications are not sent to the patron or the staff member when a purchase request is saved at a new status.

> **Notes:**
> - – When a purchase request is saved at a status of Rejected and the E-mail check box is selected on the Update Purchase Request window, Virtua attempts to send an e-mail notification to the requesting patron, even if the Require Email Notification setting is not enabled or the Rejected status is not configured to allow e-mails on the Purchase Request Statuses window.
> - – Regardless of the Require Email Notification setting, if the E-mail check box is selected on the Update Purchase Request window, Virtua always attempts to send an e-mail notification to the requesting patron when a purchase request is saved at a status of Ordered.

- **Retain Information For** (text box and drop-down) - Determines how long the information about a purchase request is kept in the database. Once the specified time period has elapsed, information about expired purchase requests will be deleted when the script **DeleteOldPurchaseRequests.sh** is run. See the *System Management: Acquisitions Reference Guide* for information on this script.

# 4.11 Threshold-related Options

The following settings on the Acquisitions Basic Options window (*Figure 4-1*) let you set a threshold involving price and/or quantity with regard to invoices and purchase orders:

- Invoice Price Variance Threshold
- Total PO Price Threshold
- Total PO Quantity Threshold

In addition, the options give you the choice of having Virtua notify you when the threshold is reached. With regard to the PO thresholds, each time a purchase order is added or updated, the Virtua client checks that the total purchase order price and quantity do not exceed the specified threshold amounts. If the total purchase order price or quantity does exceed the threshold amount, Virtua will display a notification if the Notify check box is selected.

The check for the Invoice Price Variance Threshold is checking the line price on an invoice against the purchase order line price.

These thresholds are described in more detail below.

### 4.11.1 Invoice Price Variance Threshold Options

The Invoice Price Variance Threshold options (*Figure 4-1*) consist of the following:

- In the text box, you can define a threshold, expressed as a percentage, to indicate the amount that the price of an invoice line item can exceed the price of the line item on the purchase order.
- The Notify check box controls whether Virtua will perform a threshold check and, if the threshold is exceeded, notify you on the Invoice Line Item window.
- The Override check box controls whether you are given the choice to override the threshold limit, i.e., to decide to continue with an addition or modification of the unit price of the invoice line item even though the threshold is exceeded.

**To set the Invoice Price Variance Threshold,**

1. Open the Acquisitions Basic Options window.

2. Double-click the Threshold field and type a value. This is the unit price percentage that an invoice line item can exceed the purchase order line item price.

   **Hint:** Type only the value in this field. The percent sign is inserted later automatically.

3. If you want to activate the system notification function, select the Notify check box.
   - If you select this check box, Virtua will perform a check to determine if the disparity between the invoice unit price and the purchase order line item price exceeds the threshold. If it does exceed the threshold, Virtua will notify you on-screen with the message: "The invoice price exceeds the purchase order price by more than the acceptable threshold."
   - If you do not select this check box, Virtua will not perform this check and will not display a message.

4. If, in addition to the system notification function, you want to activate a system-override function, select the Override check box.
   - If you select this check box, Virtua will perform a check to determine if the disparity between the invoice unit price and the purchase order line item price exceeds the threshold. If it does exceed the threshold, Virtua will notify you on-screen with the message: "The invoice price exceeds the purchase order price by more than the acceptable threshold. Changes will not be saved. Do you want to override?" You can answer Yes or No.

5. Click the Save button.

### 4.11.2 Total PO Price Threshold Options

The Total PO Price Threshold options (*Figure 4-1*) consist of a text box and one check box.

- In the text box, you can define a threshold to indicate the amount that the total price of a purchase order is not to exceed.
- The Notify check box controls whether Virtua will perform a threshold check and, if the threshold is exceeded, notify you on the Purchase Order window.

### 4.11.3 Total PO Quantity Threshold Options

The Total PO Quantity Threshold options (*Figure 4-1*) consist of a text box and one check box.

- In the text box, you can define a threshold to indicate the number that the total quantity of a purchase order is not to exceed.
- The Notify check box controls whether Virtua will perform a threshold check and, if the threshold is exceeded, notify you on the Purchase Order window.

## 4.12 Enriched Data Fields Option

The Enriched Data Fields option (*Figure 4-1*) on the Acquisitions Basic Options window lets you determine the types of enriched data fields that will appear on the Enriched Data tab in the Virtua client. (For EDIFACT setups, the Enriched Data tab appears on the Configure EDIFACT window, where you can assign tags and subfields to enriched data fields defined in the Enriched Data Fields parameter.) In the acquisitions workflow, the Enriched Data tab appears in the following windows: Order Line Editor, Line Item Receipt Information, and Invoice Line Item.

**Note:** If you do not configure the Enriched Data Fields option, Virtua will not display the Enriched Data tab in the client even though fields may be defined in the Enriched Data Fields parameter (see the section "Working with the Enriched Data Fields Parameter" in this guide).

**To set enriched data fields so that they appear in the Virtua client,**

1. In the Enriched Data Fields area of the Acquisitions Basic Options window, click the Add button.

   A new row appears containing a drop-down list of enriched data field types (*Figure 4-2*).

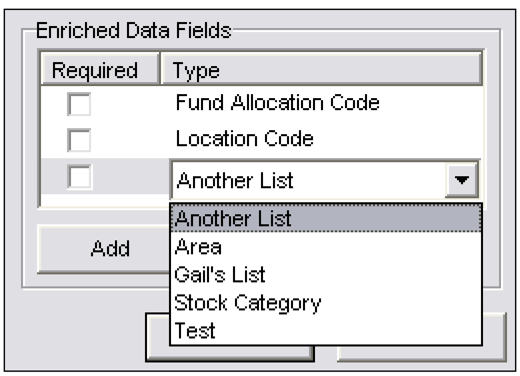


*Figure 4-2. Enriched Data Fields Area - Drop-down List of Types*

2. Select an enriched data field type from the list.

**Note:**
- The enriched data field types that appear in the drop-down list are generated from those that have been specified in the Enriched Data Fields parameter (see the section "Working with the Enriched Data Fields Parameter" in this guide).
- In the drop-down list of enriched data field types, only those types not already in use will be available for selection.

3. Select the check box in the Required column if you want a data field value to be required for this enriched data field type when creating an order.

**Hint:** You can set available values for each enriched data field type in the Enriched Data Fields parameter.

4. Click the Save button.

**To modify enriched data fields,**

1. In the Enriched Data Fields area,
   - Double-click an enriched data field type in the Type column to select a new value from the available list.
   - Select or de-select the check box in the Required column as desired.

2. Click the Save button.

**To delete enriched data fields,**

1. Highlight the row in the Type column displaying the enriched data field type that you wish to delete.

2. Click the Delete button.

   The value is deleted.

3. Click the Save button.

# 4.13 Auto Item Creation Options

The Auto Item Creation options let you define when Virtua automatically creates an item for a recent order.

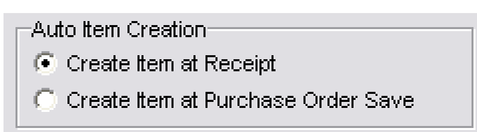


*Figure 4-3. Acquisitions Basic Options - Auto Item Creation*

**Important:** These options only take effect when the Create Received Items check box on the Inherited Values tab of the Location window is selected. See the *Virtua Profiler / Global Parameters User's Guide* for more information about this setting.

- When the **Create Item at Receipt** radio button is selected, Virtua creates an item record for an item when the receipt is saved for a purchase order that includes the bibliographic record associated with the item.
- When the **Create Item at Purchase Order Save** radio button is selected, Virtua creates an item record for an item as soon as the purchase order is transmitted to the vendor.

# 5. Working with the Acquisitions Addresses Parameter

This chapter discusses the Acquisitions Addresses parameter, which deals with acquisitions address records and works in conjunction with the flag for filtering by log-in location (see the section "Filter Acquisitions Records by Log-in Location Flag"). This parameter controls the linking of specific addresses to one or more location names for the purposes of billing and shipping purchase orders. Names associated with acquisitions addresses will appear in the Billing Sent To and Shipping Sent To drop-down lists on the Add Order window and in the Shipping Sent To drop-down list on the Order Line Editor window.

Before you can create a purchase order in the Virtua client, each acquisitions address record must be associated with at least one location name via the Acquisitions Addresses parameter. The location names from which you can select come directly from the Location Names parameter, where all the library locations that the system uses are set up.

This chapter covers the following topics:

⇒ Accessing the Acquisitions Addresses Parameter
⇒ Adding an Acquisitions Address Record
⇒ Modifying an Acquisitions Address Record
⇒ Deleting an Acquisitions Address Record

## 5.1 Accessing the Acquisitions Addresses Window

**To access the Acquisitions Addresses window in the Virtua Profiler,**

- On the ACQUISITIONS tree (*Figure 1-3*), double-click Acquisitions Addresses.

  The Acquisitions Addresses window appears (*Figure 5-1*).

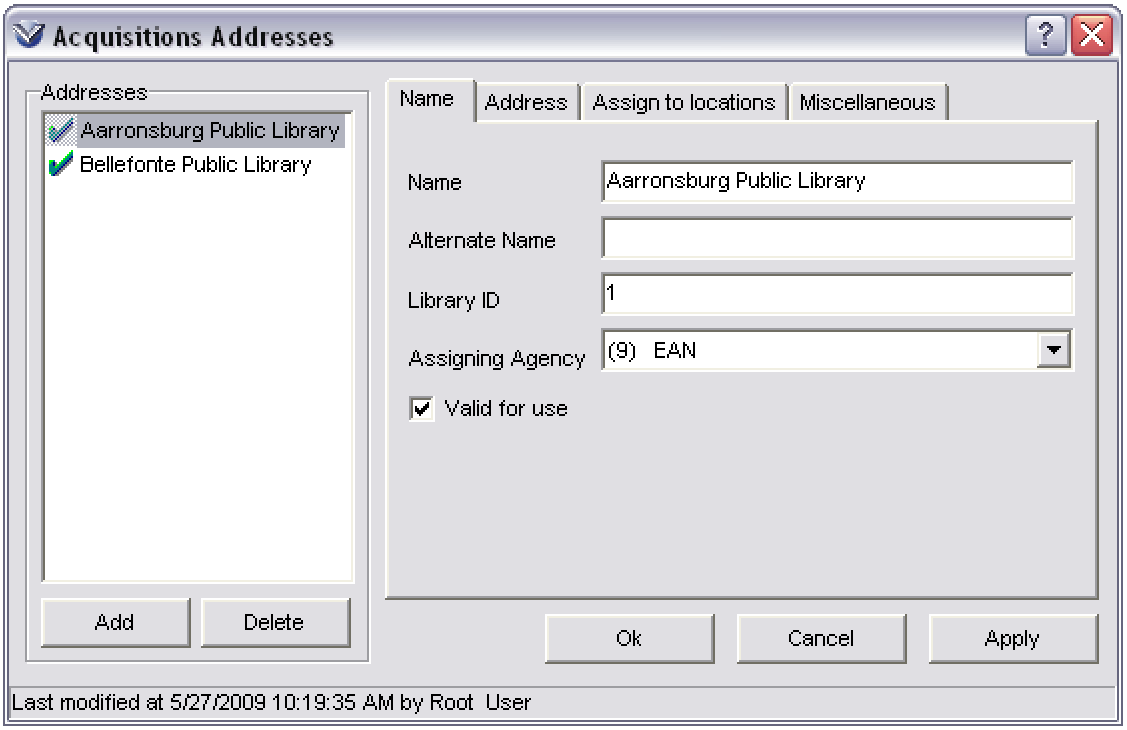


*Figure 5-1. Acquisitions Libraries Window*

The window consists of:

- On the left side, a list of address names.
- On the right side, tabs on which to create the address record for a selected address name.

(If this is your first time accessing this parameter, there will be no list of names, just a blank Addresses list box.)

# 5.2 Adding an Acquisitions Address Record

**To add an acquisitions address record,**

1. On the Acquisitions Addresses window (*Figure 5-1*), click the Add button.

   The software inserts a *New address* dummy entry in the Addresses list box (*Figure 5-2*).

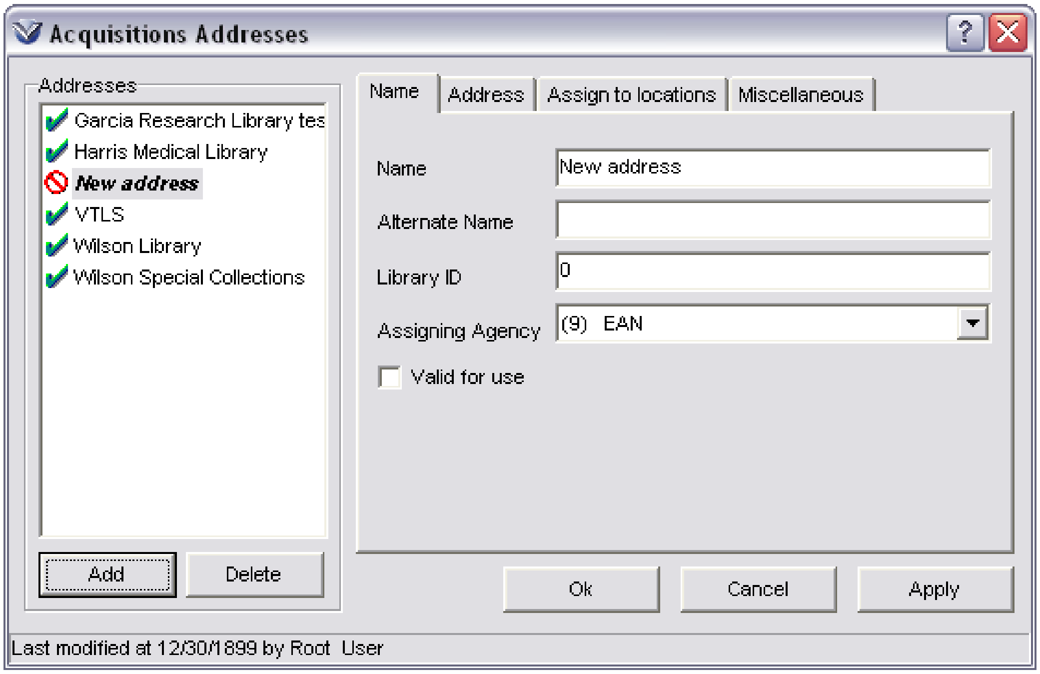


*Figure 5-2. Acquisitions Addresses Window*

2. Start creating the address record for the new address. To do this, on the Name tab (*Figure 5-3*), complete these fields:

   - Type the name of the address.
   - Type an alternate name, if applicable.
   - Type the Library ID, or SAN, which can be of variable length.
   - Choose an assigning agency from the drop-down list (*required for EDIFACT*).
   - Select the Valid for Use check box if you want the system to recognize this address as valid for use. In the Addresses list box, a green check mark means the address is "valid for use," whereas a slashed red circle means it is not.

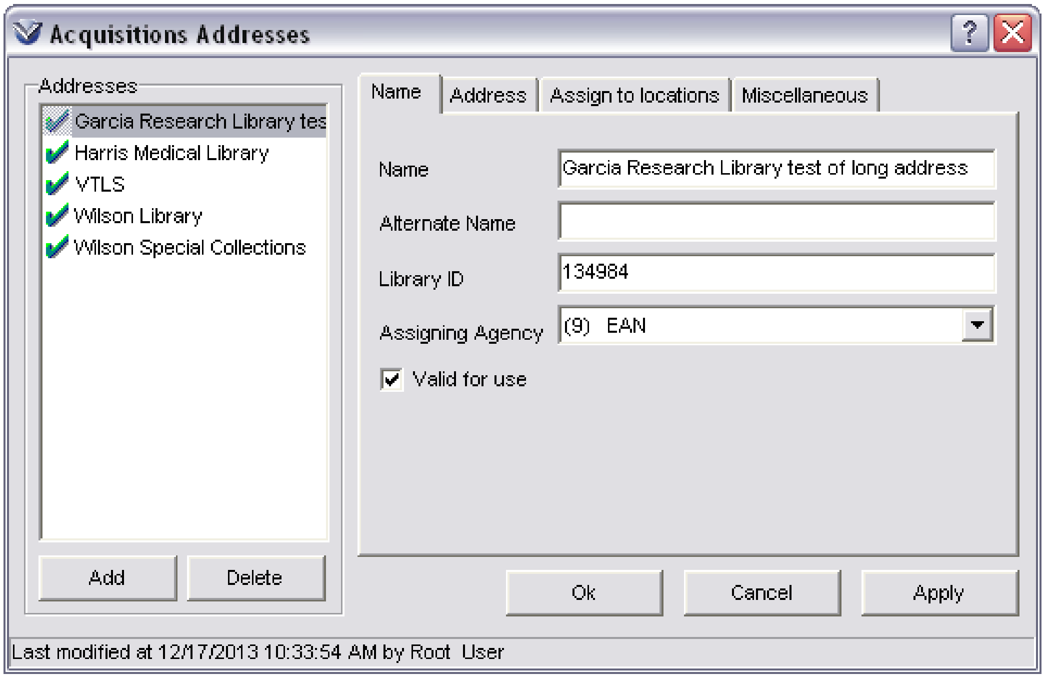


*Figure 5-3. Acquisitions Addresses Window – Name Tab*

3. On the Address tab (*Figure 5-4*), complete the address fields.

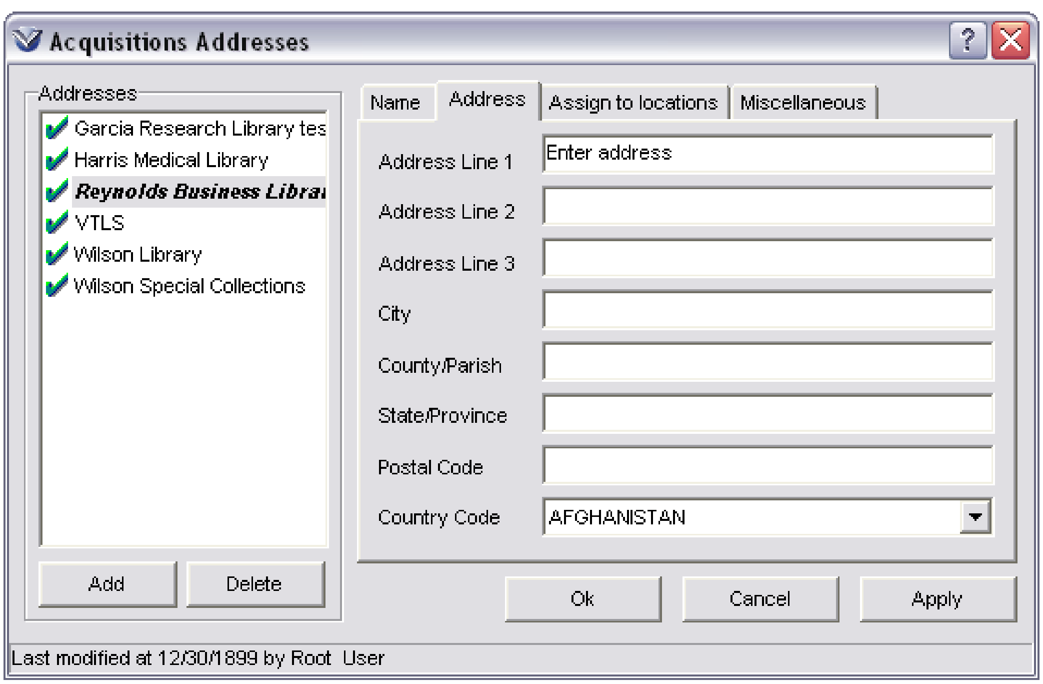


*Figure 5-4. Acquisitions Addresses Window – Address Tab*

4. On the Assign to Locations tab (*Figure 5-5*), select the location name(s) (main location and/or sublocation) that you want to associate with the address name. All the main locations and sublocations in the system are listed on this tab.

**Note:** When the Filter Acquisitions Records by Log-in Location flag is selected and you are on the Add Order window in the client, only the acquisition address associated with the session's log-in location will appear in the Billing Sent To: and Shipping Sent To: fields.

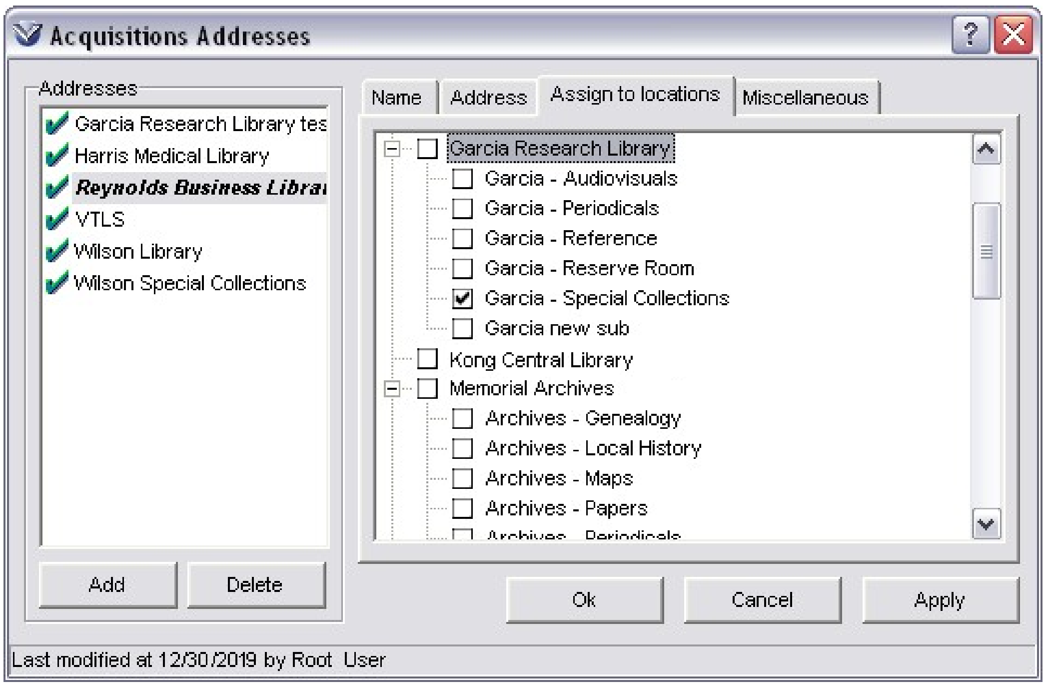


*Figure 5-5. Acquisitions Addresses Window – Assign to Locations Tab*

5. On the Miscellaneous tab (*Figure 5-6*), type any general notes. The system will not display these notes to the public.

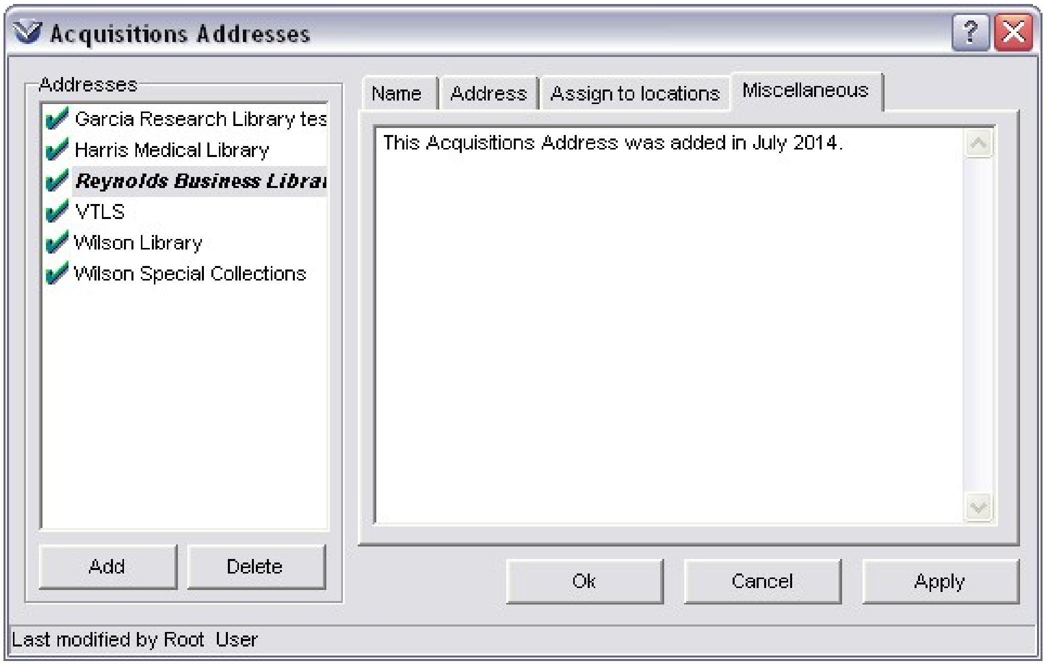


*Figure 5-6. Acquisitions Addresses Window – Miscellaneous Tab*

6. Click the OK button to save your additions and close the window.
   -OR-
   Click the Apply button to apply your additions but keep the window open.

# 5.3 Modifying an Acquisitions Address Record

To modify an acquisitions address record, follow the procedure for adding a record. That is,

1. On the Acquisitions Addresses window, select an address name in the Addresses list box.

2. Edit the information on the Name, Address, Assign to Location, and Miscellaneous tabs as needed.

> **Note:**
> - When you are in the process of editing any part of an address record, the appearance of the address name in the Addresses list box will change. The font

will change to bold italics, and an asterisk (*) will appear at the end of the address name. Once you apply or save your changes, the appearance of the address name in the Addresses list box will return to normal.

- If an acquisitions address is currently associated with a record or with a distribution group in the Acquisitions subsystem, you will not be able to de-select the Valid for Use check box.

3. Click the OK button to save your changes and close the window.
   -OR-
   Click the Apply button to apply your changes but keep the window open.

# 5.4 Deleting an Acquisitions Address Record

**To delete an acquisitions address record,**

1. On the Acquisitions Addresses window, select an address name in the Addresses list box.
2. Click the Delete button.

The system deletes the address name from the Addresses list box and clears all the data from the address record.

**Note:** If an acquisitions address is currently associated with a record or with a distribution group in the Acquisitions subsystem, you will not be able to delete it.

# 6. Working with EDIFACT Note Codes

The Edifact Note Codes parameter lets you define EDIFACT note codes that may be included in a vendor's EDIFACT order response message. For more information about viewing order responses in the EDIFACT Tracker, see the *Acquisitions Workflow-Based Reference Guide.*

The Edifact Note Codes parameter comes with the EDIFACT note codes as defined in the EDItEUR standards, as well as Baker & Taylor codes. This parameter also lets you add additional note codes as defined by a particular EDIFACT vendor.

The Edifact Note Codes parameter has the following configurable elements for each note code:

- **Qualifier** - An alphanumeric code with a maximum of three characters that indicates the origin of the EDIFACT note code.
- **Code** - An alphanumeric code with a maximum of three characters. This is the actual code that is sent by the vendor.
- **Description** - A text description that corresponds to the note code. This is what appears on the Order Responses tab of the EDIFACT Tracker.

You can add, modify, or delete an EDIFACT note code using the Edifact Note Codes parameter.

## 6.1 Modifying an EDIFACT Note Code

Using the Edifact Note Codes parameter, you can translate or modify the descriptions for EDIFACT note codes.

**To modify the description of an EDIFACT note code,**

1. On the ACQUISITIONS tree (*Figure 1-3*), double-click Edifact Note Codes.

   The Edifact Note Codes window appears (*Figure 6-1*).

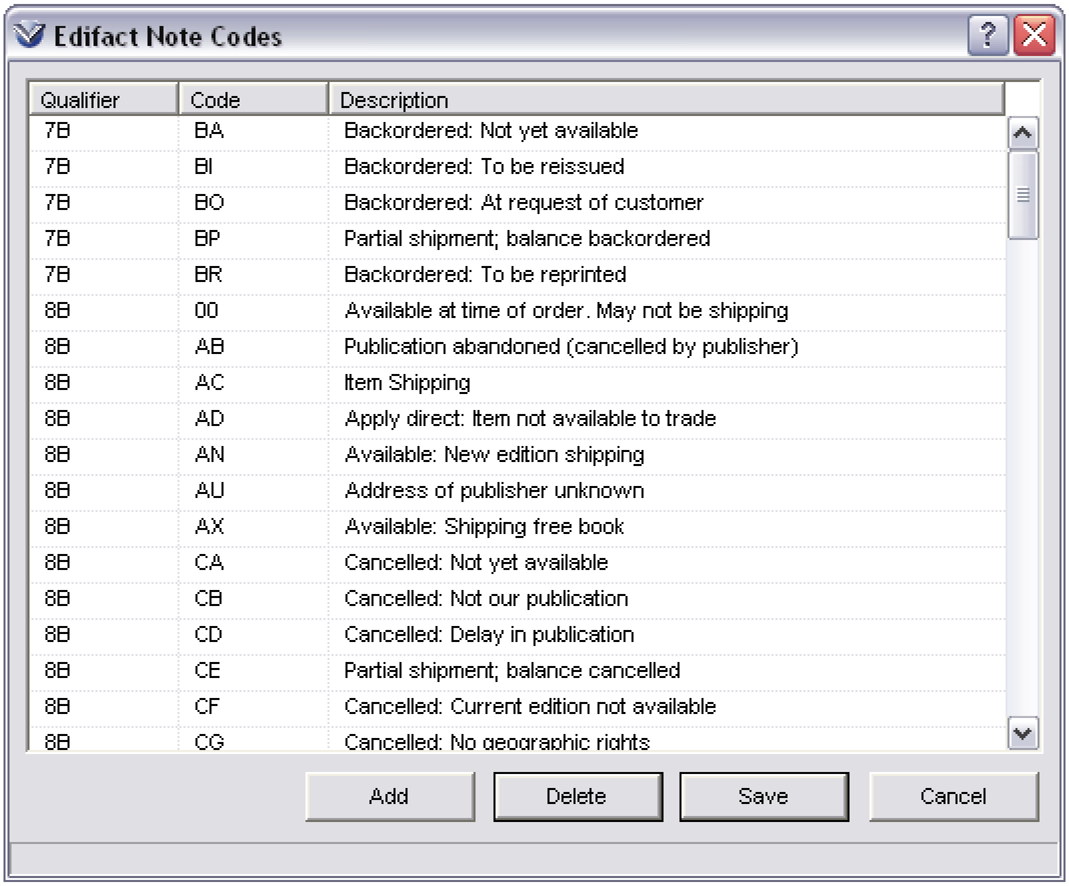


*Figure 6-1. Edifact Note Codes Parameter Window*

2. Double-click the description for the code you would like to modify.

3. Type your desired description. You can modify several descriptions in one editing session.

4. Click the Save button.

# 6.2 Adding an EDIFACT Note Code

**To add an EDIFACT note code,**

1. On the ACQUISITIONS tree (*Figure 1-3*), double-click Edifact Note Codes. The Edifact Note Codes window appears (*Figure 6-1*).

2. Click the Add button. A new row appears (*Figure 6-2*).

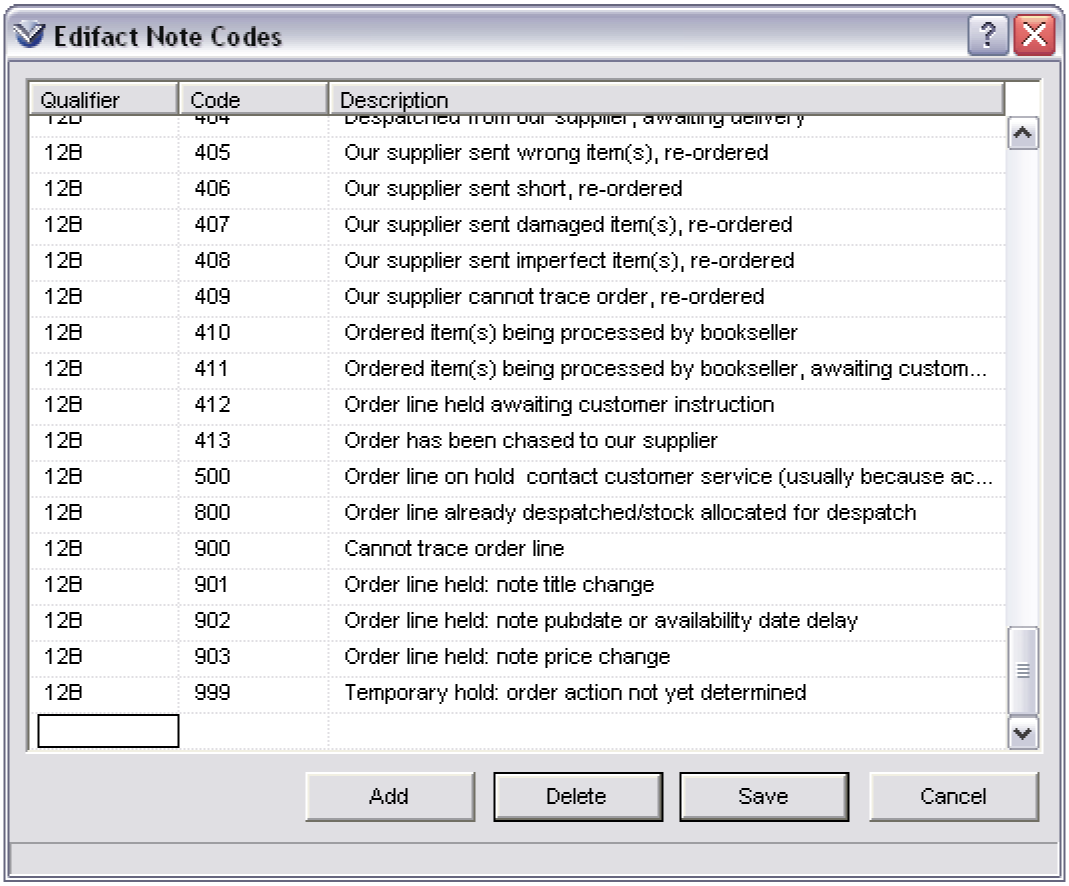


*Figure 6-2. Edifact Note Codes Parameter Window - Adding a Note Code*

3. Type the qualifier for the source from which you're adding the code.

4. Type the code as specified by the standard or vendor.

5. Type a description of the code. This description appears on the Order Responses tab of the EDIFACT Tracker.

6. Click the Save button.

Your new code is saved.

# 6.3 Deleting an EDIFACT Note Code

**To remove an EDIFACT note code,**

1. On the ACQUISITIONS tree (*Figure 1-3*), double-click Edifact Note Codes. The Edifact Note Codes window appears (*Figure 6-1*).

2. Highlight the EDIFACT note code that you want to delete. You can highlight the Qualifier, Code, or Description field of the note code you want to delete.

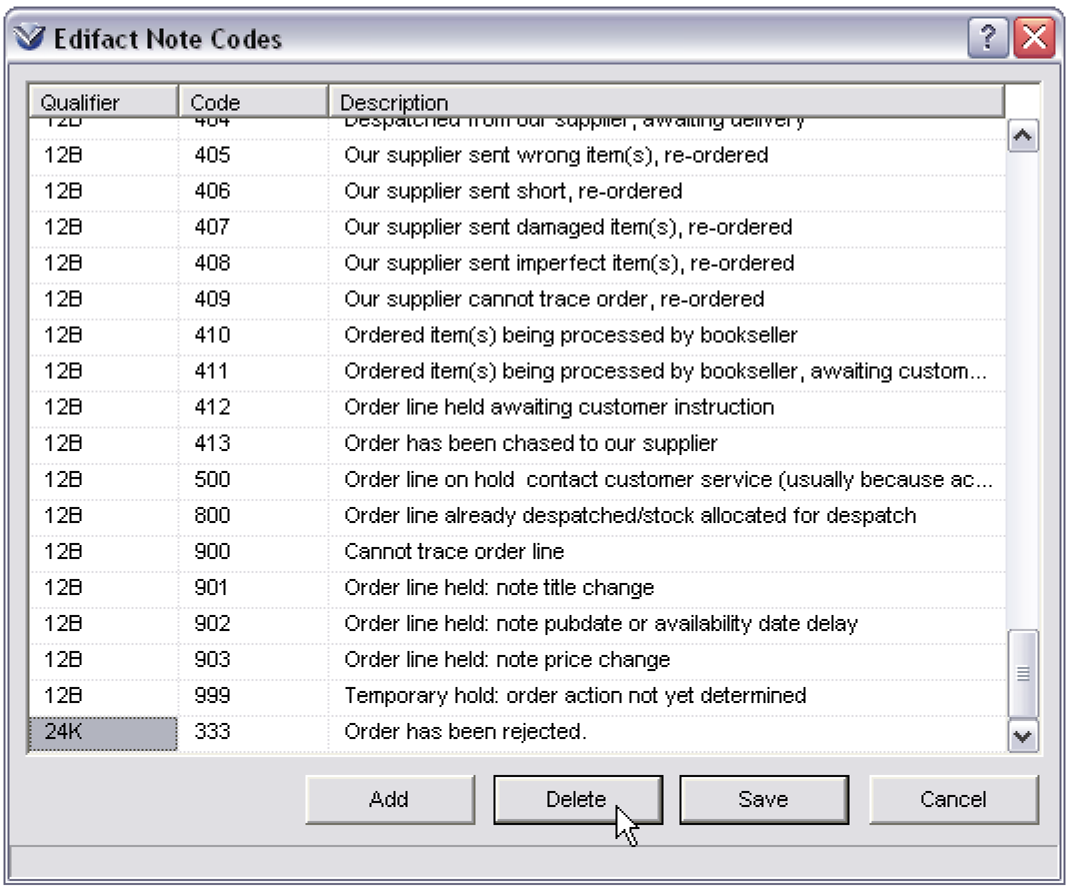


*Figure 6-3. Edifact Note Codes Parameter Window - Deleting Note Code*

3. Click the Delete button.

4. Click the Save button.

**Note:** Your changes will not be saved unless you click the Save button.

# 7. Working with the Enriched Data Fields Parameter

The Enriched Data Fields parameter lets you define multiple types of enriched data fields and their values. Enriched data fields provide the means to link additional information to a purchase order line in the Virtua client. In addition, if you download a MARC record from a vendor for a purchase order, any enriched data sent by the vendor will also appear for the purchase order.

Once configured in this parameter, the enriched data field types and their defined values are displayed on the Enriched Data tab of the Order Line Editor, Line Item Receipt Information, and Invoice Line Item windows in the Virtua client. Values are used to generate various acquisitions statistics and reports. In addition, if an EDI Code is defined for the values in the Enriched Data Fields parameter, the values are sent to EDIFACT vendors.

**Note:** In order for an enriched data field type to appear on Acquisitions windows in the Virtua client, you must first configure it using the Acquisitions Basic Options parameter Enriched Data Fields option. For more information, see the section "Enriched Data Fields Option0" in this guide.

Using the Enriched Data Fields parameter, you can add, modify, and delete an unlimited number of enriched data field types and their values.

## 7.1 Adding an Enriched Data Field Type

**To add an enriched data field type in the Virtua Profiler,**

1. On the ACQUISITIONS tree (*Figure 1-3*), right-click the Enriched Data Fields heading to display the right-click menu, and select Add.

   A blank Enriched Data Fields window appears (*Figure 7-1*).

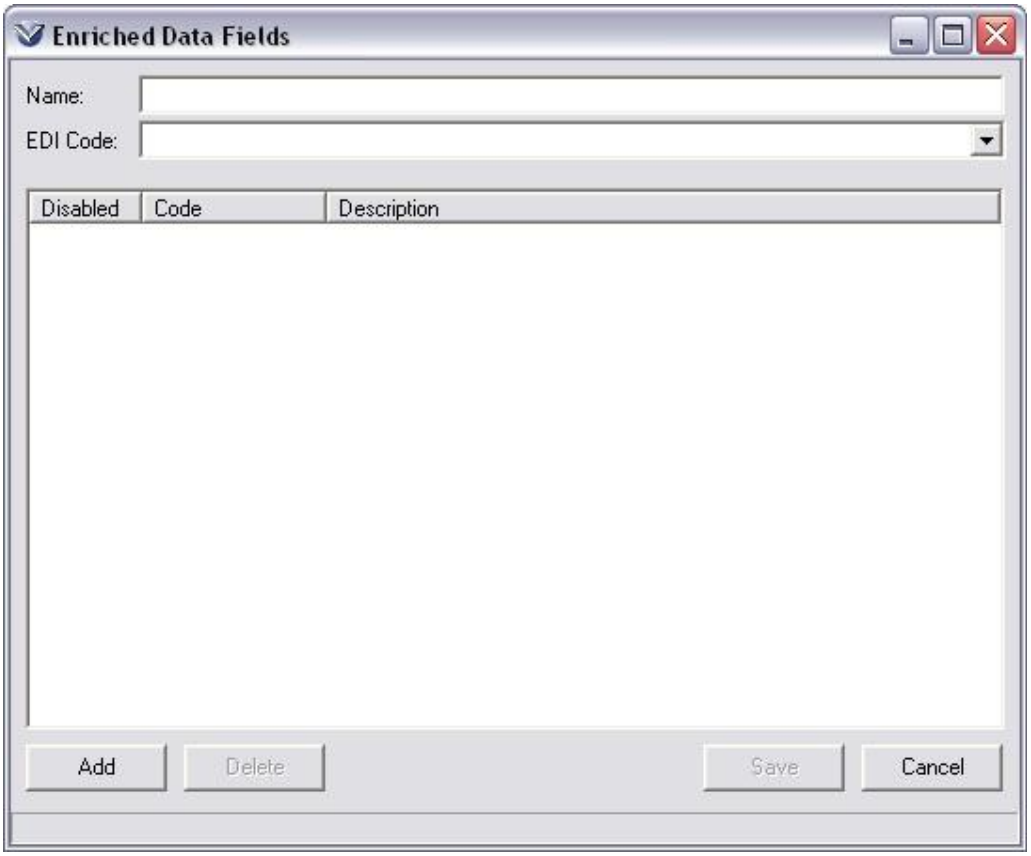


*Figure 7-1. Enriched Data Fields Window*

2. In the Name text box, type a name for the enriched data field values you will list on this window. This name will serve as the enriched data field type. For example, you might name a list of values "Purpose of Purchase" if you want to track that type of information. The name/type will appear in the Virtua client in the Type column of the Enriched Data tab on the following windows: the Order Line Editor, Line Item Receipt Information, and Invoice Line Item. It will also appear on the Enriched Data tab of the Configure EDIFACT window.

**Hint:** For Virtua to utilize the enriched data field type, the name/type must be specified in the Enriched Data Fields option of the Acquisitions Basic Options parameter.

3. Select an EDI code. This code will be used to identify the nature of this field for EDIFACT vendors. It is important that the EDI code is consistent with the type of data you are sending. If you do not specify an EDI Code, the enriched data fields will not be sent to vendors.

4. Click the Add button on the Enriched Data Fields window to add a value (code and description) to the enriched date field type being defined.

   A new blank row appears (*Figure 7-2*).

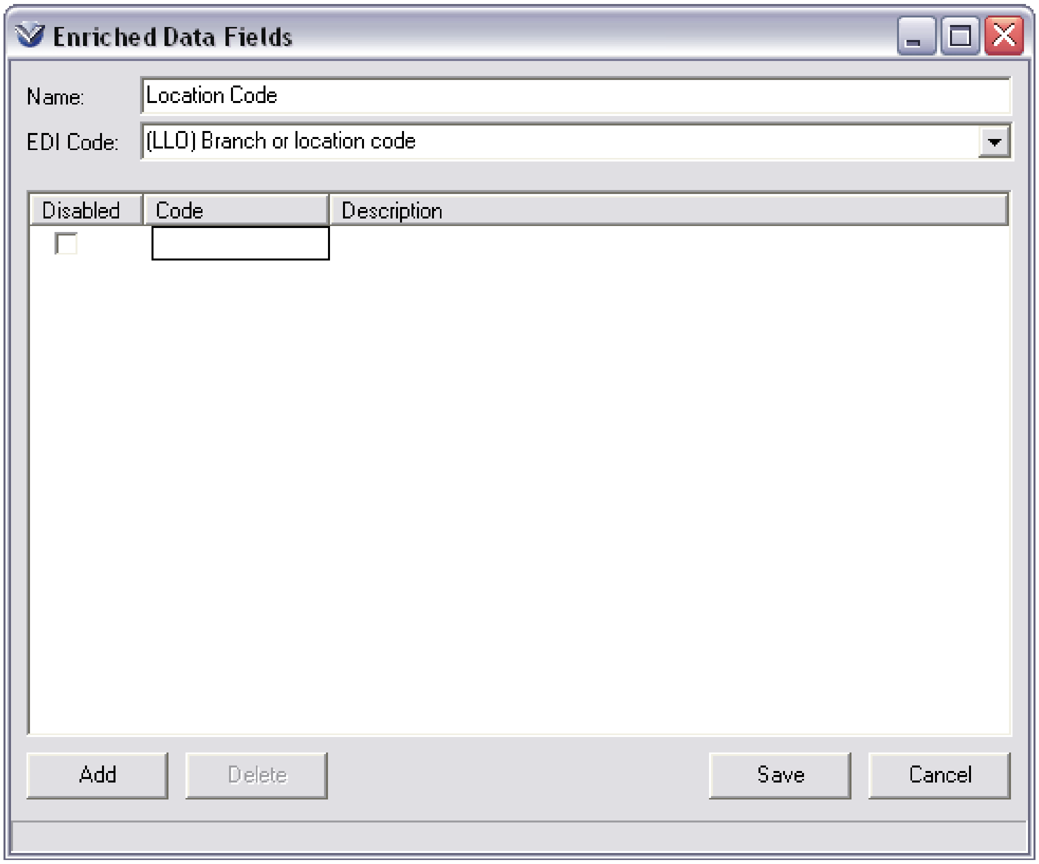


*Figure 7-2. Enriched Data Fields Window - Displaying a New Blank Row*

5. In the empty row, type the following information:
   - **Code** - A unique code for the value. It can be alphanumeric and contain up to 100 characters. You can use any code you wish. Virtua will utilize the code rather than the description.
   - **Description** - Text to describe the value. It can be alphanumeric and contain up to 100 characters. This text will appear in the Virtua client in the drop-down box of the Order Values column on the Enriched Data tab.

6. Continue adding values to the list as needed by clicking the Add button.

7. After you have entered all of the desired values, click the Save button.

Your changes are saved to the database, and the name of the list you created now appears on the ACQUISITIONS tree under the Enriched Data Fields heading.

# 7.2 Modifying an Enriched Data Field Type

**To modify an existing enriched data fields type,**

1. On the ACQUISITIONS tree (*Figure 1-3*), double-click Enriched Data Fields.

   The Enriched Data Fields tree expands to show the types that have been added (*Figure 7-3*).

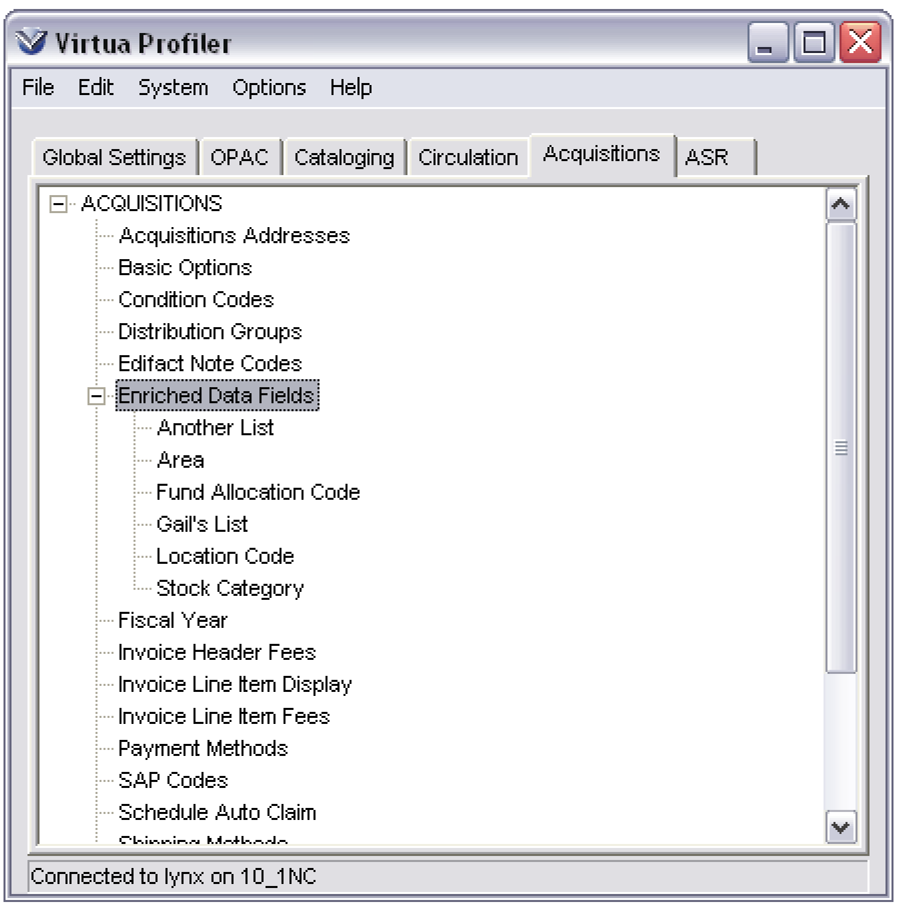


*Figure 7-3. Acquisitions Tab - Enriched Data Field Types*

2. Double-click the name of the enriched data field type that you want to modify.

   The Enriched Data Fields window for that type appears, showing all the values defined for that type (*Figure 7-4*).

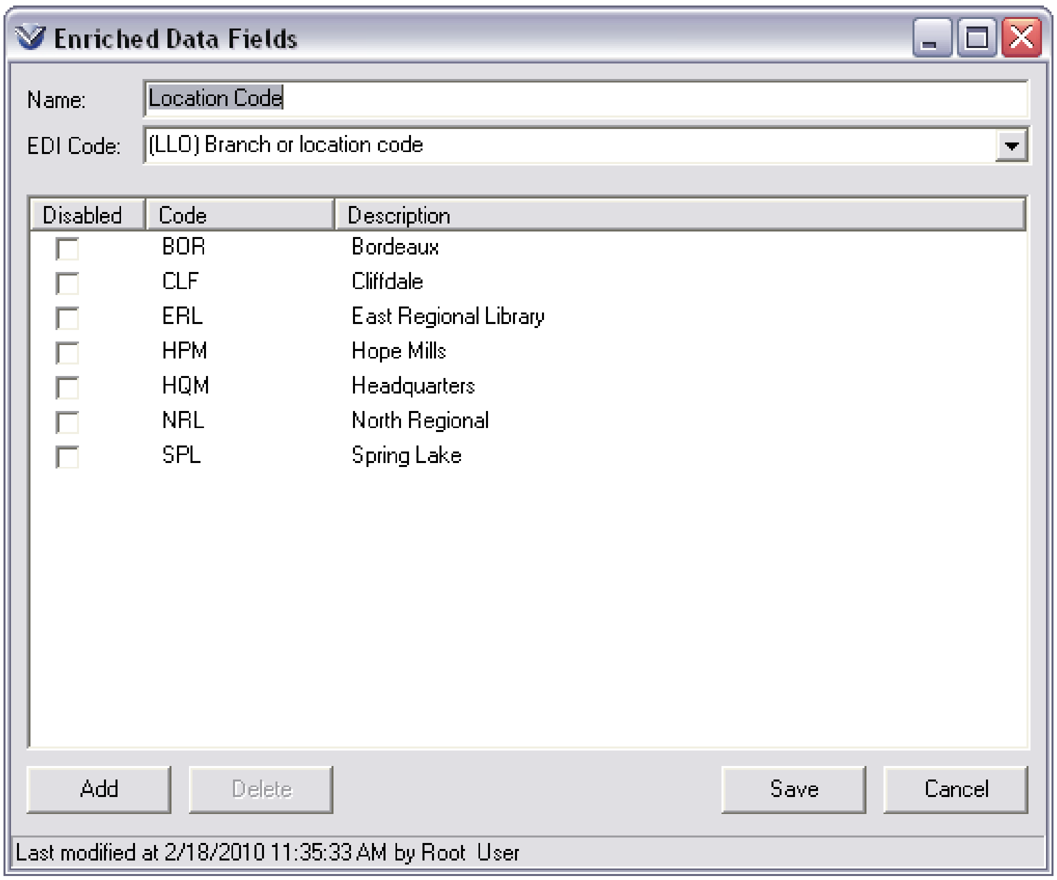


*Figure 7-4. Enriched Data Fields Window – Location Code List*

3. Edit the Name, EDI Code (if for use with EDIFACT vendors), Code, and/or Description as desired by double-clicking in the appropriate text box or column.

4. To delete a value in the list, highlight the value to be deleted and click the Delete button.

   -OR-

5. To disable a value in the list, select the check box for the value line in the Disabled column.

**Important:** To ensure that used values remain stored in the client, disable rather than delete values that have been used in a purchase order and are no longer needed. Values that have never been used at all may be deleted.

6. Add new values as desired using the process described in the previous section.

7. Once you have made all the desired changes, click the Save button.

   Your changes are saved to the database.

# 7.3 Deleting an Enriched Data Fields Type

**To delete an enriched data fields type,**

1. On the ACQUISITIONS tree (*Figure 1-3*), double-click Enriched Data Fields.

2. The Enriched Data Fields tree expands to show the list of types that have been added (*Figure 7-3*).

3. Right-click the name of the enriched data field type that you want to delete, and select Delete from the right-click menu. .

   The Profiler asks for a confirmation that you really wish to delete the selected values (*Figure 7-5*).


*Figure 7-5. Delete Enriched Data Fields Confirmation Dialog*

4. Click OK to accept the deletion.

The enriched data field type and its list of values are deleted from the database.

**Note:** You will not be permitted to delete values that have been used in a purchase order.

# 8. Working with the Distribution Groups Parameter

The Distribution Groups parameter lets you define distribution groups for use in the Virtua client. Distribution groups provide for the distribution of materials to specific libraries or groups of libraries. You can choose to enable or disable distribution groups in the system, as appropriate for your environment.

**Important:** Distribution Group functionality is only available for use if the Distribution Groups flag is enabled in the Virtua license key. If your library started using Distribution Groups before Virtua 2011.1.1, you may need a new license key.

Via the Distribution Groups parameter, you can define the groups that appear in the client on the . . .

- Add Distribution Groups window, which is accessed via the Order Line Editor. -AND-
- Edit Distribution Groups window, which is accessed via the Line Item Receipt Information window.

**Note:** Before you can set the Distribution Groups parameter, you must have at least one valid Acquisitions account defined in the Virtua client. For details, see the *Acquisitions Workflow-Based Reference Guide*.

Using the Distribution Groups parameter, you can . . .

- Create distribution groups,
- Set up default values for a group, and
- Enable/disable Distribution Group functionality in the Virtua client.

**Important:** Do NOT enable both the Distribution Groups parameter and the Filter Acquisitions Records by Log-in Location parameter at the same time. To do so will cause problems in the system. Either *disable both* parameters or *enable one* and not the other.

# 8.1 Accessing and Enabling the Distribution Groups Parameter

**To access the Distribution Groups window in the Virtua Profiler,**

1. On the ACQUISITIONS tree, double-click Distribution Groups.

   The Distribution Groups window appears (*Figure 8-1*).

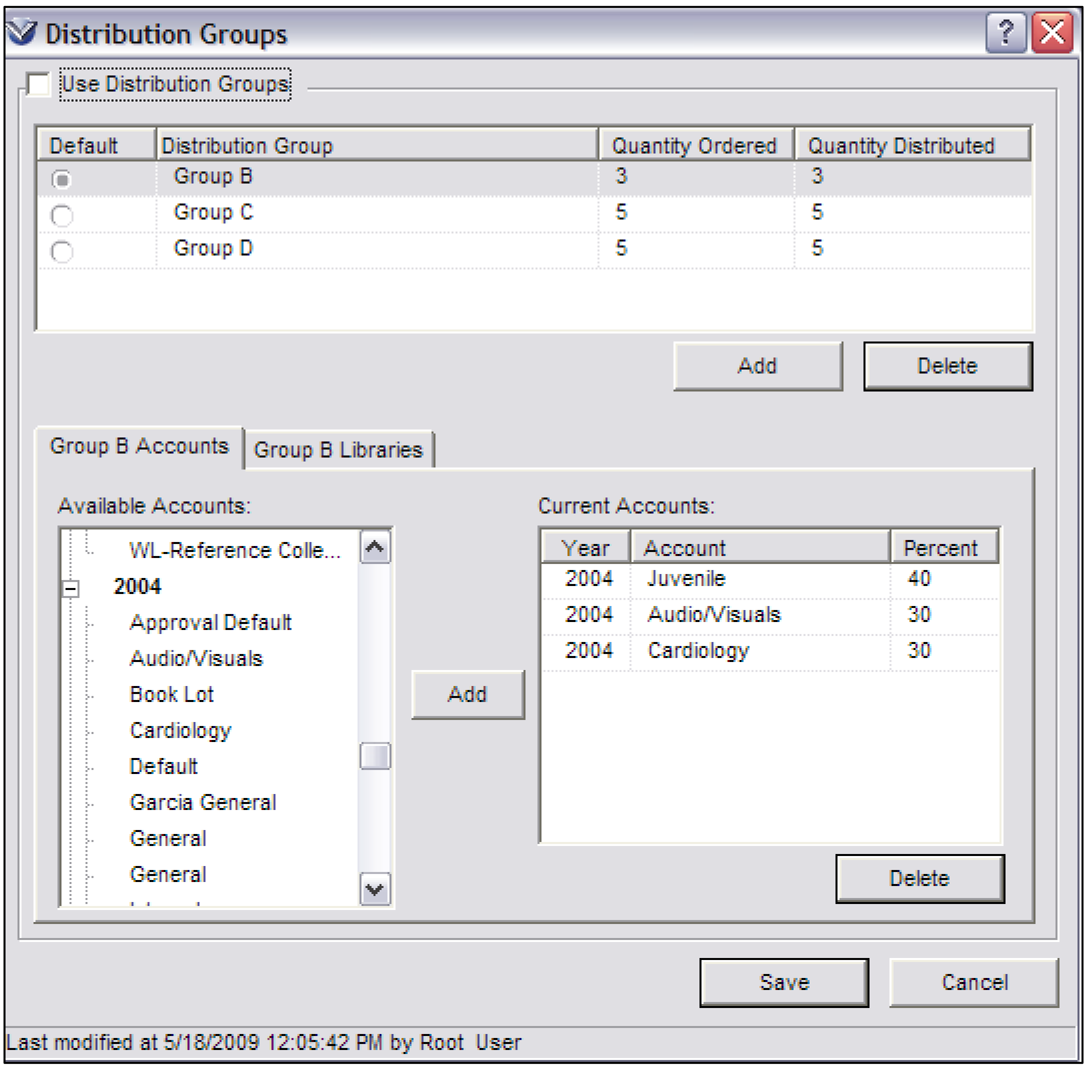


*Figure 8-1. Distribution Groups Window*

2. Select the Use Distribution Groups check box, which appears at the top left of the window.

   > **Note:** Selecting this check box not only lets you edit the elements on the Distribution Groups window, but also enables distribution group functionality in the Virtua client.

The Distribution Groups list box displays, in alphabetical order, all the distribution groups defined for your system. If you do not use distribution groups, the list box will be empty.

After you select the Use Distribution Groups check box, you are ready to add, modify, or delete distribution groups, associated accounts, and member libraries in the parameter.

# 8.2 Adding Distribution Groups

> **Note:** If you have not yet defined any distribution groups, you can start to do so by modifying the name of the Default Group. Then, skip to Step 3 in the following procedure.

**To add a distribution group,**

1. Click the Add button under the Distribution Group list box.

   A new blank row appears.

2. In the empty Distribution Group column, type the name of the new group.

   > **Note:** As you add a new group name, the labels on both the Accounts and Libraries tabs change to correspond to the name.

3. In the Quantity Ordered column, type the quantity that will appear as the default value in the Virtua client.
   -OR-
   Accept 0 as the default.

4. In the Quantity Distributed column, type the quantity that will appear as the default value in the Virtua client.
   -OR-
   Accept 0 as the default.

5. If desired, click the Default radio button to indicate that you want this distribution group to display *first* in the Distribution Group drop-down list box in the Virtua client.

   **Note:** If you do not select the Default radio button for any group, the system will use the first group in the list as the default.

6. On the Accounts and Libraries tabs, select one or more accounts and libraries with which this distribution group is to be associated. For details, see the section "Using the Accounts/Libraries Tabs" in this chapter.

7. If desired, click the Add button to add another distribution group, and then repeat steps 2-6. Continue adding distribution groups as needed.

8. When you are finished adding distribution groups, click the Save button.

   The distribution groups are saved to the database.

# 8.3 Deleting Distribution Groups

**Note:** You cannot delete a distribution group if it is associated with an open purchase order.

**To delete a distribution group,**

1. Select the name of the distribution group in the list box.
2. Click the Delete button.

   The software asks, "Do you really want to delete this distribution group?"

3. Click the OK button on the pop-up message.
4. On the Distribution Groups window, click the Save button.

   Virtua saves the deletion and closes the Distribution Groups window.

# 8.4 Using the Accounts/Libraries Tabs

Each distribution group must be associated with at least ONE account and ONE library location. This means that for each distribution group that you add, you must also add account information via the Accounts tab and library information via the Libraries tab for that group.

For any distribution group highlighted in the Distribution Groups list box, the Current Accounts list box on the Accounts tab displays the associated account(s), and the Member Libraries list box on the Libraries tab displays the member libraries.

### *8.4.1 Setting Account Information via the Account Tab*

Account information for a distribution group consists of . . .

- Fiscal year.
- Account name.
- Percentage.

**To add a current account for a distribution group,**

1. In the Distribution Groups list box, select the group you want to configure.

2. In the Available Accounts list box on the Accounts tab, select the account in the appropriate fiscal year that you want to add as a current account.

3. Click the Add button to move the account into the Current Accounts list box.

4. Click the value in the Percent column in the Current Accounts list box, and then click again to edit the percent of the cost charged to this account.

   **Note**:
   - You can use decimals in the percent value in the Percent column.
   - The values in the Percent column for all accounts associated with a distribution group must total 100. If there is only ONE account, the value in the Percent column must be 100.

5. To add another account for the same distribution group, click the Add button again.

After setting account information, you need to add at least one member library location to the selected distribution group.

### 8.4.2 Assigning Member Libraries via the Libraries Tab

The Libraries tab (*Figure 8-2*) displays the following list boxes:

- **All Libraries** - Displays all acquisitions library locations that are valid for use (based on the setting in the Acquisitions Libraries parameter). To see which libraries have not yet been assigned, click the Show Unassigned button. Unassigned libraries will be highlighted in the list box.

- **Member Libraries** - Displays only the libraries that belong to the selected distribution group.

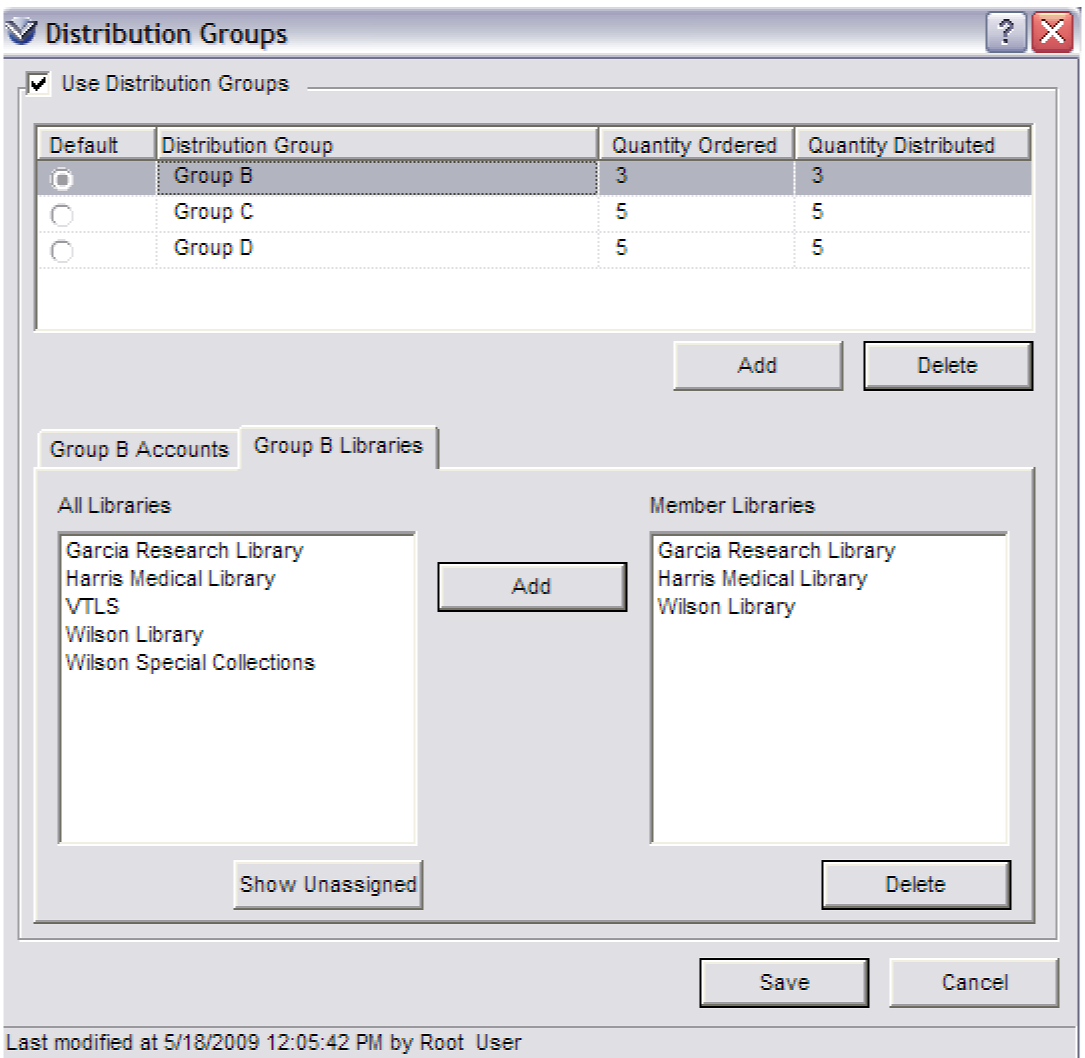


*Figure 8-2. Distribution Groups Window - Libraries Tab*

**To add a library location to a distribution group,**

1. In the Distribution Groups list box, select the distribution group you want to configure.

2. In the All Libraries list box on the Libraries tab, select a library location that you want to add as a member library. You can also multi-select libraries in the list box.

3. Click the Add button to move the library into the Member Libraries list box.

### 8.4.3 Saving Your Work

**To save your additions, modifications, or deletions on the Distribution Groups window,**

- Click the Save button.

**To cancel any additions, modifications, or deletions and to close the Distribution Groups window,**

- Click the Cancel button.

# 9. Working with the Fiscal Years Parameter

The Fiscal Years parameter lets you define fiscal years for use within the Acquisitions subsystem. For each fiscal year, you must define the alphanumeric label for the fiscal year and the start and end dates of the year. The ability to use alphanumeric labels makes it possible to set up two different fiscal years that have the same or overlapping calendar dates. You may also define an alternate name for the fiscal year.

The fiscal years that you set in this parameter appear in the drop-down list of fiscal years available on the Account Management window in the Virtua client. The fiscal year that you designate in the parameter as "current year" will be the active fiscal year and will appear first in the list in the Virtua client.

Using the Fiscal Years parameter, you can add and modify fiscal year labels and a begin date and an end date for each fiscal year. Once a fiscal year has been defined, you CANNOT delete it. But if it is not in use for distributions groups or taxes, you can disable it by marking it in the Disabled column.

## 9.1 Adding Fiscal Years

**To add a fiscal year in the Virtua Profiler,**

1. On the ACQUISITIONS tree (*Figure 1-3*), double-click Fiscal Years.

   The Fiscal Years window appears (*Figure 9-1*).

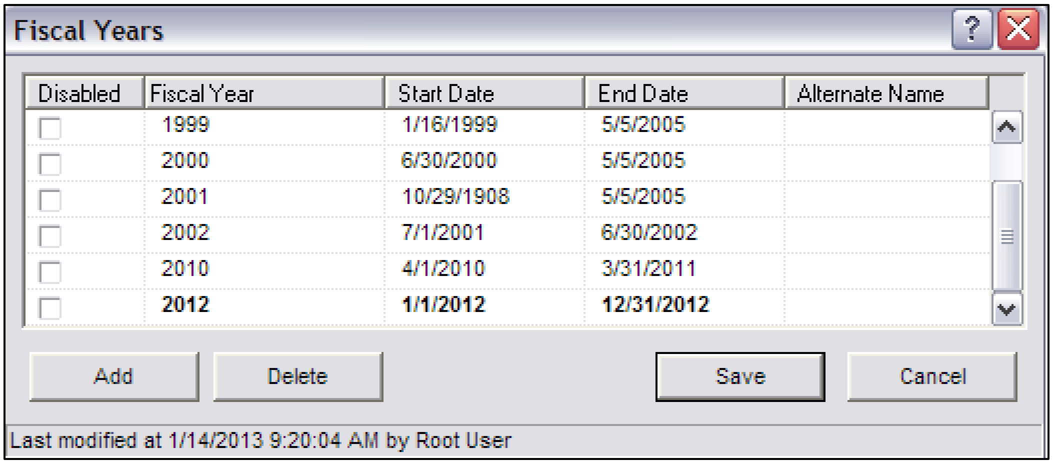


*Figure 9-1. Fiscal Years Window*

2. Click the Add button.

   A new row appears, displaying the current year and the current date as the default begin and end dates.

3. In the Fiscal Year column, type an alphanumeric label for the fiscal year.

4. In the Start Date and End Date columns, type a date or select a date from the pop-up calendar. To access the calendar, click the date field two times and then click the down arrow.

   **Hint:** You can set up two fiscal years whose start and end calendar dates are either the same or overlap. To do this, just make sure that the labels for the two fiscal years are different.

5. Optionally, in the Alternate Name column, type an alternate label for the fiscal year. This option is useful if your library uses the 360 Resource Manager but utilizes a fiscal year format other than the four-digit format required by that electronic resource manager. In such a case, the Alternate Name column would hold the four-digit format.

6. Select the active, or default, fiscal year by selecting the row of the desired fiscal year. Right click on the row, and then select the Set As Current option from the pop-up menu. The year you choose will appear first in the drop-down list of fiscal years on the Account Management window.

7. Click the Add button again to add another Fiscal Year and associated dates. Continue adding years as needed.

8. After entering all the years and dates, click the Save button.

   Virtua saves your fiscal years to the database.

# 9.2 Modifying Fiscal Years

**To modify a fiscal year,**

1. On the Fiscal Years window (*Figure 9-1*), select the cell of the fiscal year label and/or the cell of the start date/end date that you want to modify.

2. Modify the fiscal year label and/or dates as needed.
   -OR-
   Click the down arrow to use the pop-up calendar to select a new date.

3. If desired, use the Set As Current right-click menu option to select a new current fiscal year.

4. When you are ready to disable a fiscal year, usually after running **fyRollover.exe**, select the Disabled check box for any fiscal year that you want to disable.

> **Note:** Normally, you run **fyRollover.exe** to direct the system to programmatically disable an old fiscal year and disable accounts for that fiscal year. You cannot disable a fiscal year that has open accounts associated with it. If you direct the system to disable a fiscal year, the software will automatically remove it from the client. For details about **fyRollover.exe**, see the *Virtua System Management: Acquisitions User's Guide.*

> **Caution:** Once a fiscal year is disabled, it no longer appears in the client for any location. This means that for that fiscal year, no accounts for any location appear either. Your library can, however, choose to enable a fiscal year again at a later date. If this happens, the fiscal year will once again be available for use in the client.

5. Click the Save button.

   Virtua saves your changes and closes the Fiscal Years window.

# 10. Working with the Payment Methods Parameter

The Payment Methods parameter lets you define payment methods that will appear in the Virtua client in the Method of Payment drop-down list on the Invoice window. Using the Payment Methods parameter, you can add, modify, and delete payment methods. Additionally, you can use this parameter to select one payment method as the default.

This chapter covers the following topics:



## 10.1 Adding Payment Methods

**To add Payment Methods in the Virtua Profiler,**

1. On the ACQUISITIONS tree (*Figure 1-3*), double-click Payment Methods.

   The Payment Methods window appears (*Figure 10-1*).

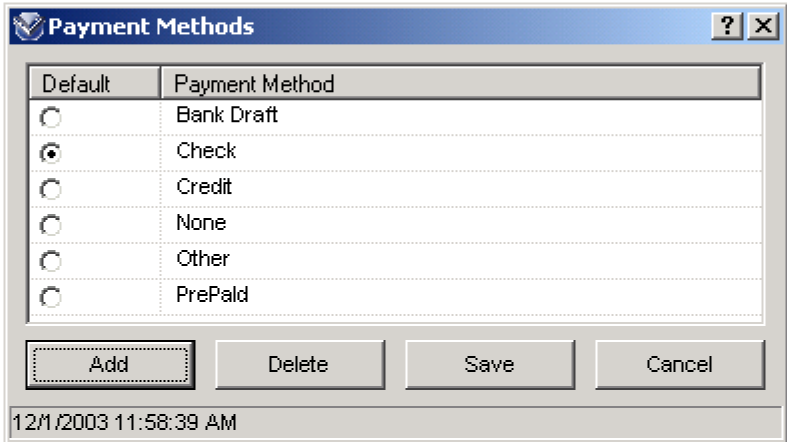


*Figure 10-1. Payment Methods Window*

2. Click the Add button.

   A new blank row appears in the table.

3. In the empty row, type a payment method description.
4. If desired, click the Add button to add another payment method. Continue adding methods as needed.
5. When you have finished defining payment methods, click the Save button.

   Virtua saves your payment methods and closes the window. The Profiler will automatically sort the new methods alphabetically in the list.

# 10.2 Modifying Payment Methods

**To modify or translate a Payment Method,**

1. On the Payment Methods window, highlight the Payment Method you want to modify or translate.
2. Edit the text as desired.
3. Click the Save button.

   Virtua saves your changes and closes the window.

# 10.3 Deleting Payment Methods

**To delete a Payment Method,**

1. On the Payment Methods window, highlight the payment method you want to delete.
2. Click the Delete button.
3. Click the Save button.

   Virtua saves your changes and closes the window.

# 10.4 Setting the Default Payment Method

**To set the default Payment Method,**

1. On the Payment Methods window (*Figure 10-1*), select the radio button next to the method that you want to be the default. As the default, this method will appear first in the list box in the client.
2. Click the Save button.

   Virtua saves your default setting to the database.

# 11. Working with the Purchase Order Prefixes Parameter

The Purchase Order Prefixes parameter lets you define alphanumeric prefixes that can be added to the beginning of the Order Number so that orders can be more easily identified and tracked. Using the Purchase Order Prefixes parameter, you can enable the use of order prefixes in the Virtua client and add or delete prefixes.

This chapter covers the following topics:



## 11.1 Enabling Purchase Order Prefixes

The Use Prefixes check box on the Order Prefixes window (*Figure 11-1*) allows you to enable or disable the use of purchase order prefixes in the Virtua client. If the Use Prefixes check box is . . .

- **Selected** - The Add and Delete buttons on the Order Prefixes window are enabled, making it possible for you to add and delete prefixes.
  -AND-
  Order Prefix drop-down list settings are available on the Add Order and Copy PO Request windows in the client, allowing you to select a prefix to apply to an order.

- **Not selected** – The Add and Delete buttons on the Order Prefixes window are disabled and purchase order prefix functionality is disabled in the Virtua client.

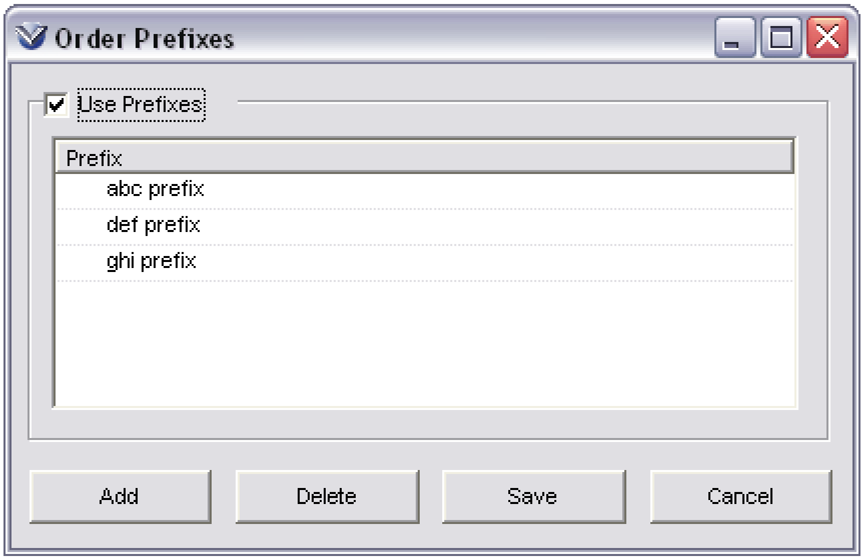


*Figure 11-1. Order Prefixes Window*

# 11.2 Adding Purchase Order Prefixes

**To add purchase order prefixes in the Virtua Profiler,**

1. On the ACQUISITIONS tree (*Figure 1-3*), double-click Purchase Order Prefixes.

   The Order Prefixes window appears (*Figure 11-1*).

2. Select the Use Prefixes check box.

   The Add and Delete buttons are enabled.

3. Click the Add button.

   A new blank row appears in the table.

4. In the empty row, type a purchase order prefix. Order prefixes can be up to 15 characters or 30 bytes long. Note that if you use multi-byte characters, such as Chinese or Arabic, you may be able to store fewer than 15 characters.

5. If desired, click the Add button to add another prefix. Continue adding prefixes as needed.

6. When you have finished defining purchase order prefixes, click the Save button.

Virtua saves your purchase order prefixes and closes the window. The Profiler will automatically sort the new order prefixes alphabetically in the list.

The purchase order prefixes you configure here are used to populate the Order Prefix drop-down list settings available on the Add Order and Copy PO Request windows in the client. These drop-down list settings allow you to select a prefix to apply to an order.

# 11.3 Modifying Purchase Order Prefixes

**To modify a purchase order prefix,**

1. On the Order Prefixes window, highlight the purchase order prefix you want to modify.
2. Edit the text as desired.
3. Click the Save button.

Virtua saves your changes and closes the window.

# 11.4 Deleting Purchase Order Prefixes

**To delete a purchase order prefix,**

1. On the Order Prefixes window, highlight the purchase order prefix you want to delete.
2. Click the Delete button.
3. Click the Save button.

Virtua saves your changes and closes the window.

# 12. Working with the Schedule Auto Claim Parameter

This chapter discusses the Schedule Auto Claim parameter, which allows you to schedule **autoClaim.exe** to be run automatically. The utility **autoClaim.exe** processes acquisitions and serials claims in batch.

When **autoClaim.exe** is run, Virtua processes claims using the same criteria as when you process claims manually in the Virtua client. After you run this program, you can use the Virtua client to transmit the claims that **autoClaim.exe** processed.

For more information about running **autoClaim.exe**, see the *System Management: Acquisitions and Serials User's Guide*. For more information about transmitting claims, see the *Acquisitions Workflow-based Reference Guide* and the *Serials Workflow-based Reference Guide*.

This chapter covers the following topics:



## 12.1 Adding an autoClaim.exe Schedule

**To add an autoClaim.exe schedule in the Virtua Profiler,**

1. On the ACQUISITIONS tree (*Figure 1-3*), double-click Schedule Auto Claim.

   The Schedule Auto Claim window appears (*Figure 12-1*).

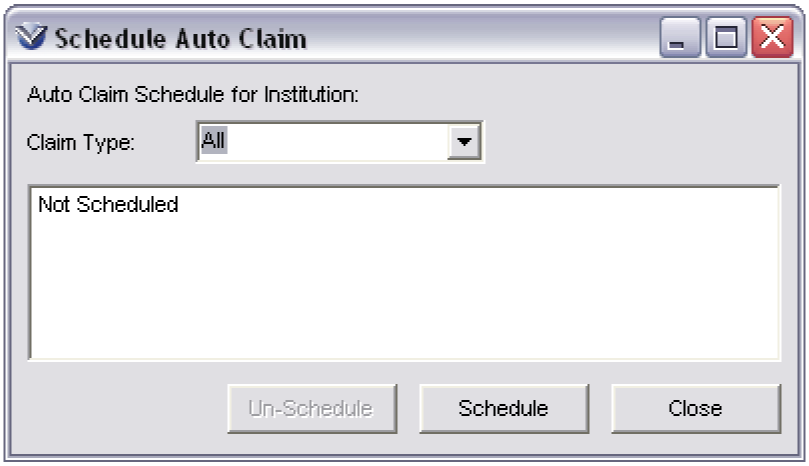


*Figure 12-1. Schedule Auto Claim Window*

2. From the Claim Type drop-down list, select the type(s) of claims to be processed when **autoClaim.exe** is run:

- **All** - All outstanding claims (both serials and acquisitions claims) are processed.
- **Serials** - Only outstanding serials claims are processed.
- **Acquisitions** - Only outstanding acquisitions claims are processed.

3. Click the Schedule button.

   The Scheduler window appears (*Figure 12-2*).

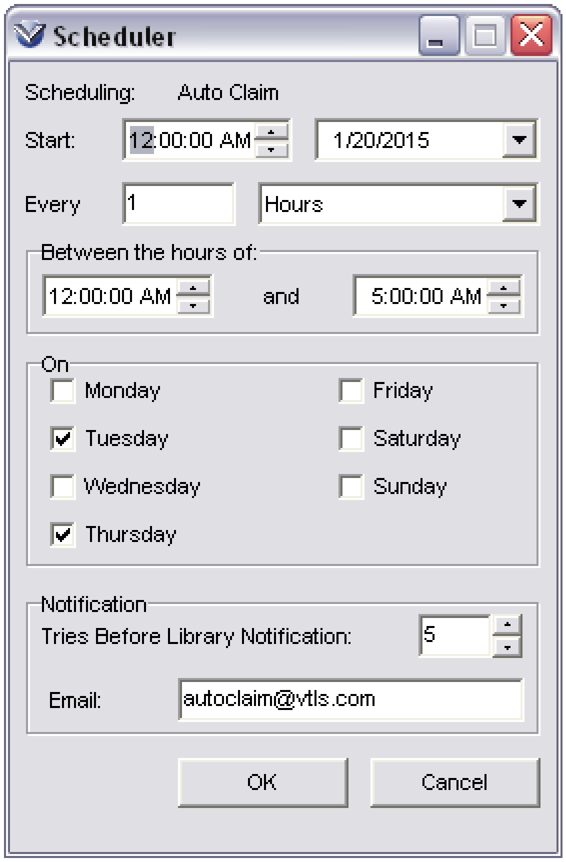


*Figure 12-2. Scheduler Window*

4. Set the various elements on the window. Each group box lets you define specific scheduling information:

- Start time and start date for running **autoClaim.exe**.
- Frequency with which **autoClaim.exe** should be run (requires you to type a number and then choose a period).
- Hours between which **autoClaim.exe** is to run.
- Days on which **autoClaim.exe** is to run.
- Tries Before Library Notification: The number of unsuccessful scheduled attempts to run **autoClaim.exe** the system will make before sending a generic notification regarding the problem.
- E-mail address of the person to be notified.

5. Click the OK button.

The Scheduler window closes, displaying the updated Schedule Auto Claim window. A description of the schedule that you set now appears on the Schedule Auto Claim window (*Figure 12-3*).

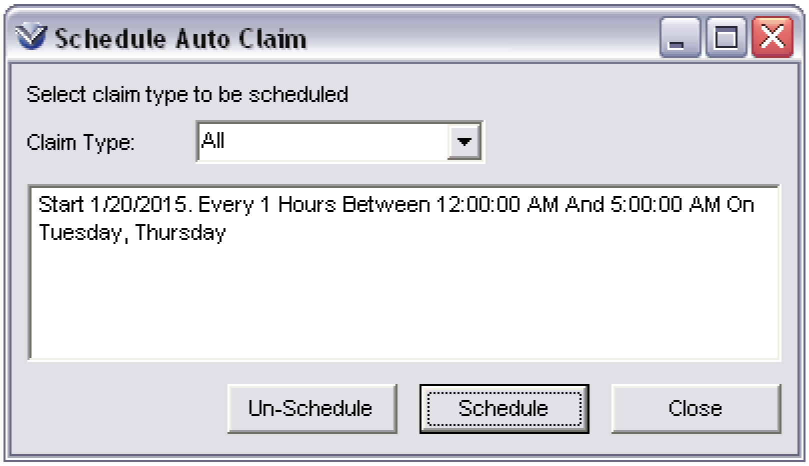


*Figure 12-3. Schedule Auto Claim Window*

6. To create a schedule for a different claim type (i.e., All, Serials, or Acquisitions), repeat steps 2-5 as required.

# 12.2 Modifying an autoClaim.exe Schedule

**To modify an autoClaim.exe schedule,**

1. On the Schedule Auto Claims window, select a claim type from the Claim Types drop-down list.

   The **autoClaim.exe** schedule for this claim type is displayed on the Schedule Auto Claims window (*Figure 12-3*).

2. Click the Schedule button.

   The Scheduler window appears (*Figure 12-2*).

3. Edit the scheduling information as desired.
4. Click the OK button.

   Virtua saves your changes and closes the window.

# 12.3 Deleting an autoClaim.exe Schedule

**To delete an autoClaim.exe schedule,**

1. On the Schedule Auto Claims window, select a claim type from the Claim Types drop-down list.

   The **autoClaim.exe** schedule for this claim type is displayed on the Schedule Auto Claims window (*Figure 12-3*).

2. Click the Un-Schedule button.

   The software prompts you with a confirmation message (*Figure 12-4*).

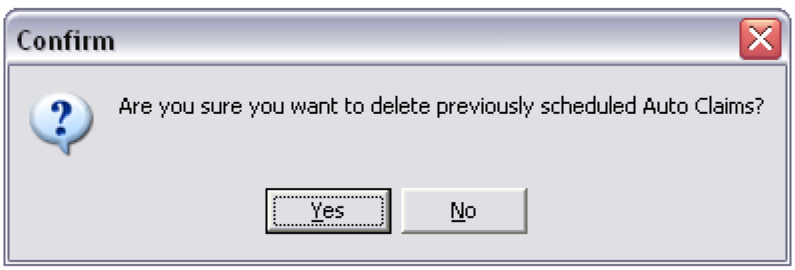


*Figure 12-4. Delete autoClaim.exe Schedule Confirmation Message*

3. Click the Yes button.

   Virtua saves your changes and closes the window.

# 13. Working with the Ship To Address Defaults Parameter

The Ship To Address Defaults parameter lets you define a default Ship To Address for each type of acquisitions order (*Figure 13-1*). This optional parameter is applicable to purchase orders where the items on different order lines are shipped to different addresses.

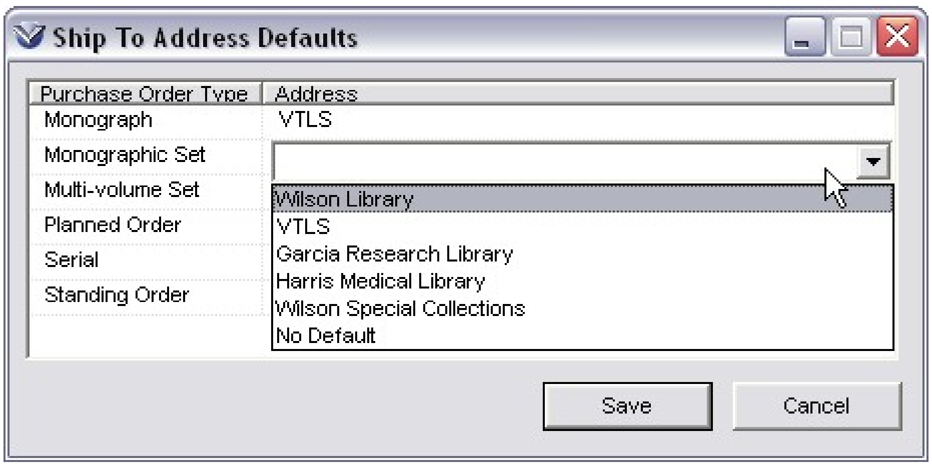


*Figure 13-1. Ship To Address Defaults Parameter*

**Note:** To be valid as a default "ship to" address, the "Allow Ordering for Multiple Locations" check box on the Acquisitions Basic Options window AND the "Valid for use" check box on the Acquisitions Addresses window must be selected for that location.

Once you define default Ship To addresses in the Profiler, a purchase order line's Ship To address will be automatically populated with the default shipping address that corresponds to the purchase order type (*Figure 13-2*). You can still modify the Ship to Address field for the purchase order.

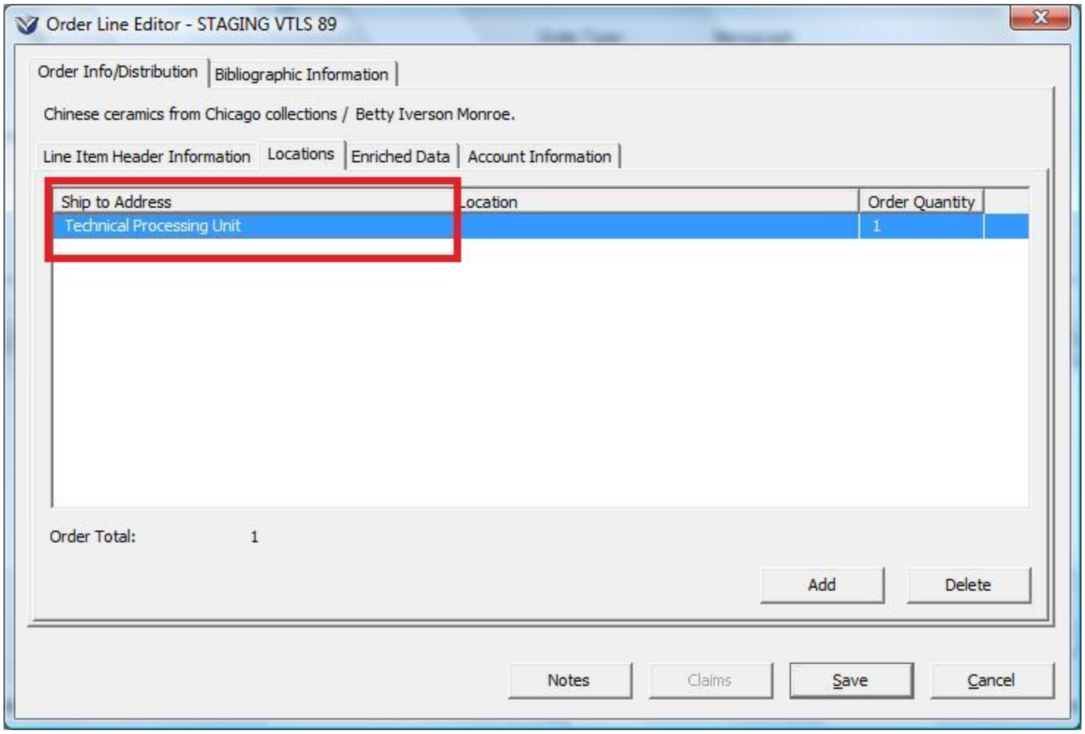


*Figure 13-2. Ship to Address on Order Line Editor in the Virtua Client*

For instructions on how to add, modify, or remove a default ship to address, see the corresponding section below:

⇒ Adding Default Ship To Addresses

⇒ Modifying or Removing Ship To Addresses

# 13.1 Adding Default Ship To Addresses

1. On the ACQUISITIONS tree (*Figure 1-3*), double-click Ship To Address.

   The Ship To Address Defaults window appears (*Figure 13-3*Figure 14-1).

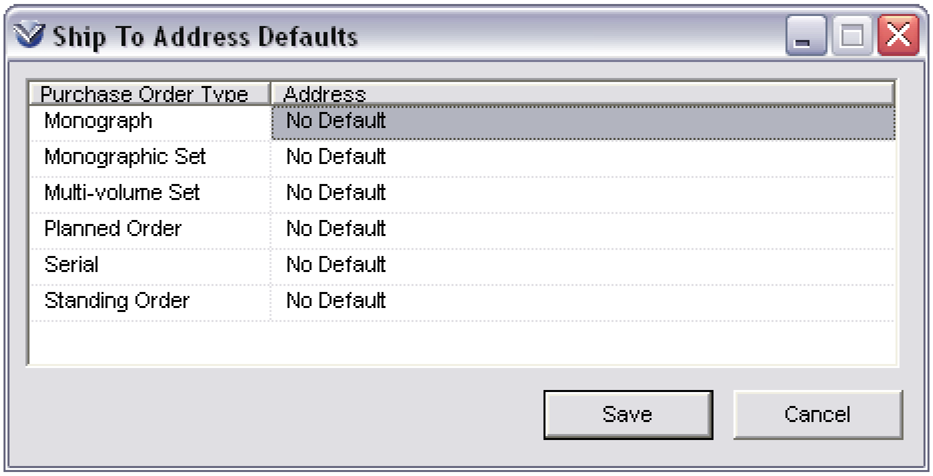


*Figure 13-3. Ship To Address Defaults Window*

2. Click on the value in the Address column to access the drop-down menu of locations, and select your desired default shipping address.

3. Repeat Step 2 for each purchase order type.

4. When you have finished defining default shipping addresses, click the Save button.

   Virtua saves your shipping addresses and closes the window.

# 13.2 Modifying or Removing Ship To Addresses

1. On the ACQUISITIONS tree (*Figure 1-3*), double-click Ship To Address.

   The Ship To Address Defaults window appears (*Figure 13-3*Figure 14-1).

2. Select your desired default shipping address for each purchase order type

   -OR-

   Select "No Default" to have a blank shipping address for purchase orders of that type.

3. When you have finished making your changes, click the Save button.

   Virtua saves your shipping addresses and closes the window. Note that you

# 14. Working with the Shipping Methods Parameter

This chapter discusses the Shipping Methods parameter, which lets you define the shipping methods that will be available for use in the Virtua client. The shipping methods that you configure here will appear in the Available Shipping Methods list on the EDIFACT tab of the Create New Vendor/View Vendor window. Then on the Vendor window, you can choose those shipping methods that you want to appear on the Order window for the specific vendor.

Using the Shipping Methods parameter, you can add, modify, and delete shipping methods.

This chapter covers the following topics:



## 14.1 Adding Shipping Methods

**To add Shipping Methods in the Virtua Profiler,**

1. On the ACQUISITIONS tree (*Figure 1-3*), double-click Shipping Methods.

   The Shipping Methods window appears (*Figure 14-1*).

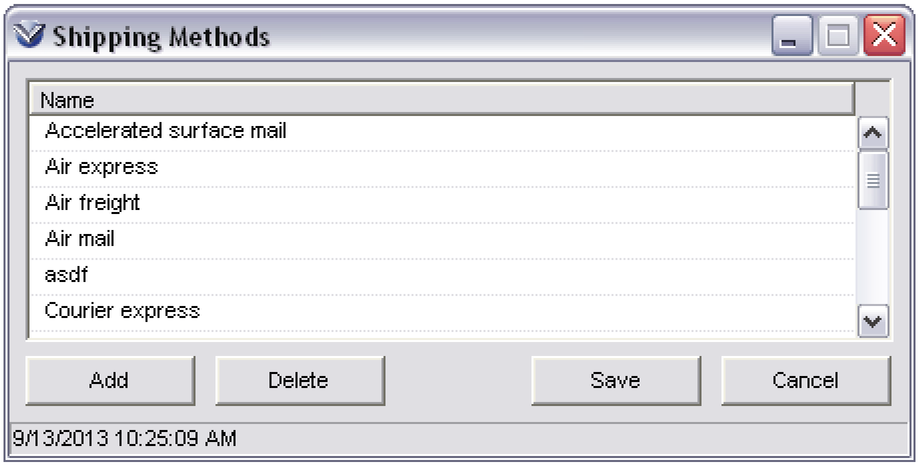


*Figure 14-1. Shipping Methods Window*

2. Click the Add button.

   A new blank row appears in the table.

3. In the empty row, type a shipping method description.

4. If desired, click the Add button to add another shipping method. Continue adding methods as needed.

5. When you have finished defining shipping methods, click the Save button.

   Virtua saves your shipping methods and closes the window. The Profiler will automatically sort the new methods alphabetically in the list.

# 14.2 Modifying Shipping Methods

**To modify or translate a Shipping Method,**

1. On the Shipping Methods window, highlight the Shipping Method you want to modify or translate.
2. Edit the text as desired.
3. Click the Save button.

   Virtua saves your changes and closes the window.

# 14.3 Deleting Shipping Methods

**To delete a Shipping Method,**

1. On the Shipping Methods window, highlight the shipping method you want to delete.
2. Click the Delete button.
3. Click the Save button.

   Virtua saves your changes and closes the window.

# 15. Working with the Source of Selection Parameter

This chapter discusses the Source of Selection parameter, which lets you define source of selection values that can be assigned to purchase order line items in the client. The Source of Selection is defined as the source of information (such as a reader's suggestion, a library staff person's suggestion, a sample book, or the Books Registration Office) about a new publication.

The Source of Selection values that you configure here will appear in the Source of Selection list on the Order Line Editor window and on the Add/Update Purchase Request window.

Using the Source of Selection parameter, you can add, modify, and delete source of selection values.

This chapter covers the following topics:



## 15.1 Adding Source of Selection Entries

**To add Source of Selection entries in the Virtua Profiler,**

1. On the ACQUISITIONS tree (*Figure 1-3*), double-click Source of Selection.

   The Source of Selection window appears (*Figure 15-1*).

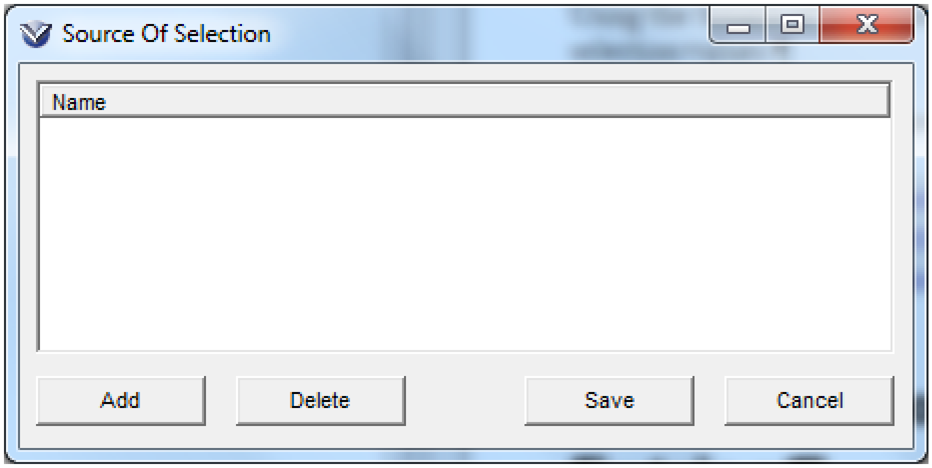


*Figure 15-1. Source of Selection Window*

2. Click the Add button.

   A new blank row appears in the table.

3. In the empty row, type a source of selection description.
4. If desired, click the Add button to add another source of selection. Continue adding entries as needed.
5. When you have finished defining source of selection entries, click the Save button.

   Virtua saves your source of selection entries and closes the window. The Profiler will automatically sort the new source of selection entries alphabetically in the list.

# 15.2 Modifying Source of Selection Entries

**To modify or translate a Source of Selection entry,**

1. On the Shipping Methods window, highlight the Source of Selection entry you want to modify or translate.
2. Edit the text as desired.
3. Click the Save button.

   Virtua saves your changes and closes the window.

# 15.3 Deleting Source of Selection Entries

**To delete a Source of Selection,**

1. On the Source of Selection window, highlight the source of selection entry you want to delete.
2. Click the Delete button.
3. Click the Save button.

   Virtua saves your changes and closes the window.

# 16. Working with Acquisitions Statuses

The Virtua software assigns statuses to acquisitions records at each stage of the acquisitions process. The status attached to a record tells the system how to handle the record at a given point in the workflow.

The Virtua Profiler comes with the following types of acquisitions statuses:

- Credit
- Invoice
- Payment
- Purchase Order
- Purchase Request
- Receipt

Each type contains preset, system-defined values. The Virtua client will be fully functional using only these preset, system-defined values, but the Statuses parameter also lets you define your own values within each type as well as modify some aspects of the preset statuses.

Although you cannot add a new type of acquisitions status, for each existing type you can add individual statuses and associate an action to each. In this way, Virtua will know your preferences in processing the various acquisitions transactions.

For example, in the Statuses/Invoice parameter, you can associate the action Hold with the invoice status Incomplete. In this way, Virtua will not present for payment an invoice with the status of Incomplete.

For more information on the use of statuses in the Virtua client, see the *Acquisitions Workflow-Based Reference Guide.*

This chapter covers the following topics:

# 16.1 About Acquisitions Statuses

For each of the types of statuses in the Statuses parameter, you can perform the following actions:

- Add, modify, or delete any library-defined status value.
- Modify the name and/or description of a preset, system-defined status value.

  **Note:** You cannot delete a preset, system-defined status or modify its category.

- Select any status value to be the default (except in the case of Purchase Requests statuses).

The following sections briefly describe each status type and list, where appropriate, the system-defined status values for each type. For details on setting Acquisitions statuses, see the section "Setting Acquisitions Statuses" in this chapter.

## 16.1.1 About Credit Statuses

Credit Statuses determine which statuses appear in the drop-down list of statuses on the Add Credit and Update Credit windows in the Virtua client. The following table lists the system-defined Credit Statuses used in Virtua.

| System-defined Credit Status Description | System-defined Category |
|---|---|
| Incomplete | Hold |
| Disallowed | Hold |
| Hold Pending Investigation | Hold |
| Valid for Use | Proceed |
| Fully Used | Hold |
| Expired | Hold |

## 16.1.2 About Invoice Statuses

The Invoice Statuses parameter lets you define the statuses that appear in the drop-down list of statuses on the Add Invoice Line Items window in the Virtua client. The following table lists the system-defined Invoice Statuses used in Virtua.

| System-defined Invoice Status Description | System-defined Category |
|---|---|
| Incomplete | Hold |
| Disallowed | Hold |
| Hold Pending Investigation | Hold |
| Partially Valid for Payment | Proceed with Warning |
| Valid for Payment | Proceed |

### 16.1.3 About Payment Statuses

Payment Status functionality is not yet implemented in the Virtua client. But the Virtua database does contain some system-defined statuses, which are listed in the following table.

| System-defined Payment Status Description | System-defined Category |
|---|---|
| No Payment | Proceed |
| Partially Paid | Proceed |
| Paid in Advance | Proceed |
| Paid in Full | Proceed |

### 16.1.4 About Purchase Order Statuses

Purchase Order Statuses determine which statuses appear in the drop-down list of purchase order statuses on the Line Item Header Information tab of the Order Line Editor window in the Virtua client. The following table lists the system-defined Purchase Order Statuses used in Virtua.

| System-defined Purchase Order Status Description | System-defined Category |
|---|---|
| Incomplete | Hold |
| Need Approval | Hold |
| Hold | Hold |
| Approved | Proceed |
| Ordered | Proceed |

| System-defined Purchase Order Status Description | System-defined Category |
|---|---|
| To Be Canceled | Proceed |
| Canceled | Proceed |

### 16.1.5 About Purchase Request Statuses

Purchase Request Statuses determine which statuses appear on the Purchase Request List drop-down menu and on the right-click menu of the Purchase Request Management window in the Virtua client. The following table lists the system-defined Purchase Request Statuses used in Virtua.

| System-defined Purchase Request Status Description |
|---|
| Review (default) |
| Approved |
| Rejected |
| Hold |
| Ordered |

### 16.1.6 About Receipt Statuses

Receipt Statuses determine which statuses appear in the drop-down list of statuses available in the Edit Receipt Information dialog box in the Virtua client. The following table lists the system-defined Receipt Statuses used in Virtua.

| System-defined Receipt Status Description | System-defined Category |
|---|---|
| Not Received | Hold |
| Received Satisfactory | Proceed |
| Received Not Satisfactory | Proceed with Warning |
| Referred to Supervisor | Hold |
| Hold Pending Investigation | Hold |
| Requesting Permission to Return | Proceed with Warning |
| Returned | Proceed |
| Accepted as Duplicate | Proceed |

| System-defined Receipt Status Description | System-defined Category |
|---|---|
| Request for Replacement | Hold |

# 16.2 Setting Acquisitions Statuses

Below are general instructions for setting library-defined Acquisitions Statuses, using the Credit Status window as an example. You can use these instructions to set Credit, Invoice, Payment, Purchase Order, and Receipt statuses.

The Purchase Request statuses have a couple of features that are different from the other statuses. The Purchase Request Status window is described separately.

## *16.2.1 Accessing Acquisitions Statuses*

**To access one of the Acquisitions Statuses windows in the Virtua Profiler,**

1. On the ACQUISITIONS tree (*Figure 1-3*), double-click Statuses.

   The Statuses tree expands as shown in Figure 16-1.

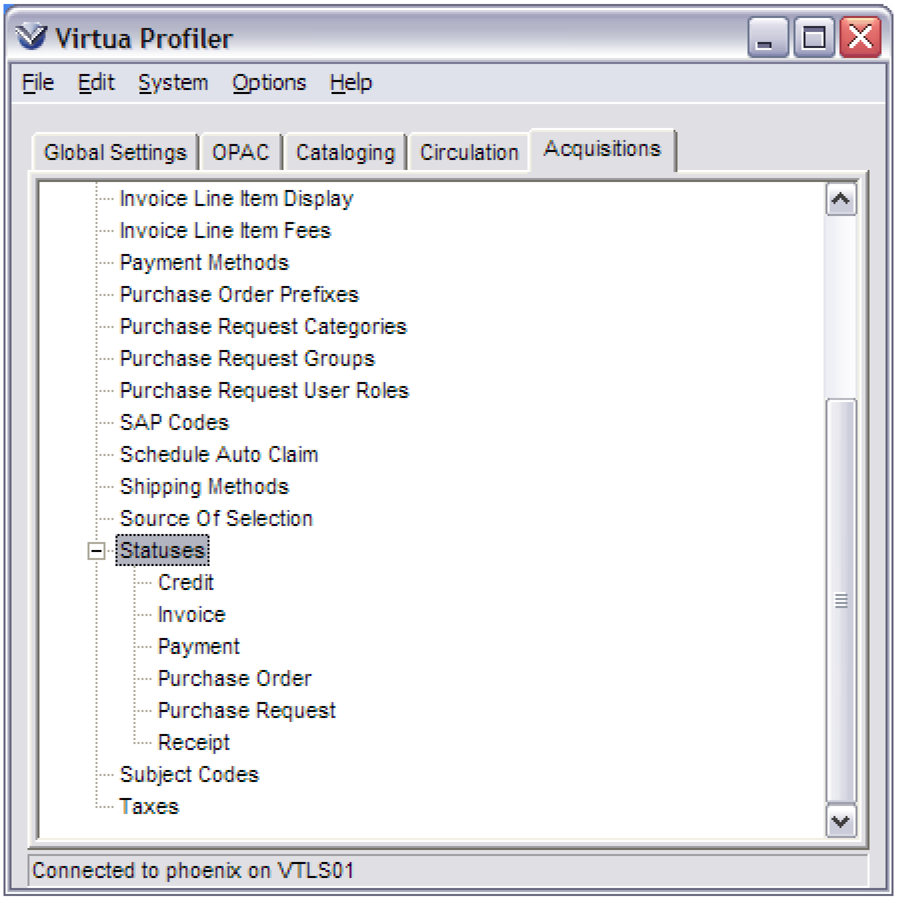


*Figure 16-1. Acquisitions Tab - Statuses*

2. Double-click the heading for the type of status that you want to set: Credit, Invoice, Payment, Purchase Order, or Receipt.

   The appropriate Statuses window appears. The Credit Statuses window is used as an example (*Figure 16-2*).

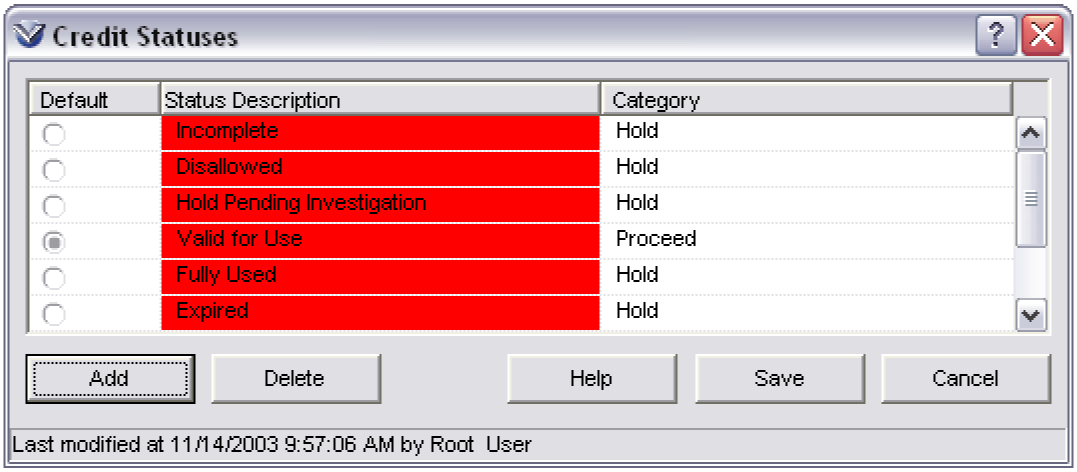


*Figure 16-2. Credit Statuses Window*

The system-defined statuses are highlighted in red.

## 16.2.2 Adding Library-Defined Statuses

**To add a status to the Credit Statuses parameter,**

1. On the Credit Statuses window (*Figure 16-2*), click the Add button.

   A new blank row appears at the bottom of the list.

2. Double-click on the Status Description field, and then type the status description.

3. Click the Category field to highlight it. Click it again, and then click the arrow to see the drop-down list (*Figure 16-3*).

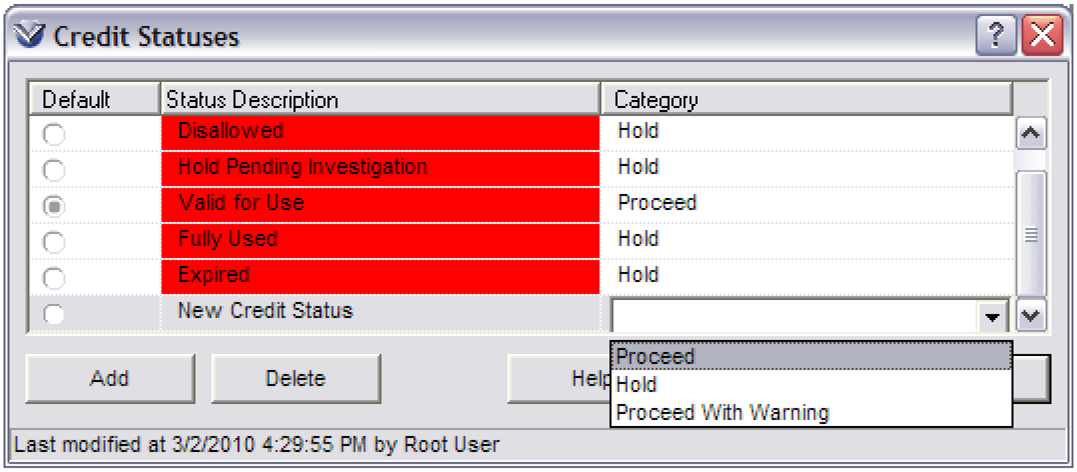


*Figure 16-3. Credit Statuses Window - Category Drop-down List*

4. Select a category: Proceed, Hold, or Proceed with Warning.
5. If you want the new status to be the default status, select the radio button in the Default column. The default will appear first in the drop-down list of statuses in the Virtua client.
6. If desired, click the Add button to add another status. Continue adding statuses until you have added all the ones you need.
7. Click the Save button.

   Virtua saves your changes and closes the Statuses window.

**Note:** Virtua will not let you save your changes unless a default status is set.

## 16.2.3 Modifying Statuses

You can modify any aspect of a *library-defined* status. You can modify only the description of a system-defined status.

**To modify or translate an Acquisitions status,**

1. On the Credit Statuses window (*Figure 16-3*), click the status that you want to modify, and then click it again.

2. Type the new status description.

3. For a library-defined status only, modify the category associated with the status. To do so, click the status category, click the arrow, and then choose a category from the list.

4. Click the Save button

   Virtua saves your changes and closes the window.

### 16.2.4 Setting the Default Status

**Note:** You must set a default status. The default status appears first in the appropriate drop-down list in the Virtua client. Any library-defined or system-defined status can be the default.

**To set the Default status,**

1. On the Credit Statuses window (*Figure 16-3*), in the row of the desired status, select the radio button in the Default column.
2. Click the Save button.

   Virtua saves your default setting and closes the window.

### 16.2.5 Deleting Library-defined Statuses

You can delete any *library-defined* status. You cannot delete a system-defined status.

**To delete a status,**

1. Select the library-defined status that you want to delete.
2. Click the Delete button.
3. Click the Save button.

   Virtua saves your changes and closes the window.

## 16.2.6 Working with the Purchase Request Statuses Window

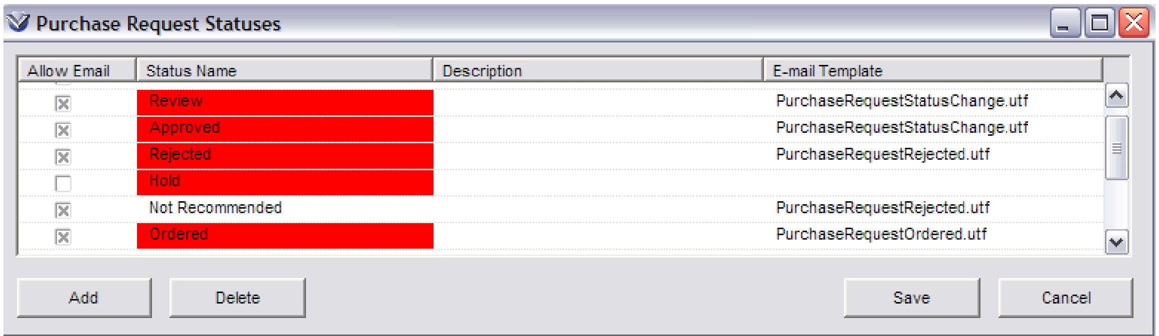


*Figure 16-4. Purchase Request Statuses Window*

The Purchase Request Statuses window displays four columns as described below:

- **Allow Email**: If a check box in this column is marked with an X, then when a purchase request is saved at the corresponding status on the Purchase Request window in the client, Virtua will send an e-mail to…
  - ♦ The requesting patron, if an e-mail address is provided by the requestor or if the communication preference of the patron who makes the request is e-mail. -AND-
  - ♦ A designated staff member of the associated branch where the purchase request was created.

  > **Note:** The staff e-mail is sent to the e-mail address specified in the Location Names parameter for the location that is assigned to the purchase request on the Add/Update Purchase Request window.

- **Status Name**: Displays the name of the status. If highlighted in red, the status name cannot be deleted since it is system-defined.

- **Description** (*optional*): Displays a description of the status.

- **Email Template**: Displays the name of the template to be used for the e-mail notification. If no template is specified for a status when the action is a status change, Virtua uses **PurchaseRequestStatusChange.utf** by default. If no template is specified for the default status (i.e., Review) when a purchase request is created, Virtua uses **PurchaseRequestCreated.utf** by default.

**Note:** If Virtua is not able to open the specified template file, it will display a diagnostic message: “Status Change e-mail not sent because the configured template file could not be found: <name of template>.” Even if the e-mail cannot be sent, however, the purchase request status change will still be saved.

# 17. Working with the Taxes Parameter

For libraries that need to track taxes separately from invoice fees, the Virtua offers the Taxes parameter, which lets you define different types of taxes that you want to make available in the Virtua client. The Taxes parameter affects the following elements of the Invoice window in the Virtua client:

- The appearance (or non-appearance) of the Line Taxes button and Invoice Taxes button on the Invoice window.
- The list of available taxes, which appears when you click the Line Taxes button or Invoice Taxes button on the Invoice window.
- The tax type that appears *first* in the list of taxes on the Invoice window.
- The calculation of the Tax Amount for a line item, which appears when you click the Edit button on the Invoice window, and the calculation of the Invoice Tax Total, which appears in the invoice header.

**Note:** Baker & Taylor sends their taxes in the same categories as fees, so the information in this section does not apply to Baker & Taylor. Instead, see the section, "Working with Acquisitions Fees" in this guide.

Using the Taxes parameter, you can . . .

- Choose whether to turn the Use Taxes flag ON for the system.
- Add new tax descriptions and modify or delete any existing tax descriptions.
- Select any ONE tax type to be the default.

This chapter covers the following topics:

# 17.1 Adding Taxes

**To add a new tax in the Virtua Profiler,**

1. In the ACQUISITIONS tree (*Figure 1-3*), double-click Taxes.

   The Taxes window appears (*Figure 17-1*).

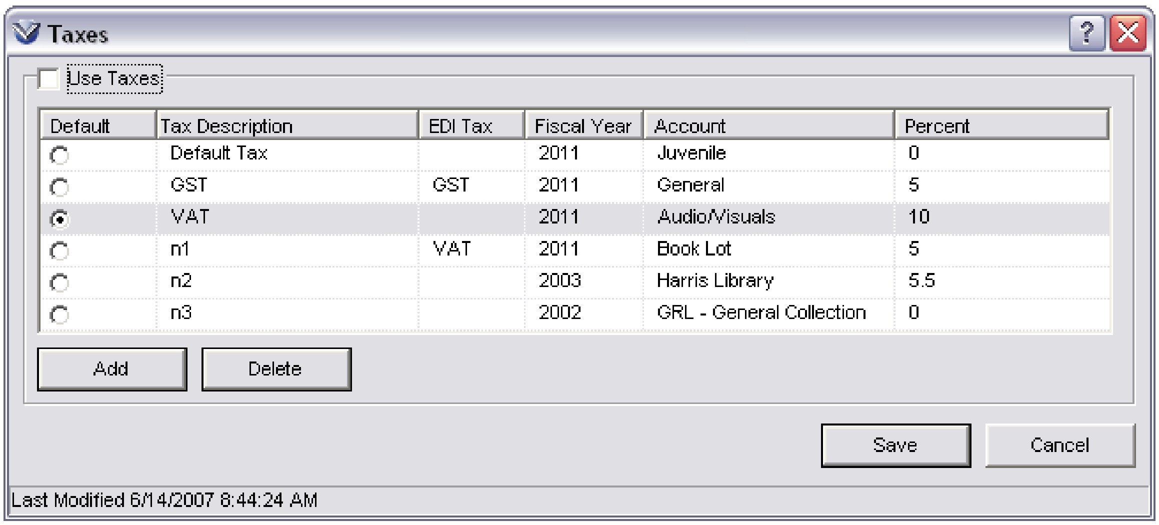


*Figure 17-1. Taxes Window*

2. Select the Use Taxes check box, which appears in the upper left corner of the window.

   **Note:** Selecting the check box not only lets you edit the window, but it also enables Taxes functionality in the Virtua client.

3. Click the Add button.

   A new row appears, displaying the text *Default Fee*.

4. Replace the default description by typing a new description.

5. If the tax is related to EDI, type the name of the tax (*EDI functionality not fully implemented*).

6. If desired, select the Fiscal Year from whose accounts you will choose a tax account. To do this, click NONE in the Fiscal Year field to highlight it. Click it again, and then click the arrow to see the drop-down list.

**Note:**
- You do not have to choose a Fiscal Year/Account for a header fee. If you do not, the fee is charged to the account associated with the line item on the purchase order.
- If you do not select a Fiscal Year, you cannot choose an account. Once you select a Fiscal Year, a drop-down list of accounts appears in the Account field.

7. If you selected a Fiscal Year, select the Account to which you want the tax charged. To do this, click the Account field to highlight it. Click it again, and then click the arrow to see the drop-down list.
8. Type the Percent of the tax. To do this, click once in the cell, and then click again to see an editable field.

9. If desired, click the Add button again to add another tax type. Continue adding tax types as needed.

10. After entering all the tax types you need, select a default line item.

11. Click the Save button.

    Virtua saves your taxes. The Profiler will automatically sort the new descriptions alphabetically in the list.

# 17.2 Modifying Taxes

**Note:** You cannot modify a tax once it has been assigned to a record.

**To modify or translate a tax,**

1. On the Taxes window (*Figure 17-1*), highlight the Tax Description you want to modify or translate.
2. Edit the text as desired.
3. Edit the associated EDI Tax (if applicable), Fiscal Year, Account, and Percent fields as desired.
4. Click the Save button.

   Virtua saves your changes to the database.

# 17.3 Deleting Taxes

**Note:** You cannot delete a tax if . . .

- It is currently assigned to a record.
- It is the last one defined in the parameter.

**To delete a tax,**

1. On the Taxes window, highlight the Tax Description you want to delete.
2. Click the Delete button.
3. Click the Save button.

   Virtua saves your deletion to the database.

# 17.4 Setting the Default Tax

**To set a default tax in the Taxes parameter,**

1. On the Taxes window (*Figure 17-1*), select the radio button next to the description that you want to be the default. As the default, this tax description will appear first in the list box in the client.
2. Click the Save button.

   Virtua saves your default setting.

# 18. Working with Purchase Request Parameters

This chapter describes parameters that work together to provide the setup for the Purchase Request functionality in the Virtua client. This functionality allows staff and patrons, depending on the roles/permissions assigned to them in these parameters, to make purchase requests and to manage the list of titles that have been requested for purchase.

This chapter covers the following topics:



## 18.1 Working with the Purchase Request Categories Parameter

The Purchase Request Categories parameter lets your library set up "categories" for organizing the titles requested for purchase. On the Add Purchase Request window in the Virtua client, you are required to select a category from the Categories drop-down list. The categories you define in this parameter will appear in that list.

The Virtua Profiler provides no pre-defined categories for this parameter. Your library can define and assign any type of category that makes sense for your institution.

### *18.1.1 Adding a Purchase Request Category*

**To add a purchase request category in the Virtua Profiler,**

1. On the ACQUISITIONS tree (*Figure 1-3*), double-click Purchase Request Categories.

   The Purchase Request Categories window appears (*Figure 18-1*).

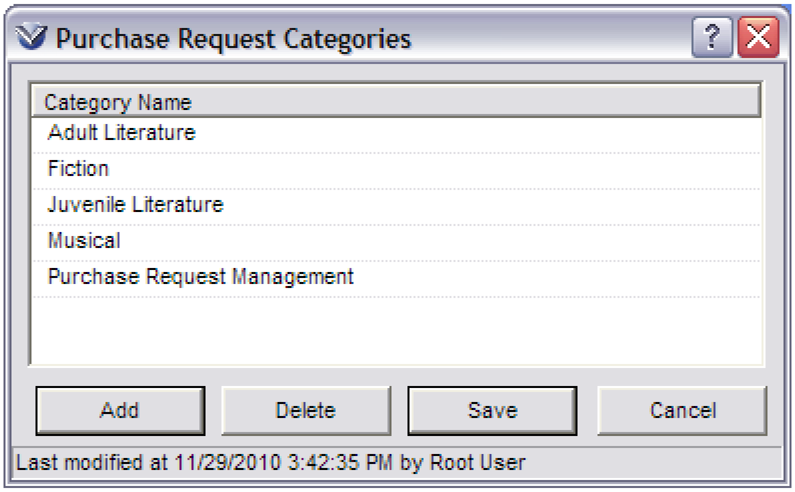


*Figure 18-1. Purchase Request Categories Window*

2. Click the Add button.

   A blank row appears in the list of categories (*Figure 18-2*).

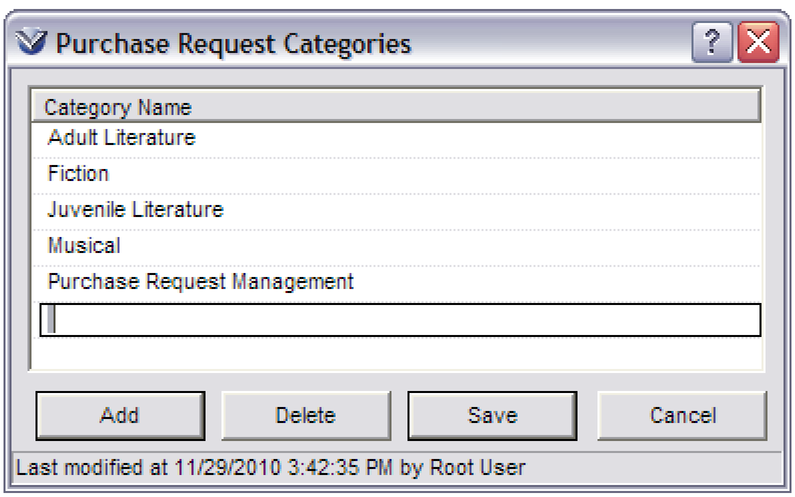


*Figure 18-2. Purchase Request Categories Window*

3. In the blank row, type the name of a category your library wishes to define.

4. Continue adding new categories as needed by clicking the Add button and typing in the names.

5. After you have entered all the desired categories, click the Save button.

   Your categories are saved to the database.

### 18.1.2 Modifying a Purchase Request Category

**To modify a purchase request category,**

1. On the Purchase Request Categories window (*Figure 18-1*), click the category that you want to modify.
2. Click the selected category again so that a box appears around it.
3. Edit the text as desired and then click the Save button.

   Your changes are saved to the database.

### 18.1.3 Deleting a Purchase Request Category

**To delete a purchase request category,**

1. On the Purchase Request Categories window (*Figure 18-1*), click the category that you want to delete.
2. Click the Delete button.

   As long as the category is not being used in Virtua, the selected category will be deleted.
3. Click the Save button.

   Your deletion is saved to the database.

## 18.2 Working with the Purchase Request Groups Parameter

The Purchase Request Groups parameter lets your library define request groups, which may be designated global or not global, in which case the group must be associated with a location. You can define multiple purchase request groups for a single location or an institution.

The request groups you define here will populate the Group Name drop-down list on the Add Purchase Request window and will be available as filters on the Purchase Request Search window in the Virtua client.

## 18.2.1 Adding Purchase Request Groups

**To add a purchase request group in the Virtua Profiler,**

1. On the ACQUISITIONS tree (*Figure 1-3*), double-click Purchase Request Groups.

   The Purchase Request Groups window appears (*Figure 18-3*).

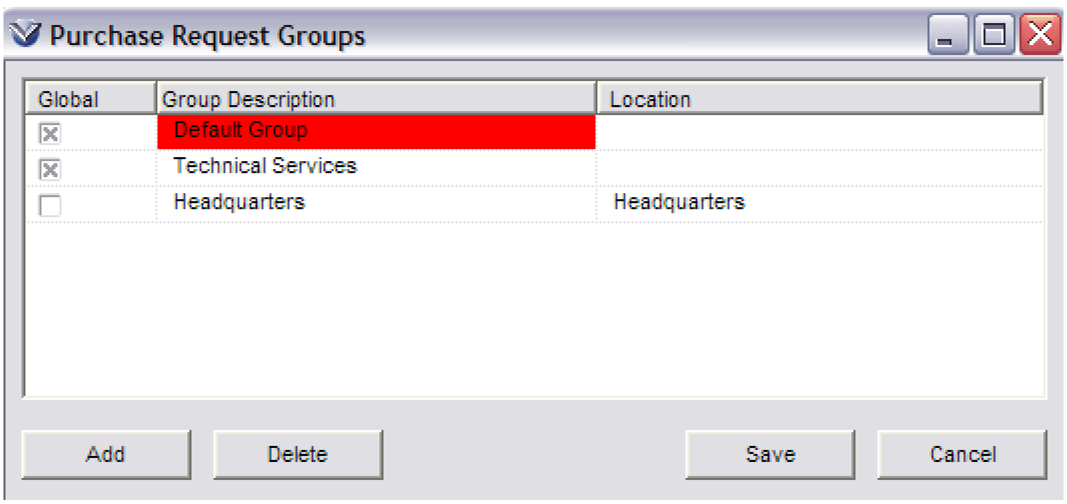


*Figure 18-3. Purchase Request Groups Window*

Each library or institution will have a Default Group, which is designated as global. In Figure 18-3, the Default Group is highlighted in red, which means it is system defined and cannot be deleted; only the description can be changed. When purchase requests are submitted from Chamo, by default they will be assigned to the Default Global Group.

**Note:**

- In consortium environments, purchase requests submitted from Chamo will be assigned to the Default Global Group of the first institution that was created.
- In the Virtua client, the purchase request "reviewer" can move requests from the Default Global Group to a user-defined group. In Chamo, the patron can select an optional location to route the purchase request to.

2. Click the Add button.

   A blank row appears in the list of request groups (*Figure 18-4*).

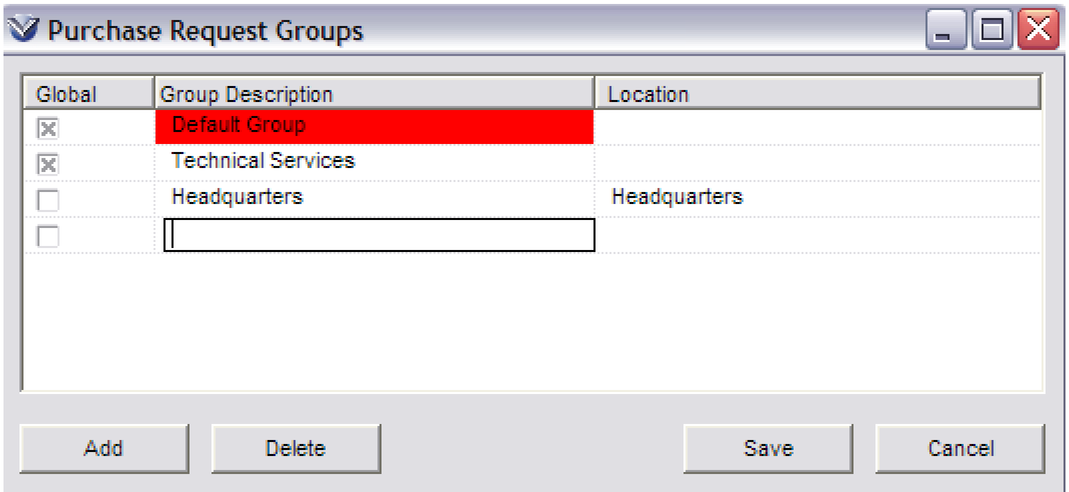


*Figure 18-4. Purchase Request Groups Window*

3. In the blank row, type the name of a request group that your library wants to define.

4. In the Location column for a new local group, click to make the drop-down arrow appear and then select a location from the drop-down list.
   -OR-
   Select the check box in the Global column to designate the group as global.

**Note:** Via a setting in the Acquisitions Basic Options parameter, you can determine whether groups designated as global will be visible to all users for that institution or only to Acquisitions Super Users who have permission to view locations at that institution. Groups not designated as global will be visible only to users whose log-in location matches or is linked to the group's location.

5. Continue adding new groups as needed by clicking the Add button and typing in the names.

6. After you have entered all the desired groups, click the Save button.

   Your request groups are saved to the database.

### 18.2.2 Modifying a Purchase Request Group

**To modify a purchase request group,**

1. On the Purchase Request Groups window (*Figure 18-3*) for any defined request group…
   - Edit the text in the Group Description column.
   - Select a new location to associate with the group.
   - Select or de-select the check box in the Global column. Note that you can do this for all groups *except* the Default Global Group.

2. Click the Save button

   Your changes are saved to the database.

### 18.2.3 Deleting a Purchase Request Group

**To delete a purchase request group,**

1. On the Purchase Request Groups window (*Figure 18-3*), select the group that you want to delete.

2. Click the Delete button.

   If the request group is being used in Virtua, a warning will appear.

3. If you choose to ignore the warning, when you click the Save button, your deletion will be saved.

## 18.3 Working with the Reader Suggestion Status Parameter

The Reader Suggestion Status parameter (*Figure 18-5*) lets you define the statuses available in the Virtua client to assign to reader suggestions.

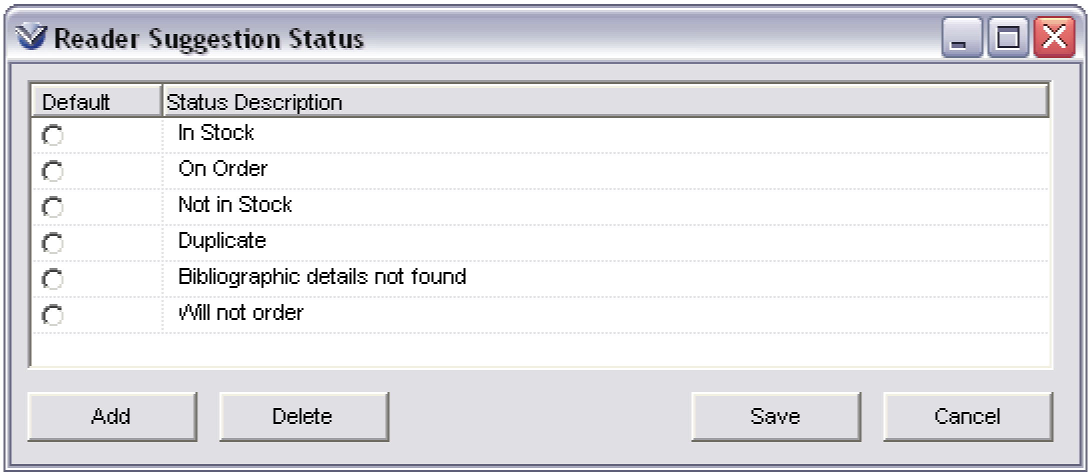


*Figure 18-5. Reader Suggestion Status Parameter*

The statuses will be available to qualified users when updating purchase requests on the Additional Information tab of the Update Purchase request window in the Virtua client (*Figure 18-6*).

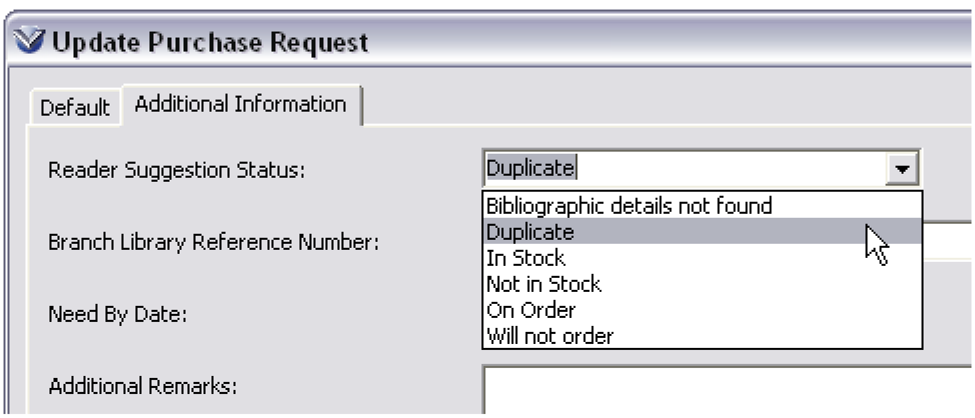


*Figure 18-6. Reader Status Selection in the Virtua Client*

## 18.3.1 Assigning a Default Reader Suggestion Status

**To assign a default Reader Suggestion Status,**

1. Select the radio button next to that status (*Figure 18-7*).

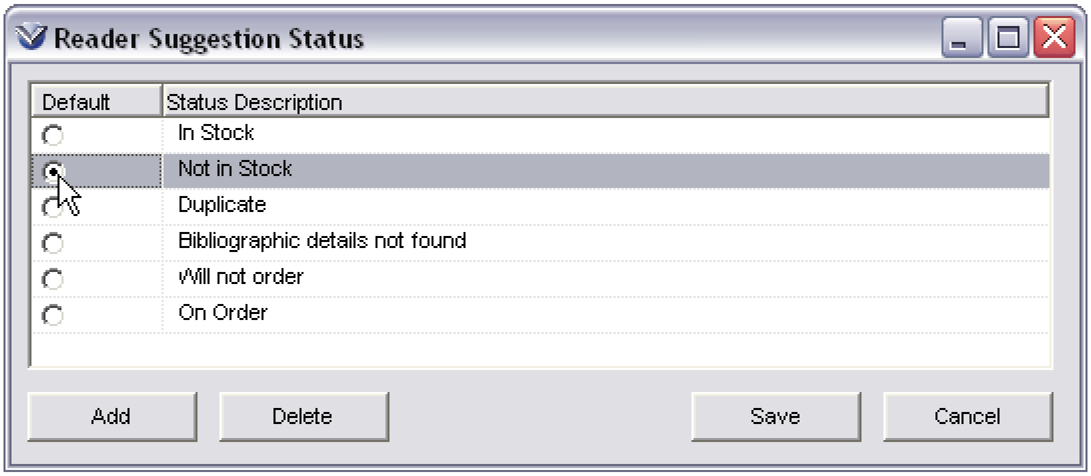


*Figure 18-7. Selecting a Default Reader Suggestion Status*

2. Click the Save button.

The status you define as the default status will be selected by default on the Update Purchase Request window (*Figure 18-6*). Although the default status will be selected by default on the Reader Suggestion field on the Update Purchase Request window, the user will still be able to select another status.

## 18.3.2 Adding a New Reader Suggestion Status

**To add a suggestion status,**

1. Click the Add button on the Reader Suggestion Status window. A new line appears (*Figure 18-8*).

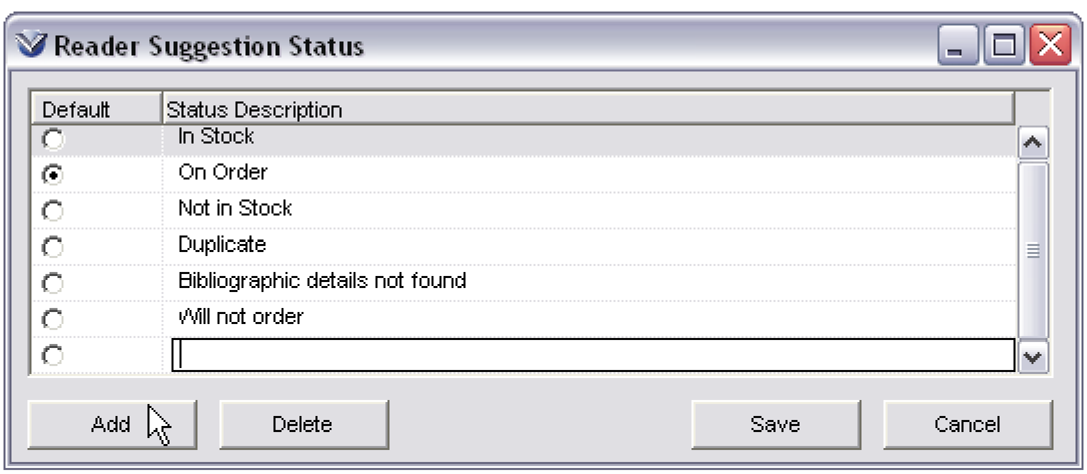


*Figure 18-8. Adding a New Suggestion Status*

2. Type a description for the status in the Status Description column.

3. Click the Save button.

The status you added will be available for staff users to select on the Update Purchase Request window (*Figure 18-6*).

### 18.3.3 Removing a Reader Suggestion Status

**To remove a suggestion status,**

1. On the Reader Suggestion Status window (*Figure 18-5*), select the status you wish to remove.

2. Click the Delete button.

3. Click the Save button.

The status you selected will no longer be available on the Update Purchase Request window.

# 19. Appendix A - Changes in this Guide

## 19.1 Changes for Version 16.1

No changes were made.

# Index

## D



## E



## F

## *Q*



## *R*



## *S*



## *T*



## *U*

## V