



Workflow-
Based
Reference
Guide

Acquisitions

WORKFLOW-BASED REFERENCE GUIDE

Acquisitions

2017



Innovative Interfaces, Inc.
1701 Kraft Drive
Blacksburg, Virginia 24060
U.S.A.

Phone: 800.468.8857 / 540.557.1214
E-mail: info@iii.com

Copyright © 2017 VTLIS Inc./Innovative Interfaces, Inc. All Rights Reserved

No part or any portion of this publication may be stored in a retrieval system, transmitted, or reproduced in any way, including but not limited to photocopy, photograph, magnetic or other record without the prior agreement and written permission of the publisher.

Introduction to Acquisitions.....	1
Understanding Menu & Toolbar	2
Documentation and Help	5
Acquisition Record Data Structure	7
Rules	8
Purchase Orders	8
Currency	8
Accounts.....	8
Billing and Shipping Locations.....	8
Receipts.....	8
Credits	8
Printed formats	9
Using the Job Scheduler	9
Acquisitions Fund Accounting	10
Understanding Accounts.....	13
Management vs. Spending Accounts	14
Parent vs. Child Accounts.....	14
Elements of the Account Management Window	14
Create Accounts	15
Add Accounts	17
View, Modify and Delete Accounts	19
View Accounts.....	19
Modify Accounts	21
Delete Accounts	21
Deposit Accounts	21
Allocate New Money.....	22
Remove Funds.....	23
Transfer Funds	24
Fiscal Year Rollover	25
Fund Accounts and Purchase Orders	26
Managing Vendor Records	28
Search the OPAC	29
Create Vendor Record.....	31
Add Acquisitions Information	33
Add EDIFACT Information	36
Working with the Configure EDIFACT Window	39
Enriched Data Tab.....	51
Add Vendor Notes.....	53
Add Customer Account Information	54
Add Serials Order Renewal Reminders Information	56
Save Vendor Record	57
Modifying Vendor Records	57
Deleting Vendor Records	58
Copying Vendor Records.....	58
Acquisitions Searching	60
Acquisitions Searching	61
Access Search Acquisitions Window	61

Enter Search Query	63
Manipulate the Search Results	64
Save Search Results.....	66
Merge Purchase Orders	68
Cancel Purchase Orders	71
Printing Invoices.....	72
Create Bibliographic Records for Orders.....	73
Create a Brief Bibliographic Record	74
Open a Workform in the Editor	74
Save the Record	75
Copy Record from Another Database	76
Configure a Connection.....	76
Obtain Record from Z39.50 Database.....	78
Save to Local Database	78
Preparing Book Orders	80
Add a Purchase Order	82
Complete the PO information	83
Order Header Information Tab:	84
Billing/Shipping Information Tab	85
Add a Line Item	86
Search the OPAC	86
Insert Purchase Order Line Items.....	87
Edit Purchase Order Line Items.....	88
The Line Item Header Information Tab.....	89
Enter Account Information	91
Edit Locations Tab	92
Save the Purchase Order.....	94
Update Purchase Orders	97
Search for Items on Order.....	98
Send Purchase Orders.....	101
To Print Purchase Orders	104
Acquisitions Cancellation Notices	106
Exporting Acquisitions.....	107
Understanding Record Masking.....	108
Record Masking.....	110
Creating Masked Records	110
Permission to View Masked Records	115
Display of Masked Records	116
Using Purchase Request Management.....	117
Adding Titles to a Purchase Request List	118
Purchase Requests Via Chamo	119
Purchase Requests Via iPortal.....	122
Reviewing Request Lists	122
Creating Purchase Orders from Purchase Request Lists	127
Managing Order Receipts.....	130
Obtain the Purchase Order Number	132
Add Receipt	133
The PO Line Items Area of the Receipts Window	134
Command Buttons	134
Receive Items	135

Express Receive	135
Expand.....	135
Request for Replacement Notices.....	137
Save Receipt	140
Automatic Creation of Item Records.....	141
Update Receipts	145
Invoice Management	147
Add Invoice.....	149
Insert Invoice Line Items	150
Edit Invoice Line Items	153
Fees	156
Taxes	158
Save Invoice.....	160
Add Line Items.....	161
Delete Invoices and Invoice Line Items	163
Delete Line Items	164
Delete an Entire Invoice	164
Print Invoices.....	165
Add Supplemental Invoice	168
Managing Payments	171
Pay All Invoices.....	172
Create the Voucher	172
Searching for Vouchers	173
Select Invoices for Payment Window.....	174
Voucher Header	174
Invoice Options	175
Payment Options.....	175
Credit Options	175
Select All Invoices for Payment	175
Print Voucher	176
Pay Selected Invoices	176
Create the Voucher	176
Select Invoices/Line Items for Payment.....	176
Select an Invoice for Payment.....	176
Select Line Items from an Invoice for Payment	176
Print Voucher	177
Reprint a Voucher	177
View the Voucher.....	177
Processing Special Payments	179
Creating a Payment Voucher without Invoices	179
Credit Management	182
Specific Credits	183
Add a Specific Credit	183
Update a Specific Credit	184
Use a Specific Credit.....	185
Internal Credits.....	185
Add an Internal Credit.....	185
Update an Internal Credit	187
Use an Internal Credit	187
Prepaid Credits.....	187
Add an Prepaid Credit	187

Internal Order Credits	188
Add an Internal Order Credit	188
Delete a Credit	191
Serial Purchase Orders	192
Add Serial Purchase Order	194
Insert Purchase Order Line Items.....	194
Edit Purchase Order Line Items.....	194
Save Serial Purchase Order	195
Send Serial Purchase Orders	195
Print Serial Purchase Order	196
Send Order Summary.....	196
Renew Subscription from Acquisitions Menu	196
Renew from Reminders Window	197
Searching and Viewing Serial Order Reminders.....	197
Renewing Serial Orders.....	200
Alternative Order Types	203
Standing Order, Monographic Set, and Planned Order Workflows	203
Add Purchase Order	204
Edit Purchase Order	204
Save/Transmit Purchase Order	205
Send Purchase Order.....	205
Print Purchase Order.....	205
Send Order Summary.....	205
Insert Line Items.....	205
Edit the Enumeration Information Tab	205
Notes.....	205
Edit Purchase Order Line Items.....	206
Voucher When No Order or Invoice Exists.....	206
Updating Purchase Orders.....	209
Acquisitions Notes.....	211
Adding or Editing a Note	211
Deleting a Note	213
Working with Family Priority Notes	213
Modifying or Deleting Family Priority Notes	214
Update Purchase Orders	215
Approve Order	216
Copy Purchase Order Line Items	217
Delete Purchase Order Line Items	217
Copy Purchase Orders.....	217
Delete Purchase Orders	218
Cancel an Order or an Order Line Item	219
Relink a Purchase Order	225
Reminders and Claims Management	227
Acquisitions Reminders.....	228
View Reminders	229
Modify Reminders.....	232
Create User Defined Reminders.....	232
Deleting Acquisitions Reminders	233
Claims.....	233
Create Claim.....	234

Transmit Claims	236
Serial Issue Claims	239
Processing Gift, Exchange and Deposit Accounts	241
Receive a Gift or Deposit.....	241
Configure the Letter(s)	243
Edit the Letter Template File.....	245
Print the Letter(s).....	245
Clear the Thankyou.dat file	247
Editing Virtua Acquisitions Text Files	248
Open Default Text File.....	249
Edit Text File.....	249
Save Text File.....	251
Appendix A: Key Terms.....	256
Appendix B: List of InfoStation Reports for Acquisitions.....	265
Appendix C: Acquisitions in a Consortium Environment	266
Acquisitions Parameters in the Profiler	266
User Permissions.....	266
General Parameters	266
Purchase Order Parameters.....	266
Receipt Parameters.....	267
Invoice Parameters	267
Claiming Parameters	267
Selection Lists Parameters	268
Virtua Client in a Consortium Environment	268
Vendor Browse Search	268
Vendor Records.....	268
Claiming.....	268
Reminders	268
EDIFACT	269
Appendix D: Viewing Acquisitions Audit Trail & Transaction Log.....	270
Access Acquisitions Audit Trail.....	271
Access Acquisitions Transaction Log	271
Appendix G - Changes in this Guide.....	273
Changes for Version 16.1.....	273

Introduction to Acquisitions

There are several areas that must be configured in the *Virtua Profiler* when first setting up Acquisitions. You will need to complete the setup prior to adding purchase orders. Taking the time to set up the information in advance will reduce many issues with the acquisitions workflows.

First, you will configure the *Virtua Profiler*:

- Set users and permissions
- Set the Basic Options section
- Create "Ship to" and "Bill To" Locations
- Set currency
- Establish taxes and fees
- Set up the Purchase Request area

Second, you will create the Account Structure:

- Build your hierarchy with the spending accounts on the lowest level. You may have a many levels as you want for grouping; however the orders are expended from the lowest level.
- You must allocate funds to begin ordering
- You may move money between branches in the hierarchy by using the Fund Transfer options

Third, you will create Vendor Records:

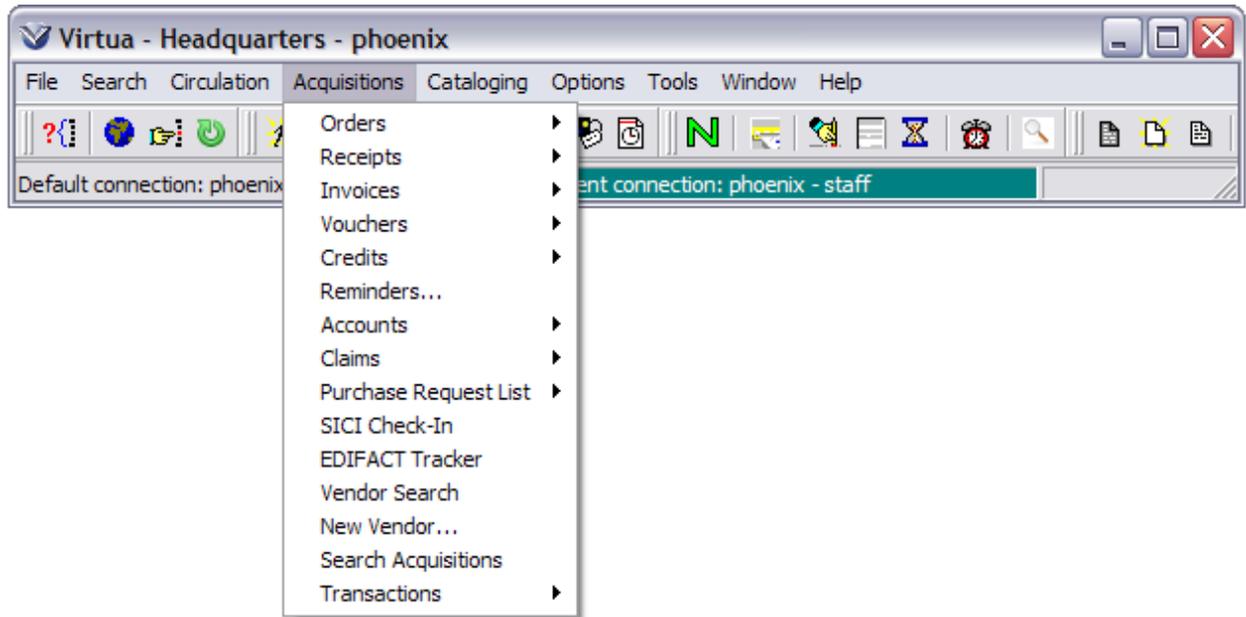
- Establish contracts and accounts linked to vendors
- Complete the information on the Vendor-Acquisitions Info Tab
- Configure Edifact only if you plan to use this for orders

Taking the time to understand the links from the *Virtua Profiler* configuration will help all future parts of the acquisitions workflow to work seamlessly.

Understanding Menu & Toolbar

As an Acquisitions user, you will be most concerned with the functions available on the **Acquisitions** menu.

The **Acquisitions** drop-down menu displays the following selections: Orders, Receipts, Invoices, Vouchers, Credits, Reminders, Accounts, Claims, Purchase Request List, SICI Check-in, EDIFACT Tracker, Vendor Search, New Vendor, Search Acquisitions, and Transactions.



Menu bar	Icon	Function Keys	Function
<u>A</u> cquisitions			
<u>O</u> rders			
<u>A</u> dd			Create New Purchase Order
<u>V</u> iew			View existing Purchase Order
<u>U</u> ppdate			Edit existing Purchase Order
<u>D</u> elete			Delete existing Purchase Order
<u>C</u> ancel			Cancel existing Purchase Order
<u>R</u> enew			Renew a Serial Order from an existing purchase order
<u>C</u> opy			Create a new Purchase Order from an existing Purchase Order
<u>S</u> end Orders			Send Purchase Order
Search by Vendor			Search all purchase orders associated with a selected vendor
<u>R</u> ecceipts			
<u>A</u> dd/Update			Create a new Receipt or Update an existing Receipt
<u>V</u> iew			View an existing Receipt
<u>I</u> nvoices			
<u>A</u> dd			Create a new invoice
<u>V</u> iew			View an existing invoice
<u>U</u> ppdate			Edit an existing invoice
<u>D</u> elete			Delete an existing invoice
<u>P</u> ay			Pay an existing invoice
Search Acquisitions			Search acquisitions records

Note: When used with the Alt key, underlined letters denote keyboard shortcuts.

For example: **Alt + s + a** performs an author search.

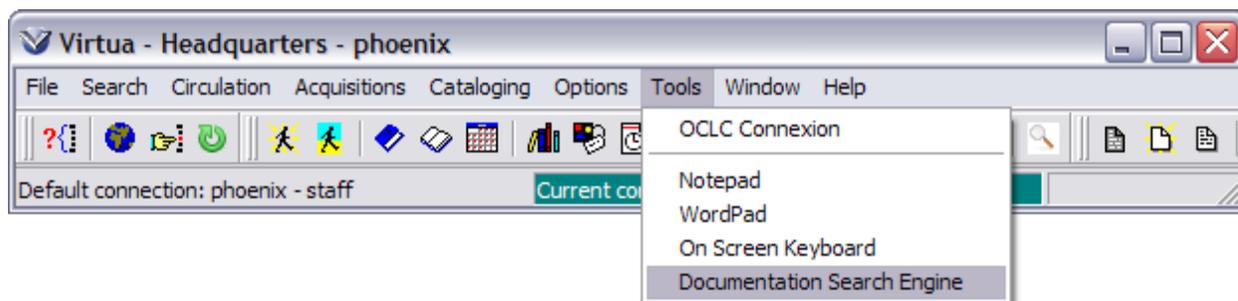
Menu bar	Icon	Function Keys	Function
<u>V</u> ouchers			
<u>N</u> ew			Add a new Voucher
<u>V</u> iew			View an existing Voucher
<u>C</u> redits			
<u>N</u> ew			Add a New Credit
<u>V</u> iew			View existing Credits
<u>U</u> ppdate			Edit existing Credit
<u>D</u> elete			Delete existing Credit
<u>R</u> eminders			Search and List Reminders
<u>A</u> ccounts			
<u>S</u> etup			Create new accounts
<u>F</u> und Transfer			Transfer funds between accounts
<u>C</u> laims			
<u>T</u> ransmit Claims			Create and print claim letters
<u>P</u> urchase_Request List			
<u>A</u> dd			Display the Add Purchase Request to add a new title to the Purchase Request List
<u>R</u> eview			Display the Purchase Request List window for updates
SICI <u>C</u> heck-in			Check-in of serials issues via SICI barcode
<u>E</u> DIFACT Tracker			EDIFACT Request window
Vendor <u>S</u> earch			Browse vendor search
<u>N</u> ew Vendor			Add new vendor

Note: When used with the Alt key, underlined letters denote keyboard shortcuts.

For example: **Alt + s + a** performs an author search.

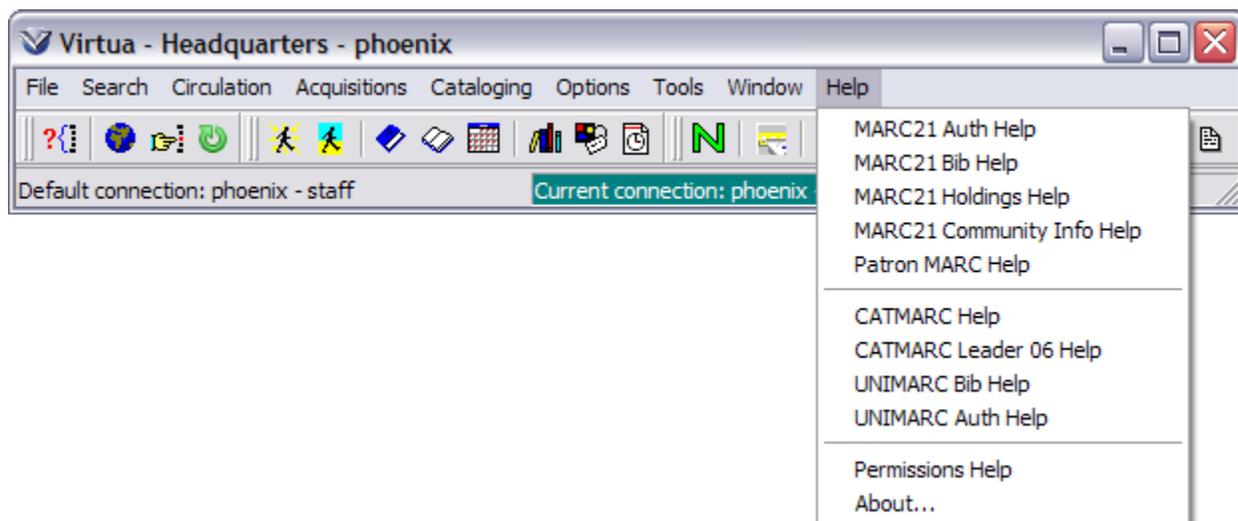
Documentation and Help

Virtua Users Guides are available in searchable .pdf format from the **Tools** menu; click on the **Tools** menu, then select **Documentation Search Engine**.

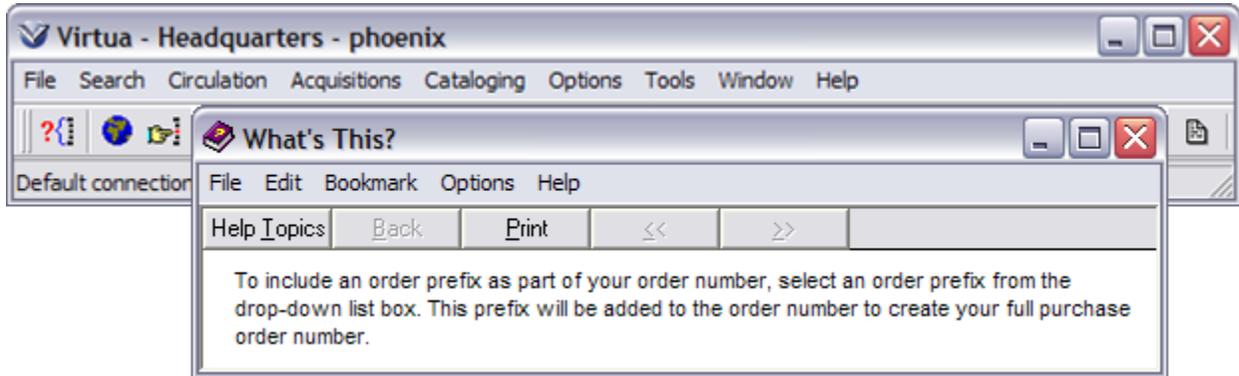


Note: While the Documentation Search Engine appears on your Tools menu by default, it is functional only if the Virtua documentation has been installed via the Documentation Installer. For details on the Documentation Search Engine, see the section *Viewing and Searching the Virtua Documentation* in the *Virtua Client Getting Started Primer*.

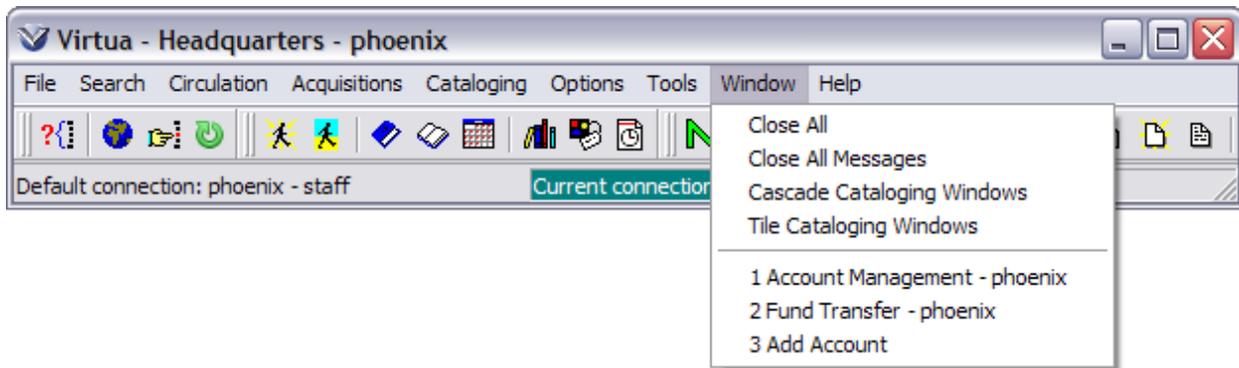
MARC 21, CATMARC, and UNIMARC Format help is available from the **Help** menu; click on the **Help** menu and select the appropriate help category.



Context sensitive help is available; from the window for which help is needed, using the **F1** key or right mouse click will bring forward more information regarding that portion of the window.



The **Window** menu tracks the order in which open Virtua windows were accessed.



Close All (Alt + w + a) will close all open Virtua windows.

Acquisition Record Data Structure

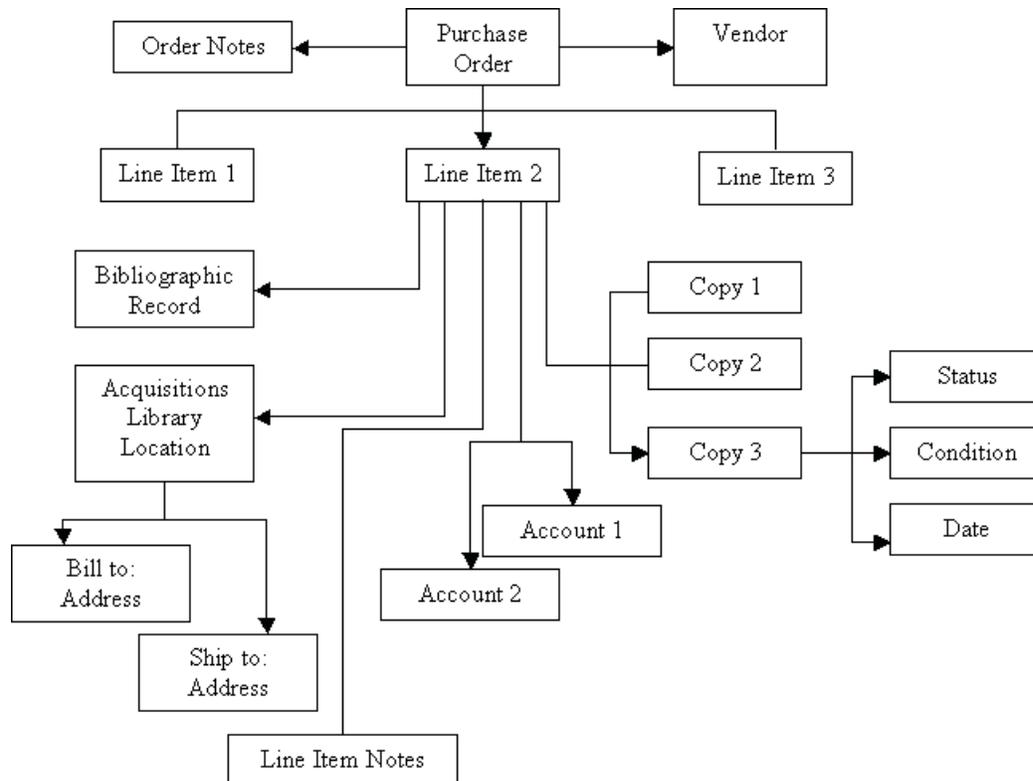
For Virtua acquisitions to function properly, the following elements must exist:

A MARC bibliographic record (for monograph and serial order types **only**)

A vendor record

Account(s) with funds allocated

Acquisitions Library Location(s)



Rules

Purchase Orders

Multiple users may add purchase orders simultaneously.
Purchase Orders have a unique ID.
Purchase Orders have one vendor.
Line Items have one title.
Titles have one bibliographic record.
Titles may have multiple purchase orders.
Line Items may have multiple accounts.
Line items may have multiple copies if all order information (account, price, location, etc.) is identical.
Multiple copies may be entered for multiple locations.
Different locations appear on different lines.
Line Items have an Acquisitions location.
Completed order remains in the system until archived.

Currency

If the currency selected for the order is not the default database currency then all line items on the purchase order will use this currency.
The currency on the invoice may be different from the currency on the purchase order.
The currency on the voucher must be the same as the currency on the invoice.
When the currency is updated in the Profiler, you must update the Encumbrance tab to update all existing purchase orders that are not yet invoiced and paid.

Accounts

Accounts are filtered by login location. Once the accounts are created, only those users that have permission to connect to that login location may view the account summary.

Billing and Shipping Locations

One Acquisitions library must be linked to a main library location.
Acquisitions Libraries may be linked to multiple billing and shipping locations.

Receipts

Line Item Status, Condition, Date, etc., may be changed for each copy at the Receipt stage.

Credits

Credits may be entered in the system at any time provided at least one invoice exists for the vendor. There are three types of credits. When using an Internal Credit, you must have an account linked. Then any future internal credit will go back to that account.

Printed formats

Claim letters may be generated at any time based on the maximum number of claims set in the vendor record.

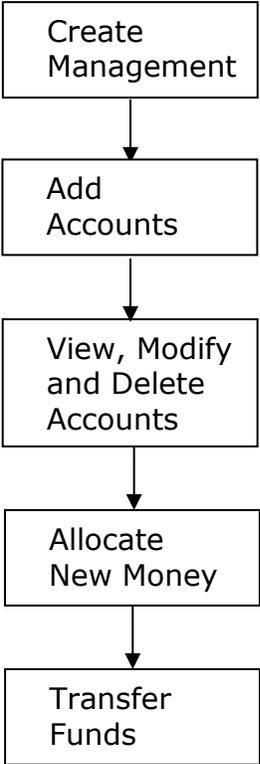
Cancellation letters can be generated for sending later.

Purchase orders that are printed may have vendor notes to display.

Using the Job Scheduler

You can schedule the AutoClaim script to run so that daily claims do not have to be transmitted. You can schedule this for Serials or Acquisitions and it can be run by Institution. Please consult the Profiler documentation for managing scheduled jobs.

Acquisitions Fund Accounting

Recommended Workflow	Explanation
 <pre> graph TD A[Create Management] --> B[Add Accounts] B --> C[View, Modify and Delete Accounts] C --> D[Allocate New Money] D --> E[Transfer Funds] </pre>	<p>Virtua is designed to support an efficient, flexible way to budget, encumber, expend, and monitor funds and to allow for maximum reporting options. Acquisitions Accounts are linked to the location where they are created. It is recommended that one primary location, for example, "Technical Services" is set up and the location is used to create all accounts. This ensures that permissions can be restricted more closely for Account Summary Viewing.</p> <p>Two basic types of accounts exist:</p> <p>Management Accounts – A management account must exist at the highest level – the "root" level - and represents the entire budget amount. Additional management accounts may be added as needed.</p> <p>Spending Accounts – Spending accounts are the lowest level accounts. Funds can only be expended from spending accounts.</p> <p>Summary</p> <ul style="list-style-type: none"> • Recognize management and spending accounts • Understand the relationship between parent and child accounts <p>Key Terms</p> <ul style="list-style-type: none"> • Audit Trail • Available Balance • Child Accounts • Encumbrance • Fiscal Year • Fiscal Year Rollover • Free Balance • Fund Allocation • Fund Expenditure • Fund Transfer • Management Accounts • Parent Accounts • Spending Accounts

	Explanation (cont.)
	<p>Key Terms (cont.)</p> <ul style="list-style-type: none"> • Deposit Account Replenish • Deposit Replenish Total • Deposit Account • Deposit Account Threshold • Deposit • % of Fund Depletion Due to Encumbrance • % of Fund Depletion Due to Expenditure • Vendor • Vendor Customer Account <p>Note: Fiscal Year Rollover allows you to retain accounts and/or balances from the preceding year.</p> <p>Profiler Parameters</p> <p>Sort Accounts Alphabetically: If selected, on the Accounts Management window, accounts will be sorted alphabetically.</p> <p>Account Management Rules:</p> <p>There must be at least one root account</p> <p>The higher levels of accounts are considered management accounts, allowing for groups of accounts.</p> <p>There is no limit to the hierarchical levels for each fiscal year.</p> <p>The lowest level accounts are spending accounts and are displayed in the purchase order pull down menus.</p> <p>Virtua permissions must be granted to work from the Account Management window.</p> <p>The user ID and login location are logged when a user logs in.</p> <p>Accounts created at one location are not viewable at a different login location.</p>

	Explanation (cont.)
	<p>Virtua provides an Audit Trail to track financial transactions:</p> <ul style="list-style-type: none">• Fund Allocations• Encumbrances/Disencumbrances• Deposits, Currency Exchange Rate Changes <p>InfoStation Reports</p> <p>Account Summaries: Generates a summary of each Acquisitions account in the database.</p> <p>Acquisitions Audit Trail: Generates a list of Acquisition transactions that meet the fund account and date range criteria specified for the report configuration.</p>

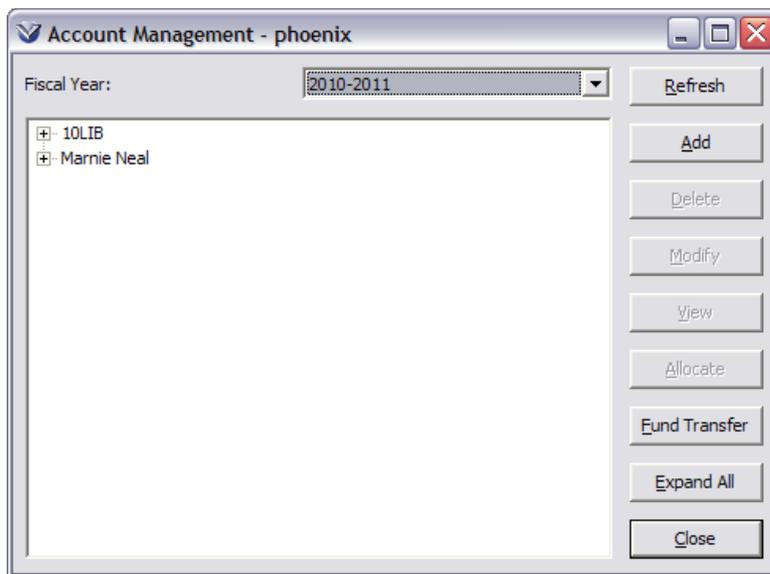
Understanding Accounts

The Acquisitions Fund Accounting module lets you monitor your library's fund allocations using a hierarchical account structure.

The Fund Accounting system in Virtua consists of two types of accounts: Management Account(s) and Spending Account(s). These accounts exist in parent/child relationships. Management accounts can be used for grouping accounts and all funds are expended from the accounts at the lowest level of the account hierarchy (spending accounts).

Each new year a new fiscal year must be created in the *Virtua Profiler*. The user has an option of rolling over the account structure from the previous year or to create a new set of accounts each year. Most users will "RollOver" the structure and transactions from the previous year. When using the **fyRollover.exe** the user may choose to roll over account structures, funds, and outstanding transactions from one fiscal year to the next.

To set up acquisitions accounts for the first time, select **Acquisitions** → **Accounts** → **Setup** from the Virtua main menu.



The Account Management display is linked to the fiscal year. If you have been using Acquisition for several years you can view the accounts by selecting the year from the drop-down list at the top of the screen.

Note: The **Account Management** window displays accounts for *all* locations when the Filter Acquisitions Records By Log-In Location setting in the *Virtua Profiler* (Acquisitions Basic Options Parameter) is OFF.

Profiler Tip: The Sort Accounts Alphabetically option controls whether, on the Account Management window, accounts will be sorted alphabetically or display in the order that they were entered into the system. See *Working with the Acquisitions Basic Options Parameter: Sort Accounts Alphabetically Option* in the *Virtua Profiler/Acquisitions Parameters User's Guide* for more information.

Profiler Tip: The Fiscal Years parameter lets you define fiscal years for use within the Acquisitions subsystem. 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. See *Working with the Fiscal Year Parameter* in the *Virtua Profiler/Acquisitions Parameters User's Guide* for more information.

Management vs. Spending Accounts

- Management Accounts – There must be a management account at the highest level—the *root* level—and this account must represent the entire budget amount. Additional management accounts may be added as needed. If a management account is collapsed, a + sign will appear next to its name indicating that there are child accounts underneath it.
- Spending Accounts – Spending accounts are the lowest level accounts. Funds can be expended from **only spending accounts**.

Note: You can *add* original funds to either a management account or a spending account. When you add funds to a spending account, the system automatically rolls the funds into all the parent accounts. You can have multiple "Root" accounts that exist at the same highest level.

Parent vs. Child Accounts

- Root accounts are always the highest level accounts.
- As Management accounts are created below the Root level, these become **parent** accounts.
- Spending accounts are always **child** accounts.

For example: *Wilson Public Library* is the child of *Library Budget* and the parent of *Wilson - Books*.

Note: You may need to create 2 or more separate "Root" Accounts. You would do this any time you need to track more than one budget. You may also need to track special accounts like Endowments. Keep in mind that when two Root accounts are created there is no link between the two "Roots".

Elements of the Account Management Window

- **Fiscal Year:** Displayed as YYYY

- **Refresh:** Although only one user can add or modify a particular account at a time, multiple users can work with fund accounts simultaneously. If one user adds, modifies, or deletes account information while another user accesses the same account structure, the two users cannot see each other's changes on the Account Management window until they click the Refresh button. Then any additions, deletions, or revisions made by another user in a concurrent session will appear on the window.
- **Add:** Adds a new account directly below the highlighted level.
- **Delete:** Deletes the account highlighted.
- **Allocate:** Allocates new money to the highlighted account.

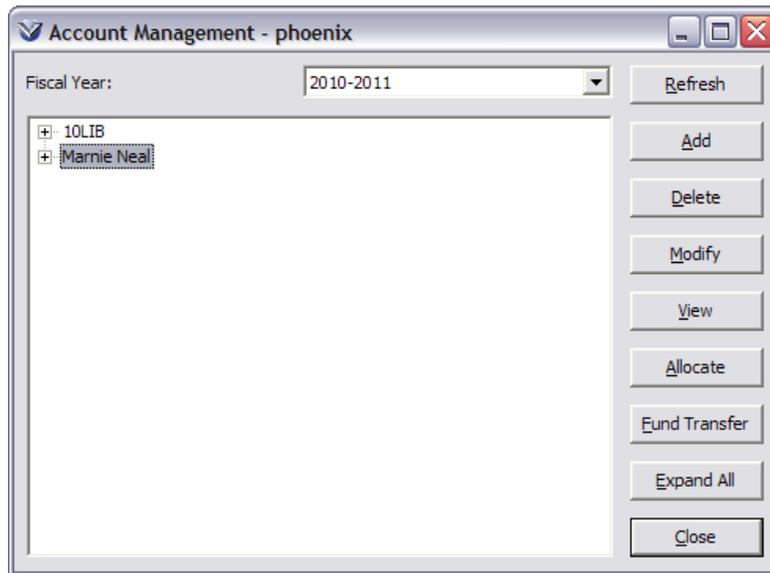
Note: Funds can be allocated to either management accounts or spending accounts. Funds allocated directly to a spending account are *not* subtracted from its parent management account. If funds are allocated to a spending account, the amount allocated will automatically be added to the Allocation, Distribution, and Free Balance of all of its parent accounts. This is to keep the full Allocation up to date.

- **Fund Transfer:** Transfers funds from a source account to a target account.
-  The plus (+) sign will expand the full account structure.

Create Accounts

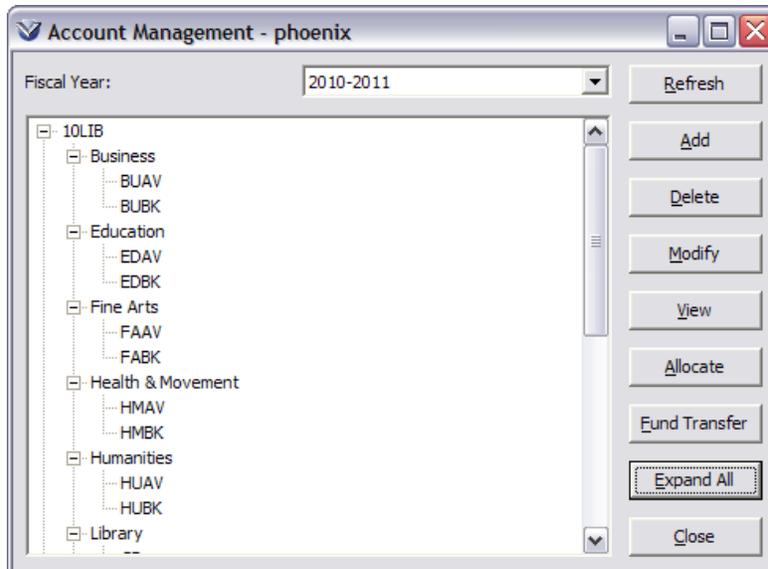
Create an account structure for a new fiscal year by first creating the Root and then creating the hierarchy. After creating the first Management level, you can add other Accounts at the same level or create child accounts at the next lowest level. There is no limit to the number of accounts or to the number of levels in the hierarchy.

Select **Acquisitions** → **Accounts** → **Setup** from the Virtua main menu. The **Account Management** window appears.



Note: When an account is selected, the **Delete, Modify, View, and Allocate** buttons are activated.

To display all the layers of the account hierarchy click **Expand All**.



Select a Fiscal Year from the drop-down list box.

Click **Add** to add an account. The **Add Account** window will display:

- **If** the account window is blank begin by adding a root level account.
- **If** the window displays an account, click the + to expand the account structure and highlight the level above where you want to add an account.

Add Accounts

The screenshot shows a dialog box titled "Add Account" with the following fields and values:

- Account Name: [Empty]
- Account Number: [Empty]
- Parent Account Number: OA101
- Fiscal Year: 2012
- Fund Code: [Empty]
- Status: Enabled
- Base Currency: United States Dollar USD
- Deposit Account
- Vendor: None
- Vendor Customer Account: [Empty]
- Allocation: \$.00
- Encumbrance: \$.00
- Expenditure: \$.00
- % Over encumbrance: 0 %
- % Over expenditure: 0 %
- Deposit Account Replenish: \$.00
- Deposit Replenish Total: [Empty]
- % of Fund Depletion Due to Encumbrance: 0.0000 %
- % of Fund Depletion Due to Expenditure: 0.0000 %
- Deposit: \$.00
- Deposit Account Threshold: \$.00
- Distribution: \$.00
- Free Balance: \$.00
- Available Balance: \$.00

Buttons: OK, Cancel

Enter account information as defined below. Note that some fields are required. If required fields are not completed, the software will issue a warning.

- **Account Name** (*required*): Can be alphanumeric and up to 35 characters. The name of the account appears on all windows that access the fund accounts.
- **Account Number** (*required*): Alphanumeric, up to 35 characters.
- **Parent Account Number** (*required*): For root level accounts, no parent account number will display. At child levels, the parent account number will be displayed.

- **Fiscal Year:** Year is displayed. There are a variety of display formats, limited to 30 characters. All fiscal years are set up in the Virtua Profiler. For example it can be FY2012 or Sept2012.
- **Fund Code:** Specifies the alphanumeric fund code associated with this account. The fund code is *optional* and cannot exceed 35 characters in length. The Fund Code lets you group related accounts in an account hierarchy for use in reports.
- **Status:** Account status is either Enabled or Disabled.
- **Base Currency** (*read-only*): Default currency for the database is displayed.
- **Deposit Account** check box: indicates whether this account is a deposit account. The check box needs to be checked when originally allocating funds to an account in order for the allocated amount to appear in the Deposit field.
- **Vendor:** select a vendor from the drop-down list that has customer accounts set up if you wish to link the fund account to a vendor customer account.
- **Vendor Customer Account:** if you want to link specific accounts directly to a specific vendor you will use the field in that account window. You may select the accounts you want to link by selecting one of those customer accounts from the drop-down menu.
- **Allocation:** Allocation represents the amount of funds from the budget. Once the allocation is added the only way to change this is to use Fund Transfer. Once you start you use Acquisitions for ordering the allocation represents the total amount of funds allocated for orders. Allocation can be entered and the display of the costs accepts up to 10 digits to the left of the decimal point.
- **Encumbrance** (*read-only*): This is calculated as account is used. Once orders are placed against an account and have been approved, funds are encumbered and the amount of committed funds displays in this window.
- **Expenditure** (*read-only*): This is calculated as funds are used when payments are processed.
- **% Over Encumbrance:** Libraries may define by percentage what they are willing to exceed total number of funds set aside for ordering. It is typical to set this value as Libraries may want to order more than they have allocated for that fund as not all orders are typically received.
- **% Over Expenditure:** Libraries may define by percentage what they are willing to exceed beyond the total *expenditure* (amount paid out) money from a specific account. This is typically to make sure that when the invoice is received the line item on the invoice may exceed the cost that was shown on the order. If the cost is very different this is a way to limit the amount over the approved cost.
- **Deposit Account Replenish** (*read-only*): The threshold at which you will be alerted that funds are low in this account. This field is only editable if the Deposit Account check box is checked.
- **Deposit Replenish Total:** The total amount that the account has been replenished by since the account was created. This field is not editable.
- **% of Fund Depletion Due to Encumbrance:** The minimum percentage that must remain in the account at the time funds are encumbered. When a transaction would cause the threshold to be exceeded, Virtua will warn the user.

- **% of Fund Depletion Due to Expenditure:** The minimum percentage that must remain in the account at the time funds are expended. When a transaction would cause the threshold to be exceeded, Virtua will warn the user.
- **Deposit** (*read-only*): A library can specify the amount sent to the vendor in advance to be used for future orders.
- **Deposit Account Threshold:** Defines the amount at which Virtua displays an alert to the staff user that the account is running low on funds.
- **Distribution** (*read-only*): Reflects the sum of the allocations of all the linked Spending Accounts. Once funds are transferred or allocated, an amount will display in this field.
- **Free Balance** (*read-only*): The amount of an account's allocation that has not been encumbered or expended. This is the amount of money that is available for expending. That is, Free Balance = Allocation – Encumbrance – Expenditure.
- **Available Balance** (*read-only*): The amount of money available for distribution and fund transfers from this account to another. For Management Accounts, Available Balance = Allocation – Distribution. For Spending Accounts, Available Balance = Allocation – Encumbrance – Expenditure.

Click **OK** to add the account. The **Account Management** window is active.

To add more accounts, highlight a level and click on **Add**. The new account will be added one level down.

View, Modify and Delete Accounts

Once an account exists, an authorized user with appropriate permissions can modify the account. You can ONLY modify those accounts that are at the login location.

The Filter by Login Location parameter allows your library to filter acquisitions records by the user's login location. When this parameter is enabled, only accounts associated with the current login location will appear in the Accounts drop-down list on the Order line editor window in the client. When filtering is enabled, you cannot manipulate *any* Acquisitions records, such as orders, invoices, receipts, credits or payments that belong to a location other than the login location.

Note: If you enable the Filter by Log-In Location parameter, you should NOT enable the Distributions Group parameter and vice versa. To do so will cause problems in your system.

View Accounts

Select **Acquisitions** → **Accounts** → **Setup** from the Virtua main menu.

Select an account from the **Account Management** window.

Click on the **View** tab at the right of the screen. The **View Account** window appears. If the user has permission, they can click on the **Modify** button to modify the account.

Click on **Cancel** to close the **View Account** window.

The screenshot shows a 'View Account' window with the following fields and values:

Account Name:	Flowing Fountain Press
Account Number:	741
Parent Account Number:	OA101
Fiscal Year:	2012
Fund Code:	
Status:	Enabled
Base Currency:	United States Dollar USD
<input type="checkbox"/> Deposit Account	
Vendor:	None
Vendor Customer Account:	
Allocation:	\$ 11,740.00
Encumbrance:	\$ 30.00
Expenditure:	\$ 50.00
% Over encumbrance:	5 %
% Over expenditure:	0 %
Deposit Account Replenish:	\$.00
Deposit Replenish Total:	
% of Fund Depletion Due to Encumbrance	0.0000 %
% of Fund Depletion Due to Expenditure	0.0000 %
Deposit:	\$.00
Deposit Account Threshold:	\$.00
Distribution:	\$.00
Free Balance:	\$ 11,660.00
Available Balance:	\$ 11,660.00

Buttons: **Modify** and **Cancel**

Profiler Tip: The Filter Acquisitions Records by Log-in Location option allows your library to choose whether to filter acquisitions records by a user's log-in location. See *Working with the Acquisitions Basic Options Parameter: Filter*

Acquisitions Records by Log-in Location in the Virtua Profiler/Acquisitions Parameters User's Guide for more information.

Modify Accounts

You can modify the Account Name, Fund Code, Status and Percentage of Over-Encumbrance or Over-Expenditure.

Select **Acquisitions** → **Accounts** → **Setup**.

Select an account from the **Account Management** window.

Click on the **Modify** tab at the right of the screen. The **Modify Account** window will appear.

Modify the information. Click **OK** to save the changes.

On the **Account Management** window, click on the **Refresh** button to see the update displayed.

Note: Currently you cannot directly view the original account balances or any information on the other accounts in that part of the hierarchy. The modification generates an entry in the transaction log. The log records the transaction and operator id and stamps the entry with a time and date.

Delete Accounts

Only users with permission to delete accounts may select an account and click on the Delete button. The software displays an error message if the account is linked to an outstanding transaction. An account cannot be deleted if child accounts are linked to the account.

Note: You cannot delete accounts with: outstanding encumbrances or expenditures; purchase orders, payments or non-internal credits; and purchase order header fees.

Select **Acquisitions** → **Accounts** → **Setup** from the Virtua main menu.

Click to select an account from the **Account Management** window.

Click on the **Delete** tab at the right of the screen.

Deposit Accounts

Deposit Accounts are used when the Library needs to set up Pre-Payments. Some vendors, for example, Government Printing Office (GPO), will require funds to be

set up prior to handling any orders. Typically, funds are sent to the vendor and they set up the Account, then the Library can start to send orders.

Using the Deposit Account workflow you send orders as normal and the orders are fulfilled; when you receive the shipment there will be a packing slip and statement. The statement will show amount paid, amount spent and remaining balance in the Deposit Account. You can think of this as a "Declining Balance". When using this work flow the user will generate the order, receive the order and create the invoice for full cost; however, the user will not send the invoice to the vendor.

In Virtua, the first transaction will be to create a Voucher without Invoice. This will allow you to send the full amount of payment to use for all future orders to this vendor. Next, the account must be created; you will select it as a Deposit Account. Create the account with the full amount you have "Pre-Paid". This will establish the full amount for the Vendor linked to the Deposit Account. Use the drop-down list to select the vendor and set the vendor customer account ID.

You will also need to set a "Deposit Replenish Field" as this will provide an alert when the balance drops below a threshold. When the alert is generated, the user can be aware of the amount of remaining funds. A decision will be made to cease orders for this Account or more funds will be sent to the Vendor to add more funds to the Deposit Account.

<input checked="" type="checkbox"/> Deposit Account	
Vendor:	None
Vendor Customer Account:	
Allocation:	\$.00
Encumbrance:	\$.00
Expenditure:	\$.00
% Over encumbrance:	0 %
% Over expenditure:	0 %
Deposit Account Replenish:	\$.00

There is no limit to how many Deposit Accounts you might create for any fiscal year.

Note: Please also see the section about handling Pre-Payments in Acquisitions.

Allocate New Money

Money may be allocated to a parent account or a child account.

Select **Acquisitions** → **Accounts** → **Setup** from the Virtua main menu.

Select an account from the **Account Management** window.
Click on **Allocate**. The **Account Allocation** window will appear.

The screenshot shows a window titled "Account Allocation - phoenix". It contains the following fields and values:

Fiscal Year:	2012
Account Name:	Flowing Fountain Press
Account Number:	741
Base Currency:	United States Dollar USD
Current Allocation:	\$ 10,040.00
Free Balance:	\$ 10,010.00
Allocate Amount:	2000.00

At the bottom of the window are three buttons: "Remove Funds", "Add Funds", and "Cancel".

Modify the Allocate Amount.

Click the **Add Funds** button to update the account. This increases the allocation for the account and the distribution amount for any parent account.

Click the **Refresh** button on the **Account Management** to see the allocation at all levels.

Note: Updating an account will lock the account from use until the account changes are saved.

Remove Funds

If your institution experiences budget cuts and funds need to be removed from an account, users with the proper permissions may do so from the Account Allocation window.

Select Acquisitions → Accounts → Setup.

Select an account from the **Account Management** window.

Click on **Allocate**. The **Account Allocation** window will appear.

Account Allocation - phoenix

Fiscal Year: 2012

Account Name: Flowing Fountain Press

Account Number: 741

Base Currency: United States Dollar USD

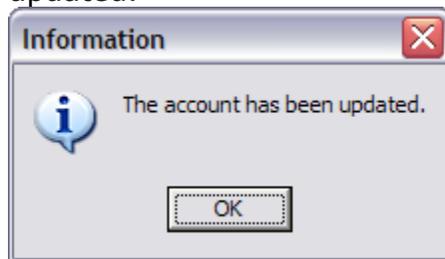
Current Allocation: \$ 12,040.00

Free Balance: \$ 12,010.00

Allocate Amount: 500.00

Remove Funds Add Funds Cancel

Enter an amount in the **Allocate Amount** text box.
 Click the **Remove Funds** button.
 Click **OK** in the Information window to acknowledge that the account has been updated.



The Allocation account will be updated to reflect the removal of funds.

Note: The **Remove Funds** button is controlled by user permissions and can be removed from the display. You may not remove the total account once it has been used for payments.

Transfer Funds

Funds may be transferred from any account to any other account.

Select Acquisitions → Accounts → Fund Transfer. The Account Management window will appear.

Select a fiscal year to see the appropriate accounts displayed.

Highlight the account you wish to take money from, and click on the **Set as Source** button.

Highlight the account you wish to transfer money to, and click on the **Set as Target** button.

Enter the amount to transfer.

Click **Save** to update the account. If the source account has insufficient funds, the software issues a warning: "Transaction failed: Insufficient funds in the source account." The original Fund transfer window remains open.

It is possible to transfer fund from one fiscal year to the next fiscal year. This is only possible if the old fiscal year has not been closed.

Click on the **Cancel** button to cancel the fund transfer activity.

Fiscal Year Rollover

There is an executable called **fyRollover.exe** that is used from the command line to provide the questions that must be answered to start the rollover process.

It is important to review the questions to understand the impact of choices before the rollover process is started.

Options for "Rolling Over" your accounts:

You can 1) transfer the existing account structure and existing allocations from one fiscal year to another, and 2) transfer encumbrances and outstanding orders from one fiscal year to another.

- **fyRollover.exe** is the utility that lets you move outstanding acquisitions transactions from one fiscal year to the next. This program rolls over outstanding orders, partially paid invoices, and credits that have not been fully used. The program records the rollover of encumbrance and disencumbrance

transactions separately. Transactions are recorded in the acquisitions audit trail as 'Encumbrance Rolled In' and 'Encumbrance Rolled Out' respectively.

- **fyRollover.log** logs the rollover process, including the user id, date and time, and any errors that may have occurred. If, for example, the program finds that a purchase order has encumbrances in a fiscal year other than the fiscal year you are rolling over, the log reports this in an error message. See the *System Management: Acquisitions Users Guide* for more details.

Fund Accounts and Purchase Orders

When you create a new purchase order, you will have the option of selecting from the **Account Information** tab of the **Order Line Editor** window.

Order Line Editor - phoenix

Order Info/Distribution | Bibliographic Information

The Nick Adams stories. Pref. by Philip Young.

Line Item Header Information | Locations | Account Information

Account: Books Ledger Amount: \$ 15.00

Fiscal Year: Books Ledger Percent: 100.00 %

Fiscal Year	Account	Percent	Amount
2012	Books Ledger	100	\$ 15.00

Fiscal Year: 2012

Fund Code: BKL00101

Delete Account Add Account

Notes Claims Save Cancel

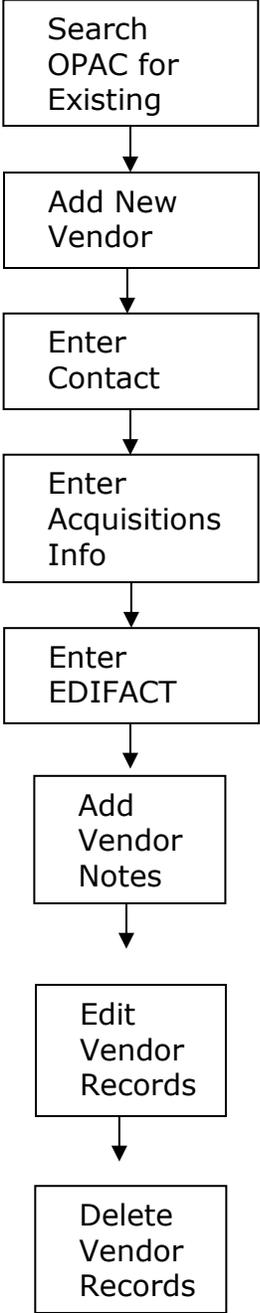
The Account information is also seen in the **Account Summaries Report**, which can be run from **InfoStation**.

Parent Account Name	Wilson Library	Account Name	WL - Reference Collection	Allocation	50,000.00
		Account Number	14	Distribution	0.00
				Encumbrance	0.00
				Expenditure	0.00
				Free Balance	50,000.00
2002 Summary				Encumbrance Total	USD 2,199.08
				Expenditure Total	USD 725.88
				Free Balance Total	USD 100,047,092.04

Report on Spending (Account



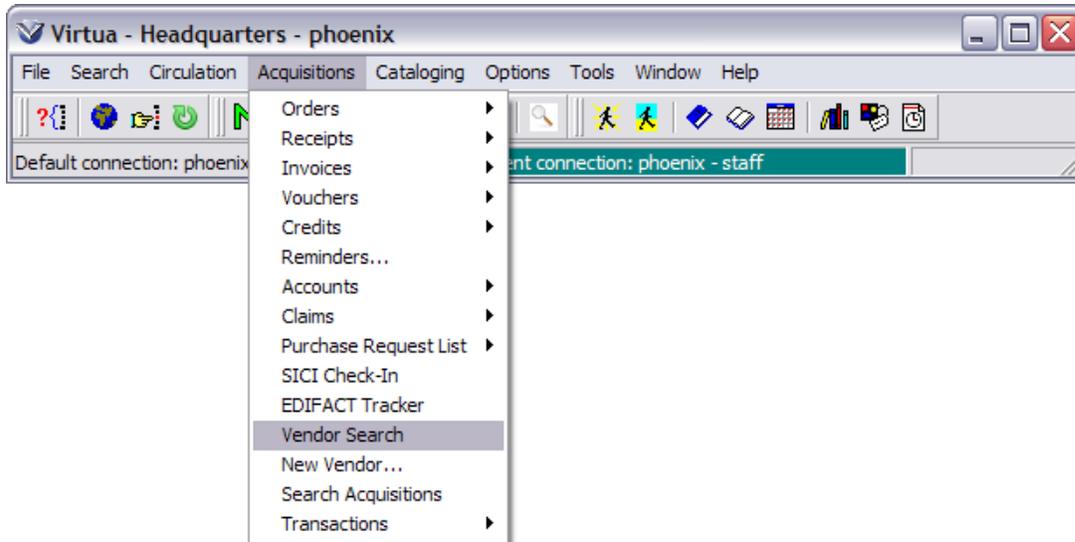
Managing Vendor Records

Recommended Workflow	Explanation
 <pre> graph TD A[Search OPAC for Existing] --> B[Add New Vendor] B --> C[Enter Contact] C --> D[Enter Acquisitions Info] D --> E[Enter EDIFACT] E --> F[Add Vendor Notes] F --> G[Edit Vendor Records] G --> H[Delete Vendor Records] </pre>	<p>The vendor record format in Virtua uses a field-based format. Using the Vendor Editor, users will be able to view, add, edit, and delete vendors.</p> <p>Summary</p> <ul style="list-style-type: none"> • Add new vendors • Add contact information, acquisitions information, EDIFACT information, and any vendor notes • Save vendor records • Open and edit vendor information • Delete vendor records <p>Key Terms</p> <ul style="list-style-type: none"> • EDI • EDIFACT • Vendor ID • Vendor Notes • Vendor Record <p>InfoStation Reports</p> <p>Vendor List: Generates a report with contact information for all vendors in the database.</p> <p>Vendor Performance: Generates statistical information on the performance of vendors in the database.</p>

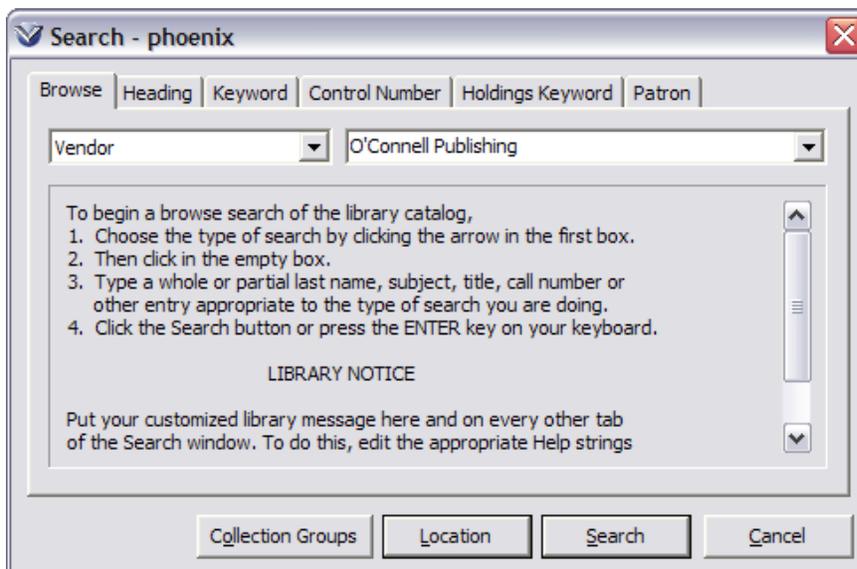
Search the OPAC

As there are no controls for duplicate vendor records, it is necessary to first search for existing vendor records before you add a new vendor. The **Browse** search will display both the primary and alternate corporate names so the same record may display multiple times in the list.

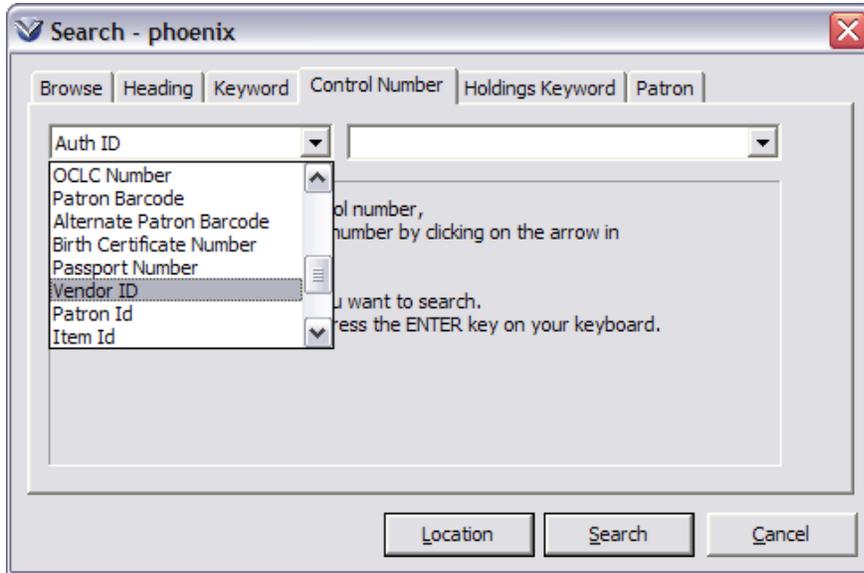
Select **Acquisitions** → **Vendor Search** from the Virtua main menu. The **Browse Search** window will appear.



Enter the vendor name and click the **Search** button.



Alternately, if the *Vendor ID* is known, a *Control Number* search may be performed. *Vendor ID* numbers are system generated. For a list of all vendor ID numbers, run the **Vendor List** report in InfoStation.



If the vendor record exists in the database, the **View Vendor** window will display to the user.

View Vendor - ID 438 - DEF - phoenix

Contact Info | Acquisitions Info | EDIFACT | Notes | Customer Account | Serial Order Renewal Reminders

Name

Primary: O'Connell Publishing

Alternates: Chanting Bird Press
Plum Island Publications
Burning Bush Press

Edit alternate: _____

URL: _____

Buttons: Delete, New, Save

Order Address | Claim Address | Payment Address | Returns Address | Other Address | Default Address

Contact: Thomas O'Connell | Email: oconnelle@vtls.com

Address: 1701 Kraft Drive

City: Blacksburg | County/parish: _____

State/province: VA | Postal/zip: 24060

Country: _____ | Telephone: _____ | Fax: _____

Active

Buttons: Delete, Edit, Close

Create Vendor Record

If the vendor does not exist in the database, a new vendor record can be added containing the following:

- Contact information
- Acquisitions information
- EDIFACT information
- Vendor notes

Select **Acquisitions** → **New Vendor** from the Virtua main menu. By default, the **Create New Vendor** window will open to the **Contact Info** tab, which contains *Name* and *Addresses* fields.

Enter the vendor contact information -- Primary Name, Vendor Default Address.

Check the **Active** checkbox to allow transactions against this vendor.

The screenshot shows a software window titled "Create New Vendor - Customer Support Library". It has several tabs: "Contact Info" (selected), "Acquisitions Info", "EDI/FACT", "Notes", "Customer Account", and "Serial Order Renewal Reminders".

Under the "Contact Info" tab, there is a "Name" section with the following fields:

- Primary: [text input]
- Alternates: [list box]
- Edit alternate: [text input]
- URL: [text input]

 To the right of these fields are three buttons: "Delete", "New", and "Save".

Below the "Name" section are tabs for different address types: "Order Address", "Claim Address", "Payment Address", "Returns Address", "Other Address", and "Default Address". The "Order Address" tab is selected, showing fields for:

- Contact: [text input]
- Email: [text input]
- Address: [text input]
- City: [text input]
- County/parish: [text input]
- State/province: [text input]
- Postal/zip: [text input]
- Country: [text input]
- Telephone: [text input]
- Fax: [text input]

At the bottom left, there are two checkboxes:

- Create Multiple Vendor Records
- Active

 At the bottom right, there are three buttons: "Delete", "Save", and "Close".

Note: The **Active** checkbox indicates whether the vendor is active or not. An inactive vendor still exists in the system, but users may not create new orders for the inactive vendor. It is possible, however, to complete any existing orders for that vendor.

Name

The Name area of the **Contact Info** tab of the Vendor record contains the following information:

- **Primary Name:** The vendor's primary name, which will always display when viewing acquisitions data (orders, etc.) with vendors attached. *This field is required.*
- **Alternates:** The list of alternate vendor names. This allows users to specify common alternate names, or abbreviations, which make the vendor easier to locate in browse search results or dropdown lists. The software will always display the primary vendor name, regardless of which alternate name the user selected.
- **Edit Alternate:** Allows the user to edit an alternate name. If the user selects an alternate from the list, they may edit it here.
- **URL:** URL for the vendor's web page, if any.

- **Delete** button: Deletes the selected alternate name and selects the next name in the list if there is one, or the previous name if there is no next name.
- **New** button: Unselects any alternate names, clears the Edit alternate box, and places the cursor there, so the user may enter a new alternate name.
- **Save** button: Saves the alternate name in the Edit Alternate box. The new name overwrites the selected alternate name. If there is no name selected (because the user has pressed New) it will add a new one. The user may also press the Enter key in the Edit Alternate box to save the name.

Addresses

The tabs at the bottom of the **Contact Info** tab of the Vendor record allow the user to enter multiple vendor contact addresses.

The address types available are:

- **Order Address**: Address used when printing order letters
- **Claim Address**: Address used when printing claim letters.
- **Payment Address**: Address used when printing vouchers.
- **Returns Address**: Address used for returns. Currently this address is not used by Virtua but is provided for user's benefit.
- **Other Address**: Address use is unspecified but may be used as an alternate address by the customer.
- **Default Address**: Address to be used if one of the other addresses is missing. For example, if the Order address is missing, order letters will print with this address. *Note*: All address fields are optional.

Each address has the following fields:

- **Contact**: Contact person at the address used for the "Attention:" mailing address line.
- **Email**: E-mail address corresponding to this mailing address. Used for electronic transmission of information in Virtua.
- **Address**: Up to three main mailing address lines.
- **City**: City of the mailing address.
- **County/parish**: County or parish of the mailing address.
- **State/province**: State or province of the mailing address.
- **Postal/zip**: Postal code or U.S. zip code of the mailing address.
- **Country**: Country of the mailing address.
- **Telephone**: Voice telephone number.
- **Fax**: Fax telephone number.

Add Acquisitions Information

The **Acquisitions Info** tab contains values that are relevant to acquisitions workflows. These fields are organized in the following areas:

- Orders
- Claims
- Other
- Blocks

- Vendor Policies

Orders

The Orders area contains order-related fields:

- **Transmission Method:** The method of transmitting orders used for this vendor:
 - Print:** Print a purchase order letter (**default**).
 - Email:** E-mail the purchase order letter.
- **EDIFACT via FTP:** Prepares an EDIFACT file for FTP to the vendor and stores it on a server in a library-specified directory.
- **EDIFACT and Print:** Prepares an EDIFACT file for FTP and stores it on the server, and prints a letter.
- **Lead Time:** Number of days after the order date that the order is expected to arrive. A number between 0 and 999. The default is 30. The software uses this field to calculate the order due date.
- **Cancellation Period:** Number of days after the order date that the vendor will cancel the order if it isn't filled. A number between 0 and 999. Zero means the vendor will never cancel the order. The default is 45. *Note:* This field is currently not used by the software.

- **Order Currency:** Default currency used by orders for this vendor. Selected from the currency list set up in the Virtua Profiler. The default value is the system currency.
- **PO Discount:** Discount rate, as a percentage, which the system applies to all orders for this vendor. The default is zero.

Claims

The Claims area contains claim-related fields:

- **Transmission Method:** Method of transmitting claims for this vendor. The default is Print, which is currently the only method of transmission available.
- **Maximum Claims:** Maximum number (between 0 and 99) of claims the vendor can have. The default is 15.
- **Claim Interval:** Number of days (between 0 and 999) after the due date that an order should be claimed for the vendor. The default is 30.
- **Historical Claim Count:** Total number of claims placed against the vendor. This is for statistical purposes and may not be edited.
- **Reclaim Interval:** Number of days (between 0 and 99) after a claim that a reclaim should be issued. Zero means that a reclaim should never be issued. The default is 45.

Other

The Other area contains other miscellaneous fields:

- **Invoice Discount:** Discount rate, as a percentage, which the system applies to all invoices for this vendor. The default is zero.
- **Invoice Currency:** Default currency used by invoices for this vendor. The default value is the system currency, which is set in the Virtua Profiler.
- **Language:** Three-character language code for the vendor's language. The default is 'eng' (English). This field determines the language template file to use when printing order and claim letters.

Note: If you include language, which specifies the preferred language of the vendor, then you must use the correct three-character html code to generate the correct language for notices, reports, etc. Codes can be found at:

<http://www.oasis-open.org/cover/iso639a.html>

- **Payment Currency:** Currency used by payments for this vendor. The default value is the system currency, which is set in the Virtua Profiler. *Note:* Payment currency has not yet been implemented.
- **Exchange Order:** Select this check box if you want Virtua to automatically flag as Exchange orders any orders created for this vendor using the Import MARC Orders/Requests Tool.
- **Contract:** This check box indicates if contract limitations require orders to be limited to certain fund accounts. Select this check box to force the user to select a customer account before the user can add lines to a purchase order. This check box is automatically selected if the Contract sub-tab of the Customer Account tab is populated in the Vendor record. The user will be able to choose only those customer accounts configured on the Customer Account tab.
- **Other ID:** Enter the six-character, alphanumeric Provider Code from Serials Solutions® in this field. (For users of Serials Solutions® only.)

Blocks

These fields are included for compatibility with Vendor records migrated from the old Virtua Vendor format.

There are five possible blocks:

- Too many claims
- Poor performance
- Ordering denied
- Funds limit reached
- Other block

While these blocks are not currently used by Virtua, the user may still set them if they wish to convey information visually to someone viewing the record.

Vendor Policies

The **Vendor policies** area contains settings describing vendor order policies. These settings are included to support fields migrated from the old Virtua Vendor format records, and are not currently used by the software. However, the user may still set them if they wish to convey information visually to someone viewing the record.

- **Back order if:** Describes the vendor's automatic back order policy. Users can specify that the vendor will back order items: never, if the item is not published, if the item is out of stock, or if the item is out of stock or not published. Users may also specify if the vendor has no policy.
- **Minimum number of items per order:** Describes the minimum number of items, using 0-999, on an order before the vendor will accept it.

Enter **Orders** information: transmission method; currency value; lead time; and cancellation period.

Enter **Claims** information: transmission method; maximum claims; claims interval; and reclaim interval.

Enter **Other** information: discount; language (3 letter code); invoice currency.

Enter **Vendor** policies: Backorder if *and* Minimum Number of Items per Order.

Add EDIFACT Information

The **EDIFACT** tab contains information needed for EDIFACT transmission and a list of shipping methods for all vendors, not just those using EDIFACT.

Note: This tab is only applicable if you will use EDIFACT.

Create New Vendor - Customer Support Library

Contact Info | Acquisitions Info | **EDIFACT** | Notes | Customer Account | Serial Order Renewal Reminders

Shipping Methods

Available shipping methods:

- Rail express
- Truck
- Road parcel express
- Air freight
- Surface air lifting
- Air express
- Parcel post
- Mail express
- Surface mail
- Accelerated surface mail
- Air mail
- Printed matter/book post

Use shipping methods:

No method specified

EDIFACT Fields

Vendor type: EDIFACT not supported SAN:

Transmit Method: EDIFACT via FTP Agency:

FTP Address:

Preferred Work Flow

MARC Orders MARC Requests

Configure

Create Multiple Vendor Records

Active

Delete Save Close

Shipping Methods

The Shipping Methods group box contains the list of shipping methods used by the vendor. The customer maintains a global list of available shipping methods in the *Virtua Profiler*. For each vendor, the customer may select a set of shipping methods available from that vendor.

Profiler Tip: The Shipping Methods parameter 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. See *Working with the Shipping Methods Parameter* in the *Virtua Profiler/Acquisitions Parameters User's Guide* for more information.

Note: There must always be at least one shipping method assigned to a vendor. By default, the vendor starts with shipping method 0, *No method specified*.

- **Available Shipping Methods:** The list of all remaining shipping methods defined in the profiler, minus the ones already placed in the Use Shipping Methods list. This list is sorted by EDIFACT code.
- **Use Shipping Methods:** The list of shipping methods that this vendor can use, whether they are EDIFACT vendors or not.
- **Right Arrow:** Adds the selected available shipping method to the end of the Use Shipping Methods list. The user may also double-click methods in the available list, or select them with the keyboard and press return.
- **Left Arrow:** Removes the selected method from the Use Shipping Methods list and places it back in the available list. The user may also double-click methods in the Use Shipping Methods list, or select them with the keyboard and press return.
- **Up/Down Arrows:** Moves the selected method up or down in the Use Shipping Methods list. The user may also select the method with the keyboard and press Ctrl-Up Arrow or Ctrl-Down Arrow. The first shipping method is always the default on a new order.

EDIFACT Fields

The EDIFACT Fields area contains fields that must be defined in order to transmit orders by EDIFACT:

Vendor Type: the type of vendor for EDIFACT purposes. The default is *EDIFACT not supported*. Values are:

- **EDIFACT not supported:** Vendor does not support EDIFACT. Users are not allowed to transmit EDIFACT orders and claims for this vendor. If this value is selected, the other fields in the EDIFACT fields group box are disabled.
- **Normal EDIFACT:** Vendor supports the generic EDIFACT format used by Virtua.
- **Blackwell, Etc.:** List of vendors who have specific EDIFACT requirements.

Transmit Method: Methods for transmitting EDIFACT orders and claims. Two methods are available:

- **EDIFACT via FTP** (i.e., records are FTPed as EDIFACT files.)
- **EDIFACT and print** (i.e., records are FTPed as EDIFACT files and also sent as printed order letters.)

FTP Address: The address of the vendor's server where files are placed for transfer.

SAN: Vendor's SAN (Standard Address Number). Required for all vendor types except EDIFACT Not Supported. If the vendor has a SAN, select the check box and type the number. If the vendor does not have a SAN, leave the check box unchecked.

Agency: Agency that issued the SAN. If the SAN check box is checked, this field is enabled; otherwise, it is disabled. When the field is enabled the drop-down list box displays:

- 9 – EAN
- 31B – US SBN Agency
- 91 – Assigned by supplier's agent
- 92 – Assigned by buyer

The **Preferred Workflow** settings on the EDIFACT tab are enabled only if the value in the Vendor Type field is Blackwell. Blackwell supports workflows for both **MARC Orders** and **MARC Requests**. Since Virtua cannot distinguish between a MARC order and a MARC request on Blackwell's FTP server, you need to choose the workflow that your library prefers when MARC record files are retrieved. Virtua will use the **Preferred Workflow** setting to determine how it will treat all the records from Blackwell when they are imported into your database.

Working with the Configure EDIFACT Window

The Configure EDIFACT window lets you view, add, and edit information regarding EDIFACT settings for the selected vendor.

To display the Configure EDIFACT window,

- On the EDIFACT tab of the Create New Vendor window, click the Configure button.

The Configure EDIFACT window appears.

The Configure EDIFACT window displays the vendor's name at the top of the window. Below the name are the following tabs:

- [File Transfer](#)
- [MARC File Transfer](#)
- [MARC Orders](#)
- [MARC Requests](#)
- [Enriched Data](#)

File Transfer Tab and MARC File Transfer Tab

The File Transfer tab and MARC File Transfer tab let you edit file transfer information for each type of EDIFACT communication. On these tabs you can also specify a schedule for Virtua to use to communicate information to and from the vendor's FTP server. If no schedule has been created, or if you need to initiate a communication at an unscheduled time, you can use the Virtua EDIFACT Tracker.

File Transfer Tab

The File Transfer tab on the Configure EDIFACT window lets you enter and edit file transfer data for EDIFACT orders, invoices, and claims. It also lets you specify a schedule for Virtua to use to communicate EDIFACT information to and from the vendor's FTP server. Based on the schedules you set on this tab, the Virtua Scheduler will try to...

- Download EDIFACT invoices from the vendor's FTP site and then create invoices in the Virtua database.
- Create EDIFACT order files for all the vendor's unsent, approved orders that have a transmission method of EDIFACT. Virtua will then try to upload them to the vendor's FTP server.
- Create serial EDIFACT claim files for all the vendor's unsent Serial claims that have a transmission method of EDIFACT. Virtua will then try to upload them to the vendor's FTP server.

Note: If you do not want to create a schedule for Virtua to follow, you can use the EDIFACT Tracker instead (see the *System Management: Acquisitions User's Guide*) to send and receive EDIFACT communications interactively.

To configure File Transfer data,

1. On the Configure EDIFACT window, click the File Transfer tab.

Vendor: Baker & Taylor

File Transfer | MARC File Transfer | MARC Orders | MARC Requests | Enriched Data

Download Order Responses
Sub-Directory: 123VTL5.out
Not Scheduled
Un-Schedule Schedule

Upload Orders
Sub-Directory: 123VTL5.in
Not Scheduled
Un-Schedule Schedule

Download Invoices
Sub-Directory: 123VTL5.in
Not Scheduled
Un-Schedule Schedule

Upload Claims
Sub-Directory:
Not Scheduled
Un-Schedule Schedule

OK Close

The File Transfer tab displays four sections, each of which controls the schedule for one of the following types of EDIFACT communications: order responses, invoices, orders, and claims.

2. For each type of file transfer that you want to configure, click the associated check box. This enables the Subdirectory field and Schedule button for each type of communication.
3. In the Download Order Responses field, type the subdirectory (or directory path, in relation to the log-in directory) on the vendor's FTP server from which order response files will be transferred. If there is no subdirectory, leave this field blank.
4. In the Download Invoices Subdirectory field, type the subdirectory (or directory path, in relation to the log-in directory) on the vendor's FTP server from which invoice files will be transferred. If there is no subdirectory, leave it blank.
5. In the Upload Orders Subdirectory field, type the subdirectory (or directory path, in relation to the log-in directory) on the vendor's FTP server to which orders will be transferred. If there is no subdirectory, leave it blank.
6. In the Upload Claims Subdirectory field, type the subdirectory (or directory path, in relation to the log-in directory) on the vendor's FTP server to which Serial claims will be transferred. If there is no subdirectory, leave it blank.

Note: In order for EDIFACT Serial claims to be created, Virtua requires the following in the holdings record:

- Vendor's subscription number in subfield \$b of the 941 tag.
 - Vendor's customer account ID in subfield \$a of the 942 tag. When a Serial purchase order is created using an EDIFACT vendor, Virtua automatically inserts the account ID in the 942 tag.
7. Schedule automatic transfers as needed (see the section "[Scheduling Automatic File and MARC File Transfers](#)").

MARC File Transfer Tab

The MARC File Transfer tab on the Configure EDIFACT window lets you enter and edit MARC file transfer data for MARC orders and MARC requests.

MARC orders and MARC requests are MARC records from a vendor's website that are embedded with purchase order data. Once Virtua receives these records, the software is programmed to convert the data in the records to Virtua purchase orders:

- MARC orders are MARC records that contain data for items that *have been ordered* through the vendor's website.
- MARC requests are MARC records that contain order data for items that have been requested through the vendor's website but *need to be ordered* through Virtua.

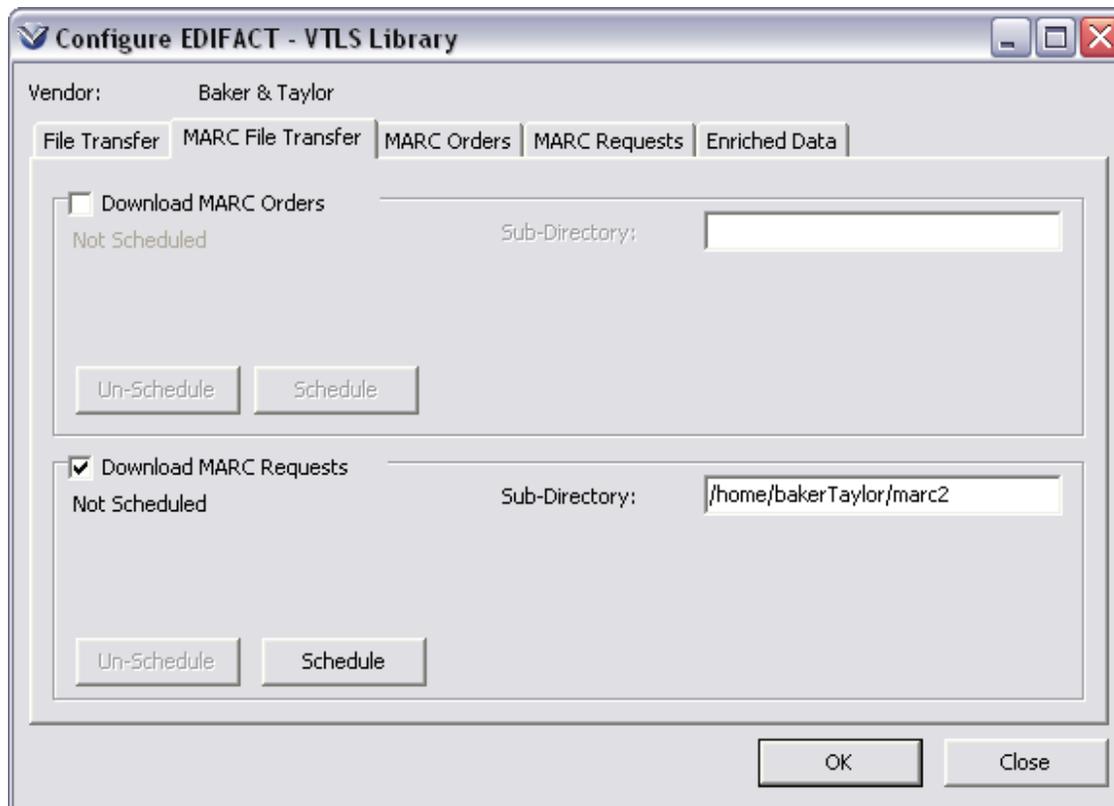
The MARC File Transfer tab also lets you specify a schedule for Virtua to use to communicate EDIFACT information automatically from the vendor's FTP server. Based on the schedules you set on this tab, the Virtua Scheduler will try to...

- Download MARC orders from the vendor's FTP site and then create *sent* orders in the Virtua database.
- Download MARC requests from the vendor's FTP site and then create *unsent* orders in the Virtua database

Note: If you do not want to create a schedule, you can use the EDIFACT Tracker instead (see the *System Management: Acquisitions User's Guide*) to send and receive EDIFACT communications interactively.

To configure MARC File Transfer data,

1. On the Configure EDIFACT window, click the MARC File Transfer tab.



The MARC File Transfer tab displays two sections, one for downloading MARC orders and one for downloading MARC requests.

2. For each type of file transfer that you want to configure, click the associated check box. This enables the Subdirectory field and Schedule button for each type of communication.
3. In the Subdirectory fields, type the subdirectory (or directory path, in relation to the log-in directory) on the vendor's FTP server from which files will be transferred. If there is no subdirectory, leave it blank.

Note: For Baker & Taylor, Inc. only, specify a subdirectory (or directory path, in relation to the log-in directory) on your library's FTP server, which is assumed to be the Virtua server.

4. Schedule automatic transfers as needed (see the section "[Scheduling Automatic File and MARC File Transfers](#)").

Scheduling Automatic File and MARC File Transfers

Via the Virtua Scheduler, you can specify a schedule for Virtua to use when automatically communicating information to and from the vendor's FTP server. You can do this for regular file transfers and for MARC file transfers. In both cases, before scheduled transfers can take place automatically, the following needs to happen:

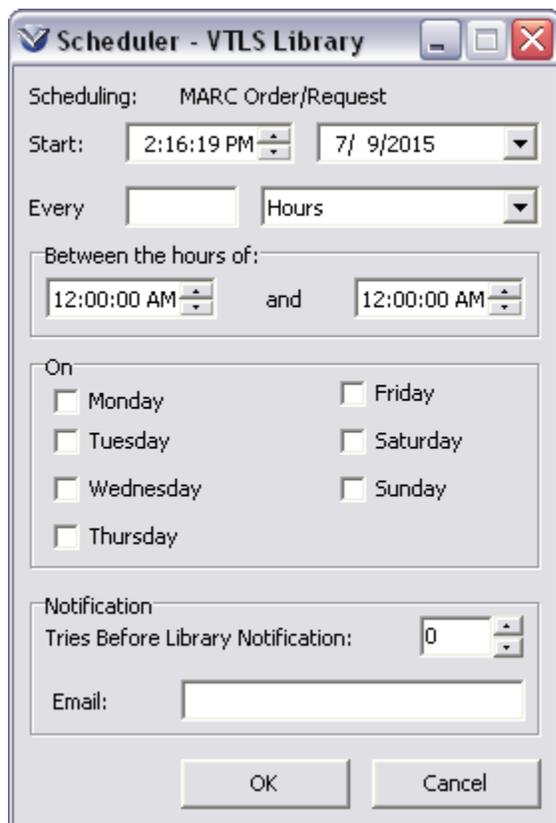
- An executable must be running in the background. The executable is **JobScheduler.exe**, which will handle ALL scheduling for Virtua. It is expected that your system administrator will run this executable at the command line each time the database is brought up. The program runs in the background and reads the database table that contains scheduling information. For details about running **JobScheduler.exe**, see the *System Management: Acquisitions User's Guide*.

In addition, with regard to invoice file transfers, a parameter must be set in the Virtua Profiler. The setting is called EDIFACT Invoice Processing, and it is part of the Acquisitions Basic Options parameter.

To schedule automatic File Transfers or MARC File Transfers,

1. On either the File Transfer tab or the MARC File Transfer tab, make sure the desired transfer is selected and configured.
2. Click the Schedule button associated with the transfer.

The Scheduler window appears.



3. Set the various elements on the window. Each group box lets you define specific scheduling information:
 - Start time and start date for transfers.

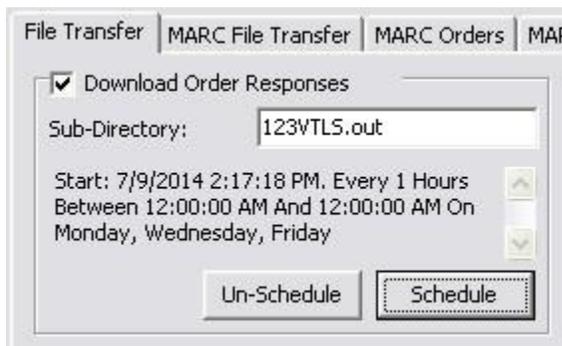
- Frequency of the transfer (requires you to type a number and then choose a period).
- Hours between which transfers are to take place.
- Days on which transfers are to take place.
- Tries Before Library Notification: The number of unsuccessful scheduled upload/download attempts the system will make before sending a generic notification regarding the problem.
- E-mail address of the person to be notified.

4. Click the OK button.

5. Repeat steps 1-3 for other file transfers as required.

After you finish scheduling automatic transfers...

- A description of each schedule that you set will appear on the Transfer tab (see the example below).
- The Un-Schedule button associated with each schedule will be enabled.



To delete the schedule for an EDIFACT communication,

- Click the appropriate Un-Schedule button.

Virtua will ask for a confirmation of the deletion. Click Yes, and the automatic transfer feature will be disabled for this communication.

To edit an existing schedule for an EDIFACT communication,

1. Click the appropriate Schedule button.
2. Edit the values on the Scheduler window.
3. Click the OK button.

MARC Orders Tab

The MARC Orders tab on the Configure EDIFACT window lists all the elements of a purchase order and maps each element to a tag/subfield combination in a MARC order record that your library receives from the vendor. The MARC Orders tab

displays a set of default tags and subfields, which your library can modify to satisfy local requirements as well as the vendor's requirements.

Note: It's important that you contact each of your vendors to discuss the appropriate mapping of information into tags and subfields to be used for MARC orders/requests.

Virtua uses the data mapped in MARC order records to create *sent* orders in the Virtua database.

Note: If the account associated with the order is disabled or has insufficient funds, the EDIFACT Tracker will display the status of the communication as "Created With Errors."

Vendor:

File Transfer | MARC File Transfer | **MARC Orders** | MARC Requests | Enriched Data

Use this tab to set up the MARC tags and subfields for this vendor. Vendor should supply this information.

	Tag:	Subfield:		Tag:	Subfield:
Purchase Order Number:	982	k	Quantity:	960	o
Customer Account:	961	m	Price:	960	s
Order Date:	960	q	Account Number:	960	u
Currency Code:	960	z	Notes to Vendor:	961	h
Location:	960	t	Library Notes:	961	d
Vendor Title ID:	961	i			

Separate order for each line item. Auto Receive

Match/Merge Options: Options

OK Close

Mapped Order Elements

Note: MARC fields on a vendor's website may not correspond exactly to the MARC fields on the MARC Orders tab of the Configure EDIFACT window. For example, on the Baker & Taylor website, the MARC field labeled Agency Code maps to Virtua's Location field, and the MARC field labeled Item Code maps to Virtua's Account Number field. Be sure to discuss the mapping of order elements with your vendor.

The following mapped order elements appear on the MARC Orders tab of the Configure EDIFACT window:

- **Purchase Order Number** – The purchase order number, which is submitted at the vendor’s website. If this data is missing in the MARC record, Virtua will automatically assign a new order number.
- **Customer Account** (*required*) – The customer account ID assigned by the vendor. If this data is missing in the MARC record, Virtua will log an error in the EDIFACT Tracker and will NOT create the order.
- **Order Date** – The date the order was created at the vendor’s website. The format should be *yyyymmdd*. If this data is missing or is in the wrong format, Virtua will use the date the record was downloaded to the Virtua database.
- **Currency Code** – The currency in which the order price is stated. If this data is missing in the MARC record, Virtua will use the default currency specified in the vendor record.
- **Location** (*required*) – The circulation location for which the item is being ordered. Virtua will use this location to set the location where the order was created and to set the order line location. If this data is missing in the MARC record, Virtua will log an error in the EDIFACT Tracker and will NOT create the order.
- **Vendor Title ID** – The unique identifier by which the vendor refers to this order line. Virtua uses this element to match the EDIFACT invoice line with the order line.
- **Quantity** (*required*) – The number of copies of this item being ordered.
- **Price** (*required*) – The estimated unit price of this item at the time of the order.
- **Account Number** (*required*) – The number of the fund account from which this item will be paid. If this data is missing or does not match any account in the current fiscal year, Virtua will log an error in the EDIFACT Tracker.
- **Notes To Vendor** – Notes for the attention of the vendor. For each occurrence of this element, Virtua will create a priority line note with the Transmit to Vendor check box selected.
- **Library Notes** – Notes that are for internal library use only. For each occurrence of this element, Virtua will create a priority line note with the Transmit to Vendor check box unselected.

Check Boxes

The following check boxes appear on the MARC Orders tab:

Separate Order for Each Line Item check box – Indicates the method by which the order line items in incoming MARC order records should be grouped on a purchase order

- If a purchase order number is provided in the incoming MARC records, the line items in the records will be grouped by the purchase order number.
- If a purchase order number is NOT provided in the incoming MARC records, the state of the Separate Order for Each Line Item check box will be used to group the items.
 - ◆ If the check box is not checked, the line items in all the records will be put into the same purchase order.
 - ◆ If the check box is checked, a new purchase order will be created for each line item in each record.
- If a purchase order number is provided for some, but not all, of the incoming MARC records, those that have the same purchase order number will be grouped on the same order. The other records will be grouped according to the state of the Separate Order for Each Line Item check box.

Auto Receive check box – Indicates if the order line item should be received automatically when the MARC order record is downloaded. If this check box is selected, Virtua will automatically create a receipt for the line item as it is reading the MARC record.

Match/Merge Options

The following match and merge options appear on the MARC Orders tab:

Match/Merge Options field – Specifies how Virtua should handle the incoming MARC record if a similar record already exists in the Virtua database. If the Preferred Workflow as specified on the vendor record is MARC Orders, *this field is mandatory*.

Options button – Displays the MARC Orders Load Options window where you can specify the match and merge rules to use when downloading MARC orders from the vendor.

The screenshot shows a dialog box titled "MARC Orders Load Options". It features a title bar with a checkmark icon and standard window controls. The main area is divided into three sections:

- Duplicate Tests:** A section with a checkbox, a large empty list box, and three buttons labeled "Add", "Edit", and "Delete".
- Merges:** A section with a checkbox, a large empty list box, and three buttons labeled "Add", "Edit", and "Delete".
- Character Set:** A section with a checkbox and a dropdown menu.

Below these sections are two text input fields: "Other Options:" and "Load Options File:", each followed by a browse button (represented by a folder icon). At the bottom of the dialog are "OK" and "Cancel" buttons.

The MARC Orders Load Options window gives you options for specifying rules for duplicate record processing and merging. Many of these options are also available on the Bibliographic tab, Authority tab, and Patron tab of the Load Options window in the client. For a detailed discussion of using these options for setting up duplicate tests and merge rules, see the *Virtua Record Loading User's Guide*.

Character Set

If an EDIFACT vendor uses a character set that is different from the one you use at your library, select the Character Set check box and select a character set from the drop-down list. When this is configured, Virtua will map downloaded MARC orders and/or requests from the character set you specify into your library's character set. This is useful if your library uses UTF-8 (Virtua's default), and you download from OCLC, who uses MARC-8.

Other Options

The Other Options field displays load options that are not otherwise configurable in this window. In most cases, the options in this field come from a load options file that has been uploaded to the server.

You can edit these options as desired, but Virtua will not validate the options when you save them.

MARC Requests Tab

The MARC Requests tab on the Configure EDIFACT window lists all the elements of a purchase order and maps each element to a tag/subfield combination in a MARC order request record that your library receives from the vendor. For most vendors, the mapping on the MARC Request tab will match the mapping on the MARC Orders tab, but for some vendors the mapping will need to be different.

Virtua uses the data mapped in MARC order request records to create *unsent* orders in the Virtua database.

Vendor: Baker & Taylor

File Transfer | MARC File Transfer | MARC Orders | **MARC Requests** | Enriched Data

Use this tab to set up the MARC tags and subfields for this vendor. Vendor should supply this information.

	Tag:	Subfield:		Tag:	Subfield:
Purchase Order Number:	982	c	Quantity:	960	o
Customer Account:	961	m	Price:	960	s
Order Date:	960	q	Account Number:	960	u
Currency Code:	960	z	Notes to Vendor:	961	h
Location:	960	t	Library Notes:	961	d
Vendor Title ID:	961	i			

Separate order for each line item. Order Immediately

Match/Merge Options:

The elements on the MARC Requests tab match those of the [MARC Orders tab](#) except for the following:

Order Immediately checkbox: Indicates if the order line item should be ordered immediately.

- If the check box is selected, Virtua will give the order line item a status of Approved and will encumber it. If the vendor supports EDIFACT orders, the order will be sent at the next scheduled time for uploading EDIFACT orders.

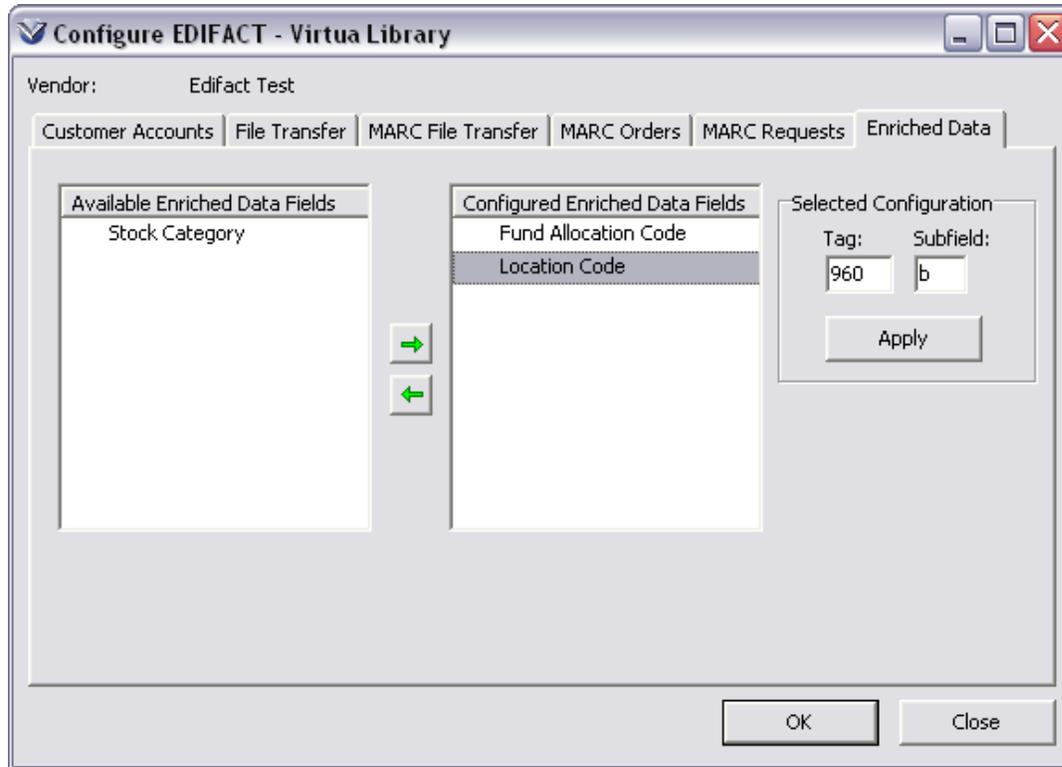
Note: If the account associated with the order is disabled or has insufficient funds, the EDIFACT Tracker will display the status of the communication as "Created With Errors."

- If the check box is not selected, Virtua will give the order line item a status of Needs Approval and will not encumber the order line item.

Enriched Data Tab

The Enriched Data tab on the Configure EDIFACT window ([Error! Reference source not found.](#)) lists the enriched data fields defined by the Enriched Data Fields setting on the Acquisitions Basic Options window in the Virtua Profiler. Left and right arrows allow you to select and de-select enriched data fields to send to the vendor along with your orders. The enriched data for each order can be configured on the Order Line Editor (see the *Virtua Acquisitions User's Guide*.)

Note: For information about configuring the Enriched Data Fields setting in the Virtua Profiler, see the *Virtua Profiler/Acquisitions Parameters User's Guide*.



The Enriched Data tab consists of . . .

- **Available Enriched Data Fields** - List of all of the enriched data fields that are configured in the Enriched Data Fields parameter in the Profiler, minus the fields in the Configured Enriched Data Fields list.
- **Configured Enriched Data Fields** - List of enriched data fields that will be included when sending enriched data to the EDIFACT vendor.
- **Selected Configuration** - The tag and subfield of the selected enriched data field.

To move an enriched data field from one list to another, use the right or left arrow.

To change the tag or subfield assigned to an enriched data field,

1. Select the field you would like to change from the Configured Enriched Data Fields area.
2. Make your desired changes in the Selected Configuration area. If the tag or subfield fields are left blank, Virtua will not include any information on the purchase order for this data field.
3. Click the Apply button.

After making changes, click the OK button to save your configuration.

Add Vendor Notes

The **Notes** tab contains vendor notes and additional user-defined fields.

The screenshot shows a software window titled "Create New Vendor - Customer Support Library". It features several tabs: "Contact Info", "Acquisitions Info", "EDIFACT", "Notes", "Customer Account", and "Serial Order Renewal Reminders". The "Notes" tab is selected. Inside this tab, there is a table with columns "Type", "Print", "Alert", "Public", and "Note". Below the table, there is a "Type:" dropdown menu currently set to "Order", and three checkboxes: "Print note", "Public", and "Alert". There are "Delete" and "New" buttons. Below these is a "Note:" text input field and a "Save" button. The "Additional fields" section below has a table with "Label" and "Field" columns, and input fields for "Label:" and "Field:" with "Delete", "New", and "Save" buttons. At the bottom of the window, there are checkboxes for "Create Multiple Vendor Records" and "Active", and "Delete", "Save", and "Close" buttons.

The **Notes** area allows you to add Vendor notes and contains the following:

- **Type:** This determines where the note will appear in the acquisitions process. Possible types are Order, Claim, Return, Invoice, Payment, Receipt, Credit, or General.
- **Print Note** checkbox: If checked, the note will be printed during the appropriate print operation for the following types: Order, Claim, Payment, and Receipt. Currently, Virtua does not support printing for the remaining types.
- **Public** checkbox: If checked, the note is displayed to the public. *Not implemented.*
- **Alert** checkbox: If checked, the note will “pop up” in an alert at the appropriate time, depending on the type. Virtua currently supports pop alert up activity for: PO, receipt, invoice, payment, claim and credit notes.
- **Delete** button: Deletes the note and highlights the previous one in the list, or the next one if there is no previous note.
- **New** button: Clears the note box for the user to enter a new one and deselects any selected note. Places the cursor in the note box so the user may begin entering the new note. Resets the note type and flags.
- **Save** button (Notes Group box): Pressing this button saves the note. If a note is selected in the list, the new note will save over the selected note. If there is

no note selected (for instance, after pressing New) it adds a new note. (When adding a new note, the user may also press the Enter key to save.)

Adding a Note

Click the **New** button.

Select the type of note from the *Type* dropdown menu.

Select Print, Alert, or Public.

Type the note in the **Notes** text box

Click the **Save** button to save the note. It will appear in the **Notes list** box.

Additional Fields

The **Additional Fields** area contains extra fields for the vendor. An extra field consists of a label and field text. This serves two purposes:

- If users want to attach locally defined attributes to the vendor, they may use this feature.
- When migrating from the old MARC-like Vendor format, the software placed all un-migrated MARC fields in this list.

Additional fields are easily accessible by **InfoStation**, so that users may write or request reports that use these fields. The Additional Fields group box contains the following:

- **Delete** button: Deletes the selected field and selects the previous one in the list or the next one if there is no previous method.
- **New** button: Unselects any selected field and clears the label and field boxes for the user to enter a new one. Places the cursor in the label box so the user may begin typing.
- **Label**: User edits the field label here.
- **Field**: User edits the field text here.
- **Save** button: Saves the field. If a field is selected in the list, it saves over the selected field. If there is no field selected (for instance, after pressing New) it adds a new one. The user may also press the Enter key in either box to save.

Add Customer Account Information

The **Customer Account** tab on the Vendor record lists all the customer accounts and contains the following sub-tabs, which can be disabled for individual users: Contract, EDIFACT, and Account Summary. The Customer Account ID and Customer Account Name fields appear on the Customer Account tab, visible regardless of which sub-tab is open.

The screenshot shows a software window titled "Create New Vendor - Customer Support Library". It features a tabbed interface with the following tabs: "Contact Info", "Acquisitions Info", "EDIFACT", "Notes", "Customer Account", and "Serial Order Renewal Reminders". The "Customer Account" tab is currently selected. Within this tab, there is an "Account Setup" section containing a table with columns "Account ID" and "Account Name". Below the table are input fields for "Account Name:" and "Account ID:", along with buttons for "Disable", "Enable", "Delete", "New", and "Save". A sub-tab labeled "Contract" is also visible, containing a "Contract Number:" field, a "Surcharges" section with checkboxes for "Surcharge Percent:" (0.00 %) and "Surcharge Amount:" (\$ 0.0000), and a "Discounts" section with checkboxes for "Discount Percent:" (0.00 %) and "Discount Amount:" (\$ 0.0000). An "Apply" button is located below the discount fields. At the bottom of the window, there are checkboxes for "Create Multiple Vendor Records" (unchecked) and "Active" (checked), and buttons for "Delete", "Save", and "Close".

Account Setup

The **Account Setup** area allows you to setup one or more accounts by adding a library-defined customer account name and a vendor-assigned customer account ID and clicking the **Save** button. To add another account, select the **New** button. You can also disable an account, enable an account that has been disabled or delete an account.

Contract Tab

The Contract sub-tab contains contract details—such as contract number, surcharge, and discounts—that are specific to that particular customer account. Filling in information on this sub-tab of the Customer Account tab will automatically check the **Contract** check box on the **Acquisitions Info** tab.

EDIFACT Tab

The EDIFACT sub-tab contains the following fields:

FTP User ID – The ID used by this customer account to log into the vendor’s FTP server.

Password – The password used by this customer account to log in to the vendor’s FTP server.

Confirm Password – The password for this customer account re-entered here for confirmation.

Billing Sent To – The default billing address for this customer account. (Used only for MARC orders and MARC requests.)

Shipping Sent To – The default shipping address for this customer account. (Used only for MARC orders and MARC requests.)

Account Summary Tab

The **Account Summary** sub-tab displays the total commitment figures for all fund accounts associated with the customer account.

Add Serials Order Renewal Reminders Information

Enter in information in the following fields, to be used when renewing serials subscriptions from the **Reminders** window.

- **Serial Renewal Alert Interval** – The number of days before the subscription's end date that the library should be alerted to renew the order.
- **Serial Price Increase %** - The percentage that subscription prices are expected to increase by each year.
- **Subscription Period** – The period of time that subscriptions with this vendor are usually for. Used to increment the subscription end date when batch renewing subscriptions.
- **Subscription Period Type** – The type of units (Years, Months, Weeks, Days) the period above is specified in.

Note: The **Serials Order Renewal Reminders** is only for Order type= serial. This is to allow the user to filter the Reminders search by Vendors as needed.

Save Vendor Record

Press the **Save** button to save vendor information to the database. If the vendor is new, the system will assign a vendor ID at this point.

The Virtua Client must be restarted for the new vendor to appear in the "**Add PO Request**" drop-down list.

Modifying Vendor Records

Search the OPAC to retrieve the vendor record.

Click on **View** to display the **View Vendor** window.

Click on the **Edit** button to display the **Edit Vendor** window. The **Edit** button will change to **Save** when the window is in edit mode.

Edit the vendor record.

To save changes made in the Name Group box, click the **Save** button there to save those changes.

Click the **Save** button at the footer to save all changes. Click the **Close** button to close the window.

When saving an edited vendor record, the system will perform the following validation checks:

- If the user attempts to delete a shipping method that is in use, save is not permitted, with the error *Cannot delete a shipping method in use.*
- If the user attempts to delete a customer account that is linked to an order, the save is not permitted, with the error *Cannot delete a customer account in use.*

Note: If you edit the vendor name, the edited vendor name will not appear in the Add PO Request window until you restart the Client.

Deleting Vendor Records

Search the OPAC to retrieve the vendor record.

Click on **View** to display the **View Vendor** screen.

Click the **Delete** button. The user may press **Delete** in view or edit mode.

Note: When deleting a vendor, the system will first determine if the vendor is linked to any existing acquisitions orders. If so, the deletion fails with the error: *The vendor is in use and cannot be deleted. Deactivate the vendor if you do not wish to use it again.*

Copying Vendor Records

Search the OPAC to Retrieve the Vendor Record

Click on **View** to display the **View Vendor** window.

Click on **Copy** to copy the vendor record into a **Create New Vendor** window.

View Vendor - ID 438 - DEF - phoenix

Contact Info | Acquisitions Info | EDIFACT | Notes | Customer Account | Serial Order Renewal Reminders

Name

Primary:

Alternates:

Edit alternate:

URL:

Order Address | Claim Address | Payment Address | Returns Address | Other Address | Default Address

Contact: Email:

Address:

City: County/parish:

State/province: Postal/zip:

Country: Telephone: Fax:

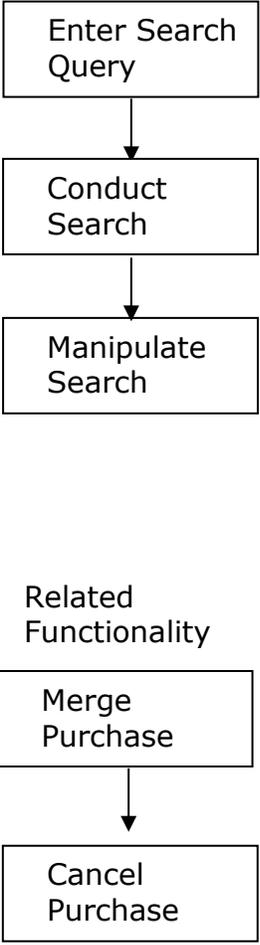
Active

Note: All information from the original vendor record is copied with the exception of the information from the Configure EDIFACT window and on the EDIFACT sub-tab of the Customer Account tab.

Make any changes or add additional information to the vendor record (such as EDIFACT information if applicable).

Click the **Save** button when you are finished.

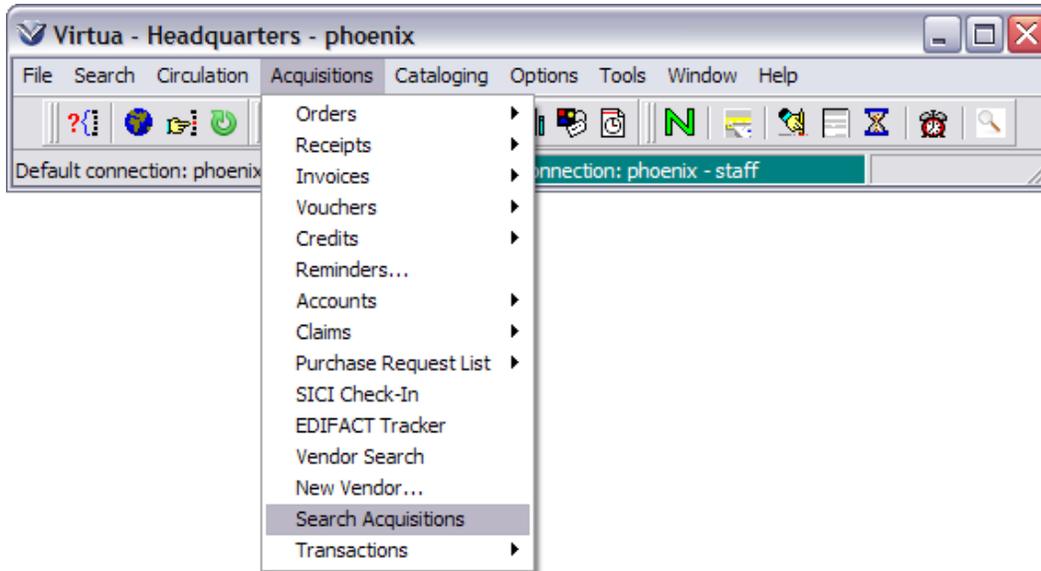
Acquisitions Searching

Recommended Workflow	Explanation
<p data-bbox="212 457 440 520">Acquisitions Search Window</p>  <pre> graph TD A[Enter Search Query] --> B[Conduct Search] B --> C[Manipulate Search] D[Merge Purchase] --> E[Cancel Purchase] </pre> <p data-bbox="212 1129 402 1192">Related Functionality</p>	<p data-bbox="516 457 1300 520">Virtua Acquisitions offers a search functionality that lets the user search acquisitions records in the Client.</p> <p data-bbox="516 562 695 594">Introduction</p> <p data-bbox="516 636 1333 804">Searching is comprehensive and once you have orders and vendor records and receipt, etc. you can search for much related data. The Acquisitions data is all keyword indexed so searches will work to pull all data together for any acquisitions transactions.</p> <p data-bbox="516 814 662 846">Summary</p> <ul data-bbox="492 846 943 982" style="list-style-type: none"> • Search acquisitions records • Manipulate search results • Merge purchase orders • Cancel purchase orders <p data-bbox="516 993 678 1024">Key Terms</p> <ul data-bbox="492 1024 927 1129" style="list-style-type: none"> • Acquisitions Searching • Merging purchase orders • Canceling purchase orders

Acquisitions Searching

Access Search Acquisitions Window

Access the **Acquisitions Search** window by clicking the  icon on the **Acquisitions** toolbar or by selecting **Acquisitions** → **Search Acquisitions** on the Virtua main menu.



Note: The **Acquisitions Search** window may also be accessed via a right-click option on the main windows for purchase requests, purchase orders, receipts and invoices.

The Search Acquisitions window opens.

On the **Search Acquisitions** window, you can select a check box at the top of the window to perform a search for Purchase Orders, Receipts, Invoices, Payments, Accounts, and/or Purchase Requests. Then you can select a keyword category and search operator to apply to the keyword(s) you type in the keyword field.

In addition, you can restrict the results of your search by using numerous filters available on two tabs at the bottom of the **Search Acquisitions** window.

The **Purchase Order** tab offers a wide selection of filters, some of which are drop-down lists and some free-text fields, to apply to your search of purchase orders.

Note: When Using the **Frequency** search field, Virtua will search for the frequency according to the 310 tag subfield \$a.

The **Other** tab offers a selection of filters to apply to acquisitions searches *other than* purchase order searches.

Search Acquisitions - phoenix

Purchase Order
 Receipts
 Invoices
 Payments
 Account
 Purchase Request

Keyword

Search Clear Cancel

Filters

Purchase Order Other

Accounts

Fiscal Year (Disabled) 2005 (Disabled) 2006
 Fund Code

Purchase Order Request

Group Bellefonte Bookmobile
 Request Status Approved Hold
 Category Fiction Juvenile Literature

Receipt

Condition Code Correct Item Damaged Item
 Receipt Status Accepted as Duplicate Hold Pending Investiga
 Receipt Quantity < 0

Invoice

Invoice State Created Approved
 Invoice Status Disallowed Hold Pending Investi
 Create Date Start Date 3/ 1/2012 Stop Date 3/ 1/2012
 Invoice from Vendor Date Start Date 3/ 1/2012 Stop Date 3/ 1/2012
 Approval Date Start Date 3/ 1/2012 Stop Date 3/ 1/2012

Currency United Ara... AED Afghanistan... AFA Albania, Leke ALL Armenia, ... AMD

Price < 0.00
 Quantity < 0

Enter Search Query

Enter the search query for the acquisitions records you wish to search (e.g. Vendor ID: 438, limited to purchase orders).

Search Acquisitions - phoenix

Purchase Order Receipts Invoices Payments Account Purchase Request

Keyword

Vendor Id: 438

Filters

Purchase Order **Other**

Accounts

Fiscal Year: (Disabled) 2005, (Disabled) 2006

Fund Code: [Empty]

Purchase Order Request

Group: Bellefonte, Bookmobile

Request Status: Approved, Hold

Category: Fiction, Juvenile Literature

Receipt

Condition Code: Correct Item, Damaged Item

Receipt Status: Accepted as Duplicate, Hold Pending Investiga

Receipt Quantity: < [Empty] 0

Invoice

Invoice State: Created, Approved

Invoice Status: Disallowed, Hold Pending Investi

Create Date: Start Date 3/ 1/2012, Stop Date 3/ 1/2012

Invoice from Vendor Date: Start Date 3/ 1/2012, Stop Date 3/ 1/2012

Approval Date: Start Date 3/ 1/2012, Stop Date 3/ 1/2012

Currency: United Ara... AED, Afghanistan... AFA, Albania, Leke ALL, Armenia, ... AMD

Price: < [Empty] 0.00

Quantity: < [Empty] 0

Buttons: Search, Clear, Cancel

Click the **Search** button to conduct the search.

Manipulate the Search Results

Once you click the **Search** button on the **Search Acquisitions** menu, the **Acquisitions Search Results** window appears.

PO Id	Line ...	Title	Date	Status	Vendor	Quan...	Price	C...
6141	1	Poetry.	10/21...	Ordered	O'Connell Publis...	1	\$.00	USD
6151	1	La canzone del natale ; storia di spiri...	10/25...	Ordered	O'Connell Publis...	1	\$ 20.00	USD
6153	1	Spark Notes The Catcher in the Rye	10/25...	Ordered	O'Connell Publis...	1	\$ 10.00	USD
6361	1	The lottery ; and other stories / Shirl...	2/19/...	Ordered	O'Connell Publis...	2	\$ 5.00	USD
6369	1	The Negro speaks of rivers / Langst...	2/21/...	Ordered	O'Connell Publis...	1	\$ 5.00	USD
6371	1	The man in the brown suit / Agatha ...	2/21/...	Ordered	O'Connell Publis...	1	\$ 5.00	USD
6372	1	The man in the brown suit / Agatha ...	2/21/...	Ordered	O'Connell Publis...	1	\$ 5.00	USD
6372	2	Death on the Nile / Agatha Christie.	2/21/...	Ordered	O'Connell Publis...	2	\$ 5.00	USD
6373	1	The man in the brown suit / Agatha ...	2/22/...	Ordered	O'Connell Publis...	1	\$ 5.00	USD
6373	2	Death on the Nile / Agatha Christie.	2/22/...	Ordered	O'Connell Publis...	2	\$ 5.00	USD
6374	1	The haunting of Hill House / Shirley J...	2/22/...	Ordered	O'Connell Publis...	2	\$ 5.00	USD
6408	1	Cat among the pigeons : a Hercule P...	8/18/...	Ordered	O'Connell Publis...	1	\$ 15.00	USD
6409	1	Travels in the scriptorium / Paul Aust...	8/18/...	Ordered	O'Connell Publis...	1	\$ 10.00	USD
6410	1	Hercule Poirot's Christmas : a Hercul...	8/19/...	Ordered	O'Connell Publis...	1	\$ 10.00	USD
6410	2	Black coffee : a new Hercule Poirot n...	8/19/...	Ordered	O'Connell Publis...	1	\$ 10.00	USD
6411	1	The Brooklyn follies / Paul Auster.	8/19/...	To Be Can...	O'Connell Publis...	1	\$ 10.00	USD
6413	1	The Brooklyn follies / Paul Auster.	8/19/...	Approved	O'Connell Publis...	1	\$ 10.00	USD
6413	2	Hammond world atlas / Hammond W...	8/19/...	Approved	O'Connell Publis...	1	\$ 20.00	USD
6414	1	Hammond world atlas / Hammond W...	8/19/...	Ordered	O'Connell Publis...	1	\$ 15.00	USD
6414	2	Geography and cartography : a refe...	8/19/...	Ordered	O'Connell Publis...	1	\$ 10.00	USD
6146	1	Graphic classics : Edgar Allan Poe / e...	10/25...	Approved	O'Connell Publis...	1	\$ 10.00	USD

The **Acquisitions Search Results** window contains a tab for each type of acquisitions record for which results are displayed. For example, a search for purchase orders produces a list of orders on the **Purchase Orders** tab that meet the search criteria, where each row displays the following information: PO number, PO line number, title of the item ordered, date ordered, status of the order, vendor, quantity ordered, unit price, and order currency.

For easy reference, the filters used to launch the search and the terms searched are displayed at the bottom of the **Acquisitions Search Results** window in an information box.

Right-click on a record and you have additional options, such as navigating to the bibliographic record, viewing the purchase order, updating the purchase order, or viewing the vendor records.

The access points that are available from the **Acquisitions Search Results** window are dependent on what type of records are in the search results. For example, in the screenshot below, the records are all purchase orders, which is why you can view the purchase order and update the purchase order from those search results, and if you were dealing with invoices in the search results, you would have different options.

Acquisitions Search Results - phoenix

Purchase Orders

PO Id	Line ...	Title	Date	Status	Vendor	Quan...	Price	C...
6141	1	Poetry.	10/21...	Ordered	O'Connell Publis...	1	\$.00	USD
6151	1	La canzone del natale ; storia di spiri...	10/25...	Ordered	O'Connell Publis...	1	\$ 20.00	USD
6153	1	Spark Notes The Catcher in the Rye	10/25...	Ordered	O'Connell Publis...	1	\$ 10.00	USD
6361	1	The lottery ; and other stories / Shirl...	2/19/...	Ordered	O'Connell Publis...	2	\$ 5.00	USD
6369	1	The Negro speaks of rivers / Langst...	2/21/...	Ordered	O'Connell Publis...	1	\$ 5.00	USD
6371	1	The man in the brown suit / Agatha ...	2/21/...	Ordered	O'Connell Publis...	1	\$ 5.00	USD
6372	1	The man in the brown suit / Agatha ...	2/21/...	Ordered	O'Connell Publis...	1	\$ 5.00	USD
6372	2	Death on the Nile / Agatha Christie.	2/21/...	Ordered	O'Connell Publis...	2	\$ 5.00	USD
6373	1	The man in the brown suit / Agatha ...	2/22/...	Ordered	O'Connell Publis...	1	\$ 5.00	USD
6373	2	Death on the Nile / Agatha Christie.	2/22/...	Ordered	O'Connell Publis...	2	\$ 5.00	USD
6374	1	The haunting of Hill House / Shirley J...	2/22/...	Ordered	O'Connell Publis...	2	\$ 5.00	USD
6408	1	Cat among the pigeons ; a Hercule P...	8/18/...	Ordered	O'Connell Publis...	1	\$ 15.00	USD
6409	1	Travels in the scriptorium / Paul Aust...	8/18/...	Order...			\$ 10.00	USD
6410	1	Hercule Poirot's Christmas : a Hercul...	8/19/...	Order...			\$ 10.00	USD
6410	2	Black coffee : a new Hercule Poirot n...	8/19/...	Order...			\$ 10.00	USD
6411	1	The Brooklyn follies / Paul Auster.	8/19/...	To Be			\$ 10.00	USD
6413	1	The Brooklyn follies / Paul Auster.	8/19/...	Appro...			\$ 10.00	USD
6413	2	Hammond world atlas / Hammond W...	8/19/...	Appro...			\$ 20.00	USD
6414	1	Hammond world atlas / Hammond W...	8/19/...	Order...			\$ 15.00	USD
6414	2	Geography and cartography : a refe...	8/19/...	Order...			\$ 10.00	USD
6146	1	Graphic classics : Edgar Allan Poe / e...	10/25...	Approved	O'Connell Publis...	1	\$ 10.00	USD

Cancel POs Merge POs Page Up Page Down

Vendor Id: 438

Close

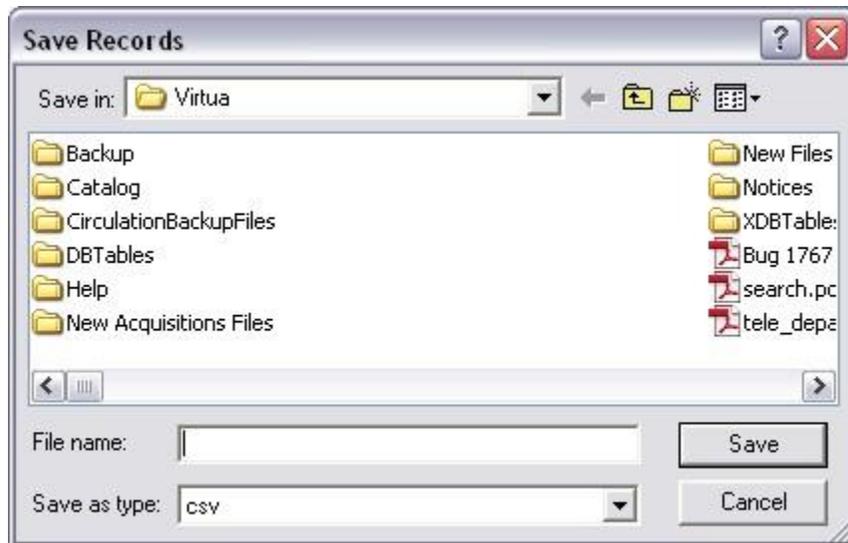
Save Search Results

From the **Acquisitions Search Results** screen, you can save the search results as a comma-separated value file (*.csv).

While viewing the search results you wish to save, right-click on the results and select Save as CSV from the right-click menu.



When you select the **Save as CSV** menu option, Windows displays a dialog box for you to select the file location.



Navigate to your desired target location, type the name you would like to call the file, and click **Save**. The file will be saved to the location you specify.

Hint: Type **.csv** after the filename to ensure that Windows can recognize the file.

A CSV file can be opened with a number of programs, including spreadsheet programs such as **Microsoft Excel**.

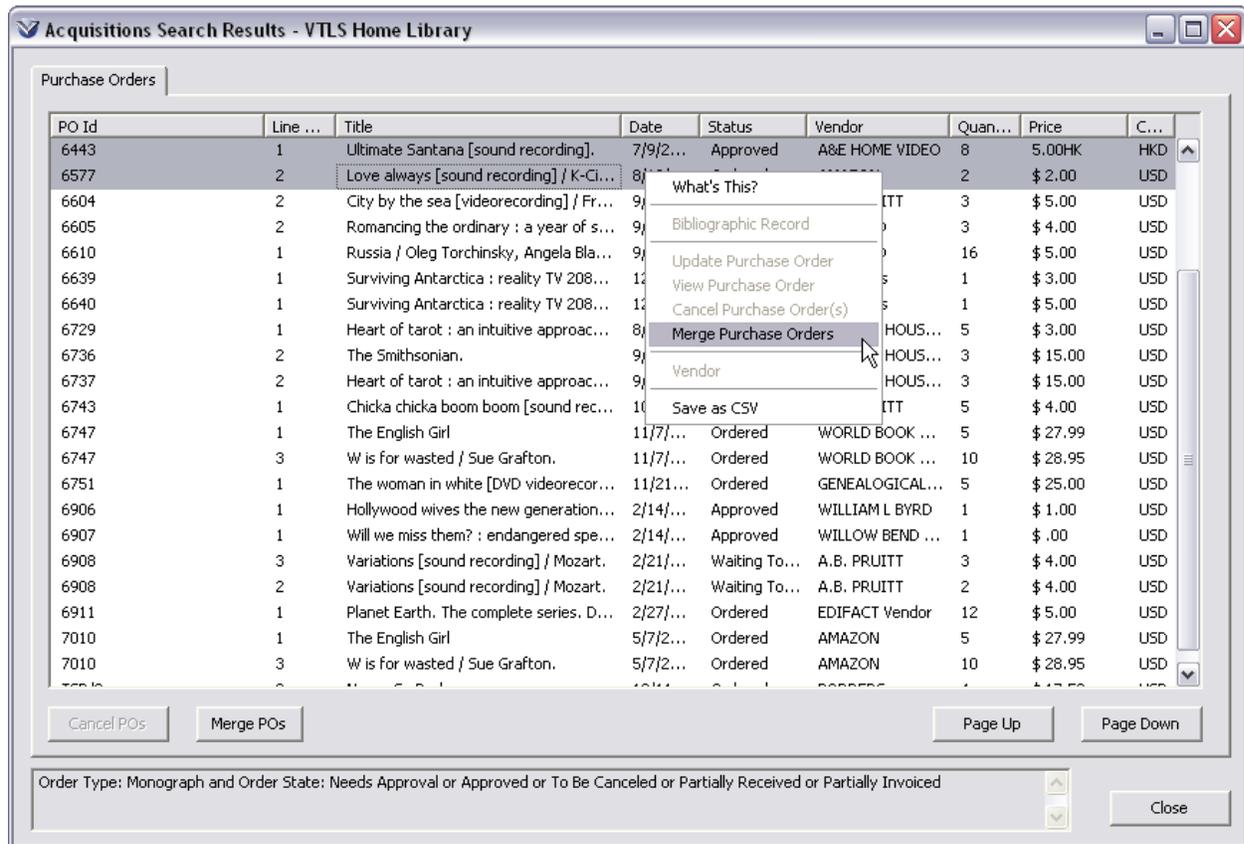
PO ID	PO Line	Title	Date	Status	Vendor	Quantity	Price	Currency
7010	1	The English Girl	5/7/2014	Ordered	AMAZON	5	\$27.99	USD
7010	3	W is for wasted / Sue Grafton.	5/7/2014	Ordered	AMAZON	10	\$28.95	USD
6911	1	Planet Earth. The complete series. Disc 3 [DVD vide	2/27/2014	Ordered	EDIFACT Vendor	12	\$5.00	USD
6908	3	Variations [sound recording] / Mozart.	7/21/2014	Waiting To	A.B. PRUIJT	3	\$4.00	USD

From Excel or a similar program, you can sort and/or modify the file. You can also print the file from within the program, or send the file as an attachment to an email.

Merge Purchase Orders

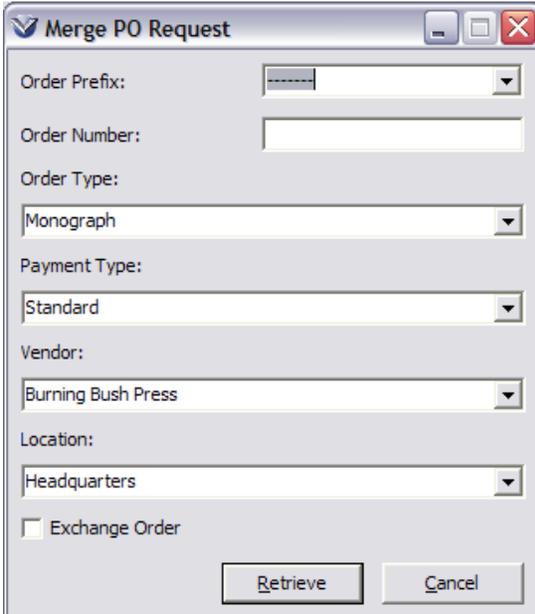
From the **Acquisitions Search Results** screen, you can merge multiple purchase orders into one purchase order.

Select the purchase orders you wish to merge together using the **Shift** or **Ctrl** buttons on your keyboard.



Click the **Merge POs** button or right-click and select **Merge Purchase Orders**. The purchase orders that you are merging must use the same currency and order type.

After you click **Merge POs** or use the right-click option **Merge Purchase Orders** for the selected purchase orders, it will bring up the **Merge PO Request** window.

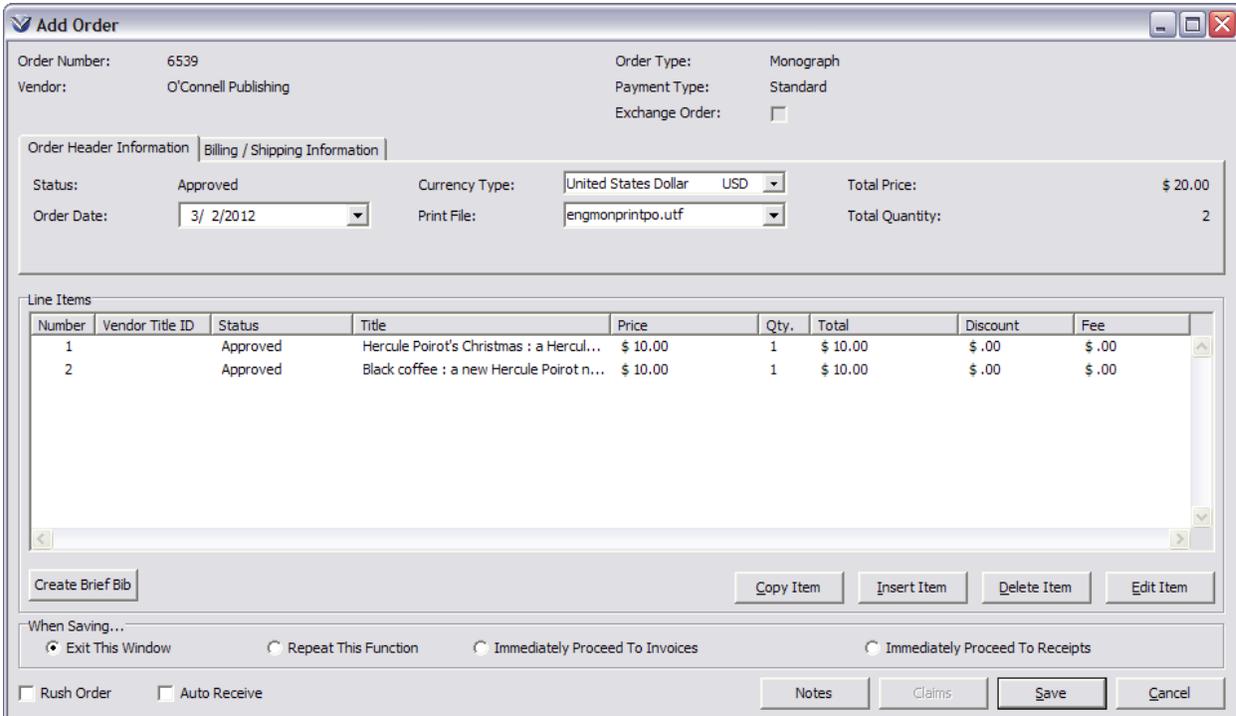


The **Merge PO Request** dialog box contains the following fields and controls:

- Order Prefix: [Dropdown menu]
- Order Number: [Text input field]
- Order Type: [Dropdown menu, set to Monograph]
- Payment Type: [Dropdown menu, set to Standard]
- Vendor: [Dropdown menu, set to Burning Bush Press]
- Location: [Dropdown menu, set to Headquarters]
- Exchange Order
- Buttons: Retrieve, Cancel

Input the fields on the **Merge PO Request** window as desired and click **Retrieve**.

The purchase orders are now combined into a new purchase order window.



The **Add Order** dialog box displays the following information:

- Order Number: 6539
- Vendor: O'Connell Publishing
- Order Type: Monograph
- Payment Type: Standard
- Exchange Order:

Order Header Information / Billing / Shipping Information:

- Status: Approved
- Order Date: 3/ 2/2012
- Currency Type: United States Dollar USD
- Print File: engmonprintpo.utf
- Total Price: \$ 20.00
- Total Quantity: 2

Number	Vendor Title ID	Status	Title	Price	Qty.	Total	Discount	Fee
1		Approved	Hercule Poirot's Christmas : a Hercu...	\$ 10.00	1	\$ 10.00	\$.00	\$.00
2		Approved	Black coffee : a new Hercule Poirot n...	\$ 10.00	1	\$ 10.00	\$.00	\$.00

Buttons: Create Brief Bib, Copy Item, Insert Item, Delete Item, Edit Item

When Saving...: Exit This Window, Repeat This Function, Immediately Proceed To Invoices, Immediately Proceed To Receipts

Rush Order Auto Receive

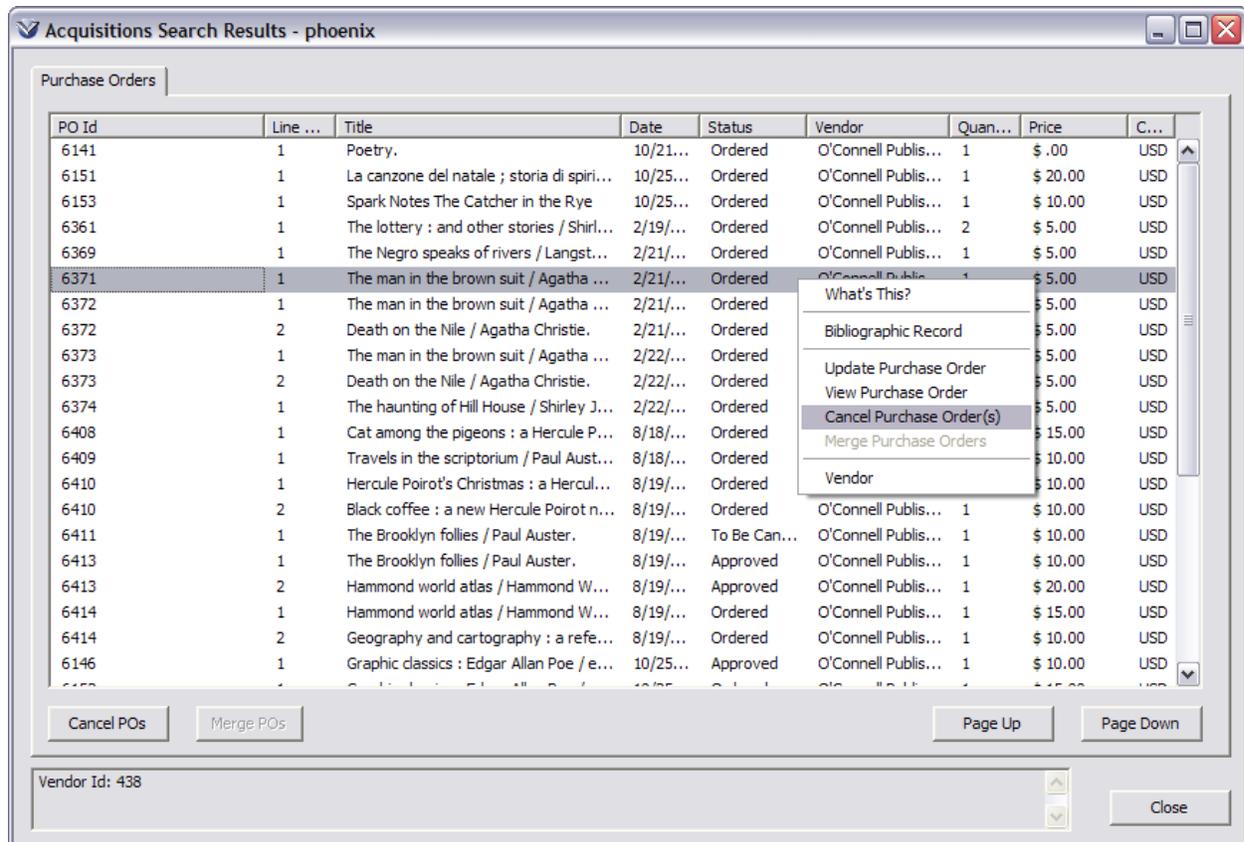
Buttons: Notes, Claims, Save, Cancel

Finish modifying the purchase order as necessary and save the purchase order.

Cancel Purchase Orders

From the **Acquisitions Search Results** screen, you can cancel purchase orders as well.

Find the order(s) you wish to cancel.



Click the **Cancel POs** button or right-click and select the **Cancel Purchase Order(s)** option.

This brings up the **Canceled Orders Summary** screen, where you receive notification of whether or not the order cancellation was successful.

PO ID	PO Line #	Qty Canceled	Status	Bib Requestor	Purchase Requestor	Error
6371	1	1	Success			

Close

Printing Invoices

The Print Invoice option was added to the right-click menu available from the Invoices tab of the Acquisitions Search Results window. Selecting this option lets you select a template to use for printing selected invoice(s).

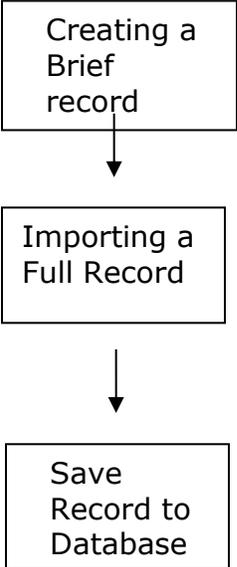
Vendor Name	Invoice Id	PO Id	PO Li...	Title	Date	Status	Price	Quan...	Curr...
O'Connell Publis...	8642	6410	1	Hercule Poirot's Christmas :...	8/19/...	Valid for P...	\$ 10.00	1	USD
O'Connell Publis...	8642	6410	2	Black coffee : a new Hercul...	8/19/...	Valid for P...	\$ 10.00	1	USD
O'Connell Publis...	701	6555	1	A farewell to arms / Ernest	3/14/...	Valid for P...	\$ 15.00	1	USD
O'Connell Publis...	701	6555	2	The Ni	/...	Valid for P...	\$ 15.00	1	USD
O'Connell Publis...	1222	6532	1	The to	2...	Valid for P...	\$ 15.00	1	USD
O'Connell Publis...	1222	6532	2	The ga	2...	Valid for P...	\$ 15.00	1	USD
O'Connell Publis...	529	6414	1	Hamm	/...	Valid for P...	\$ 15.00	1	USD
O'Connell Publis...	529	6414	2	Geogra	/...	Valid for P...	\$ 10.00	1	USD
O'Connell Publis...	702	6560	1	The to	/...	Valid for P...	\$ 20.00	1	USD
O'Connell Publis...	705	6571	1	O : the	/...	Valid for P...	\$ 25.00	1	USD

Page Up Page Down

Vendor Id: 438

Close

Create Bibliographic Records for Orders

Recommended Workflow	Explanation																																							
 <pre> graph TD A[Creating a Brief record] --> B[Importing a Full Record] B --> C[Save Record to Database] </pre>	<p>A bibliographic record must exist in the database before an item can be ordered. A bibliographic record can be obtained by:</p> <ul style="list-style-type: none"> • Using an existing record • Creating a brief record • Importing a full record <p>Summary</p> <ul style="list-style-type: none"> • Create a MARC record • Recognize the default workforms by their file names • Edit Fixed Field Data (006, 007, & 008 tags) <p>Key Terms</p> <ul style="list-style-type: none"> • Bibliographic Record • Fixed Fields • MARC Editor • Workforms <p>List of Available Workforms</p> <table border="0"> <thead> <tr> <th>No labels</th> <th>Labeled</th> <th>Type of workform</th> </tr> </thead> <tbody> <tr> <td>book.wfm</td> <td>booklab.wfm</td> <td>Bib Record - Book</td> </tr> <tr> <td>comp.wfm</td> <td>complab.wfm</td> <td>Bib Record - Computer file</td> </tr> <tr> <td>map.wfm</td> <td>maplab.wfm</td> <td>Bib Record - Map</td> </tr> <tr> <td>mixed.wfm</td> <td>mixedlab.wfm</td> <td>Bib Record - Mixed Mat.</td> </tr> <tr> <td>music.wfm</td> <td>musiclab.wfm</td> <td>Bib Record - Music</td> </tr> <tr> <td>vis.wfm</td> <td>vislab.wfm</td> <td>Bib Record - Visual Mat.</td> </tr> <tr> <td>seril.wfm</td> <td>serillab.wfm</td> <td>Bib Record - Serials record</td> </tr> <tr> <td>holds.wfm</td> <td>holdslab.wfm</td> <td>Serials Holdings record</td> </tr> <tr> <td>patron.wfm</td> <td>patrnlab.wfm</td> <td>Patron record</td> </tr> <tr> <td>comm.wfm</td> <td>commmlab.wfm</td> <td>Community Info Record</td> </tr> <tr> <td>110au.wfm</td> <td>110aulab.wfm</td> <td>Authority record</td> </tr> <tr> <td>circfly.wfm</td> <td></td> <td>Circ-on-the-fly</td> </tr> </tbody> </table>	No labels	Labeled	Type of workform	book.wfm	booklab.wfm	Bib Record - Book	comp.wfm	complab.wfm	Bib Record - Computer file	map.wfm	maplab.wfm	Bib Record - Map	mixed.wfm	mixedlab.wfm	Bib Record - Mixed Mat.	music.wfm	musiclab.wfm	Bib Record - Music	vis.wfm	vislab.wfm	Bib Record - Visual Mat.	seril.wfm	serillab.wfm	Bib Record - Serials record	holds.wfm	holdslab.wfm	Serials Holdings record	patron.wfm	patrnlab.wfm	Patron record	comm.wfm	commmlab.wfm	Community Info Record	110au.wfm	110aulab.wfm	Authority record	circfly.wfm		Circ-on-the-fly
No labels	Labeled	Type of workform																																						
book.wfm	booklab.wfm	Bib Record - Book																																						
comp.wfm	complab.wfm	Bib Record - Computer file																																						
map.wfm	maplab.wfm	Bib Record - Map																																						
mixed.wfm	mixedlab.wfm	Bib Record - Mixed Mat.																																						
music.wfm	musiclab.wfm	Bib Record - Music																																						
vis.wfm	vislab.wfm	Bib Record - Visual Mat.																																						
seril.wfm	serillab.wfm	Bib Record - Serials record																																						
holds.wfm	holdslab.wfm	Serials Holdings record																																						
patron.wfm	patrnlab.wfm	Patron record																																						
comm.wfm	commmlab.wfm	Community Info Record																																						
110au.wfm	110aulab.wfm	Authority record																																						
circfly.wfm		Circ-on-the-fly																																						

Create a Brief Bibliographic Record

If the bibliographic record does not exist in the OPAC, use a workform to create a brief MARC record that can be replaced with a full MARC record after the item is received.

Open a Workform in the Editor

Go to Options → Cataloging Options. Be sure that Use MARC Labels is checked.

Select **File** → **Records** → **Create Record** from the Menu Bar. Select a workform from the list of workforms in the **Create Record** window. The labeled workform for books is booklab.wfm. These files should be located in your Virtua directory.

(c:/Program Files/VTLS/Virtua/Catalog/book.wfm)

The **MARC Editor** window appears, displaying the *Acquisitions workform*. Enter the necessary data.

The screenshot shows the MARC Editor - phoenix window with the following data elements:

Fixed length data elements	p51215r19951929nyu	000 1 eng
ISBN	<input type="checkbox"/>	0684801469 (pbk.) :
ISBN terms of availability	<input type="checkbox"/>	\$30.50
Local control number	<input type="checkbox"/>	ocm32620387
Original cataloging agency	<input type="checkbox"/>	Baker & Taylor
Transcribing agency	<input type="checkbox"/>	Baker & Taylor
Dewey classification number	0 4	813/.52
Dewey edition	<input type="checkbox"/>	20
Tag 099, Subfield a	<input type="checkbox"/>	F
Tag 099, Subfield a	<input type="checkbox"/>	HEMINGWAY
Author, Personal name (PN)	1	Hemingway, Ernest,
Dates associated with PN	<input type="checkbox"/>	1899-1961.
Title	1 2	A farewell to arms /
Title statement of responsibility	<input type="checkbox"/>	Ernest Hemingway.
Edition	<input type="checkbox"/>	1st Scribner Paperback Fiction ed.
Place of publication/distribution	<input type="checkbox"/>	New York :
Name of publisher/distributor	<input type="checkbox"/>	Scribner Paperback Fiction,
Date of publication/distribution	<input type="checkbox"/>	1995, c1929.
Physical extent	<input type="checkbox"/>	332 p. ;
Physical dimensions	<input type="checkbox"/>	21 cm.
General note	<input type="checkbox"/>	Originally published: New York : Scribner, 1929.
Tag 501, Subfield a	<input type="checkbox"/>	MARCIVE 03/01/06
Subject-add.-ent. top./geo. name	<input type="checkbox"/>	0 World War, 1914-1918
Tag 650, Subfield v	<input type="checkbox"/>	Fiction.
Tag 655, Subfield a	<input type="checkbox"/>	7 War stories.
Tag 913, Subfield a	0 0	HEMFTAR97000

At the bottom of the window, there are dropdown menus for '(a) Language material' and '(m) Monograph/Item', a 'Masked' checkbox, and a 'MARC 21 Bib: Book' label. The OPAC logo is visible in the bottom left corner.

Note: Virtua provides preset workforms for Bibliographic, Authority, Holdings, and Community Information MARC formats; Patron format, and Circ-on-the-fly records. These may be modified and/or others created by your library. For additional information please refer to the *Cataloging Users Guide*.

Save the Record

Save the record by pressing the **F11** key, using the **File>Save to Database** option from the Virtua main menu or the  icon on the cataloging toolbar.

The saved record reappears and then the **View Record** window appears, displaying the brief bibliographic record you created.

Copy Record from Another Database

Configure a Connection

To close the existing connection, select **File** → **Close Connection** from the Virtua main menu.

Note: You cannot configure a connection when connected to a database. You **must** close all connections first.

Click on File → New Connection.

To add databases to the connection list, click on the **Setup** button to display the **Server Setup** dialog box.

Click the **New** button to create a new connection.

The screenshot shows the 'Server Setup' dialog box with the following fields and options:

- Profile:** A list box containing 'venus88', 'phoenix', 'day68', and 'New'. Below it are 'New' and 'Delete' buttons.
- Address:** 'Hostname' text box, 'TCP/IP Port' (210) text box, and 'Use SSL' checkbox.
- Color:** A grid of 12 color swatches.
- Automatic Login:** Radio buttons for 'Disabled' (selected), 'Guest login', 'Username only', and 'Username and Password'. 'Username' and 'Password' text boxes are to the right.
- Profile name:** Text box containing 'New'.
- Description:** Empty text box.
- Database:** Text box containing 'DEFAULT'.
- Record Characteristics:** 'Preferred Record Syntax' text box and 'Default Load Character Set' dropdown menu (set to 'UTF-8').
- Attribute Configuration:** A table with columns 'Search Type', 'Attribute', and 'Name', and a 'Delete' button.
- New Attribute:** 'Search Type', 'Attribute', and 'Name' text boxes, and an 'Add' button.

Buttons at the bottom: 'OK', 'Cancel', 'Apply'.

Type in the Profile name, Description (name appears in the Connection List box), Host name or IP address of the database, and enter the port number of the database.

Note: The default database textbox should either be empty or contain the name of the database provided by the library or bibliographic utility.

Click **Save** and then **OK** to return to the **Connect to Server** window.

Obtain Record from Z39.50 Database

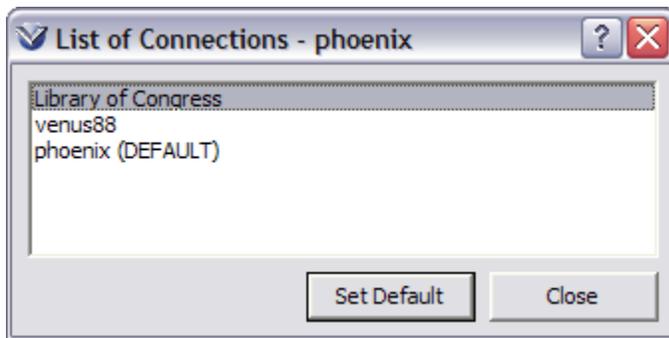
Select **File** → **New Connection** on the Virtua menu bar to connect to your local database.

Select **File** → **New Connection** on the Virtua menu bar to connect to a Z39.50 database.

Note: You may repeat this process to open more databases.

Set as the default, the Z39.50 database you wish to obtain records from by selecting **File** → **Connection List** from the main menu. The connection List window will appear.

Highlight the database to set as the default and click the **Set Default** button. This should be the database from which you wish to obtain records.



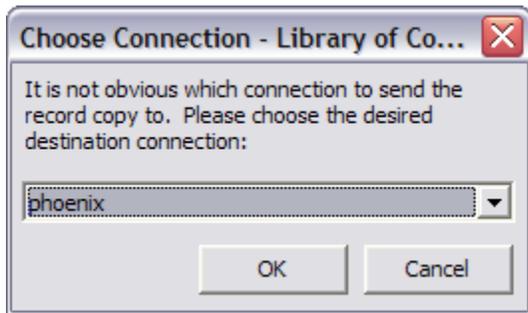
Click **Close** to exit out of the **List of Connections** window.

Search the OPAC for the desired record.

Save to Local Database

Open the record in the **MARC Editor**. Click the **Save Copy to Database**  icon.

If two connections are open Virtua will automatically save the record into the other database. If more than two connections are open, Virtua will display the following window:



From the dropdown menu, chose the Virtua database to which you wish to add the record.

Click **OK** to save the copied record.

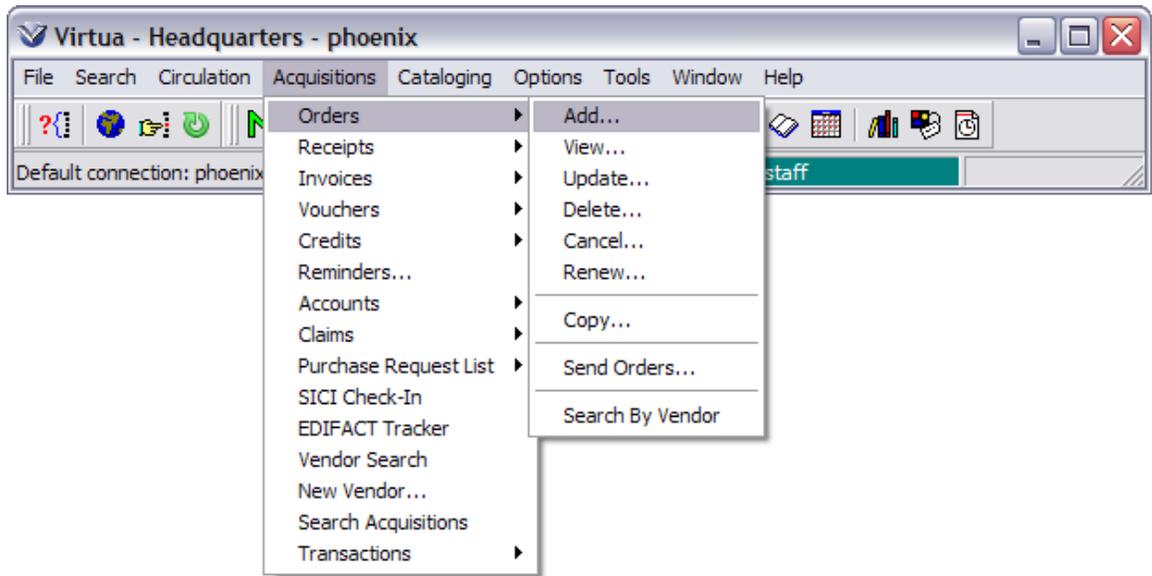
Preparing Book Orders

Recommended Workflow	Explanation
<pre> graph TD A[Create Purchase] --> B[Obtain Bibliographic] B --> C[Insert Line Items] C --> D[Edit Line Items] D --> E[Save Purchase] E --> F[Send Purchase] F --> G[Print Purchase] G --> H[Confirm Transmissio] </pre>	<p>The monograph purchase order type is for an item or group of items that are not necessarily related except that they are available from the same vendor and the library has bibliographic information for creating at least a brief MARC record. This lesson will cover the monograph purchase order workflow from creating the purchase order through transmitting the order.</p> <p>Summary</p> <ul style="list-style-type: none"> • Add a Purchase Order • Obtain a Bibliographic Record • Insert line items into the Purchase Order • Edit Line Items • Save the Purchase Order • Send the Purchase Order • Print the Purchase Order • Confirm Transmission • Cancel an order • Claim an order <p>Key Terms</p> <ul style="list-style-type: none"> • Bibliographic Record • Currency Code • Line Item • Order Type • Payment Type • Purchase Order • Transmission of order • Vendor <p>Currency Rule If a currency is selected for the order that is not the default database currency, all items on the order will use that currency.</p>

	<p>Profiler Parameters</p> <p>Currencies: Determines display format of each currency available in the ISI-4217 standard and its relative value to the home (base) currency.</p> <p>Filter by Log-in Location: If set to Yes the user will only be able to select from a list of accounts for the current login location.</p> <p>Fiscal Years: Contains the fiscal years in which orders are outstanding.</p> <p>Source of Selection: Allows you to define names of the source of information about a new publication. <i>Optional.</i></p> <p>Statuses (Purchase Order): Contains statuses associated with Purchase Orders.</p> <p>Subject Codes: Contains subject definitions that are used to define purchase order line items. <i>Optional.</i></p> <p>Allow Ordering for Multiple Locations (Acquisitions Basic Options)</p> <p>InfoStation Reports</p> <p>Titles on Order: Reviews all outstanding, transmitted purchase orders and generates a list of all line items with a status of "Ordered".</p> <p>Order Status: Produces a list of purchase order line items that meet the order status, location, and order type criteria set in the report configuration.</p>
--	---

Add a Purchase Order

Select **Acquisitions** → **Orders** → **Add** from the Virtua main menu or the  icon from the **Acquisitions** menu bar.



The **Add PO Request** window will open.

 A screenshot of the 'Add PO Request' dialog box. The form contains the following fields:

- Order Prefix: A dropdown menu with a dotted pattern.
- Order Number: A text input field.
- Order Type: A dropdown menu with 'Monograph' selected.
- Payment Type: A dropdown menu with 'Standard' selected.
- Vendor: A dropdown menu with 'Burning Bush Press' selected.
- Location: A dropdown menu with 'Headquarters' selected.
- Exchange Order: An unchecked checkbox.
- Buttons: 'Retrieve' and 'Cancel' buttons at the bottom.

Enter the following information:

- **Order number:** May be up to 75 bytes and contain alphanumeric and special characters, except the #. If no order number is entered, the system will assign the order number.
- **Order prefix:** If the database uses order prefixes, as defined in the Profiler, users may select one at this point.
- **Order type:** Virtua supports six order types:
 - Monograph:** An order for a single item or group of items.
 - Serial:** An order for a serial lets you enter enumeration and chronology information.
 - Standing Order:** for multi-volume series
 - Monographic Set:** An order for a set of volumes that do not all arrive at the same time
 - Planned Order:** An order for an approval plan
 - Multi-Volume:** An order for a publication that consists of multiple volumes or parts such as an encyclopedia
- **Payment type:** Virtua supports 5 payment types:
 - Standard:** Allows you to receive, invoice, and pay individual line items.
 - Prepaid:** Allows you to create an invoice and voucher for payment before you receive the item.
 - Donation:** Allows you to report on purchase order items that have been donated.
 - Prepaid- Special:** Allows you to create an order where zero shows as the default quantity received. When you create an order with the payment type of Prepaid-Special, you can proceed immediately to invoices to find that the value in the Receive Quantity field on the Invoice Line Item window is 0. No receipt is added.
 - Vendor Deposit:** Allows you to report on purchase order items that have been deposited.
- **Vendor:** Displays vendor name and any alternative names defined in the vendor record.

Click the **Retrieve** button to open the **Add Order** Window.

Complete the PO information

The **Add Order** window contains the following elements:

- **Order Header information:** Non-editable header information that contains the information that was filled out in the Add PO Request dialog box.
- **Order Header tab:** Allows you to select a currency type, purchase order form, and change the order date.
- **Billing/Shipping Information tab:** Allows you to select billing and shipping options.
- **Line Items list box:** Displays items to be ordered
- **When Saving options:** Allows you to choose between a variety of options for the next step in your workflow.

Complete the information on the **Order Header Information** tab.

Order Header Information Tab:

- **Status:** Defined by the system and based on the status of line items. There are six pre-defined statuses for purchase orders and purchase order line items, which are set in the Profiler. You cannot edit these statuses but you can define your own statuses. You can also set a default status.

Profiler Tip: 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. In the following table, we list the system-defined Purchase Order Statuses used in Virtua. See *Working with the Acquisitions Statuses: About Purchase Order Statuses* in the *Virtua Profiler/Acquisitions Parameters User's Guide* for more information.

- **Total:** Total value of the purchase order in the selected currency of the order. To see the equivalent value of the total in the base, or home currency, move the mouse cursor over the value. A tool tip will appear, displaying the home currency value.
- **Order Date:** Defaults to the current date but can be edited
- **Currency Type:** Can be selected from drop-down list. If you change a currency rate in the *Virtua Profiler*, the software will update encumbrances and derivatives of encumbrances, such as free balance, *only* if you answer Yes to the

Profiler prompt that asks if you want to save changes and re-encumber accounts. You will not be able to perform Acquisitions transactions until Acquisitions data is updated to reflect the change.

Profiler Tip: Whenever the conversion factors of non-Home currencies are modified, you will need to update your Acquisitions data to reflect the new exchange rates. If you do not update your Acquisitions data, the system will not let you save any purchase orders or invoices to the database. See *Working with the Currencies Parameter: Re-encumbering Accounts After Currency Updates* in the *Virtua Profiler/Global Settings User's Guide* for more information.

- **Print File:** If your library has not created other print files of the *same type* in different languages, no other choices will be available in the drop-down list in this field.

Complete the information on the **Billing/Shipping Information** tab.



The screenshot shows a software window titled "Add Order". At the top, it displays order details: Order Number: 6556, Vendor: O'Connell Publishing, Order Type: Monograph, Payment Type: Standard, and Exchange Order: . Below this, there are two tabs: "Order Header Information" and "Billing / Shipping Information". The "Billing / Shipping Information" tab is selected and contains several dropdown menus: Billing Method (set to Courier), Billing Sent To (set to Headquarters Library/Technical Services), Trans. Method (set to Print), Shipping Method (set to No method specified), Shipping Sent To (set to Headquarters Library/Technical Services), and Vendor Customer Account (set to No customer account specified).

Billing/Shipping Information Tab

- **Billing Method:** List of options for sending the bill.
- **Billing Sent To:** List of acquisitions library locations set in the Profiler. The address for the selected location will appear on the transmitted PO.
- **Trans. Method:** Method used to transmit order information to the vendor; currently, print and e-mail are the only options available. This is set in the **Acquisitions Info** tab of the vendor record.
- **Shipping Method:** Method in which items are sent from vendor to the customer. This is set on the EDIFACT tab of the Vendor record. *Note:* The ability to select shipping methods applies to all vendors, not just vendors using EDIFACT.
- **Shipping Sent To:** List of acquisitions library locations set in the Profiler. The address for the selected location will appear on the transmitted PO.
- **Vendor Customer Account:** If the Contract check box is checked on the **Acquisitions Info** tab of the vendor record, the client will force you to select a Vendor Customer Account before editing line items. **Note:** Selecting a Vendor

Customer Account when the vendor Contract check box is checked will limit the fund accounts that you can pick from.

Profiler Tip: The Acquisitions Addresses parameter deals with acquisitions address records and works in conjunction with the flag for filtering by log-in location. 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. See *Working with the Acquisitions Addresses Parameter* in the *Virtua Profiler/Acquisitions Parameters User's Guide* for more information.

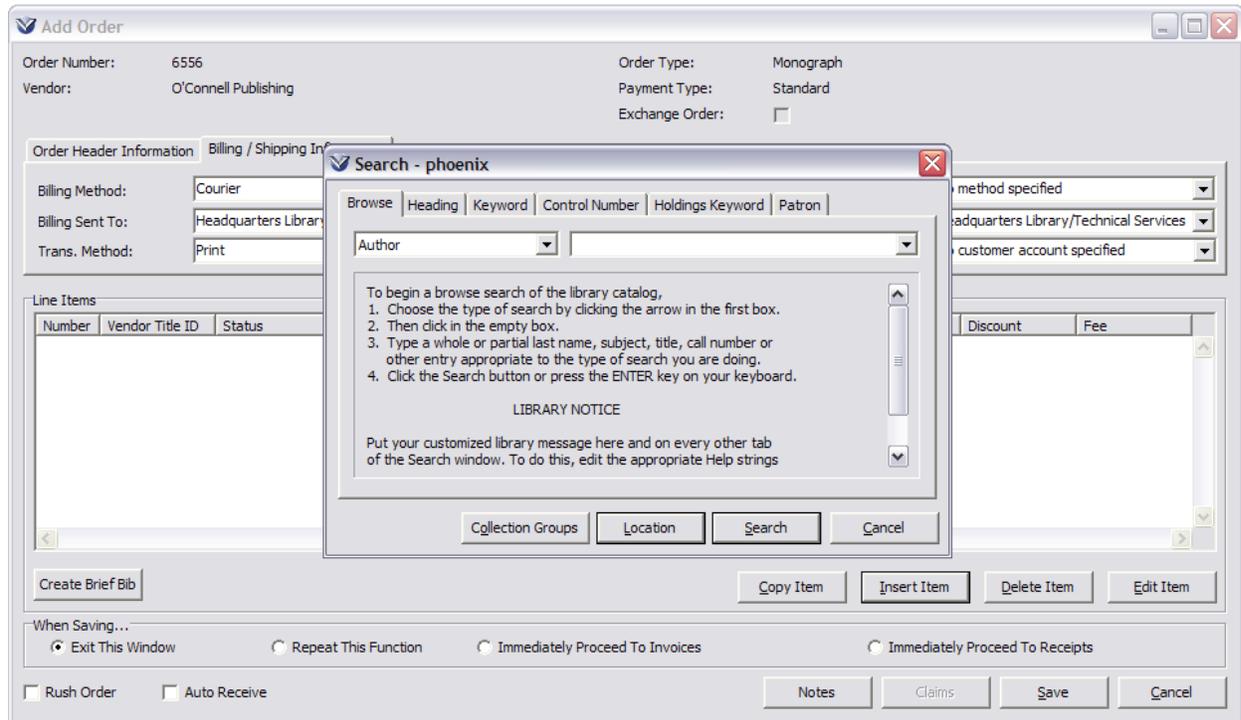
Add a Line Item

A bibliographic record must exist in the database before an item can be ordered. A bibliographic record can be obtained by:

- Searching the OPAC for an existing record
- Creating a brief record
- Importing a full record

Search the OPAC

From the **Add Order** window, click on the **Insert Item** button to add a title to the purchase order. The **OPAC Search** window will appear with the **Browse** tab active.



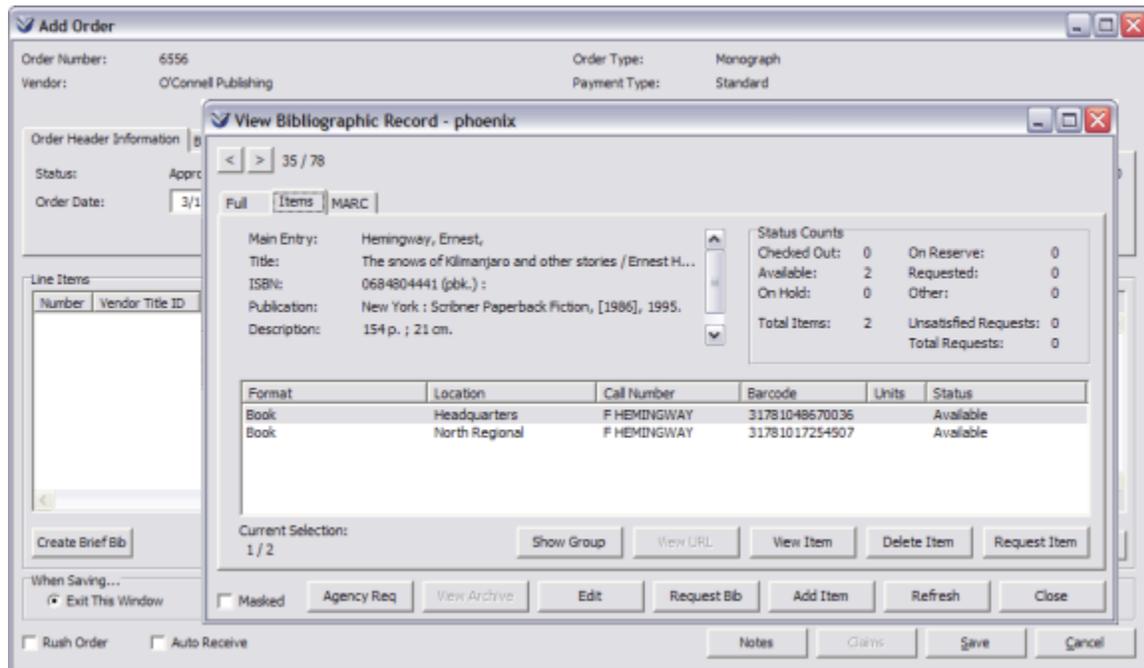
Search the OPAC to obtain the bibliographic record.

If the record exists you will see either the **List of Titles** window or the **View Record** window. If you see the list of titles window, select the appropriate record and click **View** to open the record in the **View Bibliographic Record** window.

Insert Purchase Order Line Items

Place your cursor in the area of the bibliographic information on either the **Full** or the **MARC** tab of the **View Records** window.

With both the **Add Order** and the **View Bibliographic Record** windows open, drag and drop from the bibliographic information in the view record window to the **Line Items** area of the **Add Order** window. The line item information for the record will be displayed on the purchase order.



Note: If your cursor is over a hyperlink when performing the drag and drop, an error message will result.

Edit Purchase Order Line Items

Each line item on the purchase order must be edited before the purchase order can be saved. This allows the user to link a location and specific fund information directly to each line item.

Highlight the line item and then click on the **Edit Item** button or double-click on the item to open the **Order Line Editor** window.

Complete the Line Item Header Information tab of the Order Line Editor window.

Order Line Editor - phoenix

Order Info/Distribution | Bibliographic Information

The snows of Kilimanjaro and other stories / Ernest Hemingway.

Line Item Header Information | Locations | Account Information

Unit Price: \$ 15.00 Subject Code: RF

Copies: 2 Status: Approved

Total Price: \$ 30.00 Shipping Sent To:

Due Date: 4/11/2012 Location:

Collection Code: Source of Selection:

Material: Surcharge Amount: \$.00

Discount Amount: \$.00 Music Number:

Vendor Title ID:

Requestor Barcode:

Notes Claims Save Cancel

The Line Item Header Information Tab

- **Unit Price:** Default unit price of 0 appears.
- **Copies:** Default value of 1 appears.
- **Total Price:** Total price of unit(s).
- **Due Date:** Due date is the current date + lead-time as defined in the Acquisitions Info tab of the vendor record.
- **Collection Code:** *Optional.* Select a collection code, defined in the *Virtua Profiler*.

Profiler Tip: The Collection Code parameter is an optional parameter that can be used to help you keep track of items in your collection. See *Configuring Collection Codes* in the *Virtua Profiler/Cataloging Parameters User's Guide* for more information.

- **Material:** *Optional.* Select a material type from the options in the drop-down list.
- **Discount Amount:** The discount amount will be calculated automatically and filled in using the discount amount and percent from the **Customer Account** tab on the **Vendor** window. If the customer account has no default discount assigned, the discount (if specified) from the Acquisitions tab of the vendor record will be used instead.
- **Vendor Title ID:** *Optional.* Records the title ID the vendor has assigned to the item.

- **Subject Code:** *Optional.* Select a subject code; defined in the *Virtua Profiler*.

Profiler Tip: 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. See *Working with Acquisitions Codes: Working with Subject Codes* in the *Virtua Profiler/Acquisitions Parameters User's Guide* for more information.

- **Status:** Default status is set in the *Virtua Profiler*.

Profiler Tip: 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. See *Working with Acquisitions Statuses: About Acquisitions Statuses* in the *Virtua Profiler/Acquisitions Parameters User's Guide* for more information.

- **Shipping Sent To:** For any one line item, you can assign only one location.
- **Location:** For all orders except serial orders, you can choose an empty (-----) sub location. For serial orders, a sub location must be specified. The sub-location identifies the holdings location, (852 tag, subfield \b of the holdings record).

Profiler Tip: The Location Names parameter lets you define library locations and represent the physical and/or virtual locations of library materials. Library locations and their codes reside in the Location Names parameter. Using the Location Names parameter, you can set up both main locations and sublocations. See *Setting Up Locations* in the *Virtua Profiler/Global Settings User's Guide* for more information.

- **Source of Selection:** *Optional.* Select a source of selection, defined in the *Virtua Profiler*.

Profiler Tip: The Source of Selection parameter 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 about a new publication. The Source of Selection values that you configure will appear in the Source of Selection list on the **Order Line Editor** window and on the **Add/Update Purchase Request** window. See *Working with the Source of Selection Parameter* in the *Virtua Profiler/Acquisitions Parameters User's Guide* for more information.

- **Surcharge Amount:** The default surcharge, if specified on the Customer Account tab, will be applied to the invoice line as a Miscellaneous Servicing line fee
- **Music Number:** The music number pulled from musical sound recording bib records, tag 024 \$a with first indicator of 0 or 2; or tag 028 \$a with first indicator of 0, 2 or 3 will display in this field if present
- **Requestor Barcode:** Patron barcode of the patron who initiated the request for purchase. Upon saving, the validity of the barcode is checked, and if the check fails, will display an error message.

Enter Account Information

The **Account Information** tab lets you assign the account that is to be encumbered by the amount of the line item.

Click on the **Account Information** tab of the **Order Line Editor** window.

Note: Once the status of the purchase order is Ordered, To Be Canceled, or Canceled, you cannot edit any account distribution information.

Order Line Editor - phoenix

Order Info/Distribution | Bibliographic Information

The snows of Kilimanjaro and other stories / Ernest Hemingway.

Line Item Header Information | Locations | Account Information

Account: Books Ledger Amount: \$ 30.00

Fiscal Year: 2012 Percent: 100.00 %

Fiscal Year	Account ID	Percent	Amount
2012	BKL001	100	\$ 30.00

Fund Code: BKL00101

Delete Account Add Account

Notes Claims Save Cancel

On the **Account Information** tab, the default fiscal year set in the Profiler will appear automatically.

From the **Account** dropdown menu, select the account responsible for the purchase

If you wish to fund the item from more than one account, click the **Add Account** button.

Enter either the percentage of funds or the amount to be taken from the account for this item. If you add several accounts and enter an amount for each account, Virtua will calculate the percentage based on the price. The percentages from all accounts must add up to 100%.

Use the **Delete Account** and **Add Accounts** buttons to populate the Account Information window as needed.

Note: During the line item edit process the software will alert the user if the information is not completed fully. After each successive line item is edited and saved, the purchase order can be saved.

Repeat until all line items are edited.

Edit Locations Tab

If the **Allow Ordering for Multiple Locations** flag in the *Virtua Profiler* is enabled, an additional **Locations** tab will appear in the **Order Line Editor**, where information can be entered for all of the locations that are ordering the line item.

Profiler Tip: The Allow Ordering for Multiple Locations setting lets you specify whether ordering for multiple locations will be allowed. If you want to allow users to assign multiple locations and ship to addresses to a single purchase order line, select this check box. In the Virtua client, a Locations tab will appear on the Order Line Editor window. On this tab, you will be able to view and edit the ship to addresses and locations to the purchase order line. See *Working with the Acquisitions Basic Options Parameter* in the *Virtua Profiler/Acquisitions Parameters User's Guide* for more information.

Navigate to the **Locations** tab of the **Order Line Editor**.

Order Line Editor - phoenix

Order Info/Distribution | Bibliographic Information |

The snows of Kilimanjaro and other stories / Ernest Hemingway.

Line Item Header Information | Locations | Account Information |

Ship to Address	Location	Order Quantity
Headquarters Library/Technical Services		2

Order Total: 2

Buttons: Notes, Claims, Save, Cancel, Add, Delete

To add the first ship-to address on the **Locations** tab, click in the **Ship to Address** column to see a drop-down list of ship-to addresses.

Note: The Ship to Address field may be populated with a default value if the Ship To Addresses parameter in the Virtua Profiler has been configured. See the *Virtua Profiler: Acquisitions Parameters User's Guide* for more information.

Select an address that will receive copies of the current order line item and then select a location and specify the order quantity. To add another ship-to address, click the **Add** button, and the drop-down list will appear.

Specify the **Ship to Address**, **Location**, and **Order Quantity** for each location that is ordering a copy of the material.

Note: 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.

Order Line Editor - phoenix

Order Info/Distribution | Bibliographic Information

The snows of Kilimanjaro and other stories / Ernest Hemingway.

Line Item Header Information | Locations | Account Information

Ship to Address	Location	Order Quantity
Headquarters Library/Technical Services	Headquarters	2
CSC/AAD Room 234	Audio Center	1

Order Total: 3

Add Delete

Notes Claims Save Cancel

Save the Purchase Order

Verify that the information in the **Add Order** window is complete.

Note: The purchase order cannot be transmitted until the purchase order status is set to *Approved*. The purchase order status is set to *Approved* when all line items are at the status *Approved*.

You may check one of two options **Order Level** checkboxes.

- **Rush Order:** Checking Rush Order designates the current purchase order as a rush order. When you send a purchase order via the Send Orders function, you can transmit rush orders separately from non-rush orders. If only *some* of the items on your purchase order need to be rushed, create a separate rush order for just those items.
- **Auto Receive:** Checking Auto Receive on the add order window will automatically set the order status to Ordered and receive the items thereby skipping the receipt stage for purchase orders. As long as the purchase order has not been transmitted, this option is available in Add or Update mode on the Order window.

Note: Auto Receive is designed to save steps in managing Approval Plan and Standing orders but can also be used with orders that are transmitted outside of the Virtua software, for example, orders placed via the Internet.

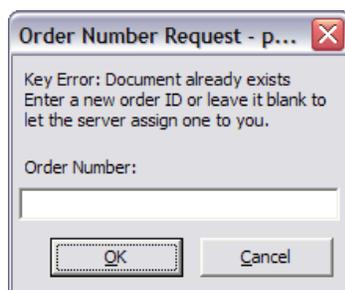
Note: If the **Alert if Purchase Order Contains More Than One Fund Account** flag in **Acquisitions Basic Options** in the Profiler is enabled, if multiple fund accounts have been used in the order, an alert will appear upon saving the order.

To save a purchase order, first select the procedure to follow saving from the **When Saving...** options at the bottom of the **Add Order** window:

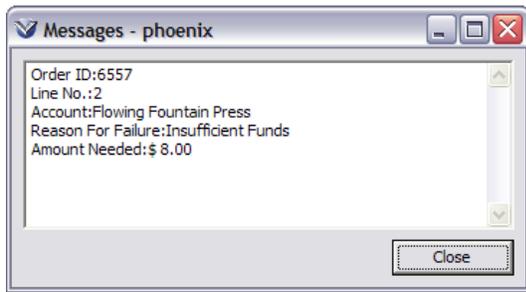
- Exit this window: Saves current purchase order and closed the Add Order window.
- Repeat this function: Saves current purchase order and open a request dialog box so that you can request a new purchase order.
- Immediately proceed to Invoices: Monograph and Serial Orders only. Saves current purchase order, transmits the order, and opens the Add Invoice window with all purchase order line item information displayed in the Invoice Order Line Information grid. This allows the user to skip directly to invoicing the purchase order line items, bypassing the "normal" workflow of manually transmitting the purchase order and then using the Receipts window to receive line items. *Grayed out if Auto-receive is enabled.*
- Immediately proceed to Receipts: Monograph and Serial Orders only. Saves the current purchase order, transmits it, and automatically opens the Receipt window with data fields complete. *Grayed out if Auto-receive is enabled.*

Click the **Save** button. Virtua will perform the following actions:

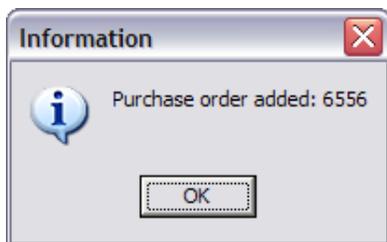
- Checks for duplicate purchase order number. Prompts for another PO number if it finds a duplicate.



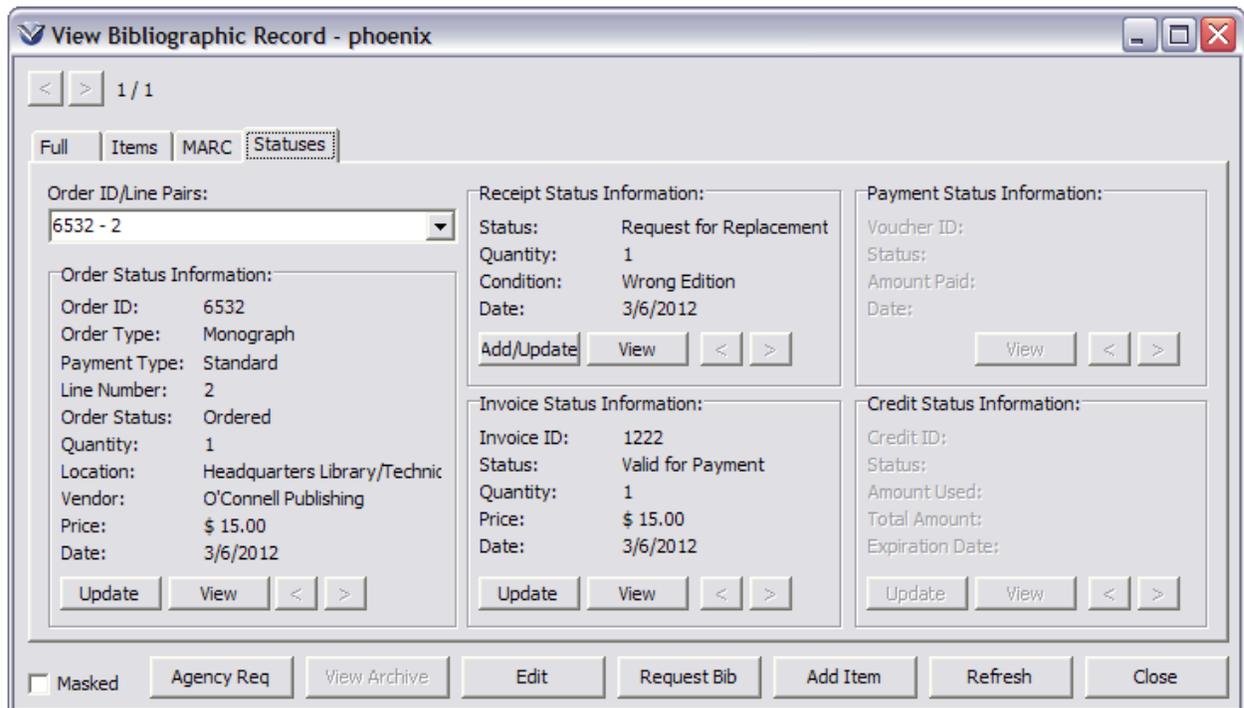
- Checks if the appropriate fund accounts have enough free balance. If not, the software displays an error message and will not save the order.



- If the purchase order saves correctly, displays message that the purchase order was added successfully.



- Adds a **Statuses** tab to the bibliographic record. The **Statuses** tab on the **View Bibliographic Record** window of the OPAC displays **Acquisitions status** data linked to the bibliographic record and allows you to access individual acquisitions records for viewing or updating.



Update Purchase Orders

It is often necessary to modify purchase orders prior to transmitting them to the vendor.

If You Do Not Know The Purchase Order Number

Search by Vendor allows you to view all the purchase orders associated with a vendor and filter by status and/or dates.

To view all order associated with a vendor, on the **Virtua menu bar**, click **Acquisitions**, choose **Orders**, and then choose **Search by Vendor**.

The **PO by Vendor Request** dialog box appears.

The screenshot shows a dialog box titled "PO By Vendor Request For...". It contains the following fields and controls:

- Vendor:** A dropdown menu with "O'Connell Publishing" selected.
- Status:** A dropdown menu with "All" selected.
- By Date:** An unchecked checkbox.
- Date Type:** A dropdown menu with "Create Date" selected.
- Start Date:** A date picker with "3/13/2012" selected.
- Stop Date:** A date picker with "3/13/2012" selected.
- Buttons:** "Search" and "Cancel" buttons at the bottom.

Choose the name of the vendor you want to search.

Choose a particular purchase order status by which to filter, or accept **All**.

If you want to filter by date, select the **By Date** check box, and complete the date fields.

Click the **Search** button.

The **PO by Vendor** window displays all the purchase orders that meet the criteria you specified.

PO ID	Lines	Ordered By	Date	Curr...	Total	Status
6140	0	staff	10/21/2010			Ordered
6141	1	staff	10/21/2010	USD	\$.00	Ordered
6143	1	staff	10/22/2010	USD	\$ 5.00	Approved
6145	1	staff	10/22/2010	USD	\$ 2.00	Approved
6146	1	staff	10/25/2010	USD	\$ 10.00	Approved
6151	1	staff	10/25/2010	USD	\$ 20.00	Ordered
6152	1	staff	10/25/2010	USD	\$ 15.00	Ordered
6153	1	staff	10/25/2010	USD	\$ 10.00	Ordered
6361	1	staff	2/19/2011	USD	\$ 10.00	Ordered
6369	1	staff	2/21/2011	USD	\$ 5.00	Ordered
6371	1	staff	2/21/2011	USD	\$ 5.00	To Be Canceled
6372	2	staff	2/21/2011	USD	\$ 15.00	Ordered, Received
6373	2	staff	2/22/2011	USD	\$ 15.00	Ordered

Double-click the row displaying the desired purchase order to display the **View Order** window for any purchase order on the **PO by Vendor** window.

Search for Items on Order

To find a purchase order if you don't know the vendor, search the OPAC for one of the items on order.

Click on the **Statuses** tab. The Order ID/Line Pairs contains the purchase order information.

The screenshot shows a web application window titled "View Bibliographic Record - phoenix". At the top, there are navigation buttons for "<" and ">" and a page indicator "34 / 78". Below this are tabs for "Full", "Items", "MARC", and "Statuses". The main content area is divided into several sections:

- Order ID/Line Pairs:** A dropdown menu showing "6531 - 1".
- Order Status Information:**
 - Order ID: 6531
 - Order Type: Monograph
 - Payment Type: Standard
 - Line Number: 1
 - Order Status: Ordered
 - Quantity: 1
 - Location: Headquarters Library/Technic
 - Vendor: O'Connell Publishing
 - Price: \$ 15.00
 - Date: 3/1/2012
- Receipt Status Information:**
 - Status:
 - Quantity:
 - Condition:
 - Date:
- Payment Status Information:**
 - Voucher ID:
 - Status:
 - Amount Paid:
 - Date:
- Invoice Status Information:**
 - Invoice ID:
 - Status:
 - Quantity:
 - Price:
 - Date:
- Credit Status Information:**
 - Credit ID:
 - Status:
 - Amount Used:
 - Total Amount:
 - Expiration Date:

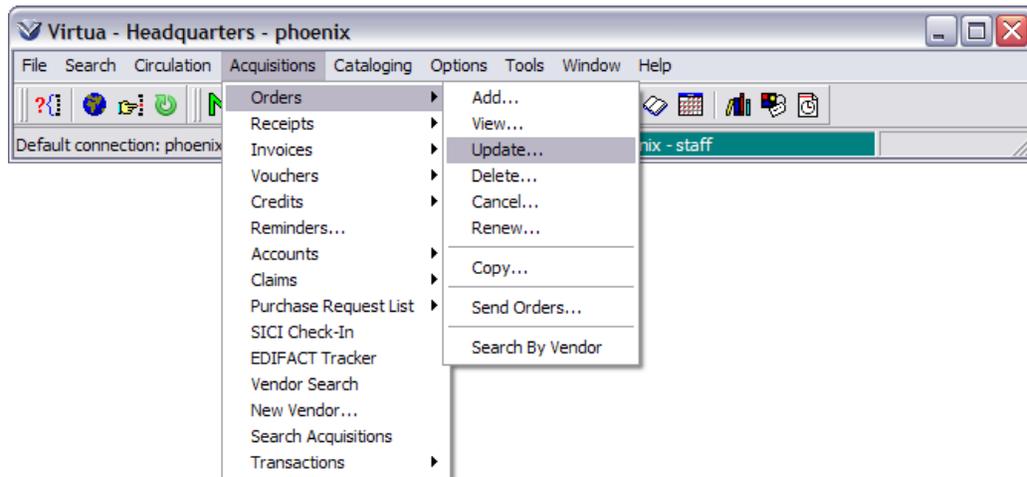
Each of these sections has an "Update" button and "View" navigation buttons. At the bottom of the window, there is a row of buttons: "Masked" (with a checkbox), "Agency Req", "View Archive", "Edit", "Request Bib", "Add Item", "Refresh", and "Close".

Note: Using the Orders/Update function for a transmitted order, you can also view reminders and user-defined reminders, or edit existing reminders. (See **Reminders and Claims Management.**)

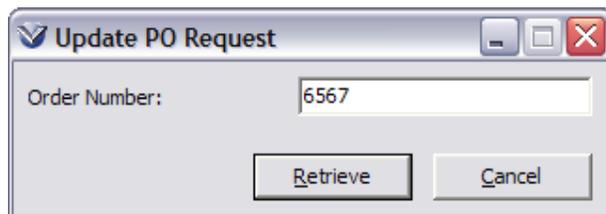
Click on the **Update** button to open the purchase order in the **View Purchase Order** window.

If You Know the Purchase Order Number

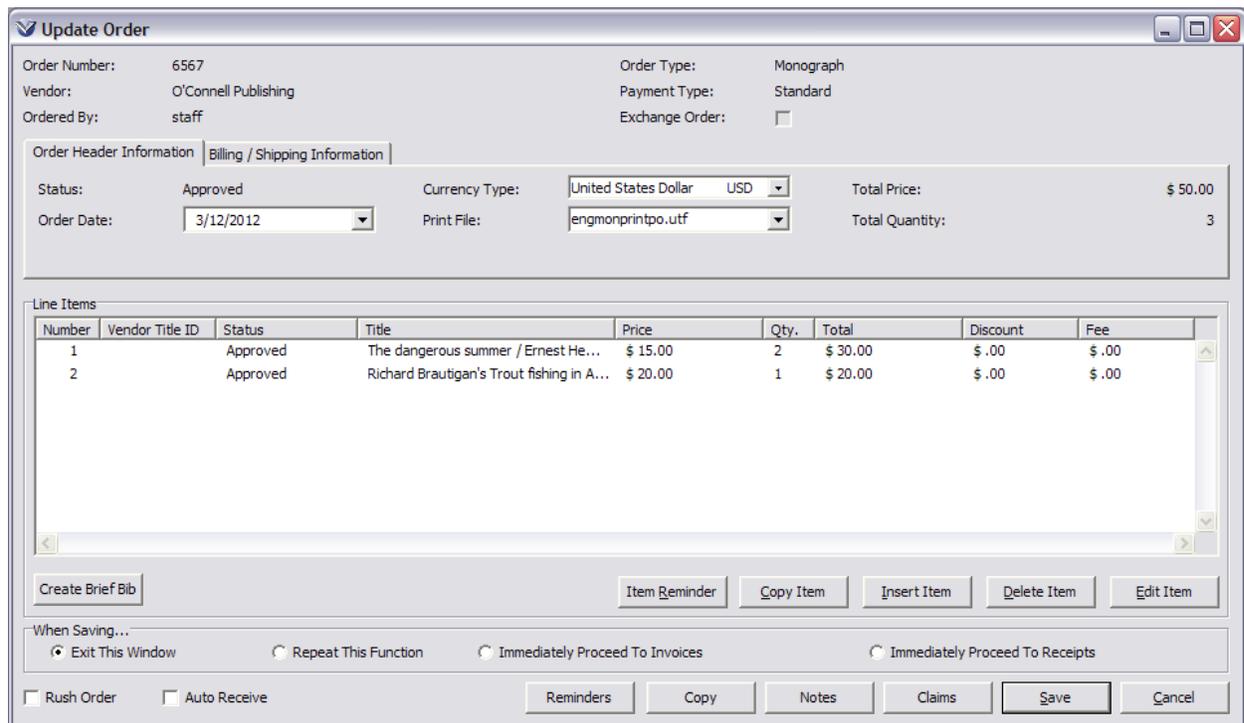
Select **Acquisitions** → **Orders** → **Update** from the Virtua Main menu.



The **Update PO Request** window will appear.



Enter the purchase order number and click **Retrieve**. The **Update Order** window appears.



Note: For any line item on a Purchase Order, you can view the bibliographic record with a right click on the line item or by using the View Order menu on the Virtua main menu.

Send Purchase Orders

Virtua provides a way of transmitting a purchase order automatically from the **Order** window.

To Send a Purchase Order from the Order Window

On the **Add Order** window, select the radio button *Immediately Proceed to Receipts* or *Immediately Proceed to Invoices* at the bottom of the window.

Click the **Save** button. The order will be transmitted.

To Send a Purchase Order Using the Send Orders Function

Select **Acquisitions** → **Orders** → **Send** from the Virtua Menu Bar. The **Send Orders** window will appear.

Select an Option from the left hand menu (see descriptions below).

- **All Outstanding:** Checks all orders pending. Orders that have a status of Approved will print and their status will change to Transmitted.

- **Single Order:** The PO Number box will become active. The order entered will print and their status will change to Transmitted.
- **Rush Order:** All approved rush orders flagged during order creation will print and their status will change to Transmitted. All rush orders will be printed first
- **By Vendors:** The vendor box will become active. Approved orders for a specific vendor will print and their status will change to Transmitted.
- **By User:** Sends all approved orders associated with the ID of the user logged in.
- **By Date:** The date box will be become active. Approved orders whose order dates fall within the user defined range will print and their status will change to Transmitted.
- **By Log-on Location:** The Log-on location box will become active. Approved orders for the log-on location will print and their status will change to transmitted.

Click the **Report** button to preview the list of orders you are about to send. The **Report Order Summary** window will open.

Transmit	Order Number	Vendor	Currency	Order Total	Default Currency	Mess...
✓	6231	HERITAGE BOOKS	USD	\$ 10.00	\$ 10.00	
✓	6236	HERITAGE BOOKS	USD	\$ 5.00	\$ 5.00	
✓	5887	INSTRUCTIONAL VIDEO	USD	\$ 299.78	\$ 299.78	
✓	6493	WORLD BOOK ENCYCLOPEDIA	USD	\$.00	\$.00	
✓	6491	WORLD BOOK SCHOOL & LIBRARY ACC# 0170522	USD	\$.00	\$.00	
✓	6324	Ebsco Subscription Services	USD	\$ 25.00	\$ 25.00	
✓	2	AMAZON	USD	\$ 6.00	\$ 6.00	
✓	5922	AMAZON	USD	\$ 370.49	\$ 370.49	
✓	5923	AMAZON	USD	\$ 10.99	\$ 10.99	

The **Transmit** column indicates the status of the transmission about to take place.

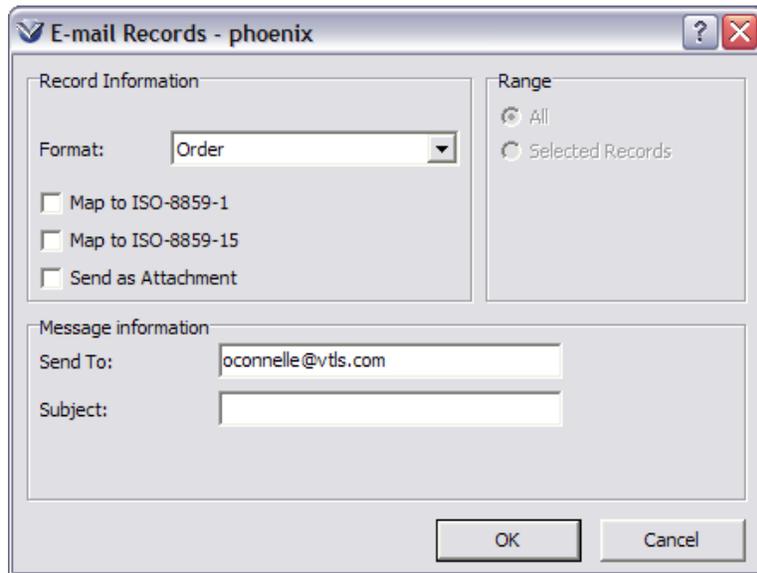
- A **check mark** in the **Transmit** column means that the order will be transmitted.
- A **circle with a line through it** in the **Transmit** column means that the order will NOT be transmitted due to an error that is described in the **Message** column. Orders listed with this symbol cannot be selected or de-selected until they are fixed.

To change the **Transmit** status of an order, do one of the following:

- **If** you do not want to transmit an order in the list, click the check mark to de-select the order.
- **If** you do not want to transmit *any* order in the list, click the **Deselect All** button. All the check marks will be removed.

To E-mail Purchase Orders

If the vendor record specifies **e-mail transmission**, a pop-up box appears during the transmission process prompting you to enter an email address and subject.



Note: If an e-mail address is entered in the **Contact Information** of the vendor record, the e-mail address of the vendor will populate the **Send To** field of the **E-mail Records** window.

To Print Purchase Orders

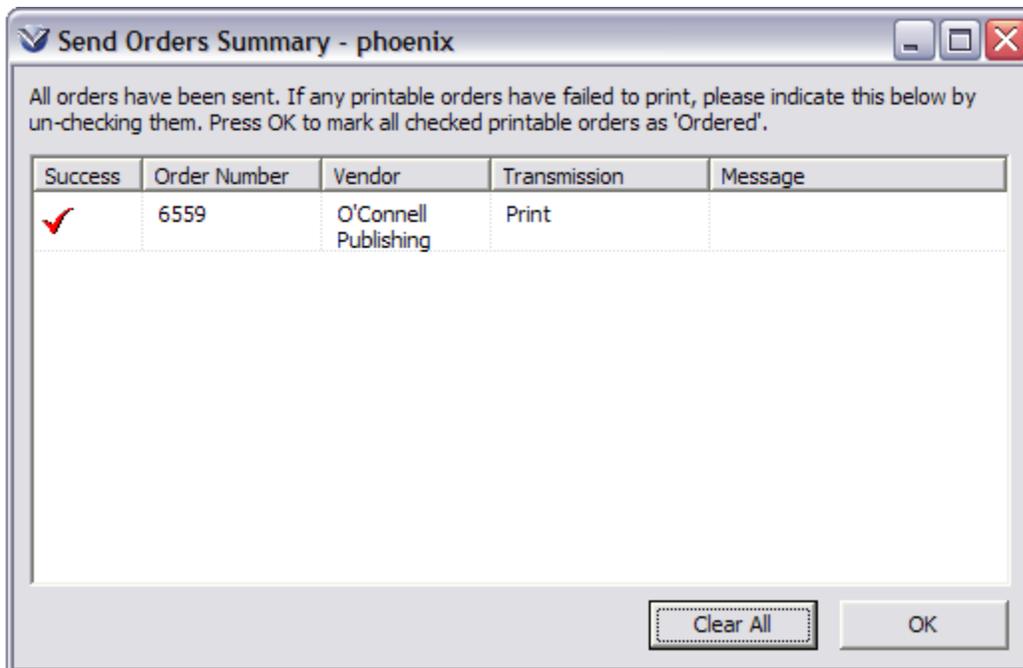
Currently, Virtua automatically displays a **Print** dialog box after you transmit a purchase order via the **Send Orders** function.



Select the **Print in Background** check box on the **Print** dialog box to allow all normal Acquisitions functions to be performed while large numbers of records are being printed.

Note: To print purchase order letters to display right-to-left language data, see [Editing Virtua Acquisitions Text Files: Edit Text File](#).

Click **OK** to print the purchase order. After the order is sent to the printer, the **Send Orders Summary** window appears.



If any order(s) did not print correctly, the checkbox next to the order number should be cleared so that the order status remains at Approved and the order can be retransmitted.

Click the **OK** button to set all checked purchase orders to **ordered**. Line items from these orders can now be received.

Note: Five additional fields may be added to the letter that is generated when purchase orders are printed:

Added Author - From tag 700 \$a or 710 \$a.

Music Number - From tag 024 \$a with first indicator of 0 or 2; or tag 028 \$a with first indicator of 0, 2 or 3.

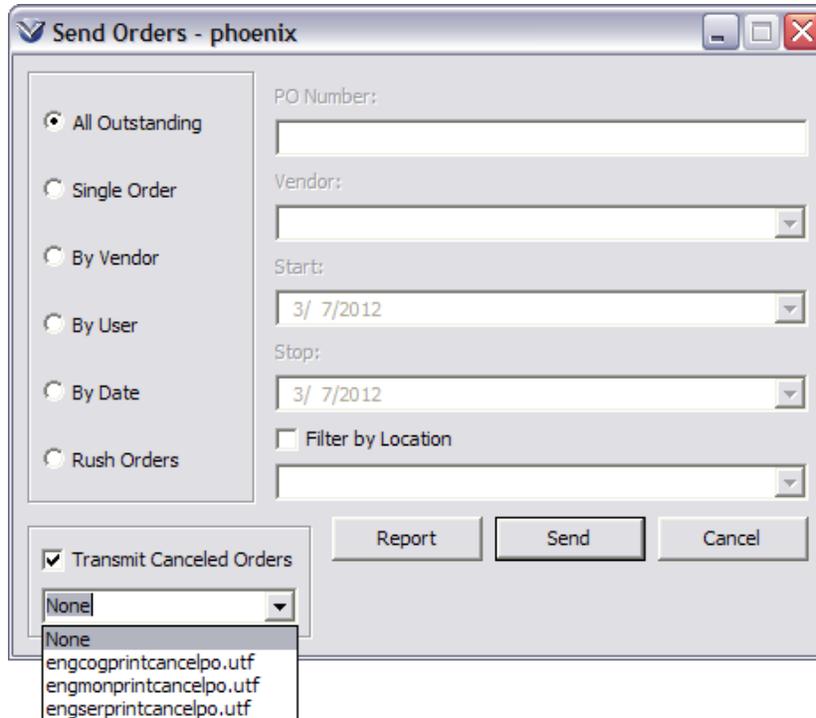
Source of Selection - From the Source of Selection field on the Order Line Editor window.

Type of Library Material - From the Type of Material field on the Order Line Editor window.

Binding - From tag 563 \$a.

Acquisitions Cancellation Notices

To send cancellation notices to vendors in the language of the purchase order being canceled, select the **Transmit Canceled Orders** check box on the **Send Orders** window, to enable a drop-down list containing all notice template files that have been configured.



Choose the notice template that will be used when you send cancellation notices.

If you do not select a template file, Virtua generates notices using the template file that corresponds to the language of the purchase order, if one is available.

Three default template files are provided in the Virtua directory of your client installation:

- **engcogcancelpo.utf** (for use when transmitting cancellation notices for COG orders)
- **engmoncancelpo.utf** (for use when transmitting cancellation notices for monograph orders)
- **engsercancelpo.utf** (for use when transmitting cancellation notices for serial orders)

Note: You can add templates for different languages by translating the template files and replacing "eng" in the file names with the language code for the appropriate language.

Exporting Acquisitions

Enhancements to Ad Hoc views make it possible for purchase requests and purchase orders to be exported in their entirety to various file formats (comma separated values, text, excel, etc.) using an Ad Hoc reporting tool, such as Crystal Reports. An Ad Hoc view will be created for purchase requests. This view will be named **Purchase_Request_V**.

To make purchase orders easier to export, the following fields will be added to the Po_Detail_V Ad Hoc view:

Author – Author of the item being ordered. *Optional.*

Title – Title of the item being ordered. *Optional.*

Publisher – Publisher of the item being ordered. *Optional.*

Publication_Place – The place where the item being ordered was published. *Optional.*

Publication_Date – The date that the item being ordered was published. *Optional.*

Music_Number – The music number of the item being ordered. From subfield \$a of tag 024 with a first indicator of 0 or 2 or tag 028 with a first indicator of 0, 2, or 3. *Optional.*

Source_Of_Selection – Text indicating the order line's source of selection. *Optional.*

Type of Library Material – Text indicating the type of library material associated with the order line. *Optional.*

Internal_Line_Id – Internal system ID assigned to the order line. This field will make it easier to link data in the Po_Detail_V view with data from other views that contain order line data. *Required.*

Understanding Record Masking

Recommended Workflow	Explanation
<p data-bbox="212 468 444 499">Record Masking</p> <div data-bbox="212 510 440 814"> <pre> graph TD A[Masking Records] --> B[Displaying Masked Records] </pre> </div>	<p data-bbox="532 432 1317 569">Comprehensive record masking can be used to hide records that have been added to selection lists or are on order. Bibliographic and holdings records can be masked.</p> <ul data-bbox="508 611 1344 779" style="list-style-type: none"> • Masked records are not visible in the public OPAC. • The ability to view and/or create masked records is set in the Profiler. • Optional setting in profiler: Masking is removed when items are received. <p data-bbox="532 789 675 821">Summary</p> <ul data-bbox="508 825 911 888" style="list-style-type: none"> • Mask a Record • Display Masked Records <p data-bbox="532 894 691 926">Key Terms</p> <ul data-bbox="508 930 776 961" style="list-style-type: none"> • Masked Record <p data-bbox="532 968 743 999">Related Topics</p> <ul data-bbox="508 1003 732 1066" style="list-style-type: none"> • Users • Permissions <p data-bbox="532 1073 943 1104">Record Masking Parameters</p> <ul data-bbox="508 1108 1338 1245" style="list-style-type: none"> • Acquisitions Basic Options: Automatically unmask records on receipt. • Operational Security: Permissions can be set to allow users to View, and/or Edit masked records.

Record Masking

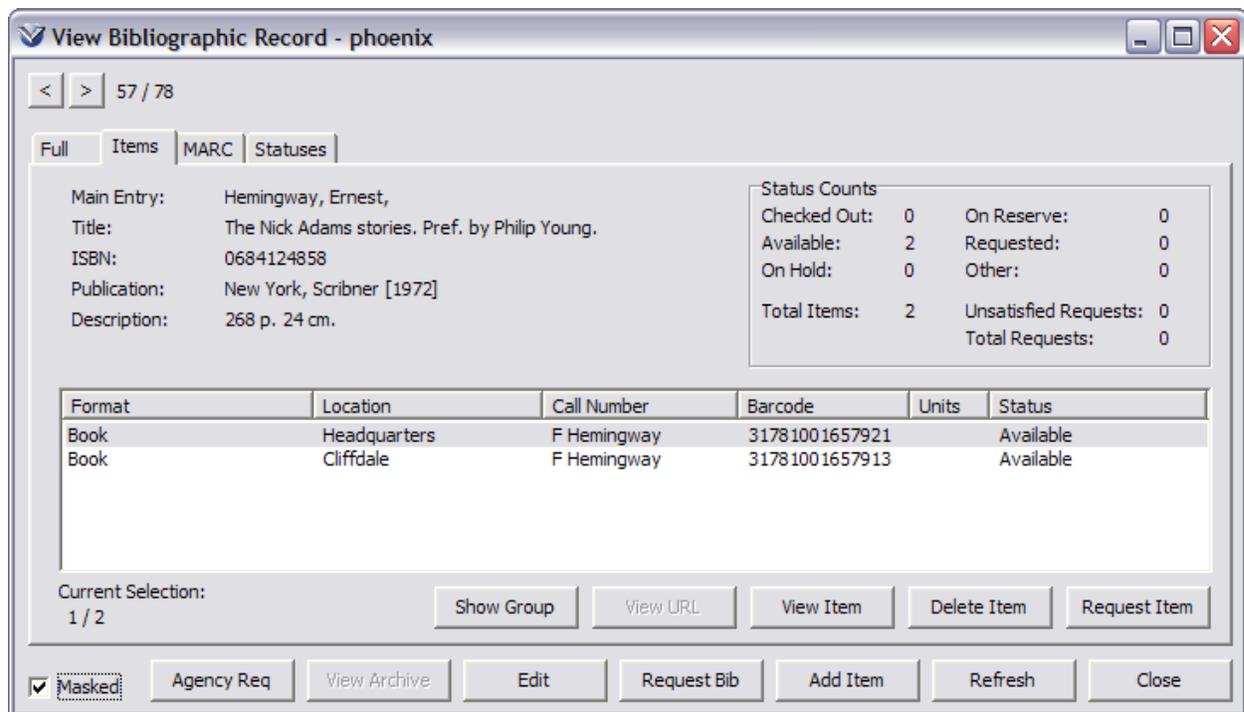
Creating Masked Records

Bibliographic records may be masked so that they are not visible in the public OPAC, or to staff members without permission to see masked records.

Bibliographic Records can be masked from several places in the Virtua Client:

View Bibliographic Record Window
 MARC Editor Window
 Item Information Window
 View Holdings Record Window
 Add Purchase Request Window
 Import to Purchase Request Window

From the **View Bibliographic Record** window by placing a check in the **Masked** checkbox:



From the **MARC Editor** window by placing a check in the **Masked** checkbox:

The screenshot shows the MARC Editor window with the following fields and values:

<input type="checkbox"/>	008			720403s1972 nyu b 00001 eng
<input type="checkbox"/>	010	<input type="checkbox"/>	<input type="checkbox"/>	\a 77-159759
<input type="checkbox"/>	020	<input type="checkbox"/>	<input type="checkbox"/>	\a 0684124858
<input type="checkbox"/>	020	<input type="checkbox"/>	<input type="checkbox"/>	\c \$7.95
<input type="checkbox"/>	035	<input type="checkbox"/>	<input type="checkbox"/>	\a 0684124858
<input type="checkbox"/>	049	<input type="checkbox"/>	<input type="checkbox"/>	\a BORD \c [!3 1781 00165 7897! s107 f1 cF Hemingway] \c [!3 1781 00165 7905! s107 f1 cF Hemingway] \a EUTW \c [!3 1781 00165 7913! s107 f1 cF Hemingway] \a HQ** \c [!3 1781 00165 7921! s107 f1 cF Hemingway]
<input type="checkbox"/>	049	<input type="checkbox"/>	<input type="checkbox"/>	\a BORD \a EUTW \a HQ**
<input type="checkbox"/>	082	<input type="checkbox"/>	<input type="checkbox"/>	\a 813/.5/2
<input type="checkbox"/>	100	<input type="checkbox"/>	<input type="checkbox"/>	\a Hemingway, Ernest, \d 1899-1961.
<input type="checkbox"/>	245	<input type="checkbox"/>	<input type="checkbox"/>	\a The Nick Adams stories. \c Pref. by Philip Young.
<input type="checkbox"/>	260	<input type="checkbox"/>	<input type="checkbox"/>	\a New York, \b Scribner \c [1972]
<input type="checkbox"/>	300	<input type="checkbox"/>	<input type="checkbox"/>	\a 268 p. \c 24 cm.
<input type="checkbox"/>	500	<input type="checkbox"/>	<input type="checkbox"/>	\a Eight of these stories never before published.
<input type="checkbox"/>	501	<input type="checkbox"/>	<input type="checkbox"/>	\a MARCIVE 03/01/06
<input type="checkbox"/>	504	<input type="checkbox"/>	<input type="checkbox"/>	\a Bibliography: p. 7.
<input type="checkbox"/>	913	<input type="checkbox"/>	<input type="checkbox"/>	\a HEMNAST99000

At the bottom of the window, the following controls are visible:

- (a) Language material
- (m) Monograph/Item
- Masked
- MARC 21 Bib: Book
- OPAC
- OPAC1

From the **Item Information** window by placing a check in the **Masked** checkbox:

Item Information - phoenix

Item Elements | Statistics | Other Elements

Bibliographic Information

Author: Hemingway, Ernest, 1899-1961.
 Title: The Nick Adams stories. Pref. by Philip Young.
 Publisher: New York, Scribner [1972]

Item Information

Item ID: 168611
 Barcode: 31781001657921
 Barcode Type: Regular
 Item Class: Book
 Reserves Item Class:
 Item URL:
 Location: Headquarters
 Shelving Location: Headquarters

Number of Pieces: 1 Circulate Pieces:
 Price: \$ 10.95
 EPN Number:
 Accession Number:
 AV Accession Number:
 Collection Code:

Call Number

Copy:
 Call #: F Hemingway
 2nd Call #:

Units

Free Text
 Enumeration and Chronology
 None
 Edit

Preservation and Conservation
 Code:

Non-Parameterized Shelf Location
 Location:

Circulation Rules

Use Matrix
 Use Loan Period: 0
 Allow Request:

Masked

Delete Edit Refresh Close

From the **View Holdings Record** window by placing a check in the **Masked** checkbox:

View Holdings Record - phoenix

Full | Items | MARC

Title: Scientific American.
 URL: <http://cdl.library.cornell.edu/moa/browse.journals/scia.html>
 URL: <http://www.sciam.com/>
 Frequency: Monthly, Nov. 1921-
 Location: Headquarters
 Notes: Headquarters retains current year + 1 year.
 Acq. Status:
 Acq. Method:
 Public notes: Test
 Retention note:

vol. 298 2008
 vol. 299 no. 1-vol. 299 no. 4 July 2008-Oct. 2008
 --Test
 vol. 300 2009
 vol. 301 no. 1-vol. 301 no. 4 July 2009-Oct. 2009

Masked

Request Holding Edit Claims Add Item Refresh Close

From the **Add Purchase Request** window by placing a check in the **Masked** checkbox:

Add Purchase Request

Requestor Barcode:

* Category:

* Title:

Author:

Publisher Name:

Publication Date:

Publication Place:

Notes:

Vendor: Music Pub. Num.:

Source of Selection: ISBN:

* Material: ISSN:

Quantity: Price:

Group Name: Price Currency:

Location:

Fiscal Year: Fund Account:

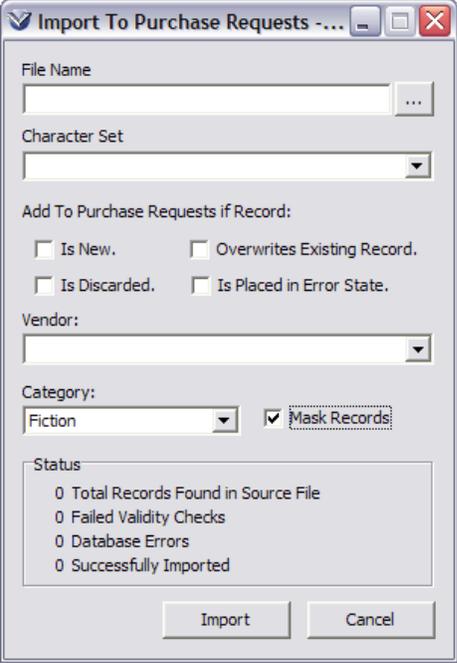
Masked

Rejection Reason:

Rush Order

Repeat Save Cancel

From the **Import to Purchase Requests** window by placing a check in the **Masked** checkbox:

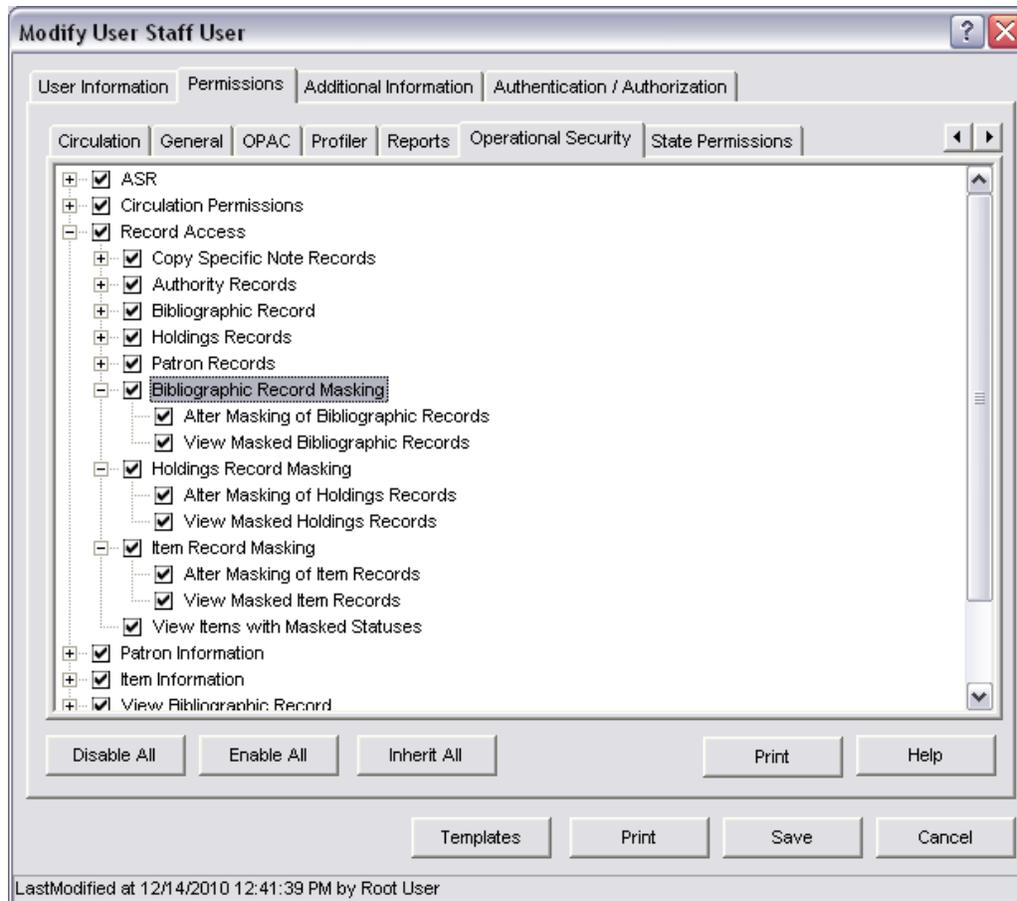


The screenshot shows a dialog box titled "Import To Purchase Requests". It contains the following fields and options:

- File Name:** A text input field with a browse button (...).
- Character Set:** A dropdown menu.
- Add To Purchase Requests if Record:** Four checkboxes: Is New, Overwrites Existing Record, Is Discarded, and Is Placed in Error State.
- Vendor:** A dropdown menu.
- Category:** A dropdown menu showing "Fiction" and a checked checkbox for **Mask Records**.
- Status:** A text area showing: 0 Total Records Found in Source File, 0 Failed Validity Checks, 0 Database Errors, and 0 Successfully Imported.
- Buttons:** "Import" and "Cancel".

Permission to View Masked Records

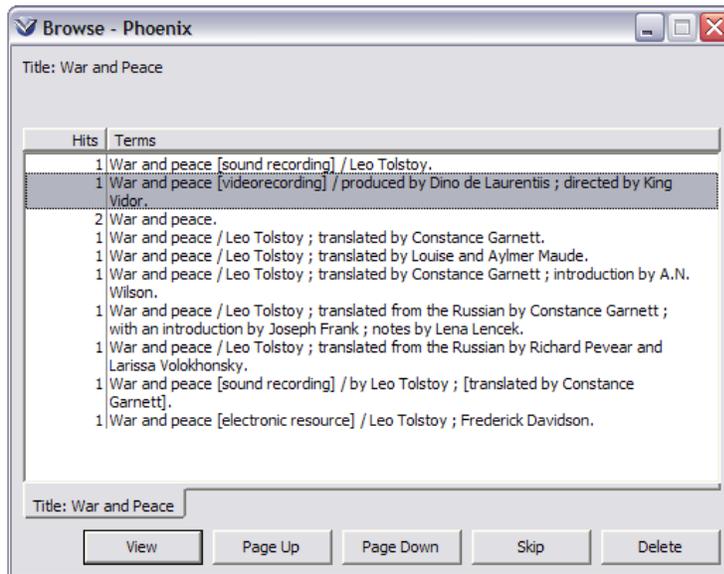
Permission to view Masked Records is enabled in the *Virtua Profiler* under the **Operational Security** tab of the **User Permissions**.



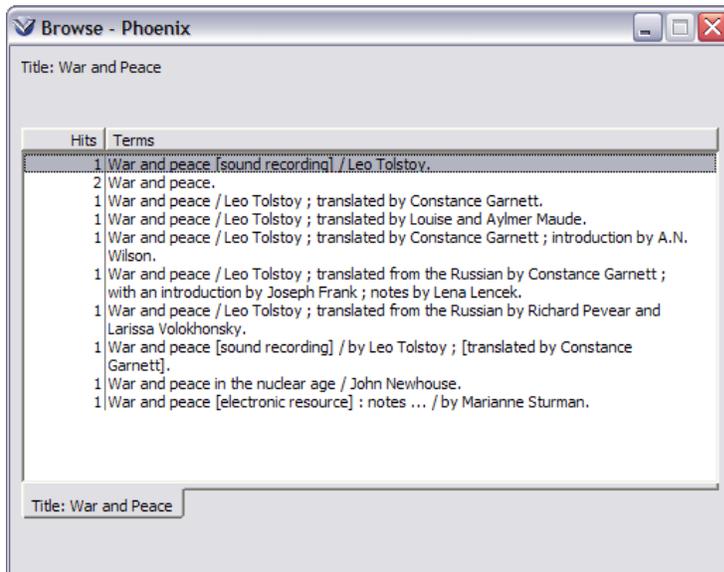
Display of Masked Records

A user **with** permission to view masked records will see the following results of a browse search.

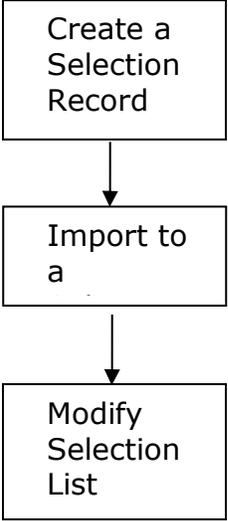
Example: War and Peace is a masked record.



A user **without** permission to view masked records will see the following results of a browse search.

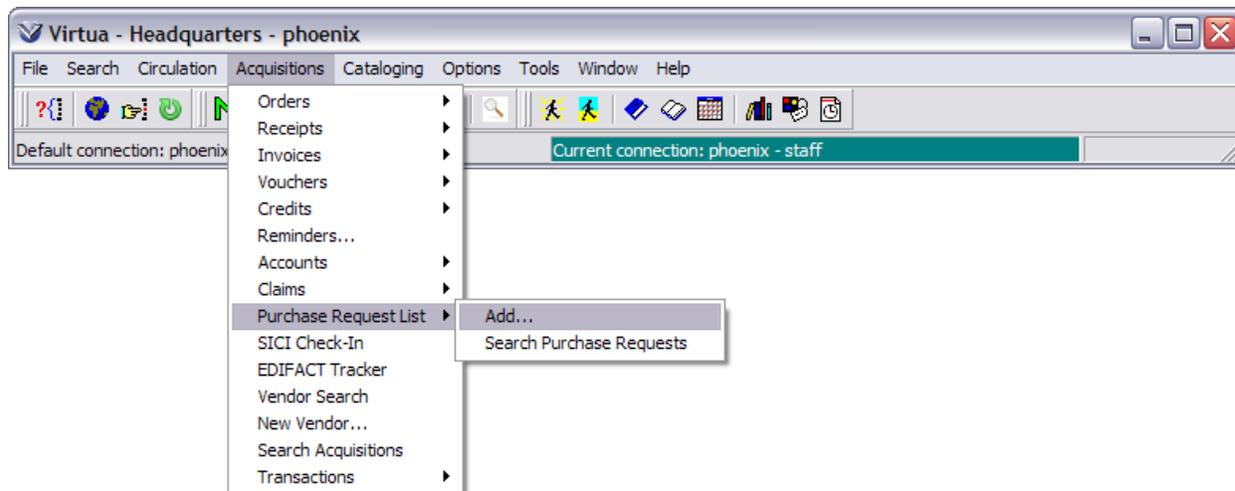


Using Purchase Request Management

Recommended Workflow	Explanation
<p data-bbox="212 541 350 611">Purchase Requests</p>  <pre> graph TD A[Create a Selection Record] --> B[Import to a Purchase Request List] B --> C[Modify Selection List] </pre>	<p data-bbox="514 474 1338 646">Users may create purchase requests for titles that may need to be ordered. Adding a title to the purchase request list will automatically create a brief bibliographic record. Titles may be added to a purchase request list in several ways:</p> <ul data-bbox="492 688 1284 821" style="list-style-type: none"> • Individually by patrons through Chamo • Individually by staff through the Virtua Client • Batch loading of bibliographic records in the Virtua Client <p data-bbox="514 831 659 863">Summary</p> <ul data-bbox="492 867 1040 932" style="list-style-type: none"> • Create a Purchase Request • Import to a Purchase Request List <p data-bbox="514 936 675 968">Key Terms</p> <ul data-bbox="492 972 802 1003" style="list-style-type: none"> • Purchase Request <p data-bbox="514 1041 954 1073">Purchase Request Parameters</p> <ul data-bbox="492 1077 1321 1430" style="list-style-type: none"> • Purchase Request Categories: Allows the user to define categories for selections. • Purchase Request Users Roles: Allows libraries to define which users are allowed to add titles to which purchase request list categories. Staff with Reviewer enabled may modify the status of titles on purchase request lists. • Purchase Request Groups: Allows you to define groups, which are required when placing Purchase Requests in the Virtua client.

Adding Titles to a Purchase Request List

From the Acquisitions menu in the Virtua Client, select **Purchase Request List**. Select **Add**. The **Add Purchase Request** window will appear.



From **Add Purchase Request** window enter the information for a title to be added to the Request List or drag and drop information from a bibliographic record into the **Add Purchase Request** window. If you drag and drop information from a bibliographic record into a Purchase Request List, the bibliographic information cannot be modified. Fields annotated with an asterisk are **required**.

Note: Category is defined in the *Virtua Profiler* and categories that appear are based on the User logged in.

Profiler Tip: 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. See *Working with the Purchase Request Parameters: Working with the Purchase Request Categories Parameter* in the *Virtua Profiler/Acquisitions Parameters User’s Guide* for more information.

Profiler Tip: The Purchase Request List User Roles parameter lets your library define the roles, or permissions, for each library user for performing operations on the **Purchase Request Management** window, which contains a list of titles requested for purchase. See *Working with the Purchase Request Parameters: Working with the Purchase Request List User Roles Parameter* in the *Virtua Profiler/Acquisitions Parameters User’s Guide* for more information.

Profiler Tip: 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. See *Working with the Purchase Request Parameters: Working with the Purchase Request Groups Parameter* in the *Virtua Profiler/Acquisitions Parameters User's Guide* for more information.

The screenshot shows the 'Add Purchase Request' dialog box. It features a grid of input fields for various request parameters. On the right side, there are two large text areas for 'Rejection Reason' and 'Rush Order' (with a checkbox). At the bottom right, there are three buttons: 'Repeat', 'Save', and 'Cancel'. The 'Repeat' button is highlighted in the original image.

Click the **Repeat** button to add another title to the purchase request management list.

Click the **Save** button to save the record and exit the **Purchase Request** window.

Purchase Requests Via Chamo

To request that the library purchase an item via Chamo:

Select the Request for Purchase link.

Reserves Search	Search History	Request For Purchase	Clear Session
<input type="text"/>	<input type="button" value="Search"/>	Advanced Search	Search Other Content

Click the **Library policy regarding purchase requests** link. Read the policy and select the checkbox to indicate acceptance of the policy.

Request for purchase

[Library policy regarding purchase requests](#)

I understand and will comply with the library policies regarding purchase requests.

Edit as many fields as possible on the **Request for Purchase** screen. The fields marked with an asterisk (*) are required fields. The **Notes** field should contain the reason for requesting the title.

Click the **Submit** button.

Request for purchase

[Library policy regarding purchase requests](#)

I understand and will comply with the library policies regarding purchase requests.

Author

Title*

ISBN

ISSN

Material Type*

Place of Publication

Year of Publication

Publisher Name

Music Publication Number

Most Frequently Visited Branch*

Where did you learn of this item?

Notes*

Your Contact Information

Title (Mr., Ms., Miss, etc.)

Name

Address

Telephone Number

E-mail Address

Please notify me by e-mail if this item is purchased

Purchase Requests Via iPortal

To request that the library purchase an item via iPortal:

The Purchase Request feature lets patrons submit a purchase request for a title. You can access the Purchase Request screen two different ways, depending on how the interface is configured. **Note:** Access to the Purchase Request screen may be password protected.

To access the Purchase Request screen:

Click an "Ask the library to add a book" link, which may appear on any screen.

-OR-

Click a "Purchase Request" button on the Full Record screen.

The **Purchase Request** screen appears.

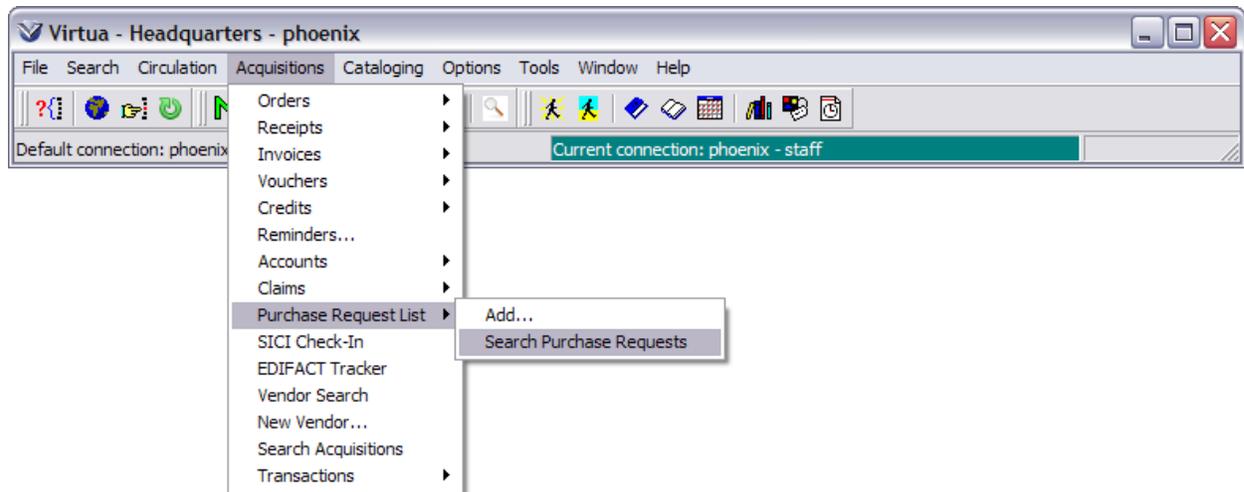
The screenshot shows a web form for submitting purchase requests. It contains the following elements:

- Title:** A text input field with up and down arrow buttons on the right.
- Author:** A text input field with up and down arrow buttons on the right.
- ISBN:** A text input field with up and down arrow buttons on the right.
- Publisher Name:** A text input field with up and down arrow buttons on the right.
- Notes:** A text input field with up and down arrow buttons on the right.
- Material:** A dropdown menu currently showing "Book".
- Category:** A dropdown menu currently showing "Adventure".
- Buttons:** Three buttons at the bottom: "Submit", "Reset", and "Close Window".

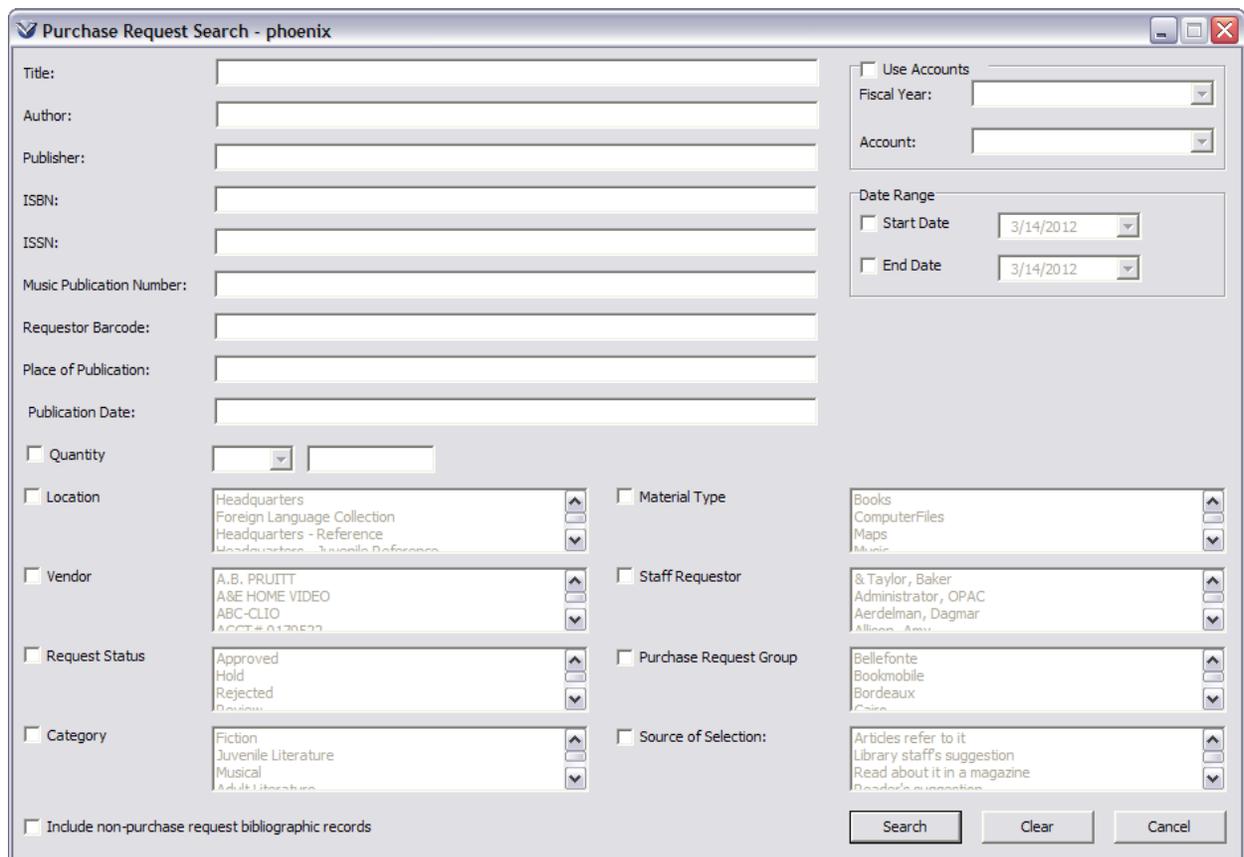
After you complete the fields on the form and submit it, a confirmation message or error message will appear on a result screen.

Reviewing Request Lists

To review the Request List, select Acquisitions → Purchase Request List → Search Purchase Requests. The Purchase Request Search window will open.



From the **Purchase Request Search** window, perform a search using any of the search fields or a combination of them. The **Purchase Request Management** window will then display.



From the **Purchase Request Management** window you can click on a column heading to sort by that column.

Category	Title	Author	Qty	Requestor	Status	Publisher	Vendor	Group Name	Pub. Place	Pub. Year	ISBN/ISSN	Request Date	Notes
Fiction	The blind side ...	Lewis, Mich...	1	staff	Review	W.W. Norton,		Default Group	New York; L...	c2006	9780393061...	12/23/2010 ...	
Fiction	Precious : a nov...	Novack, Sa...	1	staff	Review	Random Ho...		Default Group	New York :	c2009	9781400066...	12/23/2010 ...	
Fiction	The lovely bone...	Sebald, Alice	1	staff	Review	Back Bay Bo...		Default Group	New York :	2007, c2002	9780316001...	12/23/2010 ...	

Buttons: Delete, Add, Update, Create Order, Refresh, Close

Staff with permission to review request lists can modify the status of an item on the list. Select a title and right mouse click to change the status of a title.

Category	Title	Author	Qty	Requestor	Status	Publisher	Vendor	Group Name	Pub. Place	Pub. Year	ISBN/ISSN	Request Date	Notes
Fiction	Precious : a nov...	Novack, Sa...	1	staff	Review	Random Ho...		Default Group	New York :	c2009	9781400066...	12/23/2010 ...	
Fiction	The blind side ...	Lewis, Mich...	1	staff	Review	W.W. Norton,		Default Group	New York; L...	c2006	9780393061...	12/23/2010 ...	
Fiction	The lovely bone...	Sebald, Alice	1	staff	Review	Back Bay Bo...		Default Group	New York :	2007, c2002	9780316001...	12/23/2010 ...	

Context Menu: What's This, Bib Record, Print, Email, Select All, **Approved**, Hold, Rejected, Review, Satisfied

Buttons: Delete, Add, Update, Create Order, Refresh, Close

Click the **Add** button to add additional titles to the request list. The **Add Purchase Request** window will appear.

Add Purchase Request

Requestor Barcode:

* Category:

* Title:

Author:

Publisher Name:

Publication Date:

Publication Place:

Notes:

Vendor: Music Pub. Num.:

Source of Selection: ISBN:

* Material: ISSN:

Quantity: Price: \$.00

Group Name: Price Currency: United States Dollar USD

Location:

Fiscal Year: Fund Account:

Masked

Rejection Reason:

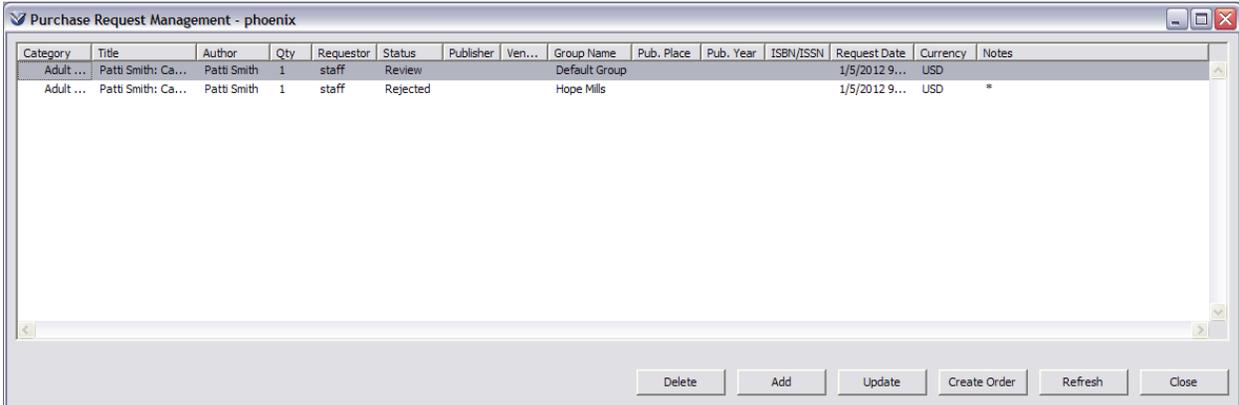
Rush Order

Buttons: Repeat, Save, Cancel

Use the **Repeat** button to enter another title. Use the **Save** button to add the last title and exit the **Add Purchase Request** window.

Once you have added all necessary titles, click the **Refresh** button to display the titles in the **Purchase Request Management** window.

To Update titles from the **Purchase Request Management** window, select the title, or use the control or Shift keys to select multiple titles, and then click the **Update** button. The **Update Purchase Request** window appears. Some fields will be grayed out, as they cannot be modified. Make the needed changes to the record and then click **Save**. The record is updated.



Category	Title	Author	Qty	Requestor	Status	Publisher	Ven...	Group Name	Pub. Place	Pub. Year	ISBN/ISSN	Request Date	Currency	Notes
Adult ...	Patti Smith: Ca...	Patti Smith	1	staff	Review			Default Group				1/5/2012 9...	USD	
Adult ...	Patti Smith: Ca...	Patti Smith	1	staff	Rejected			Hope Mills				1/5/2012 9...	USD	*

Buttons: Delete, Add, Update, Create Order, Refresh, Close

Update Purchase Request

Date Created: 1/5/2012 9:40:52 AM Date Modified: 1/5/2012 9:42:27 AM

Requestor Barcode: Requestor:

* Category: Staff Creator: staff

* Title: Status:

Author: Rejection Reason:

Publisher Name:

Publication Date:

Publication Place:

Notes:

Vendor: Music Pub. Num.:

Source of Selection: ISBN:

* Material: ISSN:

Quantity: Price:

Group Name: Price Currency:

Location:

Fiscal Year: Fund Account:

Masked E-mail Hold Rush Order

To create a duplicate of the purchase request, on the **Update Purchase Request** window click the **Copy** button. The **Copy** button opens a new **Add Purchase Request** window that is pre-populated with *non-editable* information from the current Purchase Request.

To Delete titles from the **Purchase Request Management** window, select the title, or use the control or Shift keys to select multiple titles, then click the **Delete** button. You will be prompted with a warning message asking, "Delete associated bibliographic record and any other associated purchase requests?" If you select "Yes", the title will be deleted from the Purchase Request Management list and the associated bibliographic MARC record will be deleted as well. If you select "No", the title will be deleted from the Purchase Request Management list, but the associated bibliographic MARC record will not be deleted. If you select "Cancel", neither the title nor the bibliographic MARC record will be deleted.

Creating Purchase Orders from Purchase Request Lists

Staff with permission to create purchase orders may select items from the **Purchase Request Management** window and create a purchase order.

To create a purchase order from the **Purchase Request Management** window, select the title, or use the control or Shift keys to select multiple titles.

Note: The titles must have a status of **Approved** before you can create an order.

Category	Title	Author	Qty	Requestor	Status	Publisher	Vendor	Group Name	Pub. Place	Pub. Year	ISBN/ISSN	Request Date	Notes
Fiction	The lovely bone...	Sebold, Alice	1	staff	Approved	Back Bay Bo...		Default Group	New York :	2007, c2002.	9780316001...	12/23/2010 ...	
Fiction	The blind side : ...	Lewis, Mich...	1	staff	Approved	W.W. Norton,		Default Group	New York ; L...	c2006.	9780393061...	12/23/2010 ...	
Fiction	Cinderella man [...		1	staff	Rejected	Universal Pic...		Default Group	[Universal C...	c2005.	9781417018...	12/23/2010 ...	

Buttons: Delete, Add, Update, Create Order, Refresh, Close

Click the **Create Order** button. The **Add PO Request** window will appear.

Add PO Request

Order Prefix: [-----]

Order Number: []

Order Type: [Monograph]

Payment Type: [Standard]

Vendor: [A.B. PRUITT]

Exchange Order

Buttons: Retrieve, Cancel

Enter a purchase order number or click the **Retrieve** button to have Virtua automatically assign the next purchase order number.

The **Add Order** window will open with the **Line Item** window populated with the titles from the purchase request list.

Add Order

Order Number: 6294 Order Type: Monograph
 Vendor: A.B. PRUITT Payment Type: Standard
 Exchange Order:

Order Header Information | Billing / Shipping Information

Status: Approved Total: \$.00
 Order Date: 12/23/2010 Currency Type: United States Dollar USD
 Print File: engmonprintpo.utf

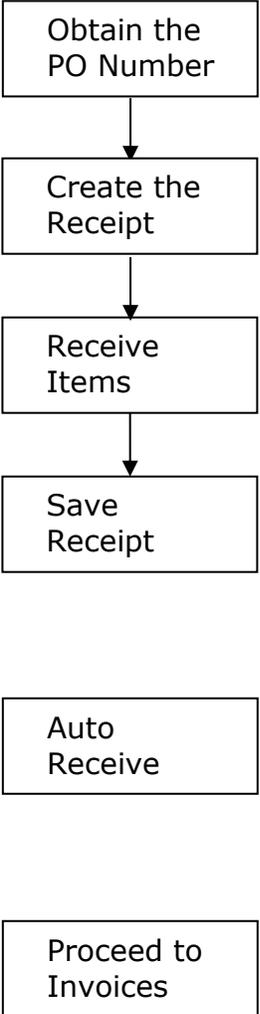
Number	Vendor Title ID	Status	Title	Price	Quantity	Total
1		Approved	The lovely bones / Alice Sebold.	\$.00	1	\$.00
2		Approved	The blind side : evolution of a game / Michael Lewis.	\$.00	1	\$.00

Create Brief Bib Copy Item Insert Item Delete Item Edit Item

When Saving...
 Exit This Window Repeat This Function Immediately Proceed To Invoices Immediately Proceed To Receipts

Rush Order Auto Receive Notes Claims Save Cancel

Managing Order Receipts

Recommended Workflow	Explanation
 <pre> graph TD A[Obtain the PO Number] --> B[Create the Receipt] B --> C[Receive Items] C --> D[Save Receipt] E[Auto Receive] F[Proceed to Invoices] </pre>	<p>A receipt records the arrival of ordered material and is attached to a purchase order. The Receipts function lets you add, save, view, update, and delete receipts that are directly related to one purchase order. This lesson covers creating and modifying receipts.</p> <p>Virtua provides three ways to receive items:</p> <ul style="list-style-type: none"> • A receipt window to receive shipments that are partial or not received when ordering • An Auto Receive button on the Purchase order window that is normally used with Approval plans or monographic sets but can be used with monograph and serials orders as well. This will receive satisfactorily all items on the purchase Order. • An "Immediately Proceed to Invoices" option when saving a Purchase order. This will receive satisfactorily all items on the purchase Order. <p>Note: Virtua also supports repetitive and integrated workflows for those staff members who perform only one step repeatedly</p> <p>Summary</p> <ul style="list-style-type: none"> • Create a Receipt • Receive line items individually • Receive line items using Express Receive • Receive line items using the Expand feature • Replacement Notices • Modify a Receipt • Delete a Receipt • Save Receipt • Create item records upon receipt • Understand Repetitive Workflows <p>Key Terms</p> <ul style="list-style-type: none"> • Expand • Express Receive • New Book List • Receipt • Statuses Tab

	Introduction (cont.)
	<p>Profiler Parameters</p> <p>Condition Codes: Specifies the different types of conditions in which material is received.</p> <p>Item Creation Flag: Controls whether an item record will be created upon receipt of the item.</p> <p>InfoStation Reports</p> <p>New Books List: Generates a list of records added to the New Books List during a specified date range or if no date range is specified, records on the New Books List at the time you run the report.</p> <p>Items Received by Month: Generates a count and calculation of all items received through the Acquisitions subsystem in the specified date range.</p> <p>Received Items List: Generates a list of all items received through the Acquisitions subsystem that fall within the specified date range.</p>

Obtain the Purchase Order Number

You must have the PO number in order to receive items associated with the purchase order.

If you do not know the PO number, perform an OPAC search for one of the items in the order.

Click the Statuses tab of the View Bibliographic Record window.

Note: After a purchase order is saved, a **Statuses** tab appears in the **View Bibliographic Record** window for each bibliographic record with ordering information. This **Statuses** tab shows all acquisitions activity as the order moves through the acquisitions cycle.

Look for the Purchase Order number in the **Order ID** of the **Order Status Information** box.

The screenshot shows the 'View Bibliographic Record - phoenix' window with the 'Statuses' tab selected. The window contains several panels for status information:

- Order ID/Line Pairs:** A dropdown menu showing '6014 - 1'.
- Order Status Information:**
 - Order ID: 6014
 - Order Type: Monograph
 - Payment Type: Standard
 - Line Number: 1
 - Order Status: Ordered
 - Quantity: 1
 - Location: Headquarters Library/Technic
 - Vendor: A.B. PRUITT
 - Price: \$ 12.00
 - Date: 6/4/2010
- Receipt Status Information:**
 - Status:
 - Quantity:
 - Condition:
 - Date:
- Payment Status Information:**
 - Voucher ID:
 - Status:
 - Amount Paid:
 - Date:
- Invoice Status Information:**
 - Invoice ID:
 - Status:
 - Quantity:
 - Price:
 - Date:
- Credit Status Information:**
 - Credit ID:
 - Status:
 - Amount Used:
 - Total Amount:
 - Expiration Date:

At the bottom of the window, there are several buttons: Masked, Agency Req, View Archive, Edit, Request Bib, Add Item, Refresh, and Close.

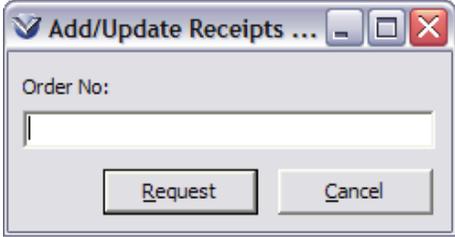
Note: The Status information is stored for each specific line item. In the Order ID/Line Pairs list box, the user can see the order ID and which line item this status display is for. If multiple orders exist for this title; there will be more than one Order ID/Line pairs in the dropdown menu.

- **If** you wish to receive only this title, click on the **Add/Update** button. The **Receipt** window will open with the title listed.

- **If** you wish to receive multiple titles associated with this purchase order, note the purchase order number and then select **Add/Update Receipt** from the Virtua **Acquisitions** menu.

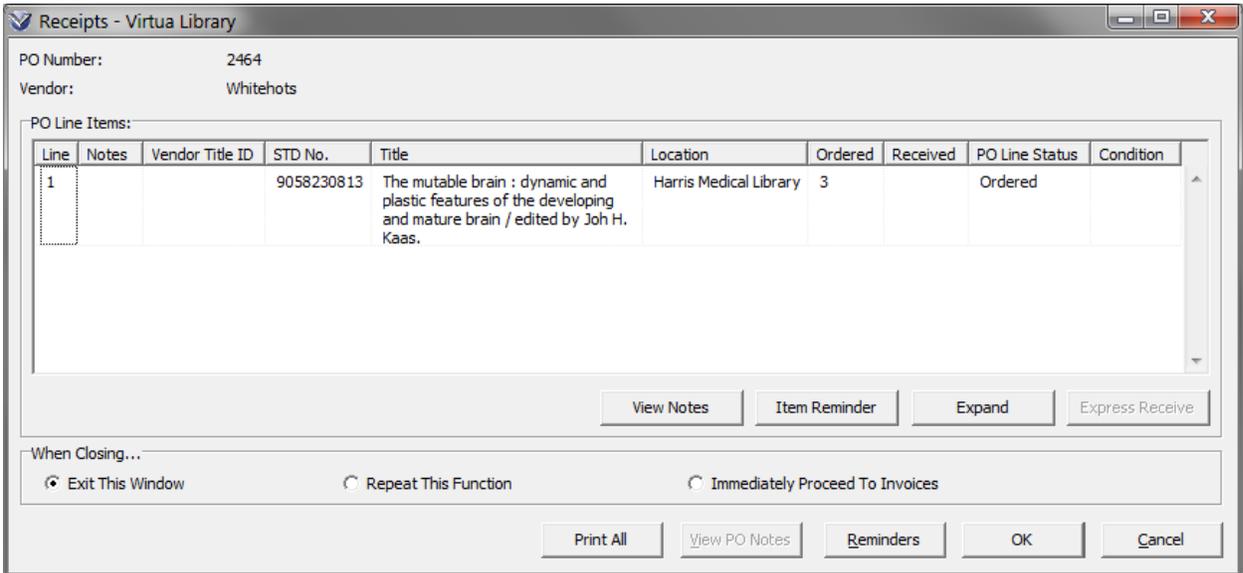
Add Receipt

Click on the  icon or select **Acquisitions** → **Receipts** → **Add/Update Receipts** from the Virtua main menu to receive items associated with a purchase order. The **Add/Update Receipts Request** window will appear.



From the **Add/Update Receipts** window, enter the purchase order number. The **Receipts** window will appear with the line items linked to the purchase order ID entered.

Note: If you get an error when you enter the order ID, this means the purchase order has not yet been set to Approved or transmitted. You must open the PO, set all line items to approved, save, and send the order before you can receive items.



Line	Notes	Vendor Title ID	STD No.	Title	Location	Ordered	Received	PO Line Status	Condition
1			9058230813	The mutable brain : dynamic and plastic features of the developing and mature brain / edited by Joh H. Kaas.	Harris Medical Library	3		Ordered	

The PO Line Items Area of the Receipts Window

- **Line:** Line number from the purchase order
- **Notes:** Asterisk will display to alert user that a note is attached to a line item. *This is not the same as a receipt note in the vendor record.*
- **Vendor Title ID:** Optional ID number entered in the purchase order, normally a ID number that the vendor has assigned to the particular item. This can be a catalog number, vendor item number, etc.
- **STD No:** Optional field for a standard number; this will be the ISSN in the 022 tag, the Publisher Number or Music Number from the 028 tag, or the value of the 024 tag when the first indicator is 0, 1, 2, 7, or 8. When none of these numbers are present, this field is blank.
- **Title:** Title of the line item ordered. If the Bibliographic record does not contain title information, the software displays *No Title Available*.
- **Location:** Location for which the item/issue was ordered. If multiple copies were ordered for multiple locations, each location appears on a separate line.
- **Ordered:** Number of copies ordered as indicated on the purchase order. Only those items from the purchase order that qualify for receiving appear.
- **Received:** Number of copies received to date.
- **PO Line Status:** Status of the line item on the purchase order.
- **Condition:** Show the receipt conditions for each copy of a line item.

Profiler Tip: 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. See *Working with Acquisitions Codes: Working with Condition Codes* in the *Virtua Profiler/Acquisitions Parameters User's Guide* for more information.

Command Buttons

Item Level Buttons

- **Item Reminder:** Displays reminders associated with an item.
- **Expand:** Displays all receipt information for a purchase order line item.
- **Express Receive:** Allows you to receive multiple line items simultaneously.

Receipt Level Buttons

- **Print All:** Prints receipt slips for all received copies. (Receipt must be saved.)
- **View PO Notes:** Is active only if the Purchase Order note is a priority note.
- **Reminders:** Displays the Reminders window for receipt record as a whole.
- **Save:** Saves the receipts information to the database.
- **Cancel:** Cancels any data entries and closes the receipts window.

Receive Items

Virtua provides two ways of receiving items:

- **Express Receive:** Receive multiple items simultaneously using default statuses set in the Profiler.
- **Expand:** Receive line item with more than one status or condition (e.g. multiple copies of an item in which one was damaged in shipping).

Express Receive

To receive more than one line item at a time, use **Express Receive**. All line items on an order can be received at once, or just a few.

Multi-select all line items by clicking and dragging or by holding down the control key, and clicking on each item.

Click on **Express Receive**. Virtua sets the receipt status and condition of the item to the defaults set in the Profiler (usually *Received Satisfactory* and *Correct Item*).

Expand

Sometimes multiple copies are ordered as one line item. If all copies are not received, or if a copy is damaged, the **Expand** button can be used to record receipts at the individual item level.

Highlight the line item and click **Expand**. The **Line Item Receipt Information** window will appear.

Line Information

PO Number: 6531 Quantity Ordered: 1

PO Line Number: 1 Quantity Received: 0

Title: The old man and the sea / Ernest Hemingway Quantity Returned: 0

Quantity Expected: 1

Print	Replace Print	Return P...	NBL	Received	Receipt Date	Condition	Status	Orde...	Print File
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	3/6/2012	Correct Item	Received Satisfactory	1	

Notes Add Delete

Save Cancel

Note: The **Notes** button is disabled until the selected item has been received or partially received.

Edit the quantity received, the condition, status, etc. directly on the **Line Item Receipt Information** window.

If an item should appear on the New Books List report, click to place a check mark in the associated box.

If desired, you can print a receipt for each line item when you save a receipt. Select the check box *Print Receipt Slip When Saved*. This is a persistent setting.

Specify a print file to be used for printing the receipt in the **Print File** column.

Specify a location in the **Location** column.

Note: If you have **Allow Ordering for Multiple Locations** enabled in the *Virtua Profiler* and the order contains lines that were ordered for multiple locations, each location will have a separate line in the receipt. Enter in the receipt information for each location that ordered copies.

Print	Replace Print	Return P...	NBL	Received	Receipt Date	Condition	Status	Orde...	Ship to Address	Location	Print File
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	7/27/2011	Correct Item	Received S...	2	HK Central	Hong Kong Central ...	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	7/27/2011	Correct Item	Received S...	5	ACQ Group	Aberdeen (501000...	

Specify an address the material should be shipped to in the **Ship to Address** column.

Profiler Tip: The Acquisitions Addresses parameter deals with acquisitions address records and works in conjunction with the flag for filtering by log-in location. This parameter controls the linking of specific addresses to one or more location names for the purposes of billing and shipping purchase orders. See *Working with the Acquisitions Addresses Parameter* in the *Virtua Profiler/Acquisitions Parameters User's Guide* for more information.

Specify whether or not you wish to print a replacement notice by checking the **Replace Print** checkbox. This will print a replacement notice when you save the receipt using the customizable template **replacementnotice.utf**.

Specify whether or not a return notice should be printed upon saving the receipt by checking the **Return Print** checkbox. This will print a return notice when the receipt is saved, using the customizable template **returnnotice.utf**.

All editing functions can be performed on the **Line Item Receipt Information** window. To edit information, click in the column of data that you wish to change, modify the information for each copy and/or condition, and click **Save** to add the information.

Note: You can set the Invoice Line Item Display in the Profiler to display only received purchase order line items on the **Add Invoice** window.

Request for Replacement Notices

When an unacceptable item is received from a vendor, you can print a **Request for Replacement** notice via the **Replace Print** check box or a **Return of Item** notice via the **Return Print** check box on the **Line Item Receipt Information** window.

Note: Virtua prints the notices using the customizable **replacementnotice.utf** and **returnnotice.utf** as appropriate.

Select either the **Return Print** or **Replacement Print** check box.

Line Information

PO Number: 6532
 PO Line Number: 1
 Title: The torrents of spring; a romantic novel in honor of the passing of a great race.

Quantity Ordered: 1
 Quantity Received: 0
 Quantity Returned: 0
 Quantity Expected: 1

Print	Replace Print	Return P...	NBL	Received	Receipt Date	Condition	Status	Orde...	Print File
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	3/6/2012	Damaged Item	Returned	1	<input type="checkbox"/>

Notes Add Delete

Save Cancel

To specify the return reason or request for replacement reason, use the **Acquisitions Notes** feature.

Click **Notes** to open the **Acquisitions Notes** window.

Acquisitions Notes - phoenix

Family Priority Notes:

Date	Note Type	Notes Text

Notes:

Priority	Date	Notes Text	Transmit

Add Edit Delete

Save Cancel

Click **Add** to open the **Edit Note** window.

Note: A **Transmit to Vendor** check box is available on the **Edit Note** window as long as either the **Replace Print** check box or **Return Print** check box is selected AND the status is *Returned* or *Returned and Requested Replacement* on the **Line Item Receipt Information** window.

Type note and click **Save**.

The note is added to the **Acquisitions Notes** window.

Date	Note Type	Notes Text

Priority	Date	Notes Text	Transmit
	3/7/2012	Damaged item; returned to vendor immediately.	NO

Click **Save**.

The **Notes** button on the window has an asterisk to indicate an acquisitions note.

Line Information

PO Number: 6532
 PO Line Number: 1
 Title: The torrents of spring; a romantic novel in honor of the passing of a great race.

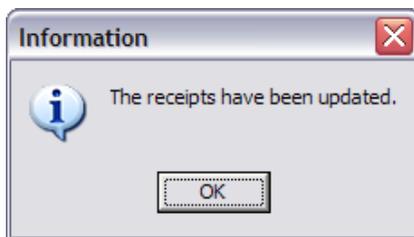
Quantity Ordered: 1
 Quantity Received: 0
 Quantity Returned: 0
 Quantity Expected: 1

Print	Replace Print	Return P...	NBL	Received	Receipt Date	Condition	Status	Orde...	Print File
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	3/6/2012	Damaged Item	Returned	1	

Buttons: Notes*, Add, Delete, Save, Cancel

Click in the **Print File** column and select a print file type (ex. Returnnotice.utf); then click **Save**.

A confirmation displays:



The **Print** window opens. Select a printing format and click **OK**.

Print - phoenix

Printing

Format: Replacement Notice

Print In Background

Range

All
 Selected Records
 Selected with Child Records

Copies

Number of copies: 1

Buttons: Printer Setup, OK, Cancel

Save Receipt

The receipt is attached to the purchase order. If the purchase order is only partially received, additional items may be received at a later date.

Complete receipt information for all received titles.

Click on **Save** to save the receipt.

As with purchase orders, Receipts has three options when saving in order to support repetitive and integrated workflows. If your library assigns a staff member to perform only one step repeatedly in the receipts process, Virtua can accommodate your setup. These workflows expedite the acquisitions process by eliminating the need to re-key data from one stage to another and by providing a way to skip the receipt stage altogether.

You have three choices upon saving a receipt:

- **Exit This Window:** Saves the receipt and closes the **Add Order** window.
- **Repeat This Function:** Saves the receipt and displays the **Receipts Request** dialog box, allowing you to retrieve another Purchase Order for receiving.
- **Immediately Proceed To Invoices:** Saves the receipt and opens the **Invoice** window.

Note: The option you choose will be used in future receipt functions until you change it.

Note: If the **Alert if Number of Copies Received Does Not Equal Number of Copies Ordered** flag in **Acquisitions Basic Options** in the Profiler is enabled, if the number of copies received does not equal the number of copies ordered, an alert message will appear upon saving the receipt.

Automatic Creation of Item Records

You can set an option in the *Virtua Profiler* to automatically create items records attached to bibliographic or holdings records when receiving items. The default settings for item creation are taken from the default Loan Period, Item Class, and Loan rules set on the *Virtua Profiler* Main Location window.

Profiler Tip: Using the Location Names parameter, you can set the Create Received Items flag for each *main* location. The setting you choose for a main location is used by all its sublocations. The Create Received Items flag lets you specify whether item records should be created automatically for purchase order line items that are received for a given location. See *Setting up Locations: Configuring Settings for Library Locations: Setting the Create Received Items Flag* in the *Virtua Profiler/Global Settings User's Guide* for more information.

To create an item record, the **Location** field on the **Line Item Header Information** tab of the **Order Line Editor** window, must have been set to the location (or a sub-location of that location) that you enabled in the *Virtua Profiler* for item creation.

Set the receipt status to "Received Satisfactorily" or "Accepted As Duplicate". Any other status will not create items.

Profiler Tip: 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. See *Working with Acquisitions Statuses: About Receipt Statuses* in the *Virtua Profiler/Acquisitions Parameters User's Guide* for more information.

After saving the receipt, navigate to the **View Record** window. The item will be attached to the bib record (or holdings record if it was a serial order).

The screenshot shows a software window titled "Item Information - phoenix". At the top, there are tabs for "Item Elements", "Notes", "Statistics", "Status", "Acquisitions", and "Other Elements". The "Acquisitions" tab is currently selected.

Bibliographic Information:
 Author: Hemingway, Ernest, 1899-1961.
 Title: The Nick Adams stories. Pref. by Philip Young.
 Publisher: New York, Scribner [1972]

Item Information:
 Item ID: 1121495
 Barcode: [Empty field]
 Barcode Type: Regular (dropdown)
 Item Class: Book (dropdown)
 Reserves Item Class: [Empty field]
 Item URL: [Empty field]
 Location: Headquarters (dropdown)
 Shelving Location: Headquarters (dropdown)
 Number of Pieces: 1 (spinner) Circulate Pieces:
 Price: \$.00
 EPN Number: [Empty field]
 Accession Number: [Empty field]
 AV Accession Number: [Empty field]
 Collection Code: [Empty dropdown]

Call Number:
 Copy: [Empty field]
 Call #: [Empty field]
 2nd Call #: [Empty field]

Units:
 Free Text
 Enumeration and Chronology
 None
 [Empty field] [Edit button]

Preservation and Conservation:
 Preservation and Conservation
 Code: [Empty dropdown]

Non-Parameterized Shelf Location:
 Non-Parameterized Shelf Location
 Location: [Empty dropdown]

Circulation Rules:
 Use Matrix
 Use Loan Period: 7 (spinner)
 Allow Request:

At the bottom left is a checkbox for "Masked". At the bottom right are buttons for "Delete", "Save", "Refresh", and "Close".

Edit the **Item Record** to add Barcode, Copy number and Item price information. Also notice that the **Acquisitions** tab of the **Item Record** is now updated.

Hint: The Original Purchase Price field will be populated by default with information from the Invoice Unit Price.

Item Information - Virtua Home Library

Item Elements | Statistics | **Acquisitions** | Other Elements

Bibliographic Information

Title: Time; the weekly news-magazine.
 Series: Current periodical series.
 Description: v. ill. (incl. ports.) 28 cm.

Acquisitions Information

Purchase Order Id: 525 PO Line Number: 1
 Receipt Date: Use Date: 10/13/2014 Invoice Unit Price: \$3.00
 Invoice Number: 525 Invoice Unit Discount:
 Invoice Currency: United States Dollar USD Invoice Unit Fee:
 Vendor: Ebsco
 Original Purchase Price: \$3.00 United States D... USD
 Invoice Line Fee(s):

Fee	Amount

Binding Cost: Depreciation Rate (Per Year) : 10%
 Lamination Cost: Maximum Depreciation: 90%
 Surcharge: \$.15 Reader Suggestion Status:
 Reason For Recommendation:
 Additional Remarks:

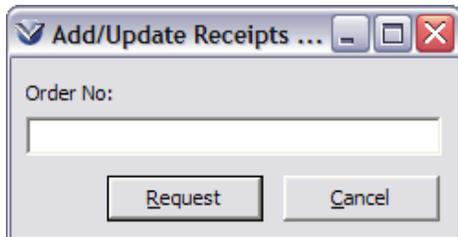
Masked

Delete Edit Refresh Close

Note: The ability to view the **Acquisitions** tab of the **Item Record** is permission-based.

Update Receipts

Select Acquisitions → Receipt → Add/Update. The Add/Update Receipt Request window appears.

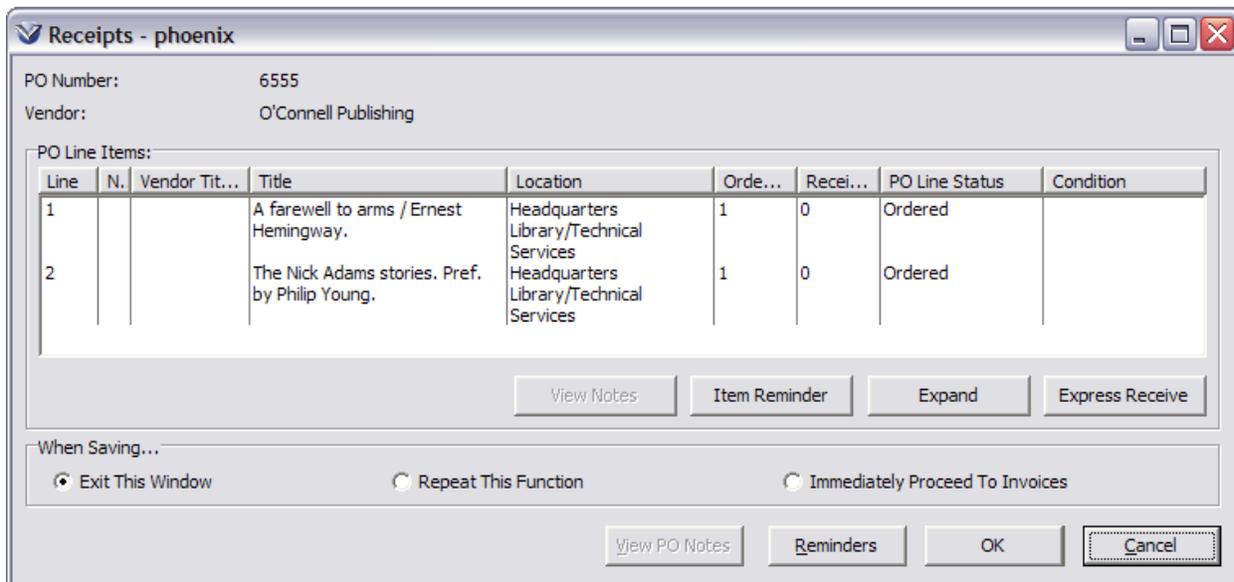


Note: If an order has been received, the software **will not** stop the user from receiving the order again.

Enter the Order number.

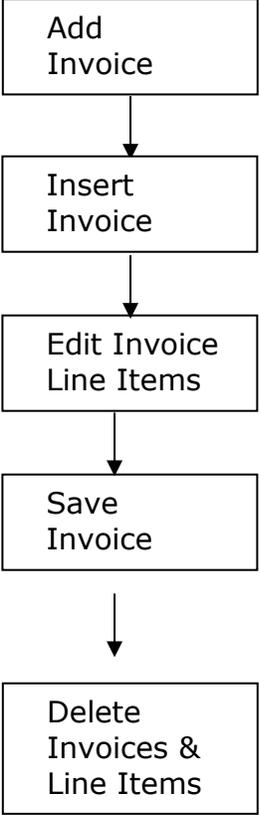
Tip: If you do not know the order number search the OPAC for one of the items and look at the Statuses tab.

Click the **Request** button. The **Receipt** window appears.



Highlight the line item and click on the **Expand** button. The **Line Item Receipt Information** window appears. From this window you may receive, edit or delete copies of the item.

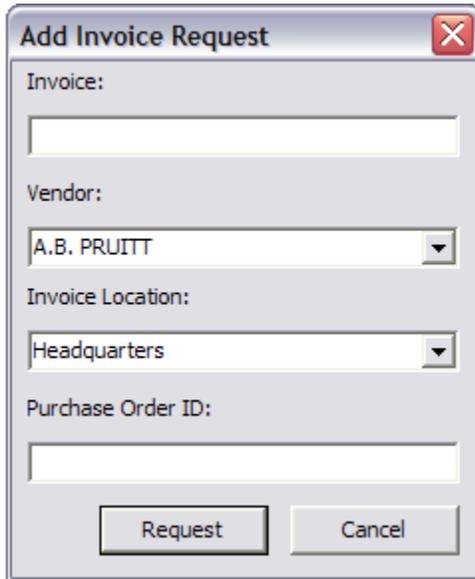
Invoice Management

Recommended Workflow	Explanation
 <pre> graph TD A[Add Invoice] --> B[Insert Invoice] B --> C[Edit Invoice Line Items] C --> D[Save Invoice] D --> E[Delete Invoices & Line Items] </pre>	<p>The invoicing function is used to record invoices as they are received from a vendor. Multiple purchases orders may be attached to one invoice provided they are from the same vendor.</p> <p>Virtua allows users to modify invoices prior to creating vouchers. A user typically needs to modify the invoice for two reasons:</p> <ul style="list-style-type: none"> • To add additional invoice items • To delete invoice items <p>Users with appropriate permissions can perform invoice transactions such as adding, updating, viewing, or deleting invoices.</p> <p>Once an invoice is created and saved, you can update various aspects of the record until the invoice is paid or partially paid.</p> <p>Summary</p> <ul style="list-style-type: none"> • Create an invoice • Attach purchase order(s) to an invoice • Edit Invoice Line Items • Apply Fees and/or Taxes • Save Invoice <p>Key Terms</p> <ul style="list-style-type: none"> • Fees • Invoice • Invoice Fees • Invoice Status • Line Fees • Price Variance Threshold • Supplemental Invoice

	<p>Currency Rule</p> <ul style="list-style-type: none"> • The currency chosen at the time of invoice may be different from the currency used for the purchase order. • The currency chosen for the invoice must be the same as for the voucher payment • Fluctuations in currency exchange rate values are not dynamically updated. Libraries are responsible for updating currency exchange rates in accordance to their established policies. <p>Profiler Parameters</p> <p>Invoice Line Item Fees: Allows you to set types of fees that apply to specific line items on an invoice.</p> <p>Invoice Header Fees: Allows you to set types of fees: to apply to the invoice as a whole; specify the account to which you want the fees charged; specify a fiscal year of the account to be charged; specify a default fee.</p> <p>Taxes: Allows you to define different types of taxes that you want to make available in the Virtua Client.</p> <p>SAP Codes: Allows you to define three sets of codes and code descriptions, one set each for invoices, payment vouchers, and credit memos. The codes appear in the SAP drop-down lists on the Invoice-Select Invoices for Payment window.</p> <p>Invoice Price Variance Threshold: Allows you to: set a threshold to indicate the amount that the unit price of an invoice line item can exceed the price of the line item on the purchase order; choose whether the system notifies the user if a threshold percentage is exceeded; choose whether the user can decide to continue with the addition or modification of the unit price of the invoice line item even through the threshold percentage is exceeded.</p> <p>Statuses (Invoices): Determines the statuses associated with Acquisitions records at the Invoice stage.</p> <p>Payment Methods: Allows you to define the methods for paying an invoice, which appear in the Method of Payment drop-down list on the Invoice window in the Virtua client.</p> <p>Invoice Line Item Display: Allows you to determine if ALL purchase order line items will be displayed on the Add Invoice window or only RECEIVED purchase order line items.</p>
--	--

Add Invoice

Select **Acquisitions** → **Invoices** → **Add** or Click on the Invoice  icon on the Acquisitions toolbar to add an invoice. The **Add Invoice** window appears.



Note: Virtua locks the invoice record and the associated purchase order when an invoice is being updated or deleted. If you try to access a record that is being updated or deleted, you will only be permitted to view it, not edit it.

Enter an **Invoice** number (may be up to 35 characters, alphanumeric and case-sensitive).

Select a **Vendor** from the drop-down menu.

Enter a **Purchase Order ID**. *Optional.*

- **If** you enter a purchase order number, the line items will appear in the **Add Invoice** window.
- **If** you do not enter a purchase order number, you will have to insert the line items from the **Add Invoice Line Items** window.

Note: It is possible to add the same invoice number from a paper copy. If you have received a paper copy, just enter the same invoice number so it will link to packing lists and payments. If you do not have a pre-invoice, then enter any invoice number.

Click the **Request** button. The **Add Invoice** window appears.

Add Invoice Request

Primary Invoice Information

Invoice: 702
 Vendor: O'Connell Publishing
 Status: Valid for Payment
 Line Total: \$ 10.00
 Invoice Discount: \$.00
 Invoice Fee Total: \$.00
 Invoice Tax Total: \$.00

Vendor Discount Percent: 0.00 %
 Method of Payment: Check
 Invoice Date: 3/15/2012
 Currency Type: United States D... USD
 Invoice Total: \$ 10.00

Invoice Order Line Information

Order	Vendor Titl...	Title	Price	Qty	Amount	Status	Discount	Fee T...	TaxTotal
6560-1		The torrents of spring; a ro...	\$ 10.00	1	\$ 10.00	Valid for Pay...	\$.00	\$.00	\$.00

Line Taxes Line Notes Line Fees Insert Edit Delete

When Saving ...
 Exit This Window Repeat This Function Immediately Proceed to Payments

Print Receipt Report Invoice Taxes Invoice Discount Invoice Notes Invoice Fees Add Cancel

Note: If you select *Immediately Proceed to Invoices* from the Purchase Order or Receipts window or you enter a purchase order number from the Add Invoice Request window, the Invoice Order Line Information list box on the window will display the line items for the selected purchase order. Otherwise, it will be empty as shown above.

Insert Invoice Line Items

Click the **Insert button** on the **Add Invoice** window. The **Add Invoice Line Items** window will appear.

Profiler Tip: The Invoice Line Item Display parameter lets you determine which purchase order line items appear on the invoice during the add invoice process. See *Working with the Acquisitions Basic Options Parameters: Setting the Invoice Line Item Display Parameter* in the *Virtua Profiler/Acquisitions Parameters User's Guide* for more information.

Order Number: Line Number: Request

Line	Title

Selected Line Item Info:
 Qty Ordered:
 Qty Received:
 Qty Previously Invoiced:
 Qty Not Invoiced:
 Qty Received - Qty Invoiced:
 PO Line Status:
 PO Line Unit Price: \$.00
 PO Line Currency Type:

Selected Line Item Invoice Info:
 Invoice Unit Price: \$.00
 Invoice Quantity:
 Receive Quantity:
 Invoice Status:
 Invoice Currency Type:
 Include Line Item on Invoice Include All lines on Invoice

Search ISBN \, ISSN OK Cancel

Note: You can continue inserting line items that are on different purchase orders but are associated with the same vendor. There is no limit as long as all the purchase orders are in the same currency.

Enter a purchase order number.

Tip: If you can't remember the PO number do an OPAC search on one of the titles in the order. You can find the PO number on the **Statuses** tab of the **View Record** window.

Click on **Request**. All line items associated with the purchase order that have the status *Received* will display in the **Add Invoice Line Items** window.

Order Number: 6560 Line Number: Request

Line	Title	
1	The torrents of spring; a romantic novel in honor of the passing of a great race.	YES

Selected Line Item Info:

Qty Ordered: 1
 Qty Received: 1
 Qty Previously Invoiced: 0
 Qty Not Invoiced: 1
 Qty Received - Qty Invoiced: 1
 PO Line Status: Ordered
 PO Line Unit Price: \$ 10.00
 PO Line Currency Type: USD

Selected Line Item Invoice Info:

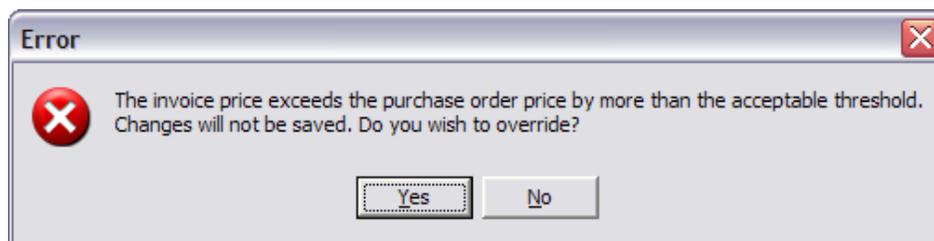
Invoice Unit Price: \$ 10.00
 Invoice Quantity: 1
 Receive Quantity: 1
 Invoice Status: Valid for Payment
 Invoice Currency Type: USD

Include Line Item on Invoice Include All lines on Invoice

Search ISBN \ ISSN OK Cancel

Click on a line item number to select the item for inclusion in the invoice. Information about the item will appear in the **Selected Line Item Info** area of the window.

Review the information in the **Selected Line Item Info** area of the window. The new Invoice Unit price may be significantly higher than the price on the purchase order. If the price difference exceeds the threshold set in the *Virtua Profiler*, the following screen will appear.



Profiler Tip: Invoice Price Variance Threshold Settings are used to set a threshold percentage. Once that threshold is reached, permissions can also be set to accept the threshold and not proceed with the invoice or to allow the user to override. See *Working with the Acquisitions Basic Options Parameters: Invoice Price Variance Threshold Settings* in the *Virtua Profiler/Acquisitions Parameter User's Guide* for more information.

Click on **OK** to close the **Add Invoice Line Items** window. The **Invoice window** will now contain the items from the purchase order.

- The software verifies that this is a valid invoice for the vendor you selected during ordering.

- The line item information is updated as the invoice is created for each purchase order added to the invoice.

Edit Invoice Line Items

Four common functions performed from this window are:

- **Edit:** Price, Quantity, and Status may be changed
- **Line Fees:** Add a charge to an individual line item

Profiler Tip: 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. See *Working with the Acquisitions Fees: Working with Invoice Line Item Fees* in the *Virtua Profiler/Acquisitions Parameter User's Guide* for more information.

- **Invoice Fees:** Add a charge to the entire invoice

Profiler Tip: 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. See *Working with the Acquisitions Fees: Working with Invoice Header Fees* in the *Virtua Profiler/Acquisitions Parameter User's Guide* for more information.

- **Taxes:** Tax types and amounts may be added. To assign taxes to an invoice, the Use Taxes setting in the Taxes Parameter of the *Virtua Profiler* must be enabled.

Profiler Tip: The Taxes parameter lets you define different types of taxes that you want to make available in the Virtua client in order to track taxes separately from invoice fees. See *Working with the Taxes Parameter* in the *Virtua Profiler/Acquisitions Parameter User's Guide* for more information.

Update Invoice

Primary Invoice Information

Invoice: 702
 Vendor: O'Connell Publishing
 Status: Valid for Payment
 Line Total: \$ 20.00
 Invoice Discount: \$.00
 Invoice Fee Total: \$.00
 Invoice Tax Total: \$.00

Vendor Discount Percent: 0.00 %
 Method of Payment: Check
 Invoice Date: 3/15/2012
 Currency Type: United States D... USD
 Invoice Total: \$ 20.00

Invoice Order Line Information

Order	Vendor Titl...	Title	Price	Qty	Amount	Status	Discount	Fee T...	TaxTotal
6560-1		The torrents of spring; a ro...	\$ 20.00	1	\$ 20.00	Valid for Pay...	\$.00	\$.00	\$.00

Line Taxes Line Notes Line Fees Insert Edit Delete

When Saving ...

Exit This Window Repeat This Function Immediately Proceed to Payments

Print Receipt Report Invoice Taxes Invoice Discount Invoice Notes Invoice Fees Save Cancel

Modify line items by highlighting a line item and clicking on the **Edit** button. The **Invoice Line Item** window appears. Price, Quantity, and Status of line items may be modified.

The screenshot shows the 'Invoice Line Item - phoenix' window. It contains the following fields and sections:

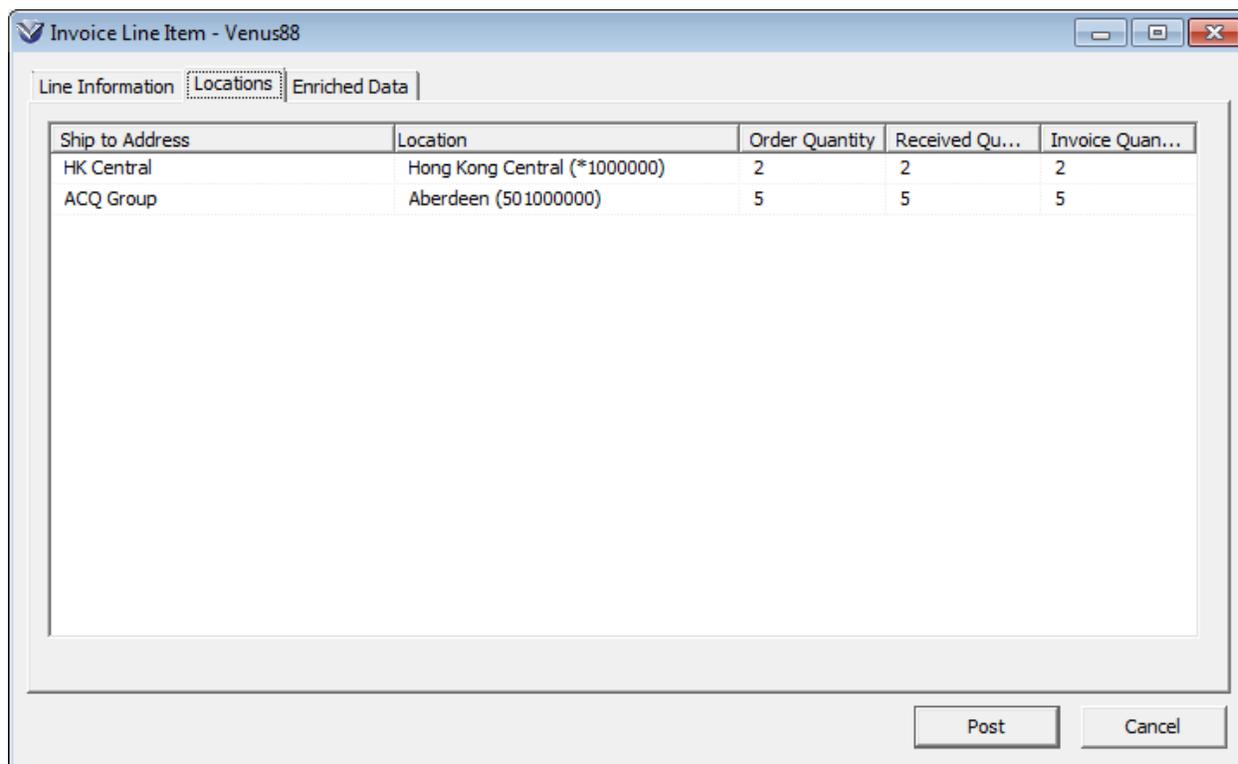
- Line Information:** Price: \$ 20.00, Quantity: 1, Receive Quantity: 1, Status: Valid for Payment.
- Discounts:** Discount Percent: 0.00 %, Discount Amount: \$.00.
- Tax:** Tax Type and Tax Amount fields.
- Accounts:** A table with columns 'Fiscal ...' and 'Account Name'. The table contains one row: 2010 | SO ADULT HQU.
- Fiscal Year:** 2010.
- New Account:** SO ADULT HQU.
- Apply New Account:** A checkbox that is currently unchecked.
- Buttons:** Post and Cancel.

From here, you may:

- Change the unit price
- Change the quantity to be invoiced
- Change the status of the line item
- Manually apply a discount by percentage or monetary unit. (A discount will automatically be applied if there is a discount set on the Customer Account tab of the Vendor record. If the customer account has no discount assigned, then if the **Acquisitions Info** tab of the Vendor record has a discount percent assigned, that will be used.)
- Review tax type and amount
- Change fiscal year and account. If you make these changes, you must check the **Apply New Account** checkbox.

Make any changes to the line item.

Note: If you have **Allow Ordering for Multiple Locations** enabled in the *Virtua Profiler*, you will have a locations tab of the **Invoice Line Item** window where you can specify the quantity of items you are invoicing for each location that ordered copies of the item. See *Working with the Acquisitions Basic Options Parameter* in the *Virtua Profiler/Acquisitions Parameters User's Guide* for more information.



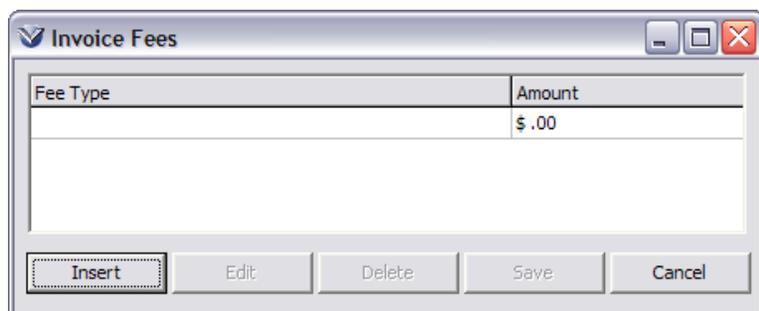
Click the **Post** button; you will return to the **Add Invoice** window.

Fees

From the **Add Invoice** window, fees may be applied to line items or to the entire invoice.

- To add a charge to an individual line, highlight the line and click on the **Line Fees** button
- To add a fee to the entire invoice, click the **Invoice Fees** button

To add a fee to the entire invoice click on the **Invoice Fees** button on the Invoice footer. The **Invoice Fees** window appears.



Click the **Insert** button. A dropdown menu appears with a list of fees that may be applied to the line item.

Enter a fee amount and select the fee type.



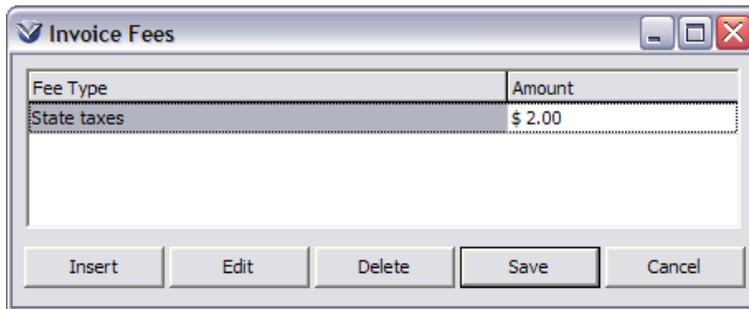
Invoice Fee M...

Amount: \$ 2.00

Invoice Fee Type:
State taxes

Post Cancel

Click the **Post** button. The **Invoice Fees** window will be active with the fee displayed



Invoice Fees

Fee Type	Amount
State taxes	\$ 2.00

Insert Edit Delete Save Cancel

Click the **Save** button on the **Invoice Fees** window. The **Add Invoice** window will be active.

On the **Add Invoice** window, Invoice header fees will appear in the header.

Update Invoice

Primary Invoice Information

Invoice: 702
 Vendor: O'Connell Publishing
 Status: Valid for Payment
 Line Total: \$ 17.00
 Invoice Discount: \$.00
 Invoice Fee Total: \$ 2.00
 Invoice Tax Total: \$.00

Vendor Discount Percent: 0.00 %
 Method of Payment: Check
 Invoice Date: 3/15/2012
 Currency Type: United States D... USD
 Invoice Total: \$ 19.00

Invoice Order Line Information

Order	Vendor Titl...	Title	Price	Qty	Amount	Status	Discount	Fee T...	TaxTotal
6560-1		The torrents of spring; a ro...	\$ 20.00	1	\$ 20.00	Valid for Pay...	\$ 3.00	\$.00	\$.00

Line Taxes Line Notes Line Fees Insert Edit Delete

When Saving ...
 Exit This Window Repeat This Function Immediately Proceed to Payments

Print Receipt Report Invoice Taxes Invoice Discount Invoice Notes Invoice Fees Save Cancel

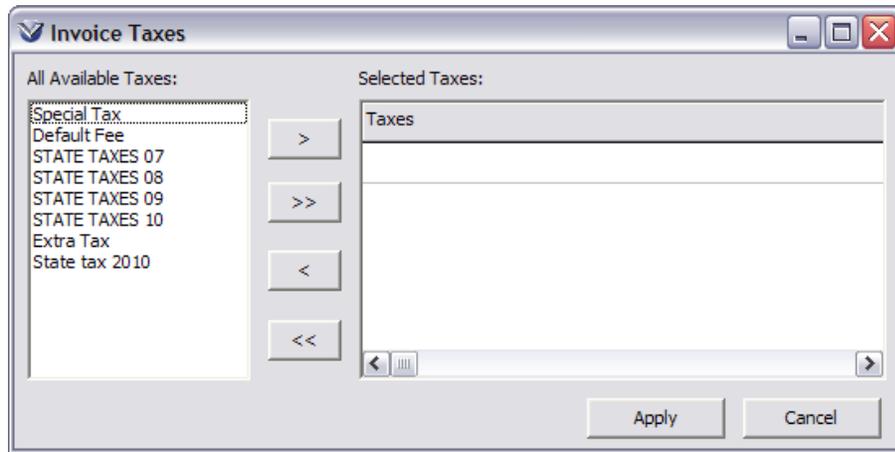
On the **Add Invoice** window, *Invoice line fees* will appear in the **Fee Total** column of the **Add Invoice** window. **Note:** If Customer Accounts set up on the vendor record are used, then if there is a default surcharge in the **Customer Account** tab, it will be applied to the invoice line as a Miscellaneous Servicing line fee.

Taxes

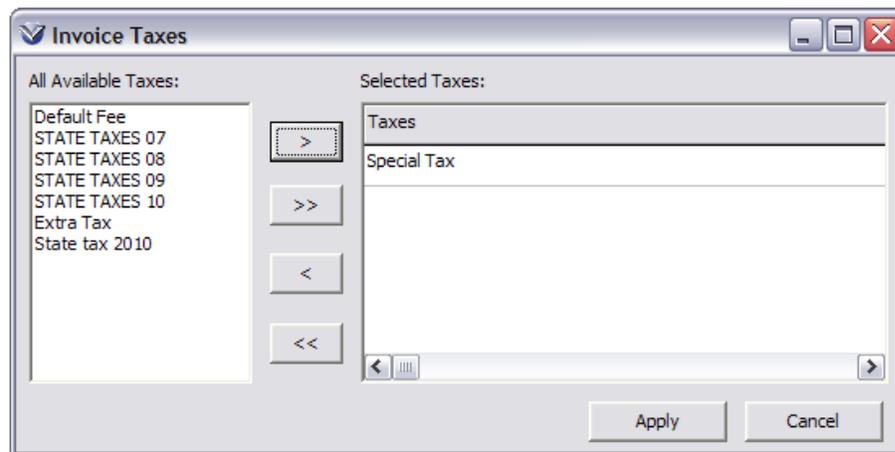
Taxes may be applied to line items or to the entire invoice.

- To add a tax to an individual line, highlight the line and click on the **Line Taxes** button.
- To add a tax to the entire invoice click the **Invoice Taxes** button.

To add a fee to the entire invoice click on the **Invoices Taxes** button on the Invoice footer. The **Invoice Taxes** window appears.



Any taxes that have been entered in the Taxes parameter of the Profiler will appear in the **All Available Taxes** column. Highlight the tax or taxes you wish to apply and use the arrows to move to the **Selected Taxes** column.



Click the **Apply** button.

Invoice taxes will appear in the header of the **Add Invoice** window.

Update Invoice

Primary Invoice Information

Invoice: 702
 Vendor: O'Connell Publishing
 Status: Valid for Payment
 Line Total: \$ 21.10
 Invoice Discount: \$.00
 Invoice Fee Total: \$ 2.00
 Invoice Tax Total: \$ 1.43

Vendor Discount Percent: 0.00 %
 Method of Payment: Check
 Invoice Date: 3/15/2012
 Currency Type: United States D... USD
 Invoice Total: \$ 24.53

Invoice Order Line Information

Order	Vendor Titl...	Title	Price	Qty	Amount	Status	Discount	Fee T...	TaxTotal
6560-1		The torrents of spring; a ro...	\$ 20.00	1	\$ 20.00	Valid for Pay...	\$.00	\$.00	\$ 1.10

Line Taxes Line Notes Line Fees Insert Edit Delete

When Saving ...
 Exit This Window
 Repeat This Function
 Immediately Proceed to Payments

Print Receipt Report Invoice Taxes Invoice Discount Invoice Notes Invoice Fees Save Cancel

Line item taxes will appear in the **Tax Total** column.

Save Invoice

When all line items have been edited, select an option for saving:

- Exit This Window: closes the Add Invoice window
- Repeat This Function: opens the Add Invoices Request window
- Immediately Proceed To Payments: opens the Voucher window

Click on **Add** at the bottom right of the invoice screen. This will save the invoice.

- The software checks to make certain that the invoice is saved successfully.
- The **Statuses** tab is updated on the bibliographic record to show that the items have been invoiced.

The screenshot shows a window titled "View Bibliographic Record - phoenix" with a navigation bar at the top showing "58 / 78" and tabs for "Full", "Items", "MARC", and "Statuses". The main content area is divided into several sections:

- Order ID/Line Pairs:** A dropdown menu showing "6560 - 1".
- Order Status Information:**
 - Order ID: 6560
 - Order Type: Monograph
 - Payment Type: Standard
 - Line Number: 1
 - Order Status: Ordered
 - Quantity: 1
 - Location: Headquarters Library/Technic
 - Vendor: O'Connell Publishing
 - Price: \$ 20.00
 - Date: 3/15/2012
- Receipt Status Information:**
 - Status: Received Satisfactory
 - Quantity: 1
 - Condition: Correct Item
 - Date: 3/15/2012
- Payment Status Information:**
 - Voucher ID: 207
 - Status: Paid in Full
 - Amount Paid: \$ 20.00
 - Date: 3/15/2012
- Invoice Status Information:**
 - Invoice ID: 702
 - Status: Valid for Payment
 - Quantity: 1
 - Price: \$ 20.00
 - Date: 3/15/2012
- Credit Status Information:**
 - Credit ID:
 - Status:
 - Amount Used:
 - Total Amount:
 - Expiration Date:

At the bottom of the window, there is a toolbar with buttons: "Masked" (checkbox), "Agency Req", "View Archive", "Edit", "Request Bib", "Add Item", "Refresh", and "Close".

Add Line Items

Typically only one purchase order will be associated with a given invoice, but Virtua allows multiple purchase orders for the same vendor to be combined on one invoice.

Select **Acquisitions** → **Invoices** → **Update** from the Virtua main menu. The **Update Invoice Request** window will appear.

Enter the invoice number, and select the vendor linked to the invoice from the list box. Select **None** from the Vendor dropdown menu to search by invoice number only.

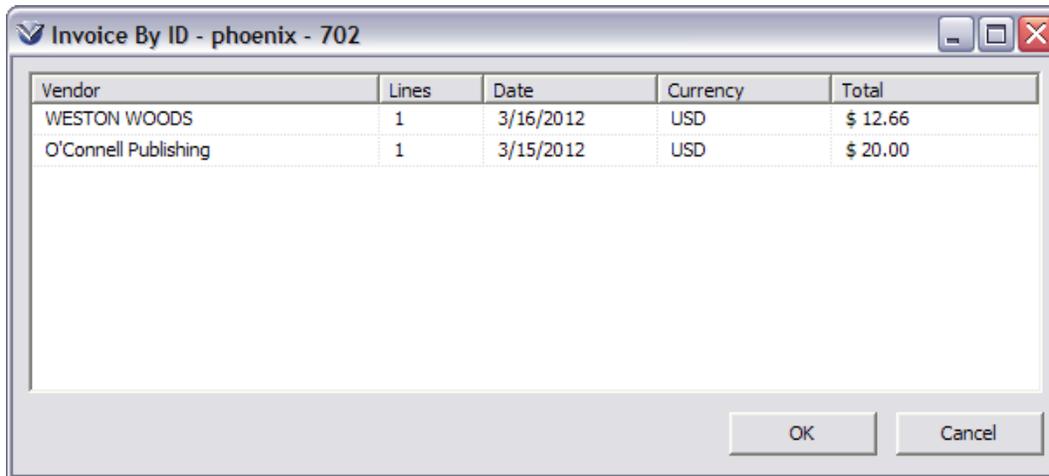
The screenshot shows a dialog box titled "Update Invoice Request" with a close button (X) in the top right corner. It contains three input fields:

- Invoice:** A text box containing "702".
- Vendor:** A dropdown menu with "None" selected.
- Invoice Location:** A dropdown menu with "Headquarters" selected.

At the bottom of the dialog box, there are two buttons: "Request" and "Cancel".

Click the **Request** button. The **Update Invoice** window appears.

- **If** only ONE invoice with the specified number is found, the **View/Update Invoice** window appears.
- **If** MORE than one invoice with the specified number is found, the **Invoice by ID** window appears



On the **Invoice by ID** window, highlight the line of the invoice that you want to view and click the **OK** button. The **View/Update Invoice** window appears where you can view/update the invoice.

Update Invoice

Primary Invoice Information

Invoice: 702
 Vendor: WESTON WOODS
 Status: Valid for Payment
 Line Total: \$ 10.00
 Invoice Discount: \$.00
 Invoice Fee Total: \$ 2.00
 Invoice Tax Total: \$.66

Vendor Discount Percent: 0.00 %
 Method of Payment: Check
 Invoice Date: 3/16/2012
 Currency Type: United States D... USD
 Invoice Total: \$ 12.66

Invoice Order Line Information

Order	Vendor Tit...	Title	Price	Qty	Amount	Status	Discount	Fee T...	TaxTotal
6562-1		Richard Brautigan's Trout fi...	\$ 10.00	1	\$ 10.00	Valid for Pay...	\$.00	\$.00	\$.00

Buttons: Line Taxes, Line Notes, Line Fees, Insert, Edit, Delete

When Saving ...
 Exit This Window
 Repeat This Function
 Immediately Proceed to Payments

Buttons: Print, Receipt Report, Invoice Taxes, Invoice Discount, Invoice Notes, Invoice Fees, Save, Cancel

Click the **Insert** button to add additional line items. The **Add Invoice Line Items** window will appear.

Note: Check the Selected Line Item Information provided for invoice status.

Enter the order number of the item(s) you want to add. Click **OK** to return to the Invoice window. Note that the Items have been added to the item list.

Click **Save** to save the invoice. The system responds with Invoices updated.

Delete Invoices and Invoice Line Items

Select **Acquisitions** → **Invoices** → **Delete** from the Virtua main menu.

Enter the Invoice ID and the Vendor. Click **Request**.

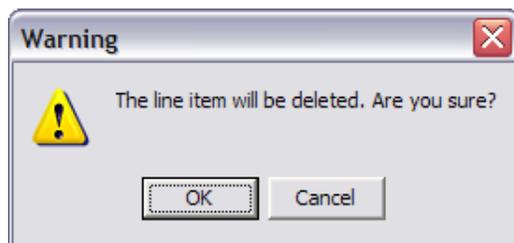
The **Delete Invoice** window appears.

Note: There are **two** delete buttons; one to *Delete Line Items*, one to *Delete Invoices*.

Delete Line Items

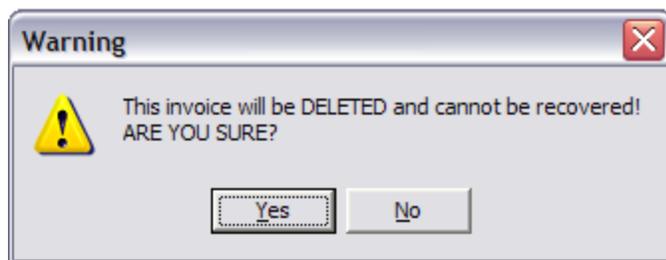
Highlight a line item and click on the **Line Item Delete** button.

The system prompts, *The line item will be deleted. Are you sure?* Click on **OK** to delete the highlighted invoice line item. Encumbrance totals are adjusted.



Delete an Entire Invoice

To delete an entire invoice, click on the **Invoice Delete** button.

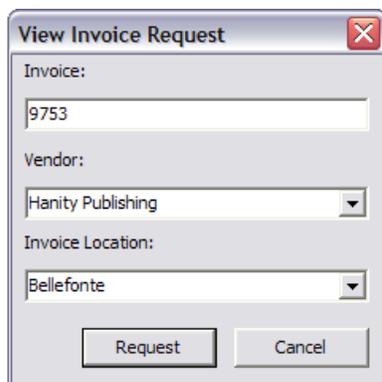


The software checks for outstanding transactions that may be linked to the invoice. Click **Yes** to delete the invoice. If none exists the invoice is deleted.

Print Invoices

Acquisitions searching allows single or multiple invoices to be printed. Invoices may be printed from the **View Invoice** window, **Update Invoice window** or from the **Acquisitions Search Results** window.

Select **Acquisitions** → **Invoices** → **View** from the Virtua Main Menu. The **View Invoice Request** window opens.



Enter the invoice number, vendor, and invoice location and click **Request**. The **View Invoice** window opens.

View Invoice

Primary Invoice Information

Invoice: 9753 Vendor Discount Percent: 0.00 %
 Vendor: Hanity Publishing Method of Payment: Check
 Status: Valid for Payment Invoice Date: 8/24/2011
 Line Total: \$ 20.00 Currency Type: United States D... USD
 Invoice Discount: \$.00 Invoice Total: \$ 20.00
 Invoice Fee Total: \$.00 Invoice Tax Total: \$.00

Invoice Order Line Information

Order	Vendor Titl...	Title	Price	Qty	Amount	Status	Discount	Fee T...	TaxTotal
6420-1		Being and nothingness : an...	\$ 10.00	1	\$ 10.00	Valid for Pay...	\$.00	\$.00	\$.00
6420-2		No exit, and three other pl...	\$ 10.00	1	\$ 10.00	Valid for Pay...	\$.00	\$.00	\$.00

When Closing...
 Exit This Window Repeat This Function Immediately Proceed To Vouchers

Print Receipt Report Invoice Taxes Invoice Discount Invoice Notes Invoice Fees OK Cancel

Select the **Print** button.

Select the template file from the drop-down list box.

Choose Template - Phoe...

Select a template file:

invoiceprint.utf

OK Cancel

Click **OK**. Modify any of the available settings, if needed, and click **OK** to print the invoice.

Print - Phoenix

Printing

Format: Invoice

Print In Background

Range
 All
 Selected Records
 Selected with Child Records

Copies
 Number of copies: 1

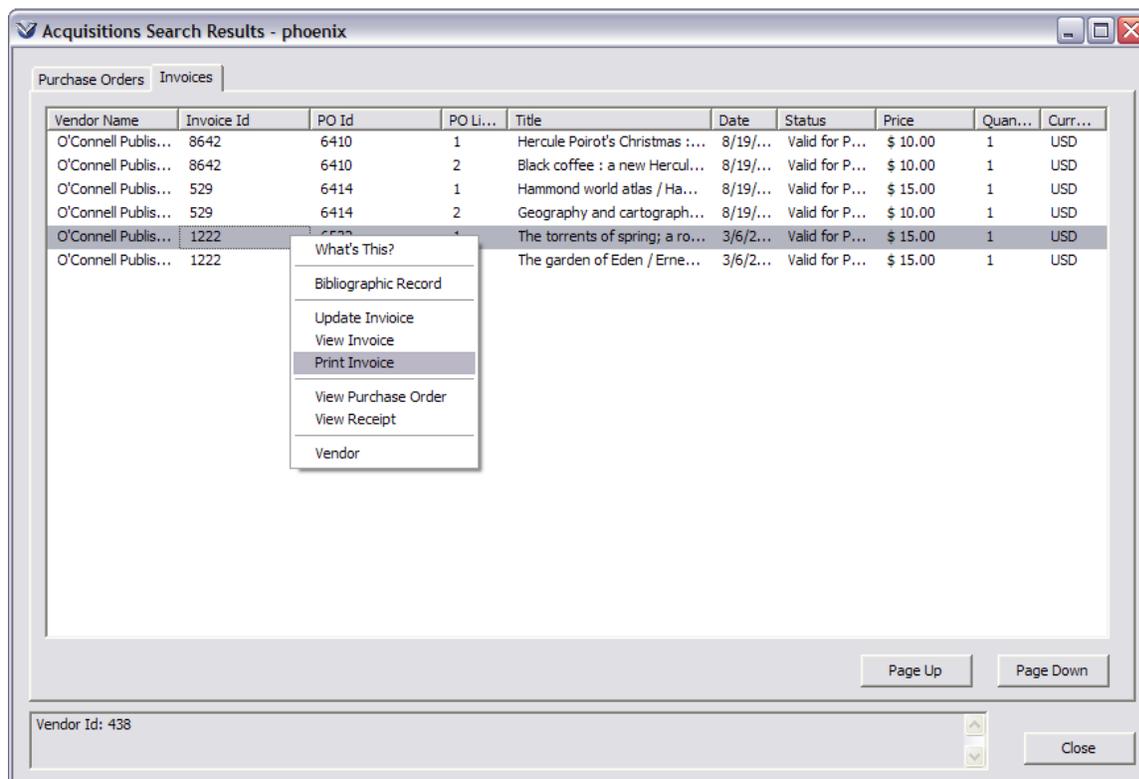
Printer Setup OK Cancel

Note: Select the **Print in Background** check box on the Print dialog box to allow all normal Acquisitions functions to be performed while large numbers of records are being printed.

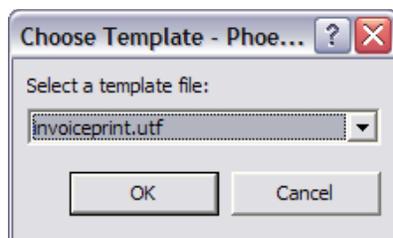
Select **Acquisitions** → **Search Acquisitions** from the Virtua Main Menu. The **Search Acquisitions** window opens.

Select the **Invoices** check box and search criteria. Click **Search** to open the Acquisitions **Search Results** window.

Highlight an invoice and right-click to select **Print Invoice**.



Select the template file from the drop-down list box.



Click **OK**. Modify any of the available settings, if needed, and click **OK** to print the invoice.

Add Supplemental Invoice

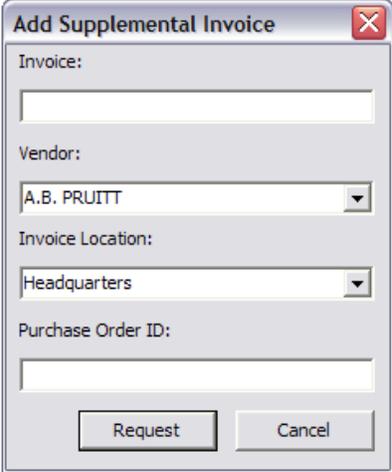
Virtua supports supplemental invoicing. The need for supplemental invoices occurs when a library generates an invoice and pays for, say, a renewal quotation and then later in the year needs to generate another invoice for the same renewal in order to adjust the price of some items. In this situation, the library must be able to generate a supplemental invoice for items that have already been invoiced and paid.

Virtua lets you add a supplemental invoice via the **Acquisitions** main menu. Since you can attach the invoice to particular purchase order line items, you will be able to track the supplemental invoices along with the original invoices via the **Statuses** tab on the **View Bibliographic Record** window. In this way, you can

reconcile the original invoices with supplemental invoices that are created throughout the year. The system will also recognize and support supplemental invoices that are brought into the system via **EDIFACT**. To create a supplemental invoice

On the Virtua menu bar, click **Acquisitions**.

Choose **Invoices**, and then choose **Add Supplemental**.



Complete the information in the dialog box.

Click the **Request** button.

The **Add Supplemental Invoice** window appears where you can create supplemental invoice line items and attach them to individual purchase order line items.

Add Supplemental Invoice

Supplemental Invoice Information

Invoice: 702 Vendor Discount Percent: 0.00 %
 Vendor: O'Connell Publishing Method of Payment: Check
 Status: Valid for Payment Invoice Date: 3/16/2012
 Line Total: \$.00 Currency Type: United States D... USD
 Invoice Discount: \$.00 Invoice Total: \$.00
 Invoice Fee Total: \$.00
 Invoice Tax Total: \$.00

Invoice Order Line Information

Order	Vendor Titl...	Title	Price	Qty	Amount	Status	Discount	Fee T...	TaxTotal

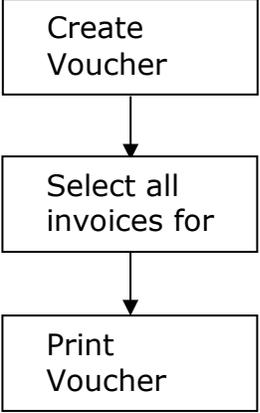
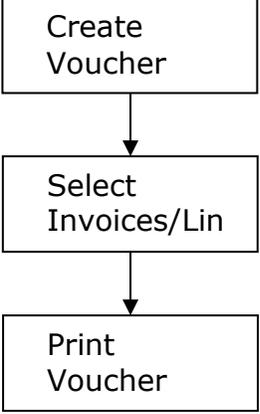
Line Taxes Line Notes Line Fees **Insert** Edit Delete

When Saving ...
 Exit This Window Repeat This Function Immediately Proceed to Payments

Print Invoice Taxes Invoice Discount Invoice Notes Invoice Fees Add Cancel

Edit the supplemental invoice and click **Add** to save the supplemental invoice.

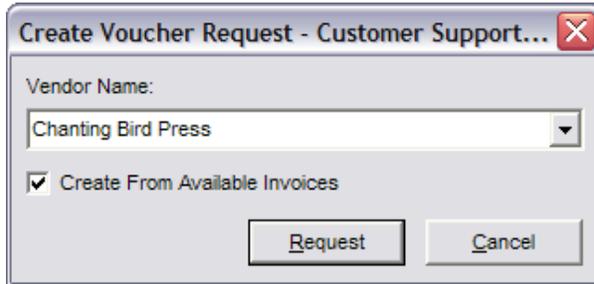
Managing Payments

Recommended Workflows	Explanation
<p data-bbox="212 415 440 447">Pay All Invoices</p>  <pre> graph TD A[Create Voucher] --> B[Select all invoices for] B --> C[Print Voucher] </pre> <p data-bbox="212 947 370 1010">Pay Partial Invoices</p>  <pre> graph TD A[Create Voucher] --> B[Select Invoices/Lin] B --> C[Print Voucher] </pre> <p data-bbox="233 1545 391 1650">Processing Special Payments</p>	<p data-bbox="516 415 1344 552">The voucher function is used to pay invoices. A voucher may be used to pay multiple invoices provided they are from the same vendor. In addition, vouchers may be paid in whole or in part.</p> <p data-bbox="516 558 659 590">Summary</p> <ul data-bbox="492 596 1089 764" style="list-style-type: none"> • Create a voucher • Pay all of the invoices on a voucher • Pay part of the invoices on a voucher • Print the voucher • Processing vouchers without invoices <p data-bbox="516 770 675 802">Key Terms</p> <ul data-bbox="492 808 704 905" style="list-style-type: none"> • Credits • Voucher • Voucher ID <p data-bbox="516 911 724 942">Currency Rule</p> <ul data-bbox="492 949 1268 1012" style="list-style-type: none"> • The currency chosen for the voucher must be the same as for the invoice. <p data-bbox="516 1018 784 1050">Profiler Parameter</p> <p data-bbox="492 1056 1344 1161">Payment Methods: Allows you to define payment methods that you want to appear in the drop-down list in the Virtua Client.</p> <p data-bbox="492 1167 1279 1272">Statuses (Payment): Allows you to add, modify, and delete statuses associated with payments. Allows you set a default payment status.</p> <p data-bbox="516 1287 789 1318">InfoStation Report</p> <p data-bbox="492 1325 1279 1430">Vouchers: Generates a summary of all vouchers that meet the account, vendor, and date range criteria set in the report configuration.</p>

Pay All Invoices

Create the Voucher

Click the **Voucher** icon  on the **Acquisitions** toolbar or select **Acquisitions** → **Vouchers** → **New** from the Virtua main menu. The **Create Voucher Request** window will appear.



Note: It is important to create the Payment Voucher in the Acquisition system even if your payments are processed outside of the Acquisition module. Saving the Voucher, even if you never send it, is very important to have the Expenditures updated in the Account information. This is the only way to reconcile Encumbrances and Expenditures completely.

Select a Vendor from the drop down menu.

Check the *Create from Available Invoices* box to include all unpaid invoices from the selected vendor. If left unchecked, a voucher will be created without a list of available invoices.

Click on Request. The Select Invoices for Payment window appears.

Select Invoices for Payment - Customer Support Library

Voucher ID:

Vendor: O'Connell Publishing

Payment Date: 3/26/2014

Print File Prefix: engprintvoucher.utf

Accession Number:

Currency: USD

Balance Information:

Total:	\$ 25.00
Previously Paid:	\$.00
Balance:	\$ 25.00
Applied Credits:	\$.00
Payment:	\$.00
New Balance:	\$ 25.00

Invoices

Invoice	Date	Invoice Total	Invoice Fees	Invoice Tax...	Credits	Prev Paid	Payment	Balance
705	3/21/2012	\$ 25.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$ 25.00

Expand Credits Apply Credits Unapply Credits Expand Invoice Pay Balance Pay Cancel

Expand Credits Apply Credits Unapply Credits **Pay All** Pay Cancel

When Saving...
 Exit This Window Repeat This Function

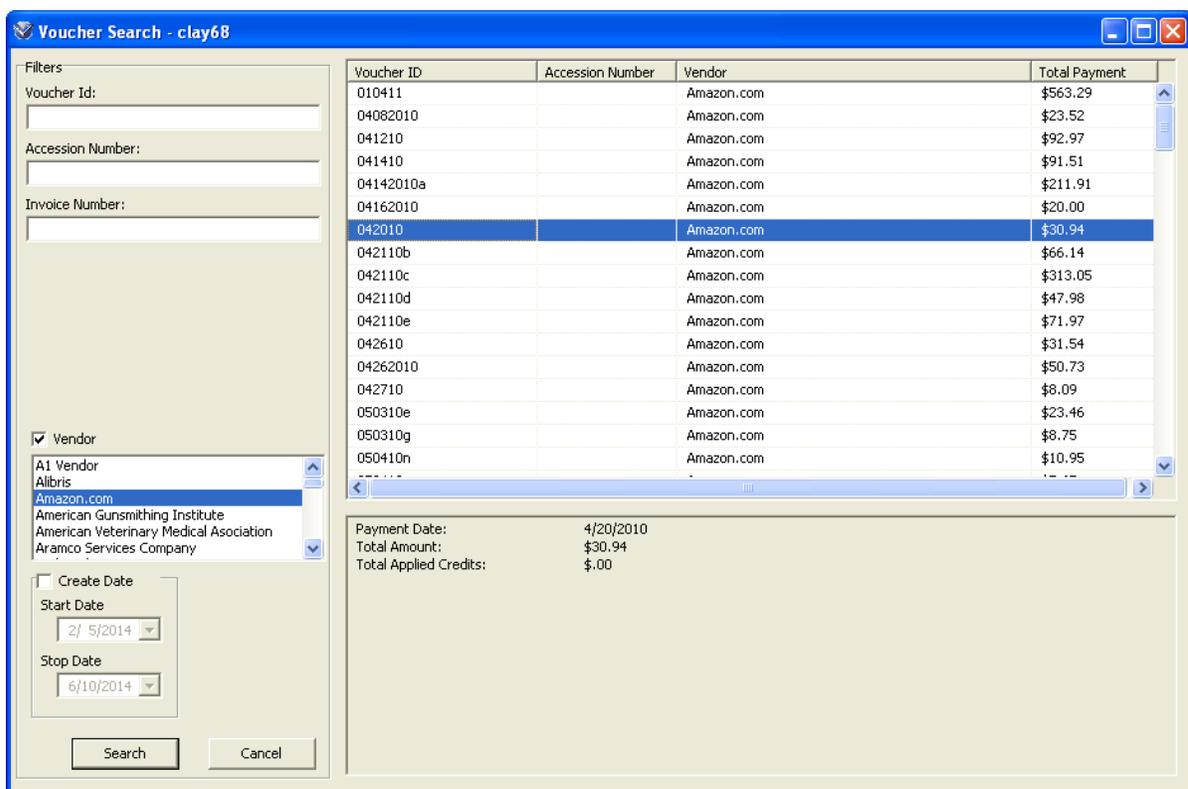
Notes Save Cancel

Searching for Vouchers

Select **Acquisitions** → **Vouchers** → **Search Vouchers** from the Virtua main menu. The **Voucher Search** window will appear.

The **Voucher Search** window lets you search for vouchers according to Voucher ID, Accession Number, Invoice Number, Fiscal Year/Month, Voucher Status, Vendor, or Date Range.

To perform a search, type or select your search criteria and click the **Search** button. Vouchers meeting your search criteria appear in the results pane.



Click on a voucher to view details about that credit below the results, or double-click on a voucher to open the **Display Voucher** window.

Select Invoices for Payment Window

Voucher Header

- **Voucher ID:** An alphanumeric string of up to 30 characters.
- **Vendor:** *Non-editable*. The name of the vendor you specified on the Voucher Request. This field is non-editable.
- **Payment Date:** The default is the current date but it can be edited.
- **Print File Prefix:** Defines which text file will be used to print the voucher.
- **Accession Number:** *Optional*. Virtua does not use this field but it can be used to store an accession number (or any other alphanumeric code) that will be saved as part of the voucher.
- **Currency:** All invoices attached to a voucher must have the same currency and this field will be non-editable. If all invoices for the vouchers do not have the same currency assigned the word "All" will display in a drop down menu and all invoices will be displayed in the dropdown menu. The only active buttons will be Expand Credits, Notes, and Cancel. You must change currency of the non-conforming invoice or delete the invoice from the voucher in order to proceed.
- **Balance Information:** *Non-editable*. The software calculates the balances for you.

Invoice Options

- **Expand Invoice:** Displays additional invoice information.

Payment Options

- **Pay Balance:** Pays the selected invoice in full, including the invoice fees and line fees. The button is enabled only if the selected invoice has a balance greater than 0.
- **Pay Cancel:** Cancels the payment of the selected invoice and undoes any credits applied. The button is enabled only if the selected invoice has a payment greater than 0.
- **Pay All:** Pays all the invoices in the display box.

Credit Options

- **Expand Credits:** For all invoices, displays the **Apply Credits to Invoices** window.
- **Apply Credits:** Button is enabled only if credits with the specified currency exist in the potential payment record and some of the invoices have already been paid.
- **Un-apply Credits:** Undoes any credits that have been applied.

Note: An enabled **Expand Credits** button alerts the user that credits exist for the Vendor. Click on the **Expand Credits** button to display all available credits. The user may choose to apply the credit(s) or save the credits for another invoice to that vendor.

Select All Invoices for Payment

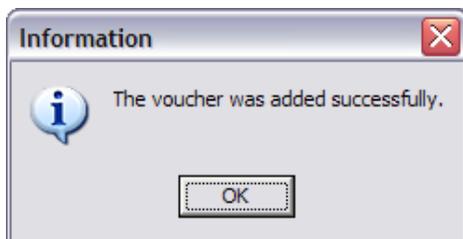
Fill out the necessary header information on the **Select Invoices for Payment** window.

To pay all of the outstanding invoices click the **Pay All** button.

Select a *When Saving* option.

Click **Save**.

The system responds, *Voucher was added successfully*. Click **OK**.



Print Voucher

The **Print voucher** window is displayed to the user to allow immediate printing of a payment voucher.



Click **OK** to start the voucher print program. The voucher print program will use the form designated in the **Print File Prefix** box of the **Select Invoices for Payment** window. Once the printing is finished, the user may return to perform additional payments or go back to other acquisitions transaction processing.

Note: Select the Print in Background check box on the Print dialog box to allow all normal Acquisitions functions to be performed while large numbers of records are being printed.

Pay Selected Invoices

Create the Voucher

(See Pay All Invoices [Create the Voucher](#))

Select Invoices/Line Items for Payment

Partial payments can be made at either the invoice level or the line item level.

Select an Invoice for Payment

From the **Select Invoices for Payment** window, highlight the invoice to be paid.

Click the **Pay balance** button. The voucher will pay any outstanding balance associated with that invoice.

Select Line Items from an Invoice for Payment

To view additional information for a specific invoice, highlight the invoice in the **Select Invoices for Payment** window and then click the **Expand Payment** button.

The **Invoice** window is displayed detailing line item information.

From the **Invoice** window you can select a line item and pay the balance, or pay the balance for the entire Invoice. Highlight a line item; then click on **Pay Balance**.

Note: The screen above shows the first line item paid, with the balance showing for the unpaid items. Note the Payment and Balance columns that tracks which items have been marked for payment.

If *Pay Invoice* is selected, all line items are paid. When **OK** is clicked, the user is returned to the updated Select Invoices for Payment window.

Note: the Payment and Balance columns show total payment to be made and the outstanding balance for each invoice.

When all desired invoices or line items have been paid, click **Save**. The software saves the voucher and prompts you to print it.

To pay the outstanding balance on the invoices, create a new voucher for that vendor. Any invoices for that vendor with outstanding balances will appear on the voucher.

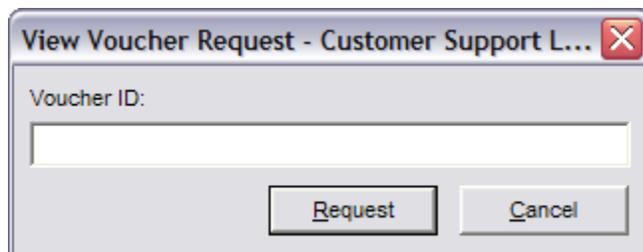
Print Voucher

(See Pay All Invoices [Print Voucher](#))

Reprint a Voucher

View the Voucher

Select **Acquisitions** → **Vouchers** → **View** from the Virtua main menu. The **View Voucher Request** window will appear.



Type in the Voucher ID.

Click the **Request** button. The **Display Voucher** window appears.

Display Voucher - Customer Support Library

Voucher ID: 4691
 Vendor: O'Connell Publishing
 Payment Date: 10/4/2013
 Print File Prefix: engprintvoucher.utf
 Accession Number:
 Payment SAP: DEF Default

Payment Information:
 Total Amount: \$ 10.00
 Total Applied Credits: \$.00
 Total Payment: \$ 10.00

Not...	Invoice	Date	Invoice Amount Paid	Invoice Fees Paid	Invoice Taxes Paid	Total Paid
	1964	10/4/2013	\$ 10.00	\$.00	\$.00	\$ 10.00

When Closing...
 Exit This Window Repeat This Function

Print Expand Credits Expand Invoice Notes OK

Select the **Print** button.

Select the template file from the drop-down list box.

Choose Template - Cust... ? X

Select a template file:
 engprintvoucher.utf

OK Cancel

Click **OK** to start the voucher print program. Modify any of the available settings, if needed, and click **OK** to print the voucher.



Note: Select the **Print in Background** check box on the Print dialog box to allow all normal Acquisitions functions to be performed while large numbers of records are being printed.

Processing Special Payments

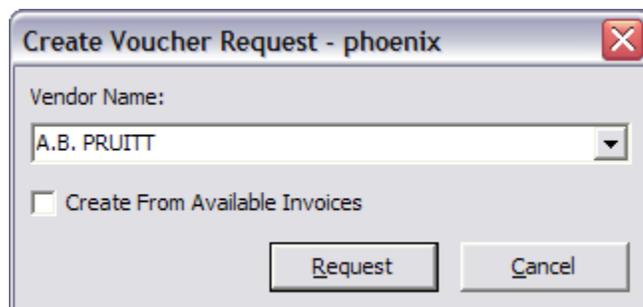
There are times when a payment has to be processed prior to ordering or to proceed and invoice. For example, you may need to pay a "Membership" to get a discount on a future order or you may have to create a Payment to reserve a "Pre-Publication Future Order". You can also create this as an additional payment for an existing purchase order such as an unexpected payment bill after Invoice has been processed. Any Payments created not linked at a purchase order will have to have an account link.

Creating a Payment Voucher without Invoices

To create a payment voucher without invoices:

Select **Acquisitions** → **Vouchers** → **New** from the Virtua main menu.

The **Create Voucher Request** dialog box appears.



De-select the Create From Available Invoices check box.

Click the **Request** button.

The Voucher Without Invoices window appears.

Voucher Without Invoices - Customer Support Li...

Voucher ID:

Vendor: A.B. PRUITT

Payment Date: 10/ 4/2013

Print File Prefix: engprintvoucher.utf

Accession Number:

Currency: United States Dollar USD

Payment SAP: DEF Default

Voucher Total: \$.00

Account Information:

Fiscal Year	AccountID	Amount
2011	AudioBooks	\$.00
<input type="text"/>		

Fiscal Year: 2011

Account: AudioBooks

Amount: \$.00

When Saving...

Exit This Window Repeat This Function

Notes Save Cancel

Add the Voucher ID.

If the name in the read-only Vendor field is truncated, pass your mouse cursor over the field to see the full name in a tooltip.

Voucher ID:

Vendor: TRADEMARK REGISTER NATIONAL PRESS BL

Payment Date:

Print File Prefix: printvoucher.utf

Accession Number:

Currency: United States Dollar USD

TRADEMARK REGISTER NATIONAL PRESS BUILDING

Edit the Payment Date as needed.

Choose the file that you want to use to print the payment voucher. Complete the Accession Number field (*optional*). Note that the Accession Number field accepts alphanumeric data.

Edit the Currency field, which displays the base currency by default.

(If the Use SAP flag is enabled in the *Virtua Profiler* choose a Payment SAP code from the drop-down list box.)

Type at least ONE set of entries for Account/Fiscal Year/Amount data:

Complete each of the three fields: Account, Fiscal Year, and Amount.

Click the **Add Account** button. The data appears in the Account Information table on the window. (Repeat the process as necessary.)

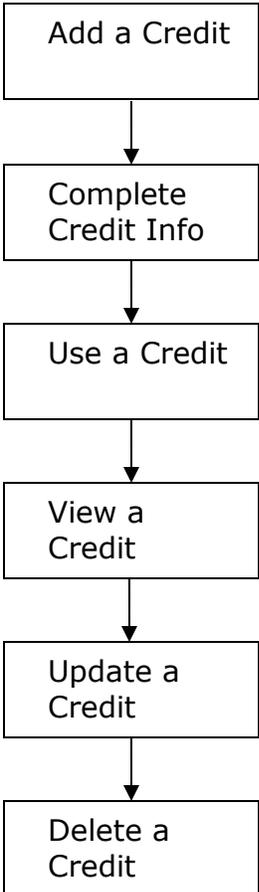
Click the **Notes** button to view any notes directly or indirectly attached to the payment voucher

-OR-

Click the **Notes** button to add, modify, or delete any notes that are directly attached to the payment voucher.

Choose a **When Saving...** option and click the **Save** button. The payment voucher is saved to the data base.

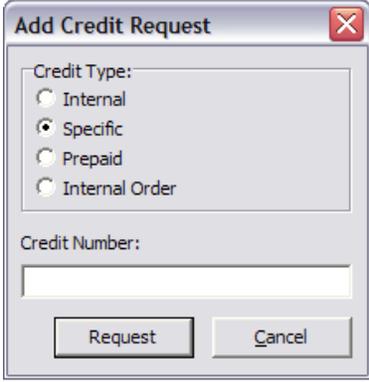
Credit Management

Recommended Workflow	Explanation
 <pre> graph TD A[Add a Credit] --> B[Complete Credit Info] B --> C[Use a Credit] C --> D[View a Credit] D --> E[Update a Credit] E --> F[Delete a Credit] </pre>	<p>Virtua Acquisitions supports four types of credits:</p> <p>Specific Credits – Linked directly to a vendor and used against any future invoice presented for payment.</p> <p>Internal Credits – Created internally and used to adjust the expenditure for an account.</p> <p>Prepaid Credits - Used when a vendor issues a credit for an order that has already been placed.</p> <p>Internal Order Credits - Applied to a single order line, and used to adjust the expenditure for an account.</p> <p>Summary</p> <ul style="list-style-type: none"> • Add a specific credit • Add an internal credit • Add a prepaid credit • Add an internal order credit • View a credit record • Modify a credit record • Apply a specific credit • Delete a credit <p>Key Terms</p> <ul style="list-style-type: none"> • Applied Credits • Credit • Credit Memo • Internal Credit • Specific credit • Prepaid Credit • Internal Order Credit <p>Profiler Parameter</p> <p>Statuses (Credit): Add, modify, and delete statuses associated with credit; set a default credit status.</p>

Specific Credits

Add a Specific Credit

Click on the New Credit icon  on the Acquisitions toolbar or select **Acquisitions** → **Credits** → **New** on the Virtua main menu. The **Add Credit Request** window will appear.

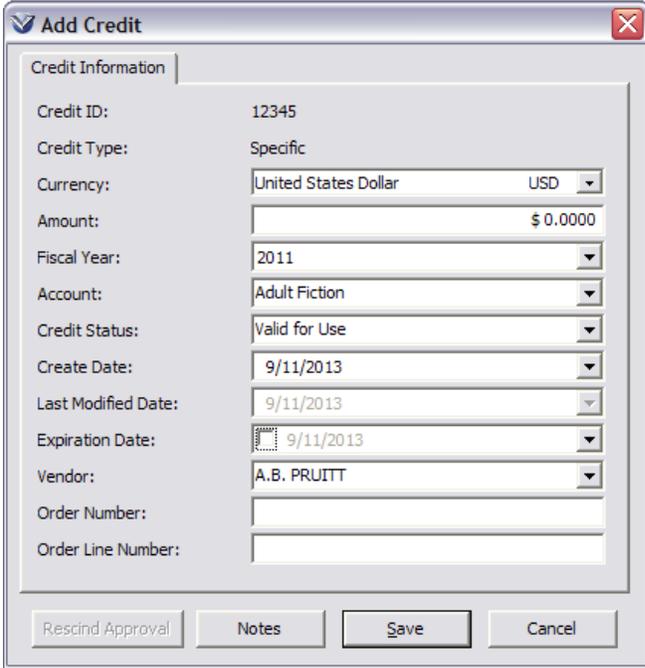


Select the credit type *Specific*.

Enter a credit number.

Note: The number can be alphanumeric, up to 30 characters long, and is case sensitive.

Click **Request**. The **Add Credit** window will appear.



Complete the credit by entering the following information:

Select a currency
 Enter an amount (optional for a specific credit)
 Choose an account (the fiscal year will be filled in automatically)
 Select the credit status
 Created and last modified dates are system-supplied
 Enter expiration date (optional)
 Select vendor
 Enter order number (optional)
 Enter order line number (optional)

Notes:

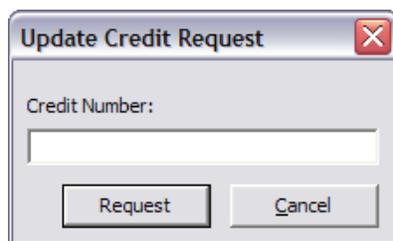
- **If** you choose a specific account, the credit will be available only if all the line items on the payment voucher are being paid from that account.
- **If** you complete the optional fields Order Number and Order Line Number on this credit record, the accounts that appear in the Account drop-down list will be only those associated with the original order.

Click **Save** to save the credit to the database. As part of the save process the software:

- Validates the currency
- Logs the event in the transaction log
- Makes the credit available the next time an invoice from that vendor is presented for payment.

Update a Specific Credit

Select **Acquisitions** → **Credits** → **Update** from the Virtua main menu. The **Update Credit Request** window will appear.



Enter the Credit number to retrieve the credit for modification. The **Update Credit** window will appear.

Update Credit

Credit Information

Credit ID: 12345

Credit Type: Specific

Currency: United States Dollar USD

Amount: \$ 25.0000

Fiscal Year: 2010

Account: ADULT FIC HQU

Credit Status: Valid for Use

Create Date: 11/15/2010

Last Modified Date: 11/15/2010

Expiration Date: 3/19/1999

Vendor: A&E HOME VIDEO

Order Number:

Order Line Number:

Rescind Approval Notes **Save** Cancel

Modify the credit information and click **Save**.

Use a Specific Credit

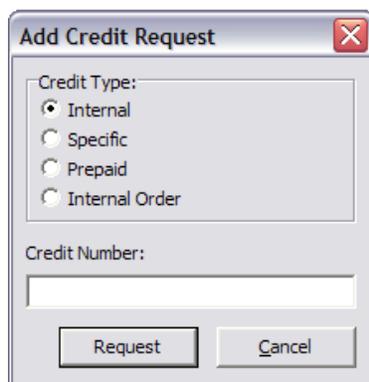
Specific credits can be applied against any voucher created for that vendor that uses the same account and currency.

Internal Credits

An internal credit is created internally and used to adjust the expenditure for an account, for example, when an order for a partially paid item is canceled.

Add an Internal Credit

Click on the **New Credit** icon  on the **Acquisitions** toolbar or select **Acquisitions** → **Credits** → **New** on the Virtua main menu. The **Add Credit Request** window will appear.



The 'Add Credit Request' dialog box contains the following elements:

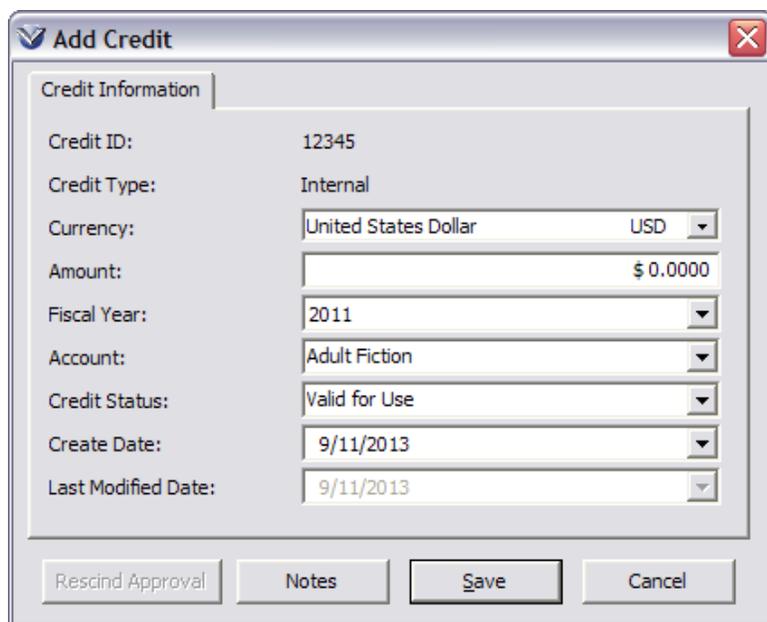
- Credit Type:** A group box with four radio buttons:
 - Internal
 - Specific
 - Prepaid
 - Internal Order
- Credit Number:** A text input field.
- Buttons:** 'Request' and 'Cancel' buttons at the bottom.

Select a credit type of *Internal*.

Enter a credit number.

Note: The number can be alphanumeric, up to 30 characters long, and is case sensitive.

Click **Request**. The **Add Credit** window will appear.



The 'Add Credit' dialog box displays the following information:

- Credit ID:** 12345
- Credit Type:** Internal
- Currency:** United States Dollar (USD)
- Amount:** \$ 0.0000
- Fiscal Year:** 2011
- Account:** Adult Fiction
- Credit Status:** Valid for Use
- Create Date:** 9/11/2013
- Last Modified Date:** 9/11/2013

Buttons at the bottom: Rescind Approval, Notes, Save, Cancel.

Complete the credit by entering the following information:

- Select a currency
- Enter an amount
- Choose a fiscal year (only open fiscal years will display)
- Choose an account (filled in when fiscal year is selected)
- Select the credit status (specifies the system-defined credit status)
- Created date is system-supplied but can be edited
- Notes can be added (optional)

Note: If the credit status **Valid for Use** is selected the system applies the credit to the specific account and the credit status changes automatically to **Fully Used**.

Click **Save** to save the credit to the database. As part of the save process the software:

- Validates the currency
- Logs the event in the transaction log
- Adjusts the account balance to reflect the credit

Update an Internal Credit

Same as [Update a Specific Credit](#).

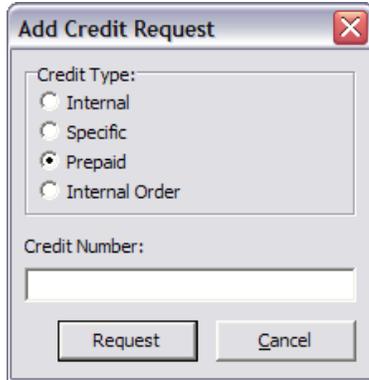
Use an Internal Credit

Same as [Use a Specific Credit](#).

Prepaid Credits

Add an Prepaid Credit

Click on the **New Credit** icon  on the **Acquisitions** toolbar or select **Acquisitions** → **Credits** → **New** on the Virtua main menu. The **Add Credit Request** window will appear.



Select a credit type of *Prepaid*.

Enter a credit number.

Note: The number can be alphanumeric, up to 30 characters long, and is case sensitive.

Click **Request**. The **Add Credit** window will appear.

Add Credit

Credit Information

Credit ID: 12345

Credit Type: Prepaid

Currency: United States Dollar USD

Amount: \$ 0.0000

Credit Status: Valid for Use

Create Date: 9/13/2013

Last Modified Date: 9/13/2013

Expiration Date: 9/13/2013

Vendor: A.B. PRUITT

Order Number:

Order Line Number:

Rescind Approval Notes Save Cancel

Complete the credit by entering the following information:

- Select a currency
- Enter an amount
- Select the credit status (specifies the system-defined credit status)
- Created date is system-supplied but can be edited
- Enter expiration date (optional)
- Select vendor
- Enter order number (optional)
- Enter order line number (optional)
- Notes can be added (optional)

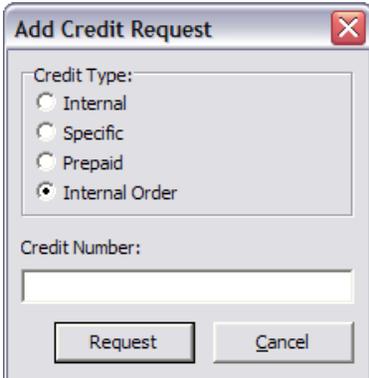
Click **Save** to save the credit to the database.

Internal Order Credits

An Internal Order Credit applies to a *single order line* and is used to adjust the expenditure for an account; for example, when only one line item from a multi-line order is canceled.

Add an Internal Order Credit

Click on the **New Credit** icon  on the **Acquisitions** toolbar or select **Acquisitions** → **Credits** → **New** on the Virtua main menu. The **Add Credit Request** window will appear.



Select a credit type of *Internal Order*.

Enter a credit number.

Note: The number can be alphanumeric, up to 30 characters long, and is case sensitive.

Click **Request**. The **Add Credit** window will appear.

There are two tabs on the **Add Credit** window for Internal Order credits: Credit Information and Purchase Order Information.

Enter the following information on the *Credit Information* tab:

- Select a currency
- Enter an amount
- Select the credit status (specifies the system-defined credit status)
- Created date is system-supplied but can be edited
- Enter expiration date (optional)
- Select vendor
- Notes can be added (optional)

Add Credit

Credit Information | Purchase Order Information

Credit ID: 12345

Credit Type: Internal Order

Currency: United States Dollar USD

Amount: \$ 0.0000

Credit Status: Valid for Use

Create Date: 9/11/2013

Last Modified Date: 9/11/2013

Expiration Date: 9/11/2013

Vendor: A.B. PRUITT

Rescind Approval | Notes | Save | Cancel

Enter the following information on the *Purchase Order Information* tab:

- Enter order ID
- Enter order line number
- Enter an amount
- Notes can be added (optional)

Add Credit

Credit Information | Purchase Order Information

Order ID: 6549

Order Line Number: 1

Amount: \$ 2.0000

Order ID	Line Number	Amount
6549	1	\$ 2.0000

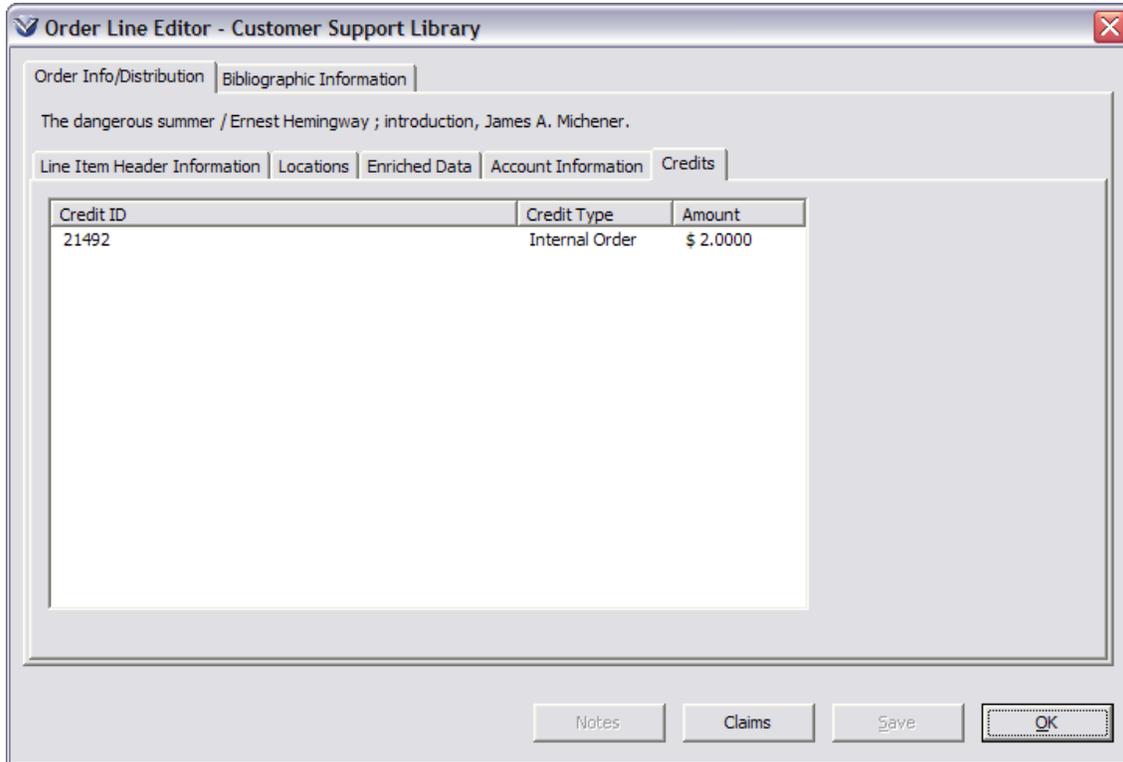
Rescind Approval | Notes | Save | Cancel

Click **Add** to add the amount and then **Save** to save the credit to the database.

When an Internal Order credit is applied the credit amount linked to each order line will be added to the new Revenue column of the order line's accounts.

Internal Order credits *do not* affect the account balance; they only affect the revenue total for each account.

The **Credits** tab appears on the **Order Line Editor** window whenever an Internal Order (or Prepaid or Specific) credit has been associated with the order line via the **Add Credit** window.



Delete a Credit

Credits may be deleted if they are no longer needed. Use the **Delete Credit Request** window to select a credit to delete. Credits are deleted on the **Delete Credit** window.

Serial Purchase Orders

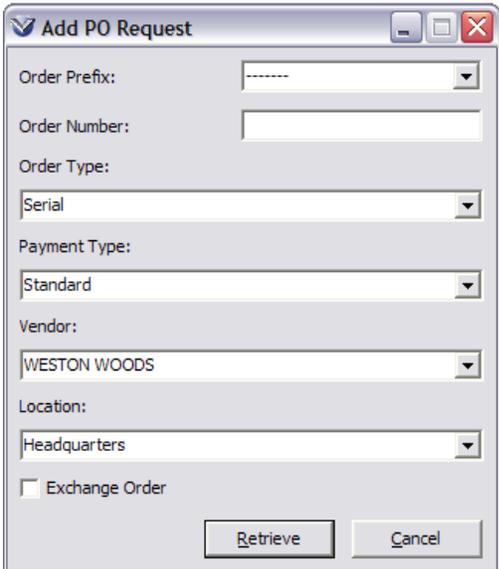
Recommended Workflow	Explanation
<pre> graph TD A[Create Purchase] --> B[Obtain Bibliographic Record] B --> C[Insert Line Items] C --> D[Edit Line Items] D --> E[Save Purchase] E --> F[Send Purchase] F --> G[Print Purchase] G --> H[Confirm Transmissio] </pre>	<p>Steps in the Serial Purchase Order workflow are similar to the steps in the Monograph workflow with the noted exceptions. Please refer to the monographic workflow sections if you have questions.</p> <p>Summary</p> <ul style="list-style-type: none"> • Add a Serials Purchase Order • Obtain a Bibliographic Record • Insert line items into the Purchase Order • Edit Line Items • Transmit the Purchase Order • Send the Purchase Order • Print the Purchase Order • Confirm Transmission • Renew a Subscription <p>Key Terms</p> <ul style="list-style-type: none"> • Bibliographic Record • Chronology • Enumeration • Line Item • Order Type • Payment Type • Purchase Order • Serial • Transmission of order • Vendor <p>Currency Rule If a currency is selected for the order that is not the default database currency, all items on the order will use that currency.</p>

	<p>Profiler Parameters</p> <p>Sublocation: Sublocation is used to determine the holdings location for a subscription.</p> <p>InfoStation Reports</p> <p>Canceled Serials: Generates a list of serial subscriptions that have been canceled.</p> <p>Serials Acquisitions: Generates a list of recently acquired serials that meet the criteria set in the report configuration.</p>
--	---

Add Serial Purchase Order

Select **Acquisitions** → **Orders** → **Add** from the menu bar or the  icon.

Select Serial as the Order Type. This will add the Enumeration Information tab in the Line Item Information window.



Insert Purchase Order Line Items

This is the same workflow as Monograph orders. See [Preparing Book Orders: Insert Purchase Order Line Items](#).

Edit Purchase Order Line Items

Edit the **Line Item Header Information** and **Account Information** tabs the same way as monographic orders.

Click on the **Enumeration Information** tab. This tab is unique to **Serials Purchase** orders. The following screen will appear.

Enter the start and end date of your subscription, the cancel date of the subscription if applicable, and the enumeration information for the subscription in the free text box.

Note: If the **Alert if Serials Titles Are Duplicated On Other Serials Orders** flag is enabled in **Acquisitions Basic Options** in the Profiler, then if a line in the order has been ordered previously is added, an alert message will appear upon saving the order.

Save Serial Purchase Order

This is the same workflow as Monograph orders. See [Preparing Book Orders: Save the Purchase Order](#).

Send Serial Purchase Orders

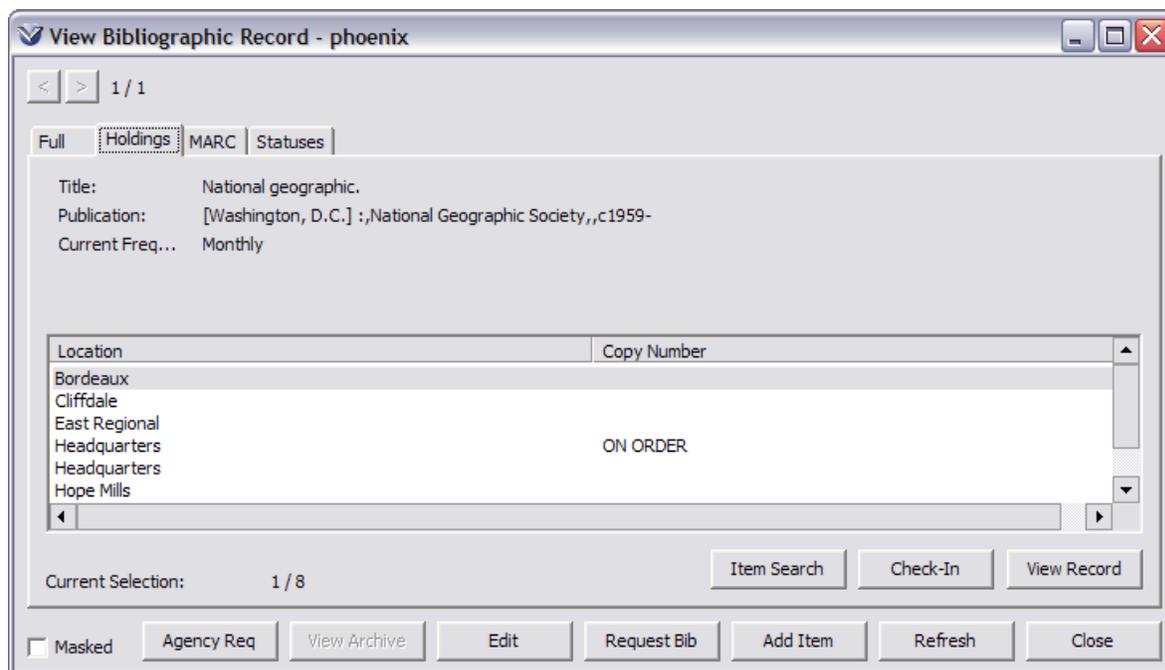
You have two options for transmitting serial purchase orders.

To transmit a purchase order from the **Order** window, select the radio button **Immediately Proceed to Receipts** or **Immediately Proceed to Invoices** at the bottom of the window. Click the **Save** button.

OR

Save the Purchase Order and use the Send Orders option by selecting **Acquisitions → Orders → Send** from the Virtua main menu. See [Preparing Book Orders: Send Purchase Orders](#).

Note: Transmission of the order will automatically create a holding record attached to the bibliographic record or records that are ordered.



Print Serial Purchase Order

Virtua automatically displays a Print dialog box after you transmit a purchase order via the **Send Orders** function.

Send Order Summary

After the order is printed, the **Send Orders Summary** window appears. If any orders did not print correctly, the checkbox next to the order number should be cleared so that the order status remains at Approved and the order can be retransmitted. See [Preparing Book Orders: Send Purchase Orders](#).

Note: By clicking **OK** the status of all checked orders is set to Ordered and line items from these orders can now be received.

Renew Subscription from Acquisitions Menu

Virtua allows the user to renew Serials orders without creating a new purchase order. There are two ways to conduct a renewal, from the **Acquisitions** → **Orders** → **Renew** option, or from the **Reminders** window.

Select **Acquisitions** → **Orders** → **Renew** from the Virtua Menu Bar.

Enter the existing Purchase Order number for the subscription in the **Renew PO Request** window. The purchase order will be retrieved.



Edit the **Enumeration Information** window to reflect the current year's subscription information.

Note: You cannot add new line items to a renewal purchase order.

Save the Purchase order. The **Statuses** tab will be updated to reflect the renewal.

Renew from Reminders Window

Searching and Viewing Serial Order Reminders

Serial Order Renewal reminders will be created for all serial orders that have Start Subscription and End Subscription dates specified in the **Order Line Editor** window.

Note: The **Serial Order Renewal Reminders** tab of the vendor record must be configured for serial order renewal reminders to be created successfully.

The screenshot shows a software window titled "Edit Vendor - ID 438 - DEF - phoenix". The window has a tabbed interface with the following tabs: "Contact Info", "Acquisitions Info", "EDIFACT", "Notes", "Customer Account", and "Serial Order Renewal Reminders". The "Serial Order Renewal Reminders" tab is active and contains the following fields:

- "Renewal Alert Interval": A numeric spinner box set to 2.
- "Price Increase %": A text input box containing "5.0000 %".
- "Subscription Period": A numeric spinner box set to 1, followed by a dropdown menu.

At the bottom of the window, there is a checked checkbox labeled "Active" on the left, and three buttons labeled "Delete", "Save", and "Close" on the right.

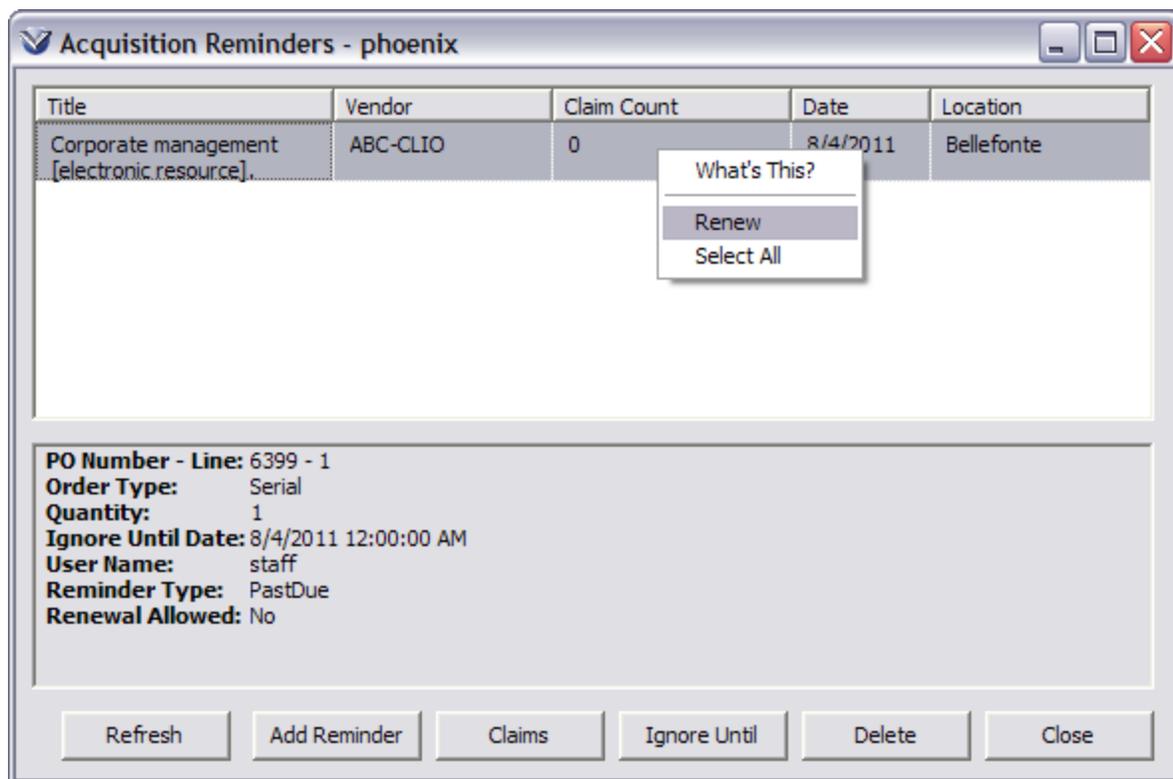
To add and search for serial order renewal reminders:

Select Acquisitions → Reminders to access the General Reminders Request window.

The screenshot shows a dialog box titled "General Reminders Request - phoenix". It has a "Type" section with two main radio button options: "All Serials Reminders" and "All Acquisition Reminders". Under "All Acquisition Reminders", there are three sub-radio buttons: "Acquisition Expected Reminders", "Acquisition Claim Expected Reminders", and "Serial Order Renewal Reminders", which is selected. Below this is an "Additional" section with four dropdown menus: "Location", "Date From" (set to 2/22/2011), "To" (set to 3/23/2012), and "Vendor". The "Order Type" dropdown is set to "Serial". At the bottom are "OK" and "Cancel" buttons.

Select the **Serial Order Renewal Reminders** radio button (and additional search criteria) to search for serial order renewal reminders. Click **OK**.

The serial order reminders that meet your search criteria, along with reminders for serial order lines eligible for renewal within the past month, are displayed on the **Acquisition Reminders** window.

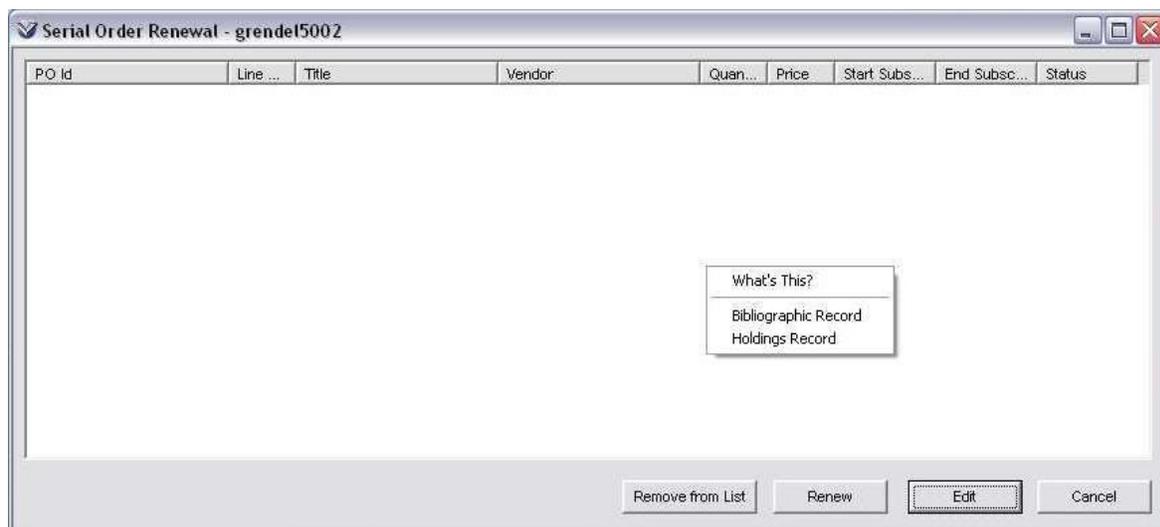


Locate a reminder whose corresponding holdings record uses a vendor whose **Serials Order Renewal Reminders** tab is configured.

Note: For Serial Order Renewal Reminders, the **Date** column and **Ignore Until Date** field contain the date that the order line's subscription is eligible for renewal.

Renewing Serial Orders

To renew serial orders, highlight the reminder, right-click and select **Renew**, to display the **Serial Order Renewal** window with order lines for the selected reminders listed. This option will only be enabled when all of the selected reminders are **Serial Order Renewal** reminders.



Because entire serial orders must be renewed instead of individual lines, order lines that were not selected on the **Acquisitions Reminders** window but that appear on the same order as lines that *were* selected will also be displayed on the **Serial Order Renewal** window.

Order lines brought into the **Serial Order Renewal** window will be linked to the current fiscal year. If the order line's account does not exist in the current fiscal year, the order line will be assigned a status of Needs Approval.

For each purchase order line, the following information is displayed:

- **PO ID:** The purchase order ID.
- **Line #:** The purchase order line number.
- **Title:** The title of the order line's subscription.
- **Vendor:** The name of the vendor associated with the order.
- **Quantity:** The quantity ordered.
- **Price:** The subscription's unit list price. By default, this will be the previous price plus the percentage increase (if any) specified by the Serial Price Increase % field in the vendor record.
- **Start Subscription:** The date the subscription starts. By default, this will be the previous renewal's End Subscription date plus one day
- **End Subscription:** The date the subscription ends. By default, this will be the previous year's End Subscription date plus the interval specified in the Subscription Period of the vendor record.
- **Status:** The status of the order line (Needs Approval or Approved). By default order lines being renewed will be given a status of Approved. However, if the fund account does not exist in the current fiscal year, a status of Needs Approval will be assigned instead.

The **Serial Order Renewal** window contains the following buttons:

- **Edit:** Brings up a window similar to the Order Line Editor that will allow details such as quantity, price, Start Subscription, End Subscription, Enumeration /

Chronology, and Fund Account to be edited for the order line. This button will only be active if exactly one order line is highlighted.

- **Renew:** Saves any changes made to the order lines and renews the order lines shown. The corresponding Serial Order Renewal reminders for the order lines appearing on the orders of the lines shown will be deleted. New Serial Order Renewal reminders will be displayed when the order lines shown are once again eligible for renewal. The Serial Order Renewal window will close.
- **Remove From List:** Reverts any changes made to the selected order lines and removes them from the list of order lines to be renewed. The Serial Order Renewal window will stay open with the order lines that were not selected. Removing order lines will cause them not to appear on the renewed version of the order. Removing all lines for an order from the list will cause the order to not be renewed.
- **Cancel:** Reverts any changes made to the order lines and cancels the renewal. The Serial Order Renewal reminders will not be deleted. The Serial Order Renewal window will close.

The right-click menu available on the **Serial Order Renewal** window contains the following options:

- **Bibliographic Record:** Brings up the View Bibliographic Record window. This option will only be available when exactly one order line is selected.
- **Holdings Record:** Brings up the View Holdings Record window. This option will only be enabled when exactly one order line is selected and that order line is directly linked to a holdings record.

Alternative Order Types

Recommend Outline	Explanation
<div data-bbox="191 409 451 655" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Standing Orders, Monographic Sets, and Planned Orders </div> <div data-bbox="191 676 451 835" style="border: 1px solid black; padding: 5px;"> Vouchers When No Purchase Order or </div>	<p>Combined Order Group (COG) consists of Standing Orders, Monographic Sets, and Planned Orders. The purpose of the COG order is to handle non-standard order types and workflows. Because titles are not necessarily known in advance, a bibliographic record is not required and Bib IDs do not have to be assigned to the master title. Once the order has been transmitted, line items are entered as they are received, with the line item going directly from a status of Approved to Received.</p> <ul style="list-style-type: none"> • Standing Order - An order for a series, subject area, or selected set of publications. In most cases the title will be known in advance of receipt. • Monographic Set – An order for a publication that appears at irregular intervals, may or may not be numbered, and may be published and received out of sequence. The title may or may not be known in advance of receipt. • Planned Order – An order type such as an Approval Plan, Blanket, or Membership that relies on a profile established with the vendor before ordering or receiving individual publications. The title is not know in advance of receipt. • Voucher without an order or invoice <p>Summary</p> <ul style="list-style-type: none"> • Complete a standing order • Complete a monographic set order • Complete a planned order • Complete a voucher without a purchase order or invoice <p>Key Terms</p> <ul style="list-style-type: none"> • Chronology • Coverage (Subscription Year) • Enumeration • Monographic Set Order • Notes • Planned Order • Standing Order

Standing Order, Monographic Set, and Planned Order Workflows

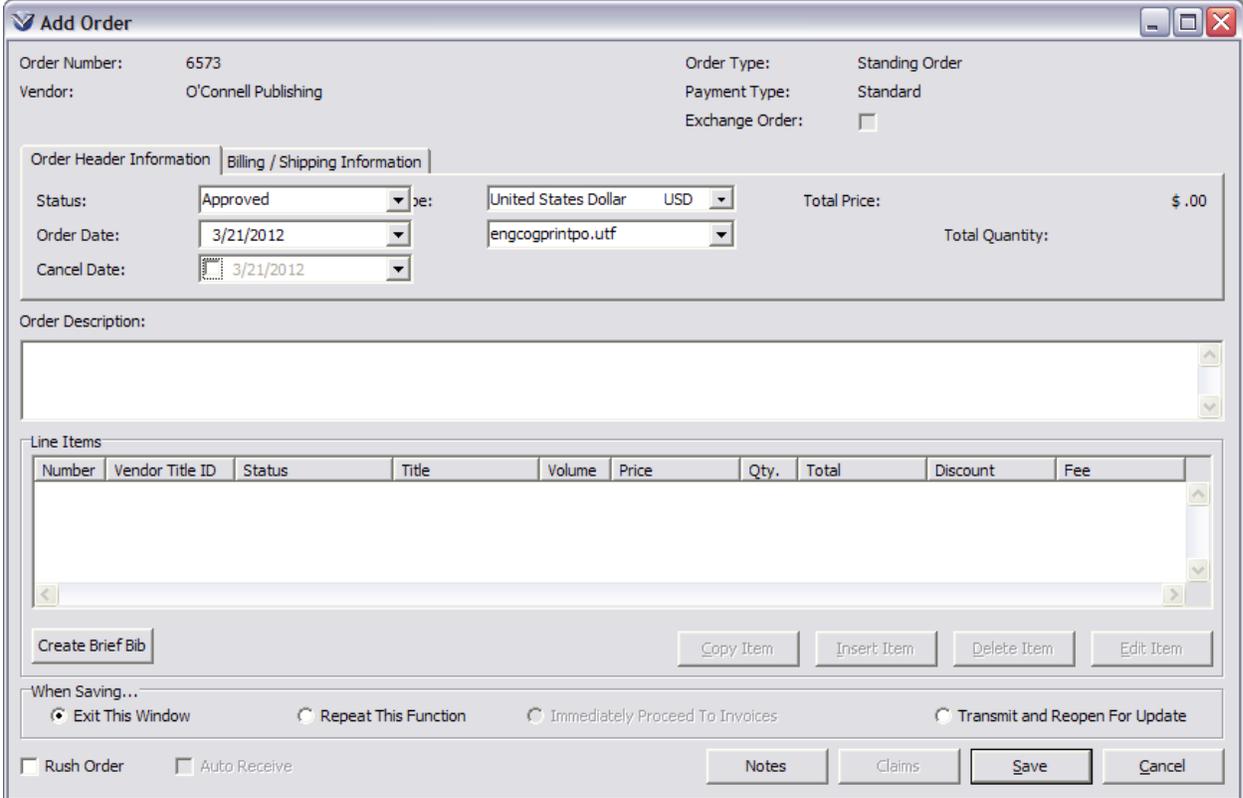
While the order of the steps is different from the monographic order, the process within each step is the same unless otherwise noted. Please refer to the instructions in the monograph purchase order if you have questions.

Add Purchase Order

Select **Acquisitions** → **Orders** → **Add** from the menu bar or the  icon.

Choose Standing order, Monographic Set, or Planned Order from the drop down menu.

Edit Purchase Order



Note: There is an **Order Description** box on the order screen that does not exist on the monograph purchase order screen.

In the **Order Description** area, you may enter information one of two ways:

Enter a description of the order, or reference an attachment for more complex orders. Enter volumes or numbers. In the case of Planned Orders, enter information about the order that your library and the vendor have agreed upon.

OR

Drag-and-drop bibliographic information from the **View Record** window into the **Order Description** area. If you drag bibliographic data into the field where typed information already exists, the typed information will be cleared.

Note: The elements of the **Order Header Information** tab of a COG order are the same as on a Monograph order except for the Cancel Date field, which is optional and lets you set the date when the order is to be canceled. Also, note that in the Print File field, the default file for a COG order is engcogprintpo.utf

The **Copy** button will allow the order to be copied for another location or for another vendor.

Save/Transmit Purchase Order

Before you add a line item to a COG order, you must transmit it. Virtua provides the option to save and transmit in one step.

Select an action when saving.

Note the difference in save options. *Immediately proceed to receipts* is grayed out, and the user is offered the option to **Transmit and Reopen for Update**. In many cases you will be creating a COG order *after* you physically receive ordered line items, so Virtua provides a feature that lets you create, transmit and update an order by inserting line items in one uninterrupted workflow.

Click the **Save** button. The order will be transmitted.

Send Purchase Order

After the order is transmitted, you can insert line items and add claims, notes, or reminders immediately, but you *cannot* edit the **Order Description** field.

Print Purchase Order

See [Preparing Book Orders: To Print Purchase Orders](#).

Send Order Summary

See [Preparing Book Orders: Send Purchase Orders](#).

Insert Line Items

If the item does not already exist in the database, you will have to create a brief bibliographic record for each received line item that you want to insert as a line item. Insert line items using the same drag-and-drop function used in monographic orders

Edit the Enumeration Information Tab

Display the **Order Line Editor**. In the detail box of the **Enumeration Information** tab, enter the enumeration and chronology information for the line item.

Notes

For COG orders, especially for Monographic Sets, notes are important for tracking purposes. Enter any notes relevant to the order or line item.

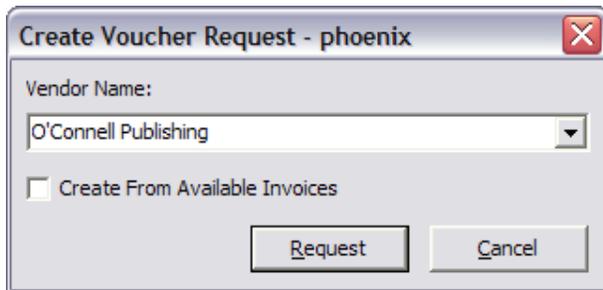
Edit Purchase Order Line Items

Line items can continue to be added as each bibliographic record is added to the database. Line items are then received, invoiced and paid using the same workflows as monograph and serial orders.

Voucher When No Order or Invoice Exists

Click on the **New Voucher** icon  on the **Acquisitions** toolbar or select **Acquisitions** → **Vouchers** → **New** from the Virtua main menu.

The Create Voucher Request window opens:



Select a Vendor and uncheck the *Create From Available Invoices* checkbox.

Voucher ID:

Vendor: O'Connell Publishing

Payment Date: 3/21/2012

Print File Prefix: printvoucher.utf

Accession Number:

Currency: United States Dollar USD

Voucher Total: \$.00

Account Information:

Fiscal Year	AccountID	Amount
2012	Books Ledger	\$.00

Fiscal Year: 2012

Account: Books Ledger

Amount: \$.00

When Saving... Exit This Window Repeat This Function

Notes Save Cancel

The Voucher ID must be entered and must be unique.

The payment date can be changed as needed.

The accession number can be entered or left blank. Note that alphanumeric data may be entered in this field.

The currency must be selected.

The account must be selected and this displays the fiscal year linked to that account.

Additional accounts may be added by clicking on the **Add Account** button.

The payment amount should be entered.

When all information is complete, click on the **Save** button to add the voucher.

When the voucher is saved, the Voucher **Print** window is displayed. Chose **Print** to print the voucher, or **Cancel** to exit the window without printing the voucher.



Updating Purchase Orders

Recommended Outline	Explanation
<div data-bbox="196 499 451 596" style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Acquisitions Notes</div> <div data-bbox="196 630 451 758" style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Update Purchase Orders</div> <div data-bbox="196 779 451 907" style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Approve Purchase Orders</div> <div data-bbox="196 928 451 1056" style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Copy Purchase Orders</div> <div data-bbox="196 1077 451 1247" style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Delete Purchase Order Line Items</div> <div data-bbox="196 1268 451 1438" style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Cancel Purchase Order or Line Item</div> <div data-bbox="196 1459 451 1587" style="border: 1px solid black; padding: 5px;">Relink Purchase Order</div>	<p>Virtua provides the flexibility to edit purchase orders, receipts, and invoices.</p> <ul style="list-style-type: none"> • Purchase orders may be modified by adding notes, editing line items, changing the status, number of copies, unit price, due date of a line item, requestor barcode, discount amount, surcharge amount, and enumeration/chronology information (start subscription date, end subscription date, and cancel date) or copying. Orders may also be deleted if they have not been transmitted. • Receipts may be modified by editing or deleting line items or adding notes. • Invoices may be modified by changing the price, quantity, or status of line items, by deleting line items or by adding notes. Entire invoices may also be deleted. <p>Summary</p> <ul style="list-style-type: none"> • Add, modify and delete acquisitions notes • Modify purchase orders • Copy purchase orders or line items • Delete purchase orders or order line items • Cancel orders or order line items • Relink purchase orders <p>Key Terms</p> <ul style="list-style-type: none"> • Acquisition Notes • Cancel Order • Directly Linked Notes • Family Priority Notes • Indirectly Linked Notes

	Explanation (cont.)
	<p>InfoStation Reports</p> <p>Canceled Serials: Generates a list of serials subscriptions that have been canceled.</p> <p>Canceled Orders Summary Report: Creates list of orders that have been cancelled.</p>

Acquisitions Notes

Acquisitions notes allow free-text descriptive information to be added to records at all stages of the acquisitions process. Notes buttons are available from the following windows:

- Order (PO Header level note)
- Order Line Editor (PO Line Item note)
- Line Item Receipt Information
- Invoices
- Credits
- Payments
- Voucher Without Invoices

Adding or Editing a Note

From any of the windows listed above, click the **Notes** button. The **Acquisitions Notes** window will appear. Any previously entered notes will appear in the windows.

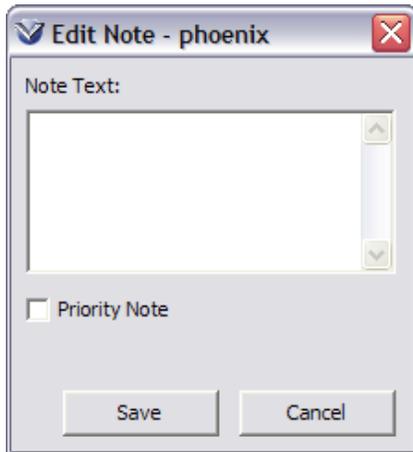
The screenshot shows a window titled "Acquisitions Notes - phoenix". It features two data tables. The first table, "Family Priority Notes", has columns for "Date", "Note Type", and "Notes Text". The second table, "Notes", has columns for "Priority", "Date", and "Notes Text". Below the tables are five buttons: "Add", "Edit", "Delete", "Save", and "Cancel".

The **Family Priority Notes** section displays the date, note type and text of any notes that are **indirectly linked** to the record **and** that have been set as a priority note. For example, if you are adding a note to a receipt, and the corresponding purchase order has an order note attached, the order note would display here. Family Priority Notes can only be modified from the record that owns the note.

The **Notes** section of the window displays the priority, date and text of notes that are **directly linked** to your record. These notes are editable from this screen. For example, you are adding a receipt note and there is a previous note related to the same receipt.

To add a note to the record, click the **Add** button. To edit a note, click **Edit**.

Type your note in the **Edit Note** window.



To assign priority to a note, check the **Priority Note** box.

To print the note or otherwise transmit it to the vendor, check the **Transmit to Vendor** box.

Click the **Save** button. The software has several ways to alert you of when an active record is associated with notes

- A pop-up "alert" indicates that family priority notes are associated with a record on the **Receipts** window).
- A plus (+) sign indicates a priority note in the **Acquisitions Notes** window.
- An asterisk (*) on the **Notes** button on the **View Order** window indicates that notes exist for the purchase order.
- An asterisk (*) preceding the **Line Item** in the list box on the **View Order** window indicates that notes exist for the line item.
- An asterisk (*) on the **Line Notes** button on the **Invoice** window indicates that notes are associated with a line item.

To view acquisition notes, navigate to the appropriate window with an alert displayed.

Click the **Notes** button.

View Order

Order Number: 6574 Order Type: Monograph
 Vendor: O'Connell Publishing Payment Type: Standard
 Ordered By: staff Exchange Order:

Order Header Information | Billing / Shipping Information

Status: Ordered Currency Type: USD Total Price: \$ 8.00
 Order Date: 3/21/2012 Print File: ENGMONPrintPO.utf Total Quantity: 1

Number	Vendor Title ID	Status	Title	Price	Qty.	Total	Discount	Fee
1		Ordered	The Nick Adams stories. Pref. by Phil...	\$ 10.00	1	\$ 8.00	\$ 2.00	\$.00

Create Brief Bib Item Reminder Copy Item Insert Item Delete Item View

When Closing...
 Exit This Window Repeat This Function Immediately Proceed To Invoices Immediately Proceed To Receipts

Rush Order Auto Receive Reminders Copy **Notes*** Claims OK Close

You can edit or delete individual notes from the **Acquisitions Notes** window. When you are finished with **Acquisitions Notes**, click the **Save** button to close the window.

Deleting a Note

To delete a note directly attached to the active record or line item:

On the **Acquisitions Notes** window, highlight a note in the bottom note field.

Click the **Delete** button.

The software asks you to confirm the deletion.

Click the **Yes** button.

The note is removed from the display area.

Working with Family Priority Notes

You can only *view* those notes that are 1) linked indirectly to an active record and 2) flagged Priority. These notes are the Family Priority Notes, which appear at the top of the **Acquisitions Notes** window. An asterisk on the Notes button will indicate whether a priority note is available. For example, if there are priority notes attached directly to an invoice that is linked to a purchase order you are updating, the **Notes** button on the **Order** window will display an asterisk. If you click the button, the system will display those notes in the Family Priority Notes area of the **Acquisitions Notes** window.

Similarly, if you are on the **Invoice** window and a priority note is attached directly to a purchase order linked to the invoice record, the **Notes** button on the **Invoice** window will display an asterisk. Clicking the button will display the note in the Family Priority Notes area of the **Acquisitions Notes** window.

The following table lists the rules that govern viewing priority notes on other records.

The Family Priority notes in the **Acquisitions Notes** window accessed from:

This Window	Includes These Priority Notes
Purchase Order Header	Invoice Header Notes of invoices lined to the purchase order.
Order Line Editor Window	Receipt notes, invoice line item notes, and credit notes lined to the purchase order line item.
Receipt Window	Purchase order line item notes, purchase order header notes, invoice line item notes, and credit notes linked to the purchase order/line item.
Invoice Window (Header)	Purchase order header notes and payment notes lined to the invoice.
Invoice Window (Line Item)	Purchase order line item notes, receipt notes, and credit notes lined to the invoice line item.
Select Invoices for Payment Window	Invoice header notes and credit notes lined to the voucher.

Modifying of Deleting Family Priority Notes

To modify or delete Family Priority notes, you must first access the record that "owns" that note and then display the **Acquisitions Notes** window.

To modify or delete a Family Priority note:

Display the "owning" record.

Click the **Notes** button.

On the **Acquisitions Notes** window, highlight the note that you want to edit or delete.

Click the **Edit** button or **Delete** button as required.

In the Edit Note dialog box, modify the note, and then click the **Save** button.

-OR-

Confirm that you wish to delete the Note.

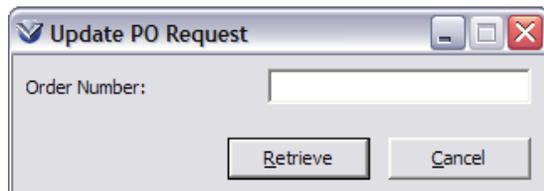
Update Purchase Orders

After a Purchase order is created, it may be modified. However, not all aspects of an order can be modified at all stages of the acquisitions process (see chart below):

	Prior to Transmit	Prior to Receipt	Prior to Invoice	Prior to Payment	After Payment
Line					
Items					
Approve	X				
Add	X	X*			
Edit	X	X*			
Delete	X	X*			
Cancel		X			
Claim	X	X	X	X	X
Notes	X	X			
Order					
Approve	X				
Delete	X				
Cancel		X			
Copy	X	X	X	X	X
Claim	X	X	X	X	X
Notes	X				

* Standing Orders, Monographic Sets and Planned Orders only.

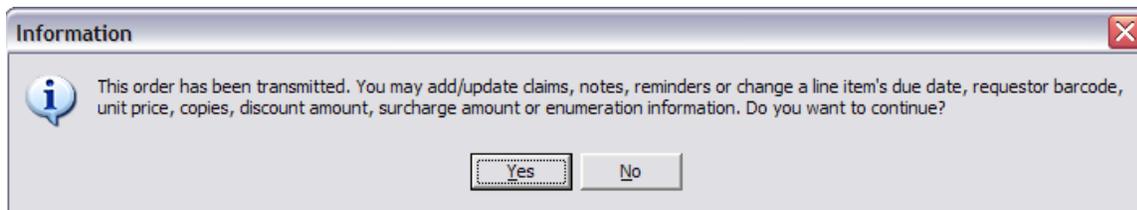
Select **Acquisitions** → **Orders** → **Update** from the Virtua main menu. The **Update PO Request** window appears.



Enter the PO number.

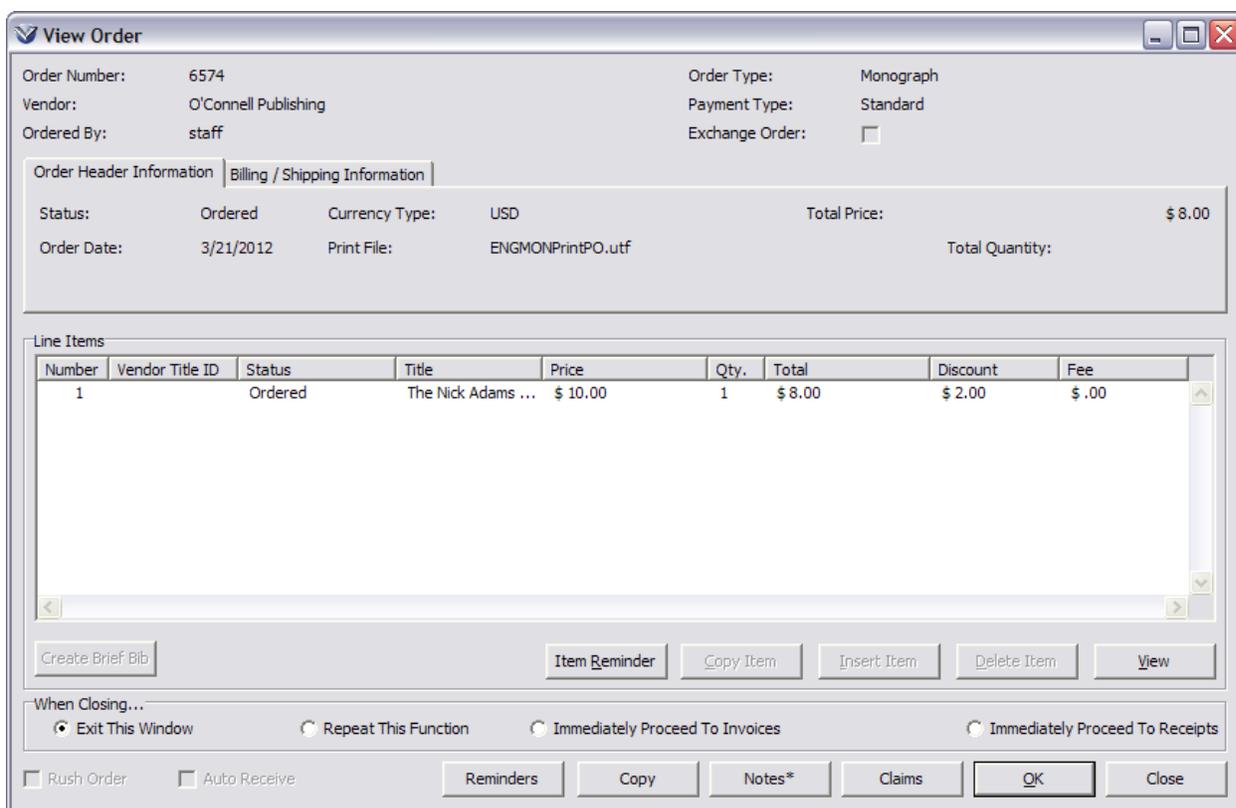
- **If** the PO **has not been** transmitted the next window will be the **Update Order** window.

- **If** the order **has been** transmitted a warning window will appear.



Note: The following fields can be modified **after** a Purchase Order has been transmitted: claims, reminders, notes, number of copies, unit price, due date of a line item, requestor barcode, discount amount, surcharge amount, and enumeration/chronology information.

Proceed to the **View Order** window.



Approve Order

- **If** you have adequate permissions, you may approve the order, and the order will be saved with the status of "Approved".
- **If** you do not have permission to approve orders, the order will be saved with the status of "Need Approval". A user with adequate permissions for approval will have to update the order and save the purchase order again.

Note: The option to automatically approve completed orders is controlled by parameters set in the Profiler.

Copy Purchase Order Line Items

Purchase order line items may be copied and added to an order before the order is transmitted. To copy line items on a purchase order after the purchase order has been saved:

Select **Acquisitions** → **Orders** → **Update** from the Virtua main menu.

Enter the purchase order number the item is attached to. The **View Order** window will display.

Highlight the line item to copy and click on the **Copy Item** button. Another copy of the line item will appear in the line item box of the purchase order window.

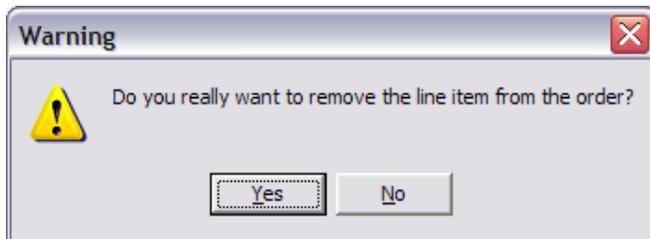
Delete Purchase Order Line Items

Purchase order line items may be deleted from an order before the order is transmitted. After that, they must be canceled. To delete line items after the purchase order has been saved:

Select **Acquisitions** → **Orders** → **Update** from the menu bar.

Entered the purchase order number the item is attached to. The **View Order** window will be displayed.

Highlight the line item to delete and click on the **Delete** button. The software will ask the user for confirmation:



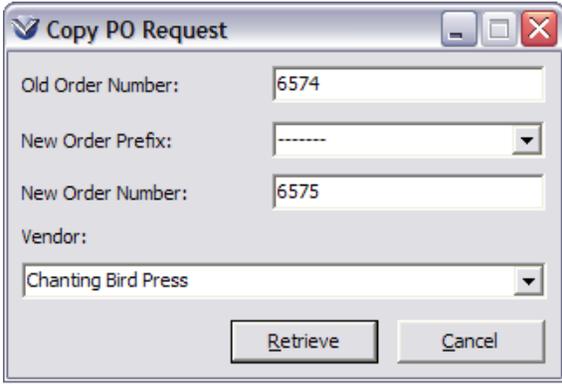
Click **Yes** to delete the line item.

Copy Purchase Orders

To minimize the need to re-key information, data from a previous order can be duplicated in a new order and then modified as needed.

Select **Acquisitions** → **Orders** → **Copy** from the Virtua main menu or click the **Copy** button from the **Update Orders** window.

Virtua will prompt you for the original order number, a new order number and the vendor name for the new order.



The screenshot shows a dialog box titled "Copy PO Request". It contains the following fields and values:

- Old Order Number: 6574
- New Order Prefix: (dropdown arrow)
- New Order Number: 6575
- Vendor: Chanting Bird Press (dropdown arrow)

Buttons at the bottom: Retrieve, Cancel.

The user can choose a different vendor from the vendor drop-down list. If a new order number is not supplied, it will be generated by the system.

When all the necessary information has been entered, click on **Retrieve**. The **Add Order** window will appear with the original order information but with the new vendor name and order number.

Delete Purchase Orders

An entire order may be deleted prior to transmission of the order. After transmission, the order must be canceled.

Select **Acquisitions** → **Orders** → **Delete** from the Menu bar.

Enter the order number for the order you want to delete. The **Delete Orders** window appears.

Delete Order

Order Number: 6575 Order Type: Monograph
 Vendor: O'Connell Publishing Payment Type: Standard
 Ordered By: staff Exchange Order:

Order Header Information | Billing / Shipping Information

Status: Approved Currency Type: USD Total Price: \$ 10.00
 Order Date: 3/21/2012 Print File: ENGMONPrintPO.utf Total Quantity: 1

Number	Vendor Title ID	Status	Title	Price	Qty.	Total	Discount	Fee
1		Approved	The Nick Adams stories. Pref. by Phil...	\$ 10.00	1	\$ 10.00	\$.00	\$.00

When Saving...
 Exit This Window Repeat This Function Immediately Proceed To Invoices Immediately Proceed To Receipts

Rush Order Auto Receive

Buttons: Create Brief Bib, Copy Item, Insert Item, Delete Item, View, Notes*, Claims, Delete, Cancel

Click on the **Delete** button. The following window appears:

Confirm

Do you really want to delete this order?

Yes No

Click the **Yes** button to confirm the deletion.

Cancel an Order or an Order Line Item

After an order has been transmitted, any non-received item on the order can be canceled, or if no items have been received the entire order can be canceled.

Select **Acquisitions** → **Orders** → **Cancel** from the Virtua main menu.

Enter the order number. The **Cancel Order** window appears.

Cancel Order

Order Number: 6576 Order Type: Monograph
 Vendor: O'Connell Publishing Payment Type: Standard
 Ordered By: staff Exchange Order:

Order Header Information Billing / Shipping Information

Status: Ordered Currency Type: USD Total Price: \$ 20.00
 Order Date: 3/22/2012 Print File: ENGMONPrintCancelPO.utf Total Quantity:

Number	Vendor Title ID	Status	Title	Price	Qty.	Total	Discount	Fee
1		Ordered	The Nick Adams ...	\$ 10.00	2	\$ 20.00	\$.00	\$.00

Create Brief Bib Cancel All Cancel Line

When Saving...
 Exit This Window Repeat This Function Immediately Proceed To Invoices Immediately Proceed To Receipts

Rush Order Auto Receive Notes Claims Save Cancel

Tip: If you do not know the order number, search the OPAC for one of the items and look at the **Statuses** tab.

Highlight the item you wish to cancel.

Click on **Cancel Line**.

The **Order Line Editor Window** will appear so that the details of the line item can be confirmed.

Order Line Editor - phoenix

Order Info/Distribution | Bibliographic Information

The Nick Adams stories. Pref. by Philip Young.

Line Item Header Information | Locations | Account Information

Unit Price: \$ 10.00

Copies: 1

Total Price: \$.00

Due Date: 4/21/2012

Collection Code: -----

Material: -----

Discount Amount: \$.00

Vendor Title ID: [empty]

Requestor Barcode: [empty]

Copies Received: 0

Subject Code: RF

Status: To Be Canceled

Shipping Sent To: Headquarters Library/Technical Se

Location: Headquarters

Source of Selection: -----

Surcharge Amount: \$.00

Music Number: [empty]

Copies To Cancel: 1

Notes | Claims | Save | Cancel

Click on **Save** in the **Order Line Editor** window.

Repeat the process for any other items you wish to cancel.

Note: If none of the items on an order have been received, the entire order may be canceled by clicking on **Cancel All**. The status of **all** items is now *To be canceled*.

Cancel Order

Order Number: 6576 Order Type: Monograph
 Vendor: O'Connell Publishing Payment Type: Standard
 Ordered By: staff Exchange Order:

Order Header Information | Billing / Shipping Information

Status: Ordered Currency Type: USD Total Price: \$ 10.00
 Order Date: 3/22/2012 Print File: ENGMONPrintCancelPO.utf Total Quantity:

Number	Vendor Title ID	Status	Title	Price	Qty.	Total	Discount	Fee
1		Ordered	The Nick Adams ...	\$ 10.00	1	\$ 10.00	\$.00	\$.00
**2		To Be Canceled	The Nick Adams ...	\$ 10.00	1	\$ 10.00	\$.00	\$.00

When Saving...
 Exit This Window Repeat This Function Immediately Proceed To Invoices Immediately Proceed To Receipts

Rush Order Auto Receive

Buttons: Create Brief Bib, Cancel All, Cancel Line, Notes, Claims, Save, Cancel

Click **Save** in the **Cancel Order** window to save the changes. Confirm cancellation.

Confirm

Do you want to proceed with cancellation?

Buttons: Yes, No

Click **OK** in the Information window.

Information

Purchase order canceled: 6576

Button: OK

Note: the message indicates that the order has been canceled. However, if any of the line items in the order were **not** canceled, they can be received, invoiced and paid as usual.

To complete the cancellation process, the canceled orders must be transmitted. Select **Acquisitions** → **Orders** → **Send Orders** from the Virtua main menu.

The screenshot shows the 'Send Orders - phoenix' dialog box. On the left, there are radio buttons for 'All Outstanding' (selected), 'Single Order', 'By Vendor', 'By User', 'By Date', and 'Rush Orders'. On the right, there are input fields for 'PO Number:', 'Vendor:', 'Start:' (3/22/2012), and 'Stop:' (3/22/2012). Below these is a 'Filter by Location' checkbox and an empty dropdown menu. At the bottom left, the 'Transmit Canceled Orders' checkbox is unchecked, and a dropdown menu is empty. At the bottom right are 'Report', 'Send', and 'Cancel' buttons.

Click on the check box labeled *Transmit Canceled Orders*. Select the template for printing the cancellation.

The screenshot shows the 'Send Orders - phoenix' dialog box with the 'Transmit Canceled Orders' checkbox checked. The 'None' dropdown menu is open, displaying a list of templates: 'None', 'engcogprintcancelpo.utf', 'engmonprintcancelpo.utf', and 'engserprintcancelpo.utf'. The other elements of the dialog box are the same as in the previous screenshot.

Choose whether you want to transmit **All Outstanding** canceled orders, a **Single** [canceled] **Order**, canceled orders **By Vendor**, or canceled orders **By Date**.

Click on **Send** to transmit the selected canceled orders. At this time, the transmission method for all cancellations in Virtua is "Print." Encumbrance totals are adjusted.

Use the **Send Orders Summary** to confirm that canceled orders were printed correctly.

Note: After transmission, the status of selected items/orders will change from *To be canceled* to *Canceled*.

Select **Acquisitions – Orders – View** to see the order in the **View Order** window. The cancellation date will now display.

The screenshot shows the 'View Order' window with the following details:

- Order Number: 6576
- Vendor: O'Connell Publishing
- Ordered By: staff
- Order Type: Monograph
- Payment Type: Standard
- Exchange Order:

Order Header Information | Billing / Shipping Information

Status: Ordered Currency Type: USD Total Price: \$ 10.00

Order Date: 3/22/2012 Print File: ENGMONPrintPO.utf Total Quantity:

Number	Vendor Title ID	Status	Title	Price	Qty.	Total	Discount	Fee
1		Ordered	The Nick Adams ...	\$ 10.00	1	\$ 10.00	\$.00	\$.00
**2		Canceled 3/22/2...	The Nick Adams ...	\$ 10.00	1	\$ 10.00	\$.00	\$.00

Buttons: Create Brief Bib, Item Reminder, Copy Item, Insert Item, Delete Item, View

When Closing...: Exit This Window Repeat This Function Immediately Proceed To Invoices Immediately Proceed To Receipts

Rush Order Auto Receive Reminders Copy Notes Claims OK Close

Note: The canceled date will also display on the **Acquisitions Statuses** tab of the **View Bibliographic Record** window.

Relink a Purchase Order

If you need to delete a bibliographic record (either brief or full) from a purchase order and replace it with another record, you need to remove the **Acquisitions Statuses** tab attached to the original bibliographic record and relink it to the new bibliographic record.

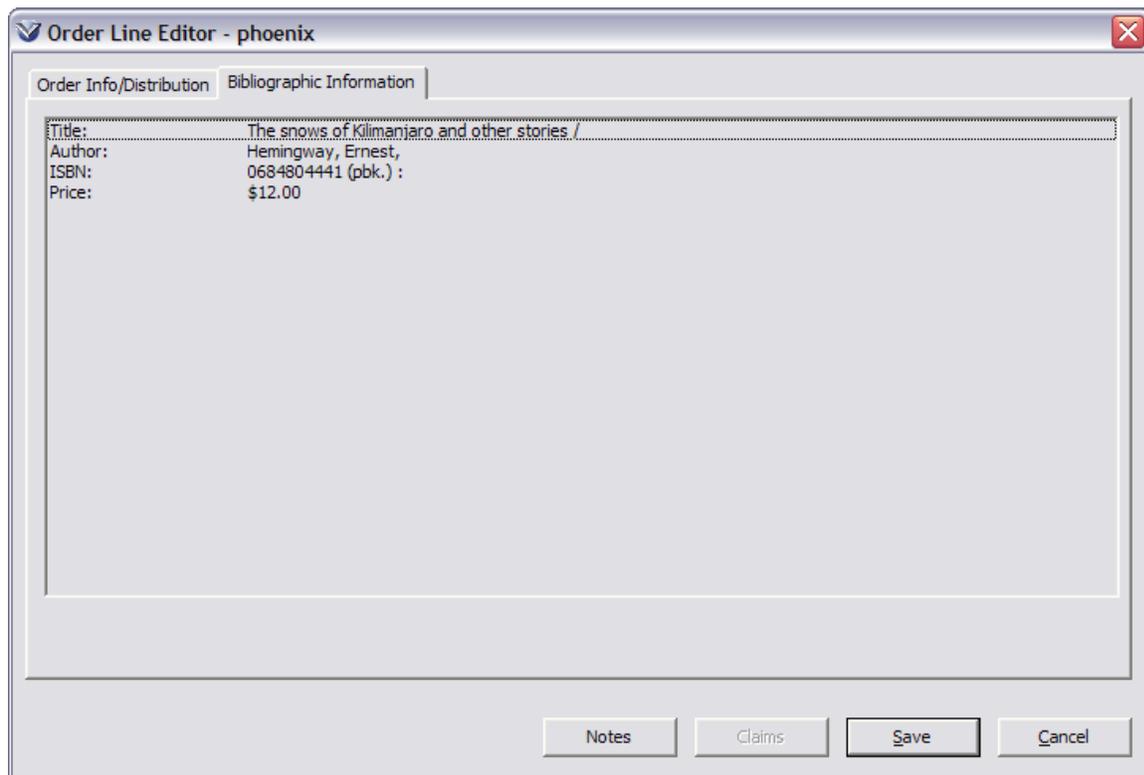
To move the **Acquisitions Statuses** tab to a new bibliographic record:

On the Virtua main menu go to **Acquisitions** → **Orders** → **Update**.

When the **Order** window appears, highlight the item to be updated.

Click the **Edit Item** or **View Item** button (the **Edit** item button will display if the order has not been transmitted.).

On the Order Line Editor window, click the Bibliographic Information tab.



Search the OPAC for the record to which you want to move the order line item. On the **View Record window**, click the **Full** tab.

Drag-and-drop the bibliographic data to the **Bibliographic Information** tab.

Click the **Save** button on the **Order line editor**.

Save the updated purchase order.

The **Acquisitions Statuses** tab for that purchase order will now be attached to the new bibliographic record.

If appropriate, delete the old bibliographic record from the database by opening the record in the MARC Editor and selecting **File → Delete Record from Database**.

Reminders and Claims Management

Recommended Workflow	Explanation
<p>Acquisitions Reminders</p> <pre> graph TD A[View Reminders] --> B[Modify Reminders] B --> C[Create a Reminder] </pre> <p>Acquisitions Claiming</p> <pre> graph TD D[Create Claim] --> E[Transmit] </pre> <p>Serials Claiming</p> <pre> graph TD F[View information] </pre>	<p>Virtua provides reminders and claiming for Serials and Acquisitions.</p> <ul style="list-style-type: none"> • Acquisitions Reminders: Used to remind acquisitions staff that expected items have not arrived. • Acquisitions Claiming: Used to identify and claim orders or parts of orders that do not arrive when expected. • Serials Claiming: Used to identify and claim specific issues that do not arrive when expected <p>The claiming function in Virtua has two parts.</p> <ul style="list-style-type: none"> • Identifies purchases not received by an expected date • Notifies the vendor that the purchase has not been received <p>Summary</p> <ul style="list-style-type: none"> • View Reminders • Modify Reminders • Create a user-defined Reminder • Delete a Reminder • Create a Claim for an order or line item • Transmit a single Claim or all outstanding Claims <p>Key Terms</p> <ul style="list-style-type: none"> • Claim • Claim Interval • Reclaim Interval • Reminder • Serials Claiming • User-Defined Reminder
	Introduction (cont.)

	<p>Profiler Parameter</p> <p>Auto Cancel Purchase Order Flag: Controls whether purchase orders or line numbers are canceled during a batch claiming operation if the claim sequence number of a claim exceeds the maximum number of claims as defined in the Acquisitions Info tab of the vendor record.</p>
--	--

Acquisitions Reminders

Reminders in Acquisitions serve many functions. They can alert you if:

- A new title on order has not yet been received.
- An Order Expected reminder has expired and a Claim Expected reminder is added.
- A claim that has been issued is late.
- There are special conditions such as *published late*, which will entail an adjustment to the Expected interval.

Virtua supports two types of acquisitions reminders, system generated reminders and user defined reminders.

- **System Generated:** Virtua Acquisitions creates and deletes *system-defined* reminders automatically to serve most reminder functions.
- **User Defined:** A free text reminder enables the user to enter any information of their choosing. User-defined reminders give your library a way to customize reminders to serve local needs.

Virtua allows you to generate lists of three types of reminders.

- **Acquisitions Expected reminders:** These are system generated for purchase order line items that have not been received by the due date, which the system calculated when the order is transmitted. The system derives the due date by adding the lead time (the time expected for the vendor to fill the order) to the current date. *The value for the lead-time is stored in the Acquisitions Info tab of the vendor record.* You can either let the software display the Expected reminder on the due date **OR** if you want the software to ignore the reminder until a specified date, you must specify a New Ignore Until Date.

- **Claim Expected Reminders:** These are system generated when an item is claimed or reclaimed either manually or automatically by the claim batch job AutoClaim. The system calculates these reminders by using the value of the reclaim interval as specified in the vendor record. Each Claim Expected Reminder is linked to a specific purchase order line item.

Profiler Tip: The Schedule Auto Claim parameter 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. See *Working with the Schedule Auto Claim Parameter* in the *Virtua Profiler/Acquisitions Parameters User's Guide* for more information.

- **User-Defined Reminder:** These are user-generated. Users can tailor reminder messages and dates to specific needs. You must add and delete User-Defined reminders from the **Reminders** window, which contains an **Add Reminder** button and a **Delete** button.

View Reminders

A **Reminder** search can be defined by entering a location, a beginning date range and an ending date range.

To access **Reminders**, click on the **Reminders** icon  on the **Acquisitions** toolbar or select on **Acquisitions** → **Reminders** from the Virtua main menu. The **General Reminders Request** window will display.

The screenshot shows a dialog box titled "General Reminders Request - phoenix". It has a "Type" section with two main radio button options: "All Serials Reminders" and "All Acquisition Reminders". Under "All Acquisition Reminders", there are four sub-radio button options: "Acquisition Expected Reminders", "Acquisition Claim Expected Reminders", "Acquisition User Defined Reminders", and "Serial Order Renewal Reminders". Below this is an "Additional" section with four fields: "Location" (a dropdown menu), "Date From" (a date picker set to 2/25/2012), "To" (a date picker set to 3/26/2012), "Vendor" (a dropdown menu), and "Order Type" (a dropdown menu). At the bottom are "OK" and "Cancel" buttons.

Select All Acquisitions Reminders.

Choose a **location**, if desired. This will display a reminders list of Acquisitions at only the specified location. Leaving this blank will display reminders for all locations.

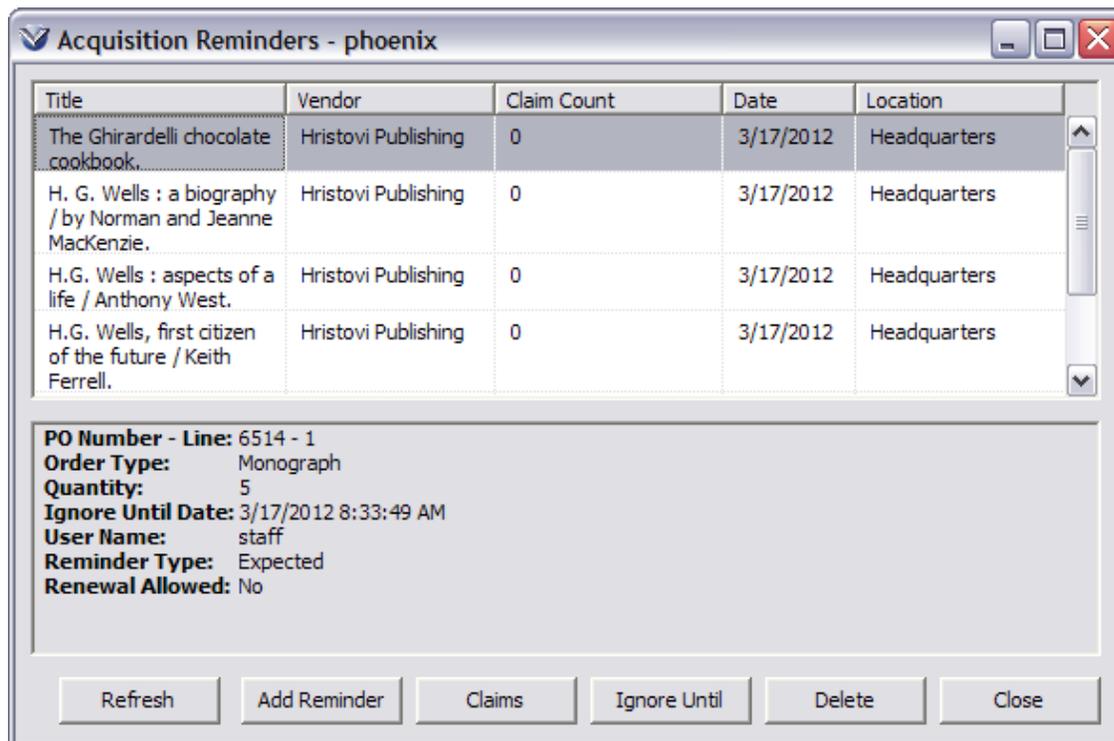
Choose a starting and ending **date range**; Virtua defaults to the last 30 days.

- If you do not specify a date range, by un-checking the start and ending date range check boxes, Virtua displays all outstanding reminders.
- To see reminders that are not yet active, specify a date range that includes future date(s).

Choose a **vendor**, if desired.

Choose an **order type**, if desired.

Click the **OK** button. The **Acquisition Reminders** window will open displaying a list of all Acquisitions reminders that meet the specified parameters.



The **Acquisition Reminders** window displays a list box containing one line per reminder. The bottom half of the window contains additional information about the selected reminder.

- You can sort column in the List Box. Click any column header to re-sort the list by the data in that column.
- If more reminders are listed than can fit in the window, up and down arrows beside the list box will let you scroll through the list.
- You can multi-select reminders when modifying the Ignore Until date or Deleting reminders.

The six command buttons are:

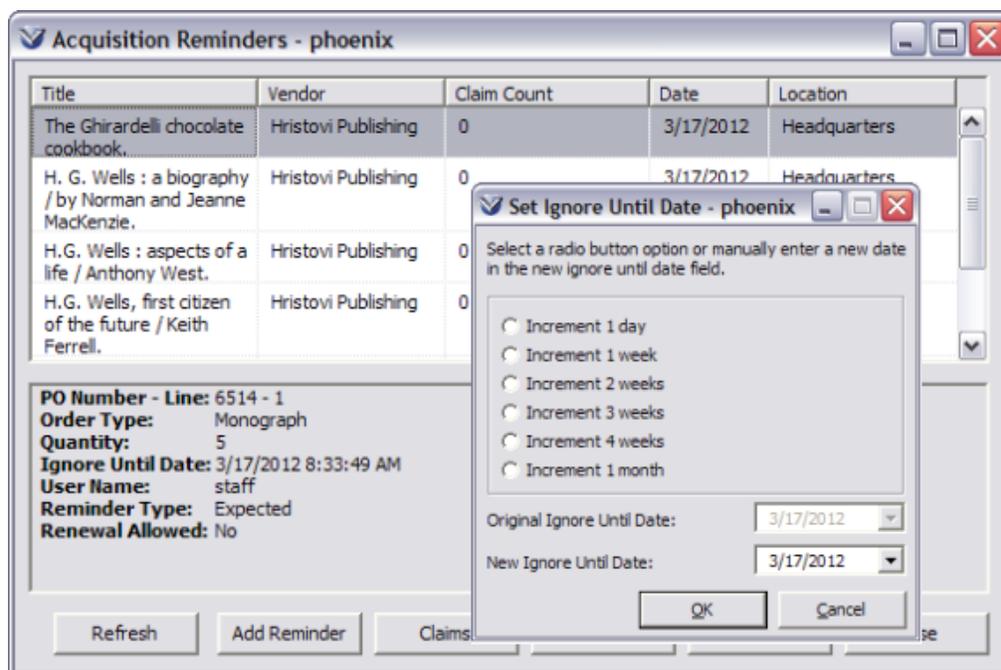
- **Refresh:** Refreshes the **Acquisition Reminders** window after changes.
- **Add Reminder:** Displays the **Add Reminder** window where you can create a User-Defined reminder.
- **Claims:** Displays the **Claims** window for the purchase order or purchase order line item linked to the selected reminder.
- **Ignore Until:** Displays the **Set Ignore Until Date** dialog box where you can set a new Ignore Until date or modify the original Ignore Until date.
- **Delete:** Deletes the selected reminder.
- **Close:** Closes the **Reminders** window and automatically saves any changes.

Modify Reminders

Once a reminder displays on the list, it is sometimes necessary to change the date the reminder becomes active. Highlight the reminder and click the **Ignore Until** button.

Note: you can multi-select items from the **Acquisition Reminders** window by using the Shift or Control keys.

Increment the reminder date by selecting a set length of time or change the date manually.

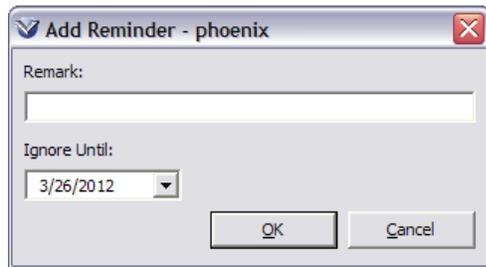


Click **OK** to save the new reminder date. If you set a **New Ignore Until Date**, the new date must be equal or greater than the current date. You will not be able to change the date again until the new Ignore Until Date rolls around, i.e., when the reminder is displayed on the **Reminders** window.

Create User Defined Reminders

Occasionally a user may need to add a reminder manually to expedite problem resolution.

From the **Acquisition Reminders** window, click **Add Reminder**. The **Add Reminder** window will appear.



Enter a reminder message in the **Remark** text box.

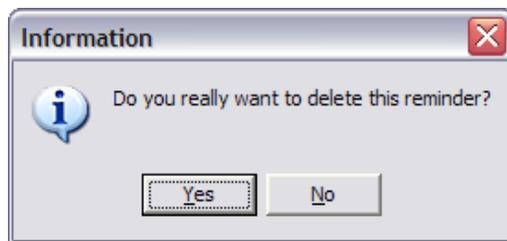
Accept the current system date or set a new date in the **Ignore Until** date box.

Click the **OK** button. The system responds that the Reminder was added and should now display in the **Reminders** window the next time a user views reminders and selects User Defined Reminders.

Deleting Acquisitions Reminders

Select an issue from the **Acquisition Reminders** window.

Click on the **Delete** button. Once an expected reminder is deleted, you need to recreate or re-predict the issue to reinstate it. Click **Yes** to confirm the deletion.



Note: The system automatically deletes the Acquisitions Expected Reminder when an issue is checked in.

Claims

It is recommended that claims be issued at the line-item level.

- **If** you transmit a **Purchase Order header level** claim, the only information the claim letter will contain is the Claim ID and the Purchase Order number.
- **If** you transmit an **Item level** claim, the claim letter will contain bibliographic information about the item as well as the claim id and the purchase order number.

The Claiming function in Virtua has two parts:

- Identifying library purchases that have not been received by the vendor by an expected date; and,

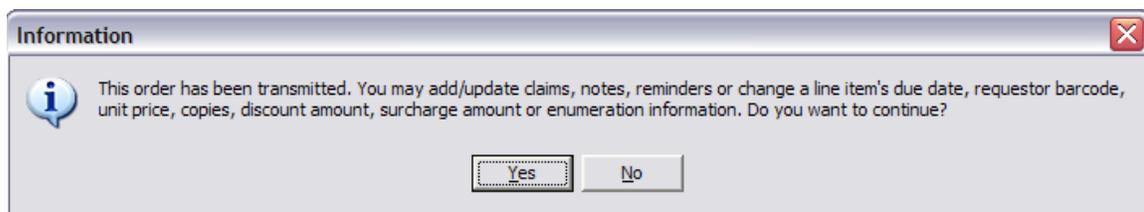
- Notifying the vendor of the situation. You can create claims and transmit claims by means of printing.

Create Claim

Select **Acquisitions** → **Orders** → **Update** from the Virtua main menu. The **Update PO Request** window appears. Alternately, you can double-click on an item from the Title/Remarks column of the **Reminder** window and issue a claim from the **View Order** window.

Enter the PO number.

- **If** the PO **has not been** transmitted the next window will be the **Update Order** window.
- **If** the order **has been** transmitted a warning window will appear:



From the **Update Order** window, you will need to access the **Claims** window.

To claim the entire order: Click the **Claims** button at the bottom of the **View Order** window.

To claim an order line item: Highlight the line item and click on **View**. The **Order Line Editor** will appear. Click the **Claims** button at the bottom of the **Order Line Editor** window.

Note: The **Claims** button on the **View Order** window remains active even after the order has been received.

The **Claims** window will appear. Click on **New Claim** to create a claim.

The status will be *Created* if you never received the items ordered. The status will be *Filled* if you received the items, but not satisfactorily. The claim will also display the reason for the claim: the default system **Reason** is *No copied received*.

Note: If you are unable to create a claim at this point, the Vendor Record may be incomplete. Please see [Managing Vendor Records: Claims](#) for details on how to complete the vendor record fixed fields to allow claiming.

Note: Acquisitions claims will not be deleted when purchase order cancellations are sent; instead, those claims will acquire the status of *Canceled*.

The screenshot shows a window titled "Claims - clay68" with a table containing one row of claim data. Below the table is a toolbar with several buttons and a checkbox.

Se...	Creation Date	Status	Transmission Method	Transmission Date	Reason
2	9/25/2014 4:06:16 PM	Created	Print		No copies received

Toolbar: Edit, Resend, Reminders, New Claim, Save, Delete, Transmit, Close

Use the **Edit** check box to enable the drop-down lists to update the Reason, Status, and Transmission Method fields. **Note:** All of the **Claims** statuses are system defined.

The screenshot shows the same "Claims - clay68" window, but with the "Edit" checkbox checked. The "Reason" field in the table now has a dropdown menu open, showing a list of reasons.

Se...	Creation Date	Status	Transmission Method	Transmission Date	Reason
2	9/25/2014 4:06:16 PM	Created	Print		<input type="text"/> <ul style="list-style-type: none"> No copies received Wrong items supplied Imperfect items supplied Too many copies received Insufficient copies received

Toolbar: Edit, Resend, Reminders, New Claim, Save, Delete, Transmit, Close

Note: To preserve claim history and to allow claims for damaged items to be added, acquisitions and serial claims are not deleted when an order line or issue is received satisfactorily; instead, those claims acquire the status of *Filled*. In addition, acquisitions claims are not deleted when purchase order cancellations are sent; instead, those claims acquire the status of *Canceled*.

Transmit Claims

Claims can be transmitted individually or in batch. Currently, the only valid method of claim transmission is Print.

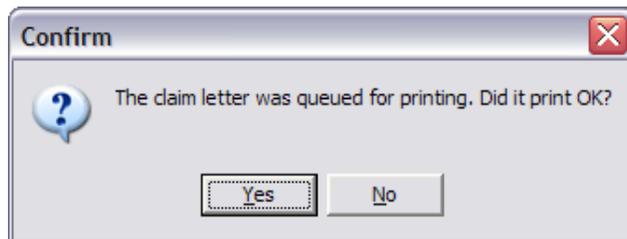
Transmit a Single Claim

The claim must first be created in the **Claims** window.

From the **Claims** window, click on **Transmit**. The **Print** dialog box will appear.

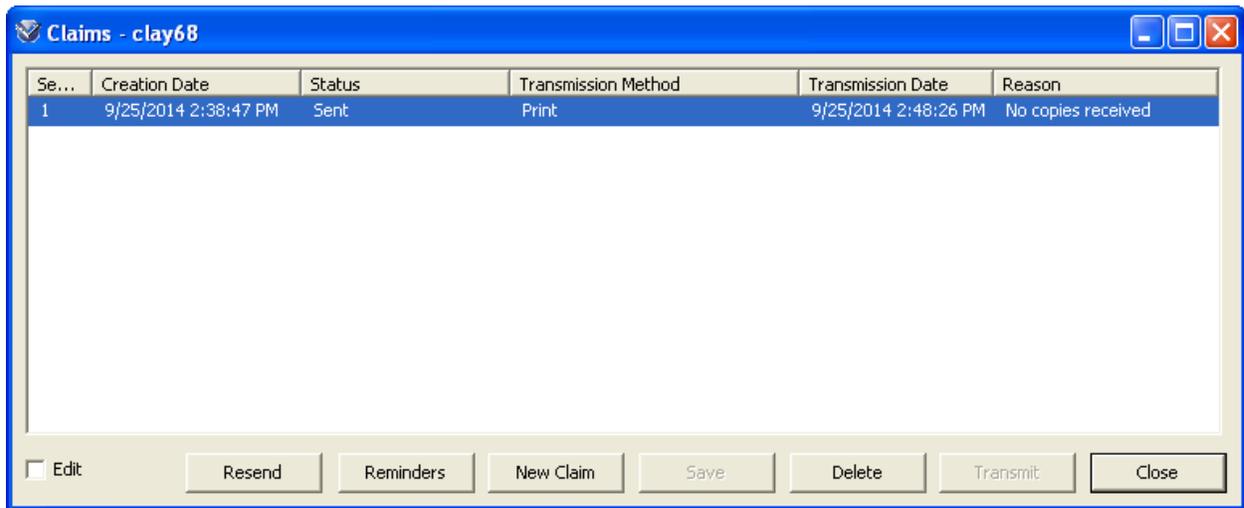


Click on **OK** to print the claim. You will receive the following confirmation:



If the claim was successfully printed, click **Yes**.

The status of the claim will change from *Created* to *Sent* and a Transmission Date will appear.

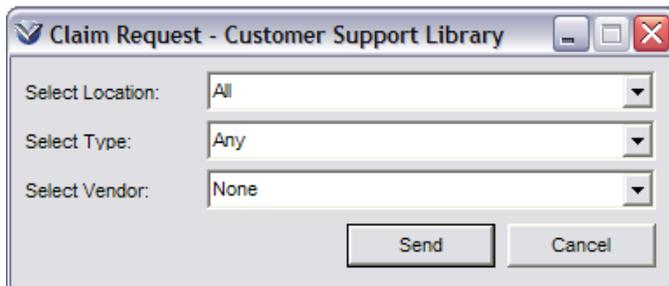


Transmit All Outstanding Claims at Once

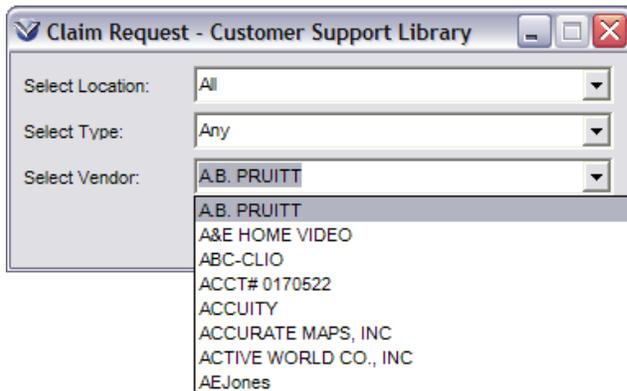
To transmit all outstanding claims in batch:

Select **Acquisitions** → **Claims** → **Transmit Claims** from the Menu Bar. The Claims Request window opens.

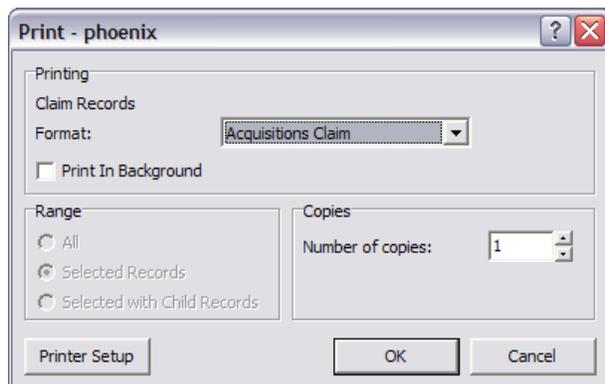
Select a Location (All) and a Type (Any, Serials, or Acquisitions).



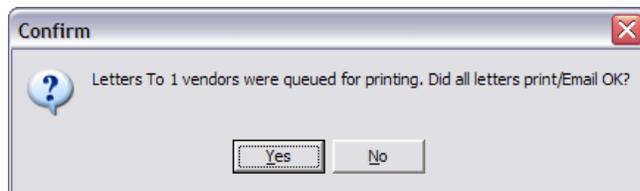
To transmit claims for a specific vendor, use the Select Vendor drop-down list.



Click **Send** to transmit all claims. The **Print** dialog box will appear.



Click on **OK** to print all outstanding claims.



Note: After printing all claims, the system returns the message: *There are no outstanding claims to transmit.* This means that there are no **further** claims for Virtua to transmit; all claims have now been transmitted.

Re-send a Claim That Has Already Been Transmitted

To re-send a claim that has already been transmitted, click the Resend button on the Claims window. The button is enabled when the selected claim (or claims) has a status of Transmitted.

Serial Issue Claims

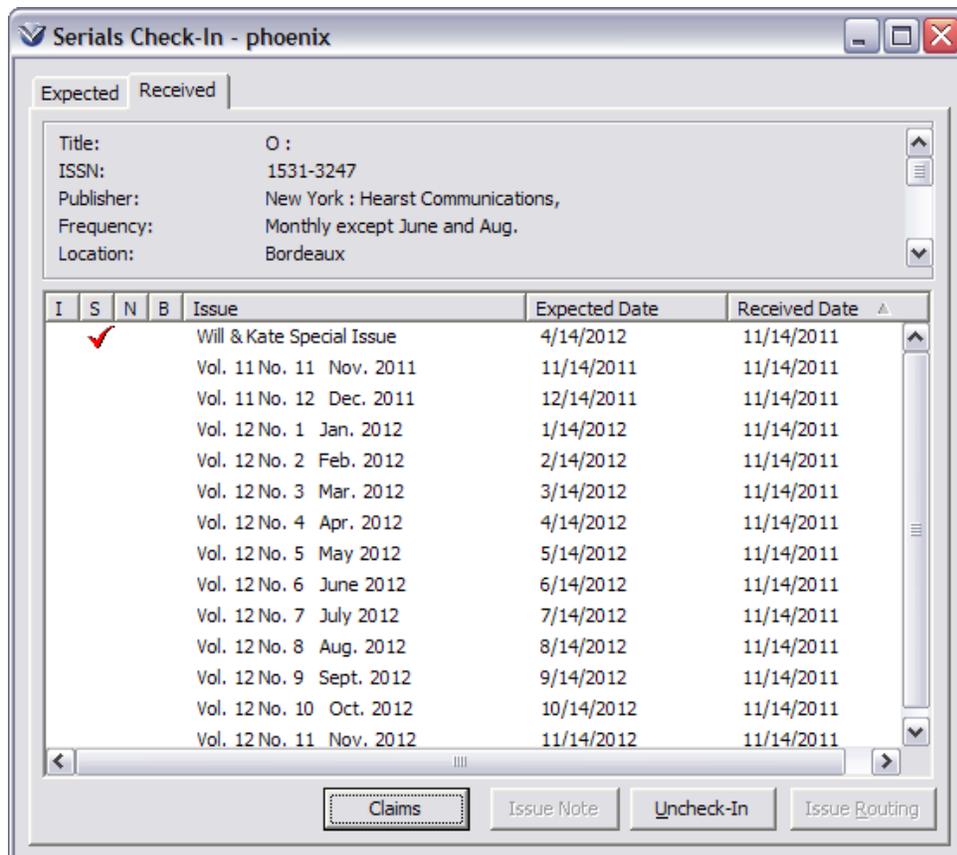
Serial issue claiming in Virtua is handled differently than claiming an order or order line item. Vendor information is linked to a Serial Holdings record via the 941 tag of the holdings record. The holdings record and the 941 tag are automatically created when a serial order is placed. The system populates the subfields of the 941 tag with information from the order itself and from the vendor record.

The 941 tag of the holdings record must contain the following information in order for serial claiming to occur:

\a vendor id \i claim interval \j reclaim interval \k max claims

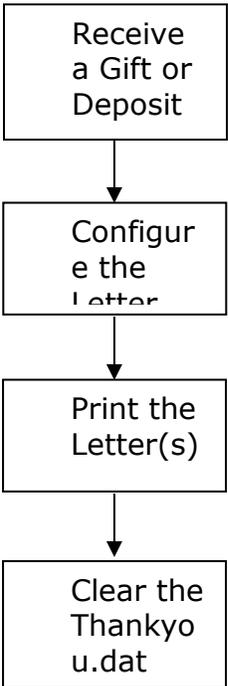
Note: For those libraries using subject codes in conjunction with their Serial purchase orders, the 941 tag will also contain the subfield \m, which stores the subject code value.

Use the **Claims** button on the **Received** tab of the **Serials Check-In** window to view old claims for the selected issue and add a new claim for a wrong issue.



For more information about Serials Claiming, see the *Serials Application User's Guide*.

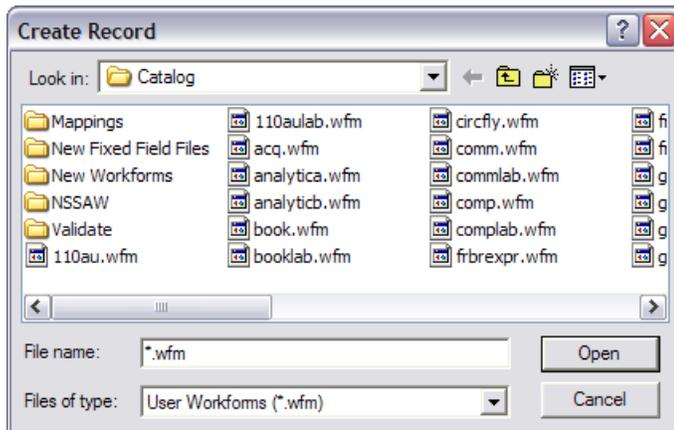
Processing Gift, Exchange and Deposit Accounts

Recommended Workflow	Explanation
 <pre> graph TD A[Receive a Gift or Deposit] --> B[Configure the Letter] B --> C[Print the Letter(s)] C --> D[Clear the Thankyou.dat file] </pre>	<p>When gifts or legal deposits are received, Virtua provides a way to both record and acknowledge receipt via the 541 tag of the MARC bibliographic record. The information from the subfields in the 541 tag are used to generate acknowledgment letters.</p> <p>Summary</p> <ul style="list-style-type: none"> • Receive a Gift or Deposit • Configure the Letter • Print the Thank you Letter • Clear the Thankyou.dat file <p>Key Terms</p> <ul style="list-style-type: none"> • (Immediate Source of Acquisition) 541 Tag • Gift • Thankyou.dat file • Unicode Editor <p>InfoStation Reports</p> <p>Gifts Received by Month: Generates a count and calculation of all gifts received in the specified date range sorted by month.</p> <p>Received Gifts List: Generates a list of all gifts received in the specified date range.</p>

Receive a Gift or Deposit

On the Cataloging toolbar, click the **New Record** icon  or on the Virtua main menu, click **File** → **Records** → **Create Record**.

You can select a default workform via **Cataloging Options** on the **Options** menu, which will then appear in the **MARC Editor** or if you do not select a specific workform to appear by default, then the **Create Record** window will appear.



Select a library-defined workform from the list of files. Click the **Open** button.

That workform will appear in the **MARC Editor**. Complete the record, using all required fields as well as the 541 tag (Immediate Source of Acquisition), which contain additional information needed for the acknowledgment letter.

\$a - Source of acquisition (NR) The name of the person or organization that is the source of the material.

\$b - Address (NR)

\$c - Method of acquisition (NR) The terms under which a transfer of physical custody occurs for example, by gift, loan, or purchase.

\$d - Date of acquisition (NR)

\$e - Accession number (NR) The identification code assigned to materials acquired in a single and separate transfer of custody. Note that the accession number may be alphanumeric.

\$f - Owner (NR) The individual or organization with legal custody over the described materials.

\$h - Purchase price (NR)

\$n - Extent (R) The number of items acquired.

\$o - Type of unit (R) The name of the unit of measurement, for example, cartons.

\$3 - Materials specified (NR)

\$5 - Institution to which field applies (NR)

\$6 - Linkage (NR)

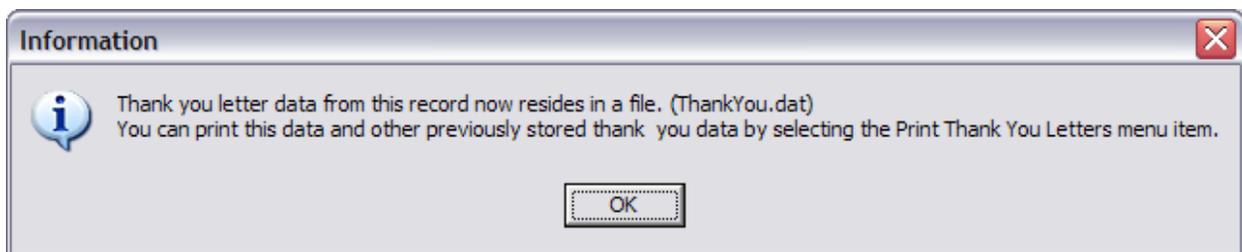
\$8 - Field link and sequence number (R)

Note: In a *future* implementation, it will be possible for Virtua to generate a thank you letter to a *second* donor by use of the subfield \8 field link and sequence number.

Example: Generate a letter to **one donor**:

541 ## \a European Musicological Society \b 1091 W. 17th St. Washington, DC 20091 \c gift \d October 1, 2002

On the Virtua menu bar, click **MARC Editor** → **Remember for Thank You Letter**. An Information dialog box will appear.



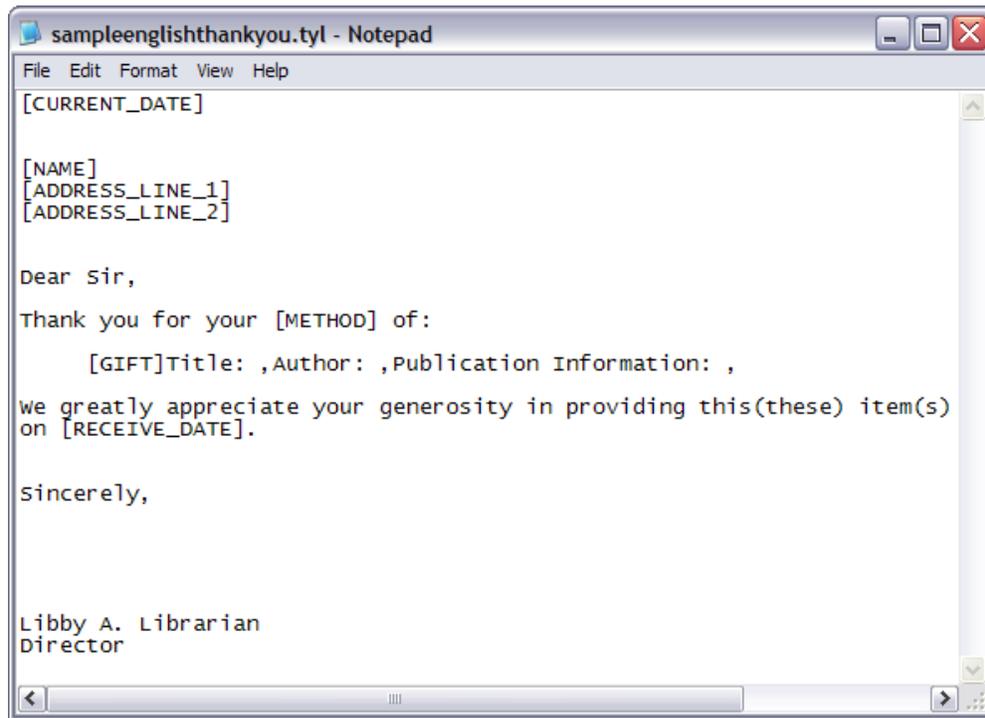
Note: When you choose Remember for Thank You Letter, the system will append the data in the 541 tag to the data file. In this way, all related bibliographic objects are processed together, which serves to prevent multiple letters being generated for the same gift.

Save the new record to the database.

Configure the Letter(s)

Before you can print an acknowledgement letter, you must configure the letter. Virtua provides a sample thank you letter in English.

Using the sample thank you letter template as a guide, your library might want to create a different letter template for each language of each giving institution.



Using this template in conjunction with printing data pulled from the 541 tag in the bibliographic record, this is what the printed letter would look like. The bracketed data indicates where the system finds the information to print. If any gift information is not provided in the bibliographic record(s), the line in the letter where that information would appear is omitted.

11 Jan 2001[current date]

John L. Espley; [541 \$a]
 1701 Kraft Dr. [541 \$b]
 Blacksburg VA 24060 [541 \$b]

Dear Sir,

Thank you for your [541 \$c] gift of:

Title: History of VTLS [245 \$a]
 Author: Espley, John L. [1xx \$a]
 Publication Information: Blacksburg, VA : VTLS Inc., 2010. [260]

Title: Forest Wildfire Management [245 \$a]
 Author: Rabbit, Bruce. [1xx \$a]
 Publication Information: Los Alamos, NM : Dept. of the Interior., 200.
 [260]

We greatly appreciate your generosity in providing this(these) item(s) on [date from 541 \$d].

Sincerely,

Libby A. Librarian
 Director

Edit the Letter Template File

Open the template file **sampleenglishthankyou.tyl** using your favorite editor. If you have accepted the default location for the Virtua installation, the file resides in the VTLS\Virtua\Catalog directory on your PC.

Edit any text not surrounded by brackets [].

Save the file. If desired, assign it a different name, but always use the extension **.tyl** and put the file in the \Catalog directory.

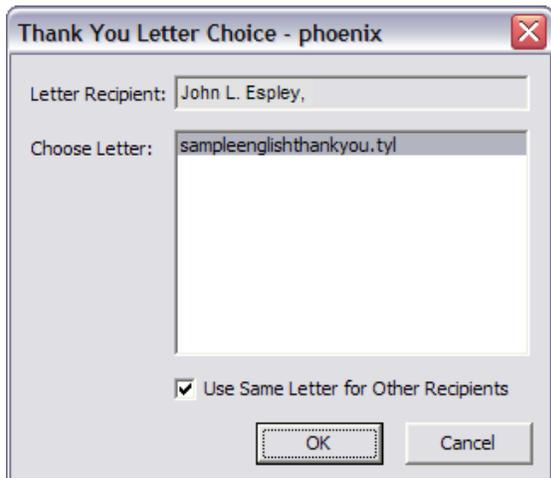
Print the Letter(s)

To Print the Same Acknowledgement Letter(s) for All Donors

On the Virtua menu bar, click **File**.

Choose Print Thank You Letters.

The **Thank You Letter Choice** dialog box appears, displaying the name of the recipient (derived from \$a of tag 541) in the **Letter Recipient** field.



Choose the letter template file that you want to print. You can have any number of files in this list. Only files with the extension **.tyl** appear here.

Leave the check box Use Same Letter for Other Recipients checked, *unless* you want to print different letters to different recipients.

Click the **OK** button. The Print dialog box appears.

Choose the number of copies you want to print.

Click the **OK** button. Virtua prints the letters, which will list all *remembered* bibliographic objects.

To Print a Different Letter to Different Donors

De-select the check box Use Same Letter for Other Recipients.

Print the first letter.

The **Thank You Choice** dialog box reappears, this time displaying the name of the second recipient.

Choose a different letter file.

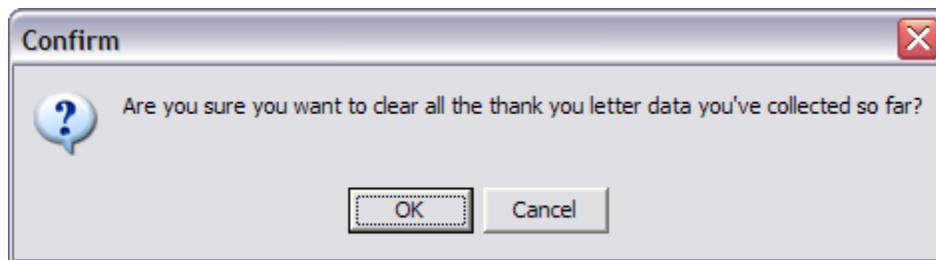
Print the second letter.

Note: If the check box is de-selected, it remains de-selected during the current printing of the series of letters only. After the current printing, it returns to the default value of selected.

Clear the Thankyou.dat file

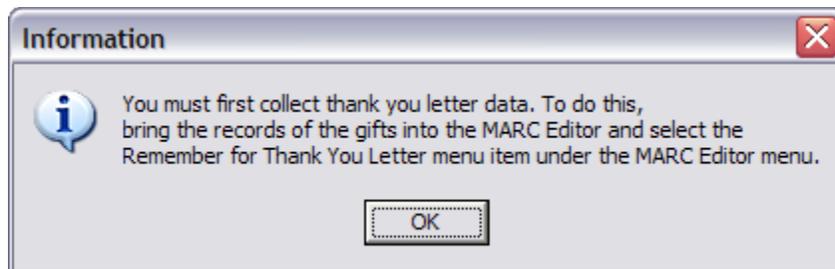
After you finish printing, you will want to clear the data file **ThankYou.dat** of the bibliographic information retained for this printing.

On the Virtua menu bar, click **File** → **Clear Thank You Information**. The system asks you to confirm the action and then clears the file.

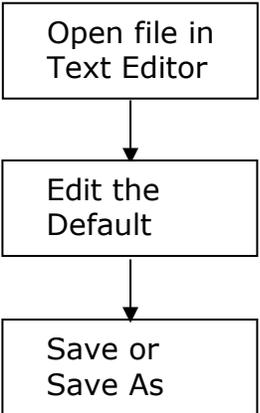


Now you are ready to start the gift/deposit receipt and acknowledgment process again for new material.

If, after you clear all thank you information, you try to print another thank you letter, the system will display the following dialog box:



Editing Virtua Acquisitions Text Files

Recommended Workflow	Explanation
 <pre> graph TD A[Open file in Text Editor] --> B[Edit the Default] B --> C[Save or Save As] </pre>	<p>Virtua provides nine templates for use with printed purchase orders, receipts, claims, and vouchers. These templates are text files that can be modified to reflect the needs of specific libraries. In addition, you may translate these files and save them under a different name.</p> <p>Summary</p> <ul style="list-style-type: none"> • Open a template in a text editor • Distinguish between editable and non-editable part of the file • Change the formatting of the document • Save the file as a new document <p>Key Terms</p> <ul style="list-style-type: none"> • Header • Label • Strings • Text file • Comments • Delimiter

Open Default Text File

The acquisition templates reside in the VTLS\Virtua directory, typically C:/Program Files/VTLS/Virtua/. The template files installed with Virtua are named as follows:

Purchase Order Type	Template file
Monographic Purchase Order	engmonprintpo.utf
Monographic Cancellation	engmonprintcancelpo.utf
Serial Purchase Order	engserprintpo.utf
Serials Cancellation	engserprintcancelpo.utf
Standing order types	engcogprintpo.utf
Stand order cancellation	engcogprintcancelpo.utf
Receipt	receipt.utf
Voucher	engprintvoucher.utf
Claim Letter	engprintclaim.utf

Open the desired text file in a Unicode text editor such as Notepad for Windows 2000.

Note: You can edit every aspect of the template files for the purchase order letter including: the textual content of the letter; placement of the header, salutation, and closing; format and placement of the vendor address; size of the margins; labels of columns and rows; columns widths and row labels.

Edit Text File

Your Library can customize the output by editing the text files.

Example: text file

```
** Prints the optional header information.
** LinesDown determines how many lines to go down from the top before
** printing the header. If a value is not specified it is assumed to be 0.
** PercentOver determines what percent of the printable part of the paper
** to leave blank before the header strings are printed. This should be
** between 0 and 100. If a value is not specified it is assumed to be 0.
BeginHeader
LinesDown=1
PercentOver=20
HeaderStrings1=English Monograph Order.
HeaderStrings2=Second optional header string.
EndHeader
```

The lines of text starting with ** are **comments**. Editing these lines will not affect output. They are instructions or information to help you in editing the file. Comments pertaining to an editable section are above that section.

Below the comments are the **editable regions**. Information to the **right** of the = sign can be edited.

BeginHeader Begins the header section of the document
LinesDown=1 Type a number that indicates the number of lines from the top of the page to leave blank before starting the header
PercentOver=20 Type a number between 0 and 100 that indicates the percentage of the page from the left to leave blank before starting the header. Alternatively, type the word *LeftJustify*, *Center*, or *RightJustify*
HeaderStrings1=... Type the first line of the header
HeaderStrings2=... Type the second line of the header
EndHeader Ends the header section

Note: The editable regions are shown in bold and text regions are shown in italics for clarity. The actual text files do not contain either bold or italic type.

Header: The header consists of various header *strings*. Each text string contains a line of information such as your library's name, a special department, your institution's address, or any other suitable information. Additional strings may be added by using successive numbers:

Example:

HeaderStrings1=... First line of text
HeaderStrings2=... Second line of text
HeaderStrings3=... Third line of text
HeaderStrings4=... Fourth line of text

Vendor: You cannot edit the vendor name and address that appear on the printed purchase order as they are pulled directly from the vendor record. However, you can rearrange or delete elements of the **VendorFormat**: City, State, ZIP, and Country (see comment for details)

```
BeginVendor
LinesDown=2
PercentOver=60
VendorFormat=CityStateZipCountry
EndVendor
```

Labels: Labels are specified for both columns and rows; the position of the label and the text can be changed.

```
BeginTableColumns
POLineNo=Line No.,0,10
ISSN/ISBN=ISSN/ISBN,11,25
AccountID=Account ID,26,40
Coverage=Coverage,41,55
Quantity=Quantity,56,70
Price=Unit Price,71,85
LineTotal=Line Total,86,100
EndTableColumns
```

Example: AccountID=Account ID,26,40

AccountID= Virtua Database field name that **cannot** be edited except to move or delete

Account ID Label in output that **can** be edited

, Delimiter – denotes the end of the label text string

26 Position of the start of the column – 26% of the page is to the left

, Delimiter

40 Position of the end of column – 40% of the page is to the left

Display Right-To-Left Language Data in Printed Purchase Orders

To display the data in a right-to-left language, users may edit the **printpo.utf** template file and add the option: **BeginRowLRO** as the first line in the **BeginTableRows** section of the text file. When this option is specified, entries in the table are displayed with the label first, followed by the associated data.

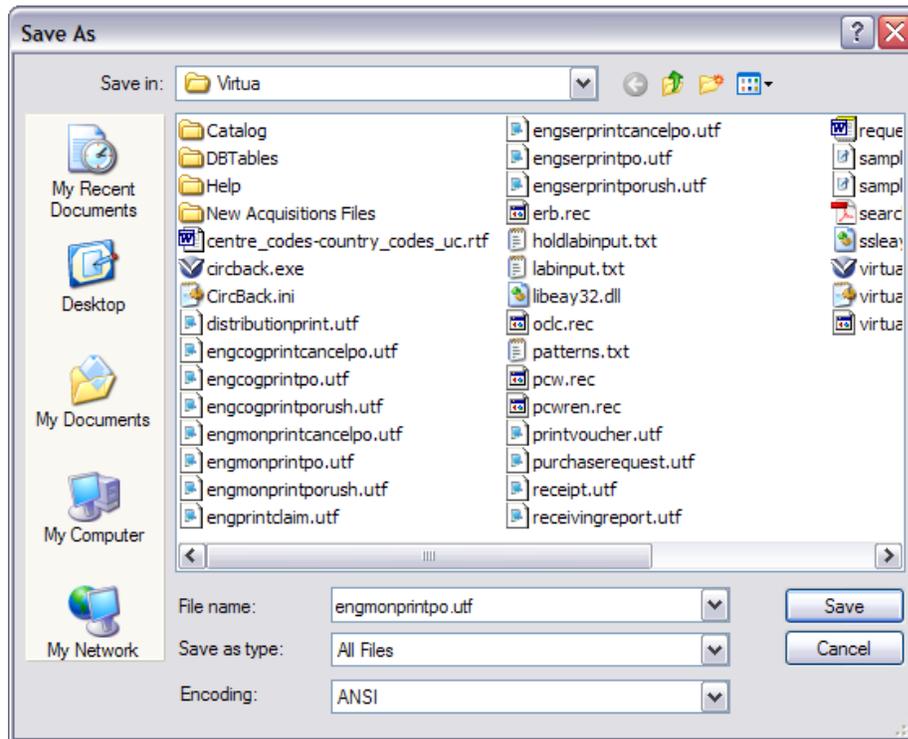
Save Text File

Virtua allows you to save translations of the text files.

Open the file in a Unicode editor such as Notepad.

Edit the file.

Save the file using the following file naming conventions:



First 3 characters of file name = language code
 Remainder of file name should match the original file name
 Extension should be .utf

Example:
engmonprintpo.utf (English default file)

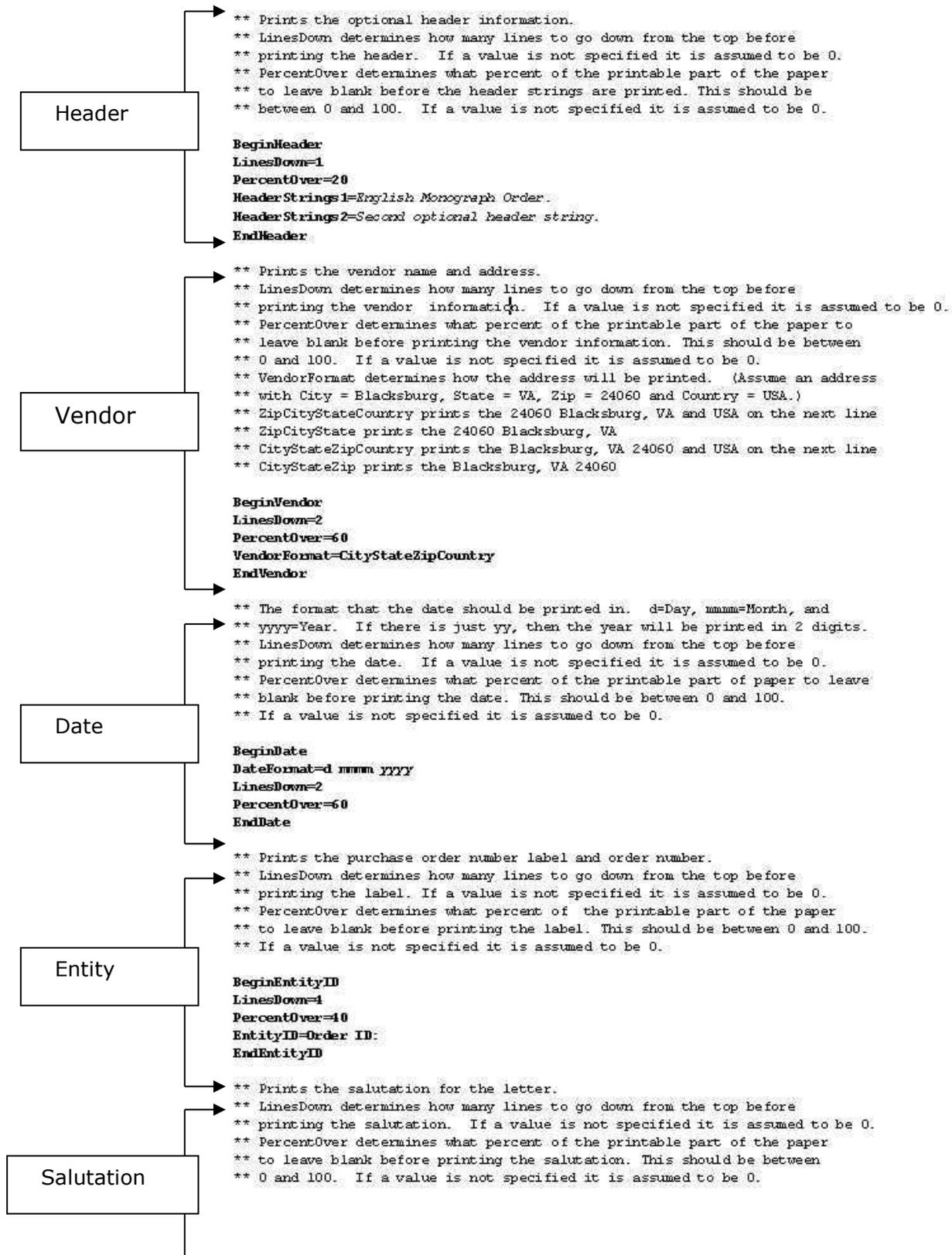
fremonprintpo.utf(French translation)

Save as type: **All Files**

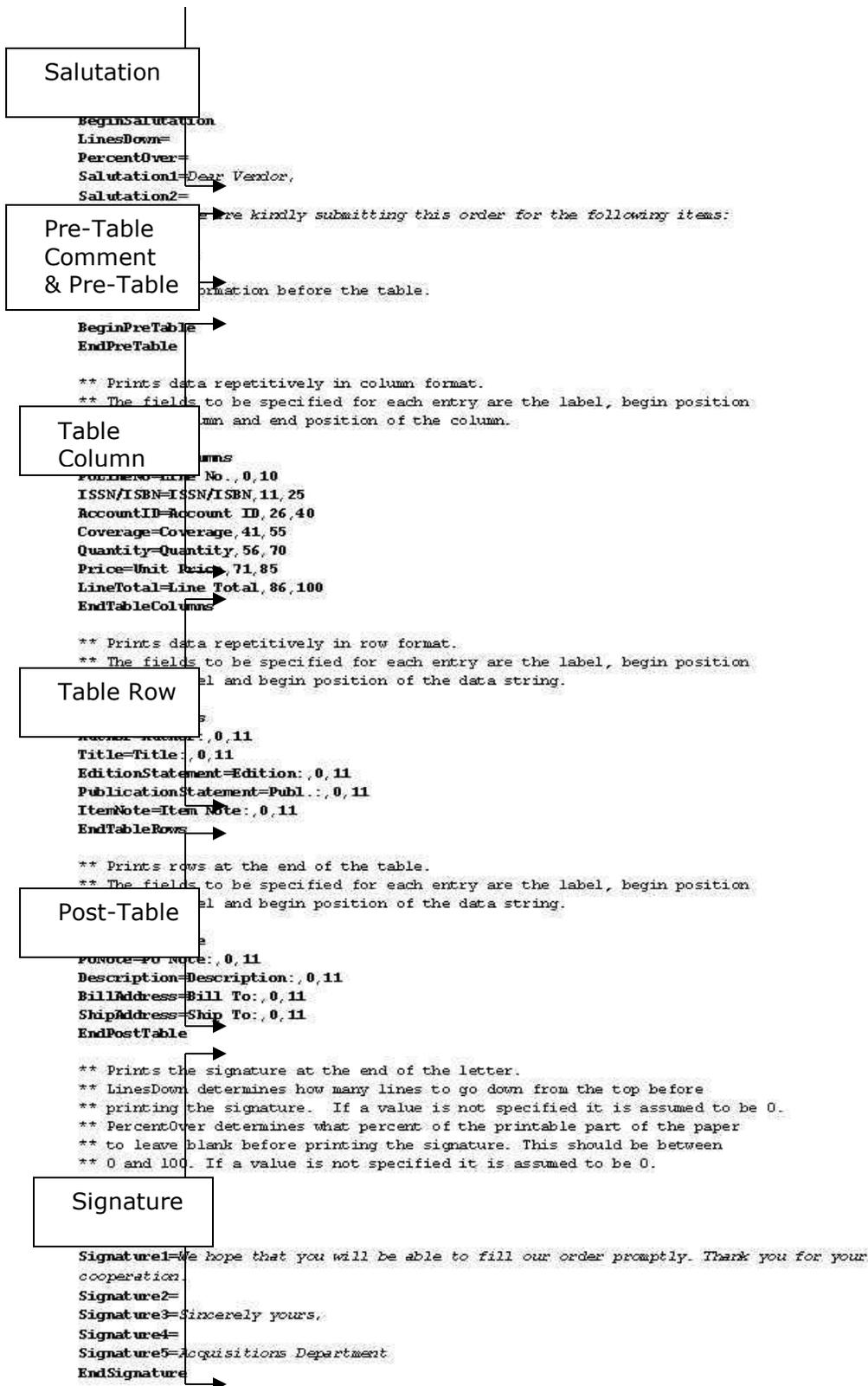
Encoding: **UTF-8**

The following is a printout of a purchase order and the corresponding text file.
 Look at the text file and the printout; the corresponding sections are identified for
 you. Compare the printout with the text file to better understand the formatting
 commands.

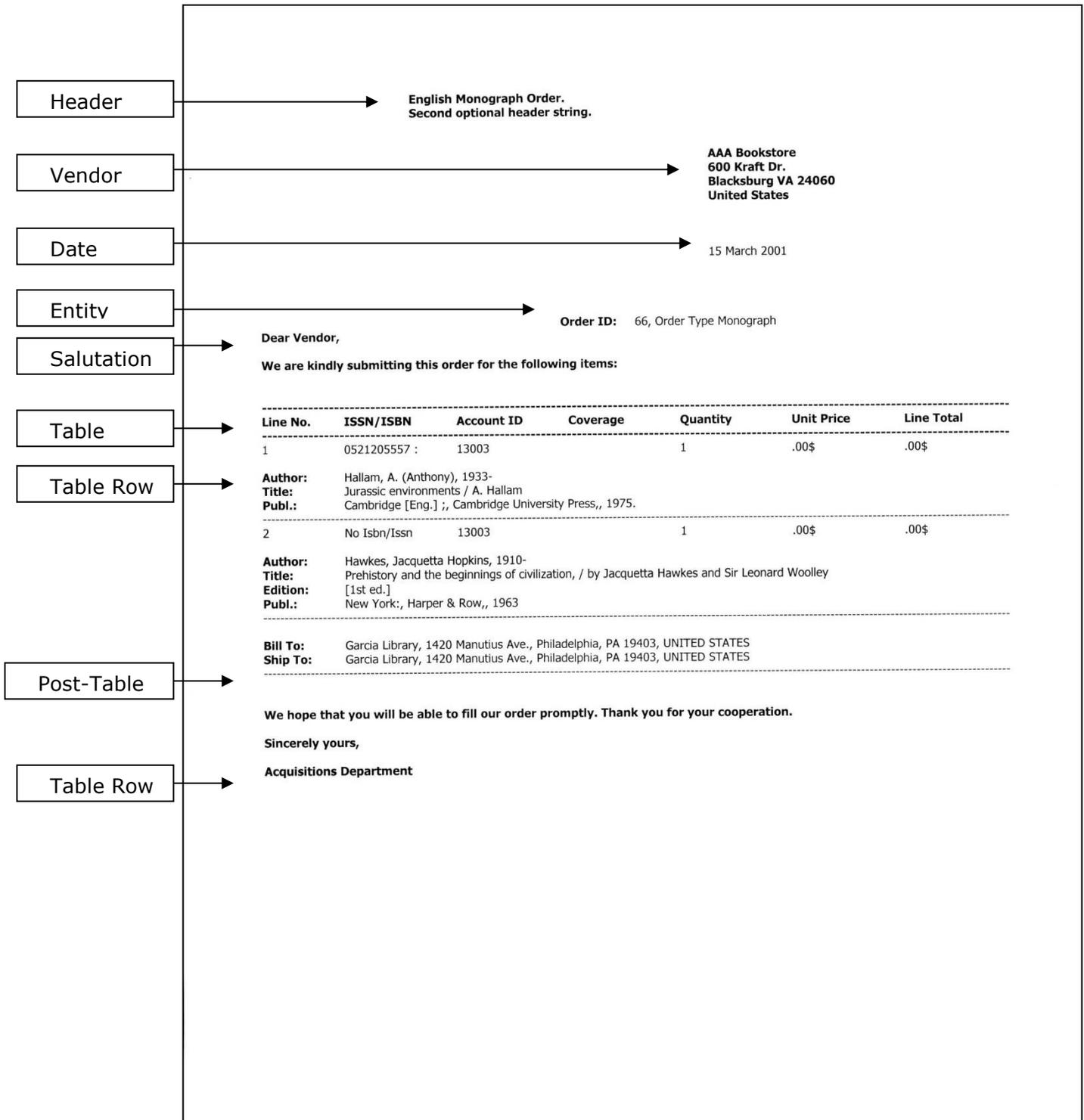
Example of Print File: Monographic Purchase Order



Example of Output: Monographic Purchase Order



Note: Virtua lets you designate Rush orders with a checkbox on the **Order** window. If you want to create a special Rush Order letter, you can create a template by modifying one of the default templates.



Appendix A: Key Terms

Account Name: The alphanumeric name assigned to a fund account, limited to 30 characters. This name appears on all windows that access the fund accounts such as Order Line Editor, Account windows, Credit windows.

Account Number: The number assigned to a fund account in Acquisitions, limited to 30 digits. This number is used to associate the account name with the fund allocation throughout the Acquisitions subsystem.

Account Status: Disabled and Enabled are the only two valid fund account statuses. If an account is Disabled, then the account is unavailable and only an authorized user with the appropriate permission can change it to Enabled.

Acquisitions: The activities related to obtaining library materials by purchase, exchange, gift or other means. New items received are often publicized to users in an acquisitions list of one form or another. Virtua uses a NBL (New Book List) for this purpose.

Acquisitions Subsystem: One of the subsystems in Virtua. The Acquisitions subsystem provides the means to create and administer fund accounts, and to administer all aspects of the purchase process: purchase orders, receipt of items, invoices, payment vouchers, claims and reminders.

Allocation: The funds appropriated for an account and all of its "child" accounts for a given fiscal year. No allocations are entered for *deposit* accounts.

Applied Credits: The total amount of credits that have been applied to the selected item (i.e., invoice record, invoice line item, invoice fees, or line fees) during the current Add Voucher request process.

Audit Trail: A tracking by the system of a sequence of financial events in Acquisitions and Circulation. Any transaction dealing with patron accounts, fund allocations, fund expenditures, fund transfers or the exchange of money is logged as a unique audit trail transaction.

Available Balance: The amount available for distribution and fund transfers from one account to another.

Bibliographic Record: A type of record that contains data for cataloging in the MARC bibliographic format. Bibliographic formats contain the following descriptive elements: title and statement of responsibility (author, editor etc.), edition, material type, publisher/distributor, publication date, physical characteristics,

series, notes, standard number (ISBN, ISSN, etc.), and terms of availability, including price.

Cancel Order: To void an order and notify the vendor that the order is not to be filled. After an order has been transmitted, any non-received item on the order can be canceled, or if no items have been received the entire order can be canceled.

Child Accounts: Accounts at the lowest level of the Account Management hierarchy. Only child accounts are spending accounts.

Chronology: Information in the 853-855 tags of a holdings record which indicates the amount of time between publications of serial issues.

Claim (Acquisitions): A library's demand to a vendor for delivery of new titles that were ordered via a purchase order and that are overdue based on a claim date. The claim date is calculated from the order transmission date plus the order interval as specified in the vendor record plus the claim interval specified in the Claim Interval field of the vendor record. If these values are set to 000, the default parameters set in the Virtua Profiler will be used.

Claim Interval: The number of days after a due date that an order is claimed for the vendor. The claim interval is specified in the vendor record.

Comments: In editable text files for form letters, etc. the lines of text starting with ** are instructions or information to help you in editing the file. These lines may be edited without affecting the output.

Coverage (Subscription Year): The time between the starting and ending date for the subscription of a serial. This information can be entered on the enumeration tab of the Add Line Item window.

Credit: Two types of credits can be applied to accounts, specific and internal. Both types are linked to a vendor and the existence of either type of credit for a specific vendor will activate the Apply Credits button on the voucher window when creating a voucher for that vendor.

Credit Memo: Once an order is paid or partially paid, you cannot modify, cancel, or delete the purchase order record. You can only modify or otherwise adjust the order with a credit memo.

Currency Code: A unique three-character identifier assigned to an individual country or region's currency. These codes are specified in ISO 4217.

Delimiter: a blank space, comma, or other character or symbol that indicates the beginning or end of a character string, word, or data item.

Directly Linked Notes: Acquisition notes created while in a specific acquisitions record, e.g. invoice # 2001002, are directly linked to that record and can be edited.

Distribution: The sum of all the money in a given Management account that has been allocated to one or more Spending or Management accounts. A Spending account does not have a distribution associated with it.

EDI: Electronic Data Interchange. A general term for the transmission of business data in a standardized format between different Electronic Data Processing (EDP) systems.

EDIFACT: Electronic Data Interchange For Administration, Commerce, and Transport. It is a data exchange standard used to electronically exchange ordering information between vendors and libraries.

Enumeration: Values stored in the 853 tag in the holdings record that describe the way in which a serial is divided. For example: volume, issue and/or part.

Enumeration and Chronology: Values stored in the 863 tag of the MARC holdings record that are linked to the captions created in the 853 tag. These values/captions specifically identify a volume or a piece. This information can be either free-text or in subfields as described in the MARC 21 Concise Holdings Format.

Encumber: To commit (funds) to be spent. You can set a parameter in the VSC to encumber funds automatically after a purchase order is approved and transmitted. Encumbered funds can be spent only on orders for which they are earmarked.

Encumbrance: The amount of money committed to be spent, but not yet spent. Encumbrances cannot be changed during a Modify Account action. Any new orders, cancellations, or payments update the encumbrance.

Expand: This feature allows you to view and edit the item level information of receipts, invoices, credits, and vouchers.

Expend: To spend from a fund account in the Acquisitions subsystem. For example, encumbered funds are expended when the ordered items are received, invoiced, and paid for (see also *Encumber*).

Expenditure: the amount of money spent from a Spending Account. The amount cannot be changed in a Modify Account action. Can be changed by applying a refund; credit or other sources of returned money. Funds are reapplied to the original account using a formal Credit Memo from the vendor or via an internal credit created to adjust funds locally.

Express Receive: receives selected item(s) directly using the default receipt values. This feature is useful when a number of items are received in good condition, the correct titles, etc.

Family Priority Notes: notes attached indirectly to the record; these notes appear in the top Acquisitions Notes window. To add, modify, or delete notes that are indirectly linked to the active record, you must access the record "owning" that note.

Fees: Costs assigned to the user or library for services such as photocopying, shipping, handling, or setting up booked material and equipment.

Fiscal Year: A 12-month period between settlement of financial accounts in Acquisitions Fund Accounting. All fiscal year information is pulled from the VSC Acquisitions parameters. Libraries define the format for displaying the fiscal year, which is limited to 30 character positions.

Fiscal Year Rollover: Process of transferring existing account structures, allocations, encumbrances and outstanding orders from one fiscal year to another.

Fixed Field: Tags of the MARC record that contains fixed-length data elements; specifically the 006, 007, 008 tags and the leader.

Fixed Field Editor: An editor in the Virtua software that allows you to select fixed field elements from dropdown menus.

Free Balance: The amount in a fund account that has not been encumbered or expended.

Fund Transfer: You can transfer allocations and existing balances between two fund accounts in the same fiscal year or in different fiscal years no matter where the accounts exist in the hierarchy.

Gift: An order payment type whereby an item such as a sample issue, depository item, or sample issue is received at no cost to the library. Gift processing is usually handled via an acquisitions subsystem, but in Virtua it is handled via the Cataloging subsystem.

Header: Information at the top of a document, usually for the purpose of identification.

Immediate Source of Acquisition: the 541 tag of the bibliographic record. Virtua requires information from this tag to generate thank you letters for gifts.

Indirectly Linked Notes: Acquisition notes that are linked to the record but were not originally created from that notes window, e.g. a note created with the invoice but being viewed from the voucher window. In order to edit the note, you must return retrieve the invoice to access the note as a direct link.

Internal Credit: Created internally, linked directly to a vendor, and used to adjust the expenditure for an account, for example, when an order for a partially paid item is canceled.

Invoice: A bill for goods or services showing itemized quantities, prices, discounts and terms, and net amount due. Paying invoices is a main function in Virtua Acquisitions.

Invoice Fees: fees such as special taxes and postal or delivery charges that applied to the entire invoice and are viewed via the Invoice fees tab.

Invoice Status: The Virtua Profiler is shipped with preset status values that can be modified. Status parameters determine the way Virtua processes acquisitions transactions involving purchase orders, receipts, invoices, payments, and credits. For example, in the Invoice Status 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.

Label: a word or phrase indicating that what follows belongs in a particular category or classification.

Line Item: a specific item attached to a purchase order, invoice, receipts, or voucher. A line item will have one associated bibliographic record, but may include multiple copies.

Line Fees: Fees, such as special taxes and postal or delivery charges, that apply to a specific line item that can be viewed from the Line fees tab.

Management Account: A "root" account to which funds can be added and from which funds can be transferred (see also *Spending Account*). At least one management account must be defined at the "root", or first tier, of the account structure.

MARC Labels: The MARC Editor can operate in "Use MARC Labels" mode, which facilitates quick and simple record editing for novice catalogers by providing textual labels for the MARC tag numbers.

MARC Editor: An editor accessible via the Cataloging subsystem of the Virtua Client that lets you edit records adhering to the MARC standard.

Monographic Set Order: An order for a vendor to ship a publication, usually published at irregular intervals, until the order is specifically canceled. Does not require a bibliographic record prior to ordering.

New Book List (NBL): In Acquisitions, a check box on the Add Receipts window that indicates whether or not a line item should be printed on the New Book List (NBL), which will be produced by the Reports Client. Once the NBL is printed, the NBL check box is automatically de-selected.

Notes: Notes may be added anytime in the acquisitions process. All notes related to a series of transactions (e.g. purchase order, receipt, invoice, and voucher for a specific order) will display the same "family" of notes in the upper window of the notes screen. Notes are either **directly** linked and can be edited or **indirectly** linked and cannot be edited from that screen. Directly linked notes appear in the bottom half of the notes screen.

Order Type: Virtua supports five types of purchase orders through the acquisitions sub-system: monographic, serial, monographic set, planned, and standing orders. A sixth type (gifts) is supported through the cataloging sub-system.

Over-encumbrance: An encumbrance that is greater than the original allocation to the fund account. In Acquisitions, a user can allow an account to be over-encumbered as a percentage or as a specified dollar amount.

Over-expenditure: An amount of money allowed to be spent over and above the original allocation to a Spending account. In Acquisitions, accounts may be over-expended by a specified percentage of the allocation or by a specified dollar amount (see also *Expenditure*).

Parent Account: the hierarchical tree structure of Virtua's fund accounting system is based on the "parent" account-"child" account concept. You can have as many parent-child relationships as necessary. Each parent account can be linked to an unlimited number of child accounts.

Payment Type: Virtua supports three payment types: Standard, Pre-Paid, and Deposit/Donation.

Planned Order: An order such as an approval plan, blanket, continuation, or membership, whereby an agreement is made with a vendor before ordering or receiving individual publications. Does not require a bibliographic record prior to ordering.

Prepaid: An order payment type in Acquisitions whereby the payment satisfies a vendor's requirement that the library pay for a specific order before it is filled.

Price Variance Threshold: A library-defined percentage value that defines the point at which the difference between invoice price and purchase order price becomes unacceptable. When this threshold is reached, i.e., when an invoice price is the specified percentage above the purchase order price, the system warns the user.

Purchase Order: An Acquisitions record that a staff creates to purchase one or more items from a vendor for a library's collection or holdings. You can create a purchase order only for an item that has a bibliographic record in the database.

Receipt: The recording of the arrival of ordered material. It is attached to a purchase order with an internal receipt ID.

Reclaim Interval: The number of days after a claim date that a claim is reclaimed. A reclaim for an ordered title can be issued when the claim sequence number field has a value greater than 1; this value is stored in the vendor record. You can issue a reclaim interactively any time after the first claim was issued.

Masked Record: Records that are hidden for some reason, often because they are on order. Records that are masked will not appear in the results of searches performed by users who do not have permission to view masked records (usually library patrons).

Reminder: An automatically generated list of items, (acquisitions), or issues, (serials), whose expected arrival date has passed. The expected date is based on information from the vendor record, or default parameters set in the Profiler (Acquisitions) or from the 941 tag of the holdings record (serials).

SAN: The Standard Address Number (SAN) is a unique identifier for an organization involved in the book industry. SANs facilitate the communication of data surrounding activities such as purchasing, shipping, and billing.

Selection List: A list of materials recommended for purchase. In Virtua items for selection lists can be submitted electronically and integrated into the Acquisitions sub-system.

Serial Order: An order for a publication issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely. Requires a bibliographic record prior to ordering.

Serials Claiming: A library's demand to a serial subscription agent for delivery of an overdue issue. The decision to issue an automatic claim is based on several values and settings, including information in the 941 tag of the serials holding record.

Specific Credit: Linked directly to a vendor and applied to future invoices for that vendor in order to offset the payment.

Spending Accounts: A “child” account to which funds can be added. Money can be expended from Spending Accounts only. Spending Accounts cannot become Management Accounts.

Standard Payment: An order payment type in Acquisitions that is NOT a deposit account, gift, government deposit, or prepaid order payment type. The workflow for a standard payment is that the library creates an order, the vendor sends the invoice with the ordered items, and then the library pays the invoice.

Standing order: An order, usually for a series or subject area, whereby a vendor supplies new issues of a series, or new titles in a subject area, as they are published. Does not require a bibliographic record prior to ordering.

Statuses Tab: describes the current state of the Order, Receipt, Invoice, Payment and Credit for the associated Bib-ID. Statuses appear in the client on the View Record window/Statuses tab.

String: A linear sequence of symbols, words, characters, or bits that is treated as a unit

Text File: a computer file that contains text (and possibly formatting instructions) and can be edited with a Unicode editor.

Thankyou.dat File: An editable text file in Virtua that allows libraries to generate thank you letters for gifts.

Transmission of order: Currently the only way to transmit an order in Virtua is to print the order.

Unicode Editor: an editor that supports the Unicode standard for full multilingual text.

User-defined Reminder: A reminder type in Virtua that allows users to define a reminder and set the reminder date rather than have Virtua automatically generate a reminder.

Vendor: The party responsible for supplying titles or serial issues to the library.

Vendor ID: A unique number sequentially assigned *by the system* to each vendor record as it enters the database. This number is stored in the vendor record.

Vendor Notes: Note fields in the vendor record used to store information that does not have another place in the vendor record. These notes can generate alerts when the record is accessed.

Vendor Record: A database record, which describes a provider of library materials.

Voucher: A form that can be printed that details the total amount to be paid to the vendor for selected invoices or invoice line items. The form is sent to the agency responsible for creating the payment method (e.g., check, wire transfer, etc.).

Voucher ID: A unique number assigned to each voucher as it is created. This number is used to retrieve the voucher at a later date.

Workform: Virtua templates for inputting MARC and MARC-like records.

Appendix B: List of InfoStation Reports for Acquisitions

Acquisitions Report Group	Notice	Function
Account Summaries	N	Summary of acquisitions accounts
Acquisitions Audit Trail	N	Summary of acquisitions account activity that meets a date criteria set in the report configuration parameters.
New Books List	N	List of books currently marked "new".
Gifts Received by Month	N	Count and calculation of all gifts received in the specified date range sorted by month.
Items Received by Month	N	Count and calculation of all items received through the Acquisitions subsystem in the specified date range.
Order Status	N	List of orders with a specified order status.
Received Gifts List	N	List of all gifts received in the specified date range.
Received Items List	N	List of all items received through the Acquisitions subsystem that fall within the specified date range.
Titles on Order	N	List of titles currently on order.
Vendor List	N	List of Vendors sorted by parameter set in report configuration
Vendor Performance	N	List of vendors with accompanying performance statistics: fill rate, cancel rate, claim rate, etc.
Vouchers	N	Summary of all vouchers for a specified vendor(s) and date range set in report configuration.

Appendix C: Acquisitions in a Consortium Environment

Acquisitions Parameters in the Profiler

In the consortium environment, institutions along with their associated locations and sub locations have the ability to define their own acquisitions policies. This is accomplished by allowing acquisitions parameters to be set at the institution level.

User Permissions

- Acquisition users defined on the Global tab of the Profiler have the ability to manage fund accounts and create purchase orders, invoices, and vouchers for their institution only.
- Acquisitions users may not see the acquisitions activity of another institution.

The following Acquisitions Profiler parameters are set at the institution level:

General Parameters

- **Acquisitions Basic Options:** contains a variety of flags that control different aspects of the Acquisitions subsystem one of which is the Filter Acquisitions Records by Log-in Location parameter: If this flag is *Disabled* then acquisitions data is filtered at the institution level. If this flag is *Enabled* then acquisitions data is filtered at the location level within the institution.
- **Distribution Groups:** provide for centralized acquisitions and the distribution of materials to specific libraries or groups of libraries.
- **Fiscal Year:** lets you define fiscal years for use within the Acquisitions subsystem.
- **Statuses:** defines Credit, Invoice, Payment, Purchase Order, and Receipt statuses that display throughout the Acquisitions subsystem.

Purchase Order Parameters

- **Acquisitions Addresses:** controls the linking of specific addresses to one or more location names for the purposes of billing and shipping purchase orders.
- **Shipping Methods:** defines shipping methods that appear in the Shipping Method drop-down list on the Add Order window.

- **Subject Codes:** defines optional codes used to keep track of orders related to a particular part of your collection. Subject Codes display in the drop-down list on the Line Item Header Information tab of the Order Line Editor window.

Receipt Parameters

- **Condition Codes:** Describes condition in which item is received

Invoice Parameters

- **Invoice Header Fee:** controls the drop-down list of fee types available in the Invoice Fee Modification window.
- **Invoice Line Item Display:** displays ALL purchase order line items or displays only RECEIVED purchase order line items on the Add Invoice and Add Invoice Line Items window in the Virtua client.
- **Invoice Line Item Fees:** defines fees and taxes that apply to specific line items on an invoice. The list of defined fees will appear in the drop-down list of fee types in the Line Fees Modification window.
- **Payment Methods:** defines payment methods that appear in the Virtua client in the Method of Payment drop-down list on the Invoice window.
- **SAP Codes:** define three sets of codes—one set each for invoices, payment vouchers, and credit memos. 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.
- **Taxes:** defines different types of taxes so that your libraries can track taxes separately from invoice fees. The Taxes parameter affects the appearance of the **Invoice** window in the following ways:

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.

Claiming Parameters

- **Schedule Auto Claim:** schedules the running of **autoClaim.exe**, a batch processing utility that processes acquisitions and serials claims.

Selection Lists Parameters

- **Purchase Request Lists:** 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.

Virtua Client in a Consortium Environment

Vendor Browse Search

Two types of vendor browse searches are available:

- Vendor – The search returns only vendor records specific to the logged in institution.
- All Vendors – The search returns all vendor records throughout the database whether or not they belong to the logged in institution. This allows other institutions within the consortium to copy vendor records.

Vendor Records

Vendor records are associated with the institution that created them and will not display in the Acquisitions subsystem of other institutions. Vendor records may be viewed and copied by other institutions by doing a browse search on All Vendors and then copying the vendor record.

Claiming

Only those locations linked to the log-in institution appear in the drop-down list of locations in the Claim Request window. If the All option is selected, the claims will be generated for those locations linked to the institution. Claims will not be generated for locations in the database that are associated with other institutions.

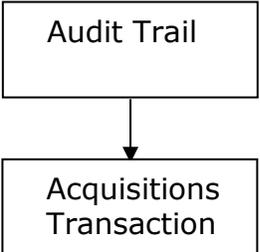
Reminders

The Location drop-down list on the General Reminders Request window displays only those locations linked to the institution associated with the logged in user. If no location is selected for filtering, Virtua displays reminders for all locations belonging to the institution. Reminders are not displayed for locations that are associated with other institutions.

EDIFACT

When EDIFACT fees and taxes are looked up by EDI code, the system takes into account the associated institution. As a result, the fees and taxes that appear on EDIFACT invoice messages are associated with the invoice's institution.

Appendix D: Viewing Acquisitions Audit Trail & Transaction Log

Recommended Workflow	Explanation
 <pre> graph TD A[Audit Trail] --> B[Acquisitions Transaction] </pre>	<p>Virtua is allows users to access Acquisitions Audit Trail information and Acquisitions Transaction log information in the Virtua Client.</p> <p>The Acquisitions Audit Trail is accessible in the Virtua Client, so that users may view transactions against acquisitions fund accounts.</p> <p>The Acquisitions Transaction Log is accessible in the Virtua Client, so that users may view any acquisitions transactions.</p> <p>Summary</p> <ul style="list-style-type: none"> • View Acquisitions audit trail information. • View Acquisitions transaction log information. <p>Key Terms</p> <ul style="list-style-type: none"> • Audit Trail • Transaction Log

Access Acquisitions Audit Trail

To view acquisitions audit trail details, on the Virtua main menu, go **Acquisitions** → **Transactions** → **Audit Trail**.

Enter a date range and click the **Search** button to view the audit trail entries.

The screenshot shows a window titled "Acquisitions Audit Trail - phoenix". On the left, there is a "Filters" section with a checked option "Use Dates/Time:". Below this, there are "From:" and "To:" date and time pickers. The "From:" date is 3/6/2012 and the time is 12:00:00 AM. The "To:" date is 3/6/2012 and the time is 11:59:59 PM. At the bottom left of the window are "Search" and "Close" buttons. The main area of the window contains a table with the following data:

Account Name	Date	Fiscal Year	Amount	Action	PO ID - Line Number	Location
SO ADULT HQ	3/6/2012 12:06:17 PM	2010	\$ 15.00	Disencumbrance	6532 - 1	Headquarters
SO ADULT HQ	3/6/2012 12:06:17 PM	2010	\$ 15.00	Disencumbrance	6532 - 2	Headquarters
SO ADULT HQ	3/6/2012 12:06:17 PM	2010	\$ 14.25	Encumbrance	6532 - 2	Headquarters
SO ADULT HQ	3/6/2012 12:06:17 PM	2010	\$ 14.25	Encumbrance	6532 - 1	Headquarters
SO ADULT HQ	3/6/2012 12:05:20 PM	2010	\$ 15.00	Encumbrance	6532 - 2	Headquarters
SO ADULT HQ	3/6/2012 12:05:20 PM	2010	\$ 15.00	Encumbrance	6532 - 1	Headquarters

Access Acquisitions Transaction Log

To view acquisitions transaction log details, on the Virtua main menu, go to **Acquisitions** → **Transactions** → **Transaction Log**.

Enter a date range and click the **Search** button to view acquisitions transaction entries.

Acquisitions Transaction Log - phoenix

Filters

Use Dates/Time:

From: 3/ 6/2012 12:00:00 AM

To: 3/ 6/2012 11:59:59 PM

Action	Date	Account Name	Vendor	Invoice ID	PO ID - Line Number
Invoice Modified	3/6/2012 12:06:16 PM			1222	
Invoice Detail Modified	3/6/2012 12:06:16 PM			1222	6532 - 1
Invoice Detail Modified	3/6/2012 12:06:16 PM			1222	6532 - 2
Invoice Detail Modified	3/6/2012 12:05:20 PM			1222	6532 - 2
Invoice Detail Modified	3/6/2012 12:05:20 PM			1222	6532 - 1
Invoice Modified	3/6/2012 12:05:20 PM			1222	
Purchase Order Line It...	3/6/2012 12:04:39 PM				6532 - 1
Purchase Order Line It...	3/6/2012 12:04:39 PM				6532 - 2
Invoice Detail Added	3/6/2012 11:59:59 AM			1222	6532 - 1
Invoice Detail Added	3/6/2012 11:59:59 AM			1222	6532 - 2
Invoice Added	3/6/2012 11:59:58 AM			1222	
Receipt Added	3/6/2012 11:39:54 AM				6532 - 2
Receipt Added	3/6/2012 11:39:54 AM				6532 - 1
Purchase Order Trans...	3/6/2012 10:51:03 AM				6532
Purchase Order Line It...	3/6/2012 10:50:11 AM				6532 - 2
Purchase Order Modified	3/6/2012 10:50:11 AM				6532

Search Close

Appendix G - Changes in this Guide

Changes for Version 16.1

No changes were made.