A _Simple_ Monograph Acquisitions Workflow Exercise – ALEPH v.18

Note: Simple means just one Item, just one Budget (encumbered from within the Order), and no Claims to Vendor.

Tip: to speed up your hands-on practice, you may opt to skip steps 1 (Budgets) and 2 (Vendors), below. If you do so, please use budget **1234567** and any existing vendor when doing Step 3 (Creating the Order).

1. **First pre-requisite**: **Budgets** (Documentation: Tab C of Training Notebook)
   Under the _Administration Tab_, select _(B) Budget_ and click on the _New_ button

   Mandatory fields to complete include: Code, Type, and Valid to/from dates.

   Click on the _Add_ button.

   In the 4. Transactions Tab (lower right pane): check the Initial Allocation box and click the _Allocate_ button. Click the radio button for Initial, choose a Currency, and enter a sum. Click on the _OK_ button.

2. **Second pre-requisite: Vendors** (Documentation: Tab C of Training Notebook)
   Under the _Administration Tab_, select _(V) Vendors_ and click on the _New_ button

   Mandatory fields to complete include the following:
   - Tab 1: Vendor Code, Vendor Language, and Vendor Name
   - Tab 2: Currency, Order Delivery (if letter, then Letter format)
   - Tab 3: Delivery 1 (and Delay, if any – good for batch claims)
   - Tab 4: all fields are optional (and only become active after you click on the _Add_ button)
   - Top Pane: _Address_ button (add at least one)

   Click on the _Update_ button

3. **Creating the Order** (Documentation: Tab D of Training Notebook)
   Select the _Find Tab_ (binoculars)

   Locate a record
   Use the system number allocated to your participant number, below:

Participant number	System Number	Participant number	System Number
1	48000	10	49019
2	48003	11	49110
3	48006	12	49113
4	48009	13	49115
5	48699	14	49409
6	48935	15	49455
7	49003	16	49462
8	49004	17	49587
9	49018	18	49819

Click on the *Show* button (note that there won't be a *Show* button if your search retrieves an exact match).

Click on the *Orders* button

In the Order Tab

Select *(L) Order List*

Click on the *Add* button – Choose Monograph – click *OK*

Complete the following:
- Tab 2 Mandatory fields: Acquisition Method, Sublibrary, and Order Unit
- Tab 3 Mandatory fields: Vendor code, Order delivery type (for this exercise, always choose LE- letter), Send Letter By
- Tab 4 Mandatory fields: Number of units (type just 1), Unit price, Currency, Encumber Budget
  Click on the *Add* button

Tip: hit the *Refresh* button to learn about any other mandatory fields not mentioned above.

*Note your Order # here: _____

Select *(L) Order List* – Click on the *Send* button

4. Arriving the Order (i.e. Receiving Ordered Items)

Select *(O) Order*

Then select *(A) Arrival*

Click on the *Add* button
(Make sure that the Order completely arrived box is checked)

Click on the *Add* button

5. Creating a Holdings Record in USM60 (in case one was not created previously, when the Bibliographic record was selected)

Select *(S) Items/Subscriptions*

Click on Tab 6. HOL Links

Click on the *Create New* button – click on the *Edit* button (you will be taken to Cataloging; edit the Holdings record and send it to the server)

Go back to the **Serials Module**

Again select *(S) Items/Subscriptions*

Click on the *Refresh* button to see Location (call #) data be copied automatically from the Holdings record to the Item record

6. **Invoicing the Order** (i.e., making a record of the order's invoice in ALEPH)

Select *(I) Invoice* – click on the *New* button (corresponds to the Line Item invoice) and Assign a number

Complete the following:
- Add a Net amount: can be list/unit price
- Input an Added amount: tax, for instance
- Object Code
- Invoice Date
  (Make sure that the *Order Completely Invoiced* box is checked)

Click the *Add* button and then click on the *Gen. Inv.* Button.

You will be taken to the Invoice tab.
Select *(G) General* Invoice, and adjust amounts if necessary.
If you adjusted amounts, click the *Update* button.

Select the 2. Payment Tab: Change the status to "P", record the date
_____, and the check number _____, click on
Update.

7. **Methods to check on your Acquisitions procedures:**

a) Search the OPAC by System number.

b) Select the Invoice Tab → Invoice → Line Items → 2. Order Info.

c) In the Administration Tab → ADM → Budget Transfer, enter your budget
   code; this will show the balance of your current budget.

d) Look at Order Tab → Order → Order Log.

e) Look at order Tab → Order → Items/Subscriptions (bottom pane, tabs 1, 2
   and 3)

f) In the Order Search tab → Click on the *Clear filter* button, select the Order
   number index, type in the number of your order as you noted it previously,
   check the exact match box, and hit Enter.