

adlib

acquisitions



module guide

Adlib Information Systems

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1. Introduction

1.1. What is Adlib?

Adlib is not only the name of our company but we also use it to denote our computer programs, with which you are able to manage large quantities of information in a structured manner.

There is a difference between the Adlib software (programs) and the applications. The **software** contains all code that deals with reading and writing in databases, and all accompanying functionality, and is executed in files with the extension .exe and/or .dll (and some peripheral functionality in bin files). This software has been designed especially for the management of data from libraries, museums, archives and similar institutions.

The Adlib **applications** consist of databases and user interfaces (tab sheets with fields, for instance) – really only a collection of data – of which the software creates a usable program.

This structure makes it possible for you to install new software regularly, which contains new functionality, while nothing changes in your application (which you may have customized yourself). That is why your software can be upgraded regularly to a new version number (e.g. 6.0) when you install a new release, whilst your application version always remains the same (e.g. Museum Plus 2.0.1).

Adlib is structured much like a card tray, with related data (e.g. from a magazine) being stored together. In Adlib however, the equivalents of cards are called records. A collection of records is referred to as a database rather than a card tray, and a subset (partial collection) of a database a dataset. In an application you can fill or edit such a database or dataset.

Data is entered and per subject presented on forms on tab sheets (screens), but is part of one and the same record.

So called indexes are used so that data can be retrieved as quickly as possible; indexes are alphabetical or numerical lists of terms with a link to the record in which such a term occurs. You can search and sort, display, print and/or store the results in different ways.

Adlib has an exceptionally flexible structure. With the so called Adlib tools, the system can easily be adapted to meet customers' wishes and requirements. For example, customers can themselves choose what data is to be stored, and how the data

is to be displayed. You can also choose for which data indexes are to be made, and in what way these indexes are to be made accessible. (There are separate manuals for the tools available.)

When you buy Adlib software, you'll also get one or more applications, depending on your licence. An application is sometimes subdivided into various modules, each of which represents a separate aspect of the activities in your library. Adlib Library is released as a standardized application. Each application minimally contains a module to describe materials from the catalogue and search for those descriptions. Extra modules may have been added, for instance for extensive serials management, and a module that visitors to the library can use to search the catalogue, and/or a module to register acquisitions. These and similar modules are extra, and have to be purchased separately from the catalogue module.

1.2. About this user guide

In this manual we assume you are familiar with the Adlib software. If you are not, we advise you to read the general Adlib User Guide for information about the functionality of the Adlib software, such as searching, using menus, entering data, and editing and printing. The module guide before you describes some specific aspects of the Acquisitions module for Adlib Library, that need further explanation. See the contextual help in the application itself (F1), for a description of the fields; a number of fields though, will also be discussed in this guide. Although the Acquisitions module can be used as a stand-alone application too, in this manual we assume that you use the module as a component of the integrated Library application. Since there are still variations within module or application versions, and because different version numbers do not necessarily mean big application differences, this manual has not been written for one particular version number; that is why it is possible that fields and/or tabs discussed in this guide, are not present in your application, or that fields appear on a different tab.

To distinguish between descriptive text and text that you see on screen, different typefaces have been used.

- Text that is displayed on screen and used in menu titles and on buttons is in italic type, e.g.:
Full catalogue
Combine
Next
- Text that you type in yourself is printed in monospace type, like that produced with a typewriter, e.g.:
You typed this yourself...
- Keys on your keyboard are indicated with a wide, bold font, corresponding with what is printed on the keyboard, e.g.:
Enter
Page Down
F1 (Help)
Sometimes, you have to press two keys 'simultaneously'. This is indicated by a hyphen between the two key names. In this case, you should press the first key and then the second key, keeping the first key pressed down, e.g.:
Ctrl-C

Remarks and warnings are printed in a frame like this, or just as an indented paragraph.

The way screen shots in this manual are displayed might differ from the display on your own monitor, depending on your Windows version and monitor screen resolution.

2. Purpose and integration

2.1. Purpose and functionality of the module

With the Acquisitions module you can expand your Library application to register and manage orders of catalogue items. It concerns orders for books, serials or audio-visual materials.

The Acquisitions module allows you to easily manage the entire ordering process:

- creation and printing of orders;
- allocation of item costs to cost centre fund accounts;
- checking-in of received items;
- chasing of late deliveries;
- cancellation of orders and printing of cancellation letters;
- recording of payments;
- management of cost centre fund accounts.

And of course, in this module you can use all functionality that is available to you in every Adlib application, for instance for advanced searching via the search language, or for printing with the *Print wizard*.

2.2. Relations

The Acquisitions module is one of the integrated modular components of the Adlib Library application. Aside from the catalogue management offered by the main application, you may also use modules for serials management, loans and the public access catalogue. These modules and applications are linked on database level. This means for example that your data-entry in Acquisitions is validated against the thesaurus in your application, where necessary, and that existing titles, suppliers and requesters can be retrieved quickly by means of diverse characteristics.

The main database in this module is the *Orders* file. The *Orders* file is supported by a number of supplementary files containing data on suppliers, cost centres, currencies, standard letters, language-specific texts and requesters. Those secondary files are shared with the other modules through links, so that you only need to enter personal details or

other shared data once in the integrated application. These links operate as follows:

- The *Orders* file is linked to the catalogue via the *Title* field. This means that for an order, you can search the catalogue for the desired title, through this field; and if that title has not yet been registered there, then you can create a new catalogue record instantly. This way, you can access bibliographic data of registered catalogue titles from all modules: a title needs to be registered only once.
- The *Requester* file is the same database as the *Borrowers* and *Readers* files in the Loans and Serials modules, respectively. Therefore a name and its details, which have been registered in this database, can be retrieved in all modules quickly. This way, requesters can be notified of the reception of items they ordered, for example.
- The secondary files *Persons and institutions (suppliers)*, *Cost centres*, *Payment history*, *Currencies*, *Letters*, *Requesters* and *Languages* are shared with the Serials module.

3. Filling the secondary files

After installing the Acquisitions module into your Library application, and before you start registering orders, you must first fill the secondary files (*Persons and institutions* up to and including *Languages*) as much as you can with standard data from your order administration, if that hasn't been done already.

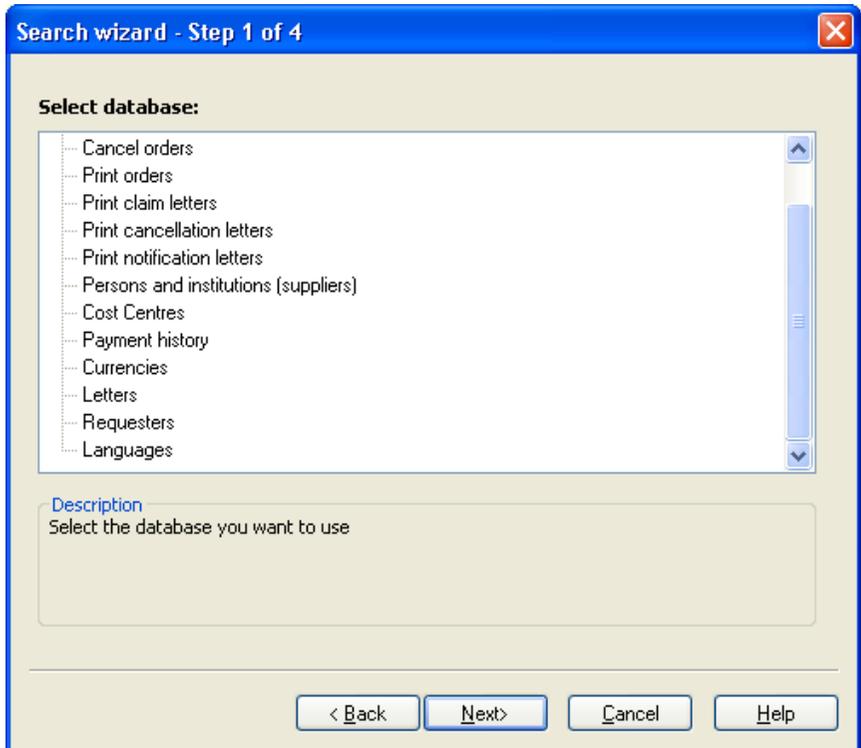


Figure 3.1: Fill the secondary files (*Persons and institutions* up to *Languages*) before you start registering orders.

3.1. Persons and institutions (suppliers)

In this file you create records with supplier details. These are the same suppliers as used in the Serials module. A name record in the *Persons and institutions* database which is also used in catalogue management,

is recognized as a supplier by the Acquisitions module if you select the *supplier* domain from the *Name type* drop-down list. Before you enter new suppliers, first check whether the supplier isn't already known in the database.

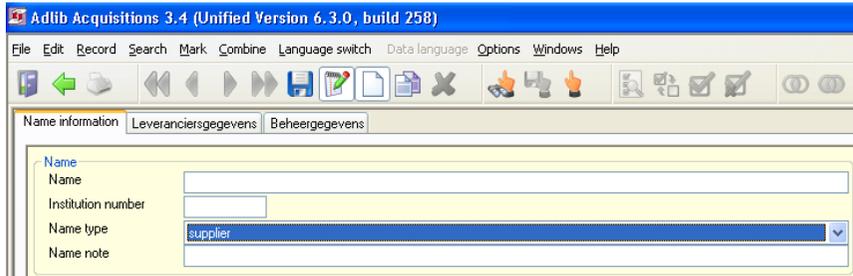


Figure 3.2: Make this name record a supplier.

If you enter a valid e-mail address in the *E-mail* field, then after saving the record, *mailto:* is automatically placed in front of it, and the address will be underlined. If you then click the address, your e-mail program will be opened and you can immediately write and send an e-mail.

Note that in Adlib Acquisitions modules 3.4 and older, e-mail is not yet used automatically for digitally sending letters.

On the *Supplier details* tab you can enter other details of the supplier, as well as link to the letters to be used.

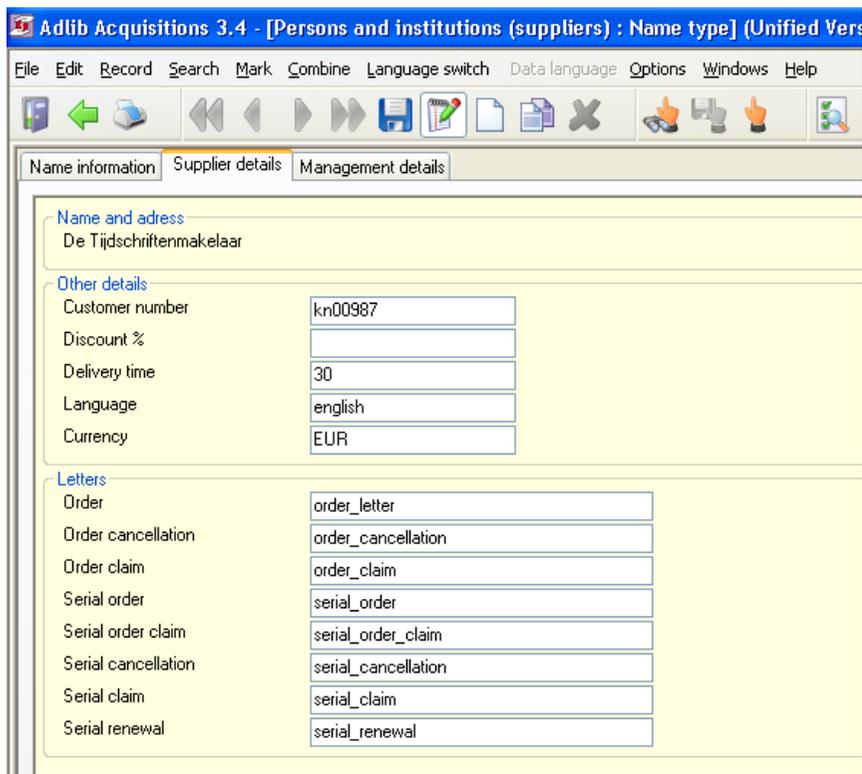
Customer number In this field you can enter a number/code given to you by this supplier.

Discount % *Discount* stands for the standard discount rate you get from the supplier. This percentage is taken into account when ordering material from this supplier, but can then still be adjusted manually.

Delivery time In this field you can indicate the standard delivery term of the supplier in days. This is used to calculate the standard expectation date of orders, which is also used for claims. This date can still be changed manually during ordering, if necessary.

Language

In *Language*, you can indicate in which language changeable texts in the letters to the supplier are to be written. This is independent from the fixed texts in the letters which you link to this supplier. The *Language* specifies the language in which the headings for fields (e.g. *Title*., and *Our reference*) are printed. These terms are retrieved from the *Languages* file.



Adlib Acquisitions 3.4 - [Persons and institutions (suppliers) : Name type] (Unified Vers...

File Edit Record Search Mark Combine Language switch Data language Options Windows Help

Name information Supplier details Management details

Name and address
De Tijdschriftenmakelaar

Other details

| | |
|-----------------|---------|
| Customer number | kn00987 |
| Discount % | |
| Delivery time | 30 |
| Language | english |
| Currency | EUR |

Letters

| | |
|---------------------|---------------------|
| Order | order_letter |
| Order cancellation | order_cancellation |
| Order claim | order_claim |
| Serial order | serial_order |
| Serial order claim | serial_order_claim |
| Serial cancellation | serial_cancellation |
| Serial claim | serial_claim |
| Serial renewal | serial_renewal |

Figure 3.3: An example of a filled in Supplier details tab.

Currency

Here, enter the currency to be used for the supplier, for example euros. These currencies have been, or should be, registered in the *Currencies* file. In the current field, press Shift+F4 to search that database, or to create a currency in

there. If you leave this field empty, a default value will be filled in when you save the record.

Letters

In the *Letters* field group you can indicate which letters are to be used for this supplier. When letters are printed (via *Step 1* of the *Search wizard*) the supplier name is used to retrieve and print the appropriate letter body texts. On the current tab in the different letter fields, fill in the names of letters from the *Letters* file. You can search for existing letters via **Shift+F4**, or create a new letter record in that database via **F10**.

3.2. Cost centres

The *Cost centres* database contains the name of, and budgetary totals for a specific cost centre. A cost centre may be a department, or it can be used to control the budget for one specific material. This file is shared with the *Serials* module.

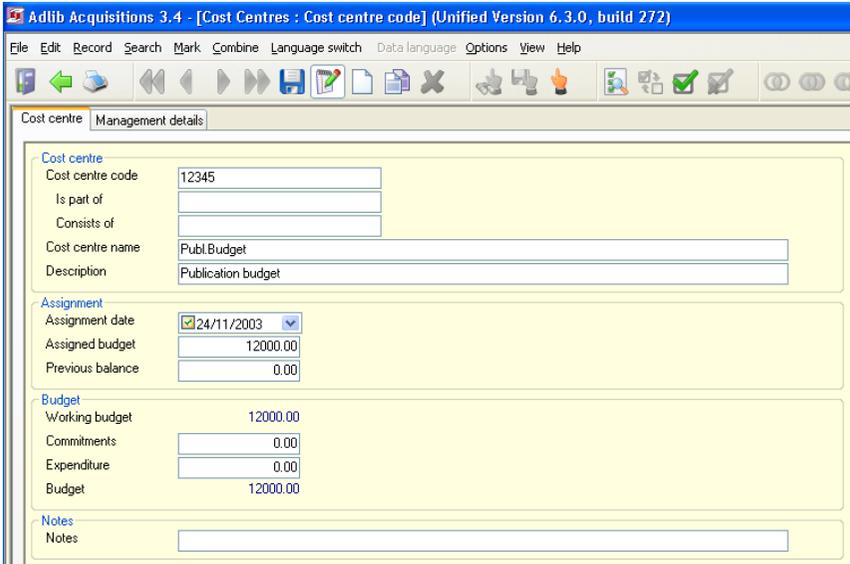


Figure 3.4: In Cost centres you manage your budgets.

If you have filled in the *Assigned budget*, Adlib will calculate the amounts for *Working budget*, *Expenditure* and *Budget* using the amounts booked

to the cost centre, for paid orders and subscriptions. All outstanding commitments and expenditures will be automatically updated. If you place an order and know (approximately) what it is going to cost, this will be booked as a commitment and processed in the (balanced) budget.

On the *Cost centre* tab you'll find the following fields:

| | |
|------------------------------------|---|
| <i>Cost centre code</i> | Enter the cost centre code here. You can enter any combination of letters, numbers and separators. This is a mandatory field, since it is used as the key for linking to this cost centre from the orders and serials databases. The code must be unique. |
| <i>Is part of, Consists of</i> | If your cost centres have a hierarchical structure, then you can use these fields. |
| <i>Cost centre name</i> | Enter the full cost centre name here. |
| <i>Description</i> | Enter any additional information about the cost centre here. |
| <i>Assignment date</i> | When you assign a new budget, enter the date on which you assign it here. If you leave this field blank or unchanged, Adlib will automatically enter the current date when the record is saved. |
| <i>Assigned budget</i> | Enter the budget assigned for the new year in <i>Assigned budget</i> . Adlib will update the <i>Working budget</i> and <i>Budget</i> when the record is saved. |

To perform a budget clear down e.g. at year end, at least enter the assignment date and the desired new budget (in the place of the previous *Assigned budget*). If, in your institution, the remaining budget of last year (*Working budget* minus *Expenditure*) can be transferred to the following year, then manually fill in this amount in *Previous balance*: the *Previous balance* plus the new *Assigned budget* results in the new *Working budget* on saving of the record. If, on the other hand, it is not possible to transfer a remaining budget to the following year, then leave *Previous balance* at zero.

Empty the *Expenditure* field when clearing down a budget. *Commitments* may be left as they are and will be transferred to the following year; however, if you wish to include them in last year's balance and you want to transfer the remaining budget, then in *Previous balance* fill in the *Budget* of last year, and also clear the *Commitments* field when assigning the new budget.

On saving the record, Adlib will update the budget as follows:

- The result of *Previous balance* plus *Assigned budget* is entered into *Working budget*.
- The new *Budget* is calculated by deducting any new expenditures in the *Expenditure* field and possible carried over *Commitments* from the *Working budget*.

Previous balance

You have to fill in this field manually when clearing down a budget, if you want the remaining budget of last year to be added to the *Working budget* of next year. If you copy the amount from the *Budget* field, then you must empty the *Commitments* field. On the other hand, if you want to carry forward the *Commitments* to the next year, then only deduct *Expenditure* from the last *Working budget*, and enter that in *Previous balance*.

Working budget, Budget

These fields are automatically updated by Adlib. The *Working budget* is equal to the *Assigned budget* if the remaining budget of last year is not carried over to the new year. The *Budget* is the *Working budget* minus the *Commitments* and *Expenditure*.

Commitments

This field contains the amount reserved for ordered titles, which has not been paid yet. It is updated automatically, but you may also update this field manually to make corrections, etc.

| | |
|--------------------|--|
| <i>Expenditure</i> | This field contains the amount paid this year on orders and serials, for this cost centre. This field is updated automatically, but you may also update this field manually. |
| <i>Notes</i> | Here you can enter any other details about this cost centre. |

3.3. Payment history

Every time, after placing an order (in *Orders*), and after payment (in *Orders receipts and payment*), in the *Payment history* file automatically a record is created in which the budget change for the order is registered. This means that after placing an order, a payment history record will be created with a positive amount in the *Commitment* field, and zero in the *Expenditure* field if you haven't paid anything yet. After paying the order, again a payment history record will be created in which (e.g. on full payment) the negative amount can be seen in the *Commitment* field, because your commitments have reduced with payment, and the same full, now positive amount can be found in the *Expenditure* field.

Adlib generates this data automatically, you cannot edit it.

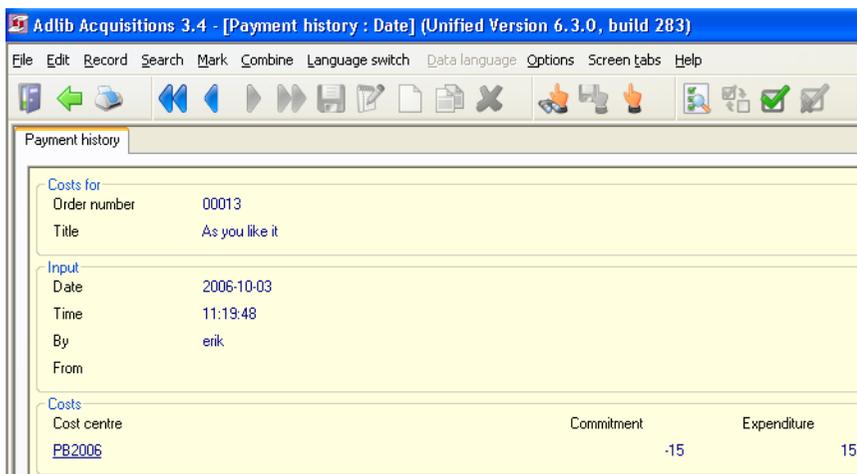


Figure 3.5: Per ordered title, every change in the commitments and payments is automatically registered in Payment history.

3.4. Currencies

In the *Currencies* file, you have to create records for each monetary unit in which you may have to pay orders.

On the *Currency data* tab of a currency record, fill in the standard monetary unit code for the currency, the full name, the exchange rate to your own currency, and the date on which that exchange rate was set. The exchange rate has to be set, so that the accounting of the cost centres can be done in one and the same currency (your own currency).

The *Currencies* file is shared with the Serials module.

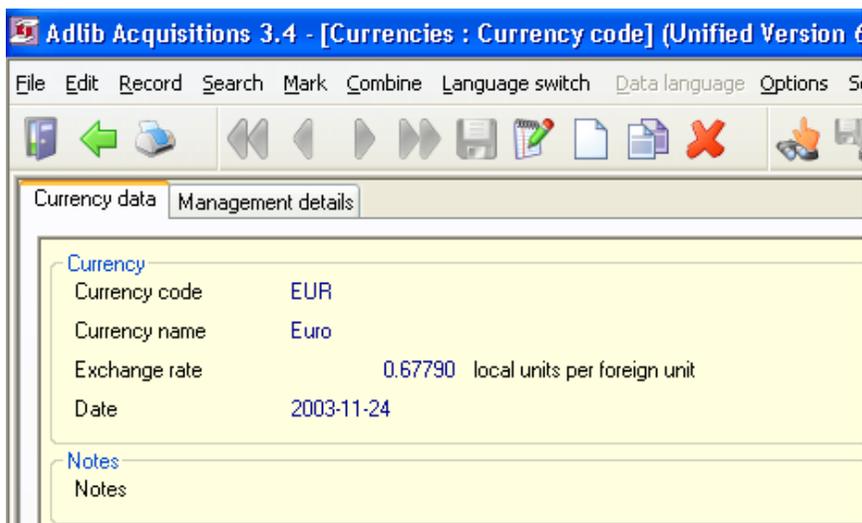


Figure 3.6: The definition of euro's and the exchange rate to pound sterling, for English users: 1 euro = 0.67790 pound sterling.

- Currency code** Enter the standard (and unique) currency code for this monetary unit.
Examples of these codes are: EUR, USD, GBP.
For a full list see: <http://www.iso.org/iso/en/prods-services/popstds/currencycodeslist.html>
- Currency name** Enter the full name of this currency.

| | |
|----------------------|---|
| Exchange rate | The number you enter here, is what this currency costs in your local currency. For example: if your local currency is the pound sterling and here you describe the euro, then for the exchange rate enter, say 0.67790. In other words, 1 euro will cost you 0.67790 pounds sterling. This exchange rate is used to convert prices in foreign currencies to your own currency so to enable Adlib to update the cost centre budgets. It is recommended to update the exchange rate regularly. |
| Date | Enter the date belonging to this exchange rate. If you leave this field empty, then Adlib will automatically enter the current date. |
| Notes | Here you can enter any additional information on this currency. |

3.5. Letters

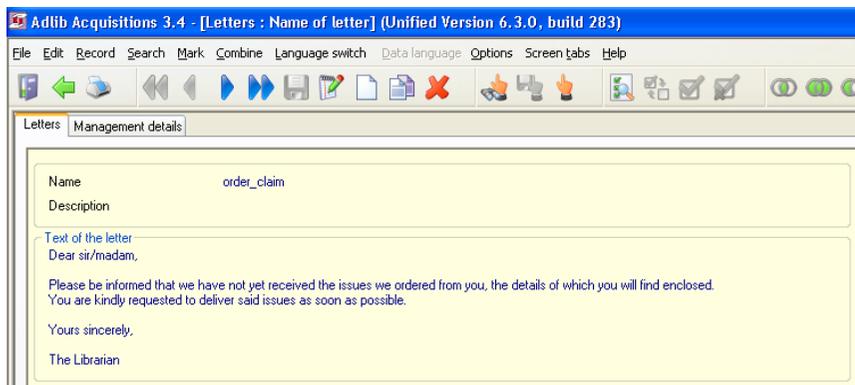


Figure 3.7: An example of an order claim letter.

In the *Letters* file you can store body texts of letters. These can be used by Adlib later on, when printing letters.

In the *Persons and institutions* file, you specify per supplier which letter must be used for which type of action.

The *Letters* file contains a number of standard letters (which you may edit to your liking), but you can also write your own letters from scratch or create a letter specific to an individual supplier.

All the letters available here can be used in the Serials module as well. Adlib will merge the specific data (personal or company names, title of the ordered publication, etc.) with the body text when the letter is printed.

Translations of labels that Adlib uses in letters (e.g. the *Number* label), can be managed in the *Languages* file.

3.6. Requesters

The screenshot shows the 'Address' screen tab in the Adlib Acquisitions 3.4 software. The window title is 'Adlib Acquisitions 3.4 - [Requesters : Name] (Unified Version 6.3.0, build 285)'. The interface includes a menu bar (File, Edit, Record, Search, Mark, Combine, Language switch, Data language, Options, Screen tabs, Help) and a toolbar with various icons. The main content area is divided into several sections:

- Name and number:** Borrower no: b002; Site: main; Name: Degenhart Drenth, Bert; Title: ; Initials: ; Class / department: management; Borrower category: staff; Registered since: 02/12/2003; Image:
- Home address:** Address: Reactorweg 291; Post code: 3542 AD; City: Utrecht; Country: Netherlands; Birth date: ; Telephone: ; Fax:
- E-mail address:** E-mail address: <mailto:info@adlibsoft.com>
- Work address:** Work address: ; Telephone: ; Fax:
- Alternative numbers:** Alternative number type: ; Number:
- Comments and message:** Notes: ; Message: ; Message status:

Figure 3.8: An example of a filled in Address screen tab.

The *Requesters* file is one and the same file as the *Borrower* database (in the Loans module) and the *Readers* file (in the Serials module): personal details registered here, are shared between these modules. In the Acquisitions module this data is used when printing order notification letters for the requester of an order.

If you enter a valid e-mail address in the *E-mail* field, then after saving the record, *mailto:* is automatically placed in front of it, and the address will be underlined. If you then click the address, your e-mail program will be opened and you can immediately write and send an e-mail. Note that in Adlib Acquisitions modules 3.4 and older, e-mail is not yet used automatically for digitally sending letters.

On the *Letters* tab you can link letters for specific actions to a requester. Since these letters are used in both the Acquisitions and the Loans module, you can see all of them here, but in the Acquisitions module only the *Order notification* is relevant; the other four letters are intended for loans management. When filling in a field, you can look up an existing letter name via the *Linked record search screen (Shift+F4)*. If you leave fields empty, then those fields will be filled automatically with names of appropriate default letters when the record is saved.

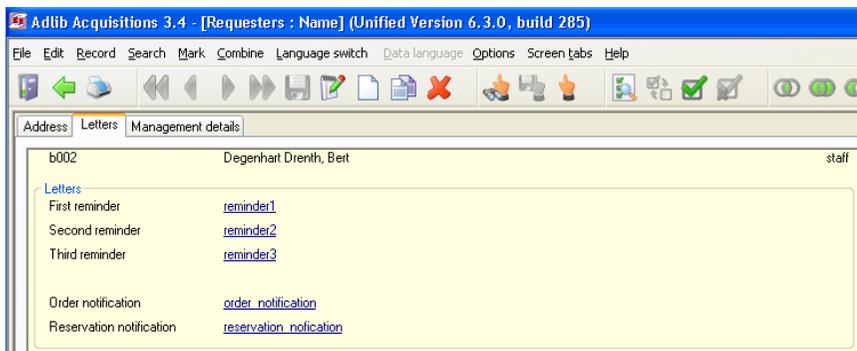


Figure 3.9: The standard letters linked to this requester.

3.7. Languages

The *Languages* file contains one or more language records (one record per language), each with a list of terms in that language: these terms are used as labels for variable data in to be printed letters in that language. So you only need records for the languages in which you want to be able to print letters.

A letter to a supplier will be printed in the correct language automatically if in the *Persons and institutions* file with the particulars of that supplier, you indicated which language record (in the *Language* field) must be used for the letters.

In the *Letters* file, the fixed texts in a letter record have been written in

one language. You've probably already linked the proper letter records to each supplier, meaning: you linked English letter records to suppliers in England and other English speaking countries, and maybe Spanish letter records for your Spanish or selected South American suppliers.

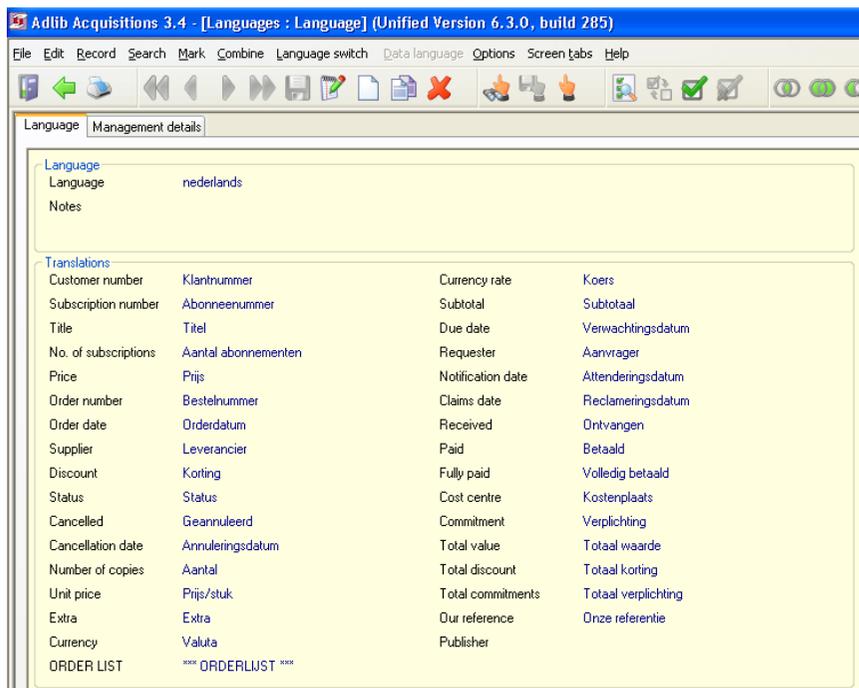


Figure 3.10: The Dutch language record of translations of labels which are used in letters.

4. Processing orders

4.1. General procedure

After filling the secondary files (which you do before you first start working with the Acquisitions module), you can begin processing orders:

1. Enter one or more orders, in the *Orders* file. Do not simply enter titles manually for the items you wish to order: first check via **Shift+F4** whether the title is already present in the catalogue, and then choose that one. This way, you avoid the creation of duplicate records in the catalogue.
2. After one or more orders have been entered, an order letter can be printed for each order. You can print letters from *Step 1* in the *Search wizard*.
3. When ordered items arrive, you check them in and pay for them. You do this via the *Orders receipts and payment* option. You can then also print notification letters for requesters.
4. If an item fails to arrive by the date it is expected, you can print a claim letter for it, again via *Step 1* in the *Search wizard*.
5. If an ordered item is not deliverable, you can cancel the order via the *Cancel orders* option in the *Search wizard*. Also if you just change your mind about an order, then you can cancel it and print a cancellation letter for it.

4.2. Entering order details

Open a new record in the *Orders* file and fill it in as completely as possible.

Order form details

General details

| | |
|---------------|-------------|
| Order number | 20061005-01 |
| Date | 04/09/2006 |
| Supplier | DGEW |
| Discount | 15 % |
| Currency | EUR |
| Delivery time | 14 days |

Order item

Status: will be ordered

Title: [As you like it](#)

| Quantity | Unit price | Extra | Currency | Rate |
|----------|------------|-------|----------|-------|
| 1 | 15.00 | 5.00 | EUR | 17.75 |

| | | | |
|------------------|---|------------|------|
| Already received | | Paid | 0.00 |
| Still expected | 1 | Fully paid | No |

Allocation

| Allocation | Cost centre | Balance |
|------------|-------------|----------|
| 100 % | On PB2006 | 21932.25 |
| % | On | |
| % | On | |

Requester: [Erik](#)

Requester notified on:

Due date:

Claim letter sent on:

Cancelled? No On

Note:

Order summary

| | |
|-------------------------|-------|
| Total value | 17.75 |
| Message to supplier | |
| Notes | |
| Order letter printed on | |

Figure 4.1: An example of a filled in order record.

| | |
|---------------------|---|
| <i>Order number</i> | Here you can enter the order number. If you leave the field blank, Adlib will automatically assign an order number when the record is saved. In that case, Adlib will use the date notation: <i>yyyymmdd</i> , following by a hyphen and a serial number. (For each new order, this number is incremented by 1 and each day begins with 1). Thus, the order number <i>19970703-3</i> will be the number of the third order that was entered on the third of July 1997. The order number is assigned when the record is saved. |
| <i>Date</i> | Adlib will automatically enter the current date, unless you select another date. |
| <i>Supplier</i> | Enter the name of an existing or new supplier. This field is linked to <i>Persons and institutions</i> . This is a mandatory field. |
| <i>Discount</i> | Adlib will automatically enter the default discount rate from the supplier record in <i>Persons and institutions</i> , if you leave this field blank. However, you can enter a different discount if you wish which will apply to this order only. If the supplier record contains a standard discount rate, but no discount is appropriate or available for this order, you must enter 0. |
| <i>Title</i> | Type the first characters of the title that you want to order, and search the catalogue for the full title via Shift+F4 , or enter a new title if that title has not been registered in the catalogue yet; new titles are always added to the catalogue, to a dataset of your choice. |
| <i>Quantity</i> | Enter the number of copies of the title that you want to order. If you leave the field empty, Adlib will enter 1. |
| <i>Unit price</i> | Enter the price per copy. Use a decimal point, and do not fill in a currency symbol. |
| <i>Extra</i> | Enter any additional costs for the ordered title, such as shipping costs, postage & packing, etc. Use a decimal point, and do not fill in a currency symbol. |

| | |
|------------------------------|---|
| <i>Currency</i> | Enter the currency code for the monetary unit used in <i>Unit price</i> and <i>Extra</i> . The default currency is the value contained in the supplier record. Press Shift+F4 to choose from available currency codes. |
| <i>Allocation</i> | Use this field to divide costs by charging them to a number of different cost centres. If you only want to charge the item to one cost centre, then leave this field blank and Adlib will automatically enter 100%. All cost centre fields should add up to a total of 100% (per title). |
| <i>Cost centre</i> | <p>Enter a cost centre code. Press Shift+F4 to choose from available cost centre codes.</p> <p>You can enter several cost centres. This makes it possible to divide one purchase between a number of cost centres which each have their own budget. By default, the amount is divided equally between the various cost centres, but you can adjust this as required, by entering the percentage of the total amount that is to be booked to each cost centre.</p> <p>The balances and commitments of all the cost centres are automatically updated by Adlib when the record is saved.</p> |
| <i>Requester</i> | <p>Here you can enter the name of the person requesting the title. Press Shift+F4 to choose from available names.</p> <p>The file you choose a name from is shared with the Loans and Serials modules.</p> |
| <i>Requester notified on</i> | <p>Here, Adlib will automatically enter the date the requester is notified as soon as a notification letter has been printed (after receipt of the ordered items). So you don't need to fill in this field yourself.</p> <p>If this field contains a date, then to Adlib it means that a notification letter has been sent, so it won't be printed again.</p> |

| | |
|--------------------------------|--|
| <i>Due date</i> | Here, Adlib will calculate the date the item is expected using the current date and the standard supplier delivery period from the supplier record. You can change this date manually. |
| <i>Claim letter sent on</i> | In this field, Adlib will automatically enter the date on which the last claim letter was printed (via <i>Print claim letters</i>). |
| <i>Cancelled on</i> | Here, Adlib will automatically enter the date the cancellation letter was printed. Clear this field if you want to print the letter again via the <i>Print cancellation letters</i> option in <i>Step 1</i> of the <i>Search wizard</i> . |
| <i>Note</i> | Here you can enter any remarks about the cancellation of the order. |
| <i>Message to supplier</i> | Enter any notes for or messages to the supplier here. This text will be printed in the order letter. |
| <i>Notes</i> | Enter any additional remarks about the order as a whole or about parts of the order. |
| <i>Order letter printed on</i> | <p>This field contains the print date of the order letter and is automatically updated by Adlib. This date can be changed manually. If you clear this field you can print this order again by selecting the <i>Print orders</i> option in <i>Step 1</i> of the <i>Search wizard</i> (see chapter 5).</p> <p>As long as no order letter has been printed for an order, the order has the <i>will be ordered</i> status; as soon as an order letter has been printed, the status changes to <i>on order</i>. The <i>Status</i> is indicated above the title. This status is also shown in the catalogue and in the public catalogue.</p> |

4.3. Receipt and payment of an order

You can receive and pay for (items of) an order with the *Orders receipts and payment* option in *Step 1* of the *Search wizard*. Then search for the proper order record, and open it for editing.

Adlib Acquisitions 3.4 - [Orders receipts and payment : Order number] (Unified Version 6.3.0, build 286)

File Edit Record Search Mark Combine Language switch Data language Options Screen tabs Help

Receive and pay orders

General details

Order number 20061005-01

Date 04/09/2006

Supplier DGEW

Discount 15 %

Currency EUR

Delivery time 14 days

Total value 17.75

Order item

Status will be ordered

Title As you like it

| Quantity | Unit price | Extra | Currency | Rate | Subtotal |
|----------|------------|-------|----------|------|----------|
| 1 | 15.00 | 5.00 | EUR | 1 | 17.75 |

Already received 1 Receive now Paid 0.00

Still expected 1 Pay now Fully paid

Invoice no

Allocation Cost centre Balance

| | | | |
|-------|----|---------------|----------|
| 100 % | On | <u>PB2006</u> | 21932.25 |
| % | On | | |
| % | On | | |

Requester Erik

Requester notified on

Due date

Claim letter sent on

Cancelled? No On

Note

Payment history

| Pay date | Payment | Invoice no | Title |
|----------|---------|------------|-------|
| Notes | | | |

Figure 4.2: Confirming the receipt, and registering your payment.

You can only edit the following fields on this screen tab: *Receive now*, *Invoice no*, *Pay now* and *Fully paid*. And via the underlined title you can edit the title record in the catalogue.

| | |
|-----------------------|---|
| <i>Title</i> | Click the ordered title to open that catalogue record in a zoom screen. Click the <i>Edit</i> record button to edit that linked record. This way, you may assign a copy number to the received item immediately (although you can also do that from the catalogue, at a later time). |
| <i>Receive now</i> | <p>Enter the number of copies you have received. The number of copies entered here cannot be higher than the number of copies ordered. If the amount received is less than the amount ordered, Adlib will calculate how many copies you can still expect.</p> <p>When you have received the expected number of items and saved the record, Adlib will change the order status of the item to <i>received</i>. This status is not shown in the catalogue or public access catalogue.</p> |
| <i>Pay now</i> | Enter the amount you paid for this order item. Use a decimal point and do not fill in a currency symbol. |
| <i>Fully paid</i> | <p>You have to let Adlib know if this title is fully paid for. This is because the price calculated originally may be different from the price actually invoiced, for example, if the exchange rate was slightly out or if the price has gone up. If the invoiced amount is different than what you paid, while it was still a full payment, then any remaining amount is deducted from the commitments in the cost centre(s).</p> <p><i>No</i> means that you haven't paid yet or only partially.</p> <p>Adlib will automatically update the balances and commitments of relevant cost centres when the record is saved.</p> |
| <i>Invoice number</i> | Here you can enter the invoice number. This number is included in the payment history, together with the payment and the current date. This way you can always check past financial transactions for this order. |

4.4. Cancelling an order

If you cancel an ordered item, you cannot undo the cancellation. The only solution is to order the item again.

To cancel an order, first select the *Cancel orders* option in *Step 1* of the *Search wizard*. Then search for the desired record and open it for editing. Finally, set the *Cancelled?* field to *Yes* and save the record.

Adlib Acquisitions 3.4 - [Cancel orders : Order number] (Unified Version 6.3.0, build 286)

File Edit Record Search Mark Combine Language switch Data language Options Screen tabs Help

Order cancellation

General order details

Order number: 20061005-01
 Date: 04/09/2006
 Supplier: DGEW
 Discount: 15 %
 Currency: EUR
 Delivery time: 14 days

Order item

Status: will be ordered
 Title: As you like it
 Cancelled?: Yes On 05/10/2006

| Quantity | Unit price | Extra | Currency | Rate | Subtotal |
|----------|------------|-------|----------|------|----------|
| 1 | 15.00 | 5.00 | EUR | 1 | 17.75 |

Already received: Paid 0.00
 Still expected: 1 Fully paid No

Allocation: Cost centre Balance
 100 % On PB2006 21932.25
 % On
 % On

Requester: Erik
 Requester notified on
 Due date
 Claim letter sent on

Note

Order summary

Total value: 17.75
 Notes
 Order letter printed on

Figure 4.3: Cancelling an order.

Cancelled?

To cancel an already placed order, select *Yes* here. The bookings to the cost centres will be undone.

If you have cancelled an order, you can print a cancellation letter. You can use the option in the *Search wizard* if you want to print all cancellation letters at once, but you can also print only this cancellation: you can do this by looking up the relevant record in the *Orders* file and displaying it, and then print it to the *Cancellation letter* output format.

On

Here, the print date of a cancellation letter is automatically filled in. You can clear this field if you want to print this letter again via *Step 1* in the *Search wizard*. You can also enter a date manually, then no cancellation letter will be printed for the item. This option allows you to make cancellations by telephone.

After you have saved the record, the cancelled item is given the order status *cancelled*. Adlib will automatically update the balances and commitments of the relevant cost centres.

You can print cancellation letters for all cancellations at once, from *Step 1* in the *Search wizard* (see chapter 5).

5. Printing letters

There are two ways to print letters:

- via the four *Print* options in *Step 1* of the *Search wizard*: for each letter type, Adlib will automatically search for records for which this letter indeed has to be printed. The relevant records will then be grouped per supplier and printed in batch.
- via the *Print wizard*: it's also possible to print a letter for one or more specific orders, claims, cancellations or notifications. For this, you must mark the records of the concerning orders in the *Orders* file, and print them with the desired output format through the *Print wizard*.

5.1. Batch printing of letters

In *Step 1* of the *Search wizard* you can print four types of letters:



After your choice of a letter type, Adlib will automatically search the *Orders* database looking for records which still need to be printed. Dependent on the letter type, the content of one or more check fields in each record determines whether it must be printed. It concerns the following fields:

- Order letters are printed for records in which the print date (in the *Order letter printed on* field) is not filled in or when the print date is the current date (e.g. when printing letters again on the same day after a printer failure). After printing, the *Order letter printed on* field in the relevant records is automatically updated with the date of today.
- Claim letters are only printed for ordered items that have still not been received while the *Due date* has elapsed. Moreover, the *Claim letter sent on* field must be empty, or it must contain the current date or a date older than a week. In all other cases no claim letter will be printed for a record.

- Cancellation letters are printed when the *Cancelled?* field has been set to *Yes*, and the *On* date field is still empty.
- A notification letter (to inform the requester) will be printed for an ordered item when the order status (in the *Status* field) of an item is *received* whilst the *Requester notified on* field is empty and the *Requester* field has been filled in.

5.2. Printing a letter for a specific order

If you want to print a letter for a specific order, then do this via the *Print wizard*. This may be useful when you need an express delivery, for example.

1. In the *Orders* database, first search for the desired record (or multiple records) and open it in display mode or mark the records in the brief display.
2. Click the *Print* button and choose the option *Create a report with a predefined output format*.
3. Choose a letter type from the list and finish the print procedure.

Note that a letter for a record can only be printed if the contents of the check field is applicable to this letter type (see the previous paragraph).

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