



## **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:*



<b>Participant number</b>	<b>System Number</b>	<b>Participant number</b>	<b>System Number</b>
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.