Polaris® Acquisitions Guide

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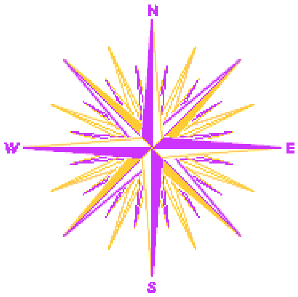
Contents

About This Guide



This guide explains how to use Polaris to budget for, select, order, invoice and track materials for your library. It also explains how to use templates to make acquisitions processing more efficient.

To do the tasks in this guide, permissions must be set for your user name. If you have questions about permissions in Polaris, see your Polaris administrator.

Acquisitions Topics

Important:
For information about developments that may have occurred after this information was published, go to **www.polaristown.com.**

This guide covers the following topics:

Getting Started in Acquisitions	Overview of Polaris Acquisitions; how to search for and display Acquisitions records.
Setting Up the Acquisitions Budget	How to establish and maintain your acquisitions budget and track fund usage.
Setting Up Supplier Records	Recording and maintaining information about your library's suppliers; entering the EDI data for the supplier; reporting on suppliers' efficiency in filling orders.
Setting Up Templates for Acquisitions	Using templates to speed up your acquisitions processes.
Setting Up Selection Lists	Creating selection lists and automatically copying titles to purchase orders.
Ordering	Creating, releasing, and sending purchase orders; EDI ordering; Polaris Titles to Go.
Receiving Orders	Receiving orders using various methods; printing workslips; and methods for processing new items.
Claiming	Claiming items that have not been received within a specified time period.
Canceling Orders	Canceling items and printing cancellation notices.
Closing Orders	Closing partially received purchase orders.
Invoicing	Creating, paying, crediting, adjusting, and linking invoices; EDI invoices.

Distributing/Adjusting Invoice Charges/Credits	Distributing charges, credits, and discounts on invoices.
Paying Invoices	Paying an entire invoice or individual line items; viewing payment history; printing vouchers; undoing a payment.
Adjusting Prepaid Invoices	Adjusting a monetary amount for an invoice or invoice line item.
Crediting Invoices	Crediting entire invoices, lines, or segments.
Acquisitions Shortcut Keys	List of shortcut keys formatted for convenient printing and clipping.

Related Resources

In addition to this guide, the following resources may be helpful when using Polaris Acquisitions:

- Polaris Online Help

  Polaris online Help is accessible from the Help menu on any Polaris window or by pressing **F1** with a Polaris window active. It provides information and instructions for the Polaris staff client subsystems, and Polaris administration (includes administration and customization options for the staff client, PAC applications, and other Polaris functions).

- Polaris Staff Client and Technical Services Administration Guides
  - *Polaris® Basics Guide*
  - *Polaris® Cataloging Guide*
  - *Polaris® Serials Guide*
  - *Polaris® Technical Services Administration Guide*

- Library Polaris Administrator

  If you have questions about using Polaris, contact your Polaris administrator or trainer at the library for help.

- Polaris Library Systems Web Site

  For updated user and support information, go to **www.polaristown.com**. You can also contact your Site Manager at:
  1-877-857-1978.

Getting Started in Acquisitions

This unit is an overview of how Polaris Acquisitions can automate your library's acquisitions workflow. It also includes instructions for starting an acquisitions task and finding acquisitions records.

This unit covers the following topics:

Acquisitions Setup Checklist

Before you order materials using Polaris Acquisitions, do the following setup tasks:

- ☐ Make sure staff have the required permissions to do tasks in Acquisitions, including the permission to modify funds if they over-expend or over-encumber funds. They may also need Cataloging permissions to do certain tasks. See "Acquisitions Workflow Permissions" in the *Polaris Technical Services Administration Guide 4.1*.
- ☐ Set up Acquisitions profiles and parameters in Polaris Administration. See "Setting Up Acquisitions" in the *Polaris Technical Services Administration Guide 4.1*.
- ☐ Set up supplier records in Acquisitions. See "Setting Up Supplier Records" on page 43.
- ☐ Set up fiscal years and funds in Acquisitions. See "Setting Up the Acquisitions Budget" on page 25.
- ☐ (Optional) Set up the purchase order templates in Acquisitions and on-order bibliographic and item templates in Cataloging. See "Setting Up Templates for Acquisitions" on page 57.
- ☐ (Optional) Set up profiles with your suppliers to use their Web-based selection tools.
- ☐ (Optional) Set up importing profiles in Cataloging to import bibliographic records from your suppliers and create record sets. Polaris includes read-only import profiles specifically designed for acquisitions. These profiles cannot be changed, but they can be copied and renamed. The **Acq Bibs** import profile is designed to retain 970 tags when the incoming records are rejected as duplicates, and the **Enriched EDI Orders** import profile is designed to update on-order items to shelf-ready items. See "Polaris Read-Only Import Profiles" in the *Polaris Cataloging Guide 4.1*.
- ☐ (Optional) If you do EDI ordering, set up EDI ordering with your suppliers. See "Setting Up EDI Ordering" in the *Polaris Technical Services Administration Guide 4.1*.
- ☐ (Optional) If you use Polaris Titles to Go, set up Titles to Go. See "Setting Up Titles to Go" in the *Polaris Technical Services Administration Guide 4.1*.
- ☐ (Optional) If you order from suppliers who use a currency other than US dollars, establish the foreign currency in Polaris. See "Administering Foreign Currencies" in the *Polaris Technical Services Administration Guide 4.1*.

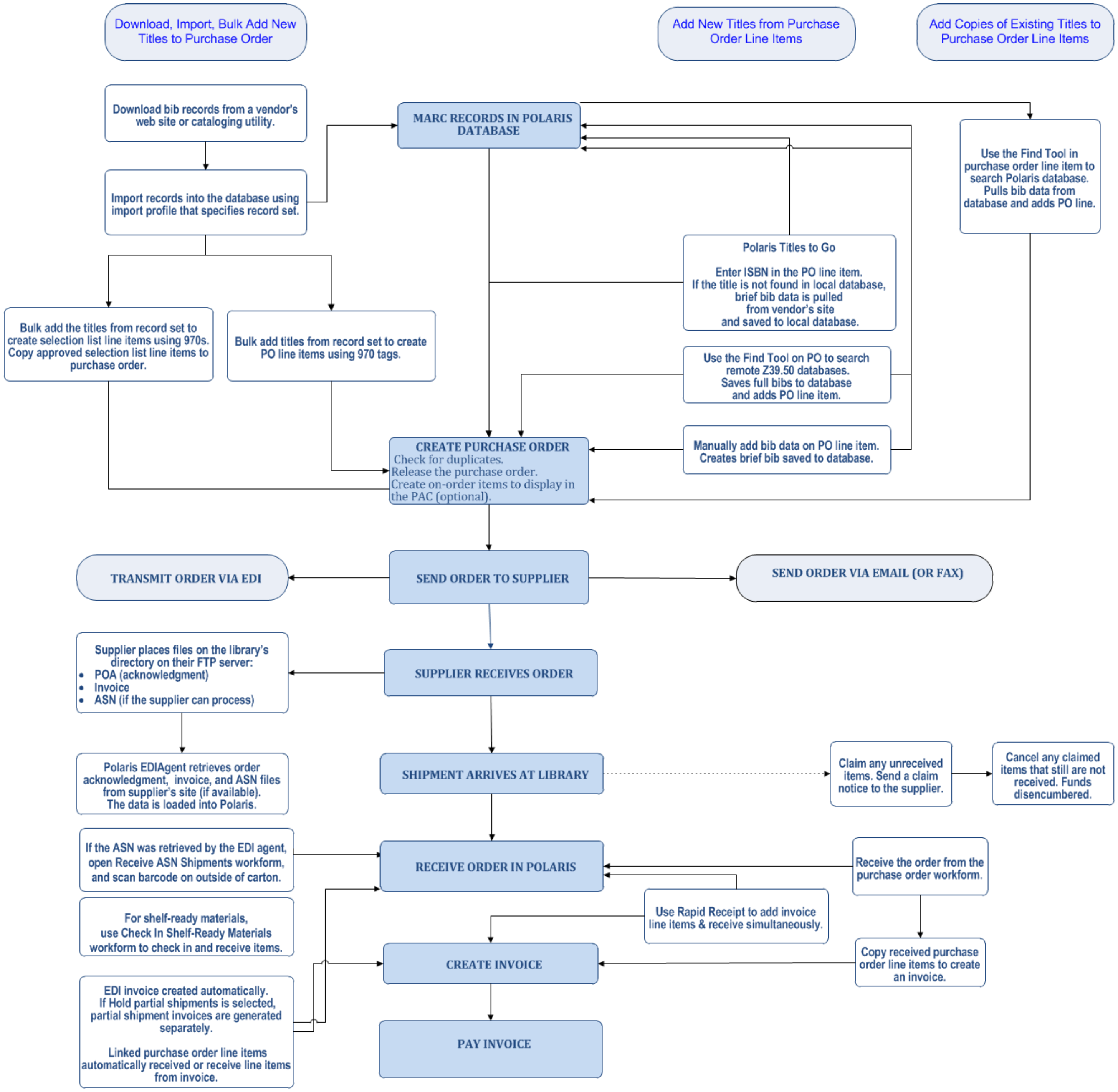
Overview of Polaris Acquisitions

With Polaris Acquisitions, you can automate and streamline the following common acquisitions processes:

- **Managing the acquisitions budget** - Using fund records linked to a fiscal year record, you can track encumbrances and expenditures for materials and services. You can also set up donor funds to track the items that were purchased using these funds. Once your acquisitions budget is set up in Polaris, the funds are available to link to selection lists, purchase orders, and invoices. When the purchase order is released or the invoice is paid, the linked funds are automatically encumbered or expended. See "Setting Up the Acquisitions Budget" on page 25.
- **Maintaining supplier records** - You set up supplier records that contain all the information you need for sending paper or electronic orders to your suppliers. See "Setting Up Supplier Records" on page 43.
- **Selecting the materials** - You can use selection lists to compile lists of materials to order. These materials can be approved, automatically checked for duplicates, and then copied to a purchase order. See "Setting Up Selection Lists" on page 73.
- **Ordering items** - You can create purchase orders using several different methods, depending on the level of automation you want and your library's workflow. Each purchase order has information for the order as a whole at the header level, bibliographic information for each title at the line item level, and distribution information (destination, collection, and fund) for the copies at the line item segment level. See "Ordering" on page 103.
- **Receiving shipments** - You can receive a whole order, all the items in an order, all copies of specific titles in an order, or certain copies of a title. You can also use Rapid Receipt to receive multiple purchase order line items from the Invoice workform. If your library sends EDI orders to a vendor that provides an Advanced Shipping Notice, you can receive an entire carton at a time. If your library sends Enriched EDI orders, your circulation staff can check in and receive shelf-ready materials at the same time. For more information, refer to "Receiving Orders" on page 153.
- **Claiming items** - You can set up claiming criteria in Polaris, so that if you order items and do not receive them within a specified period of time, an automatic claim alert is generated and appears on the Claim Alert List. See "Claiming" on page 167.
- **Canceling items** - When you need to cancel items, you can cancel the entire order or specific lines of the purchase order. If you need to order from a different supplier, you can copy the purchase order or lines within the purchase order to a new purchase order with a different supplier. See "Canceling Orders" on page 175.

- **Closing purchase orders** - When your library is no longer receiving a subscription or standing order, the purchase order can be closed. You can also close partly received purchase orders when the vendor cannot supply the materials. See "Closing Orders" on page 185.
- **Creating invoices** - Invoices are created automatically for prepaid and EDI orders. If your library prevents partial shipment EDI invoices from being created automatically, you can generate these EDI invoices separately. You can also copy purchase orders to an invoice or create an invoice without a purchase order. Or, you can simultaneously receive purchase order line items and add the corresponding invoice line items using Rapid Receipt. See "Invoicing" on page 187.
- **Distributing charges, credits, and discounts** - You can distribute charges, credits, and discounts across multiple line items and segments within an invoice. See "Distributing/Adjusting Invoice Charges/ Credits" on page 221.
- **Paying invoices** - You can pay an entire invoice, individual line items on an invoice, or segments within an invoice line item. You can also view all charges for an invoice and the payment history. After paying the invoice in Polaris, you can print a voucher. See "Paying Invoices" on page 229.
- **Adjusting prepaid invoices** - On prepaid invoices, you can adjust the discount or unit price for line items and the credits for line item segments. Header charges can be adjusted using a miscellaneous invoice linked to the prepaid invoice. See "Adjusting Prepaid Invoices" on page 239.
- **Crediting invoices** - After an invoice has been paid or prepaid, you can credit the entire invoice, multiple lines within an invoice, a single line item, or segments within a line item. See "Crediting Invoices" on page 243.
- **Linking invoices** - You can link multiple invoices together so that you can see debit and credit activities posted against the original invoice. See "Linking Invoices" on page 218.
- **Creating reports** - Many standard Acquisitions reports are available from the Polaris Shortcut Bar. For details, see "Acquisitions Reports" in the *Polaris Basics Guide 4.1*. If your library has Polaris SimplyReports, you can generate order and invoice reports using a variety of output columns and filters.

Acquisitions Workflows



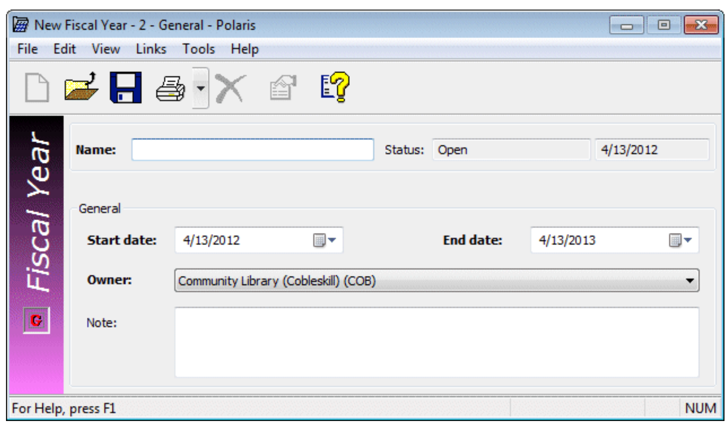
Acquisitions Record Types

In Polaris Acquisitions, various records store information about a library's budgeting, ordering, and invoicing activities. Some Acquisitions records are also linked to Cataloging or Serials records. Acquisitions records, like other Polaris records, are displayed in workforms.

Fiscal Year Records

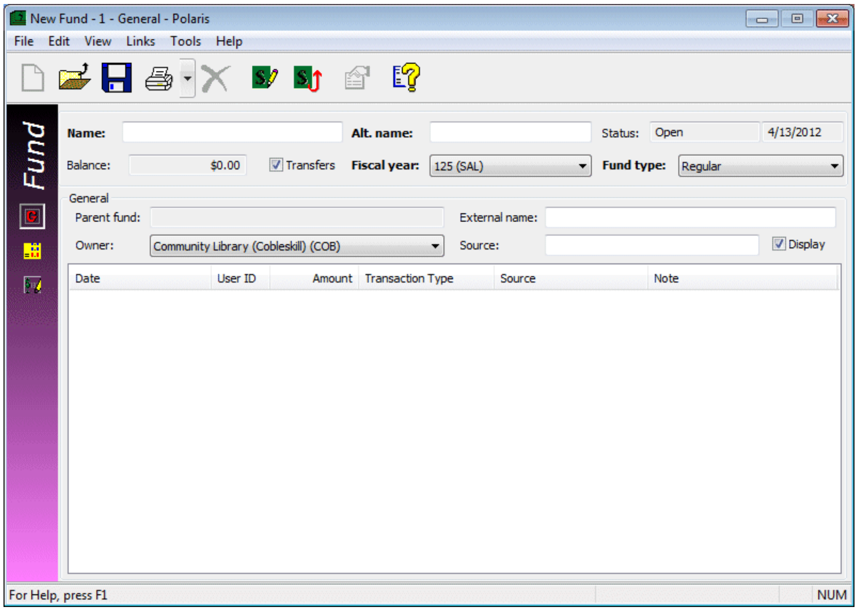
Fiscal year records track and manage funds for a specific period of time. You can create an unlimited number of fiscal year records, and they can have overlapping durations. Each fiscal year record can link to an unlimited number of fund records.

When you set up the acquisitions budget, you start with a fiscal year record. You name the record, give it a start and end date, select the owner of the record, and include any notes. Then create the fund records that are linked to the fiscal year record. See "Setting Up Fiscal Years" on page 26.



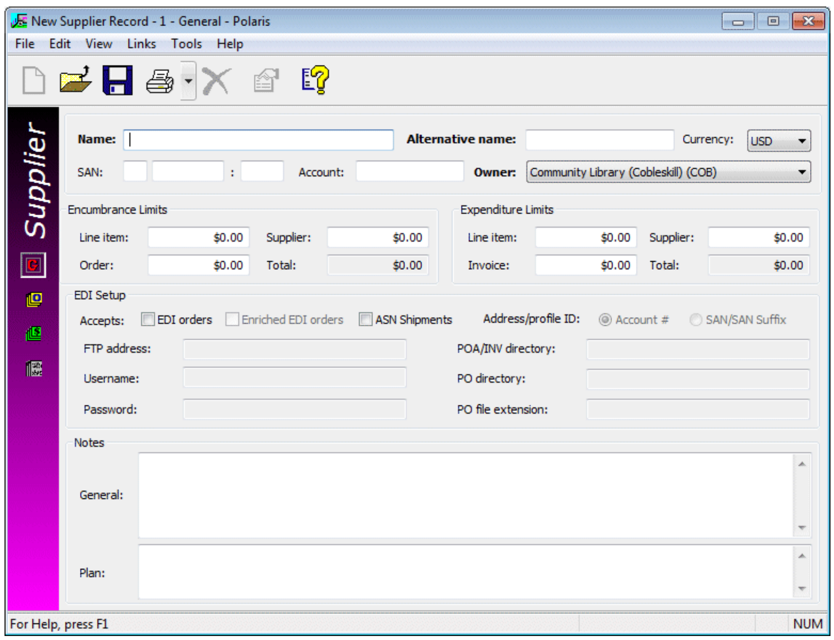
Fund Records

Fund records track the purchase of library materials and services. You can set up funds for budget allocations, gifts, grants, donations, deposit accounts, and endowments. See "Managing Funds" on page 27.



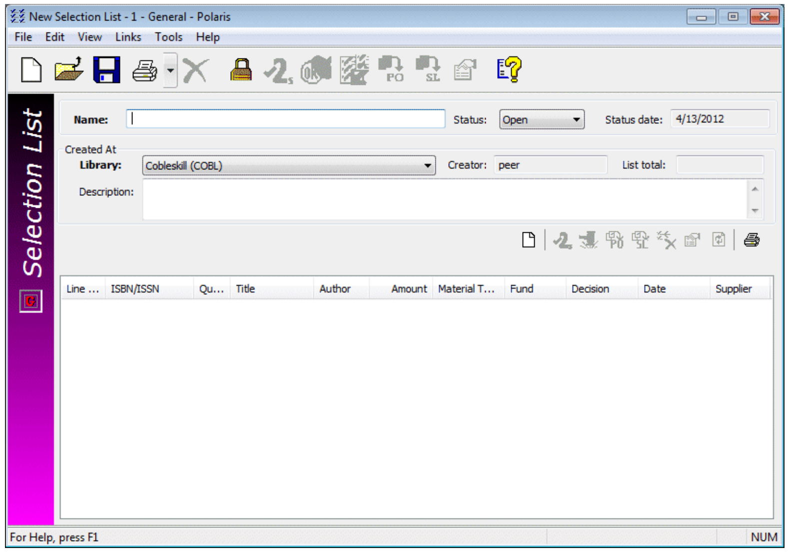
Supplier Records

Supplier records contain information about suppliers' accounts with your library, including the supplier's name, alternative name, contact person, account information, Standard Address Number (SAN), currency code, telephone numbers, addresses, instructions, electronic ordering information, claiming information, and notes. If the supplier accepts orders via Electronic Data Interchange (EDI), and your library wants to send orders electronically, the EDI ordering information is set up in the Supplier record. Each purchase order and invoice is linked to a supplier record, except Miscellaneous invoices, which do not require a linked supplier record. See "Setting Up Supplier Records" on page 43.



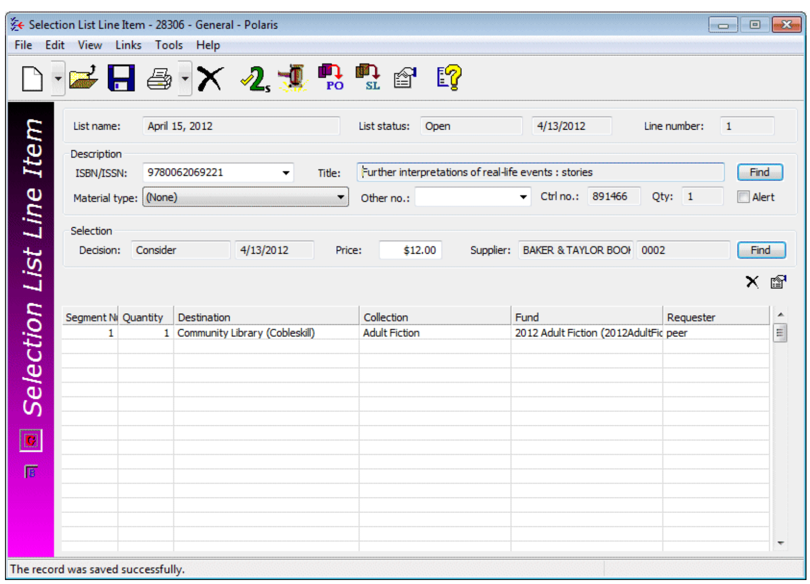
Selection List Records

Selection lists contain titles that a staff member (requestor) assembles as suggested purchases. The titles are then reviewed and approved or rejected by the appropriate individual (selector). Selection list line items can be copied from one selection list to another. Once approved, the titles can be copied to a purchase order. See "Setting Up Selection Lists" on page 73.



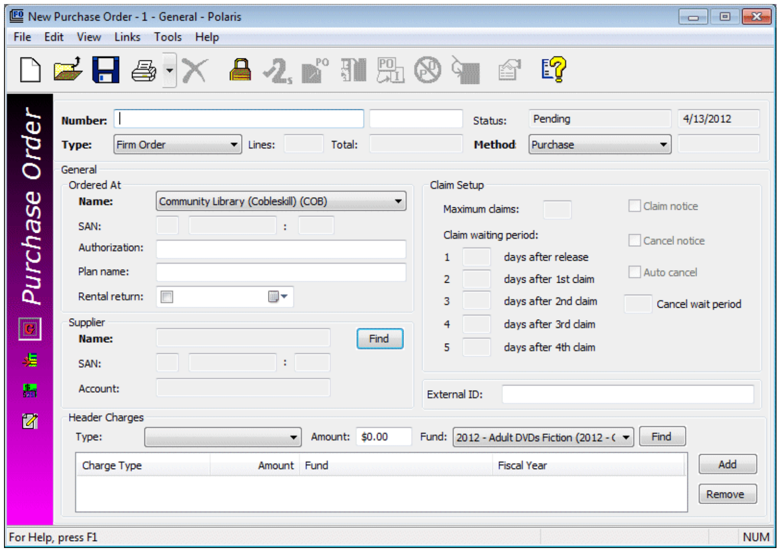
Selection List Line Item Records

Selection list line item records include bibliographic and distribution information for each title on a selection list. The distribution information is listed in individual line item segments that show the quantity, destination, collection, and fund for the copies of the title.



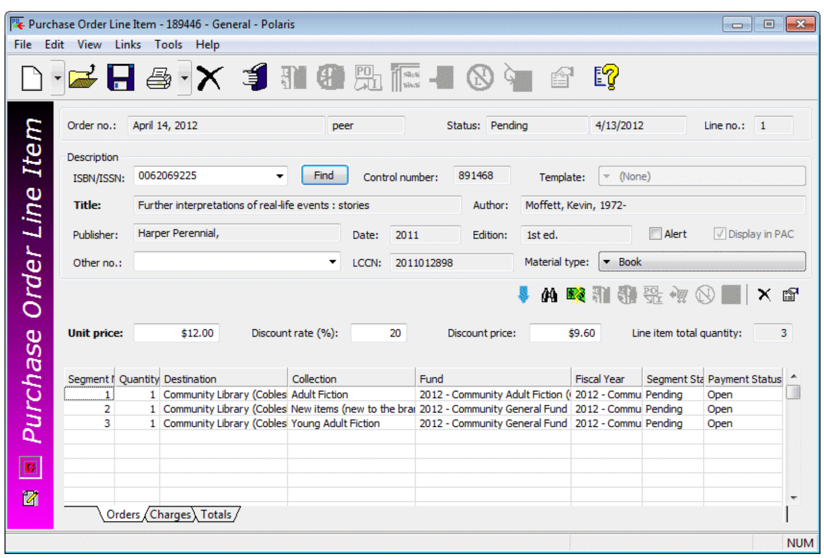
Purchase Order Records

Purchase order records contain instructions, cumulative totals, header charges, and notes as well as line items for each title ordered. When you create a purchase order, you can select a template that includes the order type, payment method, claim information, discount, library name, supplier, and distribution information. See "Ordering" on page 103.



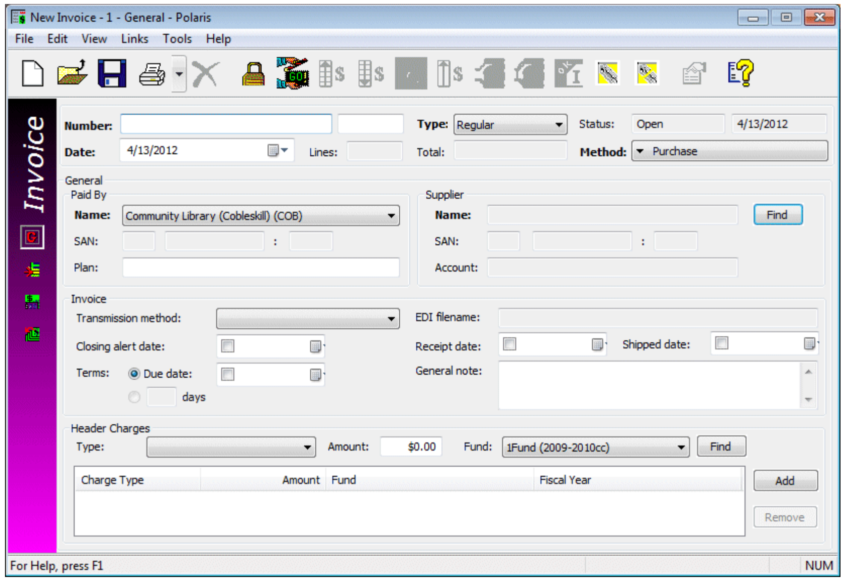
Purchase Order Line Item Records

Purchase order line item records contain bibliographic, claiming, and distribution information for the title being ordered. The distribution information is in segments that specify the quantity, destination, collection, and fund for the title. The segment data can be copied to a new line. Line items can be copied to invoices and to other purchase orders.



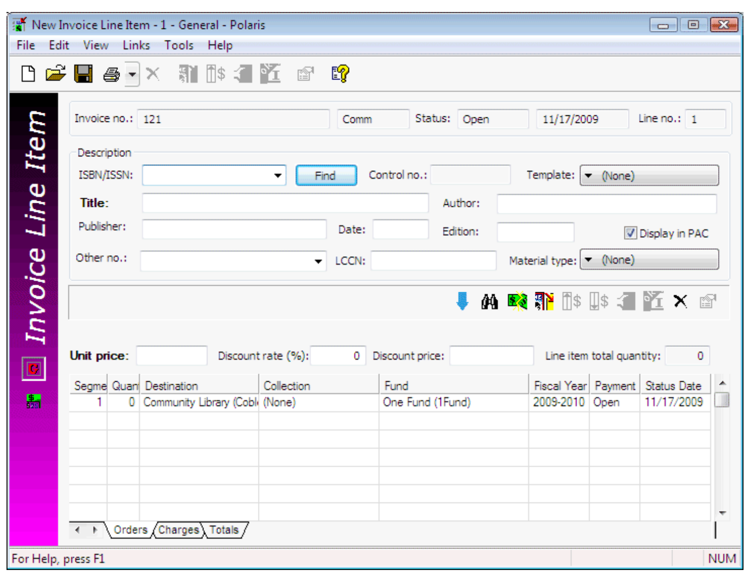
Invoice Records

Invoice records contain itemized lists of the materials shipped to the library. An invoice may also include header charges for services provided by the supplier, such as cataloging and shipping, as well as any credits from the supplier. The EDI file name appears if the invoice was sent electronically. See "Creating Invoices" on page 190.



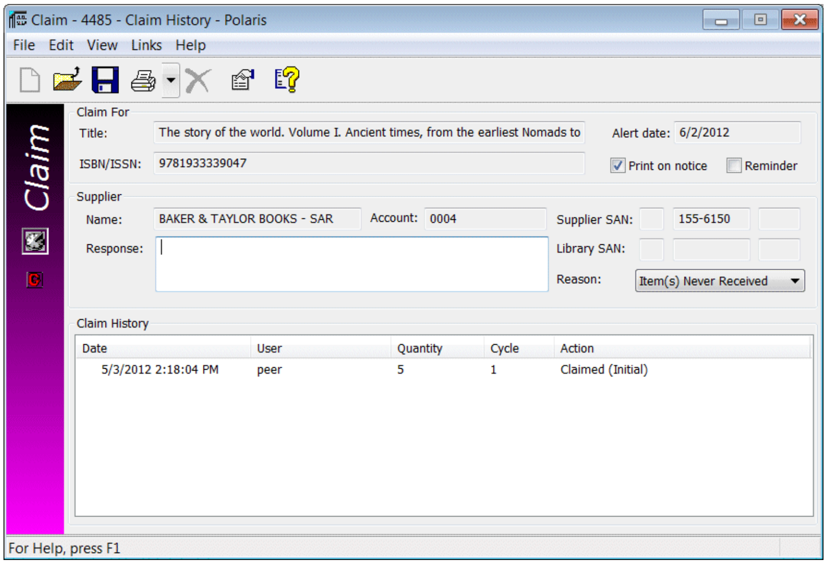
Invoice Line Item Records

Invoice line item records contain information about specific titles. Within each invoice line item are segments that specify the quantity, destination, collection, fund, fiscal year, payment status, and charges related to the copies of the title.



Claim Records

When an item is not received as expected, you can claim the item and a claim record is created automatically. You can use the Claim workform to specify why the item was claimed, to enter a response from the supplier, or to view an item's claim history. See "Claiming" on page 167.



Automatic Processing of Polaris Records

The Polaris Acquisitions menu also includes options for automatic processing of records:

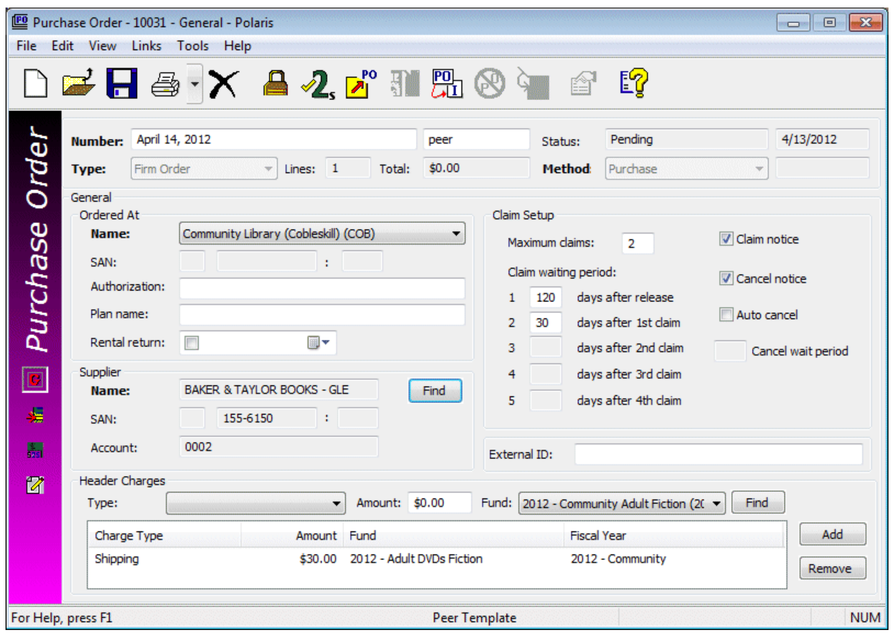
- **Claim Alert List** - This workform lists items eligible for claiming and pending claims for items that have not been received. See "Claiming" on page 167.
- **Templates** - When you select **Templates, Purchase Orders** from the Acquisitions menu, you can search for purchase order templates to use to create new purchase order records. You can also select a template when you select **File, New, Purchase Order**. See "Setting Up Templates for Acquisitions" on page 57.
- **EDI Services -** This menu item includes the following submenu:
  - **Check-In Shelf-Ready Materials** - See "Checking In New Shelf-Ready Items" in the *Polaris Patron Services Guide 4.1*.
  - **Process EDI Invoices** - See "Process EDI invoices for partial shipments" on page 201.
  - **Receive ASN Shipments** - See "Receive using the Advanced Shipping Notice (ASN)" on page 164.

Acquisitions Record Levels

Selection List, Purchase Order, and Invoice workforms contain information at the following levels: Header, Line Item and Segment.

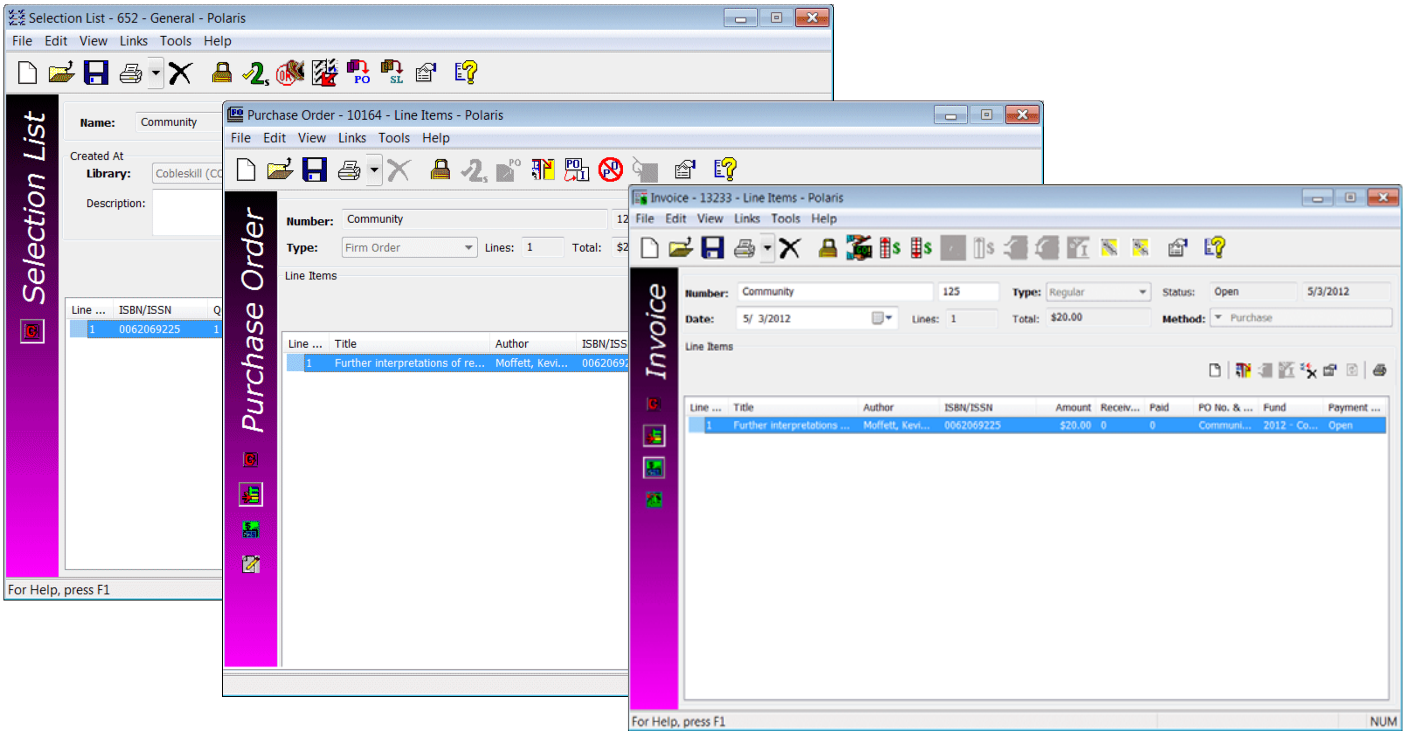
Header Information

The General view of the Selection List, Purchase Order, and Invoice workforms contain header information that relates to the record as a whole and applies to all line items in the record. For example, the supplier's name on a purchase order is at the header level because it is the same supplier for all the line items on the purchase order. You can specify charges at the purchase order or invoice header level that apply to the whole order, such as shipping charges.



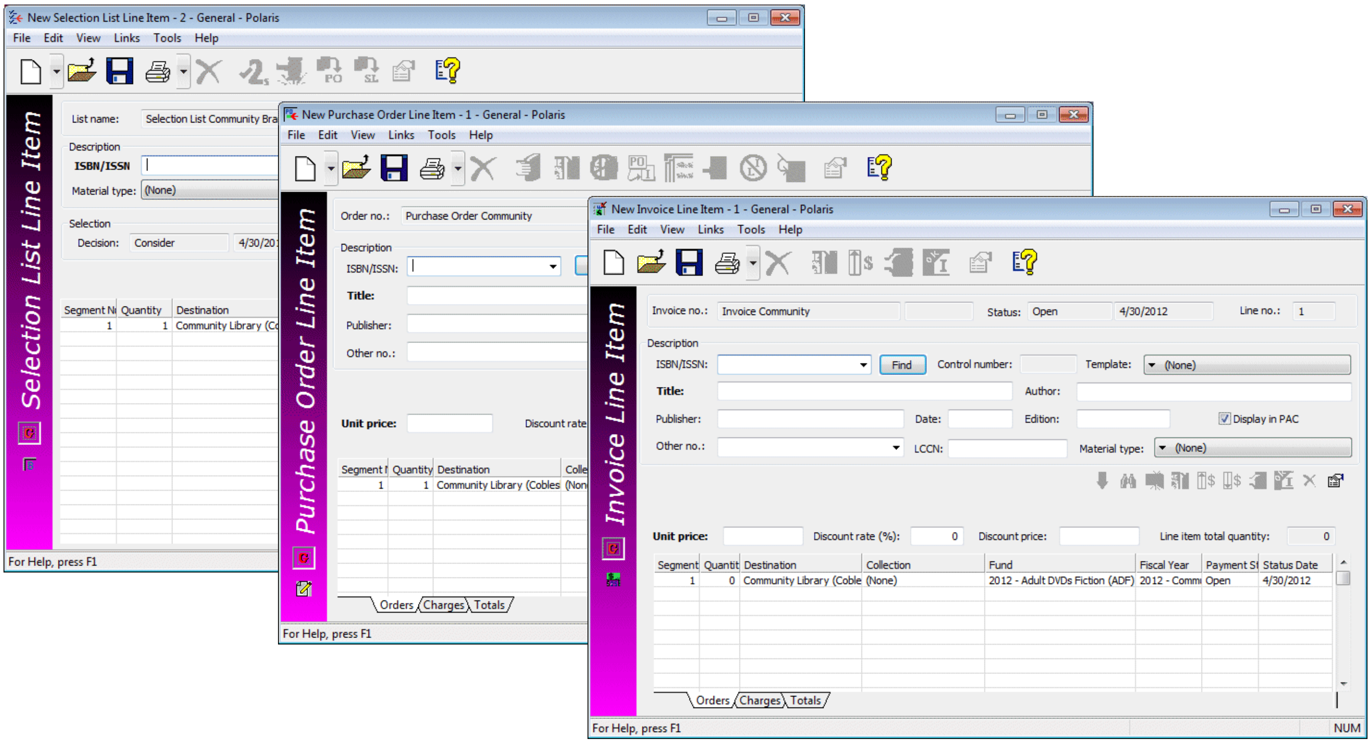
Line Items List

The General view of the Selection List workform and the Line Items view of the Purchase Order and Invoice workforms have a list view where you can see and work with all the line items or titles in that record. Bibliographic information is at the line item level because it applies to all copies of the title.



Individual Line Items and Segments

When you select an individual line item on the Selection List, Purchase Order, or Invoice workform, the Line Item workform opens. This workform is composed of segments that contain the destination, collection, quantity, and fund for specific copies of the title.



Starting an Acquisitions Task

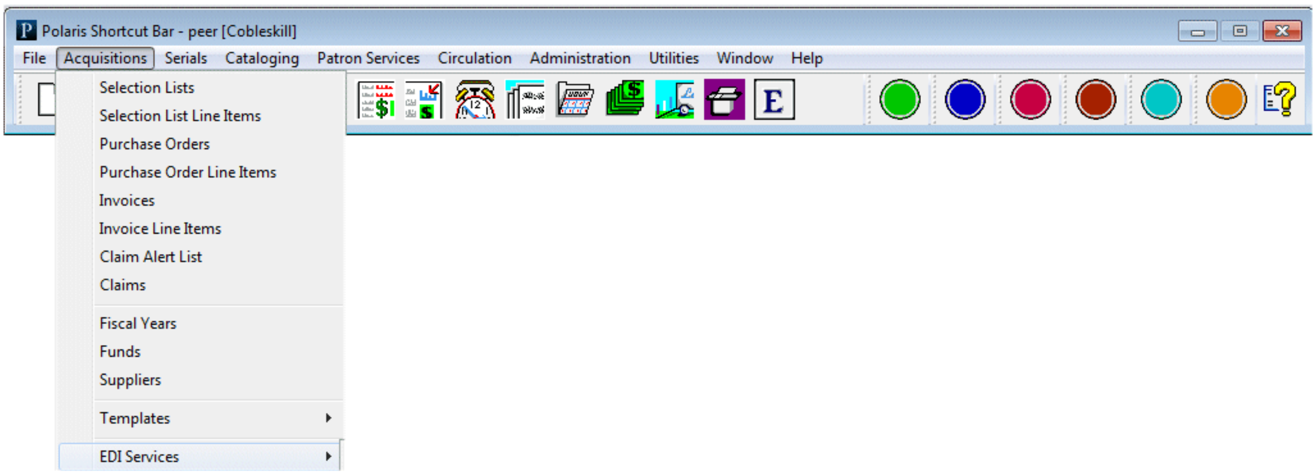
You start a task in Polaris Acquisitions by finding or linking to an existing record, or by creating a new record.

Find acquisitions records

Follow these steps to find an existing acquisitions record.

1. Select **Acquisitions** on the Polaris Shortcut Bar.

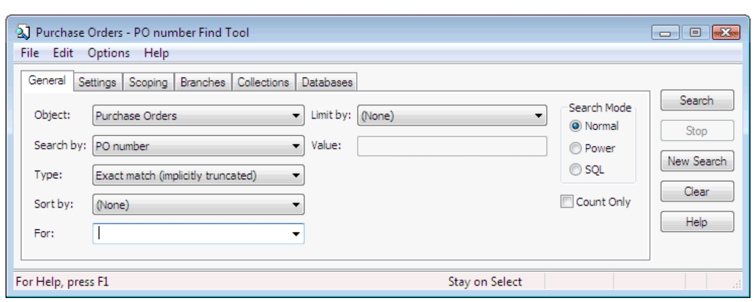
   The Acquisitions menu appears.



2. Select the record type in the menu.

   The Find Tool appears with the record type selected in the **Object** box.

   Note:
   The Find Tool does not appear when you select **Claim Alert List,** or any **EDI Services** option (Check-In Shelf-Ready Materials, Process EDI Invoices, Receive ASN Shipments) because they are tools for processing records.



3. Select what you want to search by from the list in the **Search by** box.

4. To focus your search, select an option in the **Limit by** box and select or type a value in the **Value** box.

Tip:
You can save your searching preferences (**Search by**, **Limit by**, **Sort by**) by selecting **Options**, **Save as User Default**.

5. Choose one of the following search types in the **Type** box:
   - **Exact match (implicitly truncated)**
   - **Exact match (explicitly truncated)**
   - **Keyword search**
   - **Phrase search**

   Note:
   Keyword and phrase searching are available only when you are searching for a record that is linked to a bibliographic or item record, and there is an indexed field in the **By** box. For example, you can search for a Purchase Order Line Item by **Title** because the purchase order line item is linked to a bibliographic record and Title is an indexed field. The search is actually looking for the bibliographic record with that title, and it returns the linked purchase order line items that are linked to the bibliographic records. You may also see automatic suggestions for phrase or keyword searching if your library has enabled this option in Polaris Administration.

6. To display the results in a specific sort order, select a sort option in the **Sort by** box.

7. Type the search characters in the **For** box. For more information, see "Search String (For)" in the *Polaris Basics Guide 4.1*.

   Important:
   When you select **Exact match (implicitly truncated)**, the search will find terms *after* the term you entered, as if there were a wildcard character after the term. Add an asterisk *before* the term to get results where the search term is not at the beginning.

8. Click **Search** to start the record search.

   The results list appears at the bottom of the Find Tool.

9. Double-click the record you want to open.

   The record appears in the appropriate workform.

Related Information

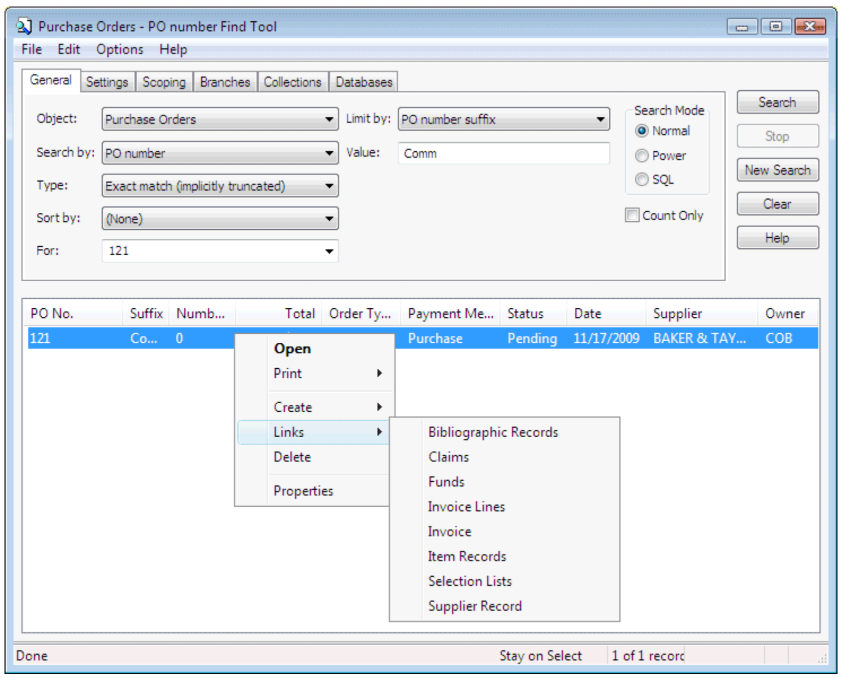
- **Options on the context menu** - You can do many tasks from the Find Tool results list without opening a record. Select a record or records in the Find Tool results list and right-click to see the available options. The available options depend on the type of record.
- **Searching with the Find Tool** - See "Finding Polaris Records" in the *Polaris Basics Guide 4.1*.
- **Printing from the Find Tool** - You can print the results list to create an instant report. For example, you could search for purchase orders that were released within a certain date range, limit the results to show only the received purchase orders, and click the **Total** column header to sort the results by dollar amount. Right-click, and select **Print, List View** to print the list.

Link to other records

You can access records by linking to them from the Find Tool results list or from a record's workform. You can also create a new linked record from a workform. Use one of the following methods to link to another record.

- From the workform's menu bar - Select **Links** and select the type of record to see existing links.
- From the workform's menu bar - Select **Tools, Create** *record type.* This creates a new linked record.
- From the workform's Line Items view - Right-click the line item, and select **Links** from the context menu.
- From the Find Tool results list - Right-click the record, and select **Links** from the context menu.

The example below shows linking from the Find Tool. For a list of linking relationships in Acquisitions, refer to "Linking Relationships" on page 21.



Linking Relationships

The table shows the possible links between records in Acquisitions and other subsystems, and the workforms from which you can link to the other records. You can also select the record in the Find Tool results list, right-click, and select **Links** to go to the linked records.

Record Type	Displayed in	Link to
Bibliographic Record (Cataloging Record)	Bibliographic Record workform	• Selection List Line Items • Selection Lists • Purchase Order Line Items • Purchase Orders • Invoice Line Items • Invoices
Serial Holdings Record (Serials record)	Serial Holdings Record workform	• Invoice Line Items • Purchase Order Line Items
Subscription Record (Serials record)	Subscription Record workform	• Fund • Invoice Line Items • Purchase Order Line Items
Part Record (Serials record)	Part Record workform	• Invoice Line Item
Item Record (Cataloging record)	Item Record workform	• Purchase Order Line Item • Invoice Line Item
Claim	Claim workform	• Purchase Order Line Item • Purchase Order • Supplier Record
Fiscal Year	Fiscal Year workform	• Funds
Funds	Fund workform	• Fiscal Year • Invoice Line Items • Invoices • Parent Fund • Purchase Order Line Items • Purchase Orders • Selection List Line Items • Subfunds • Subscription Records
Invoice	Invoice workform	• Bibliographic Records • Funds • Invoices • Item Records • Purchase Order Line Items • Purchase Orders • Supplier Record

Record Type	Displayed in	Link to
Invoice Line Items	• Invoice Line Item workform • Invoice workform - Line Items view	• Bibliographic Record • Funds • Invoice • Item Records • Purchase Order Lines • Purchase Orders • Standing Order Parts • Serial Holdings Records • Subscription Records
Purchase Order	Purchase Order workform	• Bibliographic Records • Item Records • Claims • Funds • Invoice • Invoice Line Items • Selection Lists • Supplier Record
Purchase Order Line Item	• Purchase Order Line Item workform • Purchase Order workform - Line Items view	• Bibliographic Record • Claims • Funds • Holds Queue • Invoice Lines • Invoices • Item Records • Purchase Orders • Selection List Lines • Serial Holdings Records • Subscription Record
Selection List	Selection List workform	• Bibliographic Records • Purchase Order • Purchase Order Lines
Selection List Line Item	• Selection List Line Item workform • Selection List workform	• Bibliographic Record • Funds • Purchase Order Line Items • Purchase Orders • Selection List • Supplier
Supplier	Supplier workform	• Claims • Invoice • Purchase Orders • Serial Holdings Record • Subscription Records • Selection List Line Item

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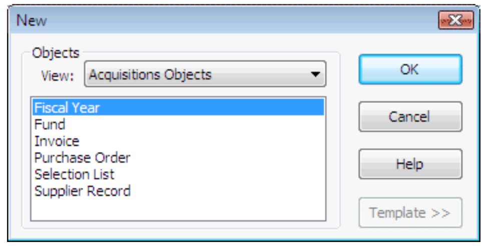
Create a new Acquisitions record

Follow these steps to create a new Polaris Acquisitions record.

Tip:
Select **Acquisitions Objects to limit the list by** Acquisitions record types.

1. Select **File, New** from the Polaris Shortcut Bar.

   The New dialog box appears.



2. Select one of the following Acquisitions record types:
   - **Fiscal Year**
   - **Fund**
   - **Invoice**
   - **Purchase Order**
   - **Selection List**
   - **Supplier Record**

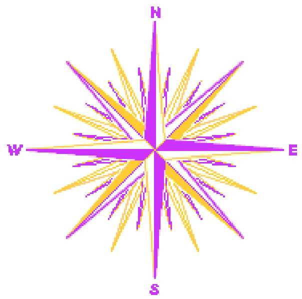
   If there are existing templates that can be used for the record type, the templates are displayed in the New dialog box. For Acquisitions records, only purchase orders have templates.

3. If appropriate, select **Existing Template**, and select a template from the list.
4. Click **OK**.

   Note:
   If you are creating multiple purchase orders using the same template, select the template, and select the **Make session default** box. When you create the next purchase order, the template is automatically selected.

   The appropriate workform appears for the record you want to create.

Setting Up the Acquisitions Budget

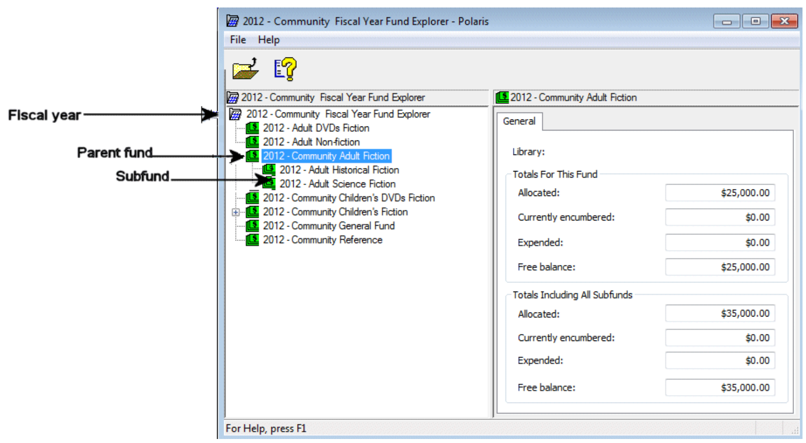


When you set up the acquisitions budget in Polaris, you create fiscal years, funds, and subfunds, and then manage the money in these funds. Once you set up the fund structure and allocate money, Polaris automatically tracks all encumbrances and expenditures in the Fund Record.

First, you create a fiscal year record to represent your organization's total budget for the financial year. You can set up multiple fiscal years that can be more or less than a calendar year, and the time periods can overlap. Next, you set up fund records linked to the fiscal year to represent the money allocated for specific collections or types of materials. You can also set up fund records to track items purchased with donated funds.

After setting up your funds at the first (parent) level under the fiscal year, you can create additional subfunds that are linked to the first level. Then, under the second level subfund, you can set a third level of subfunds and so on.

Note:
To quickly view the fund structure, use the Fund Explorer. See "View the fund structure" on page 36.



This unit covers the following topics:

- "Setting Up Fiscal Years" on page 26
- "Managing Funds" on page 27

Setting Up Fiscal Years

A fiscal year is the period of time for which an organization budgets the money it has for acquiring materials. In Polaris Acquisitions, you create fiscal year records to manage and track multiple fund records linked to the fiscal year record.

When you set up a fiscal year record, you specify the fiscal year's start and end dates. Multiple fiscal years of varying lengths may overlap and be active at the same time. For example, a fiscal year beginning July 1, 2011 and ending June 30, 2012 can overlap a fiscal year starting January 1, 2012 and ending December 31, 2012. You can track and report on separate statistics for each fiscal year.

Note:
At the end of a fiscal year, you can roll over funds to the next fiscal year, keep expending from the previous year's funds while encumbering in the new fiscal year's funds, or close the previous fiscal year and start with a new fund structure. See "Managing Fiscal Year Rollovers" in the *Polaris Technical Services Administration Guide 4.1*.

Create a fiscal year record

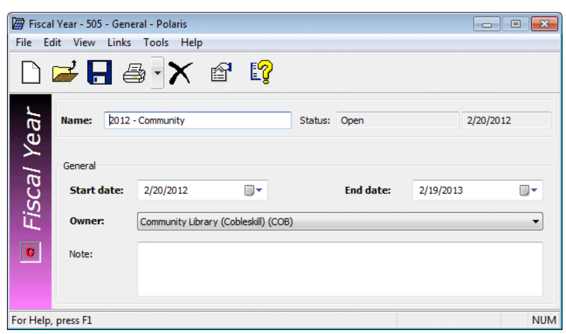
Follow these steps to create a new fiscal year record.

1. Select **File, New** from the Polaris Shortcut Bar.

   The New dialog box appears.

2. Select **Fiscal Year** in the **Objects** box, and click **OK**.

   The Fiscal Year workform opens.



3. Type the name for the fiscal year in the **Name** box.

Tip:
See "Using Date Pickers" in the *Polaris Basics Guide 4.1*.

4. Enter the dates for the fiscal year in the **Start date** and **End date** boxes.
5. Select the library that uses the fiscal year in the **Owner** box.
6. (Optional) Type a description of the fiscal year in the **Note** box.
7. Select **File, Save** to save the Fiscal Year record.

Managing Funds

Fund records track the finances for the purchase of library materials and services for the linked fiscal year. You can set up funds for sources of money that are based on fiscal budgets, gifts, grants, donations, and endowments. In addition, you can set up deposit funds to track accounts where you have deposited a certain amount of money with a supplier.

To break funds down into subcategories, you can create subfunds that are linked to the “parent” fund. You can leave the parent fund at zero dollars and allocate money at the subfund level. Or, you can start with a bulk amount in the parent fund and transfer money down to the subfunds. You can clear the **Display** check box on the Fund workform for parent funds so they do not display in fund lists and are not used to purchase materials.

If your library has standing orders or other predictable expenses, you can expend the funds up front so you know your library has the money to cover these costs. You can restrict the use of funds to a specific purpose, and prevent money from being transferred to other funds.

The name of the linked fund (or its alternative name) is displayed on invoice and purchase order workforms, and on selection list line item, purchase order line item, and invoice line item workforms.

You can use options in the **Acq Fund Droplist setup** profile in Polaris Administration to affect the fund list display as follows:

- Display the full fund name, the alternative name, or both names.
- Filter the funds lists so that only the destination branch’s funds are displayed for purchase orders and invoices.
- Display all funds for all branches under the parent library in purchase orders and invoices.
- Select specific funds across branches to display in selection lists.

For more information on this profile, see “Specify how funds are displayed in Acquisitions” in the *Polaris Technical Services Administration Guide 4.1*.

Important:
Be sure your funds and subfunds are set up properly before any transactions are performed. You cannot delete a fund after money has been allocated, encumbered, or expended. If there are monetary transactions using the fund, it cannot be deleted until the next fiscal year rollover. You can view the fiscal year and its fund hierarchy in the Fiscal Year Explorer. See “View the fiscal year and fund hierarchy” on page 37.

Fund Transactions

In Polaris Acquisitions, the following types of transactions are posted against funds:

Note:
The transactions that occur as a result of the fiscal year rollover process are not covered here. See "Managing Fiscal Year Rollovers" in the *Polaris Technical Services Administration Guide 4.1* for information on this automatic process.

- **Encumbrance** transactions are posted against funds when you:
  - Release a purchase order and select **Pay on receipt of invoice** on the Payment Options dialog box.
  - Manually adjust a fund and select the option **Adjust Fund Balances, Manually adjust 'Total currently encumbered**'.
  - Undo payment of an invoice - the amount expended is reversed and the amount is re-encumbered.
- **Expenditures/Debit** transactions are posted against funds when you:
  - Release a purchase order and select **Prepay** on the Payment Options dialog box.

    Note:
    When you prepay, no encumbrances are posted against funds, just expenditures.
  - Release a purchase order with a fund type of Deposit Account (debit transactions).
  - Manually adjust a fund and select the option **Adjust Fund Balances, Manually adjust 'Total expended'.**
  - Pay an invoice line item segment, line item, or the entire invoice.

    Note:
    If a purchase order is linked to the invoice, a disencumbrance transaction is also posted.
- **Disencumbrance** transactions are posted against funds when you:
  - Pay a regular invoice. (If there is a linked purchase order line, then the original purchase order line amount is disencumbered, and the invoice line item amount is expended.)
  - Cancel a purchase order line item segment, a purchase order line item, or an entire purchase order.
- **Unexpenditure** transactions are posted against funds when you:
  - Credit a paid invoice line item segment, invoice line, or the entire invoice.
  - Cancel a prepaid purchase order line item segment, purchase order line item, or the entire purchase order.
  - Undo payment of an invoice.

Create a fund

Follow these steps to create a new fund from the New dialog box.

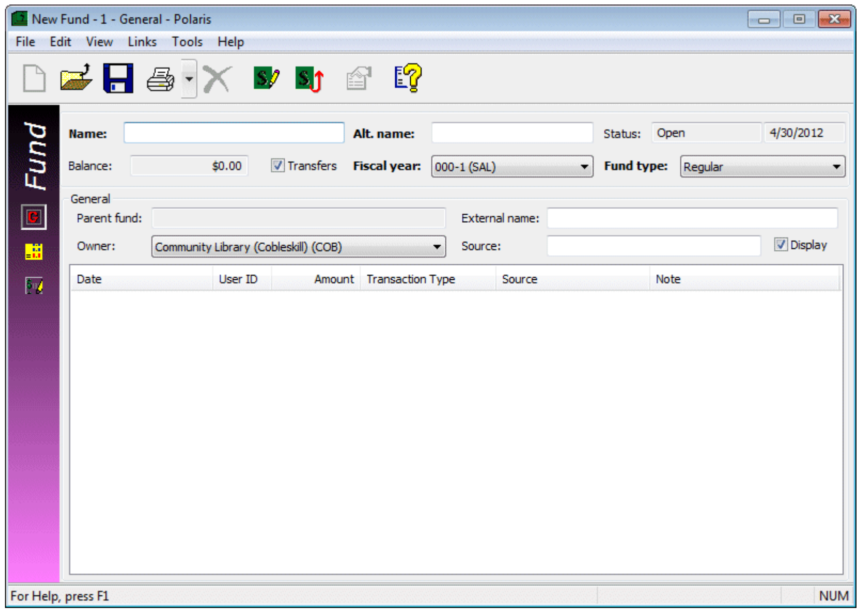
Tip:
You can also create a fund directly from the Fiscal Year workform by selecting **Tools, Create Fund**.

1. Select **File, New** from the Polaris Shortcut Bar.

   The New dialog box opens.

2. Select **Fund** in the **Objects** box, and click **OK**.

   The Fund workform opens.



Tips:
You can name your funds to include a group name, and then name subcategories under the group, for example General Fund - Adult, General Fund - Children’s.

The alternate name can be a short form of the working name, an abbreviation, popular name, or the former name of the fund.

Fund names also appear on vouchers. See “Print one or multiple vouchers” on page 237.

3. Type a working name for the fund in the **Name** box and a unique alternate name in the **Alternative name** box.

   Note:
   By default, both the fund name and alternate name display for each fund in the Fund list box on various Acquisitions workforms. To shorten this list by displaying one or the other, use the **Acq Fund Droplist setup** profile in Polaris Administration. See “Specify how funds are displayed in Acquisitions” in the *Polaris Technical Services Administration Guide 4.1*.

4. To allow transfers of money from this fund to other funds, select the **Transfers** check box.

5. Select the fund type in the **Fund type** box.

   Note:
   If you choose a fund type of **Donation**, you must enter the individual donor’s last name and first name, or the name of the donating organization, on the Donation view of the Fund workform. See “Add donor information to a fund” on page 33.

6. Select the fiscal year to which you want to link this fund in the **Fiscal year** box.

7. Select the library that owns or controls the fund in the **Owner** box.

8. Type the name of the fund in the **External name** box. This is the name by which the organization (shown in the **Source** box) refers to this fund.
9. Type the name of the organization that supplies the money for this fund in the **Source** box.

Tip:
If you are creating a parent fund with subfunds under it, you may want to prevent the parent fund from being selected for purchases by unchecking the **Display** check box.

10. If you do not want the fund to display in the list of funds in selection list line items, purchase order line items, or invoice line items, uncheck the **Display** check box.
11. Assign the beginning allocation for the fund. See page 38.
12. To set limits on fund encumbrances/expenditures, see page 31.
13. Select **File, Save** to save the fund.

Note:
A message informs you if Polaris detects a duplicate fund name for the same fiscal period. Click **OK**, and rename the fund.

Related Information

"Add a subfund" on page 35

Set fund encumbrance/expenditure limits

You can set limits on encumbrances for line items, orders, and funds as a whole. You can also set limits on expenditures for line items, invoices, funds, and overexpenditures.

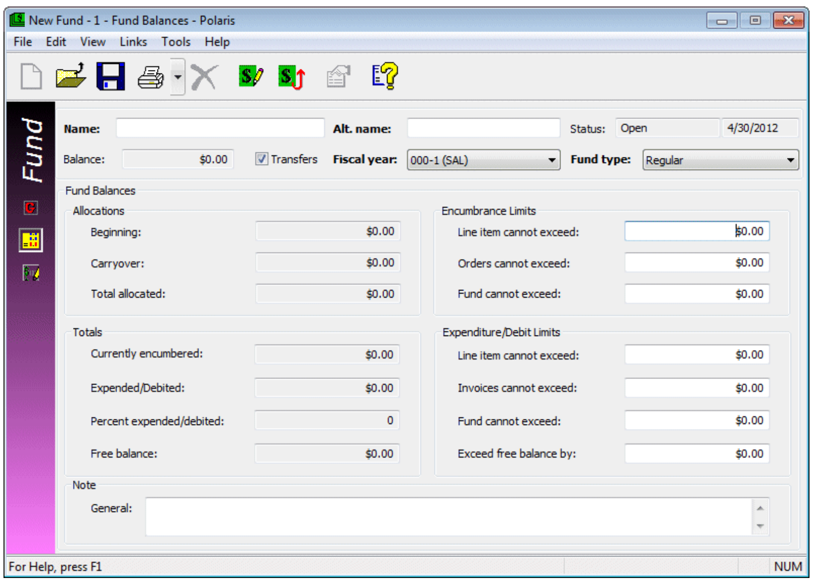
Note:
When the fund limits are at $0.00, and you add the beginning allocation or transfer an amount into the fund, the limits are updated with the allocated amount. You can change the fund limits after the beginning allocation. If you update the fund limits manually before you enter the beginning allocation, the fund limit amounts remain as you set them.

Tip:
Click to display the Fund Balances view.

Follow these steps to set the encumbrance and expenditure limits for the fund.

1. Open the Fund workform.
2. Select **View, Fund Balances** on the Fund workform.

   The Fund Balances view appears.



3. Type the dollar amounts for the encumbrance limits in the following boxes:
   - **Line item cannot exceed**
   - **Orders cannot exceed**
   - **Fund cannot exceed**

Note:
If the fund is a deposit account, you cannot set encumbrance limits.

4. Type the dollar amounts for the expenditure limits in the following boxes:
   - **Line item cannot exceed**
   - **Invoices cannot exceed**
   - **Fund cannot exceed**
   - **Overexpenditure allowance**

     Note:
     If the fund is a deposit account, you cannot set an overexpenditure allowance.

5. To enter a note regarding the fund balances, type it in the **General** box.

6. Select **File**, **Save** to save the record.

Related Information

- **Fiscal Year Rollover** - When you do a fiscal year rollover, the fund limits are copied to the new funds. See “Managing Fiscal Year Rollovers” in the *Polaris Technical Services Administration Guide 4.1*.
- **Overexpending funds** - To overexpend funds, a staff member must have the permission **Overexpend funds**.

1-2-3

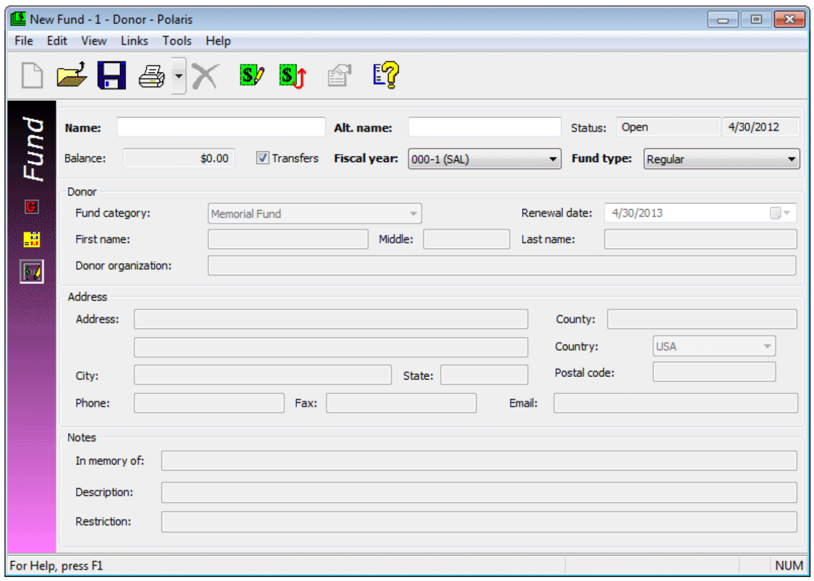
Add donor information to a fund

You can set up a donor fund to track purchases using donated funds. Follow these steps to add donor information to a fund.

Note:
When you release a purchase order that uses a donor fund and create on-order items, the donor information is copied to the Source and Acquisition view of the Item Record workform. When you pay for the order, the donor funds and the items that were purchased using the donor funds are listed in the Items by Donor Fund Report. See “Acquisitions Reports” in the *Polaris Basics Guide 4.1*.

1. Open the Fund workform - Donor view.

Tip:
Click to display the Fund Balances view.



2. Select **Donation** in the **Fund type** box if the fund type is Donation.
3. Select the type of donation in the **Fund category** box.

Note:
Fund categories are defined in Polaris Administration.

4. Select the date when the fund is renewed in the **Renewal date** box. See “Using Date Pickers” in the *Polaris Basics Guide 4.1*.
5. If the donor is an individual, type the person’s name in the **First name**, **Middle** (initial), and **Last name** boxes.
6. If the donor is an organization, type the organization’s name in the **Donor organization** box.
7. Type the donor’s address in the **Address 1** box. If you need more room for the address, continue typing in the **Address 2** box.

Tip:
You can search for a donor fund by first name, last name, or organization name. You can search for purchase order line items and invoice line items by donor name, if they are linked to a donor fund.

8. Type the postal code in the **Postal Code** box.

   Note:
   If you enter a valid postal code, the **City**, **State**, and **County** boxes are automatically filled in.

9. If you did not enter a valid postal code, type the donor's city, state, and county in the **City**, **State**, and **County** boxes.

10. Select the donor's country in the **Country** box.

11. Type the contact information for the donor in the **Phone**, **Fax**, and **Email** boxes.

12. Type any applicable notes regarding this donation fund as follows:
    - If the fund is dedicated to a person, type the name of the person in the **In memory of** box.
    - Type a description of the donation in the **Description** box.
    - If the donor has specified any restrictions on the use of the fund, type the information in the **Restrictions** box.

13. Select **File**, **Save** to save the record.

Related Information

- **Changing fund types** - If you change a Donation fund type to a Regular fund type after entering the donor information, a message tells you that the donor information will be deleted.
- **Item records** - If you generate item records, the donor information is automatically transferred to the item record. See "Enter acquisitions information for an item record" in the *Polaris Cataloging Guide 4.1*.

Add a subfund

You can create an unlimited number of funds and subfunds. When you create a subfund from the main (parent) fund, a new Fund workform opens with the name of the parent fund in the **Parent fund** box, and the fiscal year to which the fund is associated in the **Fiscal year** box. Then you complete the Fund workform for the subfund.

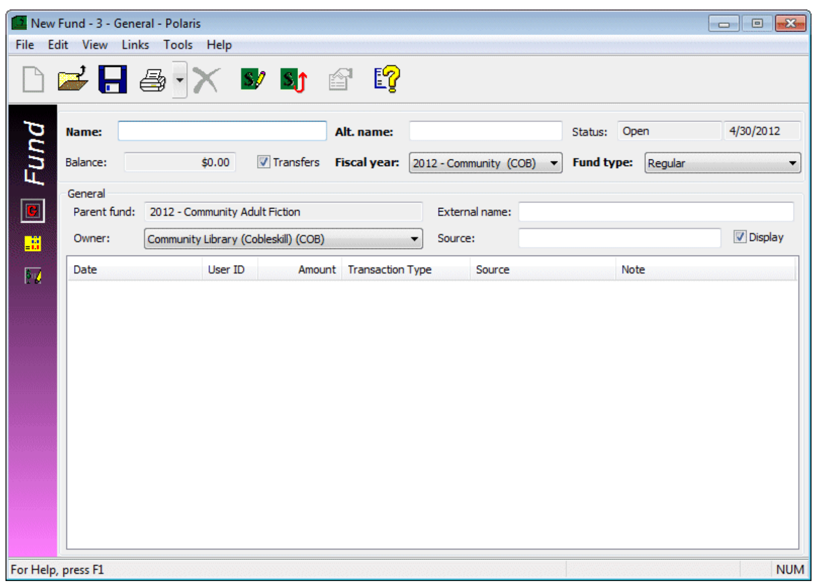
All subfunds created from a parent fund have the same fund type as the parent fund. If the subfund has a fund type of Deposit Account, you cannot change it to Regular or Donation. If the subfund has a fund type of Regular or Donation, you cannot change it to Deposit Account.

Follow these steps to add a subfund to an existing fund.

Note:
Be sure to set up your fund structure before allocating money to the funds. You can view the fund hierarchy with the Fund Explorer. See "View the fund structure" on page 36.

1. Open the Fund workform.
2. Select **Tools, Create Subfund**.

   A new Fund workform opens with the **Status**, **Transfers**, **Fiscal year**, **Fund type**, **Parent fund**, and **Owner** boxes already filled in.



3. Follow the instructions for adding the fund information in "Create a fund" on page 29.

View the fund structure

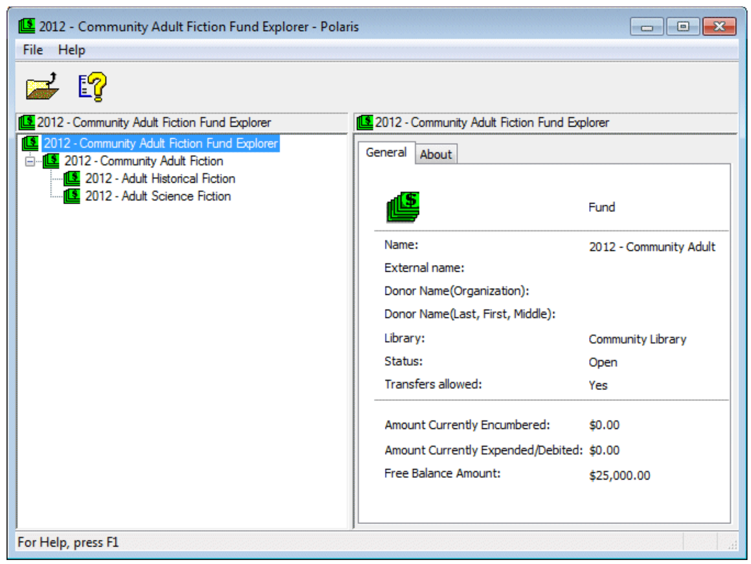
With the Fund Explorer, you can view the fund balances and the balances for all subfunds that are linked to a parent fund.

Tip:
To see all the funds associated with a fiscal year, see "View the fiscal year and fund hierarchy" on page 37.

Follow these steps to view the fund structure for a particular fund.

1. Use one of the following methods to access the Fund Explorer:
   - From the Fund workform, select **Links, Fund Explorer**.
   - From a fund listed in the Find Tool results, right-click and select **Explore** from the context menu.

   The Fund Explorer appears.



2. Select the fund or subfund for which you want to view the balance information.

   The information for that fund or subfund appears on the right side of the Fund Explorer.

View the fiscal year and fund hierarchy

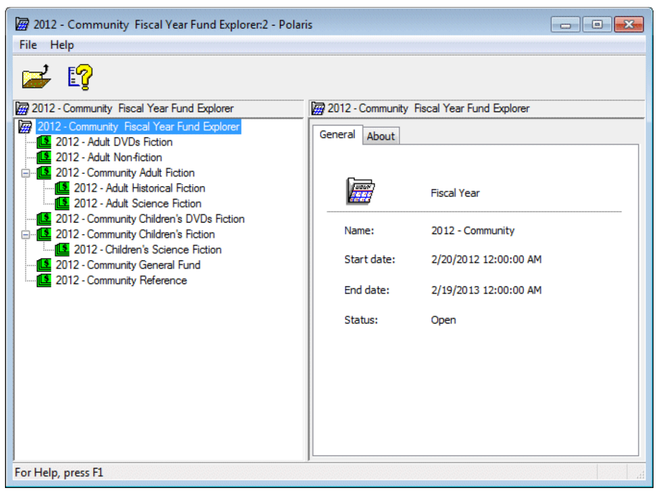
After you set up a fiscal year and its associated funds and subfunds, you can view the entire fund structure and the fund balances in the Fiscal Year Fund Explorer window.

Tip:
You can also see an individual fund and its associated subfunds in the Fund Explorer window. See "View the fund structure" on page 36.

Follow these steps to view the fiscal year and all the funds associated with it.

1. Use one of the following methods to access the Fiscal Year Fund Explorer:
   - From the Fiscal Year workform, select **Links, Fund Explorer**.
   - From a fiscal year listed in the Find Tool results, right-click the fiscal year, and select **Explore** from the context menu.

   The Fiscal Year Fund Explorer appears.



2. Select a fund to see the fund totals and the subfunds associated with the fund. The fund information appears on the right side of the explorer.

Assign the beginning allocation for a fund

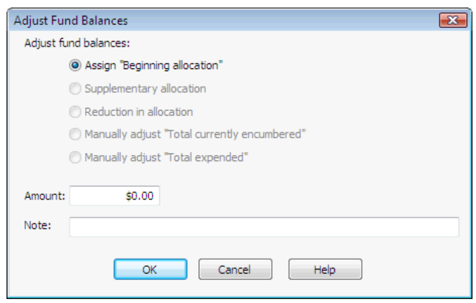
When you create a new fund, you specify the initial amount in this fund (beginning allocation). Follow these steps to assign the beginning allocation for a fund.

Important:
Be sure your funds and subfunds are set up properly before any transactions are performed. You cannot delete a fund after money has been allocated, encumbered, or expended. If monetary transactions are associated with the fund, it cannot be deleted until the next fiscal year rollover. You can view the fiscal year and its fund hierarchy in the Fiscal Year Explorer. See "View the fiscal year and fund hierarchy" on page 37.

Tip:
You can also transfer an amount from another fund, and specify this amount as the beginning allocation for the destination fund. See "Transfer money between funds" on page 39.

1. Open the Fund workform.
2. Select **Tools, Adjust Fund Balances** on the Fund workform menu.

   The Adjust Fund Balances dialog box appears with **Assign Beginning allocation** selected.



3. Type the beginning allocation amount in the **Amount** box.
4. (Optional) Type a note in the **Note** box.
5. Click **OK** to enter the allocation amount.

   The Fund workform opens with the beginning allocation amount.
6. Select **File**, **Save** to save the record.

Related Information

If the fund limits are set to $0.00, they are updated with the beginning allocation, but you can change the amounts. See "Set fund encumbrance/ expenditure limits" on page 31.

Transfer money between funds

You can move money from one fund to another in the same fiscal year if transfers are allowed from both funds. The transfer amount must be less than the free balance of the fund from which you are transferring money.

Tip:
You can transfer money between funds with fund types of donation or regular, and you can transfer money from donation or regular funds to a deposit account fund. Funds in deposit accounts can be transferred only to other deposit account funds.

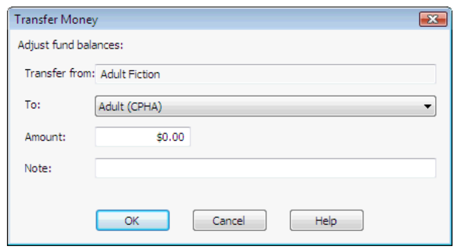
Follow these steps to transfer money from one fund to another.

1. Open the Fund workform.

   Note:
   You cannot transfer money to or from a fund if the **Transfers** check box is not selected.

2. Select **Tools**, **Transfer Money** on the Fund workform menu.

   The Transfer Money dialog box appears.



3. Select the fund to which you want to transfer the money in the **To** box.

   Note:
   Only the funds that are in the same fiscal year appear in this list. If you are transferring from a deposit account fund, only funds with a fund type of deposit account appear. If the fiscal year has only one fund, a message tells you that money cannot be transferred.

4. Type the amount of money to transfer in the **Amount** box.
5. (Optional) Type a reason for the transfer in the **Note** box.
6. Click **OK** to transfer the money.
7. If the destination fund has no beginning allocation, a dialog box appears. Choose one of the following options:
   - To designate the amount transferred as the beginning allocation for the destination fund, click **Yes**.
   - To transfer the amount without making it the beginning allocation, click **No**.
   - To cancel the transaction, click **Cancel**.

   A new line appears in the Transaction list on the Fund workform for each fund. An *Outgoing Transfer* transaction appears in the source fund, and an *Incoming Transfer* or *Beginning Allocation* transaction appears in the destination fund.

Adjust fund balances manually

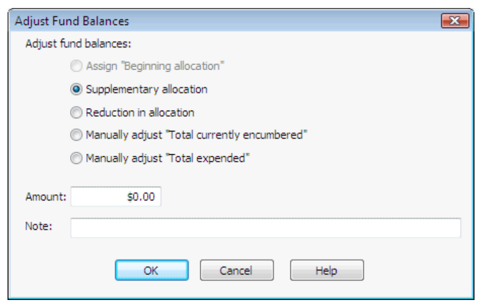
You can manually adjust fund balances through the Adjust Fund Balances dialog box, which you access from the Fund workform. You can add a supplementary allocation, reduce the allocation, manually adjust the total currently encumbered, and manually adjust the total expended.

Important:
If you manually adjust the amounts encumbered or expended, and the fund is linked to a purchase order or invoice, there may be inconsistencies in the fund history display and in fund reports. For information on fund reports, see "Acquisitions Reports" in the *Polaris Basics Guide 4.1*

Follow these steps to adjust the balances in a fund.

1. Open the Fund workform.
2. Select **Tools, Adjust Fund Balances** on the Fund workform menu.

   The Adjust Fund Balances dialog box appears.



3. Choose one of the following values to adjust:

   Note:
   You can assign the beginning allocation only if there is no allocation amount already entered in the fund. See "Assign the beginning allocation for a fund" on page 38.

   - To add more money to the fund, click **Supplementary allocation.**
   - To reduce the budgeted amount, click **Reduction in allocation**.
   - To change the amount encumbered, click **Manually adjust "Total currently encumbered.**"

   Note:
   This option is unavailable for deposit account funds.

   - To change the amount expended, click **Manually adjust "Total expended."**
4. Type a positive or negative number in the **Amount** box.
5. Type a reason for the change in the **Note** box.
6. Click **OK** to submit the changes.

   A new line appears in the Transaction list on the Fund workform, and the free balance for the fund is adjusted accordingly.

View fund transactions

When you release or cancel a purchase order, pay an invoice, transfer money, undo payment for an invoice, or enter a credit, the transaction is automatically recorded in the fund record. For an order using a regular fund, an encumbrance is posted when the purchase order is released, and an expenditure is posted when the invoice is paid. If the fund type is Deposit Account, an expenditure transaction is posted when the purchase order is released.

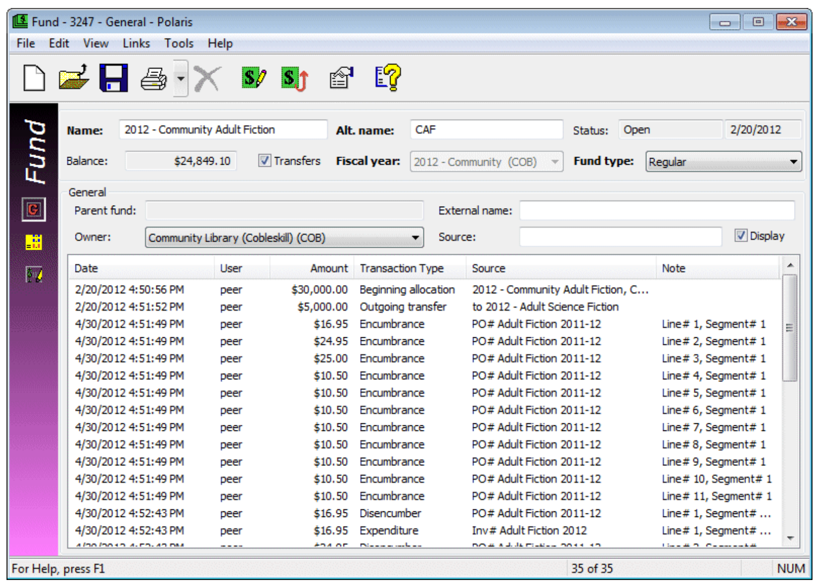
If you cancel purchase orders, purchase order line items, or segments, the transactions are posted as disencumbrances (if the purchase order is not paid) or unexpend transactions (if the order was paid). When you cancel a paid purchase order, purchase order line item, or segment that uses a deposit account, the transaction is posted as a credit.

Tip:
Press **CTRL+SHIFT+A** on the Fund workform to load all the fund transactions into the record. Scroll to see more transactions.

Follow these steps to view fund transactions.

1. Open the Fund workform.

   The Fund workform - General view displays the transactions.



2. Click a column header to sort the list of the transactions.

   The transactions are sorted according to the column heading you selected.

Related Information

The Fund results list in the Find Tool displays columns for the Total Allocated, Encumbered, and Expended. Linked list boxes that display funds also include these columns.

Setting Up Supplier Records

Supplier records store information about each supplier's account with your library. Your library can add, change, and delete supplier records as needed. If your library is part of a consortium using the same Polaris installation, and multiple libraries contract with the same supplier, each library creates a supplier record with a separate account number for the same supplier.

A supplier record contains the supplier name, alternate name, contact person, account information, Standard Address Number (SAN), telephone numbers, mailing addresses, instructions, electronic access information, currency (either base or foreign), and notes. Any Polaris record that specifies a supplier, such as a purchase order, uses information from the supplier record.

Your library can analyze the performance of suppliers and see the amounts encumbered and expended by supplier using standard Polaris Acquisitions reports, available under **Utilities, Reports, Acquisitions**. See "Acquisitions Reports" in the *Polaris Basics Guide 4.1*.

Note:
Supplier records can be accessed from **Serials** or **Acquisitions** on the Polaris Shortcut Bar. In Polaris Administration, permissions for supplier records are under **Serials.**

This unit covers the following topic:

"Creating, Copying, and Deleting Supplier Records" on page 44

Creating, Copying, and Deleting Supplier Records

You can create new supplier records from the Polaris Shortcut Bar or by copying an existing supplier record displayed in the Supplier workform. Supplier records can be deleted only if they are not linked to any purchase orders or invoices.

Create a new supplier record

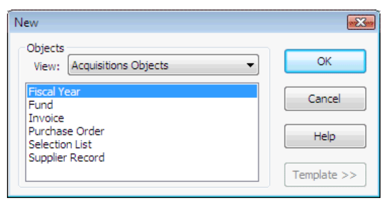
Follow these steps to create a new supplier record.

Note:
If you are creating a new supplier record for a vendor that uses a different currency from your base currency, see “Set up a supplier record for a foreign vendor” on page 53.

Tip:
You can also create a new supplier record by copying an existing record. See “Copy a supplier record” on page 52.

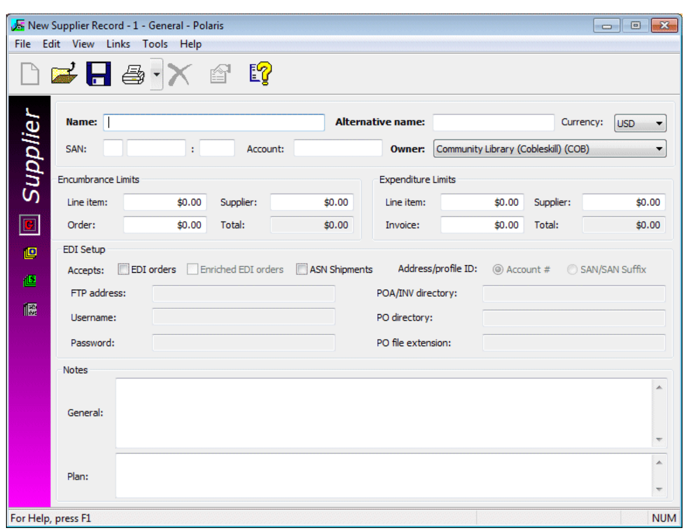
1. Select **File**, **New.**

   The New dialog box appears.



2. Select **Supplier Record** in the **Objects** box, and click **OK**.

   The Supplier workform opens.



3. Type the supplier's name in the **Supplier name** box.
4. Type an alternate supplier name in the **Alternative name** box.
5. Type the seven-digit standard address number of the supplier in the **SAN** box.

> **Important:**
> The SAN is required for EDI orders. If you select **Accepts EDI orders**, you cannot save the supplier record without the seven-digit SAN.
>
> If your library uses Polaris Titles to Go, the SAN number in the Supplier Record workform must match the profile set up in Polaris Administration. See "Setting Up Titles to Go" in the *Polaris Technical Services Administration Guide 4.1*.

Tip:
The SAN's hyphen is for display only; it is not transmitted electronically.

6. Type the library's account number (or SAN suffix) in the **Account no.** box.
7. Select the library that owns the account in the **Owner** box.

> **Note:**
> You can enter a dollar amount for the supplier, order, and line item encumbrance and expenditure limits in the appropriate boxes. This information is for reference only.

8. If the supplier accepts EDI orders, enter the communications information. See "Enter the supplier's EDI ordering data" on page 45.
9. Type notes for this supplier in the **General** box. You can enter up to 400 characters in this field.
10. Type plan information in the **Plan** note box if your library has an approval or blanket purchasing arrangement with this supplier. You can enter up to 400 characters in this field.
11. Add the supplier's address information (see page 48).
12. Add the claiming criteria for this supplier (see page 50).
13. Select **File, Save** to save the record.

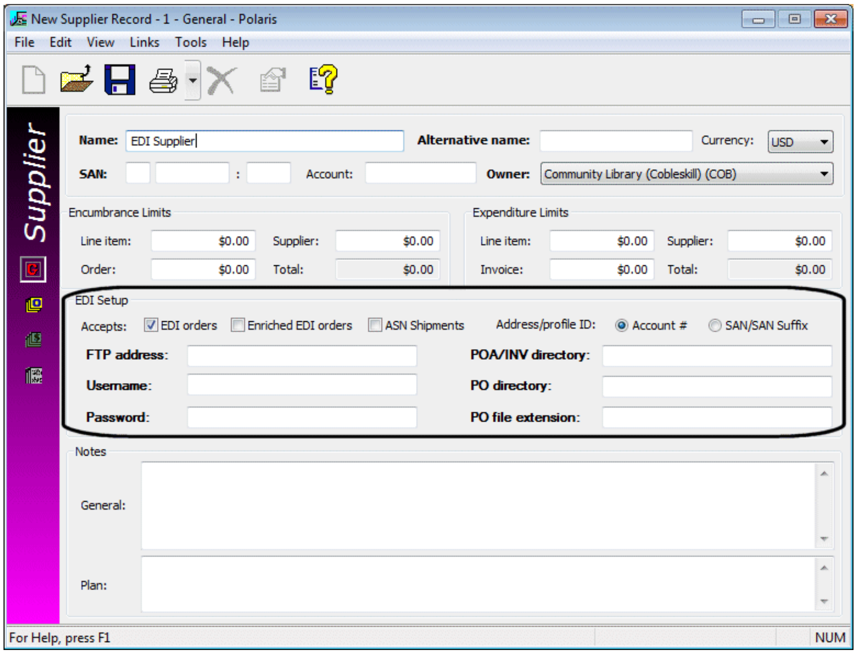
Enter the supplier's EDI ordering data

If the supplier accepts purchase orders via Electronic Data Interchange (EDI) and your library wants to send orders electronically to this supplier, the supplier record must contain the correct EDI ordering information. Follow these steps to enter information for a supplier that accepts EDI orders.

> **Important:**
> Contact the supplier to get the specific FTP transmission information, and contact your Polaris Site Manager to help you implement EDI ordering. See "EDI Ordering Setup Checklist" in the *Polaris Technical Services Administration Guide 4.1*.

1. Open the Supplier workform.
2. Select the **EDI orders** check box.

The other selections in the Communications frame are active when you select the **EDI orders** check box, and the required fields are in bold type.



Important:

If you select **EDI orders**, you cannot save the Supplier record without the supplier's seven-digit standard address number (SAN) in the **SAN** box. See "Create a new supplier record" on page 44.

3. Select one of the following options, if applicable:
   - If your library and the supplier have an agreement whereby the supplier provides shelf-ready cataloging services, select the **Enriched EDI orders** check box.

     ### Note:

     Enriched EDI includes cataloging services offered by the vendor, such as branch stickers on books and other materials, fully-cataloged MARC records, and 852 or 949 tags in the bibliographic records that automatically create item records. The type of services and the costs vary according to vendor. For more information, see "Enriched EDI Orders and Shelf-Ready Items" on page 150.
   - If the supplier provides an advanced shipping notice, select **ASN Shipments**.

     ### Note:

     If the **ASN Shipments** box is checked, EDI invoices are not created automatically. See "Receive using the Advanced Shipping Notice (ASN)" on page 164.
4. Select **Account #** or **SAN/SAN Suffix** to indicate the address or profile ID. Your Polaris Site Manager will confirm this information.
5. Type the FTP address in the **FTP Address** box.
6. Type the File Transfer Protocol (FTP) username in the **Username** box.

7. Type the FTP password in the **Password** box.

   Note:
   The password does not appear when you type it.

8. Type the directory for the purchase order acknowledgment and invoice in the **POA/INV directory** box.

9. Type the directory for the purchase order in the **PO directory** box.

10. Type the file extension for the purchase order in the **PO file extension** box.

11. Select **File, Save**.

Related Information

- **Setting up EDI ordering** - To communicate with a supplier via EDI, you must first contact the vendor and get specific information to enter in Polaris. See "EDI Ordering Setup Checklist" in the *Polaris Technical Services Administration Guide 4.1*.
- **Polaris EDIAgent** - The Polaris EDIAgent is an SQL job that scans the supplier's FTP server for files in the library's directory, retrieves the files, and saves them in the Polaris database. For more information, see "About the Polaris EDIAgent Job" in the *Polaris Technical Services Administration Guide 4.1*.
- **Sending an EDI order** - See "Transmit a purchase order electronically" on page 138.
- **Sending enriched EDI orders and receiving shelf-ready items overview** - See "Enriched EDI Orders and Shelf-Ready Items" on page 150.
- **Electronic Purchase Order Acknowledgment** - You can generate the Electronic Purchase Order Acknowledgment from the **Utilities** menu. See "Acquisitions Reports" in the *Polaris Basics Guide 4.1*.
- **Receiving the EDI invoice** - The EDI invoice is created automatically in Polaris from the supplier's EDI invoice data. For more information, see "Review automatic EDI invoices" on page 198.

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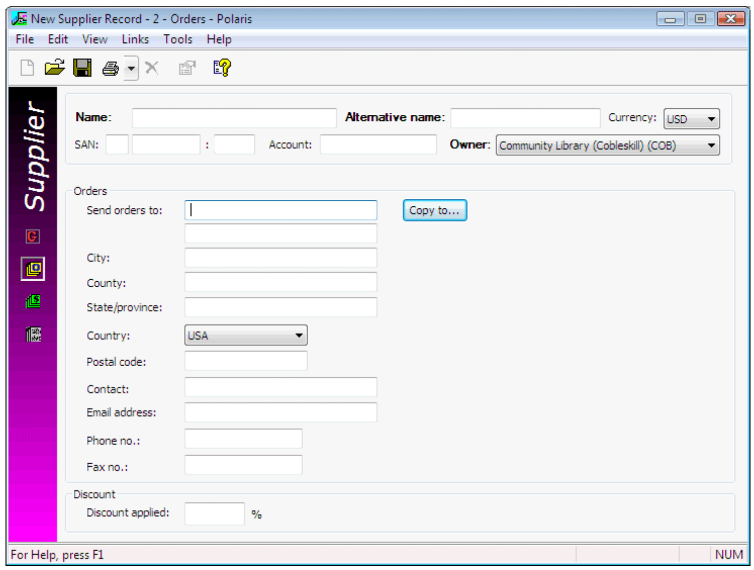
Add the supplier's address

You can add the supplier's address information for sending orders, payments, or claims on the Orders, Payments, or Claims view of the Supplier workform. You can enter different addresses if the supplier has separate addresses for orders, payments, and claims. If the address is the same, you can enter it once and copy it to the other views. Follow these steps to add the supplier's address information for sending orders, payments, and claims.

Tip:
Click to display the Orders view.

1. Create the supplier record (see page 44).
2. Select **View, Orders** to display the Orders view.



3. Type the supplier's name and street address in the **Send orders to** box.
4. Select the country in the **Country** box.

   Note:
   The city, county, and state fields are filled in automatically from the postal code. If you have permission to modify the postal address (**Modify postal address fields)** you can enter the city, county, and state as well as the postal code.

5. Type the postal code in the **Postal Code** box.
6. Type the contact person's name in the **Contact** box.
7. Type the supplier's e-mail address in the **Email address** box.
8. Type the supplier's phone number in the **Phone no.** box.
9. Type the supplier's fax number in the **Fax no.** box.

Tip:
You can copy the address information from one view to another. See "Copy the supplier's address" on page 49.

10. Type the discount percentage that the supplier offers your library in the **Discount applied** box.

   Note:
   This discount percentage is applied to all purchase orders using this supplier, but it can be changed in the purchase order. If you change the discount percentage in the supplier record and save the record, a message lists any linked purchase order templates and asks if you want to update the discount percentage in these templates. Click **Yes** to update all the linked templates.

11. Enter the supplier's address information for sending payments and claims on the Payments view and the Claims view using one of the following methods:
   - If the address is the same as the order address, click **Copy to**, and copy the order address to the payment or claims address. See "Copy the supplier's address" on page 49.
   - If the address is different from the order address, enter the new address.

12. Select **File**, **Save** to save the record.

Copy the supplier's address

When you enter the supplier's address in one view on the Supplier workform, you do not need to enter the information again. Instead, you can copy the supplier's address from one view (Orders, Payments, or Claims) to another. Follow these steps to copy the supplier's address from one view of the supplier record to another.

1. Open the Supplier workform.
2. Select **View**, and select **Orders**, **Payments** or **Claims** on the Supplier workform.

   The Orders, Payments, or Claims view appears.

3. Click **Copy to**.

   The Copy to context menu appears, listing the other views to which you can copy the address information.

4. Choose one of the following options:
   - To copy the address to the Payments view, select **Payment Address**.
   - To copy the address to the Claims view, select **Claiming Address**.
   - To copy the address to the Orders view, select **Ordering Address**.
   - To copy the address to both of the other views, select **Both**.
5. Select **File**, **Save** to save the record.

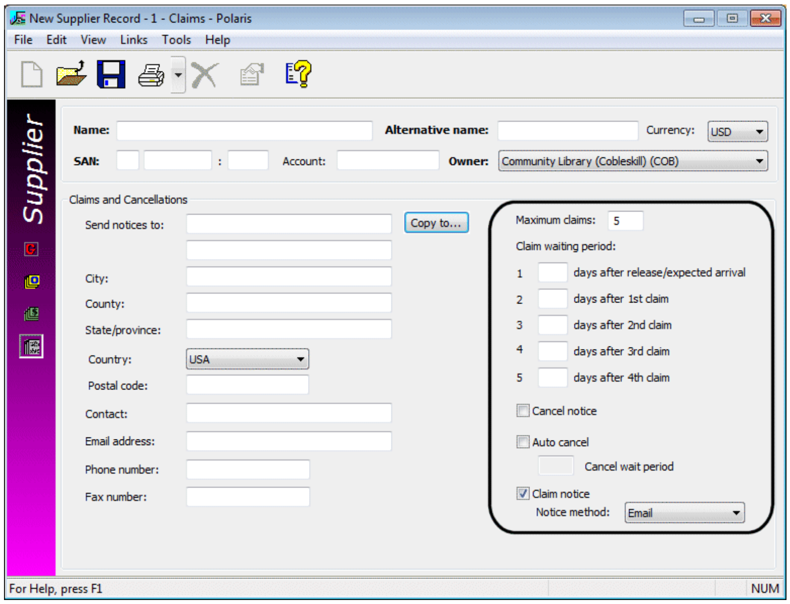
Add the claiming criteria for a supplier

Important:
You must set up the claiming criteria in the supplier record before any items can be claimed.

The claiming criteria in the supplier record are copied to the purchase order templates, purchase orders, and purchase order line items that use this supplier. You can change the claiming criteria in the purchase order template, purchase order, or purchase order line item. You can also set up suppliers for serials, and specify serials claiming options. Follow these steps to add the claiming criteria for the supplier.

Note:
For more information on claiming, see "Claiming" on page 167.

1. Open the Supplier workform - Claims view.



2. Type the number (1-5) in the **Maximum claims** box to indicate the number of claims the library will submit to the supplier before canceling an ordered item.

3. In the **days after release/expected arrival** box, type the number of days between the time a purchase order line item is released to the time the first claim is generated.

   If you are entering serials claiming criteria, enter the number of days between the time the serial issue is expected and the time the first claim is generated.

4. Enter the claim cycle information as follows:

   a) Type a number in the **1st claim** box to indicate the number of days that must pass after the first claim is generated before the second claim is generated.

   b) Type a number in the **2nd claim** box to indicate the number of days that must pass after the second claim is generated before the third claim is generated.

   c) Type a number in the **3rd claim** box to indicate the number of days that must pass after the third claim is generated before the fourth claim is generated.

   d) Type a number in the **4th claim** box to indicate the number of days that must pass after the fourth claim is generated before the fifth claim is generated.

5. Select the **Cancel notice** box to generate a cancellation notice.

6. Select the **Claim notice** box to generate a claim notice.

7. Select the method by which to send notices in the **Notice Method** box. This notice method is used if you specify Supplier Preference in the notices options in Polaris Administration. See "Set up notification methods, e-mail options, and export location" in the *Polaris Patron Services Administration Guide 4.1*.

   Note:
   The cancellation information is not applicable for serials issues. You would cancel or not renew the entire subscription, not a specific issue. You can enter additional claiming information in the Serial Holdings Record. See "Claiming in Serials" in the *Polaris Serials Guide 4.1*.

8. Select **Auto cancel** to cancel purchase order line items automatically after the claim cycle is over.

9. Type a number in the **Cancel wait period** box to indicate the number of days to wait after the last claim is sent out before canceling items ordered from this supplier.

10. Select **File**, **Save** to save the record.

Related Information

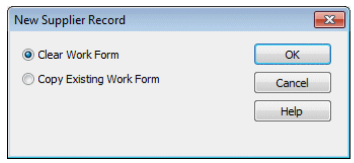
- **Enter claiming data on the Purchase Order workform** - See "Add or change claiming information for an order" on page 115.
- **Claiming monographic items** - See "Claiming" on page 167.

Copy a supplier record

You can speed up the process of creating supplier records by copying information from one supplier record into another. Copying a supplier record saves steps when most of the supplier information is the same for the new supplier. Follow these steps to copy one supplier record to a new supplier record.

1. Open the Supplier workform.
2. Select **File, New** from the Supplier workform menu bar.

   The New Supplier Record dialog box appears.



3. Click **Copy Existing Workform** to copy the information to a new supplier record.

   A new Supplier workform opens with the copied information.
4. Edit the new supplier record as needed.
5. Select **File, Save** to save the new supplier record.

   The record was saved successfully appears in the status bar.

Set up a supplier record for a foreign vendor

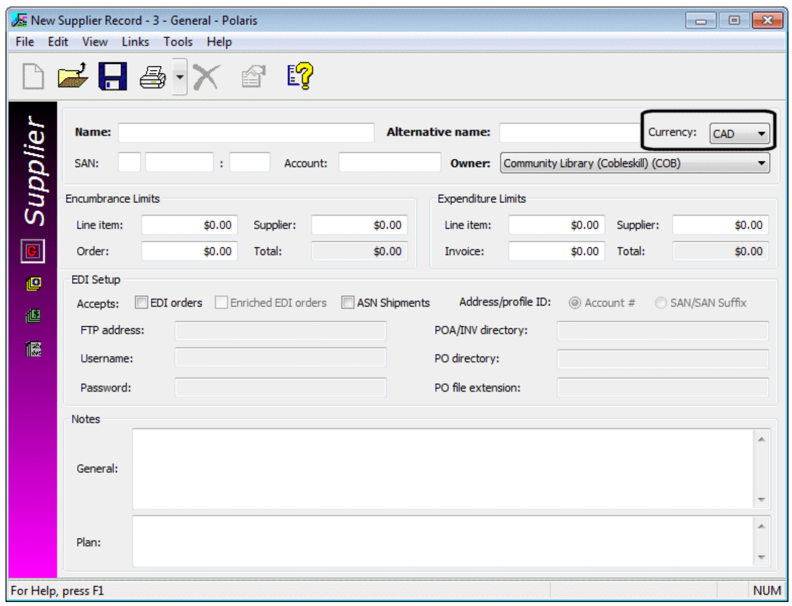
If you order materials from a vendor that uses a different currency from your country's base (default) currency, you can select the currency in the Supplier record.

Note:
The currency must be enabled in the Currencies policy table in Polaris Administration. See "Add or enable a foreign currency" in the *Polaris Technical Services Administration Guide 4.1*.

Follow these steps to set up a supplier record for a foreign vendor.

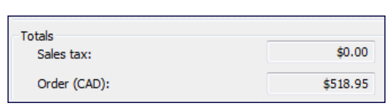
Tip:
You can search for suppliers, purchase orders, and invoices by currency code. Select **Currency Code** in the **Limit by** box in the Find Tool and select the code.

1. Select **File, New, Supplier Record** and enter the foreign vendor's information in the Supplier workform. See "Create a new supplier record" on page 44.
2. Select the foreign currency in the **Currency** box.



3. Save the Supplier record.

   When a foreign supplier is used, the amounts in the Purchase Order, Invoice, Purchase Order Line Item, and Invoice Line Item workforms are displayed in the foreign vendor's currency, along with the currency code. For example, on the Orders view of the Purchase Order workform, the order total displays **Order (CAD)** for orders placed with a Canadian supplier, if this is not your base currency.



   However, when transactions are posted to the fund, the amount is converted to your base currency. See "Fund Transactions" on page 28.

Update the currency exchange rate for a foreign currency

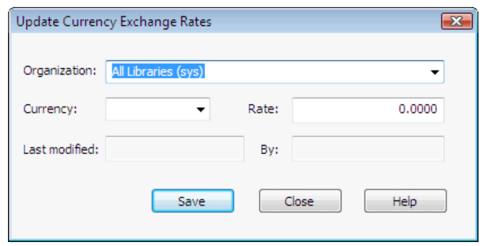
You can change the exchange rate for currencies other than the default currency if you have the permission **Adjust currency exchange rates: Allow**.

Note:
The currency must be enabled in the Currencies policy table in Polaris Administration before you can update the exchange rate. See "Add or enable a foreign currency" in the *Polaris Technical Services Administration Guide 4.1*.

Follow these steps to change the exchange rate for a foreign currency.

1. Select **Utilities, Update Currency Exchange Rates**.

   The Update Currency Exchange Rates dialog box appears.



2. Select the organization for which you want to update the currency exchange rate in the **Organization** box.
3. Select the currency to update in the **Currency** box.
4. Type the exchange rate in the **Rate** box.

   The **Last modified date** and **By** box display the date and time the currency rate was updated and your user name. These fields cannot be modified.

5. Click **Save**.

   The exchange rate is saved. When transactions are posted to the fund, the system uses the new exchange rate to convert the amount to your base currency.

Related Information

The Currency Exchange Rates report lists updates to any foreign currency's exchange rate. For more information, see "Acquisitions Reports" in the *Polaris Basics Guide 4.1*.

Delete a supplier record

If a supplier record is not linked to any purchase orders or invoices, the record can be deleted. Follow these steps to delete a supplier record.

1. Use the Find Tool to search for the supplier record.

   The Find Tool search results lists the supplier record(s).

2. Do one of the following tasks:
   - Select the record in the Find Tool results list, right-click, and select **Delete**.
   - Double-click the record to open it, and select **File, Delete** on the Supplier Record workform menu.

   If the record is not linked to any purchase orders or invoices, it is deleted. If the record is linked to any purchase orders or invoices, a message appears and you are prevented from deleting the supplier record.

Setting Up Templates for Acquisitions

You can set up purchase order, item, and bibliographic templates to speed up acquisitions processing. Purchase order templates contain default data for the types of purchase orders your library most frequently uses. When you create a purchase order from a template that includes a line item, the default distribution information (quantity, branch, collection, and fund) is already filled in.

To create on-order items automatically when purchase orders are released, you must set up on-order item templates. Creating on-order items helps speed up processing of materials when they are received. You can specify whether to display on-order items in the public access catalog where patrons can place hold requests on them, or to display the items after their status changes from On-order to In.

You can also set up on-order bibliographic templates for creating brief bibliographic records for materials other than books. Then, when you create a purchase order line item, you can select an on-order bibliographic template that already contains the appropriate bibliographic information for the type of material.

This unit covers the following topics:

Creating Purchase Order Templates

When you use templates to create purchase orders, you reduce the amount of data you need to enter for each purchase order you create. You can create a purchase order template from an existing or a new purchase order. If you use a template that has information in the following fields, the information is retained when you create a purchase order from the template:

- Order number suffix
- Ordered at library name and SAN
- Order type
- Header charge types
- Authorization
- Payment method
- Plan name
- Claim setup
- Supplier
- Discount applied
- Sales tax
- Order note
- Material type (from line item)
- Public and Non-public notes (from line item)
- Instructions to supplier - all information except **Order canceled date**
- Quantity (from segments)
- Destination (from segments)
- Collections (from segments)
- Funds (from segments)

1-2-3

Create a purchase order template

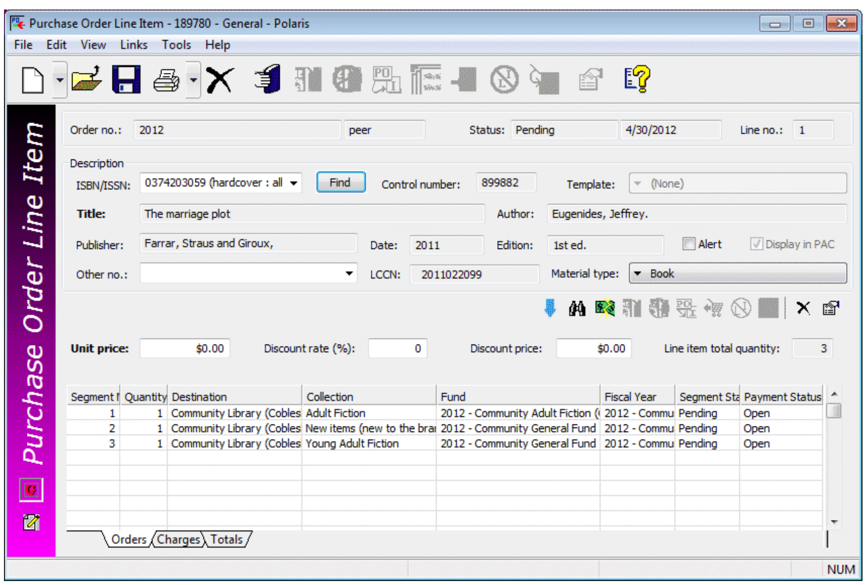
You always start from the Purchase Order workform to create a new purchase order template, whether you create a new purchase order or use an existing one. If the purchase order contains line items, only the first line item on the Purchase Order workform will be saved in the template, but it can have an unlimited number of segments that are all retained. You can also save a purchase order as a template with only header information and no line item data.

Follow these steps to create a purchase order template.

1. Create a new purchase order or search for and select an existing record.

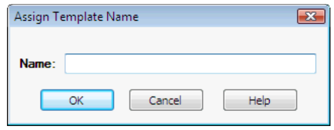
   The Purchase Order workform opens.

2. To create a template that includes a default purchase order line item with distribution data (segments), do one of the following steps:
   - If you are starting with a new purchase order, add a new line item with all the distribution information (segments). See "Add purchase order line item segments" on page 125.
   - If you are using an existing purchase order, open the first purchase order line item, and verify that the distribution information is set up correctly. The bibliographic information is not saved in the template.



3. Select **File, Save as Template** from the Purchase Order workform menu.

   The Assign Template Name dialog box appears.

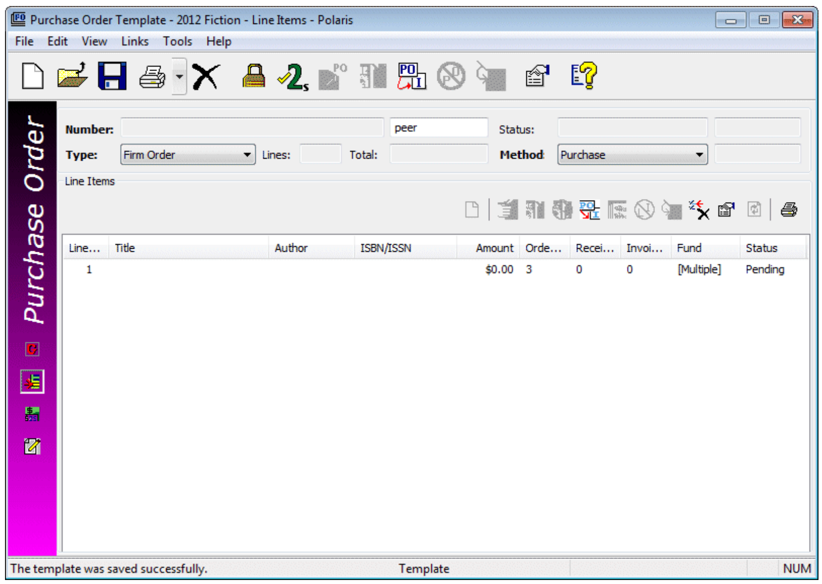


4. Type a name for the template, and click **OK**. You can enter a maximum of 50 characters.

   The purchase order template is saved with the name you gave it. If you set up the template with line item segments, one default line item with no title information is saved in the purchase order template.

Tip:
You cannot type a purchase order number in the **Number** box when you create a template because the number is assigned when the purchase order is created. However, if you enter a suffix it will be retained in the template. When you search for a purchase order created with this template, you can include the suffix in the search criteria.

5. (Optional) Type a purchase order suffix in the box to the right of the **Number** box. You can use the suffix box to indicate a type of order or a supplier.



6. Enter information or edit existing information for the new purchase order template.

Related Information

Entering information on the Purchase Order workform - See "Creating Purchase Orders" on page 106.

Copy a purchase order template

To create a new purchase order template that is similar to an existing one, you can copy the purchase order template and save it with a new name. Follow these steps to copy a purchase order template.

1. Select **Acquisitions, Templates, Purchase Order** and search for the existing template.
2. Select the template, right-click and select **Create Purchase Order** from the context menu.

   The Purchase Order workform opens.
3. Select **Save as template** and name the template.

   Note:
   You can also open the purchase order template, select **File, New, Use existing template** and select the template with the same name. Then select **File, Save as template** and type a new name for the template in the Assign Template Name dialog box. If you select **File, New, Copy Workform**, the header data will be copied, but not the default line item.

Rename a purchase order template

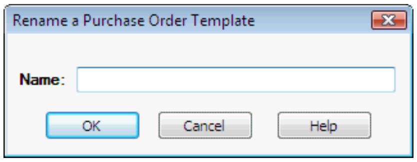
Follow these steps to use all the information in a purchase order template, but give it a new name.

1. Select **Acquisitions, Templates, Purchase Order** from the Polaris Shortcut Bar.

   The Find Tool appears.
2. Search for the template you want to rename.

   A list of templates appears in the Find Tool results list.
3. Right-click the template name, and select **Rename** from the context menu.

   The Rename a Purchase Order Template dialog box appears.



4. Type a new name for the template. You can enter a maximum of 50 characters.
5. Click **OK** to save the purchase order template using the new name.

Creating On-Order Bibliographic Templates

When you manually add a bibliographic record on the Purchase Order Line Item or Invoice Line Item workform, or use Titles to Go, you can select a bibliographic template from a drop-down list of templates. Any tags saved in the on-order bibliographic template, such as the 008 tag, the 245$h tag, and all 006/007 tags, will automatically appear in the new bibliographic record.

You can create on-order bibliographic templates for non-print materials, such as DVDs, so that they display correctly in the PAC. If you do not select a template when you are manually entering title information on a purchase order or invoice line item, the brief bibliographic record will be coded for a book. For more information, see "Type of Material Codes (TOMs)" in the *Polaris Cataloging Guide 4.1*.

All the other bibliographic information entered in the purchase order line item, such as the LCCN, ISBN, UPC, author, publisher, publication date, and edition, is used to create the bibliographic record. You can create various types of on-order bibliographic templates.

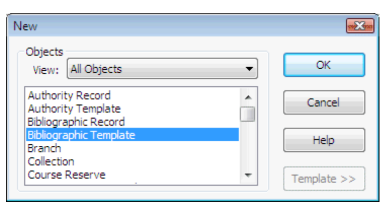
Create an on-order bibliographic template

Tip:
You could also open an existing template and copy it to create a new on-order bibliographic template.

Follow these steps to create an on-order bibliographic template.

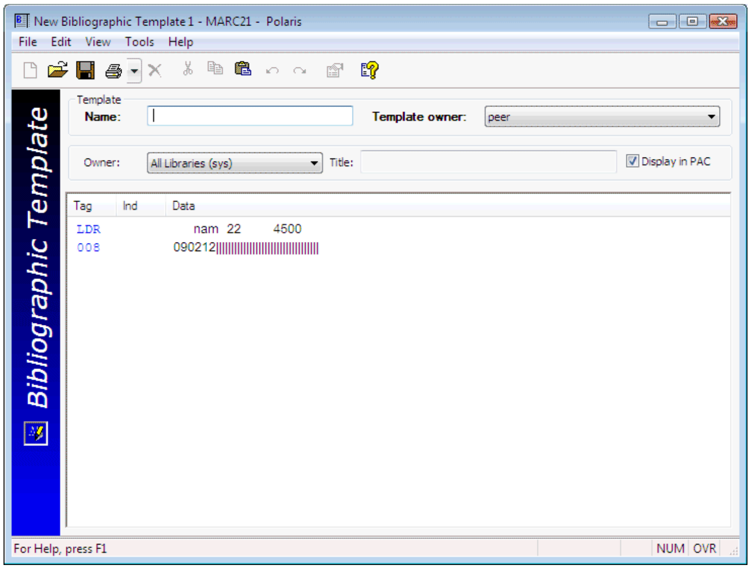
1. Select **File, New**.

   The New dialog box appears.



2. Select **Bibliographic Template**.

   The Bibliographic Template workform opens.



3. In the **Name** box, type a name that begins with **On-order**, such as **On-order DVD**.

> **Important:**
> Begin the bibliographic template name with **On-order** or **On order** (with or without the hyphen).

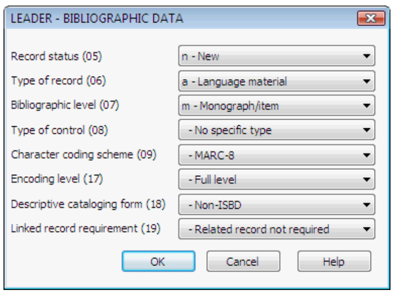
4. Select the owner of the template in the **Template Owner** box.

5. In the **Owner** box, select the owner of the bibliographic records that are created using this template.

> **Note:**
> You do not need to set the **Display in PAC** check box in the bibliographic template. The new bibliographic record will use the setting for the purchase order line item.

6. Double-click **LDR.**

The Leader dialog box appears.



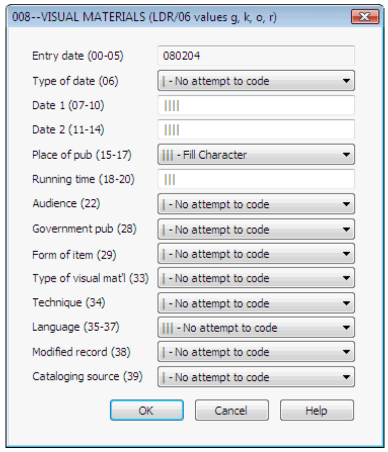
7. If you are creating a bibliographic template for non-print materials, select the appropriate value in the LDR/06 box.

8. Make any other changes in the Leader.

9. Click **OK** to save your changes and close the Leader dialog box.

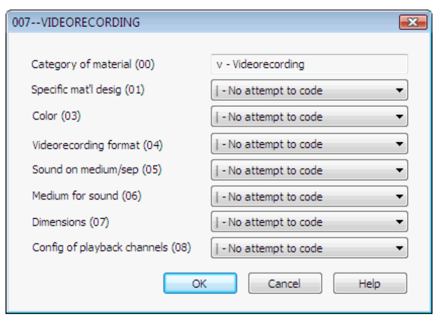
10. Double-click **008.**

The 008 dialog box appears. The type of 008 dialog box depends on the value you selected in the LDR/06 box.



11. Select the appropriate options in the 008 dialog box, and click **OK**.
12. In the Bibliographic Template workform, type 006 (additional material characteristics) or 007 (physical description) to indicate the type of material, and type the appropriate subfield code, for example, **007 $v**.
13. Double-click 006 or 007.

    The 006 or 007 dialog box appears. The dialog box depends on the subfield code you entered.

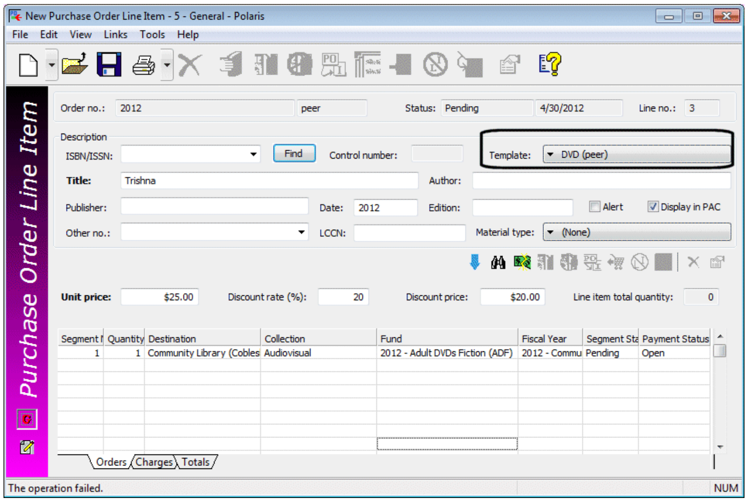


14. Select the other character positions to save in the 006 or 007 tag, and click **OK**.

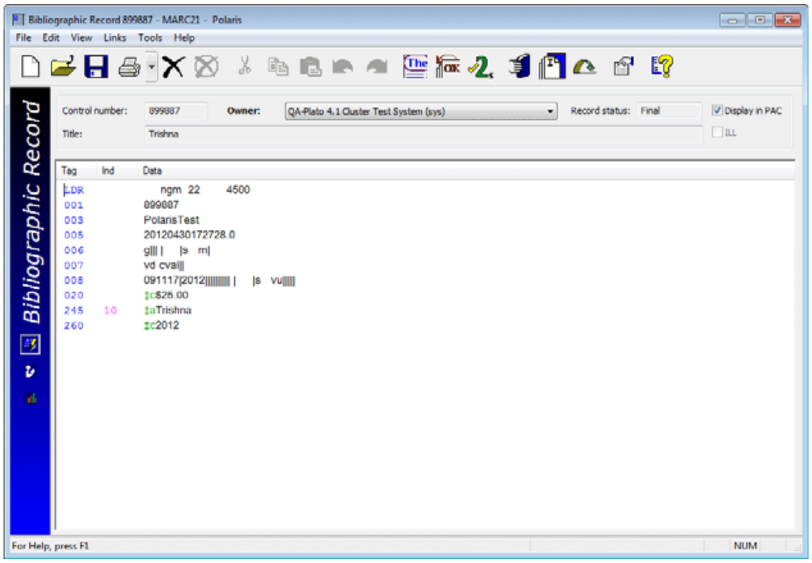
    The 006 or 007 dialog box closes and the Bibliographic Template workform is updated with the information you selected.
15. Add any other tags to include in the template.
16. Save the bibliographic template.

Example - Bib Record Created from a PO Line Item

When you create a brief bibliographic record from a purchase order line item and use an on-order template, the record will contain the information from the template and the information you entered in the purchase order line item. For example, you could select a bibliographic template that was set up for DVD records.



The resulting brief bibliographic record contains the information entered in the purchase order line item and the information from the template.



Related Information

- "Adding Titles to a Purchase Order" on page 117
- "Using Cataloging Templates" in the *Polaris Cataloging Guide 4.1*
- "Creating MARC Records" in the *Polaris Cataloging Guide 4.1*

Creating On-Order Item Templates

Tip:
If your library sends Enriched EDI orders to receive shelf-ready materials from the vendor, you can update the on-order items by importing records with embedded holdings data. See "Enriched EDI Orders and Shelf-Ready Items" on page 150.

You can set up on-order item templates so that on-order items are created automatically when you release a purchase order that is not for a subscription or standing order. If you choose to create on-order items when you release a purchase order, Polaris attempts to match the values in the fields on the purchase order line item and the values for the corresponding fields in an on-order item template.

If the supplier provides copy-level codes in 970 $h, you can name on-order templates with this code and use it in the matching process. See "Item Template Codes" on page 69.

On-order templates that do not have a template code are matched to the purchase order line item based on branch, collection, and material type. If no on-order template is found that matches all three fields, the system looks for an on-order item template with a matching branch and collection. If no item template is found, the system looks for an on-order item template with at least a matching branch. If no on-order item template matches the branch in the purchase order line item, no item record is created. For more information, see "Matching Process to Create On-Order Items" on page 67.

If multiple templates satisfy the matching criteria, the system uses the first template found to create an item record. Once Polaris finds an item template that has matching values in at least the branch field, the on-order item is created using information from the on-order item template and from the purchase order. If both the on-order item template and the purchase order line item have information in the same fields, the information in the purchase order line item is used. See "Data Copied from Purchase Order Line to On-Order Item" on page 68.

In addition, the fund, release date, price, and purchase order number are copied from the purchase order line item to the Source and Acquisition view of the Item Record workform. If the item template already had a price or other order information, it is overlaid by the information in the purchase order line item. See "Data Copied from Purchase Order Line to On-Order Item" on page 68.

Note:
The invoice number appears automatically on the Source and Acquisition view if the purchase order is prepaid, or it appears later when the line items are copied to an invoice. When you create item records from an invoice without a linked purchase order (for example, you receive items as part of a blanket or approval plan), the invoice number appears in the item record, but there is no purchase order number.

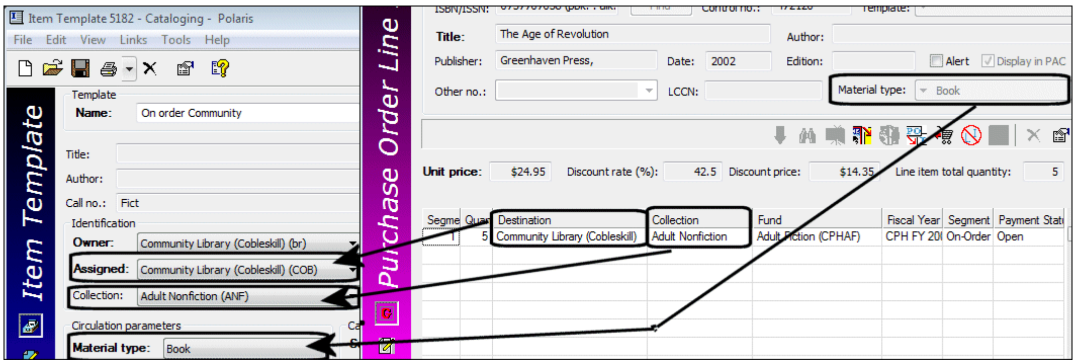
Matching Process to Create On-Order Items

When a purchase order is released and the user opts to create on-order item records, the automatic matching process looks for an on-order item template with values in certain fields that match the values in the corresponding fields in the purchase order line item.

Important:
The item template must be named **On-order** or **On order** (with or without the hyphen). If your library uses a copy-level code supplied by the vendor in 970 tag $h, the item template name must also include this code. See “Item Template Codes” on page 69.

The matching process attempts to match an on-order item template to the purchase order line item as follows:

Note:
The branch field is labeled **Destination** in the Purchase Order Line Item workform and **Assigned** in the Item Template workform.



1. Match on values in 3 fields: branch, collection, material type
2. Match on values in 2 fields: branch, collection
3. Match on values in 1 field: branch

Purchase Order Line Item Fields	***On-Order Item Template Fields***
Destination *(branch)* (Purchase Order Line Item workform - segment)	**Assigned** *(branch)*
Collection (Purchase Order Line Item workform - segment)	**Collection**
Material Type (Purchase Order Line Item workform - line item)	**Material type**

Data Copied from Purchase Order Line to On-Order Item

This table shows the fields on the Purchase Order Line Item workform from which the data is copied and where this data appears on the on-order item. If you create on-order items from an invoice, the invoice line item fields are copied to the items.

Tip:
If the on-order item template also has information in any of these fields, the purchase order line item values are used.

Purchase Order Line Item Fields	*On-Order Item Fields*
Destination Purchase Order Line Item workform	**Assigned** (branch) Item Record workform - header (all views)
Collection Purchase Order Line Item workform	**Collection** Item Record workform - header (all views)
Material Type Purchase Order Line Item workform	**Material Type** Item Record workform - Cataloging view
Unit Price Purchase Order Line Item workform	**Price** Item Record workform - header (all views)
Fund Purchase Order Line Item workform (segment)	**Source** Item Record workform - Source and Acquisition view
Line status date Purchase Order Line Item workform	**Ordered** Item Record workform - Source and Acquisition view
Order number Purchase Order Line Item workform	**PO** Item Record workform - Source and Acquisition view
Invoice number Purchase Order Line Item workform	**Invoice** Item Record workform - Source and Acquisition view
Public note Purchase Order Line Item workform - Instructions to Supplier view	**Public note** Item Record workform - Notes and Notices view
Non-public note Purchase Order Line Item workform - Instructions to Supplier view	**Non-public note** Item Record workform - Notes and Notices view

Item Template Codes

Some libraries add *holdings* or *copy-level* codes to the supplier's database, in addition to the library's distribution and fund codes. When a staff member selects titles and creates the shopping cart on the supplier's site, they also select the appropriate copy-level codes, distribution codes, and fund data. When the brief MARC records are exported from the supplier's site, the records contain the order data and the copy-level code in one or more 970 tags.

The library then imports the brief bibliographic records in Polaris, and bulk-adds them to a purchase order. The 970 order data creates the purchase order line items and segments. The copy-level codes are saved in the database to be used in on-order item creation.

To create on-order items, the library creates item templates with the copy-level code in the template name. When the purchase order is released, the the copy-level codes in the purchase order line item segments are matched to the template code and create the on-order items.

Follow these general steps to use copy-level item template codes in the creation of on-order items:

Tip:
For detailed instructions for creating on-order item templates, see "Create a new on-order item template" on page 70.

1. Define copy-level codes on the supplier's materials selection Web site. The codes can contain up to 10 alpha or numeric characters.
2. For each copy-level code, create an on-order item template with the code in the template name, following **On-Order**. For example, **On-order MAV4WKBCD**.
3. Select titles on the supplier's Web site, select the appropriate code for each copy, and other order data, including branch, quantity, fund and price.
4. Download the brief acquisitions bibliographic records containing the 970 tags with the copy-level code in subfield h.

   Note:
   The 970 tags must also contain this subfield data: l (location), f (fund), q (quantity), and p (price). The collection code ($c) and material type ($m) may also be in 970 tags, but they are not necessary if the copy-level code is included in the $h.
5. Import the bibliographic records into a record set, and bulk-add them to a purchase order.

   The 970 subfields are used to create the distribution and fund data in the purchase order line item segments.

   Note:
   The copy-level codes bulk-added from the 970 $h are stored in the purchase order line item segment table, but they are not visible in the purchase order line item.
6. Release the purchase order and select the option to create on-order item records.

The system looks for a matching item template that has all these characteristics:

- the template's name begins with **On-order** (with or without the hyphen);
- the item template code in the template's name matches the copy-level code stored in the purchase order line item segment table;
- and the branch in the **Assigned field** in the on-order item template matches the branch in the **Destination** field in the purchase order line item segment.

If the template has all these characteristics, on-order items are created. If no on-order item template has all these characteristics, an error message appears and no on-order item records are created.

Create a new on-order item template

1-2-3

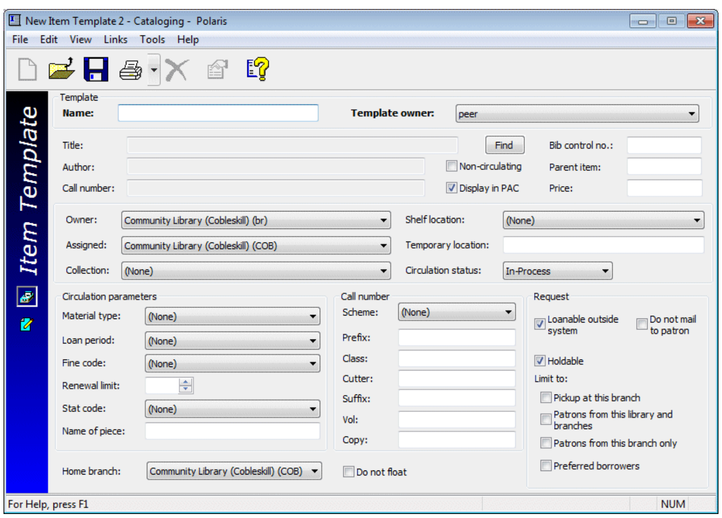
Follow these steps to create a new template for automatically generating on-order item records.

Tip:
You can also create an on-order item template by saving an existing item record as a template, and then entering the information required for matching. See "Matching Process to Create On-Order Items" on page 67. Or, you can copy an on-order item template, change the information, and then save it with another name to create a new on-order template.

1. Select **File, New** from the Polaris Shortcut Bar.

   The New dialog box appears.

2. Select **Item Template** in the **Objects** box, and click **OK**. The Item Template workform opens.



3. Type a name that begins with **On-order** in the **Name** box.

   Important:
   The name of an on-order item template must begin with **On-order** or **On order** (with or without the hyphen) and must be unique in the system; for example, **On-order - Adult Fiction.** If you name the template with a prefix of on-order (or on order), but the required data is missing in the template, you will be unable to save it.

4. If your library uses a supplier's copy-level code to create on-order items, type the code in the **Name** field after **On-order**. See "Item Template Codes" on page 69.
5. Select the library that owns the template in the **Template owner** box.
6. Complete the following required fields:
   - **Owner** (the library that owns the item record)
   - **Assigned** (assigned branch)
   - **Material type**
   - **Loan period**
   - **Fine code**
   - **Renewal limit**
   - **Stat code**
   - **Scheme** (shelving scheme)
7. Select the collection for the item in the **Collection** box.
8. Complete the other boxes on the on-order Item Template workform, and select **File, Save**. For more information on these fields, see "Create a single new item record manually" in the *Polaris Cataloging Guide 4.1*.

Setting Up Selection Lists

Selection lists in Polaris Acquisitions are used to assemble a list of titles that the library may purchase at a later date. Titles can be added to a selection list one at a time, or they can be bulk added from a bibliographic record set. After the appropriate selector reviews the titles, the selection list line items can be given a status of Approved, Consider, Desiderata, or Rejected.

You can use selection lists to approve or reject individual titles (lines), check duplicates, merge one selection list into another, and copy selection list lines to a purchase order or another selection list. You can rename an open selection list, change a selection list's status to open or closed, and print the selection list fund allocations.

Your Polaris Administrator assigns selection list permissions according to your library's workflow. For example, some selectors may require full control over selection lists. These selectors would need the following permissions: **Selection Lists: Access, Approve, Create, Delete, Modify**. Other selectors may have the permission to see the selection lists, but change only the selection list line item segments for certain destination branches. In this case, the selectors would need the permission **Selection List Line Item Segments: Create, modify, delete** for each branch for which they select materials. For more information, see "Acquisitions Workflow Permissions" in the *Polaris Technical Services Administration Guide 4.1*.

In addition to setting up permissions for selection lists, your Polaris administrator can use the following Acquisitions/Serials profiles and parameters to set up defaults for selection list line items and limit the display of funds in selection list line item segments:

- **Selection list line item defaults** - This profile specifies a default destination, collection, fund, and supplier for selection list line items. When you add a line item, the default information will be used unless you change it. See "Specify defaults for selection list line items" in the *Polaris Technical Services Administration Guide 4.1*.
- **Acq fund droplist display** - This profile can be set to display only the branch's funds, all funds associated with the parent library, or specific branches' funds in selection list line item segments. See "Specify how funds are displayed in Acquisitions" in the *Polaris Technical Services Administration Guide 4.1*.
- **Filter branches in line item segments** - If this profile is set to **Yes**, it limits the destination branches that display in line item segments for selection lists and the 970 location (branch) tags that are used to create selection lists during the bulk add process. "Filter destination branch lists by parent library" in the *Polaris Technical Services Administration Guide 4.1*.

- **Bulk add to SL: Replace invalid fields with default data** - This parameter specifies defaults to use when bulk adding records to selection lists. See "Set bulk add to use default data in selection lists" in the *Polaris Technical Services Administration Guide 4.1*.
- **Bulk add to PO/SL: Mark 970 data as processed parameter** - This parameter marks processed tags in bibliographic records so they are not used again. "Mark 970 data as processed after bulk adding titles" in the *Polaris Technical Services Administration Guide 4.1*.

This unit covers the following topics:

- "Creating Selection Lists" on page 75
- "Copying Selection List Lines" on page 92
- "Deleting Selection Lists or Selection List Lines" on page 99
- "Selection List Fund Allocations Report" on page 101

Creating Selection Lists

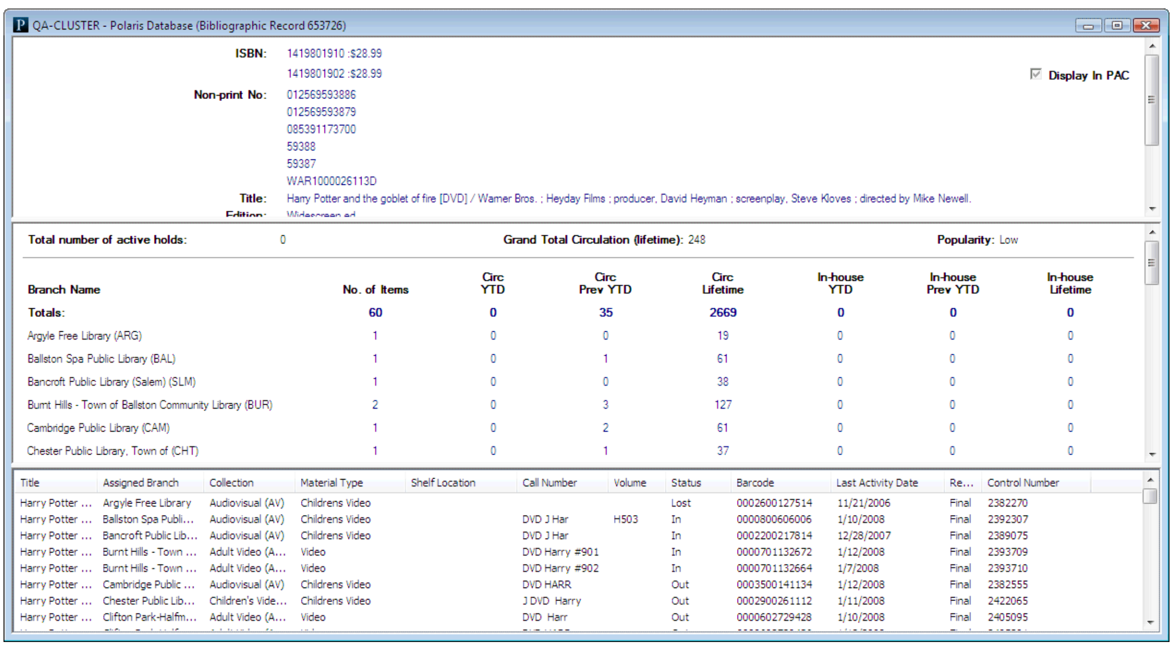
You can create a new selection list by typing information in the Selection List workform and then adding titles individually, or by bulk adding titles from bibliographic record sets. You can also copy lines from an existing selection list to create a new selection list.

View circulation statistics for existing titles

To help determine if additional copies of a title are needed for certain branches, you can review the title's usage statistics using one of the following methods:

- Search for the bibliographic record with the Find Tool, select it in the results list, right-click and select **Preview** from the context menu.
- Open the bibliographic record set that contains the record, right-click, and select **Preview** from the context menu.
- Open the bibliographic record in the Bibliographic Record workform, and select **Tools, Show Usage Statistics**.

The window displays brief bibliographic information about the selected record, circulation statistics, popularity ranking, and linked item records by branch and collection. To see more of any part of the window, drag the panel edges.



The popularity ranking is determined by the linked item records' circulation and holds activity within the last four months:

- If no linked item records were circulated or held in the last four months, the popularity is **Low**.
- If at least one linked item was circulated *or* held within the last four months, the popularity ranking is **Medium**.
- If one or more linked item records were circulated *and* one or more linked item records were held, the popularity ranking is **High**.

Related Information

You can also generate circulation reports to help analyze where your library should focus its collection development. For example, the Turnover reports show how heavily a collection is used in relation to its size. See "Circulation Reports" in the *Polaris Basics Guide 4.1*.

Create a new selection list from the Polaris Shortcut Bar

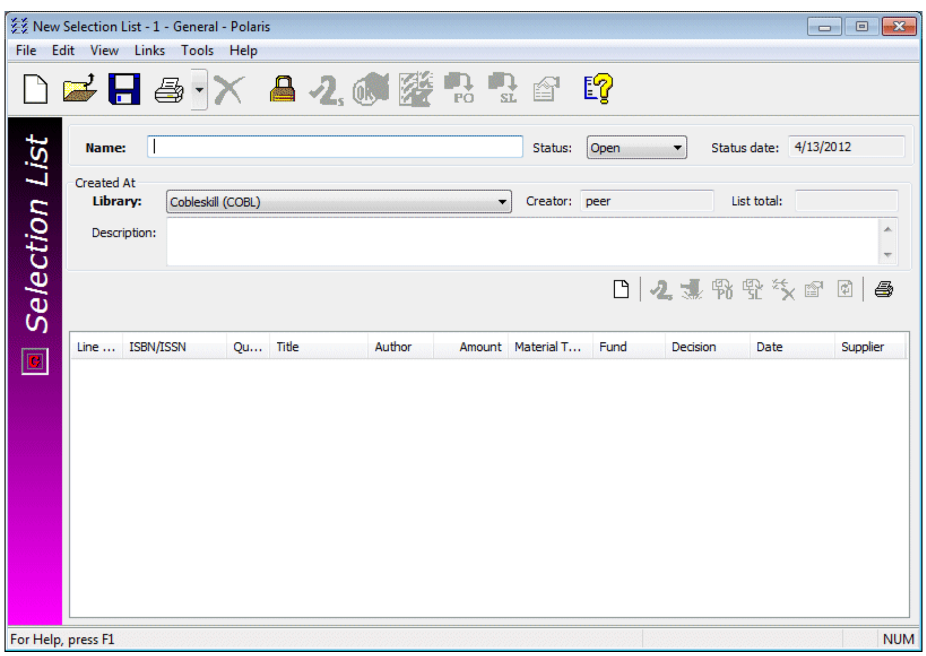
Follow these steps to create a new selection list from the Polaris Shortcut Bar.

1. Select **File, New** on the Polaris Shortcut Bar.

   The New dialog box appears.

2. Select **Selection List** in the **Objects** box.

   The Selection List workform opens.



3. Type a name for the selection list in the **Name** box.
4. (Optional) To enter a description for the selection list, type it in the **Description** box.
5. Select **File, Save** to save the new selection list.

   The selection list is saved with the name you typed in the **Name** box. You can use this name to search for the selection list.

Tip:
You can search for the selection list by description. When you are searching for words in the description, use a wildcard card character * both before and after the search term.

6. Add titles to the selection list using one of the following methods:
   - "Bulk add titles to an existing selection list" on page 80
   - "Add titles to a selection list one at a time" on page 81
   - "Copy selection list lines to another selection list" on page 92

Create a new selection list by copying an existing selection list

Follow these steps to create a new selection list by copying an existing selection list.

1. Open the Selection List workform.
2. Select **File, New** on the Selection List workform menu.

   The New Selection List dialog box appears.
3. Select one of the following options on the New Selection List dialog box.
   - **Copy workform** - This option copies the workform header information, the selection list name, the creator, and the library. The selection list line items are not copied to the new selection list.
   - **Clear workform** - All the fields are cleared in the workform, and a new blank Selection List workform appears.
4. Type a name for the new selection list.

Related Information

Rename a selection list - You can rename an existing selection list and keep all the selection list line items. See "Rename a selection list" on page 91.

Create a selection list by bulk adding titles

To bulk-add titles from a record set to a selection list, the bibliographic records must include 970 tags. For more information, see “The Bulk Add Process for Purchase Orders and Selection Lists” on page 147.

Follow these steps to create a selection list from a bibliographic record set.

1. Select **Cataloging, Record Sets** from the Polaris Shortcut Bar.

   The Find Tool appears.

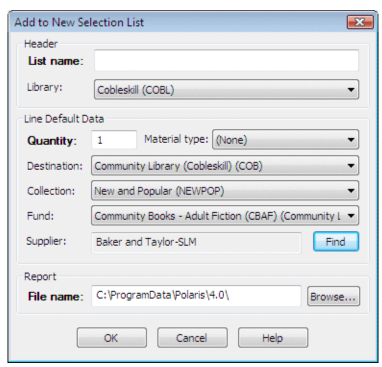
Tip:
To focus the search, select **Type** in the **Limit by** box and **Bibliographic** in the **Value** box.

2. Search for the bibliographic record set that contains the titles to bulk add.

   The bibliographic record set appears in the Find Tool results list.

3. Add the records in the record set to the new selection list using one of the following methods:
   - Select the record set in the Find Tool results, right-click, and select **Add to Selection List, New** from the context menu.
   - Open the Bibliographic Record Set workform, and select **Tools, Add all records to New Selection List**. Or, select records in the list, and choose **Tools, Add selected records to New Selection List**.

   The Add to New Selection List dialog box appears.



4. Type a name for the selection list in the **List name** box.
5. Select a library in the **Library** box.

   Important:
   If the Polaris Administration Acquisitions profile **Filter branches in line item segments** profile is set to **Yes**, and the 970 has a subfield $l (branch abbreviation) with the same parent library as the **Library** on the selection list, the 970 tag is used to create a segment on the selection list line item. If the profile is set to **Yes** and the branch abbreviation in a 970 tag does not have the same parent library as the **Library** on the selection list, it will not be used to create a segment on the selection list.

Tip:
For information on defaults for selection lists, see "Set bulk add to use default data in selection lists" in the *Polaris Technical Services Administration Guide 4.1*.

6. If no defaults values are set, or to change the default values, do the following:
   - Select the quantity in the **Quantity** box.
   - Select the material type in the **Material type** box.
   - Select the destination in the **Destination** box.
   - Select the collection in the **Collection** box.
   - Select the fund in the **Fund** box.
   - Click **Find** next to the **Supplier** box, and search for and select the supplier using the Find Tool.
7. To change the error report name, type a new file path and name in the **File name** box, or click **Browse** and select the location. The report name has a date/time stamp.

   Note:
   The default directory for the file is set in Polaris Administration. See "Setting the Acquisitions/Serials Default Directory" in the *Polaris Technical Services Administration Guide 4.1*.
8. Click **OK** to start the bulk add process.

   When the processing is complete, a dialog box appears.
9. Click **OK** to acknowledge the message that the processing completed successfully.

   Important:
   The message also shows the location of the error report. Check the error report each time you bulk add records to a selection list. You can print the error report and refer to it while editing the selection list.
10. Use the Find Tool to search for the selection list created using bulk add, and double-click the selection list in the Find Tool results list.

    The selection list appears in the Selection List workform.

Related Information

"The Bulk Add Process for Purchase Orders and Selection Lists" on page 147

Bulk add titles to an existing selection list

Follow these steps to add multiple titles at once to an existing selection list.

Note:
Provisional records cannot be bulk added to purchase orders or selection lists. If you import bibliographic records to use in Acquisitions, select **Save as final**. See "Importing Records" in the *Polaris Cataloging Guide 4.1*.

Tip:
Select **Type** in the **Limit by** box and **Bibliographic** in the **Value** box to search for bibliographic record sets.

1. Select **Cataloging, Record Sets** from the Polaris Shortcut Bar, and use the Find Tool to search for and select the bibliographic record set.

   The Bibliographic Record set workform opens.

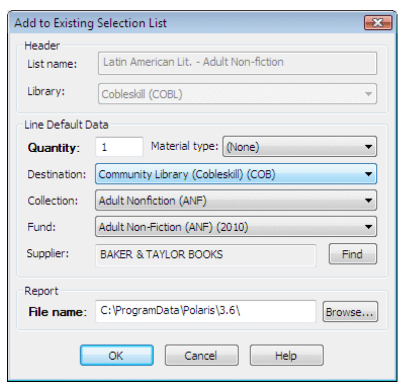
2. Select **Tools, Add all records to Existing Selection List**, or select specific records in the list, and select **Tools, Add selected records to Existing Selection List**.

Tip:
You can also search for the record set, select it in the Find Tool results, right-click and select **Add to Selection List**, **Existing** from the context menu.

3. Use the Find Tool to search for and select the existing selection list.

   The Add to Existing Selection List dialog box appears.

Important:
If the Polaris Administration Acquisitions profile **Filter branches in line item segments** profile is set to **Yes**, and the 970 has a subfield $l (branch abbreviation) with the same parent library as the **Library** on the selection list, the 970 tag is used to create a segment on the selection list line item. If the profile is set to **Yes** and the branch abbreviation in a 970 tag does not have the same parent library as the **Library** on the selection list, it will not be used to create a segment on the selection list.



4. If the Line Default Data fields are not complete, enter the information. See "Create a selection list by bulk adding titles" on page 78.

Related Information

"Creating Purchase Orders" on page 106.

Add titles to a selection list one at a time

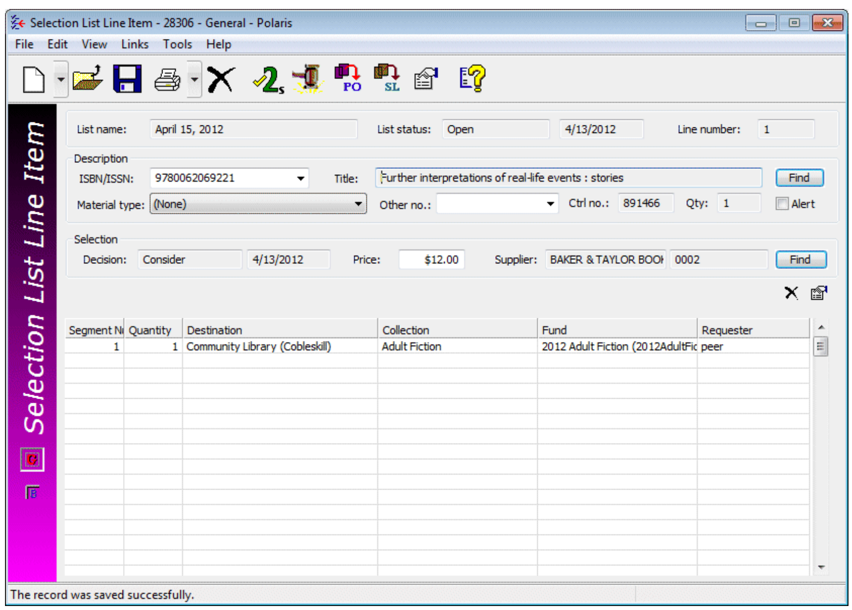
You can add a title to a selection list whether or not the bibliographic record is in the Polaris database. If the bibliographic record is in the database, you link to it in the Selection List Line Item workform. If the bibliographic record is not in the Polaris database, you can search a remote database for the title or enter the title information manually. Follow these steps to add titles to a selection list.

Note:
In the Polaris Administration profile **Selection List Line Item Defaults**, you can set up defaults for the supplier, destination, collection, and fund so they fill in automatically when you create a new selection list line item. See "Specify defaults for selection list line items" in the *Polaris Technical Services Administration Guide 4.1*.

Tip:
You can also add titles in bulk from a record set to a selection list (see page 80).

1. Create the selection list following the instructions in "Creating Selection Lists" on page 75, or open an existing selection list.
2. Click on the Selection List workform line items toolbar, or press **Ctrl+I**.

   The Selection List Line Item workform appears.



3. Do one of the following actions to enter the title information:

a) **Link to a bibliographic record in the Polaris database**:

- If you know the ISBN for the title, type it in the ISBN/ISSN box, and press **ENTER**. If only one exact match for the ISBN is found in the Polaris database, the bibliographic information for that title is automatically filled in. The Find Tool opens if an exact match is not found, or if multiple records have the same ISBN.

- If you do not know the ISBN for the title, click **Find** and use the Find Tool to search for and select the title. If the bibliographic record contains multiple ISBNs in the 020 tag or 024 tag indicator 3, they appear in a drop list in the ISBN box. Select the appropriate ISBN from the list.

Note:
The **Other number** box is used for the UPC or other identifier for non-print materials. The **Other number** box is filled in if the linked bibliographic record has a number in the 024$a, 028$a, or 037$a.

b) **Enter bibliographic information for a title not in the Polaris database**:

Tip:
When you enter bibliographic information for a title that is not in the Polaris database, the bibliographic record is not saved in the database until the selection list line item is copied to a purchase order.

- Type the title, ISBN, and other bibliographic information on the Selection List Line Item workform - General view. If the title is for non-print material, type the UPC (or other identifier) in the **Other number** box.
- Select **View, Additional Description** and enter the author, publisher, edition, publication date, LCCN, series title and number (if applicable), reviews or summaries, and notes on the Additional Description view. Type a number in the **Miscellaneous identifier** box to identify the library that requested the title, or to add another identifier.

Tip:
To do a Z39.50 search for a title from the Selection List Line Item workform, you must have the Acquisitions permission **Create a bib record from acquisitions and serials: Allow** and the Cataloging permission **Bibliographic records: Create**.

c) **Do a Z39.50 search of remote databases for a title not in the Polaris database, and copy it to the local database**:

- Click **Find**, and type the title, ISBN, author, subject or other information for the remote search in the Find Tool, General tab.
- Click the **Databases** tab, and select the remote databases to search.
- Click **Search**, and select the bibliographic record in the search results. The title information appears in the Selection List Line Item workform, and a provisional bibliographic record is saved in the Polaris database.

4. Select the material type in the **Material type** box.

5. If the unit price is not automatically filled in, type the price in the **Unit price** box.

6. To alert staff to this selection list line item, select the **Alert** box. When the selection list line item is copied to a purchase order, the **Alert** box is checked automatically on the Purchase Order Line Item workform if it is checked on the Selection List Line Item workform.
7. (Optional) To select a supplier for the selection list line item, click **Find** next to the **Supplier** box, and use the Find Tool to search for and select the supplier.
8. (Optional) To enter notes for a selection list line item, select **View, Additional Description** and type notes in the fields on the Additional Description view.

   Note:
   If you enter a note for a selection list line item, the note appears in the **Non-public note** field in the Purchase Order Line Item workform when you copy the selection list line item to a purchase order. The note is also copied to the purchase order line item workslip. If item records are created when the purchase order is released, the notes are copied to the **Non-public note** box in the Item Record workform. When you do an exact search for a selection list line item using notes, type an asterisk (*) before the search term to indicate that something may come before it.

9. Enter the distribution data for the selection list line item. See "Enter or change selection list line item segments" on page 83.

Enter or change selection list line item segments

Follow these steps to enter or change selection list line item segments.

Note:
You must have permission to add or modify the selection list line item segment data for the destination branch. See "Select Material" in the *Polaris Technical Services Administration Guide 4.1* for the permissions required to use selection lists and selection list line item segments.

1. Open the Selection List Line Item workform.
2. Click in the first blank selection list line item segment.

   Note:
   If defaults are set in the Polaris Administration profile **Selection List Line Item Defaults**, distribution information appears as soon as you add a selection list line item.

3. Type the number of copies of the title for the destination and collection in the **Quantity** box.
4. Select the branch in the **Destination** box.
5. Select the collection in the **Collection** box.
6. Select the fund in the **Fund** box.
7. Click in the next segment line to add the next segment's data.
8. Select **File, Save** to save the record.

   Note:
   Multiple staff members can simultaneously enter or change segment data in the same selection list line item segment. The changes are saved in the order in which they are made.

Administration Settings That Affect Selection List Lines

The following Polaris Administration Acquisitions/Serials profiles control the display of data in selection list line items:

- **Selection list line item defaults** - See "Specify defaults for selection list line items" in the *Polaris Technical Services Administration Guide 4.1*.
- **Filter branches in line item segments** - See "Filter destination branch lists by parent library" in the *Polaris Technical Services Administration Guide 4.1*.
- **Acq fund droplist setup** - See "Specify how funds are displayed in Acquisitions" in the *Polaris Technical Services Administration Guide 4.1*.

Add a new selection list line by copying a line item

After you have added the first selection list line item, you can copy the data to create a new selection list line item. Follow these steps to create a new selection list line item by copying an existing one.

Tip:
Press **CTRL+N** to copy the segment data.

1. Open the Selection List Line Item workform.

2. Select **File, New**, or click the down arrow next to the file icon, and select one of the following options:
   - **Copy Segment Data** - Copies the distribution information (destination, collection, and fund), but not the bibliographic information. If the **Retain material type when copying line item segment data** profile is set to **Yes**, the material type is also copied to the new selection list line item. See "Retain material type in copied line items" in the *Polaris Technical Services Administration Guide 4.1*.
   - **Clear Workform** - Creates a new blank selection list line item with no bibliographic information. If defaults are set in the **Selection list line item defaults** profile in Polaris Administration, the default supplier appears in the **Supplier** field. In addition, one selection list line item segment is created automatically with the default destination, collection, and fund. If defaults are not set in the profile, these fields are blank. See "Specify defaults for selection list line items" in the *Polaris Technical Services Administration Guide 4.1*.
   - **Copy Workform** - Copies all the bibliographic and distribution information, including all segments, to the new selection list line item. If there is a linked bibliographic record, the link is also copied to the new selection list line item.

     Important:
     When you select **Copy Workform** and click **Find** to search for another bibliographic record, the search is based on the ISBN currently in the ISBN box on the new line item. To search for a new bibliographic record, select (highlight) the existing ISBN and type a new ISBN in the box before clicking **Find**.

3. Enter additional information to complete the new selection list line item. See "Add titles to a selection list one at a time" on page 81.

4. Select **File, Save**, press **CTRL+S**, or click.

   The selection list line item is copied to the existing selection list, the decision is set to **Consider**, and the status date is set to the current date.

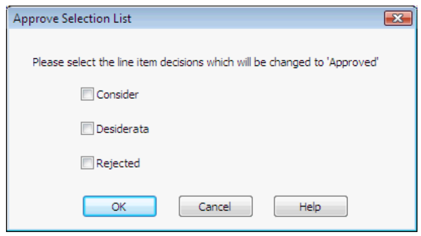
Approve multiple selection list line items

When you add a line item (title) to a selection list, the decision (status) that appears in the Decision column is **Consider**. If you have the Acquisitions permission **Selection Lists: Approve/Reject**, you can approve multiple selection list line items at once, or change the decision on individual selection list line items. Once selection list line items are approved, they can be copied to a purchase order. Follow these steps to approve multiple selection list lines at once.

Tip: 
Click to approve multiple lines.

1. Open the Selection List workform.
2. Select **Tools, Approve**.

   The Approve Selection List dialog box appears.



3. Select the decision check box for each decision status to change to **Approved**.

   Example:
   If you choose **Consider**, the Decision changes to **Approved** for all lines that previously had **Consider** in the Decision column.

4. Click **OK** to submit your settings.

   The decision is changed to **Approved** for all selection list lines that previously had a decision matching the one you chose.

   Note:
   To change the decision status for individual lines (titles), see "Modify the decision on selection list line items" on page 87.

Related Information

"Copy selection list lines to a purchase order" on page 94

Modify the decision on selection list line items

Follow these steps to change the decision for individual or multiple lines on a selection list.

Note:
You can also change a single selection list line item’s decision status from the Selection List Line Item workform by selecting **Tools, Modify decision**.

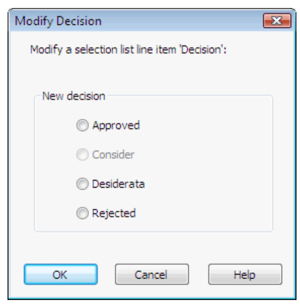
Tip:
To keep your place in the list and retain your sort order, select **Edit, Lock List View** or click  .
When you update line items with the list view locked, the changes do not appear in the list view until you uncheck the Lock List View option or refresh the list. **List view locked** is displayed in the status bar when this option is on.

Click  to refresh the list.
After you refresh, your updates to the line items appear, and the list view is resorted.

1. Open the Selection List workform.
2. Select the line items for which you want to modify the decision.
3. Right-click, and select **Modify Decision** from the context menu, or click  on the item toolbar above the line item list.

   A message asks if you want to modify the decision.
4. Click **OK** to confirm that you want to modify the decision.

   The Modify Decision dialog box appears.



5. Select the new decision for the selection list line items, and click **OK**.

   Note:
   You cannot change the decision status of a Processed selection list line item, but you can copy it to another existing selection list, which automatically changes its status back to Consider.

   The decision is changed for the line item or items you selected.

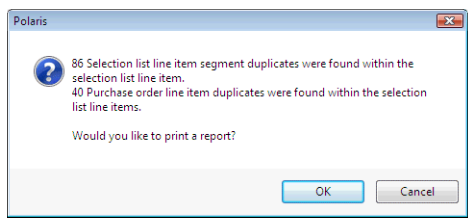
   Note
   You can also approve multiple selection list line items at once. See “Approve multiple selection list line items” on page 86.

Check a selection list for duplicates and print a report

You can check the entire selection list for duplicate line items or segments, or you can check an individual line item for duplicate segments. After checking for duplicates, you can print the Selection List Duplicates from the Selection List workform. Follow these steps to check for duplicate selection list line items or segments and print the report.

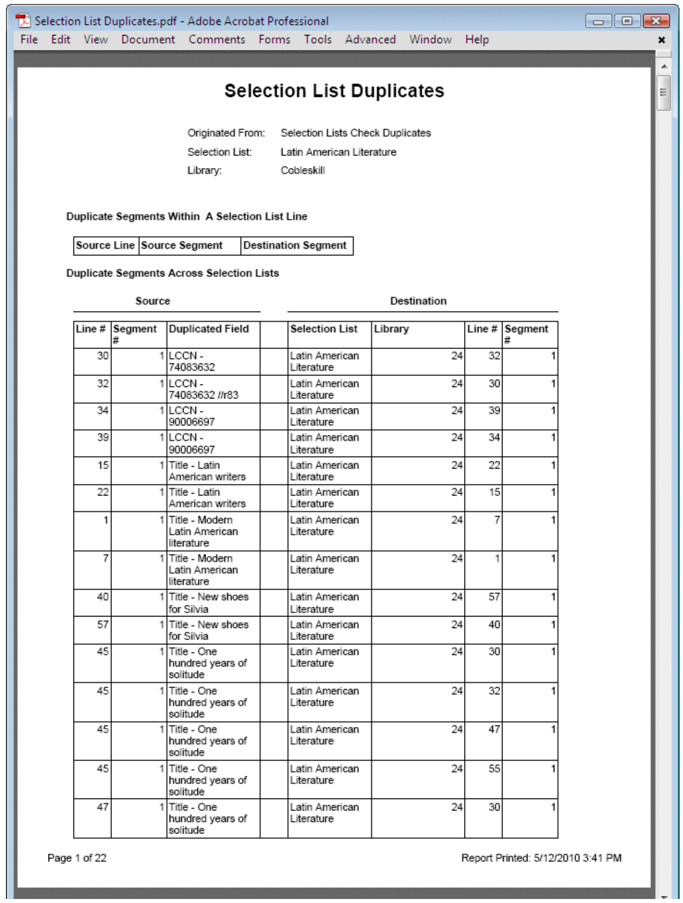
1. Open the Selection List workform.
2. Do one of the following steps:
   - To check all selection list line items for duplicates, select **Tools, Check Duplicates**, click  on the top toolbar, or press **Ctrl+U**.
   - To check a single selection list line item for duplicates, select the line item in the list, right-click and select **Check Duplicates** on the context menu, or click  on the toolbar directly above the list of selection list line items.

   A message lists any duplicates that were found.



3. If the duplicates message appears, click **OK** to print the report or click **Cancel** to close the message box without printing the report.

   If you click **OK**, the Selection List Duplicates report appears in the Report Preview window. The report lists duplicate segments (the same title for the same destination, collection, and fund) within a selection list or on another selection list. It also shows duplicate line items (titles) and segments on pending purchase orders, and duplicate bibliographic records.



Selection List Duplicates

Originated From: Selection Lists Check Duplicates
Selection List: Latin American Literature
Library: Cobleskill

Duplicate Segments Within A Selection List Line

Source Line	Source Segment	Destination Segment

Duplicate Segments Across Selection Lists

Source				Destination			
Line #	Segment #	Duplicated Field		Selection List	Library	Line #	Segment #
30	1	LCCN - 74083632		Latin American Literature	24	32	1
32	1	LCCN - 74083632 //r83		Latin American Literature	24	30	1
34	1	LCCN - 90006697		Latin American Literature	24	39	1
39	1	LCCN - 90006697		Latin American Literature	24	34	1
15	1	Title - Latin American writers		Latin American Literature	24	22	1
22	1	Title - Latin American writers		Latin American Literature	24	15	1
1	1	Title - Modern Latin American literature		Latin American Literature	24	7	1
7	1	Title - Modern Latin American literature		Latin American Literature	24	1	1
40	1	Title - New shoes for Silvia		Latin American Literature	24	57	1
57	1	Title - New shoes for Silvia		Latin American Literature	24	40	1
45	1	Title - One hundred years of solitude		Latin American Literature	24	30	1
45	1	Title - One hundred years of solitude		Latin American Literature	24	32	1
45	1	Title - One hundred years of solitude		Latin American Literature	24	47	1
45	1	Title - One hundred years of solitude		Latin American Literature	24	55	1
47	1	Title - One hundred years of solitude		Latin American Literature	24	30	1

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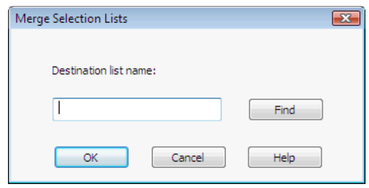
4. To print the Selection List Duplicates report, select **File, Print**.

Merge selection lists

When you selection lists, you copy all the titles from one selection list to another, and then delete the original selection list. The two selection lists must belong to the same library to be merged into one. Follow these steps to merge one selection list into another and delete the original selection list.

1. Open the Selection List workform.
2. Select **Tools, Merge** from the menu bar.

   The Merge Selection Lists dialog box appears.



3. Click **Find** and use the Find Tool to search for and select the destination selection list.

   Note:
   The selection lists must belong to the same library. If you choose a selection list that belongs to a different library, an error message appears.

   The selection list you searched for appears in the **Destination** box.
4. Click **OK** to accept the destination selection list.

   A confirmation message appears.
5. Click **Yes** to confirm that you want to merge the selection lists.

   All information is retained in the selection list line items, and they are moved to the destination selection list. The selection list you merged is deleted.

Close or reopen a selection list

If you have the permission to modify selection lists, you can change the selection list's status from **Open** to **Closed** or **Closed** to **Open**. When you close a selection list, no selection list line items can be added or modified, the selection list cannot be merged with another selection list, and it cannot be copied to a purchase order.

You might want to close a selection list when you are finished adding all the titles to it, and you do not want other selectors to add to the selection list. Then, when you are ready to copy the titles to a purchase order, you could change the status back to **Open**.

Tip:
To find selection lists with a certain status, select **Status** in the **Limit by** box on the Find Tool and then select **Open** or **Closed** in the **Value** box.

Follow these steps to change a selection list's status.

1. Open the Selection List workform.
2. On the Selection List workform, select **Closed** or **Open** in the **Status** box.
3. Save the selection list.

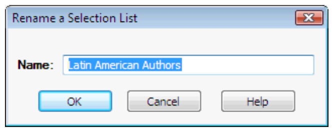
Rename a selection list

If you have the permission to modify selection lists, you can change the name of an existing selection list. Follow these steps to change a selection list's name.

1. Use the Find Tool to search for the selection list you want to rename.

   The selection list appears in the Find Tool results.
2. Right-click the selection list in the Find Tool results list, and select **Rename** on the context menu.

   The **Rename a selection list** dialog box appears.



3. Type a new name for the selection list in the **Name** box, and click **OK**.

   The selection list is saved with the new name.

Copying Selection List Lines

You can copy selection list lines to another selection list or to a purchase order from the Selection List workform, the Selection List Line Item workform, or the Find Tool results list.

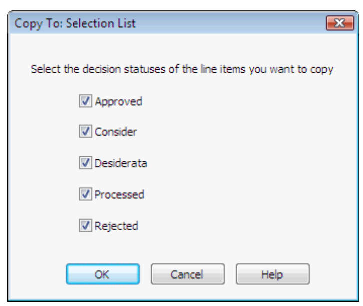
Copy selection list lines to another selection list

You can copy one or more selection list lines with any status to another existing selection list. When a selection list line item is copied to another selection list, the status changes back to Consider. Follow these steps to copy one or more selection list lines to another selection list.

Tip:
You can also search for a specific selection list line item from the Find Tool, and copy it to another selection list. See "Copy a single selection list line to another selection list" on page 93.

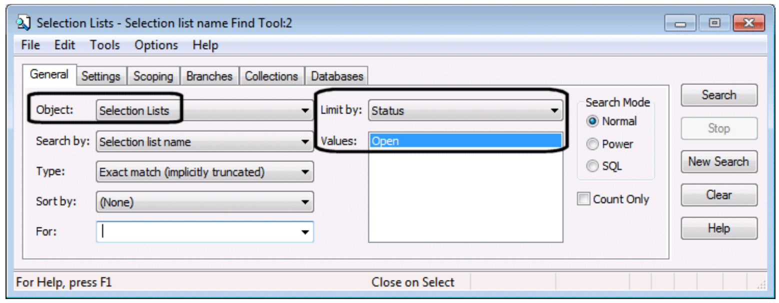
1. Open the Selection List workform containing the title or titles that you want to copy to another selection list.
2. Do one of the following tasks:
   - To copy all the selection list line items, select **Tools, Copy to Selection List** from the workform menu, click on the top toolbar, or press **Ctrl+L**.

     The Copy To Selection List dialog box appears with all the decision statuses selected. Click **OK** to copy all the selection list line items. To exclude selection list line items that have a certain decision status, uncheck the appropriate decision box.



   - To copy specific selection list line items, highlight them in the list, right-click, and select **Copy lines to selection list** from the context menu, or click on the toolbar directly above the list.

   The Find Tool appears with **Selection List** in the **Object** box, **Status** in the **Limit by** box, and a status of **Open**. The results are limited by a status of open because you can copy selection list line items to an open selection list.



3. Search for and select the destination selection list.

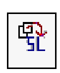
   The lines are copied to the selection list.

Copy a single selection list line to another selection list

You can copy a single selection list line to another selection list from the Find Tool or from the Selection List Line Item workform. Follow these steps to copy a single selection list line item to an existing selection list.

1. Find the selection list line item you want to copy to another selection list.

   The selection list line item appears in the Find Tool results list.

2. Copy the selection list line item displayed in the Find Tool results list by one of these methods:
   - Right-click the selection list line item, and select **Copy To**, **Selection List** from the context menu.
   - Double-click the selection list line item to open the Selection List Line Item workform, and select **Tools, Copy to Selection List**, or click .

   The Find Tool appears.

3. Use the Find Tool to search for the selection list to which you want to copy the selection list line item.

   The selection list appears in the Find Tool results list.

4. Double-click the selection list in the Find Tool results list.

   The selection list line item is copied to the selection list you chose.

1-2-3

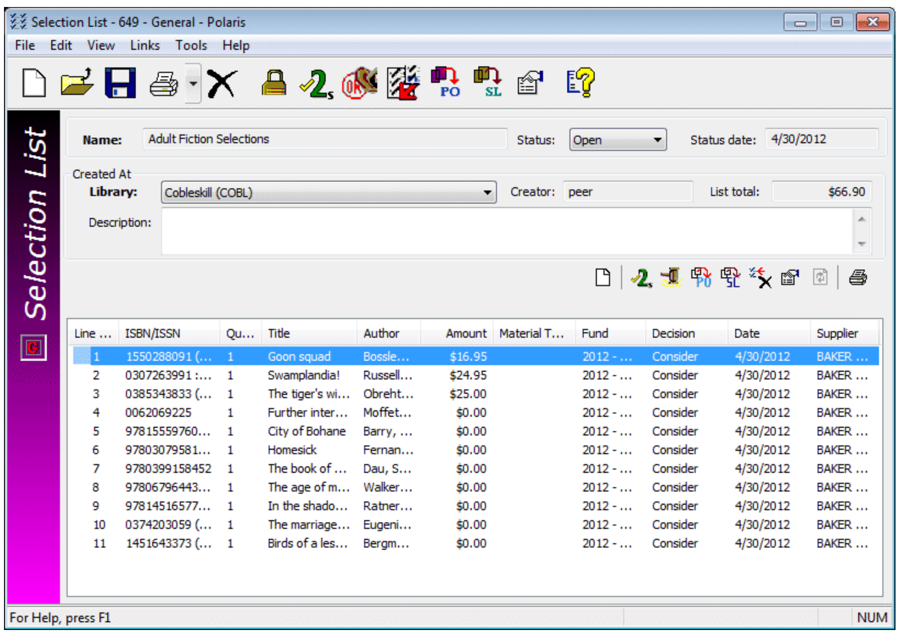
Copy selection list lines to a purchase order

You can select specific line items to copy or you can select line items by their decision status. Even if a selection list line item was previously copied to a purchase order and has the status Processed, it can still be copied to another purchase order. The processed date is updated each time a selection list line item is copied to a purchase order.

Follow these steps to copy one or more selection list lines to a purchase order.

Important:
The selection list line must contain a unit price, location, and fund data before it can be copied to a purchase order.

1. Open the Selection List workform.



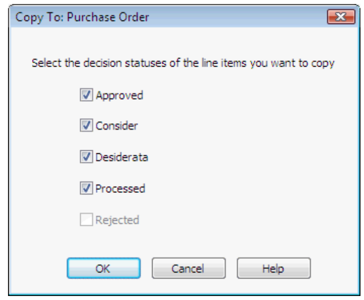
2. Use one of the following methods to copy the selection list line items:

   - To copy all lines or all lines with a specific decision status (for example, all approved selection list lines), select **Tools, Copy to Purchase Order** from the Selection List menu bar, click on the top toolbar, or press **Ctrl+Y**.

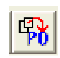
Tip:
To keep your place in the list and retain your sort order, select **Edit, Lock List View** or click .

Click to refresh the list.

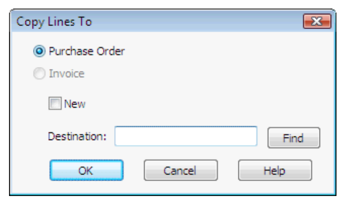
The Copy To Purchase Order dialog box appears.



Click **OK** to copy all the selection list line items. To exclude selection list line items that have a certain decision status, uncheck the decision box.

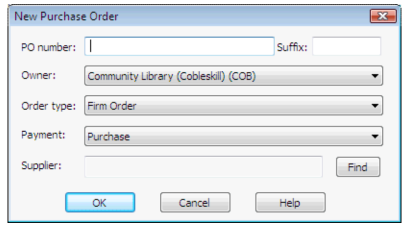
- To copy specific lines, select the lines listed in the Selection List workform, right-click, and select **Copy to Purchase Order** from the context menu, or click  above the line items list.

The Copy Lines To dialog box appears.



Note:
Selection list line items with a status of Rejected are not copied to a purchase order. To copy rejected selection list line items, you can first change their decision status. See "Modify the decision on selection list line items" on page 87.

3. Choose one of the following options:
   - To copy the lines to a new purchase order, select the **New** check box.
   - To copy the lines to an existing purchase order, click **Find** to search for and select the purchase order, or type the purchase order's number or name in the **Destination** box.
4. Click **OK** on the Copy Lines To dialog box.
   - If you are copying the selection list lines to an existing purchase order, a confirmation message appears. Click **OK**, and the lines are copied to the purchase order you selected. You can skip the next step.
   - If you are copying to a new purchase order, the New Purchase Order dialog box appears.



Tip:
If the **Alert** box is checked on a selection list line item, the **Alert** box is checked on the corresponding purchase order line item. If there are notes in a selection list line item, they are copied to the **Non-public note** field in the purchase order line item.

5. If the New Purchase Order dialog box appears, type the purchase order number and suffix, and click **Find** to search for and select the supplier. You can also select a different owner, order type and payment method. Then, click **OK** on the New Purchase Order dialog box.

   The line items are copied to the purchase order unless the line item has a status of Rejected. All the information in each selection list line item is copied to the corresponding purchase order line item.

Related Information

- **Copying a manually-entered selection list line item** - If you created the selection list line item by typing the information in the Selection List Line Item workform, it is not linked to a bibliographic record. When you copy the selection list line item to a purchase order, a brief bibliographic record is created and a message asks if you want any records created during the copy process to display in the PAC. Click **Yes** to allow the brief bibliographic record to display in the PAC, or **No** if you do not want the record to display. You can select **No** and later opt to display the records in the PAC when you release the purchase order.
- **Copying a selection list line item with a title from a Z39.50 search** - If you added a line item's bibliographic information by searching a remote database for the title, the linked bibliographic record has a status of Provisional. When the selection list line item is copied to a purchase order, the status of the linked bibliographic record changes to Final.
- **Duplicate selection list line items** - Duplicate detection runs automatically when you copy selection list lines to a purchase order. If a duplicate message appears, and you want to print the duplicate report, click **Yes**. See "Check a selection list for duplicates and print a report" on page 88.
- **Notes in the selection list line item** - If there are notes in the **Note** box on the Additional Description view of the Selection List Line Item workform, they are copied to the **Non-public notes** box on the Purchase Order Line Item workform.
- **Selection list line item segment funds and purchase order payment method** - If the selection list line item segments funds have a fund type of Deposit Account, the payment method on the purchase order is Depository Agreement. If the selection list line item segments have a fund type of Regular or Donation, the payment method on the purchase order is Purchase. If the selection list line segments have a mixture of Deposit Account, and Regular or Donation fund types, an error message appears.

Copy a single selection list line to a PO

You can copy a single selection list line item from the Selection List Line Item workform or from the Find Tool. Follow these steps to copy a selection list line to a purchase order.

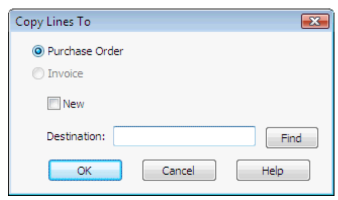
Important:
The selection list line must contain a unit price and fund data before it can be copied to a purchase order. See "Add titles to a selection list one at a time" on page 81.

1. Use the Find Tool to search for a selection list line item for the title to copy to the purchase order.

   The selection list line item appears in the Find Tool results list.

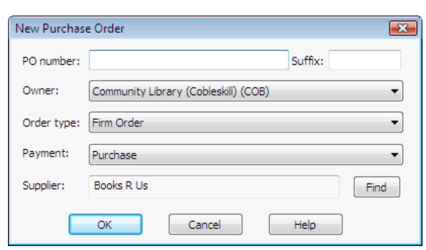
2. Do one of the following steps:
   - Right-click the selection list line item in the Find Tool results list, and select **Copy To** from the context menu.
   - Double-click the selection list line item in the Find Tool results list to open the selection list line item in the Selection List Line Item workform, and select **Tools, Copy to Purchase Order** from the menu.

   The Copy Lines To dialog box appears.



3. Choose one of the following options:
   - To copy the line to a new purchase order, select the **New** check box.
   - To copy the line to an existing purchase order, click **Find** to search for and select the purchase order, or type the purchase order's number or name in the **Destination** box.

4. Click **OK** on the Copy Lines To dialog box.
   - If you are copying to an existing purchase order, skip the next step.
   - If you are copying to a new purchase order, the New Purchase Order dialog box appears. Go to the next step.



5. To copy the selection list line to a new purchase order, type a number and suffix for the purchase order in the **PO number** and **Suffix** boxes. You can also select a different owner, order type, payment type, and supplier. Then, click **OK**.

   A message asks you to confirm that you want to copy the selection list line.

6. Click **OK** to confirm that you want to copy the selection list line.

   Polaris performs duplicate detection against other selection lists and other purchase orders.

   - If there are no duplicates, the selection list line is copied to the purchase order you specified.
   - If there are duplicate lines in another selection list or purchase order, a message asks if you want to print the duplicates report.

7. If a message informs you that a duplicate was found, and you want to print the report, click **Yes**.

   The Selection List Duplicates report appears in the Preview window. For more information on the Selection List Duplicates Report, see "Check a selection list for duplicates and print a report" on page 88.

Related Information

- **Copying a manually-entered selection list line item** - If the selection list line item was created manually by typing the information in the General and Additional Description views of the Selection List Line Item workform, it is not linked to a bibliographic record. However, when you copy the selection list line item to a purchase order, a brief bibliographic record is created. A message asks if you want to display the title in the PAC. Click **Yes** to allow the bibliographic record to display in the PAC, or **No** if you do not want the record to display.

  Note:
  You can select **No** and later opt to display the records in the PAC when you release the purchase order.

- **Copying a selection list line item with a title from a Z39.50 search** - If you added a line item's bibliographic information by searching a remote database for the title, the linked bibliographic record has a status of Provisional. When the selection list line item is copied to a purchase order, the status of the linked bibliographic record changes to Final.
- **Notes in the selection list line item** - If there are notes in the **Note** box on the Additional Description view of the Selection List Line Item workform, they are copied to the **Non-public notes** box on the Purchase Order Line Item workform.

Deleting Selection Lists or Selection List Lines

When you no longer need a selection list, and you have the library-level permission **Selection lists: Delete**, you can delete an entire selection list or specific line items. If you do not have this library-level permission, you cannot delete selection lists or selection list line items.

A separate permission **Selection list line item segments: Create, modify, delete** is granted at the branch level and controls which branches' selection list line item segments you can create, modify, or delete. If you have the **Selection list line item segments: Create, modify, delete** permission for the same branch as the branch in the **Destination** box on the selection list line item segment, you can delete the segment.

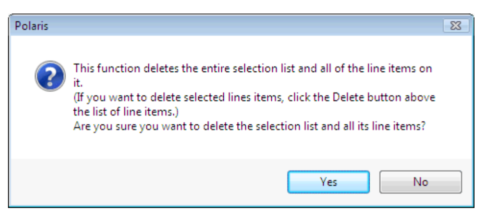
For more information on these permissions, see "Select Material" in the *Polaris Technical Services Administration Guide 4.1*.

Delete a selection list

Follow these steps to delete a selection list.

1. Open the selection list you want to delete.
2. Select **File, Delete** or click on the Selection List workform menu.

   A message tells you that this deletes the selection list and all line items.



3. Click **Yes** to continue.

   Messages may appear if the selection list is linked to any purchase orders, or if any of the line items have a status of Approved.
4. If either of these messages appear, click **OK** to continue deleting the selection list.

   The selection list and all selection list line items are deleted.

Delete a selection list line item

You can delete selection list line items from the Find Tool, the Selection List Line Item workform, or the Selection List workform. Follow these steps to delete selection list line items.

Tip:
When you search for selection lists, you can limit the search by status. For example, you could search for all selection list line items with a status of Rejected.

1. Use one of the following methods to delete a selection list line item.
    - From the Find Tool, search for the selection list line items, select them in the list, right-click, and select **Delete** from the context menu.
    - From the Selection List workform, select the line items, right-click and select **Delete** from the context menu.
    - From the Selection List Line Item workform, select **File, Delete** to delete the selection list line item.
2. If a message tells you a line item is linked to a purchase order line item, click **Yes** to continue.

    The selection list line item or items are deleted.

Selection List Fund Allocations Report

You can use the Selection List Fund Allocations Report, available from the Selection List workform, to see the funds that are allocated to pay for the selected titles. The Selection List Fund Allocations Report is divided into two sections:

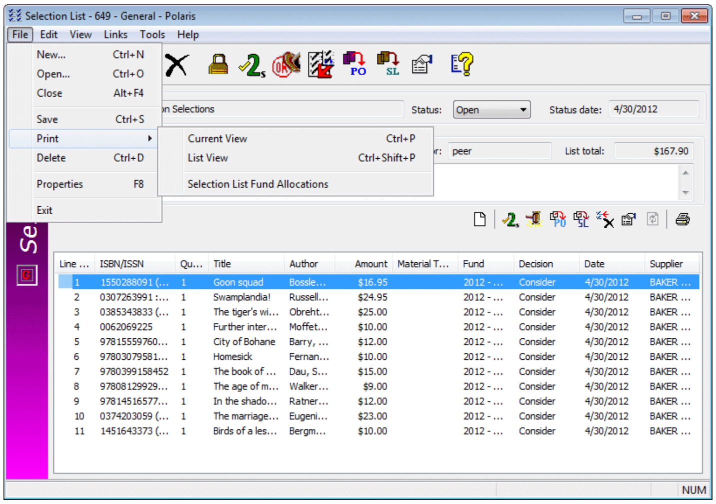
- **Summary Fund Allocations** - The top summary section lists the fund name, alternative name, and fiscal year for each fund allocated on the selection list. It also lists the total amount for all line items on this selection list that use this fund, and a total for all the funds. If one or more selection list line item segments are not linked to a fund, the total for these segments appears under **None** for the fund.
- **Detailed Fund Allocations** - This section groups all line items under the fund name that is allocated to pay for them. The list is sorted alphabetically by title under each fund and displays the title, ISBN, author, material type, miscellaneous identifier, quantity, and amount for each line item. If more than one fund is associated with a selection list line item, the title appears in the details section under each of the funds with the specific amount allocated for that fund.

Print the Selection List Fund Allocations report

Follow these steps to print the Selection List Fund Allocations report.

Tip:
You can also right-click a selection list in the Find Tool results list, and select **Print, Selection List Fund Allocations** from the context menu.

1. Open the Selection List workform.
2. Select **File, Print** or click on the Selection List workform menu, and select **Selection List Fund Allocations**.



The Selection List Fund Allocations Report appears in the preview window.

Selection List Name: Adult Fiction Selections

SUMMARY FUND ALLOCATIONS

Fund Name	Fund Alternative Name	Fiscal Year	Amount
2012 - Community Adult Fiction	CAF	2012 - Community	$167.90
		Total:	$167.90

DETAILED FUND ALLOCATIONS

Fund: 2012 - Community Adult Fiction

Title	ISBN	Author	Material Type	Miscellaneous Identifier	Qty	Amount
The age of miracles : a novel	9780812992977 (alk. paper)	Walker, Karen Thompson.			1	$9.00
Birds of a lesser paradise : stories	1451643373 (ebook)	Bergman, Megan Mayhew.			1	$10.00
The book of Jonas	9780399158452	Dau, Stephen.			1	$15.00
City of Bohane	9781555976088 (alk. paper)	Barry, Kevin.			1	$12.00
Further interpretations of real-life events : stories	0062069225	Moffett, Kevin, 1972-			1	$10.00
Goon squad	1550288091 (bound) :	Bossley, Michele Martin.			1	$16.95
Homesick	9780307958105 (hardcover)	Fernando, Roshi.			1	$10.00
In the shadow of the banyan	9781451657708 (hardcover)	Ratner, Vaddey.			1	$12.00
The marriage plot	0374203059 (hardcover : alk. paper)	Eugenides, Jeffrey.			1	$23.00
Swamplandia!	0307263991 : HRD	Russell, Karen, 1981-			1	$24.95
The tiger's wife : a novel	0385343833 (hbk. : acid-free paper) :	Obreht, Téa.			1	$25.00
					Fund subtotal:	$167.90

3. Select **File, Print** in the preview window to print the report.

Ordering

You have several options for ordering items, depending on your library's acquisitions workflow and whether orders are e-mailed, faxed, or transmitted via electronic data interchange (EDI). To order materials using Polaris Acquisitions, do the following basic steps:

- **Select titles on the supplier's Web site** - Select the titles on the supplier's Web site using the distribution grid set up with your library's location, collection, and fund information. If your Polaris administrator has added the links, you can go to your suppliers' Web sites by selecting **Utilities, Link to Supplier Databases**.
- **Download the brief MARC records for the selected titles** - Save the records to your desktop or another file location.
- **Import the brief MARC records into Polaris** - Select **Utilities, Importing, Express Import** or **Full Import** and select the **Acquisitions Bibs** profile, or an import profile named for the supplier. In the import setup, you specify the record set where all the bibliographic records are gathered. For more information, see "Setting Up Import Profiles and Importing Records" in the *Polaris Cataloging Guide 4.1*.
- **Create a purchase order in Polaris using one of the following methods:**

Tip:
For information about the types of orders you can create in Polaris, see "Creating Purchase Orders" on page 106.

  - **Bulk add titles to the purchase order** - Download bibliographic records from your supplier, import them into record sets, and bulk add titles to the purchase order. The distribution segments are created automatically from 970 tags in the bibliographic records. See "Create a purchase order by bulk adding titles" on page 107.
  - **Create a new blank purchase order** - Select **File, New** from the Polaris Shortcut Bar, and select a template, or create a new, blank purchase order. See "Create a purchase order using a template or a blank workform" on page 110.
  - **Copy an existing purchase order** - Save the new purchase order with a different number. See "Create a purchase order by copying a purchase order" on page 112.

Tip:
You can also bulk add titles to a selection list and then copy them to a purchase order.

  - **Copy selection list lines to a new or existing purchase order** - See "Copy selection list lines to a purchase order" on page 94.
  - **Use Polaris Titles to Go** - Query a supplier's site and bring back title information to create purchase order line items. See "Using Polaris Titles to Go" on page 145.
  - **Renew a subscription in Serials** - Purchase orders are created automatically when subscriptions are renewed if the parameter **Create Purchase Order at subscription renewal** is set to **Yes** in Polaris Administration. See "Renew a subscription from the subscription record" in the *Polaris Serials Guide 4.1*.

- Add or change information on the purchase order workform. See “Add or change general purchase order information” on page 113.
- Add purchase order lines and segments if they were not added automatically. Line items contain information about the titles you are ordering. Each line item contains at least one segment with the distribution and fund information for the copies of that title. See “Adding Titles to a Purchase Order” on page 117 and “Adding PO Line Distribution Grid” on page 124.
- Release the purchase order, and specify the payment method. See “Releasing and Sending Purchase Orders” on page 132.
- Send the purchase order to the supplier by fax, e-mail, or electronic data interchange (EDI). See “Releasing and Sending Purchase Orders” on page 132. After the order is received, the supplier sends an order acknowledgment. If the order was sent via EDI, the supplier produces an electronic order acknowledgment that is retrieved by the Polaris EDIAgent. You can generate the Electronic PO Acknowledgment report from the EDI acknowledgment files. See “Acquisitions Reports” in the *Polaris Basics Guide 4.1*. If you send EDI orders and receive shelf-ready materials, see “Enriched EDI Orders and Shelf-Ready Items” on page 150.

Important:
Your library may have collection development programs where suppliers send many titles of a specific type or genre, but the titles are not known until you receive the order. In these cases, you can create an invoice without a purchase order and give it an order type of **Approval Plan** or **Blanket Order.** Your library may refer to these types of orders as *standing orders.* However, in Polaris, the order type **Standing Order** is used only with serials. See “Creating Purchase Orders” on page 106.

This unit covers the following topics:

Terms

serials A serial is a publication issued over a period of time, usually on a regular basis (for example, weekly) with some sort of numbering used to identify issues (for example, volumes, issue numbers, dates). A serial, unlike other multi-volume publications such as encyclopedias or the complete works of authors, does not have a foreseeable end. Examples of serials include popular magazines (*Newsweek*), scholarly journals (*Journal of the American Medical Association*), electronic journals (*The Scientist*), and annual reports.

monographic series A monographic series is a group of individual titles, usually with a common subject or theme, having a collective title that applies to the group as a whole. Monographic series may be numbered or unnumbered.

standing order A library sets up a “standing order” for titles which are published less frequently (annually, for example) or irregularly. The volumes (parts) are supplied as they are published and are paid for as they are received. In Polaris, standing orders are used only for ordering parts in a monographic series.

subscription A library places a subscription for newspapers, magazines and scholarly journals. The subscriptions are usually paid before receiving the first issue.

Creating Purchase Orders

The purchase order record contains instructions, cumulative totals, and notes that pertain to the order as a whole, as well as line items for the titles being ordered. Each line item is a distinct record that contains unique information about a title. Within each line item, the segments contain distribution and fund information for copies of the title. You can create purchase orders using various methods in Polaris. See "Ordering" on page 103.

Order Types

Depending on the funding source, the supplier's arrangement with your library, and the materials being ordered, you can select from the following order types in Polaris:

- **Firm** orders are used for ordering specific titles that are not published serially. When the order is released, the funds are encumbered. When the items come in, they are received and the line items are copied to the invoice. When the invoice is paid, the funds are expended.
- **Donation** orders are for ordering items using donated funds. The fund type must be **Donation** in the Fund Record.
- **Gift** orders are used when the items are free, and the order is for tracking and reporting purposes. No funds are selected with a gift order, and a gift order cannot be copied to an invoice.
- **Standing Order** is the order type used exclusively for ordering parts in a monographic series for which there is an overall title, but each volume has its own title. A purchase order line item is linked to the series as a whole. When the purchase order is released, the funds are encumbered for the series as a whole. Or, a standing order can be prepaid. A Serial Holdings Record represents the overall title of the series. When standing order parts come in, they are checked in via Serials, not by receiving in Acquisitions. Each standing order part is linked to a bibliographic record when it is checked in.
- **Subscription** orders are for paying subscriptions with issues that can be predicted. When subscription issues arrive, they are checked in via Serials, and item records can be generated at check in.
- **Blanket Order** and **Approval Plan** types are used when the supplier automatically ships titles under a specific program. For these types, no purchase order is created, and the information is entered in the Invoice workform. For more information, see "Invoicing" on page 187.

Tip:
For most orders, you select the type in the **Order type** box in the Purchase Order workform. However, for blanket orders or approval plans, no order is used, and you select the type in the **Type** box on the Invoice workform.

Order Types, Payment Methods, and Fund Types

The following table shows the combinations of order types, payment methods, and fund types that can be used in Polaris.

Order Type	***Payment Method***	***Available Fund Types***
• Firm • Subscription • Standing Order	Purchase	• Regular • Donation
• Firm • Subscription • Standing Order	Depository Agreement	Deposit Account
Gift	Free	None
Donation	Purchase	Donation

Create a purchase order by bulk adding titles

To bulk-add titles from a record set to a purchase order, the bibliographic records must include 970 tags. For more information, see "The Bulk Add Process for Purchase Orders and Selection Lists" on page 147.

Important:
When you import bibliographic records with 970 tags, bulk add them to a purchase order as soon as possible because another user could add 970 tags to the same bibliographic record before your 970 tags are updated with $9, indicating they are processed. See "Mark 970 data as processed after bulk adding titles" in the *Polaris Technical Services Administration Guide 4.1*.

Follow these steps to create a purchase order and add multiple titles at once.

1. Select **Cataloging, Record Sets** from the Polaris Shortcut Bar.

   The Find Tool appears.

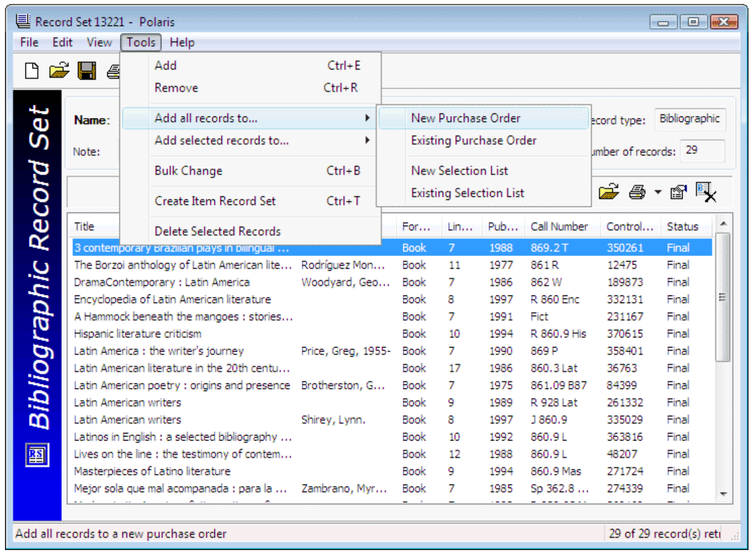
2. Search for and select the bibliographic record set.

   Note:
   Provisional records cannot be used in the bulk add process.

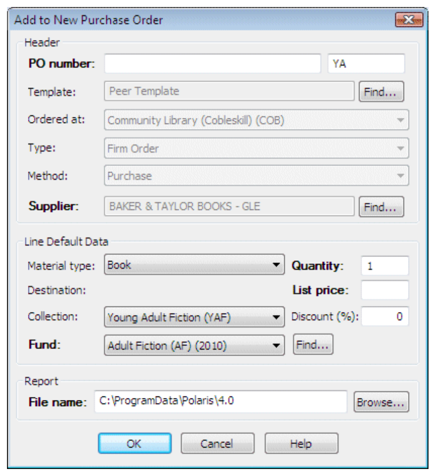
   The bibliographic record set workform appears.

Tip:
To focus the search for the record set, select **Type** in the **Limit by** box and **Bibliographic** in the **Value** box. If you know you want to add all the records in the record set to the purchase order, select the record set in the Find Tool results list, right-click and select **Add to purchase order, New**.

3. Select **Add all records to New Purchase Order** or highlight specific records in the list, and choose **Add selected records to New Purchase Order**.



The Add to New Purchase Order dialog box appears.



4. Choose one of the following options:
   - To use a template, click **Find** next to the **Template** box, and use the Find Tool to locate and select a purchase order template. The supplier, branch, order type, and payment method are defined in the template. However, if the purchase order template has a default line item with distribution data in segments, the segments in the template are not used in the bulk add process. Only the data in the 970 tags or the bulk add defaults (if the parameter is set to use this information) create the distribution information in the segments.

- To create the order without a template, select an option in the **Ordered at**, **Type** and **Method** boxes, and click **Find** next to the **Supplier** box to search for and select a supplier.

  Important:
  If you want the bulk add report to list records that did not get bulk added because they lacked the correct location, collection, material type, or fund data in the 970 tags, set the Polaris Administration Acquisitions parameter **Bulk Add to PO: Replace Invalid Fields with Default data** to **No**. In this case, the defaults will not be used, so you do not need to specify defaults for the material type, destination, collection, or fund.

5. (Optional) Select the default values in the **Material type**, **Destination**, and **Collection** boxes.
6. (Optional) Click **Find** next to the **Fund** box, and use the Find Tool to search for and select the default fund.
7. Type the defaults values in the **Quantity**, **List price**, and **Discount (%)** boxes.
8. Type a path and name for the error report file in the **File name** box, or click **Browse**, browse to the path, and enter a name for the file.
9. Click **OK** to start the bulk add process.

   A message box shows the progress of the bulk add process. When the processing is complete, a dialog box appears.
10. Click **OK** to acknowledge the message.
11. Open the error report to see where substitutions were made.

Tip:
Print the error report each time you bulk add records to a purchase order, and refer to it while editing the purchase order.

12. Use the Find Tool to search for and select the purchase order that you created using bulk add.

    The purchase order is displayed in the Purchase Order workform.
13. Edit the purchase order as necessary, and select **File**, **Save**.

Related Information

For more information, see “The Bulk Add Process for Purchase Orders and Selection Lists” on page 147.

Create a purchase order using a template or a blank workform

You can create a purchase order using a purchase order template that already contains default data, including a default line item with a distribution grid (segments). Or, you can open a blank purchase order workform and enter all the information. Follow these steps to create a purchase order.

Note:
For information on saving purchase orders as templates, see "Creating Purchase Order Templates" on page 58.

Tip:
You can search for the purchase order template in the Find Tool, right-click the template in the results list, and select **Create, Purchase Order** from the context menu.

Tip:
If you are creating multiple purchase orders using the same template, you can select the template, and select the **Make session default** box. When you create the next purchase order, the template is automatically selected.

1. Select **File, New** or click from the Shortcut Bar.

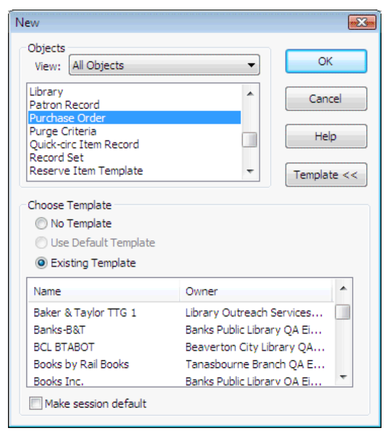
   The New dialog box appears.

2. Select **Purchase Order** from the list.

   The existing purchase order templates are listed in the bottom frame of the New dialog box.

3. Do one of the following steps on the New dialog box:

   - Select **Existing template**, and select a template from the list.



   - If you do not want to use a template, select **No template**.

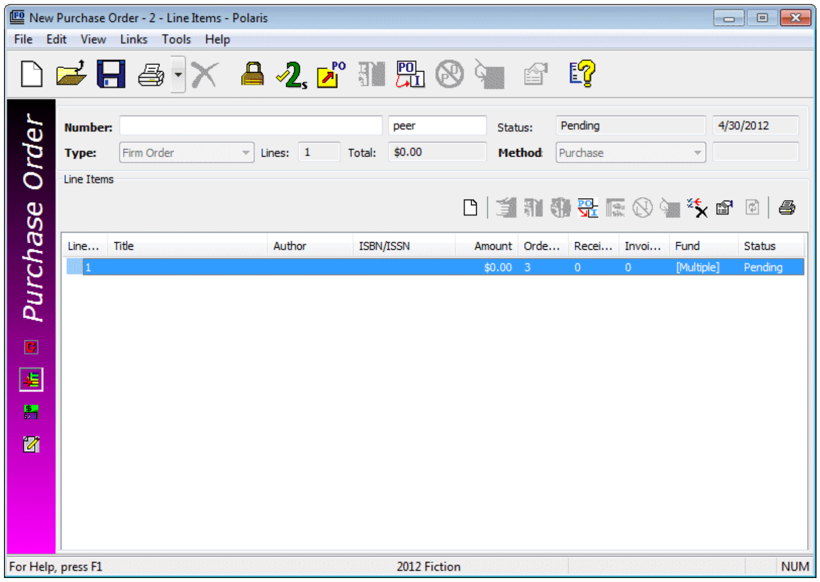
4. Click **OK**.

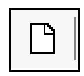
   If you selected a template, the Purchase Order workform appears with the information copied from the template. See "Creating Purchase Order Templates" on page 58 for a list of the information that is copied when a template is used to create a new purchase order. If the template contains a default line item, it is copied to the new purchase order along with the default segment information.

5. Select **View, Line Items** or click .

   The Line Items view of the Purchase Order workform appears.

If you created the purchase order with a template that contains a default line item, one line item appears without bibliographic data.



6. Do one of the following steps to add the line items to the purchase order:
   - If an existing default line item is listed, double-click the line item.
   - If there is no default line item, click  in the line items toolbar or press **CTRL+I**.

     Important:
     If the purchase order was created using a template and you add line items from this view, the line items are created using the information from the template for as long as you have the purchase order open. You can save the purchase order and keep adding more lines using the default data from the purchase order template. However, when you close the purchase order, reopen it and add line items, the information is not retained from the template.

   The Purchase Order Line Item workform appears.
7. Add the line items following the steps in the section “Add a purchase order line item” on page 118.
8. Add or edit the information on the other views of the Purchase Order workform, and save the purchase order.

Related Information

- “Add or change general purchase order information” on page 113
- “Add or change claiming information for an order” on page 115
- “Add or change supplier instructions for a purchase order” on page 116

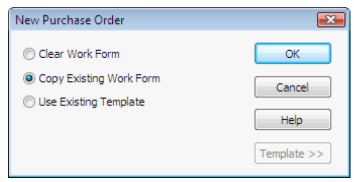
Create a purchase order by copying a purchase order

Follow these steps to copy an existing purchase order to create a new one.

Notes:
You cannot copy a purchase order that has a payment method of depository agreement to a new or existing purchase order.
If you are copying a purchase order with an order type of **Gift** to a new purchase order, the payment method is set to **Free** in the new purchase order.

1. Open the Purchase Order workform.
2. Select **File, New** from the workform menu bar.

   The New Purchase Order dialog box appears.



3. Select **Copy Existing Workform**, and click **OK**.

   The purchase order workform is copied. If automatic purchase order numbering is enabled, the purchase order number is incremented by one. See "Enable automatic purchase order numbers" in the *Polaris Technical Services Administration Guide 4.1*.
4. Add or change information on the purchase order workform.
5. Select **File, Save**.

Important:
If the purchase order you are copying contains lines that are no longer linked to a bibliographic record because the bibliographic record was deleted, you cannot copy the purchase order. An error message appears listing the unlinked purchase order line items.

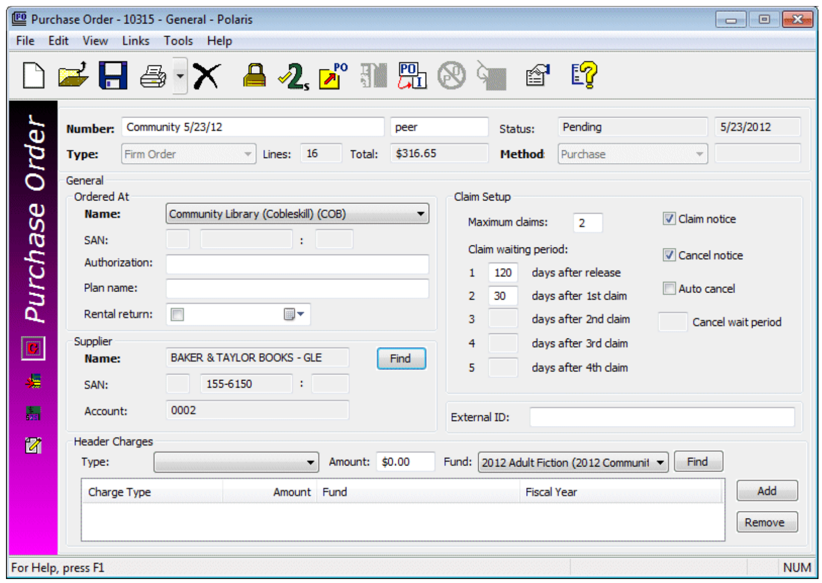
Related Information

Copying purchase order line items or segments - You can copy individual lines or segments from an existing purchase order to create a new one. This is useful when part of the order is canceled. For more information, see "Copy lines/segments to another purchase order" on page 183.

Add or change general purchase order information

If you created a purchase order from the Polaris Shortcut Bar, you can enter the information for the new purchase order on the General, Charges, and Instructions to Supplier views of the Purchase Order workform. If you created a purchase order by another method, such as using a template, some information may already be in the Purchase Order workform, but you can change it as necessary. Follow these steps to add or change the information on the General view of the Purchase Order workform.

1. Open the Purchase Order workform.



Tip:
You can change the purchase order number and purchase order suffix until the purchase order is released.

2. If your library does not use system-generated purchase order numbers, type the purchase order number in the **Number** box. The purchase order number can be up to 30 characters long.

   Note:
   You can type over the system-generated purchase order number to change it, if necessary. System-generated purchase order numbers are set in Polaris Administration. For more information, see "Enable automatic purchase order numbers" in the *Polaris Technical Services Administration Guide 4.1*.

3. Type the suffix in the box to the right of the **Number** box. A suffix is not required, but you can search for purchase orders by their suffix. You can enter a suffix for either system-generated or manually-entered purchase order numbers. The purchase order number suffix can be up to 8 characters long.

   Important:
   When EDI orders are sent, only the purchase order number is transmitted to the supplier. The suffix is not transmitted with the number. Check with your supplier to see if there is a limit on purchase order numbers in EDI transmissions. Make sure EDI purchase order numbers do not exceed a supplier's limits.

Tip:
See “Order Types, Payment Methods, and Fund Types” on page 107.

4. Select the type of order in the **Order type** box.

5. Select the payment from the **Payment method** box.

6. If applicable, enter the following optional information:
   - Type the name of the person authorizing the purchase in the **Authorization** box.
   - Type the name of the plan in the **Plan name** box.
   - Type the date when rental items need to be returned in the **Rental return** box.

7. Click **Find** next to the **Supplier Name** box.

   The Find Tool appears.

8. Search for and select the supplier to which you will send the purchase order.

   The name of the supplier appears in the **Supplier Name** box.

   Note:
   If you want to use a foreign supplier, you can limit the search by currency code. When the purchase order is linked to a supplier that uses a different currency from your base currency, the amounts will be displayed in the foreign currency with the currency code next to the total on the Charges view of the Purchase Order workform. “Set up a supplier record for a foreign vendor” on page 53.

9. To enter another identifier for the purchase order, type it in the **External ID** box. You can search for purchase orders in the Polaris Find Tool by the External ID number.

10. Select **File, Save** to save the purchase order.

Related Information

- **Claiming data in the purchase order** - Any claiming or cancellation data in the supplier record are copied to the purchase order when you select the supplier. You can change the claim data on the purchase order, but you must first select a supplier. Changing the claiming and cancellation data on the purchase order does not change the supplier record. For instructions on adding or changing the claiming data, see “Add or change claiming information for an order” on page 115.
- **Entering purchase order header charges** - You can add header charges for the purchase order as a whole, such as shipping charges, in the Header Charges section of the Purchase Order workform. But, since the exact amounts for these charges are not known until the invoice is received, it may be preferable to enter these charges in the Invoice workform. See “Add or change invoice header charges and credits” on page 206.
- **Funds at the purchase order line item segment level** - Each purchase order line item segment must have a fund associated with it. For information on allocating funds for a purchase order line item segment, see “Add purchase order line item segments” on page 125.

Add or change claiming information for an order

Follow these steps to add or change claiming information for a purchase order.

Note:
When you create a purchase order using a template, the claiming data is automatically filled in based the purchase order template. If you did not use a template, the claiming data from the supplier record is copied to the purchase order and all the line items when you select the supplier. You can add, modify, or delete claiming information on the purchase order, but you must first select a supplier.

1. Open the Purchase Order workform.
2. Type the number (1-5) in the **Maximum claims** box to indicate the number of claims to go to the supplier before canceling an ordered item.
3. In the **Days after release/expected arrival** box, type the number of days between the time a purchase order line item is released and the time the first claim is generated.
4. Enter the claim cycle information as follows:
   a) Type a number in the **days after 1st claim** box to indicate the number of days that must pass after the first claim is generated before the second claim is generated.
   b) Type a number in the **days after 2nd claim** box to indicate the number of days that must pass after the second claim is generated before the third claim is generated.
   c) Type a number in the **days after 3rd claim** box to indicate the number of days that must pass after the third claim is generated before the fourth claim is generated.
   d) Type a number in the **days after 4th claim** box to indicate the number of days that must pass after the fourth claim is generated before the fifth claim is generated.
5. Select the **Cancel notice** check box to generate a cancellation notice.
6. Select the **Claim notice** check box to generate a claim notice.
7. Select the **Auto cancel** check box to automatically cancel the items after the claim cycle is over.
8. Type a number in the **Cancel wait period** box to indicate the number of days to wait after the last claim is sent out before canceling items ordered from this supplier.

Related Information

"Claiming" on page 167

1-2-3

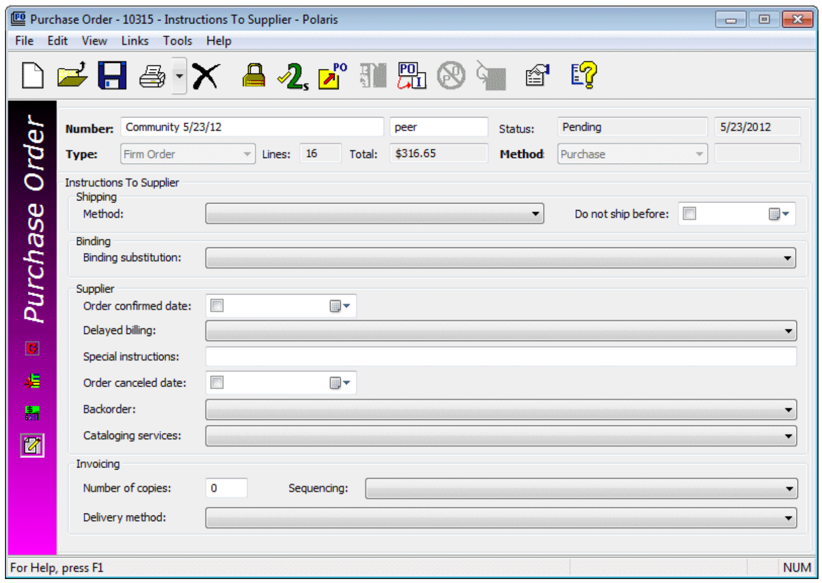
Add or change supplier instructions for a purchase order

Tip: Click to display the Instructions to Supplier view.

Follow these steps to specify instructions to the supplier on the Instructions To Supplier view of the Purchase Order workform.

1. Open the Purchase Order workform.
2. Select **View, Instructions to Supplier** from the menu bar.

   The Instructions to Supplier view appears.



3. Provide any specific instructions to the supplier concerning this order as a whole by completing the appropriate boxes.
4. Select **File, Save** to save the record.

Adding Titles to a Purchase Order

The line items on the purchase order contain information about the titles you are ordering. The existing claiming and discount information is copied from the linked purchase order to the line item, but you can change this information on the Purchase Order Line Item workform. For more information on the claiming data, see “Add or change claiming information for an order” on page 115.

Within each line item is at least one segment that specifies the distribution (destination and collection) and the quantity ordered. The segments also specify the fund or funds allocated for the copy or copies of the title.

If you used a template to create the purchase order, it contains one default line item without bibliographic data but with distribution information. You add the bibliographic record information by finding an existing record or by typing the information. When you add more line items, the template data will be used for as long as your logged-in session is open.

You can edit the segment data and then copy it to the next purchase order line item without copying the bibliographic information. Copying all the distribution information saves you from selecting the destination, collection, and fund for each segment in the copied line item.

If you are using Polaris Titles to Go, you can check a title’s availability at your supplier’s site while remaining in the Purchase Order Line Item workform. If the title is not found in your local database, Titles to Go uses Web Services to bring back bibliographic and availability information from the supplier. See “Using Polaris Titles to Go” on page 145.

Add a purchase order line item

Follow these steps to add a purchase order line item to an existing purchase order.

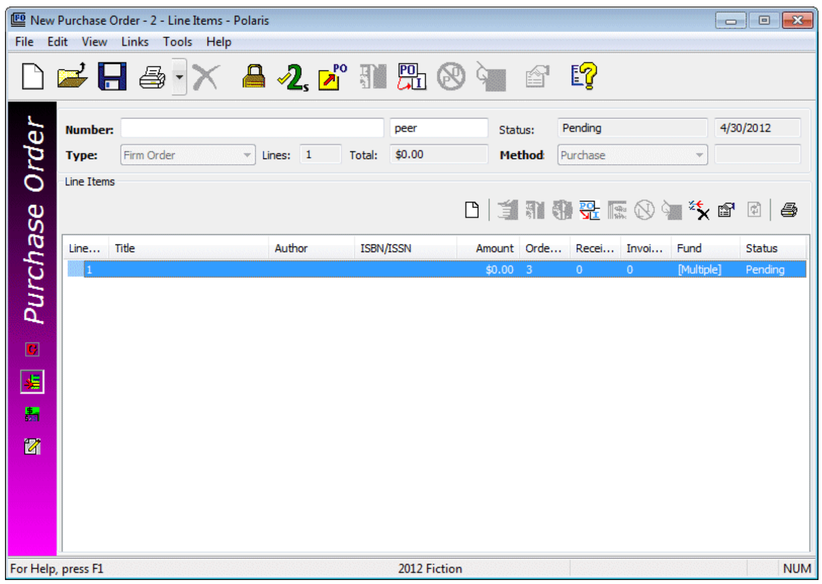
1. Open the Purchase Order workform.

Tip:
Click to display the line items view.

2. Select **View, Line Items** from the menu bar.

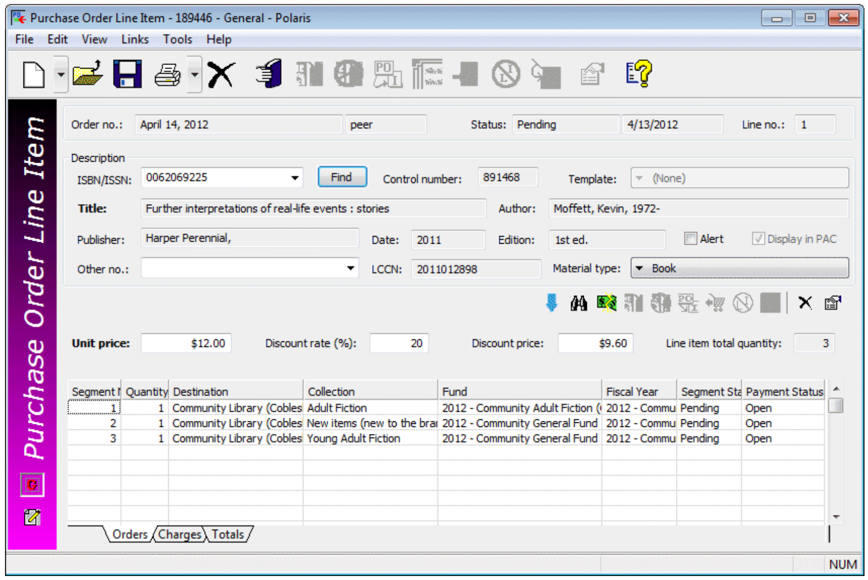
   The Line Items view appears.

   Note:
   If the purchase order was created with a template that has a default line item, the order has one line item containing a distribution grid (segments), but no bibliographic information. See "Create a purchase order using a template or a blank workform" on page 110.



3. Do one of the following steps to create or complete the first line item.
   - If the purchase order was created from a template and has a default line item, double-click the line item to open the Purchase Order Line Item workform.
   - If the purchase order was created in a blank Purchase Order workform or from a template without a line item, click on the line item toolbar or press **CTRL+I**.

   The Purchase Order Line Item workform appears.



4. Enter the bibliographic information for the item, using one of the following methods:

Tip:
To preview a bibliographic record and the usage statistics for its linked item records, right-click the record in the Find Tool results list and select **Preview**. See “View circulation statistics for existing titles” on page 75.

- **Select an existing bibliographic record from the database** -

  - If you know the ISBN for the bibliographic record, you can type it in the ISBN box, and press **ENTER**. The bibliographic information is automatically filled in if one exact match to the ISBN is found in the database.

  Important:
  The search is based on the ISBN currently in the ISBN box. To search for a new bibliographic record, select (highlight) the existing ISBN and type a new ISBN in the box before clicking **Find**.

  - If you do not know the ISBN, click **Find**, and use the Find Tool to search for and select an existing bibliographic record. When you select the record in the Find Tool results, the information is automatically filled in. You can enter or search for a 10-digit or 13-digit ISBN. The ISBN comes from the 020 tag or 024 tag with a first indicator of 3. The **Other no** (other number) field contains the UPC number or other stock number that comes from the 024, 028, or 037 tags in the bibliographic record.

  Note:
  If you add a bibliographic record to a purchase order line item by searching by anything other than ISBN or UPC, and the bibliographic record has multiple ISBNs or UPCs, the most-recently added number will be used. However, if you search by a specific ISBN or UPC, that number will be used in the purchase order line item, whether or not it is the most-recently added number. This ensures that the correct format of the title is ordered. (The import profile must be set to retain the ISBN or UPC from the most recent record so that it appears in the top of the list. See “Acquisitions Bibs Import Profile” in the *Polaris Cataloging Guide 4.1*.)

- **Search an external database using Z39.50** - If the title is not found in your local Polaris database, click **Find**, enter the title information on the General tab of the Find Tool, and select the remote databases on the Databases tab. When you select a bibliographic record in the search results, it is saved in the database, so you must have the Acquisitions permission **Create a bib record from acquisitions and serials** and the Cataloging permission **Bibliographic records: Create**. For more information, see "Searching Remote Databases" in the *Polaris Basics Guide 4.1*.
- **Search for a record using Polaris Titles to Go** - See "Using Polaris Titles to Go" on page 145.
- **Create a new bibliographic record from Acquisitions** - Type the bibliographic information in the appropriate fields in the **Description** frame. If the title begins with an article (the, a, an), type the title without the initial article.

Tip:
If you do not select a template, the brief bibliographic record that is created will be coded as a book.

To use a bibliographic template that already has MARC tags defined, select a template in the **Template** box. This is especially useful for creating bibliographic records for non-print material. The bibliographic record that is created when you use a template has the information from the template, such as the 008, 245 $h, and the 006/007 tags, as well as the information you entered in the purchase order line item. It also has an encoding level of 5 (partial or preliminary). You can identify all the preliminary bibliographic records created in Acquisitions using the Preliminary Bibliographic Records report; see "Acquisitions Reports" in the *Polaris Basics Guide 4.1*.

See "Example - Bib Record Created from a PO Line Item" on page 65.

Important:
You must create a bibliographic template in Cataloging with a name that begins with **on-order** for the template to display in the Purchase Order Line Item and Invoice Line Item workforms. See "Creating On-Order Bibliographic Templates" on page 62.

Tip:
Brief bibliographic records created from Acquisitions automatically display in the PAC if the Acquisitions profile **Display in PAC: Brief bibliographic records created in Acquisitions** is set to **Yes** in Polaris Administration.

5. To display the on-order item in the public access catalog, select **Display in PAC**.
6. Select the **Alert** check box if the materials need to be processed quickly or require special processing.

   Note:

   When the Alert box is checked, an alert icon appears next to the line item in the Line Items view of the Purchase Order, and in the Find Tool results list.
7. Select the material type in the **Material type** box if it is not already there.

   Note:
   The material type is copied to the line item if the purchase order was created using a template with a default line item that contains a material type.
8. Type a unit price in the **Unit price** box if a price is not already there.

9. If the discount information is not already entered from the purchase order header, enter it using the rate or the discount price:

Tip:
You can enter digits up to four places beyond the decimal point for the discount rate. For example, **33.3333**.

- To calculate the discount price automatically, type the rate in the **Discount rate %** box if it is not already there. The rate is applied to the unit price and the discounted price appears in the **Discount price** box.
- To enter a specific discount price, type it in the **Discount price** box. The discount rate (percentage) is calculated and appears in the **Discount rate %** box.

10. If the distribution grid does not contain data, add all the segments for this title according to the instructions in "Add purchase order line item segments" on page 125.
11. To add supplier instructions for the line item, follow the steps in "Add supplier instructions and notes for a purchase order line item" on page 123.
12. Select **File, Save** to save the record.

Note:
If there are duplicate line items with the same ISBN (or bibliographic ID if no ISBN is present), destination, collection, and fund on other purchase orders, a message appears with a list of the purchase orders that contain the duplicates. Select **Yes** to continue or **No** to return to the Purchase Order Line Item workform.

13. Add more line items using one of the methods below, depending on the information you want to copy from the existing purchase order line item.

- **Copy the segments, but not the bibliographic data** - Press **CTRL+N** or click on the Purchase Order Line Item workform. The material type is also copied to the new line item if the profile **Retain Material type when copying line item segment data** is set to **Yes** in Polaris Administration. See "Retain material type in copied line items" in the *Polaris Technical Services Administration Guide 4.1*.
- **Copy the segments and the bibliographic data** - Select **File, New** or click the down arrow next to the new icon, and select **Copy workform**.
- **Create a new blank purchase order line item** - Select **File, New** or click the down arrow next to the new button, and select **Clear workform**.

Tip:
If you have used a template to create the purchase order, the segment data from the template (not from the previous line item) is used to create the next line item if you select **Clear workform**.

- **Create a new purchase order line item using all the default data from the template** - Close the Purchase Order Line Item workform and go to view 2 of the Purchase Order workform. Press **CTRL+I** or click above the line items list. All the default line item data from the purchase order template is used to create the new purchase order line item. You can continue to add default line items from the template as long as the Purchase Order workform is open. If you close the purchase order and reopen it, the data from the template is not used.

Copy a purchase order line item

When you copy a purchase order line item to create a new purchase order line item on the same purchase order, you can copy all the data including the bibliographic information and the distribution information (segments). Or, you can copy all the segment data only and enter new bibliographic information. You can also clear the purchase order line item workform and create a new blank line item.

Follow these steps to copy a purchase order line item in the same purchase order.

1. Open the Purchase Order workform - Line Items view.
2. Double-click a line item to open it in the Purchase Order Line Item workform.
3. Select **File, New** or click the down arrow next to the New icon .

   A menu appears.

Tip:

Press **CTRL+N** or click to copy the segment data.

4. Select one of the following options to copy a purchase order line item:
   - **Copy Segment Data** - All the segments are copied to the next purchase order line item, but none of the bibliographic data is copied except the material type. The material type is copied along with the segment data if the profile **Retain material type when copying segments** is set to **Yes** in Polaris Administration. See "Retain material type in copied line items" in the *Polaris Technical Services Administration Guide 4.1*.
   - **Clear Workform** - None of the information from the purchase order line item is copied. A new, blank Purchase Order Line Item workform appears.
   - **Copy Workform** - All the bibliographic information, the material type, and the segments are copied to the next purchase order line item.

     Important:
     When you select **Copy Workform**, and click **Find** to search for a bibliographic record, the search is based on the ISBN currently in the ISBN box. To search for a new bibliographic record, select (highlight) the existing ISBN and type a new ISBN in the box before clicking **Find.**
5. Change the bibliographic and segment data as needed.
6. Select **File, Save**, press **CTRL+S** or click to save the line item.

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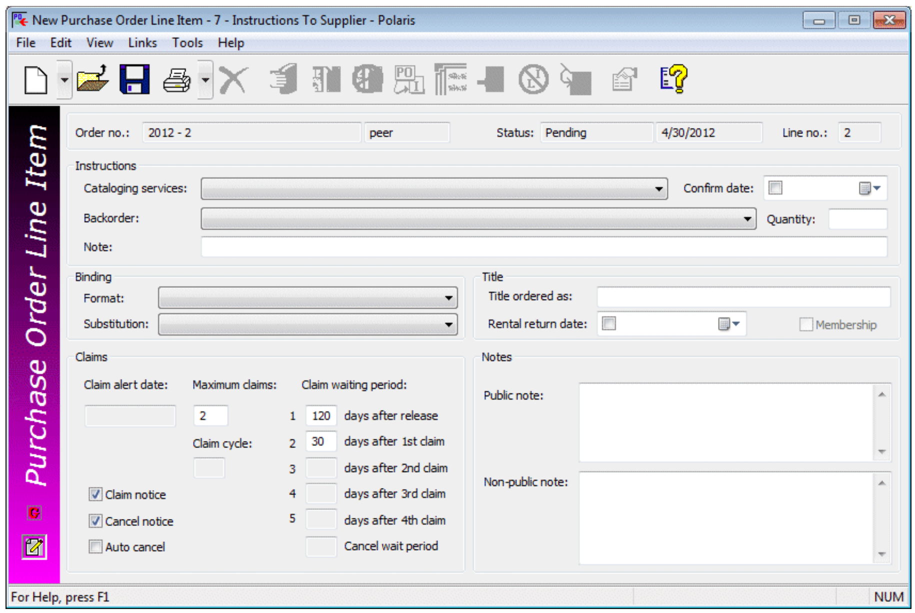
Add supplier instructions and notes for a purchase order line item

Follow these steps to add any applicable supplier instructions or notes for a purchase order line item.

Note:
The supplier instructions are not required for a purchase order line item, but if any specific instructions apply to the title being ordered, you can enter them on the Purchase Order Line Item workform - Instructions to Supplier view. The claiming information is copied from the Purchase Order workform, but you can change it on the Purchase Order Line Item workform.

1. Open the Purchase Order Line Item workform - Instructions to Supplier view.

Tip:
Click to display the Instructions to Supplier view.



2. Select the cataloging services in the **Cataloging services** box.
3. Select the backorder instructions in the **Backorder** box, and type the number of copies in the **Quantity** box.

Tip:
The **Membership** check box is selected if there is a linked serial holdings record with membership indicated.

4. Type the confirmation date in the **Confirm date** box.
5. Type a note that contains additional instructions in the **Note** box.
6. Select the binding format in the **Format** box and the second choice for binding in the **Substitution** box.
7. If the material is a rental, type a return date in the **Rental return date** box.
8. Change the claim data if necessary. See "Add the claiming criteria for a supplier" on page 50.

Tip:
The public and non-public notes are copied to on-order line items, if on-order items are created.

9. Type a public note in the **Public note** box.
10. Type a note in the **Non-public no**te box.
11. Select **File, Save** to save the line item.

Adding PO Line Distribution Grid

For each title you order on the Purchase Order Line Item workform, you must enter at least one line item segment that specifies the number of copies, destination, collection, and fund. If the purchase order was created with a template that has a default line item, the segment information is already filled in for the first line item on the purchase order. The segment specifies the destination, collection, and fund allocation for the individual copies of the title. The destination and the fund allocation are required to add a segment, but the collection is optional.

The default branch selected in the **Destination** box and the list of available branches in the drop-down list are controlled by the Polaris Administration profile **Filter branches in line item segments**. If the profile is set to **Yes**, the default **Destination** is the same as the **Ordered at** branch on the Purchase Order workform, and the available branches in the **Destination** list have the same parent library as the **Ordered at** branch. If the profile is set to **No**, the default **Destination** is the same as the user's login branch, and the drop-down list box displays all branches in the system. See “Filter destination branch lists by parent library” in the *Polaris Technical Services Administration Guide 4.1*.

When you choose a fund for the line item segment, you can select the fund from a list of available funds. The display of the funds is controlled by the settings in the Acquisitions/Serials profile **Acq fund droplist setup**. See “Specify how funds are displayed in Acquisitions” in the *Polaris Technical Services Administration Guide 4.1*. In addition, the available funds depend on the order type and payment method. See “Order Types, Payment Methods, and Fund Types” on page 107.

Use the **Orders** and **Charges** tabbed pages on the bottom of the Purchase Order Line Item workform to specify the order information and additional charges related to the copies ordered in the segment. The **Totals** tabbed page displays the totals for the segment.

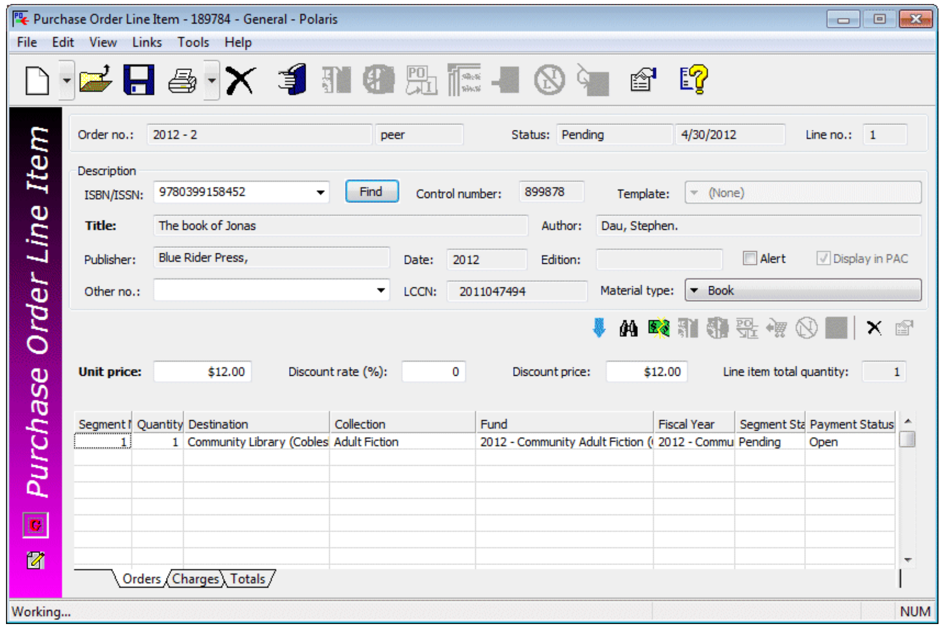
Add purchase order line item segments

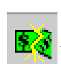
Follow these steps to add purchase order line item segments.

Note:
For information on Polaris Administration profiles and parameters that affect purchase order line item segments, see “Administration Settings That Affect Line Item Segments” on page 126.

Tip:
If you used a purchase order template with a default line item, some segments may already appear.

1. Open the Purchase Order Line Item workform. See “Add a purchase order line item” on page 118.



2. Type the quantity of items to order in the **Quantity** box.
3. Select a destination branch in the **Destination** box.
4. Select a collection for the item in the **Collection** box.
5. Select a fund from the list, or click  and use the Find Tool to search for and select a fund. To use multiple funds to pay for a segment, click  to split the funds. For information on using more than one fund to pay for a line item segment, see “Split funds for a purchase order line item segment” on page 126.

   The funds are allocated for this line item segment.
6. Type any charges associated with the segment. See “Add charges for a purchase order line item segment” on page 127.
7. Click in the next segment line to add the next segment, and add or change the segment information.
8. Select **File, Save** to save the segments.

Administration Settings That Affect Line Item Segments

The following Polaris Administration settings affect line item segments:

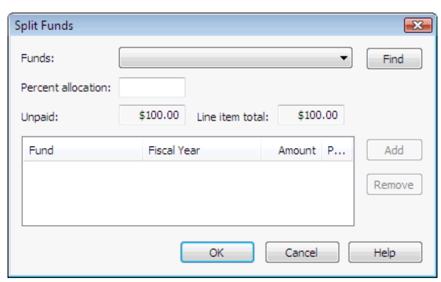
- If the Acquisitions parameter **Copy last segment data to next segment** is set to **Yes** in Polaris Administration, the data from the previous segment is copied to the new segment. See "Enable copy segment data to next segment" in the *Polaris Technical Services Administration Guide 4.1*.
- The Polaris Administration profile **Filter branches in line item segments** controls which branch is selected as the default and the available branches in the drop-down list. See "Filter destination branch lists by parent library" in the *Polaris Technical Services Administration Guide 4.1*.
- The Polaris Administration profile **Acq fund droplist setup** controls how funds are displayed. See "Specify how funds are displayed in Acquisitions" in the *Polaris Technical Services Administration Guide 4.1*.

Split funds for a purchase order line item segment

Follow these steps to allocate more than one fund for a purchase order line item segment.

1. Open the Purchase Order Line Item workform.
2. Add a purchase order line item segment. See "Add purchase order line item segments" on page 125.
3. Select the **Fund** box on the line item segment for which you want to allocate more than one fund.
4. Click  on the list toolbar.

   The Split Funds dialog box appears.



5. Select a fund using one of the following methods:
   - Select the fund in the **Funds** box.
   - Click **Find**, and use the Find Tool to search for and select the fund.

   The fund appears in the **Funds** box.

   Note:
   When you select more than one fund to pay for a line item segment, the funds must be the same type. For example, you cannot select a deposit account fund and a regular fund for the same line item segment.

6. Type the percentage of the line item price that is to be paid by this fund in the **Percent allocation** box.
7. Click **Add**.

   The fund, fiscal year amount, and percentage for the fund you allocated appear in the fund display.
8. Continue allocating funds by repeating steps 3-6 until the total percentage is equal to 100.

   Note:
   To remove a fund from the Split Funds list, select the fund and click **Remove**.
9. Click **OK** on the Split Fund dialog box.

   The funds you selected are allocated for the line item segment.
10. Select **File**, **Save**.

Add charges for a purchase order line item segment

Follow these steps to add the charges for a purchase order line item segment.

1. Open the Purchase Order Line Item workform.
2. Add a purchase order line item segment. See "Add purchase order line item segments" on page 125.
3. Click the **Charges** tab on the Purchase Order Line Item workform.

   The Charges tabbed page appears.
4. Add or change cataloging, special handling, service, shipping, binding format, and other charges in the appropriate boxes for the segment.
5. Select **File**, **Save**.

   The charges are saved.

Copy line item segments within a line item

Follow these steps to copy pending purchase order line item segments.

Note:
Both the purchase order line item and its segment must be pending in order to copy a segment.

1. Open the Purchase Order Line Item workform.
2. Add a purchase order line item segment. See "Add purchase order line item segments" on page 125.
3. Select the line item segment to copy.
4. Click as many times as you want to copy the segment.

Tip:
If the Acquisitions parameter **Copy last segment data to next segment** is set to **Yes** in Polaris Administration, the data from the previous segment is automatically copied to the next segment.

5. Change the quantity, destination, collection, fund, and charges as necessary for each copied segment. The purchase order cannot be saved if multiple segments have the same destination, collection, and fund.
6. Select **File, Save.**

   The purchase order is saved with the copied segments.

View totals for a purchase order line item segment

Follow these steps to view the totals for a purchase order line item segment.

1. Open the Purchase Order Line Item workform.
2. Click the **Totals** tab at the bottom of the workform.

   The Totals tabbed page displays the line item and segment totals.

View all funds for the purchase order

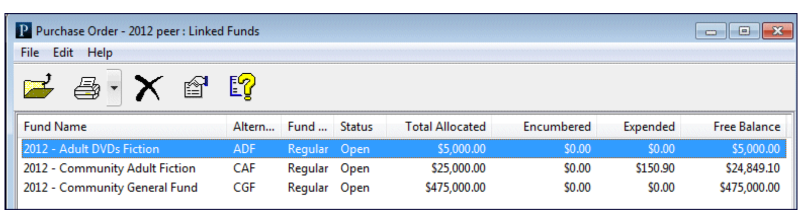
You can link from the Purchase Order workform to see all the funds used in the purchase order. Each distinct fund is listed only once even if it was used in multiple purchase order line item segments.

Tip:
You can search for a purchase order and link to the funds from the Find Tool results list without opening the purchase order. Select the purchase order in the results list, right-click and select **Links, Funds**. You can also link to the fund from any linked list box that displays purchase orders.

Follow these steps to view a list of all the funds used in a purchase order.

1. Open the Purchase Order workform.
2. Select **Links, Funds** from the Purchase Order menu.

   If the purchase order is linked to only one fund, the Fund workform appears. If the purchase order is linked to multiple funds, a linked list box displays the funds used in the purchase order. This list includes the funds used to pay for charges at the purchase order header level, such as shipping for the whole order, and funds used to pay for the materials at the purchase order line item segment level. Each linked fund is listed only once.



Tip:
You can also see the fund hierarchy by right-clicking and selecting **Explore.**

3. To open a fund displayed in the Linked Funds box, double-click it or right-click and select **Open.**

   The Fund workform appears.

Checking for Duplicate Copies

To prevent ordering unintentional duplicate copies of a title, you can check purchase orders to see if there are duplicates of the same title with the same ISBN (or bibliographic control number if no ISBN is present), destination, collection and fund already on a purchase order. When you add new purchase order line items manually, they are automatically checked for duplicates when you save them. Checking for duplicates in purchase orders also prevents unnecessary encumbrances if the title is already ordered.

When you import records in Cataloging, you can use the **Acquisitions Bibs** import profile, which is set up to reject any duplicate incoming bibliographic records while retaining 970 order data. The 970 tags from the rejected incoming duplicate are copied to the resident record, and the resident record is added to the bibliographic record set specified in the profile. See "Acquisitions Bibs Import Profile" in the *Polaris Cataloging Guide 4.1*. After the import is complete, the bibliographic records in the record set are bulk-added to a purchase order.

Tip:
You can set a Cataloging profile to delete tags that are marked as processed. See "Setting Utility to Delete Bib Tags Marked with Subfield 9" in the *Polaris Technical Services Administration Guide 4.1*.

To prevent the creation of duplicate line item segments, you can set the Acquisitions parameter **Bulk Add to PO: Mark 970 data as processed** to **Yes** in Polaris Administration. When this parameter is set to **Yes**, 970 tags are marked with a $9 when the bibliographic record is added to a purchase order. If the record is used again in a subsequent bulk-add process, the 970 tags marked with a $9 are not used to create line item segments.

Important:
Make sure records are bulk added to a purchase order soon after they are imported so that other users do not add 970 tags to the same bibliographic record before the existing tags are updated with the $9.

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Detect duplicate segments in purchase orders

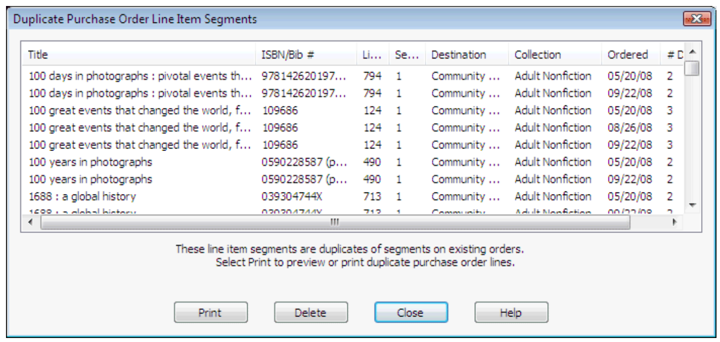
Follow these steps to check a purchase order to see if there are duplicate copies of the same title for the same ISBN (or Bib Control number if there is no ISBN), destination, and collection on other purchase orders, regardless of the status of the purchase order.

Tip:

Click [icon] to check for duplicate line item segments.

1. Open the Purchase Order workform.
2. Select **Tools, Check Duplicates**.

   If duplicates are detected, a dialog box lists them.



3. Do one of the following actions:
   - Click **Print** to preview and print the report. The report shows the purchase order line item segments that are duplicates and the purchase orders on which they are found. It lists the destination, collection, and fund for each duplicate purchase order line item segment.

     Important:
     When you delete purchase order line item segments from the Duplicate Purchase Order Line Item Segments dialog box, the purchase order line item segments with the same title, destination, and collection are deleted from the purchase order you are checking; the segments from other purchase orders that are listed in the dialog box are not deleted.
   - Click **Delete** to delete all the duplicate purchase order line item segments. This deletes all the duplicate segments on the purchase order you are checking; it does not affect the segments listed in the dialog box.
   - Select specific duplicate segments, and select **Delete** from the context menu. The duplicate segments are deleted from the open purchase order you are checking.
4. Click **Close** to close the dialog box and continue ordering.

Placing Holds from Purchase Orders

If you have the Circulation permission to place a hold request, you can place a bibliographic-level hold request from the Line Items view (view 2) of the Purchase Order workform, the Purchase Order Line Item workform, or a purchase order line item in the Find Tool results list. If you are placing holds on bibliographic records without linked item records, a message appears if the Hold option **If no items are attached: Alert in Staff Client** is checked in Polaris Administration. See "Set Holds options: PAC, Item, First Available Copy Requests" in the *Polaris Patron Services Administration Guide 4.1*.

Place a hold from a purchase order line item

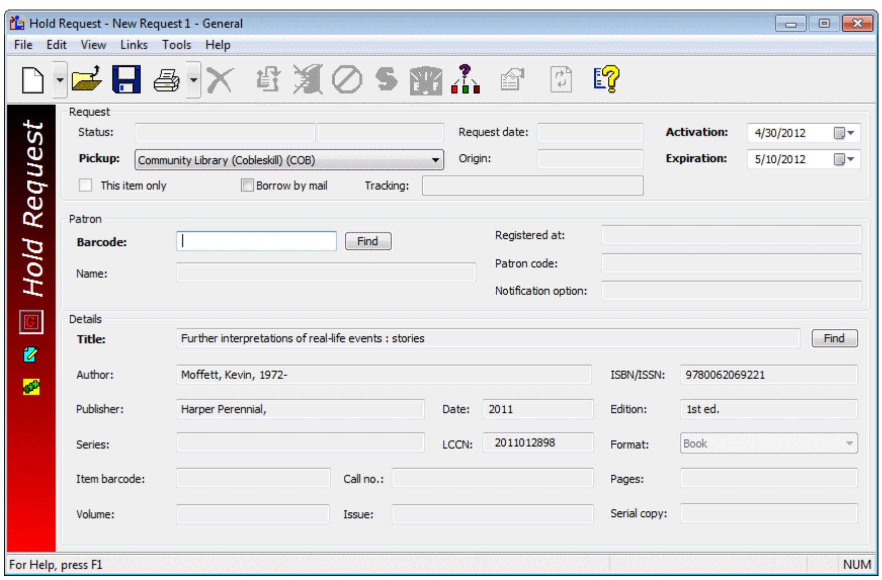
Tip:

Click  to place a bibliographic-level hold from a purchase order line item.

Follow these steps to place a hold from a purchase order line item.

1. Open the Purchase Order workform that contains the line item, or open the Purchase Order Line Item workform.
2. Do one of the following steps:
   - From the Line Items view of the Purchase Order workform, right-click the line item and select **Place Hold** from the context menu.
   - From the Purchase Order Line Item workform, select **Tools, Place Hold** from the menu.

   The Hold Request workform appears.



3. Follow the steps in "Place single or consecutive hold requests" in the *Polaris Patron Services Guide 4.1*.

Releasing and Sending Purchase Orders

After your library has verified all purchase order information (including charges, destination, collection, fund allocations, and totals), the purchase order is ready to be released. When you release a purchase order, Polaris automatically does the following actions:

Note:
If the purchase order status is continuing, received, part received, canceled, or closed, you cannot release the purchase order.

- Changes the status of the purchase order from pending to released for a firm order.
- Changes the status from pending to continuing for a standing order or subscription.
- Saves the purchase order number and suffix so they are read-only and cannot be edited after release.
- Expends funds if the purchase order is prepaid or the payment method is depository agreement.
- Creates an invoice with the same number as the purchase order if the method is prepaid or depository agreement.
- Encumbers funds if the payment method is purchase. If the purchase order is linked to a foreign supplier, the amount encumbered in the linked fund is converted to the base currency using the current exchange rate.
- Creates item records for the titles in the purchase order if the purchase order type is firm, donation, or gift, and you have chosen this option.
- Calculates the claim alert date for each purchase order line item if you have opted to include claim information.

Release a purchase order

Follow these steps to release a purchase order.

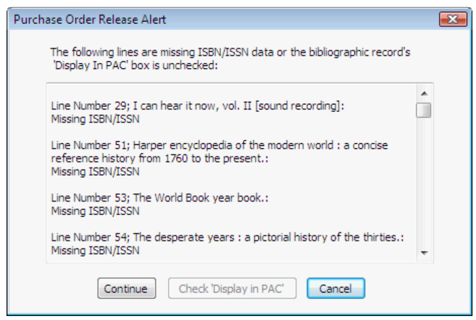
1. Open the Purchase Order workform.

2. Select **Tools, Release** from the menu bar or click .

   The following message boxes may appear:

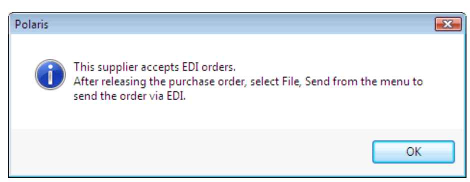
   - **Purchase order release alert** - There are linked bibliographic records without an ISBN, or with the **Display in PAC** box unchecked.

     Click **Display in PAC** to check the box in the bibliographic record and click **Continue** to release the purchase order, or click **Cancel** and edit the line items before releasing the purchase order.



Important:
If you order using EDI, a line item may be rejected by the supplier if it is missing an ISBN/ISSN. Check your supplier's requirements.

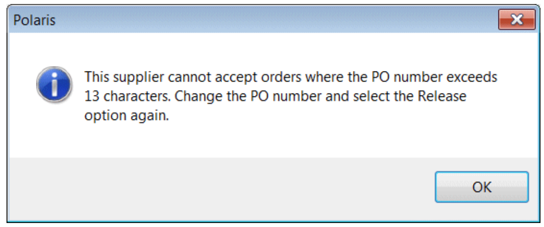
   - **This supplier accepts EDI orders** - If the supplier linked to the purchase order accepts EDI orders, a message reminds you to send the order. Click **OK** to close the message box.



   - **This supplier cannot accept orders where the PO number exceeds [X] characters.** - If the supplier linked to the purchase order has a limit on the length of the purchase order number allowed for EDI orders, a message tells you to change the purchase order number to be less than or equal to the supplier's EDI purchase order number maximum length.

Tip:
To change the **Display in PAC** setting in the linked bibliographic records, you must have the permission **Modify a bib record from acquisitions and serials.** See "Administering Purchase Orders" in the *Polaris Technical Services Administration Guide 4.1*.

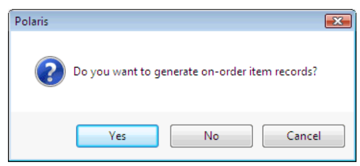
Tip:
Releasing the order does not automatically send it via EDI; select **File, Send** from the Purchase Order workform. See "Transmit a purchase order electronically" on page 138.



Tip:
Polaris attempts to match each released line item segment with an existing item template. See "Creating On-Order Item Templates" on page 66.

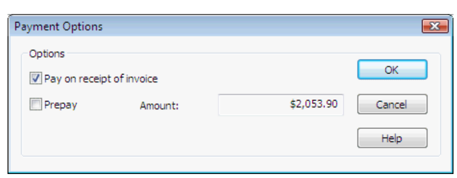
- **Generate item records** - If the purchase order is not a standing order or subscription, a message asks if you want to generate item records. Click **Yes** if you want the items to appear with the circulation status On-Order in the public access catalog, click **No** if you do not want to generate item records, or click **Cancel** to stop the purchase order release. If you generate items, the purchase order information is transferred to the Source and Acquisition view of the Item Record workform. The invoice number is displayed on this view when the invoice is paid. For more information, see "Enter acquisitions information for an item record" on page 135.

  Note:
  When the purchase order is released and on-order items are generated, the **Unit price** (list price) displayed in each of the purchase order line items is copied to the on-order items, not the discount price.



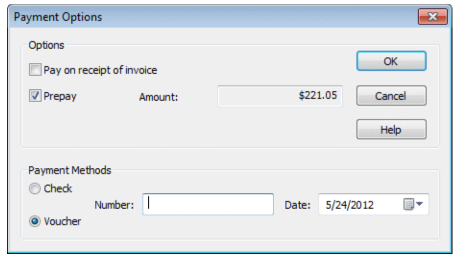
  Important:
  If this order is an enriched EDI order and you want the shelf-ready materials to include the call number, you must generate item records. Without a call number in the linked item record, no call number will be pulled into the enriched EDI file. For more information, see "Enriched EDI Orders and Shelf-Ready Items" on page 150.

The Payment Options dialog box appears if you did not choose to cancel.



3. Select **Pay on receipt of invoice** or **Prepay** on the Payment Options dialog box.

   If you chose **Prepay**, the Payment Options dialog box expands to display the Payment Methods frame. You can select **Check** or **Voucher**, type the check or voucher number, and select the date, but this information is not required to prepay the order.



4. Click **OK** on the Payment Options dialog box.

   When the purchase order is released successfully, the following events occur:

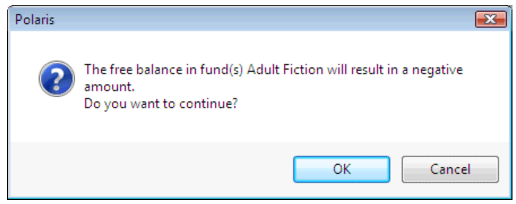
   - The status of the order in the order status box changes from **Pending** to **Released** (or **Continuing** if the order type is standing order or subscription).
   - The purchase order number and purchase order number suffix become read-only and cannot be changed.
   - The date of the release appears.
   - If you selected the **Pay on receipt of invoice** check box, the appropriate funds are encumbered.
   - If you selected **Prepaid**, the appropriate funds are expended, and an invoice is automatically created.
   - If the purchase order has a payment method of depository agreement, the appropriate funds are debited, and an invoice is automatically created.
   - If you chose to create item records upon release, the item records are created with a circulation status of on-order. The **List price** in the purchase order line items (not the discount price) is copied to the on-order items.
   - The status bar indicates that the order was released successfully.

Tip:
If the purchase order is linked to a foreign supplier, the amounts encumbered or expended are converted to the base currency according to the current exchange rate, and the amounts are posted in the linked funds in the base currency.

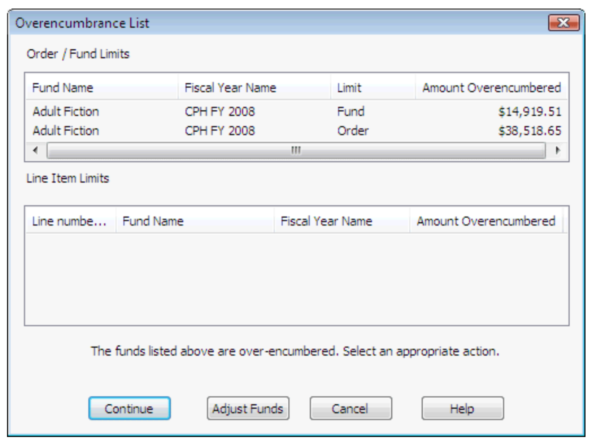
Related Information

- **Viewing fund transactions** - Select **Links, Funds** from a released purchase order to see all the funds linked to the purchase order. You can see the encumbrances for the line items and for charges at the header level.
- **On order items cannot be created** - If you try to generate item records, but there is no template or it is missing required information, the Item Record Create Error dialog box appears. Click **No** to cancel the release operation. Create an item record template if none exists, or correct an existing one in the Cataloging subsystem. See "Creating On-Order Item Templates" on page 66. Click **Yes** to release the purchase order without creating item records. You can create the item records when the items are received.

- **Foreign currencies** - If the linked supplier uses a currency other than your base currency, the currency code appears next to **Amount**; for example, **Amount (USD)** if your base currency is Canadian Dollars, and the linked supplier uses U.S. dollars. If you need to change the exchange rate, click **Cancel** and select **Utilities, Update Currency Exchange Rate**. You must have the Polaris Acquisitions permission **Adjust currency exchange rate: Allow**. See "Update the currency exchange rate for a foreign currency" on page 54.
- **Exceeding or adjusting encumbrance limits -** If you selected **Pay on receipt of invoice**, a dialog box appears if there is insufficient money in the fund.

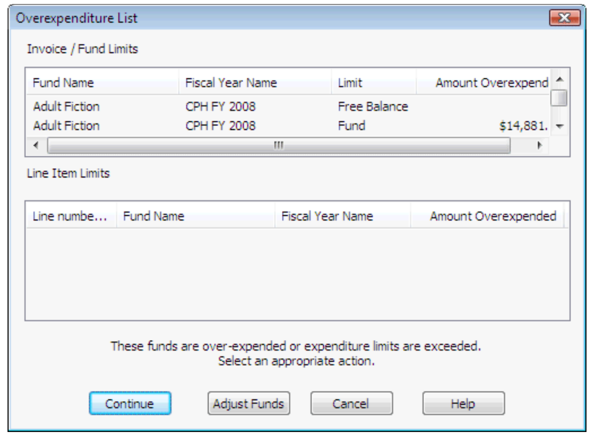


  - Click **OK** to continue. The Overencumbrance List dialog box appears.



  - Click **Continue** to overencumber the funds and exceed the negative free balance. You must have the permission **Release order exceeding fund encumbrance limits.**
  - Click **Adjust Funds** to adjust the fund limits in the fund record. See "Adjust fund limits" on page 137. Then, you can release the purchase order.

- **Exceeding or adjusting expenditure limits** - If you selected **Prepay**, and there is insufficient money in the fund or if the fund expenditure limits will be exceeded, the Overexpenditure List dialog box appears.



  - Click **Continue** and release the order. You must have the permission **Release order exceeding fund expenditure limits**.
  - Select a fund and click **Adjust Funds** to make changes in the fund. See "Adjust fund limits" on page 137.

Adjust fund limits

If you attempt to release a purchase order and there is an insufficient amount of money in the fund, or encumbrance limits will be exceeded, a dialog box appears. If you have the appropriate permissions set in Polaris Administration, you can continue releasing the purchase order and overencumber. Or, if you have permission to modify funds, you can adjust the fund to allow the purchase order to be released.

Follow these steps to release a purchase order that will result in fund overencumbrance.

1. Open the Purchase Order workform.
2. Release the purchase order. See "Release a purchase order" on page 133.
3. If the negative free balance warning message appears, click **OK** to continue anyway.

   If the encumbrance limits are exceeded, the Overencumbrance List dialog box appears.
4. If the Overencumbrance List dialog box appears, choose one of the following options:
   - To continue even though it will exceed the encumbrance limits, click **Continue**.

     The purchase order is released.

- To adjust the fund encumbrance limits or increase the fund balance, click the **Adjust Funds** button, right-click the fund you want to adjust, and select **Open**. The Fund workform appears. Change the encumbrance limits or adjust the fund balance.

  Note:
  For information on changing encumbrance limits, see "Set fund encumbrance/expenditure limits" on page 31. For information on adjusting fund balances, see "Adjust fund balances manually" on page 40.

  After adjusting the fund balance, release the purchase order again.

Transmit a purchase order electronically

After a purchase order is released, you can send it electronically if the supplier accepts purchase orders via Electronic Data Interchange (EDI).

Important:
To communicate with a supplier via EDI, you must first contact your Polaris Site Manager or Implementation Manager to obtain a license, then contact your supplier and get specific information to set up EDI ordering in Polaris. See "EDI Ordering Setup Checklist" in the *Polaris Technical Services Administration Guide 4.1*. Then, set up the supplier record with the information you gathered. See "Enter the supplier's EDI ordering data" on page 45.

Follow these steps to send a purchase order to a supplier via Electronic Data Interchange (EDI).

Important:
Check with your supplier to find out if ISBNs are required in purchase order line items.

1. Open the Purchase Order workform.
2. Select **File, Send**.

   The purchase order is sent electronically via EDI.

3. To see details about the file transmission, select **View, Charges**. The Charges view displays the **EDI file name**, **Date created**, and **Time created** boxes filled in.

Related Information

- **Retransmitting a purchase order** - If you get the **EDI File Sent Warning** message that the purchase order was transmitted to the supplier, click **Continue** to retransmit the purchase order, or click **Cancel** if you do not want to retransmit the order.
- **Enriched EDI Ordering overview** - See "Enriched EDI Orders and Shelf-Ready Items" on page 150.
- **Setting up EDI ordering** - To communicate with a supplier via EDI, you must first contact your Polaris Site Manager or Implementation Manager to obtain a license. Then contact the supplier and get specific information to enter in Polaris. See "EDI Ordering Setup Checklist" in the *Polaris Technical Services Administration Guide 4.1*.

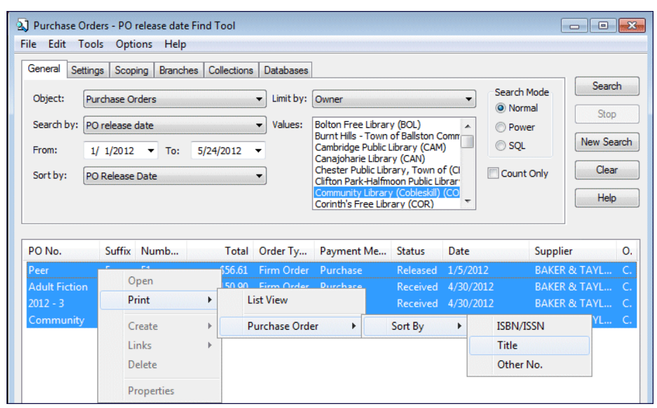
- **Entering EDI information in the Supplier record** - Set up the supplier record with the information you gathered from the supplier. See "Enter the supplier's EDI ordering data" on page 45.
- **Polaris EDIAgent** - The Polaris EDIAgent is a SQL job that scans the supplier's file transfer protocol (FTP) server for files in the library's directory, retrieves the files, and saves them in the Polaris database. For more information, see "About the Polaris EDIAgent Job" in the *Polaris Technical Services Administration Guide 4.1*.
- **Electronic Purchase Order Acknowledgment** - After the supplier receives the EDI purchase order, an electronic purchase order acknowledgment is placed on the supplier's FTP server. The Polaris EDIAgent retrieves the file and saves it in a directory on the library's server. You can generate the Electronic Purchase Order Acknowledgment from the Utilities menu. See "Acquisitions Reports" in the *Polaris Basics Guide 4.1*.
- **Receiving the EDI invoice** - After the purchase order is received, the supplier puts an invoice on their FTP server. The Polaris EDIAgent picks up the file and uses the data in the invoice file to create one or more invoice records in Polaris. For more information, see "Review automatic EDI invoices" on page 198.

1-2-3

Print multiple purchase orders at once

Follow these steps to print one or multiple purchase orders from the Find Tool results list or from a list view box that displays the orders.

1. Select one or multiple purchase orders in the list, right-click, and select **Print, Purchase Order, Sort By** and choose a sort option.



The purchase orders appear in the preview window.

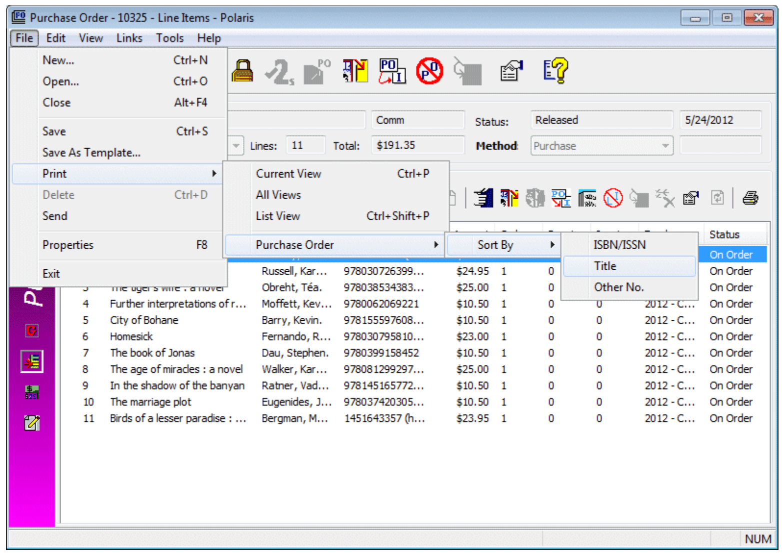
2. Click the printer icon  to print the purchase orders.

Print or e-mail a single purchase order

Follow these steps to print or e-mail a purchase order.

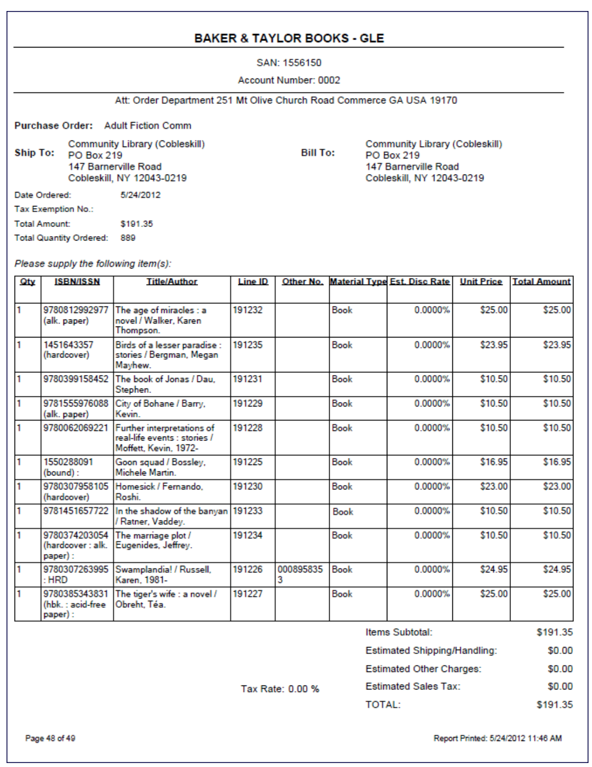
1. Open the Purchase Order workform.
2. Select **File, Print.**

   The menu selection expands.



3. Select **Purchase Order**, and select a **Sort By** option.

   The report appears in the preview window.



BAKER & TAYLOR BOOKS - GLE

SAN: 1556150

Account Number: 0002

Att: Order Department 251 Mt Olive Church Road Commerce GA USA 19170

Purchase Order: Adult Fiction Comm

Ship To: Community Library (Cobleskill)
PO Box 219
147 Barnerville Road
Cobleskill, NY 12043-0219

Bill To: Community Library (Cobleskill)
PO Box 219
147 Barnerville Road
Cobleskill, NY 12043-0219

Date Ordered: 5/24/2012
Tax Exemption No.:
Total Amount: $191.35
Total Quantity Ordered: 889

Please supply the following item(s):

Qty	ISBN/ISSN	Title/Author	Line ID	Other No.	Material Type	Est. Disc Rate	Unit Price	Total Amount
1	9780812992977 (alk. paper)	The age of miracles : a novel / Walker, Karen Thompson.	191232		Book	0.0000%	$25.00	$25.00
1	1451643357 (hardcover)	Birds of a lesser paradise : stories / Bergman, Megan Mayhew.	191235		Book	0.0000%	$23.95	$23.95
1	9780399158452	The book of Jonas / Dau, Stephen.	191231		Book	0.0000%	$10.50	$10.50
1	9781555976088 (alk. paper)	City of Bohane / Barry, Kevin.	191229		Book	0.0000%	$10.50	$10.50
1	9780062069221	Further interpretations of real-life events : stories / Moffett, Kevin, 1972-	191228		Book	0.0000%	$10.50	$10.50
1	1550288091 (bound) :	Goon squad / Bossley, Michele Martin.	191225		Book	0.0000%	$16.95	$16.95
1	9780307958105 (hardcover)	Homesick / Fernando, Roshi.	191230		Book	0.0000%	$23.00	$23.00
1	9781451657722	In the shadow of the banyan / Ratner, Vaddey.	191233		Book	0.0000%	$10.50	$10.50
1	9780374203054 (hardcover : alk. paper) :	The marriage plot / Eugenides, Jeffrey.	191234		Book	0.0000%	$10.50	$10.50
1	9780307263995 : HRD	Swamplandia! / Russell, Karen, 1981-	191226	0008958353	Book	0.0000%	$24.95	$24.95
1	9780385343831 (hbk. : acid-free paper) :	The tiger's wife : a novel / Obreht, Téa.	191227		Book	0.0000%	$25.00	$25.00

Items Subtotal: $191.35
Estimated Shipping/Handling: $0.00
Estimated Other Charges: $0.00
Tax Rate: 0.00 %
Estimated Sales Tax: $0.00
TOTAL: $191.35

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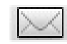
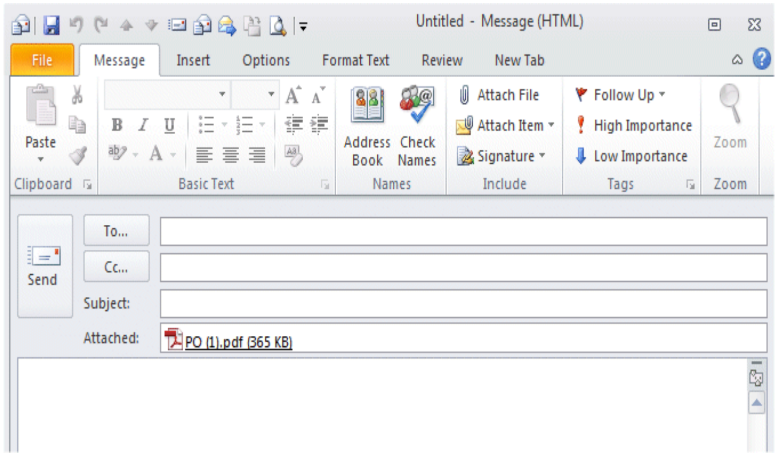
Report Printed: 5/24/2012 11:46 AM

4. Print or e-mail the purchase order as follows:

- To print the purchase order, click  and mail or fax the purchase order to the supplier.
- To e-mail the purchase order, click  and select **Attach to e-mail**.



Fill out the **From** and **To** addresses in the e-mail, type a message, and send the e-mail with the attached order to the supplier.

Modifying PO Line Items' Statuses

After a purchase order has been released and sent to the supplier, you may get a response from the supplier indicating that some titles are not available. You can enter the supplier responses for particular line items and change the line items' statuses.

If you sent the order via mail, e-mail, or fax, the response regarding your order is sent back to your library. However, if your order was sent via EDI, the supplier's system automatically generates an acknowledgment file and stores it in a specific directory on their server. The Polaris EDIAgent job checks this directory periodically, captures any order acknowledgments and invoices for the purchase orders your library sent, and stores this data in the EDI table on the library's server. You can generate the Electronic PO Acknowledgment Report, which gathers data from the EDI table, and record the responses from the report. See "Acquisitions Reports" in the *Polaris Basics Guide 4.1*.

Status Changes

Note:
Most fields on the Purchase Order Line Item workform become read-only once the purchase order line item reaches the following statuses: Backordered, Exceptional Condition, Never Published, On Order, Out of Print, Return Requested, or Returned.

The following table shows the statuses of line items or line item segments on a firm, donation, or gift order, and the possible status changes that are available.

Firm, Donation, and Gift Orders Line Item/Segment Status	*Possible Status Changes*
On Order Pending Claim	• Backordered • Exceptional condition • Never published • Not yet published • Out of print • Return Requested • Returned
Backordered	• On order • Exceptional condition • Never published • Not yet published • Out of Print • Return Requested • Returned

Firm, Donation, and Gift Orders Line Item/Segment Status	***Possible Status Changes***
Exceptional Condition	• On order • Backordered • Never published • Not yet published • Out of print • Return requested • Returned
Never Published	• On Order • Backordered • Exceptional condition • Not yet published • Out of print • Return requested • Returned
Out of Print	• On Order • Backordered • Exceptional condition • Never published • Not yet published • Return requested • Returned
Returned	• On order • Backordered • Exceptional condition • Never published • Not yet published • Out of print • Return requested
Return Requested	• On order • Backordered • Exceptional condition • Never published • Not yet published • Out of print • Returned
Claimed	• Backordered • Exceptional condition • Never published • Not yet published • Out of print • Return requested • Returned

The following table shows the statuses of line items or line item segments on a standing order or subscription order, and the possible status changes that are available.

Subscription and Standing Orders Line Item/Segment Status	**Possible Status Changes**
On Order	• Backordered • Never published • Out of print
Pending Claim	• Backordered • Never published • Out of Print
Backordered	• On Order • Never published • Out of print
Never Published	• On order • Backordered • Out of print
Out of Print	• On order • Backordered • Never published
Claimed	• Backordered • Never published • Out of print

Modify a purchase order line item's status

Follow these steps to record a supplier's responses to purchase order purchase order line items.

> **Note:**
> If the order was sent via EDI, the order acknowledgment is downloaded and processed in the **C:\Polaris Reports\EDIDone directory**.

1. Open the Purchase Order Line Item workform.
2. Select **Tools, Modify Status** from the menu bar.

   A menu of options appears. For a list of the possible status changes, see "Status Changes" on page 142.

   > **Note:**
   > You cannot modify a status of Pending, Currently Received, Closed or Canceled from the Tools menu.

3. Select one of the options from the list.

   The status of the line item is changed.

4. To record more information regarding the status change, select **View, Instructions to Supplier** and type a note in the **Non-Public Note** box.

   > **Note:**
   > If there is a claim record associated with the line item, the change in status also appears on the Claim workform.

Using Polaris Titles to Go

Polaris Titles to Go is a separately-licensed feature that uses Web Services, (XML-based technology capable of bridging any operating system, hardware platform, or programming language) to link to a supplier's database and check a title's availability. Polaris Titles to Go uses UTF-8 encoding to be consistent with the supplier's XML data.

When the link is made between Polaris and the supplier's database, the bibliographic information, availability, price, discount, edition, and binding format are transferred from the supplier to the purchase order line item record in Polaris. The availability (**Available**, **Out-of-print**, etc.) and binding (**Large Print**, **Hardcover**, etc.) information appears in red at the bottom of the Purchase Order Line Item workform. For information on setting up Titles to Go with your suppliers, see "Enable Titles to Go for your suppliers" in the *Polaris Technical Services Administration Guide 4.1*.

Add purchase order line items with Titles to Go

To use Titles to Go, the purchase order must be linked to a supplier that accepts Titles to Go queries, and the supplier's SAN must match the SAN in the Titles to Go profile in Polaris Administration. See "Enable Titles to Go for your suppliers" in the *Polaris Technical Services Administration Guide 4.1*

Follow these steps to check availability and add line items using Polaris Titles to Go.

1. Open the Purchase Order workform.
2. Add a new purchase order line item.

Tip:
You must enter the entire ISBN because the supplier cannot search using a truncated number or wildcards. The supplier may return an error message if you do not enter the complete ISBN.

3. Type the entire ISBN in the **ISBN** box on the Purchase Order Line Item workform, and press **ENTER**.

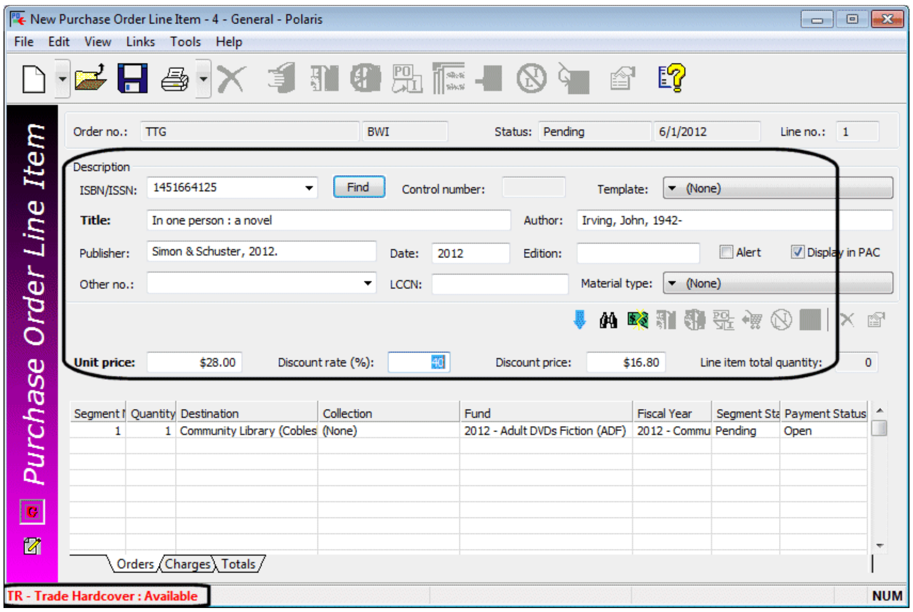
   The system checks to see if the item is already owned by the library. If the library owns a copy, the system returns the bibliographic data and the control number. If the ISBN is not found at the library, and Titles to Go is enabled for the supplier, the system does the following:

   - Compares the SAN in the supplier record (linked to the purchase order) against the SAN in the Titles to Go profile.
   - Launches the Titles to Go query if the SAN is correct and the supplier is enabled in the profile.

Tip:
If a discount already exists in the purchase order line item, it will be used instead of the one sent by the supplier.

- Matches the ISBN you entered to the ISBN in the supplier's database (if the title is located) and brings in the bibliographic data (title, author, publisher, edition, etc.), price, discount, binding (large print, hardcover), and availability (available, out-of-print, etc.). The availability and binding information appear in red in the status bar on the Purchase Order Line Item workform. If no match is found, an error message appears.

  Note:
  If a title is available from Ingram, the format of the item displays in red along with the word **Available**, for example **Paperback: Available**. If the title is not available from Ingram, the format of the item displays in red, but the availability status is blank, for example, **Paperback:** . In addition, the price in the **Unit price** box is set to $0.00 in the Purchase Order Line Item workform if the title is unavailable from Ingram.



Tip:
You can use an on-order bibliographic template with Titles to Go.

4. Enter the quantity, destination, collection, and fund information for the copies of the title.
5. Save the purchase order line item.

   A brief bibliographic record is created and saved to the database.

Importing and Ordering Processes

The following sections explain importing and ordering processes that automatically create purchase orders or selections lists, and update on-order items so they can circulate.

The Bulk Add Process for Purchase Orders and Selection Lists

When you import a supplier's brief bibliographic records using the Acquisition Bibs import profile (or a copy of this profile), the records are gathered in the bibliographic record set specified in the profile. Then, you open the record set and bulk-add the records to create a purchase order or a selection list. Specific tags and subfields must be in the imported bibliographic records for Polaris to create the line items and segments.

Important:
The import profile must be set up to retain 970 tags as well as 020 (ISBN) and 024 (UPC) tags. See "Acquisitions Bibs Import Profile" in the *Polaris Cataloging Guide 4.1*.

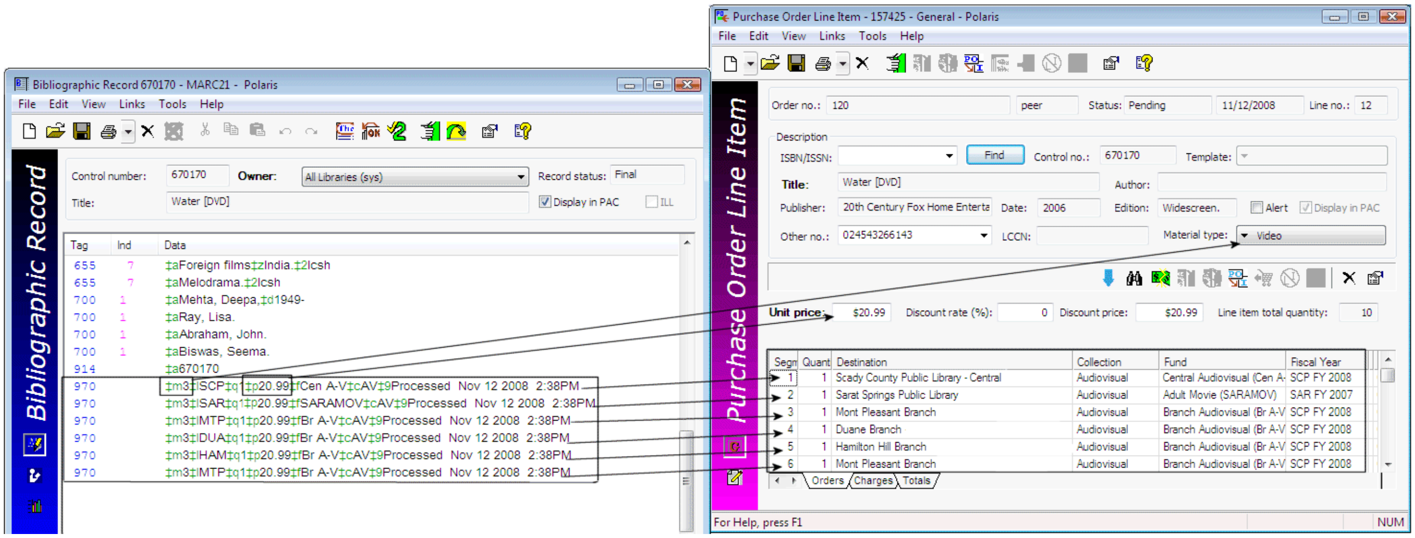
The following information in the 970 tag of the bibliographic record is used to create each segment of the purchase order or selection list automatically:

Note:
The collection information, material type, and non-public note are not required to create a segment. If the supplier includes copy-level information in $h, it is used in the creation of on-order items. See "Item Template Codes" on page 69.

Tip:
The subfields can be in any order in the 970 tag.

- **$l** = location (must match the branch abbreviation in Polaris)
- **$q** = quantity
- **$f** = fund (must match the fund name or fund alternative name for an open fund in Polaris)
- **$c** = collection (must match the collection abbreviation in Polaris)
- **$p** = price
- **$m** = material type (must match the material type code in Polaris)
- **$n** = non-public note (cannot exceed 255 characters; if there is a non-public note, it appears on the Instructions to Supplier view of the Purchase Order Line Item workform)

The illustration shows how the 970 tags in the bulk added bibliographic record are used to create purchase order line item segments.



If a bulk-added bibliographic record contains more than one ISBN or UPC, the purchase order line item displays the most-recently added ISBN (020$a) at the top of the **ISBN** list (and its associated price from the 020$c in the **Price** box), or the most-recently added UPC in the **Other number** box.

If a price is not in the MARC record's **970 $p**, the system checks for the price in the following tags:

- **020** - If an ISBN is present in **020 $a**, the corresponding **020 $c** is checked for a price. If both are found, the ISBN is copied to the purchase order line item's **ISBN** field, and the price is copied to the purchase order line item's **Unit price** field.
- **024** - If no price is found in the **020 $c**, the system checks for a **024 $a** with a first indicator of **3**, and if present, the corresponding **024 $c** is checked for a price (OCLC records place the 13-digit ISBN and the accompanying price in the 024 tag, if the first indicator is a 3). If both are found, the number in the **024 $a** is copied to the purchase order line item's **ISBN** field, and the price is copied to the purchase order line item's **Unit price** field.

Note:
If the first indicator in the **024 $a** is **1** or any number other than 3, the number is copied to the purchase order line item's **Other number** field. In this case, the unit price is copied from the default value in the Bulk Add to Purchase Order dialog.

If the price is not in the record, and the Acquisitions parameter **Bulk Add to PO: Replace Invalid Fields with Default Data** is set to **Yes** in Polaris Administration, the default price is used.

Any missing or invalid information is noted in the bulk add error report, and you can edit the purchase order or selection list as needed.

Administration Settings That Affect Bulk-Add Processing

The following parameters and profiles in Polaris Administration control bulk add processing:

- **Bulk add to PO: Add Alert to PO line item for multiple ISBNs** - Adds an alert for purchase order line items with multiple ISBNs. See "Set alert indicator for bulk adding titles with multiple ISBNs" in the *Polaris Technical Services Administration Guide 4.1*.
- **Bulk add to PO: Replace invalid fields with default data** - Specifies defaults for records bulk-added to purchase orders. See "Set bulk add to use default data in purchase orders" in the *Polaris Technical Services Administration Guide 4.1*.
- **Bulk Add to SL: Replace invalid fields with default data** - Specifies default data for records bulk-added to selection lists. See "Set bulk add to use default data in selection lists" in the *Polaris Technical Services Administration Guide 4.1*.
- **Bulk add to PO/SL: Mark 970 data as processed** - Marks processed 970 tags so they do not get used again. See "Mark 970 data as processed after bulk adding titles" in the *Polaris Technical Services Administration Guide 4.1*.
- **Filter branches in line item segments** - Filters destination branches. See "Filtering Branches in Line Items" in the *Polaris Technical Services Administration Guide 4.1*.

Enriched EDI Orders and Shelf-Ready Items

If your library uses a supplier's cataloging services so that materials arrive shelf-ready, you can send enriched EDI orders so that the supplier can return bibliographic records with embedded holdings data. When the bibliographic records are imported using the Enriched EDI Order import profile, the embedded holdings data is used to update on-order items to shelf-ready items. Another method for creating shelf-ready items is to allow the supplier to search the Polaris database and retrieve holdings information. See "Shelf-Ready Items Using Z39.50" in the *Polaris Acquisitions Guide 4.1*.

Enriched EDI Orders

An Enriched EDI order includes the following information for each purchase order line item segment in the transmission:

- Title
- ISBN
- Bibliographic record control number (from Polaris)
- Purchase Order Line Item ID - Unique ID for the purchase order line item, not the number that appears in the Purchase Order workform
- Purchase Order Line Item Segment Number - Segment number as it is displayed in the Purchase Order Line Item
- Quantity - Number of copies ordered for that location (collection and branch)
- Unit - Basic unit of measurement
- Branch Code - The branch's abbreviation exactly as defined in Polaris
- Collection Code - The collection abbreviation exactly as defined in Polaris
- Call Number - Call number in the linked bibliographic record. Your supplier may or may not use call numbers.

When the supplier processes the Enriched EDI order, a file containing full bibliographic records with embedded holdings data is produced. These bibliographic records with embedded holdings data in the 949 tag (or another tag you and your supplier have agreed upon) are imported into Polaris. If the holdings data is in the 949 tag, you can use the Enriched EDI Order profile (or a copy of the profile with the same settings, but named according to the supplier) to import these records. This profile is set up so that the existing item records are updated with the data in the 949 tag. See "Polaris Read-Only Import Profiles" in the *Polaris Cataloging Guide 4.1*.

If the option **Update linked PO line item to received** is checked in the EDI Invoice Defaults profile, the linked purchase order line items are received, and the linked items either remain on-order, or they are updated to in-process as soon as the EDI invoice is created in Polaris (depending on the item record option selected in the profile). See "Set up EDI invoice defaults" in the *Polaris Technical Services Administration Guide 4.1*.

You can wait until the shipment arrives to update the purchase order line items. When the shipment arrives, use the Check-In Shelf-Ready Materials workform to check in the shelf-ready item records and update the linked purchase order line item segments in the same step. See "Check in new shelf-ready items" in the *Polaris Patron Services Guide 4.1*.

Shelf-Ready Items Using Z39.50

If your library allows suppliers to search the Polaris database using Z39.50, the supplier can provide shelf-ready item data in their bibliographic records. When the supplier searches the Polaris database, the bibliographic records are displayed with an 852 tag for every item record, whether it was manually created or imported. If the item is linked to a purchase order line item, the holdings data displays the linked purchase order line item ID followed by the purchase order line item segment number in subfield e ($e). For information on setting up Polaris as a remote database for suppliers to search, see "Offering the Polaris Database as a Remote Target" in the *Polaris Administration Guide 4.1*.

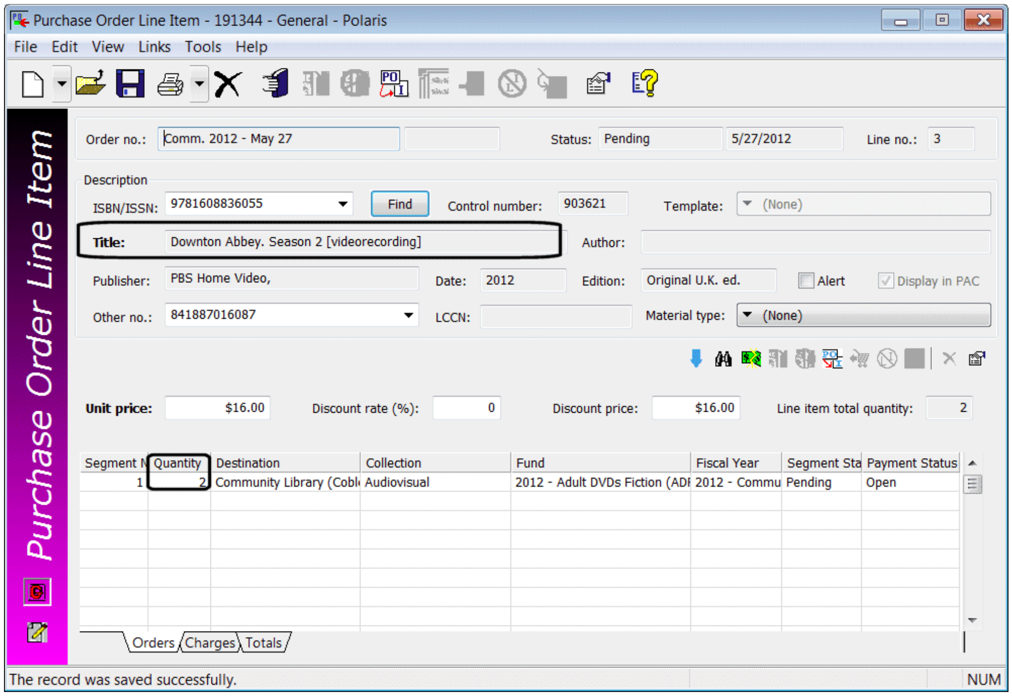
Holds Requests for On-Order Multi-Volume Sets

Tip:
Polaris automatically moves the holds placed at the bibliographic level to the first volume only when items were created and when the bibliographic records are imported using the Enriched EDI import profile. If you send a non-enriched EDI order and create items, the holds remain at the bibliographic level. In this case, you would need to deactivate the holds at the bibliographic level and place them on linked items where the volume information was entered manually.

If a patron places a hold on a new multi-volume set, such as on a television series just released on DVD, the hold is placed at the bibliographic level for the series title. Then, when the full bibliographic record is imported, the embedded holdings create the shelf-ready item records for all the volumes in the series, and the hold is automatically placed on the first volume.

When you order a new multi-volume set, you create a purchase order line item for the entire series. You may order more than one copy of the series for one branch, or you may order the series for several branches. When the purchase order is released, and items are generated, one item record is created per ordered quantity.

For example, if you order two copies of the television series, *Downton Abbey, Season 2*, two item records are created. However, the supplier's shipment includes 6 DVDs - three DVDs for each copy of the series. In addition to the physical shipment, the supplier provides a full bibliographic record for the series with 949 tags representing each DVD.



When the full bibliographic record with embedded holdings is imported using the Enriched EDI Orders profile, the two items are updated with the appropriate shelf-ready item data. New item records are also created for every other 949 tag that has both a purchase order line item segment ID in $e (or other subfield) and a volume designation in $v.

Any holds that were placed at the bibliographic level for the on-order series are moved to the item with the first (or lowest) volume number. This allows patrons to place holds for a new series and then receive the first volume of that series when it arrives.

Receiving Orders

To accommodate various ordering and receiving workflows, Polaris offers the following methods for receiving:

- **Receive a complete order** - The shipment arrives at the library, and it matches the order exactly. All copies of all the titles ordered are included in the shipment. See "Receive a whole order" on page 155.
- **Receive an incomplete order** - The shipment arrives at the library, but the number of copies in the shipment does not match the number of copies in the order. You can receive an incomplete order as follows:
  - Receive all ordered copies of a title - See "Receive from the purchase order or invoice line item" on page 157.
  - Receive all copies of a title ordered for a specific destination and collection - See "Receive a purchase order/invoice line item segment" on page 161.
  - Receive copies that arrived for a destination or collection, and leave the other copies on-order. Splitting the receipt of a segment can be done from a purchase order line item, but not from an invoice line item. See "Receive a purchase order/invoice line item segment" on page 161.
- **Receive line items from the invoice via Rapid Receipt** - The shipment arrives at the library, and it contains materials that may have been ordered on various purchase orders. Start from a blank Invoice workform and pull in the matching purchase order line items, which simultaneously adds the line items to the invoice and receives the linked purchase order line items. See "Use Rapid Receipt to receive line items from an invoice" on page 158.
- **Receive from an approval plan or blanket order invoice** - The shipment arrives at the library for a blanket order or approval plan invoice that has no linked purchase order. You can receive an approval plan or blanket order invoice at the invoice line item segment level where you can enter the quantity ordered and the quantity received. See "Receive a purchase order/invoice line item segment" on page 161.
- **Receive an EDI order automatically** - To use this method, the **Update linked purchase order line items to received** box must be selected on the **EDI Invoice Defaults** profile in Polaris Administration. As soon as the Polaris EDI invoice is automatically created from the supplier's invoice file, the linked purchase order line items are updated to a Received status. The **EDI Invoice Defaults** profile can also be set to update the circulation status of the linked on-order items. If you do not want partial shipment invoices to be created automatically, you can select the **Hold partial shipments** option. See "Set up EDI invoice defaults" in the *Polaris Technical Services Administration Guide 4.1*.

- **Receive an EDI order from the invoice** - If your library policy requires the shipment of materials to be at the library before the order is received, leave the **Update linked PO line item to received** box unchecked in the **EDI Invoice Defaults** profile. See "Set up EDI invoice defaults" in the *Polaris Technical Services Administration Guide 4.1*. The EDI invoice is still created automatically, but the linked purchase order line items are not received automatically. See "Receive line items from an invoice" on page 156.
- **Receive an EDI order from the Receive ASN Shipments workform** - This receiving method is available only if the supplier produces an Advanced Shipping Notice (ASN) file (X12 transaction set 856) with shipment, order, package, and item information. After the EDI order is received and processed, the supplier outputs the ASN file to the library's directory on the supplier's FTP server. The Polaris EDIAgent utility scans this directory and retrieves the ASN file and loads the data into Polaris. When the shipment arrives at the library, the carton has a UCC-12 barcode label (with the supplier number, ASN number, and carton number) affixed to the outside. The staff member opens the Receive ASN Shipments workform and scans the barcode to bulk receive the shipment. See "Receive using the Advanced Shipping Notice (ASN)" on page 164.
- **Receive an Enriched EDI order from the Check In Shelf-Ready materials workform** - If your library sends enriched EDI orders, circulation staff can receive shipments of shelf-ready items, which updates the circulation status of the items so they can circulate and receives the linked purchase order line item segments at the same time. See "Checking In New Shelf-Ready Items" in the *Polaris Patron Services Guide 4.1*.

Tip:
Serials subscriptions or standing orders are received in the Serials subsystem. See "Checking In Serials" in the *Polaris Serials Guide 4.1*.

This unit covers the following topics:

Receive a whole order

Follow these steps to receive an entire purchase order when the correct quantity for each ordered title has arrived.

1. Open the Purchase Order workform for the delivered shipment.
2. Select **Tools, Receive**.

   A message asks if you want to receive the entire order.
3. Click **OK** to confirm that you want to receive all copies of all line items listed in the purchase order.

   Order was received successfully appears in the status bar.

Receive line items from a purchase order

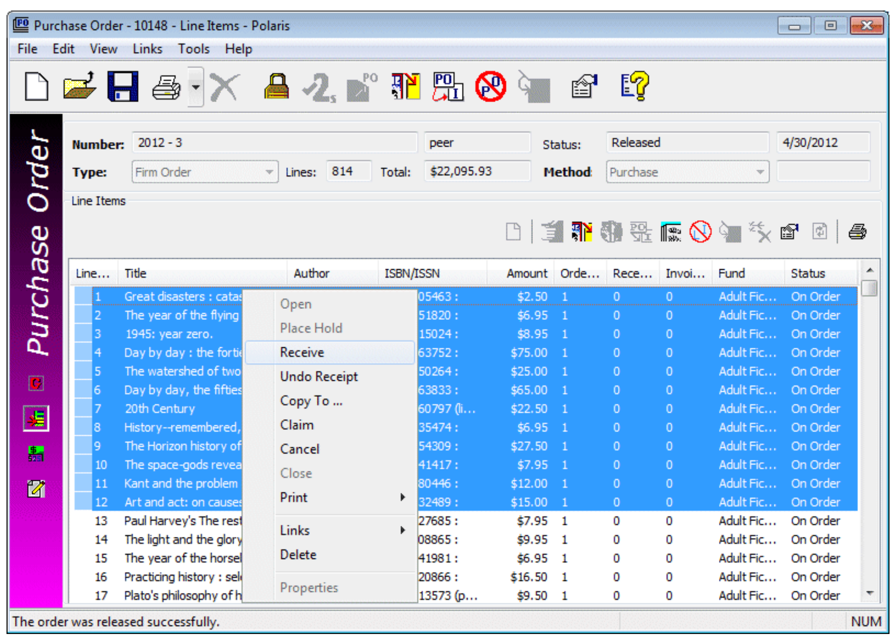
Follow these steps to receive one or more whole line items from the Purchase Order workform.

Note:
You can receive line items from the Invoice workform if there are linked purchase order line items. See "Receive line items from an invoice" on page 156. If the invoice line items are not linked to a purchase order, you must receive them at the segment level. See "Receive a purchase order/ invoice line item segment" on page 161.

Tip:
To keep your place in the list and retain your sort order, select **Edit, Lock List View** or click the lock icon. When you update line items with the list view locked, the changes do not appear in the list view until you uncheck the Lock List View option or refresh the list. **List view locked** is displayed in the status bar when this option is on.

Click the refresh icon to refresh the list. After you refresh the list, your updates to the line items appear, and the list view is resorted.

1. Open the Purchase Order workform - Line Items view.
2. Select the line items you want to receive, right-click, and select **Receive** from the context menu, or click the Receive button.



A dialog box asks if you want to receive the selected lines.

3. Click **OK** to receive the selected items.

   If any items were claimed, the Line Items Receive Error(s) dialog box appears.

4. If the Line Items Receive Error(s) dialog box appears, do one of the following:
   - Click **Continue** to continue receiving the line items you selected, including those that were previously claimed.
   - Click **Cancel** to cancel receiving.

   Note:
   If you receive a line item in error, you can unreceive it. See "Undo receipt of a line item or line item segment" on page 162.

Receive line items from an invoice

You can receive invoice line items from the Invoice workform for EDI and non-EDI orders. If you do not want purchase order line items to be updated to Received automatically when an EDI invoice is loaded into Polaris, make sure the **Update linked PO line item to Received** check box in the **EDI Invoice Defaults** profile is left unchecked. Then you can receive the line items in the invoice when the actual shipment is received. See "Set up EDI invoice defaults" in the *Polaris Technical Services Administration Guide 4.1*.

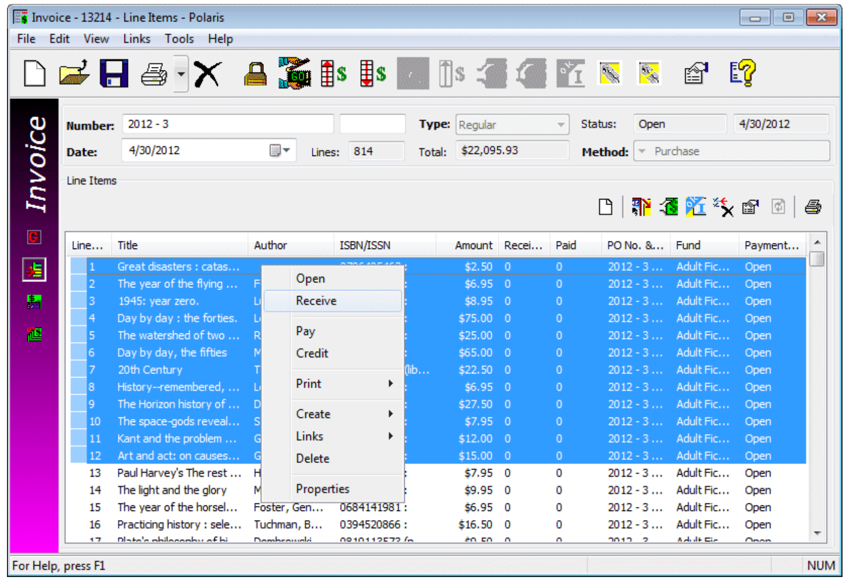
Follow these steps to receive one or more whole line items from the Invoice workform.

Note:
You can receive line items from the Invoice workform if there are linked purchase order line items. If the invoice is not linked to a purchase order, you must receive at the invoice line item segment level. See "Receive a purchase order/invoice line item segment" on page 161.

1. Open the Invoice workform-Line Items view.
2. Select the line items you want to receive, right-click, and select **Receive** from the context menu, or click .

Tip:
To keep your place in the list and retain your sort order, select **Edit, Lock List View** or click  . When you update line items with the list view locked, the changes do not appear in the list view until you uncheck the Lock List View option or refresh the list. **List view locked** is displayed in the status bar when this option is on.

Click  to refresh the list.
After you refresh the list, your updates to the line items appear, and the list view is resorted.



A message asks if you want to receive the selected lines.

3. Click **OK** to receive the selected items.

Note:
If you are receiving invoice lines, and no item records were generated when the purchase order was released, you can right-click the invoice line and select **Create, Item Records** from the context menu. If no errors are detected, the on-order item records are created.

The status of any linked purchase order line items is updated to Received and the circulation status of any linked on-order items is updated to In Process.

Receive from the purchase order or invoice line item

Follow these steps to receive a line item (all segments) from the Purchase Order Line Item or Invoice Line Item workform.

Note:
You cannot receive an invoice line item on a Miscellaneous invoice using this method. Type the quantity in the **Quantity** field on the segment to receive an invoice line item for a miscellaneous invoice.

1. Open the Purchase Order Line Item or Invoice Line Item workform.
2. Select **Tools, Receive** from the menu bar.

   A dialog box appears that asks if you want to receive the selected line item.

3. Click **OK** to receive the line item.

   The line item was received successfully appears in the status bar, and the statuses of the linked on-order items are updated automatically to in-process.

Tip:
If you want to create on-order item records and none were generated when the purchase order was released, select **Tools, Create, Item Records**.

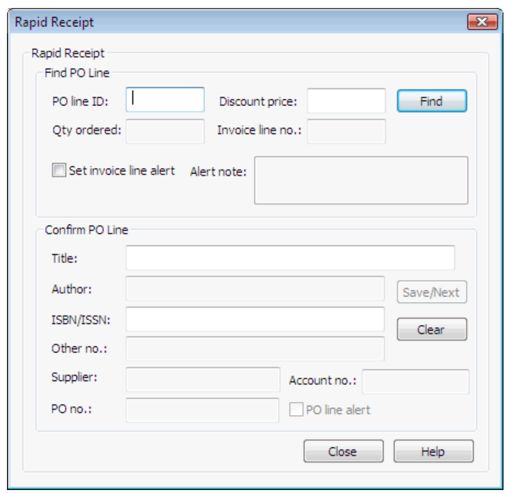
1-2-3

Use Rapid Receipt to receive line items from an invoice

Important:
The purchase order contains the purchase order line item ID number that uniquely identifies each line item. If you want to use the Rapid Receipt function, ask your supplier to include this number for each line item on the packing slip that comes with the shipment. You can also enter the ISBN or title for each line item, but the matching may not be as exact. If the number of copies on the packing slip does not match the invoice line item, you can enter an alert for the invoice line item.

Follow these steps to receive purchase order line items from an invoice.

1. Open the Invoice workform.
2. Select **Tools, Rapid Receipt** or click  on the Invoice workform.
3. The Rapid Receipt dialog box appears.



Tip:
The purchase order line item ID is the number that is sent to the supplier on the printed purchase order. If your supplier prints this number on the packing slip or printed invoice that comes with the order, you can match up the purchase order line items exactly. Using the ISBN or the title may not identify the correct purchase order line item if the item was also ordered on another purchase order.

4. Type the purchase order line item ID number in the **PO line ID** box, type the ISBN or ISSN in the **ISBN/ISSN** box, or type the title in the **Title** box.
5. Press **ENTER** or click **Find**.
   - If one purchase order line item in the system exactly matches the purchase order line item ID or the ISBN/ISSN you entered, the dialog box is filled in automatically with the information from the purchase order line item.
   - If you entered an ISBN or ISSN, and there are multiple matching purchase order line items, the Find Tool opens with the matching purchase order line items displayed. You can select one, and the dialog box will be filled in.

Note:
A message tells you the purchase order line item cannot be invoiced if it was already copied to another invoice, or if it has a status of canceled, claimed, closed, never published, pending, part received, pending claimed, or returned. You can open the purchase order line item and check the status or enter the number for the next purchase order line item.

- If no matching purchase order line item exists with the same purchase order line item ID or ISBN/ISSN, the Find Tool opens and you can search by a different number.
- If you entered a title, the Find Tool opens with the matching purchase order line items displayed. You can select one title, and the dialog box will be filled in.

Tip:
This is the discounted unit price, not the total price of the line item. The total price of the line item will appear when the invoice line item is created. You can make adjustments, if necessary, in the invoice line item.

6. If the printed invoice shows a different discount price from the discount price in the matching purchase order line item, type the discount price on the printed invoice in the **Discount price** box.

   The invoice line item is added and the purchase order line item is updated to Received in one step. If there are hold requests for the title, and the Acquisitions profile **Receiving line items: Warn if linked hold requests** is set to **Yes** in Polaris Administration, a message informs you that there are holds.

7. When you have finished adding the line items, check the invoice line items, and make any adjustments to the amounts so that they match the amounts on your printed invoice. See "Make manual adjustments to credits and discounts" on page 226.

8. Select the invoice line items in the Invoice workform - Line Items view, right-click, and select **Print Workslip**.

   The workslips are printed in alphabetical order by title without the initial article. See "Print workslips for purchase order line items" on page 163.

Related Information

Here are some tips for resolving problems you may encounter:

- **Number of copies do not match** - If a matching purchase order line item appears in the Rapid Receipt dialog box, but the number of copies does not match the number of copies on the printed invoice, you have the following choices:
  - Select the **Alert** check box, and enter an alert note on the Rapid Receipt dialog box. Then save the invoice line item. The alert icon will appear next to the invoice line item to indicate that there is a discrepancy that needs to be fixed.
  - Click **Clear** to clear the Rapid Receipt dialog box, open the purchase order line item, and receive the segments. See “Receive a purchase order/invoice line item segment” on page 161.
- **Undoing receipt** - If you have received an invoice line item in error using Rapid Receipt, you must link to the purchase order line item from the invoice line item, and undo receipt before deleting the invoice line item. If you delete the line item in the invoice, the purchase order line item remains received, but there will be no link back to it. See “Undo receipt of a line item or line item segment” on page 162.
- **Adjust amounts on the invoice** - After you have added and received all the lines using Rapid Receipt, check the invoice to make sure that all amounts match the printed invoice from the supplier. See the following topics:
  - “Add or change invoice header charges and credits” on page 206
  - “Distribute charges on an open invoice” on page 222
  - “Distribute credits/discounts on an open invoice” on page 225
  - “Add a tax dollar amount on an invoice” on page 208

Receive a purchase order line item from the Find Tool

Follow these steps to receive a purchase line order line item from the Find Tool.

1. Use the Find Tool to search for the purchase order line item you want to receive.

   The purchase order line items that match the search criteria appear in the Find Tool results list.

2. Select the purchase order line item, right-click and select **Receive** from the context menu.

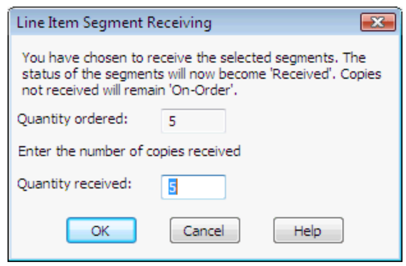
1-2-3

Receive a purchase order/invoice line item segment

You receive line items at the purchase order line item segment level when some of the copies of a title are not included in the order. If you are receiving copies that the supplier sent according to an approval plan or blanket order, and the invoice is not linked to a purchase order, you receive copies at the invoice line item segment level. Follow these steps to receive a segment of a line item.

1. Open the Purchase Order Line Item or Invoice Line Item workform.
2. Click on the items toolbar.

   The Line Item Segment Receiving dialog box appears.



Note:
If you are receiving an invoice line item that is not linked to a purchase order, the quantity ordered is 0 and you can enter an amount. If there is a linked purchase order, you cannot change the quantity ordered.

3. Type the number of copies received in the **Quantity received** box.
4. Click **OK** to confirm that you want to receive the selected line item segment. If you receive the total quantity of copies for the segment, the segment's status changes from on-order to received. If you receive less than the total quantity of copies for the segment, the segment is split. One segment shows the quantity received and the other shows the quantity still on-order.

   A message tells you the segment was received.

Related Information

If the invoice line item was added without a purchase order for an approval plan or blanket order invoice, you can create item records from the invoice line item after all segments in a line item are received. Receive all the segments on the invoice line item, then select **Tools, Create Item Record** on the Invoice Line Item workform.

1-2-3

Undo receipt of a line item or line item segment

Use Undo Receipt when you accidently receive the title, but you expect to receive it eventually. Undo receipt simply undoes the receipt action and leaves the line item or segment with the status it had before receiving. Any linked item records revert to a status of on-order and any holds remain.

You can undo receipt of line items or segments on purchase orders with any payment method, but the unreceive action has no effect on fund expenditures in prepaid purchase orders or those paid using a depository account fund because the amount is already expended. If you undo receipt of prepaid items, you must manually adjust the amount in the linked funds.

If you decide not to order the items, use the cancel process. When you cancel a line item or segment, the funds are disencumbered, on-order items deleted, and, if you will not be reordering with another supplier, hold requests will be cancelled. See "Canceling Orders" on page 175.

Tip:
For subscriptions or standing orders, you must undo check in from Serials. See "Uncheck in issues or standing order parts" in the *Polaris Serials Guide 4.1*.

Follow these steps to undo receipt of a purchase order line item or line item segment.

1. Select a received purchase order line item or line item segment from one of the following locations:
   - Find Tool results list - Select a line item.
   - List box - Select a line item.
   - Purchase Order workform, Line Items view - Select a line item.
   - Purchase Order Line Items workform - Select a segment.

Tip:
Click  on the Purchase Order Line Item workform's main toolbar to unreceive a line item. Or click this button on the segment toolbar to unreceive a selected segment.

2. Right-click and select **Undo Receipt** from the context menu.

   The status of the line item or line item segment reverts to what it was before it was received. If it was claimed previously, the claiming process resumes after you undo receipt. Any holds on the items remain.

Print workslips for purchase order line items

The Polaris Administration parameter **PO line item workslips: Print on-order item data parameters** specifies whether item data or segment data is printed on the workslip. See "Specify whether on-order item data prints on POLI workslips" in the *Polaris Technical Services Administration Guide 4.1*.

If the parameter is set to print item data, and there are item records linked to the purchase order line item, the item number, call number, material type, destination, and fund are printed on the bottom of the workslip for each line item segment that has item data. The workslip includes a blank line for any segments that do not have item data. If the purchase order line item has no linked items, the segment information (quantity, destination, collection, material type, location, and fund) is printed instead. However, if the parameter is set to not print item data on workslips, only segment data is printed even when on-order items are linked to the purchase order line item.

The workslip also includes any notes entered for the purchase order line item. The **Rush/Alert** check box is checked if the box is checked on the Purchase Order Line Item workform. The **Holds** box is checked if there are holds placed on the linked bibliographic record.

Follow these steps to print a workslip.

1. From the Line Items view of the Purchase Order or Invoice workform, or from the Find Tool results list, select one or more purchase order line items or invoice line items.

   Note:
   You can also print a workslip from the Purchase Order Line Item workform by selecting **File, Print, PO Line Item Workslip**.

2. Right-click and select **Print, PO Line Item Workslip**, or click .
   - If you selected multiple purchase order line items, they are printed without opening the Preview window. Multiple workslips are printed in title order, ignoring any initial articles.
   - If you selected only one purchase order line item, the Processing Workslip appears in the Report Preview window.

3. If the Preview window opens, click  to print the workslip, and click  to close the Report Preview window.

Receive using the Advanced Shipping Notice (ASN)

Follow these steps to receive shipments for which an ASN has been received.

Note:
For more information on the ASN, see "Receiving Orders" on page 153.

1. Select **Acquisitions, EDI Services, Receive ASN Shipments**.

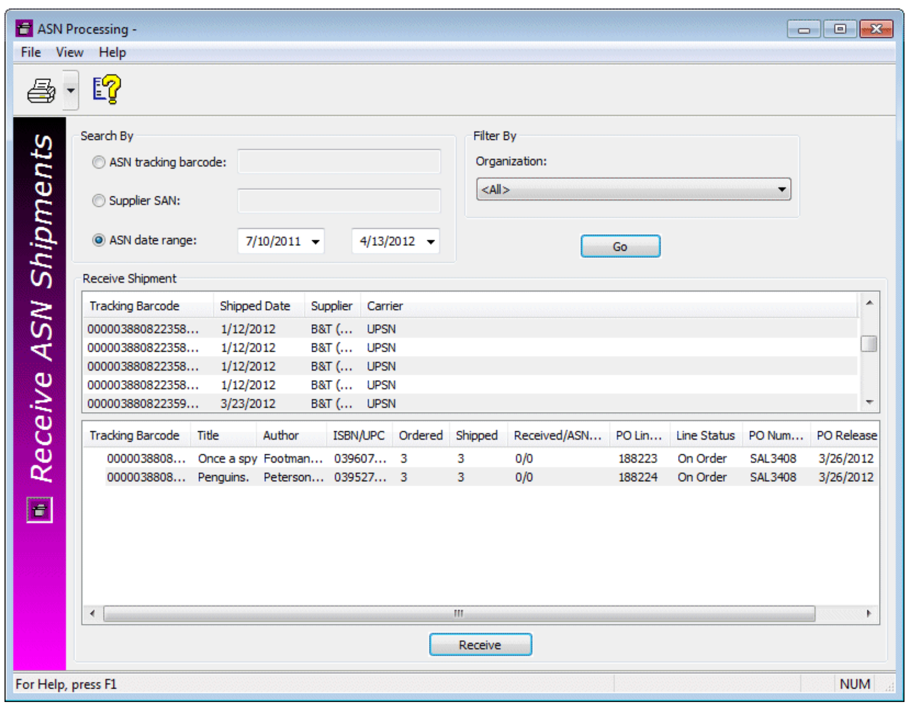
   The Receive ASN Shipments workform appears.

2. To change the branch location selected in the **Filter By Organization** box, select a different branch or select **All**.

3. Search for the purchase order line items using one of the following methods:

   - Select **ASN tracking barcode**, and scan the barcode located on the label attached to the outside of the carton. Or, type the number that displays under the barcode.
   - Select **Supplier SAN**, and type the supplier's SAN.
   - Select **ASN date range** and select a from and to date.

4. Click **Go**.



The top section of the workform displays the shipment information in the following columns:

- **Tracking barcode**
- **Shipped date**
- **Supplier**
- **Carrier**

5. Select a tracking barcode in the top section of the workform.

   The line item information for the selected shipment appears in the bottom section of the workform in the following columns:

   - **Tracking barcode**
   - **Title**
   - **Author**
   - **ISBN/UPC**
   - **Ordered** (the quantity ordered)
   - **Shipped** (the quantity shipped from the ASN)
   - **Received/ASN Received** (the quantity received)
   - **PO Line ID**
   - **Line Status**
   - **PO Number**
   - **PO Release** (date)

Tip:
If the line item cannot be found or the quantity shipped is not equal to the quantity ordered, an exclamation mark appears next to the tracking number.

6. Click **Receive**.

   The line items are received. If the quantity shipped is less than the quantity ordered, the corresponding number of copies are received in the linked purchase order line item.

   If the Polaris Administration Acquisitions profile **Receiving line items: Warn if linked hold requests** is set to **Yes**, a message displays for titles that have hold requests.

   The Advanced Shipment Notification Log lists all ASN files loaded into the system. For more information, see "Acquisitions Reports" in the *Polaris Basics Guide 4.1*.

Tip:
To link to the purchase order or purchase order line item, select a line item in the bottom portion of the workform, right-click and select **Links**.

Update on-order item records

When you release a purchase order, you can create brief item records with a status of On-Order. See "Releasing and Sending Purchase Orders" on page 132. If on-order item records were created automatically when the purchase order was released, they need to be updated with circulation data and barcoded before they can be circulated.

- **Update items using Item Bulk Change** - If your library does not use enriched orders, you can use the Item Bulk Change dialog box to assign barcodes and call numbers to the linked on-order items. From the purchase order, select **Links, Item Records** to open the linked list box. Then, select the items, right-click and select **Ad hoc Bulk Change** from the context menu to access the Item Bulk Change dialog box. For more information, see "Bulk change item records" in the *Polaris Cataloging Guide 4.1*.
- **Update items manually** - Select **Links, Item Records** to open the linked list box. Open the first item record in the linked list box, scan the barcode and make other edits. Then, press **CTRL+S** to save the first record, and press **CTRL+E** to go to the next record in the linked list box without leaving the Item Record workform.
- **Automatically receive EDI purchase order line items** - When you send orders via EDI, an EDI invoice file is retrieved from the supplier's site, and invoice records are created automatically in the Polaris database. You can select **Update linked purchase order line items** on the **EDI Invoice Defaults** profile, and opt to update the linked on-order items or leave them on-order. See "Set up EDI invoice defaults" in the *Polaris Technical Services Administration Guide 4.1*.
- **Receiving shelf-ready items** - If your library sends "enriched" EDI orders, the supplier provides bibliographic records with embedded holdings data. When the bibliographic records are imported, the embedded holdings data update the on-order item records with barcodes and other cataloging and circulation information, making them shelf-ready. For more information, see "Enriched EDI Orders and Shelf-Ready Items" in the *Polaris Acquisitions Guide 4.1*.

  If you receive shelf-ready items as a result of Enriched EDI, you can use the Check-In Shelf-Ready Materials workform to check in the on-order items and receive the linked purchase order line item segments. See "Check in new shelf-ready items" in the *Polaris Patron Services Guide 4.1*.

Claiming

Claiming is the process of notifying the supplier that items were ordered but not received as expected. For example, you might claim an item in the following situations:

- The library was billed for an item it ordered but did not receive.
- The library did not receive an ordered item within a specified period of time, and no notice arrived from the supplier warning that the item would be late.
- The item was received damaged.

Tip:
You can also claim serial issues or standing order parts that were not received as expected. For information on claiming serials issues or parts, see "Claim issues/parts from the Claim Alert List" in the *Polaris Serials Guide 4.1*.

To claim an item, you set up the claiming information in the supplier record. See "Add the claiming criteria for a supplier" on page 50. This information is copied to purchase orders using this supplier. You can add more claiming intervals or change the claiming information on the Purchase Order workform. See "Add or change claiming information for an order" on page 115.

If an item has not been received in the specified amount of time after being ordered, it appears on the Claim Alert List. An automatic nightly process identifies purchase order line items that are eligible to be claimed.

Important:
You must set up claiming criteria in the Supplier record before items will appear on the Claim Alert List. Items that already had a status of **Backordered** or **Returned** before claiming was set up will not appear on the Claim Alert List, since those items do not have a claim alert date.

When you claim an item for the first time from the Claim Alert List, it is removed from the list, and a claim record is generated. The same item appears on the Claim Alert List again if it still has not been received in the specified time after the first claim was generated. This process continues until the maximum number of claims have been generated. When you claim an item, a claim notice is generated and you can send the notice to the supplier. You must set up the claiming notices with the message and contact information in Polaris Administration. See "Set claim/cancellation notice defaults" in the *Polaris Technical Services Administration Guide 4.1*.

This unit covers the following topics:

Claim items from the Claim Alert List

1-2-3

Important:
Items that already had a status of **Backordered** or **Returned** before claiming was set up will not appear on the Claim Alert List, since those items do not have a claim alert date.

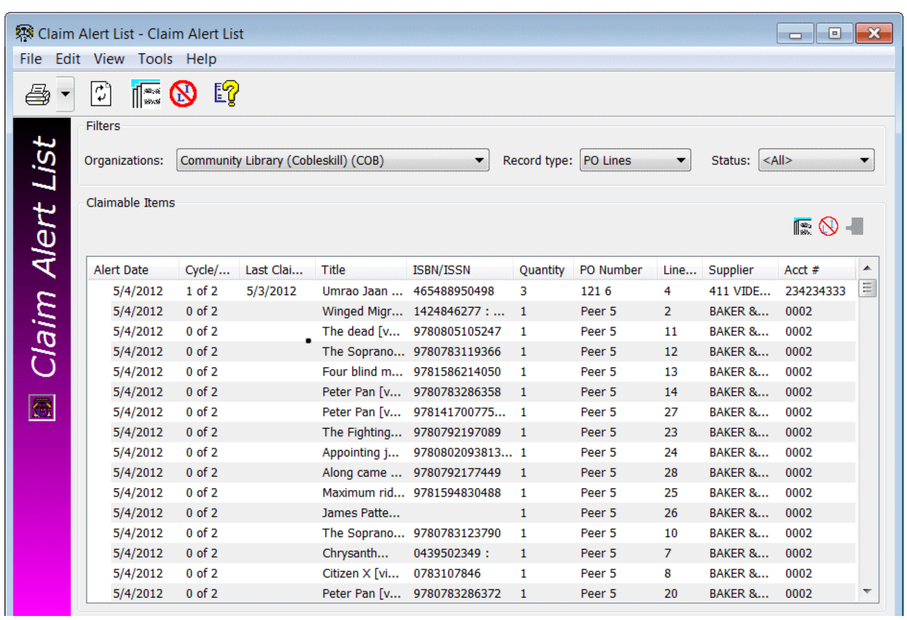
Follow these steps to claim items that appear on the Claim Alert List.

Tips:
Use the **Organizations** and **Status** boxes to filter the Claim Alert List. To expand the Claim Alert List window, drag the lower right-hand corner. To expand a column, drag the border of a column header.

1. Select **Acquisitions, Claim Alert List** from the Polaris Shortcut Bar.

   The Claim Alert List appears.

Note:
The Claim Alert List shows purchase order line items that are eligible to be claimed. If you start from the Serials menu, you will see the serials issues or parts that are eligible to be claimed. You can also see the serials information if you change the record type in the Claim Alert List.



Tip:

Click on the menu bar to claim all items, or click this icon in the list bar to claim selected line items.

2. Right-click the item or items for which you want to send a claim to the supplier, and select **Claim** from the context menu. Or, select **Tools, Claim** from the menu bar to claim all the items in the list. When you claim a purchase order line item, segments that have a status of closed, canceled, or received are not claimed.

   A claim record is created for each item you selected. See "View and enter an item's claim information" on page 172.

Claim all items on a purchase order

Follow these steps to claim all items on a purchase order.

1. Open the Purchase Order workform.
2. Select **Tools, Claim** from the menu bar.

   A message asks if you want to claim all items in the purchase order.
3. Click **Yes**.

   Claim records are generated. See "View and enter an item's claim information" on page 172.

Claim one or multiple line items

Follow these steps to claim one or multiple items in a purchase order.

1. Open the Purchase Order workform - Line Items view.
2. Select the line or lines to claim.
3. Right-click, and select **Claim** from the context menu.

   A message asks if you want to claim the items you selected.
4. Click **Yes** to continue claiming the item or items you selected.

   Claim records are generated for the items claimed. See "View and enter an item's claim information" on page 172.

Tip:

To keep your place in the list and retain your sort order, select **Edit, Lock List View** or click .When you update line items with the list view locked, the changes do not appear in the list view until you uncheck the Lock List View option or refresh the list. **List view locked** is displayed in the status bar when this option is on.

Click to refresh the list. After you refresh the list, your updates to the line items appear, and the list view is resorted.

Claim a single line item

Follow these steps to claim a single purchase order line item.

Note:
When you are claiming a line item, any segments with a status of closed, canceled, or received cannot be claimed.

1. Open the Purchase Order Line Item workform.
2. Select **Tools, Claim** from the menu bar.

   A message asks if you want to claim the item.
3. Click **Yes**.

   The Claim workform appears. You can use the Claim workform to view an item's claim history, enter a response from the supplier, or specify why an item was claimed. See "View and enter an item's claim information" on page 172.

Claim a segment of a purchase order line item

If you order multiple copies of a title but you receive fewer than you ordered, you can claim the copies that you did not receive. Follow these steps to claim a segment of a purchase order line item.

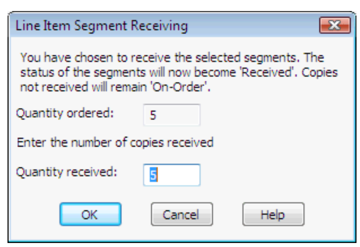
1. Open the Purchase Order Line Item workform.

Tip:

Select the segment, and click on the list toolbar.

2. Right-click the line item segment for which you received less than the total quantity, and select **Receive.**

   The Line Item Segment Receiving dialog box appears.



3. Type the number of copies received in the **Quantity received** box.
4. Click **OK** to confirm that you want to receive the selected line item segment. If you receive less than the total quantity of copies for the segment, the segment is split. One segment shows the quantity received and the other shows the quantity still on order.
5. Select **Tools, Claim.**

   A message asks if you are sure you want to claim the items.
6. Click **Yes**.

   The copies that were not received are claimed, and the Claim workform appears.

Stop a claim

If you have claimed an item and decide not to initiate another claim for that item, you can stop the claim process from the Purchase Order Line Item workform. (You cannot stop a claim from the Claim Alert List or from the Claim workform.) When you stop a claim, the transaction is posted in the History view of the Claim workform. Follow these steps to stop a claim.

1. Open the Purchase Order Line Item workform.
2. Select **Tools, Stop Claim**.

   The claiming process is stopped.

Cancel a title from the Claim Alert List

You can cancel titles that appear on the Claim Alert List, or you can select the **Auto cancel** option on the linked purchase order line item to cancel the title automatically after the claiming cycle is over. Follow these steps to cancel a title from the Claim Alert List.

Tip:
You can also cancel from the purchase order, the purchase order line item, or the purchase order line item segment.

1. Select **Acquisitions, Claim Alert List** from the Polaris Shortcut Bar.

   The Claim Alert List appears.

2. Use one of the following options to cancel titles from the Claim Alert List:
   - To cancel all the titles, select **Tools, Cancel** from the menu bar.
   - To cancel multiple titles, select the title, right-click, and select **Cancel** from the context menu.
   - To cancel one title, right-click a specific title, and select **Cancel** from the context menu.

   A message asks if you want to cancel the selected titles.

3. Click **Yes** to cancel the titles.

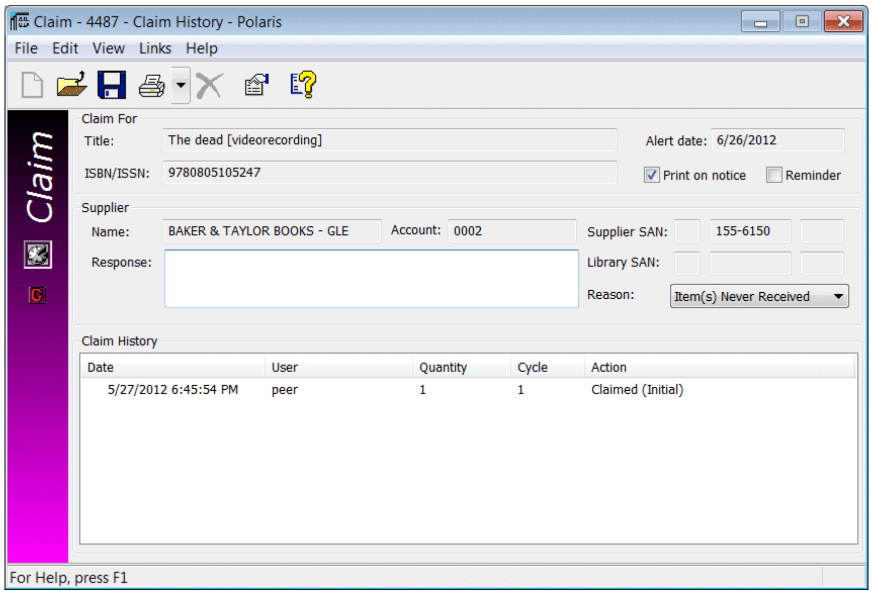
   Note:
   For more information, see "Canceling Orders" on page 175.

View and enter an item's claim information

When an item has been claimed, a claim record is created. You can use the claim record to view an item's claim history, to enter a response from the supplier, or to specify why the item was claimed. You can also enter notes regarding the claim, print a claim notice, and include a reminder flag on the claim alert list. Follow these steps to view an item's claim history, and enter claim information on the Claim workform.

1. Display the claim record in the Claim workform.

   The Claim workform appears with the Claim History view displayed.



2. You can do the following tasks using the Claim workform:
   - If you want a claim notice to be printed, select the **Print on notice** check box. When this box is checked, a claim notice is automatically generated for the item, and you can print the notice. See "Print claim notices" on page 173.
   - If you want a reminder flag to appear next to this item on the Claim Alert List, select the **Reminder** check box. The flag indicates that the item was claimed.
   - If the supplier has responded to the claim, type the response from the supplier in the **Response** box.
   - Select the reason this item was claimed in the **Reason** box.
3. Select **File, Save**.

Print claim notices

You can print claim notices for the titles your library is claiming. Polaris generates a notice for each supplier with one or more claimed titles. There are two types of notices: the Initial claim notice that includes all the titles being claimed for the first time, and the Claim notice that includes all the titles already claimed. Follow these steps to generate claim notices for the titles your library is claiming from suppliers.

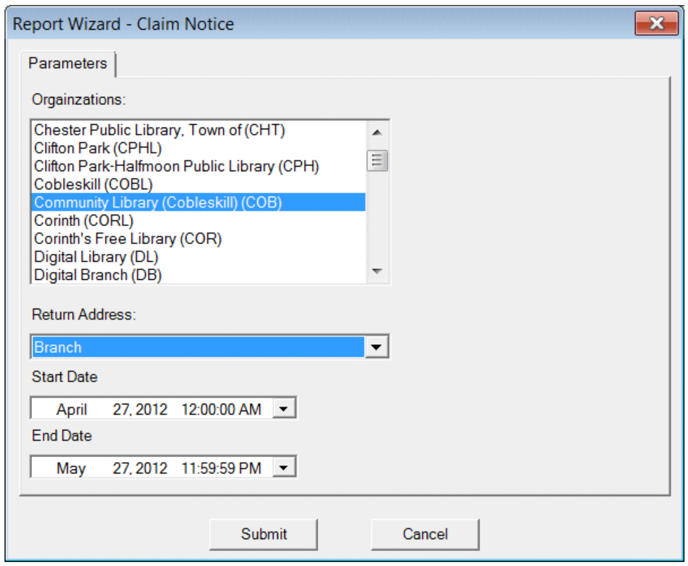
Note:
To include claimed items for a particular supplier, the **Claim notice** check box must be selected on the Supplier Record workform - Claims view.

1. Select **Utilities, Reports and Notices** on the Polaris Shortcut Bar.

   The Polaris Reports dialog box appears.

2. Select **Notices, Acquisitions, Claim Notices**.

   The Report Wizard dialog box appears.



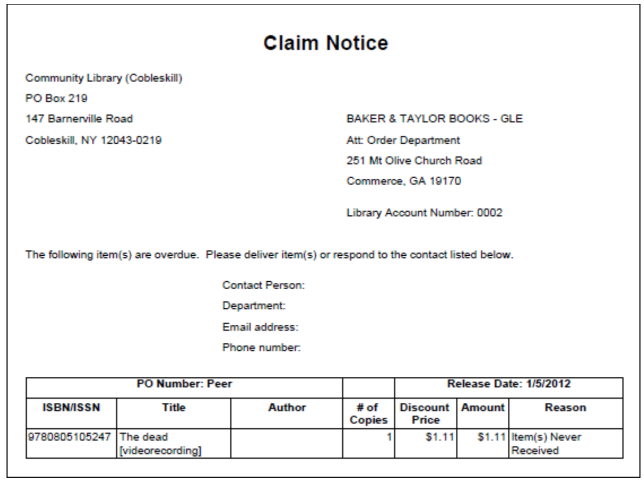
3. Select the organization(s) that sent the claim notices.

   Select Branch, Library, or System in the Return Address box to specify the address to use for the

4. Select dates in the **Start Date** and **End Date** boxes to specify the date range for the claims.

5. Click **Submit**.

   The Claim Notice appears in the Report Preview window.



Claim Notice

Community Library (Cobleskill)
PO Box 219
147 Barnerville Road
Cobleskill, NY 12043-0219

BAKER & TAYLOR BOOKS - GLE
Att: Order Department
251 Mt Olive Church Road
Commerce, GA 19170

Library Account Number: 0002

The following item(s) are overdue. Please deliver item(s) or respond to the contact listed below.

Contact Person:
Department:
Email address:
Phone number:

PO Number: Peer				Release Date: 1/5/2012		
ISBN/ISSN	Title	Author	# of Copies	Discount Price	Amount	Reason
9780805105247	The dead [videorecording]		1	$1.11	$1.11	Item(s) Never Received

6. Click  to print the claim notice.

Related Information

- **Claim messages and contact information** - See “Set claim/cancellation notice defaults” in the *Polaris Technical Services Administration Guide 4.1*.
- **Claims Ready for Cancellation Report** - See “Acquisitions Reports” in the *Polaris Basics Guide 4.1*.

Canceling Orders

You can cancel a purchase order and all the line items contained within it, multiple line items, a single line item, or selected line item segments. If you are canceling an item that has been claimed, you can cancel the item from the Claim Alert List.

You can also set up Polaris to automatically cancel items after all claims have been generated. An overnight process identifies items that have been claimed and should be automatically canceled based on the claim/ cancellation criteria on the individual purchase order line item. If all claims have been generated and the **Auto Cancel** box is checked on the purchase order line item, all segments with a status of Backordered, Exceptional Condition, Never Published, Out of Print, Returned, Return Requested, and Claimed will be changed to Canceled. The Claim workform is updated with the date the item was canceled, the time, the user ID, and the quantity for all segments changed to Canceled.

If you are canceling a line item that has one or more hold requests associated with it (and no other items can fill the hold requests), a warning message appears with the option to retain the holds or cancel them. You can retain the holds if you intend to reorder the item from a different supplier, or you can cancel the holds because you have decided not to reorder. When you cancel a hold along with the line item, you can automatically notify the patron that the hold request was canceled. See "Request Pick-Up and Cancelled Request Notices" in the *Polaris Patron Services Administration Guide 4.1*.

After an order is canceled, you can delete the whole order, or you can delete specific line items. If there are titles you still want to order, you can copy them to another purchase order. Any hold requests still linked to purchase order line items are retained when they are copied.

This unit covers the following topics:

Cancel a whole order

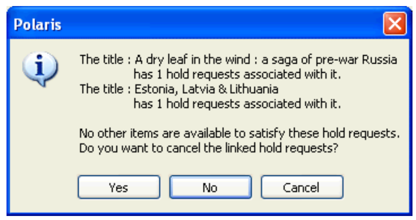
Follow these steps to cancel an entire purchase order when none of the titles were supplied.

Tip:
If a standing order or subscription with a status of Continuing has never been received, it can be canceled. However, if any part or issue has already been checked in via Serials, the Cancel option is not available.

1. Open the Purchase Order workform for the purchase order with a status of released, continuing, or prepaid.
2. Select **Tools, Cancel** from the menu bar.

   A message asks if you are sure you want to cancel the purchase order.
3. Click **Yes** to confirm that you want to cancel the purchase order.

   If there is a bibliographic-level hold placed on any purchase order line item and the linked item is the only one that can satisfy the hold request, a message appears.



4. If the cancel linked hold requests message appears, do one of the following steps:
   - To cancel the line item and its associated hold requests, click **Yes**.
   - To cancel the line item and retain the hold requests, click **No**.
   - To stop the cancellation of the line item and retain the hold requests, click **Cancel**.

When the purchase order is canceled, **Purchase Order Canceled Successfully** appears in the status bar, and the following events occur:

- Funds are disencumbered.
- The status of the purchase order, line items, and segments is changed to canceled.
- The linked on-order item records are deleted.
- The **Display in PAC** check box in the linked bibliographic record is cleared (if there are no other linked records).

Note:
If the canceled order was prepaid, a credited status appears in the linked invoice line items, an unexpend transaction occurs in any linked funds, on-order items are deleted, and if checked, the **Display in PAC** check box is cleared (if there are no other linked records).

Cancel one or more whole line items

You can cancel a single line item or multiple line items on a purchase order without canceling the entire order. Purchase order line items can be canceled if they have one of the following statuses:

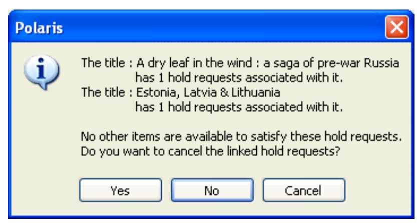
- On Order
- Backordered
- Never published
- Out of print
- Return requested
- Returned
- Claimed
- Pending Claim

Follow these steps to cancel a specific line or multiple lines from the Purchase Order workform.

1. Open the Purchase Order workform - Line Items view.
2. Select the line item or items to cancel.
3. Right-click, and select **Cancel** from the context menu or click in the toolbar.

   A dialog box appears.
4. Click **Yes** to confirm that you want to cancel the selected lines.

   If there is a bibliographic-level hold placed on any purchase order line item and the linked item is the only one that can satisfy the hold request, a message appears.



5. If the cancel linked hold requests message appears, do one of the following steps:
   - To cancel the line item and its associated hold requests, click **Yes**.
   - To cancel the line item and retain the hold requests, click **No**.
   - To stop the cancellation of the line item and retain the hold requests, click **Cancel**.

Tip:
To keep your place in the list and retain your sort order, select **Edit, Lock List View** or click . When you update line items with the list view locked, the changes do not appear in the list view until you uncheck the Lock List View option or refresh the list. **List view locked** is displayed in the status bar when this option is on.

Click to refresh the list. After you refresh the list, your updates to the line items appear, and the list view is resorted.

When the line items are canceled, **Purchase Order Lines Canceled Successfully** appears in the status bar, and the following events occur:

- Funds are disencumbered.
- The status of the line item and segments is changed to canceled.
- The linked on-order item records are deleted.
- Any hold requests are canceled or retained, depending on your response to linked hold request message.
- The patrons' records are updated with the canceled holds, if applicable.
- The **Display in PAC** check box in the linked bibliographic record is cleared (if there are no other linked records).

Note:
If the canceled order was prepaid, a credited status appears in the linked invoice line items, an unexpend transaction occurs in any linked funds, on-order items are deleted, and if checked, the **Display in PAC** check box is cleared (if there are no other linked records).

Cancel a single line item from the PO Line Item

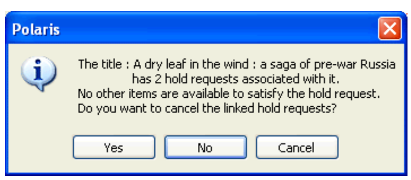
Follow these steps to cancel a line item on the Purchase Order Line Item workform.

Tip:
Click to cancel the line item.

1. Open the Purchase Order Line Item workform.
2. Select **Tools, Cancel**.

   A confirmation message appears.
3. Click **Yes** to confirm that you want to cancel the line item.

   If the purchase order line item has hold requests associated with it that cannot be satisfied by any other item, a message asks if you want to cancel the linked hold requests.



4. If the cancel linked hold requests message appears, do one of the following steps:
   - To cancel the line item and its associated hold requests, click **Yes**.
   - To cancel the line item and retain the hold requests, click **No**.
   - To stop the cancellation of the line item and retain the hold requests, click **Cancel**.

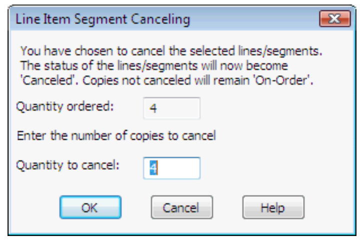
Cancel a line item segment

Follow these steps to cancel part of a purchase order line item.

1. Open the Purchase Order Line Item workform.
2. Right-click the segment to cancel, and select **Cancel** from the context menu.

   A message asks if you are sure you want to cancel the segment.
3. Click **Yes** to confirm that you want to cancel the segment.

   The Line Item Segment Canceling dialog box appears.



4. To cancel less than the quantity ordered, type a number in the **Quantity to cancel** box that is less than the number in the **Quantity ordered** box.
5. Click **OK** to cancel the segment.

   If you did not change the number in the **Quantity to cancel** box, the entire segment is canceled.

   If you typed a number less than the number in the **Quantity ordered** box, the segment is split into two segments, one with a status of canceled and one with the original status.

   The linked funds are disencumbered for the items canceled.

1-2-3

Print cancellation notices

You can print cancellation notices for the titles that your library is cancelling from suppliers. Polaris generates a notice for each supplier with one or more canceled titles.

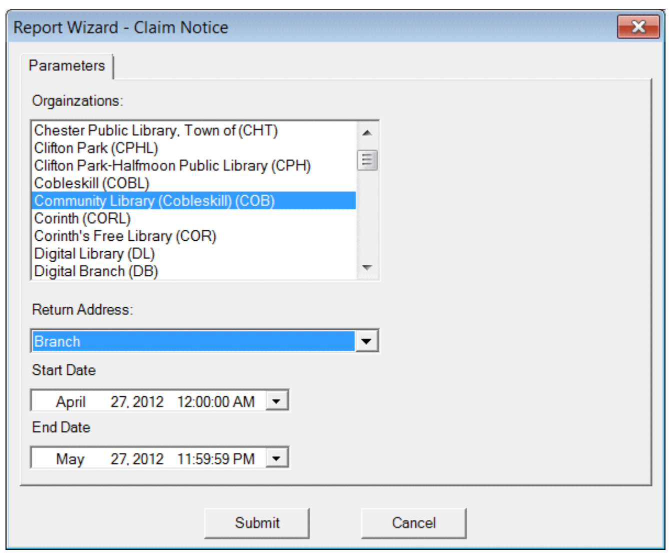
> **Note:**
> The **Cancel notice** check box must be selected on the Supplier Record workform - Claims view for that supplier. See “Set claim/cancellation notice defaults” in the *Polaris Technical Services Administration Guide 4.1*.

Follow these steps to generate the cancellation notices for the titles your library is cancelling from suppliers.

1. Select **Utilities, Reports and Notices** on the Polaris Shortcut Bar.

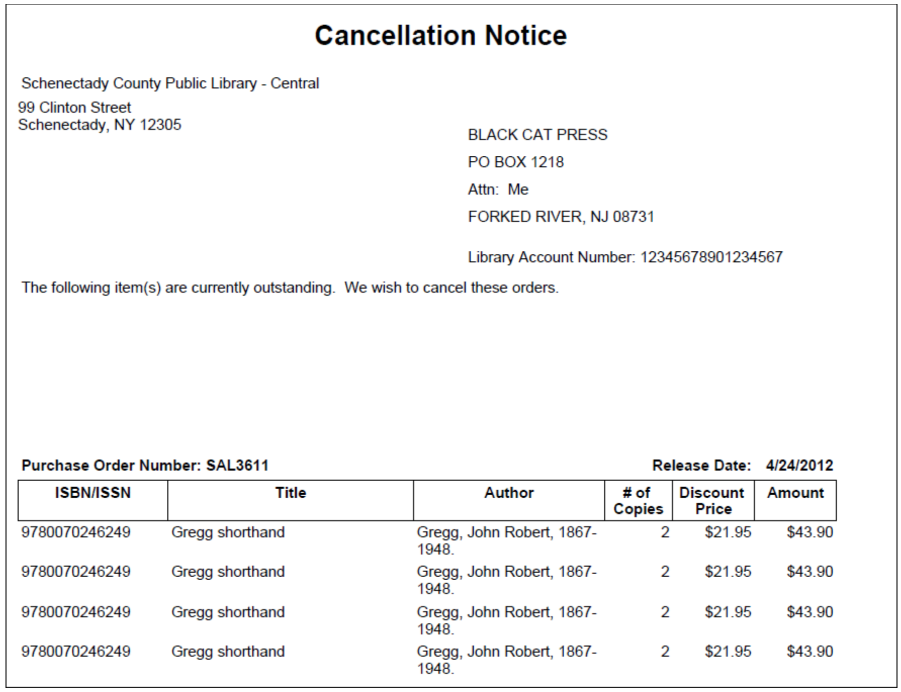
   The Polaris Reports dialog box appears.
2. Select **Notices, Acquisitions.**
3. Double-click **Cancellation Notices**.

   The Report Wizard dialog box appears.



4. Select the organization(s) that sent the notices.
5. Select **Branch**, **Library**, or **System** in the **Return Address** box to indicate which organization’s address to use in the return address.
6. Select dates in the **Start Date** and **End Date** boxes to indicate the date range for the cancellation notices.
7. Click **Submit**.

   The Cancellation Notice appears in the preview window.



Cancellation Notice

Schenectady County Public Library - Central
99 Clinton Street
Schenectady, NY 12305

BLACK CAT PRESS
PO BOX 1218
Attn: Me
FORKED RIVER, NJ 08731

Library Account Number: 12345678901234567

The following item(s) are currently outstanding. We wish to cancel these orders.

Purchase Order Number: SAL3611 **Release Date: 4/24/2012**

ISBN/ISSN	Title	Author	# of Copies	Discount Price	Amount
9780070246249	Gregg shorthand	Gregg, John Robert, 1867-1948.	2	$21.95	$43.90
9780070246249	Gregg shorthand	Gregg, John Robert, 1867-1948.	2	$21.95	$43.90
9780070246249	Gregg shorthand	Gregg, John Robert, 1867-1948.	2	$21.95	$43.90
9780070246249	Gregg shorthand	Gregg, John Robert, 1867-1948.	2	$21.95	$43.90

8. Click  to print the cancellation notice.

Related Information

Setting up the cancellation message and contact information - See "Set claim/cancellation notice defaults" in the *Polaris Technical Services Administration Guide 4.1.*

Delete a canceled purchase order

Follow these steps to delete a canceled purchase order.

Note:
When you delete a canceled purchase order, all line items are deleted, but the linked bibliographic records remain in the database.

1. Open the Purchase Order workform for the canceled order.
2. Select **File, Delete** or click .

   A message asks if you are sure you want to delete the purchase order.
3. Click **Yes** to confirm that you want to delete the purchase order.

   The purchase order is deleted and links to the supplier record, invoices, claim records, funds, and selection lists are broken.

Note:
To delete a purchase order from the Find Tool, right-click the canceled purchase order, and select **Delete** from the context menu.

Delete a canceled purchase order line item

Follow these steps to delete a canceled purchase order line item.

Note:
When you delete canceled purchase order line items, the linked bibliographic records remain in the database.

Tip:
You can also delete a purchase order line item from the Line Items view of the Purchase Order workform. Select the line item, and click .

1. Open the Purchase Order Line Item workform for the canceled line item.
2. Select **File, Delete** or click .

   A message asks if you are sure you want to delete the purchase order line item.
3. Click **Yes** to confirm that you want to delete the purchase order line item.

   The purchase order line item is deleted and links to the supplier record, invoices, claim records, funds, selection lists, and bibliographic records are broken.

Note:
To delete a purchase order line item from the Find Tool, right-click the canceled purchase order line item, and select **Delete** from the context menu.

Copy lines/segments to another purchase order

Follow these steps to copy purchase order line items or line item segments to another purchase order.

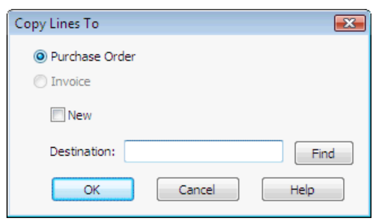
Note:
When you cancel a purchase order line item, you have the option of canceling the holds or retaining them. If you choose to cancel the holds, the linked bibliographic record's **Display in PAC** setting is cleared (if no other item records are linked to the bibliographic record). If you choose to retain the holds, the **Display in PAC** setting remains.

1. Select the purchase order line items or line item segments to copy to another purchase order by one of the following methods:

   Note:
   You cannot copy lines if the purchase order has a payment method of depository agreement.

   - To copy all the lines, open the Purchase Order workform, and select **Tools, Copy Lines To**.
   - To copy selected lines, open the Purchase Order workform - Line Items view, select the lines, right-click and select **Copy To** from the context menu.
   - To copy a single line, open the Purchase Order Line Item workform, and select **Tools, Copy To** from the menu bar.
   - To copy a segment, open the Purchase Order Line Item workform, right-click a segment, and select **Copy To** from the context menu.

   The Copy Lines To dialog box appears.

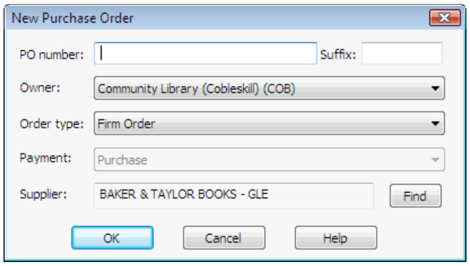


2. Click **Purchase Order**.
3. To copy the lines to a new purchase order, follow these steps:

a) Select the **New** check box.

b) Type a number for the new purchase order in the **Destination** box.

The New Purchase Order dialog box appears.



c) Click **OK**.

The lines are copied to the new purchase order.

Note:
An error message appears if you attempt to copy a line or lines that are not linked to a bibliographic record because the bibliographic record was deleted.

4. To copy the lines to an existing purchase order, follow these steps:

a) Type the purchase order number in the **Destination** box, or click **Find** and use the Find Tool to search for and select the purchase order.

If Polaris detects that the purchase order number you entered matches more than one purchase order, a dialog box appears asking you to choose one of the purchase orders matching the number.

b) If the Choose Purchase Order dialog box appears, select the appropriate purchase order.

c) Click **OK** to submit your settings.

The lines are copied to the purchase order you selected.

Closing Orders

You can close a Firm, Donation or Gift purchase order that has a status of Cancelled, Received or PartRec (partially received). When you close a purchase order with header charges and/or purchase order line items that are received, but not yet paid, the amounts are disencumbered. You can also close specific purchase order line items for serial subscriptions or serial standing orders.

This unit covers the following topics:

- "Close a purchase order" on page 185
- "Close line items on a standing or subscription order" on page 185

Close a purchase order

Follow these steps to close a purchase order.

Important:
If the purchase order is cancelled and you want to delete it later, do not close it. Only Cancelled orders can be deleted.

1. Open the Purchase Order workform.
2. Select **Tools, Close** from the menu bar on the Purchase Order workform.

   A message asks if you want to close the order.

Tip:
Click [toolbar button] on the toolbar.

3. Click **Yes** to confirm that you want to close the purchase order.

   Purchase order closed successfully appears in the status bar.

Close line items on a standing or subscription order

Follow these steps to close all line items or specific line items on a standing order or subscription purchase order.

Tip:
When searching for a purchase order, you can limit by **Order Type** and select **Standing Order** or **Subscription**.

1. Display a subscription order or standing order in the Purchase Order workform.
2. Select the line items you want to close, and click [toolbar button].

   A message asks if you want to close the line items.
3. Click **Yes** to confirm that you want to close the line items.
4. If the Update Serial Holdings Record Statuses dialog box appears, select a status to apply to the linked serial holdings records, or select **No status change** to leave the serial holdings record as it is, and click **OK**.

   The serial holdings record is updated with the status you chose.

Invoicing

An invoice in Polaris is an itemized list of the materials shipped to the library, including any services provided by the supplier. It includes titles, quantities, funds, prices, and other applicable charges. There are various options for invoicing in Polaris:

- **Regular (paid upon receipt)** - Purchase order line items are copied to create invoice line items. Encumbrance transactions are posted in each linked fund until the invoice is paid and the expenditures are posted. The payment method can be **Depository Agreement**, **Free**, or **Purchase**.
- **Prepaid** - If you select prepay when the purchase order is released, Polaris automatically creates a prepaid invoice, and the funds are immediately expended.
- **Prepaid with a deposit account fund** - An invoice is also created automatically when you release a purchase order with a deposit account fund. The linked funds are debited, and no encumbrances are transacted.
- **Approval plan and Blanket order** -Under an approval plan or blanket order, the supplier sends specific types of material, but the individual titles are not known until they are received. For example, your supplier sends your library the latest releases from the most popular adult fiction authors. There is no difference in Polaris between Blanket orders and Approval plans. However, some libraries may wish to use the Blanket order type for items that cannot be returned to the supplier.

  Select either of these order types on the Invoice workform to track the automatic shipment of titles under a specific program the supplier offers. You can enter the plan information in the **Plan** box on the Supplier workform.

  When the shipment arrives, you add the line items for the titles and segments for the number of copies. The titles are checked for duplicates on existing firm orders, allowing you to decide whether to keep copies of titles that were already ordered. Then you receive the copies at the segment level where you add the number of copies that arrived for each title in the shipment. For more information, see "Add an invoice line unlinked to a purchase order line" on page 209 and "Receive a purchase order/invoice line item segment" on page 161.

  With blanket orders and approval plans, funds are not encumbered, since there is no purchase order, and they are expended when the invoice is paid. You can track the expenditures for items paid for using these order types with the Items by Approval Plan and Items by Blanket Plan reports. See "Acquisitions Reports" in the *Polaris Basics Guide 4.1*.

- **Miscellaneous** - This invoice type can be used to account for charges other than for materials; to link to other invoices to make adjustments after the invoice is paid; or to indicate a lump payment to a serial supplier for all your subscription renewals. Line items on miscellaneous invoices are not linked to bibliographic records or purchase order line items. The payment method for miscellaneous invoices is always **Purchase**.
- **Rapid Receipt** - You can start with a new invoice, pull in multiple line items from various purchase orders, and receive them in one step. See "Use Rapid Receipt to receive line items from an invoice" on page 158.
- **Invoices for serials** - You can create an invoice without a purchase order to pay for subscriptions. See "Add an invoice line linked to a subscription" on page 215.
- **Linked invoices** - You can link an invoice to one or more invoices to account for debits or credits to invoices that have been paid and keep a clear audit trail. See "Linking Invoices" on page 218.
- **EDI Invoices** - If you send orders using electronic data interchange (EDI), the electronic invoice file is created automatically when the order is filled, and it is sent to your library's "out" directory on the supplier's FTP server. The EDIAgent retrieves the invoice file and loads it into the Polaris database, creating an invoice with the suffix EDI. However, if the **ASN Shipments** option is selected in the supplier record, EDI invoices are not created automatically.

  If the **Hold partial shipment invoices** is selected in the **EDI Invoice Defaults** profile in Polaris Administration, invoices are created automatically from the supplier's invoice data only when all line items have a quantity sent matching the quantity ordered. The EDI invoice reflects the contents of the actual shipment and may contain line items (titles) that were ordered via various EDI purchase order transactions.
  - **EDI invoice line items linked to purchase order line items** -When the EDI invoice is created, the invoice line items are automatically linked to purchase order lines, if there is a matching purchase order line item. You can set the **EDI Invoice Defaults** profile to update the linked purchase order line item to received as soon as the invoice is saved in the Polaris database, or you can choose not to automatically receive the purchase order line item, and receive later when the shipment arrives. See "Set up EDI invoice defaults" in the *Polaris Technical Services Administration Guide 4.1*.
  - **No matching purchase order line item** - Polaris searches for a matching ISBN in the database, and if one is found, the invoice line item is created from the title information in the bibliographic record and the information in the EDI Invoice Defaults profile. If no matching bibliographic record is found, the invoice line item is created using all the information in the EDI Invoice Defaults profile. If the default information is used to create an invoice line item, it appears on the error log, so you can update the invoice line item with accurate information. See "Set up EDI invoice defaults" in the *Polaris Technical Services Administration Guide 4.1*.

Tip:
If no matching purchase order line item can be found, or if the matching purchase order line item has an incorrect status, a red exclamation point icon appears next to the invoice line item in the Find Tool results list and in the Line Items view of the Invoice workform. Check the e-mail log if you see this icon.

- **Matching purchase order line item has an incorrect status** -If a matching purchase order line item is found, but it has an incorrect status, such as cancelled, it cannot be linked to the purchase order line item, but the information from the purchase order line item is used to create the invoice line item, and an error is listed on the log. For more information on the EDI invoice e-mail log, see "The EDI Invoice E-mail Log" on page 203.
- **EDI invoice line items where quantity sent is not equal to quantity ordered** - You can select the **Hold partial shipment** option in the Polaris Administration profile **EDI Invoice Defaults** to prevent EDI invoices from being generated automatically if the quantity sent on any of the line items in the invoice does not match the quantity ordered on the corresponding purchase order line item. See "Set up EDI invoice defaults" in the *Polaris Technical Services Administration Guide 4.1*. If you select the **Hold partial shipment invoices** option, you can use the Process EDI Invoices workform to generate the invoices. See "Process EDI invoices for partial shipments" on page 201.

Note:
For information on standard invoice reports, see "Acquisitions Reports" in the *Polaris Basics Guide 4.1*.

This unit covers the following topics:

Creating Invoices

With orders that are paid upon receipt, use one of the following methods to create invoices:

- Copy all line items or selected line items from the Purchase Order workform to an invoice.
- Link a purchase order to an invoice.
- Copy lines or segments of lines from the Purchase Order Line Item workform to an invoice.
- Copy an existing invoice from the Invoice workform.
- Create a new invoice from the Shortcut Bar without a purchase order.
- Create a new invoice using Rapid Receipt.
- Set up an EDI invoice profile and create an EDI invoice automatically.

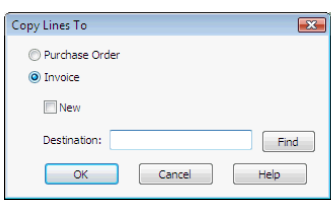
Copy multiple line items to an invoice

Follow these steps to create an invoice by copying purchase order lines from the Purchase Order workform. You can copy all the purchase order lines from any view of the Purchase Order workform, or you can select specific line items to copy from the Line Items view. The purchase order must be released in order to copy lines to an invoice.

Note:
You can also copy purchase order lines to an existing invoice.

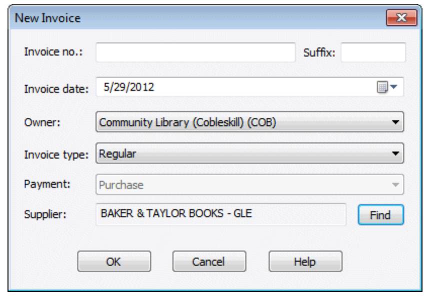
1. Open the Purchase Order workform.
2. Choose one of the following options:
   - To copy all the line items, select **Tools, Copy Lines To** from the menu bar.
   - To copy only selected line items, right-click the line items on the Line Items view, and select **Copy To** from the context menu.

   The Copy Lines To dialog box appears.



3. Click **Invoice**, select the **New** check box, and click **OK**.

The New Invoice dialog box appears.



4. Do the following steps to complete the New Invoice dialog box:

a) Type the number of the invoice in the **Invoice No.** box. It can be up to 30 characters.

Tip:
You can search for invoices by invoice number suffix.

b) If your library uses a suffix to identify invoices, type a suffix in the **Suffix** box. It can be up to 8 characters.

c) If you want a different date than the present date to appear on the invoice, type the date in the **Invoice Date** box or click the calendar icon and select the date. See "Using Date Pickers" in the *Polaris Basics Guide 4.1*.

d) To select a different library, change the library in the **Owner** box. The default library that appears in this box is the library in the purchase order source record.

e) To select a different supplier, click **Find**. Search for and select the supplier of your choice from the results list.

5. Click **OK** to submit your settings.

Copy Completed Successfully appears in the status bar.

Note:
If the lines have already been copied to an invoice, you are alerted and the operation fails. **Exception:** Standing order or subscription lines can be copied to multiple invoices.

6. Use the Find Tool to search for and select the invoice.

The invoice you created appears in the Invoice workform and contains all the line items copied from the purchase order.

Important:
The charges, sales tax, and discount rate are not copied to the new invoice when you copy the line items.

Link from a purchase order to create an invoice

Follow these steps to create an invoice for items received as part of an order.

1. Open the Purchase Order workform.
2. Select **Tools, Create Invoice**.

   The Invoice workform appears with the following information from the purchase order:

   - The General view contains the same library, supplier, and fund information as the General view of the Purchase Order workform.
   - If there are header charges in the Purchase Order workform, they display on the General view and the Charges view of the Invoice workform.

   Important:
   When you link a purchase order to an invoice, the line items are not automatically copied to the new invoice.

3. Type the number for the invoice in the Invoice number box.
4. Select **File, Save** to save the new invoice.

   The invoice is saved and linked to the purchase order.

Copy a single line item or specific segments to an invoice

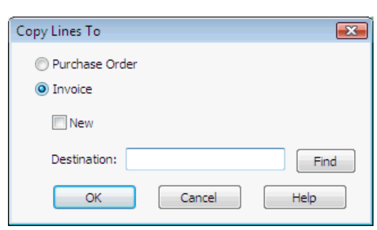
Follow these steps to create a new invoice by copying a purchase order line item or line item segments.

Tip:
You can copy purchase order line items from different purchase orders to the same invoice.

1. Open the Purchase Order Line Item workform.
2. Select **Tools, Copy To** from the menu to copy the line item, or select the segments, right-click and select **Copy To** from the context menu.

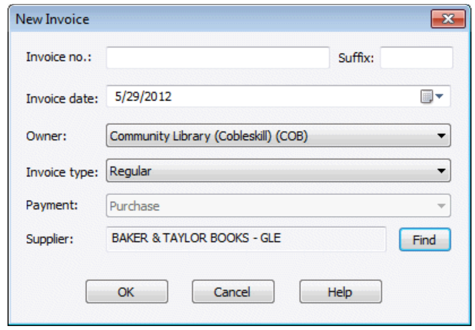
   Important:
   If you are selecting multiple segments, you must put the cursor in the **Segment Number** column.

   The Copy Lines To dialog box appears.



3. Click **Invoice**, select the **New** check box, and click **OK**.

   The New Invoice dialog box appears.



4. Do the following steps to complete the New Invoice dialog box:

   a) Type the number of the invoice in the **Invoice No.** box. It can be up to 30 characters.

Tip:
You can search for invoices by invoice number suffix.

   b) If your library uses a suffix to identify invoices, type a suffix in the **Suffix** box. It can be up to 8 characters.

   c) To select a different library, change the library in the **Owner** box.

   d) To select a different supplier, click **Find** and search for a different supplier.

   e) Click **OK** to submit your settings.

   Copy Completed Successfully appears in the status bar.

   Note:
   If the lines have already been copied to an invoice, you are alerted and the operation fails. **Exception:** Standing order and subscription lines can be copied to multiple invoices.

5. Use the Find Tool to search for and select the invoice.

   The invoice you created appears in the Invoice workform and contains the line item or segments copied from the purchase order.

Copy an invoice to create a new invoice

Follow these steps to create a new invoice by copying an existing invoice.

1. Open the Invoice workform.
2. Select **File, New**.

   The New Invoice dialog box appears.
3. Select one of the following options:
   - **Copy Existing Workform** to copy the information to a new invoice workform.
   - **Clear Workform** to clear the contents of the workform and reset any default data.
4. Click **OK** to continue the process.

   The Invoice workform appears with the same number as the invoice you copied.

   Note:
   All invoice workform information is copied except for invoice line items, payment history, check and/or voucher date and number, invoice status (the new status is Open), and invoice status date (the new status date is today's date).
5. Type a different number for the invoice in the **Invoice no** box.
6. Select **File, Save** to save the new invoice.

1-2-3

Create an invoice without a purchase order

You can create an invoice without a purchase order for blanket orders, approval plans, or miscellaneous invoices. Follow these steps to create a new invoice from the Polaris Shortcut Bar.

Tip:
You can also create an invoice containing line items from multiple purchase orders. See “Add invoice lines using Rapid Receipt” on page 211.

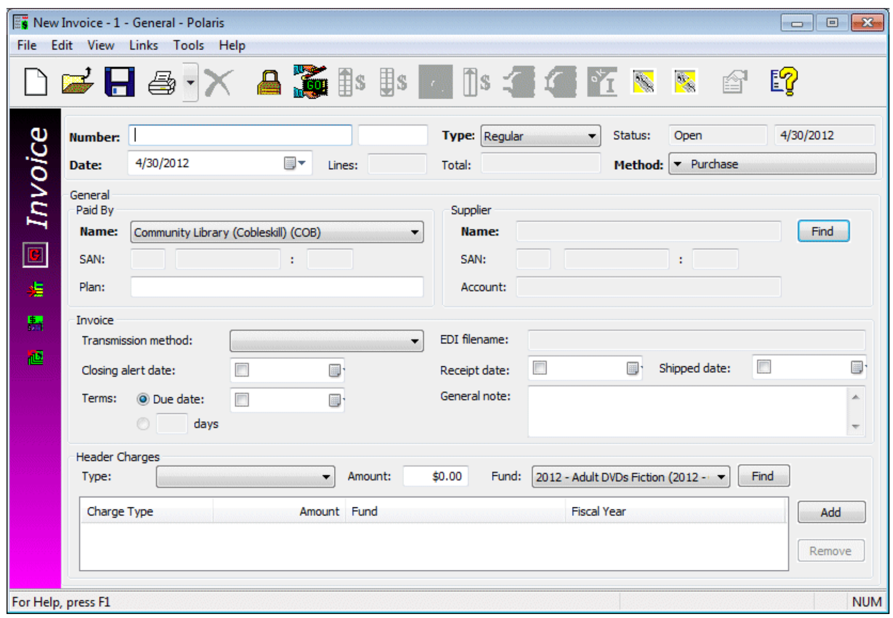
1. Select **File**, **New** from the Shortcut Bar.

   The New dialog box appears.

2. Select **Invoice** in the Objects list, and click **OK**.

   The Invoice workform appears with the following default information:

   - **Date -** today’s date
   - **Type - Regular**
   - **Payment method - Purchase**
   - **Invoice status - Open**
   - **Paid by (Library) -** library where user logged in



3. Type a number (up to 30 characters) in the **Number** box.

4. To add a number suffix, type it in the box to the right of the **Number** box. The suffix can be up to 8 characters.

Tip:
You can change the invoice number and number suffix until the invoice is paid.

5. Click **Find** next to the **Supplier** box, and search for and select the supplier using the Find Tool.

6. Select **File, Save** to save the invoice.

7. Complete the Invoice workform. See “Add or change invoice header charges and credits” on page 206.

8. Add the invoice line items (titles). See “Add an invoice line unlinked to a purchase order line” on page 209.

Create a miscellaneous invoice

Note:
If you need to distribute charges, use another type of order such as an approval plan order. You cannot distribute charges on a miscellaneous invoice.

You can use miscellaneous invoices to track library expenditures or credits that are not directly linked to specific bibliographic records. When you enter an invoice line item in a miscellaneous invoice, you do not search for and select a bibliographic record. Instead, you type a description of the charge or credit in the **Title** box, but no brief bibliographic record is created.

Miscellaneous invoices do not require a link to a supplier record. You can create a miscellaneous invoice that has charges at the header level but no line items.

Tip:
You can search for miscellaneous invoices in the Find Tool by selecting **Type** in the **Limit by** box and **Miscellaneous** in the **Value** box.

Follow these steps to create a miscellaneous invoice.

1. Select **File**, **New** from the Shortcut Bar.

   The New dialog box appears.

2. Select **Invoice** in the **Objects** list, and click **OK**.

   The Invoice workform appears.

3. Type the number for the invoice in the **Invoice number** box.
4. Select **Miscellaneous** in the **Type** box.

   Note:
   You do not need to link to a supplier record when the invoice type is **Miscellaneous**, but you will receive a message when you save the invoice without a supplier.

5. (Optional) To link to a supplier record, click **Find** next to the **Supplier** box and search for a supplier.
6. To enter header charges for a miscellaneous invoice, do the following steps:

Tip:
If you enter a charge incorrectly, select it in the list and click **Remove**, then re-enter it and click **Add**.

   a) On the Invoice workform-General view (view 1), in the Header Charges section, select the charge type in the **Charge type** box.

   b) Type an amount in the **Amount** box.

   c) Select a fund in the **Fund** box, or if the fund is not in the list, click **Find** and search for and select the fund using the Polaris Find Tool.

   d) Click **Add** to add the charge type, amount, and fund to the list of charges.

7. To add line items to a miscellaneous invoice, do the following steps:

   a) Select **View**, **Line Items or click** .

      The Line Items view appears.

Tip:
Press **CTRL+I** to add a new line item.

   b) Click on the items toolbar.

   c) The Invoice Line Item workform appears.

   d) In the **Title** box, type a description for the service or materials being purchased.

      Note:
      When the invoice type is **Miscellaneous**, the Find Tool is unavailable because a miscellaneous invoice line item is not linked to a bibliographic record. When you enter title information in the miscellaneous invoice line item, no brief bibliographic record is created.

   e) Type a price for the service or materials in the **Unit price** box.

   f) Type a quantity for the segment in the **Quantity** box. Unlike regular invoices, you do not need to receive the quantity to pay or credit it.

   g) Select the library that is receiving the service or materials in the **Destination** box.

Tip:
The display of the funds is controlled by the settings in the Acquisitions/Serials profile Acq fund droplist setup. See "Specify how funds are displayed in Acquisitions" in the *Polaris Technical Services Administration Guide 4.1*.

   h) Select a fund in the **Fund** box, or click to search for the fund.

      Note:
      To pay for or credit the segment using more than one fund, click , and follow the instructions in "Split funds for a purchase order line item segment" on page 126.

   i) Add more line item segments, if necessary.

   j) Select **File, Save** to save the invoice line item to the invoice record.

8. Select **File, Save** to save the invoice.

   If you have not selected a supplier, a message box appears.

9. Click **Yes** to save the miscellaneous invoice without a supplier or click **No** and use the Find Tool to select a supplier. Then, save the miscellaneous invoice.

10. Select **Pay** or **Credit** to post the expenditure or unexpenditure transaction in the linked fund or funds.

Related Information

- "Paying Invoices" on page 229
- "Crediting Invoices" on page 243
- "Fund Transactions" on page 28

Review automatic EDI invoices

EDI invoices are created automatically in Polaris using data retrieved from the supplier's FTP server, and an e-mail notifies you that the invoice is available. You can search for EDI invoices by the invoice number suffix EDI. For more information about the invoice log contents, see "The EDI Invoice E-mail Log" on page 203.

Important:
To deal separately with EDI invoices where the quantity sent does not equal the quantity ordered, select the **Hold partial shipment invoices** option on the EDI Invoice Defaults profile. See "Set up EDI invoice defaults" in the *Polaris Technical Services Administration Guide 4.1*. Then you can generate them using the Process EDI Invoices workform. See "Process EDI invoices for partial shipments" on page 201.

Follow these steps to open and review automatic EDI invoices.

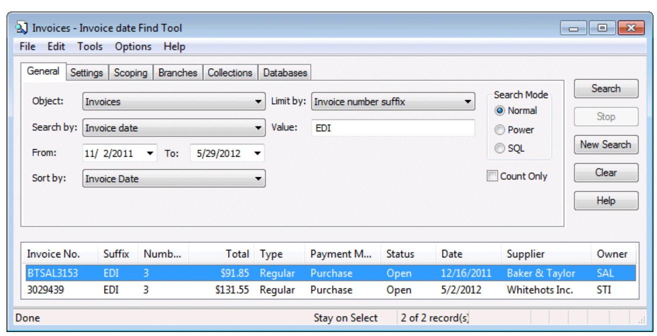
1. Select **Acquisitions, Invoices** from the Polaris Shortcut Bar.

   The Find Tool appears with **Invoices** selected in the **Object** box.

2. Select **Invoice number suffix** in the **Search by** box, and type **EDI** in the **For** box.

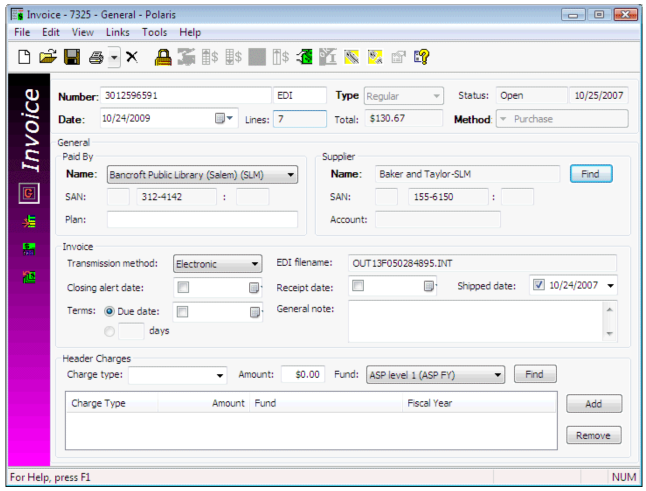
   Note:
   You can also limit by the invoice number suffix, EDI. For example, you can search by invoice date range and limit by the EDI suffix. You can select a sort by option to sort the results list before it appears. For example, you could search by the number suffix EDI, limit by supplier, type **Baker***, and sort by owner to list the Baker & Taylor EDI invoices sorted by the owning branch.

   The automatically-created EDI invoices appear in the results.



3. Double-click to open the invoice in the Invoice workform.

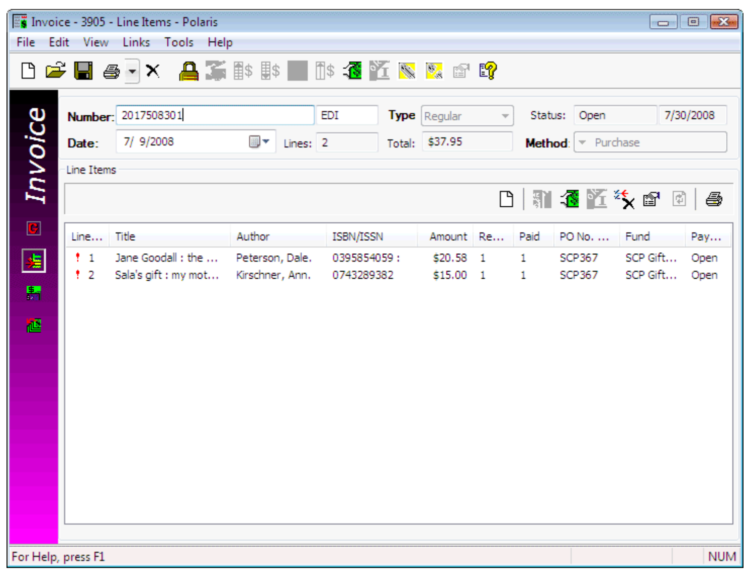
   The EDI filename and the date the order was shipped are displayed in the workform (if the supplier includes this information).



4. Select **View, Line Items** to see the line items in the invoice.

Note:

If there are invoice line items with errors that prevented them from linking to purchase order line items, a red exclamation point icon appears next to the invoice line items. The icon also appears in the Find Tool results list for EDI invoice line items that have errors.



5. Check your e-mail for messages regarding EDI invoice transmissions. The e-mail message is a detailed log of the invoices that the EDIAgent picked up from the supplier's site. The log lists any bibliographic-level holds placed on the items, and any errors in the invoice. See "The EDI Invoice E-mail Log" on page 203.

Important:

Correct any errors before paying the invoice.

6. If an invoice line item is listed with a red exclamation point because it was not linked to a purchase order line item, you can manually link to the purchase order line item by doing the following steps:

   a) On the Invoice Line Item workform, select **View, Additional Information**.

      The Additional Information view appears.

   b) Click the **Find** button.

      The Find Tool appears with **Purchase Order Line Item** selected.

   c) Search for and select the appropriate purchase order line item.

      Any information in the Invoice Line Item workform is overwritten with the information from the purchase order line item you selected.

Related Information

- **Setting up EDI ordering** - To communicate with a supplier via EDI, you must first contact the supplier and get specific information to enter in Polaris. See "EDI Ordering Setup Checklist" in the *Polaris Technical Services Administration Guide 4.1*.
- **Entering EDI information in the Supplier record** - Set up the supplier record with the information you gathered from the supplier. See "Enter the supplier's EDI ordering data" on page 45.
- **Polaris EDIAgent** - The Polaris EDIAgent is an SQL job that scans the library's directory on the supplier's FTP server. When it finds files, they are retrieved and used to create the purchase order acknowledgment and EDI invoice. If the supplier provides an Advanced Shipping Notice (ASN), it is also retrieved by the EDIAgent. For more information, see "About the Polaris EDIAgent Job" in the *Polaris Technical Services Administration Guide 4.1*.
- **Electronic Purchase Order Acknowledgment** - After the supplier receives the EDI purchase order, an electronic purchase order acknowledgment is placed on the supplier's FTP server. The Polaris EDIAgent retrieves the file and saves it in a local directory. You can generate the Electronic Purchase Order Acknowledgment from the **Utilities** menu. See "Acquisitions Reports" in the *Polaris Basics Guide 4.1*.
- **Processing partial shipment EDI invoices** - If your library has selected the **Hold partial shipment invoices** option in the EDI Invoice defaults profile, you can generate EDI invoices with invoice line items where the quantity sent does not match the quantity ordered. See "Process EDI invoices for partial shipments" on page 201.

Process EDI invoices for partial shipments

Use the Process EDI Invoices workform if your library has selected the **Hold partial shipment invoices** option in the EDI Invoice Defaults profile in Polaris Administration. When the option to hold partial shipments is selected, the raw EDI invoice data from the supplier does not automatically create EDI invoice records in Polaris if the quantity sent and the quantity ordered do not match for at least one title on the invoice. If all quantities sent match all quantities ordered for all titles, the supplier's EDI invoice data is saved automatically as an EDI invoice record in Polaris.

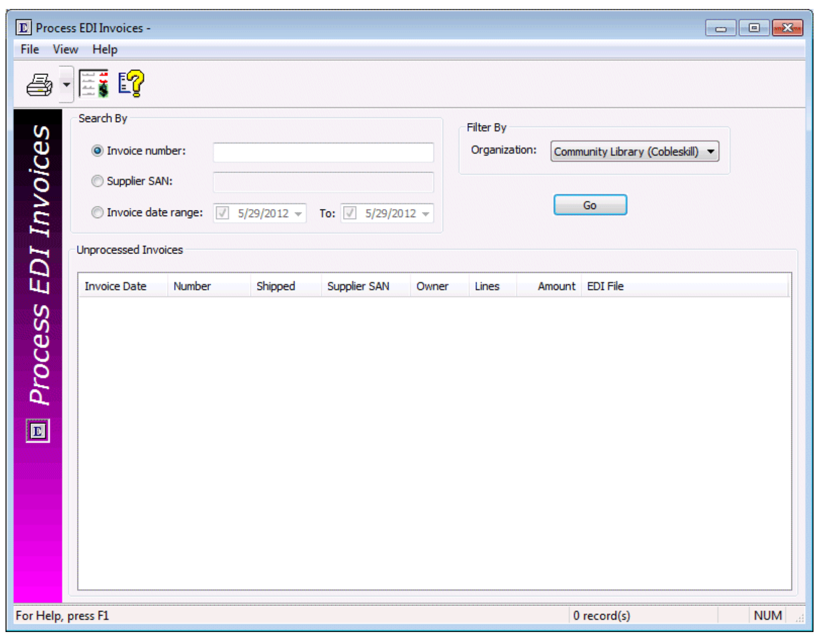
Note:
You must have the permission **Process EDI Invoices: Allow** set at the system level to select EDI invoices to process.

Follow these steps to generate an EDI invoice where the quantities sent do not equal the quantities ordered.

Tip:
You can wait to process partial shipment invoices if the supplier indicates the remainder of the order will be shipped eventually. When the supplier is able to complete the order and sends the EDI invoice file, the completed EDI invoice is created automatically in Polaris.

1. Select **Acquisitions, EDI Services, Process EDI Invoices** from the Polaris Shortcut Bar, click [E], or press **ALT+A+E**.

   The Process EDI Invoices workform appears.



2. Enter the search criteria for the invoice as follows:
   - Enter the invoice number (maximum of 30 characters).
   - Enter the supplier's SAN (maximum of 7 characters).
   - Enter an invoice date range by selecting dates in the **From** and **To** boxes.
3. To filter the invoices by branch, select a branch in the **Organization** box. Select **All** to see all partially received EDI invoices in your library system.

4. Click Go.

   The ungenerated invoice or invoices that meet your search criteria are listed.

5. To see the purchase order line items linked to this invoice, right-click an invoice in the list, and select **Purchase Order Line Items** from the context menu.

   A box lists the linked purchase order line items. At least one of the purchase order line items listed has a number of copies sent less than the number of copies ordered. You can open a purchase order line item in its workform by double-clicking on it.

   > **Note:**
   > If the invoice is linked to only one purchase order line item, the Purchase Order Line Item workform appears.

6. Select the invoice or invoices in the list, right-click and select **Generate selected invoices**.

   The invoices you selected are generated, and they no longer appear in the list. If the **Update linked PO line items** check box is checked in the **EDI Invoice Defaults** profile in Polaris Administration, the linked purchase order line items are updated to Received, and any segments that could not be received are set to On-Order. The linked item records are either updated to in-process or remain on-order, depending on the setting in the profile. If the **Update linked PO line items** check box is not checked, the purchase order line items remain unreceived. See “Set up EDI invoice defaults” in the *Polaris Technical Services Administration Guide 4.1*.

7. Use the Find Tool to search for and select the generated EDI invoice.

   If the line items are not received automatically, you can receive them from the invoice or purchase order. See “Receiving Orders” on page 153.

Partial Shipments

If you hold EDI invoices for partial shipments, you can set up your distribution profiles at your supplier’s site so the 970 tags are created first for the branches where you need the full number of copies ordered. Then you can receive the full number of copies for the busiest branches and split receipt for branches that can wait for the full number of copies to arrive. For more information, see “Creating Purchase Orders” on page 106.

The EDI Invoice E-mail Log

When Polaris attempts to create EDI invoices from data retrieved from suppliers, a separate log file is created for each supplier's invoice data. For each invoice, the log file indicates whether the invoice was created and lists details regarding any line items that had errors. These log files are saved in the same directory as the **EDINew** and **EDIDone** folders with the following name:

EDIInvoiceResults_(Supplier name).(Org abbreviation).log.

Examples:
EDIInvoiceResults_Baker_And_Taylor.STI.log
EDIInvoiceResults_Ingram.STI.log.

Tip:
The holds information in the log can help you prioritize the processing of materials that have holds if you have enabled the **Update linked PO lines to Received** setting in the **EDI Invoice Defaults** profile. (When the purchase order line items are received automatically, users do not see the message that appears when manually receiving line items with holds.)

These logs are e-mailed to the addresses in the **EDI Invoice Defaults** profile with the subject line **EDIInvoiceResults**. The organization abbreviation also appears in the subject line of the e-mail. The e-mail log lists invoice line items that were generated, line items with errors, and line items with bibliographic-level holds placed on the titles.

The following types of messages appear in the e-mail log that is sent to the addresses in the **EDI Invoice Defaults** profile with the subject line **EDIInvoiceResults**:

- **Begin processing EDI 810 file: OUT1704022533.INT** - This message indicates the processing of the EDI file was started.
- **Invoice *#3014384848 may not have been created. Contact your Polaris support representative for assistance.*** - This message indicates that there were problems with the invoice. Open the invoice and check the invoice line items against the messages in the e-mail log.
- **Inv*#3014384848 has invalid IT101(s). Could not match an IT101/IT111 with a PO# in the system.* Inv*#3014384848 suffix=EDI was created.* -** The invoice was created, but there were problems with some of the invoice line items that did not match up with a purchase order.
- **Invoice *#3014384848* Suffix = EDI, was created.** - Each invoice line item in the invoice has a matching purchase order line item in the Polaris database, and the invoice line items are linked to the purchase order line items.
- **The SA Profile defaults were used to create INLI# *5* on Inv *#3014384848*.** - An unlinked invoice line item is created using default data in the EDI Invoice Defaults profile because no matching purchase order line item was found. If a bibliographic record with a matching ISBN and title is found in the Polaris database, it is used for the title of the invoice line item. If no matching ISBN or title is found, the title is the default title in the profile, for example, **No matching PO line item was found.**

- **The POLI# *5* on PO#*BetterBooksPO1* is not linked to INLI# *4* on Inv# *3014384848* Suffix = EDI because it has the wrong status. An unlinked INLI was created.** - An invoice line item is created using information from the matching purchase order line item, but the invoice line item cannot be linked to the purchase order line item because the purchase order line item has a status that prevents it from being linked.
- **INLI #*1* on Inv #*3014384848* Suffix = EDI, has 16 linked holds.** - The EDI invoice line item has bibliographic-level holds.
- **Invoice #*3014384848* Suffix = EDI was created.** - The invoice was created, but check the messages for individual invoice line items that may have problems.
- **The POLI# *5* on PO#*BetterBooksPO1* is not linked to INLI# *6* on INV# *3014384848* Suffix = EDI because the quantity sent did not equal what was ordered. An unlinked INLI was created.** - This message appears when the Hold partial shipment option is not selected in the EDI Invoice Defaults profile. When an invoice line item indicates that the quantity sent does not equal the quantity ordered, the invoice line item is created using information from the matching purchase order line item, but it cannot be linked to the purchase order line item because the quantities do not match.
- **EDI Inv# X Suffix= EDI has not been generated because Invoice line item quantity sent does not equal the PO line item total quantity ordered and EDI invoicing is set to hold partial shipment invoices. These PO lines are partials: [POLI ID X, POLI ID Y] -** This message appears when the **Hold partial shipment invoices** option is selected on the EDI Invoice Defaults profile, and the EDI invoice indicates that for at least one line item, the quantity shipped does not equal the quantity ordered.

  Note:
  To see the linked purchase order line item, use the Find Tool to search for it by the purchase order line item ID.
- **End processing EDI 810 file: OUT1704022533.INT** - The log indicates that the processing for the EDI invoice file was completed.

Add general information to an invoice

Follow these steps to enter general information on an invoice other than one generated via EDI.

Note:
The invoice already includes some information if you created it by copying or linking from a purchase order or from another invoice.

1. Open the Invoice workform.
2. Define the optional shipment information as follows:
   - Specify how the invoice was transmitted in the **Transmission method** box.
   - To specify a closing alert date, select the **Closing Alert Date** check box and select a date.
   - If you track the date your library expects the shipment to arrive, click **Due date** and type a date to specify the due date.
   - In the **Shipped date** box, type the date that the shipment was shipped by the supplier.
   - In the **Receipt date** box, type the date that the shipment or supplier's invoice was received at the library.
   - Type any comments or special conditions about the shipment or invoice in the **General note** box.
3. To enter or change header charges and funds for the invoice as a whole, such as shipping charges, follow the instructions in "Add or change invoice header charges and credits" on page 206.

   Note:
   If shipping and other charges are paid by various branches, assign funds at at the line item segment level and distribute the charges. See "Distribute charges on an open invoice" on page 222.
4. Select **File, Save.**
5. If applicable, add or change the charges and discount rates on the Charges view of the Invoice workform by following the instructions in "Add or change invoice header charges and credits" on page 206.
6. Add the invoice line items by following the instructions in "Adding Invoice Line Items" on page 209.

   Note:
   Most fields in the invoice become read-only once the invoice reaches the following statuses: Paid, PartPaid, or Credited. Fields in prepaid invoices are also restricted.

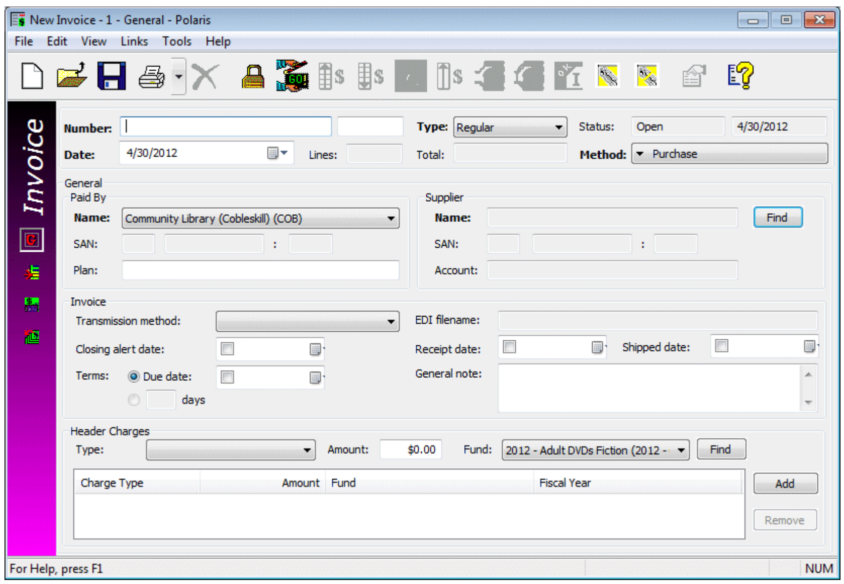
Add or change invoice header charges and credits

Header charges are the charges from the supplier that are not associated with any specific line item, such as shipping or cataloging charges for the whole order. They are posted against distinct funds and are not distributed across line item segments. You can enter header charges in the Purchase Order workform, but the exact amount is often not known until the invoice is received.

Follow these steps to enter or change header charges (or credits) that are associated with the entire invoice.

Note:
If the invoice is prepaid, you must create a linked invoice to adjust header charges. See "Link an invoice to another invoice" on page 218.

1. Open the Invoice workform.



Tip:
Only one charge entry with one amount and one fund can be added for each charge type. For example, if you added a charge for Cataloging, the charge type of Cataloging no longer appears in the Charge Type list. If you need to split a charge so that two funds are used to pay for a charge, use the Other charge type.

2. To add each header charge, or a header credit, do the following in the Header Charges section on the Invoice workform - General view:

a) Select a charge type in the **Charge Type** box. To enter a credit, select the charge type **Credit**.

Note:
To change the charge type of **Other** to a more specific name, you can rename it using the Acq/Serials parameter **Other charge type description**. See "Rename the purchase order and invoice header Other charge type" in the *Polaris Technical Services Administration Guide 4.1*.

b) Type a dollar amount for the charge or credit in the **Amount** box.

c) Select a fund to use for the header charge or credit in the **Fund** box. If the fund does not appear in the Fund list box, click **Find** to search for and select it using the Polaris Find Tool.

d) Click **Add** to add the charge type, amount, and fund to the list box.

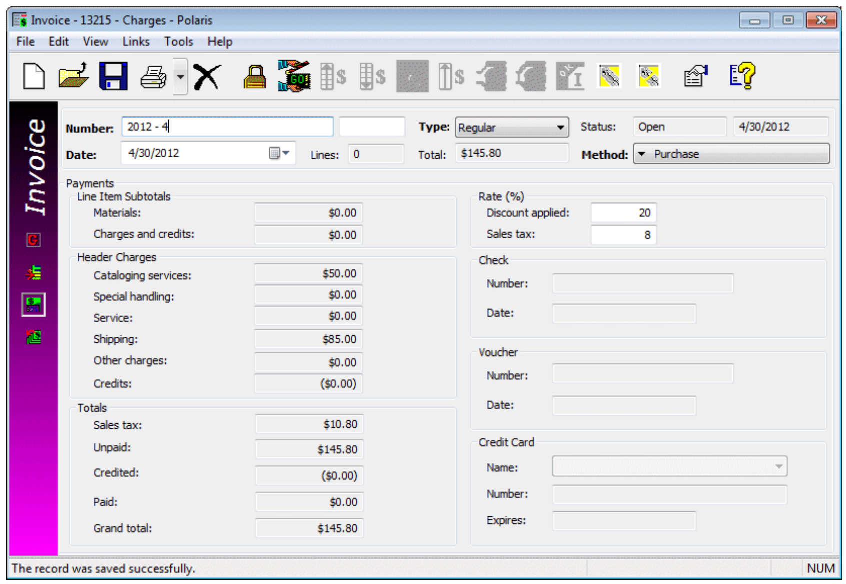
Note:
If you need to remove or change a charge type, select it in the list box and click **Remove**.

3. Select **File, Save** to save the record.

Note:
Complete the invoice by following the steps in “Adding Invoice Line Items” on page 209.

Related Information

- **Charges view of the Invoice workform** - When you enter header charges and credits on the General view of the Invoice workform, they are displayed in the Charges view, but they cannot be changed there.



- **Linked Funds** - Select **Link, Funds** to open the list of funds linked to the invoice. When the invoice is paid, the header charges and credits are posted in the funds selected for the header charges on the General view of the Invoice workform.

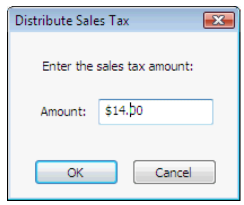
Add a tax dollar amount on an invoice

Follow these steps to enter a dollar amount for the tax on the invoice.

Important:
All segments on the invoice must be received before you can enter a tax dollar amount for the invoice. Also, any charges, credits, or discounts must be distributed before the tax.

1. Open the Invoice workform.
2. Receive any items that have not already been received.
3. Click  on the Invoice toolbar.

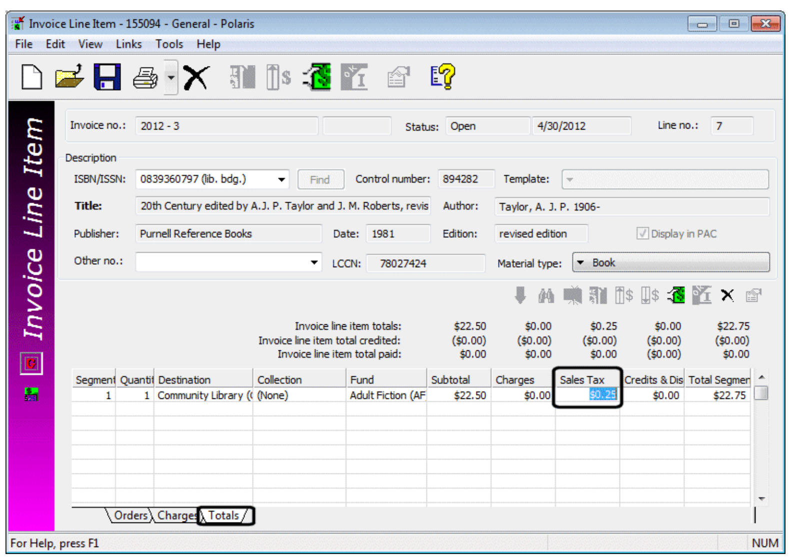
   The distribute tax dialog box appears.



4. Enter the dollar amount to add to the invoice.

   The dollar amount is converted to a rate (percentage), any other tax rate or amount is overwritten, and the rate is applied to all the items.

5. If there is a discrepancy between the amount you entered when you distributed the tax and the amount in the sales tax total, adjust the tax on a line item segment to modify the total tax.



   The total tax on the Invoice workform - Charges view will match the amount you distributed.

6. Select **File, Save**.

Adding Invoice Line Items

Invoice lines can be added to an invoice whether or not they are linked to a purchase order. If a line item is linked to a purchase order, all the applicable information within the order is automatically copied to the invoice. You can change this information or enter new data on the Invoice Line Item workform. If a line item is not linked to a purchase order, you enter all the line item information following the procedures in this section. You can create invoice line items from the Invoice Line Item workform or by using Rapid Receipt on the Invoice workform. When you use Rapid Receipt from the Invoice workform, the invoice line items are added and the linked purchase order line items are received in one step. See "Use Rapid Receipt to receive line items from an invoice" on page 158.

Add an invoice line unlinked to a purchase order line

Follow these steps to add an invoice line that is not linked to a purchase order line.

Note:
Refer to "Creating Invoices" on page 190 for instructions to create and display a new invoice if the invoice does not exist in Polaris.

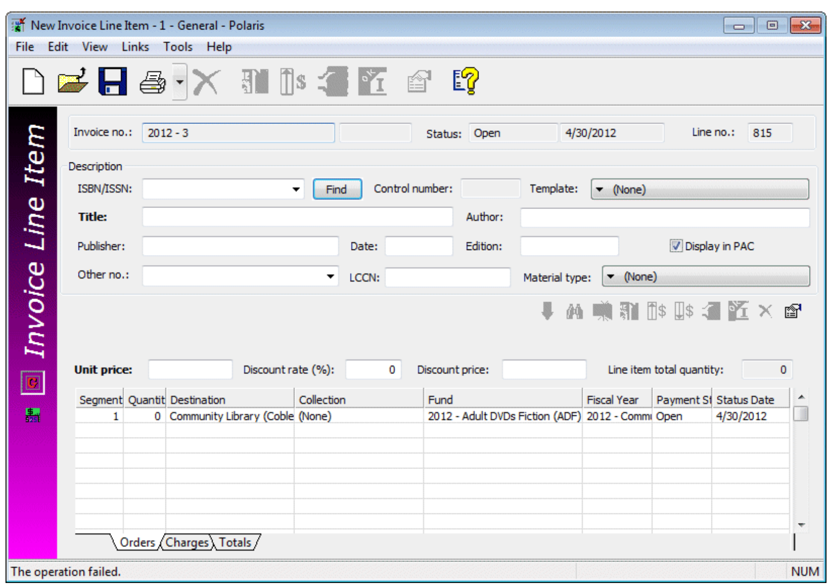
1. Open the Invoice workform.
2. Select **View, Line Items.**

   The Line Items view appears.

Tip:
Press **CTRL+I** to add a new line item.

3. Click on the items toolbar.

   The Invoice Line Item workform appears.



4. Enter the bibliographic information for the invoice line item, using one of the following methods:

   - **Select an existing bibliographic record from the database** - If you know the ISBN of the bibliographic record, you can type it in the **ISBN** box and press **ENTER**. The bibliographic information is automatically filled in if one exact match to the ISBN is found in the database. If you do not know the ISBN, click **Find**, and use the Find Tool to search for and select an existing bibliographic record. When you select the record in the Find Tool results, the information is automatically filled in.

   - **Create a new bibliographic record from Acquisitions** - Type the bibliographic information in the appropriate fields in the Description frame of the workform. If you are ordering non-print materials, you can select a template in the **Template** box. Upon saving the new bibliographic record, the leader, 006, and 007 are automatically placed in the record. This allows you to create brief non-print bibliographic records, instead of automatically generating a "book" bibliographic record, and then manually updating each non-print title to be ordered. If you do not select a template, the brief bibliographic record that is created will be for a book.

     Important:
     You must create a bibliographic template in Cataloging with a name that begins with **on-order** for the template to display in the Invoice Line Item workform. See "Creating On-Order Bibliographic Templates" on page 62.

Tip:
You can preview a bibliographic record in the Find Tool results list by right-clicking the record and selecting **Preview**. To preview subsequent records in the results list, keep the Preview window open, select the first record, and press the down arrow key on your keyboard.

Tip:
If you do not find the title in your Polaris database, you can search external databases using Z39.50. For more information, see "Searching Remote Databases" in the *Polaris Basics Guide 4.1*.

5. Add the invoice line item segment information. See "Add segment information for an invoice line" on page 213.

6. Select **View, Additional Information**.

   The Additional Information view appears.

7. Type additional instructions, if applicable, in the following boxes:
   - **Shipped date**
   - **Alert Note**

8. Select **File, Save** to save the invoice line item to the invoice record.

   Note:
   If you add a line item to an invoice with an invoice type of Approval or Blanket, the system checks for duplicate line items in invoices and purchase orders. If a duplicate is found with the same bibliographic ID, collection, destination, and fund, a message appears.

Tip:
If there is an alert note, an **X** appears in the **Alert** column on the Invoice workform - Line Items view. An exclamation point also appears in the Find Tool results list for invoice line items with alerts.

Related Information

If you are not using Rapid Receipt, and an invoice line item is not linked to a purchase order, you must receive the line item at the segment level - See "Receive a purchase order/invoice line item segment" on page 161.

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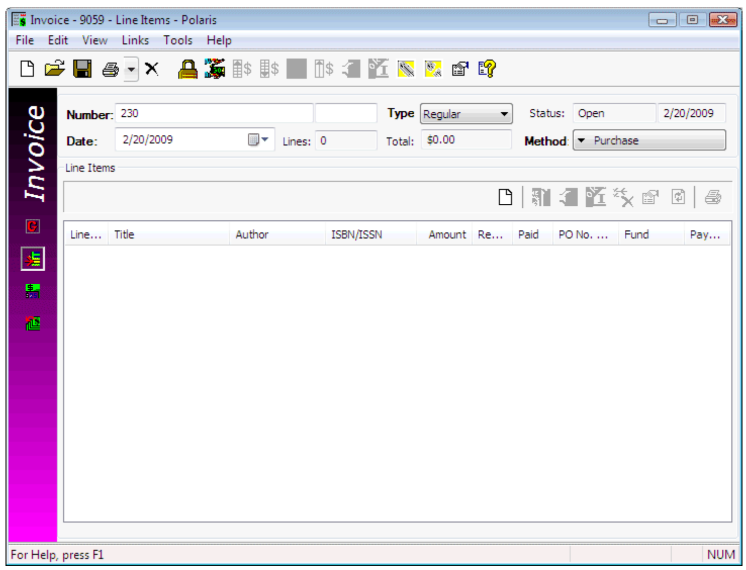
Add invoice lines using Rapid Receipt

Important:
The printed purchase order contains the purchase order line item ID number that uniquely identifies each line item. If you want to use the Rapid Receipt function, ask your supplier to include this number for each line item on the packing slip that comes with the shipment. You can also enter the ISBN or title for each line item, but the matching may not be as exact.

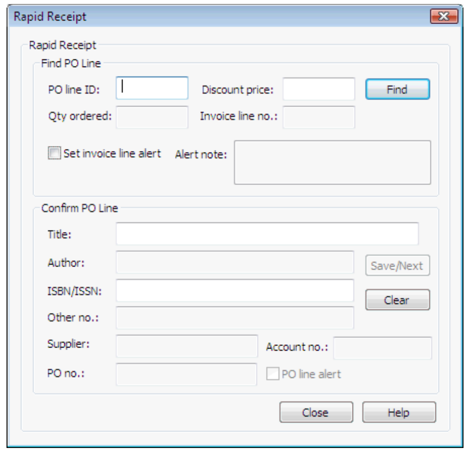
You can create a new blank invoice, and use Rapid Receipt to find the purchase order line item that matches the number on your supplier's packing slip. When you pull in the information from the purchase order line item, each invoice line item is created automatically, and the line item is also received.

Follow these steps to receive purchase order line items from an invoice.

1. Open the Invoice workform - Line Items view.



2. Select **Tools, Rapid Receipt** or click  on the Invoice workform.
3. The Rapid Receipt dialog box appears.



4. Type the purchase order line item ID number in the **PO line ID** box, type the ISBN or ISSN in the **ISBN/ISSN** box, or type the title in the **Title** box.
5. Press **ENTER** or click **Find**.

   If there is an exact match, the title details appear under **Confirm PO Line**.
6. Click **Save/Next**.

   The invoice line item is added and the purchase order line item is updated to Received in one step.
7. Enter the next PO line ID on the Rapid Receipt dialog box.

   The invoice line item is added and the purchase order line item is updated to Received in one step. For more information, see "Use Rapid Receipt to receive line items from an invoice" on page 158.

Add segment information for an invoice line

Follow these steps to add a segment that is not linked to a purchase order line item.

1. Open the Invoice Line Item workform.
2. To change the default destination, select a branch in the **Destination** box.
3. Select a fund in the **Fund** box, or click **Find** to search for and select a fund. To pay for the segment with more than one fund, click , and follow the instructions in "Split funds for a purchase order line item segment" on page 126.
4. If there are any charges associated with the individual segment, click the **Charges** tab, and type the dollar amount in the appropriate charges box.
5. If there are any credits or discounts associated with the individual segment, click the **Totals** tab, and type the dollar amount in the **Credits & Discounts** box.
6. Continue adding segments for the invoice line item by repeating steps 1-5.
7. Select **File**, **Save** to save the invoice.

Tip:
You can distribute charges and credits/discounts among invoice line item segments, and then make slight adjustments to individual segments. See "Distribute charges on an open invoice" on page 222 and "Distribute credits/discounts on an open invoice" on page 225.

Related Information

The following Acquisitions/Serials profiles in Polaris Administration control the display of data in segments:

- **Filter branches in line item segments** - Specifies the default branch and the available branches in the drop-down list. See "Filter destination branch lists by parent library" in the *Polaris Technical Services Administration Guide 4.1*.
- **Acq fund droplist setup** - Controls how funds display. See "Specify how funds are displayed in Acquisitions" in the *Polaris Technical Services Administration Guide 4.1*.

Add an invoice line linked to a purchase order line

Follow these steps to add an invoice line that is linked to a purchase order line.

1. Open the Invoice workform.
2. Select **View, Line Items.**

   The Line Items view appears.

Tip:
Press **CTRL+I** to add a new line item.

3. Click above the list of line items.

   The Invoice Line Item workform appears.
4. Select **View, Additional Information.**

   The Additional Information view appears.
5. Click **Find** in the Purchase Order section, and use the Find Tool to search for the existing purchase order line item.

   The Find Tool Results list appears.
6. Select the on-order, received, part received or currently received purchase order line item to which you want to link this new invoice line item.

   The information from the linked purchase order line item (including all segments) is copied to the new invoice line item. You can copy a purchase order line to an invoice line only once, except in the case of standing orders or subscriptions, which can be linked to multiple invoices.

Related Information

Standing Orders - If you want the invoice line item to accurately reflect payment for a distinct standing order part, link to the purchase order line item and click **Find** in the Description section of the Invoice Line Item workform. Then search for and select the bibliographic record for the Standing Order part. For more information, see “Enter order data for a serial holdings record” in the *Polaris Serials Guide 4.1*.

Add an invoice line linked to a subscription

Follow these steps to add an invoice line when you want to pay for a subscription for which there is no purchase order.

Note:
If the invoice line item is not already linked to an active purchase order line item, you can link one or more subscriptions that are not linked to a purchase order. A separate invoice line item segment is created for each serial holdings record with a unique combination of destination and collection. If the serial holdings record is linked to a subscription record, the unit price and the fund in the subscription record are copied to the invoice line item.

1. Select **File, New, Invoice.**

   The Invoice workform appears.

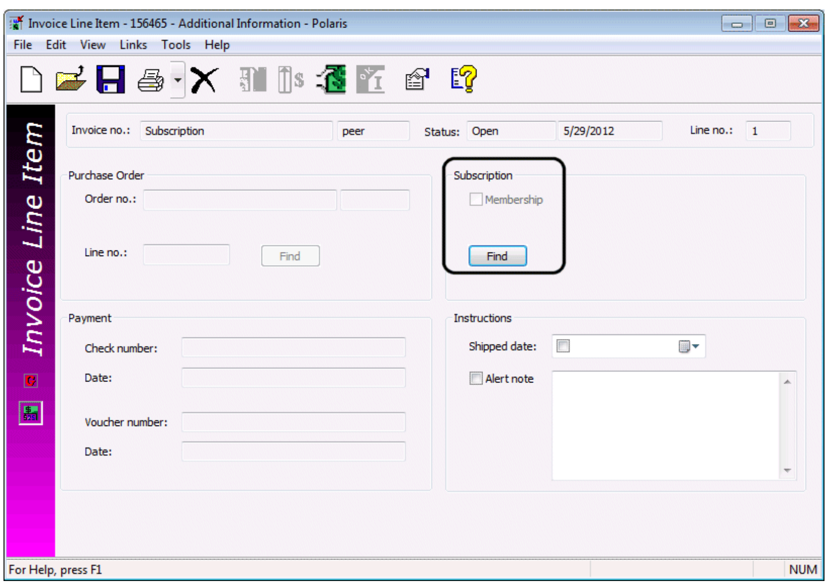
2. Type a number for the invoice in the **Invoice number** box.
3. Click **Find** next to the Supplier **Name** box, and select a supplier.
4. Save the invoice.
5. Select **View, Line Items.**

   The Line Items view appears.

6. Click above the line items list.

   The Invoice Line Item workform appears.

7. Select **View, Additional Information** to display the Additional Information view.
8. Click **Find** in the **Subscription** frame.

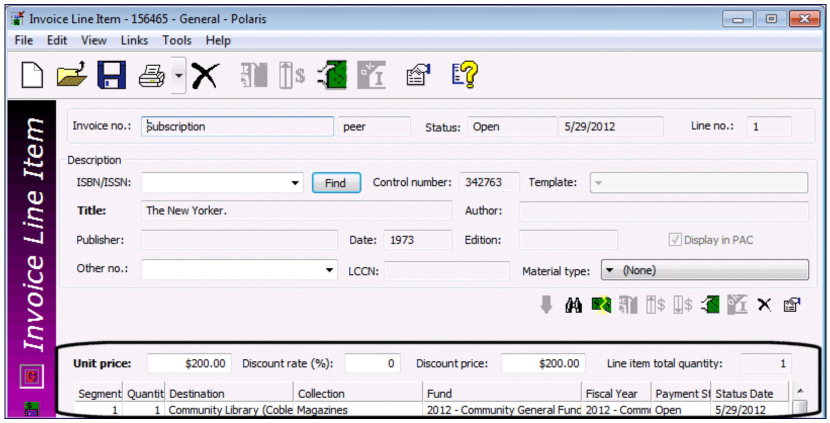


The Find Tool appears with **Serial Holdings** in the **Object** box.

Tip:
To multi-select serial holdings records, right-click, and choose **Select** from the context menu. All selected serial holdings records must be linked to the same bibliographic record.

9. Search for and select the serial holdings records you want to link to the invoice line item.

   The invoice line item is created with a separate segment for each serial holdings record you selected.



10. Save the invoice line item.

Copy an invoice line item

Follow these steps to copy an invoice line item in the same invoice.

Tip:

Press **CTRL+N** or click on the toolbar to copy an invoice line item.

1. Open the Invoice Line Item workform.
2. Select **File, New**.
3. Select one of the following options to copy an invoice line item:
   - **Clear Workform** - None of the information from the invoice line item is copied. A new, blank Invoice Line Item workform appears.
   - **Copy Existing Workform** - All the bibliographic information, the material type, and the segments are copied to the new invoice line item.

     Important:
     When you select **Copy Existing Workform**, and click **Find** on the new line item to search for another bibliographic record, the search is based on the ISBN currently in the ISBN box on the new line item. To search for a new bibliographic record, select (highlight) the existing ISBN and type a new ISBN in the box before clicking **Find**.
4. Change the bibliographic or segment data and save the copied line item.

View all funds for the invoice

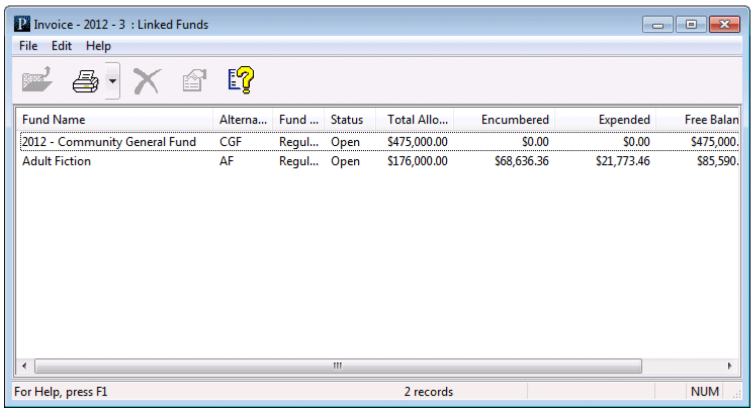
You can link from the Invoice workform to see all the funds used in the invoice. Each distinct fund is listed only once even if it was used in multiple invoice line item segments.

Follow these steps to view a list of all the funds used in an invoice.

Tip:
You can search for an invoice and link to the funds from the Find Tool results list without opening the invoice. Select the invoice in the results list, right-click and select **Links, Funds**. You can also link from any linked list box that displays invoices.

1. Open the Invoice workform.
2. Select **Links, Funds**.

   If the invoice is linked to only one fund, the Fund workform appears. If the invoice is linked to multiple funds, a linked list box displays the funds used in the invoice. This list includes the funds used to pay for charges at the invoice header level, such as shipping for the whole order, and funds used to pay for the materials at the invoice line item segment level. Each linked fund is listed only once.



3. To open a fund displayed in the Linked Funds box, double-click it or right-click and select **Open**.

   The Fund workform appears.

   Note:
   You can also see the fund hierarchy by right-clicking and selecting **Explore**.

Linking Invoices

When you need to make changes to an invoice, you can link another invoice to the original invoice to account for debits or credits. You can link an unlimited number of invoices together regardless of their status or type. If an invoice is linked to another invoice, a message appears in the status bar on the Invoice workform. You can link an invoice to an existing invoice or you can create a new linked invoice. When you create a new linked invoice, the default type is **Miscellaneous**, but you can change the invoice type. To post credits to the header charges for a prepaid invoice, you must use a miscellaneous invoice.

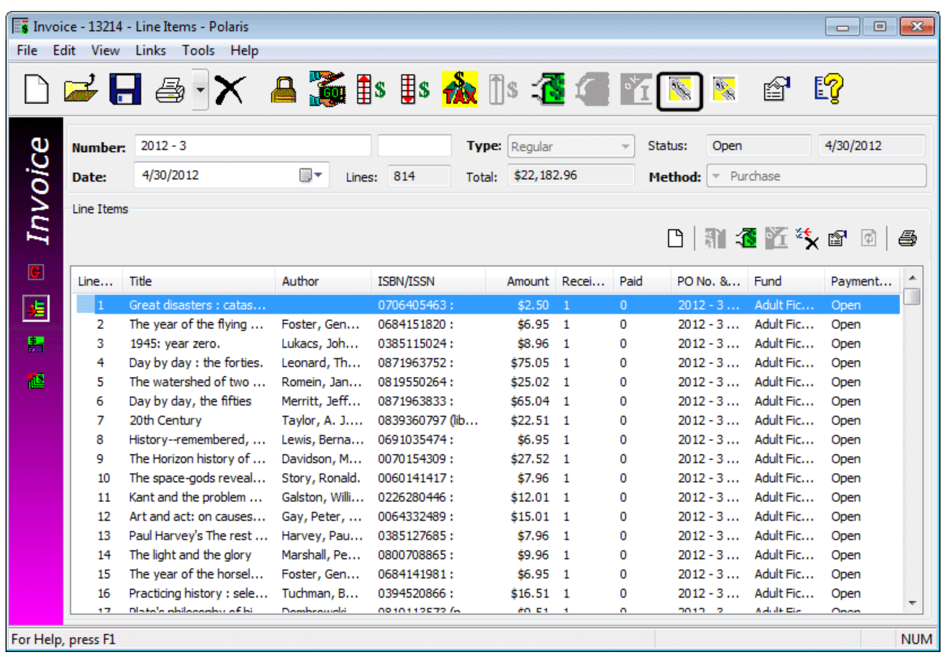
Note:
Linking invoices is a method for tracking additional transactions to the original invoice. If you make modifications to one invoice, or print the invoice voucher, the changes do not affect the other invoices linked to it.

1-2-3

Link an invoice to another invoice

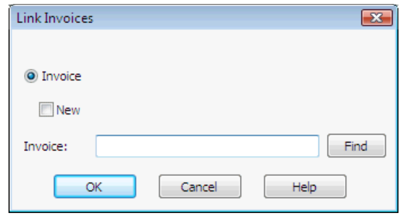
Follow these steps to link an invoice to another invoice.

1. Open the Invoice workform.



2. Select **Tools, Link Invoice** from the menu or click .

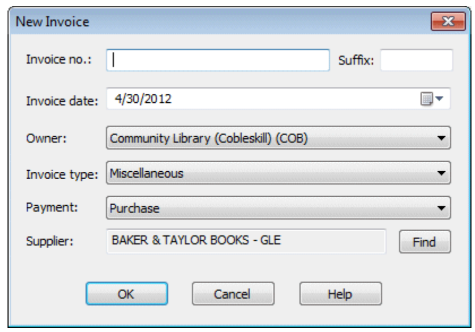
   The Link Invoices dialog box appears.



3. Link to a new or existing invoice as follows:

To link the invoice to a new invoice, click New.

The New Linked Invoice dialog box appears.



- Type the number and number suffix in the **Invoice no** and **Suffix** boxes.
- The **Invoice date** defaults to the present date, but you can click on the calendar icon and change the date. See "Using Date Pickers" in the *Polaris Basics Guide 4.1*.
- Select the library branch in the **Owner** box.
- Select the invoice type in the **Invoice type** box.
- Select the payment method in the **Payment** box.
- The supplier for the new linked invoice is the same as the supplier in the invoice you are linking from. To select a different supplier, click **Find** and search for the supplier using the Find Tool.

  Note:
  To link to a miscellaneous invoice that does not have a supplier, you must first create the miscellaneous invoice and then link to it.
- Click **OK** to complete the link.

To link to an existing invoice, click Find.

Tip:
If you know the number of the invoice you want to link to, type the number in the **Invoice** box and press **ENTER**.

The Find Tool appears.

- Search for the existing invoice, and select it.

  The Linked Invoices dialog box appears with the invoice you selected in the **Destination** box.
- Click **OK** to complete the link.

The Invoice workform for the original invoice appears with the message **Link completed successfully** in the status bar. The **Linked invoices** note remains in the status bar for any invoice that is linked to other invoices.

4. To go to the new or existing invoice to which you linked the original invoice, click **Links, Invoices**.

View a linked invoice

1-2-3

Follow these steps to see linked invoices.

Tip:
You can search for linked invoices using the **Limit by** option **Linked invoices**, and selecting **Yes** as the value.

1. Open the Invoice workform.

   Note:
   Invoices that are linked to other invoices have **Linked invoices** in the status bar.

2. Select **Links, Invoices**.

   If only one invoice is linked, it appears in the Invoice workform. If there are multiple linked invoices, they are listed in the Linked Invoices dialog box.

Unlink a linked invoice

1-2-3

Follow these steps to unlink an invoice that is linked to another invoice.

Tips:
Invoices that are linked to other invoices have **Linked invoices** in the status bar.

You can search for linked invoices using the Limit by option **Linked invoices**, and selecting **Yes** as the value.

1. Open the Invoice workform.
2. Click or select **Tools, Unlink Invoice.**
   - If there is only one invoice linked to the invoice you have open, **Unlink completed successful** appears in the bottom status bar of the Invoice workform.
   - If there are multiple invoices linked to the invoice, a dialog box appears that lists the linked invoices.
3. Select the invoice or invoices to unlink from the invoice you have open, and click **OK**.

   The message **Unlink completed successfully** appears in the bottom status bar of the Invoice workform.

Distributing/Adjusting Invoice Charges/Credits

You can distribute charges, credits, and discounts across multiple line items and segments within an invoice. Distributing charges is useful for libraries that do not use a centralized fund to pay for the charges on the invoice. For example, the supplier charges a certain amount for shipping the entire order, but each branch has its own fund from which it pays shipping charges. You can distribute the shipping charges equally among all the line items' segments within the invoice. Similarly, a discount or credit can be applied to all the invoice lines.

You may find that your paper invoice from the supplier does not match the invoice in Polaris. In this case, you can adjust the amount of a charge or credit on an individual segment of the open Polaris invoice by typing the amount in the appropriate box on the Charges tabbed page of the invoice line item segment.

When distributing charges or credits, Polaris treats prepaid and open invoices differently. Since prepaid invoices have transactions already posted to linked funds, distributing charges or credits across a prepaid invoice causes fund adjustments. With open invoices, the funds have not been expended, so no funds are adjusted.

This unit covers the following topics:

Distributing Charges

You can distribute charges equally among the line item segments in the invoice. If the invoice is open, the funds are not affected. If the invoice is prepaid, adjustments are made to the funds in the invoice line item segments.

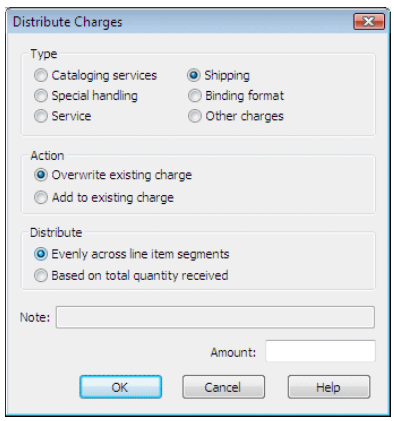
Distribute charges on an open invoice

Note:
Charges must be distributed one type at a time.

Follow these steps to distribute charges on an open invoice.

1. Open the Invoice workform.
2. Select **Tools, Distribute, Charges** from the menu bar.

   The Distribute Charges dialog box appears.



Note:
For all the options on the Distribute Charges dialog box to be active, all the lines on the invoice must have been received.

3. Indicate the charge type by selecting one of the following options:
   - **Cataloging services**
   - **Special handling**
   - **Service**
   - **Shipping**
   - **Binding format**
   - **Other**
4. Select one of the following Action options:
   - **Overwrite existing charge** to replace the charge already entered in the line item, or if no charge was previously entered.
   - **Add to existing charge** to add the charge to the charges already entered.

5. Choose one of the following Distribute options:
   - Select **Evenly across line item segments** to distribute the same charge amount to all the line segments for the invoice.
   - Select **Based on total quantity received** to apply the charges based on the quantity received in each segment.
6. Type the amount to distribute in the **Amount box**, and click **OK.**

   A message asks you to confirm that you want to distribute the charges.
7. Click **OK** to confirm that you want to distribute the charges.

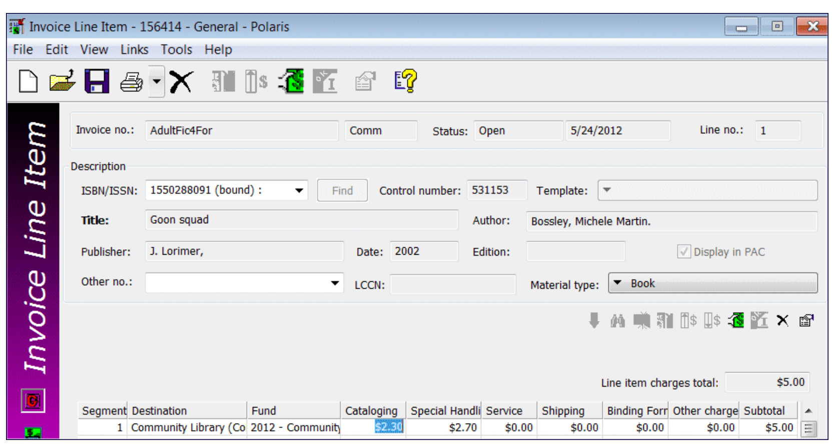
   The following events occur:
   - **Charges distributed successfully** appears in the status bar.
   - Any linked funds are updated.
   - The Charges view of the Invoice workform shows the subtotals for all line item charges and credits in the **Charges and Credits** box.
   - The Charges tabbed page in each invoice line item segment shows the amount of the charge that was distributed to the individual segment.

Make manual adjustments to charges

When you distribute charges automatically following the instructions in “Distribute charges on an open invoice” on page 222, the amount may not be distributed evenly among the segments, and you may need to make slight adjustments. For example, the shipping charge is $10.00 and there are 3 segments. The shipping charge that appears in each segment is $3.33, for a total of $9.99. You need to adjust one segment’s shipping charge to $3.34.

Follow these steps to make manual adjustments to charges on an invoice.

1. Open the Invoice Line Item workform
2. Select the **Charges** tab, and select the charge you want to adjust.



3. Type the adjusted charge, and save the invoice line item.

Distribute charges on a prepaid invoice

Follow these steps to distribute charges among line item segments on a prepaid invoice.

1. Open the Invoice workform for the prepaid invoice.
2. Choose **Tools, Distribute Charges** from the menu bar.

   The Distribute Charges dialog box appears.
3. Select a charge type.
4. Choose one of the following **Action** options:
   - Select **Add to an existing charge** to add the charge to the charges already entered.
   - Select **Overwrite existing charge** to replace any previous charge already entered in the line item, or if no charge was entered.
5. Choose one of the following **Distribute** options:
   - Select **Evenly across line segments** to distribute the charge amount equally among all the line segments for the invoice.
   - Select **Based on total quantity received** to apply the charges based on the quantity received.
6. If needed, type a note in the **Note** box.
7. Type the amount to distribute in the **Amount** box, and click **OK**.

   The Record Check/Voucher Data dialog box appears.
8. Select **Check** or **Voucher**.
9. To record the check or voucher number, type it in the **Number** box.
10. To change the due date, type it the **Date** box or select it in the calendar.
11. Click **OK** to submit your settings.

    A message informs you that the action cannot be undone.
12. Click **OK** to confirm that you want to distribute the charges.

    The following events occur:
    - **Charges distributed successfully** appears in the status bar.
    - Any linked funds are updated.
    - The Charges view of the Invoice workform shows the subtotals for all line item charges and credits in the **Charges and Credits** box.
    - The Charges tabbed page in each invoice line item segment shows the amount of the charge that was distributed to the individual segment.

Related Information

If you need to make slight adjustments to the charges, see "Make manual adjustments to charges" on page 223.

Distributing Credits & Discounts

You can distribute credit or discount dollar amounts among invoice line item segments, or you can distribute discount rates (percentages) among invoice line items. If you enter a credit or discount dollar amount, you can specify whether you want it equally distributed across all segments or according to the quantity received. If you enter a discount rate, this percentage is applied to all line items equally.

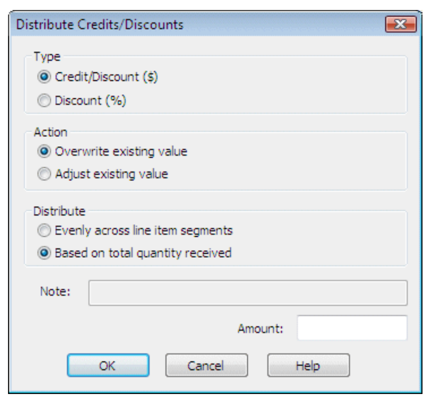
Distribute credits/discounts on an open invoice

Follow these steps to distribute credits or discounts among the line item segments on an open invoice.

Note:
Credits and discounts must be distributed one at a time.

1. Open the Invoice workform.
2. Select **Tools, Distribute Credits/Discounts** from the menu bar.

   The Distribute Credits/Discounts dialog box appears.



3. Select one of the following credit/discount types:
   - **Credit/Discount($)** to distribute a credit or discount dollar amount, and go to step 4.
   - **Discount (%)** to distribute a discount rate across all line item segments equally. Then, go to step 7.

Note:
If you choose to distribute a discount percentage, the options under **Action** and **Distribute** are disabled. Simply type the percentage amount, and click **OK**.

4. If you selected **Credit/Discount($)** in the previous step, select one of the following **Action** options:
   - **Overwrite existing value** to replace the existing credit or discount.
   - **Adjust existing value** to add the amount to the existing credit or discount.
5. Select one of the following **Distribute** options:
   - **Evenly across line item segments** to distribute the credit or discount evenly across all line item segments.
   - **Based on total quantity received** to apply the credits or discounts based on the total quantity in the segments.
6. Type any applicable notes in the **Note** box.
7. Type the credit/discount dollar amount or the discount percentage to distribute in the **Amount** box, and click **OK**.

   A message informs you that the action cannot be undone.
8. Click **OK** to confirm that you want to distribute the credits and discounts.

   The following events occur when you distribute the credit or discount:
   - **Credits distributed successfully** appears in the status bar.
   - Any linked funds are updated.
   - The Charges view of the Invoice workform shows the subtotals for all line item charges and credits in the **Charges and Credits** box.
   - The Totals tabbed page in each invoice line item segment shows the amount of the credits and discounts that was distributed to the individual segment.

Make manual adjustments to credits and discounts

When you distribute credits/discounts automatically by following the instructions in "Distribute credits/discounts on an open invoice" on page 225, the amount may not be evenly distributed among the segments. For example, the credit/discount is $10.00 and there are 3 segments with the amount of $3.33 in each segment. You need to adjust one segment's credit/discount to $3.34 to get the total $10.00.

Follow these steps to make manual adjustments to credits or discounts.

1. Open the Invoice Line Item workform.
2. Select the **Totals** tab of the segment you want to adjust.
3. Select the credit and discounts box.

   The amount is highlighted.
4. Type the adjusted credit/discount, and save the line item.

Distribute credits/discounts on a prepaid invoice

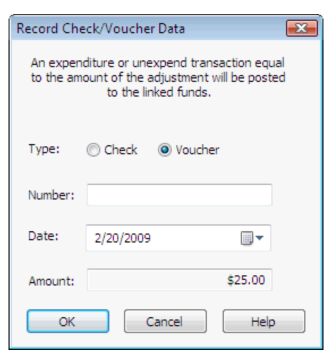
Follow these steps to distribute credits or discounts among line item segments on a prepaid invoice.

1. Open the Invoice workform for the prepaid invoice.
2. Select **Tools, Distribute Credits/Discounts** from the menu bar.

   The Distribute Credits/Discounts dialog box appears.
3. Select one of the following credit/discount types:
   - **Credit/Discounts($)** to distribute a credit or discount dollar amount, and go to step 4.
   - **Discount (%)** to distribute a discount rate across all segments equally, and go to step 6.

   Note:
   If you choose to distribute a discount percentage, the options under **Action** and **Distribute** are unavailable. Simply type any notes you want to include, type the percentage amount, and click **OK**.
4. If you selected **Credit/Discounts($)** in the previous step, select one of the following Action options:
   - **Overwrite existing value** to replace the existing credit or discount.
   - **Adjust existing value** to add the amount to the existing credit or discount.
5. Select one of the following Distribute options:
   - **Evenly across line item segments** to distribute the credit or discount evenly across all line item segments.
   - **Based on total quantity received** to apply the credits or discounts based on the total quantity in the segments.
6. Type any applicable notes in the **Notes** box.
7. Type the credit/discount dollar amount or the discount percentage that you want to distribute in the **Amount** box, and click **OK**.

   The Record Check/Voucher Data dialog appears.



8. Select **Check** or **Voucher**.
9. If needed, type the check or voucher number in the **Number** box.

10. To change the date, type it in the **Date** box or select it from the calendar.
11. Click **OK** to submit your settings.

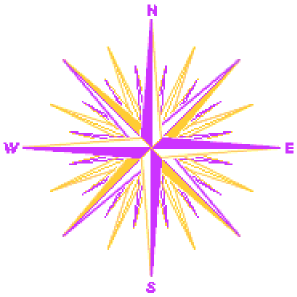
    A message informs you that the action cannot be undone.
12. Click **OK** to confirm that you want to distribute the credit or discount.

    The following events occur:

    - **Credits distributed successfully** appears in the status bar.
    - The Charges view of the Invoice workform shows the subtotals for all line item charges and credits in the **Charges and Credits** box.
    - The Totals tabbed page in each invoice line item segment shows the amount credited or discounted for each segment in the **Credits & Discounts** column.

Note:
In some cases, the amount cannot be distributed evenly among the segments, so you may need to adjust the credits or discounts for an individual segment. For example, the credit is $10.00 and there are 3 segments. The credit that appears in each segment is $3.33, for a total of $9.99. You need to adjust one segment’s credits to $3.34. If you need to adjust the amount of credits or discounts for a segment on a prepaid invoice, you can right-click the segment, and select **Adjust Credits.** See “Adjust invoice line item segment credits and discounts” on page 242.

Paying Invoices



After invoice line items have been added and charges have been distributed, open invoices with a payment method of purchase are ready to be paid in Polaris. You can pay an entire invoice, individual line items on an invoice, or segments within an invoice line item.

You can print vouchers in Polaris and send them to your financial department so that the appropriate funds can be expended. The voucher shows the supplier and the total of each fund used on the invoice. When you print vouchers, you can select a summary voucher or a full voucher. Both the summary and full vouchers show the totals for each fund used in the invoice and the grand total for all funds used in the invoice, but the full voucher also shows details for each invoice line item. You can print multiple vouchers at once or print (or e-mail) a single voucher.

If you paid an invoice in error, you can undo the payment, which reverses the expenditures in any linked funds, re-encumbers the amounts in the linked funds (if the invoice line item segment is linked to a purchase order line item segment) and resets the invoice to an "open" status. You can undo payments for a whole invoice with a payment method of purchase and an invoice type of regular, approval plan, blanket order or miscellaneous. You cannot undo payments for individual line items or line item segments.

This unit covers the following topics:

Pay an entire invoice

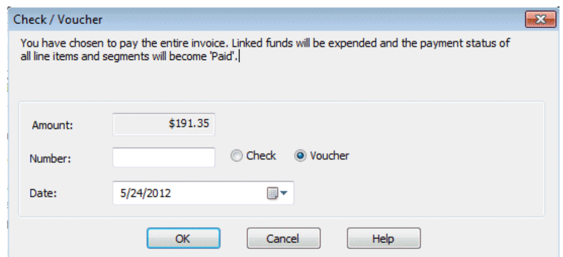
Follow these steps to pay an entire invoice that has a status of open and a payment method of purchase.

Note:
Miscellaneous invoices can be paid if there are no line items and the charges are only at the header level. They can also be paid if there are unreceived line items. For all other types of invoices, all the line items must be received before the **Pay** option is available.

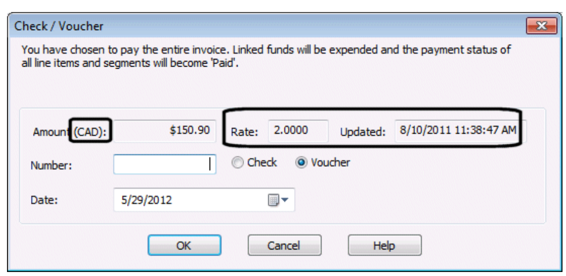
Tip:
Click to pay the entire invoice.

1. Open the Invoice workform.
2. Select **Tools, Pay** from the menu bar.

   The Check/Voucher dialog box appears. **Voucher** is selected by default. Select **Check** to pay by check.



Note:
If the linked supplier uses a currency other than your base currency, the currency code appears next to Amount; for example, **Amount (CAD)** if your base currency is U.S. dollars, but the supplier uses Canadian dollars. If you need to change the exchange rate, click **Cancel** and select **Utilities, Update Currency Exchange Rate**. You must have the Polaris Acquisitions permission **Adjust currency exchange rate: Allow**. See "Update the currency exchange rate for a foreign currency" on page 54.



3. If necessary, type the voucher or check number in the **Number** box. You can enter up to 30 characters to identify the check or voucher.
4. To enter a different date, type the date in the **Date** box, or select it from the calendar.

5. Click **OK**.

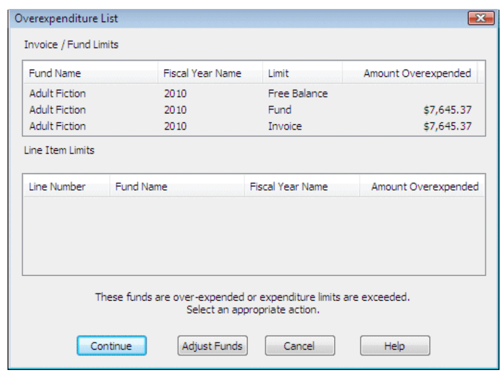
If the invoice can be paid without exceeding the fund limits, the message **The invoice was paid successfully** appears in the status bar, and the following events occur:

- The status of the invoice changes from Open to Paid. The lines also have a status of Paid.
- The invoice number and number suffix become read-only and cannot be edited.

Tip:
If the invoice is linked to a foreign supplier, the amounts disencumbered and expended are converted to the base currency (according to the current exchange rate), and the amounts are posted in the linked funds in the base currency.

- All linked funds are disencumbered and expended if there is a linked purchase order. If there is no purchase order, the linked funds are expended.
- The check or voucher information appears in the **Check** or **Voucher** fields on the Charges view.
- The payment appears on the Payment History view. See "View the invoice payment history" on page 236.

If the fund's free balance or expenditure limits will be exceeded, the Overexpenditures List dialog box appears.



If the Overexpenditures List dialog box appears, do one of the following:

- Click **Adjust Funds** - Then select the Fund, right-click and select Open from the context menu. The Fund workform opens and you can modify the fund if you have the permission **Modify fund**.
- Click **Continue** - Continue paying the invoice and override the expenditure limits. You must have the permission **Invoice: Pay invoice exceeding fund expenditure limits**. This permission allows you to exceed the fund expenditure limits and the free balance.

Related Information

"Print one or multiple vouchers" on page 237

Pay one or multiple lines on an invoice

If you do not want to pay the entire invoice with one check or voucher, you can split up the invoice and select only the lines that you want to pay with a single check or voucher. When you pay for a line item, you pay for the total quantity received for the line item. To pay for less than the total received for the line item, you can pay for segments of the line item on the Invoice Line Item workform. See "Pay an invoice line item segment" on page 233.

Follow these steps to pay one or multiple line items on an invoice.

1. Open the Invoice workform.

   Note:
   You can also pay for single line items from the Invoice Line Item workform.

Tip: 
Click to see the line items on the invoice.

2. Select **View, Line Items**.

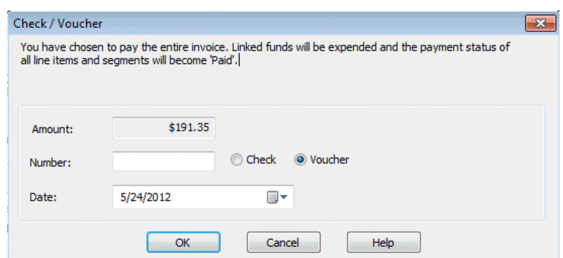
   The Line Items view appears.

3. Select a line item, or select multiple line items by pressing the **CTRL** key while selecting the lines.

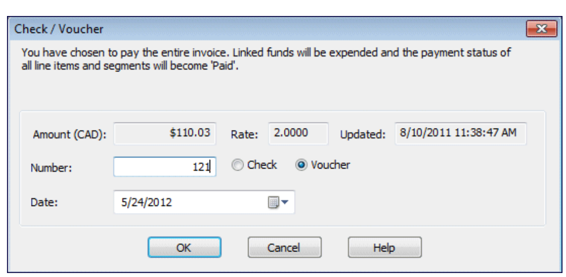
Tip: 
Click to pay the lines you selected.

4. Select **Tools, Pay** to pay the selected items.

   The Check/Voucher dialog box appears. **Voucher** is selected by default. Select **Check** to pay by check.



Note:
If the linked supplier uses a currency other than your base currency, the currency code appears next to **Amount**; for example, **Amount (CAD)** if your base currency is US Dollars, and the supplier's currency is in Canadian dollars. If you need to change the exchange rate, click **Cancel** and select **Utilities**, **Update Currency Exchange Rate**. You must have the Polaris Acquisitions permission **Adjust currency exchange rate: Allow**. See "Update the currency exchange rate for a foreign currency" on page 54.



5. If necessary, type the voucher or check number in the **Number** box.
6. To enter a different date from today's date, type it in the **Date** box, or select it from the calendar.
7. Click **OK**.

   The invoice lines were paid successfully appears in the status bar, and the following events occur:

   - The status of the whole invoice changes from open to part paid.
   - The payment statuses of the selected lines change from open to paid.
   - The invoice status changes from open to paid if the line being paid is the last open line on the invoice.
   - The linked funds are expended.

Related Information

"Print one or multiple vouchers" on page 237

Pay an invoice line item segment

1-2-3

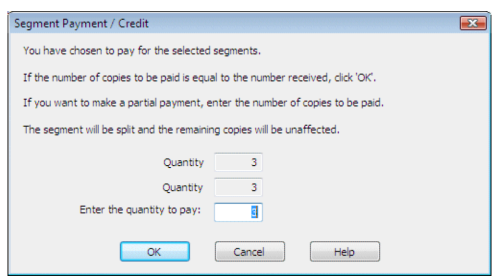
If you received less than the total number of copies of a line item on an invoice, you can pay for just the portion you received by paying the line item segment. Follow these steps to pay for an invoice line item segment.

1. Open the Invoice Line Item workform.
2. Right-click the segment and select **Pay**.

   The Segment Payment/Credit dialog box appears.

Tip:

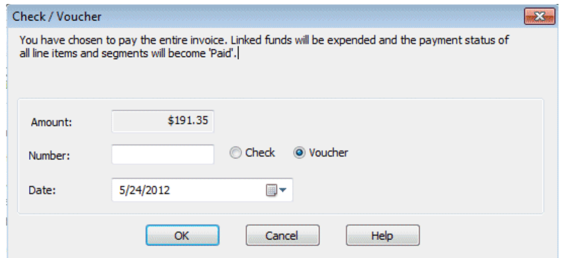
Select the segment and click on the items list toolbar.



3. If the quantity you are paying for is less than the total quantity ordered, type the quantity in the **Enter the quantity to pay** box.
4. Click **OK**.

   The Check/Voucher dialog box appears.

Tip:
Voucher is selected by default. Select **Check** to pay by check.



Note:
If the linked supplier uses a currency other than your base currency, the currency code appears next to **Amount**; for example, **Amount (CAD)** if your base currency is US Dollars, and the supplier's currency is in Canadian dollars. If you need to change the exchange rate, click **Cancel** and select **Utilities**, **Update Currency Exchange Rate**. You must have the Polaris Acquisitions permission **Adjust currency exchange rate: Allow**. See "Update the currency exchange rate for a foreign currency" on page 54.

5. Type the voucher or check number in the **Number** box.

   To enter a different pay date, type or select a date in the **Date** box.

6. Click **OK**.

   The total segment is paid if you paid the total quantity. If you paid an amount less than the total quantity, the segment is split, and the unpaid portion appears in a separate segment in the line.

View the invoice charges

You can view all the charges included in an invoice on the Charges view of the Invoice workform. The Charges view includes information on payments, discounts, checks, and vouchers. Follow these steps to view the charges on an invoice.

1. Open the Invoice workform.
2. Select **View**, **Charges**.

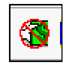
   The Charges view of the Invoice workform displays the charges for materials and services. It also displays the total sales tax amount; the total amount of the payments made; total pending payments; total credits; discount and sales tax rates; the check number and date; and the voucher number and date.

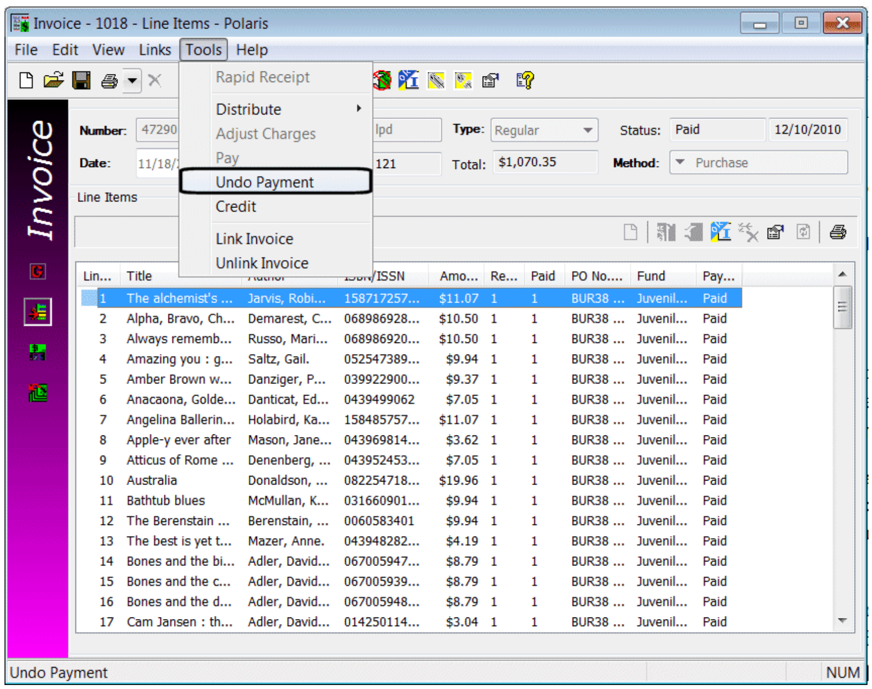
   Note:
   If the invoice is linked to a foreign supplier, the currency code is displayed next to the amount; for example, **Grand total (USD)** for a Canadian library ordering from a United States supplier.

1-2-3

Undo the invoice payment

If you paid an invoice in error, you can undo the payment, which reverses the expenditures in any linked funds, and re-encumbers the amounts (if the invoice line item segment is linked to a purchase order line item segment. You can repay the invoice after making corrections, and generate a new voucher for the correct payment. Follow these steps to undo an invoice payment.

1. Open the Invoice workform for the paid invoice.
2. Select **Tools, Undo Payment**, click  or press the shortcut key combination **Alt+T+N**.



Tip:
If a fund for any of the invoice line item segments or a header fund is closed, a message tells you that transactions cannot be posted against closed funds. If another user has the fund record or any line items open, a message tells you that the action will be canceled.

When you undo a payment, the following message appears: **You have chosen to undo payment against this invoice. All linked fund transactions will be reversed and the invoice re-opened. Continue?** If you click **Yes** to continue, the undo payment process begins.

For every invoice line item segment in the invoice and any header charges, the following transactions are posted in the linked fund:

- **Unexpend** - The transaction type is unexpend, and the note identifies the line item and segment payment that was reversed: **Line [x], Seg [y] payment was reversed**. For unexpend transactions for header charges, the note indicates the type of header charge: **Invoice header charges: [type of charge]**
- **Encumbrance** - If there is a linked purchase order line item segment, the fund amount is re-encumbered.

View the invoice payment history

You can view the payment history for an invoice on the Payment History view of the Invoice workform. It shows the payment date, amount, check or voucher number, the user's name, payment status, and any notes. Follow these steps to view the payment history for an invoice.

> **Note:**
> You can change the check/voucher number and the date. See "Modify the payment history" on page 236.

1. Open the Invoice workform.
2. Select **View, Payment History**.

   The Payment History view of the Invoice workform appears.

Modify the payment history

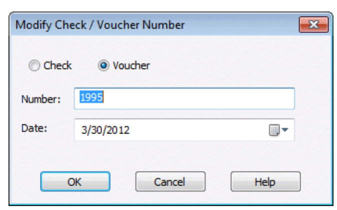
Follow these steps to add or change the check number, voucher number, or date on the invoice payment history.

1. Open the Invoice workform.
2. Select **View, Payment History**.

   The Payment History view appears.

3. Right-click the line for which you want to modify the check/voucher number, and select **Modify Payment History**.

   The Modify Check/Voucher Number dialog box appears.



4. If you pay by check, select **Check**. **Voucher** is selected as the default.
5. Type the check or voucher number in the **Number** box.
6. If the voucher or check date is different than today's date, select a date in the **Date** box.
7. Click **OK.**

   The payment information is updated.

Print one or multiple vouchers

Tip:
You can print vouchers to be sent to your financial department whether the payment method is **Check** or **Voucher**.

Follow these steps to print one or multiple vouchers from the Polaris Find Tool.

1. From the Find Tool results list, or from a list view box that displays invoices, select one or multiple paid, prepaid, credited, or partially paid invoices.
2. Right-click and select **Print Invoice Voucher (Summary)** or **Invoice Voucher (Full)**.

   Note:
   If any of the selected invoices have more than one voucher, or if any have a status of **Open**, you will be blocked from printing them in batch. To print more than one voucher for a single invoice, select only that invoice.

   The vouchers appear in the preview window where you can print them all at once.

Print or e-mail a voucher from the Invoice workform

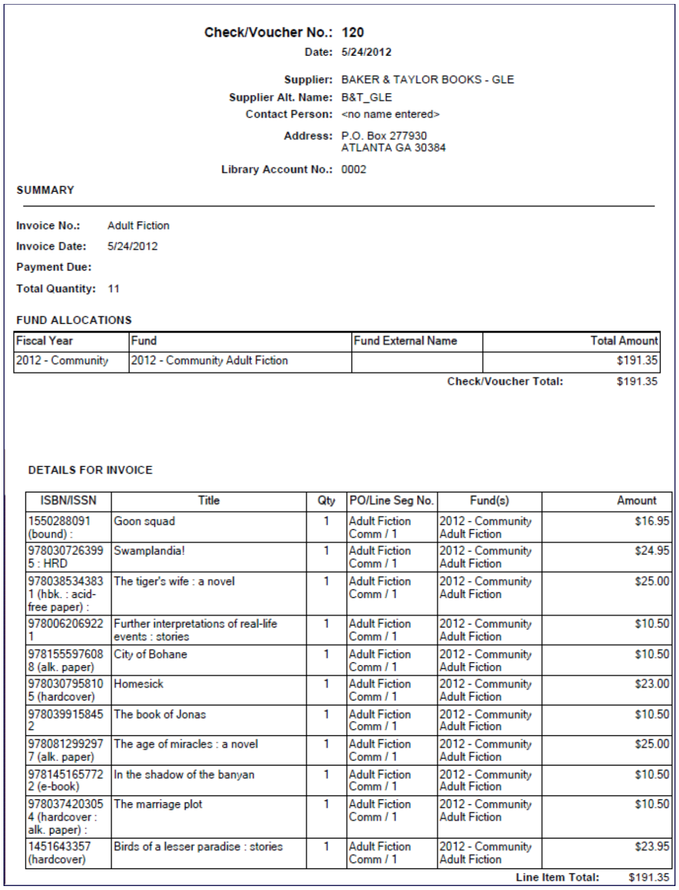
Follow these steps to print a voucher from the Invoice workform.

1. Open the Invoice workform for the paid invoice.
2. Select **File, Print, Invoice Voucher (Summary)**, or **Invoice Voucher (Full)**.

   Note:
   If more than one voucher is associated with the invoice, the vouchers display in a list box. Be sure to select the voucher that appears at the top of the list because the voucher(s) below it could be for payments that were later reversed.

   The invoice voucher appears in the preview window. If you selected **Invoice Voucher (Summary)**, the voucher displays only the fund totals and the grand totals. If you selected **Invoice Voucher (Full)**, each line item is displayed.

   Note:
   If the supplier uses a currency other than the base currency, the currency code appears on the invoice voucher; for example, **CAD** if Canadian Dollars is not your library's base currency.



Check/Voucher No.: 120
Date: 5/24/2012

Supplier: BAKER & TAYLOR BOOKS - GLE
Supplier Alt. Name: B&T_GLE
Contact Person: <no name entered>
Address: P.O. Box 277930
ATLANTA GA 30384
Library Account No.: 0002

SUMMARY

Invoice No.: Adult Fiction
Invoice Date: 5/24/2012
Payment Due:
Total Quantity: 11

FUND ALLOCATIONS

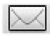
Fiscal Year	Fund	Fund External Name	Total Amount
2012 - Community	2012 - Community Adult Fiction		$191.35

Check/Voucher Total: $191.35

DETAILS FOR INVOICE

ISBN/ISSN	Title	Qty	PO/Line Seg No.	Fund(s)	Amount
1550288091 (bound) :	Goon squad	1	Adult Fiction Comm / 1	2012 - Community Adult Fiction	$16.95
9780307263995 : HRD	Swamplandia!	1	Adult Fiction Comm / 1	2012 - Community Adult Fiction	$24.95
9780385343831 (hbk. : acid-free paper) :	The tiger's wife : a novel	1	Adult Fiction Comm / 1	2012 - Community Adult Fiction	$25.00
9780062069221	Further interpretations of real-life events : stories	1	Adult Fiction Comm / 1	2012 - Community Adult Fiction	$10.50
9781555976088 (alk. paper)	City of Bohane	1	Adult Fiction Comm / 1	2012 - Community Adult Fiction	$10.50
9780307958105 (hardcover)	Homesick	1	Adult Fiction Comm / 1	2012 - Community Adult Fiction	$23.00
9780399158452	The book of Jonas	1	Adult Fiction Comm / 1	2012 - Community Adult Fiction	$10.50
9780812992977 (alk. paper)	The age of miracles : a novel	1	Adult Fiction Comm / 1	2012 - Community Adult Fiction	$25.00
9781451657722 (e-book)	In the shadow of the banyan	1	Adult Fiction Comm / 1	2012 - Community Adult Fiction	$10.50
9780374203054 (hardcover : alk. paper) :	The marriage plot	1	Adult Fiction Comm / 1	2012 - Community Adult Fiction	$10.50
1451643357 (hardcover)	Birds of a lesser paradise : stories	1	Adult Fiction Comm / 1	2012 - Community Adult Fiction	$23.95

Line Item Total: $191.35

3. Click  to print the voucher or click  to e-mail the report.

Adjusting Prepaid Invoices

You can adjust invoice charges for the invoice for specific line item segments on an invoice. In addition, you can adjust the discount or unit price on a line item or the credits for line item segments on a prepaid invoice.

Important:
If the prepaid invoice has charges at the header level, you must link another invoice to it to adjust the charges or post credits. See "Link an invoice to another invoice" on page 218.

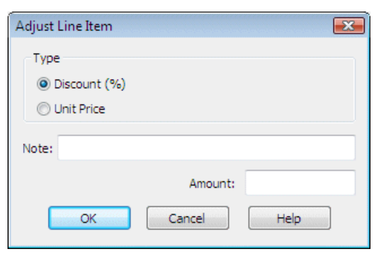
This unit covers the following topics:

Adjust line item discount/unit price on a prepaid invoice

For prepaid invoices, you can adjust the unit price or discount at the line item level, and charges at the line item segment level. Follow these steps to adjust the discount or unit price for a prepaid invoice line item.

1. Open the Invoice Line Item workform for the prepaid line.
2. Select **Tools, Adjust** from the menu.

   The Adjust Line Item dialog box appears.



Note:
Each time the Adjust Line Item dialog box is used for a prepaid invoice, it affects the invoice, its line item segments, and all linked funds. A fund transaction is posted for the amount of the adjustment in every fund linked to the invoice line item segments.

3. Choose one of the following **Type** options:
   - To adjust the discount, select **Discount (%).**
   - To adjust the unit price, select **Unit Price**.

4. To add a note, type it in the **Note** field. This note appears on the Payment History view of the Invoice workform.

5. In the **Amount** box, type the percentage if you are adjusting the discount, or a dollar amount if you are adjusting the unit price.

6. Click **OK** to submit your settings.

   If you are adjusting the unit price, the Record Check/Voucher Data dialog box appears with the adjustment amount.

7. If the Record Check/Voucher Data dialog box appears, enter the check or voucher number if you are sending or receiving a check for the adjustment, and click **OK** to complete the adjustment.

   The adjustment is made to the unit price or discount, the transaction is posted on the Fund workform, and on the Invoice workform-Payment History view.

Adjust line item segment charges on a prepaid invoice

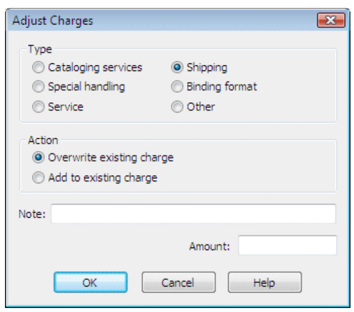
Follow these steps to adjust charges on a prepaid invoice line item segment.

Tip:
Click after selecting the segment.

1. Open the Invoice Line Item workform for the prepaid line item.

2. Right-click the segment for which you want to adjust charges, and select **Adjust Charges** from the context menu.

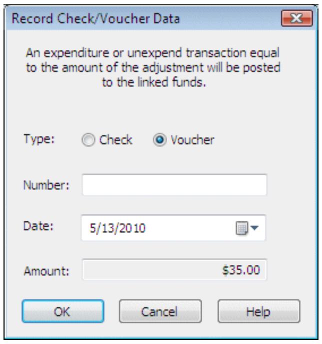
   The Adjust Charges dialog box appears.



3. Select one of the following **Type** options:
   - **Shipping charges** for charges for shipping the copies in the segment.
   - **Cataloging services** for charges associated with cataloging services for the segment.
   - **Special handling** for any special handling charges associated with the line item segment.
   - **Service** for any additional charge associated with the purchase of the items in this segment.
   - **Binding format** for any charge associated with binding that applies to the line item segment.
   - **Other** for any miscellaneous charges included in this segment.

4. Select an **Action** option:
   - **Overwrite existing charge** if the charge replaces any previous charge.
   - **Add to existing charge** if the charge is added to the previous charges.
5. If necessary, type a note in the **Note** box. The note appears on the Payment History view of the Invoice workform.
6. Type the amount you would like to adjust in the **Amount** box.
7. Click **OK** to submit your settings.

   The Record Check/Voucher Data dialog box appears.



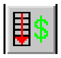
8. Click **Check** or **Voucher** to indicate the payment method.
9. If needed, type a check or voucher number in the **Number** box.
10. To enter a different date, type a date in the **Date** box or select it from the calendar.

    Note:
    If the number in the **Amount** box is not what you expected, you can cancel the operation and change the adjustment.
11. Click **OK** to submit your settings.

    A message asks you to confirm the transaction.
12. Click **OK** to confirm the amount.

    When the adjustment is completed, the message **Charges adjusted successfully** appears in the status bar of the Invoice Line Item workform.

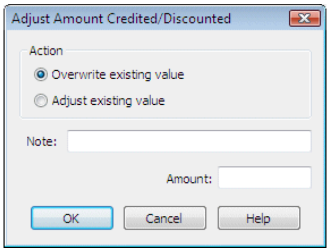
Adjust invoice line item segment credits and discounts

Tip: 
Click after selecting the segment.

Follow these steps to adjust invoice credits and discounts for prepaid invoice line item segments.

1. Open the Invoice Line Item workform for the prepaid line.
2. Right-click the segment for which you want to adjust credits or discounts, and select **Adjust Credits** from the context menu.

   The Adjust Amount Credited/Discounted dialog box appears.



3. Select one of the following options:
   - **Overwrite existing value** to change the amount credited/discounted to the amount you specify.
   - **Adjust existing value** to change the amount you specify to the amount credited/discounted.
4. To include a note, type it in the **Note** box.
5. Type the amount to credit or discount in the **Amount** box.
6. Click **OK** to submit your settings.

Crediting Invoices

After an invoice has been paid or prepaid, it may need to be credited fully or partially because your library has received a refund or credit. You can credit an entire invoice, multiple lines within an invoice, a single line item, and segments within a line item. To post a credit to a fund record that is unlinked to any purchase order line item, you can credit a miscellaneous invoice that has not been paid.

This unit covers the following topics:

Crediting Whole Invoices

You can credit an entire paid, prepaid, or miscellaneous invoice. When you credit an entire invoice, the status of the invoice changes from paid to credited, the transaction appears in the Payment History view of the Invoice workform, and an unexpend transaction appears in the funds linked to each line item segment and the funds linked to any invoice header charges.

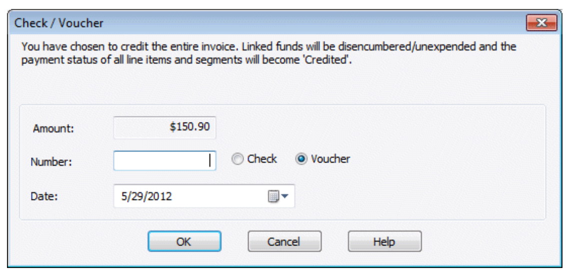
1-2-3

Credit an entire invoice

Follow these steps to credit an entire invoice.

1. Open the Invoice workform for the paid or prepaid invoice.
2. Select **Tools, Credit** from the menu bar.

   The Check/Voucher dialog box appears.



3. Click **Check** or **Voucher** to specify the method of payment.
4. If necessary, type the supplier's check or voucher number in the **Number** box.
5. Click **OK**.

   When the credit process is completed, the message **The invoice was credited successfully** appears in the status bar.

Crediting Invoice Line Items/ Segments

You can credit individual line items while leaving the rest of the invoice paid or partially paid. Or, you can credit segments of a line item, leaving the other segments paid. When crediting a single segment of a line, you can credit less than the number ordered and received. This causes a split in the invoice line item segment. One segment remains paid or prepaid, while the other segment is credited.

Credit multiple lines on an invoice

Follow these steps to credit multiple lines on a paid, partially paid or prepaid invoice.

Tip: 
Click on the Invoice Line Items icon on the menu bar to see the line items in the invoice.

Tip: 
Click after selecting the line items.

1. Open the Invoice workform for the paid, part-paid, or prepaid invoice that contains the line items you want to credit.
2. Select **View, Line Items.**

   The Line Items view of the Invoice workform appears.
3. Select the line items to credit by holding down the **CTRL** key while selecting the lines. The lines must have a status of paid or prepaid.
4. Right-click the selected lines, and select **Credit** from the context menu.

   The Invoice Payment/Credit dialog box appears.
5. Select **Check** or **Voucher** to specify the method of credit.
6. If needed, type the check or voucher number in the **Number** box.
7. Click **OK** to submit the settings.

   The invoice lines were credited successfully appears in the status bar of the Invoice workform, and the following events occur:
   - The statuses of the lines change from paid or prepaid to credited.
   - Unexpend transactions are posted to the funds linked to the invoice line item segments.
   - The invoice payment history is updated.

Credit a single line item

Tip:
Click the credit icon on the main toolbar.

Follow these steps to credit a single paid invoice line item.

1. Open the Invoice Line Item workform for the paid invoice line item.
2. Select **Tools**, **Credit** from the menu.

   The Invoice Payment/Credit dialog box appears.
3. Click **Check** or **Voucher** to specify the method of credit.
4. If needed, type the supplier's check or voucher number in the **Number** box.
5. Click **OK** to credit the line item.

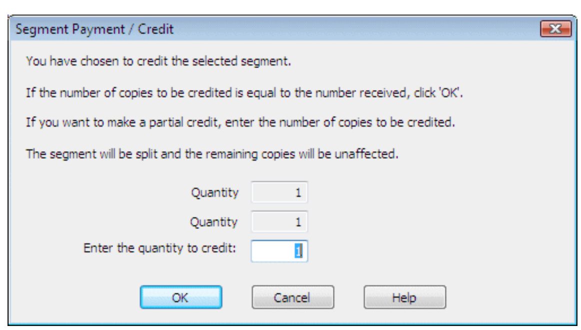
   The message **Invoice line was credited successfully** appears in the status bar of the Invoice workform, and the following events occur:
   - The status of the line changes from paid or prepaid to credited.
   - Unexpend transactions are posted to the funds linked to the invoice line item segments.
   - The status of the invoice changes to part paid if there are still paid line items on the invoice.
   - The invoice payment history is updated.

Credit an invoice line item segment

Follow these steps to credit a paid invoice line item segment.

1. Open the Invoice Line Item workform for the paid, partpaid or prepaid invoice line item.
2. Right-click the segment to credit, and select **Credit** from the context menu.

   The Segment Payment/Credit dialog box appears.

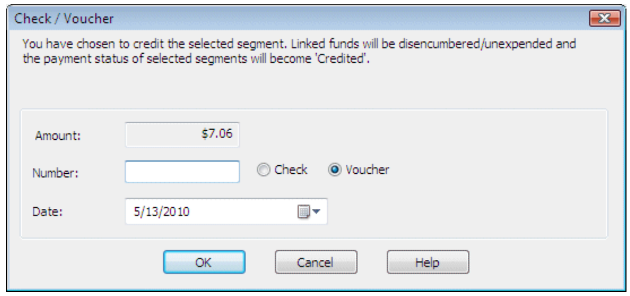


Tip:
Click the Credit icon on the toolbar to credit the line item segment.

3. Select one of the following options:
   - To credit the total number of copies received, click **OK.**
   - To credit less than the total number of copies paid or prepaid, type a number less than the quantity received in the **Enter quantity to credit box**, and click **OK**.

Note:
If you credit less than the quantity received, the invoice line item segment is split, with one segment remaining Paid or Part Paid and the other Credited.

The Check/Voucher dialog box appears.



4. Click **Check** or **Voucher** to specify the method of credit.
5. If needed, type the supplier's check or voucher number in the **Number** box.
6. To change the date, type a different date or select a date from the calendar.
7. Click **OK** to submit your settings.

   When credit processing is complete, **The invoice line segment was credited (or partially credited) successfully** appears in the status bar of the Invoice workform, and the following events occur:

   - The status of the segment changes from paid or prepaid to credited.
   - An unexpend transaction is posted to the fund linked to the invoice line item segment.
   - The invoice payment history is updated.

Acquisitions Shortcut Keys

This appendix contains charts with the shortcuts you can use with Polaris Acquisitions. The cards are designed to be photocopied, trimmed, and put into transparent sleeves that attach to the computer monitor. You can order these sleeves from vendors such as Axzo Press at the following Web site:

http://www.axzopress.com/Products/Products_FlipCARDS.aspx

General

Workform Help	**F1**
New dialog box	**CTRL+N**
Close workform	**ALT+F4**
Save record	**CTRL+S**

Print

Print current view	**CTRL+P**
Print current list view	**CTRL+SHIFT+P**

Purchase Order Workform

Add Line Item	**CTRL+I**
Claim Line Item	**CTRL+M**
Cancel Line Item	**CTRL+N**
Receive Line Item	**CTRL+R**
Copy Line Item	**CTRL+T**
Refresh List view	**CTRL+E**

Purchase Order Line Item Workform

Receive Segment	**CTRL+R**
Copy Segment	**CTRL+Y**
Modify Segment	**CTRL+M**

Invoice Workform

Add Line Item	**CTRL+I**
Receive Line Item	**CTRL+R**
Credit Line Item	**CTRL+E**
Pay Line Items	**CTRL+Y**
Refresh Listview	**CTRL+E**

Selection List Workform

Add Line Item	**CTRL+I**
Delete Line Item	**CTRL+D**
Refresh Listview	**CTRL+E**
Copy segment data	**CTRL+N**

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