# Polaris® Acquisitions Guide





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# **About This Guide**



This guide explains how to use Polaris to budget for, select, order, invoice, report, and track materials for your library. The Acquisitions Administration section provides information on the Polaris Administration settings that control certain aspects of Acquisitions.

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.

**Getting Started in Acquisitions** Overview of Polaris Acquisitions; how to search for and display

Acquisitions records.

Setting Up the Acquisitions How to establish and maintain your acquisitions budget and track fund

Budget 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** Using templates to speed up your acquisitions processes.

Acquisitions

**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** Distributing charges, credits, and discounts on invoices.

Charges/Credits

**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.

**Acquisitions Administration** Polaris Administration settings and permissions related to Acquisitions.

Parameters, and Profiles

**Acquisitions Permissions**, Reference lists for Acquisitions permissions, parameters and profiles.

### **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
  - Polaris<sup>®</sup> Basics Guide
  - Polaris<sup>®</sup> Cataloging Guide
  - Polaris<sup>®</sup> Serials 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.

#### See the following topics:

- "Acquisitions Setup Checklist" on page 4
- "Overview of Polaris Acquisitions" on page 5
- "Acquisitions Record Types" on page 8
- "Acquisitions Record Levels" on page 14
- "Starting an Acquisitions Task" on page 17

# **Acquisitions Setup Checklist**

setup tasks: ☐ Make sure staff have the required permissions to do tasks in Acquisitions, including the permission to modify funds if they overexpend or over-encumber funds. They may also need Cataloging permissions to do certain tasks. See "Acquisitions Workflow Permissions" on page 236. ☐ Set up Acquisitions profiles and parameters in Polaris Administration. See "Acquisitions Administration" on page 235. ☐ Set up supplier records in Acquisitions. See "Setting Up Supplier Records" on page 37. ☐ Set up fiscal years and funds in Acquisitions. See "Setting Up the Acquisitions Budget" on page 21. ☐ (Optional) Set up the purchase order templates in Acquisitions and onorder bibliographic and item templates in Cataloging. See "Setting Up Templates for Acquisitions" on page 77. ☐ (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 shelfready items. See "Polaris Read-Only Import Profiles" in the *Polaris* Cataloging Guide 4.1R2. ☐ (Optional) If you do EDI ordering, set up EDI ordering with your suppliers. See "Setting Up EDI Ordering" on page 268. ☐ (Optional) If you use Polaris Titles to Go, set up Titles to Go. See "Setting Up Titles to Go" on page 290. ☐ (Optional) If you order from suppliers who use a currency other than US dollars, establish the foreign currency in Polaris. See "Administering Foreign Currencies" on page 292.

Before you order materials using Polaris Acquisitions, do the following

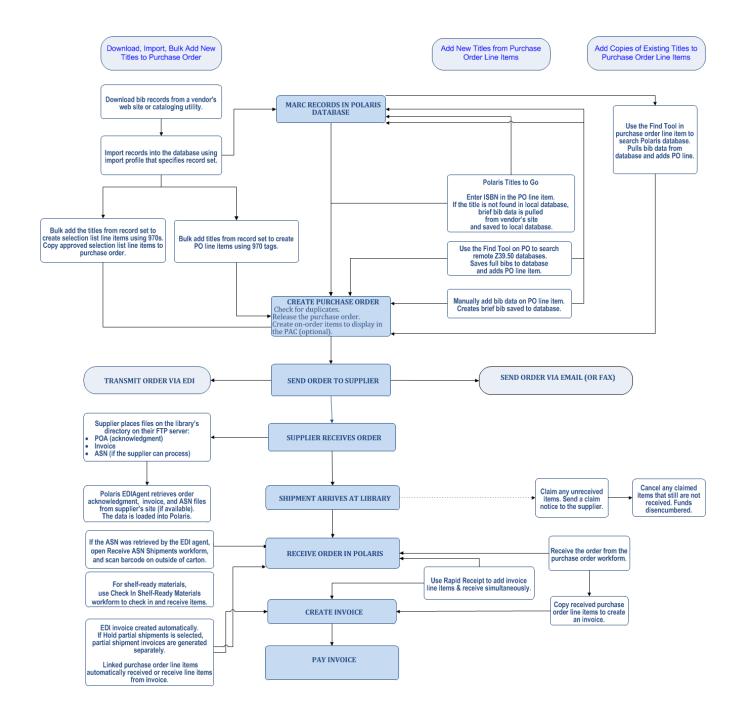
# **Overview of Polaris Acquisitions**

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 21.
- 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 37.
- 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 49.
- 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 93.
- 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 142.
- 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 157.
- 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 164.

- 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 173.
- 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 174.
- 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 206.
- 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 215.
- 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 225.
- 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 229.
- 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 203.
- Creating reports Many standard Acquisitions reports are available from the Polaris Shortcut Bar. For details, see "Acquisitions Reports" in the *Polaris Basics Guide 4.1R2*. 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.

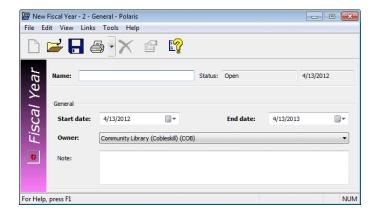
#### See the following topics:

- "Fiscal Year Records" on page 8
- "Fund Records" on page 9
- "Supplier Records" on page 9
- "Selection List Records" on page 10
- "Selection List Line Item Records" on page 10
- "Purchase Order Records" on page 11
- "Purchase Order Line Item Records" on page 11
- "Invoice Records" on page 12
- "Invoice Line Item Records" on page 12
- "Claim Records" on page 13
- "Automatic Processing of Polaris Records" on page 13

### Fiscal Year Records

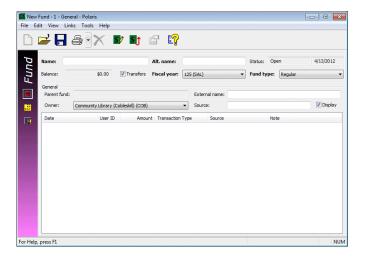
Fiscal year records track and manage funds for a specific period of time. You can create an unlimited number of fiscal year records, and they can have overlapping durations. Each fiscal year record can link to an unlimited number of fund records.

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 22.



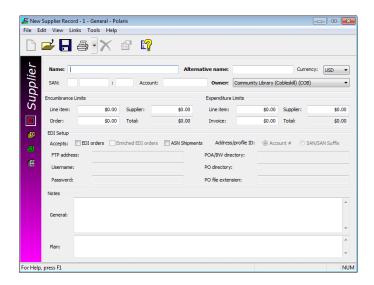
### **Fund Records**

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 24.



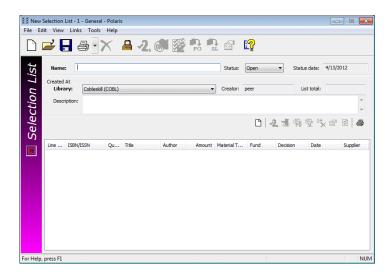
# **Supplier Records**

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 37.



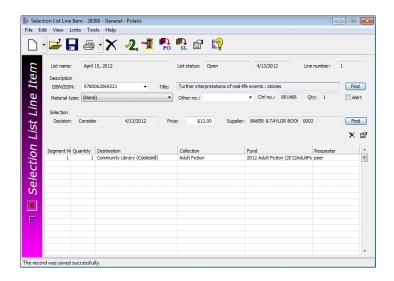
### **Selection List Records**

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 49.



### **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.



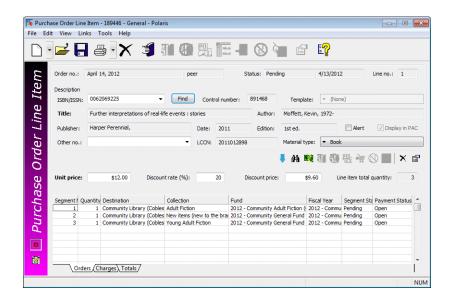
### **Purchase Order Records**

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 93.



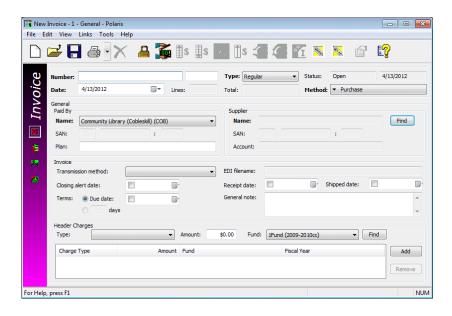
### **Purchase Order Line Item Records**

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.



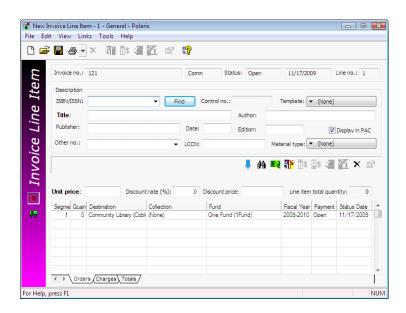
### **Invoice Records**

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 177.



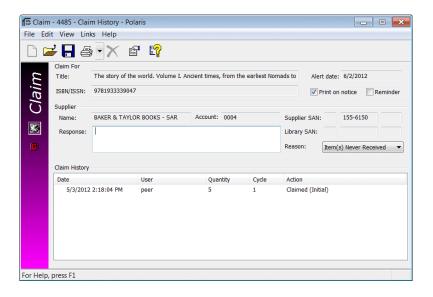
## **Invoice Line Item Records**

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 157.



# **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 157.
- 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 77.
- EDI Services This menu item includes the following submenu:
  - Check In Shelf-Ready Materials See "Checking In Shelf-Ready Items" in the *Polaris Patron Services Guide* 4.1R2.
  - **Process EDI Invoices** See "Process EDI invoices for partial shipments" on page 187.
  - **Receive ASN Shipments** See "Receive using the Advanced Shipping Notice (ASN)" on page 152.
  - Purchase order release and on-order item records When a purchase order is released and the user opts to create on-order item records, the matching process attempts to match an on-order item template to the purchase order line item. See "Matching Using Branch, Collection, and/or Material Type" on page 87.

# **Acquisitions Record Levels**

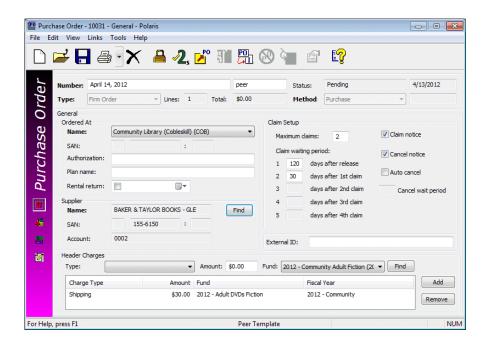
Selection List, Purchase Order, and Invoice workforms contain information at the following levels: Header, Line Item and Segment.

See the following topics:

- "Header Information" on page 14
- "Line Items List" on page 15
- "Individual Line Items and Segments" on page 16

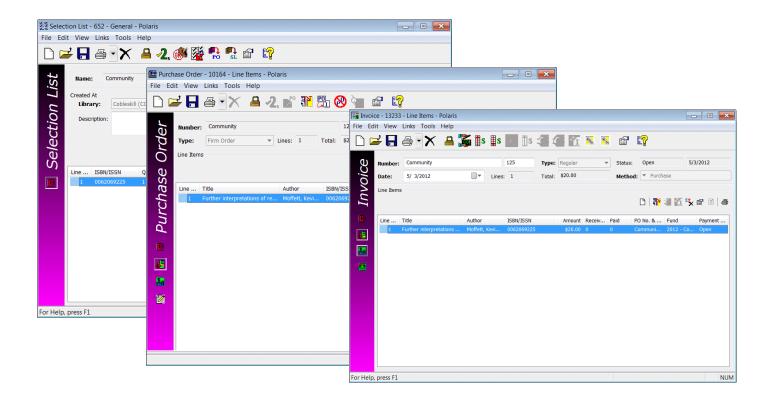
### **Header Information**

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.



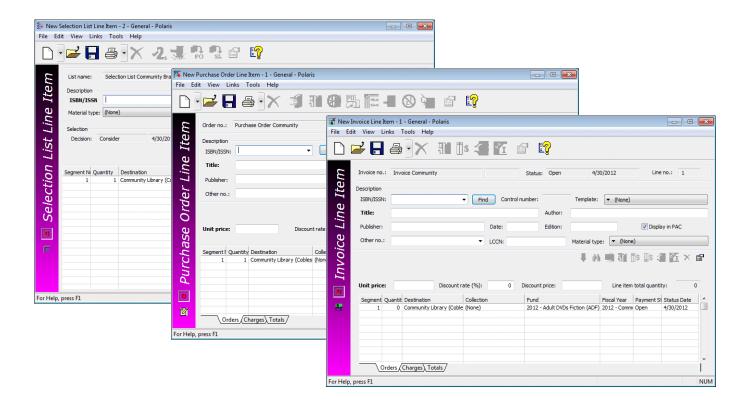
### Line Items List

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.

See the following topics:

- "Find acquisitions records" on page 17
- "Link to other records" on page 19
- "Create a new Acquisitions record" on page 20

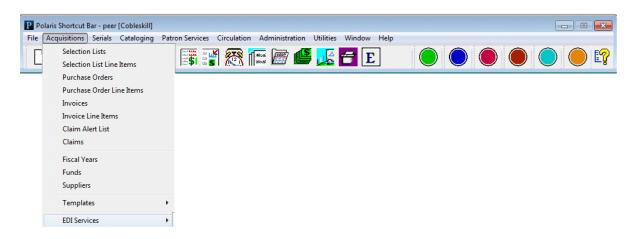


# Find acquisitions records

Follow these steps to find an existing acquisitions record.

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

The Acquisitions menu appears.

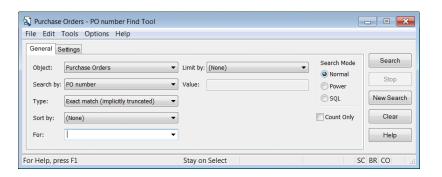


**2.** Select the record type in the menu.

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* 4.1R2.

#### 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* 4.1R2.
- **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.

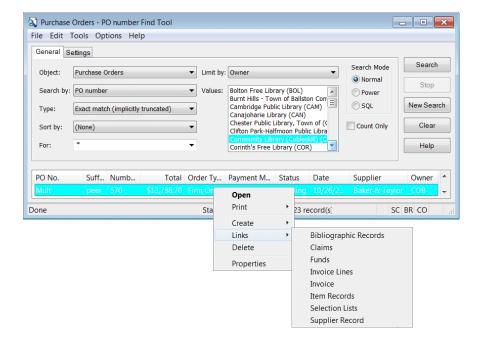


### Link to other records

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.





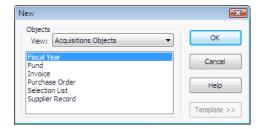
# Create a new Acquisitions record

Follow these steps to create a new Polaris Acquisitions record.

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

The New dialog box appears.

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



- **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.** To use a template to create the new record, 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



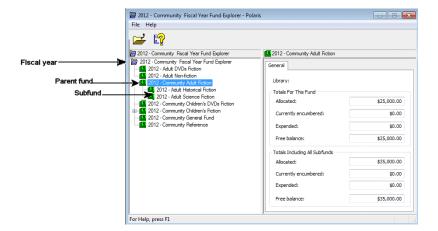
When you set up the acquisitions budget in Polaris, you create fiscal years, funds, and subfunds, and then manage the money in these funds. Once you set up the fund structure and allocate money, Polaris automatically tracks all encumbrances and expenditures in the Fund Record.

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 31.



See the following topics:

- "Setting Up Fiscal Years" on page 22
- "Managing Funds" on page 24

# 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" on page 297.

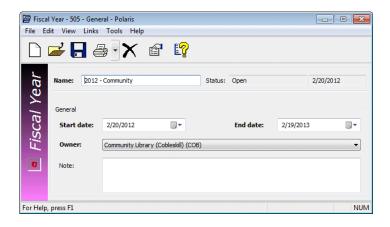
See the following topics:

"Create a fiscal year record" on page 22

# Create a fiscal year record

Follow these steps to create a new fiscal year record.

- 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 4.1R2*.

- **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 <code>Display</code> 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" on page 248.

#### 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 32.

See the following topics:

- "Fund Transactions" on page 25
- "Create a fund" on page 26
- "Set fund encumbrance/expenditure limits" on page 27

- "Add donor information to a fund" on page 29
- "Add a subfund" on page 30
- "View the fund structure" on page 31
- "View the fiscal year and fund hierarchy" on page 32
- "Assign the beginning allocation for a fund" on page 33
- "Transfer money between funds" on page 34
- "Adjust fund balances manually" on page 35
- "View fund transactions" on page 36

### **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" on page 297 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.



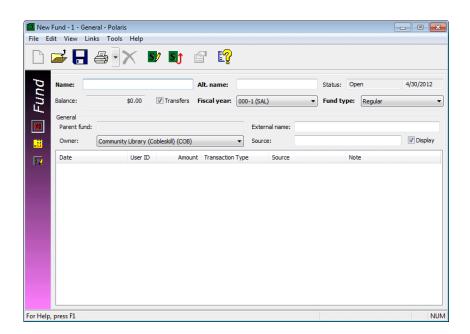
#### Tip:

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

#### Create a fund

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

- 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 223.

**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" on page 248.

- **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 29.

- **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.
- **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 33.
- **12.** To set limits on fund encumbrances/expenditures, see page 27.
- **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 30

# 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.

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.

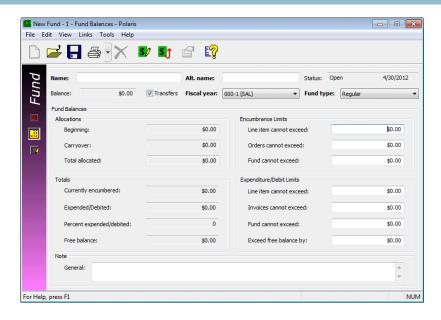
#### Tip:

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.





Click to display the Fund Balances view.



- **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" on page 297.
- Overexpending funds To overexpend funds, a staff member must have the permission Overexpend funds.



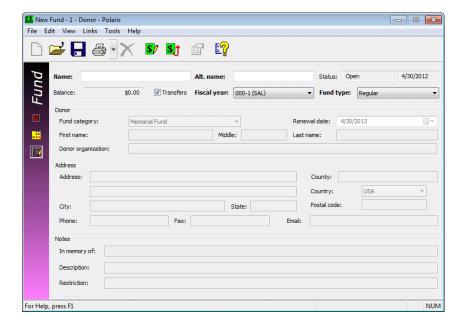
#### Add donor information to a fund

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 onorder 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 4.1R2*.

**1.** Open the Fund workform - Donor 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* 4.1R2.
- **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.
- **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.

# Tip:

Click to display the Fund Balances view.

### 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.

- **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* 4.1R2.

#### 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.

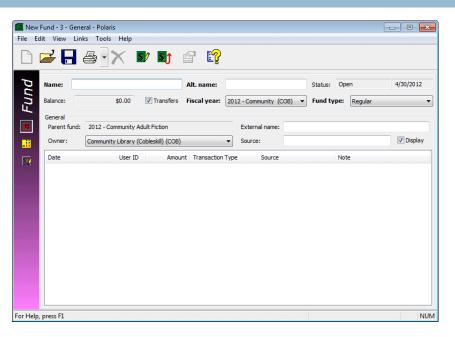
#### Note:

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 31.

- 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 26.

### 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.

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.



#### Tip:

To see all the funds associated with a fiscal year, see "View the fiscal year and fund hierarchy" on page 32.



#### Tip:

You can also see an individual fund and its associated subfunds in the Fund Explorer window. See "View the fund structure" on page 31.

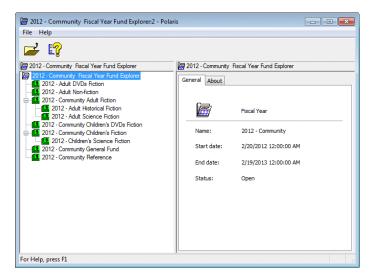
# View the fiscal year and fund hierarchy

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.

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.

You can also transfer an amount

for the destination fund. See

from another fund, and specify this amount as the beginning allocation

"Transfer money between funds"



Tip:

on page 34.

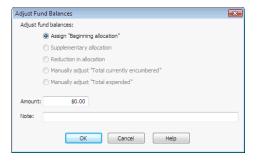
# Assign the beginning allocation for a fund

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 32.

- **1.** Open the Fund workform.
- 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.
- 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 27.



#### 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.

# 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.

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

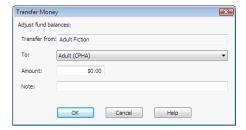
1. Open the Fund workform.

#### 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

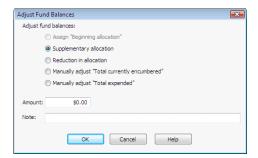
You can manually adjust fund balances through the Adjust Fund Balances dialog box, which you access from the Fund workform. You can add a supplementary allocation, reduce the allocation, manually adjust the total currently encumbered, and manually adjust the total expended.

#### 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 4.1R2* 

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 33.

- 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.



Tip:

#### View fund transactions

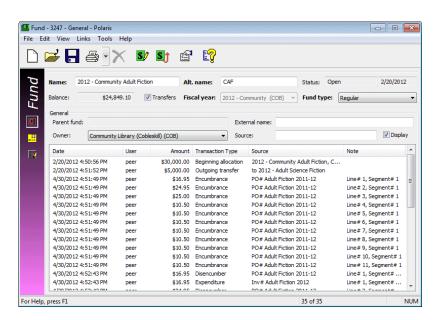
When you release or cancel a purchase order, pay an invoice, transfer money, undo payment for an invoice, or enter a credit, the transaction is automatically recorded in the fund record. For an order using a regular fund, an encumbrance is posted when the purchase order is released, and an expenditure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

Follow these steps to view fund transactions.

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

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* 4.1R2.

#### 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**.

See the following topic:

"Creating, Copying, and Deleting Supplier Records" on page 38

# 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:

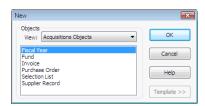
If you are creating a new supplier record for a vendor that uses a different currency from your base currency, see "Set up a supplier record for a foreign vendor" on page 46.

1. Select File, New.

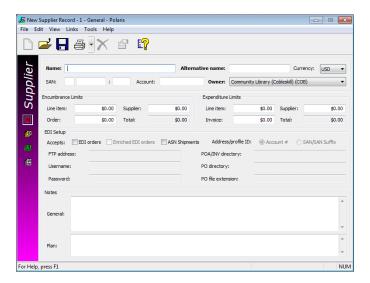
#### Tip:

You can also create a new supplier record by copying an existing record. See "Copy a supplier record" on page 46.

The New dialog box appears.



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" on page 290.

#### 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 40.
- **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 42).
- **12.** Add the claiming criteria for this supplier (see page 44).
- **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. See "Prepare for EDI Ordering" on page 273 for a list of the information you need to get from the supplier.

#### Important:

If you are implementing ASN processing with a supplier to whom you have previously sent EDI orders, before you select the ASN Shipments check box in the Supplier record, make sure the Hold partial shipment invoices are created for the day ASN processing will begin by following these steps:

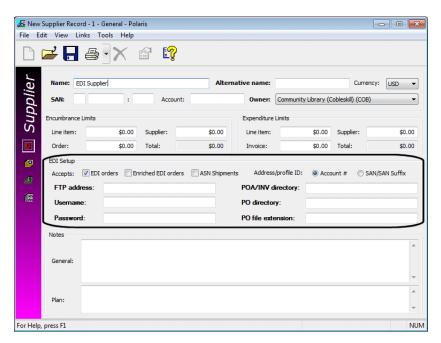
Ask the supplier the exact date when they will start producing ASN files.

- In the morning of the day the ASN processing will begin, wait until the Polaris EDIAgent has run and all remaining EDI invoices for that supplier have been created automatically. If your library does not process partial EDI invoices separately (the Hold partial shipments box is unchecked in the EDI Invoice Defaults profile) go to Step 4.
- If the Hold partial shipment box is checked in the EDI Invoice Defaults
  profile for your library organization, go to the Process EDI Invoice
  workform as soon as the EDIAgent runs, and create the invoices for this
  supplier. See "Process EDI invoices for partial shipments" on page 187 or
  in Polaris staff client online Help.

Follow these steps to enter information for a supplier that accepts EDI orders.

- 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 38.

- **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 139.

 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 152.

- **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**

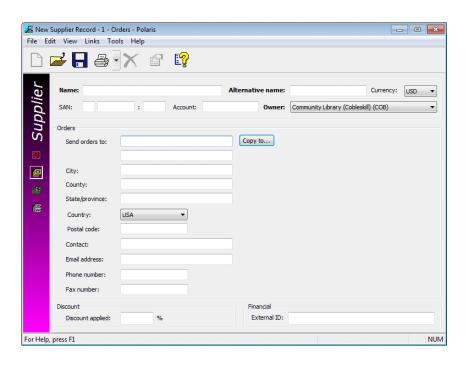
- **Setting up EDI ordering** To communicate with a supplier via EDI, you must first contact the vendor and get specific information to enter in Polaris. See "Prepare for EDI Ordering" on page 273.
- **Polaris EDIAgent** The Polaris EDIAgent is an SQL job that scans the supplier's FTP server for files in the library's directory, retrieves the files, and saves them in the Polaris database. For more information, see "About the Polaris EDIAgent Job" on page 269.
- **Sending an EDI order** See "Transmit a purchase order electronically" on page 128.

- Sending enriched EDI orders and receiving shelf-ready items overview - See "Enriched EDI Orders and Shelf-Ready Items" on page 139.
- Electronic Purchase Order Acknowledgment You can generate the Electronic Purchase Order Acknowledgment from the Utilities menu. See "Acquisitions Reports" in the *Polaris Basics Guide 4.1R2*.
- 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 184.
- Receiving via the Advanced Shipping Notice (ASN) See "Receive using the Advanced Shipping Notice (ASN)" on page 152.

# 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.

- 1. Create the supplier record (see page 38).
- **2.** Select **View**, **Orders** to display the Orders view.



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





#### Tip:

You can copy the address information from one view to another. See "Copy the supplier's address" on page 43.

**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.
- **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 43.
  - If the address is different from the order address, enter the new address.
- **12.** If Polaris Acquisitions is integrated with a financial system, you can enter an identifying number of up to 30 characters in the **External ID** field.
- **13.** 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:

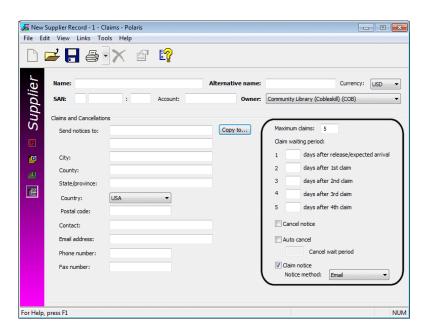
You must set up the claiming criteria in the supplier record before any items can be claimed.

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 157.

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* 4.1R2.

#### 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 4.1R2*.

- **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

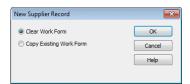
- Enter claiming data on the Purchase Order workform See "Add or change claiming information for an order" on page 104.
- Claiming monographic items See "Claiming" on page 157.



# 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.
- 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" on page 293.

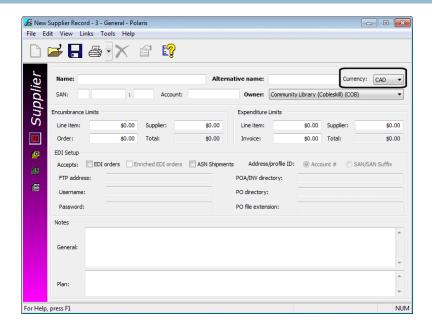
Follow these steps to set up a supplier record for a foreign vendor.

- 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 38.
- **2.** Select the foreign currency in the **Currency** box.



#### 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.



#### **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 25.



# 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" on page 293.

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* 4.1R2.

# 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.

- 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 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" on page 236.

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" on page 252.
- 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" on page 248.
- 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. See "Filter destination branch lists by parent library" on page 246.
- 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" on page 253.

• 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" on page 263.

#### See the following topics:

- "Creating Selection Lists" on page 51
- "Copying Selection List Lines" on page 66
- "Deleting Selection Lists or Selection List Lines" on page 73
- "Selection List Fund Allocations Report" on page 75

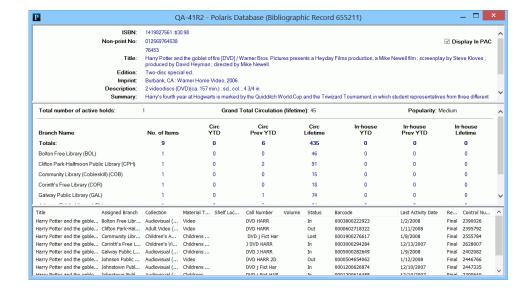
# **Creating Selection Lists**

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.

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**.

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 "PAC Reports" in the *Polaris Basics Guide 4.1R2*.

#### See the following topics:

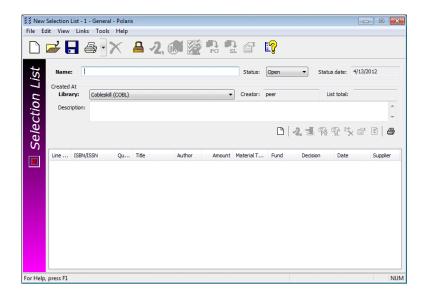
- "Create a new selection list from the Polaris Shortcut Bar" on page 53
- "Create a new selection list by copying a selection list" on page 54
- "Create a selection list by bulk adding titles" on page 54
- "Bulk add titles to an existing selection list" on page 56
- "Add titles to a selection list one at a time" on page 57
- "Enter or change selection list line item segments" on page 59
- "Add a new selection list line by copying a line item" on page 60
- "Approve multiple selection list line items" on page 61
- "Modify the decision on selection list line items" on page 62
- "Check a selection list for duplicates and print a report" on page 62
- "Merge selection lists" on page 64
- "Close or reopen a selection list" on page 65
- "Rename a selection list" on page 65



# Create a new selection list from the Polaris Shortcut Bar

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

- Select File, New on the Polaris Shortcut Bar.
   The New dialog box appears.
- 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.
- **6.** Add titles to the selection list using one of the following methods:
  - "Bulk add titles to an existing selection list" on page 56
  - "Add titles to a selection list one at a time" on page 57
  - "Copy selection list lines to another selection list" on page 66

#### 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.



# Create a new selection list by copying a 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 65.

# 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" on page 136.

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

- Select Cataloging, Record Sets from the Polaris Shortcut Bar.
   The Find Tool appears.
- **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.

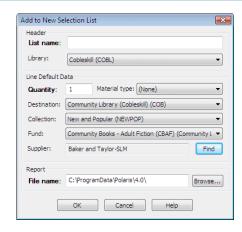
- **3.** Add the records in the record set to the new selection list using one of the following methods:
  - Select the record set in the Find Tool results, right-click, and select Add to Selection List, New from the context menu.
  - Open the Bibliographic Record Set workform, and select Tools, Add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



#### Tip:

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



- **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.

- **6.** To change default values, or if none are set, 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.
- **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.

### Tip:

For information on defaults for selection lists, see "Set bulk add to use default data in selection lists" on page 253. For more information about the bulk add process, see "The Bulk Add Process" on page 136.

#### Tip:

The default directory for the file is set in Polaris Administration. See "Setting the Acquisitions/Serials Default Directory" on page 244.



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

Bulk add titles 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 4.1R2.

- 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.
- 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.
- 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 \$1 (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 54.

#### **Related Information**

"Creating Purchase Orders" on page 95.

#### Tip:

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

#### 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.



#### Add titles to a selection list one at a time

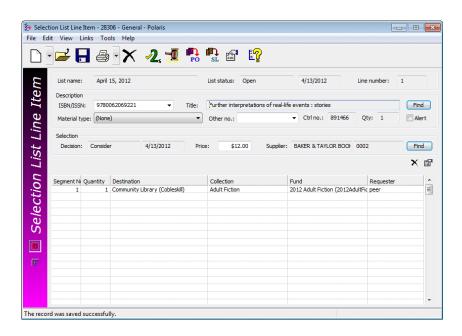
You can add a title to a selection list whether or not the bibliographic record is in the Polaris database. If the bibliographic record is in the database, you link to it in the Selection List Line Item workform. If the bibliographic record is not in the Polaris database, you can search a remote database 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" on page 252.

- Create the selection list following the instructions in "Creating Selection Lists" on page 51, 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.

#### Tip:

You can also add titles in bulk from a record set to a selection list (see page 56).

• 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:

- 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.

# 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.

#### 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.

#### 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.

1-2-3

#### 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 59.

## 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 Permissions" on page 237 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.

#### Tip:

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" on page 252.
- Filter branches in line item segments See "Filter destination branch lists by parent library" on page 246.
- Acq fund droplist setup See "Specify how funds are displayed in Acquisitions" on page 248.



### Tip:

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

# 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.

- 1. Open the Selection List Line Item workform.
- 2. Select File, New, or click the down arrow next to the file icon 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" on page 260.
  - 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" on page 252.
  - 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 57.
- **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.



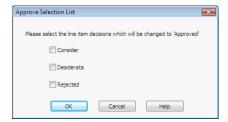


# Approve multiple selection list line items

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.

- 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 62.

#### **Related Information**

"Copy selection list lines to a purchase order" on page 68

To keep your place in the list and

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

After you refresh, your updates to the line items appear, and the list

Click to refresh the list.

Lock List View or click

this option is on.

view is resorted.

retain your sort order, select Edit,



Tip:

# 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**.

- 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 61.



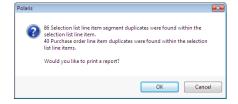
# Check a selection list for duplicates and print a report

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:

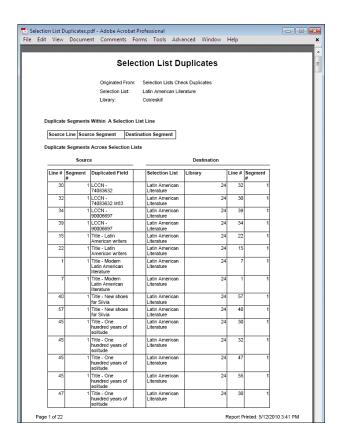
- To check all selection list line items for duplicates, select Tools,
   Check Duplicates, click on the top toolbar, or press Ctrl+U.
- To check a single selection list line item for duplicates, select the line item in the list, right-click and select **Check Duplicates** on the context menu, or click 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 Adobe Reader. The report lists duplicate segments (the same title for the same destination, and collection) 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.



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

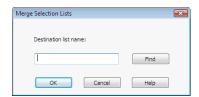


# Merge selection lists

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**.

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.

#### 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.



#### 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.

See the following topics:

- "Copy selection list lines to another selection list" on page 66
- "Copy a single selection list line to another selection list" on page 67
- "Copy selection list lines to a purchase order" on page 68
- "Copy a single selection list line to a PO" on page 71

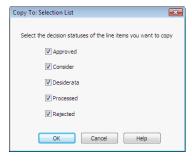
## Copy selection list lines to another selection list

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.

- 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.



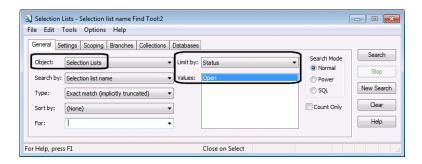
• To copy specific selection list line items, highlight them in the list, right-click, and select **Copy lines to selection list** from the context menu, or click on the toolbar directly above the list.



#### 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 67.

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.





## 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.

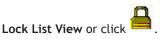
**1.** Open the Selection List workform.



- **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**,



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 62.

- **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 62.
- **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 57.

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

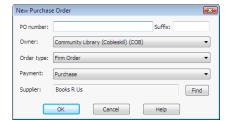
The selection list line item appears in the Find Tool results list.

- **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 Adobe Reader. For more information on the Selection List Duplicates Report, see "Check a selection list for duplicates and print a report" on page 62.

#### **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  ${\bf No}$  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 Permissions" on page 237.

See the following topics:

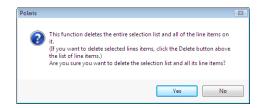
- "Delete a selection list" on page 73
- "Delete a selection list line item" on page 74

#### 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.





#### 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.

### 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.

- 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.

See the following topic:

• "Print the Selection List Fund Allocations report" on page 75

# Print the Selection List Fund Allocations report

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

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

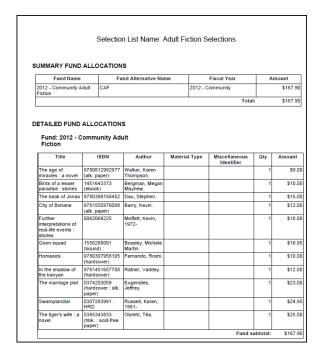




#### Tip:

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.

The Selection List Fund Allocations Report appears in Adobe Reader.



**3.** Select **File**, **Print** in Adobe Reader to print the report.

# Setting Up Templates for Acquisitions



You can set up purchase order, on-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.

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.

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.

#### See the following topics:

- "Creating Purchase Order Templates" on page 78
- "Creating On-Order Bibliographic Templates" on page 82
- "Creating On-Order Item Templates" on page 87

# **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)

#### See the following topics:

- "Create a purchase order template" on page 78
- "Copy a purchase order template" on page 80
- "Rename a purchase order template" on page 81

## 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.

1-2-3

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 114.
  - 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.



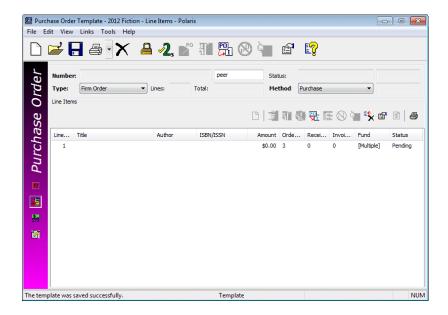
**4.** Type a name for the template, and click **OK**. You can enter a maximum of 50 characters.

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 95.

## 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.

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

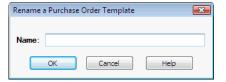
The Find Tool appears.

**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 4.1R2*.

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.

See the following topics:

"Create an on-order bibliographic template" on page 82

# Create an on-order bibliographic template

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

#### 1. Select File, New.

The New dialog box appears.



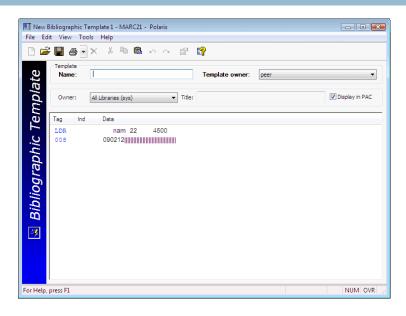
#### 2. Select Bibliographic Template.

The Bibliographic Template workform opens.



#### Tip:

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



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).

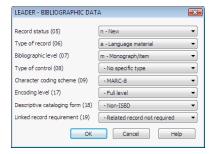
- **4.** Select the owner of the template in the **Template Owner** box.
- **5.** In the **Owner** box, select the owner of the bibliographic records that are created using this template.

#### 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.

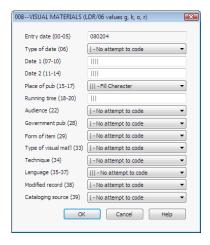
**6.** Double-click LDR.

The Leader dialog box appears.



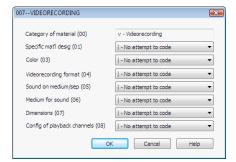
- **7.** If you are creating a bibliographic template for non-print materials, select the appropriate value in the LDR/06 box.
- **8.** Make any other changes in the Leader.
- **9.** Click **OK** to save your changes and close the Leader dialog box.
- 10. Double-click 008.

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



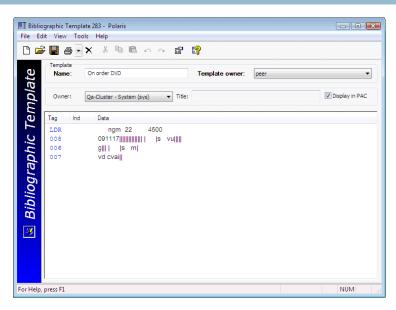
- **11.** Select the appropriate options in the 008 dialog box, and click **OK**.
- **12.** In the Bibliographic Template workform, type 006 (additional material characteristics) or 007 (physical description) to indicate the type of material, and type the appropriate subfield code, for example, **007**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

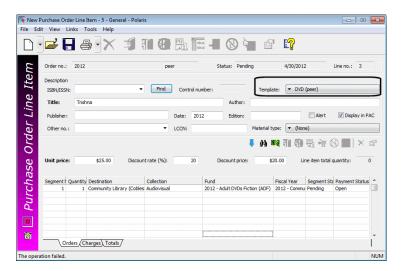
The 006 or 007 dialog box closes and the Bibliographic Template workform is updated with the information you selected.



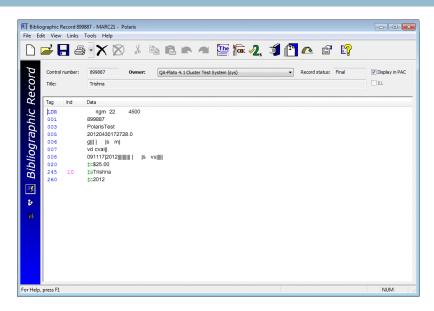
- **15.** Add any other tags to include in the template.
- **16.** Save the bibliographic template.

#### **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 106
- "Using Cataloging Templates" in the Polaris Cataloging Guide 4.1R2
- "Creating MARC Records" in the Polaris Cataloging Guide 4.1R2

# 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 139.

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. The matching of item templates against purchase order line item data can occur in two ways:

• Matching branch, collection, and/or material type.

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. See "Matching Using Branch, Collection, and/or Material Type" on page 87.

• Matching the item template code in the template name.

If the supplier supports exporting copy-level codes in 970 \$h, you can name on-order templates with this code and use it in the matching process. See "Matching With Item Template Codes" on page 89.

See the following topics:

"Matching Using Branch, Collection, and/or Material Type" on page 87

"Matching With Item Template Codes" on page 89

"Data Copied from Purchase Order Line to On-Order Item" on page 92

# Matching Using Branch, Collection, and/or Material Type

On-order templates that do not have a template code can be 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. See "Matching Using Branch, Collection, and/or Material Type" on page 87.

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 92.

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 from the purchase order line item. See "Data Copied from Purchase Order Line to On-Order Item" on page 92.

#### 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.

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.

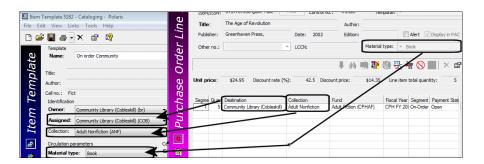
#### Important:

The item template must be named **On-order** or **On order** (with or without the hyphen).

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

# **Matching With 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.

#### Note:

The copy-level codes bulk-added from the 970 \$h are stored in the purchase order line item segment table. While they are not visible in the purchase order line item, they are displayed in the PO line item segment property sheet.

To create on-order items, the library creates item templates with the copylevel code in the template name. When the purchase order is released, the copy-level codes in the purchase order line item segments are matched to the template codes and create the on-order items. To make the match, the stored value from the 970\$h must match the code in the item template name.

#### 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.

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

# ions for

For detailed instructions for creating on-order item templates, see "Create a new on-order item template" on page 91.

Tip:

- Define copy-level codes on the supplier's materials selection Web site.
   The codes can contain at least one alpha or numeric character, not to exceed 10 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 Main AV 4 Week.
- **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.
- **5.** Import the bibliographic records into a record set, and bulk-add them to a purchase order.

#### Note:

The 970 subfields I (location), f (fund), q (quantity), and p (price) are used to create the distribution and fund data in the purchase order line item segments. For more information, see "The Bulk Add Process" on page 136.

The collection code (\$c) and material type (\$m) are not necessary if the item template code is included in the \$h. If the 970 tag contains a \$h, but not a \$c, and a matching template is found, the **Assigned Collection** from the template is copied to the **Collection** field in the purchase order line item segment.

**6.** Release the purchase order and select the option to create on-order item records.

To automatically create the item records using the tags in the 970 \$h, 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 copylevel code stored in the purchase order line item segment table;
- the item template code contains at least one alpha or numeric character, not to exceed 10 characters;
- the item template code is preceded and followed by one space, though it may be in any position in the Item Template name field;
- the item template code does not contain any diacritic characters within the code;
- 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.

The following table displays the correct and incorrect item template code:

Correct Item Template Code in Template Name Field	Incorrect Item Template Code
On Order ABIO Adult Biography	On Order ABI_O Biography On Order ABIOAdult Biography
On-Order AFIC Adult Fiction	On-Order A@FIC Adult Fiction



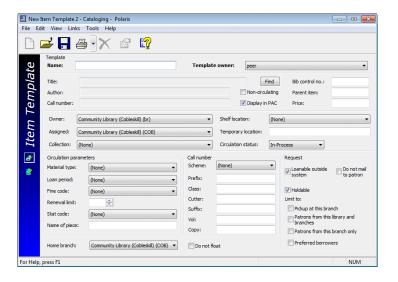
#### Tip:

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 Using Branch, Collection, and/or Material Type" on page 87. Or, you can copy an onorder item template, change the information, and then save it with another name to create a new onorder template.

## Create a new on-order item template

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

- 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.
- **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 "Matching With Item Template Codes" on page 89.
- **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)

#### Important:

If required data is missing in the template, you will be unable to save it.

- **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* 4.1R2.

# 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	
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	

# 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* 4.1R2.
- Create a purchase order in Polaris using one of the following methods:
  - 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.
  - 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.
  - **Copy an existing purchase order** Save the new purchase order with a different number.
  - Copy selection list lines to a new or existing purchase order
  - **Use Polaris Titles to Go** Query a supplier's site and bring back title information to create purchase order line items.
  - 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* 4.1R2.
- Add or change information on the purchase order workform.
- 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.

#### Tip:

For information about the types of orders you can create in Polaris, see "Creating Purchase Orders" on page 95.

#### Tip:

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

- Release the purchase order, and specify the payment method.
- Send the purchase order to the supplier by fax, e-mail, or electronic data interchange (EDI). 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* 4.1R2.

#### 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 95.

#### See the following topics:

- "Creating Purchase Orders" on page 95
- "Adding Titles to a Purchase Order" on page 106
- "Adding PO Line Distribution Grid" on page 113
- "Checking for Duplicate Copies" on page 118
- "Placing Holds from Purchase Orders" on page 120
- "Releasing and Transmitting Purchase Orders" on page 121
- "Modifying PO Line Items' Statuses" on page 133
- "Using Polaris Titles to Go" on page 134
- "Importing and Ordering Processes" on page 136

# **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 the following topics:

- "Order Types" on page 95
- "Order Types, Payment Methods, and Fund Types" on page 96
- "Create a purchase order by bulk adding titles" on page 96
- "Create a purchase order with a template or workform" on page 99
- "Create a purchase order by copying a purchase order" on page 101
- "Add or change general purchase order information" on page 102
- "Add or change claiming information for an order" on page 104
- "Add or change supplier instructions for a purchase order" on page 105

# **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.

#### 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.

- **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 174.

# 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

# 1-2-3

# 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" on page 136.

#### 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" on page 263.

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

- Select Cataloging, Record Sets from the Polaris Shortcut Bar.
   The Find Tool appears.
- **2.** Search for and select the bibliographic record set.

#### Note:

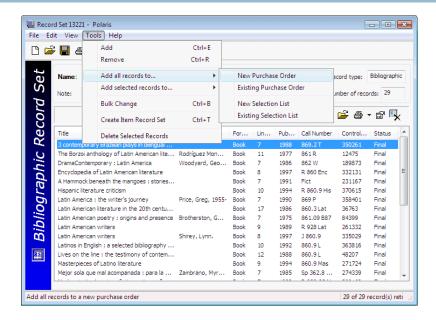
Provisional records cannot be used in the bulk add process.

The bibliographic record set workform appears.

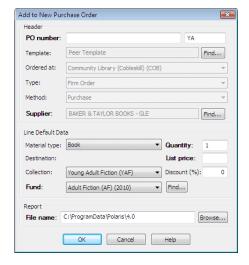
**3.** Select Add all records to New Purchase Order or highlight specific records in the list, and choose Add selected records to New Purchase Order.

#### 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.



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.
- **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.

#### Tip:

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

#### **Related Information**

For more information, see "The Bulk Add Process" on page 136.



## Create a purchase order with a template or 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:

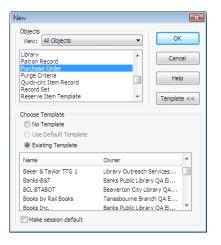
For information on saving purchase orders as templates, see "Creating Purchase Order Templates" on page 78.

- 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:
  - If you want to use a template, 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 78 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.

#### 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.

**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 106.
- **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 102
- "Add or change claiming information for an order" on page 104
- "Add or change supplier instructions for a purchase order" on page 105



# 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" on page 258.

- **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 171.



# 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" on page 258.

**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. If the supplier has a limit on the number of characters in a purchase order number, an error message appears when you attempt to release the order.

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

## Tip:

See "Order Types, Payment Methods, and Fund Types" on page 96.

- **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 46.

- **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 104.
- 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 192.
- 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 114.



# Add or change claiming information for an order

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

# Note:

104

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 157



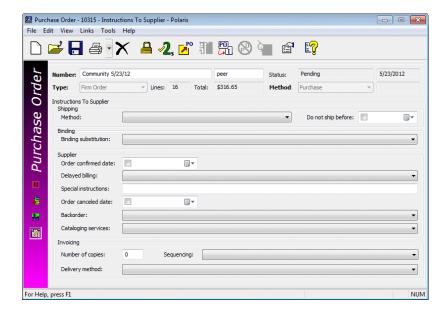
# Tip: 🔯

Click to display the Instructions to Supplier view.

# Add or change supplier instructions for a purchase order

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 104.

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 134.

See the following topics:

"Add a purchase order line item" on page 106

"Copy a purchase order line item" on page 110

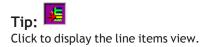
"Add supplier instructions for a purchase order line item" on page 111

# 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.
- . Select View, Line Items from the menu bar. The Line Items view appears.





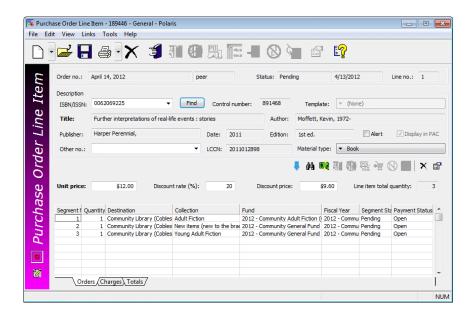
#### Note:

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 with a template or workform" on page 99.



- **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:

· Select an existing bibliographic record from the database -

## 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 "Creating Selection Lists" on page 51.

# Important:

the database.

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 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

- If you do not know the ISBN, click <code>Find</code>, 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 <code>Other no</code> (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 4.1R2*.)

- 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 4.1R2*.
- Search for a record using Polaris Titles to Go See "Using Polaris Titles to Go" on page 134.
- 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.

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

#### Tip:

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

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* 4.1R2.

See "Example - Bib Record Created from a PO Line Item" on page 85.

# 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 82.

- **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:
  - 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 114.
- **11.** To add supplier instructions for the line item, follow the steps in "Add supplier instructions for a purchase order line item" on page 111.
- **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, and collection 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.

# 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.

# Tip:

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

- **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" on page 260.
  - 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.
  - 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.

# 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**.

# 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" on page 260.
  - 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 **line** item.

# 1-2-3

# Add supplier instructions for a purchase order line item

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

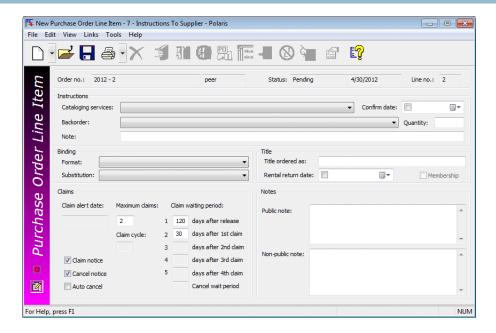
#### Note:

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.
- **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 44.
- **9.** Type a public note in the **Public note** box.
- **10.** Type a note in the Non-public note box.
- **11.** Select File, Save to save the line item.

## Tip:

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

# Tip:

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

# 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" on page 246.

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" on page 248. In addition, the available funds depend on the order type and payment method. See "Order Types, Payment Methods, and Fund Types" on page 96.

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.

See the following topics:

"Add purchase order line item segments" on page 114

"Split funds for a purchase order line item segment" on page 115

"Add charges for a purchase order line item segment" on page 116

"Copy line item segments within a line item" on page 116

"View totals for a purchase order line item segment" on page 117

"View all funds for the purchase order" on page 117



# Tip:

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

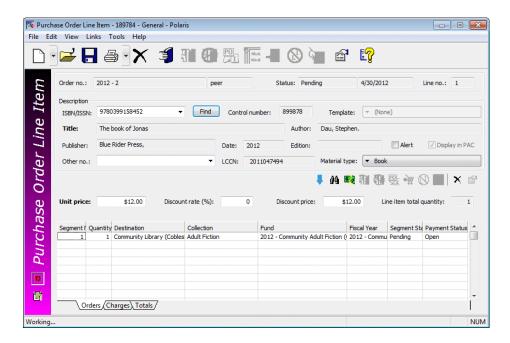
# Add purchase order line item segments

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 115.

1. Open the Purchase Order Line Item workform. See "Add a purchase order line item" on page 106.



- **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 115.

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 116.
- **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:

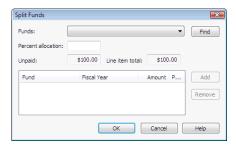
- If the Acquisitions parameter Copy last segment data to next segment is set to Yes in Polaris Administration, the data from the previous segment is copied to the new segment. See "Enable copy segment data to next segment" on page 259.
- The Polaris Administration profile Filter branches in line item 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" on page 246.
- The Polaris Administration profile **Acq fund droplist setup** controls how funds are displayed. See "Specify how funds are displayed in Acquisitions" on page 248.

# 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 114.
- **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 114.
- **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 114.
- **3.** Select the line item segment to copy.





# 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.





## 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.

- **4.** Click **1** as many times as you want to copy the 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.
- 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.

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, and collection 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 4.1R2*. After the import is complete, the bibliographic records in the record set are bulk-added to a purchase order.

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.

See the following topic:

• "Detect duplicate segments in purchase orders" on page 118

# 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.

- 1. Open the Purchase Order workform.
  - Select Tools, Check Duplicates.If duplicates are detected, a dialog box lists them.

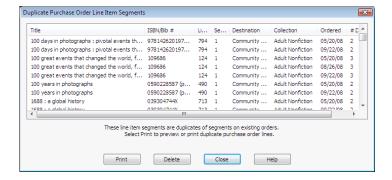
# Tip:

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 Cataloging Guide 4.1R2.



#### Tip:

Click 2 to check for duplicate line item segments.



- **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: Enabling, Item Status Restrictions, First Available Copy" in the *Polaris Patron Services Administration Guide* 4.1R2.

See the following topic:

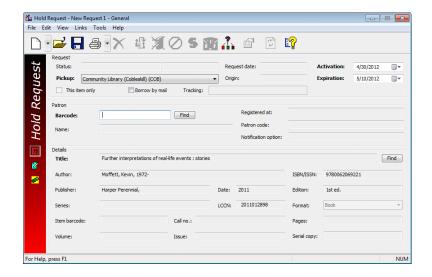
"Place a hold from a purchase order line item" on page 120

# Place a 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, rightclick 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* 4.1R2.



# Tip:

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

# Releasing and Transmitting 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.

# See the following topics:

- "Release a purchase order" on page 122
- "Adjust fund limits" on page 127
- "Transmit a purchase order electronically" on page 128
- "Print multiple purchase orders at once" on page 130
- "Print or e-mail a single purchase order" on page 130

**Ordering** 



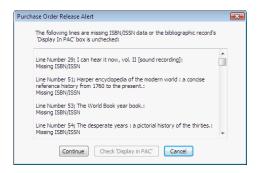
# Release a purchase order

Follow these steps to release a purchase order.

# Important:

If you attempt to release a purchase order that has a purchase order number exceeding the supplier's limit, you will be unable to release the 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 and automatically cancelled 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.



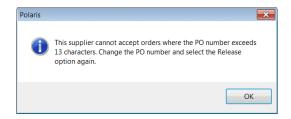
 This supplier cannot accept orders where the PO number exceeds [X] characters. - If the supplier linked to the purchase order has a limit on the length of the purchase order number allowed for EDI orders, a message tells you to change the purchase order number to be less than or equal to the supplier's 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" on page 256.

# Tip:

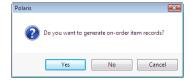
Releasing the order does not automatically send it via EDI; select File, Send from the Purchase Order workform. See "Transmit a purchase order electronically" on page 128.



## Tip:

Polaris attempts to match each released line item segment with an existing item template. See "Creating On-Order Item Templates" on page 87.

 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 141.

#### 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.

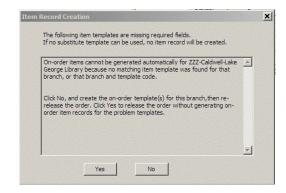
#### Important:

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 139.

The Payment Options dialog box appears if no item template matching errors were encountered and you did not choose to cancel.



• The following item templates are missing required fields. - If the system cannot find an item template to match the branch, collection, and material type, the Item Record Creation error message box appears. It lists the missing required fields and alerts you that no item records will be created if a template cannot be found.

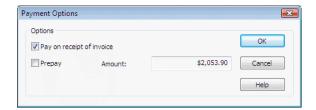


Click **No** to cancel the release operation. Create an on order item template if none exists, or correct an existing one in the Cataloging subsystem. See "Creating On-Order Item Templates" on page 87.

Click Yes to release the purchase order without creating item records. An error condition will result. Even in the event an item template code match is done, no item template will be found. You can create the item records when the items are received, although if you are outsourcing your cataloging through enriched EDI, correcting the error is encouraged.

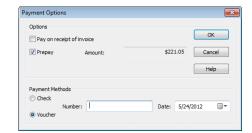


The Payment Options dialog box appears if no item template matching errors were encountered and you did not choose to cancel.



**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:

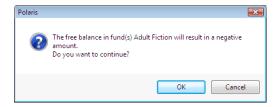
- The status of the order in the order status box changes from Pending to Released (or Continuing if the order type is standing order or subscription).
- The purchase order number and purchase order number suffix become read-only and cannot be changed.
- The date of the release appears.
- If you selected 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:

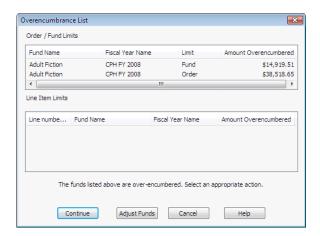
If the purchase order is linked to a foreign supplier, the amounts encumbered or expended are converted to the base currency according to the current exchange rate, and the amounts are posted in the linked funds in the base currency.

# **Related Information**

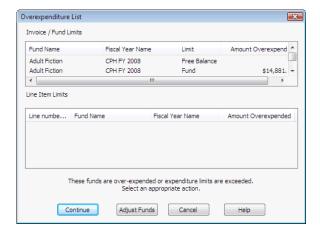
- **Viewing fund transactions** Select **Links**, **Funds** from a released purchase order to see all the funds linked to the purchase order. You can see the encumbrances for the line items and for charges at the header level.
- On order items cannot be created If you try to generate item records, but 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 87. 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 47.
- 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 127. 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 127.

# 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 122.
- **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 27. For information on adjusting fund balances, see "Adjust fund balances manually" on page 35.

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

# 1-2-3

# 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 "Prepare for EDI Ordering" on page 273. Then, set up the supplier record with the information you gathered. See "Enter the supplier's EDI ordering data" on page 40.

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.

#### Note:

You may wish to check with your supplier before retransmitting the order, to avoid filling the order twice.

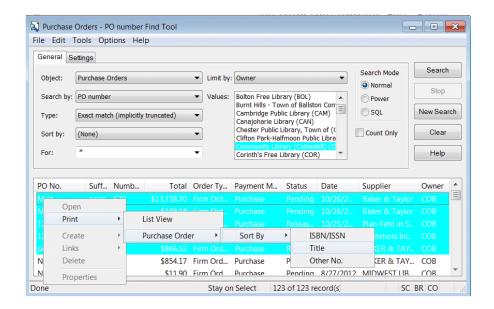
- **Enriched EDI Ordering overview** See "Enriched EDI Orders and Shelf-Ready Items" on page 139.
- Setting up EDI ordering To communicate with a supplier via EDI, you
  must first contact your Polaris Site Manager or Implementation
  Manager to obtain a license. Then contact the supplier and get specific
  information to enter in Polaris. See "Prepare for EDI Ordering" on
  page 273.
- 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 40.
- **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" on page 269.
- Electronic Purchase Order Acknowledgment After the supplier receives the EDI purchase order, if the supplier uses EDI confirmations instead of email, 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* 4.1R2.
- 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 184.



# 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 Adobe Reader.

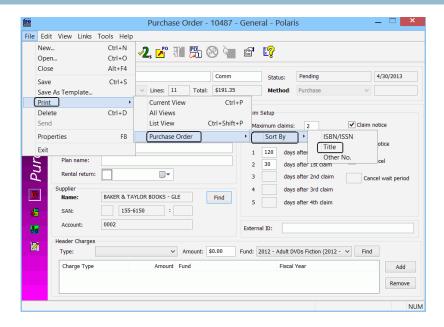
**2.** Click the printer icon to print the purchase orders.

# Print or e-mail a single purchase order

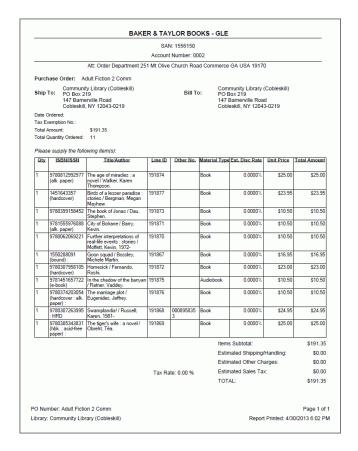
Follow these steps to print or e-mail a purchase order.

- **1.** Open the Purchase Order workform.
- Select File, Print.The menu selection expands.
- **3.** Select **Purchase Order**, and select a **Sort By** option.

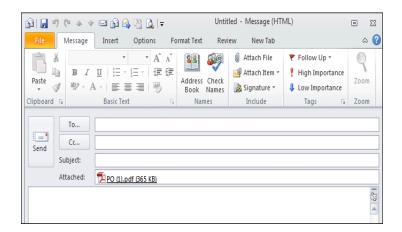




The report appears in Adobe Reader.



- **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* 4.1R2.

See the following topics:

"Modify a purchase order line item's status" on page 133

# Modify a purchase order line item's status

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

- 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 "Releasing and Transmitting Purchase Orders" on page 121.

#### Nota:

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.

#### 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.

**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.



#### Tip:

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

# **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 format (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" on page 291.

See the following topic:

• "Add purchase order line items with Titles to Go" on page 134

# 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" on page 291.

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

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

1-2-3

## 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.

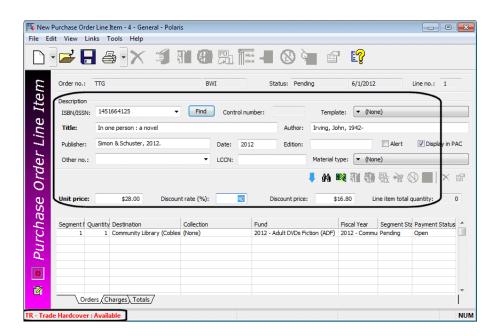
# Tip:

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

Automatic processing during importing and ordering work together in Polaris to create purchase orders or selections lists, and update on-order items so they can circulate.

See the following topics:

- "The Bulk Add Process" on page 136
- "Enriched EDI Orders and Shelf-Ready Items" on page 139

# The Bulk Add Process

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 4.1R2*.

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:

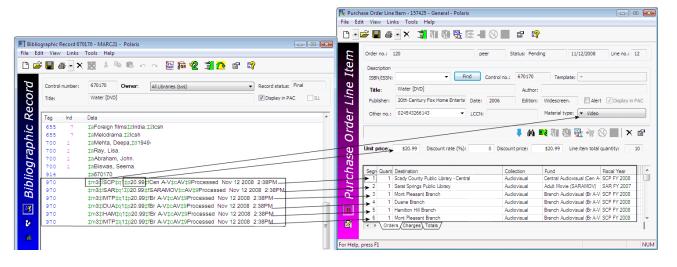
The collection information, material type, and non-public note are not required to create a segment. If the supplier includes copy-level information in \$h, it is used in the creation of on-order items.

- \$I = 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)
- \$h = item template code. It can contain alpha and/or numeric characters, or up to 10 characters. See "Matching With Item Template Codes" on page 89.

The illustration shows how the 970 tags in the bulk added bibliographic record are used to create purchase order line item segments.

## Tip:

The subfields can be in any order in the 970 tag.



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.

#### Note:

If the Polaris Administration Acquisitions parameter **Bulk add to PO: Add Alert to PO line item for multiple ISBNs** is set to **Yes**, purchase order line items with multiple ISBNs are listed with an exclamation mark in the Find Tool results list and the Purchase Order workform, Line Items view. The **Alert** box is also checked in the Purchase Order Line Item workform if the linked bibliographic record contains multiple ISBNs.

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" on page 261.
- 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" on page 262.
- 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" on page 253.
- 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" on page 263.
- Filter branches in line item segments Filters destination branches. See "Filtering Branches in Line Items" on page 245.

# **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" on page 140.

#### **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)
- 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 4.1R2*.

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" on page 280.

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* 4.1R2.

### 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 4.1R2*.

## Holds Requests for On-Order Multi-Volume Sets

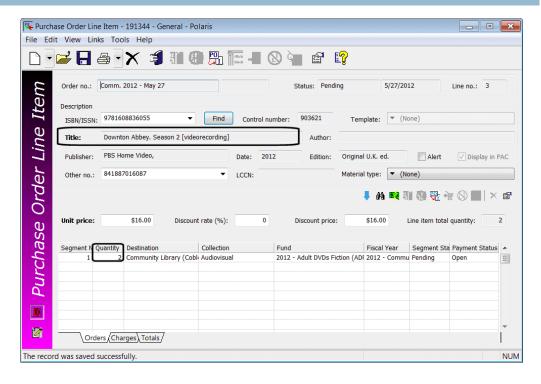
If a patron places a hold on a new multi-volume set, such as on a television series just released on DVD, the hold is placed at the bibliographic level for the series title. Then, when the full bibliographic record is imported, the embedded holdings create the shelf-ready item records for all the volumes 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.

#### 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.



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** 

# **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.
- **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.
  - Receive all copies of a title ordered for a specific destination and collection.
  - Receive copies that arrived for a destination or collection, and leave the other copies on-order. You can split receipt of a purchase order line item segment as long as the purchase order is not linked to an invoice, but you cannot split receipt from an invoice line item segment.
- 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. Rapid Receipt may be used to receive purchase order line items. If the purchase order line items have not already been copied to an invoice, it can be pulled into the Rapid Receipt dialog. Additionally, the purchase order line item must have one of the following statuses: Backordered, Exceptional condition, Return requested, On order, Out of print, Received, Not yet published, Claimed, Never published, Pending Claim, or Returned.

#### Note:

If the purchase order line has already been received, the system will not update again the purchase order line status to Received. The status remains Received, and the status date is set to the date of the first time the line was Received.

You can also print workslips from the Invoice, without having to access the purchase order.

- 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.
- 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" on page 280.

- 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" on page 280. 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 145.
- Receive an EDI order from the Receive ASN Shipments workform If the supplier can provide an ASN (X12 transaction set 856) with shipment information, you can receive materials by scanning the tracking barcode on the outside of the carton. You create and transmit an order to a supplier that produces ASN files the same way you create and send any EDI order. The linked supplier record contains the ASN setting. 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, retrieves the ASN file, and loads the data into Polaris.
- 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 Shelf-Ready Items" in the *Polaris Patron Services Guide* 4.1R2.

#### Tip:

Serials subscriptions or standing orders are received in the Serials subsystem. See "Checking In Serials" in the *Polaris Serials Guide* 4.1R2.

### See the following topics:

• "Receive a whole order" on page 144

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- "Receive line items from a purchase order" on page 144
- "Receive line items from an invoice" on page 145
- "Receive from the purchase order or invoice line item" on page 146
- "Use Rapid Receipt to receive line items from an invoice" on page 147
- "Receive a purchase order line from the Find Tool" on page 149
- "Receive a purchase order/invoice line item segment" on page 149
- "Undo receipt of a line item or line item segment" on page 151
- "Print workslips for purchase order line items" on page 151
- "Receive using the Advanced Shipping Notice (ASN)" on page 152
- "Update on-order item records" on page 156



### 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.

If there are hold requests for any title in the purchase order, 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 on a title or titles.

# 1-2-3

# Receive line items from a purchase order

Follow these steps to receive one or more whole line items from the Purchase Order workform.

#### Note:

2.

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 145. 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 149.

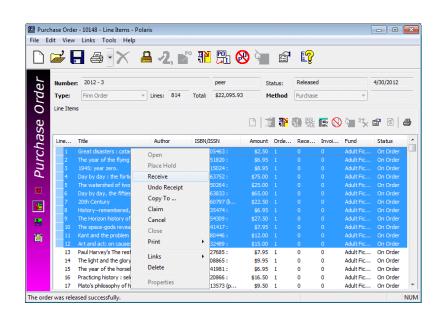
- 1. Open the Purchase Order workform Line Items view.
  - Select the line items you want to receive, right-click, and select **Receive** from the context menu, or click



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 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 151.

# 1-2-3

### 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" on page 280.

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 149.

- **1.** Open the Invoice workform-Line Items view.
- 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.

If there are hold requests for any title in the invoice, 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 on a title or titles.

# 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 inprocess.



#### 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**.



# 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 no single purchase order line item matches exactly, the Find Tool opens displaying the possible matching purchase order line items.
     Select a single line item.
  - If the purchase order line item cannot be invoiced because it was already copied to another invoice, or it has a status that prevents it from being received, a message appears. Open the purchase order line item and check the status or enter the number for the next purchase order line item.

When a matching purchase order line item is found or selected, 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.



#### 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.** 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 212.

If you want to print workslips, see "Print workslips for purchase order line items" on page 151.

#### 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 149.
- 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 151.
- 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:
  - "Add or change invoice header charges and credits" on page 192
  - "Distribute charges on an open invoice" on page 207
  - "Distribute credits/discounts on an open invoice" on page 211
  - "Add a tax dollar amount on an invoice" on page 194



# Receive a purchase order line 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 can receive line items at the segment level when some of the copies of a title are not included in the order, or when you are receiving from an invoice that does not have a linked purchase order. For example, if the invoice is for an approval plan or blanket order, the quantity received is entered at the invoice line item segment level.

#### Note:

You can receive fewer than the number of copies ordered for a purchase order line item segment if the purchase order is not yet linked to an invoice. See "Split receipt of a purchase order line item segment" on page 150.

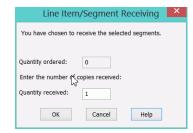
Follow these steps to receive a segment of a line item.

- 1. Open the Purchase Order Line Item or Invoice Line Item workform.
- Right-click the segment and select Receive.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.** Click **OK** to confirm that you want to receive the selected line item segment. The segment's status changes from on-order to 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.

# Split receipt of a purchase order line item segment

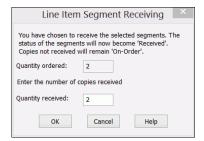
If you are receiving from a purchase order that is not yet linked to an invoice, and the number of copies in the shipment is less than the total ordered for that segment, you can split the segment so that some copies are received but others remain on-order. You cannot split receipt of purchase order line item segment on a purchase order that is linked to an invoice.

- 1. Open the Purchase Order Line Item workform.
- **2.** Right-click the segment and select **Receive**.

The Line Item Segment Receiving dialog box appears.

#### Note:

If the purchase order line item is not linked to an invoice line item, you can enter a quantity received less than the quantity ordered.



**3.** Enter the quantity 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.



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 4.1R2*.

#### 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.



# 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 164.

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.
- **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" on page 264.

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.

#### Note:

For orders where the supplier provides an ASN, workslips can also be printed from the Receive ASN Shipments workform. See "Receive using the Advanced Shipping Notice (ASN)" on page 152.

**1.** From the Line Items view of the Purchase Order or Invoice workform, select one or more line items.

#### Note:

You can also print a single workslip from the Purchase Order Line Item workform or from the Find Tool results list.

- **2.** Right-click and select **Print**, **PO Line Item Workslip**, or click 
  The Workslip pdf opens in Adobe Reader.
- 3. Click 🖶 to print the workslip, and click 💌 to close Adobe Reader.

# Receive using the Advanced Shipping Notice (ASN)

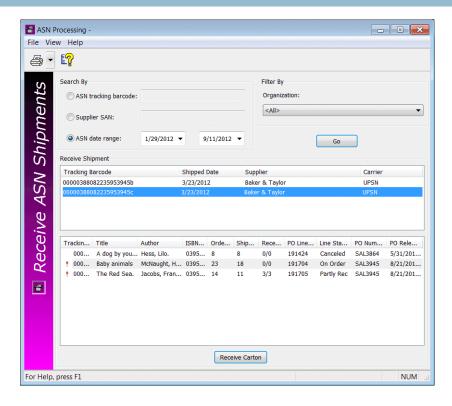
Follow these steps to receive shipments for which an ASN has been received.

#### Note:

For more information on the ASN, see "Receiving Orders" on page 142.

- 1. Select Acquisitions, EDI Services, Receive ASN Shipments.
  - The Receive ASN Shipments workform opens.
- **2.** To change the branch location selected in the Filter By Organization box, select a different branch or select All.
- **3.** Search for the ASN 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)

#### **6.** Click Receive Carton.

The line items are received. 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.

#### Tip:

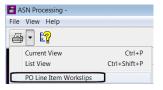
To link to the purchase order or purchase order line item, select a line item in the bottom portion of the workform, right-click and select **Links**.

# **Printing Workslips When Receiving ASN Shipments**

#### Note:

The Polaris Administration Acquisitions parameter **Batch print workslips during ASN receiving** must be set to **Yes** to allow the printing of workslips from the Receive ASN Shipments workform.

After receiving on the Receive ASN Shipments workform, you can print purchase order line item workslips. If multiple copies of the same title are received in separate cartons, only one workslip is printed for the title. To print purchase order line item workslips from the Receive ASN Shipments workform, select File, Print, PO Line Item Workslips, or select the down arrow next to the printer icon, and select PO Line Item Workslips. For more information, see "Print workslips for purchase order line items" on page 151.



#### **ASN and EDI Invoices**

If the ASN Shipments option is selected in the supplier record, the following invoice processing occurs:

- If the order was received via the Receive ASN Shipments workform, the EDI invoice is created automatically in Polaris from the supplier's EDI invoice file (810).
- If the order has not yet been received from the Receive ASN Shipments workform, the following occurs:
  - An e-mail is sent with the following message: ASN processing must be done before EDI Invoice #xxxxxxxx can be created.
  - The ungenerated EDI invoice file is held in the Process EDI Invoices workform regardless of the Hold partial shipments setting in the EDI Invoice Defaults profile.
  - Once the order is received via the ASN, the invoice is created automatically when the EDIAgent runs again. Or, you generate the invoice from the Process EDI Invoices workform as long as the order has been received via the ASN.
  - If Hold partial shipments is selected in the EDI Invoice Defaults profile, and the quantity ordered does not equal the quantity shipped, the invoice will remain in the Process EDI Invoices workform until the remainder of the order is received. Then, the invoice will be created automatically. Or, you can generate the invoice from the Process EDI Invoice workform.

## **ASN Reports**

The following standard reports are available from the Polaris Shortcut Bar under Utilities, Reports and Notices, Acquisitions:

• Advanced Shipment Notification Log - The Advanced Shipment Notification log displays all titles received via ASN for a supplier and line item status date range. To generate the report, enter the Supplier SAN (with or without the hyphen), the Line item status start date, the Line item status end date, and click Submit. The line item status date is the date the line item's status was updated to Received (all segments were received via ASN), or Partly Received (some segments were received via ASN).

The report lists purchase order line items that have segments received via ASN within the time period (including the start and end dates) for the specified supplier. It includes the following columns of information sorted by purchase order number, then title, then carton tracking number: PO # / Suffix; Title / Author / ISBN (UPC); Tracking Barcode; POLI ID; Ord - Total quantity ordered from the purchase order line items; Sent - Total quantity shipped by the supplier; Rec - Total quantity of all received purchase order line item segments; ASN Rec - Total quantity of purchase order line item segments received using the Receive ASN Shipments workform; Note - If the shipped quantity was adjusted, a note appears in this column. The report is printed in landscape page orientation.

- Advanced Shipment Container Content Report Lists all items found in a specific package or container for which the supplier has sent an EDI ASN file. Type or scan the 18-digit SSCC tracking barcode in the Report Wizard window. The report is sorted by title, and it includes the following information: title; author; ISBN or UPC; purchase order number and suffix; purchase order line item ID; and the total quantity sent.
- Advanced Shipments Not Yet Received Lists all items found in a package/container for which the supplier has produced an ASN, but which has not yet been received through the ASN workform. To generate the report, enter the supplier's SAN (with or without hyphens) in the Report Wizard dialog box. The report is sorted by tracking barcode, then PO number, then title. It lists the tracking barcode, PO#/Suffix, Title/Author/ISBN (UPC), PO Line ID, Qty Sent, and the Date Shipped.

For more information, see "Acquisitions Reports" in the *Polaris Basics Guide* 4.1R2.

# **Update on-order item records**

When you release a purchase order, you can opt to create on-order item records. These item records can be updated in the following ways:

- **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* 4.1R2.
- **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" on page 280.
- 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" on page 139. 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 4.1R2*.

# Claiming



#### 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 4.1R2*.

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.

To claim an item, you set up the claiming information in the supplier record. See "Add the claiming criteria for a supplier" on page 44. 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 104.

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" on page 285.

See the following topics:

- "Claim items from the Claim Alert List" on page 158
- "Claim all items on a purchase order" on page 159
- "Claim line items from a purchase order" on page 159
- "Claim a single line from a purchase order line item" on page 159
- "Claim a segment of a purchase order line item" on page 160
- "Stop a claim" on page 160

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.

- "Cancel a title from the Claim Alert List" on page 161
- "View and enter an item's claim information" on page 161
- "Print claim notices" on page 162



Tips:

#### Claim items from the Claim Alert List

#### Important:

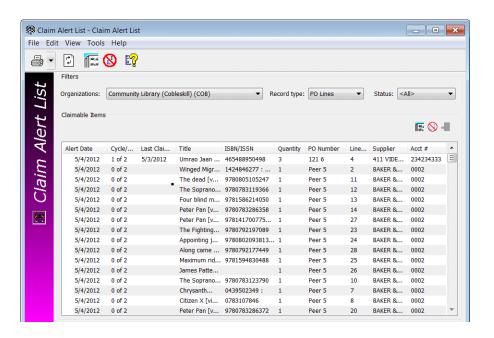
Items that already had a status of **Backordered** or **Returned** before claiming was set up will not appear on the Claim Alert List, since those items do not have a claim alert date.

Follow these steps to claim items that appear on the Claim Alert List.

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.

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 161.



# Claim all items on a purchase order

Follow these steps to claim all items on a purchase order.

- 1. Open the Purchase Order workform.
- 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 161.

# 1-2-3

# Claim line items from a purchase order

You can claim one or multiple line items from the Purchase Order workform, Line Items view. You can also claim a single line item from the Purchase Order Line Item workform.

Follow these steps to claim one or more items in a purchase order.

- 1. Open the Purchase Order workform Line Items view.
- **2.** Select the line or lines to claim.
- 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 161.

### Tip:

To keep your place in the list and retain your sort order, select **Edit**,

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 from a purchase order 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 161.



# Tip:

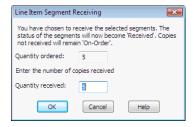
Select the segment, and click no the list toolbar.

# 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.
- **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.



#### Tip:

You can also cancel from the purchase order, the purchase order line item, or the purchase order line item segment.

### 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.

- 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:

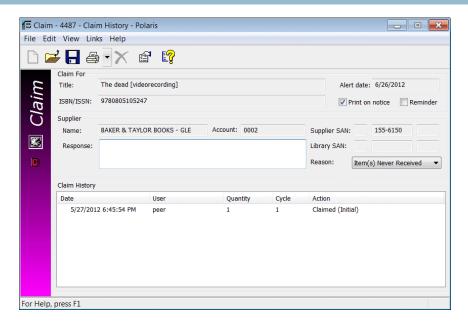
For more information, see "Canceling Orders" on page 164.



#### 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.

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 162.
  - 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

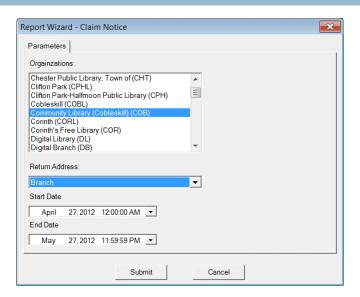
You can print claim notices for the titles your library is claiming. Polaris generates a notice for each supplier with one or more claimed titles. There are two types of notices: the Initial claim notice that includes all the titles being claimed for the first time, and the Claim notice that includes 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.
- Select Notices, Acquisitions, Claim Notices.The Report Wizard dialog box appears.

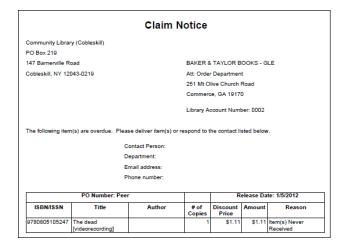
1-2-3



- 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 pdf appears in Adobe Reader.



**6.** Click to print the claim notice.

#### **Related Information**

- Claim messages and contact information See "Set claim/cancellation notice defaults" on page 285.
- Claims Ready for Cancellation Report See "Acquisitions Reports" in the *Polaris Basics Guide* 4.1R2.

# **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, Second Pick-Up, & Cancelled Request Notices" in the *Polaris Patron Services Administration Guide* 4.1R2.

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.

#### See the following topics:

- "Cancel a whole order" on page 165
- "Cancel one or more whole line items" on page 166
- "Cancel a single line item from the PO Line Item" on page 167
- "Cancel a line item segment" on page 168
- "Print cancellation notices" on page 168
- "Delete a canceled purchase order" on page 170
- "Delete a canceled purchase order line item" on page 170
- "Copy lines/segments to another purchase order" on page 171



#### 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.

### Cancel a whole order

Follow these steps to cancel an entire purchase order when none of the titles were supplied.

- 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

Return requested

Backordered

Returned

Never published

Claimed

Out of print

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, onorder 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.

- 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.





Click to cancel the line item.



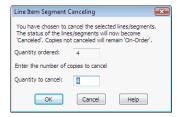
# Cancel a line item segment

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.



#### 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.

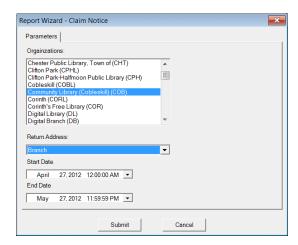
#### Note:

The **Cancel notice** check box must be selected on the Supplier Record workform - Claims view for that supplier. See "Set claim/cancellation notice defaults" on page 285.

Follow these steps to generate the cancellation notices for the titles your library is cancelling from suppliers.

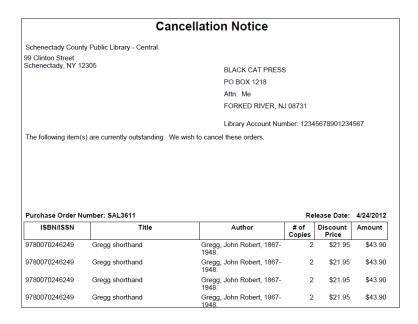
- Select Utilities, Reports and Notices on the Polaris Shortcut Bar.
   The Polaris Reports dialog box appears.
- **2.** Select Notices, Acquisitions.
- 3. Double-click Cancellation Notices.

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 pdf appears in Adobe Reader.



**8.** Click to print the cancellation notice.

#### **Related Information**

**Setting up the cancellation message and contact information -** See "Set claim/cancellation notice defaults" on page 285.



# 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.

- . 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.



#### 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





# 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:

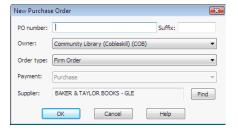
You cannot copy lines if the purchase order has a payment method of depository agreement.

- 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.

See the following topics:

- "Close a purchase order" on page 173
- "Close line items on a standing or subscription order" on page 173



## 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.

- Open the Purchase Order workform.
- Select Tools, Close from the menu bar on the Purchase Order workform.

A message asks if you want to close the order.

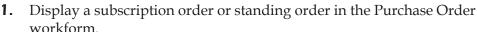
Click **Yes** to confirm that you want to close the purchase order. Purchase order closed successfully appears in the status bar.

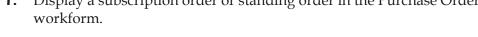
#### Tip:

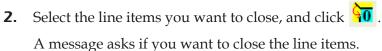
Click  $\frac{10}{10}$  on the toolbar.

## 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.







- Click **Yes** to confirm that you want to close the line items.
- 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.



#### Tip:

When searching for a purchase order, you can limit by Order Type and select Standing Order or Subscription.

## 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, though most orders are processed electronically, and a library may find EDI to be a beneficial option. Additionally, Polaris does offer other manual methods for specific types of processing. Options for processing invoices in Polaris include:

- **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 195 and "Receive a purchase order/invoice line item segment" on page 149.

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* 4.1R2.

- 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 147.
- 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 200.
- 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 203.
- EDI Invoices If you send orders using electronic data interchange
   (EDI), the electronic invoice file is created automatically when the order
   is filled. 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 The EDI Invoice Defaults profile updates the linked purchase order line item to received as soon as the invoice is saved in the Polaris database, or it can be set to not to automatically receive the purchase order line item, and receive later when the shipment arrives. See "Set up EDI invoice defaults" on page 280.
  - No matching purchase order line item If no matching bibliographic record is found, the invoice line item is created using all the information in the EDI Invoice Defaults profile. See "Set up EDI invoice defaults" on page 280.
  - 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. 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 189.
  - EDI invoice line items where quantity sent is not equal to quantity ordered 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. See "Set up EDI invoice defaults" on page 280 and "Process EDI invoices for partial shipments" on page 187.

#### Note:

For information on standard invoice reports, see "Acquisitions Reports" in the *Polaris Basics Guide 4.1R2*.

### See the following topics:

- "Creating Invoices" on page 177
- "Adding Invoice Line Items" on page 195
- "Linking Invoices" on page 203

## **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.

### See the following topics:

- "Copy multiple line items to an invoice" on page 178
- "Link from a purchase order to create an invoice" on page 179
- "Copy a single line item or specific segments to an invoice" on page 180
- "Copy an invoice to create a new invoice" on page 181
- "Create an invoice without a purchase order" on page 181
- "Create a miscellaneous invoice" on page 182
- "Review automatic EDI invoices" on page 184
- "Process EDI invoices for partial shipments" on page 187
- "Add general information to an invoice" on page 191
- "Add or change invoice header charges and credits" on page 192
- "Add a tax dollar amount on an invoice" on page 194



## 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:

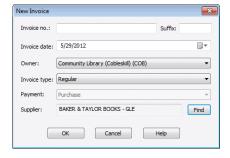
You can also copy purchase order lines to an existing invoice.

- **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.
- **b)** If your library uses a suffix to identify invoices, type a suffix in the Suffix box. It can be up to 8 characters.

#### Tip:

You can search for invoices by invoice number suffix.

- **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* 4.1R2.
- **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.





#### Tip:

You can copy purchase order line items from different purchase orders to the same invoice.

## Copy a single line item or specific segments to an invoice

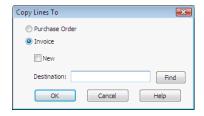
Follow these steps to create a new invoice by copying a purchase order line item or line item segments.

- 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:

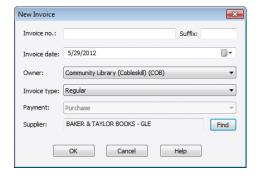
If you are selecting multiple segments, you must put the cursor in the **Segment Number** column.

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.
  - **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.

#### Tip:

You can search for invoices by invoice number suffix.

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.

### 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.

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

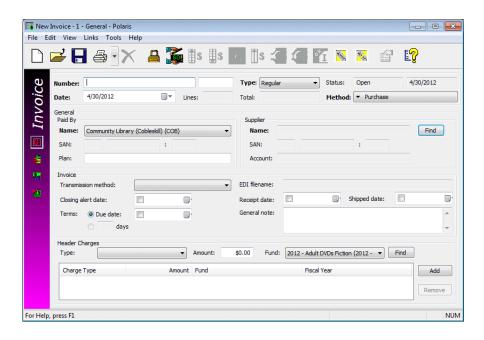




#### Tip:

You can also create an invoice containing line items from multiple purchase orders. See "Add invoice lines using Rapid Receipt" on page 197.

- 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.
- **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 192.
- **8.** Add the invoice line items (titles). See "Add an invoice line unlinked to a purchase order line" on page 195.

#### 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.



You can change the invoice number and number suffix until the invoice is paid.



Miscellaneous invoices do not require a link to a supplier record either. You can create a miscellaneous invoice that has charges or credits 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.

- 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:
  - **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:

Tip:

Add.

Press CTRL+I to add a new line item.

If you enter a charge incorrectly,

select it in the list and click **Remove**, then re-enter it and click

- **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.
- **h)** Select a fund in the Fund box, or click **A** to search for the fund.

#### Note:

To pay for or credit the segment using more than one fund, click of a purchase order line item segment" on page 115.

- i) Add more line item segments, if necessary.
- i) 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.
- 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.

• "Paying Invoices" on page 215

**Related Information** 

- "Crediting Invoices" on page 229
- "Fund Transactions" on page 25

## **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.

When an EDI invoice is generated in Polaris, a log of the invoice creation is posted to an EDI invoice log. The log lists the invoice numbers, and includes whether one or more titles have holds. The log also lists any errors.

For more information about the invoice log contents, see "The EDI Invoice E-mail Log" on page 189.

#### 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" on page 280. Then you can generate them using the Process EDI Invoices workform. See "Process EDI invoices for partial shipments" on page 187.

#### 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" on page 248.

#### Tip:

To credit a credit memo, create a Misc Invoice and select **Tools-Credit**.



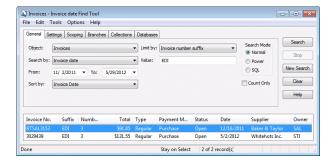
Follow these steps to open and review automatic EDI invoices.

- 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:

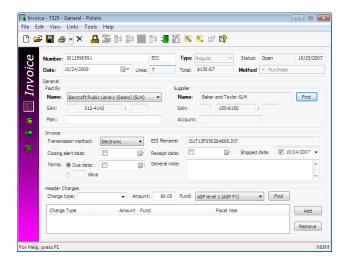
You can also limit by the invoice number suffix, EDI. For example, you can search by invoice date range and limit by the EDI suffix. You can select a sort by option to sort the results list before it appears. For example, you could search by the number suffix EDI, limit by supplier, type Baker\*, and 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.

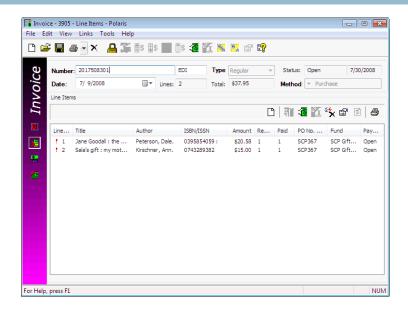
The EDI filename and the date the order was shipped are displayed in the workform (if the supplier includes this information).



**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 189.

#### 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 "Prepare for EDI Ordering" on page 273.
- 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 40.

- 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" on page 269.
- 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* 4.1R2.
- **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 187.

### **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.

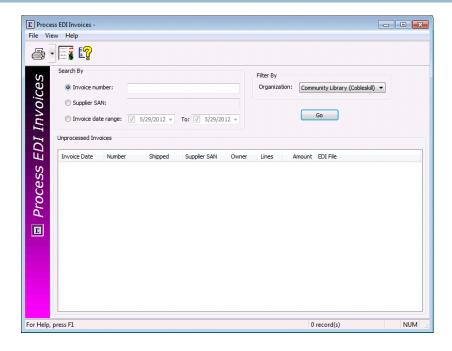
1. Select Acquisitions, EDI Services, Process EDI Invoices from the Polaris Shortcut Bar, click **E**, or press ALT+A+E.

The Process EDI Invoices workform appears.

1-2-3

#### 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.



- **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" on page 280.

**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 142.

### **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 95.

### 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.

These logs are e-mailed to the addresses in the EDI Invoice Defaults profile with the subject line EDIInvoiceResults and organization abbreviation. 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 may appear in the e-mail log that is sent to the addresses in the EDI Invoice Defaults profile with the subject line EDIInvoiceResults:

#### Tip:

The EDIAgent and EDIFTP logs are created automatically, but are not sent to library staff members. These logs provide information regarding the FTP transfer and can be used in troubleshooting connection failures. For more information, see "EDIAgent and EDIFTP Logs" on page 270.

 This message indicates the invoices were created successfully and some line items have linked bibliographic hold requests:

#### 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.)

Begin processing EDI 810 file: testsal3644d.txt

Invoice # BTSAL3644e Suffix = EDI, was created.

INLI #2 on Inv #BTSAL3644e Suffix = EDI, has 1 linked holds.

Invoice # BTSAL3644b Suffix = EDI, was created.

INLI #4 on Inv #BTSAL3644b Suffix = EDI, has 2 linked holds.

Invoice # BTSAL3644d Suffix = EDI, was created.

Invoice # BTSAL3644a Suffix = EDI, was created.

End processing EDI 810 file: testsal3644d.txt

- These messages indicate problems with the invoices:
  - Invoice #3014384848 may not have been created. Contact your Polaris support representative for assistance.
  - 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.
  - The SA Profile defaults were used to create INLI# 5 on Inv #3014384848. An unlinked invoice line item was 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.
  - 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.

## 1-2-3

## 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 192.

#### Note:

If shipping and other charges are paid by various branches, assign funds at the line item segment level and distribute the charges. See "Distribute charges on an open invoice" on page 207.

- 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 192.
- **6.** Add the invoice line items by following the instructions in "Adding Invoice Line Items" on page 195.

#### 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

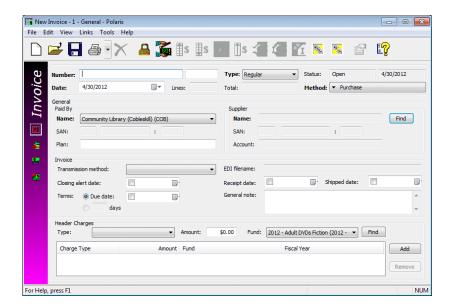
Header charges are the charges from the supplier that are not associated with any specific line item, such as shipping or cataloging charges for the whole order. They are posted against distinct funds and are not distributed across line item segments. You can enter header charges in the Purchase Order 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 203.

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" on page 267.

**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**.

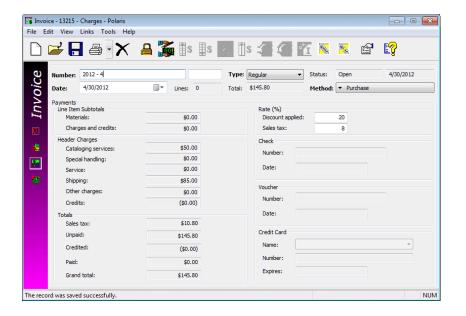
**3.** Select **File**, **Save** to save the record.

#### Note:

Complete the invoice by following the steps in "Adding Invoice Line Items" on page 195.

#### **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.

1-2-3

### 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.

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 the following topics:

- "Add an invoice line unlinked to a purchase order line" on page 195
- "Add invoice lines using Rapid Receipt" on page 197
- "Add segment information for an invoice line" on page 198
- "Add an invoice line linked to a purchase order line" on page 199
- "Add an invoice line linked to a subscription" on page 200
- "Copy an invoice line item" on page 201
- "View all funds for the invoice" on page 202

## 1-2-3

## 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:

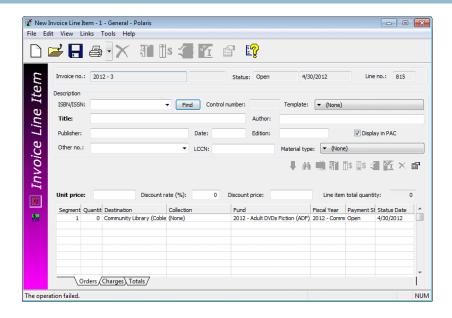
Refer to "Creating Invoices" on page 177 for instructions to create and display a new invoice if the invoice does not exist in Polaris.

- 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 82.

- **5.** Add the invoice line item segment information. See "Add segment information for an invoice line" on page 198.
- Select View, Additional Information.The Additional Information view appears.

#### 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 4.1R2*.

**7.** Type additional instructions, if applicable, in the following boxes:

Select File. Save to save the invoice line item to the invoice record.

- Shipped date
- Alert Note

#### Tip:

If an invoice line item has an alert note, an exclamation point appears next to the line item in the Find Tool results list and in the Invoice workform, Line Items view.

#### 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.

#### **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 149.

## Add invoice lines using Rapid Receipt

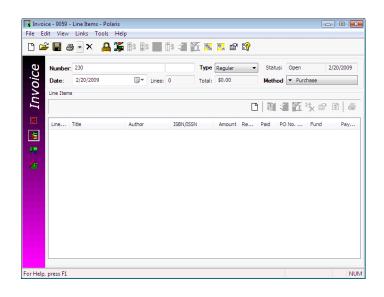
#### Important:

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/ invoice 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.

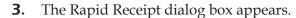
Follow these steps to receive purchase order line items from an invoice.

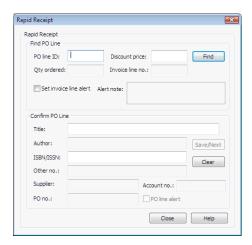
1. Open the Invoice workform - Line Items view.





2. Select Tools, Rapid Receipt or click on the Invoice workform.





- **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.
- 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 147.

## Add segment information for an invoice line

Follow these steps to add a segment that is not linked to a purchase order line item.

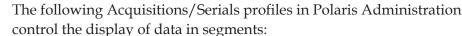
- 1. Open the Invoice Line Item workform.
- **2.** To change the default destination, select a branch in the **Destination** box.
- 3. Select a fund in the Fund box, or click Find to search for and select a fund. To pay for the segment with more than one fund, click , and follow the instructions in "Split funds for a purchase order line item segment" on page 115.
- **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.



**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 207 and "Distribute credits/discounts on an open invoice" on page 211.



Related Information

& Discounts box.

1-5.

 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" on page 246.

If there are any credits or discounts associated with the individual segment, click the **Totals** tab, and type the dollar amount in the **Credits** 

**6.** Continue adding segments for the invoice line item by repeating steps

• **Acq fund droplist setup** - Controls how funds display. See "Specify how funds are displayed in Acquisitions" on page 248.

## 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.

**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.



Tip:

Press CTRL+I to add a new line item.

#### **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 4.1R2*.

## 1-2-3

## 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.

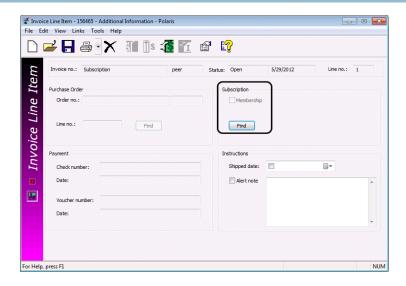
- **2.** Type a number for the invoice in the Invoice number box.
- **3.** Click **Find** next to the Supplier **Name** box, and select a supplier.
- **4.** Save the invoice.
- **5.** Select View, Line Items.

The Line Items view appears.

**6.** Click above the line items list.

The Invoice Line Item workform appears.

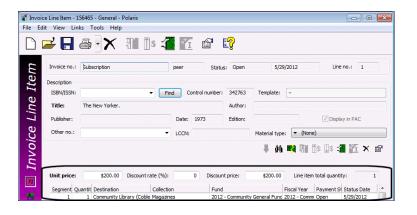
- **7.** Select **View**, **Additional Information** to display the Additional Information view.
- **8.** Click Find in the Subscription frame.



The Find Tool appears with Serial Holdings in the Object box.

**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.

## 1-2-3

#### Tip:

Tip:

To multi-select serial holdings

must be linked to the same bibliographic record.

records, right-click, and choose

**Select** from the context menu. All selected serial holdings records

Press CTRL+N or click on the toolbar to copy an invoice line item.

## Copy an invoice line item

Follow these steps to copy an invoice line item in the same invoice.

- 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

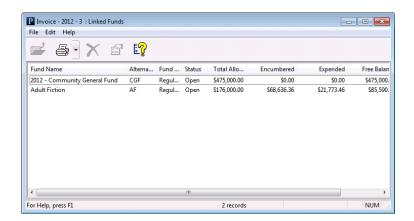
### View all funds for the invoice

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.

- **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**.



#### 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.

## **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 <code>Miscellaneous</code>, 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.

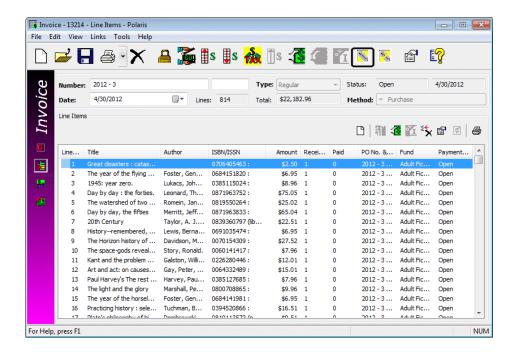
See the following topics:

- "Link an invoice to another invoice" on page 203
- "View a linked invoice" on page 205
- "Unlink a linked invoice" on page 205

#### Link an invoice to another invoice

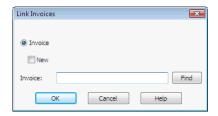
Follow these steps to link an invoice to another invoice.

**1.** Open the Invoice workform.





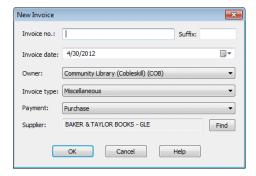
**2.** Select **Tools, Link Invoice** from the menu or click The Link Invoices dialog box appears.



**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* 4.1R2.
- 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.

The Find Tool appears.

• Search for the existing invoice, and select it.

#### 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 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**.

## 1-2-3

#### Tip:

You can search for linked invoices using the **Limit by** option **Linked invoices**, and selecting **Yes** as the value.



#### 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.

#### View a linked invoice

Follow these steps to see linked invoices.

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

Follow these steps to unlink an invoice that is linked to another invoice.

- 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.

See the following topics:

- "Distributing Charges" on page 207
- "Distributing Credits & Discounts" on page 211

## **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.

See the following topics:

- "Distribute charges on an open invoice" on page 207
- "Make manual adjustments to charges" on page 208
- "Distribute charges on a prepaid invoice" on page 209

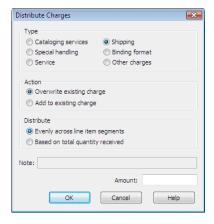
## Distribute charges on an open invoice

#### 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:

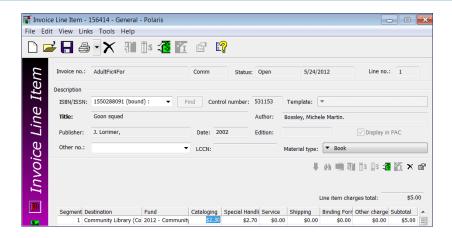
- Charges distributed successfully appears in the status bar.
- Any linked funds are updated.
- The Charges view of the Invoice workform shows the subtotals for all line item charges and credits in the Charges and Credits box.
- The Charges tabbed page in each invoice line item segment shows the amount 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 207, 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 208.

# **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.

See the following topics:

- "Distribute credits/discounts on an open invoice" on page 211
- "Make manual adjustments to credits and discounts" on page 212
- "Distribute credits/discounts on a prepaid invoice" on page 213

### 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 211, 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.

1-2-3



### Distribute credits/discounts on a prepaid invoice

Follow these steps to distribute credits or discounts among line item segments on a prepaid invoice.

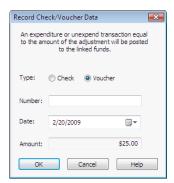
- 1. Open the Invoice workform for the prepaid invoice.
- **2.** Select Tools, Distribute Credits/Discounts from the menu bar. The Distribute Credits/Discounts dialog box appears.
- **3.** Select one of the following credit/discount types:
  - **Credit/Discounts(\$)** to distribute a credit or discount 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 227.

# **Paying Invoices**



After invoice line items have been added, charges have been distributed with any taxes applied, and 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.

#### See the following topics:

- "Pay an entire invoice" on page 216
- "Pay one or multiple lines on an invoice" on page 218
- "Pay an invoice line item segment" on page 219
- "Undo the invoice payment" on page 220
- "View the invoice charges" on page 221
- "View the invoice payment history" on page 222
- "Modify the payment history" on page 222
- "Print one or multiple vouchers" on page 223
- "Print or e-mail a voucher from the Invoice workform" on page 223



# Tip: Click to pay the entire invoice.

### Pay an entire invoice

Follow these steps to pay an entire invoice that has a status of open and a payment method of purchase.

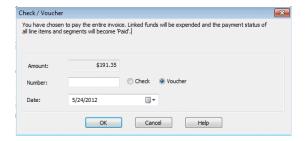
#### Note:

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.

- 1. Open the Invoice workform.
- 2. Select Tools, Pay from the menu bar.

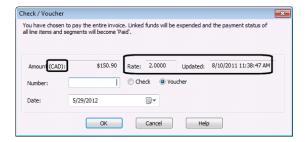
The Check/Voucher dialog box appears.

The selection in the Check/Voucher dialog box is determined by the setting in the **Default payment option when paying/crediting invoices** parameter in Polaris Administration. See "Set the default payment option to check or voucher" on page 289.



#### 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 47.



- **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 is linked to a foreign

disencumbered and expended are

rate), and the amounts are posted

converted to the base currency (according to the current exchange

in the linked funds in the base

supplier, the amounts

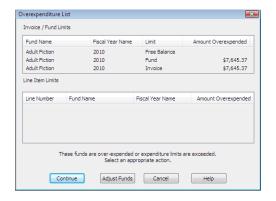
Tip:

currency.

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.
- 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 222.

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 223



### Pay one or multiple lines on an invoice

While most libraries do not follow this practice, 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 219.

Follow these steps to pay one or multiple line items on an invoice.

1. Open the Invoice workform.

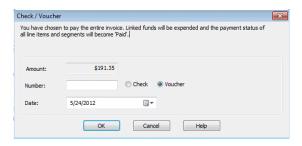
#### Note:

You can also pay for single line items from the Invoice Line Item workform.

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.
- 4. Select Tools, Pay to pay the selected items.
  The Check/Voucher dialog box appears.

The selection in the Check/Voucher dialog box is determined by the setting in the **Default payment option when paying/crediting invoices** parameter in Polaris Administration. See "Set the default payment option to check or voucher" on page 289.



#### Note:

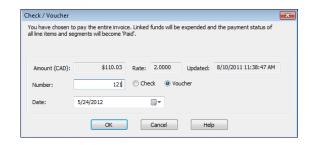
If the linked supplier uses a currency other than your base currency, the currency code appears next to Amount; for example, Amount (CAD) if your base currency is US Dollars, and the supplier's currency is in Canadian dollars. If you need to change the exchange rate, click Cancel and select Utilities, 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 47.

# Tip: 🗾

Click to see the line items on the invoice.



Click to pay the lines you selected.



- **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.

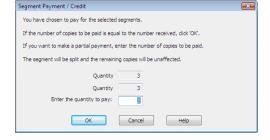
#### **Related Information**

"Print one or multiple vouchers" on page 223

### Pay an invoice line item segment

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.
- 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.

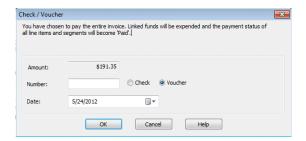
#### Tip:

You can use the Acquisitions parameter **Default payment option when paying/ crediting invoices** to specify whether **Check** or **Voucher** is selected by default when staff members prepay, pay or credit an invoice.

- **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.

The selection in the Check/Voucher dialog box is determined by the setting in the **Default payment option when paying/crediting invoices** parameter in Polaris Administration. See "Set the default payment option to check or voucher" on page 289.



#### 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 47.

- 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.

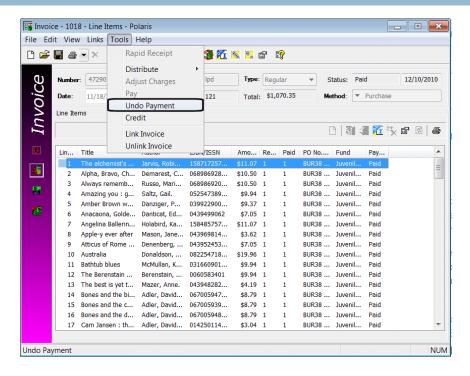
The total segment is paid if you paid the total quantity. If you paid an amount less than the total quantity, the segment is split, and the unpaid portion appears in a separate segment in the line.

### 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 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.



### 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 222.

- 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.
- 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.

#### Note:

The default method of payment is set by the Acquisitions parameter Default payment option when paying/ crediting invoices.

- **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.



#### Tip:

You can print vouchers to be sent to your financial department whether the payment method is **Check** or **Voucher**.

### Print one or multiple vouchers

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 Adobe Reader window where you can print them all at once.

# 1-2-3

#### 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:

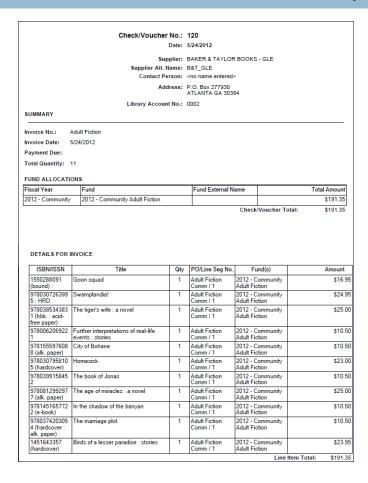
If more than one voucher is associated with the invoice, the vouchers display in a list box. Be sure to select the voucher that appears at the top of the list because the voucher(s) below it could be for payments that were later reversed.



The invoice voucher pdf appears in Adobe Reader. 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.



**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 203.

See the following topics:

- "Adjust line item discount/unit price on a prepaid invoice" on page 225
- "Adjust line item segment charges on a prepaid invoice" on page 226
- "Adjust invoice line item segment credits and discounts" on page 227

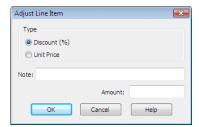


# Adjust line item discount/unit price on a prepaid invoice

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.

- 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.



Click after selecting the segment.



- **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

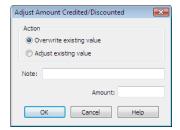
Follow these steps to adjust invoice credits and discounts for prepaid invoice line item segments.

- 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.

Tip:

Click after selecting the segment.

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, or 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.

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.

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.

See the following topics:

- "Credit an entire invoice" on page 229
- "Credit multiple lines on an invoice" on page 230
- "Credit a single line item" on page 230
- "Credit an invoice line item segment" on page 231



#### 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.

Check / Vouche	er	X
	in to credit the entire invoice. Linked funds will be disencumbered/unexpended and the of all line items and segments will become 'Credited'.	
Amount: Number:	\$150.90 © Check © Voucher	
Date:	5/29/2012	
	OK Cancel Help	

- 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.

# Credit multiple lines on an invoice

Follow these steps to credit multiple lines on a paid, partially paid or prepaid invoice.

- 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

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.





Click on the Invoice Line Items icon on the menu bar to see the line items in the invoice.



Click after selecting the line items.





Click the credit icon on the main toolbar.

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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.

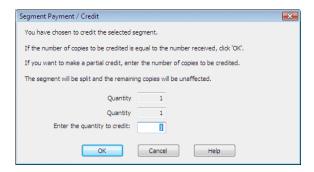
1-2-3

# 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.





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

# **Acquisitions Administration**



Polaris Administration settings control how Polaris data is categorized, used, and stored, and what functions are available to staff and patrons. You can make most administration settings by two methods: through the Administration Explorer, and through the appropriate workform for a specific record. For detailed information about using the Administration Explorer, finding and opening administration records, and general methods for setting permissions, parameters, profiles and tables, see the *Polaris Administration Guide*.

#### Note:

Topics in Polaris Administration guides and online Help use the Administration Explorer method, unless you must specifically open the record workform.

You can configure Polaris Acquisitions to accommodate a centralized system where one organization handles all acquisitions tasks, or a decentralized system where individual branches handle acquisitions tasks. Or, you can set up Polaris Acquisitions so that certain acquisitions tasks, such as ordering material and handling the budget, are done at a central location while individual libraries select materials.

To enable your staff to perform certain acquisitions tasks, you need to set up the required permissions (security) to access, create, modify, or delete records. Then, you need to set up the appropriate defaults, lists, tables, and automated settings to streamline and standardize your acquisitions processes.

#### See the following topics:

- "Acquisitions Workflow Permissions" on page 236
- "Setting the Acquisitions/Serials Default Directory" on page 244
- "Filtering Branches in Line Items" on page 245
- "Administering Funds/Fiscal Years" on page 247
- "Managing Selection Lists" on page 251
- "Managing Supplier Records" on page 254
- "Administering Purchase Orders" on page 256
- "Setting Up EDI Ordering" on page 268
- "Managing Receiving" on page 284
- "Setting Up Titles to Go" on page 290
- "Administering Foreign Currencies" on page 292
- "Managing Fiscal Year Rollovers" on page 297

# **Acquisitions Workflow Permissions**

Acquisitions permissions define who can create, access, and work with acquisitions records and functions. Some tasks require additional permissions, such as Cataloging permissions to work with bibliographic records. Each organization can specify which groups, workstations, or staff are allowed to work with records and control processes. For general information about setting permissions in Polaris, see "Granting Permissions" in the *Polaris Administration Guide* 4.1R2

The following table lists acquisitions tasks, the Polaris permissions required to do the tasks, the administrative levels at which they can be set, and the subsystems where the permissions are located.

#### Note:

To modify Polaris Administration profiles and parameters, you must have the following permissions:

Access administration: Allow Modify parameters: Allow Modify profiles: Allow

For more information, see "Administration Workflow Permissions" in the *Polaris Administration Guide 4.1R2*.

Workflow	Required Permissions	Administration Explorer Security Location
Manage the Acquisitions Budget Po	ermissions	
	Access acquisitions: Allow	System - Acquisitions
Define fund categories	Access Administration: Allow	System - Acquisitions
	Modify donation fund category table: Allow	System - Acquisitions
Add a fiscal year to Polaris	Access acquisitions: Allow	System - Acquisitions
	Fiscal years: Create	Branch - Acquisitions
	Access acquisitions: allow	System - Acquisitions
Change a fiscal year	Fiscal years: Access	Branch - Acquisitions
	Fiscal years: Modify	Branch - Acquisitions
	Access acquisitions: Allow	System - Acquisitions
Delete fiscal year records	Fiscal years: Access	Branch - Acquisitions
	Fiscal years: Delete	Branch - Acquisitions
	Access acquisitions: allow	System - Acquisitions
Add a fund record	Fiscal years: Access	Branch - Acquisitions
	Funds: Create	Branch - Acquisitions
	Access acquisitions: Allow	System - Acquisitions
Delete fund records	Funds: Access	Branch - Acquisitions
	Funds: Delete	Branch - Acquisitions

Workflow	Required Permissions	Administration Explorer Security Location
	Access acquisitions: Allow	System - Acquisitions
Maintain fund account information	Funds: Access	Branch - Acquisitions
	Funds: Modify	Branch - Acquisitions
	Access acquisitions: Allow	System - Acquisitions
Transfer money between funds	Funds: Access	Branch - Acquisitions
	Funds: Modify	Branch - Acquisitions
	Funds: Transfer money between funds	System - Acquisitions
Select Material Permissions		
	Funds: Modify	System - Acquisitions
	Funds: Transfer money between funds	Library - Acquisitions
	Selection lists: Create	Library - Acquisitions
Create and manage selection lists	Selection lists: Modify	Library - Acquisitions
for the organization, including titles added by other selectors,	Selection lists: Approve/Reject	Library - Acquisitions
and copy the selection lists to	Selection lists: Delete	Library - Acquisitions
purchase orders.  Add a title that is not in the Polaris	Access cataloging subsystem: Allow	System - Acquisitions
database. From the Selection List	Bibliographic records: Access	System, Library, Branch - Cataloging
Line Item workform, search for the title in external databases using	Cataloging record sets: Access	System, Library, Branch - Cataloging
Z39.50, and create a provisional	Cataloging record sets: Create	System, Library, Branch - Cataloging
bibliographic record.	Cataloging record sets: Modify	System, Library, Branch - Cataloging
	Purchase orders: Access	Branch - Acquisitions
	Purchase orders: Create	Branch - Acquisitions
	Purchase orders: Modify	Branch - Acquisitions
	Bibliographic records: Create Create a bib record from Acquisitions and Serials: Allow	System, Library, Branch - Cataloging System - Acquisitions
	Access acquisitions: Allow	System - Acquisitions
Create and modify selection lists, selection list line items, and	Selection lists: Access Selection lists: Create	Library - Acquisitions
segments. Do Z39.50 searches from	Selection tists: Create Selection lists: Modify	Library - Acquisitions
a selection list line item, and create provisional records.	Bibliographic records: Access	System, Library, Branch - Cataloging
	Bibliographic records: Create  Create a bib record from Acquisitions and	System, Library, Branch - Cataloging System - Acquisitions
	Serials: Allow	System - Acquisitions
	Access acquisitions: Allow	System - Acquisitions
Merge selection lists	Selection lists: Access	Library - Acquisitions
	Selection lists: Modify	Library - Acquisitions
	Selection lists: Delete	Library - Acquisitions
	Access acquisitions: Allow	System - Acquisitions
Rename selection lists	Selection Lists: Access	Library - Acquisitions
	Selection Lists: Modify	Library - Acquisitions

Workflow	Required Permissions	Administration Explorer Security Location
	Access acquisitions: Allow	System - Acquisitions
Delete selection lists	Selection Lists: Access	Library - Acquisitions
	Selection Lists: Delete	Library - Acquisitions
Modify a selection list line item's	Access acquisitions: Allow	System - Acquisitions
status	Selection Lists: Access	Library - Acquisitions
	Selection Lists: Modify	Llbrary - Acquisitions
Approve or reject selection list line	Access acquisitions: Allow	System - Acquisitions
items	Selection Lists: Access	Library - Acquisitions
	Selection Lists: Modify	Library - Acquisitions
	Selection Lists: Approve/Reject	Library - Acquisitions
Work with selection list line item	Access acquisitions: Allow	System - Acquisitions
segments. (This set of permissions allows the	Selection Lists: Access	Library - Acquisitions
user to add, modify, and delete selection list line item segments for the branches at which this permission was granted.)	Selection List Line Item Segments: Create, modify, delete	Branch - Acquisitions
	Access acquisitions: Allow	System - Acquisitions
Dull, and titles to releation lists	Selection Lists: Access	Library - Acquisitions
Bulk add titles to selection lists from record sets	Selection Lists: Modify	Library - Acquisitions
	Bibliographic records: Access	System, Library, Branch - Cataloging
	Access cataloging subsystem: Allow	System, Library, Branch - Cataloging
	Cataloging record sets: Access	System, Library, Branch - Cataloging
	Cataloging record sets: Create	System, Library, Branch - Cataloging
	Cataloging records sets: Modify	System, Library, Branch - Cataloging
	Access acquisitions: Allow	System - Acquisitions
Copy selection list line items to a selection list	Selection Lists: Access	Library - Acquisitions
	Selection Lists: Modify	Library - Acquisitions
	Access acquisitions: Allow	System - Acquisitions
Copy selection list line items to a	Selection Lists: Access	Library - Acquisitions
new or existing purchase order	Selection Lists: Modify	Library - Acquisitions
	Purchase orders: Access	Branch - Acquisitions
	Purchase orders: Modify	Branch - Acquisitions

Workflow	Required Permissions	Administration Explorer Security Location	
Manage Supplier Records Permissions (Supplier records are available from the Serials and Acquisitions menus on the Polaris Shortcut Bar, but the permissions for Suppliers are available under Serials in the Polaris Administration Explorer Security folder.)			
	Access serials: Allow	System - Serials	
Add a supplier record to Polaris	Suppliers: Create	Library - Serials	
	Access serials: Allow	System - Serials	
Delete supplier records	Suppliers: Access	Branch - Serials	
	Suppliers: Delete	Branch - Serials	
	Access serials: Allow	System - Serials	
Maintain the information in	Suppliers: Access	Branch - Serials	
existing supplier records	Suppliers: Modify	Branch - Serials	
	Suppliers: Modify postal address fields	System - Serials	
Maintain Link to Supplier Database	rs Table Permissions		
	Access administration: Allow	System - Acquisitions	
Add and remove suppliers from the Link to Supplier Databases table	Modify links to supplier databases table: Allow	System - Acquisitions	
Order Materials Permissions			
Create new purchase orders and	Access acquisitions: Allow	System - Acquisitions	
add titles to existing purchase orders	Purchase orders: Create	Branch - Acquisitions	
orders	Purchase orders: Modify	Branch - Acquisitions	
	Funds: Access	Branch - Acquisitions	
	Suppliers: Access	Branch - Acquisitions	
	Access acquisitions: Allow	System - Acquisitions	
	Purchase orders: Access	Branch - Acquisitions	
	Purchase orders: Modify	Branch - Acquisitions	
Add line items to a purchase order.	Bibliographic records: Access	System, Library, Branch - Cataloging	
Add a title without a bib in the database by doing a Z39.50 search.	Bibliographic records: Create	System, Library, Branch - Cataloging	
database by doing a 239.30 Search.	Create a bib record from acquisitions and serials: Allow	System - Acquisitions	
	Modify a bib record from acquisitions and serials: Allow	System - Acquisitions	
	Selection Lists: Access	Branch - Acquisitions	
	Funds: Access	Branch - Acquisitions	

Workflow	Required Permissions	Administration Explorer Security Location
	Access acquisitions: Allow	System - Acquisitions
Bulk add titles to purchase orders	Purchase orders: Access	Branch - Acquisitions
	Access Cataloging subsystem: Allow	System - Cataloging
	Cataloging record sets: Access	System, Library, Branch - Cataloging
	Use 'own' cataloging record sets: Allow	System, Library, Branch- Cataloging
	Purchase orders: Modify	Branch
	Bibliographic records: Access	System, Library, Branch - Cataloging
	Funds: Access	Branch - Acquisitions
	Express importing: Allow	System, Library, Branch - Cataloging
	Access acquisitions: Allow	System - Acquisitions
Remove unused purchase orders	Purchase orders: Access	Branch - Acquisitions
	Purchase orders: Delete	Branch - Acquisitions
	Access acquisitions: Allow	System - Acquisitions
Release purchase orders	Purchase orders: Access	Branch - Acquisitions
	Purchase orders: Modify	Branch - Acquisitions
	Purchase orders: Release, receive, cancel, close PO	Branch - Acquisitions
	Purchase orders: Release order exceeding fund encumbrance limits	Branch - Acquisitions
	Purchase orders: Release order resulting in negative fund free balance	Branch - Acquisitions
	Modify a bib record from acquisitions and serials: Allow	System - Acquisitions
	(This permission allows user to change only the Display in PAC setting in bibliographic records.)	
	Access acquisitions: Allow	System - Acquisitions
Create item records when material is ordered	Create and delete item records from acquisitions and serials: Allow	System - Acquisitions
	Access acquisitions: Allow	System - Acquisitions
Print purchase orders to mail or fax to supplier	Print purchase orders: Allow	Branch - Acquisitions
	Access acquisitions: Allow	System - Acquisitions
Send purchase orders electronically via EDI	Purchase orders: Access	Branch - Acquisitions
	Purchase orders: Send electronic purchase orders	Branch - Acquisitions

Workflow	Required Permissions	Administration Explorer Security Location
Receive Materials Permissions		
Receive purchase orders and	Access acquisitions: Allow	System - Acquisitions
create invoices. Receive from an invoice.	Invoices: Access	Branch - Acquisitions
	Invoices: Create	Branch - Acquisitions
	Invoices: Modify	Branch - Acquisitions
	Bibliographic records: Access	System, Library, Branch - Cataloging
	Purchase orders: Access	Branch - Acquisitions
	Suppliers: Access	Branch - Acquisitions
	Purchase orders: Print workslips	Branch - Acquisitions
	Funds: Access	Branch - Acquisitions
	Purchase orders: Release, receive, cancel, close PO	Branch - Acquisitions
	Purchase orders: Undo receipt	Branch - Acquisitions
	Access cataloging subsystem: Allow	System - Cataloging
	Check in shelf-ready materials: Allow	System - Acquisitions
Check in shelf-ready items and receive purchase order line items using the Check In Shelf-Ready Materials workform.	(Only this permission and Access acquisitions: Allow are required to use the Check In Shelf-ready Materials workform.)	
Receive cartons of materials by scanning (or entering) the barcode on the outside of the box.	Receive ASN Shipments: Allow	System - Acquisitions
Claim Ordered Items Permissions	I.	I.
	Access acquisitions: Allow	System - Acquisitions
Claim items when shipments are	Purchase orders: Access	Branch - Acquisitions
processed and materials did not arrive as expected	Purchase orders: Modify	Branch - Acquisitions
	Purchase orders: Access	Branch - Acquisitions
	Claim record: Create	Branch - Acquisitions
	Access acquisitions: Allow	System - Acquisitions
Claim from the Claim Alert List	Purchase orders: Access	Branch - Acquisitions
	Purchase orders: Modify	Branch - Acquisitions
	Claim record: Access	Branch - Acquisitions
	Claim record: Create	Branch - Acquisitions
	Claim alert list: Access	System - Acquisitions
Maintain claim records	Access acquisitions: Allow	System - Acquisitions
	Purchase orders: Access	Branch - Acquisitions
	Purchase orders: Modify	Branch - Acquisitions
	Claim record: Access	Branch - Acquisitions
	Claim record: Create	Branch - Acquisitions
	Claim record: Modify	Branch - Acquisitions
	Claim record: Delete	Branch - Acquisitions

Workflow	Required Permissions	Administration Explorer Security Location
Print from Claim Alert List	Access acquisitions: Allow	System - Acquisitions
	Claim alert list: Access	System - Acquisitions
Cancel Ordered Items Permissions		
Cancel purchase orders	Access acquisitions: Allow	System - Acquisitions
	Purchase orders: Access	Branch - Acquisitions
	Purchase orders: Modify	Branch - Acquisitions
	Purchase orders: Release, receive, cancel, close PO	Branch - Acquisitions
	Claim record: Access	Branch - Acquisitions
	Claim record: Modify	Branch - Acquisitions
	Claim record: Delete	Branch - Acquisitions
	Claim alert list: Access	System - Acquisitions
Delete canceled purchase orders	Access acquisitions: Allow	System - Acquisitions
	Purchase orders: Access	Branch - Acquisitions
	Purchase orders: Modify	Branch - Acquisitions
	Delete cancelled purchase orders: Allow	Branch - Acquisitions
Remove unused purchase orders	Access acquisitions: Allow	System - Acquisitions
	Purchase orders: Access	Branch - Acquisitions
	Purchase orders: Delete	Branch - Acquisitions
Invoice Materials Permissions		
Create invoices	Access acquisitions: Allow	System - Acquisitions
	Invoices: Access	Branch - Acquisitions
	Invoices: Create	Branch - Acquisitions
Pay, undo payment, credit, or	Access acquisitions: Allow	System - Acquisitions
adjust invoices	Invoices: Access	Branch - Acquisitions
	Invoices: Adjust	Branch - Acquisitions
	Invoices: Modify	Branch - Acquisitions
	Invoices: Pay, credit	Branch - Acquisitions
	Invoices: Print vouchers	Branch - Acquisitions
	Invoices: Pay invoice exceeding fund expenditure limits (allows user to exceed the expenditure limits and the fund free balance)	Branch - Acquisitions
Delete invoices	Access acquisitions: Allow	System - Acquisitions
	Invoices: Access	Branch - Acquisitions
	Invoices: Modify	Branch - Acquisitions
	Invoices: Delete	Branch - Acquisitions
Link invoices	Access acquisitions: Allow	System - Acquisitions
	Invoices: Access	Branch - Acquisitions
	Invoices: Modify	Branch - Acquisitions

Workflow	Required Permissions	Administration Explorer Security Location	
Generate EDI invoices for partial shipments	Process EDI Invoices: Allow	System - Acquisitions	
Manage Foreign Currencies Permissions			
Add or modify a currency in the Currencies policy table	Modify currencies table: Allow (Administration permission)	System - Acquisitions	
	Access tables: Allow (Administration permission)	System - Acquisitions	
Adjust the currency exchange rate	Adjust currency exchange rates: Allow	System, Library - Acquisitions	

### **Related Information**

- **Permissions for administering acquisitions** Administration permissions are required to modify the donation fund database table and create links to supplier databases. See "Acquisitions Administration Permissions" in the *Polaris Administration Guide* 4.1R2.
- **Acquisitions permissions list** See "Acquisitions Permissions" on page 308 for an alphabetical reference list.

# Setting the Acquisitions/Serials Default Directory

The Acquisitions/Serials Default directory profile specifies the location where Acquisitions logs and files are saved. For example, this is the default location where import and the bulk add reports are generated.

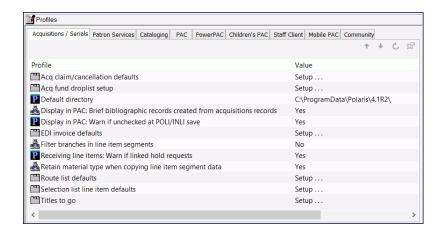
See the following topic:

"Specify the Acquisitions default directory" on page 244

# Specify the Acquisitions default directory

Follow these steps to set up the Acquisitions default directory.

- 1. In the Administration Explorer tree view, expand the organization's folder.
- **2.** Select Profiles and select the Acquisitions/Serials tab.



**3.** Double-click Default directory.

The Default Directory Setup for Logs and Files - Acquisitions dialog box appears.



**1.** Type the new path, or click **Browse** and select another location, and click **OK** to update the directory.



#### Tip:

If the value in the **Default** directory profile displays the location where you want to save your organization's Acquisitions/ Serials logs and files, you do not need to change it.

# Filtering Branches in Line Items

You can set the Filter branches in line item segments profile to limit the destination branches that display in line item segments for selection lists, purchase orders, and invoices. You can also set this profile to limit the 970 tags that are used to create selection list or purchase order line item segments during the bulk add process.

If the profile is set to **Yes**, the branches are limited by the parent library as follows:

- Purchase order line item segments The branches in the Destination drop-down list box have the same parent library as the branch selected in the Ordered at Name box on the General view of the Purchase Order workform. The default branch selected in the segment is the same as the one selected in the Ordered at Name box.
- Invoice line item segments The branches in the Destination drop-down list box have the same parent library as the branch selected in the Paid by Name box on the General view of the Invoice workform. The default branch selected in the segment is the same as the one selected in the Paid by Name box.
- Selection list line item segments The branches in the Destination dropdown list box in the selection list line item segment have the same parent library as the one selected in the Created at Library on the Selection List Line Item workform.

#### Note:

Selection list line items use the setting at the system or library level. Purchase order and invoice line items use the setting at the branch level.

• Bulk add to selection list and Bulk add to purchase order - If the 970 tag has a subfield \$1 (branch abbreviation) with the same parent library as the Ordered At branch on the purchase order or the Library on the selection list, the 970 tag is used to create a segment on the purchase order or selection list. If the profile is set to Yes, and the branch abbreviation in a 970 tag does not have the same parent library as the Ordered At branch on the purchase order or the Library on the selection list, it will not be used in the purchase order line item. If the profile is set to No, the default branch selected in the Destination box is the user's login branch, and the Destination list includes all branches in the library system. All 970 tags will be bulk-added to a purchase order or selection list if this profile is set to No.

#### Important:

If selectors add selection list line item segments for branches with different parent libraries, the Filter branches in line item segments profile should be set to No. Then, use the Acq fund droplist setup profile at the staff member level to specify exactly which branches' funds appear in the segments for that selector. See "Specify how funds are displayed in Acquisitions" on page 248. The user must also have the permission Selection list line item segment: Create, modify, delete for the branch selected in the Destination box for the selection list line item segment.

See the following topic:

• "Filter destination branch lists by parent library" on page 246

# 1-2-3

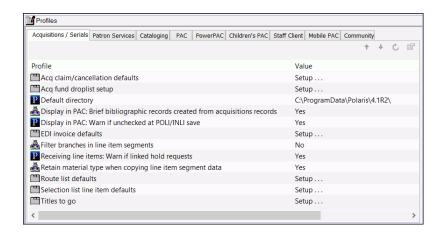
## Filter destination branch lists by parent library

Follow these steps to specify whether you want **Destination** branch lists in selection lists, purchase orders, and invoices to be filtered by the parent library.

#### Note:

This profile also affects which 970 tags are used in the bulk add process. See "Filtering Branches in Line Items" on page 245.

- 1. In the Administration Explorer tree view, expand the organization's folder.
- 2. Select Profiles and select the Acquisitions/Serials tab.



## **Tip:**If you want the profile to affect

selection lists, you must set the profile at the system or library level. The profile can be set at the branch level for purchase order line items or invoice line items.

**3.** Select Filter branches in line item segments and select Yes or No.

If this filter is set to Yes, it also filters branches in the bulk add process. For more information on the implications of setting this filter, see "Filtering Branches in Line Items" on page 245.

## **Related Information**

The Filter branches in line item segments profile does not affect selection list line items when it is set at the branch level, but you can use the Acq fund droplist setup profile at the staff member level to specify exactly which branches' funds appear in the selection list line item segments for that selector. See "Specify how funds are displayed in Acquisitions" on page 248.

# Administering Funds/Fiscal Years

Do the following tasks in Polaris Administration before setting up your organization's fund structure in Polaris Acquisitions:

- Allow the appropriate staff members to manage fiscal years and funds, transfer money between funds, and modify fund categories.
- Create and maintain the Fund Categories table, which lists the fund categories an organization can use to designate donation funds. The fund categories are the same for all branches and libraries in the system.
- Specify which funds display in invoices, purchase orders, and selection lists—all funds for all branches linked to the same parent library as the branch selected in the workform, or only the selected branch's funds. For selection lists, an additional option lets you select specific branches and funds to display in selection list line item segments for specific selectors.
- See the following topics:
  - "Set up donation fund categories" on page 247
  - "Specify how funds are displayed in Acquisitions" on page 248

## Set up donation fund categories

Follow these steps to set up the donation fund categories for the system.

### Note:

These permissions are required to view and change the donation fund categories: Access administration: Allow, Access tables: Allow, Modify donation fund category table: Allow

- 1. In the Administration Explorer tree view, expand the organization's folder for which you want to set the donation fund categories.
- **2.** Expand the Policy Tables folder.
- 3. Select Fund Categories.

The Fund Categories table appears.



**4.** Click to display the Insert: Donation Fund Categories dialog box.





#### Note:

To modify a fund category, select an entry and click . To delete a fund category, select an entry and click .

- **5.** Type the fund category you want to add.
- 6. Click OK.

The new entry appears in the Fund Categories table, and it will appear in the Fund Category box on the Donor view of the Fund workform.

**7.** Select File, Save.

## Specify how funds are displayed in Acquisitions

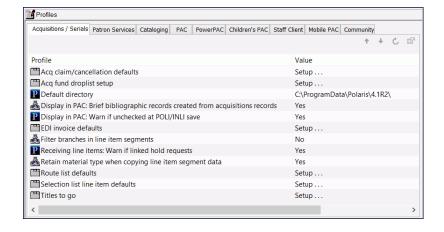
Follow these steps to specify how you want funds to display in fund lists in selection lists, purchase orders, and invoices.

### Important:

The Acq fund droplist setup profile can be set at the system, library, branch, or staff level. If a staff member has a different setting from the organization, the fund list is displayed according to the staff member's setting. If selectors add selection list line item segments for branches with different parent libraries, the Filter branches in line item segments profile should be set to No. See "Filter destination branch lists by parent library" on page 246. Then, open the Acq fund droplist setup profile at the staff member level, select Display only these branches' funds (branch/fund filter) and specify exactly which branches' funds appear in the segments for that selector. See step 6 below.

- 1. In the Administration Explorer tree view, expand the folder for the organization or staff member.
- **2.** Select Profiles and select the Acquisitions/Serials tab.

The Acquisitions/Serials profiles appear.





Tip:

Header funds are used to pay for

specific line item, such as shipping charges. They appear on the

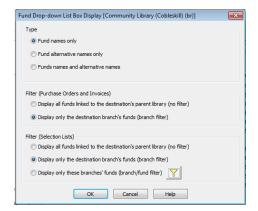
General view of the Purchase Order

charges not associated with a

and Invoice workforms.

**3.** Double-click Acq fund droplist setup.

The Fund Drop-down List Box Display dialog box appears.



**4.** Under **Type**, select the appropriate option to display the fund names only, alternative names only, or both.

### Important:

If you select **Fund names only** or **Fund alternative names only**, the number of entries in the fund list is reduced by half. If you select **Fund names and alternative names**, each fund is listed twice, first by the fund name and then by the alternative name.

- Under Filter (Purchase Order/Invoice), select one of the following options:
  - Display all funds linked to the destination's parent library (no filter) With this option selected, Fund lists are displayed as follows:

#### Header Funds -

Purchase Order workform - All funds linked to all branches that have the same parent library as the selected **Ordered at** branch.

Invoice workform - All funds linked to all branches that have the same parent library as the selected **Paid By** branch.

#### Line Item Segment Funds -

Purchase Order Line Item and Invoice Line Item workforms - All funds linked to all branches that have the same parent library as the selected **Destination** branch.

## Default Funds in Bulk Add to Purchase Order dialog -

All funds linked to all branches that have the same parent library as the selected **Destination** branch.

• Display only the destination branch's funds (branch filter) - With this option selected, Fund lists are displayed as follows:

#### Header Funds -

Purchase Order workform - Only funds linked to the  ${\bf Ordered}\ {\bf at}\ {\bf branch}.$ 

Invoice workform - Only funds linked to the Paid by branch.

## Line Item Segment Funds -

Purchase Order Line Item and Invoice Line Item workforms - Only those funds linked to the **Destination** branch.

**Default Funds in Bulk Add to Purchase Order dialog box** - Only those funds linked to the Destination branch.

## Tip:

These settings also apply to the funds list in the Bulk Add to Selection List dialog box.

### Tip:

All funds are unselected by default. You can click **Select All** to select all branches and all funds, or **Unselect All** to start over. To select most funds, but not all, you can click **Select All** and then click the check box for certain funds so that they are not selected.

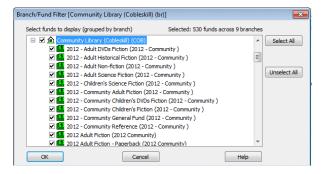
- **6.** Under Selection List Filter, select one of the following options to display fund lists in selection list line item segments:
  - Display all funds linked to the destination's parent library (no filter) Displays all the funds linked to all branches with the same parent
    library as the selected Destination branch.
  - Display only the destination branch's funds (branch filter) Displays only the funds linked to the selected Destination branch.
  - Display only these branches' funds (branch/fund filter) To select specific funds to display in selection list line item segments for Destination
     branches, click to open a tree view of the branches and their

### Important:

associated open funds.

If selectors add selection list line item segments for branches with different parent libraries, the Filter branches in line item segments profile should be set to No. See "Filter destination branch lists by parent library" on page 246.

Expand the branches, select the funds to display, and click **OK** to close the Branch/Fund Filter dialog box.



If you select specific funds to display for a branch, only those funds display in the Funds list when that branch is selected in the Destination box in the selection list line item segment.

### Important:

Be sure that the selector also has the permission Selection List Line Item Segment: Create, Modify, Delete for the selected branches.

**7.** Click **OK** on the Fund Drop-down List Box Display dialog box to save the fund list display settings.

## **Managing Selection Lists**

Selection lists in Polaris Acquisitions are lists of bibliographic titles (selection list line items) that can have a status of Approved, Consider, Desiderata, Rejected or Processed. Selection list line items can be copied to purchase orders or other selection lists. Do the following tasks to set up selecting in Polaris for your organization:

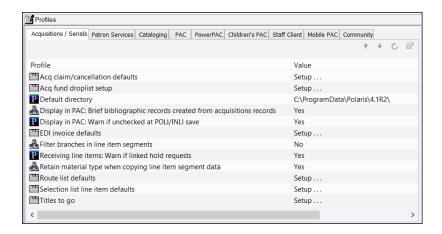
- Allow the appropriate staff members to access, create, modify, merge, copy, approve, reject or delete selection lists. You can set up permissions so that some selectors have complete control over selection lists, while other selectors can only add or change the distribution (segment) information for a title (line item).
- Set selection list line item defaults for the destination, collection, fund, and supplier. When authorized staff members create selection lists, the line items automatically contain this default information unless the staff member changes it.
- Set up the display of **Destination** branches so that line item segments display all branches in the system or only branches linked to the parent library.
- Set up the display of funds in selection list line item segments so that all funds linked to all branches with the same parent library as the Destination branch are displayed, only funds linked to the Destination branch are displayed, or only selected branches and funds are displayed.
- Specify whether the material type is copied to a new selection list line item when users add new selection list line items by copying existing line items.
- Specify whether defaults will substitute for missing data when bibliographic titles are bulk-added to selection lists.
- Specify if 970 tags will be marked as processed when you bulk add titles to purchase orders or selection lists. This prevents 970 tags from creating duplicate line item segments.
- See the following topics:
  - "Select Material Permissions" on page 237
  - "Specify defaults for selection list line items" on page 252
  - "Filter destination branch lists by parent library" on page 246
  - "Set bulk add to use default data in selection lists" on page 253



## Specify defaults for selection list line items

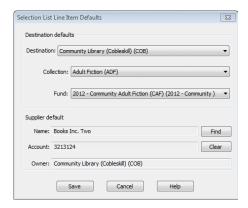
Follow these steps to specify defaults for the supplier, destination, collection, and fund when line items are added to selection lists.

- 1. In the Administration Explorer tree view, expand the folder for the organization or staff member.
- **2.** Select Profiles and select the Acquisitions/Serials tab.



3. Double-click Selection list line item defaults.

The Selection List Line Item Defaults dialog box appears.



- **4.** Select the default destination in the **Destination** box.
- **5.** Select the default collection in the **Collection** box.
- **6.** Select the default fund in the Fund box.
- 7. Click Find to search for and select the supplier using the Find Tool.
  The supplier information appears in the Name, Account, and Owner boxes. The owner is the library that has the account with the supplier.
- **8.** Click **Save** to save your settings and close the dialog box.

### Tip:

You can also specify which funds display in the **Funds** list in the selection list line item segment. See "Specify how funds are displayed in Acquisitions" on page 248.



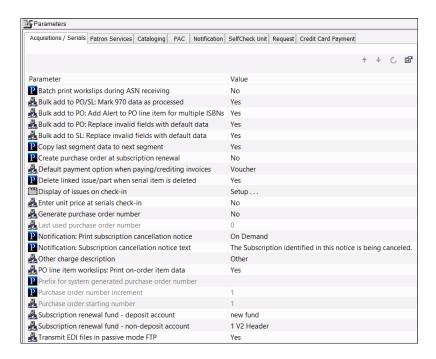
## Set bulk add to use default data in selection lists

Follow these steps to specify whether the default quantity, material type, destination, collection, fund, and supplier information should substitute for missing or invalid information when bulk-adding titles to selection lists.

#### Note:

The default information is set up when the staff member is bulk-adding titles to selection lists from a record set, using the Bulk Add to Selection List dialog box. See "Create a selection list by bulk adding titles" on page 54.

- 1. In the Administration Explorer tree view, expand the organization's folder.
- **2.** Select Parameters and select the Acquisitions/Serials tab.



- 3. Double-click Bulk Add to SL: Replace invalid fields with default data.
- **4.** Select **Yes** if you want default data to fill in missing data on selection list line items, or select **No** if you do not want default data on selection list line items.
- **5.** Select File, Save.

# **Managing Supplier Records**

Supplier records in Polaris contain information about the suppliers from which your library acquires materials. These records are used in both acquisitions and serials processing. In addition, you can add links to supplier databases to the Polaris Shortcut Bar.

#### Note:

The permissions for working with supplier records are located under the Serials folder in the Administration Explorer, Security view. To access supplier records, you must also have permission to access Serials.

Do the following administration tasks to work with suppliers:

- Allow the appropriate staff members to access, create, modify or delete supplier records. "Manage Supplier Records Permissions" on page 239
- Allow the appropriate staff members to modify the Link to Supplier Databases policy table.
- Add suppliers' Web addresses to the Link to Supplier Database policy table. The Web addresses in the policy table appear in the dialog box when users select Utilities, Link to supplier databases from the Polaris Shortcut Bar.
- If you order materials using electronic data interchange (EDI), specific data needs to be entered in the supplier record.
- If you want to use Titles to Go, contact your Polaris Site Manager and your suppliers (except Baker & Taylor, who does not need to be contacted before using Titles to Go).
- If you use any foreign suppliers that use a currency other than your country's base currency, establish the currency in the Currencies table, set your base currency in the System workform, and set an exchange rate in the Update Currency Exchange Rates dialog box.
- See the following topics:
  - "Manage Supplier Records Permissions" on page 239
  - "Maintain Link to Supplier Databases Table Permissions" on page 239
  - "Add links to supplier databases" on page 255



## Add links to supplier databases

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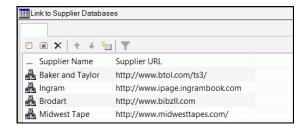
Follow these steps to add a link to a supplier's database.

## Note:

These permissions are required to view and change the Links to Supplier Databases table: Access administration: Allow, Access tables: Allow, Modify links to supplier databases: Allow

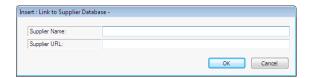
- 1. In the Administration Explorer tree view, expand the organization's folder.
- **2.** Expand the **Policy Tables** folder for the organization.
- 3. Select Link to Supplier Databases.

The Link to Supplier Databases table appears.



4. Click

The Insert: Link to Supplier Database dialog box appears.



- **5.** Type the supplier's name and the URL for their database in the **Supplier** Name and **Supplier URL** boxes, and click **OK** to close the dialog box.
- **6.** Select File, Save.

## **Related Information**

**Modify or delete an entry -** Select an entry and click to change it or click to delete it.

# **Administering Purchase Orders**

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Your staff can use several different methods to create purchase orders in Polaris. They can import records into Cataloging record sets and bulk add them to a purchase order, or they can copy titles from selection lists. They can also add titles one at a time. You can set up ordering to fit your organization's workflow.

Do the following tasks to set up ordering for your organization:

- Set permissions for staff members (and their workstations) that allow them to access, create, modify and delete purchase orders.
- Enable or disable automatic numbering for purchase orders.
- Set up the display of branches in purchase orders to display all branches or a limited list of branches.
- Set up the display of funds in purchase orders to display a limited list of funds. You can also reduce the funds list by displaying only the fund name or fund alternative name.
- Specify whether segment data will be copied when a subsequent purchase order line item segment is added.
- Specify whether the material type will be retained when users select File, New, Copy Segment Data from an existing purchase order line item.
- Specify if an alert should appear automatically on a purchase order line item if a bulk-added bibliographic record contains multiple ISBNs.
- Specify whether defaults will be used for missing data when titles are bulk-added to purchase orders.
- Mark 970 data as processed after bibliographic records are bulk-added to purchase orders.
- Specify whether brief bibliographic records will display in the PAC. These are the brief records that are created when the purchase order line item is saved.
- Specify whether a warning should appear when a purchase order line item or invoice line item is saved and the Display in PAC option is not selected in the linked bibliographic record.
- Specify another header charge type to be used for purchase orders and invoices.
- If you want to use Titles to Go, contact your Polaris Implementation Manager or Polaris Site Manager to activate your access to the Polaris Administration profile for enabling Titles to Go. Then, contact your supplier and tell them of your plan to use Titles to Go (Baker & Taylor does not require you to contact them before using Titles to Go). The supplier will give you the necessary authentication information.

• Specify whether on-order item data is printed on purchase order line item workslips.

To set up import profiles specifically for Acquisitions tasks, see "Setting Up Import Profiles" in the *Polaris Cataloging Guide 4.1R2*.

## See the following topics:

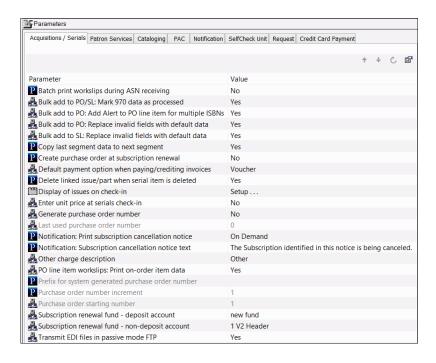
- "Order Materials Permissions" on page 239
- "Enable automatic purchase order numbers" on page 258
- "Filter destination branch lists by parent library" on page 246
- "Specify how funds are displayed in Acquisitions" on page 248
- "Enable copy segment data to next segment" on page 259
- "Retain material type in copied line items" on page 260
- "Set alert indicator for bulk adding titles with multiple ISBNs" on page 261
- "Set bulk add to use default data in purchase orders" on page 262
- "Mark 970 data as processed after bulk adding titles" on page 263
- "Specify whether on-order item data prints on POLI workslips" on page 264
- "Enable brief bib record display in PAC" on page 265
- "Enable warning if no Display in PAC setting" on page 266
- "Rename the purchase order and invoice header Other charge type" on page 267



## Enable automatic purchase order numbers

Follow these steps to set up automatic purchase order numbering.

- 1. In the Administration Explorer tree view, expand the organization's folder.
- **2.** Select Parameters and select the Acquisitions/Serials tab.



## Tip:

The Last used purchase order number parameter is for display only.

- 3. Double-click Generate purchase order number, and select Yes.
- **4.** If your library policy requires a prefix for purchase order numbers, double-click Prefix for system generated purchase order number, and type the prefix text.
- **5.** Double-click the **Purchase order number increment**, and type or select the increment to use between consecutive purchase orders.
- **6.** Double-click the **Purchase order starting number**, and type or select the first number to use.
- **7.** Select File, Save.

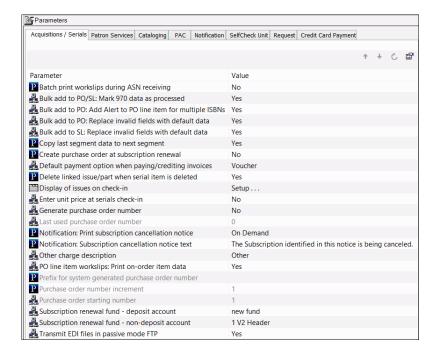


## Enable copy segment data to next segment

When you enable the parameter **Copy last segment data to next segment**, the system automatically copies the data from the previous purchase order line item segment to the next segment. Fewer keystrokes are required when adding titles to a purchase order.

Follow these steps to enable the system to copy the information from a purchase order line item segment to the next segment automatically.

- 1. In the Administration Explorer tree view, expand the organization's folder.
- **2.** Select Parameters and select the Acquisitions/Serials tab.



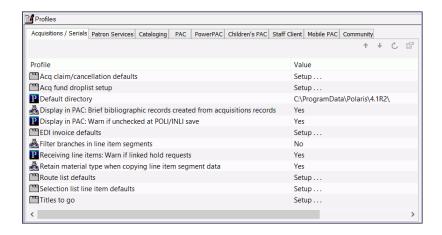
- **3.** Double-click Copy last segment data to next segment, and select Yes.
- **4.** Select File, Save.



## Retain material type in copied line items

You can set an Acquisitions profile to retain the material type or leave the material type blank when users copy a selection list or purchase order line item to create a new one.

- 1. In the Administration Explorer tree view, expand the organization's folder
- **2.** Select Profiles and select the Acquisitions/Serials tab.



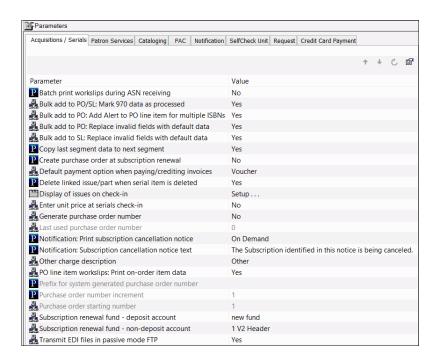
- **3.** Set the Retain Material type when copying line item segment data profile as follows:
  - Select Yes to retain the material type when users create a new selection list or purchase order line item by selecting File, New, Copy Segment Data or CTRL+N from an existing selection list or purchase order line item.
  - Select No if you want the material type to be blank when users create a new selection list or purchase order line item by selecting File, New, Copy Segment Data or CTRL+N from an existing selection list or purchase order line item.



# Set alert indicator for bulk adding titles with multiple ISBNs

If this indicator is set to Yes, the Alert box on the Purchase Order Line Item workform will be checked automatically when a bulk-added bibliographic record has multiple ISBNs. A red exclamation point also appears next to the purchase order line item in the Find Tool results list in the Purchase Order workform, Line Items view. Follow these steps to set the automatic alert.

- 1. In the Administration Explorer tree view, expand the organization's folder.
- **2.** Select Parameters and select the Acquisitions/Serials tab.
- 3. Double-click Bulk add to PO: Add Alert to PO line item for multiple ISBNs, and select Yes or No.



4. Select File, Save.

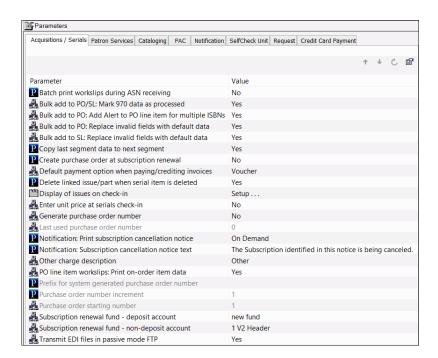


## Set bulk add to use default data in purchase orders

When you set the Bulk add to PO: Replace invalid fields with default data parameter to Yes, you can enter default data on the Add to New Purchase Order dialog box, and this data is used to create the line items on the purchase order. If there are no 970 tags in the bibliographic records, or the tags are missing data, the line items are created using the data entered in the following fields on the Add to New Purchase Order dialog box: Material type, Destination, Collection, Fund, Quantity, List Price, and Discount.

Follow these steps to allow default information to be substituted for missing or invalid data when titles in record sets are bulk-added to purchase orders.

- 1. In the Administration Explorer tree view, expand the organization's folder.
- **2.** Select Parameters and select the Acquisitions/Serials tab.



- **3.** Double-click Bulk add to PO: Replace invalid Fields with default data, and select Yes.
- **4.** Select File, Save.

#### Related Information

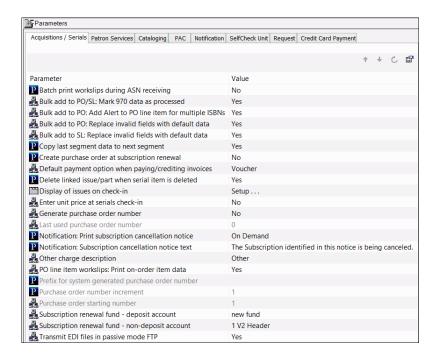
"Create a purchase order by bulk adding titles" on page 96



## Mark 970 data as processed after bulk adding titles

If you import bibliographic records that contain 970 tags, the distribution information in the tags is used to create line item segments in purchase orders or selection lists when you bulk add the titles. You can set the Bulk add to PO/SL: Mark 970 data as processed parameter to Yes, so that if you import the same title again with new 970 tags and bulk add the title, the old 970 tags are not used. Follow these steps to mark 970 tags as processed.

- 1. In the Administration Explorer tree view, expand the organization's folder.
- 2. Select Parameters and select the Acquisitions/Serials tab.



- 3. Double-click Bulk add to PO/SL: Mark 970 data as processed, and select Yes.
- **4.** Select File, Save.

### Related Information

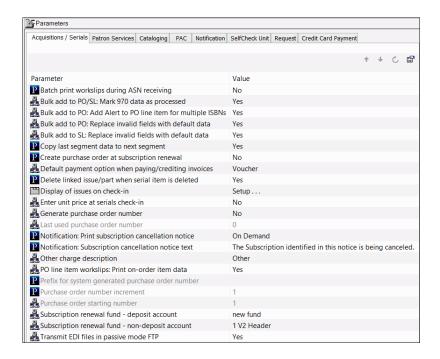
**Delete the processed 970 tags** - You can set up a Polaris Administration Cataloging profile to run a utility that periodically deletes processed 970 tags. See "Set up the Subfield 9 cleanup utility" in the *Polaris Cataloging Guide* 4.1R2.



# Specify whether on-order item data prints on POLI workslips

Follow these steps to specify whether on-order item data prints on purchase order line item workslips.

- **1.** In the Administration Explorer tree view, expand the organization's folder.
- **2.** Select Parameters and select the Acquisitions/Serials tab.
- **3.** Select **PO** line item workslips: Print on-order item data parameters, and select one of the following options:
  - Yes (default) If the purchase order line item has any linked onorder items, the data from the linked on-order items is printed on the workslip. A blank line appears if a segment does not have linked items. The segment data is printed only if no on-order items are linked to the purchase order line item.
  - No Purchase order line item segment data will be printed on the purchase order line item workslip, regardless of the presence of on-order items.



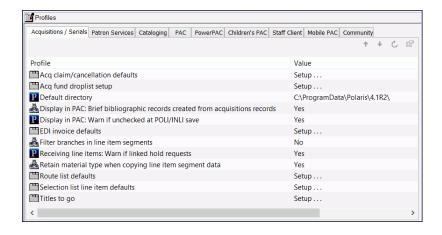
4. Select File, Save.



## Enable brief bib record display in PAC

Follow these steps to display brief bibliographic records created in Acquisitions in the PAC.

- 1. In the Administration Explorer tree view, expand the organization's folder.
- 2. Select Profiles and select the Acquisitions/Serials tab.



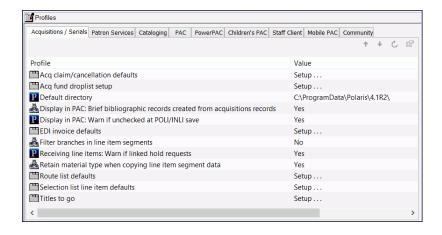
- **3.** Double click Display in PAC: Brief bibliographic records created from Acquisitions, and select Yes.
- 4. Select File, Save.



## Enable warning if no Display in PAC setting

Follow these steps to enable a warning message if the **Display in PAC** setting is not selected when saving a purchase order line item or invoice line item.

- 1. In the Administration Explorer tree view, expand the organization's folder.
- **2.** Select Profiles and select the Acquisitions/Serials tab.



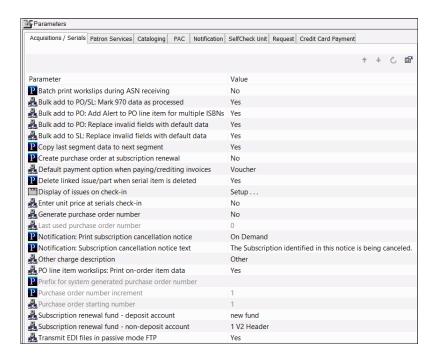
- **3.** Double-click Display in PAC: Warn if unchecked at POLI/INLI save, and select Yes.
- 4. Select File, Save.



# Rename the purchase order and invoice header Other charge type

If you want a more specific name for a purchase order or invoice header charge (charges that apply to the purchase order or invoice as a whole), you can rename the charge type of **Other**. The renamed charge type will appear in the **Charge Type** list on the General view of the Purchase Order and Invoice workform. Follow these steps to rename the **Other** header charge.

- 1. In the Administration Explorer tree view, expand the organization's folder.
- 2. Select Parameters and select the Acquisitions/Serials tab.



- **3.** Double-click **Other charge description**.
- **4.** Type a new name to give the **Other** charge. The name can have up to 19 alphanumeric characters.
- **5.** Select File, Save.

The charge type is saved and is available to select for purchase order or invoice header charges.

## **Related Information**

"Add or change invoice header charges and credits" on page 192.

## Setting Up EDI Ordering

Polaris Library Systems offers a separately-licensed set of services for setting up, implementing, and supporting Electronic Data Interchange (EDI) ordering and invoicing. Polaris EDI services include support for Enriched EDI orders, shelf-ready items, and Advanced Shipping Notices (ASN). If you are interested in implementing EDI ordering through Polaris Acquisitions, contact your Polaris Site Manager.

Once you have implemented EDI with a supplier, your library can send electronic purchase orders and receive acknowledgments and invoices electronically (and advanced shipping notices, if the supplier produces them) using electronic data interchange (EDI) and Polaris Acquisitions. After the supplier receives the EDI order, an electronic order acknowledgment is put into the library's account folder on the supplier's FTP server. If the supplier can produce Advanced Shipping Notice (ASN) files, an ASN is also put into this folder when the order is prepared for shipment. Then, when the order is filled, the electronic invoice is put into this folder. The SQL job PolarisEDIAgent retrieves the files from the supplier's FTP server and loads them into a directory in Polaris, creating an invoice with the suffix EDI. The purchase order acknowledgment file (POA) is used to create the Electronic Purchase Order Acknowledgment report, the ASN file is used to receive shipments in bulk, and the invoice file is used to create the EDI invoice record in Polaris.

### See the following topics:

- "About the Polaris EDIAgent Job" on page 269
- "EDIAgent and EDIFTP Logs" on page 270
- "Prepare for EDI Ordering" on page 273
- "Setting Up Importing and Bulk Adding" on page 275
- "Specify the EDI FTP transmission mode" on page 279
- "Set up EDI invoice defaults" on page 280

## **About the Polaris EDIAgent Job**

### Tip:

You can change the EDIAgent schedule through SQL Server Enterprise Manager. For more information on the EDIAgent and SQL jobs, see "Polaris SQL Jobs Reference" in the Polaris Administration Guide 4.1R2.

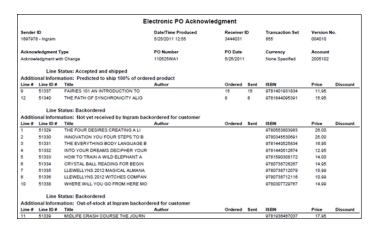
The SQL job, Polaris EDIAgent, runs on a default schedule of 8:00 a.m. every morning and scans the supplier's FTP server looking for files in the library's directory. The EDIAgent identifies the supplier's FTP server by the address in the FTP Address field and the library's directory by the Username and Password fields in the Supplier record.

The first time the EDIAgent is run, it creates the EDINew directory (C:ProgramData\Polaris\4.x\datalink\EDIAgent\EDINew) and the EDIDone directory (C:ProgramData\Polaris\4.x\datalink\EDIAgent\EDIDone). (The datalink portion of the file path depends on how your library server is set up.)

When the EDIAgent finds electronic purchase order acknowledgment, invoice, or advanced shipping notice files in the library's account directory on the supplier's FTP server, it retrieves them and loads them into the EDINew directory (or any other directory specified in the Polaris Administration Acquisitions profile Default directory). Once the files are loaded into the SQL database, they are moved to the EDIDone directory. If any of these steps fail, the errors are logged in the event viewer.

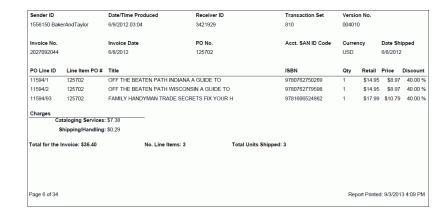
If available, the files retrieved by the EDIAgent are used as follows:

• Purchase Order Acknowledgments - The purchase order acknowledgment data is used to generate the PO Acknowledgment Report, a standard report available from the Polaris Shortcut Bar. See "Acquisitions Reports" in the *Polaris Basics Guide* 4.1R2.



• EDI Invoices - The invoice data automatically creates EDI invoices in Polaris, and you can search for these invoices by the suffix EDI. You can select the Hold partial shipment invoices in the EDI Defaults profile in Polaris Administration to prevent EDI invoices from being created automatically if the number of copies received does not equal the number of copies ordered on any of the line items in the invoice. You can generate these partially received invoices using the Process EDI Invoices workform. See "Set up EDI invoice defaults" on page 280.

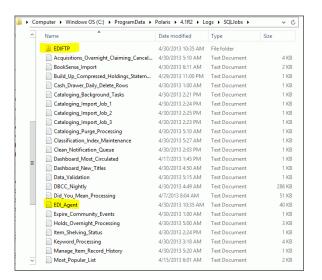
270



Advanced Shipping Notices (ASN) - The ASN (X12 transaction set 856) is composed of data related to the shipment, orders, packages or cartons, and the items inside the cartons. When the shipment arrives, the user opens the Receive ASN Shipments workform and receives the purchase order line items by scanning the UCC-128 barcode on the outside of the carton. See "Receive using the Advanced Shipping Notice (ASN)" on page 152.

## **EDIAgent and EDIFTP Logs**

The EDIAgent and EDIFTP log files are saved in the following location: C:\ProgramData\Polaris\4.1R2\Logs\SQLJobs.



When the EDIAgent runs, one file for each EDI-enabled Polaris supplier record will be created (or overwritten if already created for the supplier) and saved in the EDIFTP folder. If the EDIAgent log reports a connection failure, a Polaris representative or authorized library staff member can use the supplier ID to find the file in the EDIFTP folder.

## **EDIAgent Log and FTP Message Examples**

If the FTP transmission is successful and files are retrieved, the EDIAgent log provides information regarding the date and time the EDIAgent ran, the information retrieved for each supplier, and the EDI Invoice e-mail sent to the library staff member. If the FTP transmission is successful, but no files were available for retrieval, the EDIAgent log indicates that the transmission was successful, but no files were retrieved. If the FTP transmission is unsuccessful, the EDIAgent shows the error, and the EDIFTP file for the supplier contains more details regarding the problem.

## • EDIAgent Log - FTP transmission successful and files retrieved

Began Executing 2013-04-30 10:35:13

Start EDI expired data cleanup [SQLSTATE 01000]

Errno (

finished EDI expired data cleanup [SQLSTATE 01000]

Run the EDIAgent executable [SQLSTATE 01000]

output

Accessing FTP Server ftp.polarislibrary.com for Supplier ID: 77

 $\label{thm:constraint} Internet Connect \ - \ File \ Transfer \ on \ FTP \ Server \ ftp.polaris library.com successful.$ 

Accessing FTP Server ftp.polarislibrary.com for Supplier ID: 234

 $\label{thm:constraint} Internet Connect - File\ Transfer\ on\ FTP\ Server\ ftp.polarislibrary.com\ successful.$ 

Accessing FTP Server ftp.polarislibrary.com for Supplier ID: 296

 $\label{thm:constraint} Internet Connect - File\ Transfer\ on\ FTP\ Server\ ftp.polarislibrary.com\ successful.$ 

Processing files AudioBookR2.txt

Copying file AudioBookR2.txt to Done directory

Processing files AudioGoR2.txt

Copying file AudioGoR2.txt to Done directory

Processing files BrodartR2.txt

Copying file BrodartR2.txt to Done directory

Processing files BTR2.txt

Copying file BTR2.txt to Done directory

Processing files FindAwayR2.txt

Copying file FindAwayR2.txt to Done directory

exiting EDIAgent

There were no errors in the EDIAgent process, invoice creation starting [SQLSTATE 01000]

Emailing file at location:

"C:\ProgramData\Polaris\4.1R2\EDIAgent\EDIInvoiceResults\_FindawayWorld \_SAL.log" To = staffone@polarislibrary.com; stafftwo@polarislibrary.com From = yourlibrary@polarislibrary.com [SQLSTATE 01000]

Apr 30 2013 10:35AM ""C:\Program Files (x86)\Polaris\4.1R2\Bin\PolarisEmailer.exe" Newman-R2

"staffone@polarislibrary.com;stafftwo@polarislibrary.com"
"yourlibrary@polarislibrary.com" EDIInvoiceResults\_FindawayWorld\_SAL.log
"C:\ProgramData\Polaris\4.1R2\EDIAgent\EDIInvoiceResults\_FindawayWorld
\_SAL.log"" [SQLSTATE 01000]

output

(null)

Apr 30 2013 10:35AM Edi Agent Invoice Creation Successful [SQLSTATE 01000]

Apr 30 2013 10:35AM Edi Agent completed with no errors. [SQLSTATE 01000]

## EDIAgent Log - FTP successful, but no files retrieved

Starting EDIFTP - 4/17/2013 9:24:56 AM

Number of files retrieved: 0

Finishing EDIFTP - 4/17/2013 9:24:57 AM

## FTP message - FTP successful, but no files created in Polaris

Accessing FTP Server ftp.polarislibrary.com for Supplier ID: 297
InternetConnect - File Transfer on FTP Server ftp.polarislibrary.com successful.
Accessing FTP Server ftpl.ingrambook.com for Supplier ID: 643
InternetConnect - File Transfer on FTP Server ftpl.ingrambook.com successful.
Accessing FTP Server ftp.brodart.com for Supplier ID: 655
InternetConnect - File Transfer on FTP Server ftp.brodart.com successful.
exiting EDIAgent
There were no errors in the EDIAgent process, invoice creation starting [SQLSTATE 01000]
Apr 17 2013 9:24AM No Edi Agent Invoices were created. [SQLSTATE 01000]
Apr 17 2013 9:24AM Edi Agent completed with no errors. [SQLSTATE 01000]

## • EDIAgent Log - FTP unsuccessful

Starting EDIFTP - 4/17/2013 9:30:21 AM

This EDI Agent FTP experienced the following error.

Exception Message: The remote server returned an error: (530) Not logged in.

Response Status: 530 Not logged in.

If error code = 530, check username and password.

Number of files retrieved: 0

Finishing EDIFTP - 4/17/2013 9:30:22 AM

## FTP message - FTP unsuccessful

Accessing FTP Server ftp1.ingrambook.com for Supplier ID: 643
InternetConnect - File Transfer on FTP Server ftp1.ingrambook.com failed Error: 12014.

## **Prepare for EDI Ordering**

To enable EDI ordering with Polaris, your IT staff verifies that orders can be sent via FTP; your administrator grants permissions, sets EDI invoice defaults and verifies the library SAN is in the Branch workform; and your library staff member contacts the suppliers that accept EDI orders, contacts your Polaris representative, and sets up supplier records.

## **Prepare for EDI Ordering - IT Staff**

- □ Verify that your library can send and receive files via FTP Electronic Data Interchange (EDI) orders are sent via File Transfer Protocol (FTP), and purchase order acknowledgments and invoices are received via FTP. Therefore, your library must be able to send outbound files and receive inbound files via FTP, and staff members who send EDI orders must have the appropriate administrative settings to send an order via FTP from their workstations.
- □ Determine if EDI files should be transmitted in active or passive mode When you transmit or receive files via FTP in active mode, both the server and client are required to open up ports to check for incoming traffic. This can cause problems when you are working behind a firewall. However, when you transmit or receive files via FTP in passive mode, only the server is required to open up ports for incoming traffic. If you are working behind a firewall, transmitting and receiving via FTP in passive mode gives you a better chance of being able to connect to an FTP server.

## **Prepare for EDI Ordering - Polaris Administrator**

- □ Set the transmission mode to active or passive in Polaris
  Administration Your IT staff determines whether the transmission
  mode should be set to active or passive. Then, the Polaris Administrator
  sets the Acquisitions/Serials parameter Transmit EDI files in passive mode
  FTP to Yes for passive mode or No for active mode. The parameter's
  default setting for all new installations of Polaris is Yes (passive mode).
  See "Specify the EDI FTP transmission mode" on page 279.
- ☐ Grant permissions to staff who send EDI orders Any staff member who sends EDI orders requires the permission Send electronic purchase orders. Additional permissions are required for importing, receiving shelf-ready materials, processing EDI invoices and receiving via the Advanced Shipping Notice (ASN).
- ☐ Enter the library SAN in the Branch workform The library SAN must be entered in the Branch workform for each branch that sends EDI orders.
- ☐ **Set up EDI invoice defaults** Select the EDI Invoice Defaults Acquisitions profile in Polaris Administration. See "Set up EDI invoice defaults" on page 280.

Add links to supplier databases - (Optional) You can add a link from
Polaris to your suppliers' Web databases so you can access them directly
from Polaris. After setting up the links, you can go to Utilities, Link to
Supplier Databases and select the supplier. You will still need to log in with
a username and password on the supplier's site. See "Add links to supplier databases" on page 255.

□ (Optional) **If your library receives shipments via ASN, set option to print workslips**. To allow purchase order line item workslips to be printed in batch from the Receive ASN Shipments workform, set the **PO line item workslips: Batch print during ASN receiving** Acquisitions parameter to **Yes** in Polaris Administration.

## **Prepare for EDI Ordering - Library Staff**

□ Contact your suppliers that accept Polaris EDI orders - Tell the supplier your library will be sending EDI orders (X12 format) via the Polaris Integrated Library System. If you are a new Polaris customer who previously sent EDI orders using a different ILS, tell the supplier your library now uses Polaris. Then get the following information from the supplier, and record it so that you can enter it in the Supplier record in Polaris.

## Note:

Some suppliers use the account number in the EDI transmission, while others use a SAN as the account number.

- Supplier's Standard Address Number (SAN)
- Library's Account number
- Username
- Password
- Supplier's FTP address
- Supplier's purchase order directory for incoming EDI orders
- Supplier's POA/ INV directory for outgoing purchase order acknowledgments and invoices
- Supplier's purchase order file extension
- □ (Optional for libraries interested in shelf-ready materials) **Verify that the supplier accepts Enriched EDI Orders** If your library is interested in getting "shelf-ready" materials from the supplier, verify that the supplier accepts Enriched EDI Orders. Enriched EDI orders include additional branch-specific information so the supplier can provide embedded holdings data in the full MARC records it returns. When the MARC records are imported into Polaris, the brief bibliographic records are overlaid, and the on-order item records are updated so that the materials are ready for circulation with minimal processing. The cataloging services offered and the costs differ among suppliers. See "Enriched EDI Orders and Shelf-Ready Items" on page 139.
- □ (Optional for libraries interested in receiving via the Advanced Shipping Notice) **Ask if the supplier can send an Advanced Shipping Notice (ASN)** If the supplier can produce an ASN, you can receive cartons of materials by scanning a barcode on the outside of the carton. See "Receive using the Advanced Shipping Notice (ASN)" on page 152.

## Tip:

You may also want to check the supplier's limit for the number of characters in an EDI purchase order number. Polaris automatically checks the purchase order length and blocks the release of the order if it exceeds the supplier's limit.

### Important:

If you are implementing ASN processing with a supplier to whom you have already sent EDI orders, before you enable ASN in the supplier record, make sure the **Hold partial shipment** invoices are created for the day when ASN processing will begin by following these steps:

- 1. Ask the supplier the exact date when they will start producing ASN files.
- 2. In the morning of the day the ASN processing will begin, wait until the Polaris EDIAgent has run and all remaining EDI invoices for that supplier have been created automatically. If your library does not process partial EDI invoices separately (the **Hold partial shipments** box is unchecked in the **EDI Invoice Defaults** profile) go to Step 4.
- If the Hold partial shipment box is checked in the EDI Invoice Defaults
  profile for your library organization, go to the Process EDI Invoice
  workform as soon as the EDIAgent runs, and create the invoices for this
  supplier.
- 4. After the invoices are created automatically via the EDIAgent, or manually via the Process EDI Invoices workform, enable ASN processing by checking the ASN box in the Supplier Record workform. See "Enter the supplier's EDI ordering data" on page 40.
- □ Contact your Polaris Implementation or Site Manager After getting the information from the suppliers to whom you are sending EDI orders, contact your Polaris Implementation Manager or Polaris Site Manager and tell them the names of the suppliers to which you plan to send EDI orders; whether you plan to send enriched EDI orders and receive shelf-ready materials; and whether you plan to use the Advanced Shipping Notice (ASN) for any of the suppliers that offer this functionality. Then request a license from Polaris to enable EDI ordering.
- □ Set up supplier records for EDI ordering With the help of your Polaris Implementation or Site Manger, enter the supplier's account information in the Supplier record in Polaris Acquisitions. See "Enter the supplier's EDI ordering data" on page 40.

## Setting Up Importing and Bulk Adding

Importing bibliographic records with 970 subfield data and then bulk adding them to a purchase order is the most efficient way to create purchase orders in Polaris, whether or not the orders are sent via EDI. When bibliographic records are bulk added to a purchase order, the bibliographic title-level information creates each purchase order line item, and the following subfield data in the 970 tags creates the distribution grid, or segments, for each line item:

#### Note:

The collection information, material type, and non-public note are not required to create a segment.

#### Tip:

The subfields can be in any order in the 970 tag.

- \$1 location (Polaris branch abbreviation)
- \$q quantity
- \$f fund (Polaris fund name or fund alternative name)
- **\$c** collection (Polaris collection abbreviation)
- \$p price
- \$m material type (Polaris material type name or code)

- \$n non-public note (appears on the Instructions to Supplier view of the Purchase Order Line Item workform)
- \$h item template code. If the supplier supports copy-level information in subfield h, it is used in the creation of on-order items. The library creates item templates with the copy-level code in the template name. When the purchase order is released, the item template codes in the purchase order line item segments are matched to the template code and create the on-order items. For more information, see "Matching With Item Template Codes" on page 89.

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 (in OCLC records, the 13-digit ISBN and the accompanying price are 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.

To set up importing and bulk adding in Polaris, the Polaris Administrator grants permissions for importing and bulk adding, and sets up Administration profiles and parameters. Library staff members set up the distribution grids at suppliers' web sites and set up import profiles for acquisitions.

## Set Up Importing & Bulk Adding - Polaris Administrator

☐ Grant permissions to staff who manage import jobs - The Cataloging

permission Manage import jobs for this organization: Allow should be granted to senior-level cataloging staff to allow them to stop import jobs and specify blackout times for the system or branch organization.
Grant permissions to staff who manage import profiles - The Cataloging permissions Import profiles: Access, Create, Modify, and Delete should be granted to senior-level cataloging staff. It is important to limit the permissions to modify import profiles because the correct settings are essential for successful creation of the purchase order line item segments. To copy an existing profile, a user must have the permissions Import profiles: Access, Create, and Modify. For information on permissions for working with import profiles, see "Maintain Import Profiles in Import Profile Manager" in the <i>Polaris Cataloging Guide 4.1R2</i> .
<b>Grant permissions to staff who import records</b> - Staff members who import records can be granted either of the following permissions:

- Import bibliographic, item and authority records: Allow Staff members can make changes to settings on any tab in the Polaris Import Setup window. They can access the Polaris Import Setup window by selecting Utilities, Importing, Full Import.
- Express importing: Allow Staff members can make changes to settings on the Profile setup and the Record set tabs in the Polaris Import Setup window, but they cannot make changes on any other tab. They can access the Polaris Import Setup window by selecting Utilities, Importing, Express Import. This permission allows staff members to import records without full cataloging permissions.

#### Note:

For information on all the permissions required to import cataloging records, see "Maintain Import Profiles in Import Profile Manager" in the *Polaris Cataloging Guide 4.1R2*.

☐ Grant permissions to staff members who bulk add records from record sets and create purchase orders. For information on the permissions required to order materials, see "Order Materials Permissions" on page 239.

## Set Up Importing & Bulk Adding - Library Staff

- □ Copy the Polaris read-only profile Acquisitions bibs Select Utilities, Importing, Profile Manager to open the Profiles Manager. The Acquisitions Bibs profile is already set up to: ignore MARC validation (because the incoming records are brief); check duplicates and if duplicates are found, retain the 970 tags from the brief records while keeping the full bibliographic records. Select the Acquisitions bibs profile, right-click, and select Copy. Then, for each of your suppliers, type the supplier's name or abbreviation in the Name box and a description for the profile in the Description box. For more information, see "Setting Up Import Profiles" in the *Polaris Cataloging Guide 4.1R2*.
- □ (Optional) Copy the Enriched EDI Orders profile If you are importing records from a supplier that provides shelf-ready cataloging, select the Enriched EDI Orders read-only import profile, right-click, and select Copy. Then, name it with the supplier's name. The Enriched EDI Orders profile is set up to import full bibliographic records containing embedded holdings data. The holdings data automatically updates on-order items to fully-cataloged items.
- □ **Set Up Bulk Add in Polaris** Use the following Polaris Administration parameters:
  - Bulk Add to PO: Replace Invalid Fields with Default Data This parameter specifies default information that is used to create segments if data is missing in the imported records' 970 tags. If you are using a Web-based selection tool at your supplier's site, you can set this parameter to No so missing or inaccurate information appears in the import log, rather than creating default segments in your purchase orders.

### Note:

You can clean up 970 tags that are marked as processed using the Polaris Administration profile \$9 Cleanup Utility. See "Set up the Subfield 9 cleanup utility" in the Polaris Cataloging Guide 4.1R2.

- Bulk add to PO/SL: Mark 970 data as processed Set this parameter to Yes so that each 970 tag is updated with a subfield 9 (\$9) indicating the date and time the tag was used to create a line item segment. If the title is ordered again using the same bibliographic record, the previous 970 tags will not be used again and new 970 tags will be used to create the purchase order line item segments. it is recommended that you leave this set to Yes (the default setting).
- Bulk Add to PO: Add Alert to PO line item for multiple ISBNs

  This parameter specifies whether the Alert check box is automatically checked for purchase order line items created from bulk-added bibliographic records with more than one ISBN. We recommend that you leave it set to Yes (the default).



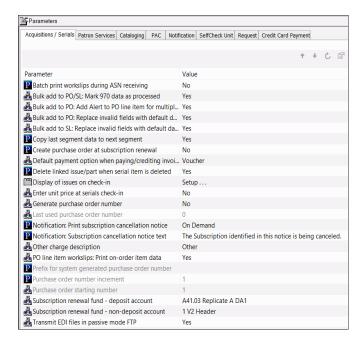
## Specify the EDI FTP transmission mode

You can specify whether EDI files are transmitted and received in passive or active mode using an Polaris Administration Acquisitions/Serials parameter that is set at the system level. The mode applies to all EDI orders and purchase order acknowledgments for all EDI suppliers.

#### Note:

For more information on active and passive FTP modes, see "Setting Up EDI Ordering" on page 268.

- 1. In the Administration Explorer tree view, expand the System folder.
- **2.** Select Parameters and select the Acquisitions/Serials tab.



- **3.** Double-click Transmit EDI files in passive mode FTP.
- **4.** Select **Yes** to transmit EDI files in passive mode, or **No** to transmit files in active mode.
- **5.** Select File, Save.



## Set up EDI invoice defaults

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. Additionally, you can set up invoice defaults that create an invoice line item if no matching purchase order line item is found. The EDI Invoice Defaults profile can be set 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.

If no matching bibliographic record is found, the invoice line item is created using all the information in the EDI Invoice Defaults profile. 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 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.

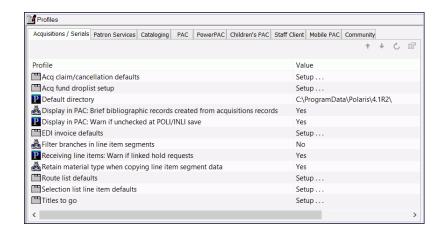
#### Note:

When the defaults are used to create an invoice line item, an exclamation point appears next to the line item in the Find Tool results list and the line items view of the Invoice workform.

The dialog box for the EDI Invoice defaults profile also includes options for automatically updating the linked purchase order line item, loading header funds, updating the item records linked to the purchase order, and preventing the automatic creation of EDI invoices when any of the line items has a quantity sent less than the quantity ordered. See "Receiving Orders" on page 142.

Follow these steps to set up the defaults for EDI invoices.

- **1.** In the Administration Explorer tree view, select the organization's folder.
- **2.** Select Profiles and select the Acquisitions/Serials tab.

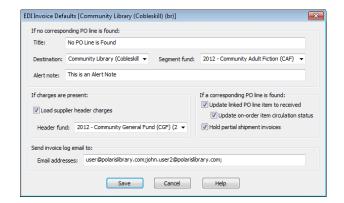


3. Double-click EDI Invoice defaults.

#### 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.

The EDI Invoice Defaults dialog box appears.



**4.** Type the default title in the **Title** box.

#### Example:

Enter No PO line found in the Title box to indicate that the invoice line item was created using default information.

- **5.** Select the default destination in the **Destination** box.
- **6.** Select the default fund for the segment in the Segment fund box.
- 7. If you want an alert note to appear in the Additional Information view of the Invoice Line Item workform when defaults are used to create an invoice line item, type a note in the Alert note box.

#### Note:

When defaults are used to create an invoice line item, an exclamation mark automatically appears next to an invoice line item in Find Tool search results and in the Line Items view of the Invoice workform. You can use the alert note box to include a description for this alert, such as "This invoice line item was created using default information." You can limit invoice line item search results by alert note.

- **8.** Specify if you want header charges loaded automatically when EDI invoices are created:
  - To load the header charges from the supplier, select the Load supplier header charges check box, and select the fund in the Header fund box.
  - To keep the header charges from loading automatically, uncheck the Load supplier header charges box.

#### Noto:

If you do not load the header charges automatically, you can add them and select specific funds to use for each charge type on the Invoice workform when the EDI invoice is created.

- **9.** To update any matched purchase order line items to *Received* automatically as soon as the EDI invoice is created, select **Update linked PO line item to received**.
- **10.** If you selected **Update linked PO line item to received**, specify if you want to update the linked on-order item records:

#### Tip:

If you have specified default funds for segments and header charges, the funds will be updated to the new funds automatically during the fiscal year rollover process. See "Managing Fiscal Year Rollovers" on page 297.

- To change the linked on-order item records to in-process automatically, select the Update on-order item circulation status.
- To leave the linked on-order item records with a status of on-order until the physical item is received, uncheck the Update on-order item circulation status.
- **11.** To prevent EDI invoices from being created automatically when the quantity sent does not equal the quantity ordered for any of the line items on the invoice, select **Hold partial shipment invoices**.

When this option is selected, EDI invoices are created automatically only if the quantity sent matches the quantity ordered on all line items. If the quantities do not match, the invoice is not generated automatically. 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. You can use the Process EDI Invoices workform to generate the partial shipment invoices separately. See "Process EDI invoices for partial shipments" on page 187.

See "Set up EDI invoice defaults" on page 280.

**12.** In the Email addresses box, type the e-mail addresses of staff members to whom you want invoice details sent. Use semicolons to separate multiple e-mail addresses, but do not leave a semicolon at the end of an e-mail address. You must enter at least one valid e-mail address.

#### Important:

If an e-mail address ends with a semicolon, the e-mail program expects another e-mail address to follow and it fails on the blank address. The invoices are created but no e-mails are sent.

- **13.** Select **Save** to save the EDI invoice defaults.
- **14.** Select Administration, Profiles, PAC and confirm that the profile Email Notification: Server running SMTP service displays your library's e-mail server name.

#### **Related Information**

• EDI Invoice log E-mail - The e-mail message is a log of the generated invoice files that the EDIAgent picked up from the supplier's site. If there are errors in the invoice, such as a line item was already canceled, the e-mail log shows the reason for the error. If there are holds on any of the titles, they will be listed in the e-mail. For more information on the EDI e-mail log, see "The EDI Invoice E-mail Log" on page 189.

The e-mail messages are created by Polaris Library Systems. However, the sender of the e-mail is not

polariscommunications@polarislibrary.com because this address causes some libraries' SPAM filters to reject e-mails. The sender in the From field is whatever address is entered in the PAC profile Email notification: Email address of sender. See "Setting Public Access Profiles and Parameters" in the *Polaris Public Access Administration Guide* 4.1R2.

• **Generating partial shipment invoices** - If you select the option **Hold partial shipment invoices**, you can generate the invoices later using the Process EDI Invoices workform. The invoices generated using the Process EDI Invoices workform use the same EDI Invoice Defaults settings as automatically-created invoices.

# **Managing Receiving**

When materials shipments arrive, your staff updates the purchase order line items to received, claimed (when items are missing, damaged, or incorrect), or canceled. Then, the received items are invoiced and paid for, and canceled items are credited. You can delete purchase orders or purchase order line items that were canceled.

Do the following tasks to set up receiving for your organization:

- Grant permissions to receive orders; claim missing or damaged items and cancel orders; pay, credit and adjust invoices.
- Specify whether you want warnings to appear when you receive items that have holds placed on them.
- Set claim and cancellation notice defaults.
- Define claiming reasons.
- If you receive EDI orders via the ASN, set the option to batch print purchase order line item workslips from the Receive ASN Shipments workform.
- Set the default payment option to Check or Voucher.

You can use the Acquisitions parameter **Default payment option when paying/ crediting invoices** to specify whether **Check** or **Voucher** is selected by default when staff members prepay, pay or credit an invoice. The parameter can be set at the System, Library, or Branch level.

See the following topics.

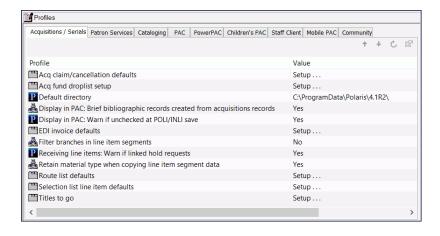
- "Receive Materials Permissions" on page 241
- "Claim Ordered Items Permissions" on page 241
- "Cancel Ordered Items Permissions" on page 242
- "Invoice Materials Permissions" on page 242
- "Set warning when receiving line items with holds" on page 285
- "Set claim/cancellation notice defaults" on page 285
- "Define claiming reasons" on page 287
- "Set batch print workslips option for ASN receiving" on page 288
- "Set the default payment option to check or voucher" on page 289



## Set warning when receiving line items with holds

Follow these steps to turn the holds warning message off or on.

- 1. In the Administration Explorer tree view, expand the organization's folder.
- 2. Select Profiles and select the Acquisitions/Serials tab.

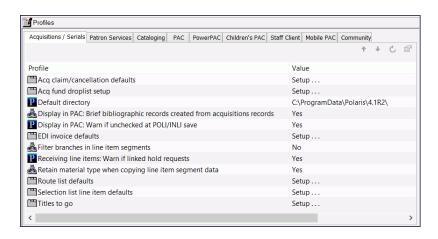


- **3.** Double-click Receiving line items: Warn if linked hold requests, and select Yes or No.
- 4. Select File, Save.

## Set claim/cancellation notice defaults

Follow these steps to define the claim and cancellation notice information that appears on all new acquisitions claims created for an organization.

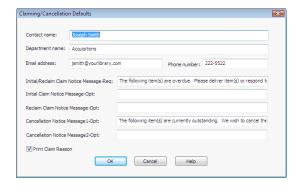
- 1. In the Administration Explorer tree view, expand the organization's folder.
- **2.** Select Profiles and select the Acquisitions/Serials tab.



3. Double-click Acq claim/cancellation defaults.



The Claiming/Cancellation Defaults dialog box appears.



- **4.** Type the following information for the contact at the library:
  - Contact name
  - · Department name
  - E-mail address
  - Phone number
- **5.** In the Initial/Reclaim Claim Notice Message-Req box, type the message to print on every claim (initial and reclaim) notice.

#### Example

The following items were not received. Please deliver items or respond to the contact listed below.

- **6.** Type a message in the Initial Claim Notice Message-Opt box that is only printed on initial claim notices.
- **7.** Type a message in the Reclaim Claim Notice Message-Opt box that is only printed on claim reminder notices.
- **8.** In the Cancellation Notice Message 1-Opt and Cancellation Notice Message 2-Opt boxes, type the message that you want to appear on cancel order notices.
- **9.** Specify whether claim reasons are printed on the claim notices by selecting or clearing the **Print Claim Reason** check box.
- **10.** Click **OK** on the dialog box.

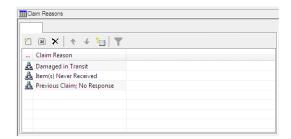


## Define claiming reasons

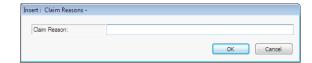
Follow these steps to define the standard claim reasons that can be selected in the **Reason** box on the Claim workform.

- 1. In the Administration Explorer tree view, expand the organization's folder.
- **2.** Expand the **Policy Table** folder.
- **3.** Select Claim Reasons.

The Claim Reasons table appears.



**4.** Click to open the Insert: Claim Reasons dialog box.



- **5.** Type the claim reason you want to add, and click **OK**.
- **6.** Select File, Save.

# **Modify or Delete a Claim Reason**

To modify a claim reason, select an entry in the Claim Reasons policy table, and click . To delete a claim reason, select an entry in the Claim Reasons policy table, and click .



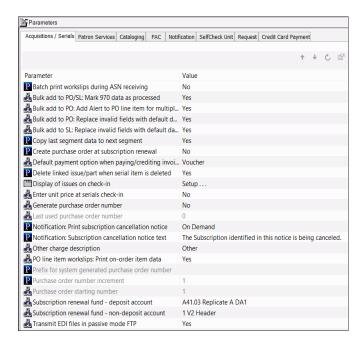
## Set batch print workslips option for ASN receiving

#### Note:

Set this parameter only if your library receives shipments using the Advanced Shipping Notice (ASN).

Follow these steps to allow or prevent batch printing of purchase order line item workslips from the Receive ASN Shipments workform.

- 1. In the Administration Explorer tree view, expand the System folder.
- **2.** Select Parameters and select the Acquisitions/Serials tab.



- 3. Double-click PO line item workslips: Batch print during ASN receiving.
- **4.** Select **Yes** to allow purchase order line item workslips to be printed in batch from the Receive ASN Shipments workform.
- **5.** Select File, Save.



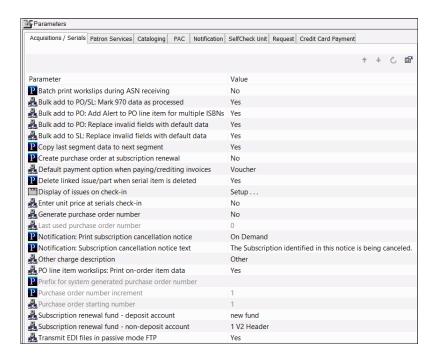
## Set the default payment option to check or voucher

When a payment is made, the Check/Voucher dialog box is set to Check or Voucher according to the parameter setting at the System, Library or Branch of the Paid by branch selected in the Invoice. When prepaying, the payment dialog is set to Check or Voucher according to the parameter setting for the Ordered at branch selected in the Purchase Order.

Follow these steps to set the default payment option selected in the Check/ Voucher dialog box when staff members prepay, pay, or credit an invoice.

- 1. In the Administration Explorer tree view, expand the organization's folder.
- 2. Select Parameters and select the Acquisitions/Serials tab.

The organization's Acquisitions/Serials parameters are displayed.



- 3. Select Default payment option when paying/crediting invoices.
- **4.** Select **Check** or **Voucher** to set the default payment option that appears in the Check/Voucher dialog box when staff members prepay, pay, or credit an invoice.

Select File, Save or press Ctrl + S.

# Setting Up Titles to Go

With the Polaris Titles to Go service, you can quickly check a title's availability at your supplier's site and bring back bibliographic, pricing, inventory, and binding data directly into the purchase order line item in Polaris. Currently, Titles to Go operates with the following book suppliers: Ingram Books, Inc. (Ingram), Baker & Taylor (B&T), Brodart, and United Library Services (ULS).

Before you can enable Titles to Go in Polaris, do the following:

- Contact your Polaris Library Systems Site Manager and explain that you want to use Titles to Go.
- Record the following authentication data for querying your suppliers:
  - Baker & Taylor (B&T) You do not need to contact B&T before using Titles to Go. The username will always be GIS (case sensitive), and the password will always be Polaris (case sensitive).
  - Brodart Contact Brodart to get a username and password to use Titles to Go.
  - Ingram Contact Ingram to get a username to use Titles to Go. Ingram provides a form on their EDI ordering page for customers who want to use Titles to Go.
  - United Library Services (ULS) Contact ULS to get a username and password to use Titles to Go. (ULS is a Canadian supplier).
- Ensure that the Supplier records in Polaris have the correct supplier SAN:
  - Baker & Taylor (B&T) SAN is 1556150
  - Brodart SAN is 1697684
  - Ingram SAN is 1697978
  - United Library Services (ULS) SAN is 1699342
- Set up the Titles to Go profile.

See the following topic:

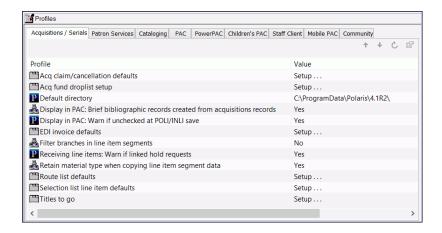
• "Enable Titles to Go for your suppliers" on page 291.



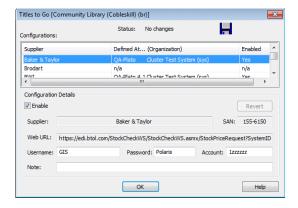
## **Enable Titles to Go for your suppliers**

Follow these steps to enable Titles to Go at your suppliers' sites.

- In the Administration Explorer tree view, expand the organization's folder.
- **2.** Select Profiles and select the Acquisitions/Serials tab.



**3.** Double-click **Titles to Go** to open the Titles to Go dialog box.



**4.** Select the supplier in the list, and select **Enable**.

#### Important:

Make sure the SAN in the Supplier Record workform matches the one in the SAN box in this profile. See "Create a new supplier record" on page 38.

Type the authentication information in the Username, Password and Account boxes. The required authentication information varies by supplier.

#### Important:

Baker & Taylor (B&T) uses the account number in the linked Supplier record in addition to the account number you enter in the Titles to Go profile.

6. Click OK.

Titles to Go is enabled for the supplier you specified.

#### I ip:

You can click **Revert** to go back to the original configuration details if you change a supplier's configuration details and make an error.

# **Administering Foreign Currencies**

If you have any suppliers that require payment in a currency other than your country's default (base) currency, the foreign currency must be enabled in the Currencies policy table in Polaris Administration. Next, if your default currency is other than United States dollars, you need to update the default currency in the System workform in Polaris Administration. Then, the exchange rate for the foreign currency must be set in the Update Exchange Rate dialog box.

After you establish the foreign currencies, you need to select the currency code in the Supplier record for each foreign supplier. When you order from a foreign supplier, all purchase orders and invoices that are linked to the foreign supplier record will reflect the foreign currency. During fund transactions, the amounts will be converted to the base currency before posting against the funds.

#### See the following topics:

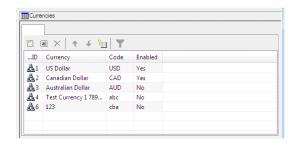
- "Manage Foreign Currencies Permissions" on page 243
- "Add or enable a foreign currency" on page 293
- "Select your system's base currency" on page 294
- "Set the currency exchange rate" on page 295



## Add or enable a foreign currency

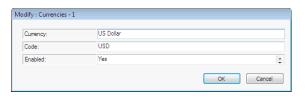
Follow these steps to add or enable a foreign currency.

- 1. In the Administration Explorer tree view, expand the System folder.
- **2.** Expand the Policy Tables folder.
- **3.** Select **Currencies** to open the Currencies policy table.



### **4.** Do one of the following steps:

 To enable a currency that is already listed, select the currency and press Enter, or right-click and select Modify. In the Enabled box, select Yes.



• To add a new currency, press the Insert key, or right-click and select Insert. Then, type the currency in the Currency box, type the currency code in the Code box, and select Yes in the Enabled box.



#### 5. Click OK.

The currency is enabled and will be available in the drop-down list in the Supplier workform.

**6.** Set the default currency in the System workform. See "Select your system's base currency" on page 294.

### Tip:

You can select a currency and click

to modify it. Or, click to add a new currency.

### Tip:

Polaris does not check the ISO currency standard, but you can find the list at:

http://www.iso.org/iso/support/ faqs/faqs\_widely\_used\_standards/ widely\_used\_standards\_other/ currency\_codes/ currency\_codes\_list-1.htm



#### Tip:

You can also select

Administration, System and search for your system record using the Find Tool.

## Select your system's base currency

Follow these steps to set your system's base currency.

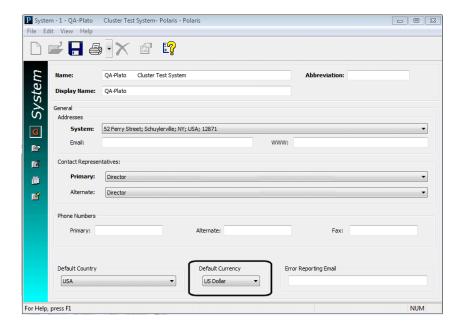
#### Note:

The default currency is United States dollars. If your library system is in the United States, you do not need to change the setting.

- In the Administration Explorer tree view, select the System folder.
- **2.** Right-click, and select **Edit**.



The System workform appears.



- **3.** Select your library system's base currency in the **Default Currency** box.
- **4.** Select **File**, **Save** to save the workform.

  All Supplier records will display this currency unless you change it.



## Set the currency exchange rate

You can change the exchange rate without System Administration permissions. You do need the Acquisitions permission: Allow Adjust currency exchange rates.

#### Note:

The currency must be enabled in the Currencies policy table in Polaris Administration before you can update it. See "Add or enable a foreign currency" on page 293.

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

1. On the Polaris Shortcut Bar, 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.

#### Important:

If your library does centralized ordering, set up the currency exchange rate at the system level **All Libraries (sys)**, and make any changes to the exchange rate at the system level. If you set the initial exchange rate at the system level and always update the exchange rate at the system level, the rate is the same for all libraries and branches below the system level. However, if you update the currency exchange rate at the library level, the system's exchange rate no longer applies, and all subsequent changes to the rate must be made at the library level.

**3.** Select the currency to update in the Currency box.

#### Important:

Only foreign currencies are displayed in the list. The default currency is not listed.

**4.** Type the exchange rate in the **Rate** box.

The Last modified date displays the date and time the exchange rate was updated, and the By box displays the user name of the staff member who updated the exchange rate. These fields cannot be modified.

**5.** Click Save.

The exchange rate is saved.

#### **Related Information**

- Supplier records for foreign suppliers When you have finished enabling the foreign currency or currencies and updating the exchange rates, you can select the appropriate currency in the supplier records for all foreign suppliers. See "Set up a supplier record for a foreign vendor" on page 46.
- Currency Exchange Rates report The Currency Exchange Rates report shows the currency exchange rates for the foreign currencies your library uses, the date and time of the latest update to the exchange rate, and the user who changed the exchange rate. For more information, see "Acquisitions Reports" in the *Polaris Basics Guide 4.1R2*.

# Managing Fiscal Year Rollovers

Polaris provides a utility with the following options for handling fiscal year rollovers:

- Run fiscal year utility Create a new fiscal year record that replaces
  the old fiscal year and relinks the old fiscal year's funds to the new
  fiscal year, replicating the fund structure. Any amount left in the
  funds can be carried over into the next fiscal year, or the amount
  can be zeroed out.
- Replicate fiscal year hierarchy Replicate the fund structure in the
  new fiscal year, but keep the old fiscal year open for a time until all
  money in the linked funds is expended. With this option, funds
  can be expended in the old fiscal year's funds, but not
  encumbered. The library can continue to receive, cancel, and
  invoice in the current fiscal year using the old funds, while
  ordering, receiving, and invoicing in the new fiscal year using the
  new funds.
- Close fiscal year -This closes the current fiscal year and all linked funds.

If you are changing your fund structure significantly, contact your Polaris Site Manager regarding your fiscal year-end workflow.

#### Note:

If your library uses foreign currencies, the amounts disencumbered and reencumbered in the new fiscal year will use the exchange rate recorded at the time the purchase order was released.

#### See the following topics:

- "Run fiscal year rollover utility checklist" on page 298
- "Replicate fiscal year checklist" on page 299
- "Run fiscal year rollover utility results" on page 301
- "Replicate fiscal year hierarchy results" on page 305
- "Close fiscal year" on page 305
- "Run fiscal year rollover utility results" on page 301
- "Replicate fiscal year hierarchy results" on page 305
- "Fiscal Year Rollover Reports" on page 306

Tip:

For more information on these reports, see "Fiscal Year Rollover

Reports" on page 306.

# Run fiscal year rollover utility checklist

e following is an overview of the steps to accomplish the fiscal year lover in Polaris:
Back up the library's Acquisitions data.
If you are using EDI, turn off the EDIAgent job a day or two before the rollover.
Decide which of the following options your organization will use for closing out a fiscal year that has a surplus of money remaining in its linked funds:
• Keep all unexpended funds and roll them into the next fiscal year. For more information, see "Rollover Free Balance Option" on page 303.
<ul> <li>Zero out all the unexpended funds. Keep only the funds that are encumbered. For more information, see "Zero-Out Free Balance Option" on page 304.</li> </ul>
If you are using Polaris Serials, and you want to increase the percentage encumbered in funds used to pay for standing orders and subscriptions, make a note of the percentage increase.
Run the Outstanding Orders report, which lists the purchase orders to be rolled over.
Run the Fiscal Year/Fund Balances Report - Select Run pre-processing reports from the Fiscal Year Rollover Utility. This report shows the current state of the fund balances to be rolled over.
Run the Fiscal Year Rollover Utility against each fiscal year. See "Run fiscal year rollover utility results" on page 301.
In the Polaris Staff Client, search for open Fiscal Year records. Rename the open fiscal year(s) to show the current year because the name of the new fiscal year will be the same as the old fiscal year.
Review the newly created Fiscal Year(s) and Fund records in the Fiscal Year and Fund explorers. See if fund names need to be changed to reflect the new fiscal year. You can also run the fiscal year rollover reports. If you have any questions about the results, contact your Polaris Site Manager.
If you use EDI ordering, the default segment and header funds are updated automatically in the EDI Invoice Defaults profile. Check the profile to confirm that the default header and segment funds are set correctly. See "Set up EDI invoice defaults" on page 280. Then, re-enable your Polaris EDIAgent job.

For more information on these

Reports" on page 306

reports, see "Fiscal Year Rollover

Tip:

# Replicate fiscal year checklist

The following is an overview of the steps to replicate the fiscal year's fund hierarchy:
☐ Back up the library's Acquisitions data.
☐ Run the Fiscal Year/Fund Balances Report - Select Run pre-processing reports from the Fiscal Year Rollover Utility. It shows the current state of the fund balances to be rolled over.
☐ Run the Fiscal Year Rollover utility.
☐ Review the newly created Fiscal Year(s) and Fund records in the Fiscal Year and Fund explorers. See if fund names need to be changed to reflect the new fiscal year.
☐ Rename the new fiscal year to distinguish it from the old fiscal year.

#### Note:

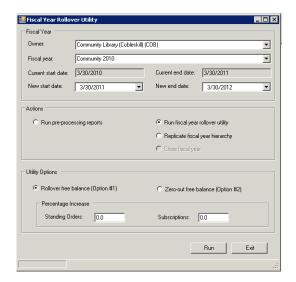
If your library does EDI ordering and has a default fund selected in the EDI Invoice Defaults profile, the fund is not replaced by the new fund because the library can still expend from the old fund. The new fund can be selected at any time after the replication.



## Use the Fiscal Year Rollover Utility

Follow these steps to use the Fiscal Year Rollover Utility.

- 1. On your production server, go to: C:\Program Files(x86)\Polaris\version\Bin
- **2.** Right-click on **POLFYUtility.exe** and select **Send To, Desktop.** The shortcut icon appears on the server's desktop.
- **3.** Double-click the shortcut icon for the Fiscal Year Utility. The Fiscal Year Rollover Utility window is displayed.



- **4.** Select the fiscal year branch in the **Owner** box.
- **5.** Select the fiscal year to be rolled over in the Fiscal year box.

#### Note:

Fiscal year records with a status of Open or Encumbrances Closed appear in the list. You can roll over or replicate a fiscal year with a status of Open, or close a fiscal year with a status of Encumbrances closed.

**6.** If you want new start and end dates for the fiscal year, select the dates in the **New start date** and the **New end date** boxes.

#### Note:

The current start and end dates are based on the selected fiscal year, and the new start and end dates are a year later.

- **7.** Select Run pre-processing reports.
- **8.** Select one of the following options:
  - Run fiscal year rollover utility If you select this option, select Rollover free balance or Zero-out free balance. If you are using Polaris Serials and you want to increase the amount encumbered in funds linked to standing orders or subscriptions, type the percentage increase in the Standing Orders and Subscriptions boxes. See "Run fiscal year rollover utility results" on page 301.

- Replicate fiscal year hierarchy If you select this option, the current fiscal year's fund structure is replicated. See "Replicate fiscal year hierarchy results" on page 305.
- **9.** Click **OK** to run the utility (or the report if you have chosen to run the report). To close the utility, click **Cancel**.

While the utility is running **Working** is displayed in the lower left corner. When the job is complete, **Fiscal year rollover completed successfully** is displayed.

## Run fiscal year rollover utility results

When the Run fiscal year rollover utility option is selected, the utility does the following:

- Creates a new fiscal year by replicating the current fiscal year record and its fund structure. A copy of each fund is created with all parent/child links in the new fund structure remaining as in the previous fiscal year.
- Copies the following information from the old funds to the new funds:

General view of the Fund Record workform -

```
Name
Alternative name
Transfers (checked = allowed, unchecked = disallowed)
Fiscal year
Fund type
Parent fund
External name
Owner
Source
Display
Renewal date
Fund Balances view of the Fund Record -
```

```
Note (General)

Encumbrance Limits (fund, order, line)

Expenditure/Debit Limits (fund, invoice, line)
```

Donor view of the Fund Record (if money in the fund was donated) -

```
Donor name (first)
Donor name (last)
Corporate name
Address 1
Address 2
County
City
```

State

Postal code

Country

Phone

Fax

**Email** 

Note (in memory of)

Description

Restriction

• If you chose Rollover the free balance, the following fields are set to \$0.00:

**Beginning Allocation** 

Expended

Percent Expended

• If you chose **Zero out free balance** the following fields are set to \$0.00:

**Beginning Allocation** 

**Carryover Allocation** 

**Total Allocation** 

Expended

Percent Expended

- Unlinks the old funds and relinks the corresponding new funds from the following records:
  - Pending purchase orders with header funds
  - Purchase order line item segments on pending purchase orders
  - Open invoices with header funds
  - Invoice line item segments with a status of Prepaid and the linked Purchase Order Line Item segment has a status of On-order, Backordered, Exceptional condition, Never published, Out of print, Return requested, Returned, Pending claim or Claimed.
  - Selection list line item segments on open selection lists
  - Purchase order templates
- Disencumbers any amounts that are encumbered in the funds linked to
  the existing fiscal year. These encumbrances are from purchase orders
  and purchase order line item segments that have not yet been paid. The
  encumbrances may be for charges such as shipping at the purchase
  order header level, or for purchase order line item segment charges for
  materials ordered but not yet received, or received but not yet paid for.
  In addition, the encumbrances may be for standing order or
  subscription purchase orders that are still open.
- Encumbers the amounts in the new funds in one transaction. The
  transaction includes all amounts for all purchase orders and purchase
  order line item segments that had amounts encumbered in the old funds
  linked to the old fiscal year. If you use Polaris Serials and you have
  chosen to increase subscriptions or standing orders by a percentage, the

amount encumbered is increased by this percentage for all Subscription and/or Standing Order purchase orders that had amounts encumbered in the old fund.

- If the old funds were selected in the following Polaris Administration profiles, they are replaced by the corresponding new funds:
  - Acq fund droplist setup
  - · Selection list line item defaults
  - EDI Invoice Defaults
- Closes the old funds. A status of **Closed** displays for the fund record.

### Rollover Free Balance Option

If you have chosen to carry over the money from funds linked to the old fiscal year, and the free balance in the old fund is not equal to \$0.00, the utility keeps the unexpended and encumbered funds and rolls them into the next fiscal year. The transactions in the old and the new fund records are posted in the General view of the Fund workform with the date and time of the transaction, a User ID of 1, the amount, the transaction type, the source of the transaction, and a note that describes the transaction.

Old Fund (donation or regular) - The following transactions are posted:

- Disencumber The amount equals the sum of all linked encumbered purchase order line item segments and purchase order header charges, the transaction type is Disencumber, the source is Fiscal Year Close, and the note is Amount currently encumbered in linked orders.
- Expenditure The amount equals the free balance of the fund plus the sum of all the linked encumbered purchase order line item segments and purchase order header charges, the transaction type is Expenditure, the source is Fiscal Year Close, and the note is Free balance was rolled over to [name of new fund].

#### Note:

For deposit account funds with a free balance not equal to 0, the money is always rolled over to the next fiscal year; deposit funds are never zeroed out. A **Debit** transaction is posted in the old fund and a **Credit-Carryover** transaction is posted in the new fund.

**New Fund -** The following transactions are posted:

- Carryover allocation The amount is the amount expended from the old fund, the transaction type is Carryover Allocation, the source is the old fiscal year and fund, and the note is Carried over from End of year processing.
- Encumbrance The amount equals the sum of all purchase order line item segments and purchase order header charges previously encumbered in the old fund, the transaction type is Encumbrance, the source is the old fiscal year and fund, and the note is Amount Currently Encumbered from End of Year processing. If the encumbrance is for Subscription purchase orders, the note is Subscription Encumbrance from Fiscal Year Rollover. If the encumbrance is for Standing Order purchase orders, the note is Standing Order encumbrance from Fiscal Year Rollover.

#### Note:

If you chose to increase the percentage for subscriptions or standing orders, the amount encumbered for subscription or standing order purchase order line item segments and purchase order header charges is increased by this percentage, then posted in one encumbrance amount.

### **Zero-Out Free Balance Option**

If you chose **Zero-out free balance** in the utility, the free balance in the fund is set to \$0.00. Only encumbered funds are carried over into the next fiscal year. The transactions in the old and the new fund records are posted in the General view of the Fund workform with the date and time of the transaction, a User ID of 1, the amount, the transaction type, the source of the transaction, and a note that describes the transaction.

#### Note:

Donation funds and Deposit account funds are always rolled over into the new fiscal year if the balance is not equal to 0; they are never zeroed out even if you chose this option in the Fiscal Year Rollover utility.

**Old Fund** - If the old fund's free balance is not equal to \$0.00, the following transactions are posted:

- Disencumber (positive or negative) The amount is the sum of all the
  encumbrances for linked purchase order line item segments and
  purchase order header charges, the transaction type is Disencumber, the
  source is Fiscal Year Close, and the note is Amount currently encumbered in
  linked orders.
- Expenditure (positive or negative) The amount is equal to the free balance plus the sum of all the encumbrances for linked purchase order line item segments and purchase order header charges, the transaction type is Expenditure, the source is Fiscal Year Close, and the note is Free balance was not rolled over.
- **Balance** The Free Balance in the old fund is updated to \$0.00, and the amount expended is updated to 100% on the Fund Balance view of the Fund workform.

**New Fund** - The following transaction is posted in the new fund:

- Encumbrance The amount is the sum of all the linked purchase order line item segments and purchase order header charges (previously encumbered in the old fund), the transaction type is Encumbrance, the source is Fiscal Year Close, and the note is Amount currently encumbered in linked orders. If the encumbrance is for Subscription purchase orders, the note is Subscription encumbrance from Fiscal Year Rollover. If the encumbrance is for Standing Order purchase orders, the note is Standing Order encumbrance from Fiscal Year Rollover.
- Free Balance The Free Balance in the new fund is the total allocated amount minus the amount encumbered. Since there is no balance carried over from the old fund, the balance in the new fund is a negative amount (shown in parentheses) if there is an encumbrance carried over.

#### Tip:

If you chose to increase the percentage for subscriptions or standing orders, the amount encumbered for subscription or standing order purchase order line item segments and purchase order header charges is increased by this percentage, then posted in one encumbrance amount

# Replicate fiscal year hierarchy results

When the Replicate fiscal year hierarchy option is selected, the utility does the following:

- Creates a new fiscal year by replicating the current fiscal year record and its fund structure. A copy of each fund is created with all parent/child links in the new fund structure remaining as in the previous fiscal year.
- Updates status of old fiscal year from Open to Encumbrances closed.
- Updates status of linked funds from Open to Encumbrances closed.
- New funds The funds are updated in:
  - (Open) Selection List Line Item Segments, Fund drop list
  - (Pending) PO Header, Fund drop list
  - (Pending) PO Line Item Segments
  - PO Template, Header, Fund drop list
  - PO Template, PO Line Item Segment, Fund drop list
  - (Open) Subscription Records, view 1
  - SA profile Acq Fund Drop-down List box (Selection List Funds)
  - SA profile Selection List (Line Item) Defaults

# the fund's name is in the 970\$f.

Close fiscal year

purchase order line items, even if

You can still expend from funds

with a status of Encumbrances

**closed**. If the money is already encumbered, it can be expended.

Or, remaining balances can be expended by paying an invoice

However, funds with a status of **Encumbrances closed** cannot be

bulk added to selection list or

without a purchase order.

When you replicate a fiscal year, the status of the old fiscal year changes to *Encumbrances closed*, and you can then close the old fiscal year. Unlike rolling over amounts, replicating and then closing a fiscal year does not roll over purchase order line items to the new fiscal year, carry over fund balances, zero-out fund balances, or post transactions in the closed funds. The old funds linked to the old fiscal year can be closed even if a balance remains. Therefore, your organization needs to carefully review the old fiscal year to see if any amounts remain and adjust the new fiscal year and funds accordingly. When the **Close fiscal year** option is selected, the utility does the following:

#### Tip:

Tip:

Closed funds do not display in funds lists in selection lists, purchase orders, invoices, or Polaris Administration profiles/ parameters. They cannot be bulk added to selection list or purchase order line items, even if the fund's name is in the 970\$f.

#### Important:

Be sure you want to close the fiscal year because undoing these changes would be difficult, if not impossible.

- Updates the fiscal year's Encumbrance closed status to Closed.
- Updates the fiscal year's status date to the current date.
- Updates the linked funds' statuses to Closed.
- Updates the EDI Invoice Defaults profile fund IDs to the current open fund ID.

## **Fiscal Year Rollover Reports**

You can run the following reports before and after you run the Fiscal Year Rollover utility.

### Fiscal Year/Fund Balance

Select Run pre-processing reports from the Fiscal Year Rollover Utility. See "Use the Fiscal Year Rollover Utility" on page 300. The Fiscal Year/Fund Balance report displays the various balances in the funds. After the utility is finished, you can run the report again to make sure that all the funds and the new fiscal year are balanced.

The report lists the following information:

**Owner** Name of the owner for the fund structure.

**Date** Date the report was created.

**Fiscal Year Name** Name of the fiscal year.

**Dates** The fiscal year start and end dates.

**Fund Name** Name of the fund.

**Fund Alternative Name** Abbreviation for the fund.

**Total Allocated** Total amount allocated for the fund.

**Currently Encumbered** Total dollar amount that is encumbered for the fund.

**Amount Expended** Total dollar amount that is expended for the fund.

**Free Balance** Amount of money that is available in the fund.

**Totals** Total dollar amount for the specific fund in the fiscal year.

**Totals for Fiscal Year** Grand total for all the monies in the entire fiscal year. Lists the total

allocated, currently encumbered, expended, and free balance.

### **Outstanding Orders Report**

Select **Utilities**, **Reports and Notices** from the Polaris Shortcut Bar, and select **Outstanding Orders**. Then select the organization and time period for which you want to see the status of orders that have not been paid or deleted. Run the Outstanding Orders report again after the Fiscal Year Rollover utility is finished to verify that all titles have been successfully linked to the funds in the new fiscal year.

The reports lists the following information:

**Report Date** Date the report was created.

**Fiscal Year** Fiscal year for which the titles are being rolled over.

**Fiscal Year Start and End** Fiscal year start and end dates.

**Order Type** Type of purchase order.

**PO Number and Suffix** Numeric identification for the purchase order and its suffix.

**Header level Fiscal Year** Fiscal year linked to the fund at the purchase order header level.

**Header level Fund** Fund linked to the purchase order as a whole, not to particular line item segments.

**Total** Total for the header fund.

**Destination** Destination library for the line item.

**Title** Title of the line item.

**ISBN/ISSN** ISBN/ISSN for the line item.

**Line Number** Number for the line item.

**Segment Number** Number of the purchase order line item segment.

**POLI Segment Status** Status of the purchase order line item segment.

**Payment Status** Payment status for the line item segment.

**Linked Subscription record** The status of the linked subscription record. This is only for purchase orders with an order type of Subscription.

**Date Ordered** Date the line item was ordered.

**Date Received** Date the line item was received.

**Total for this fund** Total amount of line item segment charges allocated to a specific fund (repeated for each fund).

# Acquisitions Permissions, Parameters, and Profiles



These are the permissions, parameters, and profiles that you set to administer and maintain the Acquisitions subsystem in Polaris Administration.

## **Acquisitions Permissions**

These permissions are available under Security, Acquisitions at the listed organizational levels on the Administration Explorer.

#### Note:

To do an acquisitions task, both the staff member and the workstation on which they are doing the task must have the permission.

For more information on the set of permissions required to do specific Acquisitions tasks, see "Acquisitions Workflow Permissions" on page 236.

(System)

**Access acquisitions** Open acquisitions workforms in Polaris.

Allow

**Adjust currency exchange** Update the currency exchange rates for enabled currencies.

(System and Library)

Allow

(System)

Check in shelf-ready materials Use the Check In Shelf Ready Materials workform to receive shelf-ready items.

Allow

(System)

**Claim alert list** Process and manage acquisition claims.

Access

(Branch)

**Claim record** Manage claiming.

- Access
- Create
- Modify
- Delete

Create a bib record from acquisitions and serials

Create bibliographic records as part of acquisitions and serials processing.

(System) • Allow

#### Create and delete item record from acquisitions and serial (System)

Create and delete item records while processing acquisitions and serials. This permission is required to automatically delete item records when deleting serial issues.

Allow

# (Branch)

**Fiscal years** Work with fiscal year records.

- Access
- Create
- Modify
- Delete

# (Branch)

**Funds** Maintain the budget accounts owned by the branch.

- Access
- Create
- Modify
- Delete
- Transfer money between funds

# (Branch)

**Invoices** Maintain invoices owned by the branch.

- Access
- Create
- Modify
- Delete
- Adjust
- Print vouchers
- Pay, credit
- Pay invoices exceeding fund expenditure limits

#### Modify a bibliographic record from acquisitions and serials (System)

Modify bibliographic records as part of acquisitions and serials processing. With this permission, you can change the Display in PAC setting for bibliographic records linked to the line items when you release or cancel a purchase order. Modify bibliographic records during acquisitions and serials processing. This permission alone does not allow you to open bibliographic records and modify the MARC data. To do this, you also need the Cataloging permission Bibliographic records: Modify.

Allow

# (System)

**Process EDI Invoices** Use the Process EDI Invoices workform to generate EDI invoices.

Allow

# (Branch)

**Purchase orders** Work with purchase orders that belong to the branch.

- Access
- Create
- Modify
- Delete
- Print purchase orders
- Print workslips
- Release order exceeding fund encumbrance limits
- Release order resulting in negative fund free balance
- Release, receive, cancel, close po
- Undo receipt
- Delete cancelled orders
- Send electronic purchase orders

# (System)

**Receive ASN Shipments** Use the Receive ASN Shipment workform to receive shipments.

Allow

## Segments (Branch)

**Selection List Line Item** Work with selection list line item segments.

Create, modify, delete - Create, modify, and delete selection list line item segments for the branch or branches at which the permission is granted.

#### **Selection Lists** (Library)

Work with selection lists.

- Access
- Create
- Modify
- Delete
- Approve/Reject

## **Acquisitions Parameters**

These parameters are available under Parameters, Acquisitions/Serials at all organizational levels on the Administration Explorer. For more information, see "Acquisitions Administration" on page 235.

Bulk Add to PO: Add Alert to PO line item for multiple ISBNs (System, Library, Branch) Specifies whether the Alert check box is automatically checked for purchase order line items created from bulk added bibliographic records with more than one ISBN. The default is Yes; to disable, set to No.

Bulk Add to PO/SL: Mark 970 data as processed (System, Library, Branch) Specifies whether 970 tags in bibliographic records are marked as processed when used to create line item segments in a purchase order or selection list. This eliminates duplicate line item segments in a purchase order, which would prevent it from being released. The default is **Yes**; to disable, set to **No**.

Bulk Add to PO: Replace invalid fields with default data (System, Library, Branch)

Specifies whether invalid data is replaced with default data when adding line items to a purchase order from a bibliographic record set. The default is **Yes**; to disable, set to **No**.

Bulk Add to SL: Replace invalid fields with default data (System, Library, Branch) Specifies whether invalid data is replaced with default data when adding line items to a selection list from a bibliographic record set. The default is **Yes**; to disable, set to **No**.

Copy last segment data to next segment (System, Library, Branch)

Specifies whether information from the previous purchase order or invoice line item segment automatically populates fields in the new segment. The default is **Yes**; to disable, set to **No**.

Default payment option when paying/crediting invoices

Specifies the default payment option selected in the Check/Voucher dialog box when staff members pay, prepay, or credit an invoice. The default is **Voucher**.

Generate purchase order Number (System, Library, Branch)

Specifies whether Polaris automatically provides a purchase order number or the staff member enters the purchase order number when a purchase order is created. Be sure to specify the increment, prefix, and starting number for the Polaris-generated number (see "Enable automatic purchase order numbers" on page 258). The default is **No**; to enable, set to **Yes**.

Last used purchase order Number (System, Library, Branch)

Displays the number of the last purchase order produced by the selected organization. The number could be automatically generated or entered by a user. This parameter is for information only; you cannot change the value.

Other charge description (System, Library, Branch)

Use this parameter to rename the **Other** header charge type to be used in purchase orders and invoices to specify a charge for the purchase order or invoice as a whole (at the header, rather than line item level). When the **Other** charge type is renamed, the new name appears in the list of charge types on the Purchase Order and Invoice workforms on view 1. The default is **Other**.

PO line item workslips: Batch print during ASN receiving (System, Library, Branch)

Specifies whether purchase order line items can be printed in batch from the Receive ASN Shipments workform. The default is **No**; to enable, set to **Yes**.

PO line item workslips: Print onorder item data (System, Library, Branch) Specifies whether item data is printed on purchase order line item workslips. The default is **Yes**; to disable, set to **No**.

Prefix for system generated purchase order number (System, Library, Branch)

Specifies the prefix for the Polaris-generated purchase order number. Each branch organization can specify a different prefix to uniquely identify the purchase order. This parameter is not required for Polaris to generate purchase order numbers. No default value is assigned.

Purchase order number increment (System, Library, Branch) Specifies the numerical interval Polaris automatically assigns between sequential purchase order numbers. For example, if the increment is set to 10 and one PO number is 10080, the next number to be generated is 10090. Polaris begins incrementing from the number specified in the Purchase Order Starting Number parameter, or from the value specified in the Last Used Purchase Order Number parameter, whichever is greater. The default is 1.

Purchase order starting number (System, Library, Branch)

Specifies the number for the first generated purchase order number. The default is 1.

Transmit EDI files in passive mode FTP (System) Specifies whether the transmission of EDI files is in active or passive mode. If this profile is set to Yes, all EDI orders, purchase order acknowledgments and invoices for all EDI suppliers will be transmitted in passive mode. If this profile is set to No, they will be transmitted in active mode. The default is Yes - for new Polaris installations. If the EDIAgent has been run before at your site, the default setting is No.

## **Acquisitions Profiles**

These profiles are available when you select **Profiles**, **Acquisitions/Serials** at the listed organizational levels. For more information, see "Acquisitions Administration" on page 235.

Acq claim/cancellation defaults (System, Library, Branch)

**Acq claim/cancellation** Sets the default values for creating claim or cancellation notices.

Acq fund droplist setup (System, Library, Branch, Staff) Specifies whether fund drop-down lists in Acquisitions workforms display the fund name, the fund alternative name, or both. It also specifies whether only the branch's funds, or the all funds for all branches linked to the parent library are displayed in purchase orders, invoices, and selection lists. For selection lists, you can also specify the exact destinations and funds that display in selection list line item segments.

Default directory (System, Library, Branch, Workstation)

Specifies where Acquisitions logs and files are stored. The default is C:\Polaris Reports.

Display in PAC: Brief bibliographic records created from Acquisitions records (System, Library, Branch)

Specifies whether bibliographic records created from Acquisitions appear in the PAC. The default is **Yes**; to disable, set to **No**.

Display in PAC: Warn if unchecked at POLI/INLI save (System, Library, Branch)

Specifies whether a warning appears when a purchase order line item or invoice line item is saved, and the title will not display in the PAC because the **Display in PAC** check box is not checked. The default is **Yes**; to disable, set to **No**.

EDI invoice defaults (System, Library, Branch)

Specifies the default values to use for EDI invoices when no matching purchase order line item is found. Includes settings for the following: holding invoices for partial shipments so they are not created automatically; updating linked purchase order line items to received automatically when the EDI invoice is created; loading the supplier's header charges; updating on-order item records' circulation status. Also specifies the e-mail address for the invoice log.

Filter branches in line item segments (System, Library, Branch) Specifies how branches are displayed in selection list, purchase order, and invoice line item segments. The default is No; to enable, set to Yes. If set to Yes, the default Destination is the same as the branch selected in the workform header (the Created at library in the Selection List workform, the Ordered at library in the Purchase Order workform, or the Paid by library in the Invoice workform). The drop-down list displays branches with the same parent library as the branch selected in the workform header. If set to No, the default branch selected is the user's login branch, and all branches from all organizations in the system display in the Destination drop-down list.

**Override Acquisitions blocks** Specifies whether the selected staff member can override permission blocks (Staff) in Acquisitions functions. Staff members with this profile set to Yes must also have permissions to do the restricted functions. The default is No; to enable, set to Yes. Specifies whether a warning message appears when users receive a line Receiving line items: Warn if linked hold requests item for which there is a hold request. The default is Yes; to disable, set to No. (System, Library, Branch) Retain material type when Specifies whether to copy the material type when line item segment data is copying line item segment copied in a selection list or purchase order. The default is Yes; to disable, set data to No. **Selection list line item** Sets the default distribution and supplier information for selection lists.

Selection list line item defaults (System, Library, Branch, Staff)

Titles to Go (System, Library, Branch)

**Titles to Go** Enables the Titles to Go service with the suppliers you select.

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