polaris

Acquisitions Administration Guide

7.6

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Acquisitions Administration Overview

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. 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 also:

- [Acquisitions Workflow Permissions](#)
- [Setting the Acquisitions/Serials Default Directory](#)
- [Filtering Branches in Line Items](#)
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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 the Polaris *Administration Guide*, "Granting Permissions."

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:**
> The following permissions are required to modify Polaris Administration profiles and parameters:
> **Access administration: Allow**
> **Modify parameters: Allow**
> **Modify profiles: Allow**
> For more information, see the *Cataloging Administration Guide*, "Administration Workflow Permissions."

Manage the Acquisitions Budget Permissions

Workflow	Required Permissions	Administration Explorer Security Location
Define fund categories	Access acquisitions: Allow	System - Acquisitions
	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

Manage the Acquisitions Budget Permissions

Workflow	Required Permissions	Administration Explorer Security Location
Change a fiscal year	Access acquisitions: Allow	System - Acquisitions
	Fiscal years: Access	Branch - Acquisitions
	Fiscal years: Modify	Branch - Acquisitions
Delete fiscal year records	Access acquisitions: Allow	System - Acquisitions
	Fiscal years: Access	Branch - Acquisitions
	Fiscal years: Delete	Branch - Acquisitions
Add a fund record	Access acquisitions: Allow	System - Acquisitions
	Fiscal years: Access	Branch - Acquisitions
	Funds: Create	Branch - Acquisitions
Delete fund records	Access acquisitions: Allow	System - Acquisitions
	Funds: Access	Branch - Acquisitions
	Funds: Delete	Branch - Acquisitions
Maintain fund account information	Access acquisitions: Allow	System - Acquisitions
	Funds: Access	Branch - Acquisitions
	Funds: Modify	Branch - Acquisitions
Transfer money between funds	Access acquisitions: Allow	System - Acquisitions
	Funds: Access	Branch - Acquisitions
	Funds: Modify	Branch - Acquisitions
	Funds: Transfer money between funds	System - Acquisitions

Select Material Permissions

Workflow	Required Permissions	Administration Explorer Security Location
Select Material Permissions		

Workflow	Required Permissions	Administration Explorer Security Location
Create and manage selection lists for the organization, including titles added by other selectors, and copy the selection lists to purchase orders. Add a title that is not in the Polaris database. From the Selection List Line Item workform, search for the title in external databases using Z39.50, and create a provisional bibliographic record.	Funds: Modify	System - Acquisitions
	Funds: Transfer money between funds	Library - Acquisitions
	Selection lists: Create	Library - Acquisitions
	Selection lists: Modify	Library - Acquisitions
	Selection lists: Approve/Reject	Library - Acquisitions
	Selection lists: Delete	Library - Acquisitions
	Access cataloging subsystem: Allow	System - Acquisitions
	Bibliographic records: Access	System, Library, Branch - Cataloging
	Cataloging record sets: Access	System, Library, Branch - Cataloging
	Cataloging record sets: Create	System, Library, Branch - Cataloging
	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

Workflow	Required Permissions	Administration Explorer Security Location
Create and modify selection lists, selection list line items, and segments. Do Z39.50 searches from a selection list line item, and create provisional records.	Access acquisitions: Allow Selection lists: Access	System - Acquisitions
	Selection lists: Create Selection lists: Modify	Library - Acquisitions
	Bibliographic records: Access Bibliographic records: Create	Library - Acquisitions
	Create a bib record from Acquisitions and Serials: Allow	System, Library, Branch - Cataloging System, Library, Branch - Cataloging
Merge selection lists	Access acquisitions: Allow	System - Acquisitions
	Selection lists: Access	System - Acquisitions Library - Acquisitions
	Selection lists: Modify	Library - Acquisitions
	Selection lists: Delete	Library - Acquisitions
Rename selection lists	Access acquisitions: Allow	System - Acquisitions
	Selection Lists: Access	Library - Acquisitions
	Selection Lists: Modify	Library - Acquisitions
Delete selection lists	Access acquisitions: Allow	System - Acquisitions
	Selection Lists: Access	Library - Acquisitions
	Selection Lists: Delete	Library - Acquisitions
Modify a selection list line item's status	Access acquisitions: Allow	System - Acquisitions
	Selection Lists: Access	Library - Acquisitions
	Selection Lists: Modify	Library - Acquisitions

Workflow	Required Permissions	Administration Explorer Security Location
Approve or reject selection list line items	Access acquisitions: Allow	System - Acquisitions
	Selection Lists: Access	Library - Acquisitions
	Selection Lists: Modify	Library - Acquisitions
	Selection Lists: Approve/Reject	Library - Acquisitions
Work with selection list line item segments. (This set of permissions allows the user to add, modify, and delete selection list line item segments for the branches at which this permission was granted.)	Access acquisitions: Allow	System - Acquisitions
	Selection Lists: Access	Library - Acquisitions
	Selection List Line Item Segments: Create, modify, delete	Branch - Acquisitions
Bulk add titles to selection lists from record sets	Access acquisitions: Allow	System - Acquisitions
	Selection Lists: Access	Library - Acquisitions
	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

Workflow	Required Permissions	Administration Explorer Security Location
Copy selection list line items to a selection list	Access acquisitions: Allow	System - Acquisitions
	Selection Lists: Access	Library - Acquisitions
	Selection Lists: Modify	Library - Acquisitions
Copy selection list line items to a new or existing purchase order	Access acquisitions: Allow	System - Acquisitions
	Selection Lists: Access	Library - Acquisitions
	Selection Lists: Modify	Library - Acquisitions
	Purchase orders: Access	Branch - Acquisitions
	Purchase orders: Modify	Branch - Acquisitions
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.)		
Add a supplier record to Polaris	Access serials: Allow	System - Serials
	Suppliers: Create	Library - Serials
Delete supplier records	Access serials: Allow	System - Serials
	Suppliers: Access	Branch - Serials
	Suppliers: Delete	Branch - Serials
Maintain the information in existing supplier records	Access serials: Allow	System - Serials
	Suppliers: Access	Branch - Serials
	Suppliers: Modify	Branch - Serials
	Suppliers: Modify postal address fields	System - Serials
Maintain Link to Supplier Databases Table Permissions		
Add and remove suppliers	Access administration:	System - Acquisitions

Workflow	Required Permissions	Administration Explorer Security Location
from the Link to Supplier Databases table	Allow	
	Modify links to supplier databases table: Allow	System - Acquisitions
Order Materials Permissions		
Create new purchase orders and add titles to existing purchase orders	Access acquisitions: Allow	System - Acquisitions
	Purchase orders: Create	Branch - Acquisitions
	Purchase orders: Modify	Branch - Acquisitions
	Funds: Access	Branch - Acquisitions
	Suppliers: Access	Branch - Acquisitions
Add line items to a purchase order. Add a title without a bib in the database by doing a Z39.50 search.	Access acquisitions: Allow	System - Acquisitions
	Purchase orders: Access	Branch - Acquisitions
	Purchase orders: Modify	Branch - Acquisitions
	Bibliographic records: Access	System, Library, Branch - Cataloging
	Bibliographic records: Create	System, Library, Branch - Cataloging
	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
Bulk add titles to purchase orders	Access acquisitions: Allow	System - Acquisitions
	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
Remove unused purchase orders	Access acquisitions: Allow	System - Acquisitions
	Purchase orders: Access	Branch - Acquisitions
	Purchase orders: Delete	Branch - Acquisitions

Workflow	Required Permissions	Administration Explorer Security Location
Release 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
	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 (This permission allows user to change only the **Display in PAC** setting in bibliographic records.)	System - Acquisitions
Create item records when material is ordered	Access acquisitions: Allow	System - Acquisitions
	Create and delete item records from acquisitions and serials: Allow	System - Acquisitions
Print purchase orders to mail or fax to supplier	Access acquisitions: Allow	System - Acquisitions
	Print purchase orders: Allow	Branch - Acquisitions

Workflow	Required Permissions	Administration Explorer Security Location
Send purchase orders electronically via EDI	Access acquisitions: Allow	System - Acquisitions
	Purchase orders: Access	Branch - Acquisitions
	Purchase orders: Send electronic purchase orders	Branch - Acquisitions
Receive Materials Permissions		

Workflow	Required Permissions	Administration Explorer Security Location
Receive purchase orders and create invoices. Receive from an invoice.	Access acquisitions: Allow	System - Acquisitions
	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 items and receive purchase order line items using the Check In Shelf-Ready Materials workform.	Check in shelf-ready materials: Allow (Only this permission and **Access acquisitions: Allow** are required to use the Check In Shelf-ready Materials workform.)	System - Acquisitions
Receive cartons of materials by scanning (or entering) the barcode on	Receive ASN Shipments: Allow	System - Acquisitions

Workflow	Required Permissions	Administration Explorer Security Location
the outside of the box.		
Claim Ordered Items Permissions		
Claim items when shipments are processed and materials did not arrive as expected	Access acquisitions: Allow	System - Acquisitions
	Purchase orders: Access	Branch - Acquisitions
	Purchase orders: Modify	Branch - Acquisitions
	Purchase orders: Access	Branch - Acquisitions
	Claim record: Create	Branch - Acquisitions
Claim from the Claim Alert List	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 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
Print from Claim Alert List	Access acquisitions: Allow	System - Acquisitions
	Claim alert list: Access	System - Acquisitions

Workflow	Required Permissions	Administration Explorer Security Location
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

Workflow	Required Permissions	Administration Explorer Security Location
Pay, undo payment, credit, or adjust invoices	Access acquisitions: Allow	System - Acquisitions
	Invoices: Access	Branch - Acquisitions
	Invoices: Adjust	Branch - Acquisitions
	Invoices: Modify	Branch - Acquisitions
	Invoices: Pay, Undo payment, 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
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

Workflow	Required Permissions	Administration Explorer Security Location
	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 the Polaris *Administration Guide*, "Acquisitions Administration Permissions."

- Acquisitions permissions list - See Acquisitions Permissions 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 also:

- [Specify the Acquisitions default directory](#)

Specify the Acquisitions default directory

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** to display the Default Directory Setup for Logs and Files - Acquisitions dialog box.
4. Type the new path, or click **Browse** and select another location, then click **OK** to update the directory.

   If the value in the **Default directory** profile displays the location where you want to save your organization's Acquisitions/Serials logs and files, no changes are needed.

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** drop-down 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 $l (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](#). 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 also:

- [Filter destination branch lists by parent library](#)

Filter Destination Branch Lists by Parent Library

To specify whether you want **Destination** branch lists in selection lists, purchase orders, and invoices to be filtered by the parent library:

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

    Note:
    This profile also affects which 970 tags are used in the bulk add process. See [Filtering Branches in Line Items](#).

    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.

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](#).

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 also:

- [Set up donation fund categories](#)
- [Specify How Funds are Displayed in Acquisitions](#)

Set up Donation Fund Categories

To set up the donation fund categories for your library 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

To specify how you want funds to display in fund lists in selection lists, purchase orders, and invoices:
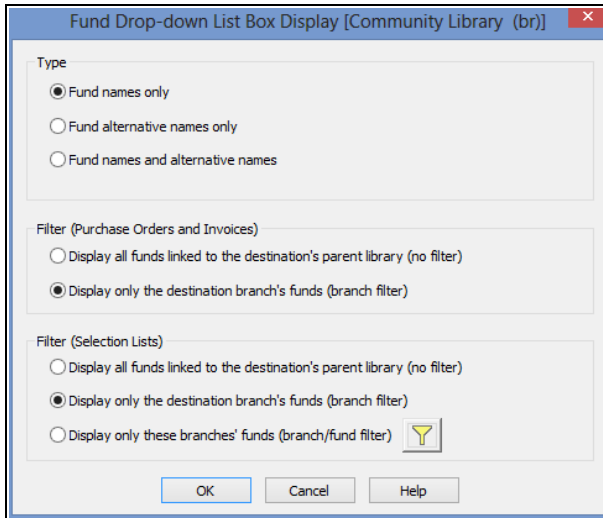
> **Important:**
> The **Acq fund droplist setup** profile can be set at the system, library, branch, or staff level. If a staff member has a different setting from the organization, the fund list is displayed according to the staff member's setting. If selectors add selection list line item segments 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. 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.

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.

> **Tip:**
> Header funds are used to pay for charges not associated with a specific line item, such as shipping charges. They appear on the General view of the Purchase Order and Invoice workforms.

5. 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 **Ordered at** 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.

6. Under **Selection List Filter**, select one of the following options to display fund lists in selection list line item segments:

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

- **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 associated open funds.
  - Expand the branches, and select the funds to display.
  - Click **OK** to close the Branch/Fund Filter 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 checkbox for certain funds so that they are not selected.

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:

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.

Be sure that the selectors also have 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 also:

- [Select Material Permissions](#)

- [Specify defaults for selection list line items](#)

- [Filter destination branch lists by parent library](#)
- [Set bulk add to use default data in selection lists](#)

Specify Defaults for Selection List Line Items

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.

   > **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](#).

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.

Set Bulk Add to Use Default Data in Selection Lists

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](#).

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. See Manage Supplier Records Permissions.

- 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, Acquisitions Processing, 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 also:

- [Manage Supplier Records Permissions](#)
- [Maintain Link to Supplier Databases Table Permissions](#)
- [Add links to supplier databases](#)

Add Links to Supplier Databases

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 [icon].

   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 [icon] to change it or click [icon] to delete it.

Administering Purchase Orders

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.
- Specify whether purchase orders will be closed automatically via an SQL job.
- Set up import profiles specifically for Acquisitions tasks.

See also:

- [Order Materials Permissions](#)
- [Enable automatic purchase order numbers](#)
- [Filter destination branch lists by parent library](#)
- [Specify how funds are displayed in Acquisitions](#)
- [Enable copy segment data to next segment](#)
- [Retain material type in copied line items](#)
- [Set alert indicator for bulk adding titles with multiple ISBNs](#)
- [Set bulk add to use default data in purchase orders](#)
- [Mark 970 data as processed after bulk adding titles](#)
- [Specify whether on-order item data prints on POLI workslips](#)
- [Enable brief bib record display in PAC](#)
- [Enable warning if no Display in PAC setting](#)
- [Rename the purchase order and invoice header Other charge type](#)
- [Automatically Close Purchase Orders](#)
- [Setting Up Import Profiles](#).

Enable Automatic Purchase Order Numbers

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.
3. Double-click **Generate purchase order number**, and select **Yes**.

> **Tip:**
> The **Last used purchase order number** parameter is for display only.

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.

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.

To set the option to retain the material type or leave it blank when copying a selection list or purchase order line item:

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.

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**.

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](#)

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.

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](#).

Specify whether on-order item data prints on POLI workslips

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 on-order 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

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

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.

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.

Automatically Close Purchase Orders

The **Close Purchase Orders** SQL job will close purchase orders automatically if the Polaris Administration Acquisitions parameter, **Automatically close purchase orders**, is set to **Yes**. This parameter is available at the System, Library, and Branch organization levels, and it is set to **No** by default. See [Enable the Close Purchase Order job](#).

When the job runs, purchase orders are closed if: the **Automatically close purchase orders** parameter is set to **Yes** for the purchase order's **Ordered at** organization; the purchase order has a type of Firm, Gift or Donation; all line items have a status of Received, Canceled or Partly Received; and all segments have a status of Canceled or Received. See

> **Note:**
> The Close Purchase Orders job does not affect standing order or subscription purchase orders or purchase order lines that have a status of On Order, Backordered, Exceptional Condition, Never Published, Out of Print, Return Requested, Returned, Pending Claim or Claimed.

Users can continue to manually close purchase orders when the lines are received but not yet paid (still encumbered). When a user manually closes a line item, a message informs the user that one or more lines have been received, but not yet paid and provides the option for the user to select **Yes** to continue to close the purchase order or **No** to cancel the closure. With the SQL job, any eligible purchase order will be closed automatically.

Purchase Order Transactions and Transaction Subtypes

The following information is recorded and available in the transaction database for a **Purchase order closed** transaction:

Supplier ID of the closed PO (SUPPLIER_ID)

Purchase Order number (without suffix) (PO_NUMBER)

Order type (ORDER_TYPE)

Payment method (PAYMENT_METHOD)

Purchase Order ID that was deleted (PURCHASE_ORDER_ID)

Purchase order's Ordered At Org (Branch)

User ID for the user who closed the purchase order or **PolarisExec** if the purchase order was closed automatically

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Enable the Close Purchase Order job

If the **Automatically close purchase orders** parameter is set to **Yes** for the organization, the **Close Purchase Orders** SQL job runs on a default schedule of 6:59 a.m. each morning and closes the eligible purchase orders. The job must be run prior to the DBCC nightly job.

To enable the job that automatically closes purchase orders:

1. Select **Administration** > **Explorer**, and select the system, library, or branch organization for which you want to enable the Close Purchase Orders job.
2. Select **Parameters**, and select the **Acquisitions/Serials** tab.
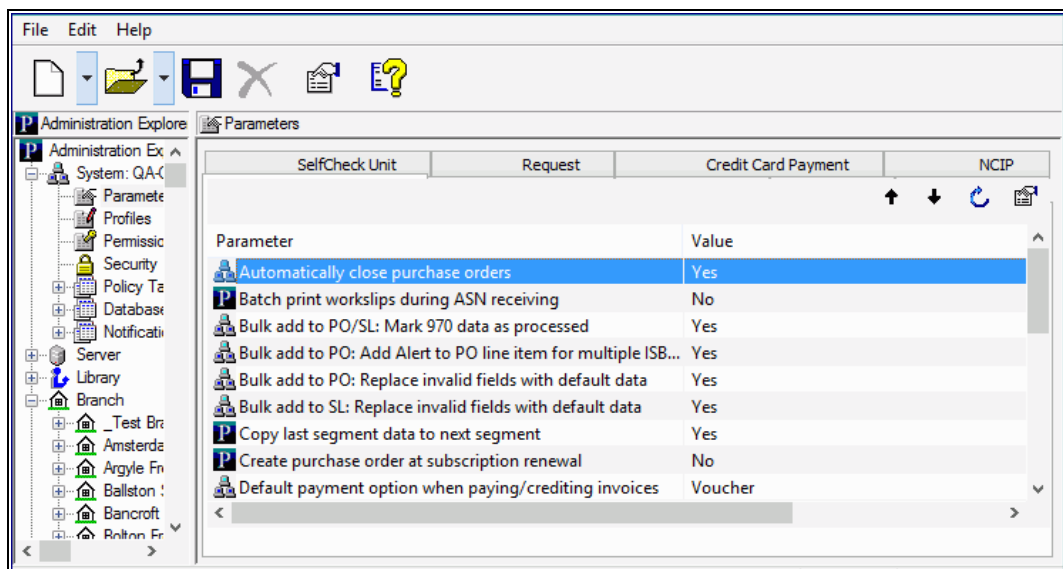
3. Double-click the **Automatically close purchase orders** parameter, and select **Yes**.
4. Select **File** > **Save** to save the parameter setting.

Setting Up EDI Ordering

Innovative Interfaces offers a separately-licensed set of services for setting up, implementing, and supporting Electronic Data Interchange (EDI) ordering and invoicing. 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 also:

- [About the Polaris EDIAgent Job](#)
- [EDIAgent and EDIFTP Logs](#)
- [Prepare for EDI Ordering](#)
- [Setting Up Importing and Bulk Adding](#)
- [Specify the EDI FTP transmission mode](#)

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 the *Administration Guide*, Default Permissions Reference.

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\[version]\datalink\EDIAgent\EDINew**) and the **EDIDone** directory (**C:ProgramData\Polaris\[version]\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.

- 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.

- 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)](#).

EDIAgent and EDIFTP Logs

The EDIAgent and EDIFTP log files are saved in the following location: **C:\ProgramData\Polaris\[version]\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 2017-04-30 10:35:13

  Start EDI expired data cleanup [SQLSTATE 01000]

  Errno   0

  finished EDI expired data cleanup [SQLSTATE 01000]

  Run the EDIAgent executable [SQLSTATE 01000]

  output

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

  InternetConnect - File Transfer on FTP Server ftp.polarislibrary.com successful.

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

  InternetConnect - File Transfer on FTP Server ftp.polarislibrary.com successful.

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

  InternetConnect - 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\ [version]\EDIAgent\EDIInvoiceResults_FindawayWorld_SAL.log" To = staffone@polarislibrary.com; stafftwo@polarislibrary.com From = yourlibrary@polarislibrary.com [SQLSTATE 01000]

Apr 30 2017 10:35AM ""C:\Program Files (x86)\Polaris\ [version]\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 2017 10:35AM Edi Agent Invoice Creation Successful [SQLSTATE 01000]

Apr 30 2017 10:35AM Edi Agent completed with no errors. [SQLSTATE 01000]

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

Starting EDIFTP - 4/17/2017 9:24:56 AM

Number of files retrieved: 0

Finishing EDIFTP - 4/17/2017 9:24:57 AM

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

- EDIAgent Log - FTP unsuccessful

  Starting EDIFTP - 4/17/2017 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 - 4/17/2017 9:30:22 AM

- **FTP message - FTP unsuccessful**

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.

- 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.

- Verify call number setup - If you will be generating on-order items with call numbers pulled from the linked bibliographic records, verify that the Polaris Administration Cataloging profile **Bring call number fields from bib to item record when link is made** is set to **Yes**. If this profile is set to **Yes**, call number information is copied from the linked bibliographic record to the on-order items according to the settings in the Item Create Call Number Hierarchy database table. The system checks the On-order Item template's shelving scheme and assigned branch to determine the Item Create Call Number Hierarchy table settings to use. The call number information in the bibliographic record supersedes any call number information that may be in the On-order Item template. However, if the item template contains call number subfields that are not in the linked bibliographic record, the data in the template is used. For example, if the bibliographic record has a class and cutter number but no prefix or suffix, and template does contain a prefix and suffix, the resulting on-order item will contain the class and cutter number from the bib and the prefix and suffix from the template. See the Cataloging Administration PDF Guide, Copying Bib Data to Items.

- 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, Acquisitions Processing, 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 the Acquistions Administration PDF Guide, Add links to supplier databases.

- (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.

> **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.

> **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 over-laid, 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.

■ (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).

> **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:

- 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), skip the next step.

- 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.

- 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](#).

- 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](#).

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.

- **$l** - 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 the *Acquisitions Guide*, Matching With Item Template Codes.

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**.

- Grant permissions to staff who import records - 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.

- 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 the *Acquisitions Guide*, Order Materials Permissions.

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 the *Cataloging Guide*, Setting Up Import Profiles .

- (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 bib-liographic records containing embedded holdings data. The holdings data auto-

maticallly updates on-order items to fully-cataloged items.

- Set Up Bulk Add in Polaris - Use the following Polaris Administration parameters:

> **Note:**
> You can clean up 970 tags that are marked as processed using the Polaris Administration profile $9 Cleanup Utility. See the *Cataloging Administration Guide*, Set up the Subfield 9 cleanup utility.

- **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.
- **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** checkbox 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](#).

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 the Acquisitions PDF Guide, Receiving Orders.

> **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 results list and in the Line Items view of the Invoice workform. Check the e-mail log if you see this icon.

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**.

    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.

    > **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 the Acquisitions Administration PDF Guide, Managing Fiscal Year Rollovers .

6. Select the default fund for the segment in the **Segment fund** box.

   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.

7. 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** checkbox, and select the fund in the **Header fund** box.
   - To keep the header charges from loading automatically, uncheck the **Load supplier header charges** box.

   > **Note:**
   > 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.

8. 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**.

9. If you selected **Update linked PO line item to received**, specify if you want to update the linked on-order item records:

   - 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**.

> **Important:**
> If the Update on-order item circulation status checkbox is not selected, staff members will never see on-order items with an in-process status; they are updated to a status of **In** when they are checked in through circulation.

10. 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](#).

11. 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.

12. Select **Save** to save the EDI invoice defaults.
13. 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](#).

The e-mail messages are created by Innovative Interfaces. 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.

- 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 also.

- Receive Materials Permissions

- Claim Ordered Items Permissions

- Cancel Ordered Items Permissions

- Invoice Materials Permissions

- Set warning when receiving line items with holds
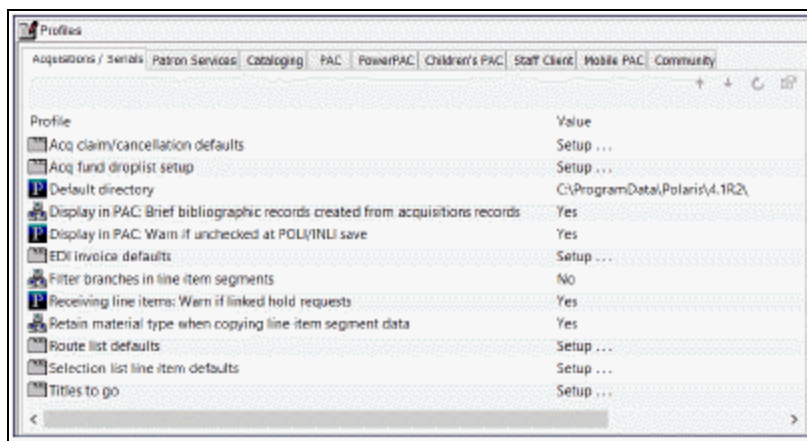
- Set claim/cancellation notice defaults

- [Define claiming reasons](#)

- [Set batch print workslips option for ASN receiving](#)

- [Set the default payment option to check or voucher](#)

Set warning when receiving line items with holds

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

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.
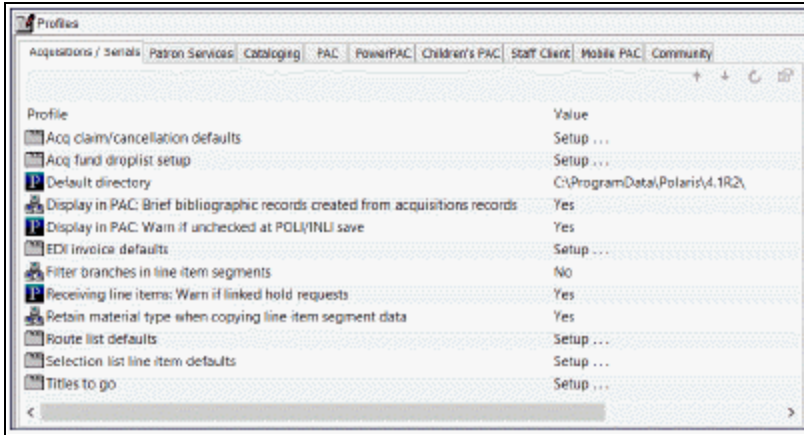
3. Double-click **Acq claim/cancellation defaults**.

The Claiming/Cancellation Defaults dialog box appears.
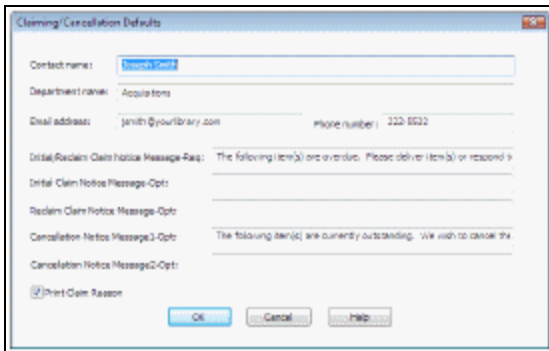
4. Type the following information for the contact at the library:

- **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 Message1-Opt and Cancellation Notice Message2-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** checkbox.

10. Click **OK** .

Define claiming reasons

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.
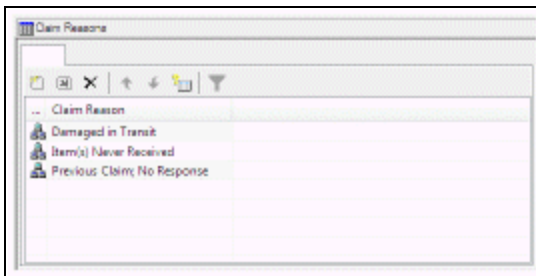
4. Click to open the Insert: Claim Reasons dialog box.
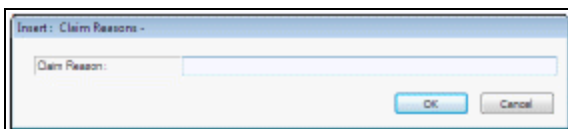
5. Type the claim reason you want to add, and click **OK**.

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

![al] . To delete a claim reason, select an entry in the Claim Reasons policy table, and
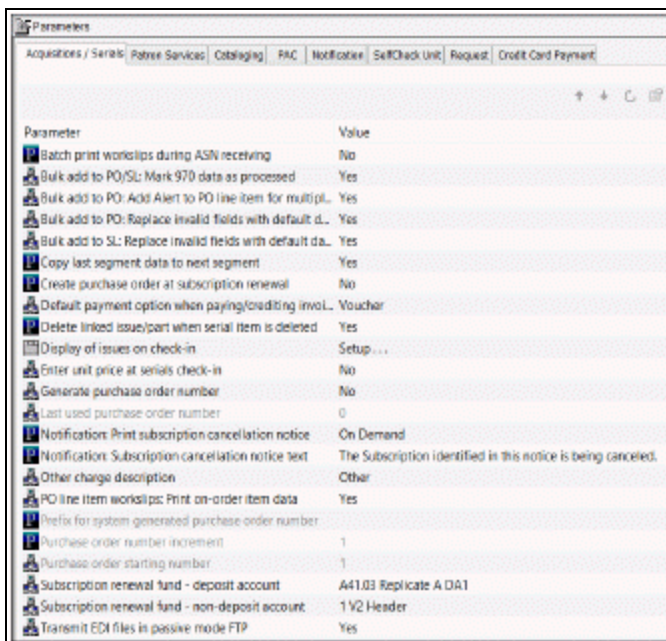
click ![X] .

Set batch print workslips option for ASN receiving

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

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 > 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

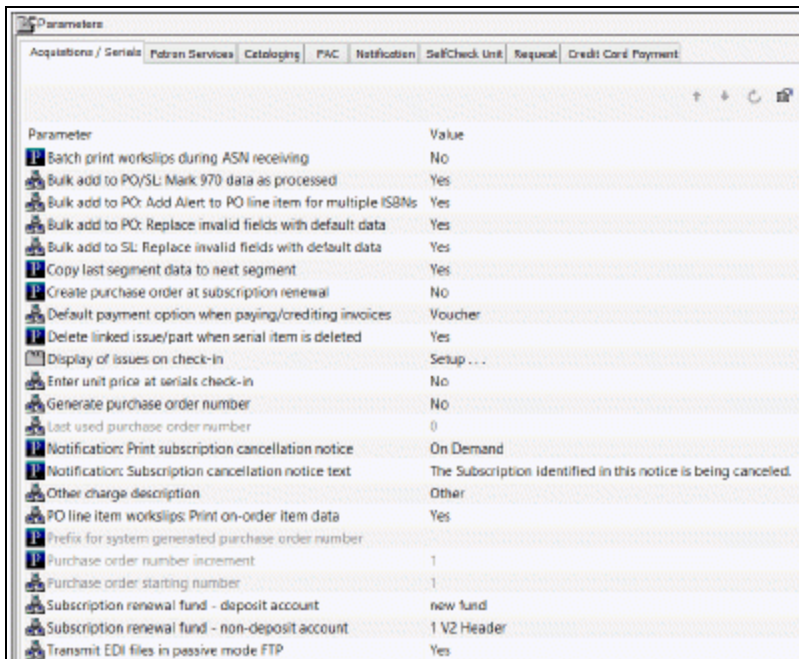the Receive ASN Shipments workform.

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.

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 > 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.

5. 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 Innovative Interfaces 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

See also:

- [Enable Titles to Go for your suppliers](#).

Enable Titles to Go for your suppliers

To enable Titles to Go at your suppliers' sites:

1. In the Administration Explorer tree view, expand the organization's folder.
2. Select **Profiles** and select the **Acquisitions/Serials** tab.
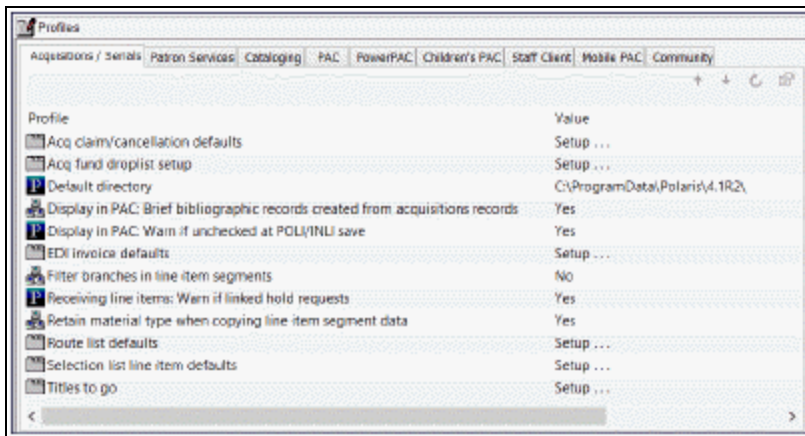
3. Double-click **Titles to Go** to open the Titles to Go dialog box.
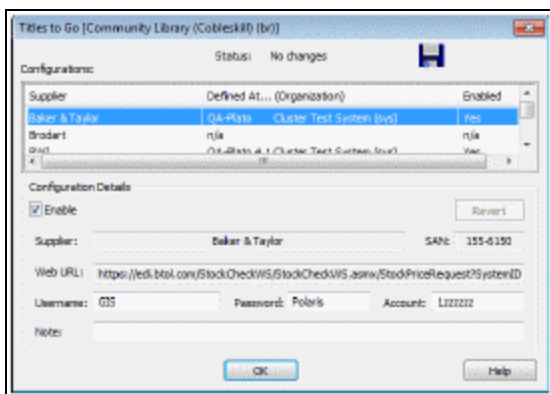
4. Select the supplier in the list, and select **Enable**.

> **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.

> **Tip:**
> if you change a supplier's configuration details and make an error, select **Revert** to go back to the original configuration details.

5. 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.

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 also:

- [Manage Foreign Currencies Permissions](#)
- [Add or enable a foreign currency](#)
- [Select your system's base currency](#)
- [Set the currency exchange rate](#)

Add or Enable a Foreign Currency

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.

- Click **OK**.

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

5. Set the default currency in the System workform. See [Select your system's base currency](#).

Select your system's base currency

To set your system's base currency.

1. In the Administration Explorer tree view, select the **System** folder.
2. Right-click, and select **Edit**.
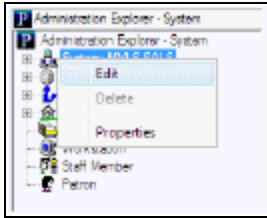
The System workform appears.
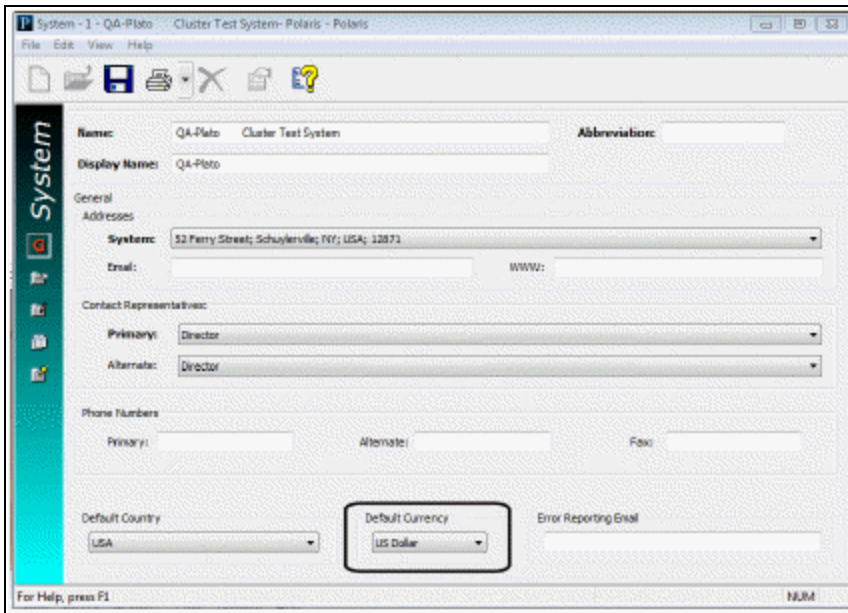
3. Select your library system's base currency in the **Default Currency** box.
4. Select **File > Save** to save the workform.

    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.

To change the exchange rate for a foreign currency.

1. On the Polaris Shortcut Bar, select **Utilities > Acquisitions Processing > 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 and click **Save** to save the exchange rate.

   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.

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 <u>Set up a supplier record for a foreign vendor</u>.

- 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 <u>Acquisitions Reports</u>.

Managing Fiscal Year Rollovers

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

- **Run fiscal year utility** - Creates a new fiscal year record that replaces the old fiscal year and re-links 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** - Replicates the fund structure in the new fiscal year, but keeps 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** - Closes the current fiscal year and all linked funds.

> **Important:**
> If you are changing your fund structure significantly and want to create a new fund hierarchy, first check to make sure no pending purchase orders are linked to these funds, and select **Replicate fiscal year hierarchy**. Once the hierarchy has been replicated, delete the newly-generated (Open) fiscal year hierarchy and close the old (Encumbrances closed) hierarchy. When you delete the new fiscal year before closing the old fiscal year, you can deal with any open invoices that are still linked to the closed fund. If you need assistance with the fiscal year rollover workflow, contact your Polaris site manager.

Users who have the permission for *at least one* Organization linked to at least one Fiscal Year record with a status other than Closed can access the Fiscal Year utility dialog. Additionally, users meeting these requirements can see one or more branch Organizations displayed in the Owner list on the Fiscal Year Utility dialog.

> **Note:**
> The utility is governed by the Acquisitions permission, Run Fiscal Year Utility: Allow available at the Branch level only and unassigned by default.

Users without the permission for at least one Organization will be blocked when trying to open the Run Fiscal Year Utility dialog. If a user does not have the permission, no supervisor override is allowed.

> **Note:**
> If your library uses foreign currencies, the amounts disencumbered and re-encumbered in the new fiscal year will use the exchange rate recorded at the time the purchase order was released.

See also:

- [Fiscal Year Rollover Checklist](#)
- [Replicate Fiscal Year Checklist](#)
- [Use the Fiscal Year Utility](#)
- [Run fiscal year rollover utility results](#)
- [Replicate fiscal year hierarchy results](#)
- [Close fiscal year](#)
- [Fiscal Year Rollover Reports](#)

Fiscal Year Rollover Checklist

The following checklist summarizes the process for performing fiscal year rollovers. For more details, see [Use the Fiscal Year Utility](#).

> **Important:**
> When you roll over a fiscal year, you cannot undo the changes.

1. If you are using EDI, turn off the EDIAgent job a day or two before the rollover.

2. 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.

    - Zero out all the unexpended funds. Keep only the funds that are encumbered.

3. 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.

4. Run the Outstanding Orders report, which lists the purchase orders to be rolled over.

5. 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.

6. Select the **Run fiscal year rollover utility** action, then select **Run**. Repeat this step for each fiscal year.

7. 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.

8. Review the newly created fiscal years 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.

9. 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. Then, reenable your Polaris EDIAgent job.

Replicate Fiscal Year Checklist

The following checklist summarizes the process for replicating a fiscal year's fund hierarchy. For more details, see Use the Fiscal Year Utility.

> **Important:**
> When you replicate a fiscal year's fund hierarchy, you cannot undo the changes.

1. Run the Fiscal Year/Fund Balances Report - Select **Run pre-processing reports** from the Fiscal Year Utility. It shows the current state of the fund balances to be rolled over.

> **Tip:**
> For more information on these reports, see [Fiscal Year Rollover Reports](#).

2. Select the **Replicate fiscal year hierarchy** action, then select **Run**. Repeat this step for each fiscal year.

3. Review the newly created fiscal years and fund records in the Fiscal Year and Fund explorers. See if fund names need to be changed to reflect the new fiscal year.

4. 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 Utility

The utility is governed by the Acquisitions permission, Run Fiscal Year Utility: Allow. This permission is available at the Branch level only and is unassigned by default. The permission is assigned by Administration Group and workstations, and may not be assigned to individual staff members.

Users who have the permission for *at least one* Organization linked to at least one Fiscal Year record whose status is not Closed, will be able to access the Fiscal Year utility dialog. Additionally, users meeting these requirements will be able to see one or more branch Organizations displayed in the Owner list on the Fiscal Year Utility dialog.

Users without the permission for *at least one* Organization (with linked FY) will be blocked when trying to open the **Run Fiscal Year Utility** dialog. If insufficient permission, no supervisor override is allowed. A standard message, with only the cancel option enabled, will display.

To use the Fiscal Year Utility

1. From the Polaris shortcut bar, select **Utilities** > **Acquisitions Processing** > **Run Fiscal Year Utility**.

   The Fiscal Year Utility window appears.

2. Select the fiscal year branch in the **Owner** box.

3. 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.

4. 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.

5. Select **Run pre-processing reports**.

6. 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](#).

- **Replicate fiscal year hierarchy** - If you select this option, the current fiscal year's fund structure is replicated. See [Replicate fiscal year hierarchy results](#).

7. Click **OK** to run the utility (or the report if you have chosen to run the report).

   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 from these views of the Fund workform:

  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 -workform

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 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:

> **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

- 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.

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**.

> **Tip:**
> 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 without a purchase order. However, funds with a status of **Encumbrances closed** cannot be bulk added to selection list or purchase order line items, even if the fund's name is in the 970 tag subfield $f.

- 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

Close fiscal year

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:**
> 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 tag subfield $f.

> **Important:**
> Be sure you have verified that all orders/invoices have been properly

> reconciled before closing 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 Utility.

Fiscal Year/Fund Balance

Select **Run pre-processing reports** from the Fiscal Year Utility. 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

From the Polaris Shortcut Bar, select **Utilities > Reports and Notices > 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 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 Dates

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 status

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).

Purging Purchase Orders & Invoices

You can set up purge criteria and schedule the Purge Acquisitions Records SQL job to automatically delete purchase orders and invoices for a library organization (or organizations) based on the age of the records. When the job is run, the Acquisitions records that meet the specified criteria are removed from the database permanently, and the data cannot be recovered. Data from the deleted records no longer displays in other records, such as item records, and it is not available for reports or other functions.

To specify the job criteria and schedule the job, you must have the **Purge purchase orders and invoices: Allow** permission for at least one library organization. This permission can be set at the System and Library levels in Polaris Administration. For instructions, see [Purge Purchase Orders and Invoices](#).

> **Note:**
> The permission to purge purchase orders and invoices must be granted for each organization separately because granting the permission at the System level does not filter down to the Library levels.

Purge Acquisitions Records Job

When the Purge Acquisitions job runs, it purges the selected organizations' invoices of any type with an invoice status date of paid, prepaid, or credited, and a status date less than the date in the **Purge purchase orders and invoices before** field. Invoices are deleted before their linked purchase orders.

Invoices that meet the criteria for deletion, based on the specified organization and date in the Purge Purchase Orders and Invoices dialog box, will be skipped in the purge process if:

- The invoice has a status of Open or PartPaid
- The invoice is linked to a purchase order with a status that prevents deletion.
- The invoice is linked to a purchase order with a status that allows deletion, but the purchase order is also linked to another invoice (or invoices) with a status that prevents deletion.

It also purges the selected organizations' purchase orders of any type with an order status of Canceled, Closed, or Received, and a status date less than the date in the **Purge purchase orders and invoices before** field.

Purchase orders that meet the criteria for deletion, based on the specified organization and date criteria in the Purge Purchase Orders and Invoices dialog box, will be skipped in the purge process if:

- The purchase order has any line items with a payment status of Open.
- The purchase order has a status of Pending, Released, Partly Received, or Continuing.

When a purchase order or invoice is deleted, any links to other records are also deleted. The links that may be deleted are listed below.

Invoice Deleted	Purchase Order Deleted
Bibliographic records	Bibliographic records
Funds (header and line item segment funds)	Claims
Fiscal years	Funds (header and line item segment funds)
(Other linked) Invoices	Fiscal Years
Item records	Invoice lines, Invoice line segments
PO lines, PO line segments	Invoices
Purchase Orders	Item records
Serial Holdings Records	Selection Lists

Invoice Deleted	Purchase Order Deleted
Standing Order parts	Selection List Lines, SL line segments
Subscription records	Serial Holdings Records
Suppliers	Subscription records
	Suppliers

Transactions Logging

When an invoice is purged, an *Invoice Deleted* transaction is logged. When a purchase order is purged, a *Purchase Order Deleted* transaction is logged.

Acquisitions Data in SimplyReports

Since all data in purged invoices and purchase orders is deleted, you may find unexpected results in reports that contain data from records linked to the purged records. For example, a fund report may show money encumbered and expended, but the data from the linked purchase order or invoice cannot be retrieved in a purchase order or invoice report.

Selecting the Organization Level for the Purge

Before specifying the purge criteria and scheduling the job, ensure that the settings reflect how your library system orders and invoices materials:

- If your library uses centralized processing, grant the **Purge purchase orders and invoices: Allow** permission to staff members at the System level in Polaris Administration. When an authorized staff member sets up the purge criteria in the Purge Purchase Orders and Invoices dialog box, only the System organization will be

available to select, so the purge criteria will apply to all organizations in the library system.

> **Tip:**
> Although invoices and purchase orders are "owned" at the Branch level, purging is done at the Library level.

- If your library uses de-centralized processing or a combination of centralized and de-centralized processing, grant the Purge purchase orders and invoices: Allow permission to staff members at the Library level in Polaris Administration. When an authorized staff member sets up the purge criteria in the Purge Purchase Orders and Invoices dialog box, only the Library organization will be available to select, so the purge criteria will apply to the Library organization and all its associated branches.

> **Note:**
> The job looks at any saved entry at the Library level, with object locks honored. If, for some reason, the SQL job fails to purge an invoice or PO, the deletion of that record is reversed, the transaction is rolled back and the job continues. If one or more purchase orders cannot be deleted, the invoice deletion fails.
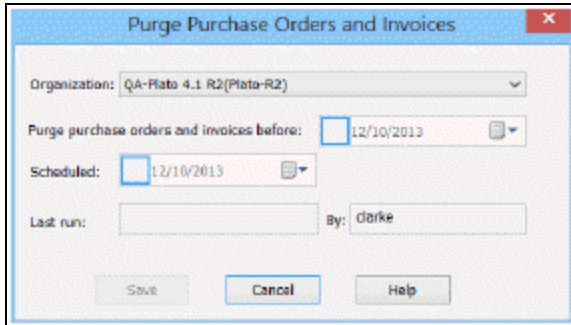
Purge Purchase Orders and Invoices

To purge purchase orders and invoices:

1. Select **Utilities, Acquisitions Processing, Purge Purchase Orders and Invoices** from the Polaris Shortcut Bar.
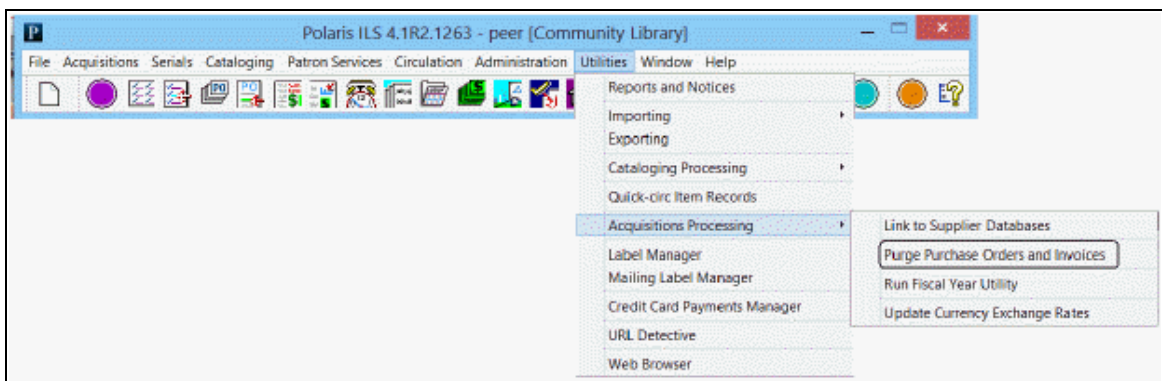
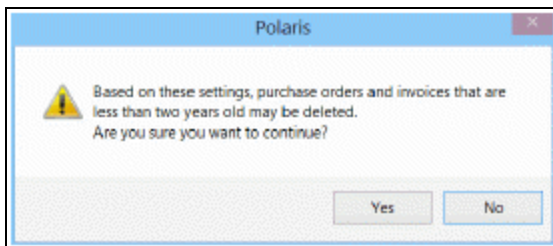The Purge Purchase Orders and Invoices dialog box appears.

> **Tip:**
> Only the organizations for which the user has the Purge purchase orders and invoices: Allow permission appear in the list.

2. In the **Organization** box, select the system or library organization for which the job purge job is scheduled.

3. Select a date in the **Purge purchase orders and invoices before** box. Invoices and purchase orders with a status date before the specified date will be deleted, provided they have a status that permits their deletion.

4. Schedule the job to run by selecting a date in the **Scheduled** field. This option must be selected for the job to run. The time of day that the job runs is set in Polaris Administration.

5. Click **Save**.

   If the selected dates could result in the deletion of purchase orders and invoices that are less than two years old, a warning message appears.

6. Click **Yes** if you want to continue, or **No** to go back and select different **Purge purchase orders and invoices before** and **Schedule** dates.

7. Close the dialog box.

The job is scheduled to run. When the purge job is complete, the checkbox in the **Scheduled** date field is cleared, and the **Last run** and **By** fields are updated. To run the job again, re-check the scheduled box and enter a new date.

Acquisitions Administration Reference

The following tables include the permissions required to do specific Acquisitions tasks, and reference lists for Acquisitions permissions, parameters and profiles.

- [Acquisitions Workflow Permissions](#)
- [Acquisitions Permissions Reference](#)
- [Acquisitions Profiles Reference](#)
- [Acquisitions Parameters Reference](#)

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 the Polaris *Administration Guide*, "Granting Permissions."

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:**
> The following permissions are required to modify Polaris Administration profiles and parameters:
> **Access administration: Allow**
> **Modify parameters: Allow**
> **Modify profiles: Allow**
> For more information, see the *Cataloging Administration Guide*, "Administration Workflow Permissions."

Manage the Acquisitions Budget Permissions

Workflow	Required Permissions	Administration Explorer Security Location
Define fund categories	Access acquisitions: Allow	System - Acquisitions
	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
Change a fiscal year	Access acquisitions: Allow	System - Acquisitions
	Fiscal years: Access	Branch - Acquisitions
	Fiscal years: Modify	Branch - Acquisitions
Delete fiscal year records	Access acquisitions: Allow	System - Acquisitions
	Fiscal years: Access	Branch - Acquisitions
	Fiscal years: Delete	Branch - Acquisitions
Add a fund record	Access acquisitions: Allow	System - Acquisitions
	Fiscal years: Access	Branch - Acquisitions
	Funds: Create	Branch - Acquisitions
Delete fund records	Access acquisitions: Allow	System - Acquisitions
	Funds: Access	Branch - Acquisitions
	Funds: Delete	Branch - Acquisitions
Maintain fund account information	Access acquisitions: Allow	System - Acquisitions
	Funds: Access	Branch - Acquisitions
	Funds: Modify	Branch - Acquisitions

Manage the Acquisitions Budget Permissions

Workflow	Required Permissions	Administration Explorer Security Location
Transfer money between funds	Access acquisitions: Allow	System - Acquisitions
	Funds: Access	Branch - Acquisitions
	Funds: Modify	Branch - Acquisitions
	Funds: Transfer money between funds	System - Acquisitions

Select Material Permissions

Workflow	Required Permissions	Administration Explorer Security Location
Select Material Permissions		

Workflow	Required Permissions	Administration Explorer Security Location
Create and manage selection lists for the organization, including titles added by other selectors, and copy the selection lists to purchase orders. Add a title that is not in the Polaris database. From the Selection List Line Item workform, search for the title in external databases using Z39.50, and create a provisional bibliographic record.	Funds: Modify	System - Acquisitions
	Funds: Transfer money between funds	Library - Acquisitions
	Selection lists: Create	Library - Acquisitions
	Selection lists: Modify	Library - Acquisitions
	Selection lists: Approve/Reject	Library - Acquisitions
	Selection lists: Delete	Library - Acquisitions
	Access cataloging subsystem: Allow	System - Acquisitions
	Bibliographic records: Access	System, Library, Branch - Cataloging
	Cataloging record sets: Access	System, Library, Branch - Cataloging
	Cataloging record sets: Create	System, Library, Branch - Cataloging
	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

Workflow	Required Permissions	Administration Explorer Security Location
Create and modify selection lists, selection list line items, and segments. Do Z39.50 searches from a selection list line item, and create provisional records.	Access acquisitions: Allow Selection lists: Access	System - Acquisitions
	Selection lists: Create Selection lists: Modify	Library - Acquisitions
	Bibliographic records: Access Bibliographic records: Create	Library - Acquisitions
	Create a bib record from Acquisitions and Serials: Allow	System, Library, Branch - Cataloging System, Library, Branch - Cataloging
Merge selection lists	Access acquisitions: Allow	System - Acquisitions
	Selection lists: Access	System - Acquisitions Library - Acquisitions
	Selection lists: Modify	Library - Acquisitions
	Selection lists: Delete	Library - Acquisitions
Rename selection lists	Access acquisitions: Allow	System - Acquisitions
	Selection Lists: Access	Library - Acquisitions
	Selection Lists: Modify	Library - Acquisitions
Delete selection lists	Access acquisitions: Allow	System - Acquisitions
	Selection Lists: Access	Library - Acquisitions
	Selection Lists: Delete	Library - Acquisitions
Modify a selection list line item's status	Access acquisitions: Allow	System - Acquisitions
	Selection Lists: Access	Library - Acquisitions
	Selection Lists: Modify	Library - Acquisitions

Workflow	Required Permissions	Administration Explorer Security Location
Approve or reject selection list line items	Access acquisitions: Allow	System - Acquisitions
	Selection Lists: Access	Library - Acquisitions
	Selection Lists: Modify	Library - Acquisitions
	Selection Lists: Approve/Reject	Library - Acquisitions
Work with selection list line item segments. (This set of permissions allows the user to add, modify, and delete selection list line item segments for the branches at which this permission was granted.)	Access acquisitions: Allow	System - Acquisitions
	Selection Lists: Access	Library - Acquisitions
	Selection List Line Item Segments: Create, modify, delete	Branch - Acquisitions
Bulk add titles to selection lists from record sets	Access acquisitions: Allow	System - Acquisitions
	Selection Lists: Access	Library - Acquisitions
	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

Workflow	Required Permissions	Administration Explorer Security Location
Copy selection list line items to a selection list	Access acquisitions: Allow	System - Acquisitions
	Selection Lists: Access	Library - Acquisitions
	Selection Lists: Modify	Library - Acquisitions
Copy selection list line items to a new or existing purchase order	Access acquisitions: Allow	System - Acquisitions
	Selection Lists: Access	Library - Acquisitions
	Selection Lists: Modify	Library - Acquisitions
	Purchase orders: Access	Branch - Acquisitions
	Purchase orders: Modify	Branch - Acquisitions
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.)		
Add a supplier record to Polaris	Access serials: Allow	System - Serials
	Suppliers: Create	Library - Serials
Delete supplier records	Access serials: Allow	System - Serials
	Suppliers: Access	Branch - Serials
	Suppliers: Delete	Branch - Serials
Maintain the information in existing supplier records	Access serials: Allow	System - Serials
	Suppliers: Access	Branch - Serials
	Suppliers: Modify	Branch - Serials
	Suppliers: Modify postal address fields	System - Serials
Maintain Link to Supplier Databases Table Permissions		
Add and remove suppliers	Access administration:	System - Acquisitions

Workflow	Required Permissions	Administration Explorer Security Location
from the Link to Supplier Databases table	Allow	
	Modify links to supplier databases table: Allow	System - Acquisitions
Order Materials Permissions		
Create new purchase orders and add titles to existing purchase orders	Access acquisitions: Allow	System - Acquisitions
	Purchase orders: Create	Branch - Acquisitions
	Purchase orders: Modify	Branch - Acquisitions
	Funds: Access	Branch - Acquisitions
	Suppliers: Access	Branch - Acquisitions
Add line items to a purchase order. Add a title without a bib in the database by doing a Z39.50 search.	Access acquisitions: Allow	System - Acquisitions
	Purchase orders: Access	Branch - Acquisitions
	Purchase orders: Modify	Branch - Acquisitions
	Bibliographic records: Access	System, Library, Branch - Cataloging
	Bibliographic records: Create	System, Library, Branch - Cataloging
	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
Bulk add titles to purchase orders	Access acquisitions: Allow	System - Acquisitions
	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
Remove unused purchase orders	Access acquisitions: Allow	System - Acquisitions
	Purchase orders: Access	Branch - Acquisitions
	Purchase orders: Delete	Branch - Acquisitions

Workflow	Required Permissions	Administration Explorer Security Location
Release 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
	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 (This permission allows user to change only the **Display in PAC** setting in bibliographic records.)	System - Acquisitions
Create item records when material is ordered	Access acquisitions: Allow	System - Acquisitions
	Create and delete item records from acquisitions and serials: Allow	System - Acquisitions
Print purchase orders to mail or fax to supplier	Access acquisitions: Allow	System - Acquisitions
	Print purchase orders: Allow	Branch - Acquisitions

Workflow	Required Permissions	Administration Explorer Security Location
Send purchase orders electronically via EDI	Access acquisitions: Allow	System - Acquisitions
	Purchase orders: Access	Branch - Acquisitions
	Purchase orders: Send electronic purchase orders	Branch - Acquisitions
Receive Materials Permissions		

Workflow	Required Permissions	Administration Explorer Security Location
Receive purchase orders and create invoices. Receive from an invoice.	Access acquisitions: Allow	System - Acquisitions
	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 items and receive purchase order line items using the Check In Shelf-Ready Materials workform.	Check in shelf-ready materials: Allow (Only this permission and **Access acquisitions: Allow** are required to use the Check In Shelf-ready Materials workform.)	System - Acquisitions
Receive cartons of materials by scanning (or entering) the barcode on	Receive ASN Shipments: Allow	System - Acquisitions

Workflow	Required Permissions	Administration Explorer Security Location
the outside of the box.		
Claim Ordered Items Permissions		
Claim items when shipments are processed and materials did not arrive as expected	Access acquisitions: Allow	System - Acquisitions
	Purchase orders: Access	Branch - Acquisitions
	Purchase orders: Modify	Branch - Acquisitions
	Purchase orders: Access	Branch - Acquisitions
	Claim record: Create	Branch - Acquisitions
Claim from the Claim Alert List	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 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
Print from Claim Alert List	Access acquisitions: Allow	System - Acquisitions
	Claim alert list: Access	System - Acquisitions

Workflow	Required Permissions	Administration Explorer Security Location
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

Workflow	Required Permissions	Administration Explorer Security Location
Pay, undo payment, credit, or adjust invoices	Access acquisitions: Allow	System - Acquisitions
	Invoices: Access	Branch - Acquisitions
	Invoices: Adjust	Branch - Acquisitions
	Invoices: Modify	Branch - Acquisitions
	Invoices: Pay, Undo payment, 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
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

Workflow	Required Permissions	Administration Explorer Security Location
	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 the Polaris *Administration Guide*, "Acquisitions Administration Permissions."

- Acquisitions permissions list - See Acquisitions Permissions for an alphabetical reference list.

Acquisitions Permissions Reference

> **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.

Control Record	Org Levels	Permissions	Description
Access acquisitions	System	Allow	Open Acquisitions workforms.
Adjust currency exchange rate	System, Library	Allow	Update the currency exchange rates for enabled currencies.
Check in shelf ready materials	System	Allow	Use the Check In Shelf Ready Materials workform

Control Record	Org Levels	Permissions	Description
			to receive shelf-ready items.
Claim alert list	System	Access	Process and manage Acquisitions claims.
Claim record	Branch	Access, Create, Modify, Delete	Manage claiming.
Create a bib record from acquisitions and serials	System	Allow	Create bibliographic records as part of acquisitions and serials processing.
Create and delete item record from acquisitions and serials	System	Allow	Create and delete item records while performing acquisitions and serials tasks. This permission is required to automatically delete item record when deleting serials issues.
Export acquisitions data	System	Access	Access the application to export acquisitions data from the Polaris ILS.
Fiscal Years	Branch	Access, Create, Modify, Delete	Work with fiscal year records
Funds	Branch	Access, Create, Modify, Delete, Transfer money	Maintain the budget accounts owned by the branch.

Control Record	Org Levels	Permissions	Description
			between funds.
Invoices	Branch	Access, Create, Modify, Delete, Pay invoices exceeding fund expenditure limits, Pay, Undo payment, Credit, Print vouchers	Maintain invoices owned by the branch.
Modify a bibliographic record from acquisitions and serials	System	Allow	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. 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**.

Control Record	Org Levels	Permissions	Description
Modify tax rates table	System	Allow	Modify tax rates in the Tax Rates database table.
Process EDI invoices	System	Allow	Use the Process EDI Invoices workform to display and process EDI invoices for partial shipments.
Purchase orders	Branch	Access; Change fund, destination, collection; Create; Delete; Delete cancelled orders; Modify; Print purchase orders; Print workslips; Release order exceeding fund encumbrance limits; Release order resulting in negative fund free balance; Release, receive, cancel, close PO; Send electronic purchase orders; Undo Receipt; Change fund, destination, collection	Work with purchase orders at the branch at which the permissions were assigned.
Purge purchase orders and invoices	System	Allow	Use the purge process to remove old purchase orders

Control Record	Org Levels	Permissions	Description
			and invoices from the database.
Receive ASN Shipments	System	Allow	Use the Receive ASN Shipment workform to receive shipments.
Run fiscal year utility	System	Allow	Use the fiscal year utility to roll over fiscal years.
Selection List Line Item Segments	Branch	Access; Create; Modify; Delete	Work with selection list line item segments for the branches at which the permission is granted.

Acquisitions and Serials Profiles Reference

These profiles are available when you select Profiles, Acquisitions/Serials at the listed organizational levels.

Profile	Org Levels	Description	Default Setting
Acq claim/cancellation defaults	System, Library, Branch	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	

Profile	Org Levels	Description	Default Setting
		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.	
API: Use fund name	System, Library, Branch,	Determines if the Polaris API endpoint JobsPurchaseOrdersResultGet returns the Fund name (Yes) or the Alternate Fund name (No). The default is No.	No
Default directory	System, Library, Branch, Workstation	Specifies where Acquisitions logs and files are stored.	The default is C:\Polaris Report.
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 checkbox is not checked.	The default is Yes; to disable, set to No.

Profile	Org Levels	Description	Default Setting
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. 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	The default is No; to enable, set to Yes

Profile	Org Levels	Description	Default Set-ting
		from all organizations in the system display in the Destination drop-down list.	
Override Acquisitions Blocks	Staff	Specifies whether the selected staff member can override permission blocks 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.
Receiving line items: Warn if linked hold requests	System, Library, Branch	Specifies whether a warning message appears when users receive a line item for which there is a hold request.	The default is Yes; to disable, set to No.
Retain material type when copying line item segment data	System, Library, Branch	Specifies whether to copy the material type when line item segment data is copied in a selection list or purchase order.	The default is Yes; to disable, set to No.
Selection list line item defaults	System, Library, Branch, Staff	Sets the default distribution and supplier information for selection lists.	
Titles to Go	System, Library, Branch	Enables the Titles to Go service with the suppliers you select.	

Acquisitions Parameters Reference

These parameters are available under **Parameters > Acquisitions/Serials** in System Administration.

Parameter	Org Levels	Description	Default Setting
Bulk Add to PO: Add Alert to PO line item for multiple ISBNs	System, Library, Branch	Specifies whether the Alert checkbox 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:	System, Library,	Specifies whether	The default is Yes;

Parameter	Org Levels	Description	Default Setting
Replace invalid fields with default data	Branch	invalid data is replaced with default data when adding line items to a selection list from a bibliographic record set.	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	System, Library, Branch	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,	The default is No; to enable, set to Yes.

Parameter	Org Levels	Description	Default Setting
		and starting number for the Polaris-generated number	
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	System, Library, Branch	Specifies whether purchase order line	The default is No; to enable, set to

Parameter	Org Levels	Description	Default Setting
print during ASN receiving .		items can be printed in batch from the Receive ASN Shipments workform.	Yes
PO line item workslips: Print on-order 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.
	System, Library, Branch		
Purchase order starting number	System, Library, Branch	Specifies the number for the first generated purchase order number.	The default is 1.
Purchase order number increment	System, Library, Branch	Specifies the numerical interval Polaris automatically assigns between	The default is 1.

Parameter	Org Levels	Description	Default Setting
		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.	
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	If the EDIAgent has been run before at your site, the default setting is No.

Parameter	Org Levels	Description	Default Setting
		Yes - for new Polaris installations.	

Glossary

0

006 field

Fixed-length Data Elements - Additional Material Characteristics: This field contains 18 character positions (00-17) that provide for coding information about special aspects of the item being cataloged that cannot be coded in field 008 (Fixed-Length Data Elements). It is used in cases when an item has multiple characteristics. It is also used to record the coded serial aspects of nontextual continuing resources. The field has a tree structure, whereby the code given in 006/00 (Form of material) determines the data elements defined for subsequent character positions. Except for code s (Serial/Integrating resource), the codes in field 006/00 correspond to those in Leader/06 (Type of record). For each occurrence of field 006, the codes defined for character positions 01-17 will be the same as those defined in the corresponding field 008, character positions 18-34. Configurations of field 006 are given in the following order: books, computer files/electronic resources, maps, music, continuing resources, visual materials, and mixed materials.

007 field

Physical Description, Fixed Field - This field contains special information about the physical characteristics in a coded form. The information may represent the whole item or parts of an item such as accompanying material. The data elements in field 007 are positionally defined and the number of character positions in field 007 depends upon the code contained in 007/00. Character position 00 contains a code that identifies the category of material. The fill character (|) is not allowed in this position. The fill character may be used in any other character position when the cataloging agency makes no attempt to code the position. The categories of material for which field 007 is applicable in bibliographic records are presented in the following order in the field description: map, electronic resource, globe, tactile material, projected graphic, microform, non-projected graphic, motion picture, kit, notated music, remote-sensing image, sound recording, text, videorecording, and unspecified.

008 field

Fixed-length Data Elements - General Information This field contains 40 character positions (00-39) that provide coded information about the record as a whole and about special bibliographic aspects of the item being cataloged. These coded data elements are potentially useful for retrieval and data management purposes. The data elements are positionally defined. Character positions that are not defined contain a blank (#). All defined character positions must contain a defined code; for some field 008 positions, this may be the fill character (|). The fill character may be used (in certain character positions) when a cataloging organization makes no attempt to code the character position. The fill character is not allowed in field 008 positions 00-05 (Date entered on file). Its use is discouraged in positions 07-10 (Date 1), 15-17 (Place of publication, production, or execution), and the 008 position defined for Form of item (either position 23 or 29 depending upon the 008 configuration). Character positions 00-17 and 35-39 are defined the same across all types of material, with special consideration for position 06. The definition of character positions 18-34 was done independently for each type of material, although certain data elements are defined the same in the specifications for more than one type of material. When similar data elements are defined for inclusion in field 008 for different types of material, they occupy the same field 008 character positions.

A

added entry

A secondary entry to the main entry in a MARC record.

approval plan

An arrangement with a publisher or vendor to send materials automatically. With an approval plan, it is not necessary for the library to order each title individually, and titles that are not considered appropriate may be returned by the library. An approval plan with a vendor is usually an agreement that the library will receive current imprints selected for the library on the basis of a detailed profile.

ASN (Advanced Shipping Notice)

An advance shipping notice or advance ship notice (ASN) is an electronic notification of pending shipments that is provided by a supplier after an EDI order is received and processed. If the supplier has the capability to produce ASNs (X12

transaction set 856), the Polaris EDIAgent utility retrieves the shipment inform-
ation, and loads the data into Polaris. This enables users to receive materials in
Polaris by scanning the tracking barcode on the outside of the carton.

B

blanket plan

A blanket plan (also called a blanket order) is most commonly used for ordering
all materials or a specific subset of materials that are published by an organ-
ization. In contrast with approval plans, blanket plans do not generally allow
return privileges with simple deductions from the invoice. With blanket plans,
quality is less important than comprehensiveness of coverage. Blanket plans
can be as narrow as a specific publisher's series or as broad as a request to
send all material of a particular type or on a particular subject.

blind reference

1) An authority link (see or see also - 4xx and 5xx respectively) which points to
an authority heading that does not exist in the database. 2) An authority heading
(1xx) to which no bibliographic records are linked.

C

cataloging source

A code stored in tag 040 $a that tells who created the record. These codes are
governed by the MARC code list for libraries.

chronology

The date(s) used by the publisher on a serially-issued bibliographic unit to help
identify or indicate when it was published. The chronology may reflect the dates
of coverage, publication, or printing.

content designators

Tags, indicators, and subfield codes in a MARC record.

D

delimiter

A separate character used in conjunction with a subfield code and introduces each subfield in a variable field.

deposit account

A deposit account is an account with a vendor that allows customers to pay all or a portion of the estimated annual billing in advance. Depending on the amount prepaid, the typical discount is from 1.5% to 4.5% more than with a regular plan, where invoices are paid after the receipt of titles.

diacritical mark

Any of various marks, such as a macron or cedilla, added to a letter or symbol to indicate its pronunciation or to distinguish it in some way.

E

enumeration

The designation reflecting the alphabetic or numeric scheme used by the publisher on an item or assigned when the holdings statement is created to identify the individual bibliographic or physical parts and to show the relationship of each unit to the unit as a whole.

express registration

Entering patron information during the check-out process as a service to new, unregistered patrons.

F

first available copy requests

Hold requests for specific issues of a serial title (such as the May 2015 issue of Horticulture Magazine) or specific parts of a multi-part title (such as the first season of a television series on DVD).

form subdivision

A division of a subject heading which brings out the form of the work. For example, in the headings: Internet (Computer network) - Periodicals Library technicians - Bibliography

free days

A value applied at normal and bulk check-in, renewal, and offline that allows you to omit a specified number of days from the overdue fine calculation.

G

geographic qualifier

The name of a larger geographic entity added to a local place name. For example, in the headings: Cambridge (Mass.) Toledo (Spain)

geographic subdivision

A subdivision which limits a topical subject heading to a specific geographic location. For example, in the headings: Women - Peru Libraries - New York (State)

M

monographic series

A group of monographs with a collective title in addition to their individual titles. The individual titles may or may not be numbered. The collective title is generally found on the title page or the cover of each monograph.

N

non-integrated serial

A non-integrated serial is an item that is linked to a bibliographic record with a MARC bibliographic level entry of S , but is not linked to a Serial Issue Record created through the Polaris Serials Module.

R

RTF

Requests-To-Fill or RTF processing sends hold requests to designated libraries in a specified order. A library chooses to fill or deny the request. The request is routed until it is filled, it expires, or every library denies it.

RTF routing cycle

The request-to-fill (RTF) routing cycle includes a primary and a secondary cycle defined by the Holds Routing Tables. You can enter a number of branches as responder branches, beginning with the requestor (your) branch. The cycle tries to fill a hold at the same branch first, and then tries to fill the hold at the next branch listed in the primary routing table. After a preset amount of time, the branches in the secondary table try to fill the hold, each in turn.

S

SICI

The colloquial name for Serial Item and Contribution Identifier. The SICI is the SISAC bar code. The SICI incorporates the ISSN and is used on scholarly, technical, medical and other subscription based serials.

SISAC

Serials Industry Systems Advisory Committee. This committee was instrumental in creating the supporting documentation for the NISO z39.56 standard.

standing order

An order placed with a vendor or the publisher directly for all publications in a series, all volumes in a set, or all publications of a single publisher.

T

trapped

An item is said to be trapped for a hold when an item that fills a request is scanned at circulation and the system links the item to a specific request, either automatically or by displaying a message that prompts you for a decision.

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C