Voyager Acquisitions/Serials Training Acquisitions Exercises

For the following exercises, please log into the Acquisitions client with the username and password given to you by your trainer.

Exercise 1: Setting Up Session Preferences

Each Acquisitions Operator has the ability to personalize the client's displays and to streamline the acquisitions workflow.

1. Click on the *Set Preferences* button (or *Tools > Preferences* from the menu bar).

   a) From the Colors and Fonts tab, change the Tab color.
   b) From the List Bar tab, select *Search Orders* as your Default workspace. Click *Apply* then *OK*.

2. Click on the *Workflows* button (or select *Tools > Workflows*).

   a) From the *Searching* tab:

      - For "Default Searches" choose:
        – Line Items – Bib & Holdings Info
        – Orders – PO Number
        – Invoices – Invoice Number

      - Check the boxes for:
        – Retain last search and
        – Automatic truncation for non-keyword searches

      - From the "Character Set Mapping for Import" drop-down menu, select OCLC (non-Unicode).

   b) From the *Line Items* tab:

      - In the section "Quick Line Items – Purchase Orders," check the second box: Enable Quick Line Items for Edit/View Details

      - In the section "Quick line Items – Invoices," check the second box: Enable Quick Line Items for Edit/View Details

      - Click "Apply"

   c) Click *OK*.

Exercise 2: Creating a Vendor Record

From the Listbar, click on *Vendors*, then *New Vendors* (or *View > Vendors > New Vendors*) to create a new vendor record in Voyager.

1. Use your initials for the Vendor Code.

2. Set the Vendor Type as "domestic monograph."

3. Set the Vendor Name to "<your last name> Inc."

    a. Fill out one address to be used as Order Address, Return Address and Claim Address.

    b. Add a phone number to Address 1.

    c. Fill out a second address to be used as a Payment Address.

    d. Create a firm order account ("Default PO Type") named *Books* with an 18% discount for the vendor. Select all locations for the account. *

    e. Create a continuations account ("Default PO Type") named *Serials* with a 0% discount for the vendor. Select all locations for the account. *

* Tip: copy the "Account Number" field to the "Account Name" field so you can view the Account Name when creating POs and invoices.

Write your vendor code here for use in later exercises: _____

Exercise 3: Creating Purchase Orders

Exercise 3-A: Adding a line Item to a Purchase Order from an existing Voyager database

Click on *Orders*, then *New Purchase Orders* from the Listbar (or View > Orders > New Orders) to create a new purchase order.

1. **Complete the purchase order *header* with the following information:**

   a. PO Number: <Your Initials> + the Voyager-assigned PO number (example: "KH123")

   b. PO Type: Choose *Firm Order*.

   c. Vendor Code: Use the code for the vendor you created in Exercise 2 above.

   d. Account: Select the *"Books"* account you created for your vendor.

   e. Order Site: Choose *Acquisitions Desk*.

   f. Ship To: Choose *Acquisitions Desk.*

   g. Bill To: Choose *Acquisitions Desk.*

2. In the PO **footer**, mark the purchase order as a *Rush* order.

3. **Save** the Purchase Order to activate the Line Item section.

4. **Adding the Line Item:**

   a. Click the *Add Line (Bib Search)* button at the bottom of the PO window to open up the staff search screen.

      This option allows you to search for a record in your own database (ordering second copies, replacements, etc.), or in remote databases, such as the Universal Catalog. For this exercise we will search the "I-Share Union Catalog."

      1. Choose the *Remote* button, then select "I-Share Union Catalog." Click *Add*, then *Connect*.

      2. Under the "Index Selection" tab, conduct a title search for title words of your choosing.

      3. Select a title and click "OK" to add the title to the PO.

      4. **Write the title of the book here:**

         _____

b. Highlight the line item you just created and click on the *Quick Line Items* button.

1. Enter a price of $39.95.

2. For *Line Item Type*, use Single Part.

3. Order **one copy for the Main location** and allocate the commitment to a "Books" fund of your choice from the "FY2017" ledger.

    Tip: There are three ways to choose a fund:
    - Click on the folder icon next to the "Ledger" field, then choose the fund from the displayed hierarchy
    - Enter a Fund Code in the "Commit to Fund" field
    - Click on the binoculars next to the "Commit to Fund" field to search for a fund

4. Finally, add requester information in the *Requester* field.

5. Click *Save* to close the Quick Line Items window.

5. **Approve** the purchase order.

> **Write the PO number from Exercise 3-A here: _____**

Exercise 3-B: Adding a line item from an import file (e.g., OCLC)

Click on *Orders*, then *New Purchase Orders* from the Listbar (or View > Orders > New Orders) to create a new purchase order.

1. **Complete the purchase order *header* with the following information:**

a. PO Number: <Your Initials> + the Voyager-assigned PO number (example: "KH124")

b. PO Type: Choose *Firm Order*.

c. Vendor Code: Use the code for the vendor you created in Exercise 2 above.

d. Account: Select the *"Books"* account you created for your vendor.

e. Order Site: Choose *Acquisitions Desk*.

f. Ship To: Choose *Acquisitions Desk.*

g. Bill To: Choose *Acquisitions Desk.*

2. In the PO **footer**, mark the purchase order as a *Rush* order.

3. **Save** the Purchase Order to activate the Line Item section.

4. <u>**Adding the line item:**</u>

    a. Choose the *Add Line (Bib Import)* button to open up the import dialog box.

        1. Select a record from the import file. Check "Delete from file after import" in Dialog box. Import files are located on the Desktop in a folder called Acquisitions Import Files.

        2. Click on the *Import* button and then click *Close*.

        3. **Write the title of the book here: _____**

    b. Highlight the line item and click on the *Detailed Line Item* button.

    c. From the *Price* tab and enter a price of $29.50. Click *Save*.

    d. Now click *Add* and add a $4.00 shipping charge (applied to the line item). Click *OK* then *Save*.

    e. From the *Copies/Funds* tab, order **one copy for the Main collection** and **one copy for the Reference Department**; allocate the commitment for each copy to a "Books" fund of your choice from the "FY2017" ledger.

        Tip: When you go to add the second copy, the order location for the first copy will initially display. Changing the order location to the desired location will re-set the display so you can fill in the rest of the fields as needed.

    f. Under the *Notes* tab, in the *Instructions to Vendor* box, indicate that you require the 3rd edition of the book. Click *Save* after adding the note.

    g. Click *Save and Close* on the Detailed Line Item window.

5. **Approve** the purchase order.

    > **Write the PO number from Exercise 3-B here: _____**

Exercise 3-C: Adding a line item via a template

Click on *Orders*, then *New Purchase Orders* from the Listbar (or View > Orders > New Orders) to create a new purchase order.

1. **Complete the purchase order *header* with the following information:**

   a. PO Number: <Your Initials> + the Voyager-assigned PO number (example: "KH125")

   b. PO Type: Choose *Firm Order*.

   c. Vendor Code: Use the code for the vendor you created in Exercise 2 above.

   d. Account: Select the *"Books"* account you created for your vendor.

   e. Order Site: Choose *Acquisitions Desk*.

   f. Ship To: Choose *Acquisitions Desk.*

   g. Bill To: Choose *Acquisitions Desk.*

2. In the PO **footer**, mark the purchase order as a *Rush* order.

3. **Save** the Purchase Order to activate the Line Item section.

4. **Adding the line item:**

   a. Choose the *Add Line (Template)* button to create a bib for a title of your choosing (an actual or invented title). Complete other template fields as desired, then click OK.

   b. **Write the title of the book here: _____**

   c. Click on the *Detailed Line Item* button.
      1. Enter a price of $19.95 and click *Save*.

      2. Now click *Add* and add an additional 5% discount (this will be on top of the 18% discount already displaying).
      3. Click *Save* after adding the discount.

      4. From the *Copies/Funds* tab order **two copies for the Main collection**. Again, use a "Books" fund of your choice from the "FY2017" ledger.

      5. Click *Save and Close* on the Detailed Line Item.

5. **Approve** the purchase order.

> **Write the PO number from Exercise 3-C here: _____**

Exercise 4: Using Extended ("Split") Fund Allocations

We will first change some session defaults:

1. Click on the *Set Session Defaults* button (or *Tools > Defaults*).

2. Select the *Line Item Copies/Funds* tab. Establish defaults for the session as follows:

   a. Intended Location: Main

   b. # of Copies: 1

   c. Ship To: *Acquisitions Desk*

   d. Fund: Select a "book" fund of your choice from the "FY2017" ledger from the dropdown list.

   Click *OK.*

Exercise 4-A: Splitting the fund allocation for a single item between two funds:

Creating the Purchase Order:

1. **Complete the purchase order *header* with the following information:**

   a. PO Number: <Your Initials> + the Voyager-assigned PO number (example: "KH126")

   b. PO Type: Choose *Firm Order*.

   c. Vendor Code: Use the code for the vendor you created in Exercise 2 above.

   d. Account: Select the *"Books"* account you created for your vendor.

   e. Order Site: Choose *Acquisitions Desk*.

   f. Ship To: Choose *Acquisitions Desk*.

   g. Bill To: Choose *Acquisitions Desk.*

2. **Save** the Purchase Order to activate the Line Item section.

3. **Adding the line item:**

   a. Use the *Add Line (Bib Import)* feature you used in exercise 3-B to import a record from the import file onto the PO.

   b. *Write the title of the book here:_____*

c. Select *Detailed Line Item*, then the *Price* tab, and enter a price. Click *Save.*

d. Under the *Copies/Funds* tab, order **one copy for the Main location** (from your defaults, this should already be filled in for you).

We are now going to split the allocation for the copy between two funds:

1. Highlight the line and click *Edit.*

2. Click the *Extended Fund Allocation* button.

3. Click *Edit Fund* and select the radio button to split the Allocation by "Specific Amount". Enter a specific amount to something less than the total cost of the book. Click *Save.*

4. Click the *Add Fund* button and assign the remaining amount to a second "Books" fund of your choosing, the remaining cost of the line item is automatically entered. Click *Save.*

5. Click *Save copy* and then click *Close.*

e. Click *Save and Close* on the Detailed Line Item.

4. **Approve** the purchase order.

> **Write the PO number from Exercise 4-A here: _____**

Exercise 4-B: Splitting fund allocations between multiple copies ordered on the same line item:

Creating the Purchase Order:

1. **Complete the purchase order _header_ with the following information:**

   a. PO Number: <Your Initials> + the Voyager-assigned PO number (example: "KH127")

   b. PO Type: Choose *Firm Order*.

   c. Vendor Code: Use the code for the vendor you created in Exercise 2 above.

   d. Account: Select the *"Books"* account you created for your vendor.

   e. Order Site: Choose *Acquisitions Desk*.

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  f. Ship To: Choose *Acquisitions Desk*.

  g. Bill To: Choose *Acquisitions Desk.*

2. **Save** the Purchase Order to activate the Line Item section.

3. **<u>Adding the line item:</u>**

  a. Create a new line item (*Add Line (Template)* button) for a title of your choosing as you did in exercise 3-C.

  b. *Write the title of the book here:*_____

  c. Select *Detailed Line Item*, and enter a price under the *Price* tab.

  d. Click on the Copies/Funds tab and order **two copies for the Main location**. Since you set up a one copy default in the session defaults, you'll need to use the *Edit* button under the *Copies/Funds* tab to add the second copy for the Main location.

  e. Pay for each copy from a different fund:

   1. Start out by paying for both copies from the same fund.

   2. Click on *Extended Fund Allocation* (this will let you change the allocation for the second copy to a different fund).

   3. Select copy number 2, then click *Edit Fund* to change the fund for this copy. Click *Save.*

   4. Click *Save copy* and then click *Close*.

Tip: to verify that both copies are being paid for from different funds, click the small "+" sign next to the "Intended Location" of Main. You should see both copies listed, each being paid from a different fund.

4. **Approve** the purchase order.

> **Write the PO number from Exercise 4-B here: _____**

Exercise 5: Editing an Approved Purchase Order

From the Listbar, select *Orders* then *Search Orders* to locate the Approved Purchase Order you created in **Exercise 4-A**.

1. Click on the line item in the PO so it is highlighted.

2. From the Toolbar menu, select *Line Item > Edit Approved.*

3. Change the list price of the item.

4. Change one of the funds by highlighting the order. In the Funds box at the bottom of the workform, click *Edit Fund* and change the fund to another fund.

5. *Save* the changes.

6. *Save and Close* the PO.

Note: It is possible to change the Intended Location on an Approved purchase order, but the new location will <u>not</u> be automatically updated in the MFHD; the MFHD must be edited in Cataloging to indicate the change in Intended Location.

Exercise 6: Receiving and Invoicing

Receiving and invoicing can be done together or as two separate steps. In addition, invoices can be created by manually pulling in line items from various POs, or by using the PO as a basis for creating an invoice. The following exercises will demonstrate these different options.

Exercise 6-A: Receiving & invoicing in the same step

From the Listbar, click on *Invoices*, then *New Invoices* (or *View > Invoices > New*). A blank invoice will open.

1. **Complete the invoice *header* with the following information:**

    a. Invoice Number: Use your initials followed by any number.

    b. *Write the invoice number here:* _____

    c. Invoice Date: click on the drop-down arrow at the end of the date field to open a calendar and select a date.

    d. Vendor Code: Use the vendor code created in Exercise 2 above. Optionally, select the Book account.

    e. Invoice Amount: Leave blank for now (you will fill in the same amount as in *Total Cost* prior to approving the invoice at the end of the exercise).

2. **Save** the invoice to activate the *Add Line from Order* button.

3. **Adding a line item to the invoice:**

    a. Click on *Add Line from Order* and search for the PO created in **Exercise 3-A**. If you didn't write down the PO number, search for the PO by different criteria (e.g., Date).

    b. Identify the PO that you want to invoice, then click the *Display Line Items* button.

    c. Click <u>in</u> the red box next to the title to select the line item.

    d. Click *Append/Receive.* This copies the line item to the invoice and receives it at the same time.

        If you *entered a Reque*stor name when creating the PO, a pop-up box will now alert you to this. Click *OK* to clear the box. When Voyager returns from the Find PO screen, you'll see that the line item that you just appended/received has been removed from the list of items on the PO eligible for invoicing.

    e. Click *Close* to close the Find PO screen.

f. Click *Detailed Line Item* and click on the Price tab. Copy the amount displayed in the List Price field into the Actual Price field. Click *Save*. This will update the *Line Item Subtotal* and *Total Invoice Amount* fields in the invoice header.

4. **Approving the invoice:**

   a. Edit the *Amount* field of the invoice (located in the upper left corner of the invoice header below the Invoice Date) to match the amount displayed in *Total Invoice Amount*.

   b. Approve the invoice.

Exercise 6-B: Receive & invoice one copy, claim a missing copy

From the Listbar, click on *Invoices*, then *New Invoices* (or *View > Invoices > New*). A blank invoice will open.

1. **Complete the invoice *header* with the following information:**

   a. Invoice Number: Use your initials followed by any number.

   b. *Write the invoice number here:* _____

   c. Invoice Date: click on the drop-down arrow at the end of the date field to open a calendar and select a date.

   d. Vendor Code: Use the vendor code created in Exercise 2 above.

   e. Invoice Amount: Leave blank for now (you will fill in the same amount as in *Total Cost* prior to approving the invoice at the end of the exercise).

2. **Save** the invoice to activate the *Add Line from Order* button.

3. **Adding the line item to the invoice:**

   a. Click on *Add Line from Order* and search for the PO created in **Exercise 3-B**. If you didn't write down the PO number, search for the PO by different criteria (e.g., Date).

   b. Identify the PO that you want to invoice, then click the *Display Line Items* button.

   c. Receive and invoice the copy you ordered for **Reference** by clicking on the + sign next to the title and selecting the Reference copy by clicking within the red box. Click *Append/Receive* as you did in the previous exercise.

   d. Click *Close.*

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To claim the missing copy for the Main collection:

1. Minimize the Invoice window.

2. Performing a *Line Item* search (Listbar > *Line Items* > *Search Line Items*) to find the line item.

3. Click on the desired line item and click the *Edit* button.

4. When the line item detail window opens, click the *Receive/Mark* tab.

5. Click the small "+" sign to expand the list and view all copies.

6. Select the copy for Main by clicking <u>in</u> the red box.

7. From the "Mark reason" dropdown list, select "Claim." Add comments if you wish, and click *Mark*. The item is now on the Problems List. (An error message may appear when you do this step. If it does, close the line item details window & re-open it, but don't re-do the *Mark* step.)

8. Click on the *Problems* tab. You should see your pending claim listed.

   Tip: To generate the claim for the item immediately, you could click *Generate Claim* on the *Problems* tab, select "no copies received" and click *OK*. The claim is now queued to be printed via the Reporter client. (We will not do that in class.)

4. **Approving the invoice:**

   a. Maximize the invoice again.

   b. Highlight the line item and click *Detailed Line Item*, then the *Price* tab.

   c. Copy the List Price into the Actual Price field. Click *Save*.

   d. Click *Add* and add an 18% discount applied to the line item.

   e. Click *Add* again and add a shipping charge of $4.00 (also applied to the line item).

   f. Click *Save.*

   g. Edit the *Amount* field of the invoice (located in the upper left corner of the invoice header below the Invoice Date) to match the amount displayed in *Total Invoice Amount*.

   h. Approve the invoice.

Exercise 6-C: Receiving (without invoicing) from a PO

This procedure can be used if you wish to receive an item without having an invoice in hand at the time (e.g., you have a shipment with a packing slip and the invoice will be sent under separate cover).

1. From the Listbar, click on *Orders*, then *Search Orders* (or *View > Orders > Search*) and locate the PO you created in **Exercise 3-C**. If you didn't write down the PO number, search for the PO by different criteria (e.g., Date).

2.   Click *Edit...* to open the PO.

3. To receive an item without invoicing it, click on the line item to highlight it, then click the *Recv/Mark...* button at the bottom of the PO.

4. Select the items you wish to receive (in this case, both copies) and click *Receive*.

5. Notice that the status of the line item on the order screen changes to Received, but the number of copies invoiced remains zero.

6. Click *Close.*

7. Click *Save and Close* on the PO.

Tip: When your invoice is received, you may invoice these materials by either of these methods:

    a.   Creating an invoice from scratch (as in Exercises 6-A & 6-B above). **Note:** When creating an invoice from scratch, when you add the items to the invoice you will click the Append button (instead of Append/Receive), since the items have already been received.

    b. Creating an invoice from the PO (exercises 7-A & 7-B below).

Exercise 7: Creating Invoices from Purchase Orders

Voyager allows you to create an invoice directly from the PO, a process that copies all of the line items from the selected PO onto a new invoice. You'll want to correct the PO header information with the data from the printed vendor invoice, remove any line items that are not included on the invoice, and update the price/adjustments of each item before approving the invoice.

Exercise 7-A: Create invoice from PO; add shipping charges to cover entire invoice; receiving when approving the invoice.

From the Listbar, click on *Orders*, then *Search Orders* (or *View > Orders > Search*) and locate the PO you created in **Exercise 4-A**. If you didn't write down the PO number, search for the PO by different criteria (e.g., Date). Click *Edit...* to open the PO.

From the toolbar menu at the top of the PO, select *Order > Create Invoice.* A new invoice workform will open.

1. **Modify the invoice *header* with the following information:**

   a. Invoice Number: Append the word "INVOICE" to the PO number that displays automatically.

   b. *Write the invoice number here:* _____

   c. Leave the system-assigned voucher number as-is.

   d. Invoice Date: will default to today's date. Leave as-is, or click on the drop-down arrow at the end of the date field to open a calendar and select a date.

   e. Vendor Code: will fill in automatically.

   f. Vendor Account: make sure the "Books" account is displaying.

   g. Invoice Amount: Leave blank for now (you will fill in the same amount as in *Total Cost* prior to approving the invoice at the end of the exercise).

2. **Editing line item information:** *Tip:* When creating an invoice from a PO you do not need to save the header information before you can edit the line items.

   a. Highlight the line item and click on *Detailed Line Item.*

   b. Change the price. (Reminder: you must click the *Save* button on the *Price* tab before selecting another tab.)

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    c. From the *Copies/Funds* tab, change the fund allocation so that a different fund is paying for a percentage of the item. (See **Exercise 4-A** for the details of how to do this; the procedure is the same for both POs and invoices).

    d. When finished, click *Save and Close* on the Detailed Line Item window.

Adding per-invoice shipping/handling charges: (Note: as you've seen you can also add shipping charges, as well as discounts and other adjustments, on a per-line-item basis. This exercise adds shipping/handling charges that cover an entire invoice.)

    a. In the invoice header, click the [...] box next to "Other Charges."

    b. In the "Invoice Fees" window, click *Adjust*, then click *Add*.

    c. Select the *Charge Type* as "shipping charge" and the *Application Method* as "Amount."

    d. Put in an amount of $10.00 and select a fund from which to pay the shipping charges.

    e. Click *OK*.

    f. Click *OK* again to close the "Invoice Fees" window.

3. **Approving the invoice: "receive on approve"**

    a. Edit the *Amount* field of the invoice (upper left corner below the Invoice Date) to match the amount in *Total Invoice Amount*.

    b. Approve the invoice. When the dialogue box for approval opens, click in the box "receive on approve" then click OK. This now receives all the items you just invoiced.

    c. Close the invoice then close the PO.

4. **Note re: receiving items you've invoiced:**

    If you create an invoice from the PO, BUT:
- You did NOT do "receive on approve" as we did in this exercise
- OR you did not previously receive the items in Voyager

At this point you must open the PO and receive the items (as we did in Exercise 6-C, "Receiving without invoicing").

Exercise 7-B: Create invoice from PO; add per-line-item shipping charges and discounts; return one copy of an item

From the Listbar, click on *Orders*, then *Search Orders* (or *View > Orders > Search*) and locate the PO you created in **Exercise 4-B**. If you didn't write down the PO number, search for the PO by different criteria (e.g., Date). Click *Edit...* to open the PO.

From the toolbar menu at the top of the PO, select *Order > Create Invoice.* A new invoice workform will open.

1. **Modify the invoice *header* with the following information:**

   a. Invoice Number: Append the word "INVOICE" to the PO number that displays automatically.

   b. *Write the invoice number here:* _____

   c. Leave the system-assigned voucher number as-is.

   d. Invoice Date: will default to today's date. Leave as-is, or click on the drop-down arrow at the end of the date field to open a calendar and select a date.

   e. Vendor Code: will fill in automatically.

   f. Vendor Account: make sure the "Books" account is displaying.

   g. Invoice Amount: Leave blank for now (you will fill in the same amount as in *Total Cost* prior to approving the invoice at the end of the exercise).

2. **Editing line item information:**

   a. Highlight the line item and click on *Detailed Line Item.*

   b. Change the Actual Price to something different. (Reminder: after entering/editing price data, you must click the *Save* button on the *Price* tab before doing anything else.)

   c. On the *Price* tab click the *Add* button.

   d. Select a "Charge type" of "shipping charge" an "application method" of "line item" and an amount of $2.50. Click *OK*.

   e. Click *Save* on the *Price* tab.

   f. Click *Save and Close* on the Detailed Line Item window.

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3. **Approving the invoice: "receive on approve"**

    a. Edit the *Amount* field of the invoice (upper left corner below the Invoice Date) to match the amount in *Total Invoice Amount*.

    b. Approve the invoice. When the dialogue box for approval opens, click in the box "receive on approve" then click OK. This now receives all the items you just invoiced.

    c. Close the invoice. Leave the original PO open on the screen.

4. **Returning one copy:**
   We originally ordered two copies for Main of this title, and now only want one. We will now generate a return notice for the one copy we no longer want. We do this from the PO.

    a. Click on the line item in the PO so it is highlighted and click on the *Detailed Line Item* button.

    b. Click on the *Recv/Mark...* tab.

    c. Click the small "+" signs to open the "tree" so both copies are displayed.

    d. Click <u>in</u> the red box next to Copy 2 so it is highlighted (filled in).

    e. Select the "Mark Reason" as "Return."

    f. Enter any additional comments in the Comments field.

    g. Click the *Mark* button.

    h. The item is sent to the Problems List as a pending return.

    i. To actually generate a return notice, two more steps are needed (we will only do the first one):

        a) While still in Detailed Line Item, click on the *Problems* tab.

        b) Click on the line item for the copy to be returned so it is highlighted, then click *Generate Return*.
        c) When asked "are you sure..." click *Yes* to generate the return.

    j. *Save and Close* the Line Item Details and then *Save & Close* the PO. (The final step, which we will not do in class, would be to run the Reporter client to generate the printed Return Notice.)