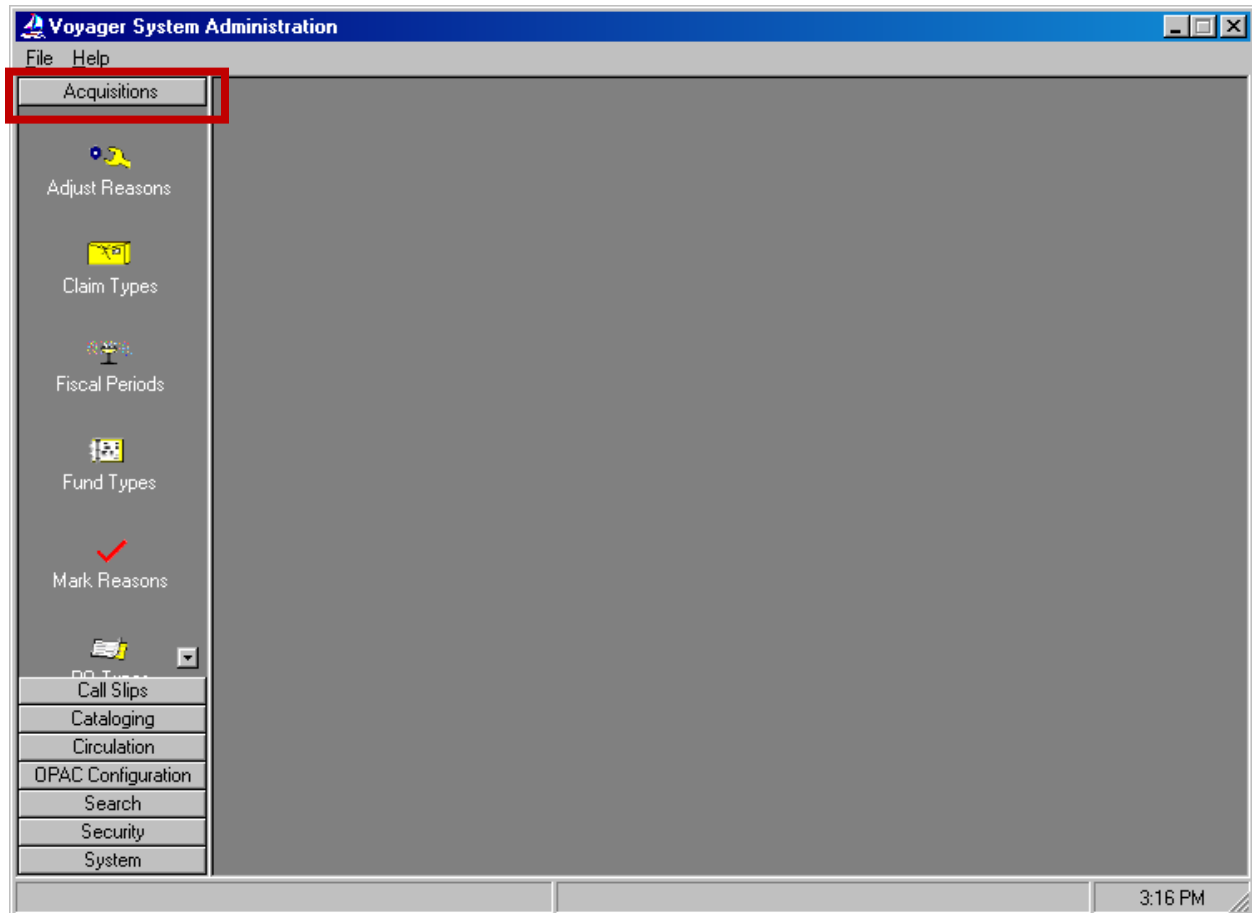


# VOYAGER SYSTEM ADMINISTRATION IN I-SHARE LIBRARIES

## PART 7: ACQUISITIONS










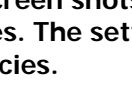


*Acquisitions System Administration Workspace*

### Legend:

- ⊕ Consortial Rule for setting value(s)
- ☑ CARLI Recommendation for setting value(s)
- ∅ Does not apply; Or, Do not change this value

## System Administration - Acquisitions

I.		Sequence for Entering ACQ/SER SysAdmin Elements.....	3
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**NOTE: Screen shots that appear throughout this document come from a variety of I-Share databases. The settings do not always represent the values your library should be using for your policies.**

**Reference Pages:** *Voyager 9.1.1 System Administration User's Guide* pages 2-1 through 2-69

Page references are derived from the *Voyager® 9.1.1 System Administration User's Guide*.  
[http://www.carli.illinois.edu/sites/files/i-share/documentation/secure/V\\_System\\_Admin\\_9\\_1\\_1.pdf](http://www.carli.illinois.edu/sites/files/i-share/documentation/secure/V_System_Admin_9_1_1.pdf)

**Legend:**

- ⊕ Consortial Rule for setting value(s)
- ☑ CARLI Recommendation for setting value(s)
- ∅ Does not apply; Or, Do not change this value

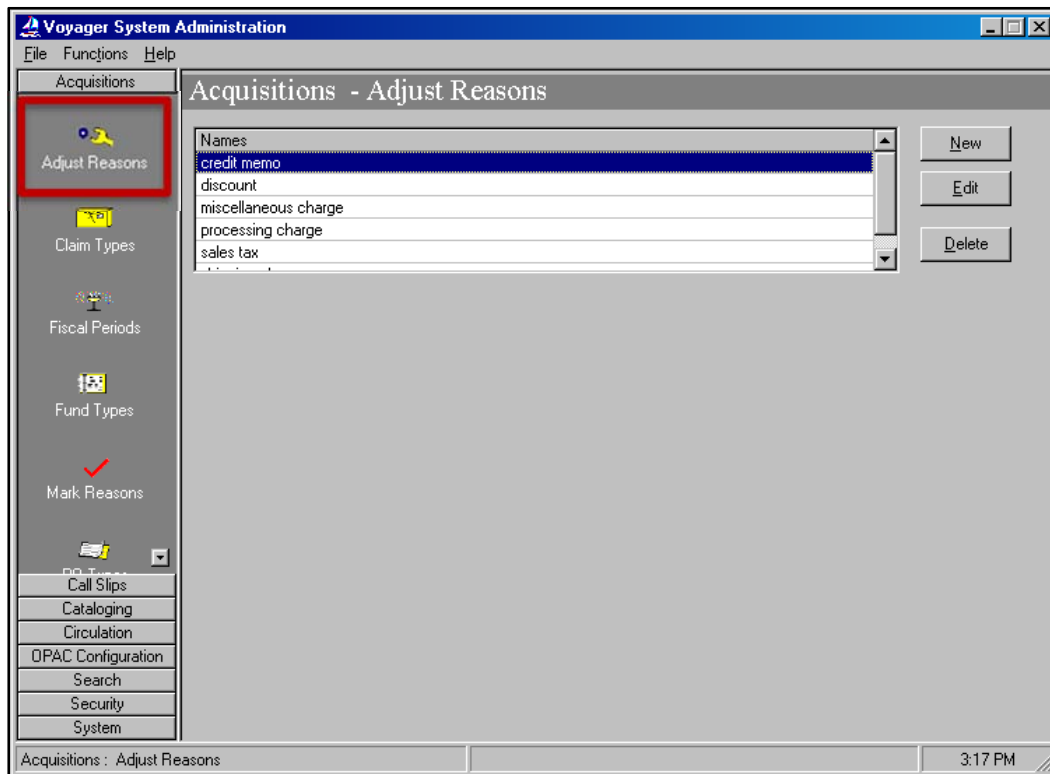
# I. Sequence for Entering Acquisitions SysAdmin Elements

1. From the System Wide Configuration Menu, choose Location to add the locations for acquisitions activities (e.g., ACQUISITIONS DESK, SERIALS DEPARTMENT, etc.).
  - You will enable these locations to be Happening Locations in a later step.
  - Name these locations using ALL CAPS, in order to distinguish them from other locations.
  - Be sure to enter address elements for the locations at this point.
  - See the discussion on Happening Locations (section VIII. B.)
2. From the Security Configuration Menu, choose Acquisition/Serial Profiles. See the discussion of Security Profiles and Operators in the Security Chapter (Part 2) of the System Administration Guide.
3. From the Acquisitions SysAdmin menu, choose Vendor Types to edit the list of types your library will use.
  - See the discussion of Vendor Types (section X.) for recommended types.
4. From the Acquisitions SysAdmin menu, choose Policy Definitions to create at least one policy group for your library. After creating the policy group, edit the group characteristics.
  - See the discussion of Policy Groups (section VIII.) for more details.
5. Click the Locations tab to add at least one location to the policy group. You must include the Happening Location(s) that pertain to the policy group, as well as all shelving/intended locations for which the Happening Location(s) will be ordering materials.
  - To add locations to the group, click a location to highlight it, then click the [SELECT >>] button.
  - Voyager will not allow you to include locations in more than one Policy Group.
6. From the Selected Locations window on the right, click on the location that will be the Happening Location for that policy group. Click the check boxes to identify which acquisitions functions may be performed at that location:
  - Choose Order/Pay/Claim, Receive, or both to designate an Acquisitions Happening Location. Voyager will display a lower-case letter in parentheses after the location name to designate the options you chose.
  - You may also choose Destination or OPAC Display.
  - You cannot select or edit multiple locations simultaneously.
7. Repeat step 5 for locations in the Selected Locations list that will be Destination Locations only. You cannot edit multiple locations simultaneously.
8. Click the Vendor Tab to enter values for each vendor type associated with the policy group.
  - Values include: Default Order Type, Discount, Claim Interval, Claim Count, Cancel Interval, Ship Via.
  - It is optional for you to define these values, but doing so may improve workflow for departments.
9. Save the changes to the policy group. Repeat steps 3-7 to add more policy groups that will cover different locations, if needed.
10. From the Acquisitions SysAdmin menu, choose Fiscal Periods to enter at least one fiscal period for your library's ledger(s).
  - You may choose to add more than one fiscal period, in case you have ledgers with different reporting periods (e.g., state grants).
11. From the Acquisitions SysAdmin menu, choose Fund Types to add the fund types that you expect to assign to funds in your ledger.
12. The remaining menus (Claim Types, Mark Reasons, etc.) have a number of system-supplied values, so you only need to edit those areas if your library needs values that are not included.

## Legend:

- ⊕ Consortial Rule for setting value(s)
- ☑ CARLI Recommendation for setting value(s)
- ∅ Does not apply; Or, Do not change this value

## II. Adjust Reasons



*System Administration Acquisitions- Adjust Reasons section highlighted*

**Reference Pages:** *Voyager 9.1.1 System Administration User's Guide* pages 2-2 to 2-9.

Adjust Reasons are a combination of text and an EDI code describing the reason for an adjustment to the price of a line item.

- A library may add as many reasons as it deems appropriate.

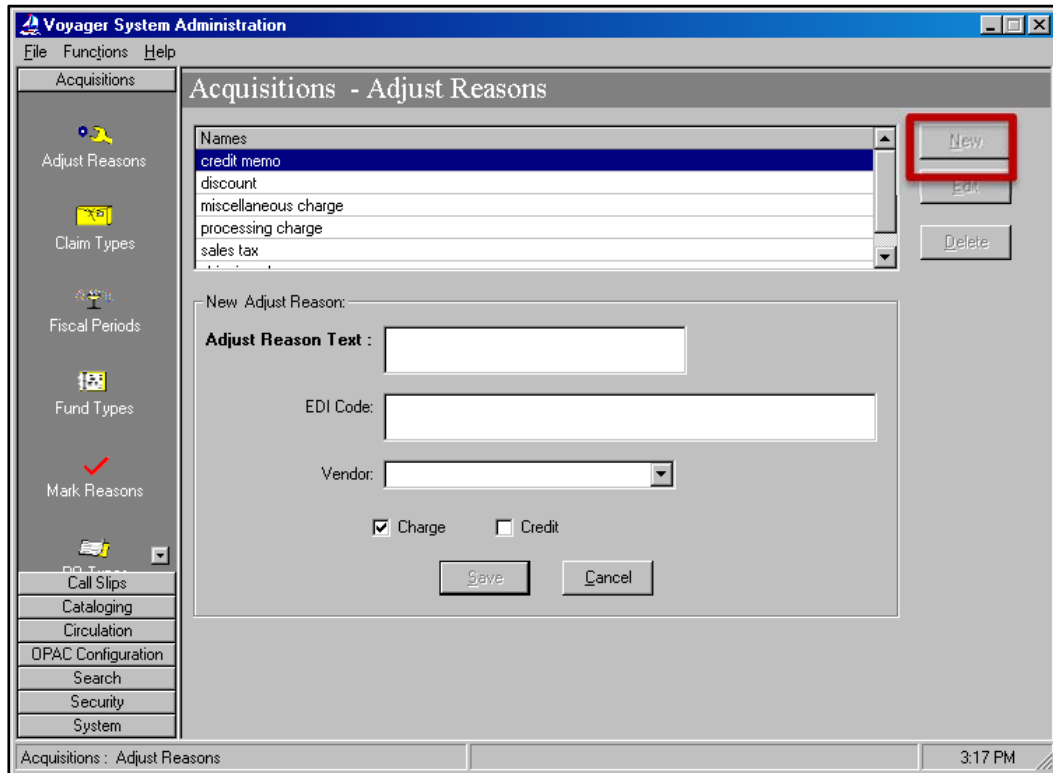
System Supplied Adjust reasons:

- discount
- processing charge
- shipping charge
- sales tax

Legend:

- ⊕ Consortial Rule for setting value(s)
- ☑ CARLI Recommendation for setting value(s)
- ∅ Does not apply; Or, Do not change this value

To add an Adjust Reason Definition, click the New button to open the Adjust Reasons workspace.



Acquisitions- Adjust Reasons Workspace

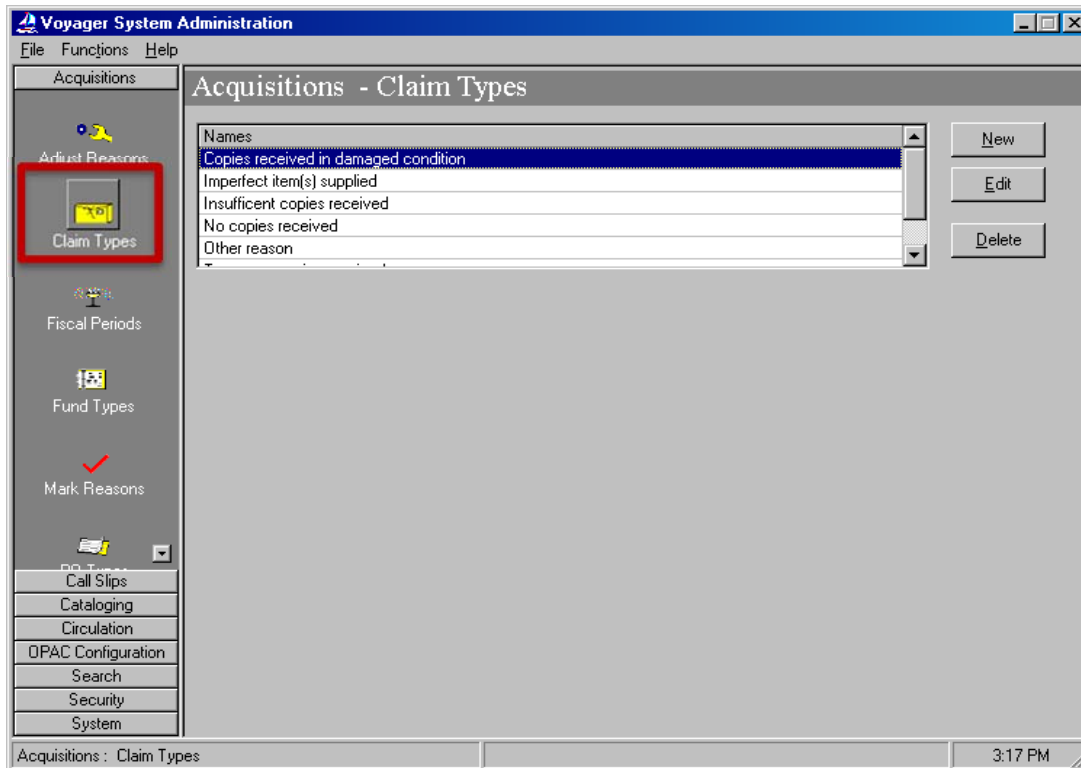
Descriptions:

<input checked="" type="checkbox"/> <b>Adjust Reason Text:</b>	The text you enter in the Adjust Reason Text field will be saved as the name of the Adjust Reason.
<input checked="" type="checkbox"/> <b>EDI Code:</b>	[Optional] You can save and use a Reason without including an EDI Code.  <input checked="" type="checkbox"/> Libraries using EDI will need to include the EDI code for Adjust Types.
<b>Vendor:</b>	[Optional] You can save and use a Reason without including a Vendor.  You can assign Adjust Reasons to a specific vendor by selecting the vendor name. If a Reason is specific to a vendor, then indicate the vendor in the <i>Adjust Reason Text</i> (and therefore the Adjust Reason Name).
<b>Charge or Credit Checkbox:</b>	Set the Reason to be either a Charge or a Credit.

Legend:

- ⊕ Consortial Rule for setting value(s)
- CARLI Recommendation for setting value(s)
- ∅ Does not apply; Or, Do not change this value

### III. Claim Types



*System Administration Acquisitions- Claim Types section highlighted*

**Reference Pages:** *Voyager 9.1.1 System Administration User's Guide* pages 2-9 to 2-15.

Claim Types are a combination of text and an EDI code that describe to a vendor the reason for claiming a line item or serial issue.

- When library staff are on the Problems screen in Voyager Acquisitions to Generate Claim, these Claim Types will display in a drop down list.
- There are several system-supplied Claim Types, and a library may add as many Claim Types as necessary to report problems to vendors.
- Voyager will not allow a Claim Type to be deleted if there are outstanding claimed items on the Problem List.
- System-supplied codes may not be deleted or edited, even if they are not in use.

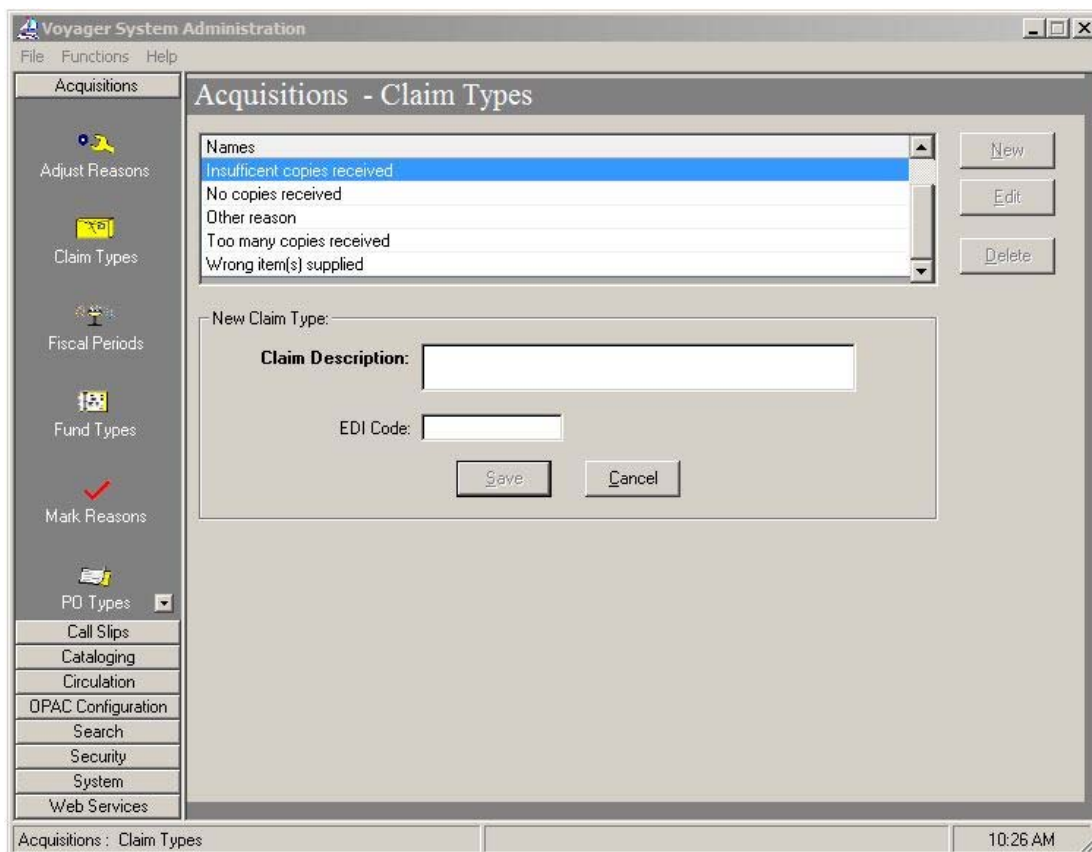
The system-supplied claim types are:

- No copies received
- Wrong item(s) supplied
- Imperfect item(s) supplied
- Too many copies received
- Copies received in damaged condition
- Insufficient copies received
- Other reason

Legend:

- ⊕ Consortial Rule for setting value(s)
- ☑ CARLI Recommendation for setting value(s)
- ∅ Does not apply; Or, Do not change this value

To add or adjust a Claim type, click the New button to open the Claim Type workspace.



*Acquisitions- Claim Types Workspace*

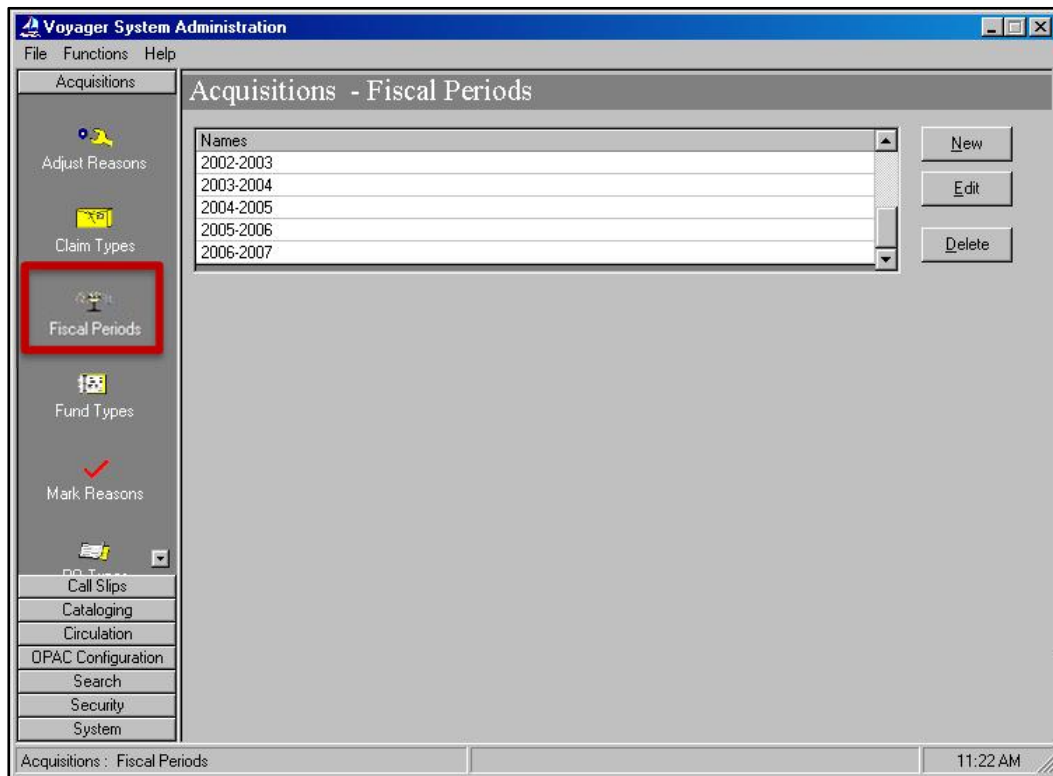
Descriptions:

<b><i>Claim Description:</i></b>	[Required] Enter a description of the claim type. Max 70 alphanumeric characters.
<input checked="" type="checkbox"/> <b><i>EDI Code:</i></b>	[Optional] You can save and use a Claim without including and EDI Code.  <input checked="" type="checkbox"/> Libraries using EDI for claims will need to include the appropriate EDI code for that Claim Type.

Legend:

- ⊕ Consortial Rule for setting value(s)
- ☑ CARLI Recommendation for setting value(s)
- ∅ Does not apply; Or, Do not change this value

## IV. Fiscal Periods



*System Administration Acquisitions- Fiscal Periods section highlighted*

**Reference Pages:** *Voyager 9.1.1 System Administration User's Guide* pages 2-15 to 2-20.

At least one Fiscal Period is required for use with ledgers.

- A Fiscal Period may be used by several different ledgers, but each ledger has only one Fiscal Period.
- Libraries should determine what the actual periods are for their funding sources, and construct the Fiscal Periods accordingly.
- Libraries should only create Fiscal Periods that they expect to use.
- Future periods will need to be entered prior to use of Fiscal Period Close (Rollover).

Once a period is in use by a ledger, it may not be deleted, though elements may be changed.

- **The start date may ONLY be moved to an earlier date, and the end date may ONLY be changed to a later date.**
- Changes to the Fiscal Period are reflected on any ledger using that period.

Examples of Fiscal Periods are:

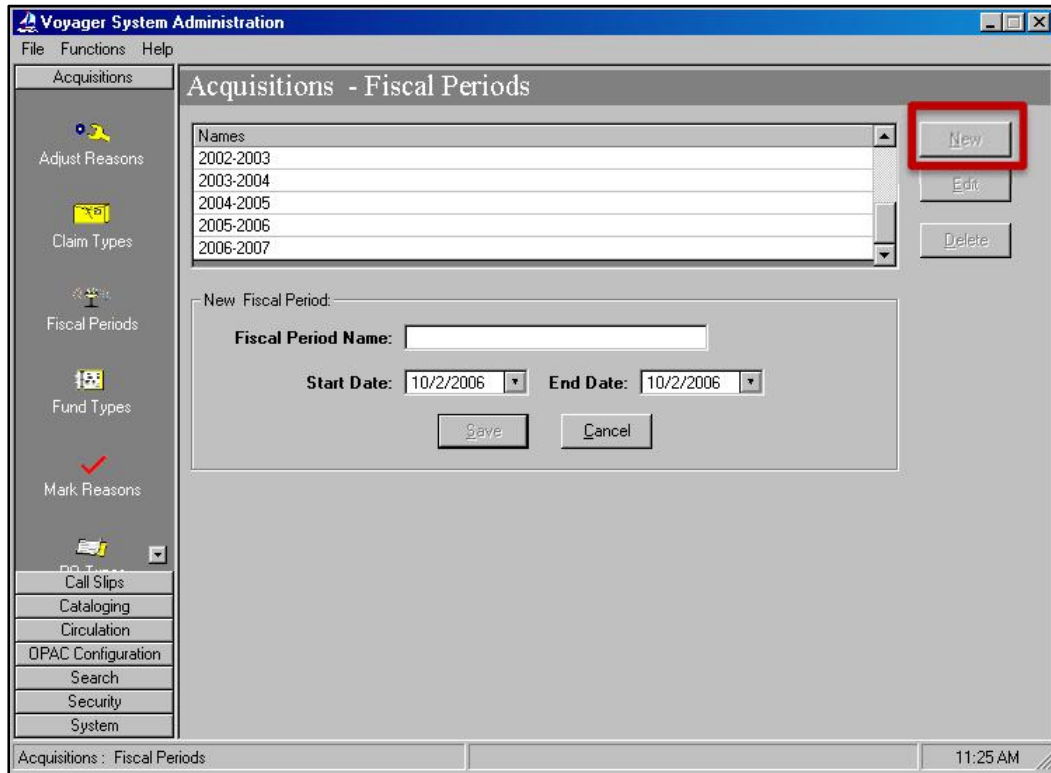
<b><i>Fiscal Period Name:</i></b>	<b><i>Start Date:</i></b>	<b><i>End Date:</i></b>
2016-2017	07/01/2016	06/30/2017
2017	01/01/2017	12/31/2017
FY17	09/01/2017	08/31/2018
StateGrant'17	03/01/2017	02/28/2018

Legend:

- ⊕ Consortial Rule for setting value(s)
- ☑ CARLI Recommendation for setting value(s)
- ∅ Does not apply; Or, Do not change this value



To add a Fiscal Period Definition, click [New] on the Acquisitions – Fiscal Periods screen.



Acquisitions- Fiscal Periods Workspace

The content of a Fiscal Period includes a name for the period, a start date, and an end date.

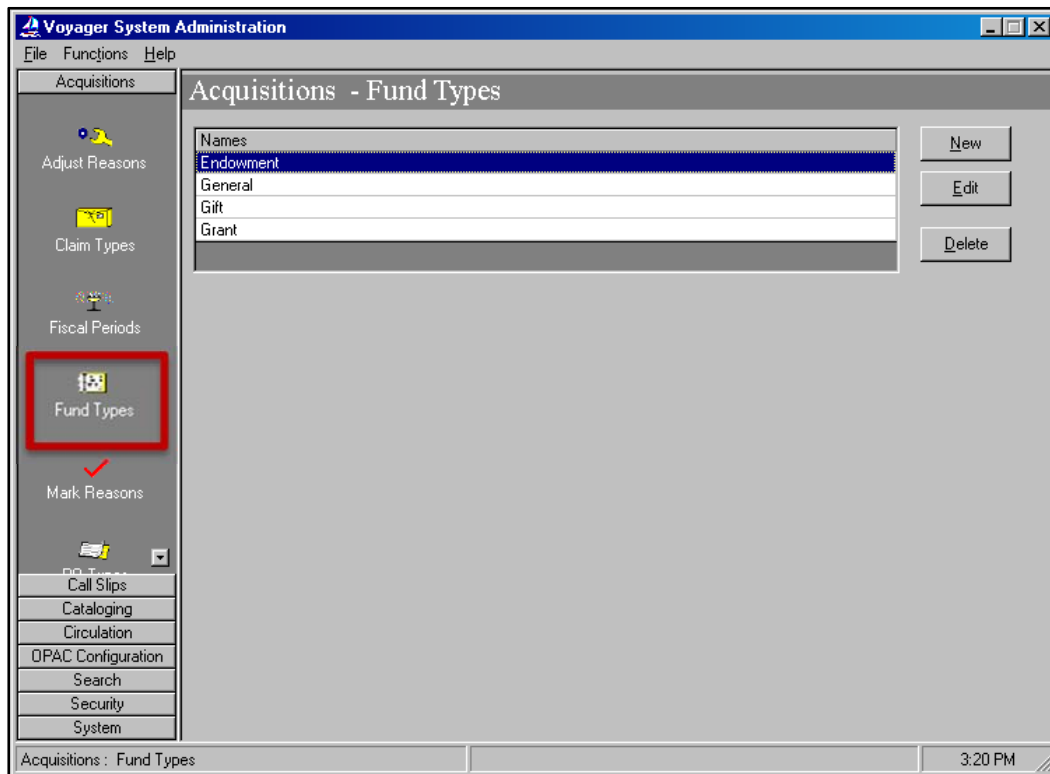
Descriptions:

<p><b><i>Fiscal Period Name:</i></b></p>	<p>The shorter the Fiscal Period Name the easier it is to remember and use in reporting. Maximum 25 characters.</p> <p><b>Enter a name following your library's preferred naming convention.</b></p>
<p><b><i>Start Date:</i></b></p>	<p>Once a period is in use by a ledger, the start date may ONLY be moved to an earlier date.</p> <p><b>Enter the starting date of the fiscal period. Must be before <i>End Date</i>.</b></p>
<p><b><i>End Date:</i></b></p>	<p>Once a period is in use by a ledger, the end date may ONLY be changed to a later date.</p> <p><b>Enter the ending date of the fiscal period.</b></p>

Legend:

- ⊕ Consortial Rule for setting value(s)
- ☑ CARLI Recommendation for setting value(s)
- ∅ Does not apply; Or, Do not change this value

## V. Fund Types



*System Administration Acquisitions- Fund Types section highlighted*

**Reference Pages:** *Voyager 9.1.1 System Administration User's Guide* pages 2-20 to 2-28.

Create Fund Types to suit the needs of your library in describing the sources for funding and for the limitations placed on those funds.

- Voyager does not allow Fund Types that are in use to be deleted.
- Changes you make to Fund Types in SysAdmin will be reflected in all funds of that type.
  - Please review the document, "Planning the Ledger and Fund Structure for Voyager"  
[https://www.carli.illinois.edu/sites/files/i-share/documentation/secure/Ledger\\_Advice.pdf](https://www.carli.illinois.edu/sites/files/i-share/documentation/secure/Ledger_Advice.pdf)  
It contains recommendations for the design, creation, and use of ledgers and funds.

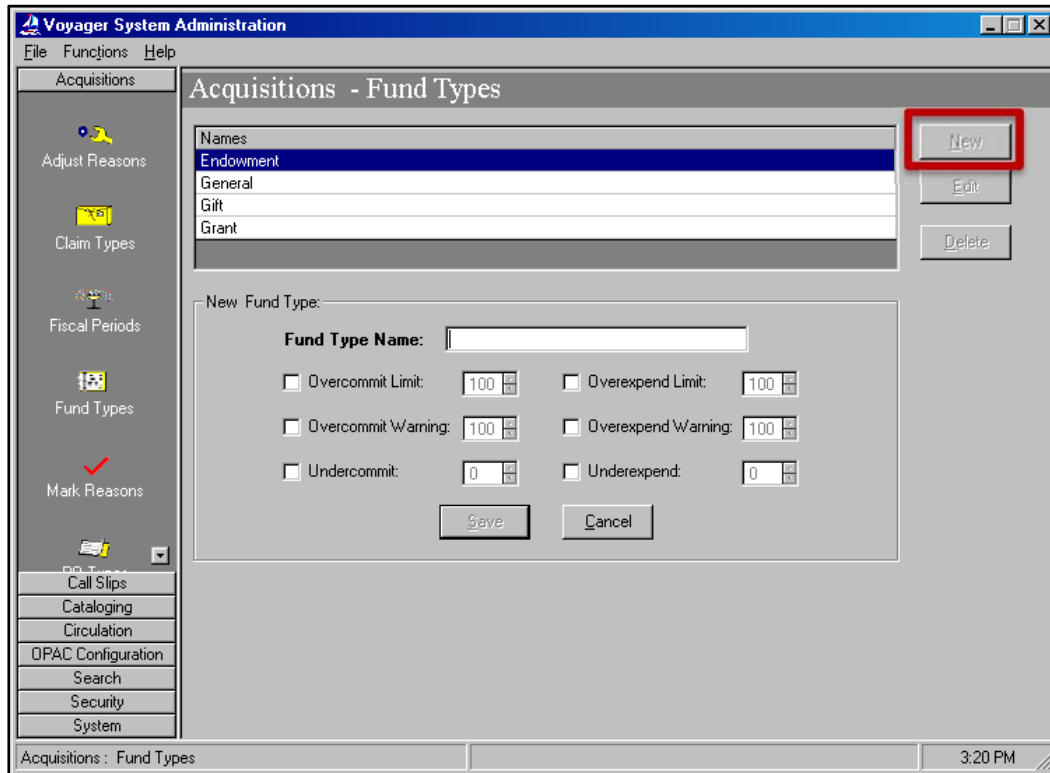
The system-supplied fund types are:

- Endowment
- General
- Gift
- Grant

Legend:

- ⊕ Consortial Rule for setting value(s)
- ☑ CARLI Recommendation for setting value(s)
- ∅ Does not apply; Or, Do not change this value

To add a Fund Type Definition, click [New] on the Acquisitions – Fund Types screen.



*Acquisitions- Fund Types Workspace*

When you define Fund Types, Voyager will apply default percentage values to the limits and warnings on any new funds you create in the ledger.

**Descriptions:**

<p><input checked="" type="checkbox"/> <b>Fund Type Name:</b></p>	<p><b>You must enter at least one Fund Type entered in SysAdmin.</b></p> <p>CARLI recommends library staff add these fund types:</p> <ul style="list-style-type: none"> <li>• Deposit</li> <li>• Gift</li> <li>• Grant</li> <li>• Regular</li> <li>• One Time</li> <li>• Restricted</li> <li>• Special</li> </ul>
<p><input type="checkbox"/> <b>Overcommit Limit:</b></p>	<p>Leave Blank. CARLI recommends that you set these limits at Ledger level, rather than here.</p>

**Legend:**

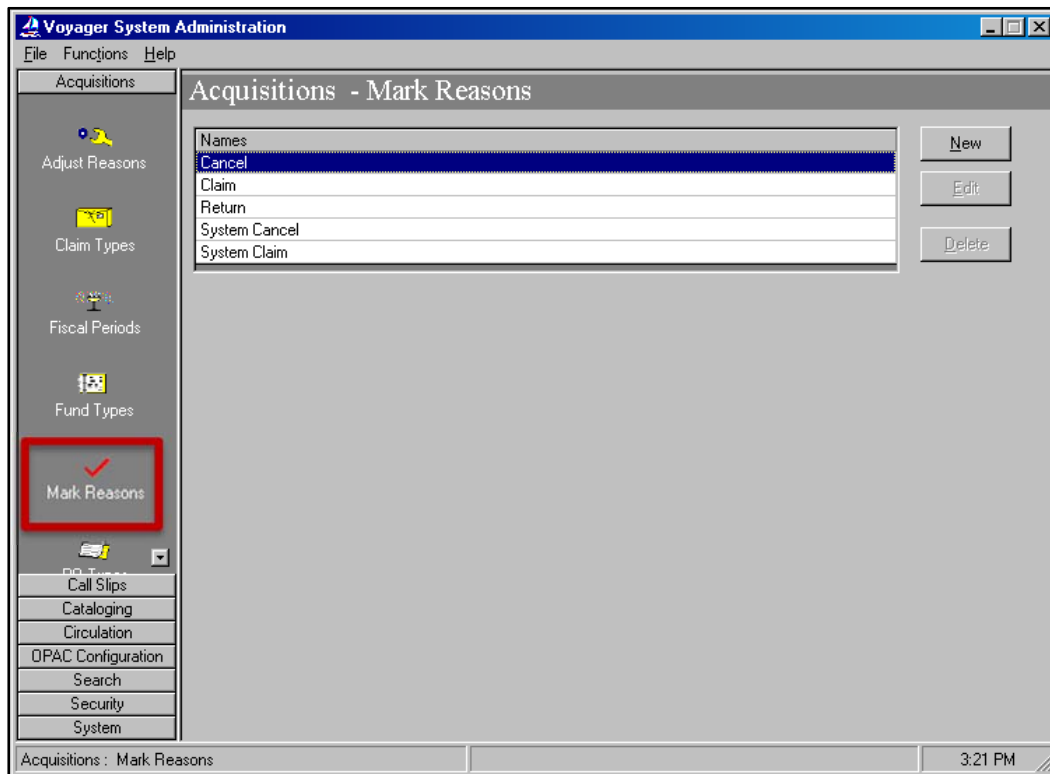
- ⊕ Consortial Rule for setting value(s)
- ☑ CARLI Recommendation for setting value(s)
- ∅ Does not apply; Or, Do not change this value

<b>∅ Overcommit Warning:</b>	Leave Blank. CARLI recommends that you set these limits at Ledger level, rather than here.
<b>∅ Undercommit:</b>	Leave Blank. CARLI recommends that you set these limits at Ledger level, rather than here.
<b>∅ Overexpend Limit:</b>	Leave Blank. CARLI recommends that you set these limits at Ledger level, rather than here.
<b>∅ Overexpend Warning:</b>	Leave Blank. CARLI recommends that you set these limits at Ledger level, rather than here.
<b>∅ Underexpend:</b>	Leave Blank. CARLI recommends that you set these limits at Ledger level, rather than here.

Legend:

- ⊕ Consortial Rule for setting value(s)
- ☑ CARLI Recommendation for setting value(s)
- ∅ Does not apply; Or, Do not change this value

## VI. Mark Reasons



*System Administration Acquisitions- Mark Reasons section highlighted*

**Reference Pages:** *Voyager 9.1.1 System Administration User's Guide* pages 2-28 to 2-34.

Library staff use Mark Reasons to elaborate on problems being reported to vendors. Library staff select reasons for items on the Receive/Mark screen of a purchase order or serials check-in.

The system-supplied reasons are:

- System Cancel
- System Claim
- System Cancel
- System Claim
- Claim
- Return
- Cancel

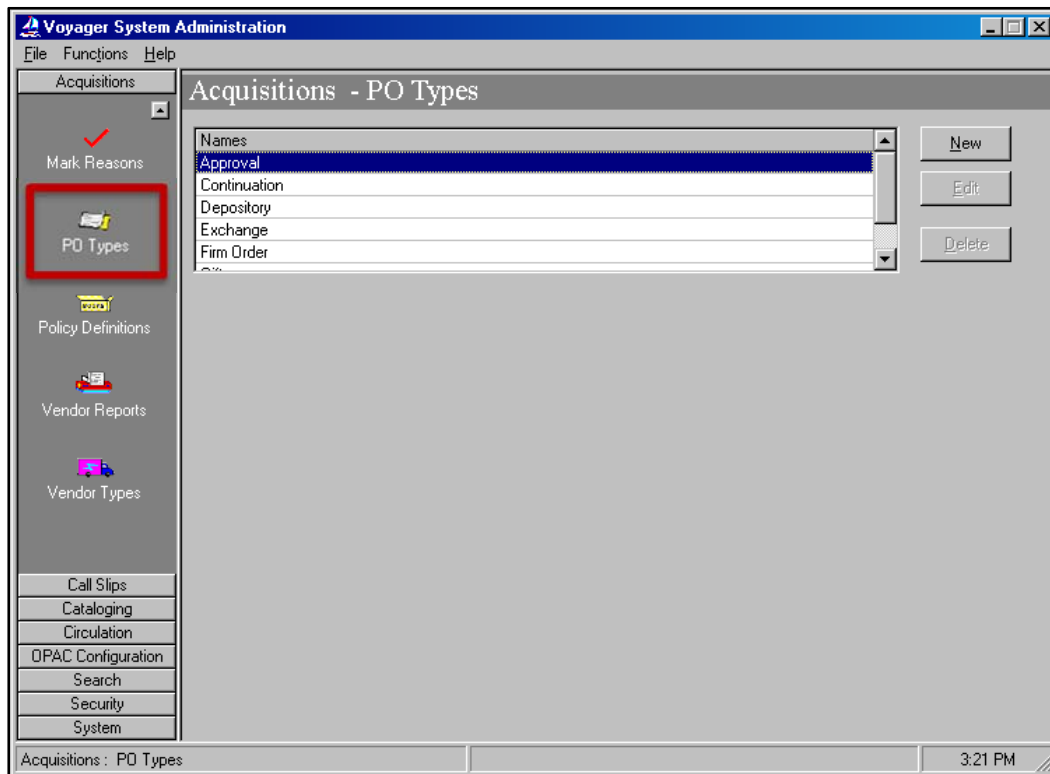
Libraries may choose to add more if these are not sufficient.

∅ **However, since Voyager does not to use library-defined Mark Reasons for reporting purposes, CARLI recommends that you not add any additional Mark reasons.**

Legend:

- ⊕ Consortial Rule for setting value(s)
- ☑ CARLI Recommendation for setting value(s)
- ∅ Does not apply; Or, Do not change this value

## VII. PO Types



*System Administration Acquisitions- PO Types section highlighted*

**Reference Pages:** *Voyager 9.1.1 System Administration User's Guide* pages 2-34 to 2-42.

Voyager requires PO Types values for creating purchase order records. In addition to defining the type of order being placed, the PO Type may also be used by library staff to define rollover rules in Fiscal Period Close, and to locate purchase orders (in searches).

Voyager includes the following six (6) system-defined PO Type values:

- Approval
- Exchange
- Firm Order
- Depository
- Gift
- Continuation

Voyager stores these types on the header for a purchase order.

- They do not limit the use of more specific PO Line Item Types, which control the receipt of actual items.
- Line Item Types are **not** configurable. They include: Single Part, Approval, Subscription, Membership, Standing Order, Blanket Order, and Multipart.

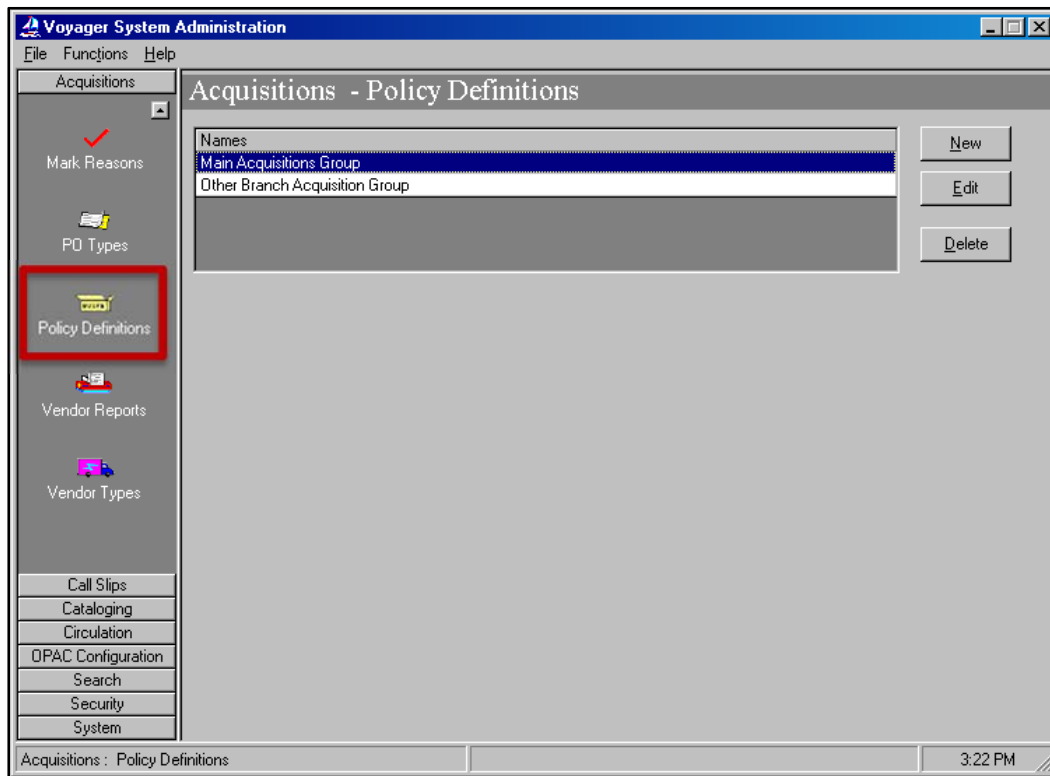
A library may add additional PO Types as needed.

**∅ However, since Voyager does not use library-defined PO Types for inclusion in rollover rules, CARLI recommends that you not add any additional PO Types.**

Legend:

- ⊕ Consortial Rule for setting value(s)
- ☑ CARLI Recommendation for setting value(s)
- ∅ Does not apply; Or, Do not change this value

## VIII. Policy Definitions



*System Administration Acquisitions- Policy Definitions section highlighted*

**Reference Pages:** *Voyager 9.1.1 System Administration User's Guide* pages 2-42 to 2-58.

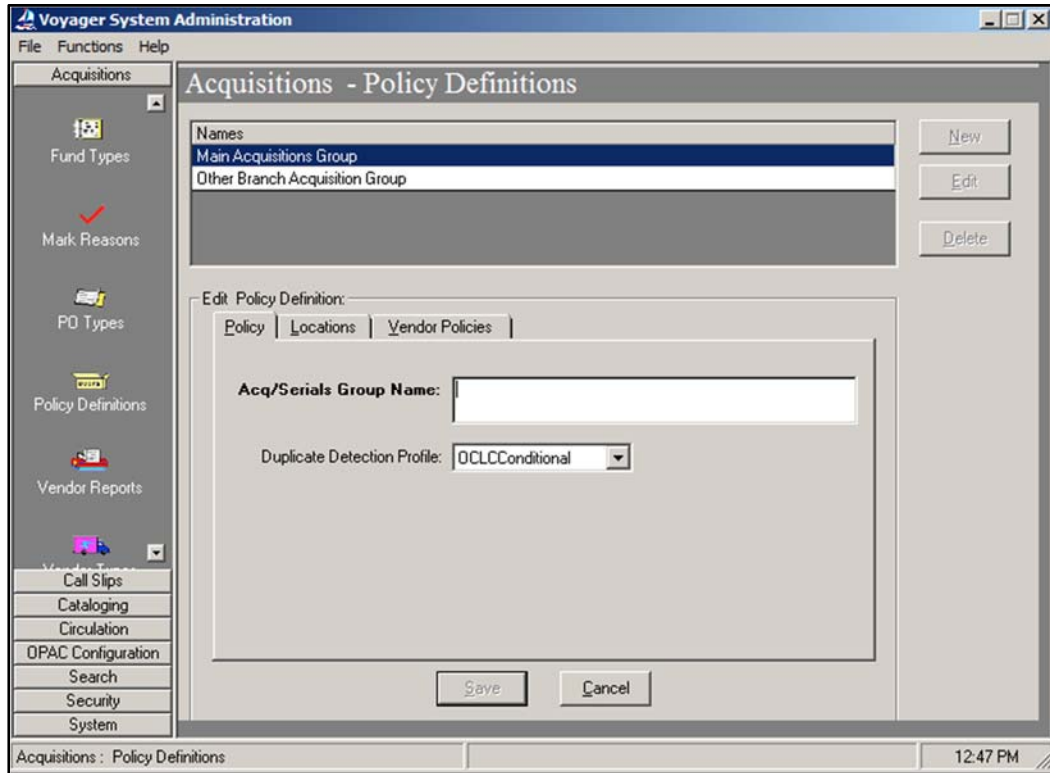
Each library has one or more departments responsible for ordering, claiming, paying, or receiving items for various Locations within the library.

- You should define any such department (with the Locations for which it performs such tasks) as an Acquisitions/Serials Policy Group.

Legend:

- ⊕ Consortial Rule for setting value(s)
- ☑ CARLI Recommendation for setting value(s)
- ∅ Does not apply; Or, Do not change this value

## A. Policy Tab



*Acquisitions- Policy Definition, Policy Tab workspace*

Descriptions:

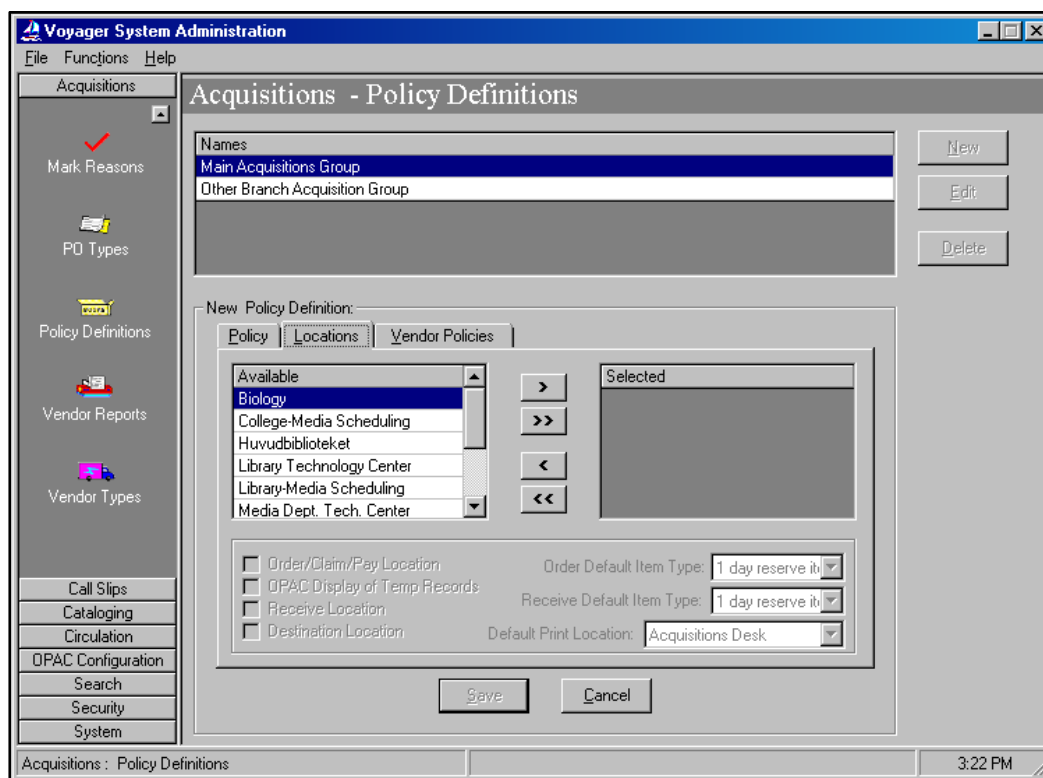
<input checked="" type="checkbox"/> <b><i>Acq/Serials Group Name:</i></b>	<p><b>Create a name that describes the acquisitions unit, especially if you have more than one Policy Group</b> (for example, Main Acquisitions or Music Receiving).</p> <ul style="list-style-type: none"> <li>• Choose any 40 characters (alpha-numeric, punctuation, and spaces).</li> <li>• Upper &amp; lower case are allowed for alpha characters.</li> </ul>
<input checked="" type="checkbox"/> <b><i>Duplicate Detection Profile:</i></b>	<p><b>Define which import/replace profile will be used by each location.</b></p> <p>Click on the drop-down arrow to select a profile from the list.</p>

Legend:

- ⊕ Consortial Rule for setting value(s)
- ☑ CARLI Recommendation for setting value(s)
- ∅ Does not apply; Or, Do not change this value



## B. Locations Tab



*Acquisitions- Policy Definition, Policy Tab workspace*

**Highlight locations to be added to the Policy Group and use the arrow buttons to move the location to the Selected side.**

- Locations may not be included in more than one Policy Group.
- Library staff must first create the locations in SysAdmin > System > Locations before they can be used in Acquisitions (See Part 1: System Wide SysAdmin documentation for more information).

Double-click on a location in the **Selected Locations** list to specify any or all of the following options:

Descriptions:

<p><b><i>Order/Claim/Pay Location:</i></b></p>	<p>Check the checkbox to allow items to be ordered, claimed, or paid from the selected Location. You must have at least one defined for each Group.</p>
--	---

Legend:

- ⊕ Consortial Rule for setting value(s)
- ☑ CARLI Recommendation for setting value(s)
- ∅ Does not apply; Or, Do not change this value

<b><i>OPAC Display of Temp Records:</i></b>	Check the checkbox to allow holdings records created in the Acquisitions module at the Selected Location to be displayed in the OPAC. <ul style="list-style-type: none"> <li>• If you leave the checkbox unchecked, holdings records for a Selected Location created in the Acquisitions module will be suppressed from OPAC.</li> <li>• If you leave the checkbox unchecked, it will not prevent information from the bibliographic record from displaying in the OPAC.</li> </ul>
<b><i>Receive Location:</i></b>	Check the checkbox to allow items to be received at the selected Location. You must have at least one defined for each Group.
<b><i>Destination Location:</i></b>	Identifies the Storage Location for which the item is intended.
<b><i>Order Default Item Type:</i></b>	For each Storage Location, select the Default Item type that Voyager will use if library staff create item records during the order process.
<b><i>Receive Default Item Type:</i></b>	For each Storage Location, select the Default Item type that Voyager will use if library staff create item records during the receiving process.
<b><i>Default Print Location:</i></b>	Select the Acquisitions Print Location your library set up in SysAdmin> System> Print Locations.

In Acquisitions/Serials, a HAPPENING Location acts as a structure that organizes the activities of the acquisitions and serials staff by grouping library shelving locations with the actions that may be performed by staff for those locations.

Libraries indicate HAPPENING Locations for acquisitions/serials when defining their Acq policy groups.

- **Each location designated as an “order/claim/pay” and/or “receive” location (as described above) is considered a “HAPPENING” location.**
- HAPPENING Locations affect where library staff can place orders, receive materials (including serials check-in), as well as where the server points to retrieve data to run reports.

**⊕ HAPPENING Locations should be named with all capital letters to help distinguish them from Storage Locations.**

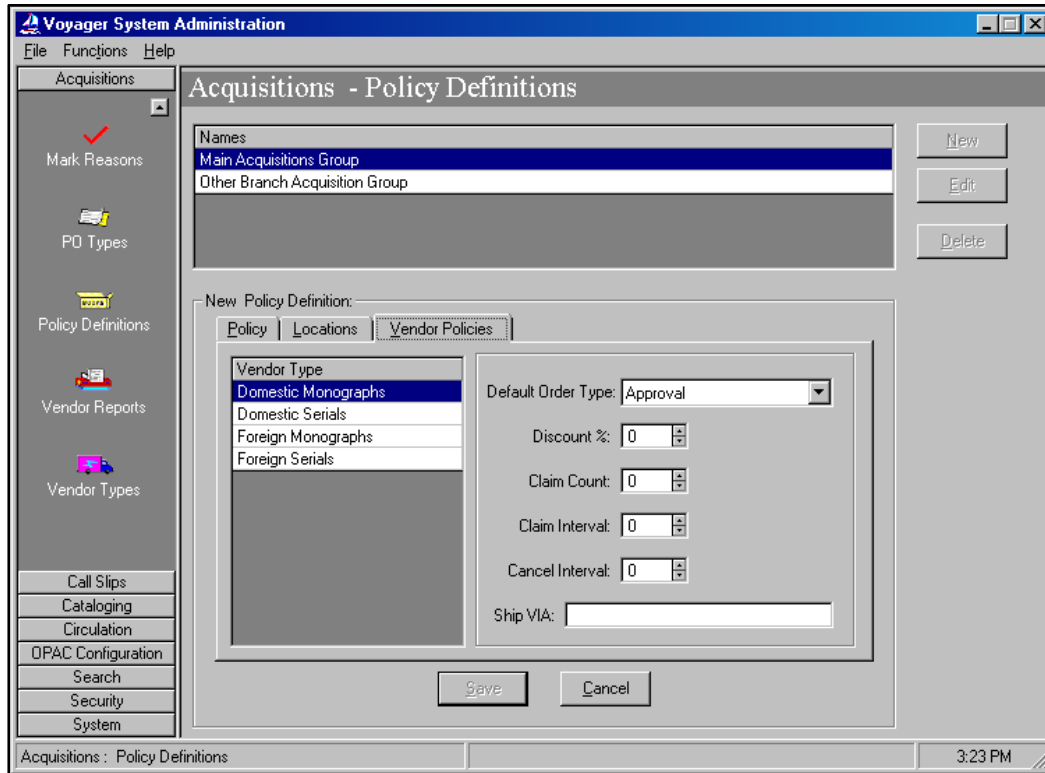
A policy group must have at least one HAPPENING Location included.

- Set your HAPPENING Location to include at least the Order/Claim/Pay and the Receive settings. You will see which settings are attached to a location by letters in parentheses following the location name.
- CARLI recommends that you not use HAPPENING Locations as shelving locations.

Legend:

- ⊕ Consortial Rule for setting value(s)
- ☑ CARLI Recommendation for setting value(s)
- ∅ Does not apply; Or, Do not change this value

## C. Vendor Policies Tab



*Acquisitions- Policy Definition, Vendor Policies workspace*

Whenever a library staff member creates a purchase order for an item destined for a Location belonging to this Policy Group, Voyager automatically supplies these values for a vendor of this Vendor Type.

Exceptions include:

- If the library staff member defines different default values in the Session Defaults.
- If the purchase order uses a vendor account associated with a Location belonging to a policy Group with different default values.

This tab will include all valid Vendor Types (see section X below) defined for the library, and the **entry of values for each of these types is optional**.

Descriptions:

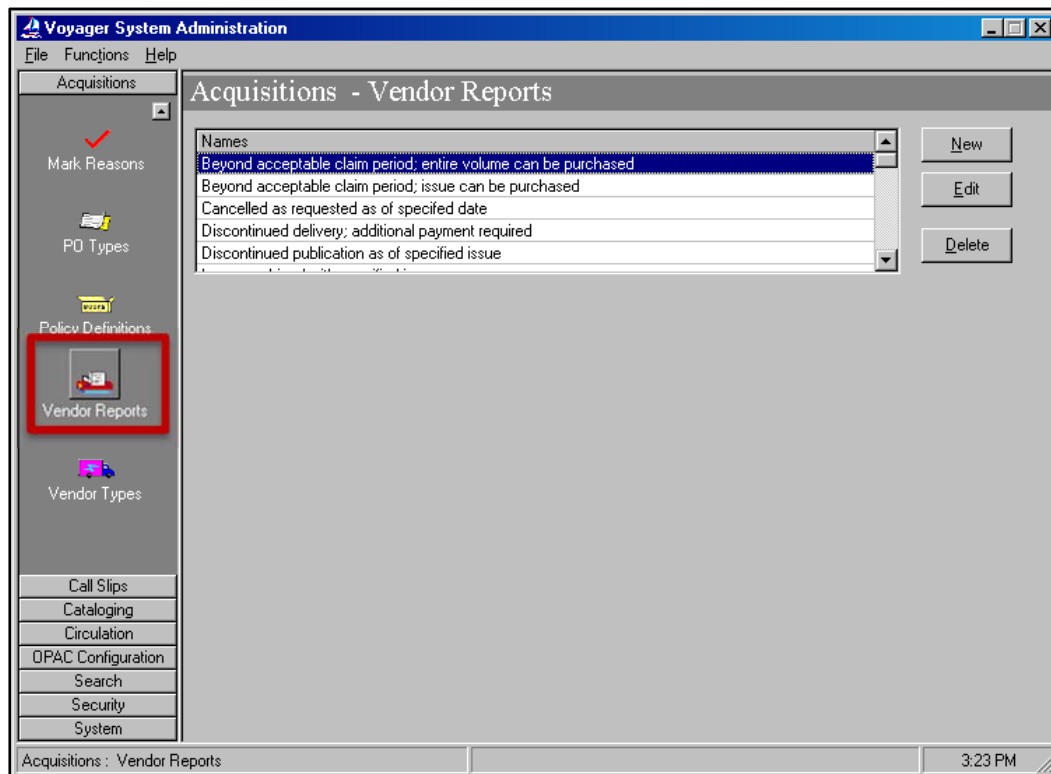
<b><i>Vendor Type:</i></b>	These are automatically pulled from the data entered in Vendor Types (Section X, below)
<b><i>Default Order Type:</i></b>	[Optional] Select the Default Order Type (Firm, Approval, etc.).
<b><i>Discount %:</i></b>	[Optional] Select the Default Discount Amount for this Vendor Type.

Legend:

- ⊕ Consortial Rule for setting value(s)
- ☑ CARLI Recommendation for setting value(s)
- ∅ Does not apply; Or, Do not change this value

<b>Claim Count:</b>	[Optional] CARLI recommends you enter a value for Claim Count that is 1 or greater. This will prevent you from never claiming an item you have ordered.
<b>Claim Interval:</b>	[Optional] CARLI recommends you enter a value for Claim Interval that is 30 days or greater. This will prevent you from never claiming an item you have ordered.
<b>Cancel Interval:</b>	[Optional] Entering a date interval in this field will cancel orders after a certain amount of time has passed.
<b>Ship VIA:</b>	[Optional] Enter a default Ship VIA type. (USPS, etc.)

## IX. Vendor Reports



*System Administration Acquisitions- Vendor Reports section highlighted*

**Reference Pages:** *Voyager 9.1.1 System Administration User's Guide* pages 2-58 to 2-64.

A Vendor Report is a text description of a vendor's response to a library's claim.

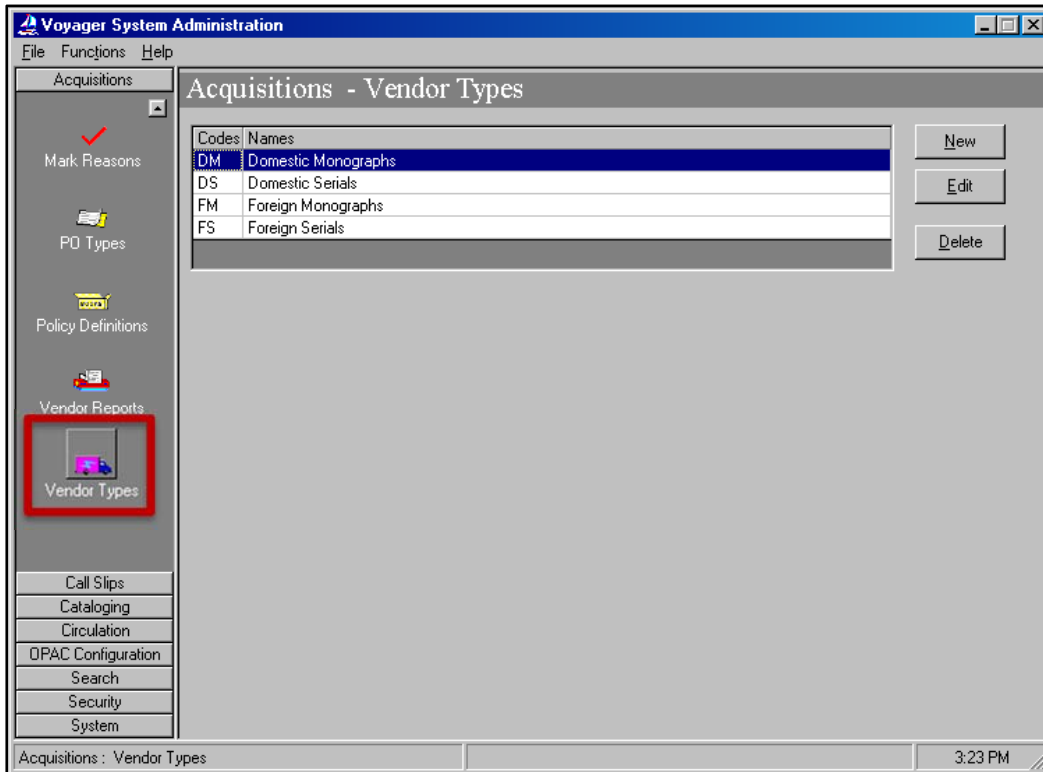
Legend:

- ⊕ Consortial Rule for setting value(s)
- ☑ CARLI Recommendation for setting value(s)
- ∅ Does not apply; Or, Do not change this value

- This information will display in a drop-down box when performing an Update Claim from the Claims Screen in Voyager Acquisitions.
- If you change the text of a report, Voyager will apply the update to any claims having that value.
- Voyager will not allow the deletion of Vendor Reports if there are open claims having that value.

To add a Vendor Report Definition, click [New] on the Acquisitions> Vendor Reports screen.

## X. Vendor Types



*System Administration Acquisitions- Vendor Types section highlighted*

**Reference Pages:** *Voyager 9.1.1 System Administration User's Guide* pages 2-63 to 2-69.

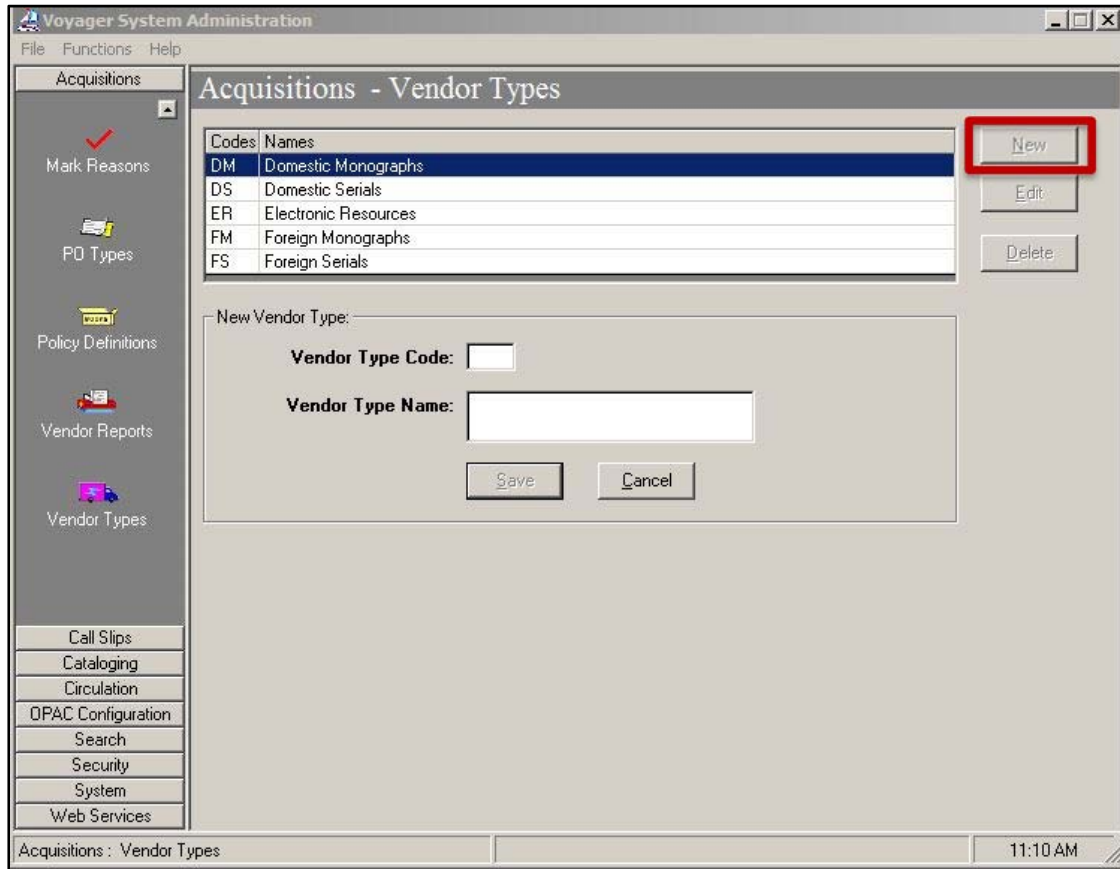
Vendor Types are categories for grouping vendors who fulfill certain functions for a library.

- Library staff must choose a Vendor Type when creating a vendor record in Voyager Acquisitions.
- You can assign a Vendor Type to an Acquisitions Policy Group. This provides the library staff member with default values for the orders they place.

Legend:

- ⊕ Consortial Rule for setting value(s)
- ☑ CARLI Recommendation for setting value(s)
- ∅ Does not apply; Or, Do not change this value

To add a Vendor Type Definition, click [New] on the Acquisitions – Vendor Types screen.



*Acquisitions Vendor Types workspace*

**Descriptions:**

<p><input checked="" type="checkbox"/> <b>Vendor Type Code &amp; Vendor Type Name:</b></p>	<p>You must enter at least one vendor type into SysAdmin if you use Acquisitions; however, there is no limit to the number of vendor types your library can define.</p> <ul style="list-style-type: none"> <li>• You must enter the vendor type codes and names before defining Acquisitions policy groups.</li> </ul> <p><b>CARLI recommends these fund types, Code - Name:</b></p> <ul style="list-style-type: none"> <li>• PB - Publisher</li> <li>• VN - Vendor</li> <li>• AG - Agent</li> <li>• BK - Bookstore</li> <li>• SC - Society</li> <li>• OT – Other</li> </ul>
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**Legend:**

- ⊕ Consortial Rule for setting value(s)
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- ∅ Does not apply; Or, Do not change this value