

Acquisitions Quick Start Guide





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Introduction

The links below lead to Sierra Guide Web Help on CSDirect. If you encounter difficulty following the links, try the links on Chrome, or go directly to <http://csdirect.iii.com/sierrahelp>, log in and search for the topic.

The acquisitions-related functions in Sierra enable you to manage all aspects of ordering materials, including entering and sending orders, receiving ordered items, claiming or canceling orders, and processing invoices. These functions also enable you to manage and track your library's finances, including the ability to generate and print accounting reports, adjust funds, maintain fund and vendor information, and create statistical reports on vendors.

Log In to Sierra

The acquisitions functions are done in Sierra Web.

If the library system has multiple Accounting and/or Serials Units, your username and password will associate you with a specific unit.

Look at the top bar of your screen to make sure you are logged in to the right server with the correct username

Record Types Created in Acquisitions Functions

All Sierra record types created in Acquisitions (i.e.: bibliographic, order, item, fund, holdings/checkin, invoice and vendor) consist of fixed-length fields and variable-length fields.

Each Fixed-length field contains a specific code, numeric or alphabetic or alphanumeric, which is selected from the set of valid codes for that field. Each fixed-length field for a particular record type appears in every record of that type. Fixed-length fields are not repeatable. Valid codes are established in the Admin | Parameters | General Parameters pull down menu, and modification, addition, or deletion of these code values are performed only by a user with appropriate authorizations to modify codes in the system.

All variable-length fields are repeatable. Some fields have a specific use and are automatically generated by the system (such as PAID and ROUTING fields). Other fields, (for example: NOTE), are available for you to enter free text. Some variable-length fields can be indexed, and may be used to retrieve records. The library may ask FALSC to index certain fields (not all), if they are not already indexed (for example, Blanket P.O. and/or Publisher).

Custom Settings and Preferences

Many Sierra functions are customizable (for example: screen and text colors, font and font size, new record template creation and maintenance, print templates, and a number of other Sierra functions.) How? Is there a link?

New Record Templates

The Sierra system uses new record templates to create new records. A new record template can be configured by the library to prompt the user to fill in specific fields. A new record template can also be configured by the library to contain default data in certain fields which is automatically inserted into the record during the new record creation process. The library may configure an unlimited number of new record templates in the Sierra System in Settings. Instructions on creating and maintaining new record templates can be found here in the [Sierra WebHelp](#).

Acquisitions System Options

There are a number of system options that control certain behaviors within the Acquisitions functions. These options are used to customize functions such as purchase order and claim form configurations, whether the library is subject to certain taxes, WebPAC behavior, etc.

Creating and Editing Vendor Records

- Select the **Vendors** function from the FUNCTION drop down
- Choose the icon **New** from the toolbar
- Select a record template from the presented template choices, or use the default template if it has been selected as the default in the dropdown menu **Admin | Settings | New Record Templates**
- Select or type in the appropriate fixed length and variable length fields as prompted by the template
- To edit an existing Vendor record, search for the record by *Vendor Name*, *Vendor Code*, or *Vendor Record number*, using the indexes provided
- Edit the fixed length and/or variable length fields, using normal Sierra editing techniques

Preparing Vendor Records for Electronic Ordering

There are certain configurations which must be done in order to successfully send purchase orders via EDifact.

Type the code d in the CODE 3 field of the Vendor record. The value d indicates that the vendor can receive orders electronically in the EDIFACT format.

Type the following into the NOTE 3 variable length-field in a Vendor record: \$VENDSAN=<vendor's SAN>. The <vendor's SAN> is the vendor SAN number from the Vendor SAN Table. Click on the dropdown menu in Sierra Acquisitions module **Admin | Parameters | Acquisitions | Library SAN File** to consult and to configure the SAN table.

NOTE

Electronic Ordering requires a minimum of one vendor SAN entry in the Vendor SAN Table. If none of your vendors uses a SAN, enter the ?????? wildcard in the VEND SAN field in the Vendor SAN Table.

Type one of the following values in the GIR CODE field in the Vendor record to specify which information is included in the GIR segment of the electronic order.

Value	Data Sent	Comments
0	no GIR	(default)
1	GIR, no address	Used to send location and fund details for each copy in a multi-copy order
2	GIR with address	Used to send multiple SEND-TO addresses if the library wants to receive copies from a single order at multiple locations.
3	GIR with call number, no address	Used to send the call number to facilitate ordering materials that are shelf-ready upon receipt.
4	GIR with call number and address	Used to send both the call number and multiple SEND-TO addresses.

Loading batches of records from material vendors

If your library uses a vendor's website as the start of your ordering process and secures bibliographic records with your orders, a separate load table is configured in the system to batch load records from these vendors. This table may be configured to create bibliographic and order records. If your library also receives monographic material invoices electronically, this table may also be configured to queue a purchase order to return to the vendor for proper invoicing. **Data Exchange** is the function to load records from the vendor's website. Who will do? FALSC or staff?

It is necessary to enable the use of specific load tables with appropriate logins. This is configured by using the dropdown menu **Admin | Options | Data Exchange Tab**. Within this tab, it will be essential to move the appropriate load tables from the right hand column to the left-hand column, thus defining load tables which are for the person using that particular login to use.

Create a New Bibliographic Record

The library may use a variety of methods to create a Bibliographic record to be used for ordering purposes. Some libraries create a brief Bibliographic record with basic, essential information. Some libraries download a Bibliographic record from a bibliographic utility or via Z39.50 download. Each library will decide which method better suits the workflow of that specific library.

The default function in the Acquisitions workflow is **Place Orders**.

- If the library decides to create a brief Bibliographic record, the first process will be to click on the **new** button on the toolbar or, alternatively, use the dropdown menu **File | New**.
- If the library has configured a specific template to be used for creating a brief Bibliographic record for ordering, it may be configured as the default new record template in the dropdown menu **Admin | Settings | New Records** tab. If a specific template has been configured, the prompts will guide the library user through appropriate fixed-length and variable-length fields essential for new record creation. If the library has created several possible templates, those may be specified in the dropdown menu **Settings | Preferred Templates**. If the preferred templates option is used, the library staff member will be presented the list of preferred templates from which to choose. Select the appropriate template by highlighting the line of the template and clicking on the **Select** button.
- When using the "Wizard", fixed-length field prompts display first. Press the <Space> bar or double click on the white area to view valid values for each fixed-length field. Click on the selected value to insert it into the field or use the keyboard arrow keys to move to the appropriate value in the popup table, then click on the value to select it. It is also possible to type in the code for the valid value if it is known. If there is no change to a fixed-length field, press <Enter> or click on the **Next** button to move to the next field in the "Wizard".
- Variable-length field prompts display at the top of the display screen in a rectangle. Type text into the white space presented by the system and click on the **Next** button to move to the next field. If there is no value to type into a variable-length field, press <Enter> to move to the next field.
- MARC tags and indicators can be set as defaults in a new record template. Use the dropdown menu **Admin | Settings | Record Templates**. With the proper permissions, it is possible to create, edit, view, and delete new record templates using this dropdown menu. MARC tags, indicators, and suggested subfields may be inserted as part of the template configuration.

- To change a MARC tag or indicator if necessary, use the mouse to move the cursor, backspace over the MARC tag value to be replaced, or use the arrow key to go back to a position in the MARC tag field.
 - Type in the data for the variable length fields as necessary and press <Enter>, use <Alt>-N, or click on the Next button to proceed to the next prompt in the “Wizard”.
- Save the Bibliographic record using the **Save** icon at the top toolbar. It is also possible to use <Ctrl>-S to save a Bibliographic record. Alternatively, use the dropdown menu **File | Save** to accomplish the save function.

Loading Bibliographic Records

It is possible to download records from a bibliographic utility directly and create Order records concurrently, to download batch files of records from a bibliographic utility or download and save bibliographic records using Z39.50 and to add order records separately. The three methods for downloading bibliographic records are described below.

Load Bibliographic Records Interactively from OCLC and Skyriver

For OCLC downloads consult CSDirect at:

<http://csdirect.iii.com/documentation/oclcnew.shtml>

If the library chooses to download records from OCLC and create Bibliographic records concurrently, the load table which is normally used is the m2btabs.bo load table. For more information on load tables, consult the [Sierra WebHelp](#).

Search for Records in remote databases

If your library has acquired the Z39.50 client program, you can search remote databases. When you download records found in these remote searches, you can use them to overlay existing records in your database.

- Select the **Place Orders** function.
- Select **Remote** from the dropdown labeled **Local**.
 1. A popup box will appear which lists the Z39.50 servers which are configured for your library’s server.
 2. One or several servers may be selected from the list of Z39.50 servers by clicking in the box to the left of the server names. After selecting one or several servers, click the **OK** Button.
 3. The system then presents options for searching as usual. The indexes presented are determined by the remote server administrator.
 4. Select a search index from the dropdown box.
 5. Type in the appropriate search terms and select records as usual.

6. It is possible to overlay an existing Bibliographic record if necessary. Consult the information in the [Sierra WebHelp](#).
7. Attach and edit order record as required, entering fund information, and Save.
8. To return to searching the local library database, click on the **Local** button.

Creating and Editing Order Records

Attach Order Records to existing Bibliographic Records (Monograph Example)

There are three methods which are commonly used to attach Order records to Bibliographic records. They all begin in the **Place Orders** function.

Method A: Attach a new order record to a Bibliographic record which already exists in the database.

- After searching for and selecting the Bibliographic record, select the **Summary** button by clicking on it. Click on the **View** drop down menu. Select the **o Order** line from the dropdown menu and then click on the button **Attach New Order**.
- Select the **o Order** record type if it is not already displaying.
- After selecting the **Attach New Order** button, the system will ask the user to select an appropriate template or the user is prompted immediately to use a pre-selected template and the item record creation can begin immediately. This is dependent on the new record template settings in the **Admin | Setting | Record Templates**. Insert values into the proposed fields as necessary or as proposed by the “Wizard” which prompts the user to insert values into specific fields.
- Fixed-length fields which are prompted in the “wizard” are always presented first for completion.
 - Press the space bar or double click in the white area of the prompt box to view all valid values.
 - Select from the list of valid values using the mouse and clicking on the appropriate line of the choice, or using the up or down arrows on the keyboard, or typing a valid code in the white data box. Any of these methods may be used.
 - Press <Enter> or click the Next button to move to the next prompted field.
 - If there is no change to a presented field, or to accept the value already inserted into the fixed field, press <Enter> or click the **Next** button.
- Variable length fields for which there are prompts in the new record template display in the upper portion of the screen in a wide, short rectangle popup box.
- Click in the checkbox next to the Queue P.O. box to queue the purchase order for printing. This will place the Order record information into a file which may be printed or sent electronically to a vendor

- It is possible to view the financial information for the appropriate fund or vendor by clicking on the **View Finances** button to display find and encumbrance record.

Method B: Attach a new Order record to a Bibliographic order record when another Order record is already attached.

1. Retrieve the appropriate Bibliographic record from the database using any method
2. Click on the **Summary** *button* to view any attached Order records.
3. Click on the Attach New Order button and create a new Order record using the selected template and answering the prompts as necessary.
4. Click on the **Save** icon in the toolbar to save the new Order record.

Method C: Copy an existing Order record into a new Order record.

1. Search for a Bibliographic record and click on the **Summary** *button* to view attached Order records.
2. Select the appropriate Order record to be copied from the **Summary** by double-clicking on the summary display line. Alternatively, highlight the line pertinent to the order record which will be copied and click on the button which displays the Order record number.
3. From the dropdown menu, select **Edit | Copy**. This will copy specified data from the open record into a new Order record.
4. Modify the fixed-length and variable-length fields as necessary.
5. Click on the **Save** icon in the toolbar to save the new Order record.

Attach Order Records to an existing Bibliographic Record (Standing Order Example)

- Search for the Bibliographic record using any method.
- Attach an Order record by clicking on the New Order Record button as explained in the example for Monographs.
- Complete any necessary data in appropriate fixed-length and variable-length fields.
- Select the Queue PO checkbox for this order (if appropriate).
- Click on the Save icon in the toolbar to save the new Order record.
- It may be recommended to add an Internal Note in the variable-length field such as “Series call number with monographic cataloging”, or any other notes to explain special features of the Order record.

About the “Status” Field in Order Records

Regarding the fixed-length field “Status”, it is important to note that the codes are system-defined and managed. They should not be changed by the library staff members. The status explains the system financial encumbering the following: a status other than 1, 2, a, f, or z; a valid fund; and an amount in the EPRICE (estimated price) fixed-field. The appropriate code to insert into the Status field may be pre-configured in the template as records are created. Subsequent invoice payment, cancellation, etc., should be managed through the established routines explained later in this document.

- o = On order (encumbered monograph)
- a = Fully paid (fully disencumbered monograph)
- q = Partially paid (partially disencumbered monograph)
- z = Canceled (fully disencumbered)
- 1 = On hold (not yet encumbered)
- 2 = Approval rejection (not encumbered)
- c = Serial on order (encumbered new serial)
- d = Serial paid (fully paid and disencumbered serial)
- e = Serial partially paid (partially paid, partially disencumbered serial)
- f = Serial no encumbering (but can make payments - for continuation orders)
- g = Serial encumbered (re-encumber fund for renewal)

General Notes on Editing Records in Sierra

1. After selecting a Bibliographic record, use the **Edit** icon from the toolbar to open a Bibliographic record in edit mode. To open the record in view-only mode, click on the **View** icon on the toolbar.
2. To edit an Order record click on the **Summary** *tab* to view all attached records. Highlight and double-click on the line for the Order record to be edited. Alternatively, highlight the line by clicking once and then click on the **Record** *tab* which contains the Order record *number*.
3. Edit fixed-length fields by clicking twice in the value box (or tapping the space bar) and from the popup box, click on the selected value to insert the new value into the field.
4. Edit variable-length fields by clicking once on the data in the field and typing any changes into the field. Highlight the word or words and use the delete button to delete values. Backspace over the characters to delete. Type in any changes as necessary.
5. To insert a variable-length field, select the Insert icon from the toolbar. Select the field to be entered from the dropdown menu and type new data into the blank space. Alternatively, when the cursor is at the end of a line, press the <Enter> key. If the variable fields were pertinent to MARC tagged fields, the system will reorganize fields into MARC tag order after the record has been saved.
 - It is possible to view the financial information for the appropriate fund or vendor by clicking on the **View Finances** button to display find and encumbrance record.

Printing and Sending purchase orders

In Sierra Acquisitions, it is possible to print purchase orders, or to send them electronically if certain codes exist in appropriate fields in the Vendor record. Consult the section on vendors in this manual for details on configuration of Vendor records for this purpose.

The fields that are printed or sent on the purchase order are configured in **Acquisitions Options** in the Sierra Admin Corner. If the library has set up the Print templates option and has customized some purchase order templates, it will be possible to select a customized “print template” for printing purchase orders.

To use Print templates for printing purchase orders use the following selection procedure:

1. Select from the dropdown menu: **File | Select Printer | Print Templates**
2. Select the form type Purchase Orders from the **Select Output Type** dropdown menu.
3. Select the output destination from the **Select Print Method** dropdown menu and choose **OK**.

Sending Electronic Orders

When purchase orders are sent electronically, the fields transmitted are the fields required by the EDIFACT format.

- Select the function **Print/Send**. Select the submode from the drop down.
- In the display, use the dropdown menu (which normally defaults to **Print**. Select the option to send **Purchase Orders to FTP** (instead of Print or Email).
- Use the **Limit by Vendor** button or the **Limit by Location** button if necessary to limit purchase orders to send.
- Click on the **FTP** button.
- Connect to the appropriate FTP address for the first vendor, or type in a new ftp address (or host)
- The filename for the file which the system has prepared will be **vendorcode.edifact** (where “vendorcode” is the vendor code of the specific vendor). Change the filename if a file must be named a specific way as specified by your vendor.
 - Use the option **Rename files** after the transfer and assign a **Remote Filename**.
 - Select the transfer type **ASCII, BINARY** or **EBCDIC** as specified by the vendor who will be receiving the file.
 - Click the **Put** button to transfer the file to the vendor site.

If the files were not previously limited by vendor, the system will display the next vendor file to send. Repeat the above process to ftp files to other vendors.

General Information on Printing and Sending Purchase Orders

- Select the **Print/Send Orders** function.
- It is possible to limit the list of claim letters by vendor or by location. Click on the appropriate button and select the vendor or location applicable to the limit.
- To remove purchase orders from the list indicating that the library does not choose to send, highlight the entries to be deleted by clicking in the checkbox to the left of each title. Alternatively, right-click on a selected title from the list and select the **Delete entries** choice

from the popup box. It is also possible to select lines in the list and then click on the **Delete** icon in the toolbar.

- Change the focus to the **EDifact** dropdown button by using the dropdown menu to change to *Orders to Send via EMAIL*. Use the dropdown menu to change to *Purchase Orders to Send via FTP*
- It is also possible to move *Orders to send via FTP* to a file to be printed. This is accomplished by selecting the button **Move All to print file** to send orders to the print file. Reload the file if print or send options have been changed in any way by restarting the **Print/Send** function. This will reinstate all purchase orders which have not been printed or sent to the original file location.
- It is possible to print or to send **All** or **Selected orders** by selecting the appropriate orders before printing or sending via ftp. As an intermediate step, the system will present a dialog box in which the staff member can choose “all” or “selected” orders. If only some orders had been selected, the remaining orders in the file will be retained until they are either printed or sent or deleted.

Printing Purchase Orders

Change the mode to **Print/Send** function. The system will then compile a list (or file) of the purchase orders awaiting printing. Consult the explanation in the general section above for details about changing between Printing and ftp-ing purchase orders.

To print purchase orders, select the PRINT button. In the dialog box which displays, it is possible to select certain purchase orders or to select all for printing. After selecting appropriate choices, click on the **Print** button to print the purchase orders.

After printing has been completed, the system will present a popup box asking “**Was the printout OK?**”

If the printing was successfully accomplished, click on the **OK** button.

Click on the **Yes** button to clear the file. If a printing error occurred, click on the **No** button to retain the file to have the option to print the purchase orders again. Once the file has been cleared, it is not possible to view it again. When purchase orders have been successfully printed, it is always a good practice to delete the file or the risk exists to inadvertently print the purchase orders again.

Displaying Order Records in the WebPAC

In the process of receiving ordered items, the system inserts a received date into the RDATE (Received Date) fixed-length field in the Order record. This also changes the message associated with the Order record if it is displayed in the WebPAC. The rule for how long the order information will display in the WebPAC depends on the configuration of Web Option. The following web option is important if the library chooses to display Order record data in the WebPAC: **SHOWOREC**

For additional information regarding configuration of Web Options, consult the [Sierra WebHelp](#). Need the link

Receiving Acquisitions

Records may be marked received as a record edit, by inserting the date in the Received Date fixed field of the order record. There are two additional ways to receive orders in Sierra:

Receive orders and create Item records

Use the **Place Orders** function to search for the Bibliographic record. Open the Order record in the by clicking on the button on the left side of window. This method will insert a received date into the Order record and will immediately prompt for creation of an Item record for the received item. The invoice will be processed in another step.

- Search for the Bibliographic record by title or by any other indexed field.
- Click on the **Receive** *tab* in the lower portion of the screen
- Click on the **Select all** button if all copies which were ordered are being received at this time. The default function of this operation can be configured in the dropdown menu **Admin | Settings | Receive**
- The presence of a date in this field indicates that the entire order has been received.
- Insert **Receive Date** into the RDATE fixed field. It is possible to type the letter “t” into the fixed-field and the system will automatically insert today’s date. Another method is to type the letter “c” into the fixed-field and the system will present a calendar from which a specific date may be selected.
- Using this method inserts the date in the **RDATE** fixed-length field. Do not update the **RDATE** fixed field for partial receipts (the complete number of copies was not received). Check **Copy EPrice** to item if needed for Item record.
- Click the **Receive** button.
- Select an appropriate **new item template** from the list of templates, or use the default template if this setting has been configured in the dropdown menu **Admin | Settings | Receive** tab.

Receiving Orders using Rapid Update

Receive orders and add received date to RDATE field only.

- Go to the **Rapid Update** function from the functions drop-down list.
- Choose from the Options for Rapid Update display:
 - Update Order records one at a time by entering the Order record number
 - Update multiple records from a previously-created review file, a range of record numbers, or a specific index range.
 - If updating records one at a time, and the answer is “yes” to the questions about displaying records with multiple branches and 7, RACTION (a receiving action) code, any special STATUS, and RDATE (if a received date is already in the record), each record will be displayed for a decision by the library staff member.
 - For multiple record updating at one time, Sierra Acquisitions does not display records.
- Use **Tools | Search** to change between multiple or single record updating. The “browse” option offers the possibility to search title-by-title using indexes. The “range” option offers the option to review a range of Order records, to use a review file, to use a range of index areas, and to use an Advanced search to locate applicable items.

- Select appropriate values in any fixed-length field which required updating. Edit or insert appropriate variable-length fields using the **Edit** icon in the toolbar or the **Insert** icon in the toolbar.

NOTE: When your records are updated using Rapid Update, it is not possible to update the EPRICE, FUND, COPIES, or STATUS fields. Updates to these fields involve financial processing and can only be changed by an authorized user, one record at a time. They may not be modified using this mode.

In this function it is possible to:

- Insert new non-MARC variable-length fields
- Modify the value of fixed-length fields
- Certain fields can be modified in a single record or in multiple records at the same time.
- Select an individual record to modify or select a group of records to update.
- Build a Command List
- Apply the Command List
 - The Command List can be applied to different records or sets of records
 - The Command List can be retained but made temporarily inactive
 - Commands can be edited or cleared as necessary.
- Choose the **Start** button (for multiple record updating) or the **Submit** button (for individual record updating) to make changes to the selected record or records.
 - As records are updated, they appear in the History table.

Additional information on the Rapid Updating procedure is available in the Sierra WebHelp.

Invoicing

Sierra offers the ability to create invoices into the system in one of two ways: manually or by receipt electronically from vendors. The invoicing process effects two changes to the Order record:

1. Invoicing adds a date to the **RDATE** (Received Date) field
2. Invoicing and posting the invoice changes the status to **a, d** (fully paid) or **q, e** (partially paid).

This may be accomplished in several ways:

- It is a part of the combined receiving and invoice entry process
- Invoicing may be done before the items are actually received (prepaid orders)
- Invoicing may also be done after items have been received (after a Received Date has been input into the RDATE field).

Creating Invoices Manually

Once a paper invoice arrives, it is processed in a specific way to reflect various pieces of financial information in the system. Each invoice may contain up to 500 line items. It may be necessary to split invoices into two parts with the same number, followed by "Part1" or "Part2" if the number of lines

on an invoice exceeds 500. NOTE: A line item may be removed from an invoice before it is processed by using the dropdown menu **Tools | Remove Line**.

Invoice Creation for New Monographs

- Change to the **Pay an Invoice** from the Function drop-down list.
- Choose any session (also known as a payfile) which is **Free** or **Ready to be posted** in the status column.
- After highlighting the session desired, click on the **Select** button to open an invoicing session.
- Select appropriate settings from the **Options** popup dialog box; or change the options by using the dropdown menu **Admin | Settings | Invoice** to configure default options which might be normally used.

Various pieces of information are essential for completing the invoicing function. The display will present various blanks in which pieces of data must be typed.

Invoice number	This is a required field . It may contain up to 19 alpha-numeric characters. If there is no invoice number press the space bar or type in the word NONE and then press <Enter> .
Invoice date	This is a required field. Type in the date as printed on the invoice.
Record number	If the vendor included the Order record number, it can be typed into the Record Number field, minus the period and the letter o. In the innovative system, the record number is often referred to as the Purchase Order (PO) number. <i>This should not be confused with any blanket purchase order numbers used by the library.</i> If the Purchase Order number is not known, use the searching mechanism in the bottom half of the display to search by any index. When the appropriate record is found, click on the USE record button to insert the data into the invoice.
Paid	Type in the cost of the item as reflected on the invoice. If the order is for multiple copies of an item, type in the total amount to be paid for all items.
Notes	It is possible to type in a note for each line item up to 35 characters in length. Do not use a / (backslash) or * (asterisk), or numeric characters at the beginning of the note line. This will cause problems for the system.

- For multiple copy orders, the system will present a popup box asking the operator to type in the number of copies which will be paid for on this invoice. If this popup box appears, type in the appropriate number and click on the **OK** button.
- To calculate the totals for the invoice, click **Finish** in the toolbar or press **<Enter>** at the next Order record prompt.
- Type in totals from the invoice as costs of shipping, service charge or discount, sales tax (if applicable), and the invoice total. To type in a discount amount in the **Service Charge or**

Discount box, type a minus sign (-) followed by the amount of the discount. This will subtract that amount from the paid total for the invoice.

- Type in a total amount as indicated as the bottom line on the invoice and press <Enter>. Sierra Acquisitions will calculate the totals and will display a popup box if there is some discrepancy in the total.
- Correct the total if there is some discrepancy with the **Use computed total** button, or **Continue** to return to the invoice to correct errors in the line items.
- Do not click on the **Finish** icon until everything is accurate. Once an invoice is closed, it is may be edited at any point prior to posting of the invoice itself.
- Once the invoice is finished, the screen will close and the system will return to the Invoice summary screen. It is now possible to create another invoice in the system by selecting the **New** invoice option.

NOTE: The records contained in any invoice which has not been Posted (or updated) will be busy (in use by the system) until the session (or payfile) is posted. Consult the posting section later in this document for information regarding Posting procedures.

Suspending Invoice Processing

It is possible to temporarily suspend the creation of an invoice before finishing with it, select the **Suspend** icon from the toolbar.

- Click the **Suspend** button or use the dropdown menu **Tools | Suspend**
- Return to processing in the same session by clicking the **Resume** icon on the toolbar, or resume at a later date to the Invoice mode and select the suspended session.
- Click on the **Resume** icon. The system will ask in a popup box: **“Do you want to restart this invoice?”** Click on the **Yes** button to resume invoice creation. Only the person with the initials and password who began the creation of the invoice may resume the process. Alternatively, a user with the authorization to be an Invoice Administrator (permission # 177) may resume any session.

Entering Invoices Using Blanket Purchase Orders

Sierra Acquisitions allows you to quickly retrieve all order records for a blanket purchase order during the invoicing process. By typing in a blanket purchase order number during the invoicing process, Sierra Acquisitions automatically selects for invoicing and payment all order records which contain that blanket order number.

To prepare an invoice using blanket purchase orders:

1. Follow steps 1 – 8 under the **Invoice Processing** section of this manual
2. Type in the blanket purchase order number(s) in the Blanket PO box. If you type in more than one blanket order number, separate each number with a comma. When all appropriate blanket order numbers have been typed in, press <Enter>. Sierra will then display the Blanket PO workform.

The Blanket PO workform displays information for each order included in that (those) particular blanket purchase order number(s), including a message in the message column stating whether

the specified order record can be processed or not. Please note that an order might have multiple messages associated with it.

3. Resolve all error messages which may block the processing of a particular order record. The **Process** button is grayed out (unavailable to select) until all of the error messages have been resolved. For information on specific messages require staff intervention, please see **the Sierra WebHelp. Needs link**
4. Edit the information in the Amount and Copies to Pay columns if it differs from data on the paper invoice. To expedite invoice processing, Sierra automatically fills in the columns, using data from the order record. For the copies column, the system calculates the number of unpaid copies remaining in the order record. The amount column (for price) is equal to the estimated price times the number of unpaid copies. If any of these columns are grayed out, error messages must be resolved prior to processing the order and to completing the invoice.
5. After finishing with typing in copy and price amount information, choose the **Process** icon to officially create the invoice. Sierra uses the information on the workform screen to populate and to display the invoice. It is possible to add more line items or to edit existing line items at this point if necessary.
6. **Finish** the invoice as described in the **Invoice Processing** section in this manual.

Special Conditions when Invoicing

Entering a Line Item that has No Order Record (X-RECORD)

Any line item for which there is no corresponding Order record can be typed into an invoice as an x-record (an artificial record, commencing with the letter “x” and followed by any series of 6 digits). Use this for non-bibliographic payments, or for invoicing credit memos, or use this option in combination with orders on an invoice. Any service charges, shipping charges, or taxes will be prorated to the x-record amount if the invoice contains several items.

- With this option, it is possible to, for example, create a separate fund for payment of specific invoicing situations, for example: Interlibrary Loan Charges, binding charges, etc.
- The first step is to create an invoice, using the method described above.
- Instead of an Order record number, in the Record Number field, type in an **x** followed by up to six digits to identify the transaction.
- Select the appropriate fund, and type in the amount of the payment. It is possible also, to type in a Note of up to 35 characters. Do not disencumber during this process (unless the fund has been manually encumbered first).
- If the invoice already has a vendor in the vendor field, Sierra Acquisitions uses that vendor for the x record. However, if the **x record** is the first line item in the invoice, the system prompts the user to select a Vendor name from the list of available vendors.

Credit Memos

There are two ways to enter credits or credit memos from a vendor:

1. If the credit does not apply to a specific item (it is a general credit), use the x-record feature above.

2. If the credit applies to a specific item:
 - Create an invoice for that line item, or add a line item for the credit to an invoice for the same vendor from which the credit was received.
 - Type the appropriate the Order record number into the column for Record Number.
 - In the **Paid** column, type in the amount of the credit as a negative amount
 - Add a NOTE in order to explain the credit, if necessary.

Entering a Line Item that is Not Prorated (Y-RECORD)

Line items on an invoice that are not prorated for tax, shipping, or other charges are referred to as Y records.

- On a new line on the invoice, type the letter "y" as the first character of the record number. The record number can be up to seven characters.
- Select the appropriate **Fund, Subfund** if necessary, **Encumbrance** (or amount) to be removed, and the paid amount. It is also possible to type in a note of up to 35 characters.
- Select a vendor code if the **y-record** is the first line on the invoice. Line items entered before a line item for a real Order record (one with an o-record number) are not added to the vendor invoice file.
- It is not possible to **Finish** an invoice that contains only y records. The invoice must contain at least one real Order record number as a paid item.

Posting financial transactions

Sessions (also known as Payfiles) are **temporary workspaces in which the system will process financial data. One person can use a specific Session at a time.** *In Sierra Acquisitions libraries may have up to 50 Sessions configured. This is optional and must be configured by the Innovative .*

Sessions are used for all financial transactions in the Sierra System. They are used to:

- **Process order encumbrances**
- **Create invoices**
- **Adjust fund balances**
- **Process order cancellations**

Some libraries dedicate each Session (or Payfile) to a different function (for example: monographic acquisitions, serials payments, monographic invoicing, etc.). Other libraries may dedicate a specific Session to a specific location or branch or operator.

- It is essential to post once daily and to keep an accurate log of the postings which are done in the library system..
- Sessions (Payfiles) store financial data from invoices, fund balances, and cancelled orders.
- The **Payment History file** records and stores all transactions, including: appropriations, expenditures, encumbrances and disencumbrances which were posted since the posting file was last cleared (since the last posting was completed).

When invoices are posted, the system does the following:

- Encumbers or disencumbers funds as appropriate
- Updates fund expenditures and amounts
- Updates the vendors file with invoice information
- Updates the payment history file
- Clears the posting session and returns it to a state of “empty”
- When posting is done, the following changes are made to Order records associated with the invoices which were posted:
 - Updates the STATUS field automatically (to reflect fully paid, partially paid, etc)
 - Adds a PAID field to each Order record which was paid on the invoice with a brief history of the invoice number, invoice date, amount paid, and any notes made for that individual line item.
 - Updates the RDATE (Received Date) field. This is only if the system is configured to use the paid date as Received Date.
 - Adds an INT NOTE (Internal Note) field to the Order record for claims or cancellations which explains cancellation or claiming reasons.

Post invoices

1. Choose **Invoice** from the Function list.
2. Choose any session that is **Ready to be posted** in order to highlight it. Alternatively, choose the **Post All** button to post all sessions which have the status of **Ready to be posted**. If multiple sessions are posted at the same time, they are always posted in numerical order.
3. Select a printer from the dropdown menu **File | Select printer** unless a default printer has already been selected. It is also possible to select an email printer in order to send the reports to a specific email address.
4. Type in a page heading for the posting register. This can be up to 29 characters.
5. The Encumbrance Register and the Invoice Register and Invoice Summary queues, and then the system prompts you to print. If there is a problem with the printing of the reports, choose the **No** button. By choosing No, the data will be saved so that the file can be posted again after the problem is corrected. If there is no problem with the printing, choose the **Yes** button.
6. Check the reports on the screen, or view the printed copies of the Encumbrance Register, Invoice Register, Invoice Summary, Fund File, Order File, and Vendor File. The Payment History File report displays on the screen, but does not print. These numbers could become important in the event of any problems with fund files. If a problem of this type is reported to the Innovative Help Desk, the staff may ask for the most recent data which has been entered into your separate report log (which is kept as a printed/emailed copy)

NOTE: Printing a Fund Activity Report enables clearing the Payment History File.

Electronic Invoice Processing

There are two main types of invoices that may be process electronically in Sierra:

EDifact invoices received from vendors for monographic firm orders

Electronic Serial Invoices that are accessible on your network or by FTP

Processing Firm Orders (EDifact)

- Use **Import Invoices** from the Functions list to import electronic vendor invoices for monographs
- Retrieve the EDifact file for the firm order shipment by either FTP (to vendor site) or Browse (delivered from vendor and stored locally)
- Records will be matched based on the order record number. When finished, Sierra will take you directly to the **Accept/Reject** tab and displays list of invoices included in the file.
- Choose a session from the **Session** drop-down menu and select an invoice.
- **Processing** options are explained in the [Sierra WebHelp](#).

Claiming or Cancelling orders

3 ways to CLAIM or CANCEL orders

1. Claim or Cancel SPECIFIC order

Use this method for just a few order claims or cancellations.

- Change to the Function **Claim/Cancel**. (Alternatively, search for a bibliographic record and open the order record using the **Place an order function**). Change the function (action) to **Claim** by choosing **Tools | Function | Claim/Cancel** from the dropdown menu.
- If the **Browse** display (searching title-by-title) is not on the screen, choose **Tools | Search | Browse** from the navigation bar.
- Search for the Bibliographic and Order record. When the record displays, it is in view-only mode.
- To queue a claim letter for that specific Order record, select the **Claim** button.
- To claim the order without queuing a claim letter, choose the **Update Claim** button. If the record is claimable, Sierra Acquisitions updates the Order record immediately and no claim letter is generated to be printed. If this option is chosen, it is often a good idea to insert a note into the Order record explaining the action which was taken.
- To cancel the order, click on the **Cancel** button. The Order record will not be updated until the cancellation letter is printed and the session is posted. Upon printing the cancellations, the system will prompt the user to indicate the session number in which to insert the cancellation financial action.

2. Search for Claimable Records

- Begin at the **Claim/Cancel** mode on the navigation bar. Change the range of order numbers if appropriate, or select a previously-created review file, or select an index to use.
- Click on the **Start** button to begin the system search through the files for claimable records.
- The system displays records one at a time. When the record is presented, select the appropriate button which is applicable to the action desired. If no claim is to be submitted at this time, click on the **Next** button to continue to the next eligible claim.
- Save the record, using the Save icon on the toolbar if any order has been claimed for a particular record. Then click on the Next button to move to the Next record.

- Note the updates which may have occurred in any claimed or cancelled records subsequent to the claiming or cancellation action and the posting of the session:
 - An **INT. NOTE** (Internal note) field was generated and inserted in the Order record indicating the action which was taken (claiming or cancellation).
 - For **CLAIM**, the fixed-length field **CLAIM** is updated.
 - For **CANCELLATIONS**, an internal note is added by the system, the **STATUS** field changes, and funds are disencumbered after the posting is completed for the proper Session (Payfile).
 - Both **NOTES** and **INT NOTES** (Internal Notes) appear in the Claim display.
 - The ability to **Copy claim note to the next claim** (if a note is typed in to be sent with the claim), is set in the dropdown menu **Admin | Settings | Claim tab**.

- 3. [CANCEL an order upon vendor notification](#)
 - Use the **Place an order** function and search for the Bibliographic record for which the Order record should be cancelled.
 - Change to **Cancel by Vendor** by choosing from the dropdown menu **Tools | Function | Cancel by Vendor**. The record is view-only mode in the Cancel by Vendor function.
 - Type a date if appropriate and click **Cancelled by Vendor**
 - Choose a **Session (Payfile)** in which to place the cancelled by Vendor record for posting update.
 - Type in a reason for the cancellation.
 - Changes will not be made to the Order record until the session is **posted**. After the posting is completed, the Order record will reflect the cancelled value in the **STATUS** fixed-field.