**A Simple Monograph Acquisitions Workflow Exercise – ALEPH v.18**

*Note: Simple means just one Item, just one Budget (encumbered from within the Order), and no Claims to Vendor.*

*Tip:* to speed up your hands-on practice, you may opt to skip steps 1 (Budgets) and 2 (Vendors), below. If you do so, please use budget **1234567** and any existing vendor when doing Step 3 (Creating the Order).

1. **First pre-requisite: Budgets** (Documentation: Tab C of Training Notebook)
   
   Under the *Administration Tab*, select *(B)* Budget and click on the *New* button

   Mandatory fields to complete include: Code, Type, and Valid to/from dates.

   Click on the *Add* button.

   In the 4. Transactions Tab (lower right pane): check the Initial Allocation box and click the *Allocate* button. Click the radio button for Initial, choose a Currency, and enter a sum. Click on the *OK* button.

2. **Second pre-requisite: Vendors** (Documentation: Tab C of Training Notebook)

   Under the *Administration Tab*, select *(V)* Vendors and click on the *New* button

   Mandatory fields to complete include the following:
   - Tab 1: Vendor Code, Vendor Language, and Vendor Name
   - Tab 2: Currency, Order Delivery (if letter, then Letter format)
   - Tab 3: Delivery 1 (and Delay, if any – good for batch claims)
   - Tab 4: all fields are optional (and only become active after you click on the *Add* button)
   - Top Pane: *Address* button (add at least one)

   Click on the *Update* button

3. **Creating the Order** (Documentation: Tab D of Training Notebook)

   Select the *Find Tab* (binoculars)

   Locate a record

   *Use the system number allocated to your participant number, below:*
Click on the Show button (note that there won't be a Show button if your search retrieves an exact match).

Click on the Orders button

In the Order Tab

Select (L) Order List

Click on the Add button – Choose Monograph – click OK

Complete the following:
- Tab 2 Mandatory fields: Acquisition Method, Sublibrary, and Order Unit
- Tab 3 Mandatory fields: Vendor code, Order delivery type (for this exercise, always choose LE-letter), Send Letter By
- Tab 4 Mandatory fields: Number of units (type just 1), Unit price, Currency, Encumber Budget

Click on the Add button

Tip: hit the Refresh button to learn about any other mandatory fields not mentioned above.

*Note your Order # here: __________________________

Select (L) Order List – Click on the Send button
4. Arriving the Order (i.e. Receiving Ordered Items)

Select (O) Order

Then select (A) Arrival

Click on the Add button
(Make sure that the Order completely arrived box is checked)

Click on the Add button

5. Creating a Holdings Record in USM60 (in case one was not created previously, when the Bibliographic record was selected)

Select (S) Items/Subscriptions

Click on Tab 6. HOL Links

Click on the Create New button – click on the Edit button (you will be taken to Cataloging; edit the Holdings record and send it to the server)

Go back to the Serials Module

Again select (S) Items/Subscriptions

Click on the Refresh button to see Location (call #) data be copied automatically from the Holdings record to the Item record

6. Invoicing the Order (i.e., making a record of the order’s invoice in ALEPH)

Select (I) Invoice – click on the New button (corresponds to the Line Item invoice) and Assign a number

Complete the following:
• Add a Net amount: can be list/unit price
• Input an Added amount: tax, for instance
• Object Code
• Invoice Date
(Make sure that the Order Completely Invoiced box is checked)

Click the Add button and then click on the Gen. Inv. Button.
You will be taken to the Invoice tab. Select (G) General Invoice, and adjust amounts if necessary. If you adjusted amounts, click the Update button.

Select the 2. Payment Tab: Change the status to “P”, record the date ________________, and the check number ________________, click on Update.

7. Methods to check on your Acquisitions procedures:

a) Search the OPAC by System number.
b) Select the Invoice Tab → Invoice → Line Items → 2. Order Info.
c) In the Administration Tab → ADM → Budget Transfer, enter your budget code; this will show the balance of your current budget.
d) Look at Order Tab → Order → Order Log.
e) Look at order Tab → Order → Items/Subscriptions (bottom pane, tabs 1, 2 and 3)
f) In the Order Search tab → Click on the Clear filter button, select the Order number index, type in the number of your order as you noted it previously, check the exact match box, and hit Enter.