

AFO 211 – Purchase orders

211.1 Introduction

The following conditions must be met before purchase orders can be input.

The following files must be defined:

- Suppliers: define via AFO 241 ('Suppliers')
- Currency codes: define via AFO 242 ('Exchange rate information')
- Budgets: define via AFO 243 ('Budgets')
- Destination codes: define via AFO 244 ('Destinations')
- Print locations: define via AFO 245 ('Locations')
- Country codes: define via AFO 246 ('Country codes')
- Requestors: optional, define via AFO 431 ('Borrower maintenance')
- Codes for notes fields: optional, define via AFO 247 ('Notification codes')

You also need to prepare for printing:

- Define the parameters via AFO 271 ('Print parameters control')
- Define the lay-out for the printouts via AFO 271

AFO 211 allows you to enter purchase orders that are linked to an existing or newly entered bibliographic record.

For entering purchase orders you must adhere to the following procedures.

Choose AFO 211, the system will display a search screen.

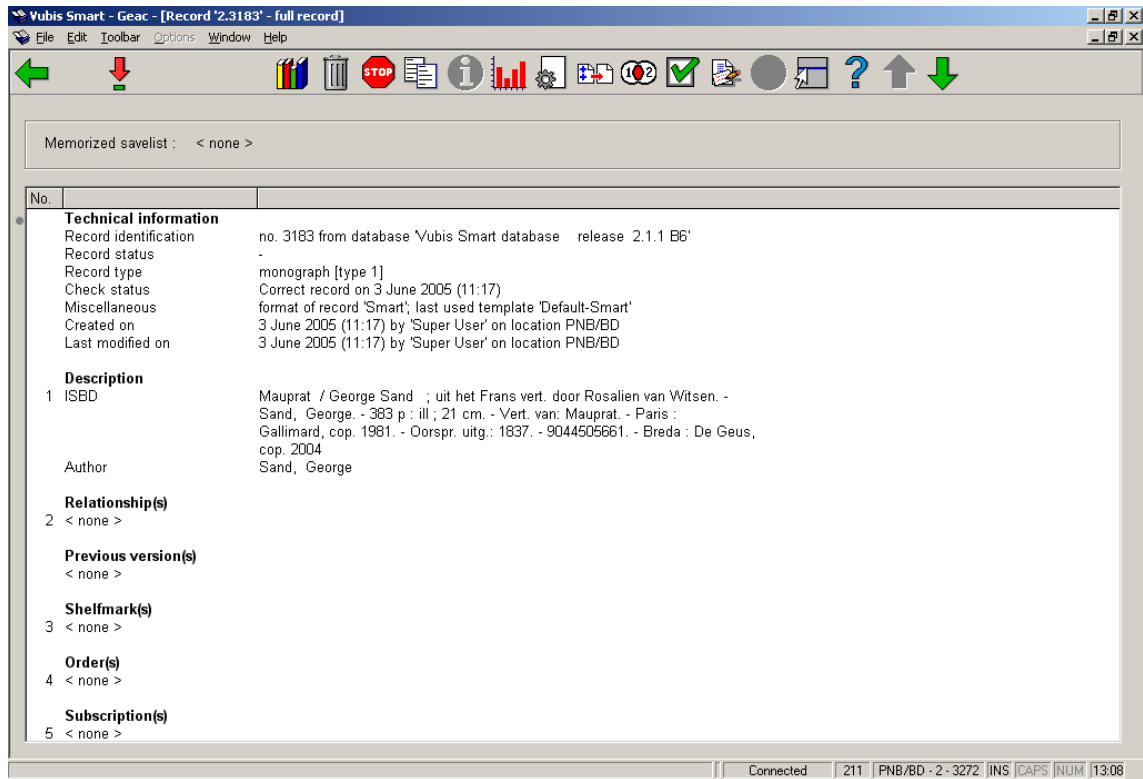
Now, there are two options:

- The title you wish to order exists already in the database. In this case you can link the (new) order information to the existing record. Use one of the available search methods to retrieve a bibliographic (or order) record. In case the order number is known, it can be searched from the system number tab:

The screenshot shows a dialog box titled "Search for a record" with a close button (X) in the top right corner. It has two tabs: "Standard" and "System number", with "System number" being the active tab. The "System number" tab contains a search field with the text "Z39.50" and a dropdown menu currently showing "Order no. (internal)". Below this is another dropdown menu showing "Bibliographic database". On the right side of the dialog, there is a vertical stack of buttons: "OK", "Cancel", "Help", "New record", "Save lists", "Previous", and "Connect". At the bottom left, there is a checkbox labeled "Save settings" which is currently unchecked. The dialog box has a standard Windows-style border and a small icon in the bottom right corner.

- The title you wish to order does not exist in the database. In that case you need to create a bibliographic record first. At the stage you can enter the minimum details, but you can also add a complete bibliographic record or copy one.

In both cases the system will then show you the overview screen for a bibliographic record. If you have entered a new bibliographic record there will be nothing linked to this record, but with existing bibliographic records it is possible that there are already orders linked to it.



Orders are linked to a bibliographic record. Under the heading “Order(s)” you will find the existing orders; if there are no orders you can double click on the line “<none>” to add a new order. If there are orders already the number will be shown; again you can double click on this line.

211.2 Purchase orders

An order can be linked to one bibliographic record (use AFO 211) or to more (use AFO 216) and is sent to one vendor. More than one order can be linked to a bibliographic record. For invoicing purposes the vendor can be changed in certain circumstances after the order has been sent. For instance, when an item ordered from vendor A is invoiced and supplied by vendor B; e.g. central library and branch library.

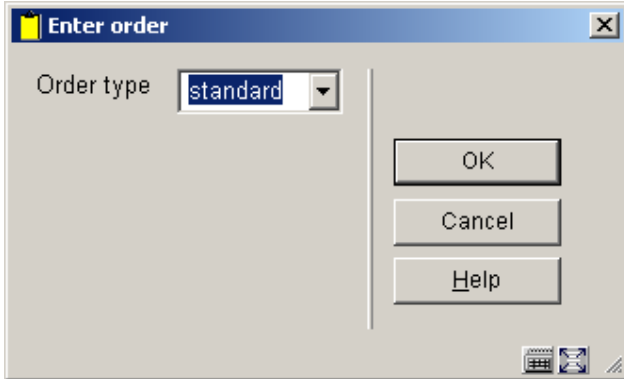
A purchase order can comprise several items (or volumes) which can be charged to one or more base funds. For this reason an order is made up of two sections, i.e.:

- The general details such as the link to the bibliographic record, the vendor, the total number of copies and the total committed price
- Details of one or more sub purchase orders. These include the base fund and the destination location

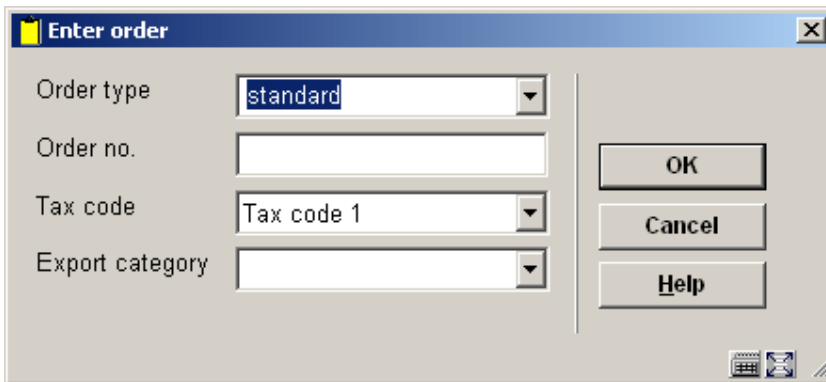
The material ordered in a sub purchase order is grouped by requester and base fund

This two section structure enables, for example, an order to have two items for location A on base fund X and three items for location B on base fund Y. This is an order for five items on the order slip or list for the vendor.

211.2.1 Order types When adding a new order, the system first prompts you for an order type:



Depending on settings in AFO 272 – Miscellaneous, this input form may also contain the fields **Order no.**, **Tax code**, **Export category**. See the Help for AFO 272 for more information. It is possible to enter order numbers manually. A manually entered order number must be unique within the meta institution. Tax code and Export category relate to export functionality via AFO 278. See the Help on this AFO for more information.



The system uses four criteria for determining the type of order:

Criterion	Code	Description
-----------	------	-------------

1 (acquisition)	S	Standard acquisition
	R	Regularized - An item is purchased and usually paid for before being passed on to the acquisitions department for processing, unlike the other order types.
	G	Donation - The code originates from the Dutch: Gift)
	Z	On approval (the code originates from the Dutch: Zichtzending)
2 (destination location)	S	Standard destination location
	E	External services (i.e. the library orders items for a non-library location which may or may not be part of the agency)
3 (material)	S	Standard type of material
	T	Serial (the code originates from the Dutch: Tijdschrift)
	V	Subsequent issue (the code originates from the Dutch: Vervolgwerk)
4 (time)	S	Standard
	R	Retro (use for purchase orders made before the acquisitions module was introduced)

Note!

The code 'S' (Standard) is used in all four criteria for the most common types of orders which do not fit into any of the other categories.

The codes in the table above can be combined to produce 48 order types.

Example

SSSS - standard purchase order

GSTS - donation of a serial

SESS - standard order for another agency

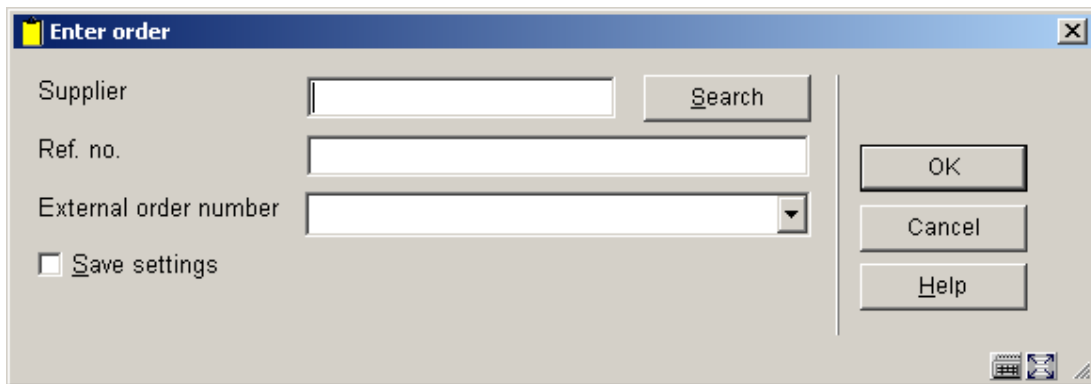
When the system is installed SSSS is defined as the default type. This can be changed with the help of a parameter in AFO 272 ('Other parameters control').

211.2.2 Order numbers The system automatically assigns an internal order number to each order. The format of this order number is determined through AFO 272 – 'Order number format'. See the description of this AFO for more details. It is also possible to enter order numbers manually. This is controlled through AFO 272 – 'Miscellaneous'. See the description of this AFO for more details.

This number can be used on the search screen in AFO 111/211 to retrieve bibliographic records.

211.3 Order entry

After choosing the order type (and possibly entering an order number) an input screen is displayed:



Fields on the screen

Supplier: Enter the supplier code or number or enter (part of) the name and click on the 'Search' button to retrieve the supplier.

Note:

A supplier must be defined in AFO 241 before name or code can be used here. When entering the supplier you can also use the 'M' option (Memorize) to retrieve the last used supplier record.

Ref. no: Enter a reference number. There are no checks performed on entry in this field. This reference number can then be printed on any correspondence with the supplier (e.g. order forms, reminders, etc.).

The reference can be a number or any other data.

External order number: optional field for manual entry of an external order number.

Next the input screen for the first partial order is shown:

ENTER PARTIAL ORDER NO. 1

If you select a distribution list then any entries in the fields Destination code, Shipto code, Budget and Quantity will be ignored.

Distribution list

Destination code: BD

Shipto code

Budget: 16/22 - testpatch

Selection code

Material type: Annual reports (ANN)

Circulating stock category

Quantity: 1

Unit price

Name: Search

Export category

Save settings

OK
Cancel
Help
Update DistL

Fields on this screen

Distribution list: Distribution lists can be used to create multiple partial orders. The library can define distribution lists for recurrent ordering steps. In a centralized environment an order for a bestseller can always be created according to the following pattern:

Location	Quantity
BD	5
CEN	8
NOR	3
EAST	2
WEST	7

The library can define distribution lists comprised of multiple distribution lines. Each line consists of location, ship to code, budget and quantity. During the ordering process you can select a distribution list so you do not need to enter the majority of order information.

Destination code: Select a code from the dropdown list.

The system will only show codes as defined in AFO 244 ('Destination codes'). This does not apply to external orders. When creating an external order you can only enter a destination code that has *not* been defined in AFO 244.

One destination code can be linked to multiple locations, which allows you to order copies for multiple locations in one partial order. Read the description of AFO 244 for more information on destination codes.

Shipto code: A shipto code can be added to each partial order. This code determines to which address the ordered materials must be shipped. If no code is entered the default code set for the institution of the location will be used.

Budget: Select a budget from the dropdown list. Only codes defined in AFO 243 ('Budgets') can be selected.

Selection code: Optionally you can enter a code here for use with SSP. The codes are not relevant for the ordering process and are not checked by the system.

Material type: Here you can select a material type for the on order item which can be used with further processing of the item (e.g. place reservations on on-order titles).

Circulating stock category: With this option you can link an on-order item to a circulating stock collection. These categories are defined in AFO 469.

Quantity: Enter the quantity for the **destination code**. The default is 1 (one). If the number of copies for each location is different you must create separate partial orders.

In case the same number is to be ordered for each location you can use a destination code that comprises all locations. See above.

Unit price: Enter the unit price. Enter either the price as quoted by the supplier or an estimated price. For the total price this amount will be multiplied by the quantity and by the destination code. For a price in other than the base currency enter a space and the currency code after the amount. This currency code must be defined in AFO 242 ('Exchange rate information').

Example

70 EUR

When entering the price the following options are also possible:

- Do not enter a price for the first partial order. No amount will be committed to the selected budget.
When you do not enter a price for any subsequent partial orders, the price will be taken from the first partial order.
- Enter the code 'V' (from the Dutch 'verplichting' = commitment). The system then assumes that there already is a commitment for this order made via AFO 243 ('Budgets')
The V-option can be relevant for the registration of serial orders for which a fixed amount is entered as commitment at the start of the financial year. The use of this options has consequences for invoice registration. See the description of AFO 243 ('Budgets')
- Enter the code 'I' immediately after the price (including VAT). This denotes the price includes VAT. The system assumes that normally a price is excluding VAT.
This code is only relevant if you have chosen bookkeeping model 33, the so-called 'invoicing model'.
- Enter the code 'T' immediately after the price (total price). This denotes that the price applies to the total order. This can only be done with a multi volume order.
- Enter the code 'K' (from the Dutch 'korting' = discount) immediately after the price. This denotes that a discount of the specified percentage is applicable. This discount does not depend on what is defined (Individual or Global) in the supplier record.

Example:

Unit price: 80IK15 EUR

A price of 80 Euro, inclusive VAT and 15% discount.

Note:

Currency codes must be defined in AFO 242 ('Exchange rate information').

Name: The system offers the option to link a name to a (partial) order. E.g. the name of the person who asked the library to order this item. The name must appear in the borrower file. Enter (part of) the name and click on the 'Search' button to retrieve a borrower.

After entering all the details click on the 'OK' button. An entry form for the next partial order appears. Clicking the 'Cancel' button will stop the entry process. After that an overview screen of the order is displayed.

2	General data	Supplier	Heinen (1)
		Delivery type	N
		Dispatch	Y
		Ref. no.	-
3	Order informatio	Specification	1 c.
		Status	-
4	Financial data	Total	10 EUR
		Source	-
		Additional costs	0
		Commitment	9.25 EUR
		Individual discount	7.5
		Total price	-
		Individual tax (%)	0
5	Internal notes		-
6	Supplier notes		-
7	Order status		Entered : 13 Feb 2006
8	Receipt status		Not : -
9	Invoice status		Not : -
10	Claim 1 status		Not : 15 Mar 2006
11	Claim 2 status		Not : 24 Apr 2006
12	Cancellation sta		Not : 14 May 2006
	Partial order	1/1	
13	Destination	Location(s)	BD
		Budget	2800.6
		Selection code	-
		Subscription num	-
		Location(s)	-
		Budget	-
		Shipto Code	DFLTACQ
		Material type	BO
		Circulating stock	-
14	Order data	Specification	-
		Quantity	1
		Price	10

The following statuses are possible:

- 7 Order status: entered, locked (is added to print file), sent. From the moment the order has been sent the claims mechanism kicks into action.
- 8 Receipt status: not, partial (of two partial orders only one was received; not all copies have been received), total
- 9. Invoice status: not, partial (of two partial orders only one was invoiced; not all copies have been invoiced), total
- 10, 11, 12. Claim 1, 2, cancellation status: not, partial (of two partial orders only one was received; not all copies have been received), total

If you want to print an order you need to make sure the option Dispatch is set to Yes.

You can print the order directly using the 'Print' option; but if you want to generate lists by supplier you must use AFO's 251, 252, 253.

211.3.1 Overview screen On the overview screen the following options are available:

New partial order: only available on an order that has not yet been printed.

Select no. (+): select a line and then this option to look at more details of that line. Not all fields will be available, depending on which line you choose. See section 211.3.2 for details.

Print: to (re)print the order.

Choose partial order: when there is more than 1 partial order, this option can be used to switch to the details of another. The system will first display a summary screen.

Delete partial order: only available on an order that has not yet been printed.

Global registration: with this option price and invoice number can be entered on an input screen en then be used on the receiving screen (only if receiving has not yet been completed).

Receipt with barcode: this will switch to the AFO 222 screen. See the help on that AFO for more details.

Invoice summary: only available if an invoice number has been registered for this order.

Budgets: this swill switch to a screen with budget details.

Price: with this option the price can be entered on an input screen en then be used on the receiving screen (only if price information has not yet been entered).

Undo action (+): choose a line and then this option to undo the action. Not available for all actions.

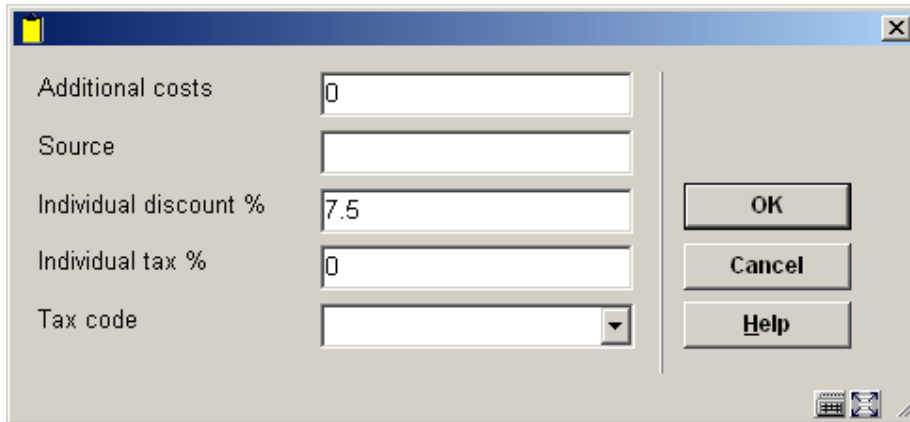
Technical status: this will display a brief overview screen of when and by whom the order was created and modified.

AFO: this option will take you back to the search screen.

Display order header: this will switch to the display of the order header information.

211.3.2 Adding other information By selecting one of the line numbers on the overview screen, you can add or modify information in the corresponding fields.

211.3.2.1 Financial data After choosing line 4 an input form for additional financial data is shown:



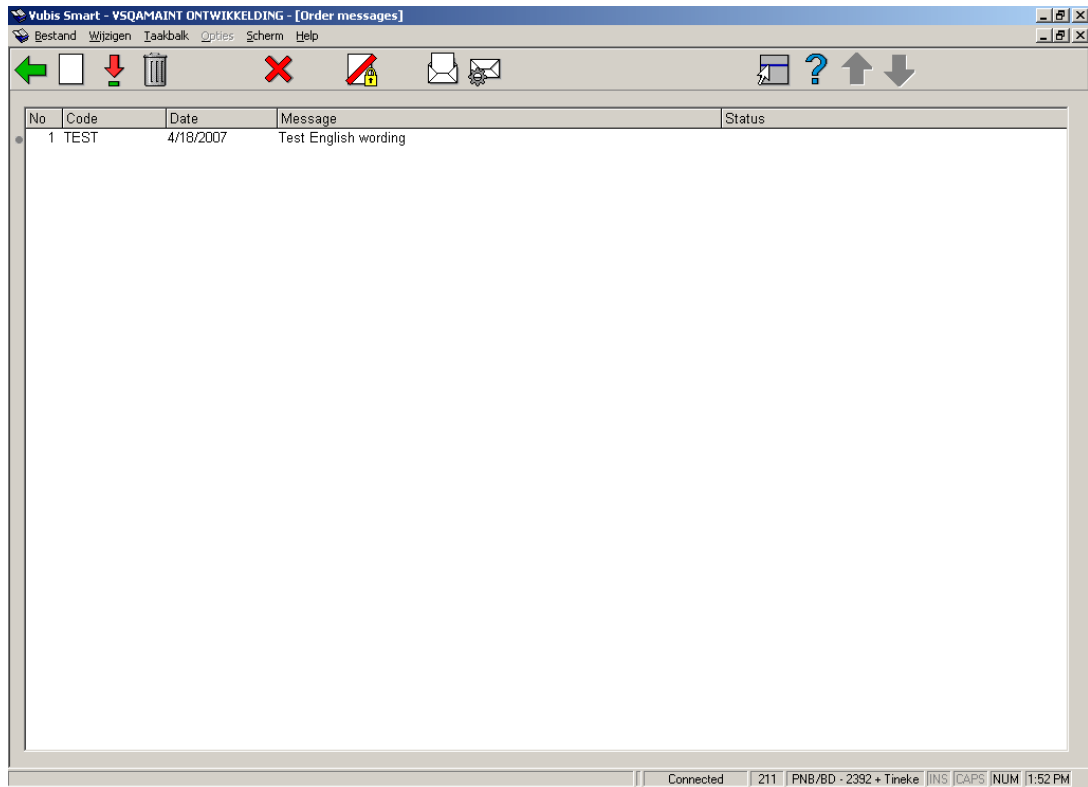
The image shows a software dialog box with a title bar and a close button (X) in the top right corner. The dialog box contains five input fields on the left and three buttons on the right. The input fields are labeled as follows:

- Additional costs:
- Source:
- Individual discount %:
- Individual tax %:
- Tax code:

The buttons on the right are labeled "OK", "Cancel", and "Help". At the bottom right of the dialog box, there are three small icons: a calendar, a globe, and a help icon.

Enter data as appropriate and click **OK**.

211.3.2.2 Notes After selecting line 5 or 6 you will be taken to an overview screen on which previous notes may be listed:



Options on the screen

New message: use this option to add a new message. See below for more information.

Modify message: select a line and then this option to modify the details. See below for more information.

Delete message: select a line and then this option to delete it. The system will prompt for confirmation.

Message= cancellation, Message=inactive, Message=notification or Message=receipt: select a line and then use these options to change the status of the message.

After selecting the **New message** or **Modify message** option, an input form will be displayed:

Fields on the screen

Notification code: choose a notification code from the dropdown list. These codes are defined in AFO 247. Codes can be used to facilitate easy entry, because the system will automatically retrieve the standard text associated with the code.

Message: alternatively you can enter your own message as free text instead of using a code.

Reference number, Change of ISBN, Change of supplier and Estimated delivery date: optionally enter additional information in any of these fields.

Notify requestor on receipt: check whether or not the requestor must be notified on receipt. If you check 'Use default for code' the system will take the setting as defined in AFO 247.

Cancellation by supplier: check whether or not this message means the supplier has cancelled the order. If you check 'Use default for code' the system will take the setting as defined in AFO 247.

Status: check whether or not the message is active.

- **Document control - Change History**

Version	Date	Change description	Author
1.0	unknown	creation	
2.0	November 2006	updates for release 2.4.2 build 1; added clarification of notes fields; made textual changes (delivered as part of build 1 updates)	
3.0	April 2007	Replaced some screen shots	