

AFO 222– Receive by barcode

222.1 Introduction

Like AFO 221 ('Receive without barcode'), the purpose of AFO 222 is to register materials. The difference between registration in AFO 222 and normally received materials is that a barcode is linked to an item immediately it is received.

This barcode can then be used to identify the item. During cataloguing this barcode must always be input as the system requires a barcode to be linked to a call number. Whether the 'receive via barcode' option is useful depends on the procedures your organisation follows.

As with normally received materials an item can only be registered via the barcode if the purchase order has been sent (i.e. the order status is 'V'). Thus the receipt of items cannot be registered via barcodes if the order status is 'I' (input) or 'G' (locked). There are exceptions to this, approvals for example, whereby registering the receipt of materials automatically occurs at the same time the order is input.

222.2 Search for an order

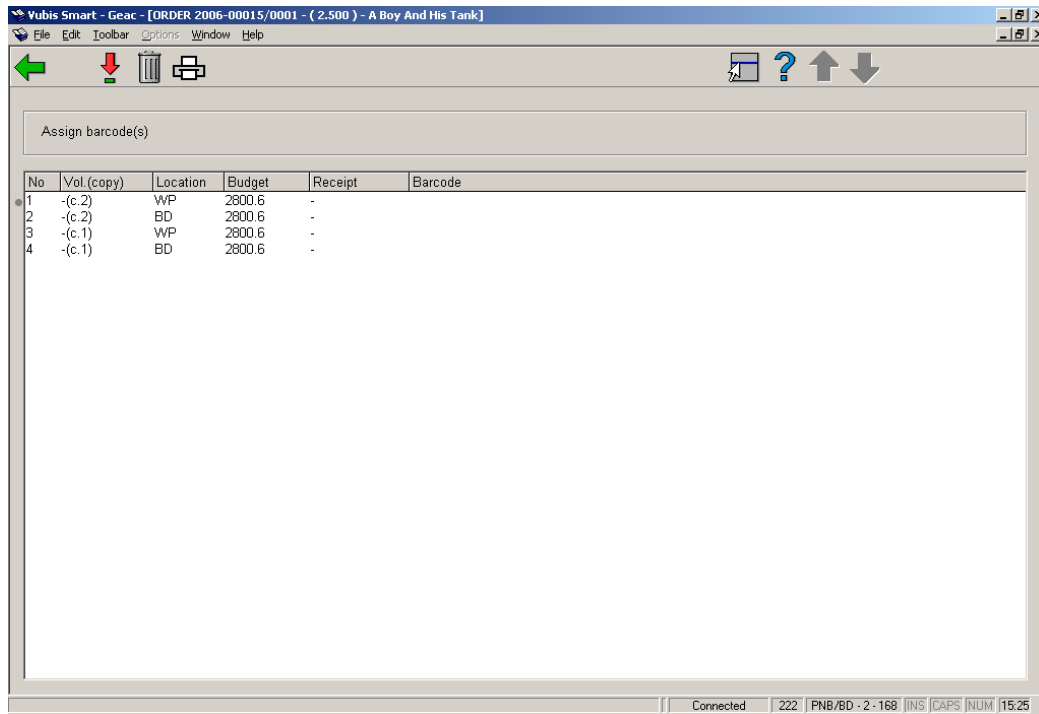
After choosing this AFO a search screen is presented. This is the standard search screen that allows you to search by bibliographic details (first tab) or order number (second tab). After opening the record for the required title, you must double click on the order line. This takes you to the overview screen with orders, from where you can select an order.

No	Order no / Item no	Input date	Type	Supplier	Budget	Status
1	2006-00015/0001	27/03/2006	SSSS	Heinen	2800.6	VNNNNN

The next screen gives an overview of all the items (copies / volumes) which have been ordered in the different sub purchase orders, i.e. an overview of all the titles and number of copies ordered in all the sub purchase orders. The most recent item appears at the top of the list.

The items are arranged by sub purchase order (which often coincides with the base fund).

When you search by order number, you are taken immediately to the receiving screen.



Columns on the screen

Vol. (copy): the system displays a dash (-) for a one-volume item

Location: the location ordered for.

Budget: the base fund which will be charged.

Receipt: the date of receipt; the current date is the system default.

Barcode: the barcode linked to the item. A barcode is of course only displayed if an item has already been received which has been linked to a barcode.

Options on the screen

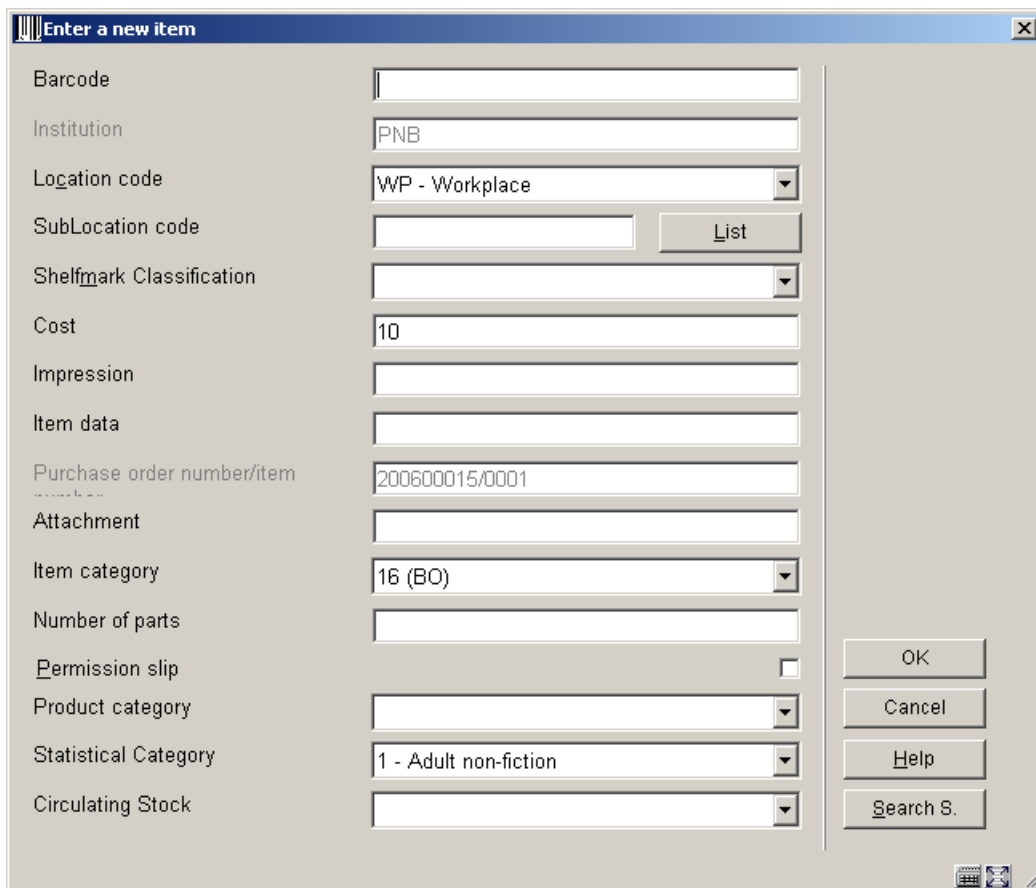
Receive / invoice items(+): Select an item and enter a barcode. If you input or scan a barcode this barcode will be linked to the item selected. Allocating a barcode also functions as registration of that item. See section 222.3.

Delete item(+):Select an item and click on this option to delete that item from the list.

Print receipt slips: depending on parameters set in AFO 271 – Print parameters control – Receipt printing, you have the option to print receipt slips.

222.3 Receipt with barcode

Receive / invoice items(+): Select a line. After choosing this option the following form will be displayed:



The screenshot shows a dialog box titled "Enter a new item" with the following fields and controls:

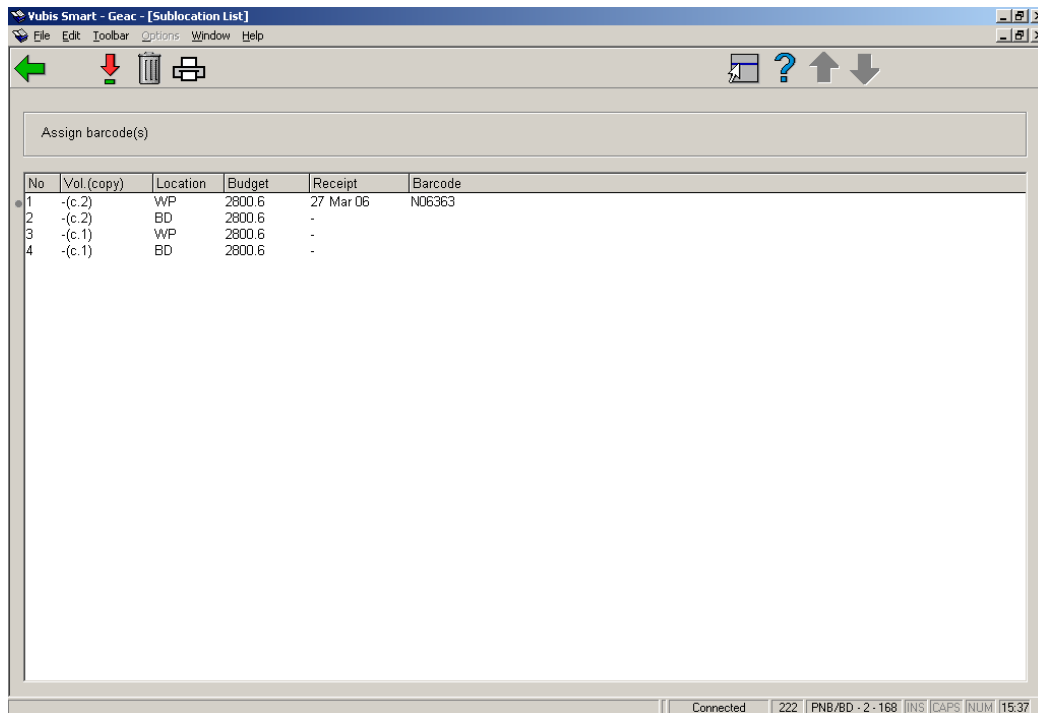
- Barcode: [Empty text box]
- Institution: PNB
- Location code: WP - Workplace
- SubLocation code: [Empty text box] with a "List" button to its right.
- Shelfmark Classification: [Empty dropdown menu]
- Cost: 10
- Impression: [Empty text box]
- Item data: [Empty text box]
- Purchase order number/item number: 200600015/0001
- Attachment: [Empty text box]
- Item category: 16 (BO)
- Number of parts: [Empty text box]
- Permission slip: [Empty checkbox]
- Product category: [Empty dropdown menu]
- Statistical Category: 1 - Adult non-fiction
- Circulating Stock: [Empty dropdown menu]

On the right side of the dialog, there are four buttons: OK, Cancel, Help, and Search S. At the bottom right corner, there are small icons for keyboard, mouse, and help.

The fields shown here are partly dependant on parameter settings in AFO 469 – Item Management Parameters – Data to be entered in Acquisitions.

Barcode and at least one of Sublocation code / Shelfmark classification are mandatory. See the Help on AFO 111 and AFO 423 for more information on adding item details.

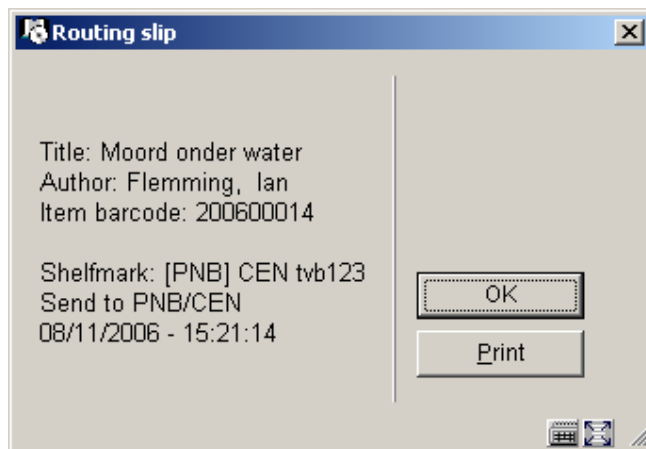
After filling the item information, the receipt screen will be redisplayed:



You can now receive the next item.

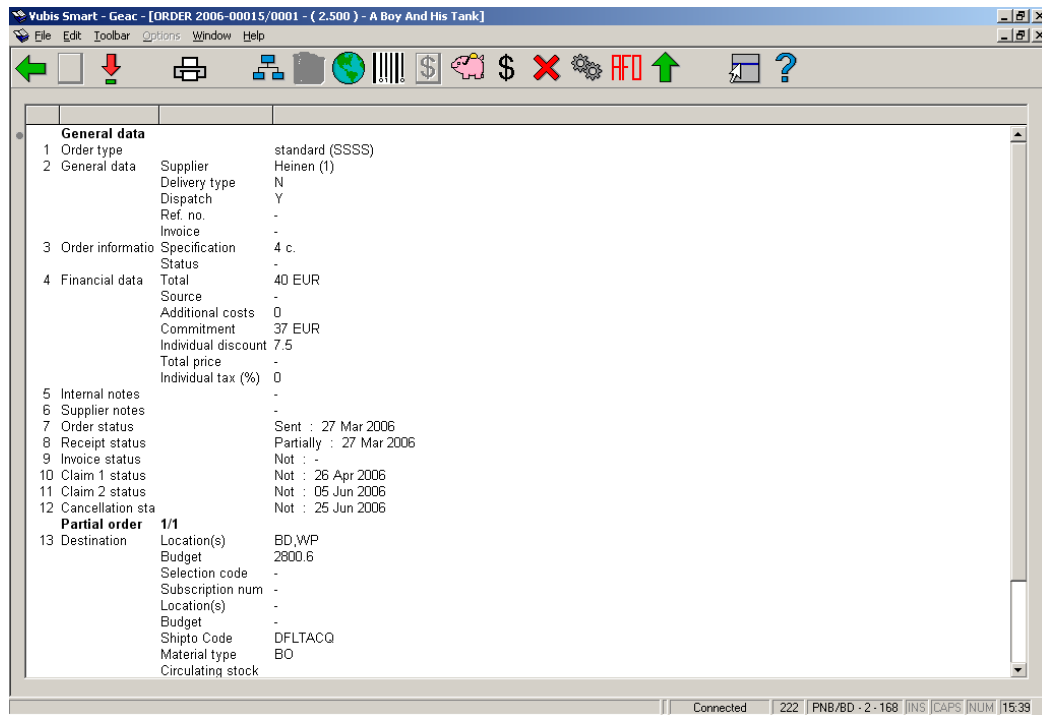
Note

When the relevant parameter in AFO 272 – Acquisitions parameter control – Miscellaneous has been set, any items received with barcode via AFO 222 will get the 'in transit' status when they are destined for a location other than where they were received in Acquisitions. In such cases a message will appear:



Just click **OK** to acknowledge the message or click **Print** to produce a routing slip.

Once you have finished receiving you can return to the overview screen of the order:



Depending on whether or not you have received all items, the Receipt status (line 8) will be Completed or Partially. See the Help on AFO 221 for more details on the options of this screen.

- **Document control - Change History**

Version	Date	Change description	Author
1.0	unknown	creation	
2.0	November 2006	added clarification of 'in transit' option (delivered as part of release 2.4.2 build 1 updates)	