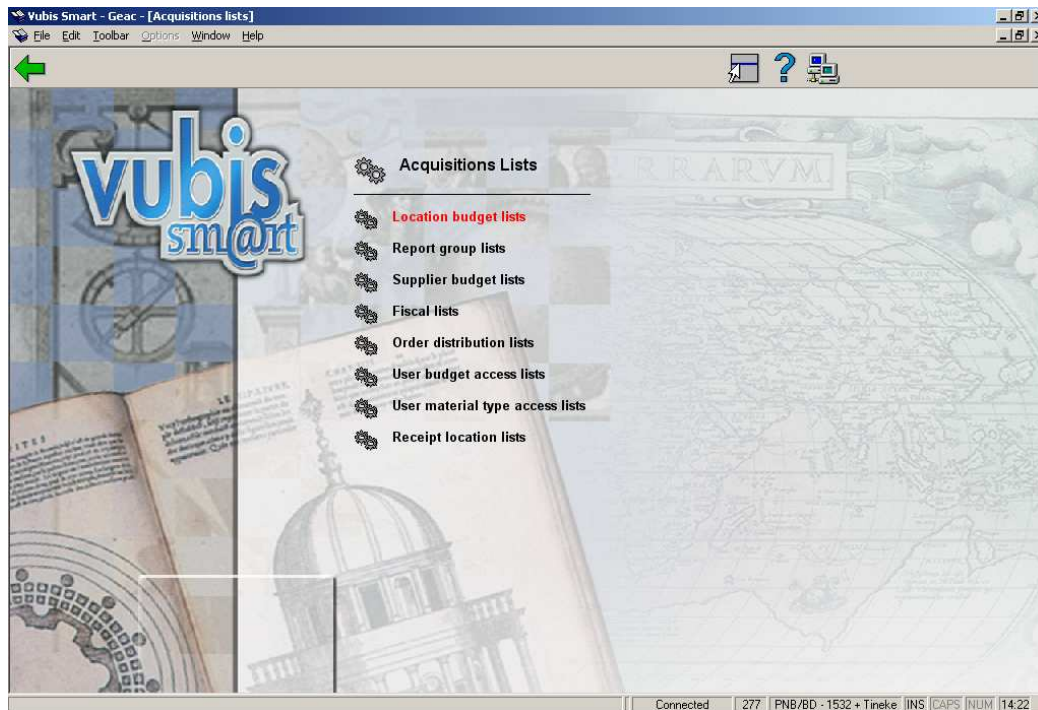


AFO 277 Acquisitions Lists

277.1 Introduction

Through this AFO you can define lists for various purposes. These lists can be used to support various functions within the acquisitions module. It can also be used to restrict certain functions.

After choosing this AFO, you are presented with a form consisting of several choices:



277.2 Location budget lists

Location budget lists allow the various budget records to be linked to specific locations. These lists are then used to restrict which budgets may be used for each location ordering copies during the ordering process. Use of budget lists within the ordering process is available to all users.

If a location appears on a Location budget list it can only be used for that location. Locations in this context refers to Destination codes.

- Budgets that do not appear in any lists are available for use by all locations.

- A single budget may appear in more than one list (i.e. available for use by more than one location).
- Location budget lists may be created, amended and deleted at any time subject to user permissions

After choosing the Location budget lists option, you are presented with an overview screen of the LOCATION BUDGET LIST codes.

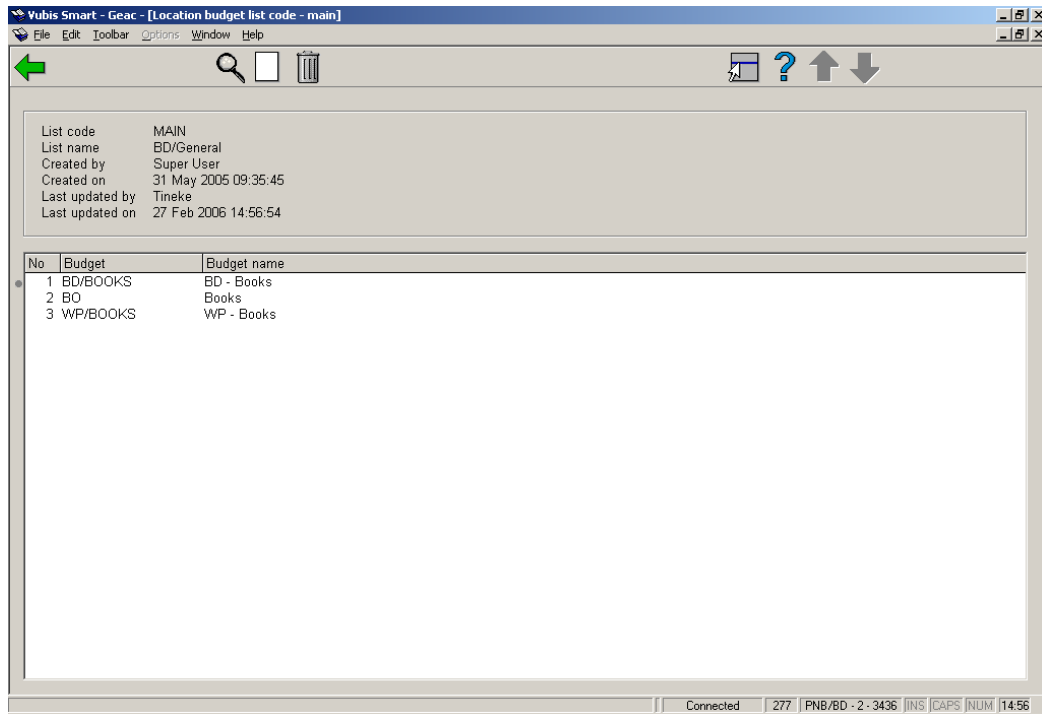
Options on the screen

New list: Use this option to create a new location budget list. The system displays the following form:

The **List identifier** field is a dropdown list of Destination codes defined on your system. One Location budget list may be created for each destination code defined within your meta institution for Acquisitions. In the **List name** fields, enter wording that identifies the list.

Delete list : Use this option to delete a location budget list. All budgets must be removed from the list before it can be deleted. You will be asked to confirm the deletion before the list is deleted.

Modify list : Use this option to update the list. This option is also used to add/delete budgets from the list. When this option is used, the system displays a new screen describing the selected list. Selecting one of the items from the grid results in a detailed display of the selected list. The detailed display includes the CODE, NAME, CREATOR, CREATION DATE (and time), PERSON WHO LAST UPDATED THE LIST AND LAST UPDATE DATE (and time) fields. It also includes a grid area displaying one line for each budget belonging to this list.



Options on the screen

Modify general data: this option is used to modify the list name field.

Add budgets: use this icon to add more budgets to the current list

Delete Budgets: select one or more budgets from the list and click on this icon. The selected budgets will be deleted from the list.

277.3 Report group lists

Report group lists allow the various budget records to be grouped. These groups are not used during the ordering cycle but purely as a means of reporting on a collection of funds considered to be connected in some way. (e.g. all fiction budgets could be grouped, or all budgets for a certain library)

- Report groups may be created, amended and deleted at any time during a fiscal year.
- The groups contain no real funding they are no more than a linked list to real budget funds.

- Budget funds may appear in more than one report group
- Multi-level report groups are supported. Up to 10 levels are allowed. Report groups at a lower level can be part of another report group at a higher level provided that there will be no duplication of any budget funds contained in each report group involved.

After choosing the Report group lists option, you are presented with an overview of the

The screenshot shows a software window titled 'Vubis Smart - Geac - [Report group]'. The window contains a table with four columns: 'No', 'Code', 'Name', and 'Level'. The table lists 18 report groups. The status bar at the bottom indicates 'Connected', '277', 'PNB/BD - 2 - 3436', 'INS', 'CAPS', 'NUM', and '15:02'.

No	Code	Name	Level
1	BKS	Books - Financial grouping	2
2	FMTEST01	FMTEST01	3
3	FMTEST02	FMTEST02	2
4	GROEP1	GROEP1	1
5	RES2	Res2	5
6	TEST	Tests	5
7	Test44	Testing	3
8	VGTEST	VGTEST	1
9	celine	level3	3
10	celinec	cc2	2
11	celinectop	topceline	1
12	new code		1
13	pd12	groep	2
14	pd12bis	groep	2
15	pd13	budget	3
16	pd13bis	budget	3
17	pd1top	toplevel	1
18	reportgroup1		1

REPORT GROUP LIST codes.

Options on the screen

Add New: Click on this icon to add a new report group.

Enter the group code, group name and group level.

Note:

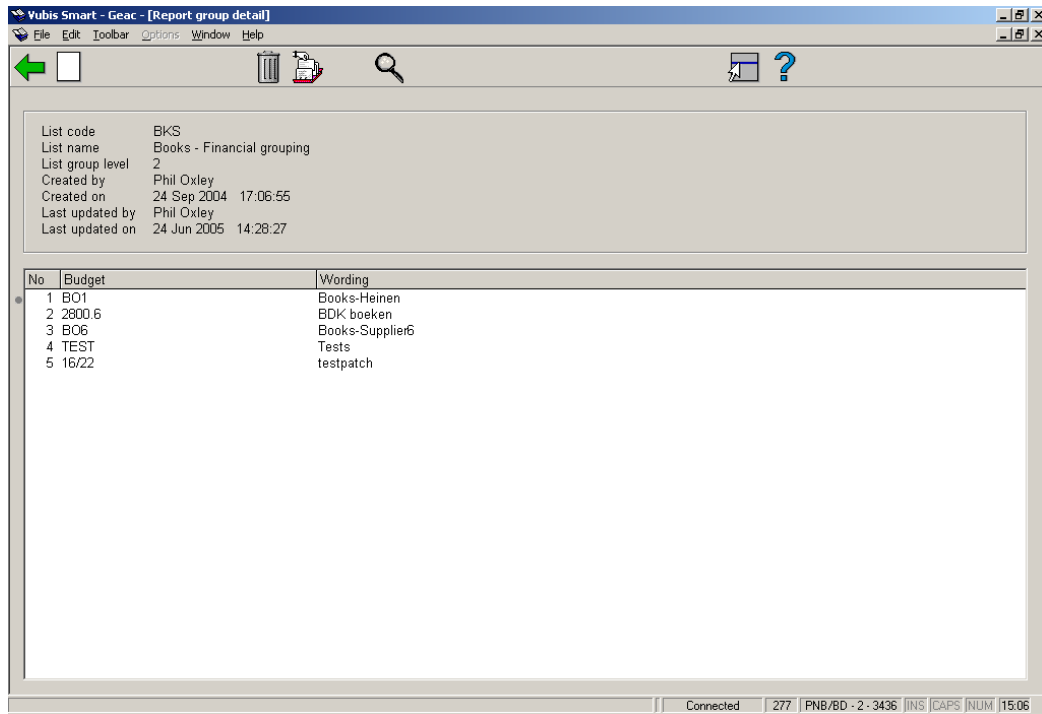
Only report groups with a lower level can be added to a report group at the higher level.

You can assign a level between 1 and 10. 1 is the highest level and 10 is the lowest level.

Modify: Selecting one of the items from the list results in a detailed display of the selected list.

Delete: Select one or more groups to be deleted and click on the Delete icon. A group can only be deleted if it is not used by another group

The detailed display includes the CODE, NAME, GROUP LEVEL, CREATOR, CREATION DATE (and time), PERSON WHO LAST UPDATED THE LIST AND LAST UPDATE DATE (and time) fields. It also includes a grid area displaying one line for each budget or report group belonging to this report group list.



Options on the screen

New: Click on this icon to add budgets from a dropdown list.



The available report groups are listed in the Report group list box. The budget list box lists all of the available budgets.

After you have made your selection and click the **OK** button, the system validates that there is no duplication of budgets in the selected report group(s) and budget(s).

Note:

You can only modify a group if it is not used by another group.

Delete: Select one or more items, budgets(s) or group(s) on the Report group detail screen and click the Delete icon.

Note:

You can only modify a group if it is not used by another group.

Modify general data: Click on this icon to update the name of the list.



The image shows a dialog box titled "Modify report group name -". It features three text input fields for "List name [eng]", "List name [dut]", and "List name [fre]". The first field contains the text "Report group 6". To the right of these fields are three buttons: "OK", "Cancel", and "Help". At the bottom right corner of the dialog, there are three small icons: a keyboard, a mouse, and a help icon.

Display budget: Click on this icon to display budget information about the current report group.

No	Code	Name	Total	Committed	Spent	Balance
1			229529.75	269.78	470.00	228789.97
2	AA	Department AA budget	49955.00	0.00	0.00	49955.00
3	862100.56102	Journals N	49724.25	35.25	0.00	49689.00
4	862200.56116	online works	25000.00	0.00	0.00	25000.00
5	16/22	Special books	205458.18	56.25	0.00	205401.93
6	Y0005	Report group 5				
7	2800.6	BDK boeken	-242987.60	0.00	0.00	-242987.60
8	862100.56103	Books N	14929.00	0.00	0.00	14929.00
9	ADVBUUD	ADV Budget for books	14363.92	0.00	0.00	14363.92
10	BO	Books	11037.00	0.00	0.00	11037.00
11	Y0001	Report group 1				
12	00000001200012	Biology	2500.00	17.03	0.00	2482.97
13	Biology	Biology	99530.00	161.25	470.00	98898.75
14	Y0002	Report group 2				
15	Chemistry	Chemistry	0.00	0.00	0.00	0.00
16	Y0003	Report group 3				
17	Physics	Physics	0.00	0.00	0.00	0.00
18	Y0004	Report group 4				

The first line in the grid represents the Total line. It includes the total budgeted, committed, spent and outstanding balance for all of the budgets included in the report group. Each line in the grid represents a budget belonging to this report group (if report groups are part of this report group, the budgets belonging to the report group are displayed).

277.4 Supplier budget lists

Supplier budget lists exist to allow the various budget records to be linked to specific suppliers. These lists are then used to restrict which budgets may be used to order material from specific suppliers during the ordering process. It is also possible to limit the use of specific budgets to specific suppliers. Use of supplier budget lists within the ordering process is available to all users.

- Budgets that do not appear in any lists are available for use by all suppliers.
- If a supplier has budget(s) in its supplier budget list then that supplier can only use those budget(s), but any other supplier can use those budgets.
- If a budget appears in the Restricted budget list, it can only be used to order from suppliers whose Supplier budget list contains that budget.
- If a supplier does not have a supplier budget list, material can be ordered from any budget that does not appear in the Restricted budget list.

- A single budget may appear in more than one list (i.e. available for use by more than one supplier)
- Supplier budget lists may be created, amended and deleted at any time subject to user permissions
- When a budget is deleted, you must update all lists containing this budget.
- You cannot delete a supplier if there is a supplier budget list for that supplier.

After choosing the Supplier budget lists option, you are presented with an overview screen of the SUPPLIER BUDGET LIST.

No	Supplier	List name	Budgets
1	Heinen (HEI - 1)	HEINEN	2600.6, 862100.56102, 862100.56103, 16/22, AA, ADVBUD, Ahead, BD/AVM, BD/BOOKS, BD/LIV, BC
2	OXLEY LTD (OXL - 6)	Supplier6	B06, RestrSupp
3	List-Test (LIST - 96)	TEST96	RestrSupp
4	NBD/Biblion (NBD - 14)	NBD	2600.6, 862100.56102, 862100.56103, 16/22, AA, ADVBUD, Ahead, RestrSupp, TAX101, TAX102, WP/
5	pdT (PDT - 250)	test	pdT
6	Nick's money launderin	boekskes	Nick
7	Eeder (EEDER - 257)	Ederveen	Erwin
8	MdkBelgie (- 258)	Belgium	MDK
9	Agréne Lourens (ALM - ALM)	ALM	AL
10	fournisseurx (FOURNI)	listefournx	CDROM, CELINEC, cd, dvd
11	Furet du Nord (FUDUN)	ListeES	CELINEC, NFBK
12	SWETS & ZEITLINGE	swets	
13	De Twaalf Ambachten (581list	581list	BO, RestrSupp
14	NV VAM (VAM - 587)	VamList	2600.6, 16/22, BD/LIV, BO, BOTH, RestrSupp

The display includes the Supplier, list name and budgets for each Supplier budget list. In the example above, you can order material from supplier OXLEY using only B06 and RestrSupp.

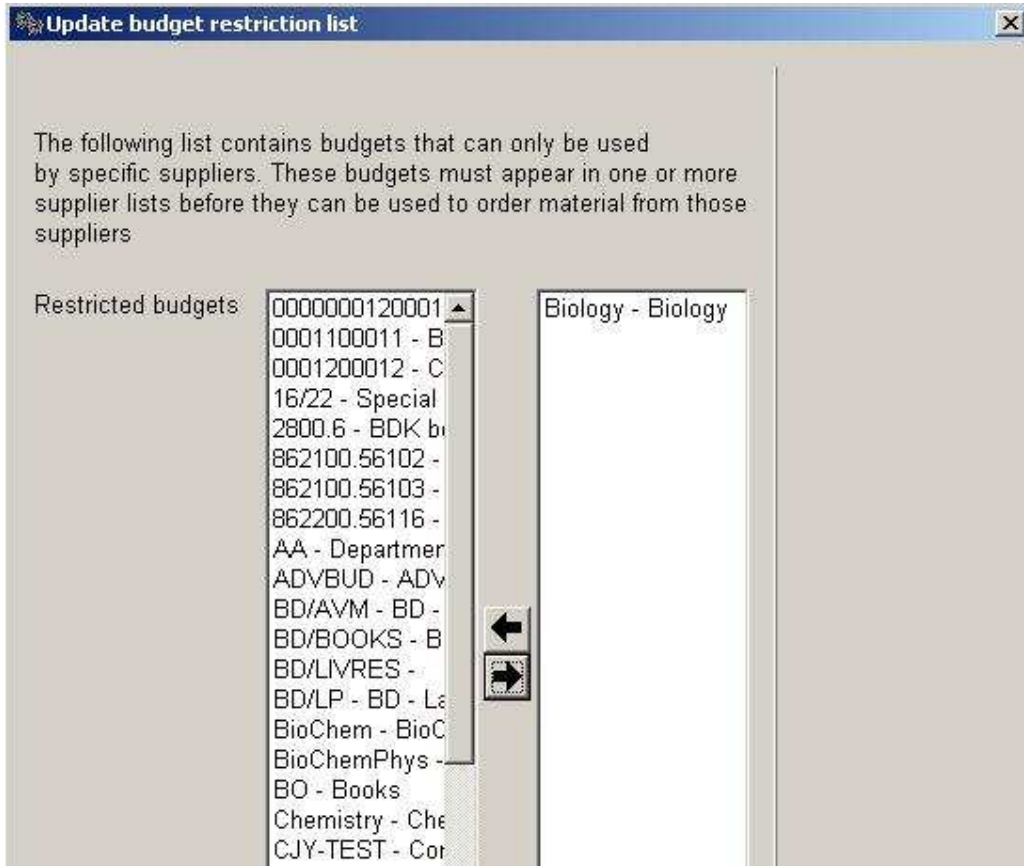
Options on the screen

New list: Use this option to create a new supplier budget list. The system displays the following form:

Use standard Acquisitions search techniques to identify the supplier that you want to make a list for. One Supplier budget list may be created for each supplier defined within your meta institution for Acquisitions. In the List name fields, enter wording that identifies the list.

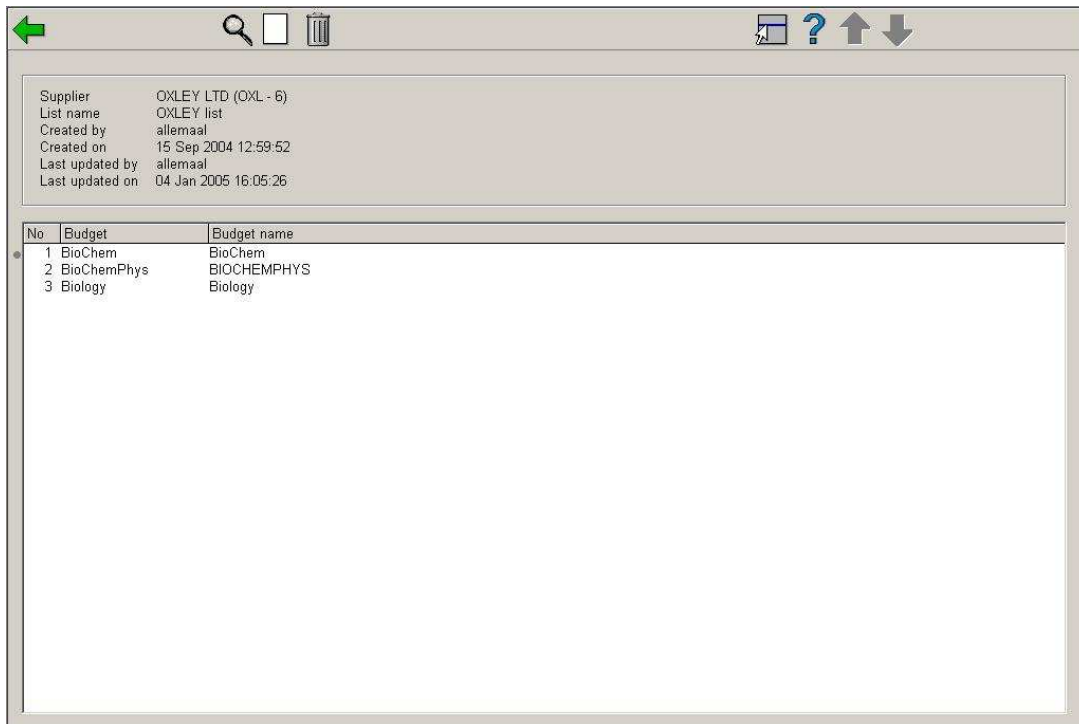
Delete list: Use this option to delete a supplier budget list. All budgets must be removed from the list before it can be deleted. You will be asked to confirm the deletion before the list is deleted.

Restricted budgets: Use this option to view/update the restricted budget list. If a budget appears in this list, it can only be used for suppliers whose supplier budget list contains that budget.



In the form above, the Biology budget appears in the restricted list. Only orders for supplier OXLEY can currently use this budget. On the other hand, orders for all suppliers except OXLEY and Acme can use budget 16/22 since it does not appear in the Restricted budget list.

Modify list: Use this option to update the list. This option is also used to add/delete budgets from the list. When this option is used, the system displays a new screen describing the selected list. Selecting one of the items from the grid results in a detailed display of the selected list. The detailed display includes the SUPPLIER, LIST NAME, CREATOR, CREATION DATE (and time), PERSON WHO LAST UPDATED THE LIST AND LAST UPDATE DATE (and time) fields. It also includes a grid area displaying one line for each budget belonging to this list.



Options on the screen

Modify general data: this option is used to modify the list name field.

Add budgets: use this icon to add more budgets to the current list

Delete Budgets: select one or more budgets from the list and click on this icon. The selected budgets will be deleted from the list.

277.5 Fiscal lists

Most library systems have a requirement for an alternative view of the budget structure used by the Acquisitions department. The system normally has a number of budgets used by the Acquisitions department when ordering items for each library but the account numbers and / or account codes are not necessarily the same as those used by the Finance Office. There is normally a link between the codes used by the library and those referred to by the Finance Office. This link is then used to associate the correct codes used by each department with all order and payment details on each system.

- Each budget used by the library system is able to hold a code to be used as a link to an external financial system. You can create a fiscal list record to associate a number of library budgets with a specific account number from the external accounting office.
- Each fiscal list may contain a number of budget records but each budget record must only belong to a single list.

- The identifier for a fiscal list can be anything unique. You can set up one Fiscal list for each of the fiscal system codes used by your external accounting system.
- For example, set up a Fiscal list with an identifier of “Books” and another for “Serials”. Once you associate an external budget id or finance system code (i.e. 2004-213-02 or 2004-213-06) with a fiscal list code, you can start adding budgets to the fiscal list. Each budget added to a fiscal list uses the value in the Finance system code field (i.e. ABC10999) for its external budget id.
- If your external accounting system changes its Finance system code (external budget id) each year, all you need to update is the Finance system code within the Fiscal list record. The budgets linked to this fiscal list will automatically use the new Finance system code in interfaces to external accounting systems.
- These lists are used for reporting purposes only. They do not affect ordering.

After choosing the Fiscal lists option, you are presented with an overview screen of the FISCAL LIST codes.

The screenshot shows a software window titled "Yubis Smart - Geac - [Fiscal lists summary]". The window contains a table with the following data:

No	Code	Name	Finance system code	Finance system name
1	Books	Books	2005-501-01	Library books 2004
2	Serials	Serials	2004-501-03	Library serials 2004
3	Tax	Tax	2004-666-01	General tax 2004
4	TestRestr	TestRestr	2004-xxx	Testing
5	cds	cds	aaaa	

The window also features a menu bar (File, Edit, Toolbar, Options, Window, Help), a toolbar with navigation icons, and a status bar at the bottom showing "Connected", "277", "PNB/BD - 2 - 3436", "INS", "CAPS", "NUM", and "17:05".

Options on the screen

Add fiscal list: use this icon to create a new list.

New fiscal list [X]

List identifier:

After creation the 'list identifier' field cannot be modified.

List name [eng]:

List name [dut]:

List name [fre]:

Description:

Finance system code:

Finance system name:

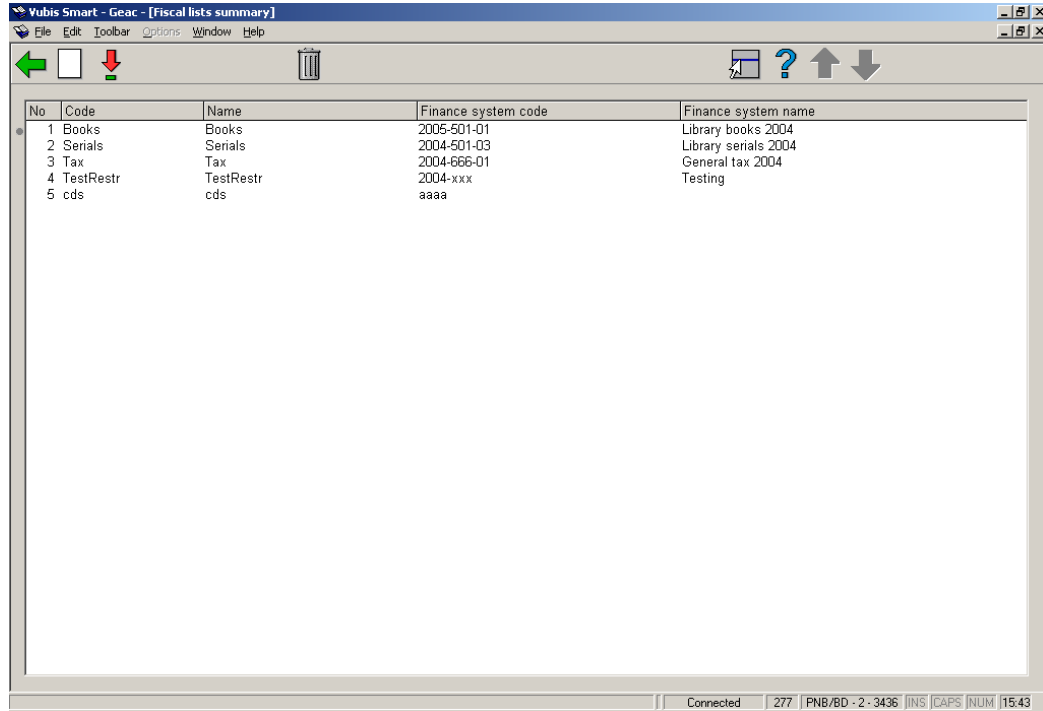
OK
Cancel
Help

List identifier	Short reference name (displays as part of the library budget details for each budget in this list - in AFO243)
List name	Longer descriptive name for this list
Description	Free text narrative field , used to describe usage
Finance system code	Short reference name for finance system use Enter the account number used by your external accounting system
Finance system name	Longer descriptive finance system name

Once you have pressed **OK** on this form, the system redisplay the Fiscal list grid. From this grid you may select the newly created fiscal list and proceed with attaching budgets to it.

Modify fiscal list: this option is used to modify the list.

Delete fiscal list: select a fiscal list and click on this icon. The selected fiscal list will be deleted.



The screenshot shows a software window titled "Yubis Smart - Geac - [Fiscal lists summary]". The window contains a table with five columns: "No", "Code", "Name", "Finance system code", and "Finance system name". The table lists five items, with the first item "Books" selected. The status bar at the bottom indicates "Connected" and "277 | PNB/BD - 2 - 3436 | INS | CAPS | NUM | 15:43".

No	Code	Name	Finance system code	Finance system name
1	Books	Books	2005-501-01	Library books 2004
2	Serials	Serials	2004-501-03	Library serials 2004
3	Tax	Tax	2004-666-01	General tax 2004
4	TestRestr	TestRestr	2004-xxx	Testing
5	cds	cds	aaaa	

Selecting one of the items from the grid results in a detailed display of the selected list. The detailed display includes the CODE, NAME, DESCRIPTION, CREATION DATE AND CREATOR'S NAME fields. It also includes a grid area displaying one line for each budget belonging to this list.

The screenshot shows a software window with a toolbar at the top containing a green arrow, a magnifying glass, a white square, and a trash can icon. Below the toolbar is a text area with the following details:

List code	Books
List name	Books
Description	Use for book budgets
Finance system code	2004-213-02
Finance system name	FS books
Created by	allemaal
Created on	15 Sep 2004

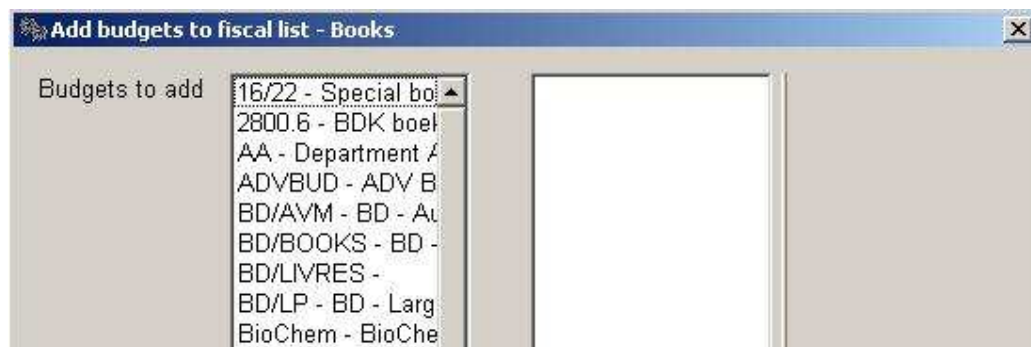
Below the text area is a table with three columns: No, Budget, and Budget name.

No	Budget	Budget name
1	862100.56102	Journals N
2	862100.56103	Books N
3	862200.56116	online works
4	00000001200012	Biology
5	0001100011	Biology
6	0001200012	Chemistry

Options on the screen

Modify general data: this option is used to modify the list name field.

Add budgets: use this icon to add more budgets to the current list



Delete Budgets: select one or more budgets from the list and click on this icon. The selected budgets will be deleted from the list.

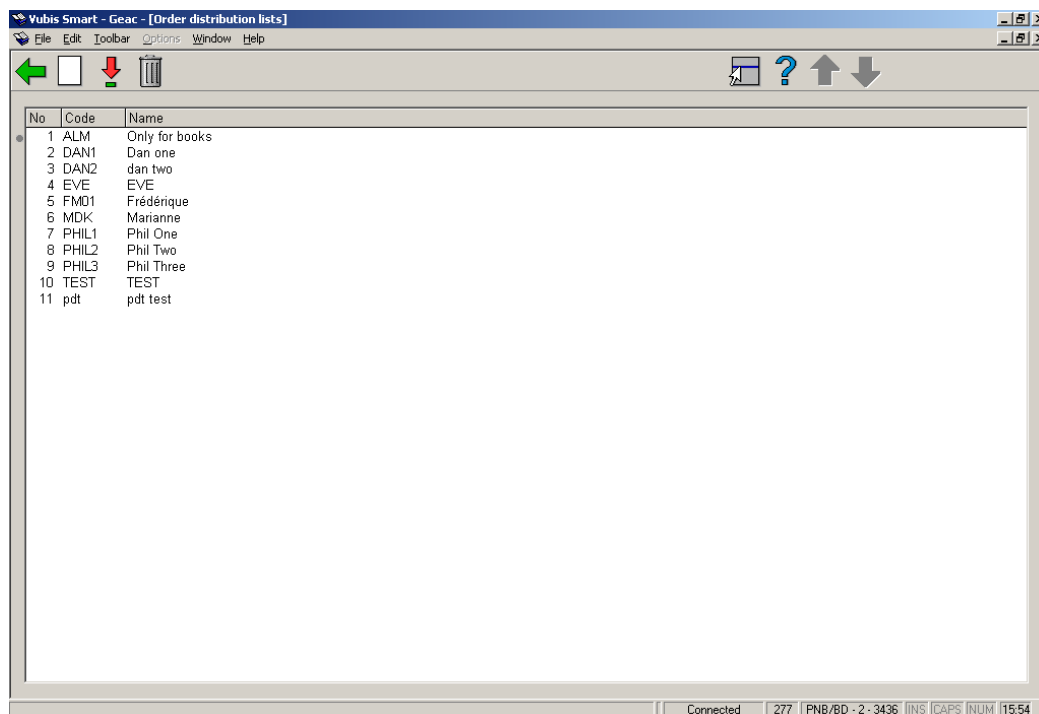
277.6 Order distribution lists

Distribution lists are used to create multiple partial orders during the ordering process. You can define distribution lists for commonly used ordering practices. For example, in a centralised ordering environment, a book title might be ordered according to the following pattern:

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

You can define a distribution list consisting of many distribution lines. Each distribution line includes the location, Ship To code, budget and quantity ordered. During the ordering process, staff may choose to apply a distribution list to the order instead of adding partial orders one at a time.

After choosing the Order distribution lists option, an overview screen of the Order Distribution List codes is presented:



Options on the screen

New distribution list: click this icon to enter the code, name and a note for a new order distribution list:

New Order Distribution List

Distribution List Code:

Distribution List Name:

Distribution List Notes:

OK
Cancel
Help

Delete distribution list: click this icon to delete a list. You will be asked for confirmation.

Details distribution list: Selecting one of the distribution lists from the grid results in a detailed display of the selected list:

Vubis Smart - DEVbsmart-vsdevtoronto - [Order distribution list maintenance]

File Edit Toolbar Options Window Help

List code: ODL1
List name: Southern Ontario
Notes:
Created by: allemaal
Created on: 09 Sep 2004 15:10:33
Last updated by: allemaal
Last updated on: 10 Sep 2004 07:40:01

No	Destination code	Shipto code	Budget	Quantity
1	BD	DFLTACQ	2800.6	10
2	BOTH	TST2	862100.56102	3

Connected | 277 | PNB/BD | INS | CAPS | NUM | 7:43 AM

The detailed display includes a header area with the general information about the list and a grid area, displaying one line for each location distribution belonging to this list. A distribution line contains the following fields: destination code, shipto code, budget and quantity.

Add distribution line: to add lines to the list. The form for adding a new line is displayed. The system continues to prompt you to add new distribution lines until you press **Cancel**.

Order Distribution Line No. 3

Destination code: AP

Shipto code: [Empty]

Budget: 2800.6

Quantity: [Empty]

Buttons: OK, Cancel, Help

Modify distribution line: click on this icon if you wish to update the fields on a specific distribution line and a form similar to the one above is displayed.

Delete distribution line: to delete one or more distribution lines from the list.

Modify general data: use this icon if you wish to update the general information pertaining to the list.

Modify Order Distribution List

Distribution List Code: ODL1

Distribution List Name: Southern Ontario

Distribution List Notes: [Empty]

Buttons: OK, Cancel, Help

277.7 User budget access lists

User budget access lists allow you to restrict users to creating orders from a specific set of budgets.

By default, all users have no restrictions. That is, when upgrading from a release previous to 2.4, or when adding a new user, all users will default to no restrictions. So you must set up restrictions for users if required.

After choosing the User budget access lists option, you are presented with an overview screen of the USER BUDGET ACCESS LIST codes.

No	Name	Budget restriction
1	ACQ markham	
2	ADVRest	ADVBUD, Ahead, BD/AVM
3	Agrene	<No restrictions>
4	Big Brother	
5	Florence	<No restrictions>
6	John	<No restrictions>
7	Bridget Niblett	<No restrictions>
8	Coralie	<No restrictions>
9	Catherine Lelong	<No restrictions>
10	Carolyn Baker	<No restrictions>
11	Céline Curabet	<No restrictions>
12	Connie Young	<No restrictions>
13	Dave Windfield	<No restrictions>
14	Database 4	<No restrictions>
15	Debbie Macleod	<No restrictions>
16	Deb in Dutch	<No restrictions>
17	deb le french	<No restrictions>
18	DebTheGood	<No restrictions>
19	Alison Neil	<No restrictions>
20	Douwe van der Zwaag	
21	Dick van Fulpen	<No restrictions>
22	Eric	<No restrictions>
23	Erwin	<No restrictions>
24	eloise	<No restrictions>
25	evelyne	<No restrictions>
26	Frances	<No restrictions>
27	Filip Trenson	<No restrictions>
28	Frédérique M.	<No restrictions>
29	Frances	<No restrictions>
30	Frances M. Revell	<No restrictions>

Connected | 277 | PNB/BD - 2 - 3436 | INS | CAPS | NUM | 16.01

Options on the screen

New list: use this option to create a list for another user.

New user budget access list

Login Id:

No budget restrictions

Budget restrictions:

<ul style="list-style-type: none"> 2800.6 - BDK boeken 862100.56102 - Journals N 862100.56103 - Books N 862200.56116 - online work AA - Department AA budge ADVBUD - ADV Budget for 	<ul style="list-style-type: none"> 00000001200012 - Biology 0001100011 - Biology 0001200012 - Chemistry 16/22 - Special books
---	---

OK
Cancel
Help

Login ID: a valid login ID

No budget restrictions: set this field if this user should be able to order from all budgets

Budget restrictions: if the user is only allowed to order using specific budgets, select the list of budgets

Modify list: select this option when you want to update the user's budget restrictions

If this user should have access to all budgets when ordering, set the No budget restrictions field. Otherwise, select which budgets this user should be able to use.

If specific budgets are selected, the user will only be able to order material using these budgets

Delete list: deletes the selected User budget access list

Show details:



The image shows a light gray information dialog box with a speech bubble icon containing the letter 'i' in the top left corner. The dialog box contains a list of details for a user named Fred Thompson. The details are as follows:

Name	Fred Thompson
Created by	John Smith
Created on	05 Jan 2005 09:13:58
Last updated by	John Smith
Last updated on	05 Jan 2005 09:13:58

In the bottom right corner of the dialog box, there is a rectangular button with a dashed border and the text "OK" centered inside it.

277.8 User material type access lists

You can set up the Acquisitions system so that individual members of staff are able to add, amend or cancel orders only for specific types of materials.

After choosing the User material type access lists, you are presented with an overview screen of the USER MATERIAL TYPE ACCESS LIST codes.

No	Name	Material types
1	ACG markham	Add: <All types> Update: <All types> Cancel: <All types>
2	ADVRest	Add: <All types> Update: <All types> Cancel: <All types>
3	Agrene	Add: <All types> Update: <All types> Cancel: <All types>
4	Big Brother	Add: <All types> Update: <All types> Cancel: <All types>
5	Florence	Add: <All types> Update: <All types> Cancel: <All types>
6	John	Add: <All types> Update: <All types> Cancel: <All types>
7	Bridget Niblett	Add: <All types> Update: <All types> Cancel: <All types>
8	Coralie	Add: <All types> Update: <All types> Cancel: <All types>
9	Catherine Lelong	Add: <All types> Update: <All types> Cancel: <All types>
10	Carolyn Baker	Add: <All types> Update: <All types> Cancel: <All types>

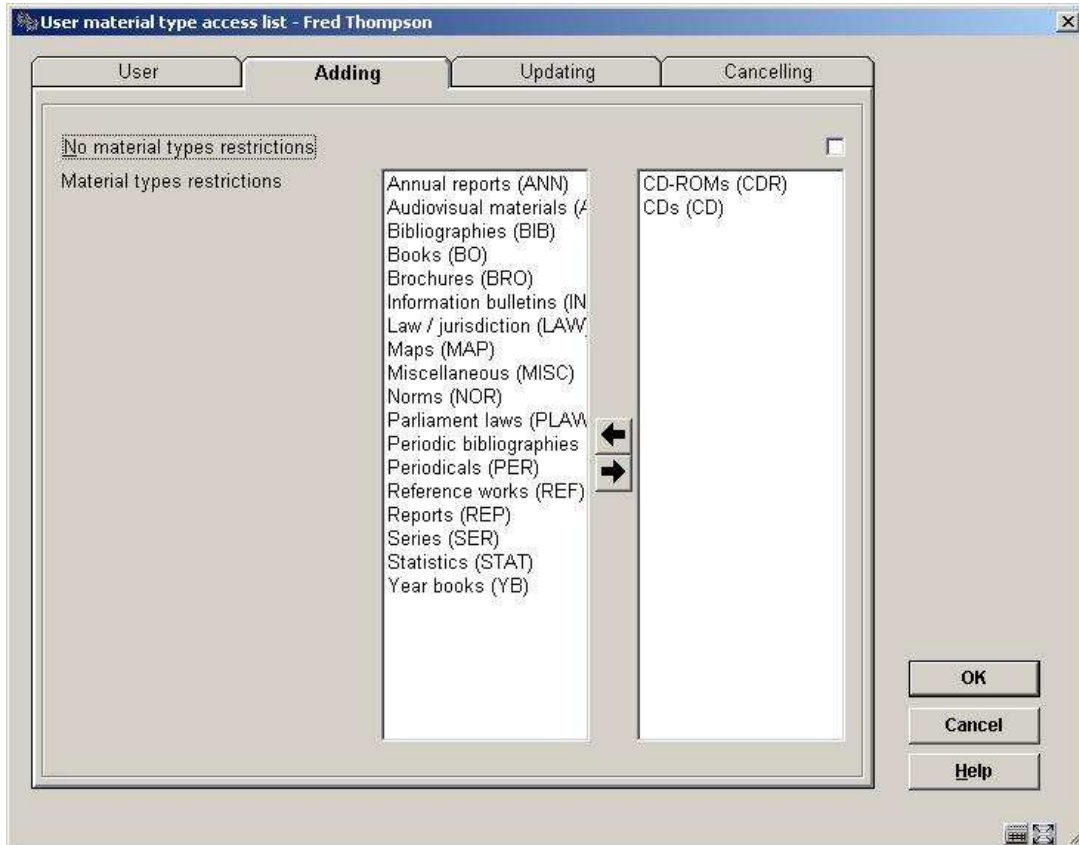
Selecting one of the items from the grid results in a detailed display of the selected list. The detailed display includes the NAME AND LIST OF ALLOWED MATERIAL TYPES for adding, updating and cancelling.

Options on the screen

New: use this icon to add users to the current list. Add information on all tabs (*Adding, Updating, Cancelling*)

Modify: this option is used to modify the permissions for the selected user.

Delete: to delete a user from the list.



This Acquisitions user is allowed to add orders for CDs and CD-ROMs only. If the user should be allowed to update all material types, set the **No material types restrictions** field and clear out any material types that you have added to the **Material types restrictions** field.

277.9 Receipt location lists

These lists are meant to support the functionality for protecting receipt of items for locations other than the local location. This functionality also allows virtual switching of the workstation to a non-local location to allow receipting of non-local items subject to user permissions.

The receipting and invoicing of items ordered for any location will be controlled by use of "receipt location" lists. Each receipt location will have a number of lists containing "valid" locations for selected material types associated with it and only items ordered for these locations and material types may be received and invoiced. The lists will be used to "restrict" the view of copies to be received / invoiced during the receipting/invoicing process of the acquisitions process.

Note

If receipt location lists are not created the receipting and invoicing process will function normally, with no restrictions applied to the data displayed during the receipting and invoicing processes.

After choosing this option an overview screen will be displayed:

No	User location	List name	Description	Receiving locations	Material types
1	BD	BDTEST	BD Test	BD,BRA,WP	ANN,BO,REF
2	BRA	Branch			
3	SCH	SCHList	Location SCH	SCH,WP	ANN,BO,PER

Options on the screen

New list: choose this option to add a new list. See section 277.9.1 for details.

Modify list (+): select a list and then this option to modify the location and/or material type information. See section 277.9.2 for details.

Modify general data (+): select a list and then this option to amend the description in the various languages.

Delete list (+): select a list and then this option to delete the list.

277.9.1 New receipt location list

New list: choose this option to add a new list. After choosing this option an input form will be displayed:

The screenshot shows a software dialog box with a title bar containing a small icon and a close button. The main area is divided into two sections by a vertical line. On the left, there is a 'User location' dropdown menu with 'BD' selected. Below it is a text instruction: 'After creation the 'User location' field cannot be modified.' Further down are four text input fields labeled 'List name', 'List description [dut]', 'List description [eng]', and 'List description [fre]'. On the right side, there are three buttons: 'OK', 'Cancel', and 'Help'. At the bottom right corner, there are three small icons: a keyboard, a mouse, and a help icon.

Fields on the screen

User location: choose a valid location from the dropdown list.

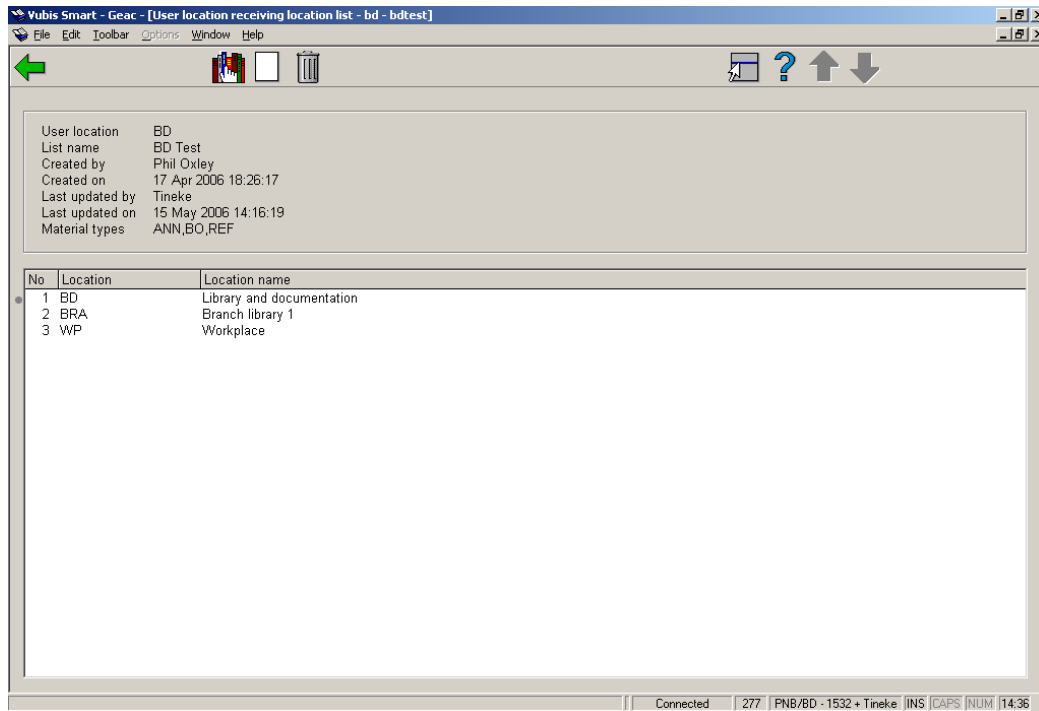
List name: enter the name of the list.

List description: optionally enter descriptions of the list in various languages.

Next you must add the valid receiving locations and/or material types. See section 277.9.2 for details.

277.9.2 Modify receipt location list

Modify list (+): select a list and then this option to modify the location and/or material type information. After choosing this option an overview screen will be displayed:



Options on the screen

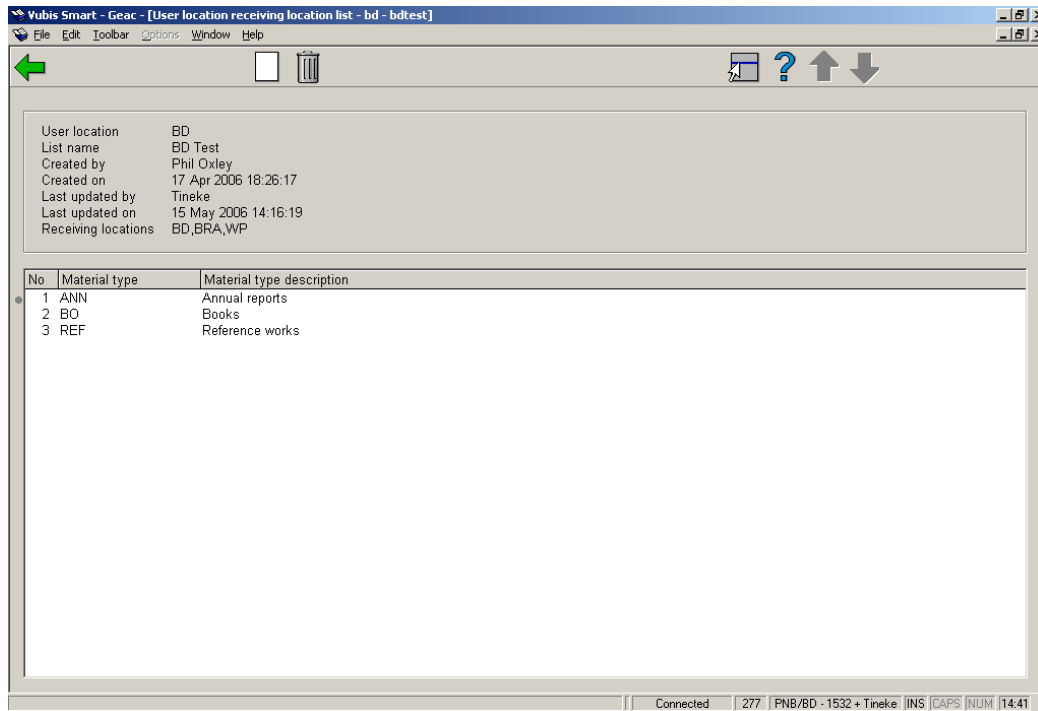
Modify material types: use this option to add or delete material types. See section 277.9.1.1 for more details.

Add receiving locations: after choosing this option a list of valid locations will be presented. Choose one or more locations.

Delete receiving locations (+): select a receiving location and then this option to remove it from the list.

277.9.2.1 Modify material types

Modify material types: use this option to add or delete material types. After choosing this option, the system will switch to the following screen:



Options on the screen

Add material types: after choosing this option a list of valid material types will be presented. Choose one or more material types.

Delete material types (+): select a material type and then this option to remove it from the list.

- **Document control - Change History**

Version	Date	Change description	Author
1.0	unknown	creation	
2.0	May 2006	updates for release 2.4.1 build 16	