

# 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, a menu is displayed:



The menu options are described in the next sections.

## 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.

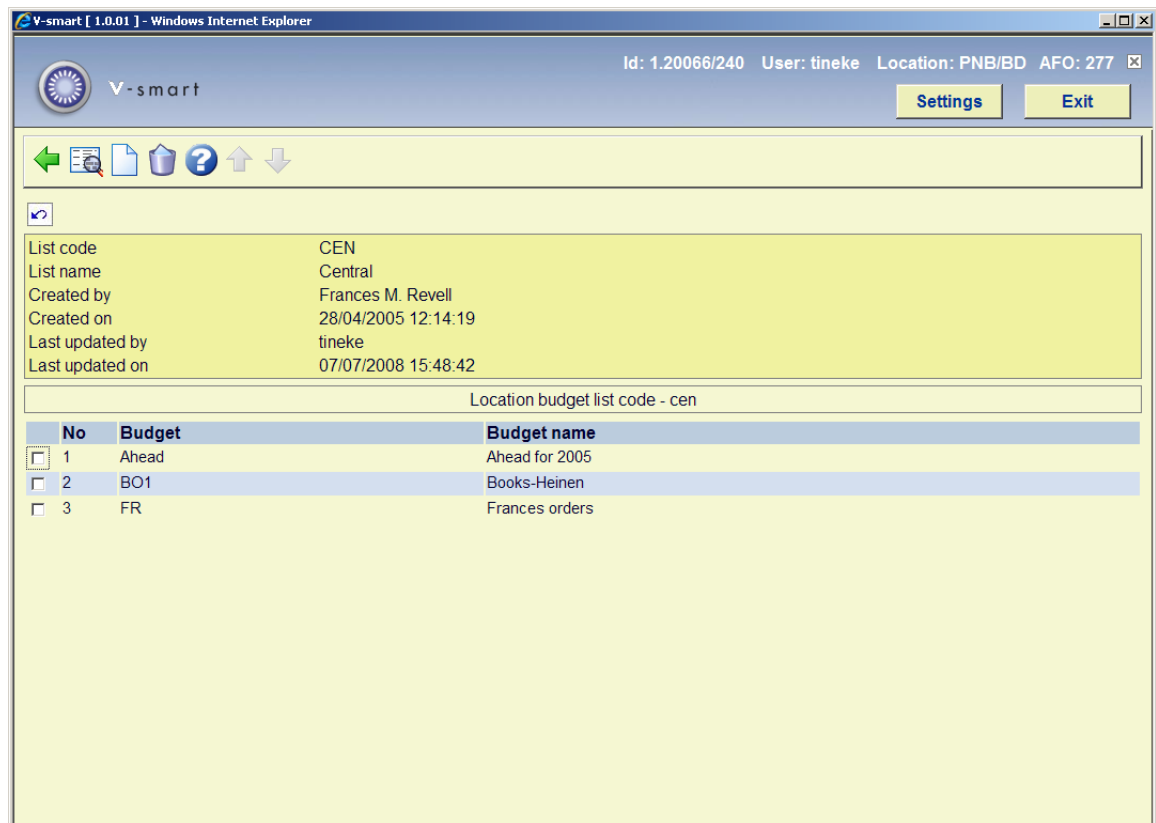
### Options on the screen

**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 REPORT GROUP LIST codes.

The screenshot shows a web browser window titled "V-smart [ 1.0.01 ] - Windows Internet Explorer". The page header includes "V-smart" and user information: "Id: 1.20066/240 User: tineke Location: PNB/BD AFO: 277". There are "Settings" and "Exit" buttons. Below the header is a navigation bar with icons for back, forward, home, and help. The main content area is titled "Report group" and contains a table with the following data:

No	Code	Name	Level	
<input type="checkbox"/>	1	BKS	Books - Financial grouping	2
<input type="checkbox"/>	2	FMTEST01	FMTEST01	3
<input type="checkbox"/>	3	FMTEST02	FMTEST02	2
<input type="checkbox"/>	4	GROEP1	GROEP1	1
<input type="checkbox"/>	5	RES2	Res2	5
<input type="checkbox"/>	6	TEST	Tests	5
<input type="checkbox"/>	7	Test44	Testing	3
<input type="checkbox"/>	8	celine	level3	3
<input type="checkbox"/>	9	celinec	cc2	2
<input type="checkbox"/>	10	celinectop	topceline	1
<input type="checkbox"/>	11	pdt2	groep	2
<input type="checkbox"/>	12	pdt2bis	groep	2
<input type="checkbox"/>	13	pdt3	budget	3
<input type="checkbox"/>	14	pdt3bis	budget	3
<input type="checkbox"/>	15	pdtop	toplevel	1
<input type="checkbox"/>	16	reportgroup1		1

### Options on the screen

**Add New:** Use this option to add a new report group.

The screenshot shows a dialog box titled "Add report group" with a trash can icon and a checkmark icon. The dialog contains five input fields for the following information:

- List group code
- List group level
- List name [dut]
- List name [eng]
- List name [fre]

On the right side of the dialog, there are three buttons: "OK", "Cancel", and "Help".

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. See section 277.3.1.

**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

## 277.3.1 Detailed display

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.

The screenshot shows the V-smart application interface in a Windows Internet Explorer browser window. The title bar reads "V-smart [ 2.0 ] - Windows Internet Explorer". The application header includes the V-smart logo, the text "V-smart", and user information: "Id: 1.23009/9580 Port identification: Tineke PNB/BD 277". There are "Settings | Exit | ?" links on the right. Below the header is a navigation bar with icons for back, forward, home, search, and other functions. The main content area is divided into two sections. The first section, titled "Report group detail", contains a table with the following data:

List code	BKS
List name	Books - Financial grouping
List group level	2
Created by	Phil Oxley
Created on	24/09/2004 17:06:55
Last updated by	Phil Oxley
Last updated on	24/06/2005 14:28:27

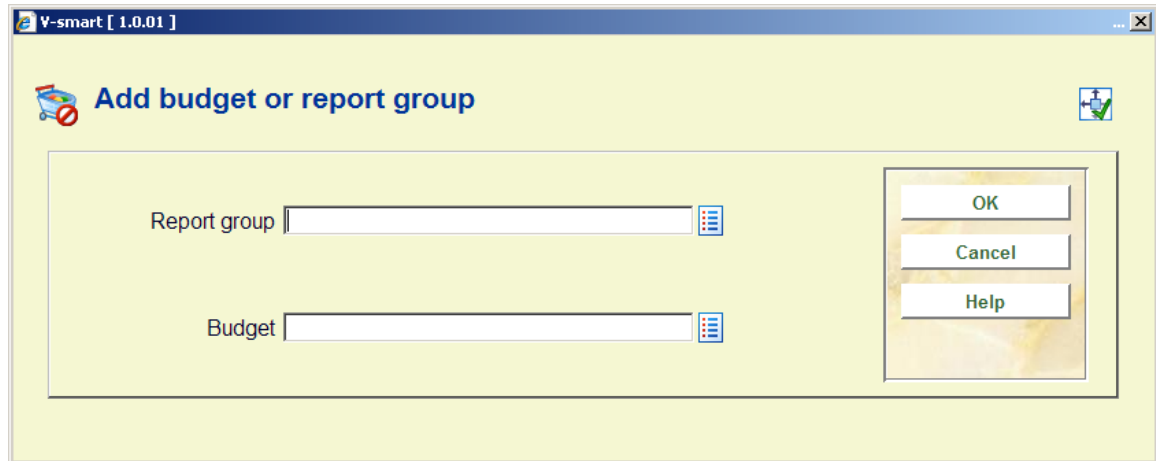
The second section, titled "Report group detail", contains a table with the following data:

No	Budget	Wording
<input type="checkbox"/>	1 B01	Books-Heinen
<input type="checkbox"/>	2 2800.6	BDK books
<input type="checkbox"/>	3 B06	Books-Supplier6
<input type="checkbox"/>	4 TEST	Tests
<input type="checkbox"/>	5 16/22	Budget for all years

The browser's status bar at the bottom shows "Local intranet" and "100%" zoom level.

## Options on the screen

**New:** Use this option to add budgets from a dropdown list. A selection form will be displayed:



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:**

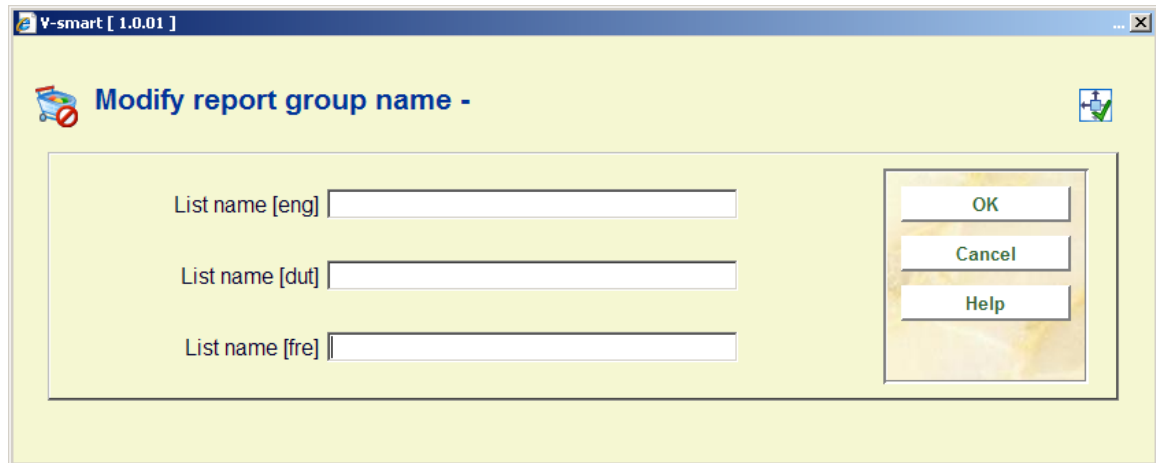
You can only modify a group if it is not used by another group.

**Display budget:** use this option to display budget information about the current report group. See section 277.3.1.1.

**Display budgets [date range]:** Use this option to display changes in commitment, spent and selection amounts in a specified date range within the current fiscal year. See section 277.3.1.2.

**Email automatically:** Use this option to set up parameters so that the system can automatically email reports (attached Excel spreadsheet) with set criteria at scheduled times during the week or month. See section 277.3.1.3.

**Modify general data:** Use this option to update the name of the list. An input form will be displayed:



The screenshot shows a dialog box titled "Modify report group name" from the V-smart 1.0.01 application. The dialog features a title bar with the application name and version. The main content area has a light green background and contains three text input fields for entering list names in English, Dutch, and French. To the right of these fields is a button panel with three buttons: "OK", "Cancel", and "Help".

### 277.3.1.1 Display budget

**Display budget:** use this option to display budget information about the current report group.

V-smart [ 2.0 ] - Windows Internet Explorer

Id: 1.23005/5336 Port identification: Tineke PNB/BD 277

V-smart Settings | Exit | ?

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List code: BKS  
 List name: Books - Financial grouping  
 List group level: 2  
 Created by: Phil Oxley  
 Created on: 24/09/2004 17:06:55  
 Last updated by: Phil Oxley  
 Last updated on: 24/06/2005 14:28:27

Budgets

No	Code	Name	Total	Spent	Current	Committed	Selections	Balance
<input type="checkbox"/>	1		1985.77	90.49	1895.28	1185.33	78.97	630.98
<input type="checkbox"/>	2 BO1	Books-Heinen	0.00	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	3 2800.6	BDK books	1008.90	64.61	944.29	466.72	12.99	464.58
<input type="checkbox"/>	4 BO6	Books-Supplier6	0.00	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	5 16/22	Budget for all years	976.87	25.88	950.99	718.61	65.98	166.40
<input type="checkbox"/>	6 TEST.....	Tests						
<input type="checkbox"/>	7 BSN-FICT	Fiction fund	0.00	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	8 PHIL	Phil's test	0.00	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	9 new	new budget	0.00	0.00	0.00	0.00	0.00	0.00

Local intranet Double click to change security settings

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).

After selecting the option **Output** the screen for generating output will be presented with **ONLY** the options *Spreadsheet* and *Email*.

V-smart [ 2.0 ] -- Webpage Dialog

**Output**

Output can be sent to a printer, a file or another Windows application.  
 The valid options for your login and workstation are shown below.

Output to  Spreadsheet  Email

Delimited output

Save settings

OK  
 Cancel  
 Help

http://nlbawqavubis/sm200qa/ClientBody.csp?ClientId=1.23005 Local intranet



When selecting the option *Spreadsheet*, the data will be output to Excel.

When selecting the option *Email*, an input form will be displayed:

Fill in the Send to and Subject fields and add a message if required.

Send to

Subject

Message

Save settings

OK

Cancel

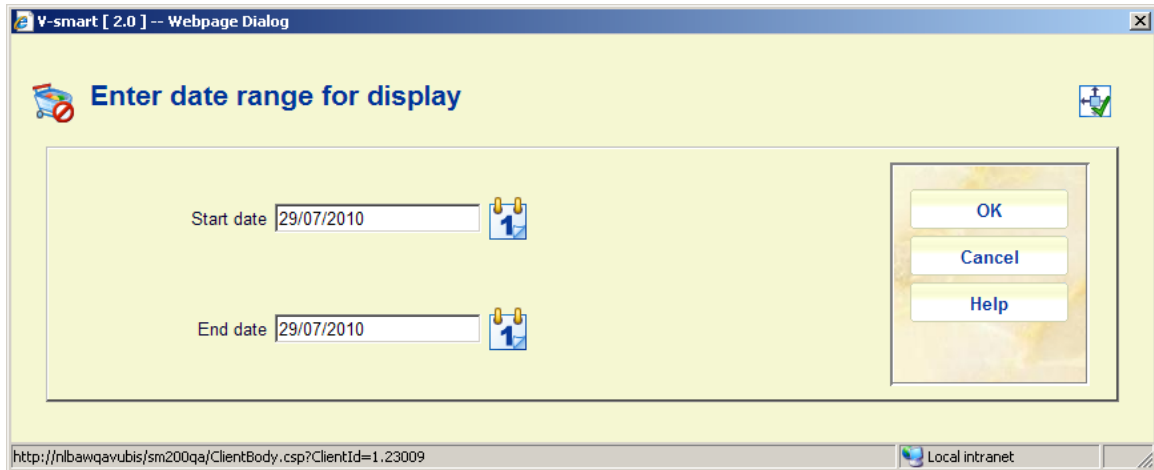
Help

http://nlbawqavubis/sm200qa/ClientBody.csp?ClientId=1.23005 Local intranet

You can enter an **Email address** and if you want to save this address for future use you can select the 'Save settings' option so next time when you want to send an email you will not have to enter the address again. Enter a **Subject** and optionally a **Message**. Click **OK** to send the email that has an attachment that contains the Excel spreadsheet.

### 277.3.1.2 Display budgets [date range]

**Display budgets [date range]:** Use this option to display changes in commitment, spent and selection amounts in a specified date range within the current fiscal year. A selection form will be displayed:



**Start date:** must be a valid date during the current fiscal year.

**End date:** must be equal to or after the Start date.

When you click **OK**, the system will generate a display that shows the changes in spent, commitment and selection amounts during the selected date range. The **Current budget**, **Current acct. balance** and **Current balance** columns show the amounts currently in the budgets.

Id: 1.23006/8040 Poort-identificatie: Tineke PNB/BD 277

Parameters | Stoppen | ?

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Lijst-code BKS  
 Naam lijst Books - Financial grouping  
 Groepsniveau lijst 2  
 Begindatum 29/06/2010  
 Einddatum 29/07/2010  
 Ingevoerd door Phil Oxley  
 Ingevoerd op 24/09/2004 17:06:55  
 Laatste mutatie door Phil Oxley  
 Laatste mutatie op 24/06/2005 14:28:27

Budgetten per datum bereik

	Nr	Code	Naam	Huidige budget	Wijziging uitgaven	Actueel boekh saldo	Wijziging verplichtingen	Wijziging selecties	Actueel saldo
<input type="checkbox"/>	1			1985.77	25.00	1870.28	15.02	0.00	276.39
<input type="checkbox"/>	2	BO1	Books-Heinen	0.00	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	3	2800.6	BDK boeken	1008.90	20.00	924.29	58.06	0.00	180.11
<input type="checkbox"/>	4	BO6	Books-Supplier6	0.00	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	5	16/22	testpatch	976.87	5.00	945.99	-43.04	0.00	96.28
<input type="checkbox"/>	6	TEST.....	Tests						
<input type="checkbox"/>	7	BSN-FICT	Fiction fund	0.00	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	8	PHIL	Phil's test	0.00	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	9	new	new budget	0.00	0.00	0.00	0.00	0.00	0.00

Local intranet 100%

If you choose the **Output** option from this screen, you have the choice of viewing a spreadsheet of the displayed data or sending an email containing a spreadsheet of the displayed data. For more information on the Output option, see section 277.3.1.1.

### 277.3.1.3 Email automatically

**Email automatically:** Use this option to set up parameters so that the system can automatically email reports (attached Excel spreadsheet) with set criteria at scheduled times during the week or month. An input form will be displayed:

Start date: 1st day of current month  
End date: 1st day of current month  
Delimited output:   
Fill in the Send to and Subject fields and add a message if required.  
Send to: tineke.buul@infor.com  
Subject: budget report  
Message: text  
Save settings:

OK  
Cancel  
Help

**Start date:** dropdown list of 5 options:

- 1-1st day of fiscal year
- 2-1st day of previous month
- 3-Last day of previous month
- 4-1st day of current month
- 5-Today

**End date:** dropdown list of 5 options:

- 1-1st day of fiscal year
- 2-1st day of previous month
- 3-Last day of previous month

4-1st day of current month  
5-Today

**Start date** must be before **End date** and **Start date** must be within the current fiscal year.

You can enter an **Email address** and if you want to save this address for future use you can select the 'Save settings' option so next time when you want to send an email you will not have to enter the address again. Enter a **Subject** and optionally a **Message**.

After clicking **OK**, the standard form for scheduling processes will be displayed.

Use the Online or Batch options to generate the report immediately. Use the memory option and its associated parameters to schedule running of the report at specified times.

## 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.

The screenshot shows a web browser window titled 'V-smart [ 1.0.01 ] - Windows Internet Explorer'. The page header includes 'V-smart' and user information: 'Id: 1.20066/240 User: tineke Location: PNB/BD AFO: 277'. There are 'Settings' and 'Exit' buttons. Below the header is a navigation bar with icons for back, forward, home, search, and refresh. A message states: 'You can order material from the following suppliers using the listed budgets only.' Below this is a table titled 'Supplier budget list summary'.

No	Supplier	List name	Budgets
<input checked="" type="checkbox"/> 1	Heinen (HEI - 1)	HEINEN	2800.6, 862100.56102, 862100.56103, 16/22, AA, ADVBUD, Ahead, BD/AVM, BD/BOOKS, BD/LIV, BD/LIVRES, BD/LP, BO, BO1, BO6, BOTH, BSN-FICT, BSN-GROUP, BSNNF, CJY-TEST
<input type="checkbox"/> 2	OXLEY LTD (OXL - 6)	Supplier6	BO6, RestrSupp
<input type="checkbox"/> 3	List-Test (LIST - 96)	TEST96	RestrSupp
<input type="checkbox"/> 4	NBD/Biblion (NBD - 148)	NBD	2800.6, 862100.56102, 862100.56103, 16/22, AA, ADVBUD, Ahead, RestrSupp, TAX101, TAX102, WP/AVM, WP/BOOKS
<input type="checkbox"/> 5	pdT (PDT - 250)	test	pdT
<input type="checkbox"/> 6	Nick's money laundering (NML - 251)	boekskes	Nick
<input type="checkbox"/> 7	Eeder (EEDER - 257)	Ederveen	Erwin
<input type="checkbox"/> 8	MdkBelgie (- 258)	Belgium	MDK
<input type="checkbox"/> 9	Agréne Lourens (ALM - 272)	ALM	AL
<input type="checkbox"/> 10	fournisseurs (FOURNISSEURX - 311)	listefournx	CDROM, CELINEC, cd, dvd
<input type="checkbox"/> 11	Furet du Nord (FUDUNO - 314)	ListeES	CELINEC, NFBK
<input type="checkbox"/> 12	SWETS & ZEITLINGER BV; Subscription Service Europe (SWETS - 384)	swets	
<input type="checkbox"/> 13	De Twaalf Ambachten (TA - 581)	581list	BO, RestrSupp
<input type="checkbox"/> 14	NV VAM (VAM - 587)	VamList	2800.6, 16/22, BD/LIV, BO, BOTH, CJY-TEST, DATST, 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:

V-smart [ 1.0.01 ]

**New supplier budget list**

Supplier  Search

After creation the 'supplier' field cannot be modified.

List name [eng]

List name [dut]

List name [fre]

OK

Cancel

Help

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.

V-smart [ 1.0.01 ]

**Update budget restriction list**

The following list contains budgets that can only be used by specific suppliers. These budgets must appear in one or more supplier lists before they can be used to order material from those suppliers

Restricted budgets

12345678901234567890 - long nam	Ahead - Ahead for 2005
16/22 - testpatch	BO1 - Books-Heinen
2800.6 - BDK boeken	CELINEC - CELINEC
862100.56102 - Journals N	RestrSupp - Restricted Suppliers
862100.56103 - Books N	

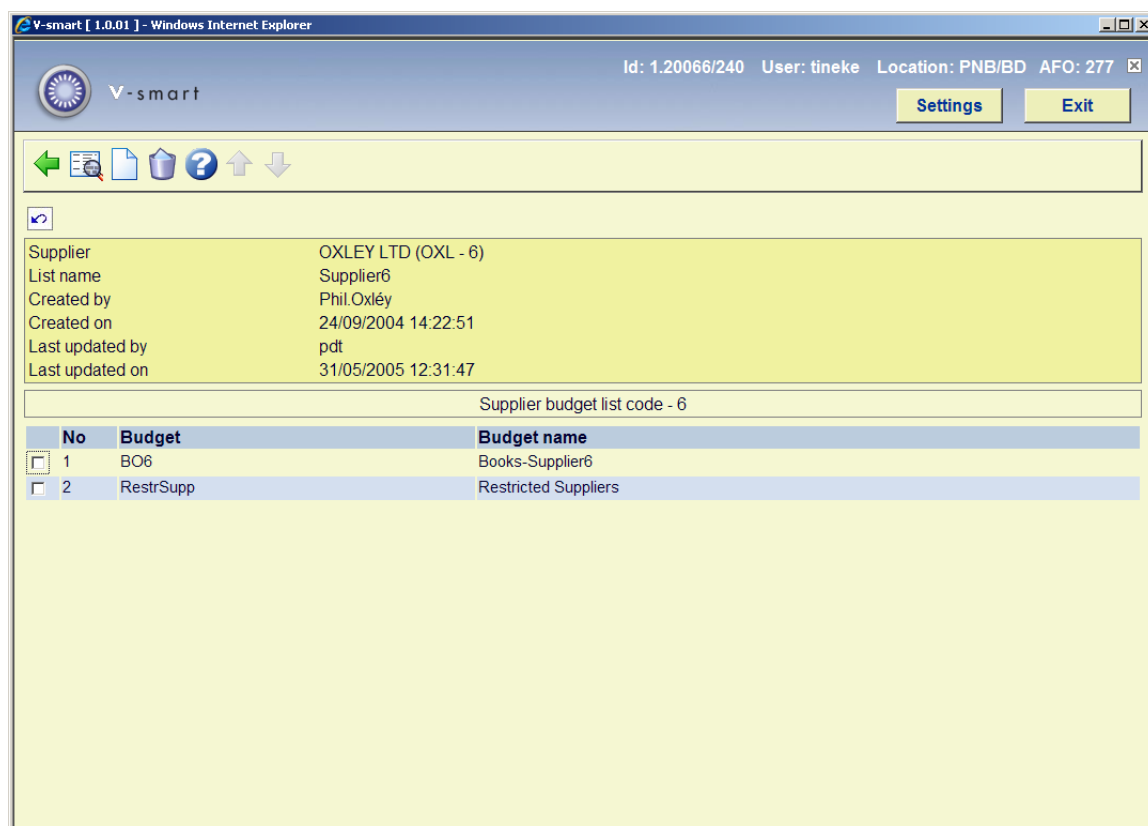
OK

Cancel

Help

**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 currently used by the FDI invoice extract only. They do not affect ordering.

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



V-smart [ 1.0.01 ] - Windows Internet Explorer

Id: 1.20066/240 User: tineke Location: PNB/BD AFO: 277

V-smart Settings Exit

Fiscal lists summary

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

## Options on the screen

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

V-smart [ 1.0.01 ]

**New fiscal list**

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 AFO 243).

**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:** Description of external finance system.

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.

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.

V-smart [ 1.0.01 ] - Windows Internet Explorer

Id: 1.20066/240 User: tineke Location: PNB/BD AFO: 277

Settings Exit

List code Books  
 List name Books  
 Description  
 Finance system code 2005-501-01  
 Finance system name Library books 2004  
 Created by Super User  
 Created on 28/09/2004

Fiscal list code - books

No	Budget	Budget name	
<input type="checkbox"/>	1	2800.6	BDK boeken
<input type="checkbox"/>	2	862100.56102	Journals N
<input type="checkbox"/>	3	862100.56103	Books N
<input type="checkbox"/>	4	16/22	testpatch
<input type="checkbox"/>	5	AA	budget pour l'année en cours
<input type="checkbox"/>	6	ADV/BUD	ADV Budget for books
<input type="checkbox"/>	7	Ahead	Ahead for 2005
<input type="checkbox"/>	8	BD/AVM	BD - Audiovisual
<input type="checkbox"/>	9	BD/BOOKS	BD - Books
<input type="checkbox"/>	10	BD/LIV	Livres
<input type="checkbox"/>	11	BD/LP	BD - Large print
<input type="checkbox"/>	12	BO	Books
<input type="checkbox"/>	13	BO1	Books-Heinen
<input type="checkbox"/>	14	BO6	Books-Supplier6
<input type="checkbox"/>	15	BOTH	Both
<input type="checkbox"/>	16	RestrSupp	Restricted Suppliers
<input type="checkbox"/>	17	WP/BOOKS	WP - Books
<input type="checkbox"/>	18	livres	livres

## 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

V-smart [ 1.0.01 ]

Add budgets to fiscal list - Books

Budgets to add

12345678901234567890 - long nam  
 AL - Boeken voor Agréne  
 BD/LIVRES -  
 BSN-FICT - Fiction fund  
 BUD - Budget 2008

OK  
Cancel  
Help

**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:



The screenshot shows a web browser window titled "V-smart [ 1.0.01 ] - Windows Internet Explorer". The page header includes the V-smart logo, user information (Id: 1.20066/240, User: tineke, Location: PNB/BD, AFO: 277), and buttons for "Settings" and "Exit". Below the header is a navigation bar with icons for back, forward, search, and other functions. The main content area is titled "Order distribution lists" and contains a table with the following data:

No	Code	Name	
<input type="checkbox"/>	1	ALM	Only for books
<input type="checkbox"/>	2	DAN1	Dan one
<input type="checkbox"/>	3	DAN2	dan two
<input type="checkbox"/>	4	EVE	EVE
<input type="checkbox"/>	5	FMO1	Frédérique
<input type="checkbox"/>	6	MDK	Marianne
<input type="checkbox"/>	7	PHIL1	Phil One
<input type="checkbox"/>	8	PHIL2	Phil Two
<input type="checkbox"/>	9	PHIL3	Phil Three
<input type="checkbox"/>	10	TEST	TEST

**Options on the screen**

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

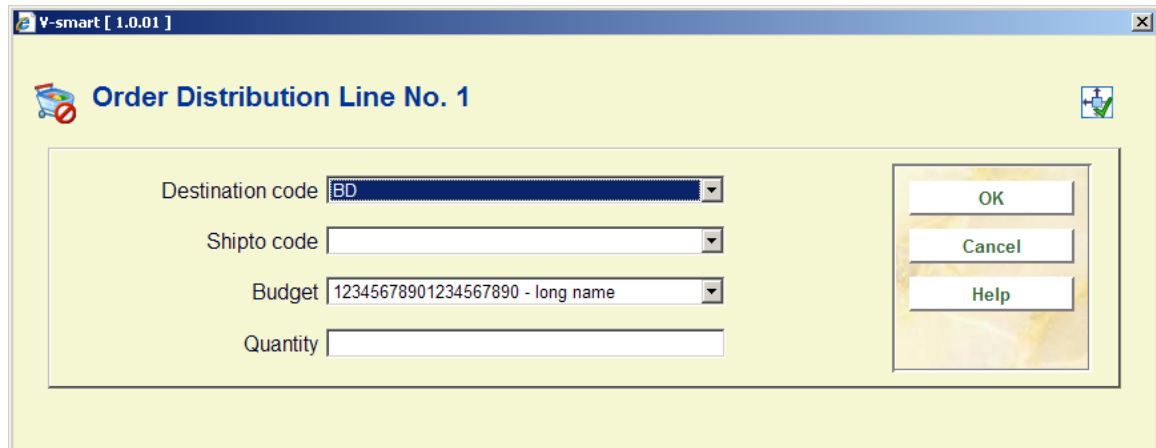
**Delete distribution list:** click this icon to delete a list. You will be asked for confirmation.

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

No	Destination code	Shipto code	Budget	Quantity
<input type="checkbox"/> 1	BD	DFLTACQ	2800.6	1
<input type="checkbox"/> 2	CEN	DFLTACQ	862100.56103	3
<input type="checkbox"/> 3	MAIN	AS	ADVBUD	1

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.

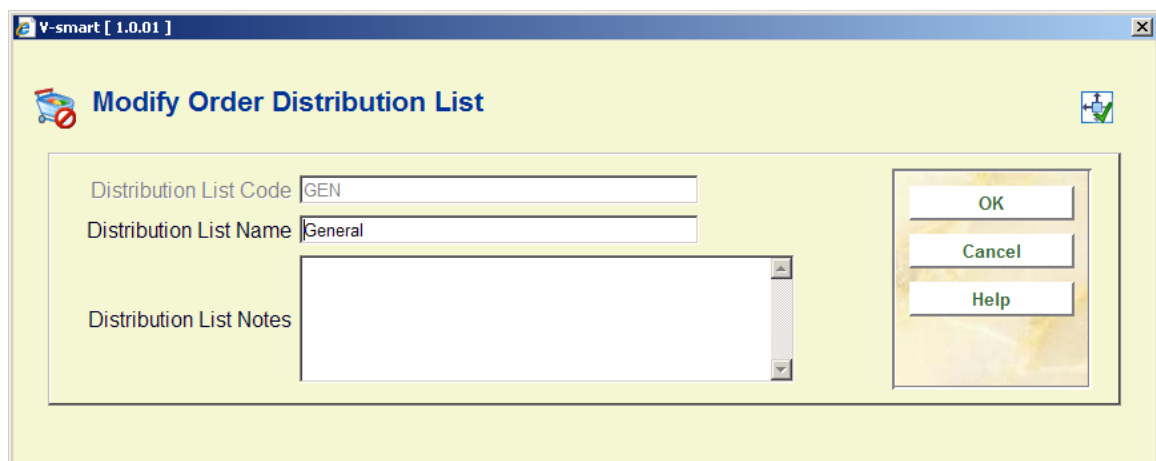
**Add distribution line:** to add lines to the list. The form for adding a new line is displayed. The system continues to prompt you to add new distribution lines until you press **Cancel**.



**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.

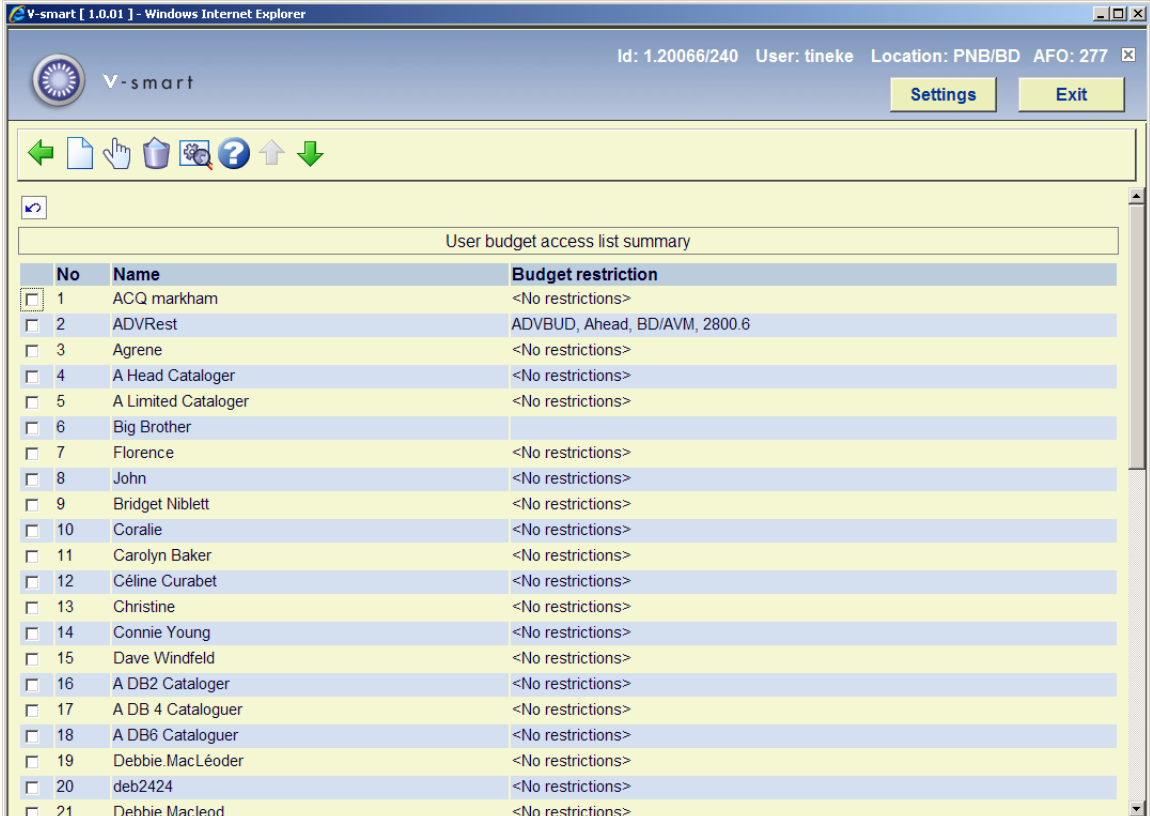


## 277.7 User budget access lists

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.

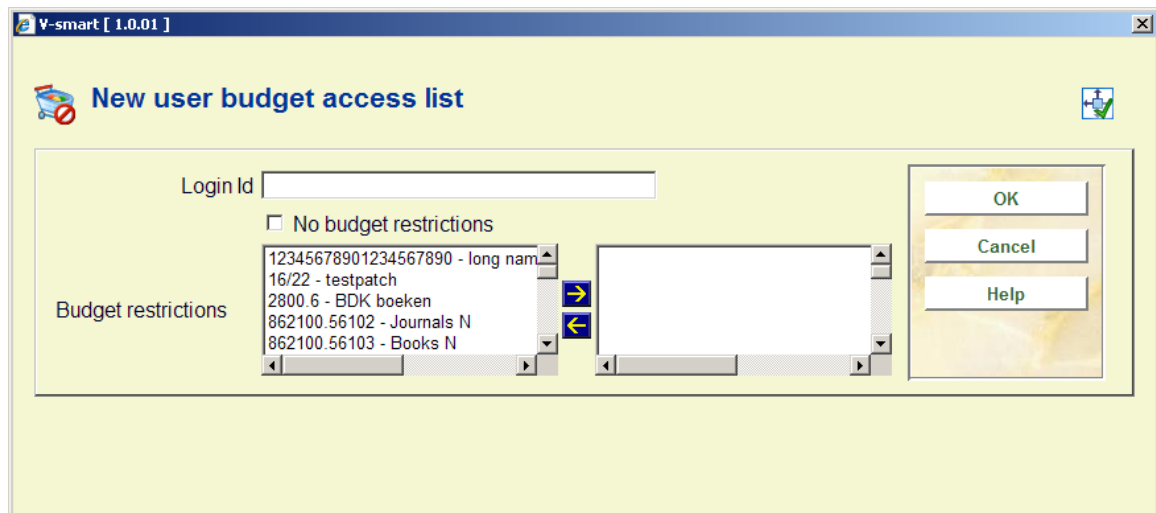
After choosing the User budget access lists option, you are presented with an overview screen of the USER BUDGET ACCESS LIST codes.



No	Name	Budget restriction
<input type="checkbox"/>	1 ACQ markham	<No restrictions>
<input type="checkbox"/>	2 ADVRest	ADVBUD, Ahead, BD/AVM, 2800.6
<input type="checkbox"/>	3 Agrene	<No restrictions>
<input type="checkbox"/>	4 A Head Cataloger	<No restrictions>
<input type="checkbox"/>	5 A Limited Cataloger	<No restrictions>
<input type="checkbox"/>	6 Big Brother	
<input type="checkbox"/>	7 Florence	<No restrictions>
<input type="checkbox"/>	8 John	<No restrictions>
<input type="checkbox"/>	9 Bridget Niblett	<No restrictions>
<input type="checkbox"/>	10 Coralie	<No restrictions>
<input type="checkbox"/>	11 Carolyn Baker	<No restrictions>
<input type="checkbox"/>	12 Céline Curabet	<No restrictions>
<input type="checkbox"/>	13 Christine	<No restrictions>
<input type="checkbox"/>	14 Connie Young	<No restrictions>
<input type="checkbox"/>	15 Dave Windfeld	<No restrictions>
<input type="checkbox"/>	16 A DB2 Cataloger	<No restrictions>
<input type="checkbox"/>	17 A DB 4 Cataloguer	<No restrictions>
<input type="checkbox"/>	18 A DB6 Cataloguer	<No restrictions>
<input type="checkbox"/>	19 Debbie.MacLéoder	<No restrictions>
<input type="checkbox"/>	20 deb2424	<No restrictions>
<input type="checkbox"/>	21 Debbie.Macleod	<No restrictions>

## Options on the screen

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



**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

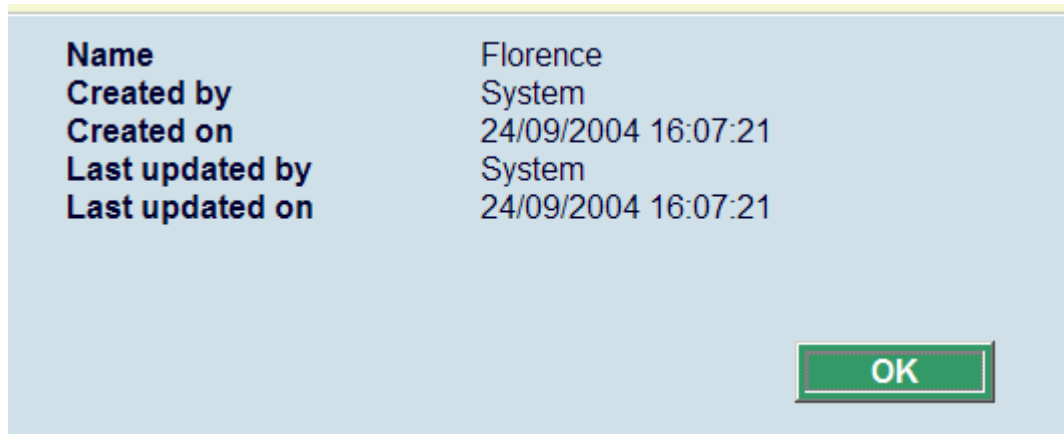
If this user should have access to all budgets when ordering, set the No budget restrictions field. Otherwise, select which budgets this user should be able to use.

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:**

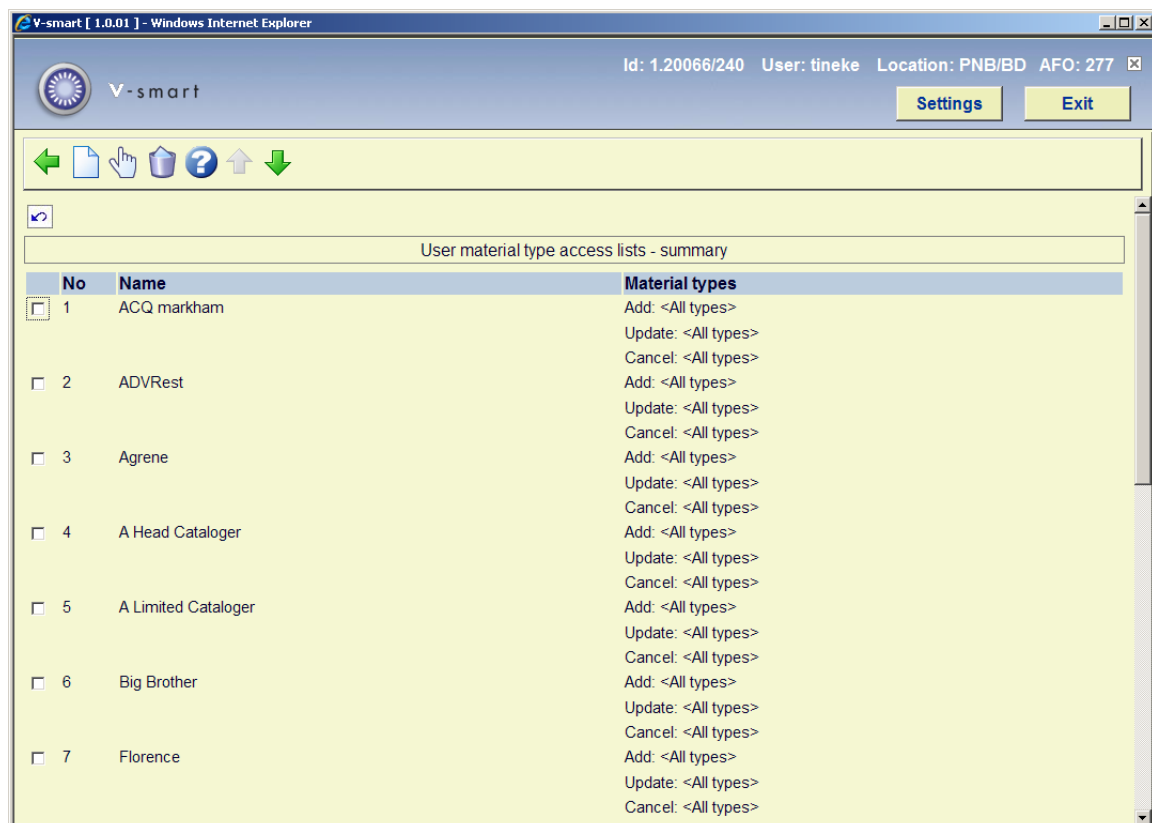




## 277.8 User material type access lists

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.



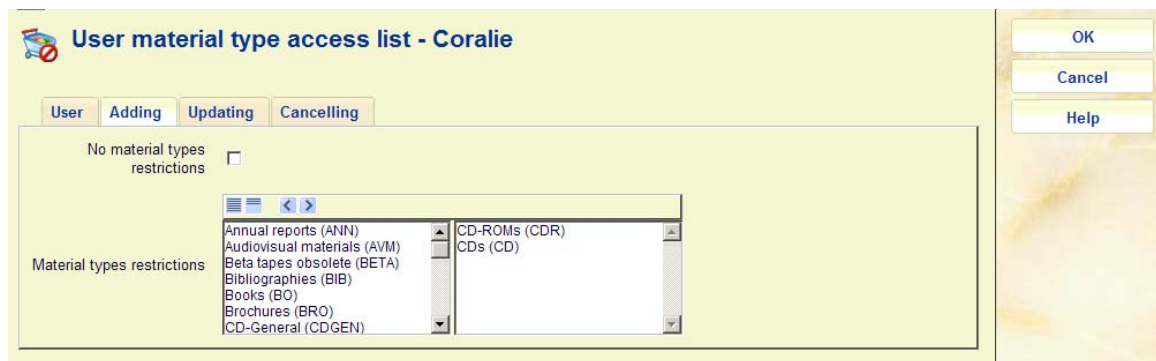
Selecting one of the items from the grid results in a detailed display of the selected list. The detailed display includes the NAME AND LIST OF ALLOWED MATERIAL TYPES for adding, updating and cancelling.

## 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:

The screenshot shows a web browser window titled "V-smart [ 1.0.01 ] - Windows Internet Explorer". The page header includes the V-smart logo, user information (Id: 1.20066/240, User: tineke, Location: PNB/BD, AFO: 277), and "Settings" and "Exit" buttons. Below the header is a navigation bar with icons for back, forward, search, and help. The main content area contains a message: "Each user location list shows the valid item locations and material types that may be received at this user location". Below this is a table titled "User location lists".

No	User location	List name	Description	Receiving locations	Material types	
<input type="checkbox"/>	1	BD	LocReception1	Liste	BD,BRA,CEN,SCH,WP	BO,YB,TALKBOOK

## 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 dialog box titled "V-smart [ 1.0.01 ]". It contains a "User location" dropdown menu with "AATOP" selected. Below it is a warning message: "After creation the 'User location' field cannot be modified." There are three text input fields for "List name", "List description [dut]", and "List description [eng]". A fourth field for "List description [fre]" is partially visible. On the right side, there are three buttons: "OK", "Cancel", and "Help".

### Fields on the screen

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

**List name:** enter the name of the list.

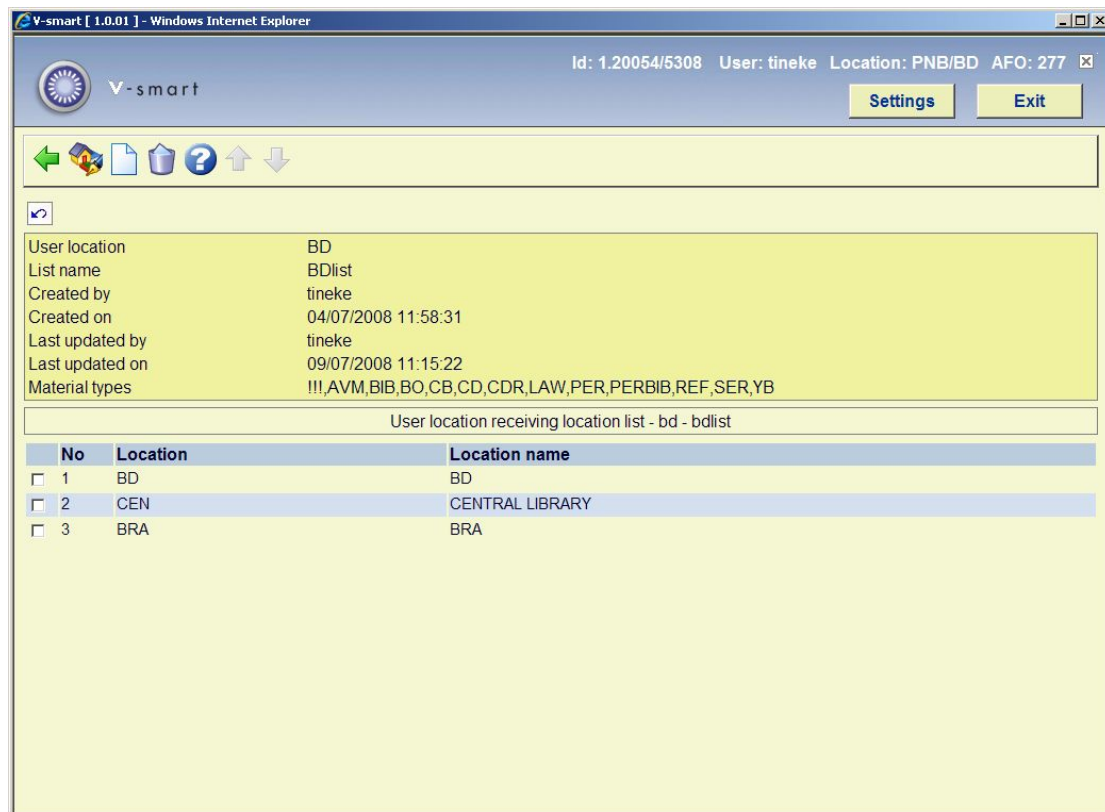
**List description:** optionally enter descriptions of the list in various languages.

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

If you do not define any material type, but only locations, this implies a total restriction. If you do not add material types to orders, you must at least add the material type "!!!-undefined" to make the restriction by location work.

## 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

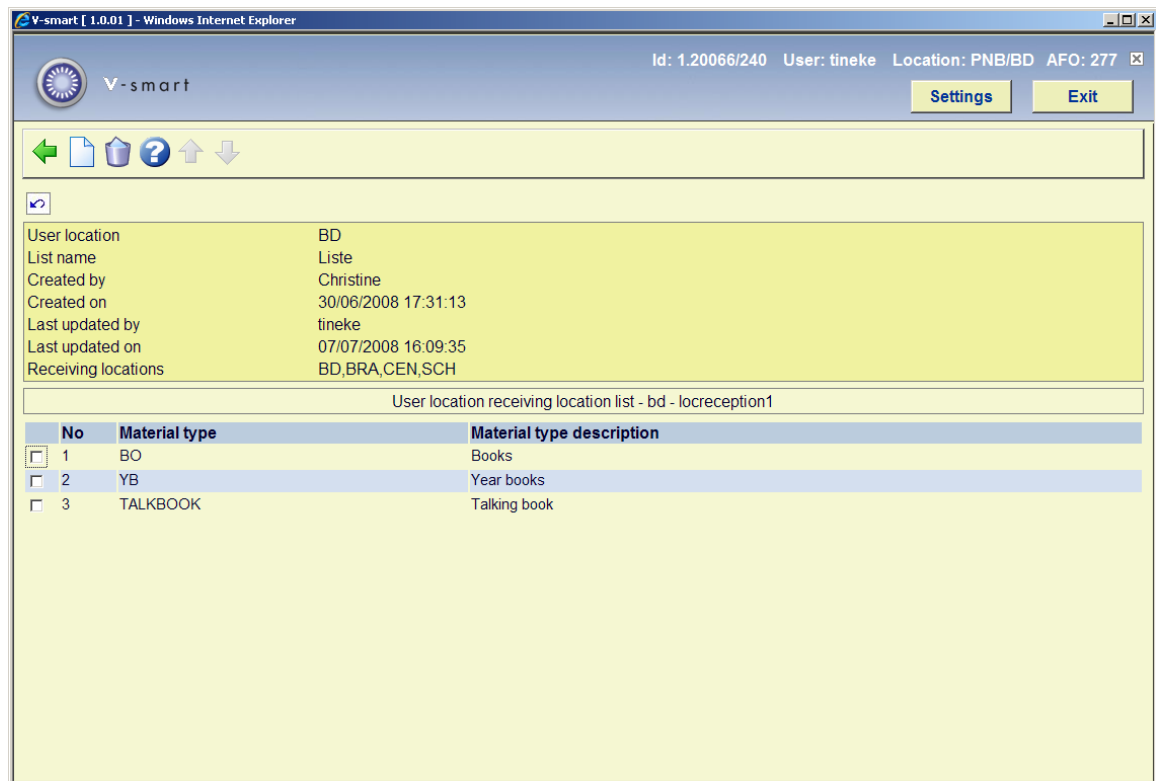
**Modify material types:** use this option to add or delete material types. See section 277.9.1.1 for more details.

**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.

## Note

If you do not define any material type, but only locations, this implies a total restriction. If you do not add material types to orders, you must at least add the material type “!!!-undefined” to make the restriction by location work.

- **Document control - Change History**

<b>Version</b>	<b>Date</b>	<b>Change description</b>	<b>Author</b>
<b>1.0</b>	<b>July 2008</b>	<b>Creation</b>	
<b>2.0</b>	<b>May 2009</b>	<b>changed wording for Fiscal lists part of 2.0 updates</b>	
<b>3.0</b>	<b>May 2010</b>	<b>New options to output budget lists; general overhaul part of 2.0.06 updates</b>	