



# COLLECTION FINANCES IN KOHA FOR NEW USERS

We did it—and YOU can, too!

Koha-US Conference Session 6A  
Thursday, August 10, 2017  
Coeur d'Alene Public Library, Coeur d'Alene, Idaho

# AS WE GET STARTED—SOME IMPORTANT POINTS

- This presentation was developed in version 17.05
- Focus of presentation is on financials, not the entirety of the Acquisitions module
- Screenshots include a mix of a sample set created for this presentation as well as our production data
- Kresge Library Services is self-installed, self-maintained, and, most importantly, **self-taught**
- Today, I offer to you one way of doing things. It is our way—but it is not the only way!

Visit [www.koha-us.net](http://www.koha-us.net) or [koha-community.org](http://koha-community.org) for more information.

# ABOUT KRESGE LIBRARY SERVICES

- Collections
- Staffing
- Technical Services
- Collections budget
- Automation history



Learn what you can do  
at the Koha-U.S.  
conference  
August  
9-12, 2017  
Columbiana, OH, USA

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# KOHA AT KRESGE LIBRARY SERVICES

- Production server: January 2016 (Debian 8, 3.22)
  - Currently: Ubuntu 14.04, 17.05
- Development server: May 2016 (Ubuntu 14.04, 3.22)
  - Currently: Ubuntu 14.04, 17.05
- Acquisitions: October 2016 (DEV), May 2017 (PROD)
  - PROD server maintains separate instance (klsacq) for Acquisitions
  - PROD holds acquisitions data from 7/1/14

# GETTING STARTED

- Configure currencies
- Configure system global preferences
- Create any desired statistical categories
- Create a budget
- Create funds (and their hierarchies) and allocate
- Various permissions beyond (*acquisition*) set required for configuration

Visit [www.koha-us.net](http://www.koha-us.net) or [koha-community.org](http://koha-community.org) for more information.

# GETTING STARTED

- Configure currencies
  - At least one active currency must be defined
  - In Web installer > Selecting default settings (Other data, Optional)

## Optional

Select all

- Some basic default authorised values for library locations, item lost status, etc. You can change these at any time after installation.  
(*auth\_val*)
- CSV profiles  
  
Default CSV export profiles; including one for exporting serial claims.  
(*csv\_profiles*)
- Coded values conforming to the Z39.71-2006 holdings statements for bibliographic items.  
Refer to <http://www.niso.org/standards/index.html> for details.  
(*marc21\_holdings\_coded\_values*)
- MARC code list for relators, as of <http://www.loc.gov/marc/relators/relaterm.html>  
(*marc21\_relatorterms*)
- Some basic currencies with USA dollar as default for ACQ module  
(*parameters*)
- Useful patron attribute types:  
\* SHOW\_BCODE - Show barcode on the patron summary screen items listings  
(*patron\_attributes*)
- Sample patron types and categories. Types are currently hardcoded but you can manage categories after installation from the administration module.



# GETTING STARTED

- Configure currencies

Home > Administration > Currencies & Exchange rates > Currencies

The screenshot shows the Koha Administration interface. At the top left is the Koha logo. To its right is a search bar labeled "Currencies search:" with a "Search" button. Below the search bar are three buttons: "Search currencies" (highlighted with a green border), "Check out", and "Search the catalog". A breadcrumb trail reads "Home > Administration > Currencies & Exchange rates > Currencies". On the left side, there is a navigation menu with sections: "System preferences" (with a sub-link "System preferences"), "Basic parameters" (with sub-links "Libraries and groups", "Item types", and "Authorized values"), and "Patrons and circulation" (with a sub-link "Patron categories"). The main content area is titled "Currencies and exchange rates" and features a "+ New currency" button and a "Column visibility" button. Below these is a table with the following data:

Currency ▲	Rate ◆	Symbol ◆	Last updated ◆	Active ◆	Archived ◆	Actions
USD	1.00000	\$	10/04/2016	✓		<a href="#">Edit</a> <a href="#">Delete</a>

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# GETTING STARTED

- Configure system global preferences

*Home > Administration > System preferences > Acquisitions*

- AcqCreateItem
- AcqEnableFiles
- AcqViewBaskets
- AcqWarnOnDuplicateInvoice
- BasketConfirmations
- CurrencyFormat
- gist
- MarcFieldsToOrder
- MarcItemFieldsToOrder

*cataloging the record*

*Do 9-12, 2017*

*in system, regardless of owner*

*Warn*

*always ask for confirmation*

*360,000.00 (US)*

*0 [we are tax-exempt]*

*[not used]*

*[not used]*



# GETTING STARTED

- Create any desired statistical categories

*Home > Administration > Authorized values*

- Kresge Library Services created two new categories
  - **TO\_FROM** (Keeps track of category of payment (vendor, other campus units))
  - **MONTH\_CLEARED** (Keeps track of which month in the fiscal year a payment clears)
- Orders support two user-selected statistical categories (**Statistics 1, Statistics 2**) for each fund

# GETTING STARTED

- Create a budget
  - *Home > Administration > Budgets administration*
    - You must create a budget before creating any funds in that budget
    - **Start and End dates** do not impact your ability to use funds in the budget for ordering
    - Budget must be **active** to allow for ordering to take place from funds within it

Home > Administration > Budgets > Add budget

[+ New budget](#)

### Add budget

**Start date:**  (MM/DD/YYYY)

**End date:**  (MM/DD/YYYY)

**Description:**

**Total amount:**

**Make budget active:**

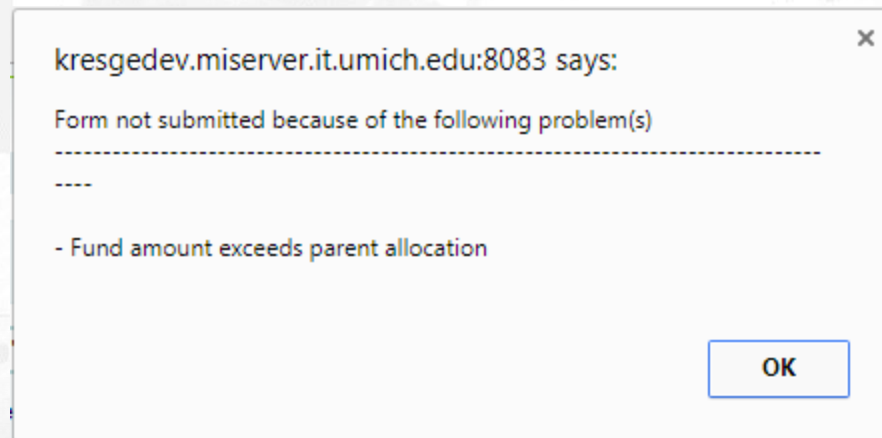
**Lock budget:**

# GETTING STARTED

- Create funds (and their hierarchies) and allocate
  - Define parent funds, then their children
    - Add other parent funds using options from “+New” button
    - Add child funds using dropdown of desired parent fund
  - Consider restricting access to ordering/spending funds using combination of *Library* and *Restrict access to* options
    - Must set owner for any restriction to take effect
    - Useful for keeping top level funds as non-spendable “placeholder” funds meant to summarize child fund activity
  - Consider statistical categories carefully to allow for “apples to apples” comparisons
  - Be thorough in naming child funds—“Fund name”—**not** “Fund code”—displays in orders, etc. in Acquisitions

# GETTING STARTED

- Create funds (and their hierarchies) and allocate
  - Be careful with allocations!
    - Numbers and decimal points only (no symbols)
    - Total of all top-level allocations **cannot exceed** amount placed in budget “Total amount” (“Fund amount exceeds parent allocation” pop-up)
    - Total of child funds **cannot exceed** corresponding parent fund amount (“Fund amount exceeds parent allocation” pop-up)



# FINANCES VIEW (ACQUISITIONS)

Home > Acquisitions

**Acquisitions**

- > Acquisitions home
- > Late orders
- > Suggestions
- > Invoices
- > EDIFACT messages

**Administration**

- > Administration home
- > Budgets
- > Funds
- > Currencies
- > EDI accounts
- > Library EANs

### Acquisitions

Vendor:

#### All available funds for Ford Lake Village Public Library

Showing 1 to 12 of 12

[Expand all](#) | [Collapse all](#) | [Hide inactive budgets](#) | [Show inactive budgets](#)

Fund code	Fund name	Owner	Library	Amount	Ordered	Spent	Total available
Budget 2017 [id=2]							
▼ be	Bontekoe Estates Public Library	Sterbenz, John	Bontekoe Estates Public Library	30,000.00	0.00	0.00	30,000.00
bebk	Bontekoe Estates books	BE,	Bontekoe Estates Public Library	15,000.00	0.00	0.00	15,000.00
bedb	Bontekoe Estates databases	BE,	Bontekoe Estates Public Library	10,000.00	0.00	0.00	10,000.00
bejo	Bontekoe Estates journals	BE,	Bontekoe Estates Public Library	5,000.00	0.00	0.00	5,000.00
▼ flv	Ford Lake Village Public Library	Sterbenz, John	Ford Lake Village Public Library	30,000.00	0.00	0.00	30,000.00
flvbk	Ford Lake Village books	FLV,	Ford Lake Village Public Library	15,000.00	0.00	0.00	15,000.00
flvdb	Ford Lake Village databases	FLV,	Ford Lake Village Public Library	10,000.00	0.00	0.00	10,000.00
flvjo	Ford Lake Village journals	FLV,	Ford Lake Village Public Library	5,000.00	0.00	0.00	5,000.00
▼ st	Smokler-Textile Public Library	Sterbenz, John	Smokler-Textile Public Library	30,000.00	0.00	0.00	30,000.00
stbk	Smokler-Textile books	ST,	Smokler-Textile Public Library	15,000.00	0.00	0.00	15,000.00
stdb	Smokler-Textile databases	ST,	Smokler-Textile Public Library	10,000.00	0.00	0.00	10,000.00
stjo	Smokler-Textile journals	ST,	Smokler-Textile Public Library	5,000.00	0.00	0.00	5,000.00
<b>Total</b>				<b>90,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>90,000.00</b>

Showing 1 to 12 of 12

Turn off "Total" display setting *IntranetUserCSS* preference to `#funds_total {display:none;}`



# FINANCES VIEW (BUDGETS)

Home > Administration > Budgets > All funds

Filters

[+ New budget](#)

### All funds

Currency = USD

Showing 1 to 4 of 4 Search:

[Expand all](#) | [Collapse all](#) | [Hide inactive budgets](#) | [Show inactive budgets](#)

Fund code	Fund name	Base-level allocated	Base-level ordered	Total ordered	Base-level spent	Total spent	Base-level available	Total available	Actions
Budget 2017 [id=2]									
flv	Ford Lake Village Public Library	30,000.00	0.00	0.00	0.00	0.00	30,000.00	30,000.00	<a href="#">Actions</a>
flvbk	Ford Lake Village books	15,000.00	0.00	0.00	0.00	0.00	15,000.00	15,000.00	<a href="#">Actions</a>
flvdb	Ford Lake Village databases	10,000.00	0.00	0.00	0.00	0.00	10,000.00	10,000.00	<a href="#">Actions</a>
flvjo	Ford Lake Village journals	5,000.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00	<a href="#">Actions</a>
<b>Period allocated</b>		<b>30,000.00</b>		<b>0.00</b>		<b>0.00</b>		<b>30,000.00</b>	

Showing 1 to 4 of 4

**Fund filters**

Library:

Show my funds only:

Budget:

**Acquisitions**

- Acquisitions home
- Late orders
- Suggestions
- Invoices
- EDIFACT messages

**Administration**

- Administration home

- “Base-level allocation” is the amount you inserted as fund was created
- “Base-level ordered” and “Base-level spent” do not consider amounts of any child funds



# ACQUISITIONS HIERARCHY

- *Vendors* are the center of the Koha Acquisitions universe
- *Baskets* are created in vendors
  - You cannot create baskets without vendors
- *Orders* are created in baskets. Orders are linked to *catalog records* (from various sources) and funds (can be) encumbered
  - You cannot create orders without baskets
- *Invoices* are created as orders are received
  - You cannot create invoices without orders to receive

# CREATING VENDOR RECORDS

Home > Acquisitions > “New vendor” button

- **Name** is the only required field
- Defaults to “Active” (must be active to create baskets/orders)

Home > Acquisitions > Add vendor

## Add vendor

### Company details

Name:  *Required*

Postal address:

Physical address:

Phone:

Fax:

Website:

Account number:

### Ordering information

Vendor is: Active  Inactive

List prices are:

Invoice prices are:

Tax number registered: Yes  No

List prices: Include tax  Don't include tax

Invoice prices: Include tax  Don't include tax

Tax rate:

Discount:  %

Delivery time:  days

Notes:

# CREATING VENDOR RECORDS

- After creating a vendor you will immediately have the opportunity to create a basket for that vendor

The screenshot shows a web application interface for vendor management. At the top, there is a breadcrumb trail: "Home > Acquisitions > Search for vendor 5". Below this, there is a sidebar on the left with five menu items: "Baskets", "Basket groups", "Contracts", "Invoices", and "Uncertain prices". The main content area has a header with three buttons: "+ New", "Edit vendor", and "Delete vendor". Below the header, there is a link "Show all baskets". The main content area displays a vendor record for "Midwest Tape" with a "+ New basket" button and the text "No pending baskets". At the bottom of the page, there is a footer with the text "Visit [www.koha-us.net](http://www.koha-us.net) or [koha-community.org](http://koha-community.org) for more information."

Home > Acquisitions > Search for vendor 5

Baskets  
Basket groups  
Contracts  
Invoices  
Uncertain prices

+ New Edit vendor Delete vendor

Show all baskets

Midwest Tape + New basket

No pending baskets

Visit [www.koha-us.net](http://www.koha-us.net) or [koha-community.org](http://koha-community.org) for more information.

# CREATING BASKETS

- Several different options exist, including “New basket” buttons that display with each vendor.
- **Basket name** is the only required field
- **Vendor** will default to the vendor in which you selected “New basket” but can be changed
- For financial purposes, selection of billing and delivery place do not matter (defaults to library selected near login)
- By default, baskets will hold firm orders
  - A single basket cannot hold both firm and standing orders
  - Select the checkbox near the bottom if orders in the basket are standing

# CREATING BASKETS

Home > Acquisitions > amazon.com > Add a basket to amazon.com

## Add a basket to amazon.com

**Basket name:**  *Required*

**Billing place:**

**Delivery place:**

**Vendor:**

**Internal note:**

**Vendor note:**

**Orders are standing:**  Standing orders do not close when received.

# CREATING BASKETS

- After creating a basket, you will immediately have the opportunity to create orders in that basket

Home > Acquisitions > amazon.com > Basket 20170719 FLV firm orders (1) for amazon.com

**Acquisitions**

- > [Acquisitions home](#)
- > [Late orders](#)
- > [Suggestions](#)
- > [Invoices](#)

[+ Add to basket](#) [✎ Edit basket](#) [🗑 Delete this basket](#) [📄 Export this basket as CSV](#)

## Basket 20170719 FLV firm orders (1) for amazon.com

Delivery place:	Ford Lake Village Public Library
Billing place:	Ford Lake Village Public Library
Created by:	FLV
Managed by:	<a href="#">Add user</a> <a href="#">Save changes</a>
Library:	No library <input type="text" value="Ford Lake Village Public Library"/> <a href="#">Change</a>
Opened on:	08/05/2017
Orders are standing:	No



# CREATING ORDERS

- Several different options exist, including “Add to basket” buttons that display next to each (open) basket
- Orders are linked to catalog records, which can come from:
  - Existing system records
  - Brief records to be keyed at time of order creation
  - ....and more

**Add order to basket**

- From an existing record:
- From a suggestion
- From a subscription
- From a new (empty) record
- From an external source
- From a staged file

# CREATING ORDERS (EXISTING RECORD)

- Search existing catalog with usual index labels, etc. available
  - **ti:** title      **pb:** publisher      **nb:** ISBN      **sn:** Koha billionnumber
- View records for results / select record for ordering as appropriate

## Search existing records

1 results found

Summary	Publisher	Copyright		
<a href="#">Baking illustrated /</a> 0936184752 - ix, 515 p. : : "A best recipe classic."   Includes index. ; 29 cm.	America's Test Kitchen, ; Brookline, Mass. :	2004	<a href="#">View MARC</a>	<a href="#">Order</a>

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# CREATING ORDERS (NEW RECORD)

- Catalog record created using entries in “Catalog details” box (fields and mappings preset)
  - **Title** is only required field

**New order**

**Basket details**

Managed by: FLV  
Open on: 08/05/2017

**Patrons**

To notify on receiving:

**Catalog details**

**Title:**  *Required*

**Author:**

**Publisher:**

**Edition:**

**Publication year:**

**ISBN:**

**Series:**

# CREATING ORDERS (EXTERNAL SOURCE)

- Z39.50 search appears—select database(s) and enter search
- MARC records are viewable, as is “Card” format
- Select record for ordering appropriate

## Search results

You searched for: *Title: it's a mad mad mad mad world*

Showing 1 to 15 of 15

Search:

Server	Title	Author	ISBN	LCCN	Preview	
LIBRARY OF CONGRESS	A Clebanoff film concert	Clebanoff, Herman,		94767036	<a href="#">MARC</a> <a href="#">  Card</a>	<a href="#">Order</a>
LIBRARY OF CONGRESS	Great American movie themes			95784701	<a href="#">MARC</a> <a href="#">  Card</a>	<a href="#">Order</a>
LIBRARY OF CONGRESS	It's a mad, mad, mad mad world [Motion picture]			fi 67001342	<a href="#">MARC</a> <a href="#">  Card</a>	<a href="#">Order</a>
LIBRARY OF CONGRESS	It's a mad, mad, mad, mad world /			96512345	<a href="#">MARC</a> <a href="#">  Card</a>	<a href="#">Order</a>
LIBRARY OF CONGRESS	Lena in Hollywood	Horne, Lena.		94759537	<a href="#">MARC</a> <a href="#">  Card</a>	<a href="#">Order</a>
LIBRARY OF CONGRESS	Lena in Hollywood	Horne, Lena.		95769855	<a href="#">MARC</a> <a href="#">  Card</a>	<a href="#">Order</a>
LIBRARY OF CONGRESS	Lena in Hollywood			2006580140	<a href="#">MARC</a> <a href="#">  Card</a>	<a href="#">Order</a>
LIBRARY OF	Paris when it sizzles	Riddle, Nelson.		2014625557	<a href="#">MARC</a>	<a href="#">Order</a>

# CREATING ORDERS

- **Quantity** and **Fund** are required fields
- To encumber funds (“ordered”), include price in **Vendor price**
  - **Replacement cost**, **Budgeted cost**, and **Total** will populate if pricing data is included in **Vendor price** field
  - Recommendation: Do not select **Uncertain price**. Baskets with at least one **Uncertain price** order cannot be closed
- Set statistics fields, as desired, at this point (important for firms)

# CREATING ORDERS

## Accounting details

Quantity:  Required

Fund:  Required Show inactive:

Currency:

Vendor price:  (tax exc.)

Uncertain price:

Tax rate:

Discount:  %

Replacement cost:  (adjusted for USD, tax exc.)

Budgeted cost:  (tax exc.)

Total:  (budgeted cost \* quantity)

Actual cost:  (tax exc.)

Internal note:

Vendor note:

The 2 following fields are available for your own usage. They can be useful for statistical purposes

Statistic 1:

Statistic 2:



# CREATING ORDERS

- A complete order!

+ Add to basket

✎ Edit basket

🗑 Delete this basket

⌵ Close this basket

📄 Export this basket as CSV

✉ E-mail order

## Basket 20170719 FLV firm orders (1) for [amazon.com](#)

Delivery place: Ford Lake Village Public Library

Billing place: Ford Lake Village Public Library

Created by: FLV

Managed by:

Add user

Save changes

Library:

No library

Ford Lake Village Public Library

Change

Opened on: 08/05/2017

Orders are standing: No

### Orders

Show all details

Showing 1 to 1 of 1

Show 20 entries

⏪ First

⏪ Previous

Next ⏩

Last ⏩

Search:

No. ▲	Order	RRP tax exc.	ecost tax exc.	Qty. ◆	Total tax exc. (USD) ◆	GST % ◆	GST ◆	Fund ◆	Supplier report ◆	Modify	Cancel order
1	I know why the caged bird sings by Angelou, Maya - 9780812980028 2015 <a href="#">[Add internal note]</a> <a href="#">[Add vendor note]</a>	20.00	20.00	3	60.00	0	0.00	Ford Lake Village books		Modify Transfer	Cancel order Cancel order and delete catalog record
	<b>Total (GST 0)</b>			3	60.00		0.00				
	<b>Total (USD)</b>			3	60.00		0.00				

Showing 1 to 1 of 1

⏪ First

⏪ Previous

Next ⏩

Last ⏩

# CREATING ORDERS

- A complete basket!
- Be sure to close firm order baskets when complete

**Basket 20170719 FLV firm orders (1) for amazon.com**

**Delivery place:** Ford Lake Village Public Library  
**Billing place:** Ford Lake Village Public Library  
**Created by:** FLV  
**Managed by:**    
**Library:** No library |    
**Opened on:** 08/05/2017  
**Orders are standing:** No

**Orders**

Show all details

Showing 1 to 4 of 4 Show 20 entries

No. ^	Order	RRP tax exc.	ecost tax exc.	Qty.	Total tax exc. (USD)	GST %	GST	Fund	Supplier report	Modify	Cancel order
1	I know why the caged bird sings by Angelou, Maya - 9780812980028 2015 <a href="#">[Add internal note]</a> <a href="#">[Add vendor note]</a>	20.00	20.00	3	60.00	0	0.00	Ford Lake Village books		<a href="#">Modify</a> <a href="#">Transfer</a>	<a href="#">Cancel order</a> <a href="#">Cancel order and delete catalog record</a>
7	The mouse and the motorcycle / by Cleary, Beverly. - 9780688216986 (hardcover bdg.)   9780380709243 (pbk. bdg.) , Newly illustrated edition. <a href="#">[Add internal note]</a> <a href="#">[Add vendor note]</a>	15.00	15.00	1	15.00	0	0.00	Ford Lake Village books		<a href="#">Modify</a> <a href="#">Transfer</a>	<a href="#">Cancel order</a> <a href="#">Cancel order and delete catalog record</a>
8	Cedar Point : by Francis, David W., - 0935408037 , Amusement Park Books, 1995 , Rev. ed., 125th anniversary ed., rev. and enlarged. <a href="#">[Add internal note]</a> <a href="#">[Add vendor note]</a>	45.00	45.00	1	45.00	0	0.00	Ford Lake Village books		<a href="#">Modify</a> <a href="#">Transfer</a>	<a href="#">Cancel order</a> <a href="#">Cancel order and delete catalog record</a>
9	Learning Perl / by Schwartz, Randal L. - 9781449303587 , O'Reilly, 2011 , 6th ed. <a href="#">[Add internal note]</a> <a href="#">[Add vendor note]</a>	70.00	70.00	1	70.00	0	0.00	Ford Lake Village books		<a href="#">Modify</a> <a href="#">Transfer</a>	<a href="#">Cancel order</a> <a href="#">Cancel order and delete catalog record</a>
<b>Total (GST 0)</b>				<b>6</b>	<b>190.00</b>		<b>0.00</b>				
<b>Total (USD)</b>				<b>6</b>	<b>190.00</b>		<b>0.00</b>				

Showing 1 to 4 of 4

# BEFORE TOO LONG... You Can Do It!

## Vendor search: 5 results found

Choose a vendor in the list to jump directly to the right place.

[Show all baskets](#) | [Show active vendors only](#)

### amazon.com

[+ New basket](#)

[Receive shipment](#)

No.	Name	Item count	Biblio count	Items expected	Created by	Date	Basket group	Closed	Actions
3	20170714 ST firm orders	19	3	19	ST	08/05/2017		08/05/2017	<a href="#">View</a>
1	20170719 FLV firm orders	6	4	6	FLV	08/05/2017		08/05/2017	<a href="#">View</a>
2	20170725 BE firm orders	16	3	16	BE	08/05/2017		08/05/2017	<a href="#">View</a>

### America's Test Kitchen

[+ New basket](#)

[Receive shipment](#)

No.	Name	Item count	Biblio count	Items expected	Created by	Date	Basket group	Closed	Actions
4	20170803 FLV firm orders	2	2	2	FLV	08/05/2017		08/05/2017	<a href="#">View</a>

### EBSCO

[+ New basket](#)

[Receive shipment](#)

No.	Name	Item count	Biblio count	Items expected	Created by	Date	Basket group	Closed	Actions
6	FLV standing orders	1	1	1	FLV	08/05/2017			<a href="#">View</a> <a href="#">+ Add to basket</a>

### Midwest Tape

[+ New basket](#)

[Receive shipment](#)

No.	Name	Item count	Biblio count	Items expected	Created by	Date	Basket group	Closed	Actions
5	20170801 BE firm orders	1	1	1	BE	08/05/2017		08/05/2017	<a href="#">View</a>

### ProQuest

[+ New basket](#)

[Receive shipment](#)

# ON THE FUNDS/BUDGETS SIDE

Home > Acquisitions

- All funds (even parent funds) show activity for that specific fund only

## All available funds for Ford Lake Village Public Library

Showing 1 to 3 of 3

Search:

[Expand all](#) | [Collapse all](#) | [Hide inactive budgets](#) | [Show inactive budgets](#)

Fund code	Fund name	Owner	Library	Amount	Ordered	Spent	Total available
Budget 2017 [id=2]							
flvbk	Ford Lake Village books	FLV,	Ford Lake Village Public Library	15,000.00	255.00	0.00	14,745.00
flvdb	Ford Lake Village databases	FLV,	Ford Lake Village Public Library	10,000.00	7,500.00	0.00	2,500.00
flvjo	Ford Lake Village journals	FLV,	Ford Lake Village Public Library	5,000.00	50.00	0.00	4,950.00

Showing 1 to 3 of 3

# ON THE FUNDS/BUDGETS SIDE

Home > Administration > Budgets > Funds for <budget>

- Parent/child relationships reflected in **Total ordered** columns
- “Base level” entries reflect activity for that fund only (child fund activity not included in calculations)

## Funds for '2017'

Currency = USD

Showing 1 to 4 of 4

Search:

Fund code	Fund name	Base-level allocated	Base-level ordered	Total ordered	Base-level spent	Total spent	Base-level available	Total available	Actions
Budget 2017 [id=2]									
▼ flv	Ford Lake Village Public Library	30,000.00	0.00	7,805.00	0.00	0.00	30,000.00	22,195.00	Actions ▲
flvbk	Ford Lake Village books	15,000.00	255.00	255.00	0.00	0.00	14,745.00	14,745.00	Actions ▲
flvdb	Ford Lake Village databases	10,000.00	7,500.00	7,500.00	0.00	0.00	2,500.00	2,500.00	Actions ▲
flvjo	Ford Lake Village journals	5,000.00	50.00	50.00	0.00	0.00	4,950.00	4,950.00	Actions ▲
Period allocated 90,000.00		30,000.00		7,805.00		0.00		22,195.00	

Showing 1 to 4 of 4

# PROCESSING INVOICES (OVERVIEW)

- As you receive shipments, you can pay the invoices associated with them
- Shipments are received (and invoices paid) within a single vendor across all possible pending orders
  - All receipts for an invoice do not have to be in the same basket
- Any firm order basket must be closed before receipt can take place
- Invoices can be reopened, modified, and reclosed
- Receipts may be unreceived (“Cancel receipt”) and unpaid



# PROCESSING INVOICES (OVERVIEW)

*Home > Acquisitions*

- Search for vendor
- Click on “Receive shipment” for appropriate vendor
- Enter invoice information
- Receive item/enter payment
- Lather, rinse, repeat
- Finalize/close invoice

Learn what you can do  
at the Koha-U.S.  
conference  
August

9-13-2017

Visit [www.koha-us.net](http://www.koha-us.net) or [koha-community.org](http://koha-community.org) for more information.

# PROCESSING INVOICES

- Search for vendor
  - Character-by-character searching supported
  - Bring up all vendors by leaving vendor search box empty
- Click on “Receive shipment” for appropriate vendor
- Enter basic invoice information
- Previous invoices for vendor, searchable character-by-character, are displayed at the top of this initial screen
- Additional filter and sorting options available in left panel

# PROCESSING INVOICES Do It!

**Filter**

Invoice number:

From:

To:

Sort by :  
Invoice number ▼

Results per page :  
20 ▼

## Receive shipment from vendor ProQuest

40 shipments

Showing 1 to 20 of 20 Search:

Line ▲	Date received ◆	Invoice number ◆	Item count ◆	Biblio count ◆	Items expected ◆
1	05/31/2017	163541	1	1	0
2	06/05/2017	2599	1	1	0
3	06/23/2017	3317	1	1	0
4	07/19/2017	4292	1	1	0
5	06/21/2017	70229622	1	1	0
6	05/31/2017	70229623	1	1	0
7	05/30/2017	70280008	1	1	0
8	06/23/2017	70285254	1	1	0
9	06/27/2017	70285254-FNT	1	1	0
10	05/31/2017	70285290	1	1	0
11	06/02/2017	70285290-FNT	1	1	0
12	07/12/2017	70285346	1	1	0
13	07/20/2017	70285346-FNT	1	1	0
14	07/14/2017	70326481	1	1	0
15	07/05/2017	70326720	1	1	0
16	06/06/2017	70326744	1	1	0
17	07/10/2017	70403649	1	1	0
18	06/29/2017	70403688	1	1	0
19	07/05/2017	70407826	1	1	0
20	07/10/2017	70423465	1	1	0

Showing 1 to 20 of 20

1 2 Next >>

### Receive a new shipment

Vendor invoice:

Shipment date:   
(MM/DD/YYYY)

Shipping cost:

Shipping fund:  Show inactive:

# PROCESSING INVOICES

- Receive items/enter payment
  - All pending orders for the vendor will display, along with their basket details.
- Click on “Receive” for the appropriate line item

## Receipt summary for *America's Test Kitchen* [ ATK-103638 ] on 08/06/2017

Invoice number: ATK-103638 Received by: flv On: 08/06/2017

### Pending orders

Showing 1 to 2 of 2 Show 10 entries First Previous Next Last Search:

Basket	Basket group	Order line	Summary	View record	Quantity	Unit cost	Order cost	Fund		
<input type="text" value="Basket search"/>	<input type="text" value="Basket group search"/>	<input type="text" value="Order line search"/>	<input type="text" value="Summary search"/>		<input type="text" value="Quantity search"/>	<input type="text" value="Unit cost search"/>	<input type="text" value="Order cost search"/>	<input type="text" value="Fund search"/>		
20170803 FLV firm orders (4)	No basket group	2	Baking illustrated / - 0936184752 Publisher: America's Test Kitchen, 2004 <a href="#">[Add internal note]</a> <a href="#">[Add vendor note]</a>	MARC   Card	1	35.00	35.00	Ford Lake Village books	<b>Receive</b>	Cancel order Cancel order and catalog record
20170803 FLV firm orders (4)	No basket group	6	Naturally sweet : - 9781940352589   1940352584 <a href="#">[Add internal note]</a> <a href="#">[Add vendor note]</a>	MARC   Card	1	30.00	30.00	Ford Lake Village books	Receive Transfer	Cancel order Cancel order and catalog record

Showing 1 to 2 of 2 First Previous Next Last

### Already received

There are no received orders.

# PROCESSING INVOICES

- Receive item/enter payment
  - Confirm catalog details (not editable here)
  - Enter quantity received, invoiced cost, and any internal note

## Receive items from : America's Test Kitchen [ATK-103638] (order #2)

### Catalog details

Title: Baking illustrated /  
Author:  
Copyright: 2004  
ISBN: 0936184752  
Series:

### Accounting details

Date received: 08/06/2017  
Fund: Ford Lake Village books  
(Current: 2017 - Ford Lake Village books)  
Created by: No name  
Quantity to receive: 1  
Quantity received: 1  
Tax rate: 0%  
Replacement cost: 35.00  
Budgeted cost: 35.00  
Actual cost: 35.00  
Internal note:

Save Cancel

# PROCESSING INVOICES

- Lather, rinse, repeat
  - Newly-received/paid item now under “Already received”
  - Repeat process, receiving additional pending orders
  - When done, after confirming invoice total, select “Finish receiving”

**Receipt summary for America's Test Kitchen [ ATK-103638 ] on 08/06/2017**  
Invoice number: ATK-103638 Received by: flv On: 08/06/2017

**Pending orders**

Showing 1 to 1 of 1 Show 10 entries First Previous Next Last Search

Basket	Basket group	Order line	Summary	View record	Quantity	Unit cost	Order cost	Fund		
20170803 FLV firm orders (4)	No basket group	6	Naturally sweet : - 9781940352589   1940352584 <a href="#">[Add internal note]</a> <a href="#">[Add vendor note]</a>	MARC   Card	1	30.00	30.00	Ford Lake Village books	<a href="#">Receive Transfer</a>	<a href="#">Cancel order and catalog record</a>

Showing 1 to 1 of 1 First Previous Next Last Search

**Already received**

Showing 1 to 1 of 1 Show 10 entries First Previous Next Last Search

Basket	Basket group	Order line	Holds	Summary	View record	Quantity	Fund	Est cost	Actual cost	TOTAL		
20170803 FLV firm orders (4)	No basket group	2	0	Baking illustrated / - 0936184752 Publisher: America's Test Kitchen, 2004	MARC   Card	1	Ford Lake Village books	35.00	30.50	30.50	<a href="#">Cancel receipt</a>	
							(Tax exc.) Subtotal for Ford Lake Village books	35.00	30.50			
Total tax exc.											30.50	
Total (GST 0%)											0.00	
Total tax inc.											30.50	

Showing 1 to 1 of 1 First Previous Next Last Search

**Finish receiving**



# PROCESSING INVOICES

- Finalize/close invoice
  - Confirm earlier entered invoice details (number, shipment date, shipment costs, shipment fund)
  - Enter invoice date into **Billing date** field
  - Confirm invoice total, including any tax and shipping
  - All done and confirmed? Select “Close” checkbox to finalize and save

**Invoice: ATK-103638**  
Vendor: America's Test Kitchen

Invoice number: ATK-103638 *Required*

Shipment date: 08/06/2017

Billing date:

Shipping cost: 2.000000

Shipping fund: Ford Lake Village books

Close

[Go to receipt page](#) | [Manage invoice files](#)

**Invoice details**

Show all details

Summary	Library	Actual cost tax exc.	Qty.	Total tax exc. (\$)	GST %	GST	Fund
Baking illustrated / - 0936184752 America's Test Kitchen, 2004		30.50	1	30.50	0	0.00	Ford Lake Village books
<b>Total (GST 0 %)</b>			<b>1</b>	<b>30.50</b>		<b>0.00</b>	
<b>Total (\$)</b>			<b>1</b>	<b>30.50</b>		<b>0.00</b>	
<b>Total + Shipment cost (\$)</b>			<b>1</b>	<b>32.50</b>		<b>0.00</b>	

# WHAT ABOUT FUNDS/BUDGETS?

- After invoice processing:
  - **Ordered** for fund decreased by value of **Vendor price (x Quantity received)** for each received title
  - **Spent** for fund increased by **Actual cost (x Quantity received)** entered for each title.

[Expand all](#) | [Collapse all](#) | [Hide inactive budgets](#) | [Show inactive budgets](#)

Fund code	Fund name	Owner	Library	Amount	Ordered	Spent	Total available
Budget 2017 [id=2]							
fivbk	Ford Lake Village books	FLV,	Ford Lake Village Public Library	15,000.00	220.00	32.50	14,747.50
fivdb	Ford Lake Village databases	FLV,	Ford Lake Village Public Library	10,000.00	7,500.00	0.00	2,500.00
fivjo	Ford Lake Village journals	FLV,	Ford Lake Village Public Library	5,000.00	50.00	0.00	4,950.00

Showing 1 to 3 of 3

Showing 1 to 4 of 4

Fund code	Fund name	Base-level allocated	Base-level ordered	Total ordered	Base-level spent	Total spent	Base-level available	Total available	Actions
Budget 2017 [id=2]									
▼ fiv	Ford Lake Village Public Library	30,000.00	0.00	7,770.00	0.00	32.50	30,000.00	22,197.50	Actions ▲
fivbk	Ford Lake Village books	15,000.00	220.00	220.00	32.50	32.50	14,747.50	14,747.50	Actions ▲
fivdb	Ford Lake Village databases	10,000.00	7,500.00	7,500.00	0.00	0.00	2,500.00	2,500.00	Actions ▲
fivjo	Ford Lake Village journals	5,000.00	50.00	50.00	0.00	0.00	4,950.00	4,950.00	Actions ▲
<b>Period allocated 90,000.00</b>		<b>30,000.00</b>		<b>7,770.00</b>		<b>32.50</b>		<b>22,197.50</b>	

Showing 1 to 4 of 4

# WHAT ABOUT BASKETS?

- Any basket with all items received will no longer be listed, since it has no pending orders
- **Item**, **Biblio**, and **Items expected** counts are dynamically updated and reflect pending counts only
- View a basket for more details

## Orders

Show all details

Showing 1 to 2 of 2 Show 20 entries [First](#) [Previous](#) [Next](#) [Last](#) Search:

No. ▲	Order ▼	RRP tax exc. ▼	ecost tax exc. ▼	Qty. ▼	Total tax exc. (USD) ▼	GST % ▼	GST ▼	Fund ▼	Supplier report ▼
2	(rcvd) <a href="#">Baking illustrated / - 0936704752 , America's Test Kitchen, 2004</a> <a href="#">[Add internal note]</a> <a href="#">[Add vendor note]</a>	35.00	35.00	1	35.00	0	0.00	Ford Lake Village books	
6	<a href="#">Naturally sweet : - 9781940352589   1940352584</a> <a href="#">[Add internal note]</a> <a href="#">[Add vendor note]</a>	30.00	30.00	1	30.00	0	0.00	Ford Lake Village books	
<b>Total (GST 0)</b>				<b>2</b>	<b>65.00</b>		<b>0.00</b>		
<b>Total (USD)</b>				<b>2</b>	<b>65.00</b>		<b>0.00</b>		

Showing 1 to 2 of 2 [First](#) [Previous](#) [Next](#) [Last](#)

# MORE ABOUT INVOICES

- *Home > Acquisitions > Invoices* provides a means to examine invoices in various ways

**Search filters**

Invoice no:

Vendor:  
All ▾

Shipment date

From:

To:

Billing date

From:

To:

ISBN / EAN / ISSN:

Title:  
handbook

Author:

Publisher:

Publication year:

Library:  
All ▾

## Invoices

Show only subscriptions

Showing 1 to 9 of 9 Search:

	Invoice no. ▾	Vendor ▾	Shipment date ▾	Billing date ▾	Received biblios ▾	Received items ▾	Status ▾	
<input type="checkbox"/>	0031183	EBSCO	05/25/2017	07/13/2014	1	1	Closed on 05/25/2017	Actions ▾
<input type="checkbox"/>	1486790	EBSCO	06/01/2017	11/12/2014	4	4	Closed on 06/01/2017	Actions ▾
<input type="checkbox"/>	0075625	EBSCO	06/15/2017	06/13/2015	2	2	Closed on 06/15/2017	Actions ▾
<input type="checkbox"/>	1511518	EBSCO	06/21/2017	11/11/2015	4	4	Closed on 06/21/2017	Actions ▾
<input type="checkbox"/>	0016226	EBSCO	07/05/2017	11/13/2015	1	1	Closed on 07/05/2017	Actions ▾
<input type="checkbox"/>	1534831	EBSCO	07/13/2017	11/11/2016	4	4	Closed on 07/13/2017	Actions ▾
<input type="checkbox"/>	0031919	EBSCO	07/14/2017	01/13/2017	1	1	Closed on 07/14/2017	Actions ▾
<input type="checkbox"/>	0068533	EBSCO	07/18/2017	02/13/2017	1	1	Closed on 07/18/2017	Actions ▾
<input type="checkbox"/>	I-10341856	ProQuest	07/19/2017	03/06/2017	1	1	Closed on 07/19/2017	Actions ▾

Showing 1 to 9 of 9

# MORE ABOUT INVOICES

## Invoice details

Show all details

Summary	Library	Actual cost tax exc.	Qty.	Total tax exc. (\$)	GST %	GST	Fund
Academy of Management Annals		194.65	1	194.65	0	0.00	Materials (Electronic)
Asian Private Equity Online Directory		1,381.38	1	1,381.38	0	0.00	Materials (Electronic)
Beer Handbook		905.22	1	905.22	0	0.00	Materials (Print)
Communication Briefings: A Monthly Idea Source for Decision Makers		146.51	1	146.51	0	0.00	Materials (Electronic)
Conference Boards Research Online Collection Membership		1,088.36	1	1,088.36	0	0.00	Materials (Electronic)
Environmental Law Reporter		2,297.07	1	2,297.07	0	0.00	Materials (Electronic)
Journal of Green Building		684.41	1	684.41	0	0.00	Materials (Electronic)
Library Reference Service		1,161.62	1	1,161.62	0	0.00	Materials (Print)
Liquor Handbook		1,056.97	1	1,056.97	0	0.00	Materials (Print)
Official Handbook of Work Stock Derivatives and Commodity Exchanges		1,565.85	1	1,565.85	0	0.00	Materials (Electronic)
Pratts Guide to Private Equity & Venture Capital Sources		809.99	1	809.99	0	0.00	Materials (Print)
Strategic Behavior and the Environment		528.48	1	528.48	0	0.00	Materials (Electronic)
ULI Development Case Studies		276.28	1	276.28	0	0.00	Materials (Electronic)
Wards Automotive Yearbook		716.85	1	716.85	0	0.00	Materials (Print)
Wine Handbook		983.71	1	983.71	0	0.00	Materials (Print)
<b>Total (GST 0 %)</b>			<b>15</b>	<b>13,797.35</b>		<b>0.00</b>	
<b>Total (\$)</b>			<b>15</b>	<b>13,797.35</b>		<b>0.00</b>	
<b>Total + Shipment cost (\$)</b>			<b>15</b>	<b>13,797.35</b>		<b>0.00</b>	



# BEFORE TOO LONG



## Vendor search: 6 results found

Choose a vendor in the list to jump directly to the right place.

[Show all baskets](#) | [Show active vendors only](#)

### amazon.com

+ New basket

Receive shipment

No.	Name	Item count	Biblio count	Items expected	Created by	Date	Basket group	Closed	Actions
3	20170714 ST firm orders	19	3	19	ST	08/05/2017		08/05/2017	<a href="#">View</a>
1	20170719 FLV firm orders	2	2	2	FLV	08/05/2017		08/05/2017	<a href="#">View</a>

### America's Test Kitchen

+ New basket

No pending baskets

### EBSCO

+ New basket

Receive shipment

No.	Name	Item count	Biblio count	Items expected	Created by	Date	Basket group	Closed	Actions
6	FLV standing orders	1	1	1	FLV	08/05/2017			<a href="#">View</a> <a href="#">Add to basket</a>

### Midwest Tape

+ New basket

No pending baskets

### ProQuest

+ New basket

Receive shipment

No.	Name	Item count	Biblio count	Items expected	Created by	Date	Basket group	Closed	Actions
7	ABI/INFORM	1	1	1	FLV	08/05/2017			<a href="#">View</a> <a href="#">Add to basket</a>

### Washtenaw News Aency

+ New basket



# ON THE FUNDS/BUDGETS SIDE

Fund code	Fund name	Owner	Library	Amount	Ordered	Spent	Total available
Budget 2017 [id=2]							
flvbk	Ford Lake Village books	FLV,	Ford Lake Village Public Library	15,000.00	90.00	172.45	14,737.55
flvdb	Ford Lake Village databases	FLV,	Ford Lake Village Public Library	10,000.00	7,500.00	0.00	2,500.00
flvjo	Ford Lake Village journals	FLV,	Ford Lake Village Public Library	5,000.00	50.00	0.00	4,950.00

Fund code	Fund name	Base-level allocated	Base-level ordered	Total ordered	Base-level spent	Total spent	Base-level available	Total available	Actions
Budget 2017 [id=2]									
▼ flv	Ford Lake Village Public Library	30,000.00	0.00	7,640.00	0.00	172.45	30,000.00	22,187.55	Actions ▲
flvbk	Ford Lake Village books	15,000.00	90.00	90.00	172.45	172.45	14,737.55	14,737.55	Actions ▲
flvdb	Ford Lake Village databases	10,000.00	7,500.00	7,500.00	0.00	0.00	2,500.00	2,500.00	Actions ▲
flvjo	Ford Lake Village journals	5,000.00	50.00	50.00	0.00	0.00	4,950.00	4,950.00	Actions ▲
<b>Period allocated 90,000.00</b>		<b>30,000.00</b>		<b>7,640.00</b>		<b>172.45</b>		<b>22,187.55</b>	

Visit [www.koha-us.net](http://www.koha-us.net) or [koha-community.org](http://koha-community.org) for more information.

# ON THE FUNDS SIDE

- Examining the details of Ford Lake Village books

**Fund: flvbk**  
**Spent**

Showing 1 to 5 of 5   Show 20 entries   First Previous Next Last   Search:

Title	Order	Vendor	Invoice	Item type	Received	Unit price	Date ordered	Date received	Subtotal
Baking illustrated /	2	4	ATK-103638		1	30.50	08/05/2017	08/06/2017	30.50
Cedar Point :	8	1	254-63567FLV		1	52.50	08/05/2017	08/07/2017	52.50
I know why the caged bird sings	16	1	254-63567FLV		2	18.00	08/05/2017	08/07/2017	36.00
The mouse and the motorcycle /	7	1	254-63567FLV		1	17.00	08/05/2017	08/07/2017	17.00
Naturally sweet :	6	4	ATK-162964		1	26.95	08/05/2017	08/07/2017	26.95
<b>Sub total</b>									<b>162.95</b>
Shipping cost for invoice ATK-103638									2.00
Shipping cost for invoice ATK-162964									2.00
Shipping cost for invoice 254-63567FLV									5.50
<b>TOTAL</b>									<b>172.45</b>

Showing 1 to 5 of 5   First Previous Next Last

# WHAT ABOUT STANDING ORDERS?

- Support for standing orders began with 16.05
- Standing orders are received over and over again, with a new order created upon each receipt
- Creation of vendors, catalog records and orders no different
- Be sure to select “Orders are standing” checkbox during basket creation
- Standing orders and firms cannot be mixed together in the same basket
- Do not close standing order baskets until cancellation/receipt of all items under that basket's orders

# STANDING ORDERS AT KRESGE

- Most orders at Kresge are standing orders for electronic resources
- Each database goes into its own basket
- Print standing orders are collected in a single basket by vendor
- Initial order keyed marked as “MASTER S.O. RECORD” and appears as a pending order, with no vendor price and special statistical categories set
- Receipts (children) end up in the same basket as the parent and are noted with (rcvd) notation that firm orders get

# STANDING ORDERS AT KRESGE

- As part of monthly reconciliation, standing order receipts are edited retroactively to note actual price as the estimated price
  - Because order has been received (has **Actual cost** set), changing **Vendor price** value at this point has no effect on **Ordered** fund totals
- Statistical values for that particular receipt are set at this time
  - Setting them at receipt changes MASTER S.O. RECORD values as well (not desired)

# STANDING ORDERS AT KRESGE

Opened on: 12/05/2016  
 Orders are standing: Yes

**Orders**

Show all details

Showing 1 to 5 of 5 Show 20 entries First Previous Next Last Search:

No.	Order	RRP tax exc.	ecost tax exc.	Qty.	Total tax exc. (USD)	GST %	GST	Fund	Supplier report	Modify	Cancel order
101	Adforum.com Internal note: MASTER S.O. RECORD [Change internal note] [Add vendor note]	0.00	0.00	1	0.00	0	0.00	Schoonmaker (Electronic)		Modify Transfer	Cancel order Can't cancel order and delete catalog record 1 order(s) left
102	(rcvd) Adforum.com Internal note: 15-051E (09/01/14-08/31/15) [Change internal note] [Add vendor note]	1,300.00	1,300.00	1	1,300.00	0	0.00	Schoonmaker (Electronic)		Modify	Cancel order Can't cancel order and delete catalog record 1 order(s) left
312	Adforum.com Internal note: MASTER S.O. RECORD [Change internal note] [Add vendor note]	0.00	0.00	1	0.00	0	0.00	Materials (Electronic)		Modify Transfer	Cancel order Can't cancel order and delete catalog record 2 order(s) left
313	(rcvd) Adforum.com Internal note: 16-025E (09/01/15-09/01/16) [Change internal note] [Add vendor note]	1,690.00	1,690.00	1	1,690.00	0	0.00	Materials (Electronic)		Modify	Cancel order Can't cancel order and delete catalog record 2 order(s) left
498	(rcvd) Adforum.com Internal note: 17-038E (09/01/16-09/01/17) [Change internal note] [Add vendor note]	1,690.00	1,690.00	1	1,690.00	0	0.00	Materials (Electronic)		Modify	Cancel order Can't cancel order and delete catalog record 2 order(s) left
Total (GST 0)				5	4,680.00		0.00				
Total (USD)				5	4,680.00		0.00				

Showing 1 to 5 of 5 First Previous Next Last



# STANDING ORDERS AT KRESGE

284	(rcvd) <a href="#">Pratts Guide to Private Equity &amp; Venture Capital Sources</a> <b>Internal note:</b> 16-007P (08/01/15-07/31/16) Rate Adjustment [Change internal note] [Add vendor note]	2.88	2.88	1	2.88	0	0.00	Materials (Print)	Modify	Cancel order Can't cancel order and delete catalog record 4 order(s) left
331	(rcvd) <a href="#">Library Reference Service</a> <b>Internal note:</b> 16-048P (2016) [Change internal note] [Add vendor note]	1,161.62	1,161.62	1	1,161.62	0	0.00	Materials (Print)	Modify	Cancel order Can't cancel order and delete catalog record 3 order(s) left
333	(rcvd) <a href="#">Pratts Guide to Private Equity &amp; Venture Capital Sources</a> <b>Internal note:</b> 16-048P [Change internal note] [Add vendor note]	809.99	809.99	1	809.99	0	0.00	Materials (Print)	Modify	Cancel order Can't cancel order and delete catalog record 4 order(s) left
336	(rcvd) <a href="#">Beer Handbook</a> <b>Internal note:</b> 16-048P (2016) [Change internal note] [Add vendor note]	868.60	868.60	1	868.60	0	0.00	Materials (Print)	Modify	Cancel order Can't cancel order and delete catalog record 5 order(s) left
338	(rcvd) <a href="#">Liquor Handbook</a> <b>Internal note:</b> 16-048P (2016) [Change internal note] [Add vendor note]	1,004.64	1,004.64	1	1,004.64	0	0.00	Materials (Print)	Modify	Cancel order Can't cancel order and delete catalog record 3 order(s) left
339	(rcvd) <a href="#">Wine Handbook</a> <b>Internal note:</b> 16-048P (2016) [Change internal note] [Add vendor note]	947.08	947.08	1	947.08	0	0.00	Materials (Print)	Modify	Cancel order Can't cancel order and delete catalog record 4 order(s) left
529	(rcvd) <a href="#">Library Reference Service</a> <b>Internal note:</b> 17-058P (2017) [Change internal note] [Add vendor note]	1,161.62	1,161.62	1	1,161.62	0	0.00	Materials (Print)	Modify	Cancel order Can't cancel order and delete catalog record 3 order(s) left
530	(rcvd) <a href="#">Pratts Guide to Private Equity &amp; Venture Capital Sources</a> <b>Internal note:</b> 17-058P (08/01/17-07/31/18) [Change internal note] [Add vendor note]	809.99	809.99	1	809.99	0	0.00	Materials (Print)	Modify	Cancel order Can't cancel order and delete catalog record 4 order(s) left
531	(rcvd) <a href="#">Beer Handbook</a> <b>Internal note:</b> 17-058P (2017) [Change internal note] [Add vendor note]	905.22	905.22	1	905.22	0	0.00	Materials (Print)	Modify	Cancel order Can't cancel order and delete catalog record 5 order(s) left
532	(rcvd) <a href="#">Liquor Handbook</a>	1,056.97	1,056.97	1	1,056.97	0	0.00	Materials (Print)	Modify	Cancel order Can't cancel order and delete catalog record 5 order(s) left

# STANDING ORDERS AT KRESGE

Showing 1 to 8 of 8 (filtered from 29 total entries) Show  entries     Search

No. ^	Order	RRP tax exc.	ecost tax exc.	Qty.	Total tax exc. (USD)	GST %	GST	Fund	Supplier report	Modify	Cancel order
9	International Directory of Company Histories <b>Internal note:</b> MASTER S.O. RECORD [Change internal note] [Add vendor note]	0.00	0.00	1	0.00	0	0.00	Materials (Print)		Modify Transfer	Cancel order Can't cancel order and delete catalog record <b>1 order(s) left</b>
11	Beer Handbook <b>Internal note:</b> MASTER S.O. RECORD [Change internal note] [Add vendor note]	0.00	0.00	1	0.00	0	0.00	Materials (Print)		Modify Transfer	Cancel order Can't cancel order and delete catalog record <b>5 order(s) left</b>
131	Library Reference Service <b>Internal note:</b> MASTER S.O. RECORD [Change internal note] [Add vendor note]	0.00	0.00	1	0.00	0	0.00	Materials (Print)		Modify Transfer	Cancel order Can't cancel order and delete catalog record <b>3 order(s) left</b>
132	Pratts Guide to Private Equity & Venture Capital Sources <b>Internal note:</b> MASTER S.O. RECORD [Change internal note] [Add vendor note]	0.00	0.00	1	0.00	0	0.00	Materials (Print)		Modify Transfer	Cancel order Can't cancel order and delete catalog record <b>4 order(s) left</b>
133	Liquor Handbook <b>Internal note:</b> MASTER S.O. RECORD [Change internal note] [Add vendor note]	0.00	0.00	1	0.00	0	0.00	Materials (Print)		Modify Transfer	Cancel order Can't cancel order and delete catalog record <b>3 order(s) left</b>
134	Wine Handbook <b>Internal note:</b> MASTER S.O. RECORD [Change internal note] [Add vendor note]	0.00	0.00	1	0.00	0	0.00	Materials (Print)		Modify Transfer	Cancel order Can't cancel order and delete catalog record <b>4 order(s) left</b>
135	National Association of Realtors Profile of Home Buyers and Sellers <b>Internal note:</b> MASTER S.O. RECORD [Change internal note] [Add vendor note]	0.00	0.00	1	0.00	0	0.00	Materials (Print)		Modify Transfer	Cancel order Cancel order and delete catalog record
534	Wards Automotive Yearbook <b>Internal note:</b> MASTER S.O. RECORD [Change internal note] [Add vendor note]	0.00	0.00	1	0.00	0	0.00	Materials (Print)		Modify Transfer	Cancel order Can't cancel order and delete catalog record <b>1 order(s) left</b>
	<b>Total (GST 0)</b>			<b>29</b>	<b>15,711.70</b>		<b>0.00</b>				
	<b>Total (USD)</b>			<b>29</b>	<b>15,711.70</b>		<b>0.00</b>				

# STANDING ORDERS AT KRESGE

Showing 1 to 5 of 5 (filtered from 29 total entries) Show **All** entries « First « Previous Next » Last » Search:

No. ^	Order	RRP tax exc.	ecost tax exc.	Qty.	Total tax exc. (USD)	GST %	GST	Fund	Supplier report	Modify	Cancel order
134	Wine Handbook Internal note: MASTER S.O. RECORD [Change internal note] [Add vendor note]	0.00	0.00	1	0.00	0	0.00	Materials (Print)		Modify Transfer	Cancel order Can't cancel order and delete catalog record 4 order(s) left
157	(rcvd) Wine Handbook Internal note: 15-078P [Change internal note] [Add vendor note]	959.64	959.64	1	959.64	0	0.00	Materials (Print)		Modify	Cancel order Can't cancel order and delete catalog record 4 order(s) left
339	(rcvd) Wine Handbook Internal note: 16-048P (2016) [Change internal note] [Add vendor note]	947.08	947.08	1	947.08	0	0.00	Materials (Print)		Modify	Cancel order Can't cancel order and delete catalog record 4 order(s) left
533	(rcvd) Wine Handbook Internal note: 17-058P (2017) [Change internal note] [Add vendor note]	983.71	983.71	1	983.71	0	0.00	Materials (Print)		Modify	Cancel order Can't cancel order and delete catalog record 4 order(s) left
554	(rcvd) Wine Handbook Internal note: 17-086P (2016 price adj.) [Change internal note] [Add vendor note]	32.23	32.23	1	32.23	0	0.00	Materials (Print)		Modify	Cancel order Can't cancel order and delete catalog record 4 order(s) left
<b>Total (GST 0)</b>				<b>29</b>	<b>15,711.70</b>		<b>0.00</b>				
<b>Total (USD)</b>				<b>29</b>	<b>15,711.70</b>		<b>0.00</b>				

Showing 1 to 5 of 5 (filtered from 29 total entries) « First « Previous Next » Last »

# FISCAL OPEN/CLOSE (OVERVIEW)

- Open a new budget
  - New budgets/fund hierarchies can be defined at any time
  - Budgets and their hierarchies can be duplicated
- Close old budget
  - Closing a budget will close ALL funds, regardless of restrictions against use
  - Outstanding orders will migrate to an available budget you select
  - **Ordered** amounts associated with migrated orders go along for the ride

# FISCAL OPEN/CLOSE AT KRESGE

- One budget per fiscal year (7/1 to 6/30)
- Ensure all invoices for the old FY are closed
- Cancel all orders for any fund not being used in new FY
- Duplicate old budget (Open new budget)
  - Mark budget as inactive ; Zero all funds (allocations)
- Close old budget
  - Move all pending orders to new budget
  - Unspent funds NOT carried forward
- Add/delete/modify funds in new budget
- Allocate funds in new budget

# FEATURES WE'D LIKE TO SEE!

- Required manual confirmation of invoice total(s)
- Inclusion of invoice total(s) in invoice displays
- Better way to handle allocations
- Display of **Actual cost** in baskets
- Dynamically-generated results for filtered searches
- Ability to set firm order statistics fields at time of receipt
- Support for default values for “required” catalog record fields
- Support for more than one **Name** for vendors
  - Important for standing orders



QUESTIONS?





# THANK YOU!

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