OCLC

Amlib

Library Management System

Finance and Orders Manual

Last Updated: 21 August 2013

Support:

Australia: 1300 260 795 (Local call cost in Australia)
Email:
support-amlib@oclc.org
Amlib Help Desk (TOPDesk):
https://servicedesk.oclc.org/tas/public/
OCLC Amlib Document Portal:
https://www.oclc.org/support/services/amlib.en.html

Sales:

Australia: 1300 260 795 (Local call cost in Australia)
Fax: +61 (0) 3 9929 0801
Email: sales-amlib@oclc.org

www.oclc.org/en-AU/

TABLE OF CONTENTS

OVERVIEW

This booklet includes details on Finances related to:

- Budgets – tracks amounts committed and spent using Budget categories which are a hierarchy of Account Groups and actual Accounts
- Orders – committed and actual expenditure depending on whether the Orders are received and invoiced. Orders can be set up to use the Budgets or “stand alone” without reference to any Budget category.

When setting up budgets, it is advisable to “brainstorm” the likely expenditures and allocated Budget amounts, before setting the financial budgeting categories in *Amlib* to ensure all the necessary groups are entered.

You are able to access the *Finance* application by using the fast key **Ctrl-F**, from the menus or by using the  icon.

PARAMETERS: INSTALLATION & FINANCE

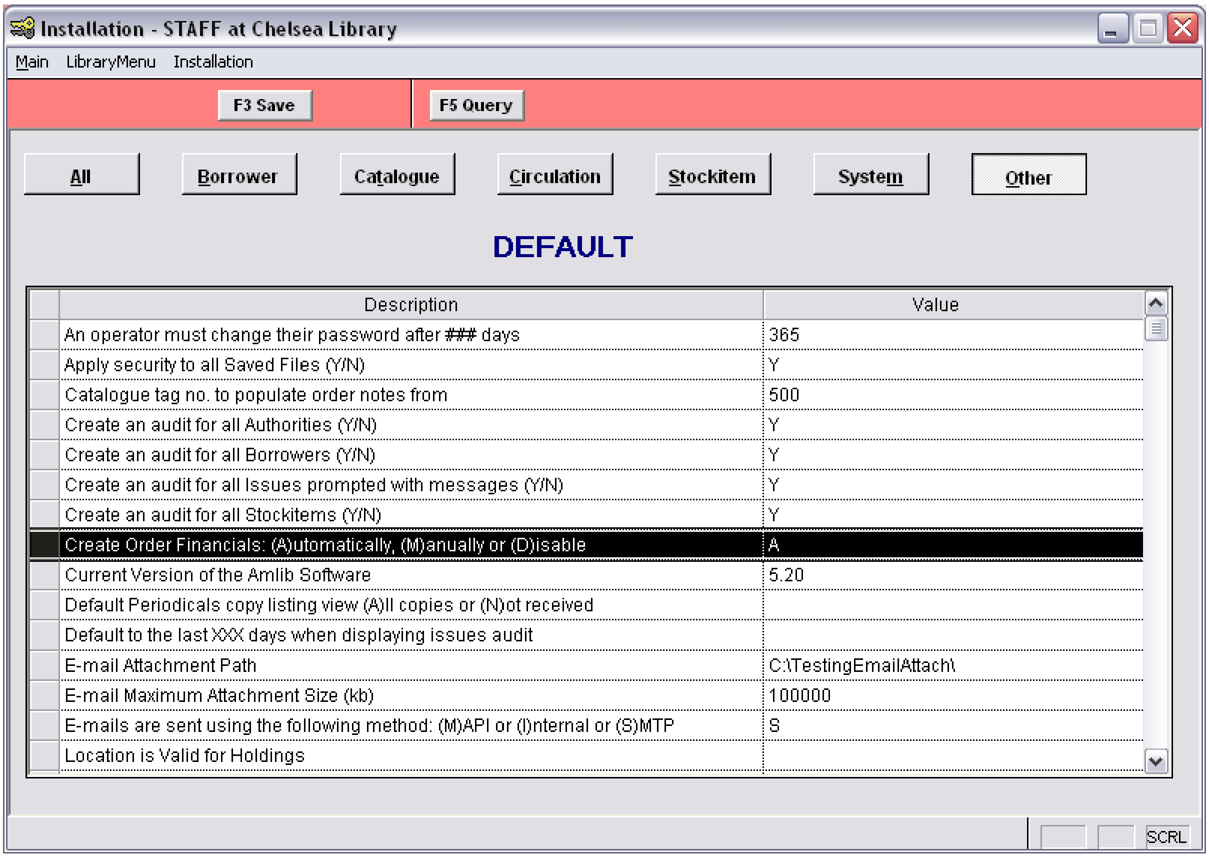
To ensure Budget creation and Orders work effectively, it is important to set up parameters prior to using the modules.

- Users wishing to create separate Budgets for each Library Group should consult Appendix A: Setting Up Finances by Library Group

Supervisor

Installation: Default

1. Launch the *Amlib* client
2. Go to **Main** > **Supervisor** > **Installation** – the Installation screen will display
3. Select the **Other** tab



4. Scroll down and adjust the following settings:
   a. **Catalogue tag no. to populate order notes from** – this enables the data from a particular Tag to come through into the Order – for example: **BRN Number** or a specific Tag from the Order Catalogue that could be useful
   b. **Create order financials (A)utomatically, (M)anually or (D)isable** – the Value column needs to have either **A**, **M** or **D** entered:

ENTRY	EXPLANATION	EXAMPLE

A	**Automatically** create Budget links from the Orders created within an Order Header to Finances. Must also set up the Transaction Types table with the appropriate settings (for example: Must use Order Place, and Order Invoice and/or Subscription) See also Transaction Types ****RECOMMENDED SETTING****	Create separate orders for each item which then commits the amount to the current Budget – for example: 10 fiction items, with Stockitems created, the Order links to the Fiction Budget.
M	**Manually** create Budget links from Financial Transactions, without using the Orders or Order Header. It is possible to create Commitments and/or Invoices within Finances **[Ctrl-F]**. Must also set up the Transaction Types table with the appropriate settings (for example: Must use ORDERPLACE or ORDERINVOICE and/or SUBSCRIPTION)	Create bulk order for items from a supplier which also commits the amount to the current Budget – for example: 10 fiction items, no Stockitems created, the Order links to the Fiction Budget
D	**Disable** the link from Orders to Budgets so that Orders can be used independently of the Finance Application. If this option is chosen, there is no need to set up the Transaction Types table as this option disables use of Transaction Types. Orders will not/cannot be invoiced.	Create separate orders for each item but do not commit the amount to a Budget – for example: 10 fiction items with Stockitems created, but no links to the Fiction Budget

c. **Reservation prompt on order placement (Y/N) –** if you wish to be prompted about Reservations on each Order creation select **Y**

d. **Reservation prompt on order receipt (Y/N) –** if you wish to be prompted about Reservations on each Order received select **Y**

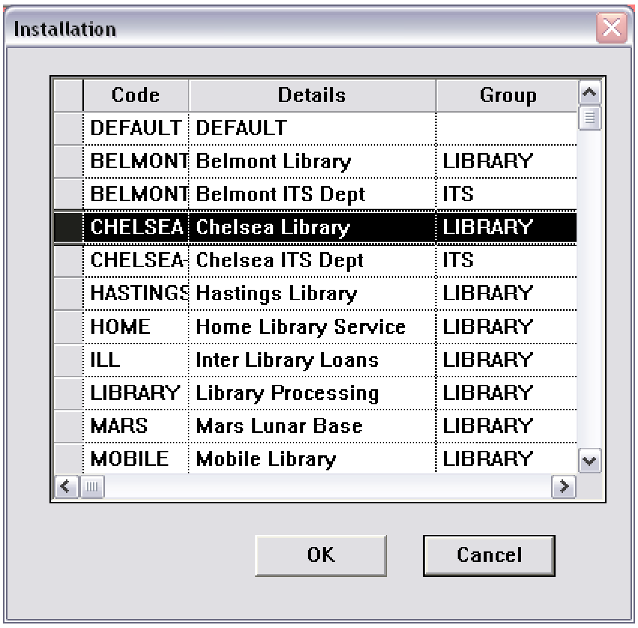
e. **System supplied Order Number –** if set to **Y**, the system will supply an order number automatically. If you wish to enter your own order numbers to correspond to your financial orders for administration, set this to **N**

5. Click the **F3 Save** button when complete
6. Exit and restart the *Amlib* client for these settings to take effect

Installation: By Individual Location

It is also possible to adjust these settings by individual Location.

1. From the *Supervisor* module Installation screen menu, select **Installation** > **Choose Location** – the Installation location prompt will display:



2. Select a location (for example: **Chelsea Library**) and click the **OK** button
3. The Installation screen for that location will then display
4. Select the **Other** tab

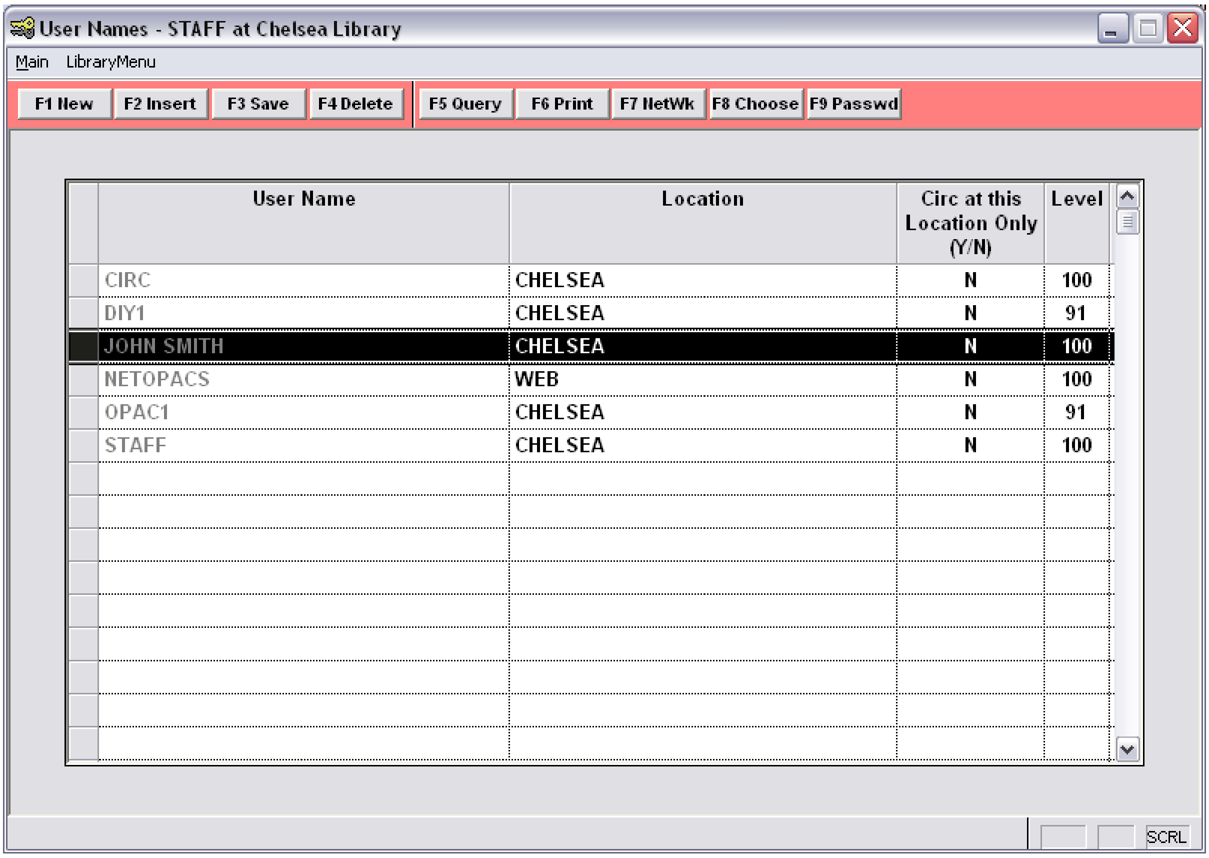
If you would like to use the DEFAULT setting for any parameters, then you can leave the settings in this table blank (any changes to the settings on this screen will only apply to that location)

5. Scroll down and adjust the following settings:
   a. **Catalogue tag no. to populate order notes from**
   b. **Create order financials (A)utomatically, (M)anually or (D)isable**
   c. **Reservation prompt on order placement (Y/N)**
   d. **Reservation prompt on order receipt (Y/N)**
   e. System supplied Order Number
6. Click the **F3 Save** button when complete
7. Exit and restart the *Amlib* client for these settings to take effect

Usernames

EOY (End of Year) Processing – which allows the Budget to move the commitments from the past year to the new Budget Year – requires the use the EOY rollover facility.

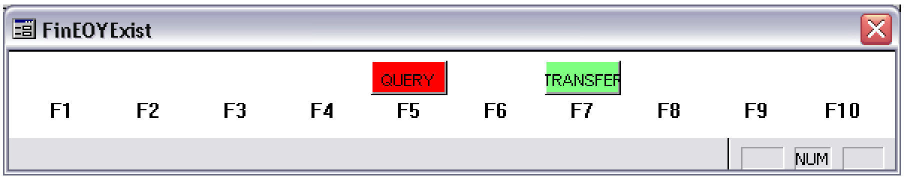
1. Launch the *Amlib* client
2. Go to **Main** > **Supervisor** > **UserNames** – the User Names screen will display:



3. Select a **User Name** in the table and click the **F8 Choose** button – the User Security screen will display

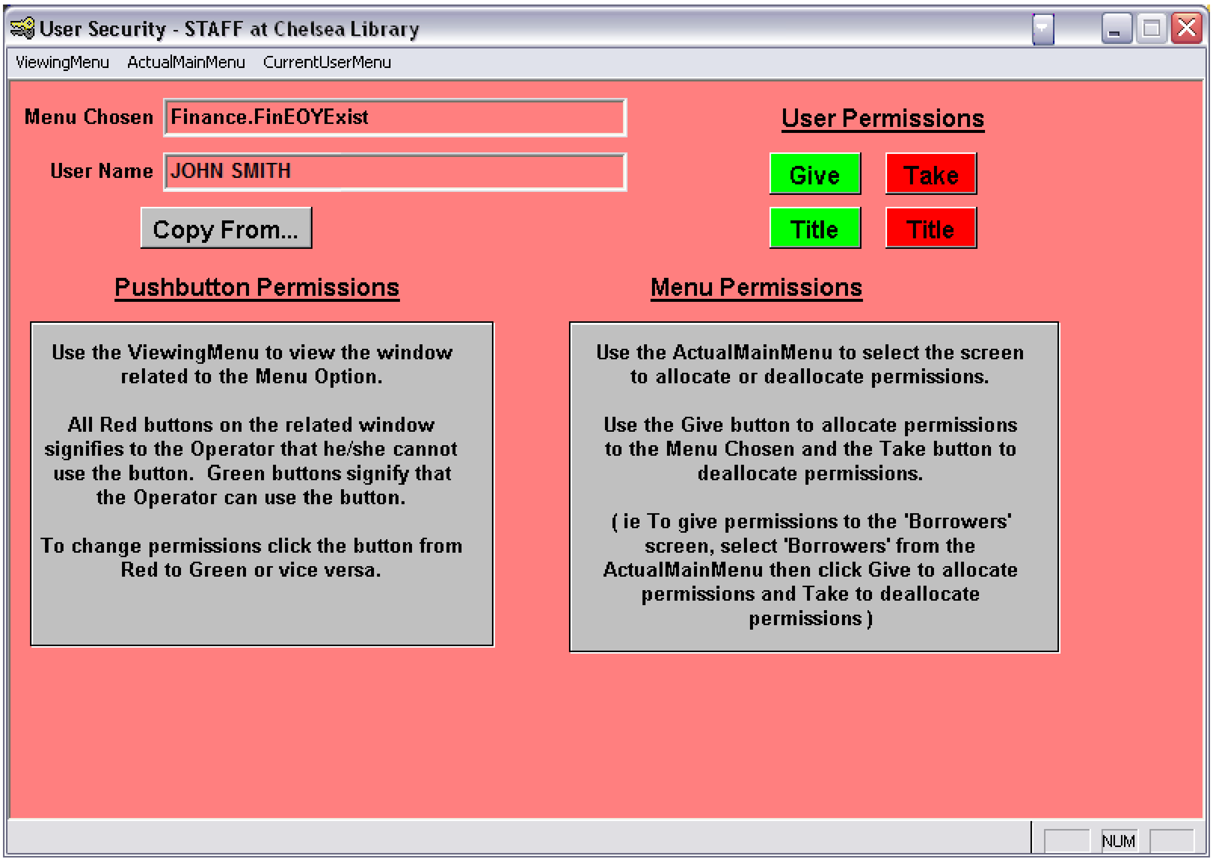
Check the Buttons for the Finance and Order menus especially the newer screens in End of Year Exist, End of Year Create, Budget Create, Budget Modify

4. To check if the buttons are active (for example: End of Year Exist) select **ViewingMenu** > **Finance** > **EndOfYearExist** – the FinEOYExist button table will display:



5. Click on buttons with your mouse to activate/deactivate them (**green** = active, **red** = inactive)
6. Menu access is given by finding the relevant menu in the ActualMainMenu – for example: select **ActualMainMenu** > **Finance** > **EndOfYearExist**

7. Menu Chosen display should now be: **Finance.FinEOYExist**
8. Click the green **Give** button to ENABLE the Users access to this screen – you can then check the same setting in CurrentUserMenu to see if it has been successful if you like

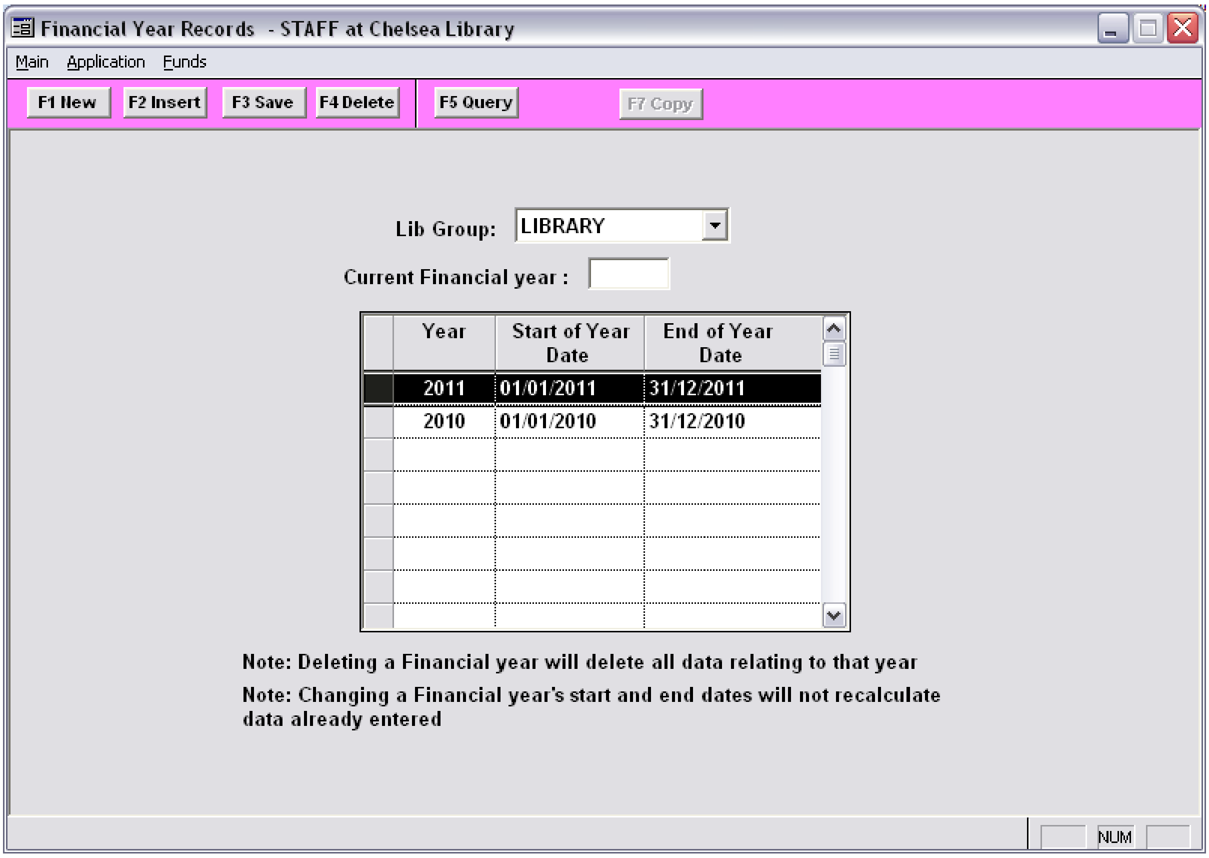


9. You may also want to check that you have activated the newer ability of the user to Set Order Statuses: select **ActualMainMenu** > **Orders** > **StatusToOrdered** and click the green **Give** button
10. Click on the red **[X]** to close the User Security screen when complete
11. Exit and restart the *Amlib* client for these settings to take effect

Finance

Financial Years

1. Launch the *Amlib* client
2. Go to **Main** > **Finance** > **FundsFinance** – the Financial Transactions screen will display
3. From the menu, select **Funds** > **Financial Years** – the Financial Year Records screen will display:



4. Click the **F1 New** or **F2 Insert** button to create a new entry
5. Set the Start of Year Date and End of Year Date as required – financial years can be Calendar year or Financial year
6. Click the **F3 Save** button when complete

Current Financial Year

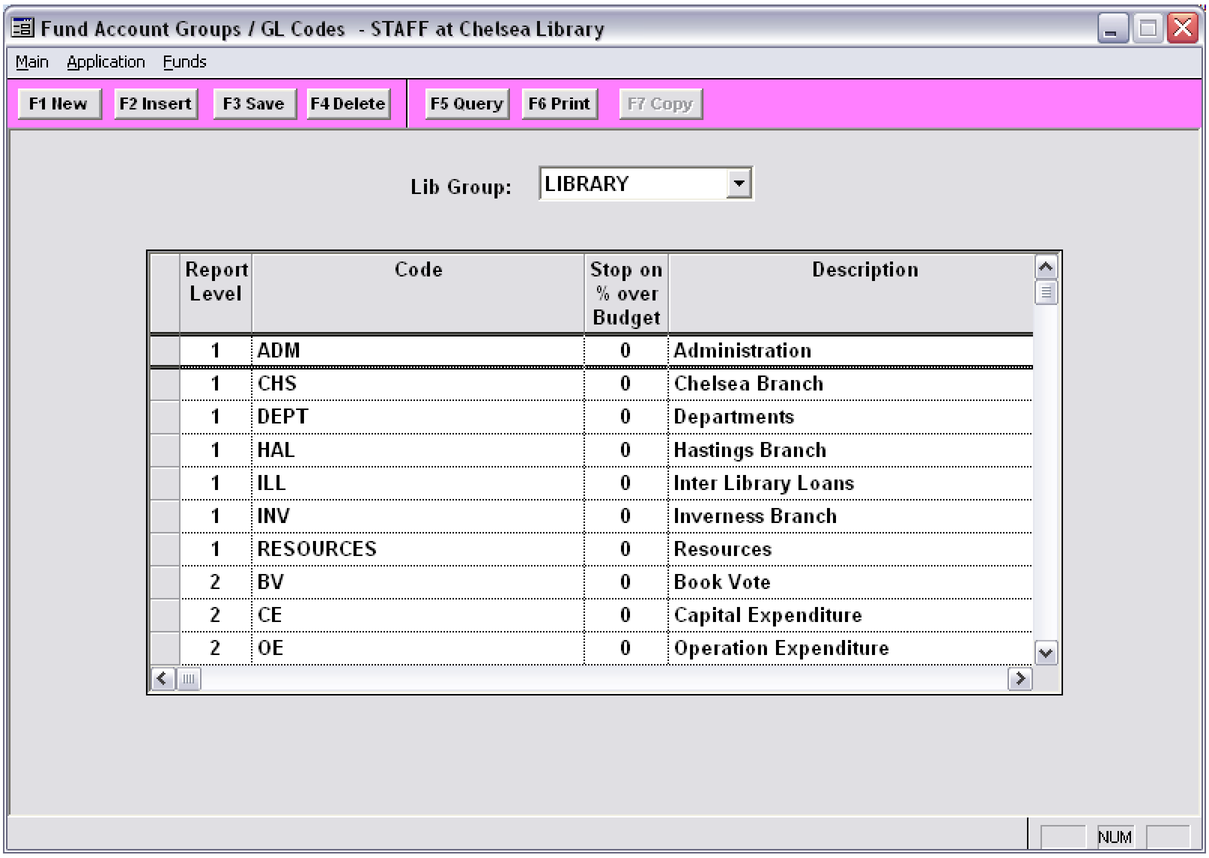
If a Current Financial year is entered and saved, then this allows you roll your committals from one Budget to the next. That is, monies for items ORDERED but **not** yet INVOICED. Think carefully before setting the Current Financial year as it **cannot be unset**. If you do not intend to roll your committals over from one budget to the next, then **do not** set Current Financial year.

Please Note: This process cannot be set until after a budget is created!

Account Groups/General Ledger Codes

Assigned for reporting and budgetary purposes. Until these are entered the actual Account Codes cannot be created.

1. Launch the *Amlib* client
2. Go to **Main** > **Finance** > **FundsFinance** – the Financial Transactions screen will display
3. From the menu, select **Funds** > **Account Groups** – the Fund Account Groups / GL Codes screen will display:

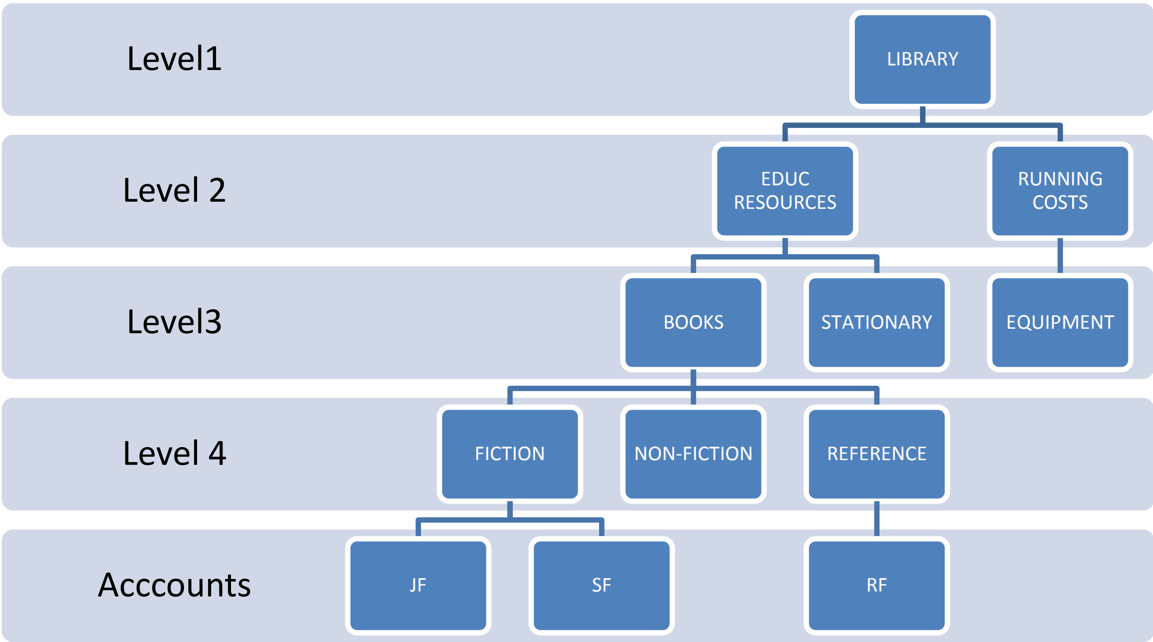


Report Level	Code	Stop on % over Budget	Description
1	ADM	0	Administration
1	CHS	0	Chelsea Branch
1	DEPT	0	Departments
1	HAL	0	Hastings Branch
1	ILL	0	Inter Library Loans
1	INV	0	Inverness Branch
1	RESOURCES	0	Resources
2	BV	0	Book Vote
2	CE	0	Capital Expenditure
2	OE	0	Operation Expenditure

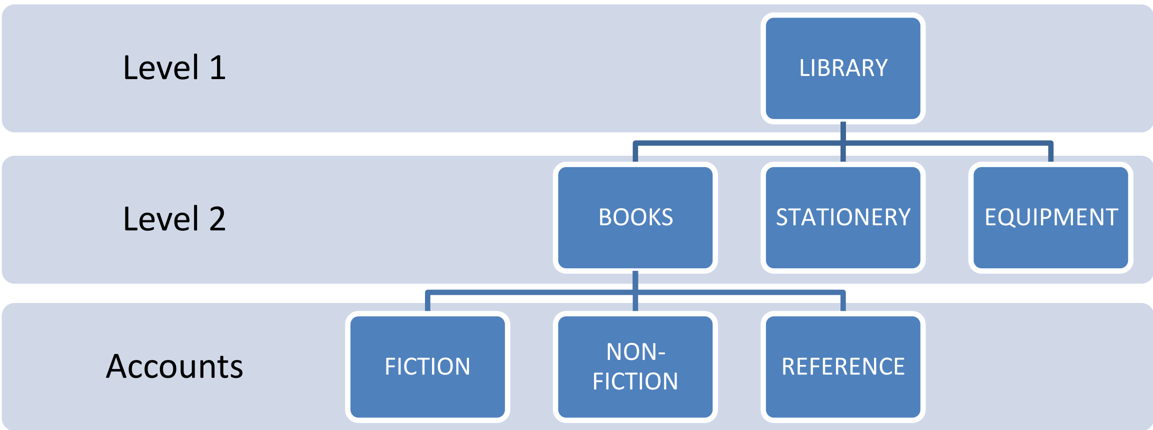
   a. Up to four (4) Account Groups can be defined for each account, with optional budget variation limits
   b. Each site can create Account Groups to reflect their current procedures – the Codes can be alpha-numeric and up to 10 characters in length
   c. The Number of Levels is optional but the maximum is four (4) levels plus the actual Accounts

4. Click the **F1 New** or **F2 Insert** button to create a new entry
5. Set the Report Level, Code, Stop % over Budget value (see below for further information)and Description
6. Click the **F3 Save** button when complete

Example 1: Four (4) Levels plus Accounts



Example 2: A simpler setup could be two (2) Levels plus Accounts



Stop on Percentage over Budget

This value is used when transactions are created. For example: if the budget is $1500 and the % value was 10% then this means the committed transaction may total $1650.00 before the transaction is rejected.

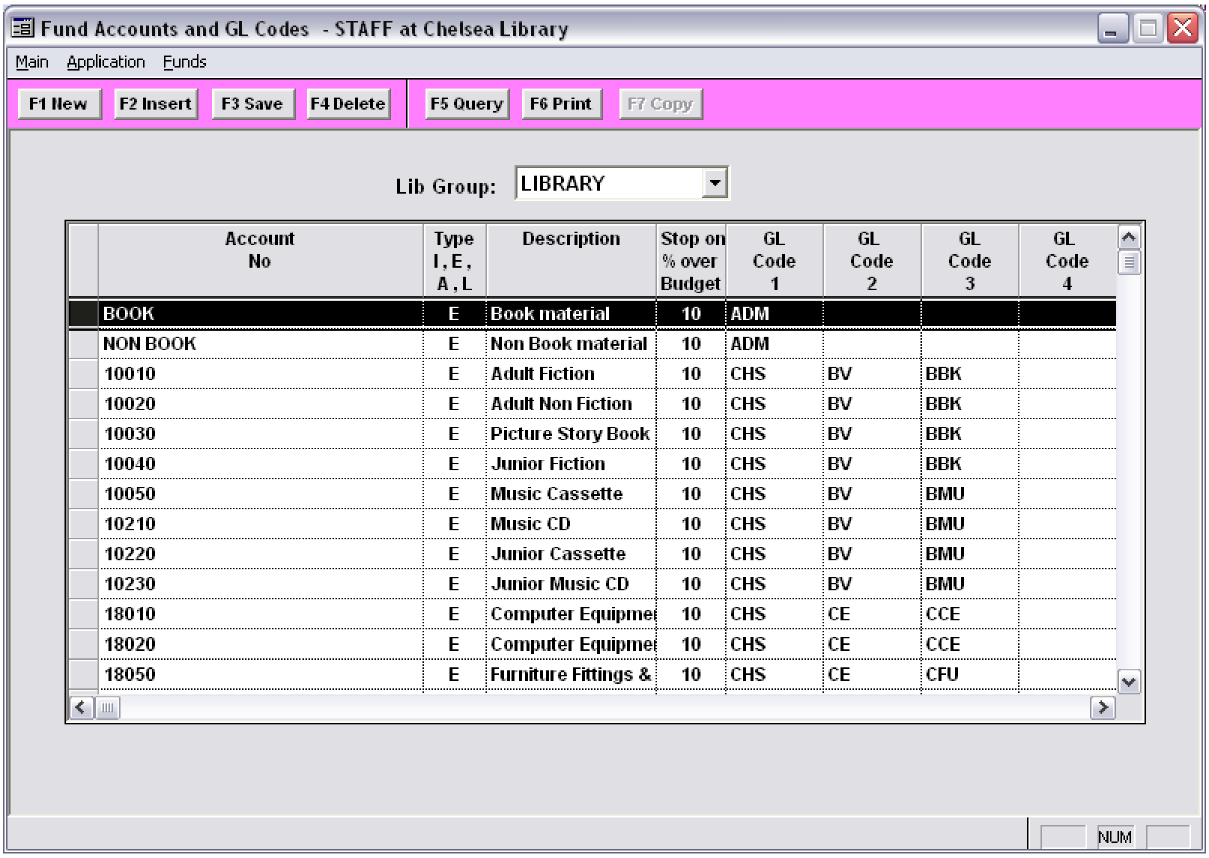
Please Note: It may be better to set the Stop Override at the General Ledger level rather than on specific Accounts to allow for more flexibility. If a financial transaction passes through the Account stage, it is then checked at each of the general ledger levels and stops if it comes across any level in the hierarchy that prevents the transaction being processed due to the override percentage. If it comes across a Stop Override at any of these levels it does not check any further.

Accounts

Accounts are linked to the Account Groups (see above). They represent the end point in any financial mapping schema. They are sometimes also referred to as General Ledger Codes.

An Account must be supplied for all transactions. This is the specific funding category for the expenditure (Budgetary monies are generally assigned to Accounts)

1. Launch the *Amlib* client
2. Go to **Main** > **Finance** > **FundsFinance** – the Financial Transactions screen will display
3. From the menu, select **Funds** > **Accounts** – the Fund Account and GL Codes screen will display:



Account No	Type I, E, A, L	Description	Stop on % over Budget	GL Code 1	GL Code 2	GL Code 3	GL Code 4
BOOK	E	Book material	10	ADM			
NON BOOK	E	Non Book material	10	ADM			
10010	E	Adult Fiction	10	CHS	BV	BBK	
10020	E	Adult Non Fiction	10	CHS	BV	BBK	
10030	E	Picture Story Book	10	CHS	BV	BBK	
10040	E	Junior Fiction	10	CHS	BV	BBK	
10050	E	Music Cassette	10	CHS	BV	BMU	
10210	E	Music CD	10	CHS	BV	BMU	
10220	E	Junior Cassette	10	CHS	BV	BMU	
10230	E	Junior Music CD	10	CHS	BV	BMU	
18010	E	Computer Equipme	10	CHS	CE	CCE	
18020	E	Computer Equipme	10	CHS	CE	CCE	
18050	E	Furniture Fittings &	10	CHS	CE	CFU	

Account Code Types:

- **I** = Income
- **E** = Expenses (printing costs, subscriptions, stationary)
- **A** = Assets (Books, Equipment, etc – items of value that can depreciate)
- **L** – Liability

Please Note: It is useful to print the Account Codes so that you can refer to the codes when creating Orders, etc.

4. Click the **F1 New** or **F2 Insert** button to create a new entry
5. Set the Account No, Type, Description, Stop % over Budget value and the GL Codes that represent the mapping schema
6. Click the **F3 Save** button when complete

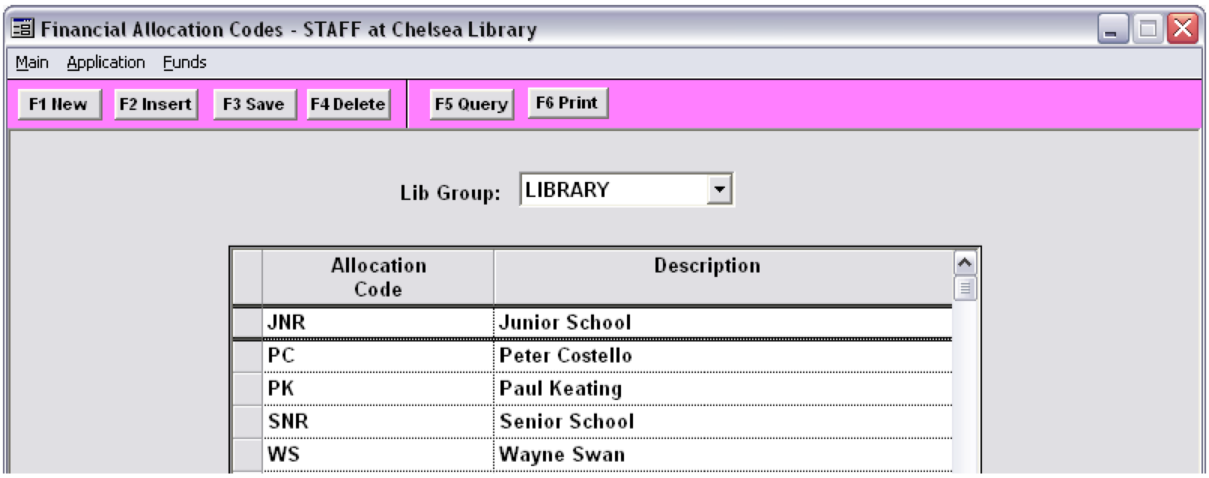
Accounts can also have a percentage over budget factor, which allows a transaction to proceed even if the budget value has been exceeded. If you wish this can be set to **100**% to allow spending over Budget in each Account. If set to **0**%, the Account spending cannot be exceeded.

- It is possible to specify a separate Account for GST (see Tax Codes for more details)

Allocation Codes

Used for reporting and query analysis. For example: the code may indicate the Officer or Department responsible for approving the Order. Allocation codes may be up to 10 characters in length.

1. Launch the *Amlib* client
2. Go to **Main** > **Finance** > **FundsFinance** – the Financial Transactions screen will display
3. From the menu, select **Funds** > **Allocation Codes** – the Financial Allocation Codes screen will display:



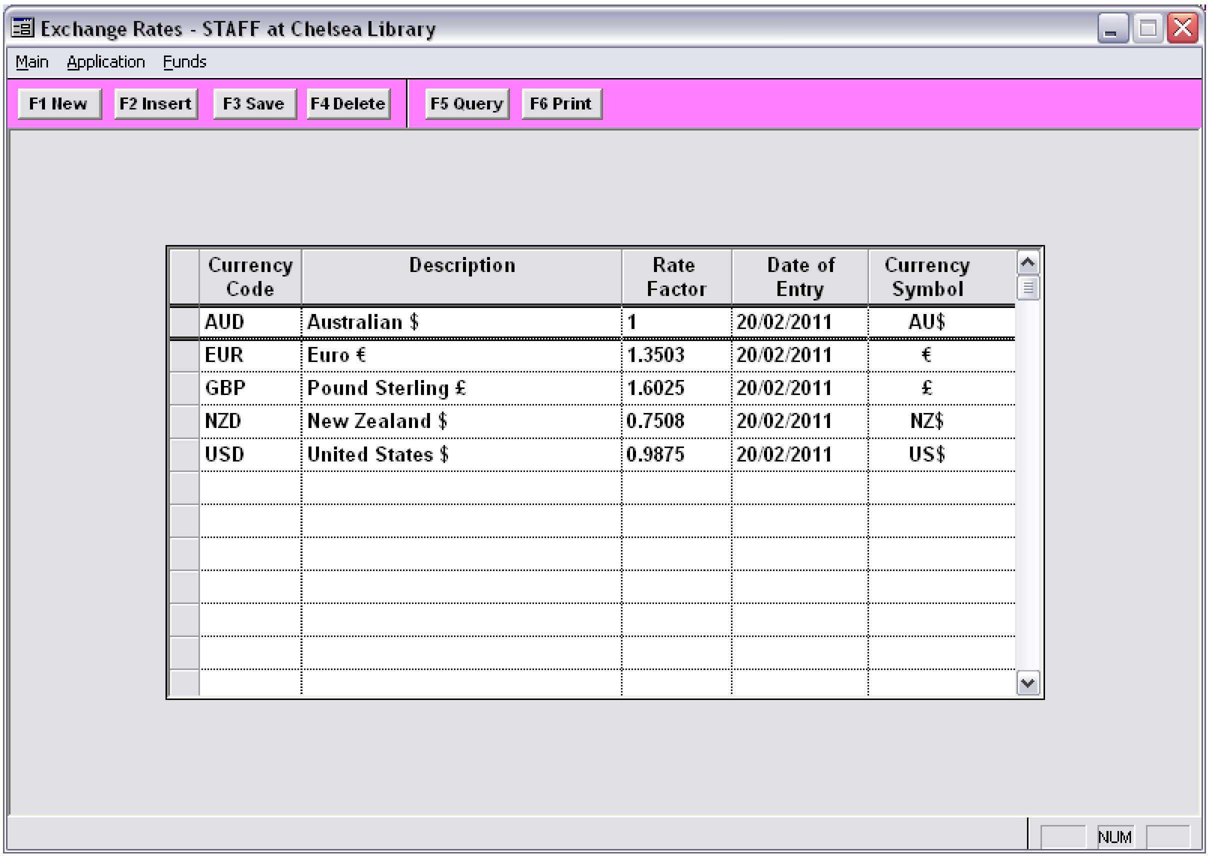
4. Click the **F1 New** or **F2 Insert** button to create a new entry

5. Set the Account No, Type, Description, Stop % over Budget value and the GL Codes that represent the mapping schema
6. Click the **F3 Save** button when complete

Currency Codes

An entry must be made for Australian dollars as shown. You may also include other currencies.

1. Launch the *Amlib* client
2. Go to **Main** > **Finance** > **FundsFinance** – the Financial Transactions screen will display
3. From the menu, select **Funds** > **Currencies** – the Exchange Rates screen will display:



4. Click the **F1 New** or **F2 Insert** button to create a new entry
5. Set the Currency Code, Description, Rate Factor, Date of Entry and Currency Symbol
6. Click the **F3 Save** button when complete

Transaction Types

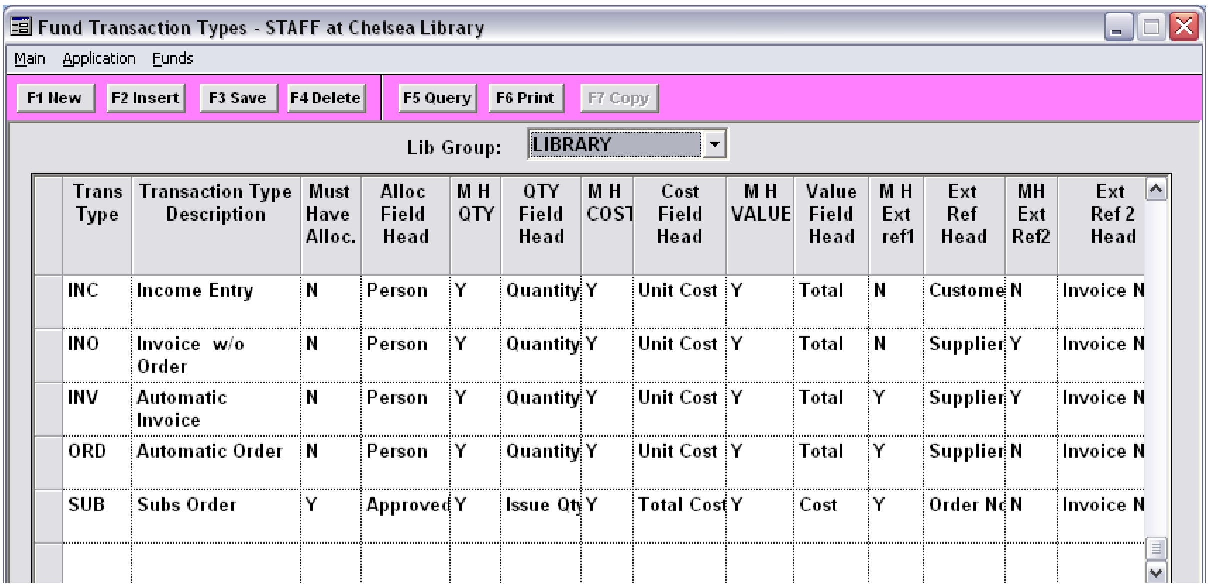
Transaction Types are used when creating both automatic and manual financial entries (or postings to the budget).

- The table can be used to setup the definition and validation of Transaction Types, determining which optional fields must be completed when entering a transaction
- A number of default types exist in the table.
- It is important that the 2 Transaction Types of '**ORD**' and invoice '**INV**' be set up prior to using the Orders and Invoices.
- This table can also determine the headings that will appear above certain fields in the transaction entry screen.

For example: the Value field can be set as a header of Total Cost and will appear in that format above that field in the Transaction screen.

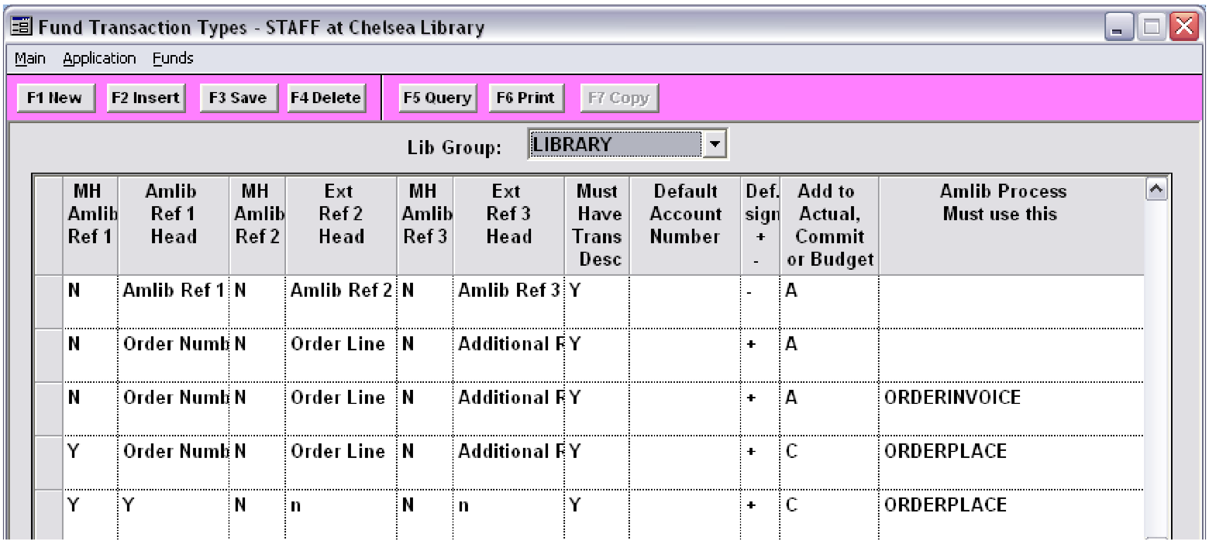
Order numbers should be placed in the Amlib Ref 1 Head field and the *Amlib* **Supplier**'s code should be placed in the External Reference Head field

1. Launch the *Amlib* client
2. Go to **Main** > **Finance** > **FundsFinance** – the Financial Transactions screen will display
3. From the menu, select **Funds** > **Transaction Types** – the Fund Transaction Types screen will display:



Trans Type	Transaction Type Description	Must Have Alloc.	Alloc Field Head	M H QTY	QTY Field Head	M H COST	Cost Field Head	M H VALUE	Value Field Head	M H Ext ref1	Ext Ref Head	MH Ext Ref2	Ext Ref 2 Head
INC	Income Entry	N	Person	Y	Quantity	Y	Unit Cost	Y	Total	N	Custome	N	Invoice N
INO	Invoice w/o Order	N	Person	Y	Quantity	Y	Unit Cost	Y	Total	N	Supplier	Y	Invoice N
INV	Automatic Invoice	N	Person	Y	Quantity	Y	Unit Cost	Y	Total	Y	Supplier	Y	Invoice N
ORD	Automatic Order	N	Person	Y	Quantity	Y	Unit Cost	Y	Total	Y	Supplier	N	Invoice N
SUB	Subs Order	Y	Approved	Y	Issue Qty	Y	Total Cost	Y	Cost	Y	Order No	N	Invoice N

- Use the arrow key at the base to the table to scroll to the right to add the other parameters in the table (MH = Must Have)


Fund Transaction Types - STAFF at Chelsea Library

Main Application Funds

F1 New | F2 Insert | F3 Save | F4 Delete | F5 Query | F6 Print | F7 Copy

Lib Group: LIBRARY

MH Amlib Ref 1	Amlib Ref 1 Head	MH Amlib Ref 2	Ext Ref 2 Head	MH Amlib Ref 3	Ext Ref 3 Head	Must Have Trans Desc	Default Account Number	Def. sign + -	Add to Actual, Commit or Budget	Amlib Process Must use this
N	Amlib Ref 1	N	Amlib Ref 2	N	Amlib Ref 3	Y		-	A	
N	Order Numb	N	Order Line	N	Additional R	Y		+	A	
N	Order Numb	N	Order Line	N	Additional R	Y		+	A	ORDERINVOICE
Y	Order Numb	N	Order Line	N	Additional R	Y		+	C	ORDERPLACE
Y	Y	N	n	N	n	Y		+	C	ORDERPLACE

As previously mentioned, the table will determine how the transaction screen displays, the validation (re: compulsory fields) and how the transactions interact with the budgets and ordering processes.

For example, against an Order transaction the headings could include:

- Allocation Code (heading “Attention” or “Responsibility”)
- Quantity (“Quantity”)
- Cost (“Unit cost”)
- Value (“Total Cost”)

The validation needs to be set for each Transaction Type. You will need to choose the correct Add or Subtract default and choose whether it would be set to Actual, Commitment or Budget calculations, depending on the Transaction Type is being dealt

Please Note: It is recommended that expense transactions are entered as positive (**+**) default values and income transactions are entered as negative (**–**) default values in the table.

A drop-down list of options in the far-right hand column is selected for a particular transaction. This is used to implement automatic processing by *Amlib* in certain circumstances. An automatic process will be invoked if you have set the Transaction Type to link to a particular Amlib process listed. This should be set for:

- **Invoice**: Order Invoice
- **Order**: Order Place
- **Subs Order**: Order Place

To create a new entry:

1. Click the **F1 New** or **F2 Insert** button
2. Set the fields as shown above
3. Click the **F3 Save** button when complete

BUDGET CREATION

Budget creation will differ depending on:

- Whether you have previously created a Budget for use with the *Orders/Invoices* module
- Whether you wish to roll over committals* from one year to another

The instructions below outline 3 Budget Creation options:

OPTION 1: Setting Up a Budget for the First Time

This option is used for setting up a Budget for the first time. Once the Budget has been set, the user will decide whether Committals* will in future be rolled over from one year to another or left associated with their separate Budget Years.

Notes: There is currently no existing Budget and the Orders module has not previously been used.

OPTION 2: Setting Up Subsequent Budgets (Committals Rolling Over)

This option is used for creating any subsequent Budgets where End-of-Year Rollovers need to be performed – this involves any Budget where the Current Financial Year has been set (this is the setting that determines if Committals* will roll over).

Committals* are to be checked and rolled over from previous Financial Year to the (new) Current Year.

Notes: A Budget has previously been set-up and used to create Orders and Invoices. This Budget has been configured to roll over any outstanding Committals* into the next Budget.

OPTION 3: Setting Up Subsequent Budgets (No Committals Rolling Over)

This option is used for creating any subsequent Budgets where NO Committals* will be rolling over to the next Budget (Traditional method).

End-of-Year procedure to be performed.

Notes: A Budget has previously been set up and used to create Orders and invoices. The Budget has been configured to leave outstanding Committals* associated with their separate Budget Years.

***What are Committals?**

- Committals are the costs for Orders that have been ORDERED but **not** yet INVOICED

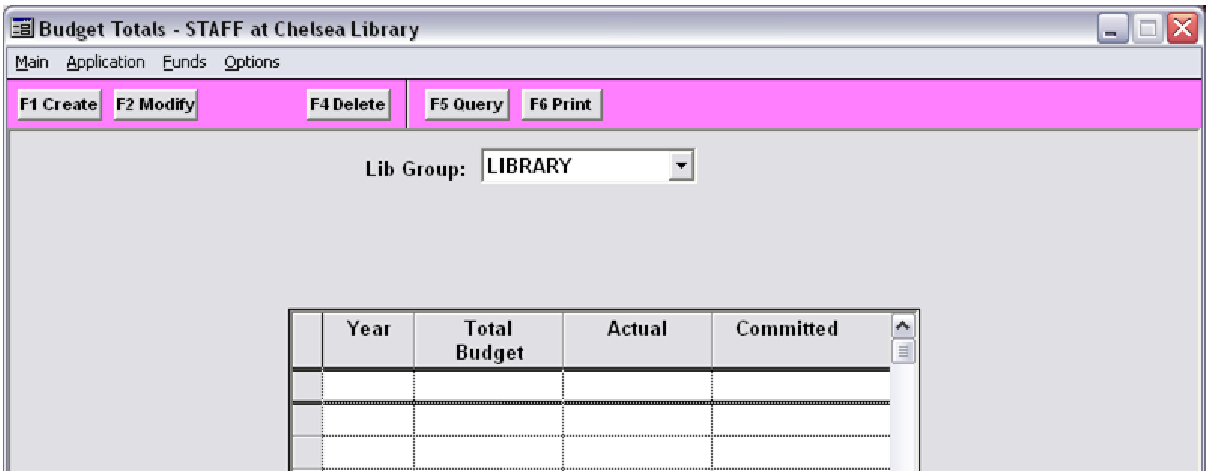
OPTION 1: SETTING UP A BUDGET FOR THE FIRST TIME

This option is used for setting up a Budget for the first time. Once the Budget has been set, the user will decide whether Committals will in future be rolled over from one year to another or left associated with their separate Budget Years.

Notes: There is currently no existing Budget and the Orders module has not previously been used.

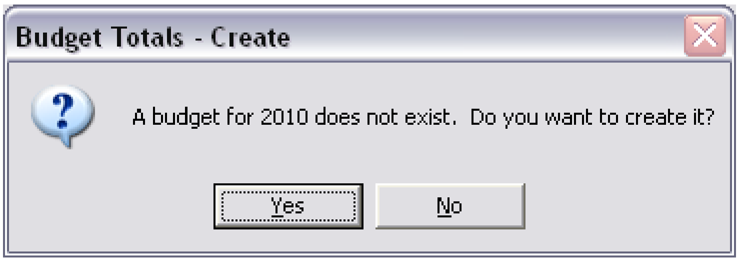
Task 1: Create the Budget

1. Launch the *Amlib* client
2. Go to **Main** > **Finance** > **Budgets** – the Budget Totals screen will display:

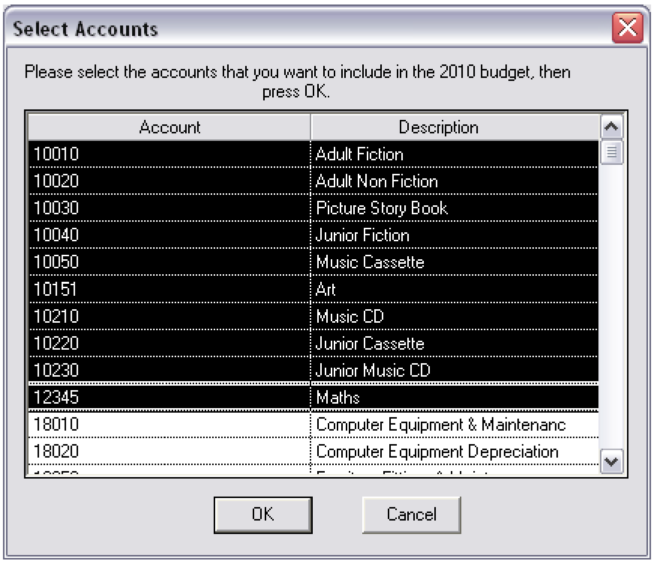


3. Ensure the correct Lib Group: is selected in the drop-down box – for example: **LIBRARY** (for more information on Library Group set-up – see: Appendix A: Setting Up Finances by Library Group)
4. Click the **F1 Create** button – the Budget prompt will display:

5. Enter a Budget Year – for example: **2010**
6. Click the **OK** button – a prompt with the following mrssage will display: **A budget for YYYY does not exist. Do you want to create it?**



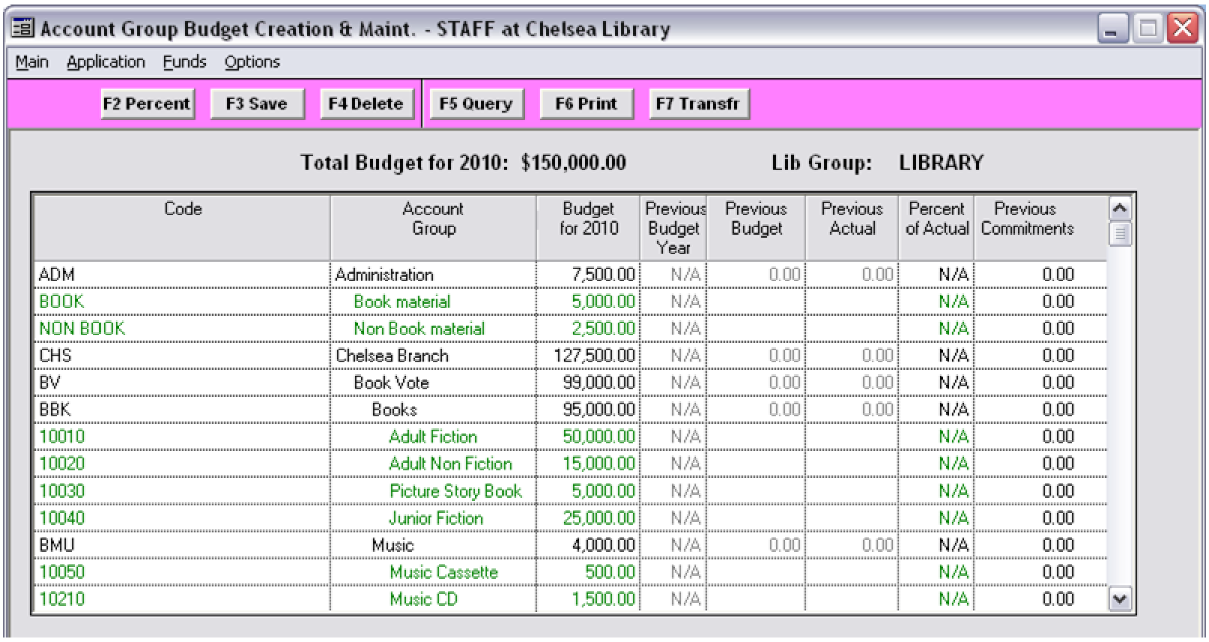
7. Click the **Yes** button - the Select Accounts screen will display:



8. Select the Account(s) to be entered into the new budget

HINT: Highlight Accounts by clicking with the mouse. To highlight a range, click the first Account and find the last Account in the range and hold down the **Shift** key and click with the mouse. To highlight certain Accounts, hold down the **Ctrl** key and click with the mouse. Accounts appear in **green**.

9. Click the **OK** button when complete – the Account Group Budget Creation & Maint screen will display
10. You may now proceed to assign Account values in the Budget for YYYY column as required (it is possible to leave assign no Budget and leave the value at **0**)
11. If you have created a GST Account, be sure to Calculate it as 10% of the total budget

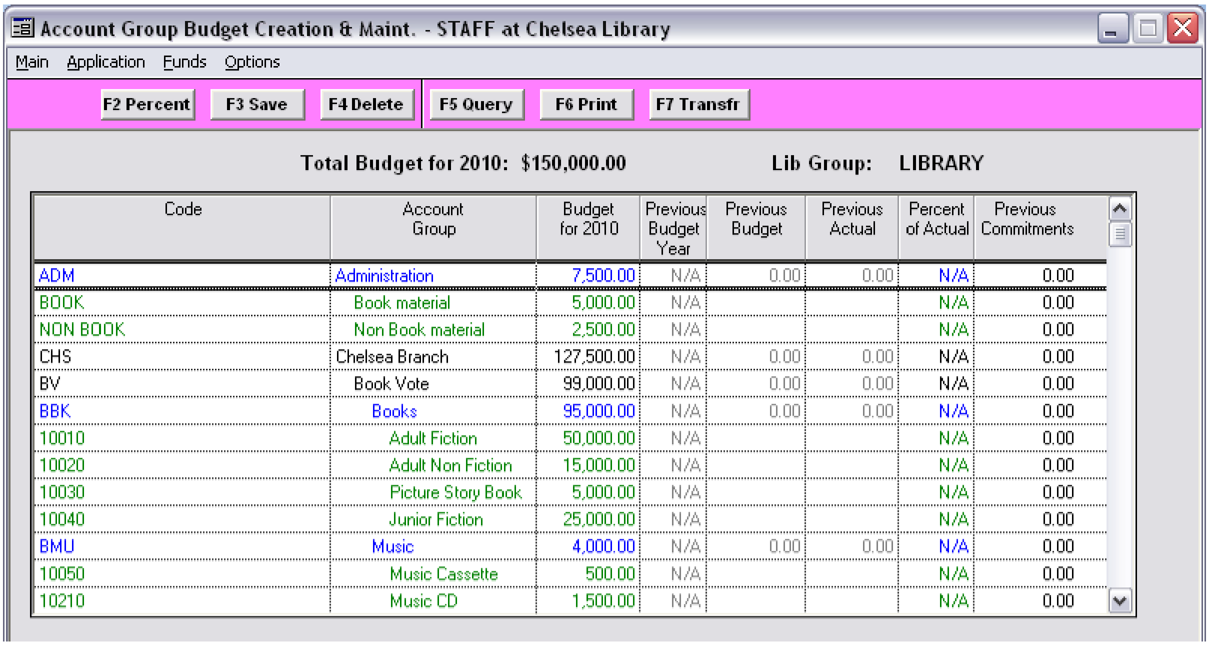


Code	Account Group	Budget for 2010	Previous Budget Year	Previous Budget	Previous Actual	Percent of Actual	Previous Commitments
ADM	Administration	7,500.00	N/A	0.00	0.00	N/A	0.00
BOOK	Book material	5,000.00	N/A			N/A	0.00
NON BOOK	Non Book material	2,500.00	N/A			N/A	0.00
CHS	Chelsea Branch	127,500.00	N/A	0.00	0.00	N/A	0.00
BV	Book Vote	99,000.00	N/A	0.00	0.00	N/A	0.00
BBK	Books	95,000.00	N/A	0.00	0.00	N/A	0.00
10010	Adult Fiction	50,000.00	N/A			N/A	0.00
10020	Adult Non Fiction	15,000.00	N/A			N/A	0.00
10030	Picture Story Book	5,000.00	N/A			N/A	0.00
10040	Junior Fiction	25,000.00	N/A			N/A	0.00
BMU	Music	4,000.00	N/A	0.00	0.00	N/A	0.00
10050	Music Cassette	500.00	N/A			N/A	0.00
10210	Music CD	1,500.00	N/A			N/A	0.00

HINT: It may be easiest to enter Budget Amounts starting at the bottom of the table entering the specific amounts for each Account Group. As the amount is entered it is tallied up through the levels to the Total at the top. Specific Accounts do not need to have an amount.

12. Click the **F3 Save** button when complete

Please Note: You may save an in-preparation Budget at any time by clicking the **F3 Save** button, after which it can then be closed. The Budget will not be visible in the Budget Totals screen but can be re-opened at any time by once again clicking the **F1 Create** button, selecting the **Budget Year** and clicking the **OK** button.

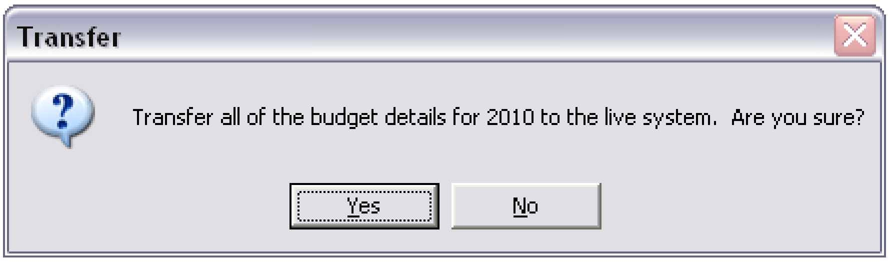


Code	Account Group	Budget for 2010	Previous Budget Year	Previous Budget	Previous Actual	Percent of Actual	Previous Commitments
ADM	Administration	7,500.00	N/A	0.00	0.00	N/A	0.00
BOOK	Book material	5,000.00	N/A			N/A	0.00
NON BOOK	Non Book material	2,500.00	N/A			N/A	0.00
CHS	Chelsea Branch	127,500.00	N/A	0.00	0.00	N/A	0.00
BV	Book Vote	99,000.00	N/A	0.00	0.00	N/A	0.00
BBK	Books	95,000.00	N/A	0.00	0.00	N/A	0.00
10010	Adult Fiction	50,000.00	N/A			N/A	0.00
10020	Adult Non Fiction	15,000.00	N/A			N/A	0.00
10030	Picture Story Book	5,000.00	N/A			N/A	0.00
10040	Junior Fiction	25,000.00	N/A			N/A	0.00
BMU	Music	4,000.00	N/A	0.00	0.00	N/A	0.00
10050	Music Cassette	500.00	N/A			N/A	0.00
10210	Music CD	1,500.00	N/A			N/A	0.00

Task 2: Transfer Budget to the Live System

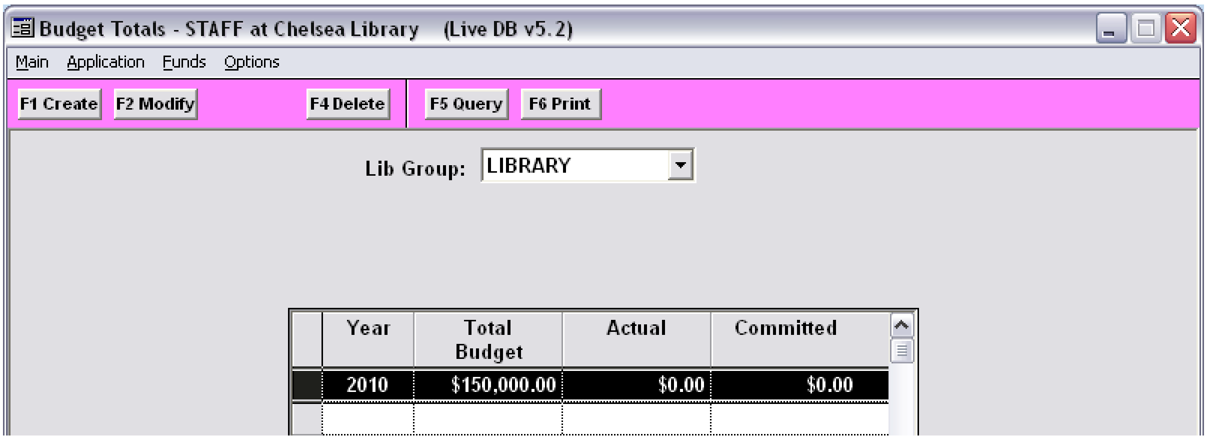
Once a Budget is complete, it can be transferred to the Live system (and used for Orders/Invoices):

1. On the Account Group Budget Creation & Maint screen, click the **F7 Transfer** button – a prompt with the following message will display: **Transfer all of the budget details for YYYY to the live system. Are you sure?**



2. Click the **Yes** button – a prompt with the following message will display: **The budget details for YYYY have been transferred successfully.**

3. Click the **OK** button – the Account Group Budget Creation & Maint screen will close



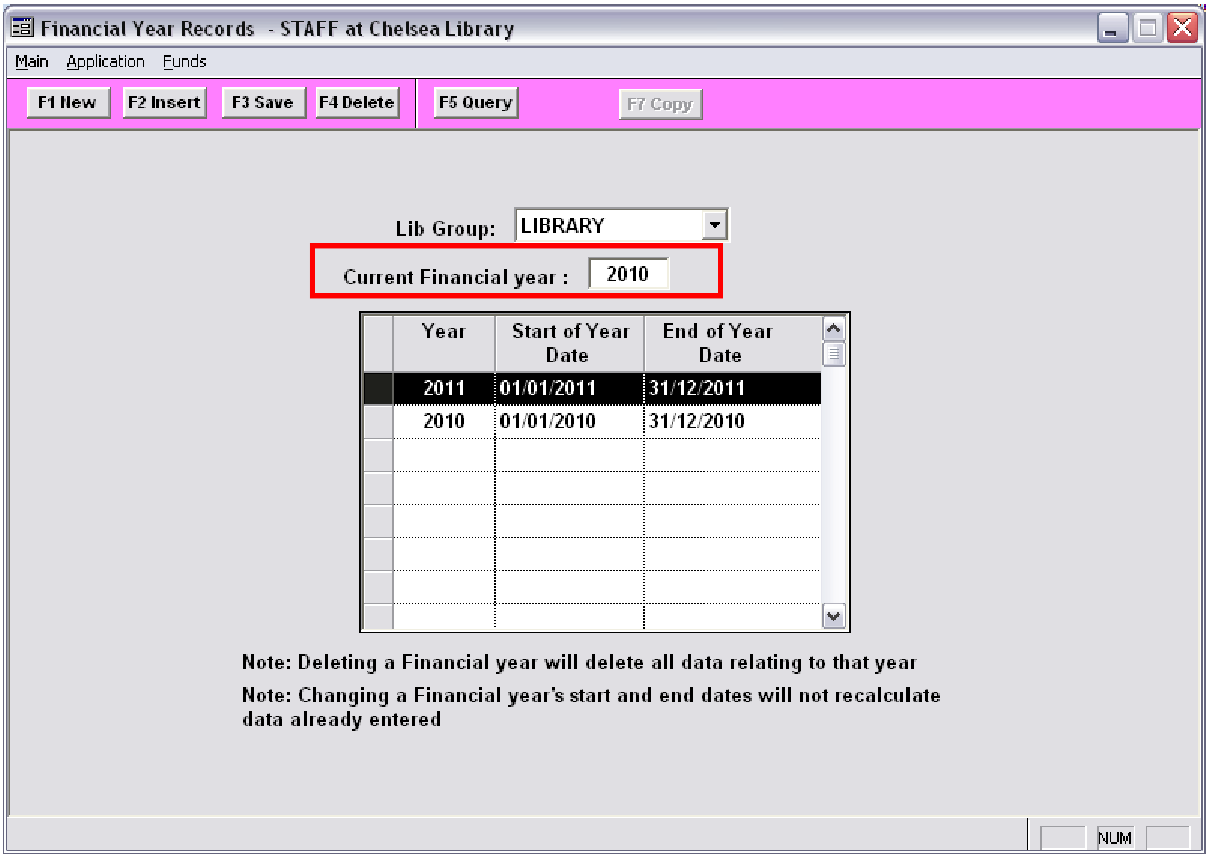
4. The new Budget will now display in the Budget Totals screen
5. If you want to keep the Committals* separate for each Financial Year, and do not want the amounts to roll over to the next Financial Year, the Budget setup is now **complete**. You can now set up your Order parameters and begin to create Orders!

Task 3: Committals (Optional)

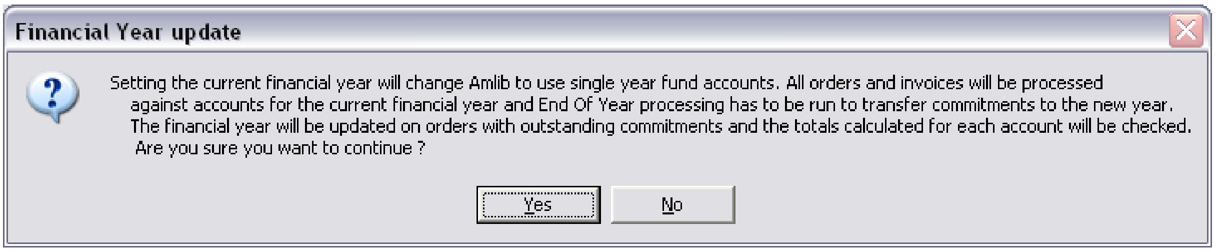
If you wish to set up the Budget to be able to have the committals roll over from one year to the next, it is possible to do so by setting the Current Financial Year.

Once the Budget is transferred to the Live system:

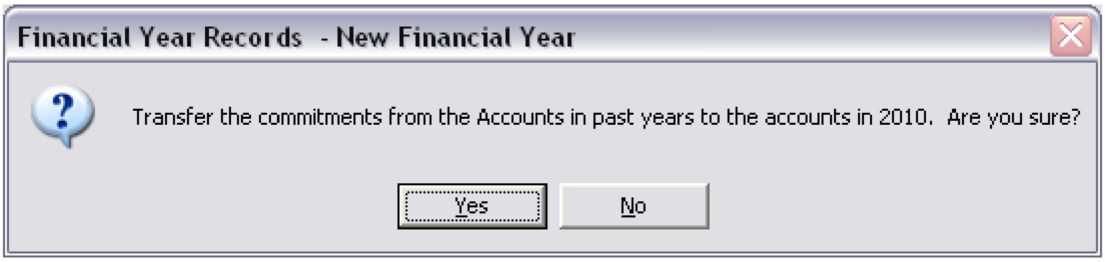
1. Launch the *Amlib* client
2. Go to **Main** > **Finance** > **Budgets** – the Budget Totals screen will display
3. From the menu, select **Funds** > **Financial Years** – the Financial Years Records screen will display:



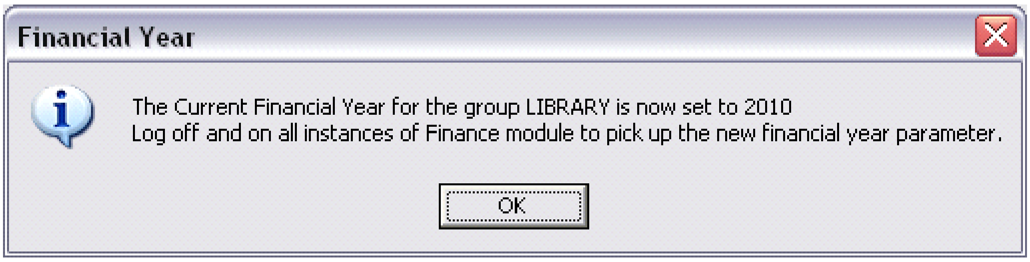
4. Enter the Current Financial year: – for example: **2010** (the year must be a selection in the table underneath)
5. Click the **F3 Save** button – a prompt with the following message will display:
   Setting the current financial year will change Amlib to use single year fund accounts. All orders and invoices will be processed against accounts for the current financial year and the End of Year processing has to be run to transfer commitments to the new year. The financial year will be updated on orders with outstanding commitments and the totals calculated for each account will be checked. Are you sure you want to continue?



6. If the **Yes** button is clicked, a prompt with the following message will display: **Transfer the commitments from Accounts in past years to the accounts in YYYY. Are you sure?**



7. If the **Yes** button is clicked, a prompt with the following message will display:
The current Financial Year for the group LIBRARY is now set to YYYY
Log off and on all instances of Finance module to pick up the new financial year parameter.



8. Click the **OK** button
9. Log out of the *Financial* module using **Ctrl-L** and then log back in before any Orders are created

OPTION 2: SUBSEQUENT BUDGETS (COMMITTALS ROLLING OVER)

This option is used for creating any subsequent Budgets where End-of-Year Rollovers need to be performed – this involves any Budget where the Current Financial Year has been set (this is the setting that determines if Committals* will roll over).

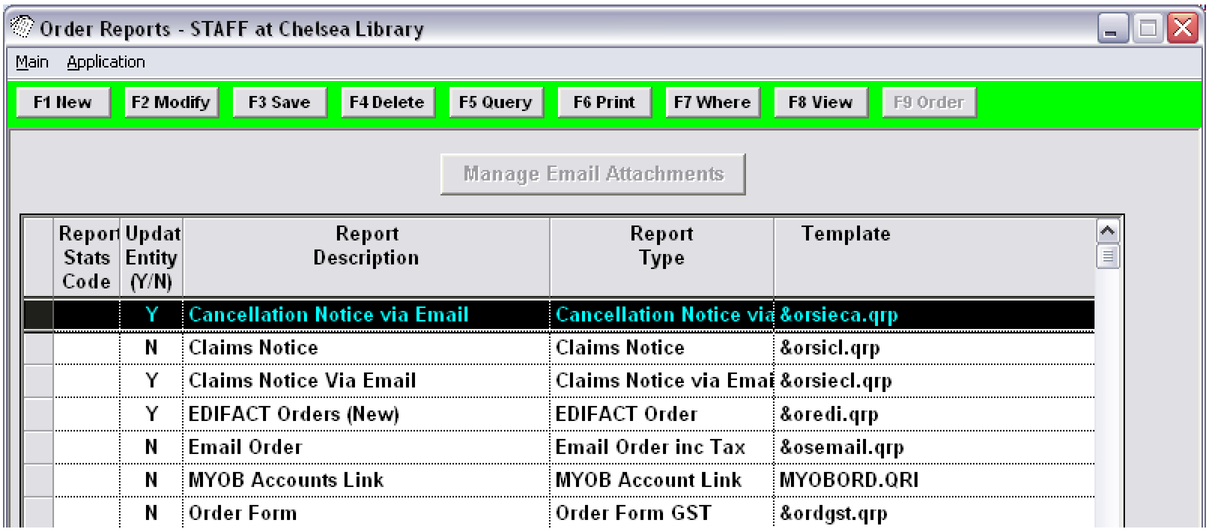
Committals* are to be checked and rolled over from previous Financial Year to the (new) Current Year.

Notes: A Budget has previously been set-up and used to create Orders and Invoices. This Budget has been configured to roll over any outstanding Committals* into the next Budget.

Task 1: Clearing up Outstanding Orders

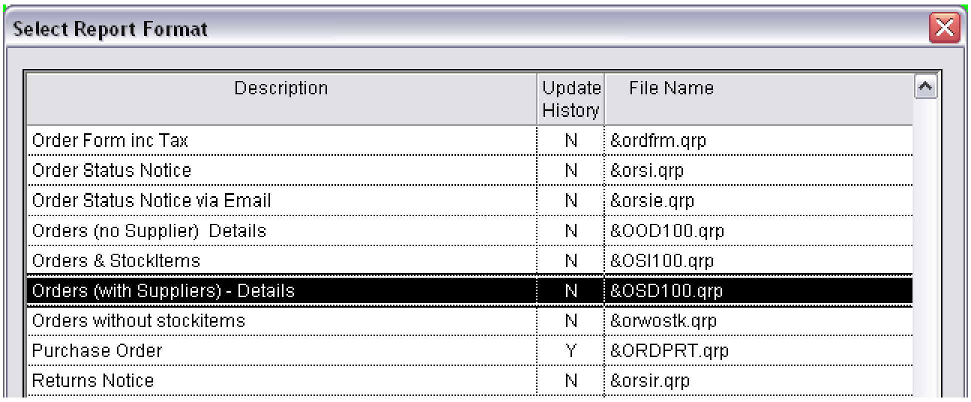
Before running through the checking of commitments and setting the Budget a site **may wish** to report on their current outstanding Orders.

1. Launch the *Amlib* Client
2. Go to **Main** > **Reports** > **RepOrders** – the Order Reports screen will display:



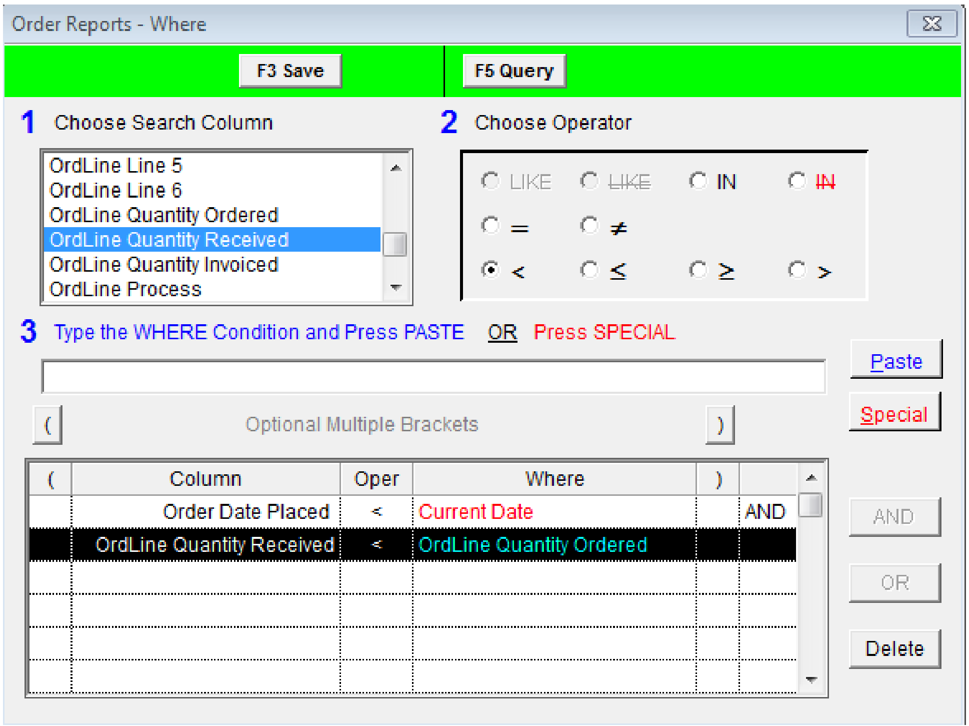
Report Stats Code	Update Entity (Y/N)	Report Description	Report Type	Template
	Y	Cancellation Notice via Email	Cancellation Notice via	&orsieca.qrp
	N	Claims Notice	Claims Notice	&orsicl.qrp
	Y	Claims Notice Via Email	Claims Notice via Emai	&orsiecl.qrp
	Y	EDIFACT Orders (New)	EDIFACT Order	&oredi.qrp
	N	Email Order	Email Order inc Tax	&osemail.qrp
	N	MYOB Accounts Link	MYOB Account Link	MYOBORD.QRI
	N	Order Form	Order Form GST	&ordgst.qrp

3. Select the **F1 New** button – the Select Report Format table will display:

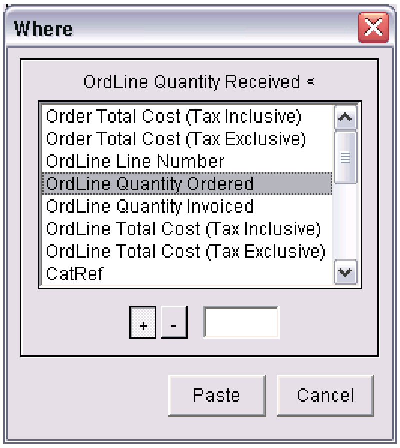


Description	Update History	File Name
Order Form inc Tax	N	&ordfrm.qrp
Order Status Notice	N	&orsi.qrp
Order Status Notice via Email	N	&orsie.qrp
Orders (no Supplier) Details	N	&OOD100.qrp
Orders & StockItems	N	&OSI100.qrp
Orders (with Suppliers) - Details	N	&OSD100.qrp
Orders without stockitems	N	&orwostk.qrp
Purchase Order	Y	&ORDPRT.qrp
Returns Notice	N	&orsir.qrp

4. Highlight the**&OSD100.QRP** template – **Orders (with suppliers) - Details** and click the **Select** button
5. Type in a Description – for example: **Outstanding Orders**
6. Click the **F3 Save** button
7. Highlight the report and click the F7 Where button – the Order Reports – Where screen will display:

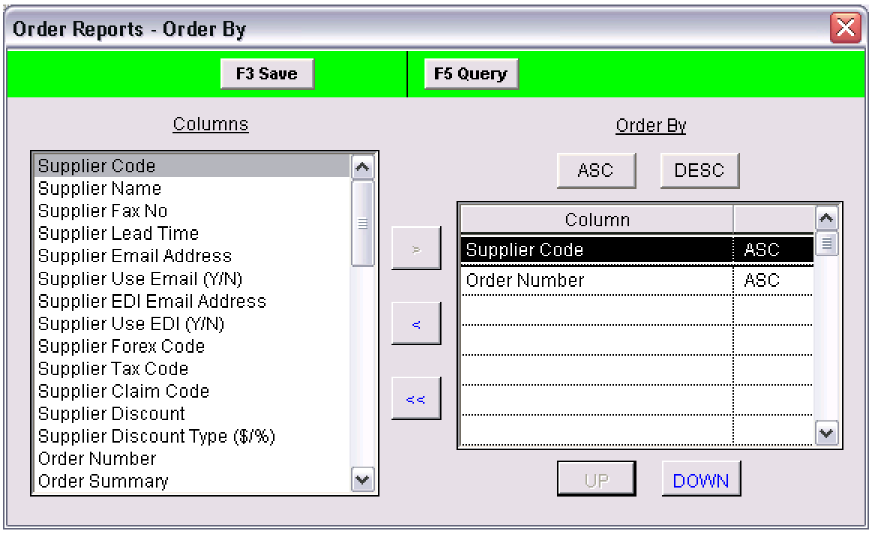


8. Paste in the following Where statement:
   a. **Order Date Placed < Current Date** (select the latter using the **Special** button)
   b. **OrdLine Quantity Received < OrdLine Quantity Ordered** (select the latter using the **Special** button)

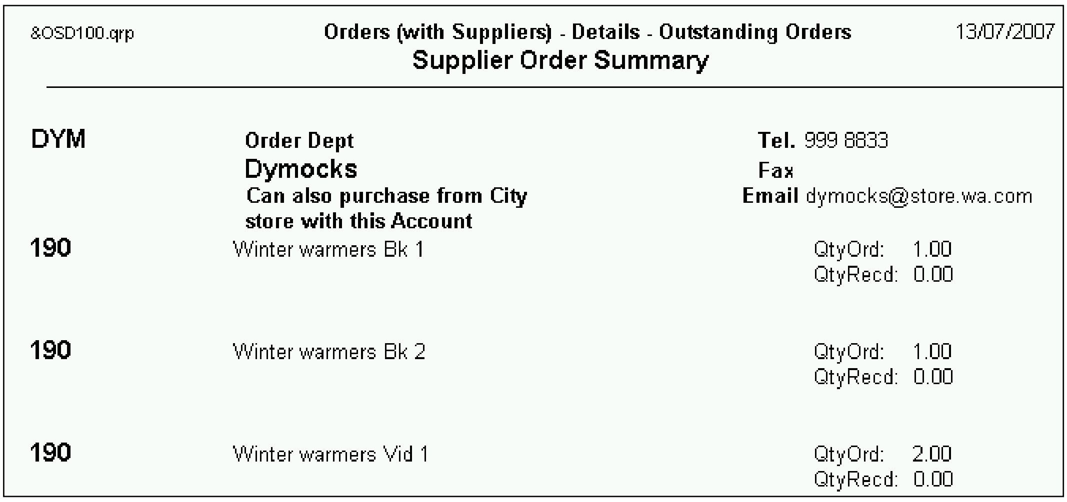


9. Click the **F3 Save** button when complete

10. Click the **F9 Order** button and arrow across **Supplier Code** and **Order Number** from the Columns box into the Order By box



11. Click the **F3 Save** button
12. Click the **F8 View** button to view a list of orders that are still outstanding


&OSD100.qrp Orders (with Suppliers) - Details - Outstanding Orders 13/07/2007

Supplier Order Summary

DYM Order Dept Tel. 999 8833
Dymocks Fax
Can also purchase from City store with this Account Email dymocks@store.wa.com

190 Winter warmers Bk 1 QtyOrd: 1.00 QtyRecd: 0.00

190 Winter warmers Bk 2 QtyOrd: 1.00 QtyRecd: 0.00

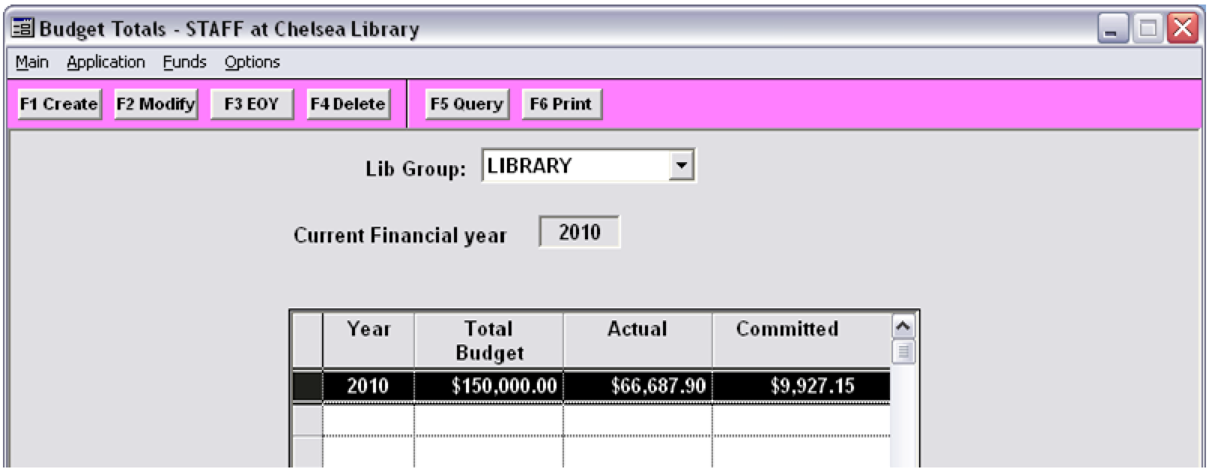
190 Winter warmers Vid 1 QtyOrd: 2.00 QtyRecd: 0.00

- If these are outstanding orders from previous financial years still expected to be supplied they should be left committed
- If the Orders are not going to be supplied the Order Lines needs to be deleted or CANCELLED

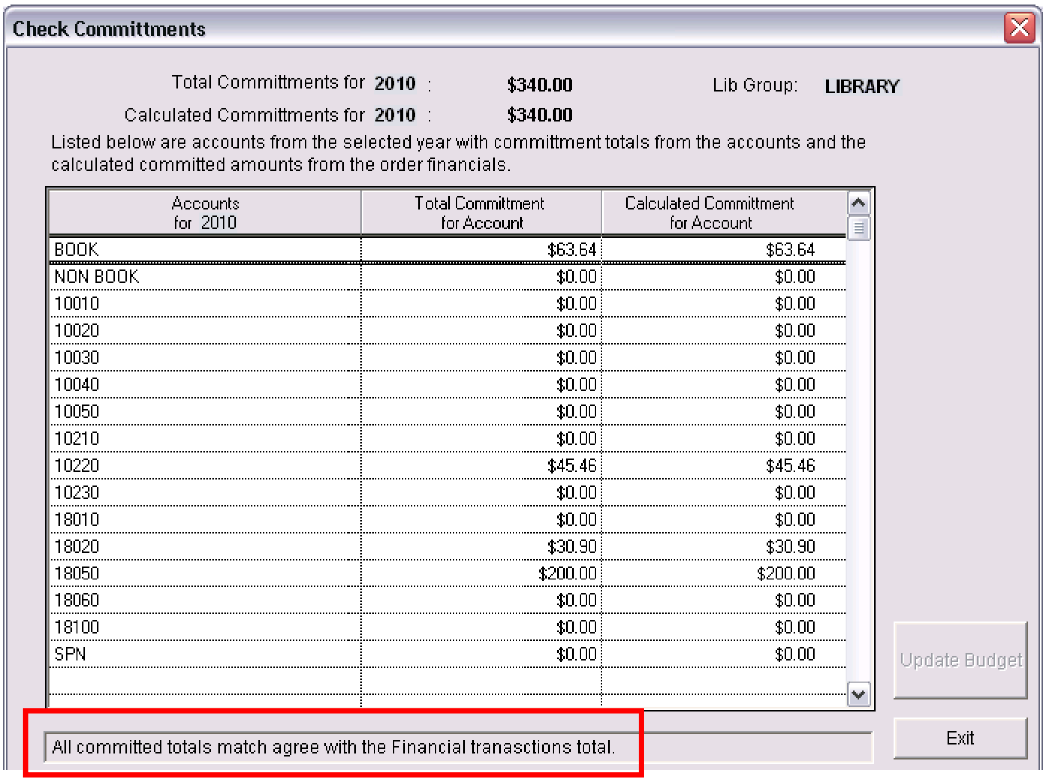
Task 2: Check Commitments from the Budget Totals/Options Menu

This step involves checking all outstanding commitments. These will be moved to the next Financial Year when you run the EOY processing.

1. Launch the *Amlib* client
2. Go to **Main** > **Finance** > **Budgets** – the Budget Totals screen will display:



3. **Highlight** the Year you wish to check commitments against
4. From the menu, select **Options** > **Check Commitments** – the Check Commitments table will display:



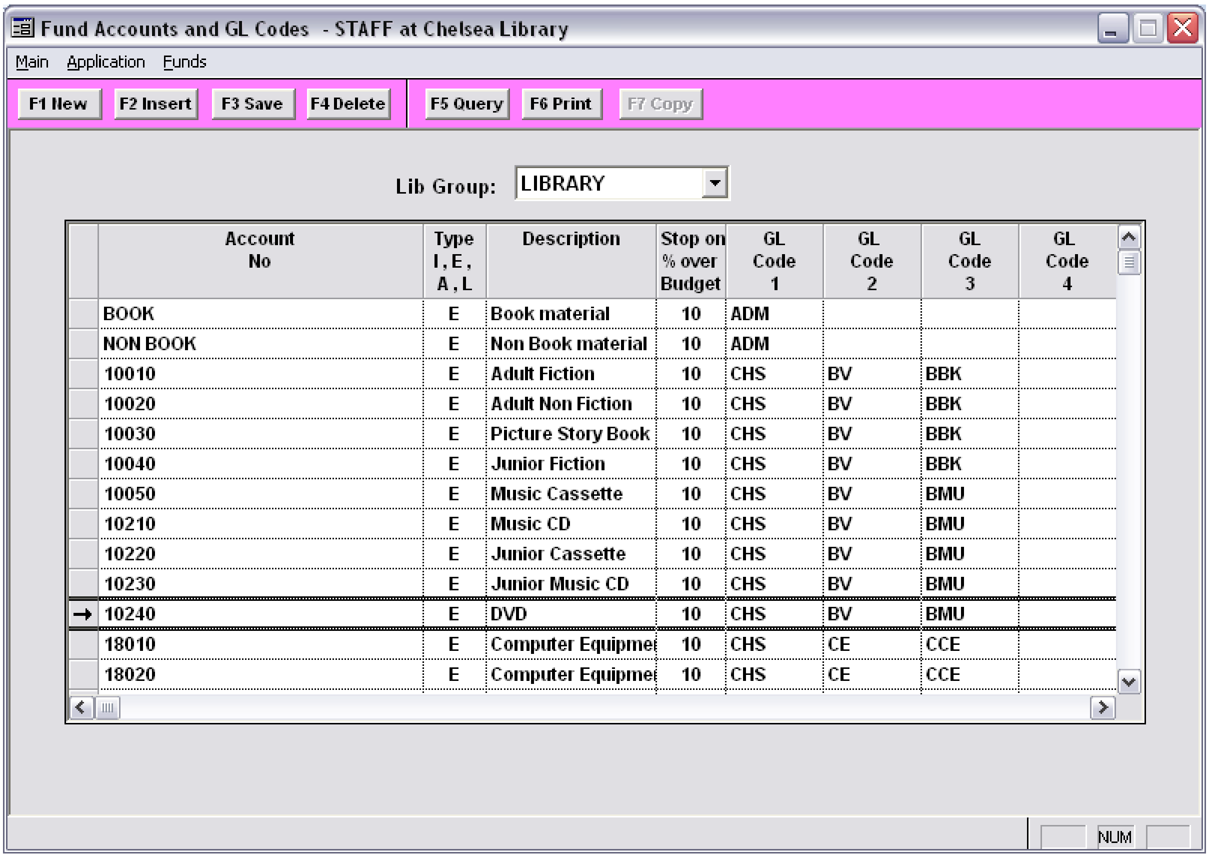
5. The result of the check, will display at the bottom of the table – if the Total Commitment amount for the year matches the Calculated Commitment amount (which is derived from

the Order Financial Transactions) the following message will display: **All committed totals match agree with the Financial transactions total.**

6. If the totals agree, click on the **Exit** button
7. If the Check Commitments process is complete and the committed totals DO NOT Match, these can be checked (and altered within the table)
8. If required the **Update Budget** button (which will become active) can be used to update the Budget with the updated commitments
9. Once completed, click on the **Exit** button

Task 3: Add New Accounts if Required

- If required, new Accounts can be added to the Fund Accounts and GL Codes table for use in the new Budget – see: Accounts for more information



Account No	Type I, E, A, L	Description	Stop on % over Budget	GL Code 1	GL Code 2	GL Code 3	GL Code 4
BOOK	E	Book material	10	ADM			
NON BOOK	E	Non Book material	10	ADM			
10010	E	Adult Fiction	10	CHS	BV	BBK	
10020	E	Adult Non Fiction	10	CHS	BV	BBK	
10030	E	Picture Story Book	10	CHS	BV	BBK	
10040	E	Junior Fiction	10	CHS	BV	BBK	
10050	E	Music Cassette	10	CHS	BV	BMU	
10210	E	Music CD	10	CHS	BV	BMU	
10220	E	Junior Cassette	10	CHS	BV	BMU	
10230	E	Junior Music CD	10	CHS	BV	BMU	
10240	E	DVD	10	CHS	BV	BMU	
18010	E	Computer Equipme	10	CHS	CE	CCE	
18020	E	Computer Equipme	10	CHS	CE	CCE	

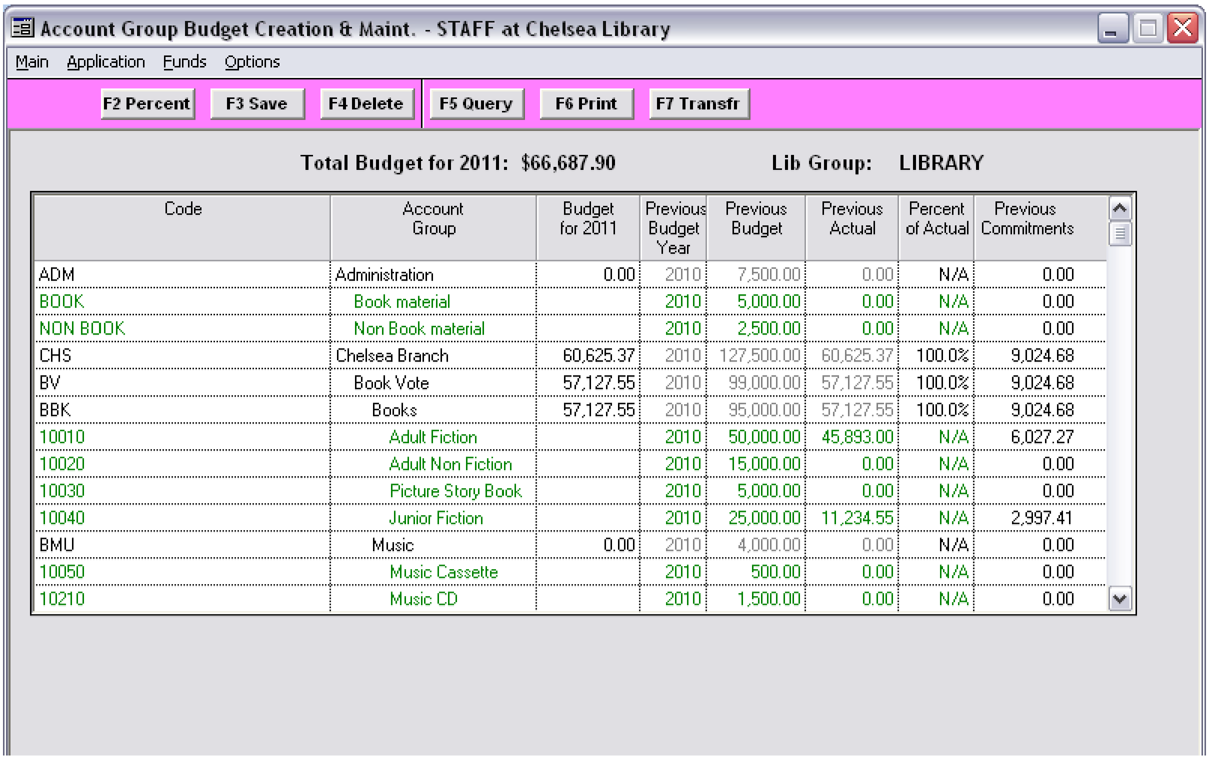
Task 4: Create and Transfer the New Budget

- If no new Accounts are required and you are using the same Accounts as last year then proceed with Schedule A: Same Accounts as last Year
- If new Accounts have been created or if an Account that was used last year is not to be used next year then proceed with Schedule B: Different Accounts to Last Year

WARNING: Have you set up the new Financial Year? A Financial Year is required for each new Budget. See Financial Years for further information

Schedule A: Same Accounts as Last Year

1. In the Budget Totals screen,
2. Click the **F3 EOY** button – the Account Group Budget Creation & Maint screen will display:



Code	Account Group	Budget for 2011	Previous Budget Year	Previous Budget	Previous Actual	Percent of Actual	Previous Commitments
ADM	Administration	0.00	2010	7,500.00	0.00	N/A	0.00
BOOK	Book material		2010	5,000.00	0.00	N/A	0.00
NON BOOK	Non Book material		2010	2,500.00	0.00	N/A	0.00
CHS	Chelsea Branch	60,625.37	2010	127,500.00	60,625.37	100.0%	9,024.68
BV	Book Vote	57,127.55	2010	99,000.00	57,127.55	100.0%	9,024.68
BBK	Books	57,127.55	2010	95,000.00	57,127.55	100.0%	9,024.68
10010	Adult Fiction		2010	50,000.00	45,893.00	N/A	6,027.27
10020	Adult Non Fiction		2010	15,000.00	0.00	N/A	0.00
10030	Picture Story Book		2010	5,000.00	0.00	N/A	0.00
10040	Junior Fiction		2010	25,000.00	11,234.55	N/A	2,997.41
BMU	Music	0.00	2010	4,000.00	0.00	N/A	0.00
10050	Music Cassette		2010	500.00	0.00	N/A	0.00
10210	Music CD		2010	1,500.00	0.00	N/A	0.00

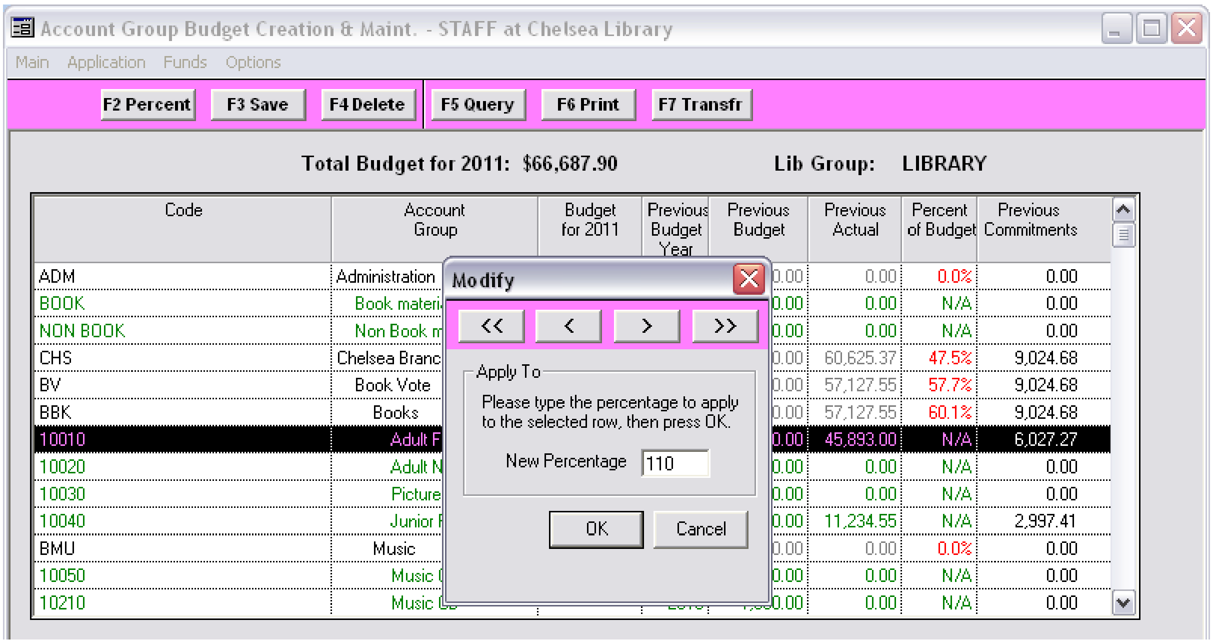
3. The values from the Previous year's Budget and Actual amounts will be shown – by default the Budget for YYYY column will automatically be populated with the Previous Actual amount
4. You may now proceed to adjust/assign Account values in the Budget for YYYY column as required (it is possible to assign no Budget and leave the value at **0**)
5. If you have created a GST Account, be sure to Calculate it as 10% of the total budget

HINT: It may be easiest to enter Budget Amounts starting at the bottom of the table entering the specific amounts for each Account Group. As the amount is entered it is tallied up through the levels to the Total at the top. Specific Accounts do not need to have an amount.

Creating Budget Amounts Based on Amounts from the Previous Year

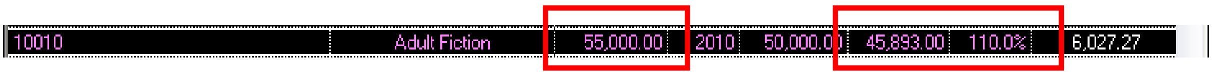
It is possible to use the values from the Previous year's Budget and Actual amounts to create the figures in the new Budget:

1. From the menu, select **Options** > **Percent** > **Percent of Budget** (**Percent of Actual** can also be selected)
2. This menu option will now be **ticked**
3. Select an Account row to be adjusted
4. Click the **F2 Percent** button – the Modify prompt will display:



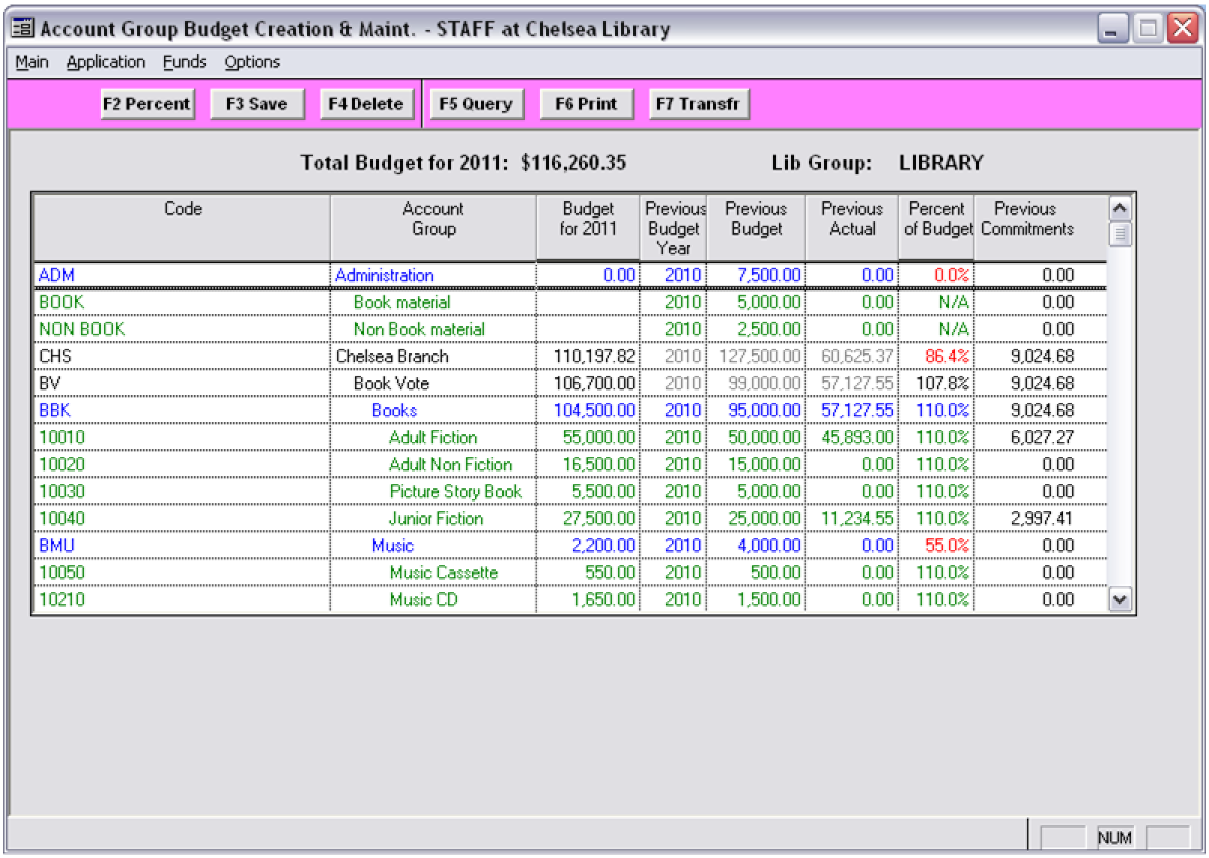
5. Enter the New Percentage amount – for example: **110** (this will work out to be **10%** more than the Previous Budget amount)

6. Click the **OK** button – the Budget for YYYY column will be updated with an amount = **%110** of the Previous Budget amount



7. Use the **<** and **>** arrow keys to move up and down the list so as to adjust other lines
8. When completed click the **Cancel** button to close the Modify pop-up
9. Click the **F3 Save** button when the Budget is complete

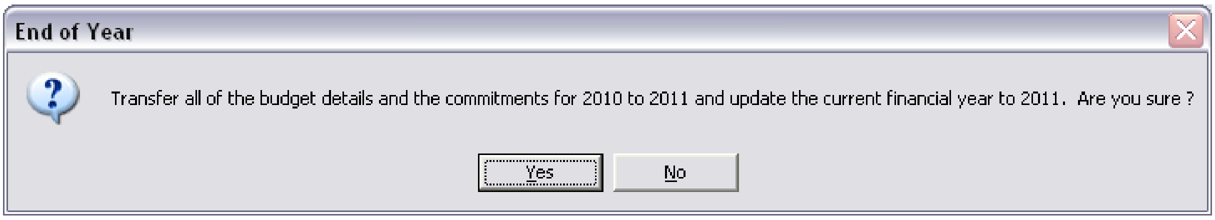
Please Note: You may save an in-preparation Budget at any time by clicking the **F3 Save** button, after which it can then be closed. The Budget will not be visible in the Budget Totals screen but can be re-opened at any time by once again clicking on the **F1 Create** button, selecting the **Budget Year** and clicking the **OK** button.



Transfer Budget to the Live System

Please Note: This should only be done at the point at which you this budget to take over from the previous Budget.

1. In the Account Group Budget Creation & Maint screen, click the **F7 Transfr** button – the End of Year prompt will display with the following message:
   Transfer all the budget details and the commitments for YYYY to YYYY and update the current financial year to YYYY. Are you sure?

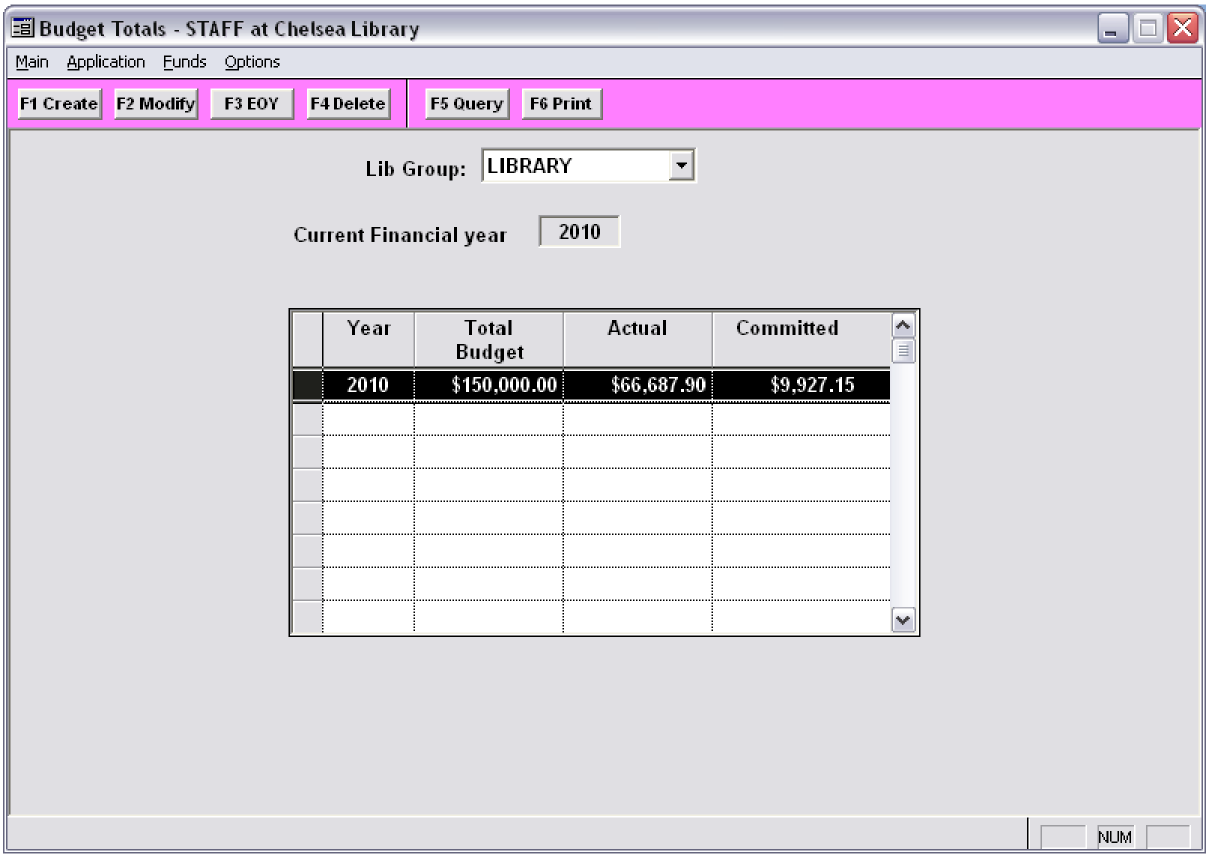


2. Click the **Yes** button – a prompt with the following message will display: **The budget details and the commitments for XXXX have been transferred successfully to YYYY. The financial year parameter is now set to 2011.**

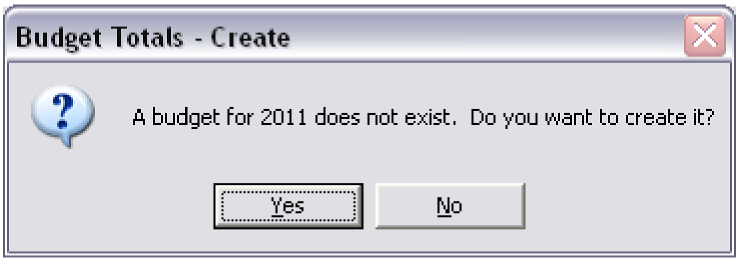
3. Click the **OK** button – the Budget has now been transferred and the Current Financial Year will have changed to that of the new Budget
4. Log out of the *Financial* module using **Ctrl-L** and then log back in before any Orders are created

Schedule B: Different Accounts to Last Year

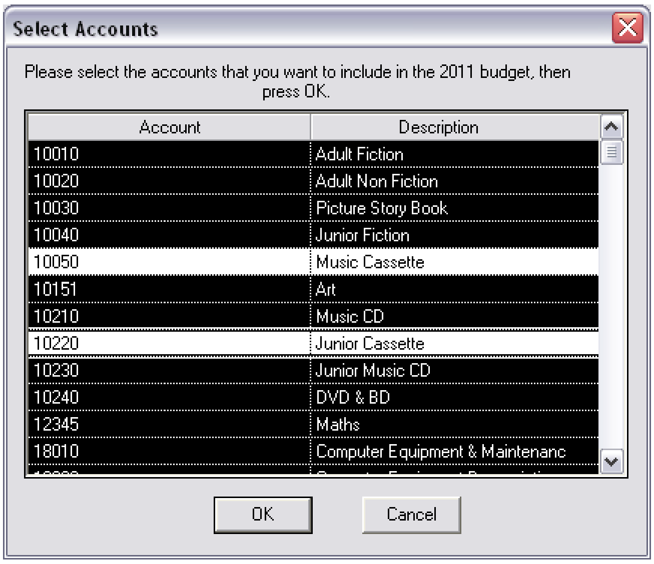
1. On the Budget Totals screen, ensure the correct Lib Group: is selected in the drop-down box – for example: **LIBRARY**
   - See: [Appendix A: Setting Up Finances by Library Group] for more information on Library Group set-up



2. Click the **F1 Create** button – the Budget Totals - Create prompt will display with the following message: **A budget for YYYY does not exist. Do you want to create it?**



3. Click the **Yes** button – the Select Accounts screen will display:

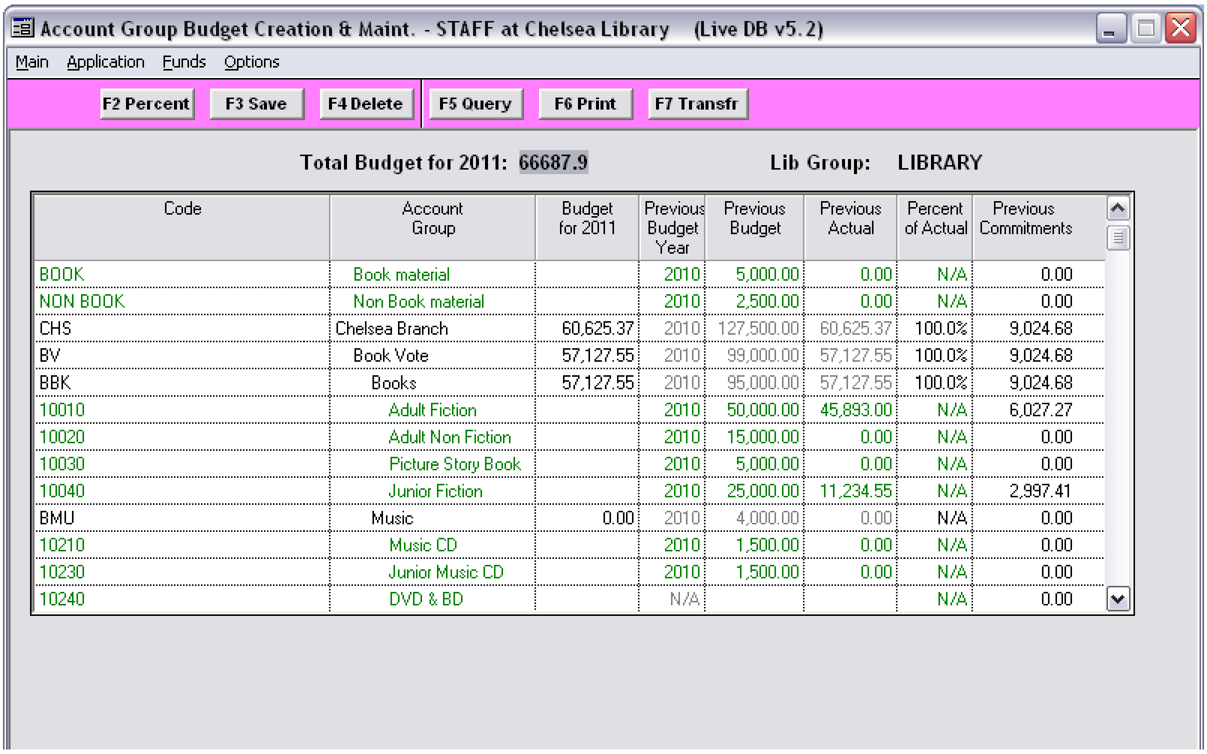


4. Select the Account(s) to be entered into the new budget

HINT: Highlight Accounts by clicking with the mouse. To highlight a range, click the first Account and find the last Account in the range and hold down the **Shift** key and click with the mouse. To highlight certain Accounts, hold down the **Ctrl** key and click with the mouse.

5. Click the **OK** button when complete – if there are Accounts with commitments NOT being transferred, a prompt with the following message will display:
   There are accounts with commitments in the current year that are not being transferred to the new year. Continue?

6. If the **Yes** button is clicked – the Account Group Budget Creation & Maint screen will display (Accounts appear in **green**):



7. The values from the Previous year's Budget and Actual amounts will be shown – by default the Budget for YYYY column will automatically be populated with the Previous Actual amount
8. You may now proceed to adjust/assign Account values in the Budget for YYYY column as required (it is possible to assign no Budget and leave the value at **0**)
9. If you have created a GST Account, be sure to Calculate it as 10% of the total budget

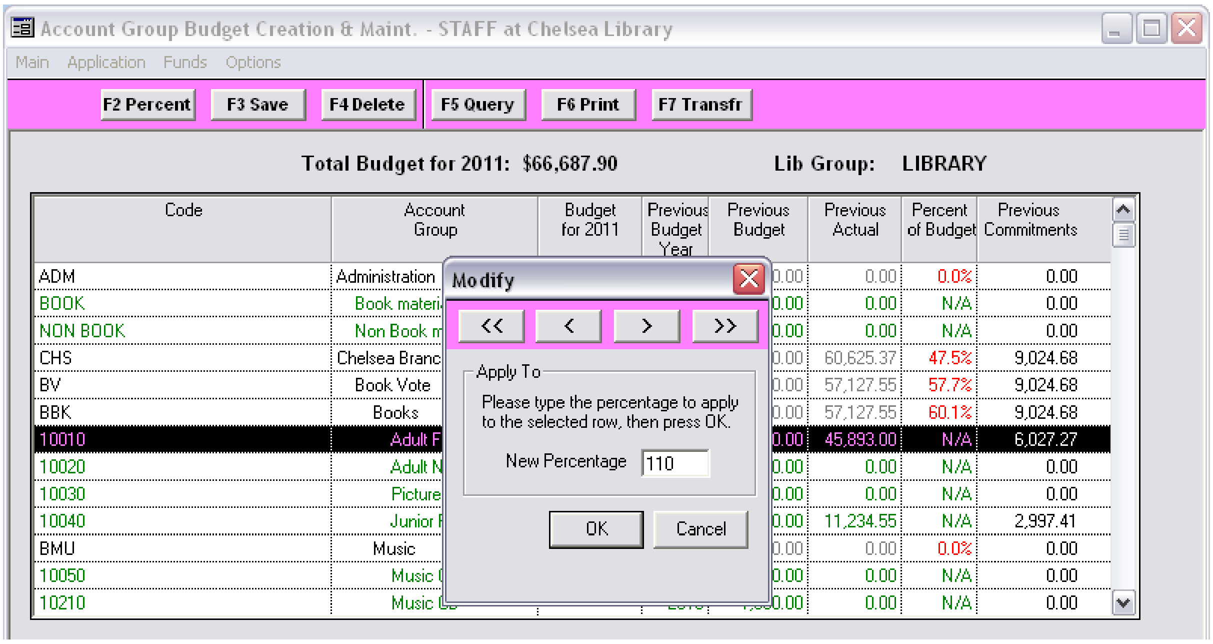
HINT: It may be easiest to enter Budget Amounts starting at the bottom of the table entering the specific amounts for each Account Group. As the amount is entered it is tallied up through the levels to the Total at the top. Specific Accounts do not need to have an amount.

Creating Budget Amounts Based on Amounts from the Previous Year

It is possible to use the values from the Previous year's Budget and Actual amounts to create the figures in the new Budget:

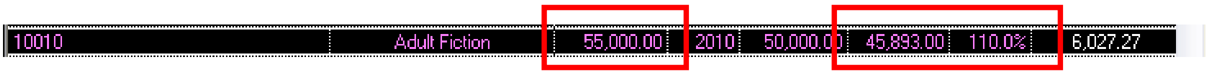
1. From the menu, select **Options** > **Percent** > **Percent of Budget** (**Percent of Actual** can also be selected)
2. This menu option will now be **ticked**
3. Select an Account row to be adjusted

4. Click the **F2 Percent** button – the Modify pop-up will display:

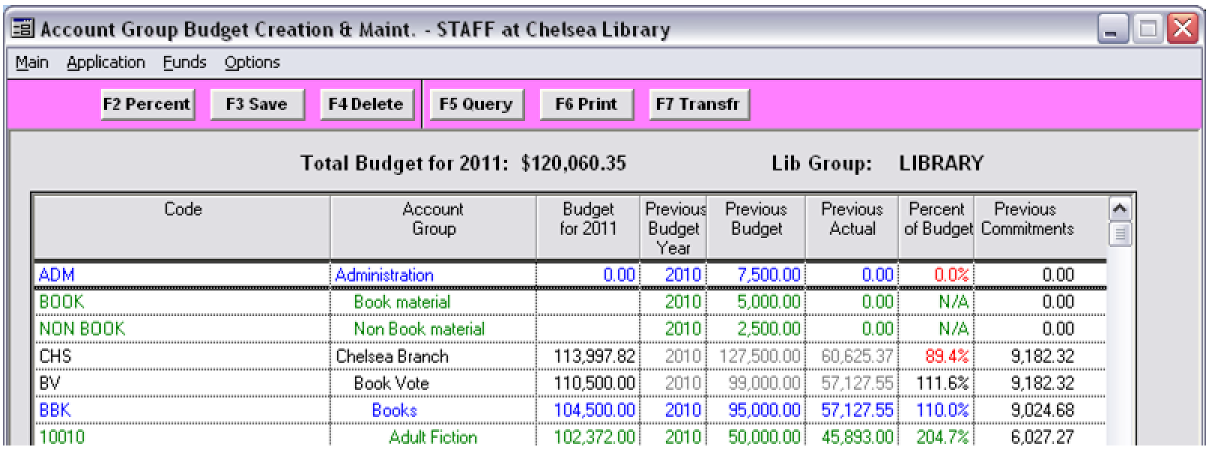


5. Enter the New Percentage amount – for example: **110** (this will work out to be **10%** more than the Previous Budget amount)

6. Click the **OK** button – the Budget for YYYY column will be updated with an amount = **%110** of the Previous Budget amount



7. Use the **<** and **>** arrow keys to move up and down the list so as to adjust other lines
8. When completed click the **Cancel** button to close the Modify pop-up
9. Click the **F3 Save** button when the Budget is complete

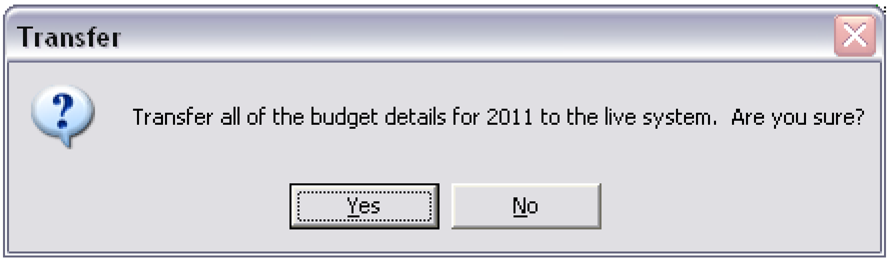


Transfer Budget to the Live System

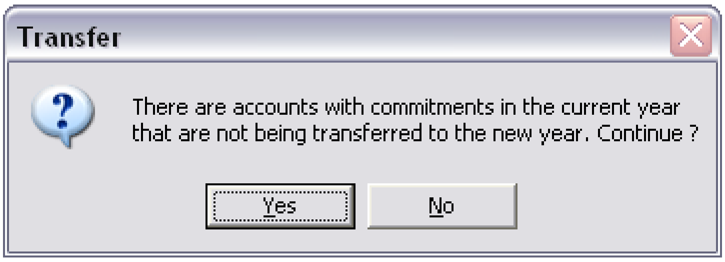
Once a Budget is complete, it can be transferred to the Live system (and used for Orders/Invoices):

Please Note: This should only be done at the point at which you this budget to take over from the previous Budget.

1. On the Account Group Budget Creation & Maint screen, click the **F7 Transfer** button – a prompt with the following message will display:
   Transfer all of the budget details for YYYY to the live system. Are you sure?



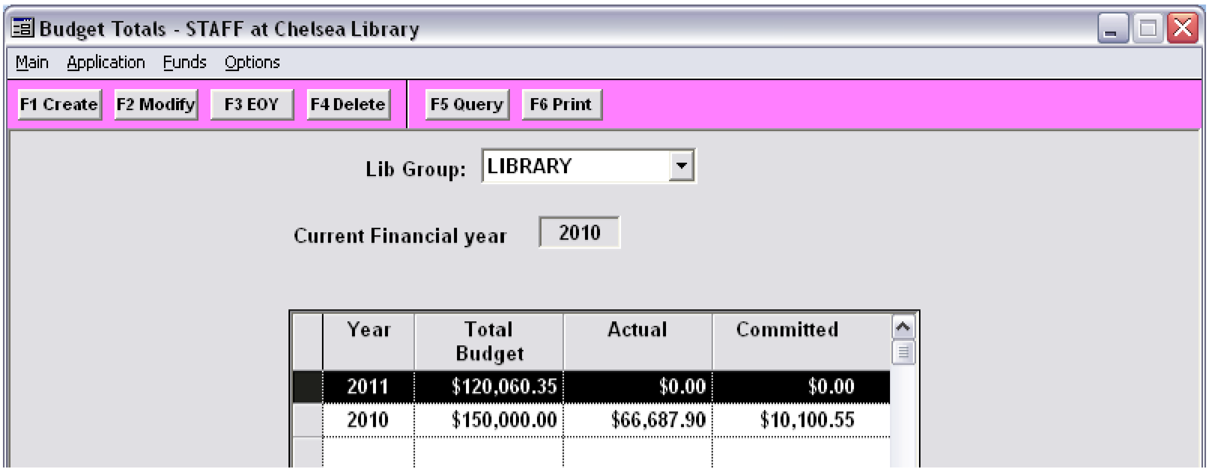
2. Click the **Yes** button – if there were Accounts with commitments NOT being transferred from the previous Budget, a prompt with the following message will display:
   There are accounts with commitments in the current year that are not being transferred to the new year. Continue?



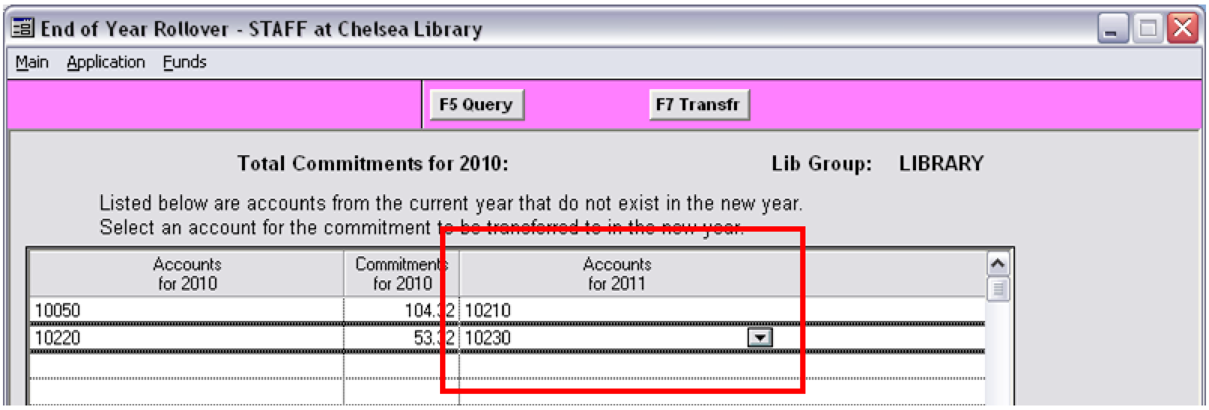
3. If the **Yes** button is clicked, a prompt with the following message will display:
   The budget details for YYYY have been transferred successfully.

4. Click the **OK** button – the Account Group Budget Creation & Maint screen will close

5. The new Budget will now display in the Budget Totals screen:

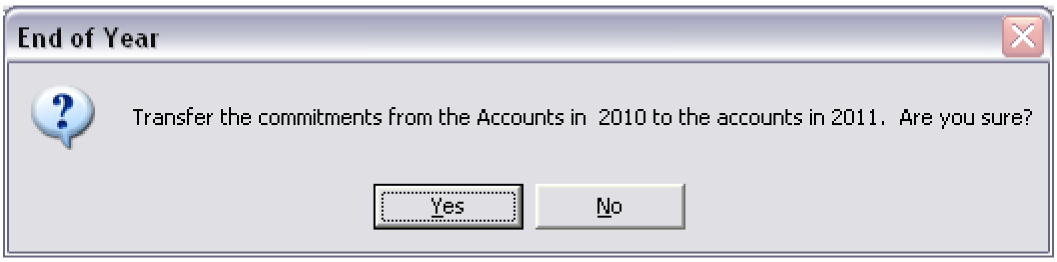


6. Click the **F3 EOY** button – if there were Accounts with commitments NOT being transferred from the previous Budget, the End of Year Rollover screen will display:

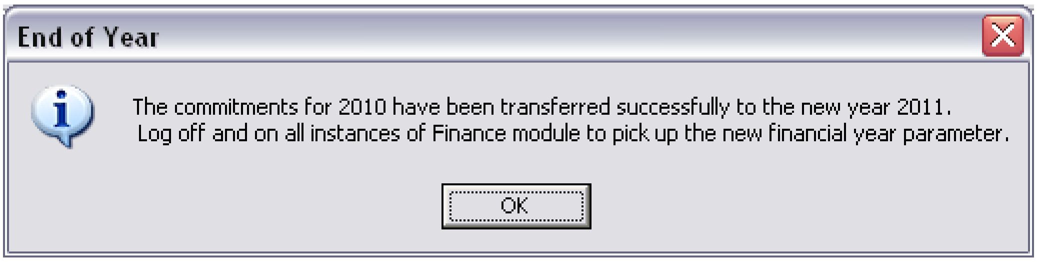


7. The Accounts with commitments NOT being carried over from the previous year will need to be mapped to another account for the new budget – this can be done by selecting an Account code from the drop-down field in the right-hand Accounts for column

8. When complete click the **F7 Transfr** button – the End of Year prompt will display with the following message: **Transfer the commitments from the Accounts in YYYY to the accounts in YYYY. Are you sure?**



9. Click the **Yes** button – a prompt with the following message will display:
   The commitments for XXXX have been transferred successfully to the new year YYYY. Log off and on all instances of Finance module to pick up the new financial year parameter.



10. Click the **OK** button – the Budget has now been transferred and the Current Financial Year will have changed to that of the new Budget.
11. Log out of the *Financial* module using **Ctrl-L** and then log back in before any Orders are created

OPTION 3: SUBSEQUENT BUDGETS (NO COMMITTALS ROLLING OVER)

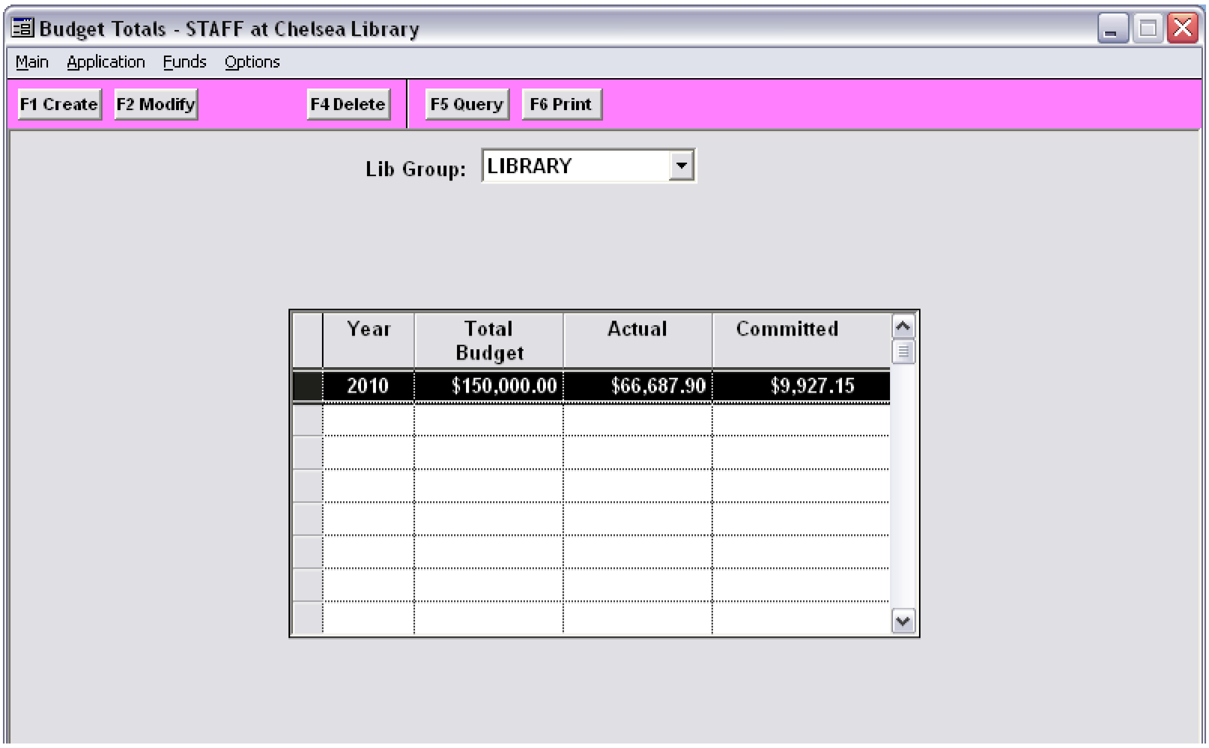
This option is used for creating any subsequent Budgets where NO Committals* will be rolling over to the next Budget (Traditional method).

Notes: A Budget has previously been set up and used to create Orders and invoices. The Budget has been configured to leave outstanding Committals* associated with their separate Budget Years.

Task 1: Create the New Budget

WARNING: Have you set up the new Financial Year? A Financial Year is required for each new Budget. See Financial Years for further information

1. Launch the *Amlib* client
2. Go to **Main** > **Finance** > **Budgets** – the Budget Totals screen will display:

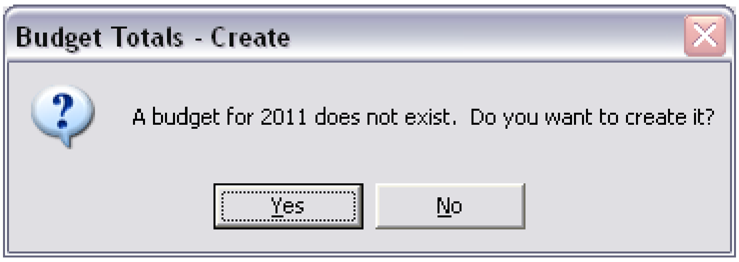


Please Note: The screen will display a list of all completed Budgets (Budget s that have transferred to the system ready for use). Any Budget still in the preparation stage can be seen in the Budget pop-up by clicking the **F1 Create** button.

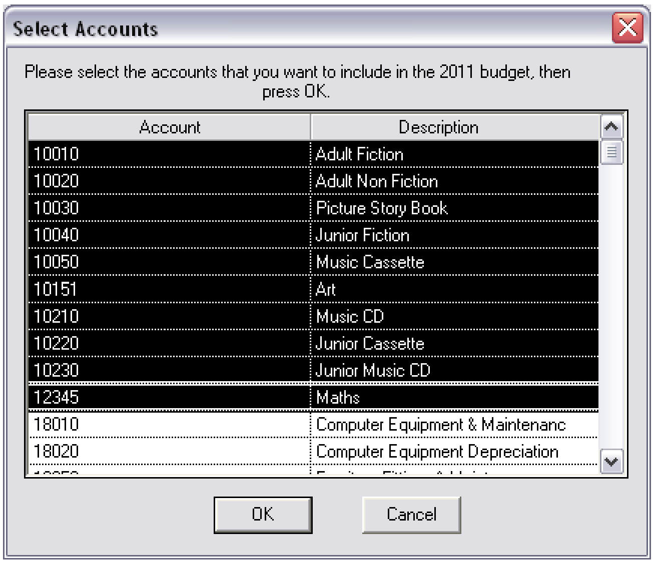
3. Ensure the correct Lib Group: is selected in the drop-down box – for example: **LIBRARY**
   - See: Appendix A: Setting Up Finances by Library Group for more information on Library Group set-up

4. Click the **F1 Create** button – the Budget prompt will display:

5. Enter the new Budget Year – for example: **2011**
6. Click the **OK** button – a prompt with the following message will display:
   A budget for YYYY does not exist. Do you want to create it?



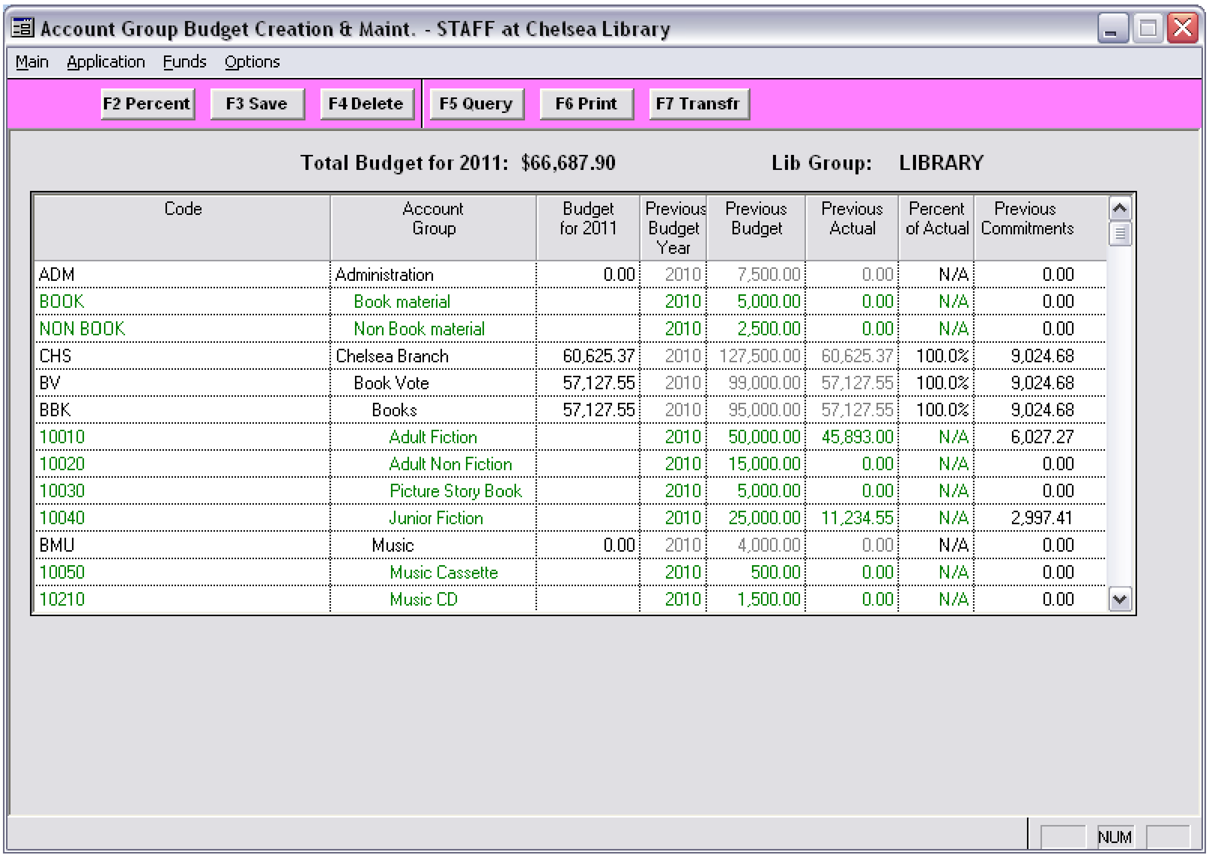
7. Click the **Yes** button - the Select Accounts screen will display:



8. Select the Account(s) to be entered into the new budget

HINT: Highlight Accounts by clicking with the mouse. To highlight a range, click the first Account and find the last Account in the range and hold down the **Shift** key and click with the mouse. To highlight certain Accounts, hold down the **Ctrl** key and click with the mouse.

9. Click the **OK** button when complete – the Account Group Budget Creation & Maint screen will display (Accounts appear in **green**):



Code	Account Group	Budget for 2011	Previous Budget Year	Previous Budget	Previous Actual	Percent of Actual	Previous Commitments
ADM	Administration	0.00	2010	7,500.00	0.00	N/A	0.00
BOOK	Book material		2010	5,000.00	0.00	N/A	0.00
NON BOOK	Non Book material		2010	2,500.00	0.00	N/A	0.00
CHS	Chelsea Branch	60,625.37	2010	127,500.00	60,625.37	100.0%	9,024.68
BV	Book Vote	57,127.55	2010	99,000.00	57,127.55	100.0%	9,024.68
BBK	Books	57,127.55	2010	95,000.00	57,127.55	100.0%	9,024.68
10010	Adult Fiction		2010	50,000.00	45,893.00	N/A	6,027.27
10020	Adult Non Fiction		2010	15,000.00	0.00	N/A	0.00
10030	Picture Story Book		2010	5,000.00	0.00	N/A	0.00
10040	Junior Fiction		2010	25,000.00	11,234.55	N/A	2,997.41
BMU	Music	0.00	2010	4,000.00	0.00	N/A	0.00
10050	Music Cassette		2010	500.00	0.00	N/A	0.00
10210	Music CD		2010	1,500.00	0.00	N/A	0.00

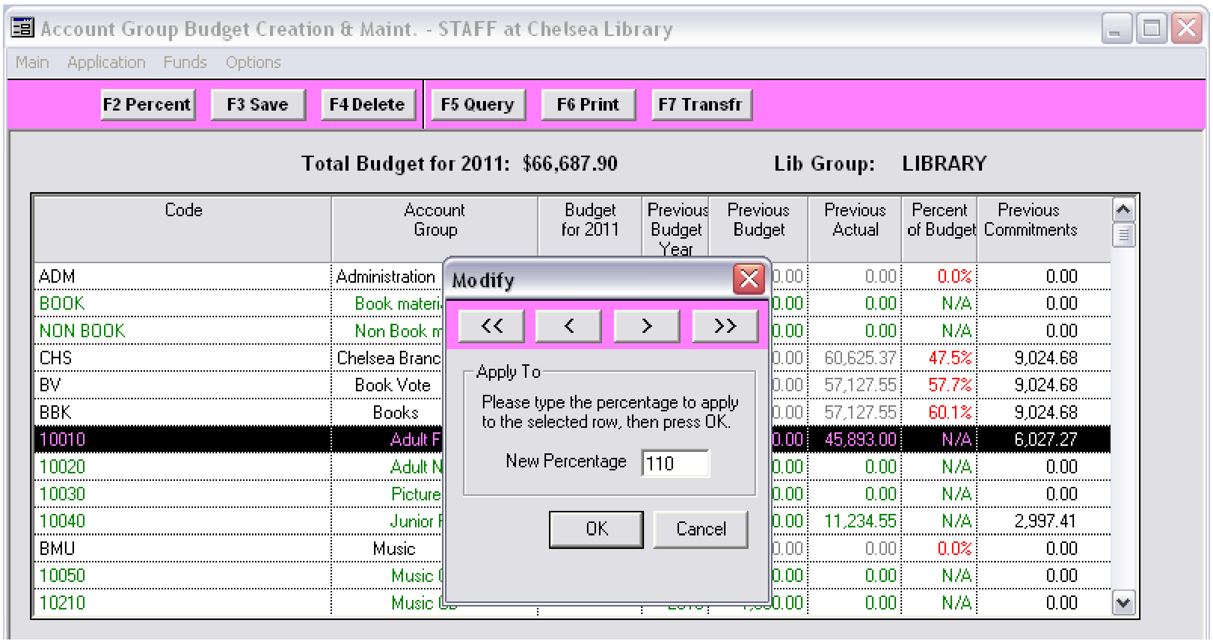
10. The values from the Previous year's Budget and Actual amounts will be shown – by default the Budget for YYYY column will automatically be populated with the Previous Actual amount
11. You may now proceed to adjust/assign Account values in the Budget for YYYY column as required (it is possible to assign no Budget and leave the value at **0**)
12. If you have created a GST Account, be sure to Calculate it as **10%** of the total budget

HINT: It may be easiest to enter Budget Amounts starting at the bottom of the table entering the specific amounts for each Account Group. As the amount is entered it is tallied up through the levels to the Total at the top. Specific Accounts do not need to have an amount.

Creating Budget Amounts Based on Amounts from the Previous Year

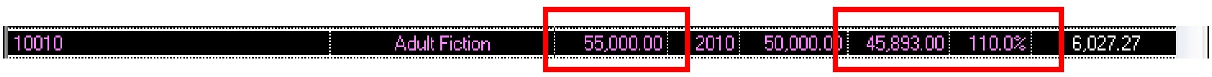
It is possible to use the values from the Previous year's Budget and Actual amounts to create the figures in the new Budget:

1. From the menu, select **Options** > **Percent** > **Percent of Budget** (**Percent of Actual** can also be selected)
2. This menu option will now be **ticked**
3. Select an Account row to be adjusted
4. Click the **F2 Percent** button – the Modify prompt will display:



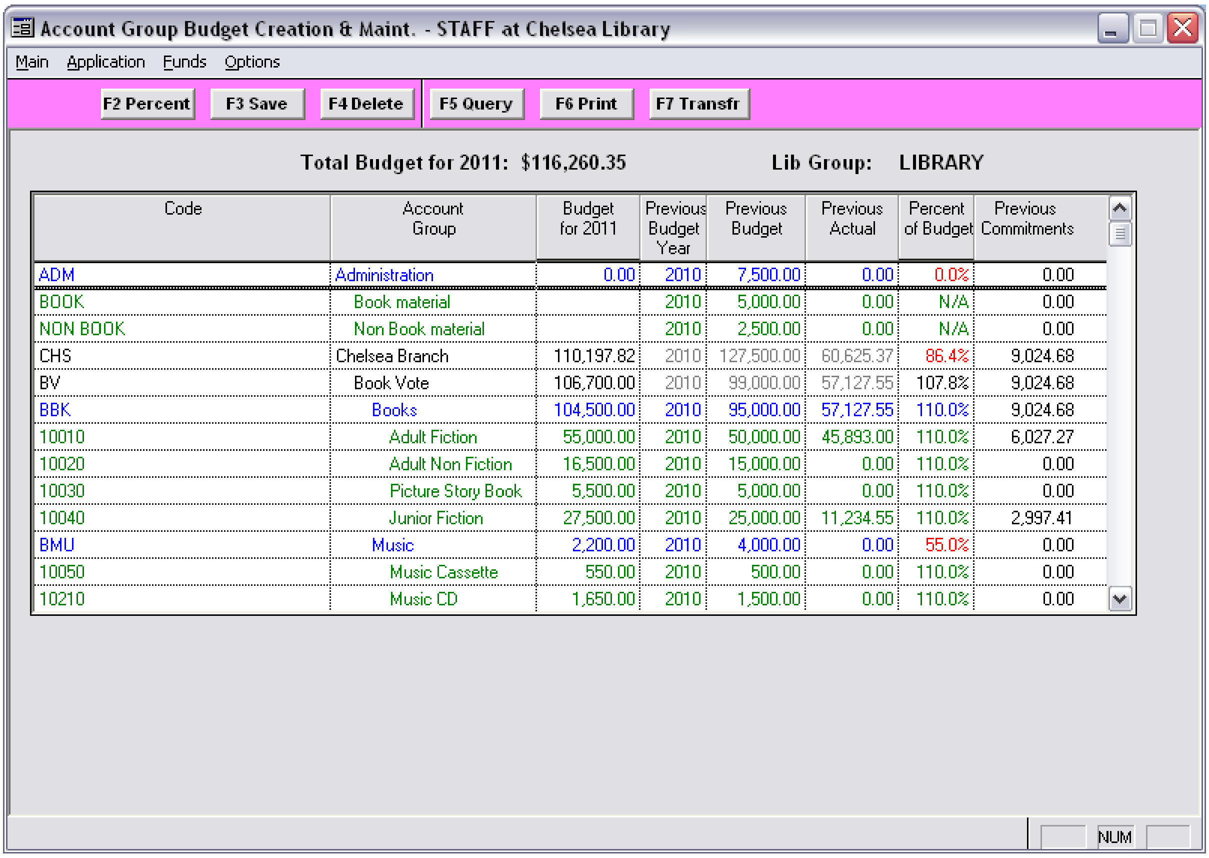
5. Enter the New Percentage amount – for example: **110** (this will work out to be **10%** more than the Previous Budget amount)

6. Click the **OK** button – the Budget for YYYY column will be updated with an amount = **%110** of the Previous Budget amount



7. Use the **<** and **>** arrow keys to move up and down the list so as to adjust other lines
8. When completed click the **Cancel** button to close the Modify pop-up
9. Click the **F3 Save** button when the Budget is complete

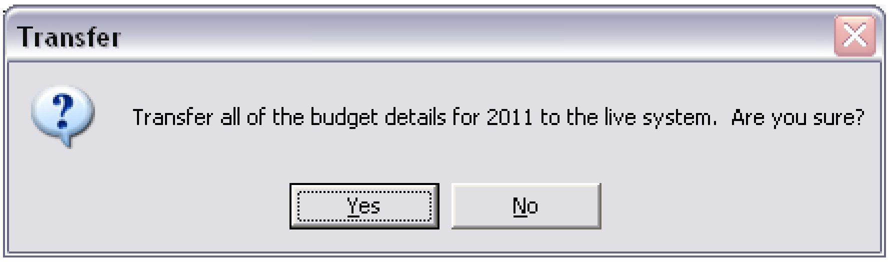
Please Note: You may save an in-preparation Budget at any time by clicking the **F3 Save** button, after which it can then be closed. The Budget will not be visible in the Budget Totals screen but can be re-opened at any time by once again clicking on the **F1 Create** button, selecting the **Budget Year** and clicking the **OK** button.



Task 2: Transfer Budget to the Live System

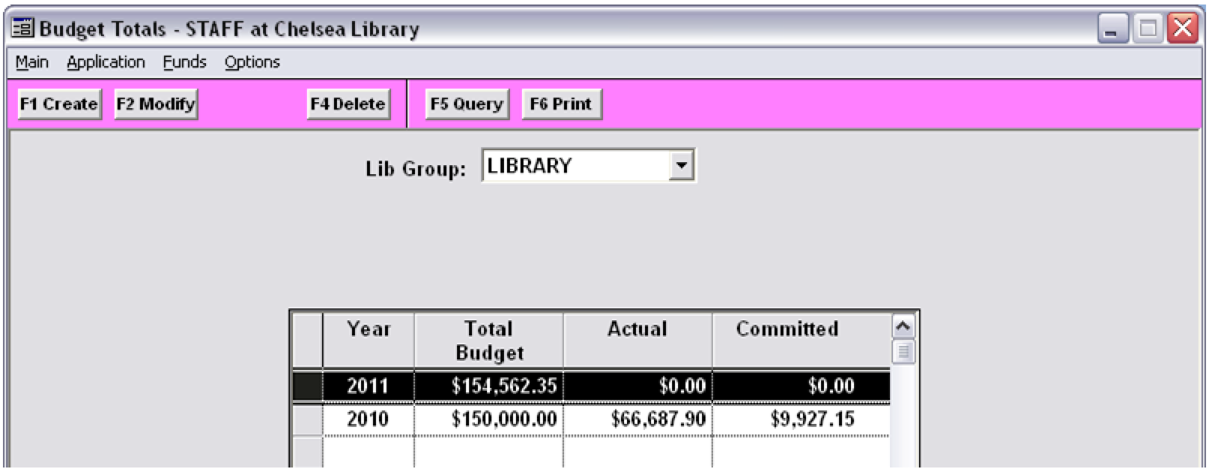
Once a Budget is complete, it can be transferred to the Live system (and used for Orders/Invoices):

13. On the Account Group Budget Creation & Maint screen, click the **F7 Transfer** button – a prompt with the following message will display:
    Transfer all of the budget details for YYYY to the live system. Are you sure?



14. Click the **Yes** button – a prompt with the following message will display:
    The budget details for YYYY have been transferred successfully.

15. Click the **OK** button – the Account Group Budget Creation & Maint screen will close



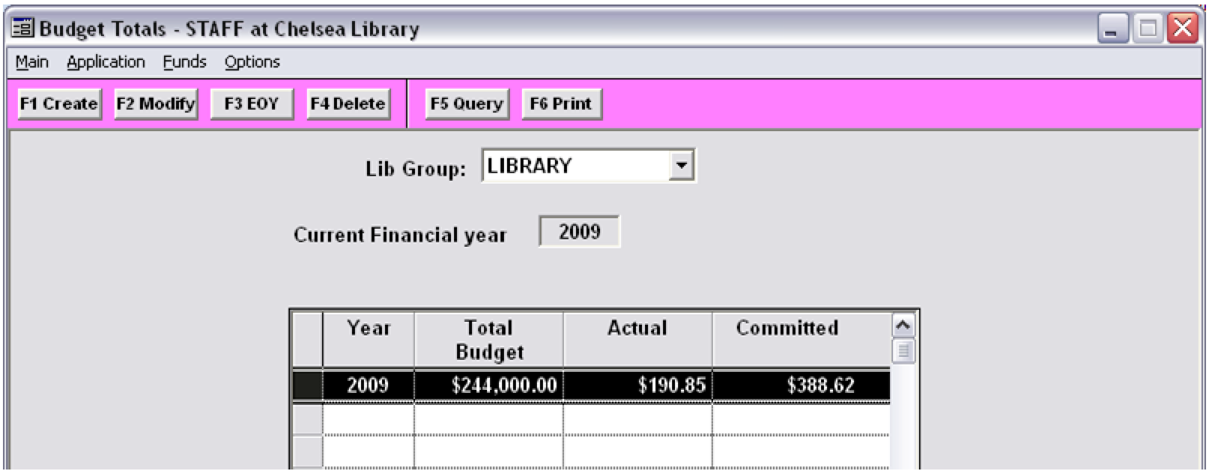
16. The new Budget will now display in the Budget Totals screen
17. Log out of the *Financial* module using **Ctrl-L** and then log back in before any Orders are created

MODIFY/VIEW AN EXISTING BUDGET

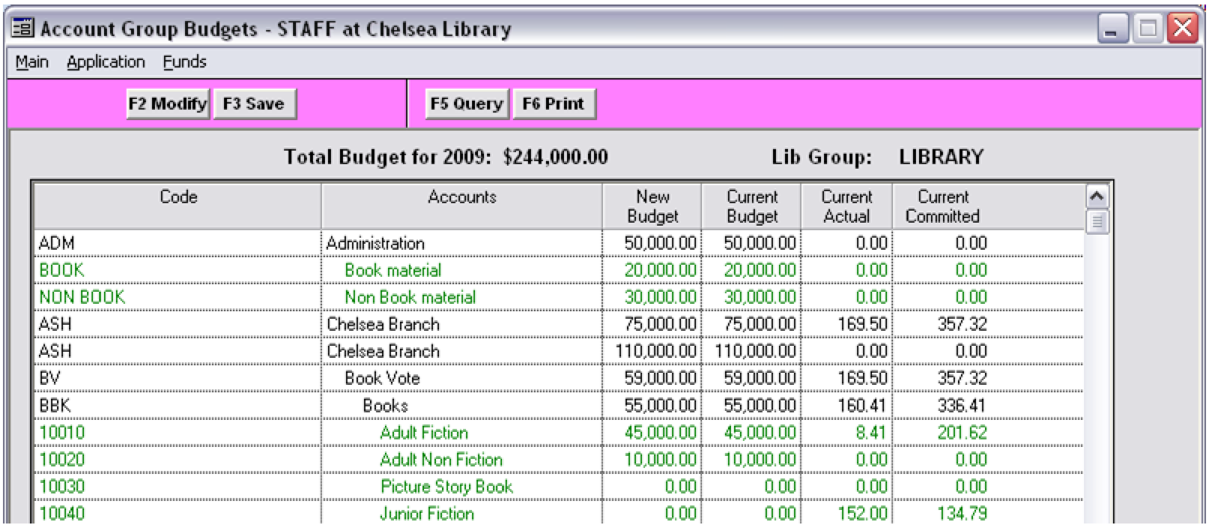
View an Existing Budget

It is possible to view/review an existing Budget within the Finance module.

1. Launch the *Amlib* client
2. Go to **Main** > **Finance** > **Budgets** – the Budget Totals screen will display:



3. Select the Budget from those displayed in the table and click the **F2 Modify** button – the selected Budget will display in the Account Group Budgets screen:

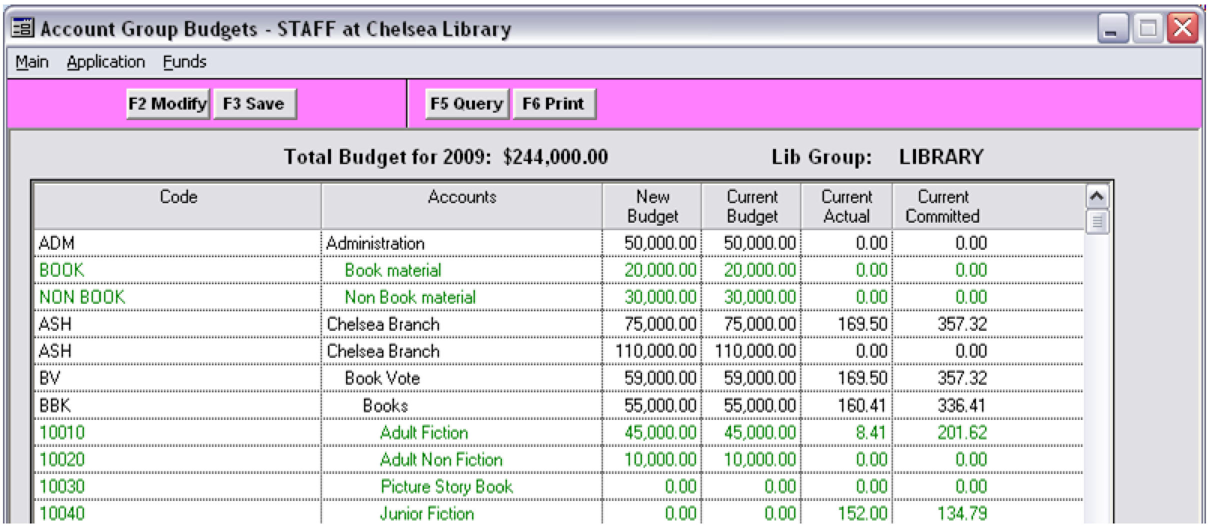


Please Note: Account Code levels on this window are shown in **green**. Other levels are shown as indented text.

Modify the Values of an Existing Budget

It is possible to adjust the budgeted amount assigned to an Account within a Budget.

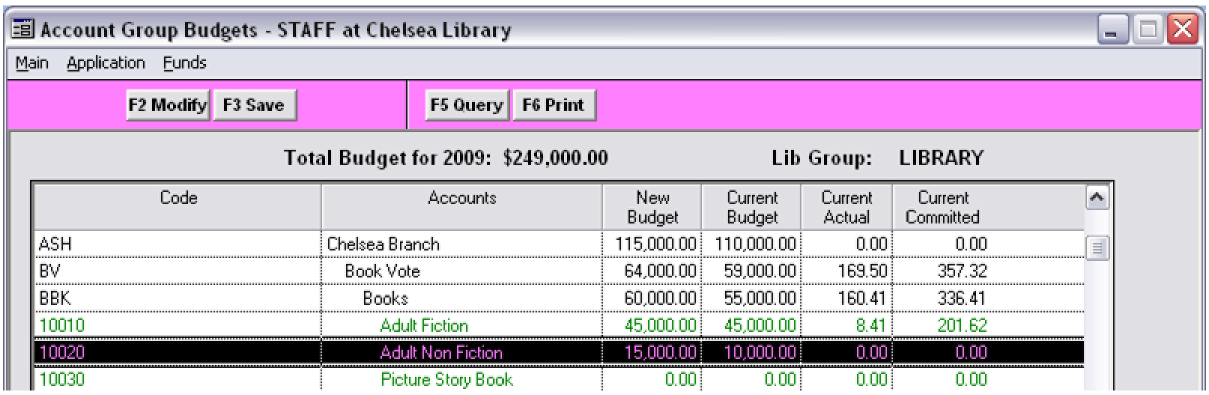
1. Launch the *Amlib* client
2. Go to **Main** > **Finance** > **Budgets** – the Budget Totals screen will display
3. Select the Budget from those displayed in the table and click the **F2 Modify** button – the selected Budget will display in the Account Group Budgets screen:



Code	Accounts	New Budget	Current Budget	Current Actual	Current Committed
ADM	Administration	50,000.00	50,000.00	0.00	0.00
BOOK	Book material	20,000.00	20,000.00	0.00	0.00
NON BOOK	Non Book material	30,000.00	30,000.00	0.00	0.00
ASH	Chelsea Branch	75,000.00	75,000.00	169.50	357.32
ASH	Chelsea Branch	110,000.00	110,000.00	0.00	0.00
BV	Book Vote	59,000.00	59,000.00	169.50	357.32
BBK	Books	55,000.00	55,000.00	160.41	336.41
10010	Adult Fiction	45,000.00	45,000.00	8.41	201.62
10020	Adult Non Fiction	10,000.00	10,000.00	0.00	0.00
10030	Picture Story Book	0.00	0.00	0.00	0.00
10040	Junior Fiction	0.00	0.00	152.00	134.79

Please Note: Account Code levels on this window are shown in **green**. Other levels are shown as indented text.

4. The current budgeted amount for each Account appears in the Current Budget column – **type** the new value into the corresponding field of the New Budget column



Code	Accounts	New Budget	Current Budget	Current Actual	Current Committed
ASH	Chelsea Branch	115,000.00	110,000.00	0.00	0.00
BV	Book Vote	64,000.00	59,000.00	169.50	357.32
BBK	Books	60,000.00	55,000.00	160.41	336.41
10010	Adult Fiction	45,000.00	45,000.00	8.41	201.62
10020	Adult Non Fiction	15,000.00	10,000.00	0.00	0.00
10030	Picture Story Book	0.00	0.00	0.00	0.00

In the example above, the Current Budget amount for **10020 – Adult Non Fiction** = **10,000.00**, whilst the New Budget amount has been changed to be **15,000.00**.

5. The Budget amounts in the associated Account Groups will be automatically recalculated
6. Click the **F3 Save** button to save the changes to the database

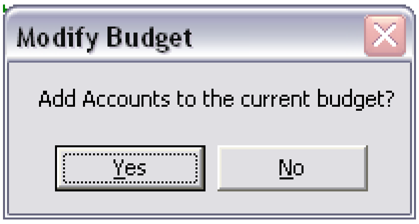
The Budget modification is now complete.

You may return to this window at any time and modify the Budget values or alternatively a Budget adjustment transaction may be made using the Financial Transaction screen.

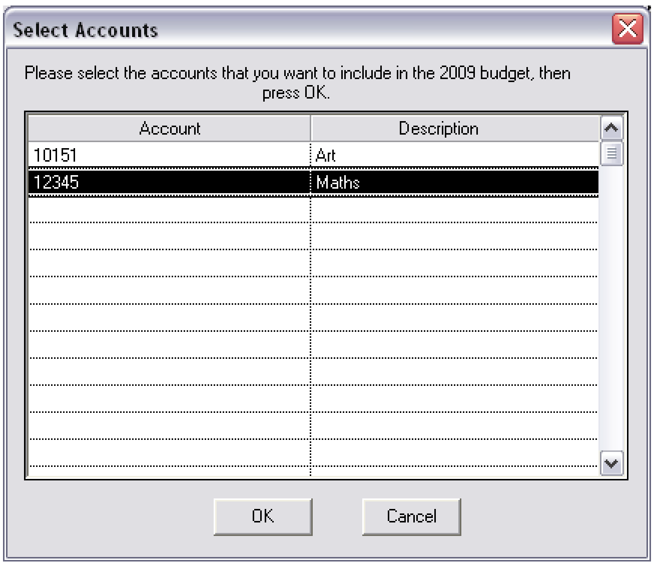
Add a New Account to an Existing Budget

Please Note: New Accounts must first be defined in the Accounts table (see: Finance Accounts for more information)

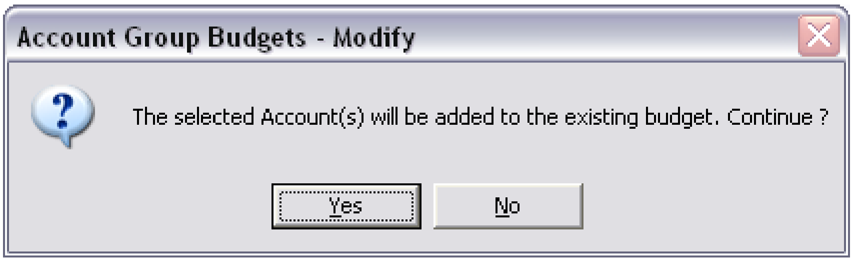
1. Launch the *Amlib* client
2. Go to **Main** > **Finance** > **Budgets** – the Budget Totals screen will display
3. Select the Budget from those displayed in the list and click the **F2 Modify** button – the Budget will display in the Account Group Budgets screen
4. Click the **F2 Modify** button – a prompt with the following message will display:
   Add Accounts to the current budget?



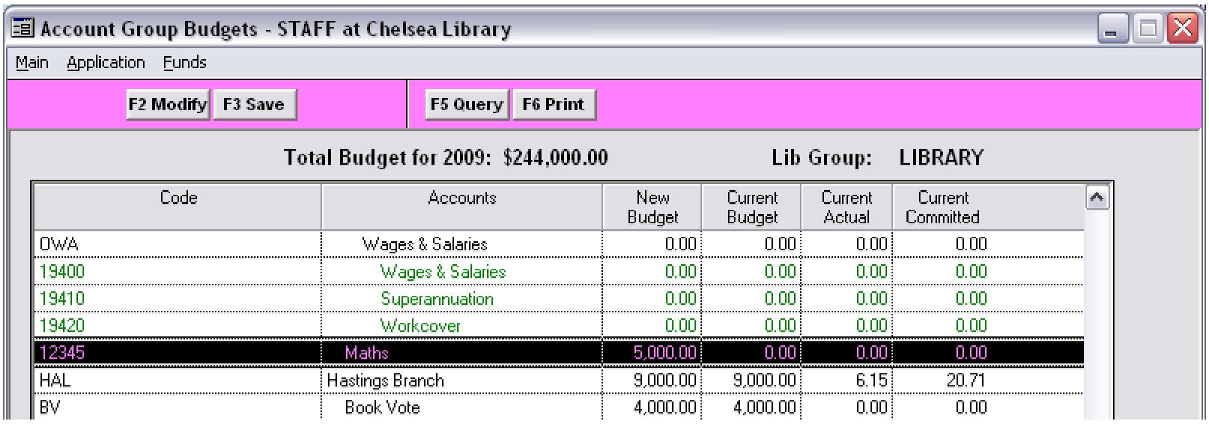
5. Click the **Yes** button – the Select Accounts screen will display – with a list of Accounts not currently in use in the selected Budget:



6. Highlight the Account(s) to be added and click the **OK** button – a propt with the following message will display:
   The selected Account(s) will be added to the existing budget. Continue?



7. Click the **Yes** button – the Account will be added to the selected Budget:



8. Assign a budget amount to the New Budget field of the new Account
9. Click the **F3 Save** button when complete – the following prompt will display: **The budget details for 2009 have been updated successfully.**

10. Click the **OK** button

The new Account has now been successfully added.

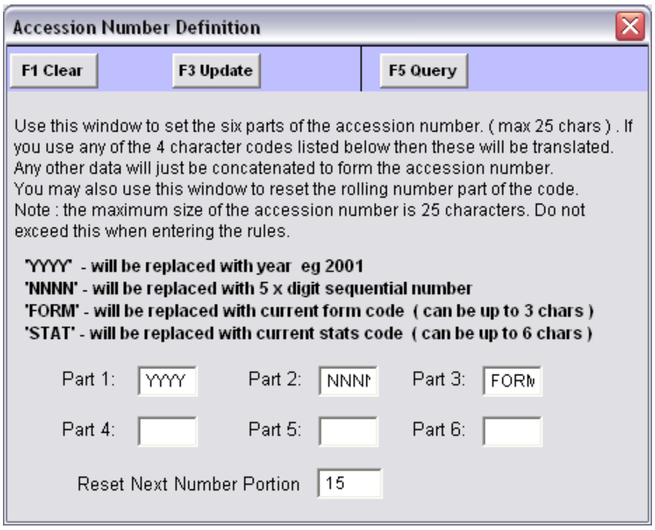
PARAMETERS: ORDERS & SUPPLIERS

Order

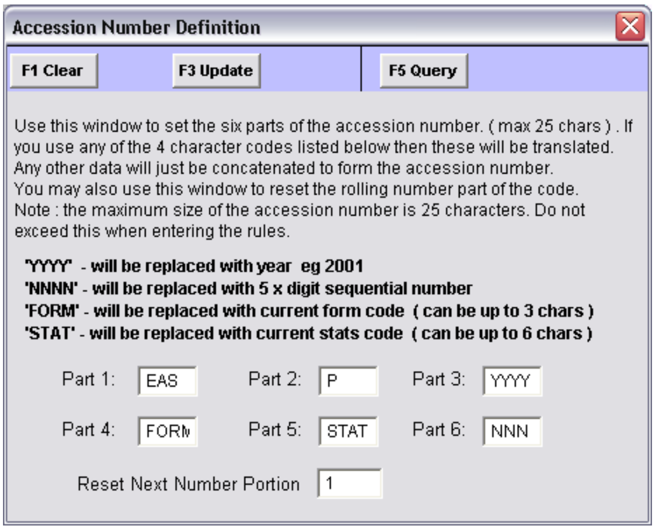
AccessionNo Setup (Optional)

Accession numbers can be attached to individual Order Lines. They are purely an indication of running totals of Orders, dependent on the Format used in the Setup.

The Accession Number can consist of up to 6 fields which are strung to together. A further field allows the user to set the next number at any particular time. If not defined then no accession number is recorded.



In the following example, a location code is indicated as a letter code (for example: **P** which could indicate the Budget Area of the Primary campus), followed by Year, Form, Stats and running number.

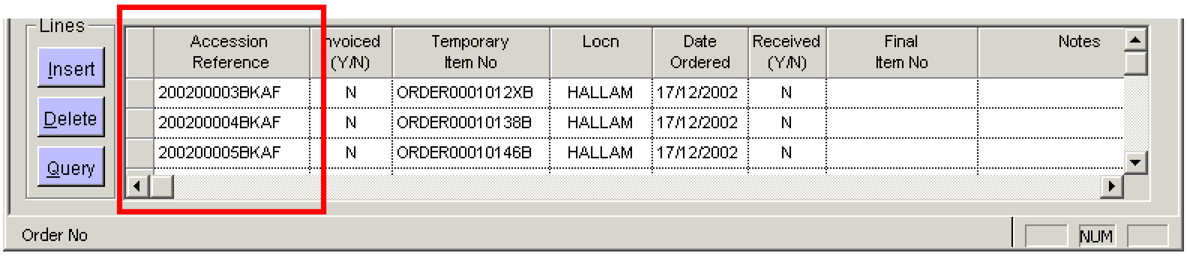


Permission must be given via *Supervisor* module to access this window. If used, the accession number will display in the Order Lines window. Other facilities (for example: search by this number) will be added later.

CODE	EXPLANATION	MAX CHARS	EXAMPLE
YYYY	Converts to the current year	4	**2003**
NNNN	Converts with a 5 digit sequential number	5	**00012**
FORM	Converts to the Form code of the Order item	3	**BK**
STATS	Converts to the Stats code of the Order item	6	**ANFL**
TEXT FIELDS	Other text entered can be defined as alpha or numeric	4	**PRIM**

Please Note: When the accession number reaches **99999** it will be reset to **0**.

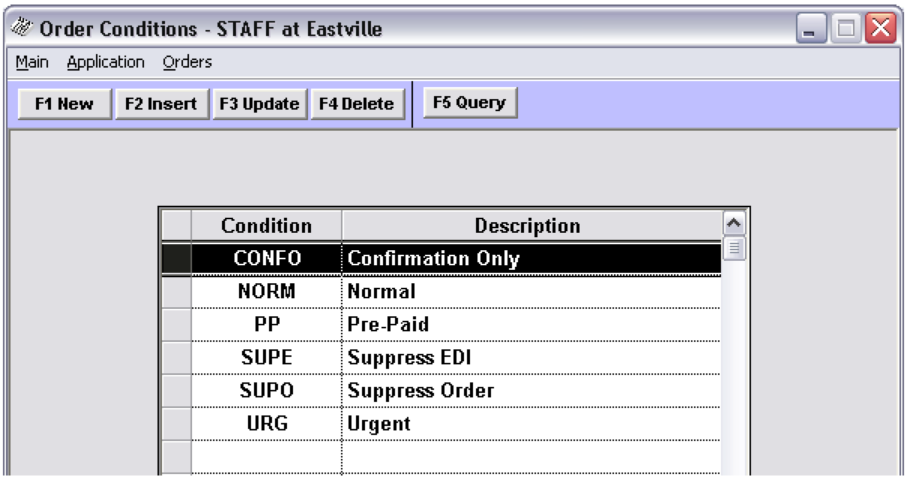
The Accession Reference number displays in the Stockitem Line as the first column on insertion of the Order Line.



Order Condition

The Order Condition describes the **condition** in which you wish to purchase the order, whether it may be an urgent order, pre-paid, confirmation only, etc.

1. Launch the *Amlib* client
2. Go to **Main** > **Orders** > **OrderHeader** – the Order Header screen will display
3. From the menu, select **Orders** > **Order Conditions** – the Order Conditions screen will display:



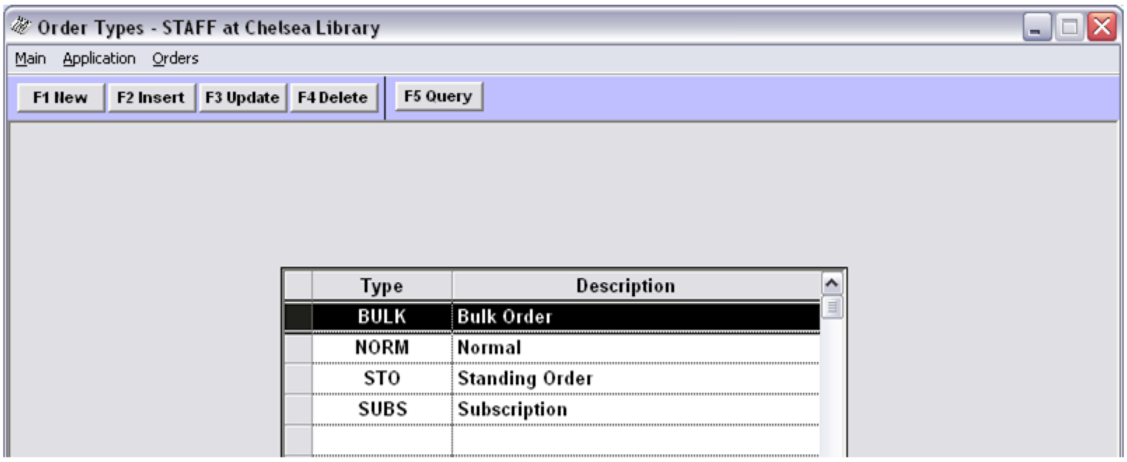
4. Click the **F1 New** or **F2 Insert** button to create a new entry
5. Set the Condition and Description

6. Click the **F3 Save** button when complete

Order Type

A category that allows the site to define useful Order Types. The Default Order Type can be entered into the Order Defaults. The Order Type can be searched or used in Reports.

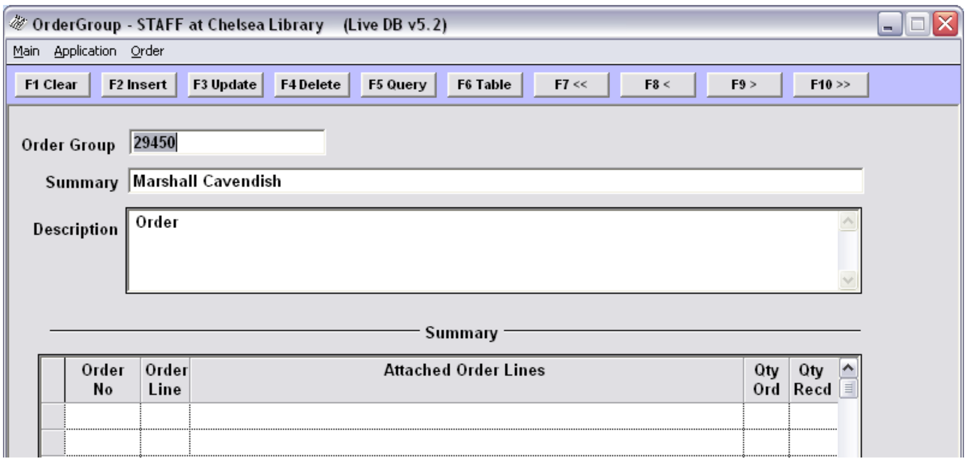
1. Launch the *Amlib* client
2. Go to **Main** > **Orders** > **OrderHeader** – the Order Header screen will display
3. From the menu, select **Orders** > **Order Types** – the Order Types screen will display:



4. Click **F1 New** or **F2 Insert** button to create a new entry
5. Set the Type and Description
6. Click the **F3 Save** button when complete

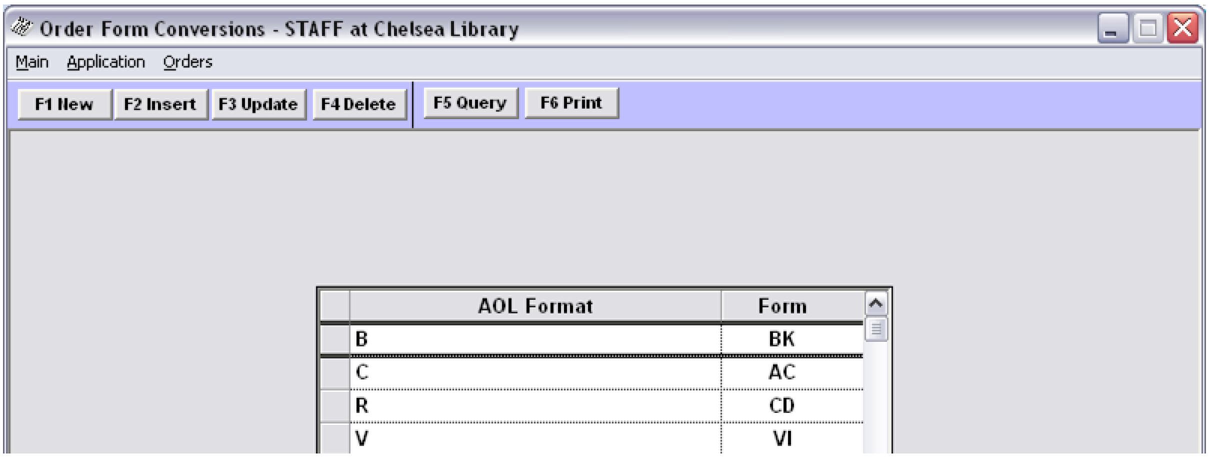
OrderGroup (W.A. Public Libraries Only)

The order group was a method by which similar orders or orders out of a particular budget may be grouped together (not used any more by *State Library*).



Order Forms (W.A. Public Libraries Only)

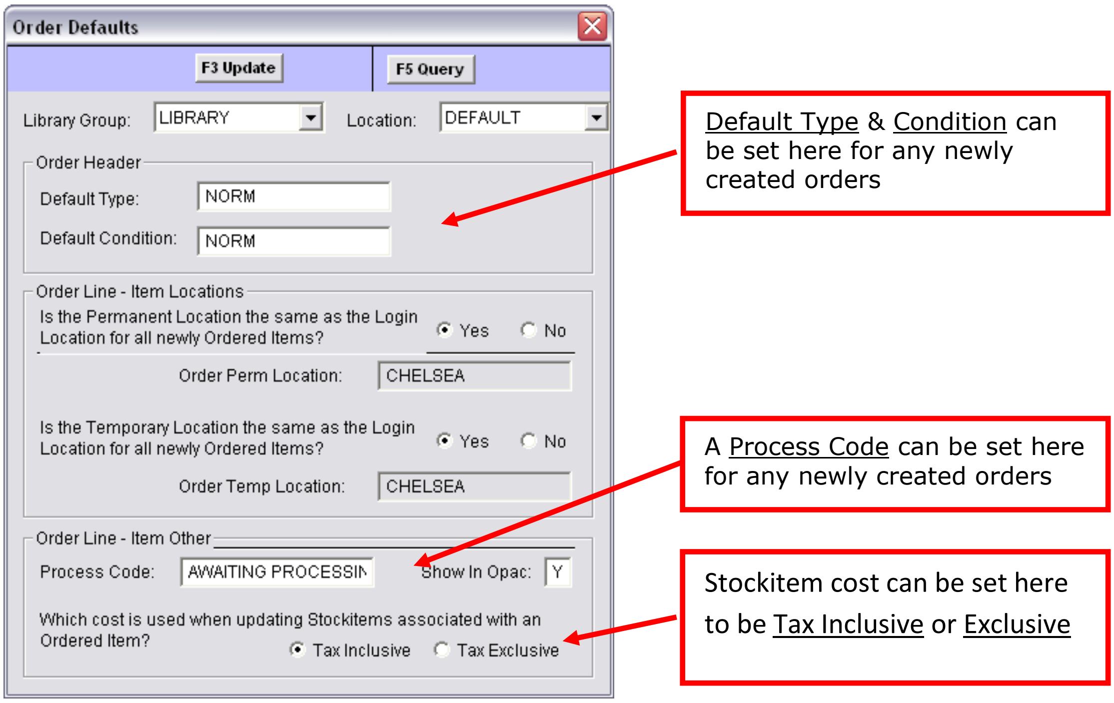
Use this window to enter Form codes which correspond to Form Descriptions supplied on the AOL files from *SL of WA*. For example: *SL of WA* may use **R** when exporting Order Marc Records, and you may want this transposed to the code that Stockitem uses for DVD. This ensure that the Forms will be converted to the correct *Amlib* codes rather than becoming the Default code (usually **BK**).



AOL FORMAT	FIELD DEFINITION	SCOPE
957a	**B**	Book
	H	Hardback
	P	Paperback
	L	Large Print
	C	Cassette
	D	DVD
	V	VHS
	R	CD ROM
	S	Serial
	N	Newspaper
	M	Microfiche
	U	Map
	F	Film
	I	Infomat
	E	Music Score

Order Defaults

1. Launch the *Amlib* client
2. Go to **Main** > **Orders** > **OrderHeader** – the Order Header screen will display
3. From the menu, select **Orders** > **Order Defaults** – the Order Defaults screen will display:



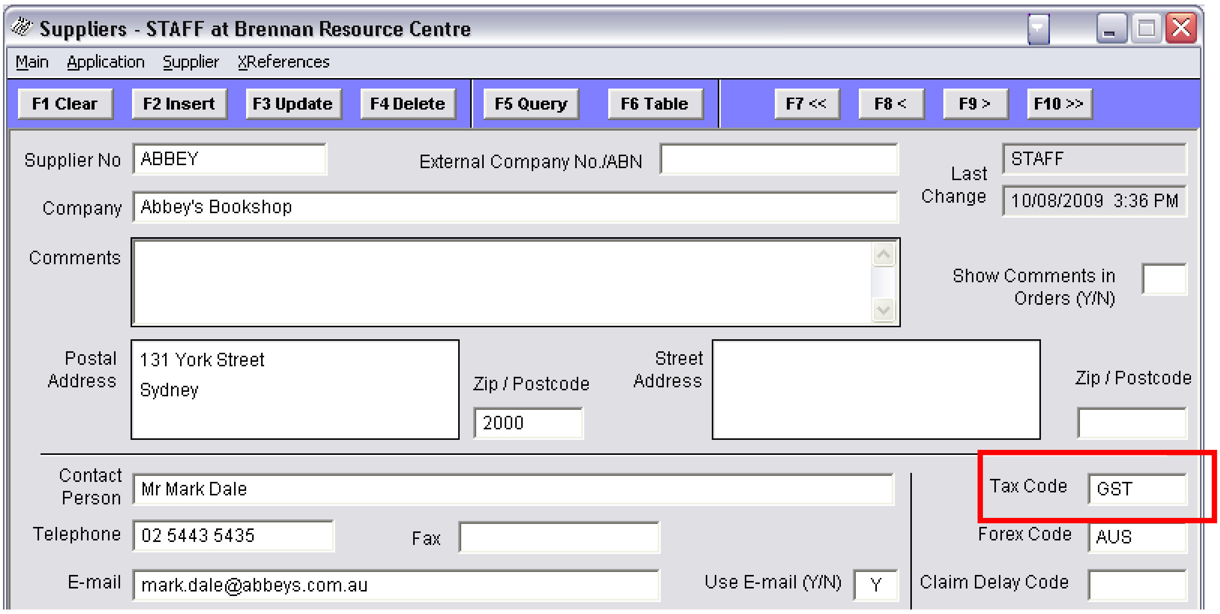
4. Click the **F1 New** or **F2 Insert** button to create a new entry
5. Set the Library Group, Location, Default Type, Default Condition, Item Locations and Process Code and Tax setup
6. Click the **F3 Save** button when complete

FIELD	DESCRIPTION	EXAMPLE
Library Group	Set the Default Library Group for Orders. This is automatically selected for the Login Location	**LIB**
Location	Order Defaults can be set for a particular Location. Default parameters are shown initially Leave the Location as DEFAULT if the parameters are not to be set for individually by Location. Alternatively select a Location to which the parameters will apply.	**DEFAULT**

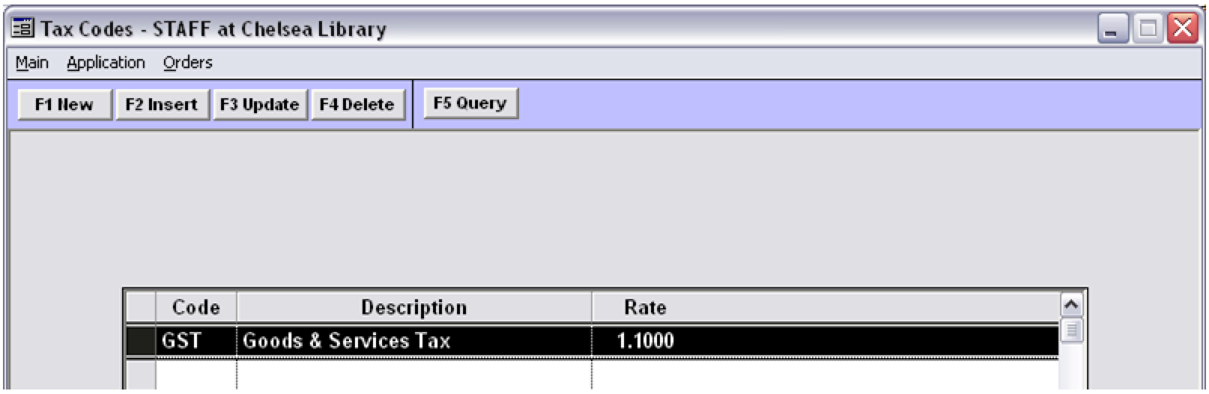
SECTION	FIELD	DESCRIPTION/OPTIONS	EXAMPLE
Order Header	**Default Type**	Select the Order Type to be inserted automatically into each Order Header as they are created Choose from a drop-down list of Order Types	**NORM – Normal** **ST – Standing Order**
	Default Condition	Select the Order Condition to be inserted automatically into each Order Header as they are created Choose from a drop-down list of Order Conditions	**NORM – Normal** **APPRO – On Approval**
Order Line	**Item Locations**	Select the **Permanent** Location to be inserted automatically into each Ordered Stockitem Can be set to Login Location. Choose from the drop-down list of Locations if not using the Login Location	**Use Login Location**
		Select the **Temporary** Location to be inserted automatically into each Ordered Stockitem Can be set to Login Location. Choose from the drop-down list of Locations if not using the Login Location	**Use Login Location**
	Item Other	If required to set the Default **Process Code** for each Ordered Stockitem Choose from the drop-down list of Processes. Can be left Blank if no Process is required for Stockitems created	**<Left blank>** **ON ORDER**
		Show in Opac to be entered into the corresponding Field in each Ordered Stockitem Select either **Yes** or **No** from the drop-down list.	**Yes**
		Cost to be used when entering the current cost into Stockitem Select either to include or exclude Tax using the radio button – **Tax Inclusive** or **Tax Exclusive**	**Tax Inclusive**

Order Tax Codes

Defining a Tax Code for Suppliers allows for the option of creating Tax deductible Orders.



1. Launch the *Amlib* client
2. Go to **Main** > **Orders** > **OrderHeader** – the Order Header screen will display
3. From the menu, select **Orders** > **Order TaxCodes** – the Tax Codes screen will display:



4. Click the **F1 New** or **F2 Insert** button to create a new entry
5. Set the Code, Description and Rate
6. Click the **F3 Save** button when complete
7. Exit and restart the *Amlib* client for these settings to take effect

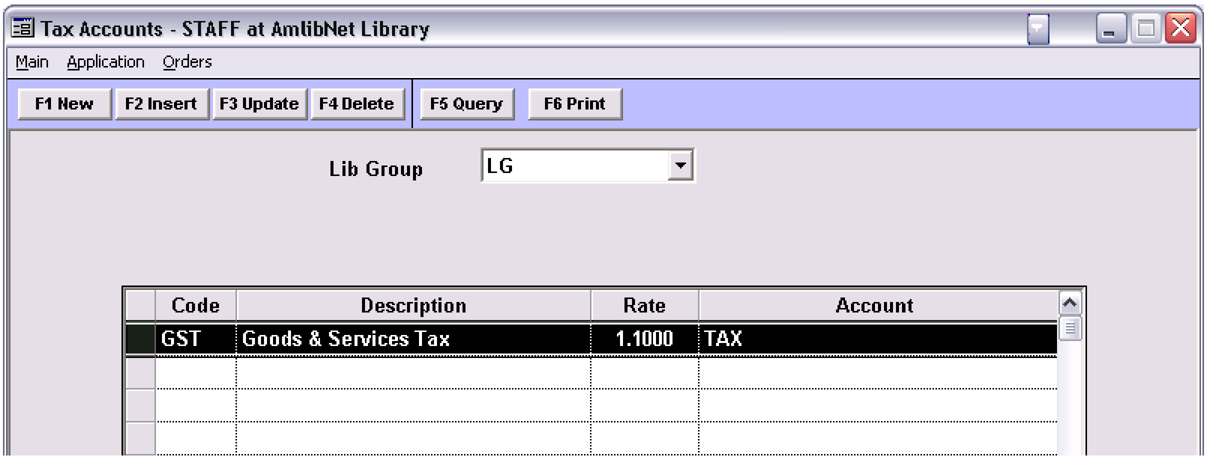
FIELD	EXPLANATION	EXAMPLE
Code	Code for Tax description	**GST**
Description	Description of the Tax that is able to be applied	**Goods and Services Tax**
Rate	Rate at which the Tax is to applied	**10% which would be a rate of 1.10**

Order Tax Accounts

Allows entry of new Tax Account for use with Tax Codes. Able to set up a Budget Tax Account to hold Tax amounts separately. If no Account is entered here, the Budget amounts for other Accounts will contain the Tax component. If an Account is entered here, the Budget amounts for other Accounts will not contain the Tax component. In this example, the Tax Account that is used and linked to the **GST** Amount on each item will be the Budget Account of **TAX**.

If an Account is set up for Tax, the system will keep track of the amount used for Tax over the Budget year.

1. Launch the *Amlib* client
2. Go to **Main** > **Orders** > **OrderHeader** – the Order Header screen will display
3. From the menu, select **Orders** > **Order TaxAccounts** – the Tax Accounts screen will display:



4. Select the **F1 New** or **F2 Insert** button to create a new entry
5. Set the Code, Description, Rate and Account
6. Click the **F3 Save** button when complete

FIELDS	EXPLANATION	EXAMPLE
Code	Code for Tax description	GST
Description	Description of the Tax that is able to be applied	Goods and Services Tax
Rate	Rate at which the Tax is to applied	10% which would be a rate of 1.10
Account	Able to set up a Budget Account to hold Tax amounts separately. If no Account is entered here, the Budget amounts for other Accounts will contain the Tax component. If an Account is entered here, the Budget amounts for other Accounts will not contain the Tax component	A Budget Category of **TAX** is created to hold amounts spent on Tax. **The items posted to the other Budget Accounts will not contain Tax.** **Note**: The Tax Code needs to be entered in the Supplier to enable this to be created

Tax Exclusive

It is possible to specify a separate **Budget Account** for GST Expenditure, which the system can then use to keep track of the amount used for Tax over the Budget year.

This is done by creating a Budget Account (for example: **TAX** or **GST**) and for this **Budget Account** to be allocated to a **Tax Account** in the Tax Accounts table (which in turn is linked to a **Tax Code**).

If a **Tax Account** is defined for a **Tax Code** and this **Tax Code** is **entered in a Supplier** record – any Order that uses this Supplier will have the committals adjusted in two places (this occurs at the point an Order Line is saved):

- The Tax exclusive amount is saved to the nominated Order Line (Budget) Account (for example: **SF** – the Account set up for Senior Fiction items)
- The Tax amount is saved to the specified Tax Account (for example: **GST** or **TAX**)

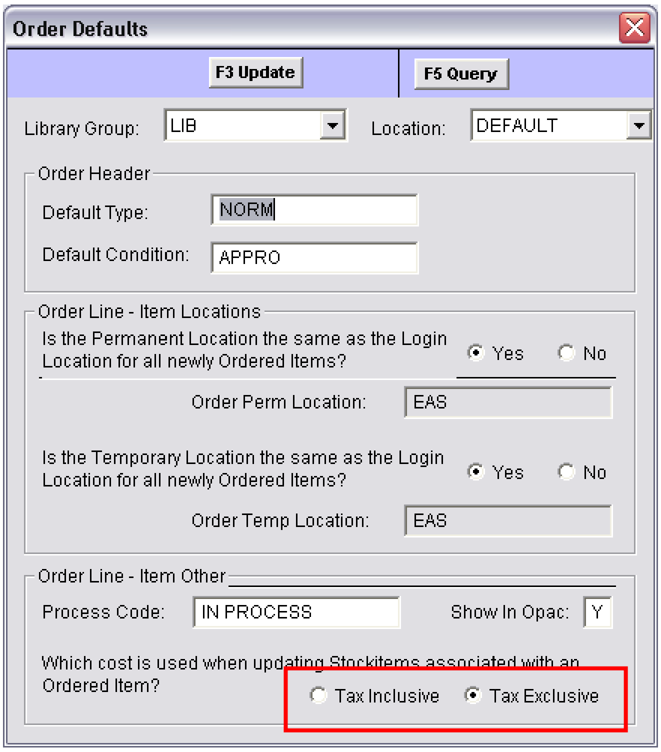
Tax Inclusive

If no Account is associated with the **Tax Code**, then the total value of an order (including GST) will posted to the specified Order Line (Budget) Account. Therefore, without a Tax Account all Accounts for the budget include GST.

If no Tax Code is set in a Supplier the cost at the Order Line window will only show as Tax Inclusive.

Tax and the Order Stockitem

Whether this is set to **Tax Exclusive** or **Tax Inclusive** is determined by the Order Defaults screen:

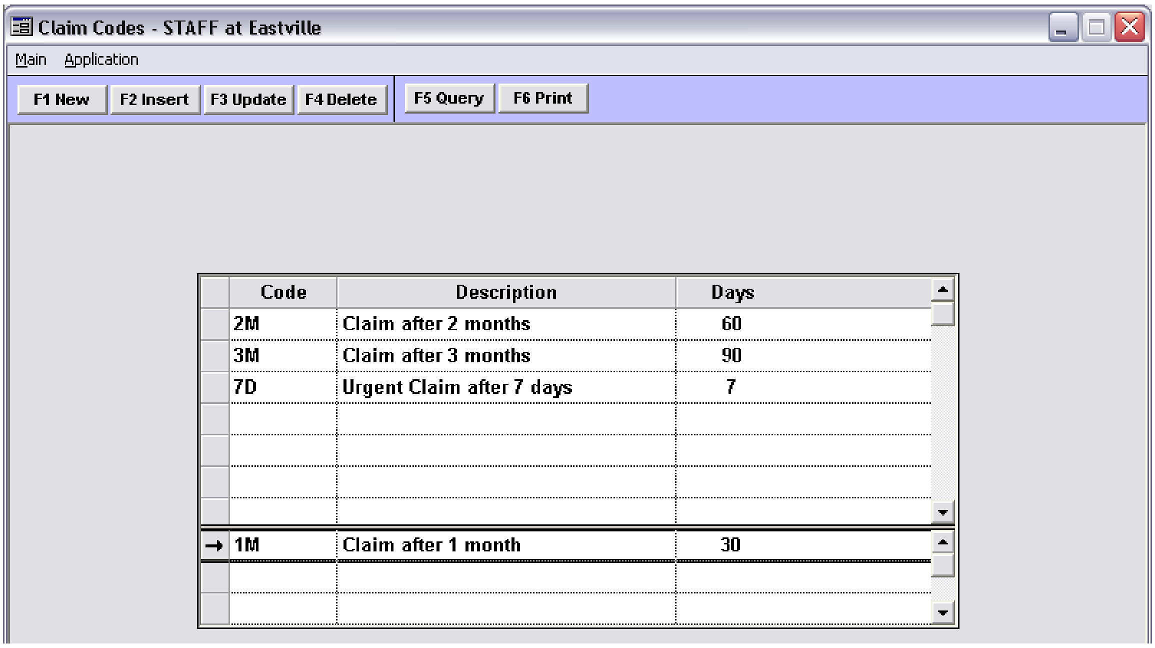


Suppliers

Claim Codes

To each Supplier you are able to add a claim code which can be used to follow up orders.

1. Launch the *Amlib* client
2. Go to **Main** > **Orders** > **Suppliers** – the Suppliers screens will display
3. From the menu, select **Supplier** > **Claim Codes** – the Claim Codes screen will display:



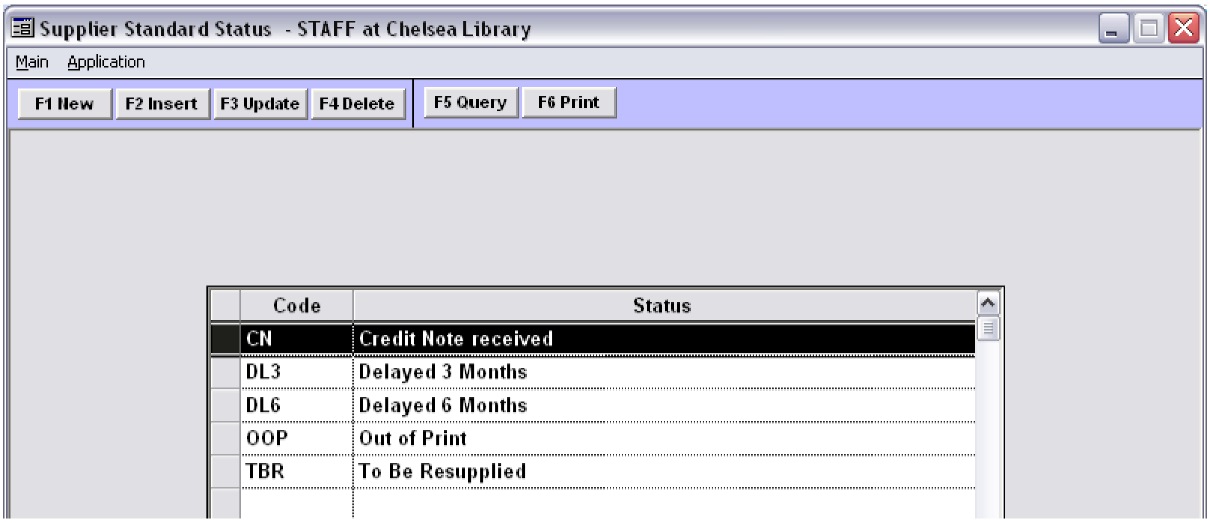
4. Click the **F1 New** or **F2 Insert** button to create a new entry
5. Set the Code, Description, and Days
6. Click the **F3 Save** button when complete

Supplier Status Codes

A standard Supplier Status can be applied to a Stock Line within an Order Line. These notes may assist in identifying what is to happen with an Stock Line item e.g. To be resupplied. A code of up to 3 characters and a Description up to 100 characters can be created as a Status Code in the Supplier Status Codes table.

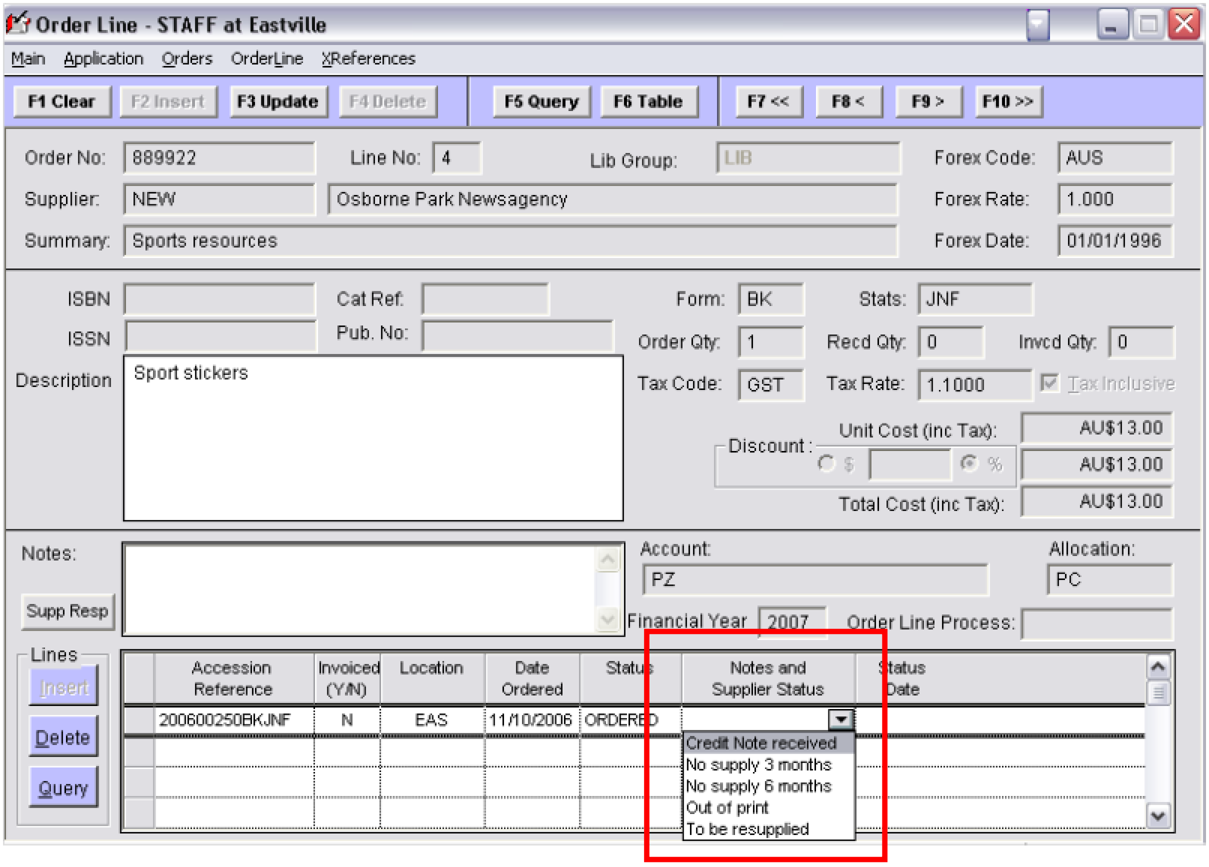
1. Launch the *Amlib* client
2. Go to **Main** > **Orders** > **Suppliers** – the Suppliers screens will display

3. From the menu, select **Supplier** > **Supplier Status Codes** – the Supplier Standard Status table will display:



4. Select the **F1 New** or **F2 Insert** button to create a new entry
5. Set the Code and Status
6. Click the **F3 Save** button when complete

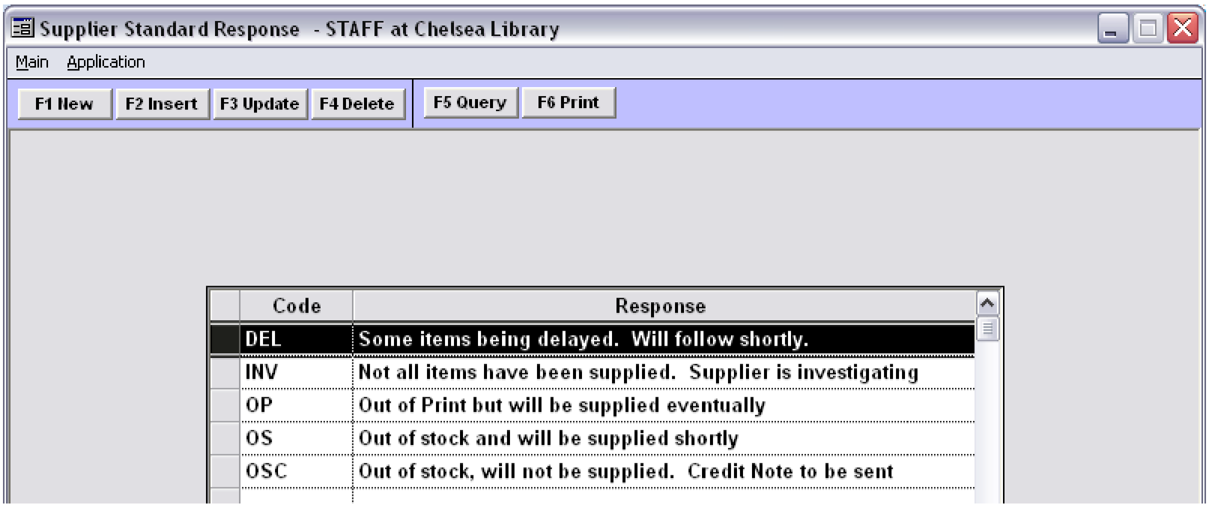
The Supplier Statuses can be applied to an individual Stock Line Notes and Supplier Status column in an Order Line from a dropdown selection:



Supplier Responses

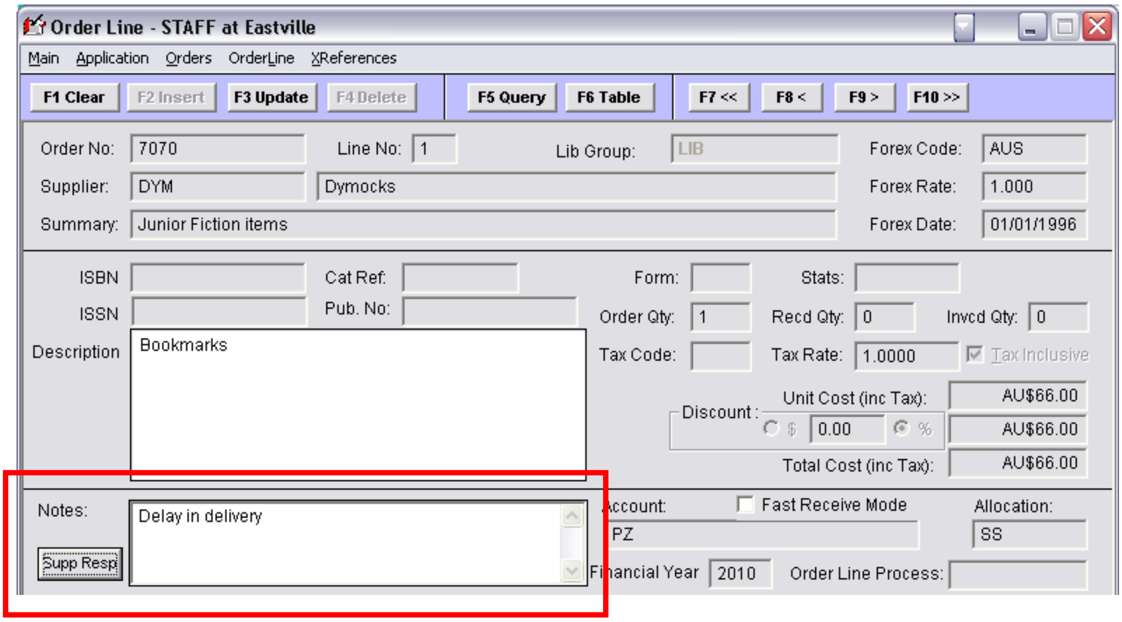
A standard Supplier Response can be applied to the Notes. These responses may assist in describing the action of a Supplier – for example: **Out of Stock, Credit Note to be sent**. A code of up to 3 characters and a Description up to 100 characters can be created as a Status Response Code.

1. Launch the *Amlib* client
2. Go to **Main** > **Orders** > **Suppliers** – the Suppliers screens will display
3. From the menu, select **Supplier** > **Supplier Responses** – the Supplier Standard Response table will display:



4. Click the **F1 New** or **F2 Insert** button to create a new entry
5. Set the Code and Status
6. Click the **F3 Save** button when complete

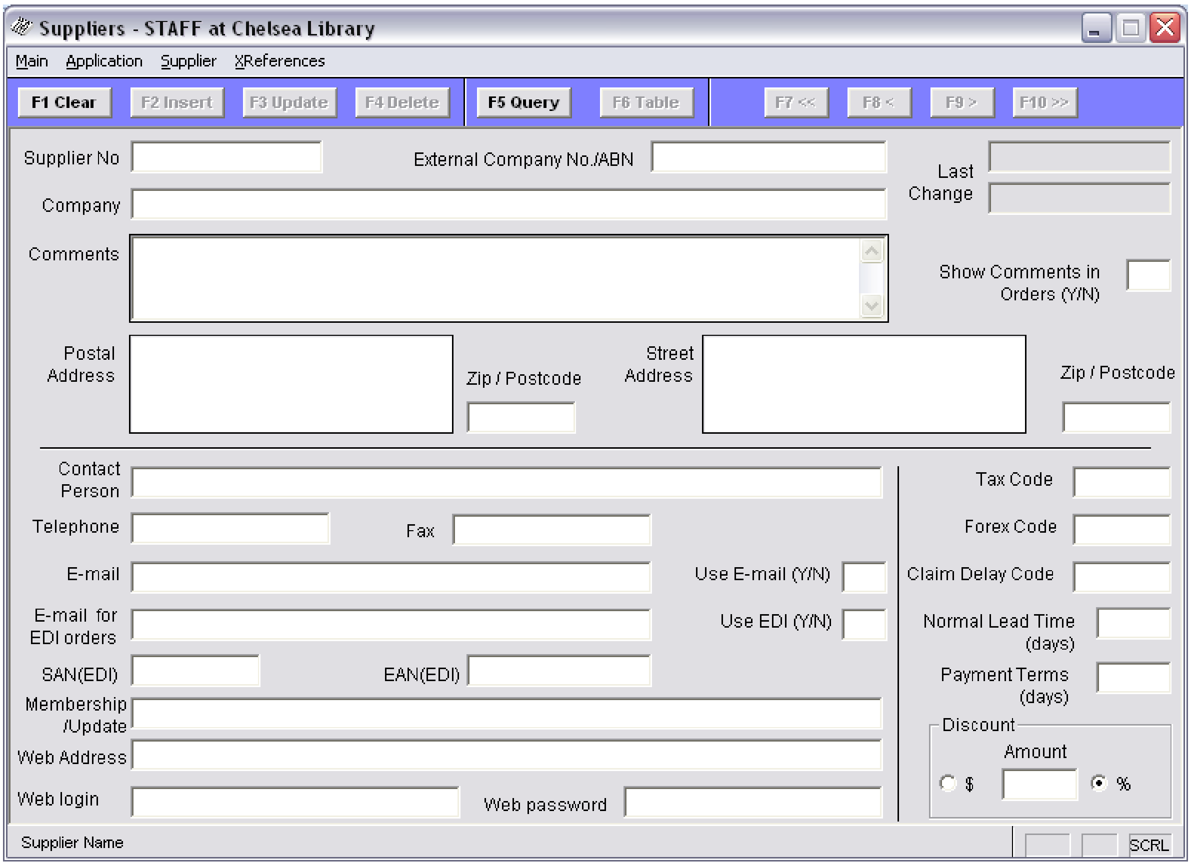
These can then be inserted into an Order Line Notes field using the **Supp Resp** button:



Suppliers

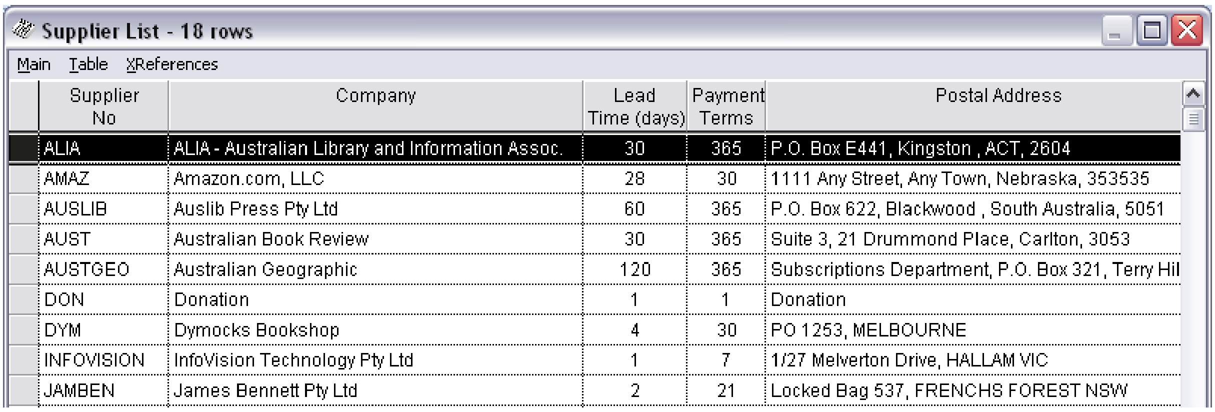
Please Note: Suppliers are available to both the *Order* and *Periodical* applications.

1. Launch the *Amlib* client
2. Go to **Main** > **Orders** > **Suppliers** – the Suppliers screens will display:



To see a complete list of current Suppliers:

1. Select the **F5 Query** button – the Supplier List will then display:


Supplier List - 18 rows

Main Table XReferences

Supplier No	Company	Lead Time (days)	Payment Terms	Postal Address
ALIA	ALIA - Australian Library and Information Assoc.	30	365	P.O. Box E441, Kingston , ACT, 2604
AMAZ	Amazon.com, LLC	28	30	1111 Any Street, Any Town, Nebraska, 353535
AUSLIB	Auslib Press Pty Ltd	60	365	P.O. Box 622, Blackwood , South Australia, 5051
AUST	Australian Book Review	30	365	Suite 3, 21 Drummond Place, Carlton, 3053
AUSTGEO	Australian Geographic	120	365	Subscriptions Department, P.O. Box 321, Terry Hil
DON	Donation	1	1	Donation
DYM	Dymocks Bookshop	4	30	PO 1253, MELBOURNE
INFOVISION	InfoVision Technology Pty Ltd	1	7	1/27 Melverton Drive, HALLAM VIC
JAMBEN	James Bennett Pty Ltd	2	21	Locked Bag 537, FRENCHS FOREST NSW

2. To print a Report on your suppliers, from the Supplier List menu select **Table** > **Report** – the list will display in Report View
3. Click the **print** button to print the list

To search for a particular supplier:

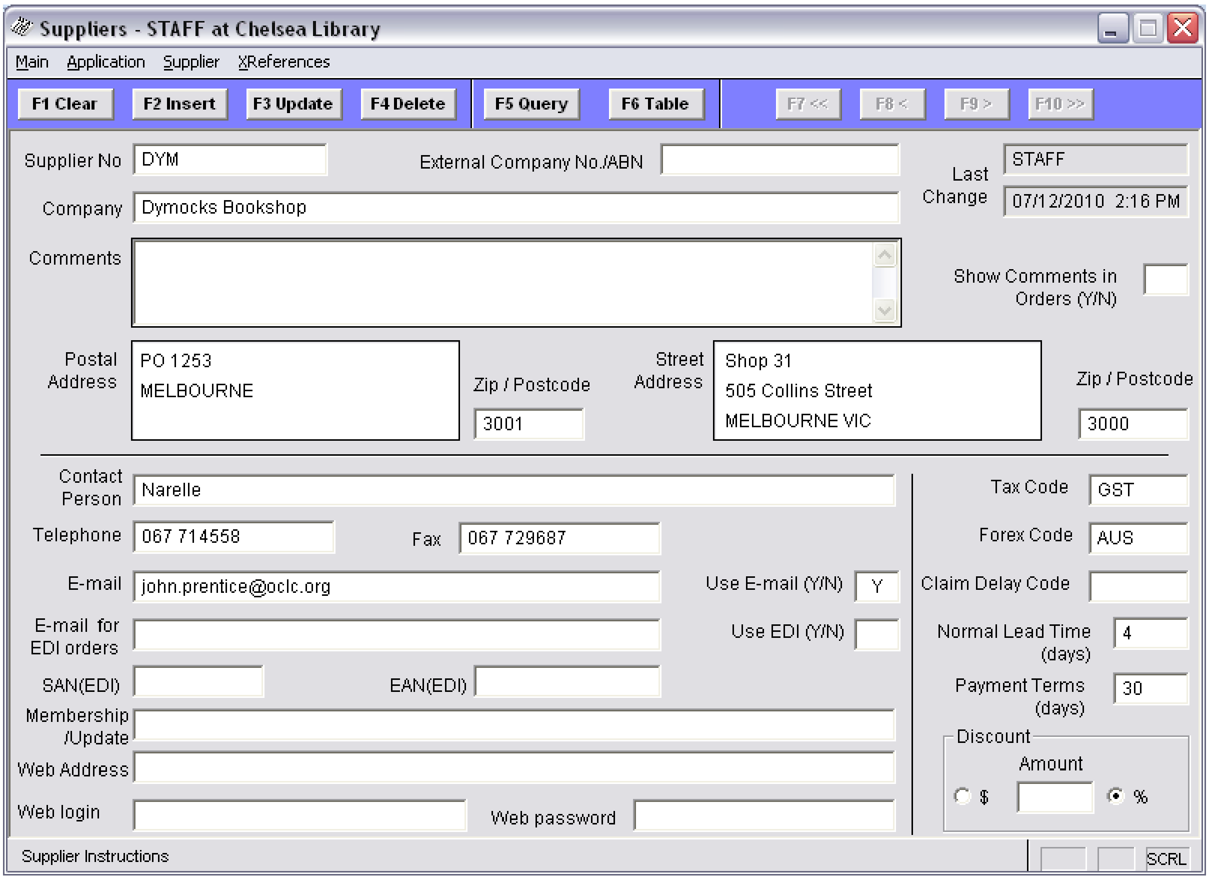
1. Type the relevant information into any of the fields
2. Click the **F5 Query** button

Once a Supplier record is displayed, it is possible to edit the existing contact information:

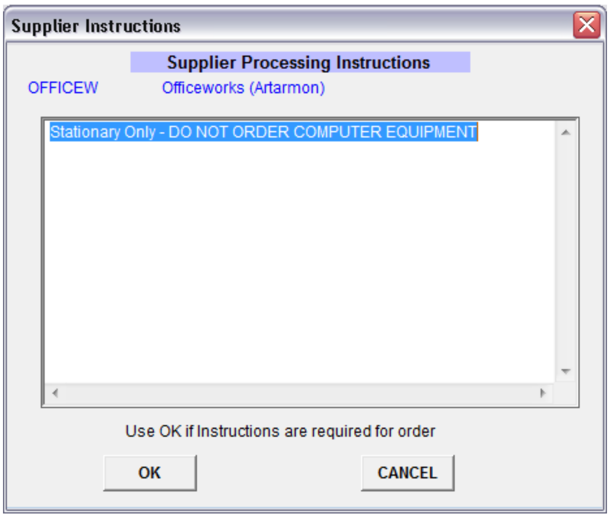
1. Alter the details as required
2. Click the **F3 Update** button

To create a new supplier for the system:

1. From the main menu, select **Supplier** > **New Supplier** – this will place the screen into creation mode (the **F2 Insert** button will become active)
2. Enter all the information that you have for the supplier – some of the details that can be entered include: address, telephone number, fax, email address, contact person, number of days for lead-time and payment
3. Click the **F2 Insert** button when complete



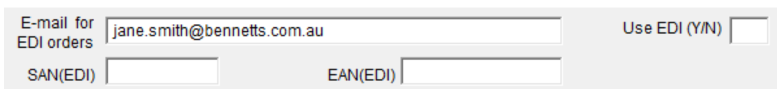
Please Note: These suppliers are available for both the *Order* and *Periodical* applications.

<table>
<tr><th>FIELD</th><th>DESCRIPTION</th></tr>
<tr><td>Supplier No</td><td>A code if up to 25 alpha-numeric characters can be entered here.</td></tr>
<tr><td>External Company No./ABN</td><td>The table allows the addition of Company (Supplier) ABN number.</td></tr>
<tr><td>Company</td><td>The name of the Company in full.</td></tr>
<tr><td>Comments</td><td>Pertinent comments regarding Supplier can be entered here.</td></tr>
<tr><td>Show Comments in Order (Y/N)</td><td>If this is set to Y (for Yes) when using the Supplier in the <u>Order Header</u> a screen will display with the comments from the <u>Supplier</u> screen:


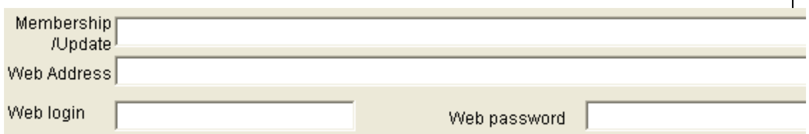
This <u>Comment</u> will display as a <u>Supplier Instructions</u> in the Order: (Click the OK button to use the instructions for the Order or click the CANCEL button for it not to be included)</td></tr>
<tr><td>Postal Address
Street Address
Postcodes</td><td>Postal Address and Street Address (including Postcodes) of the Supplier company.</td></tr>
<tr><td>Contact Person</td><td>Main contact for this Supplier.</td></tr>
<tr><td>Telephone
Fax</td><td>Telephone contact details.</td></tr>
<tr><td>Email Address.

Use e-mail (Y/N)</td><td>The Supplier Email address is entered here and if Y for Yes is entered in the Use Email (Y/N) field, it is then possible to sent Order Reports via Email to the Supplier</td></tr>
<tr><td>Email for EDI orders
Use EDI (Y/N)

SAN(EDI)
EAN(EDI)</td><td>We strongly recommend consultation with Amlib Support staff before implementation of EDI Ordering. Full details of implementation can be provided. It is VERY important for Libraries who are thinking of implementing EDI Orders to consult with their Supplier beforehand. The Supplier may support EDI orders and if so will give details of any specific requirements.

SAN and EAN codes may need to be supplied by the Supplier.


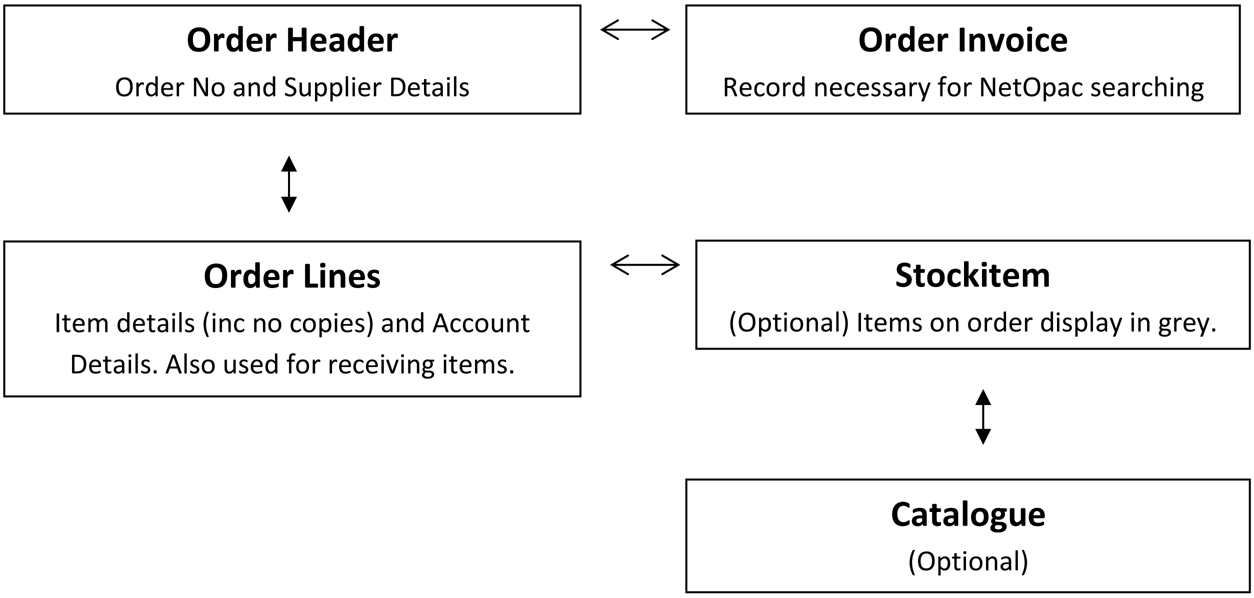
If using EDI, a Borrower for each Library Login Location must be created</td></tr>
</table>

	as the Library address details are used in the Report generated. Once the orders have been created and are ready to be sent to the Supplier you will use a specific **Order Report - &OREDI.QRP**. This report template must NOT be edited. The information within this report has been standardised for all EDIFACT orders. The Where statement would include the Supplier code and **Supplier Use EDI (Y/N)**. This report would be then sent via the Scheduler, sending an Email to the Supplier with relevant information for EDIFACT interface.
Membership/Update **Web Address,** **Web login** **Web Password**	The Supplier table has added fields to enter information regarding the Supplier Membership details as well as Web address and Login/Password information. These fields are information fields only. 
Tax Code	The tax codes table is set in the Order Header screen [Control + O].The Tax code pertinent to the Supplier can be entered here. This will then be automatically populated to the Order Line when that particular Supplier has been selected in the Order Header window. This field can be either empty or contain a tax code. However it MUST contain a Tax code if a Tax Account is being used (Tax to go in a separate Account).
Forex Code	The Forex code table is set in the Finance Window [Control +F]. The code entered here must match with codes set in the table (set in Finance, Funds, Currencies)
Claim Delay Code	Claim codes can be allocated to Suppliers to assist in the Report of outstanding Orders. When the Order is inserted at the Order Header, the date of expected (Normal Lead time) will be calculated from parameters set in the specific Supplier window and inserted. The Date to Claim will then be calculated with the code set in the Claim Delay code – adding the number of days to the date expected. When the Order Header is created, the date the order is expected (Normal Lead Time (days) will be calculated from parameters set in the specific Supplier window and inserted. The Date to Claim will then be calculated as per the code set in the specific Supplier window using the Claim Delay Code, adding the number of days to the date expected. This information can then be used when selecting the appropriate Order Report for claiming overdue Orders.
Normal Lead Time (days)	Enter a number in relation to the amount of days expected between order and final delivery of item. The expected delivery date is automatically set in the Order Header when a Supplier is selected, calculating from the date placed.
Payment Terms (days)	This field can be used for retention of information.
Discount	It is possible to set a Supplier Discount. If an amount is set here, the discount will be automatically populated to the Order Line when that Supplier is selected at the Order.

ORDERS

Please Note: Ensure that the Financial Installation parameters and Financial Types have been properly set up before attempting to use the *Orders* module.

Overview



Orders can be created for Stockitem materials (for example: Books, Videos, etc) or non-Collection materials/services (for example: Spine Labels, Display materials, Training costs, etc). When Stockitems orders are created reservations can be placed against order items.

- An order always consists of an Order Header and at least one Order Line
- An Order Header can have an unlimited number of Order Lines

Sites are also able to create skeleton catalogue records (for example: insert only the ISBN and Title tags) and have an order created from the catalogue (this will also ensure a check is made on the database for matching ISBNs). When a SCIS download is performed, the items can then be replaced with the full catalogue record and the order stays as it was, until received.

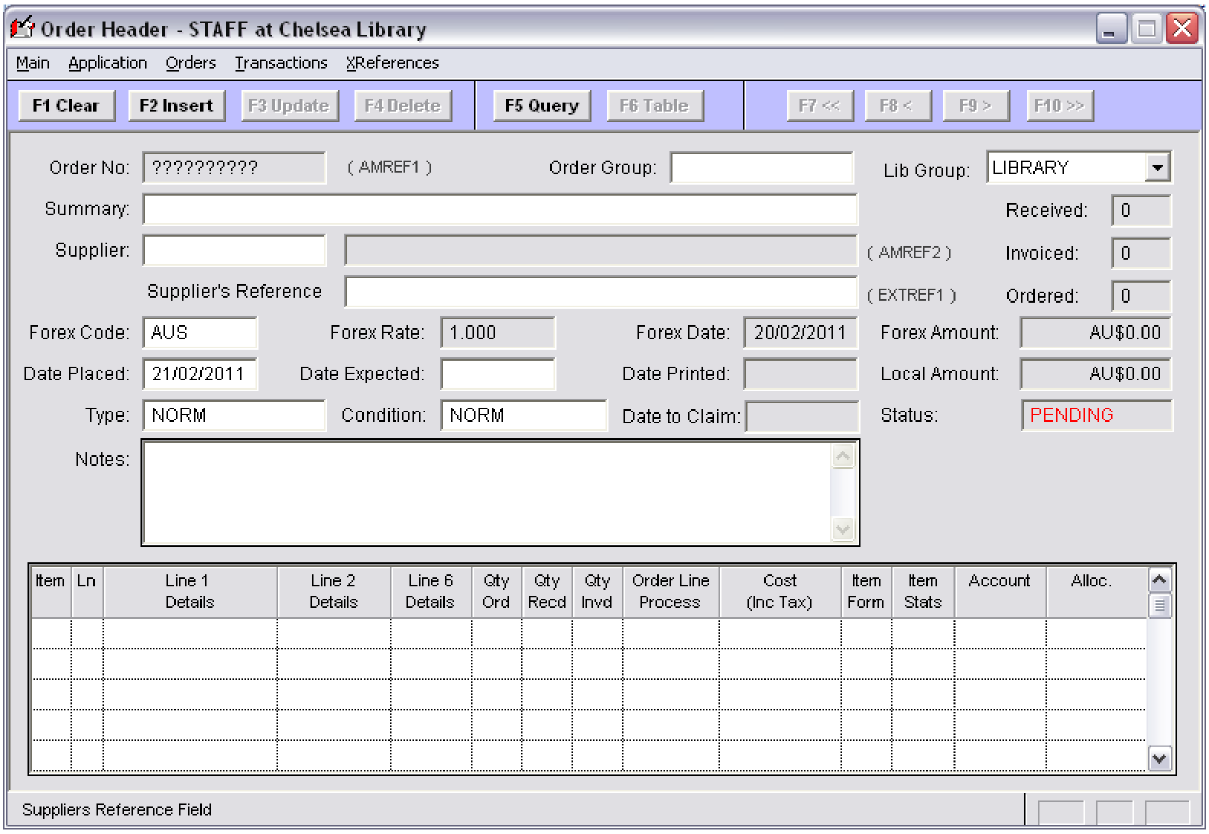
Schools may like to download from SCIS at the time of ordering the records, so the resources are ready for the shelves as soon as they are received.

CREATING NEW ORDERS

Order Headers

The Order Header screen can be used for entering new Orders, or searching for existing Orders.

1. Launch the *Amlib* client
2. Go to **Main** > **Orders** > **OrderHeader** – the Order Header screen will display (alternatively, type **Ctrl-O**)
3. From the menu, select **Transactions** > **New Order** – the Order Header screen will go into creation mode (the **F2 Insert** button will become bolded and **PENDING** will appear in the Status field)



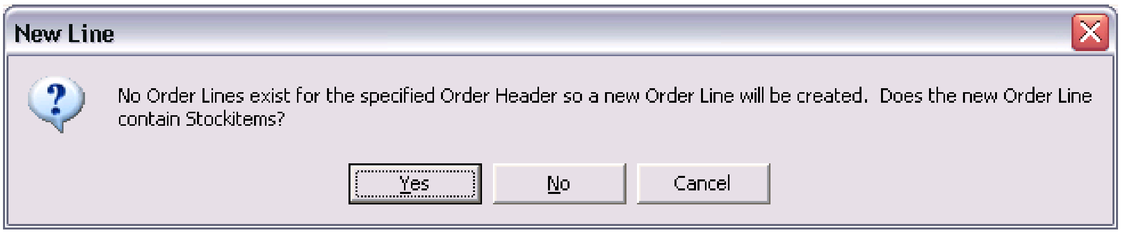
4. Enter the following details:
   a. Order No (unless automatically generated – in which case it will be greyed out with **??????????** displayed)
   b. Summary (this will display in the Order Line Title field)
   c. Notes (these are searchable by single words and show in reports about the Order)
   d. Supplier
   e. Date Placed (this will be automatically entered as the current date – change if necessary)
   f. Type and Condition (should automatically come from Order Defaults)
   g. Date Expected details come from the Supplier's Normal Lead Time setting.

HINT: Entering **.<Tab>** in the Supplier, Type and Condition fields will present a list from which you can choose the relevant code.

5. Click the **F2 Insert** button to save this Order Header – a prompt with the following message will display: **The Order has been inserted.**

Please Note: If you have system generated Order numbers this will be automatically populate at this point. If you have Accession Numbers set, they will be populated on insertion of the Order Line.

6. Click the **OK** button – another prompt with the following message will display:
No Order Lines exist for the specified Order Header so a new Order Line will be created. Does the new Order Line contain Stockitems?



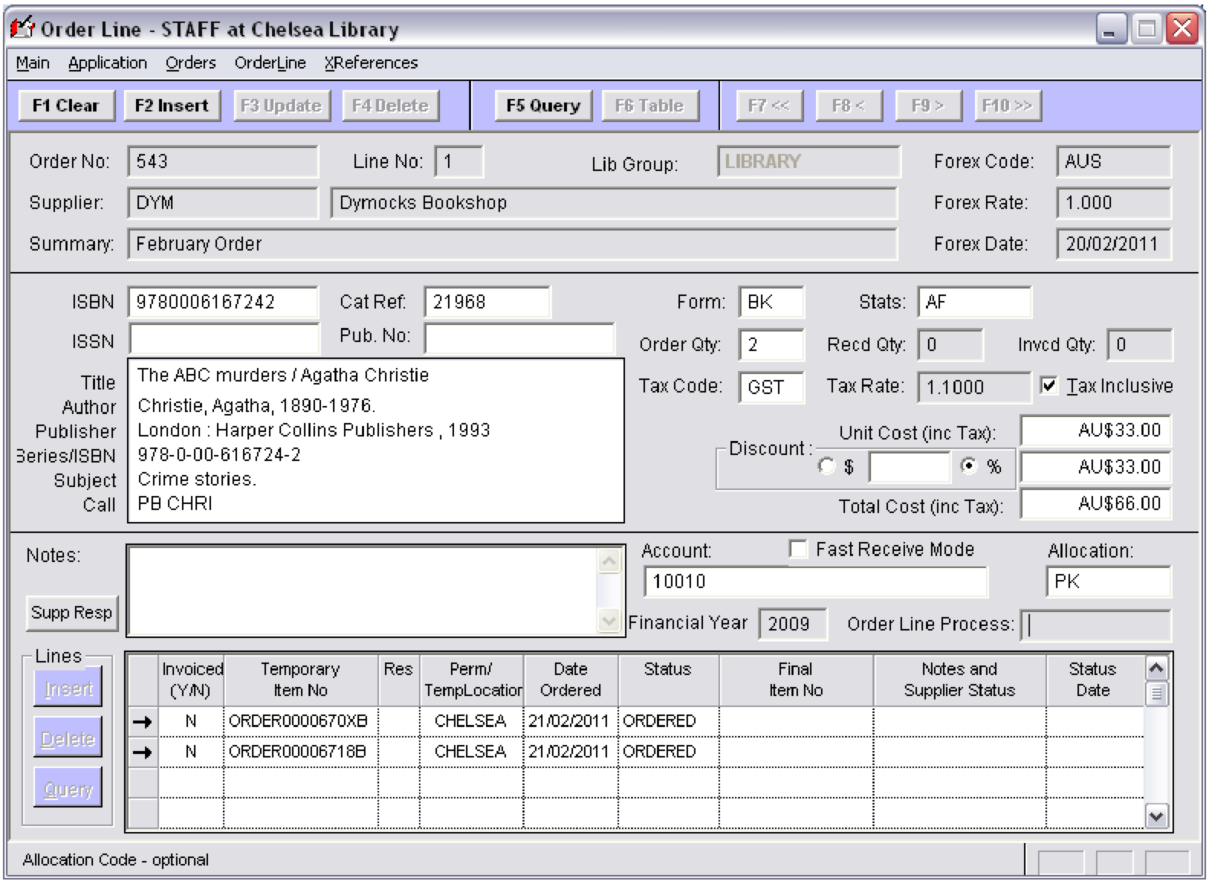
7. Click the **Yes** button if you want to create an Order Line for an item that will require a Stockitem record (with a barcode) / Click the **No** button if the Order is for an item/service not requiring a Stockitem record

Order Lines

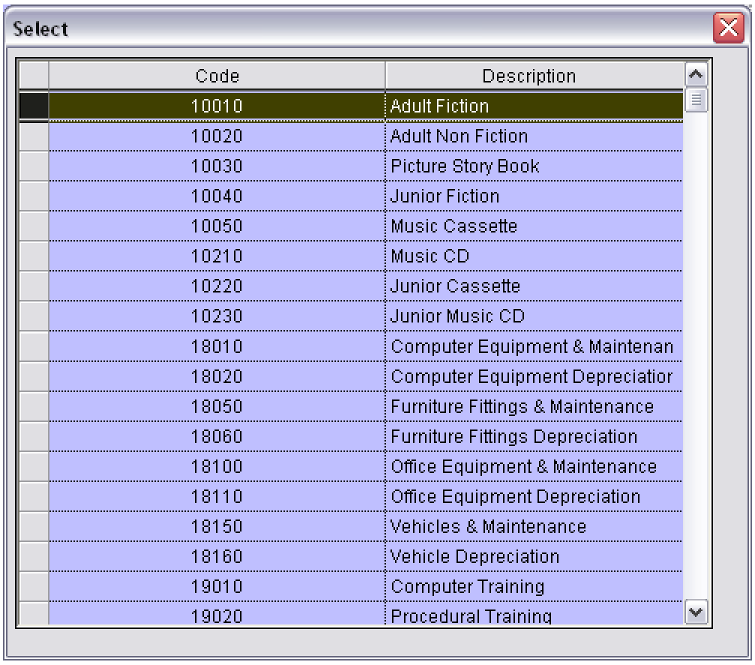
Please Note: One Order Line per Title (multiple copies of a Title set within the Order Line record).

1. The Order Line screen will automatically display (if it doesn't, select **XReferences** > **Order Lines** from the Order Header menu)
2. Enter the details as required, including at least a Title, Order Qty and Unit Cost (Discounts can be entered and automatically calculated).
3. If a Catalogue record already exists (or one has just been created) it can be used to populate certain Order Line bibliographic details by either:

    - Wanding in the ISBN
    - Entering the Cat Ref and pressing **<TAB>**
    - By displaying the Catalogue record and selecting **XReference** > **UseForCurrentOrderLine** from the menu



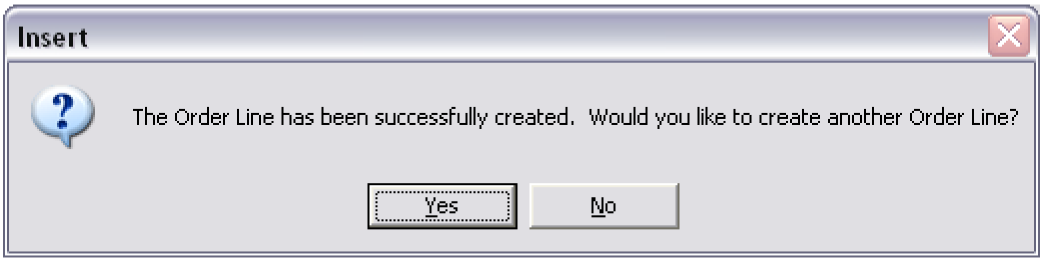
4. Enter the Account and (if used) the Allocation fields (entering **. <Tab>** will list the available codes – double-click to select)



Code	Description
10010	Adult Fiction
10020	Adult Non Fiction
10030	Picture Story Book
10040	Junior Fiction
10050	Music Cassette
10210	Music CD
10220	Junior Cassette
10230	Junior Music CD
18010	Computer Equipment & Maintenan
18020	Computer Equipment Depreciatior
18050	Furniture Fittings & Maintenance
18060	Furniture Fittings Depreciation
18100	Office Equipment & Maintenance
18110	Office Equipment Depreciation
18150	Vehicles & Maintenance
18160	Vehicle Depreciation
19010	Computer Training
19020	Procedural Training

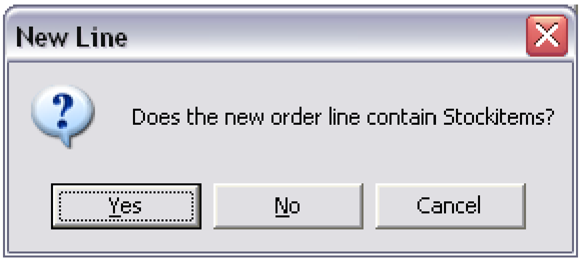
5. CHECK that the Accounts and Costs are correct before *Inserting* the Order Line
6. Click the **F2 Insert** button when complete – if you have enabled the Reservation options in the *Supervisor* settings (see above) then a prompt with the following message will display: **Do you wish to place any Reservations against these Item(s)?**

7. Click the **Yes** button to place a Reservation / Click the **No** button to continue with the Ordering process
8. A prompt with the following message will display: **The Order Line has been successfully created. Would you like to create another Order Line?**



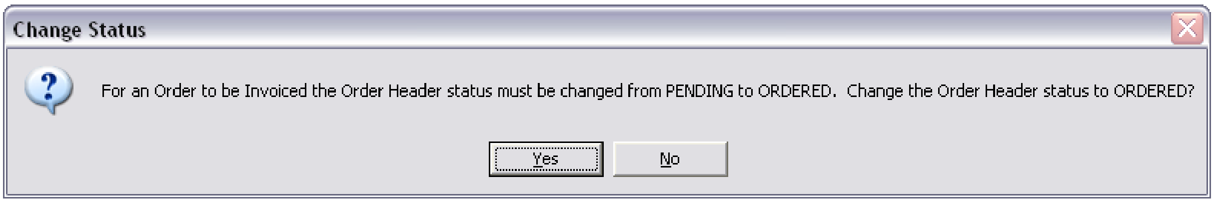
9. If you would like to enter another Order Line:

    a. Click the **Yes** button – a prompt with the following message will display: **Does the new order line contain Stockitems?**

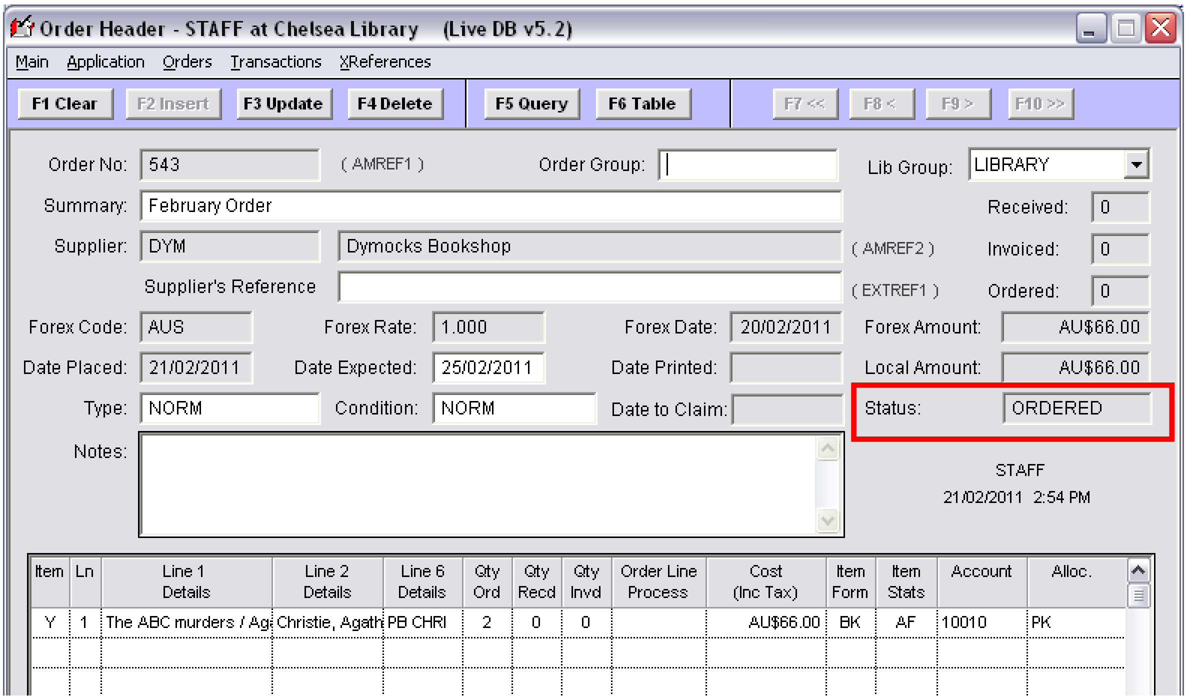


    b. Click the **Yes** button if the next Order Line item is to have a Stockitem record attached / Click the **No** button if it does not require a Stockitem record

10. If you don't want to enter another Order Line, click the **No** button – a prompt with the following message will display: **For an Order to be Invoiced the Order Header must be changed to from PENDING to ORDERED. Change the Order Header Status to ORDERED?**

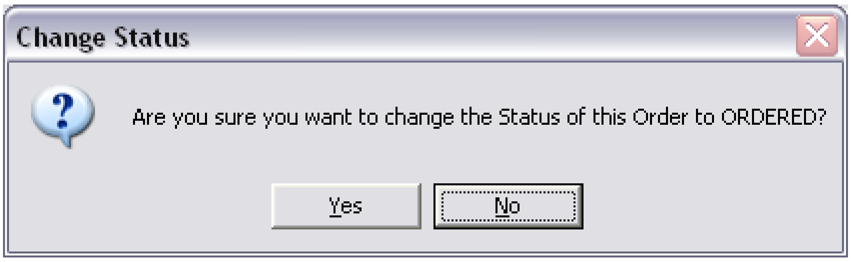


11. If the Order is to be closed, click the **Yes** button and the Status of **PENDING** will be automatically changed to **ORDERED** on the Order Header:



12. If you wish to continue adding Order Lines at a later stage, click the **No** button (at this point you might like to **XReference** back to the Order Header)

13. Once the Order is completed the Order Header Status needs to be changed from **PENDING** to **ORDERED** – this can be done manually by selecting **Transactions** > **Set Status To Ordered** in the Order Header screen
14. A prompt with the following message will display: **Are you sure you want to change the Status of this Order to ORDERED?**



15. Click the **Yes** button to change the Order Status to **ORDERED** (you can change it back to **PENDING** by selection **Transactions** > **Set Status to Pending** in the Order Header menu)
16. Once an Order is set to **ORDERED**, it is possible for the Reports module to generate the actual order Letter/Email

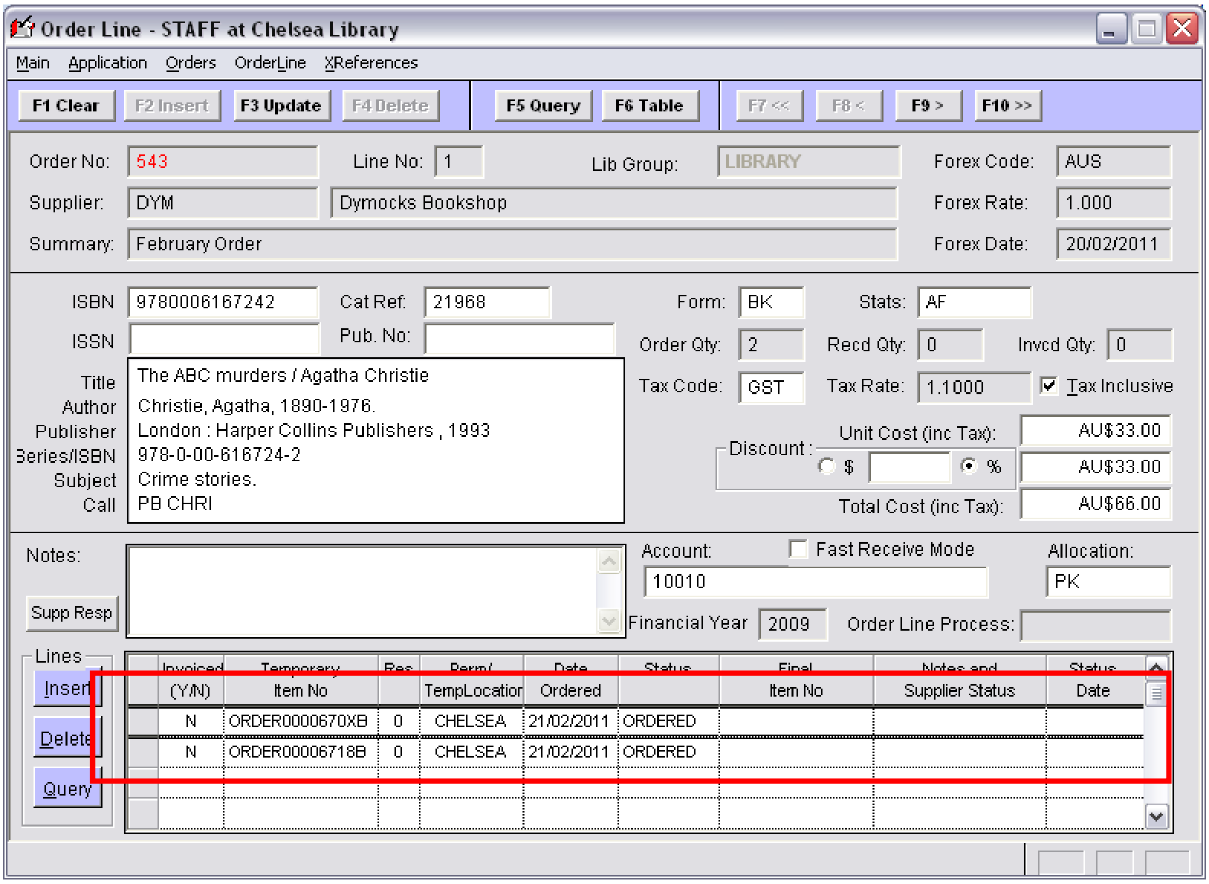
Please Note: It is not possible to invoice an item till the Order Header is set to **ORDERED**.

RECEIVING ITEMS FROM ORDERS

Ordered items can be received via the Order Lines screen or directly during the Invoice process.

Receive an Order from the Order Lines Screen

1. Launch the *Amlib* client
2. Go to **Main** > **Orders** > **OrderHeader** – the Order Header screen will display
3. Locate the Order for the items to be received – perhaps the easiest way to do this is to simply click the **F5 Query** button and bring up a complete list of Orders
4. Select an Order Line by double-clicking it – the selected item will display in the Order Line screen:

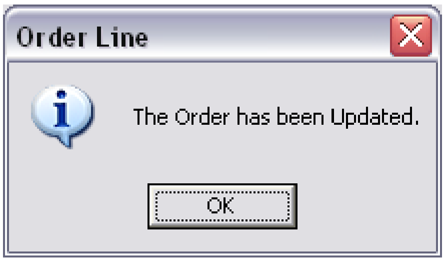


5. Wand in the actual Final Barcode number of the Stockitem into the Final Item No field – this will automatically set the Status to **RECEIVED**
6. Alternatively, you can manually change the **ORDERED** to **RECEIVED** in the Status drop-down field (if there is a stockitem attached to this record it will be automatically updated)

↓

7. Click the **F3 Update** button when complete – if you have enabled the Reservation options in the *Supervisor* settings (see above) then a prompt with the following message will display: **Do you wish to place any Reservations against these Item(s)?**

8. Click the **Yes** button to place a Reservation / Click the **No** button to continue with the Ordering process
9. A prompt with the following message will display: **The Order has been Updated.**



10. Click the **OK** button

The received quantity will change on the Order Line and Order Header screens and the Stockitem record will now be available for loan (text will be Green rather than Grey) as it has been received and also has a relevant barcode.

Please Note: If the Order Defaults have a Process setup for new orders (for example: **AWAITING PROCESSING**), then these items will need to returned to have the Process 'cleared'.

Fast Receive Mode

If multiple Order Lines are present, this option allows receipt of the items faster by allowing the Cursor to drop to the next Final Item No. for the next copy. The next Barcode can be entered and the cursor will then be ready for the next Barcode.

ORDER OPTIONS

Catalogues and Order Lines

Before filling in the Order, it can be very useful to find out if the Library already has a Catalogue for the item. We suggest doing **F5 Query** searches in the Catalog screen using either ISBN and/or Title.

Please Note: Whilst having a Catalogue record attached to an Order is optional, it is necessary to attach a Catalogue record if you would like the Order to be searchable via Keywords in the *Amlib* client or within the *NetOpacs*.

Catalogue records can be added by:

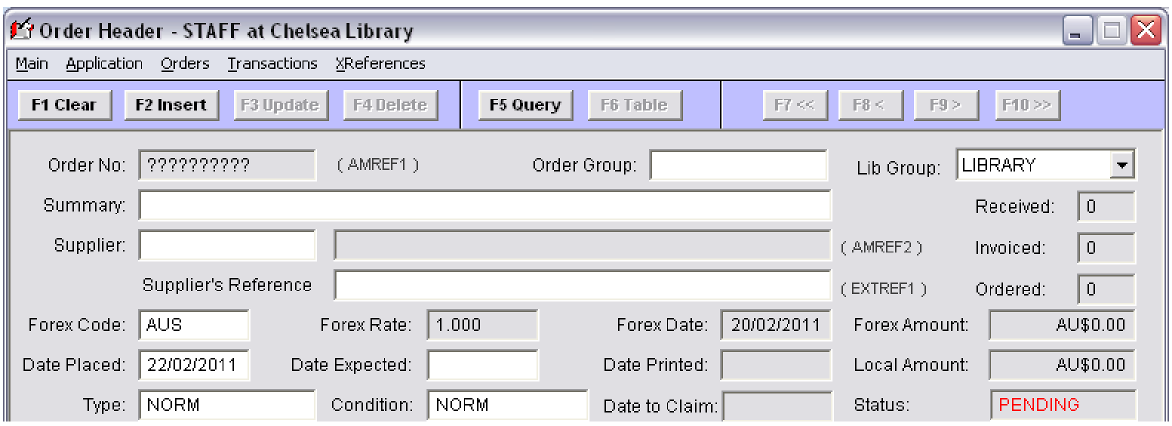
- MARC Take Up
- Manually via the Catalogue module – for example: Worksheet
- Use an existing Catalogue record

Create Order from Existing Catalogue

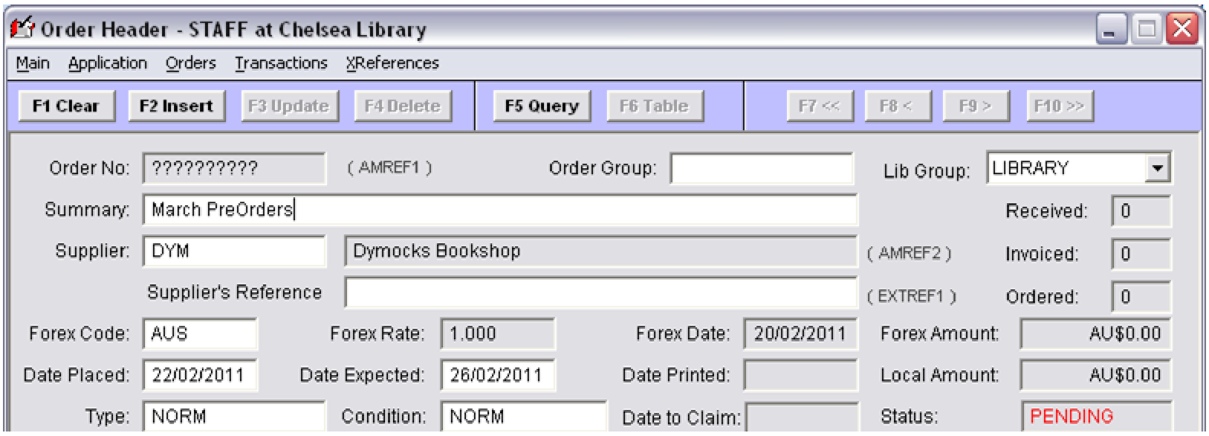
Please Note: This presumes that the Order Lines screen is open and already in creation mode.

1. Launch the *Amlib* client
2. Go to **Main** > **Catalogue** > **Catalogue** – the Catalog screen will display
3. Search for an existing Catalogue record using **F5 Query**
4. If the Catalogue record exists, from the menu select **XReferences** > **UseForOrder** – a prompt with the following message will display:
   Do you want to create a new Order for Catalogue Reference XXXXX?

5. Click the **Yes** button – the Order Header screen will display (certain details will be pre-populated)

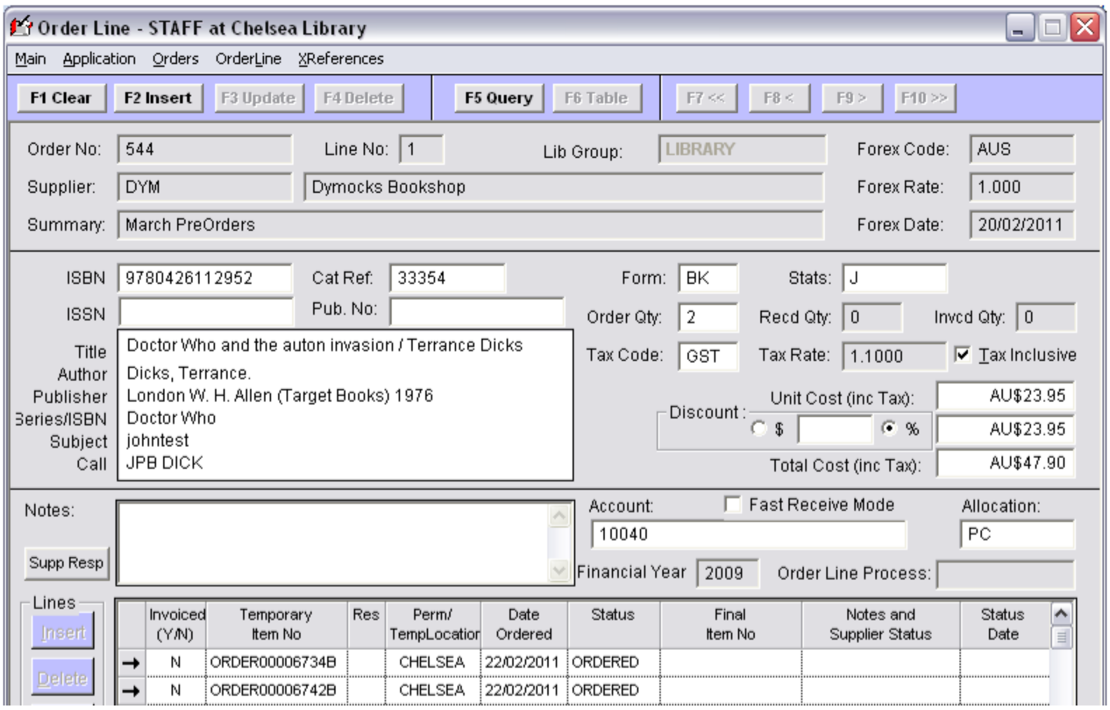


6. Enter additional details as the Summary and the Supplier fields:



7. When complete, click the **F2 Insert** button – a prompt with the following message will display: **The Order has been inserted.**

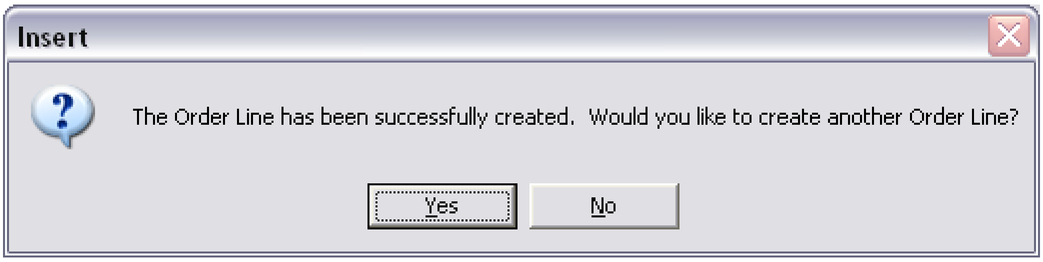
8. Click the **OK** button – you will automatically be taken into the Order Line screen which will pre-populate with your Catalogue details:



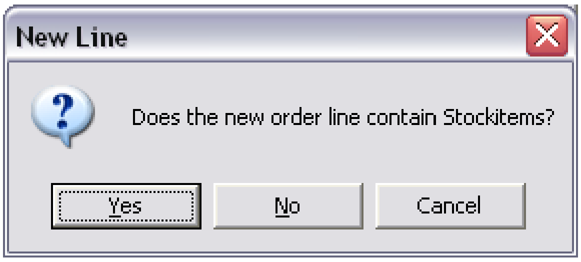
9. Enter additional Order Line details like Order Qty, Unit Cost, Account and Allocation details (you may also like to adjust the Form and Stats codes)

10. Click the **F2 Insert** button when complete – if you have enabled the Reservation options in the *Supervisor* settings (see above) then a prompt with the following message will display: **Do you wish to place any Reservations against these Item(s)?**

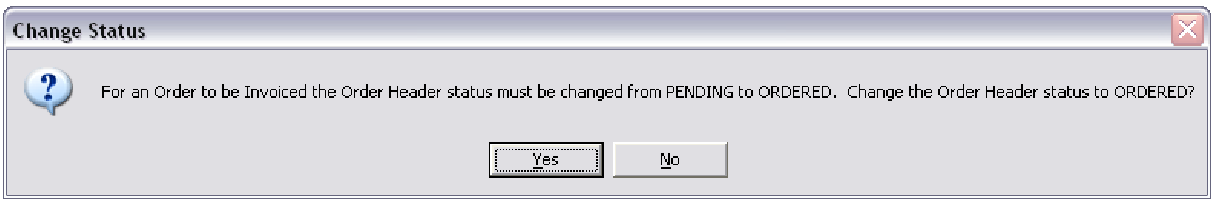
11. Click the **Yes** button to place a Reservation / Click the **No** button to continue with the Ordering process
12. A prompt with the following message will display: **The Order Line has been successfully created. Would you like to create another Order Line?**



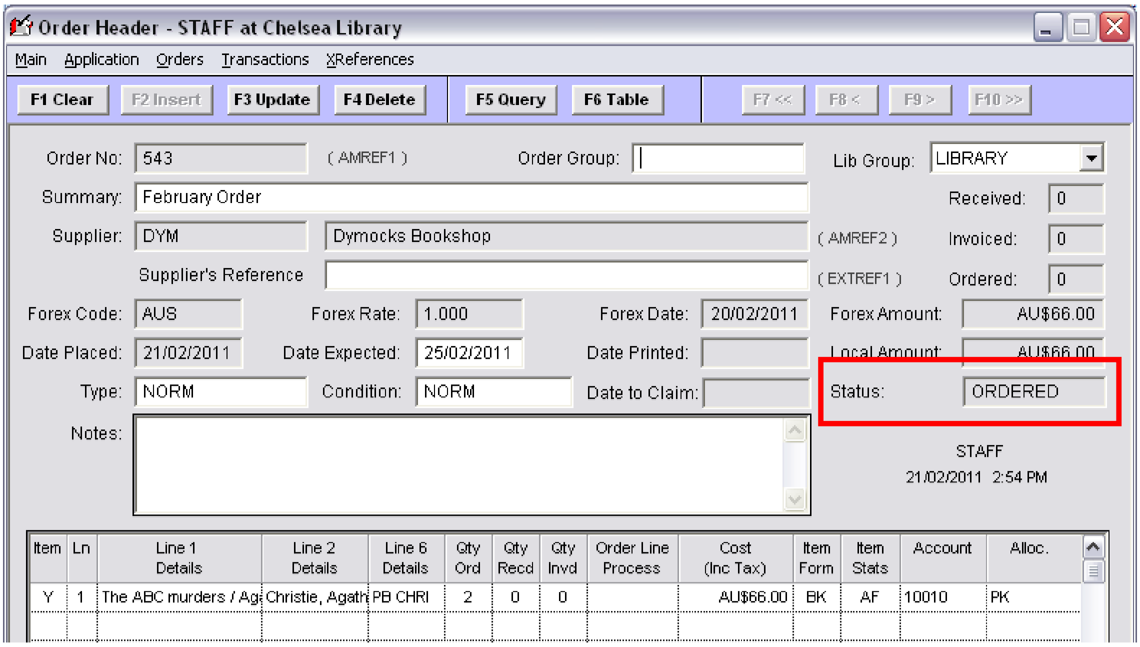
13. If you would like to enter another Order Line:
    a. Click the **Yes** button – a prompt with the following message will display: **Does the new order line contain Stockitems?**



    b. Click the **Yes** button if the next Order Line item is to have a Stockitem record attached / Click the **No** button if it does not require a Stockitem record
14. If you don't want to enter another Order Line, click the **No** button – a prompt with the following message will display: **For an Order to be Invoiced the Order Header must be changed to from PENDING to ORDERED. Change the Order Header Status to ORDERED?**



15. If the Order is to be closed, click the **Yes** button and the Status of **PENDING** will be automatically changed to **ORDERED** on the Order Header screen:

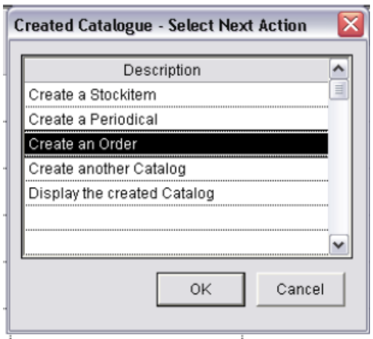


16. If you wish to continue adding Order Lines at a later stage, click the **No** button

Create an Order Record from a Manually Created Catalogue Record

The Catalogue record is created in the normal way (for full details on how to manually create a Catalogue record, refer to the *Amlib Catalogue Manual*).

1. Launch the *Amlib* client
2. Go to **Main** > **Catalogue** > **Catalogue** – the Catalog screen will display
3. From the menu, select **Catalogue** > **Catalogue Create** – the Select Template prompt will display
4. Select a Lead Thru style – the Work Sheet screen will display
5. Enter the bibliographic details – if you are creating a skeleton record that you later intend to update by importing a new record from *SCIS* or some other agency, then ensure that you insert an ISBN for matching purposes (when you import the *SCIS* Catalogue record for an existing Order, ensure that the **Catalogue only data** option is selected from the Marc Take Up Bibliographic Options screen)
6. Click the **F2 Insert** button when complete - the Created Catalogue – Select Next Action prompt will display:



7. It is possible to:

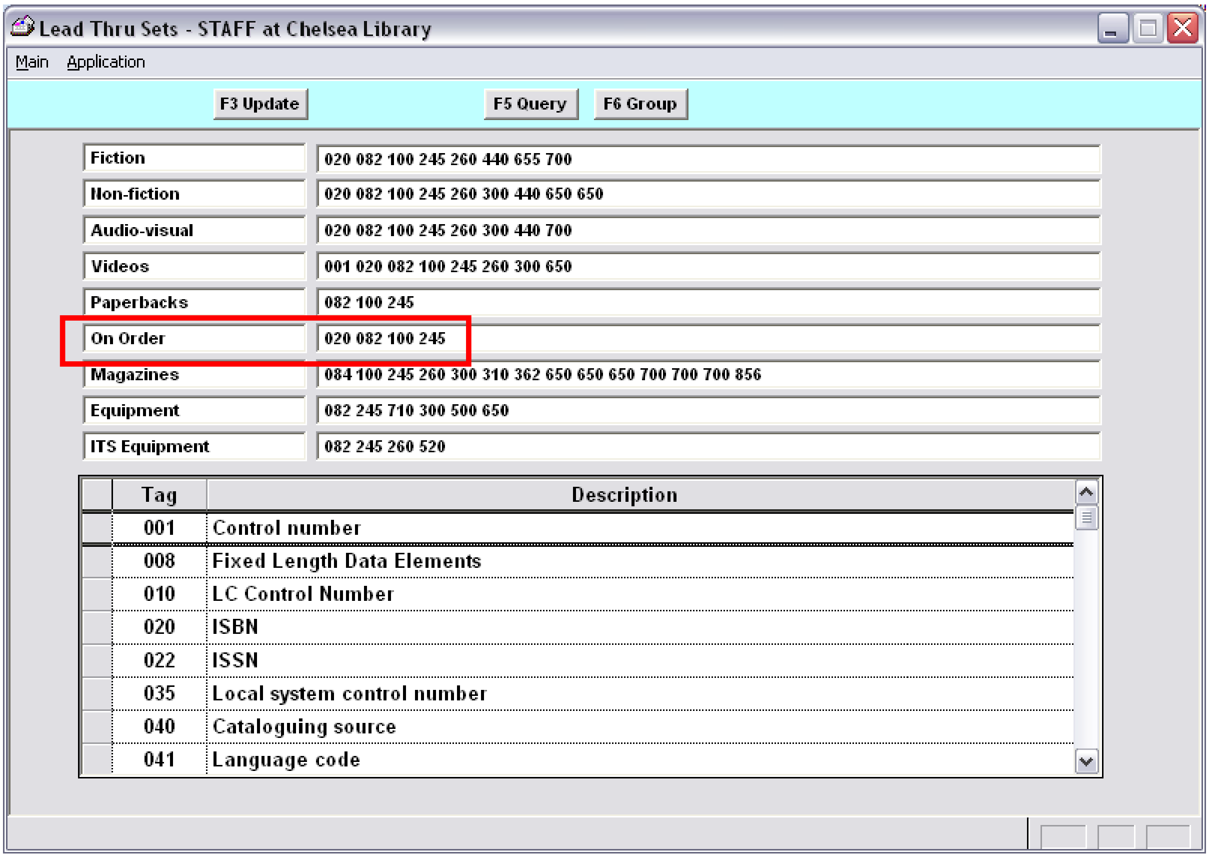
    a. Select the **Create an Order** option and then click the **OK** button – this will take you to a new Order Header ready to insert a new Order

    b. Select the **Display the created Catalog** option and then click the **OK** button – this will display the newly created record in the Catalog screen: select **XReferences** > **UseForOrder/UseForCurrentOrderLine** from the menu to insert a new Order

Lead Thru Sets

You may like to set up a Worksheet Lead Thru style to assist in creating basic (skeleton) records for On Order Items. The Lead Thru style would contain only a few tags.

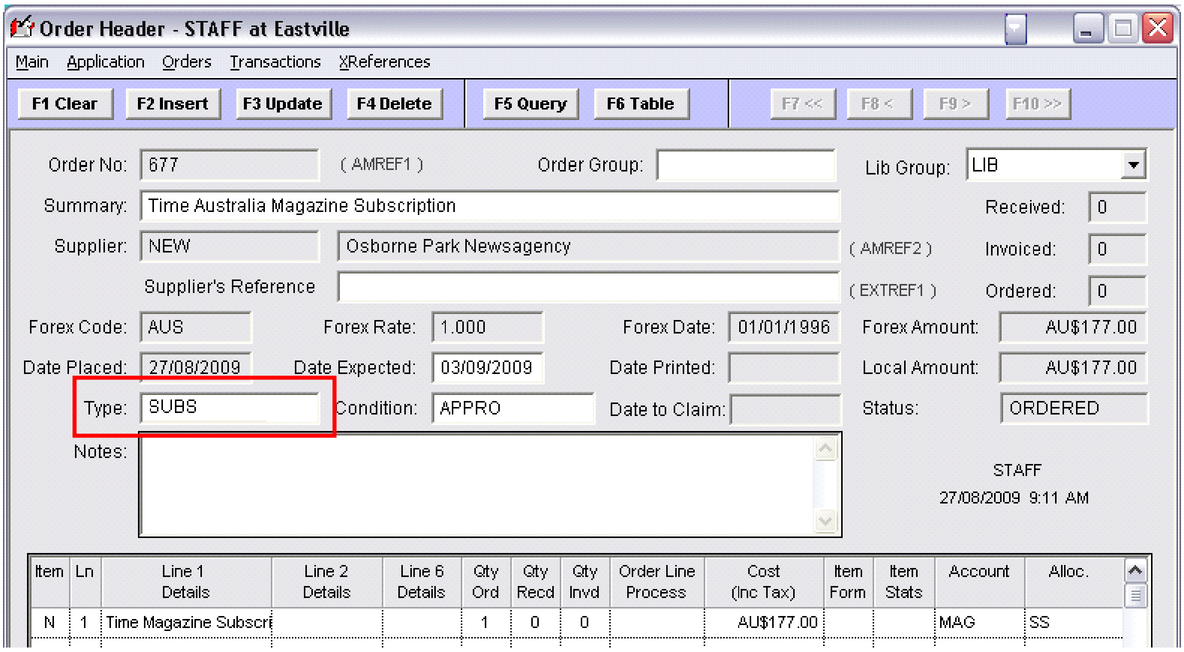
1. Launch the *Amlib* client
2. Go to **Main** > **Catalogue** > **Catalogue** – the Catalog screen will display
3. From the menu, select **Application** > **CatLeadThruSets** – the Lead Thru Sets table will display
4. Create a Style with On Order in the first column and then enter the desired tags in the second (please ensure that you enter a **020 | ISBN** Tag for matching purposes)
5. Click the **F3 Update** button when complete



Periodicals Linking to the Orders Module

When creating a new Subscription line in the *Periodicals* module, it is possible to link that Subscription to an Order.

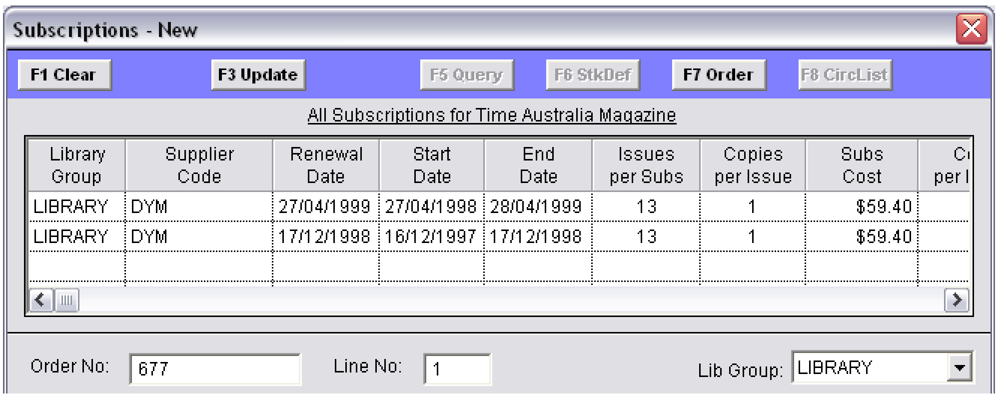
1. Create an Order Header and Order Line – entering the Subscription cost details (if you have an Order Type for Subscriptions set up, then you may like to enter this in the Order Header screen Type field)



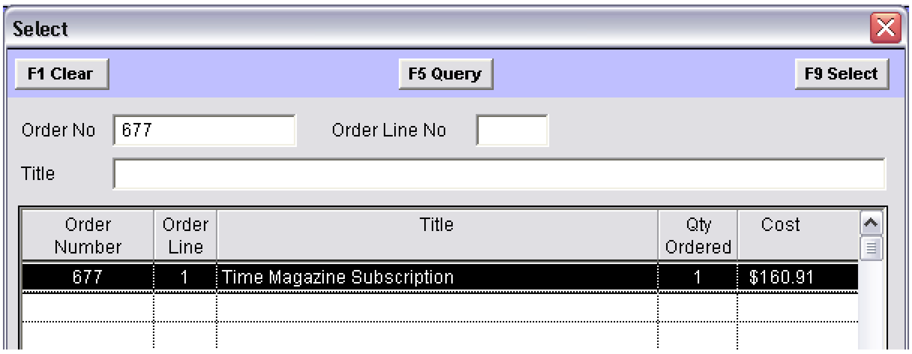
You can then add the Order details to a Subscription line.

New Subscriptions

1. In the Periodical Subscriptions - New screen, type in the following:
    a. Order No: – for example: **677**
    b. Line No: – for example: **1**



2. You can also look up the existing Order information:
   a. Click on the **F7 Order** button – the Select screen will display:



   b. In the Title field enter the Description/Line 1 Details for any existing Line No and click the **F5 Query** button
   c. A list of matches will then appear in the table at the bottom of the screen
   d. Highlight the desired Order Number/Order Line and click the **F9 Select** button
   e. The Order No and Line No details will automatically be inserted on the Subscriptions – New screen
3. Click the **F3 Update button** when complete

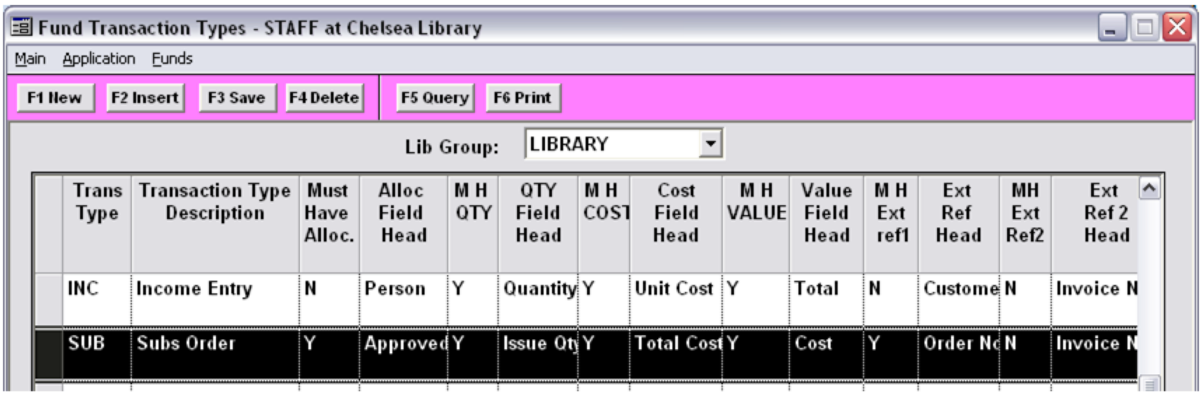
Existing Subscriptions

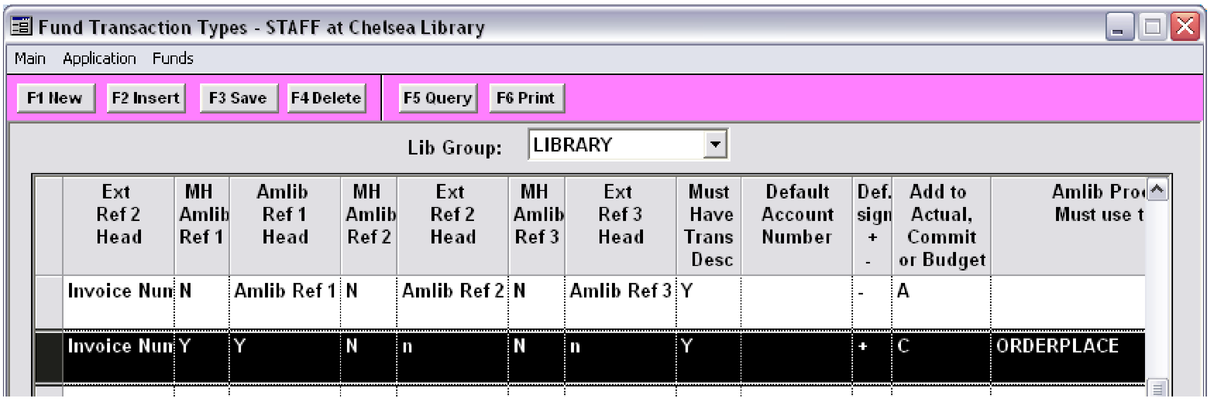
1. In the Periodical Issues and Subscriptions screen, highlight an existing Subscription line and click the **F2 Modify** button – the Subscriptions - Modify screen will display
2. Type in the following:
   a. Order No: – for example: **677**
   b. Line No: – for example: **1**
3. You can also look up the existing Order information:
   a. Click on the **F7 Order** button – the Select screen will display
   b. In the Title field enter the Description/Line 1 Details for any existing Line No and click the **F5 Query** button
   c. A list of matches will then appear in the table at the bottom of the screen
   d. Highlight the desired Order Number/Order Line and click the **F9 Select** button
   e. The Order No and Line No details will automatically be inserted on the Subscriptions – Modify screen
4. Click the **F3 Update button** when complete

Transaction Types for Subscriptions

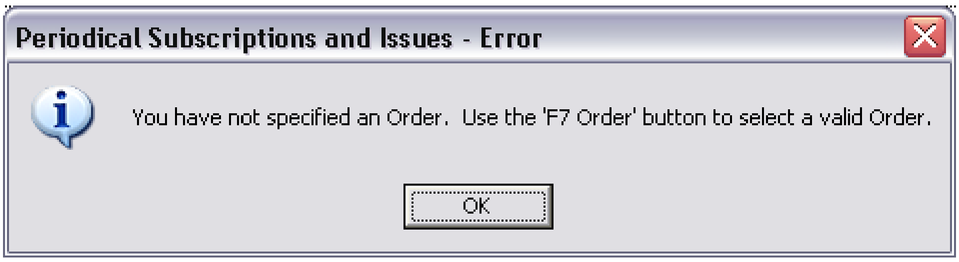
It is possible to set up a **Transaction Type** to force the Subscriptions to use an Order No, or it will disallow **F3 Save**.

1. Launch the *Amlib* client
2. Go to **Main** > **Finance** > **Budget** – the Budget Totals screen will display
3. Select the **Funds** > **Transaction Types** from the main menu – the Fund Transaction Types table will display
4. Click the **F1 New** or **F2 Insert** button
5. Enter the Submission Order details – there should be **ORDERPLACE** specified in the Amlib Process field to have *Amlib* automatically create the commitment transaction(s)
6. Click the **F3 Save** button when complete





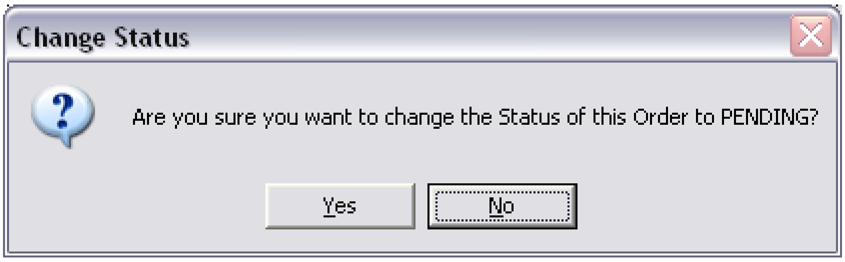
If the Order No is not entered in the Subscriptions screen, a prompt with the following message will display and the Subscription cannot continue: **You have not specified an Order. Use the 'F7 Order' button to select a valid Order.**



Modifying an Order Header or Order Line

An Order Header has to be set to **PENDING** if it or one of the Order Lines is to be modified. If the Order is set to **ORDERED** already, it can be set back to **PENDING** to allow modifications.

1. Launch the *Amlib* client
2. Go to **Main** > **Orders** > **OrderHeader** – the Order Header screen will display
3. Locate the Order for the items to be received – perhaps the easiest way to do this is to simply click the **F5 Query** button and bring up a complete list of Orders
4. From the menu, select **Transactions** > **Set Status to Pending** – a prompt with the following message will display: **Are you sure you want to change the Status of this Order to PENDING?**



5. Click the **Yes** button

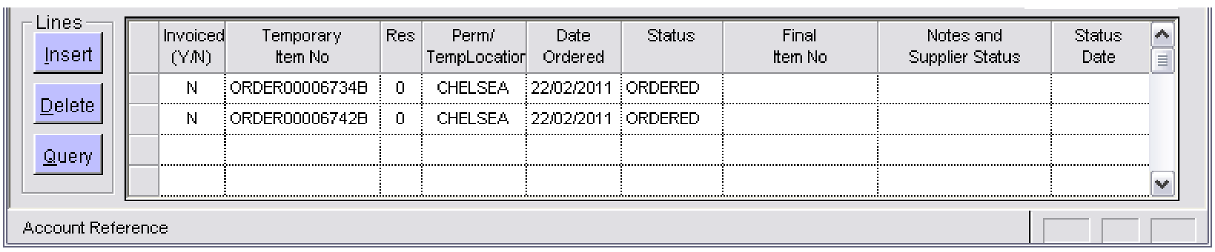
Please Note: User permissions have to be allocated in the *Supervisor* module to allow this to occur (see above).

Stock Lines

Stock Lines display in the bottom section of each Order Line. These reflect the actual Stockitems and Order items. It is possible to have many Stock Lines for the Order Lines (for example: Where there are multiple items).

1. Launch the *Amlib* client
2. Go to **Main** > **Orders** > **OrderHeader** – the Order Header screen will display
3. Locate the Order for the items to be received – perhaps the easiest way to do this is to simply click the **F5 Query** button and bring up a complete list of Orders
4. Select an Order Line by double-clicking it – the selected item will appear in the Order Line screen

The Stock Lines information appears at the bottom of the Order Line:



Stock Lines can be:

- **Added** by clicking the **Insert** button next to the Lines section at the bottom of the Order Line window (this also creates another Stockitem)

- **Deleted** by highlighting the Stock Line(s) and clicking the **Delete** button next to the Lines section at the bottom of the Order Line window
- **Query** button allows a refresh to display as was when last saved
- **Modified** by changing the **data** entered into the columns of the Stock Line (for example: Perm/TempLocation)
- **Received** by wanding in the Final Barcode number of the stockitem into the **Final Item No** field
- **Status** can be altered either manually or from a report using RepOrders (set to Claimed)

Stock Line Status

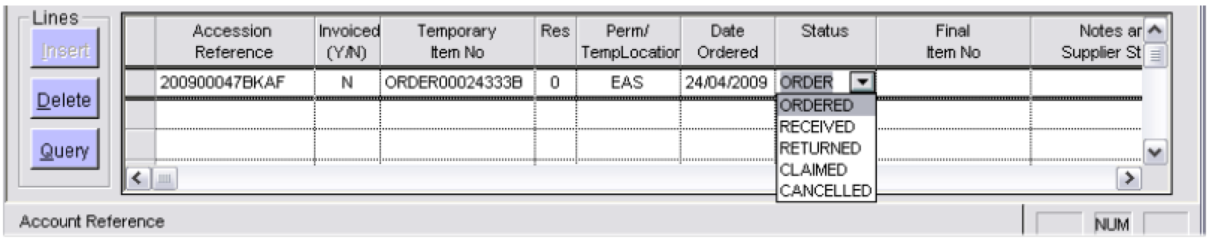
A Stock Line can have a Status placed to it from the drop-down list. This can be manually done or automatically via a report from *Orders Reports* in the *Reports* module – for example: **Set to Claimed**.

To manually change the status of an item:

1. Locate the Order Line
2. In the Stock Line Status column at the bottom of the screen), click on the drop-down arrow and select the status required – the Status can be set to:

    - **ORDERED** (Default)
    - **RECEIVED** (Set automatically when entering a Final Item No)
    - **RETURNED**
    - **CLAIMED**
    - **CANCELLED**

3. Add any notes if necessary and then click the **F3 Update** button to update the Order Line.



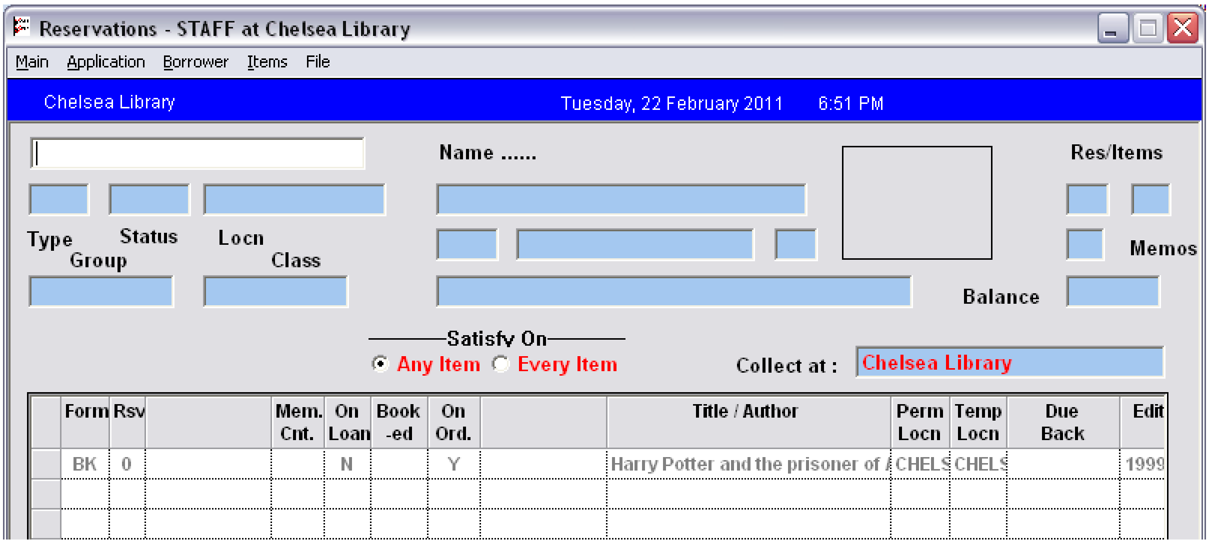
Please Note: If you are manually changing the status of a Stock Line to **CANCELLED**, remember you will also need to delete the Stockitem manually as the Stockitem still exists. If you are changing the status of an item to **CANCELLED** or **RETURNED** either manually or via a report these Stock Lines will not display as items to be invoiced in the Order Invoice screen.

Reserving Order Items

It is possible to configure the Orders system to automatically prompt for a Reserve during the Order or Receiving processes. This is set up in **Main** > **Supervisor** > **Installation** – Other tab (see above).

1. Once the **F2 Insert** button is clicked – a prompt with the following message will display: **Do you wish place any reservations against these Item(s)?**

2. If you would like to place a reservation, click the **Yes** button – the Reservations screen will display (with the item on Order listed):



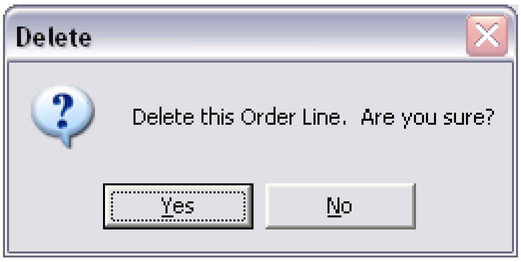
3. If the Borrower BarCode is known, this can be typed into the empty field in the top left-hand corner and the **<Enter>** key selected – the Borrower Details will then display
4. Otherwise, click the **F4** button or select **Borrower** > **Borrower Search** from the menu – the Borrower Enquiry screen will display:
   a. Enter Surname and/or Given name and click the **F5 Query** button to bring up a list of borrowers
   b. Highlight the desired borrower and click the **F3 Choose** button – the selected Borrower Details will then display in the Reservations screen
5. Click the **F2** button or select **Borrower** > **Reserve All Items** from the menu
6. The item will then be reserved

Order Deletions

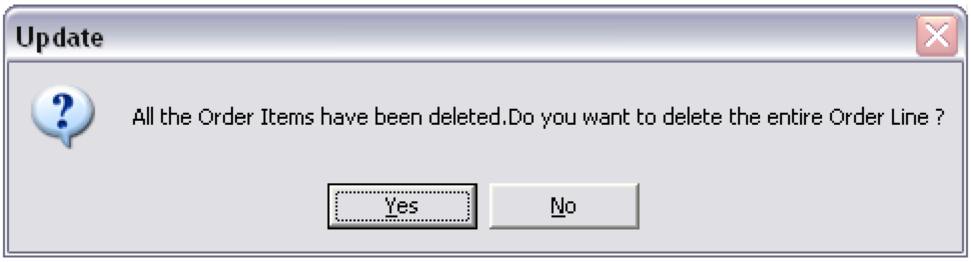
The Order Header can only be deleted once all Order Lines have been first deleted.

To delete an Order Line, the Stock Lines need to be deleted first. On deleting the last Stock Line a message will display which prompts for the deletion of the whole Order Line.

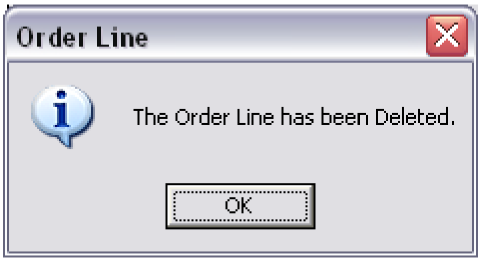
1. Launch the *Amlib* client
2. Go to **Main** > **Orders** > **OrderHeader** – the Order Header screen will display
3. Locate the Order for the items to be received – perhaps the easiest way to do this is to simply click the **F5 Query** button and bring up a complete list of Orders
4. Select an Order Line by double-clicking it – the selected item will display in the Order Line screen
5. Highlight individual Stock Lines and use the **Delete** button at the bottom left of screen to mark them deletion (**Please Note:** When the Stock Line is deleted the Stockitem is also removed)
6. Then use the **F4 Delete** button to delete the actual Order Line itself – a prompt with the following message will display: **Delete this order Line. Are you sure?**



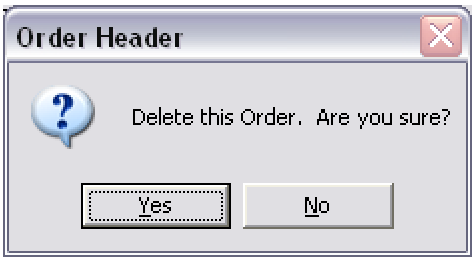
7. Alternatively, if you click the **F3 Update** button, a prompt with the following message will display: **All the Order Items have deleted. Do you want to delete the entire Order Line?**



8. Click the **Yes** button – a prompt with the following message will display: **The Order Line has been Deleted.**



9. Click the **OK** button
10. Repeat until all Order Lines are deleted
11. Then click the **F5 Query** button on the Order Header – this will refresh the screen
12. Click the **F4 Delete** button – a prompt with the following message will display: **Delete this Order. Are you sure?**



13. Click the **Yes** button – a prompt with the following message will display:
    The Order has been Deleted.

14. Click the **OK** button

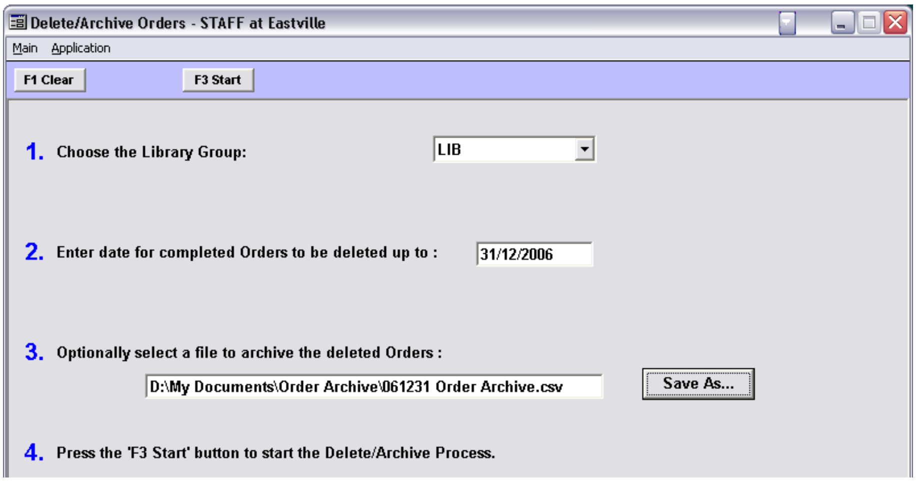
Please Note: Individual Stock Lines cannot be deleted if they have been received or invoiced.

Order Deletion/Archive

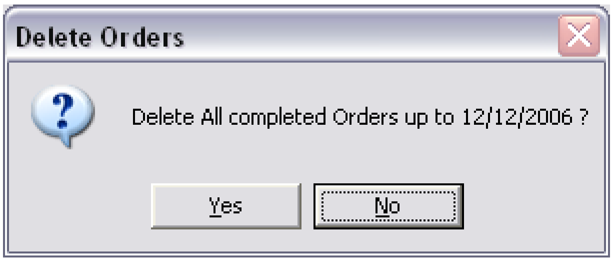
Completed Orders and Invoices can be deleted from the system (and archived). Permissions may need to be given via **Main** > **Supervisor** > **UserNames** (see above).

A completed Order is defined as having all **Order Lines RECEIVED** and **INVOICED** *or* **CANCELLED**.

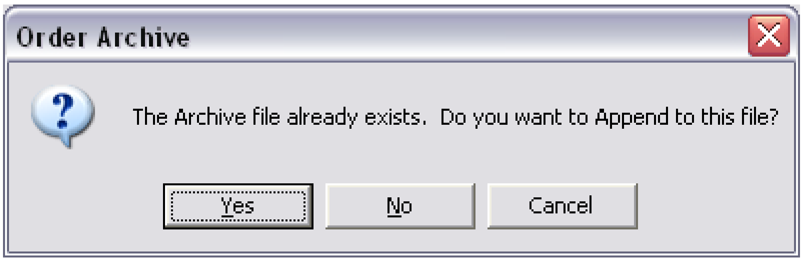
1. Access Order Archive in either the Order Header or one of the Order Lines by selecting **Orders** > **Order Archive** from the menu – the Delete/Archive Orders screen will display:



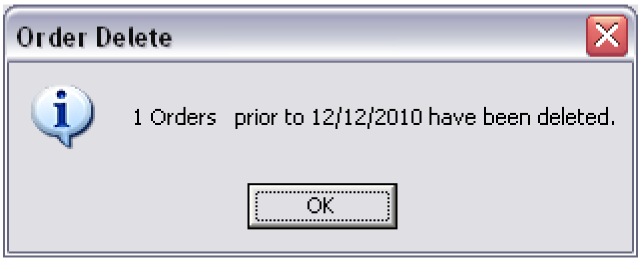
2. Enter date for completed orders to be deleted up to – for example: **31/12/2006**
3. If you would like to save the deleted Orders and Invoices to a file, select the **Save As...** button and set the File name and save location details (you can select a previously created file)
4. Click the **F3 Start** button – a prompt with the following message will display:
   Delete All completed Orders up to DD/MM/YYYY?



5. Click the **Yes** button – if you appending to a previously created file – a prompt with the following message will display:
   The Archive file already exists. Do you want to Append to this file?



6. Click the **No** button and you will be re-prompted for a new File name / Click the **Yes** button and a prompt with the following message will display:
   X Orders prior to DD/MM/YYYY have been deleted.



7. Click the **OK** button

The data is saved as *Excel* document in **CSV** (comma separated) format. This format enables you to search the archive file for deleted Orders, but in an Optional Field.

XReference Options from Order Header

It is possible to XReference from Order Header to:

- **Financial Transactions**: This will display the actual Financial Transactions – useful for checking
- **Order Lines**: Shows All the Order Lines for the Order Header
- **Order Invoice**: Activates the Order Invoice screen displaying any Invoice/s for the Order Header
- **Selected Line Details**: Displays only the Order Line for the highlighted Order Line
- **StockItems**: Displays any Stockitems for the Order Lines associated with the Order Header
- **Suppliers**: Displays the Suppliers screen for the Supplier allocated to the Order Header

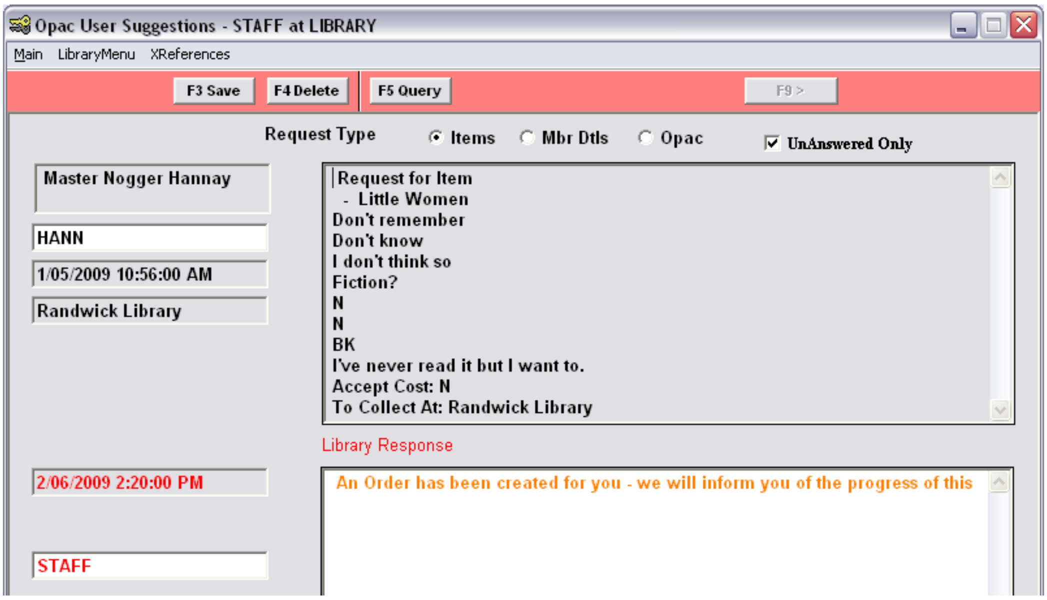
XReference Options from Order Line

- **Catalogue**: Displays the Catalog screen for a Catalogue associated with the Order Line
- **Financial Transactions**: This will display the actual Financial Transactions – useful for checking
- **Order Header**: Displays the Order Header for the Order Line
- **Order Invoice**: Displays the Order Invoice associated with the Order Line
- **Reservation List**: Invokes the Reservation module with the Order Item in the List ready for a placement of a Reservation by entering Borrower Details and using the Borrower Menu to place the Reserve (for example: Highlight the Order in the Browse section and use Reserve Item – **F3**)
- **Suppliers** :Displays the Supplier's Window for the Supplier allocated to the Order Header for the Order Line

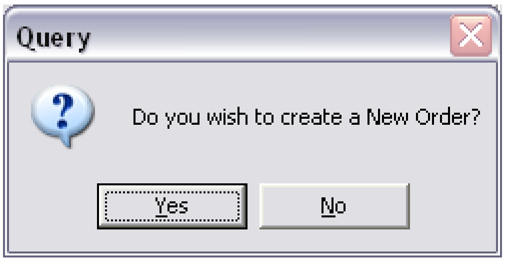
NetOpac Suggests

It is possible for *NetOpac* users to add a request for items not held by the Library. Library staff can then see these Items in Opacs User Suggestions screen:

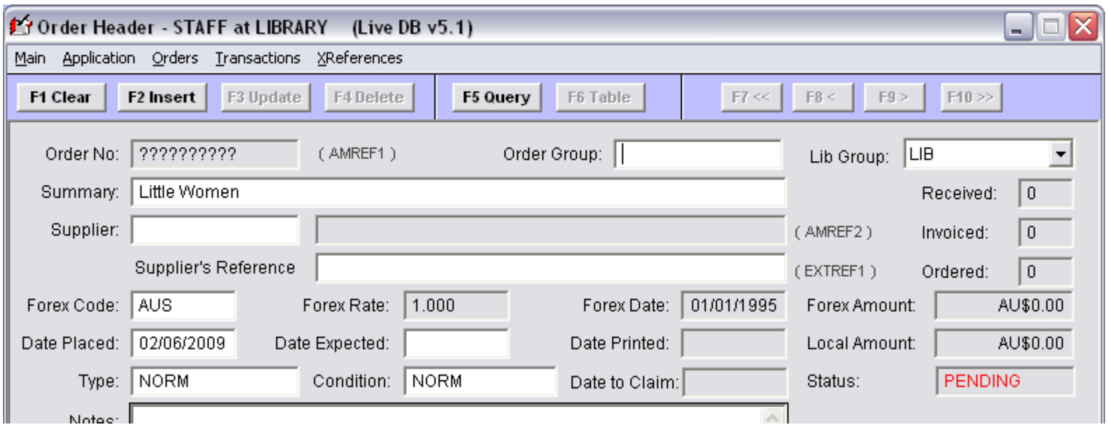
1. Launch the *Amlib* client
2. Go to **Main** > **Supervisor** >**Opacs** > **OpacSuggests** – the Opac User Suggestions screen will display:



3. If **XReferences** > **Orders** is selected from the menu – the Order Header screen will display and the following prompt will display: **Do you wish to create a New Order?**



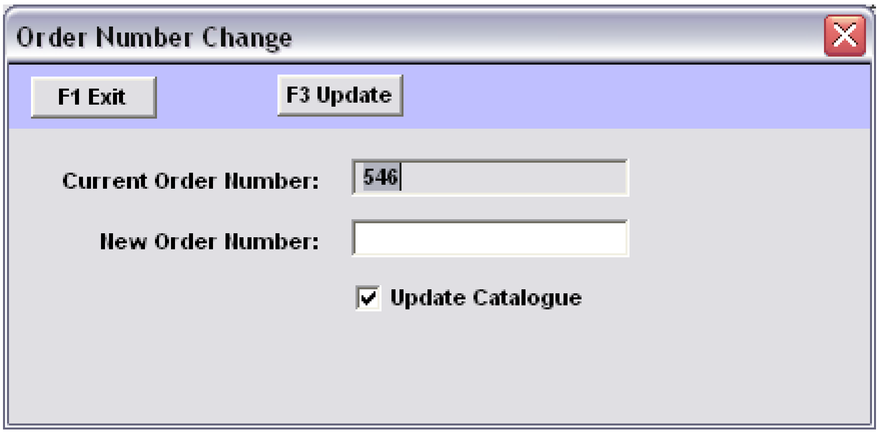
4. Click the **Yes** button to begin the Order creation process – the details from the suggestion will be used to help create the Order:



Change Order Number

It is possible to change the Order Number of an existing Order Header. It will not be possible if the Order Line has been invoiced or a Stock Line has Invoiced (Y/N) field set to **Y**.

1. Launch the *Amlib* client
2. Go to **Main** > **Orders** > **OrderHeader** – the Order Header screen will display
3. Locate the Order to be modified – perhaps the easiest way to do this is to simply click the **F5 Query** button and bring up a complete list of Orders
4. Select **Transactions** > **Change Order Number** from the menu – the Order Number Change prompt will display:

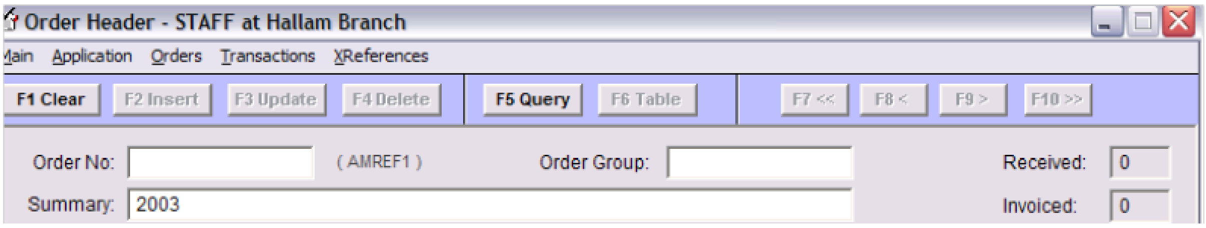


5. Type in the New Order Number and ensure the Update Catalogue option is **ticked** (this will update the **001 Order** Tag to be the new Order Number if a match to the old one is found)
6. Click the **F3 Update** button – a prompt with the following message will display:
   Order Number XXX has changed to XXX

7. Click the **OK** button

Query By Accession

1. Launch the *Amlib* client
2. Go to **Main** > **Orders** > **OrderHeader** – the Order Header screen will display
3. Clear the screen using the **F1 Clear** button
4. Show Orders with a particular Accession No as entered in the Summary field – for example: show all Accession Nos starting with **2002** (Accession Numbers are set up using Accession Number Setup)
5. Click the **F5 Query** button to initiate the search



Calculate Committed

Calculate the Committed amounts for the Accounts attached to particular Order Line.

1. Locate the Order Line to check
2. From the menu, select **OrderLine** > **Calculate Committed** – the Calculate Committed prompt will display with the information about the committed amount for accounts lined to this Order Line:

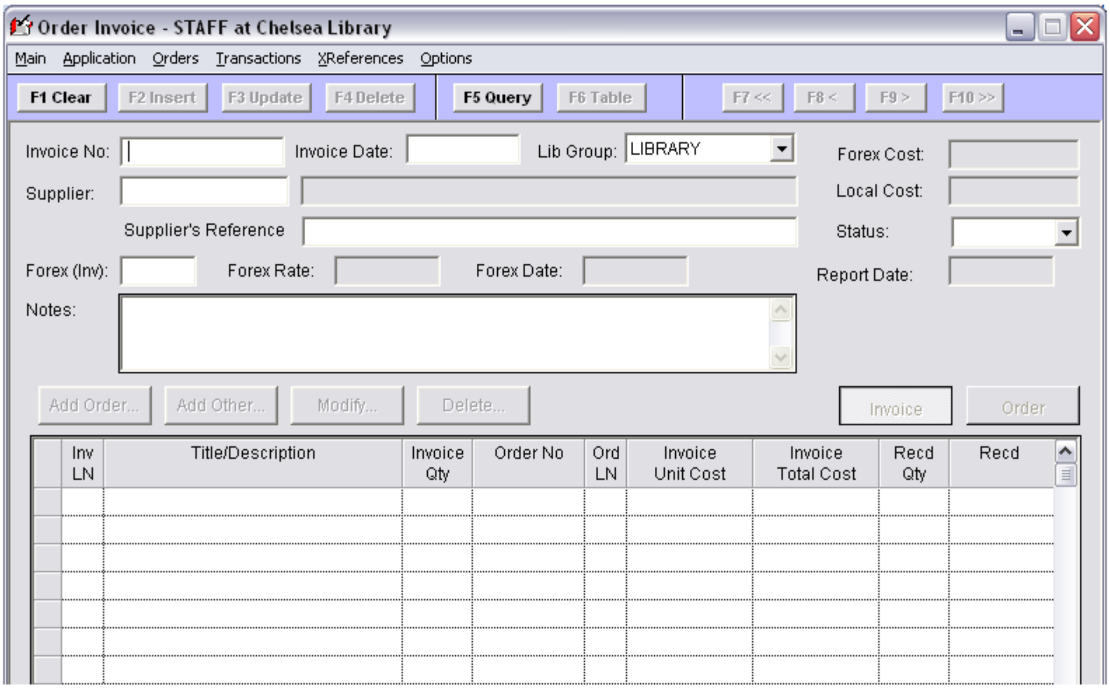
3. Click the **OK** button when complete

PROCESSING THE INVOICE

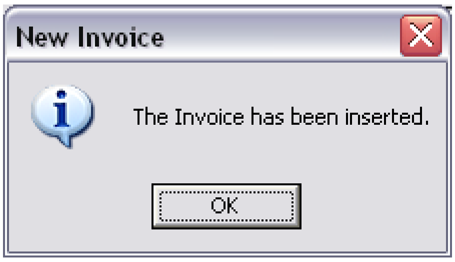
The Invoice Window can be used for Searching for Invoices or entering New Invoices.

Entering a New Invoice

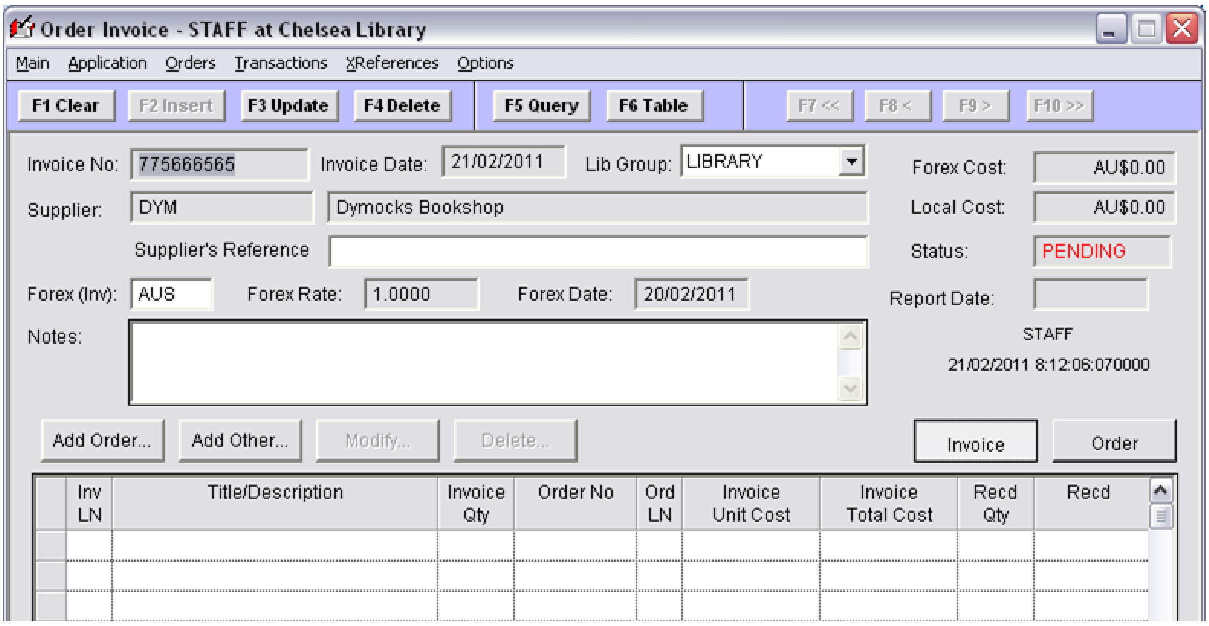
1. Launch the *Amlib* client
2. Go to **Main** > **Orders** > **OrderInvoice** – the Order Invoice screen will display (alternatively, you can use **XReferences** > **Order Invoice** from Order Header/Order Lines)



3. From the menu, select **Transactions** > **New Invoice** – the **Order Invoice** screen will go into creation mode (the **F2 Insert** button will become **bold**)
4. Enter details in the top half of the screen for:
    - **Invoice No** (taken from the actual invoice sent to you)
    - **Supplier** (at this point some of the fields will automatically update – for example: Forex rate
5. Click the **F2 Insert** button – a prompt with the following message will display:
   The Invoice has been inserted.

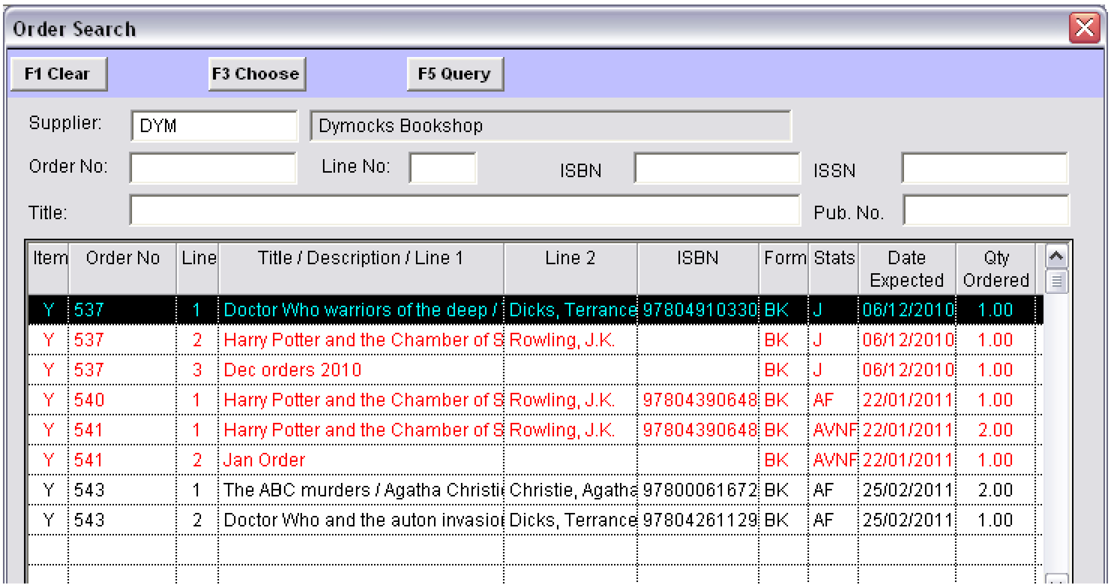


6. Click the **OK** button



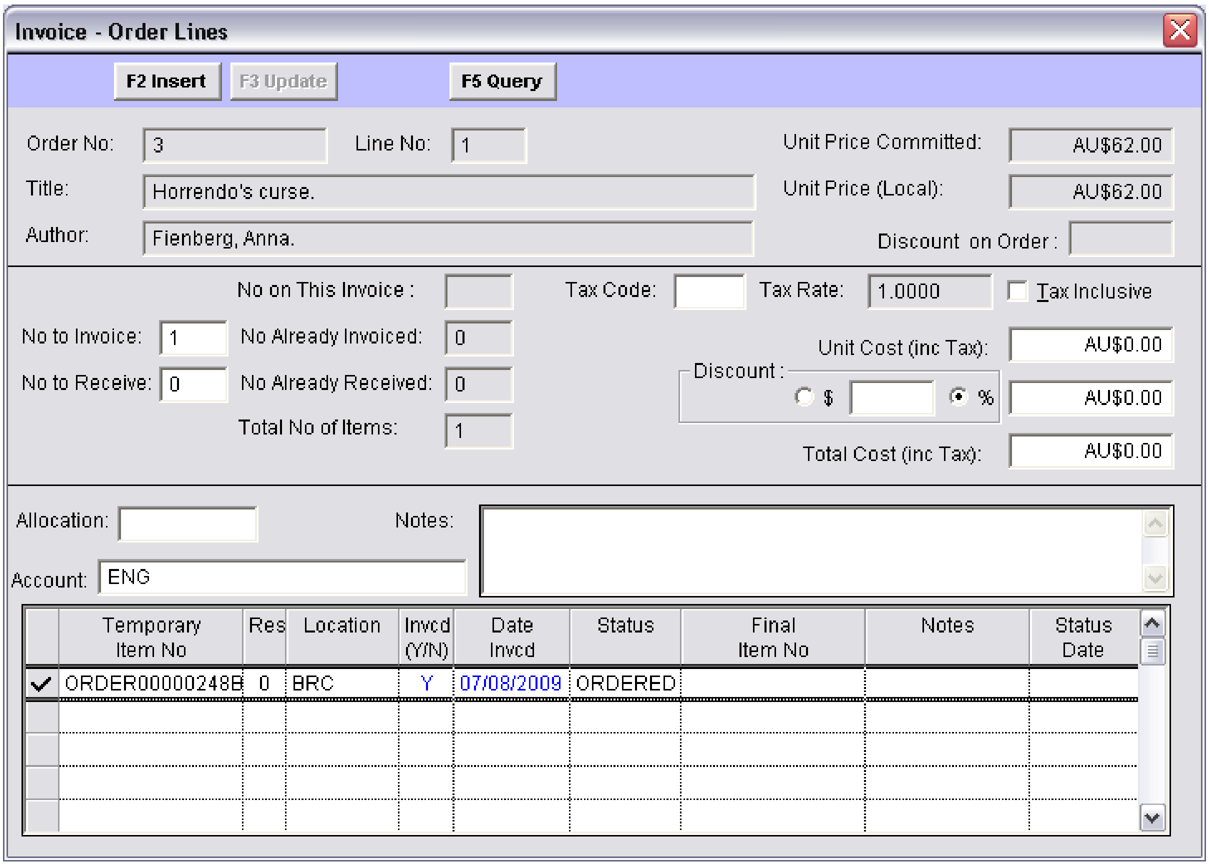
7. Click the **Add Order…** button – the Order Search screen will display a listing of non-invoiced Order Lines relating to that Supplier (items in **RED** are overdue orders)

Please Note: The Order Header MUST have a Status of **ORDERED** to be included in the Invoice. **PENDING** Orders will not display in the Add Order list.



8. You may search for an individual Order Header and Order Line, Title or ISBN and then click the **F5 Query** button
9. Select an item from the list by double-clicking it

10. Once the appropriate record is displayed, highlight the line required and either click the **F3 Choose** button double-click on the highlighted line – the Invoice – Order Lines screen will display:



11. Enter the correct invoice Unit Cost, any Discount to that item and tab through the fields (the Total Cost will be adjusted automatically)
12. You may modify received details or Account details – the committed cost (Unit Price Committed) will display at the top of the screen

Please Note: It is possible to just insert a Total Cost amount. The Unit Cost will automatically be calculated by dividing the Total Cost by the No to Invoice.

13. Enter the No to Invoice: this is the total number of items being paid for on this Order Line (see also Invoice Options),
14. Enter the number of items being received (THIS WILL NOT BE NECESSARY if you have already RECEIVED the items:
    a. Enter the number in the No to Receive field (see also Invoice Options), or
    b. Wand in the actual Final Barcode number into the Final Item No – this will automatically set the Status to **RECEIVED**, or
    c. You can manually change the **ORDERED** to **RECEIVED** in the Status drop-down field – a temporary Stockitem will be automatically generated

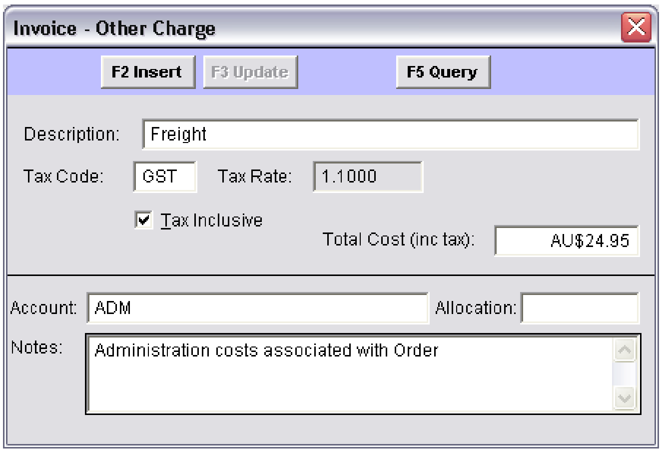
15. Carefully check all details:

    - Is the No to Invoice correct?
    - Is the correct cost inserted, including discounts? Once an Invoice is set to **INVOICED**, the invoiced amount **cannot** be modified
    - Are the Items received correctly (if applicable)?
    - Is the Tax information correct?

16. Click the **F2 Insert** button once finalised – the finalised item will appear in the table at the bottom of the order Invoice

It is possible to include additional charges to the Invoice (like freight costs):

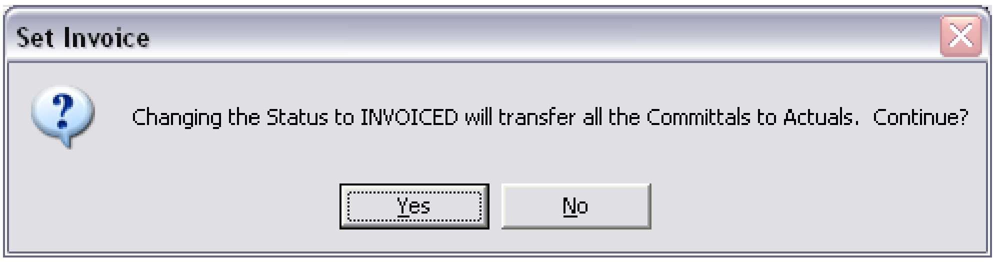
17. Click the **Add Other** button – the Invoice – Other Charge screen will display:



18. You can enter a bulk amount for an Invoice (for example: a Modification) or add Non-Order items (for example: freight and handling)
19. Enter the Description and Tax Code, Total Cost, Account details etc.
20. Click the **F2 Insert** button when complete – the finalised charge will appear in the table at the bottom of the order Invoice
21. Continue adding Order Lines and Other Order Charges as required

When you wish to finalise the Invoice, and transfer the Committals to Actual expenditure, the Status of the Invoice can be altered from **PENDING** to **INVOICED:**

22. In the menu, select **Transactions** > **Set Status To Invoiced** – a prompt with the following message will display:
    Changing the Status to INVOICED will transfer all the Committals to Actuals. Continue?



23. Click the **Yes** button – a prompt with the following message will display:
    The Invoice Status has been changed to INVOICED.

24. Click the **OK** button

MADE A MISTAKE WITH THE AMOUNT INVOICED?

- Invoiced an item for incorrect amount?
- Received an unexpected discount for an item that you have already INVOICED?
- Returned an item that you have **INVOICED** but not PAID? (for example: a defective DVD)
- Returned an item for which you received a refund?
- Need to nullify an **INVOICED** amount recorded during testing/training?

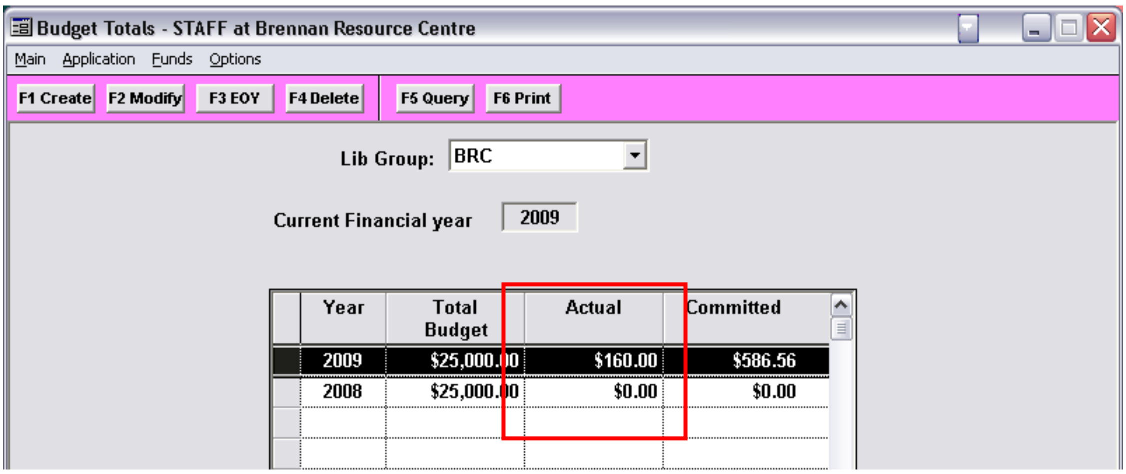
There are two methods of dealing with this within the system:

1. You can make a correction to the amount invoiced using the Financial Transaction screen – see Adjust a Budget/Committed/Actual (Expense) Amount in the Financial Transactions section for further information
2. Alternatively, you can make a simple adjustment to the Actual (Expense) amounts for the particular Account in the Budget using the Invoice screen – see: Credit (Expense) Adjustments for further information

Check Expenditure

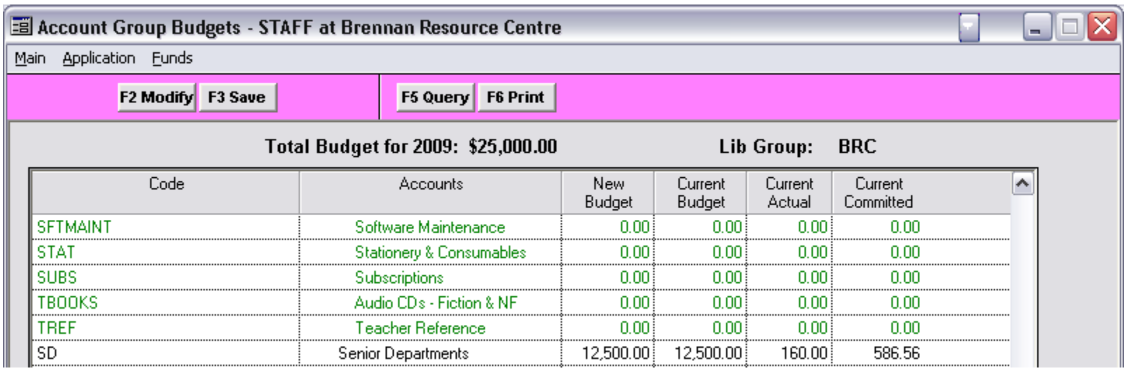
1. Launch the *Amlib* client

2. Go to **Main** > **Finance** > **Budgets** – the Budget Totals screen will display:

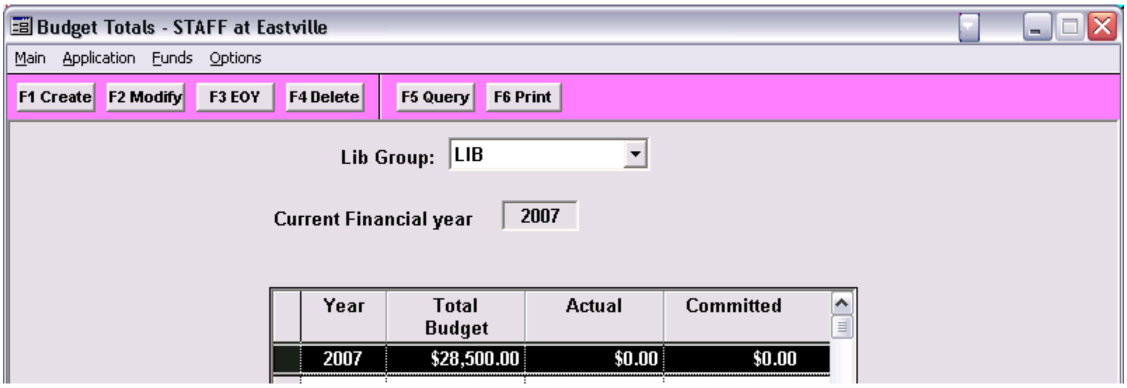


The Budget Total will reflect the Actual expenditure.

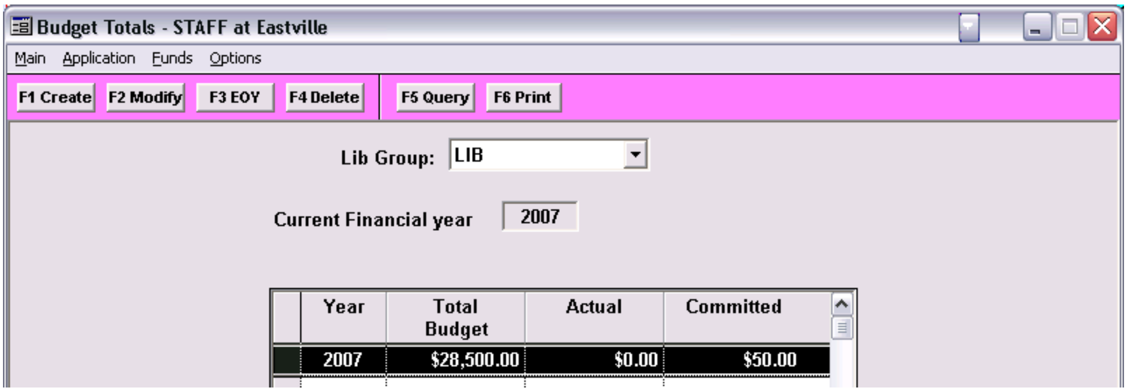
3. It is possible to check the Accounts by selecting the **F2 Modify** button – this will reopen the Account Group Budgets screen where you can check the expenditure of individual Accounts:



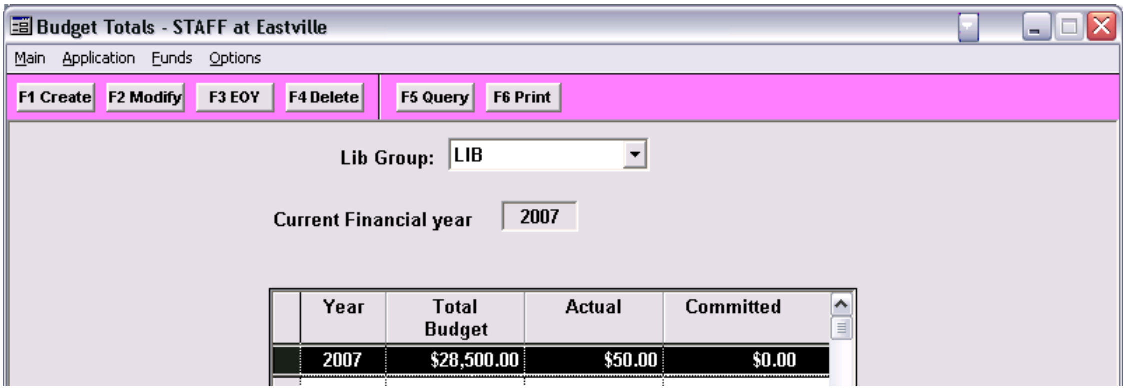
Budget prior to the Order creation:



After Order creation, the Committed amount increases:



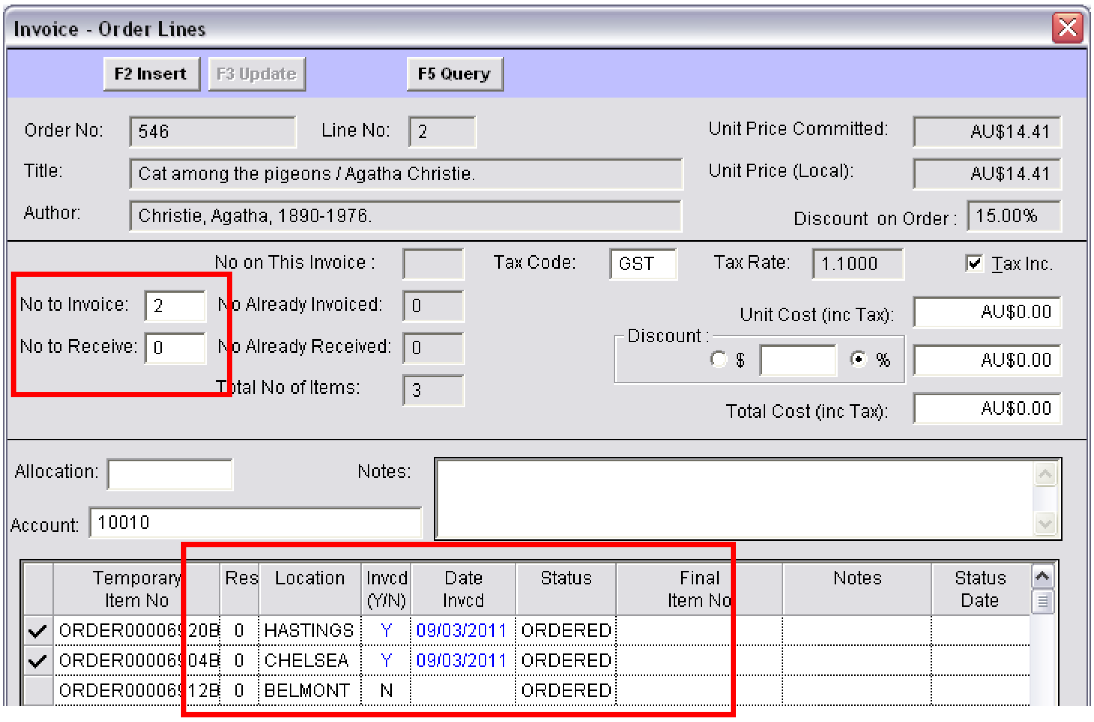
After Invoice Status has been set to **INVOICED**, the Committals are subtracted and added to the Actual expenditure:



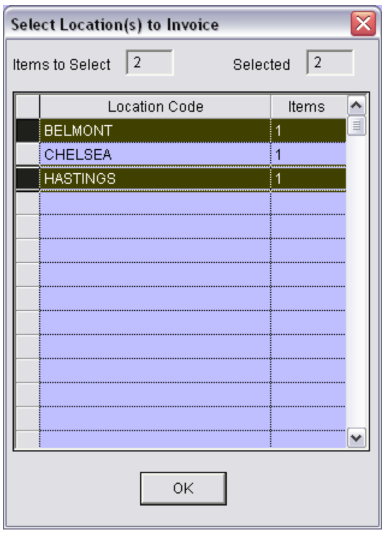
INVOICE OPTIONS

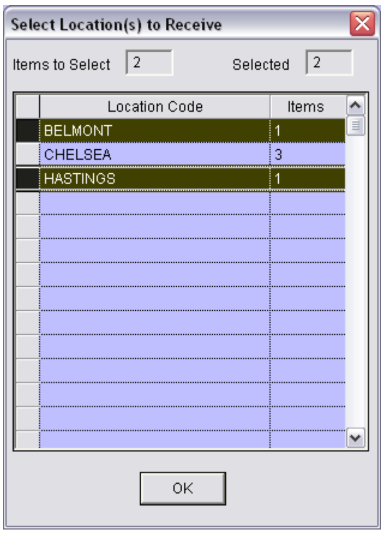
Number to Invoice/Receive with Multiple Locations

If the items being invoiced/received have a) different Locations and b) the number being invoiced is **less** than the number ordered, then the user will need to specify the Locations of the particular items being invoiced/received:



1. Enter the number of items to be invoiced/received in the No to Invoice or No to Receive field – for example: **2**
2. The Select Location(s) to Invoice or Select Location(s) to Receive prompt will display:





3. Select the locations of the items to be invoiced/received (**Ctrl-select** to select multiple items)
4. Click the **OK** button:
   a. Items to Invoice: the Invcd (Y/N) will change to **Y** and a Date Invcd will appear alongside the items for the selected Locations (in **blue**):

	Temporary Item No	Res	Location	Invcd (Y/N)	Date Invcd	Status	Final Item No	Notes	Status Date
✓	ORDER00006920B	0	HASTINGS	Y	09/03/2011	ORDERED			
	ORDER00006904B	0	CHELSEA	N		ORDERED			
✓	ORDER00006912B	0	BELMONT	Y	09/03/2011	ORDERED			

b. Items to Receive: the items will be automatically have Status set to **RECEIVED** and allocated a system-generated Final Item No:

	Temporary Item No	Res	Location	Invcd (Y/N)	Date Invcd	Status	Final Item No	Notes	Status Date
✓	ORDER00006874B	0	HASTINGS	Y	09/03/2011	RECEIVED	STOCK00371114B		09/03/2011
✓	ORDER00006858B	0	CHELSEA	Y	09/03/2011	ORDERED			
✓	ORDER00006882B	0	CHELSEA	Y	09/03/2011	ORDERED			
✓	ORDER00006890B	0	CHELSEA	Y	09/03/2011	ORDERED			
✓	ORDER00006866B	0	BELMONT	Y	09/03/2011	RECEIVED	STOCK00371106B		09/03/2011

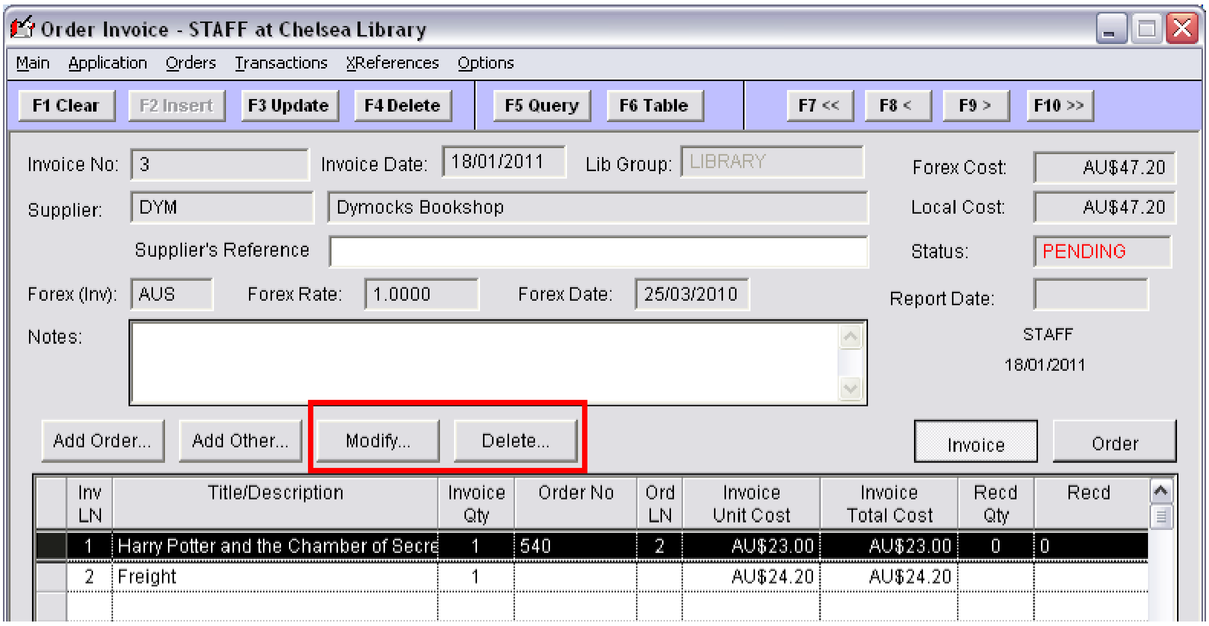
5. You can then continue to add the Cost to be invoiced and other relevant information
6. Click the **F2 Insert** button to insert the Invoice

The Order Lines and Order Headers will be updated to reflect those that have been received or invoiced.

Modifying Invoice Details before Setting to Invoiced

Invoices can be modified by using the editing buttons on the Order Invoice screen.

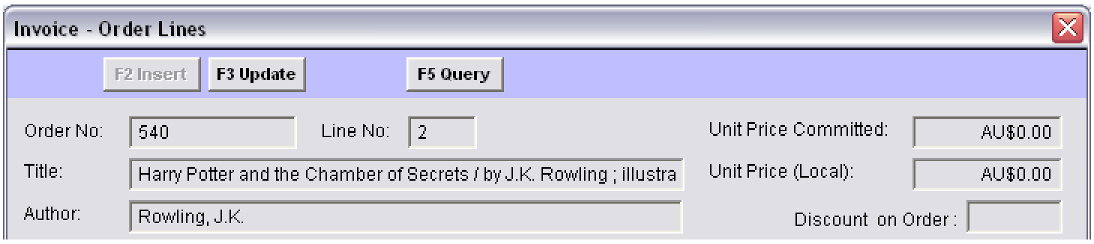
1. Launch the *Amlib* client
2. Go to **Main** > **Orders** > **OrderInvoice** – the Order Invoice screen will display
3. Perform an **F5 Query** search to locate the Invoice to be modified (alternatively, you can use **XReferences** > **Order Invoice** from Order Header/Order Lines)



Please Note: Invoices can ONLY be modified if the Status is set to **PENDING**. Once set to **INVOICED**, the **Modify** and **Delete** buttons become *inactive*.

To Modify an Existing Order Invoice Line:

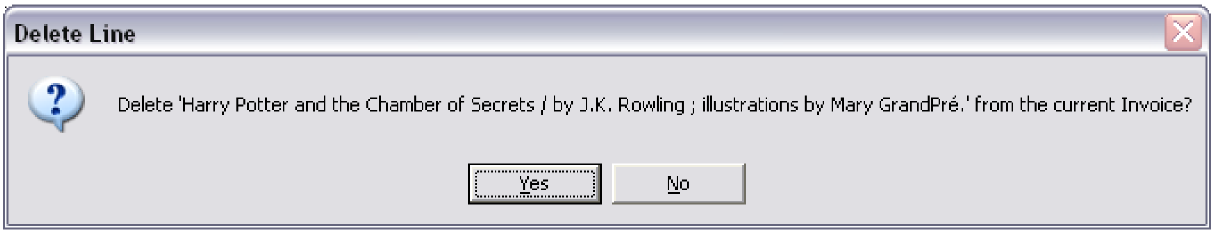
1. **Highlight** the Order Line to modify and click the **Modify** button – the Invoice – Order Lines screen will display:



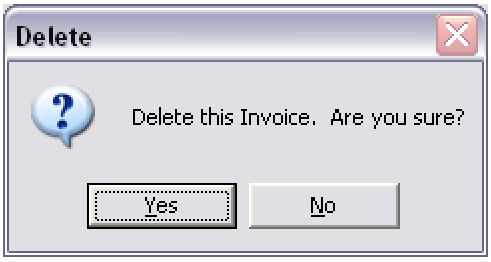
2. Modify the existing details
3. Click the **F3 Update** button when complete

To Delete an Existing Order Invoice Line:

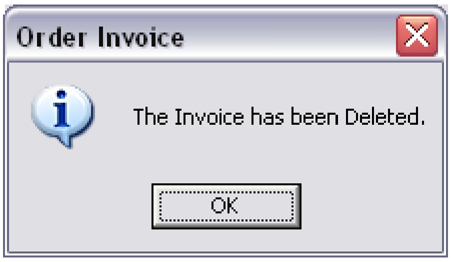
1. **Highlight** the Order Line to modify and click the **Delete** button – the Delete Line prompt will display with the following message: **Delete 'XXXX' from the current Invoice?**



2. Click the **Yes** button
3. The Invoice Line will be deleted
4. If all Invoice Lines have been deleted, the **F4 Delete** button can be clicked to delete the actual Invoice – a prompt with the following message will display:
   Delete the Invoice. Are you sure?



5. Click the **Yes** button – a prompt with the following message will display:
   The Invoice has been Deleted.



6. Click the **OK** button

NON-STOCKITEM ORDER AND INVOICE PROCEDURES

This method of ordering/invoicing is primarily used for those items for which you do not wish to create Stockitem records (stationery, giveaways, etc).

There are two methods to add non-Stockitem orders:

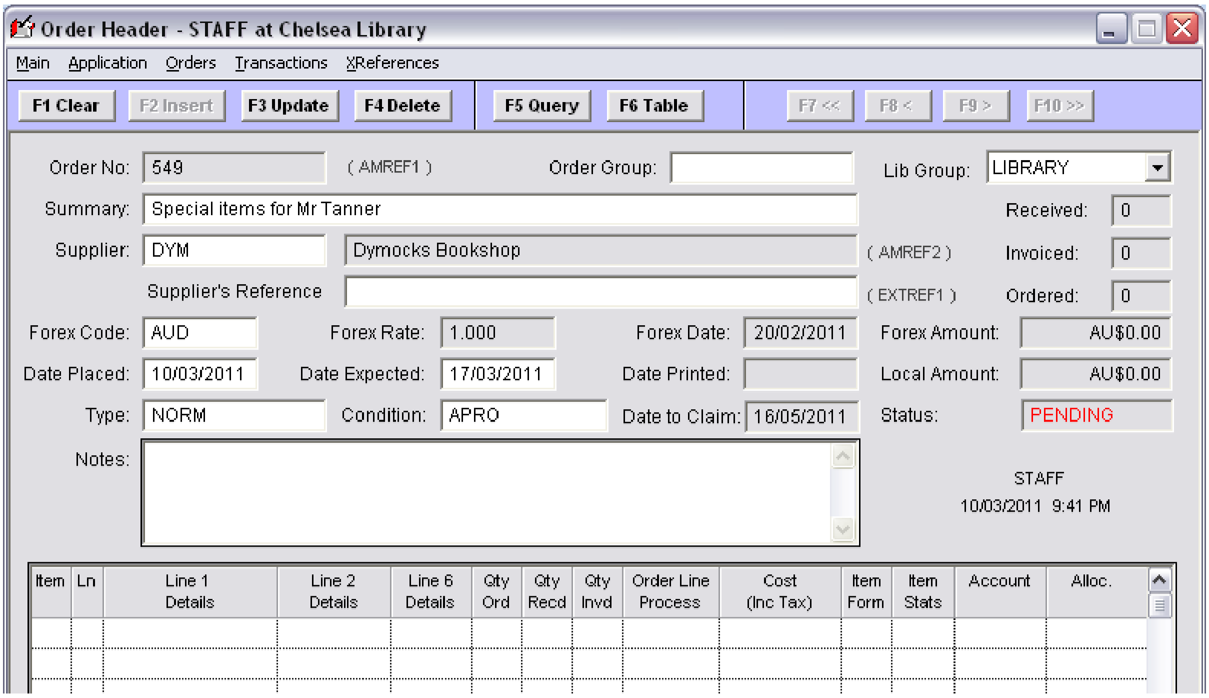
1. The first method involves setting up an Order Header (and attaching non-Stockitem Order Lines) so that the amounts show in the Committed Amount column in the Budget. The Invoice is processed from the Order Invoice screen in the usual manner
2. The second method involves processing the Invoice entirely within the Order Invoice screen, selecting the **Add Other** button once the Order Invoice has been created

Method 1: Invoice with Order (No Stockitem)

The following shows how to set up an Order Header for items that do not require a Stockitem record.

The Order Header screen can be used for entering new Orders, or searching for existing Orders.

1. Launch the *Amlib* client
2. Go to **Main** > **Orders** > **OrderHeader** – the Order Header screen will display (alternatively, type **Ctrl-O**)
3. From the menu, select **Transactions** > **New Order** – the Order Header screen will go into creation mode (the **F2 Insert** button will become bolded and **PENDING** will appear in the Status field)



4. Enter the following details:

   a. Order No (unless automatically generated – in which case it will be greyed out with **??????????** displayed)

   b. Summary (this will display in the Order Line Title field)

   c. Notes (these are searchable by single words and show in reports about the Order)

   d. Supplier

   e. Date Placed (current date automatically entered – change if necessary)

   f. Type and Condition (should automatically come from Order Defaults)

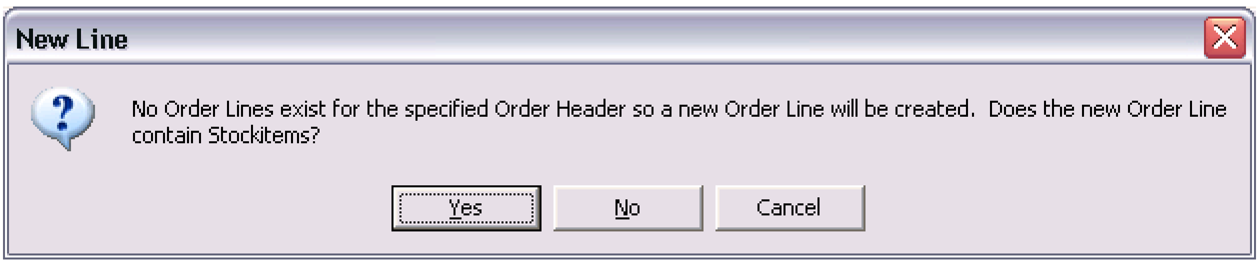
   g. Date Expected details come from the Supplier's Normal Lead Time setting.

HINT: Entering **.<Tab>** in the Supplier, Type and Condition fields will present a list from which you can choose the relevant code.

5. Click the **F2 Insert** button to save this Order Header – a prompt with the following message will display: **The Order has been inserted.**

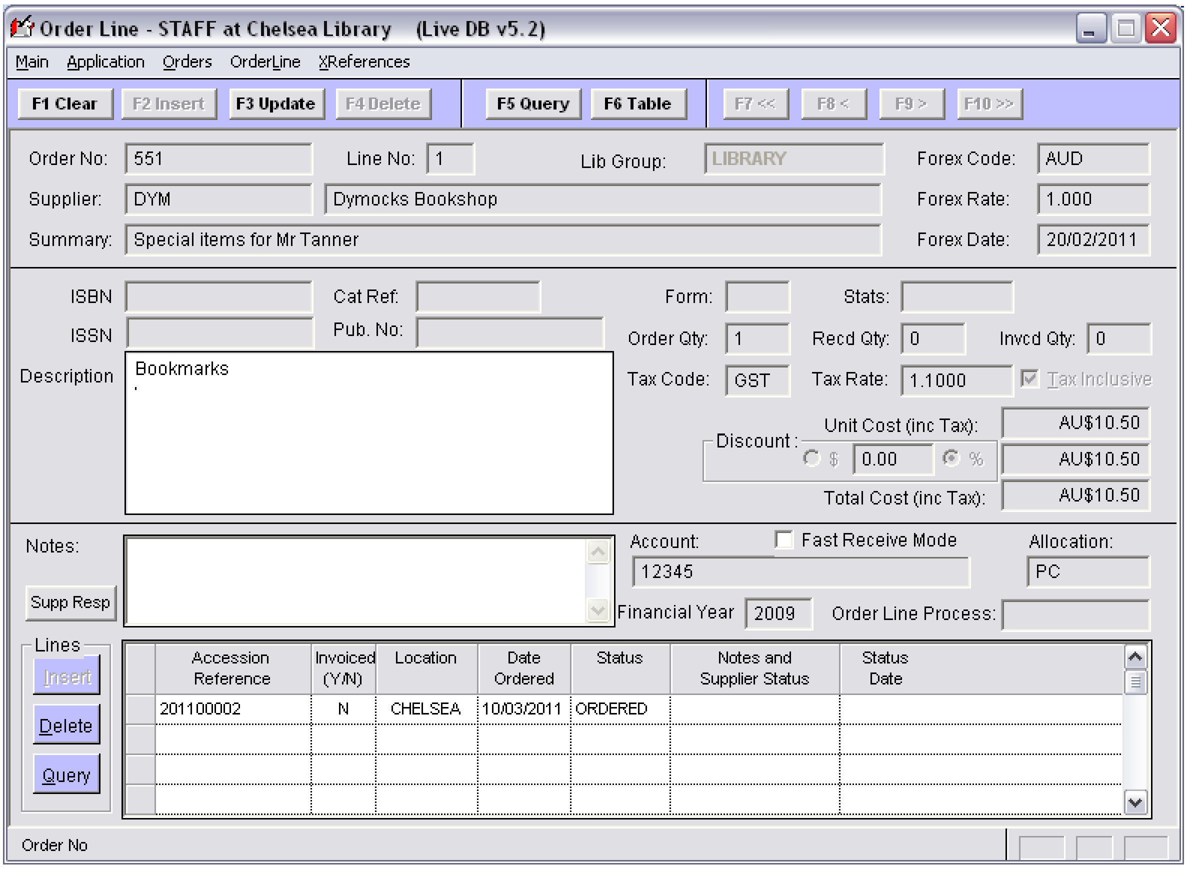
Please Note: If you have system generated Order numbers this will be automatically populate at this point. If you have Accession Numbers set, they will be populated on insertion of the Order Line.

6. Click the **OK** button – a prompt with the following message will display:
   No Order Lines exist for the specified Order Header so a new Order Line will be created. Does the new Order Line contain Stockitems?

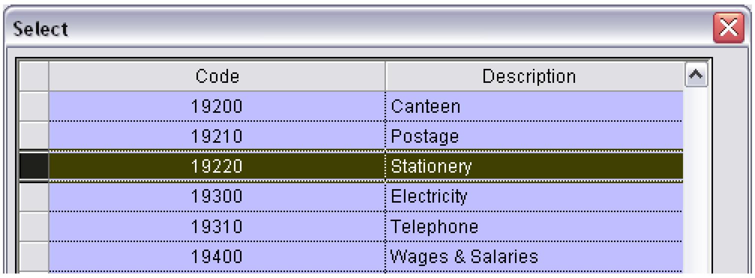


17. Click the **No** button – the Order Line screen will automatically display (if it doesn't, select **XReferences** > **Order Lines** from the Order Header menu)

18. Enter the details as required, including at least a Description, Order Qty and Unit Cost (Discounts can be entered and automatically calculated)

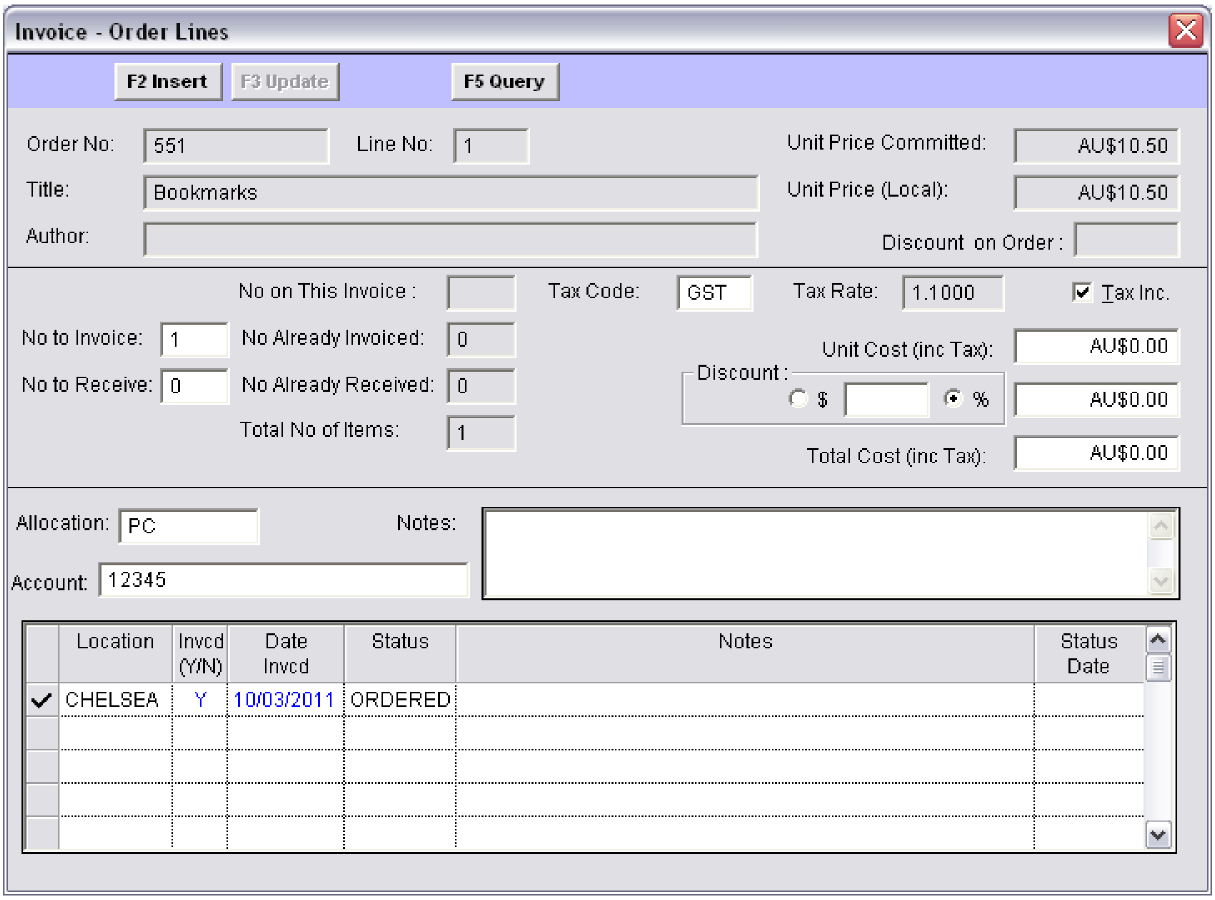


19. Enter the Account and (if used) the Allocation fields (using **. <TAB>** will list the available codes – double-click to select)



20. CHECK that the Accounts and Costs are correct before Inserting the Order Line
21. Click the **F2 Insert** button when complete – a prompt with the following message will display: **The Order Line has been successfully created. Would you like to create another Order Line?**
22. Proceed as usual until no more Order Lines are to be inserted

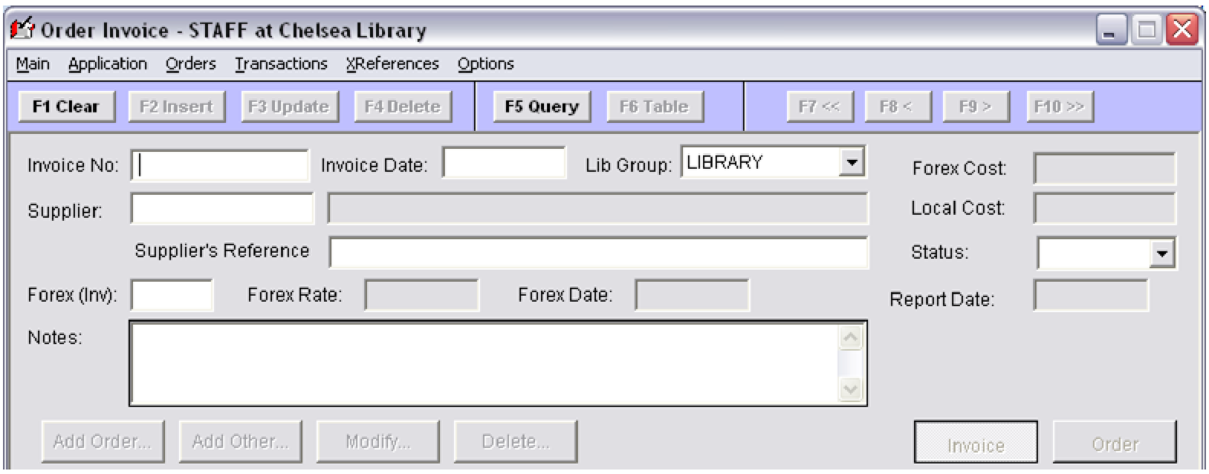
Non-Stockitems Orders are RECEIVED and INVOICED in the same manner as Orders with Stockitems:



Method 2: Invoice without Order

Invoices can be entered without Orders first being created. As in the example below, a Library may need to add Freight charges to an item invoice or use this feature for invoices for utilities or items such as stationery.

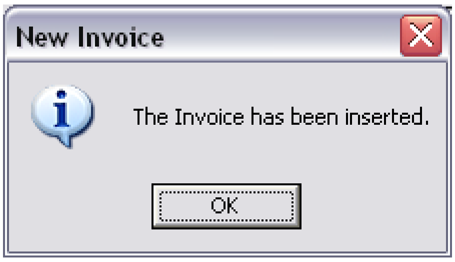
1. Launch the *Amlib* client
2. Go to **Main** > **Orders** > **OrderInvoice** – the Order Invoice screen will display (alternatively, you can use **XReferences** > **Order Invoice** from Order Header/Order Lines):



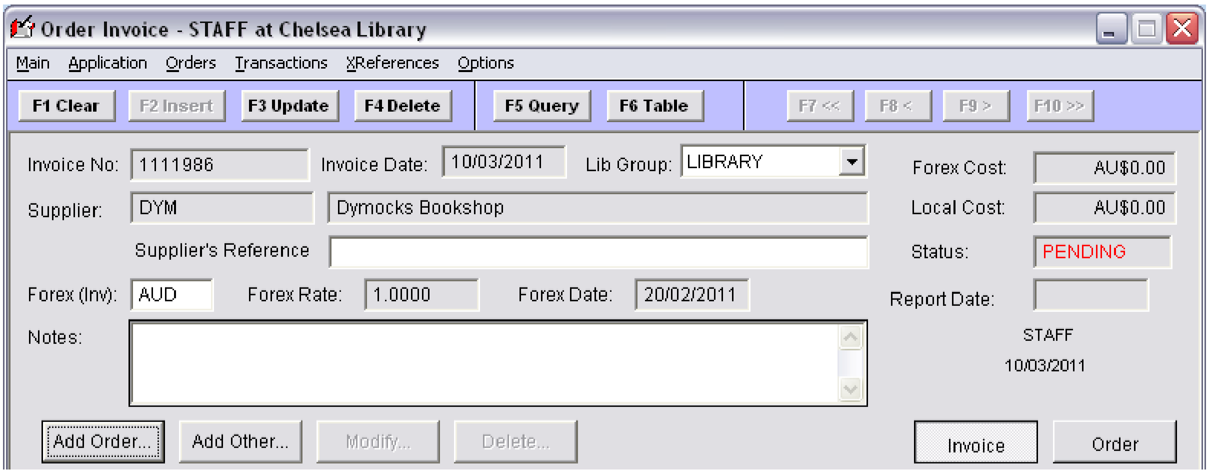
3. From the menu, select **Transactions** > **New Invoice** – the **Order Invoice** screen will go into creation mode (the **F2 Insert** button will become **bold**)
4. Enter details in the top half of the screen for:

    - **Invoice No** (taken from the actual invoice sent to you)
    - **Supplier** (at this point some of the fields will automatically update – for example: Forex rate)

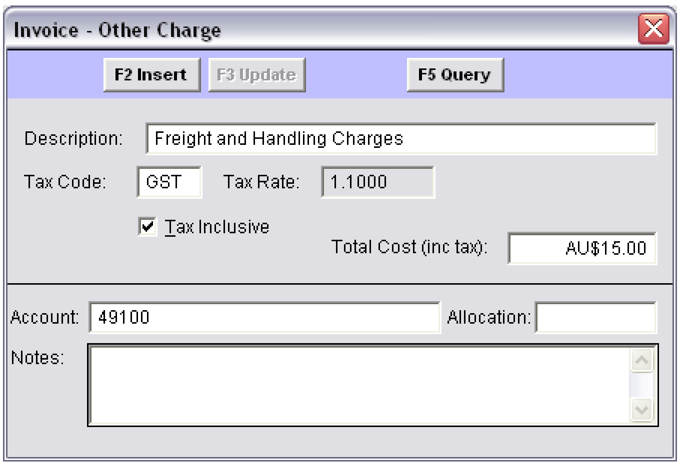
5. Click the **F2 Insert** button – a prompt with the following message will display:
The Invoice has been inserted.



6. Click the **OK** button

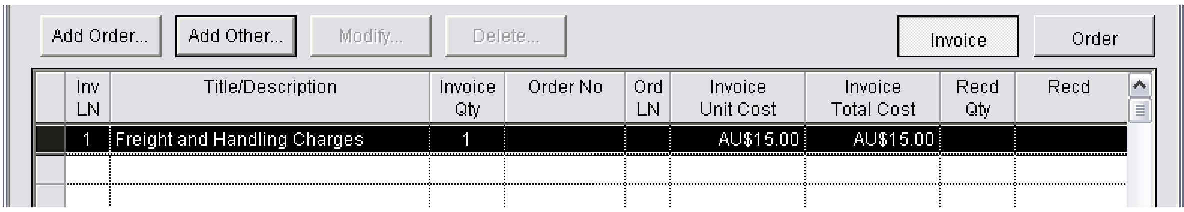


7. Click the **Add Other** button – the Invoice – Other Charge screen will display:

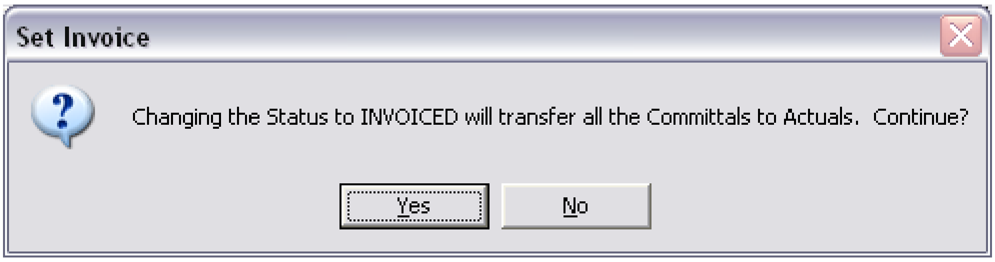


8. Enter the Description and Tax Code, Total Cost, Account and Allocation (optional) details

9. Click the **F2 Insert** button when complete – the finalised charge will display in the table at the bottom of the order Invoice:



1. When you wish to finalise the Invoice, and transfer the Committals to Actual expenditure, the Status of the Invoice can be altered from **PENDING** to **INVOICED:** from the menu, select **Transactions** > **Set Status To Invoiced** – a prompt with the following message will display: **Changing the Status to INVOICED will transfer all the Committals to Actuals. Continue?**



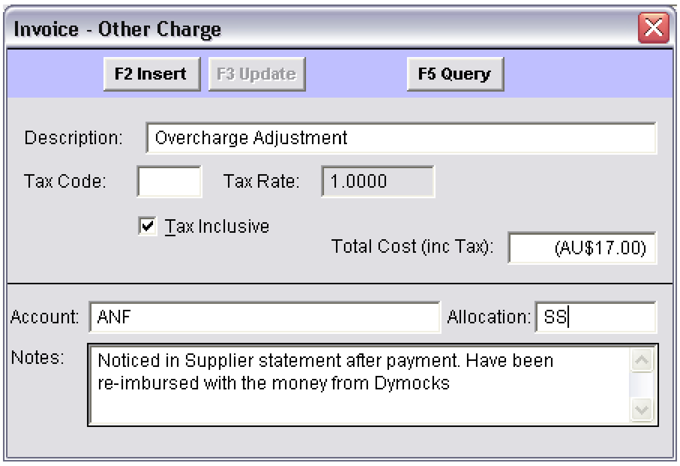
2. Click the **Yes** button – a prompt with the following message will display: **The Invoice Status has been changed to INVOICED.**

3. Click the **OK** button

Credit (Expense) Adjustments

The **Add Other** button can also be used as a simple way of making Credit (and Debit) adjustments to the Budget Actual (or Expense) values. This can be particularly helpful where an overpayment of some kind has occurred or an item already **INVOICED** within the system is provided at a discount. It can even be used to cancel out the effect of an incorrectly (or inadvertently) entered Invoice amount.

- Create an invoice using the instructions outlined in Method 2: Invoice without Order above
- Credit adjustment amounts need be entered as a negative amount – for example: **-15** for a $15 discount
- The Total Cost field will display the number in brackets – for example: **(15.00)**
- We advise using the Notes field to explain the Credit adjustment for later reference

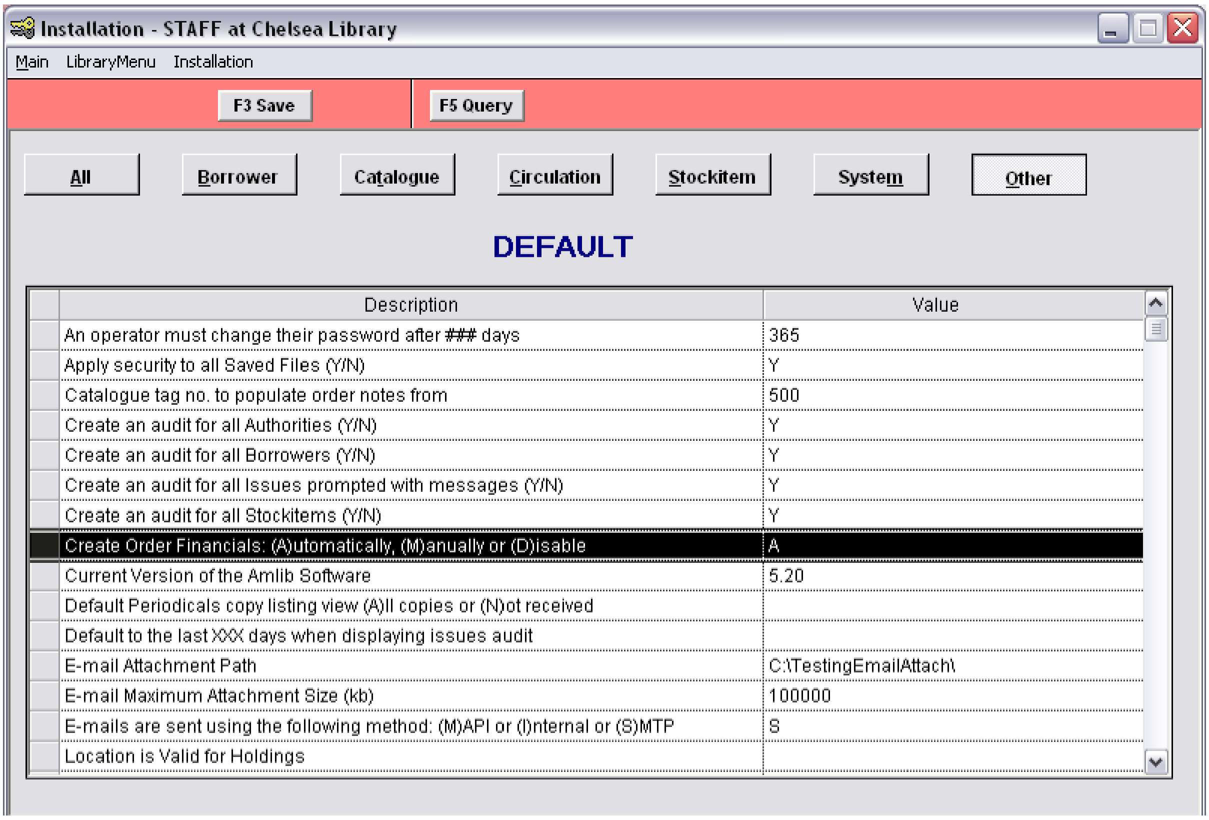


ORDERS WITHOUT FINANCIALS

It is possible to configure the Supervisor settings, so as to allow ordering to occur without having a Budget attached. You will able to place orders normally within the system (and have them display in the *Stockitem* module and on the *NetOpacs* as being **ON ORDER**).

You will not be required to assign an Account code when creating an Order, nor will any invoicing take place. **This option does not allow Invoicing as Invoicing is only possible with the automatic linking of the Financials with the Orders.**

1. Launch the *Amlib* client
2. Go to **Main** > **Supervisor** > **Installation** – the Installation screen will display
3. Select the **Other** tab:



4. Scroll down and adjust the following setting:
   - **Create order financials (A)utomatically, (M)anually or (D)isable** – the Value column needs to be set to **D**
5. Click the **F3 Save** button when complete
6. Exit and restart the *Amlib* client for these changes to take effect

Please Note: Automatic Order can still be used without a Financial Year being set up as you do not need an Account to place the order.

SEARCHING

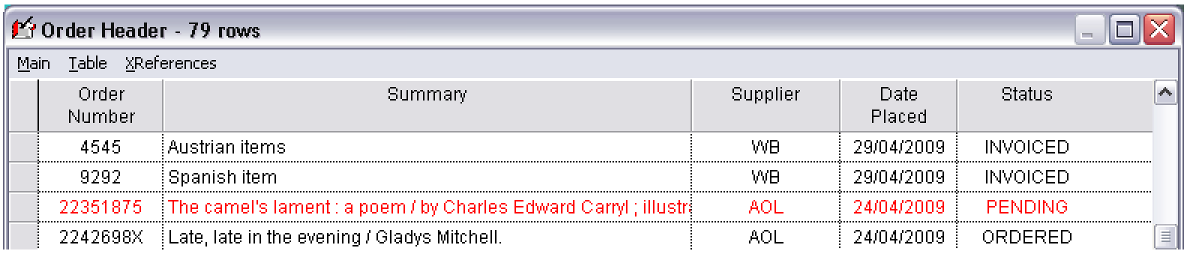
Order Header

- The standard configuration of the Order Header screen is as a search screen. Search data can be entered into any of the active fields (with white backgrounds) and the **F5 Query** button used to initiate a search – if multiple results are found the results will display in a table
- The Status of an Order Header may also be used: select **ORDERED**, **PENDING**, **INVOICED** or **STANDING** from the Status drop-down box and the **F5 Query** button used to initiate the search – multiple results will then be displayed in a table
- It is possible to search ALL Order Headers by clearing the screen using the **F1 Clear** button and clicking the **F5 Query** button (with no search data entered in any field) – a complete listing of Order Headers will then be displayed in a table

There are also a number of Query options available from the Transactions menu:

- **Query By Accession**: Search by Order Accession No
- **Query + NoFinancial**: Displays Orders where no Account Code is used – for example: orders that are not linked to Budget
- **Query + OverDue**: The Order is overdue (the Date Expected has passed)
- **Query + Outstanding**: Displays Orders where the quantity RECEIVED is less than the ORDERED (and the Date Expected has passed)
- **Query + Received**: Displays Orders where the Order Lines have had items RECEIVED
- **Query + Paid**: Displays Orders where the Order Lines have been INVOICED
- **Query + NotPaid**: Displays Orders where the Order Lines have **not** been INVOICED
- **Query + Placed**: Displays Orders placed after the date entered in the Date Placed field – this will find all the Orders placed beyond this date
- **Query + Printed**: Displays all orders where a Printed Date has been set
- **Query + NotPrinted**: Displays Orders where a Printed Date has not been set

Order Header Table Results


Order Header - 79 rows

Main Table XReferences

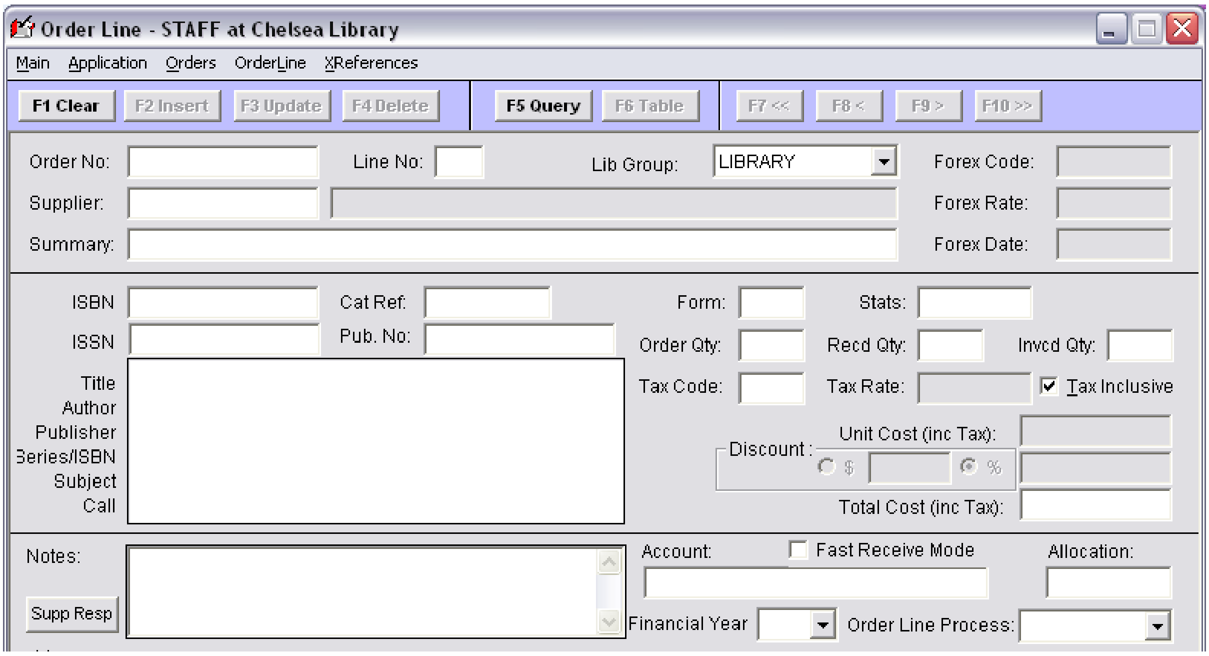
Order Number	Summary	Supplier	Date Placed	Status
4545	Austrian items	WB	29/04/2009	INVOICED
9292	Spanish item	WB	29/04/2009	INVOICED
22351875	The camel's lament : a poem / by Charles Edward Carryl ; illustr	AOL	24/04/2009	PENDING
2242698X	Late, late in the evening / Gladys Mitchell.	AOL	24/04/2009	ORDERED

- **Red** indicates that the Order Header still has a Status of **PENDING**

Order Lines

Once the Header is found, access the Order Line details by:

- Selecting **XReferences** > **Order Lines** from the menu to display ALL Order Lines
- **Double-clicking** the required Order Line in the table at the bottom of the Order Header screen
- Alternatively, **highlight** the required Order Line in the table at the bottom of the Order Header screen and select **XReferences** > **Selected Line Details** from the menu to display the Order Line for the selected item
- Search the Order Lines screen directly, by selecting **Main** > **Orders** > **OrderSearch** – this will display the Order Lines screen, enabling the user to enter search data in any of the active (white background) fields and initiate a search using the **F5 Query** button – if multiple results are found the results will display in a table

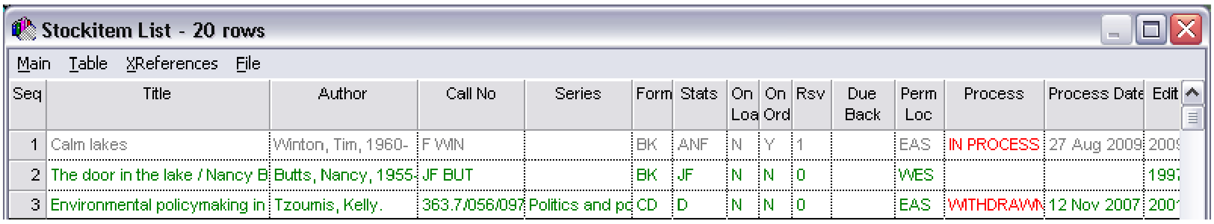


Financial Transactions

- The standard configuration of the Financial Transactions screen is as a search screen. Search data can be entered into any of the active fields (with white backgrounds) and the **F5 Query** button used to initiate a search – if multiple results are found the results will display in a table

Stockitems

- The standard configuration of the Stockitem screen is as a search screen. Search data can be entered into any of the active fields (with white backgrounds) and the **F5 Query** button used to initiate a search – if multiple results are found the results will display in a table (items **ON ORDER** will appear **grey**):

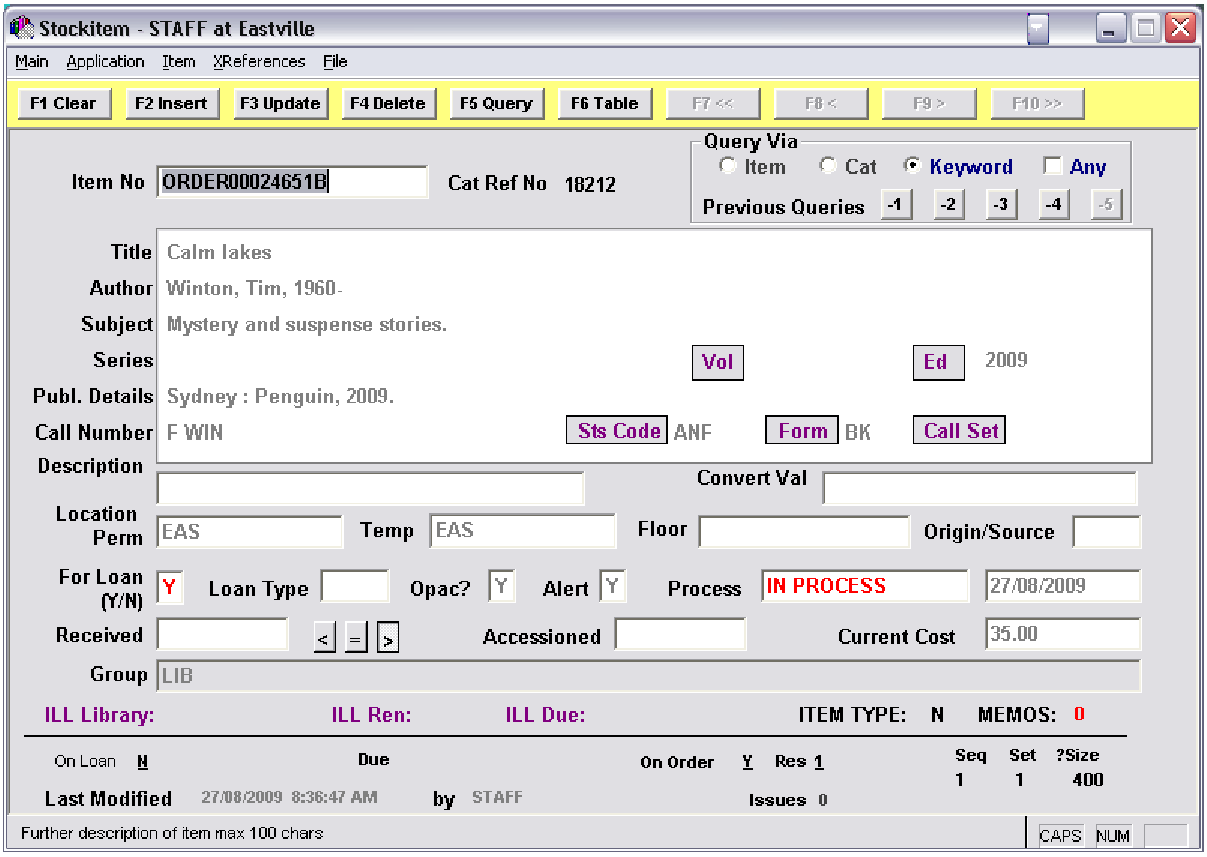


Stockitem List - 20 rows

Main Table XReferences File

Seq	Title	Author	Call No	Series	Form	Stats	On Loa	On Ord	Rsv	Due Back	Perm Loc	Process	Process Date	Edit
1	Calm lakes	Winton, Tim, 1960-	F WIN		BK	ANF	N	Y	1		EAS	IN PROCESS	27 Aug 2009	200
2	The door in the lake / Nancy B	Butts, Nancy, 1955-	JF BUT		BK	JF	N	N	0		WES			199
3	Environmental policymaking in	Tzoumis, Kelly.	363.7/056/097	Politics and pc	CD	D	N	N	0		EAS	WITHDRAWN	12 Nov 2007	200

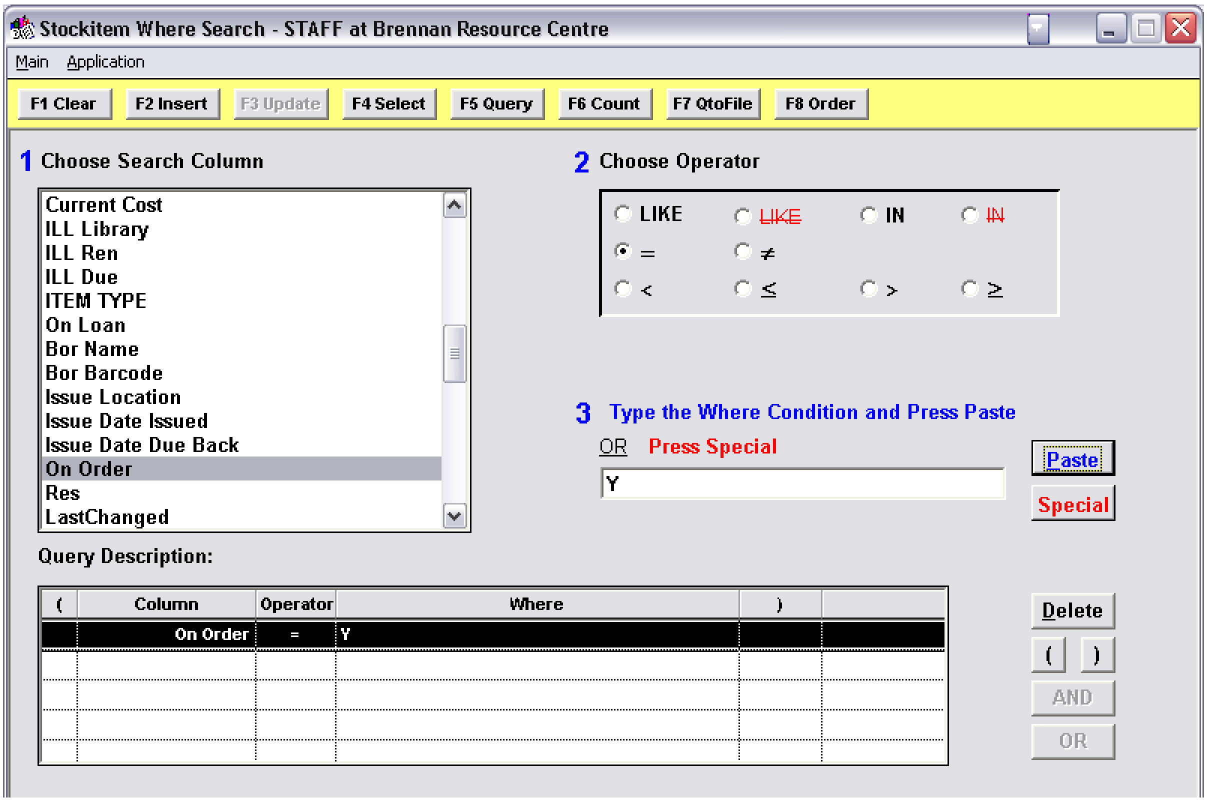
- The text in the Stockitem record will also appear **grey** until the item is **RECEIVED**:



Where Search

Orders can be searched via a Stockitem Where Search.

1. Launch the *Amlib* client
2. Go to **Main** > **StockItems** > **StockitemWhere** – the Stockitem Where Search screen will display:



In this example, we want to find all Stockitems on Order:

1. Choose Search Column: **On Order**
2. Choose Operator: **=**
3. Type the Where Condition: **Y**
4. Click on the **Paste** button
5. Select **F5 Query** to bring up a list of search results, **F6 Count** to count the number of matching items, or **F7 QtoFile** to save the search results list to a Saved File

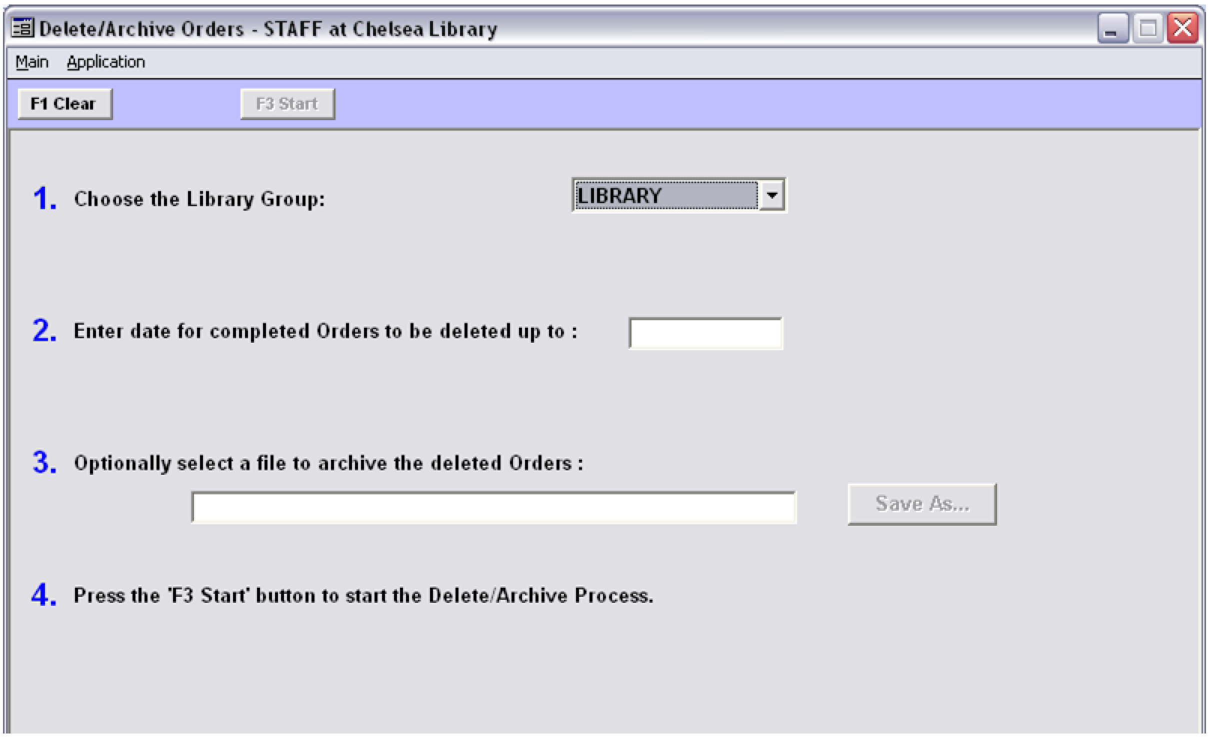
The Where Search can be saved by clicking the**F2 Insert** button and a Description being entered. Similarly, previously saved searches can be accessed by clicking on the **F4 Select** button.

ARCHIVING OLD ORDERS/INVOICES

The Orders system automatically retains all Orders and Invoices. However, it is possible to periodically delete (and archive) old Orders and Invoices.

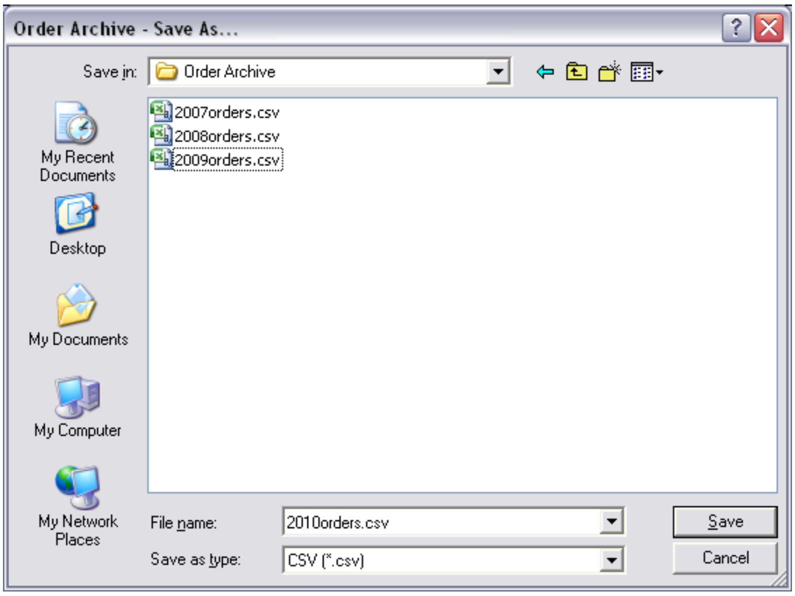
Please Note: A completed Order is defined as having all Order Lines **RECEIVED** and **INVOICED** (or **CANCELLED**).

1. Launch the *Amlib* client
2. Go to **Main** > **Orders** > **OrderHeader** – the Order Header screen will display
3. From the menu, select **Orders** > **Order Archive** – the Delete/Archive Orders screen will display:



Please Note: It is possible to use Group Security to create separate Finance groups – if Group Security is in effect, then the user should ensure that the correct group is being deleted/archived!

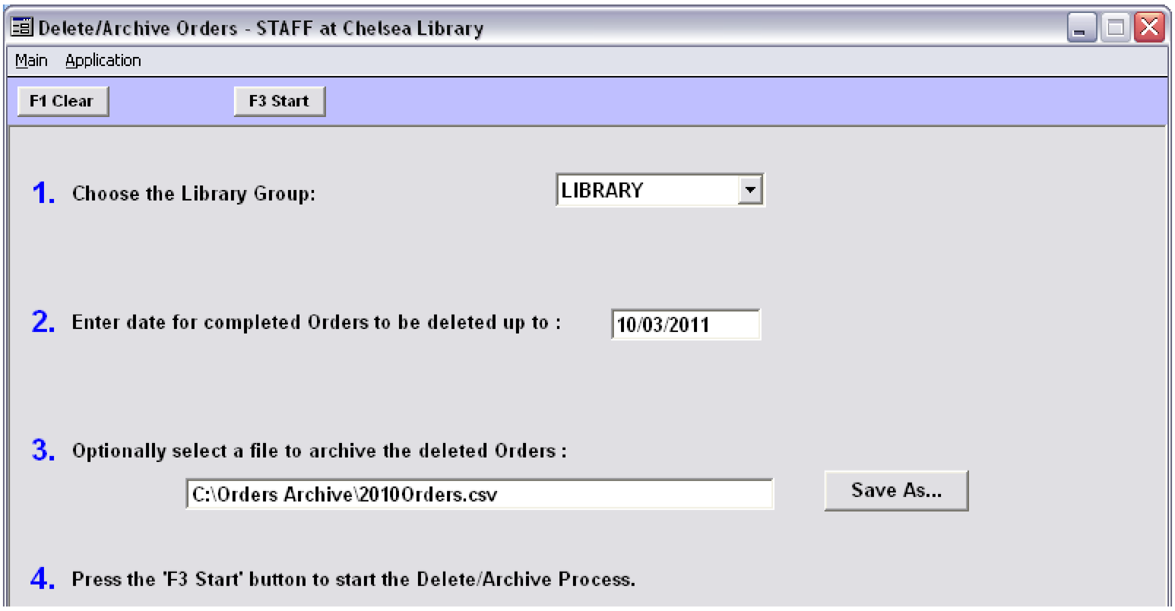
4. Enter the following details:
    1. Choose the Library Group: – for example: **LIBRARY** (defaults to the Group of the Login user)
    2. Enter date for completed Orders to be deleted up to: (in *DD/MM/YYYY* format) – for example: **31/12/2010** (this will delete all orders and invoices PRIOR to and including this date)
    3. Optionally select a file to archive the deleted invoices: (this allows you to archive the invoices being deleted)
        i. Click mouse in empty field – the **Save As...** button will become active
        ii. Click the **Save As...** button – the Order Archive – Save As screen will display:



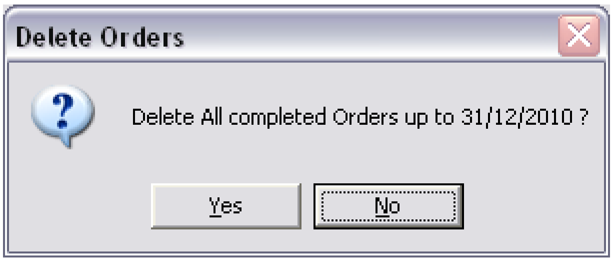
iii. Navigate to the folder in which you wish to save the archive file

iv. Type in a File name: and click on the **Save** button

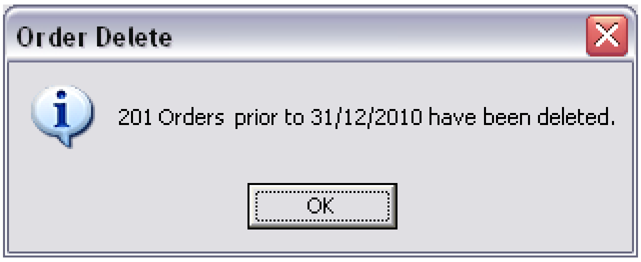
4. Press the **F3 Start** button to start the Delete/Archive Process:



5. A prompt with the following prompt will display:
Delete All completed Orders up to DD/MM/YYYY ?



6. Click the **Yes** button – a prompt with the following message will display:
XXX Orders prior to DD/MM/YYYY have been deleted.

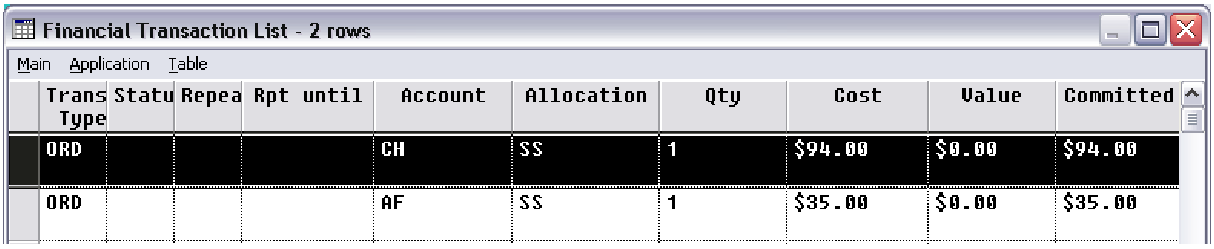


7. Click the **OK** button

The Deletion/Archive process is now complete. A list of the deleted Orders can be accessed in the saved archive **.CSV** file (if set up).

FINANIAL TRANSACTION (MANUAL BUDGET ADJUSTMENTS)

This facility is mainly used to search for existing Orders and Invoices using the **F5 Query** button.



Trans Type	Statu	Repea	Rpt until	Account	Allocation	Qty	Cost	Value	Committed
ORD				CH	SS	1	$94.00	$0.00	$94.00
ORD				AF	SS	1	$35.00	$0.00	$35.00

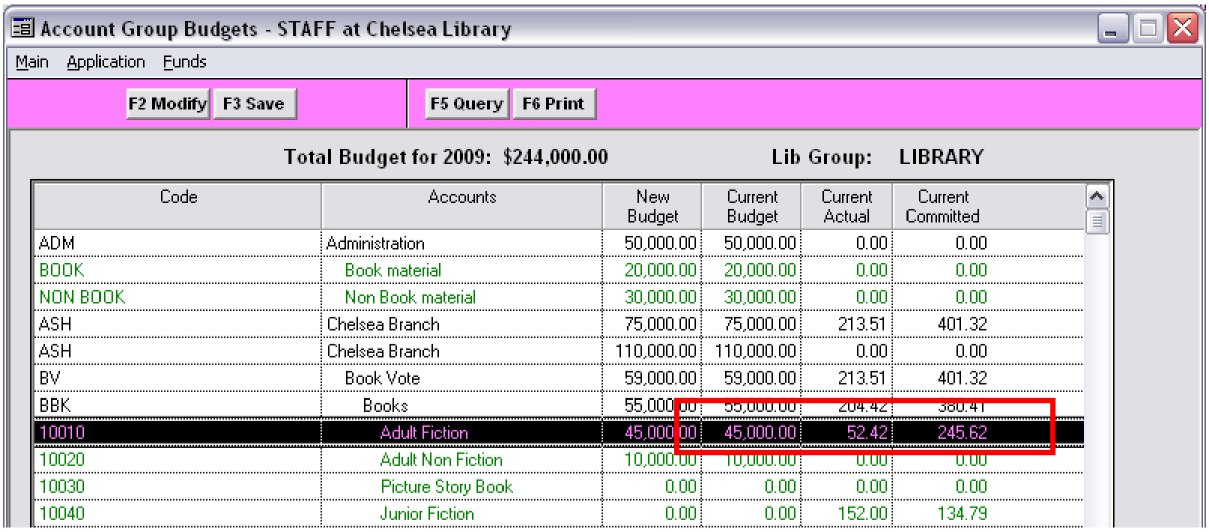
However, it is also possible to make adjustments to the **Budget**, **Committed** and **Actual** amounts appearing in the Budget itself, with the adjustments being made on the Account level.

This is useful if the amounts reflected in the Budget are incorrect, perhaps as the result of an error in the invoiced amount entered or an item being returned after being invoiced.

Sometimes the Budget will need adjusting simply because "fake" items have been ordered and invoiced as part of a training or test exercise!

What is the difference between a Budget, Committed and Actual Amount?

- **Budget Amount:** is the total ALLOWABLE expenditure assigned to a particular Account Code (in the Budget this is reflected in the Current Budget column)
- **Committed Amount:** is the amount on the Order PRIOR to invoicing (in the Budget the totals are reflected in the Current Commitment column)
- **Actual Amount:** is the amount ACTUALLY invoiced (in the Budget the totals are reflected in the Current Actual column). It is also known as an Expense



Code	Accounts	New Budget	Current Budget	Current Actual	Current Committed
ADM	Administration	50,000.00	50,000.00	0.00	0.00
BOOK	Book material	20,000.00	20,000.00	0.00	0.00
NON BOOK	Non Book material	30,000.00	30,000.00	0.00	0.00
ASH	Chelsea Branch	75,000.00	75,000.00	213.51	401.32
ASH	Chelsea Branch	110,000.00	110,000.00	0.00	0.00
BV	Book Vote	59,000.00	59,000.00	213.51	401.32
BBK	Books	55,000.00	55,000.00	204.42	380.41
10010	Adult Fiction	45,000.00	45,000.00	52.42	245.62
10020	Adult Non Fiction	10,000.00	10,000.00	0.00	0.00
10030	Picture Story Book	0.00	0.00	0.00	0.00
10040	Junior Fiction	0.00	0.00	152.00	134.79

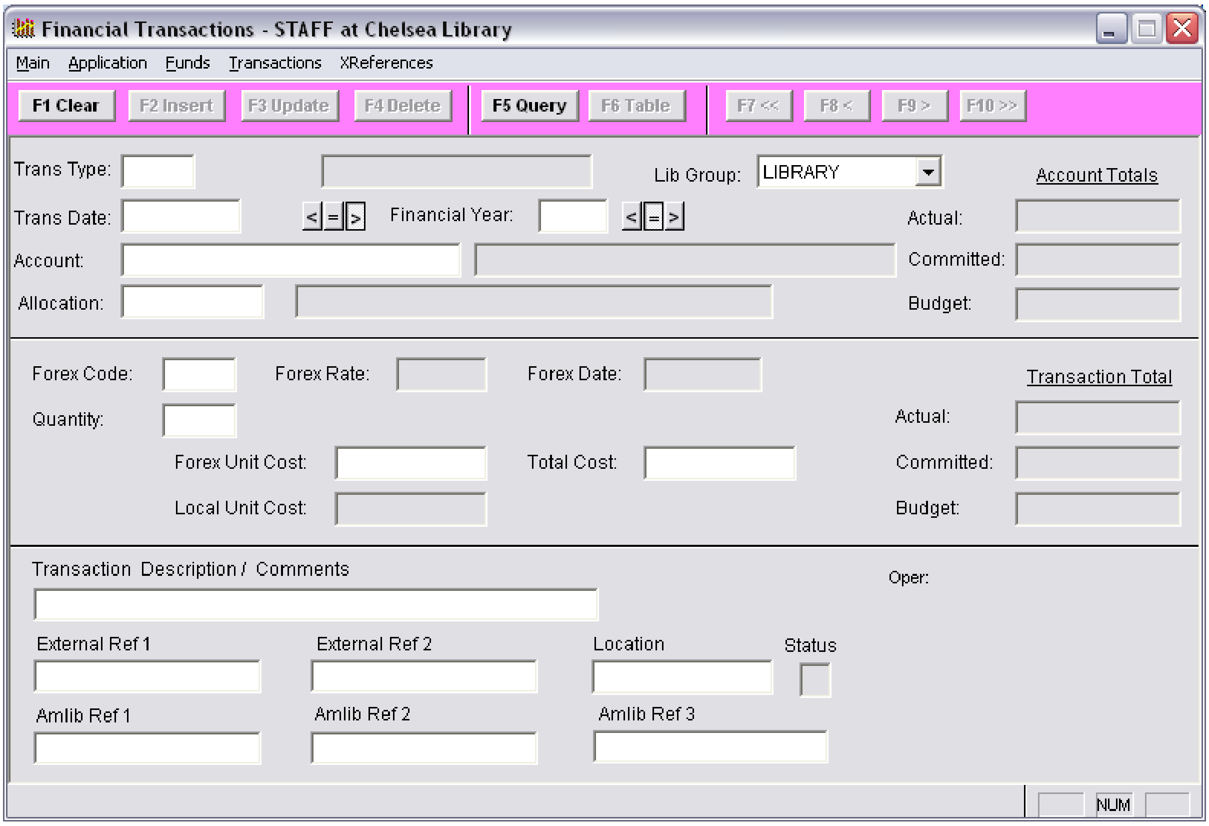
Adjust a Budget/Committed/Actual (Expense) Amount

If an Order has had one or more Order Lines already invoiced, then it will not be possible to adjust the committed amount within the Order itself. The user will need to manually adjust the committed amount recorded against the Account code used in the Order Line. Similarly, if the invoiced amount is incorrect then it cannot be adjusted once the Invoice is set to **INVOICED**.

Please Note: It is possible to adjust these amounts using other methods within the system:

- Committal amounts on an actual Order can be adjusted any time prior to the Order being **INVOICED** – see Modifying an Order Header or Order Line for further information
- Actual (or Expense) amounts can be adjusted using the **Add Other** button in the Invoicing system – see Credit (Expense) Adjustments for further information
- Users wishing to make a Budget Adjustment may prefer to modify the Amounts within the Budget itself – see: Modify Existing Budget for further information

1. Launch the *Amlib* client
2. Go to **Main** > **Finance** > **FundsFinance** – the Financial Transactions screen will display:

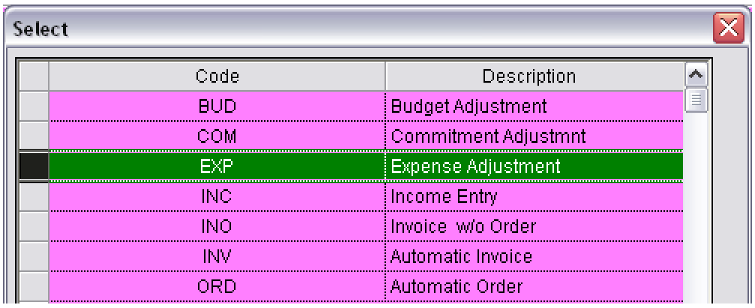


3. From the menu, select **Transactions** > **New Transaction** – the screen will go into creation mode (the **F2 Insert** button will become active, and the Trans Date and Location fields will be populated)

Please Note: Most of the fields in the Financial Transactions screen have a Select table of Codes/Types attached, which can be displayed by entering in **.<Tab>** in the relevant field. Select a code/type by double-clicking (or select and **<Enter>**).

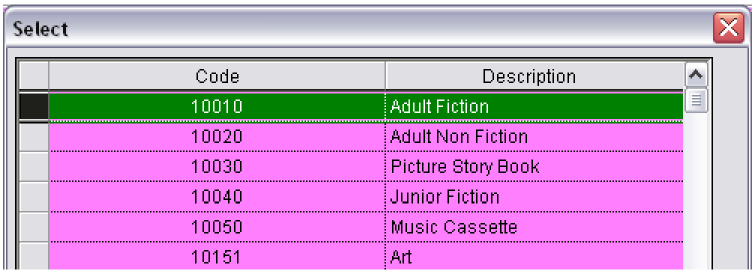
4. Enter the following details:

   a. Trans Type field: select **COM – Commitment Adjustmnt** (to adjust the Committal amount), **EXP – Expense Adjustment** (to adjust the Actual amount) or **BUD – Budget Adjustment** (to adjust the Budget amount)



   b. Lib Group – for example: **LIBRARY**

   c. Account– for example: **10010 – Adult Fiction**



   d. Allocation (Optional)

   e. Forex Code – for example: **AUS**

   f. Quantity

   g. The Forex Unit Cost or a Total Cost (if the latter is entered, the Forex Unit Cost will be adjusted based on the Quantity already entered)

      Please Note: If the adjustment amount is being **subtracted** from the amount already transacted then it needs to be entered as a negative value with a **–**typed in front of the amount entered – for example: **–44.00**. The amount will then display in brackets: **(AU$44.00)**.

   h. Transaction Description/Comments – for example: **Order Adjustment for incorrect amount for Nov 2009 Order**

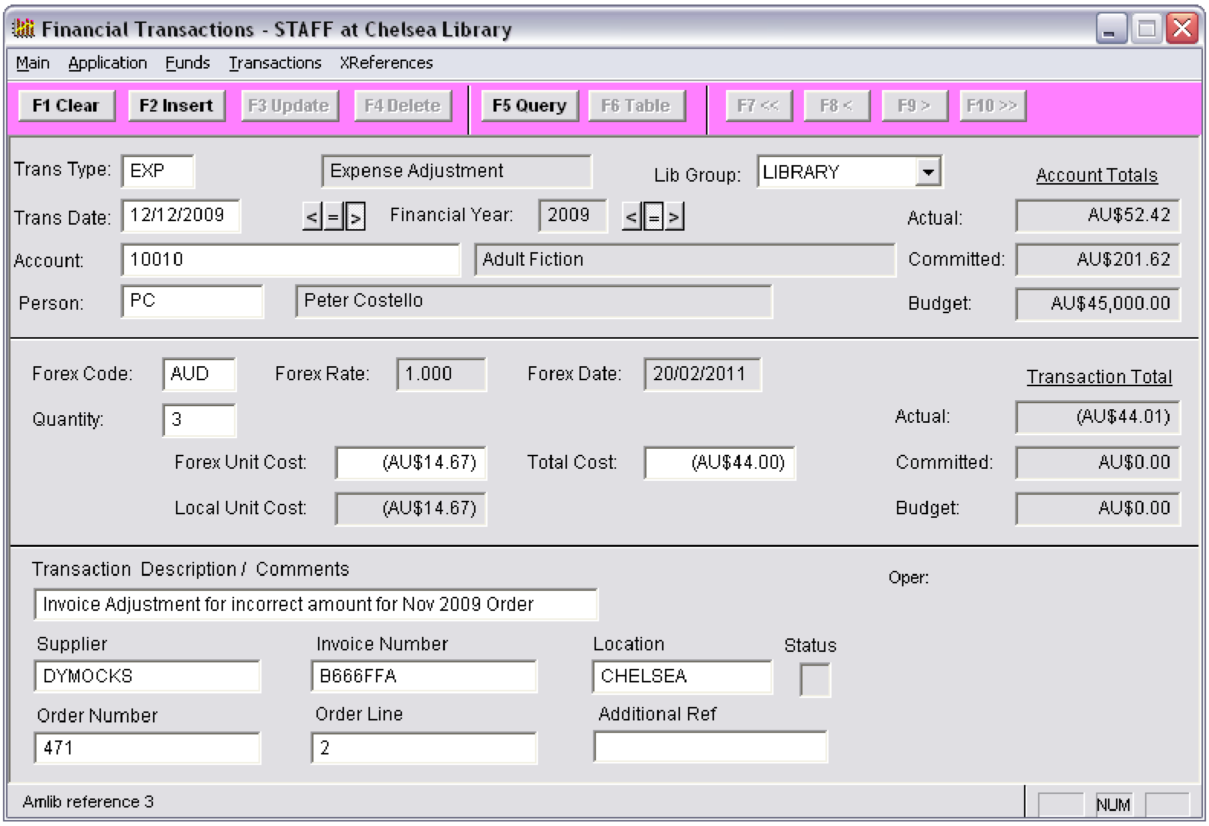
   i. Location (Committal/Actual (Expense) adjustments only)

   j. Supplier (Committal/ Actual (Expense) adjustments only)

   k. Invoice Number (Actual (Expense) adjustments only)

l. Order Number (Committal/ Actual (Expense) adjustments only)

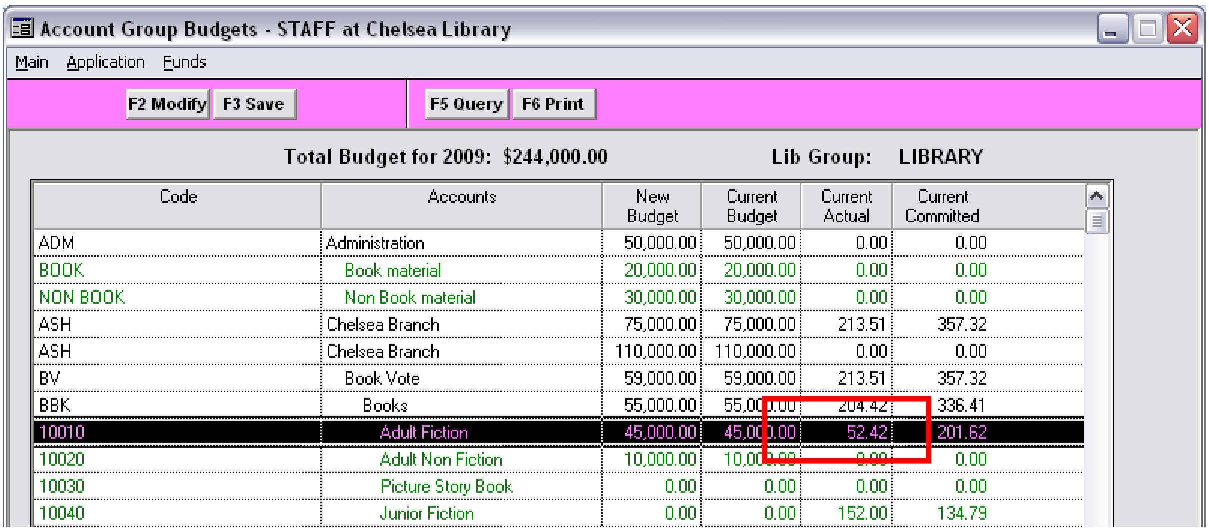
m. Order Line (Committal/ Actual (Expense) adjustments only)



5. Click the **F2 Insert** button when complete – the following prompt will display: **The financial record has been Inserted.**

The adjustment has been completed.

The Account Code in the Budget will then be modified accordingly. In the following example, Account Code **10010** (**Adult Fiction**) has had the Current Actual amount altered from **52.42** to **8.41**.



Account Group Budgets - STAFF at Chelsea Library

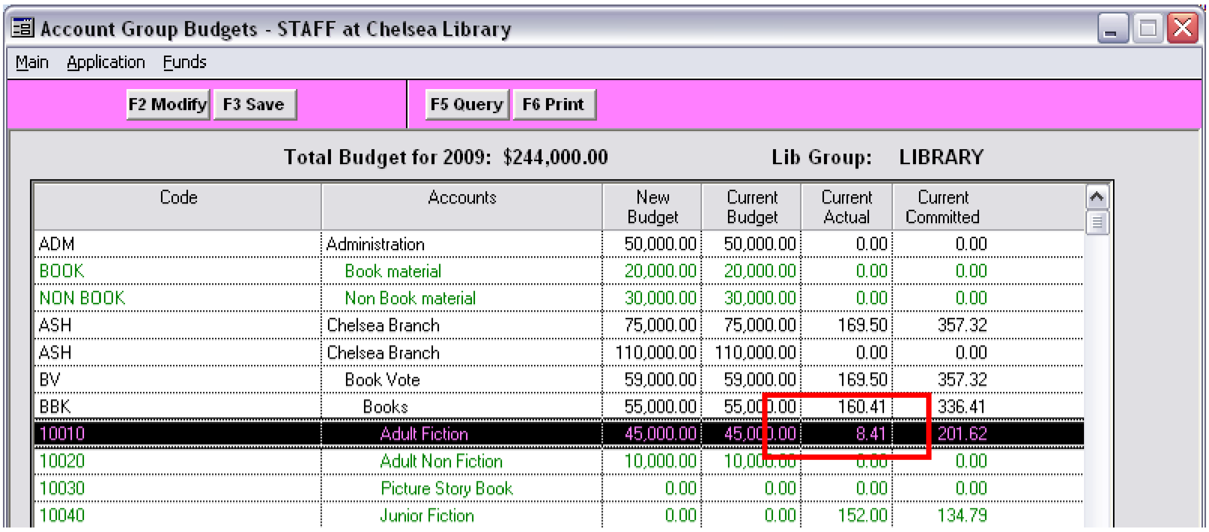
Main Application Funds

F2 Modify F3 Save F5 Query F6 Print

Total Budget for 2009: $244,000.00 Lib Group: LIBRARY

Code	Accounts	New Budget	Current Budget	Current Actual	Current Committed
ADM	Administration	50,000.00	50,000.00	0.00	0.00
BOOK	Book material	20,000.00	20,000.00	0.00	0.00
NON BOOK	Non Book material	30,000.00	30,000.00	0.00	0.00
ASH	Chelsea Branch	75,000.00	75,000.00	213.51	357.32
ASH	Chelsea Branch	110,000.00	110,000.00	0.00	0.00
BV	Book Vote	59,000.00	59,000.00	213.51	357.32
BBK	Books	55,000.00	55,000.00	204.42	336.41
10010	Adult Fiction	45,000.00	45,000.00	52.42	201.62
10020	Adult Non Fiction	10,000.00	10,000.00	0.00	0.00
10030	Picture Story Book	0.00	0.00	0.00	0.00
10040	Junior Fiction	0.00	0.00	152.00	134.79

↓



Account Group Budgets - STAFF at Chelsea Library

Main Application Funds

F2 Modify F3 Save F5 Query F6 Print

Total Budget for 2009: $244,000.00 Lib Group: LIBRARY

Code	Accounts	New Budget	Current Budget	Current Actual	Current Committed
ADM	Administration	50,000.00	50,000.00	0.00	0.00
BOOK	Book material	20,000.00	20,000.00	0.00	0.00
NON BOOK	Non Book material	30,000.00	30,000.00	0.00	0.00
ASH	Chelsea Branch	75,000.00	75,000.00	169.50	357.32
ASH	Chelsea Branch	110,000.00	110,000.00	0.00	0.00
BV	Book Vote	59,000.00	59,000.00	169.50	357.32
BBK	Books	55,000.00	55,000.00	160.41	336.41
10010	Adult Fiction	45,000.00	45,000.00	8.41	201.62
10020	Adult Non Fiction	10,000.00	10,000.00	0.00	0.00
10030	Picture Story Book	0.00	0.00	0.00	0.00
10040	Junior Fiction	0.00	0.00	152.00	134.79

REPORTS

Financial Reports

Many reports already exist for printing in relation to Budgets:

1. Launch the *Amlib* client
2. Go to **Main** > **Reports** > **RepFinancial** – the Financial Reports screen will display

Budget Summary Listing

- **&FINBUDG.QRP –** Details Accounts and the Actual, Budget and Committed Expenditure:

&finbudg.qrp 26/08/2003

Account Budget Analysis - Account Budget Analysis

Year: 2003	Actual	Committ
Ashfield Branch	$119.96	$325.8
Book Vote	$39.09	$271.
Books	$19.09	$253.
Adult fiction (10010#)	$0.00	$0.
Adult non fiction (10020#)	$0.00	$0.
Adult Non Fiction (10020)	$0.00	$147.
Junior Fiction (10040)	$0.00	$18.
Picture Story Book (10030)	$0.00	$27.
Music	$20.00	$18.

Accounts Listing

- **&FINACCT.QRP –** Lists the Account codes and Descriptions:

&finacct.qrp

Account Listing

Account Number	Account Description	Type	Group 1	Group
10030	Picture Story Book	E	ASH	BV
10040	Junior Fiction	E	ASH	BV
10050	Music Cassette	E	ASH	BV
10210	Music CD	E	ASH	BV
10220	Junior Cassette	E	ASH	BV
10230	Junior Music CD	E	ASH	BV
40010	Adult Fiction	E	HAL	BV
40020	Adult Non Fiction	E	HAL	BV

Allocation Listing

- **&FINALL.QRP –** Lists the Allocation codes and Descriptions:

&finall.qrp 1/07/2004

Allocation Listing

Allocation	
MB	**Melinda Basile**
JD	**Jacquie Dykstra**
JS	**Judy Still**

General Ledger Listing

- **&FINGLC.QRP –** Lists the General Ledger codes and Descriptions:

&finglc.qrp 1/07/2004

General Ledger Code Listing

CODE		
ASH	Ashfield Branch	1
BV	Book Vote	2
BMU	Music	3
BBK	Books	3

Transaction details by Account

- **&FINTRAN.QRP –** Lists the transactions for parameters set. In the example below transactions of Budget transactions are displayed for each account.

&fintran.qrp

Selected Transactions Report - Account Sequence

10010 Adult Fiction

Trans Type /	Description	Qty	Cost	Value
BUD	08-08-2003	1	1,000.00	$0.00
Adjustment				
Amlib Ref 1:		External Ref 1:		
Amlib Ref 2:		External Ref 2:		
Amlib Ref 3:				
BUD	24-07-2003	1	483.00	$0.00
budget transfer				
Amlib Ref 1:		External Ref 1:		
Amlib Ref 2:		External Ref 2:		
Amlib Ref 3:				

Transaction Type Summary

- **&FINSUMM.QRP –** Brief summary of transactions carried out – for example: Total of Invoices, Orders etc. Listed by Account:

&finsumm.qrp 26/08/2003

Selected Transactions Report - Account Sequence with Trans Type Summary

10010 Adult Fiction

Transaction Type		Value	Budget	Committed
BUD	TOTAL:	0.00	1,483.00	0.00
INV	TOTAL:	19.09	0.00	0.00
ORD	TOTAL:	0.00	0.00	60.81
Account Totals:		**19.09**	**1,483.00**	**60.81**

Ledger Listing

- **&FINLEDG.QRP –** Ledger details by Account:

&finledg.qrp 1/07/2004

Selected Ledger Report

			Actual	Budget	Committed
Ashfield Branch			$0.00	$77,144.00	$72.72
Book Vote			$0.00	$51,494.00	$72.72
Books			$0.00	$34,444.00	$72.72
Junior Fiction (10040)			$0.00	$2,836.00	$72.72
Trans Type / Description	Qty	Cost	Value	Budget	Committed
ORD 01-07-2004	4	18.18	0.00	0.00	72.72
Helping / Bob Graham Graham, Bob Canterbury, VIC : Five Mile					
Parish Ref 653 External Ref1: CAM					
Parish Ref ORDER LINE NO1 External Ref2:					
Parish Ref 3:					
Account Transaction Totals:			$0.00	$0.00	$72.72

Currency Listing

- **&FINCURR.QRP –** List of currency codes used:

&fincurr.qrp 1/07/2004

Currency Listing

CODE			
AUS	Australian $	01-01-1995	1.0000
ENP	English Pound	01-01-1998	1.5500
USD	United States $	01-01-1998	1.3500

Order Reports

Many reports already exist for printing in relation to Budgets. These can be modified to suit your library in *Report Writer* (**RepWin30.exe**).

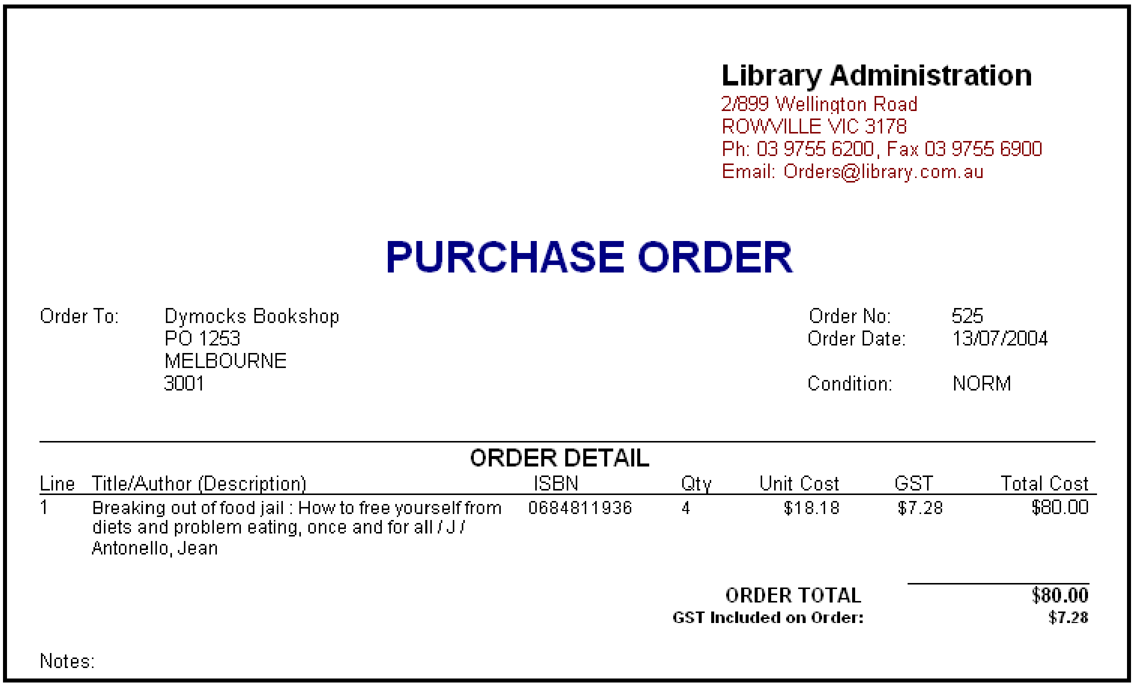
1. Launch the *Amlib* client
2. Go to **Main** > **Reports** > **RepOrders** – the Orders Reports screen will display

Purchase Order

- **&ORDPRT.QRP –** Print Purchase Order Form inc TAX:

The Where Statement would include either:

- **Order Number =**
- **Order Date Placed = Current Date**
- **Order Date Printed IS NULL** (must run via *Scheduler*)



Library Administration
2/899 Wellington Road
ROWVILLE VIC 3178
Ph: 03 9755 6200, Fax 03 9755 6900
Email: Orders@library.com.au

PURCHASE ORDER

Order To: Dymocks Bookshop
PO 1253
MELBOURNE
3001

Order No: 525
Order Date: 13/07/2004
Condition: NORM

ORDER DETAIL

Line	Title/Author (Description)	ISBN	Qty	Unit Cost	GST	Total Cost
1	Breaking out of food jail : How to free yourself from diets and problem eating, once and for all / J / Antonello, Jean	0684811936	4	$18.18	$7.28	$80.00

ORDER TOTAL $80.00
GST Included on Order: $7.28

Notes:

Purchase Order form GST

- **&ORDGST.QRP –** Print Order Form with GST listed separately:

The Where Statement would include either:

- **Order Number =**
- **Order Date Placed = Current Date**
- **Order Date Printed IS NULL** (must run via *Scheduler*)

PURCHASE ORDER

Order To: B.H. Walshe & Son
7 Lewis Street
Coburg
Victoria 3058

Order No: 606
Order Date: 30/04/2003
Condition: NORM

Line	Title/Author (Description)	ISBN	Qty	Unit Cost	GST	Total Cost
1	Poets of the English language / / Auden, W. H. (Wystan Hugh), 1907-1973.	014015051X	2	$21.77	$4.36	$47.90
2	The case of the helmeted airman: a study of W. H. Auden's poetry. / Duchêne, Francois.	0701117850	1	$21.77	$2.18	$23.95
3	The enchaféd flood or, The romantic iconography of the sea / / Auden, W. H. (Wystan Hugh), 1907-1973.	0571136710	3	$19.95	$6.00	$65.85
4	Poems / / Auden, W. H. (Added Author) (Wystan Hugh), 1907-1973.		1	$9.09	$0.91	$10.00

ORDER TOTAL **$147.70**
GST Included on Order: **$13.45**

Purchase Order form inc Tax

- **&ORDFRM.QRP –** Print Order Form including GST :

PURCHASE ORDER

Order To: B.H. Walshe & Son
7 Lewis Street
Coburg
Victoria 3058

Order No: 478
Order Date: 1/01/1998
Condition:

Line	Title/Author (Description)	ISBN	Qty	Unit Cost	Total Cost
1	A Time to Kill / John Grisham / Grisham, John.		1	$12.00	$12.00

ORDER TOTAL inc Tax **$12.00**

The Where Statement would include either:

- **Order Number =**
- **Order Date Placed = Current Date**
- **Order Date Printed IS NULL** (must run via *Scheduler*)

Email Purchase Orders

- **&OSEGST.QRP –** Email Order Form with GST listed separately:

```
LIBRARY SERVICE - ELECTRONIC PURCHASE ORDER
Address:                        Telephone:

Order To:  Dymocks Bookshop Armidale                          Order No:   665
           169 Beardy Street Armidale 2350                    Order Date: 10/05/2004
E-mail:    lucy@infovision.com.au
Notes:

Ln   Title/Author (Description)          ISBN        Qty  Unit Cost    GST    Total Cost
     --------------------------          ----        ---  ---------  ------   ----------
1    A Christmas sermon / by Robert Louis            4      $18.18    $7.28       $80.00
     Stevenson. / Stevenson, Robert
     Louis, 1850-1894.
2    A pelican in the wilderness :      1582431213   1      $11.77    $1.18       $12.95
     hermits, solitaries and recluses /
     Isabel Colegate. / Colegate, Isabel.
3    A streetcar named desire : a play /             1      $18.18    $1.82       $20.00
     by Tennessee Williams / Williams,
     Tennessee, 1911-1983
4    Accidental death of an anarchist /  0413156109  1      $18.18    $1.82       $20.00
     Dario Fo ; adapted by Gavin Richards
```

- **&OSEMAIL.QRP –** Email Order Form inc GST:

```
LIBRARY SERVICE - ELECTRONIC PURCHASE ORDER
Address:                    Telephone:

Order To: Dymocks Bookshop Armidale                          Order No:   665
          169 Beardy Street Armidale 2350                    Order Date: 10/05/2004
E-mail:   lucy@infovision.com.au
Notes:

Ln  Title/Author                           ISBN        Qty    Unit Cost   Total Cost
    ------------                           ----        ---   ----------   ----------
1   A Christmas sermon / by Robert Louis               4         $20.00       $80.00
    Stevenson. / Stevenson, Robert Louis,
    1850-1894.
2   A pelican in the wilderness : hermits, 1582431213  1         $12.95       $12.95
    solitaries and recluses / Isabel
    Colegate. / Colegate, Isabel.
```

- Suppliers need to have an <u>E-mail</u> address and <u>Use E-mail(Y/N)</u> = **Y** (for Yes)
- The Where statement will include:
    - **Supplier Use Email (Y/N) = Y** AND
    - **Supplier Email Address NOT NULL** AND
    - **Order Date Printed IS NULL**

<u>Orders with Suppliers</u>

- **&OSD100.QRP –** List of Suppliers and associated orders, useful for listing outstanding orders or as in the example slow delivery:

&OSD100.qrp **Orders (with Suppliers) - Details - Slow Delivery Report > 31 Days** 10/08/2004

Supplier Order Summary

AUSLIB

Auslib Press Pty Ltd

Tel. 0882784363
Fax 0882784000
Email auslib@emailaddress.com.au

507	Organic gardening. Windram, Audrey. Ringwood, Vic. : Penguin Australia, 1997	QtyOrd: 2.00 QtyRecd: 2.00
507	Gardening outdoors. Crush, Margaret. Ringwood, Vic. : Penguin Australia, 1997	QtyOrd: 1.00 QtyRecd: 1.00

<u>Summary of Orders</u>

- **&OON100.QRP –** Summary and medium details of outstanding orders:

&OON100.qrp **Summary of orders - Orders not recieved summary** 10/08/2004

Order Summary

516	**Dymocks Bookshop** Finding Nemo : a 3-D book / written by Laura Driscoll ; illustrated by the Disney Storybook Artists. Driscoll, Laura.	QtyOrd: 1.00	Recd: 0.00
522	**Dymocks Bookshop** A Taste of Honey: Honey for Health, Beauty & Cookery: Recipes & Traditions / Jane Charlton and Ja Charlton, Jane	QtyOrd: 3.00	Recd: 2.00

<u>Orders No Suppliers – Details</u>

- **&00D100.QRP –** List of outstanding orders without Supplier details

<u>Orders and Stockitems</u>

- **&OSI100.QRP –** List of orders with item and location details.

&OSI100.qrp **Orders & StockItems - stockitem details to daily orders** 10/08/2004
Order Items

537		**QtyOrd: 2.00**		**QtyRecd: 2.00**
	All Asian cookbook / [by] Jacki Passmore. Passmore, Jacki. Dee Why West, N.S.W. : Ure Smith, 1978.			
Temp Item:	**ORDER00007285B**	Locn:	**SELBY**	
	All Asian cookbook / [by] Jacki Passmore. Passmore, Jacki. Dee Why West, N.S.W. : Ure Smith, 1978.			
Temp Item:	**ORDER00007293B**	Locn:	**SELBY**	

<u>Suppliers List</u>

- **&OSU100.QRP –** List of Suppliers and contact details.

<u>Supplier Invoice Header Invoice line</u>

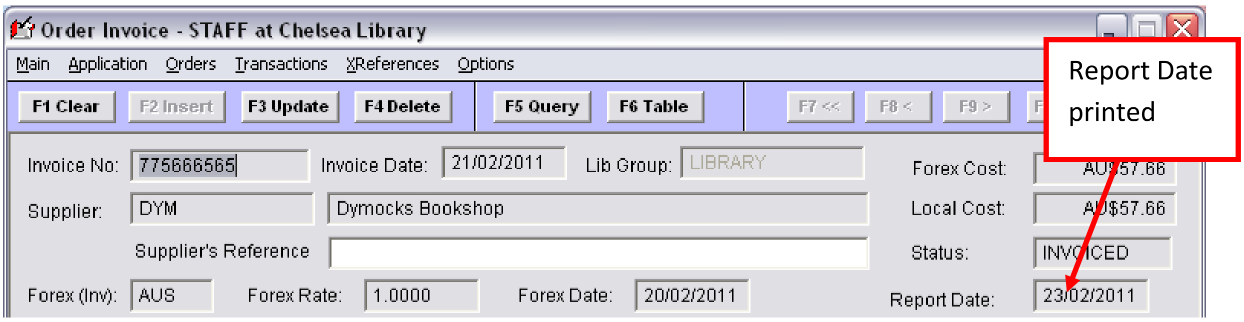
- **&OSINV.QRP –** List of Invoice details:

&OSINV.qrp **Invoice Details - Invoices report** 10/08/2004

Invoice No: 41253 **Date: 12/07/2002**
Supplier: Dymocks Bookshop Status: INVOICED
Total Cost: 66.00 Tax: 12.00
Notes:

Line	Title/Description	Order No.	Ord Line	Qty	Total	*Tax*
1	The cooking of China, by Emily Hahn and the edi	512	1	2	66.00	*6.00*
2	Vegetable cookery, the Chinese way / Ella-mei	512	2	1	55.00	*5.00*
3	Freight			1	11.00	*1.00*

Notes: If this report is run through the *Scheduler* with **Update Entity = Y,** the **Report Date** (date printed) will be populated in the <u>Order Invoice</u> record. This option will be very useful for sites who need to print a report of Invoices processed for the relevant Accounts department but also need to know that these reports have been generated.



- The **F7 Where** statement would include:
    - **Invoice Report Date IS NULL**

Orders without Stockitems

- **&ORWOSTK.QRP –** Summary of orders without Stockitem details. A where statement should include a Type of Non Stockitem:

&Orwstk.qrp — Orders without stockitems - Non stockitem orders list — 10/08/2004

Order Summary - Orders without Stockitems

519		
	CD bulk buy	**QtyOrd:** 10.00 **Recd:** 3.00
536		
	Various CD's to be supplied as available Distribution between branches. See list below for how many to each Library	**QtyOrd:** 30.00 **Recd:** 0.00
	Badges and Posters for staff. To be evenly distributed amongst the branches. 10 posters, 50 badges.	**QtyOrd:** 1.00 **Recd:** 0.00

Order Claims Notice

- **&ORSICL.QRP –** Order report to claim non-supplied orders

Order Claims Notice via Email

- **&ORSIECL.QRP –** Order report to claim non-supplied orders

&orsicl.qrp — **Order Items not received** — **24/06/2004**

Supplier	**Contagious Magazine**	**Date Placed**	15/06/2004
Order No	527		

According to our records the items shown below have not yet been supplied. Please check your records and let us know what is happening with regard to these items.

Regards

Library Staff

Line 1 Asterix e il paiolo / Goscinny

Stock Item No	Location	Current Status	Status Date	Order Date	Invoice Date
ORDER00009148B	MONTROSE	ORDERED		15/06/2004	

Notes: When these reports are run via the *Scheduler* with **Update Entity = Y** (for Yes), this will automatically update the Order Line's Stock Line Status to **CLAIMED**.

This report can be used in conjunction with the Claim Code set in the Supplier table.

- Suppliers need to have an E-mail address and Use E-mail(Y/N) = **Y** (for **Yes**)

The **F7 Where** statement would include:

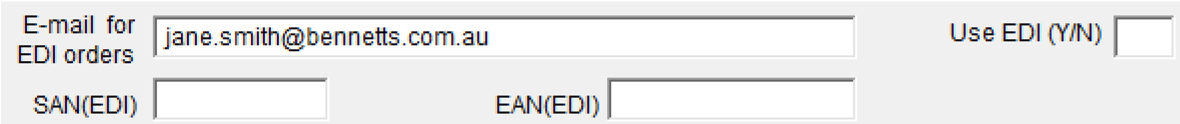
- **Order Item Status = Ordered** AND
- **Order Date to Claim <** (**specific date** or **Current Date - ### Days**)
- The **&ORSICL.QRP** would also include **Supplier Use Email(Y/N) = N**, while **&ORSIECL.QRP** would include **Supplier Use Email (Y/N) = Y** and **Supplier Email Address NOT NULL**

<u>EDIFACT Order</u>

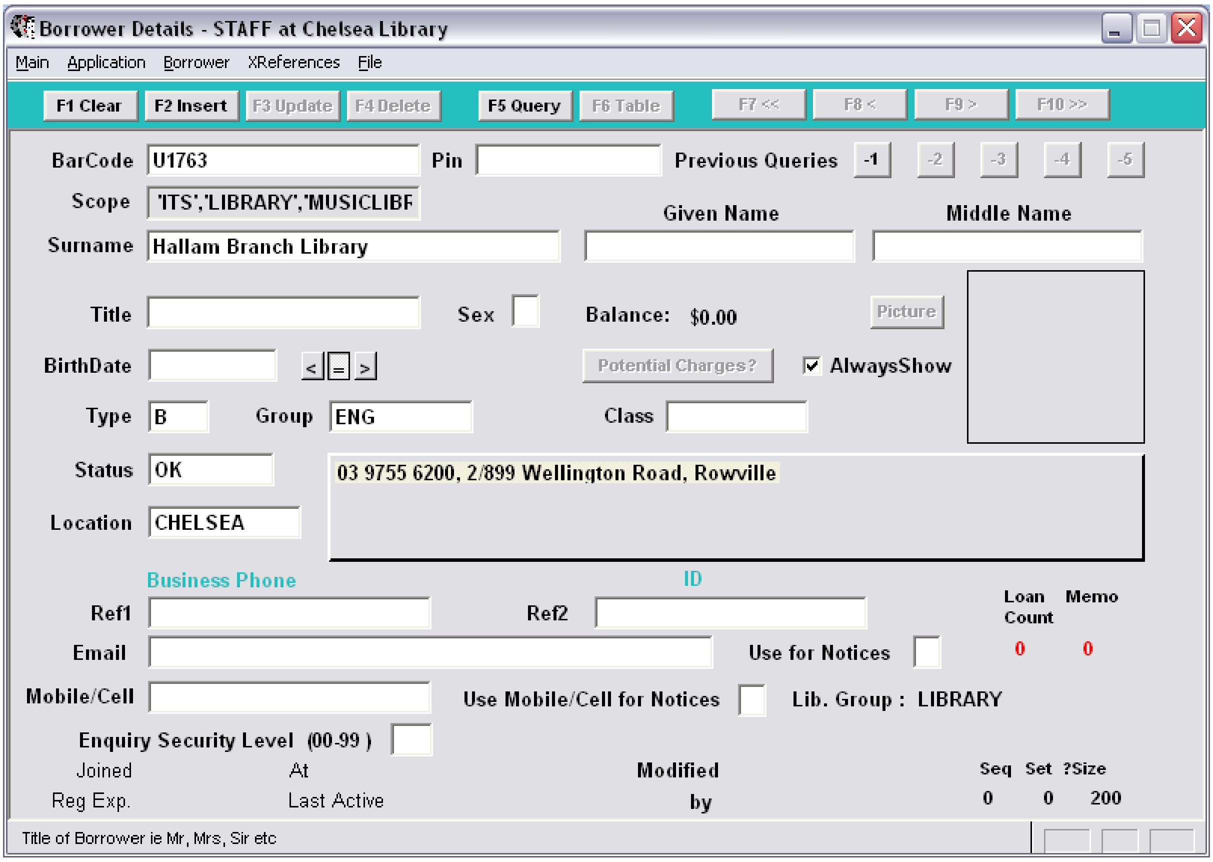
- **&OREDI.QRP –** Email sent notice in EDIFACT code for supplier use .This report is to be only used for Suppliers who support EDIFACT ordering.

Please Note: We strongly recommend consultation with *Amlib Support* staff before implementation of EDI Ordering. Full details of implementation can be provided. It is VERY important for Libraries who are thinking of implementing EDI Orders to consult with their Supplier beforehand. The Supplier may support EDI orders and if so will give details of any specific requirements.

1. The Supplier Table has an option to add the Supplier email address for EDI orders. <u>SAN</u> and <u>EAN</u> codes may need to be supplied by the Supplier



2. You must create a Borrower record for each Library Login Location as the Library address details are used in the Report generated:

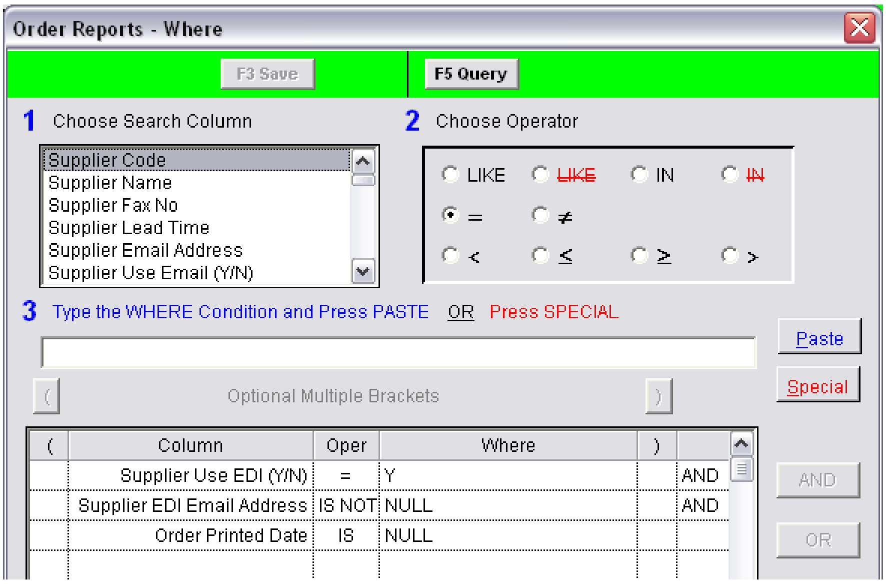


3. Once the orders have been created and are ready to be sent to the Supplier you will use a specific Order Report - **&OREDI.QRP**. This report template must NOT be edited. The information within this report has been standardised for all EDIFACT orders

4. The **F7 Where** statement would include:

   - **Supplier Use EDI (Y/N) = Y** AND
   - **Supplier EDI Email Address IS NOT NULL**

5. This report would be then sent via the *Scheduler*, sending an Email to the Supplier with relevant information for EDIFACT interface

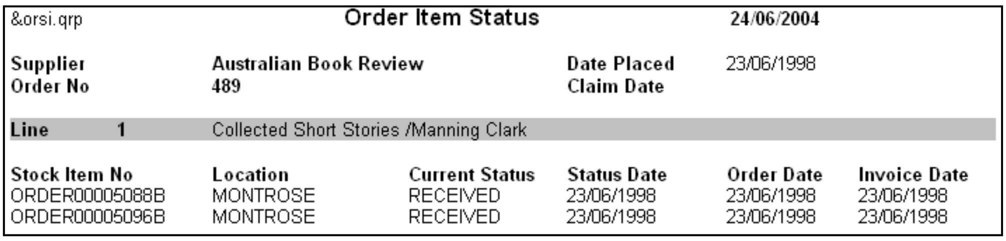


<u>Order Report to Check Current Status of Items</u>

- **&ORSI.QRP –** Order Status Report
- **&ORSIE.QRP –** Order Status Report via Email

A possible **F7 Where** statement may include:

- **Order Item Status IN** or **=** (specify types of status) AND
- **Supplier Code =** (Specific Supplier code)



&orsi.qrp		Order Item Status		24/06/2004	
Supplier	Australian Book Review		Date Placed	23/06/1998	
Order No	489		Claim Date		
Line 1	Collected Short Stories /Manning Clark				
Stock Item No	Location	Current Status	Status Date	Order Date	Invoice Date
ORDER00005088B	MONTROSE	RECEIVED	23/06/1998	23/06/1998	23/06/1998
ORDER00005096B	MONTROSE	RECEIVED	23/06/1998	23/06/1998	23/06/1998

<u>Order Report to Request Cancellation of Orders</u>

- **&ORSICA.QRP**

<u>Cancellation of Orders</u>

- **&ORSIECA.QRP –** Cancellation of orders via email

&orsica.qrp **Order Items cancelled** 24/06/2004

Supplier	**Auslib Press Pty Ltd**	**Date Placed**	13/02/2002
Order No	**507**		

According to our records the items shown below have not yet been supplied. Please cancel our order for all of these items.

Regards

Library Staff

Line **1** Organic gardening.

Stock Item No	Location	Current Status	Status Date	Order Date	Invoice Date
ORDER00005673B	MONTROSE	CLAIMED	21/07/2004	13/02/2002	
ORDER00005681B	MONTROSE	CLAIMED	21/07/2004	13/02/2002	

When these reports are run via the *Scheduler* with **Update Entity (Y/N) = Y** (for **Yes**), this will automatically update the Order Line Stock Lines Status to **CANCELLED**.

The **F7 Where** statement might include:

- **Order Item Status = CLAIMED** (as these items may have been previously claimed) AND
- **Supplier Claim Code =** (specific Code)
- You may like to include a specific **Supplier** and/or **Order Claim Date**

Order Letter to Accompany Items to be Returned to the Supplier

- **&ORSIR.QRP –** Returns Notice
- **&ORSIER.QRP –** Returns notice via email

When these reports are run via the *Scheduler* with **Update Entity (Y/N) = Y** (for **Yes**), this will automatically update the Order Line Stock Lines Status to **RETURNED**.

A suitable Where statement may include a specific Supplier, Order number and Order Line or title.

Can also run with **Update Entity (Y/N) = N** (for **No**) as they can then be manually printed as necessary.

The **F7 Where** statement might include:

- **Order Item Status = RETURNED** (this status having been manually placed against the Order Line Stock Line previously)

Order Items returned 24/06/2004

Supplier	**Dymocks Bookshop**	**Date Placed**	15/06/2004
Order No	**521**		

We have returned the items shown below. Please ensure that your records are updated accordingly.

Regards

Library Staff

Line **1** The harem : an account of the insitution as it existed in the Palace of the Turkish Sultans with a h

Stock Item No	Location	Current Status	Status Date	Order Date	Invoice Date
ORDER00006092B	MONTROSE	RETURNED	24/06/2004	15/06/2004	

APPENDICES

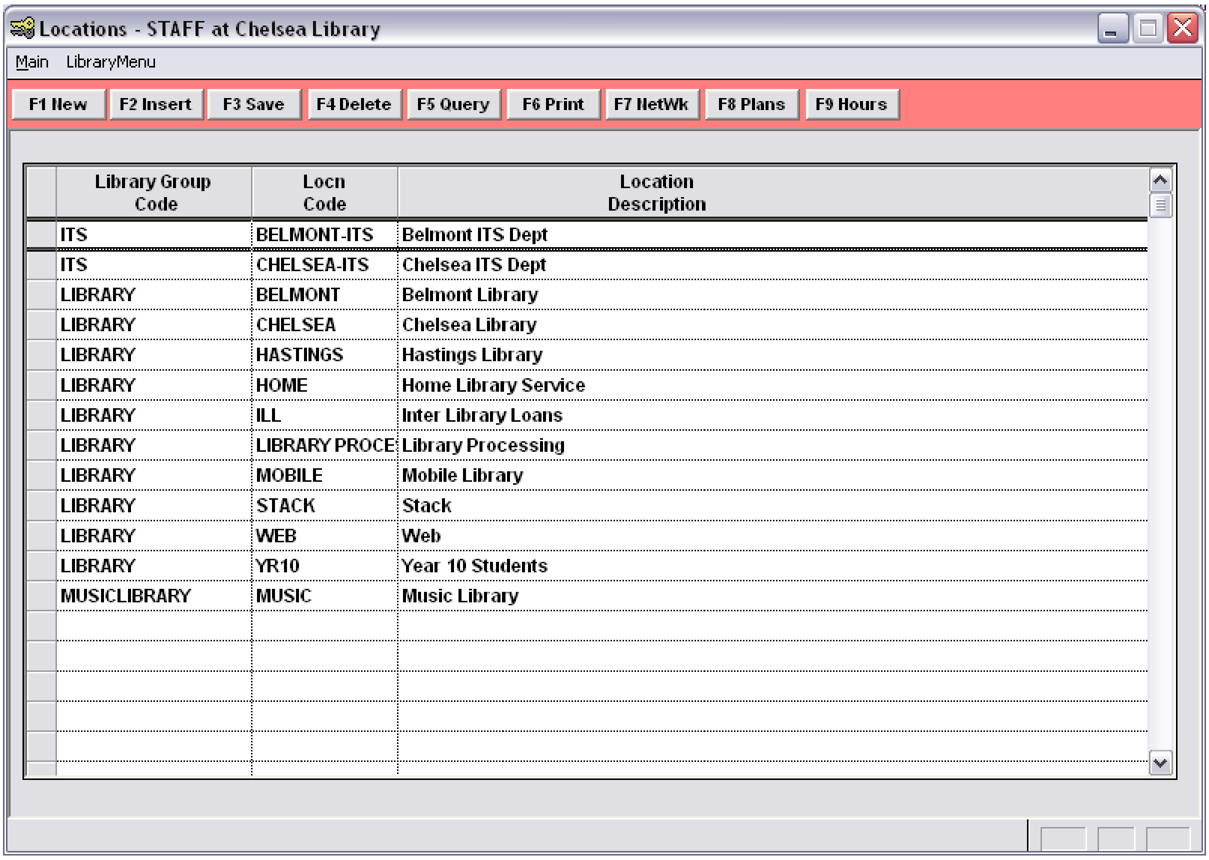
Appendix A: Setting Up Finances by Library Group

All Orders, Invoices, Budgets, Accounts, Account Groups, Transaction Types, Allocation codes, Financial Transactions and Financial Years can be set up by Library Group. This allows a complete set of order and financial data for each Library Group to be set up in a single *Amlib* installation.

Several Locations may be contained in the one Group or each Location may have its own Group.

View Existing Location/Library Group Settings

1. Launch the *Amlib* Client
2. Go to **Main** > **Supervisor** > **Locations** – the Locations table will display
3. Each Location will have a Library Group Code, Locn Code and Location Description

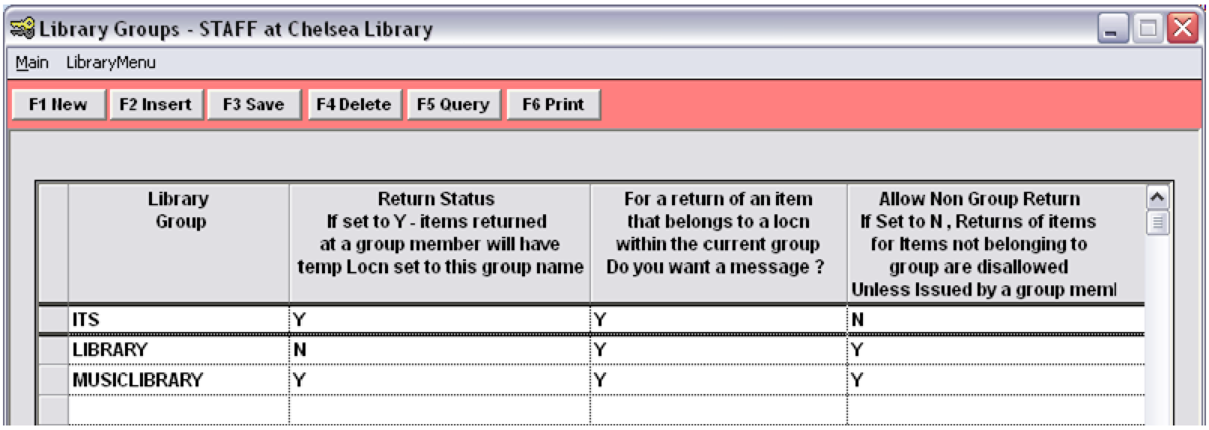


Library Group Code	Locn Code	Location Description
ITS	BELMONT-ITS	Belmont ITS Dept
ITS	CHELSEA-ITS	Chelsea ITS Dept
LIBRARY	BELMONT	Belmont Library
LIBRARY	CHELSEA	Chelsea Library
LIBRARY	HASTINGS	Hastings Library
LIBRARY	HOME	Home Library Service
LIBRARY	ILL	Inter Library Loans
LIBRARY	LIBRARY PROCE	Library Processing
LIBRARY	MOBILE	Mobile Library
LIBRARY	STACK	Stack
LIBRARY	WEB	Web
LIBRARY	YR10	Year 10 Students
MUSICLIBRARY	MUSIC	Music Library

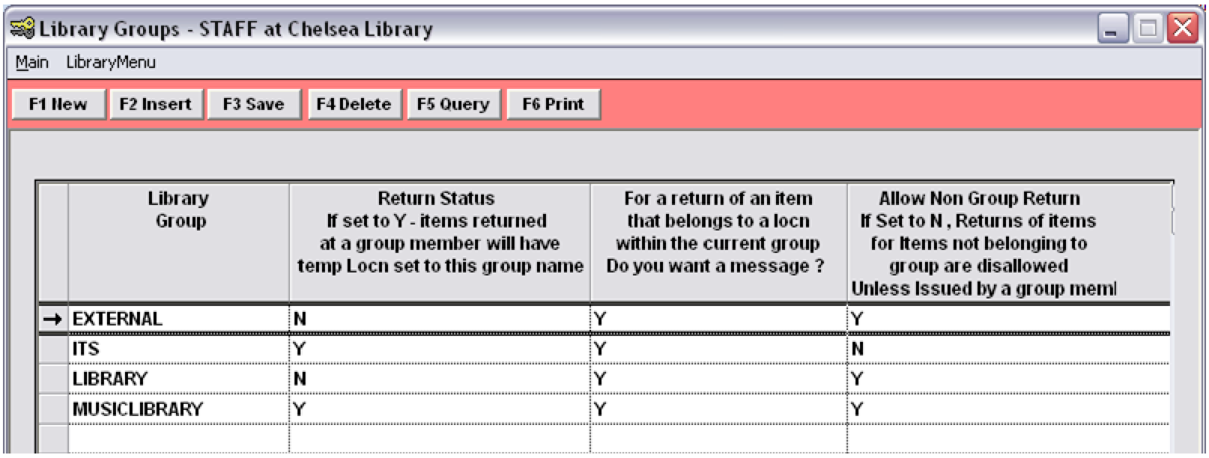
In the example above, there are 3 Library Groups being shared by 13 Locations. All the Locations in the LIBRARY group currently share the same Financials. However, we could create a scenario where the Home Library Service and the Mobile Library are assigned to a separate Library Group.

Create a New Library Group

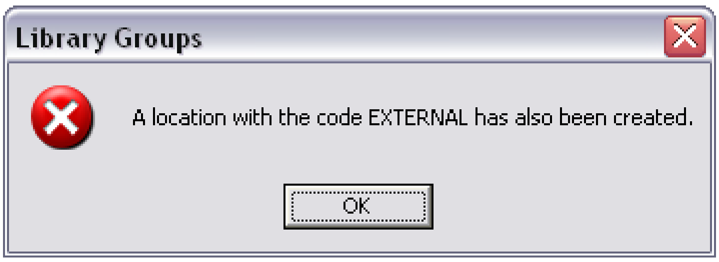
1. From the menu, select **LibraryMenu** > **Library Groups** – the Library Groups table will display:



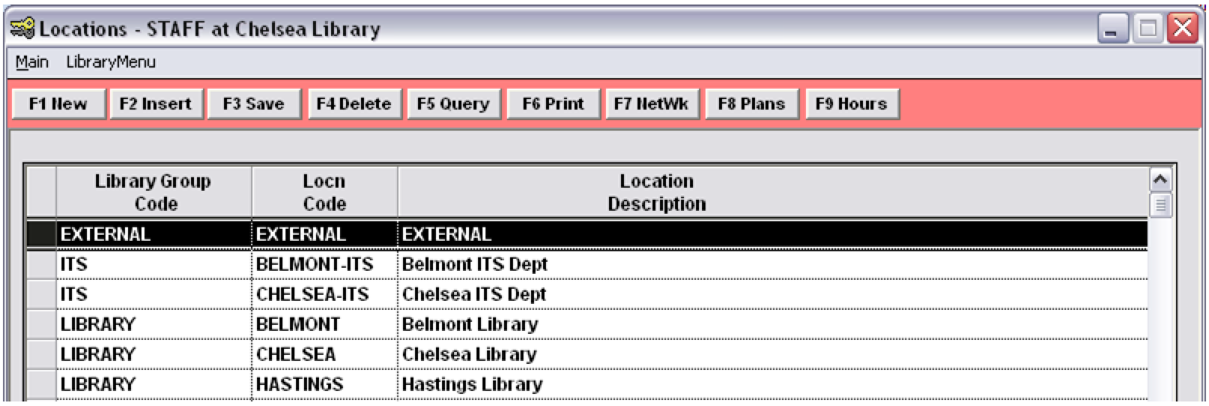
2. Click either the **F1 New** or **F2 Insert** button



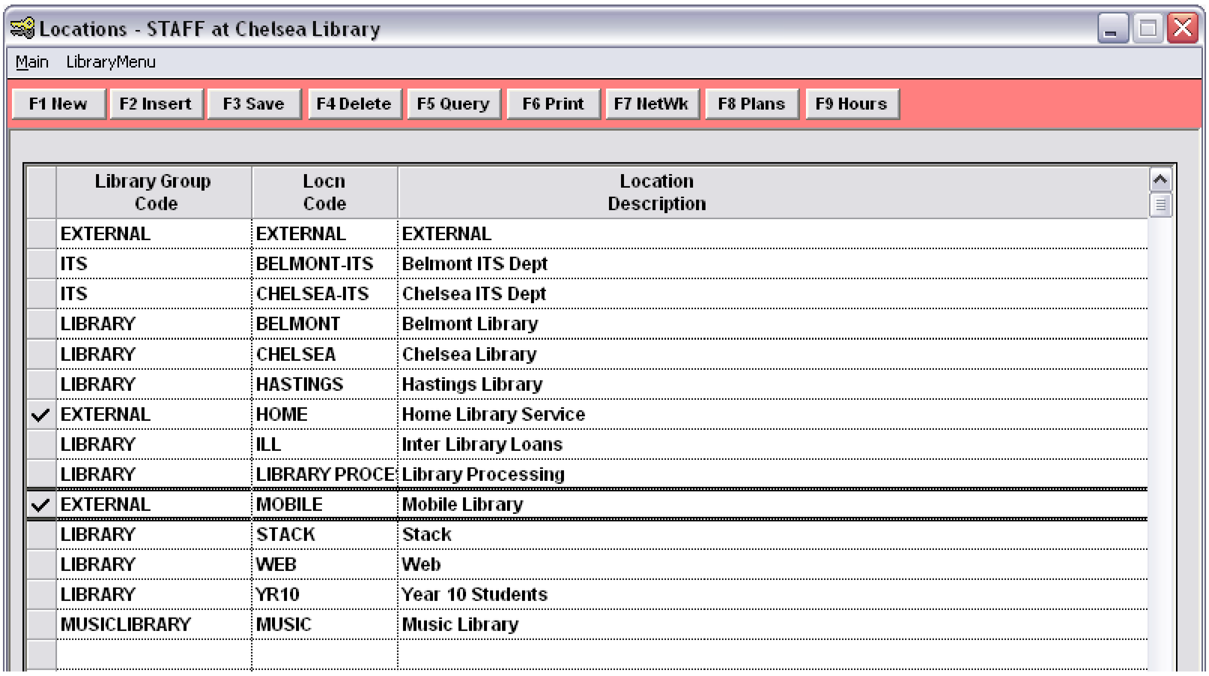
3. Enter a new Library Group code (for example: **EXTERNAL**) and set the statuses for the Return columns
4. Click the **F3 Save** button – a prompt with the following message will display:
A location with the code XXXXX has also been created.



5. Click the **OK** button – the Locations table will display (a new Location will be setup using the new Library Group parameters)

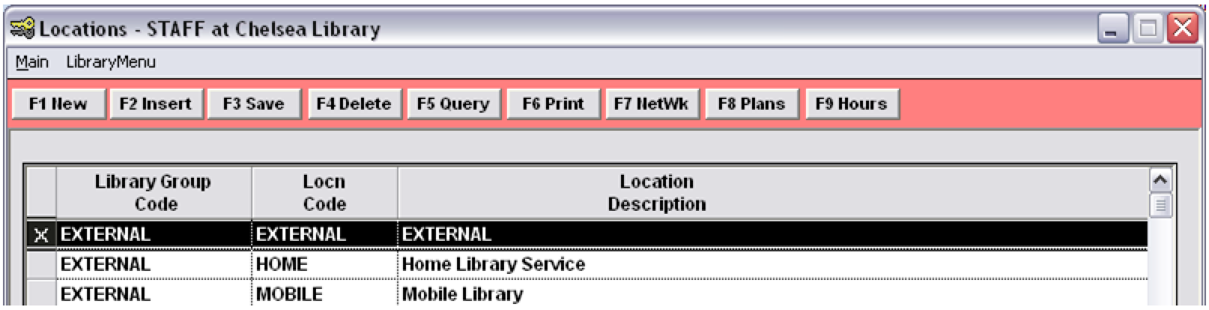


6. Either adjust the details on the new Location and/or alter the details on pre-existing Locations to add them to the new Library Group

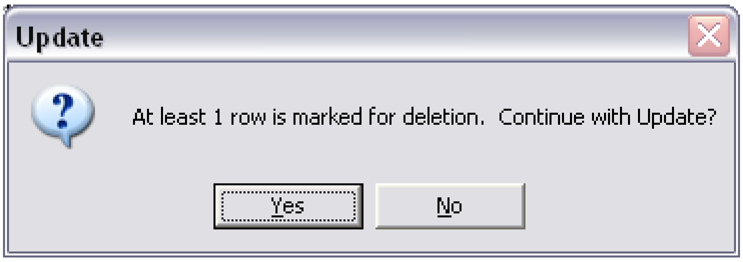


7. Click the **F3 Save** button

8. If the new Location is not required then it can be deleted by highlighting the Location and marking it for deletion using the **F4 Delete** button



9. Click the **F3 Save** button – a prompt with the following message will display:
At least 1 row is marked for deletion. Continue with Update?



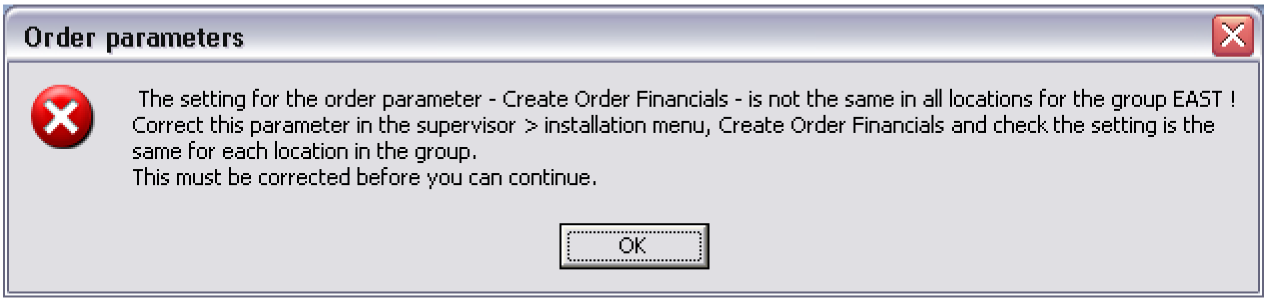
10. Click the **Yes** button
11. The Location will then be deleted

The setup is complete and the new Library Group can now have its own Budget set up.

Create Order Financials (Library Groups)

Please Note: It is necessary for all Locations within a Library Group to use the same **Create Order Financials: (A)utomatically, (M)annually or (D)isable** setting.

If the settings are different for any of the Locations within a Group, a prompt with the following message will display if you try to access the Finance module:
The setting of the order parameter – Create Order Financials – is not the same in all locations for the group XXXX !
Correct this parameter in the supervisor > installation menu, Create Order Financials and check the setting is the same for each location in the group.
This must be corrected before you can continue.

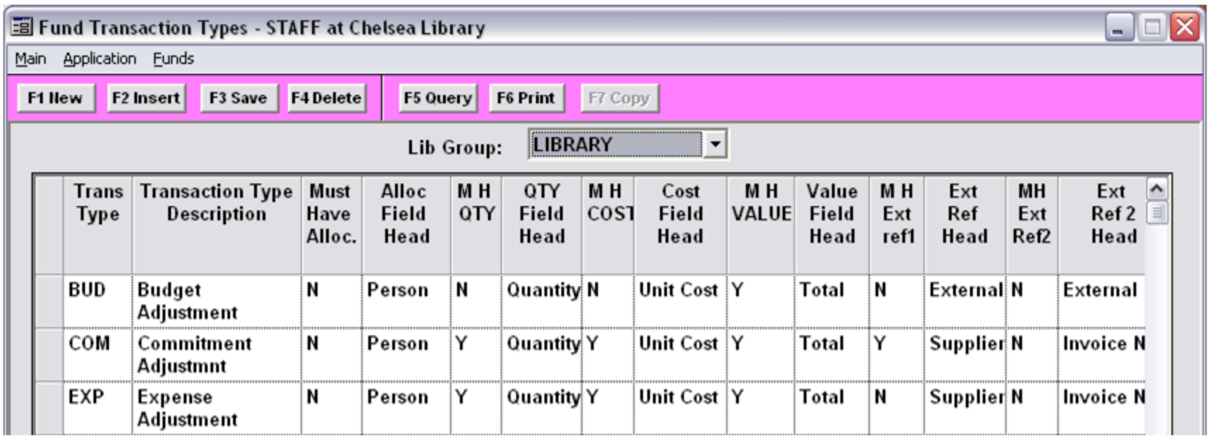


- Information on adjusting the **Create Order Financials: (A)utomatically, (M)anually or (D)isable** setting by Location can be found in the Installation: By Individual Location section

<u>Copy Financial Settings from Supervisor Group to Another Group</u>

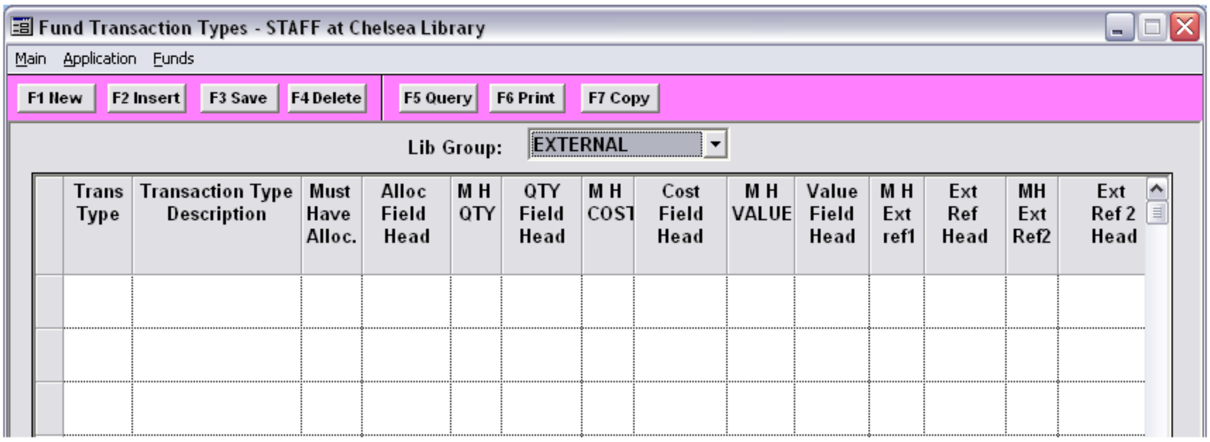
To assist in setting up Accounts, Account Groups, Transaction Types, and Financial Years in subsidiary groups (other than Supervisor group), a function is provided to copy selected data from the Supervisor group to the current Group.

1. From any <u>Finance</u> module screen, from the menu select **Funds** and then select any of the option screens – for example: **Transaction Types**

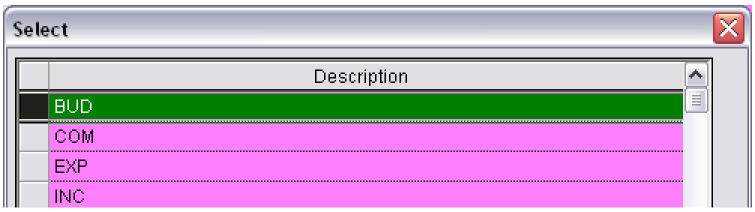


Please Note: If the Library Group Supervisor has been chosen the **F7 Copy** button will be ***greyed*** out.

2. Select the <u>Lib Group</u> from the drop-down – for example: **EXTERNAL**



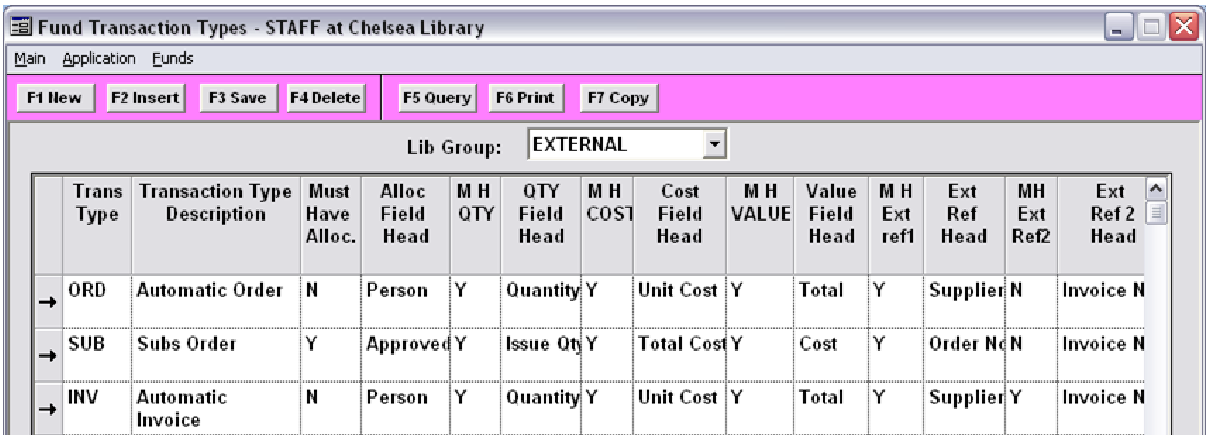
3. Click the **F7 Copy** button to bring up the <u>Select</u> table:



- No **F7 Copy** button? Then it may need to be <u>enabled in the Username settings</u>

4. **Double-click** the required selection and it will populate the table

5. Repeat until all desired selections have been copied

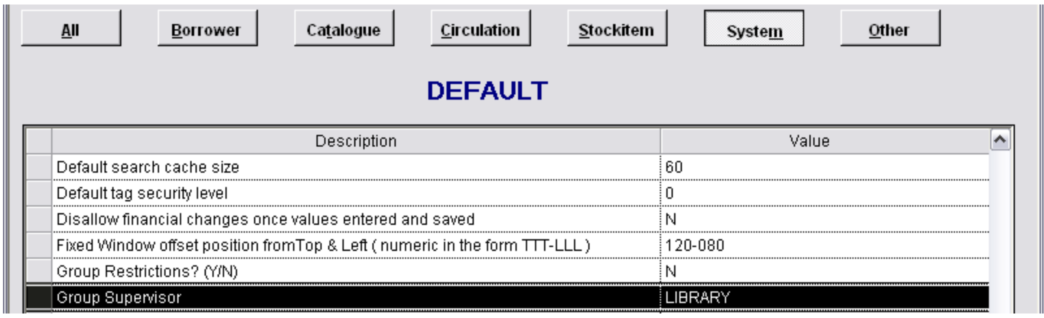


6. Click the **F3 Save** button when complete

What is the Supervisor Group?

The Supervisor Group is an Installation setting that determines which Library Group has authority to administer Group Restrictions.

1. Launch the *Amlib* client
2. Got to **Main** > **Supervisor** > **Installation** – the Installation screen will display
3. Select the System tab



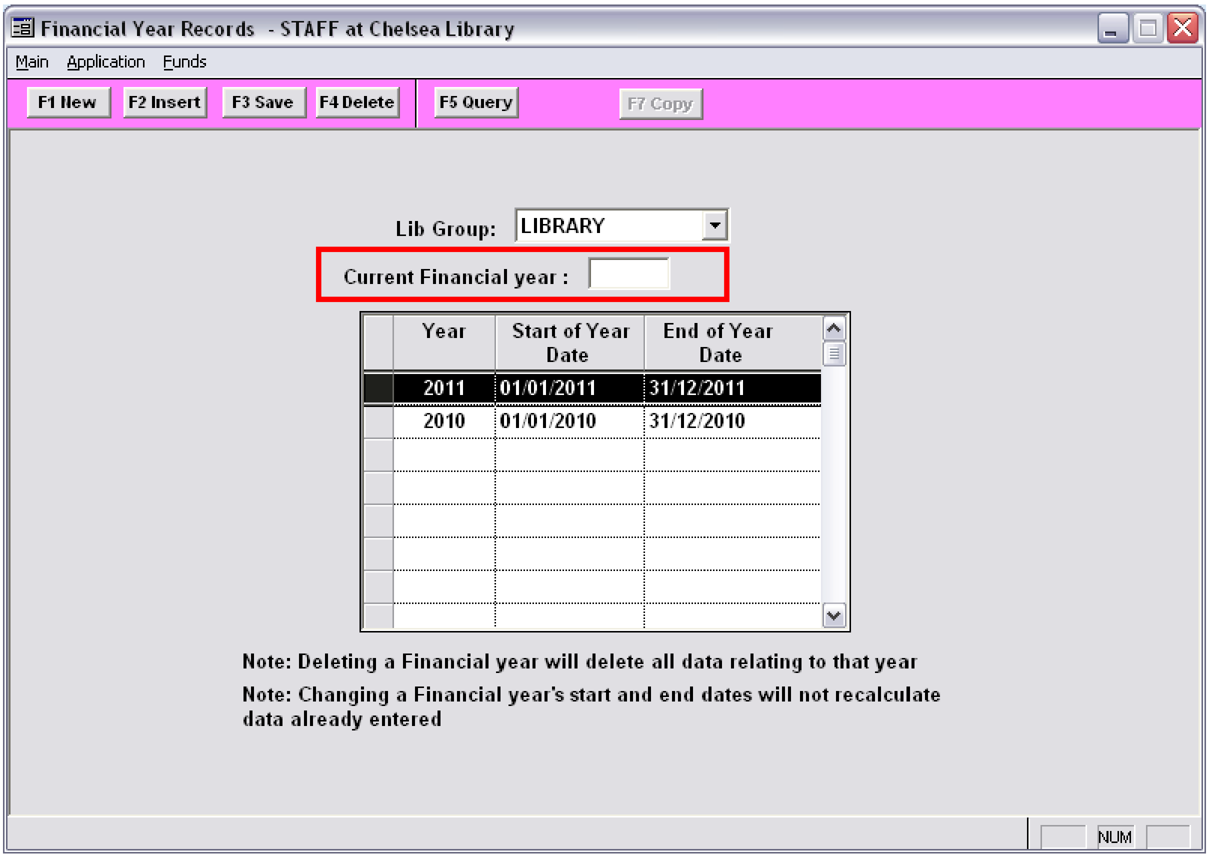
4. Scroll down to the Group Supervisor setting – the Library Group set up as the Group Supervisor is listed in the Value column – in this example: **LIBRARY**

Please Note: If the Group Restrictions? (Y/N) setting is set to **Y** and Group Supervisor specified, all other Locations will need permission set in the Library Group Permits table (**LibraryMenu** > **Library Group Permits**) to enable them to perform tasks for items and borrowers belonging to other locations. If permissions are not set, access to items and borrowers belonging to other locations will be denied.

Appendix B: Setting Rolling Committals for the First Time when Previous Budgets Exist

Whether single financial year (committals not rolling) mode is in use or not is dependent on the Current Financial Year setting in the Financial Years Records screen:

1. Launch the *Amlib* client
2. Go to **Main** > **Finance** > **Budgets** – the Budget Totals screen will display
3. From the menu, select **Funds** > **Financial Years** – the Financial Years Records screen will display:

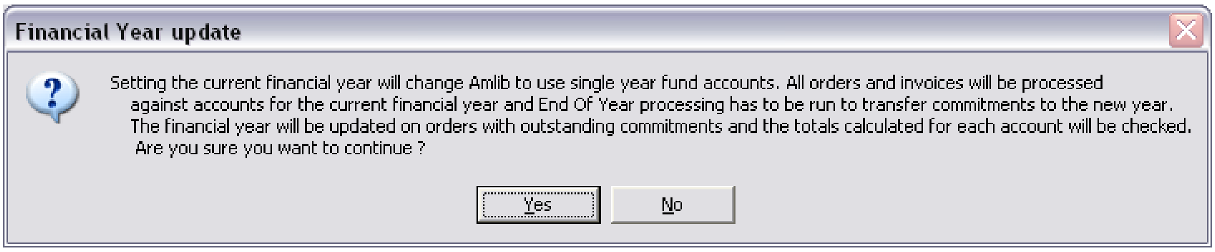


4. If the Budget is set NOT to roll Commitments then the Current Financial year setting will be blank

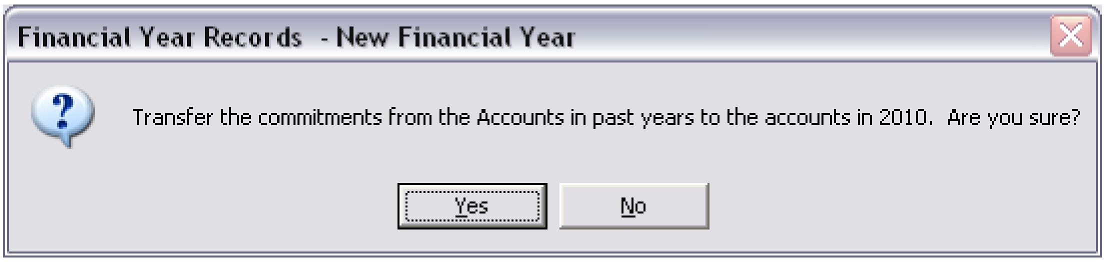
This option can be implemented at any time in the Budget cycle. If you would like to start rolling committals:

WARNING: ONCE IMPLEMENTED THIS OPTION CANNOT BE REVERSED!

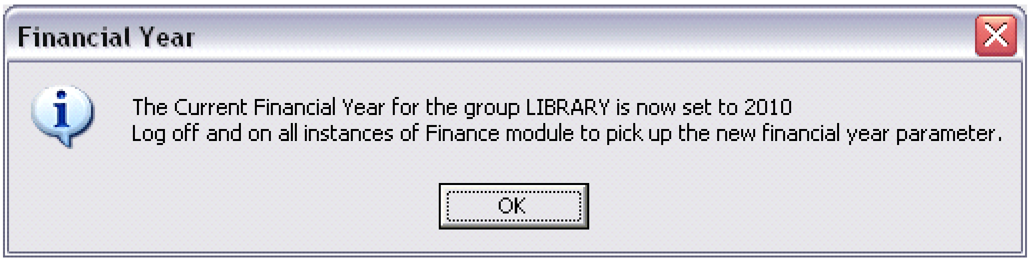
1. Click the **F3 Save** button – a prompt with the following message will display:
Setting the current financial year will change Amlib to use single year fund accounts. All orders and invoices will be processed against accounts for the current financial year and the End of Year processing has to be run to transfer commitments to the new year. The financial year will be updated on orders with outstanding commitments and the totals calculated for each account will be checked. Are you sure you want to continue?



2. If the **Yes** button is clicked, a prompt with the following message will display: **Transfer the commitments from Accounts in past years to the accounts in YYYY. Are you sure?**



3. If the **Yes** button is clicked, a prompt with the following message will display: **The current Financial Year for the group LIBRARY is now set to YYYY**
Log off and on all instances of Finance module to pick up the new financial year parameter.



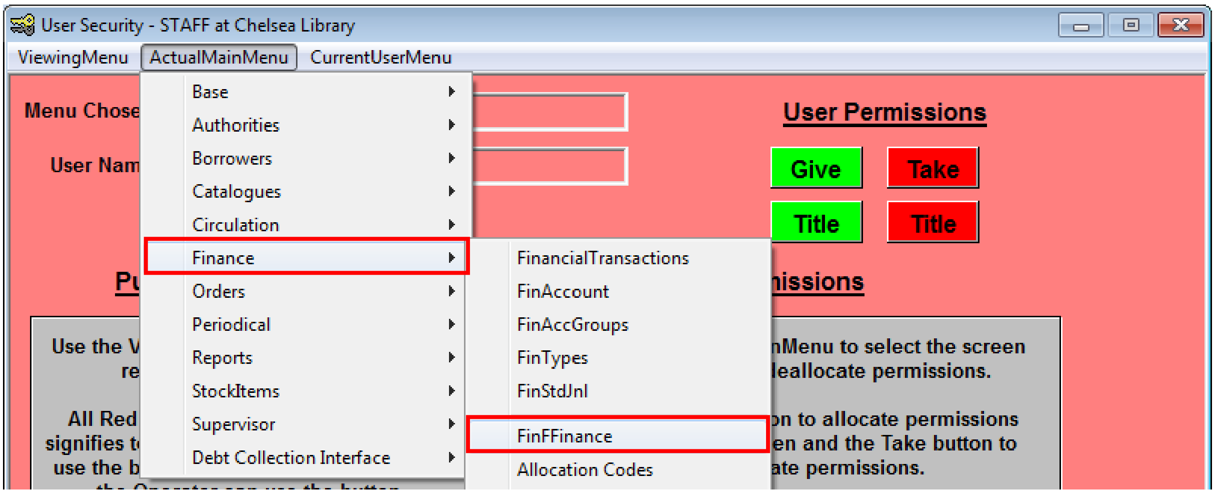
4. Click the **OK** button
5. Log out of the *Financial* module using **Ctrl-L** and then log back in before any Orders are created

Appendix C: User Permissions

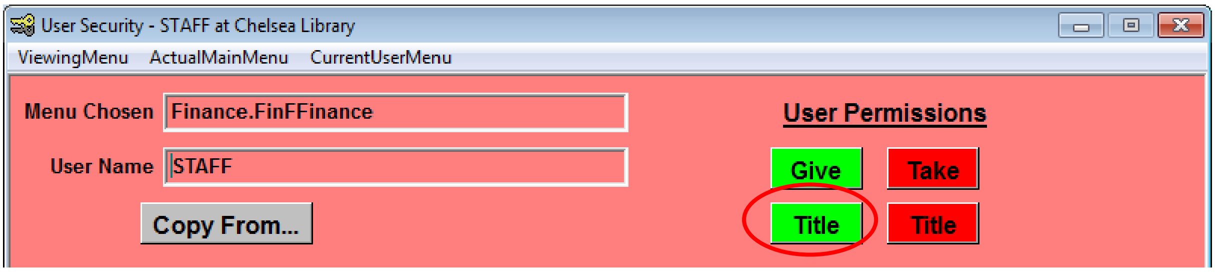
As the ordering process is so closely tied to the *Finance* and *Periodicals* modules, certain *Finance* and *Orders*-related user-specific permissions need to be enabled to allow users to complete orders.

Menu Security

1. Launch the *Amlib* client
2. Go to **Main** > **Supervisor** > **UserNames** – the User Names table will display
3. Highlight the **User Name** you would like to grant a permission to (for example: **STAFF**) and click the **F8 Choose** button – the User Security screen will display



4. From the menu, select **ActualMainMenu** > **Finance** > **FinFFinance** – **Finance.FinFFinance** will then display in the Menu Chosen box:

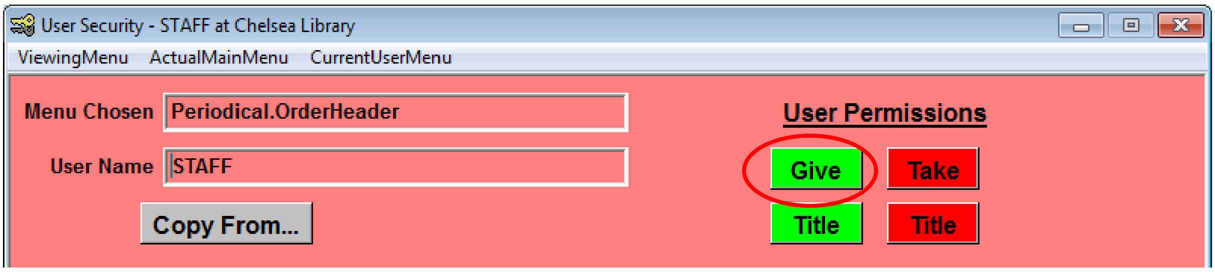


5. Click the green **Title** button (this will allow the user to access the *Finance* module)
6. From the menu, select **ActualMainMenu** > **Orders** > **Orders** – **Periodical.Orders** will then display in the Menu Chosen box:

7. Click the green **Title** button (this will allow the user to access the *Periodicals* and *Orders* modules)

8. Then click the green **Give** button (this will allow the user to access the Orders-related screens in the *Orders* module)

9. From the menu, select **ActualMainMenu** > **Orders** > **OrderHeader** – **Periodical.OrderHeader** will then display in the Menu Chosen box:

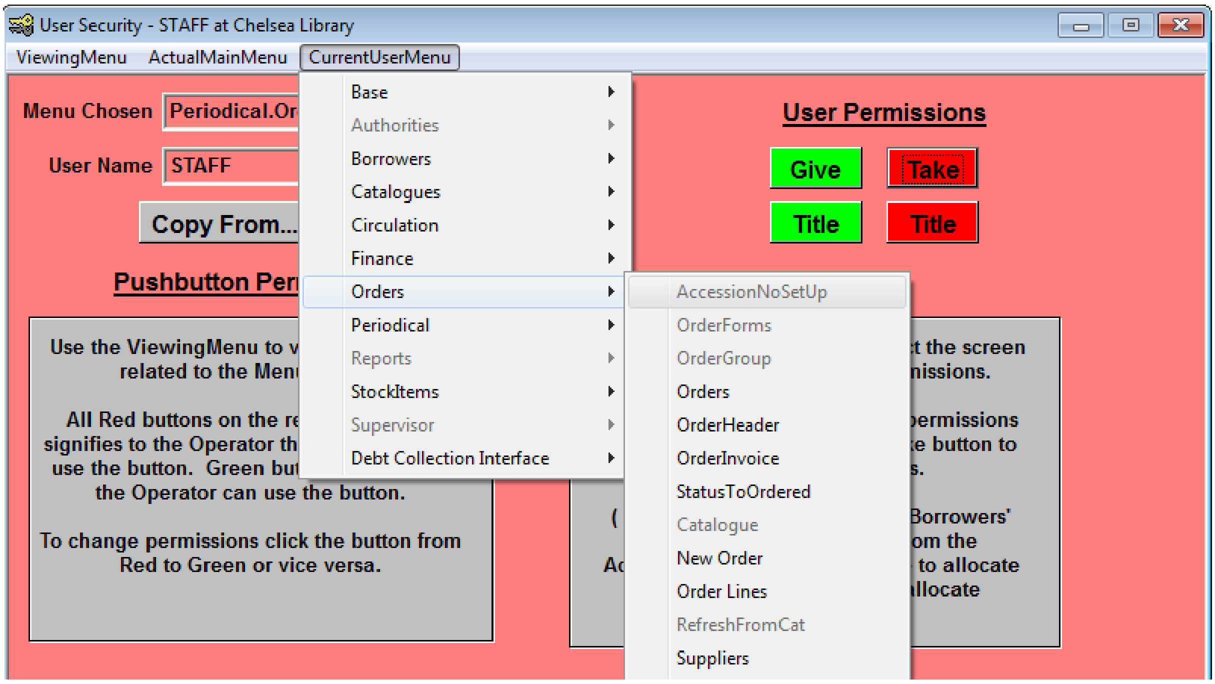


10. Click the green **Give** button (this will allow the user to access the Order Header screen in the *Orders* module)

11. Repeat steps 9 and 10 for the other Menu options you wish this User to be given – for example:

- Suppliers (**ActualMainMenu** > **Orders** > **Suppliers**)
- New Order (**ActualMainMenu** > **Orders** > **New Order**)
- Order Lines (**ActualMainMenu** > **Orders** > **Order Lines**)
- Status to Ordered (**ActualMainMenu** > **Orders** > **StatusToOrdered**)
- Order Invoice (**ActualMainMenu** > **Orders** > **OrderInvoice**)

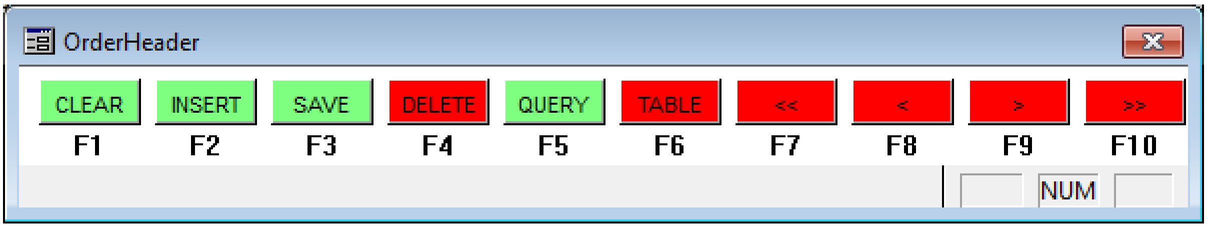
12. You can then check the setting in the CurrentUserMenu to see if it has been ENABLED (it will be **bolded**)



Button Security

Once access to a particular screen has been granted (using the **Give** button), it may be necessary to enable some of the buttons on that screen so as to allow the user to perform certain tasks (save, delete, update, query, etc). The enabled (and therefore active/visible) buttons will be displayed in **green**, the disabled (and therefore inactive/hidden) buttons are in **red**.

1. From the User Security screen menu, select **ViewingMenu** > **Orders** > **OrderHeader** – the OrderHeader button security screen will display:



2. Click on the **red** buttons to turn the buttons **green** (this will make them active/visible) – if you want a user to access to a screen but not to certain functions, then click on a **green** button to make it **red** (thereby disabling that functionality)
3. Once complete, close out of the button security screen by clicking on the red **[X]** in the top right corner
4. Repeat for each **Menu** option to be provided – for example, **Order Lines**, **Order Invoice**, etc.
5. Once complete, close out of the User Security screen by clicking on the red **[X]** in the top right corner
6. Exit and restart the *Amlib* client for the new permissions to take effect