



ACQUISITIONS

Insignia Library System (ILS) comes with a fully integrated Acquisitions Module. This module provides the ability for financial tracking of purchases for the library. The user can add budgets, vendors, and document orders.

The Acquisition module is broken into three key areas:

1. Budget Management
2. Vendor Management
3. Order Management

The module is fully integrated, which means when an item(s) placed on order with a vendor, the library has the option to use that record in the catalog to display on the Discovery Layer with a status of On Order.

Before an order can be created in Insignia, budgets and vendors must be set up.

BUDGET MANAGEMENT

SET UP BUDGETS

Add a New Budget

The first step in using the Acquisitions Module is to set up the budget(s) for the library.

1. Go to **Acquisitions > Find/Add Budget**.
2. Click **New**.
3. The system will load the **Budget** tab, with the fields available to edit.

Date	P.O. Number	Amount Paid	Amount In Order	Vendor	Status
08/23/2013	201308230001	\$105.00	\$0.00	Oxford University Press	Completed
08/27/2013	201308270001	\$19.00	\$0.00	Perma Bound	Completed
09/23/2013	201309230001	\$61.00	\$0.00	Oxford University Press	Completed
11/27/2013	201311270001	\$0.00	\$45.00	Gumdrop Books	Received
12/06/2013	201312060001	\$17.00	\$0.00	Gumdrop Books	Completed
09/26/2014	456321	\$0.00	\$36.00	Harper Collins	Receiving
10/31/2014	201011070001	\$0.00	\$12.00	Gumdrop Books	Receiving

4. At minimum, fill information for the following fields:
 - 4.1. **Budget Name**
 - 4.2. **Total Amount**
 - 4.3. **Check Active** checkbox to make this budget visible in Budget dropdown menus in the ILS.
 - 4.4. **Fiscal Year**: Starting month for the Fiscal Year is site based and setup in **Administration > Library Setting > Library Info > Library Information** tab

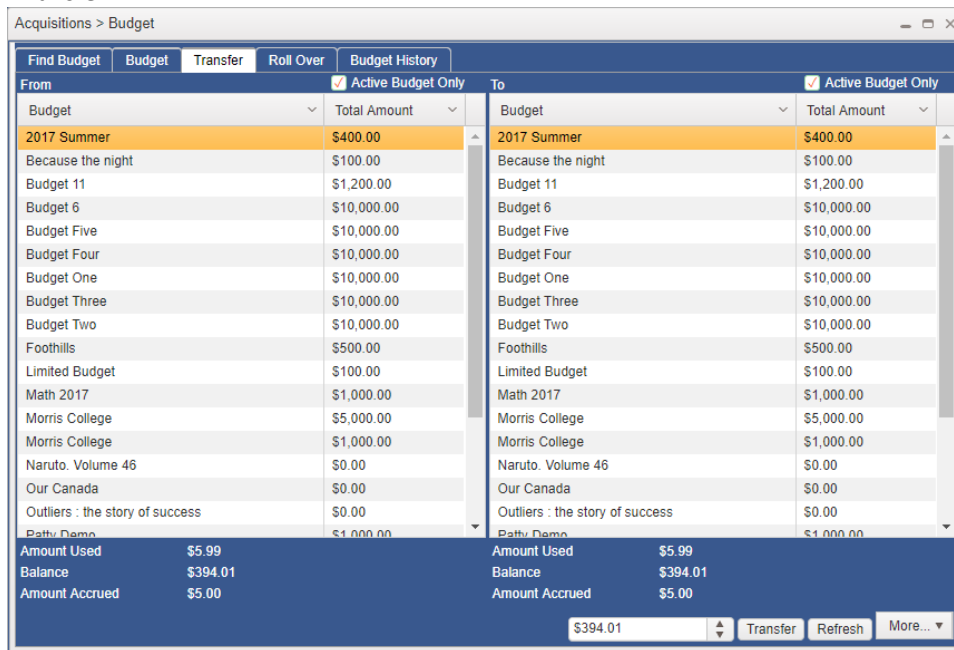


5. Fill optional fields if necessary:
 - 5.1. **Account No:** Enter a value as an account number from the libraries accounting software.
 - 5.2. **Department:** Associate the budget to a department from the dropdown list. Setup a department in **Administration > System Setting > Parameters > Department from the dropdown list.**
 - 5.3. **Notes:** Internal notes. (Example: Identify where the funds should be spent.)
6. Click **Save** on the right-hand side of the window.

TRANSFER BETWEEN BUDGETS

The Transfer tab allows the user to transfer amounts between budgets.

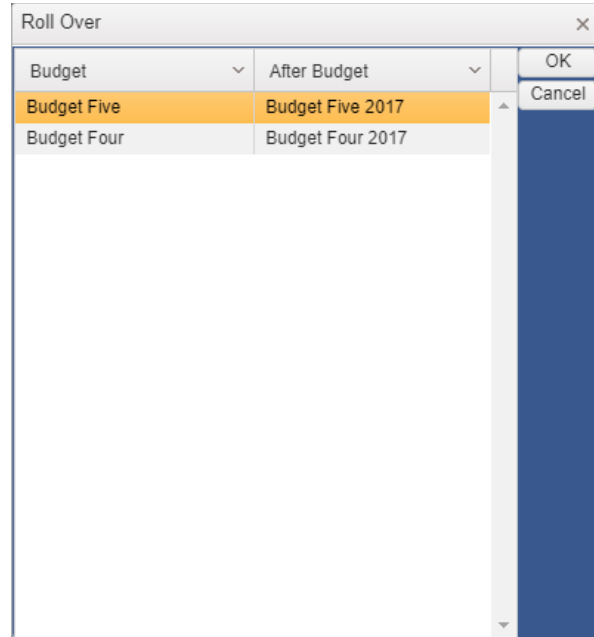
1. Go to **Acquisitions > Find/Add Budget.**
2. Select the Transfer tab.
3. Check Active Budget Only on both grids to only view active budgets.
4. Choose the budget to transfer from in the left grid.
5. Choose the budget the amount will be transferred to in the right grid.
6. At the bottom of the window, enter the amount to transfer. The total budget amount is shown by default in the box.
7. Click **Transfer.**



ROLL OVER A BUDGET

The Roll Over tab gives the capability of transferring a budget over to the next calendar year. This is useful as it saves the user from having to create a brand new budget and add funds to it again.

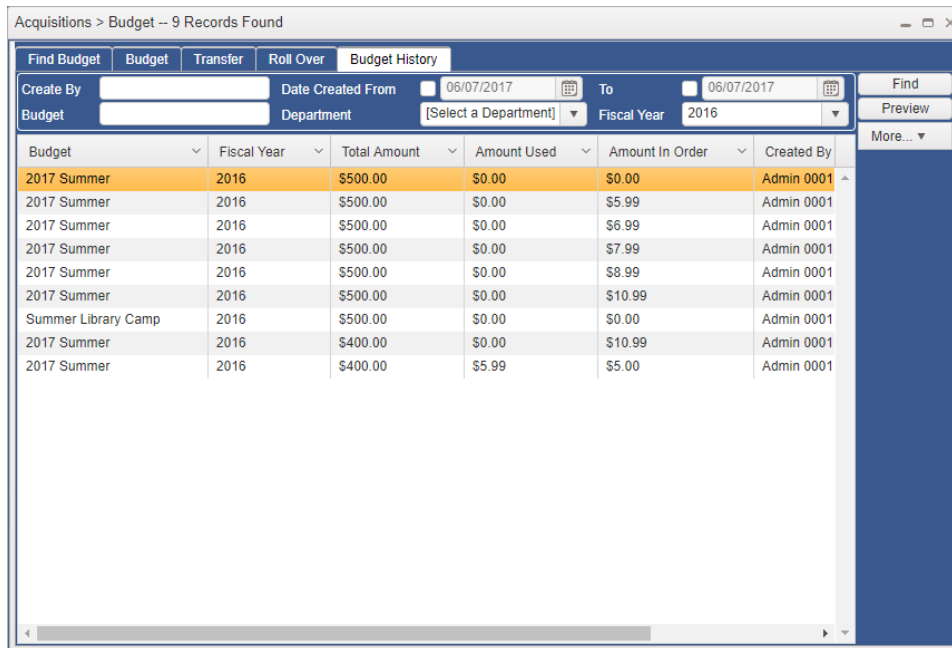
1. Go to **Acquisitions > Find/Add Budget.**
2. Select the Roll Over tab.
3. Check Active Budget Only to only show budgets that are currently active.
4. Using the checkboxes, select the budget(s) to be rolled over into the next calendar year.
5. Select a new Fiscal Year from the dropdown.
6. Click **Roll Over.**
7. Click **OK** to confirm.



BUDGET HISTORY

The Budget History tab shows transaction details for budgets.

1. Go to **Acquisitions > Find/Add Budget**.
2. Specify the search criteria to view transactions. Narrow down the search by Budget Name, Department, Fiscal Year, and more.
3. Click **Find**.





VIEW THE BALANCE OF A BUDGET

After many orders have been made throughout the year, you may want to check the status of your budget. You can do this in the Find/Add Budget window.

1. Click **Acquisitions > Find/Add Budget**.
2. Search for the budget you would like details on.
3. Click on the budget in the grid and click **Detail**.
4. You want to take note of four fields:
 - 1.1. **Total Amount**: The total dollar amount assigned to the budget, allowed for spending.
 - 1.2. **Amount Used**: The total dollar amount spent from the budget. This is based on purchase price of the items. The amount used will represent only those items where the bill has been paid, through Pay Bill.
 - 1.3. **Balance**: Balance = Total Amount – Amount Used.
 - 1.4. **Amount Accrued**: This is the total dollar amount of all the items on order associated to this budget. Amount Accrued will help you determine your funds available to spend on the budget. It is used in the calculation for Amount Remaining in Budget in the **Order Line** window.

The budget balance amount is also shown in the Order Line pop-up when adding a title to an order.

1. The information displays about halfway down the window.
 - 1.1. **Budget Amount**: The total dollar amount assigned to the budget, allowed for spending.
 - 1.2. **Amount Remaining in Budget**: This is the remaining balance of the budget.
Amount Remaining in Budget = (Budget Amount) - (Amount Used + Amount Accrued)

VENDOR MANAGEMENT

VENDOR

Add a New Vendor

The second step to start using the Acquisitions Module is to add a vendor(s).

Vendor information from the profile is automatically used when contacting the vendor for placing an order or claiming orders that have not been received. The information can be used for communicating a purchase order with the vendor.

1. Go to **Acquisitions > Find/Add Vendor**.
2. Click **New**.
3. The system will load the **Vendor** tab, with fields available to edit.



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Acquisitions > Vendor -- Name : Gumdrop Books

Find Vendor	Vendor	Merge	
Name	Gumdrop Books		New
Contact	Gummy, Joe	Account No	12345
Phone No	() (345) 344-3534	Ext	
		Fax No	() (345) 243-5345
Email	gumdrop@email.com		Delete
		http://	www.gumdropbooks.com
Address	9926 Jasper Street		First
City	Edmonton	Province	Alberta
Country	Canada	Postal Code	T6J 2B8
Currency	Canada, Dollars	<input checked="" type="checkbox"/> Use EDI	Previous
Identification Agency	EAN	Identification	6592132
EDI Directory User	insignia	EDI Directory Password	
EDI Supplier's Account	6579209	Library Identification	INSIG
Library Identification Agency	US SBN Agency(SAN)		More... ▼
EDI Message Outbound Directory	ftp://gumdrop.com/insingia		
EDI Message Inbound Directory	ftp://gumdrop.com/insingia		
Notes	Our preferred vendor		
	Editing History		
	Created		Dec 20 2005 12:24:00 PM
	Created By		Admin 0002
	Last Modified		Mar 27 2017 01:09:00 PM
	Last Modified By		Admin 0001

ORDER MANAGEMENT

After the budgets and vendors are set up, orders can be created and tracked in the ILS. The Order interface is used to track purchases of library items as a single site, de-centralized district, or centralized district. Orders can be initialized from Find/Add Order by the librarian, or they can be initialized based on a request from a patron.

CREATE AN ORDER FOR A SINGLE SITE

To create an order for a single site library:

1. Go to **Acquisitions > Find/Add Order**.
2. Click **New**.
3. The system will load the **Order** tab with fields available to edit.



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4. Enter a P.O. Number.

Note: If no P.O. Number is entered, the system will generate one based on today's date when the order is saved.

5. Select a Vendor from the dropdown menu.

6. If you are ordering textbooks, check "For Textbook".

7. Click **Add Item** on the right hand side.

7.1. The system will display the **Order Line** window for item information.



Order Line

Order

Title

ISBN Z3950 ISBN ISSN

Title

Subtitle

Author Date

Edition Volume Material Type

Publisher Year Publ.

Library Fiscal Year

Budget Use Z3950 Search Result to Catalog

Budget Amount \$0.00 Amount Remaining in Budget \$0.00

Invoice #

Order Info

Qty Ordered by Current Library Price Shipping Fee

Currency

Order Qualifier Priority

Special Service

Invoicing Instruction

Transport Means

8. Choose to either:
 - 8.1. Enter the information manually.
 - 8.2. Generate using Z39.50 result.
 - 8.2.1. Fill either ISBN, Title, or Author field and then click **Z39.50 Search By**.
 - 8.2.2. Results will display in a pop-up. Choose the result to use from the grid and click **Save**.
 - 8.3. **Use Z39.50 Search Result to Catalog:**
 - 8.3.1. If checked the entire MARC record found via Z39.50 will be brought into the catalog with the status On Order.
 - 8.3.2. If unchecked only the information that appears in the **Order Line** window (Title, Author, ISBN, etc.) will be brought into the catalog.
9. After a new order is created, the order status will be **On Order**.



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Purchase Order



P.O Number : 00010000018

Order Date : 10/06/2007

Vendor : Gumdrop Books

9926 Jasper Street
 Edmonton, Alberta
 Canada, T6J 2B8
 Telephone : (345)344-3534 Ext
 Fax : (345)243-5345
 E-mail: gumdrop@email.com

Insignia Library System
 Account No: 12345
 Contact: Admin 0001
 Edmonton, CA
 Canada, T6X 0A9
 Telephone : Ext
 Fax :
 E-mail: insigniasupport@insigniasoftware.com

#	Title	ISBN	Authors	Price	Ord Qty	Line Total
1	Introducing mathematics	1840460113	Sardar, Ziauddin.	\$50.00	2	\$100.00
2	Physics		Henbest, Nigel	\$70.00	3	\$210.00
3	The cat and the bird in the hat	0439154332	Bridwell, Norman.	\$22.00	1	\$22.00
					Total Ord Qty :	6
					Total Price :	\$332.00
					Shipping Fee:	\$0.00
					Tax :	\$23.24
					Total Amount Due :	\$355.24
					Amount Paid :	\$224.70
					Balance due :	\$130.54

Message For the Vendor:

RECEIVE AN ORDER

After creating an order and submitting the purchase order to the vendor, the next step is to receive the items when they arrive at the library. Full or partial orders can be received.

1. Go to **Acquisitions > Find/Add Order**.
2. Search for the order you are going to receive.
3. Select the order from the grid and click **Detail**.
4. The order details will load. Click **Receive**.
5. In the Receive Order pop-up window, click **Receive All** if all of the copies have arrived and if the prices have not changed.
6. If only some of the copies have arrived, select the title to receive from the top grid.
7. In the bottom grid, choose which libraries are receiving their order.
 - 7.1.1. Only one library will show for Single Site orders.
8. Fill the information for the following fields:
 - 8.1. **Purchase Price:** Price paid when the copy is received. May differ from order price.
 - 8.2. **Invoice #:** The vendor generated number associated with this Purchase Order.
 - 8.3. **Qty Being Received.**
 - 8.4. Choose a barcode option:
 - 8.4.1. **Generate Automatically:** Random barcodes generated by Insignia.
 - 8.4.2. **Set Barcode Individually:** If you have pre-printed barcodes already attached to the copies.
9. Click **Update**.
10. Repeat steps 7 through 9 for all the titles in the top grid.
11. Click **Save**.
12. If only some of the items are received, the order status will change to Receiving.
13. After the entire order is received, the order status will change to Received.



PAY BILL TO COMPLETE AN ORDER

The final step in completing an order is to apply the payment. The user can use the **Pay Bill** feature at any time in the order process. It is commonly the last step.

1. Go to **Acquisitions > Find/Add Order**.
2. Search for the order you are going to receive.
3. Select the order and click **Pay Bill**.
4. Use the checkboxes to select the titles you are going to track payment for.
5. If not already generated, enter in an Invoice #.
6. The bottom right shows the total amount selected for the invoice.
7. Click **Save** to complete the payment.
8. If the order is paid before any items are received, the status will change to Paid.
9. After the entire order is received and paid, the status will change to Complete.

CANCEL AN ORDER

There are additional features available in the Acquisitions module that assists in tracking different scenarios. (Example: If you submit a purchase order to a vendor and they respond: "the order will not be filled" you may want to cancel the order.)

1. Go to **Acquisitions > Find/Add Order**.
2. Search for the order you are going to receive.
3. Select the order from the grid and click **Detail**.
4. The system will load the Order tab.
5. Click **Cancel** to cancel the order.
6. Click **Yes** to confirm the order cancellation.
7. After the order is canceled, the order status will change to Canceled.

TRANSFER A TITLE INTO A NEW ORDER

The Acquisitions module has the function of transferring a title from one order to another. This is useful if the vendor has responded to your PO stating that they are only able to send some of the books now and the rest are on back order. You can transfer the back order books to a new PO under that vendor's name. This saves time in inputting the title information again.

1. Go to **Acquisitions > Find/Add Order**.
2. Search for the order you are going to transfer a title from.
3. Select the order from the grid and click **Detail**.
4. The system will load the Order tab.
5. Select a title or multiple titles using the checkboxes.
6. Click on **Transfer** on the right-hand side.
7. The system will load the Create Order window in a pop-up



8. The items will be moved from the current order to the new order.

UNDERSTANDING THE ORDER LOG

The Order Log is a record of all the changes made to orders in the system.

1. Use the dropdown menus to search by the user who created the order or the date the order was created.
2. The information is grouped into one of four Operation Types:
 - 2.1. **Update:** The information in the order has been modified. (Example: A new title added or price of a title changed.)
 - 2.2. **UnReceive:** An item or multiple items on an order has been un-received.
 - 2.3. **Receive:** An item or multiple items have been received on an order.
 - 2.4. **New:** A new order was created.
 - 2.5. **Delete:** An order was removed/deleted.