# The Acquisitions Workflow

While there is some variation between institutions, most libraries have a workflow similar to this one:

### 1. Select your items from the vendor

This is the shopping part—Sierra might be used to check your own current holdings to see if you already have it, or to see if the bib record for it is already present in LANCE because another institution has it.

### 2. Create bib and order records

Either you key the record in manually (sometimes done for brief bibs), copy it from OCLC or via Z39.50, or load the records in a bib-and-order load (which we take care of, using Data Exchange).

When creating records of any kind, record templates are essential. They can be accessed via Admin > Settings > Record Templates tab.

2.1. Creating bib records

Use the **New** button from within Sierra (in **Place Orders** or **Catalog** function)

* + Manually key in a bib
  + Copy catalog a new record
    - Use the **Remote** utility from within Sierra
      * Load profiles can protect or strip out fields
      * Set the location parameter in the bib record
    - Use another utility such as OCLC’s Connexion
    - Load a file of records using Data Exchange

2.2. Creating order records

Use the **Attach New Order** button

* + Add a single or multiple orders at once
    - Verify your location and other unique, location-specific parameters
    - Funds
    - Vendors
  + Editing your new order

When an order is made, Sierra gives you the option of encumbering a fund associated with the order—earmarking the order’s estimated price. Whether or not a fund is encumbered has to do with the STATUS of the order record:

|  |  |
| --- | --- |
| **Code** | **Action** |
| 1 | ON HOLD – No encumbering. This is used for orders under consideration, or that have not yet been ordered from vendor. |
| o | ON ORDER – Sierra encumbers the fund at an amount equal to order record’s EPRICE |
| c | SER ON ORDER—Encumbers the fund at amount equal to order record’s EPRICE. Helpful in distinguishing serial orders from firm orders |
| a and d | FULLY PAID and SERIAL PAID—Disencumbers fund and marks the payment as an expenditure in the fund |
| z | CANCELLED – Fully disencumbers fund without expenditure |
| q and e | PART PAID and SER PART PAID—Only part of the encumbrance is removed and marked as expenditure |
| **Code** | **Action** |
| 2 | APPROVAL REJ—Marks as rejected, so that the order does not encumber a fund. |
| f | SERIAL NO ENC—Does not encumber or disencumber a fund, but allows payments on the order to be made. Often used for subscriptions. |
| g | SERIAL LIENED—No encumbrance when order is created, but disencumbers the fund when a payment is made. Also used for subscriptions. |

2.3. Funds and order records

Funds can be viewed via the **Funds** function. They represent money set aside by your library for purchases. These purchases are recorded in the Fund Activity Report for each fund.

A fund has four components contributing to its Cash Balance:

* *Appropriation*: The amount of money originally dedicated to the fund
* *Expenditure*: How much money has been spent.
* *Encumbrance*:How much money has been set aside for a future purpose.
* *Free Balance*: The amount in your appropriation not yet spent or marked for purchase.

2.3.1. Grouping funds

Funds grouped together appear under the Hierarchies folder in the Funds function.

To group funds, use the **Put** button.

To remove funds from a group, use the **Delete** button. This will *not*delete the fund from Sierra.

For a new group, go to the Hierarchies folder and use the **New Grp** button.

2.3.2. Adjusting funds

This is done with the **Use Form** checkbox in the Adjustment tab of a fund or funds folder.

### 3. Create and send purchase order

Sierra has options to send purchase orders electronically, or to create print purchase orders (POs) in the **Print/Send Orders** function.

To print a purchase order, select the **Queue P.O.** box in an order record.

### 4. **Optional:** Claim or cancel orders

Some libraries have a workflow in place to find late orders and report them to the vendors—including to cancel them, if need be. Claiming a record in Sierra updates the CLAIM field in an order record.

Sierra does this with either

* the **Claim/Cancel Orders** function

Finds claimable records based upon the Claim Cycle Values table, which is referenced in the vendor record. At the moment, Kansas City has only one entry in the Claim Cycle Values table.

* in an order record, go to Tools > Function > Claim/Cancel

If you decide to cancel an order, you can via

* the **Claim/Cancel Orders** function. This queues a cancellation letter.
* after being notified by the vendor that it is not available, go to Tools > Function > Cancel by Vendor in the order record

In both cases, cancelling the order will not change the order record until the cancellation is posted in **Pay an Invoice** function.

### 5. Orders arrive from vendor

When this happens, the order can be marked as paid and the fund out of which the order was paid for lists the price paid—this is done in Sierra via posting invoices. Libraries have the option of creating item records when the orders arrive.

5.1. Receiving

Receiving adds an RDATE to the order record. It does not change the order’s STATUS or do anything to its fund. It can be done as a separate process, or combined with invoicing.

* in the **Receive** function, select your order record
  + creating item records
* use the **Rapid Update** function to receive large numbers of orders (e.g., in a review file, or for over a particular index search)

It is possible to receive and invoice orders at the same time in Kansas City, via the “Use Paid Date as Date Received?” checkbox in Invoice Settings.

5.2. Invoicing

When a paper invoice is received, it can be entered into the system via **Pay an Invoice** function where it will update the order records and the funds attached to them.

Invoice Settings

* + **Don’t ask these questions**

Selecting this box will choose default invoice options and will prevent the dialog from displaying automatically.

* + **Use Paid Date as Date Received?**

This option allows the user to receive items (enter an RDATE) and process invoices at the same time.

* + - **Warn if the item has not been received?**

This is an option if **Use Paid Date as Date Received?** has *not* been selected: if this checkbox is selected, you will see a prompt if the order record has no RDATE.

* + **Prompt for note for each line item?**

If not selected, you may still enter notes, though you are not prompted.

* + **Display subscription dates on invoice?**

Selecting this displays the Sub From and Sub To columns in the invoice.

* + - **Prompt for subscription dates?**

This is only available if **Display subscription dates on invoice?** option above is selected.

Required fields when entering an invoice:

* Invoice number (if none is available, enter a space or “none”)
* Invoice date

The Blanket PO is not required, but if it is entered, will open a workform with payment options for order records that contain that number in the BLANKET PO field.

Once all the line items have been entered

* **Suspend** will exit the invoice and retain the work done, but not “finish” it
* **Print Inv** will print the unfinished invoice
* **Finish** will calculate the invoice total
* **Use computed total** will return you to the Invoice summary screen, where you can post the invoice or create another one.

Posting an Invoice

* **Post All**, or select a session. It is possible to post multiple invoices at once.
* After the page heading is entered, three documents print:
  + **Encumbrance Register**

Lists encumbrances and disencumbrances entered into the system since last posting

* + **Invoice Register**

Lists all amounts in the invoice posted for each line item on each invoice

* + **Invoice Summary**

Lists the total paid on each invoice