

Acquisitions Configuration Questionnaire – Customer Reply Form

Note: For questions, that require a Yes or No answer, please either bold or shade the box or place an X next to the correct answer.

1 Customer Information			
Institution		Date:	
Contact Name:			
	Last	First	M.I.
Address:			
City		State	ZIP Code
Phone:	()	E-mail Address:	

2 Acquisition Units: Order Units or Sublibraries
2.1 Defining Order Units [<i>\$alephe_tab/tab_sub_library.eng (col. 2=5); \$alephe_tab/tab100 (USE-ORDER-UNIT)</i>]

If you want to define order units complete the chart below. The Order Unit Code can be up to 5 characters; the order unit name can be up to 30 characters.

Order Unit Code (up to 5 characters)	Order Unit Name (up to 30 characters)	Address	Description

3 Defining the local currency [<i>\$alephe_root/aleph_start (setenv local_currency); Acquisitions/Serials module>Administration tab>[C] Currency</i>]
What is your local currency?

4 Vendors		
4.1 Vendors List [<i>xxx50/tab/tab100 (VENDOR-SHARING)</i>]		
Do you need to filter the list of vendors so that certain vendors can be used only by specific order units or sublibraries?	YES	NO

4.1.1 Two level vendors [xxx50/tab/tab100 (TWO-LEVEL-VENDOR=Y); xxx50/tab/tab_vendor_sub_lib]

If you need the "Two Level Vendor" functionality, complete the following table:

Data element	Description	Does Data differ?	
		YES	NO
Library Accounts	Your account number at the vendor	YES	NO
Vendor bank Account	Bank account of vendor	YES	NO
Discounts	Any permanent discount you may receive from the vendor	YES	NO
Order delivery method	The manner in which the order is sent to the vendor (e.g. e-mail, EDI, letter)	YES	NO
Material delivery method	The manner in which the material is sent from the vendor (e.g. surface mail, airmail, courier)	YES	NO
EDI-related information	The vendor EDI code	YES	NO
Contact notes	There are 5 different notes	YES	NO
Vendor notes	General vendor note	YES	NO
Status	For example:	YES	NO
	• Domestic Supplier		
	• Foreign Supplier		
	Information field. Can be used to filter the list of vendors		
Material type	Information field. The type of material acquired at the vendor	YES	NO

4.2 Vendor Status [xxx50/tab/pc_tab_exp_field.eng (VENDOR-STATUS)]

Do you need to modify the standard vendor statuses? Add/edit/remove statuses in the chart below.

Vendor Status (up to 50 characters)	Vendor Status code (2 characters)
Not active	NA
Domestic Supplier	DS
Foreign Supplier	FS
Donor	DO

4.3 Vendor Languages [xxx50/tab/pc_tab_exp_field.eng (LANG)]

In which languages do you correspond with the vendor?

4.4 Vendor codes (Additional Functionality) [xxx50/tab/tab_checksum; xxx50/tab/tab_code_prefix]

ALEPH vendor codes are up to 20 alphanumeric characters. It is possible to use standard five-character prefixes as part of the code. The system can be configured to check these prefixes.

Are you interested in this functionality?	YES	NO
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5 Budgets (Accounts) [xxx0/tab/tab100 (CHECK-ORDER-BUDGET=Y)]

5.1 Budget Control

Do you want to use the ALEPH budget control feature?	YES	NO
Should use of budgets be mandatory?	YES	NO

5.2 Budget Structure

No response is necessary, each budget's structure is defined when creating it in the Acquisitions client.

5.3 Budget Authorizations

No response is necessary, budget authorizations are defined by your institution when creating User Logins in the Staff Privileges client.

5.4 Fiscal Year

No response is necessary, budget year is defined by your institution when creating budgets in the Acquisitions client.

5.5 Hierarchal Budget

No response is necessary, budget hierarchy is defined by your institution when creating budgets in the Acquisitions client.

5.6 Budget Codes

No response is necessary, budget codes are defined by your institution when creating budgets in the Acquisitions client.

5.7 Budget Types [xxx50/tab/ pc_tab_exp_field.eng (BUDGET-TYPE)]

Do you need to modify the list of budget types? Remove from, or add to, the chart below.

Budget Code (up to 5 characters)	Budget Name (up to 50 characters)	
REG	Regular	
SPE	Special	
GF	Gift	

5.8 Budget Departments [xxx50/tab/pc_tab_exp_field.eng (DEPARTMENT-NAME)]

If you want to define Budget Departments, complete the chart below.

Budget Dept. Code (up to 20 characters)	Budget Dept. Name (up to 50 characters)	

5.9 Checking Encumbrance and Expenditure [xxx50/tab/tab100 (OVER-EXP-INCLUDE-ENC=Y)]

Checking for sufficient funds

When an invoice is paid the system will check to see if the budget has enough funds. By default the system will take the free balance into account. It is also possible to configure the system so that only the expenditure is taken into account – i.e. the paid and unpaid invoices. Are you interested in changing the default?	YES	NO
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Maximum over/under Encumbrance and Expenditure

(This is defined for each budget in the GUI Acquisition Administration Budget Info. 2)

Do you want to define a maximum over or a maximum under encumbrance for all or specific budgets? ANSWER - Over or Under	
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Should this be defined as a percentage of the allocated amount or a specific amount? ANSWER: Percentage or Amount	
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5.10 Budget Groups [Additional functionality] [pc_tab_exp_field.eng (BUDGET-GROUP-1)]

Would you like to define budget groups? Complete the chart below.

Budget Group Code (up to 5 characters)	Budget Group Name	Budgets that belong to the group
	(up to 50 characters)	

5.11 Object Codes [Additional Option] [pc_tab_exp_field.eng (OBJECT-CODE)]

If you want to use object codes complete the chart below.

Object Code (up to 5 characters)	Object Code Name (up to 50 characters)

6 Orders			
6.1 Order Numbers [xxx50/ util g/2]			
Are you interested in any of the following options?			
Override the system assigned number manually	YES	NO	
Configure the system to add a prefix to the number automatically	YES	NO	
Define separate counters	YES	NO	
Use additional order numbers	YES	NO	
If Yes, then for what purpose?			

6.2 Order Method [xxx50/tab/pc_tab_exp_field.eng (ACQ_ORDER_METHOD)]	
Do you need to add/remove any order methods? Note that the Purchase order method must <u>not</u> be removed. Add/remove rows in the chart below.	
Order Method (up to 50 characters)	Order Method Code (up to 2 characters)
Purchase	P
Gift	G
Approval	A
Collective	C
Depository item	D
Not for library collection	NL
Paid for on deposit account	DP
Paid for on collective record	PC
Prepaid	PP
Purchased for exchange	E
Received on exchange	ER
Sent on exchange record	ES

6.3 Material Type [xxx50/tab/pc_tab_exp_field.eng (ACQ_ORDER_MATERIAL)]

If you want to modify the material types, modify the chart below.

Material Type (up to 50 characters)	Material Type Code (up to 2 characters)
Monograph	M
Serial	SE
Data file	DA
Information record	IN
Microform	MF
Map	MP
Recording	RE

6.4 Order Groups [xxx50/tab/pc_tab_exp_field.eng (ACQ_ORDER_GROUP)]

If you want to create order groups complete the chart below.

Order Group Name (up to 50 characters)	Order Group Code (up to 10 characters)

6.5 Items for Monograph Orders

[xxx50/tab/tab100 (CREATE-ITM-FORM-ORDER-M)]; [xxx50/tab/tab36]

Would you like to create items for monograph orders?	YES	NO
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If you would like to define defaults for the items, complete the chart below.

Sublibrary	Item status	Material type	Collection	Call number

7 Invoices
7.1 Invoice Payment and the Invoice Payment Status [xxx50/tab/ tab48.eng]

Describe how you currently handle payment of invoices. Reply to the following questions:

Does the library pay the invoice or is the invoice transferred to another agency for payment?

Do you have a process for approving invoices or are they simply paid when they arrive?

Is approval of invoices restricted to certain staff members?

Based on your workflow, complete the chart below:

Status	Description	Status Code	Do you need this status?		Should update of invoice be prevented?	
			YES	NO	YES	NO
Not approved	This means the invoice was not approved or paid	N	YES	NO	YES	NO
Preliminary approval	The invoice has preliminary approval	A	YES	NO	YES	NO
Approved	The invoice was approved	B	YES	NO	YES	NO
Ready to be paid	The invoice is ready to be paid	R	YES	NO	YES	NO
Frozen	The invoice is "frozen" – it cannot be paid for some reason	F	YES	NO	YES	NO
Payment authorized	Another agency was authorized to pay to invoice	Y	YES	NO	YES	NO
Paid	The invoice was paid	P	YES	NO	YES	NO
Should the default status "Not approved" be changed?					YES	NO
If Yes, to which status?						

7.2 Approval "Departments" and Approval Numbers [Additional Functionality]

[xxx50/tab/pc_tab_exp_field.eng (ACQ_APPROVAL_DEPARTM)]

Do you want to use approval numbers?	YES	NO	
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If you want to define approval departments, complete the chart below.

Approval Department Name	Approval Department Code
(up to 50 characters)	(up to 20 characters)

7.3 VAT [Additional Functionality]

7.3.1 VAT Recipient *[xxx50/tab/pc_tab_exp_field.eng (VAT-RECEIVER)]*

If you need to define VAT recipients, complete the chart below.

VAT Recipient Name	VAT Recipient Code
(up to 50 characters)	(up to 20 characters)

7.3.2 Predefined VAT Percentages *[xxx50/tab/tab_vat_percent/eng]*

If you are interested in defining VAT percentages, complete the chart below.

VAT percent code (up to 5 characters)	Percent	Description (up to 40 characters)

8 EDI

[xxx50/tab/tab100 (EDI-OUT-VENDOR-NOTE); xxx50/tab/tab100 (EDI-OUT-LIBRARY-NOTE); xxx50/tab/tab100 (EDI-OUT-PRICE-NOTE); xxx50/tab/tab100 (EDI-OUT-QUANTITY-NOTE)]

Do you want to use the EDI functionality?	YES	NO	
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9 Customer's Comments

If you want to add any comments to your Reply Form, please type them in the text field below, including the section and category your comment applies to (for example, *section 23., Items for Monograph Orders*)