

Horizon 7.5.4

Acquisitions User Guide

September 2016



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Acquisition User Guide

Welcome to Horizon Acquisitions. Acquisitions is an integrated piece of the Horizon library system that manages the acquisition of library material. Working in concert with staff searching, Cataloging, and Serials, Acquisitions helps you perform all the functions of your acquisitions department, including order creation, claiming, receiving, cancellation, invoice entry, fund tracking, desiderata (wish-list) file creation, vendor file maintenance, and statistical reporting.

The *Acquisitions User's and Administrator's Guide* is for all users of Acquisitions, including system administrators. It explains how to set up and use the module to acquire items for your library. It covers all the steps in the acquisitions cycle—from creating purchase requests and conducting pre-order searches—to receiving items and entering invoices. It also explains how to review and print Acquisitions reports. All setup and administration-related topics that are specific to Acquisitions are covered in the *Acquisitions Setup Guide*, not in this guide or the *System Administration Guide*.

For more information about this guide, see these topics:

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Acquisitions User Guide Contents

This guide contains these major sections:

- **Getting started on page 1** explains the basic information you need to begin using Acquisitions, and gives you an overview of this guide.
- **Selection list on page 17** explains how to set up, create, use, and maintain selection lists of items you want to keep track of.
- **Purchase requests on page 37** explains how to record, organize, and review requests you receive for new library material.



- **Purchase orders on page 47** explains how to create and communicate purchase orders, how to claim and receive purchase order items, and how to perform related tasks.
- **Statements on page 186** explains how to record vendor statements, including regular invoices, supplemental invoices, credit memos, and nontitle invoices. It also explains other statement-related tasks.
- **Vouchers on page 230** explains how to create and print vouchers and perform related tasks.
- **Reports on page 235** explains how to generate “canned” and custom reports to monitor and evaluate Acquisitions activity.
- **Technical topics on page 254** provides technical information about the Acquisitions module. It includes sections on correcting mistakes, customizing views, saving Acquisitions data to a file, troubleshooting, and error messages.
- **Window and dialog box descriptions on page 295** explains each window, dialog box, and message box in Acquisitions. In addition, this appendix explains most fields, buttons, and options each the windows and dialog boxes.
- **Index** to this guide.

Conventions used in this guide

This guide uses terms, typefaces, and symbols to denote different kinds of information. Understanding these conventions can help you recognize the information you need more quickly.

Symbols

This guide uses these symbols:

Symbol	Description
	Tip This symbol indicates additional notes or helpful tips.
	Important This symbol indicates important information or warnings.

Mouse conventions

The following terms are used in this guide to describe actions you do with a mouse.

Term	Definition
Click	To place the mouse pointer on an icon, command, or button and quickly press and release the primary (usually the left) button once.
Double-click	To place the mouse pointer on an icon, command, or button and quickly press and release the primary mouse button twice.
Right-click	To place the mouse pointer on an icon, command, or button and quickly press and release the secondary (usually the right) button once.
Drag	To press and hold the primary mouse button while moving the mouse.
Choose	To click a button or an option from a menu, group of options, or list.
Select	To click once on an option in a list so that the option is highlighted. In a field, you may drag the mouse over text to select that text.

Keyboard conventions

This guide refers to keys following the standard convention of 101-key keyboards. For example, Ctrl is the control key, Alt is the alternate key, Enter is enter or return.

When you need to press two or more keys at the same time to do an action, the keys are connected with a plus sign (+). For example, **Alt+H** means to press and hold the **Alt** key while you also press **H**.

Keys you press appear in bold type in steps. Text or numbers that you need to enter using the keyboard also appear in bold (for example, “Type **main** in the **Location** field”).

Other conventions

In step-by-step instructions, the names of menus, buttons, fields, and other options appear in bold type (for example, “the **OK** button” or “the **Title** field”). This helps you quickly identify which elements you should look for on the page or screen you are navigating.

When you are instructed to choose an option from a menu, the menu and menu options are separated by the greater-than symbol (>). For example, “choose **File > Save**” means to choose the File menu, then choose the Save option from the menu. This convention is also used to show the sequence of items you use on the navigation bar to open a form or page.

Text in italics shows general information that you must replace with information that is specific to your system. For example, you would replace *password* with a specific password, such as **123gr@ndma**.

File and directory names, code examples, and computer output appear in Courier.

Possible differences between the software and this guide

The names, labels, and sample windows in this guide reflect the default settings that are delivered with most new installations. The settings on your system may be different from these defaults, depending on your library's implementation choices and the way your system administrator sets up your system. For example, your system administrator can change labels and set up security to limit access to certain features.

Additionally, as you use the software, you can resize windows or customize your workspace. Consequently, your software environment may look and function differently than the environment described in the tasks in this guide.

This document is compatible with Horizon 7.5.4. Information in this document may also be compatible with later versions.

Documentation updates

Updates to this guide are posted to the customer support website between releases, as necessary. These updates provide corrections to unclear, incorrect, or incomplete information. They also provide documentation for enhancements that were not complete at the time the guide was first published.

You may access the customer support website at <http://support.sirsidynix.com>.



The customer support website requires a username and password. If you do not already have a username and password, contact your system administrator to receive one. If you are the system administrator for your library and need a username and password for the support website, please contact SirsiDynix Customer Support to receive one.

Documentation updates can include, but are not limited to, the following formats:

- PDF (Portable Document Format)
- HTML Webhelp
- EPUB
- Microsoft Word

To view a PDF file, you must install Adobe's Acrobat Reader on your workstation. You can download Acrobat Reader free of charge at Adobe's web site, <http://www.adobe.com>. Several open source eReaders are also available online which can open other formats such as EPUBs. Please contact SirsiDynix Customer Support if you are having trouble finding this guide in the format that you need.

Comments and suggestions

SirsiDynix welcomes and appreciates your comments on its documentation. We want to know what you think about our manuals and how we can make them better. If you have comments about this guide, please send them to docs@sirsidynix.com.

Be sure to include the title and version number of the guide and tell us how you used it. Then tell us your feelings about its strengths and weaknesses and any recommendations for improvements.

Chapter 1: Getting started

This chapter provides you with the basic information you need to begin using Horizon Acquisitions. It gives you an overview of this guide, and an overview of Acquisitions.

This chapter includes these sections:

Horizon Basics	1
Starting a Horizon Process	2
Customizing the Launcher	4
Acquisitions Basics	5
Acquisitions Processes	5
Overview of Tasks	7
Searching in Acquisitions	11
Frequently Asked Questions	13

Horizon Basics

This guide assumes that you have a basic knowledge of your Windows operating system, Horizon, and working in Horizon windows. At the minimum, you should know how to:

- Use a mouse or keyboard to do basic tasks, such as choosing menu options and buttons.
- Work with windows (selecting, moving, minimizing, restoring, maximizing, sizing, scrolling, closing, and so on).
- Work with dialog boxes.
- Log in to Horizon, change operators, and log off Horizon.
- Search for records on the Horizon system.
- Work in Horizon list and edit windows.



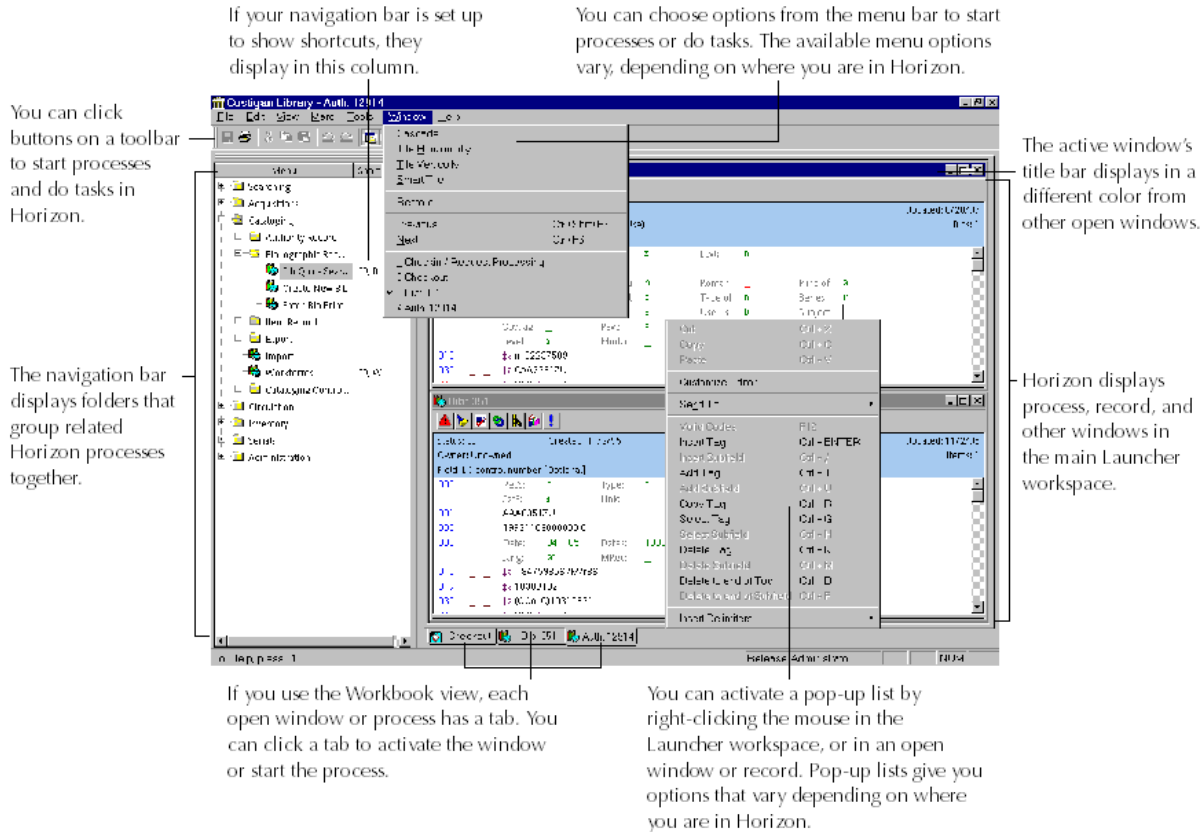
If you do not know how to do these tasks, see the [Windows online help](#), your [Microsoft Windows manual](#), or the *Horizon Basics Guide*.

Additionally, you need to understand how to use the Launcher environment. The Launcher is the framework that you use to open and navigate through the various Horizon processes. You can also use it as a tool to access some of your other desktop functions.

The Launcher workspace starts automatically when you first log in to Horizon. It includes pop-up lists, toolbars, and a navigation bar that help you do tasks easily. You or your system administrator can customize toolbars, the navigation bar, and some other features of the Launcher environment.

Here is an example of a Launcher workspace:

Figure 1-1: Launcher workspace



For more information on working in the Launcher environment, see the *Horizon Basics Guide*.

This section explains these topics:

- [Starting a Horizon Process on page 2](#)
- [Customizing the Launcher on page 4](#)

Starting a Horizon Process

When you do a task in Horizon, you must first start the process that lets you do the task. If you have already started several processes, you can activate the open process window that you want to use. The active window's title bar displays in a different color from other open windows. If the windows are displayed in a cascade, the active window moves to the front.



If you cannot activate a different window, the currently active window needs attention before you can continue. You must either close the window, or cancel or finish its process. (For example, if the window is a search window, you must complete the search, cancel the search, or close the window before you can start a different process.)

Horizon lets you use several different methods to start most processes. The various tasks in this guide usually give only one or two of the methods. As you work with Horizon, you will discover which methods are most convenient for you.

For example, if you work best using a mouse, you may choose to use the menu bar to start processes. If you prefer using a keyboard, you may choose to use keyboard shortcuts.



Your security settings and Launcher configuration may affect the options that you can use to start some processes. (For more information, see your system administrator.)

This section explains some of the methods you can use to start a process in Horizon. (For examples of some of these methods, see [Figure 1-1 on page 2](#).)

This section explains these topics:

- [Starting a Horizon Process Using a Mouse on page 3](#)
- [Starting a Horizon Process Using a Keyboard on page 4](#)

Starting a Horizon Process Using a Mouse

When you use the mouse to start a process, you click or double-click on a specific part of the Launcher workspace. Here are some of the ways you can use a mouse to start a process:

- **Double-click on a process or tool on the navigation bar.** The navigation bar stores processes and tools in folders. (For more information, see “Horizon User Interface” chapter of the *Horizon Basics Guide*.)
- **Click on a toolbar button.** You can use the toolbar to start a process only if you (or your system administrator) have added a button for that process. (For more information, see the “Customizing the Toolbar” chapter of the *Launcher Configuration Guide*.)
- **Click on an option from the menu bar.** Choose **Window** and the open window or record that you want to make active.
- **Click on the window that you want.** If you can see part of the window or record that you want to make active, click on the window.
- **Use the Workbook view.** Click on the tab of the open window or record that you want to make active. (For instructions on opening the Workbook, see the “Horizon User Interface” chapter of the *Horizon Basics Guide*.)

Starting a Horizon Process Using a Keyboard

When you use the keyboard to start a process, you press a certain sequence of keys. You must know the keystrokes that open the function that you want. If your navigation bar is open and is set up to display shortcuts, you can see the keystrokes listed there. (However, the navigation bar does not have to be open for you to use the shortcuts.) The drop-down menus on the menu bar also display several keyboard shortcuts.

Your security settings may give you the rights to edit or create a shortcut. (For more information, see the *Launcher Configuration Guide*.)

You can use the keyboard in these ways:

- **Lead-in keys.** A lead-in key focuses the cursor on a certain set of tasks from which you can choose. The **F9** key focuses the cursor on the navigation bar, so that your next keystroke moves you through the folders of the navigation bar to find the process that you want to start. (You can use arrow keys, the first letter of the process that you want, or choose Find from the Edit menu to move to the process.)
- **Predefined keyboard shortcuts.** Windows and Horizon have certain default shortcuts that can help you in your work. You cannot change these shortcuts. (For example, **F2** starts a New Search.) (For a list of the most common predefined keyboard shortcuts, see “Shortcut Keys” in the “Horizon User Interface” chapter of the *Horizon Basics Guide*.)
- **User-defined keyboard shortcuts.** You can create shortcuts that start Horizon processes when you customize the Launcher. (For more information, see the Launcher Configuration Guide.) You can also edit or create shortcuts for many of the functions in the MARC Editor. (For instructions, see [See "Customizing the MARC Editor"](#).)
- **Press ALT+W.** This activates the Window drop-down menu. Then type the number of the open window or record that you want to make active.



Pressing **ALT** plus any underlined letter in the menu bar activates the drop-down menu for that menu option.

- **Press CTRL+F6.** This cycles through the open windows.

Customizing the Launcher

Depending on your security settings, you can customize your Launcher. (For instructions, see the *Launcher Configuration Guide*.) In general, you or your system administrator can customize the Launcher in a variety of ways.



Unless your security settings let you save changes that you make in the Launcher environment, the Launcher may revert to its default appearance when you log off.

- **Toolbars.** You can create a new toolbar or modify an existing toolbar’s appearance and design so that the toolbar shows only the processes you use frequently.

- **Navigation bar.** You can hide or add new folders, processes, and applications to the navigation bar, including third party products. You can also set up shortcuts for processes and applications on the navigation bar.
- **Diacritics.** You can add, delete, and edit the non-keyboard characters (such as the British pound or an accent mark) that are available on the Diacritic Shortcut Bar. You can also specify the shortcuts for each character.
- **Background.** You can choose what background displays in the Launcher workspace.
- **Startup.** You can choose the processes that start automatically, and which folders on the navigation bar open automatically, when you first log in to Horizon.

Acquisitions Basics

Acquisitions is the work of obtaining books and other materials for the library (including serials, audiovisuals, and so on). The acquisition of library material begins when you identify an item you want to purchase and ends when that item is received, paid for, and integrated into your library catalog.

Horizon Acquisitions is a powerful, yet flexible tool that can be used by libraries of all types and sizes, using various acquisition methods. As you become familiar with Acquisitions and the Horizon system, you will discover how you can better set up and use Acquisitions to meet the specific needs of your library. (For example, you can choose whether or not to display Acquisitions titles in staff searching. You can also customize windows, fields, and other settings according to the preferences and needs of your library.)

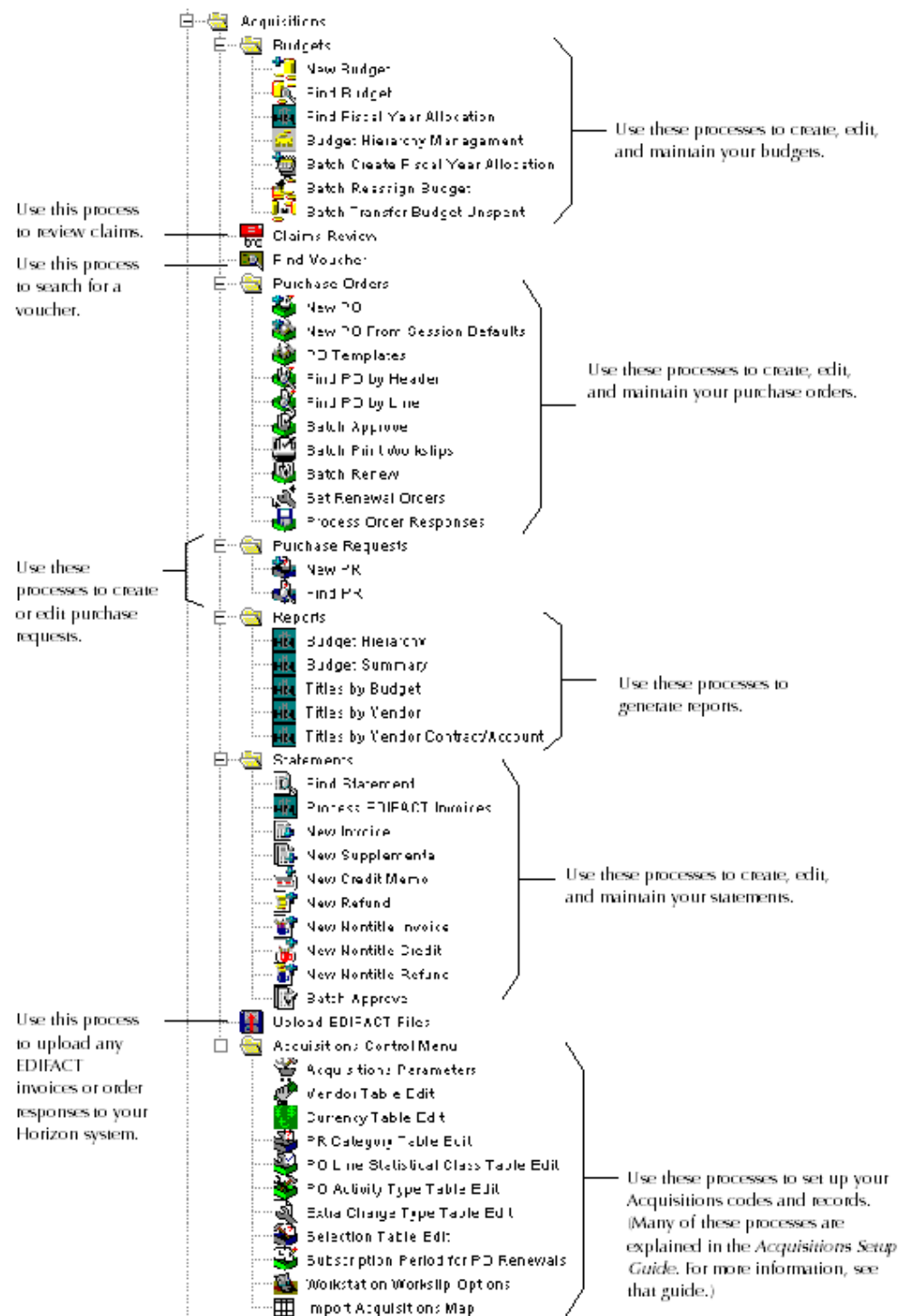
This section explains these topics:

- [Acquisitions Processes on page 5](#)
- [Overview of Tasks on page 7](#)
- [Searching in Acquisitions on page 11](#)
- [Frequently Asked Questions on page 13](#)

Acquisitions Processes

When you first install Horizon, the Acquisitions folder on the navigation bar contains these folders and processes.

Figure 1-1: Acquisitions processes



You may see only some of these Acquisitions processes on your navigation bar. Your security setup and Launcher configuration determine what processes are available on your navigation bar, and where they display. (For more information, see your system administrator or the *Launcher Configuration Guide*.)

Overview of Tasks

This section outlines the tasks for acquiring most firm-order items and performing related tasks. Specific instructions for acquiring other types of items—including serials, gifts, and items received on an order plan—are included in other sections of this guide.

Be aware that Acquisitions work flow and procedures will vary by library, so you should be familiar with your library's policies and procedures. While this section summarizes the options Horizon gives you, specific procedures may be adopted according to the needs of your library.

In general, acquisitions work in Horizon consists of these tasks:

1. **Setting Up the Acquisitions Module** on page 7
2. **Keeping Selection Lists** on page 7
3. **Recording Purchase Requests** on page 8
4. **Selecting Titles and Conducting Pre-order Searches** on page 8
5. **Creating Purchase Orders** on page 8
6. **Approving Purchase Orders** on page 9
7. **Communicating Purchase Orders** on page 9
8. **Receiving Items** on page 9
9. **Sending Claims for Unreceived Items** on page 10
10. **Canceling Items** on page 10
11. **Recording Statements** on page 10
12. **Approving Statements** on page 10
13. **Printing Vouchers** on page 10
14. **Generating Reports** on page 11
15. **Undoing Transactions** on page 11

Setting Up the Acquisitions Module

Before you begin using Acquisitions, you must define certain information. (For example, you need to create library budgets, enter vendor information, and define extra charge types.) Most of these tasks were completed when you installed Horizon; however, you can add to or update the information on an ongoing basis as needed. For example, you may need to update your budgets for a new fiscal year, or update a currency's exchange rate. (For instructions, see the *Acquisitions Setup Guide*.)

Keeping Selection Lists

Horizon lets you easily keep track of items a vendor might send you electronically, such as on a CD-ROM. You can use a selection list to track those items you are wanting to review or thinking of buying. When you identify an item you would like, you can store information about it in a list called a "selection list." If you want, you can create

a purchase request from the titles in the selection list. If you decide to buy a selection title or selection list of titles, you can create an order for them. If you do not buy an item, you can leave the titles on the selection list or make the list inactive. (For more information about selection lists, see [About Selection Lists on page 17.](#))

Recording Purchase Requests

As you receive requests for library material, you can record the requests in Horizon. Horizon's Purchase Request feature helps you keep track of the requests you receive, allows you to maintain library selection (or desiderata) lists, and enables you to generate reports about your library's requests. You can also search for requests by a variety of criteria.

You can assign categories to purchase requests to organize them by subject, selector, priority, or any other category you choose. You can also assign statuses (for example, Selected, Rejected, or Ordered). (For more information about purchase requests, see [About Purchase Requests on page 37.](#))

Selecting Titles and Conducting Pre-order Searches

One of the primary functions of the Acquisitions department is the selection of library material. After you select titles from catalogs, bibliographies, library requests, and other sources, you can enter the titles you want to purchase (or that you want to consider for purchase) in Horizon.

Before you enter titles in Horizon, you should follow your library's pre-order searching procedures to avoid unwanted duplication. (For example, you should search staff searching to make sure your library does not already own the title.) (For more information about pre-order searching, see [Approving PO Lines on page 119.](#))

You can enter new titles as purchase requests, which can then be reviewed, and approved or rejected. If a request is approved, you can copy it to a purchase order. You can also add a title to a purchase order directly, without creating a request for it.

Creating Purchase Orders

Once titles have been approved, you can add them to a purchase order. The purchase order consists of a header and one or more lines. The header contains information that applies to all the titles on the purchase order, such as the vendor. The lines represent the individual titles included on the purchase order.

The header lets you enter various settings that control the acquisitions activity for the lines. (For example, you can specify whether orders are "drop shipped," when funds are expended, and whether copy or item records are created.) The lines let you enter distribution information for the title, including locations, quantities, and billing and shipping addresses. The line also specifies the budget or budgets to charge for the items. (For more information, see [About Purchase Orders on page 47.](#))

You create a purchase order by creating the header and adding lines for the titles you want to include. You can create PO lines from scratch, or you can create them by copying existing PO lines, purchase requests, or titles in PAC. (For more information, see [Creating Purchase Orders on page 61.](#)) Horizon provides several options for searching and reviewing existing orders. (For more information, see [Searching, Reviewing, and Editing Purchase Orders on page 107.](#))

Approving Purchase Orders

Horizon has an approval process for purchase orders. The advantage of the approval process is that you have a checking system for orders. If you want to use the approval process for PO lines, you can have authorized staff manually approve PO lines either individually or in a batch. Once a PO line is approved, only authorized staff can make changes to the PO line's information. (For more information on authorizing staff members to approve PO lines or undo approval, see "Security" in the *Acquisitions Setup Guide*.)

If you do not want to use this feature, you can choose to have Horizon automatically approve PO lines. If you need to change an approved PO line, you can make the changes if you have passkey security. (For more information on approving purchase orders, see [Approving PO Lines on page 119.](#))

Communicating Purchase Orders

When you are ready to send a purchase order to the vendor, you can print it or create an electronic order for it. You can then mail or fax the purchase order, or send it electronically.

After you communicate a purchase order to the vendor, you are limited in the changes you can make to the purchase order. Consequently, you should make sure the purchase order actually reflects what you want before you print it or create an electronic order. You can print a draft purchase order first to make sure everything is okay. (For more information about communicating purchase orders, see [Communicating Purchase Orders on page 127.](#))

Horizon lets you create electronic orders, which you can then send to the vendor using whatever method you have arranged with the vendor. You can create electronic order files in both EDIFACT and BISAC standard formats. (For more information, see [Electronic Ordering on page 129.](#))

Receiving Items

When new items come in, you need to receive them in Horizon. This lets you track the items you have received and prepare them for further processing. Depending on your settings, Horizon may prompt you to assign barcodes to the items. Horizon also alerts you of titles that have requests. After you receive the items, you should forward them to the appropriate department for further processing (for example, to cataloging).

If items come with the statement, you can receive the items at the same time you record the statement. (A statement is a summary of charges or credits for items you have ordered from a vendor.) This is the quickest method for receiving items and recording the invoice. However, if the items come before the statement, you can receive the items and wait to record the statement when it comes. (For more information, see [Receiving Items on page 136.](#))

Sending Claims for Unreceived Items

You can send claim notices to vendors for items you do not receive in a timely manner. Horizon generates claims for each vendor based on the claim settings you define on the vendor record. If you do not receive an item within the number of days prescribed by these claim settings, Day End will generate a claim for the item. You can then review the claims and print claim letters as necessary. (For more information, see [Claiming Items on page 143.](#))

Canceling Items

Occasionally, you may need to cancel an item on a purchase order. (For example, you may need to cancel items that are out-of-print, that the vendor does not carry, or items you order by mistake.) After you cancel items, you can print a cancellation notice to notify the vendor about the canceled items. (For more information, see [Canceling Items on page 152.](#))

Recording Statements

When you receive statements for ordered items, you need to enter them in Horizon. This lets you track and pay for the statements you receive. It also unencumbers and expends funds for PO lines, upon statement approval. You can record a variety of statements, including regular and supplemental invoices, credit memos, nontitle invoices, nontitle credit memos, and refunds. You can apply credits you receive to other statements from the vendor. (For more information about statements, see [About Statements on page 186.](#))

Approving Statements

Horizon has an approval process for statements. The advantage of the approval process is that you have a checking system for statements. (For example, Horizon will not let you approve a statement with statement header and line amounts that do not balance.) Once a statement is approved, only authorized staff can make changes to the statement's information. (For more information about approving statements, see [Approving Statements on page 223.](#))

Printing Vouchers

After you create a purchase order or record a statement, you can print a voucher for the items on the purchase order or statement. A voucher is a form that you can send to your accounting office or funding agency to authorize payment for library orders. Printing vouchers is optional. (For more information, see [About Vouchers on page 230.](#))

Generating Reports

You can generate a variety of reports to help you monitor and evaluate the acquisitions activity at your library. (For more information, see [About Acquisitions Reports on page 235.](#))

Undoing Transactions

Sometimes it is necessary to undo or reverse purchase order transactions. Horizon gives you several options for undoing transactions and correcting mistakes. (For example, you can cancel or delete PO lines, undo order, receipt, and statement activity, and void vouchers.) (For more information, see [Correcting Mistakes on page 254.](#))

Searching in Acquisitions

You search in Acquisitions the same as you search in the rest of Horizon: you can either search for a title to send to an Acquisitions process (such as sending a title to a purchase request), or you may need to search for Acquisitions records (such as when you choose to find a purchase order or statement).

This section explains these topics:

- [Searching for a Title to Send to Acquisitions on page 11](#)
- [Searching for an Acquisitions Record on page 12](#)

Searching for a Title to Send to Acquisitions

If you need to, you can search for a title and send it to Acquisitions. (For example, you can search for a title and send it to a purchase request or purchase order.)

To search for a title and send it to Acquisitions

1 Start a New Search.

To do this, press **F2** or find the process in the **Searching** folder on the navigation bar.

2 Search for the title you want.

Proceed with the search until Horizon displays either a Titles List window or the Bibliographic Detail window.

3 Highlight the title you want.

If you highlight more than one title, all the bib records you highlight will be sent to Acquisitions.

4 Press **F10 or choose **Edit, Send to**.**

Horizon displays the Send To dialog box.

5 Double-click the process you want to send the title to.

Horizon displays the title in the process you chose.

Searching for an Acquisitions Record

As you use Acquisitions, Horizon may prompt you to search when you start an Acquisitions process or do Acquisitions tasks. (For example, Horizon prompts you to search for purchase orders when you choose to find a purchase order, or search for a vendor when opening a statement.)

To search for an Acquisitions record

- 1 Start the Acquisitions process you want. (For example, start the Find PO by Header process.)

Horizon displays the Compound Search window:

- 2 Highlight the index you want to search.
- 3 Enter a search term in the **Search for** field.

For example, to display purchase orders for a certain vendor, highlight “Vendor Code” and enter the vendor code in the **Search for** field.

Depending on the index you choose, you can click the Entry Aid button (the button on the far right) to display a list of valid options.

To see all of the available choices for an index, highlight the index and enter an asterisk (*) in the **Search for** field.

- 4 If you want to do a compound search, use the steps in this table; otherwise, skip to step 5:

- a Do one of these options:
 - Mark **AND** to narrow a search.
 - Mark **OR** to broaden a search.
 - b Highlight a search index from the list of indexes.
 - c Enter a search term in the **Search for** field.
 - d Click **Append List** to add new results to the current ones.
 - e Repeat steps 1 through 4 in this table until your search string is complete.
 Horizon displays your search string as you enter it. You can enter up to 300 characters.
- 5 If you have a search filter available, choose the search filter you want. (For more information on search filters, see the “Searching” section of the *Acquisitions Setup Guide*.)
 - 6 Click **Search**.
 Horizon displays a list of Acquisitions records that match your search terms.

Frequently Asked Questions

This section provides answers to common non-technical questions about Acquisitions. (For answers to questions of a more technical or problem-solving nature, see [Troubleshooting on page 270](#).) This section will grow with future updates of this guide.

How can I keep track of requests for out-of-print materials?

Create a PR category called “Out-of-Print.” Then when you receive a request for an out-of-print item, create a purchase request for it and assign the “Out-of-Print” category to it. (For instructions on creating a PR Category, see “Creating a PR Category” in the Acquisitions Setup Guide. For instructions on creating a purchase request, see [Creating a Purchase Request on page 39](#).) Follow these same procedures for tracking any other type of request.

How do I handle prepaid orders in Horizon?

When you create the purchase order, set the Spent Event field in the PO header to “Create Invoice at PO Line Approval (Prepaid).” (For more information, see [Creating a Prepaid Order on page 93](#).)

Can I use Acquisitions to track gifts received by the library?

Yes. (For information on tracking gifts in Acquisitions, see [Gifts and Exchanges on page 58](#).)

How do I keep track of items not acquired on a firm-order (for example, standing orders, subscriptions, and items received on an approval plan)?

For information, see [Acquisitions Methods on page 57](#).

Does Horizon accommodate centralized ordering practices?

Yes. (For information, see [Central Ordering on page 49.](#))

Does Horizon display Acquisitions titles in PAC?

Yes, if you choose to display them. Some libraries like to show the titles that are on order in their catalog so borrowers can see that a particular title they are looking for is on order. Other libraries prefer not to show these titles until after they are received, or after they are received and fully cataloged. Horizon lets you choose the option that is best for your library on an order-by-order basis. (For more information, see [Copy and Item Creation on page 50.](#))

Can requests be placed on titles that are on order?

Yes. (For information, see [Placing a Request on an Acquisitions Title on page 103.](#)) Also, be aware that requests may be restricted by location, borrower type, item type, and item status. (For more information, see “Setting Up the Request Privileges Parameters” in the *Circulation Setup Guide*.) Also, make sure the item statuses “On Order” (r) and “Newly Acquired” (n) are set to allow requests. To do this, check the “item_status” view in the Table Editor; make sure the Request? box for these statuses is marked.

How do I access order information from staff searching?

For information, see [Displaying Order Information in Staff Searching on page 52.](#)

What happens when I import MARC records for titles that are on order?

The MARC records replace the short bib records created in Acquisitions, if you choose to overlay existing bib records. (For more information, [Importing MARC Records for Acquisitions Titles on page 53.](#))

When does Horizon encumber and expend funds for ordered items?

For information, see [Encumbrances and Expenditures on page 55.](#)

Can I identify the person for whom an item is being ordered somewhere on the purchase order?

Yes. (For instructions, see [Identifying the Person or Department an Order Is For on page 104.](#)) This also lets you print a borrower label when you receive the item, which you can use as a delivery slip to expedite the delivery of the item to the person. Some libraries may also use this feature to identify the requestor of the title.

Is it possible to split the cost of an item between more than one budget?

Yes. (For instructions, see [Entering Multiple Budgets for a PO Line on page 104.](#))

How can I view the status of items on a purchase order?

For information, see [Reviewing Item Detail for a PO Line on page 116.](#)

Is it possible to cancel, suspend, or force claims in Acquisitions?

Yes. (For instructions, see [Canceling, Suspending, or Forcing Claims](#) on page 147.)

Can I reprint claim letters?

Currently, Horizon does not include functionality for reprinting a claim letter. (For a work around, see [Reprinting Claim Letters](#) on page 151.)

I'd like to change the messages that appear on claim letters and cancellation notices. How do I do this?

To change the message on claim letters, see [Changing Claim Messages](#) on page 151. To change the message on cancellation notices, see [Changing the Cancellation Message](#) on page 157.

Does Horizon generate proforma invoices?

Yes. (For more information, see [Proforma Invoices](#) on page 190.)

What are my options for editing a purchase order after it has been printed?

For information, see [Editing Purchase Orders](#) on page 111.

How do I delete old purchase orders?

Horizon currently does not provide a process for deleting old purchase orders.

Can I view copy and issue information from Acquisitions?

Yes. Users in Serials can also view order information from Serials. (For more information, see [Viewing Issue Information](#) on page 184.)

Does Horizon provide a report of vendor performance?

Yes. Vendor performance statistics are included in the Acquisitions Details report that is printed by Day End. (For more information about this report, see [Acquisitions Detail Report](#) on page 235.)

How do I correct mistakes made in Acquisitions?

Fortunately, Horizon provides a wide range of options for undoing order transactions and correcting mistakes. (For step-by-step instructions on these tasks, see [Correcting Mistakes](#) on page 254.)

Can I record a back order in Acquisitions?

Yes. (For information, see [Recording a Back Order](#) on page 142.)

Can I restrict users from accessing certain features or views in Acquisitions?

Yes. You can determine the views, menu options, and features that a user can access. This is determined by the passkey that is assigned to the user ID. (For more information, see "Security" in the *Acquisitions Setup Guide*.)

Can I restrict access to certain budgets?

Yes. (For information, see “Restricting Access to a Budget” in the *Acquisitions Setup Guide*.)

Does Horizon warn users about over-encumbrances and over-expenditures?

Yes. If the Budget and Contract Checking feature is activated in your Acquisitions Parameters, Horizon will warn users when an action will encumber or expend funds against a budget or vendor contract beyond the limits you define. (For more information, see “Budget Limit Checking” and “Contract Limit Checking” in the *Acquisitions Setup Guide*.)

Does Horizon allow the “freezing” and closing of budgets?

Yes. You can assign a status of Open, Frozen, or Closed to a budget. (For more information, see “Changing a Budget’s Status” in the *Acquisitions Setup Guide*.)

Can I track vendor contracts, including deposit and pre-encumbered fund accounts in Horizon?

Yes. (For information, see “Vendor Contracts” in the *Acquisitions Setup Guide*.)

I’d like to customize the windows in Acquisitions. Is this possible?

Yes. You do this by editing the view for the window you want to change. You can add or remove certain fields, make a field required, change the name, length, or default settings for a field, and so on. (For more information, see [Customizing Views on page 268](#).)

Is it possible to customize the bibliographic information that is included on the purchase order?

Yes. With help from Horizon Support, you can customize the bibliographic and nonbibliographic fields that are included on purchase orders and purchase requests. (For example, you can add the publisher, edition, and publication date to your purchase orders.) (For more information, talk with your system administrator or call Horizon Support.)

Chapter 2: Selection list

This chapter explains selection lists and how to use them to create and keep track of items you are thinking of purchasing for your library. It also shows you how to use selection lists to create purchase requests and purchase orders.

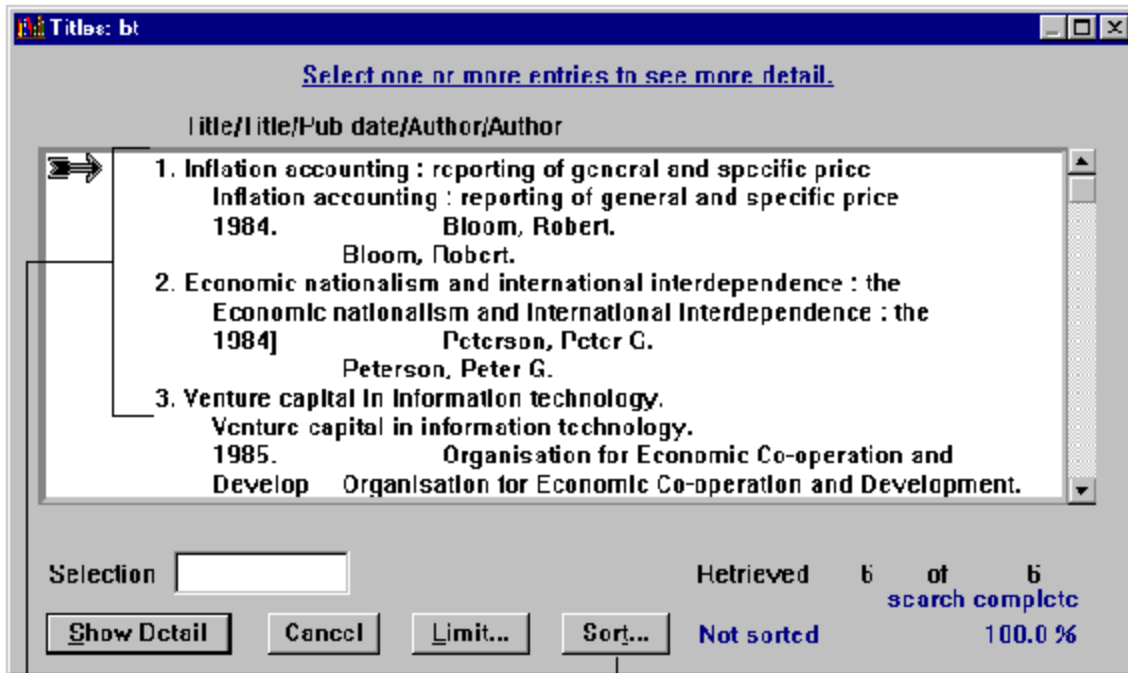
This section contains these topics:

- [About Selection Lists](#) on page 17
- [Setting Up Horizon to Use Selection Lists](#) on page 19
- [Creating a Selection List](#) on page 25
- [Searching, Reviewing, and Editing Selection Lists](#) on page 27
- [Creating a Purchase Request from a Selection List](#) on page 32
- [Ordering Titles from a Selection List](#) on page 33
- [Making a Selection List Inactive](#) on page 34
- [Deleting a Title from a Selection List](#) on page 35
- [Deleting a Selection List](#) on page 36

About Selection Lists

Horizon lets you easily keep track of items a vendor might send you electronically (such as MARC bib records on a CD-ROM). You can use a selection list to track those items you are wanting to review or thinking of buying. When you identify an item that you would like, you can keep the information about it in a selection list, or you can create a purchase request from the titles in the selection list. If you decide to buy a selection title or selection list of titles, you can create an order for them. If you do not buy items on a selection list, you can leave the titles on the selection list, make the list inactive, or delete the selection list.

Here is an example of a selection list:



Horizon displays the titles in random order until you sort the list.

If you want to, you can change the sort order.

Before you can create a selection list, you must do some setup tasks. (For example, you must add a search to a PAC flavor so your staff can search for the selection lists.)

When you create a selection list, you assign a title’s MARC bib record to the selection list you want. You can create a variety of selection lists. (For example, you may want to set up selection lists of bib records for “Best Sellers,” “December 2000 Titles,” or “Brodart.”) You might also keep a selection list of items that you do not plan to purchase immediately, but would like to consider for purchase in the future.

After you create a selection list with its titles, you can do several other tasks, such as editing the list and the associated bib records, creating a purchase request, and ordering items from a selection list.



This chapter assumes that you know how to use the Table Editor. (For more information, see “Horizon Table Editor” in the “Getting Started” chapter of the *System Administration Guide*.)

Whenever you make a change to Horizon setup, you should exit Horizon and restart it on any workstation where you want the change to take effect.

Setting Up Horizon to Use Selection Lists

Before you can track and review items using selection lists, you must add the “Selection list” search to the PAC flavor you want. This way, you can search for the selection lists you create.

You must also create the selection list codes you need for assigning a bib record to a selection list. If you want to, you can also set up workforms to automatically add bib records to a certain selection list. This way, Horizon will automatically add any bib record you create with the same bib format as the workform to a particular selection list.

This section explains these topics:

- [Adding the Selection List Search to a PAC Flavor](#) on page 19
- [Creating a Selection List Code](#) on page 21
- [Setting Up a Workform for Selections](#) on page 23

Adding the Selection List Search to a PAC Flavor

Before you can track and review items using selection lists, you must add the “Selection list” search to the PAC flavor you want. You may want to add the “Selection list” search to just your staff PAC flavor. This way, only your staff can see the items your library wants to review and perhaps buy. However, you may have reasons for letting borrowers search for your selection lists, such as letting borrowers use the “Selection list” search to create purchase requests.

Effects

- You can search for the selection lists that you create.

To add the Selection list search to a PAC flavor

- 1 Start the **Search Option Table** process.

The default location of this process is the **PAC Control Menu** folder on the navigation bar.

- 2 Create a new selection list search, or copy an existing search to create a “Selection list” search.

Note: You may want to choose a search that is not based on an `mq_index`. This is because the “Selection list” search is not based on an `mq_index`. (For more information, see “Creating a Search Option not Based on an Index” in the “Searching Setup” chapter of the *System Administration Guide*.)

Horizon displays the Edit Lister Search Lists window:

- 3 Complete or update these fields:
 - **Search.** Enter the PAC flavor in which you want the Selection search placed. (For example, enter “stafpac.”)
 - **Index No.** Enter the number for the order in which you want Horizon to display the Selection search in the list of searches. (For example, enter “4” if you want the Selection search to appear fourth in the list of searches.)
 - **Label.** Enter the description of the search that Horizon will display in the list of searches. (For example, enter “Selection List.”)
 - **-or- [Table.** Enter “bib_control” as the table from which Horizon will get the selection list information.
 - **Column.** Enter “selection” as the column from which Horizon will get the selection list information.
 - **Foreign Key].** Enter “bib#” as the foreign key.
 - **Entry Aid Label.** Enter “Selections” for the entry aid label.
 - **Entry Aid View.** Enter “selection” to use the “Acquisitions Selections” code.
- 4 Complete the rest of the fields on the Edit Lister Search List window as necessary.

(For more information on these fields, see “Creating a Search Option not Based on an Index” in the “Searching Setup” chapter of the *System Administration Guide*.)

5 Save the file.

You can now search for and use any selection lists you create.

Creating a Selection List Code

If you want to, you can create a code for a selection list in advance. However, you are not required to create a code in advance. You can also create a code as you add the first item to the code’s selection list or as you import a group of items that you want in a selection list.

This section explains how to create a selection list code in these situations:

- In advance.
- As you add the first item to the selection list.
- As you import a group of items to the same selection list.

Effects

- Horizon has a selection list to which you can assign items.

To create a selection list code

1 Do one of these options:

Option	Steps
To create a code in advance	<ol style="list-style-type: none"> 1. Start the Selection Table Edit process. The default location of this process is the Acquisitions\Acquisitions Setup folder on the navigation bar. Horizon displays the List Selection window. 2. Click New. 3. Continue with the next step in this task.
To create a code as you import a group of items to the same selection list	<ol style="list-style-type: none"> 1. Start the Import process. The default location of this process is the Cataloging folder on the navigation bar. Horizon displays the Multi-Format Import window. 2. Next to the Selection field, click Codes. Horizon displays the Code Lookup Selection window. 3. Click Add. 4. Continue with the next step in this task.

Option	Steps
<p>To create a code as you add the first item to the selection list</p>	<ol style="list-style-type: none"> 1. Do one of these options: <ul style="list-style-type: none"> • If you need to create the bib record you want to add to a selection list, start the Create New Bib process. The default location of this process is the Cataloging\Bibliographic Record folder on the navigation bar Horizon displays the Code Lookup Bib Workforms window. • If the bib record is already on your system and you need to search for the bib record you want, search for the bib record. 2. Do one of these options: <ul style="list-style-type: none"> • If you are in Cataloging, create the bibliographic record. (For more information on creating a bib record, see the “Bibliographic Records” chapter of the <i>Cataloging Guide</i>.) • If you are in staff searching, open the bib record and send it to Cataloging. (For more information, see “Finding and Opening Bib Records” in the “Bibliographic Records” chapter of the <i>Cataloging Guide</i>.) 3. Click Status on the open bib record. 4. Next to the Selection field, click Codes. Horizon displays the Code Lookup Selection window. 5. Click Add. 6. Continue with the next step in this task.

Horizon displays the Edit Selection window:

2 Complete these fields:

- **Selection.** Enter the code you want for the selection list. (For example, enter “Brodart-12/2000” for a list from Brodart that you received in December 2000.)

You can enter a code that is up to thirty characters long. You are not limited to the normal seven characters for a coded field.

- **Description.** Enter a description for the code. (For example, enter “Brodart Titles for December 2000.”)
- **Status.** Choose one of the following current status you want for the selection list:

Status	Description
Preliminary List	Mark this option if this list is a preliminary selection list. This means that this list is being set up, but it is not ready to have library staff review it.
Active List	Mark this option if your library is using this list to create purchase requests and purchase orders.
Inactive List	Mark this option if your library is no longer using this selection list. This means that your library staff has ordered from the list or at least reviewed the list.

- **Target Order/Inactivation Date.** Enter the date that you want to change the status of this list to “Inactive.” (For example, enter “08/30/2001” or the planned order date for the items on the selection list.)

- 3 Save the file.
- 4 Repeat the steps in this task for each selection list code you want to create, as necessary.

Setting Up a Workform for Selections

If you use workforms for cataloging and want to use a workform to add bib records to a selection list, you can set up the workform for selections.

Effects

- Any bib record you create using the workform is automatically added to the selection list specified on the workform.

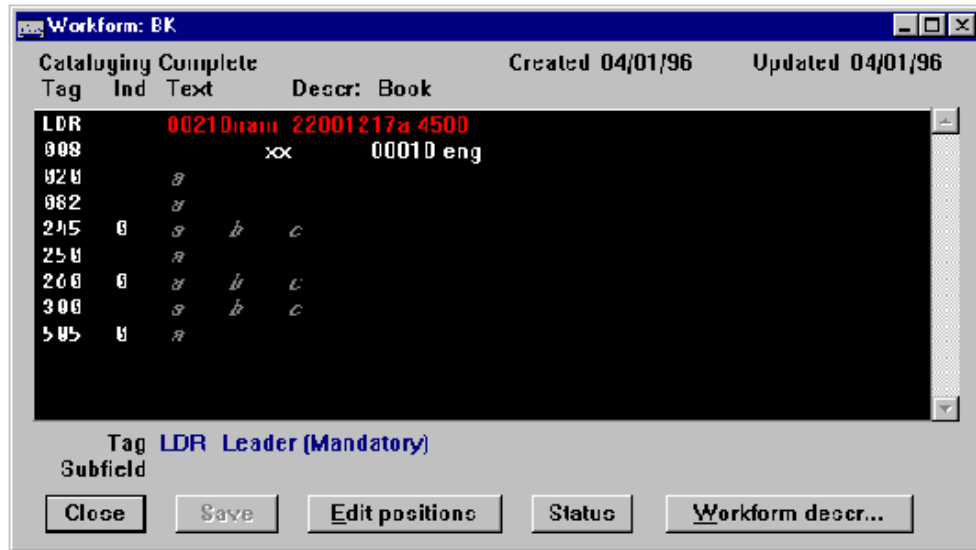
To set up a workform for selections

- 1 Start the **Workforms** process.

The default location of this process is the **Cataloging** folder on the navigation bar.

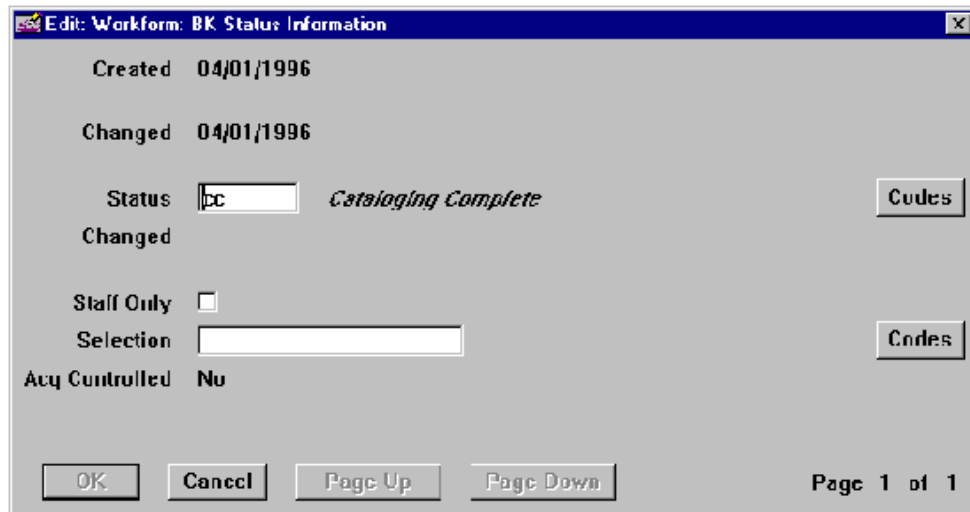
- 2 Open the workform you want or create one. (For more information, see the “Workforms” chapter of the *Cataloging Guide*.)

Horizon displays the Workform window for the format you want:



- 3 Complete the workform as necessary. (For more information, see the “Workforms” chapter of the *Cataloging Guide*.)
- 4 Click **Status**.

Horizon displays the Edit Workform window for the format:



- 5 In the **Selection** field, do one of these options:
 - If you know the code for the selection list you want, enter the code.
 - If you do not know the code, do these steps:
 - Click **Codes**.
 - Choose the code for the new selection list.

Note: If you have lists that have a status of “Inactive,” Horizon does not display the code. You must know the code of an inactive list and enter it in the Selection field.

- Click **OK**.
 - If you want to, create a code for a new selection list. (For more information on creating a new selection code, see [Creating a Selection List Code on page 21](#).)
- 6 Click **OK**.
 - 7 Save the file.

Horizon adds any bibliographic records you create using this workform to the selection list you entered.

Creating a Selection List

A selection list is comprised of marked bibliographic records. You mark each bibliographic record as a selection so Horizon can create a selection list of the bib titles. To mark a bib record as a selection, you enter a selection list code on the bib record. (For more information on the selection list code, see [Creating a Selection List Code on page 21](#).) You can use an existing bibliographic record, import the bibliographic record or records supplied by a vendor, or create the record yourself. You can then search for a selection list of the bib titles you marked.

Effects

- Horizon attaches bib record titles to a selection list.

This section explains these topics:

- [Adding Bib Records to a Selection List in a Batch on page 25](#)
- [Adding a Bib Record to a Selection List Individually on page 26](#)

Adding Bib Records to a Selection List in a Batch

If you are importing bib records and want them all on the same selection list, you can put them on the selection list all at once when you import them.

To add bib records to a selection list in a batch

- 1 Import the bibliographic records you want. (For more information on importing, see the “Importing and Exporting Records” chapter of the *Cataloging Guide*.)
Horizon displays the Multi-Format Import window.
- 2 In the **Selection** field, do one of these options:
 - If you know the code for the selection list you want, enter the code.
 - If you do not know the code, do these steps:
 - Click **Codes**.
 - Choose the code for the new selection list.

Note: If you have lists that have a status of “Inactive,” Horizon does not display the code. You must know the code of an inactive list and enter it in the Selection field.

– Click **OK**.

- If you want to, create a code for a new selection list. (For more information on creating a new selection code, see [Creating a Selection List Code on page 21.](#))

3 Click **OK**.

Horizon imports the bib records and adds them to the selection list you entered.

Adding a Bib Record to a Selection List Individually

If you have an existing bib record or want to create an individual bib record for a selection list, you can add the bib record individually to the selection list.

To add a bib record to a selection list individually

1 Do one of these options:

- If the bib record is already on your system and you need to search for the bib record you want, search for the bib record and send it to the **MARC Editor** process.
- If you need to create the bib record you want to add to a selection list, create the bibliographic record from scratch in Cataloging. (For more information on creating a bib record, see the “Bibliographic Records” chapter of the *Cataloging Guide*.)

Horizon displays the bib record in Cataloging.

2 At the open bib record, click **Status**.

Horizon displays the Edit Bib window:

3 In the **Selection** field, do one of these options:

- If you know the code for the selection list you want, enter the code.
- If you do not know the code, do these steps:
 - Click **Codes**.
 - Choose the code for the new selection list.

Note: If you have lists that have a status of “Inactive,” Horizon does not display the code. You must know the code of an inactive list and enter it in the Selection field.

- Click **OK**.
 - If you want to, create a code for a new selection list. (For more information on creating a new selection code, see [Creating a Selection List Code on page 21.](#))
- 4 Click **OK**.
 - 5 Save the file.

Horizon adds the bibliographic record to the selection list you entered.

Searching, Reviewing, and Editing Selection Lists

After you have attached bib records to a selection list, you can search for and view the selection list and its titles. You can search for selection lists by the selection list code, or you can list all the codes and choose the selection list you want. Once you generate a list of selections, you can edit the list, print it, or send it to a purchase request or purchase order. (For more information, see [Creating a Purchase Request from a Selection List on page 32](#) and [Ordering Titles from a Selection List on page 33.](#)) You search for a selection list in staff searching.

This section explains these topics:

- [Searching for and Reviewing a Selection List on page 27](#)
- [Editing a Selection List on page 29](#)

Searching for and Reviewing a Selection List

After you create a selection list, you can search for the selection list and review its titles.

Borrowers cannot search for the bibliographic information for a selection, unless you add the “Selection list” search to your borrower PAC flavor. Then borrowers can search for and view selection lists and their titles. (For more information, see [Adding the Selection List Search to a PAC Flavor on page 19.](#))

Effects

- You can find a selection list that you have created.
- You can review the titles in a selection list.
- You can review a selection list title’s bib record.

To search for and review a selection list

1 Start a New Search.

To do this, press **F2** or find the process in the **Searching** folder on the navigation bar.

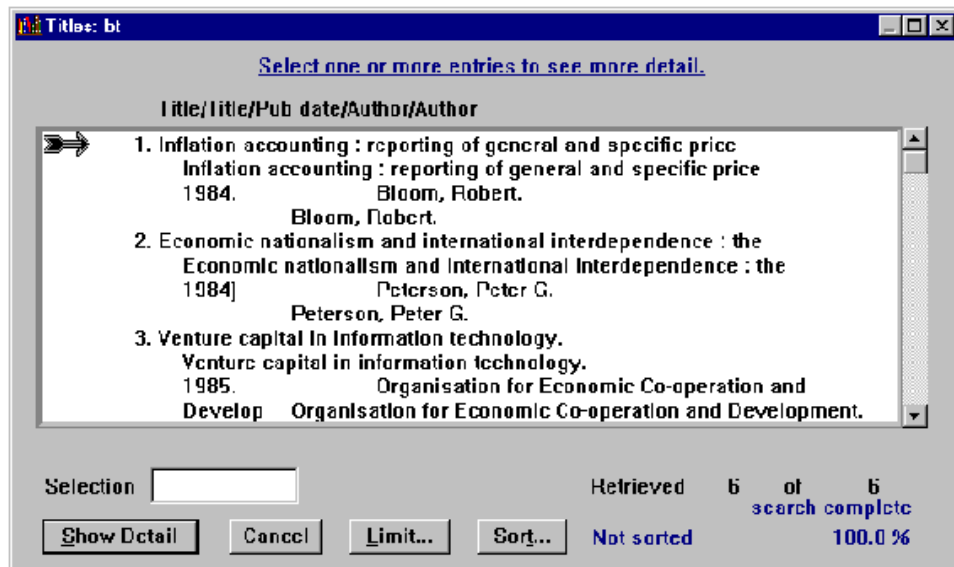
Horizon displays the Search window.

2 In the Indexes list, highlight the Selection search. (For more information on adding the Selection search, see [Adding the Selection List Search to a PAC Flavor on page 19.](#))

3 In the Search for field, do one of these options:

- If you know the code for the selection list you want, enter the code and click **OK**.
- If you do not know the code, do these steps:
 - Click **Selections** in the bottom-right corner of the Search window.
 - Choose the code for the selection list you want.
 - Click **OK**.

Horizon displays the selection list titles that match your search criteria:



4 If you want to review the bib record associated with a title on the selection list, highlight the title and click Show Detail.

From this selection list, you can do these tasks:

To do this	See page
Edit the bib record for a title	Editing the Bib Record for a Title on a Selection List on page 31
Create a purchase request from the selection list or a title on the list	Creating a Purchase Request from a Selection List on page 32
Create a purchase order from the selection list or a title on the list	Ordering Titles from a Selection List on page 33

Editing a Selection List

If you want to, you can edit a selection list. (For example, you can add or remove titles.) You can also assign a title to a different selection list. As you edit a selection list, you can also edit a bib record for a title on a selection list.

This section explains these topics:

- [Assigning a Title to a Different Selection List](#) on page 29
- [Changing the Status of a Selection List](#) on page 30
- [Editing the Bib Record for a Title on a Selection List](#) on page 31

Use this table to find steps on how to do these tasks:

To do this task	See this section
Add a title to a selection list	Creating a Selection List on page 25
Remove a title from a selection list	Deleting a Title from a Selection List on page 35

Assigning a Title to a Different Selection List

If you are using selection lists for Cataloging purposes only, you can assign a selection list title to a different selection list. This way, you can reorganize your lists. If you are using selection lists for Acquisitions purposes, you may want to create a purchase request from the title. This is a better method to reorganize and narrow titles you are thinking of buying. (For more information, see [Creating a Purchase Request from a Selection List](#) on page 32.)

Effects

- Horizon reassigns the selection title you choose to a different selection list.

To assign a title to a different selection list

- 1 Search for the title you want and send it to the **MARC Editor** process.
Horizon displays the highlighted bib record.
- 2 Click **Status**.

- 3 In the **Selection** field, delete the old selection list code.
- 4 Do one of these options:
 - If you know the code for the selection list you want, enter the code.
 - If you do not know the code, do these steps:
 - Click **Codes**.
 - Choose the code for the new selection list.

Note: If you have lists that have a status of “Inactive,” Horizon does not display the code. You must know the code of an inactive list and enter it in the Selection field.

- Click **OK**.
 - If you want to, create a code for a new selection list. (For more information on creating a new selection code, see [Creating a Selection List Code on page 21.](#))
- 5 Click **OK**.
 - 6 Save the file.

You can now search for the new selection list and find the title. (For more information, see [Searching, Reviewing, and Editing Selection Lists on page 27.](#))

Changing the Status of a Selection List

If you want to, you can change the status of a selection list. (For example, you may have a “Preliminary List” that you want to make “Active.”) You should keep the status of your selection lists updated so other staff know which lists to work from. You can change the status anytime you need to.

Effects

- Horizon changes the status of the selection list you choose.

To change the status of a selection list

- 1 Start the **Selection Table Edit** process.

The default location of this process is the **Acquisitions\Acquisitions Setup** folder on the navigation bar.

Horizon displays the List Selection window.

- 2 Choose the selection list you want to edit.

Horizon displays the Edit Selection window:

- 3 In the **Status** field, choose the current status you want for the selection list.

Here is a description of the statuses:

Status	Description
Preliminary List	Mark this option if this list is a preliminary selection list. This means that this list is being set up, but it is not ready to have library staff review it.
Active List	Mark this option if your library is using this list to create purchase requests and purchase orders.
Inactive List	Mark this option if your library is no longer using this selection list. This means that your library staff has ordered from the list or at least reviewed the list.

- 4 Save the file.
- 5 Repeat steps 2–4 for each selection list code for which you want to change the status.

Editing the Bib Record for a Title on a Selection List

Each title on a selection list is attached to a bib record on your system. If you want to, you can update a selection title's bib record.

Effects

- You change the bibliographic information for a title.

Constraints

- You cannot edit a bib record without passkey security. (For more information on passkeys, see “Security” in the *Acquisitions Setup Guide*.)

To edit a bib record for a title on a selection list

- 1 Search for the title you want and send it to the **MARC Editor** process.
Horizon displays the highlighted bib record.
- 2 Edit the bib record as necessary. (For more information, see the “Bibliographic Records” chapter of the *Cataloging Guide*.)

Creating a Purchase Request from a Selection List

Once you have gathered titles into a selection list, you can create a purchase request from the selection list. You may want to create a purchase request to help narrow the list of items you are thinking of buying. After you create the purchase request, you can do any of the tasks for a purchase request, such as ordering the title. (For example, you may want to use the purchase request batch editing feature to mark the titles with the PR statuses of Requested, Selected, or Rejected.)

If you already know that you want to order the title, you do not have to create a purchase request. Instead, you can send a title from a selection list to an open purchase order and order the title. (For more information, see [Ordering Titles from a Selection List on page 33](#).)

Effects

- Horizon automatically creates a purchase request from a selection list.

To create a purchase request from a selection list

- 1 Search for the selection list you want to view.
Proceed with the search until Horizon displays either a Titles List window or the Bibliographic Detail window.
- 2 Highlight all the titles that you want to send to the purchase request and send the titles to the **Purchase Request** process.

Horizon displays the List Purchase Request (Desiderata) window with the added titles.

You can do any tasks with the purchase request that you would do with any other purchase request (such as, add the titles to a PR category). (For more information, see the “Purchase Requests” chapter.)

You can see the selection list that the purchase request is attached to by editing the selection list title from the purchase request list:

This purchase request title is also assigned to a selection list.

If you want to, you can create an order from the purchase request. (For more information, see [Copying a Request to a Purchase Order on page 45.](#))

Ordering Titles from a Selection List

Once you have gathered titles into a selection list, reviewed the titles, and decided which titles you want to buy, you can create a purchase order from the selection list. After you create the purchase order, you can do any of the tasks for a purchase order. (For more information, see [Purchase orders on page 47.](#))

If you have organized selection list titles in purchase requests, you can also create an order from the purchase request. (For more information, see [Creating a PO Line by Copying a PR on page 65.](#))

Effects

- Horizon automatically creates a purchase order for the selection list title.

To order titles from a selection list

- 1 Open or create the purchase order you want.
- 2 Search for the selection list you want to view.

Proceed with the search until Horizon displays either a Titles List window or the Bibliographic Detail window.

- 3 Highlight all the titles that you want to send to the purchase order and send them to the purchase order you want.

Horizon displays the PO window.

Horizon adds a PO line to the purchase order for each title in the selection list that you chose. You can do any tasks with the purchase order that you would do with any other purchase order. (For more information, see the [Purchase orders on page 47.](#))

If you edit the selection list title from the purchase order, the purchase order does not show that the title is attached to a selection list. This is because the item is no longer a selection, but is being ordered. However, you can still see the title on the selection list in staff searching. You should delete the title from the active selection list or deactivate the selection list if you are no longer using it. (For more information on deleting a title from a selection list, see [Deleting a Title from a Selection List on page 35](#). For more information on making a selection list inactive, see [Making a Selection List Inactive on page 34](#).)

Making a Selection List Inactive

If you are no longer using a selection list of titles, you can change the status of a selection list to “Inactive.” You should keep the status of your selection lists updated so other staff members know which lists to work from. You can change the status as you need to.

Effects

- Horizon changes the status of the selection list you choose to “Inactive.”

To make a selection list inactive

- 1 Start the **Selection Table Edit** process.

The default location of this process is the **Acquisitions\Acquisitions Setup** folder on the navigation bar.

Horizon displays the List Selection window.

- 2 Choose the selection list you want to edit.

Horizon displays the Edit Selection window:

- 3 In the **Status** field, choose the **Inactive List** status.

- 4 Save the file.
- 5 Repeat steps 2–4 for each selection list code for which you want to change the status to “Inactive.”

Deleting a Title from a Selection List

If you do not want a title on a selection list, you can delete it from the list. If you delete the title from the selection list, you do not delete the title’s bib record from your Horizon database; the bib record is still there. You delete a title from a selection list by removing the selection list code from the bib record’s status information.

Effects

- Horizon removes the title from the selection list.

To delete a title from a selection list

- 1 Search for the selection list you want to view. (For more information, see [Searching, Reviewing, and Editing Selection Lists on page 27.](#))

Proceed with the search until Horizon displays either a Titles List window or the Bibliographic Detail window.

- 2 Highlight the title you want and send it to the **MARC Editor** process.

Horizon displays the highlighted bib record.

- 3 Click **Status**.

Horizon displays the Edit Bib window:

- 4 In the **Selection** field, delete the code for the selection list.

- 5 Save the file.

Horizon deletes the title from the selection list.

Deleting a Selection List

If you have a selection list you no longer use, you can delete it. This way, you can keep the selection lists on your system current. When you delete a selection list, you must delete the selection list code from all the bib records and purchase requests attached to it. You must also delete the selection list's code record. When you delete a selection list, Horizon does *not* delete the bib records or purchase requests attached to the list.

To delete a selection list

- 1 Do one or both of these options:

To delete the selection list code from a purchase request	To delete the selection list code from a bib record
<ol style="list-style-type: none"> 1. Search for the purchase request you want. (For instructions, see Searching, Reviewing, and Editing Purchase Requests on page 41.) 2. Choose the title you want to edit. 3. In the Selection field, delete the selection list code. 4. Save the file. 5. Repeat the steps in this table for each purchase request in the selection list. 6. Continue with the next step in this task. 	<ol style="list-style-type: none"> 1. Search for the selection list you want to delete in staff searching. 2. Open a bib record on the selection list to edit it. (For instructions, see Editing the Bib Record for a Title on a Selection List on page 31.) 3. At the open bib record, click Status. 4. In the Selection field, delete the selection list code. 5. Repeat steps 2–4 in this table for each bib record in the selection list. 6. Continue with the next step in this task.

- 2 Start the **Selection Table Edit** process.

The default location of this process is the **Acquisitions\Acquisitions Setup** folder on the navigation bar.

Horizon displays the List Selection window.

- 3 Highlight the selection list you want.
- 4 Choose **File, Delete**.

Horizon prompts you to confirm the deletion.

- 5 Click **OK** to delete the selection list code record.

Chapter 3: Purchase requests

This chapter explains how to record, organize, and review requests you receive for new library material.

This section contains the following topics:

- [About Purchase Requests](#) on page 37
- [Overview of Purchase Request Tasks](#) on page 39
- [Creating a Purchase Request](#) on page 39
- [Creating a Purchase Request for a Title in Staff Searching](#) on page 40
- [Searching, Reviewing, and Editing Purchase Requests](#) on page 41
- [Making Batch Changes to Purchase Requests](#) on page 44
- [Copying a Request to a Purchase Order](#) on page 45
- [Deleting Purchase Requests](#) on page 45

About Purchase Requests

A purchase request is a request for the purchase of material for the library. Purchase requests can come from a variety of sources, including borrowers, faculty, and library staff. Some libraries provide paper request forms for the selector to fill out. Other libraries accept purchase requests in the form of a marked-up catalog, publication announcement, or even notes on scrap paper. Purchase requests are also called selection or desiderata (wish) lists.

With Horizon, it is easy to record, organize, and review the requests you receive. When you receive a purchase request or identify an item you would like to consider for purchase, you can create a purchase request for it. Before creating the request, you should search your catalog to make sure you do not already own the title. If the request is for an additional copy of a title you already own, you can create the request by copying the title information from staff searching. If you decide to buy a requested title, you can copy the request to a purchase order. If you do not buy the title, you can leave it as a request or delete it.

You create and update purchase requests with the options on the PR menu. Creating requests is an optional step in the Acquisitions process.



Horizon uses the term “request” to refer to two different things. It can refer to a purchase request, which is a request for the purchase of a new item. It can also refer to a request by a patron for a title in the catalog that is currently checked out or otherwise unavailable. Be careful not to confuse the two uses of this term.

This section explains these topics:

- [PR Categories on page 38](#)
- [PR Statuses on page 38](#)

PR Categories

You can organize and review purchase requests by category. You do this by creating PR category codes and assigning them to your purchase requests. Once categories are assigned, you can display and print lists of requests by category. These lists provide a convenient way to review, maintain, and process your library's requests.

You can create any number of PR categories according to how you want to organize your requests. A category might identify the selector (Faculty Requests), the subject (Dance), the priority (Rush Items), or the selection status (Approved, On Hold, or Rejected). To keep track of requests for out-of-print materials, you can create a category called "Out-of-Print Books." (For instructions on creating PR categories, see "Creating a PR Category" in the *Acquisitions Setup Guide*.)

You assign categories in the Categories group on the PR record. If a purchase request applies to more than one category, you can assign multiple categories to it. As you review purchase requests, you can change the category that is assigned to a request to reflect a change in its status (for example, you might change the category from On Hold to Approved).

PR Statuses

You can assign statuses to your purchase requests. Statuses help you track where a purchase request is in the selection and order process. Horizon comes with five statuses—Requested, Selected, Rejected, Ordered, and Received. Horizon automatically assigns the status of "Requested" to new requests, "Ordered" to requests that are added to a purchase order, and "Received" to requests that have been received. You assign the "Selected" and "Rejected" statuses manually.

You can generate statistical reports based on PR statuses (for example, you might compare the number of requested titles ordered versus the number rejected).

If you want, you can change the name of a status or add a new status by editing the Values group in the "pr" view definition. However, it is actually easier to create PR categories to function for any additional statuses you may need.

If you choose to change status names or add new statuses, be aware that:

- You must assign new statuses a value that is greater than the existing statuses.
- Values 0, 3, and 4 (Requested, Ordered, and Receipt) are used by the software, so any changes you make to the names of these values must be consistent with how they are used by Horizon. (Horizon assigns 0 to new requests, 3 to requests you add to an order, and 4 to requests that you receive.)

For more information about changing view definitions, see [Customizing Views on page 268](#).

Overview of Purchase Request Tasks

To create, review, and maintain your purchase requests, complete these tasks:

1. Create the PR category codes you want to assign to your purchase requests, if you have not already. (For instructions, see “Creating a PR Category” in the Acquisitions Setup Guide.)

You can add new categories at any time as the need arises.

2. As you receive purchase requests or identify items you want to consider for purchase, create purchase requests for them in Horizon. (For instructions, see [See "Creating a Purchase Request"](#) on page [See "Creating a Purchase Request"](#). If the request is for another copy of a title you already own, [Creating a Purchase Request for a Title in Staff Searching](#) on page 40)
3. Review and update your requests periodically to identify items you plan to order. (For information, see [Searching, Reviewing, and Editing Purchase Requests](#) on page 41.)
4. Copy requests you decide to purchase to a purchase order. (For instructions, see [Copying a Request to a Purchase Order](#) on page 45.)
5. Delete old purchase requests as necessary. (For instructions, see [Deleting Purchase Requests](#) on page 45.)

Creating a Purchase Request

- 1 Start the **New PR** process.

The default location of this process is the **Acquisitions\Purchase Request** folder on the navigation bar.

Horizon displays the Edit Purchase Request (Desiderata) window:

- 2 Complete the fields in the window. (For a description of each field, see [Edit Purchase Request \(Desiderata\) Window](#) on page 328.)
- 3 Save the file.
- 4 To create additional purchase requests, click New and repeat steps 2 and 3.

Creating a Purchase Request for a Title in Staff Searching

If you want to create a purchase request for an additional copy of a title you already own, you can create the request by copying the title information from staff searching. When you copy a title from staff searching, Horizon creates a purchase request for the title and copies the bib information to the request.

Copying a title from staff searching to a purchase request links the title's bib record to the new request. (The bib number is displayed on the purchase request in the bib# field.) Later, if you copy the request to a purchase order and create item records for the purchase order, Horizon attaches the item records to this bib record.

Changing the bib information on a request that you copied from staff searching does not change the information on the bib record. If the new title is different enough to require a different bib record, create the request from scratch instead of copying it from staff searching.

To create a purchase request for a title in staff searching

- 1 Search for the titles you want to view.

Proceed with the search until Horizon displays either a Titles List window or the Bibliographic Detail window.

- 2 Highlight all the titles that you want and send them to the **Purchase Request** process.

If Horizon cannot determine where you want to send the title, Horizon displays a window for you to choose where you want to send the title. In this case, select the purchase request list and click **OK**.

Horizon copies the title information into a new purchase request and displays it in the List Purchase Request (Desiderata) window. The arrow points to the first title you sent.

- 3 Choose the title in the purchase request list window you want to edit.

Horizon displays the number of the bib record you copied from staff searching at the top of the window. It also completes the Title, Author, and ISBN/ISSN fields with the information from the bib.

- 4 Complete the rest of the fields in the window. (For a description of each field, see [Edit Purchase Request \(Desiderata\) Window](#) on page 328.)
- 5 Save the file.

Searching, Reviewing, and Editing Purchase Requests

You can search for purchase requests by title keyword, status, category, and creation date. These options let you quickly generate a list of requests that match certain criteria. (For example, if you have defined a PR category for faculty requests, you can display a list of titles requested by faculty members.) Once you generate a list, you can print it, and review and update the items on the list as necessary. You search for purchase requests with the Find PR option on the PR menu.

Here is a sample purchase request list:

Title/Author	ISBN	ISSN	Status
18. After many a summer dies the swan / Huxley, Aldous, 1894-1963.	089190395X		Received
19. Advances in industrial and labor relations.		0742-6186	Received
20. Arsameia am Nymphaios / Dörner, Friedrich Karl, 1911-	3803017548		Requested
21. Angels of war Pike, Andrew, 1946- Nelson,			Requested
22. Alexander Solzhenitsyn one word of truth / Sisam, Peter. Solzhenitsyn,			Requested
23. Alma mater : design and experience in the women's colleges Horowitz, Helen Leikowitz.	0394534395		Requested

Selection: Total: 81

As you review your purchase requests, you can change the category or status assigned to the request. (For example, if you decide to purchase a request, you can change its status to “Selected.”)

This section explains how to search for purchase requests by:

- Title keyword
- Category
- Status
- Creation date

To search for purchase requests by title keyword

You can search for a purchase request by entering one or more terms in the title.

1 Start the **Find PR** process.

The default location of this process is the **Acquisitions\Purchase Request** folder on the navigation bar.

Horizon displays the Compound Search window.

2 Highlight the **PR Title Keyword** index and enter the word or words you want to search on.

If you want to display the keywords that are included in the index, click **View Keywords**. Then enter the word or partial word where you want to go in the index. Double-click a term to display the requests that contain that term in the title.

3 Click **Search**.

Horizon displays a list of the purchase requests whose titles contain the keywords you entered.

4 Review and update the requests as necessary:

- To edit a request, highlight it and click **Edit** (or double-click the request).
- To delete a request, highlight it and choose **File, Delete**.
- To print the list, choose **File, Print**.
- To save the list to a file, choose **File, Save to File**.
- To search for other requests, click **Find**.

To search for purchase requests by category

If you have defined PR categories and assigned them to your purchase requests, you can search for requests by category.

1 Start the **Find PR** process.

The default location of this process is the **Acquisitions\Purchase Request** folder on the navigation bar.

Horizon displays the Compound Search window.

- 2 Highlight the **PR Category** index.
- 3 Click **PR Categories** to display the categories you can choose from.
- 4 Highlight the category you want and click **Search**.
Horizon displays a list of purchase requests with the category you selected.
- 5 Review and update the requests as necessary:
 - To edit a request, highlight it and click **Edit** (or double-click the request).
 - To delete a request, highlight it and choose **File, Delete**.
 - To print the list, choose **File, Print**.
 - To save the list to a file, choose **File, Save to File**.
 - To search for other requests, click **Find**.

To search for purchase requests by status

You can search for purchase requests by status. For example, if you want to generate a list of requests that have been approved and are ready to be ordered, you can search for requests with a status of “Selected.”

- 1 Start the **Find PR** process.
The default location of this process is the **Acquisitions\Purchase Request** folder on the navigation bar.
Horizon displays the Compound Search window.
- 2 Highlight the PR Status index.
- 3 Click **PR Statuses** to display the statuses you can choose from.
- 4 Highlight the status you want and click **Search**.
Horizon displays a list of purchase requests with the status you selected.
- 5 Review and update the requests as necessary:
 - To edit a request, highlight it and click **Edit** (or double-click the request).
 - To delete a request, highlight it and choose **File, Delete**.
 - To print the list, choose **File, Print**.
 - To save the list to a file, choose **File, Save to File**.
 - To search for other requests, click **Find**.

To search for purchase requests by creation date

You can search for purchase requests by the date the requests were created. You can display requests that were created on a certain date, before a certain date, after a certain date, or in between certain dates.

- 1 Start the **Find PR** process.

The default location of this process is the **Acquisitions\Purchase Request** folder on the navigation bar.

Horizon displays the Compound Search window.

- 2 Highlight the **PR Creation Date** index.
- 3 If you want to display requests created on a specific date, enter the date in the **Search for** field and click **Search**.
- 4 If you want to display requests created before or after a certain date, or between certain dates, click **Date Range**.

Horizon displays the Date Range window.

- 5 Do one of these tasks:
 - To display purchase requests that were created on or before a certain date, mark **Prior to**. Then enter the date you want in the **Date** field and click **OK**.
 - To display purchase requests that were created either on or after a certain date, mark **Since**. Then enter the date you want in the **Date** field and click **OK**.
 - To display purchase requests that were created on or between certain dates, mark **Range**. Then enter the start and end dates you want in the **Start Date** and **End Date** fields and click **OK**.

Horizon displays a list of purchase requests that were created within the date range you specified.

- 6 Review and update the requests as necessary:
 - To edit a request, highlight it and click **Edit** (or double-click the request).
 - To delete a request, highlight it and choose **File, Delete**.
 - To print the list, choose **File, Print**.
 - To save the list to a file, choose **File, Save to File**.
 - To search for other requests, click **Find**.

Making Batch Changes to Purchase Requests

If you need to enter information that is the same for several purchase requests, you can make the change for all requests at the same time. (For example, you can select requests that have been approved and change their status to “Selected.”) By default, you can make a batch change to the status and any of the note fields; however, you can change which fields can be changed in batch by editing the “pr” view definition. (For more information about editing views, see the “Introduction to Horizon Views” chapter of the *System Administration Guide*.)

You perform this task by highlighting multiple lines in the List Purchase Request (Desiderata) window and clicking Edit.



Existing information is replaced by the information you enter for the batch change. Make sure you want to change the information before you change it.

Copying a Request to a Purchase Order

If you decide to buy a requested title, you can copy it to a purchase order. When you copy a purchase request to a purchase order, Horizon creates a PO line and copies the information on the request to the PO line. Horizon automatically changes the status of the request to “Ordered.” The request remains in the database until you delete it.

You copy a purchase request to a purchase order with the Copy PR(s) to PO option on the PR menu.



When you copy a request to a purchase order, Horizon copies the title, author, and ISBN or ISSN; it does not copy notes or status information.

To copy a request to a purchase order

- 1 Open or create the purchase order you want to copy the purchase requests to.
- 2 Generate a list of the requests you want to copy to the purchase order.

To do this, search for the requests you want. You can search for requests by title keyword, category, status, or creation date. (For example, you can search for and display all requests with the status of “Selected.”) (For more information about searching for requests, see [Searching, Reviewing, and Editing Purchase Requests on page 41.](#))

- 3 In the List Purchase Request window, highlight the requests you want to copy to the purchase order.

To save time, you can highlight multiple requests in the request list and copy them to a purchase order all at once.

- 4 Choose **PR, Copy PR(s) to PO**.

If there is more than one open purchase order, Horizon displays the Copy to Selection window. Highlight the purchase order you want to send the title to and click **OK**.

Horizon copies the purchase requests to the purchase order and brings the purchase order window to the front.

Deleting Purchase Requests

Periodically, you may want to delete old purchase requests. You do this by searching for the requests, highlighting the ones you want to delete, and choosing Delete from the File menu. You can also highlight multiple requests in the request list to delete them all at once.



You cannot delete requests that have been copied to (or otherwise linked to) a purchase order.

To delete purchase requests

- 1 Start the **Find PR** process.

The default location of this process is the **Acquisitions\Purchase Request** folder on the navigation bar.

Horizon displays the Compound Search window.

- 2 Highlight an index and enter a search term in the **Search for** field based on the requests you want to include the request list.

- 3 Click **Search**.

Horizon displays a list of requests that match your search term.

- 4 Highlight the requests you want to delete.

- 5 Choose **File, Delete**.

Horizon prompts you to confirm the action.

- 6 Click **OK**.

Horizon deletes the requests.

Chapter 4: Purchase orders

This chapter explains how to create and communicate purchase orders, how to receive and claim purchase order items, and how to perform related tasks.

This section contains these topics:

- [About Purchase Orders](#) on page 47
- [Pre-order Searching](#) on page 60
- [Creating Purchase Orders](#) on page 61
- [Searching, Reviewing, and Editing Purchase Orders](#) on page 107
- [Approving PO Lines](#) on page 119
- [Communicating Purchase Orders](#) on page 127
- [Receiving Items](#) on page 136
- [Recording a Back Order](#) on page 142
- [Claiming Items](#) on page 143
- [Canceling Items](#) on page 152
- [Deleting Item, Copy, or Bib Records when Canceling or Undoing Orders and Receipts](#) on page 159
- [Acquiring Serial Items](#) on page 160

About Purchase Orders

A purchase order is the paper or electronic order you send to a vendor to acquire new material. Most of the tasks in Acquisitions center around the creation, tracking, receiving, and invoicing of the items on the purchase order. You can create purchase orders for a variety of items, including firm orders, standing orders, subscriptions, prepaid material, and items you receive on an approval plan or blanket order. Purchase orders keep track of the items you have ordered, received, and entered an invoice for. They also let you generate claims for items you do not receive in a timely manner.

Before you order an item, you should search your catalog to make sure you do not already own the title. Once you identify one or more items to order, you can add the items to an existing purchase order or create a new purchase order and add the items to it. You can continue to update a purchase order and add lines to it up until the time you send it to the vendor.

When you are ready to send the purchase order to the vendor, you can print it or create an electronic order for it. The claiming cycle begins on the day you print the purchase order or create an electronic order for it. As items come in from the vendor, you can receive and invoice them in Horizon. You can also perform several other order-related tasks, including recording back orders, printing claims, canceling items, and undoing order activity.

This section covers these topics as they relate to creating purchase orders:

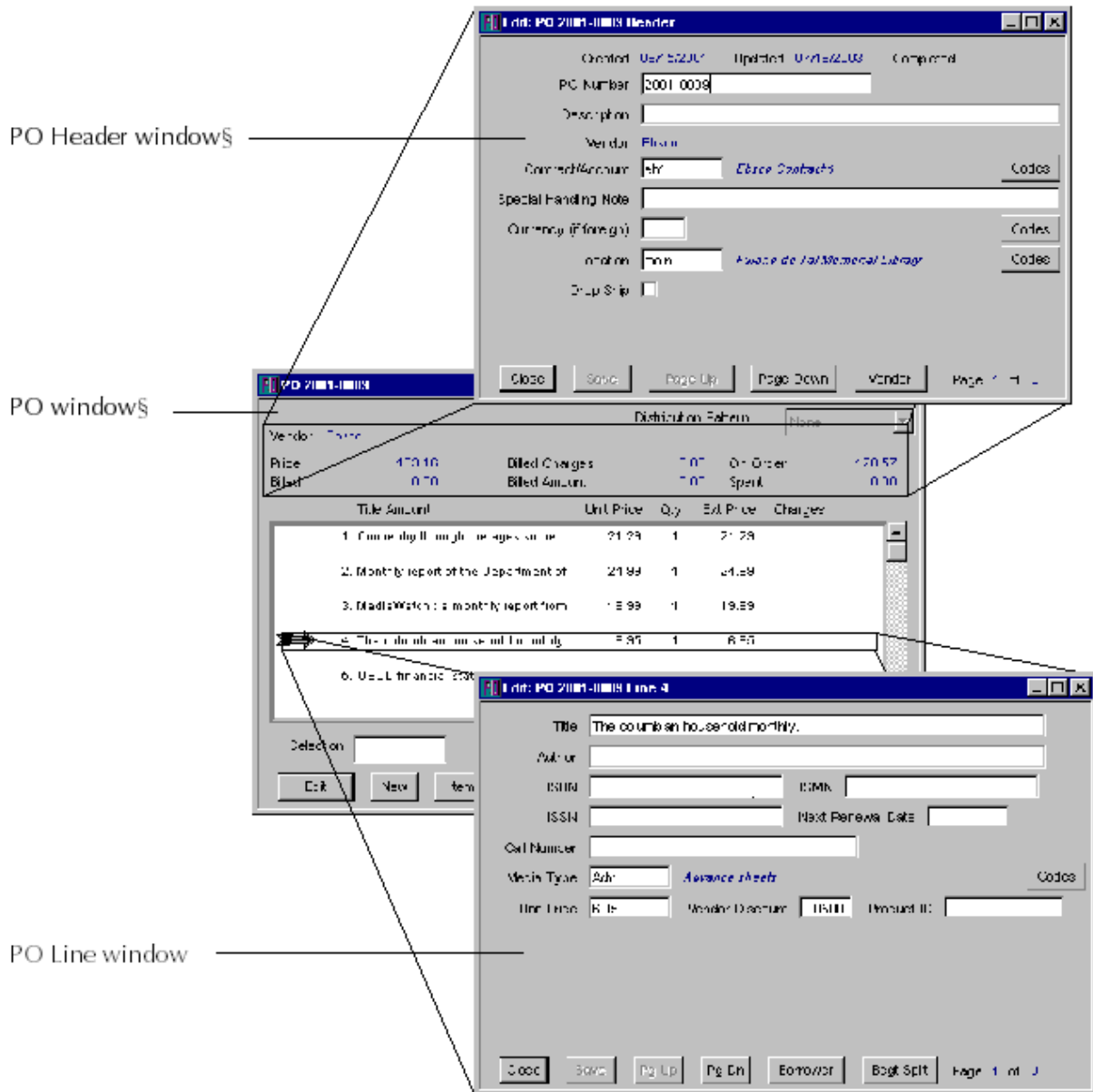
- [Purchase Order Header and Lines](#) on page 48
- [Central Ordering](#) on page 49
- [Copy and Item Creation](#) on page 50
- [Displaying Order Information in Staff Searching](#) on page 52
- [Item Statuses](#) on page 53
- [Importing MARC Records for Acquisitions Titles](#) on page 53
- [Getting the ISBN from an Imported MARC record](#) on page 54
- [Creating Item Records on Import](#) on page 54
- [Barcodes for Items Created in Acquisitions](#) on page 54
- [Spent Event](#) on page 54
- [Encumbrances and Expenditures](#) on page 55
- [Acquisitions Methods](#) on page 57

Purchase Order Header and Lines

A purchase order consists of a “header” and “body.” The header contains information that applies to all the titles on the purchase order, such as the vendor and the time at which Horizon expends funds for the titles. The body contains the individual lines or titles included on the purchase order.

Horizon displays a summary of the header and line information in the PO window. From this window, you can open the header window or individual line windows.

These windows are shown below:



For a description of the fields in each of these windows, see [Appendix: Appendix A, "Window and dialog box descriptions"](#) on page 295.

Central Ordering

With Horizon, you can handle all ordering and billing at one location. This consolidates order work and may help you receive discounts that vendors often give for large orders. (Most vendors provide a discount for orders over a certain amount. Combining orders for several locations helps you reach these minimum discount amounts.)

If you choose to order items from one location, you can still have the vendor ship the items to individual locations. You do this by marking the Drop Ship box on the PO header. Marking this box, prints a separate shipping list for each location when you print the purchase order. This instructs the vendor to ship the items to individual locations, but to send the invoice to one location (specified by the Billing Address field on the PO header). You can then receive the items at the individual locations, but handle claims and invoice entry at the central location.

If you mark the Drop Ship box, Horizon:

- Prints a separate shipping list for the individual locations on the purchase order. These locations are specified in the Distribution group for each PO line.
- Prints individual shipping addresses for each location on the shipping list. These addresses are specified in the Ship Address field in the Distribution group.
- Prints the titles, quantities, and amounts for each location on the shipping list.
- Prints this message on the purchase order in place of the shipping address: “See attached shipping distribution.”

You specify the billing address in the PO header. It is printed on the purchase order under the “Bill To” label. If you want to bill locations separately, you must create a separate purchase order for each location that contains that location’s billing address.

Copy and Item Creation

You can determine if and when titles in Acquisitions appear in your catalog. Some libraries like to show the titles that are on order in their catalog so borrowers can see that a particular title they are looking for is on order. (This may cut down on the number of purchase requests the library receives for titles that have already been ordered.) Other libraries prefer not to show these titles until after they are received, or after they are received and fully cataloged. Horizon lets you choose the option that is best for your library on an order-by-order basis.

Titles that are on order in Acquisitions appear in your catalog if you choose to create copy records or item records at order or receipt, or if you create them using the Create Item(s) or Create Copy(s) option on the PO Line menu. Short bib records are also created for each title if the PO line is not already linked to a bib record in your database. These bib, item, and copy records are created automatically with information on the purchase order. They are intended to be temporary until they can be cataloged more completely or until they are replaced by imported records.

Each option for creating copy or item records for Acquisitions titles is explained below. You select these options for each purchase order in the Copy/Item Creation field on the PO header.

- **Create Copy at PO Line Approval.** Copy records are created (and displayed in PAC or staff searching) when you or Horizon approve the PO line. A bib record is also created if the PO line is not already linked to a bib record in your database. An acquisition status of “On Order” is assigned to the copies. After you receive the copies, the acquisition status changes to “Currently Received.”

- **Create Copy at Receipt.** Copy records are created (and displayed in PAC or staff searching) when you receive the items. A bib record is also created if the PO line is not already linked to a bib record in your database. An acquisition status of “Currently Received” is assigned to the copies.
- **Create Item at PO Line Approval.** Item records are created (and displayed in PAC or staff searching) when you or Horizon approve the PO line. A bib record is also created if the PO line is not already linked to a bib record in your database. A status of “On Order” is assigned to the items. After you receive the items, the item status changes to “Newly Acquired.”
- **Create Item at Receipt.** Item records are created (and displayed in PAC or staff searching) when you receive the items. A bib record is also created if the item is not already linked to a bib record in your database. A status of “Newly Acquired” is assigned to the items.
- **Create Copy and Item at PO Line Approval.** Copy records and item records are created (and displayed in PAC or staff searching) when you or Horizon approve the PO line. A bib record is also created if the PO line is not already linked to a bib record in your database. An item status of “On Order” is assigned to the items. After you receive the items, the item status changes to “Newly Acquired.” An acquisition status of “On Order” is assigned to the copies. After you receive the copies, the acquisition status changes to “Currently Received.”
- **Create Copy and Item at Receipt.** Copy records and item records are created (and displayed in PAC or staff searching) when you receive the items. A bib record is also created if the PO line is not already linked to a bib record in your database. An item status of “Newly Acquired” is assigned to the items and an acquisition status of “Currently Received” is assigned to the copies.
- **No Automatic Copy/Item Creation.** Bib records, copy records, and item records are not created automatically at PO line approval or receipt. If you choose this option, be aware that you can still create copy records or item records in Acquisitions with the Create Item(s) or Create Copy(s) option on the PO Line menu after you print the purchase order or create an electronic order for it. You can also create copy records for individual line items with the New Copy button in the List PO Line Item Copy Candidates window.

If you do not create copy records or item records in Acquisitions, new orders do not appear in your catalog until the bib (and copy or item) records are imported or created by cataloging staff in the Cataloging module.



Depending on your view definitions, “No Automatic Copy/Item Creation” option may be marked by default. However, you can change the option that is marked by default by editing the “po_header” view definition. (For more information, see [Customizing Views](#) on page 268.)

If you choose to create copy records or item records at order or receipt, or by using the Create Copy(s) or Create Item(s) or option on the PO Line menu, Horizon creates the copy records or item records automatically, using the collection and item type you enter in the PO header or for the PO line item. You may want to create a generic collection and item type for items created in Acquisitions. (For more information, see “Collections and Item Types for Acquisitions” in the *Acquisitions Setup Guide*.)

If you use EDIFACT electronic ordering and use vendor enhanced services, then your vendor will receive the item information you specify in the purchase order. (For more information, see “Using Vendor Enhanced Services” in the *Acquisitions Setup Guide*.) The vendor adds the item information to the MARC bib records they will send you (usually in the MARC 949 tag). When you import those MARC bib records, Horizon replaces any temporary item records with the ones created from the imported MARC bib record.

When Horizon creates the copy records or item records, it also creates a bib record (using the bib information on the PO line), if the PO line is not already linked to a bib record in your database. (A PO line is already linked to a bib record if you created the PO line by copying a title in staff searching or by copying a PR that was copied from staff searching.)



If your library imports full MARC records, be aware that Horizon overwrites the information in certain fields for Acquisitions-created bib records with bibliographic information entered by the online vendor for that ISBN number. Horizon overwrites information in these fields: Publisher, Pub. Date, Pub. Place, Edition, Part/Volume, and Call Number.

If you choose to create bib, copy, or item records, the new copy or item records use the call number from the PO line distribution group.

Displaying Order Information in Staff Searching

If you create item records for items in Acquisitions, users in staff searching can view order information about the item by clicking the Detail Status button in the Copies window.

Clicking the Detail Status button in staff searching displays a window like this:

Order information is shown here.

Item Information			
Status	On Order	Type	acq: Acquisitions - on order
Last Use		Due Date	
Location	main	Barcode	acq1643
Call#	acq	Price	10.00
Note			
CKI Note			
Int. Note			

Last Borrower			
Name		Second ID	
Address			
City	Phone		Last CKO

Order Information			
Ordered	06/03/98	Vendor	BT
Budget	artist.1996	P.O.#	24
Request Note		Price	10.00

Enter

Item Statuses

Horizon automatically assigns statuses to item records you create for titles in Acquisitions. For items created at order (or any time before receipt), Horizon assigns the status of “On Order.” For items created at receipt (or later), Horizon assigns the status of “Newly Acquired.” For items created at order time, Horizon changes the status from “On Order” to “Newly Acquired” when you receive the item. When you check in the items in Checkin, the status changes to “Checked In.”

Horizon also automatically assigns a status to copy records called an “Acquisition Status.” (For more information on acquisition statuses, see [Creating Copy Records in Acquisitions](#) on page 178.)

Importing MARC Records for Acquisitions Titles

If you import MARC records for new titles, you can replace the temporary bib records created in Acquisitions with the fully cataloged MARC records. To do this, you must:

- Choose to overlay (replace) existing bib records when you import the MARC records.

The MARC records overlay (replace) matching bib records in your database based on a match point, such as the ISBN or ISSN. The match point that Horizon uses is determined by the import profile you choose when you import the records. (For more information about importing records, see the “Setting Up Import Source Parameters” section of the *Cataloging Setup Guide*.)

- Make sure acquisitions staff completes the bibliographic field on the PO line that is used as the match point.

If this field is not completed, the temporary bib record will not get deleted and you will end up with duplicate bib records. You may want to make this field required. (For information, see [Changing the Properties of a Field on page 269.](#))

Getting the ISBN from an Imported MARC record

Horizon can get the ISBN if you define it in the import source acquisitions map.

When Horizon creates an acquisitions order by importing a MARC record, Horizon matches the incoming MARC record against any existing Horizon bib records. If the MARC record matches an existing bib record, Horizon ties the PO to the existing bib so that a new bib does not get created when the items are ordered. If the library has set up the import source to create ACQ orders, but to not overlay existing bib records, then when Horizon creates the PO, it uses the ISBN from the imported MARC record rather than the existing MARC record. The assumption is that the imported MARC record best reflects the library's choice from the Vendor's inventory, and that the ISBN on the Vendor-supplied MARC record will be more accurate for that order than whatever ISBN is listed in the catalog bib record.

Creating Item Records on Import

If you import MARC records, Horizon may create item records automatically with information stored in the MARC record. This depends on the import profile you choose for importing the records. If item records are created, be aware that they are not attached to corresponding PO lines. Also, the new item records do not replace the item records created in Acquisitions. This means you will need to delete the temporary item records manually after you receive the items. (You cannot delete the temporary items records until after the items are received.)

Barcodes for Items Created in Acquisitions

If you create item records at order, Horizon automatically assigns a temporary barcode to the items. These barcodes start with the prefix of "acq". When you receive items, Horizon prompts you to enter a barcode for each item you receive if the Barcode @ Receipt box on the PO header is marked. These barcodes replace the temporary ones if you created item records at order.

Spent Event

You can choose when you want Horizon to record funds as spent for items on your purchase orders. You can have Horizon expend the money at order entry, invoice, or after the item has been received and invoiced, as explained below:

- **Receipt and Statement Approval.** Horizon expends funds for an item after you receive the item, invoice the item, and approve the statement for the item. If you receive, invoice, and approve partial quantities, Horizon expends the funds for only those quantities that are received, invoiced, and approved.
- **Statement Approval.** Horizon expends funds for an item when you record the invoice for the item and approve the statement for the item (whether or not you

have received the item). Keep in mind that if you invoice and approve partial quantities, Horizon expends funds for only those quantities that are invoiced and approved.

- **Create Invoice at PO Line Approval (Prepaid).** Horizon encumbers funds for all the items on a line when you add the line to the purchase order. Mark this option for prepaid orders. (Prepaid orders are purchase orders you pay for at or before the time of order.) If you mark this option, Horizon creates a proforma statement for the purchase order when you approve the PO line for the prepaid order. Horizon then expends funds for the item when you approve the proforma statement. (For more information about prepaid orders, see [Creating a Prepaid Order on page 93](#).)

You can choose the option you want for each purchase order in the Spent Event field on the PO header.

Encumbrances and Expenditures

As you order, receive, and invoice items, Horizon tracks the encumbrances and expenditures against the budgets assigned to your PO lines.

An encumbrance is an amount that is committed to, but not spent against, a budget. These amounts are called “on-order” amounts. They show the amount of funds assigned to outstanding orders (in this case, orders that have not been paid). Funds are encumbered when you save a new order, no matter what type of order.

An expenditure is an amount that has been spent against a budget. These amounts are called “spent” amounts. The time at which funds are spent for items on a purchase order is always at statement approval. (For more information on statement approval and spent events, see [Spent Event on page 54](#).)

The total encumbrance and expenditure amounts for a budget are displayed in the On Order and Spent fields on the budget record. The total encumbrance and expenditure amounts for all lines on a purchase order are displayed in the On Order and Spent fields in the PO window. Horizon updates these fields automatically as you perform ordering tasks. (You should not change the amounts in these fields unless instructed by Horizon Support.)

Besides encumbering and expending funds, Horizon also “unencumbers” or “unexpends” funds as you perform certain tasks. (For example, if the Spent Event field is set to “Statement Approval” and you undo the statement approval, Horizon unexpends and re-encumbers the budget on the PO line.)

These tables show the time and conditions under which funds are encumbered, expended, unencumbered, and unexpended:

Table 4-1: Encumbrances

Funds Are Encumbered at This Time	If the Spent Event Field Is	And These Conditions Have Been Met
Order Creation	Receipt and Statement Approval, Statement Approval, or Create Invoice at PO Line Approval (Prepaid)	none
Undo of Statement Approval	Receipt and Statement Approval, Statement Approval, or Create Invoice at PO Line Approval (Prepaid)	Line has been received, invoiced, and statement approved.

Table 4-2: Expenditures

Funds Are Expended at This Time	If the Spent Event Field Is	And These Conditions Have Been Met
Statement Approval	Statement Approval	Statement is approved.
	Receipt and Statement Approval	Line has been received, invoiced, and statement approved.
	Create Invoice at PO Line Approval (Prepaid)	Statement is approved.

Table 4-3: Uncumbrances

Funds Are Unencumbered at This Time	If These Conditions Are Met
Deletion of PO Line	Funds are encumbered at the time of the deletion.
Cancellation of PO Line	Funds are encumbered at the time of the cancellation.

Table 4-4: Unexpenditures

Funds Are Unexpended at This Time	If the Spent Event Field Is	And These Conditions Have Been Met
Cancellation of PO Line	n/a	Funds are expended at the time of the cancellation.

Funds Are Unexpended at This Time	If the Spent Event Field Is	And These Conditions Have Been Met
Undoing a Statement Approval	Receipt and Statement Approval	Line has been received, invoiced, and statement approved.
	Statement Approval	none
	Create Invoice at PO Line Approval (Prepaid)	Line has been received, invoiced, and statement approved.

Notes

- The encumbrance and expenditure amounts are also updated if you change the budget assigned to a PO line.
- If funds are unencumbered for a closed budget, the funds go back to the budget, even though it is closed.

Acquisitions Methods

This section explains the various methods you might use to acquire library material and how to create and process purchase orders in Horizon to accommodate these methods.

This section explains these topics:

- [Firm Orders](#) on page 57
- [Subscriptions and Standing Orders](#) on page 58
- [Gifts and Exchanges](#) on page 58
- [Approval Plans](#) on page 58
- [Blanket Orders](#) on page 59

Firm Orders

A firm order is a one-time order for a specific item. Most firm orders are for monographs. However, you may also use a firm order for certain types of serial items, such as an order to replace a specific issue of a journal that has already been published.

Since Horizon's purchase order process is geared toward firm orders, there are no special procedures for firm-order items. Simply follow the regular ordering, receiving, and invoicing procedures that are outlined in this manual.

After you order, receive, and invoice (or cancel) all copies of a purchase order, Day End records the purchase order as "complete." The completion of a purchase order is indicated by a date in the Completed field on the PO header. If you later add one or more lines, the purchase order will revert back to an uncompleted state.

Subscriptions and Standing Orders

For instructions on acquiring subscriptions and standing orders, see [Acquiring Serial Items](#) on page 160.

Gifts and Exchanges

Gifts are items that are donated to your library. Exchanges are items you receive from other libraries in exchange for material from your library. You can create purchase orders to track the items you receive as gifts and exchanges.

Follow these procedures for gifts and exchanges:

- First, evaluate the worth of creating a purchase order for the gift. In some cases, it may cost more in staff time than the gift or the tracking of it is worth.
- Create a purchase order for the gift or exchange items. Enter a description of the source of the gift or exchange in the Note field. Add a line for the gift or exchange and enter its value in the Unit Price field. You can use the purchase order to record all gifts or exchanges received from the donor during a certain time period.
- To track the value of gifts or exchanges you receive, you can create one or more statistical classes for the gifts and exchange items and assign the statistical classes to the PO lines. Be aware, however, that you will need to use a reporting tool (such as EasyAsk) to generate the statistics. (For more information on statistical classes, see “PO Line and Statistical Classes” in the *Acquisitions Setup Guide*.)

Alternatively, you can create one or more budgets (with a budget amount of 0.00) for gifts and exchange items, and then assign the budgets to the line items. (However, be aware that this option will skew your total budget amounts.) If you do this, set the Spent Event field on the PO header to “Create Invoice at PO Line Approval (Prepaid)” so the Spent amount is updated when you add the lines to the purchase order and approve the proforma statement (without having to order, receive, and invoice the purchase order). The budget’s “spent” amount shows the total value of the gifts or exchange items.

- Generally, you do not need to order, receive, or invoice gifts or exchange items. However, if the gift or exchange is for a continuous item (for example, the donor pays for a serial subscription), you do need to order and receive it, and then process claims for unreceived issues. In this case, the procedures are similar to those for subscriptions.

Approval Plans

An approval plan is an agreement with a vendor in which the vendor automatically sends the library new publications based on an acquisitions profile. The profile defines the type of materials and subject areas the library is interested in. Using the profile, the vendor selects the items and sends them to you, along with an invoice. When you receive the items, you can keep the items you want and return those you do not want. Benefits of approval plans include the quick delivery of new publications and the reduction of time spent to select and order items individually.

If you do not need to track the individual items you receive on an approval plan, you can simply create a nontitle invoice for the items you want to keep and enter the budgets you want to charge for the titles. In the Notes field on the nontitle invoice, enter a generic description of the titles (for example, “Music Titles Received on Thompson Books Approval Plan”). (For instructions on creating a nontitle invoice, see [Recording a Nontitle Invoice on page 207](#).) This is the quickest method for handling items you receive on an approval plan. However, it may not provide the level of tracking that some libraries may need.

If you want to track the individual items you receive on an approval plan in Acquisitions, you must enter the titles on a purchase order. Of course, you do not need to print the purchase order or send it electronically. In addition, receiving and claiming tasks do not apply. However, you do need to record the invoice for the items so your budgets are updated appropriately.

When you create the PO header, you may want to enter a note in the Description or Note field to indicate that the purchase order is for items received on an approval plan (for example, “Approval Plan with Thompson Books”).

There are several variations for creating purchase orders for items you receive on an approval plan. The option you choose will depend on the amount of information you want to track:

- When you receive a group of items, create a purchase order and add a PO line for every title you receive. Then cancel the line items you are returning to the vendor. This option provides the greatest level of detail. However, it also is the most time-consuming and may lessen the time-saving advantage of approval plans.
- When you receive a group of items, create a purchase order and add a PO line for only those titles you intend to keep.
- Create a single purchase order for the approval plan that you will use for all titles you receive on the plan during a certain time period (such as a year). When you receive a group of items, create a single line for all the titles you are receiving on that date. Enter a generic description of the titles in the Title field (for example, “Titles Received on 2-25-98”). In the Distribution group, enter the quantity and budgets you want to charge. Since the lines do not represent actual titles, be sure the Item Creation field on the PO header is set to “No Automatic Item Creation.”

Blanket Orders

A blanket order is an agreement with a publisher in which the publisher sends you everything or part of everything it publishes. Unlike approval plans, blanket orders deal directly with a single publisher instead of working through a vendor to acquire multiple publishers’ publications. Also, unlike approval plans, you may not be able to return items you receive on a blanket order. Blanket orders provide the similar benefits of an approval plan—quick delivery and elimination of order work for individual titles.

Since many blanket orders also provide return privileges, the terms “Approval Plan” and “Blanket Order” may be used interchangeably. Check with the vendor or publisher to determine the exact conditions of the plan.

If you do not need to track the individual items you receive on a blanket order, you can simply create a nontitle invoice for the items and enter the budgets you want to charge for the titles. In the Description field on the nontitle invoice, enter a generic description of the titles (for example, “Music Titles Received on Blanket Order with Standard Publishing”). (For instructions on creating a nontitle invoice, see [Recording a Nontitle Invoice on page 207](#).) This is the quickest method for handling items you receive on an approval plan. However, it may not provide the level of tracking that some libraries may need.

If you want to track the individual items you receive on a blanket order in Acquisitions, you must enter the titles on a purchase order. Of course, you do not need to print the purchase order or send it electronically. In addition, receiving and claiming tasks do not apply. However, you do need to record the invoice for the items so your budgets are updated appropriately.

When you create the PO header, you may want to enter a note in the Description or Note field that indicates the purchase order is for items received on a blanket order (for example, “Blanket Order with Standard Publishing”).

There are two variations for creating purchase orders for items you receive on a blanket order. The option you choose will depend on the amount of information you want to track:

- When you receive a group of items, create a purchase order and add a PO line for each title.
- Create a single purchase order for the blanket order that you will use for all titles you receive from the publisher. When you receive a group of items, create a single line for all the titles received on that date. Enter a generic description of the titles in the Title field (for example, “Titles Received on 2-25-98”). In the Distribution group, enter the quantity and budgets you want to charge. Since the lines do not represent actual titles, be sure the Item Creation field on the PO header is set to “No Automatic Item Creation.”

Pre-order Searching

Follow your library’s pre-order searching procedures to avoid unwanted duplication. As part of this procedure, search in your library catalog before you create a purchase request or purchase order to make sure your library does not already own the title. (For searching instructions, see the Horizon Basics Guide.) If the title exists, check to see (1) if the request is for an additional copy of the item, or (2) if the request is for an edition your library does not own. You may need to check with the selector of the title.

As you search the catalog, be aware that the title you are searching for may be:

- Part of a larger work already owned by your library, such as the complete works of an author.
- Part of a series that is cataloged as a volume within the series.
- Published and cataloged under a different name.

After you search your library catalog, search the existing orders in Acquisitions to make sure an order does not already exist for the title. You should search your orders even if you create items for titles in Acquisitions since these items do not appear in staff searching until after you order or receive the purchase order (depending on the option you select in the Copy/Item Creation field). Before you create PO line, search your requests first. You can copy a request to a purchase order.

Your pre-order search may include other steps, such as searching other databases within the library or within the institution, searching the Books In Print database to make sure the title is available, or searching the database from which you receive MARC records (such as WLN, RLN, or OCLC). Follow the procedures outlined by your library.

Creating Purchase Orders

You create a purchase order by creating a purchase order header and adding lines for the titles you want to include on the purchase order. You can create PO lines from scratch, or you can create them by copying existing PO lines, purchase requests, or titles in staff searching.

Before you order an item, you should search your catalog to make sure you do not already own the title. (For information, see [Approving PO Lines on page 119](#).) Once you identify one or more items to order, you can add the items to a new or existing purchase order.

You create a purchase order with the New PO option on the PO menu. You add lines to a purchase order with the New button in the PO window. Each time you add a PO line, Horizon updates all totals on the PO window immediately after you add the line or make any changes. Also, if the currency for the Price amount is not in the Base amount, Horizon displays the different currency code in parentheses to the right of the price.



For instructions on how to create purchase orders based on the acquisitions method, [Acquisitions Methods on page 57](#).

This section contains these topics:

- [Creating a PO Header on page 62](#)
- [Creating a PO Line from Scratch on page 62](#)
- [Creating a PO Line by Copying a Line from Another PO on page 63](#)
- [Creating a PO Line by Copying a Line on the Same PO on page 64](#)
- [Creating a PO Line by Copying a PR on page 65](#)
- [Creating a PO Line for a Title in Staff Searching on page 66](#)
- [Searching for a Title by ISBN on page 67](#)
- [Using Distribution Patterns, PO Templates, or Session Defaults on page 68](#)
- [Creating a Prepaid Order on page 93](#)
- [Creating Workslips on page 94](#)

- [Placing a Request on an Acquisitions Title](#) on page 103
- [Identifying the Person or Department an Order Is For](#) on page 104
- [Entering Multiple Budgets for a PO Line](#) on page 104
- [Creating Copy or Item Records for PO Lines](#) on page 105

Creating a PO Header

To create a PO header

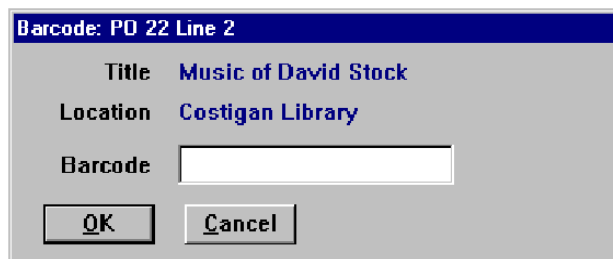
- 1 Start the **New PO** process.

The default location of this process is the **Acquisitions\Purchase Order** folder on the navigation bar.

Horizon displays the Compound Search window.

- 2 Search for the vendor you are ordering from.

After you choose the vendor you want, Horizon displays the Edit PO Header window.



The screenshot shows a dialog box titled "Barcode: PO 22 Line 2". It has a light gray background and a dark blue title bar. Inside the dialog, there are three labels with corresponding values: "Title" is "Music of David Stock", "Location" is "Costigan Library", and "Barcode" is an empty text input field. At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

- 3 Complete the fields in the window. (For a description of each field, see [Edit PO Header Window](#) on page 305.)

Note: If you want to send this order to the vendor electronically using the BISAC format, then you may want to let Horizon assign the PO Number. This is because the vendor will receive the Horizon-assigned PO Number rather than the number you assign. To let Horizon assign the PO Number, leave the “PO Number” field blank.

- 4 Save the file.

Horizon saves the PO header and displays the PO window.

- 5 To redisplay the PO header, click **Header**. To add one or more lines to the purchase order, click **New** and continue with step 3 in the next task, see [Creating a PO Line from Scratch](#) on page 62.

Creating a PO Line from Scratch

You can manually add a line item to a purchase order.

To create a PO line from scratch

- 1 Open or create the purchase order you want to add a line to.

- 2 Click New in the PO window to display the Edit PO Line window:

The screenshot shows a window titled "Edit: PO 8 Line 1". It contains the following fields and values:

- Title: The encyclopedia of the Third World
- Author: Kurian, George Thomas.
- ISBN: 0816011184 (set) 0816011192
- ISSN: (empty)
- Unit Price: 59.99
- Vendor's Product ID: (empty)

At the bottom of the window, there are buttons for "Close", "Save", "Pg Up", "Pg Dn", "Borrower", and "Bdgt Split". A page indicator shows "Page 1 of 3".

- 3 Complete the fields in the window. (For a description of each field, see [Edit PO Line Window](#) on page 312.)

If you are adding an ISBN that already exists in the catalog, but is not linked to the PO line, then having ISBN or ISSN duplication checking turned on will cause an error message to display when you save the PO line. Depending on your security privileges, you can override the error message.

Note: If the PO line is linked to an existing catalog record, the system does not check for duplication. Duplication checking occurs if the PO line (when complete) results in the creation of a new catalog record.

- 4 Save the file.
- 5 Repeat steps 2–4 for each additional line you want to add to the purchase order.

Creating a PO Line by Copying a Line from Another PO

If you want to add a line to a purchase order that is similar to an existing line on another purchase order, you can copy the existing line to the purchase order and change it as necessary. If the line you are copying is linked to a bib record, the new line will also be linked to that bib record. You perform this task with the Copy Line(s) to PO option on the PO Line menu.



You can control which fields are copied in the views. (For more information, see the "Introduction to Horizon Views" chapter of the *System Administration Guide*.)

To create a PO line by copying a line from another PO

- 1 Open or create the purchase order you want to add a line to.
- 2 Highlight the line or lines you want to copy.
- 3 Choose **PO Line, Copy Line(s) to PO**.

If more than one purchase order is open in the Acquisitions workspace, Horizon displays the Copy to Selection window.

- 4 If prompted, highlight the purchase order you want to copy the line to and click **OK**.

Horizon copies the line to the purchase order and displays the purchase order you copied the line to. The arrow points to the first line that was copied.

If you have set a distribution pattern for the purchase order to which you are copying the PO line, Horizon displays a message asking you if you want to override any previous distribution information.

- 5 If you have set a distribution pattern for the purchase order, do one of these options; otherwise, continue with step 6:
 - If you want Horizon to complete the distribution information for the PO line using the currently selected distribution pattern on the purchase order, choose **Yes**.
 - If you want Horizon to complete the distribution information for the PO line using the existing distribution information from the copied PO line, choose **No**.
- 6 Choose the PO line you want to edit.
- 7 Update the PO line as necessary.
- 8 Save the file.

Creating a PO Line by Copying a Line on the Same PO

If you want to add a line to a purchase order that is similar to an existing line on the same purchase order, you can copy the existing line and change it as necessary. (For example, if you are ordering a new edition of a standing order, you might create the new line by copying the line for the last edition.) You perform this task with the Copy option on the File menu.



If the line you are copying is linked to a bib record, the link to the bib record is broken for the new line. If you want the new line to be linked to the bib record, create the line by copying the title from staff searching. (For instructions, see [Creating a PO Line for a Title in Staff Searching](#) on page 66.)

To create a PO line by copying a line on the PO

- 1 Open or create the purchase order you want to add a line to.
- 2 In the **PO** window, highlight the line you want to copy.
- 3 Choose **File, Copy**.

Horizon copies the line into a new PO line window.

- 4 Update the line information as necessary. (For a description of each field, see [Edit PO Line Window](#) on page 312.)
- 5 Save the file.

Creating a PO Line by Copying a PR

If a purchase request exists for a title you want to order, you can copy the request to a purchase order. When you copy a request, Horizon creates a PO line and copies the information on the request to the PO line. If the request is linked to a bib record, the new PO line will also be linked to that bib record. The request remains in the database until you delete it. You perform this task with the Copy PR(s) to PO option on the PR menu.



To save time, you can highlight multiple requests in the request list and copy them to a purchase order all at once.

To create a PO line by copying a PR

- 1 Open or create the purchase order you want to copy the purchase requests to.
- 2 Generate a list of the requests you want to copy to the purchase order. (For instructions on searching for purchase requests, see [Making Batch Changes to Purchase Requests](#) on page 44.)

3 Highlight the requests you want to copy to the purchase order.

4 Choose **PR, Copy PR(s) to PO**.

If more than one purchase order is open in the Acquisitions workspace, Horizon displays the Copy to Selection window.

5 If prompted, highlight the purchase order you want to copy the requests to.

Horizon copies the requests to the purchase order and brings the purchase order window to the front.

If you have set a distribution pattern for the purchase order to which you are copying the purchase request, Horizon displays a message asking you if you want to override any previous distribution information.

- 6 If you have set a distribution pattern for the purchase order, do one of these options; otherwise, continue with step 7:
 - If you want Horizon to complete the distribution information for the PO line using the currently selected distribution pattern on the purchase order, choose **Yes**.
 - If you want Horizon to complete the distribution information for the PO line using the existing distribution information from the copied PO line, choose **No**.
- 7 Update the PO line as necessary. (For a description of each field, see [Edit PO Line Window](#) on page 312.)

Creating a PO Line for a Title in Staff Searching

If you want to order an additional copy of a title you already own, you can copy the title from staff searching to a purchase order. When you copy a title from staff searching, Horizon creates a PO line and copies the bib information to the PO line.

Copying a title from staff searching to a purchase order links the title's bib record to the new PO line. (The bib number is displayed window in the bib# field on the PO Line window.) If you create item records in Acquisitions, Horizon attaches the item records to this bib record.

Changing the bib information for a PO line item that you copied from staff searching does not change the information on the bib record. If the new title is different enough to require a different bib record, create the PO line from scratch instead of copying it from staff searching.

You perform this task with the Edit, Send to menu in staff searching.

To create a PO line for a title in staff searching

1 Open or create the purchase order you want.

2 Search for the title you want to view.

Proceed with the search until Horizon displays either a Titles List window or the Bibliographic Detail window.

3 Highlight the title that you want and send to the purchase order.

Horizon displays the PO window.

Horizon copies the title information into a new PO line displays it in PO window. The arrow points to the first title you sent. If you have set a distribution pattern for a purchase order, then when you send a bib record to that purchase order, Horizon applies the distribution pattern to the PO line.

4 Choose the PO line you want to edit.

Note that the Title, Author, and ISBN/ISSN fields are completed with the information from the bib. (Other fields may also be completed, depending on your setup.)

5 Complete the rest of the fields in the window. (For a description of each field, see [Edit PO Line Window on page 312.](#))

Note that the number of the bib record you copied from staff searching is displayed in the bib# field.

6 Save the file.

Searching for a Title by ISBN

Horizon lets you search online vendors and local catalogs for titles by ISBN as you add a PO line to a purchase order. If the item is available on the vendor's web site, the vendor sends back the item's pricing and bibliographic information which you can then copy to the PO line. If the title is already in your local catalog, Horizon displays the title's bibliographic information. If you want to order additional copies, you can then copy the bibliographic information to a PO line. Horizon does both the online and local searches simultaneously. Your system administrator must set this up.



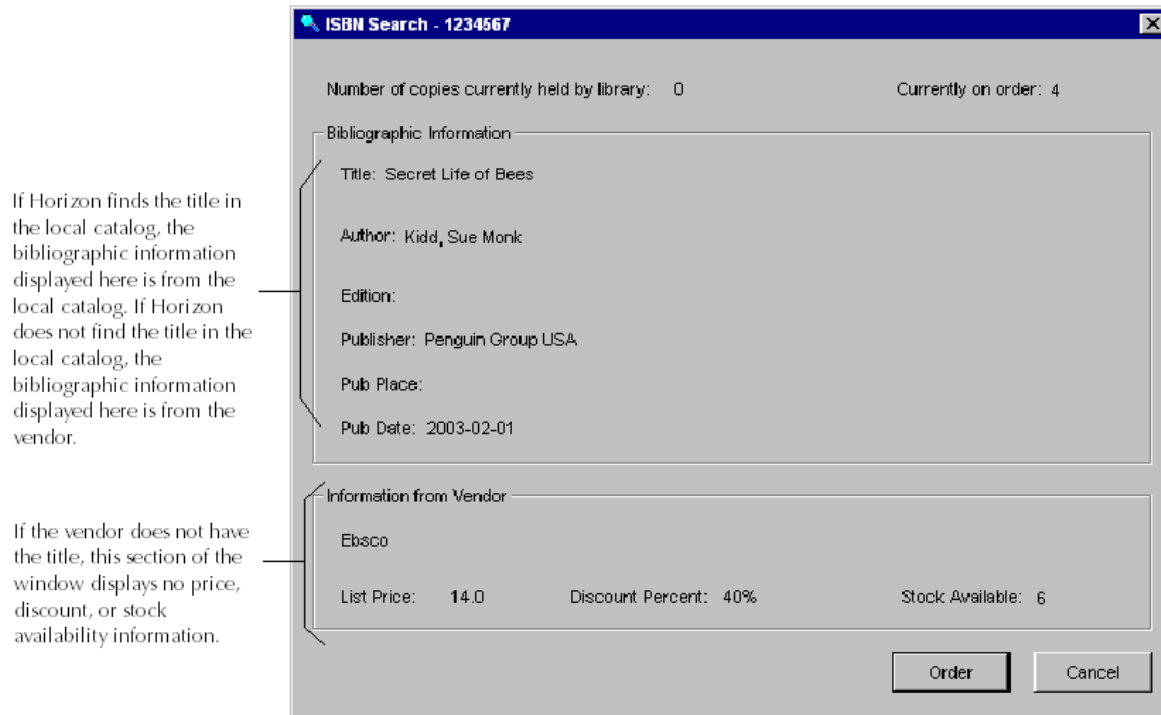
Your vendor determines what bibliographic information is sent back to Horizon.

To search for a title by ISBN

- 1 Open or create the PO you want to add a line to.
- 2 Click **New** in the PO window to display the Edit PO Line window:

- 3 Enter the item's ISBN number in the **ISBN** field.
- 4 Click **ISBN Search**.

Horizon searches the vendor and local catalog for the title and displays the ISBN search window:



- 5 If you want to copy the bibliographic information for the title to the current purchase order, click **Order**.

Horizon copies the information into the PO line that you are creating.

If you are adding an ISBN that already exists in the catalog, but is not linked to the PO line, then having ISBN or ISSN duplication checking turned on will cause an error message to display when you save the PO line. Depending on your security privileges, you can override the error message.

Note: If the PO line is linked to an existing catalog record, the system does not check for duplication. Duplication checking occurs if the PO line (when complete) results in the creation of a new catalog record.

- 6 Complete the PO line as necessary.
- 7 Save the file.

Using Distribution Patterns, PO Templates, or Session Defaults

Horizon lets you choose from three tools so that you can create purchase orders more quickly, efficiently, and with less room for error. Here are the three tools you can use:

- **Distribution patterns.** These are saved sets of location, quantity, item, and other distribution information for a PO line.
- **PO templates.** These are pre-saved PO headers.
- **Session defaults.** These are a set of PO header information (either from a PO template or from an open PO header) and possibly distribution pattern

information that Horizon uses to automatically populate newly created purchase orders.

You can choose which tools you want to use to best fit your library's acquisitions workflow. If you want to use any of these features, you should do these tasks in this order:

1. Create distribution patterns.
You do this task only if you want to use distribution patterns in PO templates or for a single purchase order's newly created PO lines.
2. Create PO templates.
You do this task only if you want to use PO templates as session defaults, or use them to create new purchase orders directly.
3. Set session defaults.
You do this task only if you want to create several new purchase orders with the same PO header (either from a PO template or from an open PO header that you want to use) and possibly distribution information.

Once you do these tasks, you can use these features to create your purchase orders more quickly and efficiently.

This section explains these topics:

- [Working with a Distribution Pattern on page 69](#)
- [Working with a PO Template on page 80](#)
- [Working with Session Defaults on page 86](#)
- [Creating a Purchase Order Using Session Defaults on page 91](#)
- [Creating a Purchase Order Using a PO Template on page 91](#)

Working with a Distribution Pattern

A distribution pattern is a saved set of location, quantity, item, and other distribution information for a PO line. If you use a distribution pattern, Horizon automatically completes most fields in the Distribution group for a PO line. Here are the fields that you can save in a distribution pattern for the Distribution group:

- Quantity
- Location
- Ship Address
- Budget (account name only, *not* account name + fiscal year)
- Budget Split
- Collection
- Item Type

However, Horizon does *not* have the Call Number field available in a distribution pattern. This is because a call number is unique to the item being ordered and cannot be duplicated across different titles.

Here is an example of a distribution pattern:

The Item is the number of items per title that Horizon has in the po_line_item table. Horizon stores only the budget's account name, not the complete budget (account name + fiscal year).

Each line represents an entry for the current distribution pattern.

Horizon lets you split an item's PO line amount between budgets.

Item	Location	Account	Percent	Ship To Address	Borrower#	Collection	Itype	Pattern#
1.	1	main	100	Main Library		acq	acq	1
2.	2	main	100	Main Library		acq	acq	1

You may want to use distribution patterns for these reasons:

- If you want PO templates that you use to also contain specific distribution information for PO lines in a purchase order created using the PO template. (For more information, see [Working with a PO Template on page 80.](#))
- If you have a single purchase order for which you want to use standard sets of distribution information for the purchase order's PO lines.

If you use distribution patterns, you can save time and work in your purchase orders because Horizon automatically completes the distribution fields for any newly created PO lines according to the current distribution pattern. You can create many distribution patterns so that you can choose the one that you want to use, instead of completing each of the distribution fields separately for each PO line.

Once you create a distribution pattern, you can use the distribution pattern to automatically enter distribution information.

This section explains these topics:

- [Creating a Distribution Pattern on page 71](#)
- [Assigning a Distribution Pattern and Applying It to PO on page 72](#)
- [Turning Off All Distribution Patterns for a Purchase Order on page 75](#)
- [Viewing the Current Distribution's Pattern Detail on page 76](#)
- [Editing a Distribution Pattern on page 77](#)
- [Deleting a Distribution Pattern on page 79](#)

Creating a Distribution Pattern

You can create a distribution pattern at these times:

- While editing or creating a PO line.
- While editing or creating a purchase order.

When you create a distribution pattern, Horizon makes it available for you to use on all purchase orders or PO templates; you do not have to create the same distribution pattern more than once.

Before You Begin

Horizon stores only the budget’s account name, *not* the complete budget (account name + fiscal year). Horizon uses the fiscal year that you have assigned in Acquisitions Parameters to complete a distribution’s Budget field when you use a distribution pattern. Therefore, be sure that you have a current fiscal year assigned in Acquisitions Parameters. (For instructions, see the “Acquisitions Parameters” section in the *Acquisitions Setup Guide*.)

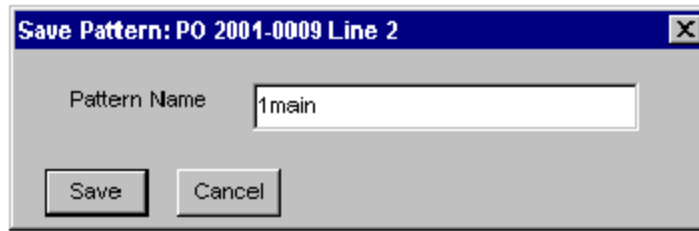
To create a distribution pattern

- 1 Do one of these options:

To do this	Do this
Create a distribution pattern while editing or creating a PO line (Edit PO Line window)	<ol style="list-style-type: none"> 1. Open or create the purchase order that contains the PO line you want. Horizon displays the PO window. 2. Edit or create the PO line you want. Horizon displays the Edit PO Line window. 3. Make sure the distribution information is what you want. 4. Choose PO Line, Save Distribution Pattern.
Create a distribution pattern while in a purchase order (PO window)	<ol style="list-style-type: none"> 1. Open or create the purchase order you want. Horizon displays the PO window. 2. Highlight the PO line from which you want to create a distribution pattern. Note: If you are not sure if you want all of the information from a PO line as a distribution pattern, edit the PO line to check the distribution information. 3. Choose PO Line, Distribution Pattern, Save Distribution Pattern.

Note: The only required field to save a distribution pattern is the Quantity field.

Horizon displays the Save Pattern window:



- 2 In the **Pattern Name** field, enter the name you want to represent the distribution pattern.
- 3 Save the file.

Note: If you enter a pattern name that already exists for a distribution pattern, Horizon displays a message telling you that it already exists. If you want to use the name, you must delete the old distribution pattern first. (For instructions, see [Deleting a Distribution Pattern](#) on page 79.)

You can now use the distribution pattern. (For instructions, see [Assigning a Distribution Pattern and Applying It to PO](#) on page 72.)

•

Assigning a Distribution Pattern and Applying It to PO

Once you create a distribution pattern, you can use the distribution pattern to automatically enter distribution information in these ways:

- **While editing or creating a purchase order, or creating a new PO line.** When you edit a purchase order, you can change the distribution pattern for PO lines that you choose or create on the purchase order. If you choose a distribution pattern for a purchase order, Horizon automatically applies the distribution pattern to any newly created PO lines. You can also assign a distribution pattern to existing PO lines that are not already approved. Either way, Horizon automatically completes the PO lines' distribution fields with those from the distribution pattern.
- **Using a PO template.** When you create a PO template, you can assign a default distribution pattern. This way, every purchase order that you create using the PO template will automatically complete any PO lines' distribution fields with those from the distribution pattern. Also, if you want to use a distribution pattern as a session default, then you must assign it in the PO template.

This task explains assigning a distribution pattern while editing or creating a purchase order or creating a new PO line. It also explains how to apply the assigned distribution pattern to existing PO lines. (For instructions on assigning a distribution pattern to a PO template, see [Creating a PO Template from Scratch](#) on page 82.)

Horizon applies the distribution pattern to new PO lines that you create or to existing PO lines that you choose. Horizon continues to use this pattern until you change the pattern or close the purchase order.

Distribution patterns also affect purchase orders and PO lines created using these methods:

- Copying a purchase request to a purchase order.
- Copying a PO line from one purchase order to another.
- Sending a bib record to a purchase order.

For more information on the effects of distribution patterns on purchase orders and PO lines created using these methods, see these sections:

- [Creating a PO Line by Copying a PR](#) on page 65
- [Creating a PO Line by Copying a Line from Another PO](#) on page 63
- [Creating a PO Line for a Title in Staff Searching](#) on page 66

Effects

- You assign a distribution pattern to a purchase order for Horizon to use.
- Horizon uses the assigned distribution pattern to complete the fields in the Distribution group (except for the Call Number field) for all newly created PO lines, until you change the distribution pattern or close the purchase order.
- Horizon uses the assigned distribution pattern to change the fields in the Distribution group (except for the Call Number field) for any PO lines that you choose to change.
- Horizon automatically saves the PO line information with the applied distribution pattern information.
- Horizon overrides any default distribution information from the PO header.

Constraints

- Horizon does *not* let you apply a distribution pattern to a PO line that is already approved.
- If you want to use a budget from a fiscal year other than the current one for the PO line, then you must manually enter the budget from the correct year in the PO line's Budget field.

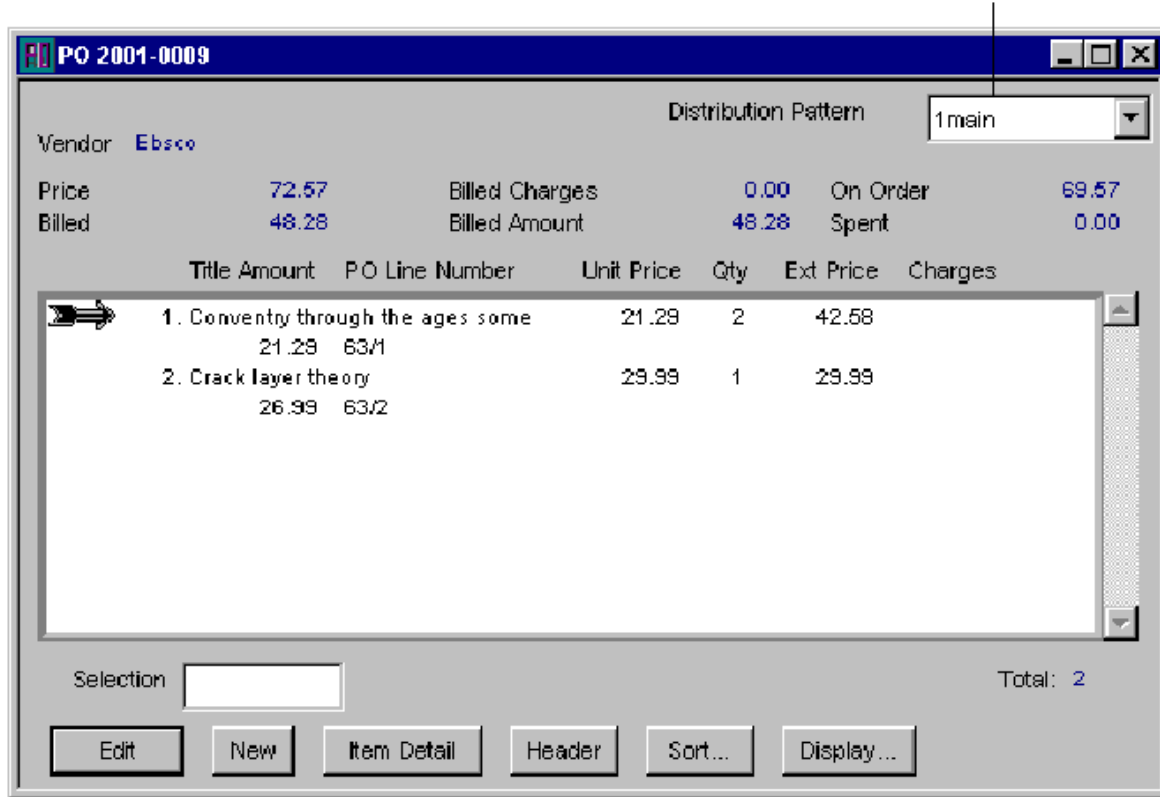
Cautions

- There is no "Undo" procedure for applying a distribution pattern, so make sure that you want to apply the distribution pattern to the PO lines you choose or create.

To assign a distribution pattern and apply it to PO lines

- 1 Open or create the purchase order that contains the PO line or PO lines you want.
Horizon displays the PO window:

List of distribution patterns. When you first open a purchase order, Horizon displays "None" here. If you choose a pattern, then Horizon automatically applies the distribution pattern to new PO lines.



- From the **Distribution Pattern** list, choose the distribution pattern you want.

If you do not know which distribution pattern you want or what a distribution pattern contains, choose **PO Line, Distribution Pattern, Display Pattern Info**.

Horizon displays the List Distribution Pattern Information window, which shows all of the distribution information for the pattern.

Note: If you do not want any distribution patterns to apply to PO lines you choose or newly created PO lines, then choose **None**.

- Do one of these options:

To do this	Do this
Apply a distribution pattern to a new PO line	<p>Choose one of these methods for creating a new PO line:</p> <ul style="list-style-type: none"> • On the PO window, click New. • Copy a purchase request to the purchase order. • Copy a PO line from another purchase order to this purchase order. • Send a bib record to the purchase order. <p>Horizon automatically completes and saves the distribution information for the new PO line.</p>
Apply a distribution pattern to an existing PO line	<ol style="list-style-type: none"> 1. Choose the PO line that you want. Horizon displays the Edit PO Line window. 2. Choose PO Line, Apply Distribution Pattern. 3. Click Yes to override any previous distribution patterns. 4. Save your changes. Horizon changes the distribution information for the PO line. <p>Note: The Distribution drop-down list in the Edit PO Line window contains only a list of different locations and their distribution information available for only the PO line; this is <i>not</i> a distribution pattern. You can choose a distribution pattern <i>only</i> from the PO window.</p>
Apply a distribution pattern to multiple existing PO lines at once	<ol style="list-style-type: none"> 1. Highlight all of the PO lines to which you want to assign the distribution pattern. 2. Choose PO Line, Distribution Pattern, Apply Distribution Pattern. 3. Click Yes to override any previous distribution patterns. Horizon changes the distribution information for all of the PO lines.

- 4 Continue entering your purchase order information, as necessary.
- 5 Save your changes.

-

Turning Off All Distribution Patterns for a Purchase Order

If you do not want Horizon to automatically use any distribution pattern for newly created PO lines on a purchase order, you can turn off using distribution patterns.

To turn off all distribution patterns for a purchase order

- 1 Open or create the purchase order for which you do not want to use distribution patterns.

Horizon displays the PO window.

- 2 From the **Distribution Pattern** list, choose **None**.
- 3 Continue entering your purchase order information, as necessary.
- 4 Save your changes.

Viewing the Current Distribution's Pattern Detail

Viewing the Current Distribution Pattern's Details

If you have a distribution pattern currently selected for a purchase order, you can view the distribution details for the pattern. You can do so either while at the purchase order or while editing the PO line.

To view the current distribution pattern's details

- 1 Do one of these options:

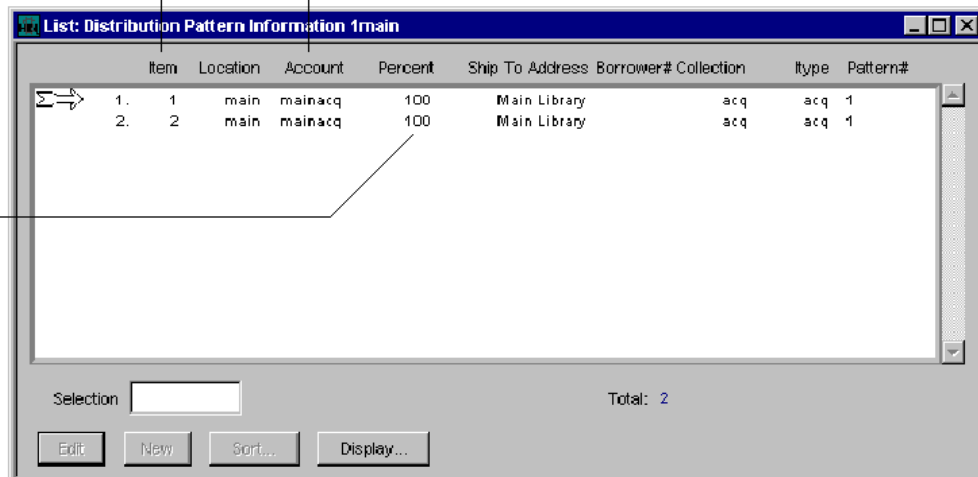
If you are here	Do this
At the purchase order (PO window)	Choose PO Line, Distribution Pattern, Display Pattern Info .
Editing a PO line (Edit PO Line window)	Choose PO Line, Display Pattern Info .

Horizon displays the List Distribution Pattern Information window:

The Item is the number of items per title that Horizon has in the po_line_item table. Horizon stores only the budget's account name, not the complete budget (account name + fiscal year).

Each line represents an entry for the current distribution pattern.

Horizon lets you split an item's PO line amount between budgets.



- 2 Close the window when you are finished viewing the information.

Editing a Distribution Pattern

If you need to change information in a distribution pattern, you can edit it.



This task assumes that you know how to use the Table Editor. (For more information, see “Horizon Table Editor” in the “Getting Started” chapter of the *System Administration Guide*.)

Whenever you make a change to Horizon setup, you should exit Horizon and restart it on any workstation where you want the change to take effect.

Effects

- Horizon changes the distribution information for the pattern that you change.
- Horizon does *not* change the distribution information for PO lines that have already been created using the distribution pattern.
- The next time that you use a PO template that has the edited distribution pattern assigned, Horizon uses the distribution pattern with its changes.

To edit a distribution pattern

- 1 Open the **po_line_item_pattern** view in the Table Editor.

Horizon displays the List PO Line Item Pattern window.

- 2 Choose the distribution pattern you want.

Horizon displays the Edit PO Line Item Pattern window:

The Item is the number of items per title that Horizon has in the po_line_item table.

If the PO line associated with the Item from the po_line_item table has a borrower number associated with it as a borrower requested item, Horizon displays the borrower number.

If you have a budget split for the distribution pattern, Horizon displays the budget account names and their percent.

The screenshot shows the 'Edit: PO Line Item Pattern' window with the following fields and values:

- PO Line Pattern#: 2
- Item: 1
- Location: north
- Ship To Address: north
- Borrower#: (empty)
- Collection: acq
- IType: acq
- Pattern Budgets: New, Delete, mainacq (dropdown)
- Account: mainacq (with text 'de Tal Library Material Acquisitions Budget' next to it)
- Percent: 50

Buttons at the bottom include Close, Save, Page Up, Page Down, and Codes. The page indicator shows 'Page 1 of 1'.

3 Change these fields, as necessary:

Field	Action
Location	<p>Do one of these options:</p> <ul style="list-style-type: none"> • If you want to specify a location for this distribution pattern, enter the location code for which the item is being ordered. • If you want to use the location on the PO header, leave the field blank.
Ship To Address	<p>Do one of these options:</p> <ul style="list-style-type: none"> • If you want to specify a shipping address for this distribution pattern, enter the shipping address code for the location. • If you want to use the shipping location on the PO header, leave the field blank.
Collection	<p>If you choose to create copy or item records in Acquisitions, enter the collection code that you want to assign to copy or item records created from the purchase order.</p>
IType	<p>Enter the item type code you want to assign to the item records.</p>

4 For the **Pattern Budgets** group, do these steps:

To do this	Do this
Add a new budget and percent	<ol style="list-style-type: none"> 1. Click New. 2. In the Account field, enter the budget code you want to use. (For example, enter “mainacq”.) 3. In the Percent field, enter a percentage of the PO line or item amount that should come from the budget you entered in the “Account” field. (For example, enter “50” if you want 50 percent of the PO line amount to come from the “mainacq” budget.) <p>Important: If you split a PO line amount between budgets, you must be sure that you enter the other budget or budgets between which you want to split the amounts. Also, you must manually add together the percentages between all of the budgets to be sure that their total equals 100 percent. Horizon does not check this for you here, but if you try to apply this distribution pattern without all of the budget splits equaling 100 percent, then Horizon does not let you save the PO line.</p>

To do this	Do this
Edit a budget and percent	<ol style="list-style-type: none"> 1. Choose the budget you want from the list. 2. In the Account field, enter the budget code you want to use. 3. In the Percent field, enter a percentage of the PO line or item amount that should come from the budget you entered in the “Account” field. (For example, enter “50” if you want 50 percent of the PO line amount to come from the “mainacq” budget.) <p>Important: If you split a PO line amount between budgets, you must be sure that you enter the other budget or budgets between which you want to split the amounts. Also, you must manually add together the percentages between all of the budgets to be sure that their total equals 100 percent. Horizon does not check this for you here, but if you try to apply this distribution pattern without all of the budget splits equaling 100 percent, then Horizon does not let you save the PO line.</p>
Delete a budget and percent	<ol style="list-style-type: none"> 1. Choose the budget you want from the list. 2. Click Delete.

- 5 Save your changes.

Deleting a Distribution Pattern

If you no longer use a distribution pattern, you can delete it.

Before You Begin

If you are using the distribution pattern that you want to delete in a PO template, delete it from the PO template or assign a new distribution pattern. Horizon does not let you delete a distribution pattern if it is assigned in a PO template.

Effects

- Horizon deletes the distribution pattern so that you can no longer use it.
- Horizon does *not* delete the distribution information for PO lines that have used the distribution pattern to complete distribution information.

To delete a distribution pattern

- 1 Open the purchase order that contains the distribution pattern you want.
Horizon displays the PO window.
- 2 Choose the distribution pattern you want from the list.
- 3 Choose **PO Line, Distribution Pattern, Delete Distribution Pattern**.

- 4 Click **OK** to confirm the deletion.

Working with a PO Template

A PO template is a saved set of PO header information. This can also include distribution pattern information. (For more information on distribution patterns, see [Working with a Distribution Pattern on page 69.](#))

You may want to use PO templates for these reasons:

- If you want to use PO templates as session defaults for multiple purchase orders. (For more information on session defaults, see [Working with Session Defaults on page 86.](#))
- If you want to use them to create new purchase orders directly. (For more information, see [Creating a Purchase Order Using a PO Template on page 91.](#))

PO templates used by themselves or as session defaults can save you time and effort as you work in your purchase orders. You can save many different PO templates so that you can choose the one that you want to use, instead of completing each of the PO header fields separately.

To use a PO template, you must first create it. You can create it in these ways:

- **From a PO header.** You may want to do this if you are editing or creating a PO header that you want to use as a PO template.
- **From scratch.** You may want to do this if you do not have a PO header already on your system that you want to use as a PO template, or if you want to create multiple PO templates all at once from scratch.

This section explains these topics:

- [Creating a PO Template from a PO Header on page 80](#)
- [Creating a PO Template from Scratch on page 82](#)
- [Editing a PO Template on page 84](#)
- [Deleting a PO Template on page 86](#)

Creating a PO Template from a PO Header

If you are editing or creating a PO header and want to use the PO header as a PO template, you can do so.

Before You Begin

If you want to assign a distribution pattern to the PO template and do not have any distribution patterns to choose from, then you must create at least one. (For more information, see [Creating a Distribution Pattern on page 71.](#))

Effects

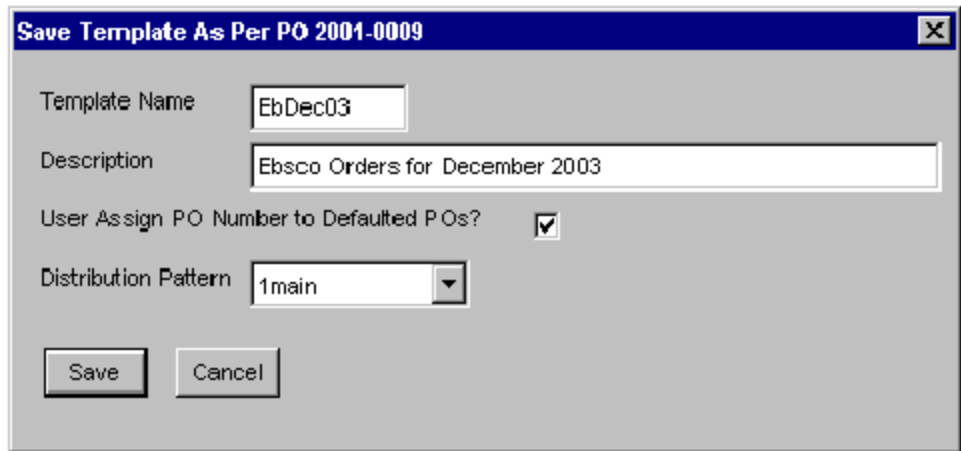
- Horizon creates a PO template using the information in the PO header.
- Horizon automatically sets the PO header (or PO template) as the session default for any new purchase orders created from the New PO from Session

Defaults process until you change the session default or log off Horizon. (For more information on session defaults, see [Working with Session Defaults on page 86.](#))

To create a PO template from a PO header

- 1 Open or create a purchase order header that you want to use as a PO template.
Horizon displays the Edit PO Header window.
- 2 Make sure the fields in the PO header are completed the way you want them for the new PO template. (For instructions on completing the fields, see [Edit PO Header Window on page 305.](#))
- 3 If you made changes to the PO header, save your changes.
- 4 Choose **PO, Save PO Template.**

Horizon displays the Save Template As Per PO window:



- 5 Complete these fields:

Field	Action
Template Name	Enter the name or code for this PO template. (For example, enter "EbDec03".)
Description	Enter a description of this PO template. (For example, enter "Ebsco Orders for December 2003".)

Field	Action
User Assign PO Number to Defaulted POs	<p>Do one of these options:</p> <ul style="list-style-type: none"> • If you want Horizon to let you enter your own PO number for a purchase order, mark this box. • When you create a purchase order from a PO template or from a session default, you can enter your own PO number in the open PO header before saving the header. • If you do <i>not</i> want Horizon to let you enter your own PO number for a purchase order, do <i>not</i> mark this box. • If you do <i>not</i> mark this box, Horizon does not display the open PO header. It automatically saves the header, and displays the PO Line window, ready for you to enter new PO lines.
Distribution Pattern	<p>If you want to assign a distribution pattern for this PO template, click D. Pattern and choose the distribution pattern you want; otherwise, leave this field blank.</p>

6 Save your changes.

Creating a PO Template from Scratch

You can create PO template before creating purchase orders. You might want to do this if you need to set up a template from scratch, or if you want to set up multiple templates all at once.

Before You Begin

If you want to assign a distribution pattern to the PO template and do not have any distribution patterns to choose from, then you must create at least one. (For more information, see [Creating a Distribution Pattern on page 71.](#))

To create a PO template from scratch

1 Start the **PO Templates** process.

The default location of this process is the **Acquisitions\Purchase Order** folder on the navigation bar.

Horizon displays the PO Template window.

2 Click **New**.

Horizon displays the Edit PO Template window:

3 Complete these fields:

Field	Action
PO Template	Enter the name or code for this PO template. (For example, enter "EbDec03".)
Template Description	Enter a description of this PO template. (For example, enter "Ebsco Orders for December 2003".)
Distribution Pattern	If you want to assign a distribution pattern for this PO template, click D. Pattern and choose the distribution pattern you want; otherwise, leave this field blank.
User Assign PO Number	<p>Do one of these options:</p> <ul style="list-style-type: none"> • If you want Horizon to let you enter your own PO number for a purchase order, mark this box. • When you create a purchase order from a PO template or from a session default, you can enter your own PO number in the open PO header before saving the header. • If you do <i>not</i> want Horizon to let you enter your own PO number for a purchase order, do <i>not</i> mark this box. • If you do <i>not</i> mark this box, Horizon does not display the open PO header. It automatically saves the header, and displays the PO Line window, ready for you to enter new PO lines.

- 4 Complete the rest of the fields on the PO template the same as you would on a PO header. (For a description of each field, see [Edit PO Header Window on page 305](#).)

Note: Make sure you complete the Location field if you want to enter a Ship To and Bill To address. You must do this because these addresses are location-specific. Horizon cannot save the PO template if there are addresses assigned, but no location.

- 5 Save your changes.
- 6 Repeat steps 2 through 5 to create another PO template.

Editing a PO Template

If you need to change information in a PO template, you can edit it.

Before You Begin

If you want to assign a distribution pattern to the PO template and do not have any distribution patterns to choose from, then you must create at least one. (For more information, see [Creating a Distribution Pattern on page 71](#).)

Effects

- Horizon changes the PO header information for the PO template you change.
- Horizon does *not* change the PO header information for purchase orders that have already been created using the PO template.

To edit a PO template

- 1 Start the **PO Templates** process.

The default location of this process is the **Acquisitions\Purchase Order** folder on the navigation bar.

Horizon displays the PO Template window.

- 2 Choose the PO template that you want to edit.

Horizon displays the Edit PO Template window:

3 Change these fields, as necessary:

Field	Action
PO Template	Enter the name or code for this PO template. (For example, enter “EbDec03”.)
Template Description	Enter a description of this PO template. (For example, enter “Ebsco Orders for December 2003”.)
Distribution Pattern	If you want to assign a distribution pattern for this PO template, click D. Pattern and choose the distribution pattern you want; otherwise, leave this field blank.
User Assign PO Number	Do one of these options: <ul style="list-style-type: none"> • If you want Horizon to let you enter your own PO number for a purchase order, mark this box. • When you create a purchase order from a PO template or from a session default, you can enter your own PO number in the open PO header before saving the header. • If you do <i>not</i> want Horizon to let you enter your own PO number for a purchase order, do <i>not</i> mark this box. • If you do <i>not</i> mark this box, Horizon does not display the open PO header. It automatically saves the header, and displays the PO Line window, ready for you to enter new PO lines.

4 Complete the rest of the fields on the PO template the same as you would on a PO header. (For a description of each field, see [Edit PO Header Window on page 305.](#))

Note: Make sure you complete the Location field if you want to enter a Ship To and Bill To address. You must do this because these addresses are location-specific. Horizon cannot save the PO template if there are addresses assigned, but no location.

- 5 Save your changes.

Deleting a PO Template

If you have a PO template that you no longer use, you can delete it.

Effects

- Horizon deletes the PO template so that you can no longer use it.
- Horizon does *not* delete the PO header information for purchase orders that have used the PO template to complete PO header information.

To delete a PO template

- 1 Start the **PO Templates** process.

The default location of this process is the **Acquisitions\Purchase Order** folder on the navigation bar.

Horizon displays the PO Template window.

- 2 Highlight the PO template that you want to delete.
- 3 Choose **File, Delete Record**.
- 4 Click **OK** to confirm the deletion.

Working with Session Defaults

A session default is a set of PO header information and possibly distribution pattern information. Horizon uses a stored session default to automatically populate newly created purchase orders. You may want to use session defaults if you have several purchase orders with the same PO header information (and possibly distribution pattern) that you need to create all at once.

To use a session default, you must set or store it in Horizon. You can set session defaults in these ways:

- **From a PO template.** Before you begin entering purchase orders, you can choose a PO template for your session defaults. By choosing a PO template, you choose PO header information that Horizon uses to automatically complete PO header fields for any newly created purchase orders. If you assign a default distribution pattern in the PO template, Horizon automatically completes any PO lines' distribution fields with the information from the distribution pattern on the PO template.
- **From a PO header.** When you are creating or editing a PO header, you can set the PO header information as the session default. You can also choose a distribution pattern as part of the session defaults.



You can also set the distribution pattern as its own session default for all PO lines that you choose or enter on a single purchase order. (For instructions, see [Assigning a Distribution Pattern and Applying It to PO](#) on page 72.)

You can use a session default that you set until you change it, or end a session by logging off Horizon. (You can also bypass the current session default by creating a new purchase order from the New PO process.) However, before you set the session defaults, you may want to view the current session defaults, if there are any.

This section explains these topics:

- [Viewing the Current Session Defaults](#) on page 87
- [Setting Session Defaults from a PO Template](#) on page 88
- [Setting Session Defaults from a PO Header](#) on page 89

Viewing the Current Session Defaults

Before you set the session defaults or before you use ones that are already set, you may want to view them. You can view them either from the list of PO templates, or while editing a PO header.

To view the current session defaults

- 1 Do one of these options:

To view current session defaults from here	Do this
From the list of PO templates	<ol style="list-style-type: none"> 1. Start the PO templates process. The default location of this process is the Acquisitions\Purchase Order folder on the navigation bar. 2. Choose PO Template, Display Session Defaults.
From a purchase order header (PO window)	<ol style="list-style-type: none"> 1. Open any PO header. 2. Choose PO, Display Session Defaults.

If Horizon has a session default set, Horizon displays the current session defaults; otherwise, Horizon displays a message telling you that there are no session defaults.

Here is an example of a display of current session defaults:



- 2 Close the window when you are finished viewing the information.

Setting Session Defaults from a PO Template

Before you begin entering purchase orders, you can choose a PO template for your session defaults. You may want to choose a PO template as a session default if you have a PO template already set up that you want to use.

By choosing a PO template, you choose PO header information that Horizon uses to automatically complete PO header fields for any newly created purchase orders. If you assign a default distribution pattern in the PO template, Horizon automatically completes any PO lines' distribution fields with the information from the distribution pattern on the PO template.

Effects

- Horizon automatically completes PO header information for all newly created purchase orders until you end a session by either changing the session default settings or logging off Horizon.
- Horizon automatically completes the PO lines' distribution fields with the information from the distribution pattern on the PO template, depending on if you have a distribution pattern set up on the PO template.
- Horizon automatically saves the PO header and PO line information with the applied PO template and distribution pattern information.

To set session defaults from a PO template

- 1 Start the **PO Templates** process.

The default location of this process is the **Acquisitions\Purchase Order** folder on the navigation bar.

Horizon displays the List PO Templates window.

- 2 Highlight the PO template that you want to use.

If you do not know which one you want to use, choose a PO template and view the fields to see if you want to use it.

3 Choose PO Template, Store Session Defaults.

Horizon displays the Store Session Defaults As Per Template window:

The screenshot shows a dialog box titled "Store Session Defaults As Per Template EbDec03". It has a blue header bar with a close button (X) on the right. The main area is light gray and contains two settings: "User Assign PO Number to Defaulted POs?" with a checked checkbox, and "Distribution Pattern" with a dropdown menu showing "1main". At the bottom, there are two buttons: "Save" and "Cancel".

4 Complete these fields:

Field	Action
User Assign PO Number to Defaulted POs	<p>Do one of these options:</p> <ul style="list-style-type: none"> • If you want Horizon to let you enter your own PO number for a purchase order, mark this box. • When you create a purchase order from a PO template or from a session default, you can enter your own PO number in the open PO header before saving the header. • If you do <i>not</i> want Horizon to let you enter your own PO number for a purchase order, do <i>not</i> mark this box. • If you do <i>not</i> mark this box, Horizon does not display the open PO header. It automatically saves the header, and displays the PO Line window, ready for you to enter new PO lines.
Distribution Pattern	If you want to assign a distribution pattern for this session default, choose the distribution pattern you want; otherwise, leave this field blank.

5 Save your changes.

6 Create a new purchase order using the session defaults you set. (For instructions on creating purchase orders using session defaults, see [Creating a Purchase Order Using Session Defaults on page 91](#).)

Setting Session Defaults from a PO Header

If you are creating or editing a PO header that you want to use as a session default, you can set PO header information as the session default. You can also set a distribution pattern as a session default.

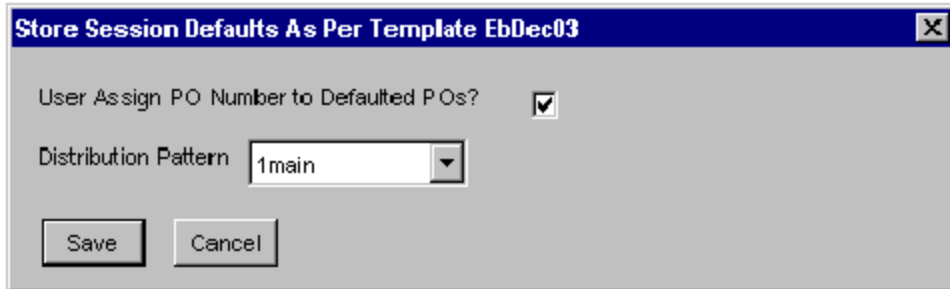
Effects

- Horizon automatically completes PO header information for all newly created purchase orders using the PO header you are in until you end a session by closing the Launcher.
- Horizon automatically completes the PO lines' distribution fields with those from the distribution pattern on the purchase order (PO window), depending on if you have a distribution pattern displayed on the PO window.

To set session defaults from a PO header

- 1 Open or create the purchase order header you want.
- 2 Choose **PO, Store Session Defaults**.

Horizon displays the Store Session Defaults As Per Template window:



- 3 Complete these fields:

Field	Action
User Assign PO Number to Defaulted POs	<p>Do one of these options:</p> <ul style="list-style-type: none"> • If you want Horizon to let you enter your own PO number for a purchase order, mark this box. • When you create a purchase order from a PO template or from a session default, you can enter your own PO number in the open PO header before saving the header. • If you do <i>not</i> want Horizon to let you enter your own PO number for a purchase order, do <i>not</i> mark this box. • If you do <i>not</i> mark this box, Horizon does not display the open PO header. It automatically saves the header, and displays the PO Line window, ready for you to enter new PO lines.
Distribution Pattern	<p>If you want to assign a distribution pattern for this session default, choose the distribution pattern you want; otherwise, leave this field blank.</p>

- 4 Save your changes.

- 5 Add PO lines to this purchase order, or create new purchase orders using the session defaults you set. (For instructions on creating purchase orders using session defaults, see [Creating a Purchase Order Using Session Defaults on page 91.](#))

Creating a Purchase Order Using Session Defaults

After you set the session defaults, you can create purchase orders using the session defaults.

Effects

- Horizon creates a new purchase order with the PO header information automatically completed from the session defaults and saves the purchase order.
- If you set up Horizon to do so, Horizon prompts you to enter the purchase order number *before* saving the purchase order.

Constraints

- Horizon uses session defaults only when you create purchase orders from the New PO from Session Defaults process, *not* from the New PO process.

To create a purchase order using session defaults

- 1 Start the **New PO from Session Defaults** process.

The default location of this process is the **Acquisitions\Purchase Order** folder on the navigation bar.

If you chose to have the user assign the PO number, Horizon displays the PO Header window so that you can enter the PO number; otherwise, Horizon displays the purchase order (PO window), ready for you to add PO lines.

- 2 If Horizon displays the PO Header window, enter the number for the purchase order in the **PO Number** field and save your changes; otherwise, continue with the next step.

Horizon displays the purchase order (PO window), ready for you to add PO lines.

- 3 Add that titles you want to order to the purchase order.

If you had a distribution pattern attached to the PO template for the session defaults or if you have chosen one from the Distribution Pattern list, Horizon automatically completes or prompts you to replace the distribution information for any PO lines that you add to the purchase order.

- 4 Save your changes.

Creating a Purchase Order Using a PO Template

After you have set up a PO template you can create your purchase orders using the PO template. You can create a purchase order in one of these two ways:

- By setting a PO template as the session default. (For instructions, see [Setting Session Defaults from a PO Template on page 88.](#))

- Directly from the PO template.

This section explains how to create a purchase order directly from the PO template.

Effects

- Horizon creates a new purchase order with the PO header information automatically completed from the PO template and saves the purchase order.
- If you set up Horizon to do so, Horizon prompts you to enter the purchase order number *before* saving the purchase order.

To create a purchase order using a PO template

- 1 Start the **PO Templates** process.

The default location of this process is the **Acquisitions\Purchase Order** folder on the navigation bar.

Horizon displays the List PO Templates window.

- 2 Highlight the PO template you want.

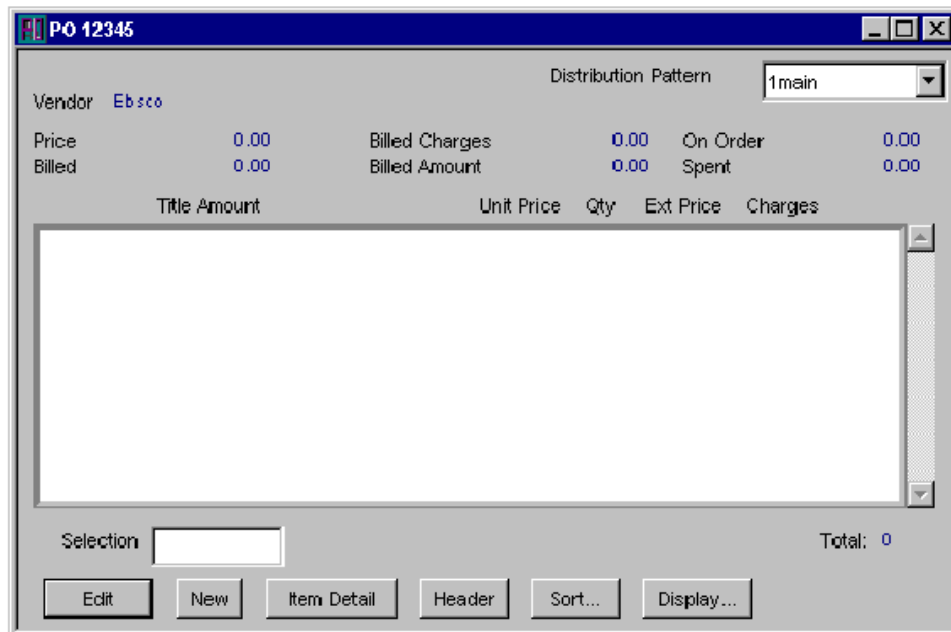
If you do not know which one you want to use, choose a PO template and view the fields to see if you want to use it.

- 3 Click **Create PO**.

If you have set the PO template to let the user assign the PO number, Horizon displays the PO header so that you can enter the PO number.

- 4 If Horizon displays the PO Header window, enter the number for the purchase order in the **PO Number** field and save your changes; otherwise, continue with the next step.

Horizon displays the purchase order (PO window), ready for you to add PO lines:



5 Add the titles you want to order to the purchase order.

If you had a distribution pattern attached to the PO template for the session defaults or if you have chosen one from the Distribution Pattern list, Horizon automatically completes or prompts you to replace the distribution information for any PO lines that you add to the purchase order.

6 Save your changes.

Creating a Prepaid Order

A prepaid order is a purchase order for items that you must pay for at the time of order. Some vendors may require you to send prepayment for all or certain types of items.

The steps for creating a prepaid order are the same as those for creating a regular order, except that you must set the Spent Event field on the PO header to “Create Invoice at PO Line Approval (Prepaid).” This setting expends funds for items at the time you approve the proforma statement for the prepaid order. Horizon creates an invoice for the purchase order automatically when you approve the order’s PO lines. (For more information, see [Approving PO Lines on page 119](#).) You can also create a voucher for the purchase order after you approve the proforma statement for it.

You should coordinate with your funding office to ensure that payment is sent with the purchase order. You might send the purchase order to your funding office. The funding office can then prepare a check for the prepaid materials and send it to the vendor, along with the purchase order.

Subscriptions require prepayment. If you are creating a purchase order for a new title subscription, you may want to set the Spent Event field to “Create Invoice at PO Line Approval (Prepaid).” This lets you create a voucher for the purchase order without receiving it. To ensure that funds are expended for lines that you add after future renewals, approve the proforma statement. You can then print the voucher.

Effects

If you set the Spent Event field to “Create Invoice at PO Line Approval (Prepaid)” Horizon:

- Encumbers funds against the budgets on the PO lines at the time you create the PO lines. (Funds are expended at statement approval. For more information, see [Approving Statements on page 223](#).)
- Automatically generates an invoice statement for the purchase order when you approve the order’s PO lines.
- If you are approving a PO line on a PO that already has a prepaid statement number for an approved statement, then Horizon creates a new proforma statement. Horizon replaces the old statement number with the new statement number on the PO. This means that subsequent titles you add to the PO will go on the next proforma statement. If you do not approve the proforma statement, Horizon continues adding lines to the proforma statement.

Creating Workslips

When you create a purchase order, you can enter a workslip note on the PO line to record special handling instructions for the item. At receiving, Horizon can print this note on the purchase order's workslip. A workslip is a printout that contains bibliographic, distribution, and special handling information for a purchase order.

When you receive an item, you can have Horizon print its workslip and attach it to the item so staff can refer to the workslip as the item is processed. You can display a workslip in Horizon, or print it to a full-page or receipt printer.

Here is an example of a receipt-format printed workslip:

	^^^ Acquisitions Workslip Date: 10 June 2003 PO #: 1111 PO Number: BT-1111 _____	
Non-discounted price from the PO line, regardless of invoiced price.	Title: Greek and Roman Pottery Author: Thurston, Edward Imprint: Provo: Horizon Press, 2003. Edition: 3rd ISBN: 1111111111 Call No.: Bib #: 112345 Price: 83.95 (EUR)	If the price is in foreign currency, the currency code also displays.
No. Requests indicates the actual number of requests on this item.	No. Copies: 3 Workslip Note: Dr. Goodman's reserve titles for ART 611. Add to Reserve Bookroom before shelving. No. Requests: 7 _____	Workslip Note
Barcode	33287999269897 Loc: Main Coll: ref IType: ref Call: 001.456 Thu Budget: remain.2002+ Date Received: 04-03-03 33287999269898 Loc: Main Coll: ref IType: ref Call: 001.456 Thu Budget: remain.2002 Date Received: 04-03-03 33287999269900 Loc: Main Coll: main IType: circ Call: 918.456 Thu Budget: main.2002 Date Received: 04-03-03 ^^^	If the budget is split for a PO line item, the budget shown here is the highest percentage of the split, followed by a (+) plus sign to indicate other budgets.

Here is an example of a full-sheet (Windows printer) format workslip:

Material Acquisitions Processing Workslip

PO # : 1111 Date : 22 July 2003
 PO Number : BT-1111

Title : Greek and Roman Pottery
 Author : Thurston, Edward
 Imprint : Provo: Horizon Press, 2003.
 Edition : 3rd
 ISBN : 1111111111
 Call No. : 001.456 THU

Bib # : 112345

Price : 83.95 (EUR)

No. Copies : 3

Workslip Note : Dr. Goodman's reserve titles for ART 611. Add to Reserve Bookroom before shelving.

No. Requests : 7

Barcode	Collection	Call No.	Item Type	Location	Budget	Received
33287999269897	ref	001.456Thu	ref	Main	remain.2002+	04-03-03
33287999269898	ref	001.456Thu	ref	Main	remain.2002	04-03-03
33287999269900	main	918.456Thu	circ	Main	main.2002	04-04-03

Before you can print acquisitions workslips in Horizon, your system administrator will have to set up your printer preference, using either a Windows or receipt (port) printer. You may also want to change the format of the distribution portion of your workslips to better meet your library's needs. In addition, your system administrator needs to set up workslip passkey and role security options. (For more information about workslip setup, see "Setting Up Workslips" in the "Workslips" section of the *Acquisitions Setup Guide*.)

This section explains these topics:

- [Creating and Editing Workslip Notes](#) on page 96
- [Workslip Creation at Receiving](#) on page 96
- [Displaying and Printing a Workslip](#) on page 97
- [Working with Workslip Batches](#) on page 99

Creating and Editing Workslip Notes

Workslips let you give circulation staff request information or special handling instructions for an item, and distribution and bibliographic information to cataloging staff.

The bibliographic information contained on a workslip comes from the PO line, not the bib record for the item. This means that the title on your bib record may differ slightly from the title entered on the PO line. (For example, the authority records used during the creation of a bib record in Horizon Cataloging do not govern the bibliographic information entered at the PO line.)

Similarly, the distribution information comes from the PO line, not the item record. A workslip's distribution information normally sorts by location.

This table discusses several points in the purchase order process at which you can create or edit a workslip note in Acquisitions:

During this task	You create a workslip note this way
Creating or editing a new PO line	When you create or edit a new PO line (in the Edit PO Line window), you can add a workslip note in the Workslip Note field.
Receiving a title	When you receive a PO line, any workslip note attached to this PO line appears in the Receive PO Line window. You can then add to the note, edit it, or enter an entirely new note for the title.
Receiving a title at invoice	When you receive and invoice a title simultaneously in the Invoice PO Line window, you can edit the workslip note that was entered when the purchase order was created. (If the Receive Items box on this window cannot be changed, you cannot edit the workslip note, because the items have already been received.) You can then add to the note, edit it, or enter an entirely new note for the title.

Workslip Creation at Receiving

Horizon creates workslips from purchase orders that have information entered in the Workslip Note field of the Edit PO Line window. Generating a workslip is the last step Horizon performs in the receiving process.

Your workstation's Print Workslip at Receiving option selected by your system administrator is what controls workslip printing. Receiving items causes Horizon to prompt you to print the workslip, automatically print the workslip, or place the workslip in a batch for later printing.

During receiving, regardless of how the workslip prints, the workslip's distribution includes only the items just received for the title.

If you do an Undo Receive for items received on a PO line, and these items are attached to a workslip batch, Horizon removes the items from the batch. (For more information about workslip batches, see [Working with Workslip Batches on page 99](#).)

Displaying and Printing a Workslip

In addition to Horizon's Print Workslip at Receiving option preset by your system administrator, you can also display the full workslip for one title at a time. If you have distribution information on a selected PO line, Horizon displays that information on the workslip, even if the items have not yet been received.

Your system administrator sets the content and layout of distribution information on workslips using two new views. (For more information, see "Formatting Distribution Information on Workslips" in the "Workslips" section of the *Acquisitions Setup Guide*.)

To display and print a workslip

- 1 Start the **Find PO by Line** process.

The default location of this process is the **Acquisitions\Purchase Orders** folder on the navigation bar.

Horizon displays the Compound Search window.

- 2 Search for the PO line you want.

Horizon displays the Find PO by Purchase Order Line window.

- 3 Double-click the PO line for which you want to view the workslip.

- 4 Choose **Edit** or **Receive** in the PO Mode Selection dialog and click **OK**.

Horizon displays the PO window with your chosen PO line listed.

- 5 If you chose **Edit**, highlight the PO line.

- 6 Choose the **Display Workslip** option from the PO Line menu to display the workslip for that PO line.

Depending on choices made by your system administrator about the content and layout of distribution information, your workslip may look different than the sample shown here.

Horizon displays the workslip window:

Material Acquisitions Processing Workslip [X]

PO# 71 Date 05/22/03
 PO Number EB 12230
 Title More Greek and Roman Pottery
 Author Thurston, Edward
 Imprint New York : John Wiley and Sons, 2003.
 Edition 2nd
 ISBN 12010102939
 Call No. 918.03 Thu
 Bib# 10620
 Price 78.95
 No. Copies 1

Workslip Notes
 Please laminate the foldouts on this oversize book.

No. Requests 0

Barcode	Location	Collection	Call No.	IType	Req	Budget
	main	acq	918.03 Thu			main acq,2003

OK Print Sort...

7 Do one of these options:

To do this	Do this
Print the displayed workslip	<ol style="list-style-type: none"> 1. Click Print. Horizon prints the workslip at the printer your system administrator chose in the Workstation Workslip Options window. There are special printer commands you might find useful if you are using a receipt (port) printer for workslips. (For more information about using a receipt [port] printer, see Printing Workslip Batches on page 100.) For more information on how to set up workslip printers, see “Setting Up Workslip Printers” in the “Workslips” section of the <i>Acquisitions Setup Guide</i>.
Sort the columns displayed	<ol style="list-style-type: none"> 1. Click Sort. Horizon displays the Choose Sort Columns dialog box. 2. Click the column names to highlight them, then arrange the column names as you want. 3. Click OK to re-sort the workslip columns.

8 Click **OK** to close the workslip display.

Working with Workslip Batches

As you receive items with workslip notes, Horizon places workslips in batches for printing if your system administrator has set up Horizon to do so. (For more information, see “Setting Up Options for Workslip Printing at Receiving” in the “Workslips” section of the *Acquisitions Setup Guide*.) Based on the workstation ID where each workslip is created, Horizon assigns every workslip batch a number for tracking purposes. This number identifies batches and is helpful when you need to print or delete (purge) batches.

Horizon also lets you select another workstation’s ID so you can display, print, or delete workslips created at another workstation.

Every workstation with a specified workstation ID has its own unique current batch number. If you create workslips at a workstation without an assigned workstation ID, then Horizon pools your workslips for printing in one batch with all workslips from other workstations without IDs. (For more information about assigning a workstation ID, see “Setting a Workstation’s ID” in the “Workslips” section of the *Acquisitions Setup Guide*.)

Workslip batches remain in Horizon until you delete them. Since batches can build up over time, your library may want to set a policy for the length of time workslip batches are allowed to remain in Horizon.

If you do an Undo Receive for items received on a PO line, and these items are attached to a workslip batch, Horizon removes the items from the batch.

Constraints

- The workstation where you print the batch (not where the batch was created) controls the printing format for the batch.

This section explains these topics:

- [Understanding Batch Numbering](#) on page 100
- [Printing Workslip Batches](#) on page 100
- [Selecting Workslip Batches for Processing](#) on page 101
- [Deleting Workslip Batches](#) on page 102

Understanding Batch Numbering

Each workslip batch has a unique number. Batch numbers change automatically for the following reasons:

- Whenever you print the current batch, Horizon assigns all new workslips to a new batch number.
- Whenever the date changes, Horizon creates a new batch number for workslip batches for each workstation.
- Whenever you change the workstation ID, the current batch number for the workstation also changes.

Printing Workslip Batches

In order to print workslips in batches, your system administrator must designate your printer to batch print workslips. (For more information, see “Setting Up Options for Workslip Printing at Receiving” in the “Workslips” section of the *Acquisitions Setup Guide*.)

If your workstation uses a port printer for workslips, you can further refine your printer output by using commands called “escape sequences.” Escape sequences let you set and reset printing options.

For example, by using escape sequences, the printer can advance the paper after printing to a point where it can be torn off easily. When the next workslip prints, the printer retracts the paper to the appropriate spot to begin printing. (For more information about the escape sequences for your specific printer, refer to your printer’s documentation.)

There are two types of escape sequences:

- **Prefix.** Use the prefix escape sequence to change printer settings before the printing of a workslip.
- **Suffix.** Use the suffix escape sequence to reset the printer after the printing of a workslip.

With prefix escape sequences, you can do one or more of these things:

- Set the printer to retract the paper before it begins printing.
- Change the default printer font for printing workslips.

- Change the form length and width for printing workslips. (This is useful when the printer is not a dedicated workslip printer.)

With suffix escape sequences, you can do one or more of these things:

- Set the printer to advance the paper to a suitable “tear off” point after printing.
- Change back to the default printer font after printing workslips.
- Change back to the default form length and width after printing workslips.

For more information about setting up escape sequences, see “Setting Up Workslip Printing Using a Receipt (Port) Printer” in the “Workslips” section of the *Acquisitions Setup Guide*.

Once your printer is set up to batch print workslips, Horizon places each workslip created at receiving in a batch. Printing a batch all at once is the benefit of batches, rather than printing each individual workslip as it is created. Workslip batches can be reprinted if necessary.

Constraints

- If you need to reprint an item in a batch, you must reprint the whole batch.

To print workslip batches

- 1 Start the **Batch Print Workslips** process.

The default location of this process is the **Acquisitions\Purchase Orders** folder on the navigation bar.

Horizon displays the Batch Workslips window, listing the workslip batches created at the current workstation.

- 2 Choose number or numbers of batches you want to print.

- 3 Click **Print**.

Horizon immediately prints the workslip batch to the printer your system administrator designated in the Workstation Workslip Options window.

After you print a batch, Horizon refreshes the date in the Date Printed column of the Batch Workslips window to reflect today’s date, so you know that the batch has been printed.

Selecting Workslip Batches for Processing

You can also display and print workslip batches created at other workstations. This way, you can reprint batches created by another staff member without leaving your station.

To select workslip batches for processing

- 1 Start the **Batch Print Workslips** process.

The default location of this process is the **Acquisitions\Purchase Orders** folder on the navigation bar.

Horizon displays the Batch Workslips window, listing the workslip batches associated with the current workstation.

2 Click **Change ID**.

Horizon displays the Select Workstation ID dialog box.

3 From the drop-down list, do one of these options:

- Choose the ID of the workstation whose workslips you want to display.
- Choose **None** to see all batches from workstations without IDs.
- Choose **All** to see all workslip batches display, including those from workstations without IDs.

4 Click **OK**.

Horizon displays the workslip batches for the option you choose. You can print or delete the displayed batches.

Deleting Workslip Batches

You can delete batches for your own workstation, or those created at workstations other than the workstation where you are performing the deletion. If you attempt to delete batches created at a workstation other than your current workstation, Horizon displays a warning.

Constraint

- You cannot delete batches currently being printed by any workstation.

Before You Begin

If you have not already done so, print the workslips in the batch. You cannot retrieve the workslips once you have deleted them.

To delete workslip batches

1 Start the **Batch Print Workslips** process.

The default location of this process is the **Acquisitions\Purchase Orders** folder on the navigation bar.

Horizon displays the Batch Workslips window, listing the workslip batches associated with the current workstation.

2 Choose the number of the batch or batches you want to delete.

3 Click **Purge**.

Horizon displays the Workslip Batch Purge dialog box so you can confirm the deletion. The dialog box warns you if you have not yet printed this batch.

4 Do one of these options:

- If you still need to print the batch, click **No** to cancel the deletion.
- If you want to continue the deletion, click **Yes**.

Placing a Request on an Acquisitions Title

If you order an item at the request of a borrower, you can place a request on the item for the borrower. This reserves the item for the borrower and lets you notify the borrower when the item is available.

In order to place a request on a PO line item, you must create item records for the line. You do this by setting the Copy/Item Creation field on the PO header to “Create Item at PO Line Approval” or “Create Item at Receipt,” or by using the Create Item(s) option on the PO Line menu. (For more information about creating item records in Acquisitions, see [Copy and Item Creation on page 50](#).)

After an item record is created, you can place a request on it. When you receive a PO line, Horizon notifies you if there are any title or item-specific requests for the line. This lets you set the item aside for rush processing. After the item is checked in, Horizon generates a notice that you can send to the borrower.

Be aware that requests may be restricted by location, borrower type, item type, and item status. (For more information, see “Setting Up the Request Privileges Parameter” in the “Setting Up Hold Requests” section of the Circulation Setup Guide.) Also, make sure the item statuses “On Order” (r) and “Newly Acquired” (n) are set to allow requests. To do this, check the “item_status” view in the Table Editor; make sure the Request? box for these statuses is marked.

You can place both title and copy-specific requests. However, place copy-specific requests only if the requester needs a specific copy. Placing requests at the title level ensures that requests are filled by the first copy that comes in. You perform this task with the Make Request (f5) option on the Request menu in staff searching.

To place a request on an Acquisitions title

- 1 Search for the title or copy you want to place a request on.

To place a title-level request, display the title in the Titles List window or the Bibliographic Detail window. To place a copy-specific request, display the copy you want in the Copies window.

- 2 Choose **Request, Make Request (F5)** to display a borrower search window.

- 3 Highlight an index and enter a search term in the **Search for** field to search for the borrower you are placing the request for.

- 4 Click **OK**.

Horizon displays the Reserve Request window.

- 5 Enter the necessary information.

- 6 Save the file.

Horizon closes the Reserve Request window and displays a message verifying the request.

Identifying the Person or Department an Order Is For

In some cases, your library might order an item for use by a specific person or department within your institution. These items are generally kept by person or department, rather than the library (though they may still be owned by the library). If you order such items, you can enter the person or department the item is for. This lets you print a borrower mailing label when you receive the item. You can use the printed label as a delivery slip to expedite the delivery of the item to the person or department.

The person or department you enter must be a borrower defined on your system. (To create a borrower record, see the *Circulation Guide*.) You can choose whether or not you will catalog these items. Some libraries will catalog the items and note the person or department who has the title in the location or collection code. (For example, the collection code might be “John’s Desk.”)



This task does not place a request on the title for the borrower. (To place a request on a title, [Placing a Request on an Acquisitions Title on page 103](#))

You perform this option with the Borrower button in the Edit PO Line window.

To identify the person or department an order is for

- 1 Open the PO line, if it is not already open.
- 2 Click **Borrower** in the **Edit PO Line** window to display the Compound Search window.
- 3 Highlight the index you want and enter a search term in the **Search for** field.
For example, to search for the borrower by last name, highlight “Borrower Last Name Alphabetical” and enter the borrower’s last name in the Search for field.
- 4 If Horizon displays a list of borrowers, highlight the one you want and click **OK**.
Horizon displays the name of the borrower in the Borrower field.
- 5 Save the file.

Entering Multiple Budgets for a PO Line

You can split the cost of a PO line between multiple budgets. You do this by entering each budget you want to use and the percentage of the cost you want to charge to each. (The total must equal 100%.) You can enter multiple budgets (also called budget splits) for each distribution you define on a purchase order.



You can also enter multiple budgets for a PO line by simply entering a different budget for each quantity you order; however, if you want to pay for a single copy with more than one budget, you must enter a budget split.

You perform this task with the Bdgt Split button in the Edit PO Line window.

To enter multiple budgets for a PO line

- 1 Open the PO line, if it is not already open.
- 2 In the **Distribution** group, choose the distribution you want to enter multiple budgets for, or click **New** to enter a new distribution.
- 3 Click Bdg Split to display the Budget Split window:

- 4 Enter the first budget you want to use in the **Budget** field, or click **Codes** to choose the budget from a list.
- 5 Enter the percentage of the distribution amount you want to charge to the budget in the **Percentage** field.
- 6 Click **New** and enter the next budget and percentage.
- 7 Repeat step 6 for each additional budget you want to enter.
- 8 Click **OK**.

Horizon prompts you if the percentages you entered for each budget do not total 100%. You must edit the percentage amounts until they total 100. To display the percentages you have entered for each budget, open the drop-down list.

- 9 Save the file.

Creating Copy or Item Records for PO Lines

You can create copy or item records for a purchase order automatically at approval or receipt, depending on the option that is selected in the Copy/Item Creation field on the PO header; however, if “No Automatic Copy/Item Creation” is selected, you can still create copy or item records with the Create Item(s) or Create Copy(s) option on the PO Line menu. (For more information on automatic creation of item or copy records, see [Copy and Item Creation on page 50.](#))

Horizon creates the copy or item records using information on the purchase order, including the collection and item type on the PO header or PO line. (Be sure to enter a

collection or item type on the header or PO line before creating copy or item records.) After you create the copy or item records, they appear in staff searching. (For more information about creating copy or item records for Acquisition titles, see [Copy and Item Creation on page 50.](#))

You cannot create item records for PO lines until after you approve the PO line; however, you can create copy records at anytime.

You cannot create both item and copy records from the PO Line menu; however, if you create copy records in Acquisitions, you can later create item records in Cataloging. Likewise, if you create item records in Acquisitions, you can later create copy records in Cataloging or Serials.



If you want to create both copy and item records, you can set Horizon to automatically create these records at approval or receipt. (For more information on automatic creation of these records, see [Copy and Item Creation on page 50.](#))

You perform this task with the Create Item(s) or Create Copy(s) option on the PO Line menu.

To create copy or item records for PO lines

- 1 Open or create the purchase order you want to create copy or item records for.
- 2 Make sure a collection, item type, and/or media type have been entered for the purchase order line:
 - a Choose the PO line you want to edit to display the Edit PO Line window.
 - b Enter a collection in the **Collection** field, if it is empty.
A collection is required for both copies and items.
 - c Enter an item type in the **Item Type** field, if it is empty.
An item type is required only for items.
 - d Enter a media type in the **Media Type** field, if it is empty.
A media type is required only for copies.
 - e Save your changes.
- 3 Highlight the lines you want to create copy or item records for in the PO window.
- 4 To create copy records, choose **PO Line, Create Copy(s)**. To create item records, choose **PO Line, Create Item(s)**.

Horizon creates the copy or item records for the lines you highlighted. It also creates a bib record for each line, if the line is not already attached to a bib record.

Searching, Reviewing, and Editing Purchase Orders

You can easily review and update your purchase orders. Horizon gives you several search options to help you do this. These options let you quickly generate a list of purchase orders that match certain criteria. (For example, you can generate a list of purchase orders for a certain vendor, or purchase orders created after a certain date.) You can search for purchase orders by the header or by individual lines.

After you display the group of orders you want, you can review and update them as necessary. (For example, you may need to change the vendor assigned to a purchase order or the budget assigned to a PO line.) You can also highlight multiple purchase orders from the search list to print them all at once, or to receive or update them one after the other. After you open a purchase order, you can update the header or lines as necessary. If you want, you can highlight multiple lines to make batch changes to certain fields on the line. You can also review the activities performed on a PO line.

Once you make your changes to any PO line, Horizon updates all totals on the PO window immediately after you make any changes (or after you do any task that affects the amounts for a PO). Also, if the currency for the Price amount is not in the base amount, Horizon displays the different currency code in parentheses to the right of the price

This section contains these topics:

- [Searching for Purchase Orders by Header](#) on page 107
- [Searching for Purchase Orders by Date](#) on page 109
- [Searching for Purchase Orders by Line](#) on page 110
- [Opening a Purchase Order from a Statement](#) on page 111
- [Editing Purchase Orders](#) on page 111
- [Making Batch Changes to PO Lines](#) on page 114
- [Changing the Purchase Order Mode](#) on page 115
- [Reviewing Item Detail for a PO Line](#) on page 116
- [Reviewing History for a PO Line Item](#) on page 117
- [Opening Statements Linked to a Purchase Order](#) on page 118
- [Specifying the Shipping Address Position on Purchase Orders and Claims](#) on page 119

Searching for Purchase Orders by Header

You can search for and display purchase orders by information in the PO header. This information includes PO number, PO description, vendor code, vendor name, location.



You can also search by other fields that you set up in the “search” view for POs.

To search for purchase orders by header

- 1 Start the **Find PO by Header** process.

The default location of this process is the **Acquisitions\Purchase Order** folder on the navigation bar.

Horizon displays the Compound Search window.

- 2 Highlight the index you want to search.
- 3 Enter a search term in the **Search for** field.

For example, to display purchase orders for a certain vendor, highlight “Vendor Code” and enter the vendor code in the **Search for** field.

Depending on the index you choose, you can click the Entry Aid button (the button on the far right) to display a list of valid options.

- 4 If you want to do a compound search, use the steps in this table; otherwise, skip to step 5:

- a Do one of these options:

- Mark **AND** to narrow a search.
- Mark **OR** to broaden a search.

- b Highlight a search index from the list of indexes.

- c Enter a search term in the **Search for** field.

- d Click **Append List** to add new results to the current ones.

- e Repeat steps 1 through 4 in this table until your search string is complete.

Horizon displays your search string as you enter it. You can enter up to 300 characters.

- 5 Click **Search**.

Horizon displays a list of purchase orders that match your search term.

- 6 Highlight the purchase order you want and click **Open**. (If you want, you can highlight multiple purchase orders.)

Horizon displays the Mode Selection window.

- 7 Mark **Edit** or **Receive**, depending on whether you want to edit or receive the purchase order.

The mode changes the display of the PO window so that it is best suited for the task you want to perform. However, you can edit and receive a PO line in either mode. (For more information, [Changing the Purchase Order Mode on page 115](#))

- 8 Click **OK**.

Horizon displays the PO window.

- 9 To display the PO header, click **Header**. To display a PO line, highlight the line you want and click **Edit**.

Searching for Purchase Orders by Date

You can search for a purchase order by the date it was created, last updated, or completed. (The completion date is the date that one or more quantities for all items on the purchase order were received and invoiced, or canceled.)

To search for purchase orders by date

- 1 Start the **Find PO by Header** process.

The default location of this process is the **Acquisitions\Purchase Order** folder on the navigation bar.

Horizon displays the Compound Search window.

- 2 Highlight the date-related index you want—**PO Creation Date**, **PO Update Date**, or **PO Completion Date**.

- 3 Do one of these options:

- If you want to display purchase orders created, updated, or completed on a specific date, enter the date in the **Search for** field and click **Search**.
- If you want to display purchase orders created, updated, or completed before or after a certain date, or between certain dates, click **Date Range**.

Horizon displays the Date Range window. Use the following table to help you enter a range of dates.

- To display purchase orders that were created, updated, or completed on or before a certain date, mark **Prior to**. Then enter the date you want in the **Date** field and click **OK**.
- To display purchase orders that were created, updated, or completed on or after a certain date, mark **Since**. Then enter the date you want in the **Date** field and click **OK**.
- To display statements that were created, updated, or completed on or between certain dates, mark **Range**. Then enter the start and end dates you want in the **Start Date** and **End Date** fields and click **OK**.

- 4 Click **Search**.

Horizon displays a list of purchase orders that match the date range.

- 5 Highlight the purchase order you want and click **Open**. (If you want, you can highlight multiple purchase orders.)

Horizon displays the Mode Selection window.

- 6 Mark **Edit** or **Receive**, depending on whether you want to edit or receive the purchase order.

The mode changes the display of the PO window so that it is best suited for the task you want to perform; however, you can edit and receive a PO line in either mode. (For more information, [Changing the Purchase Order Mode on page 115](#))

- 7 Click **OK**.

Horizon displays the PO window.

- 8 To display the PO header, click **Header**. To display a PO line, highlight the line you want and click **Edit**.

Searching for Purchase Orders by Line

You can search for purchase orders by any information in the PO line. This information includes title keywords, ISBN or ISSN, statistical class, vendor code, and vendor name.



You can also search by other fields that you set up in the “search” view for PO lines.

To search for purchase orders by line

- 1 Start the **Find PO by Line** process.

The default location of this process is the **Acquisitions\Purchase Order** folder on the navigation bar.

Horizon displays the Compound Search window.

- 2 Highlight the index you want to search.
- 3 Enter a search term in the **Search for** field.

For example, to search for a PO line by its ISBN, highlight “ISBN” and enter the item’s ISBN in the **Search for** field.

Depending on the index you choose, you can click the Entry Aid button (the button on the far right) to display a list of valid options.

- 4 If you want to do a compound search, use the steps in this table; otherwise, skip to step 5:
 - a Do one of these options:
 - Mark **AND** to narrow a search.
 - Mark **OR** to broaden a search.
 - b Highlight a search index from the list of indexes.
 - c Enter a search term in the **Search for** field.
 - d Click **Append List** to add new results to the current ones.
 - e Repeat steps 1 through 4 in this table until your search string is complete.

Horizon displays your search string as you enter it. You can enter up to 300 characters.

- 5 Click **Search**.

Horizon displays a list of PO lines that match your search term.

- 6 Highlight the PO lines you want to edit and click **Open**.

Horizon displays the Mode Selection window.

- 7 Mark **Edit** or **Receive**, depending on whether you want to edit or receive the PO lines.

The mode changes the display of the PO window so that it is best suited for the task you want to perform; however, you can edit and receive a line in either mode. (For more information, [Changing the Purchase Order Mode on page 115](#))

- 8 Click **OK**.

Horizon displays the purchase orders that are attached to the lines you selected.

- 9 To display the PO header, click **Header**. To display a PO line, highlight the PO line you want and click **Edit**.

Opening a Purchase Order from a Statement

If you are at an open statement, you can open the purchase orders that are linked to the line items on the statement. This is a convenient way to access those purchase orders that are linked to a statement for viewing and editing.

To open a purchase order from a statement

- 1 At the Statement window, choose **PO, PO List**.

Horizon displays a list of the purchase orders for the items on the statement.

- 2 Highlight the purchase orders you want to open and click **Open** to display each purchase order.

Editing Purchase Orders

You can make any changes you want to a purchase order before it is communicated to the vendor, including adding lines, deleting lines, and changing distribution information. Once you approve and communicate the purchase order to the vendor (by printing it or creating an electronic order for it), you should generally not make changes to it, except to cancel unfilled or damaged items. This ensures that the purchase order in Horizon matches the one received by the vendor. Also, the purchase order is a form of a contract that generally commits the library to pay for items ordered.

After you print a purchase order or create an electronic order for it, Horizon lets you add lines or quantities to existing lines; however, Horizon does not let you delete lines—unless you first undo the purchase order. (For example, you might need to add lines or quantities if the vendor sends you a free item, along with the order.)

This chart summarizes your options for changing a purchase order line once you have approved it.

Table 4-1: Editing a Purchase Order That Has Been Approved

Proposed Change	Options
<p>Add lines or additional quantities to existing lines.</p>	<p>Horizon lets you add lines or quantities and print another negotiable order on any one of these conditions:</p> <ul style="list-style-type: none"> • If the order is not yet approved. • If you undo its PO line approval. (For more information on undoing a PO line approval, see Undoing an Approval for a PO Line on page 126.) • If your passkey lets you add lines or quantities. (For more information, see Editing an Approved PO Line on page 124.) <p>However, if you have already sent the original order and the vendor is not aware of the new items, you will need to notify the vendor. A better option might be to create a new purchase order that contains the additional items you want.</p>
<p>Delete lines or individual quantities from a line.</p>	<p>You cannot delete lines or quantities (unless you first undo the the purchase order and then undo the PO line approval).</p> <p>If the purchase order has not been sent to the vendor, you may want undo the PO line approval, undo the purchase order, delete the lines or quantities you do not want, and then reorder the purchase order. (For more information about undoing a PO line approval, see Undoing an Approval for a PO Line on page 126. For more information about undoing a purchase order, see Undoing a Purchase Order on page 259)</p> <p>If you have already sent the purchase order to the vendor, you should cancel the items instead.</p> <p>For more information, Canceling Items on page 152</p>
<p>Change distribution information.</p>	<p>You can change the location, shipping address, or budget assigned to an item in the Distribution group on any of these conditions:</p> <ul style="list-style-type: none"> • If the order is not yet approved. • If you undo its PO line approval. (For more information on undoing a PO line approval, see Undoing an Approval for a PO Line on page 126.) • If your passkey lets you change information. (For more information, see Editing an Approved PO Line on page 124.) <p>However, changing the location or shipping address will cause the purchase order in Horizon to not match with the one you sent to the vendor.</p>

This section explains these topics:

- [Editing a PO Header on page 113](#)
- [Editing a PO Line on page 113](#)

Editing a PO Header

Occasionally, you may need to change information on a PO header. For example, you may need to assign the purchase order to a vendor contract/account or change the time that item records are created. (If you want to change the vendor assigned to a purchase order, see [Changing the Vendor for a Purchase Order on page 265.](#))

You can make any changes you want to a purchase order before you send it to the vendor. If necessary, you can also make certain changes after sending it to the vendor. However, you are limited in the changes you can make. (For more information, see [Editing Purchase Orders on page 111](#))

You perform this task with the Header button in the PO window.

To edit a PO header

- 1 Open the purchase order you want to edit.
- 2 Click **Header** in the PO window to display the Edit PO Header window.
- 3 Update the fields in the window. (For a description of each field, see [Edit PO Header Window on page 305.](#))
- 4 Save the file.
- 5 Click **Close** to view the PO window.
- 6 To edit a line on the purchase order, highlight the line you want to edit and click **Edit** to display the Edit PO Line window. (For a description of each field in this window, see [Edit PO Line Window on page 312.](#))

Editing a PO Line

Occasionally, you may need to change information on a PO line. For example, you may need to change bibliographic information, the order quantity, or the budget to charge for the order.

You can make any changes you want to a purchase order on any of these conditions:

- If the order is not yet approved.
- If you undo its PO line approval. (For more information on undoing a PO line approval, see [Undoing an Approval for a PO Line on page 126.](#))
- If your passkey lets you change information. (For more information, see [Editing an Approved PO Line on page 124.](#))
- Before you send it to the vendor.

If necessary, you can also make certain changes after sending it to the vendor. However, you are limited in the changes you can make. (For more information, see [Making Batch Changes to PO Lines on page 114.](#))

You perform this task by highlighting the line you want to edit in the PO window and clicking the Edit button.

To edit a PO line

- 1 Open the purchase order that contains the line you want to edit.
- 2 Choose the PO line you want to edit to display the Edit PO Line window.
- 3 Update the fields in the window. (For a description of each field, see [Edit PO Line Window on page 312.](#))
- 4 Save the file.

Making Batch Changes to PO Lines

If you need to enter information that is the same for several lines on a purchase order, you can make the change for all lines at the same time. By default, you can make a batch change to the order note, internal note, or statistical class; however, you define which fields can be changed in batch by editing the “po_line” view definition. (For more information about editing views, see the “Introduction to Horizon Views” chapter of the *System Administration Guide*.)

You can make any changes you want to purchase orders on any of these conditions:

- If the order is not yet approved.
- If you undo its PO line approval. (For more information on undoing a PO line approval, see [Undoing an Approval for a PO Line on page 126.](#))
- If your passkey lets you change information. (For more information, see [Editing an Approved PO Line on page 124.](#))
- Before you send it to the vendor.

You perform this task by highlighting multiple lines in the PO window and clicking Edit.



If there are existing notes or statistical classes assigned to any of the lines, they are replaced by the ones you enter for the batch change.

To make batch changes to PO lines

- 1 Open the purchase order that contains the lines you want to edit.
- 2 Choose the PO lines you want to edit.
Horizon asks if you want to make batch changes.
- 3 Click **OK**.

Horizon displays the Batch Change window:

- 4 Enter the information you want to enter for each line you highlighted.

Important: Existing information is replaced by the information you enter for the batch change.

- 5 Save your changes.

Horizon copies the changes to each line you highlighted.

Changing the Purchase Order Mode

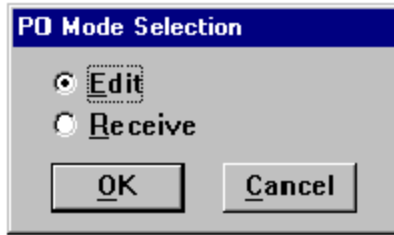
When you open a purchase order, you can choose to display it in either the Edit or the Receive mode, according to whether you want to edit or receive the PO lines. The mode determines the display of the PO window so it is best suited for the task you want to perform; however, you can edit and receive a PO line in either mode.

If you mark Edit, Horizon displays the Edit button in the PO window (instead of the Receive button). However, you can still receive lines by choosing Receive from the PO Line menu. If you mark Receive, the Receive button is displayed in the PO window (instead of the Edit button). However, you can still edit lines by choosing Edit from the PO Line menu. Also, if you mark Receive, the Rec, Inv, and Can columns appear in place of the Ext Price column.

If you are already at a purchase order and want to change the mode you are in, follow these steps.

To change the purchase order mode

- 1 In the purchase order, choose **PO, Change Mode** to display the PO Mode Selection window.



For instructions on opening a purchase order, see [Searching, Reviewing, and Editing Purchase Orders](#) on page 107.

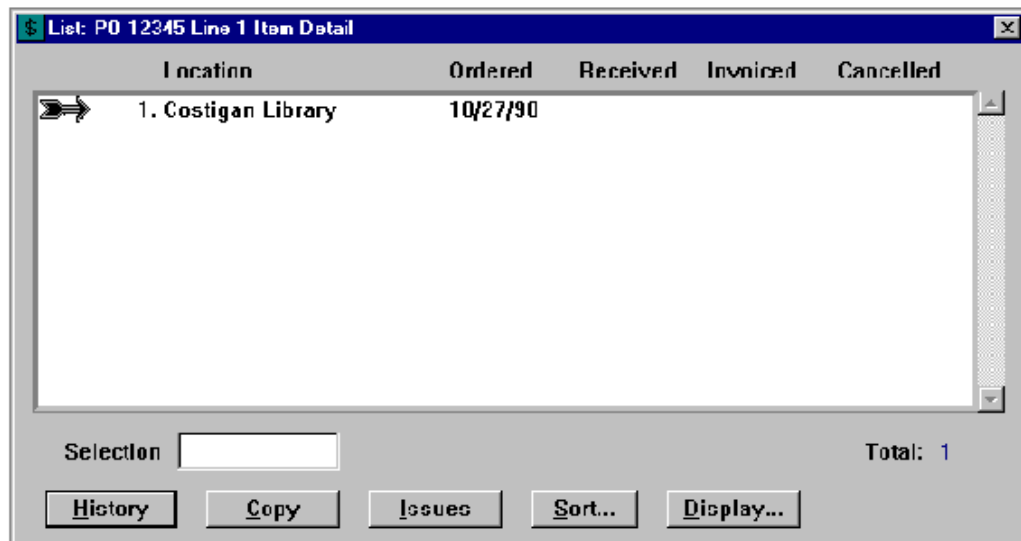
- 2 Mark the mode you want and click **OK**.

Horizon changes the mode and replaces the Receive button with the Edit button or vice versa.

Reviewing Item Detail for a PO Line

You can review the individual items on a PO line. (For example, you can see the locations the items are for and the date each item was ordered, received, and invoiced.) You display item detail for a PO line by highlighting the line and clicking the Item Detail button.

Here is a sample PO Line Item Detail window:



This window displays a separate line for each item, so you can see the date each item was ordered, received, and invoiced. If any of these activities have occurred more than once, this window shows the date that the activity last occurred. To see a log of all activity for an item, including activity that has been undone, highlight the item and click the History button.

If the list is long, you may want to sort it to make it easier to review. (For example, you can sort the list by location to group the items together by location.) To sort the list, click the Sort button. If there is other information you want to see, you can click the Display button to include the information. (For example, you can display the next claim date for each item.)

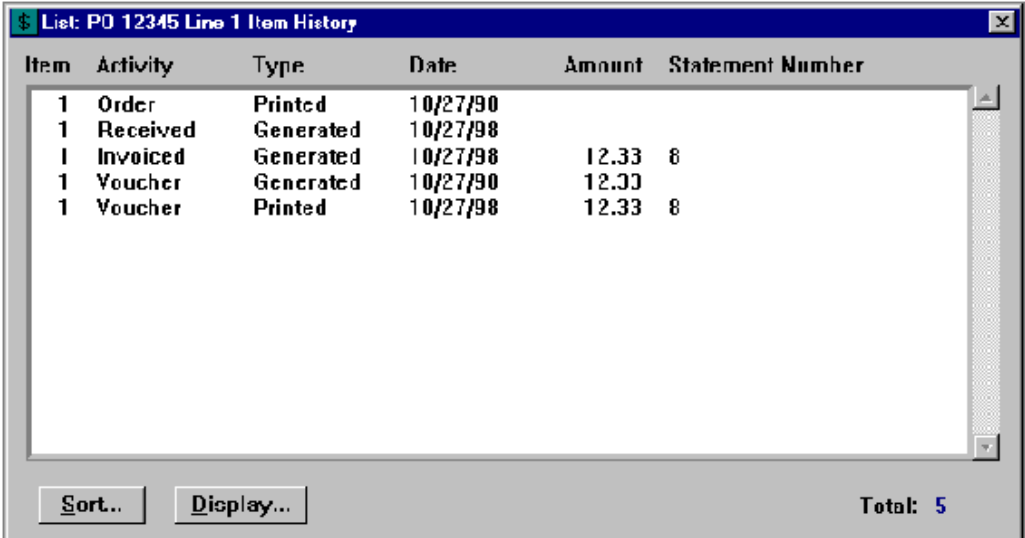
To review item detail for a PO line

- 1 Open the purchase order that contains the line whose item detail you want to review.
- 2 In the **PO** window, highlight the line whose item detail you want to review.
- 3 Click **Item Detail** to display the List PO Line Item Detail window.
- 4 If you want to sort the list, click the **Sort** button. (For example, you can sort the list by location to group the items together by location.)
- 5 If there is other information you want to see, click the Display button. (For example, you can display the next claim date for each item.)

Reviewing History for a PO Line Item

Horizon keeps a log of all the activities that are performed on your purchase orders, including order, claim, cancel, receipt, invoice, and voucher activities. Horizon also records any activity that has been undone. This log provides you with a detailed audit trail for each item that you can refer to as necessary. You display item history by highlighting the item in the PO Line Item Detail window and clicking the History button.

Here is a sample PO Line Item History window:



Item	Activity	Type	Date	Amount	Statement Number
1	Order	Printed	10/27/98		
1	Received	Generated	10/27/98		
1	Invoiced	Generated	10/27/98	12.33	8
1	Voucher	Generated	10/27/98	12.33	
1	Voucher	Printed	10/27/98	12.33	8

Sort... Display... Total: 5

This window shows each activity that has occurred on the item. It includes a description of the activity, the activity type, date, and transaction amount (if applicable). If the list is long, you may want to sort it to make it easier to review. To do this, click the Sort button. If there is other information you want to see, you can click the Display button to include the information. (For example, you can display the time each activity occurred.)

The activities that Horizon tracks are defined in the software as PO activity types. You cannot add or delete activity types, but you can change an activity type's description and the number of days the activity is stored in the database. (For more information, see "PO Activity Types" in the *Acquisitions Setup Guide*.)

If you want, you can have Day End delete PO line item history daily, weekly, monthly, or annually. To have Day End delete PO line item history, add the Purge PO Line Item Histories (PurgPoL) process to the list of active processes for Day End. (For more information, see "Configuring Day End Parameters" in the "Maintenance and Day End" chapter of the *System Administration Guide*.)

To review history for a PO line item

- 1 Open the purchase order that contains the line you want to review.
- 2 In the **PO** window, highlight the line whose item history you want to review and click **Item Detail**.

Horizon displays the List PO Line Item Detail window.

- 3 Highlight the item whose activity history you want to review.
- 4 Click **History** to display the List PO Line Item History window.

This window shows each activity on the item, including the type, date, and the amount of the transaction, if applicable.

Opening Statements Linked to a Purchase Order

If one or more lines on a purchase order have been invoiced, you can open the statement for the invoiced items directly from the purchase order, instead of having to search for the statement. This is a convenient way to access the statements for a purchase order for viewing or editing. (For example, if you are working on a purchase order and need to undo the invoicing for a line, you can open the statement from the purchase order and undo the statement line.) You perform this task with the Statement List option on Statement menu.

To open statements linked to a purchase order

- 1 At the **PO** window, choose **Statement, Statement List**.

Horizon prompts you if there are no statements for the purchase order. If there is more than one statement for the purchase order, Horizon displays each statement.

- 2 Highlight the statements you want to open and click **Open** to display each statement.

Specifying the Shipping Address Position on Purchase Orders and Claims

The position of the shipping address for purchase orders and claims is configurable in your library's Location parameters. Ensure that this parameter is set appropriately before printing.

To specify the shipping address position

- 1 Open the **location** view in the Table Editor.
Horizon opens the List Location Parameters window.
- 2 Choose the location for which you want to specify the position of the shipping address.
Horizon displays the Edit Location Parameters window.
- 3 Click **Page Down** to display the Address Position field.
- 4 Choose one of the following options:
 - **Left** – Horizon will print the shipping address on the left side of the purchase order or claim.
 - **Right** – Horizon will print the shipping address on the right side of the purchase order or claim.
- 5 Save your changes.

Approving PO Lines

Horizon has an approval process for purchase orders. The advantage of the approval process is that you have a checking system for orders. If you want to use the approval process for PO lines, you can have authorized staff manually approve PO lines either individually or in a batch. Once a PO line is approved, only authorized staff can make changes to the PO line's information. (For more information on authorizing staff members to approve PO lines or undo approval, see "Security" in the *Acquisitions Setup Guide*.)

If you do not want to use this feature, you can choose to have Horizon automatically approve PO lines. If you need to change an approved PO line, you can make the changes if you have passkey security. (For more information on passkeys, see "Security" in the *Acquisitions Setup Guide*.)

Effects

- Horizon validates the budgets for the PO line items. If the PO line items have budgets entered and the budgets are valid, Horizon approves the selected PO lines.
- Horizon verifies that you entered a quantity for all selected PO lines.
- Horizon approves the selected PO lines.

- Horizon sets the Approve Date for all PO line items of the approved PO lines.
- Horizon writes an Approve PO line activity in the PO Line Item History.
- Horizon creates proforma statements for prepaid orders.
- For prepaid orders, if you are approving a PO line that already has a proforma statement number for an approved statement, then Horizon creates a new proforma statement. Horizon replaces the old statement number with the new statement number on the PO. If the subsequent proforma statement is not approved, Horizon adds another line to the statement for the PO line.
- You cannot do any of these PO line activities until the PO line is approved: print a PO, receive any quantities, cancel any quantities, back order any quantities, invoice any quantities, create a voucher, or create a BISAC or EDIFACT order for a PO.

Constraints

- You cannot change the PO line after approval without passkey security. Different passkeys let you make different changes. (For more information, see [Editing an Approved PO Line on page 124](#). For more information on passkeys, see “Security” in the *Acquisitions Setup Guide*.)
- You cannot remove line items from a PO line once it has been approved. In order to remove line items, you must first undo any activities on the line, including the approval activity. (For more information, see [Undoing an Approval for a PO Line on page 126](#).)

This section explains these topics:

- [Approving PO Lines Automatically on page 120](#)
- [Approving PO Lines Manually on page 122](#)
- [Editing an Approved PO Line on page 124](#)
- [Undoing an Approval for a PO Line on page 126](#)

Approving PO Lines Automatically

If you do not want to use the PO line approval feature, you can choose to have Horizon automatically approve PO lines. You can choose to have Horizon automatically approve PO lines in these instances: saving a PO line, copying a PO line, or renewing a PO line. (You can choose one or all of the automatic PO line approval instances.) Then when you save a PO line, copy a PO line, or renew a PO line, Horizon will approve the PO line automatically.

Before you begin using the automatic approval process, you should set up your passkeys to let all Acquisitions staff manually approve PO lines as necessary. Also, to minimize effort, you should set up your passkeys to let all Acquisitions staff make changes to approved PO lines. This is because you cannot change the PO line after approval without passkey security. (For more information on passkeys, see [Editing an Approved PO Line on page 124](#) and see “Security” in the *Acquisitions Setup Guide*.)

To approve PO lines automatically

- 1 Start the **Acquisitions Parameters** process.

The default location of this process is the **Acquisitions\Acquisitions Setup** folder on the navigation bar.

Horizon displays the Edit Acquisitions Parameters window:

- 2 In the **Auto Approve PO Line on** field, choose any or all of these options:
 - Choose the **Save PO Line** option to automatically approve a PO line when you save the line.
 - Choose the **Copy Lines to PO** option to automatically approve a PO line when you copy a PO line to the same or another PO when you use the “Copy Line(s) to PO” option on the PO Line menu.
 - Choose the **Renew PO Lines** option to automatically approve a PO line when you renew the PO line.
- 3 Save the file.

Horizon may display different warning messages, depending on the automatic PO line approval option you chose. (For more information on these warning messages, see [Error Messages on page 276](#).)

Now when you do tasks with POs, Horizon will automatically approve the PO lines when you specified. If you want to change any PO lines for an order after you have approved them, you must have passkey security to change PO lines after PO line approval. (For more information, see [Editing an Approved PO Line on page 124](#).)

Approving PO Lines Manually

If you want to use the PO line approval feature, authorized staff can manually approve PO lines individually or in a batch. You may want to display the new “Approved” field so you can see which lines are already approved. (To do this, choose Display at the PO window and choose App from the list of fields.)

Before you begin using the approval process, you should set up your passkeys to let certain Acquisitions staff manually approve PO lines as necessary. Also, you should set up your passkeys to let certain Acquisitions staff undo any PO line approval as necessary. (For more information on passkeys, see “Security” in the *Acquisitions Setup Guide*.)

This section explains these topics:

- [Approving PO Lines Individually](#) on page 122
- [Approving PO Lines in a Batch](#) on page 122

Approving PO Lines Individually

If you are already in a PO and you have PO lines you want to approve, you can individually approve the lines. (You can also approve PO lines in a batch. For more information, see [Approving PO Lines in a Batch](#) on page 122.)

To approve PO lines individually

- 1 Open the purchase order that contains the line you want to approve.
- 2 Open the PO line to make sure all the information is correct.

To open the PO line, highlight the PO line and click **Edit** to display the Edit PO Line window.

- 3 When you are finished reviewing the line, click **Close** on the Edit PO Line window.
- 4 Highlight the PO line you want to approve.

You can also highlight multiple PO lines to approve.

- 5 Choose **PO Line, Approve**.

Horizon approves each PO line you choose or displays messages, if any. (For more information on PO line approval messages, see [Error Messages](#) on page 276.)

- 6 Repeat steps 2–5 for each PO line you want to approve.

Approving PO Lines in a Batch

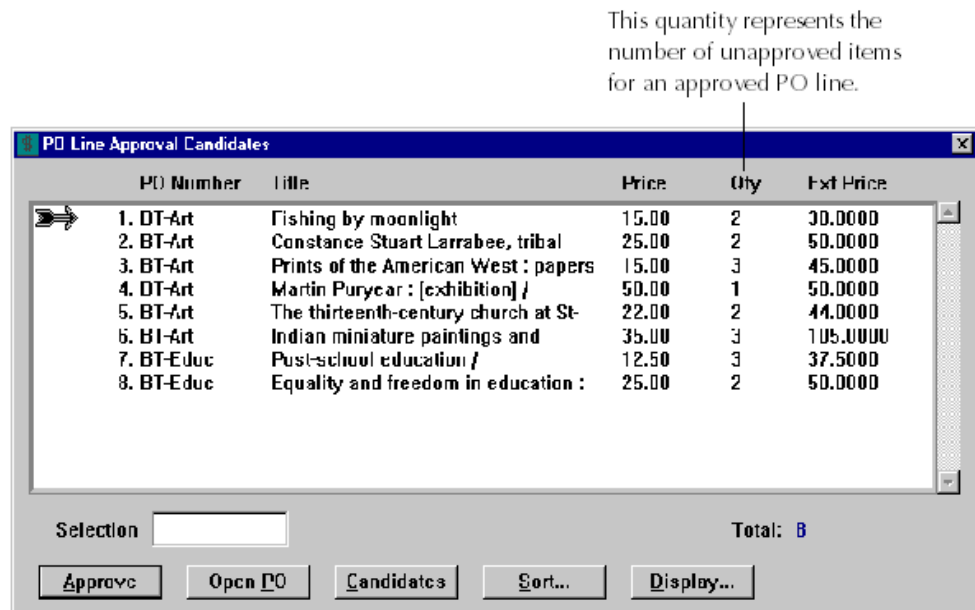
If you want, you can approve PO lines in a batch. (You can also approve PO lines individually if you are already in a PO. For more information, see [Approving PO Lines Individually](#) on page 122.)

To approve PO lines in a batch

1 Start the **Batch Approve** process.

The default location of this process is the **Acquisitions\Purchase Order** folder on the navigation bar.

Horizon displays every PO line that is not approved and approved PO lines with unapproved items:



If all PO lines are already approved, Horizon displays a message saying that there are no PO lines to approve. (For more information on this message, see [Error Messages on page 276](#).)

2 If you want to narrow the list of PO lines that are not approved, use the steps in this table; otherwise, skip to step 3:

- a Click **Candidates** to display the Compound Search window.
- b Search for the PO lines you want to approve.
- c Click **OK**.

Horizon displays the new list of PO lines that are not approved.

3 If you want to review the PO lines that are not approved, use the steps in this table; otherwise, skip to step 4:

- a Highlight the PO lines you want to review and click **Open PO**.
Horizon displays the first PO you chose.
- b Choose the PO line you want to review on the PO window.
- c Make sure the PO line information is correct.
- d Click **Close** on the Edit PO Line window.

- e Do one of these options:
 - If you want to review another PO line, repeat the steps in this table.
 - If you want to approve the individual PO line, highlight the PO line, then choose **PO Line, Approve**. When you click **OK** at the list of PO lines not approved, Horizon displays messages that the PO lines have been approved.
 - If you are finished reviewing the current PO, click the Close button in the upper-right corner of the PO window. If you chose to review more than one PO line from the list of PO lines not approved and the PO line is on another PO, Horizon displays the PO window with the next PO lines for you to review. Repeat the steps in this table to review the PO lines; otherwise, continue with step 4.
- 4 At the list of PO lines that are not approved, highlight the PO lines you want to approve.
- 5 Click **Approve**.
 Horizon removes the approved PO lines from the list. Depending on different factors, Horizon may display different messages. (For more information on these messages, see [Error Messages on page 276](#).)

Editing an Approved PO Line

You can edit fields and notes on a PO line after it has been approved if you are authorized to do so. (For example, you can change bibliographic information, price, budget, or location.) In addition to editing fields and notes, you can also increase the net quantity of an approved PO line by adding new items, or increasing the quantity of existing items. (For example, you may need to order an extra copy of a book title.)

Your passkey determines the changes that you can make. The following table outlines the passkey features that affect this process and what changes each feature allows:

Passkey Feature	Changes you can make
Change ONLY PO Line Notes after PO Line Approval	You can make changes to the Horizon Order Notes and Notes fields for an approved PO.
Change PO Lines after PO Line Approval	You can edit all PO line and distribution fields with the exception of these: removing a budget, deleting an item, and adding an item to a PO line.
Add PO Line Item after PO Line Approval	You can add new items and their distribution information to an approved PO line. You can also increase the quantity for an existing item.

Effects

- After you add an item to a PO line, but before you approve it, you can make any changes to the item, including removing it, without passkey security.
- If your passkey allows you to both approve PO lines and add items to an approved PO line, Horizon automatically approves the new item when you save the PO line.
- If your passkey allows you to add an item to an approved PO line, but doesn't allow you to approve PO lines, you can save the new item, but an authorized staff member needs to approve the PO line manually.
- If you change the location for an approved item where drop shipping applies, after the PO has been printed or communicated electronically to the vendor, Horizon prompts you to tell the vendor about the change.
- Depending on the Spent Event setting for a PO line, some changes may cause Horizon to encumber and expend funds or reverse these actions. (For example, if you change the budget for a PO line where the spent event is set at "Statement Approval", the PO line has been approved and invoiced, and the statement has also been approved, then Horizon unexpends funds from the old budget and expends funds from the new budget. (For more information, see [Encumbrances and Expenditures on page 55.](#))

Constraints

- Horizon prevents you from making changes that are not consistent with the current status of the PO line. (For example, you cannot change the price if the PO line has already been invoiced and vouchered.)
- You can change the budget for an approved item, but you cannot remove the budget.
- Before you can do subsequent activities on the PO line (such as renewing, receiving, and invoicing an order, or recording back orders), all items for a PO line must be approved. If you try to do these activities when the PO line has both approved and unapproved items, Horizon displays various messages. (For more information on these messages, see [Error Messages on page 276.](#))
- You cannot delete items from an approved PO line without first undoing any activities on the line, including the approval activity. (For more information see, [Undoing an Approval for a PO Line on page 126.](#))

To edit an approved PO line

- 1 Open the purchase order that contains the line you want to change.
- 2 Choose the PO line you want to edit.
Horizon displays the Edit PO Line window.
- 3 Make the necessary changes to any fields and notes that you are authorized to change. (For detailed information about the fields and notes, see [Edit PO Line Window on page 312.](#))
- 4 If you want to add an item, do one of these options:

To add a new item	To increase the quantity for an existing item
<ol style="list-style-type: none"> 1. Click New in the Distribution group. 2. Fill in the quantity, location, ship address, and budget information. (For instructions on these fields, see Distribution group on page 315.) 	<ol style="list-style-type: none"> 1. Choose the item you want to increase from the Distribution group drop-down list. 2. Enter a new quantity in the Quantity field.

- 5 Save your changes.

Undoing an Approval for a PO Line

You may have times when you need to make changes to a PO line after approval that require you to undo the approval action. (For example, before you can remove an item from a PO line, you must first undo the approval for the PO line.)



To do this task, your passkey must allow you to undo PO line approvals. To make other changes to a PO line without undoing the approval requires an additional passkey. (For more information on passkeys, see “Security” in the *Acquisitions Setup Guide*.)

Effects

- Horizon deletes the approval date for the PO line item.
- Horizon writes an Undo PO line approval activity in the PO Line Item History.
- Horizon undoes the approval.

Constraints

- Horizon will not undo the approval if you have done any other PO line activity (such as receive quantities for a PO line) after the PO line was approved. You must first undo the PO line activity to undo the approval.

To undo an approval for a PO line

- 1 Open the purchase order that contains the PO lines for which you want to undo approval.
- 2 Highlight the PO line or lines you want.
- 3 Choose **PO Line, Undo, Approve**.

Horizon prompts you to confirm the action. If there are other activities that have taken place for the PO line since the PO line approval, Horizon displays a message. (For more information on this message, see [Error Messages on page 276](#).)

- 4 Click **OK**.

Horizon undoes the approval. You can now edit the information for the PO line.

Communicating Purchase Orders

When you are ready to send a purchase order to the vendor, you can print it or create an electronic order for it. You can then mail or fax the purchase order or send it electronically.

Cautions

Once you communicate a purchase order to the vendor, you are limited in the changes you can make. (For specifics, see [Editing Purchase Orders on page 111](#).) Also, the purchase order is a form of a contract that generally commits the library to pay for the items ordered. Consequently, make sure the purchase order actually reflects what you want before you print a negotiable order or create an electronic order. You can print a draft order first to make sure everything is okay.

Effects

When you print a purchase order or create an electronic order for it, Horizon:

- Records the items on the purchase order as being ordered. Specifically, Horizon records the date each item was ordered in the PO Line Item Detail window and adds an “Order – Printed” activity for each item in the PO Line Item History window.
- Creates item records for each item if the Copy/Item Creation field on the PO header is set to “Create Item at PO Line Approval.” Horizon displays these items in PAC or staff searching with a status of “On Order.” (For more information about creating item records, see [Copy and Item Creation on page 50](#).)
- Creates copy records for each item if the Copy/Item Creation field on the PO header is set to “Create Copy At PO Line Approval.” (For more information about creating copy records, see [Copy and Item Creation on page 50](#)).
- Initiates the claim cycle for the items. Horizon will generate the first claim for unreceived items after the number of days in the Claim After (days) field on the vendor record. (For more information about claiming, see [Claiming Items on page 143](#).)
- Prevents you from deleting lines or changing the total quantity for a line.
- Notifies you if the purchase order does not meet the vendor’s minimum order amount and the minimum amount required for a discount. (For more information, see the “Minimum Order” field and the “For Discount” field on the “Edit Vendor Window” in the *Acquisitions Setup Guide*.)

This section explains these topics:

- [Displaying the Unit Price on Printed Purchase Orders on page 128](#)
- [Printing Purchase Orders on page 128](#)
- [Electronic Ordering on page 129](#)

Displaying the Unit Price on Printed Purchase Orders

You can display the unit price on printed purchase orders for vendors you choose. To do this, you must mark the **Include Unit Price** box on the vendor's record. (For instructions, see the "Vendors" section in the *Acquisitions Setup Guide*.)

Printing Purchase Orders

When you are ready to send a purchase order to the vendor, you can print it and mail or fax it to the vendor. When you print a purchase order, you can choose to print a negotiable purchase order, a draft purchase order, or a cancellation notice. Here are explanations of the options:

- **Negotiable Purchase Order.** This option prints the official purchase order you will send to the vendor. If you choose this option, Horizon records an order activity for each item, initiates the claim cycle, and may create copy or item records for the items (depending on the option you selected in the Copy/Item Creation field on the PO header).
- **Draft Purchase Order.** This option prints a draft of the purchase order so you can review it without actually ordering it. If you choose this option, Horizon does not record any order activity, initiate claiming, or create copy or item records.
- **Cancellation Notice.** This option prints a cancellation notice for any items you have canceled on the purchase order. The cancellation notice only includes items that have been canceled. It does not show the other items that were included on the original order. (For more information about canceling PO lines and printing cancellation notices, see [Canceling Items on page 152](#). For more detailed information about this option, see [Cancellation Notice on page 345](#).)

You must print purchase orders with the Print PO(s) option on the PO menu, not the Print option on the File menu.

Printing Distribution Slips

If you want, you can handle billing from one central location but still have the vendor ship items to the individual locations specified on the PO line. To do this, you must mark the Drop Ship box on the PO header before you print the negotiable purchase order. If you mark this box, Horizon automatically prints distribution slips for the individual locations on the PO line when you print the order. These slips specify the items that should be sent to each location. (For more information, see [Central Ordering on page 49](#).)

You can highlight multiple purchase orders from a search list and print them all at once, instead of opening and printing them individually. (For example, if you want to print all the purchase orders created on a given date, you can search for the orders by date and highlight and print the ones you want.)

To print purchase orders

- 1 Start the **Find PO by Header** process.

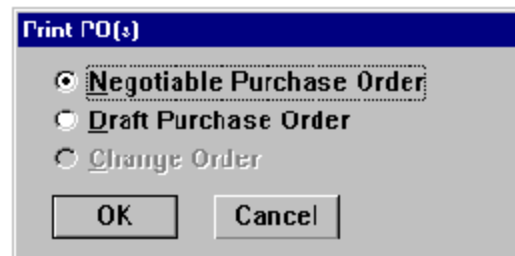
The default location of this process is the **Acquisitions\Purchase Order** folder on the navigation bar.

Horizon displays the Compound Search window.

- 2 Search for the purchase orders you want to print.

Horizon displays a list of purchase orders that match your search term.

- 3 Highlight the purchase orders you want to print.
- 4 Choose **PO, Print PO(s)** to display the Print PO(s) window. (Be sure to choose the Print PO(s) option, *not* the Print option.)



- 5 Mark the type of purchase order you want to print and click **OK**.

Horizon notifies you if the purchase order does not meet the vendor's minimum order amount or the minimum amount required for a discount. Click **OK** to print the purchase order anyway, or click **Cancel** to not print the purchase order.

Horizon displays the Print window.

- 6 Choose the print settings you want.

To display help for an item, click **?** in the upper-right corner of the window, then click the item.

Note: If you choose a font that is too large, Horizon displays an error message asking you to choose a smaller font. This is because a font that is too large allows only the header to fit on the page.

- 7 Click **OK**.

Horizon prints the purchase orders.

Electronic Ordering

Depending on the vendor, you may be able to order items electronically instead of using paper purchase orders. Horizon allows you to generate an electronic order file, which you can then send to the vendor using whatever method you have arranged with the vendor.

Horizon lets you generate electronic order files in both EDIFACT and BISAC standard formats:

- EDIFACT is an international standard for electronic data interchange. EDIFACT stands for Electronic Data Interchange for Administration, Commerce, and

Transportation. EDIFACT is maintained by the International Organization for Standardization (ISO).

You create EDIFACT orders with the Create EDIFACT Order option on the File menu.

- BISAC is a standard for electronic data interchange used by the book publishing industry for transmitting purchase order, invoice, and related data. BISAC is used mainly in the United States and Canada. BISAC stands for the Book Industry Systems Advisory Committee, the group who maintains the BISAC standard.

You create BISAC orders with the Create BISAC Order option on the File menu.

To create electronic orders, do the following:

- 1 Make sure you have done the necessary setup steps. (For information, see “Electronic Orders, Responses, and Invoices” in the *Acquisitions Setup Guide*.)
- 2 Create the purchase orders you want to send electronically. (For information, see [Creating Purchase Orders on page 61](#))
- 3 Create the electronic order. (For information, see [Creating an Electronic Order on page 130](#).)
- 4 Send the electronic order file you created in step 3 to the vendor.

You can send the file using a variety of methods (such as FTP or e-mail). The method you use depends on the arrangements you have made with the vendor. Make sure you have the necessary equipment you need to send the file. (For example, you may need a modem, access to the Internet, or software that lets you transfer the file to the vendor’s computer.) Call the vendor if you have questions or if you need help.

- 5 View EDIFACT electronic order responses, if any. (For information, see [Viewing an EDIFACT Electronic Order Response on page 132](#).)

This section explains these topics:

- [Creating an Electronic Order on page 130](#)
- [Viewing an EDIFACT Electronic Order Response on page 132](#)

Creating an Electronic Order

You can create an electronic order for a single purchase order from the PO window, or you can highlight multiple purchase orders from a search list and create a single file for all of the orders. However, you do not want to combine purchase orders for different vendors in the same file. Make sure the purchase orders you highlight have the same vendor. (If you accidentally highlight purchase orders with different vendors, Horizon displays an error message.) You create EDIFACT orders with the Create EDIFACT Order option on the PO menu. You create BISAC orders with the Create BISAC Order option on the PO menu.

To create an electronic order

- 1 Start the **Find PO by Header** process.

The default location of this process is the **Acquisitions\Purchase Order** folder on the navigation bar.

Horizon displays the Compound Search window.

2 Search for the purchase orders you want to order electronically.

Horizon displays a list of purchase orders that match your search term.

3 Highlight the purchase orders you want to include in the electronic order.

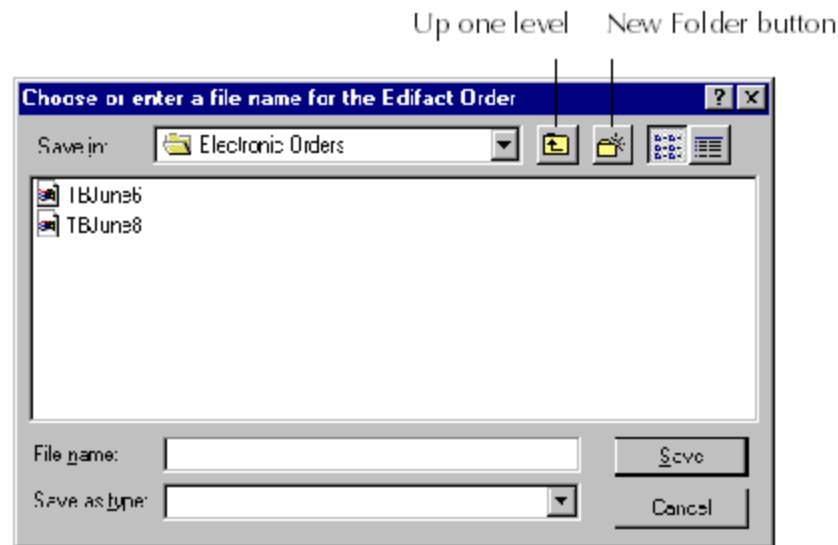
Remember that the purchase orders must have the same vendor.

4 Do one of these tasks:

- To create an EDIFACT order, choose **PO, Create EDIFACT Order**.
- To create a BISAC order, choose **PO, Create BISAC Order**.

Horizon notifies you if the purchase order does not meet the vendor's minimum order amount or the minimum amount required for a discount. Click OK to create the electronic order anyway, or click Cancel to not create the order.

Horizon displays a window like this:



This window lets you enter a name for order file and specify the location where you want to save it. The default location is the Horizon folder where the Horizon software is installed; however, you can choose a different location. To open a folder, double-click it. To go up one level, click the button with the up arrow.

You may want to create a folder specifically for electronic orders. To create a folder, go to the location where you want to create the folder and click the New Folder button.

The vendor may require that you follow a certain naming convention. At the least, you may want enter a name that is eight characters or less to conform to MS-DOS filename conventions, which is the standard for most operating systems. (This

convention also allows you to enter a period and a three-character extension after the name.)

5 Save the file.

Horizon saves the purchase order in EDIFACT or BISAC format, depending on which one you chose.

6 Send the order to your vendor.

Ask your vendor how they would prefer to receive the electronic order.

Note: When using the Unicode font for Horizon, characters in EDIFACT or BISAC orders that cannot be represented in either standard's client code pages will be converted to an asterisk (*).

Viewing an EDIFACT Electronic Order Response

If you send an EDIFACT electronic order, you can receive an EDIFACT order response from a vendor. This way, you can find out which titles you will not receive from the vendor and the reasons why. Vendors usually send order responses if there is something wrong with the order. However, some vendors do not send order responses at all.

Once you view the details of an order response, you can process any order responses that contain information to update your Horizon system (such as an order response for a back-ordered title or for an order that was cancelled by the vendor). When you process order responses, you update your Horizon system with information it needs.

If an order response says that you will not receive a title due to a back order, you can either wait for the back-ordered title or cancel the order on your Horizon system. If you decide to cancel the order, you must communicate the cancellation to the vendor. If you decide to wait for the back-ordered title, Horizon automatically updates your claim cycle based on the back order date in the order response.

If you no longer want to view an order response and you do not need to process it, you can remove the order response line from the list of order responses. (This does not delete the order response from your Horizon system.)

This section explains these topics:

- [Overview of EDIFACT Order Response Tasks on page 132](#)
- [Viewing an EDIFACT Order Response on page 133](#)
- [Canceling an Order from an EDIFACT Electronic Order Response on page 134](#)
- [Processing an EDIFACT Order Response on page 135](#)
- [Removing an EDIFACT Order Response Line from the List of Order Responses on page 136](#)

Overview of EDIFACT Order Response Tasks

To view EDIFACT order responses, do the following:

- 1 Upload any EDIFACT order responses to your Horizon system. (For instructions, see [Uploading EDIFACT Interchange Files on page 214.](#))
 - 2 View the details of the EDIFACT order responses. (For instructions, see [Viewing an EDIFACT Order Response on page 133.](#))
 - 3 Cancel an order from an EDIFACT order response, if you want to do so. (For instructions, see [Canceling an Order from an EDIFACT Electronic Order Response on page 134.](#))
 - 4 Process the EDIFACT order responses. (For instructions, see [Processing an EDIFACT Order Response on page 135.](#))
- Note:** You cannot view the details on an EDIFACT order response or cancel the order from the order response after you process it, so be sure you view the details in the order response first.
- 5 Remove an EDIFACT order response line from the list of order responses, if you want to do so. (For instructions, see [Removing an EDIFACT Order Response Line from the List of Order Responses on page 136.](#))

Viewing an EDIFACT Order Response

After you upload any EDIFACT order responses, you can view the details in the order response. This way, your library will know which items you will not receive from a vendor and the reasons why.

If you will not receive an order due to a back order, you can either wait for the back-ordered item or cancel the order on your Horizon system. (For more information, see [Canceling an Order from an EDIFACT Electronic Order Response on page 134.](#))

If you no longer want to view an order response and you do not need to process it, you can remove the order response line from the list of order responses. (For more information, see [Removing an EDIFACT Order Response Line from the List of Order Responses on page 136.](#))

Effects

- You know which titles you will not receive from a vendor.
- You can start the cancellation process if the item is back ordered and you want to cancel the order.

To view an EDIFACT order response

- 1 If you have not already done so, upload the EDIFACT order responses to your Horizon system. (For instructions, see [Uploading EDIFACT Interchange Files on page 214.](#))
- 2 Start the **Process Order Responses** process.

The default location of this process is the **Acquisitions\Purchase Order** folder on the navigation bar.

Horizon displays the List EDIFACT Order Response Messages window.

- 3 Highlight all of the EDIFACT order response messages for which you want to view the message details, or click **Select All** to view the details of all of the order response messages.

Horizon displays the List EDIFACT Order Response Lines window:

PO Number/Qty	Title/Qty	Date/Line/Action	Title	Qty/Unit
1. 1000000	0	7 Cancelled	Order line not accepted	1
2. 1000000	0	2 Cancelled	Order line not accepted	1
3. 1000000	0	3 Cancelled	Order line not accepted	1
4. 1000000	0	4 Accepted with change - see report	Backordered - awaiting supply	1
5. 1000000	0	5 Accepted with change - see report	Backordered - awaiting supply	1
6. 1000000	0	6 Cancelled	Order line not accepted	1
7. 1000000	0	7 Cancelled	Order line not accepted	1

Note: If the order response contained no exceptions, Horizon does not display any details and removes the order response line from the List EDIFACT Order Response Lines window.

- 4 If one or more titles are back ordered and you want to cancel the order for one or more of the titles, continue with the task **Canceling an Order from an EDIFACT Electronic Order Response** on page 134; otherwise, continue with the task **Processing an EDIFACT Order Response** on page 135.

Canceling an Order from an EDIFACT Electronic Order Response

If a vendor sends you an order response for a back-ordered title, you can choose to cancel the order from the order response or wait for the title when it becomes available. If you choose to cancel the order from the order response, Horizon updates its information on cancelled orders. You must then communicate to the vendor that you want to cancel the order.



If you process the order response before you cancel it, you must cancel the purchase order through the regular cancellation process. (For more information, see **Canceling Items** on page 152.)

Effects

- Horizon creates an order cancellation.

To cancel an order from an EDIFACT order response

- 1 If you have not already done so, view the details of the order response. (For instructions, see **Viewing an EDIFACT Order Response** on page 133.)

Horizon displays the List EDIFACT Order Response Lines window.

- 2 Highlight the order response line for the order that you want to cancel.
- 3 Click **Cancel Order**.
Horizon creates an order cancellation.
- 4 If you want to process order responses, continue with the task [Processing an EDIFACT Order Response on page 135](#); otherwise, click the **Close** button in the upper-right corner of the window.
- 5 Communicate the cancelled order to the vendor.

Processing an EDIFACT Order Response

Once you view the details of an order response, you can process it. This way, you can update your Horizon system with the necessary information. (For example, if an order response is for a back-ordered title, you can update your claims cycle on your Horizon system.)



You should process most (if not all) order responses. This way, you are sure to update your Horizon system with pertinent information. (Order responses with pertinent information would be those for back-ordered titles and orders that were cancelled by the vendor.)

Effects

- If the order response is for a back-ordered title, Horizon updates your claims process based on the expected due date on the order response. Horizon sends the next claim based on this date.
- If the order response is for an order that was cancelled by the vendor, Horizon cancels the order on your system.
- Horizon removes the order response line from the List EDIFACT Order Response Messages window (but does not delete the order response from your Horizon system) when it is finished processing it.

To process an EDIFACT order response

- 1 If you have not already done so, view the details of the order response. (For instructions, see [Viewing an EDIFACT Order Response on page 133](#).)
- 2 If this order response is for a back-ordered title and you want to cancel the order, then cancel the order. (For instructions, see [Canceling an Order from an EDIFACT Electronic Order Response on page 134](#).)
- 3 Highlight all of the EDIFACT order response lines that you want to process, or click **Select All** to process all of the order response lines.

You can process order response lines from either the List EDIFACT Order Response Messages window or the List EDIFACT Order Response Lines window.

Horizon updates your claim cycle or cancels the order on your Horizon system, then removes the order response line from the list of order responses.

Removing an EDIFACT Order Response Line from the List of Order Responses

If you did not process an order response, but you no longer need to view it, you can remove it from the list of order responses.



You should remove only those order response lines that do not have information pertinent to your Horizon system. (Order responses with pertinent information would be those for back-ordered titles and orders that were cancelled by the vendor.)

Effects

- Horizon removes the order response line from the list of order responses.
- Horizon still has the order response in its database. You must use SQL to retrieve the order response.

To remove an EDIFACT order response line from the list of order responses

- 1 If you have not already done so, view the details of the order response. (For instructions, see [Viewing an EDIFACT Order Response on page 133.](#))

Horizon displays the List EDIFACT Order Response Lines window.

- 2 Highlight all of the EDIFACT order response lines that you want to remove from the list, or click **Select All** to remove all of the order response lines.
- 3 Click **Remove**.

Horizon removes the order response line from the list of order responses.

Receiving Items

When new items come in, you need to receive them in Horizon. This lets you track the items you have received and prepare them for further processing. You can receive items individually, or you can highlight multiple PO lines to receive several items one after the other.

If the items come with the billing statement, you can receive the items at the same time you record the statement. This is the quickest method for receiving and invoicing the items. (For information about recording a statement, see [Recording Statements on page 192.](#)) However, if the items come before the statement, you can receive the items and wait to record the statement when it comes in. If the statement comes before the items, you can record the statement and wait to receive the items when they come in.

You receive PO lines with the Receive option on the PO Line menu, or with the Receive button on the PO window if you are in Receive mode.

If you receive an item by mistake, you can undo the receipt. (For instructions, see [Undoing a Receipt on page 261.](#))

Effects

When you receive items, Horizon:

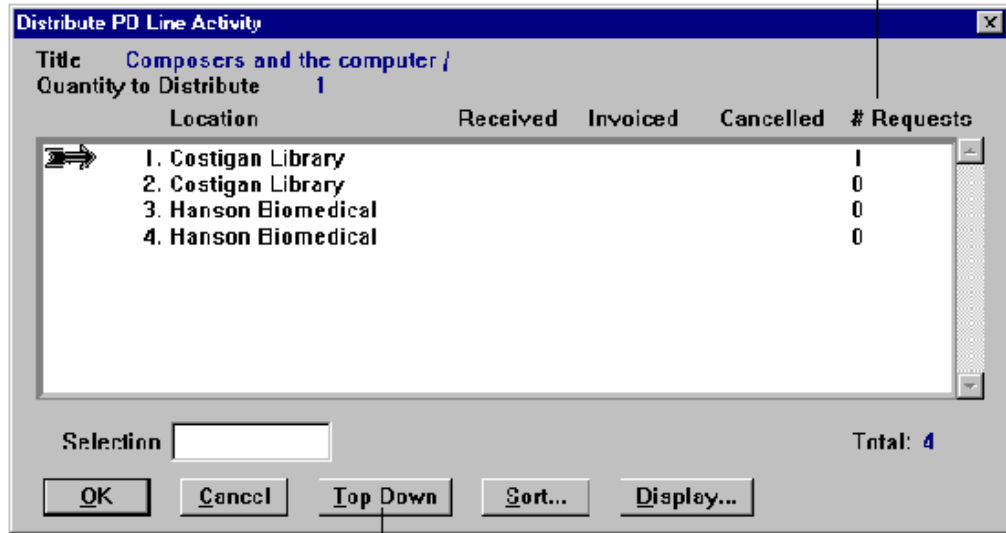
- Records the items as being received for the quantities you specify. Specifically, Horizon records the date each item was received in the PO Line Item Detail window and adds a “Received” activity for each item in the PO Line Item History window.
- Stops claiming and deletes any existing claims for the items you receive. (The items are removed from the Claims Review list.)
- Creates copy or item records for each item you receive if the Copy/Item Creation field on the PO header is set to “Create Copy at Receipt,” “Create Item at Receipt,” or “Create Copy and Item at Receipt.” Horizon assigns the item records a status of “Newly Acquired.”
- Changes the status of items you receive from “On Order” to “Newly Acquired” if item records have already been created.
- Prompts you to enter a barcode for each item you receive if the Barcode @ Receipt box on the PO header is marked.
- Allows you to apply an inventory number for each item you receive or even specify that the item should be created and inventoried without a barcode, if the Increment Inventory Number feature has been activated.
- Prompts you to print a mailing label for the borrower specified on the PO line, if any. This is the borrower for whom the item was ordered. You can use the printed label as a delivery slip to expedite the delivery of the item to the borrower.
- Notifies you if there are any title or item-specific requests for the line you are receiving. This lets you set the item aside for rush processing.
- Expends funds against the budgets on the PO line if the Spent Event field is set to “Receipt and Statement Approval” and if the lines have been invoiced and the statement approved.

Distribute PO Line Activity Window

If you receive a partial quantity for a line and there is more than one location defined in the distribution, Horizon displays the Distribute PO Line Activity window. This window lets you select the items you want to receive.

Here is a sample Distribute PO Line Activity window:

The number of requests for each item



Click this button to have Horizon select items automatically, starting at the top of the list.

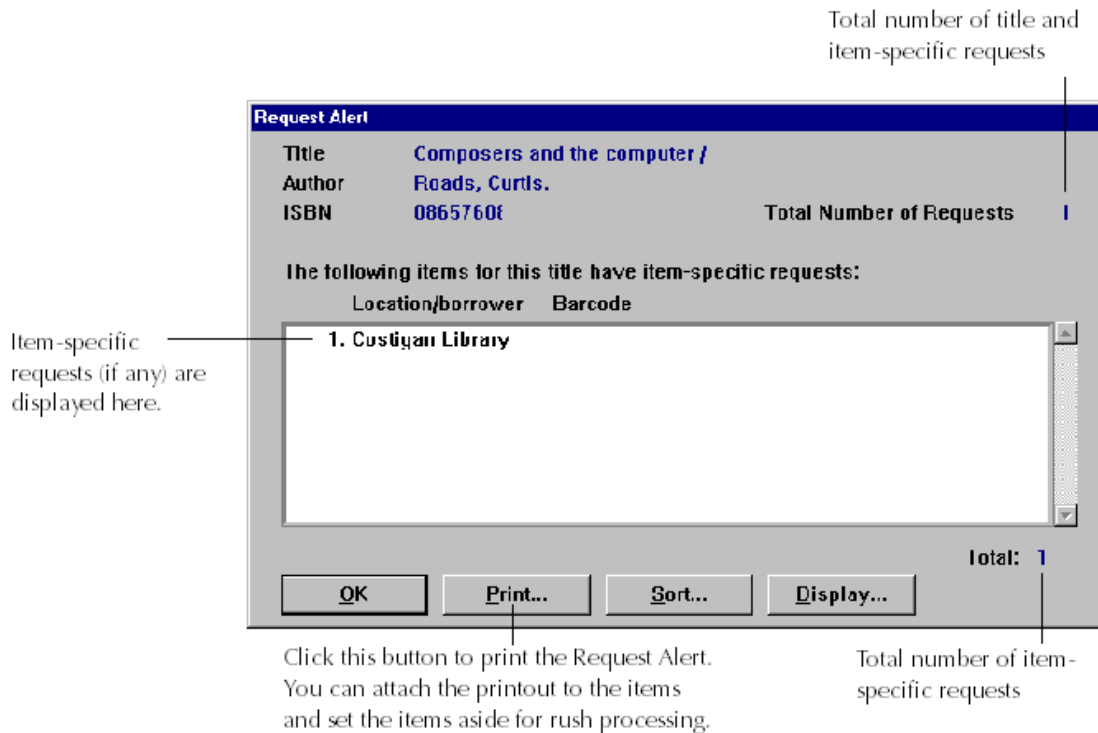


There may be title-specific requests, even if the “# Request” column shows a zero for each line. This column shows item-specific, not title-specific requests.

Notification of Requests

If you receive an item with one or more borrower requests on it, Horizon informs you of the requests. This lets you set the item aside for rush processing.

Horizon displays the requests in the Request Alert window. Here is a sample window:



To receive items

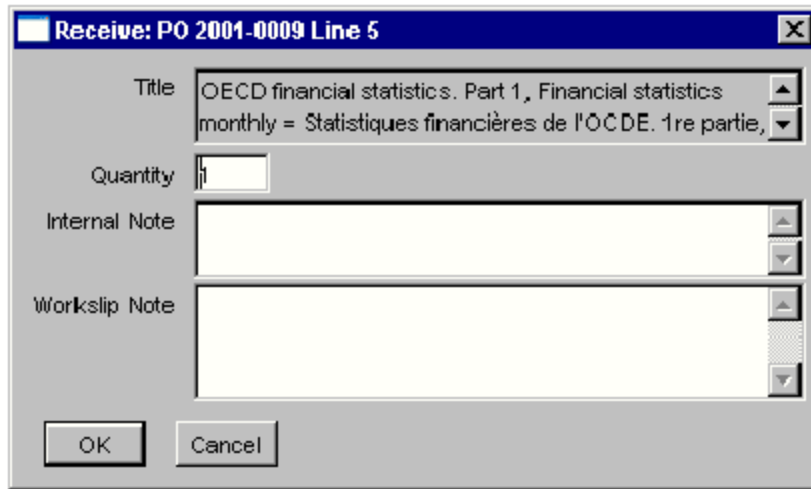
- 1 Open the purchase order that contains the items you want to receive.
- 2 Click **Receive**.
- 3 In the **PO** window, highlight the lines you want to receive.

If you are in the “Receive” mode, the PO window displays the quantity that has already been received for each line (if any) in the “Rec” column.

- 4 Click **Receive** to display the Receive PO Line window.

If you are in “Edit” mode, the Receive button is not available. However, you can still receive the lines by choosing Receive from the PO Line menu.

Here is a sample Receive PO Line window:



- 5 Enter the actual quantity you received from the vendor in the **Quantity** field.

By default, this field displays the total order quantity minus the quantity you have already received or canceled, if any.

Important: Do not assume that the vendor has sent you the full order quantity. Check the quantity you actually have and enter it.

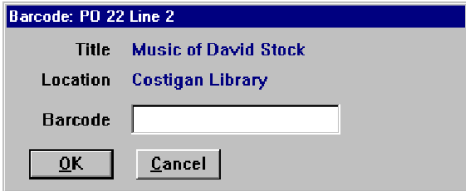
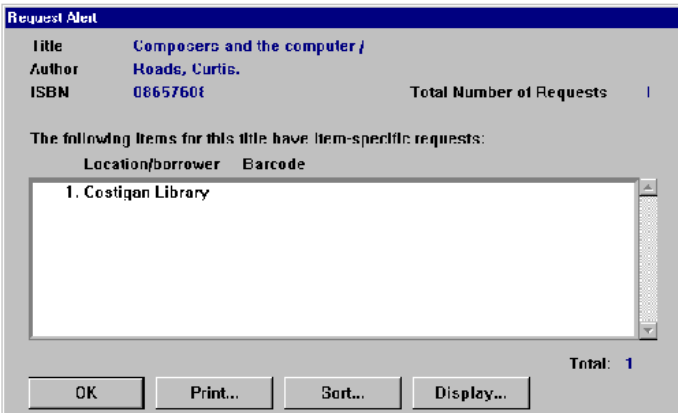
- 6 If you want, enter an internal note about the receipt in the **Internal Note** field.

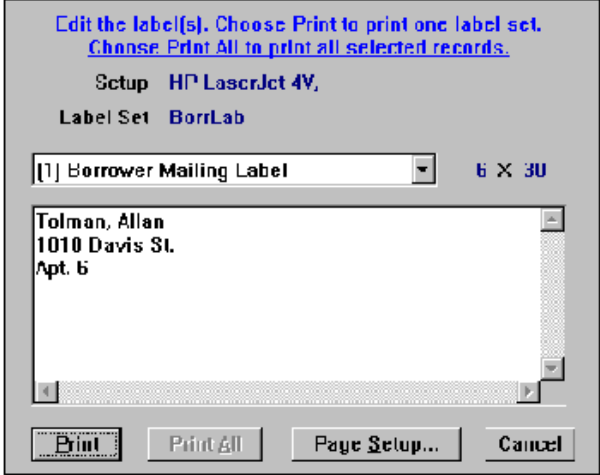
These notes are appended to the notes in the Internal Note field on PO line and are recorded in the PO Line Item History window. They are not printed on any correspondence you send to the vendor.

- 7 Click **OK** to receive the items.

Horizon may display one or more of these windows, depending on your settings and the item you are receiving:

Window	Description and instruction
	<p>If you are receiving a partial quantity and there is more than one location defined in the distribution, Horizon prompts you to select the locations whose items you want to receive. Item-specific requests (if any) are displayed in the “# Requests” column. Highlight the lines you want to receive, or click Top Down to automatically highlight items starting at the top of the list. Then click OK.</p> <p>Note: You cannot receive more lines than the quantity displayed in the Quantity to Distribute field.</p>

Window	Description and instruction				
 <p>The screenshot shows a dialog box titled "Barcode: PO 22 Line 2". It contains the following fields: "Title" with the value "Music of David Stock", "Location" with the value "Costigan Library", and a "Barcode" input field. At the bottom, there are "OK" and "Cancel" buttons.</p>	<p>If the Barcode @ Receipt box on the PO header is marked, Horizon prompts you to enter a barcode for the item.</p> <p>Attach a barcode label to the item. Then wand in the barcode and click OK.</p> <p>If the Increment Inventory Numbers feature has been activated, two additional controls also display in this window: the Inventory Prefix field and the Inventory only button. In the Inventory Prefix field, you can specify the inventory prefix code Horizon should use to create the item record's inventory number.</p> <p>With the Increment Inventory Number feature activated, you also have the option to save the item record with an inventory number and without a barcode by specifying an inventory prefix and clicking Inventory only without filling the Barcode field.</p>				
 <p>The screenshot shows a dialog box titled "Request Alert". It displays item information: "Title: Composers and the computer /", "Author: Roads, Curtis.", and "ISBN: 08657608". A "Total Number of Requests" field shows the value "1". Below this, a message states: "The following Items for this title have item-specific requests:". A table lists the requests:</p> <table border="1"> <thead> <tr> <th>Location/borrower</th> <th>Barcode</th> </tr> </thead> <tbody> <tr> <td>1. Costigan Library</td> <td></td> </tr> </tbody> </table> <p>At the bottom right, it says "Total: 1". There are four buttons at the bottom: "OK", "Print...", "Sort...", and "Display...".</p>	Location/borrower	Barcode	1. Costigan Library		<p>If there are one or more requests for the PO line, Horizon displays a window notifying you of the requests. This lets you set the item aside for rush processing.</p> <p>If you want to print a request slip that you can attach to the items with requests, click Print; otherwise, click OK to close the window.</p>
Location/borrower	Barcode				
1. Costigan Library					

Window	Description and instruction
	<p>If a borrower has been specified on the PO line, Horizon prompts you to print a mailing label for the borrower. You can use the printed label as a delivery slip to expedite the delivery of the item to the person or department.</p> <p>Edit the borrower information as necessary and click Print.</p>

If you highlighted multiple lines, the next title appears in the Receive window, along with the notes you entered for the last title.

- 8 If another title appears in the Receive window, repeat steps 5–7.

Horizon records the items as received.

Recording a Back Order

A back order is an order that has been delayed because the vendor is out of the item and needs to order more copies from the publisher. If a vendor notifies you that an item has been back-ordered, you can record the back order and change the claim date for the item.

The main purpose for recording back orders is to delay or cancel claiming for the items that you place on back order. However, you might also record a back order to cancel, suspend, or force claiming for an item, even if the item was not placed on back order. (For more information, see [Canceling, Suspending, or Forcing Claims on page 147.](#))

You perform this task by highlighting a PO line and choosing Back Order from the PO Line menu.

To record a back order

- 1 Open the purchase order that contains the item you need to put on back order.
- 2 Highlight the item in the PO window.
- 3 Choose **PO Line, Back Order** to display the Back Order window:

The screenshot shows a dialog box with the following fields and controls:

- Title:** Brave new worlds : America's futurist vision : the Mitchell
- Quantity:** 1
- Next Claim Date:** (empty text box)
- Internal Note:** (empty text area)
- Buttons:** OK, Cancel

- 4 Enter the quantity that the vendor is back-ordering in the **Quantity** field. (The total line quantity minus received and canceled quantities appears by default.)
- 5 Enter a new claim date in the **Next Claim Date** field to account for the delay caused by the back order; otherwise, leave this field blank to cancel claiming for the item altogether.

The new claim date overrides the next date determined by the claim cycle settings on the vendor record. If you leave this field blank, Horizon will discontinue claims for the item altogether.

- 6 If you want, enter a note about the back order in the **Internal Note** field.

These notes are for internal use only. They are not printed on any correspondence you send to the vendor.

- 7 Click **OK**.

Horizon records the back order and updates the next claim date, if you change it.

Claiming Items

You can send claim notices to vendors for items you do not receive in a timely manner. Claims are generated for each vendor based on the claim cycle settings you define on the vendor record. These settings let you specify when Horizon generates the first claim, the number of days between subsequent claims, and the total number of claims to send for unreceived items.

If you do not receive an item within the number of days prescribed by the claim cycle settings, Day End will generate a claim for the item. You can view the claims that have been generated by Day End and print claim letters for them.

SirsiDynix recommends that you enter claim settings for all your vendors. If a claim is generated, you can still choose to suspend or cancel it, or to simply not print the claim letter. However, if you do not set up claiming for a vendor, you will have no way of tracking items you have not received. If you receive an item after a claim has been generated for it, Horizon automatically deletes the claim and removes the title from the Claims Review list.

This section explains these topics:

- [Overview of Claiming Tasks on page 144](#)
- [Setting Up Claiming on page 144](#)

- [Entering or Updating Claim Settings for a Vendor](#) on page 145
- [Reviewing and Printing Claims](#) on page 146
- [Canceling, Suspending, or Forcing Claims](#) on page 147
- [Printing Claim Letters](#) on page 150
- [Reprinting Claim Letters](#) on page 151
- [Running the Day End Process for Generating Claims](#) on page 151
- [Changing Claim Messages](#) on page 151

Overview of Claiming Tasks

To review claims and print claim letters, complete these tasks:

- 1 Complete the steps for setting up claims. (For information, see [Setting Up Claiming](#) on page 144.) This is a one-time task.
- 2 If you want, change the message that is printed on claim letters. (For information, see [Changing Claim Messages](#) on page 151.)
- 3 Review the claims generated by Day End. (For information, see [Reviewing and Printing Claims](#) on page 146.) Review your claims regularly (for example, daily or weekly) according to the needs of your library.
- 4 As you review the claims list, identify any titles whose claiming you want to suspend or cancel.
- 5 Cancel or suspend claims you do not want to include on the claim letter for the purchase order. (For information, see [Canceling, Suspending, or Forcing Claims](#) on page 147.)
- 6 If necessary, force claims for any items you want to claim that are not on the claims list. (For information, see [Canceling, Suspending, or Forcing Claims](#) on page 147.)

If you force claims, run the separate Day End process for generating claims. (For information, see [Running the Day End Process for Generating Claims](#) on page 151.)
- 7 Print claims letters. (For information, see [Printing Claim Letters](#) on page 150.)
- 8 Mail the claim letters to the vendors.

Setting Up Claiming

To generate claims, you must:

- Make sure the process for generating claims is included in the list of active processes for Day End. (For more information, see “Configuring Day End Parameters” in the “Maintenance and Day End” chapter of the *System Administration Guide*.)

- Enter the claim cycle settings you want for your vendors on each vendor record. You can enter different settings for each vendor. (For information, see [Entering or Updating Claim Settings for a Vendor](#) on page 145.)
- Specify the position of the shipping address of the claim. (For more information, see [Specifying the Shipping Address Position on Purchase Orders and Claims](#) on page 119.)
- Print or create the electronic order for the purchase order. Claiming does not begin for a purchase order until you print a negotiable order or create an electronic order. When these functions are completed, Horizon registers the items as being ordered or sent to the vendor.

Though it is not recommended, you can leave the claim-related fields on the vendor record blank to not generate claims. (This also prevents you from being able to force claims for the vendor.)

Notes

- The claim cycle does not start until after you print the order or send it electronically. If you call in the order instead of mailing it or sending it electronically, you must still print it or create an electronic order for it to start the claim cycle.
- If you receive a partial quantity, Horizon still generates a claim for those items you have not received.

Entering or Updating Claim Settings for a Vendor

You enter the claim cycle settings you want for each vendor on the vendor record. These settings determine when claims are generated for items you order from the vendor. Here are explanations for the settings:

- **Claim After (days).** The number of days after you order a purchase order that Horizon generates a first claim for items you have not received. (A purchase order is “ordered” when you print it or create an electronic order for it.) This setting lets you specify how long you want to wait for orders from this vendor before you begin claiming.
- **Interval (days).** The number of days Horizon waits before generating subsequent claims. For example, if you enter “30,” Horizon will generate a second claim thirty days after the first claim was generated (if the item is not received and if the first claim was printed), a third claim thirty days after the second claim, and so on, up to the maximum number of claims you specify in the Maximum Claims field (explained below).
- **Maximum Claims.** The maximum number of claims you want to send to the vendor for unreceived items. You can enter any number between 0 and 10.



This task assumes that you know how to use the Table Editor. (For more information, see “Horizon Table Editor” in the “Getting Started” chapter of the *System Administration Guide*.)

Whenever you make a change to Horizon setup, you should exit Horizon and restart it on any workstation where you want the change to take effect.

To enter or update claim settings for a vendor

- 1 Start the **Vendor Table Edit** process.

The default location of this process is the **Acquisitions\Acquisitions Setup** folder on the navigation bar.

Horizon displays the List Vendor window.

- 2 Choose the vendor records you want to edit.

You can make batch changes by highlighting multiple records. You do this if you want to enter the same setting for each vendor you highlight.

If you highlight more than one record, Horizon asks if you want to make batch changes. Click **OK**.

- 3 Complete or update the claim fields—**Claim After (days)**, **Interval (days)**, and **Maximum Claims**. (For a description of each field, see “Edit Vendor Window” in the *Acquisitions Setup Guide*.)
- 4 Save your changes.

Reviewing and Printing Claims

You can display and review a list of claims that have been generated by Day End. You can also print the list if you want to make notes about the claims or mark those you want to suspend or cancel. You can also save the list to a file. You review claims with the Claims Review process in the Acquisitions folder.

As you review the list of claims, identify any items whose claim you want to delay or cancel, including titles that have not been published or titles whose delay the vendor has reported to you. In both cases, you can record a back order to delay or cancel the claim. You perform this task with the Claims Review option on the Claim Menu.



Make sure you suspend or cancel the claims you do not want to include on a claim letter before you print the claim letter for the purchase order. (For more information, see [Canceling, Suspending, or Forcing Claims](#) on page 147.)

To review and print claims

- 1 Start the **Claims Review** process.

The default location of this process is the **Acquisitions** folder on the navigation bar.

Horizon displays the Acquisitions Claims Review window. This window displays the claims that have been generated by Day End. After you print a claim, it is removed from this list.

- 2 Review the claims.
- 3 If you choose to do so, print the list.

Horizon prints the list.

- 4 If you want to do so, save the list to a file. (To print claim letters for items in the list, see [Printing Claim Letters on page 150.](#))

Canceling, Suspending, or Forcing Claims

You can cancel, suspend, or force the claiming for a PO line. (For example, you will want to cancel or suspend claims for titles that have not been published or titles whose delay the vendor has reported to you.) You may also need to force a claim. Forcing a claim lets you generate a claim for an item regardless of the claim settings on the vendor record. (However, be aware that you cannot force a claim if there are *no* claim settings defined on the vendor record, or if the Maximum Claims field is set to 0.)

You cancel, suspend, or force a claim by recording a back order for the item (even if the item was not actually placed on back order). The back order feature lets you enter a new claim date. This date overrides the next claim date defined by the claim cycle on the vendor record and—depending on what you enter—cancels, suspends, or forces the claiming.

Here are explanations for the options:

- **Cancel.** To cancel the claiming for a PO line, leave the Next Claim Date field empty. This cancels all claiming on the item.
- **Suspend.** To suspend (or delay) the claiming for a PO line, enter a date that is later than the next claim date defined by the claim cycle settings on the vendor record.
- **Force.** To force a claim for a PO line, enter a date that is earlier than the next claim date defined by the claim cycle settings, if any. (For example, you might enter today's date if you want to generate a claim today.) Then run the Day End process for generating claims. You can run this process without running Day End itself. (For instructions, see [Running the Day End Process for Generating Claims on page 151.](#))

You record a back order by highlighting a line and choosing Back Order from the PO Line menu.

This section explains these topics:

- [Displaying the next claim date for a PO line on page 148](#)
- [Canceling claims on page 148](#)
- [Suspending claims on page 148](#)
- [Forcing claims on page 149](#)
- [Undoing the canceling, suspending or forcing of claiming on page 150](#)

Displaying the next claim date for a PO line

To display the next claim date for a PO line

You can display the next claim date for a PO line. Knowing the next claim date will help you know what date to enter in the Back Order feature to suspend or force the claim.

- 1 Open the purchase order that contains the line whose next claim date you want to display.
- 2 Highlight the PO line in the **PO** window.
- 3 Click **Item Detail** to display the List PO Line Item Detail window.
- 4 Click **Display**.
- 5 Highlight **Next Claim** from the list at left.
- 6 Click **OK**.

Horizon displays the Next Claim date for each item.

Canceling claims

To cancel claims

- 1 Open the purchase order that contains the item you need to put on back order.
- 2 Highlight the item in the **PO** window.
- 3 Choose **PO Line, Back Order** to display the Back Order window.
- 4 Enter the quantity you want to cancel the claiming for in the **Quantity** field. (By default, this field displays the total line quantity minus received and canceled quantities.)
- 5 Leave the **Next Claim Date** field empty.
- 6 If you want, enter a note in the **Internal Note** field. (For example, you might explain that the back order is to cancel claiming against the line and why the claiming is being canceled.)

These notes are for internal use only. They are not printed on any correspondence you send to the vendor.

- 7 Click **OK**.

Horizon records the back order and cancels claiming against the line. If there is an existing claim for the title, it is removed from the list of claims.

Suspending claims

To suspend claims

- 1 Open the purchase order that contains the item whose claim you want to suspend.

- 2 Highlight the item in the **PO** window.
- 3 Choose **PO Line, Back Order** to display the Back Order window.
- 4 Enter the quantity you want to suspend claiming for in the **Quantity** field. (The total line quantity minus the received and canceled quantity appears by default.)
- 5 Enter a date, in the **Next Claim Date** field, that is later than the next claim date.
You can display the next claim date in the Item Detail window. (For more information, see [To display the next claim date for a PO line on page 148.](#))
- 6 If you want, enter a note in the **Internal Note** field. (For example, you might explain that the back order is to suspend claiming against the line and why claiming is being suspended.)
These notes are for internal use only. They are not printed on any correspondence you send to the vendor.
- 7 Click **OK**.
Horizon records the back order and delays the claiming against the line. If there is an existing claim for the title, it is removed from the list of claims.

Forcing claims

To force claims

- 1 Open the purchase order that contains the item you want to force a claim for.
- 2 Highlight the item in the **PO** window.
- 3 Choose **PO Line, Back Order** to display the Back Order window.
- 4 Enter the quantity you want to cancel the claiming for in the **Quantity** field. (By default, this field displays the total line quantity minus received and canceled quantities.)
- 5 Enter a date, in the **Next Claim Date** field, that is earlier than the next claim date. (For example, you might enter today's date if you want to generate a claim today.)
You can display the next claim date in the Item Detail window. (For more information, see [To display the next claim date for a PO line on page 148.](#))
- 6 If you want, enter a note in the **Internal Note** field. (For example, you might explain that the back order is to force claiming against the line and why claiming is being forced.)
These notes are for internal use only. They are not printed on any correspondence you send to the vendor.
- 7 Click **OK**.
Horizon records the back order and changes the next claim date for the item.
- 8 Run the Day End process for generating claims.

After you force a claim, you can wait until you run Day End to generate the claim, or you can run the process for generating claims immediately without running Day End itself. Your system administrator can set up this option for you. (For more information, see the “Maintenance and Day End” chapter of the *System Administration Guide*.)

If you entered a next claim date that is equal to or earlier than today’s date, the claim is added to the list of claims.

Undoing the canceling, suspending or forcing of claiming

To undo the canceling, suspending or forcing of claiming

- If you cancel, suspend, or force a claim by mistake, you can undo the action. To do this, simply record another back order and enter a new claim date based on the claiming you want.

Printing Claim Letters

After you review your claims and suspend, cancel, or force claims as necessary, you are ready to print claim letters. Horizon prints one claim letter per purchase order. The claim letter lists all the items on the purchase order with claims.

You can print claim letters individually from the purchase order, or for a group of purchase orders at a list of purchase orders. If you are at the list of claims, you can open the purchase order a claim is linked to. You print claims with the Print Claim (s) option on the File menu.



Make sure you suspend or cancel the claims you do not want to include on a claim letter before you print the claim letter for the purchase order. Also, force claims for any items you want to claim that are not on the claims list. (For more information, see [Canceling, Suspending, or Forcing Claims](#) on page 147.)

Effects

When you print a claim letter for a purchase order, Horizon:

- Removes the corresponding claims from the list of claims after you close and reopen the list.
- Adds a “Claim—Printed” activity for each item in the PO Line Item History window.
- Sets the next claim date unless the claim you printed is the final claim.

These steps explain how to print a claim letter for a purchase order by way of the Claims Review list. However, keep in mind that you can print claim letters from a purchase order or a list of purchase orders.

To print claim letters

- 1 Start the **Claims Review** process.

The default location of this process is the **Acquisitions** folder on the navigation bar.

Horizon displays the Acquisitions Claims Review window.

- 2 Highlight a claim that corresponds to the purchase order you want to print a claim letter for.

Note that the claim letter will include all the claims for the purchase order, not just this claim.

- 3 Click **Open**.

Horizon displays the Mode Selection window.

- 4 Click **OK** in the Mode Selection window.

Horizon displays the purchase order for the item you highlighted.

- 5 Print the claims.

Note: If you choose a font that is too large, Horizon displays an error message asking you to choose a smaller font. This is because a font that is too large allows only the header to fit on the page.

Horizon prints a claim letter for all the titles on the purchase with claims. The titles are removed from the list of claims after you close, then reopen the list.

Reprinting Claim Letters

Currently, Horizon does not include functionality for reprinting a claim letter—something you may need to do, for example, if you have problems with your printer. You can get around this by forcing new claims for the items. However, be aware that the forced claims are assigned the next claim number. (For example, if the original claims were first claims, the forced claims will be designated as second notice claims.) After you force the claims, run the Day End process for generating claims, and then print the forced claims.

Running the Day End Process for Generating Claims

After you force a claim, you can wait until you run Day End to generate the claim, or you can run the process for generating claims immediately without running Day End itself. Your system administrator can set up this option for you. (For more information, see the “Maintenance and Day End” chapter of the *System Administration Guide*.)



This process could take a long time to run, depending on the number of claims.

Changing Claim Messages

Horizon prints a claim message under each title on the claim letter. You can change the content of the message, or you can choose not to print it. You can enter a message for the first claim, the second claim, and so on. These messages are defined on the PO activity type record for each claim.



This task assumes that you know how to use the Table Editor. (For more information, see “Horizon Table Editor” in the “Getting Started” chapter of the *System Administration Guide*.)

Whenever you make a change to Horizon setup, you should exit Horizon and restart it on any workstation where you want the change to take effect.

To change claim messages

- 1 Start the **PO Activity Type Table Edit** process.

The default location of this process is the **Acquisitions\Acquisitions Setup** folder on the navigation bar.

Horizon displays the Table Editor and displays the List PO Activity Type window.

- 2 Choose the claim activity whose message you want to change. (For example, highlight “claim1” to change the message that is printed for first-time claims.)

Horizon displays the Edit PO Activity Type window.

- 3 Mark the **Print?** box if you want to print the message on claim letters.
- 4 In the **Printed Text** field, enter the claim message you want to appear below titles on the claim letter.
- 5 Save your changes.

Canceling Items

Occasionally, you may need to cancel an item on a purchase order. You can cancel an entire line or individual quantities on the line. You cancel PO lines with the Cancel option on the PO Line menu.

After you cancel one or more lines on a purchase order, you can print a cancellation notice to notify the vendor about the canceled items. The cancellation notice shows the lines you have canceled, along with a message about each cancellation. The cancellation notice only includes items that have been canceled. It does not show the other items that were included on the original order.

Each time you cancel PO lines or make changes to the PO, Horizon updates all totals on the PO window immediately after. Also, if the currency for the Price amount is not in the base amount, Horizon displays the different currency code in parentheses to the right of the price.

Purposes

There are several reasons for canceling items:

- The vendor does not carry the items. In this case, you can copy the lines to another purchase order (before or after you cancel them), so you can order the items from another vendor.
- The items are out of print.

- You do not receive the items within the time promised by the vendor.
- The items are damaged.
- The items were delivered by mistake. In this case, there are no PO lines to cancel, unless you go ahead and create a purchase order for the items. Depending on the vendor, you may need to create a purchase order, invoice the items, and then wait for a credit.
- The items were ordered by mistake, or too many quantities were ordered. Depending on the policies of the vendor, you may be required to purchase the items anyway.

Notes

- If you have not printed the purchase order or created an electronic order for it, you can undo the approval for the PO lines and delete the PO lines, instead of canceling them. (For information, see [Undoing an Approval for a PO Line on page 126](#) and see [Deleting a PO Line on page 257](#).)
- If you have printed the purchase order or created an electronic order for it, but you have not sent it to the vendor, you can undo the approval for the PO lines, undo the purchase order, and then delete PO lines, instead of canceling them. (For information, see [Undoing an Approval for a PO Line on page 126](#) and see [Undoing a Purchase Order on page 259](#).) If you do this, you must then print the purchase order again or create another electronic order for it.
- If you cancel a serial title, change the Acq Status field on the Copy record to “Not Currently Received.” This will stop any new issues from being predicted and any issues from being claimed.

Cautions

You should cancel orders in accordance with your library policies and the return policies of the vendor. The purchase order is a form of contract that generally commits the library to pay for the items ordered.

Constraints

There are no constraints for canceling a PO line. You do not need to undo the order, PO line approval, receipt, invoice, or voucher activity for the line, if these activities have already occurred.

Effects

Canceling a PO line:

- Records the date each item was canceled in the PO Line Item Detail window.
- Adds the “Cancelled—Generated” activity in the PO Line Item History window if the line has not been received and funds have not been expended.
- Adds the “Returned—Generated” activity in the PO Line Item History window if the line has been received but funds have not been expended.

- Adds the “Refund—Generated” activity in the PO Line Item History window if funds have been expended (based on the Spent Event field on the PO header), regardless of whether the line has been received.
- Adds the “Credit—Generated” activity in the PO Line Item History window if funds have been expended (based on the Spent Event field on the PO header), regardless of whether the line has been received.
- Stops claiming for the line items.
- Unencumbers or unexpends the funds for the canceled items. (Horizon unexpends the funds if you choose to make spent amounts either a refund or credit when you cancel.) Horizon updates the On Order or Spent amount in the PO window after you close and reopen the purchase order.
- Removes the items from the Titles by Budget report.
- Does not delete the bib or item records created automatically (if any) for the line item, nor does it change the status on the item records to “Canceled.” You will need to delete these records manually in Cataloging.
- Does not change the PR status if the purchase order was created from a PR; the PR remains with a status of “Ordered.”

This section explains these topics:

- [Returns, Refunds, and Credits on page 154](#)
- [Overview of Canceling Tasks on page 154](#)
- [Canceling PO Line Items on page 155](#)
- [Printing a Cancellation Notice on page 156](#)
- [Changing the Cancellation Message on page 157](#)
- [Undoing a Cancellation on page 157](#)

Returns, Refunds, and Credits

When you cancel a line, Horizon may record the cancellation as a return, refund, or credit. This depends on whether or not the item has been received and whether or not funds have been expended.

If you cancel a line that has not been received and for which funds have not been expended, Horizon records a regular cancellation. If you cancel a line that has been received but for which funds have not been expended, Horizon records the cancellation as a return. If you cancel a line for which funds have been expended (based on the Spent Event field on the PO header), you can choose whether Horizon records the cancellation as a refund or a credit, regardless of whether the line has been received.

Cancellations, returns, refunds, and credits are assigned the PO activity types of “Cancel,” “Return,” “Refund,” and “Credit Memo” respectively. Horizon prints a different cancellation message for each cancellation type.

Overview of Canceling Tasks

To cancel line items, complete these tasks:

- 1 If you have not sent the purchase order to the vendor, you can delete the PO lines instead of canceling them. (For information, see [Deleting a PO Line on page 257.](#))
- 2 If you want, change the general cancellation, return, refund, and credit message that is printed on cancellation notices. (For information, see [Changing the Cancellation Message on page 157.](#))
- 3 Cancel lines as necessary. (For information, see [Canceling PO Line Items on page 155.](#))
- 4 Print a cancellation notice to notify the vendor about the canceled items. (For information, see [Printing a Cancellation Notice on page 156.](#))
- 5 If necessary, you can undo a cancellation. (For information, see [Undoing a Cancellation on page 157.](#))

Canceling PO Line Items

- 1 Open the purchase order that contains the lines you want to cancel.
- 2 At the **PO** window, highlight the PO lines you want to cancel.
You can highlight multiple lines to cancel them one after the other.
- 3 Choose **PO Line, Cancel** to display the Cancel PO Line window:

If you receive an error message saying there is nothing to cancel, the purchase order has not been printed or processed for electronic transmission, or the line has already been canceled. If the purchase order has not been printed or processed, you can delete the line instead of canceling it.

- 4 Enter the quantity you want to cancel in the **Quantity** field.
- 5 If there were any spent amounts for the items you are cancelling, you can choose either **Credit** or **Refund** to unexpend spent amounts.

If you choose multiple PO lines to cancel, the system uses the option you choose for the first line for all lines thereafter as the default; however, you can change the option for each line.

- 6 Enter a note to the vendor about the cancellation in the **Vendor Note** field.

This field lets you explain the reason for the cancellation. (For example, “This item is damaged.” or “This item was ordered by mistake.”) These notes are printed below the canceled line on the cancellation notice you send to the vendor.

This message is printed along with a general cancellation message (if you choose to print it). (For more information about the general cancellation message, see [Changing the Cancellation Message on page 157.](#))

- 7 Enter any notes for internal use in the **Internal Note** field.

These notes are appended to the notes in the Internal Note field on PO line and are recorded in the PO Line Item History window.

- 8 Click **OK**.

If you highlighted multiple lines, the next line appears in the Cancel window, along with the notes you entered for the last cancellation.

- 9 If Horizon displays another line, update the fields as necessary and click OK. Repeat this step for each line you highlighted.

Horizon cancels the lines. You can now print a cancellation notice to notify the vendor about canceled items.

Printing a Cancellation Notice

After you cancel one or more lines on a purchase order, you can print a cancellation notice to notify the vendor about the canceled items. The cancellation notice shows the lines you have canceled, along with a message about each cancellation.

If you sent the original purchase order electronically, note that you cannot generate an electronic cancellation notice. Instead, you must notify the vendor about the canceled items by phone or print a cancellation notice and mail or fax it to the vendor.

You print a cancellation notice by choosing Print PO(s) from the PO menu and choosing “Cancellation Notice” in the Print PO(s) window.

To print a cancellation notice

- 1 Open the purchase order that you want to print a cancellation notice for.
- 2 At the **PO** window, choose **PO, Print PO(s)** to display the Print PO(s) window.

If all items on the purchase order are printed or processed electronically, the Cancellation Notice option is marked by default.

- 3 Mark **Cancellation Notice** and click **OK**.

Horizon prints the cancellation notice.

Note: If you choose a font that is too large, Horizon displays an error message asking you to choose a smaller font. This is because a font that is too large allows only the header to fit on the page.

- 4 Send the cancellation notice to the vendor.

Changing the Cancellation Message

Horizon prints a general cancellation, return, refund, or credit message for the lines you cancel on a purchase order. This message appears on cancellation notices below each canceled line. You can change the content of each cancellation message or choose not to print it. These messages are defined on the canceled, returned, refunded, and credited type records.

You can also enter a specific cancellation message for each line when you cancel the line. This message appears on the cancellation notice along with the general message.



This task assumes that you know how to use the Table Editor. (For more information, see “Horizon Table Editor” in the “Getting Started” chapter of the *System Administration Guide*.)

Whenever you make a change to Horizon setup, you should exit Horizon and restart it on any workstation where you want the change to take effect.

To change the cancellation message

- 1 Start the **PO Activity Type Table Edit** process.

The default location of this process is the **Acquisitions\Acquisitions Setup** folder on the navigation bar.

Horizon displays the Table Editor and displays the List PO Activity Type window.

- 2 Highlight one of these activity types:

- **cancel**. Changes the regular cancellation message.
- **retrn**. Changes the return message.
- **refund**. Changes the refund message.
- **credit**. Changes the credit message.

- 3 Click **Edit** to display the Edit PO Activity Type window.

- 4 Mark the **Print?** box if you want to print the message on your cancellation notices.

- 5 In the **Printed Text** field, enter the message you want to appear below canceled lines on cancellation notices.

Since this message is printed for all PO lines with this activity type, you should enter a general message. You can enter a specific message when you cancel a line that explains the reason for the cancellation.

- 6 Save your changes.

Undoing a Cancellation

You can undo the cancellation of a PO line item. (For example, if you decide to keep a canceled item that comes in shortly after it was canceled, you can undo the cancellation and receive the item.)

If the item was invoiced and paid for prior to the cancellation, notify the vendor that you are keeping the item so they do not send you a credit or refund you for it. You undo a cancellation with the Undo option on the PO Line menu.

Effects

When you undo a cancellation, Horizon:

- Adds a “Cancelled – Undone,” “Returned – Undone,” or “Refunded – Undone” activity (depending on the cancellation type) in the PO Line Item History window.
- Re-encumbers funds but does not re-expend funds for amounts that were credited or refunded (even for prepaid orders). Horizon updates the On Order or Spent amount in the PO window when you close and reopen the purchase order.
- Updates the next claim date, if applicable.

Restrictions

- If you have printed a voucher for the line item, you must first void the voucher before you can cancel the line. (For information, see [Voiding a Voucher on page 264.](#))
- Currently, Horizon does not give you the option of undoing the cancellation of individual quantities on a line. Undoing the cancellation of a line undoes the cancellation for *all* canceled quantities. To get around this, you can undo the cancellation of the line and then re-cancel the quantities you want to remain canceled.
- Currently, Horizon does not give you the option of undoing a credit memo or refund for spent amounts when you undo a cancellation. You will have to undo credit memos or refunds in the Statement process. (For information, see [Recording a Credit Memo on page 201](#), or see [Recording a Refund on page 204.](#))

To undo a cancellation

- 1 Open the purchase order that contains the lines you want to cancel.
- 2 At the **PO** window, highlight the canceled line whose cancellation you want to undo.
- 3 Choose **PO Line, Undo**, then choose **Cancel**.
Horizon prompts you to confirm the action.
- 4 Click **OK**.

Deleting Item, Copy, or Bib Records when Canceling or Undoing Orders and Receipts

You can choose whether to delete item, copy, and bib records when you cancel an order, undo an order, or undo a receipt. For Horizon to prompt you to delete any of these records, the records must meet these conditions:

- The records were created in Acquisitions.
- The records were *not* modified from outside of Acquisitions.

When Horizon creates an item, copy, or bib record in Acquisitions, Horizon marks the record as “Acquisitions-controlled.” If the record meets the two previously mentioned conditions, then Horizon prompts you to delete all eligible records when you cancel an order, undo an order, or undo a receipt.

Effects

- Horizon deletes all item, copy, or bib records for the title you choose that are eligible for deletion.
- No records are left unattached. If any item, copy, or bib record is attached to another record that is not under Acquisitions control, then Horizon deletes only the records that are under Acquisitions control. (For example, if a bib record that is under Acquisitions control has a copy record that is not under Acquisitions control attached to it, then Horizon will not delete the bib record if you choose to delete records. However, if the item record is under Acquisitions control and has not been modified outside of Acquisitions, then Horizon will delete the item record if you choose to delete records.)
- If there are records that are not Acquisitions-created or have been modified outside Acquisitions, then Horizon does not delete those records.
- Horizon changes the Acquisition status to reflect any changes when you undo a receipt.
- For cancelled purchase orders, if your library creates one copy and item record for all your items, then you may want to be aware of the results of these steps:
 - In Cataloging, find a copy or bib record that Acquisitions created.
 - Add a copy record for the bib record.
 - Add an item record for the copy record.
 - In Acquisitions, cancel the order for the title.

The result is that the item record that was attached to the Cataloging-created copy record might become attached to an Acquisitions-created copy record for the same title. This means you may have a copy record with two item records attached.

To delete item, copy, or bib records when canceling or undoing orders and receipts

- 1 Do one of these options:

- Cancel the PO line item you want. (For specific steps, see [Canceling PO Line Items on page 155.](#))
- Undo the purchase order you want. (For specific steps, see [Undoing a Purchase Order on page 259.](#))
- Undo the receipt for the PO line item you want. (For specific steps, see [Undoing a Receipt on page 261.](#))

After you click OK to undo an order or receipt or cancel an order, Horizon prompts you to delete the Acquisitions-created records, if any.

Note: Horizon will not prompt you to delete any records if the records were not created in Acquisitions or if the records were modified from outside Acquisitions after Horizon created them.

- 2 If Horizon prompts you to delete any bibliographic information, do one of these options:
 - If you want to delete all of the eligible records, click **Yes** and continue with the next step.
 - If you do not want to delete any of the eligible records, click **No**. Skip the rest of this task. (Horizon does not delete any records.)
- 3 Do one of these options:
 - If you are sure you want to delete all of the eligible records, click **Yes**.
Horizon deletes all records that were created in Acquisitions and not modified from outside Acquisitions. If the bib record still remains because it does not meet the requirements for deletion, Horizon displays the message “No items at any location” in the status position.
 - If you do not want to delete any of the eligible records, click **No**.
Horizon does not delete any records and changes the status to “On Order.”

Note: If you deleted a bib record and the record is open in Cataloging or Searching, refresh the screen, and Horizon will no longer display the record.

If you highlighted multiple lines, Horizon prompts you to delete the records for the next line you chose.
- 4 If Horizon displays another line, repeat steps 2 and 3 for each line you highlighted.

Acquiring Serial Items

This section explains how to acquire serial items, including subscriptions and standing orders. (For instructions on acquiring other types of items, including firm orders, gifts, and items you receive on an approval plan or blanket order, see [Acquisitions Methods on page 57.](#)) This section also explains how to attach copy records to PO line items and how to view issue information for PO line items.

This section contains these topics:

- [Acquiring Subscriptions](#) on page 161
- [Acquiring Standing Orders](#) on page 163
- [Standing Order and Subscription Renewals](#) on page 164
- [Creating Copy Records in Acquisitions](#) on page 178
- [Linking Bib Records to PO Lines](#) on page 180
- [Attaching Copy Records to PO Line Items](#) on page 181
- [Creating Copy Records for PO Line Items](#) on page 183
- [Viewing Issue Information](#) on page 184

Acquiring Subscriptions

A subscription is an order for a periodical that requires payment before issues are sent to the library. The payment covers a certain number of issues received over a certain period of time, called the “subscription period.” Before the end of the period, the library must renew the subscription to continue receiving issues. This is done by sending payment for the next subscription period. Journals, magazines, and newspapers are the most common types of subscriptions.

Follow these procedures for acquiring subscription orders and renewing them:

- Create a purchase order header for the standing order (or orders).
- Mark the option you want for creating copy records in the Copy/Item Creation field on the PO header.
- Set the Spent Event field on the PO header to “Statement Approval.” Since renewals of existing subscriptions are generally not printed or received, you should set the Spent Event field to “Statement Approval” to ensure that funds are expended each time you invoice a subscription.

If you are creating a purchase order for a new title subscription and the vendor requires payment at the time of order, you can set the Spent Event field to “Create Invoice at PO Line Approval (Prepaid).” This lets you print a voucher for purchase order before you receive or invoice it. After you print the voucher, change the Spent Event field to “Statement Approval” to ensure that funds are expended for lines that are added for future renewals.

- If you want Horizon to automatically renew a subscription, then complete the Renewal Type and Subscription Period fields on the PO header.

(For a complete description of these fields, see the steps in [Setting Up Renewals on page 165](#). For more information on renewing subscriptions, see [Standing Order and Subscription Renewals on page 164](#).)

- Add a line for the subscription to the purchase order. You can still keep the subscription period in the Internal Note field on the PO line (for example, “January 2001 to December 2001”), but Horizon does not use it to automatically renew orders.

If a bib record already exists for the title, create the line by copying the title from staff searching. (For information, see [Creating a PO Line for a Title in Staff Searching on page 66](#).) This links the bib record to the PO line. The PO line must

be linked to a bib record in order attach copies and view copy information in Acquisitions.



Make sure the bib record is linked to the PO line so you can view copy information in Acquisitions. (For information, see [Linking Bib Records to PO Lines on page 180.](#))

- Communicate the purchase order to the vendor if the order is for a new title subscription. Typically, vendors do not require a purchase order for the renewal of an existing subscription.
- Claim and receive the first issue of new title subscriptions, unless prediction and claiming is already set up for the title in the Serials module. If prediction and claiming is set up in Serials, cancel the claiming in Acquisitions to avoid double claiming. (To do this, see [Canceling, Suspending, or Forcing Claims on page 147.](#)) Once prediction and claiming is set up in Serials, all claiming and receiving of subsequent issues and future subscriptions is handled in Serials.

Normally, you do not need to receive PO lines for subscription renewals since the items are received with the Serials Checkin feature. However, if the line has been ordered, you must either receive the line or cancel the claiming on it to avoid double claiming.

- If you choose to not have Horizon automatically renew subscriptions, record subscription renewals; otherwise, Horizon automatically renews the subscription. (For more information, see [Standing Order and Subscription Renewals on page 164.](#))
- Typically, the vendor will send you an invoice for the next subscription period sometime before the current subscription period begins. You must record the subscription renewal and invoice it to continue the subscription.

You can manually record a subscription renewal in one of two ways. The first method is to add a new line to the original purchase order. This method is recommended if you have only one subscription title per purchase order. To do this, copy the title from staff searching and enter the dates of the new subscription period in the Internal Note field. (To preserve the link to the bib record, be sure to copy the title from staff searching; if you copy a line on a purchase order to the same purchase order, the link to the bib record is broken for the new line.) The other method is to create a new purchase order. This method may be preferable if you have multiple subscription titles for a vendor on the same purchase order.

Notes

- When you create a purchase order for a new title subscription, Horizon will record it as being complete if you process, receive, and invoice it. However, when you add new lines for subsequent subscriptions, the purchase order goes back to an incomplete state and will remain that way, since you neither process nor receive subscription renewals. If you create a separate purchase order for renewals, the original order will remain completed. However, all subsequent purchase orders will remain incomplete since you neither process nor receive them.

- If you cancel a subscription and you want to change the purchase order to a completed state, do the following: (1) Process the purchase order by creating a BISAC order for it, (2) delete the BISAC order, and (3) receive all unreceived quantities. After you do this, Day End will record the purchase order as complete and enter a date in the Completed field on the PO header.

Acquiring Standing Orders

A standing order (or continuation) represents an agreement with the vendor in which the vendor automatically sends new editions of a title as they are published, along with an invoice. This method is used to acquire nonperiodical serials, including monographic series, multiple-volume monograph sets, “pseudosericals,” loose-leaf service updates, annuals, proceedings, advances, and reports. Unlike subscriptions, payment is usually not required until after you receive the items. Also, standing orders do not need to be renewed with the vendor. You continue to receive new editions until you cancel the order or until the publication ceases.

You handle standing orders much like you do subscriptions, with a few variations. First, you do not need to enter an invoice until after you receive the order. Second, new editions are usually received and claimed in the Acquisitions module. However, some libraries may choose to place these items under Serials control to help with prediction and claiming.

Follow these procedures for standing orders:

- If the standing order is part of a contract with the vendor, you may want to define the contract on the vendor record, if you have not already. The vendor contract/account lets you track the funds you spend on the contract as a whole. (For more information, see “Vendor Contracts/Accounts” in the *Acquisitions Setup Guide*.)
- Create a purchase order header for the subscription.
- Choose the option you want for creating copy or item records in the Copy/Item Creation field on the PO header. (For information about creating copy or item records, see [Copy and Item Creation on page 50](#). For additional information on creating copy records, see [Creating Copy Records in Acquisitions on page 178](#).)
- If you receive new editions in Acquisitions, you can set the Spent Event field on the PO header to “Receipt and Statement Approval” or “Statement Approval.”
- If you need to renew the standing order and want Horizon to automatically renew the standing order, then complete the Renewal Type and Subscription Period fields on the PO header. (For a complete description of these fields, see the steps in [See "Setting Up Renewals"](#). For more information on renewing subscriptions, see [Standing Order and Subscription Renewals on page 164](#).)
- Add a PO line for the first edition you are ordering. (If the standing order is part of a vendor contract/account that you have defined on the vendor record, enter the contract on the PO header.)
- If the order is for a new title, communicate the purchase order to establish the order and to receive the initial item. (Depending on your arrangements with the vendor, this step may not be necessary.) After you have established the order, most vendors do not require a purchase order for subsequent editions.

- If you choose not to have Horizon automatically renew subscriptions, add new lines to the purchase order for subsequent editions; otherwise, Horizon automatically renews the subscription. (For more information, see [Standing Order and Subscription Renewals](#) on page 164.)
- Receive and invoice each edition of the standing order in Acquisitions. You may also choose to place the title under Serials control to help with prediction and claiming. If so, check in the item in Serials Checkin.

Standing Order and Subscription Renewals

You may have standing orders or subscriptions that you have to manually track renewal dates on, then manually search for and renew. If you want, you can automatically do these tasks with the Standing Order Renewal feature. This feature lets you mark purchase orders as Renewal type POs, then enter when to renew the order. You can then batch search for orders that are due for renewal, renew the order to a new PO or new PO line, or even discontinue renewing certain orders.

Before using the Standing Order Renewal feature, you must do some setup for your existing standing orders and any new standing orders you are going to create. You should also set up your passkeys to let certain Acquisitions staff do renewals and discontinue renewing orders (one passkey) or to undo renewals and undo discontinued orders (one passkey). (For more information on passkeys, see “Security” in the *Acquisitions Setup Guide*.)

Effects

- Horizon lets you choose a budget category for the renewal if a category on the renewing order line has no corresponding budget allocation for the fiscal year you choose.
- Horizon batch renews all PO lines you choose from the list of eligible renewal titles.
- Horizon creates new POs (if you specified to do so). This new PO has a PO number assigned by Horizon.
- Horizon creates new PO lines on either new or existing POs. Horizon copies the fields for these new PO lines from the PO line you renewed from if you specified to do so. The Unit Price and Next Renewal Date are assigned based on the parameters you have specified. (You specify to copy PO line information upon renewal by leaving blank the “Empty on Copy” field on the Edit PO Line view. This is the same flag you use to determine whether information is copied to PO lines when you use File, Copy.)
- Horizon assigns a Unit Price based on the method you choose to determine this price (PO price, payments, or payments and charges).
- Horizon assigns a new Next Renewal Date for new PO lines based on the subscription period you enter on the PO header.
- Horizon always copies the bib number and copy number to the new PO line. If there is a copy number, Horizon calculates the begin and end dates for the new PO line based on the subscription period you enter on the PO header.

- Horizon flags the copies for the previous PO line as no longer renewable. Horizon records the renewal activity and date on the history view for each copy.
- If you have a vendor contract/account for the PO, Horizon uses the existing vendor contract/account, changes the contract, or clears the contract, depending on what you specify.
- Horizon updates the “On Order” amounts on the designated vendor contracts/accounts.
- Horizon encumbers budget amounts in the new fiscal year allocation (which you specify).
- Horizon records a budget transaction if you have budget tracking set. (For more information on tracking budget transactions, see “Acquisitions Parameters” in the *Acquisitions Setup Guide*.)
- If you have automatic PO line approval set up for renewing orders, Horizon automatically approves the PO lines.

Restrictions

- Horizon does not check the status of budgets, over-encumbrances, or user restrictions on budgets. You must review your budgets manually to make sure they are valid.
- Horizon does not renew items that are canceled, discontinued, or unapproved.

This section explains these topics:

- [Setting Up Renewals on page 165](#)
- [Renewing Standing Orders in a Batch on page 169](#)
- [Linking Renewed PO Lines and EDIFACT Invoices on page 173](#)
- [Undoing a Renewal on page 174](#)
- [Discontinuing a Standing Order Renewal on page 175](#)
- [Undoing a Discontinued Order on page 176](#)
- [Printing a Renewal Report on page 177](#)

Setting Up Renewals

If you want to use the Standing Order Renewals feature, you must set up your existing and new orders to automatically renew after a certain amount of time. To set up your existing standing order renewals, you must complete the fields on the PO header and for each PO line. (If you already have the renewal fields completed, you can renew your standing orders. For more information on renewing standing orders, see [Renewing Standing Orders in a Batch on page 169](#).)

This section explains these topics:

- [Setting Up Renewals for Existing Standing Orders on page 165](#)
- [Setting Up Renewals for New Standing Orders on page 168](#)

Setting Up Renewals for Existing Standing Orders

If you are using the Standing Order Renewal feature for the first time, you may want to use this setup task for easier searching for and updating of your existing standing order renewals. Once you update your existing standing orders, you may not use this task very often, if at all. After you have your orders set up, you can begin using the Standing Order Renewal feature.

Effects

- Lets you search for standing orders to mark as Renewal type POs by batch updating the new Renewal Type field on the PO headers you choose.
- Lets you specify the subscription period for the standing order by batch updating the new Subscription Period field on the PO headers you choose.
- Lets you assign the date a PO line is up for renewal by batch updating the new Next Renewal Date field on the PO lines for the POs you choose.
- Lets you choose to update renewal dates for PO lines with budget allocations in the fiscal year you choose, if you renew to the same PO.

Constraints

- You cannot set up renewals for existing standing orders without passkey security. (For more information on passkeys, see “Security” in the *Acquisitions Setup Guide*.)

To set up renewals for existing standing orders

- 1 Start the **Set Renewal Orders** process.

The default location of this process is the **Acquisitions\Purchase Order** folder on the navigation bar.

Horizon displays the Compound Search window.

- 2 Open the purchase orders you want to edit the renewal fields for.

Horizon displays the list of renewal order candidates. (Horizon chooses any POs that do not have the new renewal fields completed for the candidates.) Here is an example of the List Renewal Order Candidates window.

- 3 If you want to narrow the list of purchase orders you want to set up as renewals, follow these instructions; otherwise, skip to step 4:

- a Click **Candidates** to display the Compound Search window.
- b Search for the purchase orders you want.
- c Click **OK**.

Horizon displays the new list of purchase orders.

- 4 If you want to review POs and PO lines, follow these instructions; otherwise, skip to step 5:

- a Highlight the POs you want to review and click **Open PO**.

Horizon displays the first PO you chose.

- b** Choose the PO line you want to review.
 - c** Make sure the PO line information is correct.
 - d** Click **Close** on the Edit PO Line window.
 - e** Do one of these options:
 - If you want to review another PO line, repeat the steps in this table.
 - If you are finished reviewing the current PO, click the Close button in the upper-right corner of the PO window. If you chose to review more than one PO, Horizon displays the next PO window for you to review. Repeat the steps in this table to review the PO lines; otherwise, continue with step 5 below.
- 5** At the list of purchase orders to set up for renewal, choose the purchase orders you want to set renewal options for.

6 Click **Set Renew**.

Horizon displays the Defaults Set Renewal Orders window:

- 7** Complete these fields in the Defaults Set Renewal Orders window to set the defaults for the purchase orders you want to set up for renewal:
- **Renewal Type.** Choose **New PO** to have Horizon create a new PO and add the PO line that you choose to renew, or choose **New Line** to have Horizon create a new PO line on the existing PO when you choose to renew.
 - **Subscription Period.** If you already have created your codes for the Subscription Period, choose an existing code.

If you have not already created your codes for the Subscription Period, then follow these instructions to create a code:

- Click **Codes** at the **Subscription Period** field.
- Click **Add** at the Code Lookup window.
- Enter the subscription period code (for example, enter “A” for annual).
- Enter the code’s description (for example, enter “Annual”).
- Choose either **Year** or **Month** for the type of units you want for the subscription period (for example, choose **Year**).
- Enter the number of units you want for the subscription period (for example, enter “1” for an annual renewal).

- Save the file.

You can now choose the code you want from the list.

- Click **OK** in the Code Lookup window.

- Choose the code for the **Subscription Period**.

- **Next Renewal Date.** Enter the next date that the standing orders you chose will be up for renewal (for example, enter "12/15/99"). (This field is optional if you want to complete this field on each PO line individually.)
- **Fiscal Year.** Enter the fiscal year for PO lines with budget allocations in that year. Horizon updates the Next Renewal Date field only for those PO lines that have a budget allocation in the year you enter. If no fiscal year allocation exists for the year you enter, Horizon displays a message. (For more information on this message, see [Error Messages on page 276](#).) If Horizon cannot find PO lines for this fiscal year, Horizon updates only the PO header information. (This field is optional if you want to complete the Next Renewal Date field on each PO line individually. If you complete this field, you must also complete the Next Renewal Date field.)

Note: If you normally renew your standing orders by copying a PO line to the same PO, you should complete the Fiscal Year field. That way, Horizon will update only the most current PO lines on a renewing PO.

8 Click **OK**.

Horizon updates the POs you chose and removes the POs that have been updated from the list of renewal order candidates.

Setting Up Renewals for New Standing Orders

After you have set up all your existing standing orders, you can use this task to complete any new standing order that you want to renew. Once you have your orders set up, you can begin using the Standing Order Renewal feature.

To set up renewals for new standing orders

- 1** Create a new PO.
- 2** For the PO header, complete the new **Renewal Type** field by choosing one of these options:
 - **New PO.** When you renew a PO line on this PO, Horizon creates a new PO and adds the PO line that is being renewed.
 - **New Line.** When you renew a PO line on this PO, Horizon creates a new PO line on the existing PO.
- 3** For the PO header, if you already have created your codes for the **Subscription Period** field, choose an existing code.

If you have not already created your codes for the Subscription Period, follow these instructions to create a code:

- a** Click **Codes** at the **Subscription Period** field.

- b** Click **Add** at the Code Lookup window.
 - c** Enter the subscription period code (for example, enter “A” for annual).
 - d** Enter the code’s description (for example, enter “Annual”).
 - e** Choose either **Year** or **Month** for the type of units you want for the subscription period (for example, choose **Year**).
 - f** Enter the number of units you want for the subscription period (for example, enter “1” for an annual renewal).
 - g** Save the file.
You can now choose the code you want from the list.
 - h** Click **OK** in the Code Lookup window.
 - i** Choose the code for the **Subscription Period**.
- 4** Save the file.
 - 5** Click **Close** to view the purchase order.
Horizon saves the PO header, marks it as a Renewal type PO, and displays the PO window.
 - 6** Create a new PO line.
Note: You may not be able to create a new PO line by copying when using Copy from the File menu. That is because you must choose to copy PO line information by leaving blank the “Empty on Copy” field in the PO Line view.
 - 7** For the PO line, enter the next date that the standing order will be up for renewal in the **Next Renewal Date** field (for example, enter “12/15/03”).
 - 8** Save the file.
 - 9** Repeat steps 6–8 for each PO line you want to create for the PO and want to renew.
 - 10** Repeat the steps in this task for each purchase order you want to renew.

Renewing Standing Orders in a Batch

Once your standing order PO headers and PO lines are set up, you can renew orders in batches. You renew orders in batches when renewal dates are approaching.

To renew standing orders in a batch

- 1** Start the **Batch Renew** process.
The default location of this process is the **Acquisitions\Purchase Order** folder on the navigation bar.
Horizon displays the Renewal Options window:

- 2 Complete these fields in the Renewal Options window to find the purchase orders you want to renew:
- **Begin Date.** Enter the beginning date for the range of renewals coming up that you want to renew. (This is the date in the Next Renewal Date field on the PO line. For example, enter “09/01/2003”.)
 - **End Date.** Enter the ending date for the range of renewals coming up that you want to renew. (This is the date in the Next Renewal Date field on the PO line. For example, enter “09/30/2003”.)
 - **Location.** If you want to narrow the list of renewals to a certain location, enter the location of the PO header.
 - **Fiscal Year.** Enter the fiscal year to set the budget for the new fiscal year, or leave this field blank if there is a valid non-fiscal year allocation.
 - **Set Price By.** This field lets you choose what the Price will be for the renewed purchase order. You can choose one of these options:
 - Choose **PO Price** if you want the renewal price to be the same as the one entered for the PO line you are renewing from. (You can choose only one option to set the price by.)
 If you choose this option and you have a vendor discount percentage, Horizon applies the vendor discount percentage. This is because the discounted amount applies to a purchase order’s total amount on order.
 - Choose **Set Price By Payments** if you want the renewal price to be the payment amount entered on the existing PO line’s statement, excluding any prorated extra charges. (You can choose only one option to set the price by.)
 If you choose this option and you have a vendor discount percentage, Horizon does *not* apply the discount percentage to the renewed amounts. This is because the discounted amount applies to a purchase order’s total amount on order, not to an agreed upon payment amount for renewals (which may or may not be related to the purchase order’s total amount on order).
 - Choose **Set Price By Payments and Charges** if you want the renewal price to be the payment amount entered on the existing PO line’s statement,

including any prorated extra charges. (You can choose only one option to set the price by.)

If you choose this option and you have a vendor discount percentage, Horizon does *not* apply the discount percentage to the renewed amounts. This is because the discounted amount applies to a purchase order's total amount on order, not to an agreed upon payment amount for renewals (which may or may not be related to the purchase order's total amount on order).

- **Vendor.** If you want to narrow the list of renewals to a particular vendor, click the **Vendor** button to display the Compound Search window. Follow these instructions to search for the vendor you want:
 - Highlight the index you want to use to search for a vendor and enter a search term in the **Search for** field.
 - Click **Search** on the Compound Search window.

3 Click **OK** on the Renewal Options window.

Horizon displays the list of renewal candidates:

Title	Price	Renew Qty	Total	Renew On
1. Baker and Taylor Special, ed. 3	350.00	1	350.00	09/30/99
2. BT Sciencce	500.00	1	500.00	09/30/99

Selection Total: 2

Note: If you want to change some of the options for renewing orders, click **Options** to display the Renewal Options window and make your changes.

- 4 Choose the purchase orders you want to renew, or click **Select All** to choose all the purchase orders. (If you want to discontinue renewing any orders, see [Discontinuing a Standing Order Renewal](#) on page 175.)
- 5 Click **Renew**.
- 6 If Horizon displays the List Renewal Categories Exceptions window, continue with the next step; otherwise, skip to step 12.

Horizon displays this window if it cannot find a corresponding fiscal year allocation to automatically renew to. In these cases, you must specify a budget to renew to.

- 7 Highlight the budget category in the **List Renewal Categories Exceptions** window.
- 8 Click **Renew To** to display the Edit Renewal Category Exceptions window:

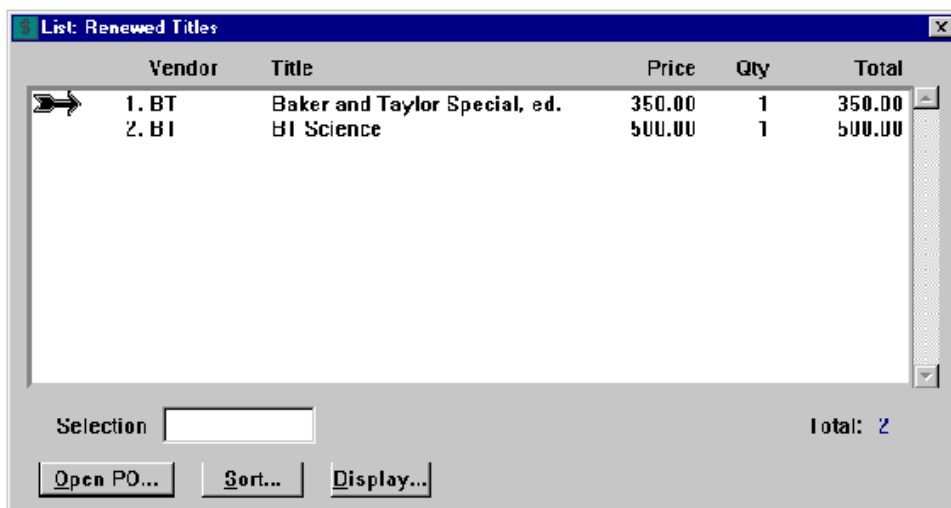


- 9 Choose the budget category you want to renew to.
 - 10 Click **OK**.
 - 11 Repeat steps 7–10 for all budgets listed in the List Renewal Categories Exceptions window.
- Note:** Horizon will not let you continue with the renewal process if you do not specify a budget for every budget exception.
- 12 If Horizon displays the List Renewal Vendor Contracts window, use this table to keep the existing contract, change the contract, or clear the contract; otherwise, continue with the next step:

Note: Horizon displays this window only for renewals that you specified to renew to a new PO *and* that have a vendor contract/account entered for the PO header.

To change or clear the contract	To keep the existing contract
<ol style="list-style-type: none"> 1. Click Renew To. Horizon displays the Edit PO window. 2. Change the vendor contract/account or clear it from the Vendor Contracts field. 3. Save the file. 4. Click OK on the List Renewal Vendor Contracts window. 5. Continue with step 13 in this task. 	<ol style="list-style-type: none"> 1. Click OK on the List Renewal Vendor Contracts window to accept the existing contract. 2. Continue with step 13 in this task.

Horizon displays a list of the renewed orders:



Horizon renews each PO you choose or displays messages, if any. (For more information on the messages, see [Error Messages on page 276](#).)

Important: If you do not use the PO numbers assigned by Horizon and you chose to renew an order to a new PO, you must edit each PO with the numbers you want.

13 Edit any POs as necessary by clicking **Open PO**.

You can display the next renewal date for the renewed PO line by clicking **Display** on the List Renewed Titles window and choosing to display the **Next Renewal** field.

You can display the date the lines were renewed by clicking **Display** in a PO's List Item Detail window and choosing to display the **Renewed** field.

Note: If you find that you renewed an item that you did not want to renew, you can undo the renewal. (For more information, see [Undoing a Renewal on page 174](#).)

Linking Renewed PO Lines and EDIFACT Invoices

Horizon automatically links renewed PO lines to EDIFACT invoices. This lets Horizon match the number from an EDIFACT invoice (which is based on the original, Horizon-assigned PO number) with the renewed PO line number (which is a new number). This keeps the tie between the renewed PO number and PO line number from the original order number that comes in as a match point in an EDIFACT transmission file. This feature applies to PO lines that are either renewed to a new PO or to a new PO line.

Since Horizon handles the link to renewed POs automatically, you do not need to do anything. However, if your library chooses to renew PO lines manually either by copying PO lines on the same PO or creating new POs, you must manually add a renewal ID to a PO line to keep the tie between the new PO line and the EDIFACT invoice.



To link all of your existing renewed PO lines with EDIFACT orders that you receive, you must run a report of the old PO numbers and their new renew ID numbers. Then, be sure to communicate the new renewal IDs to your vendors to place on their EDIFACT invoices. This is a one-time-only step. Vendors do not need to make any changes after your initial report for existing POs.

Effects

- Horizon automatically links any renewed PO lines to EDIFACT invoices via the original, Horizon-assigned PO number (internal key PO number), not the PO number that you assign (purchase order reference number).

Constraints

- This feature does *not* apply to renewed PO lines that are then sent to the vendor. This feature functions on the fact that subscriptions are automatically renewed with a vendor until you communicate to the vendor that you want to stop subscription renewals.

- This feature does *not* apply to EDIFACT supplemental invoices for PO lines ordered earlier than the latest PO line. If you receive an electronic supplemental invoice for an earlier PO, you must handle the supplemental invoice manually.
- If your library chooses to renew PO lines manually either by copying PO lines on the same PO or creating new POs, you can manually add a renewal ID to a PO line. This will tie the renewed PO to the EDIFACT invoice that you want.

To manually link renewed PO lines and EDIFACT invoices

- 1 Open the PO that will be renewed.
- 2 Create or edit the PO line.
- 3 In the **Renew ID** field, enter the renewal ID in this format with no spaces:
original_PO#/original_PO_line#
For example, enter “1377/1” in the Renew ID field.
Note: You must use the forward slash (/) as the delimiter.
- 4 Save your changes.

Undoing a Renewal

You may have times when you renewed an item that you did not want to renew. You can undo the renewal if you want.

Effects

- Horizon deletes the new PO lines that were created when the PO was renewed.
- Horizon disencumbers budgets for the PO line.
- Horizon marks the previously renewed PO line as renewable.

Constraints

- You must undo other activities that have been performed on the renewal order before you can undo the renewal. (For example, you must undo the PO line approval.)

To undo a renewal

- 1 Open the purchase order that contains the lines that were created by the renewal process and that you want to undo the renewal for.
- 2 Highlight the PO line you want.
- 3 Choose **PO Line, Undo, Renew**.
Horizon prompts you to confirm the action.
- 4 Click **OK**.

Discontinuing a Standing Order Renewal

You may have purchase orders that you have renewed for years, but do not want to renew anymore. You can discontinue renewing an entire PO line or individual quantities on the line. You can discontinue renewing PO lines with the Discontinue button on the List Renewal Candidates window, during the renewal process.

Discontinuing a purchase order is not the same as canceling a purchase order. When you discontinue a purchase order, you are choosing not to renew the standing order—not canceling the existing order. Discontinuing is also different from canceling in that discontinuing does not affect budgets or print a discontinue notice for your vendor. (For more information on canceling purchase orders, see [Canceling Items on page 152.](#))

Effects

- Horizon marks the PO lines you choose as not eligible for renewal.
- Horizon does not update any budgets.

To discontinue a standing order renewal

- 1 If you are renewing orders and you see orders that you do not want to renew anymore at the List Renewal Candidates window, highlight the standing orders you want to discontinue renewing. (For more information on renewing orders, see [Renewing Standing Orders in a Batch on page 169.](#))

You can highlight multiple lines to discontinue them one after the other.

- 2 Click **Discontinue** to display the Discontinue PO Line window:

- 3 Enter the quantity you want to discontinue renewing in the **Quantity** field.
- 4 Enter any notes for internal use in the **Internal Note** field.
- 5 Click **OK**.

If you highlighted multiple lines, Horizon displays the next line in the Discontinue PO Line window, along with the notes you entered for the last discontinued order.

- 6 If Horizon displays another line, update the fields as necessary and click **OK**. Repeat this step for each line you highlighted.

Horizon discontinues the lines. You can display the date the lines were discontinued by clicking **Display** in a PO's List Item Detail window and choosing **Discontinued**.

When Horizon displays the list of renewal candidates again, you can display the discontinued quantities for each line by clicking **Display** on the List Renewal Titles window and choosing to display the **Discontinue Quantities** field.

- 7 Notify your vendor that your are discontinuing the standing order.

Note: If necessary, you can undo a discontinued order and renew the order. (For more information on undoing a discontinued order, see the next task “Undoing a Discontinued Order”.)

Undoing a Discontinued Order

If you did not want to discontinue the renewing of a standing order and want to renew the order, you can undo the discontinued order.



If you want to renew a PO line quantity that was previously discontinued, it may be easier to create a new PO line item on the most current purchase order. This is because renewals follow a purchase order chain when you choose to renew PO lines to a new PO. If you have renewed other PO line quantities to a new purchase order twice or more since the order was discontinued and you renew the discontinued PO line, Horizon will not renew the PO line to the most current purchase order; it will renew the PO line to the next purchase order in the chain of purchase orders. The best solution is to create a new PO line on the current purchase order. (For more information on creating a new purchase order and PO line, see [Creating Purchase Orders on page 61](#).)

Effects

- Horizon marks the PO lines you choose as eligible for renewal.
- Horizon does not update any budgets.

To undo a discontinued order

- 1 Open the purchase order that contains the line for which you want to undo the discontinued order.
- 2 Highlight the PO line for which you want to undo discontinuing (thereby marking the PO line again as renewable).
- 3 Choose **PO Line, Undo, Discontinue**.

Horizon prompts you to confirm the action.

- 4 Click **OK**.
- 5 Renew the PO.

For more information on renewing a PO, see [Renewing Standing Orders in a Batch on page 169](#).

Printing a Renewal Report

You can print a report on the POs and PO lines that are ready for renewal. (For example, you may want to see discontinued renewal orders for a particular vendor.) You create the report by following the same steps for renewing PO lines. Once you have the PO lines you want in the list on the List Renewal Candidates window, you can display the information you want and print it.

To print a renewal report

- 1 Start the **Batch Renew** process.

The default location of this process is the **Acquisitions\Purchase Order** folder on the navigation bar.

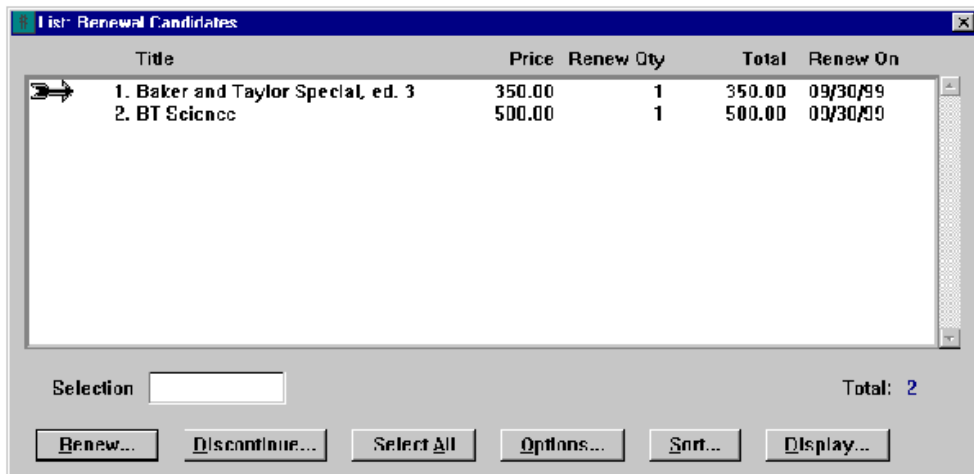
Horizon displays the Renewal Options window. Use this window to display the PO lines you want in the List Renewal Candidates window.

Here is an example window:

- 2 Complete these fields in the Renewal Options window to display the renewal orders for which you want to print a report:
 - **Begin Date.** Enter the beginning date for the range of renewals for which you want to print a report. (This is the date in the Next Renewal Date field on the PO line. For example, enter "09/01/2003".)
 - **End Date.** Enter the ending date for the range of renewals for which you want to print a report. (This is the date in the Next Renewal Date field on the PO line. For example, enter "09/30/2003".)
 - **Location.** If you want to narrow the list of renewals for which you want to print a report, enter the location of the PO header.
 - **Fiscal Year.** Enter the fiscal year of the renewals for which you want to print a report.
 - **Set Price By.** This field lets you choose what the price will be for the renewed purchase order. You can leave this field as it is (because the report is unaffected by this field), or you can choose one of these options:

- Choose **PO Price** if you want the renewal price to be the same as the one entered for the PO line you are renewing from. (You can choose only one option to set the price by.)
 - Choose **Set Price By Payments** if you want the renewal price to be the payment amount entered on the existing PO line’s statement, excluding any prorated extra charges. (You can choose only one option to set the price by.)
 - Choose **Set Price By Payments and Charges** if you want the renewal price to be the payment amount entered on the existing PO line’s statement, including any prorated extra charges. (You can choose only one option to set the price by.)
 - **Vendor.** If you want to narrow the list of renewals to a particular vendor, click the **Vendor** button to display the Compound Search window, then search for the vendor you want.
- 3 Click **OK** on the Renewal Options window.

Horizon displays the list of renewal candidates:



Note: If you want to change some of the options for the Renewal report, click **Options** to display the Renewal Options window and make your changes.

- 4 Click **Display** to display all the fields you want to print on the Renewal report.
- 5 Print the Renewal report.

Creating Copy Records in Acquisitions

You can create copy records for new titles in Acquisitions. This lets you display serial titles that are on order or newly acquired in PAC or staff searching. You can create copy records in Acquisitions using any of these methods:

- To have Horizon create copy records for all PO line items at order or receipt, set the Copy/Item Creation field on the PO header to “Create Copy at PO Line Approval” or “Create Copy at Receipt.” (For information, see [Copy and Item Creation on page 50.](#))

- To create copy records for all PO line items at any time after the purchase order has been processed, use the Create Copy(s) option on the PO Line menu. (For information, see [Creating Copy or Item Records for PO Lines on page 105.](#))
- To create copy records for individual PO line items, use the New Copy button in the List PO Line Item Copy Candidates window. (For information, see [Creating Copy Records for PO Line Items on page 183.](#))

Each of these options creates the copy records automatically, using information on the purchase order. A short bib record is also created for each title if the line is not already linked to a bib record in your database. The bib and copy records are intended to be temporary until they can be fully cataloged in Cataloging, or until they are replaced by imported records. If the line's bib record has item records but no existing copy records, Horizon moves all the items to the copy record.

You cannot create both item and copy records for the same PO line item in Acquisitions. However, if you create copy records for a PO line item, you can later create item records in Cataloging.

Once you create the copy record in Acquisitions, the acquisition status of "On Order" is assigned in the acq_status field on the copy record. The acquisition status lets users know where the copy is in the acquisition process. Horizon has seven acquisition statuses, as defined on a MARC Holdings record in the 008 tag, position 6:

- **Unknown.** Horizon automatically assigns this status to copies that you or a staff member create in Cataloging, or this status may be assigned by a you or a staff member while creating a new copy record in serials control.
- **Other Receipt or Acquisition Status.** Horizon does not automatically assign this status to copies. You or a staff member assigns this status to copies in serials control.
- **Completed.** Horizon does not automatically assign this status to copies. You assign this status to copies in serials control that have all their pieces (pieces such as those of a monographic series or a multi-volume set) received or are at least in the system. The status is assigned when the set is "complete."
- **On Order.** Horizon automatically assigns this status to copies that you create in Acquisitions that have not been received. When the item is received in Acquisitions, Horizon automatically changes the status from "On Order" to "Currently Received." If you receive the item in serials control, then you must change the status to "Currently Received" when you are ready to check in the first issue for that copy. You can assign the status "On Order" in serials control while creating a new copy record only if you do not have Horizon's Acquisitions and you then change the status to "Currently Received" in serials checkin when you are ready to receive the item. You can assign the "On Order" status in serials control if you have Horizon's Acquisitions and if you then link the copy record to an order. (For more information on linking a copy record to an order, see the *Serials Guide*.) If you then receive the copy's title in Acquisitions, Horizon would automatically update the acquisition status.
- **Currently Received.** Horizon automatically assigns this status to items that are received in Acquisitions or to new copies that you create in serials control. You can also assign this status to a copy while receiving parts for that copy in serials checkin. Copies with this status have issues or parts of the copy that are being

currently received. If you want to predict issues in serials checkin for a given copy or if you want to claim any missing or late issues through serials checkin, you must have the status “Currently Received” assigned to the copy.



For new copies you create in serials control with the status of “Currently Received,” you must also enter the vendor before you save the copy record. This is so the system knows who to send claims to.

- **Not Currently Received.** Horizon does not automatically assign this status to copies. You assign this status (through serials control) to new copies (or parts of copies) that are not currently being received in the system. (For example, your library may want to get the copy record set up in advance but is not ready to order or receive that parts of that copy, or your library had been receiving parts and then cancelled the order or stopped receiving parts because of discontinued publication or other reasons.)
- **Not Currently Published.** Horizon does not automatically assign this status to copies. You assign this status to copies with titles that have not been published yet. If you want to set up the copy record in advance of ordering the copy, you may want to assign this acquisition status to the copy.

Linking Bib Records to PO Lines

To view copy information for a title in Acquisitions, the bib record must be linked to the PO line. (A bib number is displayed in the bib# field on page 2 of the Edit PO Line window if a bib is linked to the line.) This section explains how to create PO lines to ensure that the lines are linked to their corresponding bib records.

If you are adding a line for a new title subscription, do one of the following:

- Create the bib record in Cataloging *before* you create the PO line. Then create the PO line by copying the title from staff searching. (For information, see [Creating a PO Line for a Title in Staff Searching on page 66.](#)) This links the bib record to the PO line. The bib record is also linked to the PO line if you copy the title from staff searching to a purchase request and then copy the purchase request to a purchase order. (If the PO line has already been created, see [Workaround for Linking Existing PO Lines to Bib Records on page 181.](#))
- Let Horizon create the bib record automatically at the time copy records are created for the PO line (instead of creating the bib record in Cataloging and copying the title from staff searching). To do this, you must create copy records for the PO line in Acquisitions. (The options for creating copy records in Acquisitions are explained on [See "Creating Copy Records in Acquisitions"](#).) When Horizon creates the copy records, it also creates a short bib record for the line, if the line is not already linked to a bib record in your database.

If you are adding a line for the renewal of an existing subscription, do one of the following:

- Create the line by copying the title from staff searching. (For information, see [Creating a PO Line for a Title in Staff Searching on page 66.](#)) This is the most common method.

- If the title exists as a purchase request and the purchase request is linked to the appropriate bib record, copy the purchase request to the purchase order.
- If the title exists as a line on another purchase order, copy the line to the new purchase order, using the Copy Line(s) to PO option on the PO Line menu.
- If the title already exists on the purchase order, open the purchase order twice; then copy the line from one window to the other, using the Copy Line(s) to PO option on the PO Line menu. (For instructions, see [Creating a PO Line by Copying a Line from Another PO on page 63.](#))



Do not use the Copy option on the File menu. Unless you have changed your view settings, this option does not copy the link to the bib record.

Workaround for Linking Existing PO Lines to Bib Records

If a PO line was not linked to its corresponding bib record when it was created (using one of the methods above), you can still link the line and bib record. You can do this by merging a short bib record created for the line in Acquisitions with the full bib record created in Cataloging.

- 1 If you have not already, create copy records for the PO line in Acquisitions. This generates a short bib record that is linked to the PO line. (For instructions, see [Creating Copy or Item Records for PO Lines on page 105.](#))
- 2 Merge the short bib record into the full bib record in Cataloging. This links the full bib record to the PO line. (For instructions on merging bib records, see the Cataloging Guide.)

Attaching Copy Records to PO Line Items

You can attach copy records to items on a PO line. This lets you view copy and issue information for the items. If you create copy records in Acquisitions, the copy records are attached to the line items automatically. However, if the copy records were created in Cataloging or Serials Control, you can attach them manually, as explained below.

To attach a copy record to a PO line item, the PO line must be linked to the copy's bib record and the location on the copy record must match the location on the PO line item. (For information about linking bib and copy records, see [Linking Bib Records to PO Lines on page 180.](#))

To attach copy records to PO line items

- 1 Open the purchase order that contains the line you want to attach a copy record to.
- 2 In the **PO** window, highlight the line and click **Item Detail** to display the List PO Line Item Detail window.
- 3 Highlight the item you want to attach a copy record to and click **Copy**.
Horizon displays the List PO Line Item Copy Candidates window.

This window displays the copy records whose bib number matches the bib number on the PO line and whose location matches the location on the PO line item.

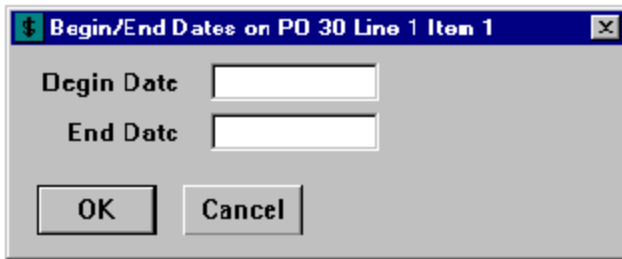
Note: If a copy record is already attached to the line item, Horizon displays the List PO Line Item Copy window instead. The List PO Line Item Copy Candidates window and the List PO Line Item Copy window are very similar, so be careful not to confuse the two. The main differences are the window titles and the left-most button, which toggles between Attach and Detach. The List PO Line Item Copy Candidates window lets you choose the copy record you want to attach to the line item. The List PO Line Item Copy window shows the copy record that is currently attached to the line item.

- 4 Highlight the copy record you want to attach to the PO line item.

If there is a large number of copy candidates, you may want to use the Sort and Display buttons to help you find the copy you want.

- 5 Click **Attach**.

Horizon prompts you to enter a begin and end date for the subscription:



- 6 Enter the subscription's begin and end dates, and click **OK**.

You must enter begin and end dates to attach the copy record. If you do not know the exact dates, enter approximate dates. You can change the dates later with the Dates button.

Horizon attaches the copy record to the line item. The window changes from the List PO Line Item Copy Candidates window to the List PO Line Item Copy window, and the label on the left-most button changes from "Attach" to "Detach." Horizon also disables the New Copy and Sort buttons since they no longer apply, and enables the Dates button so you can change the copy's subscription dates if necessary.

Detaching Copy Records from PO Line Items

If you attach a copy record by mistake, you can detach it by clicking the Detach button in the List PO Line Item Copy window.

To detach copy records from PO line items

- 1 If the copy record you want to detach is not already displayed, follow the steps in the previous section to display it in the List PO Line Item Copy window.

- 2 Click **Detach**.

Horizon prompts you to confirm the action.

- 3 Click **OK** to detach the copy record.

Horizon detaches the copy record. The window changes from the List PO Line Item Copy to the List PO Line Item Copy Candidates window, and the label on the left-most button changes from “Detach” to “Attach.” Horizon also disables the Dates button since it no longer applies, and enables the New Copy and Sort buttons.

Creating Copy Records for PO Line Items

You can create a copy record for a PO line item with the New Copy button in the List PO Line Item Copy Candidates window, as explained in the steps that follow. This button lets you create a copy record for individual line items. (For information about the other options for creating copy records in Acquisitions, see [Creating Copy Records in Acquisitions](#) on page 178.)

If the line’s bib record has item records but no existing copy records, Horizon will move all the item records to the new copy record.

To create copy records for PO line items

- 1 Open the purchase order that contains the line item you want to create a copy record for.
- 2 In the **PO** window, highlight the line and click **Item Detail** to display the List PO Line Item Detail window.

- 3 Highlight the item you want to create a copy record for and click **Copy**.

Horizon displays the List PO Line Item Copy Candidates window.

- 4 Click **New Copy**.

Note: If a copy record is already attached to the line item, the New Copy button is disabled since a copy record already exists for the line item. If you want to attach the line item to another copy record instead, you must first detach the existing copy record. To do this, click Detach.

Horizon prompts you to enter a begin and end date for the subscription:

The screenshot shows a dialog box titled "Begin/End Dates on PO 30 Line 1 Item 1". It features two text input fields, one for "Begin Date" and one for "End Date". At the bottom of the dialog are two buttons: "OK" and "Cancel".

- 5 Enter the subscription's begin and end dates, and click **OK**.

You must enter begin and end dates in order to attach the copy record to the PO line item. If you do not know the exact dates, enter approximate dates. You can change the dates later by clicking the Dates button.

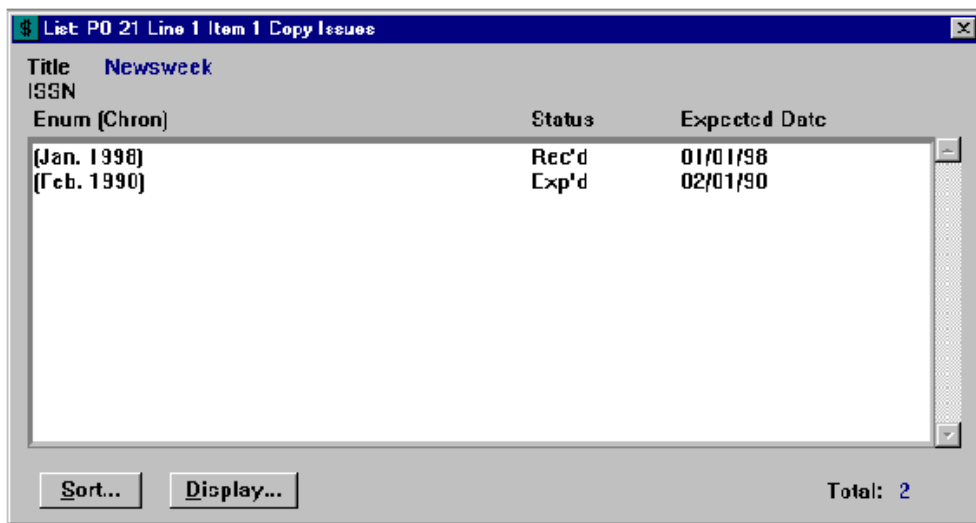
Horizon creates the copy record and attaches it to the line item. The window changes from the List PO Line Item Copy Candidates window to the List PO Line Item Copy window, and the label on the left-most button changes from "Attach" to "Detach." Horizon also disables the New Copy and Sort buttons since they no longer apply, and enables the Dates button so you can change the copy's subscription date if necessary.

Viewing Issue Information

As you make ordering decisions for a serial title, it is often helpful to review the title's issue information, including checkin history and prediction information. You can access this information from the List PO Line Item Detail window in Acquisitions, as long as you have attached a copy record to the PO line item and issues have been created for the copy.

To view issue information

- 1 Open the purchase order that contains the line item whose issue information you want to see.
- 2 In the **PO** window, highlight the line and click **Item Detail** to display the List PO Line Item Detail window.
- 3 Highlight the item whose issue information you want to see.
- 4 Click **Issues** to display the List PO Line Item Copy Issues window:



This window shows the issues for the copy record attached to the PO line item. By default this window shows enumeration, expected date, and status of each issue. Use the Sort and Display buttons to sort the list or to display additional

information about the issues (such as the issue date or the number of claims that have been sent to the vendor).

Chapter 5: Statements

This chapter explains how to record vendor statements, including invoices, supplemental invoices, credit memos, and nontitle invoices. It also explains other statement-related tasks.

This section contains these topics:

- [About Statements](#) on page 186
- [Recording Statements](#) on page 192
- [Creating Statements from EDIFACT Interchange Files](#) on page 213
- [Applying Credits](#) on page 217
- [Changing the Vendor Assigned to a Statement](#) on page 220
- [Searching for Statements](#) on page 221
- [Opening a Statement from a Purchase Order](#) on page 223
- [Opening a Purchase Order from a Statement](#) on page 223
- [Approving Statements](#) on page 223

About Statements

A statement is a summary of charges or credits for items you have ordered from a vendor. When you receive a statement from a vendor, you need to enter it in Horizon. This lets you track and pay for the statements you receive. It also unencumbers and expends funds for the PO lines, as necessary. You can record a variety of statements, including regular and supplemental invoices, credit memos, nontitle invoices, nontitle credit memos, and refunds. You perform statement-related tasks with the processes in the Acquisitions/Statement folder.

For most libraries, the actual payment of statements is processed by the library's accounting agency, not the library itself. This means you will need to forward a voucher for the vendor statement (or the statement itself) to the accounting agency to ensure the statement gets paid. (For more information on vouchers, see [About Vouchers](#) on page 230.)

This section covers the following statement-related topics:

- [Statement Headers and Lines](#) on page 187
- [Statement Types](#) on page 188
- [Proforma Invoices](#) on page 190
- [Proforma Credits](#) on page 190
- [Proforma Refunds](#) on page 190
- [Receiving Items at Invoice Entry](#) on page 190

- [Extra Charges](#) on page 191
- [Completion of Statements](#) on page 192

Statement Headers and Lines

A statement consists of a “header” and, in most cases, a “body.” The header contains information that applies to all the lines on the statement, such as the vendor, the statement type, and extra charges. The body contains the individual lines or titles included on the statement. (Nontitle invoices, nontitle credit memos, and nontitle refunds do not have lines.)

Here is a sample Statement Header window:

Edit: Statement 1996-9 Header

Created 02/19/1996 Updated 02/19/1996 Approved 03/15/2000

Vendor Academic Publications

Type Invoice Completed

Number 1996-9 Date 02/19/1996

Amount 71.97 Currency usd United States Dollar Codes

Extra Charges — New Delete (Ncw) — 1 of 1

Charge Type Codes

Amount Codes

Budget Codes

Voucher

Close Save Page Up Page Down Vendor Page 1 of 2

This window may vary depending on the statement type. For example, the statement header for a credit memo does not include a Checks group, since this group does not apply to credit memos. (For a detailed description of all the fields in this window, for any statement type, see [Edit Statement Header Window on page 337](#).)

Here is a sample Statement window:

Title	Unit Price	Qty	Amount	Charges	Total
1. Constance Stuart Larrabee, tribal	19.99	1	19.00	1.28	20.28
2. Indian miniature paintings and	14.99	1	14.99	1.01	16.00
3. Drive new worlds : America's	39.99	1	39.99	2.71	42.70

This window displays the lines that are included on the statement. (This window is not available for nontitle invoices, nontitle credit memos, and nontitle refunds since these types do not have lines.) You can click the Display button in this window to display other columns of information, such as the line type or PO number. You can also click the Sort button to sort the lines by any of the columns you select for display. (For a description of the fields in this window, see [Statement Window on page 351](#).)

Statement Types

Horizon lets you record a variety of statement types, including regular invoices, supplemental invoices, nontitle invoices, and credit memos. Statement types are specified at both the header and line level. This lets you accommodate vendor statements that include different line types on the same statement. (For more information, see [Mixing Line Types on page 189](#).)

The header type is assigned automatically when you create the statement, based on the option you choose on the Statement menu. You cannot change the header type once you save the statement. The line type is determined by the header or the statement mode you choose before you record statement lines. You cannot change the line type unless you undo the statement line and redo it. (For instructions on undoing a statement line, see [Undoing a Statement Line on page 262](#).)

The types of statements you can record in Horizon are explained below. For more detailed information and instructions on how to record each type, see the corresponding cross-references.

- **Invoice.** This type is for “regular” title invoices (as opposed to supplemental invoices, credit memos, or nontitle invoices). (For more information, see [Recording an Invoice on page 194](#).)
- **Supplemental Invoice.** A supplemental invoice is an invoice for additional charges not included on a previous invoice. (For more information, see [Recording a Supplemental Invoice on page 198](#).)
- **Credit Memo.** A credit memo is a note issued by a vendor in place of a cash refund for unfilled or returned titles that can be applied to other invoices you

receive from the vendor. (For more information, see [Recording a Credit Memo on page 201.](#))

- **Refund.** A refund is a cash refund from a vendor for unfilled or returned orders. (For more information, see [Recording a Refund on page 204.](#))
- **Nontitle Invoice.** A nontitle invoice is an invoice that is not associated with any titles. For example, you might create a nontitle invoice to pay for inter-library loan charges, office supplies, or items you do not catalog (for example, paperback books). (For more information, see [Recording a Nontitle Invoice on page 207.](#))
- **Nontitle Credit.** A nontitle credit memo is a credit from a vendor that is not associated with a title. This might be a credit for a previous nontitle invoice (explained above) or simply a miscellaneous credit. (For more information, see [Recording a Nontitle Credit Memo on page 208.](#))
- **Nontitle Refund.** A nontitle refund is a refund from a vendor for nontitle invoices (explained above). (For more information, see [Recording a Nontitle Refund on page 209.](#))

Mixing Line Types

If you create a regular invoice or credit memo, you can add lines of different types to the statement. This allows you to accommodate vendor statements that include different line types on the same statement (such as a statement that includes regular invoice lines and supplemental lines).

This table summarizes the options you have for mixing line types:

Table 5-1: Mixing line types

If the Header Type Is	You Can Add These Line Types
Invoice	Invoice Supplemental Invoice Credit Memo
Supplemental	Supplemental Invoice
Credit Memo	Credit Memo Invoice Supplemental Invoice
Refund	Refund
Nontitle Invoice Nontitle Credit Nontitle Refund	You cannot add lines to these statement types.

Proforma Invoices

A proforma invoice is a statement that is created automatically for prepaid orders. The statement is created when you print the prepaid order, create an electronic order for it, or generate a voucher for it. (For information about prepaid orders, see [Creating a Prepaid Order on page 93](#).) Horizon assigns proforma invoices a header and line type of “Invoice” and marks the invoice as being system generated.

If you receive a credit for a prepaid order, you can record the credit immediately (without first creating an invoice) since Horizon generated the invoice at the time you printed the purchase order, created an electronic order for it, or generated a voucher for it.

Proforma Credits

A proforma credit is a statement that is created automatically for cancelled orders. The statement is created when you cancel an order and specify the amount spent as a credit. (For information about cancelling orders, see [Canceling Items on page 152](#).) Horizon assigns a proforma credit a header and line type of “Credit Memo” and marks the credit as being system generated. The credit can be applied immediately, and just as vouchers are generated with a regular credit, vouchers can be generated after the creation of a proforma credit.

Proforma Refunds

A proforma refund is a statement that is created automatically for cancelled orders. The statement is created when you cancel an order and specify the amount spent as a refund. (For information about cancelling orders, see [Canceling Items on page 152](#).) This statement is also created automatically when you enter negative amounts on a PO; in other words, you have entered a refund line on a PO. Horizon assigns a proforma refund a header and line type of “Refund” and marks the credit as being system generated.

Receiving Items at Invoice Entry

If items arrive with the statement, you can receive the items at the same time you record the statement. This is the quickest method for receiving and recording the invoice for the items. However, if the items come before the statement, you can receive the items and wait to record the statement when it arrives. (For more information about receiving items, see [Receiving Items on page 136](#).) If the statement comes before the items, you can record the statement and wait to receive the items when they arrive.

If you receive items, Horizon expends funds only if the items are invoiced and the statement is approved.

To receive items at invoice entry, make sure you mark the Receive box (shown below) when you invoice the line. This option is available only if *all* the items you are invoicing can also be received. If even one of the items is not available for receipt, this option is unavailable (grayed out), so you cannot receive any of the items from this window, including the items that are available for receipt. Consequently, there may be unreceived quantities that you will need to receive later from the purchase order:

Mark this box to receive the items at the same time you record the invoice.

The screenshot shows a dialog box titled "Invoice: PO 2001-0009 Line 4". It contains the following fields and controls:

- Title:** A text box containing "The columbian household monthly." with up and down arrow buttons on the right.
- Quantity:** A text box containing "1".
- Receive Items:** A checkbox that is checked.
- Amount:** An empty text box.
- Statement Line:** An empty text box.
- Internal Note:** A large empty text area with up and down arrow buttons on the right.
- Workslip Note:** A large empty text area with up and down arrow buttons on the right.
- Buttons:** "OK" and "Cancel" buttons at the bottom.

Extra Charges

Extra charges are expenses that are separate from the regular cost of items, such as taxes and freight. You record these charges in the Extra Charges group in the statement header. (To define the valid charge types that users can enter, see "Creating an Extra Charge Type" in the *Acquisitions Setup Guide*.) Users can also create extra charge types "on-the-fly" in the statement header.

When you enter an extra charge, you can assign a budget to pay for the extra charge. If you have entered a default budget for the extra charge type, that budget appears by default, but you can change it if necessary.

If you do not want to assign extra charges to a budget, you can prorate extra charges against PO lines based on amount or quantity. (For more information on prorating extra charges, see [Prorating Extra Charges Against PO Lines](#) on page 210.)

Completion of Statements

After each item on a statement is paid (for example, funds have been expended) and the total of all the line amounts plus the extra charges is equal to the amount in the Statement header, Horizon records the statement as Complete. Day End records the date in the Completed field in the header. Note that completed statements are still accessible in the regular search indexes. If you want to review statements that have not been completed, you can display and sort by the Completion date in the Statement List window.

In order to mark statements as complete, make sure the process for marking statements complete is included in the list of active processes for Day End. (For more information, see “Configuring Day End Parameters” in the “Maintenance and Day End” chapter of the *System Administration Guide*.)

Recording Statements

To record a statement, you must first create the statement header. After you create the header, you can add and attach the PO lines that are included on the vendor statement.

Effects

- For title invoices, Horizon records the items as being invoiced, credited, or refunded (depending on the line type). Specifically, Horizon records the date each item was invoiced, credited, or refunded in the PO Line Item Detail window and adds an “Invoice,” “Credit,” or “Refund” activity for each item in the PO Line Item History window.



A “Refund” activity is also generated when you cancel a PO line if funds have already been expended for the line. You can determine how a refund activity was generated, based on the existence or absence of a statement number on the activity line. If there is no statement number, the activity was generated through a cancellation; if there is a statement number, the activity was generated by the creation of a refund statement.

- For lines you invoice, Horizon does not unencumber and expend the funds on the PO line. This is because you must approve the statement to do this. (For more information, see [Approving Statements on page 223](#).)
- For lines you record a credit or refund for, Horizon puts the funds back into appropriate budgets on the PO lines upon statement approval.
- For credits, Horizon updates the outstanding credit amount you have with the vendor, which you can then apply to other statements. This amount is shown in the “Credit Avail.” column in the List Vendor window.

If you receive items as you invoice them, Horizon also:

- Records the items as being received. Specifically, Horizon records the date each item was received in the PO Line Item Detail window and adds a “Received” activity for each item in the PO Line Item History window.

- Stops claiming on the items you receive.
- Expends funds only if the items are invoiced and the statement is approved.
- Creates copy or item records for each item you receive if the Copy/Item Creation field on the PO header is set to “Create Copy at Receipt” or “Create Item at Receipt.” Horizon assigns the item records a status of “Newly Acquired.”
- Changes the status of items you receive from “On Order” to “Newly Acquired” if item records have already been created.
- Prompts you to enter a barcode for each item you receive if the Barcode @ Receipt box on the PO header is marked.
- Prompts you to print a mailing label for the borrower specified on the PO line, if any. This is the borrower for whom the item was ordered. You can use the printed label as a delivery slip to expedite the delivery of the item to the borrower.
- Notifies you if there are any title or item-specific requests for the line you are receiving. This lets you set the item aside for rush processing.

Foreign Currency Amounts

If you are recording a statement for a vendor that uses a foreign currency, enter the foreign currency amount (as shown on the vendor statement); Horizon will automatically convert the amount to your accounting agency’s currency to calculate the on-order and spent amounts (based on the exchange rate defined in the vendor’s currency).

Make sure you enter the correct currency on the statement. If the wrong currency is entered, replacing it with the correct currency does not update existing encumbrances or expenditures for the PO lines. (For more information, see [Correcting Currency-Related Problems on page 267.](#))

Exchange rates can change daily. You should update the exchange rates of your foreign currencies periodically to encumber and expend funds accurately. (For more information, see “Updating Exchange Rates” in the *Acquisitions Setup Guide*.)

This section contains these topics:

- [Recording an Invoice on page 194](#)
- [Recording a Supplemental Invoice on page 198](#)
- [Recording a Credit Memo on page 201](#)
- [Recording a Refund on page 204](#)
- [Recording a Nontitle Invoice on page 207](#)
- [Recording a Nontitle Credit Memo on page 208](#)
- [Recording a Nontitle Refund on page 209](#)
- [Prorating Extra Charges Against PO Lines on page 210](#)

Recording an Invoice

Most of the statements you receive from vendors are “regular” title invoices (as opposed to supplemental invoices, credit memos, or nontitle invoices). You record regular invoices with the New Invoice option on the Statement menu. This option creates a statement header with a type of “Invoice.” Besides adding invoice lines to statements of this type, you can also add supplemental and credit lines. This allows you to accommodate vendor statements that contain different line types.

If you receive a statement that includes both invoice and credit lines, but the net balance is a credit, record the statement as a credit memo, instead of an invoice. You can add regular invoice lines to a statement header with a type of “Credit Memo.” (For instructions on recording a credit memo, see [Recording a Credit Memo on page 201.](#))



In rare cases, you might create an invoice statement that does not include any lines with a type of “Invoice.” For example, if you receive a statement that contains only credit and supplemental lines and whose net balance is a charge, you would need to record an invoice statement with credit and supplemental lines. (You cannot record a supplemental invoice since you can only add supplemental lines to a supplemental invoice.)

To record an invoice

- 1 Start the **New Invoice** process.

The default location of this process is the **Acquisitions\Statement** folder on the navigation bar.

Horizon displays the Compound Search window.

- 2 Search for the vendor whose statement you are recording.

After you choose the vendor, Horizon displays the Edit Statement (new) Header window:

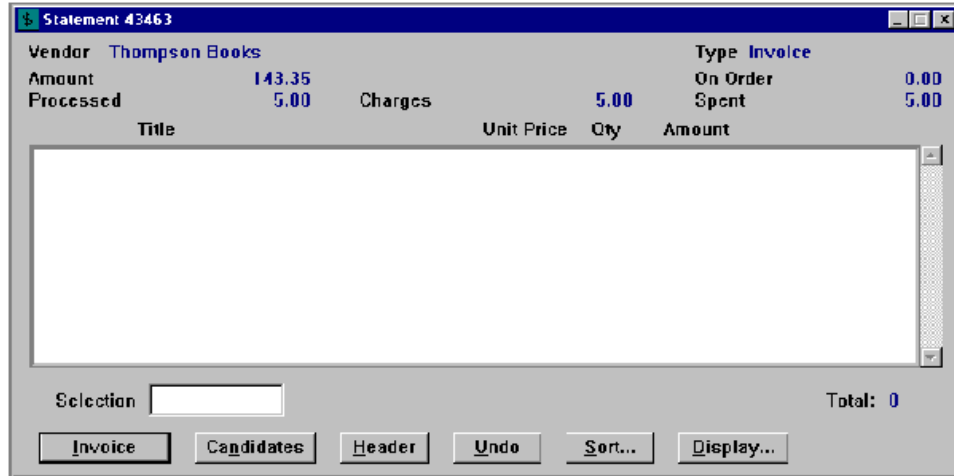
The screenshot shows the 'Edit: Statement (new) Header' window. The fields are as follows:

- Created: 08/28/2000
- Updated: [empty]
- Approved: [empty]
- Vendor: Thompson Books
- Type: Invoice
- Completed: [empty]
- Number: [empty]
- Date: [empty]
- Amount: [empty]
- Currency: [empty]
- Extra Charges: New, Delete, (New)
- Charge Type: [empty]
- Amount: [empty]
- Budget: [empty]
- Voucher: [empty]

Buttons at the bottom: Close, Save, Page Up, Page Down, Vendor, Codes. Page 1 of 2.

- 3 Complete the fields in the window. (For a description of each field, see [Edit Statement Header Window](#) on page 337.)
- 4 Save the file.

Horizon displays the Statement window:



This window lets you add the lines that are included on the vendor statement.

- 5 To add a line type other than “Invoice,” choose **Statement, Change Mode** and mark the type that corresponds to the line you are adding.

For example, if you are recording a statement that includes a credit line, you can change the mode to “Credit.” The line types that you can add depend on the header type. (For more information, see [Mixing Line Types](#) on page 189.)

- 6 Click **Candidates** to search for the lines that are included on the vendor statement.

Horizon displays the Find Candidate Lines window.

- 7 Do one of these steps:
 - Mark **Search** to search for the lines.
 - Mark **Vendor** to display PO lines for the vendor.

If you are recording a regular invoice line, Horizon displays all the lines that match your search criteria and that have been ordered but not received. If you are recording a supplemental, credit, or refund line, Horizon displays the PO lines that match your search criteria and that have already been invoiced.

Only those lines you actually highlight for inclusion on the statement are added to the statement. The rest are removed when you close and reopen the statement.

- 8 Highlight the lines that are included on the vendor statement.

To help you identify the items you have displayed for possible inclusion, you can click the Display button to display other columns. (For example, you can display the PO number to identify the purchase order to which a line is attached.)

- 9 Click **Invoice**, **Sup Invoice**, or **Credit**, depending on line type you are recording. (The button that is displayed depends on the mode you marked earlier. To change the mode, choose Change Mode from the Statement menu.)

Horizon displays the Invoice, Supplemental Invoice, or Credit PO Line window, depending on the line type you are recording. These three windows are essentially the same except the Receive box is not included in the Supplemental Invoice or Credit windows.

Here is a sample Invoice PO Line window:

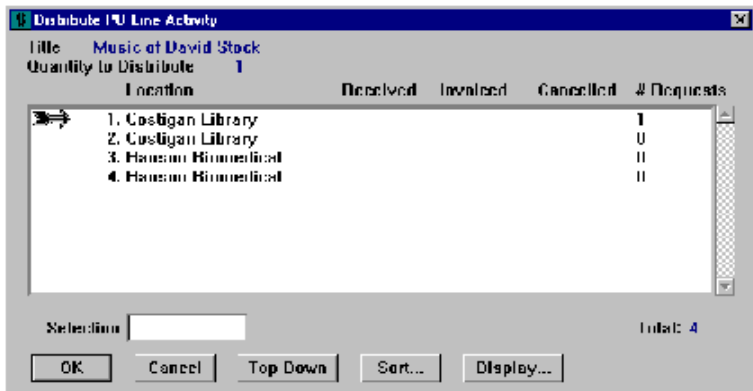
- 10 Complete the fields on the window:


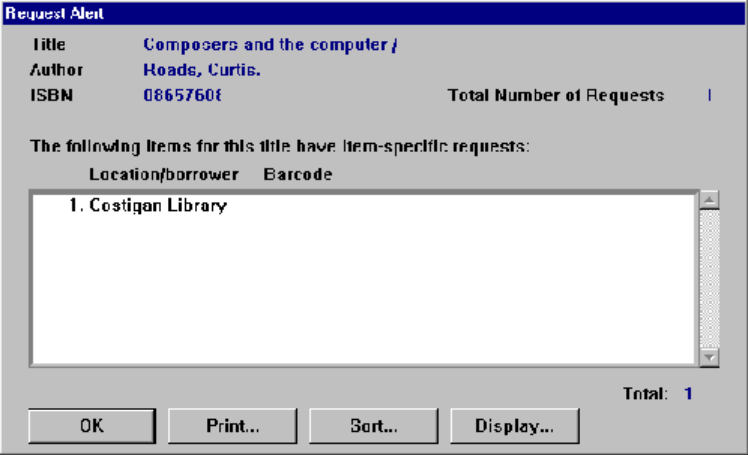
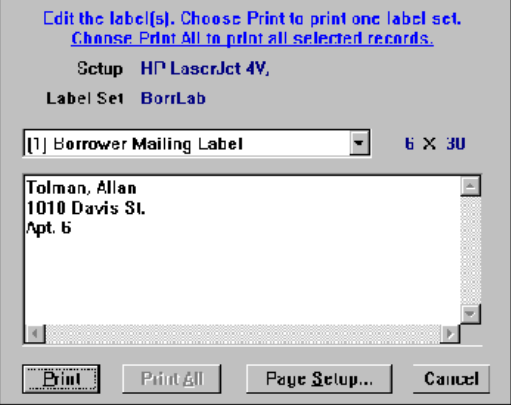
Field	Action
Quantity	Enter the invoice quantity (as shown on the vendor statement). If you are recording an invoice line, the total order quantity minus the quantity you have already invoiced (if any) appears in this field by default. If you are recording a supplemental or credit line, the quantity that has already been invoiced appears by default.
Receive box	Mark the box if you also want to receive the items. This box is grayed-out if one or more of the items you are invoicing is not available for receipt. If this is the case, there may be unreceived quantities that you will need to receive later from the purchase order.
Amount	Enter the line amount shown on the vendor statement for the title. (Enter the total line amount, not the unit price.)

Field	Action
Statement Line	Enter the line number on the vendor statement that corresponds to the title.
Internal Note	If you want, enter an internal note about the title. (These notes are appended to the notes in the Internal Note field on the PO line and are recorded in the PO Line Item History window. They are not printed on any correspondence you send to the vendor.)
Workslip Note	Enter any notes or comments for circulation or cataloging staff about this item. (For more information, see Creating Workslips on page 94.)

11 Click **OK**.

Horizon may display one or more of the following windows, depending on your settings and if you are also receiving the line:

Window	Description and Instructions
	<p>If you are invoicing a partial quantity and there is more than one location defined in the distribution, Horizon prompts you to select the locations whose items you want to invoice. Item-specific requests (if any) are displayed 'in the "# Requests" column.</p> <p>Note: If you are recording a credit memo or refund, this window appears for partial quantities even if there is only one location in the distribution. This allows you to credit or refund the correct items. (For example, if some of the items have been received, you can ensure that you record the credit for the items you have <i>not</i> received.)</p> <p>Highlight the lines you want to invoice, or click Top Down to automatically highlight items starting at the top of the list. Then click OK.</p> <p>Note: You cannot receive more lines than the quantity displayed in the Quantity to Distribute field.</p>

	<p>If you are also receiving the items and the Barcode @ Receipt box on the PO header is marked, Horizon prompts you to enter a barcode for the item.</p> <p>Attach a barcode label to the item. Then wand in the barcode and click OK.</p>
	<p>If you are also receiving the items and there is one or more requests for the PO line, Horizon displays a window notifying you of the requests. This lets you set the item aside for rush processing.</p> <p>If you want to print a request slip that you can attach to the items with requests, click Print; otherwise, click OK to close the window.</p>
	<p>If you are also receiving the items and a borrower has been specified on the PO line, Horizon prompts you to print a mailing label for the borrower. You can use the printed label as a delivery slip to expedite the delivery of the item to the person or department.</p> <p>Edit the borrower information as necessary and click Print.</p>

If you highlighted multiple lines, the next title appears, along with the notes you entered for the last title.

- 12 If another title appears, repeat steps 10 and 11.

Recording a Supplemental Invoice

A supplemental invoice is an invoice for additional charges not included on the original invoice. For example, a vendor might send you a supplemental invoice for a serial item whose actual price is more than the estimated amount you paid earlier.

You record supplemental invoices with the New Supplemental option on the Statement menu. This option creates a statement header with a type of “Supplemental Invoice.” This type of invoice lets you add supplemental lines only to the statement.

If the statement you are recording includes one or more regular invoice lines, along with supplemental lines, you must record a regular invoice and add supplemental lines to it as necessary. (To record a regular invoice, see [Recording an Invoice on page 194.](#))

A supplemental invoice assumes an existing invoice. This means the lines you add to a supplemental invoice must already be included on a regular invoice.

To record a supplemental invoice

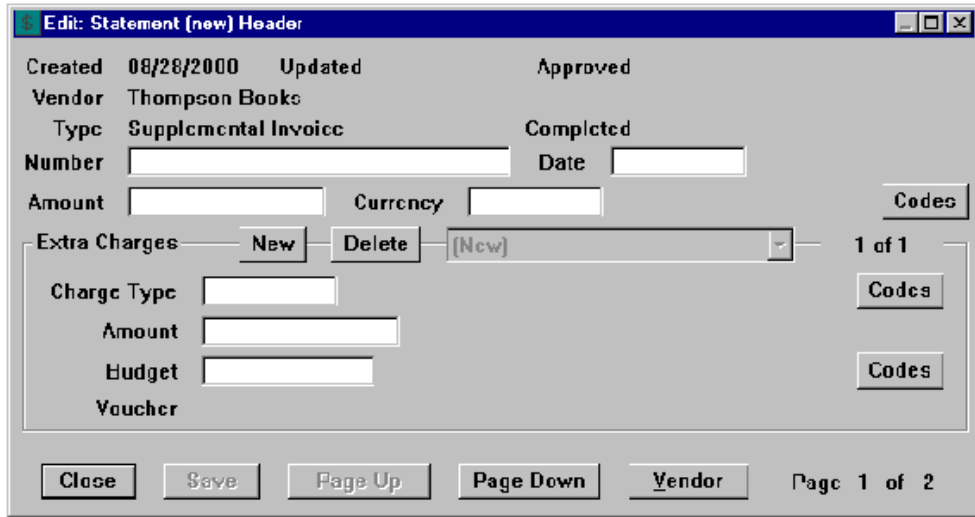
- 1 Start the **New Supplemental** process.

The default location of this process is the **Acquisitions\Statement** folder on the navigation bar.

Horizon displays the Compound Search window.

- 2 Search for the vendor whose statement you are recording.

After you choose the vendor, Horizon displays the Edit Statement (new) Header window:



- 3 Complete the fields in the window. (For a description of each field, see [Edit Statement Header Window on page 337.](#))

- 4 Save the file.

Horizon displays the Statement window:

This window lets you add the lines that are included on the vendor statement.

- 5 Click **Candidates** to search for the PO lines.

Horizon displays the Find Candidate Lines window.

- 6 Do one of these steps:

- Mark **Search** to search for the lines.
- Mark **Vendor** to display all PO lines for the vendor that have been invoiced.

Horizon displays all the lines that match your search criteria and that have already been invoiced. Only those lines you record a supplemental invoice for are actually added to the statement. The rest are removed when you close and reopen the statement.

- 7 Highlight the lines that are included on the vendor statement.

To help you identify the items you have displayed for possible inclusion, you can click the **Display** button to display other columns. (For example, you can display the PO number to identify which purchase order a line is attached to.)

- 8 Click **Sup Invoice** to display the Supplemental Invoice PO Line window:

- 9 Complete the fields on the window:

Field	Action
Quantity	Enter the invoice quantity (as shown on the vendor statement). (The quantity that has been invoiced appears by default.)
Amount	Enter the line amount shown on the vendor statement for the title. (Enter the total line amount, not the unit price.)
Sup Invoice Line	Enter the line number on the vendor statement that corresponds to the title.
Internal Note	If you want, enter an internal note about the supplemental invoice. These notes are appended to the notes in the Internal Note field on the PO line and are recorded in the PO Line Item History window. They are not printed on any correspondence you send to the vendor.

10 Click **OK**.

If you highlighted multiple lines, the next title appears in the Supplemental Invoice PO Line window, along with the notes you entered for the last title.

11 If another title appears in the Invoice window, repeat steps 9 and 10.

Recording a Credit Memo

A credit memo is note issued by a vendor in place of a cash refund for unfilled or returned orders that can be applied to other invoices from the vendor. You record credit memos with the New Credit Memo option on the Statement menu. This option creates a statement header with a type of "Credit Memo." This type lets you add credit memo, invoice, and supplemental lines to the statement.

If you receive a statement that includes both invoice and credit lines, but the net balance means you owe the vendor, record the statement as an invoice, instead of a credit memo. You can add credit lines to a statement header with a type of "Invoice." (For instructions on recording a regular invoice, see [Recording an Invoice on page 194.](#))

Horizon keeps track of the credits you receive from a vendor. After you record a credit memo, you can apply the credit to another statement from the vendor. (For information about applying credits, see [Applying Credits on page 217.](#))

Entering Credit Memo Amounts as a Positive or Negative Number

The amounts you enter for a credit memo in the statement header and lines are automatically changed to negative amounts if you enter them as positive numbers. However, Horizon does not automatically change extra charge amounts to negative amounts. You can enter these amounts either as a positive or negative number, depending on whether you are being credited or charged. If you are entering a credit for an extra charge, be sure to enter the amount as a negative number.

To record a credit memo

- 1 Start the **New Credit Memo** process.

The default location of this process is the **Acquisitions\Statement** folder on the navigation bar.

Horizon displays the Compound Search window.

- 2 Search for the vendor whose statement you are recording.

After you choose the vendor, Horizon displays the Edit Statement (new) Header window:

The screenshot shows the 'Edit: Statement (new) Header' window. It has a title bar with the text 'Edit: Statement (new) Header'. The main area contains several fields and buttons:

- Created:** 08/28/2000
- Updated:** (empty)
- Approved:** (empty)
- Vendor:** Thompson Books
- Type:** Supplemental Invoice
- Completed:** (empty)
- Number:** (empty)
- Date:** (empty)
- Amount:** (empty)
- Currency:** (empty)
- Extra Charges:** New, Delete, [Ncw]
- Charge Type:** (empty)
- Amount:** (empty)
- Budget:** (empty)
- Voucher:** (empty)
- Codes:** (multiple buttons)
- Page 1 of 2:** (bottom right)

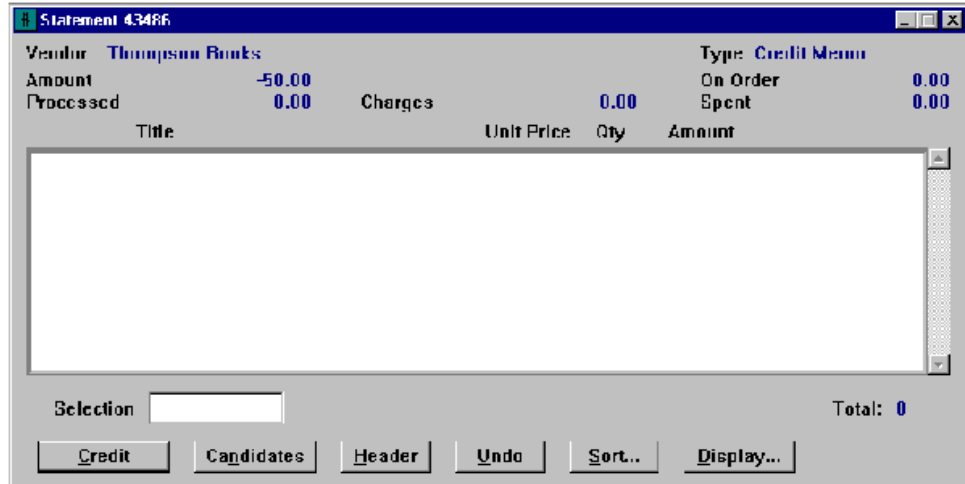
- 3 Complete the fields in the window. (For a description of each field, see [Edit Statement Header Window](#) on page 337.)

The “Credit Memo” statement header does not include the Checks group, since this group does not apply to credit memos.

Note: If you are entering a credit for an extra charge, be sure to enter the amount as a negative number. Unlike other amounts on the credit memo, Horizon does not automatically change extra charge amounts to negative numbers.

- 4 Save the file.

Horizon displays the Statement window:



This window lets you add the lines that are included on the vendor statement.

- 5 To add a line type other than “Credit Memo,” choose **Statement, Change Mode** and mark the type that corresponds to the line you are adding.

For example, if you are recording a statement that includes a regular invoice line, you can change the mode to “Invoice.” The line types that you can add depend on the header type. (For more information, see [Mixing Line Types on page 189](#).)

Note: The rest of the steps in this task assume you are recording credit lines. For instructions on recording lines of other types, see the task that corresponds to the type of line you are recording.

- 6 Click **Candidates** to search for the PO lines.

Horizon displays the Find Candidate Lines window.

- 7 Do one of these steps:

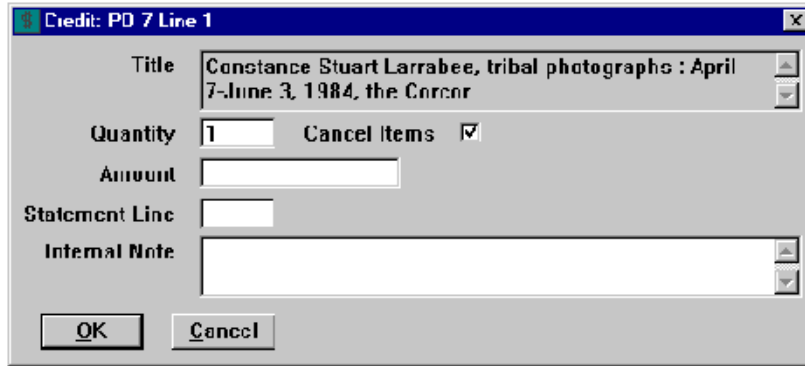
- Mark **Search** to search for the lines.
- Mark **Vendor** to display all PO lines for the vendor that have been invoiced.

Horizon displays the PO lines that match your search criteria and that have already been invoiced. Only those lines you actually highlight for inclusion on the statement are added to the statement. The rest are removed when you close and reopen the statement.

- 8 Highlight the lines that are included on the vendor statement.

To help you identify the items you have displayed for possible inclusion, you can click the Display button to display other columns. (For example, you can display the PO number to identify which purchase order a line is attached to.)

- 9 Click **Credit** to display the Credit PO Line window:



10 Complete the fields on the window:

Field	Action
Quantity	Enter the quantity to credit (as shown on the vendor statement). (The quantity that has been invoiced appears by default.)
Cancel Items box	Mark the box if you want to cancel the order for these items.
Amount	Enter the line amount shown on the vendor statement for the title. (Enter the total line amount, not the unit price. You can enter the amount as a positive or negative number; however, Horizon will automatically change it to a negative number since you are recording a credit.)
Statement Line	Enter the line number on the vendor statement that corresponds to the title.
Internal Note	If you want, enter an internal note about the credit memo. (These notes are appended to the notes in the Internal Note field on the PO line and are recorded in the PO Line Item History window. They are not printed on any correspondence you send to the vendor.)

11 Click **OK**.

If you highlighted multiple lines, the next title appears in the Credit PO Line window, along with the notes you entered for the last title.

12 If another title appears, repeat steps 10–11. (If you want to apply the credit to another invoice at this point, see [Applying Credits on page 217](#).)

Recording a Refund

A refund is a cash refund from a vendor for unfilled or returned orders. You record refunds with the New Refund option on the Statement menu. This option creates a statement header with a type of “Refund.” This type lets you add refund lines only to the statement. (If you are recording a refund to a nontitle invoice, see [Recording a](#)

[Nontitle Refund on page 209.](#))

Entering Refund Amounts as a Positive or Negative Number

The amounts you enter for a refund in the statement header and lines are automatically changed to negative amounts if you enter them as positive numbers. However, Horizon does not automatically change extra charge amounts to negative amounts. You can enter these amounts either as a positive or negative number, depending on whether you are being refunded or charged. If you are entering a refund for an extra charge, be sure to enter the amount as a negative number.

To record a refund

- 1 Start the **New Refund** process.

The default location of this process is the **Acquisitions\Statement** folder on the navigation bar.

Horizon displays the Compound Search window.

- 2 Search for the vendor whose statement you are recording.

After you choose the vendor, Horizon displays the Edit Statement (new) Header window:

- 3 Complete the fields in the window. (For a description of each field, see [Edit Statement Header Window on page 337.](#))

The “Refund” statement header does not include the Checks group, since this group does not apply to refunds.

Note: If you are entering a refund for an extra charge, be sure to enter the amount as a negative number. Unlike other amounts on the refund statement, Horizon does not automatically change extra charge amounts to negative numbers.

- 4 Save the file.

Horizon displays the Statement window:

This window lets you add the lines that are included on the vendor statement.

- 5 Click **Candidates** to search for the PO lines.

Horizon displays the Find Candidate Lines window.

- 6 Do one of these steps:

- Mark **Search** to search for the lines.
- Mark **Vendor** to display all PO lines for the vendor that have been invoiced.

Horizon displays all the lines that match your search criteria and that have already been invoiced. Only those lines for which you record a refund are actually added to the statement. The rest are removed when you close and reopen the statement.

- 7 Highlight the lines that are included on the vendor statement.

To help you identify the items, you can click the **Display** button to display other columns. (For example, you can display the PO number to identify which purchase order a line is attached to.)

- 8 Click **Refund** to display the Refund PO Line window:

- 9 Complete the fields on the window:

Field	Action
Quantity	Enter the quantity to credit (as shown on the vendor statement). (The quantity that has been invoiced appears by default.)
Cancel Items box	Mark the box if you want to cancel the order for these items.
Amount	Enter the line amount shown on the vendor statement for the title. (Enter the total line amount, not the unit price. You can enter the amount as a positive or negative number; however, Horizon will automatically change it to a negative number since you are recording a credit.)
Statement Line	Enter the line number on the vendor statement that corresponds to the title.
Internal Note	If you want, enter an internal note about the refund. (These notes are appended to the notes in the Internal Note field on the PO line and are recorded in the PO Line Item History window. They are not printed on any correspondence you send to the vendor.)

10 Click **OK**.

If you highlighted multiple lines, the next title appears in the Refund PO Line window, along with the notes you entered for the last title.

11 If another title appears, repeat steps 9–10.

Recording a Nontitle Invoice

A nontitle invoice is an invoice that is not associated with a title. For example, you can create a nontitle invoice to pay for inter-library loan charges, office supplies, or items you do not catalog (for example, paperback books). You might also create a nontitle invoice for items you receive on an approval plan or a blanket order. (For more information, see [Approval Plans on page 58](#) and [Blanket Orders on page 59](#).)

You record nontitle invoices with the New Nontitle Invoice option on the Statement menu. This option creates a statement header with a type of “Nontitle Invoice.” This type consists of a header only; it does not include lines.

To record a nontitle invoice

1 Start the **New Nontitle Invoice** process.

The default location of this process is the **Acquisitions\Statement** folder on the navigation bar.

Horizon displays the Compound Search window.

2 Search for the vendor whose statement you are recording.

After you choose the vendor, Horizon displays the Edit Statement (new) Header window:

The screenshot shows a software window titled "Edit: Statement (new) Header". The window contains the following fields and controls:

- Created:** 08/28/2000
- Updated:** (empty)
- Approved:** (empty)
- Vendor:** Thompson Books
- Type:** Supplemental Invoice
- Completed:** (empty)
- Number:** (empty)
- Date:** (empty)
- Amount:** (empty)
- Currency:** (empty)
- Extra Charges:** A section with "New" and "Delete" buttons, a dropdown menu showing "(New)", and a "1 of 1" indicator.
- Charge Type:** (empty)
- Amount:** (empty)
- Budget:** (empty)
- Voucher:** (empty)
- Buttons:** Close, Save, Page Up, Page Down, Vendor, Codes (multiple instances).
- Page:** Page 1 of 2

- 3 Complete the fields in the window. (For a description of each field, see [Edit Statement Header Window on page 337.](#))

The "Nontitle" statement header includes the Budgets group so you can specify the budget or budgets to charge for the invoice. In the Budgets group, enter the budgets you want to use to pay for the invoice, along with the amount for each budget.

- 4 Save the file.

Recording a Nontitle Credit Memo

A nontitle credit memo allows you to record a credit from a vendor that is not associated with a title. This might be a credit for a previous nontitle invoice or simply a miscellaneous credit. You create this type with the New Nontitle Credit option on the Statement menu. This option creates a statement header with a type of "Nontitle Credit." This type consists of a header only; it does not include lines.

To record a nontitle credit memo

- 1 Start the **New Nontitle Credit Memo** process.

The default location of this process is the **Acquisitions\Statement** folder on the navigation bar.

Horizon displays the Compound Search window.

- 2 Search for the vendor whose statement you are recording.

After you choose the vendor, Horizon displays the Edit Statement (new) Header window:

- 3 Complete the fields in the window. (For a description of each field, see [Edit Statement Header Window](#) on page 337.)

The “Nontitle Credit” statement header includes the Budgets group so you can specify the budget or budgets you want to put the funds back into. In the Budgets group, enter the budgets you want to put the funds back into, along with the amount for each budget.

- 4 Save the file.

Recording a Nontitle Refund

A nontitle refund allows you to record a refund from a vendor that is not associated with a title. Usually this is a refund for a nontitle invoice entered previously. You create this type with the New Nontitle Refund option on the Statement menu. This option creates a statement header with a type of “Nontitle Refund.” This type consists of a header only; it does not include lines.

To record a nontitle refund

- 1 Start the **New Nontitle Refund** process.

The default location of this process is the **Acquisitions\Statement** folder on the navigation bar.

Horizon displays the Compound Search window.

- 2 Search for the vendor whose statement you are recording.

After you choose the vendor, Horizon displays the Edit Statement (new) Header window:

- 3 Complete the fields in the window. (For a description of each field, see [Edit Statement Header Window](#) on page 337.)

The “Nontitle Refund” statement header includes the Budgets group so you can specify the budget or budgets you want to put the funds back into. In the Budgets group, enter the budgets you want to put the funds back into, along with the amount for each budget.

- 4 Save the file.

Prorating Extra Charges Against PO Lines

If a statement has extra charges for shipping and handling or other such costs, you can prorate any extra charges against PO lines. You can prorate the charges based on quantity or amount.

You can also prorate extra charges when you have zero balances for the invoiced items. However, you can prorate extra charges only by quantity, not by amount.

Effects

The effects of prorating extra charges are as follows:

- Horizon removes all unattached candidate lines from the statement.
- Horizon adds a new activity of Charges to the PO Line Item History.
- Horizon reflects the prorated amounts in vendor contract/account amounts.
- Horizon generates an audit record for accounts affected by the proration of extra charges.

Constraints

- You can prorate extra charges only if you have not already assigned a budget for the extra charges.

If you want to change a proration or if you did not want a proration at all, you can undo the existing proration.

This section explains these topics:

- [Prorating Extra Charges on page 211](#)
- [Viewing a Proration of Extra Charges on page 212](#)
- [Undoing a Proration of Extra Charges on page 212](#)

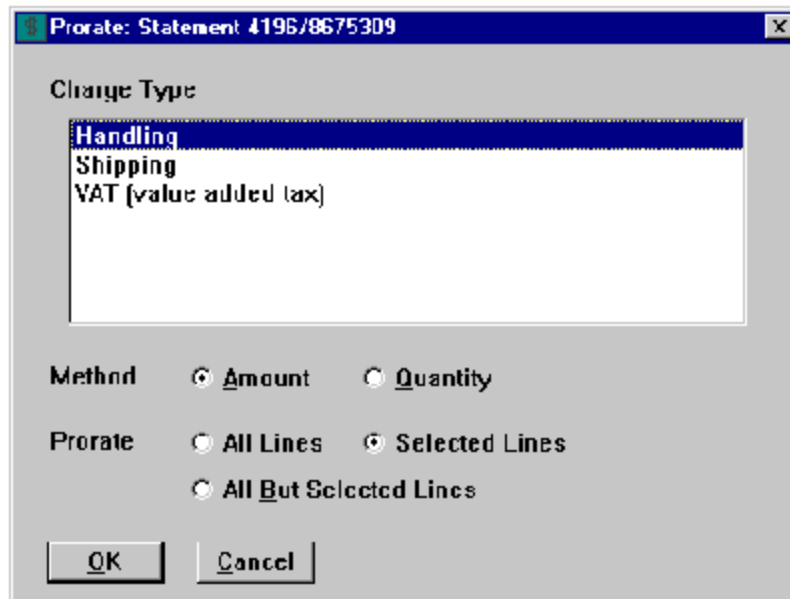
Prorating Extra Charges

You can choose to prorate any extra charges against PO lines based on quantity or amount.

To prorate extra charges

- 1 Open the statement for which you want to prorate amounts against PO lines.
- 2 Choose the lines against which you want to prorate extra charges, or against which you do not want to prorate extra charges. (Horizon prompts you later to choose if you do or do not want to prorate against the selected lines.)
- 3 Click **Prorate** on the Statement window.

Horizon displays the Prorate Statement window:



- 4 Choose the extra charge type that you want to prorate from the **Charge Type** list.
- 5 Choose either **Amount** or **Quantity** as the method of proration.
- 6 Choose a category of lines you want the extra charges prorated against.
- 7 Click **OK**.

Horizon displays the statement window with the extra charges prorated against the lines you choose.

Viewing a Proration of Extra Charges

You may have times when you need to know the breakdown of charges by extra charge type for any given line. You can see these charges either from the Statement Line or PO Line menus.

To view a proration of extra charges

- 1 Open the statement or the PO for which you want to see the prorated amounts.
- 2 Choose the line for which you want to see the prorated extra charges.
- 3 Choose **Statement Line, Display Extra Charges**, or **PO Line, Display Extra Charges**.
- 4 View the extra charge types.

Undoing a Proration of Extra Charges

You may have extra charges that were prorated by mistake. You can undo any proration of PO lines, as necessary.

Effects

- All lines that have been prorated for the extra charge type you choose are affected. Horizon deletes all prorated amounts, as if the proration never happened.

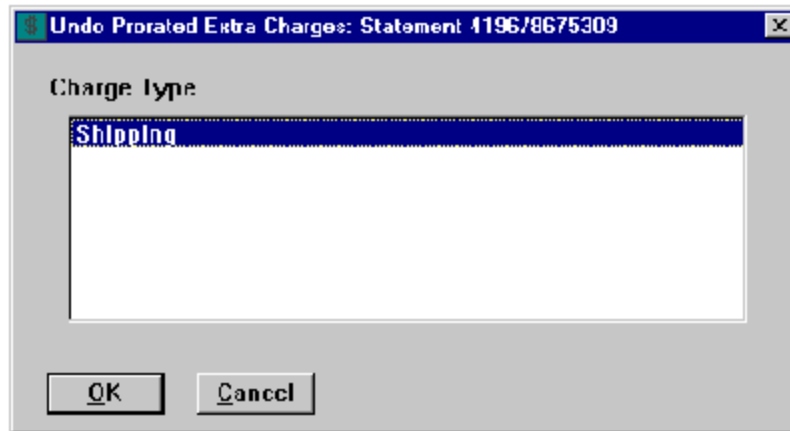
Constraints

- You cannot undo a proration unless you undo the statement approval first.

To undo a proration of extra charges

- 1 Open the statement for which you want to prorate amounts against PO lines.
- 2 Choose the lines for which you want to undo the prorated extra charges.
- 3 Choose **Statement, Undo Prorated Extra Charges** to display the Undo Prorated Extra Charges window.

This window contains only those extra charges previously prorated on the statement you choose:



- 4 Choose the **Charge Type** for which you want to undo a proration of extra charges.
- 5 Click **OK**.

Creating Statements from EDIFACT Interchange Files

EDIFACT is an international standard for electronic data interchange. EDIFACT stands for Electronic Data Interchange for Administration, Commerce, and Transportation. EDIFACT is maintained by the International Organization for Standardization (ISO). If you use the EDIFACT format for electronic ordering in Acquisitions, then you may be already familiar with the format. Horizon uses EDItEUR's guidelines for the EDIFACT format.

If you want, you can create Horizon statements automatically from EDIFACT interchange files that your vendor sends you. When your vendor sends you an EDIFACT interchange file, you can upload the file to your Horizon database. You can then choose the EDIFACT invoice messages from the file that you uploaded to Horizon to create Horizon statements. After Horizon creates a statement, you can view the EDIFACT invoice's information as a statement on your Horizon system.

Effects

- Horizon uploads the vendor-supplied EDIFACT files you choose.
- Horizon processes the EDIFACT invoice messages you choose and creates a statement from the information in each message.
- You can view errors (if any occur during uploading or processing) in the `edifact_` exception view from the Table Editor.

This section explains these topics:

- [Uploading EDIFACT Interchange Files on page 214](#)
- [Processing EDIFACT Invoice Messages on page 215](#)

Uploading EDIFACT Interchange Files

When you upload EDIFACT files, you are uploading them from your hard drive or a floppy disk to the Horizon database. You can upload any EDIFACT interchange file; however, Horizon can process only the order response and invoice messages in the interchange file at this time.

If you have not already done so, save the EDIFACT interchange file to your hard drive or to a floppy disk so you can find it when you upload the file. (You save the file by detaching it from an e-mail message or by downloading it from a web or ftp site. For more information, see the user documentation that comes with these tools.)

Effects

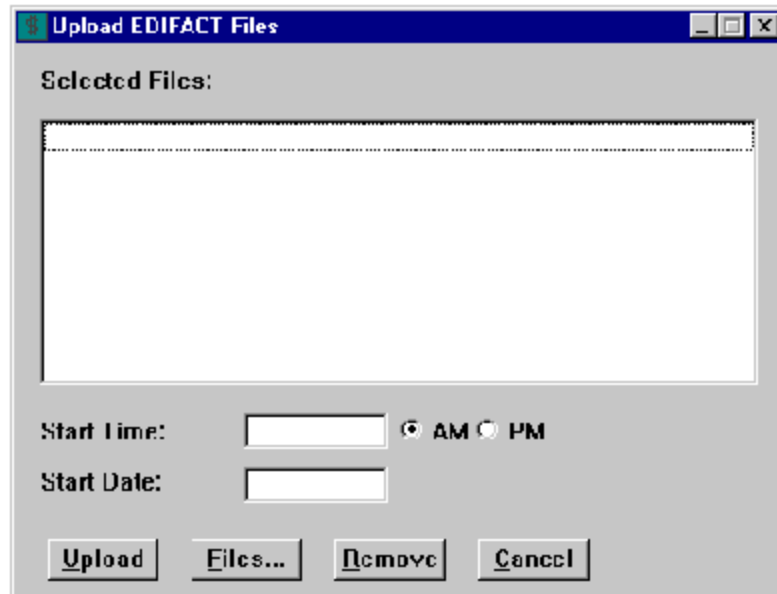
- Uploads the EDIFACT interchange files to your Horizon database.

To upload EDIFACT interchange files

- 1 Start the **Upload EDIFACT Files** process.

The default location of this process is the **Acquisitions** folder on the navigation bar.

Horizon displays the Upload EDIFACT Files window:



- 2 Click **Files**.

Horizon displays a window that lets you search on your hard drive for EDIFACT files.

- 3 Search for the EDIFACT file or files you have saved to your hard drive or a floppy disk and that you want to upload.

To highlight multiple files in a row, hold down **SHIFT** and click on each file you want. To highlight multiple files that are not adjacent to each other, hold down **CTRL** and click on each file you want.

4 Click **Open**.

Horizon lists the files you choose in the Upload EDIFACT Files window.

Note: Make sure every file you want to upload is displayed in this window. Horizon uploads all files displayed.

5 Do one of these options:

To upload the displayed files now	To upload the displayed files later
1. Click Upload .	1. Enter the time in the Start Time field. 2. Choose either AM or PM . 3. Enter the date in the Start Date field. 4. Click Upload .

When Horizon uploads the files, it displays a status bar so you can see the progress of the upload. The upload is complete when the Close button becomes available or active.

If there are any problems with the upload, Horizon displays messages under the status bar describing the errors. (You can view these errors in the edifact_exception view using the Table Editor.)

6 If you want to stop the upload process for any reason, click **Abort** on the **Upload EDIFACT Files in Process** window; otherwise, continue with **Processing EDIFACT Invoice Messages** on page 215.

You can stop the upload at any time (even in sleep mode or after the upload process has started). Horizon updates the appropriate views only after a file is uploaded successfully. Therefore, you can stop an upload while Horizon is uploading a file and the file’s information will not be in your database, along with the files that would have been uploaded after the file you stopped.

You can now process the messages for each file you have uploaded.

Processing EDIFACT Invoice Messages

After you upload the EDIFACT interchange file to your Horizon database, you can have Horizon process the invoice messages in the file. When Horizon processes the EDIFACT invoice messages, it formats them like the Horizon statements on your system. You can then search for the statement and update it as necessary, then approve it.

Effects

- Horizon processes uploaded EDIFACT invoice messages you choose and creates Horizon statements.

- If the vendor attaches the extra charges or allowances to the lines in the EDIFACT invoice, Horizon automatically attaches extra charges to each line (or prorates the extra charges).
- Horizon automatically adds any new extra charge types or allowances from the vendor to your Horizon system.
- If an extra charge type has a budget assigned, Horizon posts the amount of the extra charge or allowance to the specified budget.
- Horizon automatically prorates line-level extra charges or allowances without budgets.
- You must prorate header extra charges or allowances that do not have a budget, or you must assign a budget before Horizon will let you approve the statement.

To process EDIFACT invoice messages

- 1 Start the **Process EDIFACT Invoices** process.

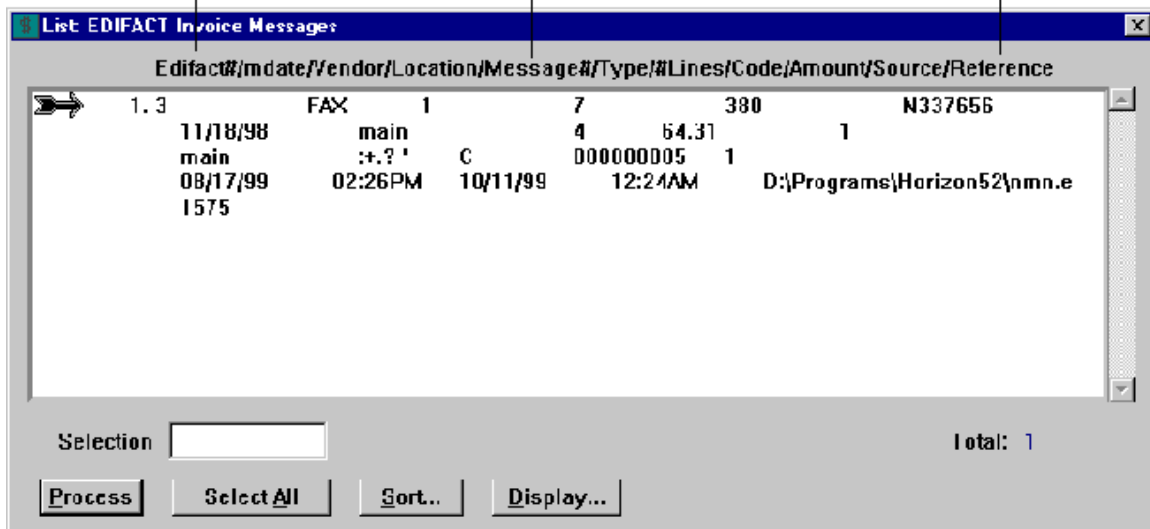
The default location of this process is the **Acquisitions\Statement** folder on the navigation bar.

Horizon displays a list of all the uploaded invoice messages with EDIFACT interchange information:

The EDIFACT# is a sequential number Horizon assigns to each EDIFACT interchange file when you upload it.

The Message# is an internal sequential number (starting at "1") for each EDIFACT invoice message.

The Reference is the vendor-assigned statement number for each EDIFACT invoice message.



- 2 Make note of the Reference numbers for the EDIFACT invoice messages you are going to process.

This is the vendor-assigned statement number. You will need to know this number later so you can search for the new statement, update it if necessary, and approve it.

- 3 Choose the EDIFACT invoice messages you want to process, or click **Select All** to process all the messages in the list.

- 4 Click **Process**.

Horizon creates the new statement for each EDIFACT message and removes the processed messages from the list of uploaded messages.

If there are any errors, Horizon displays a message and does not process the file. (You can view these errors in the `edifact_exception` view using the Table Editor. For more information on the message Horizon displays, see [Error Messages on page 276](#).)

- 5 Click the Close button in the upper-right corner of the **List EDIFACT Invoice Messages** window.

You can now open the statement, review it, and approve it.

- 6 Start the **Find Statement** process.

The default location of this process is the **Acquisitions\Statement** folder on the navigation bar.

- 7 Search for the statement.

You can find the statement by searching for the Statement number, which is the Reference number that was listed in the list of EDIFACT invoice messages.

- 8 Make sure the statement is correct and enter budgets if necessary.

- 9 Approve the statement. (For more information on approving statements, see [Approving Statements on page 223](#).)

- 10 Repeat steps 6–9 for each EDIFACT invoice message you processed.

Applying Credits

After you record one or more credit memos from a vendor, you can apply the credits to the outstanding balance on another invoice from the same vendor. You can apply a credit from the credit memo or from the invoice you want to apply the credit to. You can use either method; however, it may be easier to apply the credit from the invoice since the list of candidates will be smaller. You can apply a credit memo or nontitle credit memo to regular invoices, supplemental invoices, and nontitle invoices.

After you apply a credit to one or more invoices, users can display the invoices to which credits have been applied (or you can display the credits that have been applied to an invoice). If a credit is applied to an invoice by mistake, you can undo the application of the credit. (For more information, see [Undoing the Application of a Credit on page 263](#).) You apply credits with the Apply Credit option on the Statement menu.

Effects

When you apply a credit to an invoice, Horizon:

- Links the credit memo and the invoices, so users can display the corresponding invoices or credit memos (depending on the context).
- Assigns the credit to the invoice. Be aware that this does *not* change the encumbered or expended amounts on the invoice. (Funds were credited to the appropriate budgets on the original invoice when you recorded the credit.) However, it does reduce the amount on the voucher that you pay the vendor.

This section explains these topics:

- [Applying a Credit to an Invoice \(from the Credit Memo\)](#) on page 218
- [Applying a Credit to an Invoice \(from the Invoice\)](#) on page 219
- [Displaying the Invoices to which a Credit Has Been Applied \(or Vice Versa\)](#) on page 220

Applying a Credit to an Invoice (from the Credit Memo)

- 1 Open the credit memo or nontitle credit memo you want to apply to other invoices from the vendor.
- 2 Choose **Statement, Apply Credit** to display the Apply Credits (Credit with Invoices) window:

Invoice No.	Original Amount	Remaining	Applied
1. 0020	100.00	0.00	-100.00

Vendor: Thompson Books Type: Nontitle Credit
 Amount: -100.00
 Processed: -100.00 Remaining Amount: 0.00

Selection: Total: 1

Buttons: Apply, Candidates, Top Down, Undo, Sort..., Display...

This window shows the invoices to which the credit has been applied, if any. You can click Display to display other columns. You can click Sort to sort the lines. (For a description of the fields in this window, see [Apply Credits \(Credit with Invoices\) Window](#) on page 296.)

- 3 Click **Candidates** to search for the statement lines you want to apply the credit to. Horizon displays candidate lines for the vendor whose credits you are applying. Horizon includes all the statement lines for the vendor whose amount is not already reduced to 0.00 by the application of a credit and whose currency type matches the currency of the credit.

Important: The list of candidates may include lines for which you have already paid the vendor. Be careful to not apply credits to these lines.

- 4 Do one of these steps:
 - If you want to apply the credit to specific lines, highlight the lines you want and click **Apply**. You can continue to apply the credit to individual lines until the outstanding credit amount (shown in the **Remaining Amount** field) is 0.00.
 - If it does not matter which lines you apply the credit to, click **Top Down** to have Horizon apply the credits automatically starting at the top of the list (and continuing down the list until the credit amount is completely applied).
- 5 If you make a mistake, highlight the line whose credit application you want to undo and click **Undo**. Horizon undoes the credit application and adjusts the remaining credit amount shown in the **Remaining Amount** field.

Applying a Credit to an Invoice (from the Invoice)

- 1 Open the statement you want to apply a credit to.
- 2 Choose **Statement, Apply Credit** to display the Apply Credits (Invoice with Credits) window:

Credit Memo No.	Original Amount	Remaining	Applied
1. 0003435	-25.00	0.00	-25.00
2. 17	-150.00	-75.00	-75.00
3. 17	150.00	75.00	

Selection: Total: 3

Buttons: Apply, Candidates, Top Down, Undo, Sort..., Display...

This window shows the credits that have been applied to the invoice, if any. You can click Display to display other columns. You can click Sort to sort the lines. (For a description of the fields in this window, see [Apply Credits \(Invoice with Credits\) Window](#) on page 297.)

- 3 Click **Candidates** to search for the outstanding credits with the vendor on the statement.

Horizon displays all outstanding credits memos for the vendor (that is, all credit memos and nontitle credit memos that have not been applied to other invoices).

- 4 Do one of these steps:

- If you want to apply the credits from specific credit memos, highlight the credit memos you want and click **Apply**. You can continue to apply credit memos to the invoice until outstanding statement amount (shown in the **Remaining Amount** field) is 0.00.
 - If it does not matter which credit memos you apply to the invoice, click **Top Down** to have Horizon apply the credits automatically starting at the top of the list (and continuing down the list until the invoice balance is 0.00).
- 5 If you make a mistake, highlight the line whose credit application you want to undo and click **Undo**. Horizon undoes the credit application and adjusts the remaining statement amount in the **Remaining Amount** field.

Displaying the Invoices to which a Credit Has Been Applied (or Vice Versa)

You can display the invoices to which a credit has been applied (from the credit memo), or you can display the credits that have been applied to an invoice (from the invoice). To do this, access the credit memo or invoice and choose **Apply Credits** from the **Statement** menu.

Changing the Vendor Assigned to a Statement

If you assign the wrong vendor to a statement by mistake, you can change it.

Constraints

- If a credit has been applied to the statement, you must undo the application of the credit first. (For information, see [Undoing the Application of a Credit on page 263.](#))
- If you have already printed a voucher, you must void the voucher first. (For information, see [Voiding a Voucher on page 264.](#)) After you change the vendor, print another voucher.

To change the vendor assigned to a statement

- 1 Open the statement you want to assign a different vendor to.
- 2 Click **Header** in the **Statement** window to display the Edit Statement Header window.
- 3 Click **Vendor** to display the Compound Search window.
- 4 Search for the vendor whose statement you are recording.
- 5 Click **Search**.

After you choose a vendor, it appears in the Vendor field on the header.

- 6 Save the file.

Searching for Statements

As you are working in Acquisitions you may need to review or edit a statement in your database. Horizon lets you search for statements by number, vendor, or date. You can also search for statements using multiple indexes and search terms. (For example, you can search for statements from January 1, 2003 where the vendor is Baker and Taylor.) This type of search is called a compound search.

This section explains these topics:

- [Searching for Statements by Number or Vendor on page 221](#)
- [Searching for Statements by Date on page 222](#)

Searching for Statements by Number or Vendor

To search for statements by number or vendor

- 1 Start the **Find Statement** process.

The default location of this process is the **Acquisitions\Statement** folder on the navigation bar.

Horizon displays the Compound Search window.

- 2 Highlight the number or vendor index you want to search.
- 3 Enter a search term in the **Search for** field.

For example, to display statements for a certain vendor, highlight “Vendor Code” and enter the vendor code in the Search for field.

- 4 If you want to do a compound search, follow these instructions; otherwise, skip to step 5:

- a Do one of these options:

- Mark **AND** to narrow a search.
- Mark **OR** to broaden a search.

- b Highlight a search index from the list of indexes.

- c Enter a search term in the **Search for** field.

- d Click **Append List** to add new results to the current ones.

- e Repeat steps 1 through 4 of this table until your search string is complete.

Horizon displays your search string as you enter it. You can enter up to 300 characters.

- 5 Click **Search**.

Horizon displays a list of statements that match your search term.

- 6 Highlight the statement you want and click Open. (If you want, you can highlight multiple statements.)

Horizon displays the Statement window.

- 7 To display the statement header, click **Header**. To display a statement line, highlight the line you want and click **Edit**.

Searching for Statements by Date

You can search for a statement by the statement date or the date the statement was created, last updated, or completed.

To search for statements by date

- 1 Start the **Find Statement** process.

The default location of this process is the **Acquisitions\Statement** folder on the navigation bar.

Horizon displays the Compound Search window.

- 2 Highlight the date-related index you want to search.

- 3 Do one of these options:

- If you want to display statements created, updated, or completed on a specific date, enter the date in the **Search for** field.
- If you want to display statements created, updated, or completed before or after a certain date, or between certain dates, click **Date Range**.

Horizon displays the Date Range window. Use the following instructions to help you enter a range of dates.

- To display statements that were created, updated, or completed on or before a certain date, mark **Prior to**. Then enter the date you want in the **Date** field and click **OK**.
- To display statements that were created, updated, or completed either on or after a certain date, mark **Since**. Then enter the date you want in the **Date** field and click **OK**.
- To display statements that were created, updated, or completed on or between certain dates, mark **Range**. Then enter the start and end dates you want in the **Start Date** and **End Date** fields and click **OK**.

- 4 Click **Search**.

Horizon displays a list of statements that match the date range.

- 5 Highlight the statement you want and click **Open** to display the Statement window.
- 6 To display the statement header, click **Header**. To display a statement line, highlight the line you want and click **Edit**.

Opening a Statement from a Purchase Order

If one or more lines on a purchase order have been attached to a statement, you can open the statement for the items directly from the purchase order, instead of having to search for the statement. This is a convenient way to access the statements for a purchase order for viewing or editing. (For example, if you are working on a purchase order and need to undo the invoicing for a line, you can open the statement from the purchase order and undo the statement line.)

To open a statement from a purchase order

- 1 At the **PO** window, choose **Statement List** from the **Statement** menu.
Horizon displays a list of statements for the purchase order. If there are no statements for the purchase order, Horizon displays a message telling you there are no statements.
- 2 Highlight the statements you want to open and click **Open** to display each statement.

Opening a Purchase Order from a Statement

If you are at a statement, you can open the purchase orders that are linked to the line items on the statement. This is a convenient way to access the purchase orders linked to a statement for viewing and editing.

To open a purchase order from a statement

- 1 At the **Statement** window, choose **PO, PO List**.
Horizon displays a list of the purchase orders for the items on the statement.
- 2 Highlight the purchase orders you want to open and click **Open** to display each purchase order.

Approving Statements

Horizon has an approval process for statements. The advantage of the approval process is that you have a checking system for statements. (For example, Horizon will not let you approve a statement with statement header and line amounts that do not balance.) Once a statement is approved, only authorized staff can make changes to the statement's information. (For more information on authorizing staff members to approve statements or undo approval, see "Security" in the *Acquisitions Setup Guide*.)

If you want to minimize the effort in using this feature, authorize all your staff members who can expend money to approve statements, make changes to approved

statement headers, or undo approval. (For more information on authorizing staff members to do these tasks, see “Security” in the *Acquisitions Setup Guide*.) Then follow the steps under [Approving Statements in a Batch on page 225](#) to approve all unapproved statements at once.

Effects

- Horizon checks the amounts for the statement to make sure they are balanced. If the amounts are balanced, Horizon approves the selected statements.
- Horizon sets the approval date on the statement record.
- Horizon approves the selected statements.
- Horizon disencumbers and expends funds for approved statements for all Spent Events. (For more information, see [Spent Event on page 54](#).)
- If you have prorated any extra charges, Horizon disencumbers and expends the funds for prorated amounts.
- Horizon disables the Invoice, Candidates, Approve, and Prorate buttons on the Statement window so that you cannot add any lines to the statement.
- Horizon does not let you change any fields relating to budgets or balancing. However, you can edit certain fields in the statement header after approval if your passkey allows you to do so. (For more information, see [Editing an Approved Statement Header on page 227](#).)

Constraints

- Horizon will not approve a statement if the statement header amounts and statement line amounts are not balanced. This means that you must specify a budget for all extra charges or prorate them.

This section explains these topics:

- [Approving Statements on page 224](#)
- [Editing an Approved Statement Header on page 227](#)
- [Undoing an Approval for a Statement on page 229](#)

Approving Statements

To use the approval process for statements, you can have authorized staff manually approve statements individually or in a batch. You can authorize certain staff members to use this feature, or you can authorize all staff members who can expend money to use this feature.

If you want to minimize the effort in using this feature, authorize all your staff members who can expend money to approve statements or undo statement approval. (For more information on authorizing staff members to approve statements or undo approval, see “Security” in the *Acquisitions Setup Guide*.) Then use the task [Approving Statements in a Batch on page 225](#) to approve all unapproved statements at once.

If you received your statement information from an EDIFACT invoice message, you must prorate header extra charges or allowances that do not have a budget, or you must assign a budget before Horizon will let you approve the statement. (For more information, see [Prorating Extra Charges Against PO Lines on page 210.](#))

This section explains these topics:

- [Approving Statements Individually on page 225](#)
- [Approving Statements in a Batch on page 225](#)

Approving Statements Individually

If you are at an open statement, you can approve the individual statement. (You can also approve statements in a batch. For more information, see [Approving Statements in a Batch on page 225.](#))

To approve statements individually

- 1 Open the statement you want to approve. (If you want, you can highlight multiple statements.)

Horizon displays the Statement window.

- 2 Review statement to make sure all the information is correct.
- 3 To display the statement header, click **Header**.
- 4 Click **Approve** on the Statement window to approve the statement.

Horizon approves the statement if its amounts are balanced.

Approving Statements in a Batch

If you want, you can approve statements in a batch. (You can also approve statements individually if you are already in a statement. For more information, see [Approving Statements Individually on page 225.](#))

To approve statements in a batch

- 1 Start the **Batch Approve** process.

The default location of this process is the **Acquisitions\Statement** folder on the navigation bar.

Horizon displays every statement that is not approved:

St. Number	St. Amount	Sub Int.	Charges	Total
1. DT-Art	364.00	359.00	5.00	364.00
2. SO-BT-Time	9.50	4.50	5.00	9.50
3. SO-BT-Jour	40.00	35.00	5.00	40.00

Selection: Total: 3

Approve Open Statement Candidates Sort... Display...

- 2 If you want to narrow the list of statements that are not approved, follow these instructions; otherwise, skip to step 3:
 - a Click **Candidates** to display the Compound Search window.
 - b Search for the statements you want.
Horizon displays the new list of statements that are not approved.
- 3 If you want to review the statements that are not approved, follow these instructions; otherwise, skip to step 4:
 - a Highlight the statements you want to review and click **Open Statement**.
Horizon displays the first statement you chose.
 - b Click **Header**.
 - c Review the statement header information.
 - d Click **Close**.
 - e Review the line information.
 - f Do one of these options:
 - If you want to approve the individual statement, then click **Approve** on the Statement window. Horizon approves the statements if each statement's amounts are balanced.
 - If you are finished reviewing the current statement, click the Close button in the upper-right corner of the Statement window.
If you chose to review more than one statement from the list of statements, Horizon displays the next Statement window for you to review.
 - g Repeat the steps in this table to review the statement; otherwise, continue with step 4.
- 4 At the list of statements that are not approved, highlight the statements you want to approve.

5 Click Approve.

Horizon approves each statement with amounts that are balanced. Horizon removes the approved statements from the list.

Editing an Approved Statement Header

You can edit a statement header that has already been approved if you have passkey security. The following table outlines the passkey feature that affects this process and what changes the feature permits:

Passkey Feature	Changes you can make
Change Statement Header after Statement Approval	You can change Checks and Notes fields, vendor, statement number, and statement date. (For more information on these fields, see Editing an Approved Statement Header on page 227.)

Constraints

- You cannot change the statement after approval without passkey security for changing statement headers after approval. (For more information on passkeys, see “Security” in the *Acquisitions Setup Guide*.)
- You cannot change approved statement header amounts and currencies, extra charge types, amounts and budgets, or non-title statement amounts, currencies, and budgets without undoing the statement approval. (For more information, see [Undoing an Approval for a Statement on page 229.](#))
- You cannot add a line to a statement after it has been approved.

To edit an approved statement header

- 1 Find the statement that you want to change.
- 2 Choose **Header**.

Horizon displays the Statement Header window:

Click here to search
for a new vendor.

3 Edit these fields, as necessary:

- **Vendor.** Click the **Vendor** button to search for a new vendor. If the new vendor uses different currency, you cannot save your change without first changing the currency back to the original value.
- **Number.** Enter any changes to the number of this statement. It should match the number on the statement you received from the vendor, unless you entered your own number.
- **Date.** Enter any changes to the statement date, or the date that payment is due for the statement.
- **Checks.** In this group, enter any changes to the numbers, dates, and amounts of the checks issued to pay for the statement.
- **Notes.** Enter any changes to notes relating to this statement.

For more information on the fields in the Statement Header, see [Edit Statement Header Window](#) on page 337.

- 4 Change any fields that your library has created and defined.
- 5 Save the file.

Horizon returns to the statement window.

Undoing an Approval for a Statement

You may have times when you need to make changes to a statement after approval. Certain changes require you to undo a statement approval. These include changing statement total amounts, currencies, extra charge types, budgets, and budget amounts as well as non-title statement amounts, currencies, budgets, and budget amounts.



You must be allowed to undo statement approvals in your passkey. (For more information on passkeys, see “Security” in the *Acquisitions Setup Guide*.)

Effects

- Horizon deletes the approval date for the statement.
- If funds have been expended, Horizon will unexpend and re-encumber funds.
- Horizon removes the title from the Titles by Budget report, since funds are no longer encumbered or expended for the line.
- Horizon undoes the approval.

Constraints

- Horizon will not undo the approval if you have done any other statement activity (such as generate a voucher or add an invoiced line to a supplemental invoice) after the statement was approved. You must first undo the statement activity to undo the approval.

To undo an approval for a statement

- 1 Open the statement you want to undo approval for. (If you want, you can highlight multiple statements.)

Horizon displays the Statement window.

- 2 Choose **Statement, Undo Approve Statement**.

Horizon prompts you to confirm the action.

- 3 Click **OK**.

Chapter 6: Vouchers

This chapter explains how to create and print vouchers and perform related tasks.

This section contains these topics:

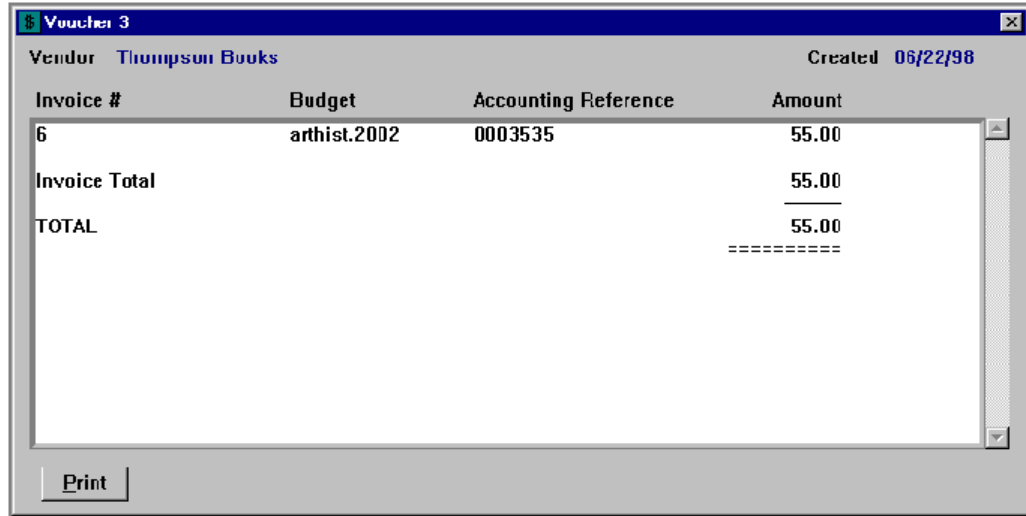
- [About Vouchers](#) on page 230
- [Creating and Printing Vouchers](#) on page 231
- [Searching for Vouchers](#) on page 233
- [Opening Vouchers for a Statement or Purchase Order](#) on page 234
- [Opening Statements or Purchase Orders Linked to a Voucher](#) on page 234

About Vouchers

A voucher is a form you can print and send to your accounting office or funding agency to authorize payment for library orders. The voucher shows the amounts to pay, the library budgets assigned to each amount, and the accounting reference for each budget. (The accounting reference identifies the funding agency's account that should be used to pay for items charged to the library budget.) If you have applied a credit to an invoice, the voucher will reflect the credit amount and reduce the total amount you owe the vendor.

Printing vouchers is optional. Some libraries send a copy of the vendor invoice to the funding agency instead. If your funding agency uses one account to pay for all library material, using the vendor invoice is probably sufficient. However, if the funding agency uses several accounts, you should also print vouchers so the funding agency knows which account to use for each amount. Vouchers also provide an electronic record of payment history, which you can refer to as necessary (for example, if you are questioned about a payment by a vendor).

Here is what a voucher looks like on screen:



Notes

- To make sure your funding agency’s accounts are included on vouchers, make sure the Accounting Reference field is completed on your budget records. You may want to make this a required field. (For information, see [Changing the Properties of a Field on page 269.](#))
- Even if you print vouchers, you may still want to send the vendor invoice along with the voucher. The vendor invoice typically shows the remittance address and the date that payment is due. (This information is not included on the voucher.)

Creating and Printing Vouchers

You can create and print vouchers from the purchase order or the statement. Normally, you create vouchers from the statement; however, you might create a voucher from the purchase order to pay for items that are never invoiced or that you need to pay for before the invoice is created.

Before you can create a voucher, funds must be expended for the lines you want to include on the voucher. (Funds are expended at the time specified in the Spent Event field on the PO header.) If funds have been expended for some lines but not others, the voucher will include only those lines for which funds have been expended. Later, you can print another voucher for the other items (once funds have been expended). This means you may have multiple vouchers for a single statement or purchase order.

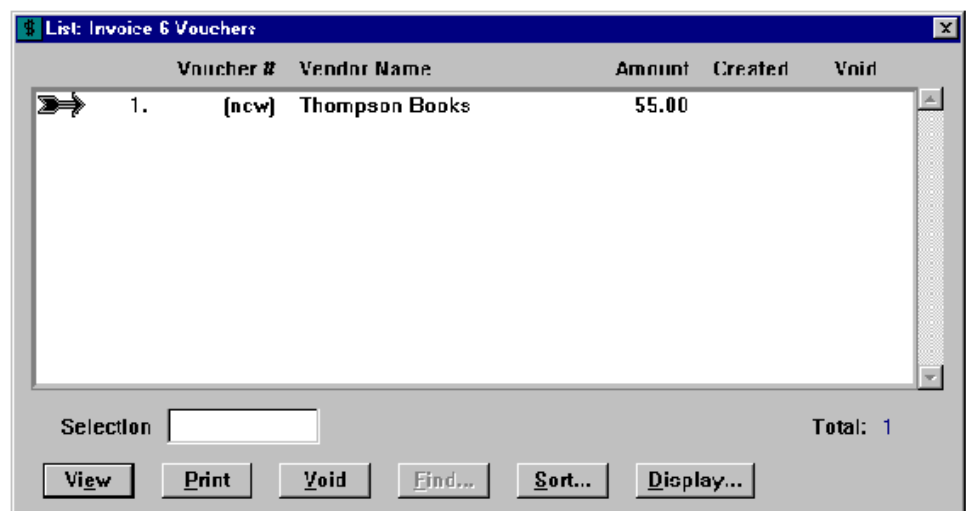
You create a voucher by accessing the voucher list for a statement or purchase order and printing the “new” voucher line that appears. This new voucher includes all lines (not already included on another voucher) for which funds have been spent. A “new” voucher is not actually created until you print it.

Notes

- There is no option for creating a voucher. Instead, the voucher is created automatically when you print the “new” voucher line.
- If necessary, you can reprint a voucher.
- You cannot create a voucher for a statement if it is not already approved.

To create and print vouchers

- 1 Open the statement or purchase order that contains the lines you want to include on the voucher.
- 2 At the **PO** or **Statement** window, choose **Voucher, Voucher List** to display the List Vouchers window:



Note: If a message appears saying there is no voucher for the PO, click **OK**. This means there are no budgets assigned to the lines or the “spent event” has not occurred for any of the lines. You cannot print a voucher until funds are expended for the line items. If this is a non-committed Prepaid order, a different message appears. If a message appears saying there is no voucher or invoice for the PO, click **OK**. Horizon creates the invoice and refreshes the voucher to reflect the invoice number.

This window shows the vouchers you have already printed for items on the invoice or purchase order, if any. A new line appears for any other items for which funds have been expended, but for which a voucher has not been created.

- 3 Print the vouchers you want.
For new vouchers, Horizon prompts you to verify that you want to create the voucher.
- 4 Click **OK**.
Horizon creates the voucher and assigns a number to the voucher.
Horizon displays the Print window.

- 5 Print the vouchers.

Searching for Vouchers

You can search for vouchers by voucher number, vendor code, vendor name, or creation date. You can also open the vouchers that are linked to a statement or purchase order from the statement or purchase order. You search for vouchers with the Find Voucher option on the Voucher menu.

To search for vouchers

- 1 Start the **Find Voucher** process.

The default location of this process is the **Acquisitions** folder on the navigation bar.

Horizon displays the Compound Search window:

Horizon displays your search string.

Click here to clear the search string and do a new search.

Click here to add new search results to the current ones.

Prev. Search lists all the search strings you have entered.

Some indexes give you entry aids. (For example, click Date Range to enter a range of statement dates that you want to find.)

- 2 Highlight the index you want and enter a search term in the **Search for** field.
If you highlight the **Voucher Creation Date** index, you can click **Date Range** to enter a range of dates.
- 3 If you want to do a compound search, follow these instructions; otherwise, skip to step 4:
 - a Do one of these options:
 - Mark **AND** to narrow a search.

- Mark **OR** to broaden a search.
 - b** Highlight a search index from the list of indexes.
 - c** Enter a search term in the **Search for** field.
 - d** Click **Append List** to add new results to the current ones.
 - e** Repeat steps 1 through 4 in this table until your search string is complete.
Horizon displays your search string as you enter it. You can enter up to 300 characters.
- 4** Click **Search**.
- Horizon displays a list of vouchers that match your search criteria. This window lets you view, reprint, or void one or more vouchers.
- 5** If you want to view, reprint, or void one or more vouchers, highlight the vouchers and click the button that correspond to what you want to do.

Opening Vouchers for a Statement or Purchase Order

You can display the vouchers that are linked to a purchase order or statement from the PO or statement window. This is a convenient way to access the vouchers for the items on a purchase order or statement.

To open vouchers for a statement or purchase order

- 1** Open the statement or purchase order that contains the lines whose voucher you want to open.
- 2** At the **PO** or **Statement** window, choose **Voucher, Voucher List**.
Horizon displays the vouchers you have printed for the items. If there are lines for which funds have been spent that have not already been included on another voucher, a “new” voucher line appears. To create and print this voucher, click **Print**.

Opening Statements or Purchase Orders Linked to a Voucher

If you are at a voucher, you can display the statements or purchase orders that are linked to the voucher.

To open statements or purchase orders linked to a voucher

- 1** Access the **Voucher** window, if you are not already there.
- 2** To display the statements linked to the voucher, choose **Statements, Statement List**.
- 3** To display the purchase orders linked to the voucher, choose **PO, PO List**.

Chapter 7: Reports

This chapter explains how to generate “canned” and custom reports to monitor and evaluate Acquisitions activity.

This section contains these topics:

- [About Acquisitions Reports](#) on page 235
- [Acquisitions Detail Report](#) on page 235
- [Budget Summary Report](#) on page 238
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- [Titles by Budget Report](#) on page 242
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About Acquisitions Reports

Acquisitions includes several standard reports that help you monitor and evaluate the Acquisitions activity at your library. (For example, you can print a Budget Summary report, a Titles by Vendor report, and a Monthly Statistical report.) These and other reports provide you with valuable information to help you make short- and long-term budgeting and ordering decisions.

You can review report information on screen, as well as print a hard copy that can be shared with others. You can also save reports to a file; this lets you transfer report information electronically or load it into other applications. (For example, you might load budget information into a spreadsheet program for further statistical analysis.) (To save a report to a file, see “Saving Data to a File” in the *Horizon Basics Guide*.)

Beyond the standard or “canned” reports that Acquisitions includes, you can run custom reports using other third party reporting tools. (For more information about these tools, see [Custom Reports](#) on page 246 and [Other Reporting Tools](#) on page 252.)

Acquisitions Detail Report

Horizon tracks statistics for Acquisitions and includes them in a Day End statistical report called the Acquisitions Detail report. This report includes valuable statistics to help you evaluate the Acquisitions activity at your library. (For example, it shows the average number of days required to fill orders, the number of items ordered and

received during the reporting period, and so on.)

If you mark the Day End Detail Stat box on your vendor records, this report also tracks these statistics by vendor. This helps you evaluate the performance of your vendors. (For example, you can see the average time it takes the vendor to fill orders or the number of claims that have been generated for late items.)

You can have Day End print this report automatically on a daily or monthly basis for the locations you specify. You can also print this report manually at any time using the AdHoc Statistical Report generator.



Even if you choose not to print this report in Day End, Horizon still tracks the statistics, and you can print the report using the AdHoc Statistical Report generator.

This section explains these topics:

- [Updating the Day End Stat Detail Box](#) on page 236
- [Updating Print Settings for the Acquisitions Detail Report](#) on page 237
- [Printing the Acquisitions Detail Report](#) on page 237

Updating the Day End Stat Detail Box

To include statistics by individual vendor on the Acquisitions Detail report, you must mark the Day End Stat Detail box on your vendor records. If you want, you can update this field for multiple vendors at the same time.



This task assumes that you know how to use the Table Editor. (For more information, see “Horizon Table Editor” in the “Getting Started” chapter of the *System Administration Guide*.)

Whenever you make a change to Horizon setup, you should exit Horizon and restart it on any workstation where you want the change to take effect.

To update the Day End Stat Detail box

- 1 Start the **Vendor Table Edit** process.

The default location of this process is the **Acquisitions\Acquisitions Setup** folder on the navigation bar.

Horizon opens the Table Editor and displays the List Vendor window.
- 2 Choose the vendors for which you want to track individual statistics.
- 3 If you highlighted more than one vendor, Horizon asks you if you want to make a batch change to all highlighted records. Click **Yes**.
- 4 Mark the **Day End Stat Detail** box.
- 5 Save your changes.

Updating Print Settings for the Acquisitions Detail Report

If you want to print the Acquisitions Detail report with Day End, you must enter print settings for the report. You can have Day End print the report daily, monthly, or not at all. You can also specify the locations whose Acquisitions information you want to include in the report.



This task assumes that you know how to use the Table Editor. (For more information, see “Horizon Table Editor” in the “Getting Started” chapter of the *System Administration Guide*.)

Whenever you make a change to Horizon setup, you should exit Horizon and restart it on any workstation where you want the change to take effect.

To update print settings for the Acquisitions Detail report

- 1 Open the **stat_report_ctl** view in the Table Editor.
Horizon displays the List Stat Dayend Control window.
- 2 Choose the **m_acq** report to display the Edit Stat Dayend Control window.
- 3 Mark the print option you want in the **DayEnd Action** field.
- 4 Enter the code of each location you want to include in the report in the Loc String field.

Separate each location with a comma. If you want to print the reports for each location at the individual locations, separate the locations with a semicolon.
- 5 Save your changes.

Printing the Acquisitions Detail Report

Besides printing the Acquisitions Detail report automatically when you run Day End, you can print this report at any time using the AdHoc Statistical Report generator. This lets you print the report for any date you want without running Day End.

To print the Acquisitions Detail report

- 1 Start the **Adhoc Stat Reports** process.

The default location of this process is the **Administration** folder on the navigation bar.

Horizon displays the AdHoc Statistical Report Generator window.
- 2 Highlight **Monthly Report – Acquisitions Details** in the **Report Type** column.
- 3 Highlight the locations you want to include in the report in the **Locations** column.
- 4 Enter the date you want to print the report for in the **Date** field.
- 5 Print or save the file.

Horizon prints the report or saves it to a file.

Budget Summary Report

The Budget Summary report lets you access and review information about your budgets. This information helps you monitor the use of your funds, report fund information to others, and predict future funding needs. This report displays individual and total amounts for your budgets, including on-order, spent, available, and unspent amounts. It also shows these amounts as percentages of the original budget amount.

You access the Budget Summary report with the Budget Summary process in the Acquisitions/Reports folder. This report is also available through the Table Editor by opening the “budget” view; however, the report in the Table Editor does not show the total budget amounts.

Here is a sample Budget Summary report:

The total amounts and percentages for all the budgets included in the report

The budgets included in the report and their corresponding amounts

Report: Budget Summary					
Total Amount	665000.00				
Total on Order	1190.48	Total Percent on Order	0.17		
Total Spent	256.94	Total Percent Spent	0.03		
Total Available	663552.58	Total Percent Available	99.78		
Total Unspent	664743.06	Total Percent Unspent	99.96		
Budget	Amount	On Order	Spent	Available	Unspent
artist.1996	10000.0	401.93	0.00	9598.07	10000.0
artist.1998	5000.00	191.88	21.98	4786.14	4978.02
artper.1996	25000.0	367.56	0.00	24632.4	25000.0
artper.1998	5000.00	20.00	0.00	4980.00	5000.00
bana.1996	60000.0	0.00	0.00	60000.0	60000.0
bclin.1996	60000.0	41.90	0.00	59958.1	60000.0
bper.1996	75000.0	26.34	0.00	74973.6	75000.0
busbks.1996	75000.0	0.00	0.00	75000.0	75000.0
busper.1996	60000.0	0.00	0.00	60000.0	60000.0
					Total: 18

You can click the **Display** button to display a column that is not currently displayed. You can also click the **Sort** button to sort the report by one or more of these columns

Here are explanations for all the columns that are available for inclusion in the report:

- **Budget.** The code assigned to the budget. (This is a combination of the budget category code and fiscal year defined in the Budget record.)
- **Amount.** The amount of funds allocated to the budget.
- **On Order.** The budget amount that is committed to, but not spent against the budget. This is the amount of funds assigned to outstanding orders (that is, orders that have not been paid).
- **Spent.** The budget amount that has been spent. (The time at which funds are spent for items on a purchase order is determined by the option you select in the Spent Event field on the PO header.)

- **Available.** The budget amount that is available for new orders. This is the Amount minus the Spent and On Order amounts.
- **Unspent.** The budget amount that has not been spent. This is the Amount minus the Spent amount.
- **Category.** The code of the budget category. The budget category defines the general fund category (used year after year) to which you can assign budget amounts for individual years. The actual budget is a combination of the budget category code and a fiscal year.
- **Year.** The fiscal year assigned to the budget.
- **Status.** The status assigned to the budget. “Open” means the budget is available for both new and outstanding orders. “Frozen” means the budget is available for outstanding orders but not new orders. “Closed” means the budget is no longer available. (For more information about budget statuses, see “Changing a Budget’s Status” in the *Acquisitions Setup Guide*.)
- **Percent On Order.** The percentage of funds that are on order (encumbered) against the budget.
- **Percent Spent.** The percentage of the budget that has been spent.
- **Percent Available.** The percentage of the budget that is available for new orders.
- **Percent Unspent.** The percentage of the budget that has not been spent.

Searching for Budgets to Include in the Budget Summary Report

The Budget Summary lets you generate a variety of different reports based on the criteria you use for including budgets in the report. (For example, you can search for budgets by budget year, status, or on-order amount.)

You can also use the Where Clause command on the File menu (**SHIFT+F2**) to perform more sophisticated searches. This command lets you enter SQL select statements to limit your search by virtually any criteria you want.

For example, suppose you want to get a summary of all open budgets for the year 2002 that have more than \$500 available. You can select these budgets by entering this “where” clause:

```
status = 0 and year = 2002 and available >500
```

(For more information about using the Where Clause command, see “Horizon Table Editor” in the “Getting Started” chapter of the *System Administration Guide*.)

These steps explain how to view, print, or save a Budget Summary report to a file.

To generate a Budget Summary report

- 1 Start the **Budget Summary** process.

The default location of this process is the **Acquisitions\Reports** folder on the navigation bar.

Horizon displays the Compound Search window.

- 2 Highlight the index you want and enter a search term in the **Search for** field based on the budgets you want to include in the report.

If you highlight an amount-related index (such as “Spent”), you can use the greater (>) and less than (<) symbols in your search string. (For example, to highlight all budgets whose Spent amount is more than \$500, enter “>500”.)

Note: If you want a Grand Total of all the budgets for a particular year, highlight the “Year” index and enter the year you want in the Search for field (for example, enter “2002”). You can see the Grand Total at the top of the report in the Total Amount field. You can also do a cross-year analysis for averages by highlighting the Budget index and entering an asterisk (*) in the Search for field. This will give you totals for budgets for all years on your system. You can then click Display to see the percentages.

- 3 If you want to perform a search using the Where Clause command, click **Cancel** to close the Search window. Then choose **File, Where clause** and enter an SQL select statement based on the budgets you want to display.

Horizon displays the Report Budget Summary window.

- 4 If you want to do so, print the report.
- 5 If you want to do so, save the report to a file.

Budget Hierarchy Report

The Budget Hierarchy report lets you view your budget amounts in a hierarchy, thereby seeing a more organized representation of budget totals. To use this report, however, you must first create your hierarchies using the Budget Hierarchy Management feature. (For more information on creating your budget hierarchies, see “Budget Hierarchy Management” in the *Acquisitions Setup Guide*.)

You access the Budget Hierarchy report with the Budget Hierarchy process in the Acquisitions/Reports folder. This report is also available through the Table Editor by opening the “budget” view; however, the report in the Table Editor does not show the total budget amounts.

Here is a sample Budget Hierarchy report:

Budget Group	Amt	On Order	Spent	Unspent	Available
- 999	568100.00	0.00	0.00	568100.00	568100.00
Books	469200.00	0.00	0.00	469200.00	469200.00
-Business	107100.00	0.00	0.00	107100.00	107100.00
-Main Library - Business...	76500.00	0.00	0.00	76500.00	76500.00
-Main Library - Law boo...	30600.00	0.00	0.00	30600.00	30600.00
-History	61200.00	0.00	0.00	61200.00	61200.00
-Main Library - Art his...	10200.00	0.00	0.00	10200.00	10200.00
-Main Library - Music h...	51000.00	0.00	0.00	51000.00	51000.00
-Humanities	102000.00	0.00	0.00	102000.00	102000.00
-Main Library - Music...	15300.00	0.00	0.00	15300.00	15300.00
-Main Library - Educati...	25500.00	0.00	0.00	25500.00	25500.00
-Main Library - Educati...	10200.00	0.00	0.00	10200.00	10200.00
-Main Library - Social...	51000.00	0.00	0.00	51000.00	51000.00
-Science	198900.00	0.00	0.00	198900.00	198900.00
-Biomedical Library - H...	76500.00	0.00	0.00	76500.00	76500.00
-Biomedical Library - A...	61200.00	0.00	0.00	61200.00	61200.00
-Biomedical Library - C...	61200.00	0.00	0.00	61200.00	61200.00
-Serials	147900.00	0.00	0.00	147900.00	147900.00
-Main Library - Education...	20400.00	0.00	0.00	20400.00	20400.00
-Main Library - Bus. perio...	61200.00	0.00	0.00	61200.00	61200.00
-Main Library - Law perio...	15300.00	0.00	0.00	15300.00	15300.00
-Main Library - Music per...	51000.00	0.00	0.00	51000.00	51000.00
-Audio/Visual	51000.00	0.00	0.00	51000.00	51000.00
-Main Library - Sound rec...	51000.00	0.00	0.00	51000.00	51000.00



You can change the default column widths and which default columns are displayed by editing the view "budget_hierarchy_report."

To generate a Budget Hierarchy report

- 1 Start the **Budget Hierarchy** process.

The default location of this process is the **Acquisitions\Reports** folder on the navigation bar.

Horizon displays the Budget Hierarchy Management window.

- 2 Choose the current fiscal year from the drop-down box if Horizon is not already displaying the current year.

- 3 If you want, resize the Budget Hierarchy Report window by using the mouse.

The default size fits on 8.5"x11" paper, in Landscape paper orientation, 11-point font (or less), and using a "fixed" type font (such as, courier) for better formatting.

- 4 If you want, temporarily change the width of the display columns by clicking on the mouse when it is positioned on the line between the column labels, and moving the arrow that Horizon displays.

Horizon maintains the changes you make to the window for the session you are using the Budget Hierarchy Report window and prints the column-width changes. If you decrease the size of a column until you cannot see it, Horizon will not print

the column on the report. If columns are too large to fit on the printed page, Horizon will not print those columns.

- 5 Right-click on the hierarchy, group, or budget you want to see the report for, and click **Show Budget Hierarchy Report**.

Horizon displays the Report Budget Hierarchy Fiscal Year window, showing the report for the given fiscal year.

- 6 If you want to do so, print the report.
- 7 If you want to do so, save the report to a file.
- 8 If you want, open one or more reports at the same time for various items in the hierarchy. To do this, repeat step 5.

Titles by Budget Report

The Titles by Budget report lets you review a list of titles that are charged to a certain budget. This helps you monitor the use of your budgets and make sure they are being assigned appropriately. This report is also helpful near the end of the year as you prepare for year-end roll over because it lets you see which titles are still on order against a budget. The report shows the on-order and spent amounts for each title, as well as the on-order and spent amounts for the budget as a whole. You access this report with the Titles by Budget process in the Acquisitions/Reports folder.

Here is a sample Titles by Budget report:

Report: Budget artist. 1990				
Description	Main Library	Art history books	Reference	002355
Total On Order		191.88		
Total Spent		21.98		
Title	Unit Price	On Order	Spent	
Solo observed	33.95	33.95	0.00	
Complete piano music /	37.99	113.97	0.00	
More than dancing : essays on	10.99	21.98	0.00	
More than dancing : essays on	10.99	21.98	0.00	
More than dancing : essays on	10.99	0.00	21.98	
				Total: 5

By default, this report shows the unit price, on-order amount, and spent amount for each title. You can click the Display button to display other columns of information, such as the PO number or vendor. You can also click the Sort button to sort the report by one or more of these columns.

To get a list of the outstanding titles against the budget, click the Sort button and choose On Order as the primary sort option. Then mark the Descending sort box and click OK. Horizon displays the outstanding orders at the top of the list.

As you review this report, you may find you need to change the budget that is assigned to a title. You can change the budget as long as you have not printed a voucher for the PO line. (For more information, see [Changing a Budget on a PO Line on page 266.](#))

These steps explain how to view, print, or save a Titles by Budget report to a file.

To generate a Titles by Budget report

- 1 Start the **Titles by Budget** process.

The default location of this process is the **Acquisitions\Reports** folder on the navigation bar.

Horizon displays the Code Lookup window.

- 2 Enter or choose the code of the budget you want in the **Budget** field.
- 3 Click **OK**.

Horizon displays the list of titles charged to the budget.

- 4 If you want to do so, print the report.
- 5 If you want to do so, save the report to a file.

Titles by Vendor Report

The Titles by Vendor report lets you display a list of titles ordered from a particular vendor. This lets you to review your library's spending with the vendor. The report includes the on-order and spent amounts for each title and the totals for all titles ordered from the vendor. You access this report with the Titles by Vendor process in the Acquisitions/Reports folder.



You can also access a list of titles by vendor by searching for PO lines by vendor in Acquisitions. Although that method does not show the on-order and spent amounts, it gives you access to the purchase order so you can review order activity, such as receipts and claims.

Here is a sample Titles by Vendor report:

Title	Unit Price	On Order	Spent	Disc Price
Economía de Guatemala	122.20	0.00	0.00	
URISA : bi-monthly communications of the Urban		0.00	0.00	
Conventry through the ages some descriptions of	21.29	21.29	0.00	
Monthly report of the Department of Agriculture,	24.99	23.74	0.00	23.74
MediaWatch : a monthly report from the Media	18.99	18.99	0.00	18.99
The columbian household monthly.	6.95	6.60	0.00	6.60
OECD financial statistics. Part1, Financial	39.95	37.95	0.00	37.95
Dainty dishes for slender incomes compiled with	70.50	0.00	282.00	
Comprehensive current library expert systems	120.95	0.00	120.95	
Aktiubinskaia oblast	2.99	0.00	5.98	
bibliography of Pindar 1513 1966	18.91	0.00	18.91	
AIDS in U S hospitals 1986 1987 a national	15.29	0.00	15.29	
Changing family structure who cares for Americas	85.17	0.00	85.17	

By default, this report shows the unit price, on-order amount, and spent amount for each title. You can click the Display button to display other columns of information, such as the PO number or ISBN. You can also click the Sort button to sort the report by one or more of these columns.

These steps explain how to view, print, or save a Titles by Vendor report to a file.

To generate a Titles by Vendor report

- 1 Start the **Titles by Vendor** process.

The default location of this process is the **Acquisitions\Reports** folder on the navigation bar.

Horizon displays the Compound Search window.

- 2 Highlight the index you want and enter a search term in the **Search for** field based on the vendor whose titles you want to see.

Horizon displays a list of titles ordered from the vendor.

- 3 If you want to do so, print the report.
- 4 If you want to do so, save the report to a file.

Titles by Vendor Contract/Account Report

The Titles by Vendor Contract/Account report lets you display a list of titles ordered under a particular vendor contract or vendor account. This lets you to

review your library's spending for the contract. The report includes the on-order and spent amounts for each title and the totals for all titles ordered from the vendor under the specified contract. You access this report with the Titles by Vendor Contract/Account process in the Acquisitions/Reports folder.

Here is a sample Titles by Vendor Contract/Account report:

Description		Vendor	
Ebsco Contract 1		Ebsco	
Original Amount	1000.00		
Total On Order	108.58		
Total Spent	0.00		

Title	Unit Price	On Order	Spent	Disc Price
URISA : bi-monthly communications of the Urban		0.00	0.00	
Conventry through the ages some descriptions of	21.29	21.29	0.00	
Monthly report of the Department of Agriculture,	24.99	23.74	0.00	23.74
MediaWatch : a monthly report from the Media	19.99	18.99	0.00	18.99
The columbian household monthly.	6.95	6.60	0.00	6.60
OECD financial statistics. Part 1, Financial	39.95	37.95	0.00	37.95

Sort... Display... Total: 6

By default, this report shows the unit price, on-order amount, and spent amount for each title. You can click the Display button to display other columns of information, such as the PO number or ISBN. You can also click the Sort button to sort the report by one or more of these columns.

These steps explain how to view, print, or save a Titles by Vendor Contract/Account report to a file.

To generate a Titles by Vendor Contract/Account report

- 1 Start the **Titles by Vendor Contract/Account** process.

The default location of this process is the **Acquisitions\Reports** folder on the navigation bar.

Horizon displays the Code Lookup window.

- 2 Highlight the index you want and enter a search term in the **Search for** field based on the vendor contract/account whose titles you want to see.

Horizon displays a list of titles ordered from the vendor contract/account.

- 3 If you want to do so, print the report.
- 4 If you want to do so, save the report to a file.

Custom Reports

In addition to the reports that Acquisitions provides, you can run these custom reports using a third-party reporting tool:

- **Checkouts per Title report.** This report lets you monitor how many times a title is checked out. You can use this report to keep track of the demand on your library's resources and help you make sure that you have sufficient copies of a title for each location.
- **Order History per Title report.** This report lets you see the ordering activity for a particular title. (For example, you can use this report to make sure that you do not order duplicate copies of a title.)
- **Purchase Alerts report.** This report lets you find out how many borrowers have requested that your library purchase a certain item. You typically run this report to identify the titles with a large number of requests. Then you can quickly and easily determine which titles are in demand and allocate budget resources accordingly.

Your system administrator can automatically install separate processes for each report on the navigation bar during initial Horizon installation. He or she can do this using the Horizon Install Shield, or your system administrator can create the processes later.

This section explains these topics:

- [Creating a Navigation Bar Report Process](#) on page 246
- [Generating the Checkouts by Title Report](#) on page 247
- [Generating the Order History by Title Report](#) on page 248
- [Generating the Purchase Alerts Report](#) on page 250



You must install a third-party reporting tool, such as Borland's ReportSmith or English Wizard's Easy Ask to display these reports before you can run them. (For more information, see [Third-Party Products](#) on page 252.)

If you are using English Wizard's EasyAsk, you must have a dictionary open and an active query to run the custom reports. (For more information about your dictionary, see the *English Wizard for Horizon Administrator's Installation and Deployment Guide*.)

Creating a Navigation Bar Report Process

If you want easy access to the custom reports, have your system administrator create a specific report process or application for each report and place it within the Reports folder. You can then access each report from the Reports folder on the navigation bar.

When you choose the process or application specific to your report, Horizon launches your third-party reporting tool. The tool lets you review the report information on the screen, print a hard copy, and change the report format. (For more information, see [Third-Party Products on page 252.](#))

For instructions, see these places:

See this section	In this chapter	In this guide
“Adding a Process to the Navigation Bar”	Security and Preferences	<i>System Administration Guide</i>
“Adding an Application to a Folder”	Customizing the Navigation Bar	<i>Launcher Configuration Guide</i>

For information on what to enter into the Program Name and Arguments fields of the Edit Menu Options window, see the SirsiDynix Customer Support web site at “clientcare.sirsiidynix.com”.

Generating the Checkouts by Title Report

The Checkouts by Title report lets you review the list of titles that have been checked out to see which ones get the most use. This helps you maximize your library’s resources by monitoring wear and tear on popular titles and identifying unused items that are taking up shelf space. Using this report, you can quickly determine whether to replace damaged items or make sure that your library orders the appropriate number of items for a particular location.

Here is an example of the Checkouts by Title Report, using EasyAsk to display it:

The Item Location column shows each branch with a copy of this title.

Under the date and time at which the report was generated, you can find the bib record that corresponds to the title.

This shows the query you used to generate this report.

cwhorizon1.dct						
A	R	C	D	F	F	
1	report of all item barcode, usage, location, title for a specified bib#, group by location					
2			8/17/00 14:43			
3			Bib# 23			
4	<u>Item Location</u>	<u>Item Barcode</u>	<u>Usage</u>	<u>Title Name</u>		
5	MAIN	3915400408E209	38	Busy bodies Joan Hess		
6		39154004297156	24	Busy bodies Joan Hess		
7	MAIN Sum		62			
8	STP	3915400408E159	39	Busy bodies Juan Hess		
9	STP Sum		39			
10	Overall Sum		101			
11						

The Overall Sum shows how many times every item with this title has been checked out or used.

The Title Name column shows the title of the item and the author.

This section explains how to:

- Generate a Checkouts by Title report from the navigation bar.
- Generate a Checkouts by Title report with a query.

To generate a Checkouts by Title report from the navigation bar

- 1 Start the **Number of Checkouts per Title** process.

The default location of this process is the **Acquisitions\Reports** folder on the navigation bar.

Your third-party reporting tool opens and displays the Number of Checkouts by Title report.

- 2 If you want to do so, print this report or save it to a file. (For instructions, see the user's guide for your reporting tool.)

To generate a Checkouts by Title report with a query

- 1 Open your reporting tool. (For example, open the English Wizard EasyAsk Query Builder.)

- 2 On the same line, enter this query to run the Number of Checkouts per Title report:

```
report of all item barcode, usage, location, title for a  
specified bib#, group by location
```

Note: Enter this text exactly as shown. Where text wraps, insert one space. Do not insert carriage returns or extra spaces.

- 3 Enter the bib record number of the title.

Your reporting tool displays a report for the title you chose.

- 4 If you want to do so, print this report or save it to a file. (For instructions, see the user's guide for your reporting tool.)

- 5 If you are using EasyAsk, save this query in your dictionary.

Generating the Order History by Title Report

The Order History by Title report shows you how your library has ordered specific titles in the past. This report helps to determine how often and in what quantity to reorder these items.

Here is a series of screens that depict the Order History by Title report, using EasyAsk to display it:

This column shows the bib record corresponding to the title.

This column shows the PO Line number and lists the associated title.

ewhorizon1.dct						
	A	B	C	D	E	F
1	select i.po#, i.bib#, i.author, i.title, i.isbn, i.line, "completion date"=dateadd(d					
2						
3						
4						
	<u>po#</u>	<u>bib#</u>	<u>author</u>	<u>title</u>	<u>isbn</u>	<u>line</u>
5	3	18579	Graftcn, Sue. L is for lawless --	07338'3821		3
6	3	18579	Graftcn, Sue. L is for lawless --	07338'3821		3
7						
8						

This shows the query you used to generate this report. The query continues across the top, if necessary.

This column shows the purchase order numbers that correspond to the previously ordered copies.

This column shows the ISBN number corresponding to this title.

Use the horizontal scroll bar to view the rest of the report as it continues to the right:

ewhorizon1.dct				
	G	H	I	J
1	d,p.completion_date,"Jan 1, 1970"),p.vendor#,v.name,i.unit_price,"order date			
2				
3				
4	<u>completion date</u>	<u>vendor#</u>	<u>name</u>	<u>unit price</u>
5	7/14/98	202	CNTARIO LIBRARY SERVICES CENTRE	37.95
6	7/14/98	202	CNTARIO LIBRARY SERVICES CENTRE	37.95
7				
8				

This column identifies the vendor that filled the PO.

This shows the date and time you generated the report.

ewhorizon1.dct					
	K	L	M	N	O
1	p"=dateadd(dd,i.order_date,"Jan 1, 1970"),"receive date"= dateadd				
2					8/1E/00 10:07
3					
4	<u>order date</u>	<u>receive date</u>	<u>invoice date</u>	<u>cancel date</u>	<u>next claim date</u>
5	2/1/96			10/27/97	
6	2/1/96	5/4/96	E/4/93		
7					
8					

This column shows when Horizon will generate a claim for unreceived Serial items.

This section explains how to do the following:

- Generate an Order History by Title report from the navigation bar.
- Generate a Order History by Title report with a query.

To generate an Order History by Title report from the navigation bar

- 1 Start the **Order History by Title** process.

The default location of this process is the **Acquisitions\Reports** folder on the navigation bar.

Your third-party reporting tool opens and displays the Order History by Title report.

- 2 If you want to do so, print this report or save it to a file.

Make sure that you print this report using the landscape setting on your printer. (For instructions, see the user's guide for your reporting tool.)

To generate an Order History by Title report with a query

- 1 Open your reporting tool. (For example, open the English Wizard EasyAsk Query Builder.)

- 2 On the same line, enter this query to run the Order History per Title report:

```
select i.po#, i.bib#, i.author, i.title, i.isbn,
i.line, "completion date"=dateadd(dd,p.completion_date,"Jan
1, 1970"),p.vendor#,v.name,i.unit_price, "order
date"=dateadd(dd,l.order_date,"Jan 1, 1970"),"receive date"=
dateadd(dd,l.receive_date,"Jan 1, 1970"), "invoice
date"=dateadd(dd,l.invoice_date,"Jan 1, 1970"), "cancel
date"=dateadd(dd,l.cancel_date,"Jan 1, 1970"), "next claim
date"=dateadd(dd,l.next_claim_date,"Jan 1, 1970") from po_
line i, po p, vendor v, po_line_item l where i.bib#=18579
and i.po#=p.po# and p.vendor#=v.vendor# and p.po#=l.po# and
i.line=l.line
```

Note: Enter this text exactly as shown. Where text wraps, insert one space. Do not insert carriage returns or extra spaces.

- 3 If you want to do so, print this report or save it to a file.

Make sure that you print this report using the landscape setting on your printer. (For instructions, see the user's guide for your reporting tool.)

- 4 If you are using EasyAsk, save this query in your dictionary.

Generating the Purchase Alerts Report

The Purchase Alerts report lets you monitor how many borrower requests you have received to order a particular item or title. You can customize this report to show only those items that borrowers have requested over a certain number of times. (For example, if you want to see how many items have been requested over 40 times, you can structure the query to look for only those items whose order queue is greater than 40.)

Here is an example of a Purchase Alerts report, using Easy Ask to display it:

In this query, the report will display only the titles that have the number of borrower hold requests larger than 30.

ewhorizon1.dct				
	A	B	C	D
1	report all bib#, title where bib queue ord > 30 grouped by bib#			
2			8/18/00 10:48	
3				
4			Bib Queue Ord	
	Bib#	Title Name		
5	2'0053	testament John Grisham	41	
6		testament John Grisham	44	
7		testament John Grisham	52	
8		testament John Grisham	55	
9	2'2622	Bittersweet Danielle Steel	32	
10		Bittersweet Danielle Steel	36	
11		Bittersweet Danielle Steel	44	
12		Bittersweet Danielle Steel	52	
13				

This shows the query you used to generate this report.

This column displays the number of borrower hold requests that have been submitted for each of these titles and bib records.

This section explains how to:

- Generate a Purchase Alerts report from the navigation bar.
- Generate a Purchase Alerts report with a query.

To generate a Purchase Alerts report from the navigation bar

- 1 Start the **Purchase Alerts** process.

The default location of this process is the **Acquisitions\Reports** folder on the navigation bar.

Your third-party reporting tool opens and displays the Purchase Alerts report.

- 2 If you want to do so, print this report or save it to a file. (For instructions, see the user's guide for your reporting tool.)

To generate a Purchase Alerts report with a query

- 1 Open your reporting tool. (For example, open the English Wizard EasyAsk Query Builder.)
- 2 On the same line, use this format to enter the query to run the Purchase Alerts report:

```
report all bib#, title where bib queue ord > number_of_
borrower_requests grouped by bib#
```

Note: Where text wraps, insert one space. Do not insert carriage returns or extra spaces.

For example, if you wanted a Purchase Alerts report of borrower requests over 30, enter this query on the same line:

```
report all bib#, title where bib queue ord > 30 grouped by
bib#
```

- 3 If you want to do so, print this report or save it to a file. (For instructions, see the user's guide for your reporting tool.)
- 4 If you are using EasyAsk, save this query in your dictionary.

Other Reporting Tools

Beyond the standard or “canned” reports that are provided with Acquisitions, there are several other reporting tools that you give you access to Acquisitions data.

This section explains these topics:

- [Search and List Windows on page 252](#)
- [Third-Party Products on page 252](#)
- [Item Report View on page 253](#)

Search and List Windows

Many users think of the Search and List windows in Horizon as simply the means of locating a particular record or group of records. However, these windows also provide powerful search, sort, and display capabilities, which if used, can provide immediate, custom reports that you can view on screen or print. (For instructions on using the sort and display features in Horizon list windows, see “List Windows” in the “Horizon User Interface” chapter of the *Horizon Basics Guide*.) To print the information in a list window, choose Print from the File menu.

Third-Party Products

If you want to generate reports that are not native to Acquisitions, you must use a third-party reporting tool. You should already have ReportSmith or EasyAsk, since one or the other is included with the purchase of most Horizon systems. If you are unsure about which application you have, contact your library’s system administrator. (For more information on how to set up ReportSmith, see the *Basic ReportSmith Skills Training Class Manual*. For more information on how to set up EasyAsk, see your EasyAsk documentation.)

You can also generate custom reports using an SQL reporting tool, such as Crystal Reports. Currently, Horizon does not provide reports for accessing budget transaction detail or generating order statistics by PO line statistical class; however, you can access this information with these or similar products.

Item_Report View

If you create item records in Acquisitions, you may find the “item_report” view in the Table Editor helpful. This view lets you search item records in Acquisitions. You can search and sort the items by any of the columns in the “item” view. You can also select any of the columns for display in the list.

You might use this view, for example, to review item records with a status of “On Order” or “Newly Acquired.” If the Copy/Item Creation field on the PO header is set to “Create Items at Order Process,” Horizon automatically assigns the “On Order” status to the items when you print the purchase order or create an electronic order for it. Horizon assigns the status of “Newly Acquired” to the items when you receive the purchase order.

Chapter 8: Technical topics

This chapter provides technical information about Acquisitions. It includes sections on correcting mistakes, customizing views, troubleshooting, and error messages.

This section contains these topics:

- [Correcting Mistakes](#) on page 254
- [Customizing Views](#) on page 268
- [Troubleshooting](#) on page 270
- [Error Messages](#) on page 276

Correcting Mistakes

Sometimes it is necessary to undo or reverse purchase order transactions for one reason or another. Horizon gives you several options for undoing transactions and correcting mistakes. (For example, you can cancel or delete PO lines, undo order, receipt, and statement activity, and void vouchers.) This section explains how to perform these tasks. It also explains the implications of each action and the effects each has in Horizon's integrated environment.

Although Horizon gives you the flexibility to make these changes, it also provides checks and limits to avoid the loss of information or the omission of required steps. Beyond these built-in checks, you should also be aware of the effects of each change, as outlined in this section.

You should also keep in mind the policies of your library and those of your vendors. For example, you should be careful about undoing a purchase order if you have already sent it to the vendor. The purchase order is a form of contract that commits the library to pay for the items ordered.

Horizon keeps a record of each change that is made to a purchase order, so you can review the changes as necessary. For example, you can see that a purchase order was ordered, undone, and then reordered. You do this by reviewing the purchase order activities recorded in the PO Line Item History window. (For instructions, see [Reviewing History for a PO Line Item](#) on page 117.)

Notes

- You must undo PO line approval before you do any other purchase order task, if the PO line has been approved. However, you must undo the purchase order before you can undo PO line approval.

For more information, see [Undoing an Approval for a PO Line](#) on page 126 and [Undoing a Purchase Order](#) on page 259.

- You must undo statement approval before you do any other statement task, if the statement has been approved.

For more information, see [Undoing an Approval for a Statement](#) on page 229.

- Undoing a purchase order undoes the order activity for all lines on the purchase order. However, you undo all other activity individually by line. You can highlight multiple lines to undo the activity for more than one line; however, be careful that you do not highlight lines whose activity you do not want to undo.
- Purchase orders cannot be deleted. This protects you from losing order information.

For information about correcting mistakes, see these topics:

- [Undoing an Approval for a PO Line](#) on page 126
- [Undoing an Approval for a Statement](#) on page 229
- [Problem Scenarios](#) on page 256
- [Deleting a PO Line](#) on page 257
- [Undoing a Purchase Order](#) on page 259
- [Undoing a Receipt](#) on page 261
- [Undoing a Statement Line](#) on page 262
- [Undoing the Application of a Credit](#) on page 263
- [Voiding a Voucher](#) on page 264
- [Changing the Vendor for a Purchase Order](#) on page 265
- [Changing a Budget on a PO Line](#) on page 266
- [Doing a Complete Back Out of Order Activity](#) on page 266
- [Correcting Currency-Related Problems](#) on page 267

For instructions on canceling a PO line, see [Canceling Items](#) on page 152.

This section contains these topics:

- [Problem Scenarios](#) on page 256
- [Deleting a PO Line](#) on page 257
- [Undoing a Purchase Order](#) on page 259
- [Undoing a Receipt](#) on page 261
- [Undoing a Statement Line](#) on page 262
- [Undoing the Application of a Credit](#) on page 263
- [Voiding a Voucher](#) on page 264
- [Changing the Vendor for a Purchase Order](#) on page 265
- [Changing a Budget on a PO Line](#) on page 266
- [Doing a Complete Back Out of Order Activity](#) on page 266
- [Correcting Currency-Related Problems](#) on page 267

Problem Scenarios

If you are not sure what you should do to fix a mistake, read through the scenarios in this table to find the solution that applies to your problem:



Make sure you undo the PO line approval or statement approval before you do any of these tasks; otherwise, Horizon may not let you do the task. (For more information, see [Undoing an Approval for a PO Line](#) on page 126 and [Undoing an Approval for a Statement](#) on page 229.)

Table 8-1: Problem scenarios with solutions

Scenario	Solution
You want to remove a line from a purchase order that has not been ordered (which means you have not printed a negotiable order or created an electronic order for it). (For example, you want to remove a line that was added by mistake or that you decide not to order.)	You can simply delete the PO line since you have not ordered the purchase order. (For instructions, see Deleting a PO Line on page 257.)
You want to make changes to a purchase order that has already been ordered. (For example, you want to delete a line or change the quantity for a line.)	You can undo the purchase order, make the necessary changes, and then re-order the purchase order. (For instructions, see Undoing a Purchase Order on page 259.) If there are receipt, invoice, voucher, or cancellation activities on any of the lines, you must first undo these activities.
You have ordered a purchase order but discover you need to delay it for one reason or another. (For example, the item has not been published.)	You can undo the purchase order and then re-order it later. Undoing a purchase order cancels claiming for the items. (For instructions, see Undoing a Purchase Order on page 259.)
You want to cancel an item on the purchase order. (For example, you might cancel items that are damaged or that were ordered by mistake.)	You can cancel the lines and print a cancellation notice to notify the vendor about the canceled items. (For information, see Canceling Items on page 152.)
An item was received by mistake.	You can undo the receipt. (For instructions, see Undoing a Receipt on page 261.)
A user invoiced a line by mistake, entered the wrong amount for an invoice line, or forgot to enter an invoice note.	You can undo the invoicing for the PO line. (For information, see Undoing a Statement Line on page 262.) If you undo an invoice to correct the invoice amount or to enter a note, re-invoice the line and enter the correct information. If a voucher has already been printed for the invoice, you must void the voucher first. (For instructions, see Voiding a Voucher on page 264.)

Scenario	Solution
You have printed a voucher for an item that was invoiced by mistake or whose invoicing information you need to change.	You can void the voucher. (For instructions, see Voiding a Voucher on page 264.) After you void the voucher you can undo the invoice and, if necessary, re-invoice it with the correct information. After you re-invoice the line, reprint the voucher so it reflects the changes you have made.
The wrong vendor was assigned to a purchase order.	If you have not already sent the purchase order to the vendor, you can change the vendor. (For instructions, see Changing the Vendor for a Purchase Order on page 265.)
You want to change the budget that is assigned to a PO line.	You can change the budget assigned to a PO line, even if the line has been ordered, received, or invoiced. (For more information, see Changing a Budget on a PO Line on page 266.)
You have ordered, received, invoiced, and printed a voucher for a PO line, but you want to reverse all activity on it and delete the line.	For information, see Doing a Complete Back Out of Order Activity on page 266.
The wrong currency has been entered on a purchase order or statement.	If the Spent Event has already occurred for the lines, you will need to undo the purchase order, reorder the lines, and enter the correct currency so that your funds are expended at the correct rate. (For information, see Correcting Currency-Related Problems on page 267.)

Deleting a PO Line

You can delete a PO line if you have not performed any activity on it. You delete PO lines with the Delete option on the File menu.

Purposes

To delete a line that has not been processed and that:

- Was added to the purchase order by mistake.
- Is out-of-print.
- Is not carried by the vendor.
- You decide not to order, for whatever reason.

Constraints

- You cannot delete a PO line without first undoing the PO line approval, if the line has been approved. (For more information, see [Undoing an Approval for a PO Line on page 126.](#))
- You cannot delete a PO line after the purchase order has been processed (that is, after you print a negotiable order or create an electronic order for it).

This ensures that the purchase order in Horizon matches the purchase order you have sent to the vendor. You can get around this restriction, if necessary, by undoing the purchase order. After you undo the purchase order, you can delete the lines you want and then re-process the purchase order. However, you should do this only if you have not sent the purchase order to the vendor or if you notify the vendor about the change. (For more information, see [Undoing a Purchase Order on page 259](#).) Instead of undoing the purchase order, it is recommended that you cancel the line and print a cancellation notice to notify the vendor about the cancellation. (For information, see [Canceling Items on page 152](#).)

- You cannot delete a PO line with receipt, invoice, voucher, or cancellation activity (in addition to the order activity noted above). To delete the line, you must first undo these activities.

Notes

You do not need to cancel a line in order to delete it. In fact, you cannot delete a line that has been canceled. If the line has been canceled, you must first undo the cancellation before you can delete it.

Effects

Deleting a PO line:

- Completely removes the line, including all order, receipt, and invoice history.
- Does not delete bib or item records created automatically (if any) for the line items. You will need to delete these records manually in Cataloging. (Item records are created based on the option you selected in the Copy/Item Creation field.)
- Unencumbers or unexpends the budget or budgets that were assigned to the line, and adjusts the amounts in the On Order and Spent fields for each budget as appropriate.
- Removes the title from the Titles by Budget report.
- Does not reassign PO line numbers. The remaining PO lines retain their original PO line numbers.
- Adjusts the price in the Price field to reflect the deletion of the PO line. (This field is not updated until after you close and reopen the purchase order.)
- Displays an error message if there is order, receipt, invoice, voucher, or cancellation activity on the line.

To delete a PO line

- 1 Open the purchase order that contains the line you want to delete.
- 2 In the **PO** window, highlight the line you want to delete.
- 3 Choose **File, Delete**.
Horizon prompts you to confirm the action.

- 4 Click **OK**.
Horizon deletes the line.

Horizon displays an error message if you try to delete a line with order activity or for which a voucher has been generated. To delete the line, you must first undo the activity or void the corresponding voucher.

Undoing a Purchase Order

You can “undo” a purchase order to reverse the order activity on it and to change it back to its original state before you printed it or created an electronic order for it. Undoing a purchase order lets you make any changes you want to it, including adding or deleting lines, and adding or deleting quantities in the distribution. You undo a purchase order with the Undo PO option on the File menu.

Purposes

- This function is commonly used to correct a mistake discovered after the purchase order has been processed, but before it has been sent to the vendor.
- Another use of this function is to delay the order until a future date. Undoing a purchase order cancels claiming for the items on the purchase order.
- To undo PO line approval. (For more information, see [Undoing an Approval for a PO Line on page 126.](#))
- To delete lines from the purchase order entirely (instead of canceling them).

Cautions

- Typically, you should not undo a purchase order if you have already sent it to the vendor. The purchase order is a form of contract that generally commits the library to pay for the items and quantities ordered. Also, changing an order after it has been sent to the vendor means the purchase order no longer matches the purchase order that the vendor has. However, if you undo a purchase order after you have sent it to the vendor, be sure to notify the vendor.
- After you undo a purchase order and make the changes you want, you should reprocess the purchase order and send it to the vendor. If you have not sent the original paper or electronic purchase order, throw it away (or delete) it so that it is not sent to vendor by mistake.
- Undoing a purchase order undoes the order activity for all lines on the purchase order. (You cannot undo the order activity for individual lines.) Consequently, if you undo a purchase order so that you can delete one or two lines, be sure to reprocess the purchase order so the other lines get ordered.

Constraints

- You cannot undo a purchase order if there is receipt, invoice, voucher, or cancellation activity on any of the lines. To undo the purchase order, you must first undo each of these activities on each line (one-by-one).

Notes

You can cancel lines without undoing the purchase order. If you cancel lines, you can print a cancellation notice to notify the vendor about the canceled items. (For more information, see [Canceling Items on page 152](#).)

Effects

Undoing a purchase order:

- Undoes the order activity for all lines on the purchase order. You cannot undo the order activity for individual lines.
- Removes the ordered date in the PO Line Item Detail window and adds an “Order – Undone” activity in the PO Line Item History window for all lines. (The original order activity is still shown in the PO Line Item History window.)
- Does not delete bib or item records created automatically (if any) for the line items. You will need to delete these records manually in Cataloging for those lines you plan to delete.
- Does not affect the budgets assigned to the PO lines. Funds remain encumbered (or expended if the Spent Event is “Order Entry”).
- Does not remove the titles from the Titles by Budget report since funds are still encumbered or expended for the purchase order.
- Cancels the claiming for the purchase order. Claiming will start again when you reorder the purchase order.
- Displays an error message if there is a receipt, invoice, voucher, or cancellation activity on any of the lines on the purchase order.

To undo a purchase order

- 1 Open the purchase order you want to undo.
- 2 If there are receipt, invoice, voucher, or cancellation activities on the line, undo these activities for each line.
- 3 At the **PO** window, choose **File, Undo Order**.

Horizon prompts you to confirm the action.

- 4 Click **OK**.

If a line has already been received, invoiced, canceled, or if a voucher has been created for it, Horizon displays an error message. You must first undo these activities on the line before you can undo the order.

Horizon undoes the order.

Undoing a Receipt

If an item is received by mistake, you can undo the receipt. This can easily occur, for example, when multiple lines are highlighted for receiving. You can undo a receipt at any point in the Acquisitions process. You undo a receipt with the Undo option on the PO Line menu.

If you want to cancel the line, do not undo the receipt; cancel the line instead. (For more information on canceling items, [Canceling Items on page 152.](#))

Constraints

- You cannot undo a receipt without first undoing the PO line approval, if the line has been approved. (For more information, see [Undoing an Approval for a PO Line on page 126.](#))
- You cannot undo a receipt if a voucher has been printed for the PO line and if the Spent Event field is set to “Receipt and Invoice.” To undo the receipt in this case, you must first void the voucher. (For instructions, see [Voiding a Voucher on page 264.](#))
- Currently, Horizon does not give you the option of undoing the receipt of individual quantities on a line. Undoing the receipt of a line undoes the receipt for all quantities. To get around this, you can undo the line and then re-receive the quantities you want to remain received.

Effects

Undoing a receipt:

- Removes the received date in the PO Line Item Detail window. It also removes the quantity in the Rec column in the PO window. (This column is displayed only if you are in the Receive mode.) (The receive activity is still shown in the PO Line Item History window.)
- Adds a “Received – Undone” activity for the items in the PO Line Item Detail window.
- Restarts claiming. Claims will be generated based on the original order date and the claim cycle settings defined on the vendor record.
- Does not remove the title from the Titles by Budget report since funds are still encumbered (or expended, in the case of prepaid orders) for the line.
- Unexpends and re-encumbers the budget on the PO line if the line has been invoiced and the Spent Event field on the PO header is set to “Receipt and Invoice.”
- Changes the status of item records (if created in Acquisitions at order time) from “Newly Acquired” back to “On Order” for all items attached to the PO line item record.

To undo a receipt

- 1 Open the purchase order that contains the line or lines whose receipt you want to undo.
- 2 At the **PO** window, highlight the lines whose receipt you want to undo.
- 3 Choose **PO Line, Undo**, then choose **Receive**.
Horizon prompts you to confirm the action.
- 4 Click **OK**.
Horizon undoes the receipt for the line.

Note: If you choose to undo multiple PO lines and there are any reasons why some lines cannot be undone, Horizon displays a message. The message explains why some lines cannot be undone and shows which lines the message applies to. (Realize, however, that there are four reasons why lines cannot be undone and there may be other lines that cannot be undone.) You can then clear the condition preventing the lines being undone and undo the lines again. If there are other lines that cannot be undone for a different reason than the first, then Horizon displays a different message and shows which lines the message applies to. (For more information on the error messages that Horizon may display while undoing statement lines, see [Error Messages on page 276](#).)

Undoing a Statement Line

You can undo the invoicing of a PO line. You undo an invoice with the Undo button in the Statement window. This task lets you undo regular invoices, supplemental invoices, and credit memos.

Purposes

- The line was invoiced by mistake. (For example, this can easily occur when multiple lines are highlighted for invoicing.)
- An incorrect invoice amount was entered for the line. After you undo the invoice, re-invoice the item and enter the correct amount.
- The user wanted to enter an internal note but forgot to enter it when invoicing the line. After you undo the invoice, re-invoice the item and enter the internal note.

Constraints

- You must undo statement approval before you undo a statement line, if the statement has been approved.
(For more information, see [Undoing an Approval for a Statement on page 229](#).)
- You cannot undo an invoice if a voucher has been printed for the PO line. To undo the invoice, you must first void the voucher. After you undo the invoice and reprint it, reprint the voucher so it reflects the changes you make.
- Currently, Horizon does not give you the option of undoing the invoicing for individual quantities on a line. Undoing the invoicing for a line undoes the

invoicing for all quantities. To get around this, you can undo the invoicing for the line and then re-invoice the quantities you want to remain invoiced.

Notes

If you cancel a PO line that has been invoiced, you do not need to undo the invoice. Simply print a cancellation notice for the purchase order and send it to the vendor to receive a refund.

Effects

Undoing an invoice:

- Removes the Invoice date from the PO Line Item Detail window and adds an “Invoice – Undone” activity in the PO Line Item Detail window. (The original invoice activity is still shown in the PO Line Item History window.)
- Removes the invoice quantity from the “Qty” column in the Statement window.
- Does not unexpend and re-encumber the budget on the PO line. This happens when you first undo the statement approval. (For more information, see [Undoing an Approval for a Statement on page 229.](#))
- Does not affect bib or item records created automatically (if any), including the status assigned to the item records.

To undo a statement line

- 1 Open the statement that contains the lines you want to undo.
- 2 Highlight the item whose invoicing you want to undo.
- 3 Click **Undo**.

Horizon prompts you to confirm the action.

- 4 Click **OK**.

Horizon undoes the invoicing for the line and removes the quantity in the Qty column.

Note: If you choose to undo multiple PO lines and there are any reasons why some lines cannot be undone, Horizon displays a message. The message explains why some lines cannot be undone and shows which lines the message applies to. (Realize, however, that there are four reasons why lines cannot be undone and there may be other lines that cannot be undone.) You can then clear the condition preventing the lines being undone and undo the lines again. If there are other lines that cannot be undone for a different reason than the first, then Horizon displays a different message and shows which lines the message applies to. (For more information on the error messages that Horizon may display while undoing statement lines, see [Error Messages on page 276.](#))

Undoing the Application of a Credit

If a credit is applied to an invoice by mistake, you can undo the application of the credit.



This task undoes the *application* of a credit; it does not undo the credit itself. (To undo a credit, [Undoing a Statement Line](#) on page 262.)

Constraints

- You must undo statement approval before you undo the application of a credit, if the statement has been approved. (For more information, see [Undoing an Approval for a Statement](#) on page 229.)
- You cannot undo the application of a credit if a voucher has been printed for the invoice to which the credit was applied. To undo the credit application, you must first void the voucher. (For instructions, see [Voiding a Voucher](#) on page 264.)

Effects

- Removes the link between the credit memo and the invoice and unassigns the credit amount. If you print a voucher, the voucher will include the full invoice amount (without the credit).
- Does not unexpend and re-encumber the budget on the PO line. This happens when you first undo the statement approval. (For more information, see [Undoing an Approval for a Statement](#) on page 229.)

To undo the application of a credit

- 1 Open the credit memo or nontitle credit memo whose credit application you want to undo.
- 2 Choose **Statement, Apply Credit** to display the invoices to which the credit has been applied.

Horizon displays the Apply Credits window. (For a description of the fields in this window, see [Apply Credits \(Credit with Invoices\) Window](#) on page 296.)

- 3 Highlight the invoices for which you want to undo the credit application.
- 4 Click **Undo**.

Horizon undoes the application. The Invoice is not removed from the window until after you close and reopen the window.

Voiding a Voucher

If you have printed a voucher for an item that was attached to a statement by mistake or whose statement information you need to change, you must void the voucher before you can undo the statement line. After you undo the statement line or make other changes to the statement, you should reprint the voucher so it reflects the changes you have made.

Cautions

When you void a voucher, the entire voucher is voided. Consequently, be sure to reprint the voucher after you change the statement information.

Effects

Voiding a voucher:

- Puts a check mark in the Void column in the voucher list window. If you click the View button to display the Voucher window, “VOID VOUCHER” appears in the window.
- Adds a “Voucher – Undone” activity in the PO Line Item History window for the items.
- Deletes the voucher. When you close the voucher list window and go back into it, Horizon displays a new voucher for the items with a new voucher number assigned to it.
- Does not affect the funds.

To void a voucher

- 1 Open the statement or purchase order that contains the lines whose voucher you want to void.
- 2 At the **PO** or **Statement** window, choose **Voucher, Voucher List**.
- 3 Highlight the voucher you want to void and click **Void**.
- 4 Click **OK**.

Horizon prompts you to confirm the action.

Horizon voids the voucher and displays a check mark in the Void column.

Changing the Vendor for a Purchase Order

You can change the vendor that is assigned to the purchase order if you have not already sent the purchase order to the vendor. (For example, this may be necessary if you discover that the vendor does not carry the items, or if the vendor was selected by mistake.)

You should not change the vendor if you have already sent the purchase order to the vendor. The purchase order is a form of a contract that commits the library to pay the vendor for the items ordered.

However, you can cancel the items if the vendor does not carry the items, if the items do not arrive within the time promised by the vendor, or if the items are damaged. After you cancel the items, you can copy them to another purchase order to order them from another vendor.

Horizon currently does not prevent users from changing the vendor after the purchase order has been ordered. However, you should not change the vendor once you have sent the purchase order to the vendor. Instead, you should cancel the order and send a cancellation notice to the vendor. You can then create another purchase order. (For instructions, see [Creating Purchase Orders on page 61](#).)

To change the vendor for a purchase order

- 1 Open the purchase order you want to assign a different vendor to.

- 2 Click **Header** in the **PO** window to display the Edit PO Header window.
- 3 Click **Vendor** to display the Compound Search window.
- 4 Highlight the index you want and enter a search term in the **Search for** field.
To see all your vendors, highlight Vendor Name and enter “*” in the **Search for** field.
- 5 Click **Search**.
After you choose a vendor, Horizon displays the vendor name in the Vendor field on the header.
- 6 Save the file.

Changing a Budget on a PO Line

You can change the budget (or budgets) assigned to a PO line at any time except after a voucher has been printed for the line. (If you want to change budgets after the voucher has been printed, you must void the voucher first. For information, see [Voiding a Voucher on page 264](#).)

If you change a budget, Horizon transfers the encumbrance or expenditure—depending on whether funds were encumbered or expended—from the old budget to the new budget. (For information about the time at which funds are encumbered and expended, see [Encumbrances and Expenditures on page 55](#).)

Make sure you undo PO line approval before you change a budget for a PO line, if the PO line has been approved. (For more information, see [Undoing an Approval for a PO Line on page 126](#).)

Doing a Complete Back Out of Order Activity

This chart lists the tasks you must perform to reverse all activity on a PO line. It also shows the effect each action has on the budget assigned to the line.

Table 8-1: Complete back out

Task	Effect on the budget
Void the voucher. (For instructions, see Voiding a Voucher on page 264 .)	None.
Undo the statement approval. (For instructions, see Undoing an Approval for a Statement on page 229 .)	Unexpends and re-encumbers the budgets, no matter what the Spent Event is set to.
Undo the statement for the PO line. (For instructions, see Undoing a Statement Line on page 262 .)	None.

Task	Effect on the budget
Undo the PO line approval. (For instructions, see Undoing an Approval for a PO Line on page 126.)	None.
Undo the receipt for the PO line. (For instructions, see Undoing a Receipt on page 261.)	None.
Undo the purchase order. (For instructions, see Undoing a Purchase Order on page 259.)	None.
Delete the PO line. (For instructions, see Deleting a PO Line on page 257.)	Unencumbers the budgets.

Correcting Currency-Related Problems

If the wrong currency is entered on a purchase order or statement, replacing it with the correct currency does not update existing encumbrances or expenditures for the PO lines. This is also true if you change the exchange rate assigned to the currency.

To correct inaccurate encumbrances or expenditures caused by the assignment of incorrect currencies or exchange rates, review this table:



Make sure you undo the PO line approval or statement approval before you do any of these tasks; otherwise, Horizon may not let you do the task. (For more information, see [Undoing an Approval for a PO Line on page 126](#) and [Undoing an Approval for a Statement on page 229.](#))

Table 8-1: Correcting currency-related problems

Situation	Solution
A wrong currency, or a currency with a wrong exchange rate, was entered on a purchase order and the Spent Event has not occurred. Result: On-order amounts for the lines will be inaccurate until funds are expended.	If the correct or updated currency is entered on the statement, funds will be unencumbered and then expended correctly.
A wrong currency, or a currency with a wrong exchange rate, was entered on a statement and the Spent Event has occurred. Result: The spent amounts for the lines are inaccurate.	You must unapprove the statement, undo all the lines on the statement, enter the correct currency, re-add the lines, and re-approve the statement. (For instructions, see Undoing an Approval for a Statement on page 229.)

Customizing Views

Horizon gives you the ability to customize windows, fields, and other settings according to the needs of your library. You do this by editing the view that corresponds to the window you want to change. Among other things, the view lets you add or remove fields, make a field required, and change the name, length, or default settings for a field.

This section explains how to edit an view to change certain settings for a field. (For more in-depth information about views and the other changes you can make, see the “Introduction to Horizon Views” chapter of the *System Administration Guide*.)



Certain changes to your views can have a negative impact on your system (for example, deleting information that is required by the system). Consequently, you should have a thorough understanding of Horizon and the consequences the changes you want to make. If you do not feel comfortable making a change on your own, contact your system administrator.

Generating a List of Windows and Corresponding Views

Before you can change a window, you must know the name of the view that controls the window you want to change. You can generate a list of all the configurable windows on your system and the views that control their display. This list can be a handy reference when you want to change the display of a window but you do not know the name of the corresponding view. This list is especially helpful since it is specific to your system.



This task assumes that you know how to use the Table Editor. (For more information, see “Horizon Table Editor” in the “Getting Started” chapter of the *System Administration Guide*.)

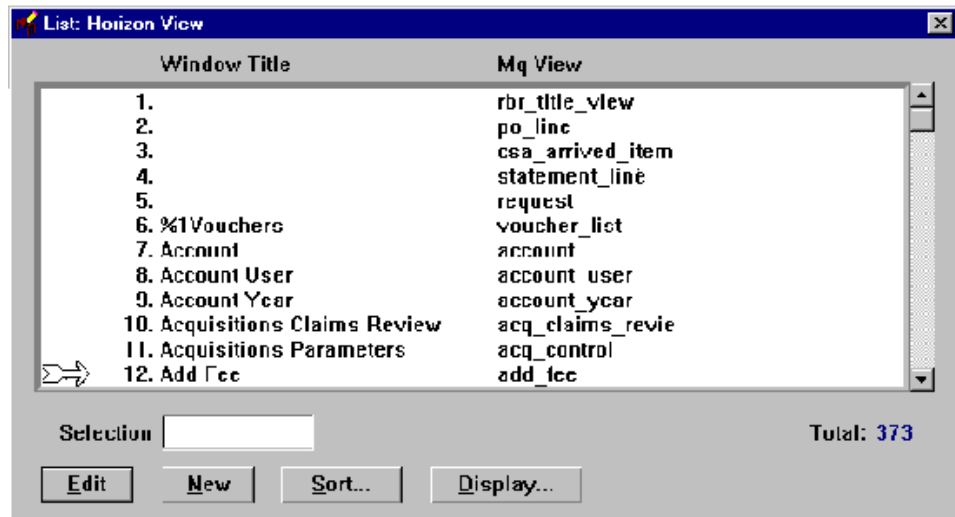
Whenever you make a change to Horizon setup, you should exit Horizon and restart it on any workstation where you want the change to take effect.

To generate a list of windows and corresponding views

- 1 Open the **mq_view** view in the Table Editor.
Horizon displays the Search window.
- 2 With the Mq View index highlighted, type an asterisk (*) in the **Search for** field and click **OK**.
Horizon displays a list of all the views defined on your system.
- 3 Click **Display**.
- 4 Under **Choose columns to display**, highlight **Mq View** and **Window Title**. Remove the highlight for all the other columns.
- 5 Choose **Mq View** in the Display Properties group. Enter “2” in the **Position** field and enter “15” in the **Width** field.

- 6 Choose **Window Title** in the **Display Properties** group. Enter “25” in the **Width** field.
- 7 Click **OK**.
- 8 Click **Sort**.
- 9 In the Primary Sort column, choose **Window Title** and click **OK**.

Horizon displays a list of all the configurable windows in Horizon and their corresponding views. Here is a sample window:



Window Title	Mq View
1.	rbr_title_view
2.	po_line
3.	csa_arrived_item
4.	statement_line
5.	request
6. %1 Vouchers	voucher_list
7. Account	account
8. Account User	account user
9. Account Year	account_year
10. Acquisitions Claims Review	acq_claims_revie
11. Acquisitions Parameters	acq_control
12. Add Fee	add_fee

Selection: Total: 373

Buttons: Edit, New, Sort..., Display...

- 10 If you want to do so, print the list or save the list to a file.

Changing the Properties of a Field

This task explains how to change these properties for a field:

- **Required Setting.** Horizon is installed with certain fields being required and others not; however, you can change which fields are required and which are not, according to the needs and policies of your library. (For example, Horizon is delivered with the Budget field in the Edit PO Line window set to not required; however, you can make this field required to ensure that users always enter a budget.)
- **Default Value.** You can specify the default setting or data for a field. Entering default data for fields can help speed up data entry at your library.
- **Name.** You can change the name of a field according to your preferences and the terminology used by your library.



This task assumes that you know how to use the Table Editor. (For more information, see “Horizon Table Editor” in the “Getting Started” chapter of the *System Administration Guide*.)

Whenever you make a change to Horizon setup, you should exit Horizon and restart it on any workstation where you want the change to take effect.

To change the properties of a field

- 1 Open the **mq_view** view in the Table Editor.
Horizon displays the Search window.
- 2 In the **Search for** field, enter the name of the view that controls the window you want to change.

For example, enter “po_header” to change the PO Header window. (For more information on finding the name of the view, see [Generating a List of Windows and Corresponding Views on page 268](#).)
- 3 Click **Edit**.
- 4 Click **Page Down** or resize the window until you see the **Edit View** group.
- 5 From the drop-down list, choose the field whose properties you want to change.
- 6 Change the properties for the field as necessary:
 - To make the field required, mark the **Required** box in the **Edit Prop** field.
 - To change the name of the field, enter the name you want in the **Column Label** field.
 - To enter or update the default value of the field, enter the value you want in the **Default Value** field.

For information about the other changes you can make, see the “Introduction to Horizon Views” chapter of the *System Administration Guide*.
- 7 Save the file.

Troubleshooting

This section provides answers to common problems and technical questions related to Acquisitions. While this section is by no means comprehensive, it (and the other sections of this chapter) can help you solve many problems on your own. If you cannot find the answers you need, contact your system administrator for further assistance.

If you have an answer to a common problem that might be beneficial to other Horizon users, please send it to the Horizon Documentation Team at SirsiDynix via email at “docs@sirsidynix.com”.

See the appropriate section for more information about specific problem types:

- [Purchase Orders on page 271](#)
- [Claims on page 274](#)
- [Statements on page 274](#)
- [Vouchers on page 275](#)
- [Funds on page 275](#)
- [Reports on page 276](#)

Purchase Orders

I am unable to place requests on items that have a status of “On Order” or “Newly Acquired.”

The item status may be set to disallow requests. Check the “item_status” view in the Table Editor. Make sure the “Request?” box for the item status is marked. If this is not the problem, other settings may be preventing you from placing the request. (For more information, see “Setting Up the Request Privileges Parameter” in the “Setting Up Hold Requests” section of the *Circulation Setup Guide*.)

Cancellation messages are not appearing in electronic orders, even though one or more lines on the purchase order have been canceled.

Currently, Horizon does not provide the ability to create an electronic cancellation notice (like the paper cancellation notice) that shows the items you have canceled. Instead, you must notify the vendor about the canceled items by phone or print a cancellation notice and mail it to the vendor.

When attempting to print a cancellation notice (formerly called “change order”), nothing is spooled or printed.

Cancellation notices are used only for notifying the vendor of canceled items. If there are no canceled items on the purchase order, a cancellation notice will not print. You cannot print a cancellation notice to reflect the addition of new lines or other changes. (For more information, see [Printing a Cancellation Notice on page 156](#).)

When I cancel a PO line, Horizon does not delete the bib and item records attached to the line.

Horizon now lets you choose to delete the bib, item, and copy records associated with a PO line, if they were created in Acquisitions and meet certain conditions. (For more information, see [Deleting Item, Copy, or Bib Records when Canceling or Undoing Orders and Receipts on page 159](#).)

The system is locking users out of certain records.

This may be caused by the limit checking feature. To prevent record lockups, you can choose “Partial Deactivate” in the Budget and Contract Checking field on the Acquisitions Parameters record. (For a description of this field, see the “Check Budget and Vendor Contract Limits” field in the “Edit Acquisitions Parameters Window” section in the *Acquisitions Setup Guide*. For step-by-step instructions on editing the Acquisitions Parameters record, see “Acquisitions Parameters” in the *Acquisitions Setup Guide*.)

Horizon is not marking purchase orders as complete even though all copies have either been received and invoiced or canceled.

Purchase orders are marked complete by Day End. Make sure the process for marking purchase orders complete is included in the list of active processes for Day End. (For more information, see “Configuring Day End Parameters” in the “Maintenance and Day End” chapter of the *System Administration Guide*.)

Day End is not deleting old, completed purchase orders.

Horizon currently does not provide a process for deleting old purchase orders. However, you can minimize searching through old purchase orders by using search filters. (For more information, see the “Searching” section in the *Acquisitions Setup Guide*.)

I am unable to delete a bib record for an item that is out-of-print because the bib is linked to a purchase order.

Cancel the corresponding title on the purchase order. Once you cancel the item, you will be able to delete the bib record. (For information on canceling items, see [Canceling Items on page 152](#). For more information on deleting bib records, see [Deleting Item, Copy, or Bib Records when Canceling or Undoing Orders and Receipts on page 159](#).)

The system will not let me delete quantities in the Distribution group on a PO line after the purchase order has been printed as a negotiable order.

The system is designed to preserve the information on the original order after you have communicated it to the vendor. This ensures that the purchase order in Horizon matches the one received by the vendor. You can get around this by undoing the purchase order and then deleting the quantities. (For instructions, see [Undoing a Purchase Order on page 259](#).) However, it is recommended that you cancel the quantities and send a cancellation notice to the vendor instead. (To cancel items, see [Canceling PO Line Items on page 155](#).)

When trying to save a PO line, Horizon displays an error message saying the budget I entered is invalid, even though I entered a valid budget code.

Make sure you have included the budget year. In Horizon, the budget actually consists of the budget code and the budget year. When you enter the budget, you must enter the budget code followed by a period and the budget year you want (for example, “bper.1998”).

I just created a new budget, but when I tried to assign it to a PO line, Horizon did not recognize it as a valid budget.

Close and reopen Acquisitions. Acquisitions will now recognize the new budget.

What is the maximum number of lines that can be attached to a purchase order?

Essentially, there is no limit to the number of lines that you can add to a purchase order. However, once you reach one to two thousand lines, it takes longer to open the purchase order and scroll up and down to find the title you want.

What is the maximum number of quantities that can be entered on a PO line?

Essentially, there is no maximum quantity. However, keep in mind that Horizon creates a separate record for each quantity and large quantities will increase the amount of time required to save the PO line. If the tracking of individual quantities is not important, enter “1” in the Quantity field and specify the order quantity in the Title field (for example, “20,000 Library Strips”).

A line was added to a purchase order by mistake. What should I do?

If the purchase order has not been ordered, you can simply delete the line. (For instructions, see [Deleting a PO Line on page 257](#).) If the purchase order has been ordered, you can cancel the line, or you can undo the purchase order and then delete the line. (For more information, see [Canceling Items on page 152](#) or [Undoing a Purchase Order on page 259](#).)

An item was received by mistake. How can I correct this problem?

Undo the receipt. (For instructions, see [Undoing a Receipt on page 261](#).)

I am having problems with purchase order numbering and statement numbering.

Acquisitions has two purchase order numbers:

- **PO number.** Horizon displays this number on the purchase order. You can search for this number and edit it in the edit windows.
- **PO#.** Horizon does not display this number. You cannot currently search for or edit this number. This is a number the system assigns consecutively.

If you let Horizon assign the “PO number,” Horizon assigns the same number for both the “PO number” and the “PO#.” But if you choose to use your own PO numbering system, Horizon uses the “PO number,” not the “PO#” for many of the tasks you do.

You may experience problems with these two purchase order numbers if you are using your own PO numbering system and you are not using alpha characters in your PO numbers. This is because Horizon’s “PO#” is system-assigned and is assigned consecutively (for example, 100, 101, 102, and so forth).

At some point, Horizon may reach a consecutive “PO#” that you have already used for your numbering system’s “PO Number.” If this happens, Horizon displays an

“Invalid Duplicate” error message. You will not be able to create and save another PO without changing the duplicate number from your “PO Number.” Then you may get this error message again if you have other “PO Numbers” that match Horizon’s next “PO#.”

If you want to use your own numbering system for your POs, the best solution to this potential problem is to use alpha characters for the “PO Number.” (For example, if you use all numeric “PO Numbers,” enter an “A” in front of each “PO Number.”) This way, Horizon will never be able to duplicate PO numbers. If you decide to let Horizon number your POs automatically, you will not have this problem.



This problem is also true for statements. Statements have a system-assigned number and a number that you can assign. If you want to use your own numbering system for statements, use alpha characters in these as well.

Claims

Claims are not being generated for late items, even though I have completed the claim settings on the vendor record.

Make sure the process for generating claims is included in the list of active processes for Day End. (For more information, see “Configuring Day End Parameters” in the “Maintenance and Day End” chapter of the *System Administration Guide*.) Another problem may be that you have not printed the purchase order or created an electronic order for it. (For example, you might have skipped this step if you ordered the purchase order by phone.) The claim cycle does not start until after you print a negotiable order or create an electronic order.

How do I reprint a claim letter?

Unfortunately, Horizon currently does not include functionality for reprinting claim letters. You can get around this by forcing new claims for the items. However, be aware that the forced claims are assigned the next claim number. (For example, if the original claims were first claims, the forced claims will be designated as second notice claims.) After you force the claims, run the Day End process for generating claims, and then print the forced claims.

Statements

Horizon is not marking statements complete, even though the statements are in balance.

Statements are not marked complete until funds have been expended for the PO lines. If the Spent Event field on the purchase order is set to “Receipt and Statement Approval,” this means the items must also be received. Also, statements are marked complete by Day End. Make sure the process for marking statements complete is included in the list of active process for Day End. (For more information, see “Configuring Day End Parameters” in the “Maintenance and Day End” chapter of the *System Administration Guide*.)

An item was invoiced by mistake or the wrong invoice amount was entered. How can I correct this problem?

Undo the invoicing for the PO line. (For instructions, see [Undoing a Statement Line on page 262.](#)) If a voucher has already been printed for the invoice, you must void the voucher first. (For instructions, see [Voiding a Voucher on page 264.](#)) If you undo an invoice to correct the invoice amount, re-invoice the line and enter the correct amount; then reprint the voucher.

Horizon is not encumbering or expending amounts for foreign items correctly.

Make sure the exchange rate for the currency on the purchase order is accurate. Also, make sure you use the rate of exchange that is required to convert amounts in the foreign currency to your currency, not the other way around. (For more information, see “Currencies” in the *Acquisitions Setup Guide*.)

Vouchers

After I void a voucher, Horizon does not update the budgets with the voided amounts.

Horizon does not update the budgets unless you also undo the invoice.

I am unable to create a voucher for a prepaid order. Horizon displays this message instead: “There is no Voucher for PO [PO number].”

The Spent Event field was not set to “Create Invoice at PO Line Approval (Prepaid)” before the PO header was saved the first time. To create a prepaid order, you must set the Spent Event field on the PO header to “Create Invoice at PO Line Approval (Prepaid)” before you save the PO header. Changing this field to “Create Invoice at PO Line Approval (Prepaid)” after the PO header has been saved has no effect.

Funds

Horizon is not updating encumbrances and expenditures based on a new or updated currency entered on the purchase order or statement.

Currently, Horizon does not update existing encumbrances or expenditures for PO lines if you change the currency assigned to the purchase order or to the statement. (If the wrong currency, a currency with a wrong exchange rate, was entered on the statement or purchase order, see [Correcting Currency-Related Problems on page 267.](#))

Horizon is not encumbering or expending funds correctly.

The wrong currency, or a currency with the wrong exchange rate, may have been entered on the purchase order or the statement. (To solve this problem, see [Correcting Currency-Related Problems on page 267.](#)) Be aware that simply changing the currency or the exchange rate will not fix the problem for existing

encumbrances and expenditures.

Horizon is not warning users about over-encumbrances or over-expenditures.

This feature may be turned off. You can activate or deactivate this option with the Budget and Contract Checking field in the Edit Acquisitions Parameters window. (For instructions on editing this field, see “Acquisitions Parameters” in the *Acquisitions Setup Guide*.)

Reports

Day End is not printing the Acquisitions Detail report.

Depending on your settings, Day End will print the report every day, every month, or not at all. You may have the report set to not print. (To check your settings, see [Updating Print Settings for the Acquisitions Detail Report](#) on page 237.)

Error Messages

As you work in Acquisitions, error messages may appear from time to time to alert you of problems. This section explains many of the messages you might encounter and recommends actions (if any) you should take as a result of the error.

If you encounter an error message that you cannot resolve easily, follow these steps:

- Review the error messages listed in this section or the documentation related to the task you were doing for instructions on resolving the problem.
- If the error message is not explained or you are unable to resolve it, call Horizon Support. Before you call, write down the error message and what you were doing when it appeared.

This table lists many of the error messages you might encounter in Acquisitions. (Database errors are not included, but may be added in a later version of this guide.) These messages are listed word-for-word as they appear on screen. They are listed alphabetically by the message text or the message heading, if there is one.

Table 8-1: Error messages

Message	Explanation/Recommended Action
Activity Distribute Message The number of items selected must equal the quantity to distribute.	The number of items you have highlighted to back order, receive, cancel, or invoice does not match the number you entered originally. The number you entered originally is displayed in the Quantity to Distribute field. Make sure the number of items you highlight is equal to the number in this field.

Message	Explanation/Recommended Action
<p>Activity Entry Message There is nothing to receive for PO [PO number] Line [line number].</p>	<p>All the quantities for the line have already been received or canceled.</p>
<p>Activity Entry Message There is nothing to invoice for PO [PO number] Line [line number].</p>	<p>All the quantities for the line have already been invoiced or canceled, or there is no budget specified on the PO line.</p>
<p>Activity Entry Message There is nothing to cancel for PO [PO number] Line [line number].</p>	<p>All the quantities for the line have already been canceled.</p>
<p>Activity Entry Message There is nothing to back order for PO [PO number] Line [line number].</p>	<p>The line has not been ordered, or all quantities for the line have either been received or canceled.</p>
<p>Activity Entry Message There is nothing to supplemental invoice for PO [PO number] Line [line number].</p>	<p>You tried to record a supplemental invoice for the PO line. However, the line has not been invoiced (one or more quantities must be invoiced before you can record a supplemental invoice), or all the quantities for the line have been canceled. This message also appears if you try to add more than one supplemental line for a title on the same statement.</p>
<p>Activity Entry Message There is nothing to credit for PO [PO number] Line [line number].</p>	<p>You tried to record a credit for the PO line. However, the line has not been invoiced (one or more quantities must be invoiced before you can record a credit), or all the quantities for the line have been canceled. This message also appears if you try to add more than one credit line for a title on the same statement.</p>
<p>Activity Entry Message The quantity must be > 0 and <= the number pending (%1).</p>	<p>The quantity you entered to back order, receive, cancel, or invoice is greater or less than the quantity that is available for back ordering, receiving, canceling, or invoicing.</p>
<p>Apply Credits Undo Cannot undo credit applied to selected line(s), because corresponding voucher(s) has (have) been generated.</p>	<p>You tried to undo the application of a credit. However, you are restricted from undoing the activity if a voucher has already been printed for the invoice. To undo the credit application in this case, you must first void the voucher. (For instructions on voiding a voucher, Voiding a Voucher on page 264.)</p>

Message	Explanation/Recommended Action
<p>Approve PO Lines All selected PO Line(s) already approved.</p>	<p>You chose to approve PO lines that have already been approved. Choose different PO lines to approve. (For more information on approving PO lines, see Approving PO Lines on page 119.)</p>
<p>BISAC Order Message Please select POs for only one Vendor for each BISAC Order.</p>	<p>Make sure the purchase orders you have highlighted have the same vendor. Currently, Horizon creates only one BISAC order at a time, which means the purchase orders you highlight must have the same vendor.</p>
<p>Budget Message You are not authorized to use the [budget code] budget.</p>	<p>This message appears if a user tries to assign a budget (to a PO line or to extra charges on a statement) to which he or she does not have access. (There is no option for overriding this restriction at the message. Instead, you must change operators or give the user access to the budget.) (For information about allowing or restricting access to a budget, see “Restricting Access to a Budget” in the <i>Acquisitions Setup Guide</i>.)</p>
<p>Budget Message The [budget code] budget is frozen. Do you want to use it anyway?</p>	<p>You are attempting to perform an action that will encumber funds against a budget with a status of “Frozen.” This status means the budget is not available for new encumbrances. Depending on your security, you may or may not be able to override this restriction. If you want to use another budget, click “No” and assign a different budget to the PO line or to the extra charges on the statement (depending on the budget that is being affected).</p>
<p>Budget Message The [budget code] budget is closed. Do you want to use it anyway?</p>	<p>You are attempting to perform an action that will encumber or expend funds against a budget with a status of “Closed.” This status means the budget is no longer available. Depending on your security, you may or may not be able to override this restriction. If you want to use another budget, click “No” and assign a different budget to the PO line or to the extra charges on the statement (depending on the budget that is being affected).</p>

Message	Explanation/Recommended Action
<p>Budget Message</p> <p>This action will exceed the on order limit for budget [<i>budget code</i>] by [<i>amount</i>]. However, it will not over-encumber the budget amount. Do you want to proceed anyway?</p>	<p>You are attempting to perform an action that will exceed the budget's on-order limit, but not the budget amount. (This means the budget's on-order limit is less than the budget amount.) Depending on your security, you may or may not be able to override this restriction. If you want to use another budget, click "No" and assign a different budget to the PO line or to the extra charges on the statement (depending on the budget that is being affected). (For information about budget limits, see "Budget and Limit Checking" in the <i>Acquisitions Setup Guide</i>.)</p>
<p>Budget Message</p> <p>This action will exceed the on order limit for budget [<i>budget code</i>] by [<i>amount</i>]. It will also over-encumber the budget amount by [<i>amount</i>]. Do you want to proceed anyway?</p>	<p>You are attempting to perform an action that will exceed the budget's on-order limit and budget amount. Depending on your security, you may or may not be able to override this restriction. If you want to use another budget, click "No" and assign a different budget to the PO line or to the extra charges on the statement (depending on the budget that is being affected). (For information about budget limits, see "Budget and Limit Checking" in the <i>Acquisitions Setup Guide</i>.)</p>
<p>Budget Message</p> <p>This action will exceed the spent limit for budget [<i>budget code</i>] by [<i>amount</i>]. However, it will not over-spend the budget amount. Do you want to proceed anyway?</p>	<p>You are attempting to perform an action that will exceed the budget's spent limit, but not the budget amount. (This means the budget's on-order limit is less than the budget amount.) Depending on your security, you may or may not be able to override this restriction. If you want use another budget, click "No" and assign a different budget to the PO line or to the extra charges on the statement (depending on the budget that is being affected). (For information about budget limits, see "Budget and Limit Checking" in the <i>Acquisitions Setup Guide</i>.)</p>
<p>Budget Message</p> <p>This action will exceed the spent limit for budget [<i>budget code</i>] by [<i>amount</i>]. It will also over-spend the budget amount by [<i>amount</i>]. Do you want to proceed anyway?</p>	<p>You are attempting to perform an action that will exceed the budget's spent limit and budget amount. Depending on your security, you may or may not be able to override this restriction. If you want to use another budget, click "No" and assign a different budget to the PO line or to the extra charges on the statement (depending on the budget that is being affected). (For information about budget limits, see "Budget and Limit Checking" in the <i>Acquisitions Setup Guide</i>.)</p>

Message	Explanation/Recommended Action
<p>Budget Message</p> <p>Warning: You changed the On Order amount for budget [<i>budget code</i>]. This amount is updated automatically by Horizon and should not be changed except under the direction of Horizon Support. Are you sure you want to change this amount?</p>	<p>Horizon updates the on-order amount automatically as items assigned to the budget are ordered, received, canceled, and invoiced. In rare cases, you may need to change this amount manually to fix a problem with your funds; however, if there is a problem, call Horizon Support first.</p>
<p>Budget Message</p> <p>Warning: You changed the On Order amount for budget [<i>budget code</i>]. This amount is updated automatically by Horizon and should not be changed except under the direction of Horizon Support. Are you sure you want to change this amount?</p>	<p>Horizon updates the spent amount automatically as items assigned to the budget are received, canceled, and invoiced. In rare cases, you may need to change this amount manually to fix a problem with your funds. However, if there is a problem, call Horizon Support first.</p>
<p>Budget Message</p> <p>Warning: The On Order amount for budget [<i>budget code</i>] exceeds the On Order limit. Do you want to continue anyway?</p>	<p>The budget's on-order amount exceeds the on-order limit. The limit may have been exceeded as a result of your change, or the limit may have been exceeded prior to your change and is still exceeded after your change. Click "Yes" to save your changes; click "No" to not save your changes.</p>
<p>Budget Message</p> <p>Warning: The Spent amount for budget [<i>budget code</i>] exceeds the Spent limit. Do you want to continue anyway?</p>	<p>The budget's spent amount exceeds the spent limit. The limit may have been exceeded as a result of your change, or the limit may have been exceeded prior to your change and is still exceeded after your change. Click "Yes" to save your changes; click "No" to not save your changes.</p>
<p>Candidate Search</p> <p>Invalid "Search for" value; please try again.</p>	<p>The search term you enter in the Search for field is invalid for the index you have highlighted. (For example, if you highlighted a date-related index, you must enter a date.) Make sure the highlighted index is the one you want; then reenter your search term.</p>
<p>Candidate Search</p> <p>No candidate lines found.</p>	<p>You searched for candidate lines for the statement; however, there were no lines that matched your search term. Try doing the search again, using a different index or search term.</p>

Message	Explanation/Recommended Action
Candidate Search The following word(s) are not found: [word or words].	You searched for candidate lines for the statement using the PO Line Title Keyword index; however, the search term you entered was not found in the index. Perform the search again using another search term. In the Search window, you can click View Keywords to display a list of words included in the index.
Candidate Search Invalid wildcard	You used a keyword search to find candidate lines for the statement; however, you entered an invalid wild card (or truncation symbol). Repeat your search using an asterisk (*) to replace one or more letters, or a question mark (?) to replace one letter. (For example, enter “manag*” to find titles that contain words such as “management,” “manager,” and “managing.” Enter “wom?n” to find titles with the word “woman” or “women.”)
Candidate Search Too many lines in the result set	Your search for candidate lines exceeds the number of matches that are allowed by the system. Narrow your search by including more words in the search term.
Candidate Search Unbalanced parentheses	You used a keyword search to find candidate lines for the statement, and you used parentheses to combine search terms; however, you entered a beginning parenthesis without an ending parenthesis, or visa versa. Repeat your search, making sure you enter the term accurately.
Candidates for Vendor There are no candidate lines for this Vendor.	You tried to find candidate lines for the statement by vendor; however, there are currently no PO lines assigned to the vendor that are not already invoiced.
Create Item(s) Message Cannot create Item(s) for line [PO line number], because it has not been ordered yet.	You tried to create copy or item records for a PO line with the Create Item(s) or Create Copy(ies) option on the PO Line menu; however, you cannot create copy or item records for a PO line until the line has been ordered. (For information on ordering a purchase order, see Communicating Purchase Orders on page 127.)
Create Item(s) Message Cannot create Item(s) because there is no “Collection” and/or “Item Type” in the PO Header. Choose the [Header] button to update the PO Header.	To create copy or item records for a PO line, you must enter a collection and item type in the Collection and Item type fields on the PO header. Horizon creates the copy or item records automatically, using the collection and item type you enter.

Message	Explanation/Recommended Action
<p>Data Error bill_to address not correct type</p>	<p>The address in the Billing Address field on the PO header is not a valid billing address. Check to make sure the correct address has been entered. If the address is correct, you will need to update the address so it can be used as a billing address:</p> <ol style="list-style-type: none"> 1. In the PO Header window, click the Codes button next to the Billing Address field. 2. Choose the address you want to edit. Horizon displays the Edit Location Address window. 3. Double-check the address to make sure it is the right one for billing. 4. Mark the Bill-to box in the Address Usage field. 5. Save the file. 6. Click OK to close the Code Lookup window.
<p>Data Error ship_to address not correct type</p>	<p>The address in the Shipping Address field on the PO header or the PO line is not a valid shipping address. Check to make sure the correct address has been entered. If the address is correct, you will need to update the address so it can be used as a shipping address:</p> <ol style="list-style-type: none"> 1. Click the Codes button next to the Shipping Address field. 2. Choose the address you want to edit. Horizon displays the Edit Location Address window. 3. Double-check the address to make sure it is the right one for shipping. 4. Mark the Ship-to box in the Address Usage field. 5. Save the file. 6. Click OK to close the Code Lookup window.

Message	Explanation/Recommended Action
<p>Database Error</p> <p>Concurrency error: Attempted an update after timestamp changed. The timestamp (changed to [timestamp]) shows that the row has been updated by another user.</p> <p>Command has been aborted.</p> <p>General SQL Server error: Check messages from the SQL server.</p>	<p>You tried to batch create fiscal year allocations after someone in your library had changed an existing fiscal year allocation or created a new fiscal year allocation. Or perhaps during the time you clicked Create or OK, a change may have been made to the Year to Create From field for the fiscal year allocation. To avoid this problem, batch create new fiscal year allocations when there is little or no Acquisitions activity. If you do receive this error message, Horizon will create the new fiscal year allocations up until the record that caused the concurrency error. Then do these steps:</p> <ol style="list-style-type: none"> 1. Click OK in the Concurrency Error window to display the list of the remaining fiscal year allocations that you are creating from. 2. Do one of these options: <ul style="list-style-type: none"> • Deselect the first fiscal year allocation in the list (since it was the record with the problem). • Click Options to display the Options for Creating New Fiscal Year Allocations window, and click OK. (This refreshes the window and may remove any inapplicable records.) 3. Click Create.
<p>Dynamic Data Exchange Error</p> <p>PAC is not running. Start PAC and try again.</p>	<p>You tried to access staff searching from Acquisitions (by pressing F2 or choosing Search PAC from the File menu); however, staff searching is not running. You must start staff searching first before you can access it from Acquisitions. To start staff searching, go to the navigation bar and double-click the process for staff searching.</p>
<p>Edifact Order Message</p> <p>Please select POs for only one Vendor for each Edifact Order.</p>	<p>Make sure the purchase orders you have highlighted have the same vendor. Currently, Horizon creates only one EDIFACT order at a time, which means the purchase orders you highlight must have the same vendor.</p>
<p>EDIFACT Process Error Duplicate Reference Number %1.</p>	<p>The reference number (Invoice number) for the EDIFACT invoice is already used on the Horizon database. Contact your vendor to work on a solution.</p>
<p>EDIFACT Process Error</p> <p>PO Line %1 invoiced/credited more than pending.</p>	<p>The quantity being invoiced or credited does not match the quantity pending for the corresponding PO line. Contact your vendor about the invoiced quantities.</p>

Message	Explanation/Recommended Action
EDIFACT Upload Error %1 Duplicate Data - This transmission file has already been uploaded.	The EDIFACT file name, date of transmission, supplier, control number, and size of file match the data in the edifact_interchange table. You do not need to upload this file because you have already uploaded it.
EDIFACT Upload Error %1 Not an EDIFACT File - Service segments not found.	The EDIFACT file does not have one or more of these: <ul style="list-style-type: none"> • The file does not start with a UNA segment. • The file does not start with a UNB segment. • The file does not end with a UNZ segment. You cannot use this file because it is missing one or more segments. Call your vendor and ask for a new file.
EDIFACT Upload Error %1 Unrecognized Vendor - Vendor does not match any on database.	The UNB segment in an EDIFACT file does not have valid supplier and buyer codes. Make sure your vendor information is set up correctly. Contact your vendor if necessary.
EDIFACT Upload Error %1 Unrecognized Location - Location does not match any on database.	The UNB segment in an EDIFACT file does not have valid supplier and buyer codes.
EDIFACT Upload Error %1 Format Error - Begin/end segment missing.	One or more segments in an EDIFACT file does not have the UNH beginning segment or the end UNT segment. You cannot use this file because it is missing one or more segments. Call your vendor and ask for a new file.
Header Message “Collection” and “Item Type” are required fields if choosing to create Items.	The Copy/Item Creation field is set to create copy or item records at order or receipt time. This means you must enter a collection and item type in the Collection and Item Type fields. Horizon creates the copy or item records automatically, using the collection and item type you enter.
Header Message “Type” may not be changed after lines or extra charges with vouchers have been attached.	You tried to change the statement type assigned to the header; however, you cannot change the header type after you have added one or more lines to the statement.

Message	Explanation/Recommended Action
<p>Header Message</p> <p>“Currency” may not be changed after lines or extra charges with vouchers have been attached.</p>	<p>You tried to change the currency assigned to the statement; however, you cannot change the currency if you have added extra charges or lines to the statement. To change the currency, you must first delete the extra charges and undo the invoice lines. (For instructions on undoing the lines, see Undoing a Statement Line on page 262.)</p>
<p>Header Message</p> <p>Extra Charge “Amount” or “Budget” may not be altered after corresponding voucher(s) has(have) been generated. Must void corresponding voucher(s) in order to alter Extra Charge “Amount” or “Budget”.</p>	<p>You changed the amount or budget for an extra charge in the Extra Charges group. You cannot change the amount or budget for an extra charge if a voucher has already been created for statement. To change the amount or budget, you must first void the voucher. (For more information, see Voiding a Voucher on page 264.)</p>
<p>Header Message</p> <p>Extra Charge(s) may not be deleted after corresponding voucher(s) has(have) been generated. Must void corresponding voucher(s) in order to delete Extra Charge(s).</p>	<p>You tried to delete extra charges in the Extra Charges group. You cannot delete extra charges if a voucher has already been created for statement. To delete the extra charges, you must first void the voucher. (For more information, see Voiding a Voucher on page 264.)</p>
<p>Header Message</p> <p>“Subscription Period” is a required field if choosing Renewal Type: New PO or New Line.</p>	<p>You entered a Renewal Type for a standing order PO but not a Subscription Period. Enter a Subscription Period code or choose a code from the list of available codes. (For more information on entering a Subscription Period, see Setting Up Renewals for Existing Standing Orders on page 165.)</p>
<p>Help Message</p> <p>The help file, “ACQMAN.HLP”, was not found. Help will not be available.</p>	<p>Horizon could not find the help file for the Acquisitions Manager functions (ACQMAN.HLP), which means you will not be able to access online help for the Acquisitions Manager functions. This file should have been installed when you installed Acquisitions; however, it may have been moved or deleted. You can reinstall the file by reinstalling Acquisitions.</p>
<p>Item Detail Message</p> <p>Item Detail can only be viewed for a single line. Please select only one line to view Item Detail.</p>	<p>More than one line is highlighted. Make sure no other lines are highlighted except the one for which you want to view item detail.</p>
<p>Item Detail Message</p> <p>There is no Item Detail for selected line.</p>	<p>This message appears if you have not entered any quantities for the PO line in the Distribution group.</p>

Message	Explanation/Recommended Action
<p>New Voucher Message The new Voucher has been changed. Reopen the Voucher to reflect the change.</p>	<p>An action has been performed by another user that has changed the voucher information, so you need to close and reopen the voucher to reflect the change.</p>
<p>New Voucher Message The new Voucher has been changed. Run Voucher List again to reflect the change.</p>	<p>An action has been performed by another user that has changed the voucher information, so you need to close and reopen the voucher to reflect the change.</p>
<p>PO Line Message Price may not be altered after corresponding voucher(s) has (have) been generated. Must void corresponding voucher(s) in order to alter price.</p>	<p>You changed the amount in the Unit Price field. You cannot change this amount if a voucher has already been printed for the line. If you need to change the price, you must first void the voucher for the PO line. (For instructions on voiding a voucher, see Voiding a Voucher on page 264.)</p>
<p>PO Line Message A line may not be deleted if it has any activity or if any corresponding voucher(s) has (have) been generated. Must undo any activity and/or void corresponding voucher(s) in order to delete line. The line may be cancelled instead.</p>	<p>You cannot delete a PO line with order, receipt, invoice, voucher, or cancellation activity. To delete the line, you must first undo these activities. (For information on undoing these activities, see Correcting Mistakes on page 254.) However, instead of deleting the line, SirsiDynix recommends that you cancel the line. This allows you to print a cancellation notice so you can notify the vendor about the change. (For information on canceling a line, see Canceling Items on page 152.)</p>
<p>PO Line Approval Message All PO Lines are already approved. No PO Lines to be approved at this time.</p>	<p>You chose PO, Batch Approve to batch approve PO lines; however, all PO lines currently on your system are already approved. (For more information on approving PO lines, see Approving PO Lines on page 119.)</p>
<p>PO Line Approval Message PO [<i>PO number</i>] Line [<i>Line number</i>] cannot be approved because there are no PO Line Items for this Line.</p>	<p>You chose to approve a PO line with no PO line items defined for the PO line. Enter item information for the PO line or approve a different PO line. (For more information on entering quantities for a PO line, see Editing a PO Line on page 113. For more information on approving PO lines, see Approving PO Lines on page 119.)</p>

Message	Explanation/Recommended Action
<p>PO Line Approval Message PO [PO number] Line [Line number] is missing budget information.</p>	<p>You chose to approve a PO line or lines with no budgets entered for the PO line. Enter a budget for the PO line or approve a different PO line. (For more information on entering a budget for a PO line, see Editing a PO Line on page 113. For more information on approving PO lines, see Approving PO Lines on page 119.)</p>
<p>PO Line Approval WARNING All unapproved PO Lines must be manually approved. PO Lines will be automatically approved when saving a PO Line.</p>	<p>You chose to automatically approve PO lines when saving a PO. Manually approve any unapproved PO lines. (For more information, see Approving PO Lines Manually on page 122.)</p>
<p>PO Line Approval WARNING All unapproved PO Lines must be manually approved. PO Lines will be automatically approved when doing Copy PO Line To PO.</p>	<p>You chose to automatically approve PO lines when copying a PO line to the same PO or another PO using the Copy PO Line To PO option on the PO menu. Manually approve any unapproved PO lines. (For more information, see Approving PO Lines Manually on page 122.)</p>
<p>PO Line Approval WARNING All unapproved PO Lines must be manually approved. PO Lines will be automatically approved when renewing a PO Line.</p>	<p>You chose to automatically approve PO lines when renewing a PO line. Manually approve any unapproved PO lines. (For more information, see Approving PO Lines Manually on page 122.)</p>
<p>PO Line Changes Warning Changes to an Approved PO Line are not allowed.</p> <p>[OBSOLETE Delete from Documentation]</p>	<p>You tried to change information (other than the Order Note and Internal Note fields) for a PO line that is approved. Undo the PO line approval, then change the PO line information. (For more information on undoing a PO line approval, see Undoing an Approval for a PO Line on page 126. For more information on PO line approval, see Approving PO Lines on page 119.)</p>
<p>PO Line Item Changes Warning A change has been made to an approved PO Line Item location for which drop shipping applies. This change should be recommunicated to the vendor.</p>	<p>You changed the location in the Distribution group of an approved PO line item for a PO where drop shipping applies and that has already been printed or committed electronically. Resubmit the order to let the vendor know of your changes. (For more information, see Communicating Purchase Orders on page 127. For more information on drop shipping, see Central Ordering on page 49.)</p>

Message	Explanation/Recommended Action
<p>PO Line Item Changes Warning Deletion of an Approved PO Line Item is not allowed.</p>	<p>You tried to delete an item from an approved PO line. Undo the approval for the PO before you delete an item. (For more information, see Undoing an Approval for a PO Line on page 126.)</p>
<p>PO Line Message An item may not be deleted if it has any activity or if any corresponding voucher(s) has (have) been generated. Must undo any activity and/or void corresponding voucher(s) in order to delete item.</p>	<p>You cannot delete a PO line for which a voucher has been created. To delete the line, you must first void the voucher. (For information on voiding a voucher, see Voiding a Voucher on page 264.) However, instead of deleting the line, SirsiDynix recommends that you cancel the line. This allows you to print a cancellation notice so you can notify the vendor about the change. (For information on canceling a line, see Canceling Items on page 152.)</p>
<p>PO Line Message A quantity less than one (1) is not allowed.</p>	<p>You entered “0” or a negative number in the Quantity field on the PO line. You must enter a quantity of “1” or more.</p>
<p>PO Line Message An item may not have both a single budget allocation and a budget split allocation. Please specify only one type of budget allocation.</p>	<p>You entered a budget and a budget split in the Distribution group. You must either enter a single budget in the Budget field (below the Ship Address field) or multiple budgets (using the Bdgt Split button). Delete one or the other, depending on how you want to pay for the items.</p>
<p>PO Line Message Budget(s) may not be altered after corresponding voucher(s) has(have) been generated. Must void corresponding voucher(s) in order to alter budget(s).</p>	<p>You changed one or more of the budgets assigned to the PO line, but a voucher has already been created for the line. To change the budget, you must first void the voucher. (For information, see Voiding a Voucher on page 264.)</p>
<p>PO Line Message Budget(s) must be specified when using a vendor contract. Please specify budget(s) or remove vendor contract from PO header.</p>	<p>A vendor contract/account is assigned to the purchase order (in the Contract field on the PO header). A budget is required for each PO line item when a contract has been assigned to the purchase order. Make sure a budget has specified for each quantity in the Distribution group, or delete the contract on the PO header if you do not want to assign the purchase order to a vendor contract/account. (For more information about vendor contracts/accounts, see “Vendor Contracts/Accounts” in the <i>Acquisitions Setup Guide</i>.)</p>

Message	Explanation/Recommended Action
PO Message There is no PO for Statement [statement number].	You tried to display the purchase orders attached to statement (by choosing PO List from the PO menu). However, the lines on the statement are candidate lines; you cannot display the corresponding purchase orders until after you invoice the lines.
PO Message There is no PO for Voucher [voucher number].	You tried to display the purchase order attached to a voucher (by choosing PO List from the PO menu). However, the highlighted line is a candidate voucher; you cannot display the corresponding purchase orders until after you print the voucher.
PO Not Approved Message PO [PO Number] has titles which are not approved. Approve titles, then continue with activity.	You tried to do an activity on a PO with PO lines that have not been approved. Approve all unapproved PO lines manually before doing other activities. (For more information, see Approving PO Lines Manually on page 122.)
PO Not Approved Message PO [PO number] has titles with items that are not approved. Approve titles, then continue with activity.	You added items that are not approved to an approved PO line. Your PO line is in a mixed state of approved and unapproved items. Approve the PO line manually to allow further processing of the PO line. (For more information, see Approving PO Lines Manually on page 122.)
Print Voucher Message This new Voucher is not valid any more.	You tried to print a new (candidate) voucher. However, another user has made a change to the statement or purchase order that is link to the voucher that makes the voucher invalid. (For example, the invoicing for the line item might have been undone.)
Renewal Message Can't proceed. There are no fiscal year allocations for the year specified in the "Fiscal Year" field.	You did not enter a fiscal year allocation or you entered an invalid fiscal year allocation in the "Fiscal Year" field of the Renewal Options window. Enter a valid fiscal year allocation. (For more information on renewing standing orders, see Renewing Standing Orders in a Batch on page 169.)
Selection Message The list box is empty.	You clicked Approve when there are no PO lines listed for PO line approval in the List PO Line Approval Candidates window. (For more information on approving PO lines, see Approving PO Lines on page 119.)

Message	Explanation/Recommended Action
Statement Approval Message No statements to approve.	You clicked Approve when there are no statements listed for statement approval in the List Statement Approval Candidates window. (For more information on approving statements, see Approving Statements on page 223.)
Statement Changes Warning Changes to an approved statement are not allowed.	You tried to change a field or fields in a statement after the statement was approved. Undo the statement approval (if you have passkey security). Make the changes to the statement and save the changes. Then approve the statement again. (For more information on approving statements, see Approving Statements on page 223.)
Statement Message There is no Statement for PO [<i>PO number</i>].	You tried to display the statements attached to the purchase order (by choosing Statement List from the Statement menu). However, none of the lines have been invoiced so there are no statements to display.
Statement Message There is no Statement for Voucher [<i>voucher number</i>].	You tried to display the statement attached to a voucher (by choosing Statement List from the Statement menu); however, there is no statement linked to the voucher. This means that the voucher was created from the purchase order instead of from the statement.
Statement Undo/Approval Message Statement must be saved before continuing with activity.	You tried to approve a non-title invoice before saving it. Horizon cannot check if the statement balances if all the information is not saved. Save the information in the statement. Then approve the statement. (For more information on approving statements, see Approving Statements on page 223.)
The secured program features in the database do not match the secured program features expected by this program.	You tried to start Acquisitions. However, the number of program features in the program_feature table does not match the number of features expected by the program. Horizon closes Acquisitions at this point. This message may indicate that your version of the client software does not match your version of the Horizon database. Make sure your database and the client software have been updated to the most recent Horizon release purchased by your library. Also, if you have access to more than one version of the database, make sure you are logging into the version that matches the version of client software you are running.

Message	Explanation/Recommended Action
<p>Title Not Approved Message One or more selected PO Lines has items that are not approved. Cannot renew a PO Line until the entire line is approved.</p>	<p>You tried to renew a batch of PO lines where one or more PO lines have items that are not approved. Find the PO line or lines with unapproved items and approve the PO line manually to approve all items before renewing the PO line. (For more information, see Renewing Standing Orders in a Batch on page 169.)</p>
<p>Title Not Approved Message PO [<i>line number</i>] has items that are not approved. Cannot do other PO Line activities until the entire PO Line is approved.</p>	<p>You tried to invoice a Statement PO line that has both approved and unapproved items. Search for the PO line through the PO Menu, approve the PO line, then return to the statement to invoice it. (For more information, see Approving PO Lines Manually on page 122.)</p>
<p>Title Not Approved Message PO [<i>line number</i>] is not approved. Cannot do other PO Line activities until the PO Line is approved.</p>	<p>You attempted to do an activity on a PO line that is not approved. Approve the PO line manually before doing other activities. (For more information, see Approving PO Lines Manually on page 122.)</p>
<p>Undo Activity Message Cannot undo activity for selected line(s), because one or more items are cancelled. First, undo PO line cancellation(s) before undoing the activity. Line(s) [<i>line number(s)</i>]</p>	<p>You tried to undo the receipt or invoicing of the PO line. However, you are restricted from undoing the activity if a statement's PO line has been cancelled. To undo the statement line in this case, you must first undo the cancellation. (For instructions on undoing a cancelled line, see Undoing a Cancellation on page 157.)</p>
<p>Undo Activity Message Cannot undo activity for selected line(s), because corresponding voucher(s) has(have) been generated. First, void corresponding voucher(s) before undoing the activity. Line(s) [<i>line number(s)</i>]</p>	<p>You tried to undo the receipt or invoicing of the PO line. However, you are restricted from undoing the activity if a voucher has already been printed for the line (and, in the case of undoing a receipt, the Spent Event field is set to "Receipt and Invoice"). To undo the invoice in this case, you must first void the voucher. (For instructions on voiding a voucher, see Voiding a Voucher on page 264.)</p>
<p>Undo Activity Message Can't undo activity for selected PO line(s) because other activities have taken place. Line(s) [<i>line number(s)</i>]</p>	<p>You tried to undo a PO line approval for a PO line that had other activities performed on the PO line after the approval (such as receipt or cancel). Undo the other PO line activities first, then undo the PO line approval. (For more information on undoing PO line activities, Doing a Complete Back Out of Order Activity on page 266. For more information on undoing approvals, see Undoing an Approval for a PO Line on page 126.)</p>

Message	Explanation/Recommended Action
<p>Undo Activity Message Cannot undo statement lines if extra charges have been prorated to the line. Must undo the proration before undoing the statement line. Line(s) [<i>line number(s)</i>]</p>	<p>You tried to undo the receipt or invoicing of the PO line. However, you are restricted from undoing the line if it has extra charges prorated against it. To undo the statement line in this case, you must first undo the proration of extra charges. (For instructions on undoing proration of extra charges, see Extra Charges on page 191.)</p>
<p>Undo Activity Message Cannot undo invoice line for item (s) that also have supplemental invoice, credit, or refund activity. Line(s) [<i>line number(s)</i>]</p>	<p>You tried to undo the receipt or invoicing of the PO line. However, you are restricted from undoing the line if it has a supplemental invoice, a credit, or a refund activity. To undo the statement line in this case, you must first undo the supplemental statement line, undo the credit, or undo the refund. (For instructions on undoing a supplemental invoice, credit, or refund, see Undoing a Statement Line on page 262.)</p>
<p>Undo Order Message OK to undo order for selected PO (s)?</p>	<p>This message prompts you to confirm your decision to undo the purchase order. Keep in mind that undoing a purchase order reverses the order activity on it and changes it back to its original state before you printed it or created an electronic order for it. Typically, you should not undo a purchase order if you have already sent it to the vendor. The purchase order is a form of a contract that generally commits the library to pay for the items and quantities ordered. (For more information, see Undoing a Purchase Order on page 259.)</p>
<p>Undo Order Message Cannot undo order for PO [<i>PO number</i>]; because at least one item from this PO has subsequent activity on it. First, undo the subsequent activity (ies) before undoing the order.</p>	<p>You tried to undo a purchase order that contains one or more lines for which activity has already occurred. You cannot undo a purchase order if there is receipt, invoice, voucher, or cancellation activity on any of the lines. To undo the purchase order, you must first undo each of these activities on each line (one-by-one). (For information on undoing a purchase order and PO line activity, see Correcting Mistakes on page 254.)</p>
<p>Vendor Address Message Cannot have more than one [<i>Orders and Cancellations, Voucher, Claims</i>] address type.</p>	<p>You tried to add a second address for an already existing type. You cannot have more than one vendor address for orders, cancellations, vouchers, or claims.</p>

Message	Explanation/Recommended Action
<p>Vendor Address Warning There is no address checked for Orders and Cancellations. Do you want to proceed anyway?</p>	<p>You tried to remove the Orders and Cancellations address type and there is not another address row for this type. You should enter a vendor address to which you can send orders and cancellations.</p>
<p>Vendor Contract Message This action will exceed the on order limit for [vendor name] contract [contract code] by [amount]. However, it will not over-encumber the contract amount. Do you want to proceed anyway?</p>	<p>You are attempting to perform an action that will exceed the vendor contract's on-order limit, but not the contract amount. (This means the contract's on-order limit is less than the contract amount.) Depending on your security, you may or may not be able to override this restriction. You can click "No" and remove the contract or assign a different contract to the purchase order in the Contract field on the PO header. (For information about vendor contract/account limits, see "Contract Limit Checking" in the <i>Acquisitions Setup Guide</i>.)</p>
<p>Vendor Contract Message This action will exceed the on order limit for [vendor name] contract [contract code] by [amount]. It will also over-encumber the contract amount by [amount]. Do you want to proceed anyway?</p>	<p>You are attempting to perform an action that will exceed the contract's on-order limit and contract amount. Depending on your security, you may or may not be able to override this restriction. You can click "No" and remove the contract or assign a different contract to the purchase order in the Contract field on the PO header. (For information about vendor contract/account limits, see "Contract Limit Checking" in the <i>Acquisitions Setup Guide</i>.)</p>
<p>Vendor Contract Message This action will exceed the spent limit for [vendor name] contract [contract code] by [amount]. However, it will not over-spend the contract amount. Do you want to proceed anyway?</p>	<p>You are attempting to perform an action that will exceed the vendor contract's spent limit, but not the contract amount. (This means the contract's spent limit is less than the contract amount.) Depending on your security, you may or may not be able to override this restriction. You can click "No" and remove the contract or assign a different contract to the purchase order in the Contract field on the PO header. (For information about vendor contract/account limits, see "Contract Limit Checking" in the <i>Acquisitions Setup Guide</i>.)</p>
<p>Vendor Contract Message This action will exceed the spent limit for [vendor name] contract [contract code] by [amount]. It will also over-spend the contract amount by [amount]. Do you want to proceed anyway?</p>	<p>You are attempting to perform an action that will exceed the contract's spent limit and contract amount. Depending on your security, you may or may not be able to override this restriction. You can click "No" and remove the contract or assign a different contract to the purchase order in the Contract field on the PO header. (For information about vendor contract/account limits, see "Contract Limit Checking" in the <i>Acquisitions Setup Guide</i>.)</p>

Message	Explanation/Recommended Action
<p>Void Voucher Message Voucher [<i>voucher number</i>] is void and cannot be voided again.</p>	<p>You tried to void a voucher that has already been voided. You can identify a voided voucher by a check mark in the Void column.</p>
<p>Void Voucher Message A candidate Voucher cannot be voided.</p>	<p>You tried to void a candidate voucher (or a voucher that has not actually been created). You can identify a candidate voucher by the word “new,” which appears in place of the voucher number. A candidate voucher is not actually created until after you print it.</p> <p>If the voucher is not candidate (that is, the voucher is assigned number) and you are still getting this message, close and reopen the voucher list window. You should now be able to void the line.</p>
<p>Voucher Message There is no Voucher for PO [<i>PO number</i>].</p>	<p>You tried to display existing vouchers or create new vouchers for the purchase order (by choosing the Voucher List option on the Voucher menu). However, there are no existing vouchers, and no new vouchers can be generated because the “spent event” has not occurred for any of the lines on the purchase order. (For more information about creating vouchers, see Creating and Printing Vouchers on page 231.)</p>
<p>Voucher Message There is no Voucher for Statement [<i>statement number</i>].</p>	<p>You tried to display existing vouchers or create new vouchers for the statement (by choosing the Voucher List option on the Voucher menu). However, there are no existing vouchers, and no new vouchers can be generated because the “spent event” has not occurred for any of the lines on the statement. (For more information about creating vouchers, see Creating and Printing Vouchers on page 231.)</p>
<p>Windows Help Cannot find the [<i>help file name</i>] file. Do you want to try to find this file yourself?</p>	<p>Windows could not find the specified help file. The file should have been installed when you installed Horizon. However, it may have been moved or deleted. Click “Yes” if you want to search for the file. If you cannot find the file, you can reinstall it by reinstalling the module that corresponds to it. (For example, if it is the ACQMAN.HLP file, you can reinstall it by reinstalling Acquisitions.)</p>

Appendix A: Window and dialog box descriptions

This appendix explains the fields for most windows in Acquisitions.



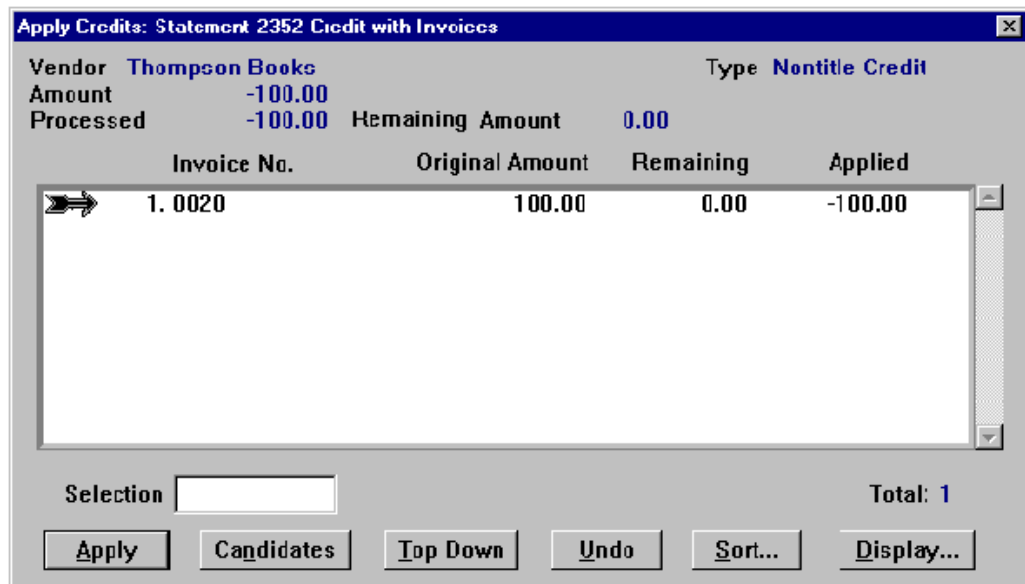
The fields, windows, and other screen elements explained in this section may be different on your system. Your library can customize Horizon views to meet the needs of your library. (For example, your library may have added fields or columns to a window, changed the name of a field or window, or changed the default setting for a field.) Also, if you resize a window, the fields may display on a different page than the page shown in the example. This section reflects the default settings that are delivered with most new installations of Horizon.

The following window and dialog boxes are explained in this section:

- **Apply Credits (Credit with Invoices) Window** on page 296
- **Apply Credits (Invoice with Credits) Window** on page 297
- **Back Order Window** on page 298
- **Budget Split Window** on page 299
- **Cancel PO Line Window** on page 300
- **Date Range Window** on page 301
- **Defaults Set Renewal Orders Window** on page 302
- **Discontinue PO Line Window** on page 303
- **Display Window** on page 304
- **Edit PO Header Window** on page 305
- **Edit PO Line Window** on page 312
- **Edit PO Line Item Pattern Window** on page 320
- **Edit PO Template Window** on page 322
- **Edit Purchase Request (Desiderata) Window** on page 328
- **Edit Renewal Category Exceptions** on page 335
- **Edit Selection Window** on page 336
- **Edit Statement Header Window** on page 337
- **Invoice PO Line Window** on page 341
- **PO Mode Selection Window** on page 342
- **PO Window** on page 343
- **Print PO(s) Window** on page 345

- [Receive PO Line Window](#) on page 346
- [Renewal Options Window](#) on page 347
- [Save Template As Per PO Window](#) on page 348
- [Save List Window](#) on page 349
- [Save Pattern Window](#) on page 350
- [Statement Window](#) on page 351
- [Store Session Defaults As Per Template Window](#) on page 352

Apply Credits (Credit with Invoices) Window



Vendor

Displays the vendor whose credits you are applying to other invoices. This is a display-only field.

Type

The header type assigned to the credit statement. (This will be one of two types—"Credit Memo" or "Nontitle Credit.") (For more information about statement types, see [Statement Types on page 188.](#))

Amount

The original credit amount (as entered on the credit statement).

Processed

The credit amount that has been applied to one or more statements.

Remaining Amount

The outstanding credit amount that has not been applied to any invoices. Once this amount reaches 0.00, the entire credit amount has been applied.

Invoice Number

The statement number of the invoice to which all or part of the credit has been applied.

Original Amount

The original statement amount (as entered on the statement).

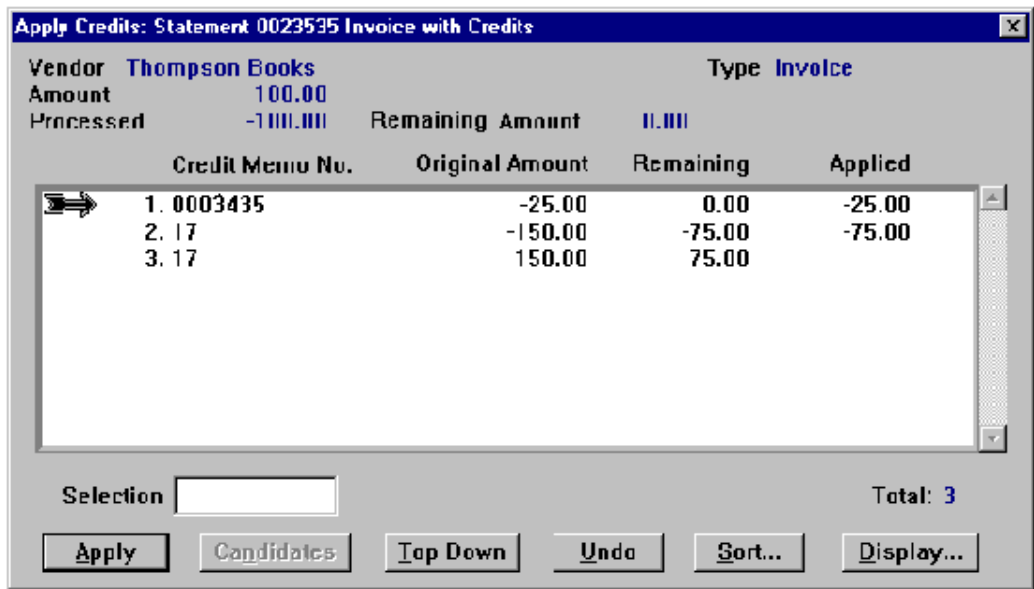
Remaining

The outstanding statement amount after the application of the credit. This amount is printed on the voucher and is the remaining amount you owe the vendor. If this amount is 0.00, the credit covers the entire statement amount.

Applied

The amount of the credit memo that has been applied to the statement.

Apply Credits (Invoice with Credits) Window



Vendor

Displays the vendor whose credits you are applying to other invoices. This is a display-only field.

Type

The header type assigned to the statement you are applying credits to. (For more information about statement types, see [Statement Types on page 188.](#))

Amount

The total amount of the statement you are applying credits to.

Processed

The credit amount that has been applied to the statement.

Remaining Amount

The remaining statement amount after the application of the credits. This amount is printed on the voucher and is the remaining amount you owe the vendor. If this amount is 0.00, the credits cover the entire statement amount.

Credit Memo Number

The statement number assigned to the credit memo.

Original Amount

The original credit amount (as entered on the credit memo).

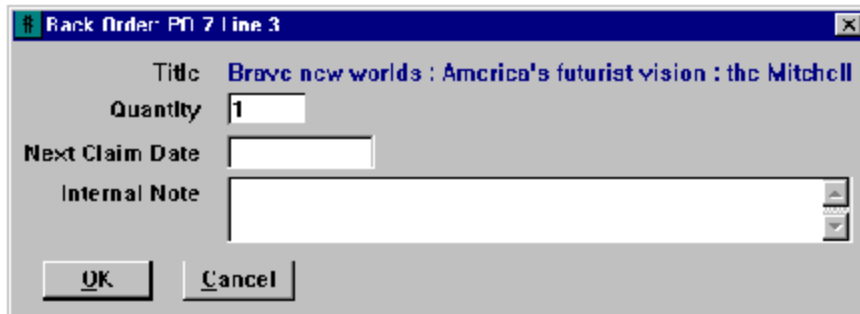
Remaining

The remaining credit amount for this credit memo that can be applied to this or other statements.

Applied

The amount of the credit memo that has been applied to this or other statements.

Back Order Window



Title

Displays the title you are recording the back order for. This is a display-only field.

Quantity

Enter the quantity the vendor has placed on back order. The total line quantity appears by default.

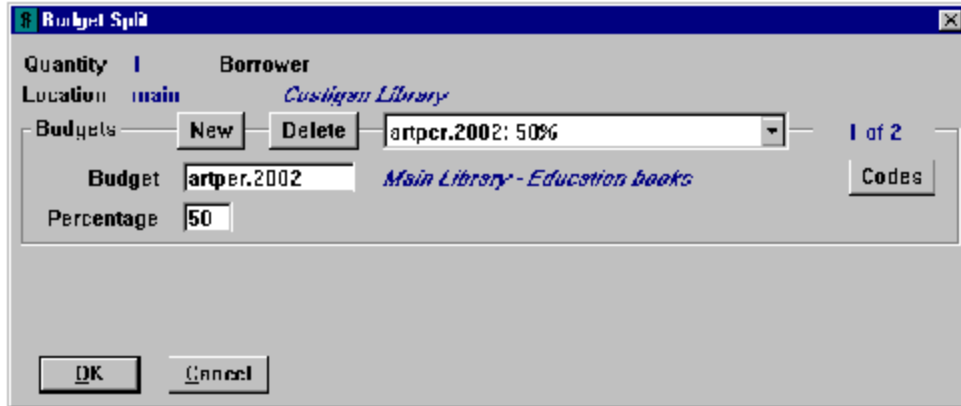
Next Claim Date

Enter the date on which you want Horizon to generate a claim for the item if it has not been received. This date overrides the next claim date determined by the claim cycle settings on the vendor record. Typically, you will want to enter a new claim date to account for the delay caused by the back order.

Internal Note

If you want, enter any notes or comments about the back order. (For example, you might enter the date the vendor promised to fill the order.) These notes are for internal use only. They are not printed on any correspondence you send to the vendor.

Budget Split Window



Quantity

The order quantity for the location. This is a display-only field.

Location

The location you are entering a budget split for. This is a display-only field.

Borrower

The person or department for whom the item is being ordered. (To enter a borrower, click the Borrower button in the Edit PO Line window.) This is a display-only field.

Budgets group

Lets you specify the budgets you want to use to pay for the items.

To enter a budget, click New. To display another budget, choose the budget from the drop-down list. To remove a budget, choose the budget from the drop-down list and click Delete.

Budget

The budget to share the cost of the items. You can change this budget at any time, unless a voucher has been printed for the PO line.

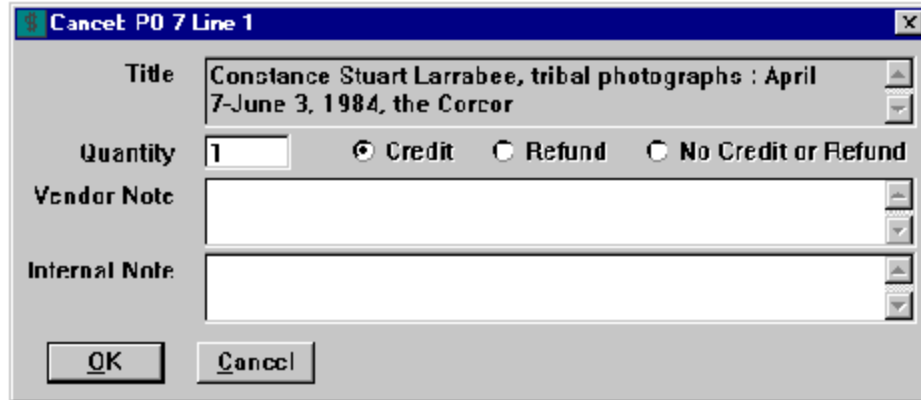
Enter the code of the budget you want to use to pay for the items, or click Codes to choose a budget from a list. Be sure to specify the correct year. When entering the code, you must enter the budget category code followed by a period and the fiscal year you want (for example, "bper.2002"). If no fiscal year is specified for the budget category, enter the category code followed by a period, but no year (for example, "arthist.").

Percentage

The percentage of the distribution amount you want to charge to the budget. Enter the percentage you want (for example, enter “50” for 50%).

Note: You can enter any number between “1” and “99”; however, the total of all budgets in the group must equal 100.

Cancel PO Line Window



Title

The title you are canceling. This is a display-only field.

Quantity

The quantity to cancel. By default, the total quantity for the line appears, but you can enter a different quantity.

Credit

The spent amount is a credit.

Mark this option if the spent amount for the item is a credit.

Refund

The spent amount is a refund.

Mark this option if the spent amount for the item is a refund.

No Credit or Refund

The spent amount is neither a credit nor a refund.

Mark this option if the spent amount is neither a credit nor a refund.

Vendor Note

Notes to the vendor about the cancellation. (For example: “This item is damaged.” or “Title is out of print.”) These notes are printed below the canceled line on the cancellation notice you send to the vendor.

Note: This message is printed on the cancellation notice along with a general cancellation message (if you choose to print it). (For more information about the general cancellation message, see [Changing the Cancellation Message on page 157](#).)

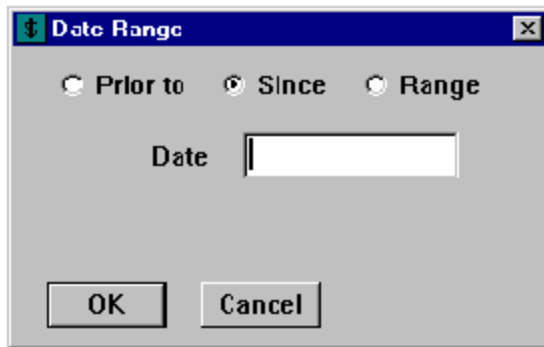
Internal Note

Internal notes for use by library staff. These notes are appended to the notes in the Internal Note field on PO line and can be displayed in the PO Line Item History window.

Enter any internal notes about the cancellation.

Note: These notes are for internal use only. They are not printed on the cancellation notice you send to the vendor.

Date Range Window



Prior to

Mark this option to display records that were created, updated, or completed *on or before* a certain date. Then enter the date you want in the **Date** field.

Since

Mark this option to display records that were created, updated, or completed *on or after* a certain date. Then enter the date you want in the **Date** field.

Range

Mark this option to display records that were created, updated, or completed *on or between* certain dates. Then enter the start and end dates you want.

Date

Enter a date according to the records you want to see. If you marked Prior to, records created, updated, or completed *on or before* the date will be included in the list. If you marked Since, records created, updated or completed *on or after* the date will be included in the list.

Start Date

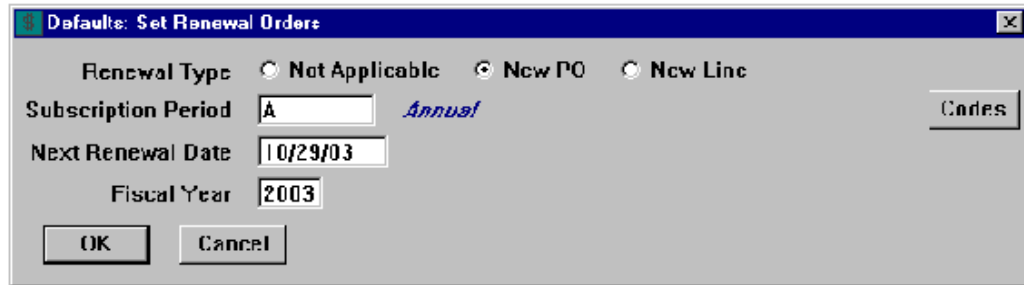
Enter a beginning date for the date range. Records created, updated, or completed *on or between* this date and the date in the End Date field will be included in the

list.

End Date

Enter an ending date for the date range. Records created, updated, or completed on or between this date and the date in the Start Date field will be included in the list.

Defaults Set Renewal Orders Window



Renewal Type

The renewal type you want to assign to the renewing standing order or subscription. (For information, see [Standing Order and Subscription Renewals on page 164.](#))

Choose any of these options:

- **Not Applicable.** If you do not want Horizon to automatically renew this subscription or standing order, choose this option.
- **New PO.** If you want Horizon to create a new PO and add the PO line when Horizon renews the order every renewal period, choose this option.
- **New Line.** If you want Horizon to create a new PO line on the existing PO when Horizon renews the order every renewal period, choose this option.

Subscription Period

The renewal type you want to assign to the renewing standing order or subscription. (For information, see [Standing Order and Subscription Renewals on page 164.](#))

Enter the subscription period you want, or click Codes to choose the subscription period from a list. To add or edit a subscription period, click Codes. Then click Add or Edit in the Code Lookup window.

Next Renewal Date

The next renewal date you want to assign to the renewing standing order or subscription. (For information, see [Standing Order and Subscription Renewals on page 164.](#))

Enter the next date that the standing order will be up for renewal (for example, enter "12/15/03").

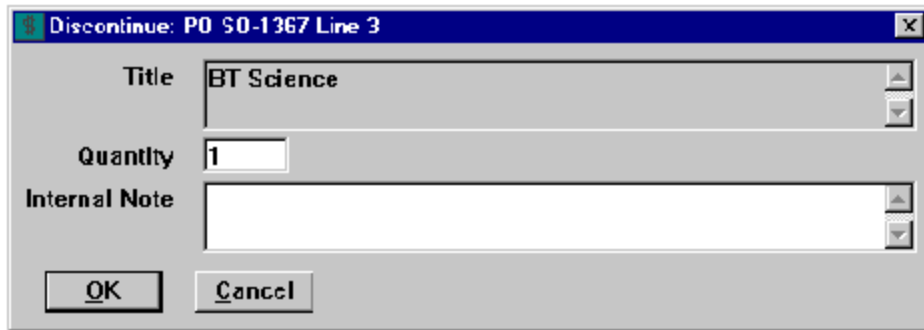
Fiscal Year

The fiscal year for PO lines with budget allocations in that year. Horizon updates the Next Renewal Date field only for those PO lines that have a budget allocation in the year you enter. If no fiscal year allocation exists for the year you enter, Horizon displays a message. (For more information on this message, see [Error Messages on page 276](#).) If Horizon cannot find PO lines for this fiscal year, Horizon updates only the PO header information. (This field is optional if you want to complete the Next Renewal Date field on each PO line individually. If you complete this field, you must also complete the Next Renewal Date field.)

Enter the fiscal year for PO lines with budget allocations in that year.

Note: If you normally renew your standing orders by copying a PO line to the same PO, you should complete the Fiscal Year field. That way, Horizon will update only the most current PO lines on a renewing PO.

Discontinue PO Line Window



Title

The title you are discontinuing. This is a display-only field.

Quantity

The quantity to discontinue. By default, the total quantity for the line appears, but you can enter a different quantity.

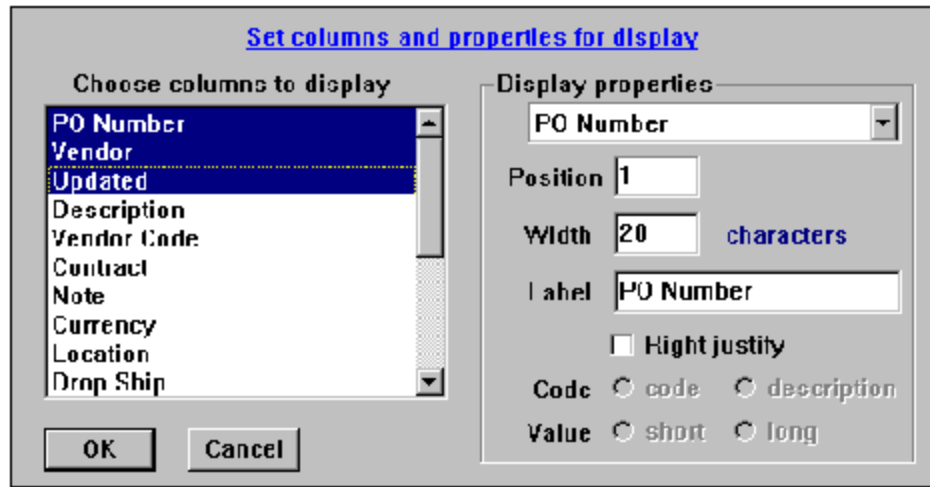
Internal Note

Internal notes for use by library staff. These notes are appended to the notes in the Internal Note field on PO line and can be displayed in the PO Line Item History window.

Enter any internal notes about the discontinued order.

Note: These notes are for internal use only. They are not printed on any notice you might send to the vendor.

Display Window



Choose Columns to Display

Displays the columns that are available for display. Highlight items (or remove the highlight for items) according to the information you want to display.

Display Properties

Allows you to change the display properties for a column. (For example, you can change a name, width, or position of a column in the list.)

To change the display properties for a column, choose the column you want to change in the drop-down list. Then change the settings as necessary.

Position

Enter the position you want to assign to the column. Enter “1” to display the column in the left-most position, “2” for the second position from the left, and so on.

Width

Enter the width you want to assign the column. (For example, enter “20” to allow a space approximately equal to the width of 20 characters.)

Note: You may want to shorten the width of one or more columns to prevent lines from wrapping in the list window.

Label

Enter the name you want to assign the column.

Right Justify

Mark this box if you want to line up the text so it is flush with the right side of the column. Right justification is used most commonly for columns that display numbers. Remove the mark for left justification.

Code

Choose “code” to display the codes associated with the column, or choose “description” to display the descriptions associated with the column. This option is available only for columns that display coded information.

Value

Depending on the column, you may be able to display a short or long version of the column information. Choose “short” to display the short version; choose “long” to display the long version. If you choose “long,” you may need to increase the column width so that all of the text is displayed.

Edit PO Header Window

Created 04/18/2002 Updated Completed

PO Number

Description

Vendor Ebsco

Contract/Account Codes

Note

Currency usd United States Dollar Codes

Location main Costigan Library Codes

Billing Address 6 Accounts Receivable Codes

Shipping Address 5 Physical Address Codes

Close Save Page Up Page Down Vendor Page 1 of 3

Created

The date the purchase order was created. This is a display-only field.

Updated

The date the purchase order was last updated. This is a display-only field.

Completed

The date all quantities of all lines on the purchase order were either received and invoiced or canceled. This field is not completed until after you run Day End. This is a display-only field.

PO Number

The number assigned to the purchase order. This is a reference number that you can use when communicating with the vendor and your funding agency. It is

printed on paper purchase orders and claims you send to the vendor.

Enter the number you want to assign to the purchase order, or leave the field blank to have Horizon automatically assign a number when you save the header. You can enter numbers, letters, or a combination of both.

Note: If you want to send this order to the vendor electronically using the BISAC format, then you may want to let Horizon assign the PO Number. This is because the vendor will receive the Horizon-assigned PO Number rather than the number you assign. To let Horizon assign the PO Number, leave this field blank.

Description

A description of the purchase order. This field lets you identify the items you plan to include on the purchase order (for example, “December Orders for Ebsco”). Users can search for purchase orders by entering keywords from the description.

Enter a description that clearly identifies the items to be included on this purchase order.

Vendor

The vendor you are ordering from. You specified the vendor when you created the purchase order. To change the vendor, click the Vendor button and search for the vendor you want. This is a display-only field.

Contract/Account

The vendor contract/account assigned to the purchase order, if any. A vendor contract/account represents a special payment arrangement you have with the vendor, such as a deposit account or a standing order agreement. (For more information about vendor contracts/accounts, see “Vendor Contracts/Accounts” in the Acquisitions Setup Guide.)

If you are ordering items that are part of a contract/account with the vendor, enter the code of the vendor contract/account, or click Codes to choose it from a list. To add or edit a vendor contract/account, click Codes. Then click Add or Edit in the Code Lookup window.

Note: If you assign a contract/account to the purchase order, make sure you only add line items that are part of the contract/account.

Note

Notes to the vendor about the purchase order. These notes are printed on the paper purchase order near the top under the heading “Special Instructions.” These notes might indicate the order’s priority or the order type, such as “prepaid.”

Enter any notes to the vendor about the purchase order.

Note: These notes are included in EDIFACT orders but not BISAC orders.

Currency

The currency the vendor requires payment in. The currency defines the rate of exchange used to convert amounts in the foreign currency to your currency. The currency on the vendor record appears automatically, if defined.

Leave this field blank unless the vendor you are ordering from expects payment in a currency other than your own. Click Codes to choose the currency from a list. To add a currency code or to update the exchange rate of an existing one, click Codes. Then click Add or Edit in the Code Lookup window.

Note: You should not define a currency code for your own base or domestic currency.

Note: Exchange rates can change daily. You should update the exchange rates of your exchange currencies periodically to encumber and expend funds accurately.

Location

The location assigned to the purchase order. This is the location that is billed for the order. It is also the location to which items are shipped, unless you mark the Drop Ship box on page 2 of the PO header. (If you mark the Drop Ship box, items are shipped to the individual locations you specify on the lines attached to the PO.) This location is also used as a default on PO lines for which you do not enter a location.

Enter the location you want to assign to the purchase order, or click Codes to choose a location from a list. To add or edit a location, click Codes. Then click Add or Edit in the Code Lookup window.

Note: Location codes are used throughout the system, not just in Acquisitions. You define location codes in the “location” view in the Table Editor. The location determines the billing and shipping addresses that you can assign to the purchase order in the Billing Address and Shipping Address fields.

Billing Address

The billing address for the location you entered in the Location field. This is the location where you want the vendor to send the invoice for the purchase order. It is printed as the billing address on the purchase order.

Enter the code of the address where you want the vendor to send the invoice for the purchase order, or click Codes to choose an address from a list. To add or edit a billing address, click Codes. Then highlight the location that corresponds to the address you want to add or edit, and click Add or Edit in the Code Lookup window.

Note: You define the addresses for a location in the “location” view in the Table Editor. The address you enter must be a valid address for the location you entered in the Location field. The address must also be a valid billing address (which means the Billing box in the “location” view must be marked).

Shipping Address

The shipping address for the location you entered in the Location field. This is the address where you want the vendor to send the purchase order items (unless you mark the Drop Ship box to use the locations on the PO lines).

Enter the code of the address where you want the vendor to send the items on the order, or click Codes to choose an address from a list. To add or edit a shipping address, click Codes. Then highlight the location that corresponds to the address you want to add or edit, and click Add or Edit in the Code Lookup window.

Note: You define the addresses for a location in the “location” view in the Table Editor. The address you enter must be a valid address for the location you entered in the Location field. The address must also be a valid shipping address (which means the Shipping box in the “location” view must be marked).

Drop Ship

Marking this box prints distribution slips for each location on the PO line. These slips are printed automatically when you print the purchase order. They instruct the vendor to send the items to the locations specified on the PO lines, instead of the location on the PO header. This allows you to receive items at individual locations, but handle ordering, claiming, and invoicing at one central location. (For more information, see [Central Ordering on page 49.](#))

Mark this box if you want the vendor to send items to the individual locations specified in the Distribution group for each PO line. Remove the mark if you want the vendor to ship all items to the shipping address specified on the PO header.

Note: If you mark this box, Horizon prints a separate shipping list for each location that includes the location’s shipping address and the items ordered for the location. In place of a shipping address on the purchase order, Horizon prints this message: “See attached shipping distribution.”

Spent Event

Specifies the time at which Horizon records the expenditure of funds for items on the purchase order. Here are explanations for each:

- **Receipt and Statement Approval.** Horizon expends funds for an item after you receive the item, invoice the item, and approve the statement for the item. If you receive, invoice, and approve partial quantities, Horizon expends the funds for only those quantities that are received, invoiced, and approved.
- **Statement Approval.** Horizon expends funds for an item when you record the invoice for the item and approve the statement for the item (whether or not you have received the item). Keep in mind that if you invoice and approve partial quantities, Horizon expends funds for only those quantities that are invoiced and approved.
- **Create Invoice at PO Line Approval (Prepaid).** Horizon encumbers funds for all the items on a line when you add the line to the purchase order and approve the PO line. Mark this option for prepaid orders. (Prepaid orders are purchase orders you pay for at or before the time of order.) If you mark this option, Horizon creates a proforma statement for the purchase order when you approve the PO line for the prepaid order. Horizon then expends funds for the item when you approve the proforma statement. (For more information about prepaid orders, see [Creating a Prepaid Order on page 93.](#))

Mark the time at which you want Horizon to expend funds for items on the purchase order. Changing this field is effective only if the spent event option you choose has not already occurred.

Note: When you perform a function that triggers the spent event, Horizon updates the Spent amount on the budget assigned to the line item. Funds are

expended for partially received lines (as long as the Spent Event criterion has been met).

Copy/Item Creation

The time at which Horizon automatically creates copy or item records—and, if needed, bib records—for the lines on the purchase order. This field lets you control if and when titles in Acquisitions appear in your catalog. Here are explanations for each:

- **Create Copy at PO Line Approval.** Copy records are created (and displayed in PAC or staff searching) when you or Horizon approve the PO line. A bib record is also created if the PO line is not already linked to a bib record in your database.
- **Create Copy at Receipt.** Copy records are created (and displayed in PAC or staff searching) when you receive the items. A bib record is also created if the PO line is not already linked to a bib record in your database.
- **Create Item at PO Line Approval.** Item records are created (and displayed in PAC or staff searching) when you or Horizon approve the PO line. A bib record is also created if the PO line is not already linked to a bib record in your database. A status of “On Order” is assigned to the items. After you receive the items, the item status changes to “Newly Acquired.”
- **Create Item at Receipt.** Item records are created (and displayed in PAC or staff searching) when you receive the items. A bib record is also created if the PO line is not already linked to a bib record in your database. A status of “Newly Acquired” is assigned to the items.
- **Create Copy and Item at PO Line Approval.** Copy and item records are created (and displayed in PAC or staff searching) when you or Horizon approve the PO line. A bib record is also created if the PO line is not already linked to a bib record in your database. An item status of “On Order” is assigned to the items. After you receive the items, the item status changes to “Newly Acquired.” An acquisition status of “On Order” is assigned to the copies. After you receive the copies, the acquisition status changes to “Currently Received.”
- **Create Copy and Item at Receipt.** Copy and item records are created (and displayed in PAC or staff searching) when you receive the items. A bib record is also created if the PO line is not already linked to a bib record in your database. An item status of “Newly Acquired” is assigned to the items and an acquisition status of “Currently Received” is assigned to the copies.
- **No Automatic Copy/Item Creation.** Bib, copy, and item records are not created automatically at order process or receipt. If you choose this option, be aware that you can still create copy or item records in Acquisitions with the Create Copy(s) or Create Item(s) option on the PO Line menu after you print the purchase order or create an electronic order for it. If you do not create copy or item records in Acquisitions, new orders do not appear in your catalog until the bib (and copy or item) records are imported or created by cataloging staff in the Cataloging module.

Mark the time at which you want Horizon to create copy or item records for the line items on the purchase order. If you do not want Horizon to create copy or

item records automatically, mark No Automatic Copy/Item Creation. Changing this field is effective only if the copy or item creation time you choose has not already occurred. Changing this field to No Automatic Copy/Item Creation after item records have already been created does not delete the existing item records.

Note: If your library imports full MARC records, be aware Horizon overwrites the information in these fields for Acquisitions-created bib records with bibliographic information entered by the online vendor for that ISBN number: Publisher, Pub. Date, Pub. Place, Edition, Part/Volume, and Call Number.

Note: If you choose to create bib, copy, or item records, the new copy or item records use the call number from the PO line distribution group.

Collection

The collection you want to assign to copy or item records created from the purchase order, if the collection on the PO line is left blank. (This applies only if you choose to create copy or item records in Acquisitions. For information, see [Copy and Item Creation on page 50](#).) If all or most copies or items on the purchase order belong to the same collection, you can enter a specific collection. Otherwise, you may want to use a generic collection that indicates the copy or item record was created in Acquisitions (for example, “Acquisitions—On Order”). When the copies or items are cataloged more completely, cataloging and serials staff can easily identify these items and assign a permanent collection to each.

Enter the code of the collection you want to assign to the copy or item records, or click Codes to choose the collection from a list. To add or edit a collection, click Codes. Then click Add or Edit in the Code Lookup window.

Note: If you enter a collection here, Horizon uses this collection for each PO line that does not already have its own collection assigned.

Item Type

The item type you want to assign to item records created from the purchase order, if the item type on the PO line is left blank. (This applies only if you choose to create item records in Acquisitions. For information, see [Copy and Item Creation on page 50](#).) If all or most items on the purchase order have the same item type, you can enter a specific item type. Otherwise, you may want to use a generic item type that indicates the item record was created in Acquisitions (for example, “Acquisitions—On Order”). When the items are cataloged more completely, cataloging and serials staff can easily identify these items and assign a permanent item type to each.

Enter the code of the item type you want to assign to the item records, or click Codes to choose the item type from a list. To add or edit an item type, click Codes. Then click Add or Edit in the Code Lookup window.

Note: If you enter an item type here, Horizon uses this item type for each PO line that does not already have its own item type assigned.

Barcode @ Receipt

Lets you specify whether you want to assign barcodes to the items on the purchase order when you receive them. If you mark this box, Horizon will

prompt you to enter barcodes when you receive the PO lines, as long as you have marked either the Create Item at Order Process or Create Item at Receipt option in the Copy/Item Creation field.

Mark this box if you want to assign barcodes to the items on the purchase order at receipt.

Note: In addition to marking this box, you must set the Copy/Item Creation field to Create Item at Order Process or Create Item at Receipt in order to prompt users for barcodes at receipt. Currently, Horizon will not prompt for barcodes at receipt if the Copy/Item Creation field is set to No Automatic Copy/Item Creation, even if you create the item records manually with the Create Item(s) option on the PO Line menu before receiving the items.

Renewal Type

The renewal type you want to assign to the renewing standing order or subscription. (For information, see [Standing Order and Subscription Renewals on page 164.](#))

Choose any of these options:

- **Not Applicable.** If you do not want Horizon to automatically renew this subscription or standing order, choose this option.
- **New PO.** If you want Horizon to create a new PO and add the PO line when Horizon renews the order every renewal period, choose this option.
- **New Line.** If you want Horizon to create a new PO line on the existing PO when Horizon renews the order every renewal period, choose this option.

Subscription Period

The renewal type you want to assign to the renewing standing order or subscription. (For information, see [Standing Order and Subscription Renewals on page 164.](#))

Enter the subscription period you want, or click Codes to choose the subscription period from a list. To add or edit a subscription period, click Codes. Then click Add or Edit in the Code Lookup window.

Edit PO Line Window

Title

Enter the item's title. Enter the complete title, including the subtitle, if applicable.

You can press **F2** in the PO or Edit PO Line windows to search your catalog. (Staff searching must be open.) This lets you determine whether or not your library already owns the title. It also lets you search for a title and create a line item for it, if you are ordering another copy of a title the library already owns. If you create a line item by sending a title from staff searching, the bib is linked to the line item, and the Title Author, ISBN/ISSN, and Unit Price fields are complete with the information in the bib record.

Be aware that if you send a title from staff searching to Acquisitions, a new line item is created for it, but it does not replace the line that is currently open.

Author

Enter the author of the title (last name first). Be as accurate and complete as possible.

ISBN

The item's International Standard Book Number (ISBN). ISBNs are established by the publishing industry to uniquely identify monographs published throughout the world. Specific numbers within the ISBN identify the title, edition, publisher, and country of publication. ISBNs are assigned by publishers as their books are printed.

If the item is a monograph, enter its International Standard Book Number (ISBN). Note that different ISBNs are assigned to paperback and hardcover issues of the same title.

Note: Some publications, such as books in a series, may have both an ISBN and an ISSN. The ISBN identifies specific books within the series, while the ISSN identifies the ongoing serial.

Note: If you use electronic ordering, many vendors use this number to identify the title that you are ordering.

Note: If you have ISBN or ISSN duplication checking turned on, when you try to save the line item, an error message displays if you are adding an item that already exists in the catalog. Depending on your security privileges, you can override the error message.

ISMN

The item's International Standard Music Number (ISMN). ISMNs are established by the publishing industry to uniquely identify pieces of music published throughout the world.

If the item is a piece of music, enter its International Standard Music Number (ISMN).

Note: If you use electronic ordering, vendors can use this number to identify the title that you are ordering.

ISSN

The item's International Standard Serial Number (ISSN). ISSNs are established by the publishing industry to uniquely identify serials published throughout the world. Unlike the ISBN, the ISSN is not comprised of parts that represent specific information, such as publisher and country. ISSNs are assigned to an entire serial, not to specific issues.

If the item is a serial, enter its International Standard Serial Number (ISSN).

Note: Some publications, such as books in a series, may have both an ISBN and an ISSN. The ISBN identifies specific books within the series, while the ISSN identifies the ongoing serial.

Note: If you use electronic ordering, vendors can use this number to identify the serial title that you are ordering.

Note: If you have ISBN or ISSN duplication checking turned on, when you try to save the line item, an error message displays if you are adding an item that already exists in the catalog. Depending on your security privileges, you can override the error message.

Next Renewal Date

The next renewal date you want to assign to the renewing standing order or subscription. (For information, see [Standing Order and Subscription Renewals on page 164.](#))

Enter the next date that the standing order will be up for renewal (for example, enter "12/15/03").

Call Number

The call number you want to assign to item records created from the purchase order, if you choose to create item records in Acquisitions. (For information, see [Copy and Item Creation on page 50](#).) This information is useful if you have online vendors who supply spine labels with call number information. This field appears twice on the Edit PO Line window: once in this bibliographic area, and once in the Distribution group.

To complete the field in the bibliographic area, you can do any of these options:

- Complete the Call Number field in the item record in Cataloging.
- Download the call number into the purchase order electronically from a vendor via EDIFACT invoice or order response.
- Enter it manually for the PO line.

Enter the call number you want to assign to the item records.

Note: If you use vendor enhanced services for EDIFACT electronic orders, then Horizon sends this item type to the vendor for this PO line.

Note: If you have chosen to have copy or item records created at PO line approval or at receipt, the new copy or item records use the call number from the PO line distribution group, not this call number.

Media Type

The media type that Horizon assigns to copy records created in Acquisitions. Users can change the media type for these copy records later in Cataloging or Serials Control.

Enter the code of the media type you want, or click Codes to choose the media type from a list. To add or edit a media type, click Codes. Then click Add or Edit in the Code Lookup window.

Unit Price

Enter the item's unit price. This is the price of a single copy before taxes, shipping, or other charges.

Vendor Discount

The vendor's discount percentage for the PO line item's vendor or contract/account. If you have entered a discount percentage for a vendor or vendor contract/account, then the discount percentage calculates encumbrances for a PO line for that vendor or vendor contract/account. (For more information about entering a discount percentage for a vendor or vendor contract/account, see the "Vendors" section in the Acquisitions Setup Guide.)

The discounted amount calculation takes effect on PO line encumbrances in these situations:

- When you create a new PO line from scratch or copy a PO line using the Copy Record option from the File menu.
- When you change the unit price, discount percentage, or budget for a PO line.
- When you process an EDIFACT response that contains a price change.

- When you or Horizon renew a purchase order.
- When you undo a cancel of a PO line.
- When you undo a statement line.

You can see this discounted amount or percentage in these places in the PO window:

- In the Amount field, if you choose to display it.
- As part of the On Order amount, since this amount is the total amount of encumbered funds for the purchase order.

If Horizon does not enter the discount percentage for you, enter the vendor discount percentage as a decimal number. (For example, if the vendor discount is 5%, enter “.05”.)

Vendor’s Product ID

The vendor’s product ID is a set of numbers, letters, or both that the vendor uses to identify a title that you might be ordering (for example, a vendor’s catalog item ID/number, a vendor’s title ID/number, and so forth).

Enter the ID that the vendor uses for the title you are ordering.

Note: If you use electronic ordering, vendors can use this number to identify the title that you are ordering.

Distribution group

This group lets you enter order information for individual locations, including the quantity, shipping address, and budget.

To enter order information for a new location, click New. To display order information for another location, choose the location from the drop-down list. To delete the order information for a location, choose the location you want from the drop-down list and click Delete.

Quantity

Enter the number of copies you want to order. If you are ordering copies for more than one location, enter the number of copies for the location you are currently entering order information for.

Note: When you save the PO line, Horizon automatically creates a separate distribution group for each quantity.

Note: You can enter virtually any number. Keep in mind that Horizon creates a separate record for each quantity and large quantities will increase the amount of time required to save the PO line. If the tracking of individual quantities is not important, enter “1” in the Quantity field and specify the order quantity in the Title field (for example, “20,000 Library Strips”).

Location

Enter the location you want to order copies for, or click Codes to choose the location from a list. To use the location on the header, leave this field blank. To add or edit a location, click Codes. Then click Add or Edit in the Code Lookup window.

Note: If you mark the Drop Ship box on the PO header, the quantities you enter for this location will be shipped to this location, instead of the location on the header.

Note: The location determines the shipping addresses that you can assign to the line item in the Shipping Address fields.

Note: Location codes are used throughout the system, not just in Acquisitions. You define location codes in the “location” view in the Table Editor.

Note: If you use the vendor enhanced services for EDIFACT electronic orders, then Horizon sends this location to the vendor for this PO line.

Ship Address

The shipping address for the location you entered in the Location field. This is the address where the quantities for the location are shipped, if you mark the Drop Ship box on page 2 of the PO header. (If you do not mark the Drop Ship box, items are shipped to the location on the PO header.)

To use the shipping address on the PO header, leave this field blank; otherwise, enter the code of the address where you want the vendor to send the items, or click Codes to choose an address from a list. To add or edit a shipping address, click Codes. Then highlight the location that corresponds to the address you want to add or edit, and click Add or Edit in the Code Lookup window.

Note: You define the addresses for a location in the “location” view in the Table Editor. The address you enter must be a valid address for the location you entered in the Location field. The address must also be a valid shipping address (which means the Shipping box in the “location” view must be marked).

Budget

The budget to charge for the line item. If you want to pay for the line item using more than one budget, leave this field blank and click Bdgt Split to enter the budgets you want use. To view information about the budget, such as its on-order and spent amounts, click Codes. Then click Edit in the Code Lookup window.

Enter the code of the budget you want to charge for the line item, or click Codes to choose the budget from a list. Be sure to specify the correct year when entering the code or choosing it from a list. When entering the code, you must enter the budget category code followed by a period and the budget year you want (for example, “bper.2002”). If no fiscal year is specified for the budget category, enter the category code followed by a period, but no year (for example, “artist.”).

Note: If necessary, you can change the budget at any time, unless a voucher has been printed for the PO line. (If a voucher has been created, you must void the voucher before you can change the budget.) You can change the budget even after the line has been ordered, received, and invoiced. Horizon unencumbers or unexpends the old budget and encumbers or expends the new budget as appropriate.

Note: When you enter the budget, Horizon warns you if the budget is frozen or closed. Depending on your security, you may be able to override this warning and use the budget anyway.

Note: When you save the PO line, Horizon warns you if the order will exceed the budget's on-order or spent limit. Depending on your security, you may be able to override this warning and use the budget anyway.

Budget Split

Displays the budgets between which you split the cost of a PO line. You split the cost of a PO line between multiple budgets by clicking the **Budget Split** button on the Edit PO Line window. Then, you enter each budget you want to use and the percentage of the cost you want to charge to each budget. (The total must equal 100%.) You can also enter multiple budgets (also called budget splits) for each distribution you define on a purchase order.

Note: You can also enter multiple budgets for a PO line by simply entering a different budget for each quantity you order; however, if you want to pay for a single copy with more than one budget, you must enter a budget split.

Collection

The collection you want to assign to copy or item records created from the purchase order, if you choose to create copy or item records in Acquisitions. (For information, see [Copy and Item Creation on page 50](#).) If you do not enter a collection, Horizon uses the collection from the PO header.

Enter the code of the collection you want to assign to the copy or item records, or click Codes to choose the collection from a list. To add or edit a collection, click Codes. Then click Add or Edit in the Code Lookup window.

Note: Changing this field after you submit the purchase order is effective only if copies or items have not yet been created (based on the option marked in the Copy/Item Creation field of the PO header).

Note: If you use the vendor enhanced services for EDIFACT electronic orders, then Horizon sends this collection to the vendor for this PO line.

Item Type

The item type you want to assign to item records created from the purchase order, if you choose to create item records in Acquisitions. (For information, see [Copy and Item Creation on page 50](#).) If you do not enter an item type, Horizon uses the item type from the PO header.

Enter the code of the item type you want to assign to the item records, or click Codes to choose the item type from a list. To add or edit an item type, click Codes. Then click Add or Edit in the Code Lookup window.

Note: Changing this field after you submit the purchase order is effective only if items have not yet been created (based on the option marked in the Copy/Item Creation field of the PO header).

Note: If you use the vendor enhanced services for EDIFACT electronic orders, then Horizon sends this item type to the vendor for this PO line.

Call Number

The call number you want to assign to item records created from the purchase order, if you choose to create item records in Acquisitions. (For information, see [Copy and Item Creation on page 50](#).) This information is useful if you have online vendors who supply spine labels with call number information. This field appears twice on the Edit PO Line window: once in the bibliographic area, and once in the Distribution group. The distribution group call number is specific to the distribution for an item. (For example, you can have the same title in general circulation and in reference, each requiring a different call number.)

Enter the call number you want to assign to the item records.

Note: If you use vendor enhanced services for EDIFACT electronic orders, then Horizon sends this item type to the vendor for this PO line.

Note: If your library imports full MARC records, be aware Horizon overwrites the information in this field with bibliographic information entered by the online vendor for that ISBN number.

Note: If you have chosen to have copy or item records created at PO line approval or at receipt, the new copy or item records use this call number from the PO line distribution group.

Part/Volume

The part or volume information for the serials item. This information can help you in determining the exact item you want to order and the exact item received. This field gives both acquisitions and serials staff access to part and volume information for an item. (For example, serials staff can now use the Part/Volume field to specify a particular issue within an annual volume for a serial item by attaching a PO line item to a copy record. This is useful if an item needs replacement due to damage or loss. As another example, serials staff can use the Part/Volume field to specify a unique individual part for a general item, such as a map or supplemental index.)

Enter the part or volume information for the serials item. This information can help you in determining the exact item you want to order and the exact item received.

Note: If your library imports full MARC records, be aware Horizon overwrites the information in this field with bibliographic information entered by the online vendor for that ISBN number.

Edition

The edition of the item. This information can help you in determining the exact item you want to order and the exact item received.

Enter the edition of the item.

Note: If your library imports full MARC records, be aware Horizon overwrites the information in this field with bibliographic information entered by the online vendor for that ISBN number.

Publisher

The publisher of the item. This information can help you in determining the exact item you want to order and the exact item received.

Enter publisher of the item.

Note: If your library imports full MARC records, be aware Horizon overwrites the information in this field with bibliographic information entered by the online vendor for that ISBN number.

Pub. Place

The place where the item was published. This information can help you in determining the exact item you want to order and the exact item received.

Enter the place, including city and state, where the item was published.

Note: If your library imports full MARC records, be aware Horizon overwrites the information in this field with bibliographic information entered by the online vendor for that ISBN number.

Pub. Date

The date the item was published. This information can help you in determining the exact item you want to order and the exact item received.

Enter the date the item was published.

Note: If your library imports full MARC records, be aware Horizon overwrites the information in this field with bibliographic information entered by the online vendor for that ISBN number.

Order Note

Notes to the vendor about the PO line. This note is printed directly under line item on the paper purchase order.

Enter any notes to the vendor about the PO line.

Note: These notes are included in EDIFACT orders but not BISAC orders.

Internal Note

Notes to library staff about the PO line. This note does not print on the purchase order you send to the vendor.

Enter any notes or comments to library staff about the line.

Workslip Note

Notes to circulation staff about request information or special handling instructions for an item, and distribution and bibliographic information to cataloging staff.

Enter any notes or comments for circulation or cataloging staff about this item.

Stat Class

The statistical class assigned to the item. A statistical class is a category (for example, "Biology" or "Chemistry") for which you can generate order statistics.

(For more information about statistical classes, see “PO Line Statistical Classes” in the *Acquisitions Setup Guide*.)

Enter the code of the PO line statistical class you want to assign to the line item, or click Codes to choose a statistical class from a list. To add or edit a statistical class, click Codes. Then click Add or Edit in the Code Lookup window.

Edit PO Line Item Pattern Window

PO Line Pattern#

Displays the Horizon-assigned number for the distribution pattern.

Item

The number of items per title that Horizon has in the `po_line_item` table.

Location

Location for the distribution pattern.

Do one of these options:

- If you want to specify a location for this distribution pattern, enter the location code for which the item is being ordered.
- If you want to use the location on the PO header, leave the field blank.

Ship To Address

The shipping address for the distribution pattern.

Do one of these options:

- If you want to specify a shipping address for this distribution pattern, enter the shipping address code for the location.
- If you want to use the shipping location on the PO header, leave the field blank.

Note: Make sure you complete the Location field if you want to enter a Ship To Address. This is because this address is location-specific. Horizon cannot save the PO template if you assign an address, but no location.

Borrower#

If the PO line associated with the Item from the po_line_item table has a borrower number associated with it as a borrower requested item, Horizon displays the borrower number.

Collection

The collection for the distribution pattern.

If you choose to create copy or item records in Acquisitions, enter the collection code that you want to assign to copy or item records created from the purchase order.

IType

The item type for the distribution pattern.

Enter the item type code you want to assign to the item records.

Pattern Budgets group

Displays the budget for the distribution pattern. If you have a budget split for the distribution pattern, Horizon displays the budget account names and their split percent for each budget.

Account

The budget code for the distribution pattern.

Enter the budget code you want to use for the distribution pattern.

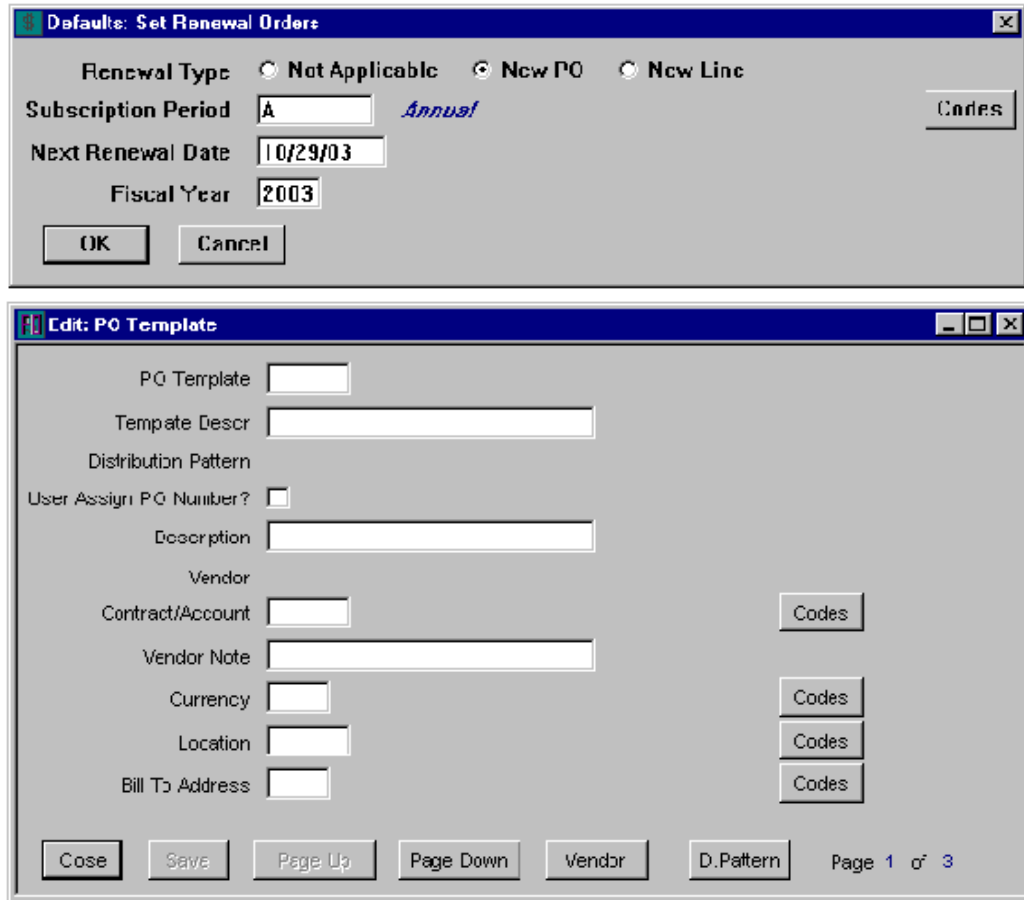
Percent

The percentage of the PO line or item amount that comes from the budget you entered in the Account field. If you have a budget split, then the percentage should be less than "100."

Enter a percentage of the PO line or item amount that should come from the budget you entered in the Account field. (For example, enter "50" if you want 50 percent of the PO line amount to come from the "mainacq" budget.)

Note: If you split a PO line amount between budgets, you must be sure that you enter the other budget or budgets between which you want to split the amounts. Also, you must manually add together the percentages between all of the budgets to be sure that their total equals 100 percent. Horizon does not check this for you here, but if you try to apply this distribution pattern without all of the budget splits equaling 100 percent, then Horizon does not let you save the PO line.

Edit PO Template Window



PO Template

Name or code for the PO template.

Enter the name or code for this PO template.

Template Description

Description of the PO template.

Enter a description of the PO template.

Distribution Pattern

Displays the distribution pattern you want to assign to the PO template.

If you want to assign a distribution pattern for this PO template, click **D. Pattern** and choose the distribution pattern you want; otherwise, leave this field blank.

User Assign PO Number

Determines if you want to enter your own PO number for a purchase order created from the PO template, or if you want Horizon to assign a PO number.

Do one of these options:

- If you want Horizon to let you enter your own PO number for a purchase order, mark this box.

When you create a purchase order from a PO template or from a session default, you can enter your own PO number in the open PO header before saving the header.

- If you do *not* want Horizon to let you enter your own PO number for a purchase order, do *not* mark this box.

If you do *not* mark this box, Horizon does not display the open PO header. It automatically saves the header, and displays the PO Line window, ready for you to enter new PO lines.

Description

A description of the purchase order. This field lets you identify the items you plan to include on the purchase order (for example, “December Orders for Ebsco”). Users can search for purchase orders by entering keywords from the description.

Enter a description that clearly identifies the items to be included on this purchase order.

Vendor

The vendor you are ordering from. You specified the vendor when you created the purchase order. To change the vendor, click the Vendor button and search for the vendor you want. This is a display-only field.

Contract/Account

The vendor contract/account assigned to the purchase order, if any. A vendor contract/account represents a special payment arrangement you have with the vendor, such as a deposit account or a standing order agreement. (For more information about vendor contracts/accounts, see “Vendor Contracts/Accounts” in the Acquisitions Setup Guide.)

If you are ordering items that are part of a contract/account with the vendor, enter the code of the vendor contract/account, or click Codes to choose it from a list. To add or edit a vendor contract/account, click Codes. Then click Add or Edit in the Code Lookup window.

Note: If you assign a contract/account to the purchase order, make sure you only add line items that are part of the contract/account.

Note

Notes to the vendor about the purchase order. These notes are printed on the paper purchase order near the top under the heading “Special Instructions.” These notes might indicate the order’s priority or the order type, such as “prepaid.”

Enter any notes to the vendor about the purchase order.

Note: These notes are included in EDIFACT orders but not BISAC orders.

Currency

The currency the vendor requires payment in. The currency defines the rate of exchange used to convert amounts in the foreign currency to your currency. The

currency on the vendor record appears automatically, if defined.

Leave this field blank unless the vendor you are ordering from expects payment in a currency other than your own. Click Codes to choose the currency from a list. To add a currency code or to update the exchange rate of an existing one, click Codes. Then click Add or Edit in the Code Lookup window.

Note: You should not define a currency code for your own base or domestic currency.

Note: Exchange rates can change daily. You should update the exchange rates of your exchange currencies periodically to encumber and expend funds accurately.

Location

The location assigned to the purchase order. This is the location that is billed for the order. It is also the location to which items are shipped, unless you mark the Drop Ship box on page 2 of the PO header. (If you mark the Drop Ship box, items are shipped to the individual locations you specify on the lines attached to the PO.) This location is also used as a default on PO lines for which you do not enter a location.

Enter the location you want to assign to the purchase order, or click Codes to choose a location from a list. To add or edit a location, click Codes. Then click Add or Edit in the Code Lookup window.

Note: Location codes are used throughout the system, not just in Acquisitions. You define location codes in the “location” view in the Table Editor. The location determines the billing and shipping addresses that you can assign to the purchase order in the Billing Address and Shipping Address fields.

Billing Address

The billing address for the location you entered in the Location field. This is the location where you want the vendor to send the invoice for the purchase order. It is printed as the billing address on the purchase order.

Enter the code of the address where you want the vendor to send the invoice for the purchase order, or click Codes to choose an address from a list. To add or edit a billing address, click Codes. Then highlight the location that corresponds to the address you want to add or edit, and click Add or Edit in the Code Lookup window.

Note: You define the addresses for a location in the “location” view in the Table Editor. The address you enter must be a valid address for the location you entered in the Location field. The address must also be a valid billing address (which means the Billing box in the “location” view must be marked).

Shipping Address

The shipping address for the location you entered in the Location field. This is the address where you want the vendor to send the purchase order items (unless you mark the Drop Ship box to use the locations on the PO lines).

Enter the code of the address where you want the vendor to send the items on the order, or click Codes to choose an address from a list. To add or edit a

shipping address, click Codes. Then highlight the location that corresponds to the address you want to add or edit, and click Add or Edit in the Code Lookup window.

Note: You define the addresses for a location in the “location” view in the Table Editor. The address you enter must be a valid address for the location you entered in the Location field. The address must also be a valid shipping address (which means the Shipping box in the “location” view must be marked).

Drop Ship

Marking this box prints distribution slips for each location on the PO line. These slips are printed automatically when you print the purchase order. They instruct the vendor to send the items to the locations specified on the PO lines, instead of the location on the PO header. This allows you to receive items at individual locations, but handle ordering, claiming, and invoicing at one central location. (For more information, see [Central Ordering on page 49](#).)

Mark this box if you want the vendor to send items to the individual locations specified in the Distribution group for each PO line. Remove the mark if you want the vendor to ship all items to the shipping address specified on the PO header.

Note: If you mark this box, Horizon prints a separate shipping list for each location that includes the location’s shipping address and the items ordered for the location. In place of a shipping address on the purchase order, Horizon prints this message: “See attached shipping distribution.”

Spent Event

Specifies the time at which Horizon records the expenditure of funds for items on the purchase order. Here are explanations for each:

- **Receipt and Statement Approval.** Horizon expends funds for an item after you receive the item, invoice the item, and approve the statement for the item. If you receive, invoice, and approve partial quantities, Horizon expends the funds for only those quantities that are received, invoiced, and approved.
- **Statement Approval.** Horizon expends funds for an item when you record the invoice for the item and approve the statement for the item (whether or not you have received the item). Keep in mind that if you invoice and approve partial quantities, Horizon expends funds for only those quantities that are invoiced and approved.
- **Create Invoice at PO Line Approval (Prepaid).** Horizon encumbers funds for all the items on a line when you add the line to the purchase order and approve the PO line. Mark this option for prepaid orders. (Prepaid orders are purchase orders you pay for at or before the time of order.) If you mark this option, Horizon creates a proforma statement for the purchase order when you approve the PO line for the prepaid order. Horizon then expends funds for the item when you approve the proforma statement. (For more information about prepaid orders, see [Creating a Prepaid Order on page 93](#).)

Mark the time at which you want Horizon to expend funds for items on the purchase order. Changing this field is effective only if the spent event option you choose has not already occurred.

Note: When you perform a function that triggers the spent event, Horizon updates the Spent amount on the budget assigned to the line item. Funds are expended for partially received lines (as long as the Spent Event criterion has been met).

Copy/Item Creation

The time at which Horizon automatically creates copy or item records—and, if needed, bib records—for the lines on the purchase order. This field lets you control if and when titles in Acquisitions appear in your catalog. Here are explanations for each:

- **Create Copy at PO Line Approval.** Copy records are created (and displayed in PAC or staff searching) when you or Horizon approve the PO line. A bib record is also created if the PO line is not already linked to a bib record in your database.
- **Create Copy at Receipt.** Copy records are created (and displayed in PAC or staff searching) when you receive the items. A bib record is also created if the PO line is not already linked to a bib record in your database.
- **Create Item at PO Line Approval.** Item records are created (and displayed in PAC or staff searching) when you or Horizon approve the PO line. A bib record is also created if the PO line is not already linked to a bib record in your database. A status of “On Order” is assigned to the items. After you receive the items, the item status changes to “Newly Acquired.”
- **Create Item at Receipt.** Item records are created (and displayed in PAC or staff searching) when you receive the items. A bib record is also created if the PO line is not already linked to a bib record in your database. A status of “Newly Acquired” is assigned to the items.
- **Create Copy and Item at PO Line Approval.** Copy and item records are created (and displayed in PAC or staff searching) when you or Horizon approve the PO line. A bib record is also created if the PO line is not already linked to a bib record in your database. An item status of “On Order” is assigned to the items. After you receive the items, the item status changes to “Newly Acquired.” An acquisition status of “On Order” is assigned to the copies. After you receive the copies, the acquisition status changes to “Currently Received.”
- **Create Copy and Item at Receipt.** Copy and item records are created (and displayed in PAC or staff searching) when you receive the items. A bib record is also created if the PO line is not already linked to a bib record in your database. An item status of “Newly Acquired” is assigned to the items and an acquisition status of “Currently Received” is assigned to the copies.
- **No Automatic Copy/Item Creation.** Bib, copy, and item records are not created automatically at order process or receipt. If you choose this option, be aware that you can still create copy or item records in Acquisitions with the Create Copy(s) or Create Item(s) option on the PO Line menu after you print the purchase order or create an electronic order for it. If you do not create copy or item records in Acquisitions, new orders do not appear in your catalog until the bib (and copy or item) records are imported or created by cataloging staff in the Cataloging module.

Mark the time at which you want Horizon to create copy or item records for the line items on the purchase order. If you do not want Horizon to create copy or item records automatically, mark No Automatic Copy/Item Creation. Changing this field is effective only if the copy or item creation time you choose has not already occurred. Changing this field to No Automatic Copy/Item Creation after item records have already been created does not delete the existing item records.

Collection

The collection you want to assign to copy or item records created from the purchase order, if the collection on the PO line is left blank. (This applies only if you choose to create copy or item records in Acquisitions. For information, see [Copy and Item Creation on page 50](#).) If all or most copies or items on the purchase order belong to the same collection, you can enter a specific collection. Otherwise, you may want to use a generic collection that indicates the copy or item record was created in Acquisitions (for example, “Acquisitions—On Order”). When the copies or items are cataloged more completely, cataloging and serials staff can easily identify these items and assign a permanent collection to each.

Enter the code of the collection you want to assign to the copy or item records, or click Codes to choose the collection from a list. To add or edit a collection, click Codes. Then click Add or Edit in the Code Lookup window.

Note: If you enter a collection here, Horizon uses this collection for each PO line that does not already have its own collection assigned.

Item Type

The item type you want to assign to item records created from the purchase order, if the item type on the PO line is left blank. (This applies only if you choose to create item records in Acquisitions. For information, see [Copy and Item Creation on page 50](#).) If all or most items on the purchase order have the same item type, you can enter a specific item type. Otherwise, you may want to use a generic item type that indicates the item record was created in Acquisitions (for example, “Acquisitions—On Order”). When the items are cataloged more completely, cataloging and serials staff can easily identify these items and assign a permanent item type to each.

Enter the code of the item type you want to assign to the item records, or click Codes to choose the item type from a list. To add or edit an item type, click Codes. Then click Add or Edit in the Code Lookup window.

Note: If you enter an item type here, Horizon uses this item type for each PO line that does not already have its own item type assigned.

Barcode @ Receipt

Lets you specify whether you want to assign barcodes to the items on the purchase order when you receive them. If you mark this box, Horizon will prompt you to enter barcodes when you receive the PO lines, as long as you have marked either the Create Item at Order Process or Create Item at Receipt option in the Copy/Item Creation field.

Mark this box if you want to assign barcodes to the items on the purchase order at receipt.

Note: In addition to marking this box, you must set the Copy/Item Creation field to Create Item at Order Process or Create Item at Receipt in order to prompt users for barcodes at receipt. Currently, Horizon will not prompt for barcodes at receipt if the Copy/Item Creation field is set to No Automatic Copy/Item Creation, even if you create the item records manually with the Create Item(s) option on the PO Line menu before receiving the items.

Renewal Type

The renewal type you want to assign to the renewing standing order or subscription. (For information, see [Standing Order and Subscription Renewals on page 164.](#))

Choose any of these options:

- **Not Applicable.** If you do not want Horizon to automatically renew this subscription or standing order, choose this option.
- **New PO.** If you want Horizon to create a new PO and add the PO line when Horizon renews the order every renewal period, choose this option.
- **New Line.** If you want Horizon to create a new PO line on the existing PO when Horizon renews the order every renewal period, choose this option.

Subscription Period

The renewal type you want to assign to the renewing standing order or subscription. (For information, see [Standing Order and Subscription Renewals on page 164.](#))

Enter the subscription period you want, or click Codes to choose the subscription period from a list. To add or edit a subscription period, click Codes. Then click Add or Edit in the Code Lookup window.

Edit Purchase Request (Desiderata) Window

Created

The date the purchase request was created. This is a display-only field.

Source

The source of the purchase request. Currently, the only source is “Manual Entry.” This is a display-only field.

Note: This field was added for use with a “purchase alert” feature that has not yet been implemented. This feature would automatically create a purchase request for titles in your library catalog that have a large number of requests or requests that are taking a long time to fill. In this case, Horizon would display something like “Purchase Alert” as the source to distinguish it from purchase requests you enter manually.

bib#

The number of the bib record that is linked to the purchase request. A bib record is linked to the PR if you created the PR by copying a title from staff searching. This is a display-only field.

pr #

The number automatically assigned to the PR. This is a display-only field.

Selection

Enter the code of the selection list you want this purchase request attached to.

Note: If the bib record for this purchase request is already attached to a selection list, then Horizon displays the selection list code in this field.

Title

Enter the item's title or a description of the item, if you do not know the exact title. Enter the complete title, including the subtitle, if applicable.

Note: You can press **F2** in the Edit Purchase Request window to search your catalog. (Staff searching must be open.) This lets you determine whether or not your library already owns the title. It also lets you search for a title and create a PR for it, if you are requesting another copy of a title the library already owns. If you create a purchase request by sending a title from staff searching, the bib is linked to the PR, and the Title Author, ISBN/ISSN, and Unit Price fields are complete with the information in the bib record.

Be aware that if you send a title from staff searching to Acquisitions, a new PR is created for it, but it does not replace the PR that is currently open.

Author

Enter the author of the title (last name first). Be as accurate and complete as possible.

ISBN

The item's International Standard Book Number (ISBN). ISBNs are established by the publishing industry to uniquely identify monographs published throughout the world. Specific numbers within the ISBN identify the title, edition, publisher, and country of publication. ISBNs are assigned by publishers as their books are printed.

If the item is a monograph, enter its International Standard Book Number (ISBN). Note that different ISBNs are assigned to paperback and hardcover issues of the same title.

- Some publications, such as books in a series, may have both an ISBN and an ISSN. The ISBN identifies specific books within the series, while the ISSN identifies the ongoing serial.
- If you use electronic ordering, many vendors use this number to identify the title that you are ordering.

ISMN

The item's International Standard Music Number (ISMN). ISMNs are established by the publishing industry to uniquely identify pieces of music published throughout the world.

If the item is a piece of music, enter its International Standard Music Number (ISMN).

Note: If you use electronic ordering, vendors can use this number to identify the title that you are ordering.

ISSN

The item's International Standard Serial Number (ISSN). ISSNs are established by the publishing industry to uniquely identify serials published throughout the world. Unlike the ISBN, the ISSN is not comprised of parts that represent

specific information, such as publisher and country. ISSNs are assigned to an entire serial, not to specific issues.

If the item is a serial, enter its International Standard Serial Number (ISSN).

Note: Some publications, such as books in a series, may have both an ISBN and an ISSN. The ISBN identifies specific books within the series, while the ISSN identifies the ongoing serial.

Note: If you use electronic ordering, vendors can use this number to identify the title that you are ordering.

Call Number

The call number you want to assign to item records created from the purchase order, if you choose to create item records in Acquisitions. (For information, see [Copy and Item Creation on page 50](#).) This information is useful if you have online vendors who supply spine labels with call number information. This field appears twice on the Edit Purchase Request (Desiderata) window: once in this bibliographic area, and once in the Distribution group.

Enter the call number you want to assign to the item records.

Note: If you use this purchase request to create a purchase order and use the vendor enhanced services for EDIFACT electronic orders, then Horizon sends this item type to the vendor for the PO line.

Note: If you have chosen to have copy or item records created at PO line approval or at receipt, the new copy or item records use the call number from the distribution group, not this call number.

Media Type

The media type that Horizon assigns to copy records created in Acquisitions. Users can change the media type for these copy records later in Cataloging or Serials Control.

Enter the code of the media type you want, or click Codes to choose the media type from a list. To add or edit a media type, click Codes. Then click Add or Edit in the Code Lookup window.

Unit Price

Enter the item's unit price. This is the price of a single copy before taxes, shipping, or other charges.

Vendor's Product ID

The vendor's product ID is a set of numbers, letters, or both that the vendor uses to identify a title that you might be ordering (for example, a vendor's catalog item ID/number, a vendor's title ID/number, and so forth).

Enter the ID that the vendor uses for the title you are ordering.

Note: If you use electronic ordering, vendors can use this number to identify the title that you are ordering.

Status

Specifies the current status of the purchase request. If you copy the purchase request to a purchase order, Horizon automatically changes its status to “Ordered.” After you receive the purchase order, Horizon automatically changes its status to “Received.”

Click the current status of the purchase request.

Note: You can change the name of a status or add a new status by editing the Values group in the “pr” view definition. (For more information, see [Customizing Views on page 268.](#)) Statuses you create must be assigned manually.

PR Categories group

This group lets you assign one or more categories to the purchase request. PR categories let you organize purchase requests for easy management and review. (For example, PR categories let you group requests by selector, subject matter, priority, and so on.)

To assign a category to the purchase request, click New. To display the other categories (if any) assigned to the purchase request, click the drop-down list. To remove a category, choose the category from the drop-down list and click Delete.

Req. Note

Enter any notes about the request. (For example: “This is a new edition of a title the library already owns.” or “Please rush. This item may go out of print if ordering is delayed.”)

Sel. Note

Enter any notes about the decision to select or reject the item. (For example: “The library already owns a copy of this title.”)

Ord. Note

Enter any notes or instructions to the person who will order the item. (For example, you might indicate the vendor the item should be ordered from.)

Distribution group

This group lets you enter order information for individual locations, including the quantity, location, and budget.

To enter order information for a new location, click New. To display order information for another location, choose the location from the drop-down list. To delete the order information for a location, choose the location you want from the drop-down list and click Delete.

Quantity

Enter the number of copies you want to order. If you are ordering copies for more than one location, enter the number of copies for the location you are currently entering order information for.

Note: If you choose to purchase this item, Horizon transfers this quantity to the PO line and then automatically creates a separate distribution group for each quantity.

Note: You can enter virtually any number. Keep in mind that if you choose to purchase this item Horizon creates a separate record for each quantity and large quantities will increase the amount of time required to save the purchase order. If the tracking of individual quantities is not important, enter “1” in the Quantity field and specify the order quantity in the Title field (for example, “20,000 Library Strips”).

Location

Enter the location you want to order copies for, or click Codes to choose the location from a list. To use the location on the header, leave this field blank. To add or edit a location, click Codes. Then click Add or Edit in the Code Lookup window.

Note: Location codes are used throughout the system, not just in Acquisitions. You define location codes in the “location” view in the Table Editor.

Note: If you use this purchase request to create a purchase order and use the vendor enhanced services for EDIFACT electronic orders, then Horizon sends this location to the vendor for this PO line.

Budget

The budget to charge for the line item. To view information about the budget, such as its on-order and spent amounts, click Codes. Then click Edit in the Code Lookup window.

Enter the code of the budget you want to charge for the line item, or click Codes to choose the budget from a list. Be sure to specify the correct year when entering the code or choosing it from a list. When entering the code, you must enter the budget category code followed by a period and the budget year you want (for example, “bper.2002”). If no fiscal year is specified for the budget category, enter the category code followed by a period, but no year (for example, “artist.”).

Note: If necessary, you can change the budget at any time.

Note: When you enter the budget, Horizon warns you if the budget is frozen or closed. Depending on your security, you may be able to override this warning and use the budget anyway.

Collection

The collection you want to assign to copy or item records created from the purchase order, if you choose to create copy or item records in Acquisitions. (For information, see [Copy and Item Creation on page 50](#).) If you do not enter a collection, Horizon uses the collection from the PO header.

Enter the code of the collection you want to assign to the copy or item records, or click Codes to choose the collection from a list. To add or edit a collection, click Codes. Then click Add or Edit in the Code Lookup window.

Note: If you use this purchase request to create a purchase order and use the vendor enhanced services for EDIFACT electronic orders, then Horizon sends this collection to the vendor for this PO line.

Item Type

The item type you want to assign to item records created from the purchase order, if you choose to create item records in Acquisitions. (For information, see [Copy and Item Creation on page 50](#).) If you do not enter an item type, Horizon uses the item type from the PO header.

Enter the code of the item type you want to assign to the item records, or click Codes to choose the item type from a list. To add or edit an item type, click Codes. Then click Add or Edit in the Code Lookup window.

Note: If you use this purchase request to create a purchase order and use the vendor enhanced services for EDIFACT electronic orders, then Horizon sends this item type to the vendor for this PO line.

Call Number

The call number you want to assign to item records created from the purchase order, if you choose to create item records in Acquisitions. (For information, see [Copy and Item Creation on page 50](#).) This information is useful if you have online vendors who supply spine labels with call number information. This field appears twice on the Edit Purchase Request (Desiderata) window: once in the bibliographic area, and once in the Distribution group. The distribution group call number is specific to the distribution for an item. (For example, you can have the same title in general circulation and in reference, each requiring a different call number.)

Enter the call number you want to assign to the item records.

Note: If you use this purchase request to create a purchase order and use the vendor enhanced services for EDIFACT electronic orders, then Horizon sends this item type to the vendor for the PO line.

Note: If your library imports full MARC records, be aware Horizon overwrites the information in this field with bibliographic information entered by the online vendor for that ISBN number.

Note: If you have chosen to have copy or item records created at PO line approval or at receipt, the new copy or item records use this call number from the distribution group.

Part/Volume

The part or volume information for the serials item. This information can help you in determining the exact item you want to order and the exact item received. This field gives both acquisitions and serials staff access to part and volume information for an item. (For example, serials staff can now use the Part/Volume field to specify a particular issue within an annual volume for a serial item by attaching a PO line item to a copy record. This is useful if an item needs replacement due to damage or loss. As another example, serials staff can use the Part/Volume field to specify a unique individual part for a general item, such as a map or supplemental index.)

Enter the part or volume information for the serials item. This information can help you in determining the exact item you want to order and the exact item received.

Note: If your library imports full MARC records, be aware Horizon overwrites the information in this field with bibliographic information entered by the online vendor for that ISBN number.

Edition

The edition of the item. This information can help you in determining the exact item you want to order.

Enter the edition of the item.

Publisher

The publisher of the item. This information can help you in determining the exact item you want to order.

Enter publisher of the item.

Pub. Place

The place where the item was published. This information can help you in determining the exact item you want to order.

Enter the place, including city and state, where the item was published.

Pub. Date

The date the item was published. This information can help you in determining the exact item you want to order.

Enter the date the item was published.

Edit Renewal Category Exceptions



Renew To Category

The budget to charge for the line item. If you want to pay for the line item using more than one budget, leave this field blank and click Bdgt Split in the PO line window to enter the budgets you want use. To view information about the budget, such as its on-order and spent amounts, click Codes. Then click Edit in the Code Lookup window.

Enter the code of the budget you want to charge for the line item, or click Codes to choose the budget from a list. Be sure to specify the correct year when entering the code or choosing it from a list. When entering the code, you must enter the budget category code followed by a period and the budget year you want (for example, "bper.2002"). If no fiscal year is specified for the budget

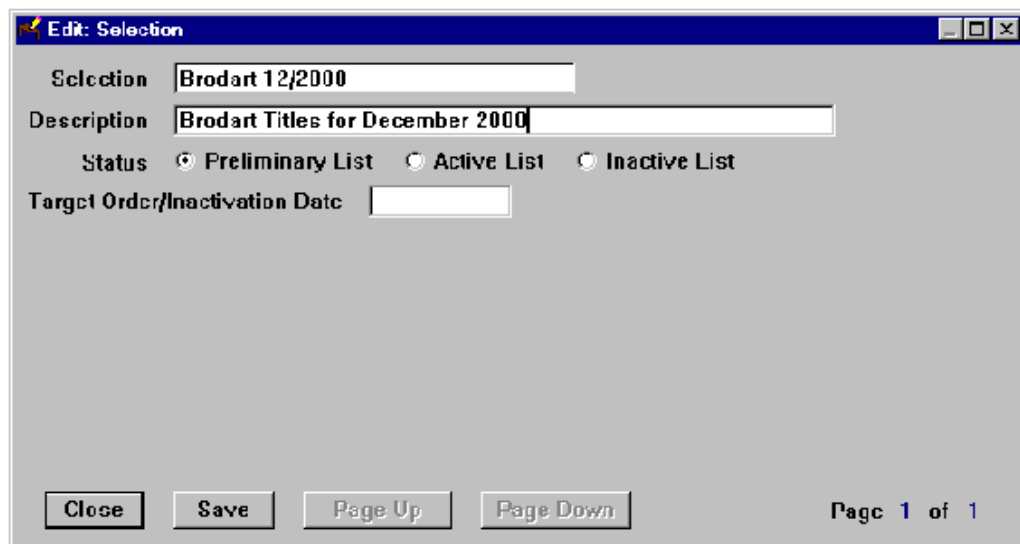
category, enter the category code followed by a period, but no year (for example, “artist.”).

Note: If necessary, you can change the budget at any time, unless a voucher has been printed for the PO line. (If a voucher has been created, you must void the voucher before you can change the budget.) You can change the budget even after the line has been ordered, received, and invoiced. Horizon unencumbers or unexpends the old budget and encumbers or expends the new budget as appropriate.

Note: When you enter the budget, Horizon warns you if the budget is frozen or closed. Depending on your security, you may be able to override this warning and use the budget anyway.

Note: When you save the PO line, Horizon warns you if the order will exceed the budget’s on-order or spent limit. Depending on your security, you may be able to override this warning and use the budget anyway.

Edit Selection Window



Selection

Enter the code you want for the selection list. (For example, enter “B&T” for Baker and Taylor.)

Description

Enter a description for the code. (For example, enter “Baker and Taylor.”)

Status

Choose the current status you want for the selection list.

Here is a description of the statuses:

- **Preliminary List.** Mark this option if this list is a preliminary selection list. This means that this list is not a working selection list, but a list that has just been started.

- **Active List.** Mark this option if your library is still adding titles to this list and is using this list to create purchase requests and purchase orders.
- **Inactive List.** Mark this option if your library is no longer using this selection list.

Target Order/Inactivation Date

Enter the date that you want Horizon to change the status of this list to “Inactive.” (For example, enter “08/30/2001.”)

Edit Statement Header Window

The screenshot shows a window titled "Edit: Statement (new) Header". It contains the following fields and controls:

- Created:** 08/28/2000
- Updated:** (empty)
- Approved:** (empty)
- Vendor:** Thompson Books
- Type:** Invoice
- Completed:** (empty)
- Number:** (empty)
- Date:** (empty)
- Amount:** (empty)
- Currency:** (empty)
- Extra Charges:** Includes "New", "Delete", and a dropdown menu currently showing "(Ncw)". To the right is "1 of 1".
- Charge Type:** (empty)
- Amount:** (empty)
- Budget:** (empty)
- Voucher:** (empty)
- Buttons:** "Codes" (multiple), "Close", "Save", "Page Up", "Page Down", "Vendor", and "Page 1 of 2".

Created

The date the statement was entered. This is a display-only field.

Updated

The date the statement was last updated. This is a display-only field.

Approved

The date the statement was approved. Day End records this date after each item on the statement is approved (that is, funds have been expended) and the total of all the line amounts plus the extra charges is equal to the amount in the Statement header. (For more information, see [Approving Statements on page 224.](#))

Vendor

The vendor from whom you received the statement. This is a display-only field. If the wrong vendor was entered, you can change it by clicking the Vendor button.

Type

The statement type. The type is assigned automatically when you create the statement, based on the option you choose on the Statement menu. This is a

display-only field. Here are explanations for each type:

- **Invoice.** This type is for “regular” title invoices (as opposed to supplemental invoices, credit memos, or nontitle invoices). You create this type with the New Invoice option on the Statement menu. This type lets you add invoice, supplemental, and credit lines to the statement.
- **Supplemental Invoice.** This type is for supplemental invoices. A supplemental invoice is an invoice for additional charges not included on a previous invoice. You create this type with the New Supplemental option on the Statement menu. This type lets you add supplemental lines only to the statement.
- **Credit Memo.** This type is for credit memos. A credit memo is a note issued by a vendor in place of a cash refund for unfilled or returned titles that can be applied to other invoices you receive from the vendor. You create this type with the New Credit Memo option on the Statement menu. This type allows you to add credit memo, invoice, and supplemental lines to the statement.
- **Refund.** This type is for refunds. A refund is a cash refund that you receive from a vendor for unfilled or returned orders. You create this type with the New Refund option on the Statement menu. This type lets you add refund lines only to the statement.
- **Nontitle Invoice.** This type is for nontitle invoices. This type allows you to record invoices that are not associated with a title. For example, you can create a nontitle invoice to pay for inter-library loan charges, office supplies, or items you do not catalog (for example, paperback books). You create this type with the New Nontitle Invoice option on the Statement menu. This type consists of a header only; it does not include lines.
- **Nontitle Credit.** This type is for credits you receive from a vendor for nontitle invoices (explained above). You create this type with the New Nontitle Credit option on the Statement menu. This type consists of a header only; it does not include lines.
- **Nontitle Refund.** This type is for refunds that you receive from a vendor for nontitle invoices (explained above). This type consists of a header only; it does not include lines.

Number

Enter the statement number. If there is a number on the statement you received from the vendor, enter it; otherwise, enter your own number or leave this field blank to have Horizon assign a number.

Completed Date

The statement date, or the date that payment is due for the statement. These dates should appear on the statement you received from the vendor. You can enter either date; however, you should determine which date your library will use and enter it consistently.

Enter either the statement date or the date that payment is due, according to your library’s policy.

Amount

The “bottom line” amount, as shown on the vendor statement. This is the amount that the library owes or the amount due from the vendor (in the case of credits or refunds). This amount should include extra charges, such as taxes and freight. If the amount is in a foreign currency, enter the foreign currency amount (as shown on the statement); Horizon will automatically convert the amount to your accounting agency’s currency to calculate the on-order and spent amounts (based on the exchange rate defined for the currency on the statement).

Enter the total amount of the statement. If the statement is a credit memo or refund, Horizon automatically changes positive amounts to negative amounts.

Currency

The currency the vendor requires payment in. The currency defines the rate of exchange used to convert amounts in the foreign currency to your currency. The currency on the vendor record appears automatically, if defined.

Leave this field blank unless the vendor you are ordering from expects payment in a currency other than your own. Click Codes to choose the currency from a list. To add a currency code or to update the exchange rate of an existing one, click Codes. Then click Add or Edit in the Code Lookup window.

Note: You should not define a currency code for your own base or domestic currency.

Note: Exchange rates can change daily. You should update the exchange rates of your exchange currencies periodically to encumber and expend funds accurately.

Budgets group

Appears on headers with a statement type of Nontitle Invoice, Nontitle Credit, and Nontitle Refund. For nontitle invoices, this group lets you specify the budget or budgets to charge the invoice to. For nontitle credits and refunds, this group lets you specify the budget or budgets you want to put the funds back into.

To add a budget, click New and enter a budget in the Budget field; then enter an amount in the Amount field. To change the amount for an existing budget, choose the budget from the drop-down list and enter the new amount in the Amount field. To delete a budget, choose the budget from the drop-down list and click Delete.

In the Budget field, enter the code of the budget you want, or click Codes to choose the budget from a list. Be sure to specify the correct year when entering the code or choosing it from a list. When entering the code, you must enter the budget category code followed by a period and the fiscal year you want (for example, “bper.2002”). If no fiscal year is specified for the budget category, enter the category code followed by a period, but no year (for example, “artist.”).

Extra Charges group

This group lets you enter extra charges on the statement. An extra charge is an expense that is separate from the regular cost of items, such as taxes and freight. (This group is not available on nontitle invoices, nontitle credit memos, or nontitle refunds.)

To add a charge, click New. To change information for an existing charge, choose the charge from the drop-down list. To delete a charge, choose the charge from the drop-down list and click Delete.

Note: Horizon does not automatically change extra charge amounts to negative amounts, if the statement is a credit memo or refund. You can enter these amounts either as a positive or negative number, depending on whether you are being credited or charged. If you are entering a *credit* or *refund* for an extra charge, be sure to enter the amount as a *negative* number.

Note: If the vendor uses a foreign currency, enter the foreign currency amounts; Horizon will automatically convert the amounts to your accounting agency's currency (based on the exchange rate defined in the vendor's currency) to calculate on-order and spent amounts.

Charge Type

The extra charge type, such as "Taxes" or "Freight."

Enter the code of the extra charge type, or click Codes to choose the charge type from a list. To add or edit an extra charge type, click Codes. Then click Add or Edit in the Code Lookup window.

Amount (in Extra Charges group)

Enter the amount of the extra charge.

Budget (in Extra Charges group)

The budget to charge for the extra charge. The default budget for the extra charge type (if defined) is supplied automatically, but you can change it if you want.

Enter the code of the budget you want to charge for the extra charge, or click Codes to choose the budget from a list. Be sure to specify the correct year when entering the code or choosing it from a list. When entering the code, you must enter the budget category code followed by a period and the fiscal year you want (for example, "bper.2002"). If no fiscal year is specified for the budget category, enter the category code followed by a period, but no year (for example, "artist.").

Note: When you save the invoice, Horizon warns you if the budget is frozen or closed, or if the charge will exceed the budget's spent limit. (You can override this warning if allowed by your security privileges.) Also note that if you want to prorate extra charges against PO lines instead of budgets, that you should not enter a budget here.

Voucher

Displays the number of the voucher for the extra charge or budget. This is a display-only field.

Checks group

This group lets you record the checks that are issued to pay for the statement. The group does not appear on credit memos and refunds since it does not apply to these statement types.

To record a check, click New. To display existing check information, choose the check from the drop-down list. To delete a check, choose the check from the drop-down list and click Delete.

Check #

Enter the number of the check.

Date (in Checks group)

Enter the date of the check.

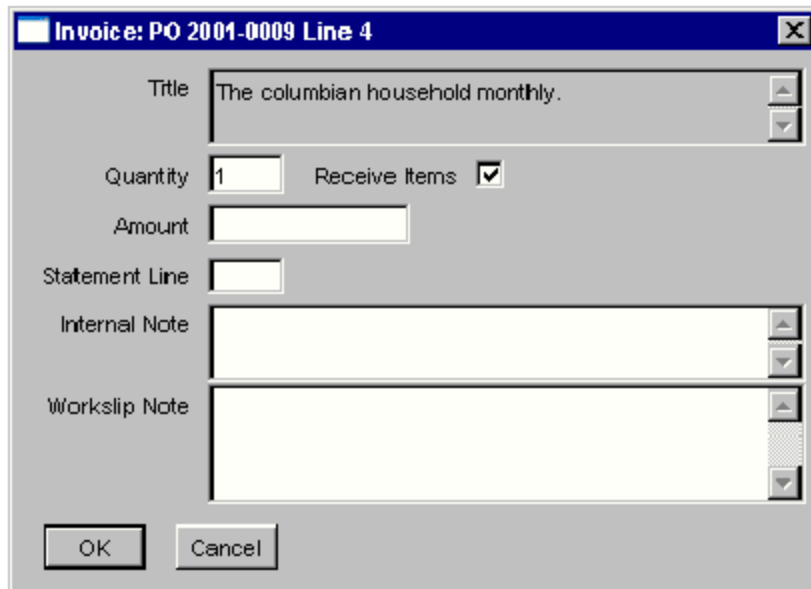
Amount (in Checks group)

Enter the amount of the check. If the check covers more than one invoice, enter the amount that applies to this statement.

Description

This field is available on nontitle invoices. It lets you enter a description of the items the statement is for.

Invoice PO Line Window



Title

Displays the title you are invoicing. This is a display-only field.

Quantity

The quantity to invoice. The total order quantity minus the quantity you have already invoiced or canceled (if any) appears in this field by default.

Enter the invoice quantity (as shown on the vendor statement).

Receive Items

Mark this box if you also want to receive the quantities you are invoicing.

Note: This option is available only if all the items you are invoicing can also be received. If even one of the items is not available for receipt, this option is unavailable (grayed out), so you cannot receive any of the items from this window, including the items that are available for receipt. Consequently, there may be unreceived quantities that you will need to receive later from the purchase order.

Amount

Enter the line amount shown on the vendor statement for this title. Enter the total line amount, not the unit price.

Statement Line

Enter the line number on the vendor statement that corresponds to the title.

Internal Note

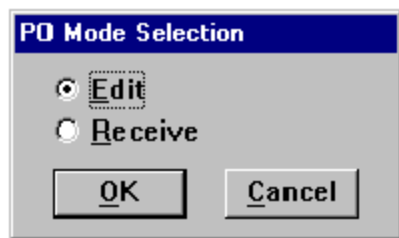
Enter any notes to library staff related to the invoicing of the title. These notes are appended to the notes in the Internal Note field on PO line and are recorded in the PO Line Item History window. They are not printed on any correspondence you send to the vendor.

Workslip Note

Notes to circulation staff about request information or special handling instructions for an item, and distribution and bibliographic information to cataloging staff.

Enter any notes or comments for circulation or cataloging staff about this item.

PO Mode Selection Window

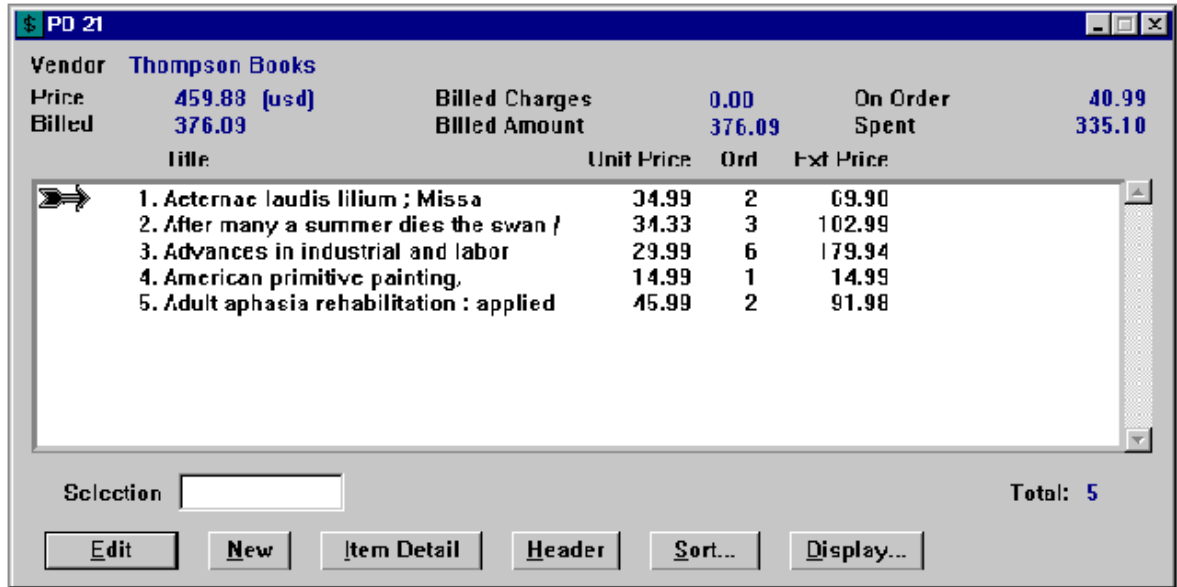


This window lets you select the mode—Edit or Receive—in which you want to display the purchase order. Mark the appropriate mode according to whether you want to edit or receive the purchase order. The mode changes the display of the PO window so it is best suited for the task you want to perform. However, you can edit and receive the PO in either mode.

If you mark Edit, the Edit button is displayed in the PO window (instead of the Receive button); however, you can still receive lines by choosing Receive from the PO Line menu. If you mark Receive, the Receive button is displayed in the PO window (instead of the Edit button); however, you can still edit lines by choosing Edit from the PO Line menu.

You can change the mode at any time by choosing Change Mode from the PO menu.

PO Window



Vendor

Displays the vendor assigned to the purchase order. This is a display-only field. To change the vendor, click Header to display the Edit window. Then click Vendor to search for the vendor you want.

Note: You should not change the vendor if you have already sent the purchase order to the vendor. (For more information about changing the vendor, see [Changing the Vendor for a Purchase Order](#) on page 265.)

Price

Displays the total amount of all lines on the purchase order. This is the sum of each line's unit price multiplied by the order quantity. This amount changes as you add or delete lines or change the unit price or quantity for a line. This is a display-only field.

Note: After you make changes, this field is not updated until after you close the purchase order and reopen it. Also note that if the price is not in the base currency, Horizon displays the different currency code in parentheses to the right of the price.

Billed

The total amount that has been invoiced for the purchase order. This amount may or may not be spent. This depends on the option you select in the Spent Event field on the PO header. This is a display-only field.

Distribution Pattern

List of distribution patterns. When you first open a purchase order, Horizon displays "None" here. If you choose a pattern, then Horizon automatically applies

the distribution pattern to new PO lines. (For more information about distribution patterns, see [Working with a Distribution Pattern](#) on page 69.)

Choose the distribution pattern you want Horizon to apply to all newly created PO lines, or that you want to apply to existing PO lines manually.

On Order

The amount committed to (but not spent against) the budgets on the PO lines. This amount is the total purchase order amount minus the amounts that have been spent or canceled. This amount changes as you add, delete, or cancel lines, change the unit price or quantity for a line, or perform a function that triggers the spent event (defined in the Spent Event field on the PO header). This is a display-only field.

Note: After you make changes, this field is not updated until after you close the purchase order and reopen it.

Note: If the Spent Event field on the PO header is set to "Order Entry," funds are never encumbered for the purchase order, and this field will always remain at 0.00.

Note: If you entered a Vendor Discount on the Edit PO Line window, Horizon reflects the discounted amount in the On Order amount.

Spent

The purchase order amount that has been spent against the budgets assigned to the PO lines. Funds are expended for the PO lines based on the option you select in the Spent Event field on the PO header window. This amount changes as you add, delete, or cancel lines, change the unit price or quantity for a line, or perform a function that triggers the spent event (defined in the Spent Event field on the PO header). This is a display-only field.

Note: After you make changes, this field is not updated until after you close the purchase order and reopen it.

Title

Displays the title of PO line item.

Unit Price

Displays the unit price of the line item.

Note: If you have a vendor discount percentage, Horizon does not display the discount amount here.

Ord

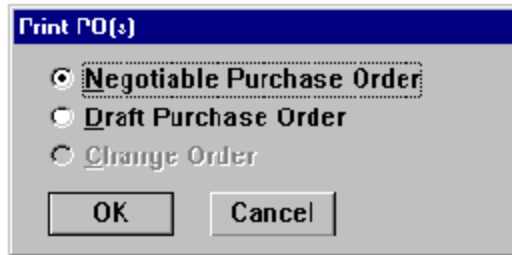
Displays the order quantity for the line item. This column is not updated until you close and reopen the PO window.

Ext Price

Displays the total line price. (This is the unit price times the order quantity.)

Note: If you have a vendor discount percentage, Horizon does not display the discount amount here.

Print PO(s) Window



Negotiable Purchase Order

Mark this option to print a negotiable purchase order. This is the purchase order you send the vendor. Printing this purchase order officially orders the items and initiates the claim cycle. Horizon records the order activity in the PO Line Item History window.

Note: Mark this option only if the purchase order is ready to send to the vendor. If you are printing the purchase order just to review it, mark the Draft Purchase Order option.

Draft Purchase Order

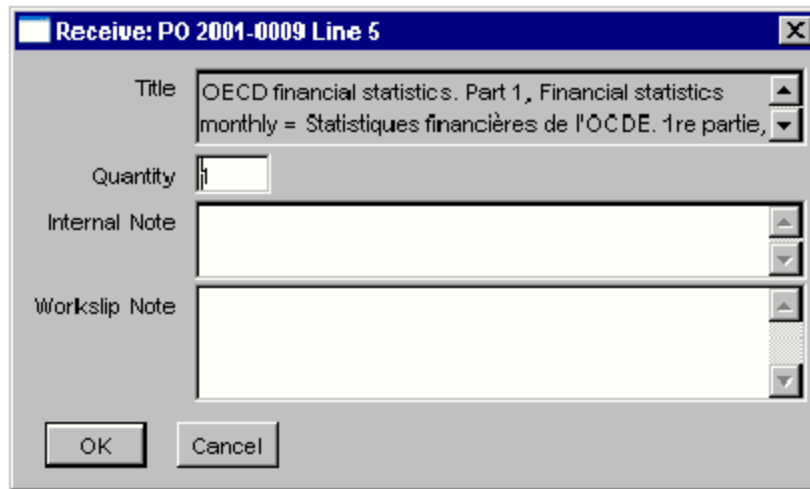
Mark this option to print the purchase order for internal review. Printing a draft purchase order does not initiate claiming or update the purchase order as being ordered.

Cancellation Notice

Mark this option to print a cancellation notice. This option prints a cancellation notice for any items you have canceled on the purchase order. The cancellation notice only includes items that have been canceled. It does not show the other items that were included on the original order. (For more information about canceling PO lines and printing cancellation notices, see [Canceling Items on page 152.](#))

Note: If a negotiable order has not been printed for the purchase order, this option is grayed-out. If you are printing a purchase order for which you have already printed a negotiable order, the Cancellation Notice option is marked by default. While you can use the other two purchase order options, this alerts you that the purchase order has already been printed and helps to avoid the printing of duplicate purchase orders.

Receive PO Line Window



Title

The title of the item you are receiving. This is a display-only field.

Quantity

The quantity to receive. The total order quantity minus the quantity you have already received or canceled, if any, appears in this field by default.

Use the displayed quantity, if correct, or enter the quantity to receive. Be sure to enter the quantity you actually received from the vendor, if different from the order quantity.

Internal Note

Notes to library staff about the receipt of the line item. These notes are appended to the notes in the Internal Note field on PO line and are recorded in the PO Line Item History window. They are not printed on any correspondence you send to the vendor.

Enter any notes to library staff about the receipt of the item. (For example: "The other copies are on back order.")

Workslip Note

Notes to circulation staff about request information or special handling instructions for an item, and distribution and bibliographic information to cataloging staff.

Enter any notes or comments for circulation or cataloging staff about this item.

Renewal Options Window

The screenshot shows a dialog box titled "Renewal Options" with the following fields and controls:

- Begin Date:** 10/01/2003
- End Date:** 10/29/03
- Vendor:** (empty field)
- Location:** (empty field)
- Fiscal Year:** 2003
- Set Price By:** Radio buttons for PO Price, Payments, and Payments and Charges (selected).
- Buttons:** OK, Cancel, Vendor, and Codes.

Begin Date

Enter the beginning date for the range of renewals coming up that you want to renew. (This is the date in the Next Renewal Date field on the PO line. For example, enter "09/01/2003".)

End Date

Enter the ending date for the range of renewals coming up that you want to renew. (This is the date in the Next Renewal Date field on the PO line. For example, enter "09/30/2003".)

Location

The location in the PO header. Complete this field if you want to narrow the list of renewals to a certain location.

Enter the location in the PO header.

Fiscal Year

Enter the fiscal year to set the budget for the new fiscal year, or leave this field blank if there is a valid non-fiscal year allocation.

Set Price By

Lets you choose what the price will be for the renewed purchase order.

You can choose only one of these options:

- **PO Price.** Choose this option if you want the renewal price to be the same as the one entered for the PO line you are renewing from.

If you choose this option and you have a vendor discount percentage, Horizon applies the vendor discount percentage. This is because the discounted amount applies to a purchase order's total amount on order.

- **Set Price By Payments.** Choose this option if you want the renewal price to be the payment amount entered on the existing PO line's statement, excluding any prorated extra charges.

If you choose this option and you have a vendor discount percentage, Horizon does not apply the discount percentage to the renewed amounts. This is because the discounted amount applies to a purchase order's total amount on order, not to an agreed upon payment amount for renewals (which may or may not be related to the purchase order's total amount on order).

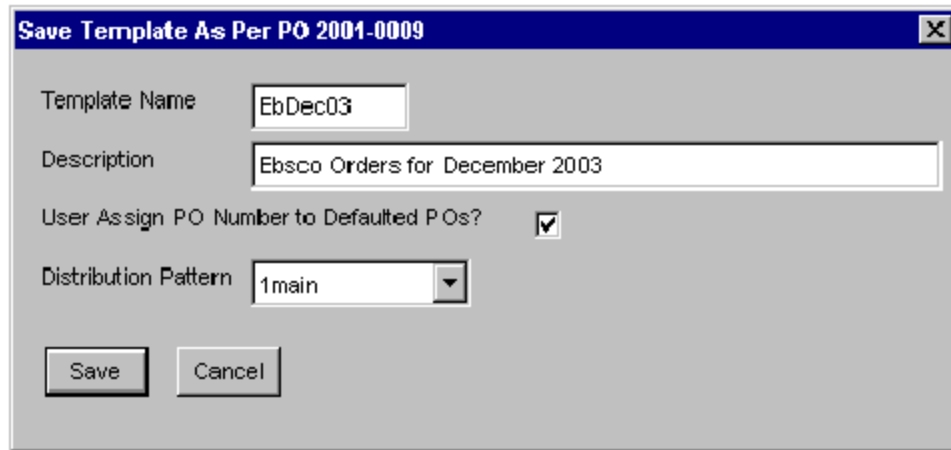
- **Set Price By Payments and Charges.** Choose this option if you want the renewal price to be the payment amount entered on the existing PO line's statement, including any prorated extra charges.

If you choose this option and you have a vendor discount percentage, Horizon does not apply the discount percentage to the renewed amounts. This is because the discounted amount applies to a purchase order's total amount on order, not to an agreed upon payment amount for renewals (which may or may not be related to the purchase order's total amount on order).

Vendor

The vendor you are ordering from. You specified the vendor when you created the purchase order. To change the vendor, click the Vendor button and search for the vendor you want. This is a display-only field.

Save Template As Per PO Window



Template Name

The name or code for the PO template.
Enter the name or code for this PO template.

Description

Description of the PO template.
Enter a description of this PO template.

User Assign PO Number to Defaulted POs

Determines if you want to enter your own PO number for a purchase order created from the PO template, or if you want Horizon to assign a PO number.

Do one of these options:

- If you want Horizon to let you enter your own PO number for a purchase order, mark this box.

When you create a purchase order from a PO template or from a session default, you can enter your own PO number in the open PO header before saving the header.

- If you do *not* want Horizon to let you enter your own PO number for a purchase order, do *not* mark this box.

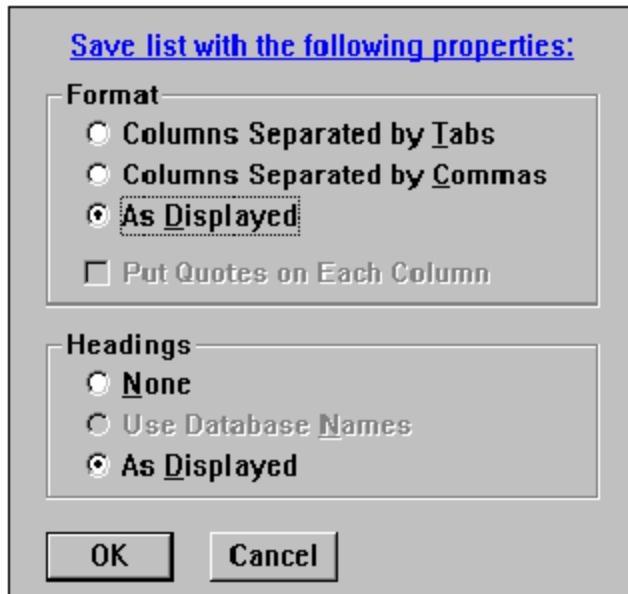
If you do *not* mark this box, Horizon does not display the open PO header. It automatically saves the header, and displays the PO Line window, ready for you to enter new PO lines.

Distribution Pattern

The distribution pattern you want to assign to the PO template.

If you want to assign a distribution pattern for this PO template, click **D. Pattern** and choose the distribution pattern you want; otherwise, leave this field blank.

Save List Window



Columns Separated by Tabs

Separates the columns of text in the file with tabs. Mark this option if the application in which you want to open the file requires tabs as the delimiter. (A delimiter is the character that is used to separate text fields in a file. Applications use the delimiter to identify where a field begins and ends.)

Note: If you view the text file directly, this format is more readable than using commas.

Note: The columns displayed in the list window are included in the file.

Columns Separated by Commas

Separates the columns of text in the file with commas. Mark this option if the application in which you want to open the file requires commas as the delimiter. (A delimiter is the character that is used to separate text fields in a file. Applications use the delimiter to identify where a field begins and ends.)

Note: This option is best for spreadsheet applications.

Note: If you view the text file directly, this is the least readable format.

Note: The columns displayed in the list window are included in the file.

As Displayed

Displays the information in the list window with the same amount of spacing as shown on the screen. Horizon separates the text with spaces instead of a delimiter character. Choose this option if you want to view the text file directly.

Note: If you view the text file directly, this is the most readable format.

Note: The columns displayed in the list window are included in the file.

Put Quotes on Each Column

Surrounds each text field with quotes. Mark this box if the application in which you plan to open the file requires quotes around the text fields.

Note: This option is disabled if you mark “As Displayed” in the Format group.

None

Mark this option to not include the column headings (Title, Unit Price, and so on) in the file.

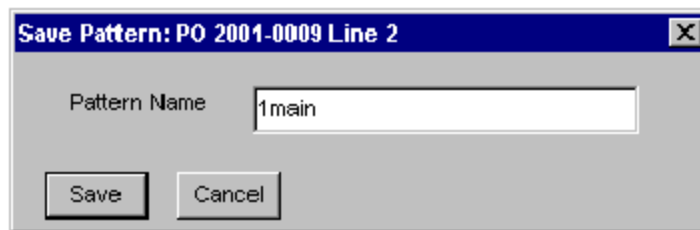
Use Database Names

Mark this option to use the column names that are used in the Horizon database, instead of the names displayed in the list window (for example, “unit_price” instead of “Unit Price”).

As Displayed

Mark this option to use the column names that are displayed in the list window.

Save Pattern Window



Pattern Name

Enter the name you want to represent the distribution pattern.

Statement Window

The screenshot shows a window titled "Statement 4196/8675309". It contains a summary table and a list of items.

Vendor	Baker and Taylor		Type	Invoice		
Amount	125.00 (usd)	Charges	5.00 (usd)	On Order	0.00	
Processed	78.98 (usd)	Processed Chgs	5.00 (usd)	Spent	78.98	

Title	Unit Price	Qty	Amount	Charges	Total
1. Constance Stuart Larrabee, tribal	19.99	1	19.00	1.28	20.28
2. Indian miniature paintings and	14.99	1	14.99	1.01	16.00
3. Brave new worlds : America's	39.99	1	39.99	2.71	42.70

Selection: Total: 3

Buttons: Invoice, Candidates, Header, Undo, Prorate, Sort..., Display...

This window displays the lines included on the statement. Since there are no lines for nontitle invoices, nontitle credit memos, and nontitle refunds, this window is not available for these statement types.

Vendor

Displays the vendor the statement is for. This is a display-only field. If the wrong vendor was entered, click Header to display the Edit Statement Header window. Then click Vendor to search for the correct vendor.

Type

Displays the statement's header type. (For more information, see [Statement Types on page 188](#).)

Amount

The total statement amount you entered in the statement header. This is a display-only field. If you need to change the amount, click Header to display the Edit Statement Header window. Then enter the new amount in the Amount field.

Note: If the amount is not in the base currency, Horizon displays the different currency code in parentheses to the right of the price.

On Order

The amount of the statement that is on order (in the currency used by your accounting agency). This amount is also referred to as the encumbered amount. It represents funds that have been committed, but not actually spent against the budgets. Funds are spent against the budgets at the time you specify in the Spent Event field on the PO header. If the Spent Event is set to "Invoice," this field will always be 0.00. This is a display-only field.

Note: If you entered a Vendor Discount on the Edit PO Line window, Horizon reflects the discounted amount in the On Order amount. (For more information on

entering a discount percentage on a PO line, see [Edit PO Line Window](#) on page 312. For more information about entering a discount percentage for a vendor or vendor contract/account, see the “Vendors” section of the *Acquisitions Setup Guide*.)

Processed

The total amount that has been invoiced, including extra charges. If the vendor uses a foreign currency, this amount is shown in the foreign currency. When you are finished recording the statement, this amount should be the same as the statement amount (shown in the Amount field). If the statement is for a credit or refund, this amount is shown as a negative number. This is a display-only field.

Note: This total includes amounts that have not been spent, if any. In some cases, you may have amounts that have been invoiced, but not “spent.” This occurs if the Spent Event field on the PO header is set to Receipt and Invoice and one or more items on the line have been invoiced but not received.

Charges

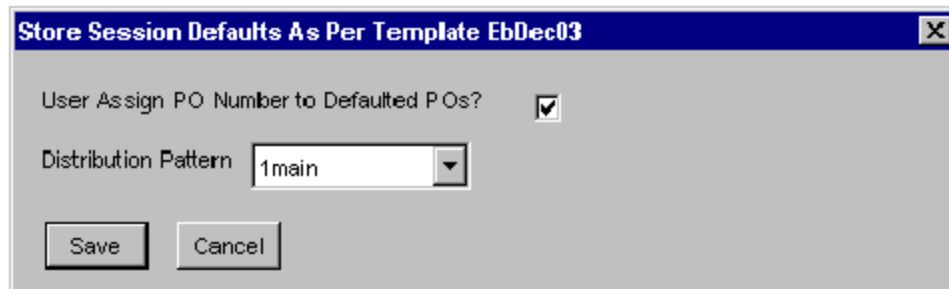
Total amount of extra charges entered on the statement. If the vendor uses a foreign currency, this amount is shown in the foreign currency. You enter extra charges in the Extra Charges group in the statement header.

Spent

The total amount that has been spent (in the currency used by your accounting agency). This amount includes extra charges.

Note: Funds are spent for a PO line at the time you specify on the PO header (at order, receipt, or invoice and receipt).

Store Session Defaults As Per Template Window



User Assign PO Number to Defaulted POs

Determines if you want to enter your own PO number for a purchase order created from the PO template, or if you want Horizon to assign a PO number.

Do one of these options:

- If you want Horizon to let you enter your own PO number for a purchase order, mark this box.

When you create a purchase order from a PO template or from a session default, you can enter your own PO number in the open PO header before saving the header.

- If you do *not* want Horizon to let you enter your own PO number for a purchase order, do *not* mark this box.

If you do *not* mark this box, Horizon does not display the open PO header. It automatically saves the header, and displays the PO Line window, ready for you to enter new PO lines.

Distribution Pattern

The distribution pattern you want to assign to purchase orders created from the session defaults.

If you want to assign a distribution pattern for this session default, choose the distribution pattern you want; otherwise, leave this field blank.

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\-or- Table field 20

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