ACQUISITIONS REPORTS

DELIVERED VS CUSTOM
TONYA CHUSTZ
OCTOBER 18, 2004
<table>
<thead>
<tr>
<th>Feature</th>
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<tbody>
<tr>
<td>Tab Delimited for use in Excel or Access</td>
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<tr>
<td>◆ Ability to sort</td>
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<tr>
<td>◆ Ability to sum by category</td>
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<tr>
<td>Output fields determined when written</td>
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<tr>
<td>Expanded criteria options</td>
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</tbody>
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Delivered Reports

- Text format
  - Difficult to tabulate data
- Very large report
- Difficult to sort
- Includes unneeded data
Delivered Reports – Claims

- Create Late Order Claims
- Vendor Acquisition Claim Report
- Run monthly
Delivered Reports – Error Checks

- List invoices without lines.
- List orders without lines.
- List orders not linked to the catalog.
- Run weekly.
List Invoices Without Lines

- Invoice Lines List Report
- Invoice Selection Criteria
  - # of lines = 0
- Selects invoices that have been created but have no lines attached.
- Usually invoice has been created with a different invoice number and can be deleted.
List Orders without Lines

- List Orders Report
- Order Selection Criteria
  - # of Items < 1
- Selects orders that have no lines attached.
- Usually duplicate order. Sometimes order never finished.
List Orders Not Linked to the Catalog

- List Order Lines Report
- Selection Criteria
  - # Line Items > 0
  - Linked to Catalog = NO
- Detects orders that are not linked to a bibliographic record.
- Detects a variety of problems.
CUSTOM REPORTS

- List Fund Cycles
- Detail Invoice List
- List Funded Order Lines
- List Order Line Data
List Fund Cycles

- Reconcile University Ledgers to Workflows.
- Create reports for Libraries’ Administration and Selectors.
Report Details

- Selection Criteria
  - Fund Selection
  - Fund Cycle Selection

- Output
  - Fund Library
  - Fund ID
  - Fund Name
  - Fund Levels

- Account Number
- Fiscal Cycle
- Allocation
- Amount Invoiced
- Amount Ordered
- Amount Encumbered
- Amount Paid
Example – FY 2004 Funds

- Fiscal Cycle = 2004
- Add balance column
- Remove unneeded columns
- Sort
Detail Invoice List Report

- Reconcile University Ledgers to Workflows.
- List Invoices
  - For a particular time period
  - For a particular fund
  - For a particular vendor
- List Lines on a particular invoice
Report Details

- Selection Criteria
  - Vendor ID
  - Fund ID
  - Invoice ID
  - Gadget gives ability to search

- Invoice Selection
  - Invoice Line Selection
  - Fund Selection
  - Fund Cycle Selection
Report Output

- Invoice ID
- Invoice Date
- Invoice Date Created
- Vendor ID
- Line Type
- Line #
- Invoice Line Amount
- Amount Invoiced
- Amount Paid
- Library
- Fund ID
- Account Number
- Fund Levels
Amount Issues

- InvLine Amt from invoice line
- Amt Inv & Amt Pd from order record
- Example
  - Standard invoice line
  - Multi-funded order line
    - Includes lines for each fund
    - InvLine is total for line
    - Amt Pd is amount for fund on that line
List of Invoices Created in June

- Date Created Between June 1 & June 30
- Sort Report
- Example of Multi-funding – Invoice 4080269
List Funded Order Lines – LU5007

- Detail list of titles and Order ID’s Encumbered, Invoiced and Paid by Fund.
- Total Amount Encumbered or Expended by Order Type
- Total Amount Encumbered or Expended by Vendor ID
- List Orders before Roll-over
- List Orders Received not Paid
Selection Criteria

- Fund Selection
- Funding Selection
- Order Selection
- Order Line Selection
- Distribution Selection
- Vendor Selection
- Vendor Cycle Selection
Report Output

- Order ID
- Order Type
- Line Number
- Description
- Fund ID
- Account Number
- Fund Levels
- Amount Encumbered
- Amount Invoiced
- Amount Paid
- Date Paid
- Date Received
- Date Created
- Date Modified
- Vendor ID
List Titles on Order by Fund

- Fund Name = ENDOWMENT-SPECIAL COLL.
- Order Selection
  - Fiscal Cycle = 2005
- Order Line Selection
  - Amount Encumbered > 0
List Firm Orders Paid not Received

- LU5007 List Funded Order Lines
- Selection Criteria
  - All Basic Order Types
  - # Copies Received = 0
  - # Copies Paid > 0
- Used to ensure that invoices that are paid have been received.
- Returns approved prepayments as well.
List Order Line Data

- Detail list of items purchased by
  - Fund
  - Fiscal Cycle
  - Format
  - Call Number Range
  - Library
  - Location
  - Item Type
Selection Criteria

- Fund Selection
- Fund Cycle Selection
- Funding Selection
- Order Line Selection
- Order Selection
- Title Selection
- Call Number Selection
- Copy Selection
Report Output

- Author
- Title
- Tag 001
- FlexKey
- Format
- Item ID
- Total charges
- Call Number
- Fund Library
- Fund ID
- Fund Name
- Fund Levels
- Account Number
- Funding Total
- Funding Date Paid
- Funding Type
- Holding Code
- Order Line Number
- Order Line Amount
- Order Line Extended Price
- Order Line Date Ordered
- Fiscal Cycle
- PO Number
- Order Type
- Item Type
- Category 1 & 2
- Home Location
- Item Library
Tips for Requesting Custom Reports

- Brainstorm how you will use the report.
- Choose a delivered report that is closest to your needs.
- Think of what could be changed about this delivered report to make it more useful.
- Look at selection criteria in other delivered reports.
- Decide what output would be useful.
- Be as broad as possible.