Microsoft, Windows, and Windows NT are registered trademarks of Microsoft Corporation. Sybase is a registered trademark of Sybase, Inc. Adobe and Acrobat are trademarks or registered trademarks of Adobe Systems, Inc. EasyAsk is a trademark of EasyAsk Incorporated. Crystal Reports is a trademark or registered trademark of Seagate Software. ReportSmith is a trademark or registered trademark of Borland Software Corporation. All other product or company names are trademarks or registered trademarks of their respective companies.

© 1995–2009 SirsiDynix Corporation

All rights reserved. Information in this document is subject to change without notice. The software described in this document is furnished under a license agreement. No part of this guide may be reproduced or transmitted in any form or by any means, electronic or mechanical, without the express written permission of SirsiDynix.

SirsiDynix grants the right of copying the enclosed material solely for the internal business use of the end user if (1) this document has been obtained by purchase or by license agreement in conjunction with SirsiDynix software, and (2) this copyright statement is included with each copy. All other copying or distribution is strictly prohibited.

This document is compatible with Horizon Version 7.5. It may also be compatible with later versions.

August 2009

Part #: 317514–117514
# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisitions Setup Guide</td>
<td>S-1</td>
</tr>
<tr>
<td>About Setup</td>
<td>S-3</td>
</tr>
<tr>
<td>About Setup</td>
<td>S-3</td>
</tr>
<tr>
<td>Codes</td>
<td>S-4</td>
</tr>
<tr>
<td>Creating Code Records</td>
<td>S-4</td>
</tr>
<tr>
<td>Creating or Editing Codes On-the-Fly</td>
<td>S-5</td>
</tr>
<tr>
<td>Naming Codes</td>
<td>S-5</td>
</tr>
<tr>
<td>Security</td>
<td>S-6</td>
</tr>
<tr>
<td>Program Passkey Privileges in Acquisitions</td>
<td>S-7</td>
</tr>
<tr>
<td>Role Privileges in Acquisitions</td>
<td>S-7</td>
</tr>
<tr>
<td>Acquisitions Parameters</td>
<td>S-9</td>
</tr>
<tr>
<td>Acquisitions Parameters</td>
<td>S-9</td>
</tr>
<tr>
<td>Budgets</td>
<td>S-10</td>
</tr>
<tr>
<td>About Budgets</td>
<td>S-10</td>
</tr>
<tr>
<td>Budget Categories and Fiscal Years</td>
<td>S-11</td>
</tr>
<tr>
<td>Budget Hierarchy</td>
<td>S-12</td>
</tr>
<tr>
<td>Budget Limit Checking</td>
<td>S-13</td>
</tr>
<tr>
<td>Activating Budget Tracking</td>
<td>S-13</td>
</tr>
<tr>
<td>Planning and Creating Budgets</td>
<td>S-14</td>
</tr>
<tr>
<td>Planning Your Budgets</td>
<td>S-14</td>
</tr>
<tr>
<td>Creating Budgets</td>
<td>S-15</td>
</tr>
<tr>
<td>Creating and Maintaining Fiscal Year Allocations</td>
<td>S-16</td>
</tr>
<tr>
<td>Entering a Fiscal Year Allocation for a Budget</td>
<td>S-16</td>
</tr>
<tr>
<td>Editing Fiscal Year Allocations for Batch Changes</td>
<td>S-17</td>
</tr>
<tr>
<td>Batch Creating Fiscal Year Allocations</td>
<td>S-18</td>
</tr>
<tr>
<td>Batch Reassigning Budgets</td>
<td>S-21</td>
</tr>
<tr>
<td>Batch Transferring Budget Unspent Amounts</td>
<td>S-28</td>
</tr>
<tr>
<td>Updating Budgets</td>
<td>S-32</td>
</tr>
<tr>
<td>Restricting Access to a Budget</td>
<td>S-32</td>
</tr>
<tr>
<td>Adjusting Budget Amounts</td>
<td>S-34</td>
</tr>
<tr>
<td>Changing a Budget’s Status</td>
<td>S-35</td>
</tr>
<tr>
<td>Deleting a Budget Category or Fiscal Year Allocation</td>
<td>S-35</td>
</tr>
<tr>
<td>Budget Hierarchy Management</td>
<td>S-37</td>
</tr>
<tr>
<td>Moving Around a Hierarchy</td>
<td>S-39</td>
</tr>
<tr>
<td>Inserting a Hierarchy</td>
<td>S-39</td>
</tr>
<tr>
<td>Inserting Hierarchy Groups</td>
<td>S-40</td>
</tr>
<tr>
<td>Inserting Hierarchy Budgets</td>
<td>S-41</td>
</tr>
<tr>
<td>Moving or Copying a Hierarchy, Group, or Budget</td>
<td>S-42</td>
</tr>
<tr>
<td>Deleting a Hierarchy, Group, or Budget</td>
<td>S-43</td>
</tr>
<tr>
<td>Showing Budget Values</td>
<td>S-44</td>
</tr>
<tr>
<td>Currencies</td>
<td>S-45</td>
</tr>
<tr>
<td>Currencies</td>
<td>S-45</td>
</tr>
<tr>
<td>Defining a Currency</td>
<td>S-46</td>
</tr>
</tbody>
</table>
Contents

Acquisitions Setup Guide

Updating Exchange Rates ................................................................. S-46
Deleting a Currency ........................................................................ S-47

Vendors......................................................................................... S-47
Creating a Vendor Record from Scratch........................................ S-48
Creating a Vendor Record by Copying an Existing One ............... S-48
Editing a Vendor Record ............................................................... S-49
Making Batch Changes to Vendor Records ................................... S-49
Deleting a Vendor Record .............................................................. S-50
Setting Up Online and Local ISBN Searching ......................... S-51
  Setting Up Online Vendor ISBN Searching ............................. S-51
  Setting Up Local Catalog ISBN Searching ............................. S-54

Vendor Contracts/Accounts ......................................................... S-55
  Vendor Contracts/Accounts..................................................... S-55
  Entering a Vendor Contract/Account ....................................... S-56
  Editing a Vendor Contract/Account ......................................... S-58
  Deleting a Vendor Contract/Account ......................................... S-58

PR Categories ................................................................................ S-58
  Creating a PR Category ......................................................... S-59
  Deleting a PR Category .......................................................... S-60

PO Line Statistical Classes ......................................................... S-60
  Creating a PO Line Statistical Class ....................................... S-61
  Deleting a PO Line Statistical Class ....................................... S-62

PO Activity Types .......................................................................... S-62
  PO Activity Types ..................................................................... S-62

Workslips ...................................................................................... S-64
  Workslip Security ................................................................. S-64
  Setting Up Options for Workslip Printing at Receiving ........... S-65
  Setting Up a Workstation’s Workslip Options......................... S-66
    Setting a Workstation’s ID .................................................. S-66
    Setting Up Workslip Printers .............................................. S-67
  Formatting Distribution Information on Workslips ................ S-71

Extra Charge Types ........................................................................ S-71
  Creating an Extra Charge Type ............................................. S-72
  Deleting an Extra Charge Type .............................................. S-72

Billing and Shipping Addresses ................................................ S-73
  Billing and Shipping Addresses ............................................. S-73

Bib Fields in Purchase Requests and Purchase Orders ............... S-74
  Bib Fields in Purchase Requests and Purchase Orders .......... S-74

Bib Information in Short Bib Records .......................................... S-75
  Bib Information in Short Bib Records ..................................... S-75

Collections and Item Types for Acquisitions ............................. S-76
  Collections and Item Types for Acquisitions ......................... S-76

Workstation Date and Time .......................................................... S-77
  Workstation Date and Time .................................................... S-77

Electronic Orders, Responses, and Invoices .............................. S-77
Setting Up Your Vendor Records and Vendor Contracts/Accounts................................. S-77
   Entering the EAN or SAN for a Vendor........................................................................... S-79
   Using Vendor Enhanced Services .................................................................................. S-80
Setting Up Your Library Location Addresses................................................................... S-81
Setting Up Your Currency Code ....................................................................................... S-82
Setting Up EDIFACT Uploading and Processing for a Consortium................................. S-82
   Understanding EDIFACT Uploading and Processing for Your Consortium at a Central
   Location .......................................................................................................................... S-82
   Setting Up EDIFACT Uploading and Processing at Each Individual Library .................. S-83
Import Acquisitions Map ..................................................................................................... S-83
   Security Settings for Import Acquisitions Map ............................................................... S-84
   Creating or Editing Import Acquisitions Maps ............................................................... S-84
   Setting Up the Acquisitions Import Process .................................................................. S-87
Searching ............................................................................................................................. S-91
   Searching ......................................................................................................................... S-91
   Delivered Search Filters ................................................................................................. S-93
   Enabling or Disabling a Search Filter ............................................................................ S-103
   Editing an Existing Search Filter or Creating Your Own Search Filter ....................... S-105
   Deleting a Search Filter ................................................................................................. S-108
Window and Dialog Box Descriptions ............................................................................. S-108
   Batch Change Fiscal Year Allocation Window .............................................................. S-109
   Edit Acquisitions Parameters Window .......................................................................... S-112
   Edit Budget Window ...................................................................................................... S-114
   Edit Currency Window .................................................................................................. S-119
   Edit Extra Charge Type Window .................................................................................. S-120
   Edit Import Source Window .......................................................................................... S-121
   Edit MARC Field Usage Window .................................................................................. S-122
   Edit PO Activity Type Window ....................................................................................... S-123
   Edit PO Line Statistical Class Window .......................................................................... S-125
   Edit PR Category Window ............................................................................................... S-126
   Edit Vendor Window ...................................................................................................... S-127
   Edit Vendor Interface Protocol Configuration Window ............................................... S-136
   Import Acquisitions Map Form Window ........................................................................ S-137
   Options for Creating New Fiscal Year Allocations Window ........................................ S-138
   Reassign Budget Options Window ................................................................................ S-139
   Transfer Budget Unspent Amount Options Window ..................................................... S-141
   Workstation Workslip Options Window ........................................................................ S-143
Error Messages .................................................................................................................. S-145
   Error Messages ............................................................................................................. S-145

Index .................................................................................................................................... In-1
Acquisitions Setup Guide

This guide explains the setup and configuration tasks for Horizon Acquisitions. It explains, for example, how to set up the vendors, budgets, and currencies that you will use in Acquisitions. It also includes a section on error messages to help you solve problems that you may encounter.
About Setup

Acquisitions requires that you define certain information before you begin using Acquisitions features. (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 add vendors, update your budgets for a new fiscal year, or update a currency’s exchange rate.)

The chart below shows the information you must set up for Acquisitions. You enter much of this information in views in the Table Editor. Most of these views are available in the Acquisitions\Acquisitions Setup folder on the navigation bar (unless you have removed them). You can also access the views through the Table Editor itself. In addition, you can enter most of this information “on-the-fly” as you perform tasks in Acquisitions. (For more information, see “Creating or Editing Codes On-the-Fly” on page S-5.)

<table>
<thead>
<tr>
<th>To define or update</th>
<th>See page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Codes</td>
<td>S-4</td>
</tr>
<tr>
<td>Security</td>
<td>S-6</td>
</tr>
<tr>
<td>Acquisitions Parameters</td>
<td>S-9</td>
</tr>
<tr>
<td>Budgets</td>
<td>S-10</td>
</tr>
<tr>
<td>Currencies</td>
<td>S-45</td>
</tr>
<tr>
<td>Vendors</td>
<td>S-47</td>
</tr>
<tr>
<td>Vendor Contracts/Accounts</td>
<td>S-55</td>
</tr>
<tr>
<td>PR Categories</td>
<td>S-58</td>
</tr>
<tr>
<td>PO Line Statistical Classes</td>
<td>S-60</td>
</tr>
<tr>
<td>PO Activity Types</td>
<td>S-62</td>
</tr>
<tr>
<td>Workslips</td>
<td>S-64</td>
</tr>
<tr>
<td>Extra Charge Types</td>
<td>S-71</td>
</tr>
<tr>
<td>Billing and Shipping Addresses</td>
<td>S-73</td>
</tr>
<tr>
<td>Bib Fields in Purchase Requests and Purchase Orders</td>
<td>S-74</td>
</tr>
</tbody>
</table>

NOTE

This guide 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.

This guide explains these topics:
Codes

<table>
<thead>
<tr>
<th>To define or update</th>
<th>See page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bib Information in Short Bib Records</td>
<td>S-75</td>
</tr>
<tr>
<td>Collections and Item Types for Acquisitions</td>
<td>S-76</td>
</tr>
<tr>
<td>Workstation Date and Time</td>
<td>S-77</td>
</tr>
<tr>
<td>Electronic Orders, Responses, and Invoices</td>
<td>S-77</td>
</tr>
<tr>
<td>Import Acquisitions Map</td>
<td>S-83</td>
</tr>
<tr>
<td>Searching</td>
<td>S-91</td>
</tr>
</tbody>
</table>

This guide also explains these topics:

- Window and Dialog Box Descriptions
- Error Messages

Codes

Most of the setup for Acquisitions involves the definition of codes and code records. Code records define the valid codes (or values) that users can enter in coded fields. A coded field is any field that requires the user to enter a value from within a group of predefined values. A button labeled “Codes” appears next to coded fields, which lets users display the valid codes for the field. The Vendor field on the PO header, for example, is a coded field. This means the user must choose from a list of vendors that you have defined for your library.

Codes and coded fields provide several advantages. First, they ensure that information is entered consistently and accurately. (Typos are eliminated.) Second, they let you define the valid options that users can choose from. For example, users cannot order items from just any vendor; instead, they must choose from a list of approved vendors. Finally, coded fields cut down on repetitious data entry. You enter information about a vendor only once—on the vendor record. When the user enters the vendor on the purchase order, Horizon automatically supplies the order with the vendor’s address and other vendor information from the vendor record.

This section covers these topics:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating Code Records</td>
<td>S-4</td>
</tr>
<tr>
<td>Creating or Editing Codes On-the-Fly</td>
<td>S-5</td>
</tr>
<tr>
<td>Naming Codes</td>
<td>S-5</td>
</tr>
</tbody>
</table>

Creating Code Records

You define the codes that users can enter in coded fields by creating code records. A code record contains the code and all the information the code represents. For example, the vendor record contains the code assigned to the vendor, the vendor name and address, and other information about the vendor. You can create code records from scratch or copy existing ones.
Creating or Editing Codes On-the-Fly

In most cases, you can create or edit codes “on-the-fly.” That is, you can create or edit a code record at the place where you enter the code. (For example, suppose you are recording a statement and you need to enter an extra charge that is not defined.) You can create a code for the extra charge from the statement window, instead going to the navigation bar or the Table Editor.

**To create or edit codes on-the-fly**

1. Click the Codes button next to the coded field.
   Horizon displays the Code Lookup window.
2. To add a code, click Add. To edit an existing one, highlight the code you want to edit, and click Edit.
   Horizon displays the Edit window for the code.
3. Complete the fields in the window.
4. Save your changes.

**Naming Codes**

Codes help users quickly identify a vendor, currency, or other information by entering the code, instead searching for it. Consequently, the codes you define should be short and easy to associate with the information you are defining. You may want to establish a convention for naming codes so they are consistent. (For example, you may choose to use the first three letters of the vendor’s name for vendor codes.) Codes can consist of letters, numbers, or a combination of both.
Security

You set up Horizon security by defining the users who have access to your system, the processes they have access to, and the information they can change. You accomplish this through the use of users, roles and passkeys, ownerships, and groups. (For more information on how security works, see “Securing Horizon” in the “Security and Preferences” chapter of the System Administration Guide.)

This section explains these topics:

- Program Passkey Privileges in Acquisitions
- Role Privileges in Acquisitions
Program Passkey Privileges in Acquisitions

Program Passkey Privileges for Acquisitions (acq)

- Add or Edit a Purchase Order Line
- Add PO Line Item after PO Line Approval
- Attach/detach Copy Records to/from Purchase Order Line
- Back Order a Purchase Order Line
- Batch Print Workslip
- Cancel a Purchase Order Line
- Change ONLY PO Line Notes after PO Line Approval
- Change PO Line after PO Line Approval
- Change Statement Header after Statement Approval
- Create Copy Records for Purchase Order Line
- Create Item Records for Purchase Order Line
- Delete a Purchase Order Line
- Delete a Purchase
- Delete Acquisitions Generated Bibliographic Data
- Exceed Budget Order Limit
- Exceed Budget Spent Limit
- Exceed Vendor Contract Order Limit
- Exceed Vendor Contract Spent Limit
- Modify Budget Hierarchy
- Open a Purchase Order
- PO Line Approval
- Print a Draft Purchase Order
- Print a Voucher
- Print Claims
- Process a Purchase Order
- Receive a Purchase Order Line
- Record Invoice Line on a Statement
- Specify a Borrower on a Purchase Order Line
- Specify a Budget Split on a Purchase Order Line
- Statement Approval
- Undo a Processed Purchase Order
- Undo a Statement Line
- Undo PO Line Approval
- Undo Receipt or Cancel of Purchase Order Line
- Undo Renewal or Discontinue of Purchase Order Line
- Undo Statement Approval
- Use Closed Budgets
- Use Frozen Budgets
- Void a Voucher
- Workstation Workslip Options

Program Passkey Privileges for Acquisitions Manager (acqman)

- Delete an Account
- Modify Budget Hierarchy

Role Privileges in Acquisitions
Role Privileges for Acquisitions

- ACQ Acquisitions Parameters
- ACQ Batch Print Workslips
- ACQ Budget (Find, Fiscal Year Allocation)
- ACQ Budget (New, Edit, Batch Create Fiscal Year Allocation)
- ACQ Budget Batch Reassign
- ACQ Budget Batch Transfer Unspent Amounts
- ACQ Budget Hierarchy Management
- ACQ Budget Hierarchy Report
- ACQ Budget Summary Report
- ACQ Budget Titles by Budget Report
- ACQ Claims Review
- ACQ Currency Table Edit
- ACQ Extra Charge Type Table Edit
- ACQ General (Upload EDIFACT Files, Batch Approve, Batch Renew)
- ACQ Import Acquisitions Map
- ACQ Invoice (New, Edit, & Process Statement)
- ACQ Invoice Find Statement
- ACQ PO (Find by Header, by Line)
- ACQ PO (New, Edit)
- ACQ PO Activity Type Table Edit
- ACQ PO Line Statistical Class Table
- ACQ PO Renew
- ACQ PO Set Renewal Orders
- ACQ PO Subscription Period for PO Renewals
- ACQ PR (New, Edit)
- ACQ PR Category Table Edit
- ACQ PR Find
- ACQ Selection Table Edit
- ACQ Vendor Table Edit
- ACQ Vendor Titles by Vendor & Vendor Contract Reports
- ACQ Voucher Find
- ACQ Workstation Workslip Options
Acquisitions Parameters

Besides the codes records that are covered in this guide, you can define other settings that affect Acquisitions. You should review these settings and update them if necessary. You update these settings with the Acquisitions Parameters process in the Acquisitions\Acquisitions Setup folder.

NOTE

Any changes you make to these parameters will not go into effect on any workstations on which the Launcher is currently running until after you close and reopen the Launcher on those workstations.

To update Acquisitions parameters

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 Acquisitions Parameters window:

   ![Acquisitions Parameters Window]

2. Update the settings as necessary.
   (To see a description of each field, see “Edit Acquisitions Parameters Window” on page S-112.)

3. Save your changes.
Budgets

You manage your library’s funds by creating budgets. Budgets let you divide and categorize your funds however you want. They also let you monitor, adjust, and track the use of your funds throughout the year. You create and update budgets with the processes in the Acquisitions/Budget folder.

Keep in mind that budgets simply provide a means of budgeting and tracking the use of your funds. The actual spending is done by the accounting agency who maintains the accounts from which the funds are drawn. Horizon’s budgeting feature is not an accounting system.

This section covers these topics:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>About Budgets</td>
<td>S-10</td>
</tr>
<tr>
<td>Activating Budget Tracking</td>
<td>S-13</td>
</tr>
<tr>
<td>Planning and Creating Budgets</td>
<td>S-14</td>
</tr>
<tr>
<td>Creating and Maintaining Fiscal Year Allocations</td>
<td>S-16</td>
</tr>
<tr>
<td>Updating Budgets</td>
<td>S-32</td>
</tr>
<tr>
<td>Deleting a Budget Category or Fiscal Year Allocation</td>
<td>S-35</td>
</tr>
<tr>
<td>Budget Hierarchy Management</td>
<td>S-37</td>
</tr>
</tbody>
</table>

About Budgets

A budget represents a portion of your funds that is earmarked for certain library material. You can create any number of budgets, based on how you want to use and track your funds. However, the total of all the budgets must equal the total budget amount allocated to your library.

After you set up your budgets, you can begin assigning them to purchase orders. As you process purchase orders, budgets are automatically encumbered, expended, and unencumbered as is appropriate.

Throughout the year, you can do several tasks to review and update your budgets, such as reviewing budget reports, adjusting funds, or changing a budget’s status. At the end of the year, you can close your budgets and prepare for the new year.

You can assign separate budgets to individual quantities on a purchase order. You can also split the cost of one or more quantities between multiple budgets. (For specific instructions, see “Entering Multiple Budgets for a PO Line” in the “Purchase Orders” chapter of the Acquisitions Guide.)
You create and update budgets in the Edit Budget window. Here is a sample window:

(For a description of the fields in this window, see “Edit Budget Window” on page S-114.)

This section explains these topics:

- Budget Categories and Fiscal Years
- Budget Hierarchy
- Budget Limit Checking

**Budget Categories and Fiscal Years**

In Horizon, a budget is a combination of a budget category and a fiscal year allocation. The budget category is the general fund category used year-after-year to which funds are assigned for individual years.

The category defines general budget information that applies to all fiscal years. The fiscal year defines the budget amount, status, and other budget information for individual years. (For an example, see the Edit Budget window above.)

The budget code consists of the category code and a fiscal year, separated by a period (for example, “arthist.1998”). When you enter a budget on a PO line, you must enter the category code, followed by a period and the year of the budget you want.

You can create a nonfiscal budget for funds that are not tied to fiscal year (for example, for funds received from a grant). To create a nonfiscal budget, simply enter an amount in the Fiscal Year Allocations group without specifying a year. When you enter the budget in Horizon, the budget code is the category code followed by a period, but no year (for example, “arthist.”).
Budget Hierarchy

Many libraries organize their budgets in a hierarchical fashion. Using this method, the library’s total budget is divided into smaller budgets, which can also be divided (and so on) until the library has the divisions it wants. This structure is a convenient way to organize and categorize the library’s funds.

Here is sample budget hierarchy:

You can create a hierarchical structure by the method you use for naming the budgets and by using the Budget Hierarchy Management and Reporting feature. (For more information, see “Budget Hierarchy Management” on page S-37.) You should use both methods for entering and tracking your budget hierarchy. To show the hierarchy by the naming method, you must include the name of each level in the budget description, separated by a period. This naming convention also lets you generate reports based on the groupings using an SQL reporting tool (such as ReportSmith).

For example, to represent the Biology, Physical Science, and History budgets in the sample hierarchy above, you would create three budgets with the following descriptions:

Books.Science.Physical
Books.History

You can create budgets in Horizon only for those budgets at the “bottom” of the hierarchy.
Budget Limit Checking

As users create, receive, and invoice purchase orders, Horizon warns users when a transaction will exceed the on-order (encumbrance) or spent (expenditure) limits for a budget. You can enter the on-order and spent limits you want for each budget you create. If a user tries to perform a function that will increase a budget’s on-order or spent amount beyond the limit you define, Horizon warns the user. Users can override this warning only if their security settings allow it.

You enter these limits in the Limit fields in the Edit Budget window. You can enter these limits as a fixed amount or as percentage of the budget amount. To enter a percentage, mark the % box. For new budgets, Horizon completes these fields automatically with the default limit specified in the “account_year” view; however, you can change the defaults as necessary. If you want, you can deactivate budget (and vendor contract/account) limit checking altogether by selecting the appropriate option in the Check Budget and Vendor Contract Limits field in the Edit Acquisitions Parameters window. (For instructions, see “Acquisitions Parameters” on page S-9.)

You can enter a limit that is less than, equal to, or greater than the budget amount. You can also change this limit periodically to ensure that funds are used evenly throughout the year. (For example, a library may enter a limit of 25% during the first quarter of the year, 50% during the second quarter, 75% during the third quarter and 100% or more during the fourth quarter.) Entering a limit that is equal to the budget amount ensures that you do not over-encumber or over-expend the contract. Entering an amount that is greater than the budget amount lets you over-encumber or over-expend the budget up to the amount you feel comfortable with. You may want to allow a certain amount of over-encumbrance since many items do not come in during the year they are ordered.

Activating Budget Tracking

If you want Horizon to record each transaction that affects your budgets, you must activate budget tracking. Budget tracking provides an audit trail of budget-related transactions. If budget tracking is on, Horizon records each budget transaction, including the date and time of the transaction, the transaction amount, and the person who performed the transaction. You activate budget tracking with the Acquisitions Parameters process in the Acquisitions\Acquisitions Setup folder.

NOTE

You must use an SQL server reporting tool to access budget transaction information.

To activate budget tracking

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 Acquisitions Parameters window.
2. Mark the Track Budget Transactions box.
3. Save your changes.
Planning and Creating Budgets

This section explains how to plan and create your library budget categories.

<table>
<thead>
<tr>
<th>For more information about</th>
<th>See page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entering a Fiscal Year Allocation for a Budget</td>
<td>S-16</td>
</tr>
<tr>
<td>Editing Fiscal Year Allocations for Batch Changes</td>
<td>S-17</td>
</tr>
<tr>
<td>Batch Creating Fiscal Year Allocations</td>
<td>S-18</td>
</tr>
<tr>
<td>Batch Reassigning Budgets</td>
<td>S-21</td>
</tr>
<tr>
<td>Batch Transferring Budget Unspent Amounts</td>
<td>S-28</td>
</tr>
<tr>
<td>Restricting Access to a Budget</td>
<td>S-32</td>
</tr>
<tr>
<td>Adjusting Budget Amounts</td>
<td>S-34</td>
</tr>
<tr>
<td>Changing a Budget’s Status</td>
<td>S-35</td>
</tr>
<tr>
<td>Deleting a Budget Category or Fiscal Year Allocation</td>
<td>S-35</td>
</tr>
</tbody>
</table>

Planning Your Budgets

Setting up your budgets requires careful planning. The way you set up your budgets has several implications for tracking statistics, generating reports, and searching for budgets. In addition, budgets are generally created once and then used year after year (although you can create new ones if you want). Before you begin creating your budgets, complete the planning checklist below.

- **Think about how you want to divide and organize your funds.** Possible criteria for organizing your budgets include location, collection, format, fund source, and fund destination. Note that you may want to create a separate budget for extra charges. (For more information, see “Extra Charge Types” on page S-71.)

- **Decide whether you want to use PO line statistical classes to track order statistics.** This decision may influence the number of budgets you create. (For more information, see “PO Line Statistical Classes” on page S-60.)

- **Choose a consistent method for naming your budgets.** Your budget codes and descriptions may reflect one or more characteristics of the budget, such as its fund source, or the location or collection it will be used for. If you want to show the hierarchical organization of your budgets, include each level of the hierarchy in the description, separated by a period. (For more information, see “Budget Hierarchy” on page S-12.)

- **Choose a consistent method for assigning budget codes.** This will let you use truncation to select a group of budgets at search windows in Horizon. (For example, if you start your book budgets with “BK,” you can enter “BK*” to select all your book budgets.)

- **Record your plans on paper.** If you plan to organize your budgets hierarchically, create a diagram of the hierarchy. (For example, see the sample diagram on page S-12.) Keep in mind that there is no limit to the number of budgets you can create. Write down budget codes, descriptions, and amounts. The more you plan on paper, the easier it will be to enter the
Planning and Creating Budgets

- Decide whether you will restrict budgets or use limit checking. (For more information, see “Budget Limit Checking” on page S-13 and “Restricting Access to a Budget” on page S-32.)

- Get feedback from others.

Creating Budgets

1. Start the New Budget process.
   The default location of this process is the Acquisitions\Budget folder on the navigation bar.
   Horizon displays the Edit Budget window.

2. Complete the fields in the window. In the Years group, click New to enter budget information for a fiscal year.
   (For a description of each field, see “Edit Budget Window” on page S-114.)

3. Save your changes.

4. If you want to create additional budgets, do these steps:

   1. Click Close on the Edit Budget window.
      Horizon still displays the List Budget window.
   2. Click New in the List Budget window.
   3. Complete the fields in the new Edit Budget window. In the Years group, click New to enter budget information for a fiscal year.
      (For a description of each field, see “Edit Budget Window” on page S-114.)
   4. Click Save.
   5. Repeat the steps in this table for each additional budget you want to create.

5. Close the window.

NOTE

You must close and reopen the Launcher before you can assign new budgets to a PO line or to an extra charge on a statement.
Creating and Maintaining Fiscal Year Allocations

Since a budget is a combination of a budget category and a fiscal year allocation, you must enter a fiscal year for the budget categories to use. The fiscal year defines the budget amount, status, and other budget information for the individual years of a budget category.

You can create a nonfiscal budget for funds that are not tied to fiscal year (for example, for funds received from a grant). To create a nonfiscal budget, simply enter an amount in the Fiscal Year Allocations group without specifying a year. When you enter the budget in Horizon, the budget code is the category code followed by a period, but no year (for example, “arthist.”).

This section explains these topics:

- Entering a Fiscal Year Allocation for a Budget
- Editing Fiscal Year Allocations for Batch Changes
- Batch Creating Fiscal Year Allocations
- Batch Reassigning Budgets
- Batch Transferring Budget Unspent Amounts

**Entering a Fiscal Year Allocation for a Budget**

Near the end of the fiscal year, you can enter new budget allocations for each budget for the next year, as explained below. If you want to enter fiscal year allocations for each budget all at once, you can also batch create fiscal year allocations. (For more information, see “Batch Creating Fiscal Year Allocations” on page S-18.) You can then transfer unspent and encumbered amounts from the previous year’s to the new year’s budget. (For more information, see “Batch Transferring Budget Unspent Amounts” on page S-28.)

**To enter a fiscal year allocation for a budget**

1. Start the **Find Budget** process.
   - The default location of this process is the **Acquisitions\Budget** 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.
   - To display a list of all your budgets, highlight the Budget index and enter an asterisk ( * ) in the Search for field.
3. Click **OK**.
   - Horizon displays a list of budgets that match your search criteria.
4. Highlight the budget you want and click **Edit** to display the Edit Budget window.
5. Click **New** in the **Years** group to display a blank **Years** group.
Creating and Maintaining Fiscal Year Allocations

6 Complete the fields in the **Years** group.
   (For a description of each field, see “Edit Budget Window” on page S-114.)

7 Save your changes.

**Editing Fiscal Year Allocations for Batch Changes**

There may be times when you want to make the same changes for several fiscal year allocations. (For example, you may want to do some changes on inflation percentages so you can batch create new fiscal year allocations.) (For more information, see “Batch Creating Fiscal Year Allocations” on page S-18.) You can change batches of fiscal year allocations as explained below.

**To edit fiscal year allocations for batch changes**

1 Start the **Find Fiscal Year Allocation** process.
   The default location of this process is the **Acquisitions\Budget** 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.
   To display a list of all your budgets, highlight the Budget index and enter an asterisk ( * ) in the Search for field.

3 Click **OK**.
   Horizon displays a list of budgets that match your search criteria.

4 Highlight the all the budgets you want, and click **Edit** to display the **Batch Change** message.
   Horizon displays a message asking if you want to make a batch change to all the selected records.

5 Click **OK** to continue with the batch change and to display the Batch Change Fiscal Year Allocation window.

6 Complete the fields in the window.
   (For a description of each field, see “Batch Change Fiscal Year Allocation Window” on page S-109.)

7 Save your changes.
**Batch Creating Fiscal Year Allocations**

The easiest way to enter your fiscal year allocations for the next year is to batch create the allocations. This is especially useful if you have unspent and encumbered amounts you want to transfer to the new fiscal year allocations. (For more information, see “Batch Transferring Budget Unspent Amounts” on page S-28.)

If this is the first time you are using the Batch Create Fiscal Year Allocations and Batch Transfer Budget Unspent Amounts features, you may want to (but do not have to) edit each of your current budgets and complete two fields: Inflation Factor % and Transfer Unspent %. You can also enter these amounts globally for all budgets in the fiscal year you choose, as explained below.

**IMPORTANT**

SirsiDynix recommends that you do this task while your library has no Acquisitions activity or while activity is slow. If anyone makes changes to existing fiscal year allocations that you are using, Horizon displays errors when you create the new fiscal year allocations.

**To batch create fiscal year allocations**

1. If this is the first time you are using the Batch Create Fiscal Year Allocations feature and also want to use the Batch Transfer Budget Unspent Amounts feature, you may want to (but do not have to) complete the **Inflation Factor %** and **Transfer Unspent %** fields for each budget, as explained in steps 2 through 8; otherwise, skip to step 9.

2. To edit a budget, start the **Find Budget** process.
   - The default location of this process is the **Acquisitions\Budget** folder on the navigation bar.
   - Horizon displays the Compound Search window.

3. Highlight the index you want and enter a search term in the **Search for** field.
   - To display a list of all your budgets, highlight the Budget index and enter an asterisk ( * ) in the Search for field.

4. Click **OK**.
   - Horizon displays a list of budgets that match your search criteria.

5. Highlight the budget you want and click **Edit** to display the Edit Budget window.

6. Complete these two fields to edit each budget for the current year:
   - **Inflation Factor %**. Enter the percent value (from -100 to 1 and upward, “0” means no change) of inflation you expect for this budget. This tells Horizon how much to inflate (or deflate) the budget amount when you batch create and establish the new amount for the next year.
   - **Transfer Unspent %**. Enter the percent value of this fiscal year allocation’s unspent amounts that you want to transfer to the next fiscal year’s allocation. (Complete this field now if you want to transfer outstanding encumbrances or unspent amounts for the budget. For more information, see “Batch Transferring Budget Unspent Amounts” on page S-28.)

7. Save your changes.

8. Start the **Batch Create Fiscal Year Allocations** process.
   - The default location of this process is the **Acquisitions\Budget** folder on the navigation bar.
   - Horizon displays the Options for Creating New Fiscal Year Allocations window.
9 Complete the fields in the window.
(For a description of each field, see “Options for Creating New Fiscal Year Allocations Window” on page S-138.)

10 When you are finished setting up the options for the batch creation of fiscal year allocations, click **OK** to display the list of “Create From” budgets for the fiscal year allocations:

![List of Fiscal Year Allocations](image)

<table>
<thead>
<tr>
<th>Category</th>
<th>Year</th>
<th>Status</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. artis</td>
<td>1999</td>
<td>Open</td>
<td>10290.00</td>
</tr>
<tr>
<td>2. ariper</td>
<td>1999</td>
<td>Open</td>
<td>25500.00</td>
</tr>
<tr>
<td>3. barna</td>
<td>1999</td>
<td>Open</td>
<td>61700.00</td>
</tr>
<tr>
<td>4. hclln</td>
<td>1999</td>
<td>Open</td>
<td>61700.00</td>
</tr>
<tr>
<td>5. hypn</td>
<td>1999</td>
<td>Open</td>
<td>76500.00</td>
</tr>
<tr>
<td>6. hushks</td>
<td>1999</td>
<td>Open</td>
<td>76500.00</td>
</tr>
<tr>
<td>7. hupper</td>
<td>1999</td>
<td>Open</td>
<td>61700.00</td>
</tr>
<tr>
<td>8. edmain</td>
<td>1999</td>
<td>Open</td>
<td>10290.00</td>
</tr>
<tr>
<td>9. eduper</td>
<td>1999</td>
<td>Open</td>
<td>20400.00</td>
</tr>
<tr>
<td>10. lawks</td>
<td>1999</td>
<td>Open</td>
<td>30600.00</td>
</tr>
<tr>
<td>11. lawpep</td>
<td>1999</td>
<td>Open</td>
<td>15300.00</td>
</tr>
<tr>
<td>12. mushis</td>
<td>1999</td>
<td>Open</td>
<td>51000.00</td>
</tr>
</tbody>
</table>

**NOTE**

If you want to change some of the options for creating the new fiscal year allocations, click **Options** to display the Options for Creating New Fiscal Year Allocations window and make your changes.

11 Choose the budgets you want to use to create the new fiscal year allocations or click **Select All** to choose all the budgets.

12 Click **Create**.

**NOTE**

If you receive error messages while creating fiscal year allocations, see the error messages for Create Fiscal Year and their solutions listed in the table on page S-146.

13 Enter a Budget Transaction Note that applies to all newly created fiscal year allocations.

**NOTE**

The Budget Transaction Note applies to all newly created fiscal year allocations, so you may want to make the note as general as possible.

14 Click **OK**.
When Horizon is finished creating the new fiscal year allocations, it displays the new list of the budgets for the new fiscal year:

You can then edit these budgets individually or in batch mode. (For more information on editing fiscal year allocations in batch mode, see “Editing Fiscal Year Allocations for Batch Changes” on page S-17.) After you have prepared both the existing and the new fiscal year allocations, you can transfer any outstanding encumbrances, unspent amounts, or both from one budget’s fiscal year allocation to a new fiscal counterpart. (For more information, see “Batch Transferring Budget Unspent Amounts” on page S-28.)
Batch Reassigning Budgets

Horizon lets you batch reassign budget amounts at the budget level and at the title level. You can reassign a budget’s “On Order” (or encumbered) amounts or a budget’s “On Order” and “Spent” (extra charges and non-title statements) amounts.

When you reassign budgets, you can reassign “On Order” or “On Order” and “Spent” amounts in any of these ways:

- From one budget to another budget.
- From one budget’s titles you choose to another budget.
- From two or more budgets to another budget. (You cannot as yet reassign one budget to two budgets.)
- From two or more budgets’ titles you choose to another budget. (You cannot as yet assign one budget to two budgets.)

Effects

- Horizon moves all outstanding “On Order” or “On Order” and “Spent” amounts associated with the “Source Year” budgets to their “Target Year” counterparts.
- Horizon changes the “On Order” or “On Order” and “Spent” amounts associated with the “Source Year” fiscal year allocations.
- Horizon changes the “On Order” or “On Order” and “Spent” amounts associated with the “Target Year” fiscal counterparts to reflect the new amounts encumbered or spent against them.
- If your library has budget tracking turned on, Horizon creates one budget transaction record for every budget that it reassigns. Linked to each budget transaction record are the individual lines that were reassigned in the budget transaction detail record.

This section explains these topics:

- Reassigning Budget Amounts to Another Budget
- Reassigning Budget Title Amounts to Another Budget
**Budgets**

**Reassigning Budget Amounts to Another Budget**

You can reassign “On Order” and “Spent” amounts for budgets. You can reassign the amounts for one or more budgets to another budget. You can also choose to reassign budget title amounts to another budget. (For more information on reassigning budget amounts across titles, see “Reassigning Budget Title Amounts to Another Budget” on page S-25.)

**NOTE**

If you want to reassign budget amounts to other budgets and reassign a different group of budget title amounts to another budget, SirsiDynix recommends doing these actions in different passes through the reassignment process.

Before you can reassign budgets, you must already have a fiscal year allocation created to which you can reassign amounts; otherwise, you will not be able to reassign amounts. (For more information on creating new fiscal year allocations at once, see “Batch Creating Fiscal Year Allocations” on page S-18.)

**To reassign budget amounts to another budget**

1. Start the **Batch Reassign Budgets** process.
   - The default location of this process is the **Acquisitions\Budget** folder on the navigation bar.
   - Horizon displays the Reassign Budget Options window:

   ![Reassign Budget Options](image)

   - **Source Year.** Enter the year with the budgets you want to reassign.
   - **Target Year.** Enter the year with the budgets you want to reassign amounts to.
   - **Reassign Amounts.** Choose the type of amounts you want to reassign (“On Order” or both “On Order” and “Spent”).
   - **Reassign By.** Choose **Budget** to reassign by budget only.
   - **Change Status of Source Year to.** Choose the status you want for the source year, if you want to change it. (The default is “No Change.”)
   - **Change Status of Target Year to.** Choose the status you want for the target year, if you want to change it. (The default is “No Change.”)

2. Click **OK**.

   If you choose to reassign spent amounts for budgets, Horizon displays this message: “You have selected to reassign Spent amounts. Spent amounts with associated vouchers will not be reassigned.”

3. If Horizon displays the message on spent amounts, click **OK**.
Creating and Maintaining Fiscal Year Allocations

Horizon displays the list of budget candidates you can reassign to another budget:

<table>
<thead>
<tr>
<th>Budget</th>
<th>Status</th>
<th>Amount</th>
<th>On Order</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>arthist.1999</td>
<td>Open</td>
<td>10000.00</td>
<td>159.94</td>
<td>arthist</td>
</tr>
<tr>
<td>artper.1999</td>
<td>Open</td>
<td>25000.00</td>
<td>17.56</td>
<td>artper</td>
</tr>
<tr>
<td>bclin.1999</td>
<td>Open</td>
<td>60000.00</td>
<td>41.90</td>
<td>bclin</td>
</tr>
<tr>
<td>bpcr.1999</td>
<td>Open</td>
<td>75000.00</td>
<td>26.34</td>
<td>bpcr</td>
</tr>
<tr>
<td>cdmain.1999</td>
<td>Open</td>
<td>10000.00</td>
<td>106.40</td>
<td>cdmain</td>
</tr>
<tr>
<td>edper.1999</td>
<td>Open</td>
<td>20000.00</td>
<td>14.99</td>
<td>edper</td>
</tr>
<tr>
<td>eocsm.1999</td>
<td>Open</td>
<td>50000.00</td>
<td>113.97</td>
<td>eocsm</td>
</tr>
</tbody>
</table>

5 Do one of these options:
   - If you want to continue with reassigning budget amounts, skip to step 6.
   - If you do not want to reassign budget amounts because spent amounts with associated vouchers will not be reassigned, click the Close button in the upper-right corner of the List Reassign Budget Candidates window and skip the rest of this task.

6 If you want to reassign one budget’s amounts to a different budget than the listed Target budget, or if you want to reassign several budgets’ amounts (from the budgets you have selected) to one budget, use the steps in this table; otherwise, skip to step 7:

   **To reassign one or more budget amounts to a different Target budget**

   1. Highlight the budget or budgets you want.
   2. Click **Target Category**.
   3. Choose the budget you want from the Edit Reassign Budget Candidates window.
   4. Click **OK**.

7 Do one of these options from the List Reassign Budget Candidates window (shown in step 4):
   - If you want to choose certain budgets from the list to reassign amounts for, highlight the budgets you want.
   - If you want to reassigned amounts for all budgets listed, click **Select All**.

8 Click **Reassign**.

Horizon may display error messages, depending on different factors. (For more information on these messages, see “Error Messages” on page S-145.)
When Horizon is finished reassigning budget amounts, it displays the target budgets with their new amounts:

If you want to edit the budgets individually or in batch mode, choose the budgets you want and click Edit.

(For more information on editing fiscal year allocations in batch mode, see “Editing Fiscal Year Allocations for Batch Changes” on page S-17.)
Creating and Maintaining Fiscal Year Allocations

Reassigning Budget Title Amounts to Another Budget

You can reassign “On Order” and “Spent” amounts for a budget’s titles to another budget. You can choose to reassign the title amounts for one or more budgets to each budget’s fiscal counterpart, or you can choose to reassign budget title amounts to a different budget. You can also choose to reassign amounts for one or more whole budgets to another budget. (For more information on reassigning whole budget amounts to another budget, see “Reassigning Budget Amounts to Another Budget” on page S-22.)

NOTE

If you want to reassign budget amounts to other budgets and reassign a different group of budget title amounts to budgets, SirsiDynix recommends doing these actions in different passes through the reassignment process.

Before you can reassign budgets, you must already have a fiscal year allocation created to which you can reassign amounts; otherwise, you will not be able to reassign amounts. (For more information on creating new fiscal year allocations at once, see “Batch Creating Fiscal Year Allocations” on page S-18.)

To reassign budget title amounts to another budget

1. Start the Batch Reassign Budgets process.
   The default location of this process is the Acquisitions\Budget folder on the navigation bar.
   Horizon displays the Reassign Budget Options window:

   ![Reassign Budget Options window]

   2. Complete the fields to set up the options for the budgets with title amounts you want to reassign:
      - **Source Year.** Enter the year with the budgets you want to reassign.
      - **Target Year.** Enter the year with the budgets you want to reassign amounts to.
      - **Reassign Amounts.** Choose the type of amounts you want to reassign (“On Order” or both “On Order” and “Spent”).
      - **Reassign By.** Choose **Budget and Title** to reassign by budget and title.
      - **Change Status of Source Year to.** Choose the status you want for the source year, if you want to change it. (The default is “No Change.”)
      - **Change Status of Target Year to.** Choose the status you want for the target year, if you want to change it. (The default is “No Change.”)

3. Click OK.
If you choose to reassign spent amounts for budget titles, Horizon displays this message: “You have selected to reassigned Spent amounts. Spent amounts with associated vouchers will not be reassigned.”

4 If Horizon displays the message on spent amounts, click **OK**.

Horizon displays the list of budget candidates you can reassign to another budget:

![List of budget candidates](image)

<table>
<thead>
<tr>
<th>Budget</th>
<th>Status</th>
<th>Amount</th>
<th>On Order</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>arhist.1999</td>
<td>Open</td>
<td>100000.00</td>
<td>159.94</td>
<td>arhist</td>
</tr>
<tr>
<td>artper.1999</td>
<td>Open</td>
<td>25000.00</td>
<td>17.56</td>
<td>artper</td>
</tr>
<tr>
<td>bioinf.1999</td>
<td>Open</td>
<td>50000.00</td>
<td>41.38</td>
<td>bioinf</td>
</tr>
<tr>
<td>bioper.1999</td>
<td>Open</td>
<td>75000.00</td>
<td>26.34</td>
<td>bioper</td>
</tr>
<tr>
<td>edmain.1999</td>
<td>Open</td>
<td>10000.00</td>
<td>106.40</td>
<td>edmain</td>
</tr>
<tr>
<td>eduper.1999</td>
<td>Open</td>
<td>20000.00</td>
<td>14.99</td>
<td>eduper</td>
</tr>
<tr>
<td>educsc.1999</td>
<td>Open</td>
<td>50000.00</td>
<td>113.97</td>
<td>educsc</td>
</tr>
</tbody>
</table>

**NOTE**

If you want to change some of the options for reassigning amounts, click Options to display the Reassign Budget Options window and make your changes.

5 Do one of these options:

- If you want to continue with reassigning budget title amounts, skip to step 6.
- If you do not want to reassign budget title amounts because spent amounts with associated vouchers will not be reassigned, click the Close button in the upper-right corner of the List Reassign Budget Candidates window and skip the rest of this task.

6 If you want to reassign one budget’s title amounts to a different budget than what is listed as the Target budget, or if you want to reassign several budgets’ title amounts (from the budgets you have selected) to one budget, use the steps in this table; otherwise, skip to step 7:

<table>
<thead>
<tr>
<th>To reassign one or more budget title amounts to a different Target budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Highlight the budget or budgets you want.</td>
</tr>
<tr>
<td>2 Click <strong>Target Category</strong>.</td>
</tr>
<tr>
<td>3 Choose the budget you want from the Edit Reassign Budget Candidates window.</td>
</tr>
<tr>
<td>4 Click <strong>OK</strong>.</td>
</tr>
</tbody>
</table>
7 Do one of these options from the List Reassign Budget Candidates window (shown in step 4):
   - If you want to reassign title amounts for only some budgets in the list, highlight the budgets you want.
   - If you want to reassign title amounts for all budgets listed, click **Select All**.

8 Click **Reassign**.
   Horizon displays the list of candidate titles for which you can reassign amounts for the first source year budget you chose:

9 Choose the titles you want to reassign amounts for.

10 Click **OK**.
   If you chose more than one budget for which you want to reassign amounts, Horizon displays another list of candidate titles for which you can reassign amounts for the next source year budget.

11 If you chose more than one budget for which you want to reassign amounts, repeat steps 9 and 10 for each List Reassign Titles for Budget window that Horizon displays; otherwise skip to step 12.
   When Horizon is finished reassigning budget title amounts, it displays the target budgets with their new amounts:
12 If you want, edit the target budgets individually or in batch mode by choosing the budgets you want and clicking Edit.

(For more information on editing fiscal year allocations in batch mode, see “Editing Fiscal Year Allocations for Batch Changes” on page S-17.)

Batch Transferring Budget Unspent Amounts

Horizon lets you use Batch Transfer Budget Unspent Amounts to do any transfer or rollover of unspent budget amounts.

When you are ready to close budgets for the year or if one budget in a year is no longer valid, you may still have unspent amounts for those budgets. You can transfer the unspent amounts from one budget’s fiscal year allocation to a new fiscal counterpart. This means you can transfer one budget to another budget, or you can transfer two or more budgets to one single budget. (However, you cannot transfer one budget to two budgets.) You can also transfer unspent amounts from one or more budgets in a year to one budget in the same year.

Before you can transfer budget unspent amounts, you must already have a fiscal year allocation created to which you can transfer amounts. (For more information on creating new fiscal year allocations at once, see “Batch Creating Fiscal Year Allocations” on page S-18.)

Effects

- Horizon moves all unspent amounts associated with the “Source Year” fiscal year allocations to their “Target Year” counterparts and adjusts the amounts accordingly.
- If you specified a percentage of unspent amounts for Horizon to transfer, Horizon carries over the amount associated with that percentage to the fiscal counterpart.
- If your library has budget tracking turned on, Horizon creates one budget transaction record for every budget that it transfers. Linked to each budget transaction record are the individual lines that were transferred in the budget transaction detail record.

IMPORTANT

SirsiDynix recommends making a backup of your database before you begin this task.
To transfer budget unspent amounts in a batch

1. Start the **Batch Transfer Unspent Amounts** process.
   - The default location of this process is the Acquisitions\Budget folder on the navigation bar.
   - Horizon displays the Transfer Budget Unspent Amount Options window:

     ![Transfer Budget Unspent Amount Options Window](image)

     - **Source Year.** Enter the year with the unspent amounts you want to transfer.
     - **Target Year.** Enter the year with the budgets you want to transfer unspent amounts to.
     - **Transfer Unspent %.** Enter the percentage of unspent amounts you want to transfer.
     - **Override Budget Transfer Unspent %**. Mark this box if you want to override the transfer unspent percentage entered for individual budgets.
     - **Change Status of Source Year to.** Choose the status you want for the source year, if you want to change it. (The default is “No Change.”)
     - **Change Status of Target Year to.** Choose the status you want for the target year, if you want to change it. (The default is “No Change.”)
     - (For more detail on these fields, see “Transfer Budget Unspent Amount Options Window” on page S-141.)

2. Complete the fields to set up the options for transferring budget unspent amounts:
   - **Source Year.** Enter the year with the unspent amounts you want to transfer.
   - **Target Year.** Enter the year with the budgets you want to transfer unspent amounts to.
   - **Transfer Unspent %.** Enter the percentage of unspent amounts you want to transfer.
   - **Override Budget Transfer Unspent %**. Mark this box if you want to override the transfer unspent percentage entered for individual budgets.
   - **Change Status of Source Year to.** Choose the status you want for the source year, if you want to change it. (The default is “No Change.”)
   - **Change Status of Target Year to.** Choose the status you want for the target year, if you want to change it. (The default is “No Change.”)
   - (For more detail on these fields, see “Transfer Budget Unspent Amount Options Window” on page S-141.)

3. When you are finished setting up the options for transferring unspent amounts, click **OK** to display the list of budget candidates with unspent amounts you can transfer:

   ![List of Transfer Budget Unspent Amount Candidates](image)

   - **Selection**
   - **Total: 16**

   - If you want to change some of the options for transferring unspent amounts, click **Options** to display the Transfer Budget Unspent Amount Options window and make your changes.
4 If you want to transfer one budget’s unspent amounts to a different budget than the listed Target budget, or if you want to transfer several budgets’ unspent amounts (from the budgets you have selected) to one budget, use the steps in this table; otherwise, skip to step 5:

<table>
<thead>
<tr>
<th>To transfer one or more budget unspent amounts to a different Target budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Highlight the budget or budgets you want.</td>
</tr>
<tr>
<td>2 Click Target Category.</td>
</tr>
<tr>
<td>3 Choose the budget you want from the Edit Transfer Budget Unspent Amount Candidates window.</td>
</tr>
<tr>
<td>4 Click OK.</td>
</tr>
</tbody>
</table>

5 Do one of these options from the List Transfer Budget Unspent AmountCandidates window (shown in step 3):

- If you want to choose certain budgets from the list to transfer amounts for, highlight the budgets you want.
- If you want to transfer amounts for all budgets listed, click Select All.

**IMPORTANT**

SirsiDynix recommends that you transfer your unspent amounts only once; otherwise, budgets that you have already transferred but that still have unspent amounts will still appear in the list. You may also want to take note of those budgets for which you choose to transfer unspent amounts in case you do need to transfer other unspent amounts at another time.

6 Click Transfer.

If you have budget tracking turned on, Horizon displays the Budget Transaction Note window.

7 If Horizon displays the Budget Transaction Note window, enter a budget transaction note and click OK; otherwise, skip to step 8.
When Horizon is finished transferring unspent amounts, it displays the list of the target budgets with their new amounts:

<table>
<thead>
<tr>
<th>Category</th>
<th>Year</th>
<th>Status</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>arthist</td>
<td>2000</td>
<td>Closed</td>
<td>12540.00</td>
</tr>
<tr>
<td>artpar</td>
<td>2000</td>
<td>Closed</td>
<td>31350.00</td>
</tr>
<tr>
<td>bana</td>
<td>2000</td>
<td>Closed</td>
<td>75240.00</td>
</tr>
<tr>
<td>bsclm</td>
<td>2000</td>
<td>Closed</td>
<td>94050.00</td>
</tr>
<tr>
<td>biper</td>
<td>2000</td>
<td>Closed</td>
<td>94050.00</td>
</tr>
<tr>
<td>busbik</td>
<td>2000</td>
<td>Closed</td>
<td>75240.00</td>
</tr>
<tr>
<td>busger</td>
<td>2000</td>
<td>Closed</td>
<td>12540.00</td>
</tr>
<tr>
<td>edmain</td>
<td>2000</td>
<td>Closed</td>
<td>25000.00</td>
</tr>
<tr>
<td>edger</td>
<td>2000</td>
<td>Closed</td>
<td>37620.00</td>
</tr>
<tr>
<td>edwicks</td>
<td>2000</td>
<td>Closed</td>
<td>18010.00</td>
</tr>
<tr>
<td>inwpe</td>
<td>2000</td>
<td>Closed</td>
<td>62760.00</td>
</tr>
</tbody>
</table>

8 If you want, edit the target budgets individually or in batch mode by choosing the budgets you want and clicking **Edit**.

(For more information on editing fiscal year allocations in batch mode, see “Editing Fiscal Year Allocations for Batch Changes” on page S-17.)
Updating Budgets

After you create your budgets, you may want to do certain tasks with them. This section explains these topics for the tasks you can do with budgets:

- Restricting Access to a Budget
- Adjusting Budget Amounts
- Changing a Budget’s Status

Restricting Access to a Budget

By default, users with access to Acquisitions have access to all open budgets. However, you can restrict the budgets a user can access. This allows you to prevent users from assigning budgets incorrectly or using budgets you do not want them to use. You restrict the use of a budget by marking the Restrict to Authorized Users box in the Edit Budget window and then entering a list of authorized users in the Authorized Users group.

Users who are not included in the group of authorized users are prevented from using the budget for any of the years (defined in the Fiscal Year Allocations group). This means the user cannot assign the budget to a PO line or to extra charges on a statement. If the user enters a restricted budget on a PO line or statement, Horizon displays a message saying the budget is restricted. If the user clicks the Code button next to the Budget field, any budgets restricted to the user do not appear in the list of budgets. Also, users cannot save copied purchase order lines with restricted budgets or perform purchase order activities for items with restricted budgets.

Note that your changes to budget restriction settings will not go into effect on any workstations on which the Launcher is currently running until after you close and reopen the Launcher on those workstations.

To restrict access to a budget

Follow these steps to restrict a budget or to give a user access to a budget (who currently does not have access).

To restrict access to a budget

1. Start the Find Budget process.
   - The default location of this process is the Acquisitions\Budget 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, according to the budgets you want to display.
To display a list of all your budgets, highlight the **Budget** index and enter an asterisk ( * ) in the Search for field.

3  Click **OK**.
   Horizon displays a list of budgets that match your search criteria.

4  Highlight the budget you want, and click **Edit** to display the Edit Budget window.

5  Mark the **Restrict to Authorized Users** box.
   Marking this box restricts the budget for all the years (defined in the Fiscal Year Allocations group).

6  In the **Authorized Users** group, add the users you want to give access to the budget.
   To do this, click **New**. Then enter the ID of the user in the **User ID** field. If you want to remove a user from the group, choose the user from the drop-down list. Then click **Delete**.

7  Save your changes.

8  Repeat the above steps as necessary for each additional budget you want to restrict.

9  When you are finished, click the Close button in the upper-right corner to close the window.

10 To activate your changes, close and reopen the Launcher on workstations where it is currently running.
Adjusting Budget Amounts

Occasionally, you may need to adjust certain budget amounts. For example, you can adjust the original budget amount to transfer funds from one budget to another. Or, if you receive additional funds during the year, you can adjust the budget amount of one or more budgets to include these funds in your budgets.

Note that Horizon records these changes in the budget transaction record if you have marked the Track Budget Transactions box in the Edit Acquisitions Parameters window. (For instructions on changing the settings in this window, see “Acquisitions Parameters” on page S-9.)

You can change these budget amounts:

- **Amount.** The total amount of funds assigned to the budget.
- **On Order Limit.** The maximum amount that can be on-order against the budget at any one time. You might change this limit periodically to ensure that funds are used evenly throughout the year. (For example, a library may enter a limit of 25% during the first quarter of the year, 50% during the second quarter, 75% during the third quarter and 100% or more during the fourth quarter.)
- **Spent Limit.** The maximum amount that can be spent against the budget. You might change this limit periodically to ensure that funds are used evenly throughout the year. (For example, a library may enter a limit of 25% during the first quarter of the year, 50% during the second quarter, 75% during the third quarter and 100% or more during the fourth quarter.)

**WARNING**

You should not change the On Order or Spent fields, except under the direction of Horizon support to fix problems. These amounts are updated automatically by the system as purchase orders are created, ordered, received, and invoiced against the budget.

To adjust budget amounts

1. Start the Find Budget process.
   The default location of this process is the Acquisitions\Budget 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.
   To display a list of all your budgets, highlight the Budget index and enter an asterisk ( *) in the Search for field.
3. Click OK.
   Horizon displays a list of budgets that match your search criteria.
4. Highlight the budget you want and click Edit to display the Edit Budget window.
5. Choose the budget whose amounts you want to change from the drop-down list in the Years group.
6. Adjust the budget amounts as necessary.
   (For a description of each field, see “Edit Budget Window” on page S-114.)
7. Save your changes.
Changing a Budget’s Status

You can change the status of a budget. The status determines whether funds can be encumbered or expended against the budget. Here are explanations for each status:

- **Open.** This status means the budget is available for both new and existing orders. It lets users order and record invoice items against the budget up to the limits you enter in the On Order Limit and Spent Limit fields.

- **Frozen.** This status means the budget is available for outstanding orders, but not new orders. (Funds can be expended, but not encumbered against the budget.) This status lets users record invoices for existing orders against the budget up to the limit defined in the Spent Limit field. However, it warns users when creating new orders against the budget (or when performing any other function that will encumber funds against the budget). Users can override this warning only if their security settings allow it. Frozen budgets do not appear in Code Lookup windows; however, users can enter them on PO lines and statements if they know the budget code.

- **Closed.** This status means the budget is no longer available. Funds cannot be expended or encumbered against the budget. If users try to perform an action that will encumber or expend funds against the budget, Horizon warns them. Users can override this warning only if their security settings allow it. Closed budgets do not appear in Code Lookup windows; however, users can enter them on PO lines and statements if they know the budget code.

To change a budget’s status

1. Start the Find Budget process.
   - The default location of this process is the Acquisitions\Budget 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.
   - To display a list of all your budgets, highlight the Budget index and enter an asterisk ( * ) in the Search for field.

3. Click OK.
   - Horizon displays a list of budgets that match your search criteria.

4. Highlight the budget you want and click Edit to display the Edit Budget window.

5. Mark the status you want to assign to the budget in the Status field.

6. Save your changes.

Deleting a Budget Category or Fiscal Year Allocation

You can delete a budget category or a fiscal year allocation for a budget category; however, because budgets provide a record of your library’s spending, delete them only according to your library’s policy. To prevent users from using a budget, you can change its status, instead of deleting it.

Horizon will let you delete a budget category if it is referenced only in the Budget Transaction Log; otherwise, Horizon may not let you delete the category. (For more information on the budget transaction log, see “Activating Budget Tracking” on page S-13.)
To delete a budget category or fiscal year allocation

1 Start the Find Budget process.
   The default location of this process is the Acquisitions\Budget 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.
   To display a list of all your budgets, highlight the Budget index and enter an asterisk (*) in the Search for field.

3 Click OK.
   Horizon displays a list of budgets that match your search criteria.

4 Highlight the budget you want to delete and click Edit to display the Edit Budget window.

5 Do one of these steps:
   • To delete the entire budget category and all its fiscal year allocations, choose File, Delete.
   • To delete a fiscal year allocation assigned to the budget category, choose the allocation from the drop-down list in the Fiscal Years Allocation group. Then click Delete. Click Save to save your changes.
   Horizon prompts you to confirm the action.

6 Click OK.
   Horizon deletes the budget category or fiscal year allocation.
   If the budget is assigned to a purchase order or to extra charges on a statement, Horizon displays an error message. You cannot delete a budget that is assigned to a purchase order.
Budget Hierarchy Management

You can manage your budgets by organizing them in a hierarchy for various years. The hierarchy is organized in a tree view, similar to the Microsoft Windows Explorer. This structure lets you easily organize and view your budgets and their amounts all at once. You can then display the budget amounts for a given year in the hierarchy and print a budget hierarchy report. (For more information, see “Budget Hierarchy Report” in the “Reports” chapter of the Acquisitions Guide.) If you want to, you can also save a budget hierarchy to a file. (For instructions, see “Saving Data to a File” in the Horizon Basics Guide.)

Here is an example of a budget hierarchy using the Budget Hierarchy Management feature:

You create your hierarchy using these elements:

- **Hierarchy.** This is the base (or root node) of the hierarchy from which the groups and their budgets branch out. (A hierarchy starts with one item on the first level and then breaks out into lower levels with as many items on them as needed.) Each time you insert a hierarchy into the Budget Hierarchy Management window, you are creating a whole new hierarchy.

- **Groups.** These are the categories you use to group and organize your budgets in the hierarchy. You can have as many levels as you need to create your hierarchy.

- **Budgets.** These are the actual budgets that have amounts attached to them. This is the lowest level of the budget hierarchy, and you cannot insert another level below this one.

You should create your budget hierarchy in a certain order. That way, you are creating your budget hierarchy level-by-level and have less chance of missing parts of your hierarchy. Here is an example of the order in which you may want to create your hierarchy elements, using the screen example on page S-37:

1. For each budget hierarchy your library has, insert the item for the top level. For example, enter “1999” or “2000” for the top level of your hierarchy.

2. Insert a group or bunch of groups on the same level in your hierarchy and try to start inserting your budgets (including all the groups they may be under).
For example, enter a “Books” group and a “Science” group. Then add the budgets under the “Science” group, such as a “Biomedical—Anatomy” budget, a “Biomedical—Clinical” budget, a “Biomedical—Health” budget, and so forth.

3 Insert as many groups as you need and insert their budgets.

For example, on the same level with the “Books” group, you may also have the “Serials” group, the “Audio/Visual” group, and so forth with their respective groups and budgets.

This section explains these tasks for budget hierarchy management:

<table>
<thead>
<tr>
<th>For instructions on this task</th>
<th>See page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moving Around a Hierarchy</td>
<td>S-39</td>
</tr>
<tr>
<td>Inserting a Hierarchy</td>
<td>S-39</td>
</tr>
<tr>
<td>Inserting Hierarchy Groups</td>
<td>S-40</td>
</tr>
<tr>
<td>Inserting Hierarchy Budgets</td>
<td>S-41</td>
</tr>
<tr>
<td>Moving or Copying a Hierarchy, Group, or Budget</td>
<td>S-42</td>
</tr>
<tr>
<td>Deleting a Hierarchy, Group, or Budget</td>
<td>S-43</td>
</tr>
<tr>
<td>Showing Budget Values</td>
<td>S-44</td>
</tr>
</tbody>
</table>
Moving Around a Hierarchy

You can use your keyboard to move around in the budget hierarchy treeview, in addition to your mouse pointer.

<table>
<thead>
<tr>
<th>Use this key</th>
<th>To do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAB</td>
<td>Take the focus back and forth from the Year combo box to the Budget Hierarchy Management window.</td>
</tr>
<tr>
<td>ENTER</td>
<td>End your editing of an item label and save your changes.</td>
</tr>
<tr>
<td>ESC</td>
<td>End your editing of an item label and not save your changes.</td>
</tr>
<tr>
<td>CTRL+ENTER</td>
<td>Edit the highlighted item label.</td>
</tr>
<tr>
<td>INSERT</td>
<td>Open the same menu as a right mouse click on the highlighted item in the treeview.</td>
</tr>
</tbody>
</table>

Inserting a Hierarchy

1. Start the **Budget Hierarchy Management** process.
   
   The default location of this process is the `Acquisitions\Budget` 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.
   
   The default current fiscal year is the one set in the Acquisitions Parameters window. (For more information on the Acquisitions Parameters window, see “Acquisitions Parameters” on page S-9.)

3. Do one of these options:
   
   - Right-click on the hierarchy you want to insert the new hierarchy under and choose Insert Hierarchy.
   - Choose **Edit, Insert Hierarchy**.

   **NOTE**
   
   If this is the first time you are using the Budget Hierarchy Management feature, you must create your first hierarchy by choosing Insert New Hierarchy from the Edit menu.

4. Enter the name you want for the hierarchy’s top level (for example, enter “1999”).
   
   Entering a name is the same as in the Microsoft Windows Explorer in that you click on the name to highlight it, then click and hold the mouse button for a second. When you release the mouse button, the name is in edit mode and you can enter the new name. Click outside the name to accept the new name or press **TAB**.
5. Insert each level of groups under the hierarchy and add their budgets. (For more information on inserting groups for the hierarchy, see “Inserting Hierarchy Groups” on page S-40. For more information on inserting budgets for the hierarchy, see “Inserting Hierarchy Budgets” on page S-41.)

6. Create a new hierarchy as necessary by repeating steps 3–5.

7. Save your changes.

Inserting Hierarchy Groups

1. Start the Budget Hierarchy Management process.
   The default location of this process is the Acquisitions\Budget 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.
   The default current fiscal year is the one set in the Acquisitions Parameters window. (For more information on the Acquisitions Parameters window, see “Acquisitions Parameters” on page S-9.)

3. Do one of these options:
   - Right-click on the hierarchy or group you want to insert the new group under and choose Insert Group.
   - Choose the hierarchy or group you want to insert the new group under and choose Edit, Insert Group.

4. Enter the name for the group (for example, enter “Books”).
   Entering a name is the same as in the Microsoft Windows Explorer in that you click on the name to highlight it, then click and hold the mouse button for a second. When you release the mouse button, the name is in edit mode and you can enter the new name. Click outside the name to accept the new name or press TAB.

5. Do one of these options:
   - Insert another group on this same level of groups, or add another level of groups under this one by repeating steps 3 and 4.
   - Insert the budgets under the groups. (For more information on inserting budgets for the hierarchy, see “Inserting Hierarchy Budgets” on page S-41.)

6. Save your changes.
Inserting Hierarchy Budgets

1. Start the Budget Hierarchy Management process. The default location of this process is the Acquisitions\Budget 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. The default current fiscal year is the one set in the Acquisitions Parameters window. (For more information on the Acquisitions Parameters window, see “Acquisitions Parameters” on page S-9.)

   NOTE
   If you do not choose or enter a fiscal year, Horizon cannot display any budgets you may want to insert into the hierarchy.

3. Do one of these options:
   - Right-click on the hierarchy or group you want to insert the new budget under and choose Insert Budget.
   - Choose the group or budget you want the new budget inserted under and choose Edit, Insert Budget.

   Horizon lists the budgets for the budgets of the current fiscal year, including the budgets already used in the selected hierarchy.

4. Choose the budget you want (for example, choose “arthist.history.books.1999”). Horizon then does these things:
   - Horizon inserts the budget you chose by displaying its description and then its code in parentheses.
   - If the budget is valid for the current fiscal year, Horizon displays a green ball next to the budget.
   - If the budget is not valid for the current fiscal year, Horizon displays a red ball next to the budget.
   - Horizon removes the budget you choose from the list of available budgets to insert.

5. Do one of these options:
   - Insert more groups. (For more information on inserting groups for the hierarchy, see “Inserting Hierarchy Groups” on page S-40.)
   - Insert more budgets under the groups by repeating steps 3 and 4.

6. Save your changes.
Moving or Copying a Hierarchy, Group, or Budget

Once you have started creating your hierarchies, you can move a hierarchy, group, or budget anywhere in the hierarchies you create. Or you can copy a hierarchy, group, or budget and use it as a basis for another hierarchy, group, or budget. Moving hierarchies, groups, or budgets works similar to the “drag and drop” method of Microsoft Windows. Here is how moving an item works:

- **Moving the item to the next level down from the target item.** Moving an item down one level makes the item a “child” of (next level down from) the target item. Moving an item also moves any children of the moved item. To move the item and make it a child of the target item, use the left mouse button to drag the item over the target item’s icon. Then click Move Item.

  Here is an example:

  ![Diagram](https://via.placeholder.com/150)

  For example, you may want the “Biomedical—Health” budget to be the next level below (or a child of) the “Science” group.

- **Moving the item to the same level (or within the same level) of the target item.** Moving an item in the same level as the target item makes the item a “sibling” of (same level as) the target item. Moving the item also moves any children of the moved item. To move the item and make it a sibling of the target item, use the left mouse button to drag the item over the target item’s label. Then click Move Item.

  Here is an example:

  ![Diagram](https://via.placeholder.com/150)

  For example, you may want the “Business” group to be the sibling displayed under the “History” group.
• Copying a hierarchy, group, or budget to the next level down or the same level of the target item. Copying a hierarchy, group, or budget duplicates that item as either a sibling or a child of the target item. Copying the item also copies any children of the copied item. To copy the item as either a sibling or a child of the target item, use the left mouse button to drag the item over the target’s icon or label. Then click Copy Item.

Here is an example:

Deleting a Hierarchy, Group, or Budget

You may have hierarchies or groups that you do not want anymore, or you may have budgets that are no longer valid for that fiscal year. You can delete any hierarchies, groups, or budgets you choose.

To delete a hierarchy, group, or budget

1. Start the Budget Hierarchy Management process.
   The default location of this process is the Acquisitions\Budget 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.
   • Right-click on the hierarchy, group, or budget you want to delete and choose Remove Item.
   • Choose the hierarchy, group, or budget you want to delete and choose Edit, Remove Item.

3. Save your changes.
Showing Budget Values

If you want a quick view of some totals, you can see the budget totals for the hierarchy, group, or budget you choose. You can see these amounts:

- The total amount
- The amount on order
- The amount spent
- The amount available
- The amount unspent

To show budget values

1. Start the **Budget Hierarchy Management** process.
   
   The default location of this process is the **Acquisitions\Budget** 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. Right-click on the hierarchy, group, or budget you want to see the total for.

4. Click **Show Budget Values**.
   
   Horizon displays a pop-up window with the total for the hierarchy, group, or budget:

   ![Budget Hierarchy Management Window](image)

   **NOTE**

   The budget amount columns you see here in Budget Hierarchy Management are the same amount columns that you would see in the Budget Hierarchy Report. This is because the columns are specified in the “budget_hierarchy_report” view. Any changes you make in this view affect both the Budget Values pop-up summary and the Budget Hierarchy Report.
Currencies

If you order material from vendors who require payment in a foreign currency, you must create a code for the currency. The currency code defines the currency’s exchange rate and is used to calculate encumbrance and expenditure amounts for orders from foreign vendors. You enter currency codes on vendor records, PO headers, and statement headers.

After you define a currency, you can enter it on a vendor record. When you create a purchase order or statement for a vendor, Horizon completes the currency field with the currency on the vendor record.

When you create a purchase order or record a statement from a vendor, enter the amounts in the currency used by the vendor. 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 you enter for the currency).

Notes

- Do not create a code for the currency used by your accounting agency. You do not need to enter a currency on purchase orders or statements for vendors that use the same currency as your accounting agency.
- You should create currency codes only for currencies you need to use.
- You should use the ISO 4217 currency code for your currency code.
- Exchange rates can change frequently. You should update the exchange rates of your active currencies periodically to encumber and expend funds accurately.

This section covers these topics:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defining a Currency</td>
<td>S-46</td>
</tr>
<tr>
<td>Updating Exchange Rates</td>
<td>S-46</td>
</tr>
<tr>
<td>Deleting a Currency</td>
<td>S-47</td>
</tr>
</tbody>
</table>
Defining a Currency

1. Start the **Currency 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 Currency window.
2. Click **New** to display the Edit Currency window.
3. Enter a code for the currency you want to define in the **Currency** field.
4. Enter a description of the currency in the **Description** field (for example, “Canadian Dollars”).
5. Enter the number of places to the right of the decimal point to display amounts for the currency.
   - Most currencies use two decimal places, but others use more.
6. Enter the currency’s exchange rate in the **Exchange Rate** field.

   **IMPORTANT**
   
   Be sure to enter the rate of exchange used to convert amounts in the foreign currency to your currency, not the other way around.

7. Save your changes.
8. Repeat steps 2–7 for each additional currency you want to define.

Updating Exchange Rates

Exchange rates can change frequently. You should update the exchange rates of your foreign currencies periodically to keep your on-order and spent amounts accurate.

To update exchange rates

1. Start the **Currency 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 Currency window.
2. Highlight the currency you want to update and click **Edit**.
3. Enter the currency’s new exchange rate in the **Exchange Rate** field.

   **IMPORTANT**
   
   Be sure to enter the rate of exchange used to convert amounts in the foreign currency to your currency, not the other way around.

4. Save your changes.
Deleting a Currency

1. Start the **Currency 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 Currency window.

2. Highlight the currency you want to delete.

3. Choose **File, Delete**.
   - Horizon prompts you to confirm the action.

4. Click **OK**.
   - Horizon deletes the currency.
   - If the currency is assigned to one or more vendors or purchase requests, Horizon displays an error message. You cannot delete a currency that is assigned to a vendor or purchase request.

Vendors

Before you can order from a vendor, you must create a vendor record. This record lets you keep information about the vendor, such as the vendor’s name and address, order, claim, and contract information. Horizon uses this information to perform a variety of tasks, including calculating discounts, generating claims, and processing purchase orders.

**NOTE**

Any additions or changes you make to vendor records will also be reflected in the Serials module, since Acquisitions and Serials use the same Vendor view.

You can create a vendor record from a scratch or copy an existing record and change it as necessary. You can also edit existing records individually or in a batch. (For information on entering a vendor contract/account on the vendor record, see “Vendor Contracts/Accounts” on page S-55.)

If you want to use electronic orders, responses, or invoices with a vendor, you must be sure you have correctly set up your vendor records to work with those electronic messages. (For more information, see “Electronic Orders, Responses, and Invoices” on page S-77.)

This section covers these topics:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating a Vendor Record from Scratch</td>
<td>S-48</td>
</tr>
<tr>
<td>Creating a Vendor Record by Copying an Existing One</td>
<td>S-48</td>
</tr>
<tr>
<td>Editing a Vendor Record</td>
<td>S-49</td>
</tr>
<tr>
<td>Making Batch Changes to Vendor Records</td>
<td>S-49</td>
</tr>
<tr>
<td>Deleting a Vendor Record</td>
<td>S-50</td>
</tr>
</tbody>
</table>
Creating a Vendor Record from Scratch

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. Click New to display the Edit Vendor window:

   ![Edit Vendor Window]

3. Complete the fields in the window.
   (For a description of each field, see “Edit Vendor Window” on page S-127.)
4. Save your changes.
5. Repeat steps 2–4 for each additional vendor you want to define.

Creating a Vendor Record by Copying an Existing One

If you want to create a vendor record that is similar to an existing one, you can copy the existing record and change it as necessary.

To create a vendor record by copying an existing one

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. Highlight the vendor record you want to copy.
3 Choose File, Copy. Horizon creates a copy of the vendor and displays the new record on the screen.

4 Change the new record as necessary. Be sure to enter a vendor code and a new name. (For a description of each field, see “Edit Vendor Window” on page S-127.)

5 Save your changes.

---

**Editing a Vendor Record**

You should update vendor information whenever it changes. Horizon uses this information to create orders, calculate discounts, generate claims, and do other tasks, so it is important that you keep this information up-to-date. (For example, if the vendor’s address changes, be sure to update it on the vendor record so the new address is printed on purchase orders.)

**To edit a vendor record**

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 Highlight the vendor record you want to edit and click Edit.

3 Edit the record as necessary.
   (For a description of each field, see “Edit Vendor Window” on page S-127.)

4 If you want to add or edit an address for the vendor, do these steps:

<table>
<thead>
<tr>
<th>To add an address</th>
<th>To edit an address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Find the Address group.</td>
<td>1 Find the Address group.</td>
</tr>
<tr>
<td>2 Click New.</td>
<td>2 Choose the address from the drop-down list.</td>
</tr>
<tr>
<td>3 Complete the fields as necessary.</td>
<td>3 Edit the fields as necessary.</td>
</tr>
<tr>
<td>(For a description of each field, see “Edit Vendor Window” on page S-127.)</td>
<td>(For a description of each field, see “Edit Vendor Window” on page S-127.)</td>
</tr>
</tbody>
</table>

5 Save your changes.

---

**Making Batch Changes to Vendor Records**

If you need to make the same change or addition to several vendor records, you can make the change for all vendors at the same time. For example, if you want to assign the same claim cycle settings to several vendors, you can highlight the vendors you want and enter the changes for all the records.
You can define which fields can be changed in batch by editing the “vendor” 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 PO window and clicking Edit.

*WARNING*

Existing information is replaced by the information you enter for the batch change.

To make batch changes to vendor records

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. Highlight each vendor record you want to apply your changes to and click Edit.
   Horizon asks you if you want to make batch changes to all highlighted records.
3. Click OK.
   Horizon displays the Batch Change Vendor window. This window displays the fields that you can change for multiple vendors at once.
4. Complete the fields according to the changes you want to make. Horizon will change or complete the corresponding fields on each vendor record with the information you enter here.
   (For a description of each field, see “Edit Vendor Window” on page S-127.)
5. Save your changes.

Deleting a Vendor Record

You can delete a vendor record only if you have never used the vendor. Vendors you have ordered from remain on the system so you can review statistics and order history for the vendor.

To delete a vendor record

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. Highlight the vendor record you want to delete.
3. Choose File, Delete.
   Horizon prompts you to confirm the action.
4. Click OK.
   Horizon deletes the vendor.
Setting Up Online and Local ISBN Searching

You can set up Acquisitions to search online vendors and local catalogs for titles by ISBN during the creation of a purchase order. An online vendor search helps library staff find a title’s availability and pricing before they add the title to a purchase order. A local catalog search can let library staff see if your library already has the item or if it is already on order. If Horizon finds the title in either the online vendor’s listing or your local catalog, staff can automatically enter bibliographic information for the item in the PO line. You can choose to set up either online vendor searching, local catalog searching, or both.

If you set up both local and online ISBN searching, Horizon does both searches at the same time. Horizon then reports whether it finds title information on the local database or on the vendor’s web site, or both. If staff chooses to automatically enter bibliographic information, Horizon uses the local catalog’s bibliographic information, if any, before it imports bibliographic information from the vendor.

This section explains these topics:

- Setting Up Online Vendor ISBN Searching
- Setting Up Local Catalog ISBN Searching

Setting Up Online Vendor ISBN Searching

You can set up Acquisitions to search online vendors for titles by using an ISBN. When you do this, Horizon does the ISBN search at the same time that it does the ISBN search in your local catalog. Horizon uses the Horizon Vendor Integration Protocol (VIP) to do online ISBN searches. VIP is a SirsiDynix-defined protocol between Acquisitions and vendors. This protocol lets you send an ISBN search directly to a vendor’s web services to determine a title’s price and availability information. After the vendor sends back the title’s pricing and availability, you can choose to have Horizon automatically enter this information into the PO line.

**IMPORTANT**

You need to verify that your vendor supports Vendor Integration Protocol (VIP) functionality. Your vendor can contact SirsiDynix Product Management if they need help configuring their web site to support VIP.

This section explains these topics:

- Setting Up a Vendor Configuration
- Assigning a Vendor Configuration to a Vendor

Setting Up a Vendor Configuration

In order for Horizon to be able to search for items in a vendor database, you need to set up specific information for that vendor.

To set up a vendor configuration

1. Open the vip_configuration (VIP configuration) view in the Table Editor.
2. Choose the configuration that you want to change, or create a new configuration.
Horizon displays the Edit Vendor Interface Protocol Configuration window:

<table>
<thead>
<tr>
<th>In this field</th>
<th>Do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIP Configuration</td>
<td>Enter a code for the vendor configuration.</td>
</tr>
<tr>
<td>Description</td>
<td>Enter a description for the vendor configuration.</td>
</tr>
<tr>
<td>Vendor Service URL</td>
<td>Enter the URL for the location of the vendor’s Web service server.</td>
</tr>
<tr>
<td>Login name</td>
<td>If necessary, enter your login for this vendor.</td>
</tr>
<tr>
<td>Login password</td>
<td>If necessary, enter your password for this vendor.</td>
</tr>
</tbody>
</table>
After you create a vendor configuration, you need to assign it to a specific vendor.

### To assign a vendor configuration to 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 opens the Table Editor and displays the List Vendor window.
2. Choose the vendor to which you want to assign a vendor configuration.

<table>
<thead>
<tr>
<th>In this field</th>
<th>Do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Account</td>
<td>Choose one of these options, depending on what account information your vendor needs:</td>
</tr>
<tr>
<td></td>
<td>- <strong>None.</strong> Mark this if your vendor needs no account information.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Account number.</strong> Mark this if your vendor only needs an account number.</td>
</tr>
<tr>
<td></td>
<td>- If the PO header has an Acct/Contract specified, Horizon uses the account number on the vendor_contract table as the account number.</td>
</tr>
<tr>
<td></td>
<td>- If you do not specify an Acct/Contract, or the vendor_contract table has no account number specified, Horizon uses the vendor account number.</td>
</tr>
<tr>
<td></td>
<td>- <strong>SAN/SAN suffix.</strong> Mark this if the vendor needs an account number and subaccount.</td>
</tr>
<tr>
<td></td>
<td>- Horizon takes the account from the SAN for the Ship to address on the PO header.</td>
</tr>
<tr>
<td></td>
<td>- If the PO header has an Acct/Contract specified, Horizon uses the SAN suffix on the vendor_contract table as the subaccount.</td>
</tr>
<tr>
<td></td>
<td>- If you do not specify an Acct/Contract, or the vendor_contract table has no SAN suffix specified, Horizon uses the vendor SAN suffix as the subaccount.</td>
</tr>
</tbody>
</table>

3. Save your changes.

### Assigning a Vendor Configuration to a Vendor

After you create a vendor configuration, you need to assign it to a specific vendor.

**NOTE**

Although Horizon lets you highlight more than one vendor to make a batch change, you **must** assign a vendor configuration to one vendor at a time.

3. Click **Page Down** or resize the window to display the **VIP Configuration** field.
4. In the **VIP Configuration** field, enter or choose the code for the vendor configuration that you want.
5  Save your changes.

**Setting Up Local Catalog ISBN Searching**

You can set up Horizon to search your local catalog for titles by using an ISBN. When you do this, Horizon does the ISBN search at the same time that it does the ISBN search on the vendor’s web-services-enabled web site. This helps you determine if you already have the item or if it is already on order. If Horizon finds the title in your local catalog, you can then choose whether you want to order additional copies by adding the bibliographic information to the PO line.

**To set up local catalog ISBN searching**

1  Start the **Acquisitions Parameters** process.

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

   Horizon displays the Edit Acquisitions Parameters window:

   ![Edit Acquisitions Parameters](image)

2  In the **ISBN search index** field, enter or choose the code for an exact match ISBN search index.

3  Save your changes.
Vendor Contracts/Accounts

A vendor contract/account represents a special payment arrangement you have with the vendor, such as a deposit account or a commitment to a standing order. A vendor contract/account may also represent an agreement by the library to spend a certain amount of money with the vendor in exchange for a discount on purchases. You enter vendor contracts/accounts on the vendor record, and you assign contracts to purchase orders in the PO header.

You can define two types of contracts/accounts:

- **Pre-encumbered Funds.** This type is for funds you have set aside for use with the vendor, whether on a formal contract or not. It may represent funds reserved for standing orders, specific firm-order items, or a certain amount you have committed to spend in exchange for a discount on purchases. Unlike the Vendor Deposit Account (explained below), these funds do not represent money you send to the vendor in advance of orders.

- **Vendor Deposit Account.** This type is for funds you have sent to the vendor in advance of orders. Some vendors (such as the United States Government Printing Office) require an advance deposit before you can order items. After you send the money, you can order against the balance until it is gone.

Vendor contracts/accounts track the funds you assign to and spend against a contract, while allowing you to use different budgets to pay for the individual items. Without this feature, the only way you could track encumbrances and expenditures by contract would be to create and use a separate budget for the contract; however, that would prevent you from using the individual budgets you would normally use to pay the items. With vendor contracts/accounts, you can track the overall on-order and spent amounts for the contract, but pay for the orders with individual budgets. As you order, receive, and record invoices for items that are assigned to a vendor contract/account, Horizon updates the amounts on both the vendor contract/account and the budgets assigned to the PO lines.

Notes

- Horizon currently does not prevent the funds you assign to a contract from being spent on other orders. Consequently, you should review your budgets periodically to make sure you have sufficient funds to cover your contracts. Another option is to create a dummy PO line for the contract for the purpose of encumbering the contract amount. (For more information, see “Vendor Contract/Account Work Around” on page S-56.)

- When you create a purchase order for items that are part of a vendor contract/account, you enter the contract code on the PO header. The contract you enter applies to each line you add to the purchase order. Consequently, make sure you only add lines that are part of the contract.

- If you enter a contract on a purchase order, a budget is required on each line you attach to the purchase order.

- Like other purchase orders, funds are expended for items you purchase on contract at the time you specify in the Spent Event field on the PO header.

- If you want to use electronic orders, responses, or invoices, you must be sure you have correctly set up your vendor contracts/accounts to work with those electronic messages. (For more information, see “Electronic Orders, Responses, and Invoices” on page S-77.)

Contract Limit Checking

As users create, receive, and invoice purchase order items, Horizon warns users when a transaction will exceed on-order (encumbrance) and spent (expenditure) limits for a vendor contract/account. You can enter the on-order and spent limits you want for each contract. If a user
tries to perform a function that will increase the contract’s on-order or spent amount beyond the
limit you define, Horizon warns the user. Users can override this warning only if their security
settings allow it.

You enter these limits in the Limit fields on the default page 3 of the vendor record. You can enter
these limits as a fixed amount or as percentage of the contract amount. To enter a percentage, mark
the % box. When you create a new contract, Horizon completes these fields automatically with the
default limit specified in the “vendor_contract” view; however, you can change the defaults as
necessary. If you want, you can deactivate vendor contract/account (and budget) limit checking
altogether by selecting the appropriate option in the Limit Checking field in the Edit Acquisitions
Parameters window. (For instructions, see “Acquisitions Parameters” on page S-9.)

You can enter a limit that is less than, equal to, or greater than the contract amount. You can also
change this limit periodically to ensure that funds are used evenly throughout the year. (For
example, a library may enter a limit of 25% during the first quarter of the year, 50% during the
second quarter, 75% during the third quarter and 100% or more during the fourth quarter.)
Entering a limit that is equal to the contract amount ensures that you do not over-encumber or
over-expend the contract. Entering an amount that is greater than the contract amount lets you
over-encumber or over-expend the contract up to the amount you feel comfortable with. You may
want to allow a certain amount of over-encumbrance since many items do not come in during the
year they are ordered.

Vendor Contract/Account Work Around

Horizon currently does not prevent funds you assign to a contract from being spent on other
orders. You can get around this problem by creating a “dummy” PO line for the contract for the
purpose of encumbering the contract amount. As you create real orders against the contract, you
can reduce the amount of the dummy line. This work around ensures that you have sufficient
funds to cover your contracts.

These steps explain this work around for a standing order contract:

1. Create a purchase order and add a PO line for the total contract amount. If a purchase
   order already exists for the standing order, add the line to the existing purchase order.
2. Enter the total contract amount in the Unit Price field of the dummy PO line. Enter the
   budget or budgets you want to encumber in the Distribution group.
3. Add PO lines for new editions as you receive them.
4. After you add a PO line, reduce the amount in the Unit Price field in the dummy PO line
   by the amount of the new line since the funds are now encumbered by the new line.

This section covers these topics:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entering a Vendor Contract/Account</td>
<td>S-56</td>
</tr>
<tr>
<td>Editing a Vendor Contract/Account</td>
<td>S-58</td>
</tr>
<tr>
<td>Deleting a Vendor Contract/Account</td>
<td>S-58</td>
</tr>
</tbody>
</table>

**Entering a Vendor Contract/Account**

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 Highlight the vendor record you want to enter a contract for and click Edit.

3 Click Page Down or resize the window to display the Contract/Account group.

4 Click New to display a blank Contract group.

5 Complete the fields in the window.
   (For a description of each field, see “Edit Vendor Window” on page S-127.)

6 Save your changes.

7 Repeat steps 4–6 for each additional contract you need to enter for the vendor.
PR Categories

Editing a Vendor Contract/Account

You can edit a vendor contract/account. For example, you might need to change the contract amount, or the on-order or spent limits for the contract.

To edit a vendor contract/account

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. Highlight the vendor record with the vendor contract/account you want to edit and click Edit.
3. Click Page Down or resize the window to display the Contract/Account group.
4. Choose the contract you want to edit from the drop-down list.
5. Edit the contract as necessary.
   - (For a description of each field, see “Edit Vendor Window” on page S-127.)
6. Save your changes.

Deleting a Vendor Contract/Account

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. Highlight the vendor record with the vendor contract/account you want to delete and click Edit.
3. Click Page Down or resize the window to display the Contract/Account group.
4. Choose the contract you want to delete from the drop-down list.
5. Click Delete.
   - If the vendor contract/account is assigned to one or more purchase orders, Horizon displays an error message when you try to save the vendor record. You cannot delete a contract that is assigned to one or more purchase orders.
6. Save your changes.

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, which are sometimes called selection or desiderata 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. (For example, a category might identify the selector [Faculty Requests], the subject [Dance], the priority [Rush Items], or the selection status [Approved, On Hold, or Rejected].)

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.)

This section covers these topics:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating a PR Category</td>
<td>S-59</td>
</tr>
<tr>
<td>Deleting a PR Category</td>
<td>S-60</td>
</tr>
</tbody>
</table>

Creating a PR Category

1. Start the PR Category 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 PR Category window.

2. Click New to display the Edit PR Category window.

3. Enter a code for the category you want to define in the Category field (for example, “FR” for Faculty Requests).

4. Enter a description of the category in the Description field (for example, “Faculty Requests”).

5. Save your changes.

6. Repeat steps 2–5 for each additional category you want to create.
Deleting a PR Category

1 Start the PR Category 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 PR Category window.
2 Highlight the category you want to delete.
3 Choose File, Delete.
   Horizon prompts you to confirm the action.
4 Click OK.
   Horizon deletes the category.
   If the category is assigned to one or more purchase requests, Horizon displays an error
   message. You cannot delete a category that is assigned to a purchase request.

PO Line Statistical Classes

A statistical class is a division or category for which you can generate order statistics. You assign
statistical classes to PO lines. This lets you track how much you are spending on specific groups of
items.

Currently, Horizon does not provide a way to generate reports based on the statistical classes you
assign; however, you can generate these reports using an SQL server reporting tool, such as
ReportSmith.

Your budgets already track order information to some degree or another, depending on how and
to what level your funds are divided and organized into separate budgets; however, statistical
classes let you track order information independently of your budgets. For example, you can
create statistical classes for categories you do not create separate budgets for. You can also create
statistical classes for categories that span multiple budgets.

Here are some examples:
• An academic library might create a budget for anthropology but use statistical classes to track
  how much is spent within the budget for standing orders, monographs, and video cassettes.
  The library might also assign these same classes to items purchased from other budgets. This
  lets the library track statistics for standing orders, monographs, and video cassettes across
  multiple budgets.
• A public library might create a single budget for fiction but use fund classes to gather statistics
  for smaller divisions within the budget, such as mystery, romance, and science fiction.

Statistical classes are especially helpful if you do not use budgets, or if you have only a few
budgets that are used for a wide range of items.

To use statistical classes, create the classes you want. You can create any number of classes
according to the categories you want to track statistics for. After you create the classes, make sure
Acquisitions staff assign them consistently to PO lines. (You assign statistical classes in the Stat
Class field in the PO Line window.) You may want to establish a policy that explains how to assign
statistical classes.

Before you begin entering statistical classes on your PO lines, note the following:
• The Stat Class field on the PO line is not required by default. However, you can edit the
  “po_line” view to make it a required field. (For instructions, see “Changing the Properties of a
Field” in the “Troubleshooting” chapter of the Acquisitions Guide.)

If you create classes that overlap (such as “Mysteries” and “Paperbacks”), be sure to establish a policy that explains how you want them assigned to PO lines.

This section explains these topics:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating a PO Line Statistical Class</td>
<td>S-61</td>
</tr>
<tr>
<td>Deleting a PO Line Statistical Class</td>
<td>S-62</td>
</tr>
</tbody>
</table>

Creating a PO Line Statistical Class

1 Start the PO Line Statistical Class 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 PO Line Statistical Class window.
2 Click New to display the Edit PO Line Statistical Class window.
3 Enter a code for the statistical class you want to define in the Category field.
4 Enter a description of the statistical class in the Description field.
5 Save your changes.
6 Repeat steps 2–5 for each additional statistical class you want to create.
PO Activity Types

Deleting a PO Line Statistical Class

1. Start the **PO Line Statistical Class 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 PO Line Statistical Class window.

2. Highlight the statistical class you want to delete.

3. Choose **File, Delete**.
   Horizon prompts you to confirm the action.

4. Click **OK**.
   Horizon deletes the statistical class.
   If the statistical class is assigned to one or more PO lines, Horizon displays an error message. You cannot delete a statistical class that is assigned to a PO line.

5. Close the window.

PO Activity Types

Horizon records the activities that are performed on your purchase orders, including order, claim, cancel, receipt, invoice, and voucher activities. Horizon also records activities that “undo” activities. This record provides you with a detailed audit trail of changes made to your orders that you can refer to as necessary.

For each activity, Horizon gives a description of the activity, the activity type, date, and transaction amount (if applicable). You can review these activities for each line from the PO window in the PO Line Item History window. (For information, see “Reviewing History for a PO Line Item” in the “Purchase Orders” chapter of the **Acquisitions Guide**.)

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 your database.

PO activity types do not track budget transactions. (For information about tracking budget transactions, see “Activating Budget Tracking” on page S-13.)

For activities that generate a printed form, you can also specify whether or not a message is printed for the transaction, and the text of the message. The activities that generate a printed form are: Cancelled, Credit Order, Voucher, and all claim activity types.
For the most part, the PO activity types are self-explanatory. Here are the exceptions with explanations:

- **cancel (Cancelled)**. Horizon records this activity when you cancel a line that has not been received and for which funds have not been expended.
- **retrn (Returned)**. Horizon records this activity when you cancel a line that has been received but for which funds have not been expended.
- **refund (Refund)**. Horizon records this activity when you cancel a line for which funds have been expended, regardless of whether the line has been received.

**To edit a PO activity type**

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 opens the Table Editor and displays the List PO Activity Type window.
2. Highlight the activity type you want to edit and click **Edit** to display the Edit PO Activity Type window.
3. If you want to change the description of the activity, enter a new description in the **Description** field.
4. Mark the **Print?** box if you want to print the message in the **Printed Text** field on the form that is generated for the activity type (if any).
   This field does not apply if the activity type does not generate a printed form.
5. Enter the message you want to print on the form for this activity type, if applicable. A default message is provided, but you can change it.
   This field does not apply if the activity type does not generate a printed form.
6. Save your changes.
7. Repeat steps 2–6 for each additional activity type you want to edit.
Workslips

When acquisitions staff creates a purchase order, they can enter a workslip note on the PO line to record special handling instructions for the item. Horizon prints this note on the purchase order’s workslip. A workslip is a printout that contains bibliographic, distribution, and special handling information for an order. (For example, acquisitions staff might want to direct the acquisitions workroom staff to laminate a map, or reinforce a binding before making the item available for circulation.)

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

This section explains these topics:

- Workslip Security
- Setting Up Options for Workslip Printing at Receiving
- Setting Up a Workstation’s Workslip Options
- Formatting Distribution Information on Workslips

Workslip Security

You will need give passkey access to these program privileges so staff can modify workslip notes during the receiving process:

- **Change PO Line after PO Line Approval.** This privilege allows users to change PO Line information after a PO line has been approved.
- **Change ONLY PO Line Notes after PO Line Approval.** This privilege is for users who are allowed to change note fields, but not more critical data, such as Price, for example.

You assign these privileges on the Program Features tab of the Pass Key Manager (found under Administration, Security Menu, Pass Key Manager).

Also, these two role privileges have been added:

- **Workstation Workslip Options.** This privilege allows users to change workstation options for workslips; specifically, workstation IDs and printing option.
- **Batch Print Workslip.** This privilege allows users to create workslip batches for printing.

You can set the security level for these role privileges in Privilege Manager. You can assign these role privileges to a role on the Privileges tab in Role Manager. (For more information about security, see “Securing Horizon” in the “Security and Preferences” chapter of the System Administration Guide.)
Setting Up Options for Workslip Printing at Receiving

Horizon creates workslips during receiving at one of three points in the acquisitions process:

- During receiving prior to invoicing
- During receiving after invoicing
- When receiving and invoicing the title simultaneously

Before acquisitions staff can use the workslip option, you must determine if and how workslips print in Acquisitions, then set up your chosen printing option.

To set up options for workslip printing at receiving

1. Start the Acquisitions Parameters process.
   - The default location of this process is the Acquisitions\Acquisitions Setup Menu folder on the navigation bar.
   - Horizon displays the Edit Acquisitions Parameters window:

   ![Edit Acquisitions Parameters Window]

2. In the Print Workslip at Receiving field, choose one of these print options:
   - **No Workslip (show Request Alert)**. Choose this option if you do not want Horizon to create workslips or workslip batches.
   - If you choose this option, Horizon displays a Request Alert at receiving for titles for which a request has been placed. If you select any other print option shown below, Horizon either displays or prints a workslip instead of a Request Alert, even if the workslip includes request information.
   - **Auto Print**. Choose this option if you want Horizon to print workslips automatically after a title has been received.
   - **Auto Print only if request or note**. Choose this option if you want Horizon to print workslips automatically only if there are requests for a title, or if there are workslip notes.
   - **Prompt to print**. Choose this option if you want Horizon to prompt the user to print the workslip for each title as it displays.
Workslips

- **Prompt to print only if request or note.** Choose this option if you want Horizon to prompt the user to print only those titles with requests or workslip notes.
- **Batch Print.** Choose this option if you want Horizon to create batches of workslips for titles received at a workstation for later printing.
- **Batch print only if request or note.** Choose this option if you want Horizon to create batches of workslips for titles with requests or workslip notes for later printing.

3  Save your changes.

---

### Setting Up a Workstation’s Workslip Options

For each acquisitions workstation, you can assign an optional workstation ID, and a workslip printer. These options give you more control over your workslip printing process.

This section explains these topics:

- Setting a Workstation’s ID
- Setting Up Workslip Printers

#### Setting a Workstation’s ID

You can choose to assign a unique ID to an acquisitions workstation. A workstation ID makes it easier to print batches of workslips. If you assign a workstation ID, you can have multiple workstations receiving items at the same time.

If you assign a workstation ID to each workstation from which your staff creates workslips, you have these benefits:

- Acquisitions staff can create batches of workslips at multiple workstations simultaneously.
- Horizon identifies which workstation created which batch of workslips.
- When Horizon displays workslip batches, it displays only batches for the current workstation’s ID. Staff can view workslip batches from any or all workstation’s from their own. If staff choose to display all workstation’s IDs, the default sort is by workstation ID with the most recently generated batches first.

If staff creates workslip batches from a workstation without a workstation ID, then Horizon pools those workslip batches with all workslips from other workstations without workstation IDs. (For more information about batches, see “Working with Workslip Batches” in the “Purchase Orders” chapter of the *Acquisitions Guide*.)

Whether or not you assign each workstation an ID, you can have multiple workstations receiving items at the same time.

#### To set a workstation’s ID

1  At the workstation to which you want to assign a workstation ID, start the **Workstation Workslip Options** process.
   The default location of this process is the **Acquisitions\Acquisitions Setup Menu** folder on the navigation bar.
   Horizon displays the Workstation Workslip Options window.
2  Enter the Workstation ID you want to use for this workstation.
The workstation ID format is free-form text. The display of this field is generally limited to 30 characters. As an example, you might choose to use a staff member’s name, such as “Mary’s Desk,” or a department identifier, such as “Audio Visual” or “Acq002.”

3 Click OK.

Setting Up Workslip Printers

You can set up a default printer for each acquisitions workstation. Horizon stores these defaults at each workstation. After you set up a default for a workstation, you can change these default workslip printing options prior to a receiving session, or at any time while you are receiving titles. You can have multiple workstations engaged in the receiving process simultaneously, whether or not you have chosen a default printer for every workstation.

If you prefer a full sheet (Letter or A4) workslip form, you can print to any available local or network printer for a given workstation. If the local printer for the workstation is a receipt printer, you can print receipt-style workslips on standard 40-column-width continuous feed receipt paper.

This section explains these topics:

- Setting Up Workslip Printing Using a Windows Printer
- Setting Up Workslip Printing Using a Receipt (Port) Printer
Setting Up Workslip Printing Using a Windows Printer

You can choose to have workslips print from a full-sheet (letter or A4) format Windows printer. The printer can either be local to the workstation or networked.

To set up workslip printing using a Windows printer

1. At the workstation for which you want to set up printing, start the Workstation Workslip Options process.

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

   Horizon displays the Workstation Workslip Options window:

2. Complete these fields to set up printing workslips using a Windows printer:

<table>
<thead>
<tr>
<th>In this field</th>
<th>Do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows Printing</td>
<td>Mark this box if you want to use the Windows Print Manager for a printer.</td>
</tr>
<tr>
<td></td>
<td>Marking this box disables the Port Printing option.</td>
</tr>
<tr>
<td></td>
<td>1 Click Setup.</td>
</tr>
<tr>
<td></td>
<td>Horizon displays the Windows printer setup window.</td>
</tr>
<tr>
<td></td>
<td>2 Choose the print settings you want to use for this workstation and</td>
</tr>
<tr>
<td></td>
<td>click OK.</td>
</tr>
</tbody>
</table>

3. Click OK to save the changes and close the Workstation Workslip.
Setting Up Workslip Printing Using a Receipt (Port) Printer

You can choose to have workslips print from a receipt (port) printer. Some of this setup requires you to enter escape sequences. (For more information about escape sequences, see “Printing Workslip Batches” in the “Purchase Orders” chapter of the Acquisitions Guide.)

To print workslips using a receipt printer

1. At the workstation for which you want to set up printing, activate the Workstation Workslip Options process.

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

   Horizon displays the Workstation Workslip Options window:

   ![Workstation Workslip Options window]

2. Complete these fields to set up printing workslips using a receipt (port) printer:

<table>
<thead>
<tr>
<th>In this field</th>
<th>Do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>Port Printing</td>
<td>Mark the port the printer uses.</td>
</tr>
<tr>
<td>Characters per Line</td>
<td>Enter the number of characters per line for the receipt printer and font you are using. Horizon sets the default value for this field at 40.</td>
</tr>
<tr>
<td>Prefix Escape Sequence</td>
<td>Enter the prefix escape sequence for your printer.</td>
</tr>
<tr>
<td></td>
<td>(For the specific codes for your printer, see your printer’s documentation.)</td>
</tr>
</tbody>
</table>

In this field: A set of options for the printer and its settings.
<table>
<thead>
<tr>
<th>In this field</th>
<th>Do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Feed Escape Sequence</td>
<td>Enter the line feed escape sequence for your printer. (For the specific codes for your printer, see your printer’s documentation.) Here are two examples of line feed escape sequences:</td>
</tr>
<tr>
<td></td>
<td><strong>Printer</strong></td>
</tr>
<tr>
<td></td>
<td>Epson printer</td>
</tr>
<tr>
<td></td>
<td>Omni printer</td>
</tr>
<tr>
<td>Form Feed Escape Sequence</td>
<td>Enter the form feed escape sequence for your printer. (For the specific codes for your printer, see your printer’s documentation.) Here are two examples of form feed escape sequences:</td>
</tr>
<tr>
<td></td>
<td><strong>Printer</strong></td>
</tr>
<tr>
<td></td>
<td>Epson printer</td>
</tr>
<tr>
<td></td>
<td>Omni printer</td>
</tr>
<tr>
<td>Cut Paper Escape Sequence</td>
<td>Enter the cut paper escape sequence code. Omni printers and some Epson printers do not have a cut paper option. A common sequence for Epson printers is “/27 /105”. (For the specific codes for your printer, see your printer’s documentation.)</td>
</tr>
<tr>
<td>Suffix Escape Sequence</td>
<td>Enter the suffix escape sequence for your printer. (For the specific codes for your printer, see your printer’s documentation.)</td>
</tr>
<tr>
<td>Replacement Character (hex)</td>
<td>Enter the character you want to be printed in place of any non-printable characters.</td>
</tr>
</tbody>
</table>

3 Click **OK** to save the changes and close the Workstation Workslip Options window.
Formatting Distribution Information on Workslips

You can determine the content and layout of the distribution portion of a workslip using these two views:

- **workslip_std_format.** Use this for full-sheet Windows printers, where information displays and prints in columns.
- **workslip_rcpt_format.** Use this for port or receipt printing, where each distribution item displays as a wrapped line of label and data pairs.

You can modify the List view portion of the view to control what fields appear and in what order, assign labels, or change the workslip title. Each time you make changes in one of these views, you can view or print out a sample of your changes by using the Display Workslip option on the PO Line menu. However, you must restart Horizon to reload the changed view before your changes can show on your sample.

(For more information about working with views, see the “Introduction to Horizon Views” chapter of the System Administration Guide.)

Extra Charge Types

Extra charge types define the extra charges that users can enter on a statement. An extra charge is an expense that is separate from the regular cost of items, such as taxes and freight. (For more information, see “Extra Charges” in the “Statements” chapter of the Acquisitions Guide.)

You can either specify a default budget category for each extra charge type, or prorate extra charges against PO lines based on quantity or amount. If you specify a default budget category, Horizon automatically supplies the budget for the extra charge on the statement using the budget category and the fiscal year defined in your Acquisitions Parameters. If a fiscal year is not specified in the Acquisitions Parameters, Horizon uses the workstation year to determine which budget to use. If there is no matching budget but there is a nonfiscal budget (that is, a fiscal year allocation with no year specified), Horizon uses that budget. Users can change the default budget on the statement as necessary. If you do not specify a budget category, you can prorate the extra charges against PO lines in the statement process. (For more information on prorating extra charges, see “Extra Charges” in the “Statements” chapter of the Acquisitions Guide.)

If you use EDIFACT electronic invoices, you can have Horizon either specify a default budget category for each extra charge type, or prorate extra charges against PO lines based on quantity or amount. Horizon can also add new extra charge types or allowances from an EDIFACT electronic invoice to your list of extra charge types.

This section covers these topics:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating an Extra Charge Type</td>
<td>S-72</td>
</tr>
<tr>
<td>Deleting an Extra Charge Type</td>
<td>S-72</td>
</tr>
</tbody>
</table>
Creating an Extra Charge Type

Before You Begin

If you use EDIFACT electronic invoices and want Horizon to automatically specify a default budget for extra charge types or prorate charges between the statement lines, contact the vendors who send the EDIFACT electronic invoices. Ask each of them what codes they use for the extra charges. Be sure you create these extra charge types on your Horizon system.

To create an extra charge type

1. Start the Extra Charge Type 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 Extra Charge Type window.
2. Click New to display the Edit Extra Charge Type window.
3. Enter a code for the extra charge you want to define in the Type field.
4. Enter a description of the extra charge in the Description field, such as “Handling.”
5. Enter the code of the budget category you want use as a default for the charge type, or click Codes to choose a budget category from a list. If there are fiscal year allocations defined for the category, Horizon uses the budget year specified in your Acquisitions Parameters when users enter the extra charge on a statement.
6. Save your changes.
7. Repeat steps 2–6 for each additional statistical class you want to create.

Deleting an Extra Charge Type

1. Start the Extra Charge Type 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 Extra Charge Type window.
2. Highlight the extra charge type you want to delete.
3. Choose File, Delete. Horizon prompts you to confirm the action.
4. Click OK. Horizon deletes the extra charge type. If the extra charge type is assigned to one or more open statements, Horizon displays an error message. You cannot delete an extra charge type that is assigned to an open statement.
Billing and Shipping Addresses

You can define a billing and shipping address for each of your library’s locations. These addresses are printed on purchase orders you send to the vendor. Here are explanations for each:

- **Billing Address.** The address where you want the vendor to send the statement for the purchase order. This address is printed below the “Bill To” heading on the printed purchase order. You enter this address in the Billing Address field on the PO header.

- **Shipping Address.** The address where you want the vendor to send the items. You assign a shipping address to the PO header and to the lines on the purchase order. If you mark the Drop Ship box on the PO header, Horizon prints a separate distribution slip for the individual locations in the PO line distribution using the shipping addresses on the PO lines, instead of the address on the PO header. (For more information, see “Central Ordering” in the “Purchase Orders” chapter of the Acquisitions Guide.)

If you want to use electronic orders, responses, or invoices, you must be sure you have correctly set up your billing and shipping addresses to work with those electronic messages. (For more information, see “Electronic Orders, Responses, and Invoices” on page S-77.)

**To enter billing and shipping addresses**

1. Start the **Location Parameters** process.
   The default location for this process is the Administration\System Setup folder on the navigation bar.
   Horizon displays a list of your library locations.

2. Highlight the location you want to define a billing or shipping address for and click **Edit**.
   Horizon displays the Edit Location Parameters window.

3. Click **Page Down** or resize the window to display the **Address** group.

4. Click **New** to add a new address.

5. Enter a code, description, and name for the address, and the address itself in the fields that are provided.

6. Mark the applicable uses of the address (for example, billing, shipping, and so on) in the **Usage** field.

7. Save your changes.
Bib Fields in Purchase Requests and Purchase Orders

To ensure that the title you order is the actual title you receive, your library may require more information than just the title and author of the item on a purchase order. Information such as the publisher, publication date and place, and edition can help you pinpoint the specific item desired. This is especially true in academic settings, because textbooks often are updated in subsequent editions with the same name.

As an aid to acquisitions staff, you can use these six bib fields:

- Publisher
- Pub. Date
- Pub. Place
- Edition
- Part/Volume
- Call Number

You must set up each bib field so that they can carry over from these records:

- From a bib record to a purchase request.
- From a bib record to a purchase order.
- From a purchase request to a purchase order

To set up bib fields to use in purchase requests and purchase orders

1. Open the marc_usage (MARC field usage definition) view in the Table Editor.
2. Choose the set of MARC usage rules you want to change, or create a new set of rules.
   Horizon displays the Edit MARC Field Usage window:

   ![Edit MARC Field Usage](image)

3. Complete the MARC Map (indexed) field.
   (For a description of each field, see “Edit MARC Field Usage Window” on page S-122.)
4. Save your changes.
5. Repeat steps 2 through 4 for each field you want to use in Acquisitions.
Bib Information in Short Bib Records

Acquisitions staff members can choose to create short bib records. Although Horizon includes edition, publication date and place, and publisher fields directly on the PO and PR windows, library staff may choose to use additional fields drawn from the bib information for an item. (For example, library staff may choose to add a subject field to the PR and PO for an item. To do this, they will use the Edit MARC Usage window.)

If your library staff needs additional fields added, you must set up the type of information staff can enter in the short bib records.

Setting up short bib records includes specifying these things:

- The bib table column that stores the information you want staff to enter.
- How the information is used (as an author, title, subject, and so forth).
- The label that displays next to the field on the short bib record.
- One of two MARC maps: one for indexing the record if you want borrowers to be able to search for it in PAC; and one for including the record in the database if you do not want borrowers to be able to search for it in PAC.

When short bib records are created, if the new records are assigned a MARC map that indexes short bib items, Horizon stores the information in an indexed tag. This lets borrowers find the item from the type of search the MARC map accesses.

NOTE

By default, Horizon assigns the user default ownership to short bib records.

To specify bib information in short bib records

1. Open the marc_usage (MARC field usage definition) view in the Table Editor.
2. Choose the set of MARC usage rules you want to change, or create a new set of rules.

Horizon displays the Edit MARC Field Usage window:

3. Complete or update the fields in the window.
   (For a description of each field, see “Edit MARC Field Usage Window” on page S-122.)
4. Save your changes.
Collections and Item Types for Acquisitions

If you plan to create copy or item records in Acquisitions, you may want to create one or more
generic collections and item types that can be used temporarily until the copies or items can be
cataloged more completely in Cataloging. (Creating a generic collection and item type for
Acquisitions is optional; however, you must enter a collection and item type on the PO header or
for each PO line in order to create copy or item records.)

If you enter the collection and item type on the PO header, Horizon uses the same collection and
item type for all copy or item records created from a single purchase order. If you choose this
method for assigning collection and item type, you may want to create collections and item types
that can apply to multiple items (for example, “Acquisitions—On Order”). The collection and item
type may indicate that the copy or item was created in Acquisitions so cataloging staff can easily
identify the items and replace the generic codes with more permanent ones.

If you enter the collection and item type for each PO line, then you can use the proper cataloging
collection and item type. If you do not enter a collection or item type in the PO line, then Horizon
uses the collection and item type from the PO header, if you have specified them. If you do not
specify a collection and item type in the PO header and you chose to have Horizon automatically
create copy or item records from the PO header, then Horizon will not let you save the PO header
record; Horizon needs the collection and item type to create a copy and item record.

If you use EDIFACT electronic ordering and use vendor enhanced services, then your vendor will
receive these collection and item types (either from the PO header or the PO line). (For more
information, see “Using Vendor Enhanced Services” on page S-80.) 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.

(For instructions on creating collection codes, see the “Security and Preferences” chapter of the
System Administration Guide. For instructions on creating item types, see “Defining an Item
Circulation Type (ITYPE)” in the Circulation Setup Guide. For more information about creating
copy or item records in Acquisitions, see “Copy and Item Creation” in the “Purchase Orders”
chapter of the Acquisitions Guide.)
Workstation Date and Time

Horizon records the date and time changes are made in Acquisitions using the workstation date and time, not the date and time of your database server. Consequently, you should make sure the date and time is accurate for all your workstations.

To change the workstation date and time

1. Click the Start button, then choose Settings, Control Panel to display the Control Panel window.
2. Double-click Date/Time to display the Date/Time Properties window.
3. Change the date and time as necessary.
4. Click OK.

Electronic Orders, Responses, and Invoices

If you want to use electronic orders, order responses, or invoices, you must make sure you do the correct setup tasks. If you do not do these tasks or comply with the setup requirements in these tasks, then you may get error messages while sending or receiving electronic messages. Most of these setup tasks apply to electronic orders, responses, and invoices for the EDIFACT format. However, if you use a combination of EDIFACT and BISAC ordering formats or even just the BISAC ordering format, you should still do the tasks in this section. If you use just the BISAC ordering format, the only difference in setup is that the format does not use the EDI Article Number (EAN) for vendors or locations.

NOTE

You can use electronic responses and invoices only with the EDIFACT format.

To set up Horizon to work correctly with electronic orders, responses, and invoices, you must do these tasks:

1. Correctly set up your vendor records and vendor contracts/accounts.
   (For more information, see “Setting Up Your Vendor Records and Vendor Contracts/Accounts” on page S-77.)
2. Correctly set up your library location addresses.
   (For more information, see “Setting Up Your Library Location Addresses” on page S-81.)
3. Set up your base currency (or currency code).
   (For more information, see “Setting Up Your Currency Code” on page S-82.)

In addition, you can set up EDIFACT uploading and processing for your consortium.

Setting Up Your Vendor Records and Vendor Contracts/Accounts

If you correctly set up your vendor records and vendor contracts/accounts, Horizon can more easily match vendors with electronic orders, responses, and invoices. Horizon uses the EDI Article Number (EAN) or Standard Address Number (SAN) as the unique identifier to match electronic orders and uploaded EDIFACT invoices or order responses with the vendors from which they came. Horizon can also use the customer number/account number to identify vendors.
Electronic Orders, Responses, and Invoices

EDIFACT and BISAC orders also use the EAN and SAN as a unique number to identify the parties involved in a transaction. EDIFACT orders use the EDI Article Number (EAN) or the Standard Address Number (SAN). BISAC orders use only the SAN. You should assign one or both of these numbers to each of the vendors you will send electronic orders to. Before you create EDIFACT or BISAC orders, make sure you have entered these numbers for your vendors, as necessary.

For your vendor records and vendor contracts/accounts that you use for electronic orders, responses, and invoices, each vendor record must have a unique EAN or SAN. Horizon uses the EAN or SAN as the unique identifier to match uploaded EDIFACT invoices or order responses with the vendors from which they came.

The setup that is the simplest for your library and for Horizon to use is to have one vendor record on Horizon per vendor; each vendor record has its own unique EAN or SAN.

However, your library is more likely to have one of these setup situations:

- You have several vendor records for the same vendor, but for different locations of the same vendor.
- You have several vendor records for the same vendor and the same location, but for different customer/account numbers with the vendor.
If you have one of the more complex setup situations, you must use one of these setup solutions:

<table>
<thead>
<tr>
<th>If you have this setup situation</th>
<th>Use this setup solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>If your uses one vendor record for each different location for the same vendor</td>
<td>Enter the unique EAN or SAN for that vendor location on its vendor record. You cannot have the same EAN or SAN as the main vendor location or the same EAN or SAN as the vendor location from which you receive your items on all vendor records. Each vendor record must have a unique EAN or SAN.</td>
</tr>
<tr>
<td>If your library uses one vendor record for the same vendor and the same location, but for different customer/account numbers (in other words, you have the same EAN or SAN number for each vendor record)</td>
<td>Use the customer/account numbers to make the vendor records unique. This means that you need a unique customer/account number set up on the vendor contracts/accounts between vendor records. Since Horizon needs a unique identifier to match uploaded EDIFACT invoices or order responses with the vendors from which they came, you must use the customer/account numbers to make the vendor records unique. You do this in the vendor contract/account on each vendor record. When you set up the vendor contract/account, you must be sure that the customer/account numbers are set up correctly. This means that you must be sure that a customer/account number is not on another vendor record with the same EAN or SAN. However, you can have the same customer/account number on different vendor contracts/accounts on the same vendor record</td>
</tr>
</tbody>
</table>

As you make sure your vendor records are set up correctly, you can also set up vendor enhanced services. This lets you send item information (collection, item type, and location) to the vendor in an EDIFACT electronic order. The vendor then adds the information to the MARC bib records they send to you (usually in the 949 tag or other tag your library uses for holdings information). When you receive and import the MARC bib records, Horizon creates item records with the appropriate information from the MARC bib records. Horizon also replaces any temporary item records with the new item records.

This section explains these topics:

- Entering the EAN or SAN for a Vendor
- Using Vendor Enhanced Services

**NOTE**

If you want to create or edit a vendor contract/account, see “Vendor Contracts/Accounts” on page S-55.

**Entering the EAN or SAN 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. Highlight the vendor record you want and click **Edit** to display the Edit Vendor window.

3. Complete the Vendor **EAN** or **SAN** fields as necessary.

4. Save your changes.

### Using Vendor Enhanced Services

Vendor enhanced services lets you send item information (item number, collection, item type, location, and item barcode) to the vendor in an EDIFACT electronic order. The vendor then adds the information to the MARC bib records they send to you (usually in the 949 tag).

When you receive and import the MARC bib records, Horizon overlays item records with the appropriate information from the MARC bib records. This helps you reduce the work for your cataloging staff.

You can choose to use this feature for different vendor contracts with a vendor, or use the feature for any EDIFACT electronic orders for that vendor.

When you are ready to create a purchase order for a vendor and you want to use this feature, make sure you enter the correct location, collection, and item type information on either the PO header or each PO line of the purchase order.

#### To use vendor enhanced services

1. Open the vendor record that you want, or create a new one.

   (For more information, see “Vendors” on page S-47.)

   This lets you choose the vendor to whom you want to send item information in your EDIFACT orders.

2. Mark the **Vendor Enhanced Services** box.

3. Save your changes.
Setting Up Your Library Location Addresses

If you correctly set up your library location addresses, Horizon can more easily match your library locations with electronic orders, responses, and invoices. Horizon uses the EDI Article Number (EAN) or Standard Address Number (SAN) as the unique identifier to match electronic orders and uploaded EDIFACT invoices or order responses with the library locations that they apply to.

**NOTE**

Horizon uses the SAN or EAN that is assigned to the location you specify in the PO header.

Your location records and their addresses must meet these requirements for the EAN or SAN:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>You must set up the EAN or SAN for <em>only</em> those locations for which you use the addresses for shipping and billing.</td>
<td>Horizon needs to use the EAN or SAN for only the location address that you have vendors send their bills to, and for the location address that you use for shipping your electronically ordered items to. All other location addresses are irrelevant to electronic ordering, invoicing, and response purposes. Therefore, you need to complete only the EAN or SAN—and only for the address that you use for billing and the address you use for shipping.</td>
</tr>
<tr>
<td>If you have more than one location record with an EAN or SAN, then each location record must have unique EANs or SANs between them.</td>
<td>You can have location records that use the same EAN or SAN for the different addresses inside that same record. However, you cannot use the same EAN or SAN for addresses between different location records.</td>
</tr>
</tbody>
</table>

**To enter the EAN or SAN for your library location**

1. Start the **Location Parameters** process.
   The default location for this process is the **Administration\System Setup** folder on the navigation bar.
   Horizon displays a list of your library locations.
2. Highlight the location you want and click **Edit** to display the Edit Location Parameters window.
3. Click **Page Down** or resize the window to display the **Address** group.
4. Complete the **SAN** and **EAN** fields as necessary.
5. Save your changes.
Setting Up Your Currency Code

If you send electronic orders, you should set up your currency code (or base currency). This way, Horizon knows which type of currency is your native currency (or the currency you work with the most).

Before You Begin

The base currency in Horizon uses the ISO 4217 currency code. (For example, the code for the United States of America’s currency is “USD”.) You can find this code by searching popular financial web sites, or by entering “ISO 4217” in the search field of any Internet search engine.

To set up your base currency (or currency code)

1. Open the Edit Acquisitions Parameters window.
   (For instructions, see “Acquisitions Parameters” on page S-9.)
2. In the Currency Code (ISO 4217) field, enter the ISO 4217 currency code for your library’s native currency.
   (For example, enter “USD” for the currency in the United States of America.)
3. Save your changes.

Setting Up EDIFACT Uploading and Processing for a Consortium

If your library is part of a consortium, Horizon lets you choose one of two ways to upload and process EDIFACT order and invoice response files. By default, Horizon is set to upload and process all EDIFACT response files at one central library location. If you want to, you can choose to have each library in a consortium process the EDIFACT response files for just their own library branch.

(For more information on EDIFACT orders, invoices, and processing, see “Electronic Ordering” in the “Communicating Purchase Orders” section of the “Purchase Order” chapter in the Acquisitions Guide.)

This section explains these topics:

- Understanding EDIFACT Uploading and Processing for Your Consortium at a Central Location
- Setting Up EDIFACT Uploading and Processing at Each Individual Library

Understanding EDIFACT Uploading and Processing for Your Consortium at a Central Location

By default, Horizon is set up to upload and process EDIFACT response files at one central library location for all libraries in your consortium. You do not need to set up any parameters for this to work. If you upload and process at one central location, when you display the EDIFACT responses in Acquisitions, Horizon displays all responses for all libraries in the consortium.

If you upload and process in this way, all libraries in your consortium can use the same vendor records, or they can choose to set up their own vendor records. Regardless of how you decide to set up vendor records, each library in the consortium must have a unique library contract/account number in the vendor record. (For more information, see “Vendor Contracts/Accounts” on page S-55.)
Setting Up EDIFACT Uploading and Processing at Each Individual Library

If your library is part of a consortium, you can specify that an individual library does the EDIFACT uploading and processing only for their local library. If you choose to have all libraries process their own response files, when you display the responses in Acquisitions, only the responses from the location where you are logged in display.

To set up EDIFACT uploading and processing for your consortium at each individual library

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:

   ![Edit Acquisitions Parameters Window]

2. Mark the Multi Location EDI box.

3. Save your changes.

Import Acquisitions Map

If your library uses web-based vendor tools for making collection selections, viewing book jackets, reading reviews, and checking available inventory, then you may want to also take advantage of Horizon’s ability to import distribution information (such as quantity, location, budget, source, and selectors’ comments) from a vendor’s MARC record.

Horizon accepts electronic order distribution information during MARC import using a MARC 970 tag. The number of the tag can be any number in the 900’s, which are the user-definable MARC fields that are reserved for local use. The 9XX tags are commonly used by vendors, systems, or individual libraries to exchange additional data. SirsiDynix has selected 970 because

### NOTE

You must assign a unique SAN to the central processing location in the location record. (For more information on assigning a SAN, see “Specifying Library Addresses” in the “Library Locations” section of the “General Setup” chapter of the System Administration Guide.)
Import Acquisitions Map

customers currently using the SirsiDynix ILS system will be able to migrate this acquisitions function seamlessly to Horizon using this tag. For ease of documentation, we refer to the MARC 970 tag even though you can customize the number to fit your library’s needs.

You create or edit an import acquisitions map in order to assign distribution fields to a MARC 970 tag. After you create your import acquisitions map, you set up an import_process view in the Table Editor so that it recognizes the import acquisitions map you want Horizon to use during the import process. Then, you can import the MARC records from your vendors.

This section explains these topics:

- Security Settings for Import Acquisitions Map
- Creating or Editing Import Acquisitions Maps
- Setting Up the Acquisitions Import Process

Security Settings for Import Acquisitions Map

Horizon has a new Role security privilege, Import Acquisitions Map, with a Security Level of “Staff.” If non-system administration staff at your library require access to the import acquisitions map process, you must update Roles to grant those users rights for the new Import Acquisitions Map privilege.

In addition, staff who import MARC records with embedded order data must have security access rights to the various Acquisitions processes for which they will be importing. (For more information about setting security options, see the “Securing Horizon” section of the “Security and Preferences” chapter in the System Administration Guide.)

Creating or Editing Import Acquisitions Maps

Your online vendor may already use the default Horizon 970 tag mapping. If not, you can create import acquisitions maps and corresponding import sources that match your vendor’s mapping.

You can create a new import acquisitions map with your choice of distribution columns. This lets Horizon know what information belongs in what field of the distribution group on your purchase request or purchase order. Then, when your vendor creates the 970 tag in your MARC records, Horizon knows where to place the order information.

The Import Acquisitions Map form lets you assign columns which correspond to fields on your purchase request or purchase order. These are the fields available during import:

- Budget
- Collection
- Discount
- Item Type
- Location
- PO Line Internal Note
Creating or Editing Import Acquisitions Maps

- PO Line Order Note
- PO Line Workslip Note
- PR Ordering Note
- PR Request Note
- PR Selection Note
- Quantity
- Unit Price
- Vendor Product ID

You can also use the Import Acquisitions Map form to set priorities and default values for each column, and to establish the MARC tag and subfield designations for each map you create.

Many vendors use the 970 tag mapping as delivered with Horizon. You should verify that your online vendor uses the 970 tag mapping for acquisitions data. If not, you can create a separate import acquisitions map for that vendor. Then, if necessary, you can specify the map to be used during the import process.

NOTE

In addition to the 970 tag, Horizon can also process other user-defined 9xx tags. Be sure to ask your vendor about receiving information via these tags as well.

Before You Begin

Before you can use the MARC 970 tag to add order information to a purchase request or purchase order, you need to tell your online vendor that you want the distribution data for an order record to be added as a MARC 970 tag. Each vendor may embed order data differently. Depending on the vendor, you may be able to specify the structure of the information, or you may need to match the vendor’s system requirements. If you have vendors who use a different tag number or structure, you can set up multiple import acquisitions maps. You should also determine with the vendor which subfield codes you will use for each field on your map.

Constraints

- The distribution data (Location, Quantity, Budget, Collection, and Item Type) sent from a vendor must be found in the same tag, and not in repeating subfields. The import process treats distribution data in a new tag as a new distribution.

To create or edit import acquisitions maps

1. Start the Import Acquisitions Map process.
   The default location of this process is the Acquisitions\Acquisitions Setup folder on the navigation bar.
Horizon displays the Import Acquisitions Map window:

Each column in the grid is a separate field on the import acquisitions map.

This type of window is called a “grid.” (For more information, see “Working with Grids and Forms” in the “Horizon User Interface” chapter of the Horizon Basics Guide.)

2 Do one of these options:

- If you want to edit an existing map, double-click on the left-most column of the row describing the import acquisitions map that you want to change.
  
  Horizon displays the Import Acquisitions Map form with details of the existing map.

- If you want to create a new map, double-click the asterisk and ellipsis button ( * ... ) at the bottom of the grid.
  
  Horizon displays the Import Acquisitions Map form with a blank form for you to create a new map.

Here is an example of an existing map in the Import Acquisitions Map form window:

3 If you want to edit an existing map, click the field name that you want to change and make your changes.

4 If you want to create a new map, enter the Entry Code and Description you want to use for your new map.

Both the Entry Code and Description fields accept alphanumeric characters.
5 If you are creating a new map, complete or update these fields:

<table>
<thead>
<tr>
<th>In this field</th>
<th>Do this</th>
</tr>
</thead>
</table>
| Map To Column   | 1 Click in the field to see a drop-down list of column names available.  
                  2 From the drop-down list, click the column name you want to use. Horizon adds the column name to the Map To Column column. |
| Priority        | Enter a number to set the priority order by which Horizon searches a column in the distribution group during import. Zero (0) is the default. The lower the number, the higher the priority. |
| Tag             | Enter the MARC tag number used by this map. All columns in a map must use the same tag number.                                        |
| Subfield        | Enter the subfield code you have agreed upon with the online vendor with whom you will use this map.                                  |
| Append          | Mark this field if you want information from note fields appended to the distribution group. This field applies only to note columns. |
| Default Value   | Enter the default value for this column for this map. This does not affect default values added to other maps.                   |

6 When you have finished making changes or adding columns, do one of these options:

- If you want to keep working in Import Acquisitions Map, click **Apply** to save your changes without closing the form.
- If you are finished working with Import Acquisitions Map, click **OK** to save your changes and close the form.

---

**Setting Up the Acquisitions Import Process**

After creating the import acquisitions map for your online vendor, you must set up the import process so that Horizon recognizes where you want the order distribution information from the MARC 970 tag to be placed.
Import Acquisitions Map

Before performing an import operation, you must select an import source. Cataloging administrators use the import_source process to define actions performed during the MARC import operation.

NOTE

If you want Horizon to delete 970 or other 9xx tags containing acquisitions data before saving the bib records to the database, you can set the Delete Tag option in the Bib Tag Action group of the Edit Import Process window. (For more information about setting tag actions, see “Setting Up Tag Action” in the “Setting Up Import Parameters” section of the Cataloging Setup Guide.)

The import acquisitions map adds three fields and one group to the import_process view in the Table Editor. These fields determine the kinds of updates performed to acquisitions order data during the import process:

- **Create Acquisitions Records.** This controls whether the imported distribution information opens and populates a purchase request or a purchase order.
- **Import Acquisitions Map.** This specifies the import map to associate with an import process.
- **Character to indicate decimal.** This specifies the character used to indicate the decimal place in unit price and discount columns. The default is a period ( . ).
- **PR Category group.** This lets you associate purchase request categories with an import process. If your library has a large purchase request list, this can help staff find items quickly.

(For more information about creating import sources, see the “Understanding Import Sources” section in the “Importing and Exporting Records” chapter of the Cataloging Guide.)

**Effects**

- If you choose the Create PO Lines option, Horizon uses imported order information to automatically create new PO lines for an open purchase order.
- If you choose the Create PRs option, Horizon automatically creates a new purchase request to store the new import order information.
- Bibliographic information and bib records remain even if you remove PO lines or purchase requests created during import.

**Constraints**

- Horizon can import a MARC import file to one purchase order at a time. If an import file represents multiple purchase orders, you must import the file as purchase requests, then create the purchase orders from those requests.
- Horizon does not automatically approve PO lines created during import.
- If you are importing to a purchase order, you must have the purchase order already open and the purchase order information must be defined and saved.

**To set up the Acquisitions Import Process**

1. Open the import_source (Sources for import data) view in the Table Editor. Horizon displays the List Import Source window.
2. Choose the import source for the specific vendor you want to change, or create a new import source.

Horizon displays the Edit Import Source window:

![Edit Import Source Window]

3. Complete the fields to create a new import source.

(For instructions, see “Setting Up General Import Source Parameters” in the “Setting Up Import Source Parameters” section of the Cataloging Setup Guide.)

Use this task to complete fields specifically for Acquisitions.

4. In the **Create Items** field, choose one of these options:
   - **No.** Choose this option to have Horizon *not* create item records.
   - **For New Bibs Only.** Choose this option to have Horizon create item records for new bibs only.
   - **For New or Matched Bibs.** Choose this option to have Horizon create item records for new bibs or while preserving your existing bib record for the title.

5. Click **Page Down** or resize the window to display the **Create Acquisitions Records** field.
Import Acquisitions Map

Horizon displays the Edit Import Source window with the new acquisitions fields:

<table>
<thead>
<tr>
<th>In this field</th>
<th>Do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Acquisitions Records</td>
<td>Do one of these options:</td>
</tr>
<tr>
<td></td>
<td>• To have information sent to a new PR, mark <strong>Create PRs</strong>.</td>
</tr>
<tr>
<td></td>
<td>• To have information sent to an open purchase order which has the PO Header information defined and saved, mark <strong>Create PO Lines</strong>.</td>
</tr>
<tr>
<td></td>
<td>If you have more than one purchase order open, Horizon prompts you to choose one.</td>
</tr>
<tr>
<td></td>
<td>• To prevent acquisition records creation, mark <strong>None</strong>.</td>
</tr>
<tr>
<td><strong>IMPORTANT</strong></td>
<td>You must enter a map code in the Import Acquisitions Map field in order for either the <strong>Create PRs</strong> or <strong>Create PO Lines</strong> option to extract acquisitions data during MARC import.</td>
</tr>
<tr>
<td>Import Acquisitions Map</td>
<td>Enter or choose the import acquisitions map you want to use for this import process.</td>
</tr>
<tr>
<td><strong>IMPORTANT</strong></td>
<td>If you do not enter an Import Acquisitions Map code, Horizon ignores the <strong>Create PRs</strong> or <strong>Create PO Lines</strong> options you choose in the Create Acquisitions Records field. Without an Import Acquisitions Map code, Horizon does not extract acquisitions data during MARC import.</td>
</tr>
<tr>
<td>PR Category</td>
<td>Enter or choose the code for the PR Category you want to use for this import process.</td>
</tr>
</tbody>
</table>
Searching

As you use Acquisitions, you can accumulate up to hundreds of certain types of records (for example, vendor records, purchase orders, purchase requests, and so forth). To avoid manually scanning search results to find the record you want, you can set up different search filters. A search filter is a type of search criteria or search limit so that Horizon returns a targeted group of records. (For example, you can set up search filters that return these types of search results: only open purchase orders; only purchase orders created since January 1, 2003; only vendors that you use more frequently; and so forth.)

Here are the records for which you can set up search filters:

- Purchase orders
- Purchase requests
- Statements
- Vouchers
- Vendors

When you set up search filters, you can enable any of the search filters that Horizon delivers, change a delivered search filter to meet your library needs, or create your own search filters by copying existing ones and enable them.

After you enable a search filter for a record type (such as purchase orders), Horizon adds a “Search Filter” list to the related Compound Search window. (For example, if you enable search filters only for POs, then Horizon adds a “Search Filter” list only to the Compound Search window for the “Find PO by Header” process.) From this window, you can choose an enabled search filter by which to limit search results.

7. Save your changes.

8. Import MARC records, as necessary.

(For instructions on how to import MARC records, see the “Importing and Exporting Records” chapter of the Cataloging Guide.)

---

<table>
<thead>
<tr>
<th>In this field</th>
<th>Do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>Character to indicate decimal</td>
<td>Enter the character you want to use to indicate the decimal place in Unit Price, Discount, or other currency columns. (For example, some European countries use a comma to mark decimals instead of a period.)</td>
</tr>
</tbody>
</table>
Here is an example of a Compound Search window for the “Find PO by Header” process:

Horizon uses these pieces to construct a search filter, of which you should be aware:

- Columns from a Horizon table or SQL view
- SQL query string
- Your search criteria

Here is how Horizon uses the table or SQL view name and the query string:

```
SELECT a list of columns FROM table or SQL view name WHERE search criteria produced by the search involved AND Query String
```

From this depiction, you can see that Horizon must know the table or SQL view name before the searching even begins. This way, Horizon produces a search filter for that particular search. Because of this complex combination of knowing the correct Horizon table name and SQL query string, you should create a search filter by copying an existing one. This way, you should not typically have a problem discovering the table or SQL view name, or modifying parts of an existing query string.

This section explains these topics:

- Delivered Search Filters
- Enabling or Disabling a Search Filter
- Editing an Existing Search Filter or Creating Your Own Search Filter
- Deleting a Search Filter
Delivered Search Filters

Horizon delivers several search filters that you can use, or you can define your own search filters. (For example, you can create a search filter that returns only POs created in 2000. For instructions, see “Editing an Existing Search Filter or Creating Your Own Search Filter” on page S-105.)

Here is the list of search filters delivered with Horizon and their descriptions of what Horizon does if you were to enable them and use them while searching:

<table>
<thead>
<tr>
<th>Search filter and table/SQL view</th>
<th>Description</th>
<th>Search window that filter displays on</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open vendors (vendor_with_credit)</td>
<td>Returns search results that match your search criteria and have a status of “Open” on the vendor record.</td>
<td>Vendor search window available while searching for vendors from the Table Editor. Horizon displays this Search window after you open the vendor view and choose File, Search to search vendor records.</td>
</tr>
<tr>
<td>Closed vendors (vendor_with_credit)</td>
<td>Returns search results that match your search criteria and have a status of “Closed” on the vendor record.</td>
<td>Vendor search window available while searching for vendors from the Table Editor. Horizon displays this Search window after you open the vendor view and choose File, Search to search vendor records.</td>
</tr>
<tr>
<td>Primary vendors (vendor_with_credit)</td>
<td>Returns search results that match your search criteria and have a vendor type of “Primary” on the vendor record.</td>
<td>Vendor search window available while searching for vendors from the Table Editor. Horizon displays this Search window after you open the vendor view and choose File, Search to search vendor records.</td>
</tr>
<tr>
<td>Secondary vendors (vendor_with_credit)</td>
<td>Returns search results that match your search criteria and have a vendor type of “Secondary” on the vendor record.</td>
<td>Vendor search window available while searching for vendors from the Table Editor. Horizon displays this Search window after you open the vendor view and choose File, Search to search vendor records.</td>
</tr>
</tbody>
</table>
### Searching

<table>
<thead>
<tr>
<th>Search filter and table/SQL view</th>
<th>Description</th>
<th>Search window that filter displays on</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary vendors (vendor)</strong></td>
<td>Returns search results that match your search criteria and have a vendor type of “Primary” on the vendor record.</td>
<td>Vendor search window available through performing Acquisitions functions. Horizon displays this Search window while searching for a vendor when you click Vendor on a purchase order header. Horizon also displays this Search window when you start these Acquisitions processes: New PO, New Invoice, New Supplemental Invoice, New Credit Memo, New Refund, New Nontitle Invoice, New Nontitle Credit, and New Nontitle Refund.</td>
</tr>
<tr>
<td><strong>POs created since January 1, 2002 (po_with_vendor)</strong></td>
<td>Returns search results that match your search criteria and have purchase orders created since January 1, 2002.</td>
<td>Purchase order header search window. Horizon displays this Search window while searching for a purchase order when you start these processes: Find PO by Header and Set Renewal Orders. Horizon also displays this Search window after you start the Find PO by Header process, choose a search, then click Find on the resulting Find PO by Purchase Order Header window.</td>
</tr>
<tr>
<td><strong>POs created in the last 365 days (po_with_vendor)</strong></td>
<td>Returns search results that match your search criteria and have purchase orders created in the last 365 days.</td>
<td>Purchase order header search window. Horizon displays this Search window while searching for a purchase order when you start these processes: Find PO by Header and Set Renewal Orders. Horizon also displays this Search window after you start the Find PO by Header process, choose a search, then click Find on the resulting Find PO by Purchase Order Header window.</td>
</tr>
<tr>
<td><strong>POs created in 2002 (po_with_vendor)</strong></td>
<td>Returns search results that match your search criteria and have purchase orders created in 2002.</td>
<td>Purchase order header search window. Horizon displays this Search window while searching for a purchase order when you start these processes: Find PO by Header and Set Renewal Orders. Horizon also displays this Search window after you start the Find PO by Header process, choose a search, then click Find on the resulting Find PO by Purchase Order Header window.</td>
</tr>
</tbody>
</table>

---

*S-94  Acquisitions Setup Guide*
# Delivered Search Filters

<table>
<thead>
<tr>
<th>Search filter and table/SQL view</th>
<th>Description</th>
<th>Search window that filter displays on</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open POs (po_with_vendor)</td>
<td>Returns search results that match your search criteria and have purchase orders with no “Completed” date. Horizon marks a purchase order as “Completed” when you run the depocomp.exe Day End process. Horizon marks the purchase order with a completed date if all of the lines on the purchase order are ordered, invoiced, and received (or cancelled).</td>
<td>Purchase order header search window. Horizon displays this Search window while searching for a purchase order when you start these processes: Find PO by Header and Set Renewal Orders. Horizon also displays this Search window after you start the Find PO by Header process, choose a search, then click Find on the resulting Find PO by Purchase Order Header window.</td>
</tr>
<tr>
<td>POs created since January 1, 2003 (po_with_vendor)</td>
<td>Returns search results that match your search criteria and have purchase orders created since January 1, 2003.</td>
<td>Purchase order header search window. Horizon displays this Search window while searching for a purchase order when you start these processes: Find PO by Header and Set Renewal Orders. Horizon also displays this Search window after you start the Find PO by Header process, choose a search, then click Find on the resulting Find PO by Purchase Order Header window.</td>
</tr>
<tr>
<td>Completed POs (po_with_vendor)</td>
<td>Returns search results that match your search criteria and have purchase orders with a “Completed” date. Horizon marks a purchase order as “Completed” when you run the depocomp.exe Day End process. Horizon marks the purchase order with a completed date if all of the lines on the purchase order are ordered, invoiced, and received (or cancelled).</td>
<td>Purchase order header search window. Horizon displays this Search window while searching for a purchase order when you start these processes: Find PO by Header and Set Renewal Orders. Horizon also displays this Search window after you start the Find PO by Header process, choose a search, then click Find on the resulting Find PO by Purchase Order Header window.</td>
</tr>
<tr>
<td>Search filter and table/SQL view</td>
<td>Description</td>
<td>Search window that filter displays on</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Open POs or POs completed in last 365 days (po_with_vendor)</td>
<td>Returns search results that match your search criteria and have purchase orders with no “Completed” date, or purchase orders with a “Completed” date that falls within the last 365 days.</td>
<td>Purchase order header search window. Horizon displays this Search window while searching for a purchase order when you start these processes: Find PO by Header and Set Renewal Orders. Horizon also displays this Search window after you start the Find PO by Header process, choose a search, then click Find on the resulting Find PO by Purchase Order Header window.</td>
</tr>
<tr>
<td>POs updated in the last 90 days (po_with_vendor)</td>
<td>Returns search results that match your search criteria and have purchase orders with an “Updated” date that falls within the last 90 days.</td>
<td>Purchase order header search window. Horizon displays this Search window while searching for a purchase order when you start these processes: Find PO by Header and Set Renewal Orders. Horizon also displays this Search window after you start the Find PO by Header process, choose a search, then click Find on the resulting Find PO by Purchase Order Header window.</td>
</tr>
<tr>
<td>Invoices (statement_with_vendor)</td>
<td>Returns search results that match your search criteria and have statements.</td>
<td>Statement search window. Horizon displays this Search window while searching for a statement when you start the Find Statement process. Horizon also displays this Search window after you start the Find Statement process, choose a search, then click Find on the resulting Find Statement window.</td>
</tr>
<tr>
<td>Supplemental invoices (statement_with_vendor)</td>
<td>Returns search results that match your search criteria and have supplemental invoices.</td>
<td>Statement search window. Horizon displays this Search window while searching for a statement when you start the Find Statement process. Horizon also displays this Search window after you start the Find Statement process, choose a search, then click Find on the resulting Find Statement window.</td>
</tr>
<tr>
<td>Search filter and table/SQL view</td>
<td>Description</td>
<td>Search window that filter displays on</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>Nontitle statements (statement_with_vendor)</td>
<td>Returns search results that match your search criteria and have nontitle invoices.</td>
<td>Statement search window. Horizon displays this Search window while searching for a statement when you start the Find Statement process. Horizon also displays this Search window after you start the Find Statement process, choose a search, then click Find on the resulting Find Statement window.</td>
</tr>
<tr>
<td>Open statements (statement_with_vendor)</td>
<td>Returns search results that match your search criteria and have statements with no “Completed” date. Horizon marks a statement as “Completed” when you run the destcomp.exe Day End process. Horizon marks the statement with a completed date if all of the amounts associated with the statement are spent, rather than encumbered. This means that the statement has been fully paid.</td>
<td>Statement search window. Horizon displays this Search window while searching for a statement when you start the Find Statement process. Horizon also displays this Search window after you start the Find Statement process, choose a search, then click Find on the resulting Find Statement window.</td>
</tr>
<tr>
<td>Completed statements (statement_with_vendor)</td>
<td>Returns search results that match your search criteria and have statements with a “Completed” date. Horizon marks a statement as “Completed” when you run the destcomp.exe Day End process. Horizon marks the statement with a completed date if all of the amounts associated with the statement are spent, rather than encumbered. This means that the statement has been fully paid.</td>
<td>Statement search window. Horizon displays this Search window while searching for a statement when you start the Find Statement process. Horizon also displays this Search window after you start the Find Statement process, choose a search, then click Find on the resulting Find Statement window.</td>
</tr>
<tr>
<td>Search filter and table/SQL view</td>
<td>Description</td>
<td>Search window that filter displays on</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>Open invoices (statement_with_vendor)</td>
<td>Returns search results that match your search criteria and have statements with no “Completed” date.</td>
<td>Statement search window. Horizon displays this Search window while searching for a statement when you start the Find Statement process. Horizon also displays this Search window after you start the Find Statement process, choose a search, then click Find on the resulting Find Statement window.</td>
</tr>
<tr>
<td>Open credit memos and refunds (statement_with_vendor)</td>
<td>Returns search results that match your search criteria and have credit memos and refunds with no “Completed” date.</td>
<td>Statement search window. Horizon displays this Search window while searching for a statement when you start the Find Statement process. Horizon also displays this Search window after you start the Find Statement process, choose a search, then click Find on the resulting Find Statement window.</td>
</tr>
<tr>
<td>Statements updated in the last 180 days (statement_with_vendor)</td>
<td>Returns search results that match your search criteria and have statements with an “Updated” date that falls within the last 180 days.</td>
<td>Statement search window. Horizon displays this Search window while searching for a statement when you start the Find Statement process. Horizon also displays this Search window after you start the Find Statement process, choose a search, then click Find on the resulting Find Statement window.</td>
</tr>
<tr>
<td>Statements created since January 1, 2003 (statement_with_vendor)</td>
<td>Returns search results that match your search criteria and have statements created since January 1, 2003.</td>
<td>Statement search window. Horizon displays this Search window while searching for a statement when you start the Find Statement process. Horizon also displays this Search window after you start the Find Statement process, choose a search, then click Find on the resulting Find Statement window.</td>
</tr>
<tr>
<td>Statements entered in 2002 (statement_with_vendor)</td>
<td>Returns search results that match your search criteria and have statements created in 2002.</td>
<td>Statement search window. Horizon displays this Search window while searching for a statement when you start the Find Statement process. Horizon also displays this Search window after you start the Find Statement process, choose a search, then click Find on the resulting Find Statement window.</td>
</tr>
<tr>
<td>Search filter and table/SQL view</td>
<td>Description</td>
<td>Search window that filter displays on</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Secondary vendors (vendor)</td>
<td>Returns search results that match your search criteria and have a vendor type of “Secondary” on the vendor record.</td>
<td>Vendor search window available through performing Acquisitions functions.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Horizon displays this Search window while searching for a vendor when you click Vendor on a purchase order header. Horizon also displays this Search window when you start these Acquisitions processes: New PO, New Invoice, New Supplemental Invoice, New Credit Memo, New Refund, New Nontitle Invoice, New Nontitle Credit, and New Nontitle Refund.</td>
</tr>
<tr>
<td>Requested titles (pr)</td>
<td>Returns search results that match your search criteria and have a purchase requests with a status of “Requested.”</td>
<td>Purchase request search window.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Horizon displays this Search window while searching for a purchase request when you start the Find Purchase Request process. Horizon also displays this Search window after you start the Find Purchase Request process, choose a search, then click Find on the resulting List Purchase Requests window.</td>
</tr>
<tr>
<td>Selected titles (pr)</td>
<td>Returns search results that match your search criteria and have purchase requests with a status of “Selected.”</td>
<td>Purchase request search window.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Horizon displays this Search window while searching for a purchase request when you start the Find Purchase Request process. Horizon also displays this Search window after you start the Find Purchase Request process, choose a search, then click Find on the resulting List Purchase Requests window.</td>
</tr>
<tr>
<td>Ordered or received titles (pr)</td>
<td>Returns search results that match your search criteria and have purchase requests with a status of “Ordered” or “Received.”</td>
<td>Purchase request search window.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Horizon displays this Search window while searching for a purchase request when you start the Find Purchase Request process. Horizon also displays this Search window after you start the Find Purchase Request process, choose a search, then click Find on the resulting List Purchase Requests window.</td>
</tr>
</tbody>
</table>
### Searching

<table>
<thead>
<tr>
<th>Search filter and table/SQL view</th>
<th>Description</th>
<th>Search window that filter displays on</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requested or selected titles (pr)</td>
<td>Returns search results that match your search criteria and have purchase requests with a status of “Requested” or “Selected.”</td>
<td>Purchase request search window. Horizon displays this Search window while searching for a purchase request when you start the Find Purchase Request process. Horizon also displays this Search window after you start the Find Purchase Request process, choose a search, then click Find on the resulting List Purchase Requests window.</td>
</tr>
<tr>
<td>Vouchers created in 2002 (voucher_with_vendor)</td>
<td>Returns search results that match your search criteria and have vouchers created in 2002.</td>
<td>Voucher search window. Horizon displays this Search window while searching for a voucher when you start the Find Voucher process. Horizon also displays this Search window after you start the Find Voucher process, choose a search, then click Find on the resulting List Vouchers window.</td>
</tr>
<tr>
<td>Vouchers created since January 1, 2003 (voucher_with_vendor)</td>
<td>Returns search results that match your search criteria and have vouchers created since January 1, 2003.</td>
<td>Voucher search window. Horizon displays this Search window while searching for a voucher when you start the Find Voucher process. Horizon also displays this Search window after you start the Find Voucher process, choose a search, then click Find on the resulting List Vouchers window.</td>
</tr>
<tr>
<td>Vouchers created in last 365 days (voucher_with_vendor)</td>
<td>Returns search results that match your search criteria and have vouchers created in the last 365 days.</td>
<td>Voucher search window. Horizon displays this Search window while searching for a voucher when you start the Find Voucher process. Horizon also displays this Search window after you start the Find Voucher process, choose a search, then click Find on the resulting List Vouchers window.</td>
</tr>
<tr>
<td>POs created since January 1, 2002 (po_line_with_po_and_vendor)</td>
<td>Returns search results that match your search criteria and have purchase orders created since January 1, 2002.</td>
<td>Purchase order line search window. Horizon displays this Search window while searching for a purchase order line when you start the Find PO by Line process. Horizon also displays this Search window after you start the Find PO by Line process, choose a search, then click Find on the resulting List Vouchers window.</td>
</tr>
<tr>
<td>Search filter and table/SQL view</td>
<td>Description</td>
<td>Search window that filter displays on</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>POs created in the last 365 days (po_line_with_po_and_vendor)</td>
<td>Returns search results that match your search criteria and have purchase orders created in the last 365 days.</td>
<td>Purchase order line search window. Horizon displays this Search window while searching for a purchase order line when you start the Find PO by Line process. Horizon also displays this Search window after you start the Find PO by Line process, choose a search, then click Find on the resulting Find PO by Purchase Order Line window.</td>
</tr>
<tr>
<td>POs created in 2002 (po_line_with_po_and_vendor)</td>
<td>Returns search results that match your search criteria and have purchase orders created in 2002.</td>
<td>Purchase order line search window. Horizon displays this Search window while searching for a purchase order line when you start the Find PO by Line process. Horizon also displays this Search window after you start the Find PO by Line process, choose a search, then click Find on the resulting Find PO by Purchase Order Line window.</td>
</tr>
<tr>
<td>Open POs (po_line_with_po_and_vendor)</td>
<td>Returns search results that match your search criteria and have purchase orders with no “Completed” date. Horizon marks a purchase order as “Completed” when you run the depocomp.exe Day End process. Horizon marks the purchase order with a completed date if all of the lines on the purchase order are ordered, invoiced, and received (or cancelled).</td>
<td>Purchase order line search window. Horizon displays this Search window while searching for a purchase order line when you start the Find PO by Line process. Horizon also displays this Search window after you start the Find PO by Line process, choose a search, then click Find on the resulting Find PO by Purchase Order Line window.</td>
</tr>
<tr>
<td>POs created since January 1, 2003 (po_line_with_po_and_vendor)</td>
<td>Returns search results that match your search criteria and have purchase orders created since January 1, 2003.</td>
<td>Purchase order line search window. Horizon displays this Search window while searching for a purchase order line when you start the Find PO by Line process. Horizon also displays this Search window after you start the Find PO by Line process, choose a search, then click Find on the resulting Find PO by Purchase Order Line window.</td>
</tr>
</tbody>
</table>
### Searching

<table>
<thead>
<tr>
<th>Search filter and table/SQL view</th>
<th>Description</th>
<th>Search window that filter displays on</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed POs (po_line_with_po_and_vendor)</td>
<td>Returns search results that match your search criteria and have purchase orders with a “Completed” date. Horizon marks a purchase order as “Completed” when you run the depocomp.exe Day End process. Horizon marks the purchase order with a completed date if all of the lines on the purchase order are ordered, invoiced, and received (or cancelled).</td>
<td>Purchase order line search window. Horizon displays this Search window while searching for a purchase order line when you start the Find PO by Line process. Horizon also displays this Search window after you start the Find PO by Line process, choose a search, then click Find on the resulting Find PO by Purchase Order Line window.</td>
</tr>
<tr>
<td>Open POs or POs completed in last 365 days (po_line_with_po_and_vendor)</td>
<td>Returns search results that match your search criteria and have purchase orders with no “Completed” date, or purchase orders that have a “Completed” date that falls within the last 365 days.</td>
<td>Purchase order line search window. Horizon displays this Search window while searching for a purchase order line when you start the Find PO by Line process. Horizon also displays this Search window after you start the Find PO by Line process, choose a search, then click Find on the resulting Find PO by Purchase Order Line window.</td>
</tr>
<tr>
<td>POs updated in the last 90 days (po_line_with_po_and_vendor)</td>
<td>Returns search results that match your search criteria and have statements with an “Updated” date that falls within the last 90 days.</td>
<td>Purchase order line search window. Horizon displays this Search window while searching for a purchase order line when you start the Find PO by Line process. Horizon also displays this Search window after you start the Find PO by Line process, choose a search, then click Find on the resulting Find PO by Purchase Order Line window.</td>
</tr>
</tbody>
</table>
Enabling or Disabling a Search Filter

Horizon delivers many of the most common search filters that you can use to limit search results. Before Horizon can use a search filter, you must enable it. If you no longer use a search filter but still want to keep it in your list of search queries, you can disable the search filter.

Effects

- If you enable a search filter, Horizon adds the search filter to the list of search filters available from the Compound Search window. This way, you can choose the search filter to limit search results.

- If you disable a search filter, Horizon removes the search filter from the list of search filters available from the Compound Search window. This way, you cannot choose the search filter to limit search results. However, the search filter is still available for you to enable in the future.

To enable or disable a search filter

1. Open the search_filter_query (Search Filter Queries) view in the Table Editor.
   Horizon displays the List Search Filters Queries window:

   This list contains the delivered search filters and any ones that you create.
   The table name or SQL view against which Horizon performs the filtered search.

2. Choose the search filter that you want to enable or disable.
   The search filter’s description lets you know what kind of limit Horizon applies to the search results. (For example, if the search filter entitled “Open vendors” were enabled and you chose it to limit search results, then Horizon would limit your search results to only those vendors with an “Open” status.)
Horizon displays the Edit Search Filters Queries window:

(For a complete description of all of the fields in the Edit Search Filters Queries window, see “Editing an Existing Search Filter or Creating Your Own Search Filter” on page S-105.)

3 Do one of these options:
   • If you want to enable the search filter, mark the **Enabled** box.
   • If you want to disable the search filter, unmark the **Enabled** box.

4 Save your changes.
Editing an Existing Search Filter or Creating Your Own Search Filter

If you want to do so, you can change an existing search filter to meet your library needs. You can also create your own search filter. If you want to create your own search filter, you can do so by copying an existing one that closely matches your needs, and then by modifying the copied search filter.

**IMPORTANT**

If you want to change an existing search filter or create your own by copying an existing one, you may need some experience writing SQL queries, and have a good background with Horizon tables and SQL views.

To edit an existing search filter or create your own search filter

1. Open the `search_filter_query` (Search Filter Queries) view in the Table Editor. Horizon displays the List Search Filters Queries window.
2. Do one of these options:

<table>
<thead>
<tr>
<th>To do this</th>
<th>Do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change an existing search filter</td>
<td>Choose the search filter that you want to change.</td>
</tr>
<tr>
<td></td>
<td>Horizon displays the Edit Search Filters Queries window for that filter.</td>
</tr>
<tr>
<td>Create a search filter by copying another one</td>
<td>1 Highlight the search filter that you want to copy.</td>
</tr>
<tr>
<td></td>
<td>2 Choose <strong>File, Copy Record</strong>.</td>
</tr>
<tr>
<td></td>
<td>Horizon displays a copy of the search filter in the Edit Search Filters Queries window.</td>
</tr>
</tbody>
</table>
3. Complete these fields, as necessary:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Enter a descriptive name of the search filter. (For example, enter “POs created in 2000” for a search filter that sends back search results of purchase orders created 2000.)</td>
</tr>
<tr>
<td>Table Name or SQL View</td>
<td>Enter the name of a table or SQL view. (For example, if you want to have Horizon return a search result set of purchase orders created in 2000, then Horizon would find this information from the “po_with_vendor” SQL view.) Horizon uses this table or SQL view as the database object against which Horizon uses the query string. If the existing table name or SQL view is not what you want, then open other existing search filters to find a suitable table name or SQL view. (For more information about Horizon tables and SQL views, see the Table Structures Guide.)</td>
</tr>
</tbody>
</table>

**NOTE**

Horizon checks your database to be sure that the table of SQL view name you enter is valid.

| Enabled                | Mark this box if you want Horizon to use the search filter.                                                                                                                                               |
|                       | You can have search filters on your Horizon system without enabling them for Horizon to use. If you are not ready now to use the search filter, you can enable it later. (For instructions, see “Enabling or Disabling a Search Filter” on page S-103.) |

| System Default        | Do one of these options:                                                                                          |
|                       | • If you want this search filter to be the first in the list of search filters on the Compound Search window, mark this box.                                                                            |
|                       | • If you do *not* want this search filter as the first search filter in the list, unmark this box.                                                                       |
|                       | • If you do *not* want any search filter as the first one in the list, then Horizon places “<None>” as the first search filter in the list.                                                          |

You can specify only one search filter to be first per table name. (For example, choose “Open POs” as the first search filter for the po_with_vendor table, “Open vendors” as the first search filter for the vendor_with_credit table, and so forth.)
Editing an Existing Search Filter or Creating Your Own Search Filter

Here is how Horizon uses the table or SQL view name and the query string:

```sql
SELECT a list of columns FROM table or SQL view name WHERE search criteria produced by the search involved AND query string
```

From this depiction, you can see that Horizon must know the table or SQL view name before the searching even begins. This way, Horizon produces a search filter for that particular search. If you create a search filter by copying an existing one, you should not typically have a problem discovering the table or SQL view name, or modifying parts of an existing SQL query string.

4 Save your changes.

If you have an invalid Horizon table name or SQL view, or an invalid query string, Horizon does not let you save the search filter.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Query String</td>
<td>Enter a SQL query string segment that represents the logic of the search filter. This is a SQL query string that contains parameters to limit the search of the target table. If the existing SQL query string is not what you want, then open other existing search filters to find a suitable SQL query string that you can modify for your needs. For example, if you want Horizon to return a search result set of POs created in 2000, then you would copy and modify the “POs created in 2002” search filter’s query string to this: creation_date &gt;= (DATEDIFF(day, &quot;Jan 1 1970&quot;, &quot;Jan 1 2000&quot;) - 1) AND creation_date &lt;= (DATEDIFF(day, &quot;Jan 1 1970&quot;, &quot;Dec 31 2000&quot;)).</td>
</tr>
</tbody>
</table>

**NOTE**

Horizon checks to be sure that the query string that you enter is a valid SQL query.
Deleting a Search Filter

If you no longer want a search filter on your Horizon system, you can delete it. (If you want to keep the search filter on your Horizon system for future use or future editing, then just disable the search filter. For instructions, see “Enabling or Disabling a Search Filter” on page S-103.)

To delete a search filter

1. Open the search_filter_query (Search Filter Queries) view in the Table Editor.
   Horizon displays the List Search Filters Queries window.
2. Choose the search filter that you want to delete.
3. Choose File, Delete Record.
4. Click OK to confirm the deletion.
   Horizon deletes the search filter from the list.

Window and Dialog Box Descriptions

This section explains the fields for most setup windows in Acquisitions.

NOTE

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. The section reflects the default settings that are delivered with most new installations of Horizon.
Batch Change Fiscal Year Allocation Window

Category
ABOUT THIS FIELD
The code assigned to 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 (defined in the Fiscal Year Allocations group of the Edit Budget window). (For more information on the Edit Budget window, see “Edit Budget Window” on page S-114.)

WHAT TO ENTER
Enter the code you want to assign to the budget category. Enter a code that is short and easy to associate with the budget and that is consistent with other budget category codes you have defined. You can enter letters, numbers, or a combination of both. (Be aware that your library may have a certain format you need to follow.)

TAKE NOTE
• The code that users enter to identify a budget on a PO line or statement is a combination of the budget category code and a fiscal year (defined in the Fiscal Year Allocations group of the Edit Budget window). (For more information on the Edit Budget window, see “Edit Budget Window” on page S-114.)
• You cannot change or delete the budget code if it is assigned to one or more PO lines.

Year
ABOUT THIS FIELD
The fiscal year the fund allocation is for.

TAKE NOTE
You cannot change the year if the budget as been assigned to one or more PO lines.
**Status**

**ABOUT THIS FIELD**

The status of the budgets. Here are explanations for each status:

- **Open.** This status means the budgets are available for both new and existing orders. It lets users order and invoice items against the budgets up to the limits you enter in the On Order Limit and Spent Limit fields (explained below).

- **Frozen.** This status means the budgets are available for outstanding orders, but not new orders. It lets users enter an invoice for existing orders against the budgets up to the limit defined in the Spent Limit field (explained below). However, it warns users when creating new orders against the budgets. Users can override this warning only if their security settings allow it. Frozen budgets do not appear in Code Lookup windows; however, users can enter them on PO lines and statements if they know the budget code.

- **Closed.** This status means the budgets are no longer available. If users try to order or invoice items against the budgets, Horizon warns them. Users can override this warning only if their security settings allow it. Closed budgets do not appear in Code Lookup windows; however, users can enter them on PO lines and invoices if they know the budget code.

- **NO BATCH CHANGE.** This statement means the budgets you choose have different values for the multi-value status. If you want to do a batch change for the status of the budgets, Horizon will change all budget statuses to the status you choose (for example, from “Open” to “Frozen” and from “Closed” to “Frozen”).

**WHAT TO ENTER**

Click the status you want to assign the budgets.

**TAKE NOTE**

You can change the status of the budgets to any other status. If you close budgets that have outstanding orders attached to them, a message appears alerting you of the outstanding orders.

**Amount**

**ABOUT THIS FIELD**

The amount assigned to the budgets. You can change this amount during the year to move funds from one budget to another.

**WHAT TO ENTER**

Enter the amount of funds you want to allocate to the budgets.

**TAKE NOTE**

Changing this amount may cause the on-order and spent amounts to exceed the limits defined in the Limit fields. If so, Horizon warns you when you try to save your changes.

**On Order**

**ABOUT THIS FIELD**

The total amount of items currently on order against the budgets. This amount is also referred to as the encumbered amount. It represents funds that have been committed, but not actually spent against the budgets. Horizon updates this field automatically as items assigned to the budgets are ordered, received, canceled, and invoiced.
TAKE NOTE
• Do not change the amount in this field. Horizon updates it automatically.
• The time at which funds are spent for a purchase order depends on the option you select in Spending Event field on the PO header. (For more information, see the “Spending Event” field description for the Edit PO Header window in the “Window and Dialog Box Descriptions” appendix of the Acquisitions Guide.)

Spent
ABOUT THIS FIELD
The amount of the budgets that have been spent. This amount is also referred to as the expended amount. Horizon updates this field automatically as PO lines assigned to the budgets are created, received, canceled, and invoiced.
WHAT TO ENTER
Normally, you should not change this field. However, if you are updating budgets for funds which you have already spent a portion of, enter the amount you have already spent. Horizon will then update this amount automatically from this point forward.
TAKE NOTE
The time at which funds are spent for a purchase order depends on the option you select in Spending Event field on the PO header. (For more information, see the “Spending Event” field description for the Edit PO Header window in the “Window and Dialog Box Descriptions” appendix of the Acquisitions Guide.)

On Order Limit
ABOUT THIS FIELD
The maximum amount that can be on order against the budgets at any one time. If a user tries to perform a function that will increase the on-order amount beyond the limit in this field, Horizon warns the user. Users can override this warning only if their security settings allow it. The default limit specified in the view appears on new budgets, but you can change it if necessary.
WHAT TO ENTER
Enter the on-order limit you want for the budgets. You can enter this limit as a fixed amount or as a percentage of the budgets’ amount. If you enter a percentage, mark the % box. If you do not want to warn users about over-encumbrances against this budget, leave this field blank.
TAKE NOTE
You can enter a limit that is less than, equal to, or greater than the budgets’ amount. You can also change this limit periodically to ensure that funds are used evenly throughout the year. (For example, a library may enter a limit of 25% during the first quarter of the year, 50% during the second quarter, 75% during the third quarter and 100% or more during the fourth quarter.) Entering a limit that is equal to the budgets’ amount ensures that you do not over-encumber the budgets. Entering an amount that is greater than the budgets’ amount lets you over-encumber the budgets up to the amount you feel comfortable with. You may want to allow a certain amount of over-encumbrance since many items do not come in during the year they are ordered.

Spent Limit
ABOUT THIS FIELD
The maximum amount that can be spent against the budgets. If a user tries to perform a function that will increase the spent amount beyond the limit in this field, Horizon warns the user. Users can override this warning only if their security settings allow it. The default limit specified in the view appears on new budgets, but you can change it if necessary.
WHAT TO ENTER
Enter the spent limit you want for the budget. You can enter this limit as a fixed amount or as percentage of the budget amount. If you enter a percentage, mark the % box. If you do not want to warn users about over-expenditures against this budget, leave this field blank.
TAKE NOTE
You can enter a limit that is less than, equal to, or greater than the budgets’ amount. You can also change this limit periodically to ensure that funds are used evenly throughout the year. (For example, a library may enter a limit of 25% during the first quarter of the year, 50% during the second quarter, 75% during the third quarter and 100% or more during the fourth quarter.) Entering a limit that is equal to the budgets’ amount ensures that you do not over-spend the budget. Entering a limit that is greater than the budgets’ amount lets you over-spend the budgets up to the amount you feel comfortable with.

---

**Edit Acquisitions Parameters Window**

---

**Current Fiscal Year**  
**ABOUT THIS FIELD**
Defines the current fiscal year. Horizon uses the year in this field to perform certain functions in Acquisitions.  
**WHAT TO ENTER**
Enter the current fiscal year.

**Track Budget Transactions**  
**WHAT TO ENTER**
Mark this box if you want Horizon to record each transaction that affects your budgets. If budget tracking is on, Horizon records the date and time of each transaction, the transaction amount, and the person who performed the transaction.  
**TAKE NOTE**
To access the budget transaction record, you must use an SQL server reporting tool, such as ReportSmith.

**Check Budget and Vendor Cont/Acct Limits**  
**ABOUT THIS FIELD**
Lets you specify if you want to use the limit checking feature for budget and vendor contracts/accounts. The limit checking feature provides warnings when users try to perform a function that will encumber or expend funds against a budget or vendor contract/account beyond the limits defined on the budget or vendor record. Users can override this warning only if their security settings allow it. (For more information on limit checking, see “Budget Limit Checking” on page S-13. and “Contract Limit Checking” on page S-55.)
WHAT TO ENTER
Mark this box if you want Horizon to provide warnings when users try to perform a function that will encumber or expend funds against a budget or vendor contract/account beyond the limits defined on the budget or vendor record.

Auto PO Line Approval on
ABOUT THIS FIELD
Lets you choose how you want Horizon to automatically approve PO lines, if you want automatic PO line approval. (For more information, see “Approving PO Lines” in the “Purchase Orders” chapter of the Acquisitions Guide.)

WHAT TO ENTER
Mark any or all of these boxes:

- Save PO Line. Mark this box if you want Horizon to automatically approve a PO line when you save the line.
- Copy Lines to PO. Mark this box if you want Horizon 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.
- Renew PO Lines. Mark this box if you want Horizon to automatically approve a PO line when you renew the PO line.

One Tag Only from Bib on PO
ABOUT THIS FIELD
Lets you specify to use one or multiple ISBNs in the PO. This setting also affects other tags that are brought over from the bib record when you create a PO.

WHAT TO ENTER
Mark the checkbox to indicate that the system should use one ISBN in the PO. Clear the checkbox to allow multiple ISBNs in the PO.

Print Workslip at Receiving
ABOUT THIS FIELD
Lets you choose from seven options for printing workslips during the receiving process. (For more information, see the “Purchase Orders” chapter of the Acquisitions Guide.)

WHAT TO ENTER
Choose one of these options:

- No Workslip (show Request Alert). Choose this option if you do not want workslips to print automatically at receiving.
- Auto Print. Choose this option if you want workslips to print automatically after a title has been received.
Window and Dialog Box Descriptions

- **Auto Print only if request or note.** Choose this option if you want workslips to print automatically only if there are requests for a title, or if there are workslip notes.

- **Prompt to print.** Choose this option if you want the user to be prompted to print the workslip for the each title as it displays.

- **Prompt to print only if request or note.** Choose this option if you want the user to be prompted to print only those titles with requests or workslip notes.

- **Batch Print.** Choose this option if you want the workslips for titles received at a workstation to be batched for later printing. Batch print works with either receipt or Windows printers.

- **Batch print only if request or note.** Choose this option if you want the workslips for titles with requests or workslip notes to be batched for later printing.

**Currency Code (ISO 4217)**

**ABOUT THIS FIELD**
The base currency in Horizon uses the ISO 4217 currency code. You can find this code by searching popular financial web sites, or by entering “ISO 4217” in the search field of any Internet search engine.

**WHAT TO ENTER**
The ISO 4217 currency code. (For example, enter “USD” for the currency in the United States of America.)

**ISBN search index**

**WHAT TO ENTER**
Enter or choose the code for an exact match ISBN search index.

**Multi Location EDI.**

**WHAT TO ENTER**
Mark this box if you want to upload and process EDIFACT files at multiple locations.

---

**Edit Budget Window**

<table>
<thead>
<tr>
<th>Category</th>
<th>Art hist</th>
<th>Restrict to Authorized Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Main Library - Art history books</td>
<td></td>
</tr>
<tr>
<td>Accounting Reference</td>
<td>0000007/034</td>
<td></td>
</tr>
<tr>
<td>Inflation Factor (%)</td>
<td>1</td>
<td>Transfer Unspent (%)</td>
</tr>
<tr>
<td>Fiscal Year Allocations</td>
<td>New</td>
<td>Delete</td>
</tr>
<tr>
<td>Year</td>
<td>2008</td>
<td>Status</td>
</tr>
<tr>
<td>Amount</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>On Order</td>
<td>123.21</td>
<td>Limit</td>
</tr>
<tr>
<td>Spent</td>
<td>352.53</td>
<td>Limit</td>
</tr>
</tbody>
</table>

![Edit Budget Window](image)
Category
ABOUT THIS FIELD
The code assigned to 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 (in the Fiscal Year Allocations group).
WHAT TO ENTER
Enter the code you want to assign to the budget category. Enter a code that is short and easy to associate with the budget and that is consistent with other budget category codes you have defined. You can enter letters, numbers, or a combination of both. (Be aware that your library may have a certain format you need to follow.)
TAKE NOTE
- The code that users enter to identify a budget on a PO line or statement is a combination of the budget category code and a fiscal year (defined in the Fiscal Year Allocations group).
- You cannot change or delete the budget code if it is assigned to one or more PO lines.

Restrict to Authorized Users
ABOUT THIS FIELD
Lets you restrict certain users from using the budget. If you mark this box, only the users you specify in the Authorized Users group (on the default page 2 of the Edit Budget window) are given access to the budget. If a user does not have access to a budget, the budget does not appear in the Code Lookup window that appears when the user clicks the Codes button next to the Budget field.
WHAT TO ENTER
Mark this box if you want to restrict certain users from using the budget. Then enter the users you want to give access to the budget in the Authorized Users group (explained below).

Description
ABOUT THIS FIELD
A description of the budget. If you want to show the hierarchical organization of your budgets, include each level of the hierarchy in the description, separated by a period (for example, Books.Science.Biology). (For more information, see “Budget Hierarchy” on page S-12.)

Accounting Reference
ABOUT THIS FIELD
The reference or general ledger number assigned to the budget by your accounting department or funding agency. This number identifies the corresponding account in the funding agency’s accounting system that is used to pay for items charged to this library budget. If you use vouchers, these numbers are printed on the vouchers you send to your funding agency so they know which funds to use to pay for items.
WHAT TO ENTER
Enter the reference number given to you by your funding agency for this budget.
TAKE NOTE
Depending on how your budgets and the funding agency’s accounts are set up, you may use a single reference number for all or several library budgets, or you may use a separate number for each library budget.

Inflation Factor %
ABOUT THIS FIELD
The percentage you want the new fiscal year allocation amounts inflated or deflated. This percentage is marked up (or down) from the amounts of the fiscal year allocations you enter in the Year to Create From field in the Options for Creating New Fiscal Year Allocations window. (For more information on the Options for Creating New Fiscal Year Allocations, see “Options for Creating New Fiscal Year Allocations Window” on page S-138.)
WHAT TO ENTER
Enter the percent value (from -100 to 1 and upward; “0” means no change) of inflation you expect for this budget. This tells Horizon how much to inflate (or deflate) the budget amount when you batch create and establish the new amount for the next year.

TAKE NOTE
The percentage you enter here is used only for this fiscal year allocation.

Transfer Unspent %
ABOUT THIS FIELD
The percentage of the unspent amount that you want to transfer to the next fiscal counterpart.

WHAT TO ENTER
Enter the percent value (0 to 100) of this fiscal year allocation’s unspent amounts that you want to transfer over to the next fiscal year’s allocation.

TAKE NOTE
The percentage you enter here is used only for this fiscal year allocation.

Fiscal Year Allocations group
ABOUT THIS GROUP
Defines the fund allocations for the budget for individual fiscal years. A fund allocation defines the amount of funds allocated to the budget for a fiscal year, along with the budget’s status, on-order amount, and spent amount for the fiscal year. The budgets that users enter on PO lines are a combination of the budget category code and a fiscal year (defined in this group).

WHAT TO ENTER
To enter a fund allocation for a new year, click New. To display the fund allocation for another year, choose the year from the drop-down list. To delete a fund allocation, choose the year from the drop-down list and click Delete. (However, you cannot delete an allocation if it has been assigned to one or more PO lines, or to extra charges on a statement.)

TAKE NOTE
If you are creating an allocation for funds that are not tied to a specific year (such as a grant), enter an amount in the Amount field without entering a year in the Year field. The budget code that users assign to PO lines is the category code followed by a period, but no year (for example, “arthist.”).

Year
ABOUT THIS FIELD
The fiscal year the fund allocation is for. To enter an allocation for a new year, click New. To display the fund allocation for another year, choose the year from the drop-down list. To delete a fund allocation, choose the year from the drop-down list and click Delete. (However, you cannot delete an allocation if it has been assigned to one or more PO lines, or to extra charges on a statement.)

TAKE NOTE
You cannot change the year if the budget as been assigned to one or more PO lines.

Status
ABOUT THIS FIELD
The status of the budget. Here are explanations for each status:

- **Open.** This status means the budget is available for both new and existing orders. It lets users order and invoice items against the budget up to the limits you enter in the On Order Limit and Spent Limit fields (explained below).

- **Frozen.** This status means the budget is available for outstanding orders, but not new orders. It lets users enter an invoice for existing orders against the budget up to the limit defined in the Spent Limit field (explained below). However, it warns users when creating new orders against the budget. Users can override this warning only if their security settings allow it. Frozen budgets do not appear in Code Lookup windows; however, users can enter them on PO lines and statements if they know the budget code.

- **Closed.** This status means the budget is no longer available. If users try to order or invoice
items against the budget, Horizon warns them. Users can override this warning only if their security settings allow it. Closed budgets do not appear in Code Lookup windows; however, users can enter them on PO lines and invoices if they know the budget code.

**WHAT TO ENTER**
Click the status you want to assign the budget.

**TAKE NOTE**
You can change the status of the budget to any other status. If you close a budget that has outstanding orders attached to it, a message appears alerting you of the outstanding orders.

**Amount**

**ABOUT THIS FIELD**
The amount assigned to the budget. You can change this amount during the year to move funds from one budget to another.

**WHAT TO ENTER**
Enter the amount of funds you want to allocate to the budget.

**TAKE NOTE**
Changing this amount may cause the on-order and spent amounts to exceed the limits defined in the Limit fields. If so, Horizon warns you when you try to save your changes.

**On Order**

**ABOUT THIS FIELD**
The total amount of items currently on order against the budget. This amount is also referred to as the encumbered amount. It represents funds that have been committed, but not actually spent against the budget. Horizon updates this field automatically as items assigned to the budget are ordered, received, canceled, and invoiced.

**TAKE NOTE**
- Do not change the amount in this field. Horizon updates it automatically.
- The time at which funds are spent for a purchase order depends on the option you select in the Spent Event field on the PO header. (For more information, see the “Spent Event” field description for the Edit PO Header window in the “Window and Dialog Box Descriptions” appendix of the *Acquisitions Guide*.)

**Spent**

**ABOUT THIS FIELD**
The amount of the budget that has been spent. This amount is also referred to as the expended amount. Horizon updates this field automatically as PO lines assigned to the budget are created, received, canceled, and invoiced.

**WHAT TO ENTER**
Normally, you should not change this field. However, if you are creating a budget for funds which you have already spent a portion of, enter the amount you have already spent. Horizon will then update this amount automatically from this point forward.

**TAKE NOTE**
The time at which funds are spent for a purchase order depends on the option you select in Spent Event field on the PO header. (For more information, see the “Spent Event” field description for the Edit PO Header window in the “Window and Dialog Box Descriptions” appendix of the *Acquisitions Guide*.)

**On Order Limit**

**ABOUT THIS FIELD**
The maximum amount that can be on order against the budget at any one time. If a user tries to perform a function that will increase the on-order amount beyond the limit in this field, Horizon warns the user. Users can override this warning only if their security settings allow it. The default limit specified in the view appears on new budgets, but you can change it if necessary.
Window and Dialog Box Descriptions

WHAT TO ENTER
Enter the on-order limit you want for the budget. You can enter this limit as a fixed amount or as a percentage of the budget amount. If you enter a percentage, mark the % box. If you do not want to warn users about over-encumbrances against this budget, leave this field blank.

TAKE NOTE
You can enter a limit that is less than, equal to, or greater than the budget amount. You can also change this limit periodically to ensure that funds are used evenly throughout the year. (For example, a library may enter a limit of 25% during the first quarter of the year, 50% during the second quarter, 75% during the third quarter and 100% or more during the fourth quarter.) Entering a limit that is equal to the budget amount ensures that you do not over-encumber the budget. Entering an amount that is greater than the budget amount lets you over-encumber the budget up to the amount you feel comfortable with. You may want to allow a certain amount of over-encumbrance since many items do not come in during the year they are ordered.

Spent Limit
ABOUT THIS FIELD
The maximum amount that can be spent against the budget. If a user tries to perform a function that will increase the spent amount beyond the limit in this field, Horizon warns the user. Users can override this warning only if their security settings allow it. The default limit specified in the view appears on new budgets, but you can change it if necessary.

WHAT TO ENTER
Enter the spent limit you want for the budget. You can enter this limit as a fixed amount or as percentage of the budget amount. If you enter a percentage, mark the % box. If you do not want to warn users about over-expenditures against this budget, leave this field blank.

TAKE NOTE
You can enter a limit that is less than, equal to, or greater than the budget amount. You can also change this limit periodically to ensure that funds are used evenly throughout the year. (For example, a library may enter a limit of 25% during the first quarter of the year, 50% during the second quarter, 75% during the third quarter and 100% or more during the fourth quarter.) Entering a limit that is equal to the budget amount ensures that you do not over-spend the budget. Entering a limit that is greater than the budget amount lets you over-spend the budget up to the amount you feel comfortable with.

Authorized Users
ABOUT THIS GROUP
Specifies the users who have access to the budget. Users who are not included in the group will not have access to the budget, as long as you have marked the Restrict to Authorized Users box (explained above).

WHAT TO ENTER
To add a user to the group, click New. Then enter the ID of the user in the User ID field, or click Codes to choose the user from a list. To remove a user from the group, choose the user from the drop-down list. Then click Delete.
Edit Currency Window

Currency
ABOUT THIS FIELD
The code assigned to the currency. Users can quickly enter a currency on the system by entering the code, instead of searching for it.

WHAT TO ENTER
Enter the ISO 4217 currency code. (Be aware that your library may have another format you need to follow.)

TAKE NOTE
• You should not define a currency code for your library’s currency. You should only create currency codes for foreign currencies you need to use.
• You cannot change or delete the currency code if it is assigned to one or more POs or statement headers.

Description
WHAT TO ENTER
Enter a name or description of the currency, such as “Canadian Dollars.”

Decimal Places
ABOUT THIS FIELD
The number of places to the right of the decimal point that amounts are displayed for the currency. Most currencies use two decimal places, but others use more.

WHAT TO ENTER
Enter the number of places to the right of the decimal point to display amounts for the currency.

Exchange Rate
ABOUT THIS FIELD
The currency’s current exchange rate. Horizon multiplies amounts in the foreign currency by this rate to calculate the amount in your currency.

WHAT TO ENTER
Enter the currency’s current exchange rate. Be sure to enter the rate of exchange used to convert amounts in the foreign currency to your currency, not the other way around.

TAKE NOTE
Exchange rates can change frequently. You should update the exchange rates of your active currencies periodically to encumber and expend funds accurately.
Edit Extra Charge Type Window

### Type

**ABOUT THIS FIELD**
The code assigned to the extra charge type. Extra charge types define the extra charges that users can enter on statement headers in the Extra Charges group. An extra charge is an expense that is separate from the regular cost of items, such as taxes and freight.

**WHAT TO ENTER**
Enter a code that is short and easy to associate with the extra charge and that is consistent with other extra charge codes you have defined. You can enter letters, numbers, or a combination of both. (Be aware that your library may have a certain format you need to follow.)

**TAKE NOTE**
You cannot change or delete the extra charge type if it is assigned to a statement.

### Description

**WHAT TO ENTER**
Enter a description of the extra charge type, such as “Handling.”

### Default Budget

**ABOUT THIS FIELD**
The default budget category for the extra charge type. Horizon uses this budget category for extra charges of this type unless the user enters a different one in the statement header.

**WHAT TO ENTER**
Enter the code of the budget category you want to use as a default for this charge type, or click Codes to choose the category from a list. To add or edit a category, click Codes. Then click Add or Edit in the Code Lookup window.

**TAKE NOTE**
When users enter this budget category for extra charges on a statement header, Horizon automatically uses the budget category’s fiscal year allocation that corresponds to the fiscal year defined in your Acquisitions parameters. (For more information, see “Acquisitions Parameters” on page S-9.) If a fiscal year is not specified in the Acquisitions parameters, Horizon uses the workstation year to determine which fiscal year allocation to use. If there is no matching fiscal year allocation but there is a nonfiscal allocation (an allocation with no year specified), Horizon uses that allocation.


### Edit Import Source Window

![Edit Import Source Window](image)

**NOTE**

This section describes only the Acquisitions-related fields. (For more information on all of the fields for an import source, see “Setting Up Import Source Parameters” in the Cataloging Setup Guide.)

### Create Items

**WHAT TO ENTER**

In the **Create Items** field, choose one of these options:

- **No.** Choose this option to have Horizon *not* create item records.
- **For New Bibs Only.** Choose this option to have Horizon create item records for new bibs only.
- **For New or Matched Bibs.** Choose this option to have Horizon create item records for new bibs or while preserving your existing bib record for the title.

### Create Acquisitions Records

**WHAT TO ENTER**

Do one of these options:

- To have information sent to a new PR, mark **Create PRs.**
- To have information sent to an open purchase order which has the PO Header information defined and saved, mark **Create PO Lines.**
- If you have more than one purchase order open, Horizon prompts you to choose one.
- To prevent acquisition records creation, mark **None.**

**TAKE NOTE**

You must enter a map code in the Import Acquisitions Map field in order for either the **Create PRs** or **Create PO Lines** option to extract acquisitions data during MARC import.
Import Acquisitions Map

WHAT TO ENTER
Enter or choose the import acquisitions map you want to use for this import process.

TAKE NOTE
If you do not enter an Import Acquisitions Map code, Horizon ignores the Create PRs or Create PO Lines options you choose in the Create Acquisitions Records field. Without an Import Acquisitions Map code, Horizon does not extract acquisitions data during MARC import.

PR Category

WHAT TO ENTER
Enter or choose the code for the PR Category you want to use for this import process.

Character to indicate decimal

WHAT TO ENTER
Enter the character you want to use to indicate the decimal place in Unit Price, Discount, or other currency columns.
(For example, some European countries use a comma to mark decimals instead of a period.)

Edit MARC Field Usage Window

Module

WHAT TO ENTER
Mark the button to which the MARC usage definition applies.
(For example, if you are defining fast-add records for Acquisitions, mark ACQ.)

Column Name

WHAT TO ENTER
Enter the column on the bib table from which the information is retrieved.
(For example, if you wanted to add the ISSN number, enter “issn” as the column from which the ISSN number is retrieved or placed.) For a list of all columns in the bib view, see the Table Structures Guide.

Usage

WHAT TO ENTER
Mark the button that specifies how the data is used in the bib record.
If you choose Other, be sure to label the field.

Label

WHAT TO ENTER
Enter the label that displays on the record for the field.
(For example, if you are setting up MARC usage for title information on purchase orders in Acquisitions, enter “Title”.)

**MARC map (indexed)**

**ABOUT THIS FIELD**

You complete this field in these situations:

- If you want borrowers to be able to search in PAC for the type of fast-added items you are designing.

- If you want to be able to carry over this bib field when you are sending information from these records: from a bib record to a purchase request, from a bib record to a purchase order, or from a purchase request to a purchase order.

**WHAT TO ENTER**

Enter or choose a MARC map to link to the field for searching on in PAC.

**MARC map (not indexed)**

**WHAT TO ENTER**

If you do not want borrowers to be able to search in PAC for the type of fast-added items you are designing, enter a MARC map that links to the field but does not allow searching on in PAC.

---

**Edit PO Activity Type Window**

**Type**

**ABOUT THIS FIELD**

The code assigned to the PO activity type. PO activity types define the activities that are tracked by Horizon, including order, claim, cancel, receipt, invoice, and voucher activities. 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.

**Description**

**ABOUT THIS FIELD**

A description of the PO activity. A default description is provided, but you can change it if you want to use different wording.
History Duration (days)

ABOUT THIS FIELD
The number of days that the PO activity is stored on the system and can be viewed in the PO Line Item History window. After the number of days you enter passes, Horizon deletes the activity from the PO line. If disk space is a concern, this field lets you automatically delete old information. Note that some activities may be more important to keep than others.

WHAT TO ENTER
Enter the number of days you want to keep transactions of this type on the system.

TAKE NOTE
On newly installed systems, this field is set to 32,767 days (approximately 90 years) for all activity types, but you can change it as necessary.

Print?

WHAT TO ENTER
If the activity generates a printed or electronic form (such as a cancellation or claim notice), mark this box to include the message you enter in the Printed Text field on the form.

TAKE NOTE
This field applies to the following activity types only: cancel, refund, return, and all claim activity types.

Printed Text

ABOUT THIS FIELD
The message that is printed on forms associated with this activity type. (For example, if the activity type is “claim1,” this is the message that appears on the initial claim that is sent to the vendor for unreceived items.) Note that this field does not apply to PO activity types that do not generate a printed form.

WHAT TO ENTER
Enter the message you want to print on the form for this activity type, if applicable. A default message is provided, but you can change it.

TAKE NOTE
This field applies to the following activity types only: cancel, refund, return, and all claim activity types.
Edit PO Line Statistical Class Window

Stat Class
ABOUT THIS FIELD
The code assigned to the PO line statistical class. A PO line statistical class is a category (for example, “Biology” or “Chemistry”) for which you can generate order statistics. Users can quickly assign classes to PO lines by entering the class code, instead of searching for it. (For more information about statistical classes, see “PO Line Statistical Classes” on page S-60.)

WHAT TO ENTER
Enter a code that is short and easy to associate with the PO line statistical class and that is consistent with other statistical class codes you have defined. You can enter letters, numbers, or a combination of both. (Be aware that your library may have a certain format you need to follow.)

TAKE NOTE
You cannot change or delete the PO line statistical code if it is assigned to one or more PO lines.

Description
WHAT TO ENTER
Enter a description of the statistical class, such as “Juvenile Nonfiction.”
Edit PR Category Window

Category
ABOUT THIS FIELD
The code assigned to the purchase request category. PR categories let you organize purchase requests for easy management and review. You can create categories according to how you want to organize and review PRs (for example, by selector, subject matter, priority, and so on). You assign PR categories to your purchase requests. Users can quickly identify a PR category by entering the PR category code, instead of searching for it.

WHAT TO ENTER
Enter a code that is short and easy to associate with the PR category and that is consistent with other PR category codes you have defined. You can enter letters, numbers, or a combination of both. (Be aware that your library may have a certain format you need to follow.)

TAKE NOTE
You cannot change or delete a PR category code if it is assigned to one or more purchase requests.

Description
ABOUT THIS FIELD
A description of the request. The description may indicate the type or source of the request.

WHAT TO ENTER
Enter a description of the PR category, such as “Faculty Requests” or “English Literature.”
Edit Vendor Window

Vendor Code
ABOUT THIS FIELD
The code assigned to the vendor. Users can quickly identify a vendor in Acquisitions or Serials by entering the vendor code, instead of searching for the vendor. Entering a vendor code is optional (unless your library has made this field required in the “vendor” view). If you have a very large number of vendors, you may choose to enter vendor codes for only those vendors you use on a regular basis.

WHAT TO ENTER
If you want to assign the vendor a code, enter a code that is short and easy to associate with the vendor and that is consistent with other vendor codes you have defined. You can enter letters, numbers, or a combination of both. (Be aware that your library may have a certain format you need to follow.)

Vendor Name
WHAT TO ENTER
Enter the name of the vendor.

Descriptive Notes
ABOUT THIS FIELD
A note about the vendor. If you have multiple accounts with the vendor and you create a separate vendor record for each account, you might use this field to describe the specific budget (for example, “Standing Orders”).

WHAT TO ENTER
Enter a note about the vendor.

Cust/Acct Number
ABOUT THIS FIELD
The customer/account number assigned to you by the vendor.

WHAT TO ENTER
Enter your customer/account number assigned to you by the vendor, if any.
Currency (if foreign)
ABOUT THIS FIELD
The code of the currency the vendor requires payment in. The currency code defines the exchange rate for the currency. The currency you enter here appears automatically on purchase orders and statements you create for the vendor. If the vendor uses the same currency as your funding agency, leave this field blank.
WHAT TO ENTER
Leave this field blank unless the vendor expects payment in a currency other that your own. Enter the ISO 4217 code of the currency used by the vendor, or click Codes to choose the currency from a list. To add a currency code or edit an existing one, click Codes. Then click Add or Edit in the Code Lookup window.
TAKE NOTE
• Do not define a currency for your own base or domestic currency.
• Exchange rates change daily. You should update the exchange rates of your active currencies periodically to encumber and expend funds accurately.

Minimum Order
ABOUT THIS FIELD
The minimum amount the vendor requires on a single purchase order. Horizon alerts users if the purchase order amount is less than this amount when they try to print the purchase order or create an electronic order for it. (Users can override the warning and create the purchase order anyway.)
WHAT TO ENTER
Enter the minimum amount that the vendor requires for an order, if any. Leave this field blank if there is no minimum order amount.

For Discount
ABOUT THIS FIELD
The minimum order amount the vendor requires for a discount. Some vendors provide a standard discount for orders over a certain amount. This field lets you specify that amount. Horizon alerts users if the purchase order amount is less than this amount when they try to print the purchase order or create an electronic order for it. (Users can override the warning and create the purchase order anyway.)
WHAT TO ENTER
Enter the minimum order amount the vendor requires for a discount, if any. Leave this field blank if there is no minimum order amount required for a discount.

Claim After (days)
ABOUT THIS FIELD
The number of days after you print or process 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 field lets you specify how long you want to wait for orders from this vendor before you begin claiming.
WHAT TO ENTER
Enter the number of days after you print or process a purchase order that you want to send the first claim to the vendor for items you have not received.
TAKE NOTE
• 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 print it or create an electronic order for it to start the claim cycle.
• If you receive a partial order, Horizon still generates a claim for those items you have not received.
• Claims are generated by Day End.
Interval (days)
ABOUT THIS FIELD
The number of days Horizon waits before generating subsequent claims. For example, if you enter “30”, Horizon will generate a second claim 30 days after the first claim was generated (if the item is not received and if the first claim was printed), a third claim 30 days after the second claim, and so on, up to the maximum number of claims you specify in the Maximum Claims field (explained below).

WHAT TO ENTER
Enter the number of days you want to wait between each claim.

TAKE NOTE
Claims are generated by Day End.

Maximum Claims
ABOUT THIS FIELD
The maximum number of claims to send to the vendor for unreceived items.

WHAT TO ENTER
Enter the maximum number of claims you want to send to the vendor for unreceived items. You can enter any number between 0 and 10. (Though it is not recommended, you can enter “0” to not generate claims for items you order from the vendor.)

Serials Claiming
ABOUT THIS FIELD
This field lets you specify the SISAC X12 forms you want to use for serial items you claim electronically from the vendor. SISAC X12 is a standard used for transmitting serial information electronically. (SISAC stands for Serials Industry Systems Advisory Committee, the group who maintains these standards.)

Each option is explained below:
- **SISAC X12 Claims.** Lets you generate SISAC X12 claims for serial items you order from the vendor. If you mark this box, Horizon generates X12 claims for the vendor when you print claims in Serials, instead of printing paper claims. Mark this box only if the vendor is set up to receive X12 claims. (For more information, see “X12 Electronic Claiming” in the “Serials Claims” chapter of the Serials Guide.)
- **SISAC X12 Claim Responses.** Lets you import and review SISAC X12 claim responses you receive from the vendor. Mark this box only if the vendor is set up to send claim responses in SISAC X12 format. You import and review X12 claim responses in Serials. (For more information, see “Importing and Review X12 Claims” in the “Serials Claims” chapter of the Serials Guide.)

Is Publisher
WHAT TO ENTER
Mark this box if the vendor is a publisher. This information is included in X12 claims you send to the vendor.

Day End Stat Detail
ABOUT THIS FIELD
This field lets you choose whether or not Day End will track the vendor’s performance. Day End automatically tracks statistics for your vendors as a whole. However, marking this box also lets you track the vendor’s statistics separately from the rest of your vendors.

WHAT TO ENTER
If you want Day End to track performance for the vendor, mark this box.
Addresses group
ABOUT THIS GROUP
This group lets you enter one or more addresses for the vendor. Depending on the vendor, you may need to enter multiple addresses. (For example, you may need to enter separate addresses for orders, claims, remittance, and returns.) You can enter as many addresses as you need.

WHAT TO ENTER
To enter a new address, click New. To display another address, choose the address from the drop-down list. To delete an address, choose the address you want to delete from the drop-down list and click Delete.

TAKE NOTE
The system prints vendor addresses on orders, vouchers, claims, and cancellation notices. You can specify the forms on which to print each address in the Address Usage field (explained below).

Address Note
ABOUT THIS FIELD
A note that describes the address. This lets you identify the purpose and use of the address.

WHAT TO ENTER
Enter a note that describes the address (for example, “Remittance”).

Address Line (1-4)
WHAT TO ENTER
Enter the address information in these fields.

Contact Name
WHAT TO ENTER
Enter the name of contact person for this address. (For example, if the address is for claims, this is the person you contact about items you have not received.)

Phone
WHAT TO ENTER
Enter the phone number of contact person for this address. (For example, if the address is for claims, this is the phone number for the person you contact about items you have not received.)

Address Usage
ABOUT THIS FIELD
Lets you specify the forms that Horizon will print the address on.

WHAT TO ENTER
Mark the forms you want to print the address on. (For example, if the address is for claims, mark the Claims box.) If the address is used for more than one activity, be sure to mark each form the address applies to.

Contracts/Accounts group
ABOUT THIS GROUP
This group lets you enter vendor contracts/accounts. A vendor contract/account represents a special payment arrangement you have with the vendor, such as a deposit account or a standing order agreement. You can define two types of contracts—Pre-encumbered Funds and Vendor Deposit Account. These types let you track pre-encumbered and deposit accounts you have with vendors, but expend the funds from multiple library budgets. (For more information about vendor contracts/accounts, see “Vendor Contracts/Accounts” on page S-55.)

WHAT TO ENTER
To enter a new contract/account, click New. To display another contract/account, choose the contract from the drop-down list. To delete a contract/account, choose the contract from the drop-down list, and click Delete.
Code
ABOUT THIS FIELD
The code assigned to the contract/account. Users can quickly enter contracts/accounts on a purchase order by entering the code, instead of searching for the code.
WHAT TO ENTER
Enter a code that is short and easy to associate with the contract/account and that is consistent with other contract/account codes you have defined. You can enter letters, numbers, or a combination of both. (Be aware that your library may have a certain format you need to follow.)
TAKE NOTE
You cannot change or delete the contract/account code if it is assigned to one or more purchase orders.

Date
WHAT TO ENTER
The date the contract/account was established. This field is informational only.

Description
WHAT TO ENTER
Enter a description of the contract/account that clearly identifies it (for example “Standing Orders”).

Type (Contracts/Accounts group)
ABOUT THIS FIELD
There are two types of contracts/accounts:
• Pre-encumbered Funds. This type is for funds you have set aside for the purchase of specific items from the vendor. Typically, you use this type for items you have an ongoing commitment to, such as nonperiodical series (also referred to as continuations or standing orders). It may also represent a certain amount you have committed to spend with a vendor in exchange for a certain discount. Unlike the Vendor Deposit Account (explained below), these funds are not sent to the vendor in advance.
• Vendor Deposit Account. This type is for funds you have sent to the vendor in advance of purchases. Some vendors (such as the United States Government Printing Office) require an advance deposit before you can order items.
WHAT TO ENTER
Click the contract/account type you are creating.

Cust/Acct Number
WHAT TO ENTER
Enter the account number assigned to you by the vendor for this contract/account.

Original Amount
ABOUT THIS FIELD
The original contract/account amount for the pre-encumbered or deposit account.
WHAT TO ENTER
Enter the amount of the pre-encumbered or deposit account you have established with the vendor.

Spent
ABOUT THIS FIELD
Displays the amount of the vendor contract/account that has been spent. This amount is also referred to as the expended amount. Horizon updates this field automatically as items assigned to the contract/account are ordered, received, canceled, and invoiced.
WHAT TO ENTER
Normally, you should not change this field. However, if you are creating a vendor contract/account for funds you have already spent a portion of, enter the amount you have already spent. Horizon will then update this amount automatically from this point forward.
TAKE NOTE
- The time at which funds are spent for a purchase order depends on the option you select in
  Spent Event field on the PO header. (For more information, see the “Spent Event” field
description for the Edit PO Header window in the “Window and Dialog Box Descriptions”
appendix of the Acquisitions Guide.)
- If you want, you can make this field display-only by removing the mark in the Editable box
  for this field in the “vendor_contract” view.

Spent Limit
ABOUT THIS FIELD
The maximum amount that can be spent against the contract. If a user tries to perform a function
that will increase the spent amount beyond the limit in this field, Horizon warns the user. Users
can override this warning only if their security settings allow it. The default limit specified in the
“vendor_contract” view appears on new budgets, but you can change it if necessary.

WHAT TO ENTER
Enter the spent limit you want for the contract. You can enter this limit as a fixed amount or as a
percentage of the contract amount. If you enter a percentage, mark the % box. If you do not want
to warn users about over-expenditures against this vendor contract/account, leave this field
blank.

TAKE NOTE
You can enter a limit that is less than, equal to, or greater than the contract/account amount. You
can also change this limit periodically to ensure that funds are used evenly throughout the year.
(For example, a library may enter a limit of 25% during the first quarter of the year, 50% during the
second quarter, 75% during the third quarter and 100% or more during the fourth quarter.)
Entering a limit that is equal to the contract amount ensures that you do not over-spend
the contract/account. Entering a limit that is greater than the contract/account amount lets you
over-spend the budget up to the amount you feel comfortable with.

On Order
ABOUT THIS FIELD
The total amount of items currently on order against the vendor contract/account. This amount is
also referred to as the encumbered amount. Horizon updates this field automatically as items
assigned to the vendor contract/account are ordered, received, canceled, and invoiced.

TAKE NOTE
Do not change the amount in this field. Horizon updates it automatically. If you want, you can
make this field display-only by removing the mark in the Editable box for this field in the
“vendor_contract” view.

On Order Limit
ABOUT THIS FIELD
The maximum amount that can be on order against the contract at any one time. If a user tries to
perform a function that will increase the on-order amount beyond the limit in this field, Horizon
warns the user. Users can override this warning only if their security settings allow it. The default
limit specified in the “vendor_contract” view appears on new budgets, but you can change it if
necessary.

WHAT TO ENTER
Enter the on-order limit you want for the contract/account. You can enter this limit as a fixed
amount or as percentage of the contract/account amount. If you enter a percentage, mark the %
box. If you do not want to warn users about over-encumbrances against this vendor contract/
account, leave this field blank.

TAKE NOTE
You can enter a limit that is less than, equal to, or greater than the contract/account amount. You
can also change this limit periodically to ensure that funds are used evenly throughout the year.
(For example, a library may enter a limit of 25% during the first quarter of the year, 50% during the
second quarter, 75% during the third quarter and 100% or more during the fourth quarter.) Entering a limit that is equal to the contract/account amount ensures that you do not overencumber the contract. Entering an amount that is greater than the contract/account amount lets you over-encumber the contract/account up to the amount you feel comfortable with. You may want to allow a certain amount of over-encumbrance since many items do not come in during the year they are ordered.

**Vendor Enhanced Services (Contracts/Accounts group)**

**ABOUT THIS FIELD**
This field lets you transmit item information (item number, collection, item type, location, and item barcode) to your vendors in EDIFACT electronic orders. This way, your vendors can complete the tags for item information (such as the 949 tag) on the MARC bib records they send you to put on your system. When you receive and import the MARC bib records, Horizon creates item records with the appropriate information from the MARC bib records. Horizon also replaces any temporary item records with the new item records.

**WHAT TO ENTER**
Mark the box if you want to send item information to this vendor in an EDIFACT electronic order.

**Discount (%) [Contracts/Accounts group]**

**ABOUT THIS FIELD**
If your library has an agreed upon a discount percentage with a vendor for a specific vendor contract or account, you can enter it in the Discount (%) field of the vendor Contracts/Accounts group. When you enter a discount percentage and then order from that vendor, Horizon applies the discount percentage to a purchase order line’s unit price. (For more information on applying the discount percentage in a PO line, see “Vendor Discount Percentage on Purchase Orders” in the “Purchase Orders” chapter of the *Acquisitions Guide.*

You can also see the discount percentage when you run a Titles by Vendor Contract report. (For more information, see “Discount Percentage on Titles by Vendor and Titles by Vendor Contract/Account Reports” in the “Reports” chapter of the *Acquisitions Guide.*

**TAKE NOTE**
You may also have situations where all vendor contracts or accounts except one receive the same discount percentage. In this case, you can enter the main discount percentage in the vendor record, then enter the exception in the vendor contract/account. (For example, all except one vendor contract/account may get a discount percentage of 10%, so you can enter “10” in the vendor record’s discount percentage field, then enter “0” as the discount percentage for just that vendor contract/account.)

**WHAT TO ENTER**
Enter the discount percentage to be applied to the current vendor contract or account. (For example, enter “20” if the discount percentage is 20%.)

**Vendor Enhanced Services**

**ABOUT THIS FIELD**
This field lets you transmit item information (item number, collection, item type, location, and item barcode) to your vendors in EDIFACT electronic orders. This way, your vendors can complete the tags for item information (such as the 949 tag) on the MARC bib records they send you to put on your system. When you receive and import the MARC bib records, Horizon creates item records with the appropriate information from the MARC bib records. Horizon also replaces any temporary item records with the new item records.

**WHAT TO ENTER**
Mark the box if you want to send item information to this vendor in an EDIFACT electronic order.
EAN
ABOUT THIS FIELD
The EAN assigned to the vendor, if any. This is a unique number that is used in electronic ordering
to identify the vendor. You can get this number from the vendor or an EAN directory. (EAN stands
for EDI Article Number.)
WHAT TO ENTER
Enter the EAN assigned to the vendor, if any.
TAKE NOTE
The vendor EAN is used on electronic orders using the EDIFACT standard. The vendor SAN is
used on electronic orders using the EDIFACT and BISAC standard. The vendor may use both
methods of electronic ordering. It is important that you set up this field correctly. (For more
information, see “Electronic Orders, Responses, and Invoices” on page S-77.)

SAN
ABOUT THIS FIELD
The Standard Address Number (SAN) assigned to the vendor, if any. This is a unique location
number that is used in electronic ordering to identify the vendor. You get this number from the
vendor or a SAN directory.
WHAT TO ENTER
Enter the Standard Address Number (SAN), if any.
TAKE NOTE
The vendor SAN is used on electronic orders using the EDIFACT and BISAC standard. The
vendor EAN is used on electronic orders using the EDIFACT standard. The vendor may use both
methods of electronic ordering. It is important that you set up this field correctly. (For more
information, see “Electronic Orders, Responses, and Invoices” on page S-77.)

Discount (%)
ABOUT THIS FIELD
If your library has an agreed upon discount percentage with a vendor, you can enter it in the
vendor’s record. When you enter a discount percentage and then order from that vendor, Horizon
applies the discount percentage to a purchase order line’s unit price. (For more information on
applying the discount percentage in a PO line, see “Vendor Discount Percentage on Purchase
Orders” in the “Purchase Orders” chapter of the Acquisitions Guide.)
You can also see the discount percentage when you run a Titles by Vendor report. (For more
information, see “Discount Percentage on Titles by Vendor and Titles by Vendor Contract/
Account Reports” in the “Reports” chapter of the Acquisitions Guide.)
TAKE NOTE
Horizon uses the discount percentage on the vendor record as the default for all vendor accounts,
unless you specify a discount percentage in the vendor contract/account.
You may also have situations where all vendor contracts or accounts except one receive the same
discount percentage. In this case, you can enter the main discount percentage in the vendor record,
then enter the exception in the vendor contract/account. (For example, all except one vendor
contract/account may get a discount percentage of 10%, so you can enter “10” in the vendor
record’s discount percentage field, then enter “0” as the discount percentage for just that vendor
contract/account.)
WHAT TO ENTER
Enter the discount percentage to be applied to this vendor record. (For example, enter “20” if the
discount percentage is 20%.)
**Type**  
**ABOUT THIS FIELD**  
If you have vendors that you use more often than others, you can divide your vendor records into two types: primary and secondary. This way, you can take advantage of the search filtering feature, and search for primary vendors or secondary vendors. You no longer have to search through a list of all the vendors on your system. (For more information on search filtering, see “Searching” on page S-91.)  

**TAKE NOTE**  
At installation, Horizon assigns all of your vendors to “Primary” vendor type. You need to change only those vendor records that you want to have as a “Secondary” vendor type.  

**WHAT TO ENTER**  
Choose a vendor type you want to use for the current vendor record:  
- **Primary.** Choose this vendor type if you order from this vendor frequently.  
- **Secondary.** Choose this vendor type if you order from this vendor infrequently.

**Status**  
**ABOUT THIS FIELD**  
If you have vendors from whom you ordered only one time or from whom you have discontinued ordering, but you want to keep the vendor record with its information on your Horizon system, then you can assign a “Closed” status to the vendor. This way, you can take advantage of the search filtering feature, which automatically searches for vendors with open accounts. However, you can still search for vendors with closed accounts using the “Vendor Table Edit” process. (For more information on search filtering, see “Searching” on page S-91.)  

**TAKE NOTE**  
At installation, Horizon assigns all of your vendors to “Open” vendor status. You need only change those vendor records that you want to have as a “Closed” vendor status.  

**WHAT TO ENTER**  
Choose a vendor status you want to use for the current vendor record:  
- **Open.** Choose this status if you order from this vendor.  
- **Closed.** Choose this status if you no longer order from this vendor, but still want to keep the vendor record in your Horizon database.

**Printed PO Options**  
**ABOUT THIS FIELD**  
This field contains two options:  
- **Unique Line Numbers.** If a vendor requires a very specific or unique number for each line in a printed purchase order, you can display the unique line number for all printed purchase orders for the vendor. The PO line number consists of two parts from the po_line table: the PO number (po#) and the PO line number (line). (For example, if in the po_line table the purchase order number is “88821” and the PO line number is “29”, then the unique PO line number prints as “88821/29”.) Even if you do not have this feature turned on for a vendor, you can search for the unique PO line number when you activate the “Find by PO Line” process or when searching for statement candidate lines. You can also see this unique PO line number on the purchase order (PO window), if you choose to display it. (For more information, see “Unique PO Line Numbers on Purchase Orders” in the “Purchase Orders” chapter of the Acquisitions Guide.)  

- **Include Unit Price.** If you have certain vendors that want the unit price printed on their purchase orders, you can include the unit price on the purchase order per vendor, rather than globally. This feature replaces the function of the “Show Unit Price on Printed PO” field formerly on the Acquisitions Parameters window, which printed the unit price on all vendor
Window and Dialog Box Descriptions

records when it was turned on.

TAKE NOTE
At installation, Horizon uses the setting from the old “Show Unit Price on Printed PO” field in the Acquisitions Parameters window as the default setting for this field on the vendor record. You need to change only those vendor records for which you do not want the unit price printed on the purchase order.

WHAT TO ENTER
Mark one or more of the options in this field:

- **Unique Line Numbers.** Mark this box if you want to include the unique line number for each line on all of this vendor’s printed purchase orders. All PO lines for this vendor’s printed purchase orders display the line numbers in this format: PO number/line number.
- **Include Unit Price.** Mark this box if you want to include the unit price on all purchase orders for this vendor.

---

### Edit Vendor Interface Protocol Configuration Window

VIP Configuration
WHAT TO ENTER
Enter a code for the vendor configuration.

Description
WHAT TO ENTER
Enter a description for the vendor configuration.

Vendor Service URL
WHAT TO ENTER
Enter the URL for the location of the vendor’s Web service server.

Login name
WHAT TO ENTER
If necessary, enter your login for this vendor.

Login password
WHAT TO ENTER
If necessary, enter your password for this vendor.
Customer account
WHAT TO CHOOSE
Choose one of these options, depending on what account information your vendor needs:

- **None.** Mark this if your vendor needs no account information.
- **Account number.** Mark this if your vendor only needs an account number.
  
  If the PO header has an Acct/Contract specified, Horizon uses the account number on the vendor_contract table as the account number. If you do not specify an Acct/Contract, or the vendor_contract table has no account number specified, Horizon uses the vendor account number.

- **SAN/SAN suffix.** Mark this if the vendor needs an account number and subaccount.
  
  Horizon takes the account from the SAN for the Ship to address on the PO header.
  
  If the PO header has an Acct/Contract specified, Horizon uses the SAN suffix on the vendor_contract table as the subaccount. If you do not specify an Acct/Contract, or the vendor_contract table has no SAN suffix specified, Horizon uses the vendor SAN suffix as the subaccount.

---

**Import Acquisitions Map Form Window**

**Entry Code**
WHAT TO ENTER
Enter the alphanumeric code you want to use if creating a new map.

**Description**
WHAT TO ENTER
Enter the alphanumeric description you want to use if creating a new map.

**Map To Column**
WHAT TO ENTER
Click in the field to see a drop-down list of column names available. From the drop-down list, click the column name you want to use.

**Priority**
WHAT TO ENTER
Enter a number to set the priority order by which Horizon searches a column in the distribution group.
during import. Zero is the default. The lower the number, the higher the priority.

**Tag**
WHAT TO ENTER
Enter the MARC tag number used by this map. All columns in a map must use the same tag number.

**Subfield**
WHAT TO ENTER
Enter the subfield code you have agreed upon with the online vendor with whom you will use this map.

**Append**
WHAT TO ENTER
Mark this field if you want information from note fields appended to the distribution group. This field applies only to note columns.

**Default Value**
WHAT TO ENTER
Enter the default value for this column for this map. This does not affect default values added to other maps.

---

**Options for Creating New Fiscal Year Allocations Window**

<table>
<thead>
<tr>
<th>Options for Creating New Fiscal Year Allocations</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Options for Creating New Fiscal Year Allocations" /></td>
</tr>
</tbody>
</table>

**Year To Create From**
WHAT TO ENTER
Enter the year of the fiscal year allocations on which you want to base your new fiscal year allocations.

**Year To Create For**
WHAT TO ENTER
Enter the year for the new fiscal year allocations.

**Inflation Factor %**
ABOUT THIS FIELD
The percentage you want the new fiscal year allocation amounts inflated or deflated. This percentage is marked up (or down) from the amounts of the fiscal year allocations you entered in the Year To Create From field.

WHAT TO ENTER
Enter the percent value (from -100 to 1 and upward, “0” means no change) of inflation you expect for this budget. This tells Horizon how much to inflate (or deflate) the budget amount when you batch create and establish the new amount for the next year.

TAKE NOTE
The percentage you enter here is used only for those fiscal year allocations that do not already have something entered in the Inflation Factor % field on the Edit Budget window.
Override Budget Inflation Factors
WHAT TO ENTER
Mark this box if you want to use the inflation factor percentage you entered in this window rather than the inflation factor percentages that are entered for each fiscal year allocation.

Change Status of Existing Year To
ABOUT THIS FIELD
The status you want all existing fiscal year allocations to have. (This status is for the fiscal year allocations of the year you entered in the Year To Create From field.)
WHAT TO ENTER
Mark the status you want the existing fiscal year allocations to have.
TAKE NOTE
If you do not choose a status, Horizon uses the default status of “No Change.”

Set Status of New Year to
ABOUT THIS FIELD
The status you want all new fiscal year allocations to have. (This is status is for the fiscal year allocations of the year you entered in the Year To Create For field.)
WHAT TO ENTER
Mark the status you want the new fiscal year allocations to have.
TAKE NOTE
If you do not choose a status, Horizon uses the default status of “Closed.”

Reassign Budget Options Window

Source Year
WHAT TO ENTER
Enter the year with the budgets you want to reassign.

Target Year
WHAT TO ENTER
Enter the year with the budgets you want to reassign amounts to.

Reassign Amounts
WHAT TO CHOOSE
Choose the type of amounts you want to reassign (“On Order” or both “On Order” and “Spent”).
Reassign By

WHAT TO CHOOSE

Choose one of these options:

- **Budget.** Choose this option to reassign amounts by budget only.
- **Budget and Title.** Choose this option to reassign amounts by budget and title.

Change Status of Source Year to

ABOUT THIS FIELD

The status of the source budgets. Here are explanations for each status:

- **Open.** This status means the budgets are available for both new and existing orders. It lets users order and invoice items against the budgets up to the limits you enter in the On Order Limit and Spent Limit fields on the Edit Budget window.

- **Frozen.** This status means the budgets are available for outstanding orders, but not new orders. It lets users enter an invoice for existing orders against the budgets up to the limit defined in the Spent Limit field on the Edit Budget window. However, it warns users when creating new orders against the budgets. Users can override this warning only if their security settings allow it. Frozen budgets do not appear in Code Lookup windows; however, users can enter them on PO lines and statements if they know the budget code.

- **Closed.** This status means the budgets are no longer available. If users try to order or invoice items against the budgets, Horizon warns them. Users can override this warning only if their security settings allow it. Closed budgets do not appear in Code Lookup windows; however, users can enter them on PO lines and invoices if they know the budget code.

- **NO CHANGE.** This statement means the budgets you choose have different values for the multi-value status. If you want to do a batch change for the status of the budgets, Horizon will change all budget statuses to the status you choose (for example, from “Open” to “Frozen” and from “Closed” to “Frozen”).

WHAT TO CHOOSE

Choose the status you want for the source year, if you want to change it. (The default is “No Change.”)

Change Status of Target Year to

ABOUT THIS FIELD

The status of the target (or reassigned) budgets. Here are explanations for each status:

- **Open.** This status means the budgets are available for both new and existing orders. It lets users order and invoice items against the budgets up to the limits you enter in the On Order Limit and Spent Limit fields on the Edit Budget window.

- **Frozen.** This status means the budgets are available for outstanding orders, but not new orders. It lets users enter an invoice for existing orders against the budgets up to the limit defined in the Spent Limit field on the Edit Budget window. However, it warns users when creating new orders against the budgets. Users can override this warning only if their security settings allow it. Frozen budgets do not appear in Code Lookup windows; however, users can enter them on PO lines and statements if they know the budget code.

- **Closed.** This status means the budgets are no longer available. If users try to order or invoice items against the budgets, Horizon warns them. Users can override this warning only if their security settings allow it. Closed budgets do not appear in Code Lookup windows; however, users can enter them on PO lines and invoices if they know the budget code.

- **NO CHANGE.** This statement means the budgets you choose have different values for the multi-value status. If you want to do a batch change for the status of the budgets, Horizon will change all budget statuses to the status you choose (for example, from “Open” to “Frozen” and from “Closed” to “Frozen”).
WHAT TO CHOOSE
Choose the status you want for the target year, if you want to change it. (The default is “No Change.”)

Transfer Budget Unspent Amount Options Window

Source Year
WHAT TO ENTER
Enter the year with the unspent amounts you want to transfer.
TAKE NOTE
You do not have to transfer all the fiscal year allocations in the Source Year to the fiscal year allocations for the Target Year. You can choose which fiscal year allocations you want to transfer, and you can choose to transfer them to specific budget categories within the same year or a different year.

Target Year
WHAT TO ENTER
Enter the year with the budgets you want to transfer unspent amounts to.
TAKE NOTE
You do not have to transfer all the fiscal year allocations in the Source Year to the fiscal year allocations for the Target Year. You can choose which fiscal year allocations you want to transfer, and you can choose to transfer them to specific budget categories within the same year or a different year.

Transfer Unspent %
ABOUT THIS FIELD
The percentage of the unspent amount that you want to transfer to the next fiscal counterpart.
WHAT TO ENTER
Enter the percentage of unspent amounts you want to transfer.
TAKE NOTE
The percentage you enter here is used only for those fiscal year allocations that do not already have something entered in the Transfer Unspent % field on the Edit Budget window.

Override Budget Transfer Unspent %
WHAT TO ENTER
Mark this box if you want to use the transfer unspent percentage you entered in this window rather than the transfer unspent percentages that are entered for each fiscal year allocation. (Marking this box makes all fiscal year allocations for the year you choose the same transfer percentage for unspent amounts.)
Change Status of Source Year to

ABOUT THIS FIELD

The status of the source budgets. Here are explanations for each status:

- **Open.** This status means the budgets are available for both new and existing orders. It lets users order and invoice items against the budgets up to the limits you enter in the On Order Limit and Spent Limit fields on the Edit Budget window.

- **Frozen.** This status means the budgets are available for outstanding orders, but not new orders. It lets users enter an invoice for existing orders against the budgets up to the limit defined in the Spent Limit field on the Edit Budget window. However, it warns users when creating new orders against the budgets. Users can override this warning only if their security settings allow it. Frozen budgets do not appear in Code Lookup windows; however, users can enter them on PO lines and statements if they know the budget code.

- **Closed.** This status means the budgets are no longer available. If users try to order or invoice items against the budgets, Horizon warns them. Users can override this warning only if their security settings allow it. Closed budgets do not appear in Code Lookup windows; however, users can enter them on PO lines and invoices if they know the budget code.

- **NO CHANGE.** This statement means the budgets you choose have different values for the multi-value status. If you want to do a batch change for the status of the budgets, Horizon will change all budget statuses to the status you choose (for example, from “Open” to “Frozen” and from “Closed” to “Frozen”).

WHAT TO CHOOSE

Choose the status you want for the source year, if you want to change it. (The default is “No Change.”)

Change Status of Target Year to

ABOUT THIS FIELD

The status of the target (or reassigned) budgets. Here are explanations for each status:

- **Open.** This status means the budgets are available for both new and existing orders. It lets users order and invoice items against the budgets up to the limits you enter in the On Order Limit and Spent Limit fields on the Edit Budget window.

- **Frozen.** This status means the budgets are available for outstanding orders, but not new orders. It lets users enter an invoice for existing orders against the budgets up to the limit defined in the Spent Limit field on the Edit Budget window. However, it warns users when creating new orders against the budgets. Users can override this warning only if their security settings allow it. Frozen budgets do not appear in Code Lookup windows; however, users can enter them on PO lines and statements if they know the budget code.

- **Closed.** This status means the budgets are no longer available. If users try to order or invoice items against the budgets, Horizon warns them. Users can override this warning only if their security settings allow it. Closed budgets do not appear in Code Lookup windows; however, users can enter them on PO lines and invoices if they know the budget code.
• **NO CHANGE.** This statement means the budgets you choose have different values for the multi-value status. If you want to do a batch change for the status of the budgets, Horizon will change all budget statuses to the status you choose (for example, from “Open” to “Frozen” and from “Closed” to “Frozen”).

**WHAT TO CHOOSE**
Choose the status you want for the target year, if you want to change it. (The default is “No Change.”)

---

**Workstation Workslip Options Window**

![Workstation Workslip Options Window](image)

- **Windows Printing**
  WHAT TO ENTER
  Mark this box if you want to use the Windows Print Manager for a printer.

  **TAKE NOTE**
  Marking this box disables the Port Printing option.

- **Setup**
  WHAT TO ENTER
  Click **Setup** to display the Windows printer setup window. Choose the print settings you want to use for this workstation and click **OK**.

- **Port Printing**
  WHAT TO ENTER
  Mark the port the printer uses.

- **Characters per Line**
  WHAT TO ENTER
  Enter the number of characters per line for the receipt printer and font you are using. Horizon sets the default value for this field at 40.
Prefix Escape Sequence
WHAT TO ENTER
Enter the prefix escape sequence for your printer. (For the specific codes for your printer, see your printer’s documentation.)

Line Feed Escape Sequence
WHAT TO ENTER
Enter the line feed escape sequence for your printer. (For the specific codes for your printer, see your printer’s documentation.)

Form Feed Escape Sequence
WHAT TO ENTER
Enter the form feed escape sequence for your printer. (For the specific codes for your printer, see your printer’s documentation.)

Cut Paper Escape Sequence
WHAT TO ENTER
Enter the cut paper escape sequence code. (For the specific codes for your printer, see your printer’s documentation.)

Suffix Escape Sequence
WHAT TO ENTER
Enter the suffix escape sequence for your printer. (For the specific codes for your printer, see your printer’s documentation.)

Replacement Character (hex)
WHAT TO ENTER
Enter the character you want to be printed in place of any non-printable characters.
Error Messages

As you set up 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 while setting up Acquisitions. (Database errors are not included.) 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 S-1: Error Messages

<table>
<thead>
<tr>
<th>Message</th>
<th>Explanation/Recommended Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Message</td>
<td>The budget allocations you have entered in the Budget Split window do not add up to 100 percent. Adjust the percentages you have assigned to each budget so they add up to 100.</td>
</tr>
<tr>
<td>Budget Message</td>
<td>You have entered the same budget more than once in the Budget Split window. Delete the duplicate budgets.</td>
</tr>
<tr>
<td>Budget Message Warning: Budget [budget code] has outstanding orders attached to it. Are you sure you want to change its status to ‘Closed’?</td>
<td>You changed the status of the budget to “Closed.” However, there are outstanding orders against the budget. Depending on your security, you may or may not be able to save your change. You can see the outstanding orders that are attached to the budget. To do this, choose Titles by Budget on the Reports menu and search for the budget.</td>
</tr>
<tr>
<td>Budget Message Warning: You changed the On Order amount for budget [budget code]. 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?</td>
<td>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.</td>
</tr>
<tr>
<td>Message</td>
<td>Explanation/Recommended Action</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Budget Message Warning: You changed the On Order amount for budget [budget code]. 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?</td>
<td>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.</td>
</tr>
<tr>
<td>Budget Message Warning: The On Order amount for budget [budget code] exceeds the On Order limit. Do you want to continue anyway?</td>
<td>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.</td>
</tr>
<tr>
<td>Budget Message Warning: The Spent amount for budget [budget code] exceeds the Spent limit. Do you want to continue anyway?</td>
<td>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.</td>
</tr>
<tr>
<td>Create Fiscal Year Message Cannot create budget fiscal year allocations. They already exist for the year specified.</td>
<td>You entered a year in the Year to Create For field for which Horizon already has the same records. Enter a year that has no records for fiscal year allocations in the Year to Create For field or enter a new Year to Create From field.</td>
</tr>
<tr>
<td>Create Fiscal Year Message Cannot create budget fiscal year allocations. You must specify a different value in the “Year To Create From” and “Year To Create For” fields.</td>
<td>You entered the same year in the Year to Create From and Year to Create For fields. Enter a new year for one of the fields.</td>
</tr>
<tr>
<td>Create Fiscal Year Message Cannot create budget fiscal year allocations because there are no fiscal year allocations for the year specified in the “Year to create from” field.</td>
<td>You entered a year in the Year to Create From field for which Horizon has no records. Enter a year that has records for fiscal year allocations in the Year to Create From field.</td>
</tr>
</tbody>
</table>
### Table S-1: Error Messages

<table>
<thead>
<tr>
<th>Message</th>
<th>Explanation/Recommended Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year Allocation Rollover Message</td>
<td>You entered an invalid year in the Year to Roll From field. Enter a new year in the Year to Roll From field.</td>
</tr>
<tr>
<td>Cannot proceed. There are no fiscal year allocations for the year specified in the “Year to Roll From” field.</td>
<td></td>
</tr>
<tr>
<td>Fiscal Year Allocation Rollover Message</td>
<td>You entered a year that has no fiscal year allocations in the Year to Roll To field. Do one of these options:</td>
</tr>
<tr>
<td>Cannot proceed. There are no fiscal year allocations for the year specified in the “Year to Roll To” field.</td>
<td>- Enter a new year in the Year to Roll To field.</td>
</tr>
<tr>
<td>Fiscal Year Allocation Rollover Message</td>
<td>- Create new fiscal year allocations. (For more information on creating new fiscal year allocations, see “Batch Creating Fiscal Year Allocations” on page S-18.)</td>
</tr>
<tr>
<td>Cannot proceed with roll.</td>
<td>You chose a “Roll To” budget that does not have a “Roll From” budget equivalent. (For example, you may want to merge two budgets into one, but only one of the budgets had a new fiscal year allocation created for it.)</td>
</tr>
<tr>
<td>You must specify a “roll to” category for each selected “roll from” category.</td>
<td>1 Edit the “Roll From” category by clicking Roll To.</td>
</tr>
<tr>
<td>Fiscal Year Allocation Rollover Message</td>
<td>2 Enter the “Roll To” budget you want.</td>
</tr>
<tr>
<td>Cannot proceed. You chose a “Roll To” budget that does not have a fiscal year allocation for the “Year to Roll To” year specified on the options screen.</td>
<td>3 Click OK.</td>
</tr>
<tr>
<td>Fiscal Year Allocation Rollover Message</td>
<td>You chose a “Roll To” budget that does not have a fiscal year allocation created for it that matches the year specified in the “Roll To” year in the Options window. Do one of these options:</td>
</tr>
<tr>
<td>The category entered does not have a fiscal year allocation for the “Year to Roll To” year specified on the options screen.</td>
<td>- Enter a new year in the Year to Roll To field.</td>
</tr>
<tr>
<td>Fiscal Year Allocation Rollover Message</td>
<td>- Create new fiscal year allocations. (For more information on creating new fiscal year allocations, see “Batch Creating Fiscal Year Allocations” on page S-18.)</td>
</tr>
<tr>
<td>Cannot proceed. You entered an invalid year in the Target Year field on the Reassign Budget Options window, or you do not have a corresponding fiscal year allocation for the year you entered. Do one of these options:</td>
<td>You entered an invalid year in the Target Year field on the Reassign Budget Options window, or you do not have a corresponding fiscal year allocation for the year you entered. Do one of these options:</td>
</tr>
<tr>
<td>Reassign Budget Message</td>
<td>- Review the year you entered and change it as necessary.</td>
</tr>
<tr>
<td>Can’t proceed. There are no fiscal year allocations for the year specified in the “Target Year” field.</td>
<td>- Create a new fiscal year allocation. (For more information on creating fiscal year allocations, see “Entering a Fiscal Year Allocation for a Budget” on page S-16., or see “Batch Creating Fiscal Year Allocations” on page S-18.)</td>
</tr>
<tr>
<td>(For more information on reassigning budgets, see “Batch Reassigning Budgets” on page S-21.)</td>
<td></td>
</tr>
</tbody>
</table>
## Error Messages

### Table S-1: Error Messages

<table>
<thead>
<tr>
<th>Message</th>
<th>Explanation/Recommended Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reassign Budget Message Can’t proceed. You must specify a “Target” category for each selected “Source” category.</td>
<td>You do not have a corresponding target category for a budget you want to reassign. (This budget is listed on the List Reassign Budget Candidates window, if there is a budget.) To choose a category: 1 Click <strong>Target Category</strong> on the List Reassign Budget Candidates window. 2 Choose the budget you want. 3 Click <strong>OK</strong>. (For more information on reassigning budgets, see “Batch Reassigning Budgets” on page S-21.)</td>
</tr>
<tr>
<td>Reassign Budget Message The category entered does not have a fiscal year allocation for the year specified in the “Target Year” field on the options dialog.</td>
<td>You chose a budget for the Target Category that is not tied to the fiscal year allocation you specified on the Reassign Budget Options window. Change the target category. (For more information on reassigning budgets, see “Batch Reassigning Budgets” on page S-21.)</td>
</tr>
<tr>
<td>The secured program features in the database do not match the secured program features expected by this program.</td>
<td>You tried to start an Acquisitions process. However, the number of program features in the program_feature table does not match the number of features expected by the program. Execution of the program is terminated 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.</td>
</tr>
<tr>
<td>Transfer Budget Unspent Message Can’t proceed. There are no fiscal year allocations for the year specified in the “Source Year” field.</td>
<td>You entered an invalid year in the Source Year field on the Transfer Budget Options window. Review the year you entered and change it as necessary. (For more information on transferring budgets, see “Batch Transferring Budget Unspent Amounts” on page S-28.)</td>
</tr>
</tbody>
</table>
### Table S-1: Error Messages

<table>
<thead>
<tr>
<th>Message</th>
<th>Explanation/Recommended Action</th>
</tr>
</thead>
</table>
| Transfer Budget Unspent Message Can’t proceed. There are no fiscal year allocations for the year specified in the “Target Year” field. | You entered an invalid year in the Target Year field on the Transfer Budget Options window or you do not have a corresponding fiscal year allocation for the year you entered. Do one of these options:  
  • Review the year you entered and change it as necessary.  
  • Create a new fiscal year allocation. (For more information on creating fiscal year allocations, “Entering a Fiscal Year Allocation for a Budget” on page S-16, or see “Batch Creating Fiscal Year Allocations” on page S-18.)  
  (For more information on transferring budgets, see “Batch Transferring Budget Unspent Amounts” on page S-28.) |
| Transfer Budget Unspent Message Can’t proceed. You must specify a “Target” category for each selected “Source” category. | You do not have a corresponding target category for a budget you want to transfer. (This budget is listed on the List Transfer Budget Unspent Amount Candidates window, if there is a budget.) To choose a category:  
  1. Click **Target Category** on the List Transfer Budget Unspent Amount Candidates window.  
  2. Choose the budget you want.  
  3. Click **OK**.  
  (For more information on transferring budgets, see “Batch Transferring Budget Unspent Amounts” on page S-28.) |
| Transfer Budget Unspent Message The category entered does not have a fiscal year allocation for the year specified in the “Target Year” field on the options dialog. | You chose a budget for the Target Category that is not tied to a fiscal year allocation that you specified in the Transfer Budget Unspent Amount Options window. Change the target category. (For more information on reassigning budgets, see “Batch Reassigning Budgets” on page S-21.) |
Numerics

970 MARC tag S-83

to fiscal year allocations S-17
to vendor record S-49
Batch Change Fiscal Year Allocation window S-17
field descriptions S-109
Batch create
fiscal year allocation S-18
Batch reassign
budget amounts S-21
Batch transfer
unspent amount S-28
Bib record
importing S-80
specifying information for short S-75
using fields in Acquisitions S-74
Billing address
defining S-73
Budget
adjusting amounts S-34
basics S-10
batch reassign S-21
batch transfer
unspent amounts S-28
category
and fiscal years S-11
defined S-11
deleting S-35
changing status S-35
closed status S-35
closing S-35
code
defined S-11
controlling summaries and reports S-44
creating S-15
deleting category S-35
fiscal year allocation
deleting S-35
entering S-16
freezing S-35
frozen status S-35
hierarchy
budget_hierarchy_report view S-44
defined S-12
inserting budgets S-41
inserting groups S-40
naming convention S-12
hierarchy management
budget element S-41
copying elements S-42
deleting elements S-43
example S-12, S-37
group element S-37, S-40
hierarchy element S-37, S-39
moving around in S-39
moving elements S-42
viewing budget values S-44

A

Access
restricting for a budget S-32
Account
(see Budget, Vendor contract/account)
Accounting Reference field S-115
Acquisitions
import acquisitions map S-83
fields available during import S-84
Launcher use S-9
order distribution information S-83
parameters S-9
security S-6
setup overview S-3
using collections S-76
using item types S-76
Activity type
Purchase Order (PO) S-62
Address
adding or editing on a vendor record S-49
billing S-73
library location
setting up S-81
shipping S-73
Address Lines field S-130
Address Note field S-130
Address Usage field S-130
Addresses group S-130
Allocation
fiscal year
deleting S-35
entering S-16
Amount
batch transfer budget unspent S-28
budget adjustment S-34
Amount field
in Batch Change Fiscal Year Allocation window S-110
in Edit Budget window S-117
Append field S-87, S-138
Audit trail
for budget transactions S-13
Authorized Users group S-118
Auto PO Line Approval On field S-113

B

Base currency S-82
Batch change
replacing existing information S-50

Index
Index

inserting for hierarchy S-40
Launcher use in assigning new S-15
limit checking S-13
non-fiscal S-11
open status S-35
overview S-10
planning S-14
reassigning amounts S-22
reassigning amounts caution S-22, S-25
reassigning title amounts S-25
restricting access S-32
status S-35
tracking S-13
transaction note S-19
transfer unspent caution S-30
transferring unspent amounts S-28
unspent amounts
  batch transfer S-28
  updating S-32
Budget Hierarchy Management window S-44
Budget title
  reassigning amounts to another budget S-25
Budget values
  showing S-44
budget_hierarchy_report view S-44

C

Catalog
  local
    setting up ISBN searching S-54
Category
  budget S-11
  PR (Purchase request)
    creating or deleting S-59
    overview S-58
  Category field
    in Batch Change Fiscal Year Allocation window S-109
    in Edit Budget window S-115
    in Edit PR Category window S-126
Change Status of Existing Year To field S-139
Change Status of Source Year To field
  in Reassign Budget Options window S-22, S-25, S-140
  in Transfer Budget Unspent Amount Options window S-29
Change Status of Source Year To option
  in Transfer Budget Unspent Amount Options window S-142
Change Status of Target Year To field
  in Reassign Budget Options window S-22, S-25
  in Transfer Budget Unspent Amount Options window S-29
Change Status of Target Year To option
  in Reassign Budget Options window S-140
  in Transfer Budget Unspent Amount Options window S-142
Character to indicate decimal field S-91, S-122
Characters per Line field S-69, S-143
Check box
  (see Fields)
<table>
<thead>
<tr>
<th>Field</th>
<th>Page Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date field S-131</td>
<td></td>
</tr>
<tr>
<td>Day End Stat Detail field S-129</td>
<td></td>
</tr>
<tr>
<td>Decimal Places field S-119</td>
<td></td>
</tr>
<tr>
<td>Default Budget field S-120</td>
<td></td>
</tr>
<tr>
<td>Default Value field S-87, S-138</td>
<td></td>
</tr>
<tr>
<td>Deposit Account vendor contract S-55</td>
<td></td>
</tr>
<tr>
<td>Descriptive Notes field S-127</td>
<td></td>
</tr>
<tr>
<td>Diagram budget hierarchy S-12</td>
<td></td>
</tr>
<tr>
<td>Discount minimum order amount required S-128</td>
<td></td>
</tr>
<tr>
<td>Discount ( % ) field S-133, S-134</td>
<td></td>
</tr>
<tr>
<td>Distribution data fields available during import S-84</td>
<td></td>
</tr>
<tr>
<td>importing acquisitions S-83</td>
<td></td>
</tr>
<tr>
<td>EAN (European Article Number)</td>
<td>S-78, S-81</td>
</tr>
<tr>
<td>defined S-78, S-81</td>
<td></td>
</tr>
<tr>
<td>for a library location S-81</td>
<td></td>
</tr>
<tr>
<td>for a vendor S-79</td>
<td></td>
</tr>
<tr>
<td>EDIFACT format S-77</td>
<td></td>
</tr>
<tr>
<td>setting up uploading S-82</td>
<td></td>
</tr>
<tr>
<td>Edit Account window</td>
<td></td>
</tr>
<tr>
<td>(see Edit Budget window)</td>
<td></td>
</tr>
<tr>
<td>Edit Acquisitions Parameters window S-9</td>
<td></td>
</tr>
<tr>
<td>field descriptions S-112</td>
<td></td>
</tr>
<tr>
<td>Edit Budget window S-11</td>
<td></td>
</tr>
<tr>
<td>field descriptions S-114</td>
<td></td>
</tr>
<tr>
<td>Edit Currency window S-46</td>
<td></td>
</tr>
<tr>
<td>field descriptions S-119</td>
<td></td>
</tr>
<tr>
<td>Edit Extra Charge Type window S-72</td>
<td></td>
</tr>
<tr>
<td>field descriptions S-120</td>
<td></td>
</tr>
<tr>
<td>Edit Import Source window S-89, S-121</td>
<td></td>
</tr>
<tr>
<td>Edit MARC Field Usage window S-74, S-75, S-122</td>
<td></td>
</tr>
<tr>
<td>Edit PO Activity Type window S-63</td>
<td></td>
</tr>
<tr>
<td>field descriptions S-123</td>
<td></td>
</tr>
<tr>
<td>Edit PO Line Statistical Class window S-61</td>
<td></td>
</tr>
<tr>
<td>field descriptions S-125</td>
<td></td>
</tr>
<tr>
<td>Edit PR Category window S-59, S-126</td>
<td></td>
</tr>
<tr>
<td>Edit Search Filters Queries window S-104</td>
<td></td>
</tr>
<tr>
<td>Edit Vendor Interface Protocol Configuration window S-136</td>
<td></td>
</tr>
<tr>
<td>Edit Vendor window S-48</td>
<td></td>
</tr>
<tr>
<td>field descriptions S-127</td>
<td></td>
</tr>
<tr>
<td>Electronic invoice</td>
<td>S-77</td>
</tr>
<tr>
<td>overview S-77</td>
<td></td>
</tr>
<tr>
<td>setup library location S-81</td>
<td></td>
</tr>
<tr>
<td>native (base) currency S-82</td>
<td></td>
</tr>
<tr>
<td>vendor contract S-77</td>
<td></td>
</tr>
<tr>
<td>vendor record S-77</td>
<td></td>
</tr>
<tr>
<td>setup for a consortium S-82</td>
<td></td>
</tr>
<tr>
<td>Electronic order response</td>
<td>S-77</td>
</tr>
<tr>
<td>overview S-77</td>
<td></td>
</tr>
<tr>
<td>setup library location S-81</td>
<td></td>
</tr>
<tr>
<td>library location S-81</td>
<td></td>
</tr>
<tr>
<td>Electronic order response overview S-77</td>
<td></td>
</tr>
<tr>
<td>setup library location S-81</td>
<td></td>
</tr>
<tr>
<td>vendor contract S-77</td>
<td></td>
</tr>
<tr>
<td>vendor record S-77</td>
<td></td>
</tr>
<tr>
<td>Enabled field S-104, S-106</td>
<td></td>
</tr>
<tr>
<td>Entry Code field S-137</td>
<td></td>
</tr>
<tr>
<td>Epson printer</td>
<td>S-69</td>
</tr>
<tr>
<td>Form feed escape sequence S-70</td>
<td></td>
</tr>
<tr>
<td>Line feed escape sequence S-70</td>
<td></td>
</tr>
<tr>
<td>Error messages S-145</td>
<td></td>
</tr>
<tr>
<td>Escape sequence for printers S-69</td>
<td></td>
</tr>
<tr>
<td>European Article Number (EAN)</td>
<td>S-78, S-81</td>
</tr>
<tr>
<td>defined S-78, S-81</td>
<td></td>
</tr>
<tr>
<td>for a library location S-81</td>
<td></td>
</tr>
<tr>
<td>for a vendor S-79</td>
<td></td>
</tr>
<tr>
<td>Exchange rate</td>
<td>S-46</td>
</tr>
<tr>
<td>updating S-46</td>
<td></td>
</tr>
<tr>
<td>Exchange Rate field S-119</td>
<td></td>
</tr>
<tr>
<td>Extra charge type</td>
<td>S-72</td>
</tr>
<tr>
<td>creating S-72</td>
<td></td>
</tr>
<tr>
<td>deleting S-72</td>
<td></td>
</tr>
<tr>
<td>overview S-71</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Page Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fields</td>
<td></td>
</tr>
<tr>
<td>Accounting Reference S-115</td>
<td></td>
</tr>
<tr>
<td>Address Lines S-130</td>
<td></td>
</tr>
<tr>
<td>Address Note S-130</td>
<td></td>
</tr>
<tr>
<td>Address Usage S-130</td>
<td></td>
</tr>
<tr>
<td>Amount S-110, S-117</td>
<td></td>
</tr>
<tr>
<td>Append S-87, S-138</td>
<td></td>
</tr>
<tr>
<td>Auto PO Line Approval On S-113</td>
<td></td>
</tr>
<tr>
<td>Category S-109, S-115, S-126</td>
<td></td>
</tr>
<tr>
<td>Change Status of Existing Year To S-139</td>
<td></td>
</tr>
<tr>
<td>Change Status of Source Year To S-22, S-25, S-29, S-140</td>
<td></td>
</tr>
<tr>
<td>Change Status of Target Year To S-22, S-25, S-29</td>
<td></td>
</tr>
<tr>
<td>Character to indicate decimal S-91, S-122</td>
<td></td>
</tr>
<tr>
<td>Characters per Line S-69, S-143</td>
<td></td>
</tr>
<tr>
<td>Check Budget and Vendor Cont/ Acct Limits S-112</td>
<td></td>
</tr>
<tr>
<td>Claim After (days) S-128</td>
<td></td>
</tr>
<tr>
<td>Claim Responses S-129</td>
<td></td>
</tr>
<tr>
<td>Claims S-129</td>
<td></td>
</tr>
<tr>
<td>Code S-131</td>
<td></td>
</tr>
<tr>
<td>Column Name S-122</td>
<td></td>
</tr>
<tr>
<td>Contact Name S-130</td>
<td></td>
</tr>
<tr>
<td>Create Acquisitions Records S-90, S-121</td>
<td></td>
</tr>
<tr>
<td>Create Items S-89, S-121</td>
<td></td>
</tr>
<tr>
<td>Current Fiscal Year S-112</td>
<td></td>
</tr>
<tr>
<td>Cust/ Acct Year S-127</td>
<td></td>
</tr>
</tbody>
</table>

**Index**

*Acquisitions Setup Guide*  In-3
Index

in Edit Vendor window S-131
Customer Account S-53
Cut Paper Escape Sequence S-70, S-144
Date S-131
Day End Stat Detail S-129
Decimal Places S-119
Default Budget S-120
Default Value S-87, S-138
Descriptive Notes S-127
Discount ( % ) S-133, S-134
Enabled S-104, S-106
Entry Code S-137
Exchange Rate S-119
For Discount S-128
Form Feed Escape Sequence S-70, S-144
History Duration S-124
Import Acquisitions Map S-90, S-122
Inflation Factor % S-18, S-115, S-138
Interval (days) S-129
Is Publisher S-129
ISBN search index S-54, S-114
Line Feed Escape Sequence S-70, S-144
Map To Column S-87, S-137
MARC map (indexed) S-123
MARC map (not indexed) S-123
Maximum Claims S-129
Minimum Order S-128
Module S-122
Multi Location EDI S-83, S-114
On Order S-110, S-117, S-132
On Order Limit S-111, S-117, S-132
One Tag Only from Bib on PO S-113
Original Amount S-131
Override Budget Inflation Factors S-139
Override Budget Transfer Unspent % S-29, S-141
Phone S-130
Port Printing S-69, S-143
PR Category S-90, S-122
Prefix Escape Sequence S-69, S-144
Print Workshop at Receiving S-65, S-113
Print? S-124
Printed PO Options S-135
Printed Text S-124
Priority S-87, S-137
Query String S-107
Reassign Amounts S-22, S-25, S-139
Reassign By S-22, S-25, S-140
Replacement Character (hex) S-70, S-144
Restrict to Authorized Users S-115
SAN S-134
Serial Invoices S-129
Serial Orders S-129
Serials Claiming S-129
Set Status of New Year to S-139
Setup S-68, S-143
Source Year S-22, S-25, S-29, S-139, S-141
Spent S-111, S-117, S-131
Spent Limit S-111, S-118, S-132
Stat Class S-125
Status S-110, S-116
in Edit Vendor window S-135
Subfield S-87, S-138
Suffix Escape Sequence S-70, S-144
System Default S-106
Table Name or SQL View S-106
Tag S-87, S-138
Target Year S-22, S-25, S-29, S-139, S-141
Track Budget Transactions S-112
Transfer Unspent % S-18, S-29, S-116, S-141
Type S-120, S-123, S-135
Type (Contracts/Accounts group)
in Edit Vendor window S-131
Usage S-73, S-122
Vendor Code S-127
Vendor EAN S-134
Vendor Enhanced Services S-80, S-133
Vendor Enhanced Services (Contracts/Accounts group) S-133
Vendor Name S-127
Vendor Service URL S-52, S-136
VIP Configuration S-52, S-53, S-136
Windows Printing S-68, S-143
Year S-109, S-116
Year To Create For S-138
Year To Create From S-138
Filter
(see Search filter)
Fiscal year allocation
and budget categories S-11
batch creating S-18
defined S-11
deleting S-35
editing S-17
entering S-16
overview S-16
timing S-18
window S-19
Fiscal Year Allocations group S-116
For Discount field S-128
Foreign currency
defining S-46
updating exchange rates S-46
Form feed escape sequence
Epson printer S-70
Omni printer S-70
Form Feed Escape Sequence field S-70, S-144
Frozen budget status S-35
Funds
(see Budget, Vendor, Contract/Account)

G

Group hierarchy
basics S-37
budget values S-44
copying S-42
deleting S-43
inserting S-40
moving S-42
Groups
Index

Addresses S-130
Authorized Users S-118
Contracts/Accounts S-130
Fiscal Year Allocations S-116

H

Hierarchy
  budget
    inserting S-41
  budget management S-37
  group
    inserting S-40
  management
    budget element S-37, S-41
    budget example S-37
    copying budget elements S-42
    deleting budget elements S-43
    group element S-37, S-40
    hierarchy element S-37, S-39
    moving elements S-42
    viewing budget values S-44
    moving around in S-39
    new
      inserting S-39
      organizing budgets in S-12
      report S-37
  History Duration (days) field S-124

I

Import
  acquisitions map
    creating S-84
    editing S-84
    fields available during import S-84
    overview S-83
    security settings S-84
  Import Acquisitions Map field S-90, S-122
  Import Acquisitions Map Form window S-86, S-137
  Import Acquisitions Map window S-86
  import_source view S-88
  Inflation Factor % field
    in Edit Budget window S-18, S-115
    in Options for Creating New Fiscal Year Allocations window S-138
  Interval (days) field S-129
  Invoice
    electronic
      library location S-81
      native (base) currency S-82
      overview S-77
      vendor contract S-77
      vendor record S-77
  Is Publisher field S-129
  ISBN search index field S-54, S-114
  ISBN searching
    setting up S-51
  ISO 4217 currency code
    defined S-114
    role S-45
    setting up S-82
  Item information
    sending to a vendor electronically S-80
    ITYPE (Item circulation type)
      defining for Acquisitions S-76

K

Keyboard
  using to move around in a hierarchy S-39

L

Library location address
  setting up S-81
Limit check
  on budgets S-13
  on vendor contract S-55
Line feed escape sequence
  Epson printer S-70
  Omni printer S-70
Line Feed Escape Sequence field S-70, S-144
List Reassign Budget Candidates window S-23, S-26
List Reassign Titles for Budget window S-27
List Search Filters Queries window S-103
List Transfer Budget Unspent Amount Candidates window S-29
Location
  billing and shipping addresses S-73
  EAN (European Article Number) S-81
  mq_view S-73
  SAN (Standard Address Number)/SAN suffix S-81
  setting up for electronic messages S-81

M

Map To Column field S-87, S-137
MARC map
  import acquisitions distribution data S-83
  MARC map field (indexed) S-123
  MARC map field (not indexed) S-123
  MARC record
    importing S-80
    electronic order distribution information S-83
  MARC tag
    970 S-83
    electronic order distribution information S-83
  marc_usage view S-74, S-75
  Maximum Claims field S-129
  Minimum Order field S-128
  Module field S-122
  Money
    (see Budget)
  mq_view
    location S-73
  Multi Location EDI field S-83, S-114
Index

N
Native (base) currency S-82
New Budget menu option S-15
Non-fiscal budget S-11

O
Omni printer
  form feed escape sequence S-70
  Line feed escape sequence S-70
On Order field
  in Batch Change Fiscal Year Allocation window S-110
  in Edit Budget window S-117
  in Edit Vendor window S-132
  modification warning S-34
On Order Limit
  budget adjustment S-34
On Order Limit field
  in Batch Change Fiscal Year Allocation window S-111
  in Edit Budget window S-117
  in Edit Vendor window S-132
One Tag Only from Bib on PO field S-113
Open budget status S-35
Open status S-135
Options for Creating New Fiscal Year Allocations window S-138
Order
  electronic
    library location S-81
    native (base) currency S-82
    overview S-77
    response S-77
    sending item information S-80
    vendor contract S-77
    vendor record S-77
Order response
  electronic
    library location S-81
    native (base) currency S-82
    overview S-77
    vendor contract S-77
    vendor record S-77
Original Amount field S-131
Overencumbrance check
  on budgets S-13
  on vendor contract S-55
Overexpenditure check
  on budgets S-13
  on vendor contract S-55
Override Budget Inflation Factors field S-139
Override Budget Transfer Unspent % field S-29, S-141
Percentage
  vendor discount S-134
Phone field S-130
PO
  (see Purchase Order)
PO line
  using bib fields on S-74
Port Printing field S-69, S-143
PR
  (see Purchase request)
PR Category field S-90, S-122
Pre-encumbered Funds contract S-55
Prefix Escape Sequence field S-69, S-144
Primary vendor S-135
Print Workslip at Receiving field S-65, S-113
Print? field S-124
Printed PO Options field S-135
Printed Text field S-124
Printer
  escape sequence
    Epson form feed S-70
    Epson line feed S-70
    Omni form feed S-70
    Omni line feed S-70
  workslip
    setting up receipt (port) S-69
Priority field S-87, S-137
Privileges
  program passkey S-7
  role S-7
Problem
  resolving error messages S-145
Publisher
  (see Vendor)
Purchase order (PO)
  activity type S-62
  electronic S-77
  line
    Launcher use in assigning new budgets S-15
  statistical class
    creating or deleting S-61
    overview S-60
  using bib fields on S-74
Purchase request (PR)
  category
    creating or deleting S-59
    overview S-58
  using bib fields on S-74

Q
Query String field S-107

R
Rate of exchange
  conversion S-46
Reassign Amounts field S-22, S-25, S-139
Reassign budget amount caution S-22
Reassign Budget Options window S-22, S-25
  field descriptions S-139
Reassign budget title amount caution S-25
Reassign By field S-22, S-25, S-140
Receipt printer
  escape sequences S-69
  setting up for workslips S-69
Record
  bib
    specifying information for short S-75
    using fields in Acquisitions S-74
MARC
  importing S-80
vendor
  creating by copying existing record S-48
  creating from scratch S-48
  deleting S-50
  editing S-49
  making batch changes S-49
  overview S-47
  setting up for electronic messages S-77
  used by serials S-47
Replacement Character (hex) field S-70, S-144
Restrict to Authorized Users field S-115
Role privileges S-7

S
SAN (Standard Address Number)
  defined S-78, S-81
  for a library location S-81
  for a vendor S-79
SAN field S-134
Search filter
  creating S-105
  defined S-91
  deleting S-108
  delivered S-93
  editing S-105
  enabling or disabling S-103
  example query statement S-92
  in Compound Search window S-92
  overview S-91
  requirements for editing or creating your own S-105
  search_filter_query view S-103
Searching
  ISBN
    for local catalog S-54
    for online vendor S-51
    setting up S-51
Secondary vendor S-135
Securable features S-7
Security
  privileges S-6
  restricting budget access S-32
  settings for import acquisitions map S-84
Serial Invoices field S-129
Serial Orders field S-129
Serials
  vendors S-47
  Serials Claiming field S-129
Serials Industry Systems Advisory Committee (SISAC)
  X12 Claim Responses field S-129
  X12 Claims field S-129
Set Status of New Year to field S-139
Setup
  EDIFACT uploading S-82
  Setup field S-68, S-143
Shipping address
  defining S-73
SISAC (Serials Industry Systems Advisory Committee)
  X12 Claim Responses field S-129
  X12 Claims field S-129
Source Year field
  in Reassign Budget Options window S-22, S-25, S-139
  in Transfer Budget Unspent Amount Options window S-29, S-141
Spent field
  in Batch Change Fiscal Year Allocation window S-111
  in Edit Budget window S-117
  in Edit Vendor window S-131
  modification warning S-34
Spent Limit
  budget adjustment S-34
Spent Limit field
  in Batch Change Fiscal Year Allocation window S-111
  in Edit Budget window S-118
  in Edit Vendor window S-132
SQL reporting tool S-13
Standard Address Number (SAN)
  defined S-78, S-81
  for a library location S-81
  for a vendor S-79
Stat Class field S-125
Statement
  electronic S-77
Statistical class
  creating or deleting PO line S-61, S-62
  examples S-60
  overview S-60
Status
  budget S-35
Status field
  in Batch Change Fiscal Year Allocation window S-110
  in Edit Budget window S-116
  in Edit Vendor window S-135
Subfield field S-87, S-138
Suffix Escape Sequence field S-70, S-144
System Default field S-106

T
Table Name or SQL View field S-106
Tag field S-87, S-138
Target Year field
  in Reassign Budget Options window S-22, S-25, S-139
  in Transfer Budget Unspent Amount Options window S-29, S-141
Time
  setting on workstation S-77
Track Budget Transactions field S-112
Transaction note for budget S-19
Transfer Budget Unspent Amount Options window S-29
  field descriptions S-141
Transfer Unspent % field S-18, S-29, S-116, S-141
Troubleshooting
  error messages S-145
Type (Contracts/Accounts group) field
  in Edit Vendor window S-131
Type field S-135
  in Edit Extra Charge Type window S-120
  in Edit PO Activity Type window S-123

U

Unspent amount
  caution S-30
  transferring S-28
Unspent budget amount batch transfer S-28
Upload
  EDIFACT files
    at individual library S-83
    for consortium S-82
  overview S-82
Usage field S-73, S-122

V

Values
  viewing for hierarchy budgets S-44
Vendor
  assigning VIP configuration S-53
  closed status S-135
  contract/account S-55
    deleting S-58
    deposit account S-55
    editing S-58
    entering S-56
    limit checking S-55
    pre-encumbered funds S-55
    setting up for electronic messages S-77
    work around S-56
  discount percentage S-134
  EAN (European Article Number) S-79
  enhanced services S-79
  open status S-135
  overview S-47
  primary S-135
  record
    creating by copying existing record S-48
    creating from scratch S-48
    deleting S-50
    editing S-49
    making batch changes S-49
    overview S-47
    setting up for electronic messages S-77
    used by serials S-47
  SAN (Standard Address Number) S-79
  secondary S-135
  setting up
    online searching S-51
  VIP configuration S-51
  Vendor Code field S-127
  Vendor EAN field S-134
  Vendor Enhanced Services (Contracts/Accounts group)
    field S-133
  Vendor Enhanced Services field S-80, S-133
  Vendor Integration Protocol (VIP)
    assigning vendor configuration S-53
    setting up
      local ISBN searching S-54
      online vendor ISBN searching S-51
    overview S-51
    vendor configuration S-51
  Vendor Name field S-127
  Vendor Service URL field S-52, S-136
Views
  budget_hierarchy_report S-44
  import_source S-88
  marc_usage S-74, S-75
  search_filter_query S-103
  workslip_rctp_format S-71
  workslip_std_format S-71
VIP
  (see Vendor Integration Protocol)
  VIP Configuration field S-52, S-53, S-136

W

Warning
  On Order field modification S-34
  replacing existing vendor record S-50
  Spent field modification S-34
Windows
  Batch Change Fiscal Year Allocation S-17, S-109
    field descriptions S-109
  Budget Hierarchy Management S-44
  Compound Search S-92
  Edit Acquisitions Parameters S-9
    field descriptions S-112
  Edit Budget S-11
    field descriptions S-114
  Edit Currency S-46
    field descriptions S-119
  Edit Extra Charge Type S-120
    field descriptions S-120
  Edit Import Source S-89, S-121
  Edit MARC Field Usage S-74, S-75, S-122
  Edit PO Activity Type S-63
    field descriptions S-123
  Edit PO Line Statistical Class S-61, S-125
    field descriptions S-125
  Edit PR Category S-126
  Edit Search Filters Queries window S-104
  Edit Vendor S-48
    field descriptions S-127
  Edit Vendor Interface Protocol Configuration S-136
  Import Acquisitions Map S-86
  Import Acquisitions Map Form S-137
Import Acquisitions Map form S-86
List Reassign Budget Candidates S-23, S-26
List Reassign Titles for Budget S-27
List Search Filters Queries S-103
List Transfer Budget Unspent Amount Candidates S-29
Options for Creating New Fiscal Year Allocations S-138
Reassign Budget Options S-22, S-25
field descriptions S-139
Transfer Budget Unspent Amount Options S-29
field descriptions S-141
Workstation Workslip Options S-69, S-143
Windows Printing field S-68, S-143
Work around
for vendor contract S-56
Workslip
defined S-64
formatting distribution information S-71
in Acquisitions S-64
modifying S-71
printer setup
receipt (port) S-69
security settings S-64
views S-71
Workslip note
defined S-64
on PO line S-64
workslip_rcpt_format view S-71
workslip_std_format view S-71
Workstation
setting date and time S-77
Workstation Workslip Options window S-69, S-143
Year field
in Batch Change Fiscal Year Allocation window S-109
in Edit Budget window S-116
Year To Create For field S-138
Year To Create From field S-138