

## PROCEDURE: SB: Posting Invoice for Serials

### In the Acquisitions Module:

1. Search title in UXU01
2. Find the title in the index that most closely matches the material held. Check to be sure there are no duplicate records for this title from other institutions. If there are, report this to Darleen. See procedure for submitting duplicate records, or ask Darleen.

Browse

Base: BIBS - UXU01 ☒ Include Expanded AUT Data

Headings List: Title (TTL) ☐ Include BIB/HOL data

Enter Starting Text: facts and comparisons ☐ Search keyword in headings

Enter Include Text:

| # Docs | Ref. | Headings  | Auth. info. |
|--------|------|---|-------------|
| 7      |      | Facts and comments  |             |
| 8      |      | Facts and comparisons   |             |
| 1      |      | Facts & Comparisons 4.0 (viewed on Aug. 25, 2005)   |             |
| 1      |      | Facts and Comparisons drug newsletter   |             |
| 1      |      | Facts & Comparisons eAnswers  |             |
| 1      |      | Facts and Comparisons eAnswers  |             |
| 1      |      | Facts and comparisons patient drug information  |             |
| 1      |      | Facts and conditions of progress in the North-west Being the annual discourse for 1850, before the Historical and philosophical society of Ohio; delivered April 8, the sixty-third anniversary of the first settlement of the state ... With an appendix, co |             |
| 1      |      | Facts and conditions of progress in the North-west. Being the annual discourse for 1850, before the Historical and Philosophical Society of Ohio; delivered April 8, the sixty-third anniversary of the first settlement of the State                         |             |

Expand  
Save As Set  
Correct Heading  
Correct Display  
AUT Recheck  
Show  
Brief Recs  
Catalog

3. Double-click title and confirm FAU location. Click on "Order" to right of screen.

1. Brief List | 2. My Records | 3. Brief Records |

<< >> Title= "Facts and Comparisons eAnswers"

[Sorted by Year (Descending) then Author (Ascending).] <<<Shared Bib. Complete>>>

| Doc no. | Location   | Author | Title   | Year |
|---------|--|--------|---|------|
| 1/1     | FAU Electronic Resource<br>-- USF SHIMBERG HEALTH<br>SCIENCES Online QV 55 |        | Facts & Comparisons eAnswers [electronic resource]. | 2001 |

Sort  
Save As  
Print/Send  
My Records

Jump to:

1. Full+Link | 2. MARC Tags | 3. Public view (Web full record) | 4. Citation |

1/1

Owner: SM

Owner: FA

Format: SE

Leader: cai 22006611a 4500

Leader: nx 22 1i 4500

Leader: ny 22 1i 4500

Control number: 018159824

Fixed length 006: m d

Phys. descr. 007: cr mn|||||

Fixed length 008: 010419c20019999pauuu wso 0 2eng d

Fixed length 008: 1107292u 8 4001uueng0000000

Fixed length 008: 1103032u 8 0001uueng0000000

System control no: (OCoLC)46783251

Locate  
Show Like  
Headings  
External  
Links  
Item List  
Orders  
Serials

**4. Highlight the correct FAU order and click on “[I] Invoice” in navigation pane.**

ADM Sys No. [ ]

Order number [ ] → BIB= 18159824;ADM= 1848822 - Facts & Comparisons eAnswers [electronic ]. Year: 2001

[ ] ... [ ]

☒ [1] Functional ☐ [2] Overview

**[L] Order List (1)**

- **[O] Order (1848822-1 - WOLTERS KLUWER)**
  - [E] Encumber
  - [I] Invoice** ←
  - [A] Arrival
  - [S] Items/Subscriptions (0 s...)
  - [C] Claims (0)
  - [G] Order Log (07/12/2012)
- [B] Bibliographic Info.**
- [T] Trigger List**

| Order no. | Vendor         | Sub-lib | Status | Inv St | Arr St | Type | Budget | Local price | Euro |
|-----------|----------------|---------|--------|--------|--------|------|--------|-------------|------|
| 1848822-1 | WOLTERS KLUWER | FAUER   | SV     | Ptl    | None   | S    | 414600 | 0.01        | 0.01 |

Add  
Duplicate  
Delete  
Print/Cancel  
Send

**5. Click on “New” to post invoice.**

Order Invoice Lines

| Inv No.  | Curr. | Amount    | Status | Date       | Units | Local     |
|----------|-------|-----------|--------|------------|-------|-----------|
| 67979063 | USD   | - 2000.00 | REG    | 05/30/2012 | 1     | - 2000.00 |
| 64875718 | USD   | - 2000.00 | REG    | 09/27/2011 | 1     | - 2000.00 |
| 62015549 | USD   | - 2000.00 | REG    | 12/08/2010 | 1     | - 2000.00 |

Sort Type: Vendor/Invoice Number (Descending)

6. Enter invoice number into box and click “OK”.

The screenshot shows the 'Order Invoice Lines' window with a table of invoice lines. An 'Invoice Number' dialog box is open, prompting for an invoice number. A red arrow points to the input field in the dialog box, which contains the number '67953638'.

| Inv No.  | Curr. | Amount    | Status | Date       | Units | Local     |
|----------|-------|-----------|--------|------------|-------|-----------|
| 67979063 | USD   | - 2000.00 | REG    | 05/30/2012 | 1     | - 2000.00 |
| 64875718 | USD   | - 2000.00 | REG    | 09/27/2011 | 1     | - 2000.00 |
| 62015549 | USD   | - 2000.00 | REG    | 12/08/2010 | 1     | - 2000.00 |

Sort Type: Vendor/Invoice Nu

## Facts & Comparisons eAnswers [electronic resource]

1. Line Item Form 2. Order Info

7. Fill in “1. Line Item Form” as indicated below and click “Refresh”.

The screenshot shows the '1. Line Item Form' window. It contains various fields for entering invoice information. A red arrow points to the 'Refresh' button on the right side of the form.

## Facts & Comparisons eAnswers [electronic resource].## [Philadelphia, Pa.] : Wolters Kluwer Health, Inc., c2001-

1. Line Item Form 2. Order Info

Vendor Code: WOLTERS KLUWE Invoice Number: 67953638 Type: REG

Net Amount: 0.00 Estimated Price: 0.01 Status: REG

Added Amount: 0.00 Currency: USD Invoice Date: 00/00/0000

Total Amount: 0.00 Object Code: Received Date: 00/00/0000

Total, Incl. VAT: 0.00 VAT Percent: 0.00 Shipment Date: 00/00/0000

Local Amount: 0.00 VAT Amount: 0.00 Approval Dep.: APPROVAL 1

Number of Units: 0 Add VAT to Amount

☒ Debit ☐ Credit Note:

☐ Check Subs. Date Overlap Subs. - From Date: 00/00/0000 To Date: 00/00/0000

☐ Order Completely Invoiced ☐ Release Remained Encumbrance

Add Refresh Budgets Cancel

8. Click on "Add" to push invoice to upper pane.

## Facts & Comparisons eAnswers [electronic resource],## [Philadelphia, Pa.] : Wolters Kluwer Health, Inc., c2001-

1. Line Item Form 2. Order Info

Vendor Code: WOLTERS KLUWE Invoice Number: 67953638 Type: REG

Net Amount: 787.00 Estimated Price: 0.01 Status: REG

Added Amount: 0.00 Currency: USD Invoice Date: 05/12/2012

Total Amount: 787.00 Object Code: EREF Received Date: 07/13/2012

Total, Incl. VAT: 787.00 VAT Percent: 0.00 Shipment Date: 05/12/2012

Local Amount: 787.00 VAT Amount: 0.00 Approval Dep.: APPROVAL 1

Number of Units: 1 Add VAT to Amount

☒ Debit ☐ Credit Note: Sub term 12/31/12-12/31/13

☐ Check Subs. Date Overlap Subs. - From Date: 12/31/2012 To Date: 12/31/2013

☐ Order Completely Invoiced ☐ Release Remained Encumbrance

Add Refresh Budgets Cancel

BIB= 18159824;ADM= 1848822 - Facts & Comparisons eAnswers [electronic ()]. Year: 2001

Order Invoice Lines

| Inv No.  | Curr. | Amount    | Status | Date       | Units | Local     |
|----------|-------|-----------|--------|------------|-------|-----------|
| 67979063 | USD   | - 2000.00 | REG    | 05/30/2012 | 1     | - 2000.00 |
| 67953638 | USD   | - 787.00  | REG    | 06/02/2012 | 1     | - 787.00  |
| 64875718 | USD   | - 2000.00 | REG    | 09/27/2011 | 1     | - 2000.00 |
| 62015549 | USD   | - 2000.00 | REG    | 12/08/2010 | 1     | - 2000.00 |

New Gen. Inv.

Approved 7/13/12 jed  
7/13/12 dh