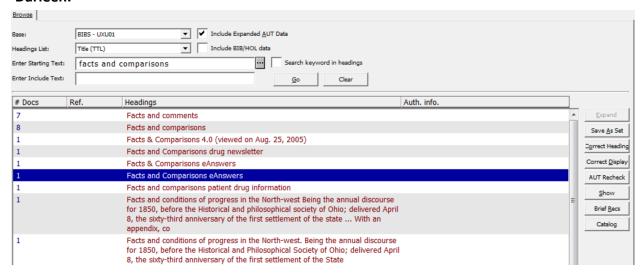
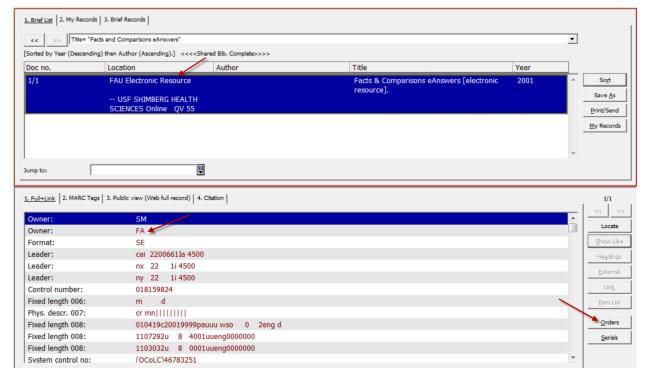
PROCEDURE: SB: Posting Invoice for Serials

In the Acquisitions Module:

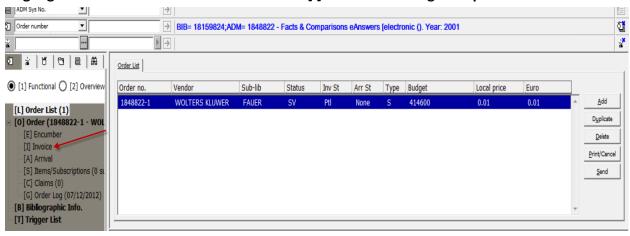
- 1. Search title in UXU01
- Find the title in the index that most closely matches the material held. Check to be sure there are no duplicate records for this title from other institutions. If there are, report this to Darleen. See procedure for submitting duplicate records, or ask Darleen.



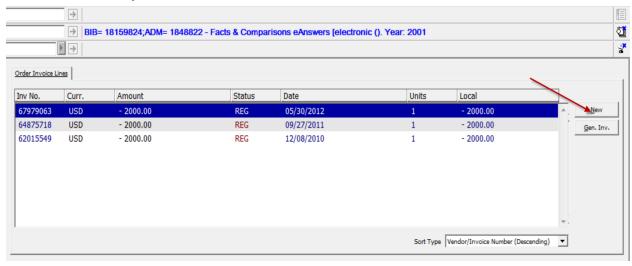
3. Double-click title and confirm FAU location. Click on "Order" to right of screen.



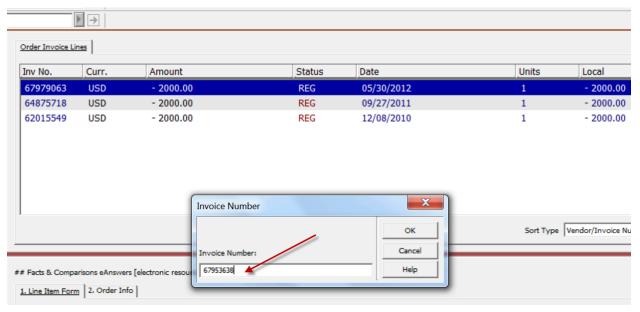
4. Highlight the correct FAU order and click on "[I] Invoice" in navigation pane.



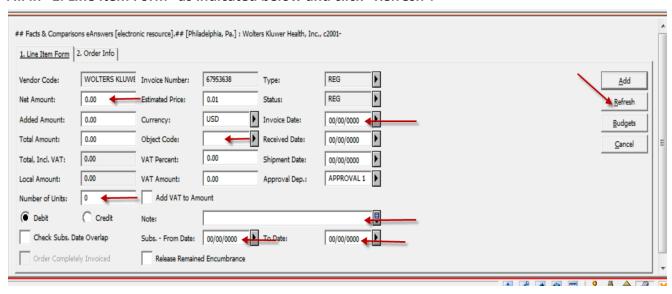
5. Click on "New" to post invoice.



6. Enter invoice number into box and click "OK".



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



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

