Cataloguing Titles, entering Order information

The cataloguing grid consists of several pages. One page contains the fields linked to the **order** management.

This page is only available if the Acquisitions module has been activated. With this module, you can enter document orders with your suppliers and manage acquisitions budgets.

Budget Code field

In this field, enter the budget code you wish to use to purchase the document. In principle, budgets have already been entered in the Budgets file (to view and select from existing budgets, click on the field name). If an unknown code is entered, the program suggests the creation of a new Budget record.

Once the budget has been selected, the **Name** and **Available** fields are automatically filled in. They ensure that the correct budget has been selected, and that sufficient credit remains to use it for the current order.

Supplier Code field

In this field, enter the supplier code you wish to use to purchase the document. In principle, suppliers have already been entered in the Addresses file (to view and select from existing suppliers, click on the field name). If an unknown code is entered, the program suggests the creation of a new Address record.

Once the supplier has been selected, the **Address**, **Prof. Phone** and **Remarks** fields are filled in automatically. They are used to check that the selected supplier is the right one, and that there are no obstacles to using him for the order.

Order Date field

By default, the current date is displayed when a new order is created. However, this date can be modified, which influences the delivery date.

Delivery Date field

By default, the delivery date is set automatically by the program, which uses the order date and

the supplier's delivery time to calculate the probable delivery date. After this date, if the document has not been delivered, you can send reminders to the supplier.

If you know in advance that the calculated delivery date is not appropriate, you can change it.

Price field

Price of one copy of the document. We recommend that you enter it in the software's base currency, as the software supports only one currency.

Quantity Ordered field

Number of copies of the ordered title.

Sent Reminders field

Number of reminders sent to supplier if order not delivered on time.

Last Reminder Sent On field

Date of last reminder sent to supplier. Based on this date, you can decide whether to send a new reminder immediately or at a later date.

No Reminders field

Check this box to prevent reminders from being generated for this order.

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