No Anxiety Acquisitions

Anatomy of a Line Item

1. Line Item ID #
2. Existing Copy Count -> # of copies already attached to the bib record belonging to the ordering agency
3. Link to Catalogue record
    a. Batch Loader identifies existing records that match the new records and allows staff to merge the new record into the existing record rather than creating a duplicate record.
4. Link to Line Item Worksheet
5. Link to Purchase Order
6. Requests [Not in Use at this time]
7. Link to Invoice
8. Claim Policy assigned to the line item
9. Link to the Invoice
10. Link to the MARC record upload Queue
    a. If you get error "Bibliographic record not found" when trying to activate your purchase order look at the upload queue
11. Expand or Expand All to view the Branch, Barcode, Call Number, Fund, Copy Location, Circ Modifier or Note
12. Copies -> use the Batch Updater or Distribution Formulas to add the Copy details
13. Status -> http://docs.libraries.coop/acquisitions/_line_item_status.html

Funds
Administration -> Acquisitions Administration -> Funds
- http://docs.libraries.coop/acquisitions/_track_balances_and_expenditures.html

Reports
Administration -> Reports -> Shared Folders -> Sitka Templates -> Acquisitions -> Line Items ->
- Line items received but not invoiced.
- Line items invoiced but not received
- Line Items with the Status of On-order

Administration -> Reports -> Shared Folders -> Sitka Templates -> Acquisitions -> Funds ->
- Fund Report by Year

Administration -> Reports -> Shared Folders -> Sitka Templates -> Acquisitions -> Claims ->
- Claim Ready Items