Working with Suppliers in Leap

You can now create, edit, delete, and view suppliers in Leap.

This section covers the following topics:

- Create a Supplier
- Add or Edit Optional Supplier Record Field Data
- View or Edit a Supplier
- Copy Supplier Contact Information
- Delete a Supplier

Create a Supplier

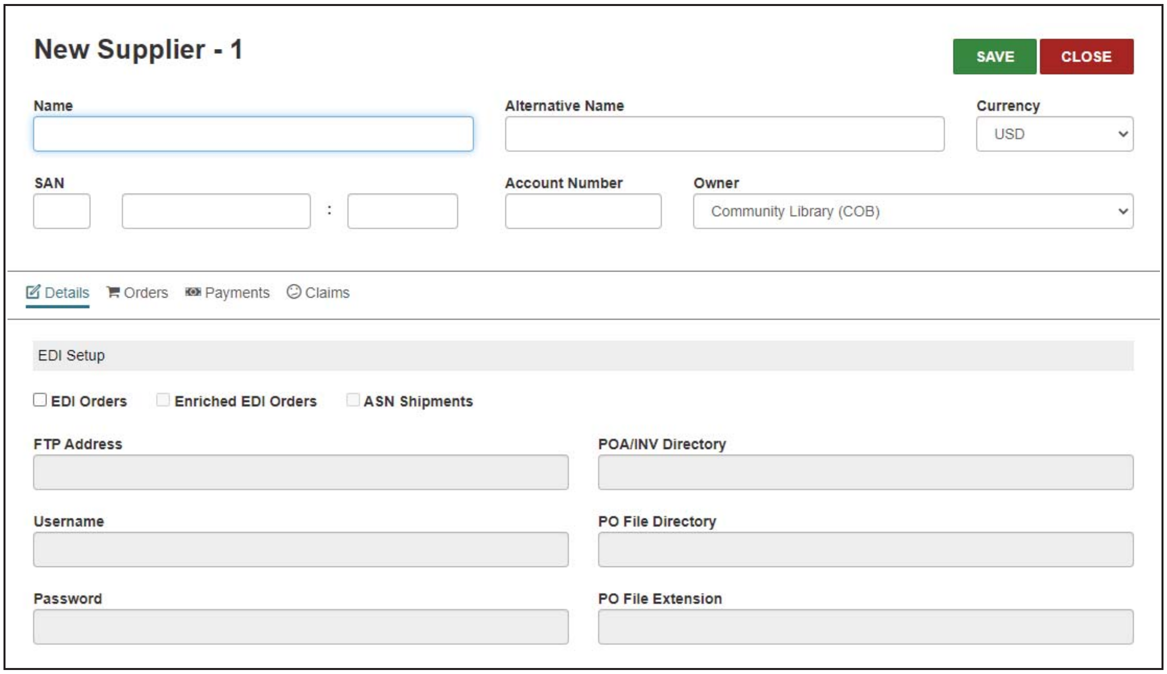
You can create a supplier record in Leap if you have the **Suppliers: Create** permission enabled in Polaris Administration. For more information about supplier permissions, search for "Acquisitions Workflow Permissions" in the Polaris staff client help.

> **Note:**
> If your library is part of a consortium using a single Polaris installation, each library creates a supplier record with a separate account number.

To create a supplier

1. Select **New** > **Supplier**.

   A New Supplier workform appears.



2. Enter a unique name for the supplier in the **Name** box.
3. Enter data in some or all of the optional supplier record fields.
4. Select **SAVE**.

Add or Edit Optional Supplier Record Field Data

When you create or edit a supplier record, you can enter or edit data in any of the following optional fields:

- Supplier header fields
- Details view fields
- Orders view fields
- Payments view fields
- Claims view fields

Edit Supplier Header Fields

To edit supplier header fields

1. Enter an alternate supplier name in the **Alternative Name** box.
2. Select a currency from the **Currency** list.
3. Enter the supplier's seven-digit standard address number (SAN) in the **SAN** box.

   > **Notes:**
   >
   > - Leap requires the SAN for EDI orders. If you select the **EDI Orders** checkbox on the Details view, you must also enter a SAN for the supplier.
   > - If your library uses Polaris Titles to Go, the SAN in the supplier record must match the profile set up in Polaris Administration. For more information, search for “Setting Up Titles to Go” in the staff client help.

4. Do one of the following:
   - If the **Address/Profile ID** setting on the Details view is set to **Account Number**, enter your library's account number in the **Account Number** box.p>
   - If the **Address/Profile ID** setting on the Details view is set to **SAN/SAN Suffix**, enter your library's SAN suffix in the **Account Number** box.
5. Select the supplier owner from the **Owner** list.

   > **Note:**
   > The supplier owner is the organization that owns the supplier account. Only organizations with the **Suppliers: Create** permission appear in the **Owner** list.

Edit Details View Fields

To edit Details view fields

1. If the supplier accepts EDI orders, select **EDI Orders**.

   Leap enables the EDI Setup settings. Required fields are marked with asterisks.

   > **Note:**
   > Leap requires the SAN for EDI orders. If you select **EDI Orders**, you must also enter a SAN in the supplier header settings.

2. If your library and the supplier have an agreement for the supplier to provide shelf-ready cataloging services, select **Enriched EDI Orders**.

   > **Note:**
   > Enriched EDI includes cataloging services offered by the supplier, such as branch stickers on books and other materials, fully-cataloged MARC records, and 852 or 949 tags in the bibliographic records that automatically create item records. The type of services and the costs vary according to vendor. For more information, search for "Importing and Ordering Processes" in the staff client help.

3. If the supplier provides an advance shipping notice, select **ASN Shipments**.

   > **Note:**
   > If you select **ASN Shipments**, EDI invoices are not created automatically. For more information, search for "Receive using the Advanced Shipping Notice" in the staff client help.

4. Enter the supplier's FTP address in the **FTP Address** box.

   > **Note:**
   > The username and the corresponding password are assigned to your library by the supplier. These credentials are required in order to access the supplier's FTP site and transmit EDI transaction files.

5. Enter the password in the **Password** box.
6. Enter the directory for purchase order acknowledgments and invoices in the **POA/INV Directory** box. The supplier places outgoing purchase order acknowledgments and invoices in this directory and Leap picks up the files from this location.

   > **Note:**
   > If the supplier uses OUT and IN folders, this directory maps to the supplier's OUT folder.

7. Enter the directory for purchase order files in the **PO File Directory** box. Leap places incoming purchase order files in this directory and the supplier picks them up for processing.

> **Note:**
> If the supplier uses OUT and IN folders, this directory maps to the supplier's IN folder.

8. Enter the file extension for EDI X12 purchase orders in the **PO File Extension** box.

> **Note:**
> The file extension is specified by the supplier.

9. Select one of the following **Address/Profile ID** options:
   - **Account Number** - Select this option if the supplier requires the library account number in the Address/Profile ID transaction field in the EDI X12 purchase order transmission.
   - **SAN/SAN Suffix** - Select this option if the supplier requires the SAN suffix in the Address/Profile ID transaction field in the EDI X12 purchase order transmission.
10. (Optional) Enter notes for the supplier in the **Notes** box.
11. (Optional) If your library has an approval or blanket purchasing arrangement with the supplier, enter plan information in the **Plan** box.

Edit Orders View Fields

To edit Orders view fields

1. Enter contact information in the **Contact Information** fields.
2. To copy supplier contact information from the Orders view to the Payments or Claims view, select **Copy**. For more information, see Copy Supplier Contact Information.
3. If the supplier offers a discount to your library, enter the discount percentage in the **Discount (%)** box.

> **Note:**
> This discount is applied to all purchase orders for this supplier, but you can edit the discount for each individual order, if necessary.

4. If Polaris Acquisitions is integrated with Advantage 3 or another financial system, enter an identifying number in the **External Financial System ID** box.

Edit Payments View Fields

To edit Payments view fields

1. Enter contact information in the **Contact Information** fields.
2. To copy supplier contact information from the Payments view to the Orders or Claims view, select **Copy**. For more information, see Copy Supplier Contact Information.

Edit Claims View Fields

To edit Claims view fields

1. Enter contact information in the **Contact Information** fields.
2. To copy supplier contact information from the Claims view to the Orders or Payments view, select **Copy**. For more information, see Copy Supplier Contact Information.
3. Enter a number from 1 through 5 in the **Max Claims** box. This setting determines the number of claims your library will submit to the supplier before canceling an ordered item.
4. If you want to generate cancellation notices for this supplier, select **Cancel Notice**.
5. To automatically cancel purchase order line items after the claim cycle is over, select **Auto Cancel Waiting Period** and enter a number in the box. The number specifies the number of days Leap waits after the last claim is sent before canceling an ordered item.
6. If you want to generate claim notices for this supplier, select **Claim Notice** and then select **Print** or **Email**.
7. Enter a number in the **Days After Release/Expected Arrival** box. This setting determines the number of days between the time a purchase order line item is released and the time the first claim is generated.

   > **Note:**
   > If you are entering serials claiming criteria, this setting determines the number of days between the time a serial issue is expected and the time the first claim is generated.

8. Enter a number in the **Days After 1st Claim** box. This setting determines the number of days after the first claim is generated that the second claim is generated.

9. Enter a number in the **Days After 2nd Claim** box. This setting determines the number of days after the second claim is generated that the third claim is generated.
10. Enter a number in the **Days After 3rd Claim** box. This setting determines the number of days after the third claim is generated that the fourth claim is generated.
11. Enter a number in the **Days After 4th Claim** box. This setting determines the number of days after the fourth claim is generated that the fifth claim is generated.

View or Edit a Supplier

You can view suppliers if you have the **Suppliers: Access** permission enabled in Polaris Administration. You can edit suppliers if you also have the **Suppliers: Modify** permission. For more information about supplier permissions, search for "Acquisitions Workflow Permissions" in the Polaris staff client help.

Viewing a Supplier

To view a supplier

1. Use the Find Tool to find and open the supplier.
2. Select any of the following supplier record views to see additional information:
    - **Details**
    - **Orders**
    - **Payments**
    - **Claims**

Editing a Supplier

To edit a supplier

1. Use the Find Tool to find and open the supplier.
2. Select any of the following views to edit supplier record information:
    - **Details**
    - **Orders**
    - **Payments**
    - **Claims**
3. Select **SAVE**.

Copy Supplier Contact Information

You can copy supplier contact information from the Orders, Payments, or Claims view and paste it into another view in the supplier record. This means that you don't need to retype contact information for suppliers that use the same address for orders, payments, or claims.

To copy supplier contact information

1. Navigate to the Orders, Payments, or Claims view that contains the contact information you want to copy.
2. Select **COPY**.
3. Do one of the following:
    - Select the view you want to copy the contact information to.
    - To copy contact information from the current view to both other supplier record views, select **Both**.

    > **Note:**
    > If copying contact information would cause existing data to be overwritten, Leap prompts you to confirm the action. Select **CONTINUE**.

    Leap copies supplier contact information to the specified view or views.

Delete a Supplier

You can delete suppliers in Leap if the following conditions are true:

- You have the **Suppliers: Delete** permission enabled in Polaris Administration. For more information about supplier permissions, search for "Acquisitions Workflow Permissions" in the Polaris staff client help.
- There are no purchase orders or invoices linked to the supplier.

To delete a supplier

1. Use the Find Tool to find and open the supplier.
2. Select **ACTIONS** > **Delete**.

Leap prompts you to confirm the deletion.

3. Select **CONTINUE**.

   Leap deletes the supplier.

Working with Fiscal Years in Leap

You can now create, edit, delete, and view fiscal years in Leap.

This section covers the following topics:

- Create a Fiscal Year
- View or Edit a Fiscal Year
- Delete a Fiscal Year

For information on adding a fund to a fiscal year, see Create a Fund.

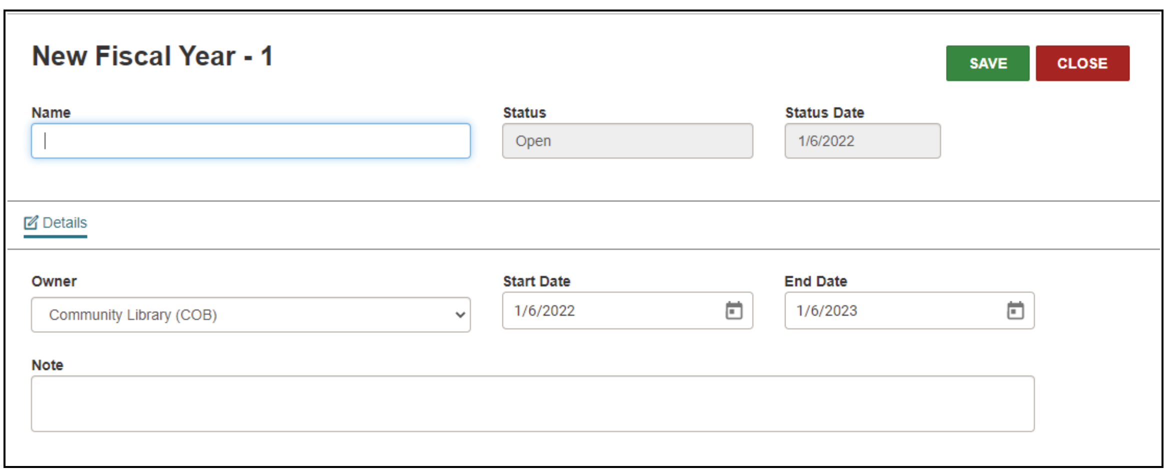
Create a Fiscal Year

You can create fiscal years in Leap if you have the **Fiscal Years: Create** permission enabled in Polaris Administration. For more information about fiscal year permissions, search for "Acquisitions Workflow Permissions" in the Polaris staff client help.

To create a fiscal year

1. Select **New** > **Fiscal Year**.

   A New Fiscal Year workform appears.

2. Enter a unique name for the fiscal year in the **Name** box.
3. Select the fiscal year owner from the **Owner** list.

> **Note:**
> The fiscal year owner is the organization that uses the fiscal year. Only organizations with the **Fiscal Years: Create** permission appear in the **Owner** list.

4. Select a start date and an end date for the fiscal year.
5. (Optional) Enter a note in the **Note** box.

> **Note:**
> The note text you enter appears on the Fiscal Year workform.

6. Select **SAVE** to save the new fiscal year.

You can add funds to the new fiscal year. For more information, see Create a Fund.

View or Edit a Fiscal Year

You can view fiscal years if you have the **Fiscal years: Access** permission enabled in Polaris Administration. You can edit fiscal years if you also have the **Fiscal years: Modify** permission for the organization that owns the fiscal year. For more information about fiscal year permissions, search for "Acquisitions Workflow Permissions" in the Polaris staff client help.

Viewing a Fiscal Year

To view a fiscal year

1. Use the Find Tool to find and open the fiscal year.
2. Select **Funds** to open the Funds view, where you can see a list of the funds that are linked to the fiscal year. On the Funds view, you can:
    - Type in the **Filter** box to filter the list.
    - Select any column heading to re-sort the list.

Editing a Fiscal Year

To edit a fiscal year

1. Use the Find Tool to find and open the fiscal year.
2. (Optional) Edit fiscal year information. See Create a Fiscal Year for more information about fiscal year fields.
3. (Optional) To add a new fund to the fiscal year, do the following:
    a. Select **Funds**.

       The Funds view appears.
    b. Select **NEW FUND**.

       The New Fund workform appears.
    c. Follow the instructions in Create a Fund.
4. Select **SAVE**.

Delete a Fiscal Year

You can delete fiscal years in Leap if all of the following conditions are true:

- You have the **Fiscal years: Delete** permission enabled in Polaris Administration. For more information about fiscal year permissions, search for "Acquisitions Workflow Permissions" in the Polaris staff client help.
- The fiscal year has a status of Open.
- There are no funds attached to the fiscal year.

To delete a fiscal year

1. Use the Find Tool to find and open the fiscal year.
2. Select **ACTIONS** > **Delete**.

   Leap prompts you to confirm the deletion.
3. Select **CONTINUE**.

   Leap deletes the fiscal year.

Working with Fund Records in Leap

Fund records track the finances for the purchase of library materials and services for the linked fiscal year. You can set up funds for sources of money that are based on fiscal budgets, gifts, grants, donations, and endowments. In addition, you can set up deposit funds to track accounts where you have deposited a certain amount of money with a supplier.

Once you set up your acquisitions budget, Leap makes the funds available to link to purchase orders and invoices. When you release the purchase order or pay the invoice, the system automatically encumbers or expends the linked funds.

To get to the Funds workform

- Create a New Fund.

  OR

- Find the funds record you want to edit, and open it in the Funds workform.

You can use the Funds workform to manage the Fund, view its transaction history, and manage donors and balances.

> **Note**:
> To view and edit information in the Funds workform, you need the following permissions:
>
> - Access Acquisitions: Allow
> - Funds: Access, Modify

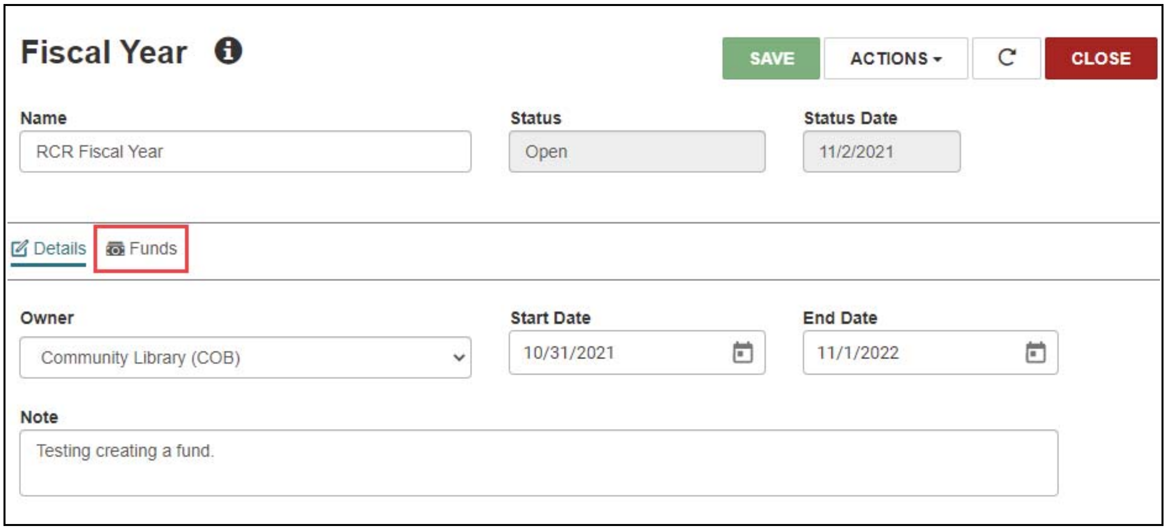
From the Funds workform you can do the following:

1. View and edit the Fund Record.
2. Adjust fund balances, transfer money, and delete a fund using Fund Actions.

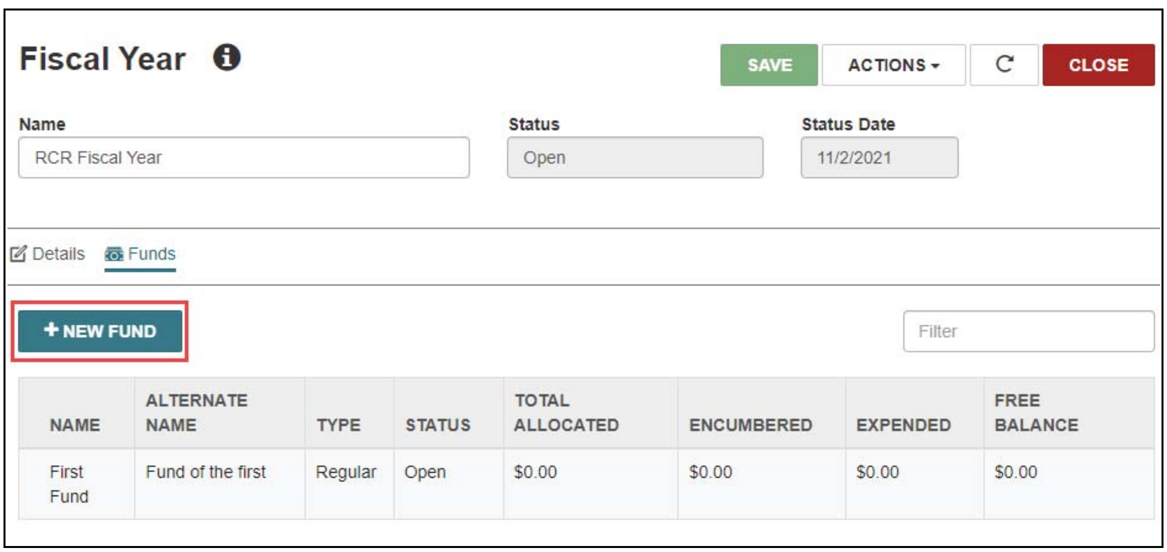
Create a Fund

To create a fund from the Fiscal Year workform

1. Go to the Fiscal Year workform.
2. Open the Funds view by selecting **Funds**.



3. Select **+New Fund**.



The New Fund workform opens.

4. Fill in the fields with the information as described in Fund Record Header and Details.
5. Click **SAVE**. A success message displays and the filled-in Fund workform opens.

View or Edit a Fund

You can now use Leap to manage the fund record.

View a Fund Record

To get to the Fund workform

- Find the fund record you want to edit, and open it in the Fund workform.

You can use the Fund workform to manage the fund, its balances, and its transfers.

Edit a Fund Record

To edit fund information

1. Go to the Fund workform.
2. Enter or edit information in some or all of the fields in the following fund record views:
   - Header

     The Funds workform starts with header information. From the header, you can select the fiscal year name to open the Fiscal Year workform. You can view funds properties by hovering your cursor over the **i**.

     You can use the menus and link in the header to do the following:

     - Delete the Fund - select **Actions** > **Delete**.
     - Return to the fiscal year - select the linked fiscal year name.
   - Details

     To edit the Funds details

     - **External Name** - Enter the public name of the fund or the name used for the fund in an external system.
     - **Type** - Select the type of fund: Deposit Account, Donation, or Regular.

       > **Note**:
       > If you choose a fund type of Donation, you must enter the

> name of the donor or donor organization on the Donor view of the Fund workform.

   - **Owner** - Select the owner of the fund from the list.
   - **Funding Source** - Enter where the money comes from.
   - **Transfers** - Select if you want to allow transfers to or from other funds within the same fiscal period.
   - **Display** - Select if you want the fund to display in fund lists. If you clear this option, users are unable to select the fund to pay for materials, but you can open the fund in the Fund workform.
   - **Note** - Enter a note to library staff.

- History

  The History view allows you to view a history of all the transactions for the fund. Leap displays the transactions in a sortable and filterable table. The table has controls on the bottom row that allow you to select how the table displays.

  To interact with the transaction table

   - Filter the items in the table - Use the **Filter** field to limit the number of rows of line items that you see in the table.

     > **Note**:
     > When you filter items, you filter the entire table, not just the page you see.

   - Sort the table by column heading - Use the arrow in the header line of each column to display rows in ascending or descending order.

     > **Note**:
     > When you sort items in the table, you sort the entire table, not just the page you see.

   - Select the number of items per page - Use the **Items per page** list at the bottom of the table to select the number of items to display in each page.

  - Navigate through pages - Select the arrows beside the **Items per page** list at the bottom of the table to navigate forward and backward in the pages of the table.

- Balances

  The Fund Balances view allows you to view the fund allocations and totals, and allows you to edit the fund limits. The fields in this view are editable according to the fund status and the fund type, refer to the following table for editable fields by fund status and type:

Fund Status	Fund Type	Editable Fields in Balances View
Open	Donation, Regular	**Encumbrance Limits**: Line Item Cannot Exceed, Orders Cannot Exceed, Fund Cannot Exceed **Expenditure/Debit Limits**: Line Item Cannot Exceed, Invoices Cannot Exceed, Fund Cannot Exceed, Exceed Free Balance By
Open	Deposit Account	**Expenditure/Debit Limits**: Line Item Cannot Exceed, Invoices Cannot Exceed, Fund Cannot Exceed
Encumbrances Closed	Donation, Regular	**Encumbrance Limits**: Line Item Cannot Exceed, Orders Cannot Exceed, Fund Cannot Exceed **Expenditure/Debit Limits**: Line Item Cannot Exceed, Invoices Cannot Exceed, Fund Cannot Exceed, Exceed Free Balance By
Encumbrances Closed	Deposit Account	**Expenditure/Debit Limits**: Line Item Cannot Exceed, Invoices Cannot Exceed, Fund Cannot Exceed

Fund Status	Fund Type	Editable Fields in Balances View
Closed	Donation, Regular, Deposit Account	None

- Set Encumbrance Limits to trigger warning messages during acquisitions processing if any of the following exceed the specified amount:
  - Line Item
  - Orders
  - Fund
- Set Expenditure/Debit Limits to trigger warning messages during acquisitions processing if any of the following exceed the specified amount:
  - Line Item
  - Invoices
  - Fund
  - Free Balance

- Donor

The Donor view in the Fund workform is where you can record and view all the information about the donor of a fund. The fields in the donor view are editable only if the Fund Status is "Open" or "Encumbrances closed" and the Fund Type is "Donation".

> **Note**:
> When you release a purchase order that uses a donor fund and create on-order items, the donor information is copied to the Source and Acquisition view of the Item Record workform. When you pay for the order, the donor funds and the items that were purchased using the donor funds are listed in the Items by Donor Fund Report. For more information, search the Polaris Staff Client help for "Acquisitions Reports".

a. Select the type of donation in the **Fund Category** list.

> **Note**:
> Fund categories are defined in the Polaris Staff Client. For more information, search the Polaris Staff Client help for "Polaris Administration".

b. Select the date when the fund is renewed in the **Renewal Date** field.

c. Enter the name of the donor or the **Donor Organization**.

d. Enter the Contact information for the donor.

e. Type **Donor Notes**.

3. Select **SAVE**.

Perform Fund Actions

Using the Actions menu on the Fund workform, you can perform the following actions:

Adjust Fund Balances

Transfer Money

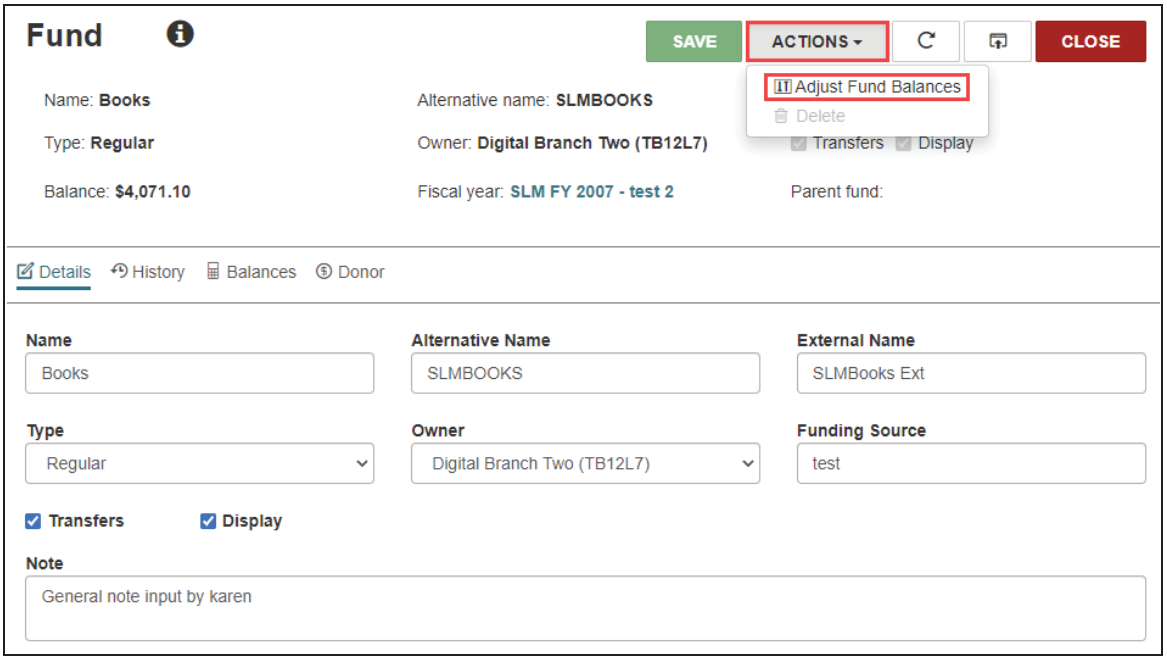
Delete a Fund

Adjust Fund Balances

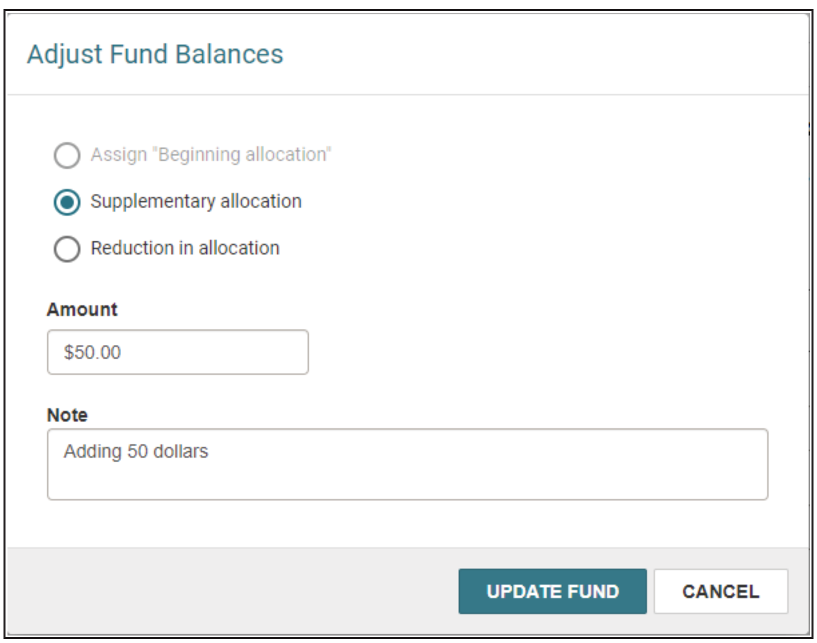
On the Fund workform, you can use the Actions menu to adjust fund balances.

To adjust fund balances

1. Go to the Fund workform.
2. Select **Actions** > **Adjust Fund Balances**.



The Adjust Fund Balances dialog opens.



3. Select one of the available values to adjust:

- **Assign "Beginning allocation"** - add the beginning budgeted amount. You can only perform this action once. When you assign the beginning allocation, the other two options become available.
- **Supplementary allocation** - add more money to the fund. You can do this multiple times.
- **Reduction in allocation** - reduce the budgeted amount. You can do this multiple times.

4. Enter the currency **Amount**.
5. (Optional) Enter a **Note**.
6. Select **Update Fund**.

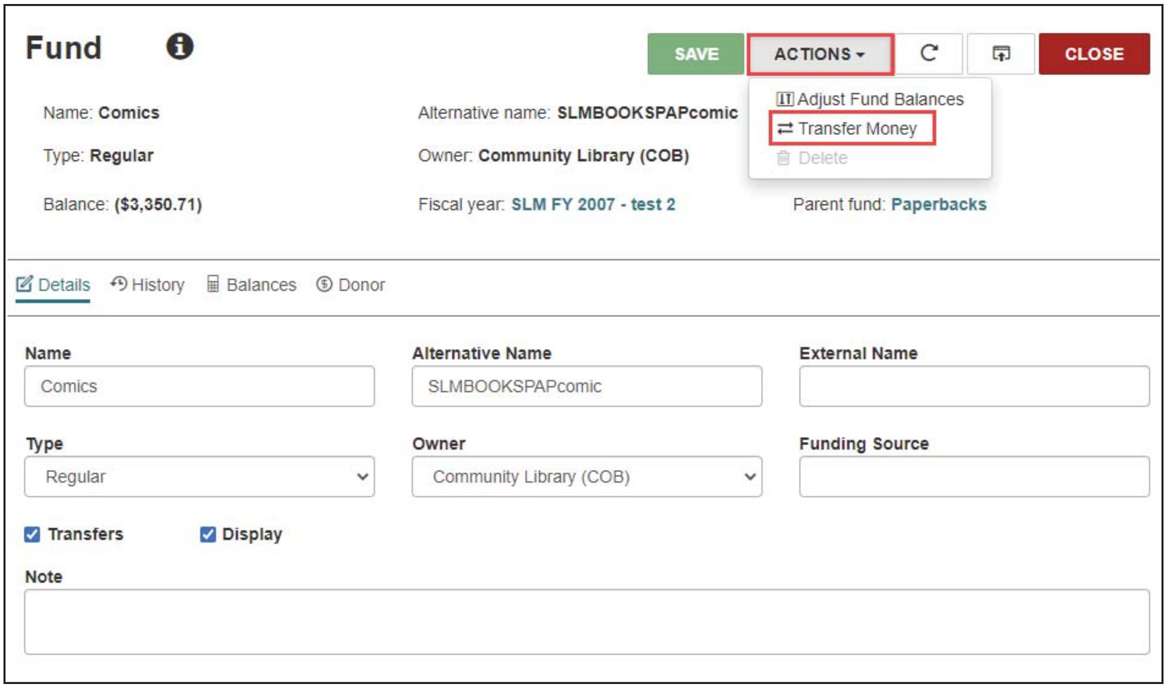
Transfer Money

On the Fund workform, you can use the Actions menu to transfer money between funds.

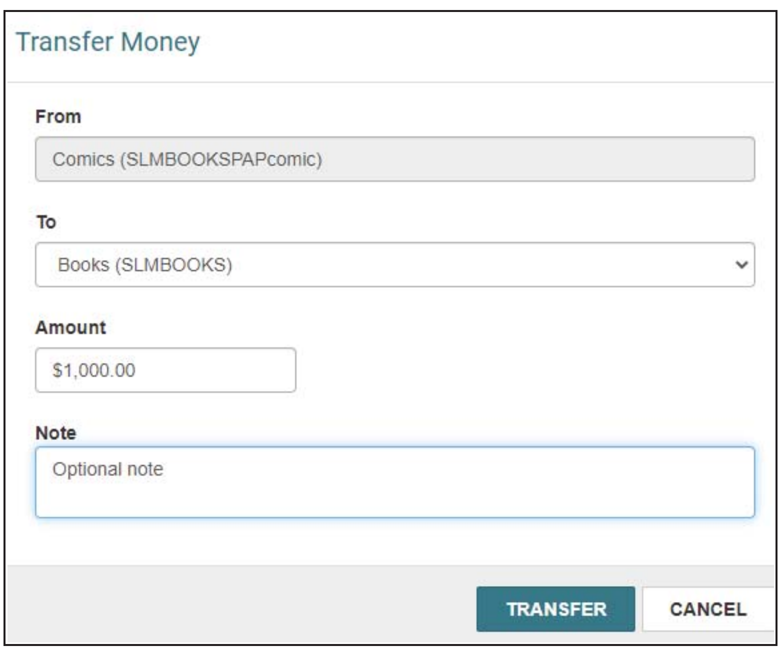
> **Note**:
> To transfer money between funds, you need the permissions mentioned in Fund Record plus the following permission:
> Funds: Transfer money between funds

To transfer money between funds

1. Go to the Fund workform.
2. Select **Actions** > **Transfer Money**.



The Transfer Money dialog opens.



3. Select a Fund to transfer **To** from the list. Only Funds that share a Fiscal Year with your original fund appear in the list.

   > **Note**:
   > You cannot transfer funds between the following fund types:
   > - Deposit Account funds and Regular funds
   > - Deposit Acocunt funds and Donation funds

4. Enter the currency **Amount**.
5. (Optional) Enter a **Note**.
6. Select **TRANSFER**.

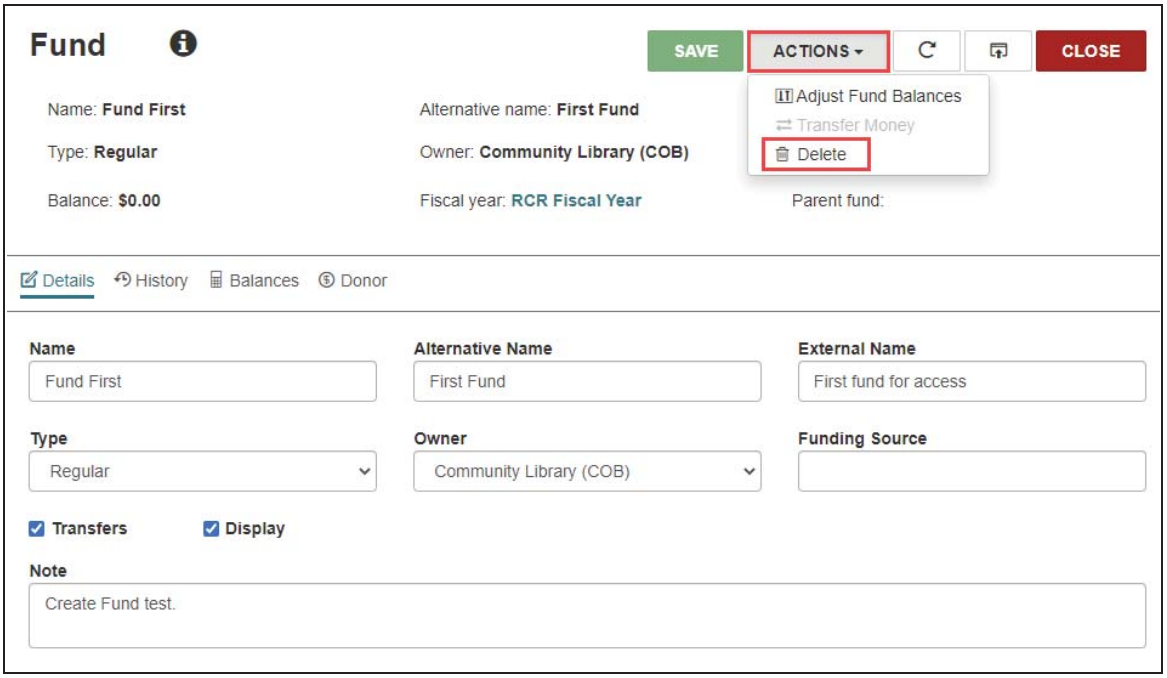
Delete a Fund

To delete a fund, you must have **Funds: Delete** permission. You can delete only funds that have no financial transaction history. For example, the fund must have:

- no allocations
- no free balance
- no expenditures
- no encumbrances

To delete a fund:

1. Go to the Fund workform.
2. Select **Actions** > **Delete**.



The Delete Fund dialog opens.

3. Select **Continue**. Leap deletes the fund and returns you to the Fiscal Year workform.

Working with Invoices in Leap

In addition to viewing and paying invoices in Leap, you can now also edit and delete them. You can also undo an invoice payment.

This section covers the following topics:

- Edit an Invoice
- Edit an Invoice Line Item
- Delete an Invoice
- Delete an Invoice Line Item
- Undo an Invoice Payment

Edit an Invoice

You can edit invoices if you have the **Invoices: Modify** permission. For more information about acquisitions permissions, search for "Acquisitions Permissions" in the Polaris staff client help.

The status of an invoice determines the invoice fields you can edit.

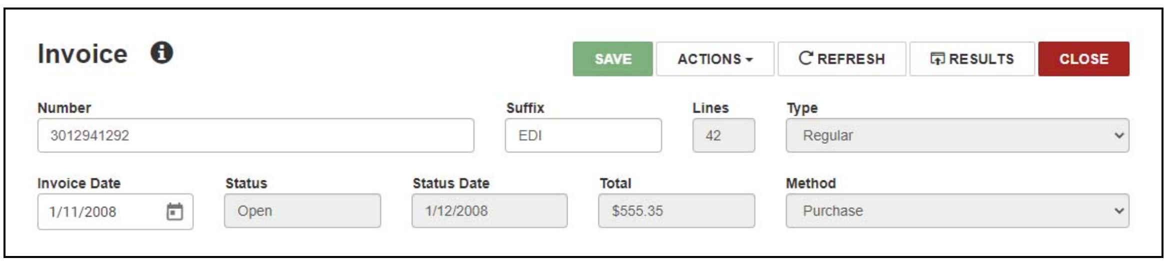
If the invoice status is	You can
Open	Edit all fields mentioned in this documentation
PrePaid	Edit the following fields on the Details view: Closing Alert Date, Payment Due Date, Receipt Date, Shipped Date, and Note
Credited, Paid, or PartPaid	Edit the Note field on the Details view
Open or PartPaid	Delete a line item
Any status	Edit payment history information

To edit an invoice

1. Use the Find Tool to find and open the invoice.
2. Do one or more of the following:
    - Edit invoice header information.
    - Edit invoice record details.
    - Add a header charge or credit.
    - Delete a header charge or credit.
    - Apply a discount or add sales tax.
    - Edit payment history information.
    - Edit a line item.
    - Delete a line item.
3. Select **SAVE** to save your changes.

Edit Invoice Header Information

You can edit some fields in the invoice header if the invoice has a status of Open.



To edit invoice header information

1. On the Invoice workform, do one or more of the following:
    - In the **Number** box, enter a unique invoice number.
    - In the **Suffix** box, enter an invoice number suffix.
    - Select an invoice type from the **Type** list. You can only edit the invoice type if the invoice has no line items.
    - Select a payment method from the **Method** list. You can only edit the method if the invoice has no line items.

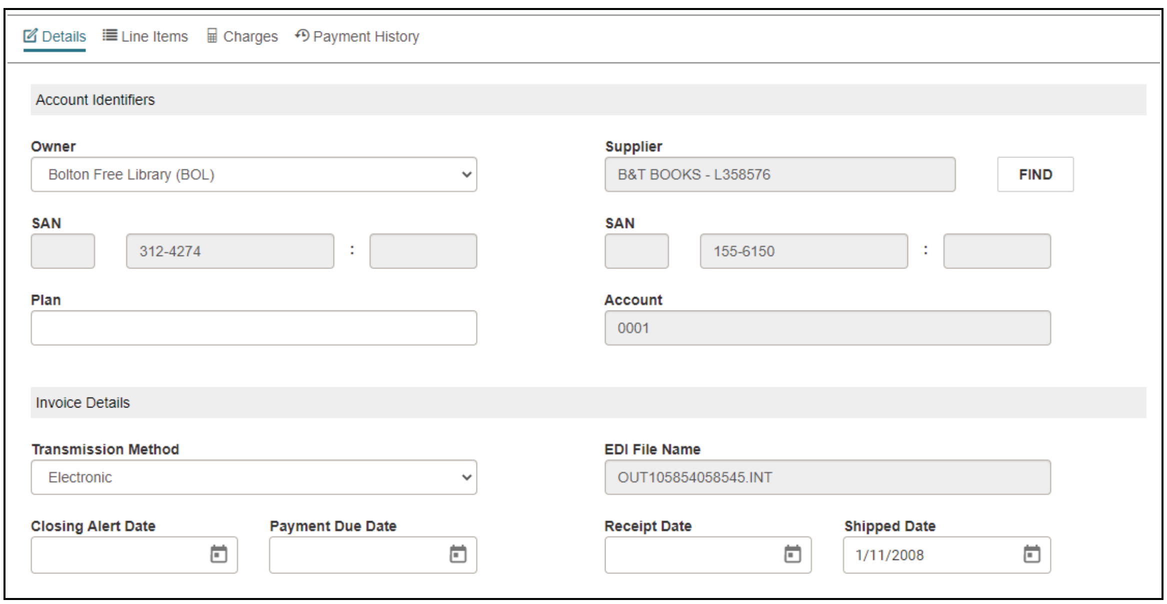
> **Note:**
> The available payment methods depend on the invoice type selected.

- In the **Invoice Date** box, enter the invoice creation date.

2. Do one of the following:
    - Select **SAVE**.
    - Continue editing the invoice.

Edit Invoice Record Details

The status of the invoice determines which fields you can edit on the Details view. For more information, see Edit an Invoice.



To edit information on the Details view

1. On the Invoice workform, select the Details view.
2. Do one or more of the following:
    - Select the library that owns the invoice from the **Owner** list.

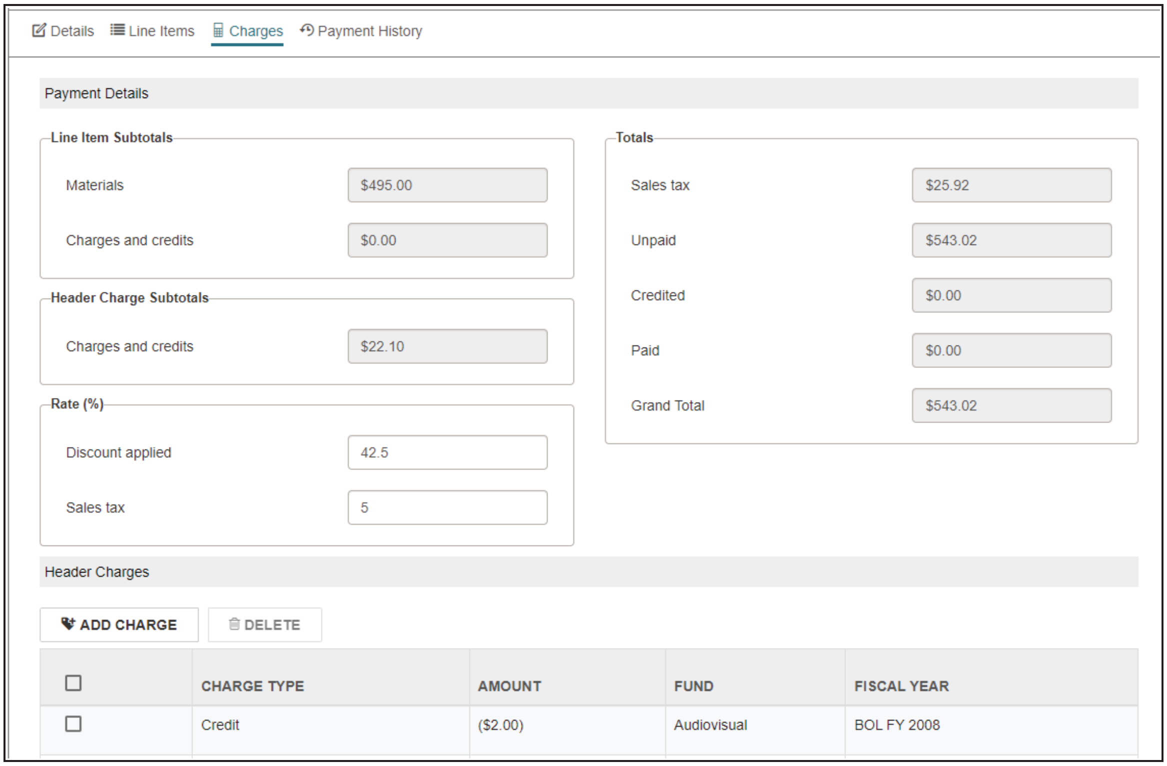
> **Note:**
> Only organizations with the **Invoices: Create** permission appear in the **Owner** list.

- To choose a different supplier, select **FIND**. Use the Find Tool to search for a supplier and select it. Then select **OPEN**.
- Enter plan information in the **Plan** box.
- Select the invoice transmission method from the **Transmission Method** list.
- To indicate that the invoice should be closed by a certain date (and that no payments or credits should be made after this date), enter a date in the **Closing Alert Date** box.
- Enter a payment due date in the **Payment Due Date** box.
- Enter the date that the invoice materials were received in the **Receipt Date** box.
- Enter the date that invoice materials were shipped in the **Shipped Date** box.
- Enter any notes about the invoice in the **Note** box.

3. Do one of the following:
    - Select **SAVE**.
    - Continue editing the invoice.

Add a Header Charge or Credit

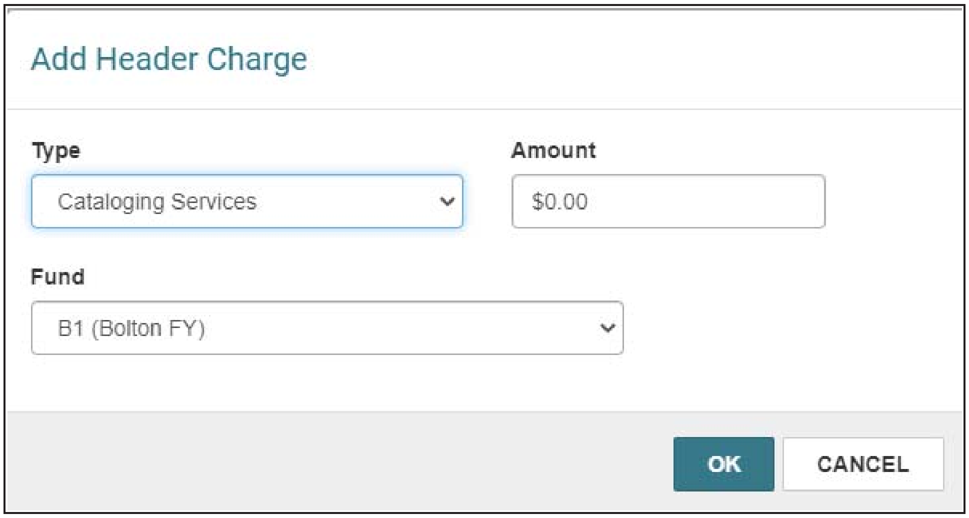
You can add a header charge or credit to an invoice with a status of Open.



To add a header charge or credit to an invoice

1. On the Invoice workform, select the Charges view.
2. Select **ADD CHARGE**.

   The Add Header Charge dialog appears.



3. Select a charge or credit type from the **Type** list.

> **Note:**
> You can change the name of the Other charge type to suit your library's purposes. For more information, search for "Rename the Purchase Order and Invoice Header Other Charge Type" in the Polaris staff client help.

4. In the **Amount** box, enter the charge or credit amount.
5. Select a fund from the **Fund** list.

> **Note:**
> The Fund Drop-down List Box Display setting in Polaris Administration (staff client) determines which funds appear in the list. For more information, search for "Specify How Funds are Displayed in Acquisitions" in the Polaris staff client help.

6. Select **OK**.

   Leap saves your changes. The new charge or credit appears in the **Header Charges** table.

Delete a Header Charge or Credit

You can delete a header charge or credit if the invoice has a status of Open.

To delete a header charge or credit

1. On the Invoice workform, select the Charges view.
2. Select the checkbox beside the charge or credit you want to delete.
3. Select **DELETE**.

   Leap prompts you to confirm the deletion.
4. Select **CONTINUE**.

   Leap deletes the charge or credit.

Apply a Discount or Add Sales Tax

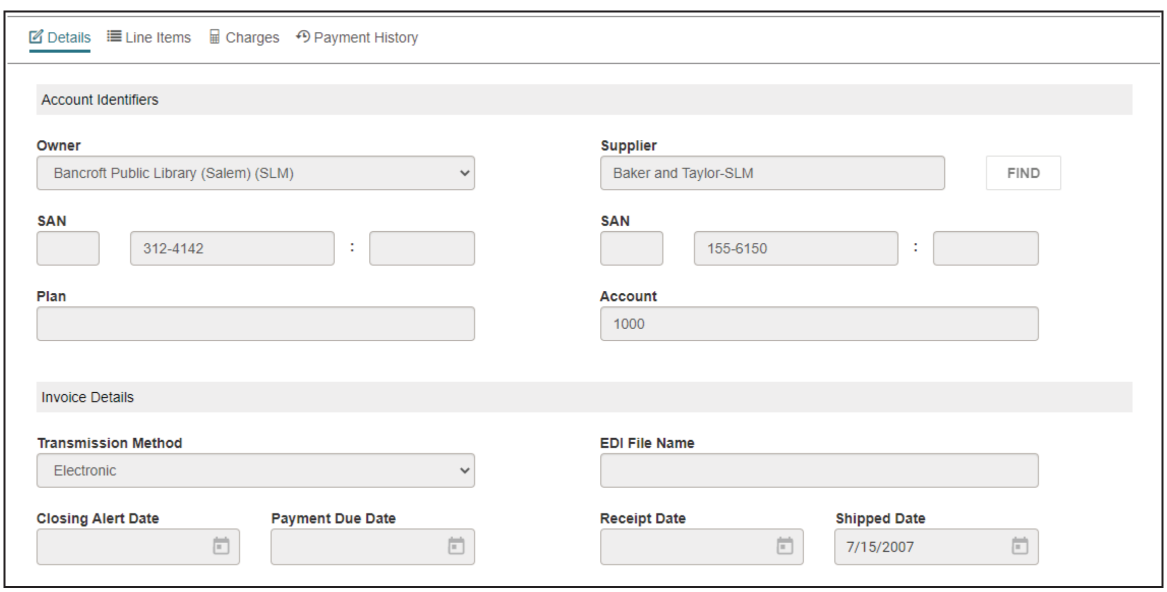
You can apply a discount or add sales tax to an invoice if the invoice has a status of Open.

To apply a discount or add sales tax

1. On the Invoice workform, select the Charges view.
2. Do one or both of the following:
   - In the **Discount applied** box, enter the discount percentage.
   - In the **Sales tax** box, enter the sales tax percentage.

   Leap applies the discount or tax.

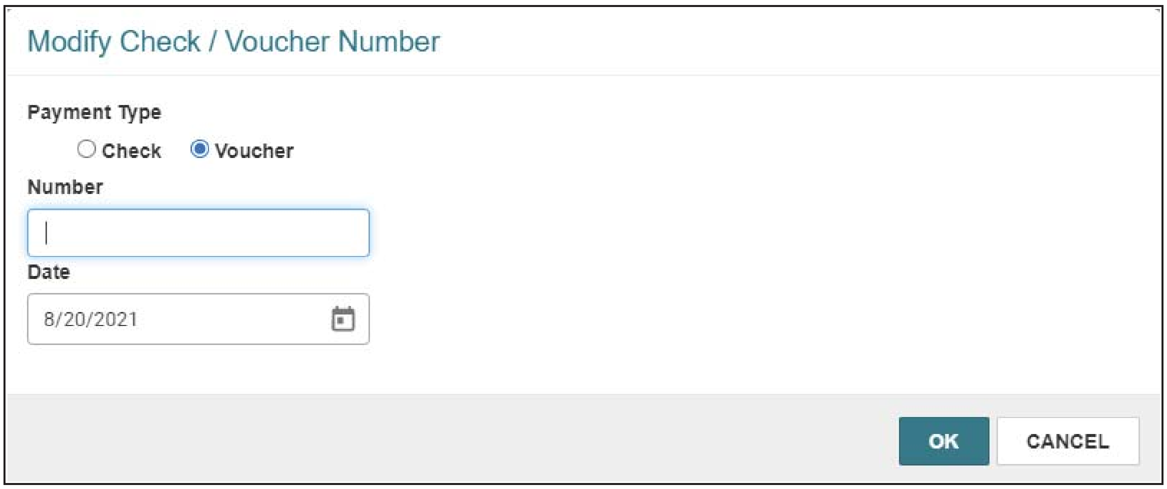
Edit Payment History Information



To edit invoice payment history information

1. On the Invoice workform, select the Payment History view.
2. (Optional) Enter text in the **Filter** box to filter the list of payment entries.
3. Select the payment entry you want to edit.
4. Select **MODIFY CHECK/VOUCHER**.

   The **Modify Check/Voucher Number** dialog appears.



5. Do one or more of the following:
   - Select **Check** or **Voucher** to change the payment type.
   - Enter text in the **Number** box to edit the check or voucher number.
   - Enter a new payment date in the **Date** box.
6. Select **OK**.

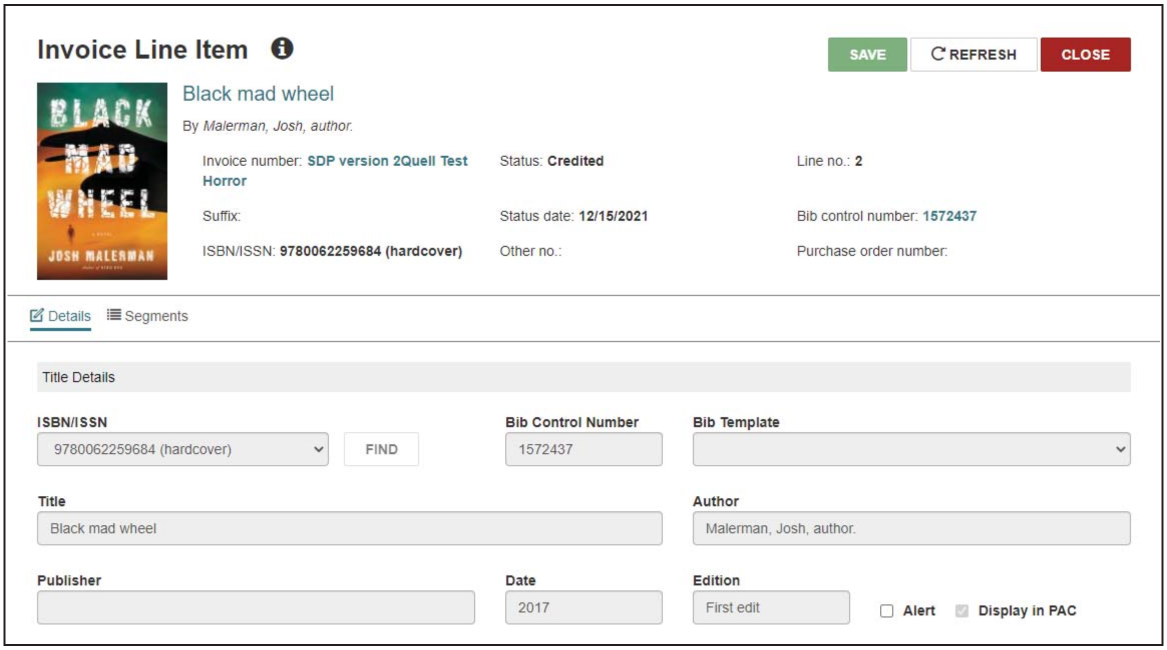
   Leap saves your changes.

Edit an Invoice Line Item

To edit an invoice line item

1. On the Invoice workform, select the Line Items view.
2. (Optional) Enter text in the **Filter** box to filter the list of line items.
3. Select the line item you want to edit.

The Invoice Line Item workform appears.



4. Do one or more of the following:
    - Edit line item details.
    - Edit a line item segment.
    - Edit charges for a line item segment.
    - Delete a line item segment.
5. Do one of the following:
    - Select **SAVE**.
    - Continue editing the invoice.

Edit Line Item Details

The invoice type, combined with the status of the invoice line item, determines the invoice line item details you can edit:

- For invoice types other than Miscellaneous, you can edit most of the fields mentioned in this documentation when the line item status is Open or Free. You cannot edit the Title or Author, which come from the linked bibliographic record.

- For Miscellaneous invoices, you can edit a smaller subset of fields when the line item status is Open or Free. Since Miscellaneous invoices have no linked bibliographic record, you can edit the Title and Author.
- Some fields can only be edited when the line item status is Open.
- The Alert flag and Alert Note can always be edited, regardless of the invoice or line item status.

To edit invoice line item details

1. On the Invoice Line Item workform, select the Details view.
2. Do one or more of the following:
    - Select a new ISBN or ISSN from the **ISBN/ISSN** list. The list contains the numbers that are present in the bibliographic record's 020 and 022 tags. Selecting a new ISBN or ISSN updates the line item's price information.
    - Enter text in the **Title** box.
    - Enter text in the **Author** box.
    - Select the **Alert** checkbox to display an alert icon for line item on the Line Items view of the Invoice workform.
    - Select a number from the **Other No.** list. The list contains the numbers that are present in the bibliographic record's 024 tag.
    - Select a material type from the **Material Type** list.

        > **Note:**
        > The Material Types policy table determines the material types that appear in this list. For more information, search for "Material Types Policy Table" in the Polaris staff client help.

    - Enter the date when invoice materials were shipped in the **Shipped Date** box.
    - Enter text in the **Alert Note** box.
    - Edit the **Unit Price**. Leap automatically updates the Discount Price to reflect the Discount Rate.
    - Edit the **Discount Rate**. Leap automatically updates the Discount Price.
    - Edit the **Discount Price**. Leap automatically updates the Discount Rate.
3. Select **SAVE**.

Edit a Line Item Segment

You can edit an invoice line item segment if the following conditions are true:

- The invoice line item has a status of Open or Free.
- The segment has a status of Open or Free.

The segment fields you can edit depend on whether the payment status is Open or Free.

To edit a line item segment

1. On the Invoice Line Item workform, select the Segments view.
2. Select the Orders view.
3. (Optional) Enter text in the **Filter** box to filter the list of segments.
4. Select the checkbox beside the segment you want to edit.
5. Select **EDIT**.

   The Edit Segment dialog appears.
6. Do one or more of the following:
   - Select a library or branch from the **Destination** list.

     > **Note:**
     > The destination you select must have at least one fund.

   - Select a collection from the **Collection** list.
   - Select a fund from the **Fund** list.
7. Select **OK**.

Edit Charges for a Line Item Segment

You can edit charges for a line item segment if the following conditions are true:

- The invoice line item has a status of Open or Free.
- The segment has a status of Open or Free.

To edit charges for a line item segment

1. On the Invoice Line Item workform, select the Segments view.
2. Select the Charges view.
3. (Optional) Enter text in the **Filter** box to filter the list of segments.
4. Select the checkbox beside the segment for which you want to edit charges.

5. Select **EDIT**.

   The Edit Segment dialog appears.
6. Edit one or more of the charges on the Edit Segment dialog.
7. Select **OK**.

Delete a Line Item Segment

You can delete an invoice line item segment if the following conditions are true:

- The invoice line item has a status of Open or Free.
- The segment has a payment status of Open or Free.

To delete an invoice line item segment

1. On the Invoice Line Item workform, select the Segments view.
2. Select the Orders view.
3. (Optional) Enter text in the **Filter** box to filter the list of segments.
4. Select the checkbox beside the segment you want to delete.

   > **Note:**
   > If an invoice line item has only one segment, you cannot delete it.
5. Select **DELETE**.

   Leap prompts you to confirm the deletion.
6. Select **CONTINUE**.

   Leap deletes the segment.

Delete an Invoice

You can delete invoices in Leap if the following conditions are true:

- You have the **Invoices: Delete** permission enabled in Polaris Administration. For more information about fiscal year permissions, search for "Acquisitions Workflow Permissions" in the Polaris staff client help.
- The invoice has a status of Open.

To delete an invoice

1. Use the Find Tool to find and open the invoice.
2. Select **ACTIONS** > **Delete**.

   Leap prompts you to confirm the deletion.
3. Select **CONTINUE**.

   Leap deletes the invoice.

Delete an Invoice Line Item

You can delete an invoice line item if all of the following conditions are true:

- You have the **Invoices: Delete** permission enabled in Polaris Administration. For more information about fiscal year permissions, search for "Acquisitions Workflow Permissions" in the Polaris staff client help.
- The invoice has a status of Open or PartPaid.
- The invoice line item has a payment status of Open or Free.

To delete an invoice line item

1. Use the Find Tool to find and open the invoice.
2. On the Invoice workform, select the Line Items view.
3. (Optional) Enter text in the **Filter** box to filter the list of line items.
4. Select the checkbox beside the line item you want to delete.
5. Select **DELETE**.

   Leap prompts you to confirm the deletion.
6. Select **CONTINUE**.

   Leap deletes the line item and any links to associated purchase order line items. (Purchase order line items are not deleted.)

Undo an Invoice Payment

You can undo an invoice payment if all of the following conditions are true:

- You have the **Invoices: Pay, Undo payment, Credit** permission enabled in Polaris Administration. For more information about fiscal year permissions, search for

"Acquisitions Workflow Permissions" in the Polaris staff client help.

- If the invoice type is Miscellaneous:
  - The invoice status is Paid.
  - The payment method is Purchase.
  - All invoice line items have a status of Paid or the invoice has header charges.
- For all other types of invoices:
  - The invoice status is Paid.
  - The payment method is Purchase.
  - All invoice line items have a status of Paid.

To undo a payment

1. Use the Find Tool to find and open the invoice.
2. Select **ACTIONS** > **Undo Payment**.

   Leap prompts you to confirm the action.
3. Select **CONTINUE**.

   Leap does the following:

   - Reverses the invoice payment.
   - Adjusts linked funds.
   - Logs the transaction in the payment history.
   - Returns the invoice to the Open status. The invoice can now be edited again.

Working with Purchase Orders in Leap

You can create, view, edit, release, send, and delete purchase order records[1] in Leap. You can also create, view, edit, and delete purchase order lines items. For more information about purchase orders, search for "Purchase Orders" in the Polaris staff client help.

This section covers the following topics:

- Bulk Add Records to a Purchase Order
- View or Edit a Purchase Order
- View and Edit Purchase Order Line Item Information
- Release, Send, or Delete a Purchase Order

Bulk Add Records to a Purchase Order

Leap allows you to add bibliographic records, created from a vendor's MARC records, in bulk to a new or an existing purchase order. This topic covers the following:

- Bulk Add Bibliographic Records to a New Purchase Order
- Bulk Add Bibliographic Records to an Existing Purchase Order

Before Importing MARC records from a vendor for the first time, check the following settings in the Polaris system administration (staff client) **Administration** > **Explorer** > **System** > **Parameters** > **Acquisitions / Serials**:

- To automatically populate the purchase order number, set **Generate Purchase Order Number** to **Yes**.
- To require users to enter more data in the Line Default Data fields, set **Bulk add to PO: Replace invalid fields with default data** to **Yes**.

> **Note**:
> You must have the following permissions to bulk add records to a purchase order:

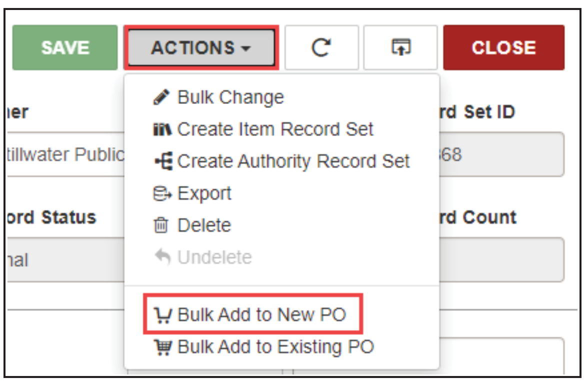
[1]A purchase order record is the record you create when you order titles from a supplier.

- Access Acquisitions
- Purchase Orders: Access
- Purchase Orders: Create

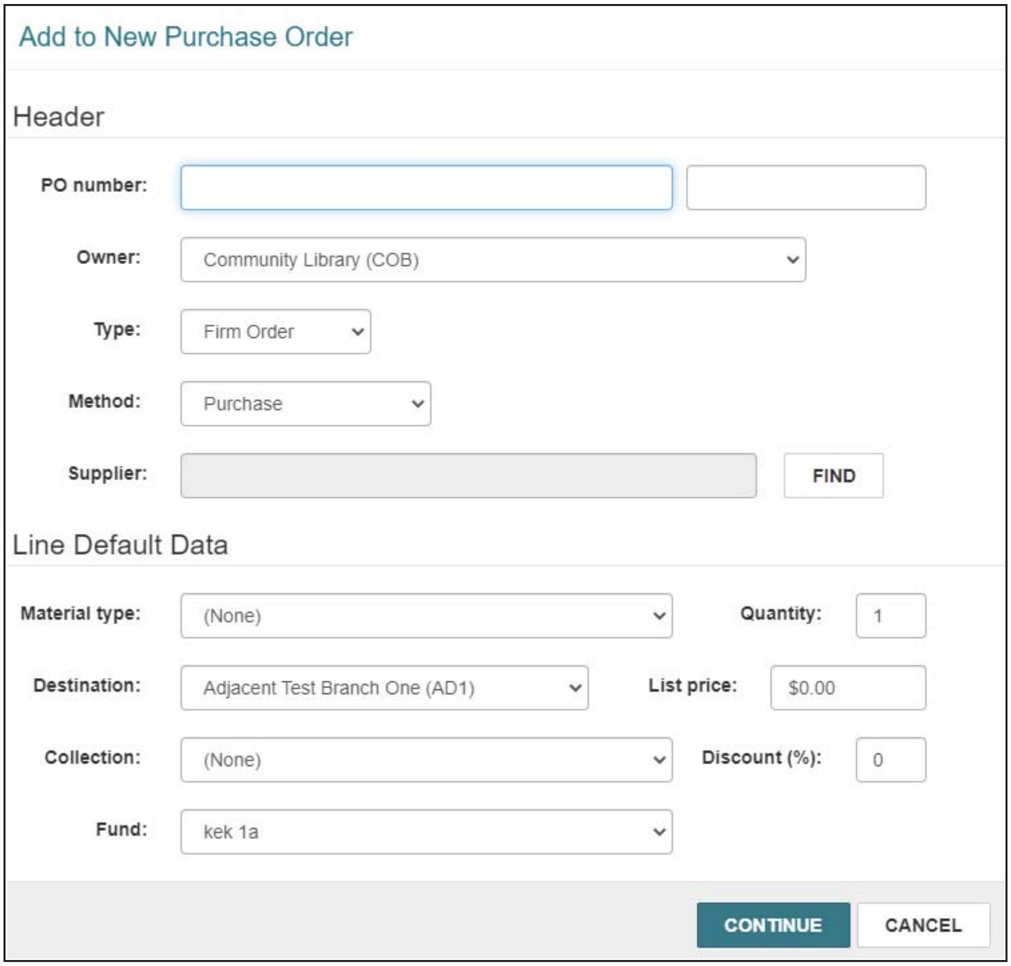
Bulk Add Bibliographic Records to a New Purchase Order

To bulk add bibliographic records to a new purchase order

1. Create or find a bibliographic record set.
2. Open the Bibliographic Record Set workform.
3. Select **ACTIONS** > **Bulk Add to New PO**.



The Add to New Purchase Order dialog opens.



4. Enter information in all of the Header fields. If you want to search for the purchase order after Leap creates it, note the purchase order number for later. Keep in mind the following:

    a. Leap automatically enters the purchase order number when **Generate Purchase Order Number** is set to **Yes** in the Polaris system administration (staff client).

    b. Leap automatically enters the following information:

        - Owner - defaults to the branch you are logged in on or the first branch you have permissions for

    - Type - defaults to Firm
    - Method - defaults to Purchase

  c. You must enter Supplier using the Find Tool.

5. Enter information in the Line Default Data fields.

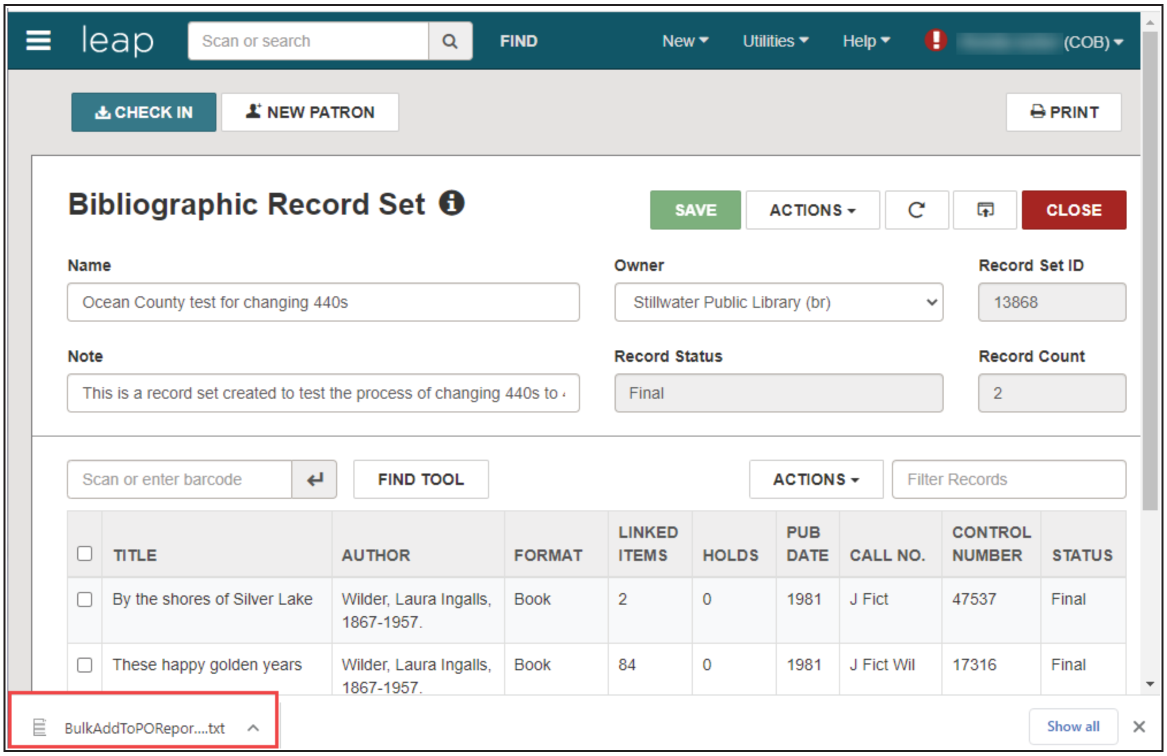
   If your library administrator has set **Bulk add to PO: Replace invalid fields with default data** to **Yes**, you can edit the fields below. If it is set to **No**, you can edit only the fields marked with an asterisk (*).

   - Material type *
   - Quantity
   - Destination
   - List price
   - Collection
   - Discount *
   - Fund

6. Select **CONTINUE**.

   Leap displays a message when the purchase order is created.

   Leap saves a Bulk Add text report on the server, and a link to the report appears in the browser downloads.



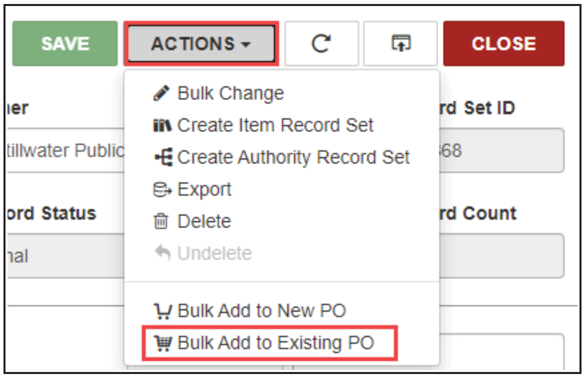
7. (Optional) If you want to open the purchase order, use the Find Tool to search for it by number.

Bulk Add Bibliographic Records to an Existing Purchase Order

To bulk add bibliographic records to an existing purchase order

1. Create or find a bibliographic record set.
2. Open the Bibliographic Record Set workform.

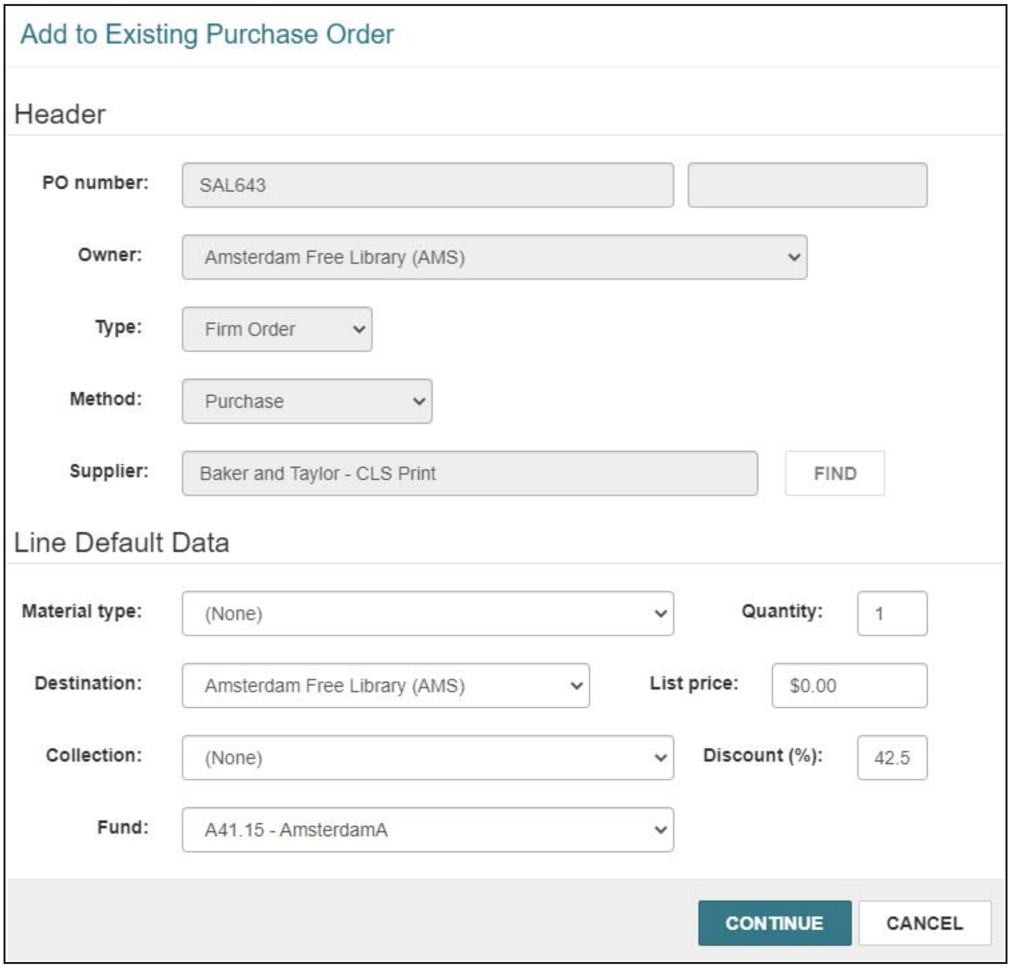
3. Select **ACTIONS** > **Bulk Add to Existing PO**.



The purchase order Find Tool opens.

4. Search for the purchase order you want to use, select it from the search results, and select **OPEN**. If you want to search for the purchase order after Leap adds record to it, note the purchase order number for later.

The Add to Existing Purchase Order dialog opens.



The Header fields are filled automatically.

5. Enter information in the Line Default Data fields.

   If your library administrator has set **Bulk add to PO: Replace invalid fields with default data** to **Yes**, you can edit the fields below. If it is set to **No**, you can edit only the fields marked with an asterisk (*).

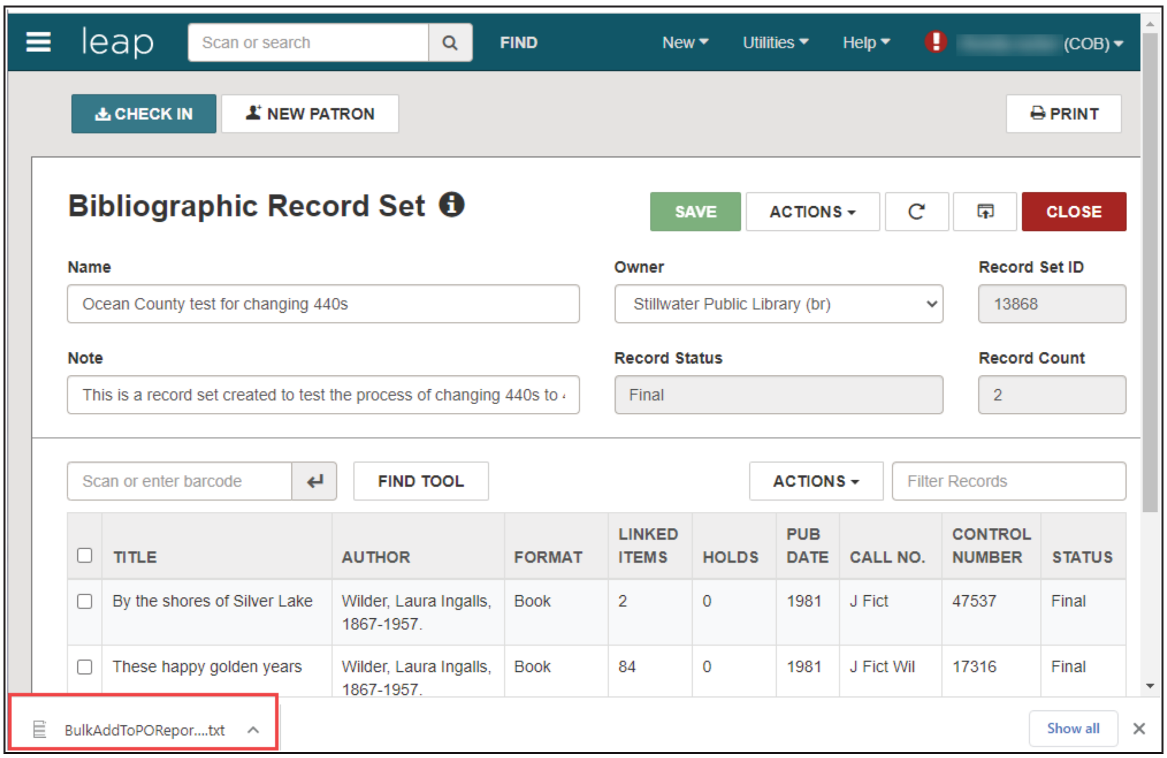
   - Material type *
   - Quantity
   - Destination

- List price
- Collection
- Discount *
- Fund

6. Select **CONTINUE**.

   Leap displays a message when the purchase order is created.

   A link to the Bulk Add text report appears in the browser downloads.



7. (Optional) If you want to open the purchase order, use the Find Tool to search for it by number.

View or Edit a Purchase Order

You can use Leap to manage the purchase order record. A purchase order record is the record you create when you order titles from a supplier.

View a Purchase Order Record

To get to the Purchase Order workform

- Find the purchase order record you want to edit, and open it in the Purchase Order workform.

You can use the Purchase Order workform to manage the purchase order, its line items, and its segments.

> **Note**:
> To view and edit information in the Purchase Order workform, you need the following permissions:
>
> - Access Acquisitions: Allow
> - Purchase Orders: Access
> - Purchase Orders: Modify

Edit a Purchase Order Record

To edit purchase order information

1. Go to the Purchase Order workform.
2. Enter or edit information in some or all of the fields in the following purchase order record views:
   - Header

     The Purchase Order workform starts with the Header. The fields are editable depending on the purchase order status.

     If the purchase order has a status of Pending, you can edit the following:

     - **Number** - Enter a new purchase order number.
     - **Suffix** - Enter a new purchase order suffix.

     The rest of the fields are read-only and editable only during the purchase order creation process.
   - Details

     To View Account Identifiers and Change Supplier

On the Details view, you can view the account identifiers for the owner of the purchase order and the supplier. The fields are editable depending on the purchase order status. See the following table for a complete list:

Purchase Order Status	Editable Fields in Details View
Pending	Number, Suffix, Owner, Plan, Supplier, SAN, Account, Authorization, Rental Return Date, External Financial System ID, and Note
Canceled	Rental Return Date, External Financial System ID, and Note
Continuing	Rental Return Date, External Financial System ID, and Note
Partly Received	Rental Return Date, External Financial System ID, and Note
Received	Rental Return Date, External Financial System ID, and Note
Released	Rental Return Date, External Financial System ID, and Note
Closed	None

The rest of the fields are read-only and editable only during the purchase order creation process.

If the purchase order has a status of Pending, you can edit the following:

- **Owner** - Select a new owning library and SAN. The owning library SAN cannot be modified directly, only by changing the owning organization.
- **Plan** - Enter a plan.
- **Supplier**, **SAN** and **Account** - Edit the Supplier fields. Use the Find button to open the Find Tool for Suppliers. Choosing a supplier from the search results enters the new supplier into the Supplier field and fills in the SAN and Account information.

> **Important**:
> If you update the supplier, Leap updates the Claims view based on the new supplier record.

To View and Edit Order Details

On the Details view, you can view the order details such as authorization, EDI file name, and EDI creation date. The fields are editable depending on the purchase order status. See the Purchase Order Status table for a complete list.

If the purchase order has a status of Pending, you can do the following:

- **Authorization** - Enter the name of the person or group who authorized the order.
- **Rental Return Date** - Select the date on which rental items must be returned.
- **External Financial System ID** - If there is another identification associated with this purchase order, you can enter it here.
- **Note** - Type a note to other staff members.

- Line Items

  Each line item is a distinct record that contains unique information about a title. Within each line item, segments contain distribution and fund information for copies of the title. The Purchase Order workform allows you to view a table of purchase order line items, sort the table, and access the workform for each line item.

  The table displays an Alert (!) column if any of the line items have alerts associated with them. Select the line item row to open the Purchase Order Line Item workform, and toggle the Alert on or off for the line item.

To sort line items

- Use the **Filter** field to limit the number of rows of line items that you see in the table.
- Select the arrow in the header line of each column to sort rows in ascending or descending order.

To access the line item workform

- Select a row to open the Purchase Order Line Item workform.

- Charges

To edit order details

The Charges view starts with the Order Details. The fields are editable depending on the purchase order status.

If the purchase order status is Pending, you can edit the following:

- **Discount applied** - Type a number that represents the percentage of discount applied.
- **Sales tax** - Enter a number that represents the percentage of sales tax applied.

The rest of the fields are read-only and editable only during the purchase order creation process.

To add a header charge

a. Select **Add Charge**. A dialog opens.
b. Select the **Type** of header charge.
c. Enter the **Amount**.
d. Select the associated **Fund**.
e. Select **OK**.
f. The header charge is added into the Header Charges table.

> **Note**:
> You can add only one of each charge type: Cataloging Services, Other, Shipping, Service, and Special Handling.

To sort the table

- You can sort the header charges in the table by ascending or descending order by selecting the arrow beside the column heading.

To delete header charges

a. Select one or more rows in the Header Changes table.

> **Note**:
> Select the checkbox in the table heading to select or clear all rows.

b. Select **Delete**.
The selected charges disappear from the table.

- Instructions to Supplier

  The Instructions to Supplier view allows you to add instructions to the supplier of your purchase order. You cannot edit the fields on this view if the purchase order status is Closed.

  To enter or edit shipping and binding information

  a. Select **Shipping Method**.

  b. Select a **Do Not Ship Before** date.

  c. Select the **Binding Substitution** you would accept.

  To capture communication with the supplier

  - Enter **Special Instructions** to the supplier.
  - If the order is confirmed, select the **Order Confirmed Date**.
  - If the order is canceled, select an **Order Canceled Date**.
  - If you've decided on delayed billing, select a statement identifying the month in the **Delayed Billing** field.
  - Select a statement about **Backorder** that applies to this purchase order and supplier.
  - Select a statement about how you would like **Cataloging Services** provided by the supplier.

  To enter invoicing information

  - Enter the number of **Copies** of the invoice that you want the supplier to send.

    - Select a statement about **Sequencing** that applies to this supplier's invoicing.
    - Select the **Delivery Method** you prefer for the invoice.
- Claims

  You can schedule claim notices to be sent to the supplier for purchase orders that are not received as expected. The Claims view in the Purchase Order workform allows you to fine-tune claims information.

  To enter claims information

  a. Enter the number of **Max Claims** your library will submit to the supplier before canceling an ordered item. You can enter any number from 1 through 5. The fields in the Claim Waiting Period section becomes editable.
  b. Enter the number of **Days After Release/Expected Arrival**, or the number of days between the time a staff member releases the purchase order line item to the time Leap generates the first claim.
  c. Enter the number of days between each subsequent claim.
  d. Select **Cancel Notice** to generate a cancellation notice.
  e. Select **Auto Cancel Waiting Period** to enter the number of days to wait before canceling purchase order line items automatically after the claim cycle is over.
  f. Select **Claim Notice** to immediately generate a claim notice.

3. Select **SAVE**.

View and Edit Purchase Order Line Item Information in Leap

Purchase order line items contain information about the titles you are ordering. Each line item contains at least one segment with the distribution and fund information for the copies of that title.

> **Note**:
> To view and edit information in the Purchase Order Line Item workform, you need the following permissions:

- Access Acquisitions: Allow
- Purchase Orders: Access
- Purchase Orders: Modify

To get to the Purchase Order Line Item workform

1. Go to the Purchase Order workform.
2. Select the **Line Items** view.
3. Select a row in the line items table.
   The Purchase Order Line Item workform opens.

You can use the links in the header to do the following:

- Go to the bibliographic record - select the linked **Bib control number**.
- Return to the purchase order record - select the linked **Purchase order number**.

To edit purchase order line item information

1. Go to the Purchase Order Line Item workform.
2. Enter or edit information in some or all of the following purchase order line item record views:
   - Details

     The details fields are editable depending on the purchase order status. See the following table for a complete list:

Purchase order line item Status	Editable Fields in Details View
Pending	ISBN/ISSN, Other No., Alert, Material Type, Unit Price, Discount Rate, and Discount Price
Backordered, Claimed, Currently Received, Exceptional Condition, Never Published, Not Yet Published, On Order, Out of Print, Partly Received, Pending Claim, Received, Return Requested, Returned	Alert

Purchase order line item Status	Editable Fields in Details View
Closed	None

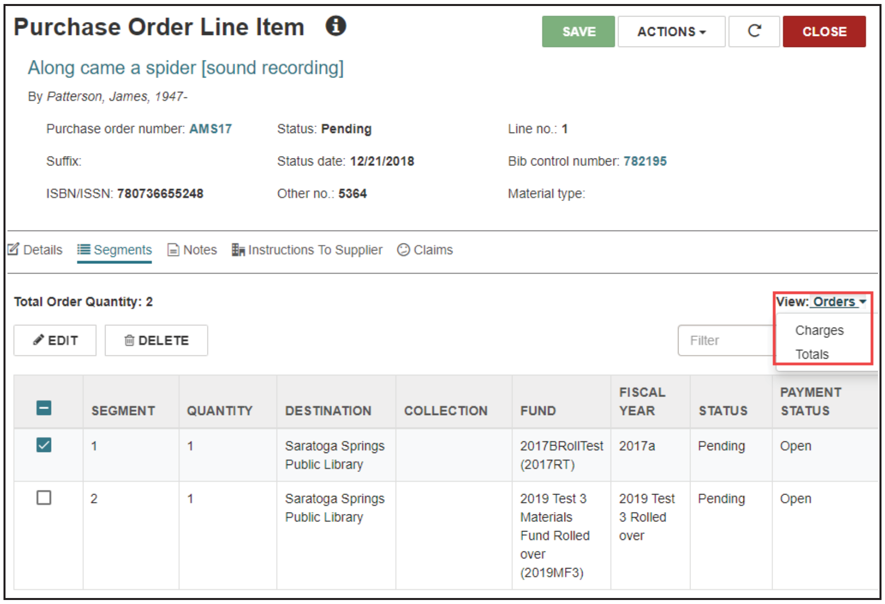
In this field	Enter
ISBN/ISSN	Select a number from the dropdown list. Select **FIND** or enter a new number to change the linked bibliographic record. Selecting an existing ISBN or ISSN updates the price information. Entering a value triggers the bibliographic Find Tool to search for that ISBN and clears the title and the bibliographic details.
Other No.	Select a number from the dropdown list. The list contains any UPCs present in the bibliographic record.
Alert	Select to display an alert icon (!) for this line item where it appears in the Purchase Order workform.
Unit Price	Enter the price for one unit of this line item.
Discount Rate	(Optional) Enter the discount percentage for one unit of this line item. If you enter Discount Rate and Unit Price, Leap calculates the Discount Price.
Discount Price	(Optional) Enter the discounted price for one unit of this line item. If you enter Discount Price and Unit Price, Leap calculates the Discount Rate.

- Segments

  A purchase order line item must have at least one segment. Use the **Segments** view of the Purchase Order Line Item workform to view, edit, and delete segments.

  In the Segments view, you can see the segments listed in a table. The table lists segments in the following views:

- **Orders** - Select a segment to edit or delete it.
- **Charges** - Select segment to edit the segment's charges.
- **Totals** - View the totals for the line item and segments.



To filter and sort each view of the table

a. Use the **Filter** field to limit the number of rows of segments that you see in the table.

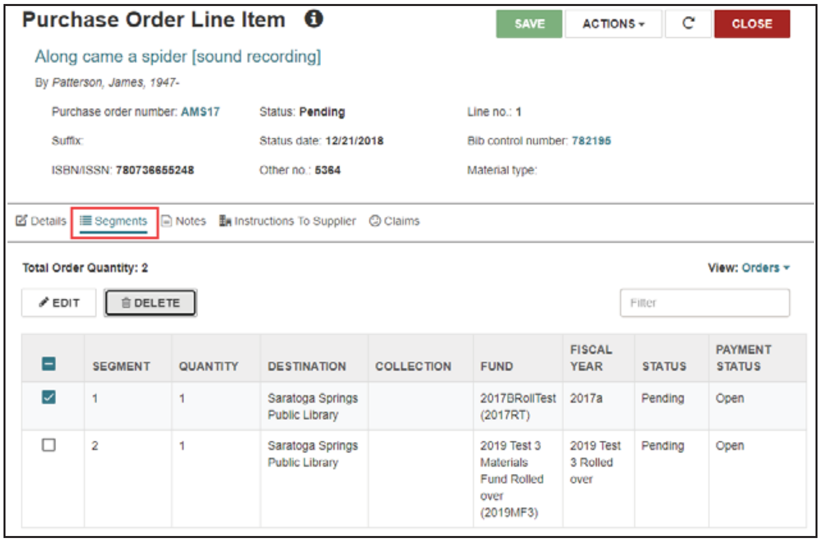
b. Select the arrow in the header line of each column to sort rows in ascending or descending order.

To edit or delete a segment

You can edit or delete a segment from the **Orders** view of the purchase order line item segment.

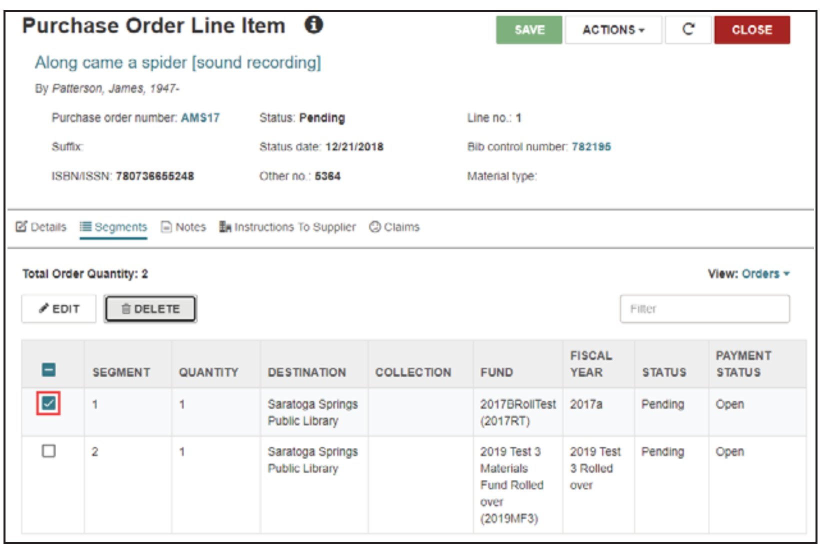
To edit a segment's order

a. Go to the **Purchase Order Line Item** workform > **Segment** view.

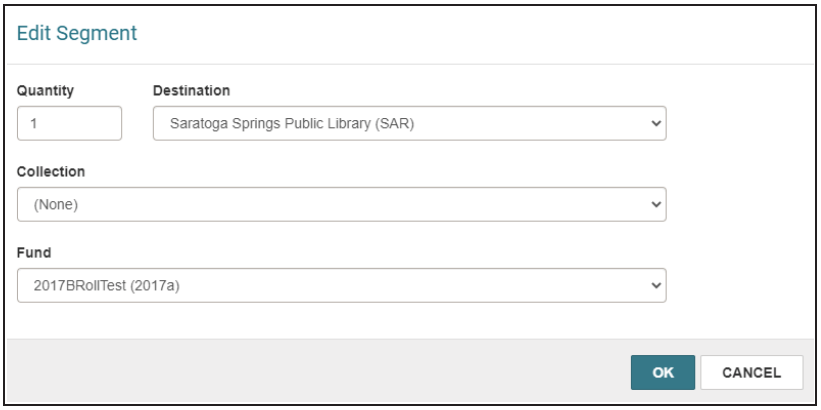


The Orders view for the Segments opens.

b. Select a table row.



c. Select **EDIT**.
The Edit Segment dialog opens.



d. Enter or select the following values:
   - **Quantity** - Enter the number of units for this segment order.
   - **Destination** - Select the destination library or branch for this segment order.
   - **Collection** - (optional) Select the collection this order belongs to.
   - **Fund** - Select the fund that pays for this order.

e. Select **OK**.

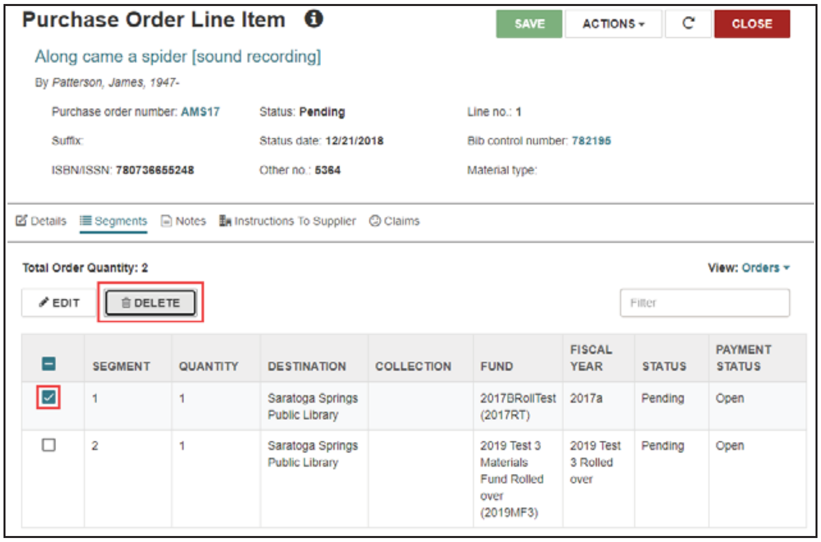
To delete a segment

a. Go to the **Purchase Order Line Item** workform > **Segment** view.

   The Orders view for the Segments opens.

b. Select a table row.

c. Select **DELETE**.

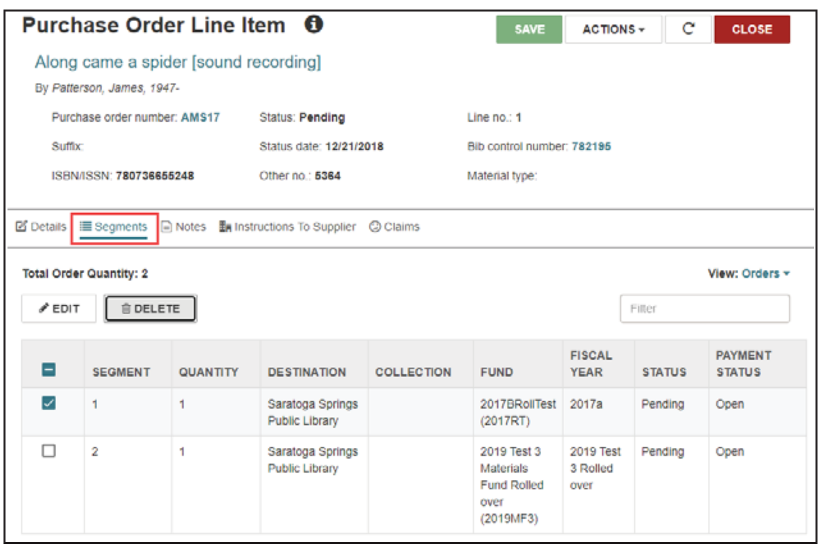


The Delete Segment dialog opens.

d. Select **OK**.

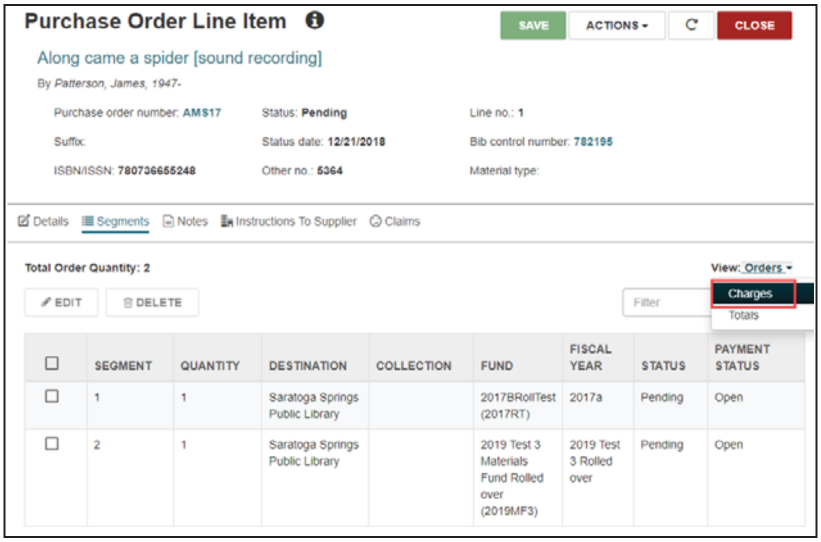
To edit a segment's charge

a. Go to the **Purchase Order Line Item** workform > **Segment** view.



The Orders view for the segments opens.

b. Select the Charges view.

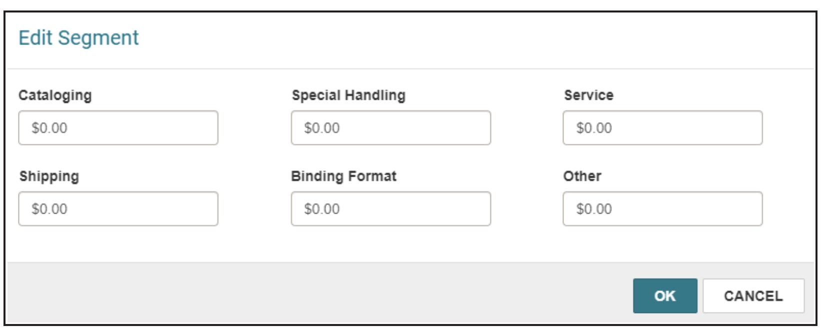


The Charges view for the Segments opens.

c. Select a table row.

d. Select **EDIT**.

The Edit Segment dialogue for charges opens.



e. Select **OK**.

- Notes

  The Notes view of the Purchase Order Line Item workform gives you the ability to leave notes for patrons and library staff, and to read the notes left by other staff members. You can enter the following types of notes in the Notes view:

   - **Public Note** - Enter a note for staff and patrons. The note is carried over when an item record is created, and it appears in the Details view of the item in the PAC.
   - **Non-Public Note** - Enter a note for library staff only.

- Instructions to Supplier
  The Instructions to Supplier view allows you to add instructions to the supplier of your purchase order. The fields are editable depending on the purchase order status. See the following table for a list:

POLI Status	Editable Fields in Instructions to Supplier View
Pending	All
Canceled	Note and Order Confirmed Date
Backordered, Claimed, Currently Received, Exceptional Condition, Never Published, Not Yet Published, On Order, Out of Print, Partly Received, Pending Claim, Received, Return Requested, Returned	Note, Order Confirmed Date, and Rental Return Date
Closed	None

To enter or edit binding information

a. Select **Binding Format**.
b. Select the **Binding Substitution** you would accept.

To capture communication with the supplier

a. Select a statement about how you would like **Cataloging Services** provided by the supplier.
b. If the order is confirmed, select the **Order Confirmed Date**.
c. Select a statement about **Backorder** that applies to this purchase order and supplier.

d. Enter a **Quantity** for this item.

e. Enter a **Note** to the supplier.

To capture rental information

a. Enter the exact title of the piece in **Title Ordered As**.

b. Select the date a rental item is due to be returned in **Rental Return Date**.

c. Select **Membership** if your library ordered the items through a membership in an organization.

- Claims

  You can schedule claim notices to be sent to the supplier for purchase orders that are not received as expected. The Claims view in the Purchase Order Line Item workform allows you to fine-tune claims information.

  To enter claims information

  - Enter the number of **Max Claims** your library will submit to the supplier before canceling an ordered item. You can enter any number from 1 through 5. The fields in the Claim Waiting Period section become editable.
  - Enter the number of **Days After Release/Expected Arrival**, or the number of days between the time a staff member releases the purchase order line item and the time Leap generates the first claim.
  - Enter the number of days between each subsequent claim.
  - Select **Cancel Notice** to generate a cancellation notice.
  - Select **Auto Cancel Waiting Period** to enter the number of days to wait before canceling purchase order line items automatically after the claim cycle is over.
  - Select **Claim Notice** to generate a claim notice.
  - Enter **Claim Cycle**, or the number of days after each claim to send a new notice.

- Select a **Claim Alert Date**, the date that the item generates an entry on the Claim Alert List, which means it is eligible to be claimed.

3. Select **SAVE**.

Release, Send, or Delete a Purchase Order

The Purchase Order Actions menu in Leap allows you to do the following:

[Release a Purchase Order]

[Send a Purchase Order]

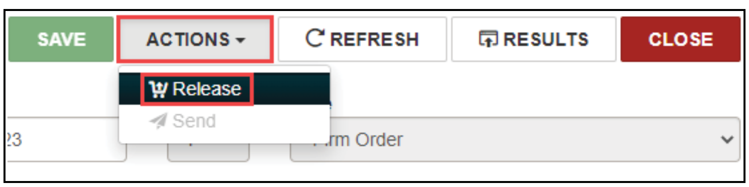
[Delete a Purchase Order]

Release a Purchase Order

You can only release purchase orders with a status of Pending.

To release a purchase order

1. Go to the purchase order workform.
2. Select **ACTIONS** > **Release**.

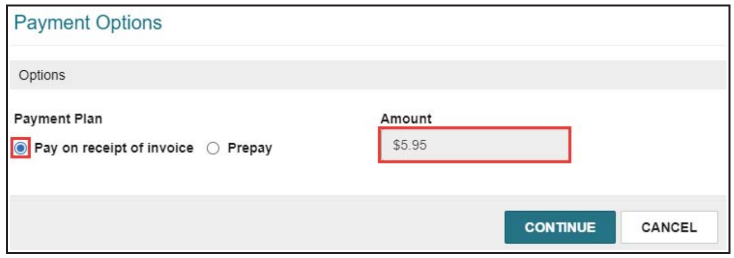
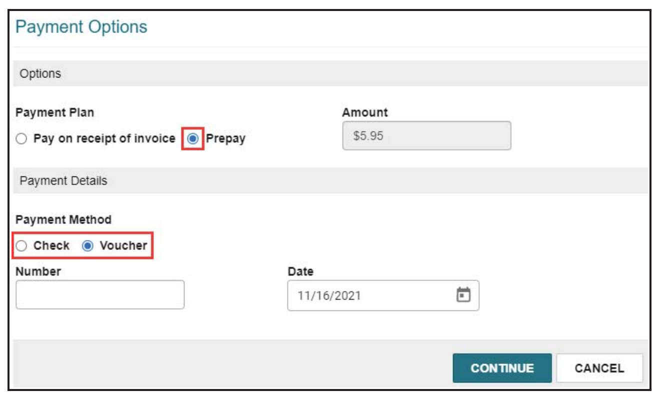


The Create on-order item records dialog opens.

3. Select one of the following options:
   - To release the purchase order and generate on-order item records, select **YES**. Continue to step 4.
   - To release the purchase order without generating on-order item records, select **NO**. Continue to step 4.
   - To stop the purchase order release process, select **CANCEL**.

   The Payment Options dialog opens.

4. Select one of the following payment options:

If you want to	Do this
Pay on receipt of invoice	a. Fill in the **Amount**.  b. Select **CONTINUE**.
Prepay	a. Select one of the following payment methods: • Check • Voucher  b. Enter the number for the check or voucher. c. Select a date for the check or voucher. d. Select **CONTINUE**.

Send a Purchase Order

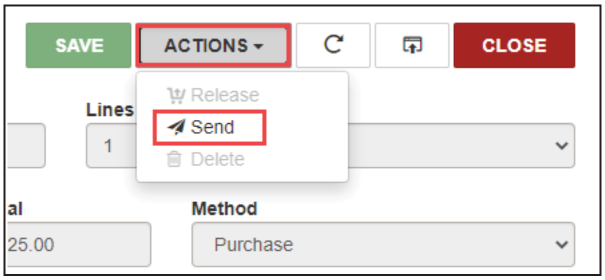
You can send purchase orders only under the following conditions:

- the purchase order has a status of Released or Continuing
- your library has EDI enabled

- the vendor has EDI ordering

To send a purchase order

1. Go to the purchase order workform.
2. Select **ACTIONS** > **Send**.



The Send Purchase Order dialog opens.

3. Select **CONTINUE**.

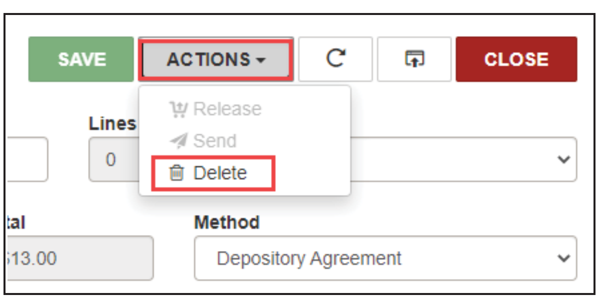
Delete a Purchase Order

You can delete purchase orders only under the following conditions:

- the purchase order has a status of Canceled or Pending
- your user profile has the **Purchase Orders: Delete** permission
- none of the purchase order line items have transactions associated with them

To delete a purchase order

1. Go to the purchase order workform.
2. Select **ACTIONS** > **Delete**.



The Delete Purchase Order dialog opens.

3. Select **CONTINUE**.

Crediting Invoices in Leap

You can now credit an invoice or invoice line item in Leap.

This section covers the following topics:

- Credit an Invoice
- Credit a Line Item

Credit an Invoice

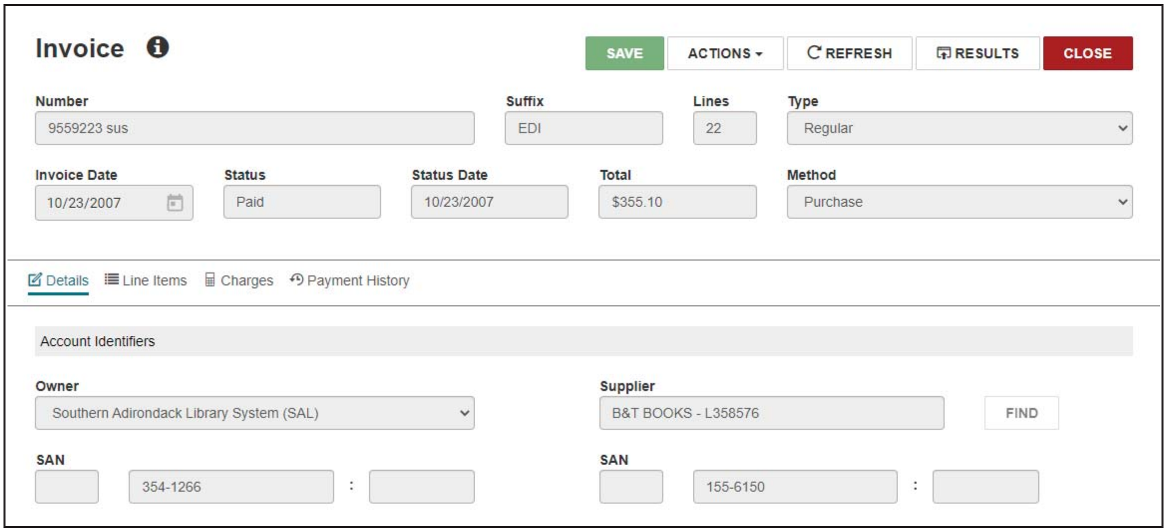
You can credit an invoice if the following conditions are true:

- You have the **Invoices: Pay, Undo payment, Credit permission** enabled in Polaris Administration. For more information about acquisitions permissions, search for "Acquisitions Permissions" in the Polaris Administration (staff client) help.
- If the invoice type is Miscellaneous and the invoice has line items:
  - All line items have a payment status of Paid or Open.
  - All segments are received.
- If the invoice type is Miscellaneous and the invoice has header charges but no line items:
  - The invoice status is Paid or Open.
- For all other types of invoices:
  - All line items have a payment status of Paid or Prepaid, and
  - All segments are received.

> **Note:**
> You cannot credit an invoice with a payment method of Free.

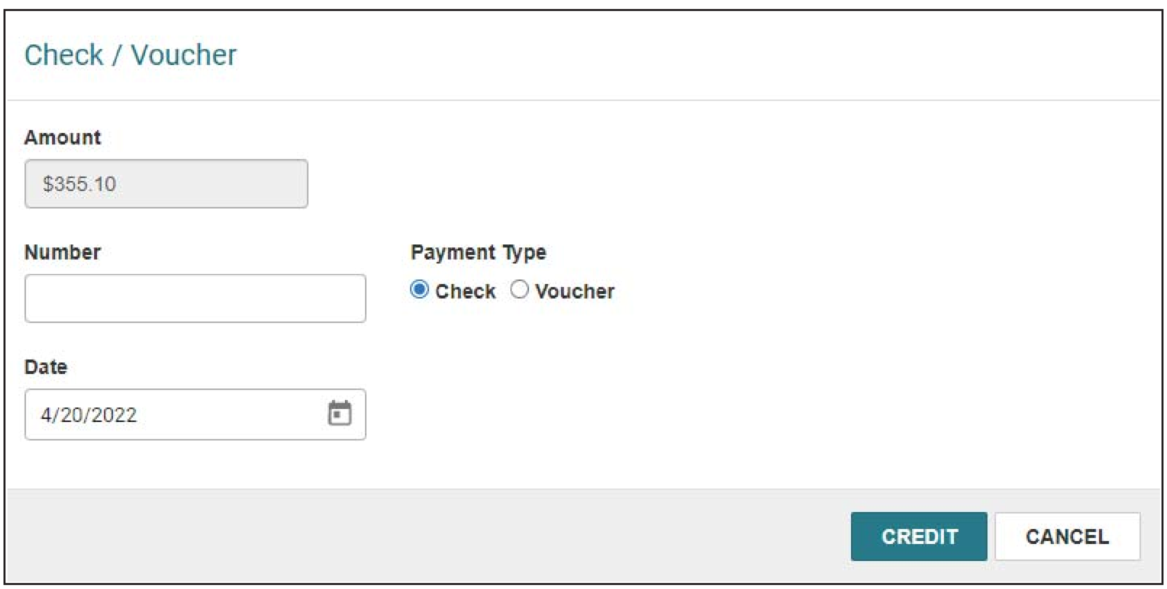
To credit an invoice

1. Use the Find Tool to find and open the invoice.



2. Select **ACTIONS** > **Credit**.

   The Check / Voucher dialog appears.



3. Select a **Payment Type** of Check or Voucher.
4. In the **Number** box, enter the check or voucher number.

5. Select the payment date in the **Date** box.
6. Select **OK**.

   Leap credits the invoice. The transaction appears in the Payment History view.

Credit an Invoice Line Item

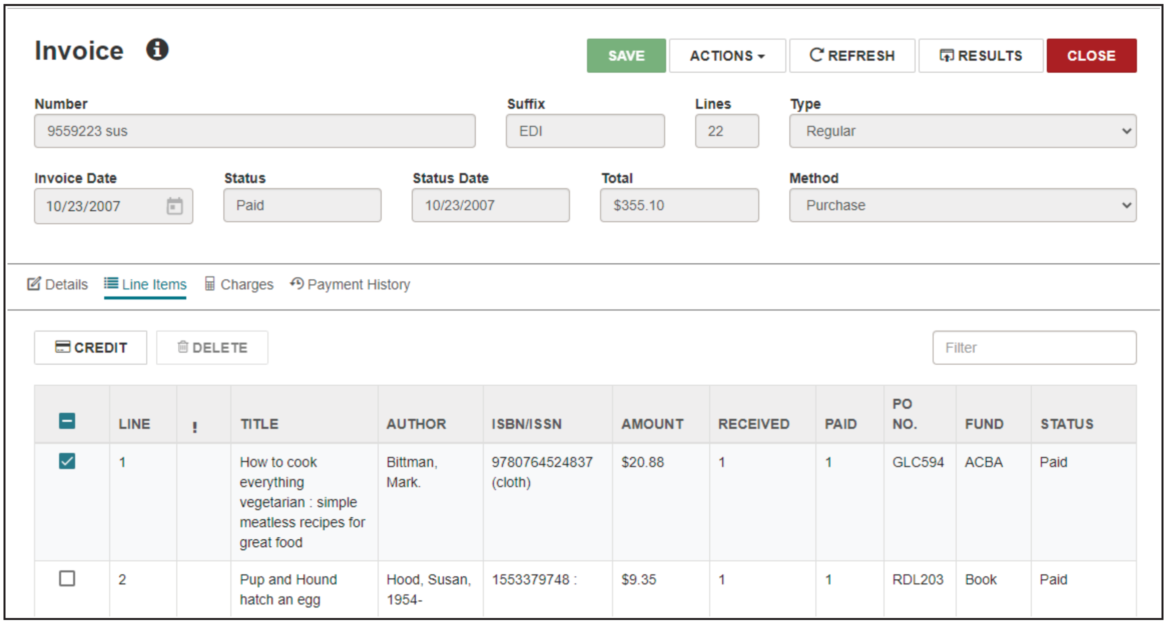
You can credit an invoice line item if the following conditions are true:

- You have the **Invoices: Pay, Undo payment, Credit permission** enabled in Polaris Administration. For more information about acquisitions permissions, search for "Acquisitions Permissions" in the Polaris Administration (staff client) help.
- The line item has a status of Paid or Prepaid.
- All segments are received.

> **Note:**
> You cannot credit individual line items in Miscellaneous invoices. You also cannot credit line items in invoices with a payment method of Free.

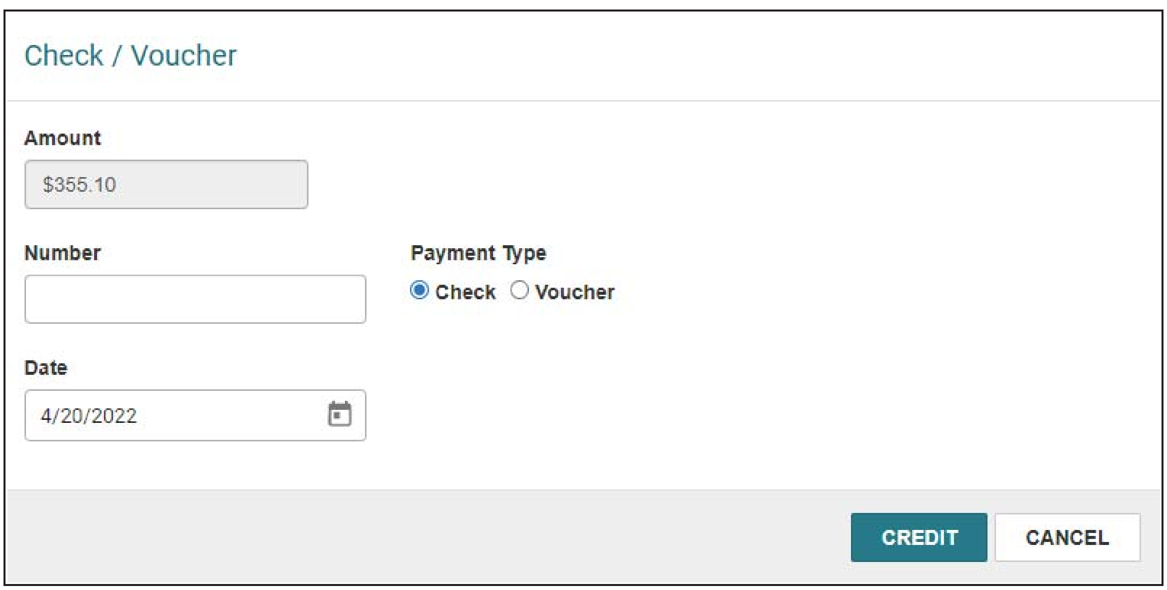
To credit an invoice line item

1. Use the Find Tool to find and open the invoice.
2. Select the Line Items view.



3. (Optional) Enter text in the **Filter** box to filter the list of line items.
4. Select the line item or items you want to credit.
5. Select **Credit**.

   The Check / Voucher dialog appears.



6. Select a **Payment Type** of Check or Voucher.

Creating Purchase Orders Manually

Library staff can now use Leap to create purchase orders, purchase order line items, and segments. You need the Purchase Orders: Create permission to manually create a purchase order. For more information about purchase order permissions, search for "Acquisitions Workflow Permissions" in the Polaris staff client help. This topic covers the following information:

- Create a Purchase Order Manually
- Create a Purchase Order Line Item Manually
- Copy a Purchase Order Line Item to an Invoice
- Create a Purchase Order Line Item Segment Manually

Create a Purchase Order Manually

To create a purchase order manually

1. Select **New** > **Purchase Order**.
   The New Purchase Order workform opens with the following fields prefilled:

Field	Prefill
Owner	the logged-in branch
Status	Pending
Status Date	date purchase order is created
Type	Firm Order
Method	Purchase
Number	dependent on Polaris Administration (staff client) settings: **Note**: Leap prefills the PO Number according to the Polaris Administration (staff client) settings. The PO Number is a compound value that can include:

Field	Prefill
	• A prefix for system-generated purchase orders • The purchase order number increment • The purchase order starting number For more information on these settings, search for "Automatic Purchase Order Numbers" in the Polaris staff client help.

2. Fill in the required fields (PO Number and supplier) and select **SAVE**.

   The system creates the purchase order and opens the Purchase Order workform. For more information on the purchase order workform, see View or Edit a Purchase Order.

To create a purchase order manually with templates enabled

1. Select **New** > **Purchase Order**.
   The New Purchase Order dialog opens.
2. Select a template to help prefill your library's designated fields in the new purchase order in addition to the fields automatically prefilled when you select **None**. Selecting **None** prefills the same fields prefilled in a new purchase order.
3. Select **OK**.
   The New Purchase Order workform opens.
4. Fill in the required fields (PO Number and supplier) and select **SAVE**.

   The system creates the purchase order and opens the Purchase Order workform. For more information on the purchase order workform, see View or Edit a Purchase Order.

Create a Purchase Order Line Item Manually

Purchase order line items contain information about the titles you are ordering. Each line item contains at least one segment with the distribution and fund information for the copies of that title.

> **Note**:
> To view and edit information in the Purchase Order Line Item workform,

you need the following permissions:

- Access Acquisitions: Allow
- Purchase Orders: Access
- Purchase Orders: Modify

To open the Purchase Order Line Item workform

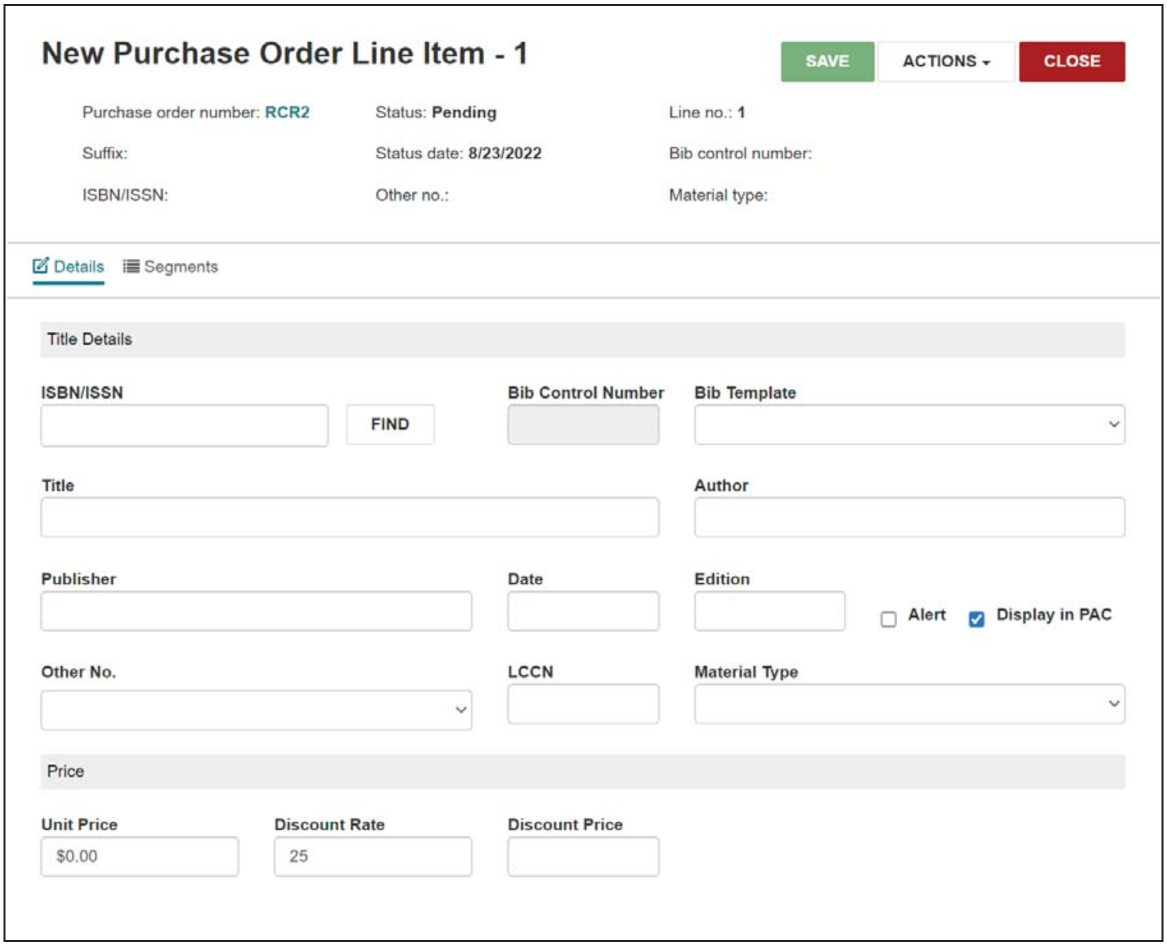
1. Go to the Purchase Order workform.
2. Select the **Line Items** view.
3. Select a row in the line items table.
   The Purchase Order Line Item workform opens.

To add a line item

To add a line item, the purchase order must be in Pending status and the user must have Purchase Orders: Modify, Create permissions.

1. Select **NEW LINE ITEM**.

   The Purchase Order Line Item workform opens. This is a modified workform with only **Details** and **Segments** views.



2. Fill in the required fields. For more information about Purchase Order Line Item fields, see View and Edit Purchase Order Line Item Information.
3. Create a segment.
4. Select **SAVE**.

   The system saves the purchase order line item in Pending status.

To modify the status or delete a line item

1. Select the checkbox beside the row in the Line Item table you want to modify.
2. Select one of the following:
   - **CANCEL** - Changes a line item with a status of Received or Closed to Canceled.

- **DELETE** - Removes the line item from the table and deletes it from the system.
- **RECEIVE** - Changes a line item with a status of Pending, Continuing, or Partly Received to Received.
- **UNDO RECEIPT** - Changes a line item with a status of Received to On Order.

You can modify more line item statuses in the Purchase Order Line Item workform.

Copy a Purchase Order Line Item to an Invoice

To copy a line item to an invoice

1. From the Purchase Order Line Item workform, select the **Line Items** view.
2. Select the checkbox beside the row in the Line Item table you want to modify.
3. Select **COPY TO**.

   This option is not available under the following circumstances:

   - The purchase order type is Firm, Donation or Gift and a purchase order line item is selected that is already linked to an invoice line item or has a status of Canceled, Claimed, Closed, Pending, or Pending Claim.
   - The purchase order type is Standing Order and a purchase order line item is selected that is already linked to an invoice line item or has a status of not Currently Received.
   - The purchase order type is Subscription and the purchase order line item or items selected is already linked to an invoice line item or has a status that is not Currently Received.
   - Any purchase order line items selected have linked invoice line items or a suppressed status.
4. Select one of the following:

   - **New Invoice** - Copy the purchase order line item and its segments to an invoice you create. For detailed steps on creating an Invoice, see Create an Invoice.

- **Existing Invoice** - Copy the purchase order line item and its segments to an existing invoice you choose from the Find Tool.

The Copy to Invoice dialog opens.

5. Select **CONTINUE**.

   The system creates invoice line items from the selected purchase order line items. The system copies purchase order line item title details, pricing, and segment data to the invoice line item. The system updates the invoice line item quantity according to the following table:

Purchase Order Status	Invoice Line Item Quantity
Not Received or Currently Received	0
Received or Currently Received	Copied from purchase order line item
Part Received	Copied from purchase order line item segments

Create a Purchase Order Line Item Segment Manually

- **To create a new segment**

  1. From the Purchase Order Line Item workform, select the **Segments** view.
  2. Select **+ NEW SEGMENT**.

     The Add Segment dialog opens.
  3. Enter or select the following values:
     - **Quantity** - Enter the number of units for this segment order.
     - **Destination** - Select the destination library or branch for this segment order.
     - **Collection** - (optional) Select the collection this order belongs to.
     - **Fund** - Select the fund that pays for this order.
  4. Select **SAVE**.

Leap adds the new segment to the table in the Purchase Order Line Item workform.

Expanded Support for Invoices in Leap

In addition to viewing, paying, editing and deleting invoices in Leap, you can now also do any of the following:

- Create an invoice.
- Add line items to an invoice.
- Receive an invoice line item.
- View additional information on the Invoice workform.

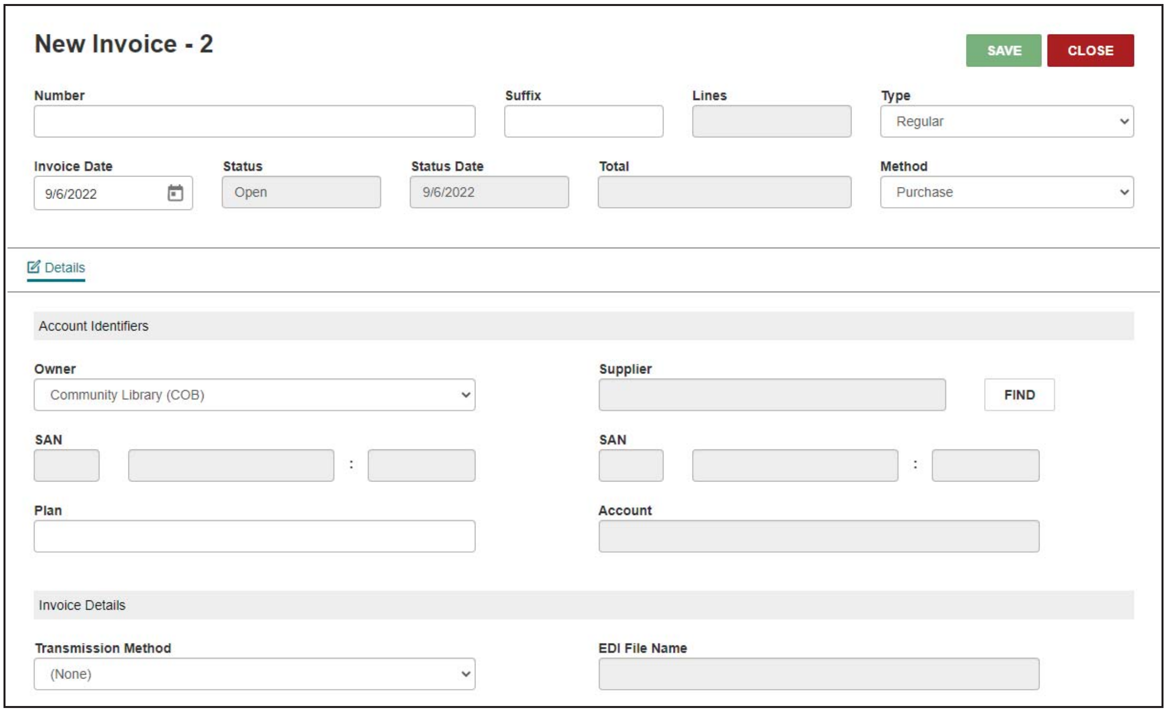
Create an Invoice

You can create invoices manually in Leap if you have the Invoices: Create permission enabled in Polaris Administration. For more information about invoice permissions, search for "Acquisitions Workflow Permissions" in the Polaris staff client help.

To create an invoice

1. Select **New** > **Invoice**.

   A New Invoice workform appears.



2. Enter a unique invoice number in the **Number** box.
3. In the **Suffix** box, enter an invoice number suffix.
4. Select an invoice type from the **Type** list. By default, **Regular** is selected.
5. (Optional) Use the **Invoice Date** setting to edit the invoice creation date.
6. Select a payment method from the **Method** list.

> **Note:**
> The available payment methods depend on the invoice type selected.

7. Select the library that owns the invoice from the **Owner** list.

> **Note:**
> Organizations appear in the **Owner** list if the organization has the Invoices: Create permission.

8. Select a supplier. To do this:
   a. Select **FIND**.
   b. Use the Find Tool to search for a supplier and select it.

c. Select **OPEN**.

> **Notes:**
>
> - When you select a supplier, Leap automatically applies the supplier's current discount rate to the invoice.
> - You are not required to select a supplier if the invoice type is Miscellaneous.

9. Enter plan information in the **Plan** box.
10. Select the invoice transmission method from the **Transmission Method** list.
11. To indicate that the invoice should be closed by a certain date (and that no payments or credits should be made after this date), enter a date in the **Closing Alert Date** box.
12. Enter a payment due date in the **Payment Due Date** box.
13. Enter the date that the invoice materials were received in the **Receipt Date** box.
14. Enter the date that invoice materials were shipped in the **Shipped Date** box.
15. Enter any notes about the invoice in the **Note** box.
16. Select **SAVE**.

You can add line items, charges, credits, or discounts to the new invoice.

Add Line Items to an Invoice

Leap now supports the following workflows for adding invoice line items:

- Add an invoice line item for an existing bibliographic record.
- Add an invoice line item to create a brief bib record.
- Add an invoice line item to a Miscellaneous invoice.

Add an Invoice Line Item for an Existing Bibliographic Record

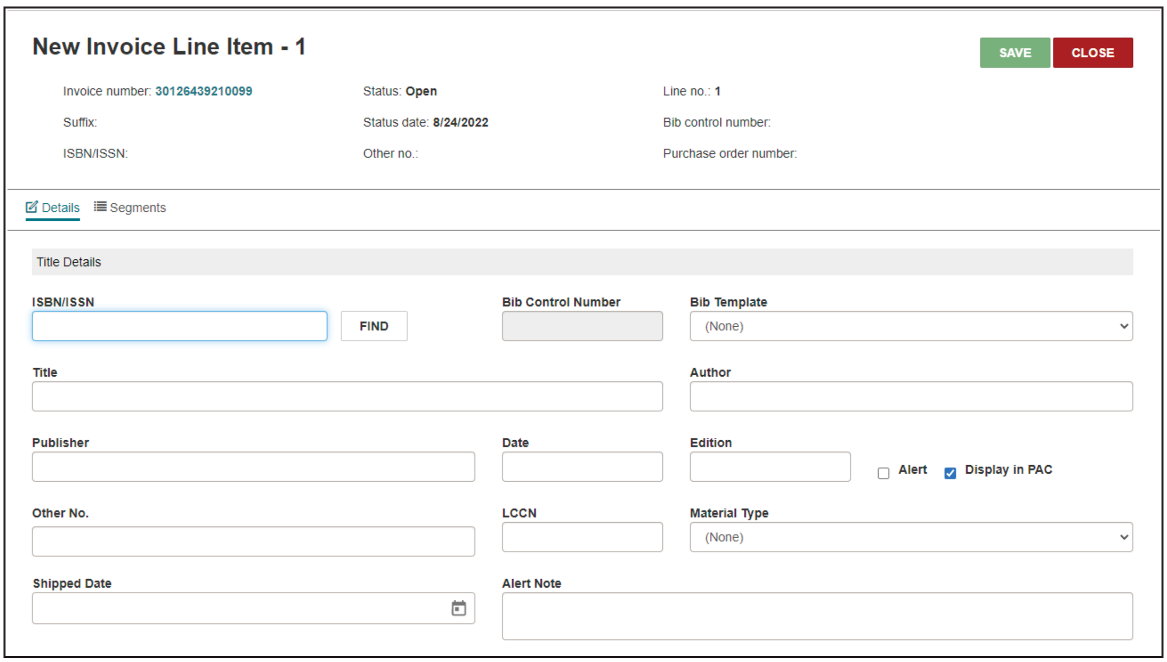
You can add an invoice line item for an existing bibliographic record if all of the following conditions are true:

- You have the following permissions enabled in Polaris Administration:
  - Invoices: Create
  - Invoices: Modify
- The invoice is not a Miscellaneous invoice.
- The invoice has a status of Open.

To add an invoice line item for an existing bibliographic record

1. Use the Find Tool to find the invoice you want to edit, and open it in the Invoice workform.
2. Select the **Line Items** view.
3. Select **NEW LINE ITEM**.

   The New Invoice Line Item workform appears.

4. On the **Details** view, select an ISBN or ISSN by doing the following:
   a. Select **FIND**.
   b. Use the Find Tool to search for a bibliographic record and select it.
   c. Select **OPEN**.

Leap populates bibliographic record fields with data (including title, author, and price) from the record you selected. Once you select an ISBN or ISSN, you can no longer edit bibliographic data fields.

5. (Optional) Select the **Alert** checkbox to display an alert icon for the line item on the **Line Items** view of the Invoice workform.
6. (Optional) Enter a number in the **Other No.** box. This field corresponds to the bibliographic record 024 tag.
7. (Optional) Select a material type from the **Material Type** list.

> **Note:**
> The Material Types policy table determines the material types that appear in this list. For more information, search for "Material Types Policy Table" in the Polaris staff client help.

8. (Optional) Enter the date when invoice materials were shipped in the **Shipped Date** box.
9. (Optional) Enter text in the **Alert Note** box.
10. Enter a number in the **Unit Price** box.
11. (Optional) Edit the **Discount Rate**.

> **Notes:**
>
> - Leap automatically applies the supplier's current discount rate to the invoice line item.
> - Leap automatically calculates the discount rate if you enter the unit price and discount price. The discount rate can have up to four decimal places.

12. (Optional) Edit the **Discount Price**.

> **Note:**
> Leap automatically calculates the discount price if you enter the unit price and discount rate.

13. Select the **Segments** view.
14. Add at least one line item segment.

To add a line item segment

a. On the Invoice Line Item workform, select the **Segments** view.
b. Select the **Orders** view.
c. (Optional) Enter text in the **Filter** box to filter the list of segments.
d. Select **+NEW SEGMENT**.

   The Add Segment dialog appears.
e. Do one or more of the following:
   - Select a library or branch from the **Destination** list.

     > **Note:**
     > If the invoice method is Depository Agreement or Purchase, the destination you select must have at least one fund.

   - Select a collection from the **Collection** list.
   - Select a fund from the **Fund** list.
f. Select **OK**.

15. Select **SAVE**.

Add an Invoice Line Item to Create a Brief Bib Record

You can add an invoice line item when no bibliographic record exists. Leap automatically creates a brief bib record using the bibliographic data you provide.

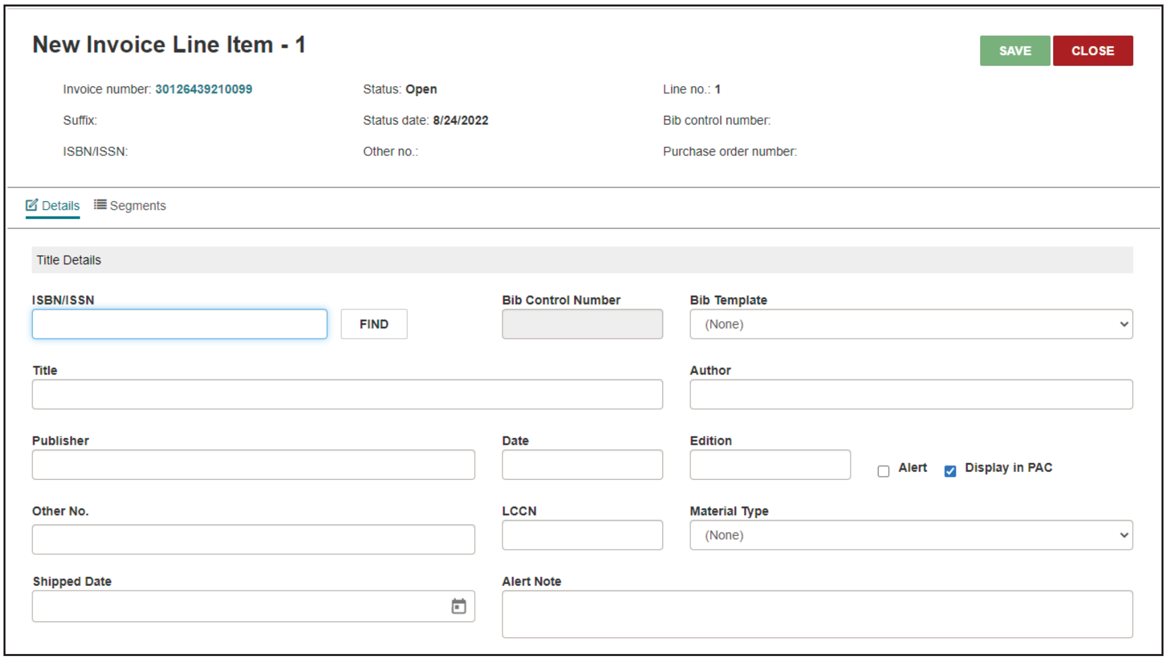
You can add an invoice line item and automatically create a brief bib record if all of the following conditions are true:

- You have the following permissions enabled in Polaris Administration:
  - Invoices: Create
  - Invoices: Modify
  - Create a bib record from acquisitions and serials: Allow
- The invoice is not a Miscellaneous invoice.
- The invoice has a status of Open.

To add an invoice line item and a brief bib record

1. Use the Find Tool to find the invoice you want to edit, and open it in the Invoice workform.
2. Select the **Line Items** view.
3. Select **NEW LINE ITEM**.

   The New Invoice Line Item workform appears.



4. (Optional) On the **Details** view, enter a number in the **ISBN/ISSN** box.
5. (Optional) Select a template from the **Bib Template** list.
6. Enter a title in the **Title** box.
7. (Optional) Enter an author in the **Author** box.
8. (Optional) Enter the publisher in the **Publisher** box.
9. (Optional) Enter the publication date in the **Date** box.
10. (Optional) Enter the edition in the **Edition** box.
11. (Optional) Select the **Alert** checkbox to display an alert icon for the line item on the **Line Items** view of the Invoice workform.

12. (Optional) Select the **Display in PAC** checkbox if you want the title to appear in the PAC.

    Notes:

    - The Display in PAC: Brief bibliographic records created from acquisitions administrative setting controls the default setting of this checkbox. This setting is available in Polaris Administration (staff client) on the **Profiles** > **Acquisitions/Serials** tab. For more information, search for "Enable Brief Bib Record Display in PAC" in the Polaris staff client help.
    - If you select a template from the **Bib Template** list, Leap applies the **Display in PAC** setting specified in the template.

13. (Optional) Enter a number in the **Other No.** box. This field corresponds to the bibliographic record 024 tag.
14. (Optional) Enter a Library of Congress Control Number in the **LCCN** box.
15. (Optional) Select a material type from the **Material Type** list.

    Note:
    The Material Types policy table determines the material types that appear in this list. For more information, search for "Material Types Policy Table" in the Polaris staff client help.

16. (Optional) Enter the date when invoice materials were shipped in the **Shipped Date** box.
17. (Optional) Enter text in the **Alert Note** box.
18. Enter a number in the **Unit Price** box.
19. (Optional) Edit the **Discount Rate**.

    Notes:

    - Leap automatically applies the supplier's current discount rate to the invoice line item.
    - Leap automatically calculates the discount rate if you enter the unit price and discount price. The discount rate can have up to four decimal places.

20. (Optional) Edit the **Discount Price**.

    > **Note:**
    > Leap automatically calculates the discount price if you enter the unit price and discount rate.

21. Select the **Segments** view.
22. Add at least one line item segment.

    To add a line item segment

    a. On the Invoice Line Item workform, select the **Segments** view.
    b. Select the **Orders** view.
    c. (Optional) Enter text in the **Filter** box to filter the list of segments.
    d. Select **+NEW SEGMENT**.

       The Add Segment dialog appears.

    e. Do one or more of the following:

       - Select a library or branch from the **Destination** list.

         > **Note:**
         > If the invoice method is Depository Agreement or Purchase, the destination you select must have at least one fund.

       - Select a collection from the **Collection** list.
       - Select a fund from the **Fund** list.

    f. Select **OK**.

23. Select **SAVE**.

Add an Invoice Line Item to a Miscellaneous Invoice

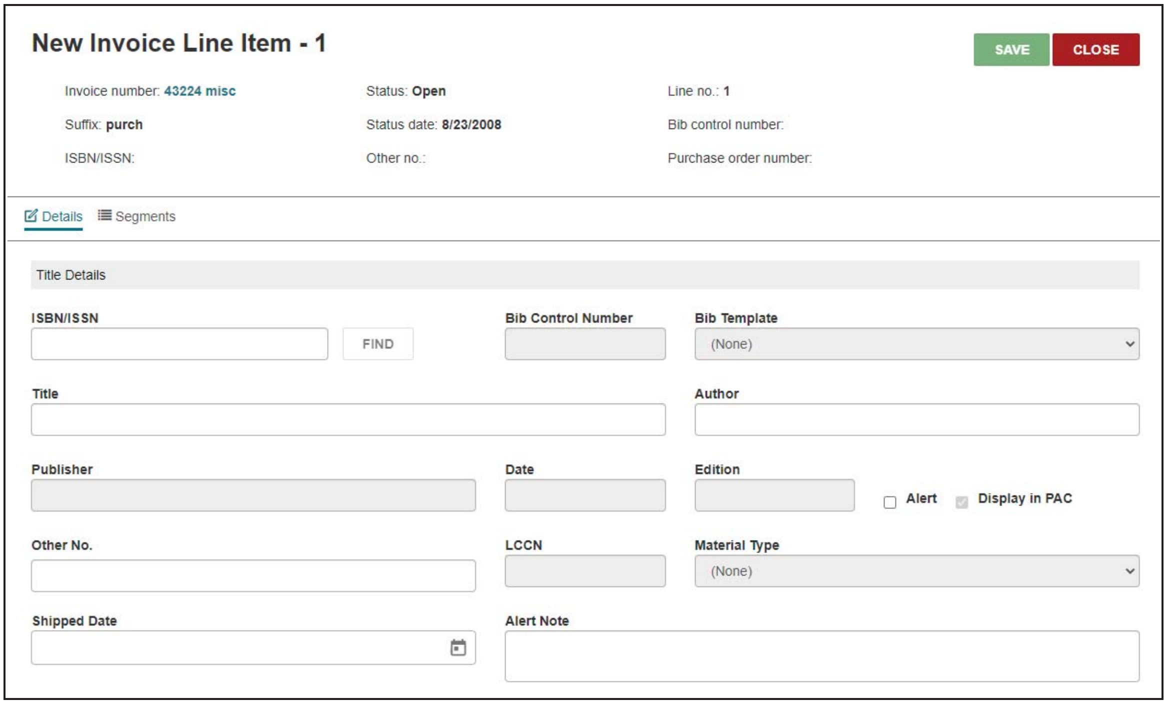
You can add an invoice line item to a Miscellaneous invoice when all of the following conditions are true:

- You have the following permissions enabled in Polaris Administration:
  - Invoices: Create
  - Invoices: Modify
- The invoice has a status of Open.

To add an invoice line item to a Miscellaneous invoice

1. Use the Find Tool to find the invoice you want to edit, and open it in the Invoice workform.
2. Select the **Line Items** view.
3. Select **NEW LINE ITEM**.

   The New Invoice Line Item workform appears.



4. Enter a title in the **Title** box.
5. (Optional) Enter an author in the **Author** box.
6. (Optional) Select the **Alert** checkbox to display an alert icon for the line item on the **Line Items** view of the Invoice workform.
7. (Optional) Enter a number in the **Other No.** box. This field corresponds to the bibliographic record 024 tag.
8. (Optional) Enter the date when invoice materials were shipped in the **Shipped Date** box.
9. (Optional) Enter text in the **Alert Note** box.
10. Enter a number in the **Unit Price** box.

11. (Optional) Edit the **Discount Rate**.

    > **Notes:**
    > - Leap automatically applies the supplier's current discount rate to the invoice line item.
    > - Leap automatically calculates the discount rate if you enter the unit price and discount price. The discount rate can have up to four decimal places.

12. (Optional) Edit the **Discount Price**.

    > **Note:**
    > Leap automatically calculates the discount price if you enter the unit price and discount rate.

13. Select the **Segments** view.
14. Add at least one line item segment.

    To add a line item segment

    a. On the Invoice Line Item workform, select the **Segments** view.
    b. Select the **Orders** view.
    c. (Optional) Enter text in the **Filter** box to filter the list of segments.
    d. Select **+NEW SEGMENT**.

       The Add Segment dialog appears.

    e. Enter a number in the **Quantity** box.
    f. (Optional) Do one or more of the following:
       - Select a library or branch from the **Destination** list.

         > **Note:**
         > The destination you select must have at least one fund.

       - Select a collection from the **Collection** list.
       - Select a fund from the **Fund** list.

    g. Select **OK**.

15. Select **SAVE**.

Receive an Invoice Line Item

You can receive an invoice line item if the line item meets all of the following conditions:

- The payment status of the invoice line item is Open.
- The invoice line item is linked to a purchase order line item.
- The order type associated with the purchase order line item is Firm, Donation, or Gift.
- The linked purchase order line item has a status other than Received, Currently Received, Canceled, or Closed.

To receive an invoice line item

1. On the Invoice workform, select the **Line Items** view.
2. Select one or more line items and then select **RECEIVE**.

   Leap prompts you to confirm that you want to receive the line item(s).
3. Select **CONTINUE**.

   Leap receives the line item and displays a confirmation message.

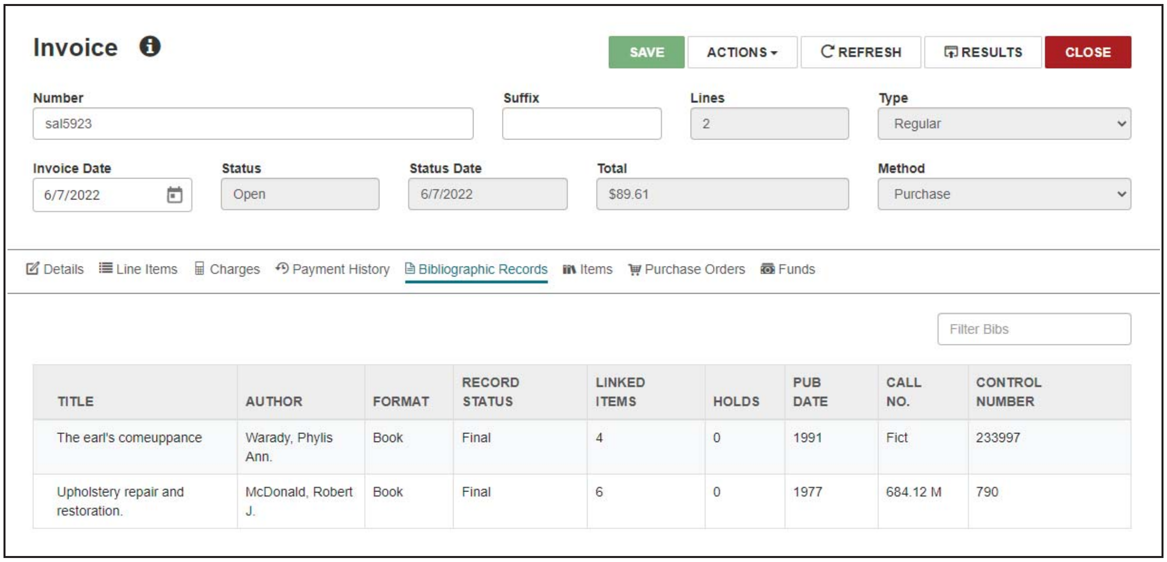
View Additional Information on the Invoice Workform

The Invoice workform now includes four new views:

- **Bibliographic Records**
- **Items**
- **Purchase Orders**
- **Funds**

Bibliographic Records View

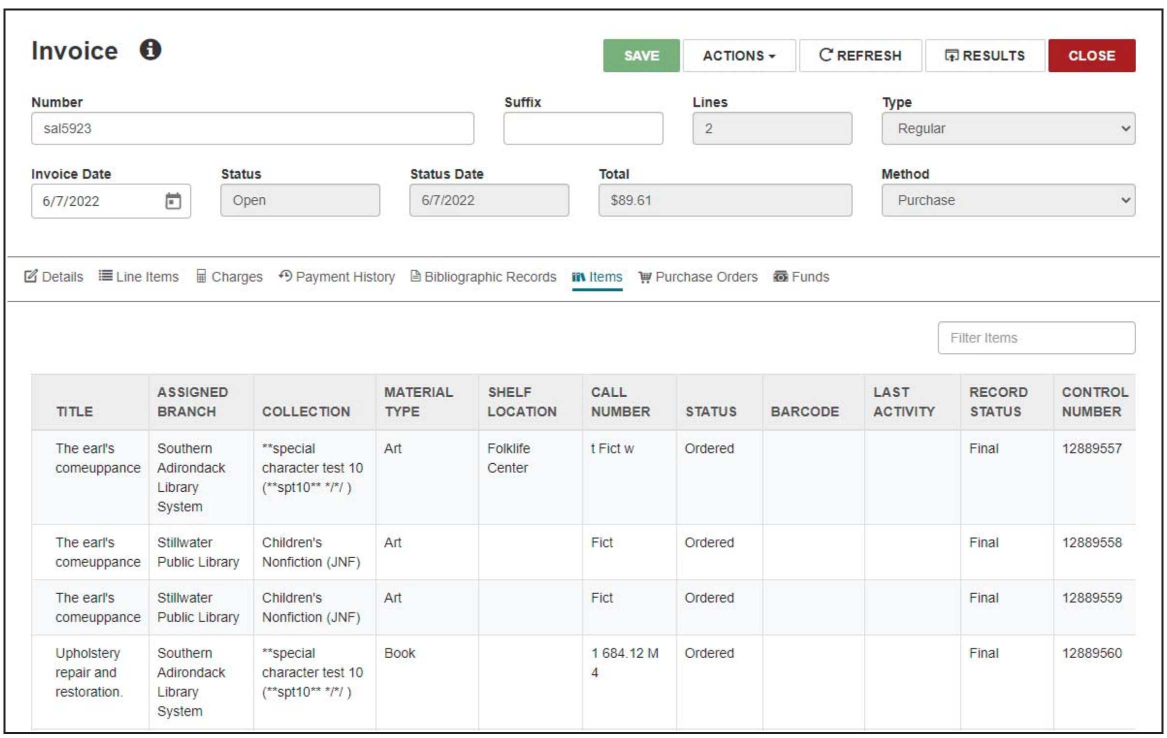
The **Bibliographic Records** view displays the bibliographic records that are linked to the invoice. You can select a bibliographic record to view or edit it.



TITLE	AUTHOR	FORMAT	RECORD STATUS	LINKED ITEMS	HOLDS	PUB DATE	CALL NO.	CONTROL NUMBER
The earl's comeuppance	Warady, Phylis Ann.	Book	Final	4	0	1991	Fict	233997
Upholstery repair and restoration.	McDonald, Robert J.	Book	Final	6	0	1977	684.12 M	790

Items View

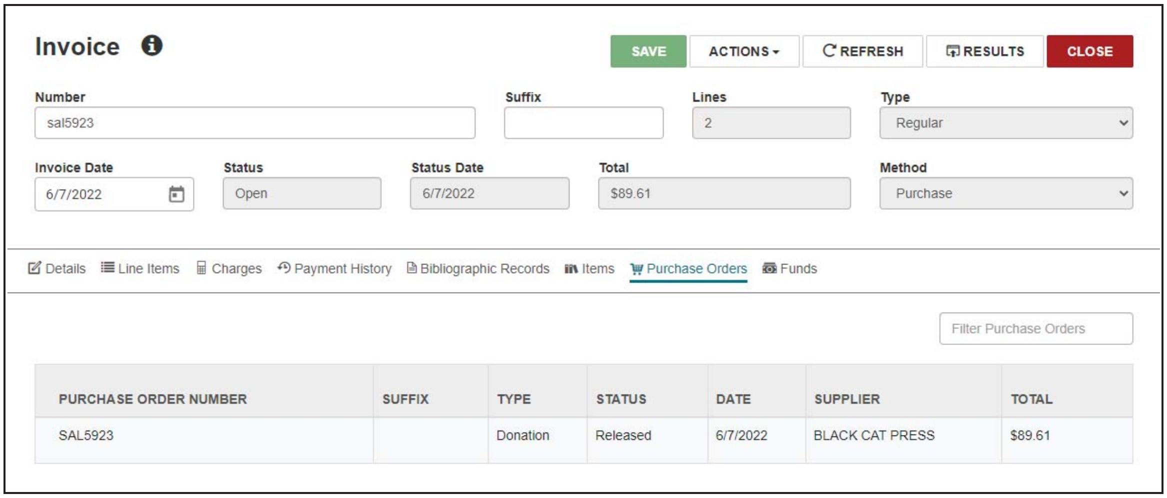
The **Items** view displays the item records that are linked to the invoice. You can select an item record to view or edit it.



TITLE	ASSIGNED BRANCH	COLLECTION	MATERIAL TYPE	SHELF LOCATION	CALL NUMBER	STATUS	BARCODE	LAST ACTIVITY	RECORD STATUS	CONTROL NUMBER
The earl's comeuppance	Southern Adirondack Library System	**special character test 10 (**spt10** */*/)	Art	Folklife Center	t Fict w	Ordered			Final	12889557
The earl's comeuppance	Stillwater Public Library	Children's Nonfiction (JNF)	Art		Fict	Ordered			Final	12889558
The earl's comeuppance	Stillwater Public Library	Children's Nonfiction (JNF)	Art		Fict	Ordered			Final	12889559
Upholstery repair and restoration.	Southern Adirondack Library System	**special character test 10 (**spt10** */*/)	Book		1 684.12 M 4	Ordered			Final	12889560

Purchase Orders View

The **Purchase Orders** view displays the purchase orders that are linked to the invoice. You can select a purchase order to view or edit it.



Funds View

The **Funds** view displays the funds that are linked to the invoice. You can select a fund to view or edit it.