Receiving EDI Orders that use ASN

Leap now supports receiving EDI orders that use an advanced shipping notice (ASN). If a supplier provides an ASN with shipment information, you can receive materials by scanning the tracking barcode on the outside of the carton.

Version 7.7 includes a new EDI Processing workform where you can receive ASN shipments and print purchase order line item workslips after receiving a shipment.

To access the EDI Processing workform, you must have the **Access Acquisitions: Allow** and the **Receive ASN Shipments: Allow** permissions enabled in Polaris Administration (staff client). For more information about acquisitions permissions, search for "Acquisitions Permissions" in the Polaris staff client help.

This section covers the following topics:

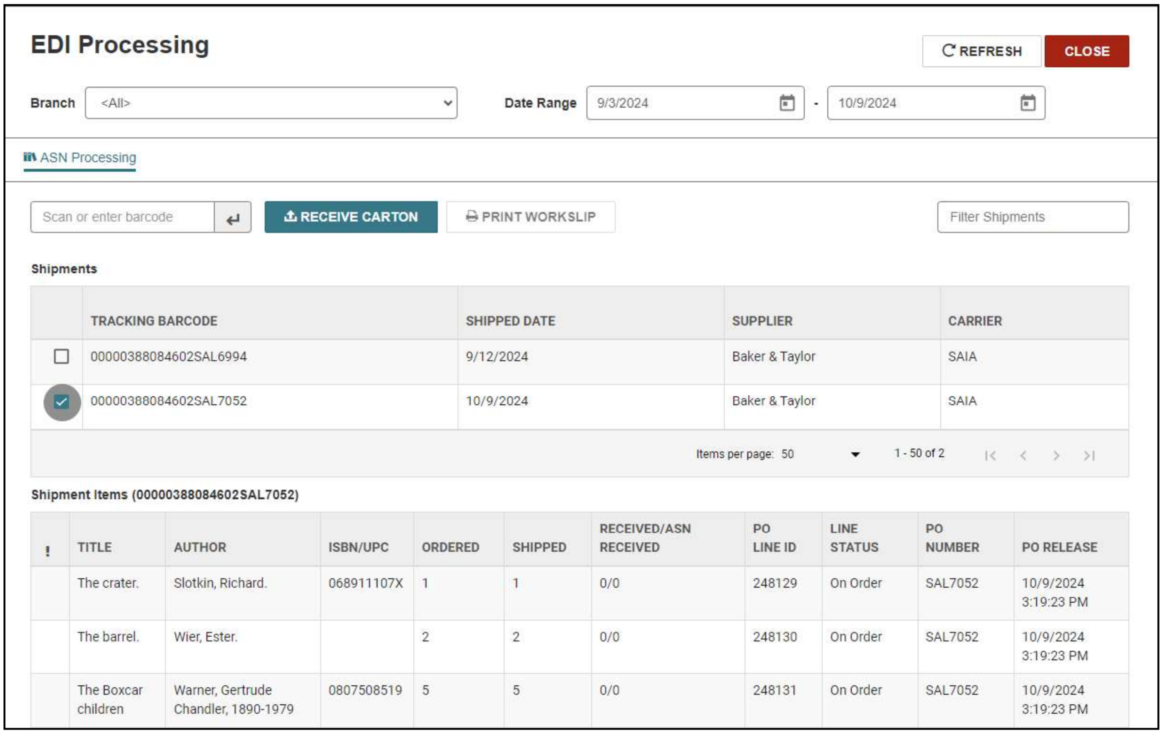
- Receiving an ASN Shipment
- Printing Workslips for an ASN Shipment

Receiving an ASN Shipment

To receive an ASN shipment

1. Select **Utilities** > **EDI Processing**.

   The EDI Processing workform appears. ASN shipments appear on the **ASN Processing** view.



2. Select the shipment you want to receive. You can find a shipment by doing one or more of the following:

    - Select a branch from the **Branch** list to see only the shipments for a single branch.
    - Enter a date range to see only shipments that were shipped during a particular time period.
    - Scan or enter the shipment's tracking barcode in the **Scan or enter barcode** field.
    - Type in the **Filter Shipments** box to filter the list of shipments by any value that appears in the **Shipments** table.

    When you select a shipment, Leap displays the contents of the shipment in the **Shipment Items** table.

3. Select **RECEIVE CARTON**.

    Leap prompts you to confirm that you want to receive all items in the carton.

4. Select **YES**.

Leap does the following:

- Receives the purchase order line items in the shipment.
- Depending on your library's configuration, Leap displays a notification if any of the purchase order line items have been requested.

  > **Note:**
  > Your library can configure Polaris to display a warning when you receive an item that would satisfy a hold request. For more information, search for the **Receiving line items: Warn if linked hold requests** setting in the Polaris staff client help.

- Displays a message to confirm that the purchase order line items were received successfully.
- Clears the shipment from the list on the **ASN Processing** view.

Printing Workslips for an ASN Shipment

After you receive an ASN shipment, you can print worksllips for the purchase order line items that were received. You can print worksllips if both of the following conditions are true:

- Your library's configuration allows you to print worksllips during ASN receiving.

  > **Note:**
  > Your library can enable or disable printing worksllips during ASN receiving. For more information, search for the **PO line item worksllips: Batch print during ASN receiving** setting in the Polaris staff client help.

- You have the **Purchase orders: Print worksllips** permission enabled in Polaris Administration (staff client)

You must print worksllips before you close the EDI Processing workform. If you receive an ASN shipment and attempt to close the workform without printing worksllips, Leap displays warning message.

To print workslips for an ASN shipment

- Select **PRINT WORKSLIP**.

  Leap prints workslips for the ASN shipments that you received during your session on the EDI Processing workform. The following conditions apply:

  - If you received more than one ASN shipment during your session, Leap prints a single file that contains the workslips for all shipments.
  - If you received multiple copies of the same title in separate shipments, Leap prints one workslip for the title.

Distributing Taxes, Charges, or Credits across Invoice Line Items

Now library staff members can distribute taxes, charges, or credits across multiple line items and segments in an invoice using Leap. This functionality is particularly beneficial for libraries that operate without a centralized fund for invoice payments. For example, the supplier might charge one amount for shipping the entire order, but each branch has its own fund to pay for shipping charges. You can distribute the shipping charges equally among all the line items' segments within the invoice. You can also apply a discount or credit to all the invoice line items' segments.

> **Note**:
> If you have more than one of these actions to perform in a single invoice, you must distribute taxes last.

This topic covers distributing the following:

- Charges
- Credits or Discounts
- Taxes

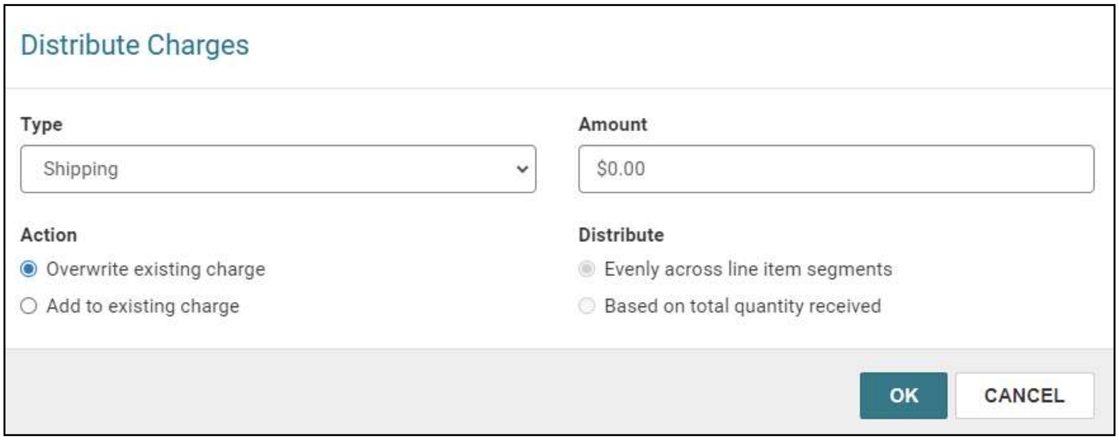
Distributing Charges

Charges must be distributed one type at a time.

To distribute charges on an open invoice

1. Find the invoice you want to edit, and open it in the Invoice workform.
2. Select **ACTIONS** > **DistributeCharges** from the menu bar.

   The Distribute Charges dialog appears.



3. Select one of the following charge types:
   - Cataloging services
   - Special handling
   - Service
   - Shipping
   - Binding format
4. Select one of the following under Action:
   - **Overwrite existing charge** — replace the charge already entered in the line item. Also select this option if no charge was previously entered.
   - **Add to existing charge** — add the charge to the charges already entered.
5. Select one of the following under Distribute:
   - **Evenly across line item segments** — distribute the same charge amount to all the line segments for the invoice.
   - **Based on total quantity received** — apply the charges based on the quantity received in each segment.
6. Enter the amount to distribute in **Amount**.
7. Select **OK**.

To manually adjust distributed charges, go to the Invoice Line Item workform > Segments view > Charges table, and edit a row. For more information, see Edit an Invoice Line Item.

Distributing Credits or Discounts

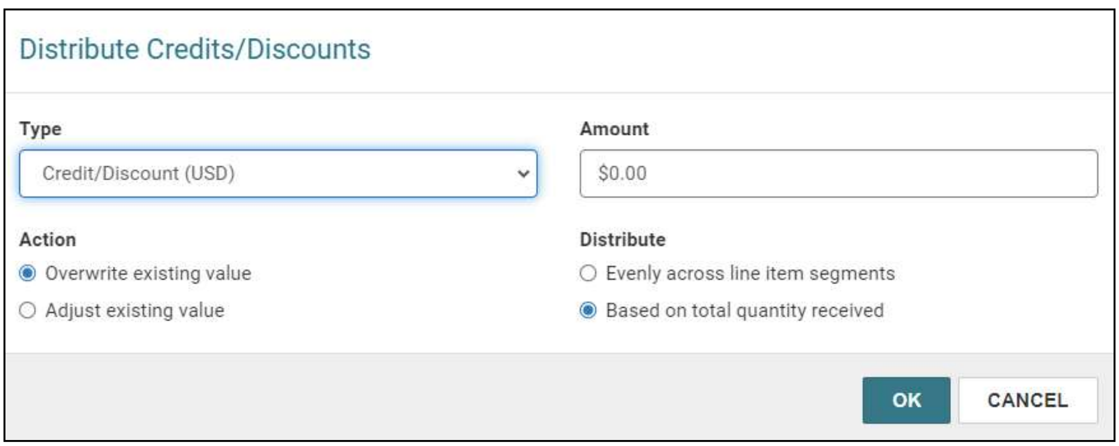
You can distribute credit or discount amounts among invoice line item segments, or you can distribute discount rates (percentages) among invoice line items. If you enter a credit or discount amount, you can specify whether you want it equally distributed across all segments or distributed according to the quantity received in each segment. If you enter a discount rate, this percentage is applied to all line items equally.

> **Note:**
> Credits and discounts must be distributed one at a time.

To distribute credits or discounts among the line item segments on an open invoice

1. Find the invoice you want to edit, and open it in the Invoice workform.
2. Select **ACTIONS** > **Distribute Credits/Discounts**.

   The Distribute Credits/Discounts dialog appears.



3. Select one of the following credit or discount types:
   - **Credit/Discount (USD)** to distribute a credit or discount amount, and go to step four.
   - **Discount (%)** to distribute a discount rate across all line item segments equally. Then, go to step seven.

   > **Note:**
   > If you select **Discount (%)**, the options under Action and

Distribute are disabled. Simply type the percentage amount, and click **OK**.

4. If you selected **Credit/Discount (USD)** in the previous step, select one of the following under Action:
    - **Overwrite existing value**— replace the existing credit or discount.
    - **Adjust existing value**— add the amount to the existing credit or discount.
5. Select one of the following under Distribute:
    - **Evenly across line item segments**— distribute the credit or discount evenly across all line item segments.
    - **Based on total quantity received**— apply the credits or discounts based on the total quantity in the segments.
6. Type the credit/discount amount or the discount percentage to distribute in the **Amount** box.
7. Select **OK**.

To manually adjust credits or discounts, go to the Invoice Line Item workform > Segments view > Totals table, and edit a row. For more information, see Edit an Invoice Line Item.

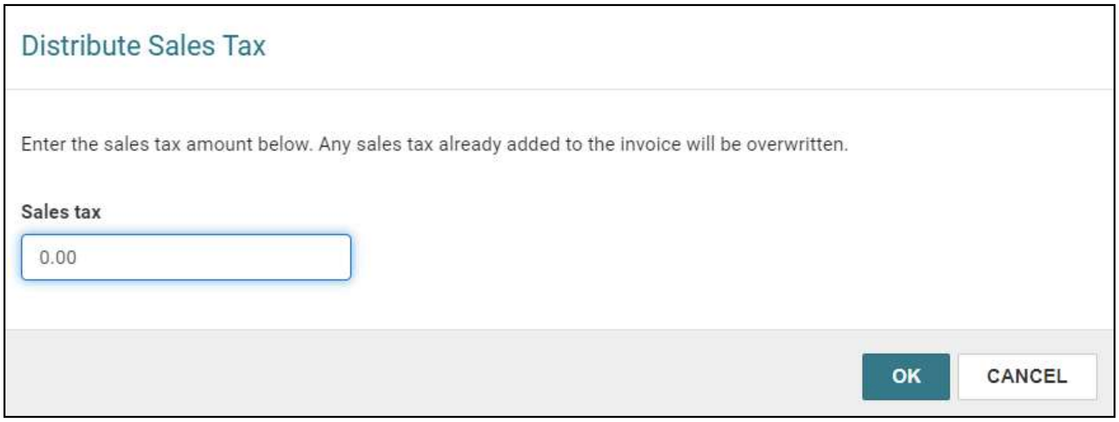
Distributing Sales Tax

All segments on the invoice must be received before you can enter a tax amount for the invoice. Also, any charges, credits, or discounts must be distributed before you distribute the tax.

To enter an amount for the tax on the invoice

1. Find the invoice you want to edit, and open it in the Invoice workform.
2. Select **ACTIONS** > **Distribute Sales Tax**.

    The Distribute Sales Tax dialog appears.



3. Enter the sales tax amount to add to the invoice.

   The amount is converted to a rate (percentage), any other tax rate or amount is overwritten, and the rate is applied to all the items.

4. Select **OK**.

To manually adjust taxes, go to the Invoice Line Item workform > Segments view > Totals table, and edit a row. For more information, see Edit an Invoice Line Item.

Support for Subfunds and Manually Adjusting Fund Balances

You can now add and manage subfunds in Leap. You can create an unlimited number of funds and subfunds. Subfunds inherit the parent fund type.

A new Subfunds view on the Fund workform allows you to see associated subfunds and quickly check spending within your materials budget. New options in the Adjust Fund Balances dialog allow you to manually adjust balances for funds and subfunds.

To get to the Fund workform for a subfund

- Create a New Subfund.

  OR

- Use the Find Tool to search for the name of the subfund you want to edit, and open it in the Fund workform.

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

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

This section covers the following topics:

- Viewing a Subfund Record
- Creating a Subfund
- Editing a Subfund
- Manually Adjusting Fund or Subfund Balances

Viewing a Subfund Record

To get to the Fund workform for a subfund

- Use the Find Tool to search for the name of the subfund you want to edit, and open it in the Fund workform.

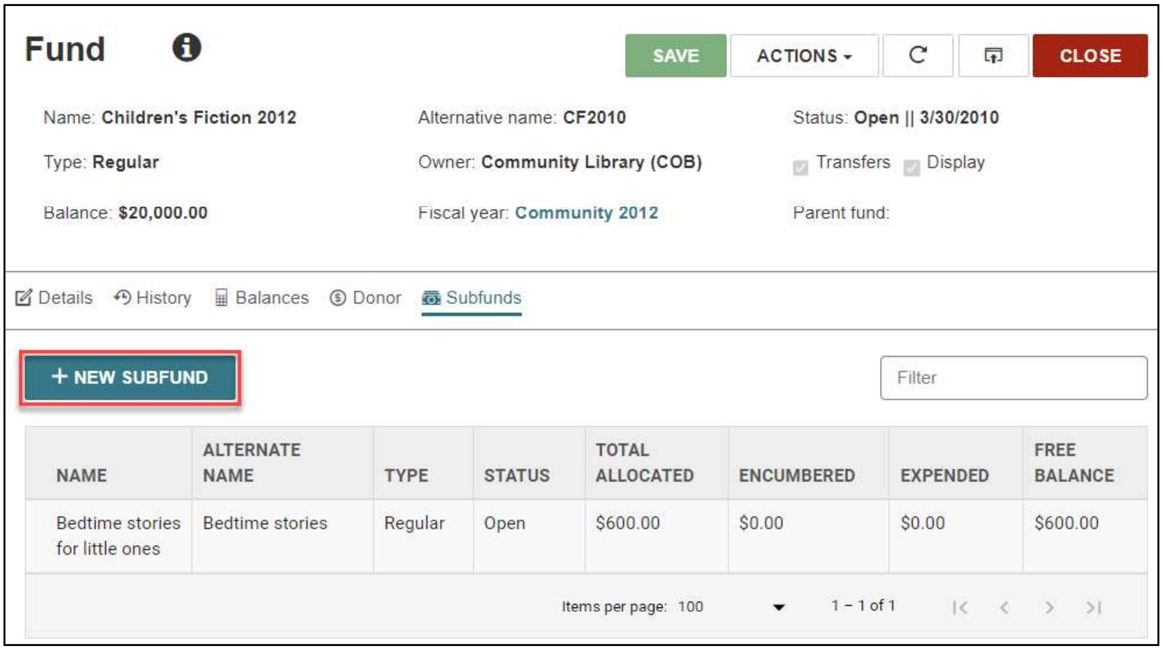
The subfund opens in a Fund workform with the fiscal year and the parent fund linked in the header.

Creating a Subfund

> **Note**:
> To create a new subfund, you need the permission **Funds: Create**.

To create a subfund from the Fund workform

1. View a Subfund Record.
2. Select the **Subfunds** view.
3. Select **+New Subfund**.



The New Fund workform opens.

4. Enter information as described in [Edit a Subfund](#).
5. Select **SAVE**.

   Leap displays a success message and the filled-in Subfund workform opens.

Editing a Subfund

To edit subfund information

1. [View a Subfund Record](#).
2. View or edit information in the subfund header view.

   The subfund workform starts with header information. From the subfund header, you can select the fiscal year name to open the Fiscal Year workform and you can select the parent fund name to open its Fund workform. You can view fund properties by hovering your cursor over the **i**.

   You can use the **Actions** menu in the header to do the following:

- Manually Adjust Subfund Balances
- Transfer money — Funds and subfunds share the Fund workform, so you can transfer money the same way you do for Funds. For step-by-step information, see Transfer Money.
- Delete a subfund — Funds and subfunds share the Fund workform, so you can delete a subfund the same way you delete a Fund. For step-by-step information, see Delete a Fund or Subfund.

3. Enter or edit information in the subfund Details, History, Balances, and Donor views.

   Funds and subfunds share the Fund workform, so you can edit these views the same way you edit Fund views. For step-by-step information, see View or Edit a Fund or Subfund.

4. Enter or edit information in the new Subfunds view.

   Funds and subfunds share the Fund workform, so you can view subfunds linked to a fund or a subfund. The subfunds in the view are editable only if the fund status is Open. You can select a row to open a subfund.

   Leap displays the subfunds in a table that you can sort and filter. The table has controls on the bottom row that allow you to select how Leap displays the table.

   To interact with the subfunds table

   - Filter the items in the table — Use the **Filter** field to limit the number of rows of subfunds 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 sort 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 subfunds 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.

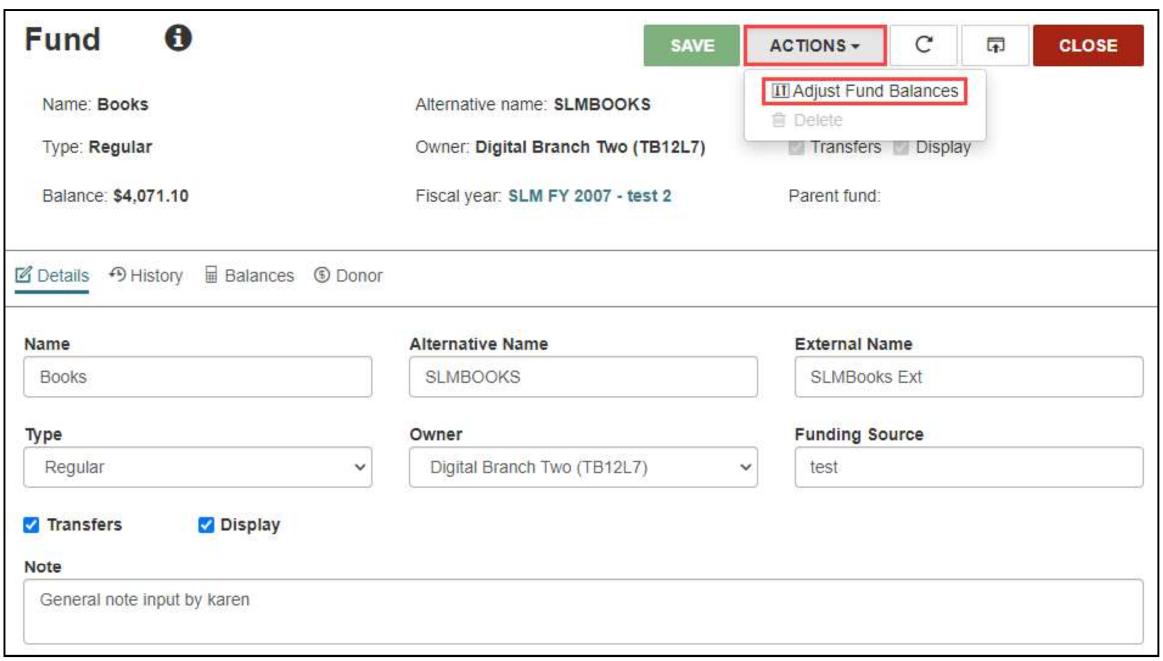
5. Select **SAVE**.

Manually Adjusting Fund or Subfund Balances

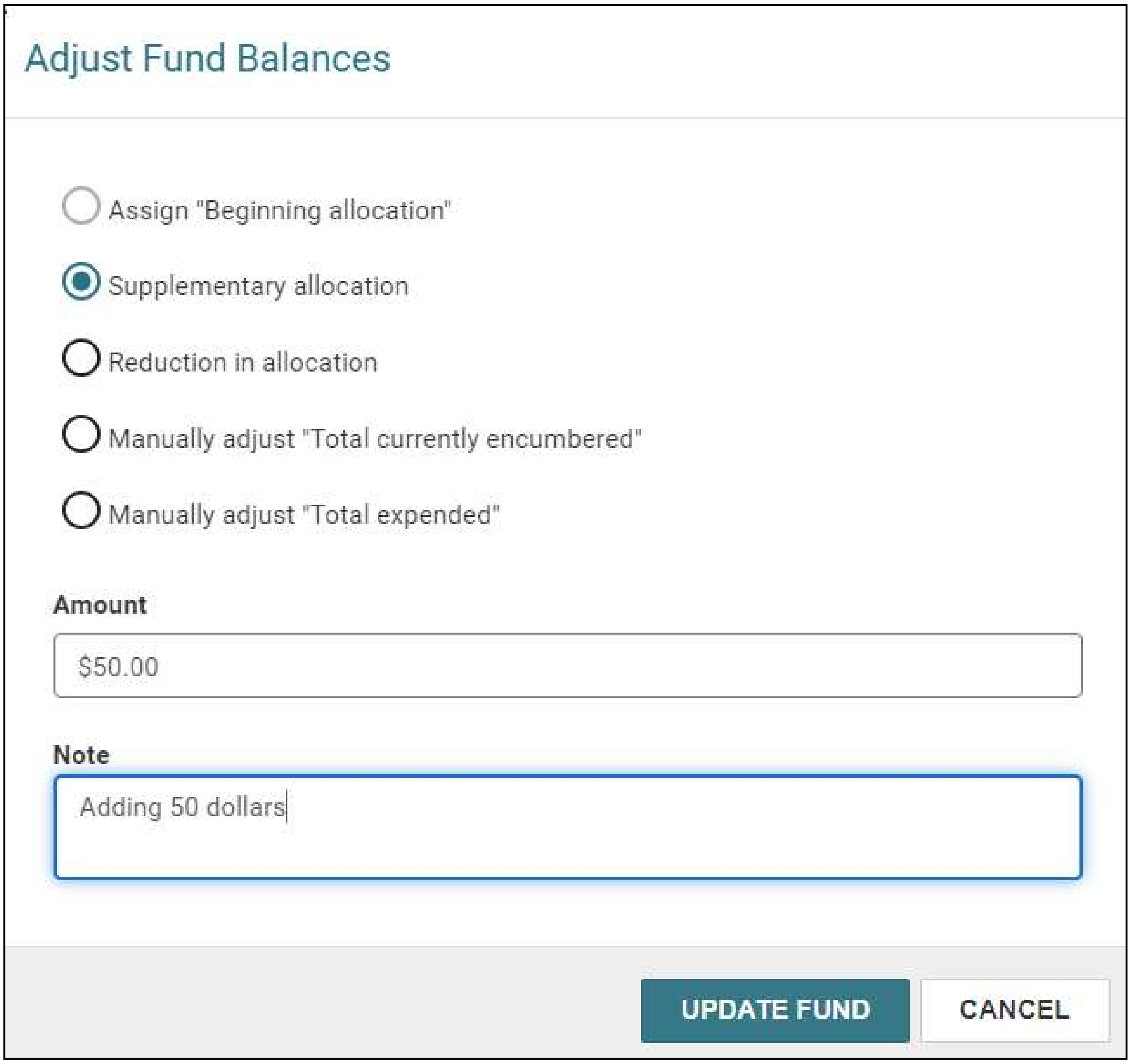
On the Fund workform, you can use the Actions menu to manually adjust fund balances.

To manually adjust fund or subfund balances

1. [View a Subfund Record](#).
2. Select **Actions** > **Adjust Fund Balances**.



The Adjust Fund Balances dialog opens.



3. Select one of the new values to manually adjust:
   - **Manually adjust "Total currently encumbered"** — Enter a value in the **Amount** field:
     - If you enter a negative number, Leap subtracts the amount entered from the total currently encumbered for the fund or subfund.
     - If you enter a positive number, Leap adds the amount entered to the total currently encumbered for the fund or subfund.

   You can do this multiple times.

- **Manually adjust "Total expended" —** Enter a value in the **Amount** field:
  - If you enter a negative number, Leap subtracts the amount entered from the total expended for the fund or subfund.
  - If you enter a positive number, Leap adds the amount entered to the total expended for the fund or subfund.

  You can do this multiple times.

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

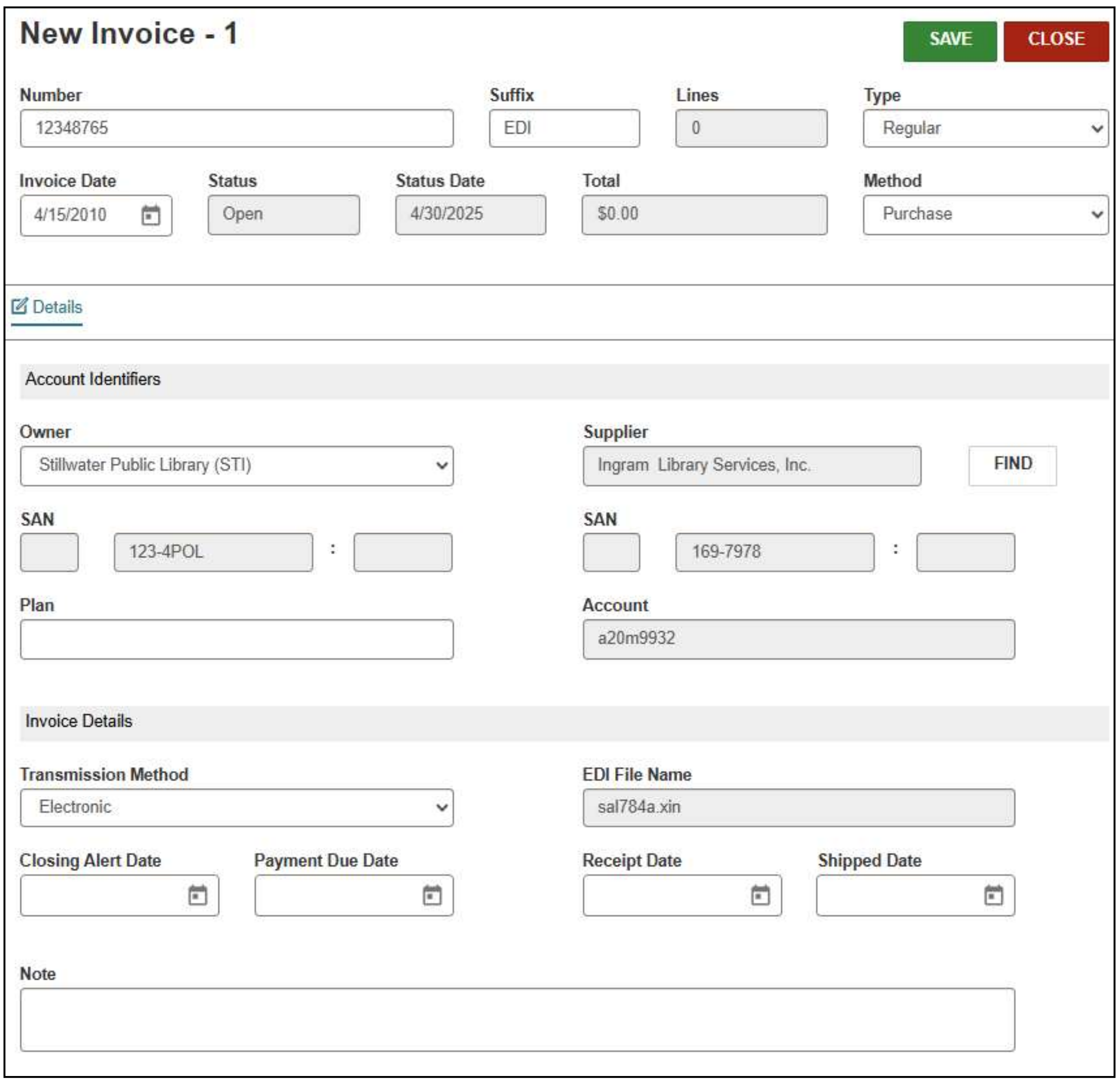
Copying an Invoice

You can now copy an invoice in Leap if you have the **Invoices: Create** permission enabled in Polaris Administration.

To copy an invoice

1. Find the invoice you want to copy, and open it in the Invoice workform.
2. Select **ACTIONS** > **Copy**.

   The New Invoice workform appears with the values from the original invoice.



3. Change at least one of the following values:
    - Number
    - Suffix
    - Type
    - Supplier
4. (Optional) Change values in the other fields.
5. Select **SAVE**.

    Leap opens the Invoice Workform for the invoice you just created.

Checking for Duplicate Segments in Purchase Orders

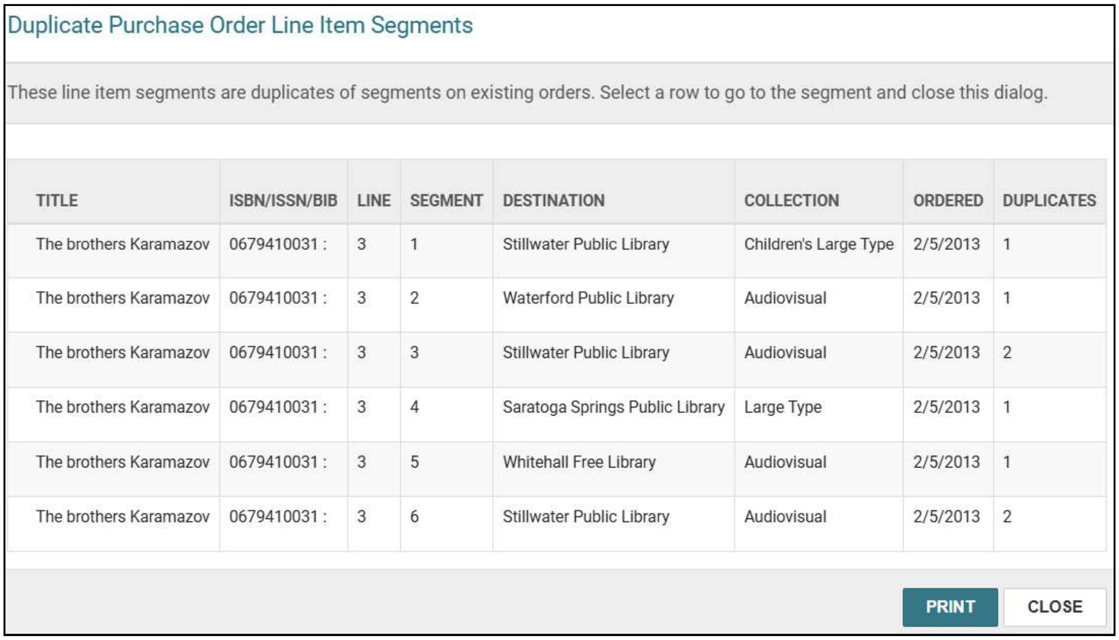
Using the Purchase Order (PO) workform, you can now detect possible duplicate PO line item segments in other purchase orders. Leap identifies potential duplicate records based on the rules your library has configured in the Purchase Order Deduplication table. For more information, search for "Change bibliographic or authority deduplication tables" in the Polaris staff client help.

> **Note**:
> Leap allows you to check for duplicates only if the PO has a status of **Pending**.

To check for duplicate purchase order records

1. Find the purchase order record you want to check, and open it in the Purchase Order workform.
2. Select **Actions** > **Duplicate Check**.

   Leap performs the duplicate check and displays results on the Purchase Order Duplicate Detection Results dialog.



TITLE	ISBN/ISSN/BIB	LINE	SEGMENT	DESTINATION	COLLECTION	ORDERED	DUPLICATES
The brothers Karamazov	0679410031 :	3	1	Stillwater Public Library	Children's Large Type	2/5/2013	1
The brothers Karamazov	0679410031 :	3	2	Waterford Public Library	Audiovisual	2/5/2013	1
The brothers Karamazov	0679410031 :	3	3	Stillwater Public Library	Audiovisual	2/5/2013	2
The brothers Karamazov	0679410031 :	3	4	Saratoga Springs Public Library	Large Type	2/5/2013	1
The brothers Karamazov	0679410031 :	3	5	Whitehall Free Library	Audiovisual	2/5/2013	1
The brothers Karamazov	0679410031 :	3	6	Stillwater Public Library	Audiovisual	2/5/2013	2

3. Do one of the following:
   - Select a row in the list to go to the Purchase Order Line Item workform.
   - Select **PRINT** to print a report that lists the duplicates in the dialog.
   - Select **CANCEL** to return to the purchase order record.

New Process EDI Invoices Workform in Leap

In version 7.8, you can now manually process EDI invoices in Leap.

In some situations, the system does not automatically create EDI invoices. You can now view and manage unprocessed EDI invoices on the **Process Invoices** view of the EDI Processing workform. You can select one or more unprocessed invoices and generate a partial shipment invoice for it.

To access the **Process Invoices** view of the EDI Processing workform, you must have the **Access Acquisitions: Allow** and the **Process EDI Invoices: Allow** permissions in Polaris System Administration (web-based). For more information about acquisitions permissions, see Acquisitions Permissions Reference.

To generate an invoice for an EDI shipment

1. Select **Utilities** > **EDI Processing**.

   The EDI Processing workform appears.

2. Select the **Process Invoices** view.

   Leap displays a list of the unprocessed EDI invoices for your current branch. To find an unprocessed EDI invoice, do one or more of the following:

   - Select a branch from the **Branch** list to see only the unprocessed invoices for that branch.
   - Enter a date range to see only unprocessed invoices that were created during a particular time period.
   - Type in the **Filter Invoices** box to filter the list of unprocessed invoices by any value that appears in the Unprocessed Invoices table.

3. (Optional) To view the purchase order line items that are linked to an unprocessed EDI invoice, do the following:

   a. Select an unprocessed invoice.

   b. Select **VIEW PO LINE ITEMS**.

If the unprocessed invoice has only one linked purchase order line item, Leap displays it in the Purchase Order Line Item workform. If it has multiple linked purchase order line items, Leap prompts to you select a line item and then displays it in the Purchase Order Line Item workform.

4. Select the unprocessed invoices that you want to generate invoices for.
5. Select **GENERATE INVOICE**.

   Leap prompts you to confirm that you want to generate invoices.
6. Select **YES**.

   Leap generates the invoices and displays a success message.

New EDI Integrations

Polaris now supports EDI ordering and invoicing for two new suppliers:

- MDM Entertainment
- Ulverscroft