CREATING INVOICES AND RECEIVING IN VOYAGER

In Voyager it is possible to receive and invoice new titles as two separate steps or as one combined step. To save time, it is preferable to wait until both the titles and their accompanying invoice have been received by the library so that you can invoice and receive in one step.

Creating Invoices

1. Select File>New>Invoice from the drop-down menu.

2. Enter header information. Fields in red are required.
        a. Invoice Number: Enter vendor's invoice number.
        b. Status Date: System generated date that is updated whenever the purchase order is modified.
        c. Invoice Date: Click on box at end of field to display calendar. Click on invoice date.
        d. Vendor Code: Enter vendor code appearing on purchase order containing titles to be invoiced.
        e. Account: KU's account number with vendor, if applicable.
        f. Voucher ID: System generated.
        g. Invoice Amount: Enter final cost from invoice.
        h. Bill To: Enter Acquisitions.
        i. Currency: Enter U.S. dollars if not already populated by Vendor Record.

3. Click on the Save button. The invoice header must be saved before line items can be added.

4. Click on Add Line From Order button.

5. Search for the purchase order containing titles to be invoiced.

6. Click on Display Line Items button.

7. In the list of displayed titles:
        a.   Click to highlight a title to be invoiced.
        b.   Move to the end of the line item to see whether there are any notes pertaining to this title. Record any notes on a slip of paper and place it in the title.
        c.   Click on MARC to review the MARC bibliographic record.
                1. IF title is in all upper case letters, record the Voyager Bibliographic Record # at the very top of the MARC record on a slip of paper and insert it in or attach it to the item being received. This will indicate that the original order record must be replaced by a full cataloging record.
                2. OTHERWISE, check the item received to make sure it matches the bibliographic record. If title received is a different edition or is different in any other way that might require catalogers to use another bibliographic record, make note of any discrepancies between the item and the record on a slip of paper and insert it in the book. This will indicate that the original order record may need to be replaced by another bibliographic record that more closely matches the title in hand.
        d. Click on Recv/Mark button.
        e. Click on Receive/Append button if both the items ordered and invoice are in hand. Click on Append Only if an invoice has arrived before the items ordered have been received, or, if the item was shipped separately and has already been received in Voyager.
        f. Repeat steps a-e until all items to be invoiced have been appended.
        g. Click on Close button.
        h. If there are items on multiple purchase orders, repeat steps 4-7 until all items have been appended to the invoice.

8. Click to highlight each invoice line item in turn and then click on Detailed Line Item button:
        a. Enter actual price in Price (Adjustments) tab.
        b. Adjust funds in Copies/Funds tab if necessary.

9. Click on Save to close each tab.

10.Enter shipping and other charges if applicable under Amounts -- Other Charges in the header.

11.Click Save button.

12.Double-check work. If any title has been received in error, remove it from the invoice by clicking to highlight it and clicking on the Delete Line button. Follow procedure below to "unreceive" the item in the purchase order. When certain all line items and other relevant information have been entered on the invoice, click on Approve. In the pop-up window that appears, do not check either "Print Voucher/Check Request" or "Receive on Approve," then answer "Yes."

Receiving Titles

If titles are shipped separately from the invoice and are received in advance of the invoice, the titles may be received immediately and the invoice processed at a later date using the Append Only option.

1. Select File>Search>Purchase Order from pull-down menu.

2. Search for and locate the purchase order for which items were received.

3. Double click to display purchase order.

4. Click to highlight a title to be received.

5. Click on MARC to review the MARC bibliographic record.
   a. IF title is in all upper case letters, record the Voyager Bibliographic Record # at the very top of the MARC record on a slip of paper and insert it in or attach it to the item being received. This will indicate that the original order record must be replaced by a full cataloging record.
   b. OTHERWISE, check the item received to make sure it matches the bibliographic record. If title received is a different edition or is different in any other way that might require catalogers to use another bibliographic record, make note of any discrepancies between the item and the record on a slip of paper

and

   insert it in the book. This will indicate that the original order record may need to be replaced by another bibliographic record that more closely matches the title in hand.

6. Click on Receive/Mark button.

7. Click on Receive button.

8. Click on Close button.

9. Repeat steps 4-8 for all titles received.

10. Double-check work. If any title has been received in error, follow procedure below to "unreceive" the item in the purchase order.

11. Click on Save and Close button to close the purchase order.

"Unreceiving" Titles Received in Error

1. In purchase order, highlight title to be "unreceived."

2. Click on Detailed Line Item button.

3. Click on the Copy Status tab.

4. Click to highlight the line in the box labeled "Intended Location – Copies Ordered – Copies Received – Copies Invoiced."

5. Click Unreceive button.

6. Close window.

7. Click on Save or Save and Close to save changes in purchase order.

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