

## ACQUISITIONS RECORD TYPES IN VOYAGER

### 1. Ledgers and Funds

- a. Ledgers group together funds within a particular fiscal year. There is one primary ledger for monographs acquisitions.
- b. Levels of funds:
  - Summary Funds: summarize and total funds underneath them
  - Allocated Funds: where the money really is
  - Reporting Funds: allow for a further breakdown of expenditures within allocated funds
- c. In the library, funds are grouped by material types – books, continuations, serials. Within each cost center there are funds for academic departments, library areas, and special programs and projects.
  - Monographs (Summary fund)
    - College of Business (Summary fund)
      - Marketing Department (Allocated fund)
      - Print Materials (Reporting fund)
    - Library (Summary fund)
      - Curriculum Materials Center (Allocated fund)
- d. There are also ledgers for special funds such as grants, gifts, and special university funds.

### 2. Vendor Records

- a. Required for creating a purchase order
- b. Can contain multiple addresses
- c. Can contain multiple accounts for same vendor

### 3. Purchase Orders

- a. Basic ordering document containing vendor information, lists of titles, and estimated prices.
- b. Statuses:
  - Pending (order in the process of being generated)
  - Approved/Sent (completed order sent to the vendor)
  - Received Partial (some titles have either been received or cancelled but others are still pending)
  - Received Complete (all titles have either been received or cancelled)

### 4. Invoice Records

- a. Basic receiving document containing vendor information, lists of titles received, and their actual prices.
- b. Statuses:
  - Pending (invoice in process of being generated)
  - Approved (completed invoice)

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