

## **DEFAULT SETTINGS FOR ACQUISITIONS MODULE IN VOYAGER**

Session defaults can be set before creating purchase orders and invoices to avoid keying in the same information repetitively. These settings are lost when the operator logs off. Permanent defaults can be set for colors and fonts. Once established, these are retained from one session to another.

### **Colors and Fonts (Permanent Default)**

From the Acquisitions Options menu, click Session Preferences to change background and text colors for Standard Order, Standard Invoice, Received Complete, Received Partial and Searched fields. Choose a color by clicking on it and then click OK.

There are several choices for font size plus an option to display field text in bold. Experiment to see which font size works for you. Be sure that you can see diacritics and special characters clearly. Font size 9.75 or above usually works best for diacritics.

### **Session Defaults**

The Acquisitions Defaults dialog box allows you to set up defaults for the current Acquisitions session. All values remain when the operator exits the acquisitions module. When a purchase order or invoice are created during the session, the default values will automatically be inserted in the record but may be edited as required. Session defaults can be set for:

- Purchase Orders
- Line Item
- Line Item Copies/Funds
- Invoices
- Vendors – not available to some staff
- Funds - not available to some staff
- Ledger-Limits - not available to some staff

Examples of session defaults:

a) Professor A from the Geography Department submits a request for 25 titles. Line Item and Line item Copies/Funds defaults can be set for the department fund and requestor.

b) Invoices need to be created for several shipments received from the same vendor. The vendor code and account number can be set as defaults.

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