

Acquisitions Technical Group

September 21, 2022

Rapid Receipt Tip

Rapid Receipt

Rapid receipt receives line items and adds them to the invoice at the same time.

1. Create a new invoice.
2. Press the Rapid receipt icon on the invoice's tool bar.



How does "Confirm PO Line" section work?

The screenshot shows a software window titled "Rapid Receipt" with a close button (X) in the top right corner. The window is divided into two main sections: "Find PO Line" and "Confirm PO Line".

Find PO Line Section:

- PO line ID:
- Discount price:
- Qty ordered:
- Invoice line no.:
- Buttons: Find
- Checkbox: Set invoice line alert
- Alert note:

Confirm PO Line Section:

- Title:
- Author:
- ISBN/ISSN: (highlighted in yellow)
- Other no.:
- Supplier:
- Account no.:
- PO no.:
- Buttons: Save/Next, Clear
- Checkbox: PO line alert

At the bottom of the window, there are buttons for "Close" and "Help".

All CCS POLIs are in the results!

Purchase Order Line Items - ISBN/ISSN Find Tool

File Edit Tools Options Help

General Settings

Object: Purchase Order Line Items Limit by: Status

Search by: ISBN/ISSN Values: (All)

Type: Exact match (explicitly truncated)

Sort by: (None)

For: 0593318935

Search Mode: Normal Power SQL

Count Only

Search Stop New Search Clear Help

Title	Author	ISBN/ISSN	Or...	Re...	Inv...	Fund	Status	PO No. & Suf...
Nightcrawling	Mottley, Leila...	0593318935 : ...	1	1	1	N-AD-BO...	Received	NFIC052
Nightcrawling	Mottley, Leila...	0593318935 : ...	1	1	1	4401 Adul...	Received	031622AFIC B...
Nightcrawling	Mottley, Leila...	0593318935 : ...	2	2	2	W-AD-BO...	Received	WFIC318
Nightcrawling	Mottley, Leila...	978059331893...	1	1	1	AS Fiction...	Received	PO-3475
Nightcrawling	Mottley, Leila...	0593318935	1	0	0	AFIC 4401...	Pending ...	AFIC220221
Nightcrawling	Mottley, Leila...	978059331893...	1	1	1	Adult Ficti...	Received	0425ADULT
Nightcrawling	Mottley, Leila...	0593318935	1	1	1	AF Fiction	Received	AF24778
Nightcrawling	Mottley, Leila...	9780593318935	1	1	1	DUN_ADU...	Received	M22595F_New
Nightcrawling	Mottley, Leila...	978059331893...	1	1	1	7200-10 A...	Received	AFIC052622 sh
Nightcrawling	Mottley, Leila...	0593318935 : ...	1	1	1	Adult Ficti...	Received	051022FIC
Nightcrawling	Mottley, Leila...	978059331893...	1	0	0	[None]	On Order	NIK6763 84383
Nightcrawling	Mottley, Leila...	0593318935	1	1	1	AFIC	Received	NIK6765 AFIC
Nightcrawling	Mottley, Leila...	0593318935	1	0	0	AS Fiction	On Order	20220215ASFI...
Nightcrawling	Mottley, Leila...	0593318935 : ...	1	1	1	AFIC	Received	6592
Nightcrawling	Mottley, Leila...	0502318935 : ...	2	2	2	Adult Hat	Received	051622UN

Done Close on Select 22 of 22 record(s) retrie...

Click Find to search for ISBN instead

The screenshot shows a software window titled "Rapid Receipt" with a close button (X) in the top right corner. The window is divided into two main sections: "Find PO Line" and "Confirm PO Line".

Find PO Line section:

- PO line ID:
- Discount price:
- Qty ordered:
- Invoice line no.:
- Set invoice line alert
- Alert note:
- A yellow "Find" button is highlighted.

Confirm PO Line section:

- Title:
- Author:
- ISBN/ISSN:
- Other no.:
- Supplier:
- Account no.:
- PO no.:
- PO line alert
- Buttons: "Save/Next", "Clear", "Close", and "Help".

Results only display your POLIs

Purchase Order Line Items - ISBN/ISSN Find Tool

File Edit Tools Options Help

General Settings

Object: Purchase Order Line Items Limit by: Status

Search by: ISBN/ISSN Values: (All)

Type: Exact match (explicitly truncated)

Sort by: (None)

For: 0593318935

Search Mode

Normal

Power

SQL

Count Only

Search

Stop

New Search

Clear

Help

Title	Author	ISBN/ISSN	Or...	Re...	Inv...	Fund	Status	PO No. & Suffix
! Nightcrawling	Mottley, Leila,...	0593318935	1	1	1	AF Fiction	Received	AF24778
! Nightcrawling	Mottley, Leila,...	0593318935	1	0	0	AFP Adult ...	On Order	AFP25107

979 ISBNs

Example of a 979 ISBN

```

 LDR          nam 22      M 4500
 001      4102185
 005      20220913093924.0
 008      220512s2022    xx          0|| 0 eng d
 020      $a9798985955200 : HRD$c22.95
 020      $a8985955200 : HRD$c22.95
 020      $a9798985955200$c$22.95
 020      $a9798985955200 : HRD$c22.95
 020      $a898595520J : HRD$c22.95
 035      $a(OCOLC)on1316698176
 035      $a(OCOLC)1316698176
 040      $aYDX$beng$cYDX
 994      $aZ0$bJBZ
 099      $aPRELIMINARY DATA RECORD
 100 1     $aDASHNER, JAMES.
 245 10    $aMAZE CUTTER.
 260      $a[S.l.] :$bCARDINAL PUB GROUP,$c2022.
 970      $fYA Fiction & Nonfiction$hYAFIC$lMUK$p12.97$q2$9Processed Jul 7 2022 5:38PM
 970      $hLFK YA FIC$lLFK$9Processed Jul 14 2022 9:57AM
 970      $hLFK J FIC$lLFK$9Processed Jul 27 2022 9:33AM
 970      $f4402 Teen$hGRKTF N$lGRK$p18.36$q1$9Processed Jul 28 2022 6:29PM
 970      $fYAF$hTFICN$lNBK$p22.95$q3$9Processed Aug 1 2022 8:27AM
 970      $fJPP$hTPPLOBBY$lNBK$p22.95$q4$9Processed Aug 1 2022 8:56AM
 970      $fYAFIC 4401-02$hCPQ YAFIC$lCPQ$p12.97$q1$9Processed Aug 29 2022 10:00AM
 970      $fTeen Book$hGVTFIC$lGVK$nTEEN$o091322TEEN$p21.80$q1$9Processed Sep 13 2022 9:44AM

```

Review the POLIs for ISBNs ending in J or any other letter except X.

Purchase Order - 64368 - Line Items - Polaris

File Edit View Links Tools Help

Number: 072822TFN B&TAdult Status: Partly Received 8/9/2022

Type: Firm Order Lines: 42 Total: \$452.93 Method: Purchase

Line Items

Line ...	Title	Author	ISBN/ISSN	Amount	Orde...	Recei...	Invoi...	Fund	Status
16	A venom dark and sweet	Lin, Judy I, ...	1250767105 : H...	\$10.44	1	1	1	4402 Teen	Received
17	Meet me in Mumbai	Khan, Shabi...	1338749285 : H...	\$10.44	1	1	1	4402 Teen	Received
18	The weight of blood	Jackson, Tiff...	0063029146 : H...	\$10.44	1	1	1	4402 Teen	Received
19	MAZE CUTTER.	DASHNER, J...	898595520J : H...	\$18.36	1	0	0	4402 Teen	Canceled
20	Four for the road	Reilly, K. J. (...)	1665902280 : H...	\$10.99	1	1	1	4402 Teen	Received
21	Lord of the fly fest	Moldavsky, ...	1250230128 : H...	\$10.44	1	1	1	4402 Teen	Received
22	Belladonna	Grace, Adaly...	0316158232 : H...	\$10.44	1	1	1	4402 Teen	Received
23	These fleeting shadows	Marshall, Ka...	0593405110 : H...	\$10.44	1	1	1	4402 Teen	Received
24	Wildbound	Becker, Elay...	1250752248 : H...	\$10.99	1	1	1	4402 Teen	Received
25	Enola Holmes and the eleg...	Springer, Na...	1250822971 : H...	\$10.44	1	1	1	4402 Teen	Received
26	The drowned woods	Lloyd-Jones,...	0759556318 : H...	\$10.44	1	1	1	4402 Teen	Received
27	Lightlark	Aster, Alex, ...	1419760866 : H...	\$10.99	1	1	1	4402 Teen	Received
28	FOUL LADY FORTUNE	Gong, Chloe...	1665905581 : H...	\$12.09	1	0	0	4402 Teen	On Order
29	A SCATTER OF LIGHT	Lo, Malinda,...	0525555285 : H...	\$10.44	1	0	0	4402 Teen	On Order
30	As long as the lemon trees...	Katouh, Zoul...	0316351377 : H...	\$10.44	1	1	1	4402 Teen	Received
31	The promise of lost things	Dunbar, Hel...	1492667404 : P...	\$6.54	1	1	1	4402 Teen	Received
32	Monsters born and made	Berwah, Ta...	1728247624 : H...	\$10.44	1	1	1	4402 Teen	Received

For Help, press F1

NUM

Optional Requests for Suppliers

- The issue has been reported to Baker & Taylor, but when this will happen is unknown.
- Suppliers can alter your cataloging profiles to:
 - Not output the ISBN-10 associated with ISBN-13s that begin with 979.
 - Output the ISBN-10 before the ISBN-13.

Reminders

Reminders

- Please remove ISBNs for formats that will not be using the bibliographic record, i.e. e-book ISBNs in print records.
- Please review the Canceled Publications procedures.
- Please remember to contact the ACQ listserv when a publication is canceled.
- If Polaris is down, please call CCS instead of opening a ticket.
- Email us if you need to sign up for the System Status emails.
- Email us if new staff need to sign up for the acquisitions listserv.