

# Tracking Lost Book Invoices Using Billing Manager



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Library Assistant II

Access and Resource Sharing

Interlibrary Loan, Lending

ILLiad Technical Support, UF Libraries

# Back Story

- ▶ Our Fiscal Services Department was told by IT that the software they were using to track lost book invoices was going to become obsolete and they would need to find another way to track them.
- ▶ Software being used had nothing to do with ILLiad so it was very hard to keep everything in sync.
- ▶ Our Fiscal Services Department asked if I could find a way to track lost book invoices using Billing Manager which they were already using for our regular Lending and Borrowing invoices.

# Billing Manager Basics

(from ILLiad 8.5 documentation)

- ▶ The ILLiad Billing Manager is a tool for generating and printing invoices, as well as tracking related payments, for Interlibrary Loan and Document Delivery transactions processed through ILLiad.
- ▶ No invoices are generated for IFM requests as OCLC handles the billing of these transactions.

# Processing every day lending requests to add billing charges

## To Assign Charges • Mark Item as Found

This form will not display for any institutions that you may have designated as Exempt.

If the transaction being billed is from an IFM institution, the Total field will be labeled IFM Total instead of Total.

- IFM information, if present, is recorded when the transaction is imported from OCLC and becomes part of the transaction record.

# BillingAdditions

## Billing Tables

| Field Name       | Description   |
|------------------|---|
| AdditionCategory | Which Billing Category to associate this charge with. |
| AdditionName     | Name of the additional charge.                        |
| BaseFee          | Base fee for this charge.                             |

# BillingAdditions example

ILLiad Customization Manager (beserock)

Home 239.50 E-mail Templates Server Addons

FUG New Record Copy Record Reset Filter Save Delete Cancel Show Change History Search All Tables and Keys Favorites Setup Wizards Setup

Search: billingadditions

### BillingAdditions

| AdditionName                      | AdditionCategory | BaseFee | Range1Pages | Range1Amount | Range2Pages | Range2Amount | Range3Pages | Range3Amount |
|-----------------------------------|------------------|---------|-------------|--------------|-------------|--------------|-------------|--------------|
| Copyright                         | International    | 0.00    | 9999999     | 0.00         | 9999999     | 0.00         | 9999999     | 0.00         |
| Copyright-Commercial              | Commercial       | 0.00    | 9999999     | 0.00         | 9999999     | 0.00         | 9999999     | 0.00         |
| Fax Surcharge                     | Default          | 5.00    | 9999999     | 0.00         | 9999999     | 0.00         | 9999999     | 0.00         |
| Lost Book Replacement Fee-Default | Default          | 65.00   | 9999999     | 0.00         | 9999999     | 0.00         | 9999999     | 0.00         |
| Lost/Damaged Item-Commercial      | Commercial       | 0.00    | 9999999     | 0.00         | 9999999     | 0.00         | 9999999     | 0.00         |
| Lost/Damaged Item-Default         | Default          | 0.00    | 9999999     | 0.00         | 9999999     | 0.00         | 9999999     | 0.00         |
| Lost/Damaged Item-International   | International    | 0.00    | 9999999     | 0.00         | 9999999     | 0.00         | 9999999     | 0.00         |
| Overdue-Commercial                | Commercial       | 0.00    | 9999999     | 0.00         | 9999999     | 0.00         | 9999999     | 0.00         |
| Overdue-Default                   | Default          | 0.00    | 9999999     | 0.00         | 9999999     | 0.00         | 9999999     | 0.00         |
| Overdue-Exempt                    | Exempt           | 0.00    | 9999999     | 0.00         | 9999999     | 0.00         | 9999999     | 0.00         |
| Overdue-International             | International    | 0.00    | 9999999     | 0.00         | 9999999     | 0.00         | 9999999     | 0.00         |
| Processing Fee-Default            | Default          | 35.00   | 9999999     | 0.00         | 9999999     | 0.00         | 9999999     | 0.00         |
| RUSH FEE                          | Default          | 10.00   | 9999999     | 0.00         | 9999999     | 0.00         | 9999999     | 0.00         |
| State Sales Tax-Commercial        | Commercial       | 0.00    | 9999999     | 0.00         | 9999999     | 0.00         | 9999999     | 0.00         |
| State Sales Tax-Default           | Default          | 0.00    | 9999999     | 0.00         | 9999999     | 0.00         | 9999999     | 0.00         |
| State Sales Tax-International     | International    | 0.00    | 9999999     | 0.00         | 9999999     | 0.00         | 9999999     | 0.00         |
| Surcharge Tax-Commercial          | Commercial       | 0.00    | 9999999     | 0.00         | 9999999     | 0.00         | 9999999     | 0.00         |
| Surcharge Tax-Default             | Default          | 0.00    | 9999999     | 0.00         | 9999999     | 0.00         | 9999999     | 0.00         |
| Surcharge Tax-International       | International    | 0.00    | 9999999     | 0.00         | 9999999     | 0.00         | 9999999     | 0.00         |
| US Mail Surcharge                 | Default          | 2.00    | 9999999     | 0.00         | 9999999     | 0.00         | 9999999     | 0.00         |

BillingAdditions

# BillingDefaults

## Billing Tables

| Field Name    | Description   |
|---------------|---|
| ProcessType   | Borrowing, Lending or Doc Del   |
| DocumentType  | This is the document type for the charge. Examples: Report, Loan, Article, Thesis. <i>Lending entries only allow Article or Loan as the DocumentType.</i> |
| DefaultAmount | Base fee for this charge.   |

# BillingDefaults example

ILliad Customization Manager (beserock)

Home Z39.50 E-mail Templates Server Addons

FUG New Record Copy Record Reset Filter Save Delete Cancel Show Change History Maintenance Search All Tables and Keys Search billing Favorites Setup Wizards Setup

**BillingDefaults**

| ProcessType | DocumentType | DefaultAmount | Category           | Range1Pages | Range1Amount | Range2Pages | Range2Amount | Range3Pages | Range3Amount |
|-------------|--------------|---------------|--------------------|-------------|--------------|-------------|--------------|-------------|--------------|
| Borrowing   | Article      | 20.00         | Corporate          | 9999        | 0.00         | 9999        | 0.00         | 9999        | 0.00         |
| Borrowing   | Article      | 14.00         | Non-Affiliated HCP | 9999        | 0.00         | 9999        | 0.00         | 9999        | 0.00         |
| Borrowing   | Article      | 0.00          | UF Affiliate       | 9999        | 0.00         | 9999        | 0.00         | 9999        | 0.00         |
| Borrowing   | Loan         | 20.00         | Corporate          | 9999        | 0.00         | 9999        | 0.00         | 9999        | 0.00         |
| Borrowing   | Loan         | 14.00         | Non-Affiliated HCP | 9999        | 0.00         | 9999        | 0.00         | 9999        | 0.00         |
| Borrowing   | Loan         | 0.00          | UF Affiliate       | 9999        | 0.00         | 9999        | 0.00         | 9999        | 0.00         |
| Doc Del     | Article      | 20.00         | Corporate          | 9999        | 0.00         | 9999        | 0.00         | 9999        | 0.00         |
| Doc Del     | Article      | 14.00         | Non-Affiliated HCP | 9999        | 0.00         | 9999        | 0.00         | 9999        | 0.00         |
| Doc Del     | Article      | 0.00          | UF Affiliate       | 9999        | 0.00         | 9999        | 0.00         | 9999        | 0.00         |
| Doc Del     | Loan         | 20.00         | Corporate          | 9999        | 0.00         | 9999        | 0.00         | 9999        | 0.00         |
| Doc Del     | Loan         | 14.00         | Non-Affiliated HCP | 9999        | 0.00         | 9999        | 0.00         | 9999        | 0.00         |
| Doc Del     | Loan         | 0.00          | UF Affiliate       | 9999        | 0.00         | 9999        | 0.00         | 9999        | 0.00         |
| Lending     | Article      | 0.00          | + CONBLS           | 999999999   | 0.00         | 999999999   | 0.00         | 999999999   | 0.00         |
| Lending     | Article      | 30.00         | Commercial         | 99999999    | 0.00         | 99999       | 0.00         | 99999999    | 0.00         |
| Lending     | Article      | 0.00          | CONBLS             | 999999999   | 0.00         | 999999999   | 0.00         | 999999999   | 0.00         |
| Lending     | Article      | 15.00         | Default            | 9999999     | 0.00         | 9999999     | 0.00         | 9999999     | 0.00         |
| Lending     | Article      | 11.00         | DOCLINE LIBRARIES  | 99999999    | 0.00         | 99999       | 0.00         | 99999999    | 0.00         |
| Lending     | Article      | 0.00          | Exempt             | 99999999    | 0.00         | 9999999     | 0.00         | 9999999     | 0.00         |
| Lending     | Article      | 10.00         | FUB Charge         | 10          | 0.00         | 999999      | 0.25         | 9999999     | 0.25         |
| Lending     | Article      | 20.00         | FUH-Corporate      | 99999999    | 0.00         | 99999       | 0.00         | 99999999    | 0.00         |
| Lending     | Article      | 14.00         | FUH-OCLC           | 99999999    | 0.00         | 99999       | 0.00         | 99999999    | 0.00         |
| Lending     | Article      | 15.00         | International      | 99999999    | 0.00         | 9999999     | 0.00         | 99999999    | 0.00         |
| Lending     | Article      | 0.00          | UF LIBRARIES       | 99999999    | 0.00         | 9999999     | 0.00         | 99999999    | 0.00         |
| Lending     | Article      | 0.00          | UF RequestaCopy    | 999999999   | 0.00         | 999999999   | 0.00         | 999999999   | 0.00         |
| Lending     | Book         | 0.00          | Exempt             | 9999999     | 0.00         | 9999999     | 0.00         | 9999999     | 0.00         |
| Lending     | Loan         | 8.00          | + CONBLS           | 999999999   | 0.00         | 999999999   | 0.00         | 999999999   | 0.00         |
| Lending     | Loan         | 30.00         | Commercial         | 99999999    | 0.00         | 99999       | 0.00         | 99999999    | 0.00         |
| Lending     | Loan         | 0.00          | CONBLS             | 999999999   | 0.00         | 999999999   | 0.00         | 999999999   | 0.00         |
| Lending     | Loan         | 15.00         | Default            | 9999999     | 0.00         | 9999999     | 0.00         | 9999999     | 0.00         |
| Lending     | Loan         | 11.00         | DOCLINE LIBRARIES  | 99999999    | 0.00         | 99999       | 0.00         | 99999999    | 0.00         |
| Lending     | Loan         | 0.00          | Exempt             | 9999999     | 0.00         | 9999999     | 0.00         | 9999999     | 0.00         |

BillingAdditions



# Reason to send invoice for lost book:

System 767473 - Lending Request

Lending Processing Printing OCLC

Cancel Request Conditionalize Request Mark Found Mark Found Scan Now Route Add Flag Remove Flag Policies Directory Resend Request Odyssey Billing View Send E-Mail Pending Updates

Detail History OCLC Z39.50 PubMed/Docline

General Request Information

Transaction Number: 767473  
 Username: FUG  
 Transaction Date: 6/26/2015 8:00 AM  
 Delivery Method:  
 Service Level: Regular  
 Billing Account:

Article Loan  
 Service Type:  
 Not Wanted After: 11/28/2013  
 Site:  
 Shipping Options: DLLI  
 Doc Type:

OCLC Information

ILL Number: 110514632  
 OCLC Number: 42681151  
 Lending String: FUG,\*FUG,FQG,GSE,EGA  
 Borrower: FDA 3  
 System ID: OCLC 719339  
 OCLC Status: Record not found

Article Info Loan Info Collections Local Holdings Imported Request Copyright Invoice Additional Library

Title: Los pinceles de la historia ; el origen del reino de la Nueva España, 1680-1750 ; Museo Nacional de Arte, jur  
 Author:  
 Publisher: México, D.F. ; Instituto Nacional de Bellas Artes  
 Place:  
 Date:  
 Edition:  
 Original Loan Author:  
 Original Loan Title:

Accept Alternate Edition  
 Accept Non English  
 Allow Copies?  
 Copyright Already Paid?  
 Allow Renewals?  
 Library Use Only?  
 Replacement Pages?  
 Priority Shipping  
 Ariel  
 Odyssey (PDF Enabled)

Item Information

Call Number: N6553 .P56 1999  
 Location: LAC BK  
 Due Date: 12/12/2013  
 Reason For Cancellation:  
 Item Num/Ref Num:  
 ISxN: 9789701813829  
 Special Instructions:  
 Max Cost/Pieces: 50.00IFM 1

| Date               | Note  | Type   | Added By |
|--------------------|---|--------|----------|
| 6/26/2015 7:38 AM  | Sent to Billing Manager 6-26-15 see dummy request 864959  | Staff  | baserock |
| 6/30/2014 8:12 AM  | sent to ACQ for replacement \$ lookup   | Staff  | baserock |
| 4/18/2014 1:38 PM  | sent overdue3   | Staff  | baserock |
| 4/1/2014 9:02 AM   | sent overdue2   | Staff  | baserock |
| 2/27/2014 12:18 PM | nos we checked this week  | Staff  | dmascari |
| 2/19/2014 2:34 PM  | verifying nos , fsu patron daimed returned, but fsu hasnt checked it in   | Staff  | dmascari |
| 1/24/2014 9:16 AM  | sent overdue1   | Staff  | baserock |
| 10/29/2013 9:41 AM | Billing Notes; We use IFM where possible, IF you do not, please create invoice that includes your FEIN and W-9. | System | System   |
| 10/29/2013 9:41 AM | Borrowing Notes; (maxCost; 50.00)   | System | System   |

Citation Information

Cited In:  
 Title:  
 Date:  
 Volume/Pages:

# Reason to send invoice for lost book:

System 781675 - Lending Request

Lending Processing Printing OCLC

Cancel Request Conditionalize Request Mark Found Mark Found Scan Now Route Add Flag Remove Flag Policies Directory Resend Request Billing View Send E-Mail Pending Updates

Detail History OCLC Z39.50 PubMed/Docline

**General Request Information**

Transaction Number: 781675  
 Username: FUG  
 Transaction Date: 6/26/2015 8:00 AM  
 Delivery Method:   
 Service Level: Regular  
 Billing Account:   
 Article  Loan   
 Service Type:   
 Not Wanted After: 02/28/2014  
 Site:   
 Shipping Options: Mail  
 Doc Type:   
 OCLC Information  
 ILL Number: 113312828  
 OCLC Number: 21902019  
 Lending String: \*FUG,WEL,ZGM  
 Borrower: KLG  
 System ID: OCLC 850060  
 OCLC Status: Record not found

**Article Info** | Loan Info | Collections | Local Holdings | Imported Request | Copyright | Invoice | Additional | Library

Title: Der Architekt Hannes Meyer ; Anschauungen und Werk /  
 Author: Winkler, Klaus-Jürgen.  
 Publisher: Berlin ; Verlag für Bauwesen ; Dessau ; Bauhaus,  
 Place:   
 Date:   
 Edition:   
 Original Loan Author:   
 Original Loan Title:   
 Accept Alternate Edition  
 Accept Non English  
 Allow Copies?  
 Copyright Already Paid?  
 Allow Renewals?  
 Library Use Only?  
 Replacement Pages?  
 Priority Shipping  
 Ariel  
 Odyssey (PDF Enabled)

**Item Information**

Call Number: NA1353.M4 W56 1989  
 Location: AFA BK  
 Due Date: 3/15/2014  
 Reason For Cancellation:   
 Item Num/Ref Num:   
 ISxN: 9783345002564  
 Special Instructions:   
 Max Cost/Pieces: 20.00IFM 1

**Citation Information**

Cited In:   
 Title:   
 Date:   
 Volume/Pages:   
 Date: 6/26/2015 7:39 AM Note: Sent to Billing Manager 6-26-15 see dummy request 864960 Type: Staff Added By: beserock  
 6/30/2014 8:17 AM Note: sent to ACQ for replacement \$ lookup Type: Staff Added By: beserock  
 3/7/2014 2:21 PM Note: lost/damaged per USPS - will invoice KLG Type: Staff Added By: beserock  
 1/29/2014 6:50 PM Note: Billing Notes; ILL # must be included on all invoices Type: System Added By: System  
 1/29/2014 6:50 PM Note: Borrowing Notes; For UPS/Fed Ex; 2301 S. 3rd Street,Louisville, KY 40208 Type: System Added By: System

**Request Held until lost book invoice pai**

# Create Custom queues to track request as it goes through the lost book invoice process.

- ▶ Create custom queues such as Awaiting Overdue book RETURNED.
- ▶ and Awaiting Lost book invoicing.
- ▶ Then moved to Hold Until queues. You can also add other hold until queues as the request moves along in the process.
- ▶ One example is Hold Until RP Cost lookup from ACQ (limited text amount for Hold Until so I use abbreviations when possible).
- ▶ Also Hold Until Invoice Paid.

# Hold Until queue

System 767473 - Lending Request

Cancel Request Conditionalize Request Finished Searching Mark Found Mark Found Scan Now Yes Yes With Due Date Renewals No Route Add Flag Remove Flag Policies Directory Resend Request Billing View Send E-Mail Pending Updates System

Detail History OCLC Z39.50 PubMed/Docline

General Request Information

Transaction Number: 767473  
 Username: FUG  
 Transaction Date: 7/22/2015 1:41 PM  
 Delivery Method:  
 Service Level: Regular  
 Billing Account:

Article Info Loan Info Collections Local Holdings Imported Request Copyright

Title: Los pinceles de la historia ; el origen del reino de la Nueva Esp  
 Author:  
 Publisher: México, D.F. ; Instituto Nacional de Bellas Artes  
 Place:  
 Date:  
 Edition:  
 Original Loan Author:  
 Original Loan Title:

Date Note

|                    |   |        |          |
|--------------------|---|--------|----------|
| 7/26/2015 7:38 AM  | Sent to Billing Manager 6-26-15 see dummy request 8645  |        |          |
| 7/30/2014 8:12 AM  | sent to ACQ for replacement \$ lookup   |        |          |
| 7/18/2014 1:38 PM  | sent overdue3   | Staff  | baserock |
| 7/1/2014 9:02 AM   | sent overdue2   | Staff  | baserock |
| 7/27/2014 12:18 PM | nos we checked this week  | Staff  | dmascari |
| 7/19/2014 2:34 PM  | verifying nos , fsu patron claimed returned, but fsu hasnt checked it in  | Staff  | dmascari |
| 7/24/2014 9:16 AM  | sent overdue1   | Staff  | baserock |
| 10/29/2013 9:41 AM | Billing Notes; We use IFM where possible, IF you do not, please create invoice that includes your FEIN and W-9. | System | System   |
| 10/29/2013 9:41 AM | Borrowing Notes; (maxCost; 50.00)   | System | System   |

Route to Site

- Awaiting Lending Request Processing
- Awaiting Rush Request Processing
- Awaiting Conditional Request Processing
- Awaiting Renewal Request Processing
- Awaiting Stacks Searching
- In Stacks Searching
- Awaiting Lending Scanning
- Awaiting Shipping Label Printing
- In Shipping Label Print Queue
- Item Shipped
- Request Conditionalized
- Cancelled by ILL Staff
- Request Finished
- Hold Request
- Awaiting Cancellation Approval
- Awaiting Lost Book Invoicing
- Awaiting RETURNED Overdue book
- Consortia, Awaiting Processing
- Special Collections

OCLC Information

ILL Number: 110514632  
 OCLC Number: 42681151  
 Lending String: FUG,\*FUG,FQG,GSE,EGA  
 Borrower: FDA 3  
 System ID: OCLC 719339  
 OCLC Status: Record not found

Item Information

Call Number: N6553 .P56 1999  
 Location: LAC BK  
 Due Date: 12/12/2013  
 Reason For Cancellation:  
 Item Num/Ref Num:  
 ISxN: 9789701813829  
 Special Instructions:  
 Max Cost/Pieces: 50.00IFM 1

Citation Information

Cited In:  
 Title:  
 Date:  
 Volume/Pages:

Added By: baserock

# Hold Until queue

767473 - Lending Request

Lending Processing | Printing | OCLC

Cancel Request | Conditionalize Request | Finished Searching | Mark Found | Mark Found Scan Now | Yes | Yes With Due Date Renewals | No | Route | Add Flag | Remove Flag | Policies Directory OCLC | Resend Request Odyssey | Billing | View | Send E-Mail | Pending Updates System

Detail | History | OCLC | Z39.50 | PubMed/Dodine

**General Request Information**

Transaction Number: 767473 | Article | Loan | OCLC Information: ILL Number: 110514632, OCLC Number: 42681151, Lending String: FUG,\*FUG,FQG,GSE,EGA, Borrower: FDA, 3, System ID: OCLC, 719339, OCLC Status: Record not found

**Article Info** | Loan Info | Collections | Local Holdings | Imported Request | Copyright | Invoice | Additional | Library

Title: Los pinceles de la historia ; el origen del reino de la Nueva España, 1680-1750 ; Museo Nacional de Arte, jur  
 Author:   
 Publisher: México, D.F. ; Instituto Nacional de Bellas Artes  
 Place:   
 Date:   
 Edition:   
 Original Loan Author:   
 Original Loan Title:

Accept Alternate Edition  
 Accept Non English  
 Allow Copies?  
 Copyright Already Paid?  
 Allow Renewals?

**Item Information**

Call Number: N6553 .P56 1999  
 Location: LAC BK  
 Due Date: 12/12/2013  
 Reason For Cancellation:   
 Item Num/Ref Num:   
 ISxN: 978970 18 13829  
 Special Instructions:   
 Max Cost/Pieces: 50.00IFM 1

**Citation Information**

Cited In:   
 Title:   
 Date:   
 Volume/Pages:

**Hold Request**

Hold Request Until |   
 Ok | Cancel

| Date               | Note  | Type   | Added By |
|--------------------|---|--------|----------|
| 6/26/2015 7:38 AM  | Sent to Billing Manager 6-26-15 see dummy request 864959  | Staff  | beserock |
| 6/30/2014 8:12 AM  | sent to ACQ for replacement \$ lookup   | Staff  | beserock |
| 4/18/2014 1:38 PM  | sent overdue3   | Staff  | beserock |
| 4/1/2014 9:02 AM   | sent overdue2   | Staff  | beserock |
| 2/27/2014 12:18 PM | nos we checked this week  | Staff  | dmascari |
| 2/19/2014 2:34 PM  | verifying nos , fsu patron claimed returned, but fsu hasnt checked it in  | Staff  | dmascari |
| 1/24/2014 9:16 AM  | sent overdue1   | Staff  | beserock |
| 10/29/2013 9:41 AM | Billing Notes; We use IFM where possible, IF you do not, please create invoice that includes your FEIN and W-9. | System | System   |
| 10/29/2013 9:41 AM | Borrowing Notes; (maxCost; 50.00)   | System | System   |

Awaiting Lost Book Invoicing | Lending

# Hold Until queues

The screenshot displays the ILLiad Client interface with the following components:

- Search Section:** Includes search boxes for Requests (Number, User Information, Citation Information), Users (Username, Name, ID), and Addresses (Symbol Name, Address).
- Main Navigation:** Tabs for Borrowing, Document Delivery, and Lending.
- Requests List (85 items):**
  - Awaiting Lending Request Processing: 12
  - Consortia, Awaiting Processing: 27
  - Awaiting Stacks Searching: 2
  - In Stacks Searching: 44
  - Held Requests (19 items):**
    - Request Held until lost book invoicing: 16
    - Request Held until Overdue book RETURNED: 1
    - Request Held until invoice paid: 2
  - Done (504681 items)
- Barometer:** A bar chart showing counts for Borrowing (86), Document Delivery (10), and Lending (85).
- System Alerts:**

| Alert              | B | D | L |
|--------------------|---|---|---|
| Connection Manager | 0 | 0 | 0 |
| ISO Manager        | 0 | 0 | 0 |
| Odyssey Manager    | 0 | 0 | 0 |
| Outgoing E-Mail    | 0 | 0 | 0 |
| System Error Flags | 0 | 0 | 0 |
| Users To Clear     | 0 | 0 | 0 |
- Footer:** Displays the number 504785 on the left and three zeros (0 0 0) on the right.

# Provide Aleph record info for Acquisitions to look up exact item for replacement cost

**FUG - Interlibrary Loan Request**

**Transaction Number:** 767473

**Call #:** N6553 .P56 1999  
**Location:** LAC BK

**OCLC Information**  
**ILL Number:** 110514632

OCLC Number: 42681151  
Lending String: FUG,\*FUG,FQG,GSE,EGA

**Article Information**  
**Journal Title:**  
**Volume:** Issue: *Exempt IFM*  
**Month/Year:** Pages: *\$65.00*  
**Article Author:** *\$35.00*  
**Article Title:**

**Loan Information**  
**Loan Title:** Los pinceles de la historia ; el origen del reino de la Nueva España, 1680-1750 ; Museo Nacional de Arte, junio-octubre, 1999. *\$100.00*  
**Loan Author:**  
**Publisher:** Mexico, D.F. ; Instituto Nacional de Bellas Artes  
**Place:**  
**Date:**  
**inprint:**

| Borrowing / Doc Del  | Lending  |
|--|--|
| <p><b>Patron Info</b><br/><b>Username:</b> FUG<br/>FUG User<br/>None - None<br/>116 Honors Way<br/><b>Article Delivery Method:</b><br/><b>Loan Delivery Method:</b><br/>Electronic Delivery?</p> | <p><b>Library Info</b><br/><b>Library Name:</b> Florida State University<br/><b>PH:</b> 850 644 4466<br/><i>FDA #5</i><br/><b>Resend / Check Shelf / Invoice</b></p> |

ILLiad Note: sent to ACQ for replacement \$ lookup

*22913606*  
*31262-075199066*

*864959*

# Aleph record



The screenshot displays the Aleph Circulation system interface. At the top, the title bar reads 'ALEPH Circulation - version 20.01 Library: UF030 ADM (UF030) Server: susaleph.tvc.org:0347 (20.01) User: BESEROCK'. The main menu includes 'ALEPH View Patrons Items Circulation Requests Reports \*Services Help ?'. The address bar shows the item ID '31262075199066' and the record title 'BIB= 22913606 ADM= 2571400 - Los pinceles de la historia : el origen () Year: 1999.'.

The interface is divided into several sections:

- Left Panel:** A tree view with options: [M] List Of Items (1/1), [E] All Items History, [H] Hold Requests (0, 0), [P] Photocopy Requests (0, 0), [L] Loan (Due date 11/04/20...), [O] History (Last updated 02/...), [Z] Circulation Log (02/10/20...), [S] Circulation Summary, [K] Booking (0, 0), [R] Maintenance Record (0), [B] Bibliographic Info., [T] Trigger List, and [N] Maintenance Profile.
- Items List:** A table with columns: Sublibrary, Collection, Status, Due Date, Item Barcode, Requests, Loans, Last Return, and Patron ID. A single row is highlighted in blue: UF SMATHERS, Latin America, Regular Loan, Lost, 31262075199066, 5, 05/07/2013, UF3623. A blue arrow points from the 'Items List' tab to this row.
- Item Details:** A section with tabs for 'Item', 'Bib Info', and 'Loan'. The 'Item' tab is active, showing the following details:
  - Doc Number (Item Sequence) 2571400 1.0
  - Item Sublibrary UF SMATHERS, Latin America
  - Item Collection
  - Item Call No. N6553 .P56 1999
  - Item Call No. 2
  - Item Description
  - Item Status Regular Loan
  - Item Process Status Not in process
  - Item Barcode 31262075199066 (indicated by a blue arrow)
  - Item Copy No.
  - Last return date 05/07/2013
  - Last return hour 09:49 AM
  - Last return station 10.247.68.17
- Right Panel:** A vertical stack of buttons: Booking Req, Photo Request, Hold Request, Claim Return, Lost, Print Slip, Push to Items, and Refresh.
- Bottom:** A 'Sort Options' dropdown menu set to 'Vol./Year/Part/Library Ascending' and a Windows taskbar.



# Provide Aleph record info for Acquisitions to look up exact item for replacement cost

|  |   |  |
|--|---|--|
| FUG - Interlibrary Loan Request                                  | Transaction Number: 781675                            |  |
|  | Call #: NA1353.M4 W56 1989                            |  |
|  | Location: AFA BK                                      |  |
|  | <b><u>OCLC Information</u></b>                        |  |
|  | ILL Number: 113312828                                 |  |
|  | OCLC Number: 21902019<br>Lending String: *FUG,WEL,ZGM |  |
| <b><u>Article Information</u></b>                                |   |  |
| Journal Title:   |   |  |
| Volume: Issue:   |   |  |
| Month/Year: Pages:   | Exempt  |  |
| Article Author:  |   |  |
| Article Title:   |   |  |
| <b><u>Loan Information</u></b>                                   |   |  |
| Loan Title: Der Architekt Hannes Meyer : Anschauungen und Werk / |   |  |
| Loan Author: Winkler, Klaus-Jürgen.                              |   |  |
| Publisher: Berlin ; Verlag für Bauwesen ; Dessau ; Bauhaus.      |   |  |
| Place:   |   |  |
| Date:  |   |  |
| Imprint:   |   |  |

IFM

|         |
|---------|
| \$50.00 |
| 35.00   |
| <hr/>   |
| \$85.00 |

| Borrowing / Doc Del       | Lending                                |
|---------------------------|--|
| <b><u>Patron Info</u></b> | <b><u>Library Info</u></b>             |
| Username: FUG             | Library Name: University of Louisville |
| FUG User                  | PH: 502-852-4525                       |
| None - None               |  |
| 2301 South Third Street   | KLG                                    |
| Article Delivery Method:  | Resend / Check Shelf / Invoice         |
| Loan Delivery Method:     |  |
| Electronic Delivery?      |  |

ILLiad Note: lost/damaged per USPS - will invoice KLG

20043489  
3126204649068.5

864960

# Acquisitions looks up replacement cost



Fri 10/31/2014 5:48 PM

lib-acqhelp

RE: replacement costs

To: Beserock, Lara J

Dear Jami,

Here are the requested replacement costs. Two were unavailable.

Best,  
Elaine

Elaine Needelman  
Acquisitions  
George A. Smathers Libraries  
University of Florida  
Gainesville, FL 32611-7007  
(352)273-2687 Phone  
(352)392-4788 FAX  
[elaneed@uflib.ufl.edu](mailto:elaneed@uflib.ufl.edu)

---

**Transaction Number: 751806**

**Loan Title:** Early education program for children with multiple disabilities a mechanism to utilize integrated early intervention teams for infants & toddlers with

**Price:** This microform is now only available online/free download.

**Transaction Number: 752043**

**Loan Title:** Cinema, trajetória no subdesenvolvimento

**Price:** \$22.49

**Transaction Number: 755619**

**Loan Title:** Writing with style ; APA style made easy

**Price:** \$10.00 (This is the 1998 out of print edition – the newest edition (2013) is \$39.47 at Amazon)

**Transaction Number: 758127**

**Loan Title:** Shokuminchi kokka no kokugo to chiri

**Price:** \$25.00

**Transaction Number: 758661**

**Loan Title:** Nada

**Price:** \$22.50

**Transaction Number: 761812**



# Acquisitions looks up replacement cost



Mon 7/2/2012 4:51 PM

lib-acqhelp

RE: replacement cost look-up

To: Beserock, Lara J

Here is the list requested:

LB663605 = \$65.00 (Dissertations are bill the default)  
LB657515 = \$65.00 (\$39.99 - Paperback)  
LB643993 = \$65.00 (Dissertations are bill the default)  
LB640732 = \$22.00 (out-of-print)  
LB635708 = \$65.00 (Dissertations are bill the default)  
LB631965 = \$65.00 (Dissertations are bill the default)  
LB630111 = \$65.00 x 2 (We don't have an official policy for replacing microfilm; bill default?)  
LB618808 = \$53.00 (out-of-print)  
LB618060 = \$100 (We own newer edition; bill default)  
LB613221 = \$100 (Duplicate copy in Storage; bill default)  
LB599505 = \$159.95 (v.1) \$115.00 (v.2) \$195.87 (v.3)  
LB596343 = \$65.00 x 3 (out-of-print / hard-to-find; bill default)  
LB593239 = \$65.00 (Dissertations are bill the default)  
LB592198 = \$30.00  
LB587837 = \$25.93

-Eric

---

**From:** Beserock, Lara J

**Sent:** Thursday, June 28, 2012 2:16 PM

**To:** lib-acqhelp

**Subject:** replacement cost look-up

Please provide replacement costs for the attached.

Thanks,

Jami



# Check one more time before starting the invoice creation process

- ▶ Check shelves one last time to verify that it was not returned. (Occasionally, books find their way to the stacks without having been checked back in or even coming through ILL at all).

# Check Borrowing institution's status and payment method

The screenshot shows the 'Lender Selection' window. The 'Request' section contains the following fields:

- Symbol: FDA
- Ship To: [Empty]
- Bill To: [Empty]
- Email: lib-borrowing@fsu.edu
- Odyssey: fsu.illiad.ocd.org
- Fax: (850)644-4702

The 'Address' section contains the following fields:

- Library Name: Florida State University
- Address Number: 3
- Shipping Address: ILL Technical Services BORROWING, 116 Honors Way, Tallahassee, FL 32306-2047, TAL
- Borrowing Department Email: lib-borrowing@fsu.edu
- Lending Department Email: lib-lending@fsu.edu
- Default Shipping Loan: DLLI
- Default Shipping Article: DLLI
- Phone: 850.644.4466
- Fax: 850-644-3329
- Odyssey: fsu.illiad.ocd.org
- Ariel: 146.201.65.22

The 'Billing' section contains the following fields:

- Billing Category: Exempt
- Billing Method: [Empty]
- Loan Charge: [Empty]
- Copy Charge: [Empty]
- Priority Shipping:
- Copyright Payee:
- Dodine EFTS:
- Override IFM:

The 'Lender String' table lists the following lenders:

| Lender String | Address N... | NVTGC | Library Name    | Address1       | Address2 |
|---------------|--------------|-------|-----------------|----------------|----------|
| FDA           | 3            | FUG   | Florida Stat... | ILL Technic... | 116 Ho   |
| FDA           | 4            | FUG   | Florida Stat... | ILL Technic... | 116 Ho   |
| FDA           | 5            | FUG   | Florida Stat... | ILL Technic... | 116 Ho   |

The 'Groups' section lists the following groups:

- ASERL
- Blocked
- FLIN
- IAMSLIC
- Rapid
- SUS

The 'Notes' section contains the following text:

Affiliation: DLLI, FLIN, SoLINE, ASERL, RAPID, MEMBERS OF CCC  
AgingDate: 20131029  
BillingNotes: We use IFM where possible, IF you do not, please create invoice that includes your FEIN and W-9.  
Borrower: FDA  
BorrowingNotes: (maxCost: 50.00)  
CopyrightCompliance: CCG  
Email: lib-borrowing@fsu.edu  
Fax: (850)644-4702  
Imprint: México, D.F. : Instituto Nacional de Bellas Artes, c1999.  
ISBN: 9789701813829  
Lenders: \*FUG,FUG,FOG,GSE,EGA  
MaxCost: 50.00 IFM  
NeedBeforeDate: 20131128  
OCLCNumber: 42681151  
Patron:  
ProtocolType: OCLC  
ShipVia: Library Mail  
Source: ILLiad  
Title: Los pinceles de la historia : el origen del reino de la Nueva España, 1680-1750 : Museo Nacional de Arte, junio-octubre, 1999.  
Verified: <TN:719339><ODYSSEY:fsu.illiad.ocd.org/TECSR> OCLC  
Status: RESERVE

# Add new lender address form, change status to Default and check the box marked Override IFM

**Request**

Symbol: FDA

Ship To:

Bill To:

Email: lib-borrowing@fsu.edu

Odyssey: fsu.illiad.odc.org Fax: (850)644-4702

**Address**

Library Name: Florida State University Address Number: 5

Shipping Address: ILL Technical Services BORROWING  
116 Honors Way  
Tallahassee, FL 32306-2047  
TAL

Borrowing Department Email: lib-borrowing@fsu.edu Lending Department Email: lib-lending@fsu.edu

Default Shipping Loan: DLLI Default Shipping Article: DLLI

Phone: 850.644.4466 Fax: 850-644-3329

Odyssey: fsu.illiad.odc.org Ariel: 146.201.65.22

Billing Address:

Billing Category: Default Billing Method:

Loan Charge: Copy Charge:

Priority Shipping  Copyright Payer  Docline EFTS  Override IFM

| Lender String | Address N... | NVTGC | Library Name    | Address1       | Address2 |
|---------------|--------------|-------|-----------------|----------------|----------|
| FDA           | 3            | FUG   | Florida Stat... | ILL Technic... | 116 Hc   |
| FDA           | 4            | FUG   | Florida Stat... | ILL Technic... | 116 Hc   |
| FDA           | 5            | FUG   | Florida Stat... | ILL Technic... | 116 Hc   |

**Groups** Notes (0)

- ASERL
- Blocked
- FLIN
- IAMSLIC
- Rapid
- SUS

Affiliation: DLLI, FLIN, SoLINE, ASERL,RAPID, MEMBERS OF CCC  
AgingDate: 20131029  
BillingNotes: We use IFM where possible, IF you do not, please create invoice that includes your FEIN and W-9.  
Borrower: FDA  
BorrowingNotes: (maxCost: 50.00)  
CopyrightCompliance: CCG  
Email: lib-borrowing@fsu.edu  
Fax: (850)644-4702  
Imprint: México, D.F. : Instituto Nacional de Bellas Artes, c1999.  
ISBN: 9789701813829  
Lenders: \*FUG,FUG,FQG,GSE,EGA  
MaxCost: 50.00 IFM  
NeedBeforeDate: 20131128  
OCLCNumber: 42681151  
Patron:  
ProtocolType: OCLC  
ShipVia: Library Mail  
Source: ILLiad  
Title: Los pinceles de la historia : el origen del reino de la Nueva España, 1680-1750 : Museo Nacional de Arte, junio-octubre, 1999.  
Verified: <TN:719339><ODYSSEY:fsu.illiad.odc.org/TECSRVR> OCLC  
Status: PENDING  
BillToAddress1: FEIN #596001874= NEED YOUR FEIN# and/or W-9 TO PAY INVOICES/ BRI account # 51-8616

# Add a Dummy Request

- ▶ You can add Lending requests manually for any borrowing library by opening their address record and clicking Add Request.
- ▶ From the ILLiad main screen, search for the address you want to add a request for using the Search Addresses group.
- ▶ On the Address form, click **Add Request**.
- ▶ A new blank request form (an Article request by default) will open and assign a transaction number. Until saved, the request will be at the status of Request Added through Client.
- ▶ Fill in citation information for the request. Make sure to select the correct Request Type (Article or Loan).
- ▶ Click **Save** and the request will be automatically routed to Awaiting Lending Request Processing.

# Search by OCLC symbol from ILLiad main screen

The screenshot shows the ILLiad Client main screen. At the top, there are tabs for Home, Borrowing, Document Delivery, Lending, and System. Below these are search fields for Number, User Information, Citation Information, Username, Name, ID, Symbol, Name, and Address. A blue arrow points to the Symbol search field. The main area is divided into three sections: Requests (70 items), Barometer, and System.

**Requests (70 items)**

- Awaiting Lending Request Processing: 7
- Consortia, Awaiting Processing: 18
- Awaiting Stacks Searching: 1
- In Stacks Searching: 44
- Held Requests (18 items)
- Done (504682 items)

**Barometer**

| Category          | Count |
|-------------------|-------|
| Borrowing         | 85    |
| Document Delivery | 10    |
| Lending           | 70    |

**System**

| Alert              | B | D | L |
|--------------------|---|---|---|
| Connection Manager | 0 | 0 | 0 |
| ISO Manager        | 0 | 0 | 0 |
| Odyssey Manager    | 0 | 0 | 0 |
| Outgoing E-Mail    | 0 | 0 | 0 |
| System Error Flags | 0 | 0 | 0 |
| Users To Clear     | 0 | 0 | 0 |

504770



# Add Request from Borrowing Institution's main Lender Address form

**Home**

Change Password | Add Request | Policies Manage | Delete | Print Address | Append Address Print | Clear Print Queue

**Lender Information** | Requests

**General Information**

Symbol: FDA | Address Number: 3

Library Blocked:

Library Name: Florida State University

Phone: 850.644.4466 | Fax: 850-644-3329

Odyssey Address: fsu.illiad.odc.org | Override Outgoing:

Trusted Sender?:  | Override Trusted Sender?:

Ariel Address: 146.201.65.22

Borrowing Department Email: lib-borrowing@fsu.edu

Lending Department Email: lib-lending@fsu.edu

**Shipping Information**

Shipping Address: ILL Technical Services BORROWING  
116 Honors Way  
Tallahassee, FL 32306-2047  
TAL

Default Shipping Loan: DLLI | Priority Shipping:

Default Shipping Article: DLLI

**Billing Information**

Billing Category: Exempt

Billing Address:

Copy Charge: | Loan Charge: |

Billing Method:

Copyright Payer:  | Override IFM:

Docline EFTS:

**ISO Information**

ISO Enabled:  | Auto Update Address:

ISO Type:  TCP/IP |  SMTP |  DOCLINE

IP Address:

Email Address:

Requester Override:

**Groups**

- ASERL
- Blocked
- FLIN
- IAMSLIC
- Rapid
- SUS

**Notes**

| Date              | Note                 | Added By |
|-------------------|----------------------|----------|
| 6/24/2011 9:22 AM | Lending 850-644-4171 | System   |

# Use OCLC # to copy request info

The screenshot shows a library management software interface with the following details:

- System:** OCLC
- Window Title:** 864959 - Lending Request
- Search Criteria:**
  - OCLC: 42681151 (highlighted with a blue arrow)
  - ISxN: 9701813820
  - Derived: Los,pl,de,l
  - Keyword: pinceles historia origen reino
  - Scan Title: Los pinceles de la historia : el orige...
  - Type: 1 types selected
  - Sub Type: All
  - Other: All
- Buttons:** Copy Info, Record, Holdings
- Navigation:** Detail, History, OCLC, Z39.50, PubMed/Dodine
- Search Results Table:**

| Record | Main Entry | Title   | Format | OCLC     | Standard Number | Year  | Publisher      | Owned                               | Holdings | L |
|--------|------------|---|--------|----------|-----------------|-------|----------------|-------------------------------------|----------|---|
| 1      |            | Los pinceles de la historia : el origen del reino de I... | Book   | 42681151 | 9701813820      | 1999; | Instituto N... | <input checked="" type="checkbox"/> | 41       | P |

At the bottom of the window, there are tabs for "Scan Title Results" and "Search Results".

# Use the same ILL#

System 864959 - Lending Request

Lending Processing Printing OCLC

Cancel Request Conditionalize Request Mark Found Mark Found Scan Now Route Add Flag Remove Flag Policies Directory Resend Request Billing View Send E-Mail Pending Updates

Detail History OCLC Z39.50 PubMed/Docline

**General Request Information**

Transaction Number: 864959  
Username: FUG  
Transaction Date: 6/26/2015 7:43 AM  
Delivery Method:  
Service Level: Regular  
Billing Account:

Article Loan  
Service Type:  
Not Wanted After:  
Site:  
Shipping Options: Mail  
Doc Type: Book

**OCLC Information**

ILL Number: 110514632  
OCLC Number: 42681151  
Lending String: FUG,\*FUG,FQG,GSE,EGA  
Borrower: FDA  
System ID: OCLC  
OCLC Status: Record not found

Article Info Loan Info Collections Local Holdings Imported Request Copyright Invoice Additional Library

Title: Los pinceles de la historia : el origen del reino de la Nueva España, 1680-1750 : Museo Nacional de Arte, jur  
Author:  
Publisher:  
Place:  
Date:  
Edition:  
Original Loan Author:  
Original Loan Title:

Accept Alternate Edition  
 Accept Non English  
 Allow Copies?  
 Copyright Already Paid?  
 Allow Renewals?  
 Library Use Only?  
 Replacement Pages?  
 Priority Shipping  
 Ariel  
 Odyssey (Missing TN)

**Item Information**

Call Number: N6553 .P56 1999  
Location: LAC BK  
Due Date: 8/9/2015  
Reason For Cancellation:  
Item Num/Ref Num:  
ISxN: 9701813820  
Special Instructions:  
Max Cost/Pieces:

**Date Note**

| Date              | Note                                   | Type  | Added By |
|-------------------|--|-------|----------|
| 6/26/2015 7:29 AM | dummy request for lost book TN #767473 | Staff | beserock |

**Citation Information**

Cited In:  
Title:  
Date:  
Volume/Pages:

# Mark Found to add billing charges

The screenshot shows a web-based interface for managing a lending request. The title bar indicates the request ID is 864959. The top navigation bar includes tabs for Lending Processing, Printing, and OCLC. A toolbar contains various action buttons, with 'Mark Found' highlighted by a blue arrow. Below the toolbar, there are tabs for Detail, History, OCLC, Z39.50, and PubMed/Dodice. The main content area is divided into several sections: General Request Information, OCLC Information, Article Info, Loan Info, Item Information, and Citation Information. A table at the bottom shows a note from 6/26/2015 7:29 AM regarding a dummy request for a lost book.

| General Request Information |                   | OCLC Information |                      |
|-----------------------------|-------------------|------------------|----------------------|
| Transaction Number          | 864959            | ILL Number       | 110514632            |
| Username                    | FUG               | OCLC Number      | 42681151             |
| Transaction Date            | 6/26/2015 7:43 AM | Lending String   | FUG,*FUG,FQG,GSE,EGA |
| Delivery Method             |                   | Borrower         | FDA                  |
| Service Level               | Regular           | System ID        | OCLC                 |
| Billing Account             |                   | Doc Type         | Book                 |
|                             |                   | OCLC Status      | Record not found     |

| Article Info         |   | Item Information        |                 |
|----------------------|---|-------------------------|-----------------|
| Title                | Los pinceles de la historia : el origen del reino de la Nueva España, 1680-1750 : Museo Nacional de Arte, jur | Call Number             | N6553 .P56 1999 |
| Author               |   | Location                | LAC BK          |
| Publisher            |   | Due Date                | 8/9/2015        |
| Place                |   | Reason For Cancellation |                 |
| Date                 |   | Item Num/Ref Num        |                 |
| Edition              |   | ISxN                    | 9701813820      |
| Original Loan Author |   | Special Instructions    |                 |
| Original Loan Title  |   | Max Cost/Pieces         |                 |

| Date              | Note                                   | Type  | Added By |
|-------------------|--|-------|----------|
| 6/26/2015 7:29 AM | dummy request for lost book TN #767473 | Staff | beserock |

# Billing Charges

**Add Billing Charges - Transaction 864959**

Charge Recalculate Cancel

| Category                     | Base Fee | Per Page Fee | Qty | Sub Total |
|------------------------------|----------|--------------|-----|-----------|
| Standard Charges             | \$0.00   | \$0.00       | 0   | \$0.00    |
| Copyright Fees               | \$0.00   | \$0.00       | 1   | \$0.00    |
|                              |          |              |     | \$0.00    |
| Mail                         | \$0.00   | \$0.00       | 1   | \$0.00    |
| Lost Book Replacement Fee... | \$65.00  | \$0.00       | 0   | \$65.00   |
| Processing Fee-Default       | \$35.00  | \$0.00       | 0   | \$35.00   |
| No Additional Charges (3)    |          |              |     | \$0.00    |

Billing Notes replacement cost = \$65.00; Processing Fee = \$35.00; Total = \$100.00

**Total \$100.00**

Invoice Status: Unknown

# Invoice in Billing Manager

Invoice Details

Invoice Information

**Invoice:** 4777      **Total Amount:** \$100.00  
**Generated:** 7/1/2015 5:34:44 AM      **Total Payments:** \$0.00  
**Begin Date:** 6/1/2015      **Balance Due:** \$100.00  
**End Date:** 6/30/2015  
**Current Status:** Invoice Generated

Borrower

**Symbol:** FDA      **Number:** 5  
**Institution:** Florida State University  
**Phone:** 850.644.4466      **Fax:** 850-644-3329

**Shipping Address:** ILL Technical Services BORROWING  
116 Honors Way  
Tallahassee, FL 32306-2047  
TAL

**Billing Category:** Default  
 Docline EFTS       Override IFM

**Billing Address:**

Payments | Invoice Items | Invoice Tracking

**Amount:** 0.00      **Type:**      **Note:**     

| Number | Type        | Citation/Note   | ILL Number | Amount   |
|--------|-------------|---|------------|----------|
| 864959 | Transaction | Los pinceles de la historia : el origen del reino de la Nueva España, 1680-1751 | 110514632  | \$100.00 |

Check the charges and notes - add more info if needed.

Update Billing Charges (864959)

| Category                     | Base Fee | Per Page Fee | Quantity | Total |
|------------------------------|----------|--------------|----------|-------|
| Standard Charges             | 0.00     | 0.00         | 0        | 0.00  |
| Copyright Fees               | 0.00     | 0.00         | 1        | 0.00  |
|                              |          |              |          | 0.00  |
| Mail                         | 0.00     | 0.00         | 1        | 0.00  |
| Lost Book Replacement Fee-De | 65.00    | 0.00         | 0        | 65.00 |
| Processing Fee-Default       | 35.00    | 0.00         | 0        | 35.00 |
| No Additional Charges (3)    |          |              |          | 0.00  |

**Total** 100.00

**Note**  
Lost book replacement cost = \$65.00; Processing Fee = \$35.00; Total = \$100.00



# Invoice in Billing Manager

**Invoice Details**

**Invoice Information**

**Invoice:** 4778      **Total Amount:** \$85.00  
**Generated:** 7/1/2015 5:34:47 AM      **Total Payments:** \$0.00  
**Begin Date:** 6/1/2015      **Balance Due:** \$85.00  
**End Date:** 6/30/2015  
**Current Status:** Invoice Generated

**Borrower**

**Symbol:** KLG      **Number:** 4  
**Institution:** University of Louisville  
**Phone:** 502-852-4525      **Fax:** (502)852-8753

**Shipping Address:**  
William F. Ekstrom Interlibrary Loan  
2301 South Third Street  
Louisville, KY 40292

**Billing Category:** Default  
 Decline EFTS       Override IFM

**Billing Address:**

**Payments** | **Invoice Items** | **Invoice Tracking**

**Amount:** 0.00      **Type:**      **Note:**      **Add Item**

| Number | Type        | Citation/Note  | ILL Number | Amount  |
|--------|-------------|--|------------|---------|
| 864960 | Transaction | Der Architekt Hannes Meyer : Anschauungen und Werk / Winkler, Klaus-Jörn | 113312828  | \$85.00 |



Check the charges and notes - add more info if needed.

Update Billing Charges (864960)

| Category                     | Base Fee | Per Page Fee | Quantity | Total |
|------------------------------|----------|--------------|----------|-------|
| Standard Charges             | 0.00     | 0.00         | 0        | 0.00  |
| Copyright Fees               | 0.00     | 0.00         | 1        | 0.00  |
|                              |          |              |          | 0.00  |
| Mail                         | 0.00     | 0.00         | 1        | 0.00  |
| Lost Book Replacement Fee-De | 50.00    | 0.00         | 0        | 50.00 |
| Processing Fee-Default       | 35.00    | 0.00         | 0        | 35.00 |
| No Additional Charges (3)    |          |              |          | 0.00  |

Total 85.00

**Note**  
Lost book replacement cost = \$50.00; Processing Fee = \$35.00; Total = \$85.00



# Invoice before editing

University of Florida

Invoice

Fiscal Services PO Box 117021; 407 Library West  
Gainesville, FL 32611-7021  
352-273-2555

Invoice No. 4777

**Customer Information**

FDA  
Florida State University  
ILL Technical Services BORROWING  
116 Honors Way  
Tallahassee, FL 32306-2047  
TAL  
Phone: 850.644.4466 Fax: 850-644-3329

|                         |               |
|-------------------------|---------------|
| <b>Date</b>             | July 7, 2015  |
| <b>Billing Category</b> | Default       |
| <b>Invoice Start</b>    | June 1, 2015  |
| <b>Invoice End</b>      | June 30, 2015 |
| <b>Invoice Total</b>    | \$100.00      |
| <b>Balance Due</b>      | \$100.00      |

**Make Checks Payable to: University of Florida**

George A. Smathers Libraries  
PO Box 117021  
Gainesville, FL 32611-7021  
Phone: 352-273-2555 Fax: 352-846-0335

**From FUG (Please include "FUG" on payment)**

| Description   | Charges and Payments |
|---|----------------------|
| Los pinceles de la historia : el origen del reino de la Nueva España, 1680-1750 : Museo Nacional de Arte, junio-octubre, 1999. 110514632 864959 | \$100.00             |

# Invoice before editing

University of Florida

## Invoice

Fiscal Services PO Box 117021; 407 Library West  
Gainesville, FL 32611-7021  
352-273-2555

Invoice No. 4778

**Customer Information**

KLG  
University of Louisville  
William F. Ekstrom Interlibrary Loan  
2301 South Third Street  
Louisville, KY 40292

Phone: 502-852-4525 Fax: (502)852-8753

|                         |               |
|-------------------------|---------------|
| <b>Date</b>             | July 7, 2015  |
| <b>Billing Category</b> | Default       |
| <b>Invoice Start</b>    | June 1, 2015  |
| <b>Invoice End</b>      | June 30, 2015 |

|                      |         |
|----------------------|---------|
| <b>Invoice Total</b> | \$85.00 |
| <b>Balance Due</b>   | \$85.00 |

**Make Checks Payable to: University of Florida**

George A. Smathers Libraries  
PO Box 117021  
Gainesville, FL 32611-7021  
Phone: 352-273-2555 Fax: 352-846-0335

**From FUG (Please include "FUG" on payment)**

| Description  | Charges and Payments |
|--|----------------------|
| Der Architekt Hannes Meyer : Anschauungen und Werk / 113312828<br>864960 | \$85.00              |

# Invoice after editing

University of Florida

## Lost Book Invoice

Fiscal Services PO Box 117021; 407 Library West  
Gainesville, FL 32611-7021  
352-273-2555

Invoice No. 4777

### Customer Information

FDA  
Florida State University  
ILL Technical Services BORROWING  
116 Honors Way  
Tallahassee, FL 32306-2047  
TAL  
Phone: 850.644.4466 Fax: 850-644-3329

|                         |               |
|-------------------------|---------------|
| <b>Date</b>             | July 7, 2015  |
| <b>Billing Category</b> | Default       |
| <b>Invoice Start</b>    | June 1, 2015  |
| <b>Invoice End</b>      | June 30, 2015 |

|                      |          |
|----------------------|----------|
| <b>Invoice Total</b> | \$100.00 |
| <b>Balance Due</b>   | \$100.00 |

### Make Checks Payable to: University of Florida

George A. Smathers Libraries  
PO Box 117021  
Gainesville, FL 32611-7021  
Phone: 352-273-2555 Fax: 352-846-0335

**From FUG (Please include "FUG" on payment)**

| Description   | Charges and Payments   |
|---|--|
| Los pinceles de la historia : el origen del reino de la Nueva España, 1680-1750 : Museo Nacional de Arte, junio-octubre, 1999. 110514632 864959 | Replacement cost - \$65.00<br><br>Processing Fee - \$35.00<br><br>Total - \$100.00 |

# Invoice after editing

University of Florida

## Lost Book Invoice

Fiscal Services PO Box 117021; 407 Library West  
Gainesville, FL 32611-7021  
352-273-2555

Invoice No. 4778

**Customer Information**  
KLG  
University of Louisville  
William F. Ekstrom Interlibrary Loan  
2301 South Third Street  
Louisville, KY 40292  
  
Phone: 502-852-4525 Fax: (502)852-8753

|                         |               |
|-------------------------|---------------|
| <b>Date</b>             | July 7, 2015  |
| <b>Billing Category</b> | Default       |
| <b>Invoice Start</b>    | June 1, 2015  |
| <b>Invoice End</b>      | June 30, 2015 |

|                      |         |
|----------------------|---------|
| <b>Invoice Total</b> | \$85.00 |
| <b>Balance Due</b>   | \$85.00 |

**Make Checks Payable to: University of Florida**  
George A. Smathers Libraries  
PO Box 117021  
Gainesville, FL 32611-7021  
Phone: 352-273-2555 Fax: 352-846-0335  
**From FUG (Please include "FUG" on payment)**

| Description  | Charges and Payments  |
|--|---|
| Der Architekt Hannes Meyer : Anschauungen und Werk / 113312828<br>864960 | Replacement cost - \$50.00<br><br>Processing Fee - \$35.00<br><br>Total - \$85.00 |

# Search for the invoice after creation

- ▶ After invoice is created, move dummy request to a new queue to hold until invoice is paid (I use Hold Until Invoice Paid).
- ▶ Search for the lost book invoice by ILL# in Billing Manager after creation periodically to check for payment.
- ▶ Change status to Request Finished after invoice is paid and make note in Borrowing Notes if needed.

# Review

- ▶ Try to get an exact replacement cost or use default if none is found.
- ▶ Create a new record in the BillingAdditions in Customization Manager.
- ▶ Create new Lender Address form to disable the Exempt status and IFM payment.
- ▶ Create a dummy request using the same ILL number.
- ▶ Mark Found and add billing charges.
- ▶ Edit invoice in Billing Manager to reflect that it is for a Lost Book.
- ▶ Search for invoice to check when the invoice has been paid.
- ▶ Close the request after invoice is paid.

# Questions?

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(352) 273-2539