I. INVOICES

A. Each invoice received by mail, e-mail, or fax is checked in our InfoLinks order records for these items before it is processed for payment:

1. Current subscription or standing order.

2. Invoice does not represent a duplicate or overlapping payment. Any gaps in payment periods will be referred to the publisher or vendor for reconciliation.

3. Payment period on invoice agrees with what we expect to be the next period as shown in our record. Discrepancies are referred to the publisher or vendor for reconciliation.

4. Added information such as a title change, frequency change, addition of or changes to online access, and new titles that come with our order.

5. Vendor payment addresses must agree with those in our vendor records. If there is any change, the vendor record in InfoLinks must be changed before the invoice is sent for payment.

6. Price increases significantly above the previous payment (must be approved before invoice is paid)

7. Each payment on the invoice is also checked against the order record to be sure there will be fewer than 50 payment lines (the maximum number allowed by the system) in the record after the payment is added. If any payment will add a 51st line, a new order record must be created before the invoice is sent for payment.

8. When the invoice has been checked for all of these criteria, it is notated with information from our InfoLinks order record and then sent for payment. The information from the record includes title, order record number, period/volume/issue covered by the invoice, vendor code, correct cost control center, whether tax should be added. The estimated price for the fiscal year is also updated in each order record.
B. Invoices for standing orders are initially given to the continuations agent, who checks in the issues and notates the invoice with the title, order record number, and volume or issue paid for. Invoices are then returned to the Serials Accounting Assistant, who checks the remainder of the items noted in Section A. The invoices are then sent for payment.

C. When the invoice copies are returned from the payment process, any additional tax added by the system or shipping/handling charges distributed among multiple payments is added to the existing estimated prices in the individual order records.

II. Order record creation. A new record is created for:
   A. Each new subscription or standing order
   B. When an existing order is transferred from one vendor/agent/publisher to another
   C. When an existing order record has reached its limit of fifty payment lines.

III. Vendor Maintenance
   A. A new record is created each time we obtain a title from a new vendor.
   B. Existing records are continually updated for changes in vendor names, addresses, phone numbers, contact information.

IV. Updating Records. This is an ongoing process involving mainly order records, very rarely checking records. Changes/updates include, but are not limited to, these areas.
   A. Format decisions
   B. Publisher contact information
   C. Whether tax should be added
   D. Membership and package information
   E. Online providers
   F. Previous funds and vendors
   G. Cancellation/drop decisions

V. Checking Renewal Notices. All renewals notices from publishers for titles placed with subscription agents are checked against our records to determine whether we have been invoiced for the renewal period, if the expiration dates match, and to see whether there is added information, such as addition or changes to online access, and added publications included in the subscription.

VI. Payment Problems/Subscription Lapses. Resolution of payment/non-receipt problems begins with looking at the order records for an evident reason such as gaps in payment and notes documenting prior problems in these areas.
V. Importing Electronic Invoices.

A. In this procedure, invoice payment information, normally entered manually, is automatically entered into our order records by FTP. These are typically large invoices (up to 499 payments each) from subscription agents.

B. After the information is entered, each item on these invoices is checked against our records and information is adjusted.

1. All estimated prices are changed to reflect the current price.

2. Current PO numbers are added; outdated ones, deleted.

3. Changes in orders, as noted on the invoices, are made in our records. These include items such as title changes, online availability, added titles included in a subscription package, frequency changes.

VI. Create Lists. This function is heavily used to gather certain groups of titles together. Typical lists might include all paid titles, paid titles for which no annual payment has yet been made, titles from a specific publisher, or lists of cancelled titles.

VII. Bib Records.

A. Occasionally create a brief bib record for a record which will not be cataloged.

B. Access bib records for all types of information, including our holdings, information about publishers, frequency,

C. Access online holdings through information in the bib record.