OLE 0.3 Drivers Manual

http://demo.ole.kuali.org/ole-demo/portal.jsp

Contents

Introduction to OLE 0.3

Welcome to Kuali OLE, milestone release 0.3!

Kuali OLE, or the Kuali Open Library Environment, is an enterprise-ready, community source software package for academic and research libraries. OLE uses several tools to communicate its development and to provide gateways to existing and new project partners to learn more about this exciting project.

- Kuali OLE website   http://www.kuali.org/ole
- Kuali OLE Blog   http://kualiole.tumblr.com/
- Kuali OLE Wiki   https://wiki.kuali.org/display/OLE/Home

Both OLE's website and blog are great resources to learn about OLE activities, conferences and release cycles, while the wiki page is the "home" of OLE's development activities as well as this Drivers Manual with its supplemental resources.

For an install of OLE 0.3, please go to:

https://wiki.kuali.org/display/OLE/OLE+and+Docstore+Server+Installation

To try out OLE 0.3, please go to http://demo.ole.kuali.org/ole-demo/portal.jsp

OLE Development

Development of the OLE application began in 2010, and the design phase is scheduled to continue through 2012, with ongoing development and releases thereafter. The working draft of the OLE Roadmap illustrates some tentative future release plans.

OLE 0.3 is the demonstration release of the software. OLE 0.3 is a milestone release, intended to showcase progress on system design and technology infrastructure to support future document and library formats, but with focus on selection and acquisitions for now. It is not intended to be a complete, functional system yet. This manual will introduce some of the features in OLE 0.3, and show how to perform certain library acquisitions functions within it.

As a milestone release, OLE 0.3 has been pre-loaded with some data to allow users to begin trying the acquisitions functionality immediately, without first having to create users, vendors, bibliographic data, etc. Throughout this Drivers Manual, you will be prompted to use sample specific data to try out various features.

For an overall description of what is included (or not included) in this initial milestone release, we have provided a companion OLE 0.3 Release Narrative. While not exhaustive to OLE's current functions in development, this description, the OLE Roadmap, and this Drivers Manual will provide users with a preview of what is to come.

OLE 0.3 Acquisitions Functionality

The focus of OLE 0.3 is on acquisitions functionality, which is fundamental for later phases of OLE's development.   In order to speed development and take advantage of other Kuali projects, OLE is being developed in concert with other Kuali software. For financial transactions and activities, OLE is re-using the Kuali Financial System (KFS) software. OLE also relies on a suite of enterprise class middleware products known as Rice. The products include: KIM (Kuali Identity Management), KEW (Kuali Enterprise Workflow), and KNS (Kuali Nervous System). In concert with OLE, these products apply workflow rules, routings and approvals that can be configured locally. [For fuller information, please see the KFS and Rice Appendix.]

The following illustration shows the acquisitions functions currently in OLE, and how those features interact with each other and other Kuali products:

- ✓ Ingest Orders
  - ✓ Staff Pickup
  - ✓ Dup-check
  - ✓ Write bib to DS
  - ✓ Create Item
  - ✓ Save Tx to OLE-DB
  - ✓ KEW to route/notify
  - ✓ Create Bib
- ✓ Requisitions
  - ✓ Webform ingest
  - ✓ Manual
  - ✓ Requestors, Vendors, Funds F Currency, Notes
  - ✓ Create/Link to Bib
  - ✓ Create Item
  - ✓ Order Holding Queue
  - ✓ Route to Workflow
  - ✓ Automatic PO option
- ✓ Purchase Orders
  - ✓ Ingest
  - ✓ Purchase Order Amendments
  - ✓ Transmit Orders
- ✓ Receiving
  - ✓ Update Item
- ✓ Invoicing
- ✓ ITEM & BIB simple Editors
- ✓ Encumber/Expense to CoA and GL
- ✓ Maintenance Documents & Tables
- ✓ Users & Roles, Permissions
- ✓ Workflows, Notifications & e-doc Routing
- ✓ Transactional Search, Saved Searches
- ✓ Action Lists
- ✓ Related Documents linking

Introduction to Library Workflows

The workflows demonstrated in OLE 0.3 are meant to illustrate the breadth of options possible for managing library processes; routing and notifications; and limited approvals. These "representative" workflows highlight some of the desired functions of OLE's 8 library development partners, and are further introduced within each section of the Drivers Manual.

During future local implementations of OLE, libraries can configure workflows and permissions to best fit local needs: creating highly-structured workflows and approval processes to manage communications, or, minimizing "routing" or approvals ...whatever best supports local library policy.

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About this Drivers Manual

The OLE 0.3 Drivers Manual is intended to illustrate common scenarios for working within OLE. It is designed with end users in mind to allow you to test-drive specific workflows. The Drivers Manual is **not** complete user documentation for OLE, but instead provides a preview of future functionality. More complete documentation for all functionality will be issued with release 1.0.

In recognition that not all library acquisitions requirements have been coded for this milestone release, OLE 0.3's main screen illustrates development status with 3 colored icons:

✅ New or adapted OLE functions = New or adapted KFS functions being used by OLE, and accessible for "test drive" by OLE users.

⚠️ Available for test-drive with inherited KFS functions = Unedited/inherited KFS functionality, to be modified for libraries post OLE 0.3. Library users can access and use the KFS functions "as is".

● Future OLE functionality to be coded = KFS functionality not yet adapted and available to libraries, and to be reviewed post OLE 0.3 (no links).

Illustrations for the Drivers Manual were made from the test instance of OLE during the development process. It is possible that the look of any particular screen in OLE 0.3 may be slightly different than shown in the illustrations. However, the functionality will be essentially the same.

Throughout this Drivers Manual, there will also be additional links to OLE resources, data definitions, roadmap materials, and more at the OLE wiki. Please use the OLE DEMO environment at http://demo.ole.kuali.org/ole-demo/portal.jsp and use our Demo FTP drive in support of Ingest and Transmission test drives.

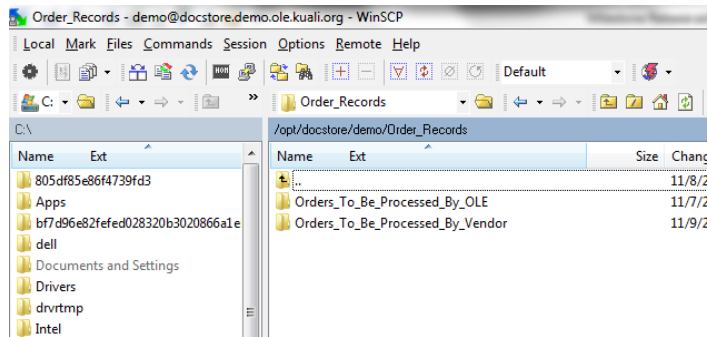FTP Site:

docstore.demo.ole.kuali.org
Username: demo
Password: dem0Nov01e

✅ Recommendation: Use an SFTP client to access

Files to use:
- Sample Ingest EOCR files:
  /opt/docstore/demo/Order_Records/Orders_To_Be_Processed_By_OLE
- Samples of successfully transmitted/placed orders in: ….Orders_To_Be_Processed_By_Vendor

Supplemental to this Drivers Manual is the OLE 0.3 Acquisitions Routing & User Roles: Reference Guide. Users may easily reference this document for simulating different routing of acquisitions documents in OLE 0.3 workflows. We recommend users first "test drive" OLE using the complete manual, and then use the supplemental guide for easy creation of sample documents. [To learn more about how workflows operate in the OLE and Rice environment, please see the KFS and Rice Appendix.]

OLE 0.3 User Feedback
The Kuali OLE development team wants your feedback, either about the application, future functionality, or about this Drivers Manual.   To complete the OLE 0.3 Feedback form (and to access other OLE tools and project information on the wiki), you'll need a Kuali Information System (KIS) username and password. These are free to anyone, and you can create one for yourself at:

https://kuali.org/kis/logins/create

Key OLE concepts

eDocs

An eDoc is a virtual representation of a collection of data elements displayed via a user interface, that when completed, can be stored or routed for other users to view, approve and access via OLE workflows. The underlying structure of an eDoc is a collection of linked tables in a relational database.

The OLE eDoc concept has been adopted from KFS and Rice and consists of a document header and a document body. The header in the upper right corner of the screen contains system information about the document. The body is organized in a stack of labeled tabs that are similar to file folders. Based on the type of document, the system displays different sets of tabs. To facilitate the document input process, an initiated document opens with required tabs expanded and optional tabs collapsed. Workflow action buttons appropriate to your role are displayed at the bottom of the screen.

The following is a "collapsed" view of a tabbed eDoc:
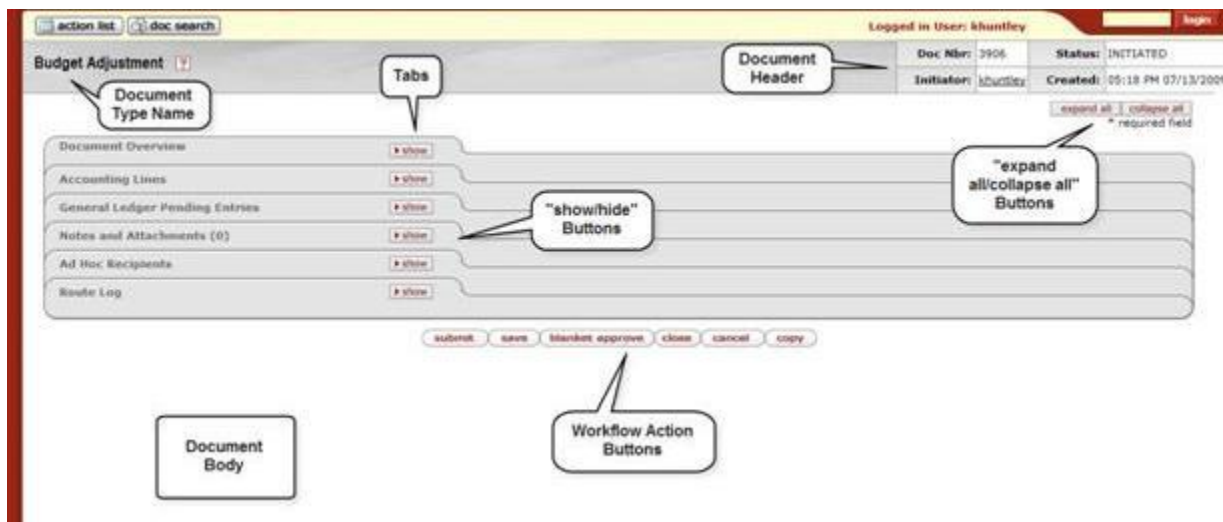
2 basic forms of eDocs

OLE eDocs
1. Transactional eDocs: allow authorized users to complete simple transactions in purchasing, accounting, and future circulation.
2. Maintenance eDoc: allow authorized users to create controlled-value selection lists that are used in the transactional eDocs and for reporting, searching or filtering.
   a. A subset of maintenance eDocs control system values tied to Rice middleware, and have limited access or end-user editability. These documents control roles, workflows, and security.

eDoc tabs:
While the tabs introduced above vary by eDoc type, a set of standard tabs is included in every eDoc:
- Document Overview: includes the two standard numbers noted below, as well as an indication of who initiated the eDoc, its creation date, its workflow status, and its business status.

- Related Documents: provides links to all related eDocs in the acquisitions lifecycle - Requisitions, Purchase Orders, Purchase Order Amendments, Line Item Receiving, Payment Requests. Click on the document id for each to view the related document.

- Notes and Attachments: displays user notes, attachments, or system-generated information about the document. The number of notes and/or attachments is indicated on the tab.

- Ad Hoc Recipients: indicates OLE users who may also be notified of eDoc changes, but are not part of the standard routing for the particular type eDoc.

- Route Log: identifies applicable routing information for the eDoc. Most financial documents require one or more approvals before they impact the General Ledger. The process usually begins with workflow identifying all account numbers used on the document and requesting the approval of the fiscal officers associated with these accounts.

Additionally, financial transactions eDocs include Accounting Lines and General Ledger Pending Entries tabs, too.

Document Number vs. PO (or other) Number
OLE has inherited two forms of identification for eDocs.
1. A unique number used to identify each document. OLE assigns a sequential number to each document when it is created, regardless of the type of document. It can be used in the simple and detailed searches.
    a. Identified in header of each document as "Doc Nbr"
    b. Identified in Search fields and search results as "Document/Notification Id"
2. A unique ordering or invoicing number that is used with external vendors, such as Purchase Order # or Payment Request #. This "Purchase Order #" is what is to be used when processing receiving or payments/invoicing on an existing order.

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Document/Notification Id	Type	Title	Route Status	Initiator
4463	Line Item Receiving	Line Item Receiving - PO: 1287 Vendor: YBP Library Services	SAVED	HUNTLEY, KEISHA
4462	Line Item Receiving	Line Item Receiving - PO: 1286 Vendor: YBP Library Services	SAVED	HUNTLEY, KEISHA
4461	Purchase Order	Purchase Order - Library Material_kyh_11021607	FINAL	Admin, OLE
4459	Requisition	Requisition - Library Material_kyh_11021607	PROCESSED	HUNTLEY, KEISHA
4458	Purchase Order	Purchase Order - Library Material_kyh_11021607	FINAL	Admin, OLE
4456	Requisition	Requisition - Library Material_kyh_11021607	FINAL	HUNTLEY, KEISHA

eDoc Help Icons

The help icons, in the form of question marks "[?]", that appear next to some fields, are **not** functioning for OLE 0.3. If selected, you will only receive an error message at this time.
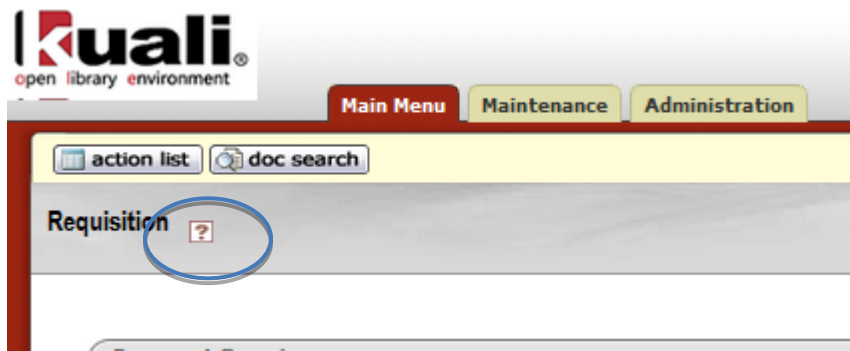
In future releases, these will link to the OLE online help and user's guide.

eDoc Data Entry/Basic Navigation

Element	Reference / Description
	box (a.k.a. edit box, text box, or entry field): A rectangular box in which you can type text. If the box already contains text, you can select that default text or delete it and type new text. Use a keyboard to type or clipboard to paste text and numbers into the field.
☑	check box (a.k.a. selection box): A square box that is selected or cleared to turn on or off an option. More than one check box can be selected. Use a mouse to click within the box to place a check mark symbol to indicate the option is selected.
◉	option (a.k.a. radio button, option button): A round button used to select one of a group of mutually exclusive options. Use a mouse to click within the circle. The dot symbol indicates that the option is selected.
▼	list (a.k.a. drop-down menu, combo box, or list box): A box with an arrow indicating a list that drops (expands) downward for viewing (may expand upward to take advantage of available screen real estate). Click the down arrow icon to list menu options, and then click the text to

	highlight and select an option.
add	button (a.k.a. command button, action button): A rectangular button with a text label that indicates the action to be performed. Use a mouse to click the button to initiate the action.

Shortcuts:

- Browser memory can be utilized to let you select from past entries. To see previous entries, double-click in field.
- If you already know a code, you may manually enter it without using the lookup. When you tab to the next field OLE will populate with the coded value.

Required Fields:
"*" (asterisk)

Date Fields
Dates must be specified in mm/dd/yyyy format. Alternatively, you may select a date by clicking the calendar.

Standard links & buttons
Because OLE is a web-based application, hyperlinks and icons are used for navigation. Clicking hyperlinks and icons allows you to drill down into document detail and to obtain additional information.
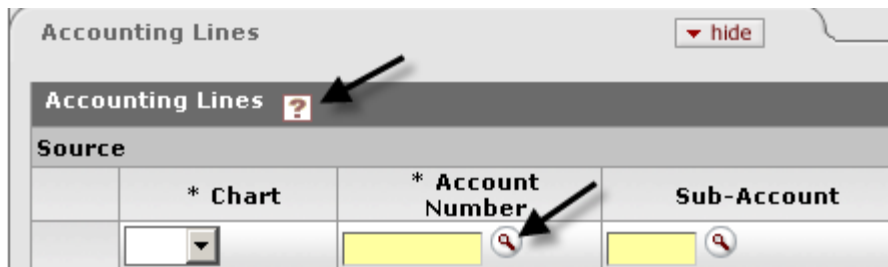
Field Lookup
The round magnifying glass or 'lookup' icon informs you when entered information must be selected from a controlled source of data values.

After selecting the icon, OLE either displays a list of valid values for you to select from or takes you to a form that allows you to search for the value you need.

In this example lookup form, you may

1. Enter one or more search criteria or leave all search criteria fields blank to retrieve all.
   a. To specify search criteria:
   b. Type data into any combination, all, or none of the listed search fields. (Most search fields change letters to uppercase for the search.)
2. Use wildcards at the end of or within a string of characters to represent any character or characters. The symbols * (denotes any number of characters) and % (denotes a single character) may be used as wildcards.

   a. ⚠ Caution: Use * **only** at the end of a word and **only** when you have entered a single word in the field
   b. If desired, to enter a range of numbers or dates, use any of these range operators: >, <, >=, <=, and ..
      ⚠ Note: The ".." operator may be used only between two date values. It may not be used with a single date. All other operators are used before single dates.
   c. Specify dates in the format mm/dd/yyyy.
   d. Using logical operators & (AND) and | (OR) with multiple search parameters.
3. Click the search button to run the search.
4. OLE displays the list of applicable values that you have requested.
5. You may take one of the following actions by clicking the hyperlinks labeled a through c below.

15 items retrieved, displaying all items.

Balance Type Code	Balance Type Name	Short Name	Offset Generation	Encumbrance	Return value
A2	A21 BALANCES - LABOR LEDGER ONLY	A21 BALANCES	Yes	No	return value
AC	ACTUALS (BALANCE SHEET)	ACTUALS	Yes	No	return value
AS	ACTUAL STATISTICS	ACTUAL STATS	No	No	return value
BB	ADJUSTED BASE BUDGET	ADJ BSE BUDG	No	No	return value
BS	BUDGET STATISTICS	BUDG STATS	No	No	return value
CB	CURRENT BUDGET	CURRENT BUDG	No	No	return value
CE	COST SHARE ENCUMBRANCES	CST SHR ENCS	Yes	Yes	return value
EX	EXTERNAL ENCUMBRANCE	EXTERNAL ENC	Yes	Yes	return value

(a) Click "return value" to select the code.
(b) Click "return with no value" to cancel the search (or click "cancel").
(c) Click the name of a column to sort the retrieved values by that column.

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eDoc workflows & routing

(see each OLE Drivers Manual section for specific roles, permissions and workflows for each eDoc)

OLE eDoc automated workflow is based on the Rice product KEW (Kuali Enterprise Workflow) (KEW). [For fuller information, please see the KFS and Rice Appendix.]

OLE routes eDocs for actions such as approvals, acknowledgements and FYI notifications. Workflow options are accessible via Action List (described below) and eDoc searches available from the main OLE menu. Additionally, the Route Log tab on OLE eDocs is a workflow feature that allows you to follow the progress of given documents throughout the approval process.

Basic Document Workflow Statuses
   INITIALIZED (I) - request has been created but is not in effect
   ACTIVE (A) - request has been activated and is in someone's inbox
   DONE (D) - request has been acted upon and appropriate processing completed

For a complete list of document statuses unique to each document (Requisition, Purchase Order, Receiving, Payment Request), see its Drivers Manual section.

Workflow Action Buttons
Action buttons are like "enter" buttons for either completing certain activities on eDocs or routing the eDocs through workflows.

Action	Description
acknowledge	Signifies that you have responded to the acknowledgement action request. This button is available only to users to whom a document has been routed for acknowledgement. See FYI below.
approve	Signifies that in your judgment the document represents a valid business transaction in accordance with institutional needs and policies. A single document may require approval from several users, at multiple route levels, before it moves to 'Processed' status.
blanket approve	Bypasses all subsequent levels of approval and immediately moves a document to 'Processed' or 'Final' status. Anyone who would otherwise have received the document for approval receives an acknowledge request instead. This action may be taken only by roles associated with blanket approve document permission, such as the KFS-SYS Manager role.
cancel	Denotes that the document is void and should be disregarded. Canceled documents cannot be modified in any way and do not route for approval.
close	Allows you to exit the document. The system displays a message asking whether you want to save the document before closing. No changes to action requests, route logs or document status occur as a result of a close action. If you initiate a document and close it without saving, it is the same as canceling that document.
copy	Allows you to create a new document based on the existing document. Not all document

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	types can be copied.
disapprove	Signifies that, in your judgment, the document does not represent a valid business transaction. A disapprove action from any single approver prevents a document from posting to the GL or updating a maintenance table.
error correction	Allows you to correct documents by creating a new document that reverses the original transaction. This feature can be used only on documents that have completed the routing process and have been fully approved. Not all document types are eligible for error correction.
FYI	Signifies that you have responded to the FYI action request. This action is available only to users to whom a document has been routed for FYI. The difference between acknowledgement and FYI is that FYI requests can be cleared directly from the action list without opening the document. FYI requests also have a different effect on the document status than acknowledgements. A document with no pending approval requests but with pending acknowledge requests is in 'Processed' status. A document with no pending approval requests but with pending FYI requests is in 'Final' status.
reload	Refreshes the screen and displays the most recently saved information. Changes that are made but not saved prior to reloading a page are not maintained.
save	If you are the initiator of this document, allows you to save your work and close the document. The document may be retrieved from your action list for completion and routing at a later time. If your permissions allow you to edit enroute documents, you can also save changes to an enroute document in your action list.
submit	Moves the document (through workflow) to the next level of approval. After a document is submitted, it remains in 'Enroute' status until all approvals have taken place.

Action Lists & Workflow

In OLE, you receive workflow action requests for eDocs through your "action list". This list provides summary information about each document that requires your attention, such as document type, title, route status, the type of action requested of you, who initiated the document, when it was created, and whether or not you've received this request because you are delegate or a member of a group.

*login as one of the OLE sample user logins to assume different user roles, view Action List, or approve eDocs.

1. Click **action list**

OLE workflow retrieves all documents that you have initiated and saved and any documents that are routed to you to approve, acknowledge, or FYI.

Action List

Backdoor Id **rorenfro** is in use

preferences | refresh | filter

Action List

51 items retrieved, displaying 1 to 10.[First/Prev] 1, 2, 3, 4, 5, 6 [Next/Last]

Id	Type	Title	Status	Action Requested	Initiator	Delegator	Date Created	Group Request	Log
3292	Distribution Of Income And Expense	Distribution Of Income And Expense - TEST	ENROUTE	APPROVE	HUNTLEY, KEISHA Y		04:38 PM 09/28/2009		

2. In the action list, click the document Id hyperlink to open the document.

The system displays a set of buttons at the bottom of the screen. The buttons you see depend on your role and the requested action.

save   reload   approve   disapprove   close   copy

3. Click one of the workflow action buttons.

Documents sent to your action list may request various types of actions from you. The most commonly requested actions are:

- Approve: Verify that the transaction is acceptable. Approved *financial* documents continue routing to additional approvers, or if fully approved, are included in the next update to the General Ledger.
- Acknowledge: View and acknowledge a transaction, without the need for giving formal approval. You must open the document from your action list to clear it out. This type of action request is generated to prior approvers and the initiator when a document is disapproved.
- FYI: A courtesy request allowing you to view the transaction or to clear the request from your action list without viewing it. You do not need to view the transactions sent for FYI routing.

Route Log

To understand where a specific eDoc exists in current workflow, and what if any actions are pending, open and review its Route Log tab. The Route Log annotates an audit trail for the transaction, and lets the user know of any pending actions or approvals.

Route statuses

Status	Description
Approved	The document has been approved. The document is now a valid business transaction in accordance with institutional needs and policies. See note below.
Canceled	The document is denoted as void and should be disregarded. This status is applied to a document when an initiator creates a document and cancels it before submitting it for approval.
Committed	The document has been committed to the database. See note below.
Disapproved	The document has been disapproved by an approver.
Enroute	The document has pending approval requests.
Exception	The document has been routed to an exception queue because workflow has encountered an error when trying to process its routing.
Final	The document has been routed and has no pending approval or acknowledgement requests. Documents in 'Final' status are considered approved in that documents in this status affect the General Ledger or update Chart of Accounts values.
Initialize	The document has been created but has not yet been saved or submitted.
Processed	The document has no pending approval requests but still has one or more pending acknowledgement requests. Processed documents are considered approved, so they impact the General Ledger or update Chart of Accounts values.
Saved	The document has been started but not completed or routed yet. The save action allows the initiator of a document to save his or her work and close the document. The document may be retrieved from the initiator's action list for completion and routing at a later time.

Document Store (Docstore)

The OLE technical architecture includes a Document Store (Docstore) for the management of library resource descriptions – including bibliographic and localized item descriptions (for OLE 0.3) and other document types in future releases. Docstore technology allows for the storage of multiple formats for both standardized, structured content, e.g., MARCXML and Dublin Core, and unstructured content, e.g., tables of content, licenses in Word or PDF. In the future, the addition of new document types will only require re-configuration of the Docstore rather than the restructuring of a relational database structure.

The Docstore links documents (both within and across document types) according to pre-defined business rules, and Solr/Lucene allows for indexing and retrieval across multiple document types/formats. Docstore also provides for version control, and OLE 0.3 allows users to either edit documents with a proof-of-concept editor or checkout documents for editing. Future releases will support document check-in as well as a full range of audit controls.

In OLE 0.3, the Docstore is prepopulated with bibliographic data in MARC and Dublin Core formats and a few Item descriptions in a legacy system format.

As part of the acquisitions lifecycle, bibliographic and localized resource descriptions are either ingested from selections made on vendor web sites and linked to financial eDocs or are created from scratch using an editor that is available via financial eDoc data entry screens.

More information about searching within the Docstore and making edits to documents in the Docstore is found below.

Logging into OLE

Logging In:

When launching OLE 0.3 you will be automatically logged in with the default userid: **ole-khuntley**.

⚠ Note: You can disregard the "You are not logged" message. This message will appear on the page until you begin to navigate through the system. This issue will be resolved in later OLE releases.

⚠ Caution: In OLE 0.3, while logged in as **ole-khuntley**, clicking the **Logout** button will cause a system error to occur. If you do attempt to logout and receive this error message simply click your browser's back button to return to OLE 0.3. This issue will be resolved in later releases.

Switching Users

In OLE 0.3 you have the ability to simulate being logged in as various users (sample users noted below). To accomplish this, type the userid you wish to login as into the text entry box next to the Login button and click Login:
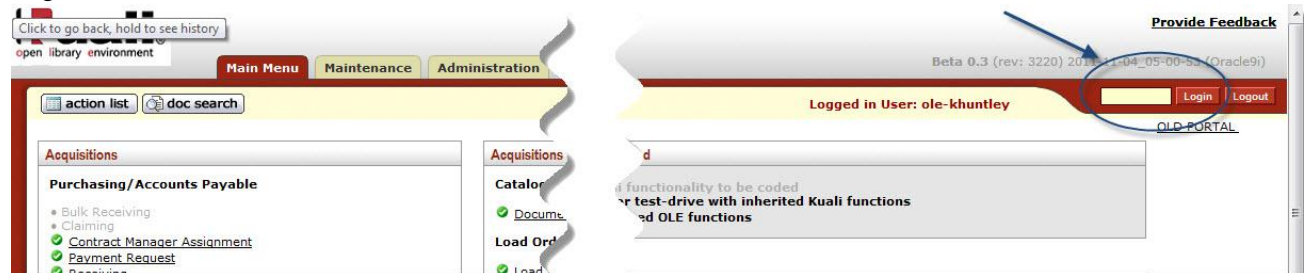
The ability in this demo environment to simulate being logged in as various users, gives you the permissions required to try out each stage of specific workflows where approvals or actions are required by multiple user types. (Since this functionality is only meant for testing purposes, it will not be included in version 1.0 or later.)

✅ When logged in as **ole-khuntley** and impersonating another user, you may switch the user you are impersonating by again entering the userid into the text entry box next to the Login button and clicking **Login**:
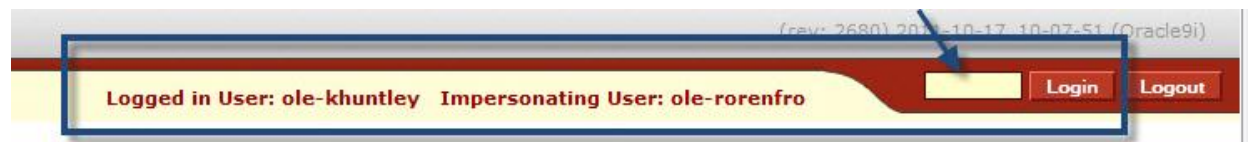
To return to the original state - logged in only as khuntley - click the Logout button:

User ID's & Roles

Role	User Id	Permission Descriptions
OLE_Load	ole-jpaul	Staff upload interface and Load Reports search
OLE_Selectors	ole-cstan	Create requisitions No acquisitions authority- REQ would route to Acquisitions staff to complete. Use Order Holding Queue on own requisitions
OLE_Selectors_ serial	ole-lreeder	(above, for continuing orders)
OLE_Super-Selectors	ole-mandrew	Same as Selectors, plus Assign any requisitions in OHQ
OLE_Acquisitions	ole-fermat	All of above, plus processing Purchase Orders, Purchase Order Amendments, APO-automatic Purchase Orders, Vendor.
OLE_Acquisitions_serial	ole-smills	(above, for continuing orders)
OLE_ACQ-Mgr	ole-hachris, ole-kgeorge	All of above, plus approval actions for above users.
OLE_ACQ_mgr_serial	ole-bperser	(above, for continuing orders)
OLE_RCV	ole-mshaun	Staff users for receiving documents (blanket approve), and can create unapproved Invoices/PREQ
OLE_Receive_Mgr	ole-msmith	Same as OLE_RCV, plus can approve Receiving Correction documents.
OLE_Invoicing	ole-jshowalter	Create PREQ- Payment Requests (ie vendor invoicing)
OLE_Payment	ole-abeal	Approve Payment Requests (ie Payment)
Fiscal Officers	ole-rorenfro, ole-jaraujo	Account/CoA or Fund, functions outside of Purchasing workflows Final approver of fund payments (holding point for post-November financial integrations)- after invoicing Blanket Approvers in OLE_Invoicing or OLE_Payment roles approve PREQ
OLE-VND Reviewer	ole-eurainer	Approve NEW vendors created by Acquisitions staff.
(super user & foreign purchases)	ole-khuntley	

⚠**Note:** If you have issues in any of the purchasing workflows, user "ole-khuntley" can perform most actions.

Searching OLE

OLE 0.3 includes several forms of Search, in the Main Menu under "Acquisitions Search". Many of these are further discussed in the specific section of this Drivers Manual for each function, and each is still under development. As OLE grows to include more document types (patrons, bibliographic formats, licenses, etc.), OLE will create integrated Search capabilities, where the search functions will provide inter-operability instead of some of the localized wildcards, limits on bibliographic fields, or other search-specific criteria below. Library users will be included in future testing and development of OLE Search, building upon our emerging search types for

1. Document Store Search – full Bibliographic searching
2. Acquisitions Search – includes limited Bibliographic searching
3. Order Holding Queue
4. Receiving Queue
5. Fund/ Balance inquiries
6. Load Reports
7. Lookups (referenced as needed in several sections)
8. Dup-check (simple) on ingest/load records
9. Custom Doc Search (inherited from KFS)
    a. Doc Search button
    b. Saving custom (session) searches

* the inherited searches in the Acquisitions Search menu of OLE are "transactional" searches only, with no additional bibliographic fields added: Payment Requests, Purchase Orders, Receiving, Requisitions.

The "Doc Search" (button) appears in the upper-left-hand corner of the Main Menu:
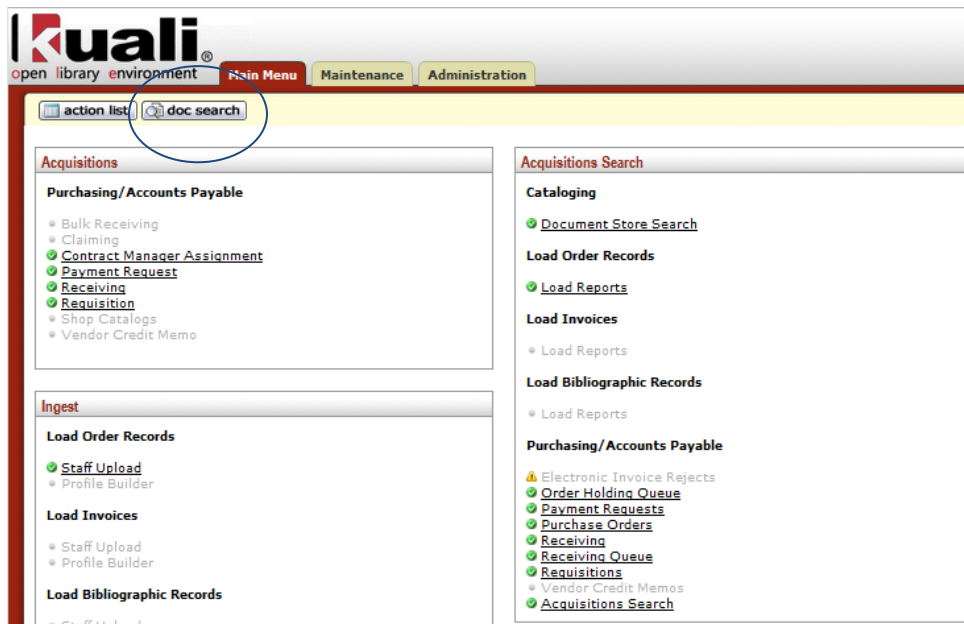
This button allows you to quickly search for any transactional or acquisitions document by Doc-type, by Selector/initiator, dates, or document ID number.

What are you searching for? Select the appropriate Search.

- Limited bibliographic fields in Searches (OLE) - no "saved search"
    - Acquisitions Search (on bibliographic fields, and transactional eDocs)
    - Order Holding Queue (search on requisitions: actions on individual documents, or Approve/Cancel/Calculate return for further action, group of requisitions)
    - Requisition eDoc search: search on Title, Author, Publisher etc. added to eDoc transactional fields (selector, vendor, dates, doc id, delivery info, account/fund, etc.,)
    - Tips for these searches:
        - If you know the exact words or phrase, enter the text wrapped in quotes
        - If you want to return hits for any of the words entered, leave off the quotes
        - Use the same case (upper or lower) for all characters entered in a field – do not use mixed case
        - Use * **only** at the end of a word and **only** when you have entered a single word in the field

KFS inherited transactional Searches
- Payment Request
- Purchase Orders
- Requisition
- Receiving
- Some OLE searches include the option to name and save your searches, so they can be repeated later. Named searches are available for Requisition, Purchase Order, Receiving and Payment Request searches. A field for naming your search is at the bottom of the search screen:

From the Searches drop-down box in the upper-right-hand corner of these search screens, you can access your named searches, as well as other searches you've done in your current OLE session:
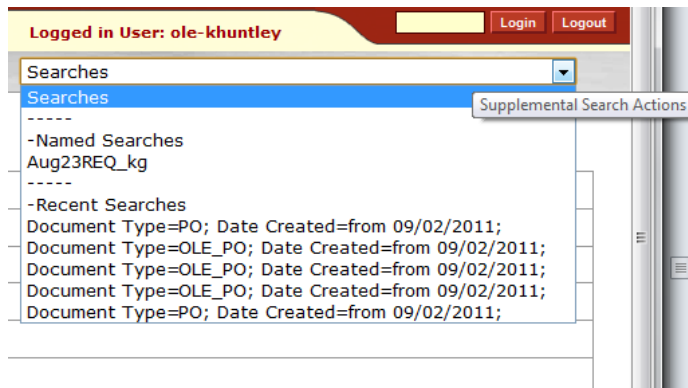
See individual sections of Drivers Manual to learn more about the Order Holding Queue, Receiving Queue, Acquisitions Search, Load Reports (part of Ingest), or Docstore Search.

⚠ **Note:** All forms of Search are still in development, and many will be expanded to include more library material fields and filters on bibliographic or holdings elements. OLE Search will also be streamlined so that special characters, diacritics, sorting, wildcards etc. are in place and behaving more uniformly across all search functions.

Document Store: Search for Bibliographic Documents

Introductory information about Docstore is found above as one of OLE 0.3's key concepts.

In OLE 0.3, the Docstore is prepopulated with bibliographic data in MARC and Dublin Core formats, and a few Item descriptions in a legacy system format.

Browser Optimization

OLE 0.3, Docstore search is optimized for the following browsers.

- Internet Explorer – versions 9 and 8
- Firefox – versions 7 and 6
- Chrome – versions 10 and 9

- Opera – versions 11.5 and 10
- Safari – versions 5.1 and 4

For more details on optimizing browser performance or accessing linked PDF files, please see Appendix C below.

Bibliographic Search

From the Main Menu, click on "Document Store Search."
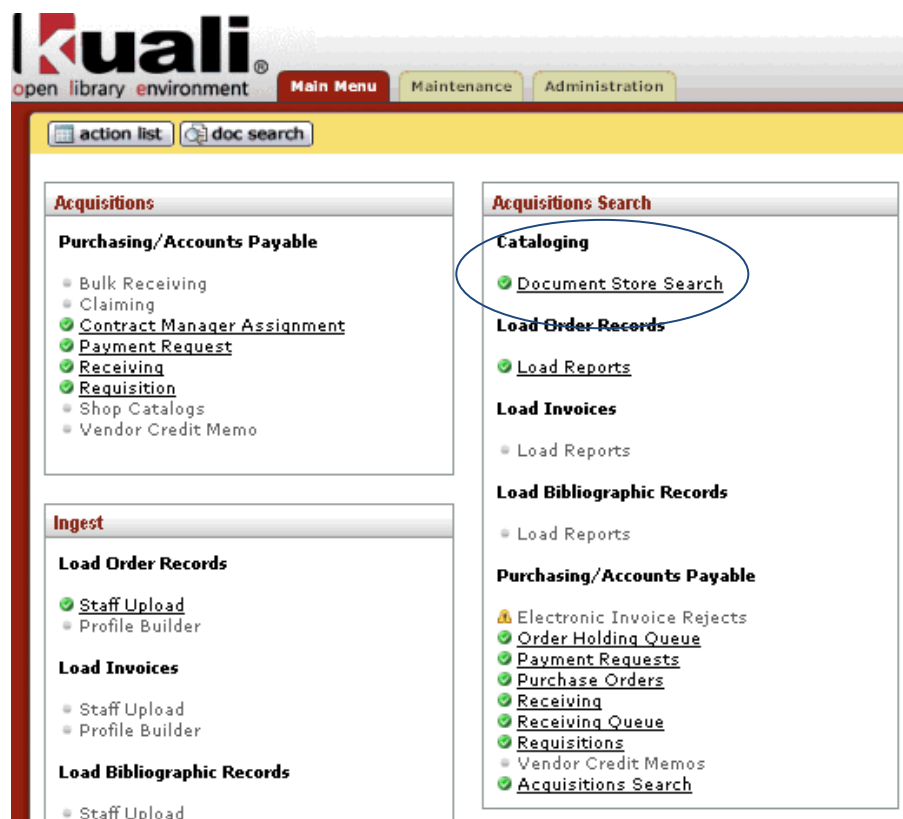
The following search screen is displayed:

Bibliographic data in the Docstore can be searched in a variety of ways.

"Document category" is the general category of documents being searched. OLE 0.3 comes pre-loaded with only bibliographic data, so "Work" is the only valid category search type.

For "works", the valid Document Types are Bibliographic and Holdings. Release 0.3 contains only bibliographic documents (and a few linked Item documents), though, so a holdings search will not return any data.

Document format defaults to "all", but you can use this field to limit to a specific data format (i.e., MARC, Dublin Core).

Two search fields are presented as the default, but more can be added by clicking on the "Add" link below the second field. Standard Boolean operators (AND, OR, NOT) can be chosen to combine the search terms. Truncation is not automatic in OLE 0.3; the truncation symbol is an asterisk. An asterisk can also be used as a wildcard character within a word.

⚠️*Known bugs:*
- "All of these" search selection searches for the words in the order they are entered.
- "As a phrase" search selection does not search for the words in the order they appear.
- Special characters such as '&' and ':' are searchable only if part of a longer phrase and the entire phrase is wrapped in quotation marks. (If the quotation marks are left off, no hits will be returned.)

A default sort for the result set can be specified from either the search or the results screen. After all search and sort parameters are entered, press the search button to run the search.

So the following search:

returns works containing either "Otello" or "Othello" in their title, but not written by Shakespeare, with the newest works listed first:

A short selection of fields from the bibliographic data is displayed for each title.

To refine your search, you can use the "facets" on the left-hand side of the results screen:

Clicking on these returns a smaller, more limited search result set. Clicking on more than one facet reduces the result set even further. The facets being used for limiting are shown at the top of the results index:

To remove a limit, click on the red [x] next to it above the search results:

The search results are then re-displayed with that limit removed.

If you need to see more titles on a screen, each entry can be "collapsed" to show only its titles. All entries can be collapsed at once by using the "collapse all" link in the upper right:

OLE is designed to search data in a variety of formats. OLE 0.3 contains bibliographic data in MARC and Dublin Core formats, both stored in XML. The record format is shown at the bottom of the bibliographic information.

Just below the bibliographic details for each title are links to the XML versions. The "View XML" button opens an XML version of the record in a new window or browser tab:

Item Descriptions

Some bibliographic search results may include a link to an Item description, for those created during acquisitions:

```
Format: Book
Doc Type: bibliographic
Doc Format: marc
```

[View XML] [Edit XML] (**Item-1**)
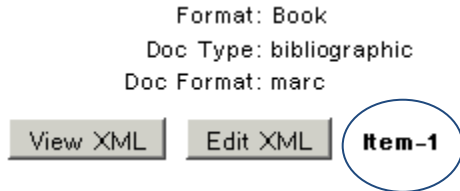
You may select the Item link to see an "Item" description. There is limited data in the Item descriptions that have been added to the Document Store. To return to the Bibliographic description, select the Bibliographic link.

⚠ **Known Bug**: The bibliographic information (e.g., Title) is missing from the Item description. To see it, click the "bibliographic" link to return to the bibliographic description.

```
1.

         Author:
      Publisher:
    Description:
        Subject:
       Location:            Format:
       Doc Type: item
     Doc Format: marc
```

[View XML] [Edit XML] (**Bibliographic-1**)
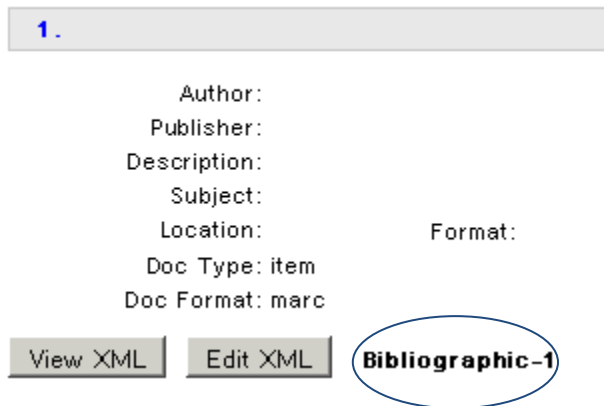
Editor

OLE 0.3 includes a proof-of-concept editor for MARCXML, but not for Dublin Core. (Editors for other supported formats will be included in later releases.) Clicking on the "Edit XML" link below a MARC description brings up the MARC bibliographic editor:

a	Original cataloging agency	CU	
d	Modifying agency	IUL	
100	Main Entry Personal Name		
a	Personal Name	Herbst, Ludolf	
245	Title Statement		
a	Title	Das nationalsozialistische Deutschland 1	
b	Remainder of title	die Entfesselung der Gewalt--Rassismus	
c	Statement of responsibility, etc.	Ludolf Herbst.	
260	Publication, Distribution, etc		
a	Place of publication, distribution, etc.	Frankfurt am Main :	
b	Name of publisher, distributor, etc.	Suhrkamp,	
c	Date of publication, distribution, etc.	1996.	
300	Physical Description		
a	Extent	494, [1] p. ;	

Diacritics and non-Roman characters may not display correctly in OLE 0.3, but will be fully supported in release 1.0.

> ⚠ **Note**: In OLE 0.3, the Document Store Search only allows for the searching and updating of bibliographic descriptions. You cannot retrieve a bibliographic or item document and then create a Requisition. You can only create Requisitions from the main OLE screen. See section on Requisitions.

Library Acquisitions: Purchase Library Materials

OLE 0.3 focuses on selection and acquisitions functions, which are cornerstones of integrated library systems. For a graphical representation of the OLE acquisitions workflow, please see the OLE 0.3 Acquisitions Routing & User Roles: Reference Guide.

OLE 0.3 acquisition functionality:
- Creating Vendors
- Ingest Records
- Create a PreOrder/Requisition
- Create Purchase Order
- Create Requestor
- Receive Library Materials
- Pay for Library Materials
- Encumber Funds/Setup Accounts
- Create/Edit Supporting Maintenance eDocs

Detailed discussions of each function appear below.

Creating Vendors

Vendor Lookup

OLE 0.3 comes prepopulated with hundreds of vendor records (a type of complex Maintenance eDoc), which can be used for creating requisitions, purchase orders, and payment requests. For demo purposes, we suggest you use the following library vendors that we specifically created for OLE. The other existing vendors may be experimented upon to test editing, creating new, or adding Divisions to existing vendors.

Vendor name	Vendor search alias	Foreign/domestic
Aleph-Bet Books	ABB	Domestic
D. K. Agencies (P) Ltd.	DKA	Foreign
Otto Harrassowitz	BBHARRAS	Foreign
YBP Library Services	BBYBP	Domestic

Getting Started

All Acquisitions staff members in OLE are permitted to edit existing vendors, however creating new vendors requires approval.

Miscellaneous staff may attempt to edit Vendors, but they will route to workflow for approval.

> Selections staff   ole-cstan

Acquisitions staff and managers may also edit or create new Vendors and they "blanket approve" the changes with no further actions required.

> Acquisitions staff   ole-hachris
> Acquisitions manager   ole-fermat

Finally, any roles not specifically identified for editing or creating new Vendors, will have their changes routed for approval.

> Vendor approver   ole- eurainer

Lookup Vendors

To find the existing Vendor, choose "Vendor" from the Main Menu screen, near the bottom of the middle column. This invokes the Vendor Lookup screen.
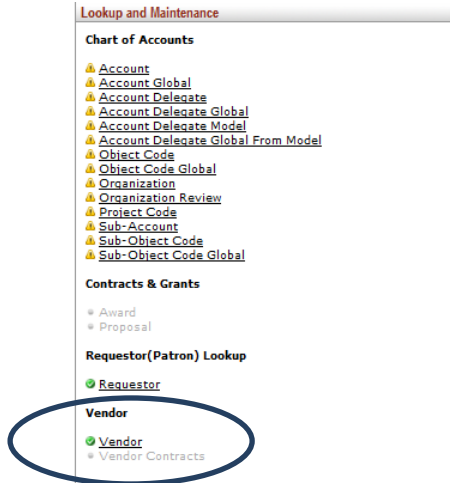
Users may now enter any search terms. Wildcards are particularly helpful for searching vendors: *ybp*, harr*.

Doing a blank search shows you all the existing vendor records:

68 items retrieved, displaying all items.

Actions	Vendor Name	Search Alias	Vendor #	Active Indicator	Vendor Type	State	Commodity Codes	Vendor Supplier Diversity
edit create division	ACCOUNTING CONSULTANTS		2005-0	Yes	PO	INDIANA		vendorSupplierDiversities=[]
edit create division	ALEPH-BET BOOKS	ABB	1000-0	Yes	PO	NEW YORK		vendorSupplierDiversities=[SB]
edit create division	Back Up Withholding, DV Vendor		4107-0	Yes	DV	NEW YORK		vendorSupplierDiversities=[]
edit create division	Back-Up Withholding PO Vendor		4108-0	Yes	PO	PENNSYLVANIA		vendorSupplierDiversities=[]
edit create division shop	Barnes & Noble.com LLC		4005-0	Yes	PO	ALASKA		vendorSupplierDiversities=[]
edit create division	BASIC CORP ACTIVE		1003-0	Yes	DV	INDIANA		vendorSupplierDiversities=[SB]
edit create division	BASIC VENDOR ESTATE/TRUST		1010-0	Yes	PO	KENTUCKY		vendorSupplierDiversities=[SB]

or you can search for specific vendors by name, search alias (which you input in the "Vendor Name" field), or other information. As usual, truncation is not assumed, and an asterisk is the truncation mark. Clicking on the vendor's name from a search screen brings up a view-only copy of the Vendor eDoc.

Options from Search (permissions based):

- "View" is the option to just see a display of the record.
    - ⚠ Known bug: If the Vendor is Foreign, that field is not populating in the "is this a foreign vendor display"- this is an issue inherited from KFS. Users can determine if vendor is foreign by checking to see if a foreign currency present.
- "Create Division"- see below for further options.
- "Edit" in the left-hand column brings up an editable copy.

Edit Vendor

The first tab contains general information about the vendor:

Later tabs include

Identification of data transmission formats between the vendor and the library:

Various types of addresses associated with the vendor:

and other related pieces of information:

In each case, staff with appropriate levels of security can add, modify or delete data in the vendor record. Changes can be saved by clicking the "save" button at the bottom of the document, or based on permissions, users may "submit" or "blanket approve" to commit their changes to the database.

Create New Vendor

Creating a new vendor is relatively straightforward. From the Vendor Lookup screen, click on the "Create New" button in the upper-right-hand corner. A blank Vendor eDoc is created. You should fill in the required fields (marked with an asterisk), and as many of the optional fields as desired. For descriptions of all the fields, review the OLE Vendor Data Elements.

A blank Vendor eDoc will open. All required fields are noted with an asterisk. Take note of all fields in the primary "Vendor" tab.

Some Vendor tabs, such as Transmission Format, require that you select the [add] button in order to add new formats, contacts, addresses, etc.

Be sure to select at least one "preferred transmission format" on the Transmission format tab.

⚠ Note: In many of the other tabs, at least one address or contact etc. must have an "active indicator" selected, else when the user tries to submit the Vendor eDoc, the system will display an error message. If you input any information on the other tabs, then their local tab requirements are noted with asterisks as well.

Additional tabs that are helpful to fill in include:

- Search Alias: multiple aliases can be entered for the vendor, and have applied optional alias types. These can be used in future lookups as abbreviated forms of long vendor names, or to denote external vendor codes, or standard address numbers (SAN).

- Acquisition Unit Vendor Accounts: this is where libraries can record local account information for different departments purchasing authority within the same vendor eDoc.

Remember to always use the "add" button when multiple entries are allowed for a data element in order to ensure your changes are saved to the eDoc.

As with other OLE eDocs, when you have made all the desired changes, select "Save" to save a working copy that you can return to and continue editing; "Submit" to commit your changes and submit the document to workflow; or, "Blanket Approve" (if available, permissions based) to submit and approve your eDoc in one step.

⚠ *Known Bug*: When creating a NEW vendor, if logged in as member of OLE_Acquisitions staff, such as ole-fermat, the new vendor eDoc will be processed, **but** stops at approval. Ole-khuntley or ole-hachris, managers, may create and blanket approve a new vendor.

Foreign Vendor

If the Vendor is Foreign, then additional fields are required, such as Currency Type in the tab below, and "is this a foreign vendor" in the Vendor main tab. These data values will tie into future workflows and currency conversion on requisitions, purchase orders and payment requests, as well as financial accounting with university systems.

Vendor Divisions

The Vendor document offers a unique option from the Vendor Detail Lookup screen, called **Create Division**. This option is available only for 'parent' vendors (that is, vendors for which the **Vendor Parent Indicator** on the Vendor tab is set to 'Yes').

The **Create Division** option allows you to group vendor entities under the same corporate office with the same Tax ID ('parent vendor'). You might use this feature to add information about the separate divisions or branches, without having to duplicate the corporate information. A division has a different name from the parent.

This is an inherited function from KFS. Divisions must be used for full Customer Relationship Management (CRM) type functions. However, if you want to account for a library organization's specific Vendor account number without creating a division, you may enter the customer number and the Organization Code for the Account Number Owner on the Acquisition Unit Vendor Accounts tab. You may also add specific vendor discounts associated with the library organization's customer number, as well as Standard Delivery Carrier and carrier's standard interval of service (expressed as days/hours).

Don't forget to select .

Workflows & Routing

See permitted users and routing in introduction. Some simple edits can be processed in one step, while some users' edits require approvals, and all NEW vendors require approval.
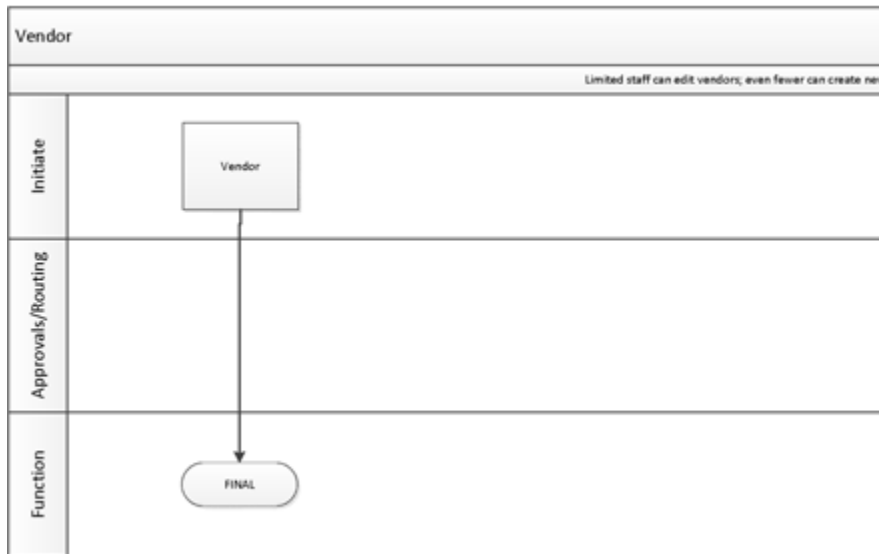
Vendor Data Elements & Description

For descriptions of all the fields, please see the OLE Vendor Data Elements list.

Ingest Orders & Load Reports

Vendor EOCRs

Presently, OLE 0.3 provides sample Electronic Order Confirmation Record (EOCR) vendor order files to test ingest of firm, fixed orders in MARC format. Future versions of Ingest will also be coded in new OLE releases to include other order types, bibliographic overlay, and other holdings or library data.
To access the order files to test-drive Ingest, sample order files that validate to our current coded schema are found at the OLE demo FTP site:

> FTP Site: docstore.demo.ole.kuali.org
> Username: demo
> Password: dem0Nov01e

The sample Ingest EOCR files are available from
> /opt/docstore/demo/Order_Records/Orders_To_Be_Processed_By_OLE

⚠️ If technical users prefer to modify some of your own library records to match the schema, and upload those into the DEMO environment, we request that you limit your file loads at this time to **no more** than 10-20 EOCRs. This is out of courtesy to other users navigating the demo system, and to maintain overall performance.

Getting Started:

While all users should be able to view/display Load Reports, we have created a specialized role for ingesting order records in OLE,.

> Ingest Records permissions   ole-jpaul (or, ole-khuntley)

The Acquisition Ingest interface in OLE 0.3 can be launched from the Main Menu in the Ingest section under the Load Order Records heading:
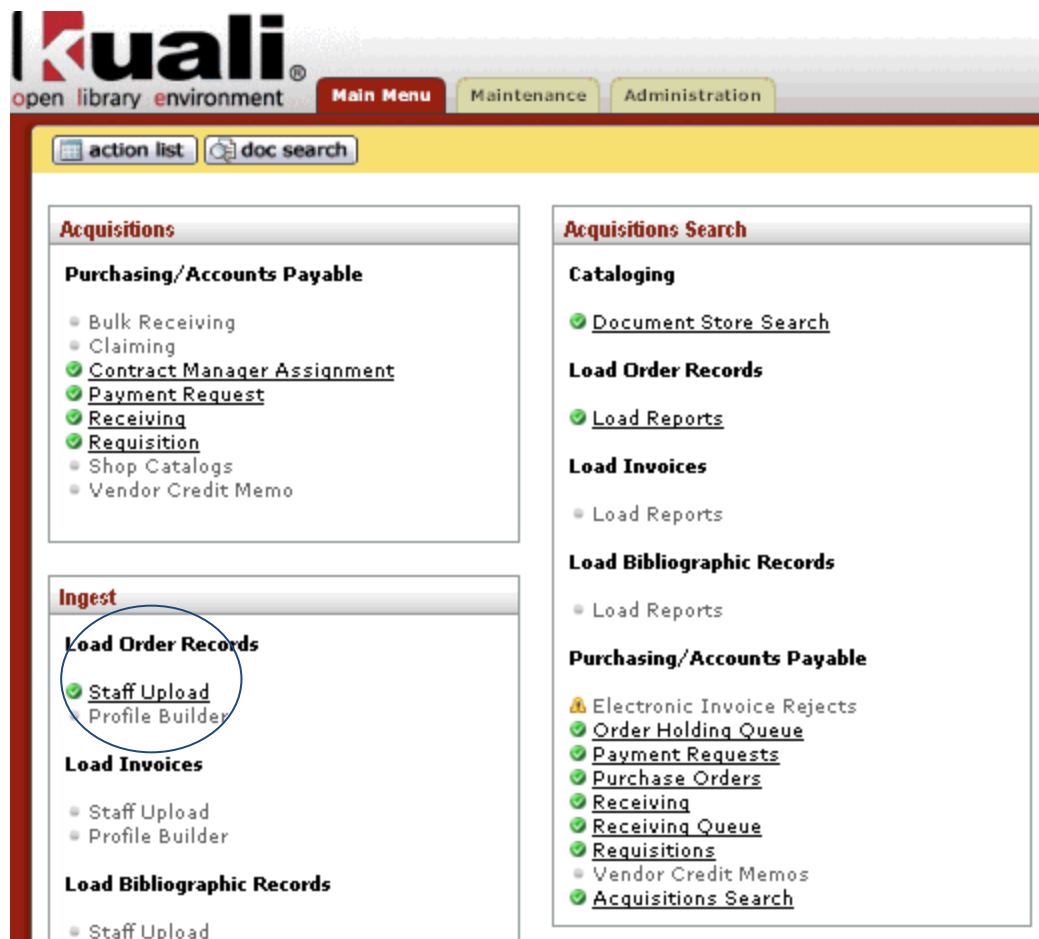
From this screen, select a file to upload and optionally provide input in the description field.

⚠Note: Provided sample files match a hard-coded schema. Later versions of OLE will include a full ingest wizard for multiple vendors and formats. We have provided sample YBP- EOCR files to support Ingest. OLE demo users can use their own files as well if they can be modified to match the schema and do not exceed maximum file size of 10 EOCRs.

Click the Add button to process the file:

Acquisition File Upload

Manage Batch Files ▼ hide

Upload Your File

Selected Load Profile:	YBP EOCR Firm Order-ADD ▼
Locate file To Upload:	Choose File kg-marc1030.mrk
Description Of This Upload:	10.28 YBP Test Ingest

add

Batch Load Summary

Load Summary ▼ hide

Name Of Load Profile:	YBP EOCR Firm Order-ADD
User Id:	OLE6162502038
Counts :	TOTAL: 3 SUCCESS: 3 FAILED: 0
Name Of File:	kg-marc1030
No Of PO's Created:	3
Description:	10.28 YBP Test Ingest

⚠️Note: The OLE .3 confirmation message does **not** display or link to the full load report or successfully-created bib documents or purchase order documents. This will be included in future releases.

Load Reports & Confirmation messages

If a duplicate ISBN number is detected within the file you attempt to upload, OLE will display details about each duplicate record detected in the file. In addition, a file containing a EOCR for each failed record can be downloaded from this screen under the attachments tab:

Batch Load Summary

Load Summary ▼ hide

Name Of Load Profile:	YBP EOCR Firm Order-ADD
User Id:	OLE6162502038
Counts :	TOTAL: 3 SUCCESS: 1 FAILED: 2
Name Of File:	kg-marc1028
No Of PO's Created:	1
Description:	10.28 YBP Test Ingest v2

Load Failure Details ▼ hide

ISBN:	TITLE:	Vendor Order Line No:	Error Id:
9780199580102	MEANING, MIND, AND MATTER : PHILOSOPHICAL ESSAYS.	99943744622	ISBN_DUP_FOUND
9781846822103	MEDIEVAL FRENCH MIRACLE PLAYS : SEVEN FALSELY ACCUSED WOMEN.	99943744623	ISBN_DUP_FOUND

Attachments ▼ hide

📎

The Acquisition ingest process will also detect duplicate orders numbers within the file:

Batch Load Summary

Load Summary	▼ hide		
	Name Of Load Profile:	YBP EOCR Firm Order-ADD	
	User Id:	OLE6162502038	
	Counts :	TOTAL: 3 SUCCESS: 0 FAILED: 3	
	Name Of File:	kg-marc1028	
	No Of PO's Created:	0	
	Description:	10.28 YBP Test Ingest v3	

Load Failure Details	▼ hide		
ISBN:	TITLE:	Vendor Order Line No:	Error Id:
9780674059101a	LOVE POEMS, LETTERS, AND REMEDIES OF OVID; TRANS. BY DAVID R. SLAVITT.	99943744621	VEN_NO_DUP_FOUND
9780199580102b	MEANING, MIND, AND MATTER : PHILOSOPHICAL ESSAYS.	99943744622	VEN_NO_DUP_FOUND
9781846822103c	MEDIEVAL FRENCH MIRACLE PLAYS : SEVEN FALSELY ACCUSED WOMEN.	99943744623	VEN_NO_DUP_FOUND

Attachments	▼ hide
📎	

If you attempt to ingest a file that does not match the ingest schema you will get an error message:

Load Summary Inquiry

Load Summary	▼ hide

Load Summary Detail	
User Id:	OLE6162502038
TOTAL:	1
No Of PO's Created:	0
SUCCESS:	0
FAILED:	1
Description:	bad960-rich
Name Of File:	Bad960
Name Of Load Profile:	YBP EOCR Firm Order-ADD
Attached File:	Download Attachment

Load Failure Records	▼ hide

▼ hide Load Failure Records		
Error Id: 3	Error Message: General Load Failure	Vendor Order Line No: 00000000001

(close)

Load Reports

To return to any previous Batch Load summary, select Load Reports from the Acquisitions Search section on the Main Menu tab:

From the Load Summary Lookup page, optionally enter details about the file ingest and click the Search button. The Batch Load Summary can be selected from the search results:

⚠ Known bug: "edit" is permission based and in testing- it will show a blank edoc. Please click on Load Id to see a past load report.

In OLE 0.3 a successful ingest will produce a requisition and purchase order for each EOCR contained in your file. Future releases will allow for the creation of requisitions or purchases orders with multiple order line items. To view the requisition and purchase order click the doc search button from the Main Menu tab:

Optionally enter any appropriate search criteria and click the search button. Included in the results should be a requisition and purchase order for each EOCR successfully ingested. The vendor order id (982a field) will be a part of the Document Description which will then display in the Search Results "title" column:

Type:	OLE_PO
Initiator:	
Document/Notification Id:	
Date Created From:	11/08/2011
Date Created To:	
Document Description:	75343744920
Organization Document Number:	
Purchase Order #:	
Requisition #:	
Vendor #:	
Purchase Order Chart Code:	
Purchase Order Organization Code:	
Requestor Name:	
Assigned To User:	
Delivery Campus:	
Contract Manager:	
Previous Purchase Order #:	
Purchase Order Last Transmit Date From:	
Purchase Order Last Transmit Date To:	
Date Required From:	
Date Required To:	
Date Required Reason:	
Receiving Required:	○ Yes ○ No ● Both
Payment Request Positive Approval Required:	○ Yes ○ No ● Both

8 items found. Please refine your search criteria to narrow down your search.

8 items retrieved, displaying all items.

Document/Notification Id	Type	Title
4401	Purchase Order	Purchase Order - YBP_Firm_Ingest_kyh_103111_99943744621
4399	Requisition	Requisition - YBP_Firm_Ingest_kyh_103111_99943744621
4398	Purchase Order	Purchase Order - YBP_Firm_Ingest_kyh_103111_99943744621
4397	Purchase Order	Purchase Order - YBP_Firm_Ingest_kyh_103111_99943744622
4396	Purchase Order	Purchase Order - YBP_Firm_Ingest_kyh_103111_99943744623
4392	Requisition	Requisition - YBP_Firm_Ingest_kyh_103111_99943744623
4391	Requisition	Requisition - YBP_Firm_Ingest_kyh_103111_99943744622
4390	Requisition	Requisition - YBP_Firm_Ingest_kyh_103111_99943744621

To view these documents click on the Document/Notification Id hyperlink:

From the purchase order screen, OLE 0.3 provides the ability to view and/or edit the bibliographic information for the ordered library resource by clicking on the edit button within the Titles tab:

Using the Bibliographic editor, changes can be made to the bibliographic description.

Note: Later versions of OLE will implement business rules for cataloging and editing of bibliographic descriptions (and their associated item descriptions) post-order placement.

Click Save to save the changes.

Create a Pre-Order/Requisition

All orders begin in OLE as Requisitions. Requisitions or ingested vendor files are processed into Approved Purchase Orders, or can be saved in support of ongoing Selection activities.

Getting Started:

Log into OLE using one of the following IDs based on the level of permission you have selected to test drive.

⚠️Note:: When logging in as a new user, you do not need to first log out.:

Users who can create a requisition, that, when all required fields are entered and business rules are satisfied, becomes an automatic/approved Purchase Order transmitted to Vendor:

      Super-user   ole-khuntley
      Acquisitions staff   ole-fermat

To simulate workflow of Selections staff, and only submit a saved or completed Requisition that still requires Acquisitions staff to approve and complete a Purchase Order:

      Selectors   ole-cstan

Then this submitted requisition appears in the Action List of Acquisitions staff to complete the Purchase Order, such as Approval only, adding Vendor, Accounting lines, or other required fields. Approvers include the Acquisitions Staff or managers above.

See a complete list of all available users and their permission in the eDocs key concept section above.

⚠️ Note: Currently any authorized user of a Requisition eDoc can process it into an Automated Purchase Order if all business rules and required fields are satisfied for firm, fixed orders. In future, the inherited routing rules and business rules will continue to be modified to prohibit Selection-staff from submitting an order (i.e., via Account codes).

The menu item for manually creating a requisition can be found under the Main Menu tab, in the Acquisitions section, under Purchasing/Accounts Payable:
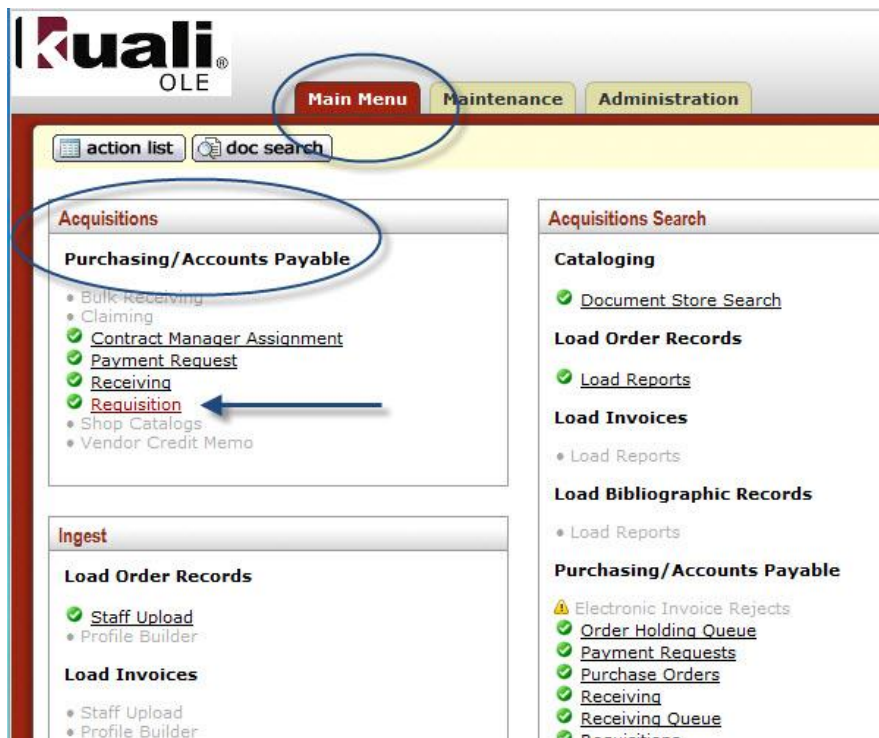
Manually Creating a Requisition

After clicking the requisition link (as described above) you should see the Requisition screen. By default, the Document Overview tab will be open and several of the form fields will be pre-populated with data such as Description and Year.

⚠ **Possible Bug**: If the Chart/Org field is not filled in, please enter UA or BL.

Within this form, if the Receiving Required field is selected, payment cannot be requested in OLE until the receiving process is complete. Even if you keep Receiving Required un-checked, a Receiving Threshold business rule will offer a secondary business check (i.e., maximum allowable without physical receiving).

Delivery Information

To view the Delivery section of the requisition form, expand the Delivery tab by clicking the **show** button:

The required fields on the delivery tab include: **Address1, Room, City and Country**. These fields can be automatically filled in by selecting a building from the list of buildings within OLE.

⚠ Note: When implementing OLE, libraries can update the Building maintenance eDoc with their own building designations.

To select a building click the magnifying glass icon 🔍 within the building field.

As a result OLE will display a *Building Lookup* page. From this page, you can search for and select a building/address which will be populated back into your requisition form (screen print below).

✅**Note:** If you select Wells Library as your building, you can use room 064 to indicate the receiving dock. You can accomplish this by searching for **Wells*** as the building name during the Building Lookup.

Any required fields not populated through the lookup process will have to be manually filled in or looked up using the magnifying glass icon next to the field (such as Room Number):

Vendor Information

To input vendor information in the requisition, expand the vendor tab by clicking the show button next to the tab. Similar lookup and data population steps can be performed for the vendor as are described above for delivery address lookup. To search for a vendor, click the magnifying glass icon next to the Suggested Vendor field:

The result will be a Vendor Lookup screen where you may search for and select a vendor for the requisition. To generate a purchase order through the creation of this requisition it is important to search for and select vendors of type "Purchase order" (which is part of the search criteria on this page).

OLE has built in functionality to support both foreign and domestic vendors. Using a foreign vendor will require you to take the extra step of entering the Foreign List Price (illustrated in the instructions below).

Foreign and Domestic Vendor Options

Vendor name	Vendor search alias	Foreign/domestic
Aleph-Bet Books	ABB	Domestic
D. K. Agencies (P) Ltd.	DKA	Foreign
Otto Harrassowitz	BBHARRAS	Foreign
YBP Library Services	BBYBP	Domestic

The example below illustrates using YBP Library Services as a domestic vendor and D.K. Agencies as a foreign vendor.

To search for YBP Library Services, type **yb*** into the Vendor name field, and click search:

(To search for D.K. Agencies, type **dk*** into the Vendor name field, and click search)

This same process can also be used to lookup and populate further vendor information (including vendor ID/Customer #) by looking up the Acquisition Unit's Vendor Account/Vendor Info Customer #.

If you selected YBP Library Services in the vendor lookup (previous) step, when you search for the customer #, you will be presented with two options to select from on the Acquisition Unit Vendor Accounts Lookup page:

Titles or Library Materials

On the requisition page, expand the titles tab to fill in information about the library resource(s) being ordered. On this tab, multiple ordered resources can be added to the requisition by filling in all of the required fields and clicking the **Add** button. If you are using a foreign vendor, you must also fill in the Foreign List Price pertaining to the item. OLE will then calculate for you the US Dollars Unit Cost.

To add information about the person requesting the title to be ordered, please input a new Requestor.

⚠️ **Note**: see below for sequential tip on inputting bibliographic information before "add" line item.

Although this is not apparent by looking at the Titles tab, the bibliographic **Title** and **Author** fields must be populated as the minimum input via the linked Bibliographic Editor. The linked editor will populate a concatenated Description into this Requisition line item. If these fields are not filled in, the requisition cannot be approved (later in the process). If you fail to fill in the required information in the linked editor, and attempt to approve this requisition, OLE will display the following error message: *Description in Item X is a required field*.

Bibliographic Editor:

Additionally, from the requisition form, bibliographic information about the item can be created (or edited for an existing record) by clicking the **create** or **edit** button in the Item area under the Titles tab:

✅ Tips on Editor for known development issues.
Users must complete the line item and linked bib in this sequential order. This will be fixed in future releases.

1. New line items: First "create new" to launch editor & save your bibliographic data, and then add transactional data to the line (qty, price, category etc.). After both are complete, click on "add" to save the line. This should update and link the bibliographic document and populate the Description field. Then depending on the document, finish with rest of edits, add accounting lines, calculate, save etc.

2. Editing existing line items: Click on "edit" button to edit the linked bibliographic description of the existing line item. When completed, you will be returned to your working purchasing eDoc.

   You will not yet see your revised Description from the updated bibliographic description, until you complete further actions on the overall purchasing eDoc, such as Save, Submit, or Blanket Approve. If you are only saving your eDoc, and wish to see Description updates, you may need to SAVE or SAVE & RELOAD the eDoc AFTER making updates in the bibliographic description in order to update the Description field with linked bibliographic changes-- prior to Submit or Blanket Approve

Enter applicable information for the transactional line item and click **Save**.

After the **Add** button is clicked, the bibliographic information will show up in the eDoc's Current items section. To add accounting information to each of the line items you have added, click the show button next to Accounting Lines:

In the Accounting Line section of the requisition form, the required fields are **Chart**, **Account Number** and **Object**.

Suggested Data Values to use:

        Chart: BL
        Account Number: 2947500
        Object Code: 7119

A full set of valid demo values are available in the Chart Code/Account Appendix.

The example illustrated below uses the following values:

        Chart: BL
        Account Number: 2947489
        Object Code: 7119

When these values are entered into the fields, OLE will look up and display the text value associated with each of the codes.

⚠ Caution: It is important to select the chart code. The account number and object code look-up will not work properly if the Chart code has not been selected:

Apply Multiple Accounts to Line Items

OLE allows you to add multiple accounting lines for **each transactional line item**. To add additional accounting lines, populate all required fields (Chart, Account Number, Object and Percent) and click the Add button:

If the total percent amount for all of the account lines does not equal 100%, the system will display an error message.
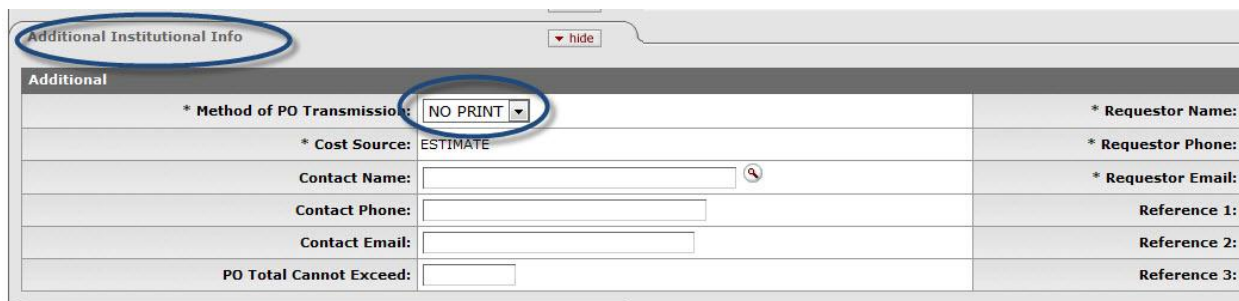
You must 'Add' at least one accounting line for each item. If you do not, and attempt to approve this requisition, OLE will display the following error message: **Item 1 does not contain at least one account**. Adding at least one Accounting Line (with 100 in Percent) to each transactional line item will resolve this error.
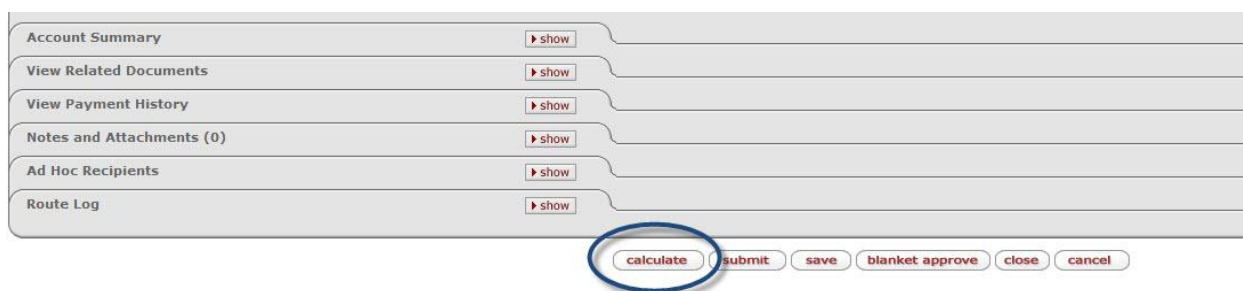
✅ If you know the Chart, Account, and Object code you will use, you can skip the Lookups, enter the data and use your keyboard "tab" to navigate between the data entry fields. If the value is valid, OLE will populate it from the selection/lookup lists.

On the Additional Institutional Information tab there are further entry fields required for the requisition. The method of PO Transmission is set by default to the preferred method in the vendor record. If the method of PO transmission is selected as "NO PRINT", an EDI file representing the purchase order resulting from this requisition will be automatically created and FTP'd to a test server. The "PRINT" option should be selected if the vendor does not have access to FTP and needs a printed copy of the purchased order. Several of the fields of this tab are automatically populated with information. Required fields on this tab also include Requestor Name, Requestor Phone and Requestor Email. If any of these fields are blank upon submission the system will

display an error notifying you of required fields mission.

Before the requisition form can be submitted, the **Calculate** button - which appears at the bottom of the screen must to be clicked:

- The **Submit** button sends the form to the next person in the workflow chain.
- The **Save** button allows you to save the requisition to come back to it later.
- The **Blanket Approve** button fully approves this requisition without the need for any other approvals. The Blanket Approve button is permissions based - not all sample logins will have this option.
- The **Close** button closes this requisition. Clicking the **Close** button will cause a prompt asking you if you would like to save the document before it is closed.
- The **Cancel** will completely delete the requisition changes, but will show warning message first.

If during your creation of a Requisition in OLE you would like to generate a purchase order without any further approval being required, select the **Blanket Approval** button for your requisition. As a result, OLE will automatically create the purchase order.

After clicking the **Blanket Approve** button on you will be returned to the Kuali OLE Main Menu.

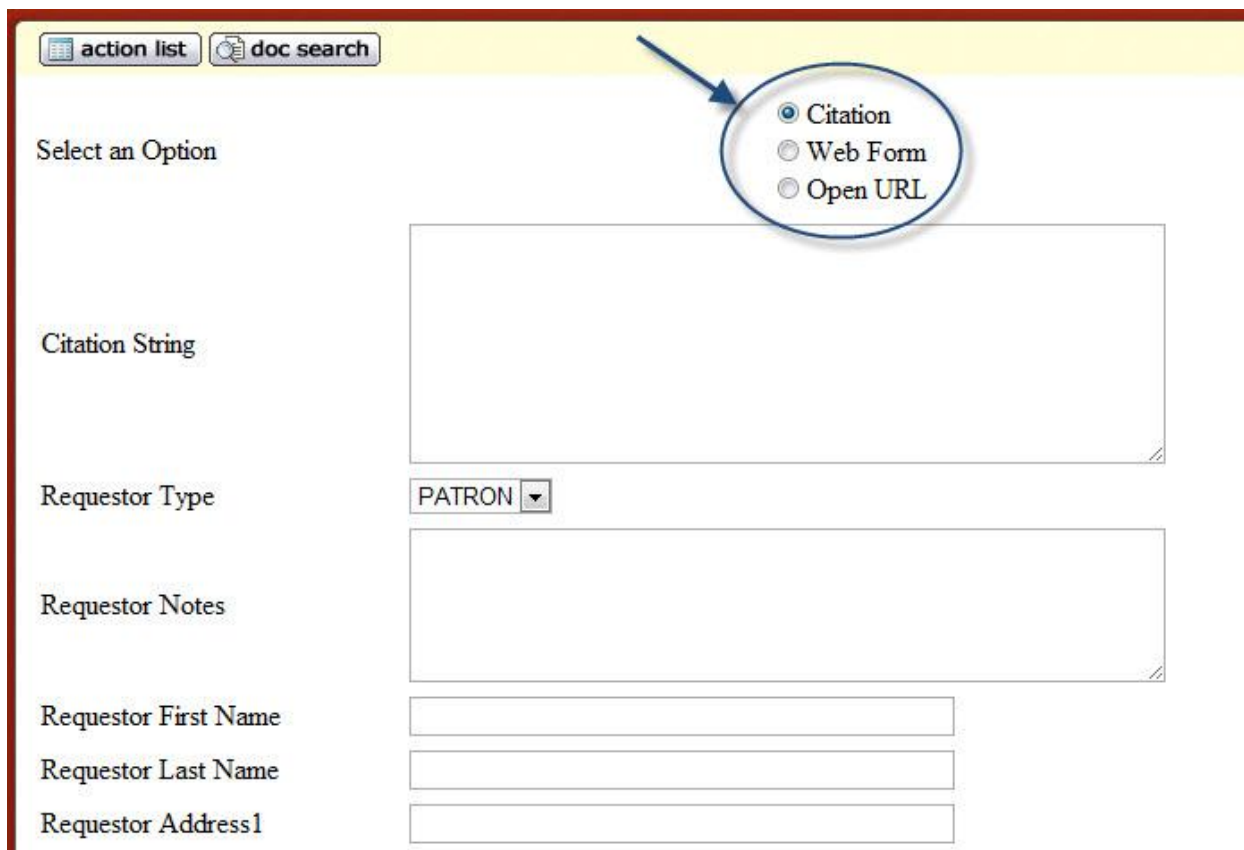# Creating a Requisition Using the OLE Webform

Getting Started:

OLE 0.3 provides a demo Webform which is meant to simulate a request that would originate from an implementing Library Website. Because the OLE Webform was developed for demo purposes only, the screen does not contain any validations.

The menu item for the Webform is labeled PreOrder Service and can be found on the Administration tab, in the Testing Section under Testing:
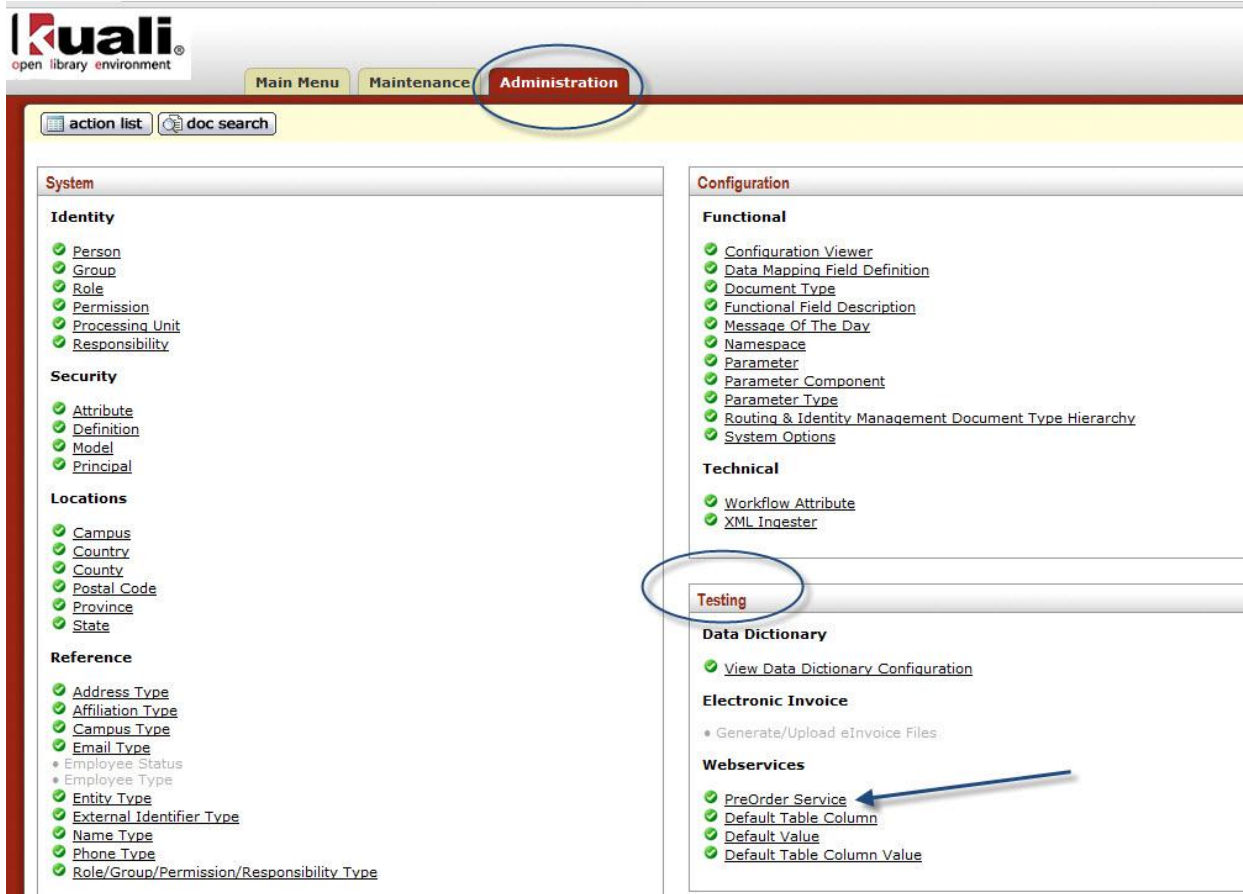
Using the Webform to Generate a Requisition:

After clicking the PreOrder Service link (as described above) you should see the Webform screen. The Webform allows you to make a request via Citation, Open URL or based upon item details entered in the Web Form depending on the option you select within the form:

⚠ OLE 0.3 offers simple webform processing and simple citation parsing based on the citation example below, or other simple user/webform inputs. The open-source tools being used for more complex citations and URL resolver are still being debugged, and users may see errors for this functionality still in development.

To submit the Webform via Citation, select the Citation radio button and enter your Citation into the Citation String field. In addition, optionally enter notes in the Requestor Notes field, and details about the requestor. Then, click the submit button:

The result will be a confirmation page providing you with a document ID number:

This Document ID can then be used to view the requisition that was created. To view the requisition, click the current default doc search button.

From the Document Lookup page you can search for the requisition using the Document ID, or simply click the search button and find the Document ID in the list of search results. To view the requisition, click the Document Id URL:

> ⚠ Note: The current default search does not allow you to search by bibliographic information. However, if you select the Acquisitions Search from the Main menu, you can use bibliographic search terms. See Purchase Order Search section for more information about the Acquisitions Search.
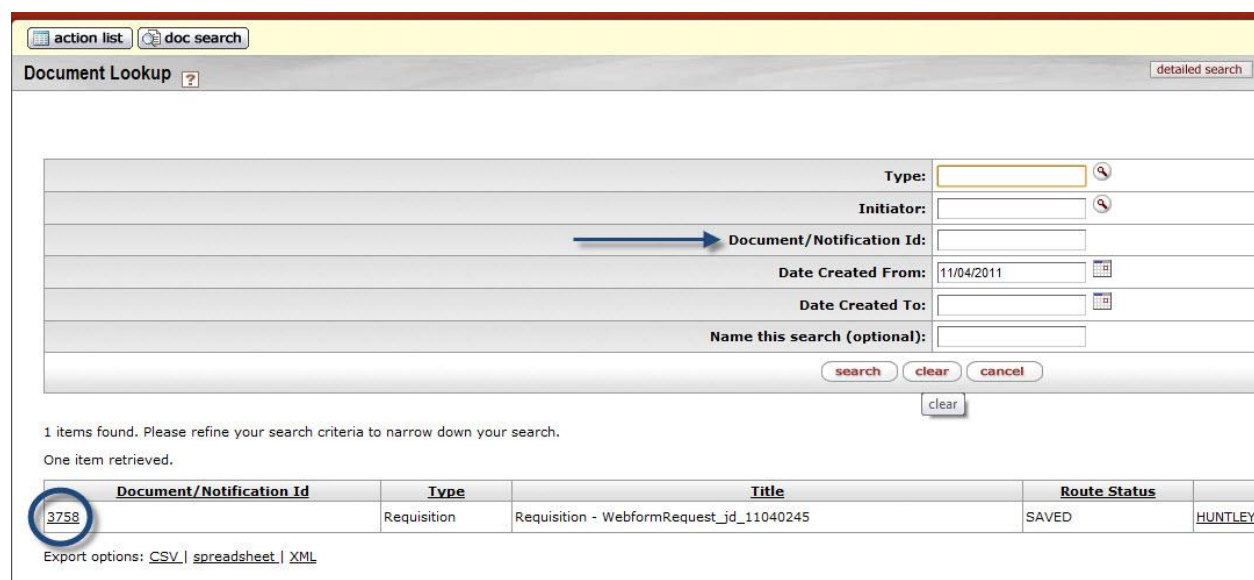
This requisition is considered to be in an 'open' status requiring Staff input and edits. At this stage staff members may conduct additional research to determine if they want to order the item.

The requisition will contain a default description containing the word Webform and the date. The description of the library resource will be a part of the requisition. The requestor information will also be available within the requisition. To see additional details about the requestor entered through the Webform click the magnifying glass next to the name of the requestor:

This requisition is partially filled in based on the data entered in the Webform. However, all required fields must be filled in (as described in the Manual Requisition Creation instructions above) before the requisition can be approved.

✅Citation Sample Data:

Morgan, James P., James M. Coleman, and Sherwood M. Gagliano. 1963. Mudlumps at the mouth of South Pass, Mississippi River; sedimentology, paleontology, structure, origin, and relation to deltaic processes. Baton Rouge: Louisiana State University Press.

Requisition Workflow/Routing:

The **Automatic Purchase Order (APO)** is automatically generated when a requisition eDoc is fully approved and all the APO rules are met. APO rules are:

- Requisition total is less than the APO limit for the departmental organization (value set by Purchasing)
- requisition total is greater than 0
- there are no restricted items
- the vendor has been selected from the vendor lookup
- the vendor is not a restricted vendor
- the requisition is not a recurring payment type of request
- the departmental organization has not set an 'PO Total Cannot Exceed' amount
- the requisition has not added alternate vendor names
- the funds will be encumbered in the current fiscal year
- the requisition does not contain a trade-in and discount line item
- the requisition does not have a capital asset object code on any line items.

An APO eDoc can only be created under certain conditions, as specified in the business rules set up by the institution.
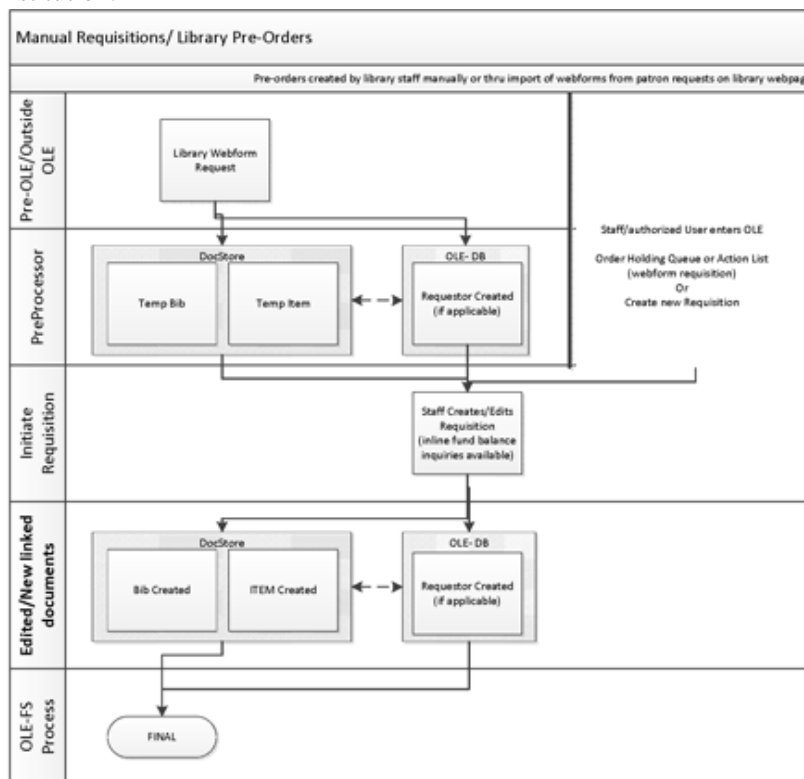
Purchase Order Search

Based on the rules described in the Additional Workflow Details (above), an approval of a requisition can generate an Automatic Purchase Order (if vendor information was entered into the requisition). To search for an Automatic Purchase Order click the Purchase Orders link under the Acquisitions Search section of the Main Menu tab:
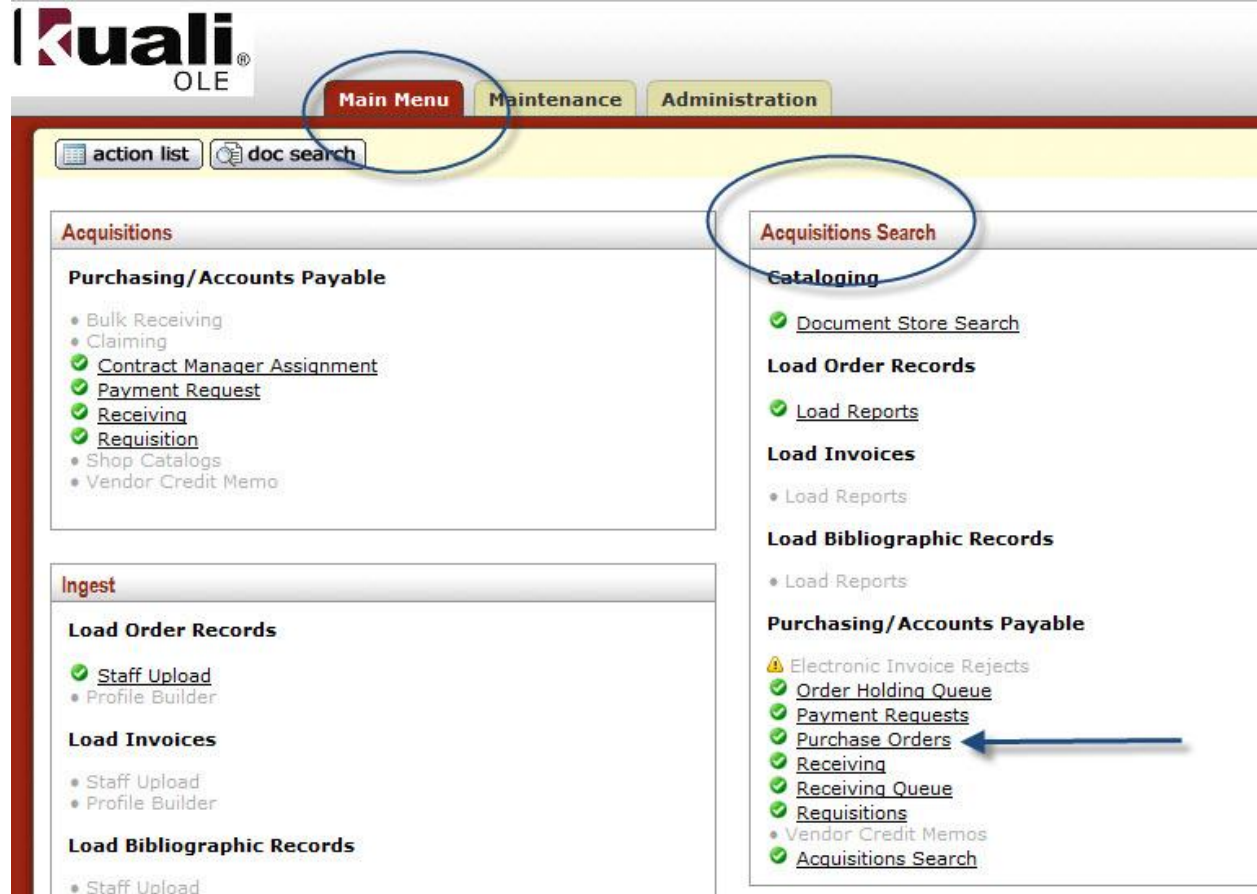
The result will be a *Document Lookup* page with the Purchase order type code (OLE_PO) pre-populated and the existence of fields on the form that will allow you to further narrow the search criteria. Click the **search** button to perform the search.

The purchase order can be viewed by clicking the Document/Notification Id in the results table.

Purchase Order:

From the purchase order screen, you can send notifications using the send ad hoc request button. You can also void the order, amend the order, indicate payment hold or proceed to directly to the receiving step by using the buttons at the bottom of the form:

Searching for a previously created requisition:

One way to search for a previously created Requisition is to select Requisitions from the Acquisitions Search section on the Main Menu tab:
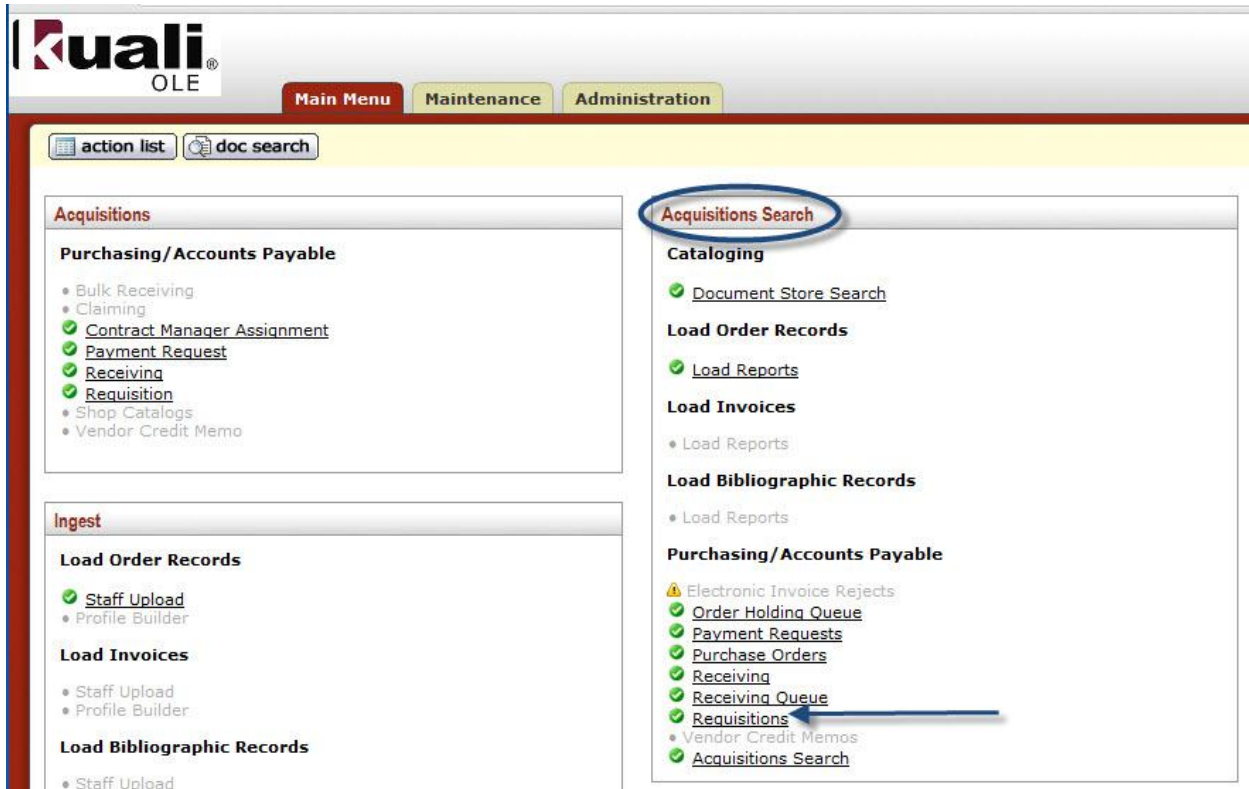
You should see a Document Lookup page with the Requisition document type - OLE_REQS - pre-populated in the type field. Additional search criteria can be specified prior to clicking the Search button:
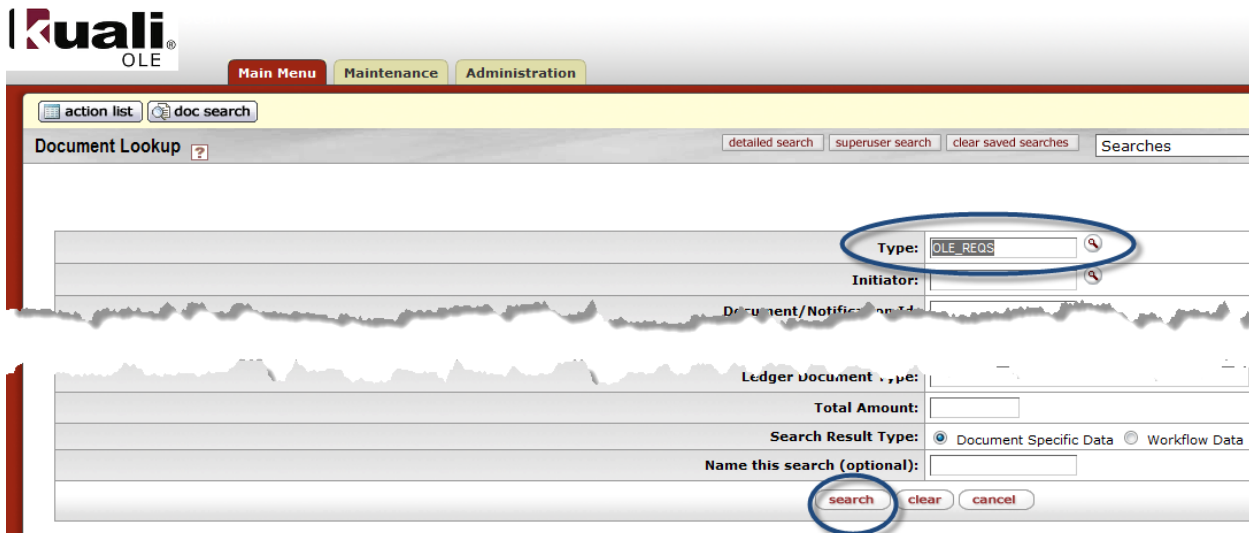
You can select your previously created requisition by clicking the Document/Notification Id link for your requisition from the search results:

One additional feature to note, the tabs on each page can be easily expanded or collapsed by clicking the **expand all** or **collapse all** buttons:

Requisition Data Elements & Description

For descriptions of all the fields, review the OLE Requisition Data Elements.

Create Purchase Order

After manually creating a requisition, the next step is to turn it into a purchase order (PO). This finalizes the purchasing decision, and transmits the request to the vendor, through whatever transmission method is defined for that vendor.   POs cannot be created without first creating a Requisition.

Purchase orders are currently created in one of several ways:

1. vendor ingest;
2. from a Requisition that met the APO rules (automatic purchase order)- after submitting from Requisition or Order (pre order) Holding Queue; or,
3. upon "exceptions" during submission of a Requisition via Acquisitions staff/Contract Manager assignment.

Note: Most Purchase Orders are automatically created via Vendor Ingest or completion of a Requisition by satisfying the APO rules.

Getting Started

Log into OLE using one of the following test IDs based on the level of permission you have selected to test:

Below are users who can:

- Create a requisition, that, when all required fields are entered and business rules are satisfied, becomes an automatic/approved Purchase Order transmitted to Vendor
- Complete data entry and approval on a submitted Requisition that did not create a Purchase Order
- Handle exception routing via Contract manager assignment, approvals.

Super-user	ole-khuntley
Acquisitions staff	ole-fermat

See a complete list of all available users and their permission in the eDocs key concept section above.

Order Holding Queue

The Order Holding Queue was designed to allow users a quick search interface that allowed some global actions:

- Filtered Requisitions search - open or in process (not yet APO)
- **Assign** requisitions to other selection or acquisitions staff
- Use a "**totals**" tool to do simple calculations on a group of selected requisitions (think: year end, budget)

- **Approve** a group of Requisitions into the next workflow step (subject to user permissions and requisition business rules)
- **Delete** (or archive) requisitions that the user no longer wishes to purchase/convert to approved and transmitted purchase order (permissions based).

To view open or in-process Requisitions, click on the "Order Holdings Queue" link on the main menu.
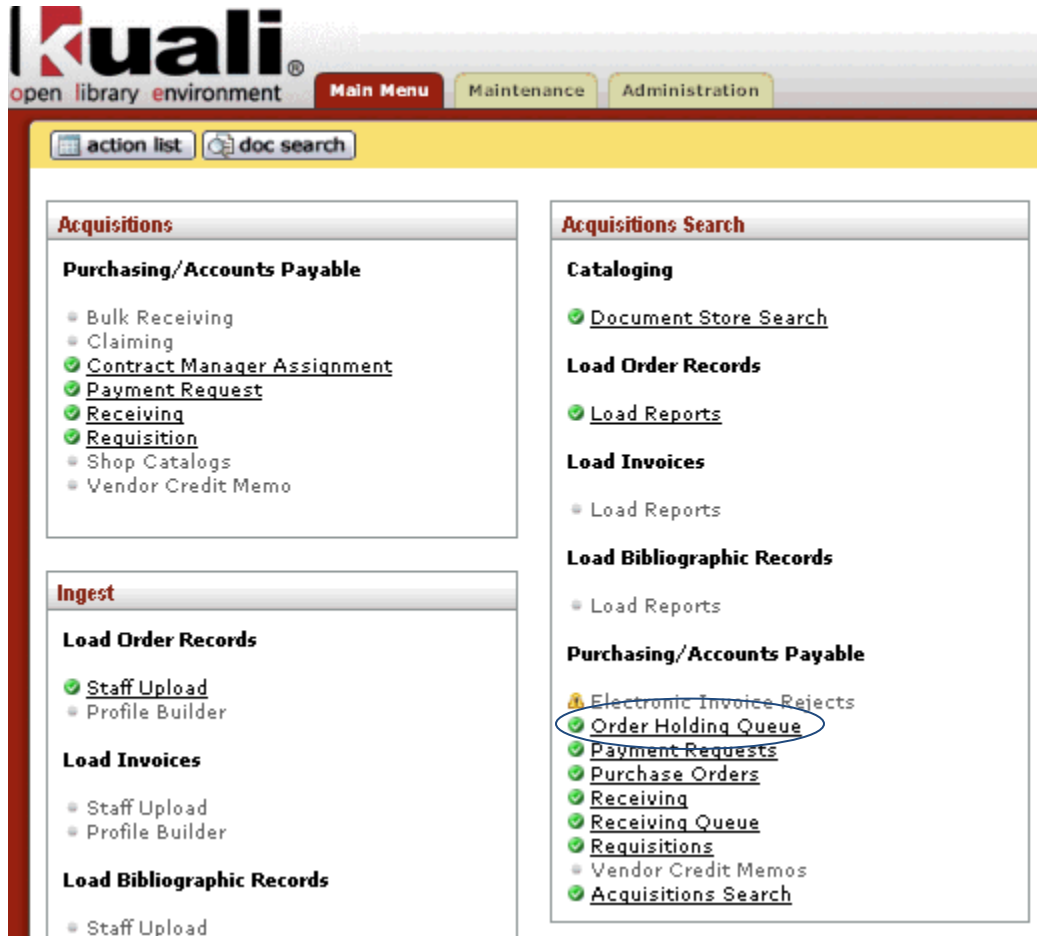
This allows you to search order-related eDocs in the system. You can search by specific data, or simply do a blank search to return all orders in the queue.

When running Order Holding Queue Searches, keep the following in mind:

- If you know the exact words or phrase, enter them wrapped in quotes.
- If you want to return hits for any of the words entered, do not include quotes.
- Use the same case (upper or lower) for all characters entered in a field – do not use mixed case.
- Use the wildcard * **only** at the end of a word and **only** when you have entered a single word in the field.

⚠️Known bugs:

- Boolean operators used within search screens are not currently providing consistent results.
- Multiple words not wrapped in quotes in the Author search field will return hits on any matching word in any field in the bib record
- Search is not case insensitive.
- If you sort the search results by clicking on any of the column headings, the link to the document loses the pointer to the document itself and goes to the home page when clicked instead.

The system displays the search results in the same window or browser tab, below the search fields:

Bill of Lading #:								
Packing Slip #:								
Reference #:								
Carrier:								
Search Result Type:	⦿ Document Specific Data ◯ Workflow Data							
Name this search (optional):								

search   clear   cancel

14 items found. Please refine your search criteria to narrow down your search.

14 items retrieved, displaying all items.

Document/Notification Id	Document Description	Organization Document Number	Vendor	Purchase Order #	Document Status	Date Created	Type	Route Log
3707	PO: 1080 Vendor: YBP Library Services		YBP Library Services	1080	APPROVED	10/25/2011	Line Item Receiving	
3704	PO: 1077 Vendor: YBP Library Services		YBP Library Services	1077	APPROVED	10/25/2011	Line Item Receiving	
3677	PO: 1085 Vendor: YBP Library Services		YBP Library Services	1085	DISAPPROVED	10/25/2011	Line Item Receiving	

The Order Holding Queue is simply a portal or view to open requisitions. These open requisitions will route according to requisitions business rules and workflow.
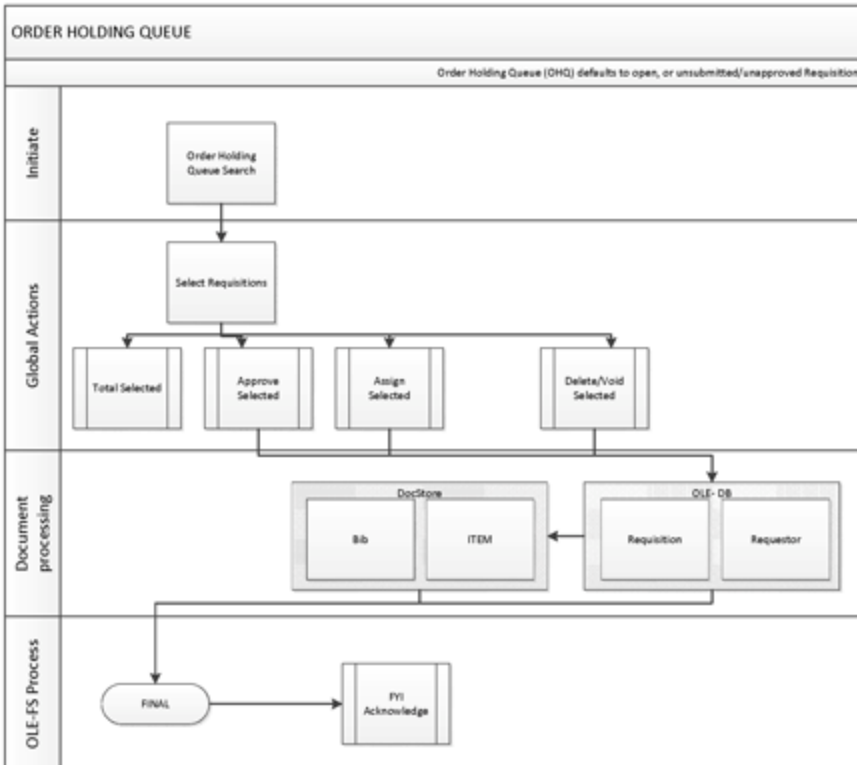
Completing the Requisition and Creating a Purchase Order

To select a particular requisition, click on the DocumentNotification Id. The requisition opens in a new window or browser tab. In order to complete the Requisition and turn it into a Purchase order, all required fields must be entered and all business rules satisfied (see Requisition).

See complete instructions for Requisition [above](#).

Requisitions Exception Routing and Requisition Searches

Can't find your Requisition or other document? Want to know where it routed, and whose Action List it is appearing in for the next set of actions or approvals, in order to complete an Approved Purchase Order that transmits to the vendor?

1. Conduct a Requisitions Search

2. Select the appropriate Requisition from the search results.

208 items found. Please refine your search criteria to narrow down your search.

208 items retrieved, displaying 1 to 100.[First/Prev] **1**, **2**, **3** [Next/Last]

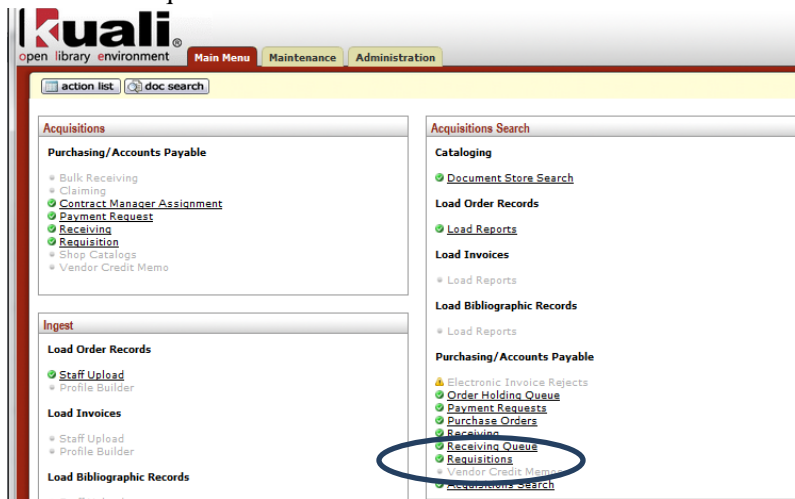| Document/Notification Id	Type	Title	Route Status	
3956	Requisition	Requisition - copy- to show routing	FINAL	HI
3925	Requisition	Requisition - YBP_Firm_Ingest_kyh_110811_99943744814	FINAL	HI
3924	Requisition	Requisition - YBP_Firm_Ingest_kyh_110811_99943744813	FINAL	HI
3923	Requisition	Requisition - YBP_Firm_Ingest_kyh_110811_99943744812	FINAL	HI
3922	Requisition	Requisition - YBP_Firm_Ingest_kyh_110811_99943744811	FINAL	HI
3921	Requisition	Requisition - YBP_Firm_Ingest_kyh_110811_99943744810	FINAL	HI
3920	Requisition	Requisition - YBP_Firm_Ingest_kyh_110811_99943744809	FINAL	HI
3919	Requisition	Requisition - YBP_Firm_Ingest_kyh_110811_99943744808	FINAL	HI
3918	Requisition	Requisition - YBP_Firm_Ingest_kyh_110811_99943744807	FINAL	HI
3917	Requisition	Requisition - YBP_Firm_Ingest_kyh_110811_99943744806	FINAL	HI
3916	Requisition	Requisition - YBP_Firm_Ingest_kyh_110811_99943744805	FINAL	HI
3915	Requisition	Requisition - YBP_Firm_Ingest_kyh_110811_99943744804	FINAL	HI
3914	Requisition	Requisition - YBP_Firm_Ingest_kyh_110811_99943744803	FINAL	HI
3913	Requisition	Requisition - YBP_Firm_Ingest_kyh_110811_99943744802	FINAL	HI
3912	Requisition	Requisition - YBP_Firm_Ingest_kyh_110811_99943744801	FINAL	HI
3911	Requisition	Requisition - YBP_Firm_Ingest_kyh_110811_99943744781	FINAL	HI
3907	Requisition	Requisition - encumbrance TEST - Please Leave alone	FINAL	HI
3901	Requisition	Requisition - Library Material_kyh_11081612	FINAL	HI
3886	Requisition	Requisition - Library Material_kyh_11081356	FINAL	HI
3881	Requisition	Requisition - Library Material_kyh_11081326	SAVED	HI
3880	Requisition	Requisition - Library Material_kyh_11081319	SAVED	HI
3869	Requisition	Requisition - ano 1 title 1 item	FINAL	HI

3. Look at the Requisition's Route Log tab.

⚠ Note: Above search approach and review of a document's Route Log can be applied to any eDoc, whether its via Requisition search, or Purchase Order, Receiving, or Payment Request eDocs that are in process.

If the Requisition has not met all business rules, or the logged in user does not have permissions to create Automated Purchase Orders, then the Route Log shows where the document now requires future action. In above example, the listed users all get a notification as they are Acquisitions managers, but only one is required to open the requisition, review it, complete any required fields, and submit it to become an APO.

⚠ Still cannot find your requisition? If you are logged in as a user with "blanket approve" permissions, but fail to satisfy APO rules (example, do not include Vendor, exceed PO $ limits), then the Requisition will route to a group of Contract/Acquisitions managers for "Contract Manager Assignment". This is a function that will be modified in future releases, and instead of managing through routing/approvals, we will impose business rules so that required fields or valid inputs could display warning messages so that users could submit valid Requisitions and APOs. The exception for this additional routing might be for use of certain fund codes or orders over $x.

If the Requisition is routed to the Contract Manager Assignment, follow the steps below to get the Requisition approved and completed:

1. Log-in as ole-parke or ole-khuntley
2. Click on Contract manager assignment
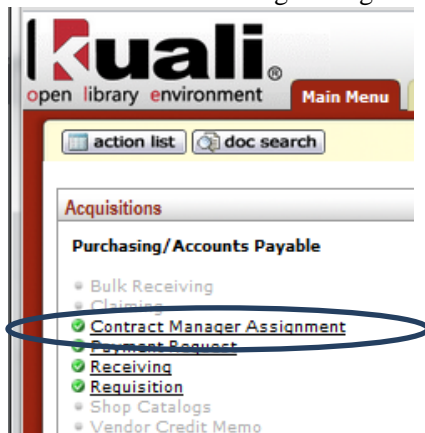
3. Any Requisitions that failed to process correctly will route to the Contract Manager Assignment queue. Login as: ole-khuntley or ole-parke to make assignments of these Requisitions to acquisitions staff for the eDocs to be corrected and completed to turn into Purchase Order.

4. Use lookup to find an authorized Contract Manager (acquisitions staff) to assign the requisition, and Submit.
5. The reassigned Requisition that was submitted should now be in the assigned user's action list and s/he can complete the Purchase Order.
⚠ Note: in OLE, the goal is to utilize the APO rule, business rules, and the Order Holding Queue to replace this advanced processing.

Once you have an open Purchase Order to process, you may see additional fields and data entry required. All the same fields from the Requisition will transfer over to the open Purchase Order, as well as additional tabs.

Be sure to review and fill in all required fields – a Requisition that failed to become an Automatic Purchase Order is likely to be missing required information such as Vendor, accounting lines, prices.

Tips for completing the PO:

- The Titles tab includes the bibliographic information entered on the Requisition. It also includes an "add item" section, for adding additional titles if desired. See tips on editing the linked Bibliographic record!

- Vendor – if a vendor was not supplied already, or if you want to change the vendor previously supplied, you can do so here. Valid vendor codes can be looked up by clicking on the Lookup icon.
  - ⚠ Note: With open POs, there is an additional required field for "Vendor Choice".

- Delivery addresses – If your institution has multiple campuses, you will have specified a campus when creating the Requisition. You must now tell OLE where on that campus the order is to be delivered to. You can specify two delivery addresses, if desired, and use the radio buttons to tell OLE which one to transmit to the vendor. If you only need one delivery address, you can put it in the "Final Delivery" field.

- "Additional Institutional Info" tab, you can set whether to generate a printed purchase order or not:

- OLE 0.3 is not currently utilizing the following tabs, but will re-evaluate when we process aggregated databases, packages, and similar purchases.
  - Stipulations
  - Payment Info
  - Quote
- Account Summary & General Ledger Pending Entries:
  - Once the line item pricing and accounting lines are applied, and you have clicked on "calculate" for the PO, you can see the Account Summary totals showing the pending encumbrances that will be incurred upon submission and approval of the PO. Click "refresh account summary" if your accounting totals do not display.
  - General ledger pending entries will display after any PO has been processed. So while the following illustration does not show pending GL entries, any completed purchase orders should display results (as would the "view payment history" if any payments have been applied to the PO).

OLE processes encumbrances to the General ledger for purchases upon approval of a Purchase Order (not Requisitions).

If you have added a new title to the requisition, or changed the price of an existing title, you will need to first click the "calculate" button at the bottom of the screen. This apportions the cost to the correct funds.

When you have filled in all the required fields, and as many of the optional fields as you want, you can approve the purchase order by clicking the "Blanket approve" or "Submit" button at the bottom of the screen.

If all required fields have been correctly filled in, and you click on "approve", the system will then approve the PO. If any required field is blank or contains invalid data, the system places a warning note at the top of the screen, and by the appropriate field. You will be unable to approve the purchase order until you resolve the problem.

Once a PO is approved, the system:

* changes the status of the PO document to "Final"
* queues it for printing and/or transmission, by whichever method is specified
* returns you to the Main Menu screen.

⚠ In OLE 0.3, the transactional line item order status and receipt status are not yet displayed in the User Interface. There is a linked library resource Item description document that links to its Bibliographic description document in the Document Store, but only the Bibliographic descriptions is available via the editor.

Purchase Orders Workflow:
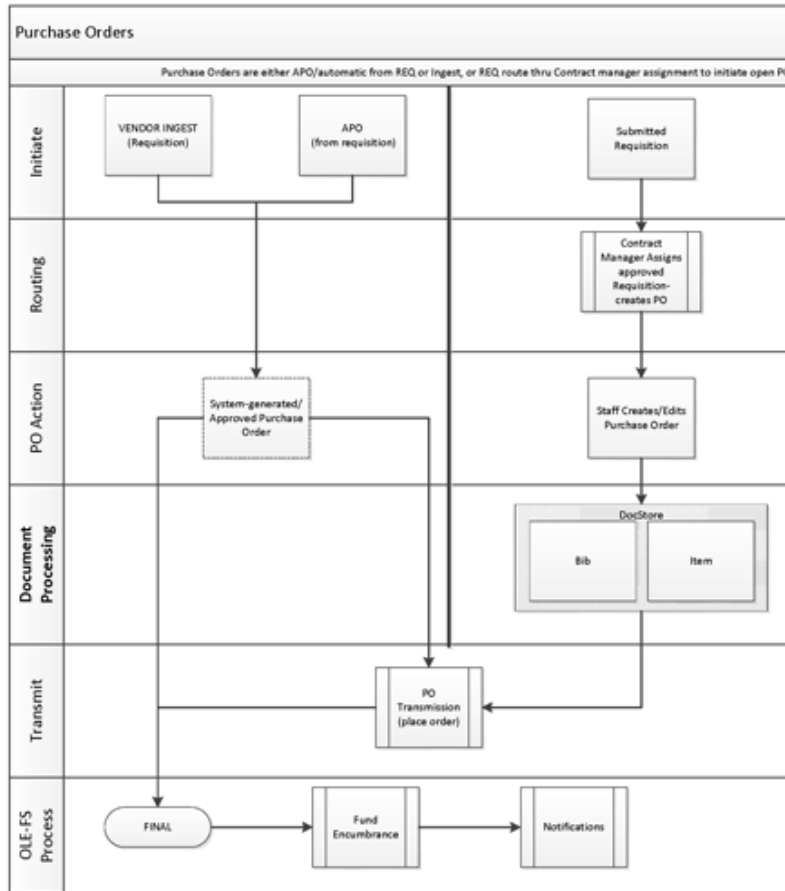
For descriptions of all the fields, review the OLE Purchase Order Data Elements.

Amending Purchase Orders

OLE allows you to add or modify certain data elements on an approved PO via a Purchase Order Amendment. By so doing, the system creates a new version of the eDoc called a Purchase Order Amendment (POA) that can be independently processed or routed. The POA then serves as the new version of the purchase order and will be transmitted to the Vendor.

Purchase Order Amendments are created from:

- "Amend" button manually from a Purchase Order
- Automatically from the entry of Unordered line items on Receiving eDoc
- Automatically from the entry of Unordered line items on Payment Request eDoc

The same business rules and permissions apply to a Purchase Order Amendment as to a Purchase Order. To create a Purchase Order Amendment too, business rules and the status of the PO must allow amendment (i.e., a closed and paid PO would have to be reopened first to be amended).

Acquisition Search

To amend a PO, you call up the existing PO by choosing the "Acquisitions search" option on the Main Menu, , or the simple (no bibliographic fields) Purchase Order search. You can search by whatever data you know about the PO: document number, PO number, title, author, etc. (OLE does not assume truncation; textual searches should be truncated with an explicit asterisk.)

When running the Acquisition Search, keep the following in mind:

- If you know the exact words or phrase, enter them wrapped in quotes.
- If you want to return hits for any of the words entered, do not include quotes.
- Use the same case (upper or lower) for all characters entered in a field – do not use mixed case.
- Use the wildcard * **only** at the end of a word and **only** when you have entered a single word in the field.

⚠Known bugs:

- Boolean operators used within search screens are not currently providing consistent results.
- Multiple words not wrapped in quotes in the **Author** search field will return hits on any matching word in **any field** in the bib record
- Search is case-sensitive.
- If you sort the search results by clicking on any of the column headings, the link to the document losses the pointer to the document itself and goes to the home page when clicked instead.

Once the PO is displayed, click on the "amend" button at the bottom of the screen. The system will ask you to

supply a reason why the PO is being amended.

Once you supply a reason, OLE will display the PO, and allow you to change almost any field. (In OLE 0.3, accounting lines cannot be edited in the PO Amendment process, but can be changed during the payment request process, except for new lines.)

If you add titles to the PO or change prices, you should click the "calculate" button at the bottom of the screen.

A note is attached to the PO showing the reason for the amendment, when it was done, and by whom.

Once you're done with your edits, and have recalculated if necessary, you can approve the amended PO using the "blanket approve" button at the bottom of the screen. If successful, the amended PO will disappear from your screen. You can call it up again, though, by doing an acquisitions search, and it will show the date and time of the amendment.

An amended PO follows the same rules for routing as an original PO, so approving it may cause it to be routed to other staff members. Approving an amended PO does not cause it to be re-transmitted to the vendor, though.

Purchase Order Amendments Workflow

Mirrors standard Purchase Order
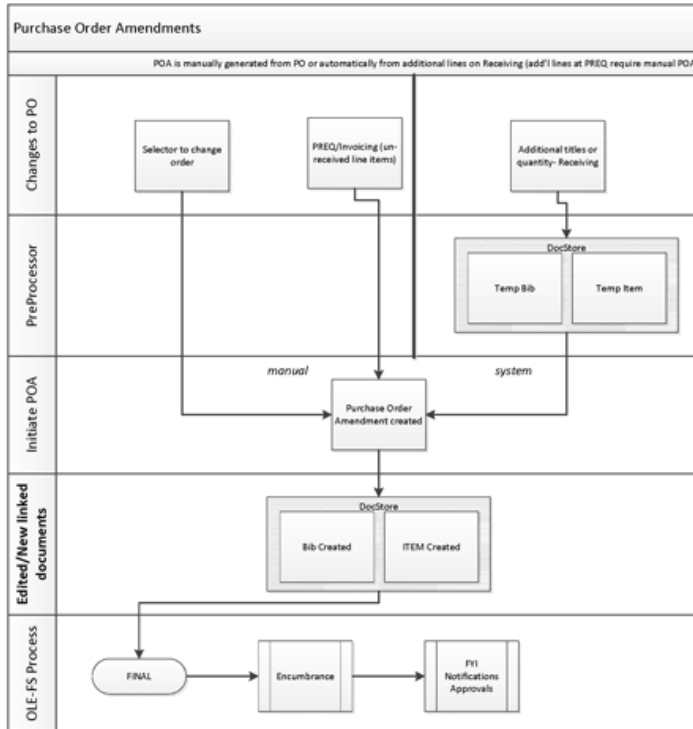
Purchase Order Data Elements & Description

For descriptions of all the fields, review the [Purchase Order Data Elements](#).

Transmitting Purchase Order/Place Order

OLE 0.3 is currently setup to place orders as follows:

- Ingested vendor orders (EOCRs): no transmission

- Staff-generated manual requisitions and approved purchase orders and purchase order amendments: transmit automatically real-time to vendor FTP site (no staff interface currently for transmit confirmation reports etc.).

    o If transmit method of Vendor or PO "no print" with format of FTP, or SFTP, then resulting EDIFACT order file is transmitted to OLE "mock" vendor FTP site per below.

    o If transmit method of Vendor or PO is "print" with format of Email, Fax, etc., then at completion of an approved Purchase Order, a "print" button will appear on the eDoc allowing the user to print, email, or fax a PDF of the Purchase Order. The PO will also route to Acquisitions staff' Action Lists as notification to complete the action.

FTP Site (to see transmitted orders):
      docstore.demo.ole.kuali.org
      Username: demo
      Password: dem0Nov01e
      *Samples of successfully transmitted/placed orders in: ….Orders_To_Be_Processed_By_Vendor

Sample Purchase Order Statuses:

Code	Status
CANC	Cancelled
CLOS	Closed
OPEN	Open

See all statuses in <u>Purchase Order Status</u> Appendix.

Purchase Order Versions in OLE

To facilitate routings and approvals, and maintain detailed audit trails, OLE has adapted the KFS versions of Purchase Orders. Not all of these may be needed in support of future library processes, but we are providing them for review.

Purchase Orders and Purchase Order Amendments: as detailed above.

The "versions" or eDocs available are permissions-based, and dependent upon the Purchase Order status in workflows. Is Receiving complete? Are open and outstanding payments in progress?

Below are a few of the options users may be able to view and test-drive:

Purchase Order Void: This button only appears if no payments have been processed against this Purchase Order. Click this button to cancel the Purchase Order and disencumber all related items..

Purchase Order Split: available if permissions and workflow allow- user can split an open and unapproved multi-line purchase order into several POs (prior to order transmission to separate into fiscal years, change vendors on some lines).

Purchase Order Reopen: This button is only available on a Purchase Order where the status is closed. This will reopen the Purchase Order and re-encumber any lines that were disencumbered when the order was originally closed.

Purchase Order Retransmit: (only available for POs transmitted via "print" transmission method). Click the "retransmit" button if you wish to re-print a copy of the Purchase Order. You will be taken to an interim screen (Figure 21, below) where you can choose to only re-print parts of the Purchase Order document.

Purchase Order Close: See <u>Payment Requests</u>, as closing a PO is tied to business rules during or following payments. Click this button to change the status of the purchase order to closed. Any encumbrances associated with the remaining items will be disencumbered. No new PREQ documents can be generated. Items already paid will be unaffected.

Purchase Order: Payment Hold/Remove Hold(future releases, but action button displays): Click this button to change the PO Status to "Payment Held" and prevent any Payment Request documents from being initiated against the Purchase Order.

You can determine what actions are available to you by looking at the button options of a PO:

This is a "closed" purchase order, with the only options to reopen or receive against it:

Doc Nbr:	3977	Status:	FINAL
Initiator:	ole	Created:	11:00 PM 11/08/2011
Purchase Order #:	1192	Purchase Order Status:	Closed

expand all | collapse all
* required field

[open order] [receiving] [send ad hoc request] [close]

This is a "retired version" which does not allow any actions- there is a linked Purchase Order Amendment which must be used for future actions:

Doc Nbr:	3972	Status:	FINAL
Initiator:	ole	Created:	08:57 PM 11/08/201
Purchase Order #:	1212	Purchase Order Status:	Retired Version

expand all | collapse all
* required field

[send ad hoc request] [close]

This is a PO that is still open. It can be amended, received against, voided (ie cancelled), or have payment holds placed on it (this latter is not yet coded for OLE 0.3, but available in future releases.

Create Requestor

Create, Select & Edit Requestors in Requisitions & Purchase Orders

Requestors in OLE are the pre-cursor to Patron records and functionality and will eventually link-to or sync with university identity management systems or data. In OLE, we are testing linkages with KIM (Kuali Identity Management), and have provided minimal functionality for creating internal (staff, students) and external (patron) Requestors.

In the Requisition or PO line item, click on the lookup link to select a Requestor for this order. The default value is to the logged in user.

In the lookup screen, enter your search criteria:

⚠️If you do not find a Requestor to use, you may either go out to the Requestor maintenance eDoc on the Main Menu to create an entire Requestor record (details below), or utilize a modified (still testing!) quick selection and creation tool.

For below search of "Smith", you find 3 people. If Iggy Smith is the staff person you want to use, you can either just select/return value to the Requisition, or…

…create a new linked Requestor record, by copying the Person/Requestor ID to this person from the search results row into the "Reference KRIM Id" into the search box, add first or last names, email, phone or Requestor type, and select "create new".

Now you will see your new Requestor, and you may "return value" to have this requestor attached to the Requisition line item.

| Person/Requestor Lookup | | | | | | |

- Document was successfully submitted.

Person/Requestor Id:	
Reference KRIM Id:	LEI000000007
First Name:	Iggy
Last Name:	Smith
E-mail:	
Phone Number:	
Requestor Type:	STAFF

search   clear   cancel   create new

One item retrieved.

| Return Value	Person/Requestor Id	Reference KRIM Id	Name	First Name	Last Name	Requestor Type
return value	110	LEI000000007	Smith,Iggy	Iggy	Smith	STAFF

Maintain or create full Requestor records

OLE 0.3 provides a standard maintenance eDoc for creating new or editing existing Requestors. The linkages to KIM are not yet available for selection in this interface, but will be included in future releases.

From the Main Menu, go to center column, Lookup & Maintenance - Requestor (Patron) Lookup
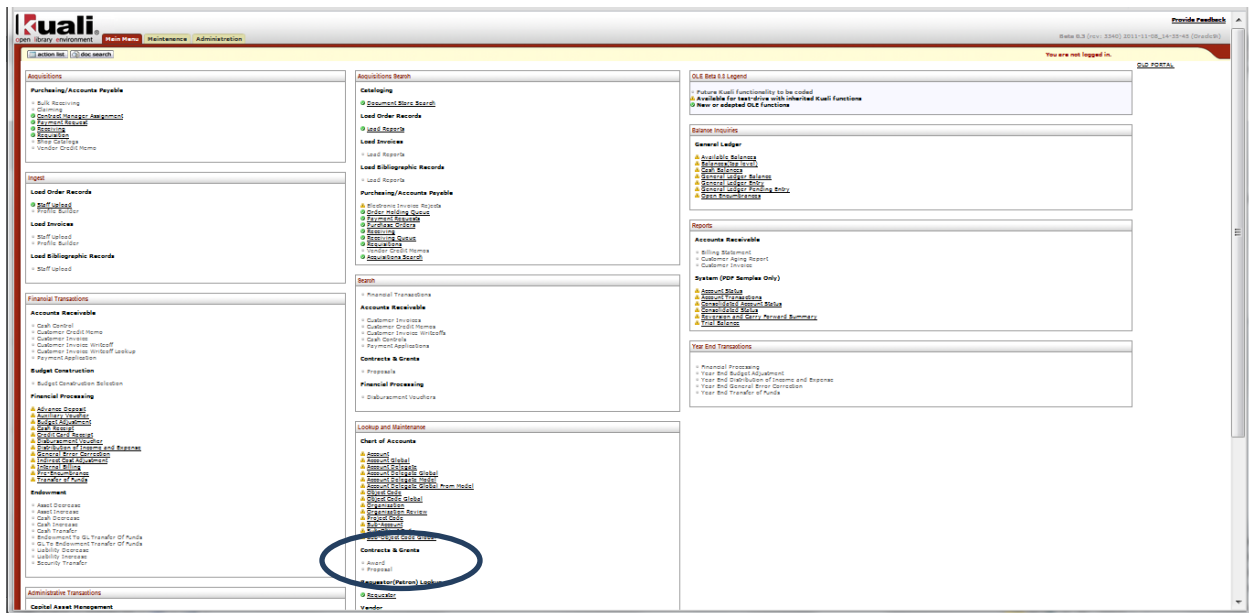
From this point, you may search for existing Requestor records, but at present, no Patrons/requestors are being persisted, so users may need to "Create New".
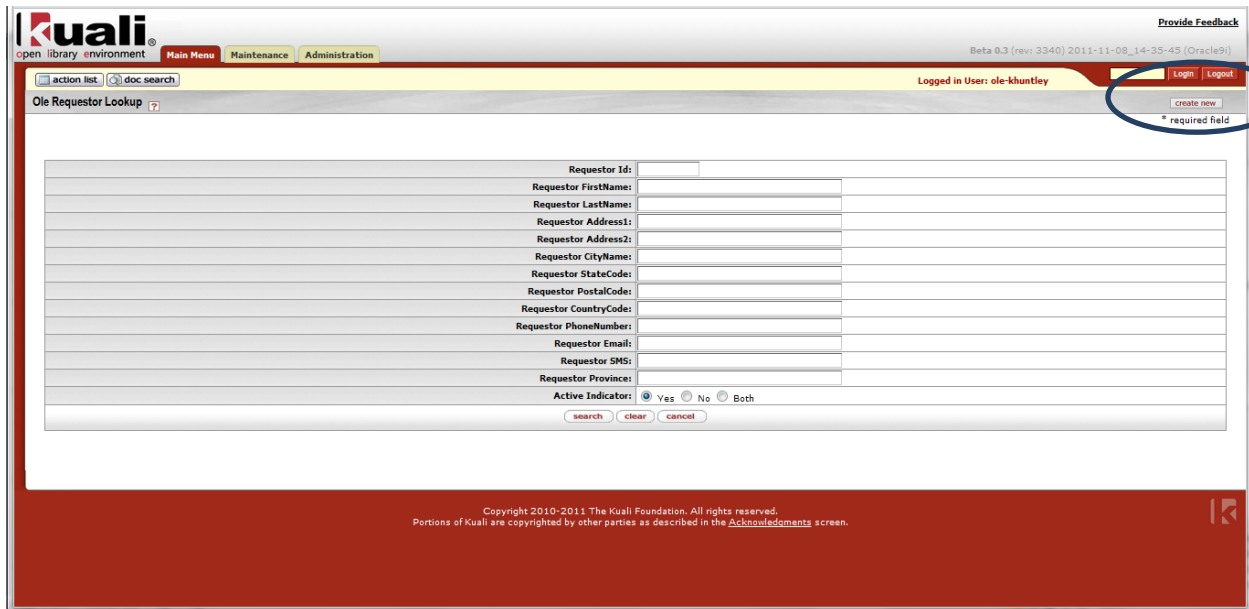
In the new window, whether editing or creating new, you may input as little or as much information as you have to create a requestor record that can then be linked to other acquisitions documents or requests for library materials.
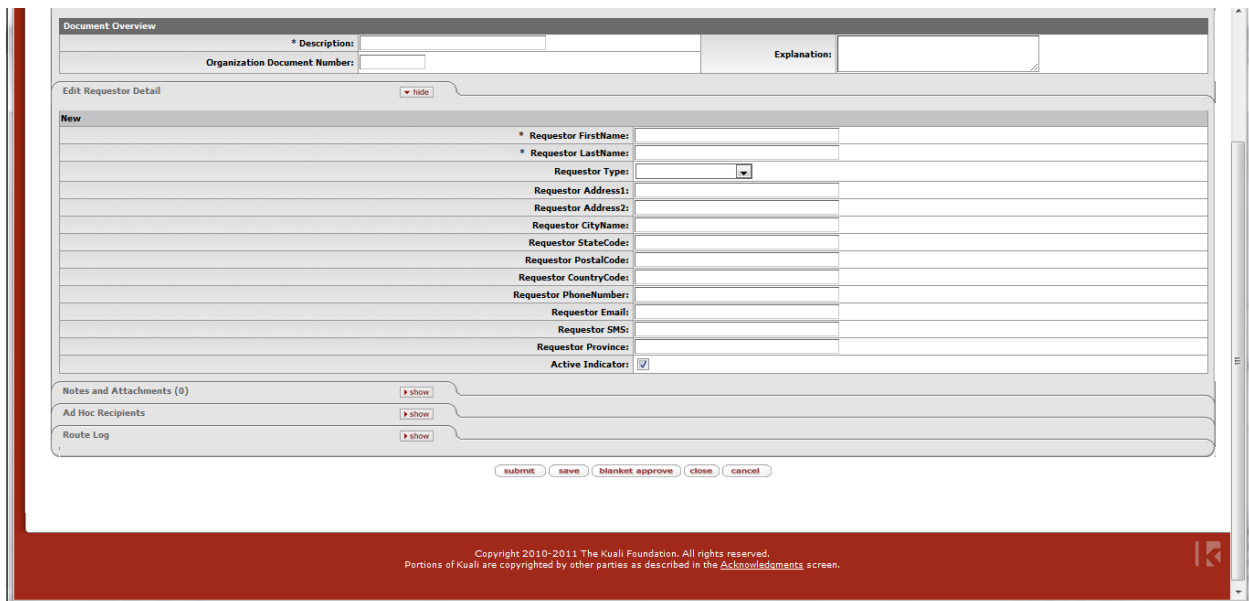
Future tabs will be added to allow copying, linking, and selecting from staff or student records in the IdM.

Based on permissions, you may Save, Submit, or Blanket Approve this eDoc.

Receive Library Materials

Getting Started

In order to receive an item in OLE, you need a corresponding open purchase order that has not been completely received. You should be logged in as a staff member with receiving permissions.

Anyone in the Receiving staff roles can create/complete Receiving documents via "Blanket Approve" permissions, with no further approvals required. In addition, these staff can create unapproved vendor invoices/payment requests.

Sample role: ole-mshaun

Receiving Corrections must be approved by Receiving managers.
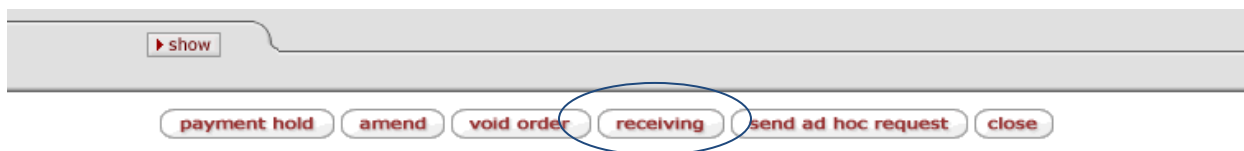
Sample role: ole-msmith

Purchase Order Amendments resulting from added line items on receiving documents cannot be created or approved until a Receiving manager approves the Receiving documents.

Receiving approval: ole-msmith

POA: See acquisitions staff, such as ole-hachris

Receiving Acknowledgements are also initiated into users' Action Lists, where multiple users share the same permissions. At least one of the users must complete the Acknowledgment prior to additional line item receiving or payment requests being completed against the PO.

If you have an approved purchase order already displayed on your screen, you can initiate receiving by clicking on the "receiving" button at the bottom of the screen. If you do not have an open, approved PO on your screen, see the sections below: "Receipt method 1: Receiving from the Main Menu" or "Receipt method 2: the Receiving Queue: Express Receiving".

This will open the Line Item Receiving screen in a new tab.

To actually receive the item in hand, you record the number of copies in hand in the "Qty Rcd" column, and the number of Parts in: "Parts Rcd" on the line(s) under the blank line of the Titles tab:

and click the Save button at the bottom of the screen.

Receiving Notes

OLE provides three forms of receiving line item notes that are specific to receiving activities:

- Exception Notes: to note damaged, unusual, or other exceptions for the line item. Future workflow rules will be tied into exception notes.

- Receipt Notes: general notes for recording receipt statements on the item in hand

- Special processing instructions: users cannot input these instructions during receiving, but are required to check-off, or acknowledge any special instructions transferred from the PO for this line item- this must be completed prior to submitting the document.

OLE will allow you to receive a greater <u>quantity</u> of items that were originally ordered, via receiving Thresholds.

Adding New Line Items: PO Amendment

Users may also add additional unordered items on the new blank line, which creates a Purchase Order Amendment document, which gets routed appropriately to Acquisition staff (to apply accounting lines and approve).

For any new line items, users can also utilize the Bib editor to create a linked bibliographic record.

Please refer to the Bibliographic Editor section for adding bibliographic descriptions.

⚠ Routing a POA from "unordered" line item during Receiving is automatic from authorized receiving staff. The resulting POA must be edited by Acquisitions staff or managers, and Submitted . Please note a bug fix to complete the approval process related to authorized users on fund or account codes for "unordered" items is planned for the next release. Default user login ole-khuntley can be used to complete the related Purchase Order Amendment and approve it.

Complete the Document

Once you have received all the items you want on this PO, you can click the "Blanket approve" button at the bottom of the screen. This changes the status of the Receiving eDoc to "Complete", and prevents any further receiving on it.

⚠ Note: the "Blanket approve" option will only appear if you are logged in as a member of the OLE_RCV or OLE-Receive-Mgr groups. Otherwise (if you are a member of OLE-Invoicing), you must click on the submit button, review the route log by opening the Route Log tab and click "show" next to Future Action Requests. In OLE 0.3, you can also log in as user "ole-msmith" to approve the Line Item Receiving document.

If you do not have a PO displayed on your screen, there are two primary ways to start receiving:

Receipt method 1: Receiving from the Main Menu

If you have the PO number, you can click on the Receiving link on the Main Menu in the Acquisitions box.

This will take you to a Line Item Receiving Initiation screen:

The required fields are Purchase Order # and Date Received. When you have entered those, click on Continue.

There is a check behind this initiation screen that will let you know if a receiving document for this PO is already in process or completely processed.
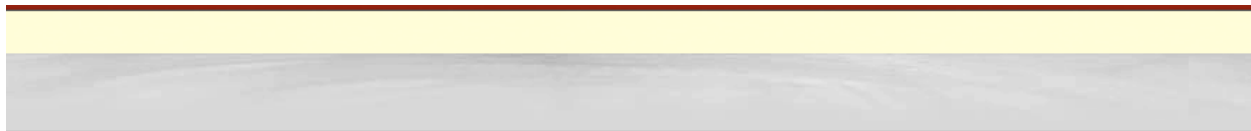
In addition, if other receiving or payment actions are in progress against this PO and receiving document (i.e., and not yet approved), you may be prohibited from processing additional receiving until completed.

If you do not see this message or if you click the yes option, the system will open the Line Item Receiving screen. Continue as above.

Receipt method 2: Receiving Queue: Express Receiving

The Receiving Queue is intended to be a quicker way to do straightforward receiving, when you have in hand the title and quantity that were originally ordered, with no changes needed. The Receiving Queue screen also allows users to search by bibliographic data.

To successfully complete receiving with this method you must be logged in as a member of one of the following groups: OLE_RCV; OLE-Invoicing; OLE-Receive-Mgr. If you are not logged in as a member of OLE_RCV or OLE-Receive-Mgr, the receiving document will be routed to a member of OLE_RCV for final approval.

The Receiving Queue is intended only for straightforward titles. Purchase orders with special processing instructions are filtered out of Receiving Queue searches, and must be received via the standard Line Item Receiving document.

Clicking on the "Receiving Queue" link from the Main Menu

brings you to this screen

In the left-hand fields, you can search by PO number or certain bibliographic fields. The right-hand column boxes allow you to limit your searches to certain material types.

⚠ Note: the first four boxes are not yet functional in OLE 0.3.

Doing a blank search brings up all POs eligible for receiving. This search filters for all POs with Open status, that have no existing receiving documents associated with the PO, and that have no Special Processing Instruction Notes that may have been entered on the original Requisition. (Special Processing Instruction Notes require acknowledgement during receiving. Titles with special processing instruction notes therefore cannot be received via the Receiving Queue.)

Click the check box to the left of the title(s) you want to receive, then click the "receiving" button at the bottom of the page:

If this action completes the receiving expected for a given PO, the system replies:

Receiving Correction

Receiving corrections are a version of receiving for use after receiving has been completed and approved. While authorized users may continue to initiate multiple receiving documents on a single Purchase Order (subject to quantities ordered), "corrections" to a single document are accomplished via Receiving Correction.

Receiving Correction documents must be approved by a receiving manager
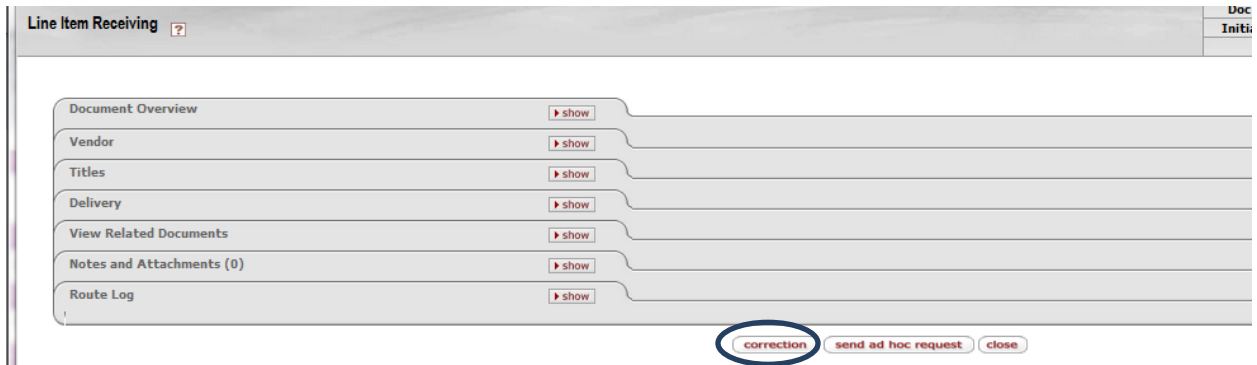
Workflows & Routing

In addition, if other receiving or payment actions are in progress against this PO and receiving document (ie, and not yet approved), you may be prohibited from processing additional receiving until completed.
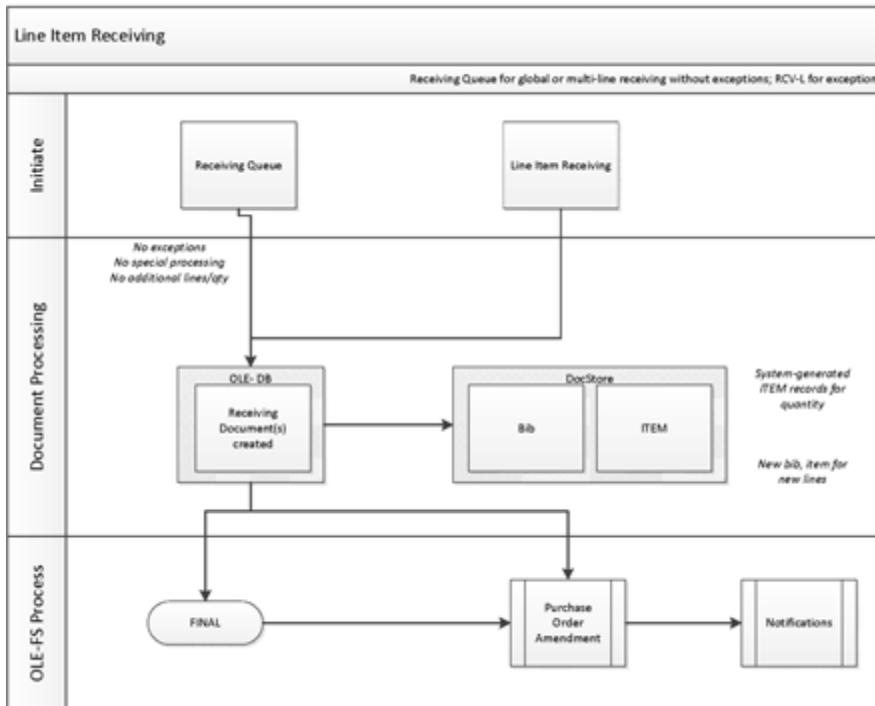
Receiving Data Elements & Descriptions

For descriptions of all the fields, review the OLE Line Item Receiving Data Elements.

Pay for Library Materials

OLE 0.3 uses the term "Payment request" for the processing of Vendor invoices. OLE 0.3 also assumes there will be only one purchase order per invoice. (This will be expanded in future releases.)

Getting Started

OLE 0.3 breaks down vendor invoicing permissions into several roles:

To create unapproved invoicing and payment requests, please sign into OLE as:

Invoicing staff	ole-jshowalter
Receiving staff	ole-mshaun
Payments staff	ole-abeal – for approving a payment request

⚠ Note: For OLE 0.3, we have not yet coded full university financial integrations. To "stub" this functionality at present, and to simulate how general ledger, fund/account updates, and expenses might be approved and processed thru the university financial system, all payment requests stop at the relevant Fiscal/Accounts staff for final routing/export/batch processing.

Fiscal officer	ole-rorenfro
Fiscal manager	ole-jaraujo

Search for Purchase Order:

Before initiating a payment request, you'll need to know the purchase order number for the title(s) on your invoice. This can be found by doing an Acquisitions Search (also described above) or Purchase Order Search screen:

Acquisitions Search

- With above Acquisitions Search, a user would need to open the document from this generic acquisitions search to locate its PO #

You can search by whatever data you have in hand, or do a blank search to see all POs. Clicking on the document number brings up the PO in its own tab.

While these search-options will be combined in future, note that the results view of a Purchase Order Custom Doc search provides the actual PO #:

Once you have the PO number in hand for the title on your invoice, you can begin the payment process.

⚠ Note: Be sure you have the Purchase Order # and not the system-generated document-identifier to initiate Payment Requests.

Create Vendor Invoice/Payment Request

Click "Payment request" on the Main Menu,
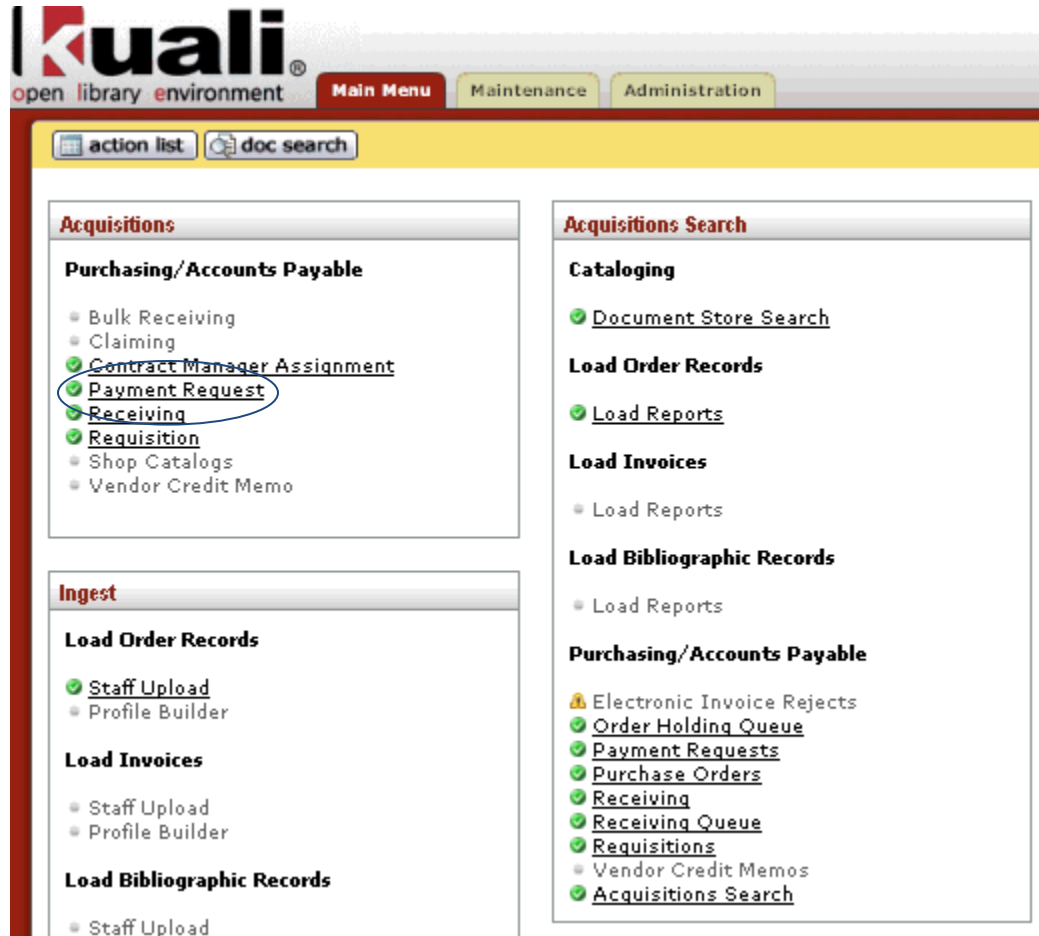
the system displays the Payment Request Initiation screen:

The following fields are required:

> * Purchase Order Number
> * Invoice Number
> * Invoice Date
> * Either the vendor invoice amount (if the billing is in your institution's base currency) or the foreign vendor invoice amount (if the invoice is in a different currency).

Clicking "continue" at the bottom of this screen creates a new Payment Request eDoc. It imports some information, like vendor, , line item details, accounting information, etc. from the relevant PO:

Completing the Payment Request

Some fields in the top section are optional:

* The "Explanation" field is a free-text box for any relevant notes you want to add about the invoice.
* The "Pay Date" is calculated based on the "Payment Terms" field of the Vendor record. You can manually adjust the pay date, though, if desired. You can also check the "Immediate Pay" check box, which overrides

the pay date and causes the vendor to be paid immediately.
* The "Invoice sub type" field allows you to specify a type of invoice being paid. In OLE 0.3, the two types defined are "regular" and "supplemental".

In OLE 0.3, you cannot change the vendor on the Payment Request to differ from that on the purchase order. This functionality will be available in future releases.

Edit line items:

The "Process items" tab is where the title being paid for is listed. If a price was listed on the purchase order, that price is automatically supplied in the "unit cost" field:

You should change the supplied price to the amount listed on your invoice, and supply the number of copies being invoiced:

Foreign Currency

If your vendor is defined (in its vendor record) as billing in a foreign currency, the system will display a foreign currency line in the line item display:

When you input the price in the foreign currency, the system converts it to your base currency, according to the current values in your foreign currency conversion table. (In future releases, OLE will have a system for regularly updating this table with current conversion rates.)

Accounting lines, for fund accounting, are hidden beneath the Items section; they can be shown by clicking the "show" button next to "Accounting lines".

OLE 0.3 comes pre-loaded with a small number of valid funds. The payment request will automatically show the fund numbers associated with the purchase order. If you want to change them for this payment, you can do so here. Some sample funds you can use:

> Chart: BL
>
> Account numbers: 2497486, 2947482, 2947491, 2947488
>
> Object codes: 7112, 7115

Add Accounting Lines

Charges can be shared among multiple funds by percentage. A blank line for adding an additional fund appears for each title, above the line already in use:

Add New Line Items

It is possible to add additional titles or other miscellaneous line items which are listed on the invoice, even if they were not originally on the purchase order:

✔ Tips on Editor for known development issues.
Users must complete the line item and linked bib in this sequential order. This will be fixed in future releases.
1. New line items: First "create new" to launch editor & save your bib data, and then add transactional data to the line (qty, price, category etc.). After both are complete, click on "add" to save the line. This should update and link the bib and Description. Then depending on the document, finish with rest of edits, add accounting lines, calculate, save etc.
2. Editing existing line items: Click on "edit" button to edit the linked bib of the existing line item. When completed, you will be returned to your working purchasing document. You will not yet see your revised Description from the updated bib, until you complete further actions on the overall purchasing document, such as Save, Submit, or Blanket Approve. If you are only saving your doc, and wish to see Description updates, you may need to SAVE or SAVE & RELOAD the eDoc AFTER making updates in the bib- in order to update its description with linked bib changes-- prior to Submit or Blanket Approve

Enter applicable information for the item and click **Save**.

⚠️**Note:** In OLE 0.3, changes made to the Title of an item in the Bibliographic editor will populate the Description field for the eDoc transactional line item (which by default includes Title information), but only after the purchasing document has been saved.

After the **Add** button is clicked, the Bibliographic information will show up in the Process items section. To add accounting information to each of the items you have added, click the show button next to Accounting Lines:

Purchase Order Amendment Created

Above creates a Purchase Order Amendment (POA) document, with the new title added. The POA document is then routed according to the routing rules established in your system for POA approvals.

⚠️ Routing the POA from "unordered" line item during Payment Request is automatic from authorized receiving staff. The resulting POA must be edited by Acquisitions staff or managers, and Submitted. Please note a bug fix to complete the approval process. Ole-khuntley can be used to complete the related Purchase Order Amendment and approve it.

Additional Charges and Prorating

Once you've finished adding titles to the payment request, you can add other charges (shipping, handling, insurance, etc.) that appear on your invoice. On the Process Items tab, just below the titles, you can display the Additional Charges section:

OLE 0.3 allows four additional charges per invoice. Each charge has an accounting line below it, so you can assign the charge to your preferred fund:

If you choose, you may also prorate the additional charges to the invoiced titles.
Enter the amount of the additional charge, select to prorate by Quantity, Dollar, or Manually. If Manual prorate is selected, enter the amount you would like prorated to each title.

Finishing the document

Close Purchase Order:

An authorized user can opt to "Close Purchase Order" at the completion of the Payment Request, via a checkbox by the document total charges:

[Vendor Remit Amount] Grand Total Prior to Tax:	50.00	
Grand Total Tax:	0.00	
Grand Total:	50.00	☐ Close PO

Alternatively, Purchase Orders can be closed via action buttons at the bottom of POs once payments have been completed. Accounts Payable staff has the PO Close flag for non-recurring purchase orders available while processing the payment request

After you have made your changes to the payment request screen, you must tell OLE to update its fund balances, by clicking the "calculate" button at the bottom of the screen. (OLE will expect you to "calculate" an invoice before you "submit" or "save" it.)

You can then either "submit" or "approve" the payment request, based on your OLE permissions and the workflow at your institution. "Submitting" a payment request uses the OLE internal routing mechanism to route it to the designated approving officer at your institution. First, though, it checks the record for consistency, and warns you of any problems:
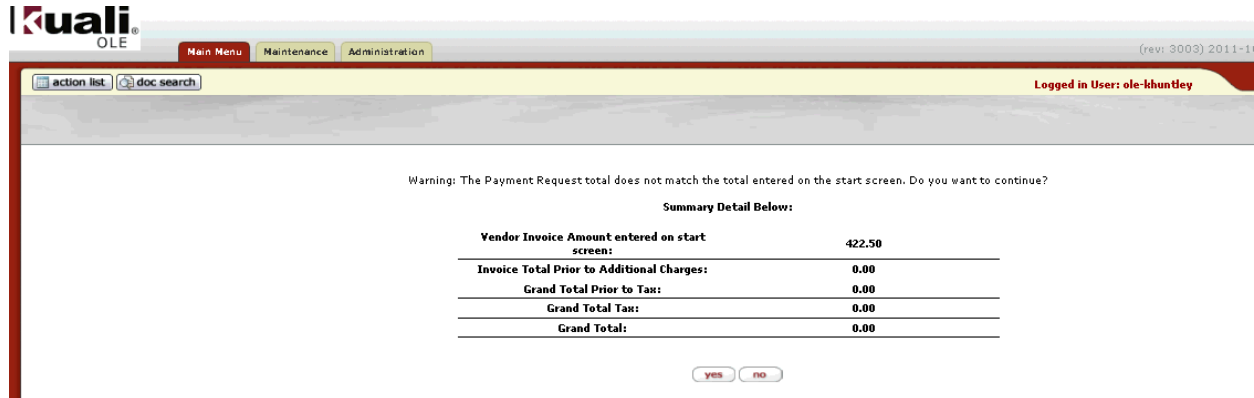
"Approving" a payment request is only available to authorized users. (In OLE 0.3, you can log in as user "ole-abeal" to have approval capabilities).

An approved payment request will trigger the system to transmit data to another designated system, like a university's accounts-payable system. This will be in future releases.

Workflows & Routing:

Per above, some users can process the Payment Request, but then it routes for approval. OLE 0.3 functionality "stubs out" at the action list of Fiscal officers as a holding area for future university financial integrations.
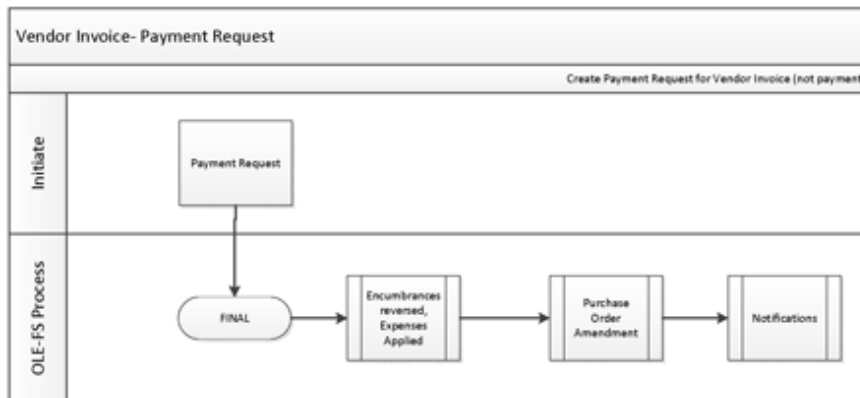
Sample Purchase Order Statuses:

Code	Status
AFOA	Awaiting Fiscal Officer Approval
AUTO	Auto-Approved
INIT	Initiated

See all statuses in Payment Requests Statuses Appendix.
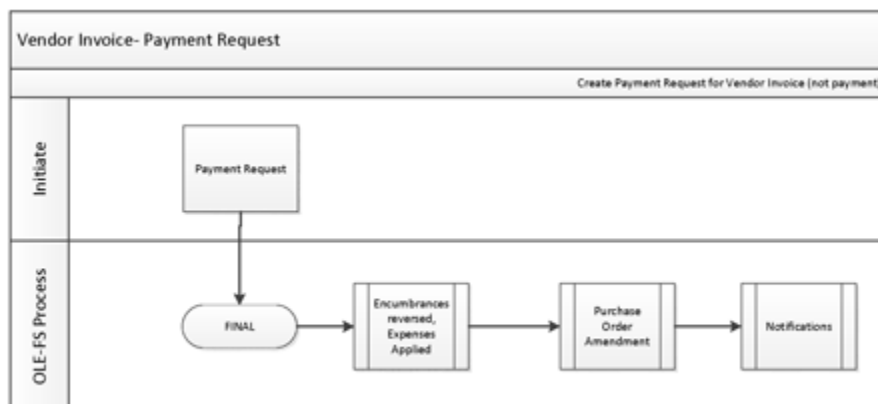
Payment Request Data Elements & Descriptions

For descriptions of all the fields, review the OLE Payment Request Data Elements.

While receiving and invoicing staff may initiate Payment Requests, in OLE 0.3 all such requests route to staff with the role OLE_Payments for Approvals.

Search Payment Request Documents or Purchase Orders

To view existing payment requests for additional processing or to view status of existing payments, users may search Purchase Order or Payment Requests from the Main menu> Acquisitions Searches.

Search fields include account numbers, dates, vendors, etc. The [Acquisitions Search](#) as noted previously also includes some bibliographic fields.

Date Created From:	11/08/2011
Date Created To:	
Document Description:	
Organization Document Number:	
Payment Request #:	
Invoice Number:	
Purchase Order #:	
Requisition #:	
Vendor #:	
PO Chart Code:	
PO Organization Code:	
Process Campus:	
Acquisition Unit's Vendor account / Vendor Info Customer # :	
Invoice Date From:	
Invoice Date To:	
Pay Date From:	
Pay Date To:	
AP Processed Date From:	
AP Processed Date To:	
Extracted:	Yes No Both
Hold:	Yes No Both
Request Cancel:	Yes No Both
Payment Request Status:	Auto-Approved / Awaiting AP Review / Awaiting Chart Approval / Awaiting Fiscal Officer Approval
Receiving Required:	Yes No Both
Payment Request Positive Approval Required:	Yes No Both
Chart Code:	
Account Number:	
Organization Code:	
Ledger Document Type:	
Total Amount:	

Payment Request Search Results

5 items retrieved, displaying all items.

Document/Notification Id	Type	Title	Route Status	
3757	Payment Request	Payment Request - PO: 1140 Vendor: ALEPH-BET BOOKS	SAVED	HI
3755	Payment Request	Payment Request - PO: 1137 Vendor: YBP Library Services	ENROUTE	HI
3754	Payment Request	Payment Request - PO: 1138 Vendor: YBP Library Services	SAVED	HI
3752	Payment Request	Payment Request - PO: 1139 Vendor: YBP Library Services	ENROUTE	HI
3751	Payment Request	Payment Request - PO: 1131 Vendor: YBP Library Services	ENROUTE	HI

You may select any of the open or past payment requests to view or complete next actions as permitted.

Once a payment request has been approved, an audit-trail entry is added to the request's route log tab too:

If you submit the payment request to be approved by another staff member, a similar entry is added, showing to whom it was routed and when.

Further, if you search via Purchase Order, or link to the related Purchase Order from the "Related Documents" tab of the Payment Request, you can see additional information about:

- Reversed encumbrances
- Incurred expenses
- Account Summary
- Pending general ledger entries

Create/Edit Supporting Maintenance eDocs

Many OLE eDocs contain data fields that must be filled in from a controlled list, either by choosing from a drop-down menu, or by doing a lookup search to find valid values. The choices for these fields are defined in another OLE eDoc, called a maintenance document.

The Maintenance menu tab has links to look up the valid values for most of these controlled fields. (A few of them spill over on to the Administration menu tab.)

All of the maintenance eDocs are viewed and maintained in a similar fashion. Selecting the desired table from the Maintenance menu tab takes you to the lookup screen. From that screen you may create a new eDoc by clicking the "create new" link or search the table to view, edit, or copy a table value. OLE maintenance eDocs and Rice (Admin menu) maintenance eDocs have varied permissions and access. Most users can perform lookups and selections, or view some of the data, but not all users can edit or create new "controlled value" lists.

OLE Maintenance & Administration Menus

✅   New or adapted OLE functions
New or adapted Kuali Financial functions being used by OLE, and accessible for "test drive" by library users.
See list of permissions below, with definitions provided in linked data elements.
Definitions of inherited KFS Purchasing/Accounts Payable Attribute Maintenance docs
Definitions of inherited KFS Vendor Attribute Maintenance docs
Includes: Purchasing/Accounts Payable, Vendors, Requestors, some Systems; plus, on Administration tab (permissions-based), some of the System and Configuration settings.

⚠️   Available for test-drive with inherited Kuali functions
Unedited/inherited KFS functionality, to be modified for libraries post OLE 0.3 release- library users can access and use these functions and eDocs "as is".
See KFS online help guide for full definitions
Definitions of inherited KFS Chart of Accounts Attribute Maintenance docs
Includes: Chart of Accounts, some financial processing & system settings; Batch & monitoring functions on Administration tab.

Future Kuali functionality to be coded
KFS functionality not yet available to libraries, and to be reviewed post OLE 0.3 release (no links).
See KFS Online Users Guide for full definitions.
Includes: most of Financial Processing, Accounts Receivable, Contracts & Grants, Pre-Disbursement Processor.
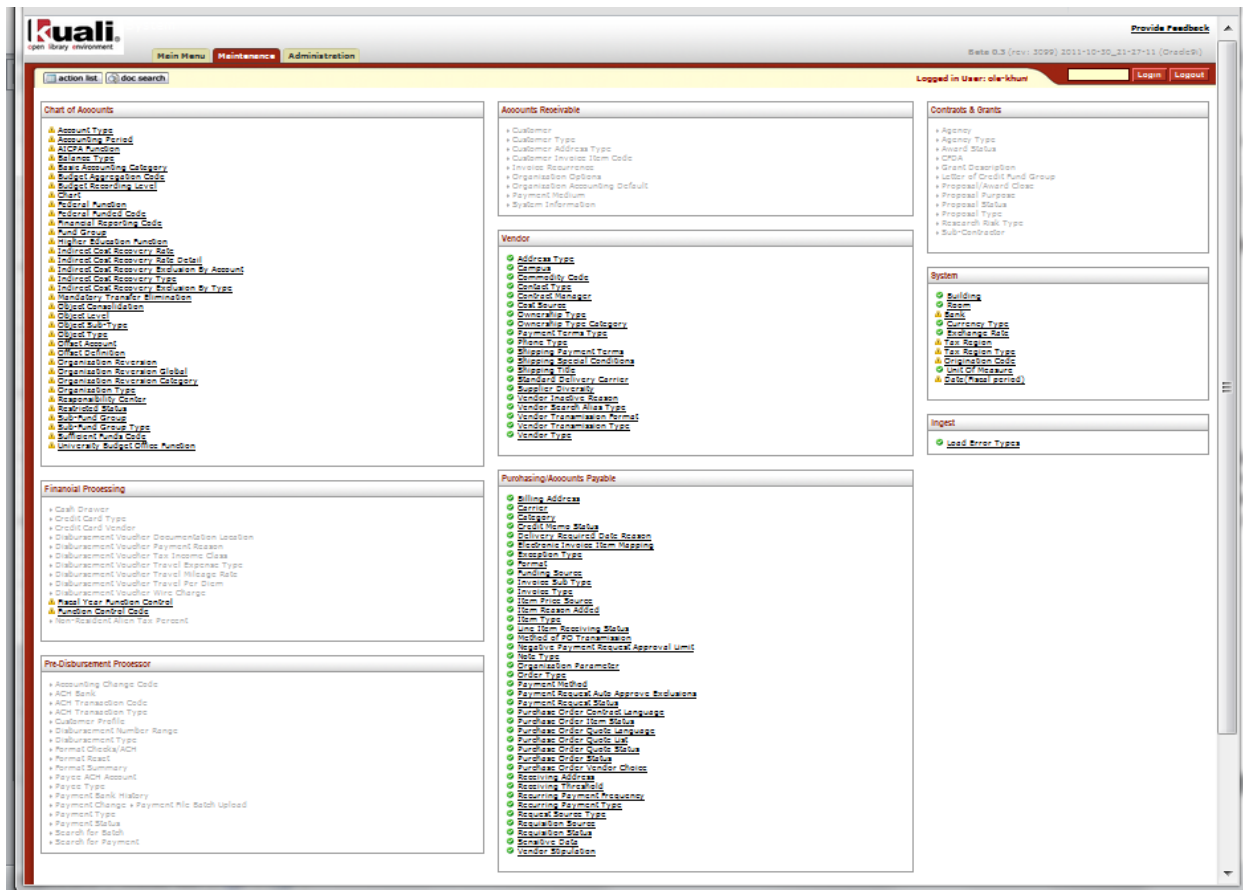
Searching Maintenance eDocs

(alternatively, a user will make "selections" from the Lookup buttons inside transactional documents- the values of these "selection" or "controlled value" lists are maintained via the maintenance docs in the Maintenance menu)

1. Select the desired maintenance eDoc from the **Maintenance** menu.
2. When the lookup screen appears, enter appropriate search criteria or leave blank to retrieve all.
Click **search**.
3. Click the **edit** link for the value you want to view:

A separate window appears:

.
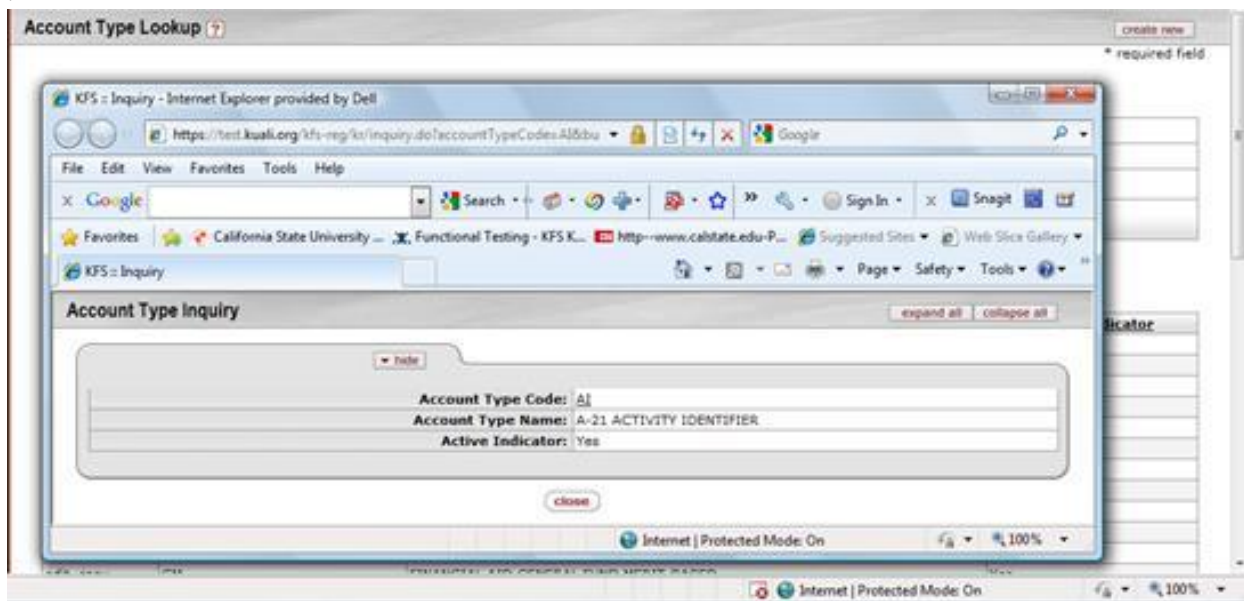
4.   Click the ▢ create new

Initiating New Maintenance eDocuments Data Values

1. Select the desired maintenance eDoc from the Maintenance menu.
2. Click the create new

The document appears with a new Document ID.

3. Complete the common Document tabs -- Document Overview tab, Notes and Attachments tab, or Ad Hoc Recipients tab as needed.
4. Complete the New section in the Edit tab

5. Click submit
6. Review the Route Log tab.

Editing Maintenance eDocument data values

1. Select the desired eDoc from the Maintenance menu tab.
2. When the lookup screen appears, enter appropriate search criteria or leave blank to retrieve all. Click search .
3. Click the edit link in the Actions column corresponding to the table value you want to edit.

The document appears with a new Document ID.

4. Complete the common document tabs: Document Overview, Notes and Attachments, and Ad Hoc Recipients tab as needed.
5. Complete the **New** section in the **Edit** tab.

6. Click submit .
7. Review the Route Log tab.

You are allowed to edit non-identifying fields only. In edit mode, note that certain fields are not editable. You are only allowed to change the non-identifying fields associated with the OLE code you are trying to edit. When the active/inactive flags are available for the reference table, you can first make the existing code inactive and then create a new code to change the identifying fields. If the active/inactive flags are not available, the changes must be made by the technical staff.

Maintenance Document Permissions, Roles & Workflows
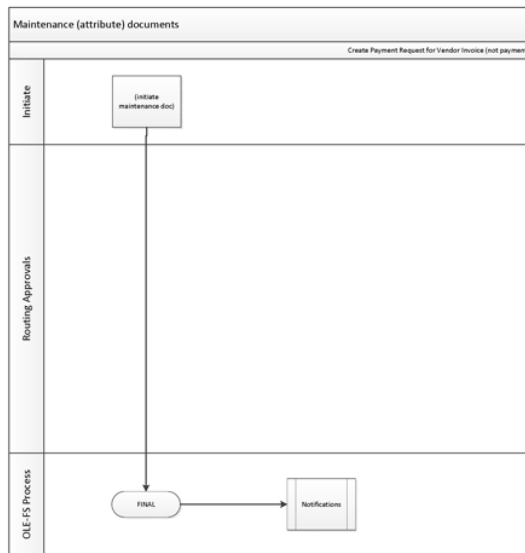
For full list of Maintenance Documents and Routing Approvals see the [Maintenance Document](#) Appendix.

Managing & Encumbering Library Funds

Chart of Accounts, Fund Codes

OLE 0.3 includes sample library fund data within the inherited KFS (Kuali Financial Chart of Accounts) functionality to support and illustrate library fund accounting and fund codes. General queries can be initiated from the OLE Main Menu, while simple Maintenance eDocuments may be initiated from the OLE Maintenance menu tab. The primary purpose of the Chart of Accounts functionality in OLE 0.3 is to allow one or multiple accounting lines to be added to transactional line items on purchasing transactional eDocs.

Full Fund Accounting will be provided in OLE pending coding and specifications for Fund codes, library budgets, and university financial integrations.

All user help is provided via existing KFS Users Guide - Chart of Accounts.

Encumbering Funds
See sections on Requisition (OLE_REQ), Purchase Order (OLE_PO) and Payment Request (OLE_PREQ).

At submission of a PO, funds will be encumbered. At submission of a Payment Request, funds will be disencumbered, and an expense will be applied.

See "Accounting Summary" tabs in each document to see total encumbrances by document type, or see linked Balance Inquiries functions to look at budget funds in the General Ledger.

Query Chart of Account Available Balances Menu

Getting Started:
The menu item for viewing available balances can be found under the Main Menu tab in the Balance Inquiries Section under the General Ledger heading:
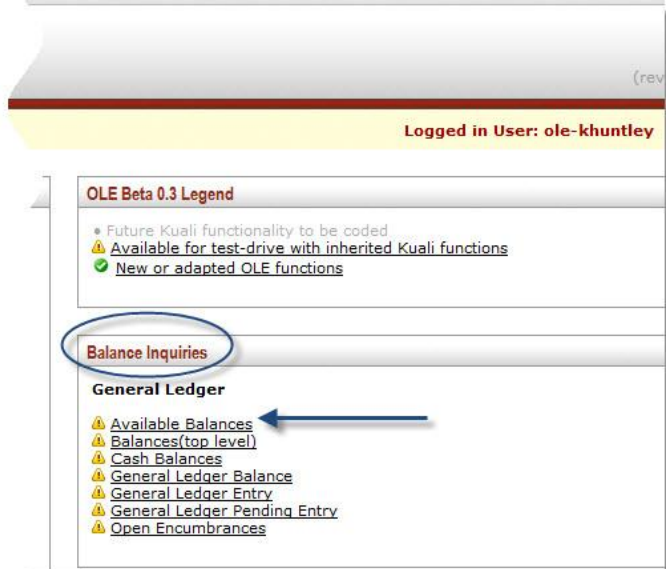
Steps to review available balances:

After clicking the Available Balances link (as described above) you should see the Available Balances Lookup screen. The fiscal year field will be pre-populated with 2012.

For OLE 0.3, use the following values to see Available Balances Lookup:

> Chart Code: BL
>
> Account Number: 2947489

Next, click the Search button. The search results will show the amount of money that has been budgeted for this account broken down by Object Codes. To see further details including Actuals and Encumbrance Amounts, select 'All' on the 'Include Pending Ledger Entry' field and click the Search button again.

Each underlined piece of information in the results grid is an active url which when clicked can provide you further details about each piece of information. For example clicking on the Actuals amount gives you a monthly breakdown of payment requests that have been processed.

These monthly amounts can also be clicked on to view the individual documents that generated this amount:

These individual eDocs can also be viewed in their entirety by clicking on the document number:

The same process can be repeated using the amounts under the Encumbrance column. Drilling down into this amount will show you outstanding purchase orders:

Query Available Account Balances: Requisition (Purchase Order, Payment Request) Line Item

Available Balance details can also be accessed from the Requisitions page by clicking on the bal inquiry button after you have added an accounting line:

From the Balance Inquiry Report Menu, select Available Balances:

To return to the requisition, click the cancel button on each screen.

Sample Library Chart of Accounts, Accounts and Object Codes

It is recommended that users utilize the following library accounts and object codes ONLY when inputting Accounting Lines in Requisitions, Purchase Orders, Purchase Order Amendments, and Payment Requests.

There are hundreds of other existing accounts, sub-accounts, object codes, sub-objects, projects and organizations in the OLE sample data inherited from KFS. Do not use those other accounts if you wish to see demonstrable library workflows. The other sample data will be deleted in future releases (maintained currently

due to outstanding coding and analysis for final fund structures and options).

Fiscal Year	Chart Code	Account	Possible Object Codes
2012	BL	2947486	7112,7115,7122,7125
2012	BL	2947430	7112,7115,7122,7125
2012	BL	2947485	7112,7115,7122,7125
2012	BL	2947483	7112,7115,7122,7125
2012	BL	2947498	7112,7115,7122,7125
2012	BL	2947489	7112,7115,7122,7125
2012	BL	2947488	7112,7115,7122,7125
2012	BL	2947491	7112,7115,7122,7125
2012	BL	2947492	7112,7115,7122,7125
2012	BL	2947493	7112,7115,7122,7125
2012	BL	2947494	7112,7115,7122,7125
2012	BL	2947495	7112,7115,7122,7125
2012	BL	2947496	7112,7115,7122,7125
2012	BL	2947490	7112,7115,7122,7125
2012	BL	2947497	7112,7115,7122,7125
2012	BL	2947500	7119,7129
2012	BL	1047410	7100

For full and detailed list of OLE sample library fund codes, with related Budgets, organizations, object codes, and owners, please see Appendix D.

Roles/Permissions:

Sample FUND data utilizes the following users/roles:
Fiscal Officer: ole-rorenfro (OLE-SYS),
Account manager: ole-jaraujo (OLE-PDP/Processor, OLE-SYS/C&G Project Director, User)
Account supervisor: ole-rorenfro (OLE-SYS)

Basic Account Maintenance Document Process
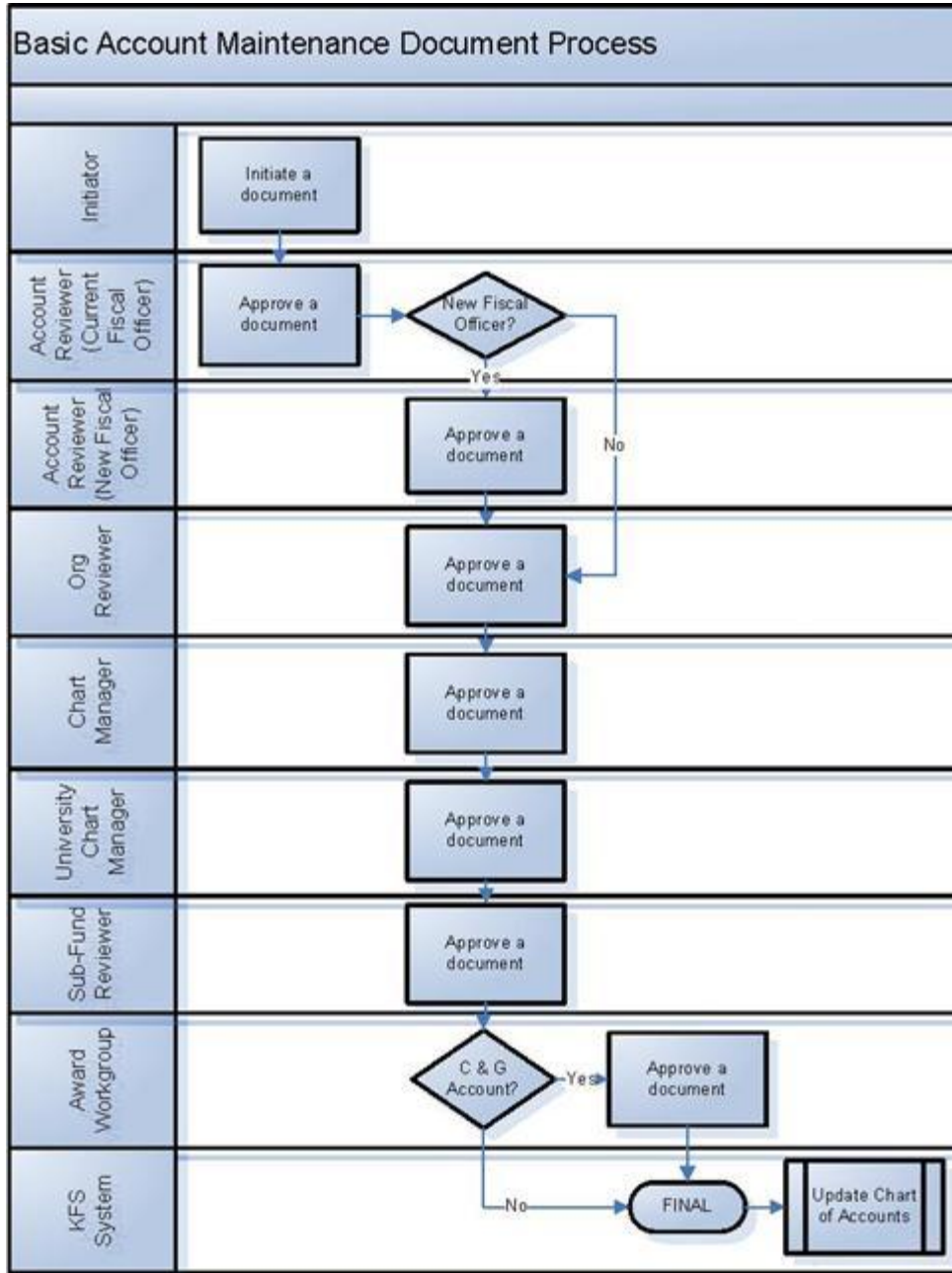
Appendices

A: [Linked Resources](#)

B: [KFS & Rice](#)

C: [Browser Optimization](#)

D: [Chart of Accounts, Fund Codes](#)

E: [Document Statuses](#)

F: [Maintenance Documents](#)

Appendix A: Linked Resources

OLE Library Glossary of Terms

OLE Drivers Manual Wiki/Confluence pages

OLE Data Elements
- Vendor
- Requisition
- Purchase Order
- Receiving
- Payment Request

OLE 0.3 Ingest Schema and Mapping Document

KFS Online Users Guide

KFS Chart of Accounts

OLE Roadmap

OLE 0.3 Release Narrative Descriptions

OLE 0.3 Acquisitions Routing & User Roles: Reference Guide

OLE 0.3 Installation Information
Please go to https://wiki.kuali.org/display/OLE/OLE+and+Docstore+Server+Installation for OLE 0.3 installation information.

Feedback Survey
To complete the Feedback Survey, please go to https://wiki.kuali.org/display/OLE/0.3+Feedback+Survey

OLE 0.3 Demo Site
To try out OLE 0.3 go to http://demo.ole.kuali.org/ole-demo/portal.jsp

Appendix B: KFS & Rice

As mentioned above, OLE makes use of existing Kuali software products to support certain functionality, particularly involving permissions, roles and workflows.

OLE and KFS

OLE uses KFS as the underpinning for selection and acquisitions functions. KFS is an enterprise-level financial management system, for use by large institutions like universities. More information about KFS is available at:
http://www.kuali.org/kfs.

To minimize complexity, only certain relevant segments of KFS are reused in OLE. Sites installing OLE in production will receive those portions of KFS as part of their installation package.

There is no expectation that a site running OLE must also be using KFS as their enterprise-level financial system. OLE is being designed to interface with any outside financial software.

More detailed documentation about KFS is available from the KFS 4.x Online Help document.

OLE and Rice

OLE also builds upon Kuali Rice, a middleware suite which helps support infrastructure and user interface issues. More information about Rice is available at:
http://www.kuali.org/rice

The average OLE user need have **no** familiarity with Rice, beyond the functionality (like document routing) that its products provide.

General OLE plans for employing Rice:

KFS Translations: Goals

KNS
Leverage KFS & Rice to support library business processes, making use of pre- and post-processing routines, related-document links, route logs, workflows, action lists, saved search functions, and batch processes.

e-doc
Maintain KFS e-docs in initial Acquisitions and financial-funds-budgeting design and coding, with extensions for library attributes and processes, and links to descriptive metadata documents -bib, until all financial and business processes native to KFS are evaluated or leveraged (general ledger, budget, university financial integrations).

DocStore
Define and link bibliographic, holdings, authority, licensing and related document-types in the Docstore, with full-indexing, utilizing Rice workflows, KNS, and Action Lists to support library processes across multiple document types and user transactions (Docstore –to- relational OLE-DB/transactional), and "linked data".

KEW KRMS
Utilize Kuali workflows and future KRMS to facilitate workflows and communications/notifications across library processes (acquisitions-to-cataloging-to-circulation), leveraging native e-doc approach to "capture" histories, document-linkages, and eventual patron histories. Reuse the inherent KNS features to improve library process throughout the lifecycle of staff-interactions on a title/bib/holding, license, knowledge-base, fund, or patron.

BPM
Improve library interactions with vendors, 3rd party websites, university financial, and university IdM through use of enhanced APIs that work with KNS workflows, audit trails, action lists, and notification schemes, in support of batch or real-time communications, imports and exports.

UX SLICK
Enhance OLE-FS interfaces with UXD and future KRAD (Rice 2.0) to create gateways to common library processes and workflows, predicated upon the completed functionality of federated Search across all document-types (i.e., "Search Executive"), and the to-be-developed ERMS and linked knowledge-bases like SLICK. Acquisitions and Describe requirements also need to be completed to identify intra-process, and common workflows.

Kuali (Rice) Modular Architecture:

Rice Wiki & Documentation - includes overviews, past presentations, and official release documentation and the Rice 1.0.3.3 Documentation Portal.

1. KNS   Kuali Nervous System
2. KIM   Kuali Identity Management – see also KIM and OLE below
3. KOM   Kuali Organization Management
4. KEN   Kuali Enterprise Notification
5. KSB   Kuali Service Bus
6. KEW   Kuali Enterprise Workflow – see also KEW and OLE below

Simple introduction to the suite of products may be found in the KFS online help – specifically for
- KEW
- KFS
- KNS

Coming Soon in 2012 - **Rice 2.0**
- Includes
    - KRMS   Kuali (advanced) Rules Management System
    - KRAD   Kuali Rapid Application Development
- First public beta release of Kuali Rice version 2.0 is now available!
    - Release Notes: http://site.kuali.org/rice/2.0.0-b1/reference/html/release-notes.html
    - Rice 2.0 Beta 1 test drive/demo: http://demo.rice.kuali.org
    - Login as
        - admin, or
        - quickstart.

Information about all Kuali applications is available at www.kuali.org.

- KFS   Kuali Financial System
- KMM   Kuali Materials Management (coming)
- Rice   (above middleware, modular architecture)
- KS   Kuali Student
- KC   Kuali Coeus
- KPME   Kuali People Management for the Enterprise
- KR   Kuali Ready
- KM   Kuali Mobility

KIM and OLE

OLE Workflow relies on Kuali Identity Management (KIM) to specify when workflow action requests are to be generated and who should take action to fulfill them. Functional users employ the KIM interfaces to make changes that affect the routing of documents.

Documents route by progressing through a series of route levels (also called 'route nodes'). All eDocs support both pre-established workflow routing and ad hoc routing.

When a document routes through a particular route level, the KEW evaluates it against the responsibilities that reference this document type and route level. A responsibility acts like a trigger: If the document meets its criteria, the system sends an action request to a particular user or group of users.

Responsibilities are associated with roles in KIM. Roles have members or assignees that are represented in the system as persons, groups, or other roles. Users assigned to a role inherit the role's responsibilities, meaning that they receive action requests from Workflow when specified conditions are met.

KEW and OLE

KEW (Kuali Enterprise Workflow) is a general-purpose, content-based electronic routing infrastructure or workflow engine. Its main purpose is to automate the routing of electronic documents (eDocs) to individuals and groups for approval, yet the KEW can also be used to orchestrate complex processes between business components and applications. Approval routing is based on institutional or departmental business rules and policies.

Many facets of Workflow (such as the route nodes that define how a given document type routes) are stored in workflow process definition files for the various document types. These files can be easily modified to alter the default routing of documents in your KFS implementation, but doing so requires a technical resource and as such is beyond the scope of this documentation.

Appendix C: Browser Optimization

1. The OLE Drivers Manual is published to the OLE wiki with embedded Adobe PDF files. If you have any trouble in displaying these files, you may right-click and download any of the files or adjust or Acrobat or Browser settings like below.

Firefox> Tools>Options> Applications   Adobe Acrobat> Preferences>Internet
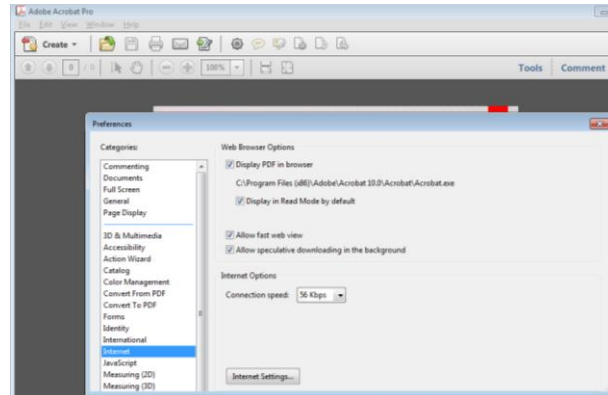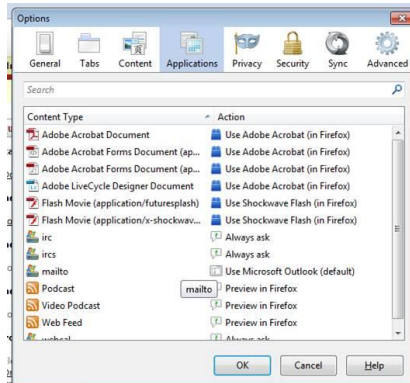
2. OLE works best with the following browser versions (particularly for Search):

Internet Explorer – 9 and 8
Firefox – 7 and 6
Chrome – 10 and 9
Opera – 11.5 and 10
Safari – 5.1 and 4

When using IE 9:
          Press F12 key
          Select 'Browser Mode': IE9
          Select 'Document Mode': Internet Explorer 8 Standards

With IE9 open for OLE,
click the F12 key.
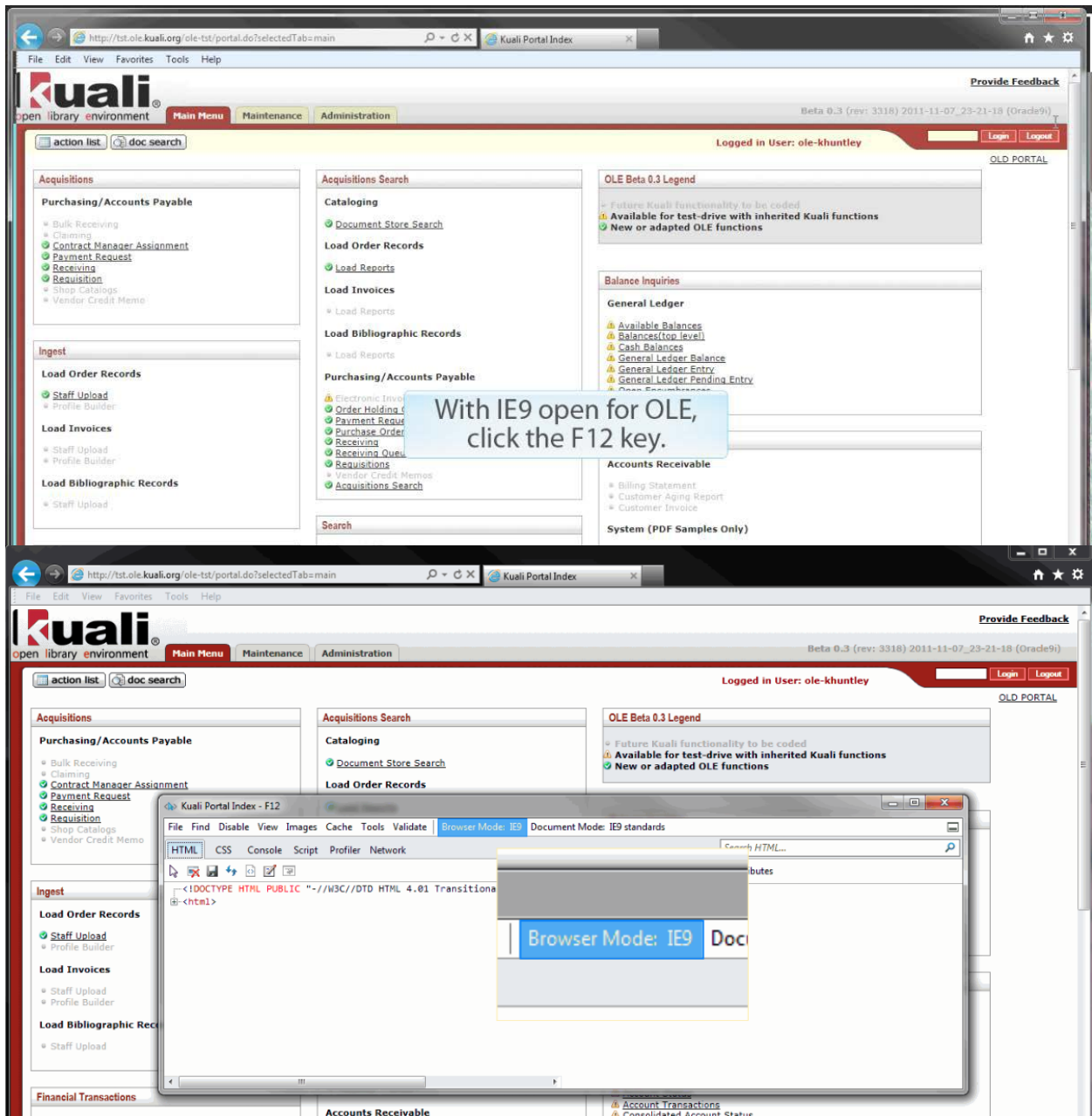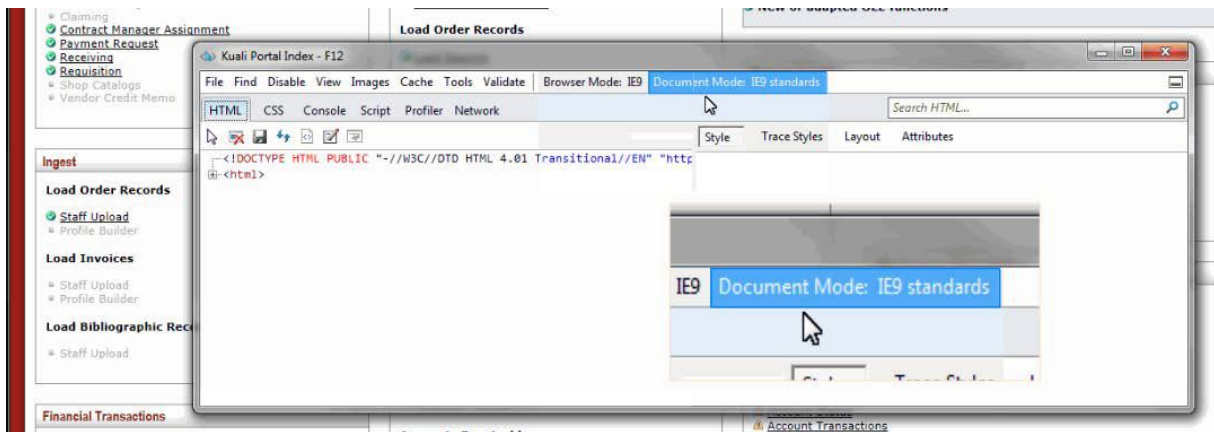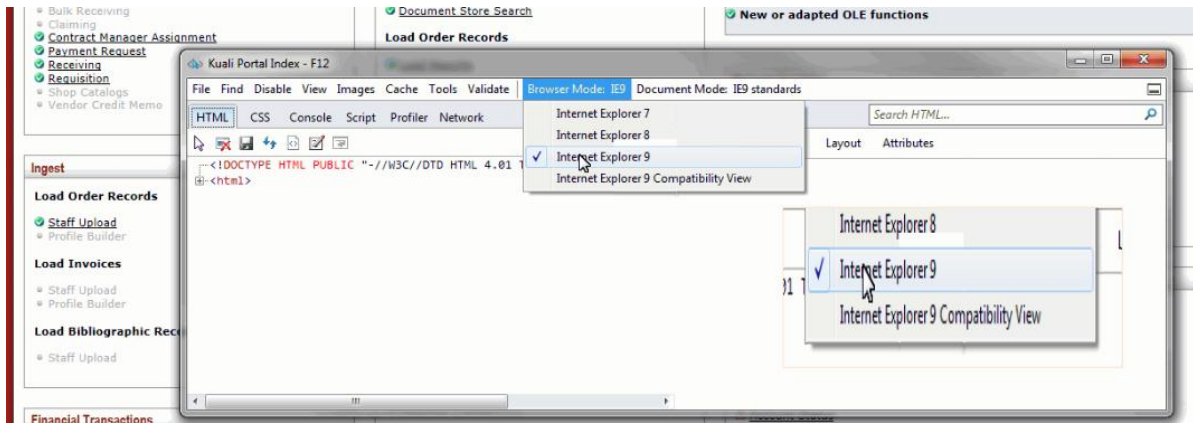
When using IE 8:

        Press F12 key

        Select 'Browser Mode': IE8 Compatibility View

Select 'Document Mode': Internet Explorer 8 Standards

Close the F12 pop up window.
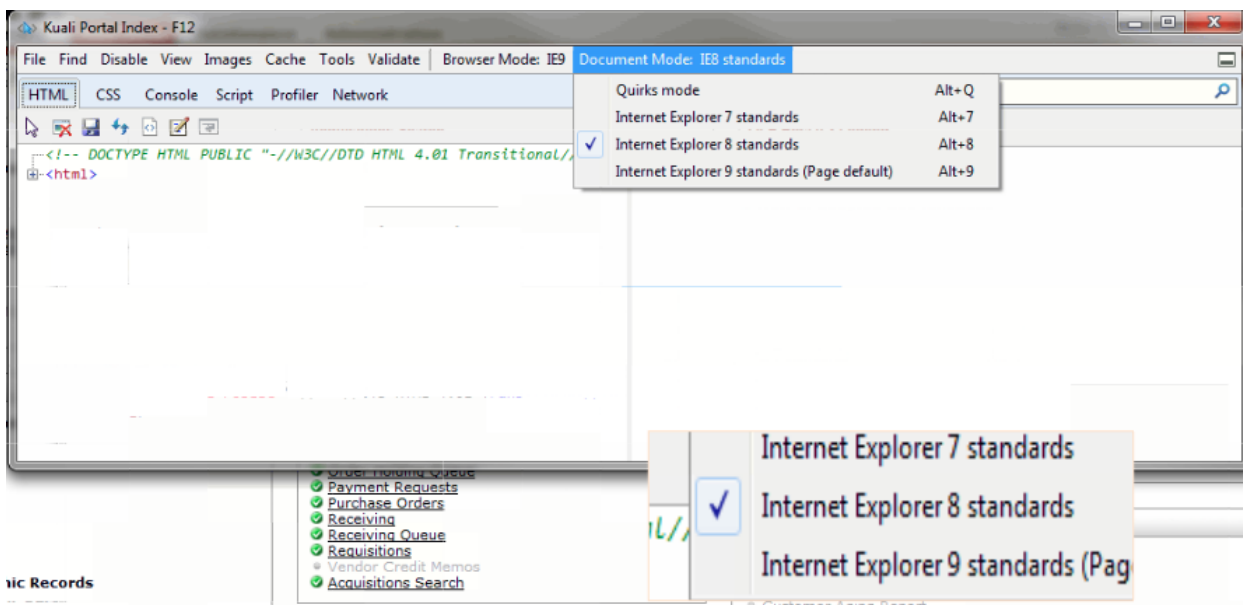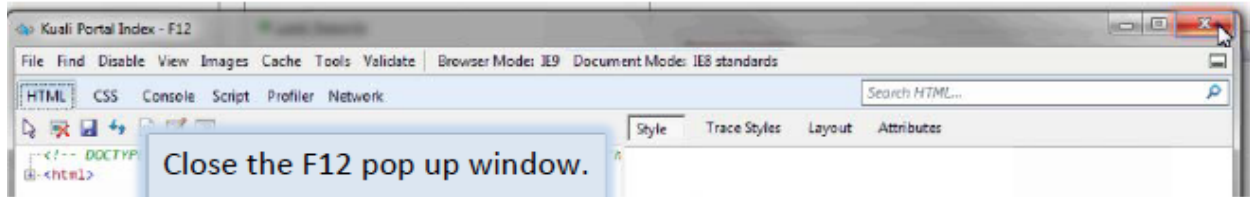
Document Store Search will now work with IE9

Appendix D: Chart/Account Codes

Type	Chart	Account #	Name
university acct	BL	1047410	Library Monographs
university acct	BL	1047415	Library Serials
Fund code	BL	2947486	CHEMISTRY
Fund code	BL	2947482	EDUCATION
Fund code	BL	2947430	GEOLOGY
Fund code	BL	2947485	BIOLOGY
Fund code	BL	2947483	MEDICAL SCIENCES
Fund code	BL	2947498	COMM & CULTURE
Fund code	BL	2947499	CENTRAL EURASIAN
Fund code	BL	2947487	COMPARATIVE LIT
Fund code	BL	2947489	FRENCH & ITALIAN
Fund code	BL	2947488	FOLKLORE
Fund code	BL	2947491	HISTORY
Fund code	BL	2947492	HIST & PHIL OF SCI
Fund code	BL	2947493	LATIN AMERICAN
Fund code	BL	2947494	LINGUISTICS
Fund code	BL	2947495	RELIGIOUS STUDIES
Fund code	BL	2947496	SOCIOLOGY
Fund code	BL	2947490	SPEECH AND HEARING
Fund code	BL	2947497	SPANISH/PORTUGESE
Fund code	BL	2947484	COLLEGE OF ARTS AND SCIENCES
Fund code	BL	2947500	SCHOOL of MEDICINE

Object Code	Chart Name	Object Short Name	Object Name
7110	IU	MONO	MONOGRAPHS
7120	IU	SERIAL ACQ	SERIAL ACQUISITIONS
7100	BL	LIB ACQUIS	LIBRARY BOOKS
7110	BL	MONO	MONOGRAPHS
7112	BL	Mono Firm	Monograph Firm
7115	BL	Mono Appr	Monograph Approval
7120	BL	SERIALS	SERIALS
7122	BL	Serials Firm	Serials Firm
7125	BL	Serials Appr	Serials Approval

Chart Codes with related Accounts/Object codes: BUDGETS

Chart Code	Account	Acct Name	Fiscal Year	Obj	Obj Name	CB Budget Amount
BL	2947486	CHEMISTRY	2012	7112	Monograph Firm	20,000
BL	2947486	CHEMISTRY	2012	7115	Monograph Approval	20,000
BL	2947486	CHEMISTRY	2012	7122	Serials Firm	20,000
BL	2947486	CHEMISTRY	2012	7125	Serials Approval	20,000
BL	2947482	EDUCATION	2012	7112	Monograph Firm	20,000
BL	2947482	EDUCATION	2012	7115	Monograph Approval	20,000
BL	2947482	EDUCATION	2012	7122	Serials Firm	20,000
BL	2947482	EDUCATION	2012	7125	Serials Approval	20,000
BL	2947430	GEOLOGY	2012	7112	Monograph Firm	20,000
BL	2947430	GEOLOGY	2012	7115	Monograph Approval	20,000
BL	2947430	GEOLOGY	2012	7122	Serials Firm	20,000
BL	2947430	GEOLOGY	2012	7125	Serials Approval	20,000
BL	2947485	BIOLOGY	2012	7112	Monograph Firm	20,000
BL	2947485	BIOLOGY	2012	7115	Monograph Approval	20,000
BL	2947485	BIOLOGY	2012	7122	Serials Firm	20,000
BL	2947485	BIOLOGY	2012	7125	Serials Approval	20,000
BL	2947483	MEDICAL SCIENCES	2012	7112	Monograph Firm	20,000
BL	2947483	MEDICAL SCIENCES	2012	7115	Monograph Approval	20,000
BL	2947483	MEDICAL SCIENCES	2012	7122	Serials Firm	20,000
BL	2947483	MEDICAL SCIENCES	2012	7125	Serials Approval	20,000
BL	2947498	COMM & CULTURE	2012	7112	Monograph Firm	20,000
BL	2947498	COMM & CULTURE	2012	7115	Monograph Approval	20,000
BL	2947498	COMM & CULTURE	2012	7122	Serials Firm	20,000
BL	2947498	COMM & CULTURE	2012	7125	Serials Approval	20,000

BL	2947499	CENTRAL EURASIAN	2012	7112	Monograph Firm	20,000
BL	2947499	CENTRAL EURASIAN	2012	7115	Monograph Approval	20,000
BL	2947499	CENTRAL EURASIAN	2012	7122	Serials Firm	20,000
BL	2947499	CENTRAL EURASIAN	2012	7125	Serials Approval	20,000
BL	2947487	COMPARATIVE LIT	2012	7112	Monograph Firm	20,000
BL	2947487	COMPARATIVE LIT	2012	7115	Monograph Approval	20,000
BL	2947487	COMPARATIVE LIT	2012	7122	Serials Firm	20,000
BL	2947487	COMPARATIVE LIT	2012	7125	Serials Approval	20,000
BL	2947489	FRENCH & ITALIAN	2012	7112	Monograph Firm	20,000
BL	2947489	FRENCH & ITALIAN	2012	7115	Monograph Approval	20,000
BL	2947489	FRENCH & ITALIAN	2012	7122	Serials Firm	20,000
BL	2947489	FRENCH & ITALIAN	2012	7125	Serials Approval	20,000
BL	2947488	FOLKLORE	2012	7112	Monograph Firm	20,000
BL	2947488	FOLKLORE	2012	7115	Monograph Approval	20,000
BL	2947488	FOLKLORE	2012	7122	Serials Firm	20,000
BL	2947488	FOLKLORE	2012	7125	Serials Approval	20,000
BL	2947491	HISTORY	2012	7112	Monograph Firm	20,000
BL	2947491	HISTORY	2012	7115	Monograph Approval	20,000
BL	2947491	HISTORY	2012	7122	Serials Firm	20,000
BL	2947491	HISTORY	2012	7125	Serials Approval	20,000
BL	2947492	HIST & PHIL OF SCI	2012	7112	Monograph Firm	20,000
BL	2947492	HIST & PHIL OF SCI	2012	7115	Monograph Approval	20,000
BL	2947492	HIST & PHIL OF SCI	2012	7122	Serials Firm	20,000
BL	2947492	HIST & PHIL OF SCI	2012	7125	Serials Approval	20,000
BL	2947493	LATIN AMERICAN	2012	7112	Monograph Firm	20,000
BL	2947493	LATIN AMERICAN	2012	7115	Monograph Approval	20,000
BL	2947493	LATIN AMERICAN	2012	7122	Serials Firm	20,000
BL	2947493	LATIN AMERICAN	2012	7125	Serials Approval	20,000
BL	2947494	LINGUISTICS	2012	7112	Monograph Firm	20,000
BL	2947494	LINGUISTICS	2012	7115	Monograph Approval	20,000
BL	2947494	LINGUISTICS	2012	7122	Serials Firm	20,000
BL	2947494	LINGUISTICS	2012	7125	Serials Approval	20,000
BL	2947495	RELIGIOUS STUDIES	2012	7112	Monograph Firm	20,000
BL	2947495	RELIGIOUS STUDIES	2012	7115	Monograph Approval	20,000
BL	2947495	RELIGIOUS STUDIES	2012	7122	Serials Firm	20,000
BL	2947495	RELIGIOUS STUDIES	2012	7125	Serials Approval	20,000
BL	2947496	SOCIOLOGY	2012	7112	Monograph Firm	20,000
BL	2947496	SOCIOLOGY	2012	7115	Monograph Approval	20,000
BL	2947496	SOCIOLOGY	2012	7122	Serials Firm	20,000
BL	2947496	SOCIOLOGY	2012	7125	Serials Approval	20,000
BL	2947490	SPEECH AND HEARING	2012	7112	Monograph Firm	20,000
BL	2947490	SPEECH AND HEARING	2012	7115	Monograph Approval	20,000

BL	2947490	SPEECH AND HEARING	2012	7122	Serials Firm	20,000
BL	2947490	SPEECH AND HEARING	2012	7125	Serials Approval	20,000
BL	2947497	SPANISH/PORTUGESE	2012	7112	Monograph Firm	20,000
BL	2947497	SPANISH/PORTUGESE	2012	7115	Monograph Approval	20,000
BL	2947497	SPANISH/PORTUGESE	2012	7122	Serials Firm	20,000
BL	2947497	SPANISH/PORTUGESE	2012	7125	Serials Approval	20,000
BL	2947500	LIBRARY ACQUISITIONS GENERAL	2012	7119	Mono Services	45,000
BL	2947500	LIBRARY ACQUISITIONS GENERAL	2012	7129	Serial Services	45,000
BL	1047410	Library Acquisitions	2012	7100	LIB ACQUIS	0

Appendix E: Document Statuses

Purchase Order Statuses

Code	Status
AMND	Pending Amendment
CANC	Cancelled
CGIN	Change in Process
CLOS	Closed
CLPE	Pending Close
CNCG	Cancelled Change
CXER	Error occurred sending cxml
CXPE	Pending cxml
DACG	Disapproved Change
DBUD	Disapproved Budget
DCG	Disapproved C & G
DCOM	Disapproved Commodity Code
DPUR	Disapproved Purchasing
DTAX	Disapproved Tax
FXER	Error occurred sending fax
FXPE	Pending Fax
INPR	In Process
OPEN	Open
PHOL	Payment Hold
PHPE	Pending Payment Hold
PRPE	Pending Print
QUOT	Out for Quote
RHPE	Pending Remove Hold
ROPE	Pending Reopen
RTPE	Pending Retransmit
RTVN	Retired Version
VOID	Void
VOPE	Pending Void
WBUD	Awaiting Budget Approval
WCG	Awaiting C & G Approval
WCOM	Awaiting Commodity Code Approval
WDPT	Waiting for Department
WNUI	Awaiting New Unordered Item Review
WPUR	Awaiting Purchasing Approval
WTAX	Awaiting Tax Approval
WVEN	Waiting for Vendor

Payment Request Statuses

Code:	Status:
ACHA	Awaiting Chart Approval
AFOA	Awaiting Fiscal Officer Approval
APAD	Awaiting AP Review
ARVR	Awaiting Receiving
ASAA	Awaiting Sub-Account Manager Approval
ATAX	Awaiting Tax Approval
AUTO	Auto-Approved
CANC	Cancelled
CIPR	Cancelled - In Process
DPTA	Department-Approved
INIT	Initiated
INPR	In Process
PEIN	Pending Route Electronic Invoice

Appendix F: Maintenance Documents

Maintenance Document Name	Edit/save/submit or Blanket approve permissions: *blanket approve available if no approver listed in next column	Routes for Approval to (if approval required):
Purchasing/Accounts Payable		
Billing Address	OLE-Acquisitions	
Carrier	OLE-Acquisitions	
Category	OLE-Acquisitions	OLE-ACQ-Mgr
Exception Type	OLE-Receive	OLE-Receive-Mgr
Format Type	OLE-Acquisitions	OLE-ACQ-Mgr
Funding Source	OLE-PAYMENT	
Invoice SubType	OLE-PAYMENT	
Invoice Type	OLE-PAYMENT	
Item Price Source	OLE-Acquisitions	OLE-ACQ-Mgr
Material Type	OLE-Acquisitions	OLE-ACQ-Mgr
Note Types	OLE-Acquisitions	OLE-ACQ-Mgr
Order Type	OLE-Acquisitions	OLE-ACQ-Mgr
Payment Method	OLE-PAYMENT	
Purchase Order Item Status	OLE-Acquisitions	OLE-ACQ-Mgr
Receiving Address	OLE-Acquisitions, OLE-Selectors, OLE-Super Selectors, OLE-ACQ-Mgr	
Receiving line item Note Type	OLE-Receive-Mgr	
Receiving Threshold	OLE-PAYMENT, OLE-ACQ-Mgr, OLE-Receive-Mgr	
Request Source Type	OLE-Acquisitions	OLE-ACQ-Mgr
Requestor		
Requestor	OLE-Acquisitions, OLE-Selectors, OLE-Super Selectors, OLE-ACQ-Mgr	
Vendor		
Commodity Code	OLE-Acquisitions	OLE-PAYMENT
Contact Type	OLE User	OLE-ACQ-Mgr
Contract Manager	OLE-Acquisitions	ole-khuntley
Cost Source	OLE-Acquisitions	OLE-ACQ-Mgr
Ownership Type	OLE-PAYMENT	
Ownership Type Category	OLE-PAYMENT	
Payment Terms Type	OLE-PAYMENT	
Phone Type	OLE-Acquisitions	
Shipping Payment Terms	OLE-PAYMENT	
Shipping Special Conditions	OLE-Acquisitions	
Shipping Title	OLE-Acquisitions	
Vendor Search Alias Type	OLE-Acquisitions	

Role Name	Users
OLE_Selectors	ole-cstan, ole-khuntley
OLE_Super-Selectors	ole-mandrew, ole-khuntley
OLE_Acquisitions	ole-fermat, ole- khuntley
OLE_ACQ-Mgr	ole-hachris, ole- khuntley, ole-kgeorge,
OLE_Receive_Mgr	ole-msmith, ole-jfunk, ole-khuntley
OLE_Payment	ole-abeal, ole-khuntley

OLE- Reduced Access Maintenance Docs & Admin Menu Functions

Not openly editable by all users in OLE 0.3 (locked to systemAdmin roles, due to relationships with workflows. Super-users can access/edit).

Vendor	ADMINISTRATION MENU
Address Type	Identity
Campus Parameter	Person
Connection Type	Group
Supplier Diversity	Role
Vendor Inactive Reason	Permission
Vendor Transmission Format	Processing Unit
Vendor Transmission Type	Responsibility
Vendor Type	Security
Purchasing/Accounts Payable	Attribute
Credit Memo Status	Definition
Currency Type	Model
Delivery Required Date Reason	Principal
Electronic Invoice Item Mapping	Locations
Item Reason Added	Campus
Item Type	Country
Line Item Receiving Status	County
Method of PO Transmission	Postal Code
Negative Payment Request Approval Limit	Province
Organization Parameter	State
Payment Request Auto Approve Exclusions	Reference
Payment Request Status	Address Type
Purchase Order Contract Language	Affiliation Type
Purchase Order Quote Language	Campus Type
Purchase Order Quote List	Email Type
Purchase Order Quote Status	*Employee Status*
Purchase Order Status	*Employee Type*
Purchase Order Transmission Format	Entity Type
Purchase Order Vendor Choice	External Identifier Type
Recurring Payment Frequency	Name Type
Recurring Payment Type	Phone Type
Requisition Source	Role/Group/Permission/ResponsibilityType
Requisition Status	
Sensitive Data	
Vendor Stipulation	
Requestor	
Requestor Type	
System	
Building	
Origination Code	
Room	
Tax Region	
Tax Region Type	
Unit Of Measure	
University Date	