

WorldShare® Acquisitions:

Receiving and invoicing serials subscriptions

Option 1 - Receive and invoice

- Create invoice
 - In **WorldShare® Acquisitions**, select **Receive & Invoice** and then select the **Serial** tab
 - From the Action menu, select **Receive & Invoice**
 - Click **New Invoice**. In the Add New Invoice window, enter an invoice number in the text box. Select the vendor you used for your order. If necessary, edit the Invoice Date
 - Click **Save**
 - Click **Outstanding Items**
- Receive and add items to invoice
 - Select titles to receive add to the invoice from the list of Outstanding Items. Or, search by title, order number (PO#), ISSN, or OCLC number using the text box on the top left side of the screen. Optionally, use filters at top. Click on **Start** for your title.
 - The title will appear in the **Items Processed** area below with the receipt status **Receiving started**.
 - Click on **Add to Invoice** in the Invoice column (on the top part of the screen) to add the title to your invoice.
 - You can choose to add the entire cost (100%) to the invoice or a lesser amount.
 - The title will appear again in the **Items Processed** area with a link to the invoice and an indication of the % invoiced.
- Click on the **Finish** button when you have received all of the issues for the subscription.
- Click on the invoice link to go to the Invoice if you would like to edit and/or pay it at this point. Or you can follow the steps below in **Manage Invoices** to edit and/or pay it later.
- **NOTE:** You will need to create holdings for serials or receive issues for serials in a separate step which will make them available for discovery in WorldCat Local or WorldCat Discovery and available for circulation in WorldShare Management Services.

Option 2 – Invoice and receive separately or Do not track

- **Invoice**
 - Create invoice
 - Select **Receive & Invoice** and then select the **Serials** tab
 - From the Action menu, select **Invoice**
 - Click **New Invoice**. In the Add New Invoice window, enter an invoice number in the text box. Select the vendor you used for your order. If necessary, edit the Invoice Date
 - Click **Save**
 - Click **Outstanding Items**
 - Add items to Invoice
 - Select titles to add to the invoice from the list of Outstanding Items. Or search by title, order number (PO#), ISSN, or OCLC number using text box on the top left side of the screen. Optionally, use filters at top.
 - Click **Add to Invoice**. In Invoice All or Part of Item window, select number of copies to invoice and percentage to pay; then click **OK**.

- **Receive** (Receive items previously invoiced or receive without invoicing)
 - Select **Receive & Invoice** and then select the **Serials** tab
 - From the Action menu, select **Receive**
 - Click **Outstanding Items**
 - Select titles to receive from the list of **Outstanding Items**. Or, search by title, order number (PO#), ISSN, invoice number, or OCLC number using text box on the top left side of the screen. Optionally, use filters at top.
 - Click **Start** for your title.
 - The title will appear in the **Items Processed** area below with the status **Receiving started**.
 - Click on the **Finish** button when you have received all of the issues for the subscription.

- **Do not track** (to **not track** receiving of serials subscriptions)
 - Select **Orders** and then select **Subscription Items**
 - Use the search options and filters at the top to find the subscription item
 - Click the checkbox next to the title
 - Click the Receive drop-down at the top and then select **Do Not Track**
 - The title will now have the **Receipt Status** of **Not Tracked**

Manage invoices

- Select **Invoices**, and then select **Invoices**.
- Find the invoice in the list of open invoices and click to select. (By default, invoices are sorted by invoice number. You may sort by any column. You may search by invoice number or filter by vendor and/or payment status).
- For each title, if necessary, edit fund, unit price, discount, service charges, shipping, and tax.
- You can add notes to invoice items by clicking on the folder icon in the Notes column. After typing the note, select Show in **None** or **Payment**. Then click **Save**.
- Click **Mark Invoice as Ready** or **Pay Now**. Optionally, you may **Unpay** an invoice if needed to make edits.
- When you pay the invoice, the Notes for the order items and invoice items will display in a pop up (if you've selected **Show on payment**. Click **OK** to close.

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