

Searching for and assigning budgets in Aleph (for HCL Technical Services staff)

Searching the Budget List in Aleph for the correct fund to encumber is more complex than it was to change five or eight numbers in an ACU. A large part of the complexity is due to the fact that the 33-digit Chart of Accounts budget codes are now being used throughout Aleph. Though the 33-digit codes can seem incomprehensible at first glance, there are certain groups of numbers within the codes that will be constant; staff in each language division will come to recognize the different parts of the codes that are used exclusively by their division. This document will explain how to search the Budget List when placing an order and how to enter budgets into an order form.

A very simple review of the 33-digit budget code

- ❑ All HCL Technical Services divisions share the first two groups of numbers in the 33-digit code. 415 is the Tub for HCL. 37880 represents Collection Development in Widener: 415.37880
- ❑ The third group of numbers is the Object code, a 4-digit code that is equivalent to the Hollis expense class. Aleph does not incorporate the Object code at point of order, so it will not be discussed in this document.
- ❑ The fourth group of numbers is the Fund; a 6-digit code that replaces the 5-digit fund code that was used in Hollis: 000001 is the Fund code that replaces 00011.

When selectors want particular budgets to be used it is recommended that they write the new 6-digit Fund codes next to citations they have marked for purchase.

- ❑ The fifth group of numbers is called the Activity, which identifies what the money is being used for. For HCL TS the Activity code represents the language division that is spending the money from the fund. It is roughly equivalent to the Hollis sub-fund, the 3-digit portion of the old 10-digit ACU code.

Selectors whose acquisitions assistants also place orders for other selectors may want to include the Activity, or at least the final three numbers of it, next to citations they have marked for purchase. For example, acquisitions assistants in the English Division order for Americana (655210), Humanities (655280) and Social Sciences (655290).

- ❑ The final two groups of numbers, Subactivity and Root, will always be 0000.00000.

Some examples of budgets in their Chart of Accounts form are:

Tub.Org. Obj. Fund. Activ. Subact.Root

415.37880.7031.565712.655290.0000.00000	Wolff fund, English Social Sciences
415.37880.7031.565167.655280.0000.00000	Dumbauld fund, English Humanities
415.37880.7031.565395.655210.0000.00000	Kumm fund, Americana

So, of the seven groups of numbers that make up the 33-digit code, only one is likely to change from order to order: the Fund. This is true of all HCL TS units that worked with only one sub-fund in Hollis. Those units that worked with more than one sub-fund will also have to be aware that the Activity code can vary from order to order.¹

Options for entering budget codes into order forms

1. Each language division creates a Word document of all budgets used in the division, minus the Object code. At point of order acquisitions assistants highlight and copy the correct budget from the Word document and paste it into the Encumber Budget field on Tab 3 of the order form. This method ensures accuracy and eliminates the need to search the Budget List, but starting out using a workaround may not be the best way to go.

2. Like other fields on the order form, a default budget can be assigned to the Encumber Budget field. At any time an acquisitions assistant may choose to save the information in the current order as default values for future orders. (This is not very different from creating an opr template in Hollis.) When new orders are created all saved defaults will appear on the order forms. When the Fund portion of the budget varies from order to order the assistant need only change that 6-digit portion of the entire budget number. Some assistants will need to change the Activity as well.

N. B. The budget numbers are large and the font is small, making it very easy to make errors when changing funds this way. Also, Aleph order forms are always in Insert mode. It will be necessary to delete the 6-digits of the former Fund or Activity code before typing a different 6-digit Fund or Activity code.

3. A more fool-proof way to enter a budget into an order form is to highlight it in the Budget List provided in Aleph and click on the Select button to paste it into the Encumber Budget field. This way, typing long codes is unnecessary, minimizing the possibility of error. However, to enter a budget this way it is necessary to search the Budget List.

¹ Information on Judaica budgets and others outside of Collection Development still needs to be added to this document.

Searching the Budget List by budget name

1. Click the black arrow next to the Encumber Budget field on Tab 3 of the order form. Then click the Filter by ... button and be sure that the View Authorized Budgets Only box is checked. (When that box is checked only budgets associated with the assistant's login ID will be viewable and available for use. This will make the list much smaller and easier to search.) All other fields in the Budget List Filters window should be blank. (Filtering by Order Unit does not seem to be working at the moment.) Click the Apply button. The Budget List window will reappear, now marked as Filtered.
2. Click on the Keywords button available on the Budget List. The budget name or a keyword within the name must be entered into the Enter Keyword(s) field in the Filter List by Keywords window according to the following simple conventions. (Note that it is not possible to search by keyword by entering text into the Enter Starting Point field of the Budget List.)

Example: budget 415.37880.565494.655010.00000.0000-2003 has the official budget name *FHCL Osgood, Lucy Beq (1873)*. Type *osgood* in the Enter Keyword(s) field. Case doesn't matter. Click the Search button. Examine the results of the search; more than one budget may be retrieved when different Activities are allowed to use the same fund. Highlight the appropriate budget and click the Select button to copy the budget into the Encumber Budget field of the order form.

It is also possible to search by entering the name *Lucy*, or any other word used in the name of a budget, into the Enter Keyword(s) field. Examine the results of the search, highlight the appropriate budget and click the Select button.

N.B. Currently in Aleph, the fund commonly referred to as FAS is named *Unrestricted Undesignated*. Searching by the keyword FAS will yield no results.

Searching the Budget List by budget number

1. Click on the black arrow at the end of the Encumber Budget field. The Budget List window will open. Click the Filter By ... button. The Budget List Filters window will open. Be sure that the View Only Authorized Budgets box is checked. All other fields in the Budget List Filters window should be blank. Click the Apply button. The Budget List window will reappear, now marked as Filtered.
2. In the Enter Starting Point box type the first three groups of numbers of the 33-digit code, excluding the Object code. The first two groups will always be the same: 415.37880. (These two groups of numbers may be copied and pasted from a Word document. In time perhaps a simple macro can be designed to eliminate keying of the numbers or the need to go outside of Aleph to copy and paste the numbers.) Add the 6-digit fund code that will be encumbered, including a second dot to represent the missing Object Code: 415.37880..565395.

3. At this point there are two options. Press the Enter key and then highlight in the list the budget that includes the Activity for your division. Or, before pressing Enter add the appropriate Activity code to the string in the Enter Starting Point box: 415.37880..565395.655210. Then press Enter. The first budget that matches the search will appear at the top of the list.

N.B. If authorizations are established using Tub, Org AND Activity typing the Activity code to the search string should not be necessary.

4. Highlight the desired budget and click the Select button. Tab 3 of the order form will reappear, with the chosen fund in the Encumber Budget field. If many orders will be encumbered on this budget choose Save Defaults before finishing the order. The budget will appear in the Encumber Budget field for all subsequent orders placed.

If the budget is saved as a default assistants need only change the 6-digit fund portion of the budget for subsequent orders that require encumbrance of different funds, unless the order is being placed for a different selector/Activity.

Unfortunately, his method of entering budgets into the order form requires typing a rather long string of numbers, increasing the possibility of typographical error. Whether familiarity with the codes eventually minimizes this possibility will only be determined by experience. Hopefully, further research, practice and development will uncover better search methods.

N.B. An assistant's access to budgets will be tied to her/his login ID. ACQUIT is currently working to determine if Aleph allows access to be limited by Tub, Org AND Activity combined, instead of just Tub and Org combined. If this is possible an assistant's filtered Budget List will only display budgets for her/his language division; budgets with other divisions' Activities will not display, making the list much shorter and easier to search.

Searching using the wildcard (*)

Theoretically, an asterisk may be used in the Keyword function as a wildcard for right-hand completion of a word. For example a keyword search for *fhcl john** retrieves the *FHCL Johnson, Montgomery Hunt 1929 Book Fund* and the *FHCL John Harvard Book Fund*, among others. However, the search term *fhcl john*, without the asterisk, retrieves the same funds. More practice is needed to determine if the wildcard will be useful for searching the Budget List. Unfortunately, it cannot be used before or within the search term(s) used.