Soul Software Modules
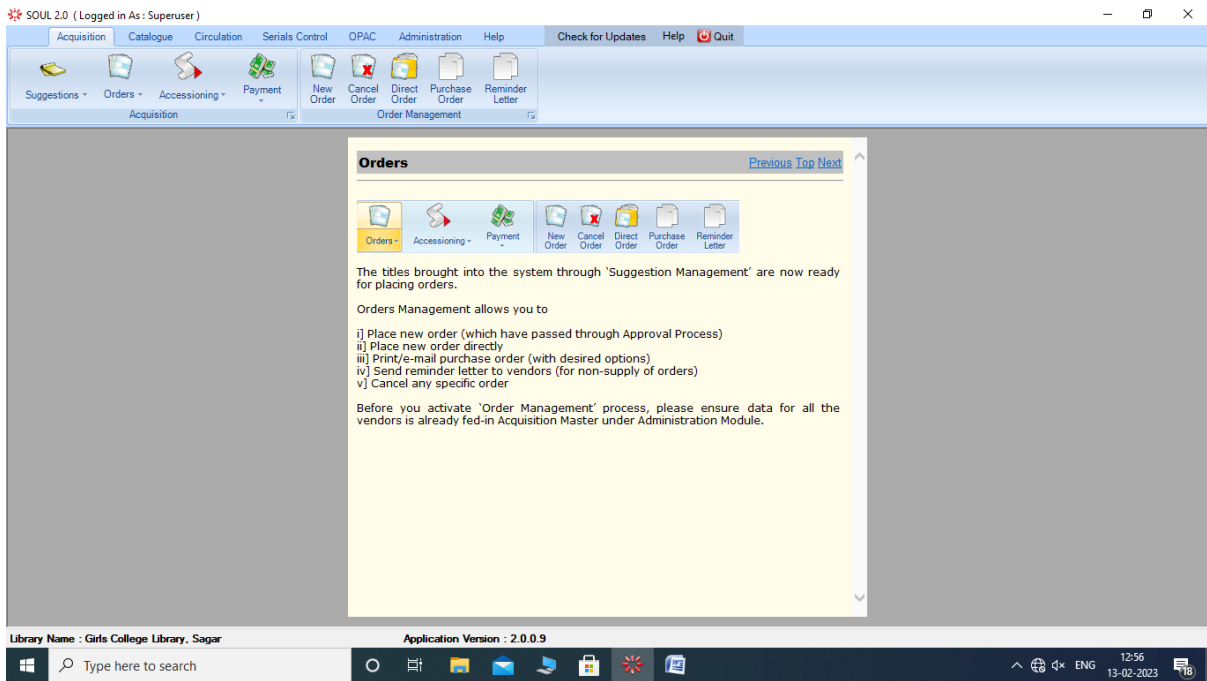

Acquisition Modul
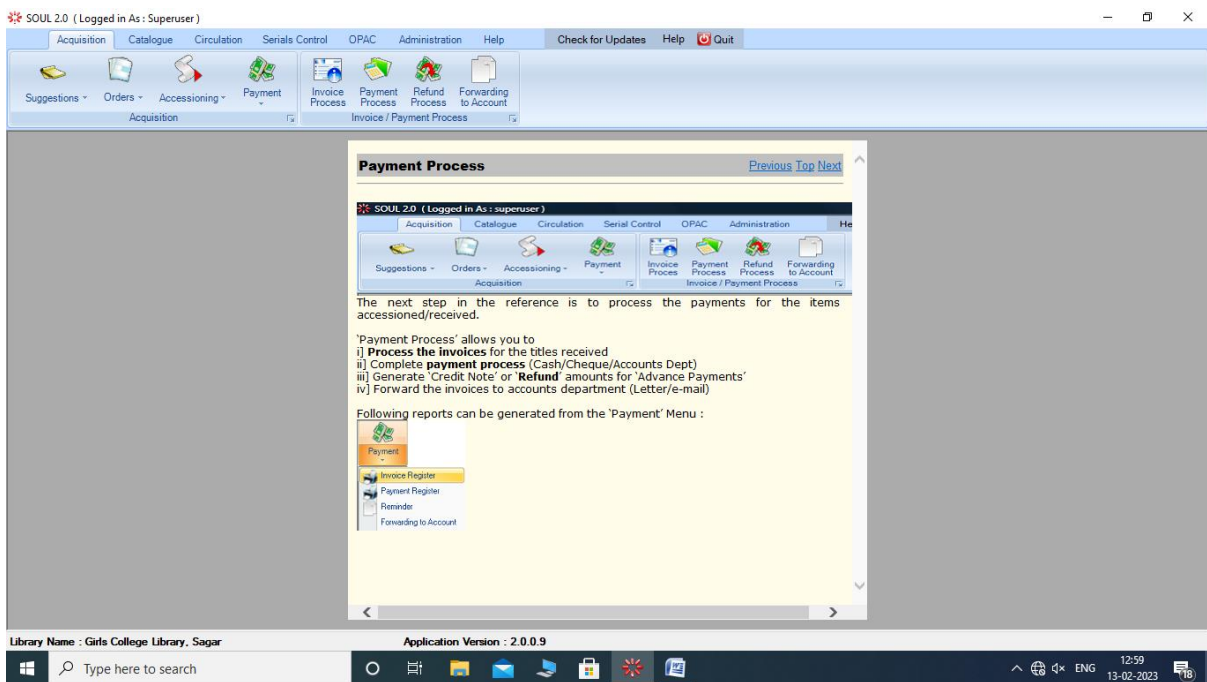
1. Order

2. Accessioning

Accessioning

The natural sequence of operation after placing orders is 'Receive the Items' from the vendors. Vendors will start executing the orders either partially or fully. The accuracy is of paramount importance – when we 'Receive Order(s)'. Title, edition, author, publisher, price, ISBN – all details should be fed-in correctly. If there is any variation between the title ordered and title received, you have to enquire with the vendor and may have to get appropriate approval if the supplied book is to be accepted or not. However you can always receive titles less then order and pending titles can be received later using same process.

3. Payment

Payment Process

The next step in the reference is to process the payments for the items accessioned/received.

'Payment Process' allows you to
i] **Process the invoices** for the titles received
ii] Complete **payment process** (Cash/Cheque/Accounts Dept)
iii] Generate 'Credit Note' or '**Refund**' amounts for 'Advance Payments'
iv] Forward the invoices to accounts department (Letter/e-mail)

Following reports can be generated from the 'Payment' Menu :
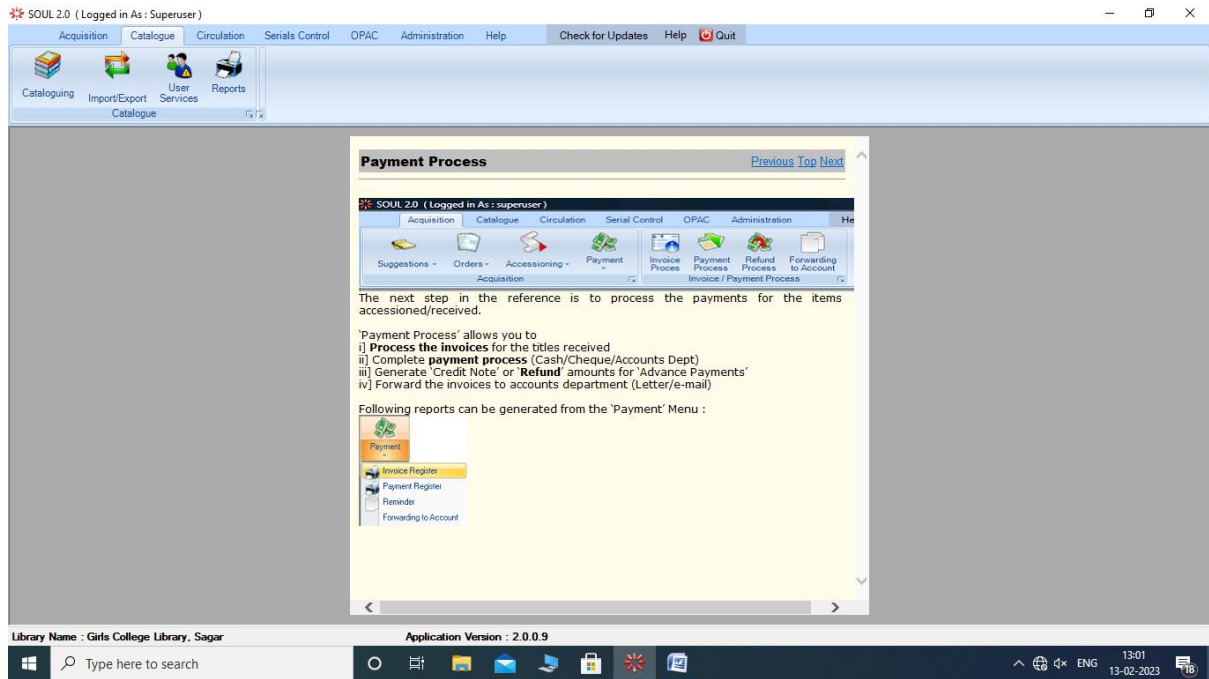
- Invoice Register
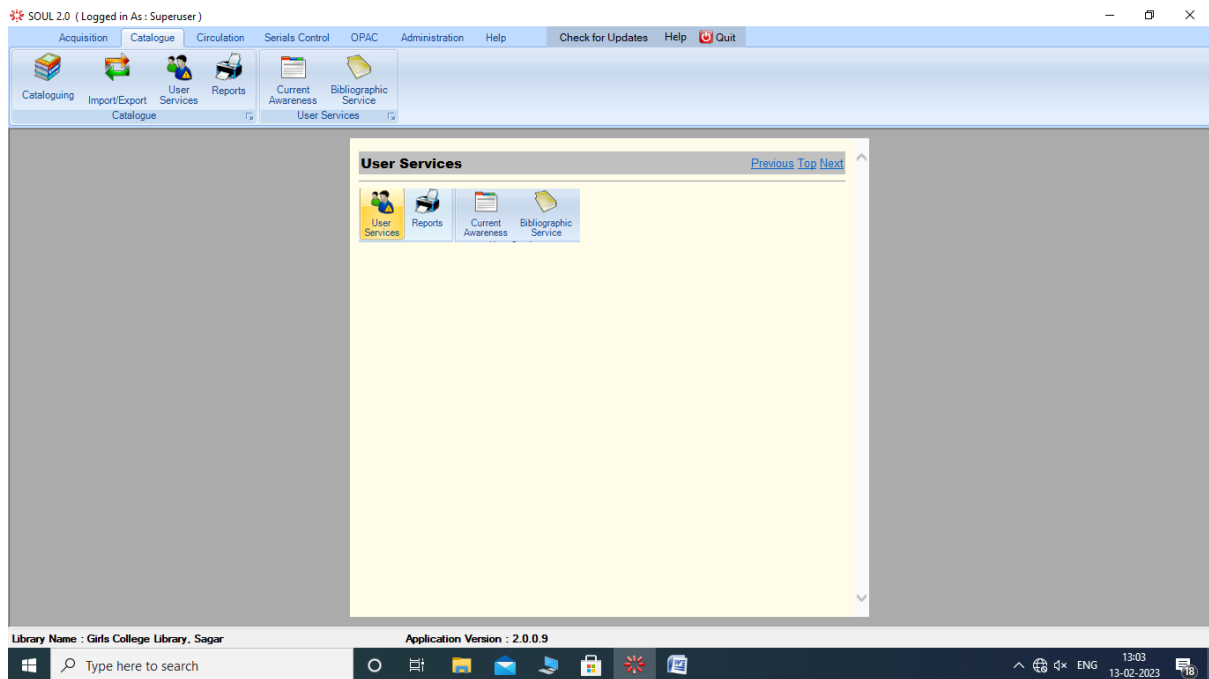- Payment Register
- Reminder
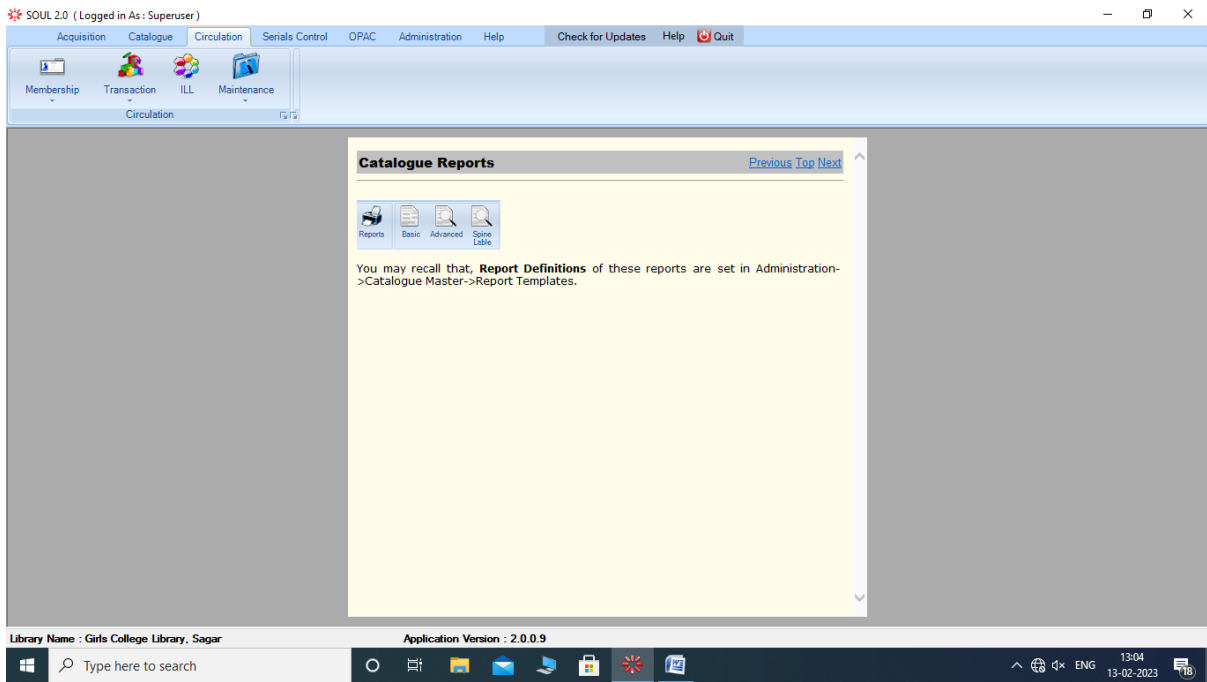- Forwarding to Account

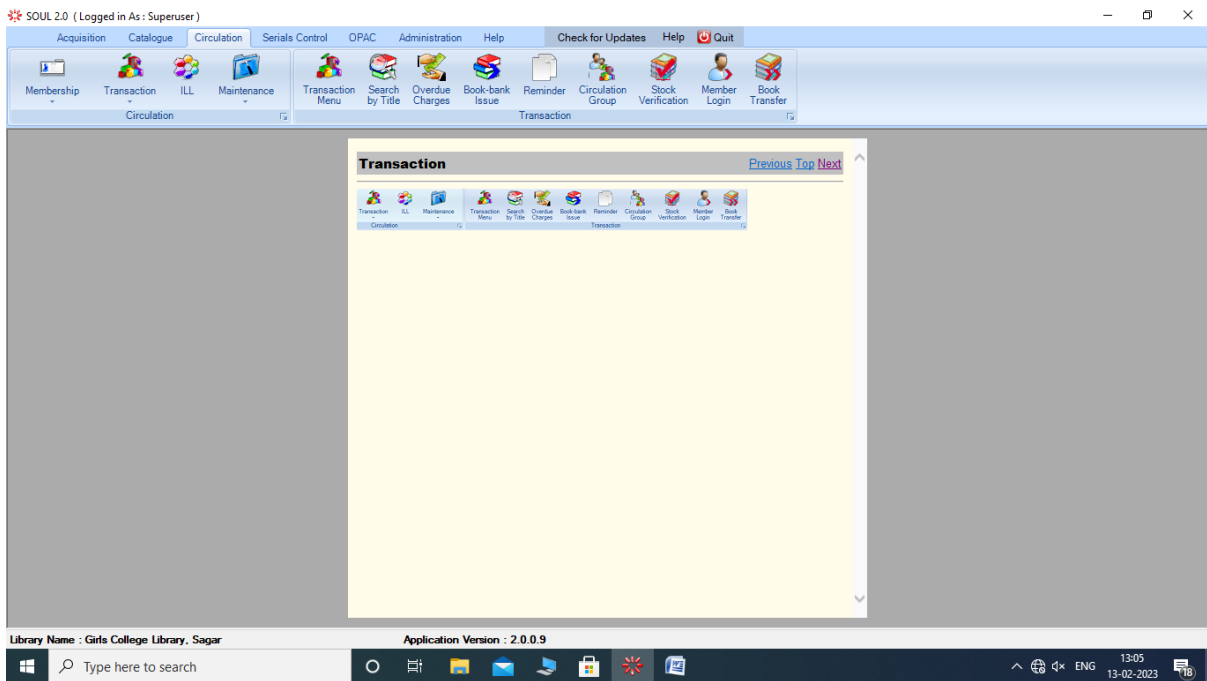Cataloguing module

1. Cataloguing

2. Import/Export

3. Reports
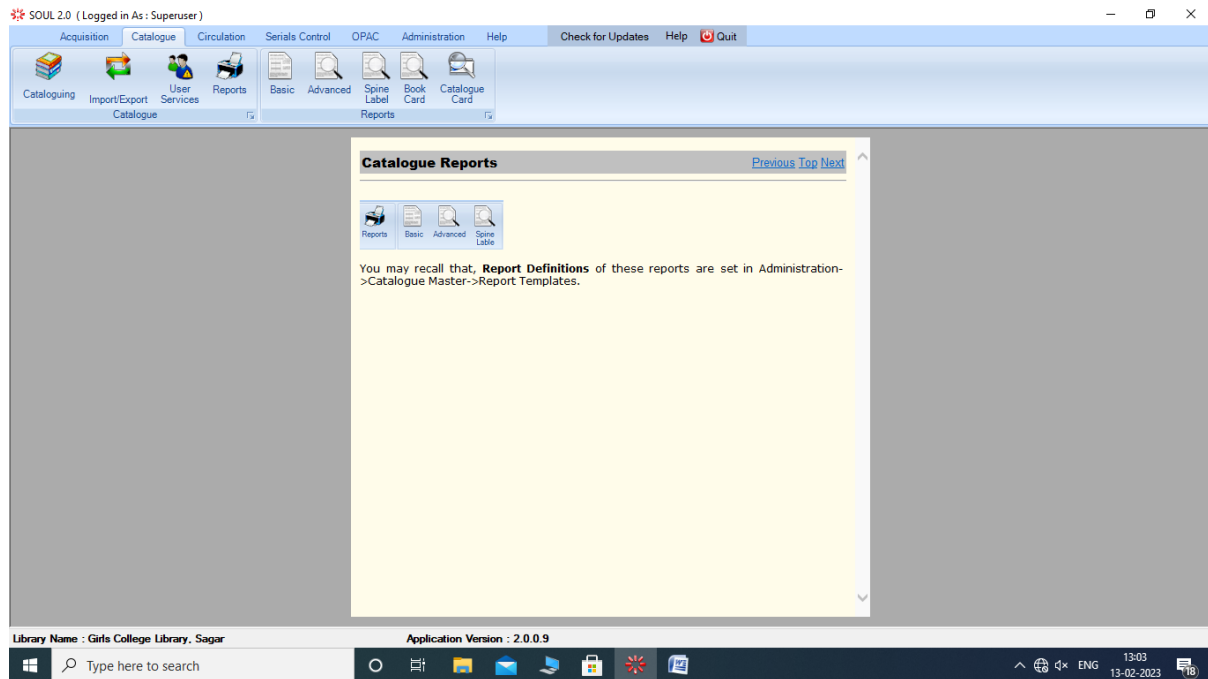
Circulation Module

1. Membership

2. Transaction

Check-In

The next logical step is to receive the issues of subscribed serials. But before we proceeding further, ensure that all the records for the serials in database have correct details in MARC format. To initiate check-in process, first step is to generate schedule of ordered title.
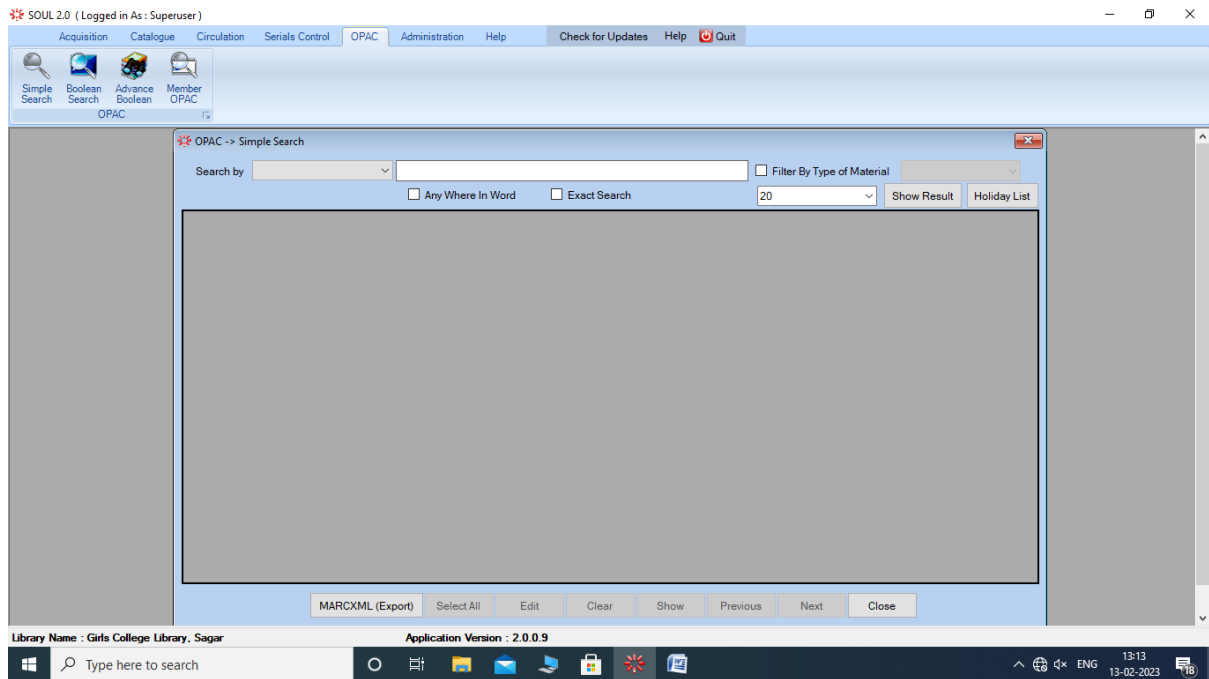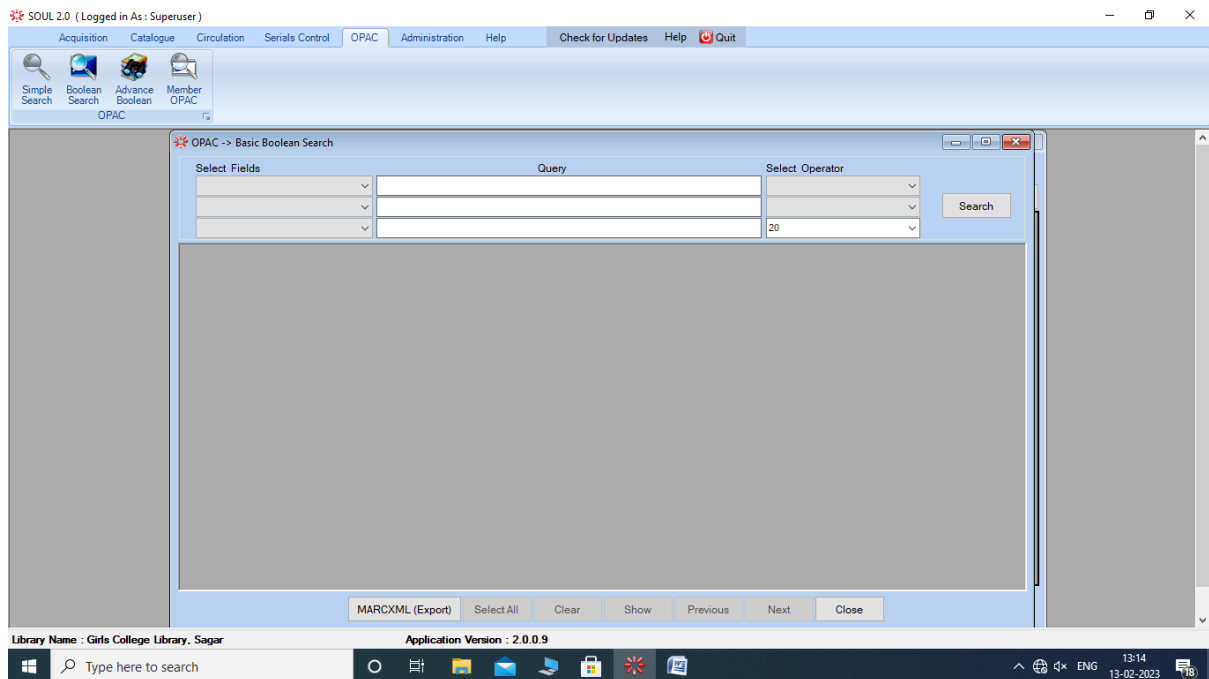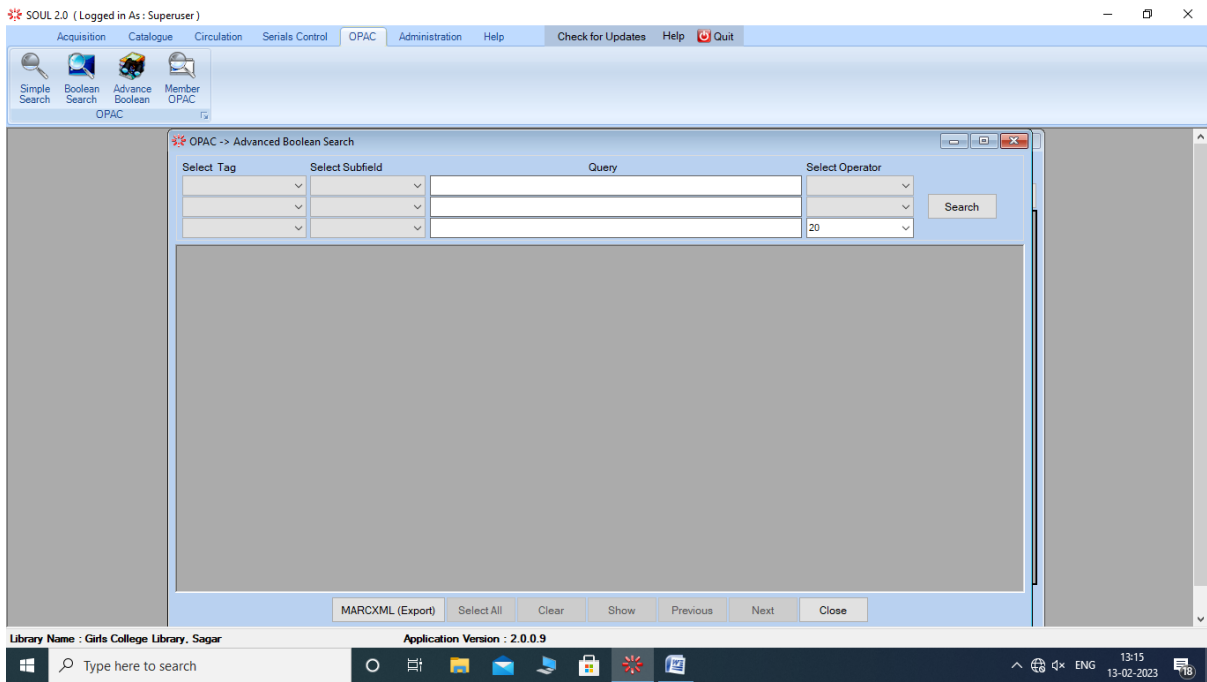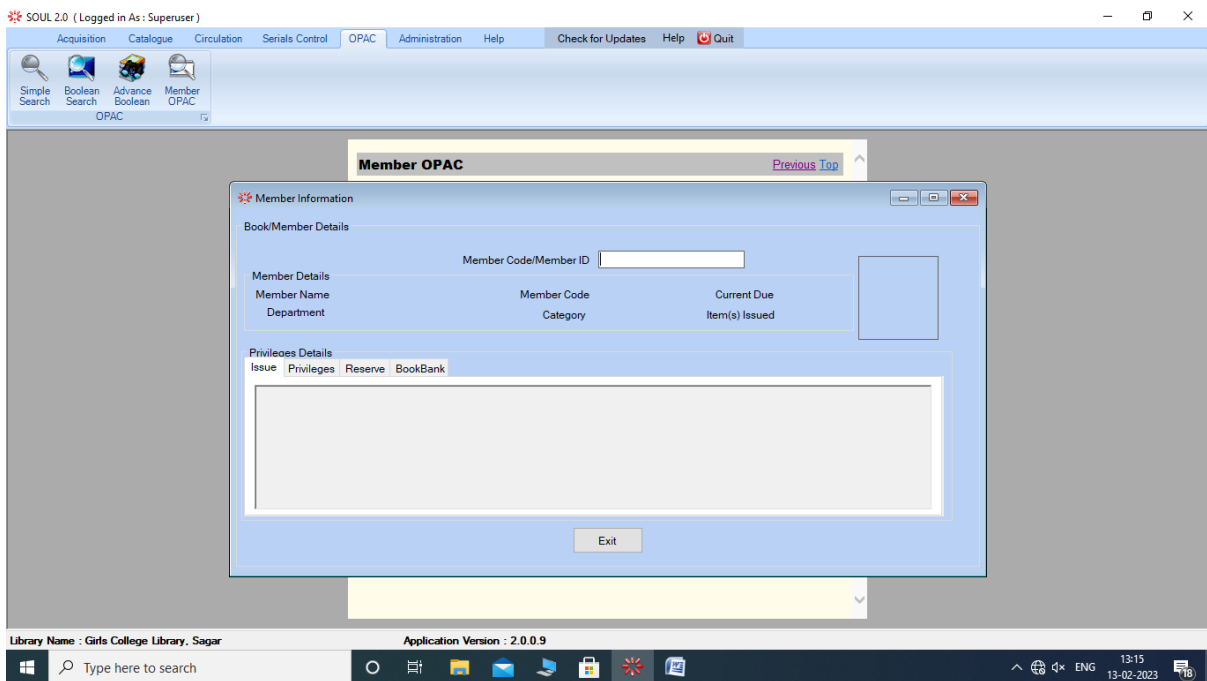
OPAC Module

1. Simple Search

2. Boolan Search

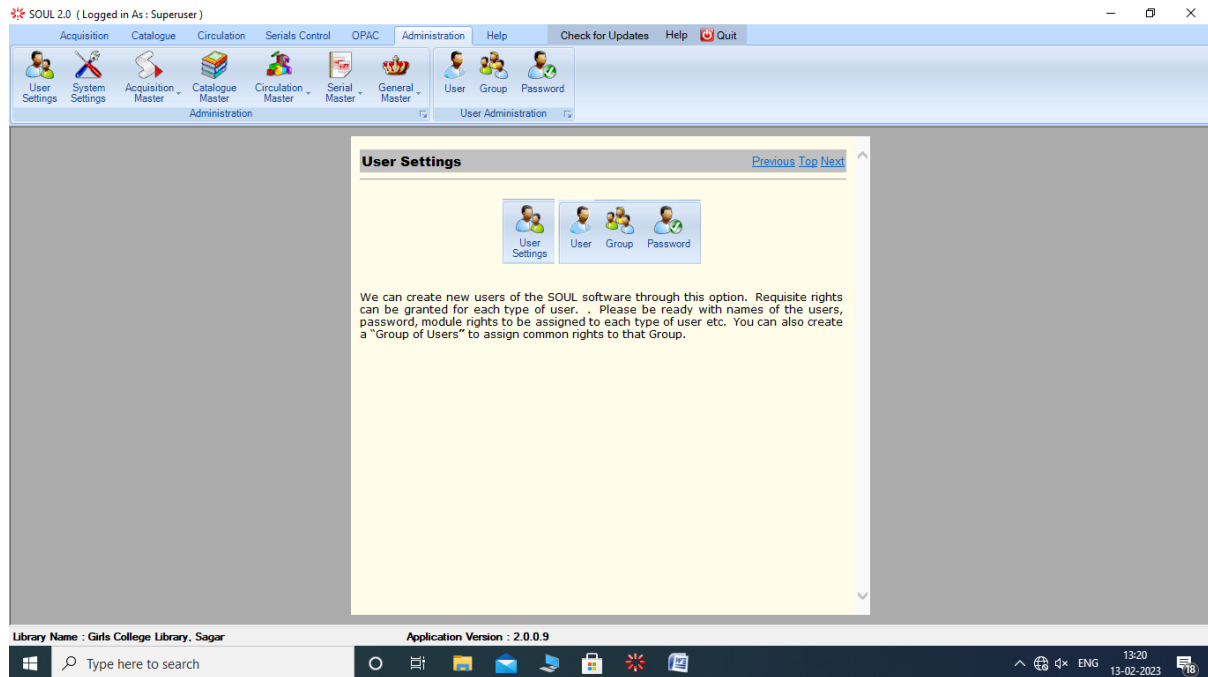3. Advanced Search

4. Member Search

Administration Module

1. User Setting

2. Cataloguing Master

. Circulation Master

6.Serial Master

Acquisition Catalogue Circulation Serials Control OPAC Administration Help Check for Updates Help Quit

User Settings | System Settings | Acquisition Master | Catalogue Master | Circulation Master | Serial Master | General Master | Vendor | Frequency | Delivery Mode | Binding Type | Edition

Administration   Serials Control Master

Serials Master

Previous Top Next

Serial Master | General Master | Vendor | Frequency | Delivery Mode | Binding Type | Edition

Serials Master needs standard/common data elements for the periodicals, journals, newspapers, magazines and serials that a library subscribes to. There are various types of collections – like Reference, Special Collection, and Bound Volumes of these periodicals.

Information needed for Serials Master includes Names of the vendors Frequency of the serials, Delivery Modes (Airmail, Surface Mail, Courier etc) Binding Agencies and types of Serials Collections (Reference, Special, BVs, Rare) etc.

Type here to search

ENG 13:30 13-02-2023