

BACK TO BASICS:

GETTING THE MOST OUT OF ORDER RECORDS AND FUND CODES

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University of Colorado Colorado Springs

 #IUG2019



Sunday, May 5th | Pre-Conference

Monday, May 6th – Wednesday, May 8th | Main Conference

ACQUISITIONS WORK

How Long?

- More than 5 years
- 1-5 years
- Just started – this is my first job in Acquisitions
- Never – I think I'm in the wrong session!

How Long have you used Millennium/Sierra?

- More than 5 years
- 1-5 years
- Just started – we implemented recently
- More than 5 years
- I don't use Millennium/Sierra – Should I stay?

WHICH CATEGORY DO YOU FALL IN TO?

- ❖ Set up order records & funds at time of migration – and haven't touched them since!
- ❖ Set up order records & funds at time of migration – and have made small “tweaks” over the years
- ❖ Already set up when I got to the library – and I have no idea how or why



ORDER RECORDS

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Phoenix, AZ

SAMPLE ORDER RECORD

Summary	Record								
Record	o11331537 <input type="checkbox"/> Queue P.O. View Finances								
Receive	o11331537								
Selection ...	o11331537								
Payments	o11331537								
Bib-Level Holds	0								
	o11331537 Last Updated: 01-17-2019 Created: 01-02-2019 Revisions: 2								
ACQ TYPE	p PURCHASE	E PRICE	\$26.83		RLOC	a ACQUISITIONS			
LOCATION	mainc: Main Collection - 3rd Floor		FORM	b BOOK		BLOC	a ACQUISITIONS		
CDATE	- -		FUND	replb Replace Books		STATUS	a FULLY PAID		
CLAIM	- ---		ODATE	01-02-2019		TLOC	- ---		
COPIES	1		ORD NOTE	- ---		VENDOR	abe ABEBOOKS.COM		
CODE1	b BOOKS		ORD TYPE	f FIRM ORDER		LANG	eng English		
CODE2	c CREDIT CARD		RACTION	p REPLACEMENT		COUNTRY			
CODE3	- ---		RDATE	01-17-2019		VOLUMES	1		
CODE4	I CONT PRO/DIS L								
INT. NOTE	Replacement for LOST copy								
SELECTOR	rg								
PAID	DATE	INVD	INV#	AMT	VOUCHER	COPIES	FOR CURR	NOTE	
	01-17-2019	01-02-2019	605773376	\$63.10	27461	001			

SETTING UP ORDER RECORDS

- Fixed Length Fields
 - Data Entered by Library
 - 001 ACQ TYPE
 - 019 BLOC (Billing Location)
 - 003 CDATE (Cataloging Date)
 - 004 CLAIM*
 - CODE1, CODE2, CODE3, CODE4
Locally Defined
 - 100 COUNTRY*
 - 011 FORM
 - 012 FUND
 - 023 LANG (Language)*
 - 002 LOCATION
 - 014 ORD NOTE*
 - 015 ORD TYPE (Order Type)
 - 016 REACTION (Receiving Action)
 - 018 RLOC (Receiving Location)
 - 021 TLOC (Transit Location)
 - 022 VENDOR
 - 106 VOLUMES

* System defined, organization can augment

SETTING UP ORDER RECORDS

- Variable Length Fields

- Data Entered by Library

- BLANKET PO
 - IDENTITY
 - INT NOTE (Internal Note)
 - MESSAGE
 - NOTE
 - OLD ORD # (Old Order Record #)*
 - PO INFO*
 - REQUESTOR

- SELECTOR
- SHIP TO
- TICKLER
- VEN ADDR (Vendor Address)
- VEN TITLE # (Vendor Title No.)
- VEN NOTE (Vendor Note)

** Indicates that this field can be used
By both the system & organization*



FUND CODES

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FIELDS YOU MAY NOT BE USING IN YOUR FUND CODES

- Discount %
- Code 1- 3 Library Defined
- NOTE 1 & 2
- SUBFUNDS 1 – 7

FUND CODE RECORD

Fund		Funds			
Fund Communications Book (comb)					
CODE	comb	SUBFUND3	\$0.00	CODE 1	-
WARNING PERCENTAGE	0	SUBFUND4	\$0.00	CODE 2	-
APPROPRIATION	\$9,100.00	SUBFUND5	\$704.00	CODE 3	-
EXPENDITURE	\$8,792.58	SUBFUND6	\$0.00	#ORDERS YTD	141
ENCUMBRANCE	\$408.98	SUBFUND7	\$0.00	#PAYMENTS YTD	132
SUBFUND1	\$7,892.63	EXTERNAL FUND	0	DISCOUNT %	0
SUBFUND2	\$195.95				
NOTE 1	Single title books/eBooks				
FUND NAME	Communications Book				



*Use note 1 & 2 by inserting a note field.

REPORT ON SINGLE FUND

Report					
FINANCIAL STATUS					
FUND NAME	Communications Book				
CODE	comb				
<hr/>					
APPROPRIATION	\$9,100.00				
EXPENDITURE	\$7,646.34				
ENCUMBRANCE	\$2,032.56				
Free Balance	-\$578.90				
<hr/>					
Expenditure by Subfund					
BOOKS	\$6,746.39	88%	NON-BOOK	\$195.95	2%
PERIODICALS	\$0.00	0%	STO'S	\$0.00	0%
ELECTRONIC	\$704.00	9%	MEMBERSHIPS	\$0.00	0%
OTHER	\$0.00	0%			
External fund# 0	Codes 1,2,3: "", "", ""				



ORDER RECORDS/FUND CODES WORKING TOGETHER

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VALUES OF ORDTYPE

E PRICE	\$16.00	RI
FORM	b BOOK	BI
FUND	replb Replace Books	ST
ODATE	07-13-2018	TL
ORD NOTE	- ...	VI
ORD TYPE	f FIRM ORDER	LF
RACTION	p REPLACEMENT	CC
RDATE	07-24-2018	VO

Select

APPROVAL PLAN a	BLANKET ORDER b
COMES WITH c	DEPOSIT ACCT d
E-resource e	FIRM ORDER f
GIFT g	ITEM S.O. i
MEMBERSHIP m	PACKAGE PLAN p
STAND ORDER o	SUBSCRIPTION s

OK Cancel

System generated values:

Firm order

Approval

Standing order

Subscription

Item standing order

Replace

ANOTHER OPTION!

- Use one of the following:

CODE1	<input type="text" value="e ELECTRONIC"/>
CODE2	<input type="text"/>
CODE3	<input type="text" value="c CU System"/>
CODE4	<input type="text"/>

Advantage:

- Library can determine values

Disadvantage:

- Only one code field can be linked to one sub fund

VALUES OF CODE1

Record

o11299678 Last Updated: 07-24-2018 Created: 07-13-2018 Revisions: 2

ACQ TYPE	p PURCHASE
LOCATION	mainc Main Collection - 3rd Floor
CDATE	- -
CLAIM	- ---
COPIES	1
CODE1	b BOOKS
CODE2	c CREDIT CARD
CODE3	- ---
CODE4	I CONT PRO/DIS L
INT. NOTE	Replacement for LOST copy
SELECTOR	rg

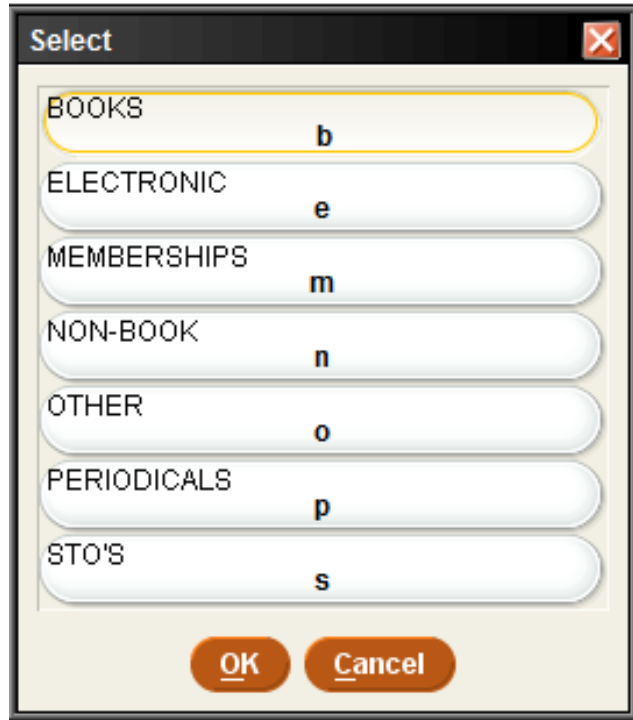
Select

- BOOKS b
- ELECTRONIC e
- MEMBERSHIPS m
- NON-BOOK n
- OTHER o
- PERIODICALS p
- STO'S s

OK Cancel

We linked Code1 to Sub funds 1 – 7 in the fund record

CODES MUST BE MAPPED TO SUB FUNDS



A screenshot of a 'Select' dialog box with a close button in the top right corner. The dialog contains a list of categories and their corresponding codes:

BOOKS	b
ELECTRONIC	e
MEMBERSHIPS	m
NON-BOOK	n
OTHER	o
PERIODICALS	p
STO'S	s

At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

Map code to Sub fund 1 – 7 in the fund record.



- Lumps the sum of the first sub fund and all sub funds above seven together

WHERE IT SHOWS UP IN THE FUNDS

Record

Queue P.O.

[View Finances](#)

o11299678 Last Updated: 07-24-2018 Created: 07-13-2018 Revisions: 2

ACQ TYPE	p PURCHASE	E PRICE	\$16.00	RLOC	a ACQUISITIONS
LOCATION	mainc Main Collection - 3rd Floor	FORM	b BOOK	BLOC	a ACQUISITIONS
CDATE	- -	FUND	replb Replace Books	STATUS	a FULLY PAID
CLAIM	- ---	ODATE	07-13-2018	TLOC	- ---
COPIES	1	ORD NOTE	- ---	VENDOR	amaz Amazon.com
CODE1	b BOOKS	ORD TYPE	f FIRM ORDER	LANG	eng English
CODE2	c CREDIT CARD	REACTION	p REPLACEMENT	COUNTRY	
CODE3	- --	RDATE	07-24-2018	VOLUMES	1
CODE4	I CONT PRODIS L				

Fund		Funds	
Fund Replace Books (replb)			
CODE	replb	SUBFUND3	\$0.00
WARNING PERCENTAGE	0	SUBFUND4	\$0.00
APPROPRIATION	\$0.00	SUBFUND5	\$0.00
EXPENDITURE	\$23,565.54	SUBFUND6	\$0.00
ENCUMBRANCE	\$251.75	SUBFUND7	\$0.00
SUBFUND1	\$22,697.03	EXTERNAL FUND	10
SUBFUND2	\$868.51	DISCOUNT %	0
FUND NAME Replace Books			

Fund Report

Funds																																																					
<ul style="list-style-type: none"> Funds Current Funds (202) Hierarchies <ul style="list-style-type: none"> Book Accounts Serials Accounts Microforms Accot ICR (F&A) Account Extended Studies Moore Humanities Kraemer Main Kraemer Related Materials Budget All Accounts electronic Rhonda's Funds Old Funds (200) Old Hierarchies 	<table border="1"> <thead> <tr> <th colspan="2">Funds</th> </tr> </thead> <tbody> <tr> <td colspan="2">Pie Chart</td> </tr> <tr> <td colspan="2">Bar Chart</td> </tr> <tr> <td colspan="2">Report</td> </tr> </tbody> </table>	Funds		Pie Chart		Bar Chart		Report																																													
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ADD SUB FUND OPTION

Report

Subfund expenditures in 2 groups

Subfund header1 Subfund header2

Pick group1 Pick group2

Name	Name
BOOKS	BOOKS
NON-BOOK	NON-BOOK
PERIODICALS	PERIODICALS

Detail report

Report Header

Kraemer Family Library 04-17-2019

Number of Levels

✓ If you want to run a report using sub funds

Column Heading



You can choose one sub fund, or group of sub funds

FUND REPORT WITH SUB FUNDS

Kraemer Family Library 04-17-2019							
Book Accounts : ACCOUNTING REPORT --							
Book Accounts	Appropriation	Books	NonBook	Encumbrance	Free Balance	%	
Anthropology Books	\$5,200.00	\$2,505.38	\$303.97	\$80.00	\$2,310.65	56%	
Art Books	\$7,500.00	\$4,100.17	\$579.00	\$564.90	\$2,255.93	70%	
Biology Books	\$10,396.00	\$6,137.84	\$0.00	\$3,025.70	\$1,232.46	88%	
Business Books	\$23,500.00	\$22,985.95	\$265.00	\$0.00	\$249.05	99%	
Chemistry Books	\$6,000.00	\$4,593.97	\$0.00	\$937.98	\$468.05	92%	
Communications Book	\$9,100.00	\$6,746.39	\$195.95	\$2,032.56	-\$578.90	106%	
Comp Sci Books	\$11,162.00	\$8,118.25	\$0.00	\$830.22	\$2,213.53	80%	
Criminal Just Books	\$6,000.00	\$4,002.35	\$0.00	\$175.89	\$1,743.26	71%	
Education Books	\$16,700.00	\$11,575.07	\$440.00	\$2,470.73	\$1,897.40	89%	

These number
represent
expenditures



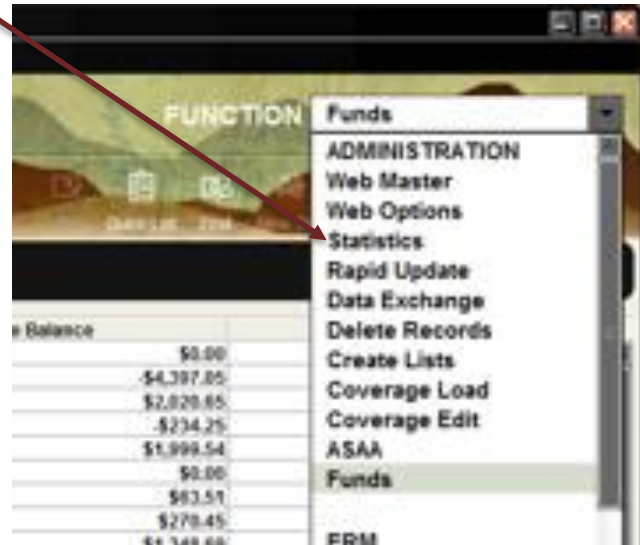
STATISTICAL REPORTS

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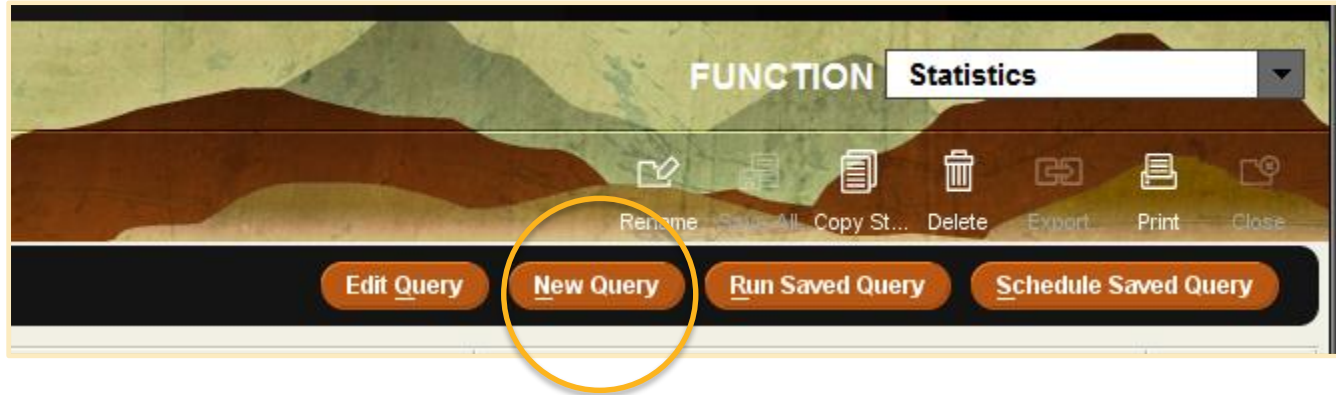
CREATE REVIEW FILE

- Determine what you want to gather statistics on:
 - Create review file
- Go to Statistics Option under Administration



USING STATISTICS

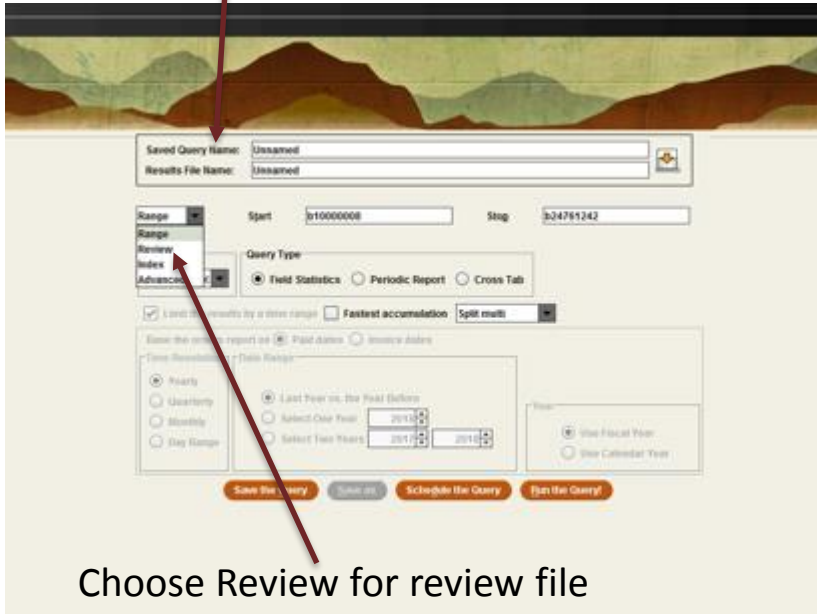
You can do a lot in statistics, including creating & saving queries to run later. We are going to just create a new query.



If you save a query to run later, it stores the create list file number, not the actual contents

CREATE QUERY

Choose saved query name, if saving
A results file name



The screenshot shows the 'CREATE QUERY' interface. The 'Report On' dropdown menu is open, showing options: 'Bibliographic', 'Index', 'Review', 'Advanced', and 'Checklist'. The 'Review' option is selected. A red arrow points from the text above to the 'Review' option. Below the dropdown, the 'Query Type' section has 'Field Statistics' selected. At the bottom, there are buttons for 'Save the Query', 'Run the Query', 'Schedule the Query', and 'Print the Query'.


Choose Review for review file



The screenshot shows the 'CREATE QUERY' interface. The 'Query Type' section has 'Field Statistics' selected. A red arrow points from the text below to the 'Field Statistics' option. The 'Report On' dropdown menu is also visible, showing 'Bibliographic' selected. At the bottom, there are buttons for 'Save the Query', 'Run the Query', 'Schedule the Query', and 'Print the Query'.

Create a report on Order.
Leave Query type as Field Statistics

CREATE QUERY

Saved Query Name: 

Results File Name:

Review Review file:

Report On:

Query Type: Field Statistics Periodic Report Cross Tab

Fastest accumulation

Periodic Query

Choose a date field

Time Units: Years Quarters Months Days

Date Range:
CDATE
ODATE
RDATE
CREATED
UPDATED

Number of periods:

Starting Year:

Year: Use Fiscal Year Use Calendar Year

Choose date field

CREATE QUERY

Determine if you want to use invoice date or paid date

- Choose whether you want to split funds in the report

The screenshot shows a web-based query creation interface. At the top, there are input fields for 'Saved Query Name' and 'Results File Name', both set to 'Untitled'. Below this is a 'Review' section with a dropdown menu showing '8, FY19 orders (5756) (BIBLIOGRAPHIC)'. The 'Report On' section has a dropdown set to 'Order'. The 'Query Type' section has radio buttons for 'Field Statistics' (selected), 'Periodic Report', and 'Cross Tab'. A checkbox 'Limit the results by a percentage' is checked. The 'Base the orders report on' section has radio buttons for 'Paid dates' (selected) and 'Invoice dates'. The 'Time Resolution' section has radio buttons for 'Yearly' (selected), 'Quarterly', 'Monthly', and 'Day Range'. The 'Date Range' section has radio buttons for 'Last Year(s) to Year (range)', 'Select One Year' (with '2018' selected), and 'Select Two Years' (with '2017' and '2018' selected). The 'Year' section has radio buttons for 'Use Fiscal Year' (selected) and 'Use Calendar Year'. A dropdown menu is open, showing options: 'Split multi by copies', 'Do not split multi', 'Split multi by copies', 'Split multi by volumes', and 'Split multi by volumes'. A red arrow points from the text 'Determine if you want to use invoice date or paid date' to the 'Paid dates' radio button. Another red arrow points from the text 'Choose whether you want to split funds in the report' to the dropdown menu. A yellow circle highlights the dropdown menu options.

SPLIT FUNDS IN ORDER STATISTICS

- Do not split multi
 - Counts each record once – no matter how many funds it contains
- Split multi by copies
 - Payment amount is divided by the number of paid copies
 - (if paid amount is \$100 and two copies are purchased – each fund would have \$50 applied)
- Split multi by volumes
 - Payment amount is divided by the number of volumes
 - (if paid amount is \$100 against two funds and each set has 2 volumes; \$25 would be applied to each fund)

SAMPLE REPORT

Kraemer Family Library
Report for the Sample Query
Review File: 8. FY19 orders (6103) (ORDER)
6103 records were processed. (0 records had been deleted.)

Code	Meaning	Record C...	COPIES	Paid Copi...	Piece Co...	Paid Piec...	# in 2019	\$ in 2019
anth	Anthropo	59	60	43	60	43	42	\$2,177.85
anth	Anthropo	8	8	1	8	1	1	\$23.50
artb	Art Book	101	101	59	101	59	59	\$3,163.40
arts	Art Ser	9	9	0	9	0	0	\$0.00
biob	Biology I	125	125	81	125	81	81	\$5,406.92
bios	Biology	4	4	1	4	1	1	\$119.21
bust	Busines	400	401	214	401	214	214	\$13,441.57
buss	Busines	22	23	2	23	2	2	\$177.24
cher	Chemist	53	53	28	53	28	28	\$2,920.24
cher	Chemist	2	2	0	2	0	0	\$0.00
chilb	Children	99	99	72	99	72	72	\$832.30

Information on records included in query

REPORT OPTIONS


Handy options:



- Get rid of a row or column that you don't need
- Export report
- Print



CREATE COMPARISON REPORT

Saved Query Name: 

Results File Name:

Review Review file:

Report On:

Query Type: Field Statistics Periodic Report Cross Tab

Limit the results by a time range Fastest accumulation

Base the orders report on Paid dates Invoice dates

Time Resolution: Yearly Quarterly Monthly Day Range

Date Range: Last Month vs.the Month before Last Month vs. the Same Month Last Year Select one Month Compare Two Months

Year: Use Fiscal Year Use Calendar Year

SAMPLE COMPARISON REPORT

Kraemer Family Library


Report for the fy19

Review File: 8. FY19 orders (6103) (ORDER)

6103 records were processed. (0 records had been deleted.)

Code	Meaning	Record Count	COPIES	Paid Copies	Piece Count	Paid Piece Count	# 2019-01-01	\$ 2019-01...	# 2019-02-01	\$ 2019-02...
anthb	Anthropolog	59	60	29	60	29	10	\$474.52	18	\$1,278.21
anths	Anthropolog	8	8	0	8	0	0	\$0.00	0	\$0.00
artb	Art Books	101	101	30	101	30	21	\$1,582.13	9	\$539.76
arts	Art Ser	9	9	0	9	0	0	\$0.00	0	\$0.00
biob	Biology Book	125	125	18	125	18	4	\$239.03	14	\$684.06
bios	Biology Ser	4	4	1	4	1	1	\$119.21	0	\$0.00
busb	Business Bo	400	401	154	401	154	86	\$5,226.51	68	\$5,236.56
buss	Business Se	22	23	1	23	1	0	\$0.00	1	\$5.91
chemb	Chemistry B	53	53	10	53	10	8	\$940.64	2	\$153.61
chems	Chemistry S	2	2	0	2	0	0	\$0.00	0	\$0.00
chilb	Children's B	99	99	1	99	1	1	\$15.51	0	\$0.00
comb	Communica	132	133	37	133	37	24	\$1,659.45	12	\$888.05
compb	Comp Sci Bo	137	137	44	137	44	15	\$723.38	29	\$2,433.41

DATE RANGE REPORT

Saved Query Name: 

Results File Name:

Review Review file:

Report On:

Query Type: Field Statistics Periodic Report Cross Tab

Limit the results by a time range Fastest accumulation

Base the orders report on Paid dates Invoice dates

Time Resolution: Yearly Quarterly Monthly Day Range

Date Range: Select one Date Range
From through
 Compare Two Date Ranges
From through
From through

Year: Use Fiscal Year Use Calendar Year

DATE COMPARISON

Kraemer Family Library


Report for the DATE COMPARISON

Review File: 8. FY19 orders (6103) (ORDER)

6103 records were processed. (0 records had been deleted.)

Code	Meaning	Record Count	COPIES	Paid Copies	Piece Count	Paid Piece Count	# 2019-01-01 - 2019-01-31	\$ 2019-01-01 - 2019-01-31	# 2019-04-01 - 2019-04-30	\$ 2019-04-01 - 2019-04-30
anth	Anthrop	59	60	22	60	22	10	\$474.52	12	\$387.90
anth	Anthrop	8	8	0	8	0	0	\$0.00	0	\$0.00
artb	Art Book	101	101	28	101	28	21	\$1,582.13	7	\$265.27
arts	Art Ser	9	9	0	9	0	0	\$0.00	0	\$0.00
biob	Biology I	125	125	57	125	57	4	\$239.03	53	\$3,840.50
bios	Biology	4	4	1	4	1	1	\$119.21	0	\$0.00
bust	Busines	400	401	124	401	124	86	\$5,226.51	38	\$1,925.45
buss	Busines	22	23	0	23	0	0	\$0.00	0	\$0.00
cher	Chemist	53	53	23	53	23	8	\$940.64	15	\$1,509.06

DATE RANGE QUERY

Saved Query Name: 

Results File Name:

Review Review file:

Report On:

Query Type: Field Statistics Periodic Report Cross Tab

Fastest accumulation

Periodic Query

Choose a date field:

Time Units: Years Quarters Months Days

Date Range:

Choose number of periods:

Starting Day:

Year: Use Fiscal Year Use Calendar Year

Date Range Report

Kraemer Family Library

Report for the FY19

Review File: 8. FY19 orders (6103) (ORDER)

6103 records were processed. (0 records had been deleted.)


Periodic: 309 records in range, 4477 before the range, 1028 after the range, and 289 with blank dates.

Time	Code	Meaning	Record Count	COPIES	Paid Copies	Piece Count	Paid Piece Count	# Payments	\$ Paymen...
2019-03-01	hscib	Health Sci	1	1	1	1	1	1	\$89.94
2019-03-01	pubb	Pub Adm	1	1	1	1	1	1	\$266.06
Totals:			2	2	2	2	2	2	\$356.00
2019-03-04	biob	Biology Bo	4	4	4	4	4	4	\$116.67
2019-03-04	busb	Business	7	7	7	7	7	7	\$494.84
2019-03-04	chilb	Children's	35	35	35	35	35	35	\$439.29
2019-03-04	compb	Comp Sci	1	1	1	1	1	1	\$47.49
2019-03-04	crjub	Criminal J	1	1	1	1	1	1	\$21.01

2019-03-05	artb	Art Books	7	7	7	7	7	7	\$263.37
2019-03-05	educb	Education	1	1	1	1	1	1	\$19.98
2019-03-05	englb	English Bo	2	2	2	2	2	2	\$88.99
2019-03-05	filmb	Film Books	3	3	3	3	3	3	\$218.95
2019-03-05	genb	General M	3	3	3	3	3	3	\$74.97
2019-03-05	geogb	Geography	1	1	1	1	1	1	\$8.96
2019-03-05	histb	History Bo	2	2	2	2	2	2	\$79.01
2019-03-05	hscib	Health Sci	2	2	2	2	2	2	\$214.22
2019-03-05	musb	Music Boo	4	4	4	4	4	4	\$243.47

2019-03-07	artb	Art Books	3	3	3	3	3	3	\$84.48
2019-03-07	biob	Biology Bo	1	1	1	1	1	1	\$75.00
2019-03-07	englb	English Bo	1	1	1	1	1	1	\$24.18
2019-03-07	histb	History Bo	3	3	3	3	3	3	\$169.47
2019-03-07	milib	Milit Sci B	1	1	1	1	1	1	\$31.92
2019-03-07	physb	Physics B	2	2	2	2	2	2	\$53.36
2019-03-07	refb	Reference	1	1	1	1	1	1	\$125.61
2019-03-07	state	State Gran	14	14	14	14	14	14	\$200.66
Totals:			26	26	26	26	26	26	\$764.68

LAST YEAR VERSUS YEAR BEFORE

Saved Query Name: 

Results File Name:

Review Review file:

Report On:

Query Type: Field Statistics Periodic Report Cross Tab

Limit the results by a time range Fastest accumulation

Base the orders report on Paid dates Invoice dates

Time Resolution: Yearly Quarterly Monthly Day Range

Date Range: Last Year vs. the Year Before Select One Year
 Select Two Years

Year: Use Fiscal Year Use Calendar Year

LAST YEAR VERSUS YEAR BEFORE

Kraemer Family Library


Report for the LAST YEAR VERSUS YEAR BEFORE

Review File: 4. FY18 and FY19 orders (12644) (BIBLIOGRAPHIC)

13682 records were processed. (0 records had been deleted.)

Code	Meanin...	Record C...	COPIES	Paid Copi...	Piece Co...	Paid Piec...	# 2017	\$ 2017	# 2018	\$ 2018	Est. Price...
anth	Anthrop	162	163	119	163	119	44	\$2,500.31	75	\$3,821.84	\$0.00
anth	Anthrop	9	9	16	9	16	5	\$610.95	11	\$866.25	\$0.00
artb	Art Book	248	249	186	249	186	66	\$3,784.19	119	\$5,617.12	\$0.00
arts	Art Ser	12	12	22	12	22	12	\$1,672.55	10	\$1,629.49	\$0.00
biob	Biology	268	268	173	268	173	68	\$4,898.37	105	\$7,765.78	\$0.00
bios	Biology	4	4	8	4	8	4	\$4,184.33	4	\$4,469.77	\$0.00
bust	Busines	626	627	393	627	393	15	\$2,328.49	377	\$22,004.92	\$0.00
busr	Busines	4	4	0	4	0	0	\$0.00	0	\$0.00	\$0.00
buss	Busines	26	27	46	27	46	21	\$6,951.12	24	\$7,399.31	\$0.00
cher	Chemis	116	116	73	116	73	48	\$5,968.62	25	\$2,254.04	\$150.00

QUARTERLY REPORT

Saved Query Name: 

Results File Name:

Review Review file:

Report On:

Query Type: Field Statistics Periodic Report Cross Tab

Fastest accumulation

Periodic Query

Choose a date field:

Time Units: Years Quarters Months Days

Date Range: Choose number of periods:

Starting Quarter:

Year: Use Fiscal Year Use Calendar Year

Choose starting quarter and number of quarters to include.

QUARTERLY REPORT

Kraemer Family Library

Report for the Quarterly

Review File: 8. FY19 orders (6103) (ORDER)

6103 records were processed. (0 records had been deleted.)

Periodic: 2939 records in range, 2875 before the range, 0 after the range, and 289 with blank dates.

Time	Code	Meaning	Record C...	COPIES	Paid Copies	Piece Count	Paid Piece Count	# Payments	\$ Payment...
1Q2019	anthb	Anthropology B	30	31	31	31	31	30	\$1,789.95
1Q2019	artb	Art Books	52	52	52	52	52	52	\$2,898.13
1Q2019	biob	Biology Books	28	28	28	28	28	28	\$1,566.42
1Q2019	busb	Business Book:	176	176	176	176	176	176	\$11,516.12
1Q2019	chemb	Chemistry Bool	13	13	13	13	13	13	\$1,411.18
1Q2019	chilb	Children's Book	38	38	38	38	38	38	\$472.62
1Q2019	comb	Communication	37	38	38	38	38	37	\$2,565.46
1Q2019	compb	Comp Sci Book	50	50	52	50	52	52	\$3,459.57
1Q2019	crjub	Criminal Just B	36	36	36	36	36	36	\$1,743.63

2Q2019	anthb	Anthropology B	12	12	12	12	12	12	\$387.90
2Q2019	artb	Art Books	7	7	7	7	7	7	\$265.27
2Q2019	biob	Biology Books	53	53	53	53	53	53	\$3,840.50
2Q2019	busb	Business Book:	38	38	38	38	38	38	\$1,925.45
2Q2019	chemb	Chemistry Bool	15	15	15	15	15	15	\$1,509.06
2Q2019	chilb	Children's Book	34	34	34	34	34	34	\$359.68
2Q2019	comb	Communication	35	35	35	35	35	35	\$2,572.62
2Q2019	compb	Comp Sci Book	23	23	23	23	23	23	\$1,707.20



THANK YOU!!

QUESTIONS?

