

**ACQUISITIONS MODULE** last revised 8/12/2002

<b>Command</b>	<b>Drop down menu</b>	<b>Aleph keyboard equivalents</b>	<b>Windows keyboard equivalents</b>
About	Help		Alt+H, A
Application toolbar	Options		
Arrange Icons	Window		Alt+W, I
Arrivals	Arrivals		Alt+A, A
Banner/FRS Export	Services--Other		
Budget	Administration		Alt+D, B
Budget Summary	Services--Budget Management		
Build Word Indexes for a Record	Services--General		
Cascade	Window		Alt+W, C
Catalog Order	Orders		
Claim Report and Letters for Monograph Orders	Services--Orders & Claims		
Claim Report for Serial Orders	Services--Orders & Claims		
Claim Report for Standing Orders	Services--Orders & Claims		
Close all Windows	Window		Alt+W, L
Connect to...	File		Alt+F <enter>
Contents	Help		Alt+H, C
Create Filing Keys for Names	Services--General		
Currency Report	Services--Currency		
Customize	Window		Alt+W, Z
Deactivate Encumbrance	Services--Budget Management		
Delete Copy Defaults	File		Alt+F, C
Delete Item Defaults	File		Alt+F, I
Delete Order Defaults	File		Alt+F, O
Exit	File		Alt+F, X
General ADM & Orders Creation	Services--Other		
General Invoice	General Invoice		Alt+G, G
General Retrieval Form	Services--Retrieve & Print Acq Recs		
Get Order	Orders	Alt+O	
Get Record by Find	Orders		
Get Record by Scan	Orders		
History	Services		Alt+S, H
Index	Orders	Alt+I	
Invoice Report	Services--Other		
Item Process Status	Utilities		Alt+U, I

Keyword Search	Help		Alt+H, K
List of Orders per Budget	Services--Budget Management		
Monograph Orders - Status "NEW"	Services--Retrieve & Print Acq Recs		
Multi Order Index	Orders		
New and Cancelled Order Index	Orders		
No Invoice	Services--Retrieve & Print Acq Recs		
Open Annual Budget	Services--Budget Management		
Order Cancelled by Vendor	Services--Retrieve & Print Acq Recs		
Order Log Report	Services--Orders & Claims		
Order Status	Services--Retrieve & Print Acq Recs		
Partially-Filled Monograph Orders	Services--Retrieve & Print Acq Recs		
Print Acquisitions Records	Services--Retrieve & Print Acq Recs		
Print History	File		Alt+F, H
Print Trigger Report	Services--General		
Rebuild ILL & Acquisitions Order Index	Services--Other		
Renew Order Encumbrance for Monographs	Services--Budget Management		
Renew Order Encumbrance for Serials & S.O.s	Services--Budget Management		
Retrieve triggers	Options		
Send EDI Orders to a Vendor	Services--Orders & Claims		
Send List of Orders to a Vendor	Services--Orders & Claims		
Show PC/Server transaction log	Options		
Statistics by Dates - Material/Month	Services--Statistics		
Statistics by Year - Material/Month	Services--Statistics		
Subscription Renew Letters	Services--Other		
Tile Horizontal	Window		Alt+W, H
Tile Vertical	Window		Alt+W, V
Transfer between Budgets	Administration		Alt+D, T
Transfer Remaining Balance	Services--Budget Management		
Update Local Price of Budget Transaction	Services--Budget Management		
Upload Currency Ratios	Services--Currency		

Using Help	Help		Alt+H, H
Vendor Address Data Update Report	Services--Other		
Vendors	Administration		Alt+D, V