



# Fund Accounting and MARC Records: A Visual Tutorial

## Fund Accounting

Fund accounting is now available online. You may now assign quantities of titles to branches and keep track of your budgets. Once you have created a list, go to "View Lists" at the top right-side of the page.






















List Title	Date Created	Total Items	Total Price	Select
<a href="#">picturebooks</a>	December 02, 2010	70	\$1,183.35	<input type="checkbox"/>
<a href="#">KIDS!!</a>	November 30, 2010	3260	\$41,408.45	<input type="checkbox"/>
<a href="#">newlist</a>	November 16, 2010	1	\$20.40	<input type="checkbox"/>
<a href="#">NOV16</a>	November 16, 2010	5	\$108.78	<input type="checkbox"/>
<a href="#">50 off</a>	November 11, 2010	7	\$158.04	<input type="checkbox"/>
<a href="#">Fiction hardcovers</a>	October 28, 2010	107	\$2,743.89	<input type="checkbox"/>
<a href="#">Winter 2011</a>	October 28, 2010	27	\$488.72	<input type="checkbox"/>

With selected:

Click on the list to expand it. You'll see a "Fund" icon beside each title.

Title	ISBN	Binding	Publisher	Qty.	Price	Select
<a href="#">Adventures of Granny Clearwater &amp; Little Critter</a>	9780805078992	Hardcover	Henry Holt	<input type="text" value="5"/>	\$16.99	<input type="checkbox"/>
<a href="#">Alienography</a>	9781405050609	Hardcover	Macmillan	<input type="text" value="5"/>	\$21.24	<input type="checkbox"/>
<a href="#">Always Listen to Your Mother</a>	9781423113959	Hardcover	Disney Hyperion	<input type="text" value="5"/>	\$16.14	<input type="checkbox"/>
<a href="#">Balancing Act</a>	9781442407572	Hardcover	Beach Lane Books	<input type="text" value="5"/>	\$18.69	<input type="checkbox"/>
<a href="#">Beautiful Yetta</a>	9780312558246	Hardcover	Feiwel and Friends	<input type="text" value="10"/>	\$16.99	<input type="checkbox"/>
<a href="#">Birdy's Smile Book</a>	9780805088830	Hardcover	Henry Holt	<input type="text" value="5"/>	\$16.99	<input type="checkbox"/>
<a href="#">Boss Baby</a>	9781442401679	Hardcover	Beach Lane Books	<input type="text" value="1"/>	\$16.99	<input type="checkbox"/>
<a href="#">Carnival of the Animals (Book &amp; CD)</a>	9780375864582	Hardcover	Alfred A. Knopf	<input type="text" value="1"/>	\$20.39	<input type="checkbox"/>
<a href="#">Cave Baby</a>	9780230743083	Hardcover	Macmillan UK	<input type="text" value="1"/>	\$16.99	<input type="checkbox"/>
<a href="#">Christmas Eve Ghost</a>	9780763644727	Hardcover	Candlewick Press	<input type="text" value="1"/>	\$16.15	<input type="checkbox"/>
<a href="#">City Dog, Country Frog</a>	9781423103004	Hardcover	Hyperion	<input type="text" value="1"/>	\$17.85	<input type="checkbox"/>
<a href="#">Cool Robots</a>	9780805087635	Hardcover	Henry Holt	<input type="text" value="1"/>	\$12.33	<input type="checkbox"/>
<a href="#">Daddy's Little Scout</a>	9780545164962	Hardcover	Cartwheel Books	<input type="text" value="1"/>	\$11.04	<input type="checkbox"/>
<a href="#">Daily Comet</a>	9781554532810	Hardcover	Kids Can Press	<input type="text" value="1"/>	\$16.11	<input type="checkbox"/>
<a href="#">Dinosaur vs. the Potty</a>	9781423133391	Hardcover	Hyperion	<input type="text" value="1"/>	\$15.29	<input type="checkbox"/>
<a href="#">Disney Pixar Storybook Collection</a>	9781423124238	Hardcover	Disney	<input type="text" value="1"/>	\$16.14	<input type="checkbox"/>
<a href="#">Elsie's Bird</a>	9780399252921	Hardcover	Philomel Books	<input type="text" value="1"/>	\$19.13	<input type="checkbox"/>

If you want to view information on the title before assigning fund, scroll over the “fund” icon and the annotation will pop up.

My Lists						
List Title	Date Created	Total Items	Total Price	Select		
picturebooks	December 02, 2010	99	\$1,696.46			
Budget: <input type="text"/>						
Title	ISBN	Binding	Publisher	Qty.	Price	Select
Adventures of Granny Clearwater & Little Critter	9780805078992	Hardcover	Henry Holt	5	\$16.99	<input type="checkbox"/>
                    						
<div style="border: 1px solid black; padding: 5px; width: fit-content;">           Edit Fund Grid            The Clearwater family is heading west, but Granny and Little Critter are accidentally thrown from the wagon and suddenly on their own. As the pair set out to find the rest of the Clearwater family, they catch a thief, deliver mail on a pony express, an pan for gold. Set in the Wild West circa the 1800's from a Newbery Honor Award winning author.         </div>						
Boss Baby	9781442401679	Hardcover	Beach Lane Books	1	\$16.99	<input type="checkbox"/>
Carnival of the Animals (Book & CD)	9780375864582	Hardcover	Alfred A. Knopf	1	\$20.39	<input type="checkbox"/>
Cave Baby	9780230743083	Hardcover	Macmillan UK	1	\$16.99	<input type="checkbox"/>
Christmas Eve Ghost	9780763644727	Hardcover	Candlewick Press	1	\$16.15	<input type="checkbox"/>
City Dog, Country Frog	9781423103004	Hardcover	Hyperion	1	\$17.85	<input type="checkbox"/>
Cool Robots	9780805087635	Hardcover	Henry Holt	1	\$12.33	<input type="checkbox"/>
Daddy's Little Scout	9780545164962	Hardcover	Cartwheel Books	1	\$11.04	<input type="checkbox"/>
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Disney Pixar Storybook Collection	9781423124238	Hardcover	Disney	1	\$16.14	<input type="checkbox"/>
Elsie's Bird	9780399252921	Hardcover	Philomel Books	1	\$19.13	<input type="checkbox"/>

When you doubleclick on the title, a fund box will appear for that title. You will notice underneath the title that it shows how many copies you have available to add fund information. Here I have 5.

This screen will appear for every title I click on.

**Adventures of Granny Clearwater & Little Critter**  
 Available for distribution: 5

» Add New Copy Information

Copies	Branch Loc.	Collection Code	Item Type	Budget	Notes	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

» Current Funding Grid

No funding records found for this title.

9780805078992 funding grid

Once you've entered the information with your own codes, click "Add".  
Another box will appear where you'll enter additional copies to different branches.

**Adventures of Granny Clearwater & Little Critter**  
Available for distribution: 3

» Add New Copy Information

Copies	Branch Loc.	Collection Code	Item Type	Budget	Notes	
2	AA	BB	BK	PICTBOOK		Add

» Current Funding Grid

Copies	Branch Loc.	Collection Code	Item Type	Budget	Notes	
2	AA	BB	BK	PICTBOOK		✓ ✗

After making any changes to the grid record - don't forget to click "green tick" next to modified record.

9780805078992 funding grid

**Adventures of Granny Clearwater & Little Critter**  
Available for distribution: 0

» Add New Copy Information

All copies distributed. Please use grid below to manually adjust funding.

» Current Funding Grid

Copies	Branch Loc.	Collection Code	Item Type	Budget	Notes	
2	AA	BB	BK	PICTBOOK		✓ ✗
3	BB	BB	BK	PICTBOOK		✓ ✗

After making any changes to the grid record - don't forget to click "green tick" next to modified record.

9780805078992 funding grid

When all quantities have been assigned, the system will notify you that no more copies are available.

Make changes or delete an entry.  
If you delete, a new field at the top will appear allowing you to re-enter copy information.

↑ You can proceed to the next title by clicking the arrow

Once you've finished your fund accounting you can click on the list name to close it.  
You may download MARC RECORDS for this list by clicking the MARC icon beside the list name.  
You may download the list to Excel by clicking the box beside the list name under the Select header and clicking download.

List Title	Date	Items	Total Price	Select
<a href="#">picturebooks</a>	December 02, 2010	99	\$1,696.46	<input type="checkbox"/>
<a href="#">newlist</a>	November 16, 2010	1	\$20.40	<input type="checkbox"/>
<a href="#">NOV16</a>	November 16, 2010	5	\$108.78	<input type="checkbox"/>
<a href="#">50 off</a>	November 11, 2010	7	\$158.04	<input type="checkbox"/>
<a href="#">Fiction hardcovers</a>	October 28, 2010	107	\$2,743.89	<input type="checkbox"/>
<a href="#">Winter 2011</a>	October 28, 2010	27	\$488.72	<input type="checkbox"/>

With selected:

Create New List

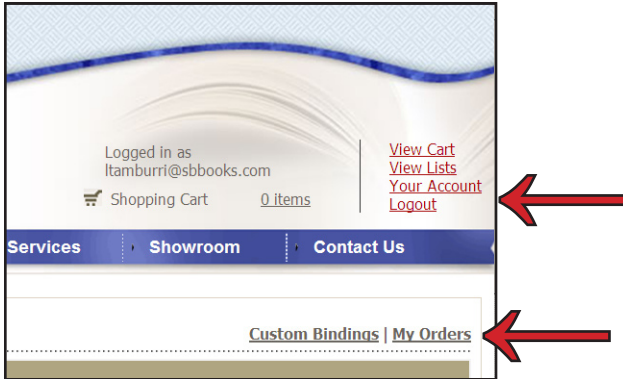
List Title\*

You may also download MARC records without Fund Accounting by following the same scenario as above without adding fund information

or

get MARC Records for individual titles by clicking the MARC button under each title.

When you submit your order, you can still access your fund accounting details by clicking on “Your Account” and “My Orders”



Choose the order you want to view from the list. I'm choosing the first one.

❖ **Orders History**

Home » **Orders History**

#	Order ID	Date	Order Total	Status	Details
1.	2011	01-27-2011	658.12	Received	<a href="#">details</a>
2.	1674	12-17-2009	108.05	Received	<a href="#">details</a>
3.	1673	12-17-2009	561.64	Received	<a href="#">details</a>

Here is the order. You may click on the FUND button to view the Fund information.

❖ **Order Details** Print Order

#	ISBN	FUND	Title	Price	Qty	Total
1.	9781848876088	FUND	1222	17.60	3	52.80
2.	9780446583817	FUND	21 Day Weight Loss Kickstart	23.19	3	69.57
3.	9780670919994	FUND	3,096 Days	12.80	3	38.40
4.	9781401324056	FUND	365 Thank Yous	22.39	3	67.17
5.	9780385343145	FUND	44 Charles Street	26.40	3	79.20
6.	9780739378052	FUND	44 Charles Street	26.40	3	79.20
7.	9780470681626	FUND	50 Biggest Estate Planning Mistakes	19.96	3	59.88
8.	9781845966553	FUND	50 Years on the Street	25.60	3	76.80
9.	9780061434778	FUND	666 Park Avenue	14.39	3	43.17