What's New in QuickDOC 2.1.4

Action items after 2.1.4 Update

The following is a list of items that should be checked after you have updated to QuickDOC version 2.1.4:

1. Check your **Journals Owned List** to be sure that the Owned checkbox is checked for current subscriptions only. See discussion under *Journal Title Owned now means currently subscribing* on page 9, below.

2. Check *How to set up your initial EFTS Activity Report*, *on page 17*, below.

3. Check your *Loansome Doc Patron UserIDs* for DOCLINE 2.5 changes in how Patron Email address will be treated, as well as changes in the use of UserIDs. See discussion *on page 8*, below.

QuickDOC and QDPortal

QDPortal Version 1.1.1 is compatible with the latest **DOCLINE Version 2.5**, released in June, 2005.
Versions earlier than 1.1.1 are no longer supported with DOCLINE.

Download information for QDPortal (last ver 1.1.1) is always available at:

http://nnlm.gov/quickdoc/InstallQDP.html
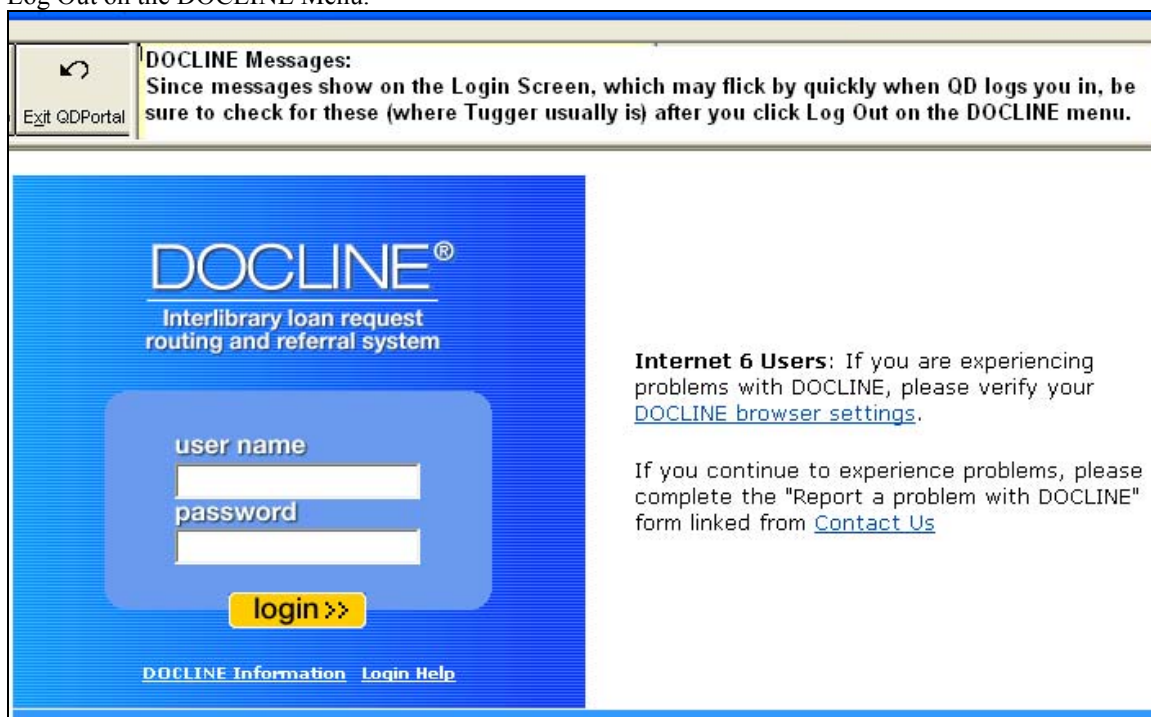
Download information for QuickDOC (latest version 2.1.4) is always available at:

http://nnlm.gov/quickdoc/InstallQD.html

Watch for DOCLINE Login Messages

From time to time, DOCLINE posts general broadcast messages on the DOCLINE Login screen. Because
QuickDOC automatically logs in, this screen can rush past pretty quickly. Watch for DOCLINE Broadcast
Messages, therefore, not so much onscreen at the time of Login but when the screen returns after you click
Log Out on the DOCLINE Menu.

As a general rule, if you don't see a picture of the DOCLINE mascot, Tugger, on the right of this screen, it
has been replaced by a message, so the quick-glance rule becomes: No Tugger, check Message.

QuickDOC 2.1.4

What happens on updating to QuickDOC 2.1.4?

Many of the steps for consolidation of QDPortal and QuickDOC are included in the 2.1.4 update, with only the final joining of the programs left for version 2.2.0. 2.1.4 thus sets the stage for the merging of QDPortal into QuickDOC, with the release of version 2.2.0 following in a fairly short period of time. The following are some of the changes included in 2.1.4 that prepare the way for 2.2.0:

New \QDBorrow and \QDLoan folders created in database location

Since Version 2.2.0 will integrate the QDPortal program (which monitors the DOCLINE session, among other activities) into the main QuickDOC interface, many of the activities that used the C: drive on the local machine will no longer occur in that paradigm. In preparation, some of the backup and log functions will be moved in version 2.1.4. These files are consequently shared by all users of the database.

See the information under *File Location Changes* on below, below

Local data now in QuickDOC.MDB database rather than Registry

Only data that is specific to the machine will remain in the Registry, although some values will be replicated on the local machine as a backup to the main database values. This will prevent the slight differences that arose when local library values were re-typed into individual Setup Screens for each user. User preferences for screen size, column widths, etc., will continue to be kept under Current User in the Windows **Registry key** HKEY_CURRENT_USER\Software\VB and VBA Program Settings\QuickDOC.

MyLibraries.txt file now holds list of Libraries and DB Locations

Previous versions of QuickDOC kept the values of Library LIBID and the location of the QuickDOC.MDB database in the QuickDOC Registry key under NLM\LIBID and Database\Location. This meant that each new user on any machine (using Windows NT or later) had find the database at least once to have this value registered. Version 2.1.4 keeps the data in a MyLibraries.txt file located in the QuickDOC Program folder on the machine where it is being run, so that all users of that machine will have access to it (backup of these will continue to be kept in the Registry). The MyLibraries.txt file shows the information in the following comma-delimited format ("LIBID","Path to DB"), as in the following example:

> "MAUBET","S:\Medical Library\QuickDOC\QuickDOC.MDB"

Although version 2.1.4 will only list one library, this format makes possible access to any number of QuickDOC.MDB databases, with different LIBIDs, and this capability is planned for the next update.

File Location Changes

In preparation for the upcoming merge of QDPortal and QuickDOC in version 2.2.0, a number of QuickDOC data support files have been moved from the C: drive of the machine running the program to the folder where the QuickDOC.MDB database is located (and its subfolders). These log files and backup import files can now be shared among all users and will therefore become a single source for audit checking and backups.

Borrow Log Files are now located centrally.

Borrow log files, which had been located in the C:\QDBorrow folder of the machine running QuickDOC, are all now centrally located in a QDBorrow folder just beneath the location of the QuickDOC.MDB database. Borrow Log Files are accessible under Utilities on the QuickDOC Menu Bar and include the files:

Under old C:\QDBorrow folder   **In new DB\QDBorrow\SameFileName**

Old FileName	Purpose	Purpose
LDUpFail.log	Why the LD update failed	Same
NoLDSave.txt	Problem with Save of LD Receipt	Same
NoLDXUpd.txt	Problem with automatic update of LD	Same
NoSave.txt	Problem with Save of Borrow	Same
PatronNt.txt	Lists each new Patron Added.	Same

Lend Log Files are now located centrally.

Lend log files, which had been located in the C:\QDLoan folder of the machine running QuickDOC, are all now centrally located in a QDLoan folder just beneath the location of the QuickDOC.MDB database. Lend Log Files are accessible under Utilities on the QuickDOC Menu Bar and include the files:

Under old C:\QDLoan folder		In new DB\QDLoan\SameFileName
Old FileName	**Purpose**	**Purpose**
NewLibNt.txt	Lists each new Library Added.	Same
NoSave.txt	Problem with Save of Receipt	Same
NoUpdt.txt	Problem with automatic update of Lend	Same
OrphUpdt.txt	No Receipt to update, after 3 tries	Same
UpdtFail.log	Problem with Update of Receipt	Same

Backups of import data are now located centrally.

Backups of the raw data import files have been saved, up until version 2.1.4, in folders named **BackImp** under each of the C:\QDBorrow and C:\QDLoan folders on the machine running the import (which is also the machine that ran the DOCLINE session, by definition, since the import files were saved there). In version 2.1.4, these backup files are moved to a position just beneath the folder where the QuickDOC.MDB database resides. In fact, new QDBorrow and QDLoan folders are also created there, with their respective BackImp folders just beneath. This method aggregates all backups of the raw data to a single location, so that libraries with more than one workstation running QuickDOC will know precisely where to look for backup or audit information.

In a situation where the database is located at **S:\Medical Library\QuickDOC**\QuickDOC.MDB, the **backups of DOCLINE saved data for Borrows** will be at:

> **S:\Medical Library\QuickDOC\QDBorrow\BackImp**.

And the **backups of DOCLINE saved data for Loans** will be at:

> **S:\Medical Library\QuickDOC\QDLoan\BackImp**.

Because these text files are centrally located, and assuming that the QuickDOC.MDB database is on a server, they will also be backed up regularly, along with the database. If your QuickDOC.MDB database is located on the C: drive, you can decide on your own whether you want to back up these raw data files or just rely on the database backup.

If these backup files are shared by more than one machine, there is now the possibility, at least, that two users may want to have a single backup file open at the same time. Unlike the QuickDOC.MDB database file, which permits multiple user access, these text files can accommodate only one user at a time. If User B tries to open a BackImp file that User A is currently writing to, the following message box will appear:
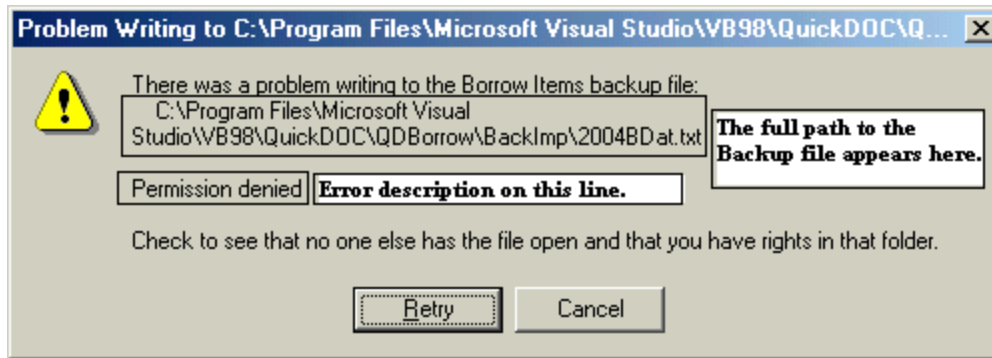
Permission denied indicates that the file is open in another process (or that it's marked **Read Only**, or that the user doesn't have the proper rights in this folder, but that shouldn't be the case here), so the write operation cannot proceed. In the case of these BackImp text files, unless the other machine is processing a very long import file, the time it needs to keep the file open should be fairly short. Clicking the **Retry button** after a brief pause should do the trick.

In cases where a Retry or two doesn't change the above message, there may be something else going on that requires some action. Either there is another machine running a long import, or there may be something wrong with the BackImp file. Clicking Cancel, above, will display the following message:
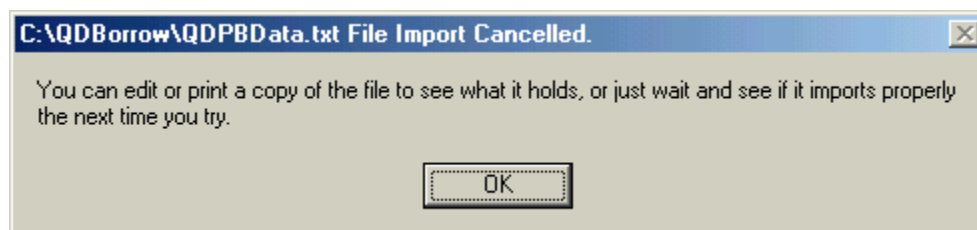
The original file is not deleted but is saved in the C:\QDBorrow or C:\QDLoan folder of the machine that received the message. Once the appropriate action is taken regarding the backup file, just click File, Import, and either QDPortal Borrow Items or QDPortal Lend Items, as appropriate. Alternatively, you can print out the file from the C:\QDBorrow or C:\QDLoan folder to see what it contains.

Because the time the program needs to keep these shared files open is brief, you should not see these contentions very often, and even when you do, Retry should allow you to proceed forthwith.

Lend Items

2.1.4 Check for Any Cost terminology in Items Rec'd Grid

DOCLINE 2.0 now uses the term **Any Cost** for an empty **Max Cost field** where previously the term had been **N/A**. QuickDOC 2.1.4 now looks for this term as well as the earlier N/A and, finding either one, sets the Max Cost in QuickDOC to **99.99**, so that messages that our charge is greater than the Max Cost should never appear.

ReqNo	Borrower	Year	Title	Chrg	Type	Form	EFTS	Recd	Status	Deliver	MaxCo	Rush	Source
12488411	MAURIG	1996	Laryngoscope	$0.00	Journ	Copy	Yes	12/8/2003	Receive	E-Mail	Any cos	No	DOCLINE

All Items Received - By Request Number

Items with no Max Cost show as 'Any cost' in both Borrow & Lend Grids. Any cost

Library Billing

Payments as Borrower added to Billing, EFTS Menu

Version 2.1.4 adds a new Payments as Borrower choice to the Billing, EFTS Menu.
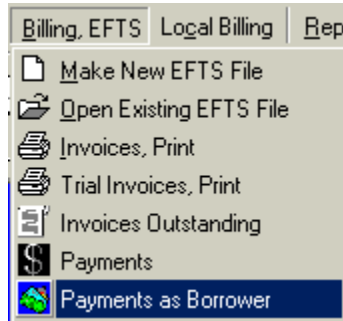
This choice brings up the **Payments To Lenders (and EFTS)** form. In previous versions, this form was only accessible from the **Borrow Items Backfile Grid**, by clicking into the **Chrg** field and then clicking the **To Pmts** button at the upper right.

Entering EFTS Deposits

This new method of access is intended primarily to facilitate entry of **EFTS Deposits**, so that QuickDOC can produce the new **EFTS Activity** and **EFTS Balances** Reports (see under QuickDOC Reports, below). Enter an **EFTS Deposit** by using **Payment Type Deposit** and **Payment Method EFTS**. If you are an EFTS Library, these will be your default settings whenever the form is brought up from the Billing, EFTS Menu. As a further step to indicate that you want this deposit to be applied to your EFTS account, type in **efts** as the **Pmt or Request Number**.

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EFTSUP is the Library Record devoted to EFTS activity. Enter the amount of the Deposit and any identifying information in the **Amount This Payment** and **Payment Notes** fields, respectively. Clicking the **Add button** files this record in the **tblBorrDeposits Table** of the QuickDOC.MDB database.

You can also use this form to enter a **Lending Library Deposit Account** with a specific Library (which will be, almost certainly, a non-EFTS Library, since you won't need such a thing with a Library that uploads its Lending activity charges to EFTS). For Library Deposits, use Payment Type Deposit, Payment Method anything but EFTS, and the LIBID of the Library (instead of EFTSUP) in the **Paid to** box.

Rush Requests now noted on Library Invoices

QuickDOC Patron and Department Local Invoices have long noted Rush Requests on the Invoice itself (in order to explain what would otherwise seem an anomaly in the list of charges), but this capability was absent in the Library Invoice. This has been fixed in QuickDOC 2.1.4. Library Invoice with a Rush Charge will show an **R** to the right of the charge, and an explanation, [**R = Rush**], next to the total charge at the end of the Invoice. Changes will appear as follows:

Req No.	Year Title	Citation	Patron	Charge	Date Filled
14401546	1995 J rheumatology	Jun;22(6):1193-6	Jones	$3.00	02-Jul-04
14401634	1998 J general internal medicine	Nov;13(11):757-61	Jones	$13.00 R	02-Jul-04
Total Items For MAUVBD: 2			**Total Charges:**	**$16.00 [R = Rush]**	

Borrow Items

Automatic Updating of Journal Title Owned now current year only.

Versions of QuickDOC earlier than 2.1.4 would change the **Title Owned** value in the **tblJrnls Table** to True if an **incoming Loansome Doc request** indicated either of the following:

> **Holding: Library reports holding vol/yr**
> **Holding: Library owns volume or year**

Because this value is used to automatically change **CCG** values to **CCL** (borrowed items from journal titles to which we have a current subscription should **not** be included in **CCC reports**) and because it is all too common nowadays that current subscriptions are cancelled while a lengthy backfile may be kept, this behavior changed too many CCGs to CCLs and has been changed in version 2.1.4.

When a Loansome Doc request shows either of the above **Holdings statements**, QuickDOC will also check the Year of the request. If the **Journal Year** stated in the request is the current year, QuickDOC will assume that this **SERHOLD** information is correct and will update the **Owned** value to True.

QuickDOC will continue to check the Owned value, and change the CCG to CCL if it shows true, so it will be necessary, for the time being, to ensure that the **Owned value is interpreted as currently subscribing**. In an update planned for the near future, QuickDOC will provide an interface for automatic updating of holdings from SERHOLD and it will then be possible to check both the Owned value and the End Year or End Volume values to confirm an open entry. This will ensure an accurate CCL change.

In the meantime, interpret Owned as currently subscribing and change your Owned values accordingly. QuickDOC will now only change the Owned to True on current year Loansome Doc requests, so there will be no more incorrect owned values for current journals (although you'll have to uncheck the Owned checkbox at the end of each year for journals whose subscription you have not renewed), but you'll need to clean up those that were added by earlier versions and whose subscription has expired. See the entry under Journals, below, for information on checking and editing your **Journals Owned List**.

Loansome Doc Changes

Version 2.5 of DOCLINE made some changes in the way Loansome Doc receipts are displayed, and consequently, how they are imported into QuickDOC. These include the following:

Maximum Cost field replaces old DOCLINE: (Yes or No) field

In DOCLINE 2.3 and earlier, there was a line printed in Loansome Doc Receipts that indicated whether the Patron wanted the item to be transferred to DOCLINE if the Local Library couldn't fill it, or not. DOCLINE 2.5 changed this approach to a **Loansome Doc Patron Maximum Cost** determination: Whatever Maximum Cost the LD Patron was willing to pay would be determinative of whether or not the item would be referred on to DOCLINE. In version 2.1.3 of QuickDOC, this **DOCLINE = Yes** or **DOCLINE = No** information was saved in the **Notes** field of the request.

Most people will just use the Maximum Cost field of the Loansome Doc printout to decide whether to refer on to DOCLINE. QuickDOC 2.1.4 will also compare this **Maximum Cost LD Patron** information against the Local Charge Profile stored with the Patron (or Department), and put a warning in the BorrowNotes field when the Local Charge might be greater than the Max Cost.

The Notes field is displayed by placing the cursor over the Note icon displayed at the right of the Request Number cell. Because Local Charges aren't finally computed until the item is Received, you should treat this as a heads-up rather than the final word.

Loansome Doc Patron UserIDs

DOCLINE 2.5 and later no longer include a line for Patron UserID. Instead, the LD Patron logs onto the system using a **unique email address**. QuickDOC can use the email address to look up the Patron record, but you'll need to check to ensure that all LD Patrons have a single email address, or that Patrons with multiple records have a unique email address for each, and that they use that login when they want delivery to that address.

DOCLINE 2.5 and later also includes a hidden field in the Patron Email line for **ld_patron_seq**, which stands for the unique key field (**Sequence Number**) in that Patron's record at NLM.

QuickDOC can also look up the Patron record using this field, and will save it as **Loansome Doc UI** on the Misc Tab of the Patron Information form.

Loansome Doc Users may now enter a local identifier field

DOCLINE 2.5 and later includes the ability for the LD Patron to enter a local id number during the Registration process. Libraries can decide what to call this number (depending on your local custom; the example below uses "University ID" as the prompt that pops up when the LD Patron registers.

This Tag is also used in the LD Request itself.

If you tell QuickDOC, on the DOCLINE Fields Tab of the Local Preferences Form, what your Local ID Number is called (we're just using 'Identifier' in the example below), QuickDOC can check this field in LD Requests and use it to look up the correct Patron.

The number checked is the Local ID that appears on the first Tab of each Patron Information Form record.

Journals

Journal Title Owned now means currently subscribing

The **tblJrnls Table** includes a field for **JrnlOwned**, which indicates whether the Journal Title is owned by the Library. It was originally intended to include both current subscriptions and closed entries that were maintained as backfiles, and we will return to this interpretation once QuickDOC can accurately import Holdings information from SERHOLD, but for now this value should be interpreted as **currently subscribing**. Because this value is used to automatically change **CCG** values to **CCL** (borrowed items from journal titles to which we have a current subscription should not be included in **CCC reports**), until we have accurate holdings information, we must use this restrictive interpretation of the Owned value.

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QuickDOC will continue to check Loansome Doc requests for current **Holdings statements**, but it will also check the Year of the request. Only if the **Journal Year** stated in the request is the current year, will the program assume that this **SERHOLD** information is correct and update the **Owned** value to True.

Nevertheless, while this value will be accurate for the current year's changes, there will no doubt by Journal Titles in your database now showing Owned that were incorrectly updated by earlier versions of QuickDOC. These will need to be edited to show only the currently subscribing interpretation.

Journals Owned List

You can see a list of your **Journal Titles Owned** by typing the word **owned** into the Title box and either pressing Enter or clicking the **Title Search button**:

This will give you a list of all titles in your tblJrnls Table where the Owned value is True.

In the case above, the search retrieved 230 records. The **Owned column** is also retrieved, but you would need to use the horizontal scroll bar at the bottom of the list to see it:

Since the journals are retrieved in alphabetical order, you can use the vertical scroll bar, at the right side of the list, to scroll down to find a Journal to which you are **NOT currently subscribing**. In our example, we're using *American Psychologist* as a journal title whose subscription has been cancelled. Double-click that line on the list to bring that title information over to the edit boxes on the left. Then uncheck the **Owned checkbox** to indicate that this is not a current subscription.

Click **Apply** after making the change and we're ready to move on to the next not-renewed title.

By the way, since the Journal Titles List is read-only, you won't see the change under the Owned column, but rest assured that it has been made in the database. In fact, if you later return to that line in the list and double-click to bring those values over for editing, you'll see that the Owned box is indeed unchecked.

Once the automatic updating of Holdings from SERHOLD is ready, we can return to the original value of Owned, meaning either currently subscribing or holding a closed entry backfile, but for now it will mean currently subscribing only. When we're back to the original meaning, we can use the Owned value plus the detailed tblHoldings Table information to do automatic lookups from Document Delivery Request forms to triage out requests that we can fill in-house, etc.

QuickDOC Reports

Borrow Reports

Copy Service Report now permits use of alternate LIBID

In versions 2.1.3 and earlier, using **Source Copy Service** always assumed that the Lending Library referred to would be your own LIBID. After a discussion on the QuickDOC-L List, it was clear that this assumption was too restrictive. Consequently, version 2.1.4 allows any LIBID in the Lender category, although the local LIBID is still preferred, since it most clearly states the true situation.

The Copy Service Report (By Patron) will now sort first by LIBID, then by Patron, then by Date Received, as illustrated below:

Copy Service Report (By Patron)
01-Jan-03 to 31-Dec-03

12-Jan-2004   Beth Israel Deaconess Medical Center (01-Jan-03 to 31-Dec-03)   Page 1

Item	Patron	JobNo	Date	Title	Citation	Pages	Local Chrg
1	Frangioni,	COPY0312113	12-Dec-03	1992 Cell	Feb 7;68(3):545-560	16	$5.00
2	McHugh, We	COPY0311253	25-Nov-03	2000 JONA'S healthcare law, ethics regul	Mar;2(1):29-41	13	$5.00
3	Richardson	COPY0311251	25-Nov-03	2003 Lancet	Jan;361(99353):250-252	3	$0.00
4	Sundar, Su	COPY0002	20-Oct-03	1991 Hypertension	Jun;():1072-1077	6	$0.00
5	Zhou, Li	COPY0312031	03-Dec-03	1993 Am J gastroenterology	88():618-619	2	$5.00

Total 5 Items From Beth Israel Deaconess Medical Center   [My LIBID]   **Total Charged By MAUBET:**   **$15.00**

Item	Patron	JobNo	Date	Title	Citation	Pages	Local Chrg
1	Richardson	COPY0001	20-Oct-03	1999 Urology	54():385-391	7	$0.00

Total 1 Items From Beth Israel Deaconess Medical Center   [Made-up LIBID]   **Total Charged By MAUNEN:**   **$0.00**

TOTAL ALL ITEMS: 6   **TOTAL PAGES: 47**   **TOTAL ALL CHARGES:**   **$15.00**

> Copy Service Report can now include other ad hoc LIBIDs besides your own LIBID if you want to track some other Copy Service characteristic. Using your own LIBID is still the default case.

If you create artificial LIBIDs to track some usage here, be sure to assign them the **Free Charge Profile**, since we don't want any charges to obtain on the Library-toLibrary level, only on the Local Patron or Department level, if you do indeed charge your Patrons, Departments or Cost Centers for Copy Service work.

Likewise, in other reports where Copy Service items are to be excluded (such as **Copyright Reports**, **Journals Borrowed Reports**, etc.), where earlier versions of QuickDOC had simply excluded any items filled by **your Library's LIBID**, version 2.1.4 now specifically searches for **Source Copy Service** and excludes these irrespective of the Lending Library LIBID. Nevertheless, be aware that items filled by your own LIBID will continue to be excluded from most reports, with the exception of Loansome Doc Filled In-House, Copy Service, and Local Invoices, since they represent local **Fair Use** rather than **Interlibrary Loan** considerations.

EFTS Activity Report

EFTS Activity Report
01-Jul-04 to 19-Mar-05

> Your first EFTS Activity Report (before you've added any Deposits) will look much like this.

> The Forward line aggregates all Added and Used for items earlier than the start date.

19-Mar-2005   Beth Israel Deaconess Medical Center EFTS Activity (Started Tracking on 01-Jul-04)   Page 1

Date	Item ID	Acct No.	Added	Used	Balance	Date	Item ID	Acct No.	Added	Used	Balance
--- EFTS Acct: Added, Used, SrvChg & Redist., from (tblBorrowDeposits)---						--- EFTS Acct: Added, Used, SrvChg & Redist., from (tblBorrowDeposits)---					
01-Jul-04	Borrow Deposits Fwd..		$141.91	$0.00	$141.91	23-Nov-04	14460984	Dep000001		$9.00	-$456.09
01-Jul-04	13064501	Dep000001		$11.00	$130.91		14569320	Dep000001		$9.00	
	13064503	Dep000001		$11.00			14570746	Dep000001		$9.00	
	13064504	Dep000001		$11.00			14612182	Dep000001		$9.00	
	13064505	Dep000001		$11.00			14647085	Dep000001		$9.00	
	13064507	Dep000001		$11.00			14647168	Dep000001		$9.00	
	13064778	Dep000001		$11.00			14666402	Dep000001		$9.00	
	13064779	Dep000001		$11.00			14710532	Dep000001		$9.00	
	13079655	Dep000001		$11.00			14727762	Dep000001		$9.00	
	13747969	Dep000001		$11.00			14792874	Dep000001		$9.00	
	13760741	Dep000001		$11.00			14813820	Dep000001		$9.00	
	13956726	Dep000001		$11.00			14813822	Dep000001		$9.00	
	13956727	Dep000001		$11.00			14813823	Dep000001		$9.00	
	14080670	Dep000001					14892315	Dep000001		$9.00	
01-Jul-04	14361989	Dep000001			-$21.09		14975130	Dep000001		$11.00	
23-Jul-04	13566256	Dep000001			-$30.09		15055275	Dep000001		$9.00	
	13631050	Dep000001					15082270	Dep000001		$9.00	
	13631051	Dep000001									
	13631139	Dep000001		$9.00							
	13631140	Dep000001		$9.00							

> Dep000001 is the default acct no. for EFTS charges that have no deposit to charge against

> The table being summarized appears at the head of each column.

> Balances print whenever there is a change of dates, as well as at the head of columns.

> Items are sorted by Date, and then by Item ID (usually a Request Number) within each date. In most cases this should permit easy identification of items paid from a particular EFTS Deposit payment.

Version 2.1.4 adds a new report under Reports on the QuickDOC Menu Bar, Borrowed Items, to track EFTS Activity. The EFTS Activity Report is meant to provide an up-to-the-minute snapshot of your current EFTS income and liabilities. Unlike other date-related QuickDOC Reports, the EFTS Activity Report doesn't give a list of activity within a certain Begin Date and End Date. In fact, the EFTS Activity Report cares **ONLY** about the **Begin Date** (which it uses to total up all activity before that date into a **Forward Line**) so that individual items are printed only **on and after** that date. The **Fwd Line** totals will include a total of all activity between the **EFTS Activity Report Start Date** (which is set under Setup, **Set Local Preferences**, General Tab) and the Begin Date set on the Borrow Reports form.

You can see the **EFTS Activity Report Start Date** in the report reproduced above at the end of the first line after the title and subtitle: "**Started Tracking on 01-Jul-04.**" If the EFTS Activity Report Start Date and the Begin Date for the report are the same, then all the Fwd lines are $0.00 except for the first line, from tblBorrowDeposits, which will show the amount entered on the Local Preferences Form as the **Beginning Balance** (shown as $141.91, above).

Use this report to track down EFTS loans, borrows, payments and credits, and to set up a situation where QuickDOC can alert you, at any time, as to your **EFTS Income** potential (from **tblLendItems** and **tblInvoices** in **QuickDOC.MDB**), against your current **EFTS Payments as Borrower** (from **tblBorrowDeposits**, for **EFTS Deposit Account Payments** already made, and from **tblBorrowItems** for upcoming payments for Borrowed items Received but not yet paid through EFTS).

Before running your first EFTS Activity Report, you should see *How to set up your initial EFTS Activity Report*, on page 17, below.

The EFTS Activity Report includes totals from **four separate tables** in the QuickDOC.MDB database:

1. EFTS Acct: Added, Used, SrvChg & Redist., from tblBorrowDeposits

The first table totaled is the **Borrow Deposits Table**, which holds a list of all deposit account payments (to single Lender Libraries as well as to EFTS under the EFTSUP Library Name) along with the items that were paid from each deposit account, listed by Request Number.   This list can be quite long, as you might imagine, which is one reason for setting the Begin Date of the Report to a relatively recent date, so that all earlier lines are summed up in a **FWD line**.

This part of the report lists **EFTS Debits** (which appear in the **Used column**):

1. **EFTS Borrowing Activity Marked as PaidEFTS**;
2. **EFTS Service Charges**
3. **EFTS Redistributions**.

EFTS Borrowing Activity Charges are added by marking the items reported in the **Detailed Debit Summary** of the EFTS Monthly Statement as PaidEFTS using either the **Date Filled date** on the report or the **last day of the month** for batch processing. This is accomplished by selecting the appropriate items in the Borrow Item Backfile (by Ctrl-Clicking their Record Selectors), choosing a Default Date, and then clicking the Mark Paid button.

EFTS Service Charges or EFTS Redistributions are entered as negative numbers as a separate Payment entry under Billing,EFTS on the QuickDOC Menu Bar, choice Payments (i.e., Payments from Borrowers). **Use the last day of the month for entering Service Charges and Redistributions**.

(Items you have borrowed but which have not yet been marked PaidEFTS appear in the last section of the report.)

It also includes the following **EFTS Credits** (which show in the **Added column**):

1. **EFTS Deposit Account Payments**,
2. **EFTS Upload Files Marked as Paid**.

Deposit Account Payments are usually entered using the **first date of the month** in which they appear in the EFTS Monthly Statement.

Most libraries will upload the previous month's Lending activity during the first week of the current month. While it might seem logical to mark the upload as paid just after it has been accepted, there is merit in waiting until you get your next Monthly EFTS Statement to do this. Be sure to use a **Paid Date in the same month as the Upload File** (using the **same date as the date of the Upload/Invoice** is a good practice), so that it will be easier to match your end-of-month total with the end-of-month total displayed on EFTS. One advantage to using the **end-of-month method** is that you'll also have that month's EFTS Service Charge and any EFTS Redistributions available in that Statement, so that you can enter all items at the same time.

GENERAL RULE: Credits toward the first of the month. Debits toward the end!

Section 1 ends with a **Borrow Deposits Totals** line, and a **Running Totals** line beneath (which will be a matching total here, since this is the first section of the report).

	15763903	Dep000001	$9.00	
21-Jan-05	15843225	Dep000001	$9.00	-$1151.09

Borrow Deposits Totals: 129		$141.91	$1293.00	-$1151.09
Running Totals: 129 Items		$141.91	$1293.00	-$1151.09

[Unlike most Deposit Accounts in QuickDOC, the **EFTS Deposit Account** tracked in **tblBorrowDeposits** will permit a transaction to be charged to the Deposit Account of the default EFTS Library named **EFTSUP**, even if there is a negative balance showing on the account. These transactions are always charged to the default EFTS account payment **Dep000001** in tblBorrowDeposits. This deposit transaction number should always be kept available for that purpose. These Dep000001 items will be gradually reassigned to proper EFTS Deposit Payments as new payments are entered.]

2. EFTS Files Uploaded but not yet marked paid, from tblInvoices

The second table totaled is the **Invoices Table**, which holds all the Invoices you've sent to Borrowers, including entries for EFTS Upload Files.   An entry is made in **tblInvoices** whenever you create an EFTS Upload File, with the name of the file as the Invoice Number.

When a payment is made on an EFTS Invoice, it is posted to the line in the Invoices Table that contains the Invoice Number equal to the EFTS Upload filename. If the payment equals the Invoice Total then all is well. If not, then the Invoice (or Upload File in this case) remains open. **IN ALL CASES HERE, PAYMENTS ON EFTS INVOICES SHOULD ALWAYS EQUAL THE EFTS TOTAL**!

Uploaded Totals and Running Totals are shown at the bottom of this section 2.

--- EFTS Files Uploaded but not yet marked paid, from tblInvoices ---				
01-Jul-04	**Uploaded Fwd...**	$0.00	$0.00	$0.00
01-Jul-04	EFTS-BET0406.txt	$20.00		$20.00
05-Aug-04	EFTS-BET0407.txt	$12.00		$32.00

Uploaded Totals: 2		$32.00		$32.00
Running Totals: 131 Items		$173.91	$1293.00	-$1119.09

In the case shown above, there are two uploads that still need to be marked as Paid. The **Member Monthly Statement** from EFTS should be available for at least the first of these, so that it can be marked as Paid when you get the chance.

3. EFTS Lends Filled but not yet uploaded, from tblLendItems

The third table totaled is the **LendItems Table**, which holds current Lending activity. Listed here are Request Numbers of items that have been Filled by you but not yet gathered into an EFTS Upload file. This list should only contain items from the current month, in most cases, and will only reflect activity with

EFTS Libraries. **EFTS Lends Filled but not yet uploaded** are representative of future revenue and are therefore counted here, with the caveat that once the upload has been performed there may be items rejected (for insufficient funds, etc.).

Not Uploaded Totals and Running Totals are shown at the bottom of this section 3.

--- EFTS Lends Filled but not yet Uploaded, from tblLendItems ---					
01-Jul-04	**Not Uploaded Fwd...**		$0.00	$0.00	$0.00
05-Aug-04	14680717	MAUVBD	$3.00		$3.00
05-Aug-04	14686490	MAUVBD	$3.00		$6.00
20-Aug-04	14819391	MAUVBD	$3.00		$9.00
	14807679	MAUVBD	$3.00		
20-Aug-04	14807632	MAUVBD	$3.00		$15.00
09-Sep-04	14985241	MEUMAN	$11.00		$26.00
20-Oct-04	15352157	MAUMGH	$11.00		$37.00
04-Nov-04	15488252	PAUHHP	$11.00		$48.00
27-Dec-04	15896903	PAUHHP	$11.00		$59.00
28-Dec-04	15902254	MEUMAN	$11.00		$70.00
28-Feb-05	16454510	PAUHHP	$11.00		$81.00
Not Uploaded Totals: 11			**$81.00**		**$81.00**
Running Totals: 142 Items			**$254.91**	**$1293.00**	**-$1038.09**

In the case above, it would appear that no EFTS Uploads have been performed since July, 2004. While this is an artificial demonstration, a report like the above would serve as a reminder to do an EFTS Upload at the earliest opportunity. It's generally considered bad form to upload items from more than a year ago, at the outside limit, since the Borrowing Library's Deposit Account balance may be blind-sided as a result. There isn't, however, a rule against it, as far as I know.

4. EFTS Borrows Received but not yet PaidEFTS, from tblBorrowItems

The final table totaled is the **BorrowItems Table**, which holds completed Borrowing activity. Listed here are Request Numbers of items that have been marked Received by you but not yet been marked as **PaidEFTS** (or paid in any other way). Criteria for inclusion here are:

1. The request has a **Status of Received**.
2. There is a **Charge greater than $0.00**
3. The **Lending Library** is a library that has the **EFTS box checked** in its QuickDOC.MDB Library record (and is thus likely to be charged through EFTS).
4. The **Received Date** is later than the EFTS Activity Report Start Date you indicated in Local Preferences.

EFTS Borrows Received but not yet PaidEFTS will eventually move into the Borrow Deposits Table, once they are marked PaidEFTS by you after they are finally reported as charged to you in the EFTS Monthly Report. Meanwhile, they loom as potential debits and are totaled accordingly.

Unpaid Borrows Totals and Running Totals are shown at the bottom of this section 5. Running Totals shown at the end of this section are the **Final Running Totals** and indicate your current EFTS exposure.

24-Feb-05	16381674	MOUWSL	$11.00	-$486.00
25-Feb-05	16442361	MDUNLM	$9.00	-$495.00
25-Feb-05	16443285	PAUPIT	$10.00	-$505.00
01-Mar-05	16462948	MDUNLM	$9.00	-$514.00
01-Mar-05	16462831	MDUNLM	$9.00	-$523.00
Unpaid Borrows Totals: 52			**$523.00**	**-$523.00**
Running Totals: 194 Items		**$254.91**	**$1816.00**	**-$1561.09**

The snapshot above, which indicates that we are deeply in the hole to EFTS, was done before we did the work to set up our files for an accurate EFTS Activity Report, using the methods described in the next section.

How to set up your initial EFTS Activity Report

Because the EFTS Activity Report will be used to provide an up-to-date snapshot of your EFTS income and liabilities on the date it is run, it's important that your EFTS credits and debits be properly entered so that your projected balance is truly accurate. In order to reduce the amount of initial data entry required, QuickDOC provides a place on the **Local Preferences Form**, General Tab, to indicate the month and year where you intend to begin tracking (the EFTS Activity Report **Start Date**), and the balance at the end of the month just prior to that month (which is also the **Beginning Balance** of that month's EFTS Statement). For our example, we've chosen the EFTS Statement of 07/2004:

July 2004 EFTS Statement, with Beginning Balance,			EFTS Statement
LIBID	MAUBET	Statement Date	07/2004
Beginning Balance	($141.91)	Account Status	A
Processing Fee	$0.60	Processed Transactions	4
Total Credits	$20.00	Number of Credits Received	4
Total Deposits	$2,000.00	Number of Deposits	1
Total Redistribution	$0.00	Number of Redistributions	0
Total Other Fee	$0.00	Number of Other Fees	
Total Debits	$263.00	Number of Debits Received	27
Ending Balance	$1,898.31	Calculated Average Monthly Debits	$165.67

Detailed Credit Summary for MAUBET

Borrower Account No	Request Number	Citation	Date Filled	Charge
MAUTUF	14160780	2003 THYROIDMAR;13(3):291-5	07/01/2004	$11.00
			SubTotal	$11.00
MAUVBD	14159224	1985 SOUTHERN MEDICAJAN;78(1):16-9	07/01/2004	$3.00
MAUVBD	14245960	2001 CANCERSEP 15;92(6):1451-9	07/01/2004	$3.00
MAUVBD	14306890	2003 ANN PLASTIC SURAUG;51(2):210-8	07/01/2004	$3.00
			SubTotal	$9.00
			Total	$20.00

If you began using EFTS only within the last couple of months, use the month of your first online **EFTS Monthly Statement** as your Start Date. In any case, enter the appropriate **Start Date** (format mm/yyyy) and **Beginning Balance** in the **EFTS Upload Information** section of the **Local Preferences** General Tab (under Setup on the Menu Bar, Set Local Preferences).

EFTS Upload Information

EFTS URL: https://efts.uchc.edu/efts/c

EFTS Password:

☑ Check EFTS=Yes on 'Epmt' Recpt

EFTS Activity Report Parameters:

Start Date (mm/yyyy): 07/2004

Beginning Balance: $ 141.91

Enter the Start Date (in format mm/yyyy, e.g., 07/2004) that you want to use for tracking your EFTS Activity Report. Check the QuickDOC Help Index under 'EFTS Activity Report' for more info. If you don't use the EFTS Report, just leave this at the default. Press <F5> to Clear this Field.

[OK] [Apply] [Cancel]

This establishes the date and balance at which the tracking will begin. If you should later go back and process as paid any items before that date (01-Jul-2004 here), be sure that the Paid Date is also a date within that earlier period. In practice, this only means that you should watch out when batch processing a number of older requests as Paid: if you don't set the default date to the earlier date, or set the date on the Payments Form to an earlier date, you're likely to get Today's Date as the Payment Date, which will draw down your EFTS Balance inappropriately.

If you should inadvertently pay an older EFTS Borrow Request from a post-Start Date deposit, you can recover either by unpaying that item or by adding the total amount of the payment to the Beginning Balance in Local Preferences, either of which methods will restore the accuracy of the current EFTS Balance amount.

You can also **reset your EFTS Activity Report Start Date** on the **Local Preferences** Form to a later date (a date after whatever date you assigned to the mistaken payment), using the **Beginning Balance from that month's report**.

In fact, **resetting this value from time to time will keep the EFTS Activity Report brief**, and is an easy way to re-balance a report where payments were inadvertently entered using a payment date later than it should have been.

After setting the Start Date and Beginning Balance in Local Preferences, follow the steps enumerated below to prepare your initial EFTS Activity Report.

1. **Print copies of your EFTS Monthly Statements**. Display and Print a **Detailed Monthly Statement**, using the Reports section of **EFTS Online**, for each month beginning with the Start Month. You will use these statements at various points in the process described below.

2. **Enter EFTS Deposit dates and amounts in the Borrow Deposits Table**. Enter your EFTS Deposit dates and amounts (using the first of the month for deposits---remember: **Credits toward the first of the month. Debits toward the end!**) for deposits made after the EFTS Start Date in the **Borrow Deposits Table**. Use Library **EFTSUP** and enter the information under **Billing, EFTS** on the Menu Bar, with the choice **Payments as Borrower**. (You can also enter EFTS Deposits made before the Start Date, but be sure that the Date Paid is also earlier. In most cases, if you haven't already entered these earlier transactions, it's probably unnecessary if your goal is to track current activity and balances.)

3. **Mark EFTS Upload Files as Paid**. Use the **Payments Form**, under **Billing, EFTS** on the Menu Bar, to enter **EFTS Upload File Payments** for any currently unpaid **EFTS Invoices** (which are listed as the EFTS Upload filenames). Click the Invoice Number Combo Box to expose the EFTS Upload File to be paid (e.g., EFTS-BET0406.txt), which comprises the **EFTS Upload Filename** (BET0406.txt), preceded by the prefix "EFTS-" and is composed as follows:

    a. The initial **EFTS-**
    b. The 3-letter **SERLINE code** of your library (usually the last 3 letters of your NLM LIBID)
    c. The **year** (two digits) of the last item in the Upload File
    d. The **month** (two digits) of the last item in the Upload File
    e. "**.txt**" as the final extension of a text file.

    f. For example, an upload file created with an end date of 6/30/2004 for the Library MAUBET would appear as **EFTS-BET0406.txt**.

    g. The actual filename would be the above minus the initial "EFTS-" and will be located in a folder called EFTS just beneath the folder where the QuickDOC.MDB database is located (the filename would be **…\EFTS\BET0406.txt**).

    h. If a file BET0406.txt already exists, then the filename will be BET0406a.txt, or BET0406b.txt, etc.

    i. You'll find the items credited to your account listed under **Detailed Credit Summary** on your EFTS Monthly Statements. The **Amount Paid** for these should always equal the **Invoice Amount**. If, for some reason, that amount doesn't match the amount EFTS

indicates in its report, enter that amount anyway, and then use a negative EFTS Service Charge entry to reduce it to the amount in the EFTS Report.

j. You can also enter payments from the **Library Billing Grid** by clicking into the proper **EFTS Upload filename** in the **Invoice column** and clicking the **To Pmts** button. Again, watch the Date Paid field if you're processing Upload Files that appeared on EFTS Statements before your chosen **EFTS Activity Report Start Date**.

4. **Mark EFTS Paid Borrowed Items as PaidEFTS**. Also using the information on your EFTS Monthly Statements between your Start Date and the current month, mark any items in the **BorrowItem Backfile** that have been paid through EFTS as **PaidEFTS**. If you use the **Record Selector** at the far left of each row, along with the **Ctrl key** to select multiple individual records, or with the **Shift key** to select a contiguous block of records (either of these two step-saving methods is highly recommended, if they're applicable), you can mark all selected records as PaidEFTS on a selected **Default Date** with a common **Paid Note** using one **Mark Paid** click. If you don't, you'll get Today's Date as the Paid Date and nothing in the Note Field. Use the last date of the statement month as the Paid Date, as suggested in:

GENERAL RULE: Credits toward the first of the month. Debits toward the end!

[Items that were paid before the Lending Library joined EFTS should be marked as PaidLender. To retrospectively mark items earlier than your EFTS Start Date as PaidEFTS, just make sure that the Default Date is earlier than the EFTS Start Date.]

5. **Enter EFTS Service Charges**. Use the **Payments Form**, under **Billing, EFTS** on the **Menu Bar**, to enter any **EFTS Service Charges** as negative amounts. Since this is the **Payments** choice (payments TO you, '**as Lender**' is assumed, while the last choice on that dropdown menu, '**Payments as Borrower'**, is for your payments TO Lenders, including your EFTS Deposit Account payments), **negative entries here** will be deducted from the positive values posted as EFTS Upload File payments.

6. **Enter EFTS Redistributions**. Use the **Payments Form**, under Billing, EFTS on the Menu Bar, to enter any **EFTS Redistributions** as negative amounts. Like the EFTS Service Charges, these Redistributions will reduce the balance in your EFTS Account; unlike Service Charges, though, the money **Redistributions** take out of your EFTS Account isn't dispersed elsewhere but returned to you, so it's not an expense. It's more like a transfer from one account to another. QuickDOC therefore ignores these items when calculating annual income, except for the EFTS Activity Report.

7. **Re-run the EFTS Activity Report**. Check your data entry by printing an EFTS Activity Report, with a Start Date equal to the beginning of the current month to make sure that your **Running Totals** amount after **Uploaded Totals** (which will include your deposits and Upload credits, minus PaidEFTS items, Service Charges and Redistributions from the Borrow Deposits Table) is equal to your total as reported on EFTS.

Step-by-step Instructions for managing EFTS Activity Reports

To manage your EFTS account, do the following on a monthly basis (best time to check is to print a copy of the previous month's EFTS Monthly Statement just after you've uploaded the activity for that month):

1. **Print a copy of your EFTS Monthly Statement**. These are under **Reports** on the **EFTS Online Menu** and should be printed at the end of each month. Using the previous month's **Member Monthly Statement**, you can enter the appropriate data.

2. **Enter EFTS Deposit dates and amounts in the Borrow Deposits Table**. Using your printout of the EFTS Monthly Statement, enter any **EFTS Deposit** (which will appear in the **Total Deposits** line at the top of the Monthly Statement) under Billing, EFTS, Payments as Borrower, on the QuickDOC Menu Bar.

In our first month (07/2004) we had a deposit of $2,000. We enter this deposit under **Billing, EFTS** on the Menu Bar, **Payments as Borrower**:
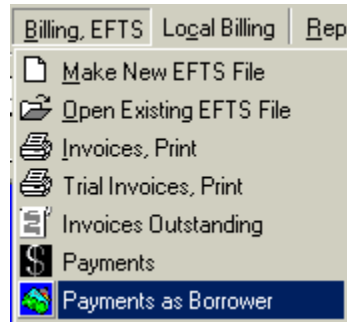
EFTS Deposits are entered using a **Payment Date** during the month on which they show up in the EFTS Monthly Statement. It is recommended that you use **the first of the month** as the default deposit date (any date during the month is okay, but it makes sense to decide upon a common choice---bottom line: **QuickDOC can detect duplicates if they're entered with the same amount during the same month**). In our case, we'll use a Payment Date of July 1, 2004:

After clicking Add Payment, you'll see a notice that the payment has been filed.

All **EFTS Deposit Account Payments** with a Payment Date equal to or after the **EFTS Activity Report Start Date** will be applied to items on or after that date only. Payments with a Payment Date before the EFTS Activity Report Start Date, will be applied to EFTS items from the beginning of EFTS activity.

You can always see the Deposit Account payment to which a request was charged in the **Note field** of the Borrow Item Backfile Grid. To get full information about the payment of that request, click into the Status cell and a **To Pmts** button will appear above. Click **To Pmts** to get additional information.

[You can also get a **Payment Number** or a **Deposit Account Number** by printing an EFTS Activity Report for that period. The **Acct No.** column in that report will show which account made the payment.]

If you make a **mistake in a payment**, especially when entering a request to be charged to an EFTS Deposit Account, it's best to delete the payment and re-enter it. This is because of the large number of inter-related table entries that need to be adjusted for changes. While you can adjust payment amounts on the Payments To Lenders form, changing **Payments Dates for Deposit Account items** can be tricky, especially when accounting for payments either before or after your EFTS Activity Report Start Date, so the only method recommended here is to delete the payment and then add a new one with the appropriate information.

Duplicate Deposit Payments. If you try to enter a Deposit for a certain amount that matches an amount already entered for that month, you'll get a Message Box with an Alert:
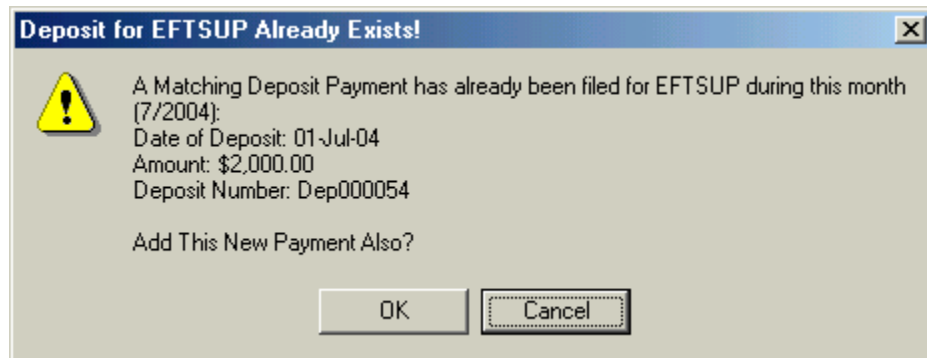
On the assumption that, in most cases, any deposit made in the same month, for the same amount, will be a **duplicate deposit payment**, this message defaults to **Cancel**, but you can also click Ok to let the deposit payment go through if it is truly a separate payment. You can check for all payments by running the EFTS Activity Report to Print Preview, using the beginning of that month as the Start Date (1-Jul-2004 in our case, above).

3. <u>**Mark EFTS Upload Files as Paid**</u>. Once EFTS Upload Files have been accepted on EFTS, you can generally assume that they have been paid (items that prove to be uncollectible by EFTS may later be deducted from your account; these you can handle by changing them from Paid to Filled, and then producing an Invoice to bill the Library involved).

Depending upon your workflow requirements, you can use the Payments Form (**Payments From Borrowing Libraries**) to immediately mark that just-uploaded File as **Paid**, or you can wait until the end of the month and mark it Paid along with all the other end-of-month EFTS adjustments.

As far as the EFTS Activity Report is concerned, it doesn't matter which strategy you use, so long as you use a Paid Date **within the month of the EFTS Monthly Report**. The upload total will be counted as Income under either **EFTS Income as Lender** … in **tblPayments**, (replicated into **tblBorrowDeposits**) or as **EFTS Files Uploaded** … in **tblInvoices**. Either way, the report will see these as income (either realized or accounts payable).

Whichever method you choose, you can mark your EFTS Upload File as Paid in either of two ways:

1. <u>**From the Menu Bar**</u>. Click **Payments** on the dropdown menu after clicking **Billing, EFTS** on the **QuickDOC Menu Bar**. Then, on the **Payments Form**, select the appropriate EFTS Upload file (the one you just uploaded for last month) from the dropdown list in the **Invoice Number combo box**:
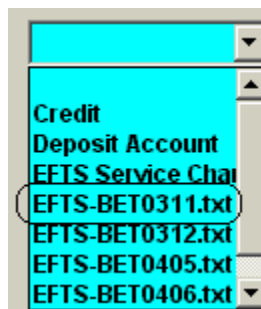
2. **From the Library Billing Grid**. You can also use the **Library Billing Grid** to locate one of the individual loans that appeared in the last upload (these will also appear in the **Detailed Credit Summary** of that month's EFTS Monthly Statement). Check the **Invoice column** at the far right of that row in the **Library Billing Grid** (scrolling right, if necessary, to see it). You'll see the **EFTS Upload Filename** that contained this loan in that column. The current **Status** will be **Uploaded**. Click once into the **Invoice cell** at the right of that row. This will expose the **To Pmts** button just above. This will bring you to the **Payments Form**, with the Invoice box already set to that EFTS Upload Filename.

Each method will fill in all the boxes (except **Payment Notes**) with the expected values; the **Payment Date** will either be Today's Date or the date of the payment just finished, so this also may need to be changed. Simply add a note (usually the EFTS Statement Month will do) and click **Add Payment** to complete the transaction. Adding the payment will change the Status of all the individual items in the Upload from **Uploaded** to **Paid**, and will use the **Payment Date specified** on the Payments Form.

A typical EFTS Payment Form will appear as follows:

Payments From Borrowing Libraries (and EFTS)

Typical EFTS Upload File Payment Form. The (Amount This Payment) box will always equal the upload total. Accept this value always, and make any adjustments using the Service Charge choice.

Invoice Number: EFTS-BET0405.txt ▼   Payment by Request No., Deposit or Credit Acct ☐

Payment Type is EFTS

Previous Payments: $0.00   Inv Total: $68.00

Amount This Payment: 68.00   Payment Method: EFTS ▼

Paid By (Library, EFTS): EFTSUP   Payment Date: Jun 30, 2004 ▼

Payment Notes: 06/2004 EFTS Statement

Enter Check Number or other information describing this payment.

[Add Payment]   [Back]   [Clear Form]   [Delete Payment]

Again, note that you should double-check the **EFTS Payment Amount** (it will be automatically filled in in the **Amount This Payment** box) against the **Total Credits line** on the **EFTS Statement**. In nearly all cases the amount will be the same. But in the unlikely event that it is not, you should nevertheless **always accept the amount displayed**, you can then resolve any discrepancy by entering either a positive (if the EFTS Total Credits line is larger than the upload) or negative (if it's smaller) **EFTS Service Charge** payment later.

4. **Mark EFTS-Paid items as PaidEFTS**. Again using your printouts of the EFTS Monthly Statements, mark as **PaidEFTS** those items that appear under the **Detailed Debit Summary** heading on the EFTS Monthly Report.

If you use the **Record Selector** at the far left of each row, along with the **Ctrl key** to select multiple individual records, or with the **Shift key** to select a contiguous block of records (either of these two step-saving methods is highly recommended, if they're applicable), you can mark all selected records as PaidEFTS with one **Mark Paid** click.

If you use the batch method, be sure to first indicate a **Default Paid Date** so that all items will have the same Paid Date (unless the Paid Date is Today, of course, which is the default---you can always check the date set by hovering the mouse over the **Default Date button**).

If you don't use this batch method, you'll get Today's Date as the Paid Date for all additions and no entry in the Note Field.

[For **non-EFTS Libraries**, it's also a good idea to use a similar method to mark the **Invoice** Items as **PaidLender** once the invoice or individual item has been paid].

In our EFTS Statement for October 2002 there are a number of Debits, including one which is also a Credit to replace a charge made incorrectly in the previous month by another library (**EFTS Credits** always appear as the original request number with a **CR** at the end):

Detailed Debit Summary for MAUBET

Lender Account No	Request Number	Citation	Date Filled	Patron	Charge
MAUMAS	7814654	1998 Aug Cancer biotherapy & radiopharmaceuti	10/17/2002	Schwartz, Susan HEON	$11.00
MAUMAS	7814798	2000 Jun Seminars in cutaneous medicine and s	10/17/2002	Sheikh, Javed IMMU D	$11.00
MAUMAS	7935446	2001 Novartis Foundation symposium. 234 ():255	10/17/2002	J. Sheikh, MD 7-2375	$11.00
MAUMAS	7935448	1997 Mar American journal of contact dermatit	10/17/2002	J. Sheikh, MD 7-2375	$11.00
				SubTotal	**$44.00**
MNUMAY	8234093	1997/INT J NURS PRACT TABAK, N/3(2)84-8	10/17/2002	KAPUST, LISTA	$11.00
MNUMAY	8347458	2002/CURR OPIN INVESTIG DRUGS VARGA, G/3(4)62	10/17/2002	PERRARA, DRUG	$16.00
				SubTotal	**$27.00**
NHUDAR	8103922	1991 Am naturalist 138():1315-1341	10/17/2002	D'agsta, Erika Info	$11.00
				SubTotal	**$11.00**
NYU...	7757058CR	1999 Thrombosis haem COPY	10/17/2002		($11.00)
	The line above shows a Credit uploaded for this month's Statement.			**SubTotal**	**($11.00)**
NYUCPS	8034792	J ASTHMA 37(4) 303-18	10/17/2002	Sheu, J J	$11.00
				SubTotal	**$11.00**

Since the **Date Filled column** of the Detailed Debit Summary section of the EFTS Monthly Report actually reports **Date Uploaded**, you'll probably need to use the dates suggested by Request Numbers to set the Begin and End Dates to use when filling the Borrow Item Backfile Grid.

> *[As of November 2004, the Date Filled column on both the Detailed Credit and Detailed Debit Summary sections of the EFTS Monthly Report reflect not the actual Date Filled but rather the Date Uploaded. If this this were to change to reflect the real Date Filled, this would be a great help in processing these items, since we could set the Begin Dates and End Dates of the grid to approximate the real dates included and thereby reduce the number of items in the Grid to check.]*

Our earliest Request Number on this Report is 7757058. If we search for this Request Number on the **Borrow Item Backfile Grid** using **Containing** (which will search the entire file), we get the following:

Since this request is the earliest on the report, and since it got its number from DOCLINE on the day it was sent, we know that we can use 8/9/2002 as our **Beginning Date** and not miss anything that would have appeared on this month's report (using the Rec'd Date might miss something that was sent later but received earlier). The largest number on our report under Debit Summary is 8226627; this turns out to have a Received Date of 9/26/2002 (not pictured). Just to be safe, though, we can use the **End Date** to

search as the end of the report month, in this case Oct 31, 2002 (for the 10/2002 EFTS Monthly Statement, which is available at the end of that month). Consequently, we'll use the By Dates button to choose:

After choosing the dates, also do the following:

1. Check the **Exclude Not Filled Items** checkbox (we won't be billed for things never received);

2. Depress the **Search By Status of Request** ribbon button and choose **Equals Received** (this will eliminate anything already marked PaidEFTS or PaidLender);

3. Click the header over the **Libr column** and choose **Sort Ascending** (this will put the Lending Libraries in the same order in which they appear on the EFTS Report;

4. Select all the records to be marked PaidEFTS by scrolling down through the list and clicking the **Record Selector** (while holding down **the Ctrl Key** at the same time you click, after the first record selected) at the far left of each row you want to select---selected rows will turn dark blue;

5. Once all are selected, click the **Set Default Date** button and set the date to the last day of the month of the EFTS Monthly Statement (otherwise you'll get Today's Date as the payment date);

6. Click **Mark Paid** and choose **PaidEFTS**.

	RQNO	Patron	Dept	⮝⮟Libr	Chrg	Year	Title	ItemType	Item	Sent	Recd
	7835138	Sheik ▼	IMMU	MNUMAY ▼	$11.00	2002	Curr opinion i	Journal	Copy	8/16/2002	9/3/2002
	7935445	Sheik ▼	IMMU	MNUMAY ▼	$11.00	2002	Curr opinion i	Journal	Copy	8/27/2002	9/3/2002
	8234093	Kapu ▼	BNEU	MNUMAY ▼	$11.00	1997	Int J nursing	Journal	Copy	9/25/2002	10/3/2002
	8525042	Berra ▼	GAST	MNUMAY ▼	$16.00	2001	Curr opinion i	Journal	Copy	10/22/2002	10/23/200
	8525041	Berra ▼	GAST	MNUMAY ▼	$16.00	2002	Curr opinion i	Journal	Copy	10/22/2002	10/23/200
	8532010	Karu ▼	NEPH	MOUSLT ▼	$0.00	2002	Thrombosis I	Journal	Copy	10/23/2002	10/29/200
	8103922	D'aga ▼	INF DIS	NHUDAR ▼	$11.00	1991	Am naturalist	Journal	Copy	9/13/2002	9/26/2002
	8234092	Kapu ▼	BNEU	NHUEHM ▼	$0.00	2000	Computers in	Journal	Copy	9/25/2002	10/2/2002
	7757058	Piazz ▼	MED	NYU⌐⌐ ▼	$0.00	1999	Thrombosis I	Journal	Copy	8/9/2002	9/3/2002

If there are items on the report that don't appear in the Grid display (notice that of the two MNUMAY items listed on the EFTS Monthly Report, 8234093 and 8347458, only the first is included among the MNUMAYs in the Grid), make a check mark on the report so that you can check on them individually later. In most cases you'll find that they've already been marked PaidEFTS.

5. **Enter EFTS Service Charges**. Using the Online EFTS Monthly Statement, enter the **EFTS Service Charges** made each month. These will be noted on the EFTS Statement on lines for **Processing Fee** and **Total Other Fee**. Redistributions will also reduce your EFTS Balance, but these are handled separately, below.

Since you'll have a Processing Fee during any month where you do an EFTS Upload, if you charge other libraries then there will probably be one of these to enter each month. Total Other Fee entries are usually **low balance penalties** and shouldn't occur very often. Since we've chosen to standardize entry of EFTS Deposits at the beginning of the month, it makes sense to standardize entry of Processing Fees and Other Fees at the **end of each month**.

EFTS Service Charges are entered as negative numbers on the regular **Payments From Borrowing Libraries Form**. Choose the **Payments** choice on the **Billing, EFTS Menu Bar** dropdown, and then **EFTS Service Charge** from the **Invoice Combo Box**.
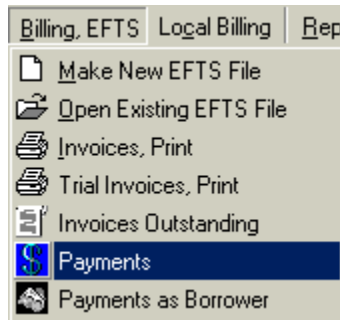
This brings up the **Payments From Borrowing Libraries Form**, which now has the EFTS Service Charge entry in the **Invoice Combo Box**:

Click that choice to get the **Serv Chg Payment Type**. Fill in the rest of the form with values similar to those below (remembering that an EFTS Service Charge is always a negative number on the Payments Form), and click **Add Payment**. Our last Statement (July, 2004) had only $20.00 worth of Uploaded items (on the Total Credits line of the EFTS Statement); our final entry then appeared as follows:

Total Other Fee (EFTS) entries (generally **low balance penalties**) are usually combined with normal EFTS Service charges and entered as a negative total at the end of each month, though they can be entered separately if you wish. Refunds of Other Fees or other positive adjustments can also be entered here, as positive numbers using the EFTS Service Charge designation. You'll see a warning that "**Service Charge entries should be negative numbers!**" but you'll be allowed to proceed and override the warning.

6. **Enter EFTS Redistributions**. Using the Online EFTS Monthly Statement, enter your **EFTS Redistributions** received. EFTS Redistributions are payments of accumulated credits over debits during a specified period (quarterly); only Resource Libraries and other libraries with a large number of Loans

over Borrows receive redistributions. These will be noted on the EFTS Statement on lines for **Total Redistributions**.

Redistributions are entered as negative numbers on the regular **Payments From Borrowing Libraries Form**. Choose the **Payments** choice on the **Billing, EFTS Menu Bar** dropdown, and then **Redistributions (EFTS)** from the **Invoice Combo Box**.

This will assign the **RedistrbType** to this payment. Fill in the rest of the form with values similar to those of the EFTS Service Charge, above (remembering again that an EFTS Redistribution is always entered as a negative number on the Payments Form), and click **Add Payment** to file the transaction.

EFTS Credits to correct Borrower Debit Summary

If you should encounter a charge in the Detailed Debit Summary that you think is incorrect, note the Request Number and Lender, but don't mark that item as PaidEFTS. Mistakes are corrected outside of the system by contacting the Lender directly and negotiating a solution. In most cases this will result in the Lender uploading an **EFTS Credit item** in their next EFTS Upload. Credits are noted with the addition of a **CR** at the end of the Request Number.

In our case, above, our Debit Summary shows an item **7757058CR**, which is an EFTS Credit that has been uploaded by the Lender. Also notice that in our Grid display, request number **7757058** shows a **Chrg** of **$0.00**. We can infer that an EFTS charge for some amount was included in our Debit Summary for last month and that, after we contacted the Lending Library, that charge was found to be a mistake. We therefore edited that request in QuickDOC and changed the charge to $0.00. We can just skip over the Credit in this month's report, since we never marked it as PaidEFTS in the first place.

If you have already marked that item as PaidEFTS, you can either delete the payment in Payments as Borrower under Billing, EFTS on the Menu Bar, or just add the appropriate amount as a positive EFTS Service Charge amount using the Payments form.

QuickDOC Database

## *Database Drive not available on Startup*

In versions 2.1.3 and earlier, if your QuickDOC.MDB database was located on a server and that server was not available when the program was started, QuickDOC would temporarily use a location on the C: drive (in the Program folder, usually at C:\Program Files\QuickDOC). The problem was that this change was sometimes subtle and users were not always aware that the database location had moved. Instead the usual symptom was that **data was missing**, or that **current requests had disappeared**.

.While the **database location is always available in the Status Bar**, it's easy to miss the change, especially if the Status Bar is hidden behind the **Task Bar** at the bottom of the screen.
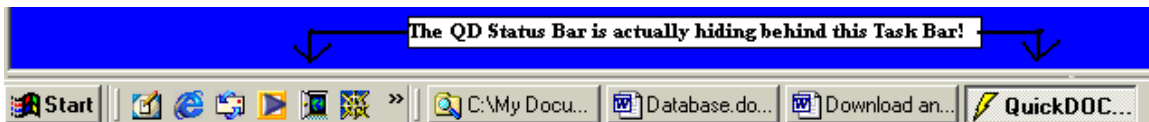

It's probably a good idea to move the bottom of the QuickDOC window up above the Task Bar, so that its information is always visible, but even then the switch of database locations might easily be missed.

Version 2.1.4 adds a check during startup to ensure that the drive on which the database is located is available at that time, and will display a **Drive Not Available** Message Box with an option to exit the startup process if it is not.
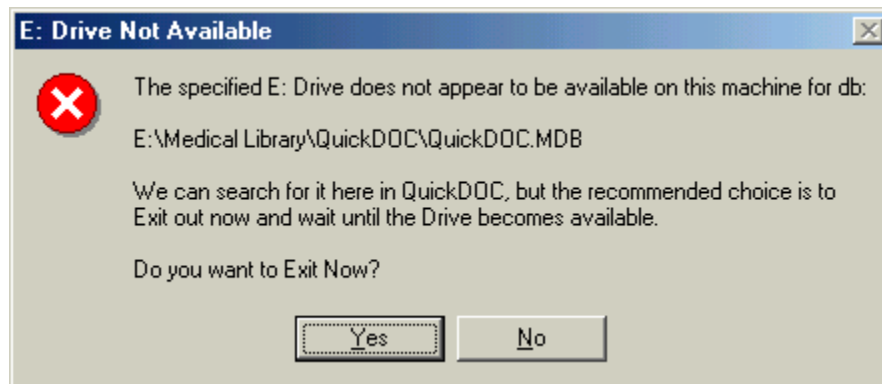
If you continue beyond this message, you can expect to be relocated to the default C:\Program Files\QuickDOC location for the database. The best choice is to answer Yes to the "**Exit Now?**" question, and to reboot or otherwise log onto the network again to see if the drive becomes available then.

Because it's also possible that the network drive may become unavailable at other times during the session, it will still be necessary to glance at the Status Bar from time to time, just to be sure you're pointed in the right direction. If you notice that you suddenly have far **fewer records than you thought** you had, or that the records you see are **all older records**, the first thing to check is the Status Bar.
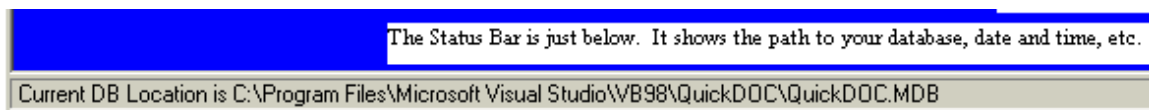

You can always move the pointer back to the network location by using the **Locate QuickDOC DB** choice under **Setup** on the **Menu Bar**. This process will also move over any unique items that might have been saved to the temporary C: location in the interim.

Click Status Bar to refresh Database Location

If you suspect that your QuickDOC.MDB database is not pointed to the correct location, click once on the Status Bar at the borrom of the blue screen to refresh. In cases where you've redirected the database back to a network drive, the **new database location may not show in the Status Bar** until you have exited the program and come back in. You can avoid this unnecessary exit and restart by clicking the Status Bar panel with the database information to force a refresh. You can also use this method to check that you're pointing to the database you think you're pointing to.

If you've just redirected the database pointer to a network drive (E: in the case below), this will refresh the Status Bar so that it reflects your **current network database location** rather than the fallback **C:\Program Files\QuickDOC\QuickDOC.MDB** value that is the **default database location** for non-network installations.
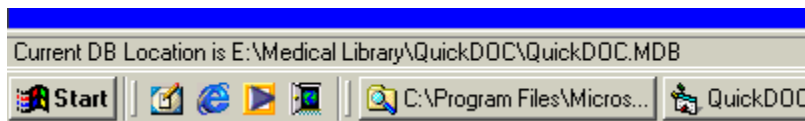
After clicking the Status Bar database panel, the new network location will be displayed, as above.