

## ALEPH Guide Checking Payments

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After you sign in to Aleph:

1. Click on the file folder icon, called “Order Search.”
2. Search by title, order number, or ISSN, etc. by selecting the appropriate Index.
3. Enter the title, order number, or ISSN, etc. in the “Enter Starting Point” search box.
4. Click the Refresh Filter button or press the Enter key on your keyboard.
5. The order record should appear, highlighted, in the lower part of the screen.

The screenshot shows the Aleph Order Search interface. On the left, there is a navigation pane with 'Order Search' selected. The main area contains search filters and a results table. The search criteria are: Index: TTL, Enter Starting Point: annual review of cognitive linguistics. The search results table has the following data:

Index	Order No.	Order No. 2	Title	Vendor	Status	Status Date
Annual review of cognitive linguist	CP0530000033		Annual review of cognitive linguistics.	CP-*4865	SV	10-27-05
Annual review of	CP0710801014		Annual review of	CP-*4222	CLS	05-24-07

With the appropriate order record highlighted:

1. Click on the Expenditure tab.
2. For detailed information, click on the Select button.

The screenshot shows the Aleph Order Details interface. The 'Expenditure' tab is selected. The table below shows the budget codes, amounts, and local prices for the selected order record.

Budget Code	Amount	Local Price
CP-12-K21-2006	123.15	123.15
CP-12-K21-2006	125.79	125.79
CP-12-K21-2006	125.79	125.79
CP-12-K21-2007	146.52	146.52
CP-12-K21-2008	167.80	167.80

After you've clicked the Select button:

1. Click on Invoice in the left menu.
2. Highlight the invoice line(s) you need more information about (one at a time).
3. The Note field will indicate what that payment (or credit) covered.
4. Click on the down arrow to view the entire Note field.

The screenshot displays a software interface with a left-hand navigation menu and a main content area. The navigation menu includes options like [L] Order List (2), [O] Order (CP0530000033 - CP-\*4), [E] Encumber, [I] Invoice (highlighted), [A] Arrival, [S] Items/Subscriptions (2 subscrip), [C] Claims (0), [G] Order Log (01-30-08), [B] Bibliographic Info., and [T] Trigger List. The main content area is titled 'Order Invoice Lines' and contains a table with columns: Inv No., Curr., Amount, Status, Date, Units, and Local. The table lists several invoice lines, with the first line (Inv No. 56.201-644) highlighted in blue and marked with a red '2'. Below the table, the 'Line Item Form' is visible, showing details for the selected invoice line. The form includes fields for Vendor Code (CP-\*5209), Invoice Number (56.201-644), Net Amount (123.15), Estimated Price (123.15), Added Amount (0.00), Currency (USD), Total Amount (123.15), Object Code (4326), Local Amount (123.15), VAT Percent (0.00), Number of Units (1), and VAT Amount (0.00). The Note field contains the text 'Annual review of cognitive linguistics. ## Amsterdam : Benjamins Pub., 2003-## 1572-0268' and is marked with a red '3'. A red '4' points to a dropdown arrow next to the Note field. The form also has radio buttons for Debit and Credit, and checkboxes for Check Subs. Date Overlap and Sub. - From Date (00/00/0000) and To Date (00/00/0000).

Inv No.	Curr.	Amount	Status	Date	Units	Local
56.201-644	USD	- 123.15	REG	11-22-05	1	- 123.15
56.214-957	USD	- 125.79	REG	03-21-06	1	- 125.79
56.214-957	USD	- 125.79	REG	03-21-06	1	- 125.79
O-40615	USD	- 146.52	REG	02-13-07	1	- 146.52
0090904	USD	- 167.80	REG	11-13-07	1	- 167.80

## Annual review of cognitive linguistics. ## Amsterdam : Benjamins Pub., 2003-## 1572-0268

1. Line Item Form 2. Order Info

Vendor Code: CP-\*5209 Invoice Number: 56.201-644  
Net Amount: 123.15 Estimated Price: 123.15  
Added Amount: 0.00 Currency: USD  
Total Amount: 123.15 Object Code: 4326  
Local Amount: 123.15 VAT Percent: 0.00  
Number of Units: 1 VAT Amount: 0.00

Debit  Credit Note: Annual review of cognitive linguistics. ## Amsterdam : Benjamins Pub., 2003-## 1572-0268  
 Check Subs. Date Overlap Sub. - From Date: 00/00/0000 To Date: 00/00/0000