Claim Report for Monograph Orders

This document includes the following information:

- How the Claim Report for Monograph Orders works
- How to request the Claim Report for Monograph Orders
- How to submit questions about the Claim Report for Monograph Orders

Also see document called Claim Dates and Claim Reports in Aleph for more information on claims.

How the Claim Report for Monograph Orders works

The Claim Report for Monograph Orders produces a list of Type M orders where the Claim Date has passed. The Claim Date is on Tab 3 (Vendors) of the Order Form.

The report consists of two printouts: one for orders where Batch Claiming is checked (on Tab 3 of the order) and one for orders where Batch Claiming is not checked.

The report is available weekly. The report is sorted by Vendor and, within Vendor, by Order Number.

Note that the report can be run without producing batch claims even if Batch Claiming is checked in your order records.

Batch Claims

If you have requested that batch claims be produced, you will also receive claim letters for any orders where Batch Claiming is checked. These claims will be recorded in Aleph on the Claim List with the word BATCH in the Claim Text field.
When batch claims are produced, the Claim Date on Tab 3 of the Order Form is incremented by the number of days in the Delivery Delay field of the vendor record. This number will come from your Order Unit vendor record if you have one; otherwise it comes from the master vendor record. The batch Claim Letter includes Vendor Note, Quantity Note, and Price Note fields form the order record.

If you decide not to send the Claim Letter, you can discard the printed claim, delete the BATCH claim from the Claim List, and reset the Claim Date on Tab 3 of the order (if necessary).

**Batch Claiming and Email**

Emailing of batch claims is not yet available. We will send an announcement when this feature is available.

**Batch Claiming not checked**

For orders where Batch Claiming is not checked, no claim letter will be produced. The Claim Date in the order record will not be changed. You may send a claim (or not) and adjust the Claim Date as necessary.

**Sample Claim Report**

<table>
<thead>
<tr>
<th>Order Unit</th>
<th>Vendor</th>
<th>Order Number</th>
<th>Title</th>
<th>Claim Date</th>
<th>Batch Claiming</th>
<th>Previous Claims</th>
<th>Order Delivery Type</th>
</tr>
</thead>
</table>
How to request the Claim Report for Monograph Orders

If you like us to run this report for your Order Unit, please send a request through the Aleph Support Center using the category Printing/Products.

Please include your Order Unit and the name of the person (or persons) in your unit who should be authorized to print the report. Also indicate whether you would like batch claims produced. Note that batch claims are optional even if Batch Claiming is checked in your order records.

The URL for the Aleph Support Center category Printing/Products is:

http://hul.harvard.edu/ois/systems/aleph/forms/f-supp-prod.html

How to submit questions about the Claim Report for Monograph Orders

Please send questions or report problems with this report through the Aleph Support Center. Use the Acquisitions/Financial Processing category. The URL is:

http://hul.harvard.edu/ois/systems/aleph/forms/f-supp-acq.html