

Amlib Client Upgrade Installation: Double Entry Guide

Version 5.3

Last Updated: 4 July 2013

Only for customers who have previously upgraded their *Amlib Client* to Version 5.1 or 5.2,
and who are using Double-Entry accounting.

Amlib Client Upgrade Installation: Double-Entry Guide

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Email:

support-amlib@oclc.org

Amlib Help Desk (TOPDesk):

<https://servicedesk.oclc.org/tas/public/>

OCLC Amlib Document Portal:

<https://www.oclc.org/support/services/amlib.en.html>

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WELCOME

Welcome to the *Amlib Client 5.3 Upgrade* Installation Guide.

This is a major release containing updated modules, new reports and various database changes. The complete installation time will vary according to the database size of the Library but the process time is estimated to be one (1+) hours to complete.

WARNING: This document has been prepared for those libraries using Double-Entry accounting in the *Amlib* client (this will only be selected users). These Libraries may have to reconcile irregular financial transactions as part of this update. This can be a time-consuming process. Please plan accordingly. Those libraries using Single-Entry should refer to the *Amlib Client 5.3 Upgrade* Installation Guide (Single-Entry).

Please refer to the document [here](#) for a comprehensive list of the new features and changes in the *Amlib 5.3* client.

OVERVIEW

The upgrade of the *Amlib* client involves the following steps:

1. Upgrade of the *Amlib* client application to *Amlib Client 5.3*
2. The execution of the *Amlib 5.3 Changes Script* to reconfigure the *Amlib* SQL databases
3. Upgrade of the Finance tables in the *Amlib* SQL databases:
 - a. Libraries using **Double-Entry** accounting in the *Amlib* client will then need to:
 - i. Edit the **FinTypes.xml** file (if required) to ensure Financial Types are matched correctly
 - ii. Run the *Financial Upgrade* application to fix duplicate transaction IDs, create double-entry Payment links and re-index the Finance tables in the *Amlib* SQL databases
 - iii. Run the *Check Payments* application to reconcile any irregular Financial transactions (if required)
4. Install *Amlib Client 5.3.x* patches (see separate documentation)

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BEFORE YOU BEGIN THE INSTALLATION...

Read the Installation Notes First

Please carefully read the entire installation guide prior to commencing the actual *Amlib* release update.

If you have any questions please contact: support-amlib@oclc.org.

Follow the instructions precisely and do not run any scripts against the database more than once. If you have any difficulties, please call *OCLC (UK) Ltd* immediately.

Option to Install to Test Database First

If you would like to only install this release in your test *Amlib* database please email support-amlib@oclc.org before proceeding.

If You Use Gupta (Centura) SQLBase with Amlib

- *Amlib Client 5.3* **does not** support *Gupta SQLBase*
- You will need to migrate your database software to *SQL Server*
- For information on migrating to *SQL Server*, please contact Amlib support
- Note that you have the option of migrating to *SQL Server 2008 R2 Express Edition*, which is a free version of *SQL Server*

Customised Report Templates

WARNING!

Sites that have *customised* any report templates **MUST** ensure that the customised templates have been saved with a new name (with backup copies saved elsewhere).

- The report templates are located in the **Reports** folder on your *Amlib* server – for example:
C:/Amlib/Reports

If you have not renamed your templates after making changes, they will be *overwritten* during the upgrade as the incoming template file names will match on the existing template file names.

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Check the Currently-Used Circulation Transaction Types

The *Amlib Client 5.3 Upgrade* introduces a standard set of Circulation Transaction Types, which **cannot** be edited or deleted.

It is **essential** that you check your *existing* codes prior to the upgrade to see if any of them require adjusting, so that they then conform to the *Amlib Client 5.3* standard set. This **MUST** be done *prior* to the upgrade, as it will **NOT** be possible to adjust them afterwards.

This is especially important for those libraries using double-entry accounting, as any non-standard user-defined Circulation Transaction Types may have to be manually adjusted during the [Check Payments process](#).

To check your list of codes:

1. Launch the *Amlib 5.1 or 5.2* client
2. Go to **Main > Finance > CirFinTypes** – the Circulation Transaction Types screen will display:

Trans Type	Transaction Description	Standard Charge (\$)	Included Amount % as (99.99)	BF YTD Credit Totals
A4S	A4 single sided	\$0.25	0.00	
CARD	Replacement card	\$1.00	0.00	
DAMAG	Damaged Item	\$5.00	0.00	\$0.00
FINEMAN	Manual Fine Calculation	\$5.00	0.00	
ILL	Interlibrary Loan	\$2.00	0.00	
LOST	Lost Item	\$30.00	0.00	
PAYA4S	Pay A4 single-sided	\$0.00	0.00	\$0.00
PAYCARD	Replacement Card Payment	\$0.00	0.00	\$0.00
PAYILL	Interlibrary Loan Payment	\$0.00	0.00	\$0.00
PAYSPEC	Special Payment	\$0.00	0.00	\$0.00
SPECIAL	Special Charge	\$1.00	0.00	
WRITE	Write Off (Waived Fine)	\$0.00	0.00	

In the above example, you will see that the Trans Type for Damaged Items is **DAMAG**. If you examine the following table, you will see that the standard Trans Type for Damaged Items is **DAM**. The existing Trans Type should be altered to avoid there being *two* Trans Types for Damaged Items in *Amlib Client 5.3*.

3. Adjust the wording of the offending Trans Type – for example: Change **DAMAG** to **DAM**
4. Click the **Save** button when complete – all instances of the code within the system will then be updated

✓ DAM	Damaged Item	\$5.00	0.00	\$0.00
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Create Balance Debit

As part of the *Financial Transaction Upgrade* process, the user may be required to add in debit transactions which balance out un-reconciled Credit transactions. The user may like to specify a unique transaction type to be used during this process:

- (Optional) Create an additional transaction type for any balance debits – for example:
BALANCEDB

Standard Circulation Transaction Types

The following table contains the standard set of Circulation Transaction Types used in *Amlib Client 5.3*.

Please Note: It is still possible to use your own Trans Types if required, but this an excellent opportunity to change any to consolidate if necessary. You also DO NOT need to **insert** any *additional* codes from the table below, as this will happen automatically as part of the upgrade process.

Those Trans Types appearing in **bold text** are for *System Use Only*, and are **not used** for applying manual Charges or Payments.

Please contact *Amlib Support* if you need further clarification.

CIRCULATION TRANSACTION TYPE (STANDARD)	DESCRIPTION	CREDIT/DEBIT	SYSTEM USE ONLY
ACCOUNT	Account	DB - Debit	v
CNH	Claims Never Had	CR - Credit	
CR	Claims Returned	CR - Credit	
DAM	Damaged Item	DB - Debit	
DCFEE	Debt Collection Fee	DB - Debit	v
FEES	Fees	DB - Debit	
ISSUE	Issue Charge	DB - Debit	v
LATEFINE	Fine	DB - Debit	
LEGAL	Legal Charge	DB - Debit	
LOST	Lost Item	DB - Debit	
OVERDUE	Overdue Item	DB - Debit	v
PAYDAM	Payment for Damaged Item	CR - Credit	
PAYFINE	Payment for Fine	CR - Credit	
PAYLEGAL	Payment for Legal Charge	CR - Credit	
PAYLOST	Payment for Lost Item	CR - Credit	
RESADV	Reservation Advice Charge (through Reports)	DB - Debit	v
RESCANC	Reservation Cancellation Charge	DB - Debit	v

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RESERVE	Reservation Charge (within Circulation)	DB - Debit	√
RESFEE	Reservation Charge – Fee (through Reports)	DB - Debit	√
RENEW	Renewal Charge	DB - Debit	√
RETURN	Returned Item	CR - Credit	√
WAIVE	Waive a Fine, Fee or Charge	CR - Credit	√
WRITEOFF	Write Off a Debt	CR - Credit	

Serial Numbers Required for Installation of Amlib Modules

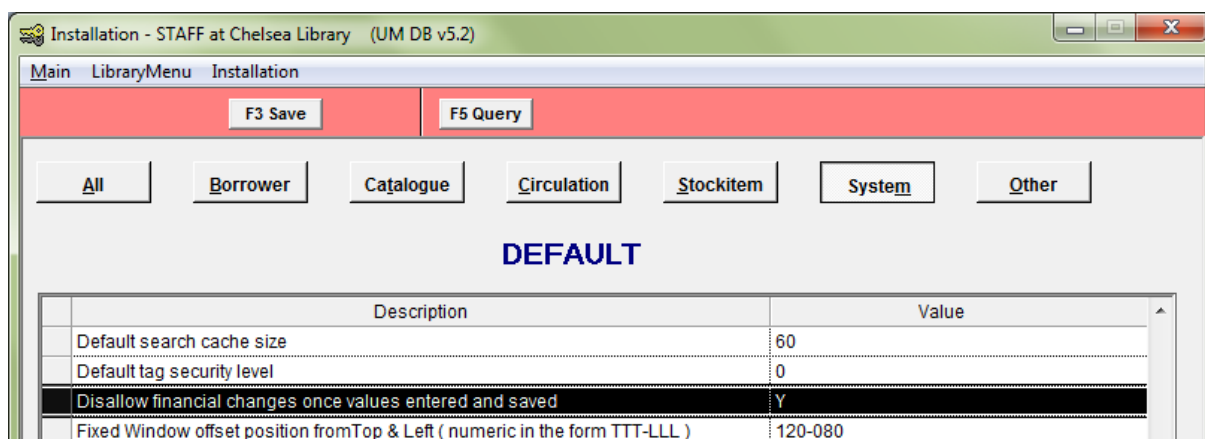
The *Amlib Client 5.3 Upgrade* requires a serial number. If you did not receive a serial key for the modules that your library has purchased you should [contact OCLC \(UK\) Limited](#) before commencing the upgrade.

Frequently Asked Questions

Question: How do I know if I am running Single-Entry or Double-Entry Accounting?

- This can be determined as follows:
 1. Launch the *Amlib* client
 2. Go to **Main > Supervisor > Installation** – the Installation (DEFAULT) screen will display
 3. Select the **System** tab
 4. Scroll down and check the following setting: Disallow financial changes once values entered and saved
 - If set to **N**, then your system is set to **single**-entry accounting
 - If set to **Y**, then your system is set to **double**-entry accounting

Please Note: This setting has been renamed Use double-entry accounting (Y/N) in Amlib Client 5.3.



Question: How much space do I need to have on my server?

- This will vary from library to library, depending on the number of bibliographic records held in the database. Generally libraries should ensure they have at least 5 Gb free space on their database server

Question: Do I need to have a completed backup of my system before proceeding?

- Yes. *OCLC (UK) Ltd* recommends that the library verify that it has an up-to-date backup of its database (for example: from the previous night) before installing any updates. You should also make sure that your tape backup includes a backup of your *Amlib* client folder (for example: **C:\Amlib**).
- Also if you have customised any report templates, please ensure they have been renamed and a copy saved elsewhere. If you have not renamed your templates after making changes,

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they will be overwritten by the upgrade as the incoming file name will match on the existing file name.

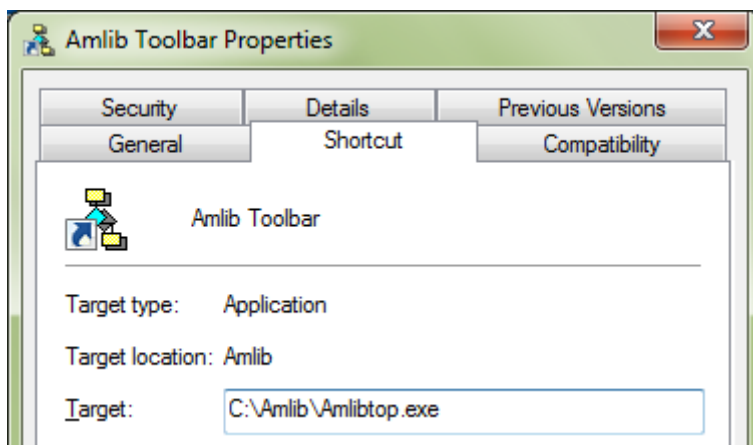
Question: Do I need to update each PC with the Amlib Client Upgrade?

- In addition to the database server itself, the *Amlib Client 5.3 Upgrade* needs to be installed on each PC that has the *Amlib* software loaded on the local hard disk

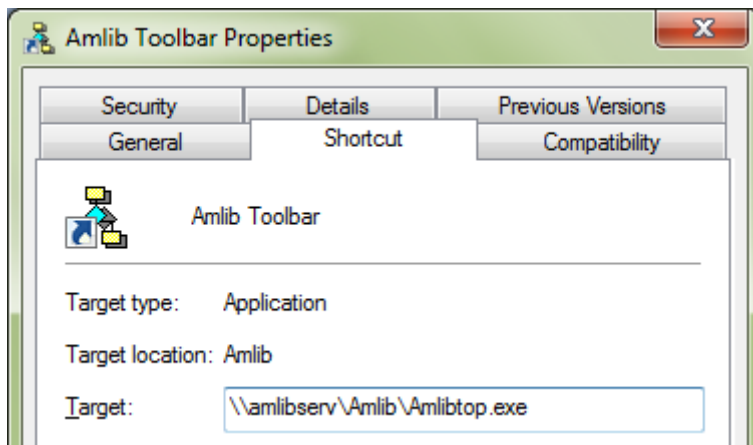
WARNING: Any Amlib database Upgrade scripts (SQL scripts using **UPGRADE.EXE**) should only be run once for the entire site.

Question: How do I know whether *Amlib* is loaded from my local PC?

- Right-click on the *Amlib* icon on your desktop and select **Properties** – the Amlib Toolbar Properties window will display
- The Target field will show you where your *Amlib* is installed:
 - a. If it has something like **C:\Amlib** (or **D:\Amlib**, **E:\Amlib** depending on the hard drives in your computer) then it is installed locally



- b. If it starts with two back slashes (\\) and then a name or IP address, it is installed on a server:



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- If you are having trouble identifying where *Amlib* is installed please contact your IT Department or **Amlib Support** for assistance

Question: Do all users need to be logged out of *Amlib*?

- Yes. All users should be completely logged out from all *Amlib* client modules when installing the new *Amlib* client release UNTIL the entire upgrade processes are completed
- Libraries using the *NetOpacs* module should ensure that this program is also shutdown

Question: Can OCLC (UK) Ltd install the upgrade for me?

- Yes. *OCLC (UK) Ltd* can arrange for the onsite installation of this upgrade for a small fee

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AMLIB SUPPORTED OPERATING SYSTEMS & SYSTEM REQUIREMENTS

Database Server

Operating System	<ul style="list-style-type: none">• Windows 2000, 2003, 2008• Linux (and Unix)
RDBMS	<ul style="list-style-type: none">• Microsoft SQL Server 2000, 2005, 2008 R2• Oracle 9i, 10g
Memory (RAM)	<ul style="list-style-type: none">• Depends on operating system, volume & RDBMS selected.• Minimum 2GB RAM for SQL Server• Minimum 2GB RAM for Oracle
Hard Disk	<ul style="list-style-type: none">• Depends on volume. Using multiple Fast SCSI-3 Disk Drives (for example: more SCSI drives provides better performance)
Backup	<ul style="list-style-type: none">• Removable backup device (for example: 4mm DAT Tape Drive)

NetOpacs (Web Opac) Application Web Server

Operating System	<ul style="list-style-type: none">• Windows 2000, 2003, 2008 with IIS pre-installed
Memory (RAM)	<ul style="list-style-type: none">• Depends on operating system and volume• Minimum 2GB RAM for Windows 2003/2008

Although NetOpacs can operate on the same Amlib Database Server, it is recommended that medium to large libraries should implement a dedicated NetOpacs Server for maximum performance & security

PC Client (for Client Server Modules including Offline)

Operating System	<ul style="list-style-type: none">• Windows XP, 2000, Vista, Windows 7
Memory (RAM)	<ul style="list-style-type: none">• Minimum 256 Mb for Windows XP• Minimum 256 Mb for Windows 2000• Minimum 1GB for Windows 7• Minimum 1GB for Windows Vista
Display	<ul style="list-style-type: none">• SVGA (800x600) minimum
Web Browser	<ul style="list-style-type: none">• Internet Explorer 7 and above (will also work with other JAVA enabled browsers)

- **Important Note:** the above requirements are provided as a general guideline only

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SECTION 1: UPGRADE AMLIB SERVER AND DATABASE

The *Amlib Client 5.3* needs to be installed on both the *Amlib* server and any PCs with the *Amlib* client installed locally.

Please Note: This process should take less than an hour depending on the size of your database and server configuration. (If you are reading this document for the first time and have not yet started the *Amlib Client 5.3 Upgrade* you can copy your **Live** database to your **Test** database, and run the script on the **Test** database first to ascertain how long it will take)

Step 1: Log All Users out of Amlib

- Ensure all users have logged out of the *Amlib* client
- Libraries using *NetOpacs* and *AmlibNet* will need to ensure that the *NetOpacs* and *AmlibNet* program has been shutdown on the web server(s)
- *OCLC (UK) Limited* recommends that the library verify that it has an up-to-date **backup** of its database (for example: from the previous night) before installing any updates

Step 2: Install the Amlib Client 5.3 Upgrade

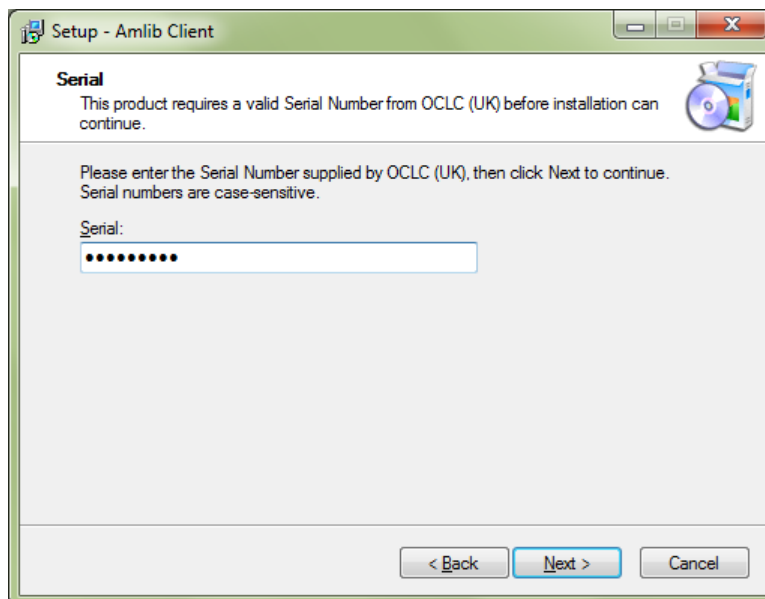
IMPORTANT: Please ensure that you have **full read/write** access to the **\Amlib** folder on your server (for example: **C:\Amlib**) and that you are logged in with Administrative Privileges.

1. The *Amlib Client 5.3 Upgrade* installer is available on the OCLC Website, under Updates and Patches>Amlib Client:
<https://www.oclc.org/support/services/amlib/downloads-software-updates/version5-3/updates-and-patches.en.html>
(contact *Amlib* support if you require a login to this website)
2. Download the **Amlib53Upgrade.exe** and save it on your *Amlib* server
3. Double-click the **Amlib53Upgrade.exe** to launch the installation Wizard – the Setup – Amlib Client screen will open displaying the **Welcome** message:

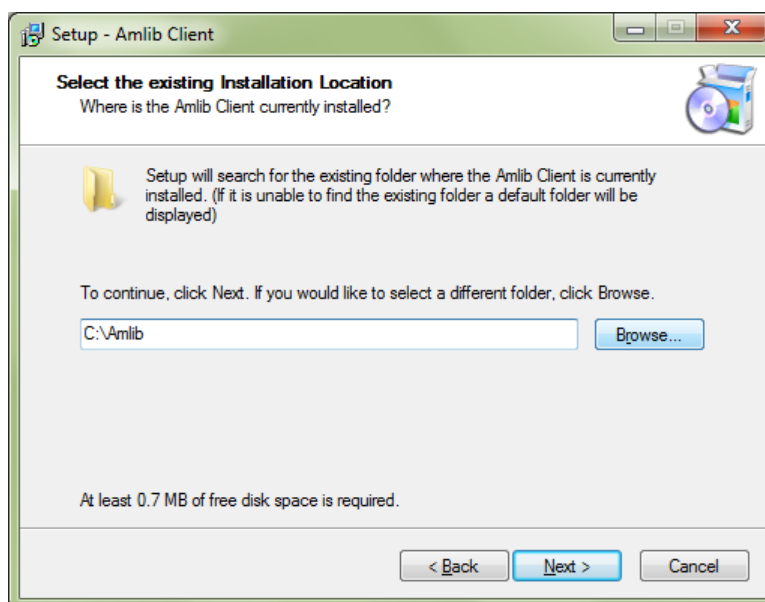


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- Click the **Next** button – the Serial screen will display, prompting you for valid Serial Number:



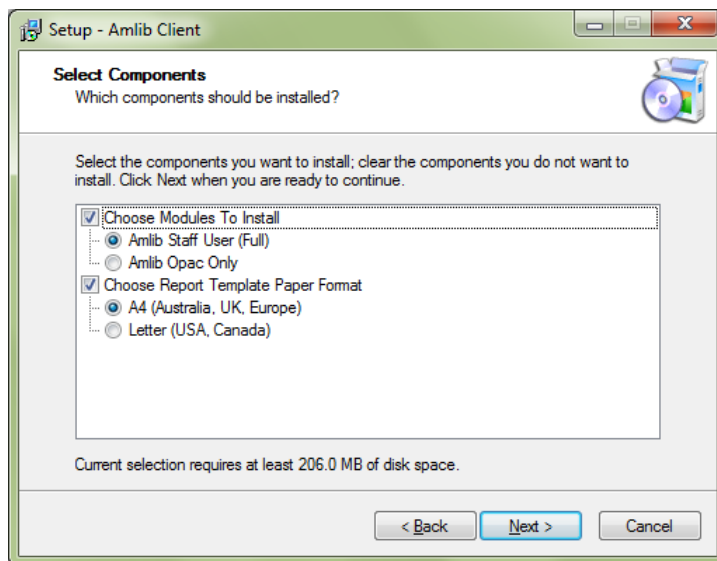
- Enter the **Serial Key** supplied by *OCLC (UK) Ltd* (case sensitive!) then
- Click the **Next** button – the Installation Location screen will be displayed
- Setup will search for the existing folder where the *Amlib Client 5.2* is currently installed (if it is unable to find the existing folder a default folder will display)



- If the folder displayed IS NOT correct then click the **Browse** button to manually locate the location of the existing **\Amlib** folder

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9. Click the **Next** button – the Select Components screen will display:



10. Choose which components should be installed:

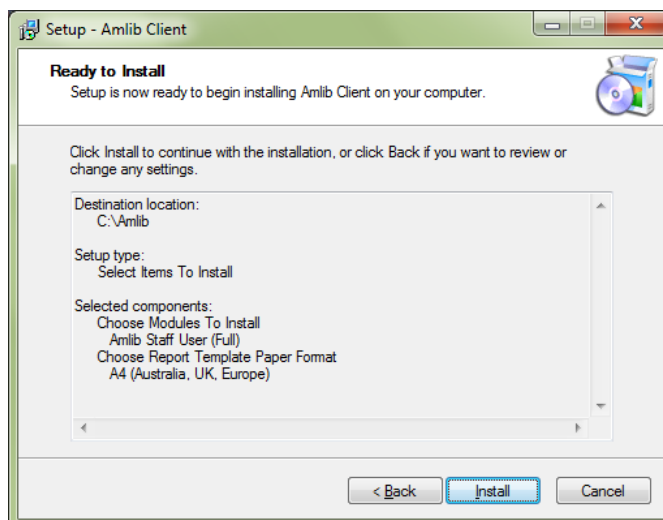
a. Modules To Install:

- **Amlib Staff User (Full)** – upgrades *Amlib* Staff Client (catalogue, circulation, etc.)
- **Amlib Opac Only** – only upgrades the *Amlib* Client Server OPAC module (*only select this option if you installing on a Public Access workstation*)

b. Report Template Paper Format:

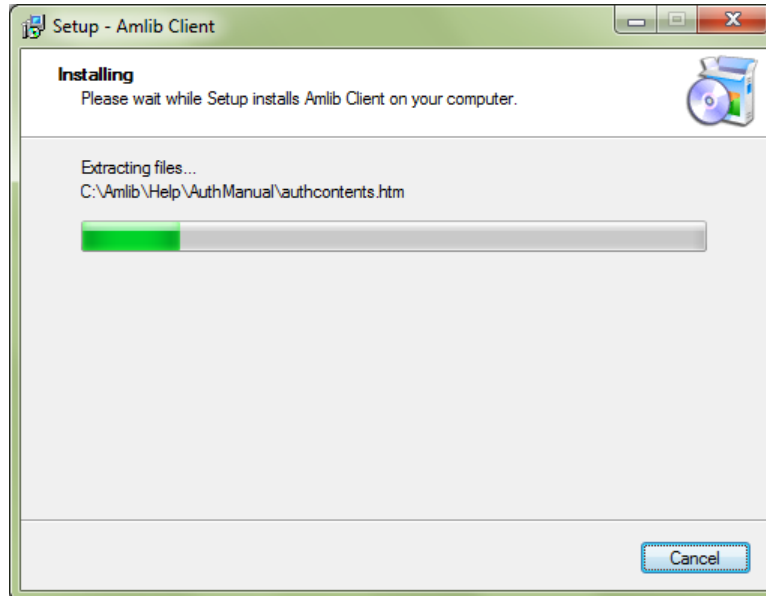
- **A4 (Australia, UK, Europe)** – installs the *Amlib* report templates formatted for A4 paper type
- **Letter (USA, Canada)** – Installs *Amlib* report templates formatted for Letter paper type

11. Select options and click the **Next** button – the Ready to Install screen will display with a summary of the installation tasks to be performed:



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12. Click the **Install** button – the Installing screen will display:



13. When complete click the **Finish** button



14. The setup Wizard will close

Installation of the *Amlib 5.3 Client* update is now complete.

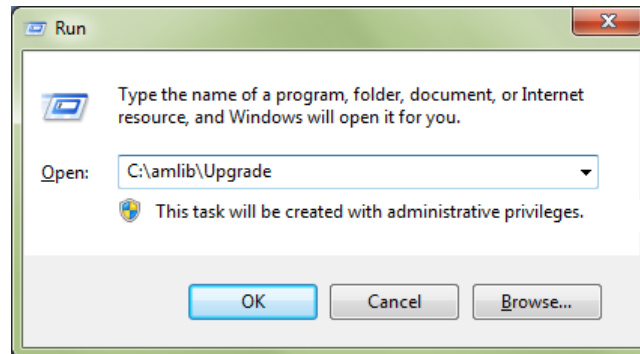
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Step 3: Run the Amlib 5.3 Changes Script using the Amlib Upgrade Utility

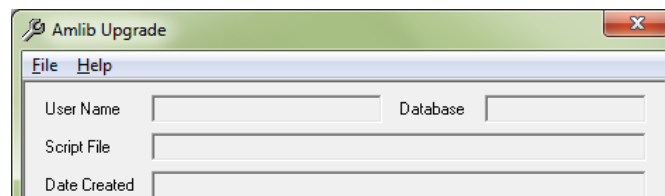
After successfully installing the *Amlib Client 5.3 Upgrade* software on the server, you will need to run the **Upgrade.exe** utility to update your *Amlib* SQL databases with the new tables and columns for this release.

WARNING! Do not run any of these Upgrade Scripts on the same database more than once. If you have any difficulties, please ring OCLC (UK) Limited immediately.

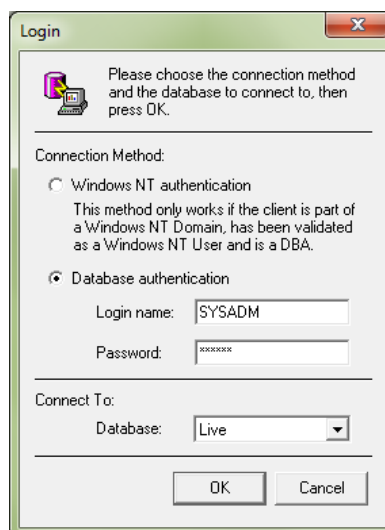
1. To start the *Amlib Upgrade* utility, click on the Windows **Start** menu and select **Run** – the Run dialog window will display:



2. In the Open: field type in: **c:\amlib\upgrade** and click the **OK** button (replace **c:\amlib** with the correct path of your *Amlib Client* folder if different)
3. The Amlib Upgrade screen will display:



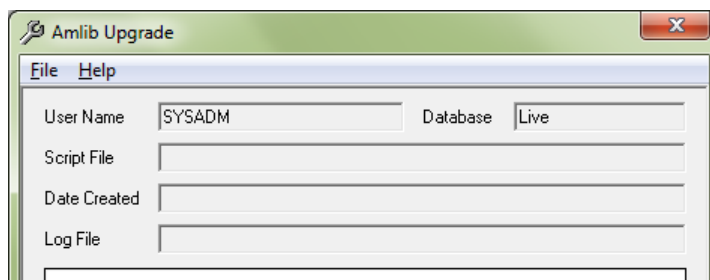
4. From the menu, select **File > Login...** - the Login dialog box will display:



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5. Ensure the **Database authentication** option is selected
6. Enter the following:
 - a. Login name: **SYSADM**
 - b. Password: **SYSADM**
 - c. Select the Database: to update (default is the **Live** database)

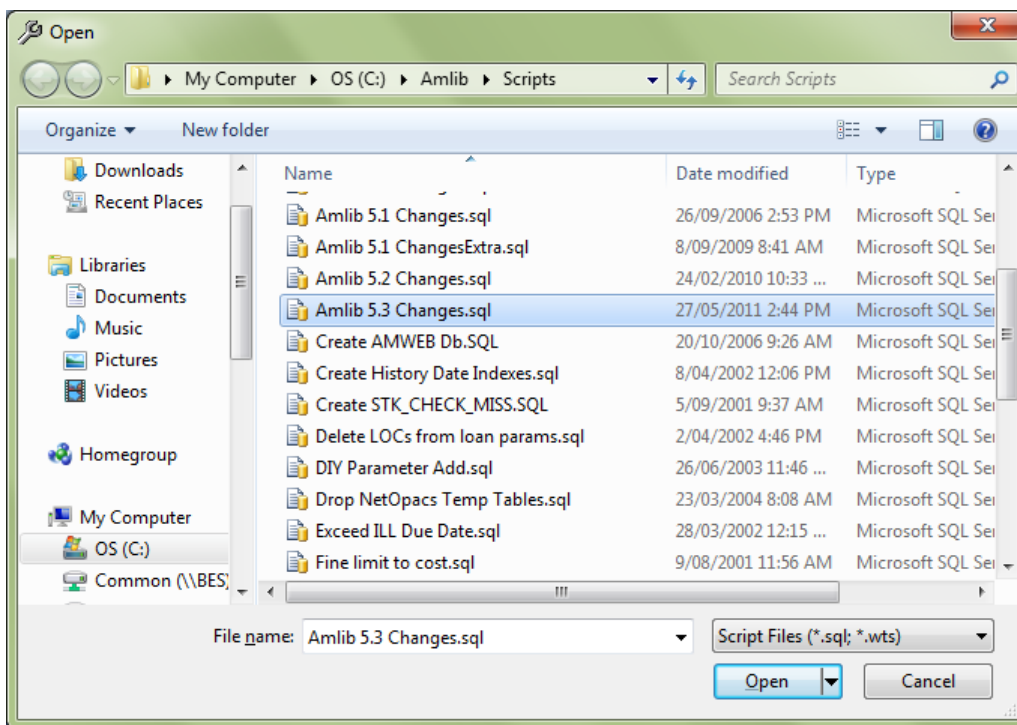
Please Note: The login is case-sensitive. If typed in lowercase, it will appear as uppercase, but you **MUST** type it in uppercase.



7. Click the **OK** button

The Amlib Upgrade utility should now be logged into your SQL database.

8. From the menu, select **File > Open...** - the Open dialog box will display:



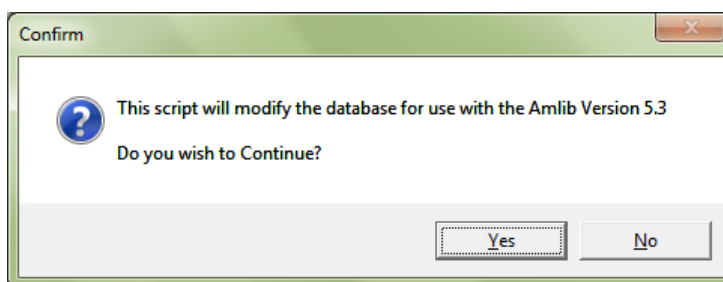
IMPORTANT NOTE FOR USERS UPGRADING FROM AMLIB 5.1:

You **MUST** select and run the **Amlib 5.2 Changes.sql** script **BEFORE** running the **Amlib 5.3 Changes.sql** script – perform steps 9-14 for the **Amlib 5.2 Changes.sql** script then repeat for the **Amlib 5.3 Changes.sql** script)

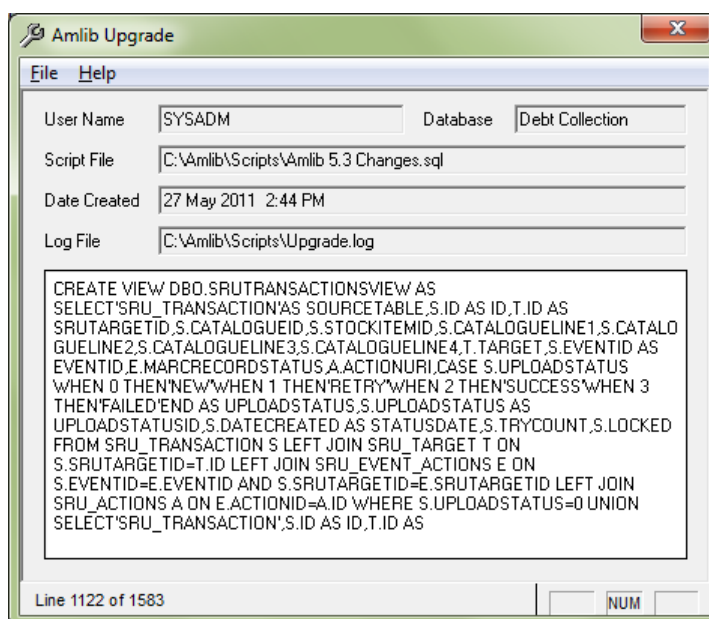
9. In the **Scripts** subfolder (for example: **C:\Amlib\Scripts**), select the **Amlib 5.3 Changes.sql** file and click on the **Open** button

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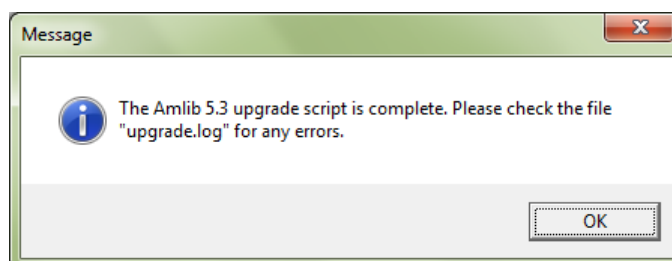
10. The following prompt will appear: **This script will modify the database for use with the Amlib Version 5.3. Do you wish to Continue?**



11. Click the **Yes** button (select **No** if the SQL script has previously been run on this database and you have selected to run this script by mistake)



12. The system will immediately start updating the database for the *Amlib 5.3* system changes
13. On successful completion of the upgrade script the following prompt will display: **The Amlib 5.3 upgrade script is complete. Please check the file 'upgrade.log' for any errors.**



14. Click the **OK** button
15. To exit the *Amlib Upgrade* utility, from the menu select **File > Exit**

The database has been successfully updated.

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- To upgrade your sites **Test** database (available at most sites), Local History database (selected sites only) repeat the above **except** select the required database (for example: **Test**) **DO NOT** select the **Live** database again!

IMPORTANT NOTE: for customers with single shared AMCAT database with multiple AMLIB databases

You will need to re-run the **Amlib 5.3 Changes.sql** script at each library with a separate AMLIB database, even if they are using a shared AMCAT database that has already had the script applied.

Step 4: Run the Financial Transaction Upgrade

The *Amlib 5.3* client incorporates several significant upgrades to the Finance module and the *Financial Transactions Upgrade* application **MUST** be run to perform several important modifications to the Finance SQL tables. **This procedure only needs to be performed ONCE on the Amlib server databases.**

Sites using **Double-Entry** accounting in the *Amlib* client will:

1. Install the *Financial Transactions Upgrade* application
2. Configure the connection between the *Financial Transactions Upgrade* application and the *Amlib* SQL databases using the *Amlib Configuration Manager* (installed at the same time)
3. Decide which user-defined Circulation Transaction Types are Debits and which are Credits
4. Edit the **FinTypes.xml** file (if required) to ensure Financial Types are matched correctly
5. Run the *Financial Transactions Upgrade* application to re-index the Finance module of the *Amlib* client and reconfigure existing Financial transactions to use correct double-entry methodologies
6. Run the *Check Payments* application to reconcile any irregular Financial transactions (if required)

WARNING: Those libraries using Double-Entry accounting in the *Amlib* client may have to reconcile irregular financial transactions as part of this update. This can be a time-consuming process. Please plan accordingly.

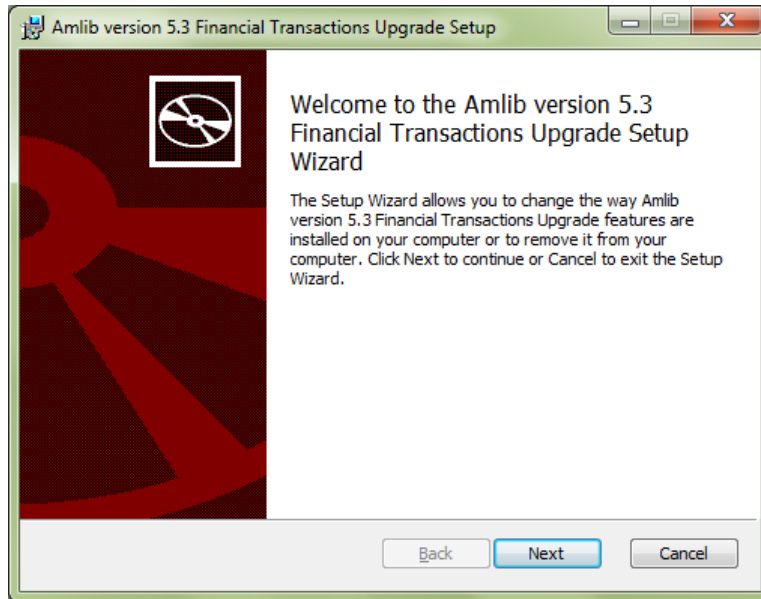
Windows 2000 (OS) Servers: Users of *Windows 2000* will not be able to run the *Financial Transactions Upgrade* on their *Amlib* server as the application requires *.Net 3.5* support. However, the *Upgrade* can be run from any networked PC using *Windows XP* (or above).

Install the Financial Upgrade Application

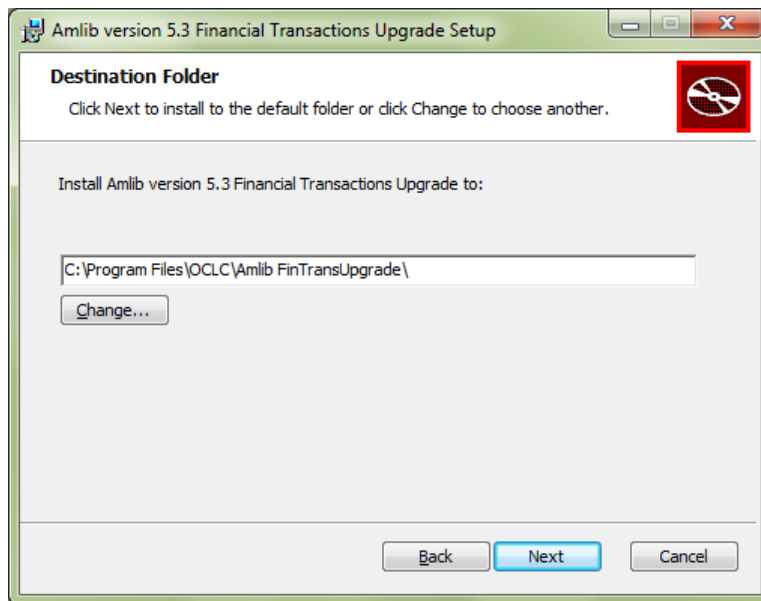
1. The *Amlib version 5.3 Financial Transactions Upgrade* installer is available on the OCLC Website, under Updates and Patches> Amlib Client:
<https://www.oclc.org/support/services/amlib/downloads-software-updates/version5-3/updates-and-patches.en.html> (contact *Amlib* support if you require a login to this website)

Amlib Client Upgrade Installation: Double-Entry Guide

2. Download the **FinTransUpgrade.msi** and save it on your *Amlib* server (or networked PC)
3. Double-click the **FinTransUpgrade.msi** to launch the installation Wizard – the Setup screen will open displaying the **Welcome** message:



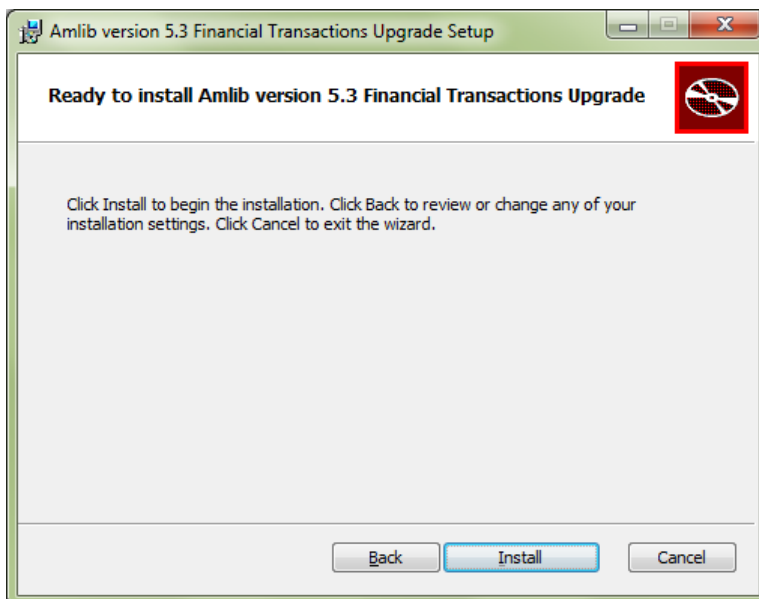
4. Click the **Next** button – the Destination Folder screen will be displayed:



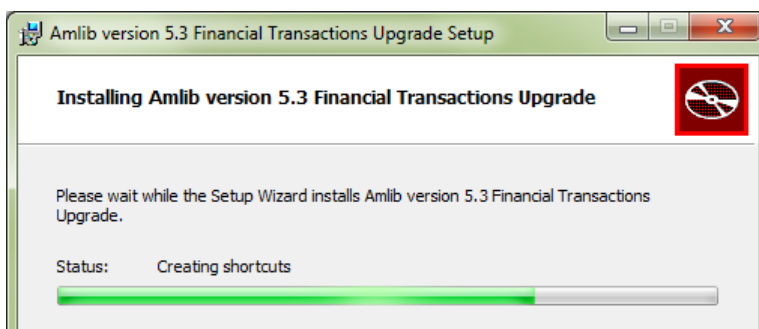
5. If you would like to change the name of the destination folder then click the **Change...** button to manually setup the destination

Amlib Client Upgrade Installation: Double-Entry Guide

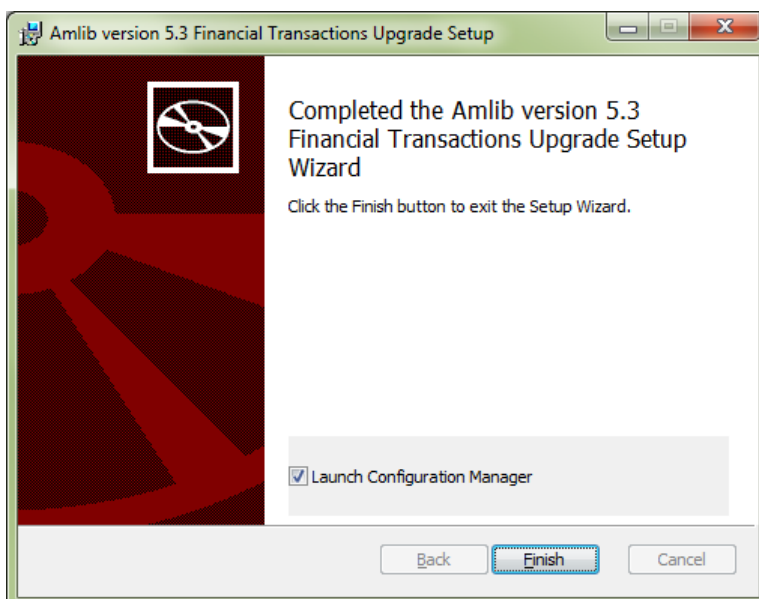
6. Click the **Next** button – the Ready to Install screen will display:



7. Click the **Install** button – the Installing screen will display:



8. When the installation has been completed, the following message will be displayed:
Completed the Amlib version 5.3 Financial Transactions Upgrade Setup Wizard



Amlib Client Upgrade Installation: Double-Entry Guide

9. Ensure the Launch Configuration Manager box is **ticked**
10. Click the **Finish** button

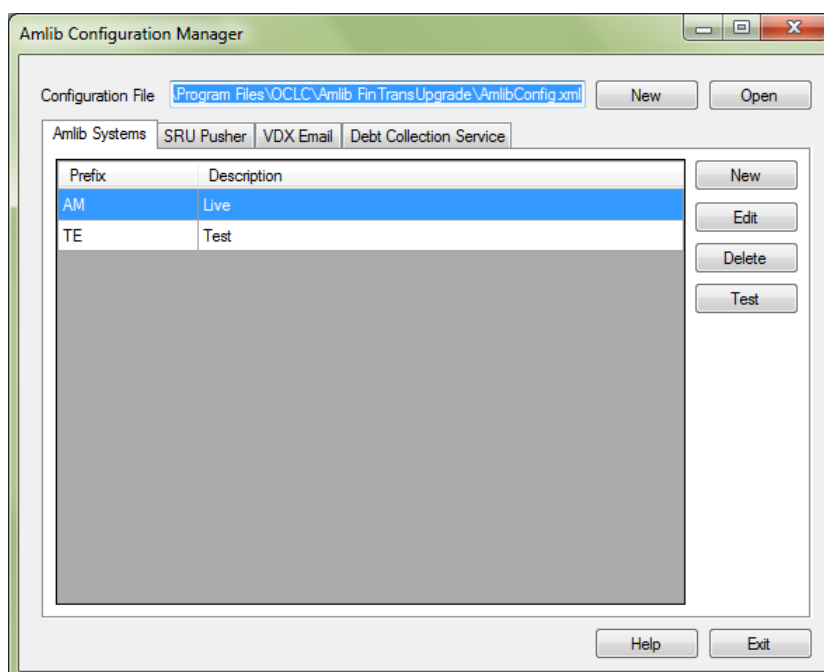
Configure the Amlib Configuration Manager

The *Amlib Configuration Manager* eliminates the need for separate **Amlib.ini** and **SQL.ini** files to connect the *Financial Transactions Upgrade* application to the *Amlib* SQL databases.

Please Note: Due to the additional extra security measures on *Windows Server 2008*, *Windows 7* and *Vista*, you may need to edit the installation's access control list settings before being able to edit the **AmlibConfig.xml** file – see [Appendix B: Edit Access Control for Amlib Financial Transactions Upgrade](#) for more details.

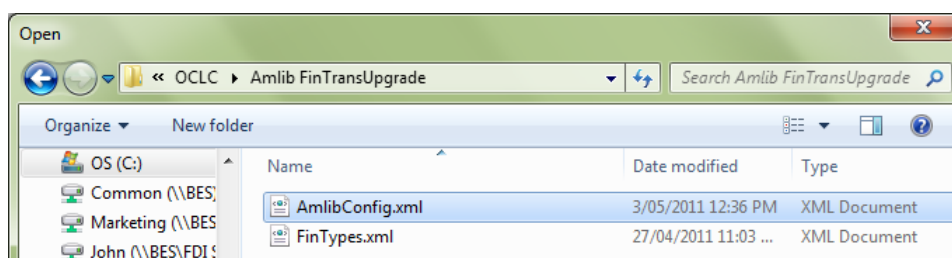
Set Up Database Configuration

1. **Launch** the *Amlib Configuration Manager*



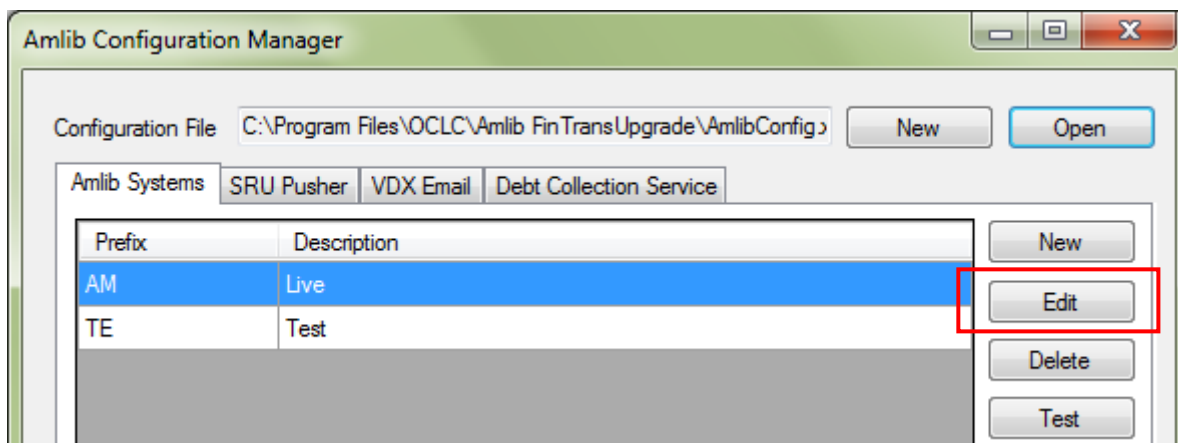
The *Manager* should already be connected to the **AmlibConfig.exe** Configuration File being used by the *Financial Transactions Upgrade* application

2. If there is no Configuration File open, click on the **Open** button and locate the *Debt Collection AmlibConfig.xml* file – it should be located in the same folder as your *Financial Transactions Upgrade* files (for example: **C:\Program Files\OCLC\ Amlib FinTransUpgrade**)

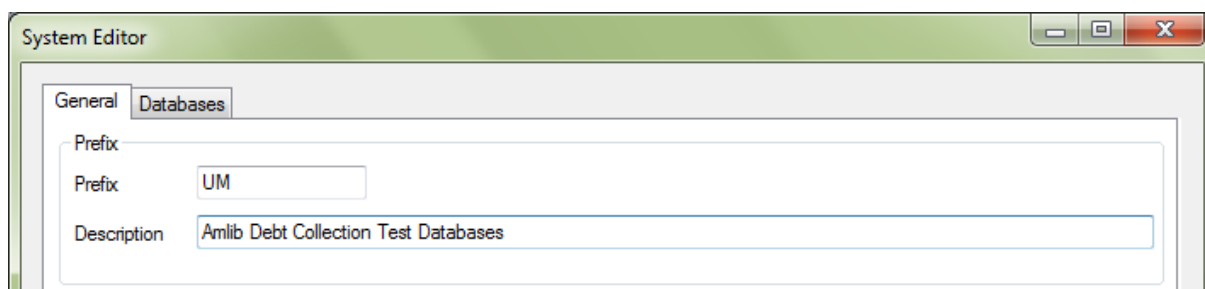


Amlib Client Upgrade Installation: Double-Entry Guide

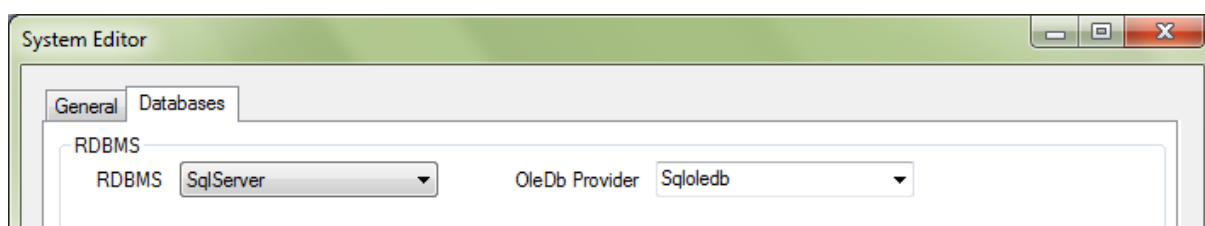
- Once opened, the **AM** and **TE** databases will display as default
 - Please Note:** This configuration automatically has the **AM (Live)** and **TE (Test)** databases defined (but not set).



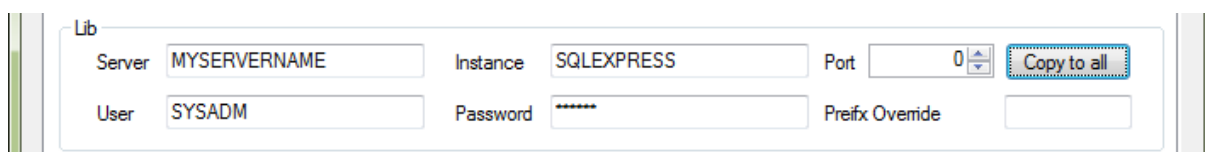
- In the Amlib Systems tab, highlight the **Live** or **Test** database connector and click the **Edit** button – the System Editor will open
 - To add a new connector, select the **New** button
- On the General tab, enter the **Prefix** and a **Description** (*new connectors only*)



- On the Databases tab, enter the following details:
 - Choose the details for the **RDBMS** and **OleDbProvider** from the drop-down boxes



- Enter the details for the Lib database



- Server – enter the name of the **Server** running your *Amlib* services

Amlib Client Upgrade Installation: Double-Entry Guide

- Instance – enter an **Instance** (if required – otherwise leave as **Default**)
 - Port – enter a **Port number** (if required – otherwise leave as **0** [for unused])
 - User – enter the **Username** for the database connection
 - Password – enter the **Password** for the database connection – the username and password should be the same as that the login for your other *Amlib* databases. **SYSADM/SYSADM** is the default login for most *Amlib* database setups.
- Click the **Copy to all** button to copy the details to the other database fields

The screenshot shows the 'System Editor' window with the 'Databases' tab selected. The 'RDBMS' section has 'SqlServer' selected in the dropdown and 'Sqloledb' in the 'OleDb Provider' dropdown. Below this are five sections: 'Lib', 'Cat', 'Local', and 'Stats'. Each section contains fields for 'Server' (MYSERVERNAME), 'Instance' (SQLEXPRESS), 'Port' (0), 'User' (SYSADM), 'Password' (*****), and 'Prefix Override'. A 'Copy to all' button is located to the right of the 'Lib' section's 'Port' field. At the bottom right of the window are 'OK' and 'Cancel' buttons.

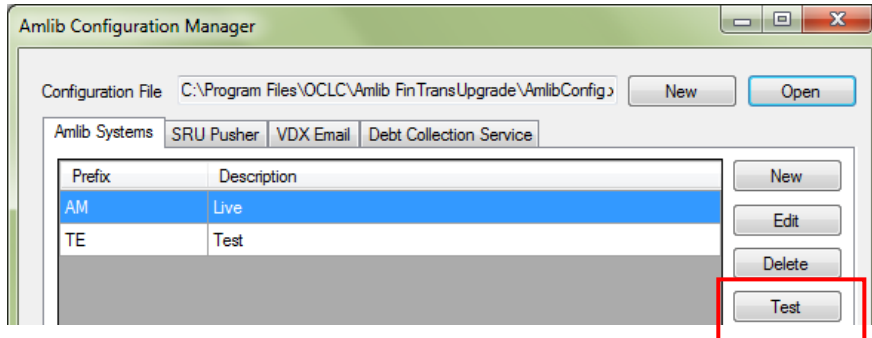
7. Click the **OK** button once complete – the System Editor window will close

Amlib Client Upgrade Installation: Double-Entry Guide

Testing

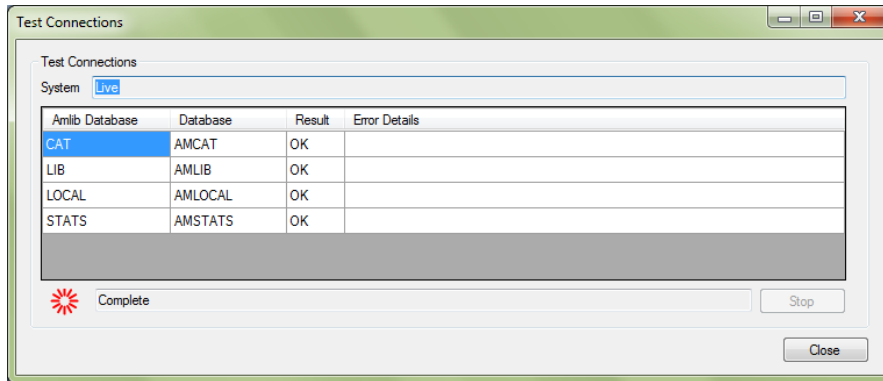
Once complete, the connection can be tested:

1. Highlight the relevant database – for example: **AM** – and click the **Test** button

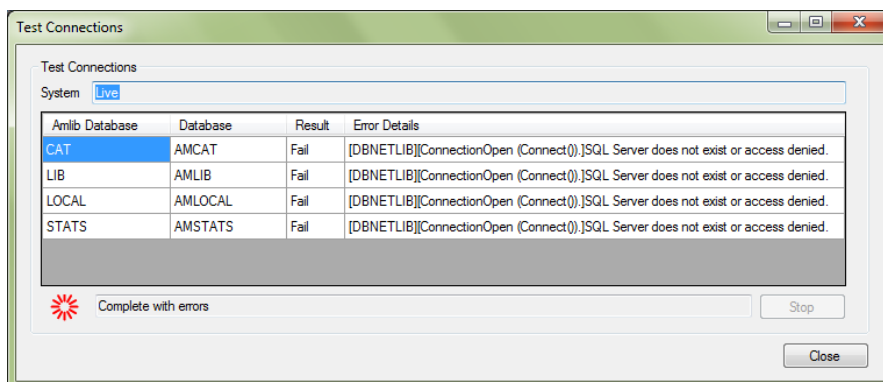


2. The Test Connections window will display with the result – if errors occur, the reason will display in the Error Details column:

- a. Test **successful** – all Results = **OK**:



- Test **unsuccessful** – all Results = **Fail** with Error Details shown:



3. Click the **Close** button to close the Test Connections screen
4. Click the **Exit** button when complete

The *Financial Transactions Upgrade* application has now been installed and its connection to the *Amlib* SQL databases configured.

Amlib Client Upgrade Installation: Double-Entry Guide

Financial Transactions Upgrade

Edit the FinTypes.xml File to Ensure Circulation Financial Types are Correctly Matched

Double-Entry Accounting: An Overview

Double-entry accounting ensures that any *debit* (or charge) transaction is recorded on a separate line to that of the *credit* (or payment) transaction and no deletion or editing is allowed. This method is more accountable than single-line accounting as it creates a set-up where the sum of transactions should balance out.

For example: **LATEFINE** is defined as **Debit** transaction (the Borrower is charged \$5.00 in late fines). An entry to this affect appears in the Borrower Financial Transactions table:

Type	TransDate	Date Modif	Loc	Comme	Item	Title	Qty	Charge (Debit)	Inv_No	Inv Date	Paid (Credit)	F
LATEFINE	16/06/2011	16/06/2011	CH	Manual Fine Calcula	16904	Harry Potter and the	1	\$5.00			\$0.00	

The corresponding payment of the fine by the patron (**PAYFINE**) occurs as a separate **Credit** transaction which balances out the original **Debit** transaction:

Type	TransDate	Date Modif	Loc	Comme	Item	Title	Qty	Charge (Debit)	Inv_No	Inv Date	Paid (Credit)	F
PAYFINE	16/06/2011	16/06/2011	CH	Alloc by STAFF Manual	16904	Harry Potter and the	1	\$0.00			\$5.00	4
LATEFINE	16/06/2011	16/06/2011	CH	Alloc by STAFF Manual	16904	Harry Potter and the	1	\$5.00			\$0.00	4

The **FinTypes.xml** file is used by the Financial Transactions Upgrade process to correctly link double-entry transactions.

The file is edited in such a way that the Debit Type is listed, and then followed by all the associated Credit Types in order of checking preference:

```
- <FinType DebitType="DAM">
  - <CreditTypes>
    <CreditType Type="PAYDAM"/>
    <CreditType Type="WRITEOFF"/>
  </CreditTypes>
</FinType>
```

The example above lists the Debit Type (**DAM**) used to place a charge against borrowers who have damaged an item. The example then lists the two (2) Credit Types (in order of checking preference) which can be used to pay/offset this particular debit (**PAYDAM** and **WRITEOFF**).

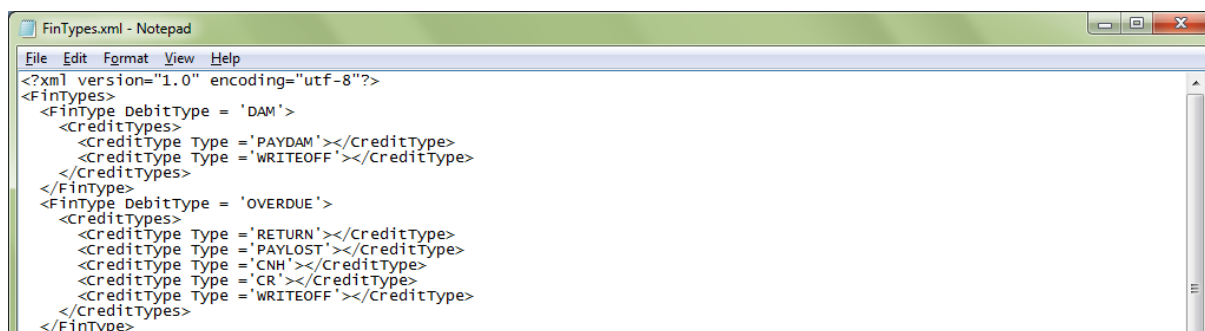
It is possible to edit the **FinTypes.xml** file to ensure that non-standard user-defined Circulation Transaction Types ([see above](#)) are incorporated into the Financial Transactions Upgrade process. This will avoid having to manually link the transactions using the Check and Create Payments Links application ([see below](#)). *Users are under no obligation to edit the **FinTypes.xml** and can use the Check and Create Payments Links application to manually link transactions if they prefer.*

The file must be edited **PRIOR** to the running of the Financial Transactions Upgrade.

Amlib Client Upgrade Installation: Double-Entry Guide

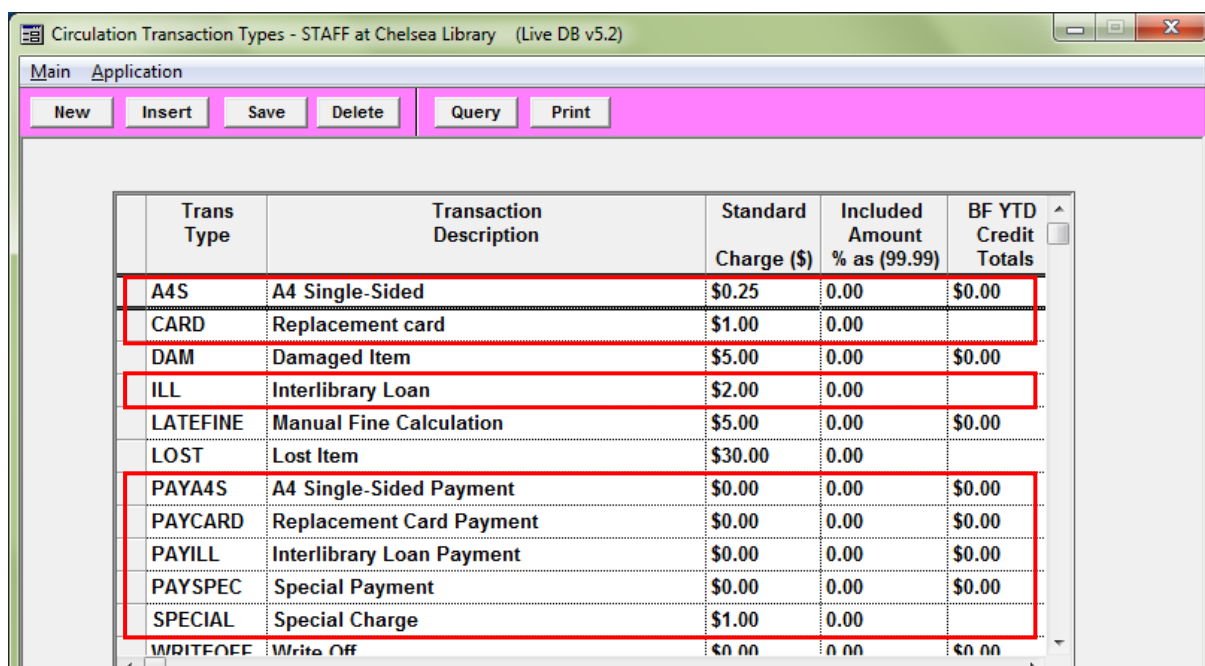
Please Note: Users requiring additional information with regard to the double-entry process and editing of the **FinType.xml** file, should contact *Amlib* support for further assistance (prior to running the Financial Transactions Upgrade).

1. On your server, navigate to the folder containing the *Amlib* Financial Transaction Upgrade files – for example:
 - a. **C:\Program Files\OCLC\Amlib FinTransUpgrade**
2. Right-click on the **FinTypes.xml** file and open it in *Notepad*:



```
FinTypes.xml - Notepad
File Edit Format View Help
<?xml version="1.0" encoding="utf-8"?>
<FinTypes>
  <FinType DebitType = 'DAM'>
    <CreditTypes>
      <CreditType Type = 'PAYDAM'></CreditType>
      <CreditType Type = 'WRITEOFF'></CreditType>
    </CreditTypes>
  </FinType>
  <FinType DebitType = 'OVERDUE'>
    <CreditTypes>
      <CreditType Type = 'RETURN'></CreditType>
      <CreditType Type = 'PAYLOST'></CreditType>
      <CreditType Type = 'CNH'></CreditType>
      <CreditType Type = 'CR'></CreditType>
      <CreditType Type = 'WRITEOFF'></CreditType>
    </CreditTypes>
  </FinType>
</FinTypes>
```

3. After editing ([see above](#)), the Circulation Transactions Type table had the following non-standard user-defined Types:
 - a. **A4S** – A4 Single-Sided
 - b. **CARD** – Replacement card
 - c. **ILL** – Interlibrary Loan
 - d. **SPECIAL** – Special Charge
 - e. **PAYA4S** – A4 Single-Sided Payment
 - f. **PAYCARD** – Replacement Card Payment
 - g. **PAYILL** – Interlibrary Loan Payment
 - h. **PAYSPEC** – Special Payment



Trans Type	Transaction Description	Standard Charge (\$)	Included Amount % as (99.99)	BF YTD Credit Totals
A4S	A4 Single-Sided	\$0.25	0.00	\$0.00
CARD	Replacement card	\$1.00	0.00	
DAM	Damaged Item	\$5.00	0.00	\$0.00
ILL	Interlibrary Loan	\$2.00	0.00	
LATEFINE	Manual Fine Calculation	\$5.00	0.00	\$0.00
LOST	Lost Item	\$30.00	0.00	
PAYA4S	A4 Single-Sided Payment	\$0.00	0.00	\$0.00
PAYCARD	Replacement Card Payment	\$0.00	0.00	\$0.00
PAYILL	Interlibrary Loan Payment	\$0.00	0.00	\$0.00
PAYSPEC	Special Payment	\$0.00	0.00	\$0.00
SPECIAL	Special Charge	\$1.00	0.00	
WRITEOFF	Write Off	\$0.00	0.00	\$0.00

Amlib Client Upgrade Installation: Double-Entry Guide

- These charges (debits) and payments (credits) can be incorporated into the **FinTypes.xml** file, and thus can be used to assist the Financial Transactions Upgrade process in matching double-entry transactions – the following is how the Replacement Card debit type (**CARD**) would be added into the file, with its corresponding credit types (**PAYCARD**, **WRITEOFF** and **WAIVE**):

```
<FinType DebitType = 'CARD'>
  <CreditTypes>
    <CreditType Type = 'PAYCARD'></CreditType>
    <CreditType Type = 'WRITEOFF'></CreditType>
    <CreditType Type = 'WAIVE'></CreditType>
  </CreditTypes>
</FinType>
```

- The above example includes four additional debit (charge) types (and four matching credit types) – therefore an additional four Debit Type Entries will need to be made in the **FinTypes.xml** file:

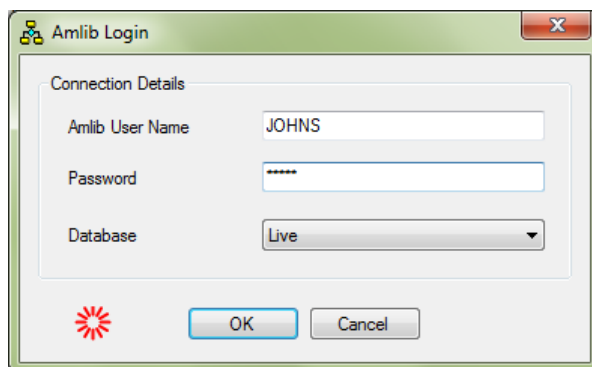
```
<FinType DebitType = 'A4S'>
  <CreditTypes>
    <CreditType Type = 'PAYA4S'></CreditType>
    <CreditType Type = 'WRITEOFF'></CreditType>
  </CreditTypes>
</FinType>
<FinType DebitType = 'CARD'>
  <CreditTypes>
    <CreditType Type = 'PAYCARD'></CreditType>
    <CreditType Type = 'WRITEOFF'></CreditType>
    <CreditType Type = 'WAIVE'></CreditType>
  </CreditTypes>
</FinType>
<FinType DebitType = 'ILL'>
  <CreditTypes>
    <CreditType Type = 'PAYILL'></CreditType>
    <CreditType Type = 'WRITEOFF'></CreditType>
  </CreditTypes>
</FinType>
<FinType DebitType = 'SPECIAL'>
  <CreditTypes>
    <CreditType Type = 'PAYSPEC'></CreditType>
    <CreditType Type = 'WRITEOFF'></CreditType>
    <CreditType Type = 'WAIVE'></CreditType>
  </CreditTypes>
</FinType>
```

- Save the file when complete

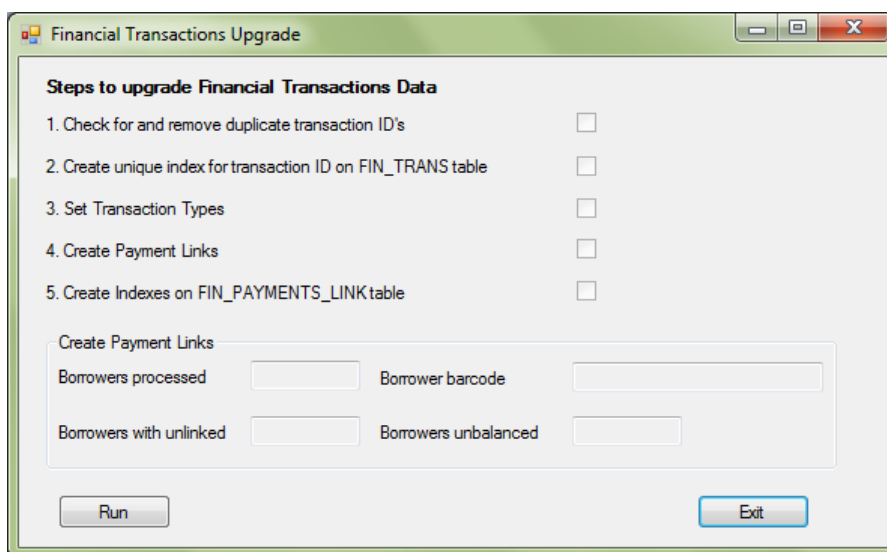
Amlib Client Upgrade Installation: Double-Entry Guide

Run the Financial Transactions Upgrade

1. Launch the *Amlib 5.3 Financial Transactions Upgrade* client (it should be accessible from your Programs menu)



2. The Amlib Login prompt will display
3. Enter the following details:
 - a. Amlib User Name: your *Amlib* client Username
 - b. Password: your *Amlib* client Password
 - c. Database: **select** the Database to be upgraded (for example: **Live**)
4. Click the **OK** button – the Steps to upgrade Financial Transaction Data window will display:



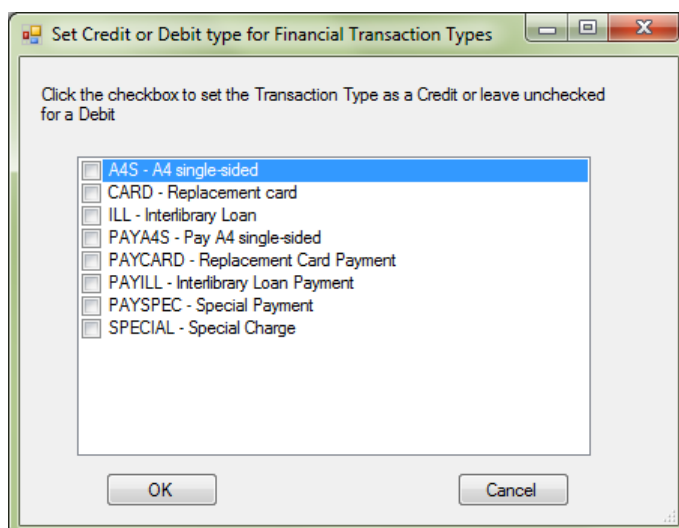
5. Double-Entry users require four operations to be performed:
 - a. **Check for and remove duplicate transaction ID's**
 - b. **Create unique index for transaction ID on FIN_TRANS table**
 - c. **Set Transaction Types**
 - d. **Create Payment Links**
 - e. **Create Indexes on FIN_PAYMENTS_LINK table**

Amlib Client Upgrade Installation: Double-Entry Guide

- Click the **Run** button

Please Note: Depending on the number of financial transactions in your database this may take anywhere from a few seconds to several minutes

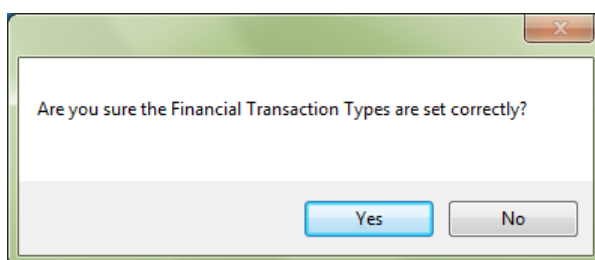
- Steps 1 and 2 will be completed (you will see ticks appear in the adjacent boxes)
- If the upgrade encounters user-defined Circulation Transaction Types (other than those shown in the [Standard Circulation Transaction Types](#) list above), the Set Credit or Debit type for Financial Transaction Types screen will display:



- For those user-defined Circulation Transactions Types which are Credit (payment) transactions (the library is receiving funds), then a **tick** needs to be placed in the adjoining check box (as in the following example):



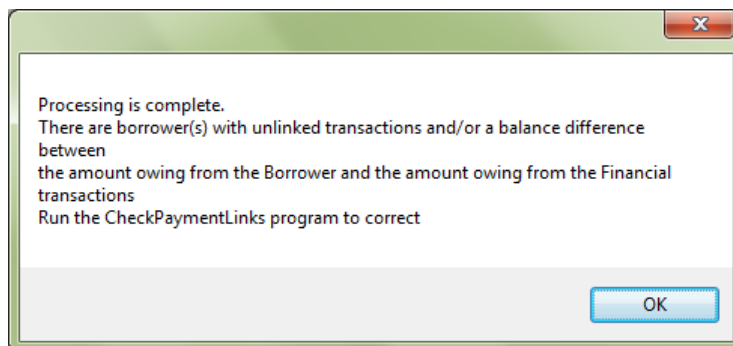
- Once the Transaction Types are set, click the **OK** button – a prompt with the following message will display: **Are you sure the Financial Transaction Types are set correctly?**



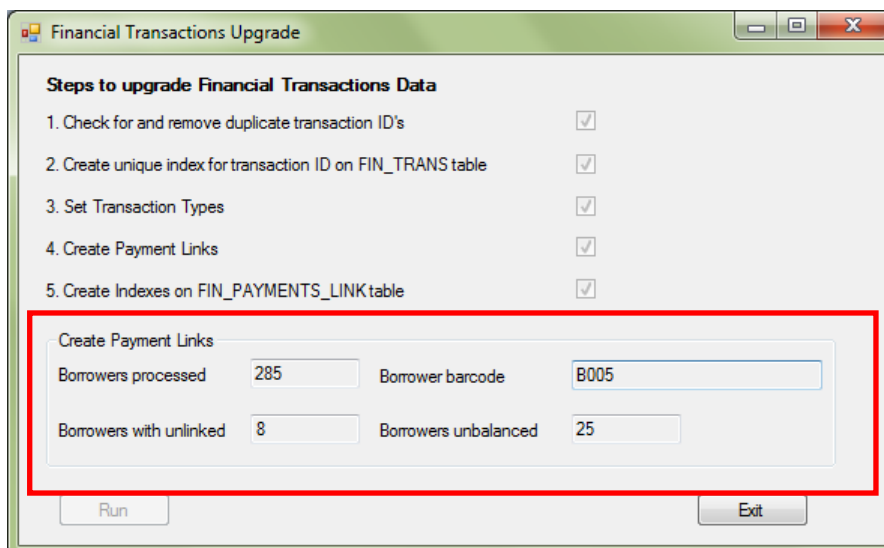
- If you are sure, then click the **Yes** button (otherwise click the **No** button, and you will be returned to the Set Credit or Debit type for Financial Transaction Types screen, where you can review your Transaction Types)
- Once complete the following prompt will display: **Processing is complete.**

Amlib Client Upgrade Installation: Double-Entry Guide

13. It may also report the following: **There are borrowers(s) with unlinked transactions and/or a balance difference between the amount owing from the Borrower and the amount owing from the Financial transactions**
Run the CheckPaymentsLinks programs to correct



14. Click the **OK** button to return to the main window – if the *Check Payments Links* program needs to be run, details of the links to be corrected will appear in the Create Payment Links section at the bottom of the window:



15. Click the **Exit** button

You may then proceed as follows:

- If you **have not** been prompted to run the *Check Payments Link* application, then the upgrade of your *Amlib* databases is now completed.
- If you **have** been prompted to run the *Check Payments Links*, then please proceed to the next section: [Check and Create Payment Links](#)
- If you have to update locally installed versions of the *Amlib* client, then proceed to [Section 2: Update All PCs](#)
- If there are no locally installed client versions of *Amlib* to update then the upgrade procedure is now completed

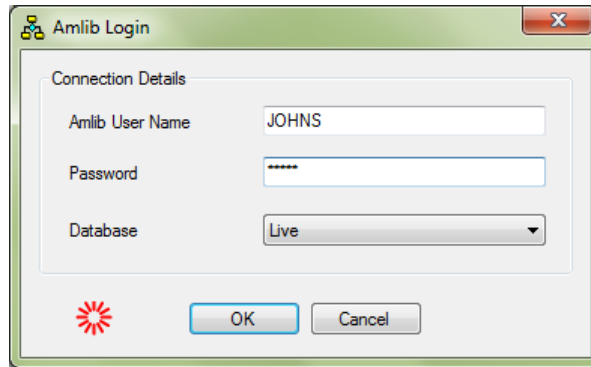
Amlib Client Upgrade Installation: Double-Entry Guide

Check and Create Payment Links

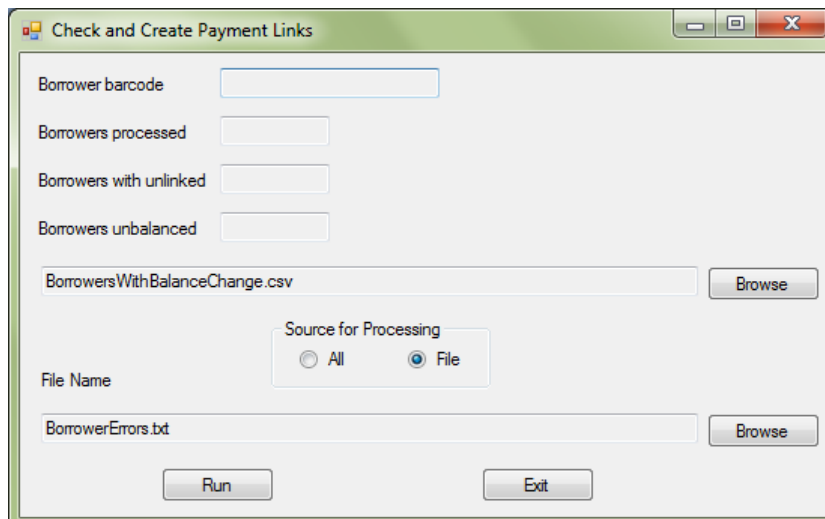
The *Check and Create Payment Links* client enables the user to create links between unlinked financial transactions, it also has the ability to update the Borrowing Owing balances where these are out of alignment.

IMPORTANT: PLEASE READ THIS SECTION CAREFULLY BEFORE PROCEEDING!

1. Launch the *Amlib 5.3 Check Payments Link* client (it should be accessible from your Programs menu)



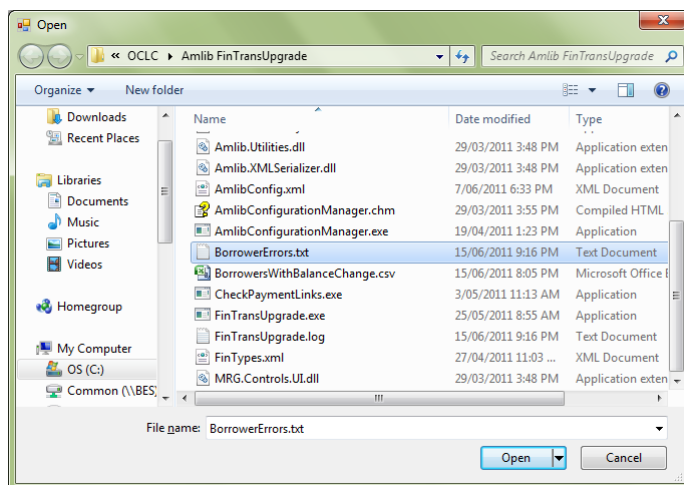
2. The Amlib Login prompt will display
3. Enter the following details:
 - a. Amlib User Name: your *Amlib* client Username
 - b. Password: your *Amlib* client Password
 - c. Database: **select** the Database to be upgraded (for example: **Live**)
4. Click the **OK** button – the Check and Create Payment Links window will display:



Amlib Client Upgrade Installation: Double-Entry Guide

5. You may need to enter the File Name and map the pathway for the error file:

a. Click on the lower **Browse** button – the Open dialog box will display:



b. Select the **BorrowerErrors.txt** file and click the **Open** button

6. Click the **Run** button – the Transactions screen will display:

A screenshot of the 'Transactions' application window. At the top, there are fields for 'Borrower barcode' (CL102B0393663D), 'Amt owing from Borrower' (4.10), 'Amt owing from Transactions' (105.25), 'Amt unlinked' (105.25), and 'Rows' (11). Below these fields is a table with columns: ID, CreditID, DebitID, ChargeAmount, PaidAmount, OutstandingAmount, Type, DateEntered, Item, Title, Comments, and Date. The table contains 11 rows of transaction data. At the bottom of the window, there are buttons for 'Create Link', 'Remove Linked from list', 'Restore All to List', 'OK', 'Cancel', 'Update Borrower Owing', and 'Create Balance Debit'.

Across the top of the screen you will see the following fields:

- Borrower barcode
- Amt owing from Borrower
- Amt owing from Transactions
- Amt unlinked
- Rows – the number of items requiring attention

A screenshot of the 'Transactions' application window showing the top fields: 'Borrower barcode' (CL102B0393663D), 'Amt owing from Borrower' (4.10), 'Amt owing from Transactions' (105.25), 'Amt unlinked' (105.25), and 'Rows' (11).

Amlib Client Upgrade Installation: Double-Entry Guide

The table below this heading will contain a complete list of the Borrower transactions (not just the ones requiring attention):

ID	CreditID	DebitID	ChargeAmount	PaidAmount	OutstandingAmount	Type	DateEntered	Item	Title	Comments	DateK
17270	0	0	1.00	0.00	1.00	WAIVE	4/02/2008			WAIVED by MC ...	8/10/2
17269	0	0	2.10	0.00	2.10	WAIVE	4/02/2008			WAIVED by MC ...	8/10/2
17268	0	0	2.50	0.00	2.50	WAIVE	4/02/2008			WAIVED by MC ...	8/10/2
17267	0	0	2.00	0.00	2.00	WAIVE	4/02/2008			WAIVED by MC ...	8/10/2
17266	0	0	21.00	0.00	21.00	WAIVE	18/01/2008	AL1020047360:B	Eyes open [CD]	WAIVED by MC ...	8/10/2
17265	0	0	10.00	0.00	10.00	WAIVE	18/01/2008	AL10200589977B	Parachutes [CD]	WAIVED by MC ...	8/10/2
17264	0	0	21.00	0.00	21.00	WAIVE	18/01/2008	AL1020047357:B	All the right reaso...	WAIVED by MC ...	8/10/2

The client will list each Borrower in succession and the user will have to assess the data being presented and make the necessary adjustments. For the most part, this simply requires the Borrower Owing balances to be readjusted (something that can be done with a simple button click). Other transactions may require linking, whilst some may be missing matching transactions altogether.

Please Note: It is possible to remove transactions that are already linked from the table by simply clicking on the **Remove Linked from list** button at the bottom of your screen. Use the **Restore All to List** button to show all transactions again.

The following scenarios present various issues and how to resolve them.

Scenario 1: Update Borrower Owing Balances

In the following example, you will notice the following:

- Amt Owing from Borrower = **4.10**
- Amt Owing from Transactions = **105.25**
- Amount unlinked = **105.25**

The screenshot shows the 'Transactions' window with the following data:

ID	CreditID	DebitID	ChargeAmount	PaidAmount	OutstandingAmount	Type	DateEntered	Item	Title	Comments	DateK
17270	0	0	1.00	0.00	1.00	WAIVE	4/02/2008			WAIVED by MC ...	8/10/2
17269	0	0	2.10	0.00	2.10	WAIVE	4/02/2008			WAIVED by MC ...	8/10/2
17268	0	0	2.50	0.00	2.50	WAIVE	4/02/2008			WAIVED by MC ...	8/10/2
17267	0	0	2.00	0.00	2.00	WAIVE	4/02/2008			WAIVED by MC ...	8/10/2
17266	0	0	21.00	0.00	21.00	WAIVE	18/01/2008	AL1020047360:B	Eyes open [CD]	WAIVED by MC ...	8/10/2
17265	0	0	10.00	0.00	10.00	WAIVE	18/01/2008	AL10200589977B	Parachutes [CD]	WAIVED by MC ...	8/10/2
17264	0	0	21.00	0.00	21.00	WAIVE	18/01/2008	AL1020047357:B	All the right reaso...	WAIVED by MC ...	8/10/2
17263	0	0	13.00	0.00	13.00	WAIVE	17/01/2008	31111019115110	Daddy day care	WAIVED by MC ...	8/10/2
17262	0	0	10.00	0.00	10.00	WAIVE	17/01/2008	AL10200635782B	Rush Hour 2 [Vid...	WAIVED by MC ...	8/10/2
17261	0	0	20.55	0.00	20.55	WAIVE	17/01/2008	AL10200600962B	R&B [CD]: the c...	WAIVED by MC ...	8/10/2
2811	0	0	2.10	0.00	2.10	GST	4/05/2009			GST component	4/05/2

Summary statistics (highlighted in red):

- Amt owing from Borrower: 4.10
- Amt owing from Transactions: 105.25
- Amt unlinked: 105.25

Buttons at the bottom: Create Link, Remove Linked from list, Restore All to List, OK, Cancel, Update Borrower Owing, Create Balance Debit.

Summary bar below window:

- Amt owing from Borrower: 4.10
- Amt owing from Transactions: 105.25
- Amt unlinked: 105.25

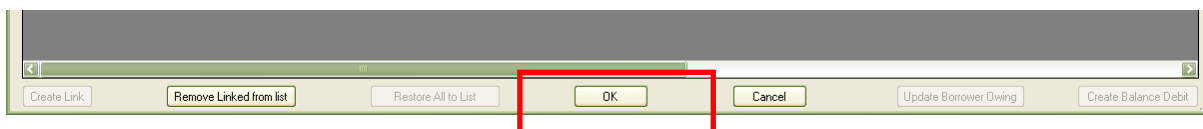
Amlib Client Upgrade Installation: Double-Entry Guide

There is a clear imbalance between the Amounts Owing (they are listed in **RED**). However, you will note that the **Update Borrower Owing** button at the bottom of the screen is active – this means that the client can automatically adjust these balances:

1. Click the **Update Borrower Owing** button – the system will automatically adjust the balances (the Amounts Owing should be the same and no longer in red):

Amt owing from Borrower Amt owing from Transactions Amt unlinked

2. At this point the **OK** button at the bottom of the screen should now be active:



3. Click the **OK** button

Adjustments to this Borrower record are now complete – if there are additional Borrower records to be adjusted, then the next one will then display.

Scenario 2: Create Links between Transaction Records (2 Transactions Only)

In the following example, you will notice the following:

- Amt Owing from Borrower = **0.00**
- Amt Owing from Transactions = **0.00**
- Amount unlinked = **4.00**

Transactions window showing summary and table:

Summary bar (top): Amt owing from Borrower Amt owing from Transactions Amt unlinked Rows: 6

ID	CreditID	DebitID	ChargeAmount	PaidAmount	OutstandingAmount	Type	DateCreated	Item	Title	Comments	Date
17752	17752	17680	0.00	0.40	0.00	WAIVE	16/12/2008			WAIVED by MC ...	8/10/2
17680	17752	17680	2.40	0.00	2.00	WAIVE	16/12/2008			WAIVED by MC ...	8/10/2
15106	0	0	0.00	2.00	-2.00	CREDIT	26/07/2010			Credit after return	26/07/
1178	1178	1178	8.00	8.00	0.00	CREDIT	15/12/2008	31111026945897	Wizard tales : sto...	Credit after return	16/02/
1177	1177	1177	12.00	12.00	0.00	CREDIT	15/12/2008	31111028060794	Tales of Deltora /	Credit after return	16/02/
1176	1176	1176	4.00	4.00	0.00	PAID	15/12/2008	ASLIB482638698	Voyage to the ed...	Payment made	20/07/

Summary bar (bottom): Amt owing from Borrower Amt owing from Transactions Amt unlinked

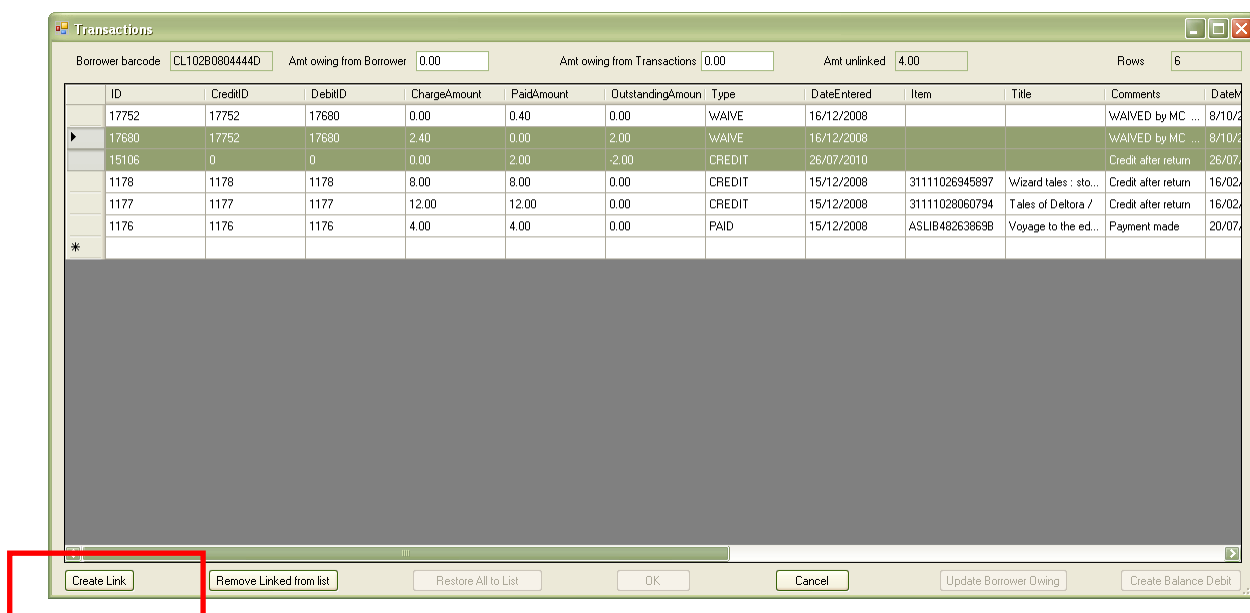
Amlib Client Upgrade Installation: Double-Entry Guide

The Amounts Owing are in balance (they are listed in **BLACK**). However, the Amt unlinked is **4.00**. You will also note that both the **Update Borrower Owing** and **OK** buttons at the bottom of the screen are inactive. A closer examination of the table shows that there are 2 items containing amounts in the OutstandingAmounts column (of **2.00** and **-2.00**) totaling **4.00**:

ID	CreditID	DebitID	ChargeAmount	PaidAmount	OutstandingAmount	Type	DateEntered
17752	17752	17680	0.00	0.40	0.00	WAIVE	16/12/2008
17680	17752	17680	2.40	0.00	2.00	WAIVE	16/12/2008
15106	0	0	0.00	2.00	-2.00	CREDIT	26/07/2010
1178	1178	1178	8.00	8.00	0.00	CREDIT	15/12/2008

There appears to be a clear relationship between the transactions (as they are both showing amounts of the same value) and all that is required is for the user to create a link between the two transactions:

1. **Highlight** the transactions to be linked (by clicking in the grey area at the start of the transaction line – use the **Ctrl** button when highlighting additional transactions):



2. At this point the **Create Link** button at the bottom of the screen should now be active
3. Click the **Create Link** button – the system will now link the two transactions together (you will note that the two transactions now have the same CreditID and that the Amt unlinked is now **0.00**):

ID	CreditID	DebitID	ChargeAmount	PaidAmount	OutstandingAmount	Type	DateEntered	Item
15106	15106	17680	0.00	2.00	0.00	CREDIT	26/07/2010	
17752	17752	17680	0.00	0.40	0.00	WAIVE	16/12/2008	
17680	15106	17680	2.40	0.00	0.00	WAIVE	16/12/2008	
1178	1178	1178	8.00	8.00	0.00	CREDIT	15/12/2008	31111026945

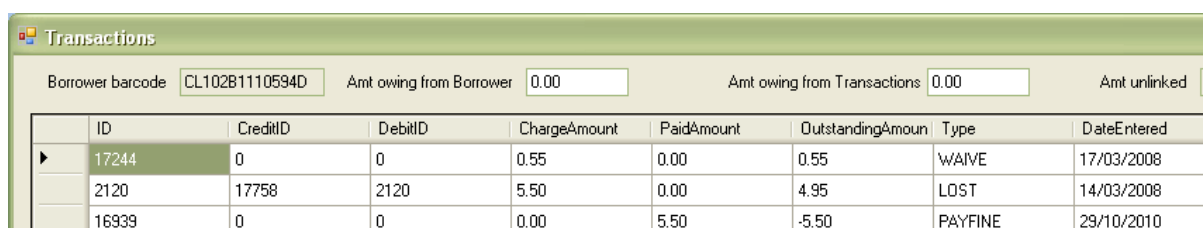
Amlib Client Upgrade Installation: Double-Entry Guide

4. At this point the **OK** button at the bottom of the screen should now be active
5. Click the **OK** button when complete

Adjustments to this Borrower record are now complete – if there are additional Borrower records to be adjusted, then the next one will then display.

Scenario 3: Create Links between Transaction Records (Multiple Transactions)

Whilst Scenario 2 above showed only 2 transactions being linked, the same method can be used to link multiple items (1 credit transaction with multiple debit transactions and vice versa), as shown in the following example:

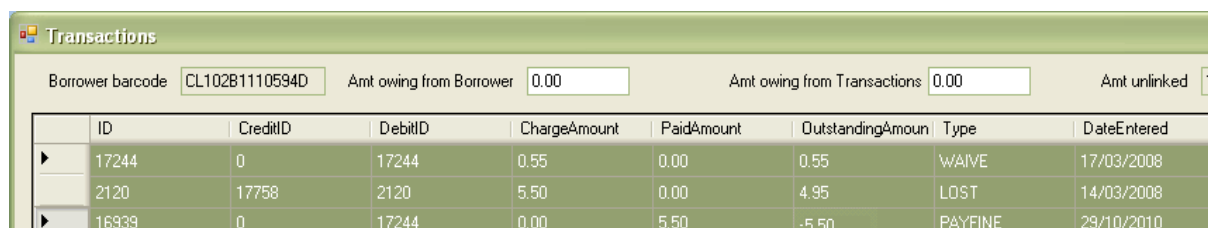


The screenshot shows the 'Transactions' window for Borrower barcode CL102B1110594D. The 'Amt owing from Borrower' and 'Amt owing from Transactions' are both 0.00. The 'Amt unlinked' is 1. The table below shows three transactions:

ID	CreditID	DebitID	ChargeAmount	PaidAmount	OutstandingAmount	Type	DateEntered
17244	0	0	0.55	0.00	0.55	WAIVE	17/03/2008
2120	17758	2120	5.50	0.00	4.95	LOST	14/03/2008
16939	0	0	0.00	5.50	-5.50	PAYFINE	29/10/2010

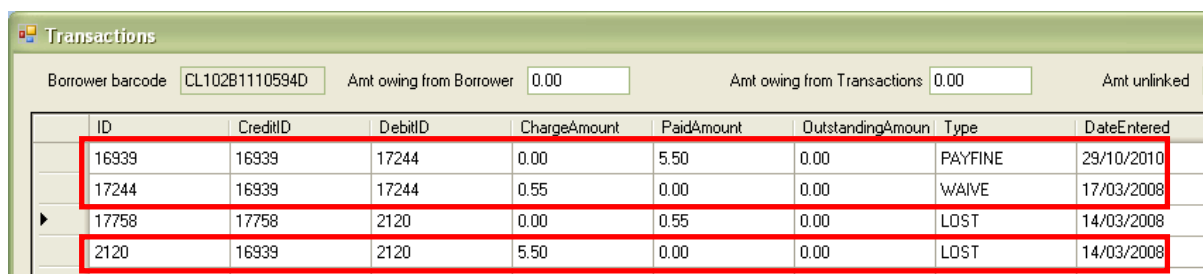
There is a clear relationship between the 3 unlinked items – as evidenced by the total of the amounts (this is further supported by the **CR** and **DR** values in the CreditOrDebit column)

1. In this instance, **Highlight** all 3 transactions (by clicking in the grey area at the start of the transaction line – use the **Ctrl** button when highlighting additional transactions):



The screenshot shows the same 'Transactions' window, but now the three transaction rows are highlighted in grey. The 'Amt unlinked' is still 1.

2. Click the **Create Link** button – the system will now link the 3 transactions together (they now have the same CreditID and that the Amt unlinked is now **0.00**):



The screenshot shows the 'Transactions' window after linking. The 'Amt unlinked' is now 0. The three transaction rows are highlighted with red boxes, showing they now share a CreditID of 16939:

ID	CreditID	DebitID	ChargeAmount	PaidAmount	OutstandingAmount	Type	DateEntered
16939	16939	17244	0.00	5.50	0.00	PAYFINE	29/10/2010
17244	16939	17244	0.55	0.00	0.00	WAIVE	17/03/2008
17758	17758	2120	0.00	0.55	0.00	LOST	14/03/2008
2120	16939	2120	5.50	0.00	0.00	LOST	14/03/2008

3. Click the **OK** button when complete

Adjustments to this Borrower record are now complete – if there are additional Borrower records to be adjusted, then the next one will then display.

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Scenario 4: Create Links between Transaction Records (Amounts Unmatched)

Occasionally, a relationship between two or more transactions will be detected but the amounts will not match (perhaps because only partial payment has been made), as shown in the following example:

ChargeAmount	PaidAmount	OutstandingAmount	Type	DateEntered	Item	Title	Comments
8.85	0.00	8.85	LOST	1/05/2008			GSWT # 10% = 8.85
7.20	0.00	7.20	LOST	28/04/2008	AL10200592595B	Motor 6/07	Original Checkout: 21 FEB
0.00	8.15	-8.15	LOST	13/05/2008			GSWT # 10% = 8.85

There is a clear relationship between these 2 unlinked transactions – as evidenced by the Comments:
GSWT # 10% = 8.85

1. In this instance, **highlight** the 2 transactions (by clicking in the grey area at the start of the transaction line – use the **Ctrl** button when highlighting additional transactions):

ID	CreditID	DebitID	ChargeAmount	PaidAmount	OutstandingAmount	Type	DateEntered
920	0	0	8.85	0.00	8.85	LOST	1/05/2008
919	0	0	7.20	0.00	7.20	LOST	28/04/2008
921	0	0	0.00	8.15	-8.15	LOST	13/05/2008

2. Click the **Create Link** button – the following prompt will appear, asking: **Are you sure the selected transactions are correct?**

Create Link

For the selected transactions:
Credit balance = 8.15
Debit balance = 8.85

Are you sure the selected transactions are correct?

3. Click the **OK** button – the system will now link the 2 transactions together (they now have the same CreditID):

ID	CreditID	DebitID	ChargeAmount	PaidAmount	OutstandingAmount	Type	DateEntered	Item
921	921	920	0.00	8.15	0.00	LOST	13/05/2008	
920	921	920	8.85	0.00	0.70	LOST	1/05/2008	
919	0	0	7.20	0.00	7.20	LOST	28/04/2008	AL10200592595B

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4. The Amt unlinked is still **7.90** as the Borrower still owes money – but the Amounts Owing are now in balance and the **OK** button is now active
5. Click the **OK** button when complete

Adjustments to this Borrower record are now complete – if there are additional Borrower records to be adjusted, then the next one will then display.

Scenario 5: Create a Balance Debit

In the following example, you will notice the following:

- Amt Owing from Borrower = **-17.60**
- Amt Owing from Transactions = **-17.60**
- Amount unlinked = **17.60**

The screenshot shows the 'Transactions' window with the following data:

ID	CreditID	DebitID	ChargeAmount	PaidAmount	OutstandingAmount	Type	DateEntered	Item	Title	Comments
16050	0	0	0.00	17.60	-17.60	RETURN	30/09/2010 4:36...	AL1020070430:B	Judge and jur.	** Was subsequently returne

Summary fields: Amt owing from Borrower: -17.60, Amt owing from Transactions: -17.60, Amt unlinked: 17.60

Buttons: Create Link, Remove Linked from list, Restore Auto List, OK, Cancel, Update Borrower Owing, Create Balance Debit

Zoomed-in view below:

Amt owing from Borrower	-17.60	Amt owing from Transactions	-17.60	Amt unlinked	17.60
-------------------------	--------	-----------------------------	--------	--------------	-------

The Amounts Owing are in balance (they are listed in **BLACK**). However, the Amt unlinked is **17.60**. You will also note that both the **Update Borrower Owing** and **OK** buttons at the bottom of the screen are inactive. A closer examination of the table shows that there is only 1 item containing an amount in the OutstandingAmounts column if **17.60**:

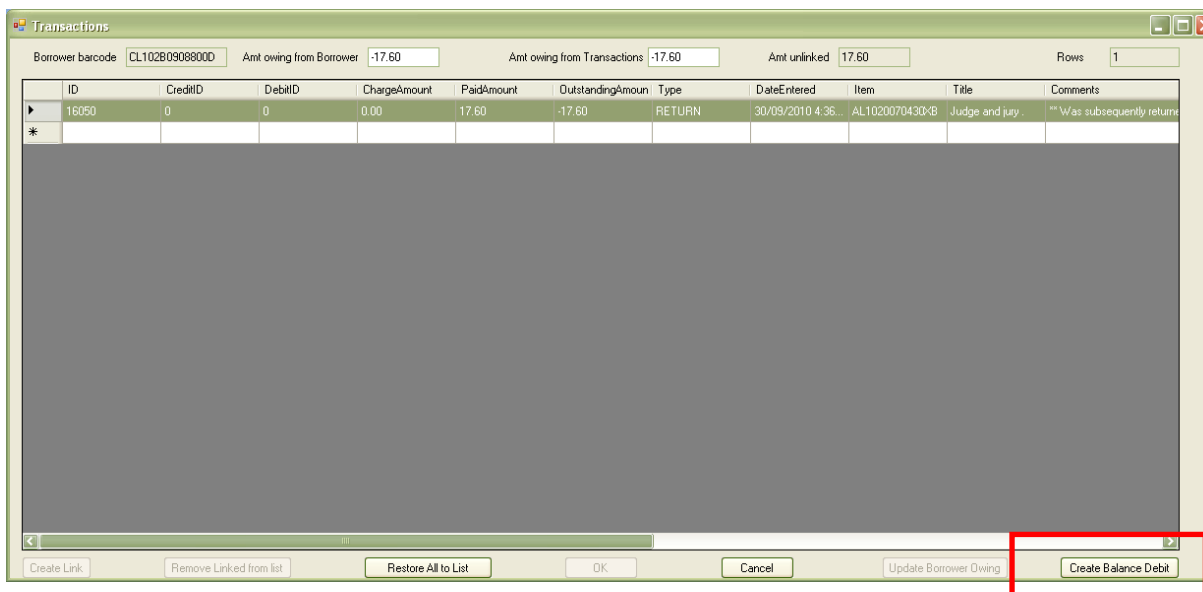
Close-up of the table row:

ID	CreditID	DebitID	ChargeAmount	PaidAmount	OutstandingAmount	Type	DateEntered
16050	0	0	0.00	17.60	-17.60	RETURN	30/09/2010 4:36...

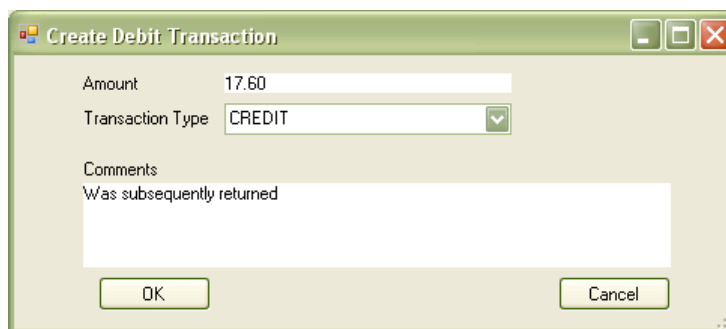
Since there are no other transactions with which this item can be linked, the user is required to create a balancing transaction line:

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1. **Highlight** the transactions to be linked (by clicking in the grey area at the start of the transaction line):



2. Click the **Create Balance Debit** button – the Create Debit Transaction screen will display:



3. The Amount should default to the Amt unlinked (in this example: **17.60**) – if there are multiple transactions to be accounted for, then you need to insert more than 1 transaction line and adjust the Amount accordingly for new line
4. Select a Transaction Type from the drop-down list (these are derived from the Transaction types present in your Circulation Transaction Types table in the *Amlib* client) – for example: **CREDIT**

Please Note: It is possible to separate these adjustments from other Transaction Types if the user has [created a unique Transaction Type](#) for this purpose – for example: **BALANCEDB**.

5. If you like you can enter a comment at this point – the example above uses a comment from the transaction: **Was subsequently returned**
6. When complete, click on the **OK** button – the system will now insert a new transaction line with the amount specified:

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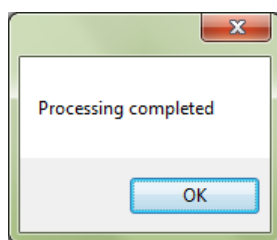
ID	CreditID	DebitID	ChargeAmount	PaidAmount	OutstandingAmount	Type	DateEntered
17764	0	0	17.60	0.00	17.60	CREDIT	0/02/2011 4:14
16050	0	0	0.00	17.60	-17.60	RETURN	30/09/2010 4:36

7. There is now an imbalance between the Amounts Owing – click the **Update Borrower Owing** button to reset the balances
8. It is now necessary to create a link between the two transactions – use the instructions outlined in [Scenario 2: Create Links Between Transaction Records](#) to achieve this
9. Click the **OK** button

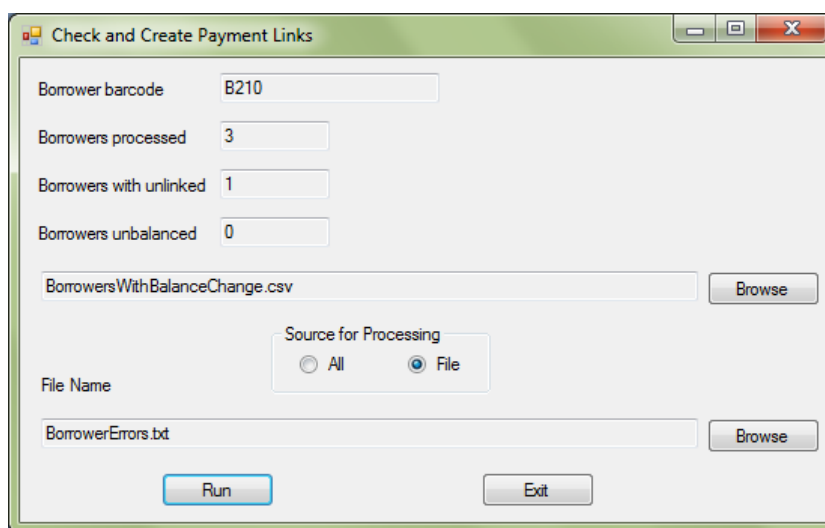
Adjustments to this Borrower record are now complete – if there are additional Borrower records to be adjusted, then the next one will then display.

Check Complete

If there are no more Borrower records to update, the following prompt will appear: **Processing completed**



1. Click the **OK** button – you will be returned to the main screen (the number of [Borrowers processed](#), [Borrowers with unlinked](#) and [Borrowers unbalanced](#) details will be displayed):



2. Click on the **Exit** button

Amlib Client Upgrade Installation: Double-Entry Guide

The upgrade of your *Amlib* databases is now completed.

- If you have to update locally installed versions of the *Amlib* client, then proceed to [Section 2: Update All PCs](#)

If there are no locally installed client versions of *Amlib* to update then the upgrade procedure is now completed.

SECTION 2: UPDATE ALL PCS

Step 1: Install Amlib Client 5.3 Update

Please ensure that you have full read/write access to the **\Amlib** folder (for example: **C:\Amlib**) and that you are logged in with Administrative Privileges.

- To install the *Amlib Client 5.3 Upgrade* to local machines, simply follow the instructions in **Section 1 – Step 2: Install the Amlib Client 5.3 Upgrade** above.

PLEASE NOTE:

- If the *Amlib Client* software is installed on each PC: EVERY PC that has the *Amlib Client* software installed on it will need to have the above *Amlib Client 5.3 Upgrade* loaded on the local hard drive (for example: **C:\Amlib**)
- If separate *Amlib OPAC Client* software is installed separately on an OPAC terminal: the *Amlib Client 5.3 Upgrade* above will also need to be installed to the folder containing the *Amlib OPAC Client* software (**EXCEPT** only choose the option **Amlib Opac Only** at instruction 9)
- Refer to [Appendix A](#) (at the end of this document) for optional information of **Silent Mode Command Line Parameters** available for installing the *Amlib* client

SECTION 3: UPGRADE NETOPACS & ASSOCIATED PRODUCTS

After the upgrade of the *Amlib* client to *Version 5.3*, sites will then need to upgrade their *NetOpacs* and other associated products (where applicable).

- See separate guides for installation details

SECTION 4: ADVISE OCLC (UK) LTD OF COMPLETION

To enable *OCLC (UK) Ltd* to verify that the *Upgrade* has been installed correctly please e-mail the **upgrade.log** to:

- support-amlib@oclc.org

This file will be located in the **\Amlib\Scripts** folder on the PC/server.

APPENDICES

Appendix A: Silent Mode Command Line Parameters

The *Amlib Client 5.3 Upgrade* installer features the option to install with silent mode command parameters - ideal if you wish to automatically distribute to *Amlib* Staff Workstations as part of a login script.

For example:

- **Amlib53Upgrade.exe /VERYSILENT /SUPPRESSMSGBOXES /NOCANCEL /DIR="c:\amlib"**

(Installs the *Amlib Client 5.3 Upgrade* silently to the **C:\Amlib** on the workstation)

Details of available parameters are:

/SILENT, /VERYSILENT

Instructs Setup to be silent or very silent. When Setup is silent the wizard and the background window are not displayed but the installation progress window is. When a setup is very silent this installation progress window is not displayed. Everything else is normal so for example error messages during installation are displayed unless disabled using /SUPPRESSMSGBOXES

If a restart is necessary and the '/NORESTART' command isn't used (see below) and Setup is silent, it will display a Reboot now? message box. If it's very silent it will reboot without asking.

/SUPPRESSMSGBOXES

Instructs Setup to suppress message boxes. Only has an effect when combined with '/SILENT' and '/VERYSILENT'.

The default response in situations where there's a choice is:

- Yes in a 'Keep newer file?' situation.
- No in a 'File exists, confirm overwrite.' situation.
- Abort in Abort/Retry situations.
- Cancel in Retry/Cancel situations. -
- Yes (=continue) in a DiskSpaceWarning/DirExists/DirDoesntExist/NoUninstallWarning/ExitSetupMessage/ConfirmUninstall

situation.

- Yes (=restart) in a FinishedRestartMessage/UninstalledAndNeedsRestart situation.

5 message boxes are not suppressible:

- The About Setup message box.
- The Exit Setup? message box.
- The FileNotInDir2 message box displayed when Setup requires a new disk to be inserted and the disk was not found.
- Any (error) message box displayed before Setup (or Uninstall) could read the command line parameters.
- Any message box displayed by [Code] support function MsgBox.

/NOCANCEL

Prevents the user from cancelling during the installation process, by disabling the Cancel button and ignoring clicks on the close button. Useful along with '/SILENT' or '/VERYSILENT'.

/NORESTART

Instructs Setup not to reboot even if it's necessary.

/RESTARTEXITCODE=exit code

Specifies the custom exit code that Setup is to return when a restart is needed. Useful along with '/NORESTART'. Also see Setup Exit Codes.

/DIR="x:\dirname"

Overrides the default directory name displayed on the Select Destination Location wizard page. A fully qualified pathname must be specified.

/PASSWORD=password

Specifies the Password (Serial Key) to use.

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When an invalid password is specified, this command line parameter is also ignored.

/GROUP="folder name"

Overrides the default folder name displayed on the Select Start Menu Folder wizard page.

/NOICONS

Instructs Setup to initially check the Don't create any icons check box on the Select Start Menu Folder wizard page.

/COMPONENTS="comma separated list of component names"

Overrides the default components settings. Using this command line parameter causes Setup to automatically select a custom type.

(You will need to contact Amlib Support for a complete list of Components that are available to choose from, depending on which Installer is being used)

/TASKS="comma separated list of task names"

Specifies a list of tasks that should be initially selected or deselected. To deselect a task, prefix its name with a "!" character.

Only the specified tasks (and their children) will be selected; the rest will be deselected. Use the /MERGETASKS parameter instead if you want to keep the default set of tasks and only select/deselect some of them.

Examples:

Deselect all tasks, then select the "desktopicon" and "fileassoc" tasks:

```
/TASKS="desktopicon,fileassoc"
```

Deselect all tasks, then select a parent task item, but exclude one of its children:

```
/TASKS="parent,!parent\child"
```

/MERGETASKS="comma separated list of task names"

Like the /TASKS parameter, except the specified tasks will be merged with the set of tasks that would have otherwise been selected by default.

If UsePreviousTasks is set to yes, the specified tasks will be selected/deselected after any previous tasks are restored.

Examples:

Keep the default set of selected tasks, but additionally select the "desktopicon" and "fileassoc" tasks:

```
/MERGETASKS="desktopicon,fileassoc"
```

Keep the default set of selected tasks, but deselect the "desktopicon" task:

```
/MERGETASKS="!desktopicon"
```

/LOG

Causes Setup to create a log file in the user's TEMP directory detailing file installation and [Run] actions taken during the installation process. This can be a helpful debugging aid. For example, if you suspect a file isn't being replaced when you believe it should be (or vice versa), the log file will tell you if the file was really skipped, and why.

The log file is created with a unique name based on the current date. (It will not overwrite or append to existing files.)

The information contained in the log file is technical in nature and therefore not intended to be understandable by end users. Nor is it designed to be machine-parseable; the format of the file is subject to change without notice.

/LOG="filename"

Same as /LOG, except it allows you to specify a fixed path/filename to use for the log file. If a file with the specified name already exists it will be overwritten. If the file cannot be created, Setup will abort with an error message.

/LOADINF="filename"

Instructs Setup to load the settings from the specified file after having checked the command line. This file can be prepared using the /SAVEINF=' command as explained below.

Don't forget to use quotes if the filename contains spaces.

/SAVEINF="filename"

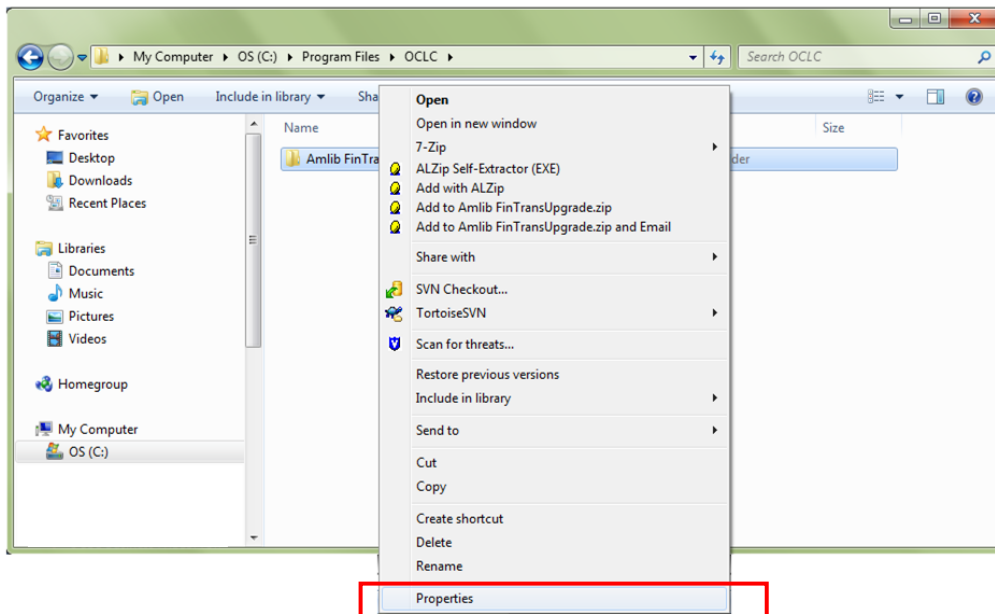
Instructs Setup to save installation settings to the specified file.

Don't forget to use quotes if the filename contains spaces.

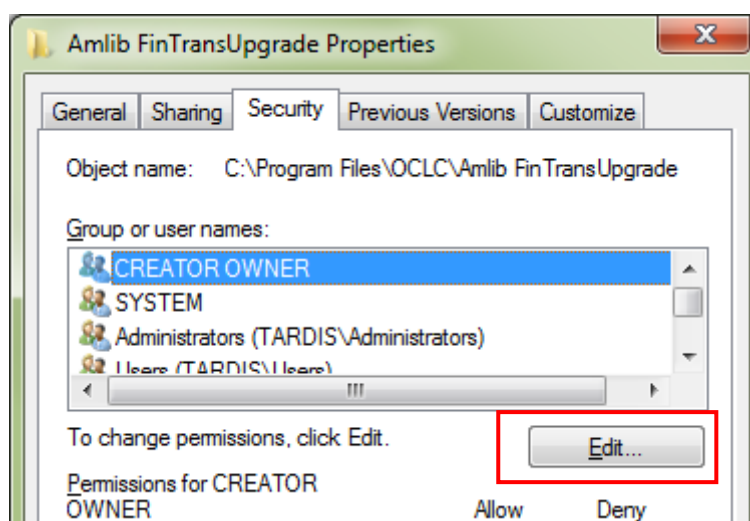
Appendix B: Edit Access Control for Financial Transactions Upgrade

Due to the additional extra security measures on *Windows Server 2008*, *Windows 7* and *Vista*, you may need to edit the installation's access control list settings before being able to customise the **AmlibConfig.xml** and **FinTypes.xml** files.

1. Locate the folder containing the *Financial Transaction Upgrade* utility – for example **C:\Program Files\OCLC\Amlib FinTransUpgrade**
2. Right-click on the **Amlib FinTransUpgrade** folder and select **Properties**



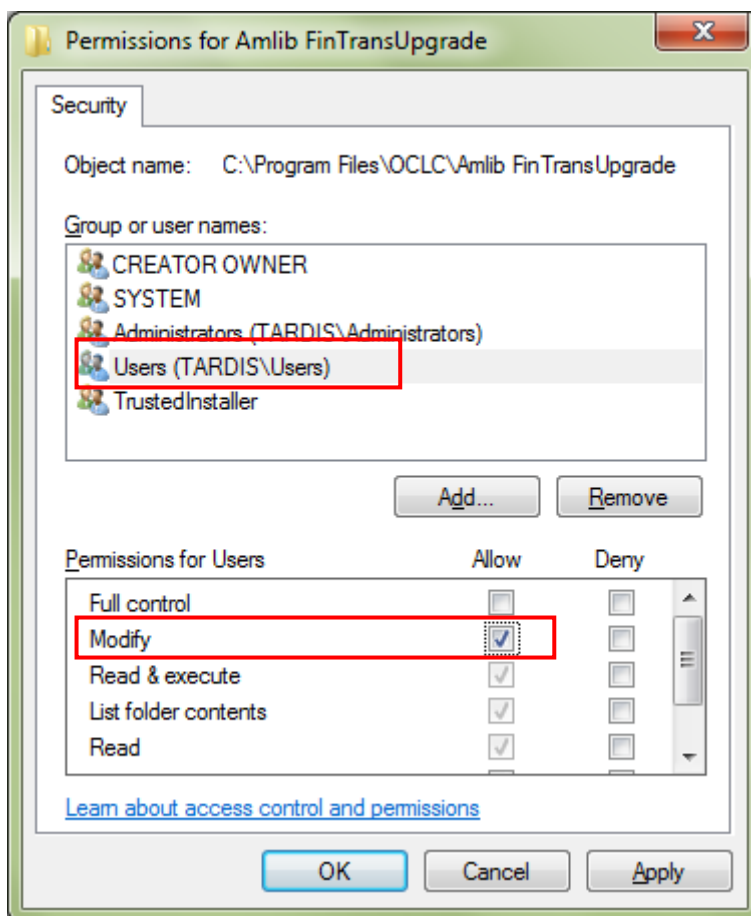
3. The Amlib FinTransUpgrade Properties screen will display
4. Select the Security tab



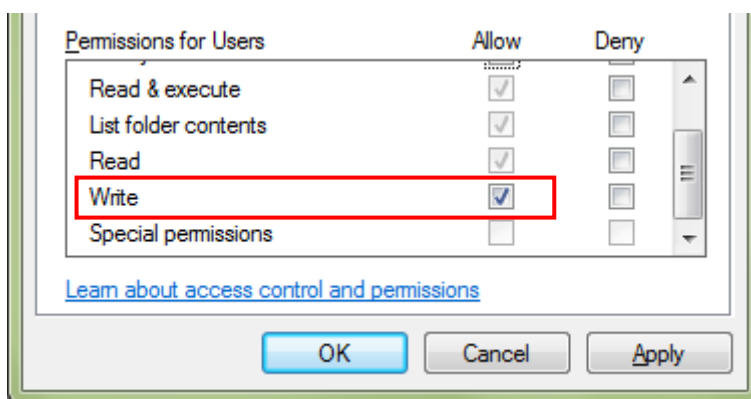
5. Click the **Edit...** button – the Permissions for Amlib FinTransUpgrade screen will display
6. In the Group or user names: pane, click on the **Users** entry

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- Then in the Permissions for Users pane, **check** the Allow checkbox for the Modify setting – this will give Users the necessary group permission to apply modifications to files and folders in the **FinTransUpgrade** folder:



- This action will automatically **check** the Allow checkbox for the Write setting:



- Click on the **OK** button on the Permissions for Amlib FinTransUpgrade and the Amlib FinTransUpgrade Properties screens to complete the change of permissions