Office of the Principal, Government College Bichhua Chhindwara (M.P.) 480111
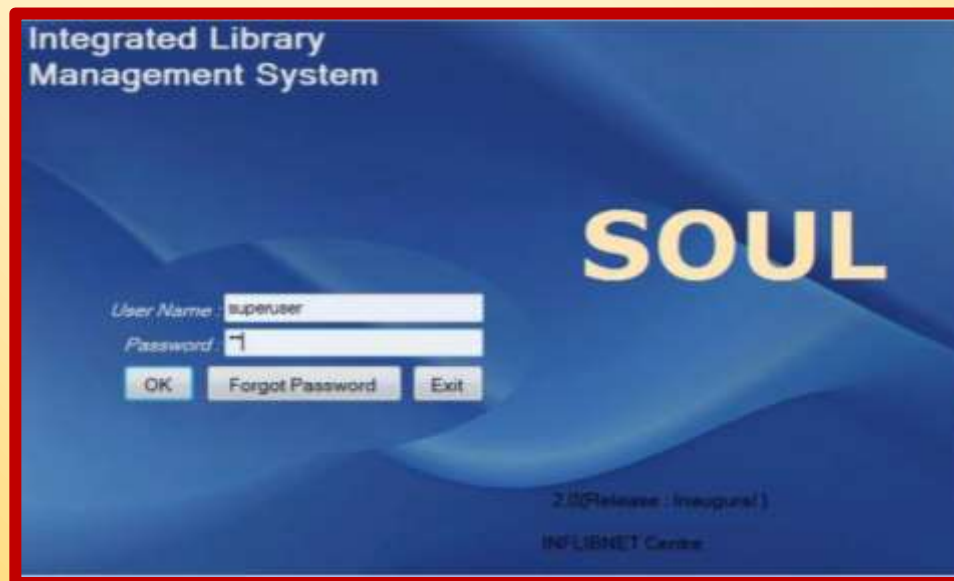
📞 Mobile: +91 9425425968, @ Email- hegcbicchh@mp.gov.in
🌐 https://www.govtcollegebichhua.org, https://www.highereducation.mp.gov.in/?orgid=109

Established on 21/09/1989, Recognized under 2 (f) & 12 (B) of the UGC Act, 1956
Affiliated to Raja Shankar Shah University, Chhindwara (M.P.) 480001

Flow Chart
Of
SOUL Software

Integrated Library Management System

SOUL

User Name : superuser
Password : ¬

[OK]   [Forgot Password]   [Exit]

2.0(Release : Inaugural)

INFLIBNET Centre

INFLIBNET Centre (An IUC of UGC)
Ahmedabad – 380 009

SOUL 2.0
Flow Chart for Acquisition Module

Acquisition Module:
- **Administration → Acquisition Master**
  ○ **Vendor Management** → Enter the vendor Name (Publisher/Supplier/Binder) (Auto generated vendor code will be displayed), Vendor Specialization → Select the vendor status → Enter other details of vendor → Save

- **Acquisition → Suggestions**

Process 1: (New Request of Books)

○ **Request** → Select Department & requester (can be created in circulation) → Enter the book details → Select budget (or click check box to ignore) → Save

○ **Select For Approval** → Select the Filter option → Select Title (clicking checkbox on left of book) → Save

○ **Approval Process** → Select Filter option → Edit the no. Of copies to be approved → Click Approve/Reject → Enter approving committee & remarks → Save

○ **Letter for Approval** → Generate letter for requesters whose books has been approved

Process 2: (Process for gifted items – lead directly to the accessioning)

○ **Gratis Items** → Enter details of gifted book → Save

Process 3: (Process does not require approval of the library committee, it leads directly to the order processing)

○ **Direct Approval** (for purchase of pre-approved books by skipping approval process) → Select Department & requester → Enter Book details → Save

○ **Export & Delete Rejected** → Select the date upto which request is to be deleted → Search → Export & Delete

- **Acquisition → Orders**
  ○ **New Order** → Enter Order No (If Auto Letter No. Is not active) → Select Supplier → Edit order date & expected date → Add Item → Select filter option → Select book (clicking on check box on left) → Save (from Add Item) → Save

○ **Cancel Order** → Select Order Number → Select Title → Cancel Order

○ **Direct Order** (For ignoring suggestion menu) → Enter order No & select Supplier → Add item (Enter the requested book details same as) → Save(In the Direct order form) → Save

○ **Purchase Order** → Generate letter for purchase order to be sent to the supplier

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IQAC

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○ **Reminder Letter** → Generate letter of reminder to the supplier incase of delay

• **Acquisition → Accessioning**

○ **Receive order** → Select Supplier → Select order no → Select the book → Enter the number of books to be received in the **Receive Now** column → Receive

○ **Accessioning of Items** → Select from different filter options to view the books

■ Enter the accession no in the accn. no. Column for manual entry

■ Auto Assign → Select the books to be auto assign accn no. → Select collection type & enter other details → Save (to save the record)

■ Import MARC → Import a MARC 21 record for a book

■ Find Title → Search for the book in the catalogue → Double click the title → Merge with Existing (to add accession no. To the existing record)

■ Merge & Save → To create a single record for all the selected books with different accn. no.

• **Acquisition → Payment**

○ **Invoice process** → Select Payment type, Supplier, Order No & enter invoice no → Select Book → Double click on left of book to edit actual price & discount etc → Save → Calculate total Amount → Enter details of overall discount etc → Process invoice

○ **Payment Process** → Click Add Invoice → Select invoices to be paid → Add → Enter payment details → Process Payment

○ **Refund process** → Add item → Select order no → Select invoice no → click OK → Enter payment details → Save

○ **Forwarding to Accounts** → Generate letter for forwarding payment details to Accounts Department.

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