

How to Open and Save a Serials Review List in EXCEL

The lists are usually run once a month on the first weekend of the month. You can retrieve the list from Aleph or you can wait until I've copied it to the L drive. If for some reason you need a list for a particular budget and cannot wait until it is run, we can run individual Serials Review Lists at any time.

The lists are located on the L drive. L:\serials\serials lists\
We name the list folders "serials_lists_YYYY_MM". YYYY means year (e.g. 2008) MM means month (e.g. 04) Make sure you are using the most current list as data changes daily.

To get to your file:

1. Open EXCEL
2. Open L:\serials\serials lists
3. Make sure that the box for "files of type" is set to: All Files (*.*) This will bring up all the .lst files. If it is not set to All Files (*.*), you will see nothing.
4. Select the file that corresponds to your guideline.
5. Double click on the file and you should get the Text Import Wizard window. Choose "Delimited", Change "file origin:" to **65001 Unicode (UTF 8)** (this supplies diacritics and makes the list easier to read). Click next. Click next again and change **column data format** to **text** for the first column (the po numbers will keep their leading zeros). Click Finish.
6. Save to your favorite local drive (e.g. C Drive or M Drive) as an EXCEL File. Make sure you chose the extension **.xls**.

You will have to do some formatting of your file. Click on the first row. Click on insert rows. Add a row at the top. Label the columns

Column A is the Order number

Column B is amount invoiced in the last FY

Column C is amount invoiced in current FY

Column D is the Acquisition Method, the value is almost always P (purchase)

Other common Acq methods for serials records are:

W = With. This title comes with something else and is paid on the other title.

G=Gift.

Column E is the Acquisition Material Type. Common Acquisition Material types for Serials are

S=Serial (print)

SE=Serial, digital not remote

SR=Serial, digital remote

SD=Serial, print with digital

SF=Serial, digital free w print

PB=Periodical backfile

1X =One-time serials purchases

Column G is the Call number

Adjust the columns to fit the data. Save changes.