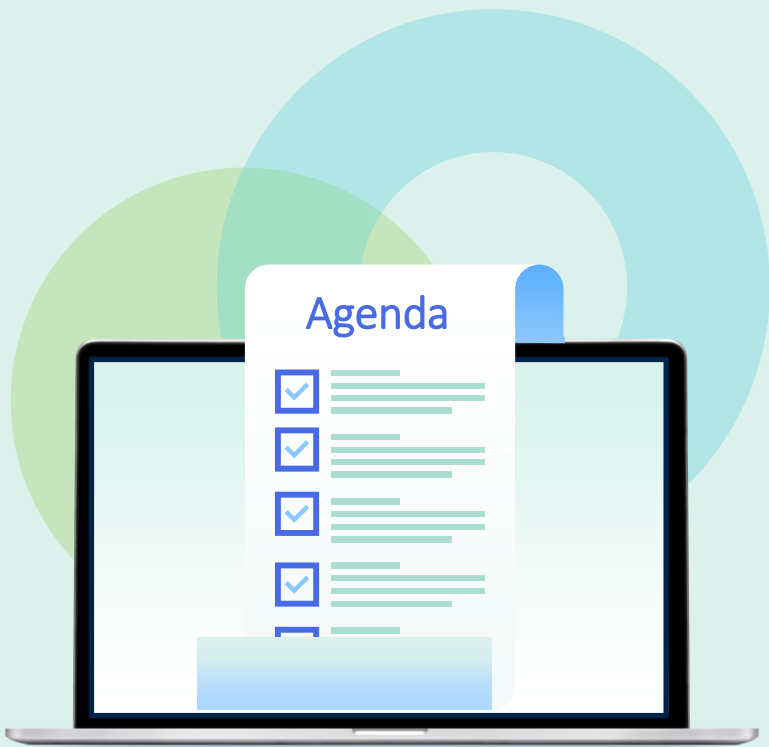# A few points about WebEx

- If you encounter any audio or video issues, exit and rejoin the WebEx session.

- The meeting is being recorded and will be made available to you on the series dashboard.

- Select **All Panelists** in the **To: dropdown menu** to submit questions via WebEx Chat.

## Chat

To: | All Panelists

Enter chat message here

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# Implementing Acquisitions in Alma

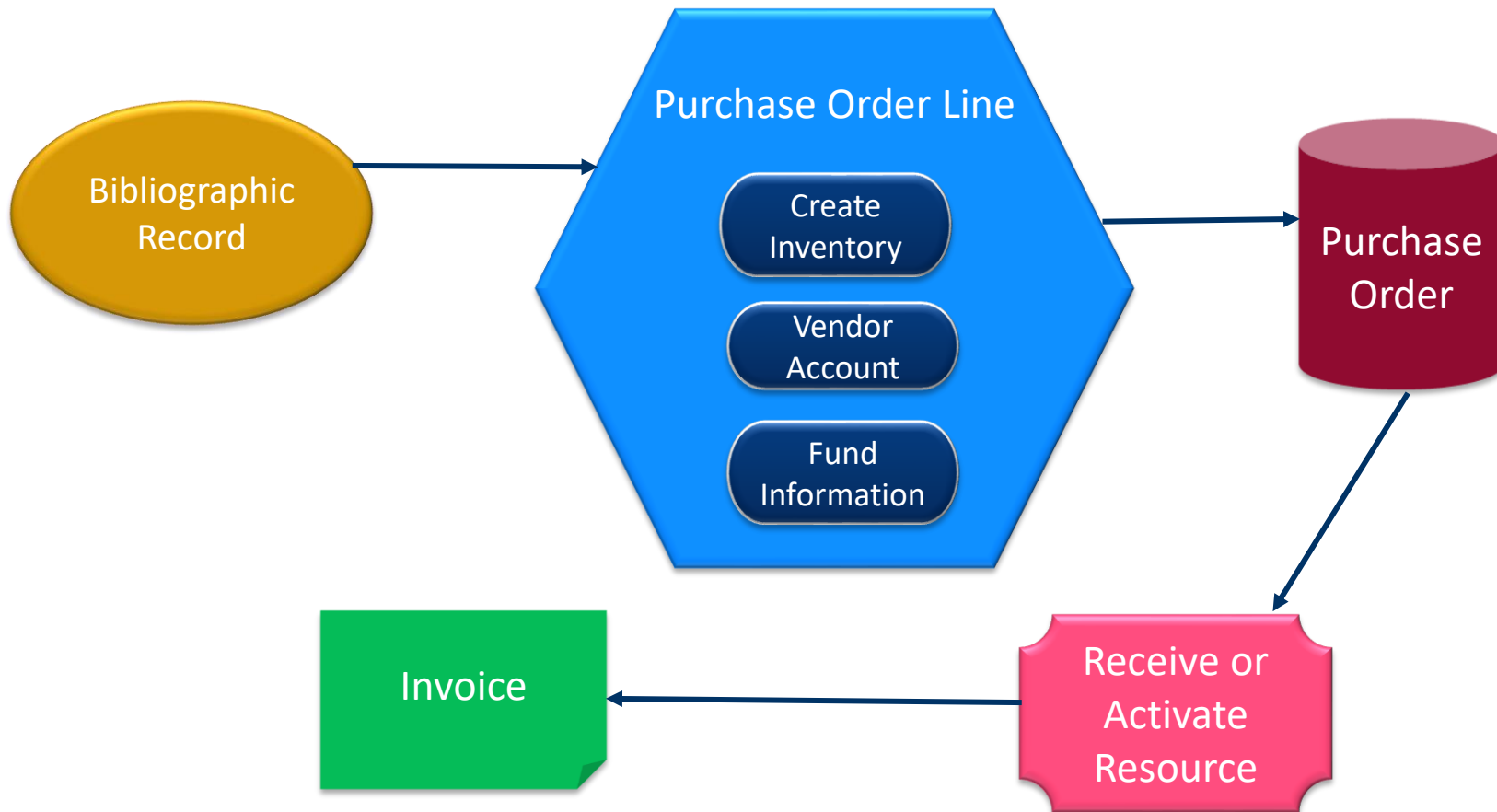| | Session Name | Dates |
|---|---|---|
| 1 | Implementing Acquisitions in Alma | April 13 |
| 2 | Ordering Electronic and Physical Resources | April 20 |
| 3 | Activating Electronic Resources and Claiming | April 27 |
| 4 | Receiving Physical Resources and Post-Receiving Processing | May 4 |
| **5** | **Invoicing Resources** | **May 18** |
| 6 | Automating the Acquisitions Process | May 25 |

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- Invoicing workflow and basics
- Invoicing One-Time Orders
  - Manual
  - From PO
- Invoicing Continuous Orders
  - Subscription
  - Standing Orders
- Invoicing from a File Upload
  - Excel
  - EDI
- Payment and Credit
- Monitoring Ledgers and Funds
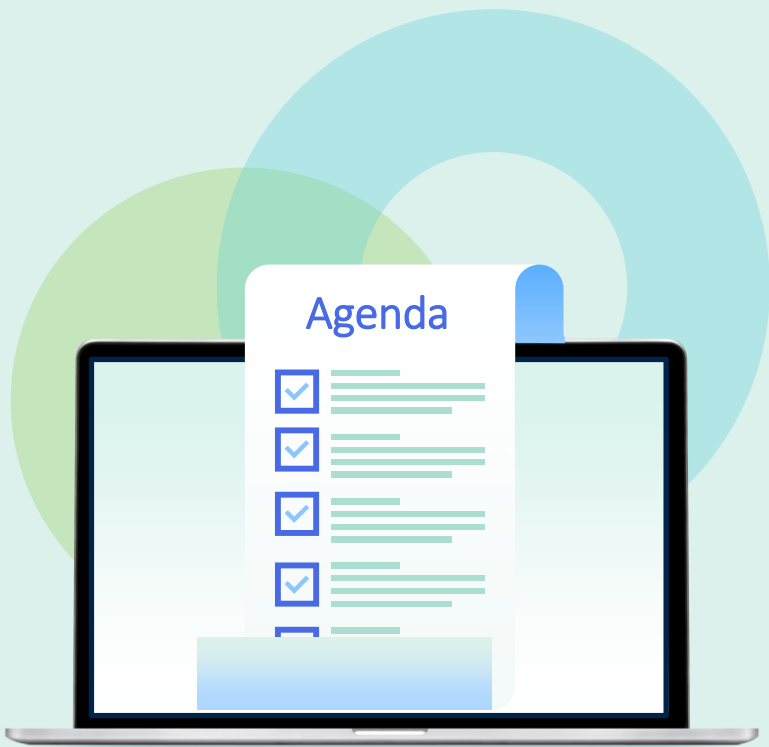
- **Invoicing workflow and basics**
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# General Acquisitions Workflow

Bibliographic Record

Purchase Order Line
- Create Inventory
- Vendor Account
- Fund Information

Purchase Order

Receive or Activate Resource

Invoice

# Do I have to invoice resources?

YES!

- Close the loop on the transaction cycle
- Track **payment** for resources
- Update funds in your ledger
- Cost Per Use calculations rely on **expenditures**

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# Invoice Workflow Considerations

- Do you have an invoice review and/or approval process?

- Do any of your vendors offer invoicing via EDI?

- Do/can you export invoices from Alma to an ERP?

   If not now maybe in the future?

- Do you receive payment confirmation from your ERP/business office?

# Operator Roles Related to Invoicing

- Invoice Manager

- Invoice Operator

- Invoice Operator Extended


- See document titled **Acquisitions User Roles and Terminology**

- User Roles documentation:

https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_(English)/050Administration/030User_Management/060Managing_User_Roles#User_Roles_.E2.80.93_Descriptions_and_Accessible_Components

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# Creating Invoices

Invoices may be created in these ways:

1. By entering the invoice details manually
2. From the PO, using details from the PO
3. From a file
   A.   Excel—following a specific format
   B.   EDI—Electronic Data Interchange
4. Automatically via EDI*

*Integrations will be covered during session 6
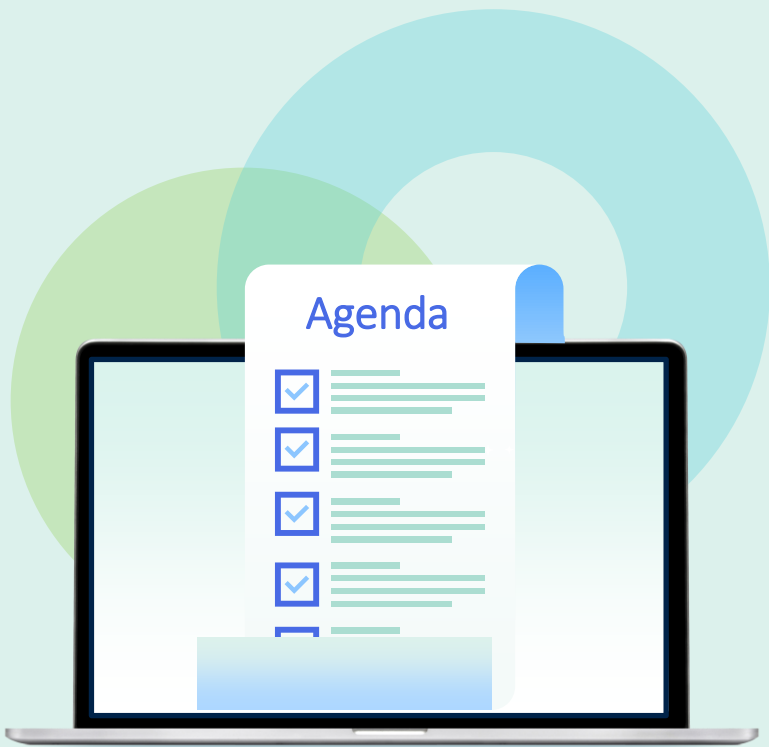
- Invoicing workflow and basics
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# Invoice Creation

1. *Acquisitions > Receiving and Invoicing > Create Invoice*

2. Invoice creation selection

Note *option* to receive physical materials from the invoice

# Invoice—Summary Tab

- Additional Charges
    - If you select **Use pro rata**, the additional charges are not displayed individually on the invoice, and their values are distributed among the invoice lines

| Additional Charges | | ⌄ |
|---|---|---|
| Use pro rata ☑ | Additional charges total amount | 0.00 USD |
| Shipment amount [                    ] | Overhead amount | [                    ] |
| Insurance amount [                    ] | Discount amount | [                    ] |
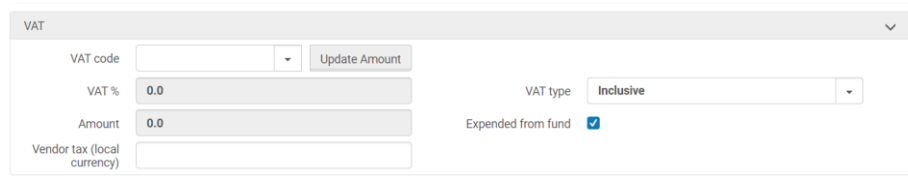
    - If you do not select **Use pro rata**, each additional charge is displayed as an individual invoice line

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# Invoice—Summary Tab

- VAT—applicable if your library pays taxes
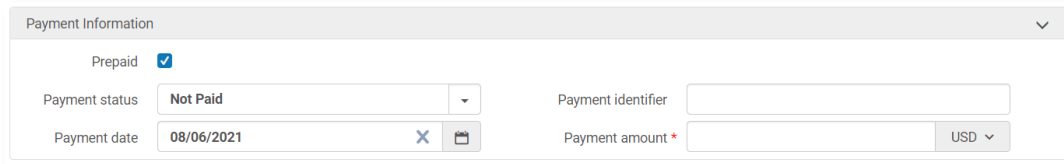


https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_(English)/020Acquisitions/030Invoicing/020Creating_Invoices#VAT_Calculation_.E2.80.93_Example
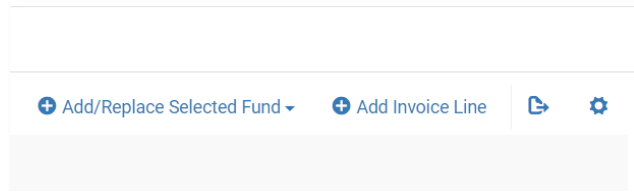
- Payment Information
  - **Prepaid** checkbox is available if Payment Method is **not** Accounting Department
  - **Prepaid** Invoices will not be sent to the ERP and are immediately closed
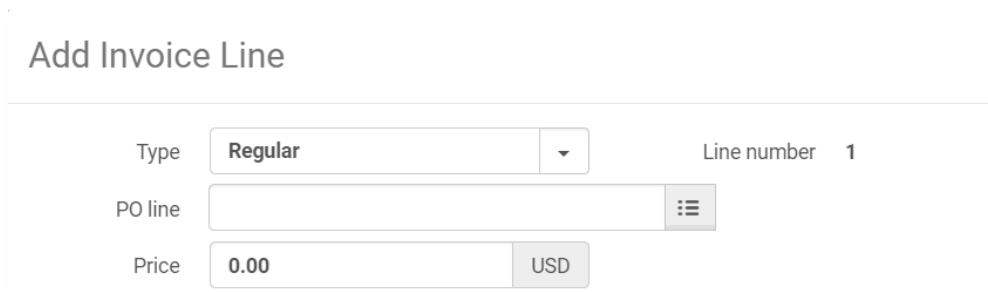
# Invoice—Invoice Lines Tab

3. If you chose **Manual** invoice creation, Click Add Invoice Line



4. Enter PO line number or click on the search button to search for PO line

# Invoice—Invoice Lines Tab

5. Review details and update if needed

- Price
- Reporting code(s)
- Fund(s)

6. Click **Add** (to return to step 4) or **Add and Close** once all lines have been added to the invoice

# Invoice—Invoice Lines Tab

- If the invoice was created from a PO or the import of a file, the invoices lines will be populated

  - Lines should be reviewed and updated if necessary
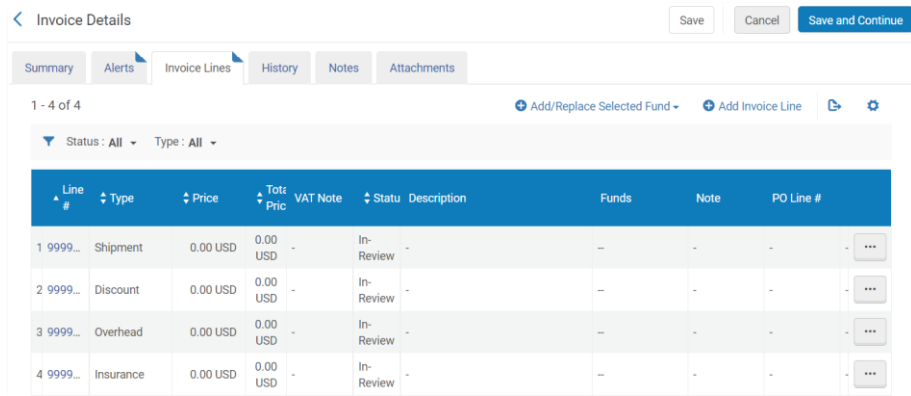  - Click **Edit** from the row action menu to make changes
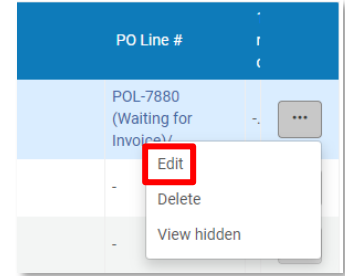


7. Click **Save and Continue**
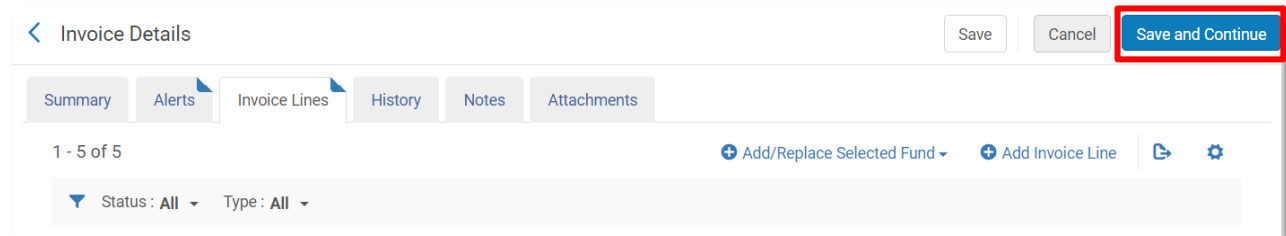
# Invoice—Invoice Lines Tab

Additional lines created by default

- Configurable
- Option to configure does not show up unless customer parameter **invoice_split_additional_charges** is enabled

https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_(English)/020Acquisitions/110Configuring_Acquisitions/150Configuring_Invoice_Line_Types
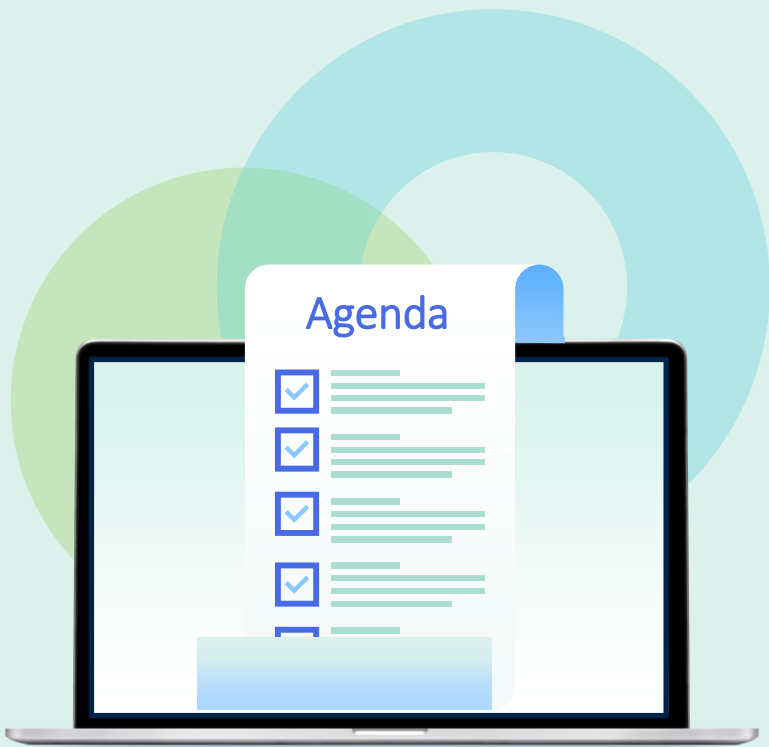
# Invoice Checks

**Validation**

- Alma validates the invoice and displays any errors
- Errors must be corrected before invoice can move on to next step

**Review—Optional**

- Alma checks the invoice against **Review rules** and may put the invoice in a manual review process
- Requires staff to review invoice before proceeding to next step

**Approval—Optional**

- Alma checks the invoice against **Approval rules** and may put the invoice in an approval status
- Requires staff to approve invoice before proceeding to next step

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- Invoicing workflow and basics
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# Invoicing Continuous—Subscription Orders

- Workflow for creating an invoice for a continuous-subscription is the same as one-time orders
  - Manually
  - From a PO
  - From a file import (Excel or EDI)
- Same information on Invoice Summary tab
  - Additional Charges
  - Taxes
  - Payment

# Invoicing Continuous—Subscription Orders

- The difference is in the **Invoice Line Details**
  - Alma requires information in the **Subscription dates range** (date picker) OR the **Additional information** (free text) fields

# Invoicing Continuous—Subscription Orders

- If you filled in subscription dates in the PO line, then they display on the invoice line when creating an invoice manually or from a PO
  - Subscription from and to dates are not required on the PO line
  - Easy to replicate on the invoice line if they display
- If you're creating invoices from a file import (Excel or EDI), ensure that the required data is in the file so that staff to not need to edit the invoice lines

## How will you be creating invoices in Alma?

# Invoicing Continuous—Subscription Orders

Another box that appears on the invoice line is titled **Check subscription date overlap**
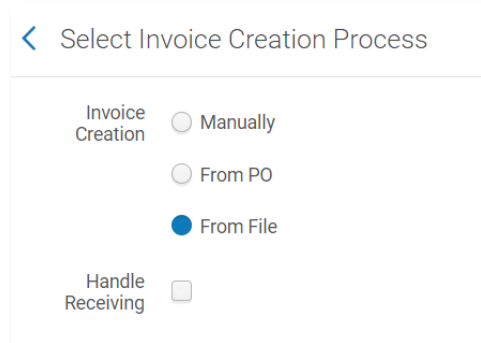
- This tool is only meant to be used with **editing prior purchase orders**.

For additional information about this feature see table titled

Add Invoice Line Dialog Box Fields

https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_(English)/020Acquisitions/030Invoicing/020Creating_Invoices

# Invoicing Continuous—Standing Orders

- **Subscription dates range** and **Additional information** fields appear on the invoice line, but they are not required
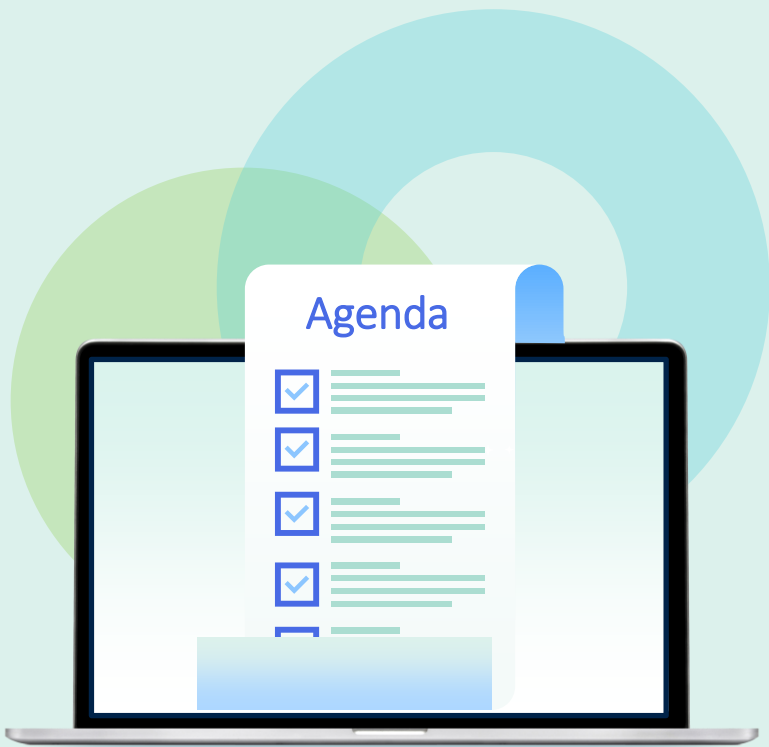
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# Invoicing Via File Upload

1. Create invoice using the **From File** option
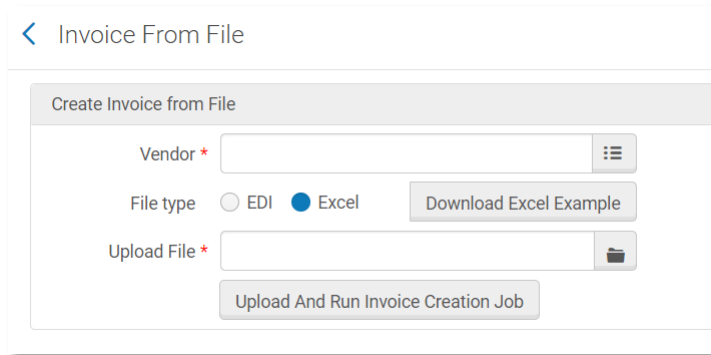
2. Fill in **Create Invoice from File** form

   a) Identify vendor

   b) Select file type

   c) Upload file

   d) Run the job

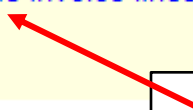# Invoice Excel File Example

https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_(English)/020Acquisitions/030Invoicing/020Creating_Invoices#Creating_an_Invoice_From_a_File

**Note**
- You can copy the Excel example and use it as a template for your invoice.
- For an example, see [W] Creating multiple invoices with multiple invoice lines via an Excel file.docx.
- Do not include any commas in the price cells.

Click this link in the CKC for more information and examples

Sample also available on the **Create Invoice from File** form (see previous slide)

# Invoicing Via File Upload

- After the job runs a report is generated and can be reviewed at *Admin > Manage Jobs and Sets > Monitor Jobs > History* tab

- Choose Report from the row action menu of the job

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# Invoice Payment

Invoice has been approved and has moved on to the payment stage

List of potential invoice statuses

- **Ready to be Paid** - The invoice was approved and is ready to be sent to the ERP                                          **Alma → ERP**

- **Waiting for Payment** - The invoice was approved and sent to the ERP (or skipped the ERP if the institution does not use one)              **Alma ← ERP**

- **Closed** - The invoice is paid and closed

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# Invoice Payment Configuration

*Configuration > Acquisitions > General > Other Settings*

**Do you want to track in Alma that an invoice was paid?**

- handle_invoice_payment

    true = yes (data can be entered in Alma automatically or manually)

    false = no (invoice is closed after approval)

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# Invoice Payment Configuration

*Configuration > Acquisitions > General > Other Settings*

**Are you integrating with ERP system?**

- invoice_skip_erp

      true = Alma is **not** sending invoices to ERP

      false = Alma is sending invoices to ERP

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# Invoice Payment

*Acquisitions > Receiving and Invoicing > Waiting for Payment*



Finance Integration on the Ex Libris Developer Network
https://developers.exlibrisgroup.com/alma/integrations/finance/

# Entering a Credit Memo



- Create an invoice manually
- Summary Tab
  - Select **vendor** who issued the credit
  - Enter **total amount** as a negative
- Invoice Line
  - Enter value of credit with a minus sign in front of the **price**
  - Select **fund(s)** to which credit is/are to be applied

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# Monitoring Ledgers and Funds

A PO line creates an *encumbrance* in one or more funds

An invoice creates two transactions in associated funds to complete the purchase process:
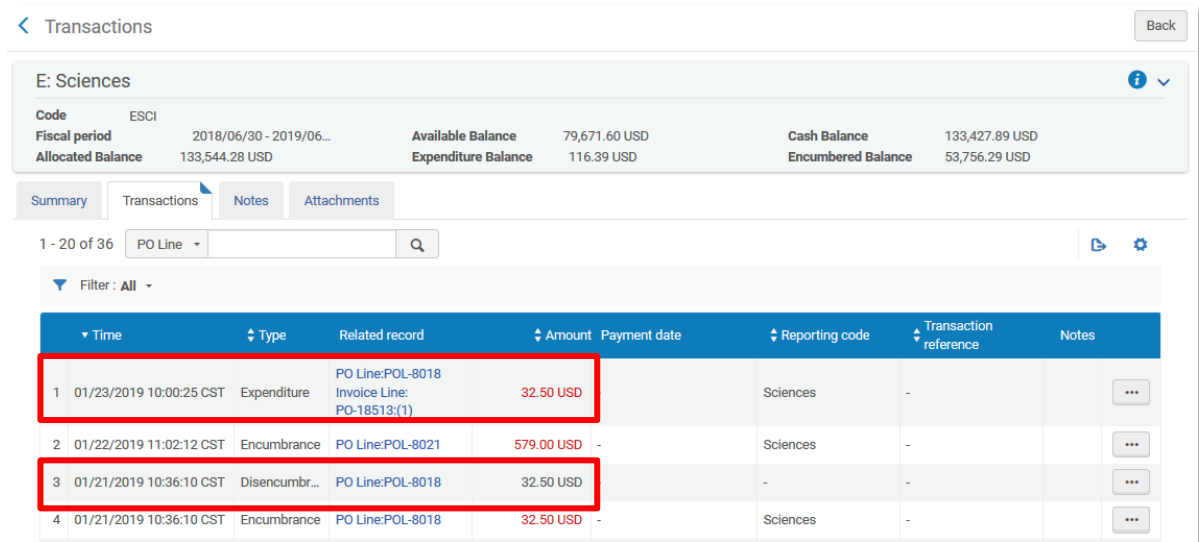
- Disencumbrance

Equal to the encumbrance

In the same fund as the

encumbrance transaction

- Expenditure

May be in a different fund

May be a different amount

# Resources

# Resources

- Invoicing Documentation

https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_(English)/020Acquisitions/070Invoicing

- Invoice Review Rules

https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_(English)/020Acquisitions/110Configuring_Acquisitions/100Configuring_Invoice_Review_Rules

- Invoice Approval Rules

https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_(English)/020Acquisitions/110Configuring_Acquisitions/110Configuring_Invoice_Approval_Rules

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# Next Week: Automating the Acquisitions Process

- Import Profiles using Embedded Order Data (EOD)

- Electronic Data Interchange (EDI)

- Real-Time Acquisitions

- Finance (ERP)

- Monitoring Jobs

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# Premium Services - a more individualized approach



Premium Services are one-on-one services to customers that are interested in workflow optimization, individualized training, hands-on configuration, or other individualized assistance with Ex Libris products

Premium.Services@clarivate.com

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# Thank you!

Please fill out the survey that will appear when you close the WebEx meeting