Alma Essentials – Acquisitions

Invoicing

Hi, in this session we'll learn how to process purchase invoices in Alma. Invoices document the payment details for items purchased by the library. The invoicing workflow consists of creating an invoice, reviewing it, approving it, and payment.

We will demonstrate the invoicing workflow manually; but your institution can configure Alma to automate some, or all, of the process. Let's briefly mention the automation options:

Invoice creation can be automated via EDI (or Electronic Data Interchange) messages from the vendor.

Invoice review can be automated using Invoice Review Rules. The rules check if the invoice fulfills selected criteria, and decide whether the invoice is sent straight to approval, or if it needs to be manually reviewed.

Similarly, Invoice Approval Rules decide if an invoice is sent straight to payment, or if it needs to be manually approved.

Finally, payment can be automated by integrating Alma with your Institution's financial system (or ERP, Enterprise Resource Planning).

Let's demonstrate manual invoice processing. You can process invoices at any point in the Acquisitions workflow, you don't have to wait for the item to be received or activated. To create an invoice manually, go to Acquisitions > Receiving and Invoicing: Create Invoice.

There are three options for Invoice Creation:

Manually – You fill in the invoice details.

From PO – The invoice details are automatically populated from a Purchase Order, including the items and their prices.

From File – The invoice details are populated from an uploaded Excel spreadsheet. You can learn about the exact format of the file in the documentation.

Select Handle Receiving if you want to process receiving the material directly after the invoice is created.

For our demonstration, let's create the invoice from a PO. Next. Select a Purchase Order which requires payment. Save.

Our invoice has been created, and we are taken to its Invoice Details page.

In the Invoice Lines tab, we can see a breakdown of the order by Purchase Order lines. You can add or edit invoice lines from here. Depending on your configuration, additional charges of Shipment, Discount, Overhead, and Insurance will appear here as well.

In the Summary tab, we can see the Invoice Details, including the Invoice number, Invoice date, and Vendor. The Total amount must match the total of the individual invoice lines.

Available Payment methods include Accounting Department, Cash, Credit Card, Deposit Account, and Bank Transfers.

Under Additional Charges, select Use pro rata to enter additional charges such as Shipment, and have them allocated proportionately among the PO Lines. If this option is unselected, those charges will appear as separate invoice lines, as we've seen .

In the VAT section, you can fill in options related to tax. The Report tax option is for governmental vendors that already have VAT configured, and is an alternative to filling in the VAT details yourself. The VAT per invoice line option allows you to fill in the VAT details individually for each invoice line. Your institution may configure VAT codes that can populate the VAT details for you, displaying the VAT percent and Amount. The VAT type can be Inclusive, which means it's included in the Invoice total amount; Exclusive, which means it's added above the Invoice total amount; and Line Exclusive which means the VAT is included in the invoice total amount, but not in each invoice line amount.

When purchasing in a foreign currency, you may enter your own fixed exchange rate in the Explicit Ratio section; otherwise, Alma uses the Open Exchange Rate.

Under Payment Information, if the invoice has already been paid for, select Prepaid. If the invoice is just an internal copy, not meant to be processed for payment, select Internal copy.

Having finished editing your invoice, click Save and Continue. Alma will validate the Invoice, and run your Review Rules.

The next stage in the invoicing workflow is review; found under Acquisitions > Receiving and Invoicing: Review (Invoice). Here you can see all invoices awaiting manual review. They may be assigned to you, assigned to others, or unassigned. In the Alerts column you will see outstanding issues that require handling. Click on the Alert number to see the individual Alerts. Alerts with a red icon must be corrected before the invoice is sent to approval. For example, The Invoice Total Amount entered is different than the calculated Total Net Invoiced. Edit the invoice to correct the issues. When done, click Save and Continue to send the invoice to the approval stage.

Invoices requiring manual approval are found under Acquisitions > Receiving and Invoicing: Approve (Invoice). The approving manager can set the invoice back to Review, if needed. To approve an invoice, edit it and click Approve.

The final stage in the invoicing workflow is payment; found under Acquisitions > Receiving and Invoicing: Waiting for Payment. Here you can see all invoices awaiting payment. You can generate an XML version of the invoice to send to the ERP system. To process payment manually, edit the invoice, fill in any necessary Payment information, and change the Payment status to Paid. Save your invoice.

This completes the invoicing workflow!

Thanks for joining!