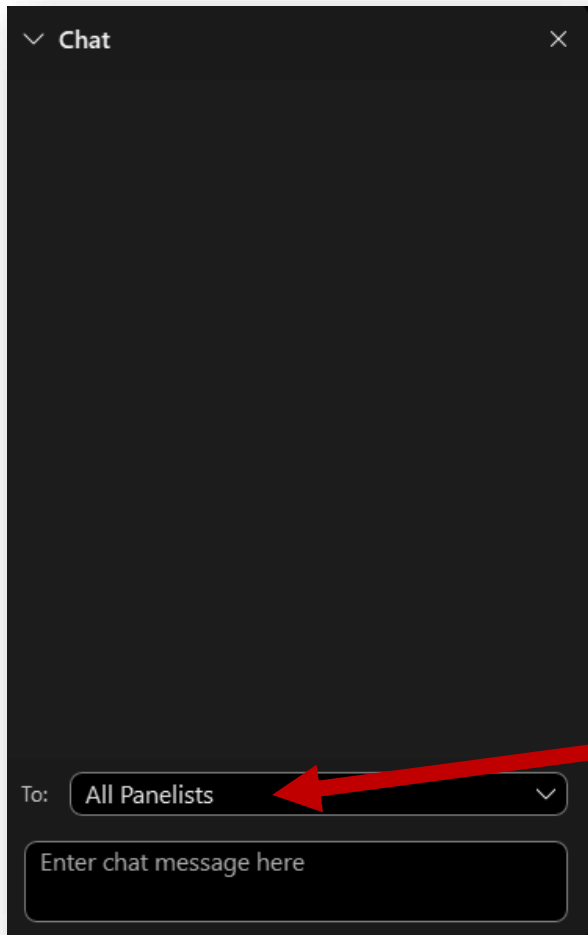




Implementing Acquisitions in Alma

Session 1: Implementing Acquisitions in Alma



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.

Introduction

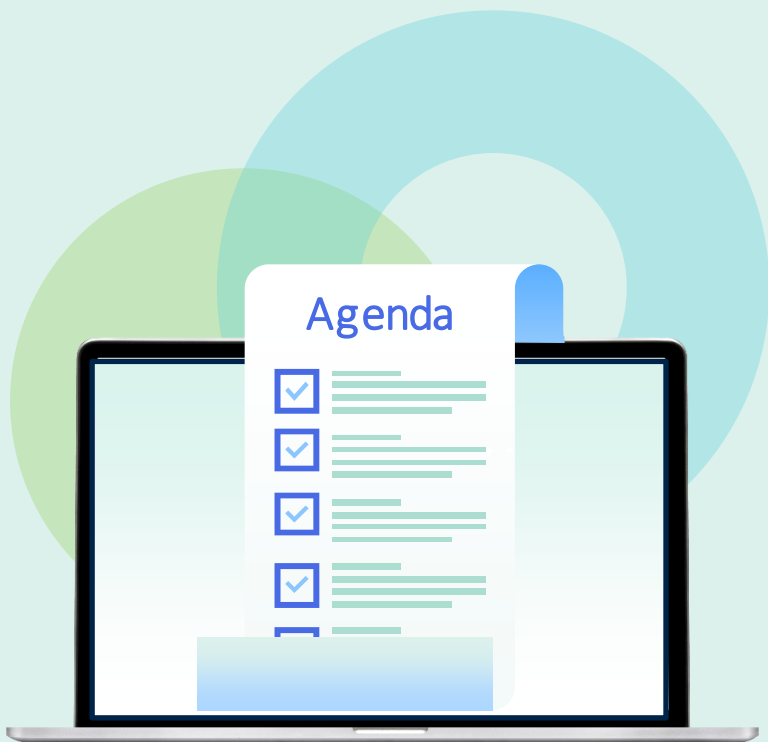
- Series of sessions focusing on how to implement acquisitions in Alma
- Intended for libraries who are
 - Live on Alma
 - Not using acquisitions at all or not using all of Alma's acquisitions functionality
 - Interested in learning how acquisitions workflows can reduce the amount of time they spend on resource management
 - Looking for details on how they are spending their budget
 - Seeking more information on how acquired resources are used by the library's patrons

Additional document titled **Acquisitions User Roles and Terminology**

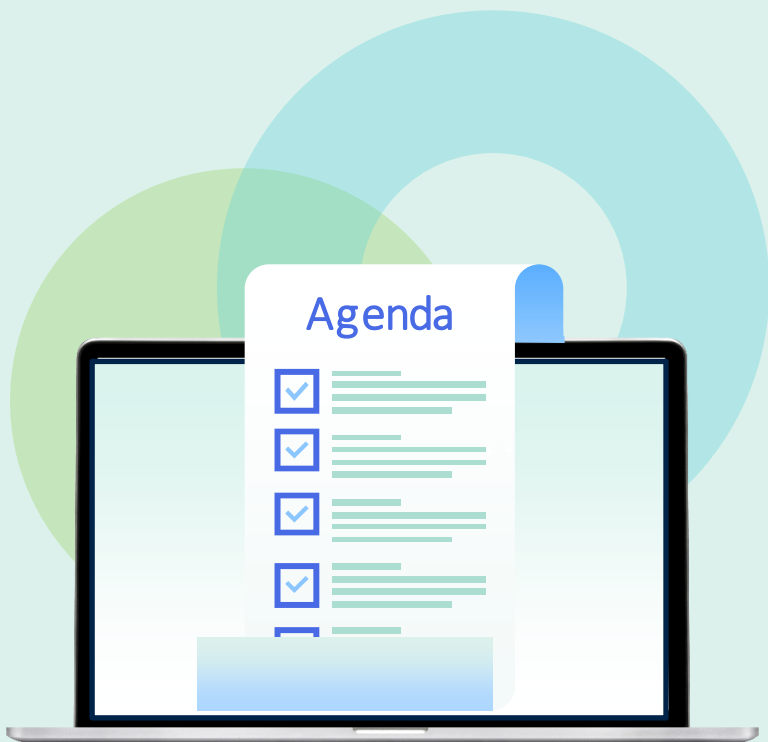
Implementing Acquisitions in Alma

	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





- Acquisitions in Alma
- Benefits of Implementing Acquisitions
- Acquisitions Workflow
- Alma Configuration
- Acquisitions Infrastructure
 - Vendor Records
 - Ledger and Funds
 - Operator Roles and Scopes
- Decisions to Make



- **Acquisitions in Alma**
- Benefits of Implementing Acquisitions
- Acquisitions Workflow
- Alma Configuration
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Why Are You Not Using Acquisitions in Alma Today?

We didn't have time to implement it when we migrated to Alma.

Our library is small with only a few staff operators.

We didn't use Acquisitions in our previous system.

It's too much work!

Business office told us we can't.

What Information Are You Tracking? How?

Are you using Excel or Word or other external applications to track library resources that you purchase?

What information are you tracking?

How much time does that take and who is responsible?

Is the information accurate?

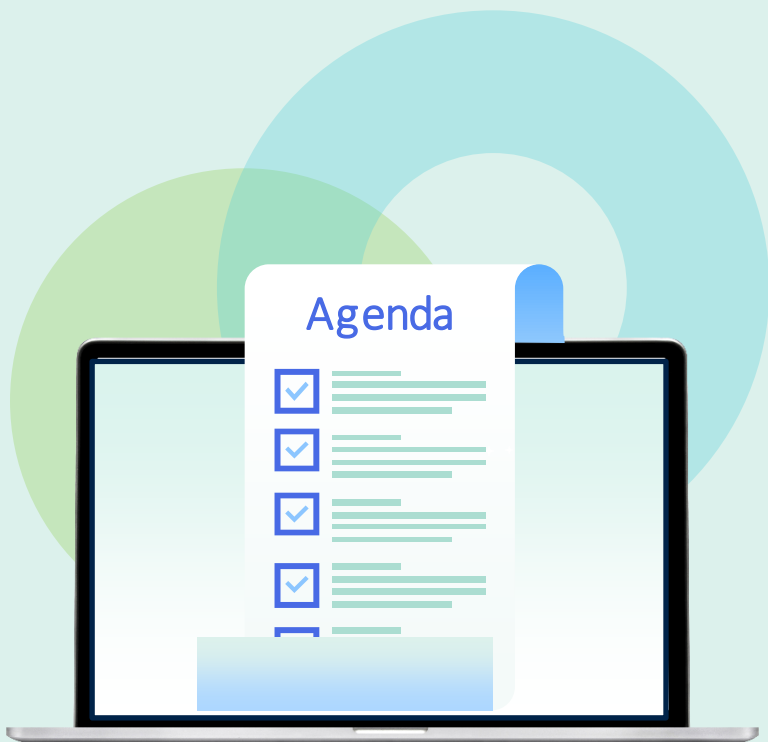
Is the information up to date?

What is Required

- In addition to updating Alma Acquisitions configuration, there are four components that need to be in place before starting to use Acquisitions functionality:
 1. An active fiscal period
 2. A ledger and at least one allocated fund
 3. At least one vendor record
 4. Staff operators with appropriate roles and scopes

Rules to live by

1. Let Alma do the work for you
2. Don't make things more complicated than they need to be



- Acquisitions in Alma
- **Benefits of Implementing Acquisitions**
- Acquisitions Workflow
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How Could Using Acquisitions Benefit You Today?

1. Automatic inventory creation

- Display of information in Alma
- Display of information in Discovery

2. Tracking how money is spent

3. Availability of cost-per-use information



Automate Inventory Creation

Physical and electronic inventory is created at the point of ordering in Alma.

- Physical item records have the correct status (not in place) at the time of creation
- Relevant dates (expected, receiving, claiming, activation) are associated with inventory
 - Workflow
 - Reporting
 - Tasks/troubleshooting
- Staff members are aware of the materials that the library has ordered
- Patrons are aware of physical resources that are on order

This screenshot shows the Alma inventory record for a physical book. The record includes a thumbnail of the book cover, the title 'A history of the garden in fifty tools / Bill Laws.', and various metadata fields: Book (Book - Physical) text; unmediated; volume By Laws, Bill, (Chicago ; London : The University of Chicago Press, [2014]); Language: English; ISBN: 9780226139760 (cloth : alk. paper); Subject: Garden tools--History, Gardening--Equipment and supplies--History; Creation Date: 06/14/2021 12:26:53 EDT; Modification Date: 06/14/2021 12:26:54 EDT. The record is categorized as 'Physical (1)'. Below the tabs, it shows '1 Holdings | 0 of 1 items are available'. A table lists the holding details:

Library	Location	Call Number	Accession Number	Item Availability	Related Record
MAIN	main	SB454.8 .L395 2014	-	● 1 Not Available	-

Links for 'Holdings' and 'Items' are provided at the bottom.

This screenshot shows the Alma inventory record for an electronic book. The record includes a thumbnail of the book cover, the title 'High performance technical textiles / edited by Roshan Paul.', and various metadata fields: Book By Paul, Roshan, (Hoboken, NJ : Wiley, 2019); Language: English; ISBN: 1-5231-2824-0 and others; Subject: Industrial fabrics. Geotextiles. Synthetic fabrics. and others; Creation Date: 03/10/2019 11:04:07 EDT; Modification Date: 05/20/2021 24:07:25 EDT. The record is categorized as 'Electronic (1)'. Below the tabs, it shows '1 Holdings | 0 of 1 items are available'. A table lists the holding details:

Interface Name	Collection Name	Service Type	Availability	Portfolio
Wiley Online Library	Wiley Online Library Online Books	Full Text	● Inactive	View

A link for 'Portfolio List' is provided at the bottom.

Knowing What is On Order – Acquisitions Operators

Results of an Order Lines search

- Status of POs and PO lines
- Able to link to inventory
- Expected delivery and activation dates
- Electronic resource is not activated

Hotlinks to purchase orders and purchase order lines for additional information

A history of the garden in fifty tools / Bill Laws., Chicago ; London ;, The University of Chicago Press,, 2014, 9780226139760 (cloth : alk. paper), ISBN

MMS ID: 99249641500541
Assigned to: -
Type: Print Book - One Time
PO line owner: Main Library
Standard number: 9780226139760 (cloth : alk. paper)
PO: PO-91313 / (Sent)
PO line: POL-8292 / (Sent)
Physical One Time (1)

Copies: Main Library - Main Stacks (1)
Total price: 37.00 USD
Funds: Misc/Other (100.0%) (FY2021)
Vendor/Account: ProQuest Company / ProQuest Company PRO
Vendor reference ID: -
Expected delivery: 06/14/2021

Receiving note: -
Sent date: 06/14/2021
Price limit reached

High performance technical textiles / edited by Roshan Paul. (Wiley Online Library Online Books), Hoboken, NJ ;, Wiley,, 2019, 1-5231-2824-0, ISBN


MMS ID: 99245241400541
CKB ID: 53497000001042326
Assigned to: -
Type: Electronic Book - One Time
PO line owner: Main Library
Standard number: 1-5231-2824-0
PO: PO-91314 / (Sent)
PO line: POL-8267 / (Sent)
Electronic One Time (1)

Total price: 137.00 USD
Funds: M: Science (100.0%) (FY2021)
Vendor/Account: ProQuest Company / ProQuest Company PRO
Vendor reference ID: -
Expected activation: 06/14/2021

License status: -
Activation status: Not Activated E-Resource
Sent date: 06/14/2021
Price limit reached, At least one of the reporting codes is missing

Knowing What is On Order – Non-Acquisitions Operators

Title search results show inventory of physical and electronic resources that are **not available** or **inactive**.

1  **A history of the garden in fifty tools / Bill Laws.** [Edit Record](#) [Holdings](#) [...](#)

Book (Book - Physical) text; unmediated; volume By Laws, Bill, (Chicago ; London : The University of Chicago Press, [2014])

Language: English
ISBN: 9780226139760 (cloth : alk. paper)

Subject: Garden tools--History. Gardening--Equipment and supplies--History.

Creation Date: 06/14/2021 12:26:53 EDT
Modification Date: 06/14/2021 12:26:54 EDT

☒ Physical (1) ☐ Electronic ☐ Digital [Other details](#)

1 Holdings | 0 of 1 items are available

Library	Location	Call Number	Accession Number	Item Availability	Related Record
MAIN	main	SB454.8 .L395 2014	-	<input checked="" type="radio"/> 1 Not Available	-

[Holdings](#) | [Items](#)

1  **High performance technical textiles / edited by Roshan Paul.** [Edit Record](#) [Order](#) [...](#)

Book By Paul, Roshan, (Hoboken, NJ : Wiley, 2019)

Language: English
ISBN: 1-5231-2824-0 and others
MMS ID: 99245241400541

Subject: Industrial fabrics. Geotextiles. Synthetic fabrics. and others

Creation Date: 03/10/2019 11:04:07 EDT
Modification Date: 05/20/2021 24:07:25 EDT

☒ Electronic (1) [Other details](#)

Interface Name	Collection Name	Service Type	Availability	Portfolio
Wiley Online Library	Wiley Online Library Online Books	Full Text	<input checked="" type="radio"/> Inactive	View

[Portfolio List](#)

Knowing What is On Order – Non-Acquisitions Operators

Physical items search results show that the item is **not in place** and has a process type of **Acquisition**

This screenshot shows the search results for a physical item. The item is 'A history of the garden in fifty tools / Bill Laws.' with MMS ID: 99249641500541. The status is 'Item not in place' and the process type is 'Acquisition'. The item is located in the Main Library. The creation date is 06/14/2021 12:28:30 EDT and the modification date is 06/14/2021 12:52:06 EDT. The call number is SB454.8 .L395 2014. The book is by Laws, Bill, (Chicago ; London : The University of Chicago Press, [2014]). The barcode is - and the library is Main Library. The expected arrival time is - and the on hold expiration date is -. The due date is - and the needed by date is -. The until date is - and the permanent location is Main Stacks. The other details link is visible at the bottom.

Electronic portfolios search results show that the item is **not activated**

This screenshot shows the search results for an electronic portfolio. The portfolio is 'High performance technical textiles / edited by Roshan Paul.' with Wiley Online Library Online Books: getFullTxt. The ISBN is 1-119-32501-3 and the ISBN (13) is 9781119325017. The electronic material type is Book. The creation date is 03/08/2021 13:26:35 EST and the modification date is 06/14/2021 13:09:06 EDT. The portfolio ID is 5386249950000541, the service ID is 6285469960000541, the collection ID is 6185469970000541, and the MMS ID is 99245241400541. The other details link is visible at the bottom.

Hotlink to Purchase order for additional information

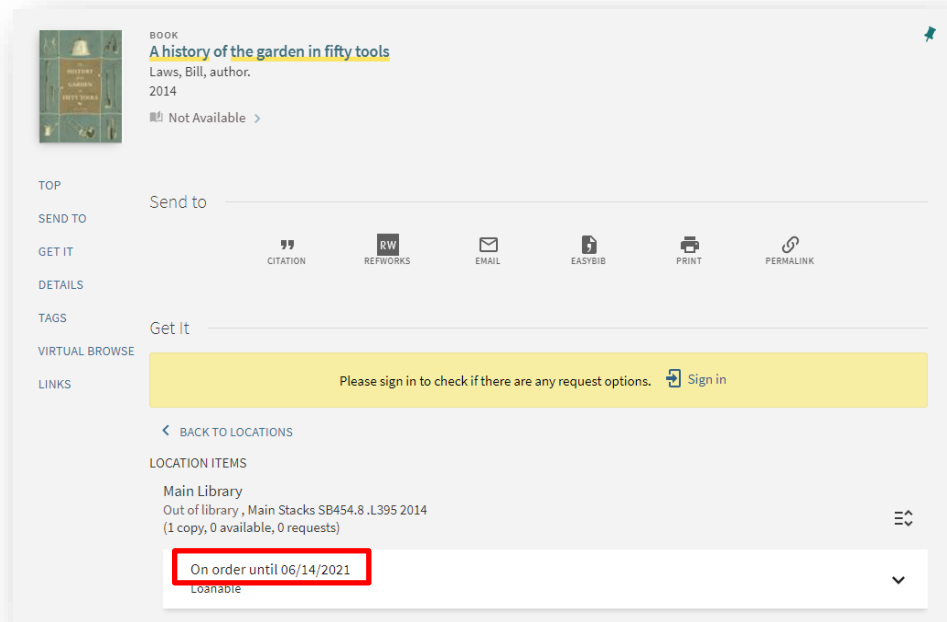
Discovery and Order Status Information

Discovery search results show that the physical item is not currently available because it's **on order**

- Message can be customized
- The date is not required information

Get it options (place a hold request) are presented to the user after they Sign in

Electronic resources will not display in discovery until they are activated.



Tracking How the Library's Money is Spent

- **Purchase order lines** encumber monies in their associated funds
- **Invoices** disencumber and expend monies in funds
- **Reporting Codes** can be applied at the PO line/invoice level

How money has been spent, encumbered, and is left in the current fiscal year

Historical tracking of how funds have been spent in past fiscal years



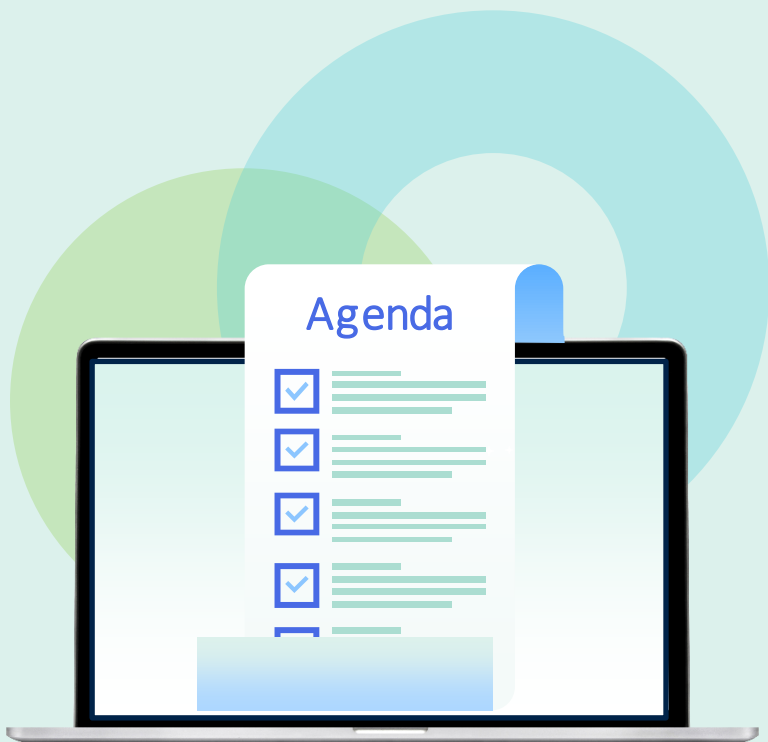
Cost Per Use of Ordered Resources

Cost-per-use can easily be understood as dividing the cost of the item by the number of times it is used

$$\text{\$50.00 (Item Cost)} / 50 \text{ (Uses)} = \text{\$1.00 / Use}$$

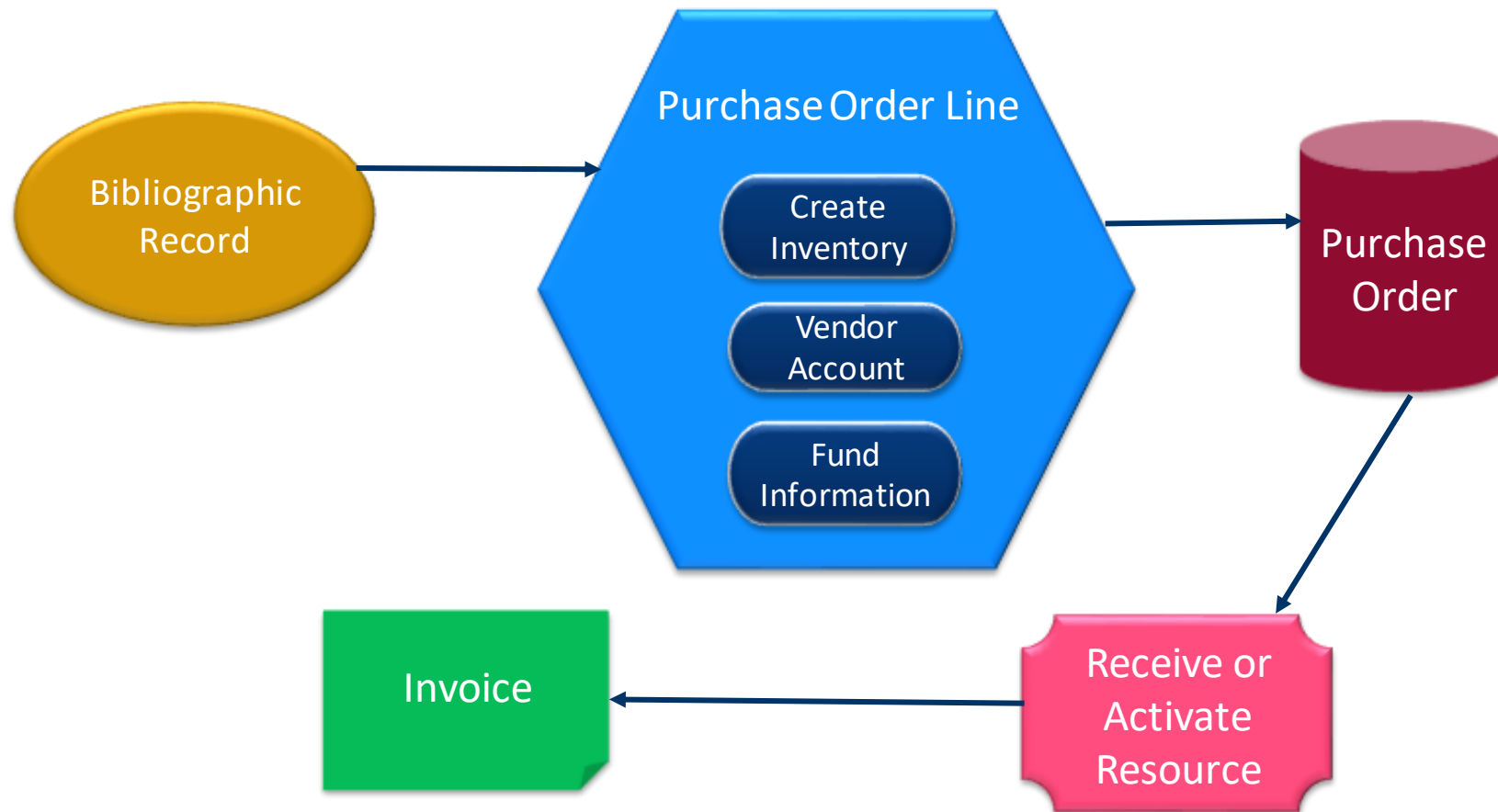
- For electronic resources, Alma uses cost information stored in po lines and COUNTER/link resolver data
- For physical resources, Alma uses cost information stored in po lines and fulfillment data





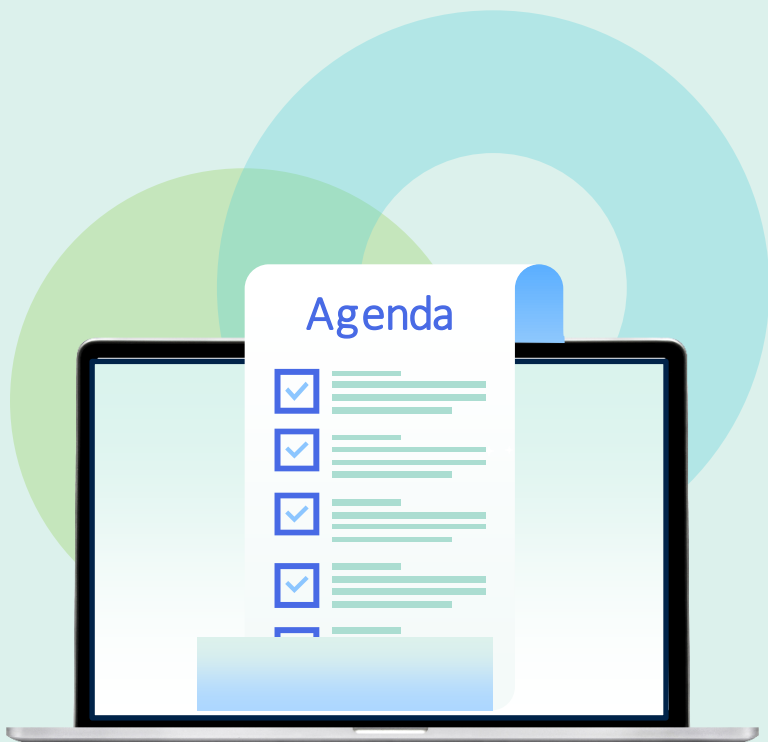
- Acquisitions in Alma
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- Decisions to Make

General Acquisitions Workflow



Overall Acquisitions Flow

- Alma generates inventory and associated data during purchasing workflow
- Alma tracks activity and creates tasks based on the **PO line**, not the PO
- Choices made (PO Line Type) when purchasing a resource impacts downstream data and workflows
- Staff working in any technical services role should understand the impact of initial purchasing decisions



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Acquisitions Departments

How many acquisitions ordering units are at your institution?

- Centralized acquisitions and processing = one Acq Work Order Department in Alma that serves all libraries

Acquisitions Department	Served Library/Libraries
Main	Main, Science, Art, Law

- Distributed acquisitions and processing = more than one Acq Work Order Department

Acquisitions Department	Served Library/Libraries
Main	Main, Science, Art
Law	Law

Relationships

Configuration > [Select Library] > Fulfillment > Library Management > Relationships

- The **Acquire For** relationship determines if the library or institution being configured can acquire items for other libraries in your institution.

Organizational Units Relations Setup

Cancel Back Save

Description 🔍

Remove Relation Add Relation

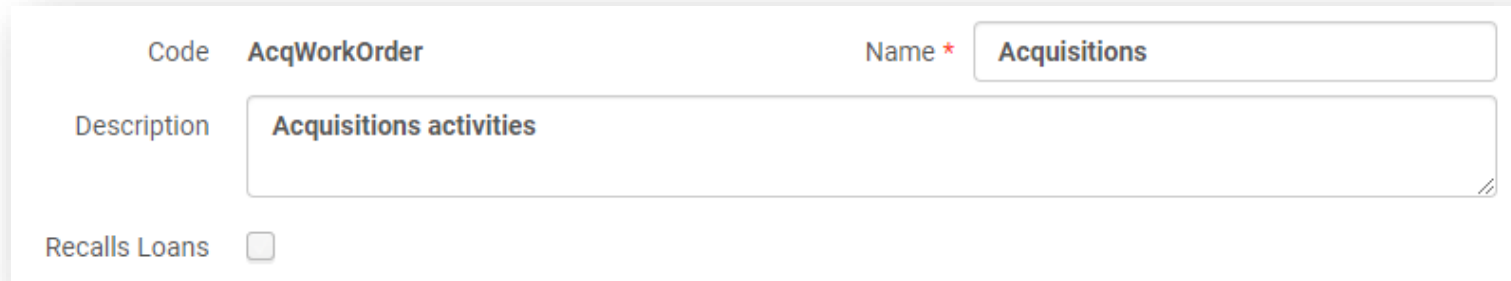
Relation Type: All

	Name	Description	Deliver To	Circulate For	Acquire For	Note
1	<input type="checkbox"/> All	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
2	<input type="checkbox"/> Resource Sharing Library	Temporarily manages inventory that is sent to or received from resource sharing partners	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-

Acquisitions Work Order Type

Configuration > General > Work Orders and Departments > Work Order Types

- **AcqWorkOrder** type was created when your Alma environment was provisioned
 - **Do not create a new Acquisitions Work Order Type**--Code name AcqWorkOrder is required for acquisitions functionality
 - Name and description are editable



The screenshot shows a configuration form for the 'AcqWorkOrder' type. It includes fields for 'Code' (AcqWorkOrder), 'Name' (Acquisitions), and 'Description' (Acquisitions activities). There is also a checkbox for 'Recalls Loans' which is currently unchecked.

Code	AcqWorkOrder	Name *	Acquisitions
Description	Acquisitions activities		
Recalls Loans	<input type="checkbox"/>		

Acquisitions Departments

*Configuration > [Select Library] > General > Work Orders and Departments
> Work Order Departments*

- In the list of Departments, you will see one with a code AcqDeptLIBRARYCODE
- **Do not create a new department**, the code is required for acquisitions functionality
- Other fields may be edited

The screenshot shows the 'General Details' tab of a configuration form. The form has four tabs: 'General Details', 'Served Libraries', 'Contact Information', and 'Operators'. The 'General Details' tab is active. It contains the following fields:

- Code ***: AcqDeptMAIN
- Name ***: Technical Services (Acq. Dept.)
- Description**: A large text input field.
- Work Time(days)**: 2
- Map**: A text input field.
- Default Printer**: Main Library Printer (with a dropdown arrow)
- Additional Printers**: A text input field (with a dropdown arrow)

Acquisitions Departments

- General Details Tab
 - Work Time (days) The number of days used to calculate the Expiration Date that appears on the Resource Request Monitoring page for the item being processed. If the field is left blank or set to 0, a default of 7 days is used.
- Served Libraries
 - Add any libraries that this acquisitions work order department serves
- Contact Information
 - Only fill out if necessary
- Operators
 - Add operators from the list of users who work in the acquisitions department

Alma Configuration Menu

Configuration > Acquisitions

- Purchase Orders
- Invoices
- Licenses
- Purchase Requests
- General

Some menu items may not require customization based on local practices



Purchase Orders Configuration

- **Reporting Codes**—not required
 - Associated with a PO line and/or invoice line
 - Used for reporting spending activities (Analytics)
 - **Helpful** if used consistently
 - Goes beyond what your ledger/fund structure can report
- **Purchasing Review Rules**—not required
 - Sends PO lines into a review status based on conditions
 - Will add a step to the workflow as the po line will need to be approved
- **Shipping Method**—not required
 - Associated with a PO
 - Is this something you are interested in tracking in Alma?
- **PO Line Cancellation Reasons**
 - When a PO line is cancelled a choice will need to be made as to why
 - Existing entries may be all you need

Purchase Orders Configuration

- **PO Line Types**

- Assigned at the creation of a PO line
- Combination of continuity and format

- **PO Line Deferral Reasons**

- **Acquisition Method**

- Select a default for manually created PO lines
- Purchase vs. Purchase at Vendor System
- Acq methods that do not require fund and price information and when would they be used

- **EDI Vendor Note Fields**

- Integrating this process will be covered in the last session of the series.

- **PO Line Price Threshold**—not required

- Has the potential to add an approval step to the ordering workflow
- Library-level (not institution) setting

Invoices Configuration

- **Invoice Review Rules**—not required
 - Sends invoices into a review status based on conditions
 - Will add a step to the workflow as the invoice will need to be approved
- **Invoice Approval Rules**
 - Invoices that have been put into review need to be approved
 - Should sync with the reasons for the invoice review rules
- **Disapproval Reasons**
- **VAT Codes**—not required for all libraries
- **Payment Method**
 - Tracks how your invoices get paid
- **Invoice Amount Threshold**—not required
 - Has the potential to add an approval step to the invoicing workflow
 - Library-level (not institution) setting

Licenses Configuration

Adding license data to Alma is something you might consider

Not Required but helpful

- Information on license terms is accessible in Alma
- Selected license terms may be published to Discovery



Purchase Requests Configuration

How are purchase requests managed today?

You may consider incorporating purchase request workflow in Alma

- Streamline purchase request process
- Reduce reliance on third-party applications



General Configuration

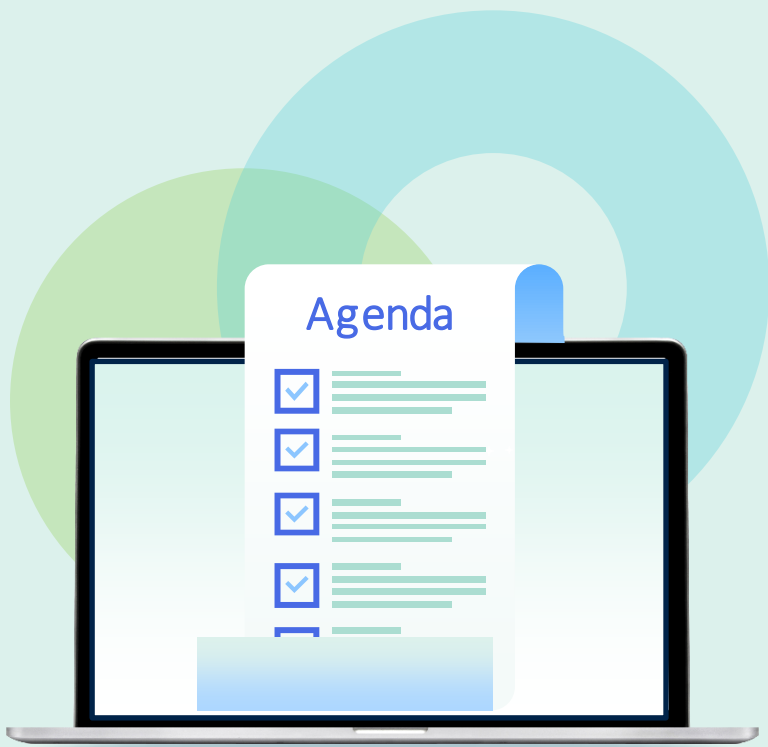
- **Currency Subset**
 - Enter any currencies with which you work
- **Fund and Ledger Fiscal Period**
 - Required to create ledger
 - Is your Fiscal Period more than two years out of date? See next slide
- **Fund Types**
 - Used when creating funds in a ledger
- **Acquisition Job Configuration**
 - Packaging PO lines
 - SUSHI harvesting
- **Manage Acquisitions Alerts**
 - Situations that you want Alma to check and alert you to when encountered

Out-of-Date Fiscal Period

- If the fiscal period in your Alma environment is more than two years out of date, it is **not possible** for the General System Administrator at your institution to update this information
- Please submit a ticket to Alma Support and request that the current fiscal period be added



**SUBMIT
A
TICKET!**



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- **Acquisitions Infrastructure**
 - Vendor Records
 - Ledger and Funds
 - Operator Roles and Scopes
- Decisions to Make

Ledgers and Funds

- Ledger

Associated with a fiscal period

Groups a set of funds and their structure

May be owned by and available for some or all libraries in your institution

You may have more than one ledger in a fiscal year

- Funds

- Summary

Grouping of sub funds—may be nested

Creates structure in your ledger

Optional but recommended

- Allocated

Where money is assigned (allocation)

Where transactions occur (transfers, encumbrances, and expenditures)

Ledgers and Funds

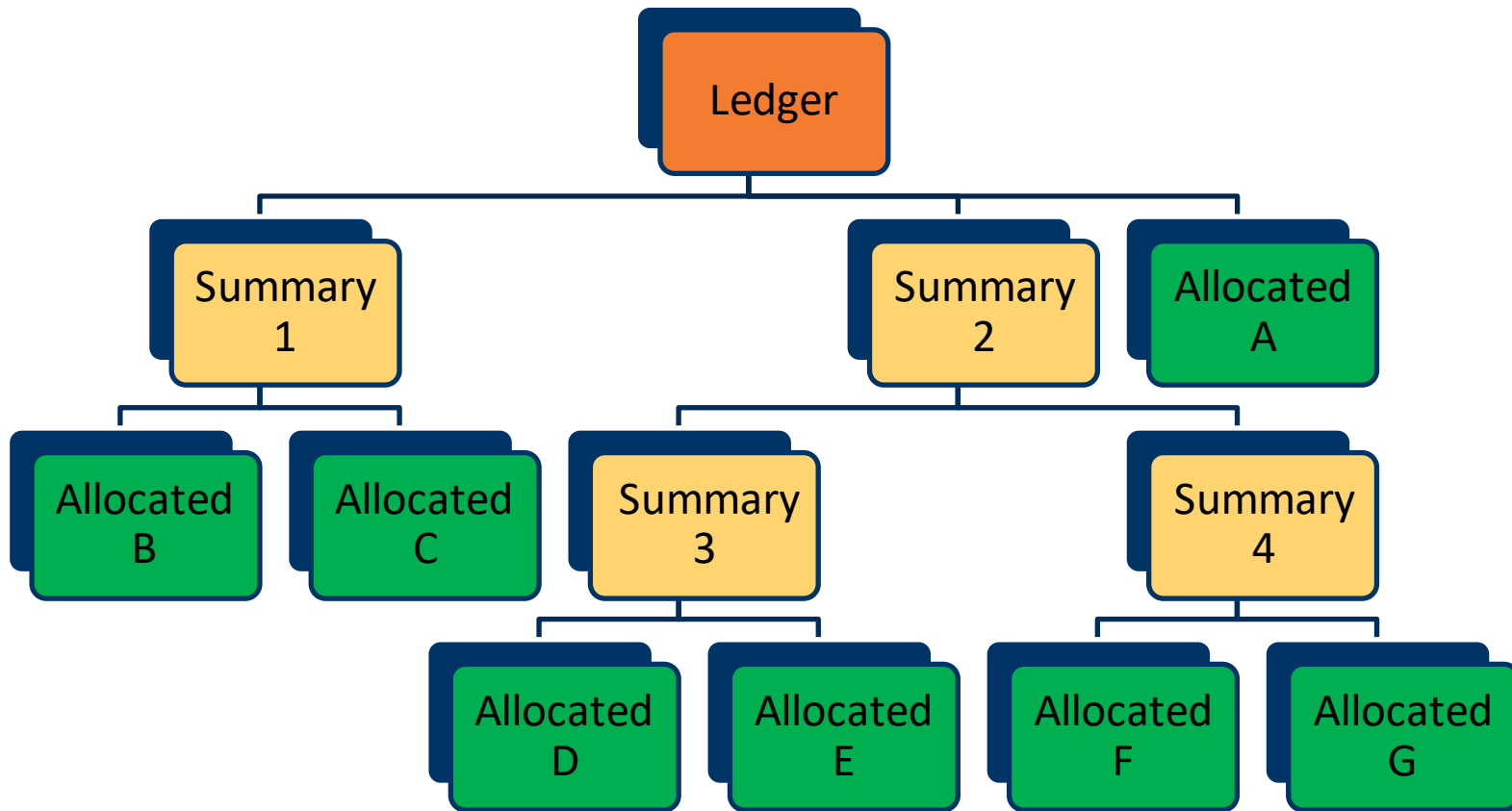
Can be organized in different ways

- Department
- Material Type
- Resource Type
- The structure you create ~~may~~ **should** be more detailed than the budget designations from the business office
- Fund structure, in conjunction with reporting codes, illustrate how your money is being spent

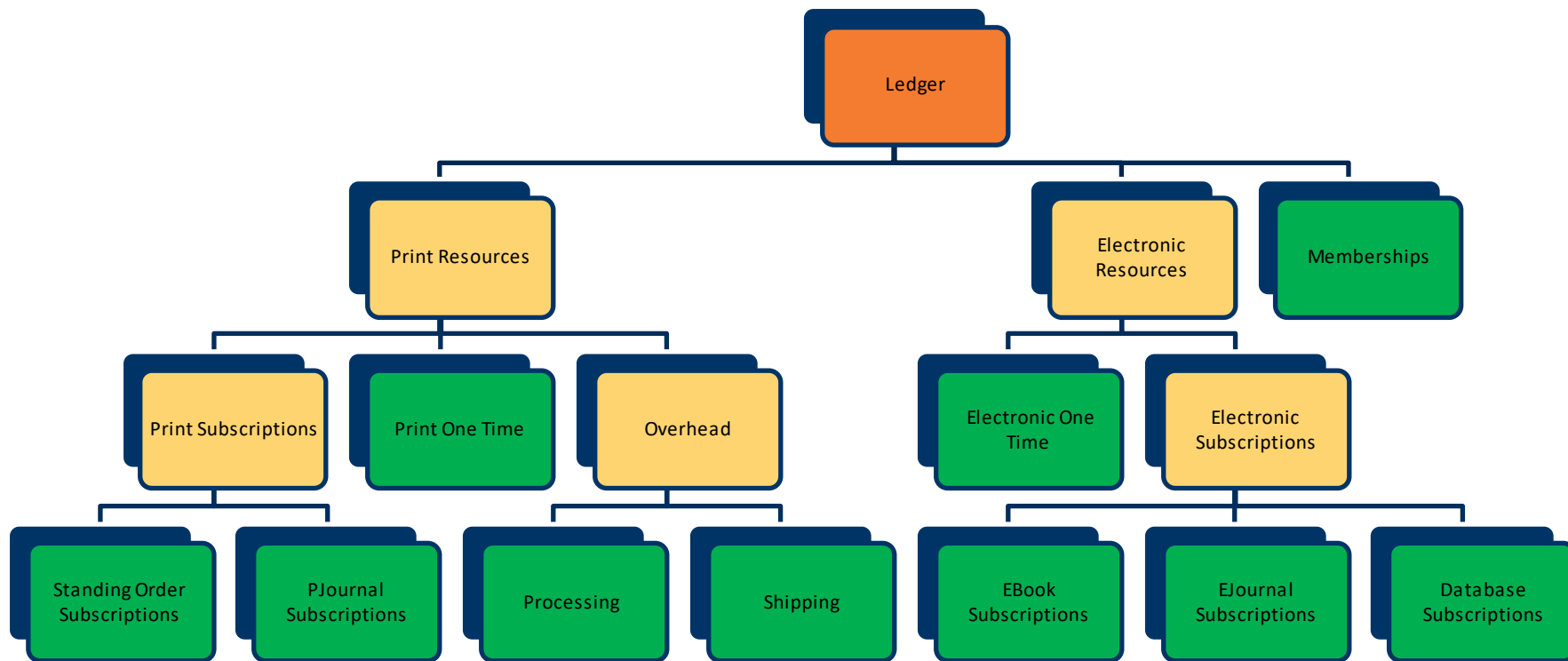
Rules to live by

1. Let Alma do the work for you
2. Don't make things more complicated than they need to be

Ledgers and Funds



Ledgers and Funds

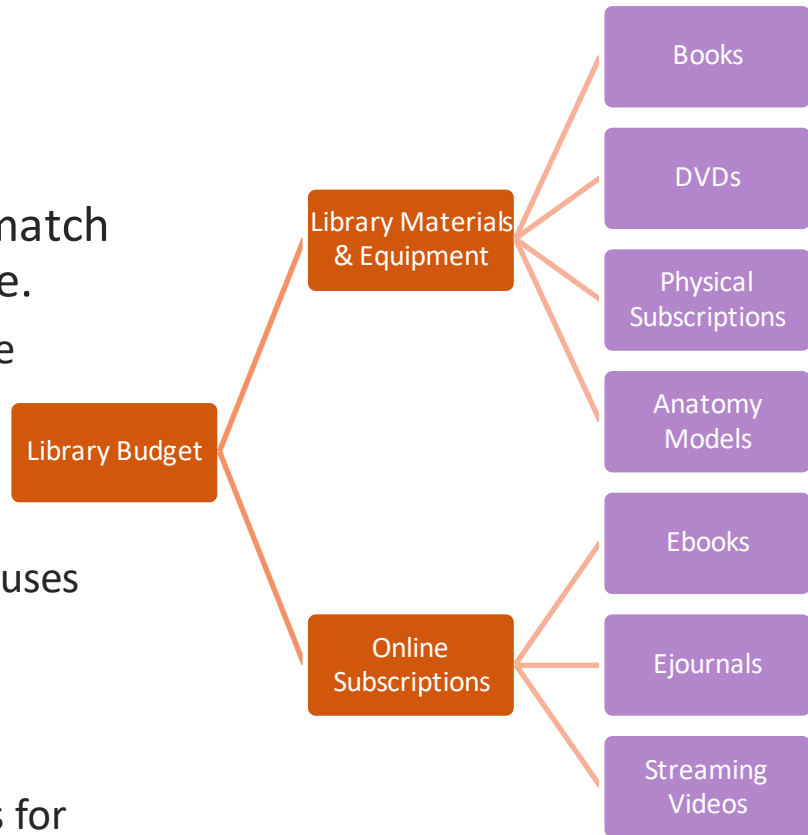


Ledgers and Funds

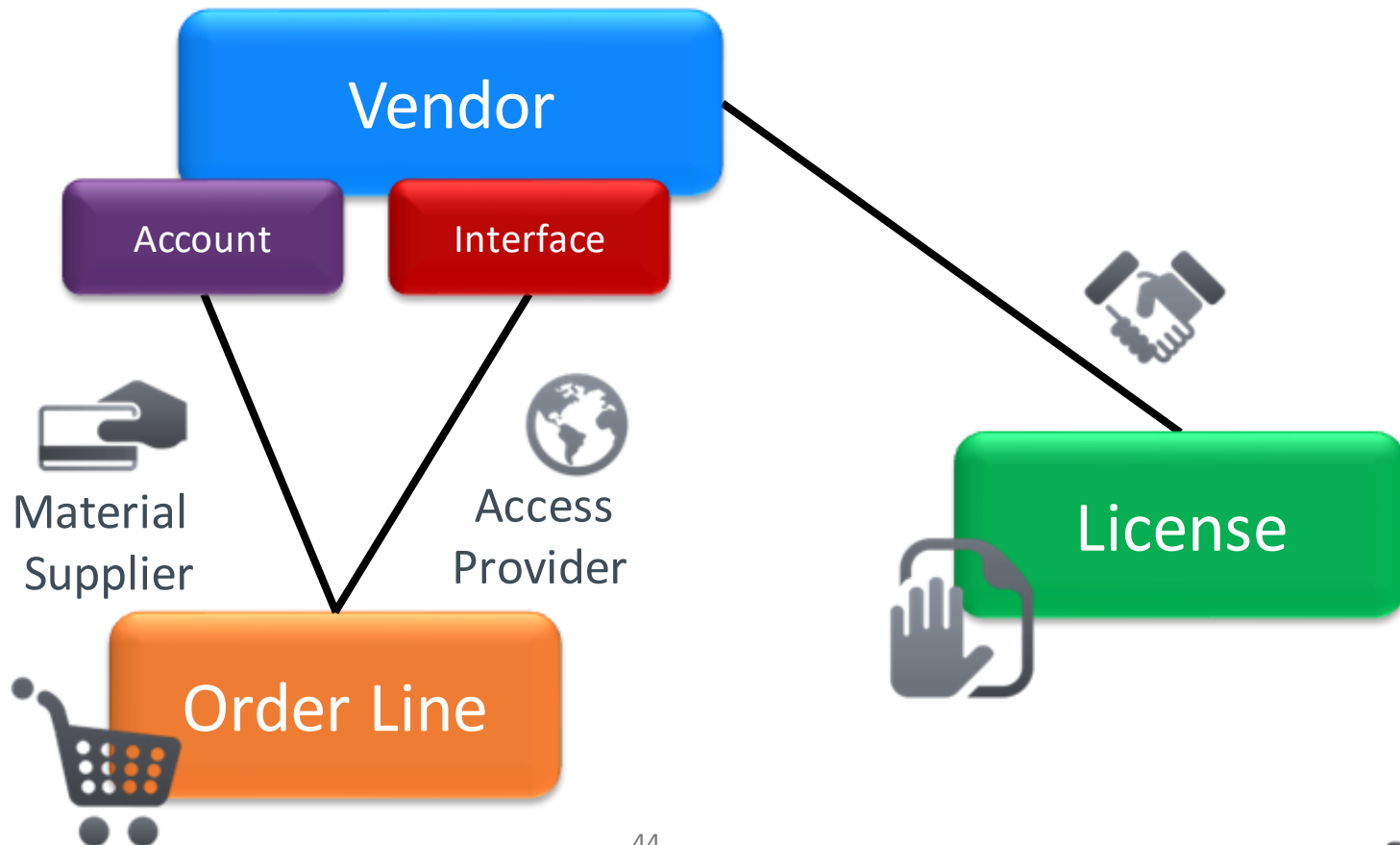
How does your business office define your budget?

Structure the **top level** of your ledger(s) to match the reporting structure of the business office.

- Easily compare your balances to business office balances
- Use summary funds to create a more detailed reporting structure
- Use whatever terminology the business office uses
- Helps you to utilize all allocated funds on time
 - Encumbrances
 - Fund balances
- Don't forget about reporting codes on PO lines for additional tracking/reporting



Vendors and Vendor Roles



Vendor Types

Type	Sub-Unit	Used In	Definition
Material Supplier / Subscription Agent	Vendor Account	Order Lines	Receives orders and payment for resources in all formats
Access Provider	Interface	Order Lines	Provides access to electronic resources
Licensor	None (linked directly)	Licenses	Negotiates licenses for electronic resources

Operator Roles and Scopes

- You will want to think carefully about your staff operators and the Acquisitions roles assigned to them
 - If roles are too limited, staff operators may become frustrated by having to wait on someone else to complete a task before they can proceed with their work
 - Roles that are too freely assigned, on the other hand, can create another set of difficulties related to overall responsibility for Acquisitions activities
- Some roles utilize scopes
 - Is acquisitions done centrally at your institution
 - Selected scopes may be set to the institution or library level

Operator Roles and Scopes

Receiving Operators are scoped to a Service Unit at a library

Role information

Role name

Receiving Operator

Scope

Main Library

Status

Active

Expiry Date

Role parameters

+ Add Service Unit

Name
1 Technical Services (Acq. Dept.)

Purchasing Operators are scoped to an institution or a library

Role information

Role name

Purchasing Operator

Scope

Law Library

Status

Active

Expiry Date

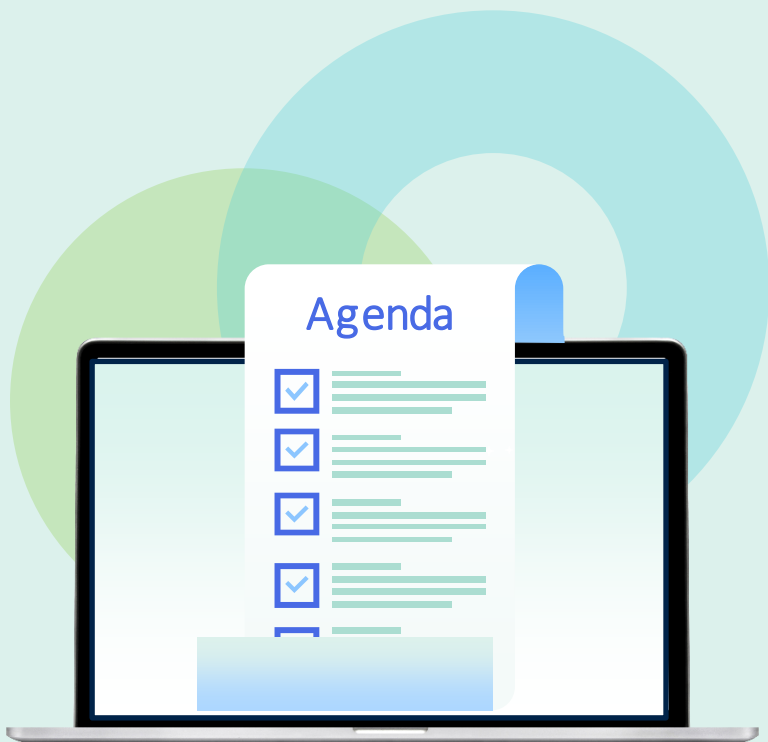
Operator Roles and Scopes

Fund-Ledger Viewers are scoped to a library or institution

Role information			
Role name	Fund-Ledger Viewer	Scope	Alma Institution
Status	Active	Expiry Date	

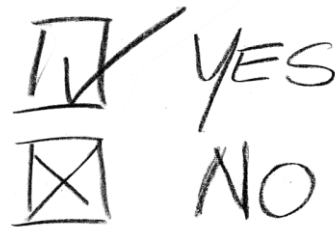
License Viewers are scoped to an institution

Role information			
Role name	License Viewer	Scope	Alma Institution
Status	Active	Expiry Date	



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- **Decisions to Make**

Decisions to Make



1. Will you use Alma for Acquisitions activities?
2. Will you integrate Alma with your vendors to automate ordering and/or invoicing workflows?
3. Can/will you implement integration between Alma and your institution's business office?
4. What additional features will you implement after acquisitions is up and running?

Influence on Making the Decision(s)

Implementing acquisitions and crafting simple workflows help to

- Automate processes
- Improve accuracy
- Save time and reduce effort spent on repetitive tasks
- Ensure that the library's budget is spent in accordance with the institution's priorities

All of these are good things!





Resources

Resources

<https://knowledge.exlibrisgroup.com>

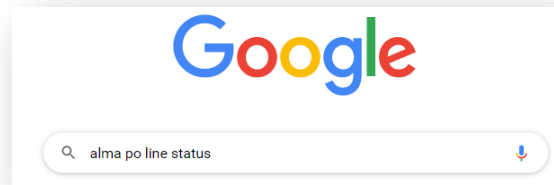
Knowledge Center, also called the Customer Knowledge Center or the **CKC**

Alma > Product Documentation > Alma Online Help > Acquisitions

<https://exlibris.libguides.com/alma/acquisitions>

Acquisitions LibGuides

All documentation is also indexed in
Google



Implementing Acquisitions in Alma

Link to the series

[https://knowledge.exlibrisgroup.com/Alma/Training/Webinars/Implementing Acquisitions in Alma](https://knowledge.exlibrisgroup.com/Alma/Training/Webinars/Implementing_Acquisitions_in_Alma)

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

Next Week: Ordering Physical and Electronic Resources

- Ordering Workflow
- Sources for Bibliographic Records
- One-Time, Continuous, and Standing Orders
- Purchase Order Lines
- PO Line Templates
- PO Line Statuses





Thank you!

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