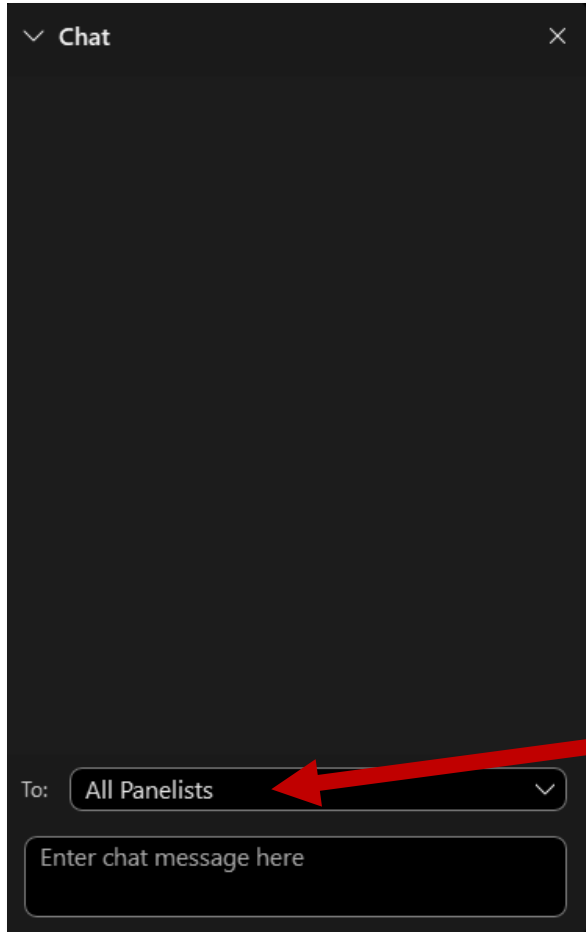


Implementing Acquisitions in Alma

Session 5: Invoicing Resources



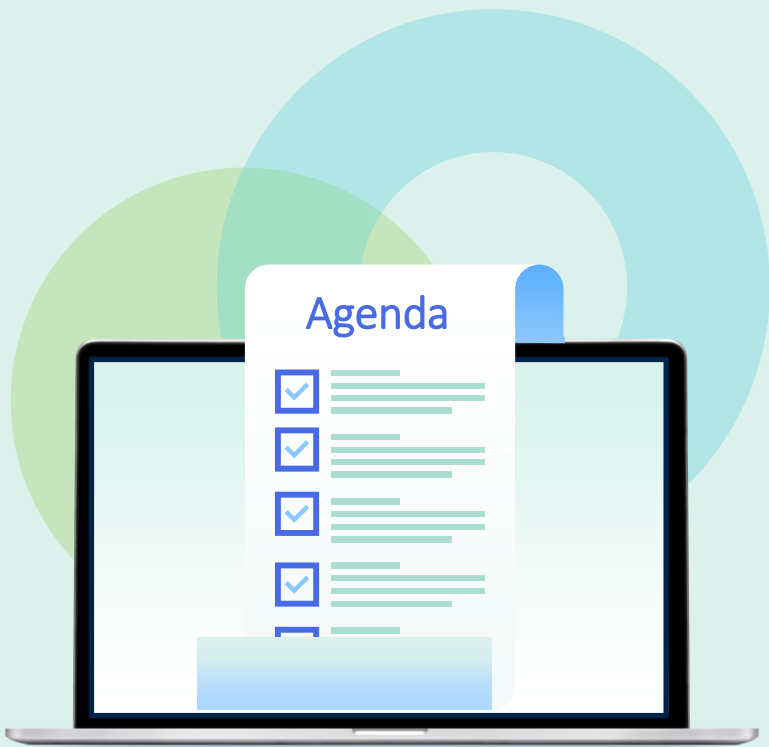


A few points about WebEx

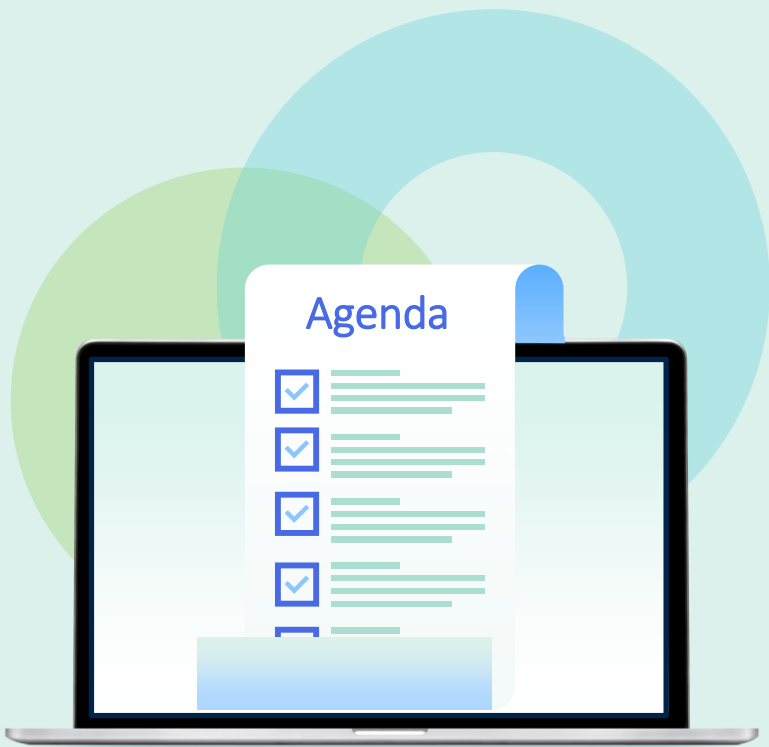
- If you encounter any audio or video issues, exit and rejoin the WebEx session.
- The meeting is being recorded and will be made available to you on the series dashboard.
- Select **All Panelists** in the **To:** **dropdown menu** to submit questions via WebEx Chat.

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

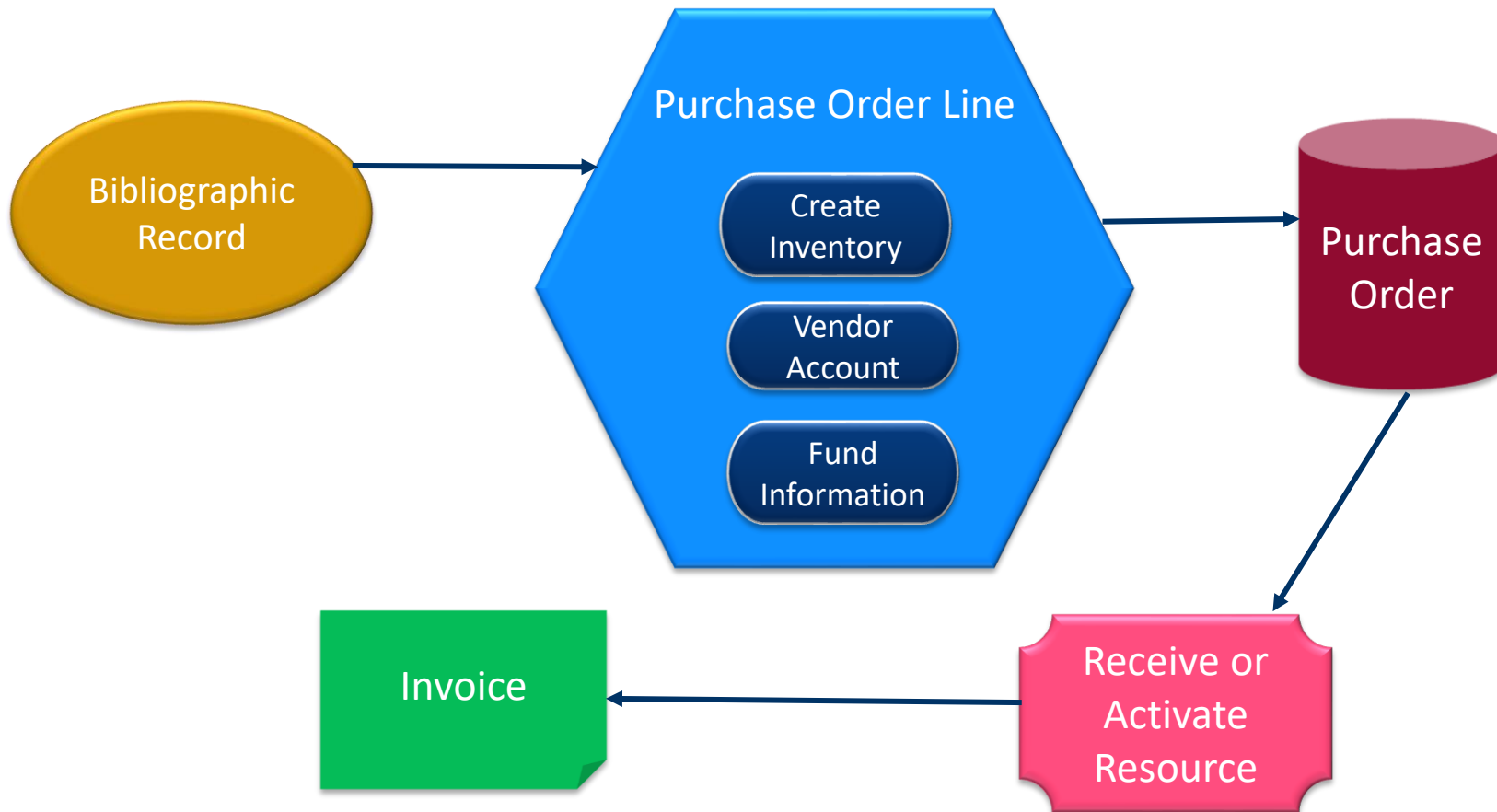


- Invoicing workflow and basics
- Invoicing One-Time Orders
 - Manual
 - From PO
- Invoicing Continuous Orders
 - Subscription
 - Standing Orders
- Invoicing from a File Upload
 - Excel
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General Acquisitions Workflow



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**

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](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)

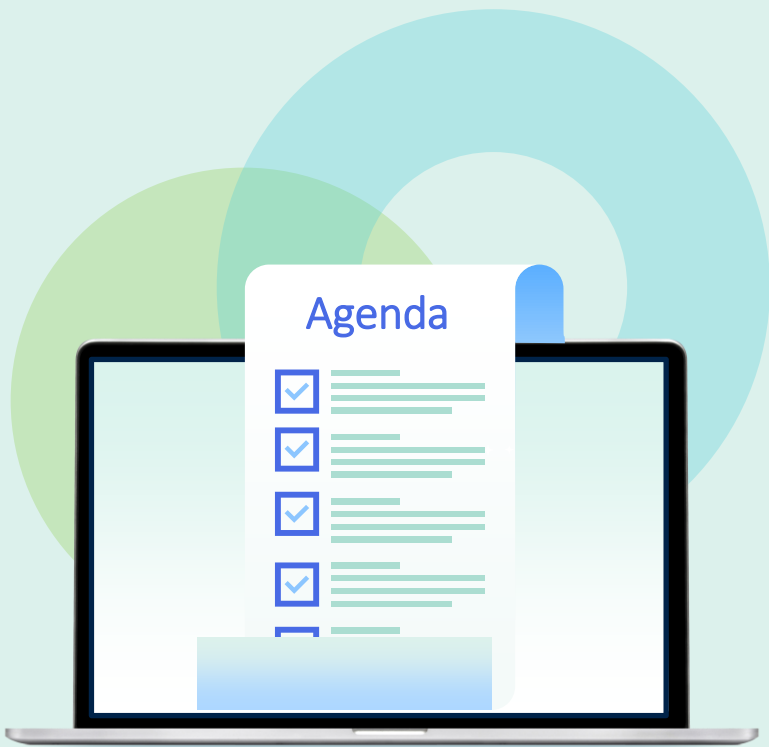
Creating Invoices

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

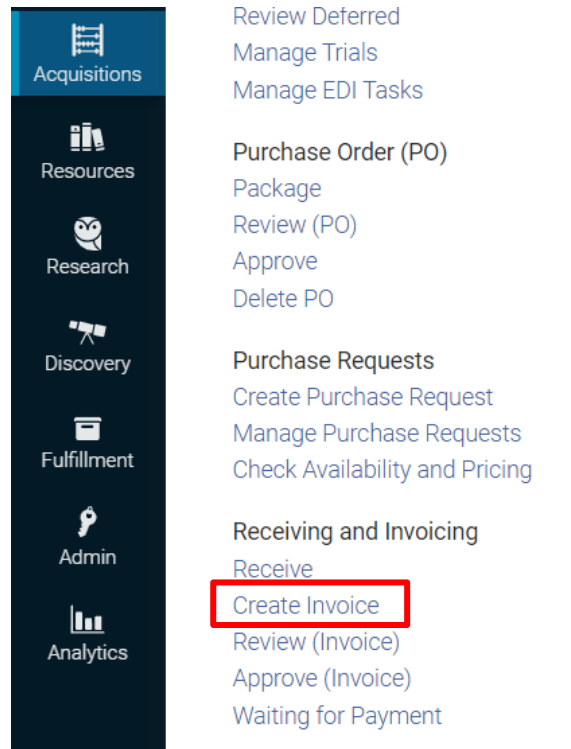
Select Invoice Creation Process

Invoice Creation ☒ Manually

☐ From PO

☐ From File

Handle Receiving ☐



The screenshot shows a vertical navigation menu on the left with icons and labels for various system functions. To the right of the menu is a list of sub-items corresponding to the selected 'Receiving and Invoicing' category. The 'Create Invoice' item is highlighted with a red rectangular box.

Menu Item	Sub-items
Acquisitions	Review Deferred, Manage Trials, Manage EDI Tasks
Resources	Purchase Order (PO), Package, Review (PO), Approve, Delete PO
Research	
Discovery	
Fulfillment	Purchase Requests, Create Purchase Request, Manage Purchase Requests, Check Availability and Pricing
Admin	Receiving and Invoicing, Receive, Create Invoice , Review (Invoice), Approve (Invoice), Waiting for Payment
Analytics	

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

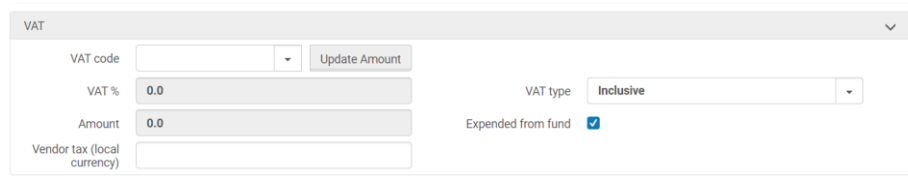
Insurance amount

Discount amount

- If you do not select **Use pro rata**, each additional charge is displayed as an individual invoice line

Invoice—Summary Tab

- VAT—applicable if your library pays taxes

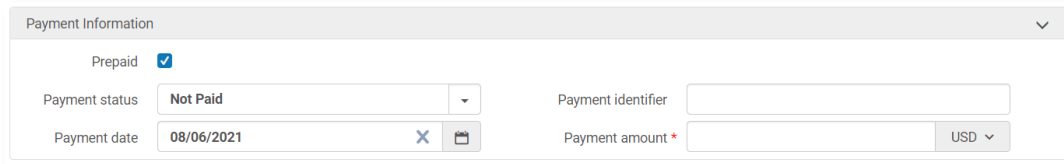


The screenshot shows the VAT section of the invoice summary. It includes a VAT code dropdown menu, an 'Update Amount' button, a VAT % field set to 0.0, a VAT type dropdown menu set to 'Inclusive', an Amount field set to 0.0, a Vendor tax (local currency) field, and an 'Expended from fund' checkbox which is checked.

[https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_\(English\)/020Acquisitions/030Invoicing/020Creating_Invoices#VAT_Calculation_.E2.80.93Example](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_(English)/020Acquisitions/030Invoicing/020Creating_Invoices#VAT_Calculation_.E2.80.93Example)

• Payment Information

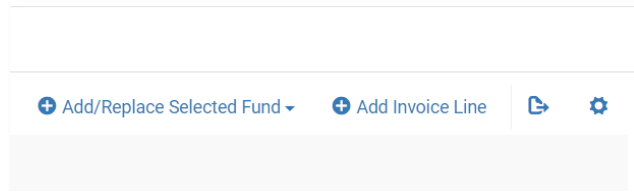
- **Prepaid** checkbox is available if Payment Method is **not** Accounting Department
- **Prepaid** Invoices will not be sent to the ERP and are immediately closed



The screenshot shows the Payment Information section. It includes a 'Prepaid' checkbox which is checked, a 'Payment status' dropdown menu set to 'Not Paid', a 'Payment date' field set to '08/06/2021' with a calendar icon, a 'Payment identifier' field, a 'Payment amount' field with a red asterisk, and a 'USD' dropdown menu.

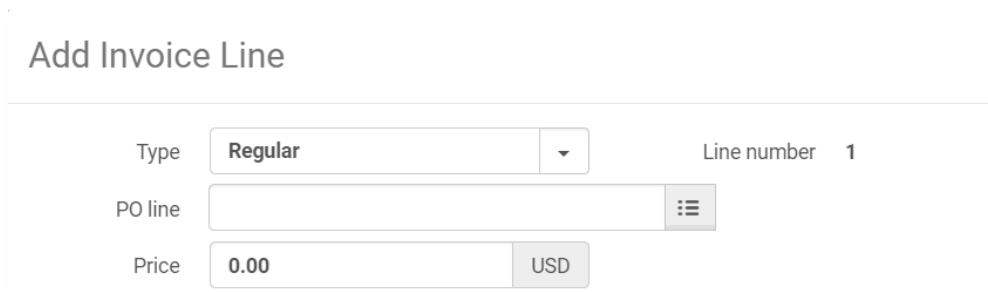
Invoice—Invoice Lines Tab

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



Header area of the Invoice Lines Tab. It contains two main buttons: '+ Add/Replace Selected Fund' and '+ Add Invoice Line'. To the right of these buttons are two smaller icons: a document icon and a settings gear icon.

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



The 'Add Invoice Line' form. It includes the following fields and controls:

- Type:** A dropdown menu currently set to 'Regular'.
- Line number:** A text field containing the number '1'.
- PO line:** A text input field with a search icon (three horizontal lines) to its right.
- Price:** A text input field containing '0.00' and a currency dropdown menu set to 'USD'.

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

Add Invoice Line

Type: Line number: 1

PO line: [More Information](#)

Title: The complete pattern directory : 1500 designs from all ages and cultures / Elizabeth Wilhide.

PO line price: 67.00 USD

Fully Invoiced:

Price:

Price note:

Total price: 67.00 USD

Quantity: VAT note: Approximately 0.00 included in line Total Price.

1st reporting code:

2nd reporting code:

3rd reporting code:

4th reporting code:

5th reporting code:

Note:

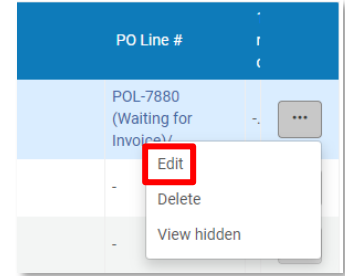
Invoice amount: 125.00 USD Total invoice lines amount: 0.00 USD

[+ Add Fund](#) [Redistribute Lines](#) [Settings](#)

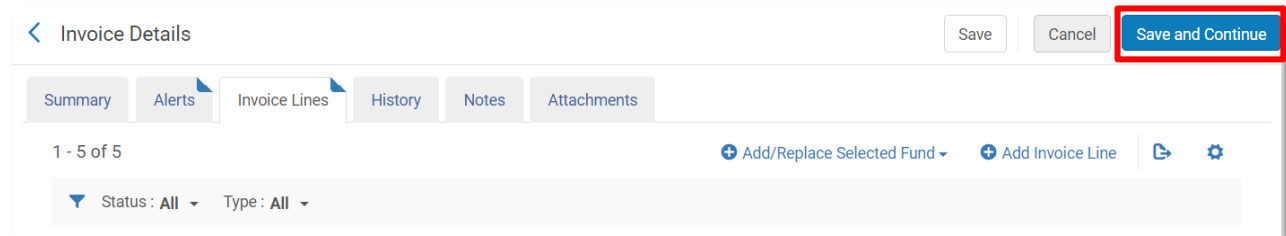
#	Fund Name	Fund Code	Percent	Amount
1 -	Misc/Other (FY2021) (27,338.28 USD)	MISC	100.0%	67.00 USD
2 To...	-	-	100.0%	67.00 USD

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



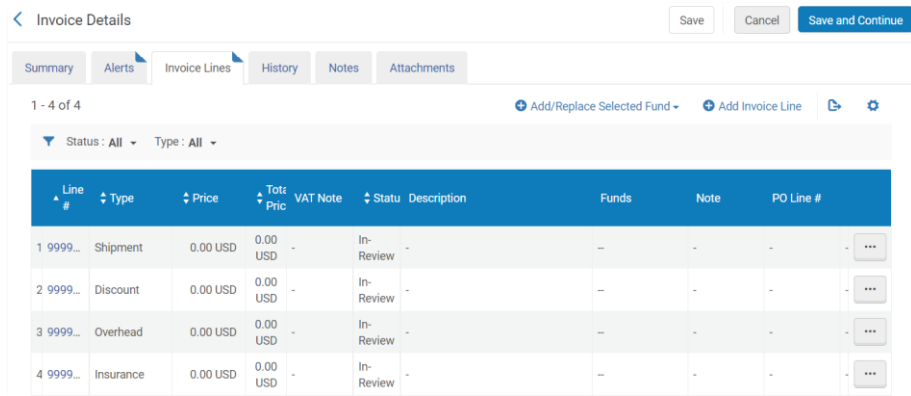
7. Click **Save and Continue**



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



The screenshot shows the 'Invoice Details' page with the 'Invoice Lines' tab selected. The interface includes a top navigation bar with 'Save', 'Cancel', and 'Save and Continue' buttons. Below the navigation bar are tabs for 'Summary', 'Alerts', 'Invoice Lines', 'History', 'Notes', and 'Attachments'. The 'Invoice Lines' tab displays a table with 4 lines. The table has columns for Line #, Type, Price, Totl Pric, VAT Note, Status, Description, Funds, Note, and PO Line #. Each line has a '...' button to its right.

Line #	Type	Price	Totl Pric	VAT Note	Status	Description	Funds	Note	PO Line #
1 9999...	Shipment	0.00 USD	0.00 USD	-	In-Review	-	-	-	-
2 9999...	Discount	0.00 USD	0.00 USD	-	In-Review	-	-	-	-
3 9999...	Overhead	0.00 USD	0.00 USD	-	In-Review	-	-	-	-
4 9999...	Insurance	0.00 USD	0.00 USD	-	In-Review	-	-	-	-

[https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_\(English\)/020Acquisitions/110Configuring_Acquisitions/150Configuring_Invoice_Line_Types](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_(English)/020Acquisitions/110Configuring_Acquisitions/150Configuring_Invoice_Line_Types)

Invoice Checks

Validation

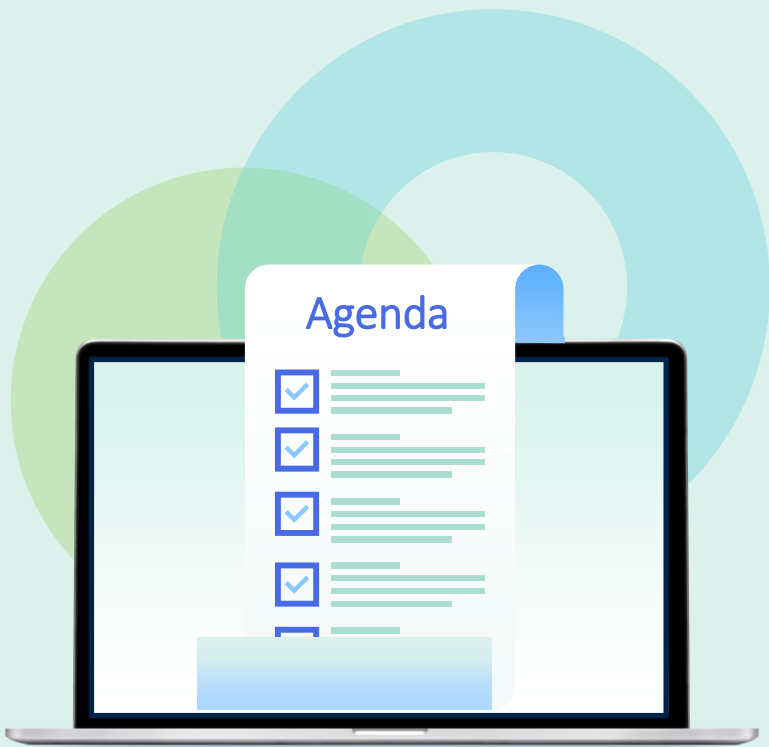
- Alma validates the invoice and displays any errors
- Errors must be corrected before invoice can move on to next step

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



- 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

Invoice Line Details

Cancel Save

Invoice Line Details

Type Regular Line number 1


PO line POL-8134 X More Information

Title The journal of fixed income

PO line price 441.00 USD

Check subscription date overlap ☐

Poline subscription dates range 04/01/2021 - 03/31/2022

Subscription dates range 

Additional information

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 do 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](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

Invoice Line Details

Cancel Save

Invoice Line Details

Type Regular Line number 1

PO line POL-3427 X More Information

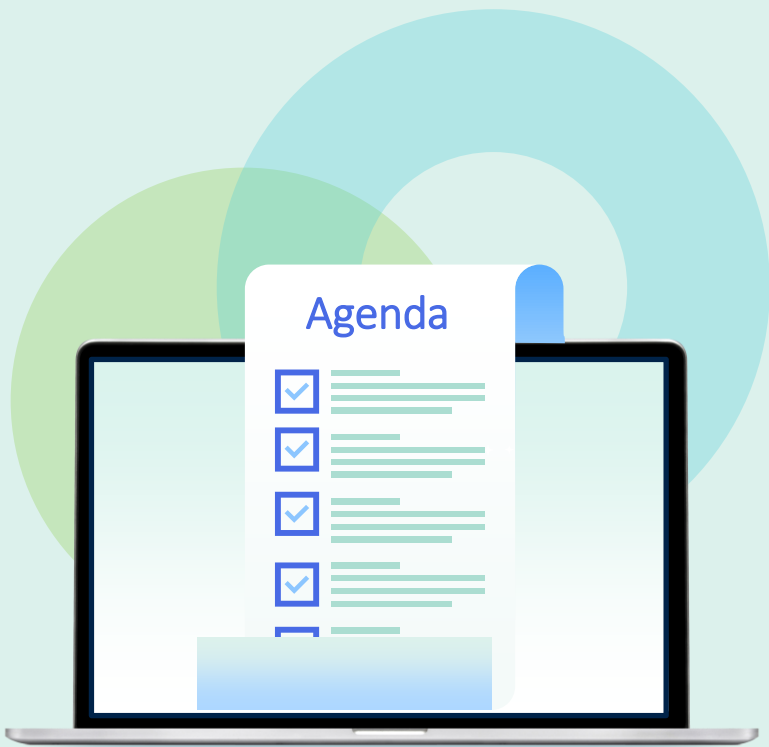
Title 21st century reference series / edited by J. Mitchell Miller

PO line price 4,144.77 USD

Check subscription date overlap ☐

Poline subscription dates range -

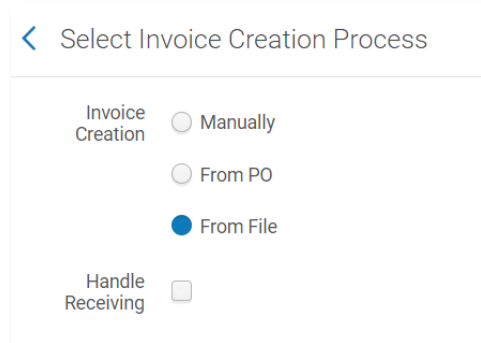
Subscription dates range Additional information



- Invoicing workflow and basics
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Invoicing Via File Upload

1. Create invoice using the **From File** option



< Select Invoice Creation Process

Invoice Creation

☐ Manually

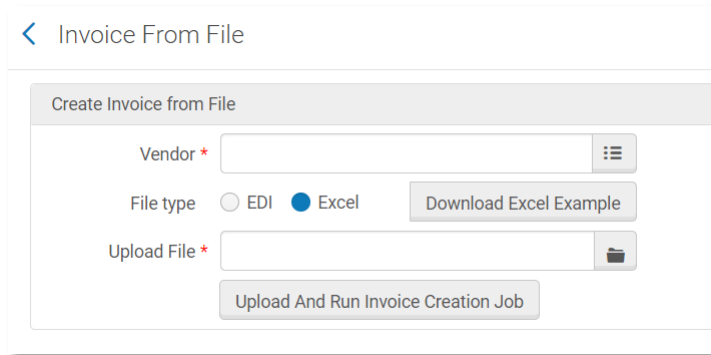
☐ From PO

☒ From File

Handle Receiving ☐


2. Fill in **Create Invoice from File** form

- a) Identify vendor
- b) Select file type
- c) Upload file
- d) Run the job




< Invoice From File

Create Invoice from File

Vendor * 

File type ☐ EDI ☒ Excel [Download Excel Example](#)


Upload File * 

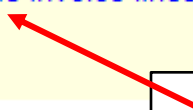
[Upload And Run Invoice Creation Job](#)

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](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  [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

Monitor Jobs

Scheduled SP Scheduled Running **History**

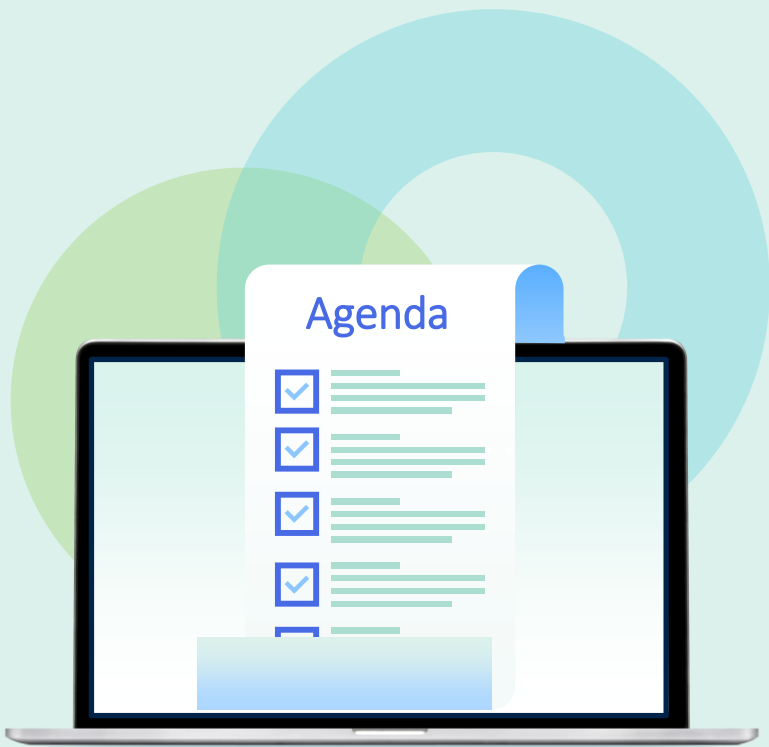
1 - 20 of 74 Name

Job Category: All Status: All Submit Date Range: 08/08/2021 - 08/09/21

Name	Process ID	Job Category	Operat	Submit Date	Start Date	End Date	Status
1. Invoice - Create From Spreadsheet	15499...	Acquis...	exl_impl	08/09/20... 19:17:00 EDT	08/09/20... 19:17:00 EDT	08/09/20... 19:17:02 EDT	Completed Successfully
2. Loans - Overdue and Lost Item	15499...	Fulfillm...	System	08/09/20... 19:00:03 EDT	08/09/20... 19:00:05 EDT	08/09/20... 19:01:50 EDT	

Report

Events



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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

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)

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

Invoice Payment

Acquisitions > Receiving and Invoicing > Waiting for Payment

Payment Information			
Prepaid	No		
Payment status	<div>Not Paid</div>		
Payment date	<div>09/30/2019</div>		
		Payment identifier	
		Payment amount	<div>20.00</div> USD

Finance Integration on the Ex Libris Developer Network

<https://developers.exlibrisgroup.com/alma/integrations/finance/>

Entering a Credit Memo

Add Invoice Line

Type: **Regular** Line number: 1

PO line:

Price: **-37.00** USD

Price note: **credit memo**

Total price: **-37.00 USD**

Quantity: **0** VAT note: **Approximately 0.00 included in line Total Price.**

1st reporting code:

2nd reporting code:

3rd reporting code:

4th reporting code:

5th reporting code:

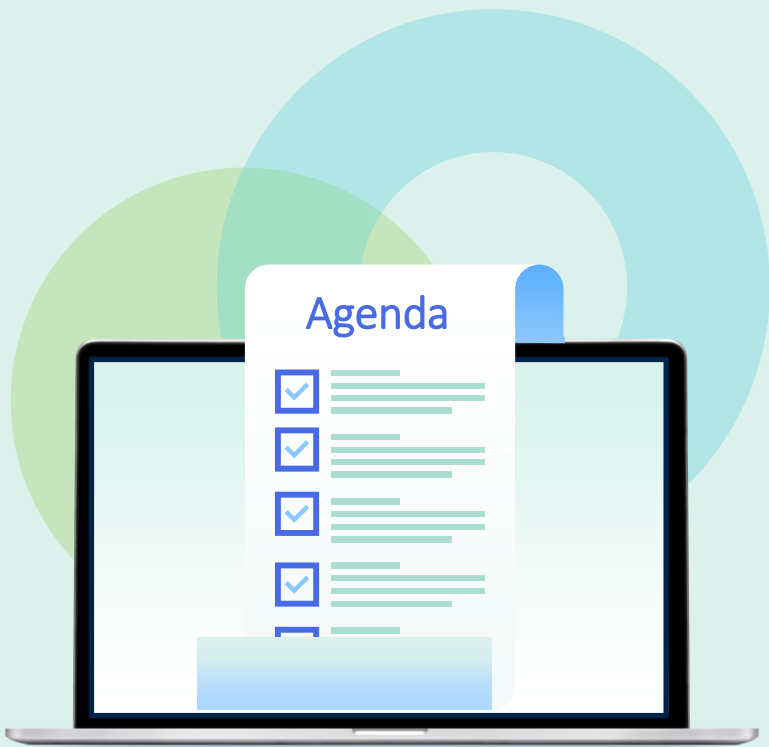
Note:

Invoice amount: **-37.00 USD** Total invoice lines amount: **-**

[+ Add Fund](#) [Redistribute Lines](#) [Settings](#)

#	Fund Name	Fund Code	Percent	Amount
1 -	E: Sciences (FY2021) (71,372.31 USD)	ESCI	100.0%	-37.00 USD
2 To...	-	-	100.0%	-37.00 USD

- 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**

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

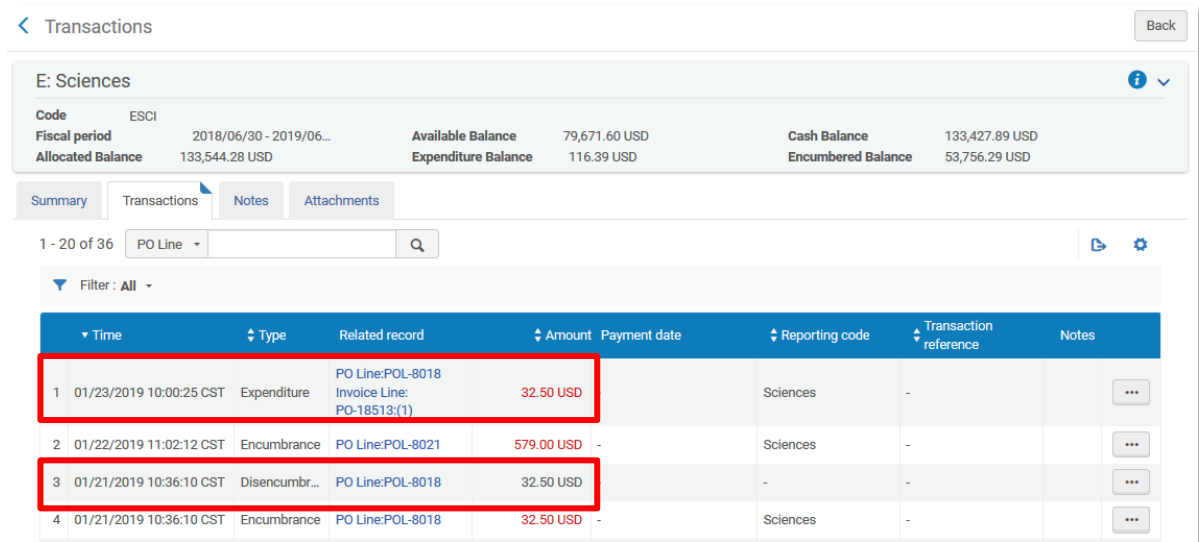
Equal to the encumbrance

In the same fund as the
encumbrance transaction

- Expenditure

May be in a different fund

May be a different amount



The screenshot displays a 'Transactions' page for 'E: Sciences'. At the top, summary statistics are shown: Code ESCI, Fiscal period 2018/06/30 - 2019/06/30, Available Balance 79,671.60 USD, Expenditure Balance 116.39 USD, Cash Balance 133,427.89 USD, and Encumbered Balance 53,756.29 USD. Below this, a table lists transactions. The table has columns for Time, Type, Related record, Amount, Payment date, Reporting code, Transaction reference, and Notes. Three transactions are highlighted with red boxes: Transaction 1 (Expenditure, 32.50 USD), Transaction 2 (Encumbrance, 579.00 USD), and Transaction 3 (Disencumbrance, 32.50 USD). Transaction 4 (Encumbrance, 32.50 USD) is also visible.

	Time	Type	Related record	Amount	Payment date	Reporting code	Transaction reference	Notes
1	01/23/2019 10:00:25 CST	Expenditure	PO Line:POL-8018 Invoice Line: PO-18513:(1)	32.50 USD		Sciences	-	...
2	01/22/2019 11:02:12 CST	Encumbrance	PO Line:POL-8021	579.00 USD	-	Sciences	-	...
3	01/21/2019 10:36:10 CST	Disencumbr...	PO Line:POL-8018	32.50 USD		-	-	...
4	01/21/2019 10:36:10 CST	Encumbrance	PO Line:POL-8018	32.50 USD	-	Sciences	-	...



Resources

Resources

- Invoicing Documentation

[https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_\(English\)/020Acquisitions/070Invoicing](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](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](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_(English)/020Acquisitions/110Configuring_Acquisitions/110Configuring_Invoice_Approval_Rules)

Next Week: Automating the Acquisitions Process

- Import Profiles using Embedded Order Data (EOD)
- Electronic Data Interchange (EDI)
- Real-Time Acquisitions
- Finance (ERP)
- Monitoring Jobs



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

Thank you!

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

