

1. Do you know why you have to manually "change" the invoice number and why the invoice number doesn't remain blank? [Context: when creating an invoice from a Purchase Order]

ExL—The acquisition system needs a number in that spot. It automatically takes it from the Purchase Order, but it is recommended to change it to the “real” invoice number when the invoice comes from the vendor.

2. We are a small library that does not use Acquisitions other than for a few Journals. Even with those we haven't kept up with them since switching to Alma. We would like to implement SUSHI for electronic resources only. To do this how much of Acquisitions do we need to implement? Again, we just want to be able to do SUSHI harvesting.

ExL—You do not have to use acquisitions to also use SUSHI. The only requirement is a vendor record (where you will configure the SUSHI account). But in that case, the SUSHI usage data would only provide that usage data; you wouldn't also be able to see cost-per-use data.

3. Is it possible to manually add cost per title information so that cost per use could be seen? If you are not using Acquisitions?

ExL—No, this is not possible. The cost-per-use calculations are based on expenditure transactions in Alma. As a workaround, you would need to export usage data and manually match it to your cost information (for example, in Excel).

4. What are the differences between "additional information," "note", and "price note"?

ExL—

Additional information: Notes, as required. Required if the Subscription from date and Subscription to date fields are empty

Note: Notes you want associated with the invoice line.

Price Note: A free text note that is displayed in the invoice line details, the invoice line list, and the Excel export.

These fields and more are defined in our documentation here:

[https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_\(English\)/020Acquisitions/070Invoicing/020Creating_Invoices#Creating_an_Invoice_From_a_PO_or_Manually](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_(English)/020Acquisitions/070Invoicing/020Creating_Invoices#Creating_an_Invoice_From_a_PO_or_Manually)

5. When does a continuous order re-encumber the fund?

ExL—The continuous order will be re-encumbered as part of Fiscal Year Rollover.

6. What's the difference between recurring renewal and waiting for manual renewal?

ExL—PO Lines have a status of **Recurring Renewal** when they are in between renewal periods. If a PO Line is marked as requiring Manual Renewal, it will be placed in the status of **Waiting for Manual Renewal** at the date configured in the PO Line.

For more information about PO Line statuses, please see our documentation:

[https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_\(English\)/020Acquisitions/020Purchasing/040Creating_PO_Lines/035PO_Line_Types_and_Statuses](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_(English)/020Acquisitions/020Purchasing/040Creating_PO_Lines/035PO_Line_Types_and_Statuses)