



Managing Acquisitions Workflows

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Introductions


- Carolyn Sprague is a Training Consultant on the Ex Libris Global Education team. Carolyn has worked at Ex Libris for 9 years and was previously a Primo implementation consultant. Carolyn holds an MLS from Simmons College in Boston.
- Amanda Robertson has four years of experiencing supporting and implementing Alma. Prior to joining Ex Libris, she worked in special libraries and knowledge management. Amanda holds and MLS from the University of Wisconsin.

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Objectives and Target Audience

- Brief Session Description:**
This training session will introduce strategies for handling ordering, receiving, and invoicing issues for various acquisitions scenarios.
- Session Objective(s)**
 - By the end of this sessions you will know how to handle common acquisitions scenarios, including:
 - Handling Purchase Order Line tasks
 - Gaining efficiencies during receiving processes
 - Managing invoices more efficiently
- Session Target Audience:**
 - Library Staff who handle acquisitions /purchasing
 - Library Staff who handle invoicing tasks
 - Library Staff who receive resources.

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Functional User Group / Roles

The tasks covered in this presentations require the following Roles.


- Purchasing Managers and Operators** may create PO lines.
- Operators** with a **Receiving** role may receive items.
- Invoicing Managers and Operators** may create invoices.

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Agenda

- 1 Introduction
- 2 Purchasing Scenarios
- 3 Receiving Scenarios
- 4 Invoicing Scenarios
- 5 Documentation, Support Resources and Survey

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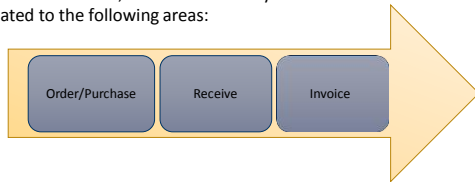


Introduction: Background for this Session

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Handling Ongoing Acquisitions Tasks

- From time to time, it will be necessary to handle one off tasks related to the following areas:



- This session will cover a number to scenarios that may fall outside of routine acquisitions tasks. These tips and tricks will come in handy for anyone working daily with ordering, receiving and invoicing.

Purchasing: Changing Vendors on Orders



Changing Vendor on a Submitted Order

Scenario: Change the vendor on submitted orders

Use Case – Why the need to change the vendor?

- Item may be out of stock from the original vendor- so you want to update order with an alternate vendor (without having to recreated the order)
- The vendor on the order is a subsidiary of another vendor- and you want to updated the details
- The vendor on the order may have been acquired by another vendor and you want to update the details.

Changing Vendor on a Submitted Order

Option 1:

- Acquisitions menu > Advanced Tools > Change Vendor on Order.** Click **Add Job**.
- Select specific PO or leave blank to change all POs with the source vendor.

Changing Vendor on a Purchase Order

Option 2:


- Edit a POL in the following status:
Sent/Waiting for Renewal / Waiting for Invoice
- In the dropdown next to the **Go** button, choose **Replace (Only) Vendor**
- Click **Go**
- Choose New Vendor and Click **Change Vendor in Order**

Replace Only Vendor

- Edit a POL in the following status:
Sent/Waiting for Renewal / Waiting for Invoice

[illegible]

Purchasing: Associating PO Lines

A circular inset image showing three people (two women and one man) sitting around a table, looking at documents and working together. The image is partially obscured by a large, faint, light blue circular graphic element that also serves as a background for the title text.

Associating POLs

Use Case: Why Associate multiple POLs together?

- When managing a standing order-have one main PO Line for the subscription (associate it with the fund)
- For each item received, a new POL is created per item which can be associated back to the main PO Line.

```
graph TD; A[Main Subscription w/fund  
POL - 55567] --> B([Individual Item  
Feb 2017]); A --> C([Individual Item  
Jan 2017]);
```

The diagram illustrates the relationship between a main subscription and individual items. A purple rounded rectangle on the left is labeled "Main Subscription w/fund POL - 55567". Two orange ovals on the right represent individual items: "Individual Item Feb 2017" (top) and "Individual Item Jan 2017" (bottom). Arrows point from each oval to the main subscription box, indicating that individual items are associated back to the main subscription.

2012-2013 Cataloging & Acquisition


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Associating POLs

Scenario: Associating multiple POLs together

- Create a POL from repository search / Or Edit an existing PO Line
- When inside the POL summary tab, click the Additional section
- In the Associated POL box, click the magnifying glass to select a POL



The screenshot shows the 'POL Summary' tab with the 'Additional' section expanded. The 'Associated POL Line' field is highlighted with a red box, and a magnifying glass icon is visible next to it, indicating the next step in the process.




Hands-on Application/Exercises

Create a POL associated to an existing POL

Hands On Exercise

Create a POL associated to an existing POL

- Do a repository search for a known item
- Select Order
- When creating the POL, click the Additional section
- In the Associated POL box, click the magnifying glass to search for and choose the POL
- Select Save and Continue on the POL



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Purchasing: Ordering Multiple Copies



Ordering Multiple Copies

- Ordering scenario: Order multiple copies for different locations
- From PO line > **Ordered Items** section > use Quick Add for additional copies and locations

- Update **Quantity for Pricing** field to reflect multiple copies

Purchasing: Order Not Sent



Resolving and Order Stuck in Review

- Scenario: Order stays in review with an error message stating: order sending failed


Resolving and Order Stuck in Review

- Edit the Vendor Record (via Actions) or Click on the Vendor Code to open.

ASP Alexander Street Press Material Supplier, Access Provider, Licensor

- Under the Contact Information Tab – Add Email Address

Order Not Sent – Updating Vendor Email



Receiving: POL is not on Receiving Bench.

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Purchase Order Line is not in Receiving Bench

- Scenario: A title that arrived at the library cannot be located on the receiving workbench
- This can occur if there are no holdings associated with the PO

ACQUISITIONS

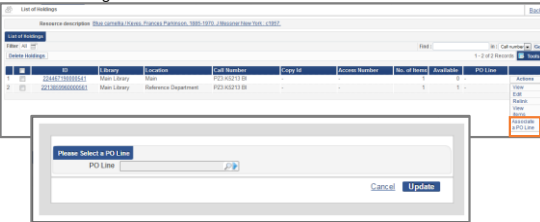
Receiving and Invoicing

- Search for Invoice
- Receive
- Create Invoice
- Review
- Approve
- Waiting for Payment

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Cannot Locate POL in Receiving

- Scenario: A received PO cannot be located on the receiving workbench
- Search for the title in the repository search
- Click on the Holdings Link under the title
- Select Actions > Associate a PO, and associate the received PO with the holdings



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Receiving: Avoid Transits in Receiving



Receive New Material

No Acquisition Department was selected.

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Avoiding Transits in Receiving

Configure a circulation desk as the acquisitions department for a library

ADMINISTRATION

General Configuration

Configuration Menu

Work Order Types and Departments

Acq Order Types

Acq Order Departments

- Verify the name and existence of an Acquisition Technical Services work order type

Code	Name	Description
AcqWorkOrder	Acquisitions	Acquisitions activities

Main Library Acquisitions/Receiving, Main Circulat...

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Avoiding Transits in Receiving

FULFILLMENT

Fulfillment Configuration

Configuration Menu

You are configuring: Main Library

Fulfillment Configuration

Library Management

Library Details

Control Issues

Relationships

Transit Time

Circulation Desk

2. DEFAULT CIRC DESK

Main Library Circulation

Circulation Desk - Work Order Types

You are configuring: Main Library

Circulation Desk Description: -

General Details

Physical Locations

Work order types

Operators

Automatic Printing

Work order types

Add work order

Actions

Edit

Duplicate

Delete

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Avoiding Transits in Receiving

Circulation Desk - Work Order Types

You are configuring: Main Library

Circulation Desk Name: Main Library

General Details | Physical Locations | Work order types | Operators | Automatic Printing

Work order types

Add work order

Add work order

Work order type: Acquisitions

Work order time: 3 (days)

Close Add Add and Close

- Receive items while currently at this circulation desk

Hands-on Application/Exercises



Hands On Exercise – Configure Circulation Desk as Acquisitions

- Go to Alma > Administration > General Configuration > Configuration Menu > Work Order Types
 - Verify the name and existence of an Acquisition Technical Services work order type
 - Select the Fulfillment Configuration Menu, and choose a library
 - Select **Circulation Desks**
 - Select Actions > Edit on a desk, and select the work order types tab
 - Select Add Work Order
 - Choose the acquisitions work order type
 - Choose the number of days, and select Add and Close, the Save
 - Receive items while currently at this Circulation Desk



Invoicing: Data Differs in PO and Invoice



Data Differs between the PO and Invoice

- Scenario: Data was changed in POL after invoicing was completed
- Information only transfers from the POL/PO to the invoice at the point of order and
- If information, i.e. fund or reporting code, are changed in the POL, they must also be changed in the invoice and vice versa

Invoice number 7523		Unique Invoice Identifier 106361280000521	
Summary		Alerts	
Invoice Lines		History	
Notes		Attachments	
Type	Description		
1	Invoice contains vendor account which differs from one or more linked PO Lines.		
2	Invoice using different vendor than poline POL-7523.		

Invoicing: Invoices can't be cleared after Fiscal Period Close



Unable to Clear Invoices After FPC

- To solve this issue, add a grace period to the previous year:

ACQUISITIONS

Acquisitions Infrastructure

Vendors

Funds and Ledgers

Transfer Funds

Move Funds In Hierarchy

Licenses

- Go to Alma > Acquisitions > Acquisitions Infrastructure > Funds and Ledgers
- Choose the Fund from which the invoice will be paid
- Click the Edit link to open the fund

Name: Accounting and Finance Code: LEDGER1003 Type: Ledger

Path:

Available Balance: 241,232.50 USD Cash Balance: 262,500.00 USD

Edit Duplicate | Deactivate

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Unable to Clear Invoices After FPC

- Scroll to the bottom of the Summary Details page for the fund and click on the + sign to Expand Rules

Balance Type

Balance Type	Value in US Dollar
Allocated Balance	262,500.00
Expanded Balance	0.00
Cash Balance	262,500.00
Encumbered Balance	21,267.50
Available Balance	241,232.50

Rules


Overencumbrance allowed	Yes	Overexpenditure allowed	Yes
Overencumbrance warning percent	10.0	Overexpenditure warning sum	300.0
Overencumbrance limit percent	15.0	Overexpenditure limit sum	400.0
Encumbrances prior to fiscal period (days)	20	Expenditures prior to fiscal period (days)	10
Transfers prior to fiscal period (days)	20		
Fiscal period end encumbrance grace period (days)	5		
Fiscal period end expenditure grace period (days)	5		

- Edit the Grace Period, and Save (30, 60, 90 days)

- Invoices can now be closed

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Next Steps and Support Resources



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Next Steps and Support Resources

- Include documentation links relative to the topic:
 - [Invoicing Workflows](#)
 - [Purchasing Workflows](#)
 - [Receiving Physical Material](#)
- Additional support resources within the ExLibris Ecosystem:
 - [Idea Exchange](#)
 - System Status Pages: [Single Tenant ENV](#) / [Multi-Tenant ENV](#)
 - [Developer Network](#)
 - [Technical Seminar Presentations](#)
(located in the Cross-Product section of the CKC)

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Q & A

Any Questions?



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Session Survey Evaluation



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<https://www.surveymonkey.com/r/techsem2017>
 to provide feedback on your sessions.

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