



# Receiving and Invoicing Workflows for Physical Resources

## Ex Libris Professional Services

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## Glossary of Invoicing Terms

**PO (Purchase Order):** One or more PO lines sent to a single vendor; otherwise known as an order. To create invoices, a PO must exist.

**Invoice:** Payment recognition for items received. Invoices are created in Alma to complete purchase transactions as well as update ledgers and funds.

**Pro rata:** Enables allocation of fractional amounts of a dollar value among all parts of a whole. Applies specifically to Shipment, Insurance, Overhead and Discount amounts.

**ERP (Enterprise Resource Planning):** Integrated management of core business processes at your institution. Often known as *University or College Finance*.

**EDI (Electronic Data Interchange):** A method through which business information is interchanged electronically using a standardized format. Alma uses EDI to import invoices electronically based on vendor data.

**VAT (Value Added Tax):** A consumption tax placed on products whenever value is added during production or distribution. This option applies in some countries around the world.

## Receive a Single Physical Item

<p><b>Goals of this exercise:</b></p> <ul style="list-style-type: none"> <li>• Receive a single physical item</li> </ul>	
<p><b>!</b></p> <ul style="list-style-type: none"> <li>• Note: There are three options when receiving single physical items.</li> </ul> <p><b>!</b></p> <ul style="list-style-type: none"> <li>• Note: The act of receiving an item automatically adds the receiving date to the Item record.</li> </ul>	<ol style="list-style-type: none"> <li>1. Review your “<b>Currently at</b>” location in Alma towards the top-right of the Alma application. Change the location to <b>Main Library – Technical Services</b> (or similar) if it is not already at that location.</li> <li>2. Open the Acquisitions menu and select <i>Receive</i> under the <b>Receiving and Invoicing</b> submenu.</li> <li>3. Search for title you have in hand, for example, <i>POL-7943</i>, with the title, <i>The grouchy historian</i>.</li> <li>4. To receive, use one of these options:             <ol style="list-style-type: none"> <li>a. Place a check in the check box situated to the left of the POL number and click on the <b>Receive</b> button in the upper right corner.</li> <li>b. Click on the <i>More actions</i> menu <input type="button" value="..."/> and select the <b>Receive</b> option.</li> <li>c. Click on the <i>More actions</i> menu <input type="button" value="..."/> and select the <b>Manage Items</b> option that includes the ability to associate a barcode with the item at the same time as receiving it.</li> </ol> </li> <li>5. Perform a <i>Physical items</i> search for a title that you have just received and click on the <b>Edit Item</b> button to confirm the <i>Receiving date</i>.</li> <li>6. If you used the <i>Manage Items</i> option, as described above, a barcode will already be present in the record. Otherwise, a barcode will need to be added to the record as part of physical processing activities.</li> <li>7. Time now to pass this item to Cataloging for review and update of the Bibliographic and Holdings records before they are made available for patrons.</li> </ol>

## Create an Invoice for a Newly-Received Physical Item

### Goals of this exercise:


- Create an invoice from a PO for a received item

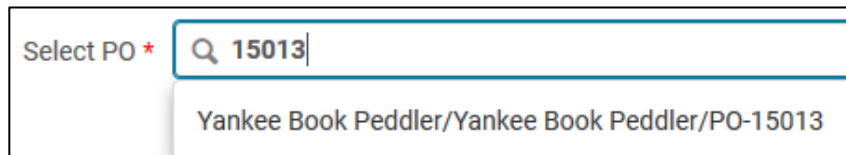
! **Note:** In this example, we are creating an invoice with one invoice line.

! **Note:** There are three options that may be used to create invoices:

- Manually
- From PO
- From File (load invoices in batch)


! **Note:** Depending on practices at your institution, Alma may be configured to require that invoices need to be approved by an operator with the Invoice Manager role.

1. Open the Acquisitions menu and select *Create Invoice* under the **Receiving and Invoicing** submenu.
2. Choose to create an invoice **From PO**. (The screen will refresh before you are able to click on the **Next** button.)
3. Enter the PO number or search for the PO by clicking on *Select from a list* . When a PO is found, you will be able to confirm that the details match, especially as regards the vendor.



Select PO \*

Yankee Book Peddler/Yankee Book Peddler/PO-15013

4. Click on the **Save** button to create the invoice. You will be taken to the *Invoice Lines* tab.
5. Review the details for the invoice line. Is the price estimated at the time of ordering still correct? Is the fund assigned to the invoice line correct? If so, go to the *Summary* tab.  
If not, click on the *More actions* button  to Edit the details (more on this later).
6. Review the details on the *Summary* tab. If desired, modify the *Invoice number* and *Invoice date*. Confirm the *Vendor* and *Vendor account* information. Ensure that the *Total invoice lines amount* (calculated from the *Invoice Lines* tab) and the *Total Amount* are equal.
7. Click on the **Save and Continue** button, in the upper right corner, to complete this invoice.

## Receive Continuous Orders – Check In Journal Issues

**Goals of this exercise:**

- Receive individual journal issues as part of physical continuous orders

**!**  
 • Note: To receive periodical subscription issues, i.e. perform check-in, a POL is required.

**!**  
 • Note: Alma Configuration has *Description Templates* to assist with formatting received issue information.

1. Review your “**Currently at**” location in Alma towards the top-right of the Alma application. Change the location to **Main Library – Technical Services** (or similar) if it is not already at that location.
2. Open the Acquisitions menu and select *Receive* under the **Receiving and Invoicing** submenu. Click on the *Continuous* tab to find all orders related to print journal subscriptions.
3. Search for the title that you have in hand, for example, *POL-7948* with the title, *Journal of chemical education*.
4. Click on the *More actions* menu  and go to *Manage Items*.
5. Look for and click on the **Receive New Items** button, located toward the middle right of the screen.
6. As this is the first ever issue being received, we establish the initial point of reference for this title. In the *New items details* area, enter values in the Enumeration and Chronology cells as appropriate for the title. For the first issue of the *Journal of chemical education*, these values comprise:
  - Enumeration A: **95**
  - Enumeration B: **1**
  - Chronology I: **2018**
  - Chronology J: **Jan**
  - Chronology K: **9**
7. After entering the appropriate values, click on the **Generate** button to create the *Description: v. 95 no. 1 (2018 Jan 9)*.
8. In the upper right corner, you will find two buttons for receiving print journal issues:
  - a. Receive and Set Barcodes: use if you intend to associate a barcode with individual issues
  - b. Create and Receive: use if you do not want to associate barcodes with individual issues

## Receiving and Invoicing Workflows


	<p>For the purposes of this exercise, choose the <b>Create and Receive</b> button followed by the <b>Save</b> button.</p>
<p><b>Continuing to receive issues</b></p>	<ol style="list-style-type: none"> <li>1. When the next issue of a title arrives, go to the Receiving area for <i>Continuous</i> orders to search for the title that you have in hand, for example, <i>POL-7948</i> with the title, <i>Journal of chemical education</i>.</li> <li>2. Click on the <i>More actions</i> menu <input type="button" value="..."/> and go to <i>Manage Items</i>. Here, you should see any issues that have been previously checked in.</li> <li>3. Look for and click on the <b>Receive New Items</b> button, located toward the middle right of the screen. In the <i>Last received item details</i> area, you will see most recently received issue.</li> <li>4. Below the <i>Description, v. 95 no. 1 (2018 Jan 9)</i>, click on the <b>Duplicate</b> button to populate the <i>New items details</i> area with existing information.</li> <li>4. In the <i>New items details</i> area, review and update values in the Enumeration and Chronology cells for the next issue of this title. For the second issue of the <i>Journal of chemical education</i>, these values comprise:             <ol style="list-style-type: none"> <li>a. Enumeration A: <b>95</b></li> <li>b. Enumeration B: <b>2</b></li> <li>c. Chronology I: <b>2018</b></li> <li>d. Chronology J: <b>Feb</b></li> <li>e. Chronology K: <b>13</b></li> </ol> </li> <li>5. After entering the appropriate values, click on the <b>Generate</b> button to create the <i>Description: v.95 no.2 (2018 Feb 13)</i>.</li> <li>6. Click on the <b>Create and Receive</b> button followed by the <b>Save</b> button to complete the receiving process for this issue.</li> <li>7. Repeat this process for each physical issue you will receive, updating each issue as is appropriate.</li> </ol>

## Create an Invoice for a Continuous Order

### Goals of this exercise:

- Create an invoice from a PO for a continuous order
- Update the Renewal Date in the PO Line

**!**  
**Note: Continuous orders always have the status of Waiting for Renewal.**

1. Open the Acquisitions menu and select *Create Invoice* under the **Receiving and Invoicing** submenu.
2. Choose to create an invoice **From PO**. (The screen will refresh before you are able to click on the **Next** button.)
3. Enter the PO number or search for the PO by clicking on *Select from a list* . When the PO is found, you will be able to confirm that the details match, especially as regards the vendor.
4. Click on the **Save** button to create the invoice. You will be taken to the *Invoice Lines* tab.
5. Review the details for the invoice line. In this example, the price estimated at the time of ordering is no longer correct. Click on the *More actions* menu to edit the PO line. In the *Invoice Line Charges* area, modify the price and go to the *Funding* area to update the amount to match so that the invoice line is 100% funded.
6. As this is a subscription, there is one more thing that we need to do before saving the invoice line. Scroll to the top and look for *Subscription dates range* to enter start and end dates for the subscription. Click on the **Save** button in the upper right corner to finish updating the invoice line.
7. Go to the *Summary* tab to update the *Total amount* field so that it is identical to the calculated amount that now displays for the *Total invoice lines amount*.
8. Review other details on the *Summary* tab. If desired, modify the *Invoice number* and *Invoice date*. Confirm the *Vendor* and *Vendor account* information.
9. Click on the **Save and Continue** button, in the upper right corner, to complete this invoice.

	10. Return to the PO line for this title to edit it and update the renewal date for this subscription, moving it ahead by a year. <b>Save</b> the PO line.
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## Managing and Invoicing Items Part of Standing Orders

<p><b>Goals of this exercise:</b></p> <ul style="list-style-type: none"> <li>• Adding items part of a Standing Order</li> <li>• Invoicing items part of a Standing Order</li> </ul>	
<p><b>!</b></p> <ul style="list-style-type: none"> <li>• <b>Note: Rather than using standard receiving processes, for items that are part of Standing Orders, Bib records and inventory are added to the repository and linked to the PO Line.</b></li> </ul> <p><b>!</b></p> <ul style="list-style-type: none"> <li>• <b>Note: Both of these approaches mean that the roles, Cataloging Operator and Physical Inventory Operator, are assigned to the user performing this work.</b></li> </ul>	<ol style="list-style-type: none"> <li>1. When an item that is part of a standing order arrives, we begin by adding a Bibliographic record along with Holdings and Item records to the repository.</li> <li>2. Do this in one of two ways:             <ol style="list-style-type: none"> <li>a. Via the Metadata Editor, add                 <ol style="list-style-type: none"> <li>i. A Bib record by creating new or importing from an external resource</li> <li>ii. A Holdings record with the proper library, location and call number information</li> <li>iii. An Item record where we associate a <i>Barcode</i> with title, link to the <i>PO Line</i> by selecting it from a list, and inserting a <i>Receiving date</i>. Other details such as Enumeration and Chronology may also entered.</li> </ol> </li> <li>b. Open the Resource Management menu and choose <i>Add Physical Item</i> from the <b>Create Inventory</b> sub-menu to                 <ol style="list-style-type: none"> <li>i. Add data in all required fields such as Title, Author, ISBN, etc.</li> <li>ii. Choose <i>Location</i> (Library and Location) from the drop-down in the Item Information area, associating a <i>Barcode</i> and selecting the appropriate <i>Material Type</i>.</li> <li>iii. Open the Item record again to include a link to the <i>PO Line</i> by selecting it from a list, and inserting a <i>Receiving date</i>. Other details such as Enumeration and Chronology may also entered.</li> </ol> </li> </ol> </li> </ol>
<p><b>!</b></p> <ul style="list-style-type: none"> <li>• <b>Note: Concurrently, before or after performing steps 1 and 2, above, we need to create an invoice to acknowledge payment for the volume that has just been added to the</b></li> </ul>	<ol style="list-style-type: none"> <li>3. Open the Acquisitions menu and select <i>Create Invoice</i> under the <b>Receiving and Invoicing</b> submenu.</li> <li>4. Choose to create an invoice <b>From PO</b>. (The screen will refresh before you are able to click on the <b>Next</b> button.)</li> <li>5. Enter the PO number or search for the PO by clicking on <i>Select from a list</i>. When the PO is found, you will be able to confirm that the</li> </ol>



<p>repository as part of the Standing Order.</p> <p><b>!</b> Note: Here, you will see any Invoices that have already been created for this Standing Order.</p>	<p>details match, especially as regards the vendor.</p> <ol style="list-style-type: none"><li>6. Click on the <b>Save</b> button to create the invoice. You will be taken to the <i>Invoice Lines</i> tab.</li><li>7. Edit the Invoice line by clicking on the <i>More actions</i> menu. If necessary, update the price for the item. Look for the <b>Note</b> field in the <i>Invoice Line Charges</i> area and enter information about the item such as Author and Title. In this way, you can easily see which item is associated with which invoice.</li><li>8. Go to the <i>Summary</i> tab. In the event that the <b>Invoice number</b> is the same as for previous items part of this Standing Order, you will need to disambiguate the <b>Invoice number</b> by appending information such as a letter or another number (e.g. 16313a, 16313b, 16313c or 16313-1, 16313-2, 16313-3). <b>Save</b> the Invoice.</li><li>9. When the next item part of this Standing Order arrives, repeat the process.</li></ol>
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## Create an Invoice for Multiple Items and Append the Receiving Process

### Goals of this exercise:

- Create an invoice from PO for multiple items not yet received and append the receiving process to the workflow

**!**  
**Note:** In this example, we are creating an invoice that will include invoice line for two physical items that were ordered for the same library with the same vendor.

1. Open the Acquisitions menu and select *Create Invoice* under the **Receiving and Invoicing** submenu.
2. Choose to create an invoice **From PO**. Place a ✓ in the box associated with *Handle Receiving*. Click on the **Next** button.
3. Enter the PO number or search for the PO by clicking on *Select from a list*. When a PO is found, you will be able to confirm that the details match, especially as regards the vendor.
4. Click on the **Save** button to create the invoice. You will be taken to the *Invoice Lines* tab. Review the details for the invoice line. Is the price estimated at the time of ordering still correct? Is the fund assigned to the invoice line correct? Make any changes that are required to the initial invoice line.
5. Click on the **Add Invoice Line** button to add an invoice line. In the *PO line* field, enter a PO Line number or click on *Select from a list* to locate the relevant PO Line. PO Lines ordered from the same vendor for the same library are eligible to be added. Review the details for this Invoice Line including Price, Reporting Codes, Fund information. When satisfied, click on the **Add** button if there are more Invoice Lines to be added or, if you are done, click on the **Add and Close** button.
6. Review the details on the *Summary* tab. If desired, modify the *Invoice number* and *Invoice date*. Confirm the *Vendor* and *Vendor account* information. Ensure that the *Total invoice lines amount* (calculated from the *Invoice Lines* tab) and the *Total Amount* are equal.
7. Click on the **Save and Go to Receiving** button, in the upper right corner, to complete this invoice and proceed to the Receiving part of the workflow.
8. To receive, use one of these options:

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	<ol style="list-style-type: none"><li>a. Place a check in the check box situated to the left of the POL number and click on the <b>Receive</b> button in the upper right corner.</li><li>b. Click on the <i>More actions</i> menu <input type="button" value="..."/> and select the <b>Receive</b> option.</li><li>c. Click on the <i>More actions</i> menu <input type="button" value="..."/> and select the <b>Manage Items</b> option that includes the ability to associate a barcode with the item at the same time as receiving it.</li></ol> <ol style="list-style-type: none"><li>9. Perform a <i>Physical items</i> search for a title that you have just received and click on the <b>Edit Item</b> button to confirm the <i>Receiving date</i>.</li><li>10. If you used the <i>Manage Items</i> option, as described above, a barcode will already be present in the record. Otherwise, a barcode will need to be added to the record as part of physical processing activities.</li><li>11. Time now to pass these items to Cataloging for review and update of the Bibliographic and Holdings records before they are made available for patrons.</li></ol>
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