Purchasing, Receiving and Invoicing for Physical Resources

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Purchasing, Receiving, and Invoicing User Roles

- Purchasing manager, operator and operator extended

- Receiving operator, operator limited

- Invoice manager, operator and operator extended

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Overall Acquisitions Workflow for Physical Resources

Ordering

Create PO lines, POs, encumber funds, and generate inventory; may originate from EOD

Receiving

Physical: Mark items as received; route for processing or to shelf

Invoicing

Funds are disencumbered and expended; order payment may be requested; invoice may be loaded via EDI
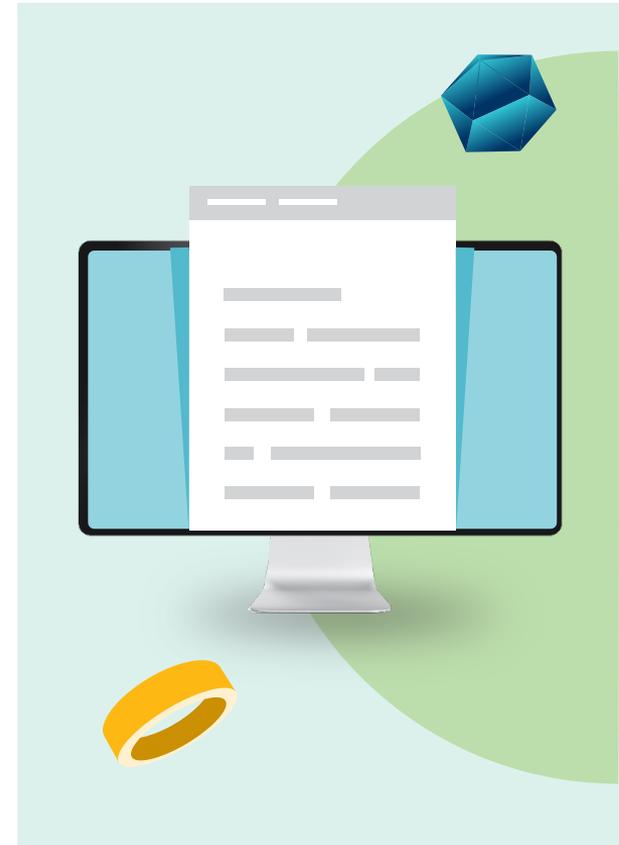
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Purchase Order Lines

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Purchase Order Lines

PO lines (POLs):

- Create inventory
- Encumber funds
- Are bundled into Purchase Orders and sent via email or EDI
- Trigger
  - receiving (physical)
  - invoicing
  - claims
- Can launch other workflows (e.g., trials, renewals, etc.)

Manually Create a Purchase Order Line—1

Purchase type defines:

- Inventory format
  - Physical
  - Electronic

- Continuity
  - One-time
  - Continuous
  - Standing

- Acquisition/item material type

PO Line Owner and Type

Description * **Prisoners of geography : ten maps that explain everything about the world / Tim Marshall.**

Purchase type * **Recommended: Print Book - One Time** ▼

PO line owner * **Graduate Library** ▼

Load from template ▼

Generate barcode using sequence **default_institution** ▼

Assign inventory manually ☐

Manually Create a Purchase Order Line—2

Manually Create a Purchase Order Line—3

PO Line Details

Acquisition method	Purchase at Vendor System
Invoice status	No invoice
Secondary reporting code	Library
Rush	☐
Cancellation restriction	☐
Identifier	9781501121463
Vendor reference number	
Note to vendor	

Material type	Recommended: Book
Reporting code	Arts & Humanities
Tertiary reporting code	Physical Resources
Manual packaging	☐
Cancellation restriction note	
Proposed identifier	
Vendor reference number type	
Vendor invoice number	-

Additional

Standing Orders

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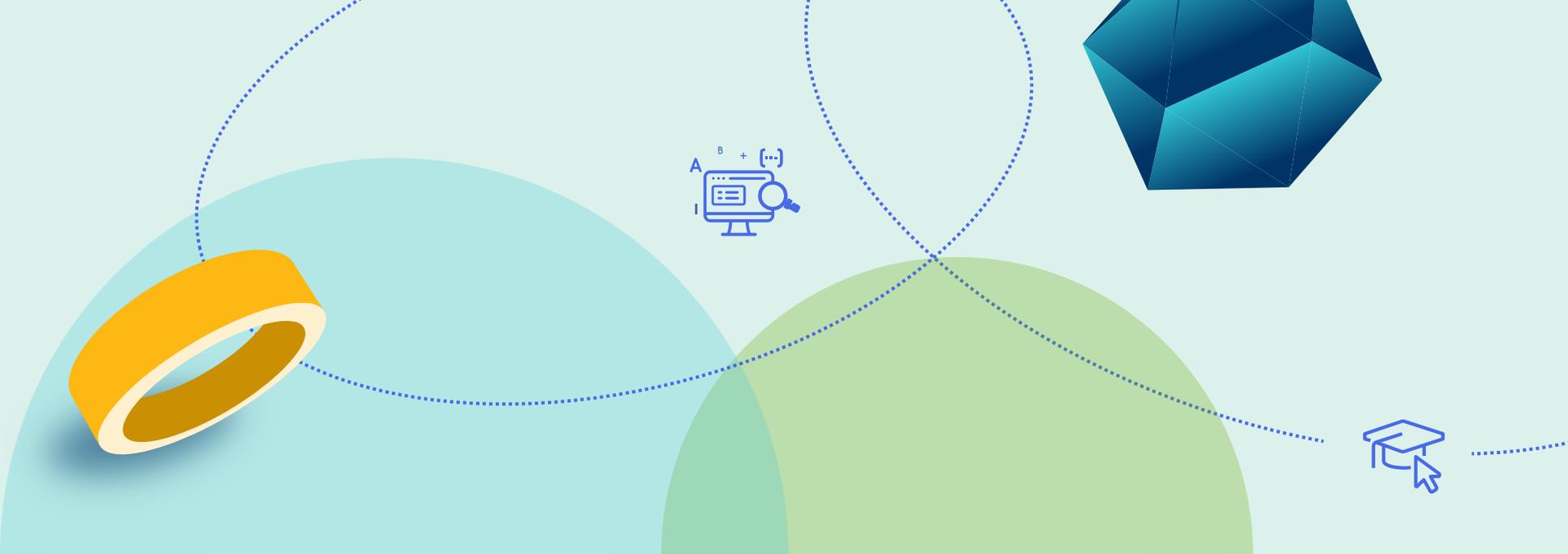
Standing Orders

- Standing orders are "special" in that we add a suppressed Bib record to the repository to act as a placeholder for the order for the volumes that will be received irregularly over a period of time

Standing Orders

Purchase Order Line Details

Choosing Purchase Type for Physical Resources

One-Time	Continuous/Subscription	Standing
Closed when received & invoiced	Open until cancelled	Open until cancelled
One holding created per location	One holding created per serial run	Inventory is created manually
One item created per copy	One item created per issue	Not received through receiving workbench
Use for print books, media, microfilm	**Use for serial subscriptions**	Use for approval plans, memberships, series monographs

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Acquisition Method

Acquisition Method	List Price Optional?	Send via EDI/Email?
Approval		
Depository—Gov Docs	✓	
Exchange	✓	
Gift	✓	
Purchase		✓
Technical	✓	
Purchase at Vendor System		

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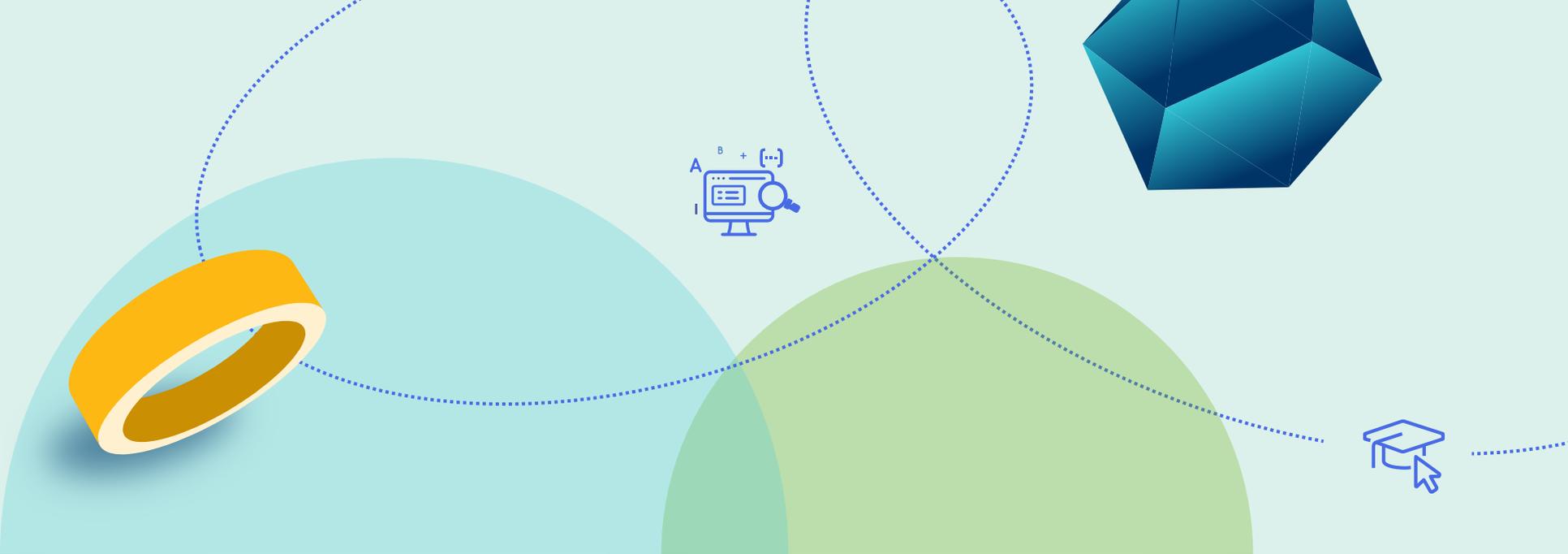
Receiving Physical Items

Receiving Physical Items

- To receive physical items, the role of Receiving Operator must be assigned and scoped to the Technical Services unit

- Depending on the organization and practices at your institution, how you proceed through receiving and invoicing workflows may vary

  - At some institutions, the receiving workflow for one-time physical items is performed by one operator while another operator is responsible for the invoicing workflow

  - At other institutions, one operator performs both tasks

Receiving Physical Items—One Time Orders

Receiving Physical Items—One Time Orders

Receiving Physical Items—Continuous Orders

Receiving Physical Items—Continuous Orders

Receiving Physical Items—Continuous Orders

Receiving Physical Items—Part of a Standing Order

- Standing orders are not received through the usual receiving process

- Rather, we handle the process by adding a Bib record for the volume in hand and adding inventory for it with a "twist" in the Item record

Bibliographic	Working on - The Macmillan dictio (99212941100521), Created by connie.braun (2018/07/31 10:37:54 CDT),		
LDR		00743cam#a2200229#i#4500	
001		99212941100521	
005		20180731103754.0	
008		800424s1979#####enka#####d####000#0#eng##	
010		$$a ###80469070#	
015		$$a GB***	
020		$$a 0333232631 : $$c £8.95	
035		$$9 (DLC)###80469070	
040		$$a DLC $$c DLC $$d DLC	
050 0	0	$$a QB14 $$b .F3 1979b	
082 0	0	$$a 520/.321	
240 1	0	$$a Facts on File dictionary of astronomy	
245 0	4	$$a The Macmillan dictionary of astronomy / $$c edited by Valerie Illingworth.	
260		$$a London : $$b Macmillan, $$c 1979.	
300		$$a 378 p. : $$b ill. ; $$c 22 cm.	
500		$$a Published in the U.S. under title: The Facts on File dictionary of astronomy.	
650	0	$$a Astronomy $$x Dictionaries.	
700	1	$$a Illingworth, Valerie.	

Receiving Physical Items—Part of a Standing Order

Invoices

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Creating Invoices

- Manage how an invoice is handled from point of receipt to point it is paid

- Invoices can be created in several different ways

- Receiving may be handled as part of workflow

- Optionally, payment requests may be exported to the institution's ERP system

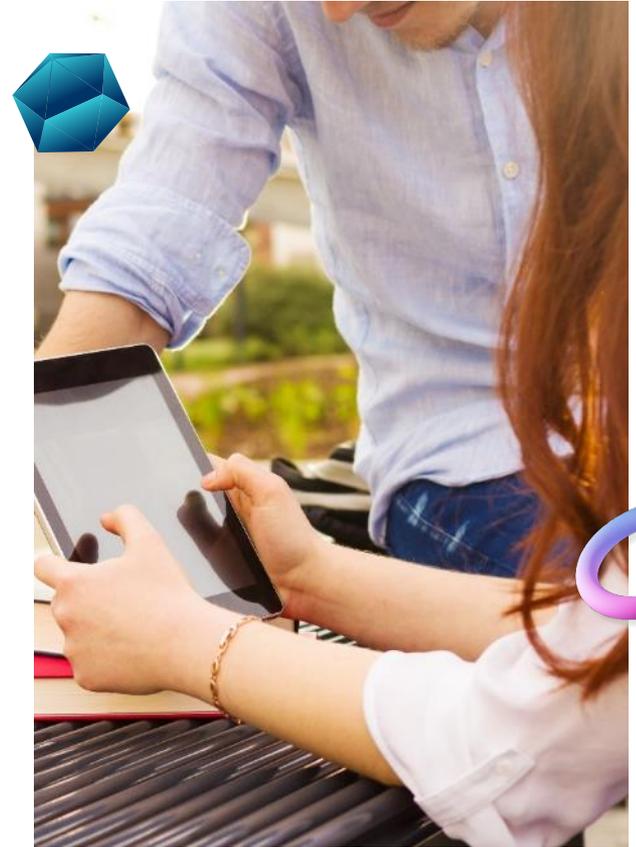- Lifecycle of the invoice depends on your needs for review and exporting to a financial system
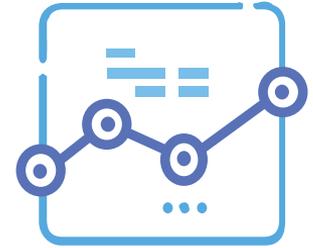
Creating Invoices

Manually

1. By entering the invoice details manually

2. From the PO using the PO details

3. From an Excel file, that uses a very specific format

Automatically

4. Via Electronic Data Interchange (EDI)

Manually Create an Invoice

Manually Create an Invoice

Select Invoice Creation Process   1 — ?   Cancel   Next

Invoice Creation   ◯ Manually
                    ● From PO
                    ◯ From File

Handle Receiving   ☐

Select PO   1 — 2   Cancel   Back   Save

Select PO *   🔍 14514   ☰

Yankee Book Peddler/Yankee Book Peddler/PO-14514

Invoice Details   Save   Cancel   Save and Continue

PO-14514

Unique invoice identifier	1332873680000521	Owner	-	Vendor	YANKEE
		Status	Pending		
Approved by	- (-)			Total amount	32.34 USD
Total invoice lines amount	-				

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Manually Create an Invoice

Manually Create an Invoice

Invoicing Workflow Considerations

Some considerations…

- Do you export/import invoices to/from an ERP?
- Do you invoice via EDI?
- Do staff operators to have separate invoicing roles or does one staff operator perform all tasks?
- Do you have an Invoice approval process?

Invoice Review Rules and Invoice Approval Rules may be configured to handle any of these options

Overview

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Create Invoice—Fund Transaction

After an invoice is created, two transactions are entered in the fund to complete the purchase process

- Disencumberance
- Expenditure

Lifecycle and Data Updated

Ordering

Purchase Order lines (created)
Funds (updated)
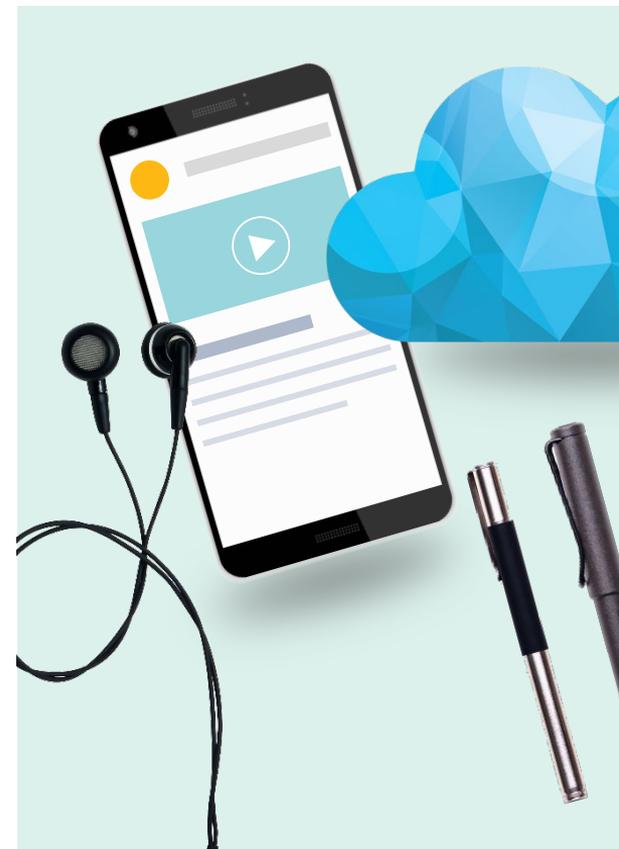Purchase Orders (created)
Inventory (created)

Receiving

Inventory (updated)

Invoicing

Invoices (created)
Funds (updated)

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Conclusion

- During this session, we looked at the workflow for Purchasing, Receiving and Invoicing for Physical Resources

  - One-Time Orders
  - Continuous Orders
  - Standing Orders

- Questions?

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Thank you!

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