



# Purchasing, Receiving and Invoicing for Physical Resources

# Purchasing, Receiving, and Invoicing User Roles

- Purchasing manager, operator and operator extended
- Receiving operator, operator limited
- Invoice manager, operator and operator extended



# 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

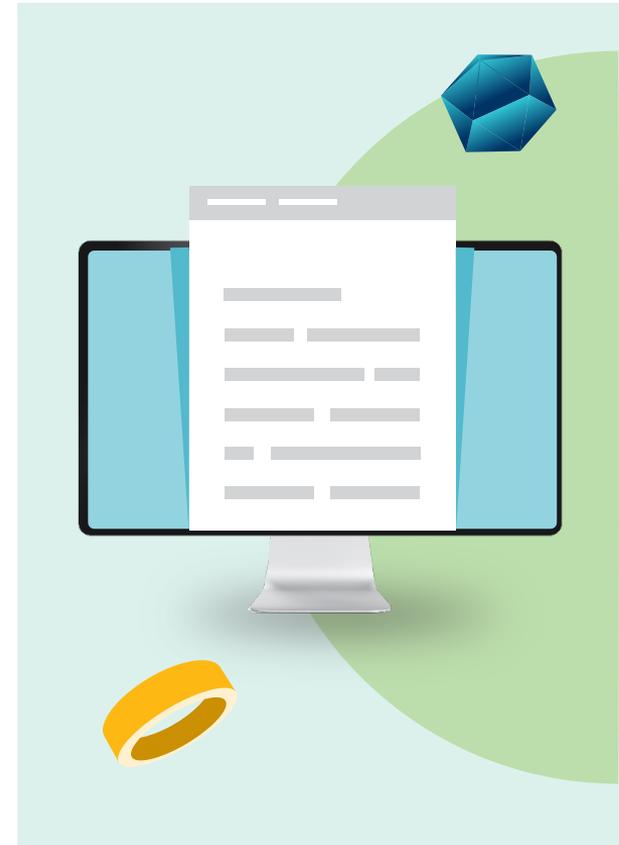


# Purchase Order Lines

# 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

### 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

- Acquisition/item material type

# Manually Create a Purchase Order Line—2

Purchase Order Line Details Save as template Change Bib Reference Delete Cancel line Relink Defer Order Now Save Back Save and Continue

Prisoners of geography : ten maps that explain everything about the world / Tim Marshall., New York, N...

Order Line POL-7971      Order -      Status In Review (2018-07-27)  
 Order line type Print Book - One Time      PO line owner Graduate Library      Sent date -

Summary    Description    Alerts    Invoice Lines    Associated PO Lines    Communications    Interested Users    History    Notes    Attachments

Ordered Items + Add Location ⚙️

Library	Location	Barcode	Receiving Date	Item Policy
1 Graduate Library	Stacks	A13817	-	-

Receiving note       Routing during receiving

Vendor Information

Material supplier \* Yankee Book Peddler/YANKEE/Yanke ✕ ⋮ 🔄 View vendor      Claiming grace period (days) 0  
 Expected receipt after ordering (days) 0      Or expected receipt date

Pricing

List price \* 29.57      USD      Net price 29.57 USD  
 Quantity for pricing \* 1      Discount (%) 0.0

Funding + Add Fund ⚙️ Redistribute Lines

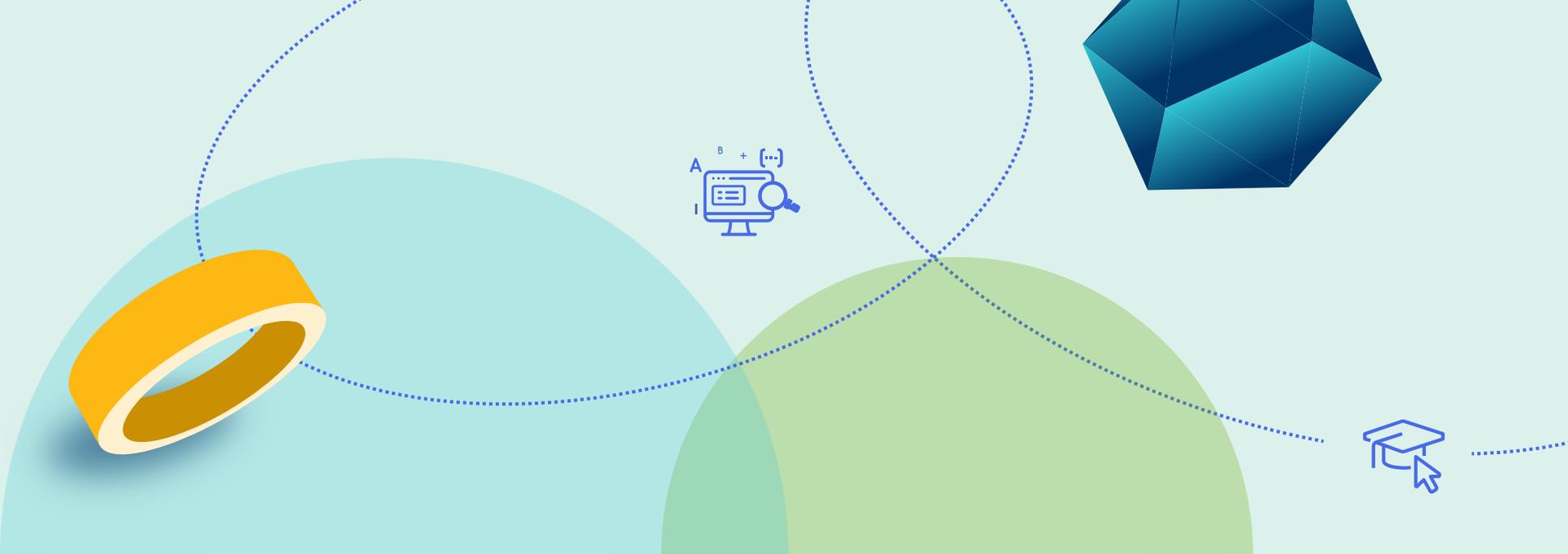
#	Fund Name	Percent	Amount
1 1	M: Humanities (2018/06/30 - 2019/06/29) (154,429.97 USD)	100.0%	29.57 USD
2 Total	-	100.0%	29.57 USD

# Manually Create a Purchase Order Line—3

PO Line Details

Acquisition method	Purchase at Vendor System	Material type	Recommended: Book
Invoice status	No invoice	Reporting code	Arts & Humanities
Secondary reporting code	Library	Tertiary reporting code	Physical Resources
Rush	<input type="checkbox"/>	Manual packaging	<input type="checkbox"/>
Cancellation restriction	<input type="checkbox"/>	Cancellation restriction note	
Identifier	9781501121463	Proposed identifier	
Vendor reference number		Vendor reference number type	
Note to vendor		Vendor invoice number	-

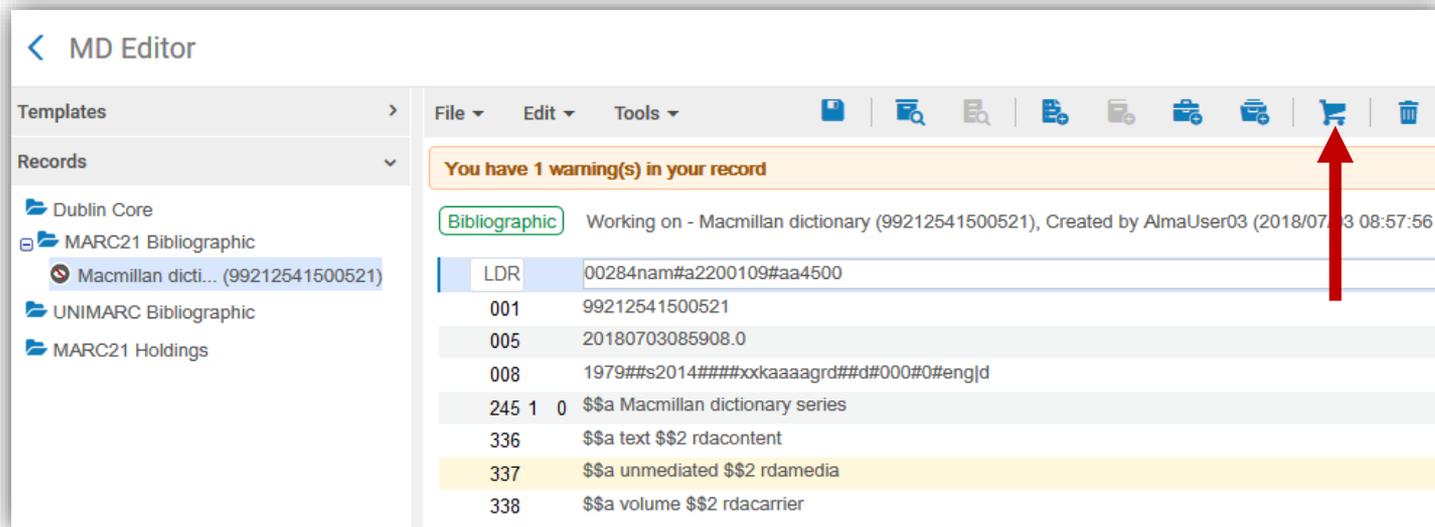
Additional



# Standing Orders

# 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



The screenshot shows the MD Editor interface. On the left, a sidebar lists templates and records, with 'Macmillan dicti... (99212541500521)' selected. The main area displays a bibliographic record with a warning banner: 'You have 1 warning(s) in your record'. A red arrow points to a shopping cart icon in the top right toolbar. The record details are as follows:

Field	Value
LDR	00284nam#a2200109#aa4500
001	99212541500521
005	20180703085908.0
008	1979##s2014####xxkaaaagr##d#000#0#eng d
245 1 0	\$\$a Macmillan dictionary series
336	\$\$a text \$\$2 rdacontent
337	\$\$a unmediated \$\$2 rdamedia
338	\$\$a volume \$\$2 rdacarrier

# Standing Orders

Macmillan dictionary series, 2014, i

Order Line **POI-7949**      Order **PO-16414**      Status **Waiting for Renewal (2018-07-03)**  
 Order line type **Print Book - Standing Order**      PO line owner **Main Library**      Sent date **2018/07/03**

Summary   Description   Alerts   Invoice Lines   Associated PO Lines   Communications   Interested Users   History   Notes   Attachments

Ordered Items v

No records were found.

Receiving note       Routing during receiving       Binding during receiving

Vendor Information v

Material supplier \* **Coutts Information Services/COUTT**     [View vendor](#)      Claiming grace period (days)   
 Expected receipt after ordering (days)       Or expected receipt date

Pricing v

List price \*        Net price **44.99 USD**  
 Quantity for pricing \*       Discount (%)

Funding v

Add Fund Redistribute Lines

#	Fund Name	Percent	Amount
1	M: Humanities (2018/06/30 - 2019/06/29) (154,670.91 USD)	100.0%	<input type="text" value="44.99"/> <input type="text" value="USD"/> <input type="button" value="⋮"/>
2	Total	100.0%	44.99 USD



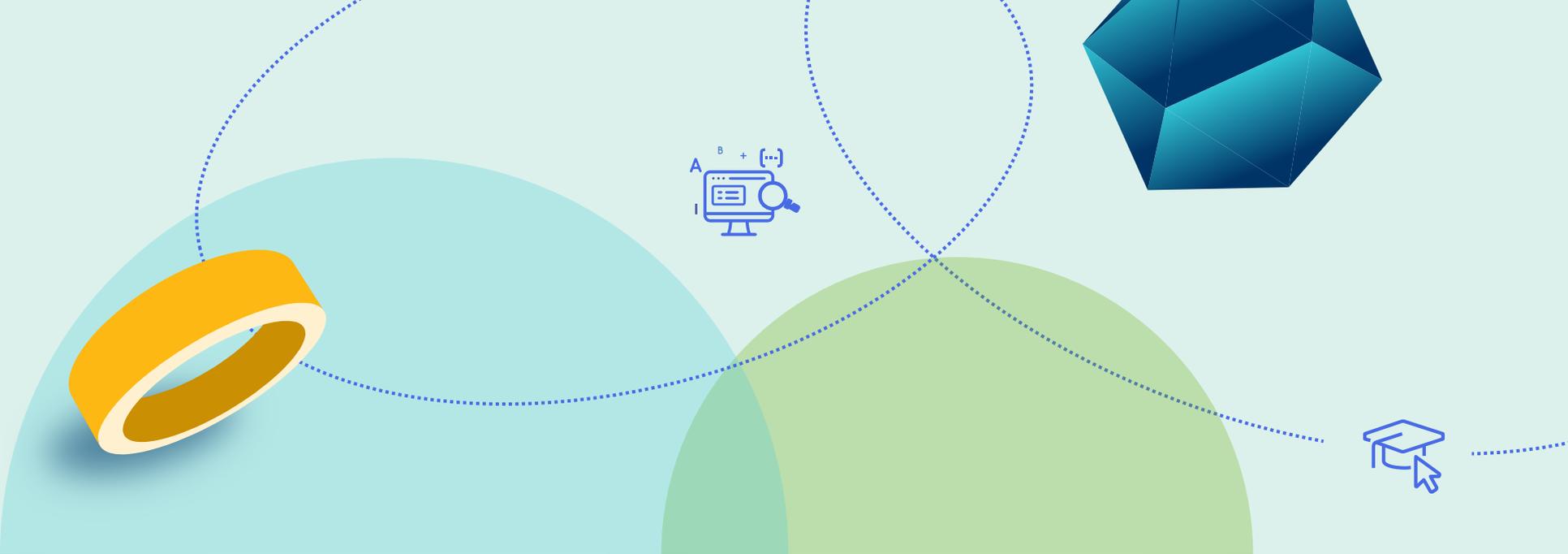
## Purchase Order Line Details

# 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
<b>Use for print books, media, microfilm</b>	<b>Use for serial subscriptions</b>	Use for approval plans, memberships, series monographs

# Acquisition Method

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



## 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

Receive New Material Receive

Keep in Department  Shelf Ready  Received Date

One Time Continuous

1 - 20 of 20 All  Filter by vendor

Status: Sent Locate: Order Lines Filter orders with interested users: No Filter orders with patron requests: No Clear all

#	Item description	Status	Locations	# Ordered	Items Received	Date Sent	Interested Users
1 <input checked="" type="checkbox"/>	POL-7896 In the kingdom of the sick : a social history of chronic illness in America / Laurie Edwards., New York ; Walker & Co, c2013., 9780802718013, ISBN	Sent	Science Library - Science Stacks (1)	1	0	2018/01/17	...
2 <input type="checkbox"/>	POL-7902 Rogue justice : the making of the security state / Karen J. Greenberg, New York ; Crown Publishers., 2016, 9780804138215 (hardback), ISBN	Sent	Law Library - Stacks (1)	1	0	2018/01/17	...
3 <input type="checkbox"/>	POL-7911 Colour histories : science, art, and technology in the 17th and 18th centuries / edited by Magdalena Bushart and Friedrich Steidle., Berlin ; De Gruyter., 2015, 9783110335736 (hbk. : acid-free paper), ISBN	Sent	Science Library - Science Stacks (1)	1	0	2018/01/24	...

**i** Receiving process was activated for the selected Purchase Order lines. x

# Receiving Physical Items—One Time Orders

All titles ▾ Title ▾ in the kingdom of the sick X Home ▾ Search Advanced ▾

< All Titles (1 - 1 of 1) | in the kingdom of the sick Save Query

Home Institution Community

Sort by : Publication Date - Desc ▾ Secondary Sort by : Rank ▾ Expand ▾

1  **In the kingdom of the sick : a social history of chronic illness in America / Laurie Edwards.** Edit Record Holdings ...

**Book (Book - Physical)** By Edwards, Laurie (New York : Walker & Co c2013.) **Language:** English **Orders:** 1  
**ISBN:** 9780802718013 **Requests:** 1  
**Update Date:** 2018/01/17  
**Subject:** Chronic diseases—United States—History. Chronically ill—United States—Social aspects. Chronic Disease—United States. and others  
**Edition:** 1st U.S. ed.

Physical (1)  Electronic  Digital [Other details](#)

1 Holdings | 0 of 1 items are available

Library	Location	Call Number	Accession Number	Item Availability	Related Record
BIO	biology	RA644.6 .E38 2013	-	● 1 Not Available	-

[Holdings](#) | [Items](#)

# Receiving Physical Items—Continuous Orders

Receive New Material

Keep in Department  Shelf Ready  Received Date 2018/07/30

One Time **Continuous**

1 - 20 of 74 All Filter by vendor

Status: All (Except Closed) Locate: Order Lines Filter orders with interested users: No Filter orders with patron requests: No Clear all

#	Item description	Status	Locations	# Ordered	Date Sent	Interested Users
1	POL-7711 The Journal of Library Science,	Auto Packaging	Science Library - Science Stacks (1)	1	-	...
2	2928 The Musical times., Novello>, Vol. 98, no. 1367 (Jan. 1957)-, 54000525 //r82 sn 80008754, ISSN	Sent	Music Library - Periodicals (1)	1	-	...
3	2926 Journal of music therapy., National Association for Music Therapy, v. 1- Mar. 1964-, 76641354 /MN, ISSN	Sent	-	1	-	Manage Items Receive View hidden
4	2924 Clavier., Instrumentalist Co.], v. 1- Mar./Apr. 1962-, 66032665 /MN/r812, ISSN	Sent	Music Library - Periodicals (1)	1	-	...
5	2927 Journal of ancient music, Minstrels Inc	Sent	-	1	-	...
6	POL-7946 Nordic journal of botany., Council for Nordic Publications in Botany, Vol. 1, no. 1 (Jan. 1981)-, 0107-055X, ISSN	In Review	Science Library - Science Stacks (1)	1	-	...

# Receiving Physical Items—Continuous Orders

Receive New Items

Receive and Set Barcodes Cancel Create and Receive

The Musical times., Novello>, Vol. 98, no. 1367 (Jan. 195...

Vendor/Account EBSCO/ Popular Magazi... Order Line 2928 Order 702-702  
Status Sent (2011-12-18)  
Order line type Print Journal - Subscripti... PO line owner Main Library Sent date - Location Music Library: Periodical...

View all holdings

Keep in Department  Copy Cataloging

Received Date 2018/07/30

Last received item Details

Enumeration A	17	Chronology I	2017
Enumeration B	1941	Chronology J	Autumn
Enumeration C	-	Chronology K	-

Description v. 17 no. 1941 (2017 Autumn)

Duplicate

New items details

Enumeration A	<input type="text" value="18"/>	Chronology I	<input type="text" value="2018"/>
Enumeration B	<input type="text" value="1942"/>	Chronology J	<input type="text" value="Winter"/>
Enumeration C	<input type="text"/>	Chronology K	<input type="text"/>

Description  Generate

# Receiving Physical Items—Continuous Orders

Received Items List Save Back Save and Receive

The Musical times., Novello>, Vol. 98, no. 1367 (Jan. 1957)...

Vendor/Account: EBSCO/ Popular Magazin...    Order Line: 2928    Order: 702-702  
Order line: Print Journal - Subscripti... type

PO line owner: Main Library    Sent date: -

Receiving note

PO line Items    Bibliographic Information

1 - 5 of 5    Sort routine ▾    Receive New Items    Analytics Issues Report     

Receiving status: All ▾    Location: All ▾

<input type="checkbox"/>	Library	Location	Date Received	Modified	Call Number	Description	
1	<input type="checkbox"/> Music Library	Periodicals	2018/07/30	2018/07/30	ML5 .M85	v. 18 no. 1942 (2018 Winter)	...
2	<input type="checkbox"/> Music Library	Periodicals	2018/07/30	2018/07/30	ML5 .M85	v. 17 no. 1941 (2017 Autumn)	...
3	<input type="checkbox"/> Music Library	Periodicals	2018/07/30	2018/07/30	ML5 .M85	v. 17 no. 1940 (2017 Summer)	...
4	<input type="checkbox"/> Music Library	Periodicals	2018/07/30	2018/07/30	ML5 .M85	v. 17 no. 1939 (2017 Spring)	...
5	<input type="checkbox"/> Music Library	Periodicals	2018/07/30	2018/07/30	ML5 .M85	v. 17 no. 1938 (2017 Winter)	...

# 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##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

**Holdings** Working on - The Macmillan dictio (2280019660000521), Created by connie.braun (2018/07/31 11:21:53 CDT), Modified by connie.braun (2018/07/31 11:21:53 CDT)

LDR	00147nx##a22000611n#4500
008	1011252u####8###4001uueng0000000
005	201807311121
852 0	\$\$b GRAD \$\$c

Physical Item Editor

The Macmillan dictionary of astronomy / Macmillan London : 1979. [0333232631 :]

Holdings Graduate Library: Reference; QB14 .F3 1979b  
Holdings ID - View all holdings  
Barcode 2350123109 Item ID - View all items  
Process type - Status - Browse shelf listing

General Information

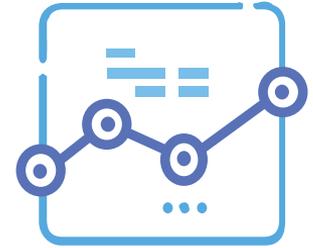
Barcode	2350123109	Generate	Copy ID	
Material type	Book		Item policy	
Provenance			Is magnetic	
PO Line	POL-7949	X [List] [Refresh]	Issue date	
Receiving date			Expected receiving date	
Enumeration A			Enumeration B	
Chronology I			Chronology J	
Description		Generate	Pieces	
Pages			Receiving operator	
Replacement cost				



# Invoices

# 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



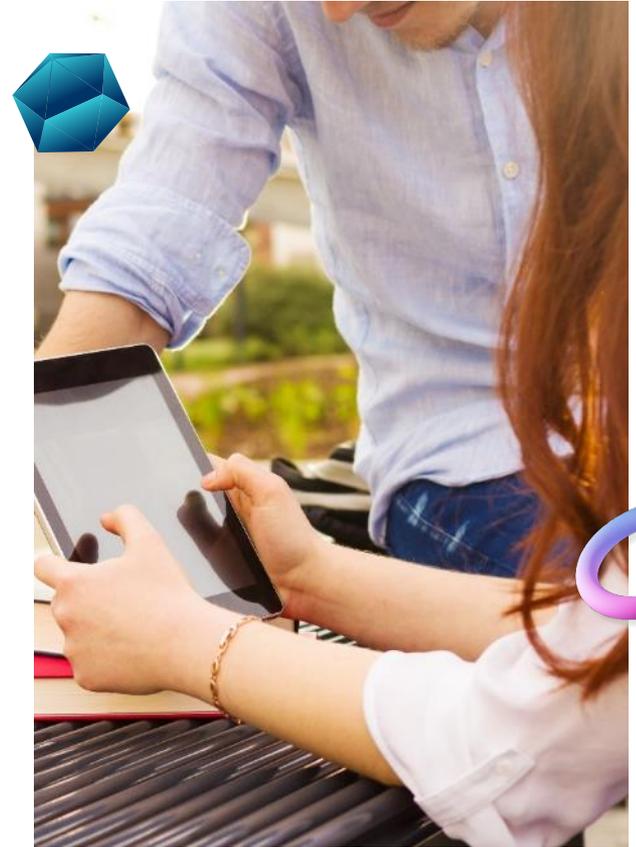
# Creating Invoices

## *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

The screenshot displays a web application interface with a blue navigation bar at the top. The navigation bar contains the following tabs: Acquisitions, Resources, Fulfillment, Admin, Analytics, and Main Library - Tec. Below the navigation bar, the main content area is organized into three columns of menu items. The 'Create Invoice' option is highlighted with a red rectangular box. At the bottom of the menu, there is a search bar with the text 'Click here to search for any menu link or press Alt+Ctrl+F'.

Acquisitions	Resources	Fulfillment	Admin	Analytics	Main Library - Tec
Purchase Order Lines		Receiving and Invoicing		Advanced Tools	
Order Without Inventory		Receive		Item Search in Amazon	
Review		★ Create Invoice		Exchange Rates Report	
Claim		Review		Patron Driven Acquisition (PDA)	
Renew		Approve		Change Vendor In Order	
Review Deferred		Waiting for Payment			
Manage Trials					
Manage EDI Tasks		Post-Receiving Processing			
		Receiving Department Items			
Purchase Order		Scan In Items			
Package					
Review		Import			
Approve		Import			
Delete PO		Monitor and View Imports			
		Resolve Import Issues			
Purchase Requests					
Create Purchase Request		Acquisitions Infrastructure			
Manage Purchase Requests		Vendors			
		Funds and Ledgers			
		Transfer Funds			
		Move Funds In Hierarchy			
		Licenses			

Q [Click here](#) to search for any menu link or press Alt+Ctrl+F

# 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 \*  ⋮

Yankee Book Peddler/Yankee Book Peddler/PO-14514

< Invoice Details Save Cancel Save and Continue

PO-14514 i ⌵

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

# Manually Create an Invoice

Invoice Details Save Cancel Save and Continue

PO-14514 i v

<b>Unique invoice identifier</b>	1332873680000521	<b>Owner Status</b>	Science Library Pending	<b>Vendor</b>	YANKEE
<b>Approved by</b>	- (-)	<b>Total amount</b>			32.34 USD
<b>Total invoice lines amount</b>	32.34 USD				

Summary Alerts Invoice Lines History Notes Attachments

1 - 5 of 5 + Add Invoice Line 🔗 ⚙️

▼ Status : All ▼ Type : All ▼

▲ Line #	↕ Type	↕ Price	↕ Total Price	↕ Status	Description	Funds	Note	PO Line #	⋮
1 1	Regular	32.34 USD	32.34 USD	Ready	In the kingdom of the sick : a social history of chronic illness in America / Laurie Edwards.	S: Sciences SSCI (100.0%) (2018/06/30 - 2019/06/29)	-	POL-7896 (Waiting for Invoice)/	⋮
2 999991	Shipment	0.00 USD	0.00 USD	In-Review	-	-	-	-	⋮
3 999992	Discount	0.00 USD	0.00 USD	In-Review	-	-	-	-	⋮
4 999993	Overhead	0.00 USD	0.00 USD	In-Review	-	-	-	-	⋮
5 999994	Insurance	0.00 USD	0.00 USD	In-Review	-	-	-	-	⋮

# Manually Create an Invoice

Invoice Details Save Cancel Save and Continue

PO-14514 i v

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

**Summary** Alerts Invoice Lines History Notes Attachments

Invoice Details v

Invoice number *	PO-14514	Invoice date *	2018/07/30 <span>X</span> <span>📅</span>
Vendor *	YANKEE <span>X</span> <span>☰</span>	Vendor account	Yankee Book Peddler <span>v</span>
Total amount *	32.34 <span>USD</span> <span>v</span>	Total invoice lines amount	32.34 USD
Vendor contact person	- <span>v</span>	Payment method	Accounting Department <span>v</span>
Invoice reference #		Creation from	From PO
Owner	Science Library		

Additional Charges v

Use pro rata

# 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

# Create Invoice—Fund Transaction

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

- Disencumbrance
- Expenditure

Transactions

Summary Transactions Notes Attachments

1 - 20 of 61 PO Line

Filter: All

Time	Type	Related record	Amount	Payment date	Reporting code
1 2018/02/01 09:29:00 CST	Expenditure	PO Line:POL-7882 Invoice Line: 13915:(1)	35.00 USD	-	Music Print
2 2018/02/01 06:52:49 CST	Transfer	Fund: LEDGER1003-10-20	-5,591.32 USD	-	-
3 2018/01/29 17:19:01 CST	Encumbrance	PO Line:POL-7913	38.99 USD	-	History Print
4 2018/01/29 17:04:28 CST	Encumbrance	PO Line:POL-7912	58.46 USD	-	Humanities Print
5 2018/01/24 08:49:01 CST	Encumbrance	PO Line:POL-7910	39.45 USD	-	Music Print
6 2018/01/18 10:40:41 CST	Expenditure	PO Line:POL-7875 Invoice Line: PO-13415:(1)	35.77 USD	-	Arts Print
7 2018/01/18 10:39:30 CST	Expenditure	PO Line:POL-7866 Invoice Line: PO-13317:(1)	49.99 USD	-	Music Print
8 2018/01/03 13:22:52 CST	Encumbrance	PO Line:POL-7891	32.48 USD	-	History Print
9 2018/01/03 09:44:28 CST	Encumbrance	PO Line:POL-7888	39.45 USD	-	History Print
10 2017/11/17 08:48:15 CST	Disencumbrance	PO Line:POL-7882	35.00 USD	-	-
11 2017/11/17 08:48:15 CST	Encumbrance	PO Line:POL-7882	35.00 USD	-	Music Print

# Lifecycle and Data Updated

Ordering

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

Receiving

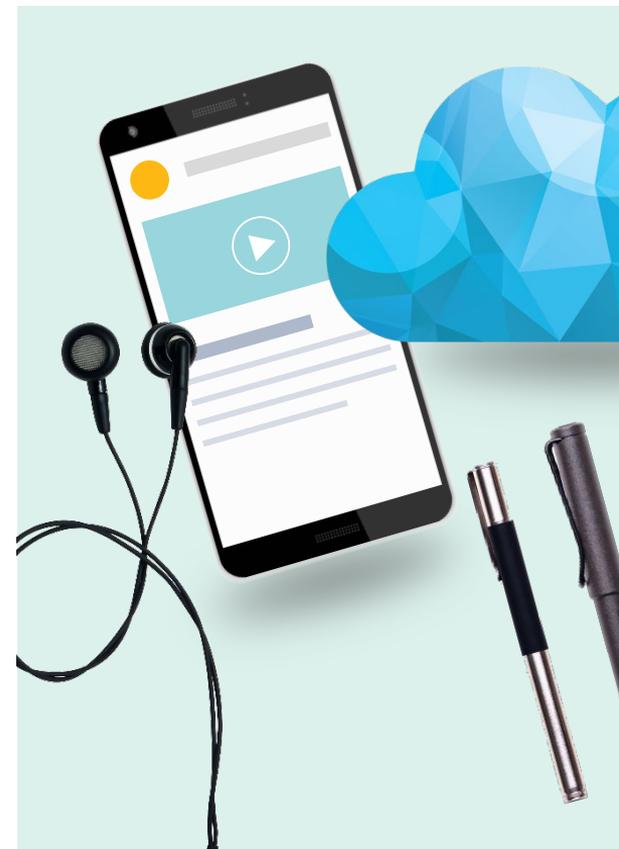
Inventory (updated)

Invoicing

Invoices (created)  
Funds (updated)

# 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?





Thank you!

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