Creating invoices in Alma

Under **Acquisitions** go to **Receiving and Invoicing** menu, choose **Create Invoice**

**Invoice Creation**: choose Manually  
(If the invoice matches the PO exactly then choose From PO. Then search for PO by PO #. Edit lines as necessary, e.g., price and edit invoice date and invoice number on the Summary tab to match invoice (Alma will use PO#))  
**Handle Receiving**: check the box, to receive items after creating invoice  
Click **Next**

Under Invoice Details fill in:  
**Invoice number**: number on invoice assigned by vendor  
**Vendor**: vendor name or code  
**Total amount**: total dollar amount of invoice  
**Invoice date**: date on the invoice  
**Vendor account**: fill in field from drop-down menu (there will be only one choice)  
**Payment method**: Accounting Department (default) (unless paid by P-card, then choose Credit card)  
**Owner**: change to **Rock Valley College Library**  
none of the rest of the fields on this screen need to be filled in or changed  
Click **Save and create invoice lines** (you may have to click on this twice in order to get the next screen)

On this screen there will be four invoice lines already created by default: Shipment, Discount, Overhead, and Insurance. These can be left blank, unless there is a shipping charge.  
Click **+Add Invoice Line**  
On the Add Invoice Line screen fill in:  
**Type**: Regular (default)  
**PO line**: you can search for the correct item by PO number or by title (I find that title is easiest usually, unless you get more than one identical title, then searching by PO number is better). **Don’t** press ENTER when searching here for the title. As you type title(s) will appear.  
Click on the correct title to add it. PO line price and other information will be added automatically from the PO.  
**Price**: enter the price for the item from the invoice (net price), which will usually be different than the PO price (list price)  
Click **Add and Close** (at bottom right of screen)  
Continue the process until you have added all the line items from the invoice.  
Make sure the **Total invoice lines amount** and the **Total amount** are the same.

Click **Save and Go to Receiving**Check the box **“Keep in department”** and choose **“Copy cataloging”** (default)  
Click **Receive all**  
When the confirmation message appears click **Confirm**  
You should see a confirmation message in green

To finish the process you need to go to **Acquisitions** again and under **Receiving and invoicing** menu, choose **Approve**  
The invoice should show under the **Unassigned** tab  
Click on the ellipsis at the end of the line and choose Edit  
Click **Approve** to assign the invoice approved status

**For now Brent will do the approving process which will give him an opportunity to review the invoices.**