



CARLI

TECHNICAL SERVICES Q&A:
IMPLEMENTING ACQUISITIONS, PART 2

May 31, 2023

Ex Libris Implementing Acquisitions Series

1. *Implementing Acquisitions in Alma*
2. *Ordering Electronic and Physical Resources*
3. **Activating Electronic Resources and Claiming**
4. **Receiving Physical Resources and Post-Receiving Processing**
5. **Invoicing Resources**
6. **Automating the Acquisitions Process**

Review of Session 3: Activating E-Resources

Electronic Resource Activation Tasks

- E-resources order creates tasks
- Manage tasks from Electronic Resource Activation Task List
 - Tasks available for support of [ERM best practices](#)
 - Tasks useful for tracking actions taken vs. time waiting for system (e.g., waiting for CDI)

Activating Portfolios

- Activate from Task List to make the resource available, i.e., visible in Primo VE

Activating Collections

- Types of collections: Database, Aggregator Package, Selective Package
- Activation Wizard for Electronic Collection and Services

**** Activating and marking a resource “Done” completes receiving on PO line.**

Review of Session 3: Claiming

Claim

- *A notice from a library informing the publisher or subscription agent that a specific issue of a newspaper or periodical on subscription, or item on continuation order, has not been received within a reasonable time, with a request that a replacement copy be sent. Claimed items are noted in the check-in record attached to the bibliographic record that represents the publication in the library catalog ([ODLIS](#), consulted 5/30/2023)*

Claim Details

- Values in vendor record apply to PO line
- Claims created when resource not received/activated by expected date
- Claims list and facets
- PO Line – Claiming job

Review of Session 4: Receiving Print Workflows

Receiving Department and Receiving Workbench

- Department part of initial configuration, selected from the “location” icon on menu bar
- Workbench lists orders of different types (one time, continuous), filtered to “open” orders

One-Time Orders

- Receive on ... menu, or tick box + Receive button, or Manage items > Save and receive
- Keep in Department initiates work order processing
- Keep in Department unchecked = item “available” or “transit” (to the circulation desk)

Continuous Orders

- Keep in Department unchecked = item “available”
- Create item at time of receipt, add enum/chron, generate description
- Create and Receive vs Receive and Set Barcodes

Review of Session 4: Receiving Print Workflows

Description and Description Templates

- Description makes an item as visibly unique (e.g., aside from barcode or item PID)
- Consistent description styles make it possible to request items consistently

Enum/Chron in Sort Routines

Prediction for Continuous Orders

- Requires cataloging role Physical Inventory Operator
- Assign a template to holding record
- Predict the first record to receive (and the subsequent issues for a year)
- Receiving Workbench > Continuous > Title > Manage Items

Receiving Standing Orders

- Catalog the new item, then link back to PO line from item

Review of Session 4: Post-Receiving Processing

Post-Receiving Processing = Work Orders for Technical Services

- Keep in Department when receiving initiates work order processing.
- Processing Types helps you manage status and location of items not yet available
- Manage Items In Process list
- Scan in Items screen to mark item as “Done” and transit to circ desk

Option to [configure circ as a receiving location](#)

- Skip all the transit and scanning
- Good for small libraries, or libraries with busy circ desks/stacks management



Review of Session 5: Invoicing Resources

Invoicing closes the loop on acquisitions workflows

- Payment transactions on funds
- Closing an order
- Cost per use data

Creating invoices

- Line creation options (manual, PO)
- Receiving during invoicing
- Additional charges
- Invoice lines
- Payment method and prepayment



Review of Session 5: Invoicing Resources

Invoice validation, review, approval

- Configuration options that can streamline the process if desired

Invoicing Continuous Orders

- Subscription from/to dates and/or additional information is a *best practice*

Invoice Creation from Excel

Invoice Payment

- Skipping payment tracking and ERP requires some settings in configuration

Invoice Approval

- Invoices will require approval unless invoice review rules are configured



Review of Session 5: Monitoring Funds

Fund Transaction Process

- PO Line creates an *encumbrance* against an allocated fund
- Invoice line creates a *disencumbrance* that removes the amount on the PO line
- Invoice line creates an *expenditure* against the fund for the amount on the invoice

Reading Fund Balances

- Allocated Balance = amount of money assigned to a fund
- Expended Balance = amount of expenditures on a fund
- Cash Balance = Allocated Balance minus Expended Balance
- Encumbered Balance = amount of encumbrances on a fund
- Available Balance = Cash Balance minus Encumbered Balance



Review of Session 6: Automating Acquisitions

Automating Orders with Embedded Order Data

- Create orders in vendor system, receive order data into Alma ([EOD](#))
- Shelf ready order data (EOD-ish)
- Network Zone considerations

Automating Orders and Invoices with Electronic Data Interchange

- Create orders in Alma, transmit to vendor (EDI)
- Receive invoices from vendor (EDI)
- Send claims to vendor (EDI)

Automating Orders with Real-Time Ordering

Automating Accounting with Enterprise Resource Planning (ERP) Integration





YOUR QUESTIONS...



CARLI Technical Services Q&A, May 31, 2023, Chat Log

00:07:07 Ted Schwitzner, CARLI (he/him/his): Slides available at https://www.carli.illinois.edu/techservqa_20230531

00:11:36 Ted Schwitzner, CARLI (he/him/his): Slides available at https://www.carli.illinois.edu/techservqa_20230531

00:13:23 Ted Schwitzner, CARLI (he/him/his): https://knowledge.exlibrisgroup.com/Alma/Training/Webinars/Implementing_Acquisitions_in_Alma

00:21:19 Ted Schwitzner, CARLI (he/him/his): <https://www.niso.org/standards-committees/erm-data-standards-and-best-practices-review>

00:29:30 Ted Schwitzner, CARLI (he/him/his): [https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_\(English\)/020Acquisitions/030Receiving_Material/010Receiving_Physical_Material](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_(English)/020Acquisitions/030Receiving_Material/010Receiving_Physical_Material)

00:30:33 Ted Schwitzner, CARLI (he/him/his): [https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_\(English\)/020Acquisitions/030Receiving_Material/010Receiving_Physical_Material](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_(English)/020Acquisitions/030Receiving_Material/010Receiving_Physical_Material)

00:39:36 Ted Schwitzner, CARLI (he/him/his): [https://knowledge.exlibrisgroup.com/Alma/Knowledge_Articles/Receiving_Acquisition_In_Process_items_in_order_to_avoid_In_Transit_\(Work_Order_at_Circulation_Desk\)](https://knowledge.exlibrisgroup.com/Alma/Knowledge_Articles/Receiving_Acquisition_In_Process_items_in_order_to_avoid_In_Transit_(Work_Order_at_Circulation_Desk))

00:45:23 Heather Cannon: I think the link you provided will fix the issue for us. Items aren't in tech services long enough to need that.

00:45:26 Gail Heideman: The time it takes to scan items in Alma seems like a waste. It works to get things from me to my student assistant, but still feels time consuming. to do

00:46:08 Heather Cannon: Right.

00:51:50 Gail Heideman: The Voyager POs were all imported into Alma, so when I create an invoice from a PO, the list is HUGE. Is there a way to reduce the size, or are we stuck with every PO in the list?

00:55:16 Gail Heideman: No monographs too

00:55:41 Gail Heideman: If I limit to just Vendor, Amazon it is 10 pages long

00:56:48 Kym Mills: What's best practice for handling a physical one-time order where the book was lost during a return to the seller, so the order won't be refunded and we don't have the book to receive?

Accounting needs an invoice & payment to show in Alma. How should the item and POL be handled?

00:57:49 Gail Heideman: I have a similar, an item ordered from an Amazon seller and I have tried to get it refunded, but no luck.

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01:06:32 Gail Heideman: EDI is a huge time saver.

01:07:17 Eric Neagle: We ran into an invoice that came in under the amount of the POLine. Just a note, that the disencumbrance will be the amount of the invoice, not the total originally encumbered. This would mean that you have additional encumbered funds on that PO.

01:10:38 Ted Schwitzner, CARLI (he/him/his): https://www.carli.illinois.edu/products-services/i-share/acquisitions/acq_eod_import

01:11:12 Ted Schwitzner, CARLI (he/him/his): https://www.carli.illinois.edu/products-services/i-share/TechServicesQA#tsqa_20220526

01:20:08 Bernadette Braun: Thanks for sharing the links to previous sessions!

01:20:57 Connie Lee: Thanks, Ted!

01:20:59 Ted Schwitzner, CARLI (he/him/his): <https://www.carli.illinois.edu/products-services/i-share/TechServicesQA>

01:21:19 Ted Schwitzner, CARLI (he/him/his): <https://www.carli.illinois.edu/products-services/i-share/alma/CARLIOfficeHours>

01:21:35 Gail Heideman: I have not claimed a lost monograph (and I got a phone call when Ted was kind of talking about this). How does this work to close out my POL for the end of the fiscal year?

01:23:28 Gail Heideman: It is paid for, though.

01:25:05 Gail Heideman: That is what I was thinking. I am guessing we will never get the book.

01:25:43 Gail Heideman: That makes sense

01:26:26 Ted Schwitzner, CARLI (he/him/his): <https://www.carli.illinois.edu/products-services/i-share/acquisitions/rollover>

01:27:00 Ted Schwitzner, CARLI (he/him/his): <https://www.carli.illinois.edu/products-services/i-share/acquisitions>

01:27:34 Kym Mills: Thanks