# Testing Acquisitions Data Migration to Alma

Ex Libris The bridge to knowledge

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Web address: http://www.exlibrisgroup.com

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# 1

# Introduction to This Document

## Purpose of This Document

This document is designed to assist you in examining the acquisitions data that has been migrated to Alma from your current system. It is also designed to provide initial familiarity with Alma functionality. The data verifications described in this guide are not intended to be thorough. Rather, they contain recommendations informed by our knowledge of Alma, experience in migration, and customer feedback. We strongly recommend that you test data according to the guidelines below. However, we encourage you to go beyond these guidelines, especially if your migration included special or unusual requests or if you have identified particular data as being of greater importance for your institution beyond what is recommended below. In general, the purpose of this document is to:

- Outline how to search for and review migrated data
- Point out specific fields of interest for your review
- Describe basic checks of data and functionality

## The Acquisitions Data to Review in Alma

This document covers the following elements:

- Vendors and Vendor Accounts

Vendors are a mandatory component for creating purchase orders and invoices. Vendors were migrated from your current system, unless precluded by your contract or special request. Note that vendors are migrated only once (unlike other data, such as purchase orders and funds, which are migrated again during cut-over).

- Funds

The budgets used for financing acquisitions are called funds. There are three types of funds in Alma which, taken together, form a hierarchical structure:

The first type is an allocated fund. Allocated funds are used for creating orders and paying invoices. An allocated fund is a representation of an actual acquisitions budget. Purchasing transactions, such as allocations, encumbrances and expenditures are recorded in the allocated fund. The allocated fund is "where the money is".

The second type of fund is a summary fund. The summary fund is an optional fund that can be used for aggregating associated funds under a single sub-hierarchy. Summary funds are not required and, in most cases, are not created during migration. No purchase transactions are recorded in summary funds. You may have multiple summary funds and multiple levels (i.e. nested) of summary funds in a given ledger.

The third type of fund is the ledger. The ledger is a mandatory component, and every allocated fund must be associated with a ledger. The ledger is valid for a pre-defined fiscal period, which is then inherited by all the funds associated with the ledger (allocated funds and summary funds, if these exist).

- Fund Transactions

Fund transactions are listed only in an allocated fund. There are several types of fund transactions:

  - Allocation – you may add any amount of money to an allocated fund
  - Encumbrance – created automatically by Alma when you create a purchase order line.
  - Disencumbrance – created automatically when you create an invoice
  - Expenditure – created automatically when you create an invoice

- Purchase Orders

An order, potentially sent to a vendor, containing one or more line items (purchase order lines) for acquisition of inventory or access

- Purchase Order Lines

The line items contained in a purchase order, describing the details and supplier (vendor) of the inventory or access being ordered, and the fund or funds to be encumbered

- Invoices

A bill received from a vendor with whom an order was placed

- Invoice Lines

The line items contained in the Invoice, parallel to the PO lines in a purchase order, containing details of the billed inventory or access and the fund or funds to be expensed

**Notes**:

- The Alma interface is undergoing continuous updates so your interface may differ from the screenshots in this guide.
- This document assumes that you are familiar with Alma Acquisitions. For more information concerning Alma Acquisitions, refer to the Alma Acquisitions section of the Alma online help.
- Ex Libris migrates your acquisitions data only if this service was purchased by your institution and is stipulated in your contract with Ex Libris.

# 2

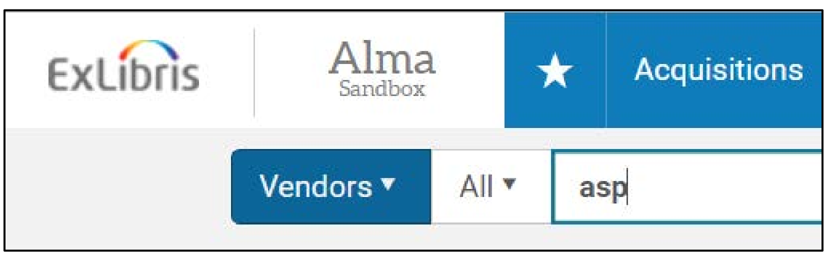
# Vendors

## Finding and Reviewing Vendor Records

### Finding Vendor Records

You can start a search for a vendor record defined for your institution from one of two points:

- The persistent search box:



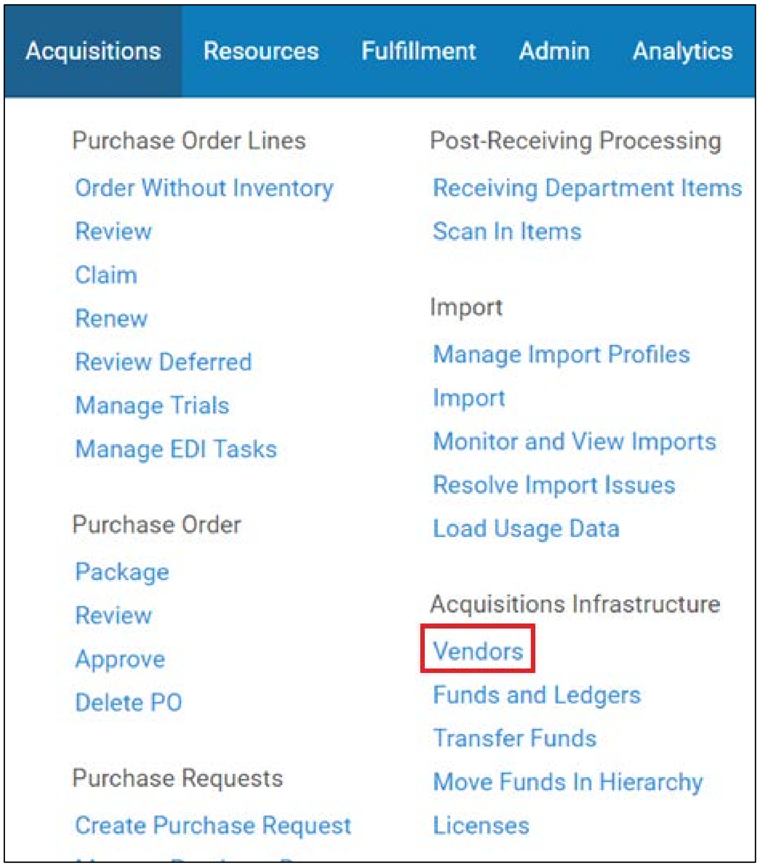

  a Select **Vendors** from the persistent search box.

  b Enter a vendor code, words from a vendor name, or the name of an Alma library that can order from the vendor.

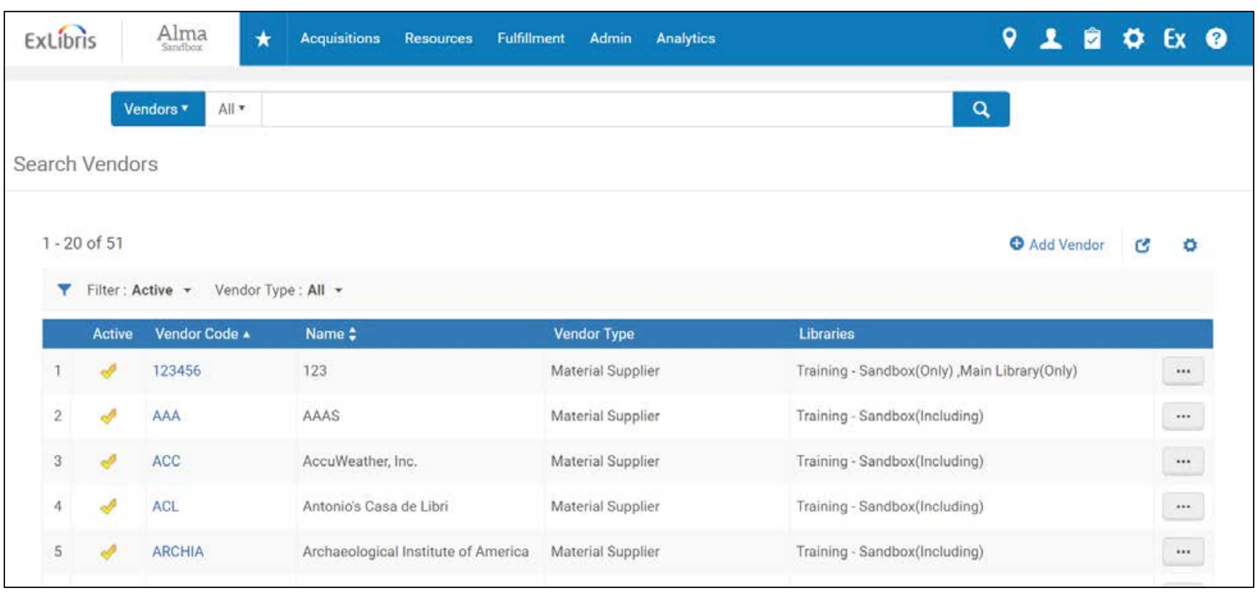
  c Click the magnifying glass or press Enter.

- The **Vendors** link on the main Alma menu.

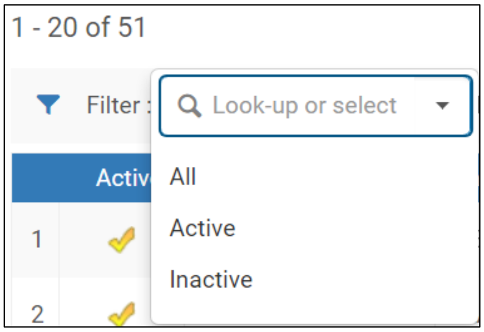
  a Under Acquisitions > Acquisitions Infrastructure, click **Vendors**.



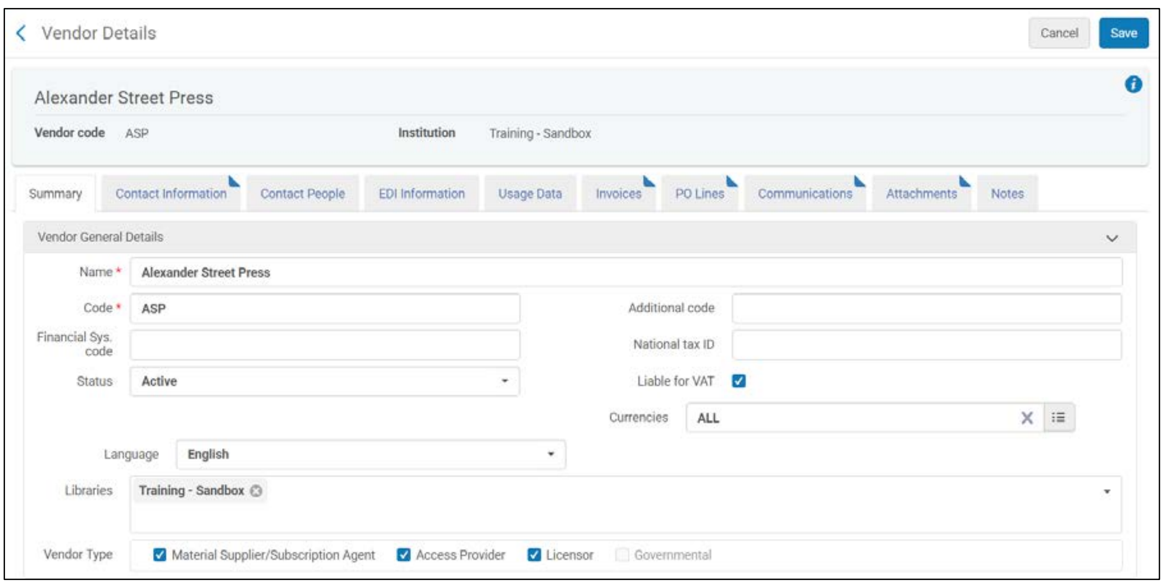

Both of the above actions open the Search Vendors page:




When the page opens, only Active vendors are displayed. However, note that you can filter the list to display **All**, **Active**, or **Inactive** vendors:

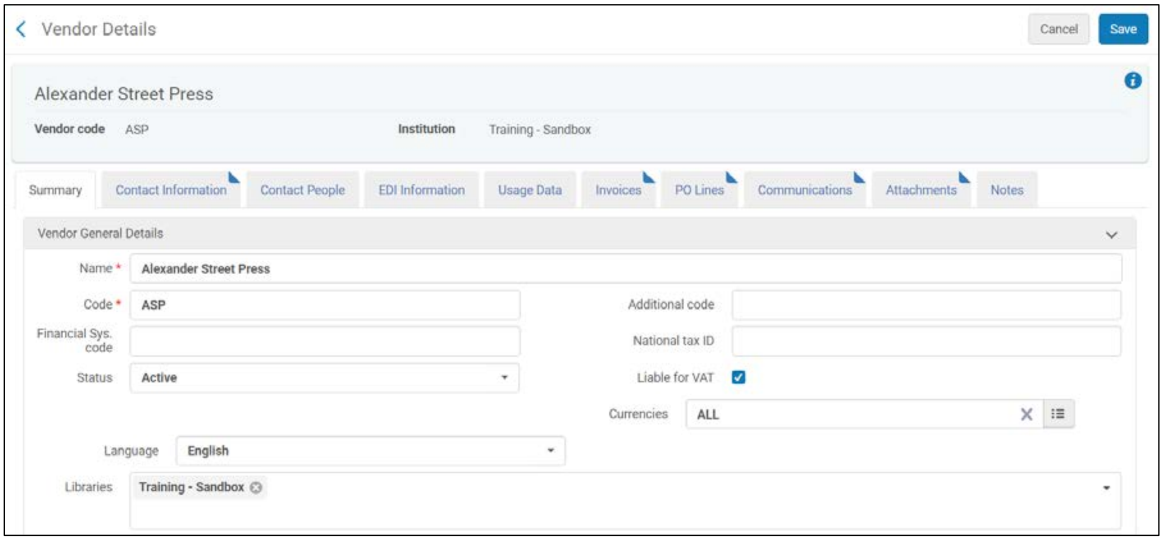




In addition, note that you can sort the list by **Vendor Code** (ascending or descending) or **Name** (ascending or descending).
To view a vendor record, click the vendor code link, select **Edit** from the row actions, or right-click anywhere in the row. The Vendor Details page opens in edit mode:



## Reviewing Vendor Records

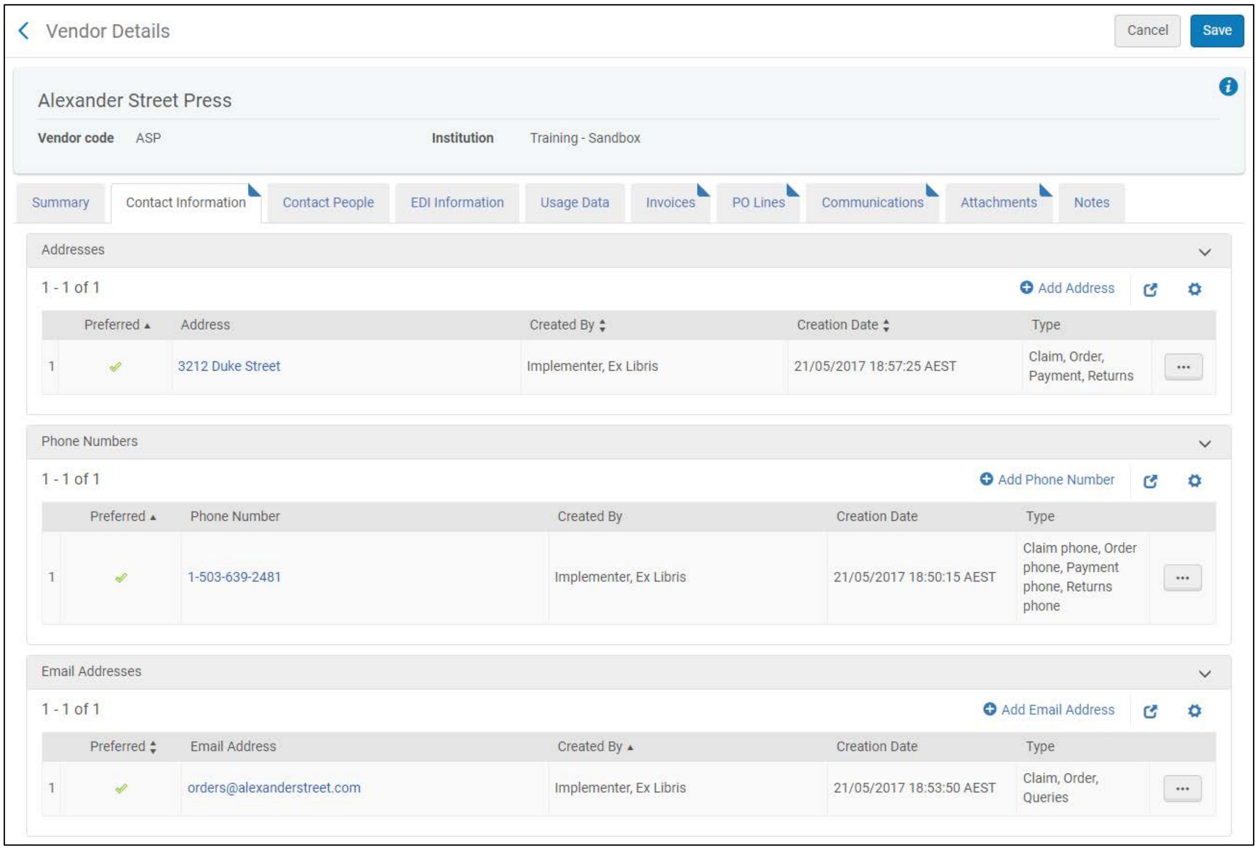
### *Summary Tab*




Review the following data:

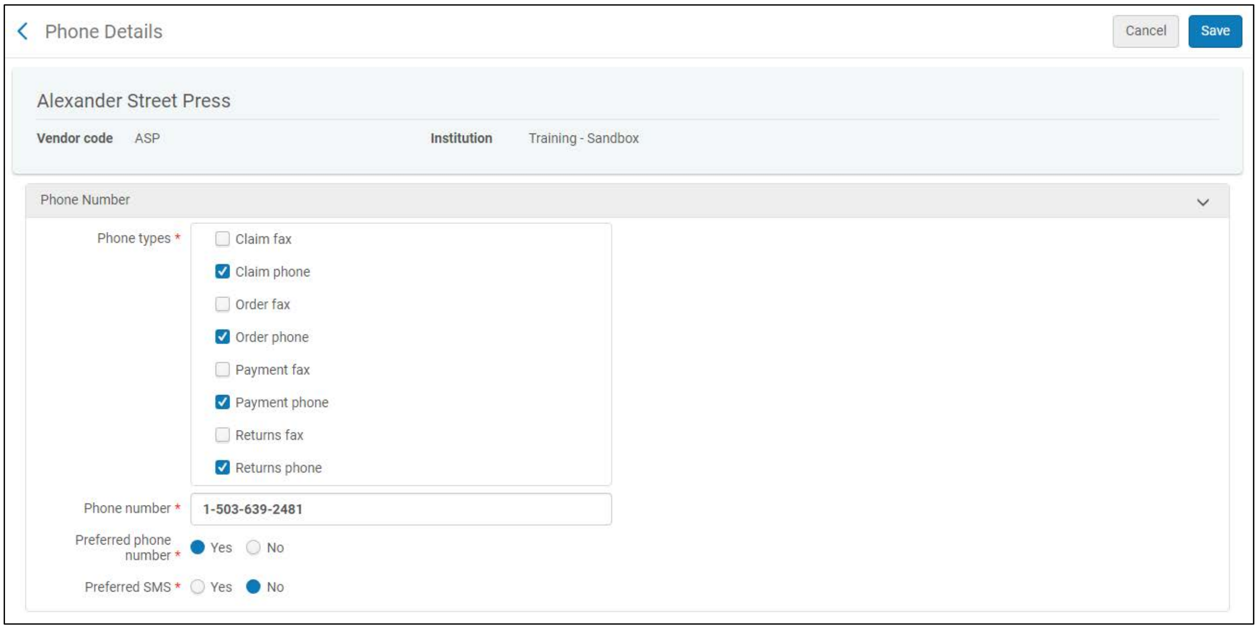
- **Name and Code**: Ensure that these have been migrated or mapped correctly from the source system.
- **Additional code** and **Financial System code**: If this data is present in the source system, ensure that it has been copied without modification.
- **Status**: Active or Inactive
- **Libraries**: This is the list of libraries that are allowed to use this vendor for orders and invoices.
- **Currencies**: This is the list of currencies the vendor may use for orders and invoices or will accept for payment.
- **Language**: This is the language in which communications with the vendor should be carried out.

### *Contact Information Tab*




To view more details for an address, phone number, email address or Web address, click the link for the line, select **Edit** from the row actions, or right-click anywhere in the row.

For example:




Check the accuracy of the migrated data. Note the following points.

- **Types of Addresses, Phone numbers, Email addresses, and Web addresses**: If different types of values can be distinguished in the source data, the following types are assigned during migration:
  - Addresses: Billing, Claim, Order, Payment, Returns, Shipping
  - Phone numbers: Claim fax, Claim phone, Order fax, Order phone, Payment fax, Payment phone, Returns fax, Returns phone.
  - Email addresses: Claim, Order, Payment, Queries, Return.

  A vendor must have a valid preferred email address of type Order in order for Alma to be able to send orders to that vendor. During the implementation project, we recommend adding an internal staff email address to allow you to send orders for testing purposes. (Ensure that the email address is included in the Allowed Emails list). Remember to remove the internal staff email address from the vendor at go-live.

  - Web addresses, URL types: Administration, Interface, Primary product, Statistics

If types of address, phone number, email, or Web address cannot be distinguished in the source data, all types may be selected in the converted records.

- **Preferred Address, Phone number, Email address:** If the source data includes information about which address, phone number, or email address is preferred, there will be a check mark in the **Preferred** column for the line.
- **Data structure:** The migrated data will fit the Alma structure to the extent that source data structure can be mapped to Alma structure. If state or province, country, and postal code are

distinguished in the source data, they can be migrated to the correct fields in the Alma record. If they are not, all address data will be migrated to the **Street address** field in Alma.

- **Scrubbing**: Email addresses are "scrubbed" during migration – that is, the word "SCRUBBED" is added to them, to prevent inadvertent transmission of messages during testing. The word "SCRUBBED" will be removed from the email addresses during the move to production.

### *Contact People Tab*

Note that if **Contact People** information from the source system is structured in a way that allows it to be mapped to the Alma structure, the migrated data will appear in this tab. However, in many cases, Contact People information will be migrated to the **Notes** tab.

### *EDI Information Tab*

EDI information, if present in the source system, is migrated and displays via the EDI tab.

### *Usage Data Tab*

If you are a USTAT customer, your usage reports should display in this tab. Check also in the Subscriber drop-down list to verify that subscribers were properly created.

### *Invoices Tab*

Invoices are displayed in the vendor's tab when there are invoices migrated related to this vendor.

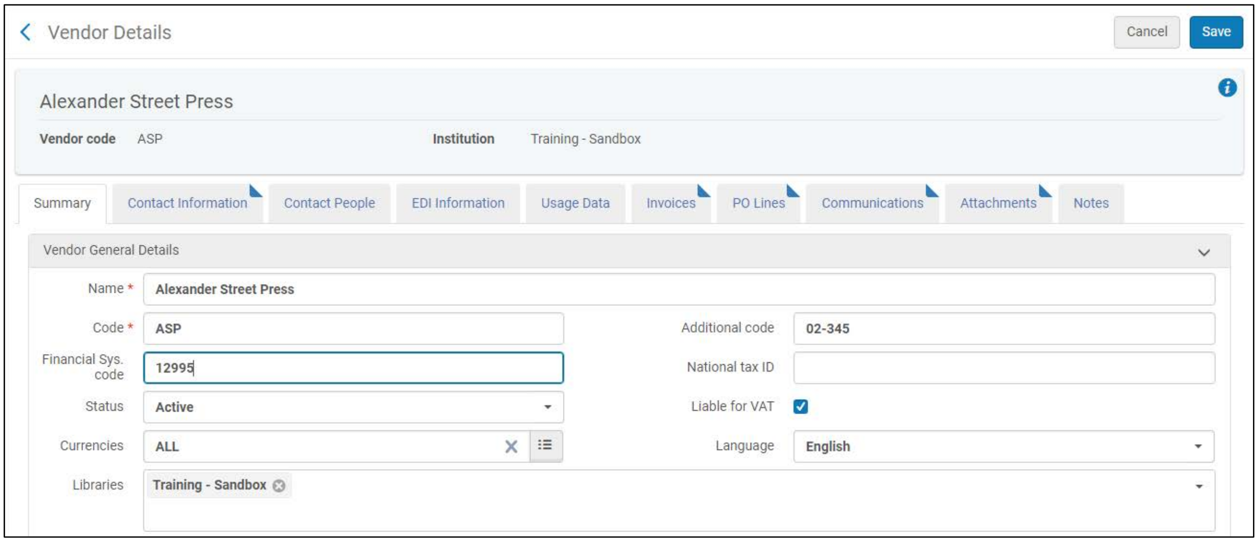
The Attachments and Communications tabs do not contain information – as those areas are not migrated for vendors.

### *Notes Tab*

Notes from vendor records in the source system should appear here. Note that **Contact Person** information from the source system often will appear here as well.

## Testing Basic Vendor Record Functionality

1. Add data to an existing vendor record.
   a. Open a vendor record in edit mode.
   b. In the **Summary** tab, add values to the following fields: **Additional code**, **Financial Sys. code**.




c Click **Save**. This saves and closes the record.

d Open the record again to ensure that your changes have been saved.

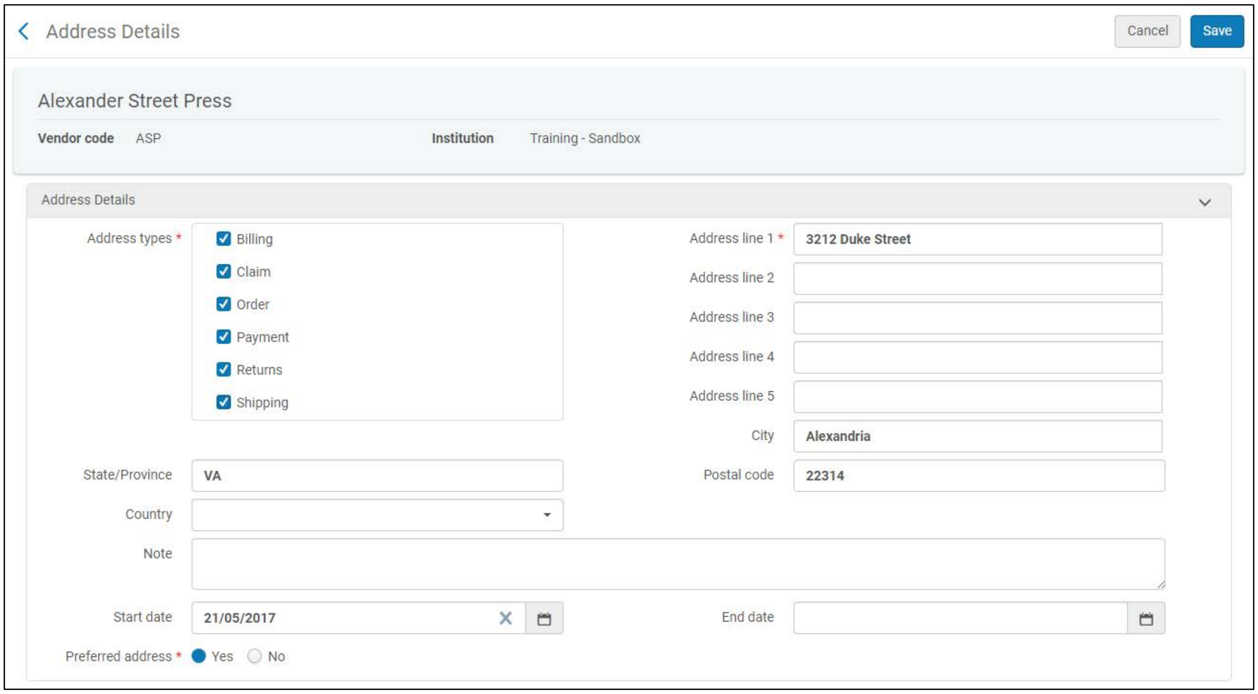
2 Edit data in an existing vendor record.

a Open a vendor record in edit mode.

b Open the **Contact Information** tab for the vendor.

c Open an individual address record by clicking an address link.

d Edit some of the existing data in the address record:




e Click **Save**. This saves and closes the address record.

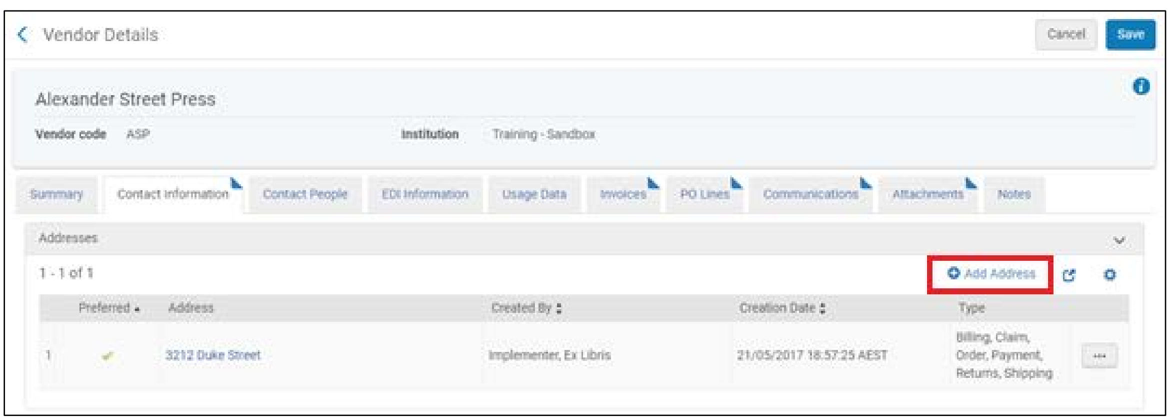
f Open the address record again to ensure that your changes were saved.

3 Delete data from a vendor record.

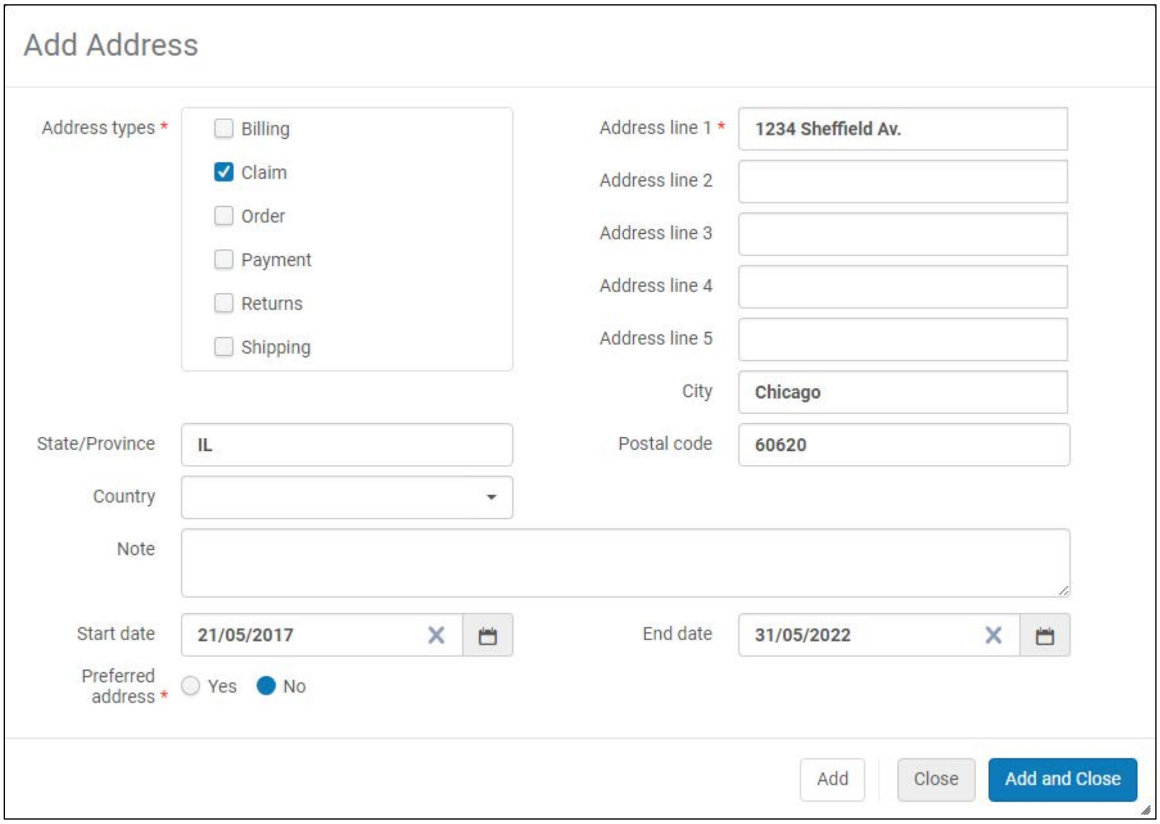
a Open the record for a vendor.

b Open the **Contact Information** tab for the vendor.

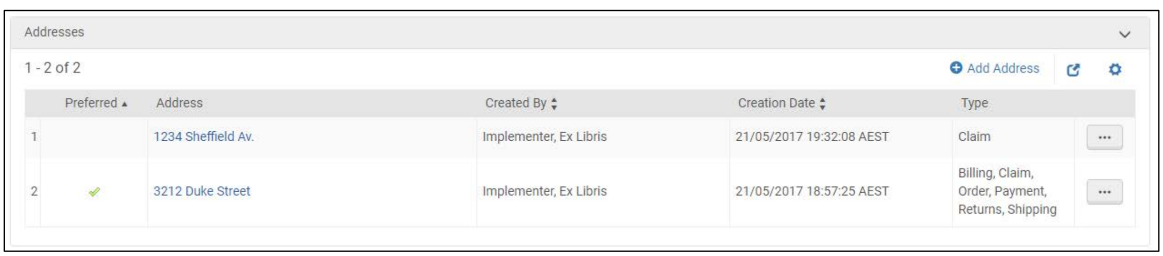
c Click **Add Address**.




d Fill in address data in the pop-up window.




**e** Click **Add and Close.** The address you just added now appears in the list of addresses.



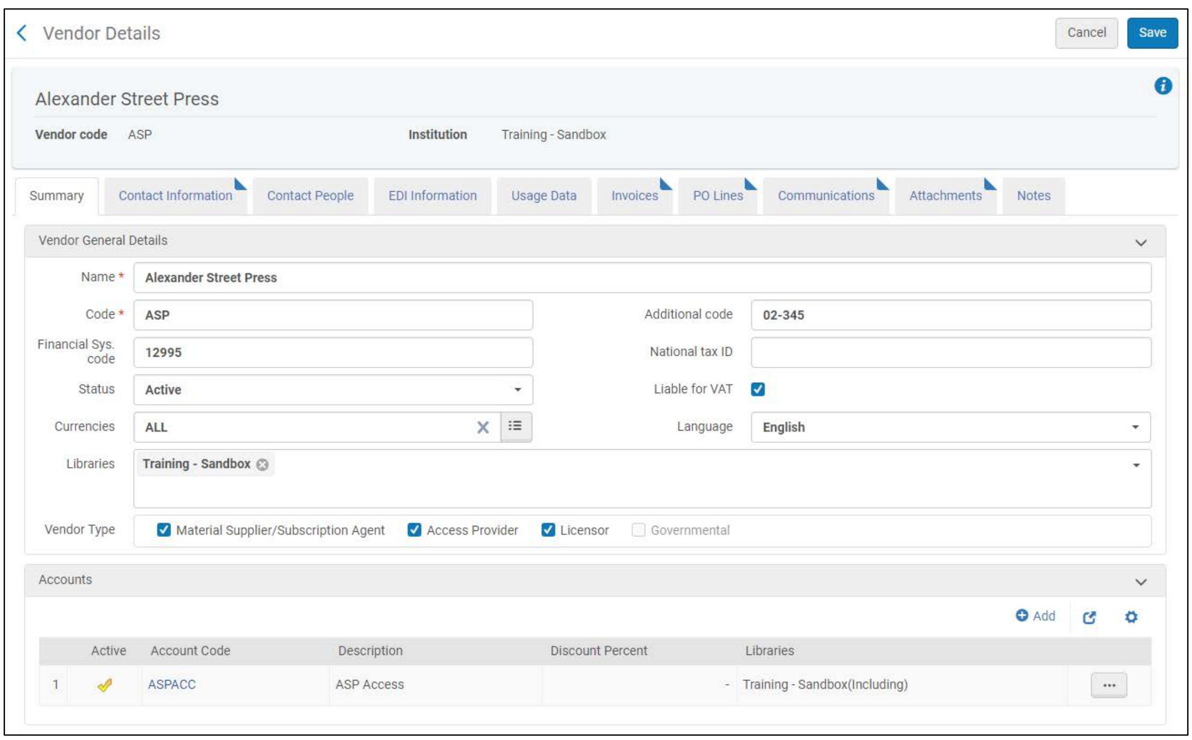

**f** Select **Actions** > **Delete** for the address you just added and confirm that you want to delete the address. The address is removed from the list of addresses.

# 3

# Vendor Accounts

## Reviewing Vendor Account Records

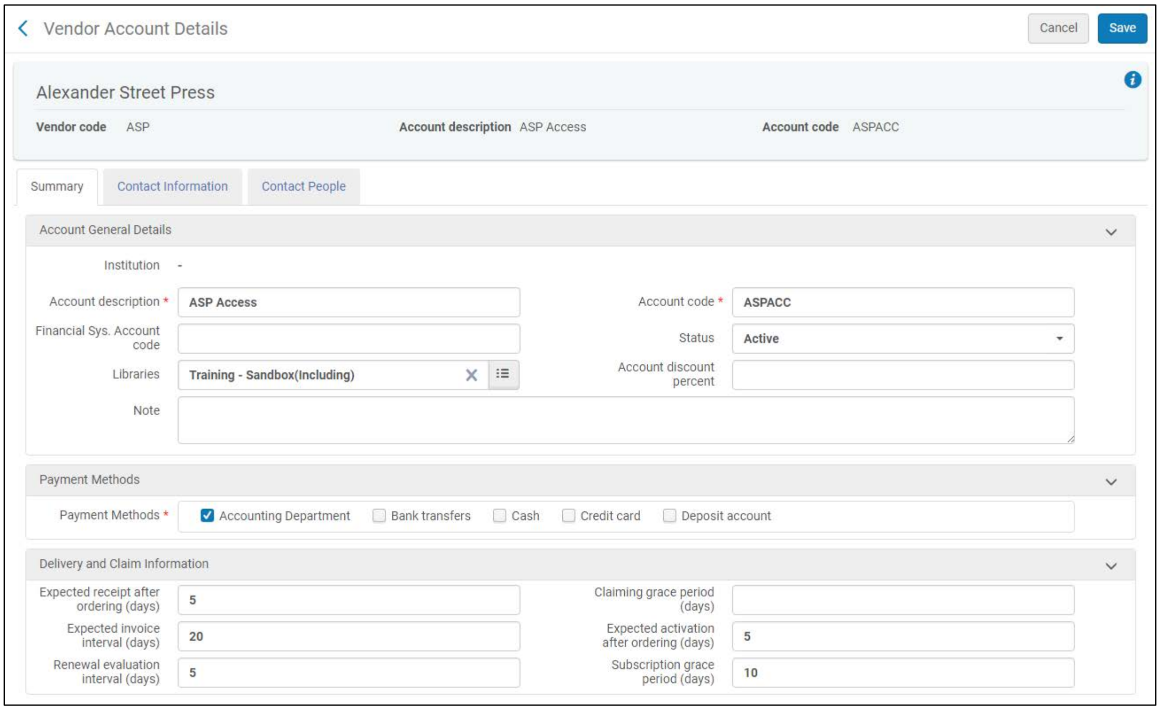
A list of vendor accounts appears in the Summary tab, at the bottom of each vendor record:




Verify that the number of accounts is correct, and that each account is associated with the correct vendor record.

- Each vendor record should have at least one associated vendor account record.
- If the source data includes multiple vendor accounts, the number of accounts in Alma should match the number in the source system.

To view details for an individual account, click the account code link, select **Edit** from the row actions, or right-click anywhere in the row.




- **Summary tab:** Review all data to make sure that it matches available data from the source system. Note that in many cases, **Payment method** cannot be assigned based on data from the source system, so the default (Accounting Department) is supplied, as shown above.
- **Contact Information** and **Contact People** tabs: In most cases, data will not be migrated to these tabs.

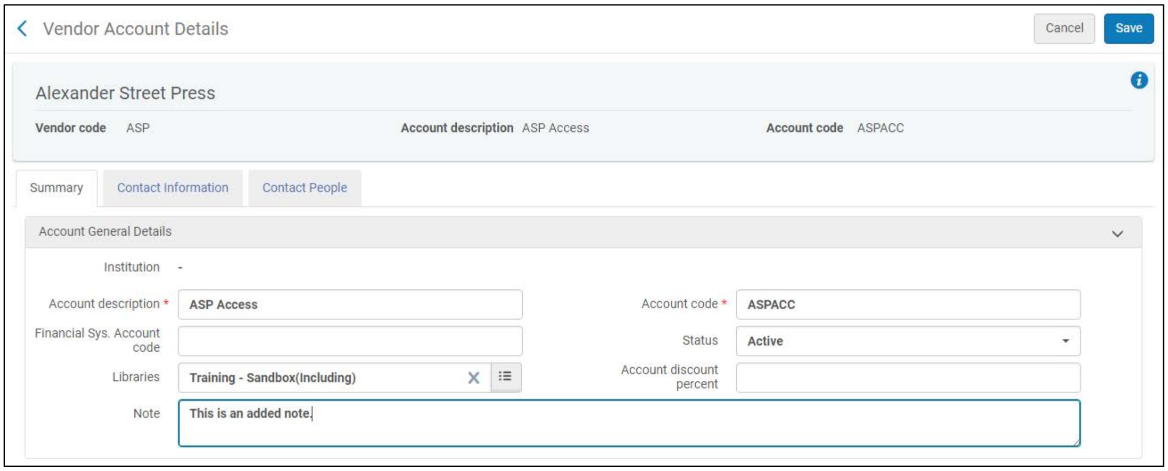
# Testing Basic Vendor Account Record Functionality

### To test basic vendor account record functionality:

1 Add data to an existing vendor account record.

   a Open a vendor account record in edit mode.

   b Add a note to the record.




c Click **Save**. This saves and closes the record.

d Open the vendor account record again to verify that your change was saved.

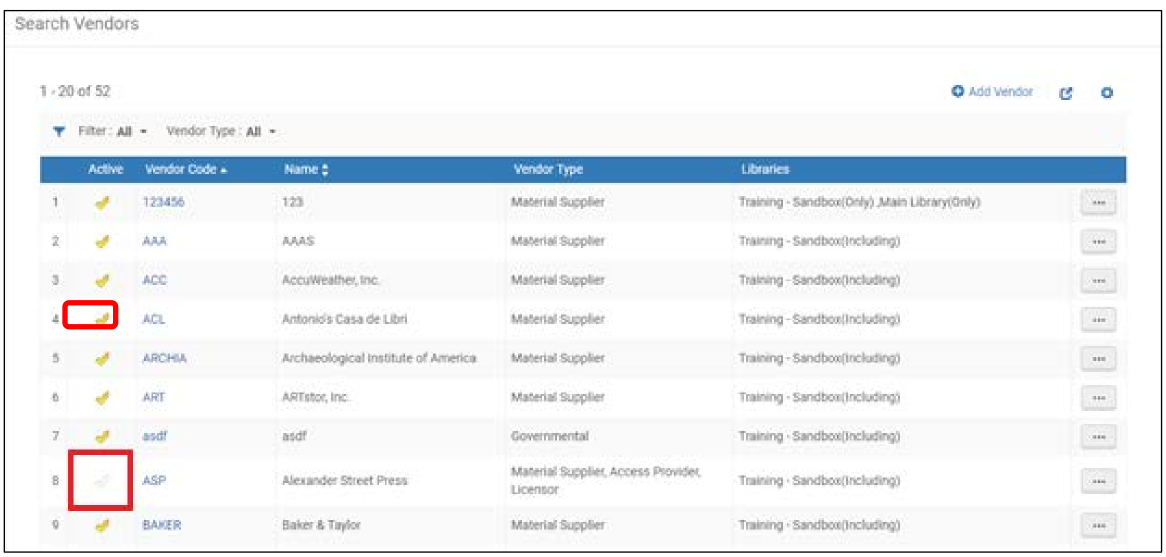
2 Edit data in an existing vendor account record.

a Open an active vendor account record in edit mode.

b Change the **Status** from **Active** to **Inactive**.

c Click **Save**. This saves and closes the record.

d Verify that there is no check mark in the **Active** column in the list of vendor account records for the vendor account you have deactivated. (Filter the list by **All** or by **Inactive**).




3 Delete data in an existing vendor account record.

a Open the vendor account record to which you added a note in step 1.

b Delete the note.

c Click **Save**. This saves and closes the record.

d Open the vendor account record again to verify that the note has been deleted.

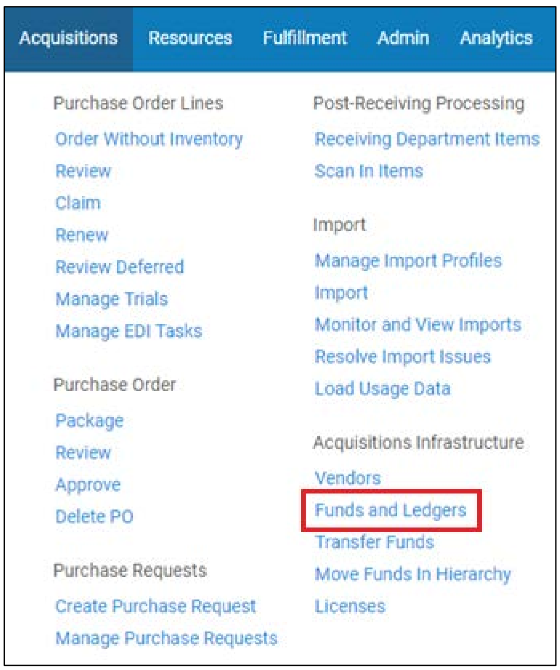
# 4

# Funds

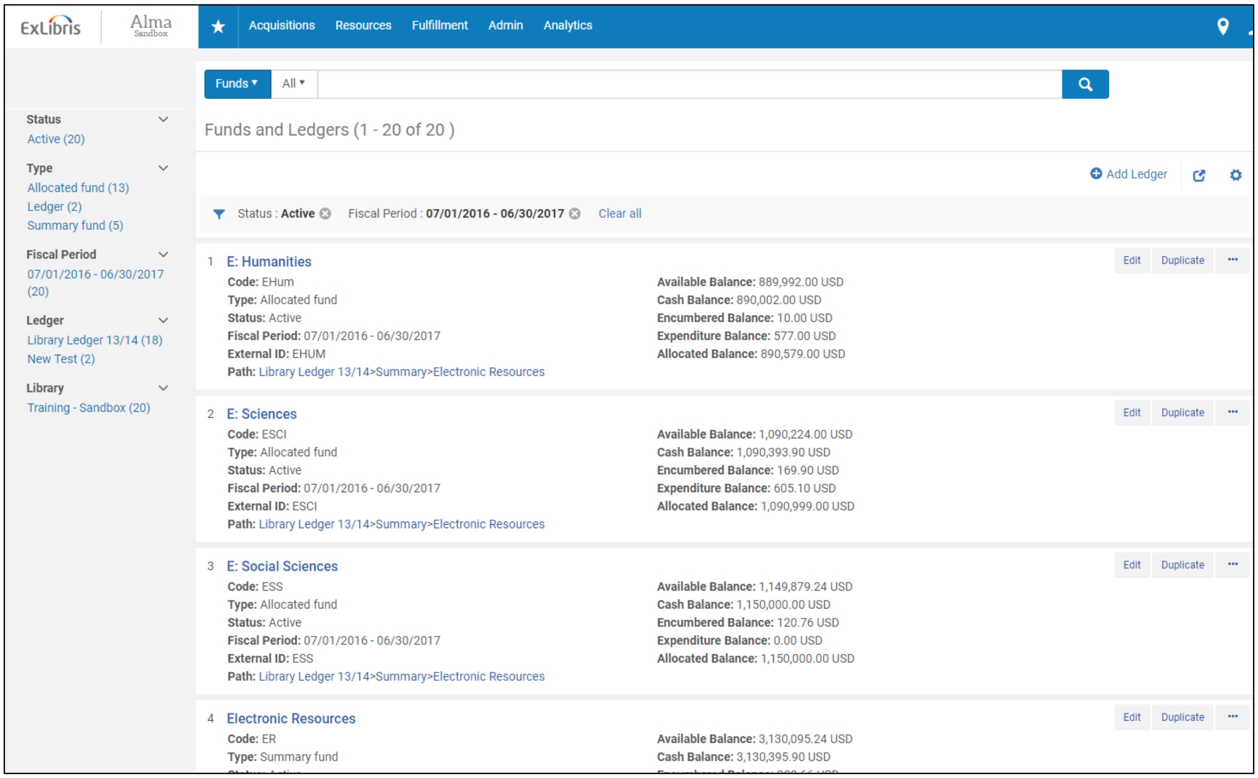
## Finding and Reviewing Fund Records

### Finding Fund Records

To find fund records, from **Acquisitions > Acquisitions Infrastructure**, click **Funds and Ledgers**.



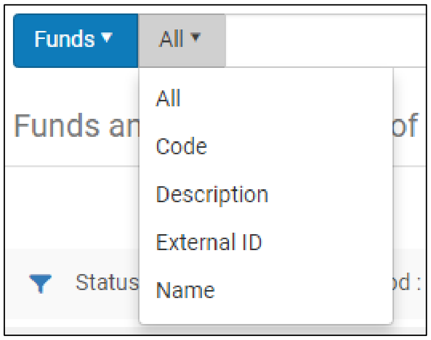

The Funds and Ledgers page opens.




**Notes**:

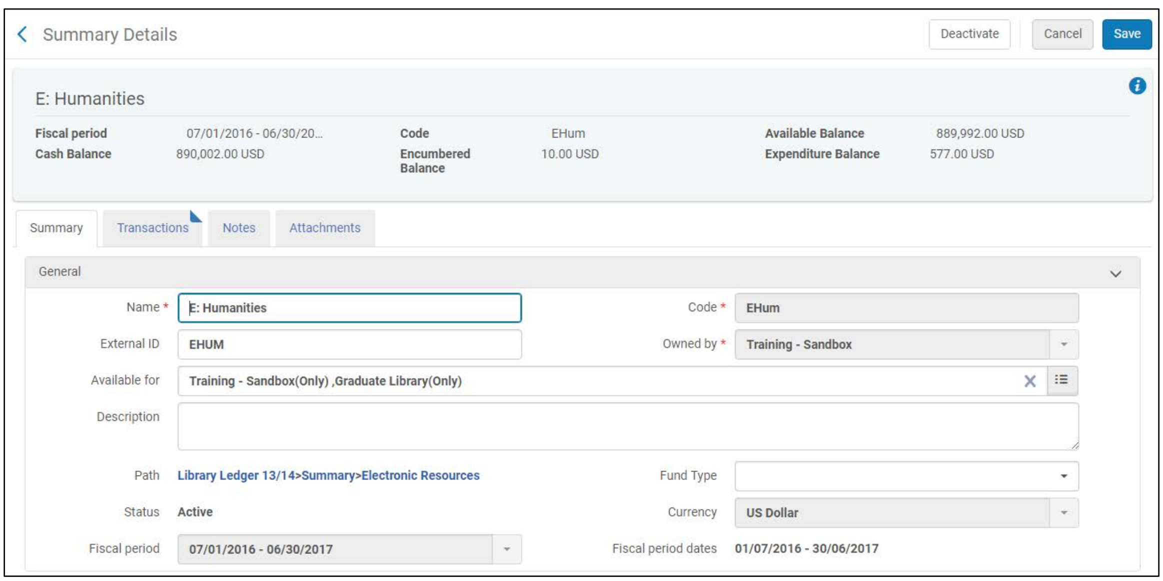
- At the left side of the page, there is a list of facets that can be used to narrow the list of funds and ledgers.
- The first time you open the list during a session, two facets are automatically applied: **Active** and **Current Fiscal Period**. However, you can remove these facets.
- The **Type** and **Fiscal Period** facets are particularly useful for data review.

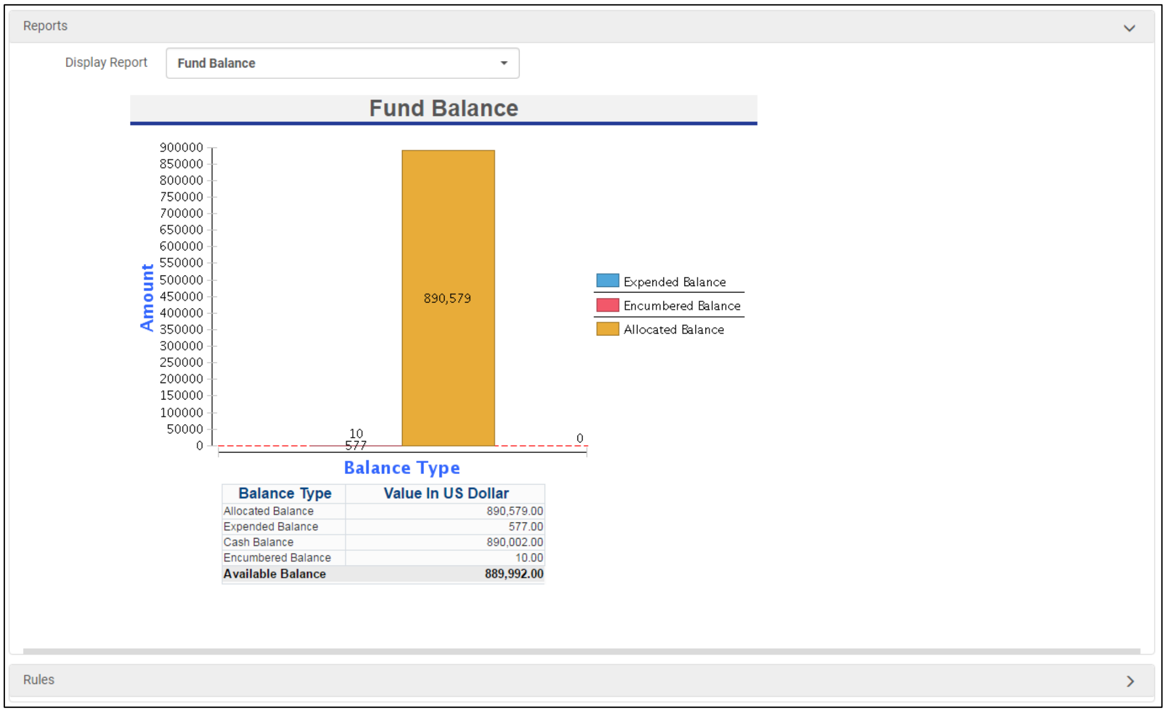

To find a specific fund, enter a search term in the search box at the top of the page. You can search by **Fund Code, Name, Description**, or **External ID**, or you can retain the default of **All** to search all indexed fields.




To open the record for an individual fund, click the fund name link:


The fund's Summary Details page opens.






## Reviewing Fund Records

Note that in Alma, the fund structure includes:

- **Ledgers**: In Alma, a ledger is a group of funds associated with a fiscal period. At least one ledger per fiscal period is required, but there may be more, depending on the level(s) at which the institution wants to summarize transactions. No fund transactions are associated with ledgers, but a summary of transactions for the funds that are associated with the ledger can be viewed in the ledger record.
- **Summary funds**: In Alma, a summary fund aggregates a set of funds within a ledger – for example, a specific subject area. No fund transactions are associated with summary funds, but a summary of transactions for the funds that are associated with the summary fund can be viewed in the summary fund record. Summary fund records are **not** required.
- **Allocated funds:** Allocated funds are used for **fund transactions**. Each allocated fund may or may not belong to a summary fund, but it must belong to a ledger.

A key part of your review will be determining whether the **correct ledgers, summary funds, and allocated funds have been created** in Alma. The numbers to be created depend on the fund structure in the source system. There are three basic possibilities for known source systems. It is possible that others may be encountered as data from additional source systems is migrated.

- The fund structure in the source system is **not** hierarchical. In this case:
  - One **allocated fund** will be created in Alma that corresponds to each fund in the source system.

    - One ledger will be created for each fiscal period represented in the source system. Funds will be assigned to ledgers based on their fiscal period. If the fund code includes a fiscal period suffix, such as **ADM-2017**, this value will be used. If it does not, the **Valid to** date for the fund will be used to determine the fiscal period to which the fund belongs.

- The fund structure in the source system has **three** levels (grandparent, parent, and child) that roughly correspond to Alma, ledger, summary, and allocated funds. In this case:
    - The **relationships** between funds generally can be preserved in Alma. Grandparent funds will become ledgers, parent funds will become summary funds, and child funds will become allocated funds. Note, however, that this is possible *only* if a grandparent or a parent fund has *no* budget transactions associated with it. **Any fund that does have transactions associated with it is converted to an allocated fund in Alma.** Part or all of a hierarchy will be lost if a grandparent or parent fund is converted to an allocated fund.
    - If fiscal periods for the funds in any hierarchy do not match, the fiscal periods of the child budgets will be changed to match those of the parent budget, and the differences will be reflected in longer or shorter grace periods for the child funds.
- The fund structure in the source system has **two** levels (parent and child). In this case:
    - The relationships between funds generally can be preserved in Alma. Child funds will become allocated funds. Parent funds may become either summary funds or ledgers, depending on the nature of their relationship to child funds. Note, however, that this is possible *only* if a parent fund has *no* budget transactions associated with it. **Any fund that does have transactions associated with it is converted to an allocated fund in Alma.** The hierarchy will be lost if a parent fund is converted to an allocated fund.
    - Fiscal period adjustments may be required in child budgets if the fiscal periods of a parent budget and any of its child budgets do not match.

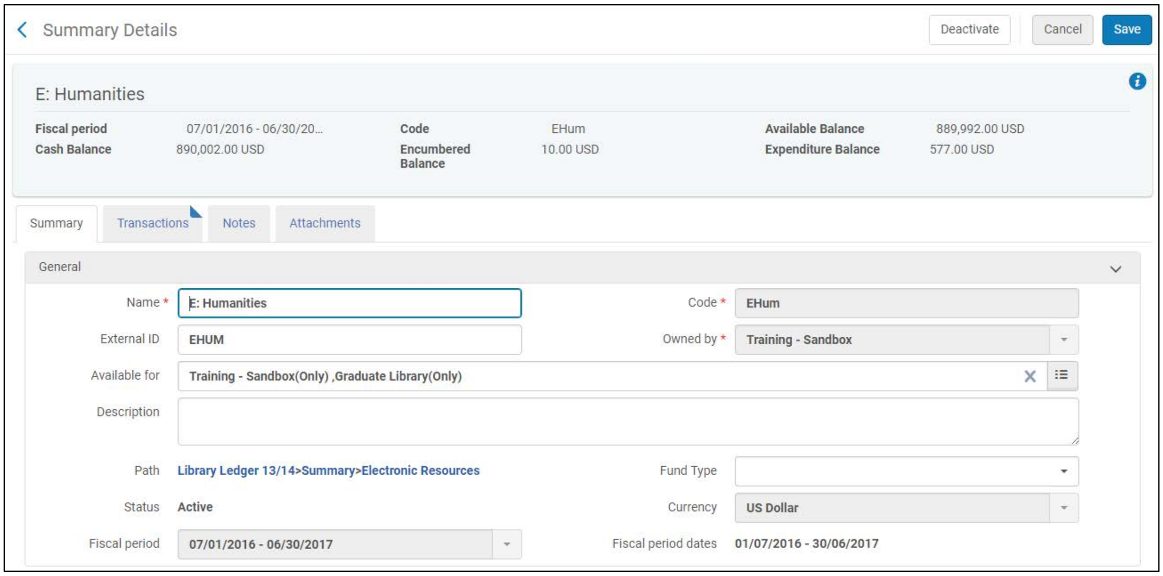
# Reviewing Individual Records

Ensure that you review:

- Some records for funds of each type: **Ledgers**, **Summary Funds** (if used), and **Allocated Funds**
- Funds from several fiscal periods

Be aware of the extract date of the data under review when comparing amounts migrated to Alma.

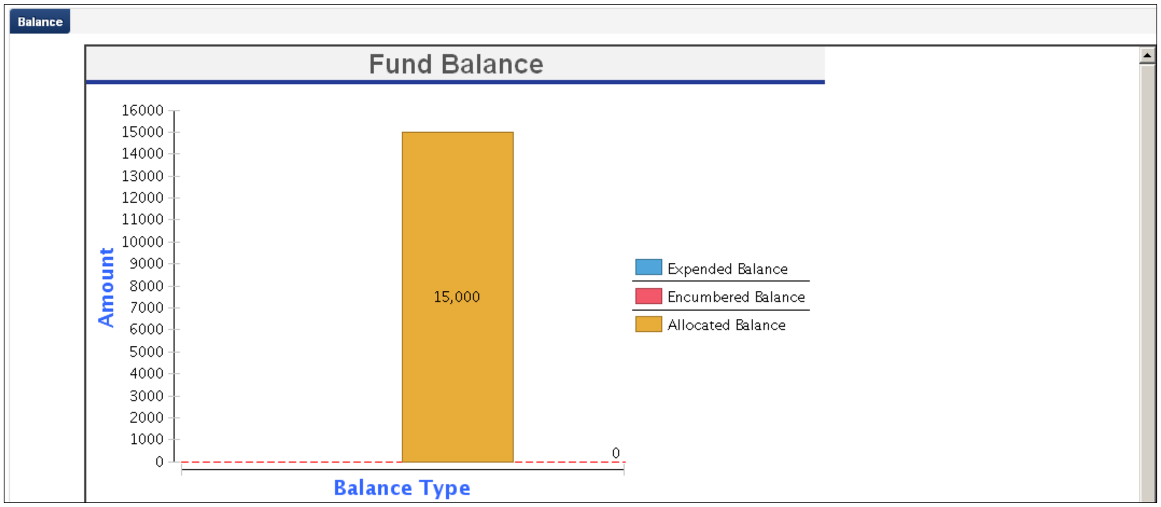
## Summary Tab – Basic Data




Verify the accuracy of all migrated data. Pay particular attention to:

- **Path**: Ensure that the hierarchy for the fund you are reviewing is correct.
- **Currency**: A default currency is assigned at the Alma ledger level and applied to summary and allocated funds that are part of the ledger. If the equivalent of this level exists in the source system and data includes a currency, it will be converted. Otherwise, the local currency will be assigned.
- **Fund type**: May be migrated from your source system if your source system allows tagging funds with a particular free text type.
- **Fiscal period and Fiscal period dates:** Review is particularly important if fund codes do not include fiscal period or if dates for funds in a hierarchy differed in the source system.

## Summary Tab– Fund Balances




| Balance Type | Value In US Dollar |
|---|---|
| Allocated Balance | 15,000.00 |
| Expended Balance | 0.00 |
| Cash Balance | 15,000.00 |
| Encumbered Balance | 0.00 |
| **Available Balance** | **15,000.00** |

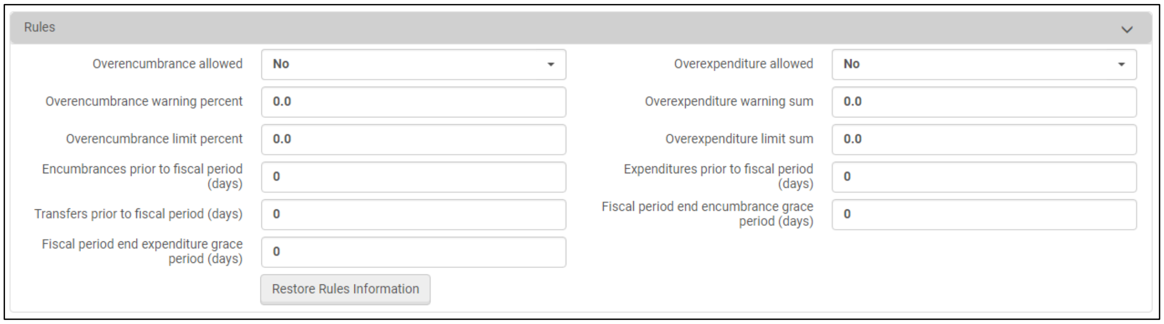
Note that:

- All values will be expressed in the **local** currency.
- Types of allocations are not distinguished in Alma, as they are in some source systems. The **Allocated Balance** should be the total of all allocations to the fund in the fiscal period.

Review data as follows:

- Compare allocated balance, encumbered balance, expended balance, and cash balance values for several **allocated** funds in the source system and in Alma, keeping in mind that for the test load, the fund amounts may have changed in the source system since the data extract.
- Calculate the total of allocated balances, encumbered balances, expended balances, and cash balances for the allocated funds that are part of a summary fund in Alma. If possible, choose a summary fund that does not include many allocated funds to make the task easier. Compare your calculated values to the values displayed for this summary fund in Alma.
- Calculate the total of allocated balances, encumbered balances, expended balances, and cash balances for the allocated funds that are part of a ledger in Alma. If possible, choose a ledger that does not include many allocated funds. Compare your calculated values to the values displayed for this ledger in Alma.

### Summary Tab– Rules




- **Overencumbrance warning and Overencumbrance limit**: In Alma, these values are always expressed as a percent. If the value in the source system is expressed as an amount in the local currency, the Alma percent is calculated by dividing that amount by total allocations to the fund. This, of course, may result in some odd percentage values.
- **Overexpenditure warning and Overexpenditure limit**: In Alma, these values are always expressed as a currency amount. If the value in the source system is expressed as a percent, the Alma value is calculated by multiplying this percent by the total allocation for the fund. This, of course, may result in some odd currency amounts.
- **Warning versus Limit:** Some source systems do not have separate values for warnings and limits. In these cases, warnings and limits will be the same in Alma.
- **Fiscal period end encumbrance grace period days** and **Fiscal period end expenditure grace period days**: Pay particular attention to these values if they have been adjusted to preserve hierarchical structure by accounting for different fiscal periods for hierarchical budgets in the source system.

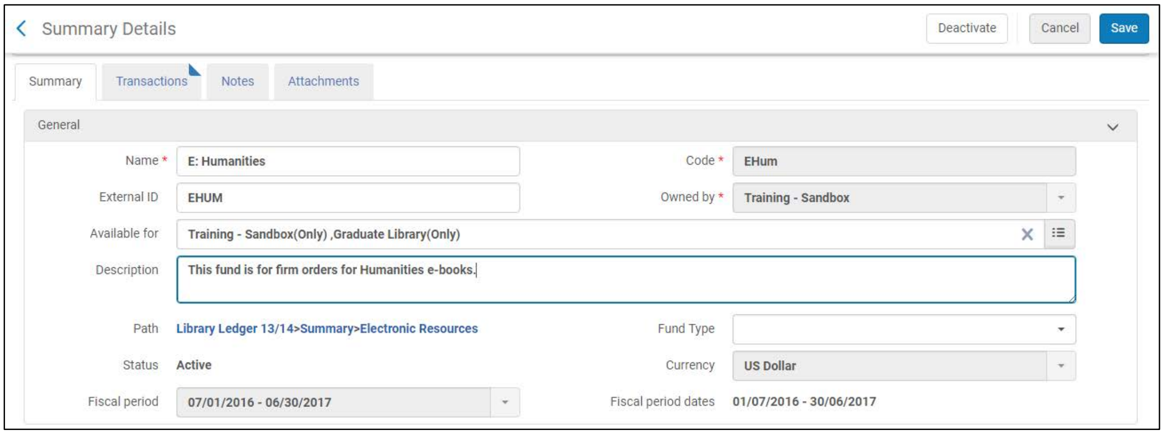
### Notes Tab

Any notes associated with the fund should be migrated to this tab.

## Testing Basic Fund Record Functionality

#### To test basic fund record functionality:

1. Add data to an existing fund record.
   a. Open a fund record in edit mode.
   b. Add a description to the fund record.




- **c** Click **Save**. This saves and closes the record.
- **d** Open the fund record again to verify that the description has been saved.

**2** Edit data in an existing fund record.

- **a** Open a fund record in edit mode.
- **b** Click the **Deactivate** button.
- **c** Click **Save**. This saves and closes the record.
- **d** Open the fund record again. Note that if you were working from a list with the Active facet selected, the fund record will no longer appear in the list. However, you can search for it using the **Find** box at the top right of the page.
- **e** Click the **Activate** button to re-activate the fund.

**3** Delete data in an existing fund record.

- **a** Open the fund record to which you added a description in step 1.
- **b** Delete the description.
- **c** Click **Save**. This saves and closes the record.
- **d** Open the record again to verify that the description has been deleted.

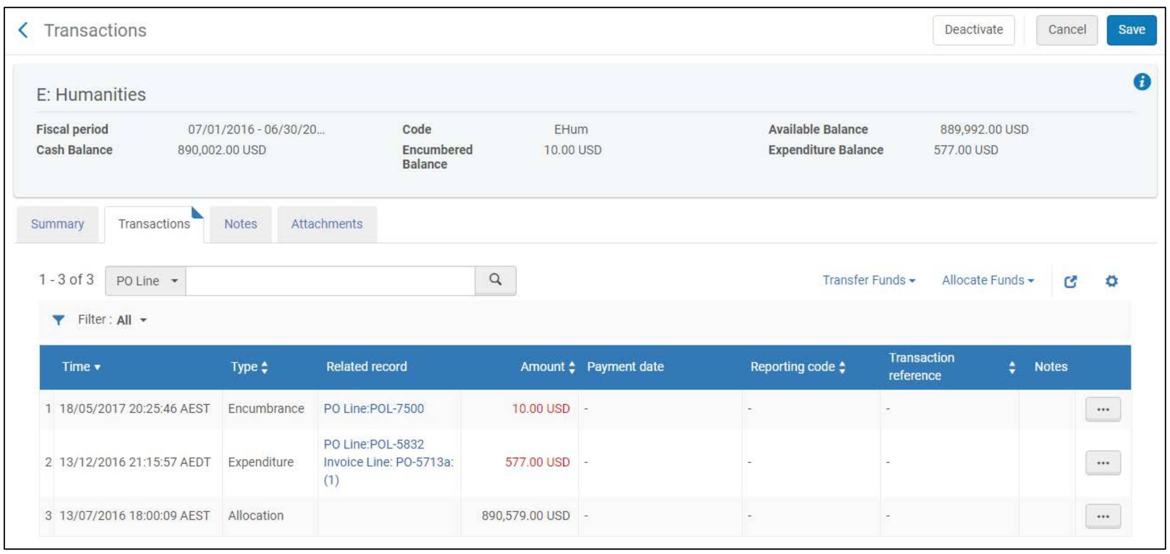
# 5

# Fund Transactions

## Finding Fund Transactions

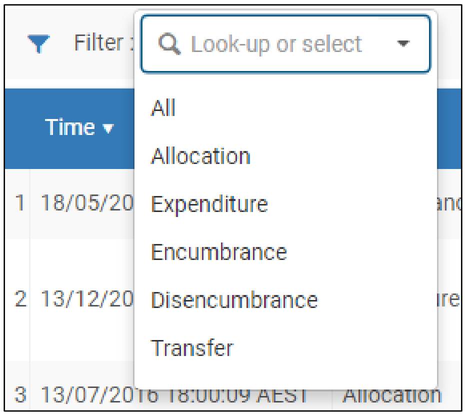
To view fund transactions, open the **Transactions** tab for a fund record.

Note that the Transactions tab will appear only if the fund is an **Allocated** fund.

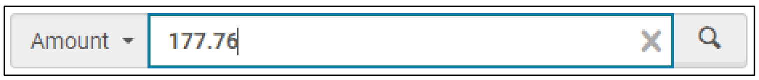



To facilitate review, you can use the following Alma features:

- **Sort** the transactions by **Time** (ascending or descending) or **Type** (ascending or descending).
- **Filter** transactions by **Type**:




- **Search** for transactions against the fund by **Amount**, **Invoice number** or **PO line** (number). For example:




## Interpreting Migrated Fund Transactions

- Credits and debits
  - **Allocations** are in black with no sign if they are credits, and are in red with a minus sign if they are debits.
  - **Transfers** are in black with no sign if they are credits, and are in red with a minus sign if they are debits
  - **Encumbrances** are in red with no sign.
  - **Disencumbrances** are in black with no sign.
  - **Expenditures** are in red with no sign if they are debits, and in black with a minus sign if they are credits.
- **Allocations**: Different types of allocations are distinguished in some source systems. In Alma, they are not. All have the type **Allocation**.
- **Carryover transactions**: Transactions with a “carryover” type in a source system are converted to transactions with an **Allocation** type in Alma. CARRY-OVER should appear in the **Note** field for these transactions.
- **Encumbrances**: In some source systems, there are no disencumbrance transactions per se. In these cases, during the migration to Alma, a disencumbrance transaction is created for each encumbrance transaction.
  - The disencumbrance will be $0.00 if the invoice for a line item has not yet been paid.

- Encumbrance (debit) and disencumbrance (credit) will be equal if the invoice for the line item has been fully paid.
- Encumbrance and disencumbrance will differ if the invoice for the line item has been partially, but not fully, paid.

- **Local currency**: The amount for each transaction is given in the local currency, even when the amount was paid in another currency.

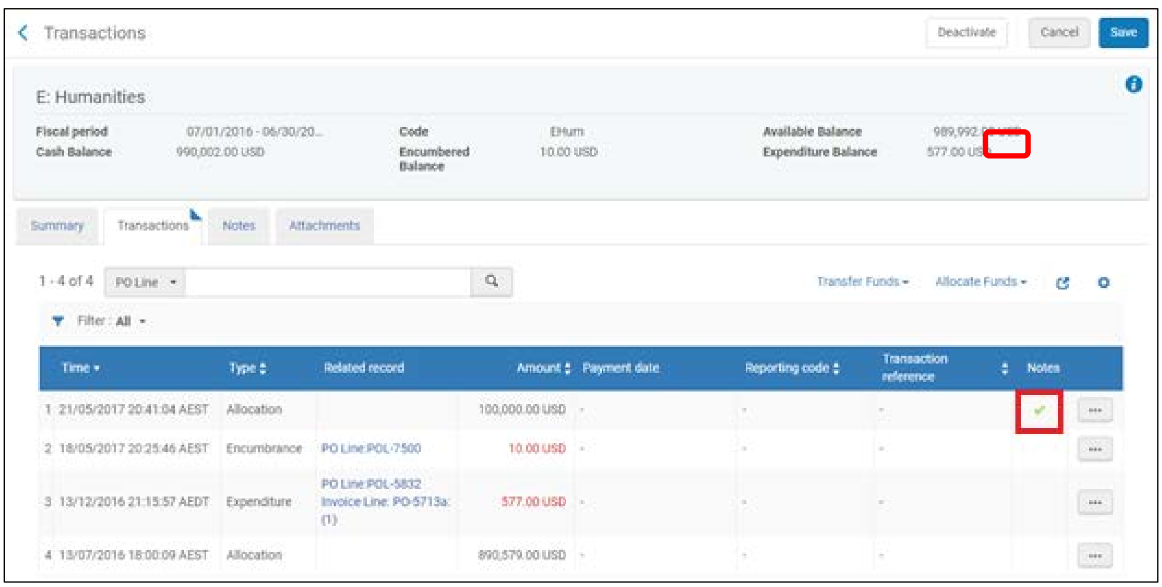
## Reviewing Fund Transactions

1 Review fund transactions of all types: Allocation, Transfer, Encumbrance, Disencumbrance, and Expenditure.

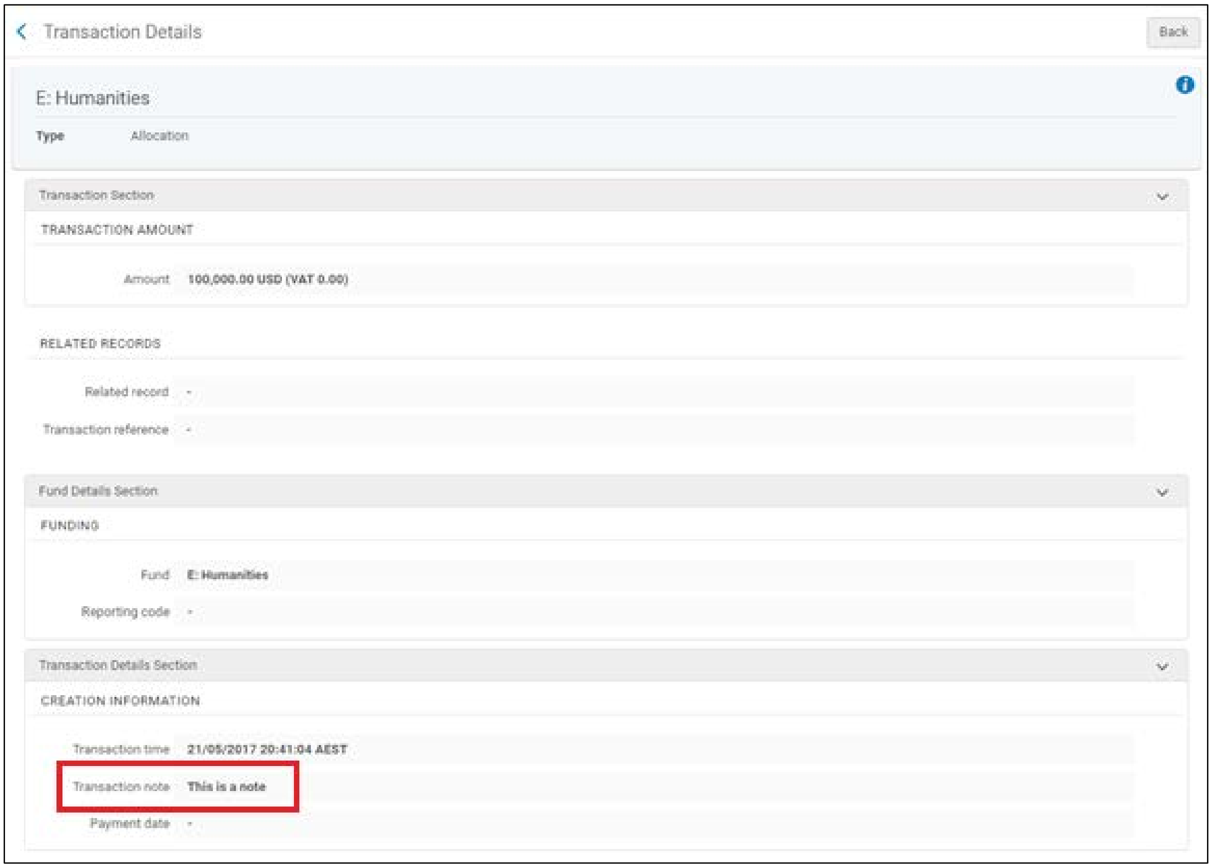
2 Review fund transactions for multiple funds and multiple fiscal periods.

3 Compare **Time**, **Type**, **Amount**, and **Reporting Code** to values from the source system.

4 If there is a note associated with a transaction, there will be a check mark in the **Note** column in the list of transactions:




Select the **View** link from the row actions or right-click anywhere in the row to see the transaction details and the note.




5 Verify that the links to PO lines and invoice lines are correct.

Note that fund transaction amounts and invoice line amounts will not necessarily match, because fund transaction amounts are always in the local currency, while invoice line amounts will be in another currency if the invoice is paid in another currency.

# Testing Basic Fund Transaction Functionality

### To test basic fund transaction functionality:

1 Add an allocation transaction to an existing fund.

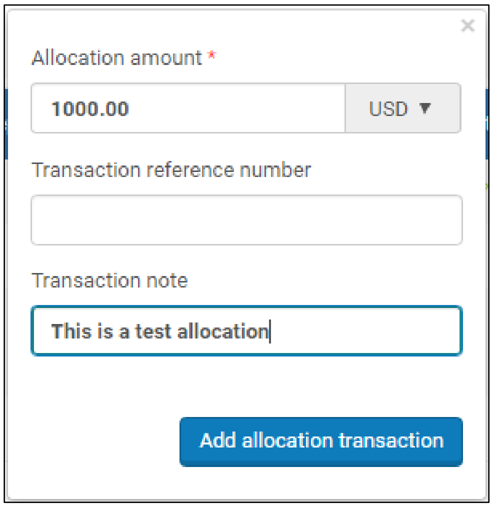
   a Open a fund record in edit mode.

   b Open the **Transactions** tab for the fund.

   c Write down the Available Balance and the Cash Balance for the fund.

   d Click **Allocate Funds**.


e Enter an allocation amount of 1000 and a note indicating that this is a test allocation.




f Click the **Add allocation transaction** button at the bottom of the pop-up.

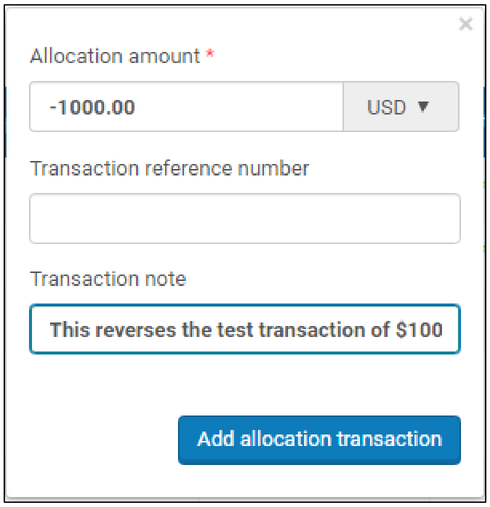
g In the pop-up window, click the **Confirm** button to confirm the transaction.

h Verify that the Available Balance and the Cash Balance for the fund have each **increased** by 1000.

2 Reverse the allocation you just entered.

a With **Transactions** tab for the same fund record open, select **Add Transaction > Allocation**.

b Enter an allocation amount of negative 1000 (-1000) and a note indicating that this transaction reverses the test transaction.




c Click the **Add allocation transaction** button.

d In the pop-up window, click the **Confirm** button to confirm the transaction.

e Verify that the Available Balance and Cash Balance for the fund have **decreased** by 1000 – that is, returned to their original values.

# 6

# Purchase Orders

## Finding and Reviewing Purchase Orders

### Finding Purchase Orders

To find a Purchase Order (PO or Order), select **Order lines** from the drop-down list preceding the persistent search box at the top of the page.


Enter a search value, and then click the magnifying glass or Press **Enter**.

You can do a keyword search using:

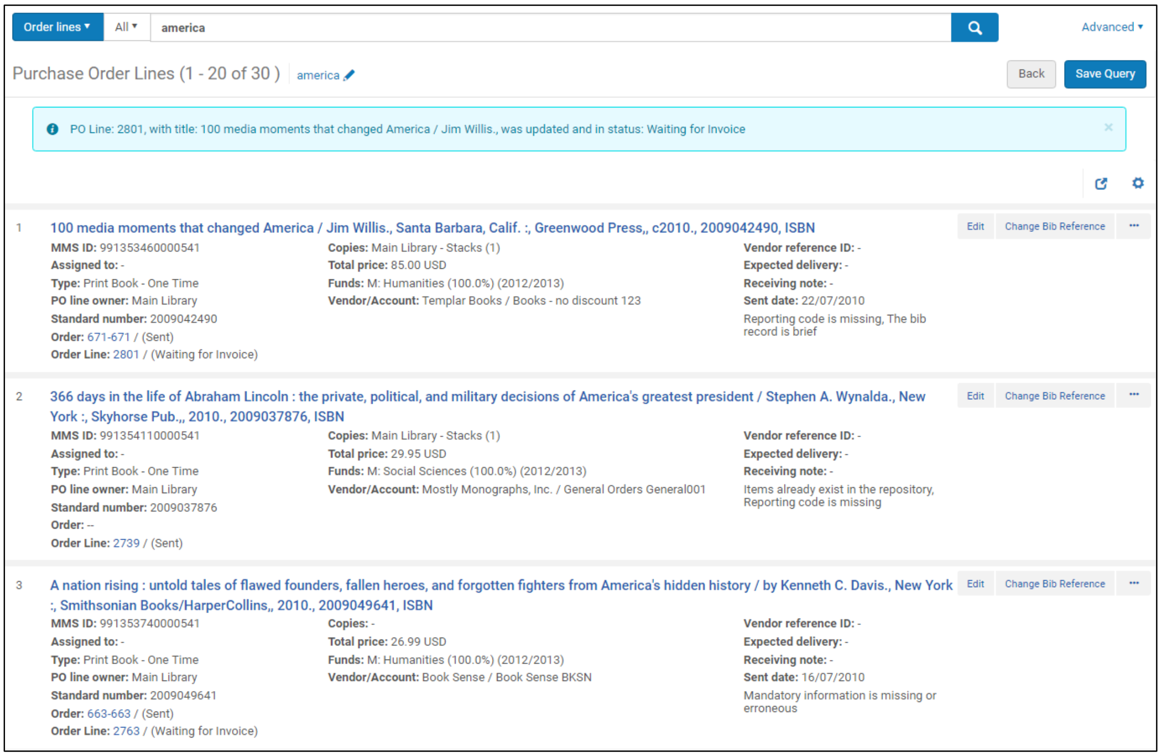
- **PO number**, **PO line number**, or **PO reference number**
- Fund information: **Fund code** or **Fund name**

- Vendor information: **Vendor code**, **Vendor account code**, **Vendor name**
- **Physical location name**
- Bibliographic data for a PO line: **Author**, **Title**, **Imprint**, **Standard number**

The result of your search will be a list of brief records, each of which represents a **PO line.**

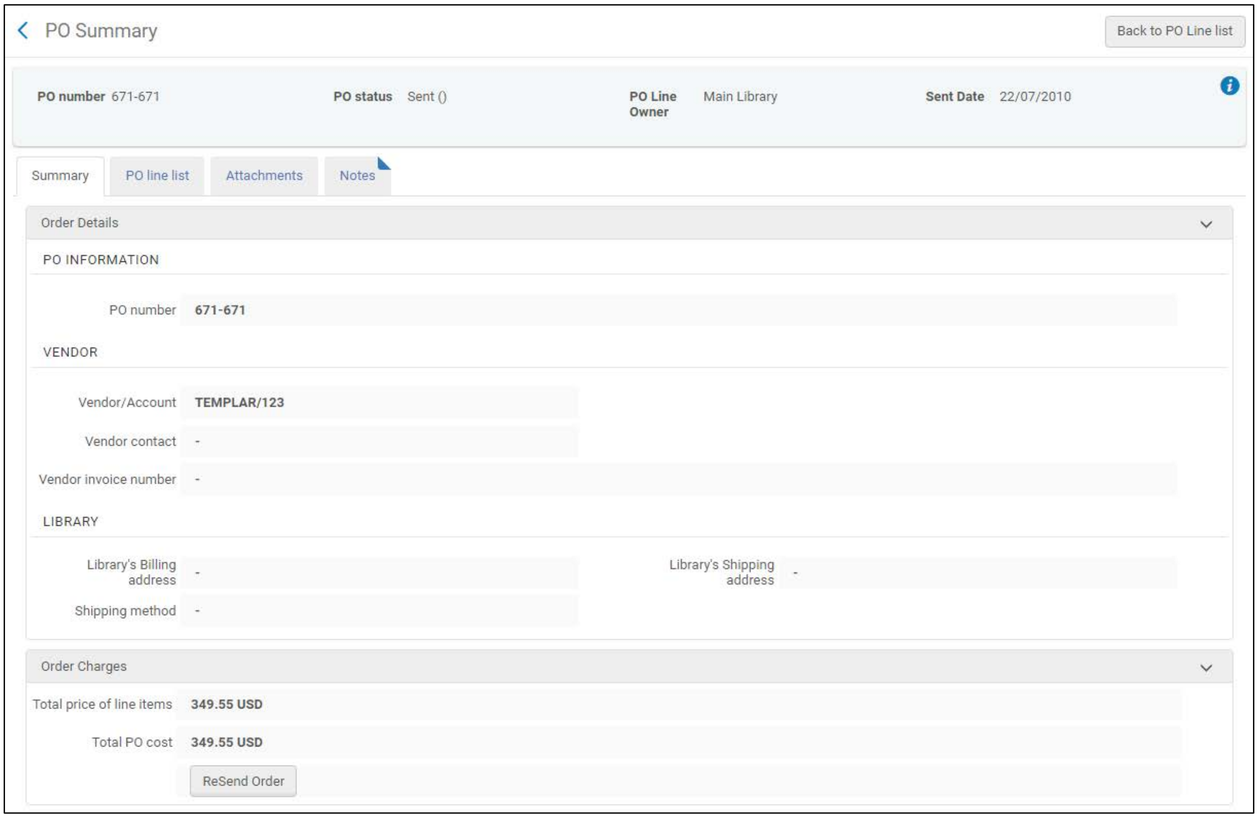
Note that:

- At the left of the page is a list of **facets** that you can use to narrow your search results.
- Your search value has been inserted in the search box at the top of the page.



To view a PO, click the **Order** link in one of the PO line records.

This opens the **Summary** tab of the PO.




### Reviewing Purchase Orders

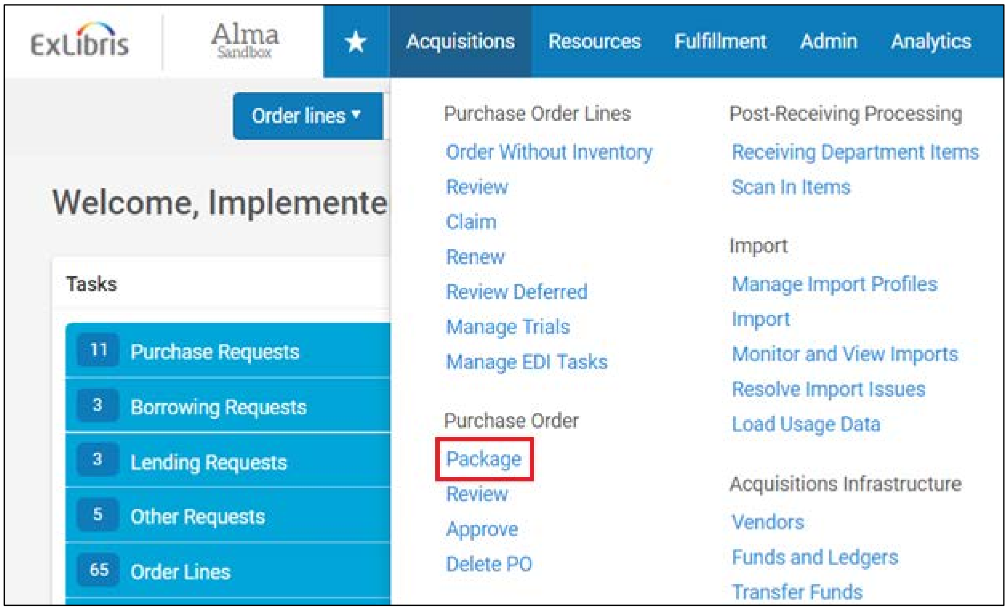
- **Summary** tab: Verify that all data in this tab has been migrated accurately.
- **Notes** tab: If there are notes associated with the PO in the source system, they should be migrated to this tab. These may be notes for internal library use or notes to the vendor. However, if the source system does not have separate PO and PO line records, notes will be migrated as part of the PO line record, rather than the PO record.

## Testing Basic Purchase Order Functionality

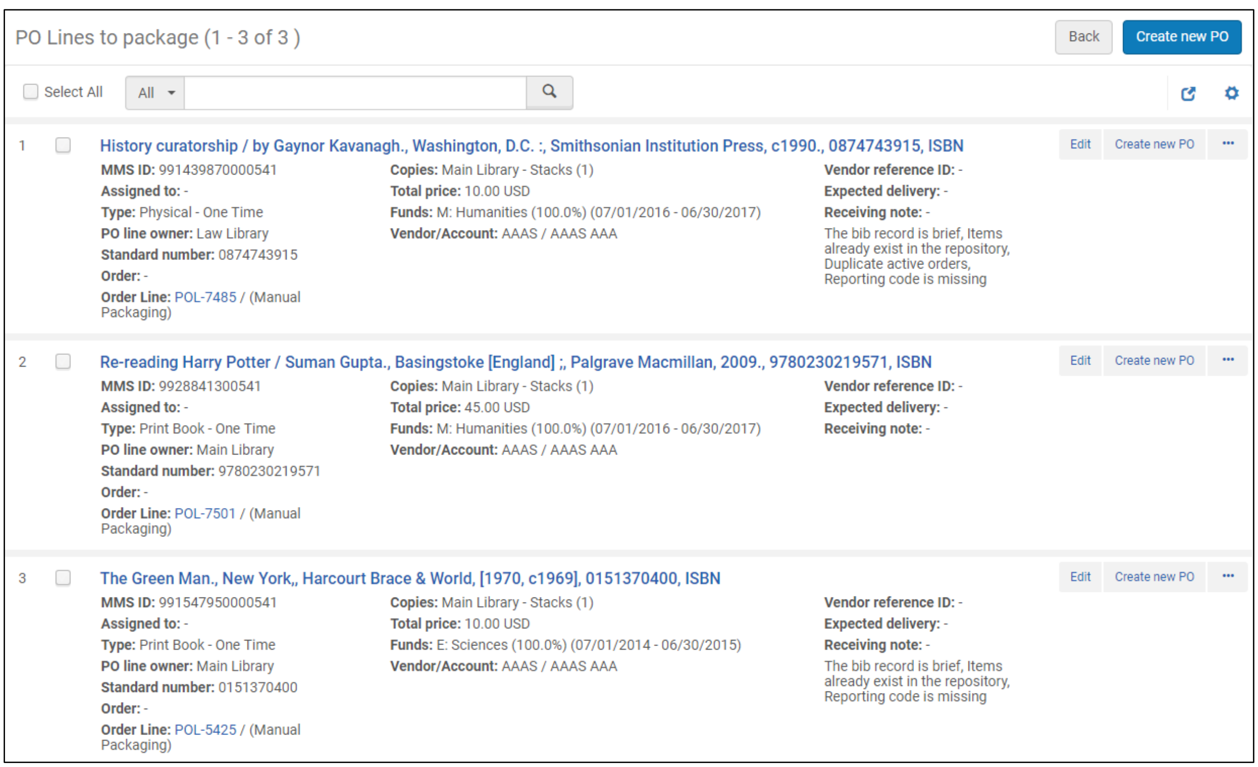
1 Package PO lines to create a PO.

**Note:** If your institution does not use Auto Packaging, follow the instructions below to test manual packaging. If your institution DOES use Auto Packaging, you will not be able to perform this test. Proceed to the second step below (reviewing POs).

a On the Alma main menu, under Acquisitions > Purchase Order, click **Package**.

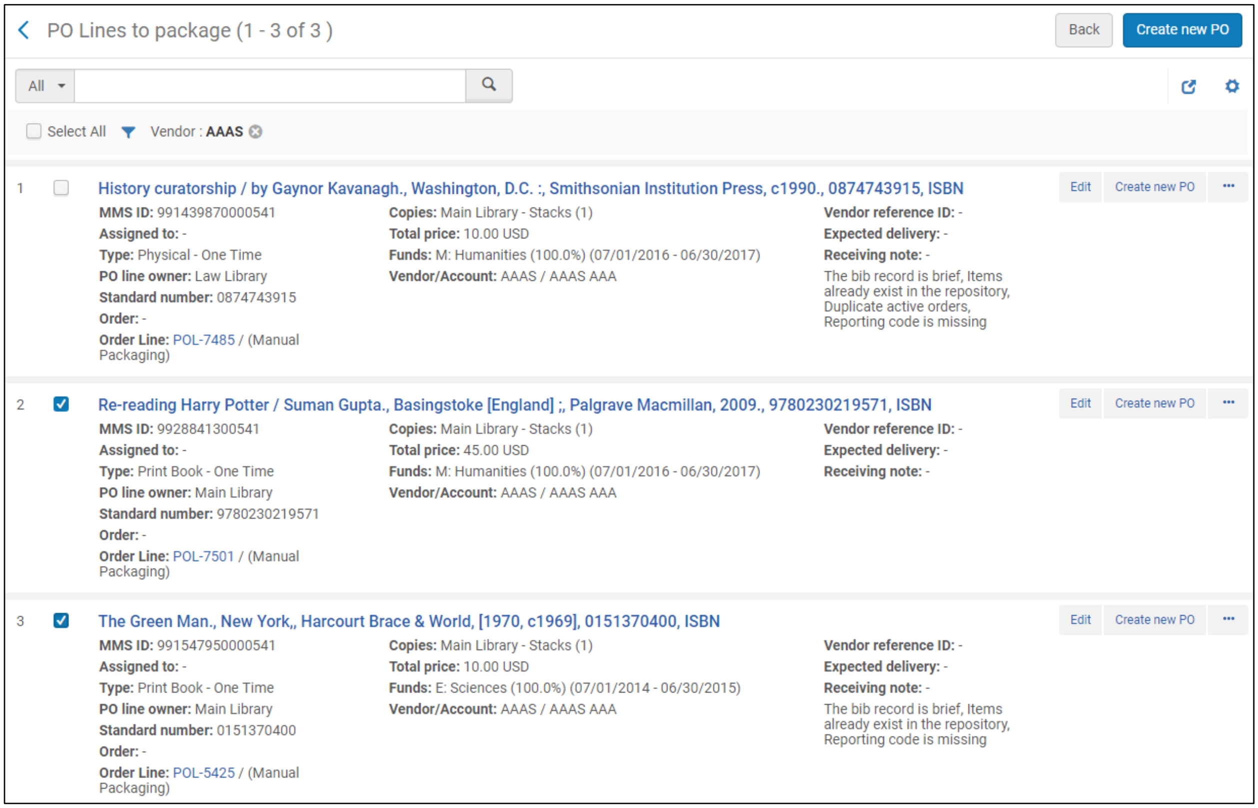



This opens a list of Purchase Order Lines that can be packaged. Note that you can limit the results by using the **facets** at the left side of the page or by entering a search in the **Find** box. You can do a keyword search using: **PO number**, **PO line number**, or **PO reference number**; **Fund code** or **Fund name**, **Vendor code**, **Vendor account code**, **Vendor name**, **Physical location name**, **Author**, **Title**, **Publisher**, **Standard number**, **etc.**



**b** Click one of the **Vendor** facets, preferably one with a facet count of more than 1.

**c** Select the check box to the left of at least two PO lines in the list that are being ordered by the same library (have the same value for the **PO line owner**) for the same location (have the same value after **Copies** in the brief record) and are being paid for with the same currency.

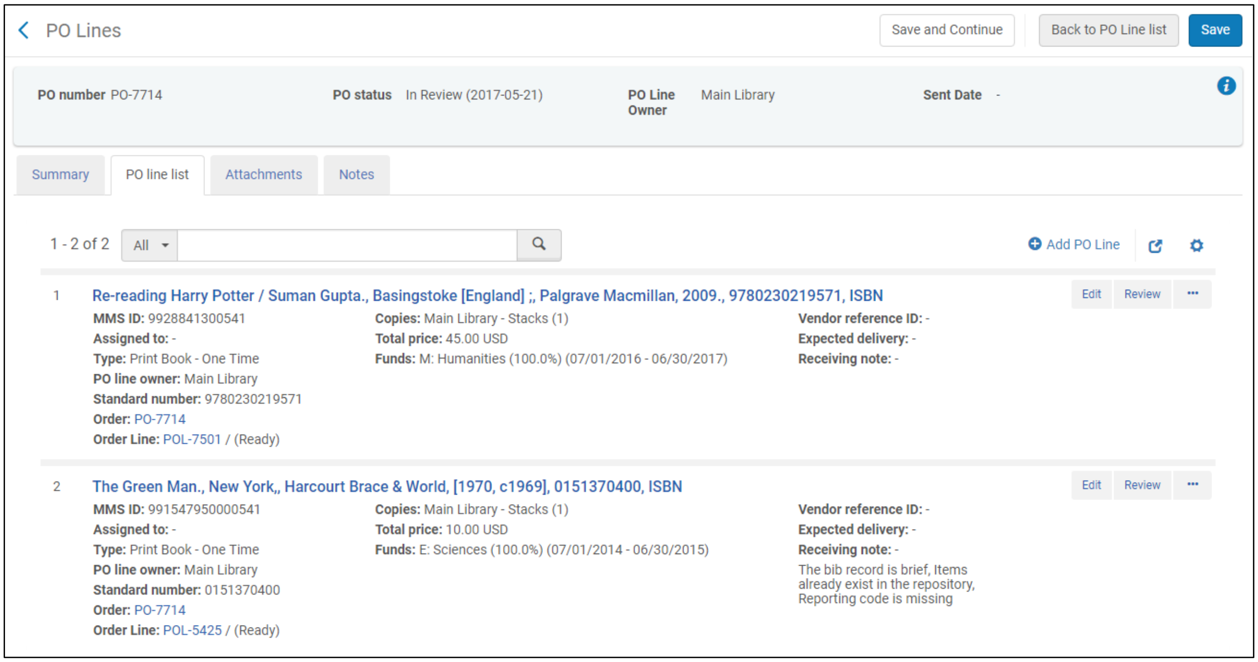



**d** Click the **Create New PO** button at the top right or bottom right of the page.

**e** If a confirmation pop-up window opens, click **Confirm**.

A new PO is displayed, with a confirmation message at the top: **A new PO was created**. Its status should be **In Review** or **Sent**, depending on your institution's Purchasing Review rules.


**f** Open the **PO Line List** tab to verify that the PO lines you selected for inclusion in the PO have been packaged in the PO.




2 Review POs.

a On the Alma main menu, under Acquisitions > Purchase Order, click **Review.**

This opens a list of POs with the status of **In Review**. Review may be required by your institution's Purchasing Review Rules, or the PO may have missing, erroneous, or conflicting data. Note that:

- You can sort the list by **Order #**, **Status**, **Vendor**, **Organization Unit**, **Total Price**, or **# of Lines** (ascending or descending in all cases).
- You can narrow the list either by using the **facets** at the left side of the page or by entering a search in the **Find** box. You can search by **PO number**, **PO line number**, **Additional PO line reference**, **PO creation date**, **Title** keyword, **Item identifier** (standard number), a keyword in the **Organization unit description**, **Fund code**, **Vendor code**, **Vendor invoice number,** or **Vendor name**, or you can retain the default of **All** to search all indexed terms.

Purchase Orders in Review (1 - 10 of 10 )

PO #

| | Order # | Status | Status Date | Vendor | Organization unit | Total price | # of lines | |
|---|---|---|---|---|---|---|---|---|
| 1 | PO-101 | In Review | 14/01/2012 | EBSCO | Training - Sandbox | 10.00 USD | 1 | ... |
| 2 | PO-1815 | In Review | 13/12/2012 | Massachusetts Medical Society | Science Library | | 0 | ... |
| 3 | PO-303 | In Review | 27/01/2012 | EBSCO | Training - Sandbox | 900.00 USD | 1 | ... |
| 4 | PO-304 | In Review | 27/01/2012 | EBSCO | Training - Sandbox | | 0 | ... |
| 5 | PO-5113 | In Review | 05/06/2013 | Baker & Taylor | Main Library | 3.75 USD | 1 | ... |
| 6 | PO-6413 | In Review | 28/09/2014 | Baker & Taylor | Main Library | 75.00 USD | 1 | ... |
| 7 | PO-6514 | In Review | 27/04/2015 | Baker & Taylor | Music Library | 25.00 USD | 1 | ... |
| 8 | PO-6515 | In Review | 27/04/2015 | Baker & Taylor | Music Library | 250.00 USD | 1 | ... |
| 9 | PO-7314 | In Review | 18/07/2016 | TEST | Main Library | 1.00 USD | 1 | ... |
| 10 | PO-7714 | In Review | 21/05/2017 | AAAS | Main Library | 55.00 USD | 2 | ... |

b Choose a PO that already has as much key data (represented in the list columns) as possible. Select **Edit** from the row actions or right-click anywhere in the row. This opens the PO for review.

c Add any mandatory data that is missing. Ensure that the vendor of the PO has a valid preferred email address of type Order and that this email address is in the Allowed Emails list. Write down the PO number.

d Click **Save and Continue**. You should be returned to the list of POs in review, but the PO you just saved should no longer be in the list.

e Search for and open the PO. Its status should now be **In Approval** or **Sent,** depending on your institution's Purchasing Review Rules configuration (set up by Ex Libris staff)..

3 Approve POs.

a On the Alma main menu, under Acquisitions > Purchase Order, click **Approve.** This opens a list of POs with the status of **In Approval**, (if this stage is preconfigured as part of your institution's workflow by Ex Libris). Note that:

- You can sort the list by **Order** #, **Status**, **Vendor**, **Organization Unit**, **Total Price**, or # **or Lines** (ascending or descending in all cases).
- You can limit the results by using the facets at the left of the page or by entering a term in the search box. You can search by **PO number**, **PO line number**, **Additional PO line reference**, **PO creation date**, **Title** keyword, **Item identifier** (standard number), a keyword in the **Organization unit description**, **Fund code**, **Fund name, Vendor code**, **Vendor invoice number,** or **Vendor name**, or you can retain the default of **All** to search all indexed terms.


**b** Select the check box to the left of one or more POs. Write down the numbers of the POs you are selecting.

**c** Click **Approve and send** at the top right of the page. The list of POs with In Approval status should be re-displayed, but the POs you selected should no longer be in the list.

**d** Search for and open the POs you approved. Their status should now be **Sent.**

7

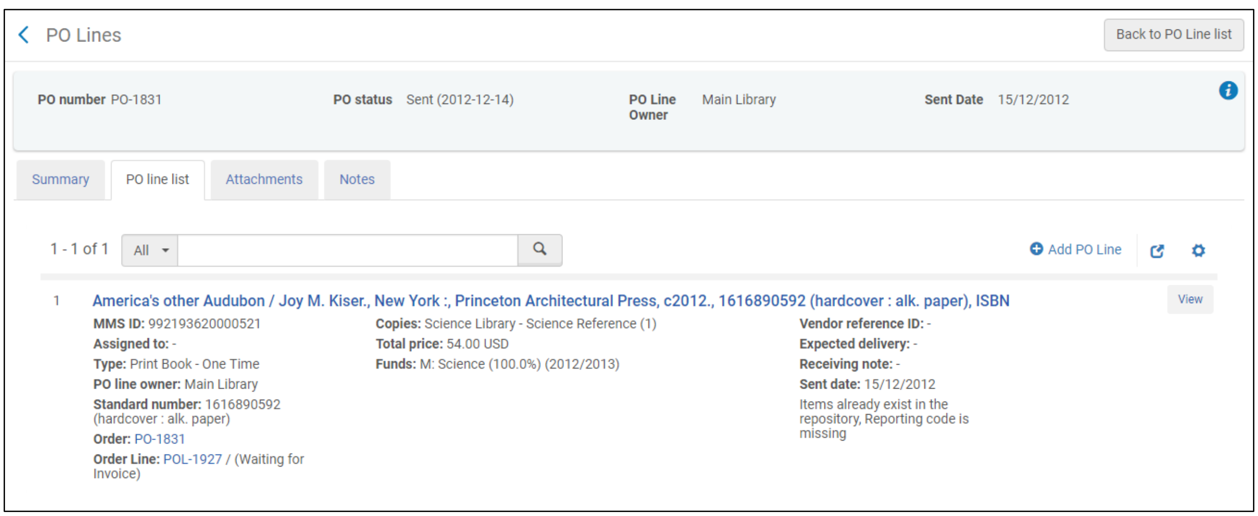
# Purchase Order Lines

## Finding and Reviewing Purchase Order Lines

### Finding Purchase Order Lines

You can find Purchase Order lines (PO lines) by:

- Selecting **Order lines** from the drop-down list preceding the persistent search box at the top of the page.
- Opening the **PO Line List** tab on the display of a PO. The result is a list of brief records, each of which represents a PO line.



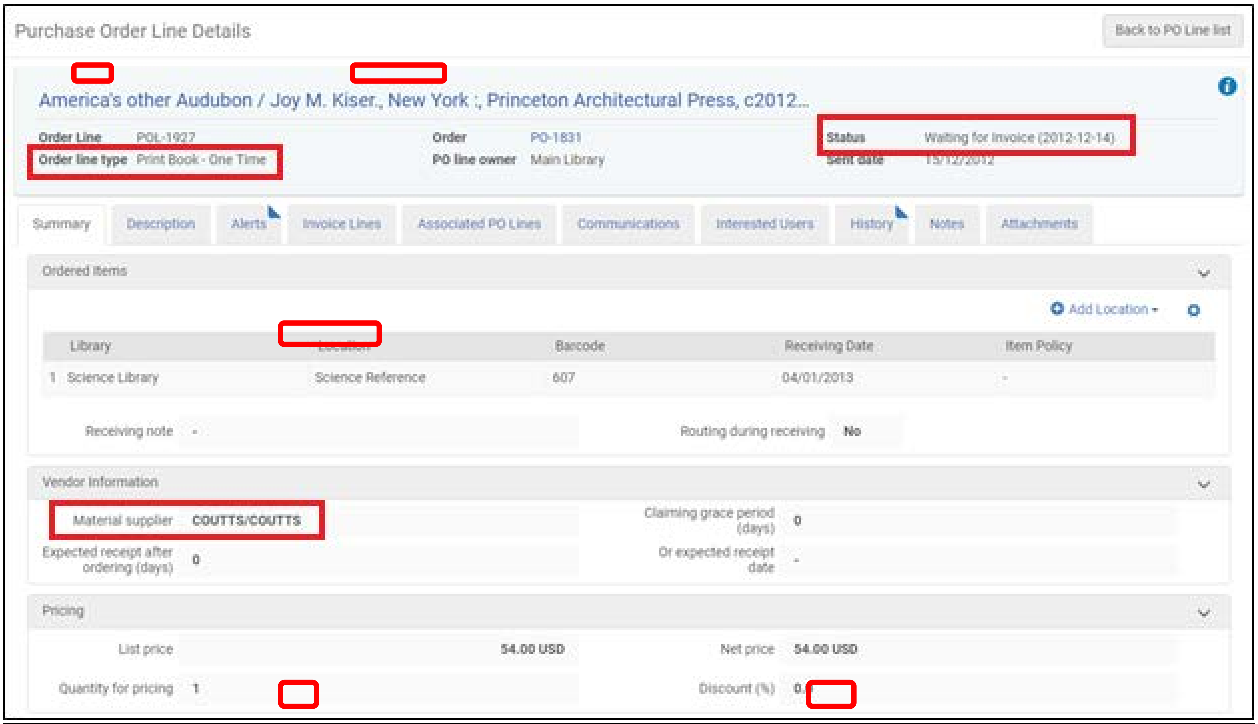

To view an individual PO line, click the title link, the **View** button, or right-click anywhere on the PO line and select **View**.

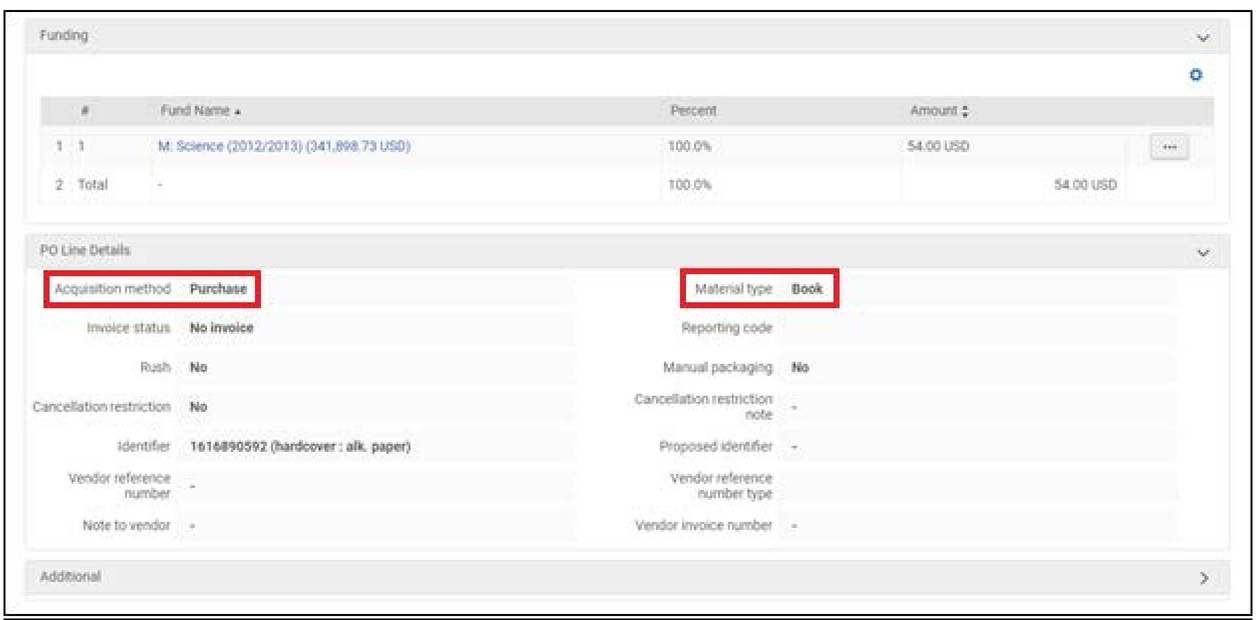
### Reviewing Purchase Order Lines

1 Ensure that PO lines are linked to the correct PO.

2 Review other data as follows.

### *Summary Tab for Physical Materials: Monographs*



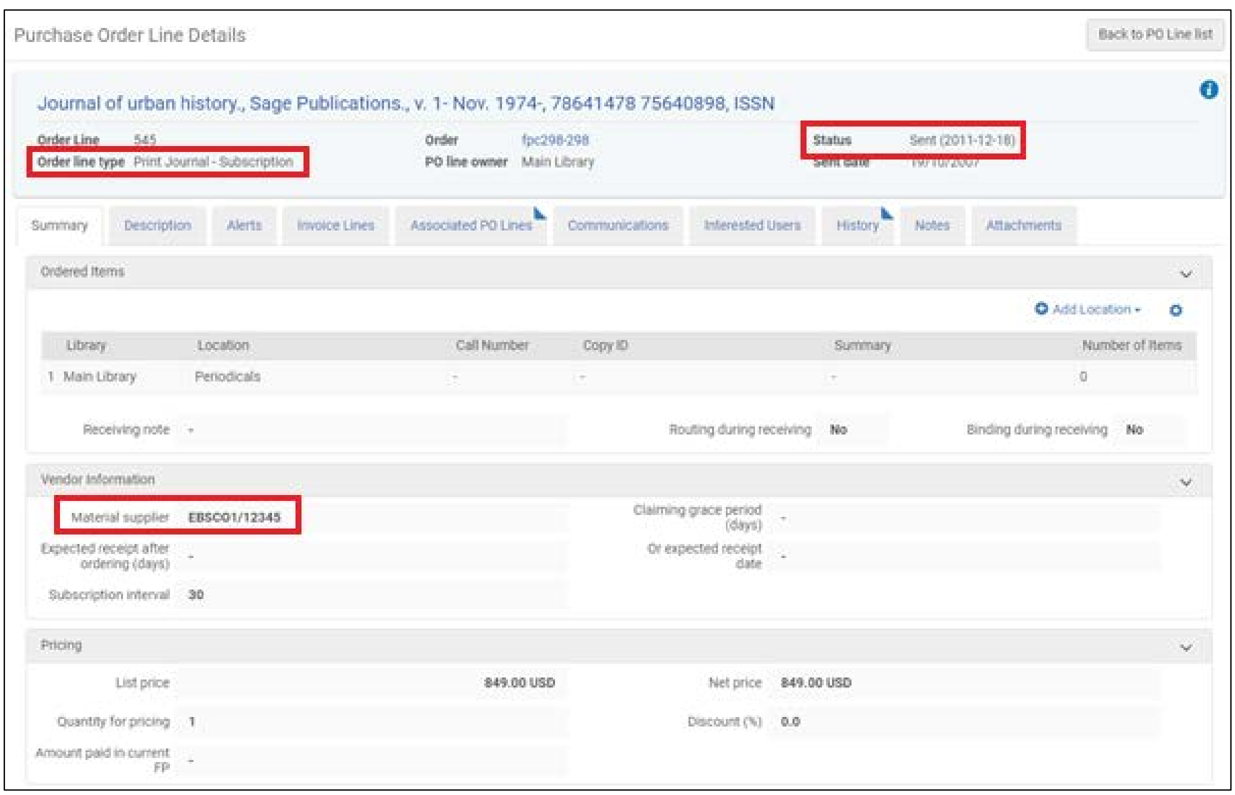



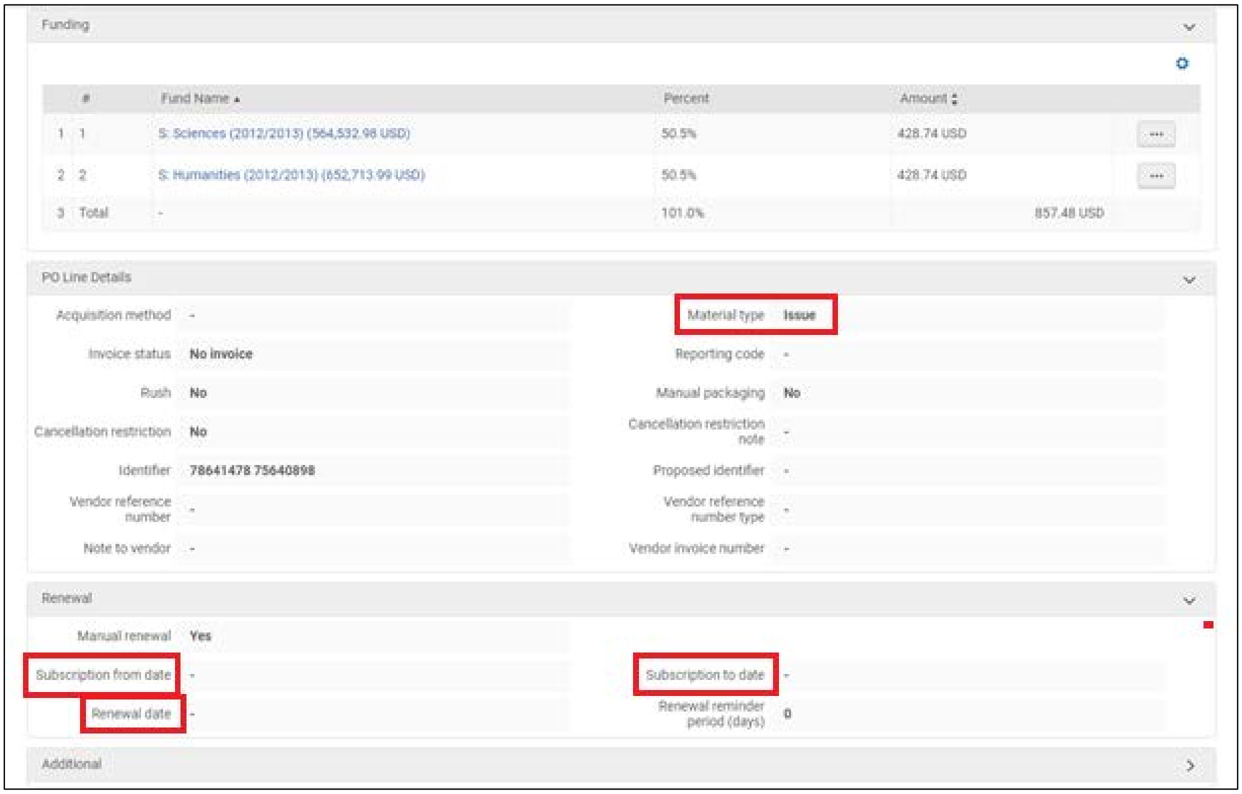

Ensure that all data has been accurately mapped or migrated from the source system. Pay particular attention to:

- **Status**: If your institution specified that certain open orders be closed during migration, review orders to ensure that they were closed.
- **Order line type**: Values in the source system will be mapped to valid Alma types.

  The resulting types may include: Printed Book (Monographic), Printed Journal Ongoing, Monographic Standing Order, Non-Monographic Standing Order, and Electronic.
- **Material supplier (Vendor and Vendor account)**: In particular, note that the **Vendor account** is indeed correct.
- **Acquisition method:** Values in the source system must be mapped to a valid Alma method. Possible methods are **Purchase**, **Approval plan**, **Depository**, **Exchange**, **Gift**, **Purchase at vendor system**, and **Technical**.
- **Material type:** Material type on the order has little functionality for most migrated orders as it is used as a pre-indication when ordering inventory which has yet to be created as to which item material type will be applied to the new inventory. In migration, the default material types are applied to the orders based on their Order line type and for most orders will not be relevant as much of the inventory for those migrated orders is already known and can be updated at the time of receiving or at any other time from the Item editor.

### *Summary Tab for Physical Materials: Serials and Standing Orders*






Ensure that all data has been accurately mapped or migrated from the source system. Pay particular attention to the items listed in Summary Tab for Physical Materials: Monographs on page 46, as well as the following:

- Subscription from date
- Subscription to date
- Renewal date

### *Summary Tab for Electronic Materials: Monographs*

Ensure that all data has been accurately mapped or migrated from the source system. Pay particular attention to:

- **Status**: If your institution specified that certain open orders be closed during migration, review orders to ensure that they were closed.
- **Order line type**: Values in the source system must be mapped to valid Alma types. Possible values are: **E-book one time**, **Remote computer file**
- **Material supplier (Vendor and Vendor account)**: In particular, note that the **Vendor account** is indeed correct.

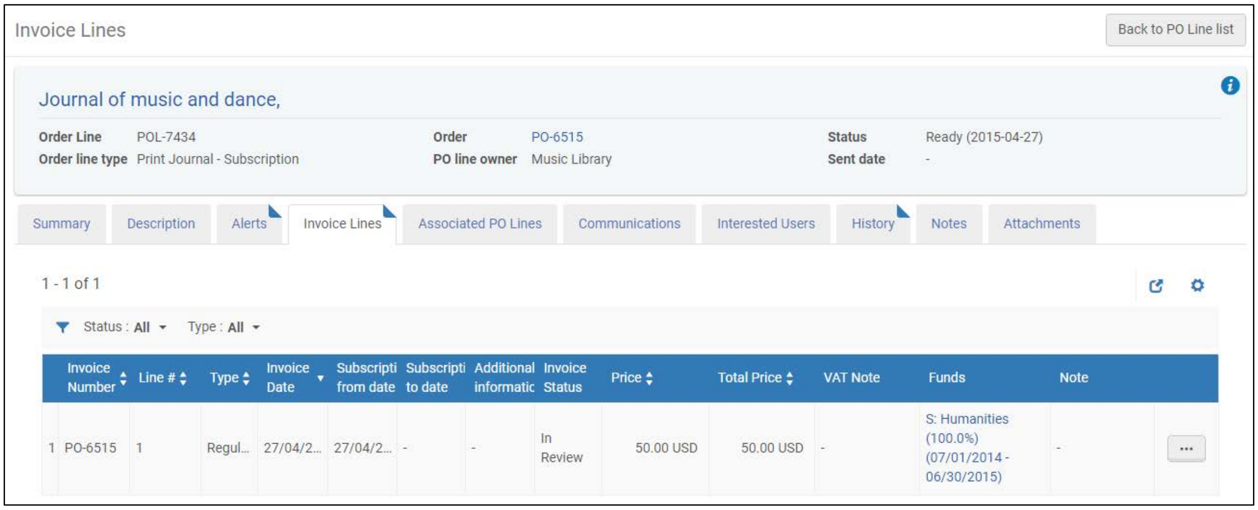
- **Acquisition method:** Values in the source system must be mapped to a valid Alma method. Possible methods are **Purchase**, **Approval plan**, **Depository**, **Exchange**, **Gift**, **Purchase at vendor system**, and **Technical**.
- **Material type:** Values in the source system must be mapped to valid Alma types. Possible values are: **Book**, **Computer file**.

#### *Summary Tab for Electronic Materials: Serials, Standing Orders, and Packages*

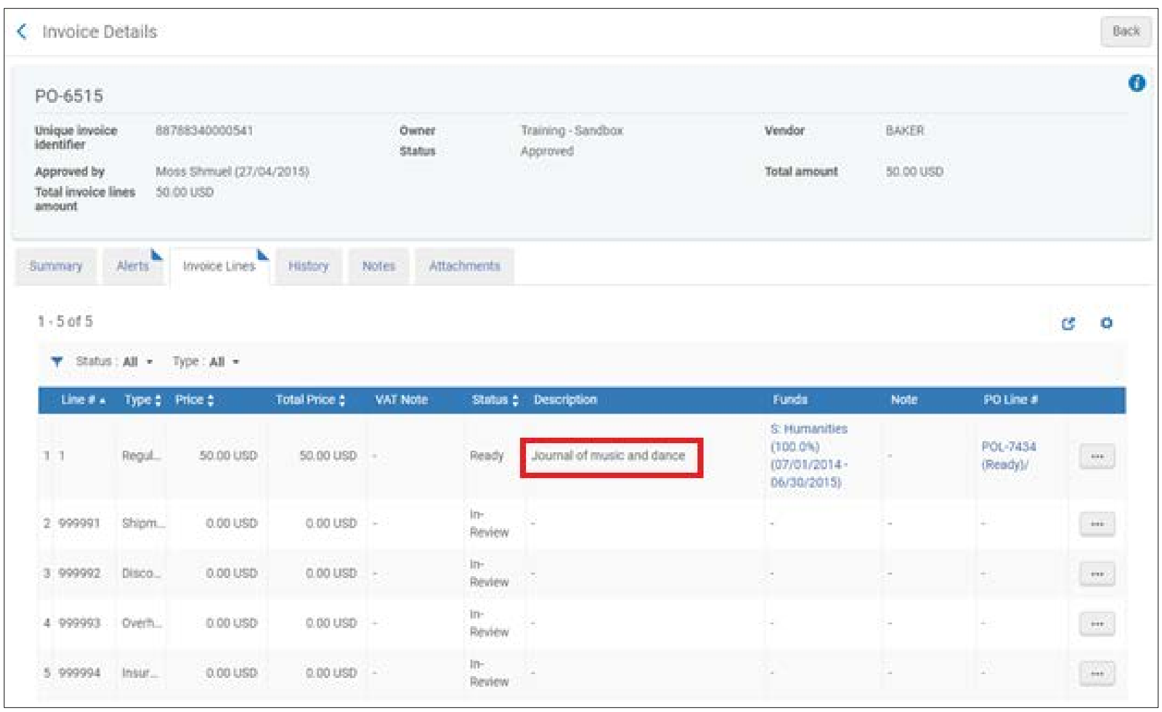
Ensure that all data has been accurately mapped or migrated from the source system. Pay particular attention to:

- **Status:** If your institution specified that certain open orders be closed during migration, review orders to ensure that they were closed.
- **Order line type:** Values in the source system must be mapped to valid Alma types. Possible values are: **E-book continuous**, **Electronic journal continuous**, **Electronic standing order**, **Remote computer file subscription**
- **Material supplier (Vendor and Vendor account):** In particular, note that the **Vendor account** is indeed correct.
- **Acquisition method:** Values in the source system must be mapped to a valid Alma method. Possible methods are **Purchase**, **Approval plan**, **Depository**, **Exchange**, **Gift**, **Purchase at vendor system**, and **Technical**.
- **Material type:** Values in the source system must be mapped to valid Alma types. Possible values are: **Book**, **Journal**, **Computer file**.
- **Subscription from date**
- **Subscription to date**
- **Renewal date**

### *Invoice Lines Tab*



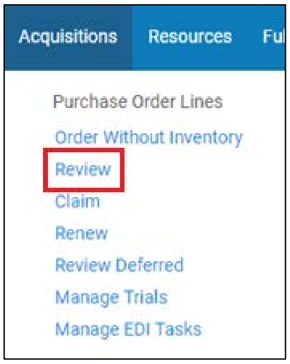

Verify that the PO line is linked to the correct invoice line. You will need to search using the **Invoice number**, then identify the correct **Invoice line number**. See the instructions in the section on Invoices and Invoice Lines below.



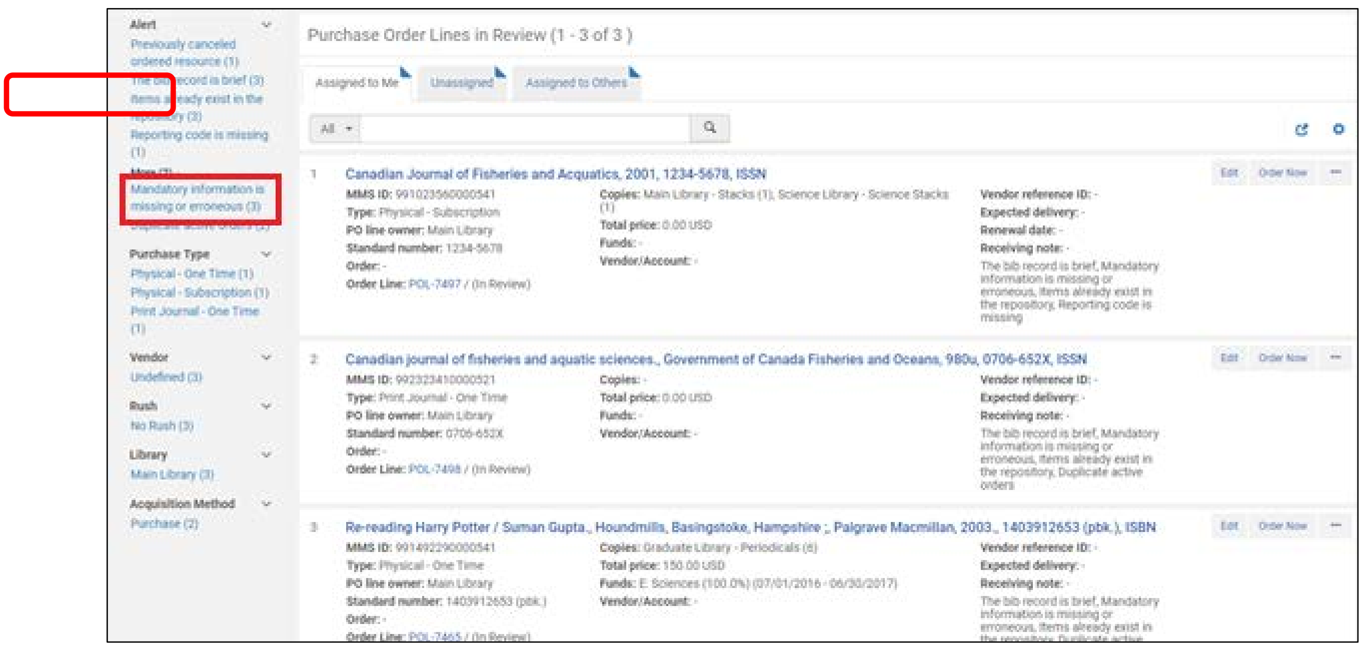

# Testing Basic Purchase Order Line Functionality

**1** If necessary, assign some incomplete PO lines to yourself.

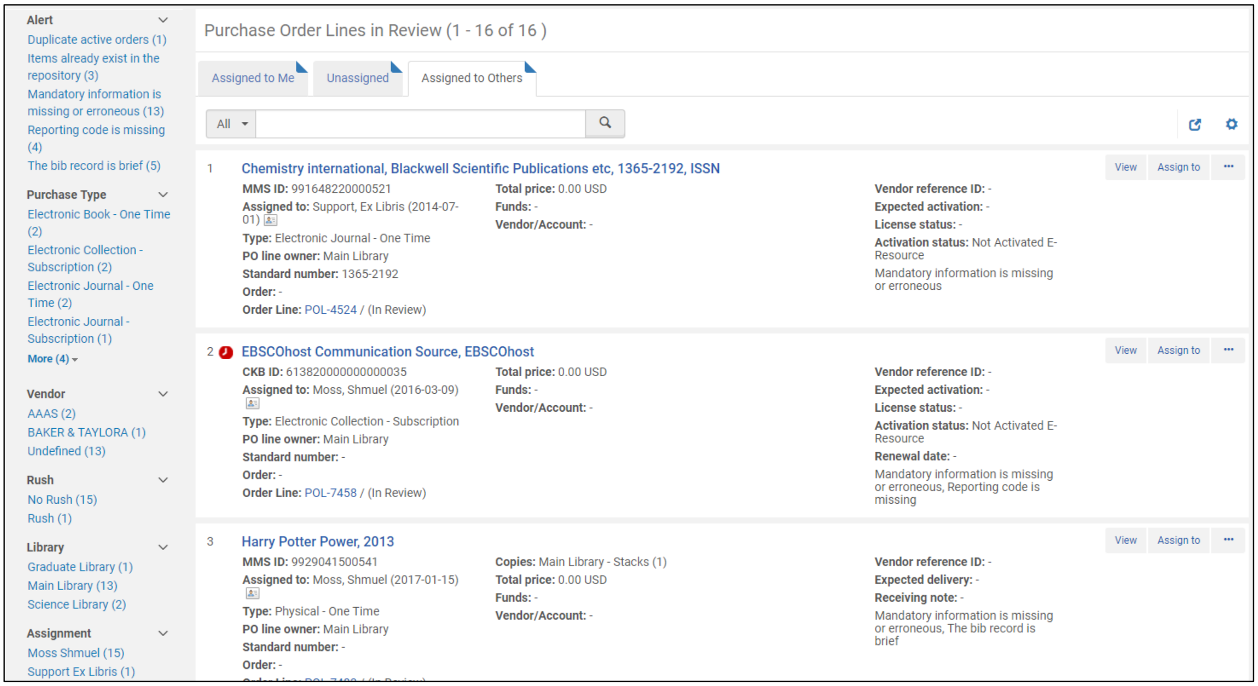
 **a** On the Alma main menu, under Acquisitions > Purchase Order Lines, click **Review**.




The Purchase Order Lines in Review page opens with the **Assigned to Me** tab displayed. This tab lists the brief records for PO lines assigned to you. Note the **Alert** facet on the left. You should have at least one record with the alert **Mandatory information is missing or erroneous** assigned to you.




**b** If you do not have a record with the **Mandatory information missing or erroneous** alert assigned to you, open the **Unassigned** tab or the **Assigned to Others** tab, and click the **Mandatory information is missing or erroneous** facet:




c Click the **Assign to** link in the right corner of a record.

d Select your name from the **Assign to** drop-down list, then click the **Assign To** button. The record is now displayed in the **Assigned to Me** tab.

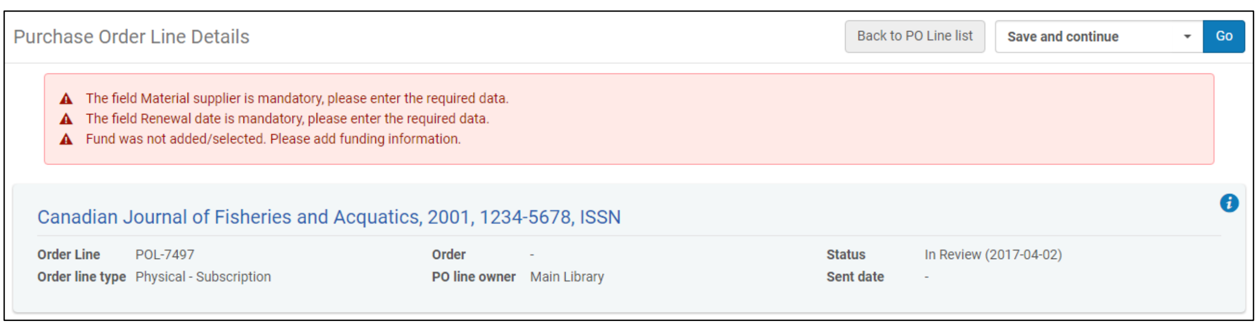
2 Add data to an incomplete PO line.

a Return to the **Assigned to Me** tab.

b Click the **Mandatory information is missing or erroneous** facet.

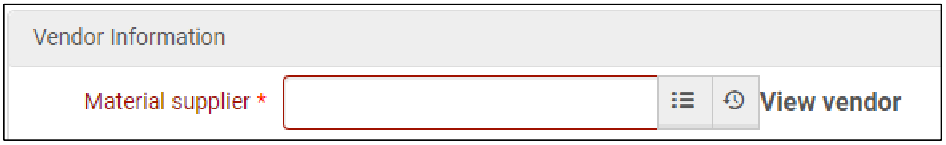
c Open one of the records in the result set by clicking **Edit** in the right corner of the record or by right-clicking anywhere in the record.

d Error messages about missing information appear at the top of the page.

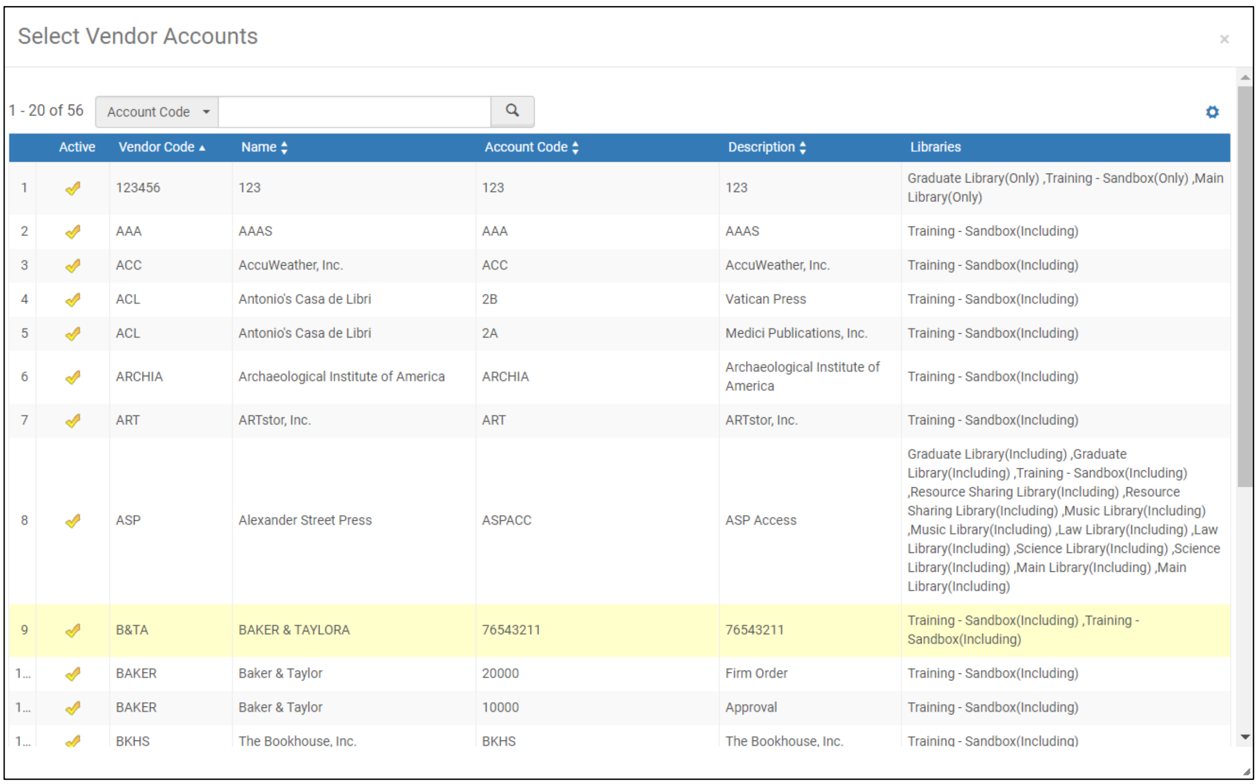



- If the material supplier is missing:

**a** In the **Vendor Information** section, click the list icon to the right of the Material supplier box. (Alternatively, you can type 3 or more characters and Alma will suggest values. Note that recently selected values appear when you place the cursor in the field)



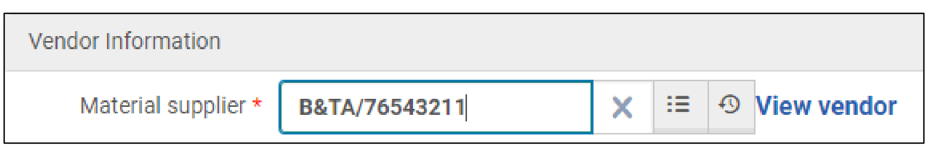

**b** In the list of vendors and vendor accounts, click the vendor/vendor account you want to select.


Select Vendor Accounts

1 - 20 of 56 Account Code

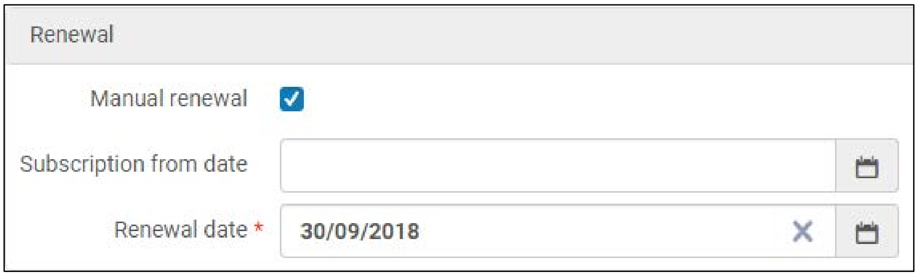
| | Active | Vendor Code | Name | Account Code | Description | Libraries |
|---|---|---|---|---|---|---|
| 1 | ✓ | 123456 | 123 | 123 | 123 | Graduate Library(Only) ,Training - Sandbox(Only) ,Main Library(Only) |
| 2 | ✓ | AAA | AAAS | AAA | AAAS | Training - Sandbox(Including) |
| 3 | ✓ | ACC | AccuWeather, Inc. | ACC | AccuWeather, Inc. | Training - Sandbox(Including) |
| 4 | ✓ | ACL | Antonio's Casa de Libri | 2B | Vatican Press | Training - Sandbox(Including) |
| 5 | ✓ | ACL | Antonio's Casa de Libri | 2A | Medici Publications, Inc. | Training - Sandbox(Including) |
| 6 | ✓ | ARCHIA | Archaeological Institute of America | ARCHIA | Archaeological Institute of America | Training - Sandbox(Including) |
| 7 | ✓ | ART | ARTstor, Inc. | ART | ARTstor, Inc. | Training - Sandbox(Including) |
| 8 | ✓ | ASP | Alexander Street Press | ASPACC | ASP Access | Graduate Library(Including) ,Graduate Library(Including) ,Training - Sandbox(Including) ,Resource Sharing Library(Including) ,Resource Sharing Library(Including) ,Music Library(Including) ,Music Library(Including) ,Law Library(Including) ,Law Library(Including) ,Science Library(Including) ,Science Library(Including) ,Main Library(Including) ,Main Library(Including) |
| 9 | ✓ | B&TA | BAKER & TAYLORA | 76543211 | 76543211 | Training - Sandbox(Including) ,Training - Sandbox(Including) |
| 1... | ✓ | BAKER | Baker & Taylor | 20000 | Firm Order | Training - Sandbox(Including) |
| 1... | ✓ | BAKER | Baker & Taylor | 10000 | Approval | Training - Sandbox(Including) |
| 1... | ✓ | BKHS | The Bookhouse, Inc. | BKHS | The Bookhouse, Inc. | Training - Sandbox(Including) |

You are returned to the PO line record with the vendor/vendor account filled in:



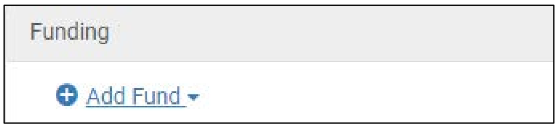

- If the renewal date (for continuous orders) is missing:

  In the **Renewal** section of the record, enter a value in the **Renewal date** field.

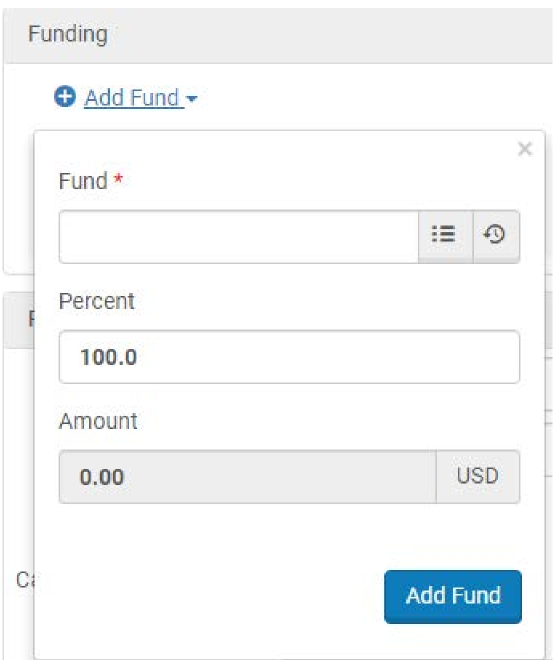



- If the fund is missing:

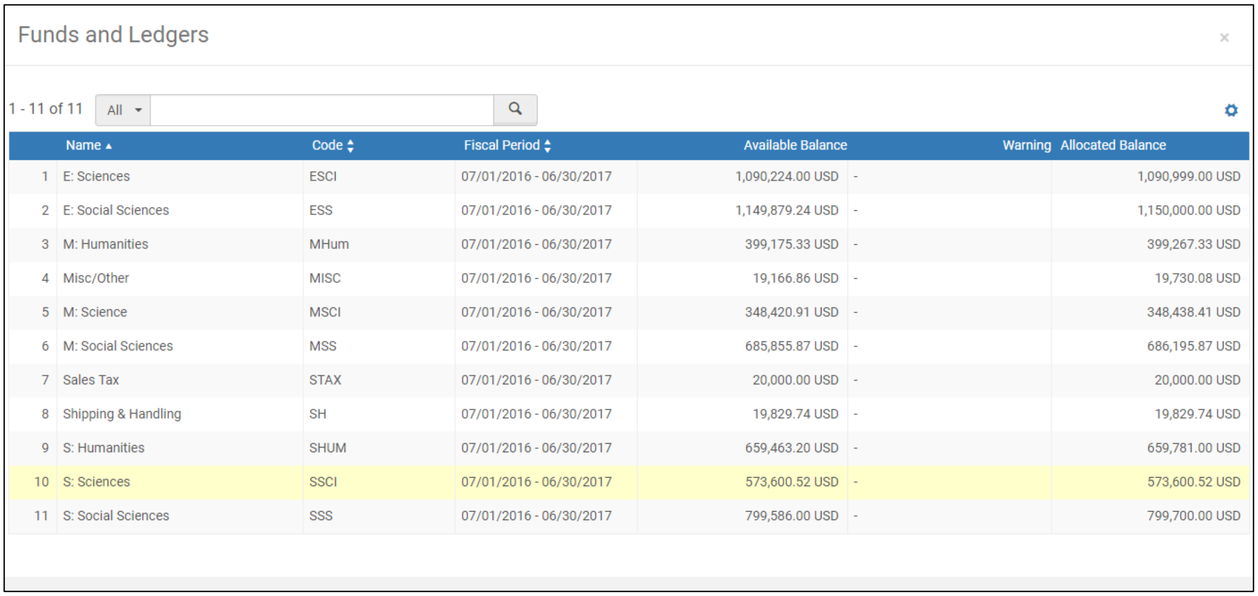
**a** In the **Funding** section, click the **Add Fund** link.




Click the list icon at the end of the **Fund** field. (Alternatively, you can type three or more characters and Alma will suggest values. Note that recently selected values appear when you place the cursor in the field).




**b** In the Funds and Ledgers list, click the fund you want to select. Be sure to select a fund that has a positive available balance equal to, or greater than, the amount of the PO line.

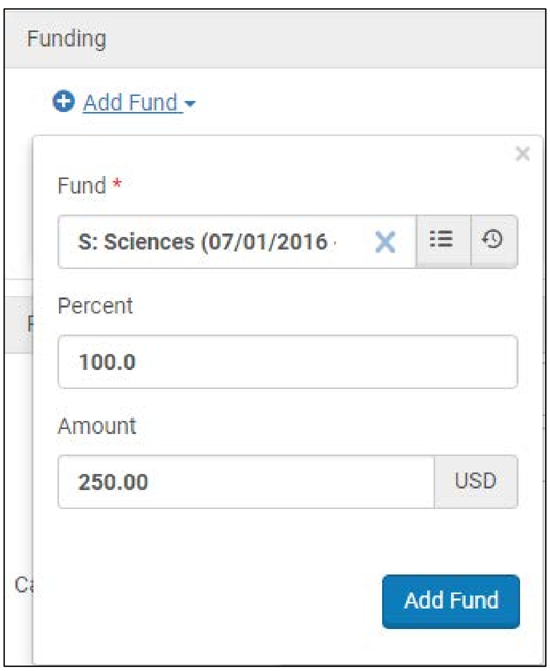


Funds and Ledgers

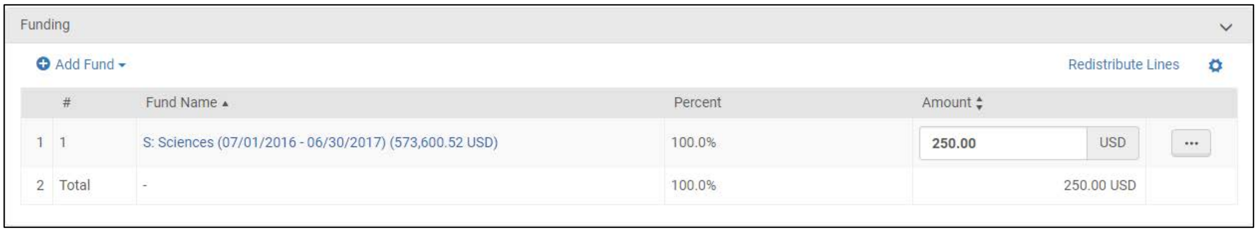
1 - 11 of 11 All

| | Name | Code | Fiscal Period | Available Balance | Warning | Allocated Balance |
|---|---|---|---|---|---|---|
| 1 | E: Sciences | ESCI | 07/01/2016 - 06/30/2017 | 1,090,224.00 USD | - | 1,090,999.00 USD |
| 2 | E: Social Sciences | ESS | 07/01/2016 - 06/30/2017 | 1,149,879.24 USD | - | 1,150,000.00 USD |
| 3 | M: Humanities | MHum | 07/01/2016 - 06/30/2017 | 399,175.33 USD | - | 399,267.33 USD |
| 4 | Misc/Other | MISC | 07/01/2016 - 06/30/2017 | 19,166.86 USD | - | 19,730.08 USD |
| 5 | M: Science | MSCI | 07/01/2016 - 06/30/2017 | 348,420.91 USD | - | 348,438.41 USD |
| 6 | M: Social Sciences | MSS | 07/01/2016 - 06/30/2017 | 685,855.87 USD | - | 686,195.87 USD |
| 7 | Sales Tax | STAX | 07/01/2016 - 06/30/2017 | 20,000.00 USD | - | 20,000.00 USD |
| 8 | Shipping & Handling | SH | 07/01/2016 - 06/30/2017 | 19,829.74 USD | - | 19,829.74 USD |
| 9 | S: Humanities | SHUM | 07/01/2016 - 06/30/2017 | 659,463.20 USD | - | 659,781.00 USD |
| 10 | S: Sciences | SSCI | 07/01/2016 - 06/30/2017 | 573,600.52 USD | - | 573,600.52 USD |
| 11 | S: Social Sciences | SSS | 07/01/2016 - 06/30/2017 | 799,586.00 USD | - | 799,700.00 USD |

You will be returned to the PO line record with funding information filled in:

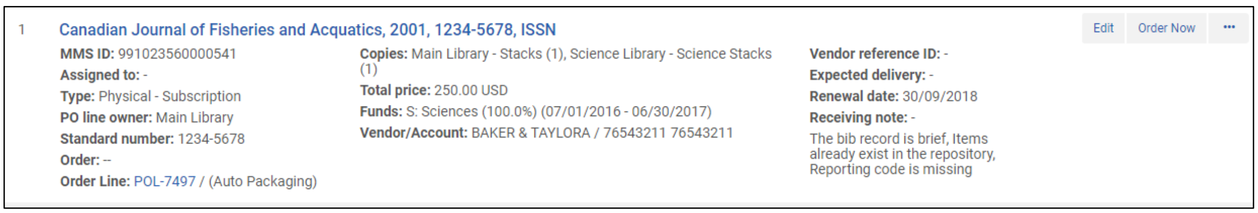



**c** Click the **Add Fund** button to create a funding line.




**d** When you have filled in all mandatory information, select **Save and continue**, and then click **Go**. The PO line should disappear from the list of PO lines assigned to you.

**e** Search for the PO line. Its status should now be **Auto Packaging** if your library uses automatic packaging.




If your institution does not use auto packaging, the PO should be in the list of PO Lines to Package, with a status of **Manual Packaging**.

**3** Cancel a PO line.

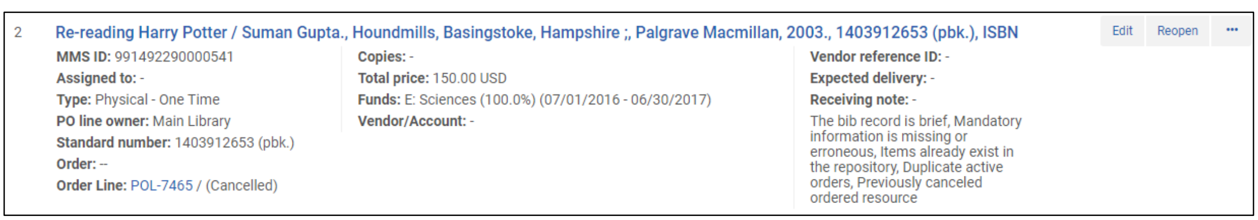
**a** Open the list of PO lines In Review assigned to you.

**b** Choose a PO line to cancel. Note its title.

**c** Select **Cancel** from the row actions or right-click anywhere in the record.

**d** When the pop-up window opens, click **Confirm.**

**e** Search for the PO line. Its status should now be **Cancelled**.



# 8

# Invoices

## Finding and Reviewing Invoices

### Finding Invoices

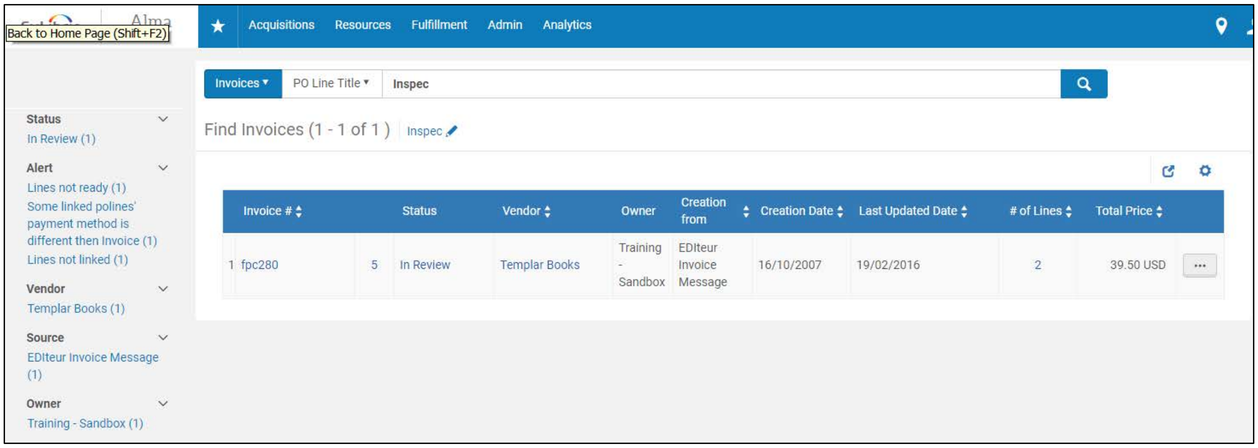
You can locate an invoice in two ways:

- Select **Invoice** from the drop-down list preceding the persistent search box at the top of the page.


After entering a search term, click the magnifying glass or press **Enter**. Your search term can be an **Invoice number**, **PO Line Title**, **Vendor code**, **Vendor name, etc**.

The result of your search will be the Find Invoices page (actually a list of invoices). Note that:

- You can use the **facets** at the left of the page to narrow your search results.
- You can sort the results by **Invoice #**, **Vendor**, **Creation Form**, **Creation Date**, **Last Updated Date**, **Total Price**, and # **of Lines** (ascending or descending in all cases).



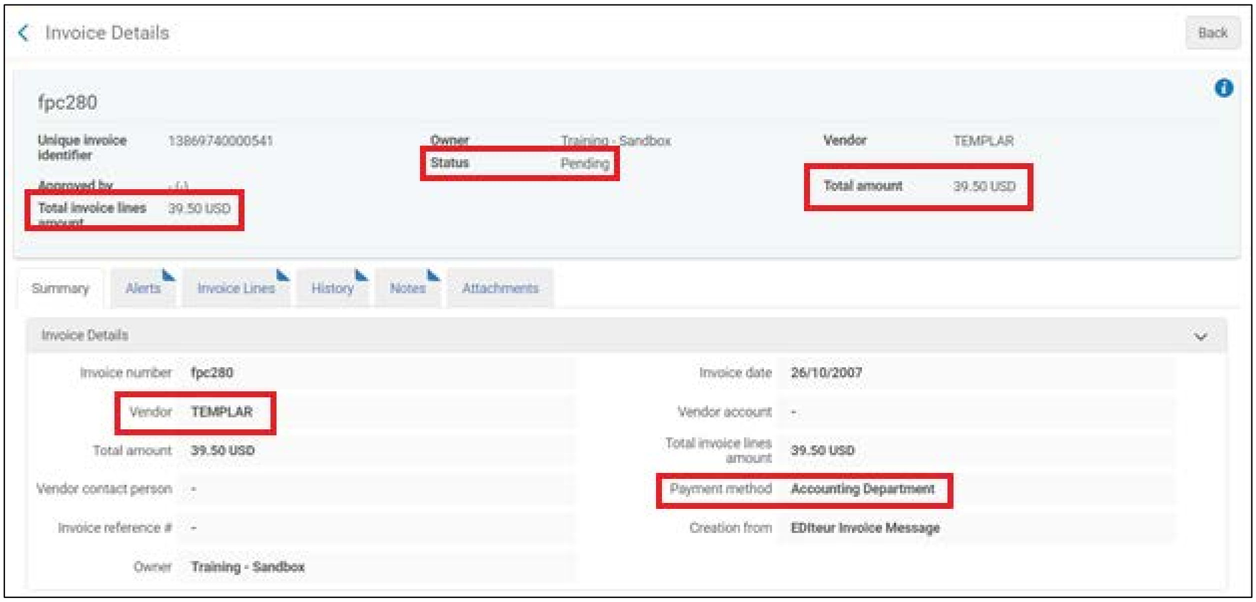

## Reviewing Invoices

Check the following in the list of invoices:

- **Creation From**: Possible values for migrated records are: **EDIteur Invoice Message**, **Manually, and PO**.

### *Summary Tab*

To view an individual invoice, click the invoice number link, select **Edit** or **View** from the row actions, or right-click anywhere in the record. The **Summary** tab of the invoice opens.





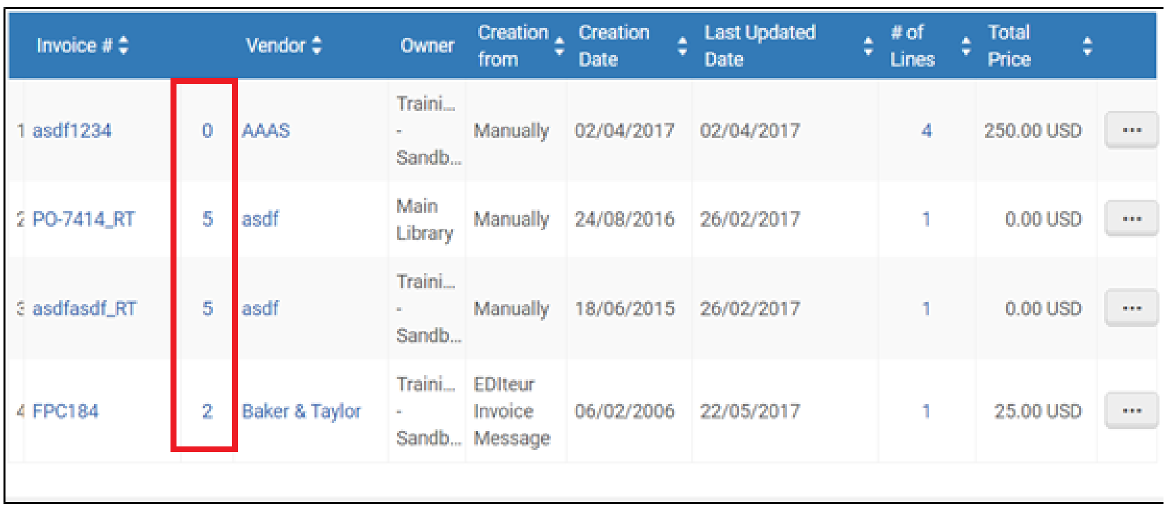
Verify the accuracy of the invoice data. Pay particular attention to:

- **Total amount and Total invoice lines amount**: These values should match unless the status is **In Review**. Note that:
  - The amount is expressed in the currency in which the invoice was or will be paid, which may not be the local currency. The currency codes will indicate which currency was used.
  - If the invoice is in fact a credit memo, the value will be preceded by a minus (-) sign.
- **Vendor account**: If ERP codes are assigned at the account level, rather than the vendor level, it is particularly important that the vendor account value be correct.

- **Payment method**: Possible values are: **Accounting Department**, **Bank transfers**, **Cash**, **Credit card**, and **Deposit account**. Note that payment method may not be present in the source data, in which case a default will be assigned.
- **Approval status:** Possible values are **Pending** (if the invoice status is **In Review**) or **Approved** (if the invoice status is **Sent to ERP** or **Closed**).
- **Prepaid: Yes** or **No**
- **Payment status: Paid** or **Not paid**
- **Voucher number, Voucher date, Voucher amount**

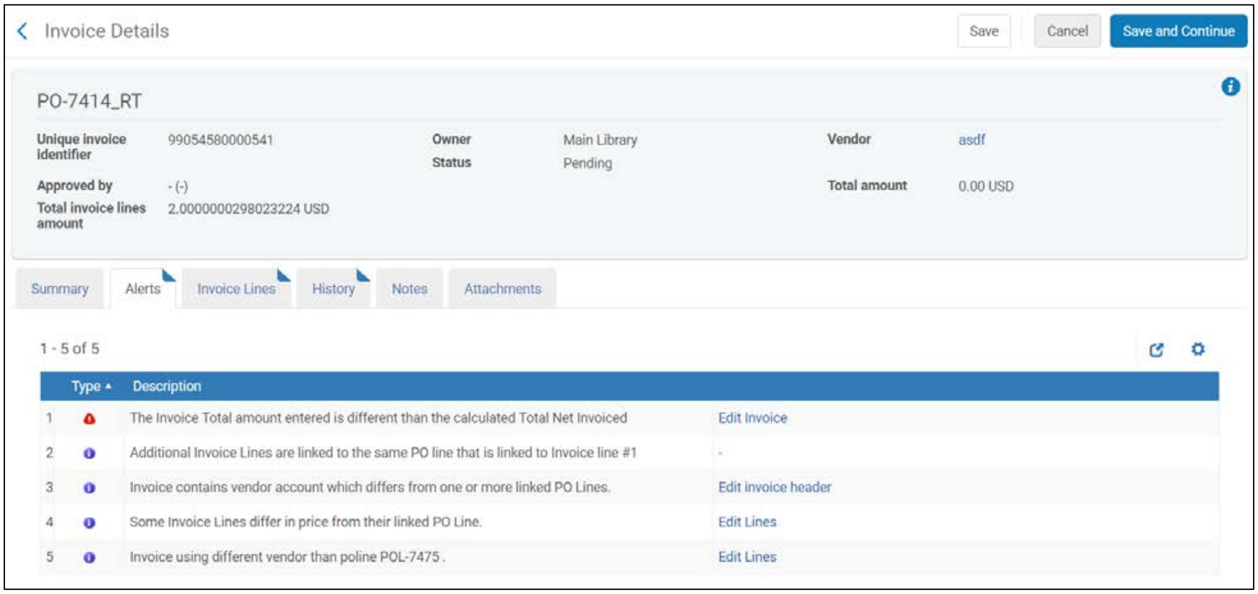
### *Alerts Tab*

The number of alerts associated with an invoice will be indicated in the column with an exclamation point (!) header in the list of invoices:



| | Invoice # | | Vendor | Owner | Creation from | Creation Date | Last Updated Date | # of Lines | Total Price | |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | asdf1234 | 0 | AAAS | Traini... - Sandb... | Manually | 02/04/2017 | 02/04/2017 | 4 | 250.00 USD | ··· |
| 2 | PO-7414_RT | 5 | asdf | Main Library | Manually | 24/08/2016 | 26/02/2017 | 1 | 0.00 USD | ··· |
| 3 | asdfasdf_RT | 5 | asdf | Traini... - Sandb... | Manually | 18/06/2015 | 26/02/2017 | 1 | 0.00 USD | ··· |
| 4 | FPC184 | 2 | Baker & Taylor | Traini... - Sandb... | EDIteur Invoice Message | 06/02/2006 | 22/05/2017 | 1 | 25.00 USD | ··· |

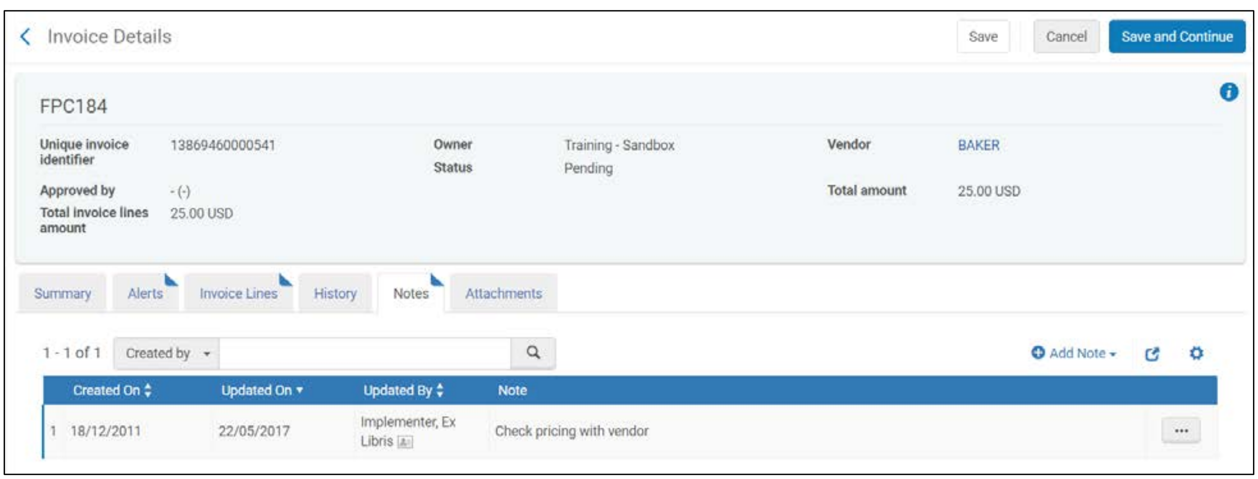
These alerts are displayed on the **Alerts** tab of the invoice.




While it is worth investigating some of these alerts, it should be noted that these indications of error may be erroneous in certain cases, for example, due to variations in the conversion of migrated data.

### *Notes Tab*

Notes associated with the invoice appear in this tab.



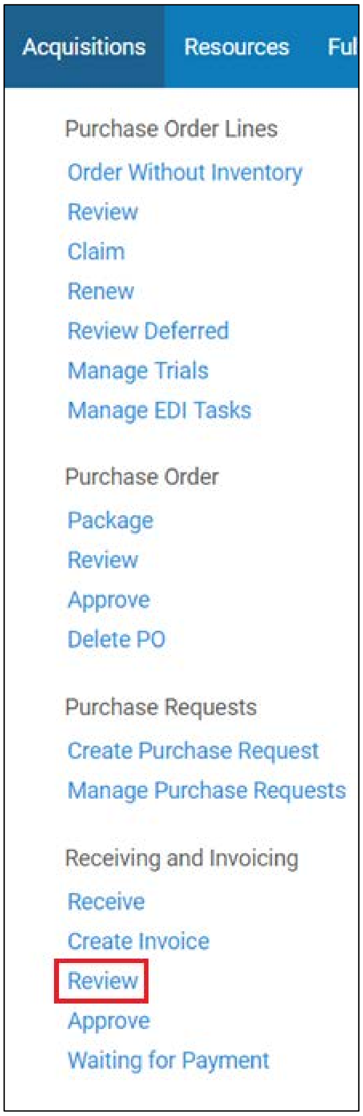

# Testing Basic Invoice Functionality

**Note:** For some invoices, it may be necessary to perform tests of invoice *line* functionality before testing invoice functionality. See below for instructions on Testing Basic Invoice Line Functionality.

### To test basic invoice functionality:

1 Review invoices.

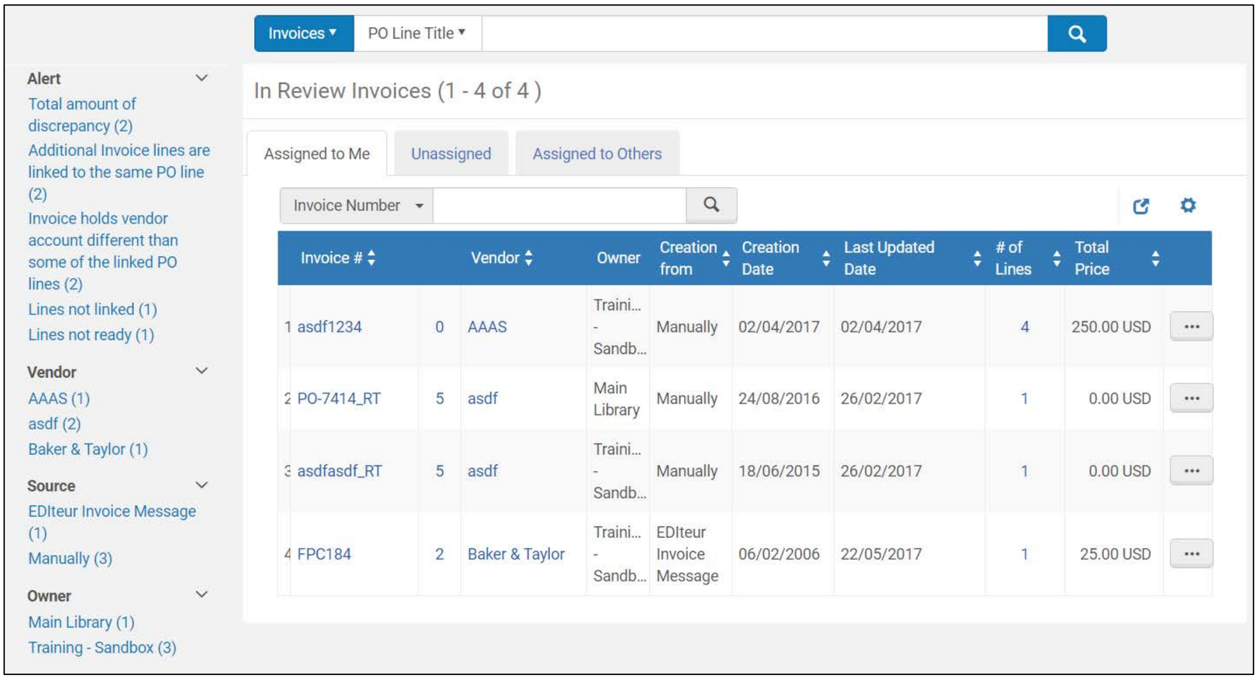
   a On the Alma main menu, under Acquisitions > Receiving and Invoices, click **Review**.




The In Review Invoices page opens, displaying the invoices with a status of **In Review**, based on: your institution's Invoice Review Rules; the absence of mandatory data; or erroneous or conflicting data. Note that:

- You can sort the results by the values in any of the columns (ascending or descending in all cases).
- You can limit the results by using the facets at the left side of the page or by entering a search in the Find box. You can search by **Invoice number**, **PO line number**, **PO**

**number**, **PO line title**, **Vendor code**, **Vendor name**, etc., or you can retain the default of **All** to search all indexed data.

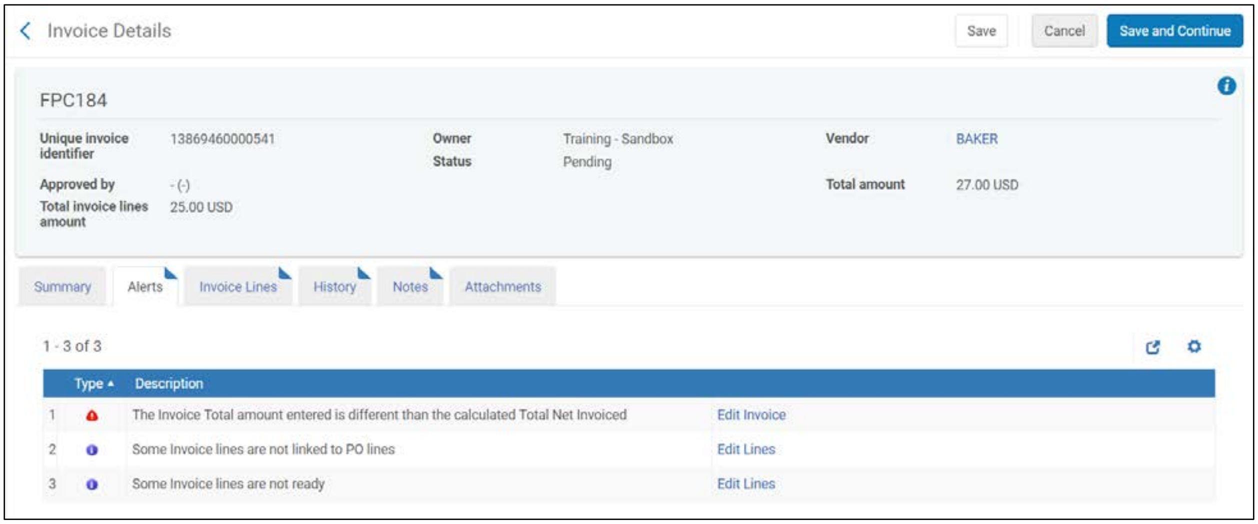



**b** Select **Edit** from the row actions or right-click anywhere in the record to open an invoice for review. Write down the invoice number.

**c** Open the **Alerts** tab to see if there are errors that must be corrected.

**Note:**

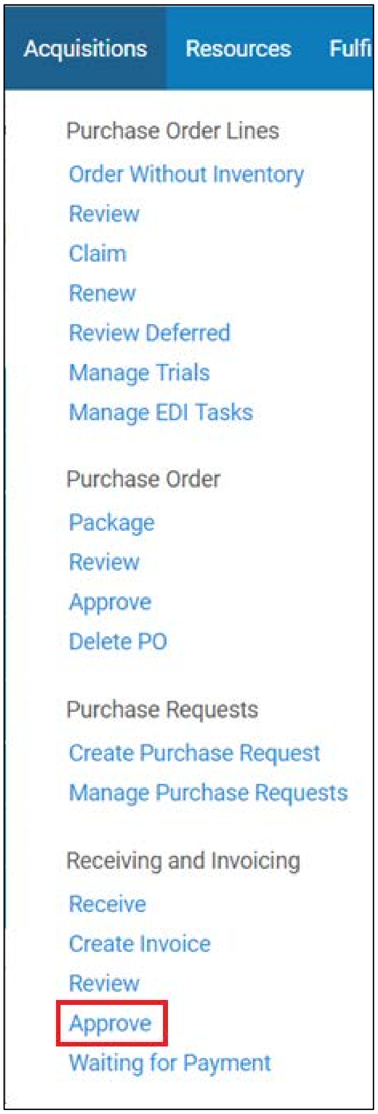
- Unless your institution's Invoice Review Rules send many invoices to review, you will probably need to correct some errors. Choose an invoice that has as few errors as possible to review.
- Alerts in red are errors that must be resolved before the invoice can continue along the workflow. Alerts in blue are informational and do not prevent continued processing of the invoice. Navigate to the various tabs of the invoice (for example, by clicking the inline links) to resolve any alerts.




- **d** Correct errors. Click **Save** after each change. Click **Save and Continue** from the **Summary** tab when you have corrected all errors.
- **e** Search for the invoice using the persistent search box. Its status may be **In Approval, Ready to Be Paid**, **Waiting for Payment** or **Closed**, depending on your institution's acquisitions workflow configuration.

**2** Approve invoices.

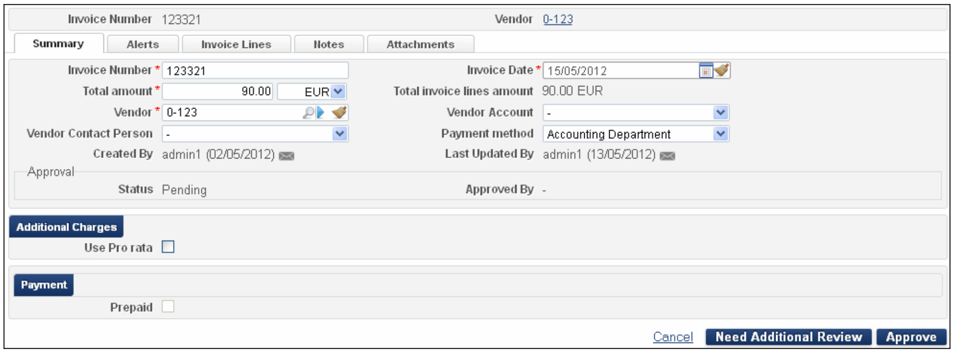
- **a** On the Alma main menu, under Acquisitions > Receiving and Invoicing, click **Approve**.




This opens the list of invoices waiting for approval. Note that:

- The list will open to the **Assigned to Me** tab, but you can switch to other tabs to assign an invoice to yourself.
- You can sort the list by any of the column headers (ascending or descending in all cases).
- You can limit the results by using the facets at the left side of the page or by entering a search in the **Find** box. You can search by **Invoice number**, **PO line number**, **PO number**, **PO line title**, **Vendor code**, **Vendor name**, etc. or you can retain the default of **All** to search all indexed data.

**b** Open an invoice to approve by selecting **Edit** from the row actions or by right-clicking anywhere in the record. Write down the invoice number. Note that you may need to correct errors in order to approve an invoice. Select one with as few errors as possible.




**c** Open the **Alerts** tab to view any alerts. Correct errors if necessary.

**d** Open the **Invoice Lines** tab, and then open at least one invoice line. Write down the fund to which the line will be charged.


**e** Click **Cancel** or the back arrow in the upper-left corner of the screen.

**f** Click **Approve.**

**g** Search for the invoice using the persistent search box. Its status should now be **Ready to Be Paid, Waiting for Payment,** or **Closed**, depending on your institution's acquisitions workflow configuration.

**h** Open the fund record to which lines of the invoice were charged. Open the **Transactions** tab. Sort the list by **Time** (descending). Expenditure transactions for the invoice lines should appear at or near the top of the list:

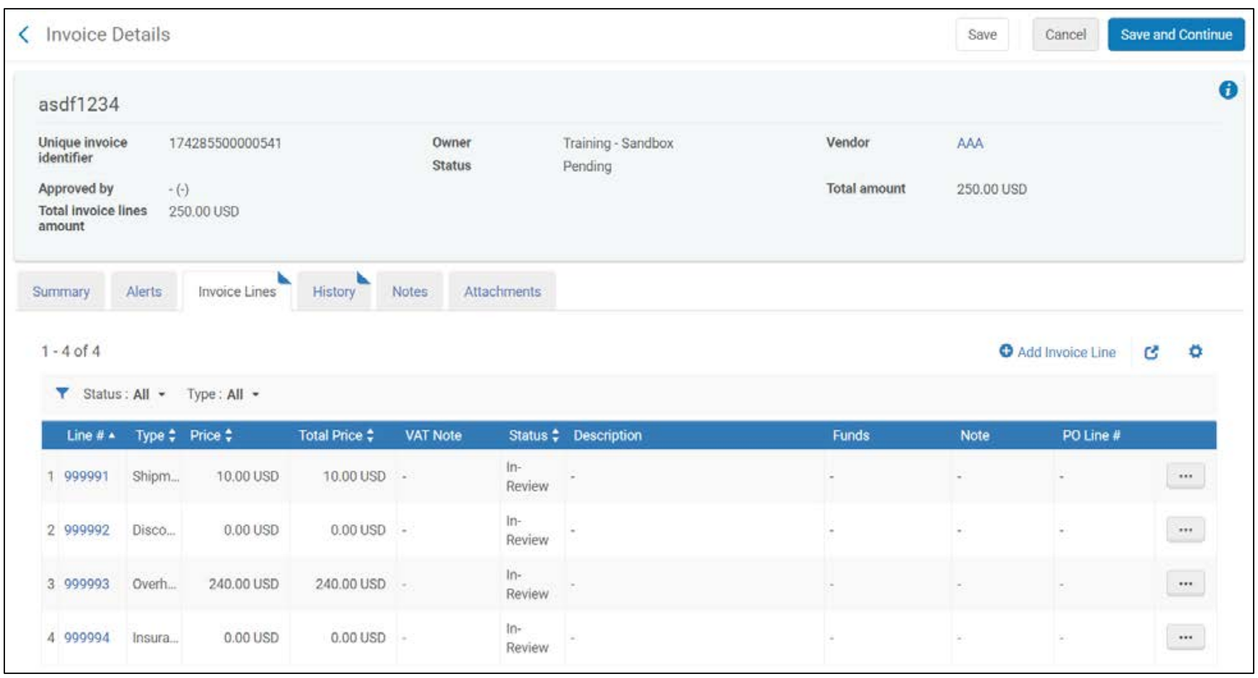
# 9

# Invoice Lines

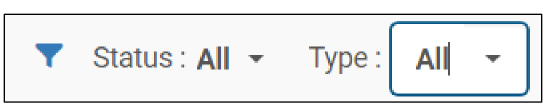
## Finding and Reviewing Invoice Lines

### Finding Invoice Lines

To view the invoice lines associated with an invoice, open the **Invoice Lines** tab on an individual invoice.

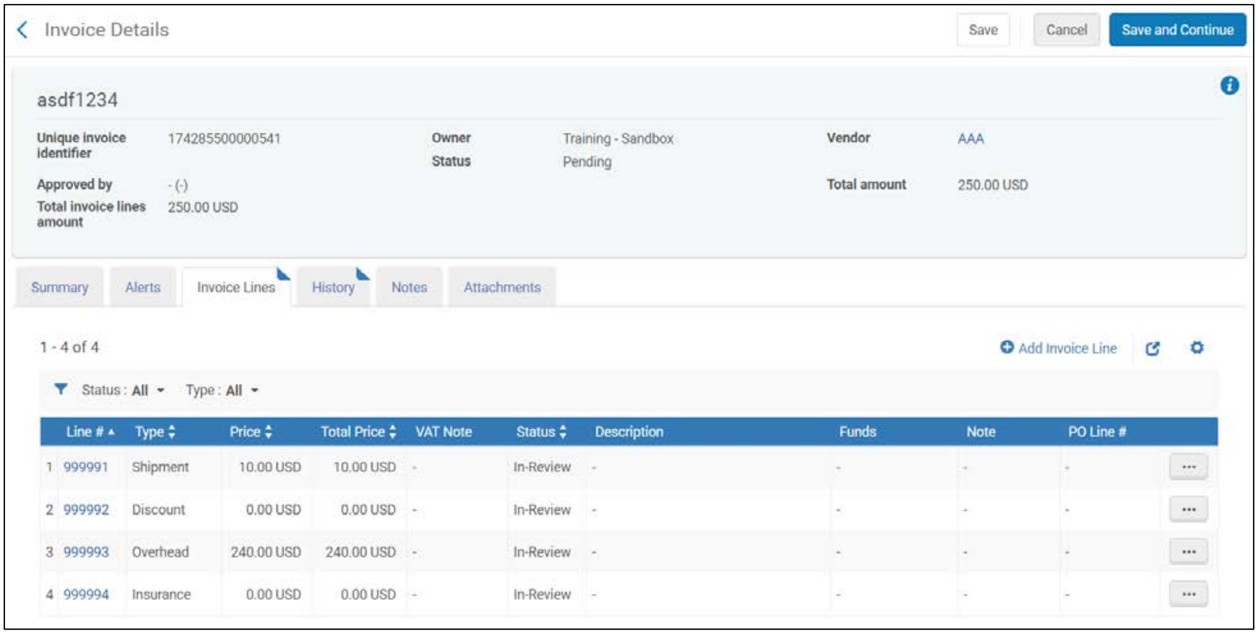



Note that you can filter the list of lines by **Status** or **Type**.



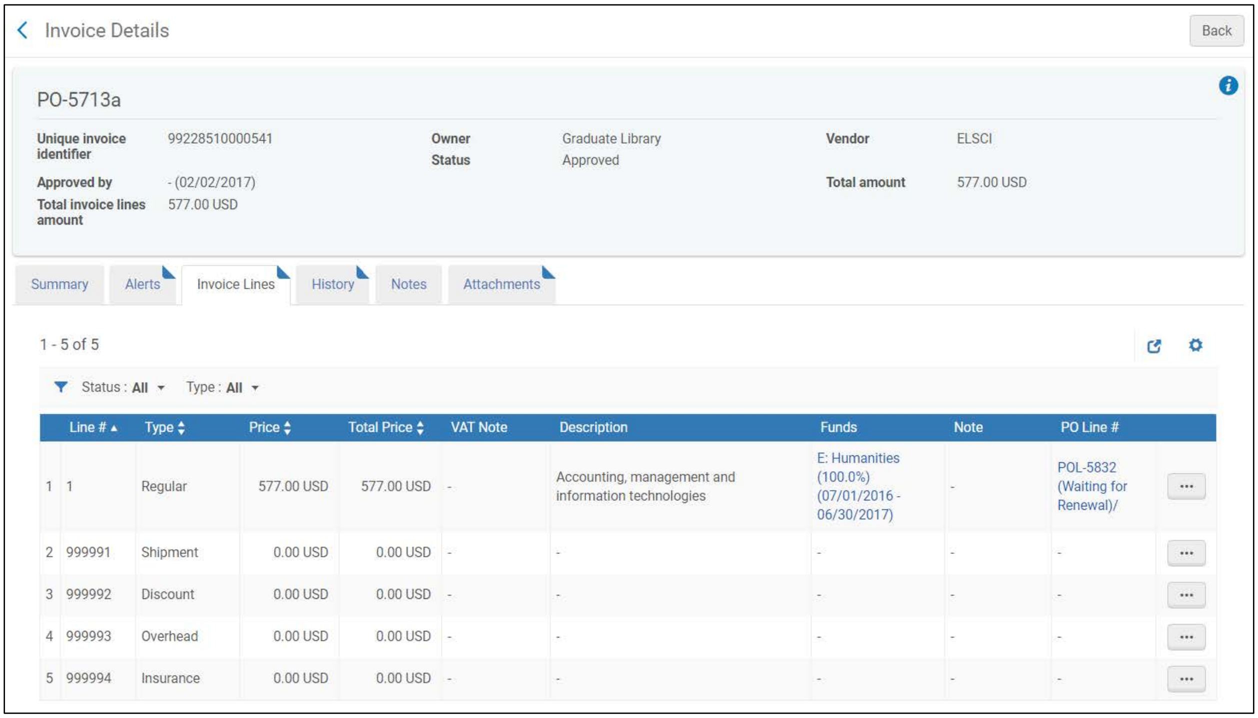

In addition, note that you can sort the list by **Line #**, **Type**, **Price**, **Total Price**, and **Status** (ascending or descending in all cases).

## Reviewing Invoice Lines



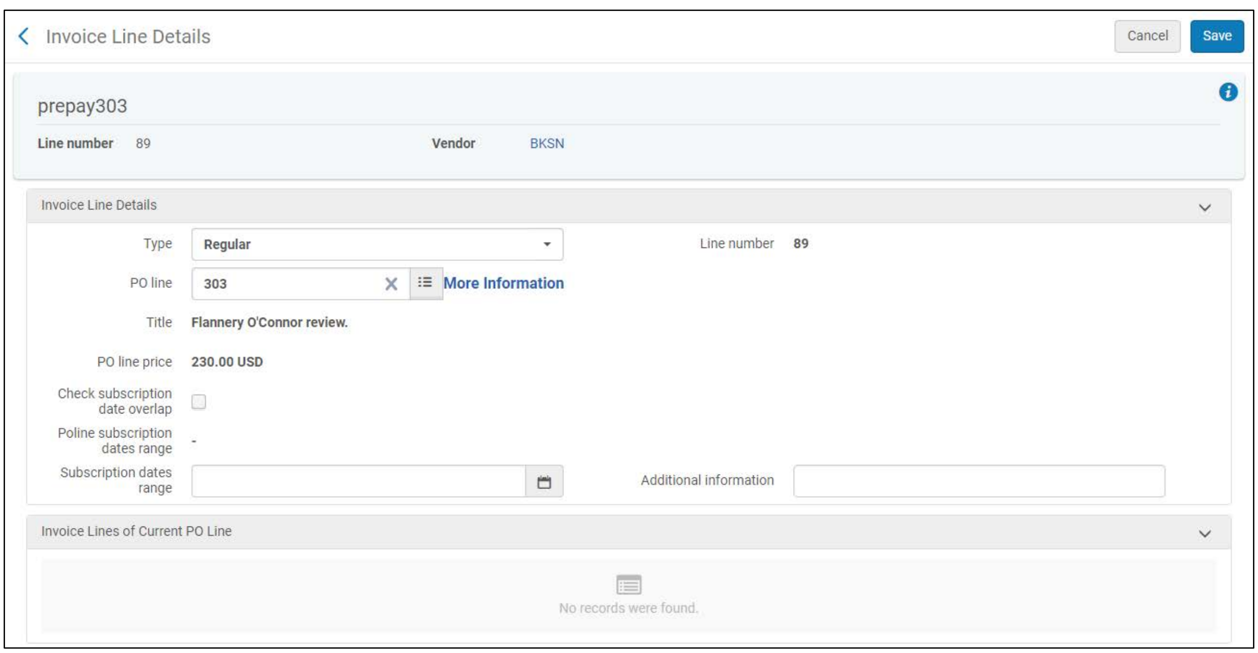

Review the accuracy of the following information in the list of invoice lines:

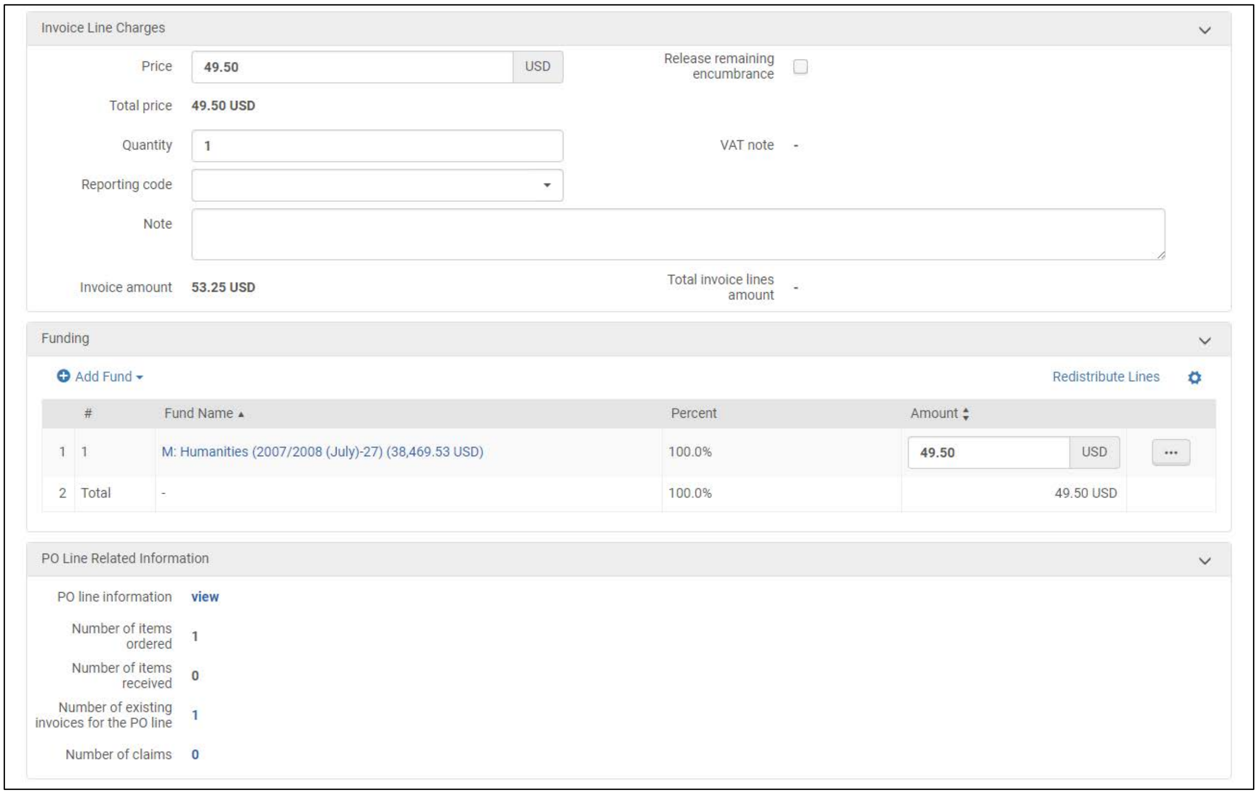
- **Type:** Possible values include: **Regular**, **Other**, **Shipment**, **Insurance**, **Discount**, and **Overhead**.
- **Price and Total Price:** Note that:
  - Price is the net price for the item. Total price is the net price plus any added charges. In a multi-line invoice, these values typically will differ only if added charges are pro-rated across invoice lines.
  - The amount will be expressed in the currency in which the invoice was or will be paid, which may not be the local currency. The currency code identifies the currency used.
  - If the invoice line is for a credit, the amount will be preceded by a minus sign (-).
- **Status:** Possible values are **In Review** or **Ready**.
- **Description:** If the line type is **Regular** and there is a linked PO line, this will be the title of the item ordered. Otherwise, the field will be blank.




- **Funds and fund percentage:** Investigate cases in which the percentage is greater than 100%. Find and review some cases in which a PO line was split between/among multiple funds.
- **PO Line # and Status:** Verify that the link and status are correct.

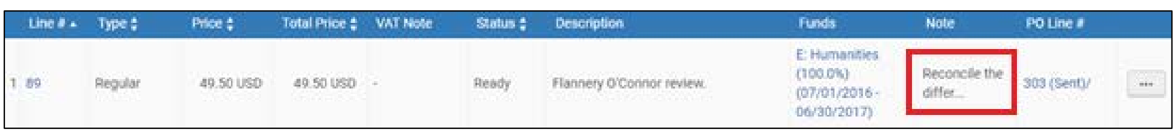
To view the details for an individual invoice line, click **View** or **Edit** in the row actions or right-click anywhere in the row.






Review the following data for accuracy:

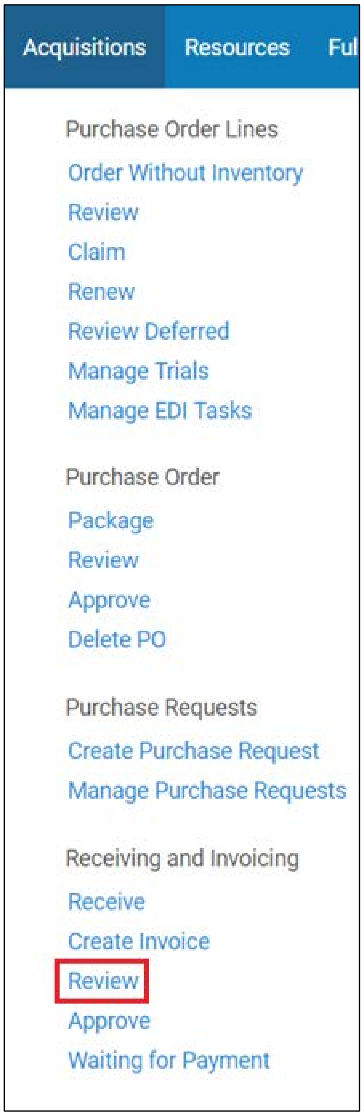
- **Reporting code**
- **PO line price:** This should be the **Net price** from the PO line.
- **Note:** The first note, if any, is indicated the **Note** column in the list of invoice lines:




# Testing Basic Invoice Line Functionality

**Note:** If there are no invoices waiting for review, you may need to create some simple invoices in order to test functionality. It is easiest to do this if you create lines for shipping and so forth, rather than lines linked to POs.

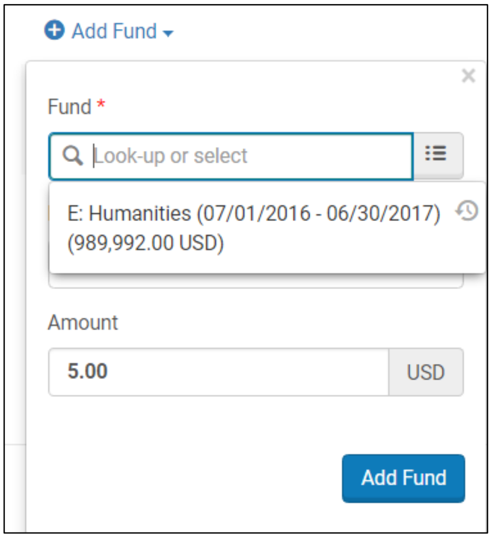
On the Alma main menu, under Acquisitions > Receiving and Invoicing, click **Review**.



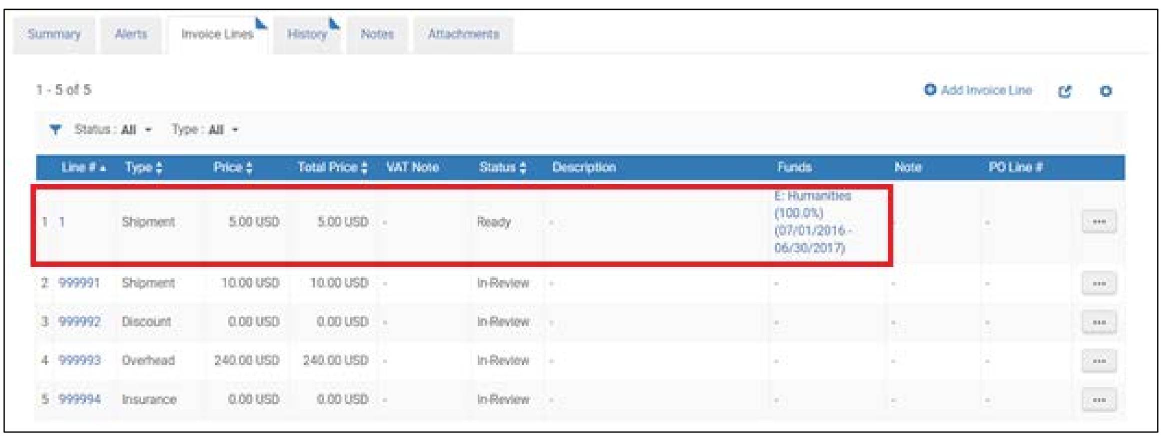

A list of invoices that need review, based on your institution's Invoice Review Rules, the absence of mandatory data, or erroneous or conflicting data, opens. The list opens to the **Assigned to Me** tab, but you can move to either of the other two tabs to assign invoices to yourself if necessary.

1. Add an invoice line.
   a. Open an invoice, and then open the **Invoice Lines** tab.
   b. Click **Add Invoice Line**.
   c. Fill in the fields in the pop-up window.
      - **Type**: Select shipment.
      - **Price**: Enter a price.

- **Fund**: Click **Add Fund**. Type a value until possible alternatives appear below the box, and then select one of the funds, or select the list icon. Placing the cursor in the search field causes a list of recent selections to appear. Click **Add Fund** to create a fund line.



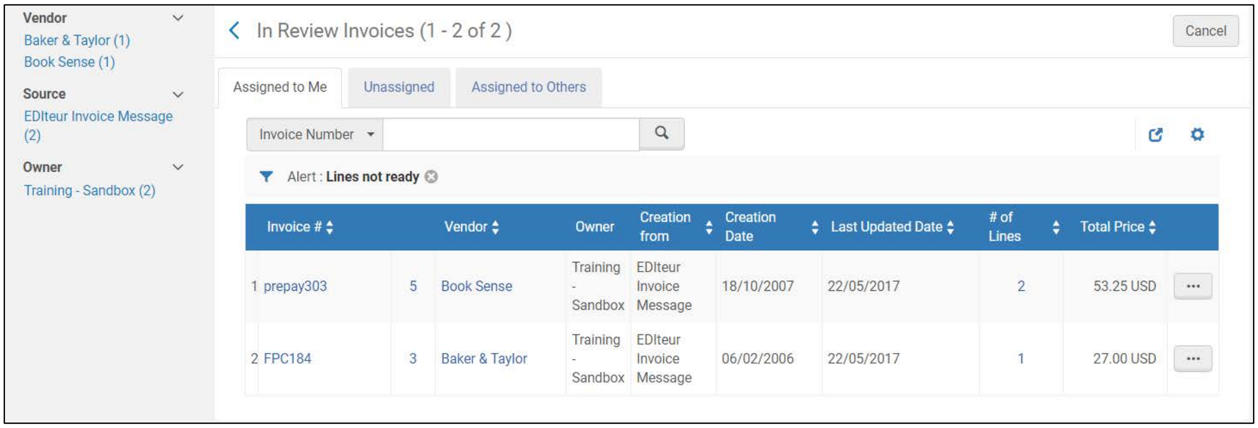

**d** Click **Add and Close**. You will be returned to the list of invoices lines, with the new line added.



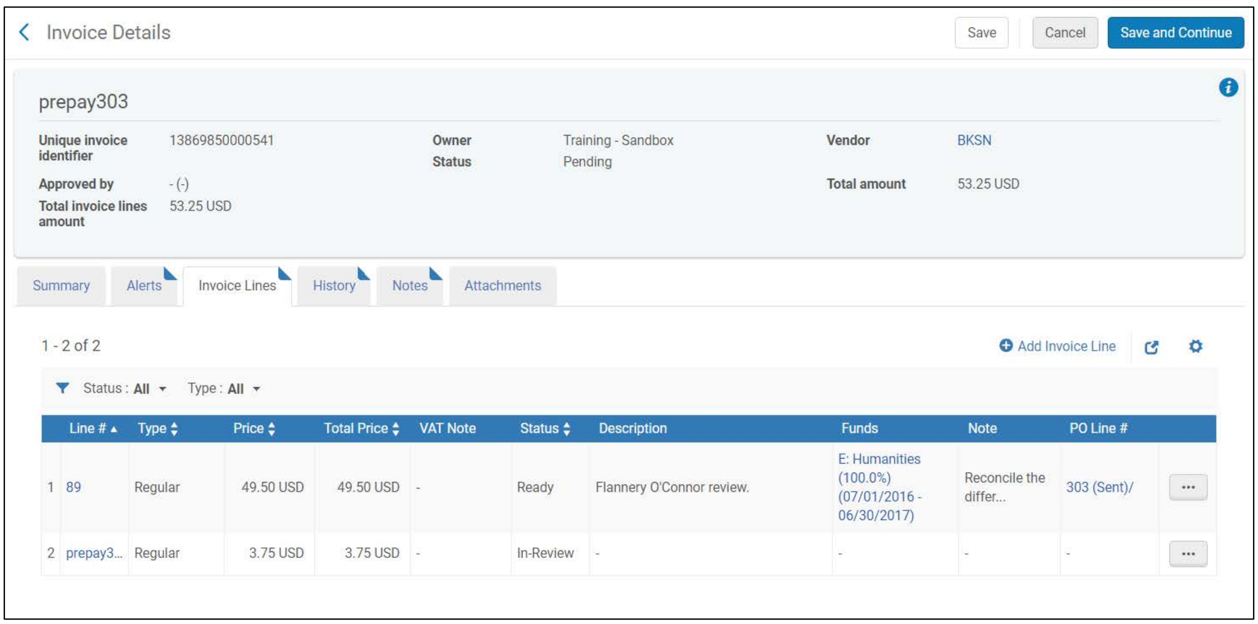

**e** Click **Save**.

**2** Edit an invoice line.

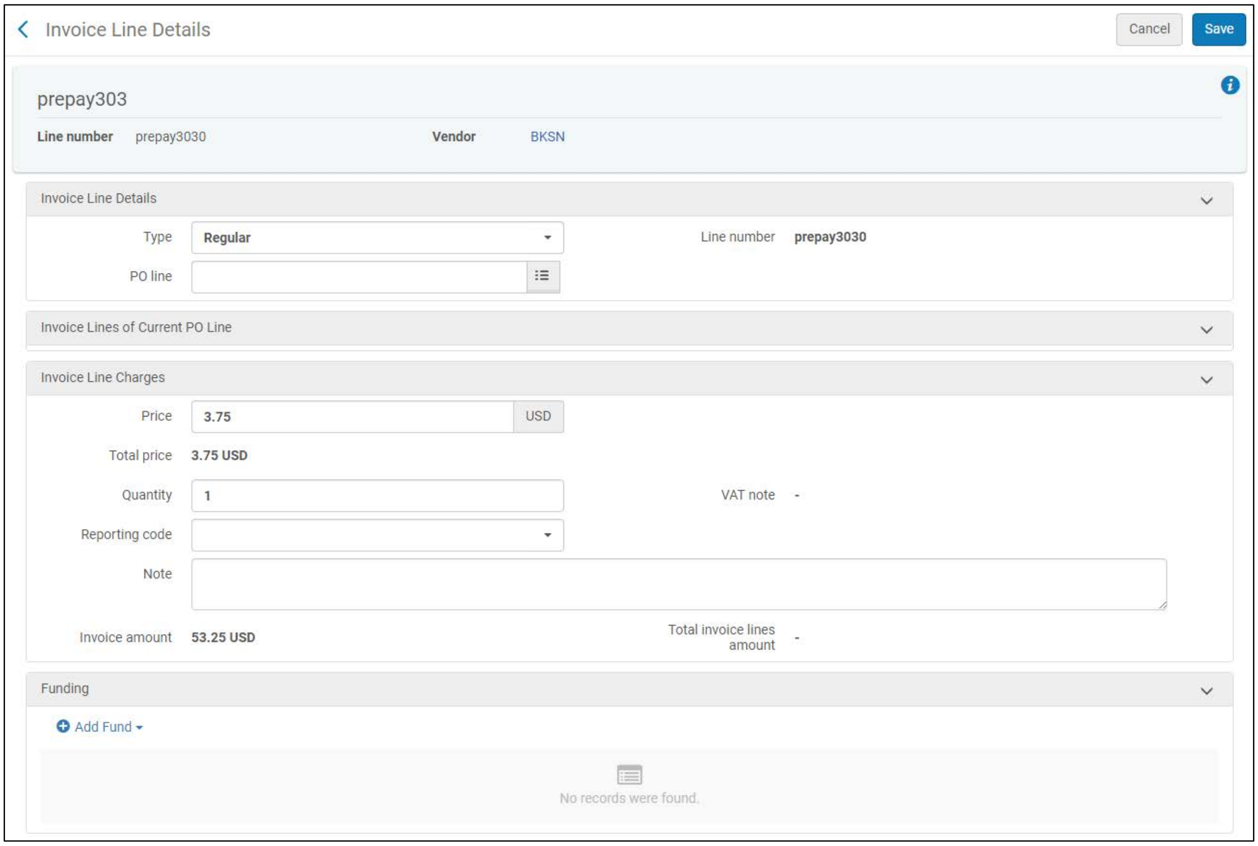
**a** Click the **Lines Not Ready** facet under **Alerts** to narrow the set of records for review.




**b** Click the invoice number, select **Edit** from the row actions, or right-click anywhere in the row to open an invoice record. Then open the **Invoice Lines** tab. Note that the status of one or more lines will be **In Review.**

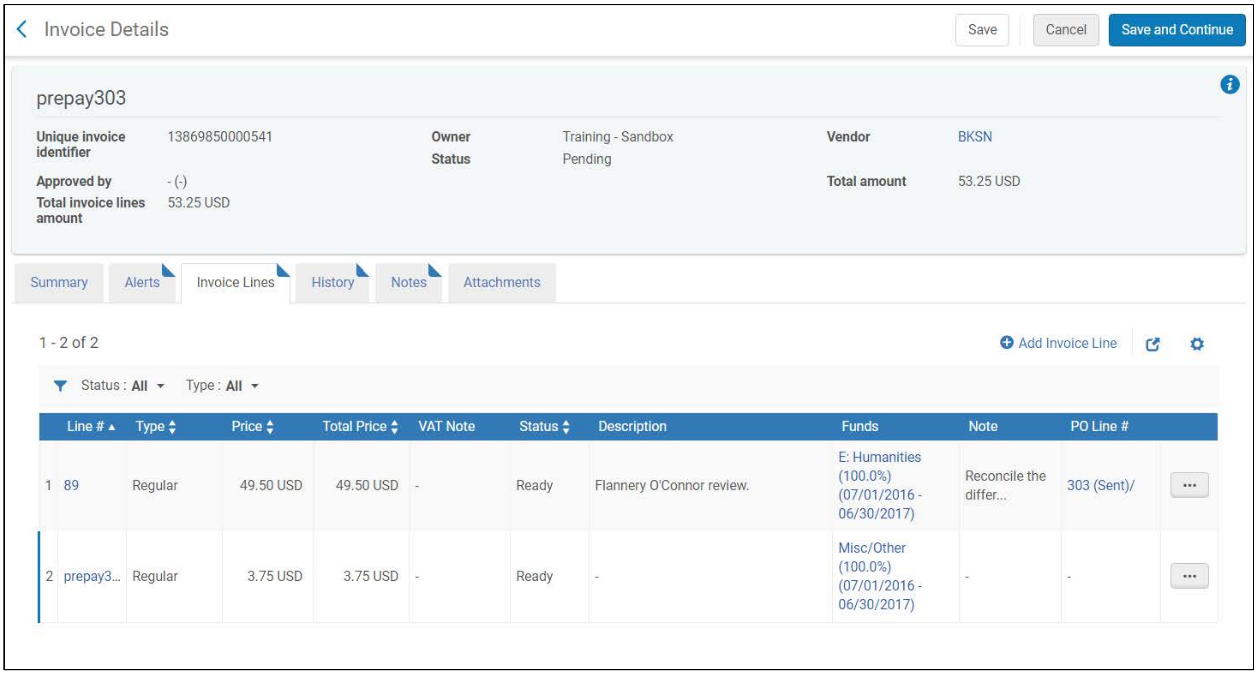



**c** Click the line number, select **Edit** from the action row, or right-click anywhere in the row, to open an invoice line record.




The most frequent problem with invoice lines that are In Review is that they are missing fund information, as in the above example.

**d** Enter a price, if necessary, and a fund. Then click **Save** in the top right corner of the page. You may receive a pop-up message asking if you want to save. Click **Confirm**. You are returned to the list of invoices lines. Open the same line again. Note that the **Total price** and the **Price** in the fund line have been updated to match the price you entered. If there are no other issues with the invoice line, the status of the line you just edited is now **Ready.**




**3** Delete an invoice line.

**a** Open an invoice in the review list that has more than one line, and then open the **Invoice Lines** tab.

**b** To delete a line, select **Delete** from the actions row or right-click anywhere in the row.

**c** In the Confirmation Message pop-up window, click **Confirm**.


The invoice line is removed from the list of lines.

**d** Click **Save**.

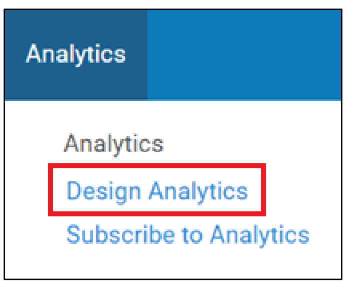
# 10

# Usage Data

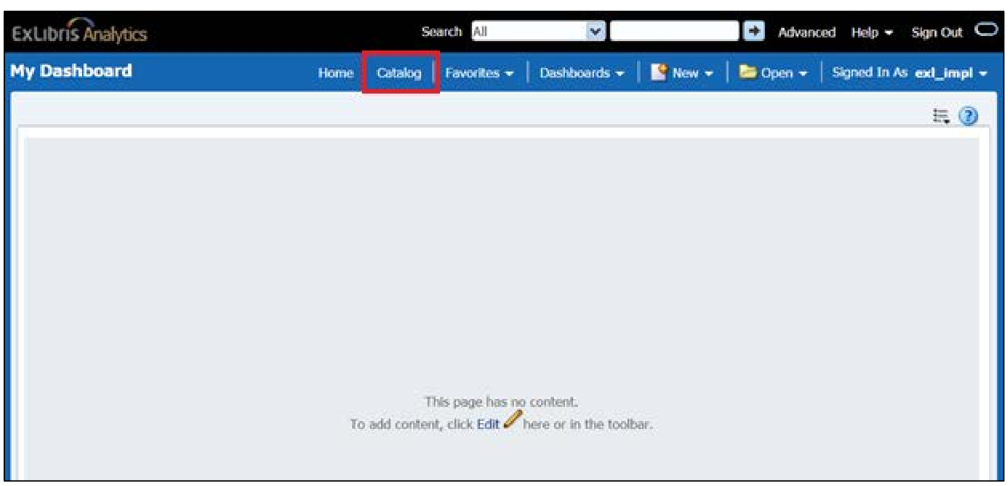
If you use COUNTER reports to track usage of your electronic resources, and migration of usage statistics is included in your contract, perform the following checks to verify that your usage data was migrated successfully.

### To verify that your usage data was migrated successfully:

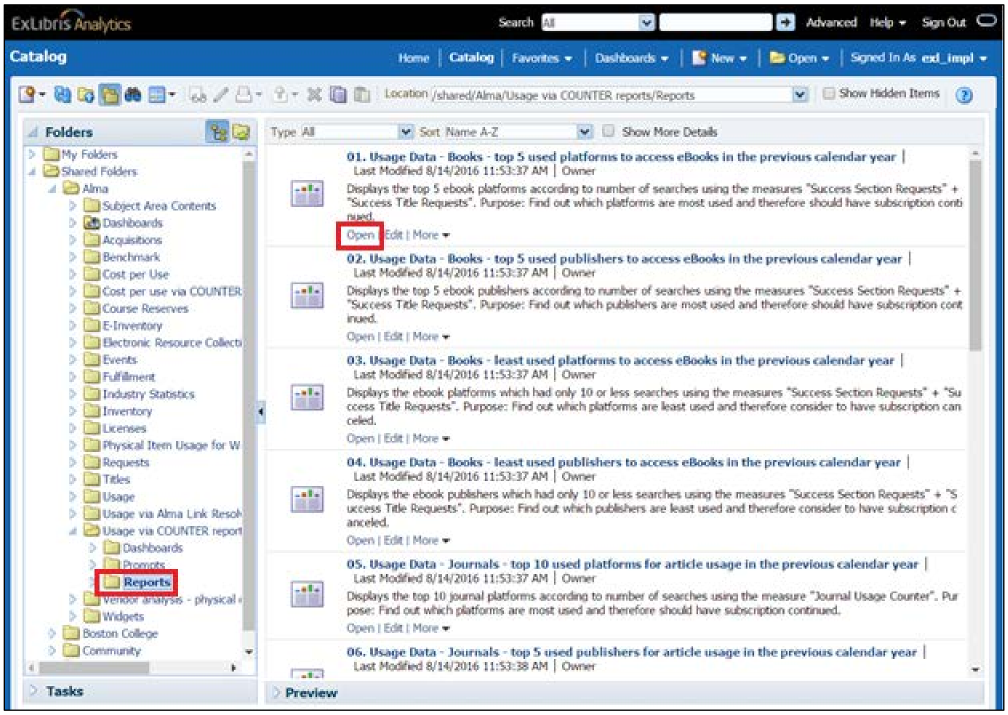
1 From the Alma menu bar, navigate to **Analytics > Analytics > Design Analytics**. (You require the Designs Analytics role).




2 A new browser tab opens to the Analytics page. In Analytics, click **Catalog** in the menu bar.




3 In the Folders panel on the left side of the screen, navigate to **Shared Folders > Alma > Usage via COUNTER reports > Reports**.




4 Select one or more reports that reflect the usage data you are expecting was migrated and click **Open** for each such report.


5 Inspect the chart and verify that it reflects your migrated data.