



## Testing Acquisitions Data Migration to Alma



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# 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

---

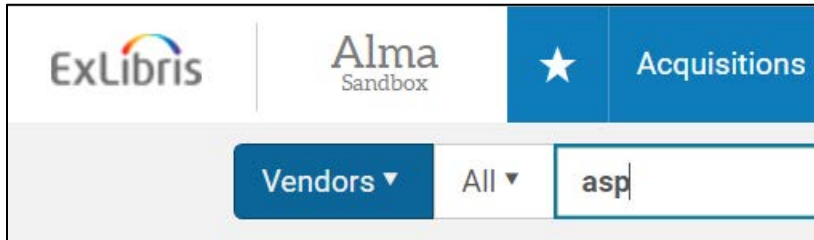
## Vendors

### Finding and Reviewing Vendor Records

#### Finding Vendor Records

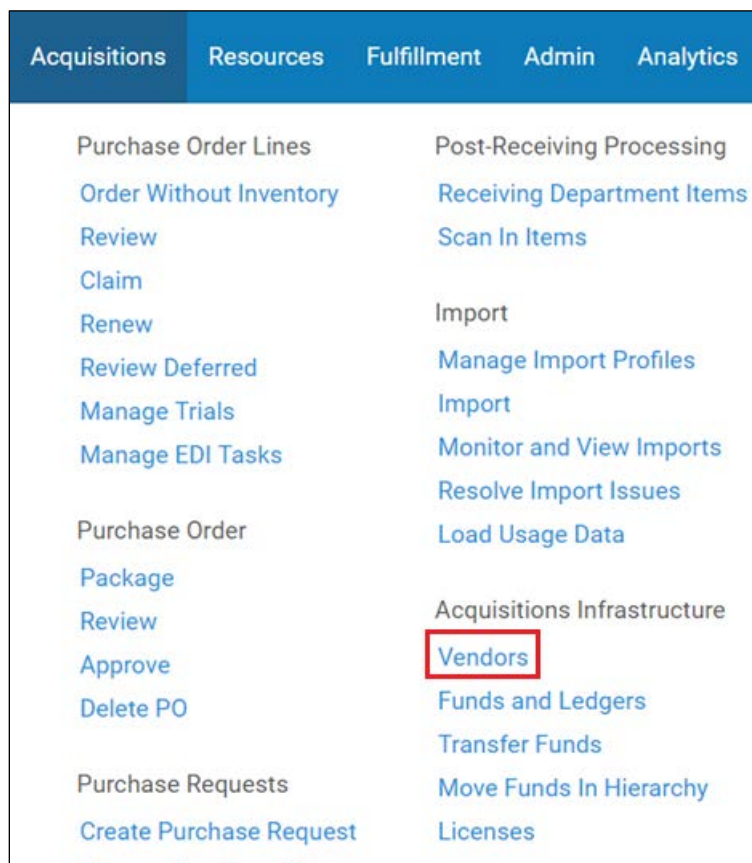
You can start a search for a vendor record defined for your institution from one of two points:

- The persistent search box:

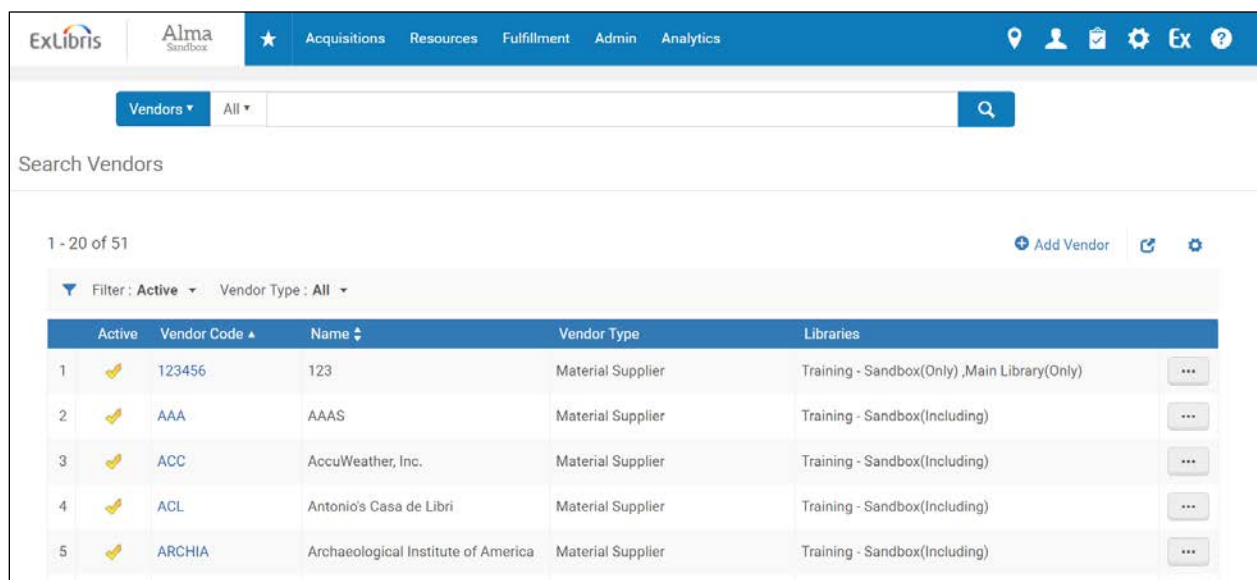
The screenshot shows the top navigation bar of the Alma Sandbox interface. On the left are the 'ExLibris' and 'Alma Sandbox' logos. To the right is a blue 'Acquisitions' button with a white star icon. Below the navigation bar is a search area containing a 'Vendors' dropdown menu (with a downward arrow), an 'All' dropdown menu (with a downward arrow), and a search input field containing the text 'asp'.

- 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:

1 - 20 of 51

Filter : Active ▾

1 - 20 of 51

Filter :  ▾

	Active	All
1	<input checked="" type="checkbox"/>	Active
2	<input checked="" type="checkbox"/>	Inactive

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:

Vendor Details

Alexander Street Press

Vendor code ASP Institution Training - Sandbox

Summary Contact Information Contact People EDI Information Usage Data Invoices PO Lines Communications Attachments Notes

Vendor General Details

Name \* Alexander Street Press

Code \* ASP

Financial Sys. code

Status Active

Additional code

National tax ID

Liable for VAT ☒

Currencies ALL

Language English

Libraries Training - Sandbox

Vendor Type ☒ Material Supplier/Subscription Agent ☒ Access Provider ☒ Licensor ☐ Governmental

## Reviewing Vendor Records

### Summary Tab

The screenshot shows the 'Vendor Details' page for 'Alexander Street Press'. The page has a header with a back arrow, the title 'Vendor Details', and 'Cancel' and 'Save' buttons. Below the header, the vendor name 'Alexander Street Press' is displayed with an information icon. Underneath, the 'Vendor code' is 'ASP' and the 'Institution' is 'Training - Sandbox'. A horizontal tab bar contains the following tabs: Summary (selected), Contact Information, Contact People, EDI Information, Usage Data, Invoices, PO Lines, Communications, Attachments, and Notes. The 'Vendor General Details' section is expanded, showing fields for Name (Alexander Street Press), Code (ASP), Additional code, Financial Sys. code, National tax ID, Status (Active), Liab. for VAT (checked), Currencies (ALL), Language (English), and Libraries (Training - Sandbox).

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

Vendor Details
Cancel
Save

Alexander Street Press

Vendor code ASP Institution Training - Sandbox

Summary
Contact Information
Contact People
EDI Information
Usage Data
Invoices
PO Lines
Communications
Attachments
Notes

Addresses
1 - 1 of 1
Add Address

	Preferred ▲	Address	Created By ▼	Creation Date ▼	Type	
1	✓	3212 Duke Street	Implementer, Ex Libris	21/05/2017 18:57:25 AEST	Claim, Order, Payment, Returns	...

Phone Numbers
1 - 1 of 1
Add Phone Number

	Preferred ▲	Phone Number	Created By	Creation Date	Type	
1	✓	1-503-639-2481	Implementer, Ex Libris	21/05/2017 18:50:15 AEST	Claim phone, Order phone, Payment phone, Returns phone	...

Email Addresses
1 - 1 of 1
Add Email Address

	Preferred ▼	Email Address	Created By ▲	Creation Date	Type	
1	✓	orders@alexanderstreet.com	Implementer, Ex Libris	21/05/2017 18:53:50 AEST	Claim, Order, Queries	...

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:

The screenshot shows a 'Phone Details' form for 'Alexander Street Press'. At the top, there are fields for 'Vendor code' (ASP) and 'Institution' (Training - Sandbox). Below this is a section titled 'Phone Number' with a dropdown arrow. Inside this section, there is a list of 'Phone types' with checkboxes: 'Claim fax' (unchecked), 'Claim phone' (checked), 'Order fax' (unchecked), 'Order phone' (checked), 'Payment fax' (unchecked), 'Payment phone' (checked), 'Returns fax' (unchecked), and 'Returns phone' (checked). Below the list is a 'Phone number' field containing '1-503-639-2481'. At the bottom, there are two radio button options: 'Preferred phone number' (Yes selected, No unselected) and 'Preferred SMS' (Yes unselected, No selected). The form has 'Cancel' and 'Save' buttons at the top right.

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**.

< Vendor Details Cancel Save

Alexander Street Press i

Vendor code ASP Institution Training - Sandbox

Summary Contact Information Contact People EDI Information Usage Data Invoices PO Lines Communications Attachments Notes

Vendor General Details

Name \* Alexander Street Press

Code \* ASP Additional code 02-345

Financial Sys. code 12995 National tax ID

Status Active Liab. for VAT ☒

Currencies ALL Language English

Libraries Training - Sandbox

- 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:

← Address Details Cancel Save

Alexander Street Press

Vendor code ASP Institution Training - Sandbox

Address Details

Address types \*

- ☒ Billing
- ☒ Claim
- ☒ Order
- ☒ Payment
- ☒ Returns
- ☒ Shipping

Address line 1 \* 3212 Duke Street

Address line 2

Address line 3

Address line 4

Address line 5

City Alexandria

Postal code 22314

State/Province VA

Country

Note

Start date 21/05/2017

End date

Preferred address \* ☒ Yes ☐ No

- 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**.

← Vendor Details Cancel Save

Alexander Street Press

Vendor code ASP Institution Training - Sandbox

Summary Contact Information Contact People EDI Information Usage Data Invoices PO Lines Communications Attachments Notes

Addresses

1 - 1 of 1

+ Add Address

Preferred	Address	Created By	Creation Date	Type
1	3212 Duke Street	Implementer, Ex Libris	21/05/2017 18:57:25 AEST	Billing, Claim, Order, Payment, Returns, Shipping

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



### Add Address

Address types \*

☐ Billing
☒ Claim
☐ Order
☐ Payment
☐ Returns
☐ Shipping

Address line 1 \*

State/Province

City

Country

Postal code

Note

Start date

End date

Preferred address \*
☐ Yes
☒ No

Add

Close

Add and Close

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

Addresses					
1 - 2 of 2					
Preferred	Address	Created By	Creation Date	Type	
1	1234 Sheffield Av.	Implementer, Ex Libris	21/05/2017 19:32:08 AEST	Claim	...
2	3212 Duke Street	Implementer, Ex Libris	21/05/2017 18:57:25 AEST	Billing, Claim, Order, Payment, Returns, Shipping	...

- 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:

The screenshot shows the 'Vendor Details' page for 'Alexander Street Press'. The 'Summary' tab is selected, displaying a list of vendor accounts. The 'Accounts' section is expanded, showing a table with one account record.

Active	Account Code	Description	Discount Percent	Libraries
1	ASPACC	ASP Access		- Training - Sandbox(Including)

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.

**Vendor Account Details** (Alexander Street Press)

Vendor code: ASP    Account description: ASP Access    Account code: ASPACC

Summary | Contact Information | Contact People

**Account General Details**

Institution: -

Account description: ASP Access    Account code: ASPACC

Financial Sys. Account code:    Status: Active

Libraries: Training - Sandbox(Including)    Account discount percent:

Note:

**Payment Methods**

Payment Methods: ☒ Accounting Department    ☐ Bank transfers    ☐ Cash    ☐ Credit card    ☐ Deposit account

**Delivery and Claim Information**

Expected receipt after ordering (days)	5	Claiming grace period (days)	
Expected invoice interval (days)	20	Expected activation after ordering (days)	5
Renewal evaluation interval (days)	5	Subscription grace period (days)	10

- **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.

< Vendor Account Details Cancel Save

Alexander Street Press i

Vendor code ASP Account description ASP Access Account code ASPACC

Summary Contact Information Contact People

Account General Details

Institution -

Account description \* ASP Access Account code \* ASPACC

Financial Sys. Account code Status Active

Libraries Training - Sandbox(Including) X

Note This is an added note

- 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**).

Search Vendors

1 - 20 of 52 Add Vendor

Filter: All Vendor Type: All

	Active	Vendor Code	Name	Vendor Type	Libraries	
1		123456	123	Material Supplier	Training - Sandbox(Only) ,Main Library(Only)	...
2		AAA	AAAS	Material Supplier	Training - Sandbox(Including)	...
3		ACC	AccuWeather, Inc.	Material Supplier	Training - Sandbox(Including)	...
4		ACL	Antonio's Casa de Libri	Material Supplier	Training - Sandbox(Including)	...
5		ARCHIA	Archaeological Institute of America	Material Supplier	Training - Sandbox(Including)	...
6		ART	ARTstor, Inc.	Material Supplier	Training - Sandbox(Including)	...
7		asdf	asdf	Governmental	Training - Sandbox(Including)	...
8		ASP	Alexander Street Press	Material Supplier, Access Provider, Licensor	Training - Sandbox(Including)	...
9		BAKER	Baker & Taylor	Material Supplier	Training - Sandbox(Including)	...

- 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**.

Acquisitions	Resources	Fulfillment	Admin	Analytics
Purchase Order Lines		Post-Receiving Processing		
Order Without Inventory		Receiving Department Items		
Review		Scan In Items		
Claim				
Renew		Import		
Review Deferred		Manage Import Profiles		
Manage Trials		Import		
Manage EDI Tasks		Monitor and View Imports		
		Resolve Import Issues		
Purchase Order		Load Usage Data		
Package				
Review		Acquisitions Infrastructure		
Approve		Vendors		
Delete PO		Funds and Ledgers		
		Transfer Funds		
Purchase Requests		Move Funds In Hierarchy		
Create Purchase Request		Licenses		
Manage Purchase Requests				

The Funds and Ledgers page opens.

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Alma Sandbox

★

Acquisitions

Resources

Fulfillment

Admin

Analytics

Funds ▾

All ▾

🔍

Status ▾

Active (20)

Type ▾

Allocated fund (13)

Ledger (2)

Summary fund (5)

Fiscal Period ▾

07/01/2016 - 06/30/2017 (20)

Ledger ▾

Library Ledger 13/14 (18)

New Test (2)

Library ▾

Training - Sandbox (20)

Funds and Ledgers (1 - 20 of 20)

+

Add Ledger

🔗

⚙️

▼

Status : Active

Fiscal Period : 07/01/2016 - 06/30/2017

Clear all

1 E: Humanities

Code: EHUM

Type: Allocated fund

Status: Active

Fiscal Period: 07/01/2016 - 06/30/2017

External ID: EHUM

Path: Library Ledger 13/14>Summary>Electronic Resources

Available Balance: 889,992.00 USD

Cash Balance: 890,002.00 USD

Encumbered Balance: 10.00 USD

Expenditure Balance: 577.00 USD

Allocated Balance: 890,579.00 USD

Edit

Duplicate

...

2 E: Sciences

Code: ESCI

Type: Allocated fund

Status: Active

Fiscal Period: 07/01/2016 - 06/30/2017

External ID: ESCI

Path: Library Ledger 13/14>Summary>Electronic Resources

Available Balance: 1,090,224.00 USD

Cash Balance: 1,090,393.90 USD

Encumbered Balance: 169.90 USD

Expenditure Balance: 605.10 USD

Allocated Balance: 1,090,999.00 USD

Edit

Duplicate

...

3 E: Social Sciences

Code: ESS

Type: Allocated fund

Status: Active

Fiscal Period: 07/01/2016 - 06/30/2017

External ID: ESS

Path: Library Ledger 13/14>Summary>Electronic Resources

Available Balance: 1,149,879.24 USD

Cash Balance: 1,150,000.00 USD

Encumbered Balance: 120.76 USD

Expenditure Balance: 0.00 USD

Allocated Balance: 1,150,000.00 USD

Edit

Duplicate

...

4 Electronic Resources

Code: ER

Type: Summary fund

Available Balance: 3,130,095.24 USD

Cash Balance: 3,130,395.90 USD

Edit

Duplicate

...

## 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.

Type ▾

Allocated fund (13)

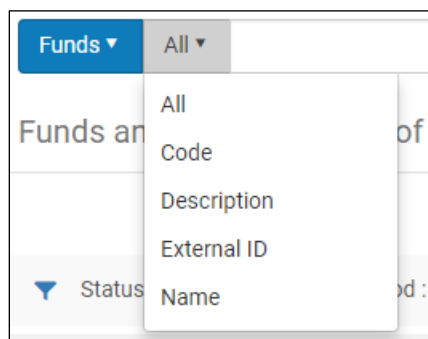
Ledger (2)

Summary fund (5)

Fiscal Period ▾

07/01/2016 - 06/30/2017 (20)

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:

1 E: Humanities	Edit Duplicate
Code: EHUM Type: Allocated fund Status: Active Fiscal Period: 07/01/2016 - 06/30/2017 External ID: EHUM Path: Library Ledger 13/14>Summary>Electronic Resources	Available Balance: 889,992.00 USD Cash Balance: 890,002.00 USD Encumbered Balance: 10.00 USD Expenditure Balance: 577.00 USD Allocated Balance: 890,579.00 USD
2 E: Sciences	Edit Duplicate
Code: ESCI Type: Allocated fund Status: Active Fiscal Period: 07/01/2016 - 06/30/2017 External ID: ESCI Path: Library Ledger 13/14>Summary>Electronic Resources	Available Balance: 1,090,224.00 USD Cash Balance: 1,090,393.90 USD Encumbered Balance: 169.90 USD Expenditure Balance: 605.10 USD Allocated Balance: 1,090,999.00 USD

The fund's Summary Details page opens.

Summary Details

Deactivate Cancel Save

E: Humanities

Fiscal period

07/01/2016 - 06/30/20...

Cash Balance

890,002.00 USD

Code

EHUM

Encumbered Balance

10.00 USD

Available Balance

889,992.00 USD

Expenditure Balance

577.00 USD

Summary Transactions Notes Attachments

General

Name \*

E: Humanities

Code \*

EHUM

External ID

EHUM

Owned by \*

Training - Sandbox

Available for

Training - Sandbox(Only) , Graduate Library(Only)

Description

Path

Library Ledger 13/14>Summary>Electronic Resources

Fund Type

Status

Active

Currency

US Dollar

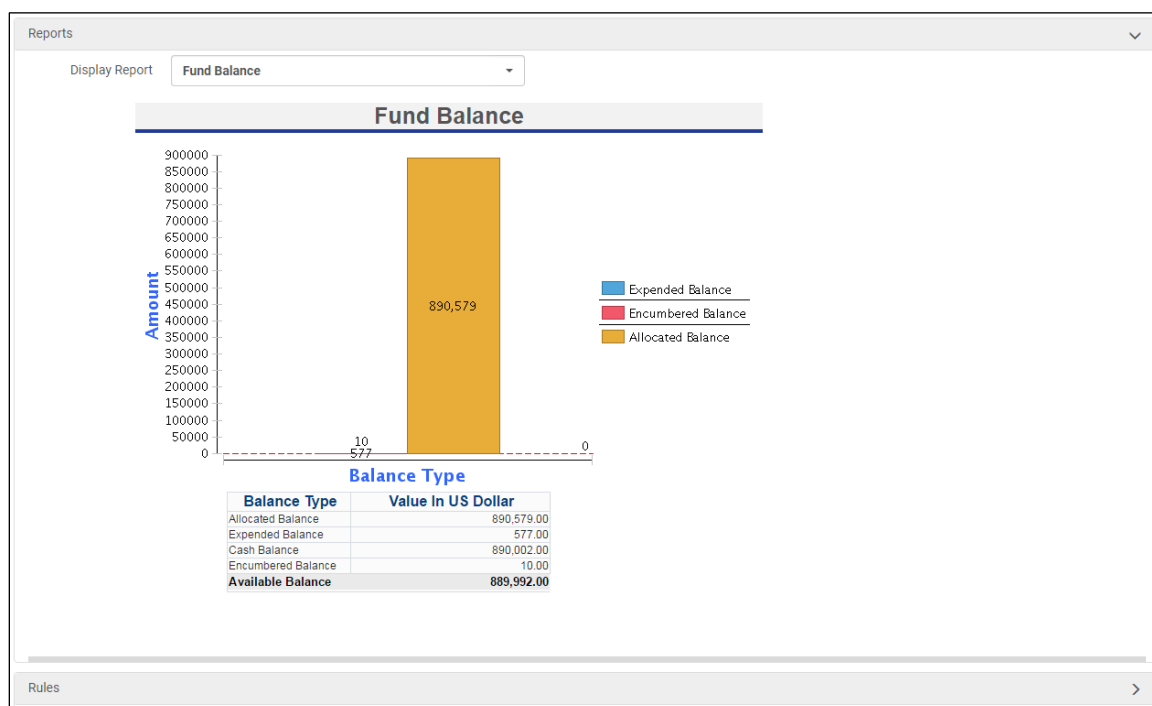
Fiscal period

07/01/2016 - 06/30/2017

Fiscal period dates

01/07/2016 - 30/06/2017





## 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

< Summary Details
Deactivate Cancel Save

E: Humanities

Fiscal period	07/01/2016 - 06/30/20...	Code	EHum	Available Balance	889,992.00 USD
Cash Balance	890,002.00 USD	Encumbered Balance	10.00 USD	Expenditure Balance	577.00 USD

Summary Transactions Notes Attachments

General

Name \* E: Humanities Code \* EHum

External ID EHUM Owned by \* Training - Sandbox

Available for Training - Sandbox(Only) , Graduate Library(Only)

Description

Path Library Ledger 13/14>Summary>Electronic Resources Fund Type

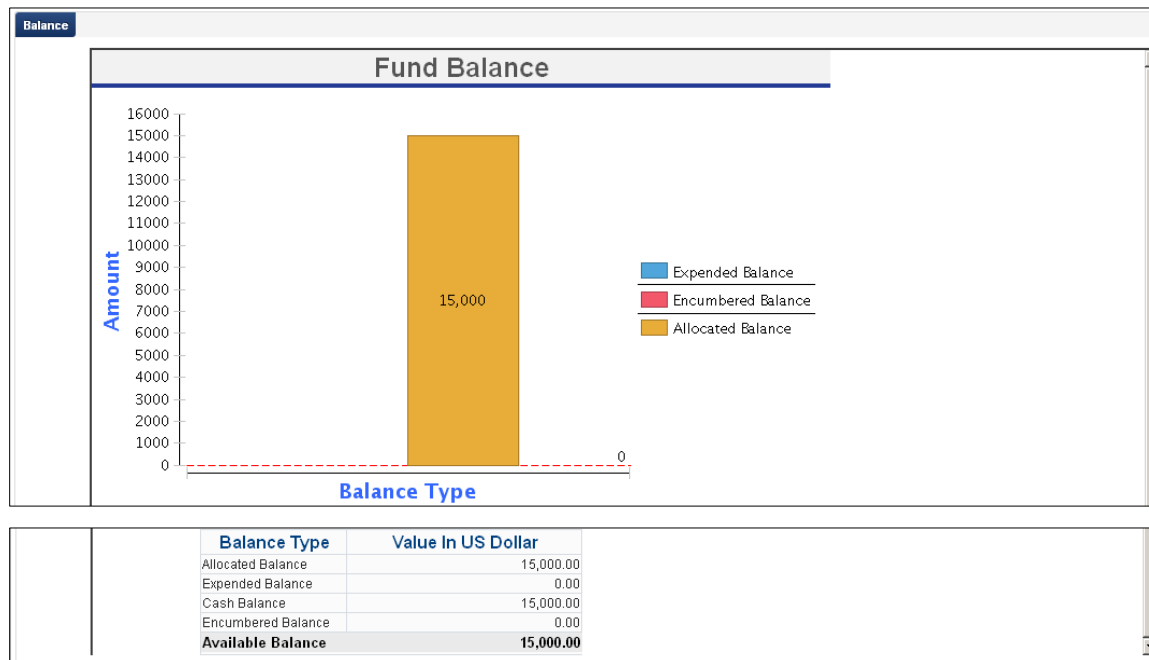
Status Active Currency US Dollar

Fiscal period 07/01/2016 - 06/30/2017 Fiscal period dates 01/07/2016 - 30/06/2017

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



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

Rules	
Overencumbrance allowed	No
Overencumbrance warning percent	0.0
Overencumbrance limit percent	0.0
Encumbrances prior to fiscal period (days)	0
Transfers prior to fiscal period (days)	0
Fiscal period end expenditure grace period (days)	0
Overexpenditure allowed	No
Overexpenditure warning sum	0.0
Overexpenditure limit sum	0.0
Expenditures prior to fiscal period (days)	0
Fiscal period end encumbrance grace period (days)	0
<a href="#">Restore Rules Information</a>	

- **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.

Summary Details

Deactivate Cancel Save

Summary Transactions Notes Attachments

General

Name \* E: Humanities Code \* EHum

External ID EHUM Owned by \* Training - Sandbox

Available for Training - Sandbox(Only), Graduate Library(Only)

Description This fund is for firm orders for Humanities e-books

Path Library Ledger 13/14>Summary>Electronic Resources Fund Type

Status Active Currency US Dollar

Fiscal period 07/01/2016 - 06/30/2017 Fiscal period dates 01/07/2016 - 30/06/2017

- 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.

The screenshot shows the 'Transactions' tab for a fund record titled 'E: Humanities'. At the top, there are buttons for 'Deactivate', 'Cancel', and 'Save'. Below the title, a summary table displays key financial data:

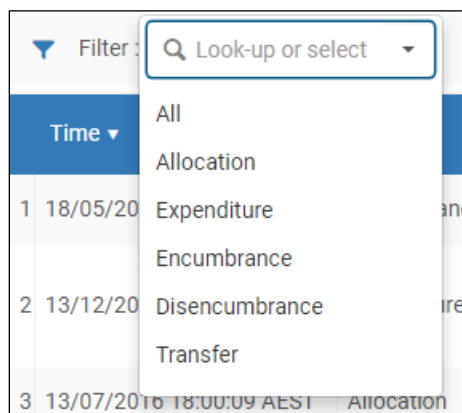
Fiscal period		Code	Available Balance
07/01/2016 - 06/30/20...		EHum	889,992.00 USD
Cash Balance	890,002.00 USD	Encumbered Balance	Expenditure Balance
		10.00 USD	577.00 USD

Below the summary table are tabs for 'Summary', 'Transactions' (which is active), 'Notes', and 'Attachments'. A search bar and filters are present above the transaction list. The transaction list itself has columns for Time, Type, Related record, Amount, Payment date, Reporting code, Transaction reference, and Notes. It contains three entries:

Time	Type	Related record	Amount	Payment date	Reporting code	Transaction reference	Notes
1 18/05/2017 20:25:46 AEST	Encumbrance	PO Line:POL-7500	10.00 USD	-	-	-	...
2 13/12/2016 21:15:57 AEDT	Expenditure	PO Line:POL-5832 Invoice Line: PO-5713a: (1)	577.00 USD	-	-	-	...
3 13/07/2016 18:00:09 AEST	Allocation		890,579.00 USD	-	-	-	...

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

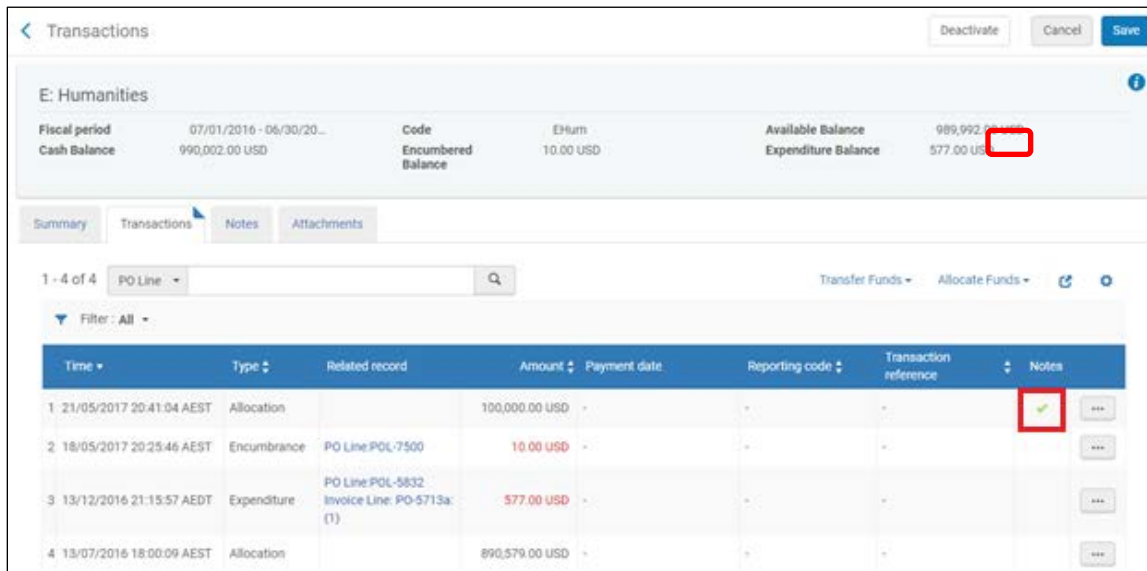
- Credits and debits
  - **Allocations** are in black with no sign if they are credits, and are in red with a minus sign if they are debits.
  - **Transfers** are in black with no sign if they are credits, and are in red with a minus sign if they are debits
  - **Encumbrances** are in red with no sign.
  - **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:



The screenshot shows the 'Transactions' interface for 'E: Humanities'. It includes a summary table at the top and a list of transactions below. A red box highlights a checkmark in the 'Notes' column of the first transaction row.

Summary		Fiscal period	Code	Encumbered Balance	Available Balance	Expenditure Balance
E: Humanities		07/01/2016 - 06/30/20...	EHum	10.00 USD	989,992.00 USD	577.00 USD

Time	Type	Related record	Amount	Payment date	Reporting code	Transaction reference	Notes
1 21/05/2017 20:41:04 AEST	Allocation		100,000.00 USD				✓
2 18/05/2017 20:25:46 AEST	Encumbrance	PO Line POL-7500	10.00 USD				
3 13/12/2016 21:15:57 AEDT	Expenditure	PO Line POL-5832 Invoice Line: PO-5713a: (1)	577.00 USD				
4 13/07/2016 18:00:09 AEST	Allocation		890,579.00 USD				

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

**Transaction Details** Back

**E: Humanities** ⓘ

Type Allocation

**Transaction Section** ▼

**TRANSACTION AMOUNT**

Amount 100,000.00 USD (VAT 0.00)

**RELATED RECORDS**

Related record -

Transaction reference -

**Fund Details Section** ▼

**FUNDING**

Fund E: Humanities

Reporting code -

**Transaction Details Section** ▼

**CREATION INFORMATION**

Transaction time 21/05/2017 20:41:04 AEST

**Transaction note** This is a note

Payment date -

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**.

Allocate Funds ▾

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

Allocation amount \*

1000.00 USD ▾

Transaction reference number

Transaction note

This is a test allocation

Add allocation transaction

- 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.

A screenshot of a web application's 'Add allocation transaction' pop-up window. The window has a close button (X) in the top right corner. It contains three input fields: 'Allocation amount \*' with the value '-1000.00' and a currency dropdown set to 'USD'; 'Transaction reference number' which is empty; and 'Transaction note' which contains the text 'This reverses the test transaction of \$100'. At the bottom of the window is a blue button labeled 'Add allocation 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

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## 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.

Order lines ▾ All ▾ america <span>Q</span> <span>Advanced ▾</span>		
Purchase Order Lines (1 - 20 of 30)   america <span>🔗</span> <span>Back</span> <span>Save Query</span>		
<div> <span>🔔</span> PO Line: 2801, with title: 100 media moments that changed America / Jim Willis., was updated and in status: Waiting for Invoice </div>		
1	100 media moments that changed America / Jim Willis., Santa Barbara, Calif. : Greenwood Press., c2010., 2009042490, ISBN MMS ID: 991353460000541 Assigned to:- Type: Print Book - One Time PO line owner: Main Library Standard number: 2009042490 Order: 671-671 / (Sent) Order Line: 2801 / (Waiting for Invoice)	<span>Edit</span> <span>Change Bib Reference</span> <span>⋮</span>
2	366 days in the life of Abraham Lincoln : the private, political, and military decisions of America's greatest president / Stephen A. Wynalda., New York : Skyhorse Pub., 2010., 2009037876, ISBN MMS ID: 991354110000541 Assigned to:- Type: Print Book - One Time PO line owner: Main Library Standard number: 2009037876 Order: -- Order Line: 2739 / (Sent)	<span>Edit</span> <span>Change Bib Reference</span> <span>⋮</span>
3	A nation rising : untold tales of flawed founders, fallen heroes, and forgotten fighters from America's hidden history / by Kenneth C. Davis., New York : Smithsonian Books/HarperCollins., 2010., 2009049641, ISBN MMS ID: 991353740000541 Assigned to:- Type: Print Book - One Time PO line owner: Main Library Standard number: 2009049641 Order: 663-663 / (Sent) Order Line: 2763 / (Waiting for Invoice)	<span>Edit</span> <span>Change Bib Reference</span> <span>⋮</span>

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

1	100 media moments that changed America / Jim Willis., Santa Barbara, Calif. : Greenwood Press., c2010., 2009042490, ISBN MMS ID: 991353460000541 Assigned to:- Type: Print Book - One Time PO line owner: Main Library Standard number: 2009042490 Order: 671-671 / (Sent) Order Line: 2801 / (Waiting for Invoice)	<span>Edit</span> <span>Change Bib Reference</span> <span>⋮</span>
---	--	--

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

PO Summary

Back to PO Line list

PO number 671-671

PO status Sent ()

PO Line Owner Main Library

Sent Date 22/07/2010

Summary

PO line list

Attachments

Notes

Order Details

PO INFORMATION

PO number 671-671

VENDOR

Vendor/Account TEMPLAR/123

Vendor contact -

Vendor invoice number -

LIBRARY

Library's Billing address -

Library's Shipping address -

Shipping method -

Order Charges

Total price of line items 349.55 USD

Total PO cost 349.55 USD

ReSend Order

## 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

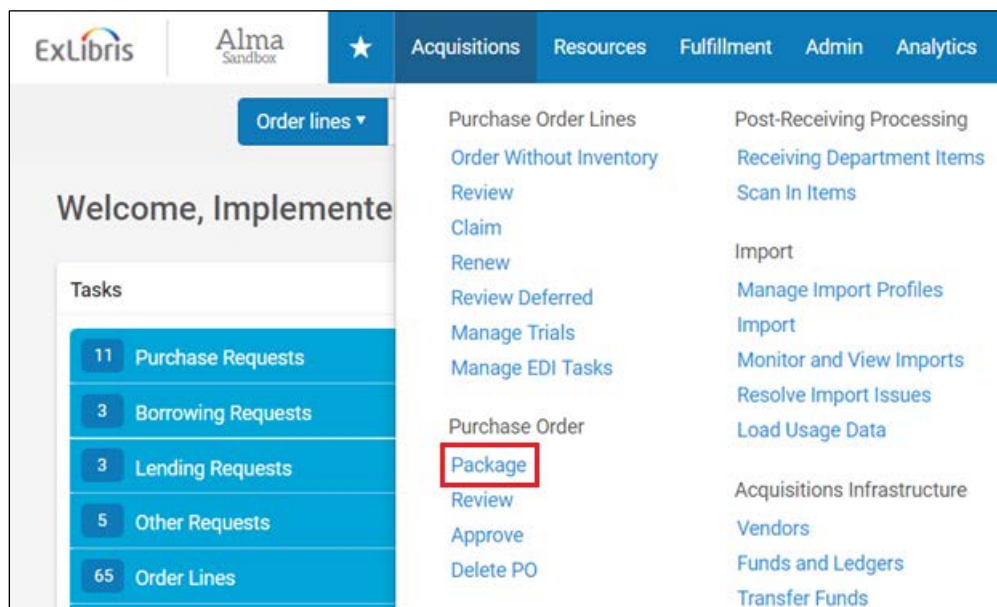
- 1 Package PO lines to create a PO.

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**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.<sup>1</sup>

PO Lines to package (1 - 3 of 3)				Back	Create new PO
<input type="checkbox"/> Select All	All	Q			
1	<input type="checkbox"/>	<b>History curatorship / by Gaynor Kavanagh., Washington, D.C. ; Smithsonian Institution Press, c1990., 0874743915, ISBN</b> MMS ID: 991439870000541 Assigned to: - Type: Physical - One Time PO line owner: Law Library Standard number: 0874743915 Order: - Order Line: POL-7485 / (Manual Packaging)	Copies: Main Library - Stacks (1) Total price: 10.00 USD Funds: M: Humanities (100.0%) (07/01/2016 - 06/30/2017) Vendor/Account: AAAS / AAAS AAA	Vendor reference ID: - Expected delivery: - Receiving note: - The bib record is brief, items already exist in the repository, Duplicate active orders, Reporting code is missing	Edit Create new PO ...
2	<input type="checkbox"/>	<b>Re-reading Harry Potter / Suman Gupta., Basingstoke [England] ; Palgrave Macmillan, 2009., 9780230219571, ISBN</b> MMS ID: 9928841300541 Assigned to: - Type: Print Book - One Time PO line owner: Main Library Standard number: 9780230219571 Order: - Order Line: POL-7501 / (Manual Packaging)	Copies: Main Library - Stacks (1) Total price: 45.00 USD Funds: M: Humanities (100.0%) (07/01/2016 - 06/30/2017) Vendor/Account: AAAS / AAAS AAA	Vendor reference ID: - Expected delivery: - Receiving note: -	Edit Create new PO ...
3	<input type="checkbox"/>	<b>The Green Man., New York., Harcourt Brace &amp; World, [1970, c1969], 0151370400, ISBN</b> MMS ID: 991547950000541 Assigned to: - Type: Print Book - One Time PO line owner: Main Library Standard number: 0151370400 Order: - Order Line: POL-5425 / (Manual Packaging)	Copies: Main Library - Stacks (1) Total price: 10.00 USD Funds: E: Sciences (100.0%) (07/01/2014 - 06/30/2015) Vendor/Account: AAAS / AAAS AAA	Vendor reference ID: - Expected delivery: - Receiving note: - The bib record is brief, items already exist in the repository, Reporting code is missing	Edit Create new PO ...



- 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.

PO Lines to package (1 - 3 of 3)

Back Create new PO

All

Select All Vendor: AAAS

1	<input type="checkbox"/>	History curatorship / by Gaynor Kavanagh., Washington, D.C. ; Smithsonian Institution Press, c1990., 0874743915, ISBN	<p>MMS ID: 991439870000541</p> <p>Assigned to: -</p> <p>Type: Physical - One Time</p> <p>PO line owner: Law Library</p> <p>Standard number: 0874743915</p> <p>Order: -</p> <p>Order Line: POL-7485 / (Manual Packaging)</p>	<p>Copies: Main Library - Stacks (1)</p> <p>Total price: 10.00 USD</p> <p>Funds: M: Humanities (100.0%) (07/01/2016 - 06/30/2017)</p> <p>Vendor/Account: AAAS / AAAS AAA</p>	<p>Vendor reference ID: -</p> <p>Expected delivery: -</p> <p>Receiving note: -</p> <p>The bib record is brief, Items already exist in the repository, Duplicate active orders, Reporting code is missing</p>	Edit Create new PO
2	<input checked="" type="checkbox"/>	Re-reading Harry Potter / Suman Gupta., Basingstoke [England] ; Palgrave Macmillan, 2009., 9780230219571, ISBN	<p>MMS ID: 9928841300541</p> <p>Assigned to: -</p> <p>Type: Print Book - One Time</p> <p>PO line owner: Main Library</p> <p>Standard number: 9780230219571</p> <p>Order: -</p> <p>Order Line: POL-7501 / (Manual Packaging)</p>	<p>Copies: Main Library - Stacks (1)</p> <p>Total price: 45.00 USD</p> <p>Funds: M: Humanities (100.0%) (07/01/2016 - 06/30/2017)</p> <p>Vendor/Account: AAAS / AAAS AAA</p>	<p>Vendor reference ID: -</p> <p>Expected delivery: -</p> <p>Receiving note: -</p>	Edit Create new PO
3	<input checked="" type="checkbox"/>	The Green Man., New York., Harcourt Brace & World, [1970, c1969], 0151370400, ISBN	<p>MMS ID: 991547950000541</p> <p>Assigned to: -</p> <p>Type: Print Book - One Time</p> <p>PO line owner: Main Library</p> <p>Standard number: 0151370400</p> <p>Order: -</p> <p>Order Line: POL-5425 / (Manual Packaging)</p>	<p>Copies: Main Library - Stacks (1)</p> <p>Total price: 10.00 USD</p> <p>Funds: E: Sciences (100.0%) (07/01/2014 - 06/30/2015)</p> <p>Vendor/Account: AAAS / AAAS AAA</p>	<p>Vendor reference ID: -</p> <p>Expected delivery: -</p> <p>Receiving note: -</p> <p>The bib record is brief, Items already exist in the repository, Reporting code is missing</p>	Edit Create new PO

- 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.

PO Summary

Save and Continue Back to PO Line list Save

A new PO was created.

PO number PO-7714 PO status In Review (2017-05-21) PO Line Owner Main Library Sent Date -

- 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.

PO Lines
Save and Continue
Back to PO Line list
Save

PO number PO-7714
PO status In Review (2017-05-21)
PO Line Owner Main Library
Sent Date -

Summary
PO line list
Attachments
Notes

1 - 2 of 2
All
Add PO Line

1	<b>Re-reading Harry Potter / Suman Gupta., Basingstoke [England] ;, Palgrave Macmillan, 2009., 9780230219571, ISBN</b> MMS ID: 9928841300541 Assigned to: - Type: Print Book - One Time PO line owner: Main Library Standard number: 9780230219571 Order: PO-7714 Order Line: POL-7501 / (Ready)	Copies: Main Library - Stacks (1) Total price: 45.00 USD Funds: M: Humanities (100.0%) (07/01/2016 - 06/30/2017)	Vendor reference ID: - Expected delivery: - Receiving note: -	Edit Review
2	<b>The Green Man., New York., Harcourt Brace &amp; World, [1970, c1969], 0151370400, ISBN</b> MMS ID: 991547950000541 Assigned to: - Type: Print Book - One Time PO line owner: Main Library Standard number: 0151370400 Order: PO-7714 Order Line: POL-5425 / (Ready)	Copies: Main Library - Stacks (1) Total price: 10.00 USD Funds: E: Sciences (100.0%) (07/01/2014 - 06/30/2015)	Vendor reference ID: - Expected delivery: - Receiving note: - The bib record is brief, Items already exist in the repository, Reporting code is missing	Edit Review

## 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 )

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.

Approve Orders (1 - 1 of 1 )

Approve and send

	<input type="checkbox"/>	Order # ▲	Status ▼	Status Date	Vendor ▼	Organization unit ▼	Total price ▼	# of lines ▼	
1	<input type="checkbox"/>	PO-3114	In Approval	19/01/2016	Massachusetts Medical Society	Science Library	23.95 USD	1	...

- 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**.

## 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.

The screenshot displays the 'PO Lines' interface. At the top, there's a header bar with a back arrow, the title 'PO Lines', and a 'Back to PO Line list' button. Below this is a summary bar showing 'PO number PO-1831', 'PO status Sent (2012-12-14)', 'PO Line Owner Main Library', and 'Sent Date 15/12/2012'. A tabbed interface below the summary bar includes 'Summary', 'PO line list' (which is active), 'Attachments', and 'Notes'. The main content area shows '1 - 1 of 1' results. A search bar with a dropdown set to 'All' and a search icon is present. To the right of the search bar are buttons for 'Add PO Line', a share icon, and a settings icon. The list contains one entry: '1 America's other Audubon / Joy M. Kiser., New York :, Princeton Architectural Press, c2012., 1616890592 (hardcover : alk. paper), ISBN'. To the right of this entry is a 'View' button. Below the title, the entry details are organized into three columns: 'MMS ID: 992193620000521', 'Assigned to: -', 'Type: Print Book - One Time', 'PO line owner: Main Library', 'Standard number: 1616890592 (hardcover : alk. paper)', 'Order: PO-1831', and 'Order Line: POL-1927 / (Waiting for Invoice)'; 'Copies: Science Library - Science Reference (1)', 'Total price: 54.00 USD', and 'Funds: M: Science (100.0%) (2012/2013)'; and 'Vendor reference ID: -', 'Expected delivery: -', 'Receiving note: -', 'Sent date: 15/12/2012', and 'Items already exist in the repository, Reporting code is missing'.

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

Purchase Order Line Details Back to PO Line list

**America's other Audubon / Joy M. Kiser., New York ; Princeton Architectural Press, c2012...**

Order Line: P0L-1927      Order: PO-1831      Status: Waiting for Invoice (2012-12-14)  
Order line type: Print Book - One Time      PO line owner: Main Library      Sent date: 15/12/2012

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

Ordered Items

Library	Location	Barcode	Receiving Date	Item Policy
1 Science Library	Science Reference	607	04/01/2013	-

Receiving note: -      Routing during receiving: No

Vendor Information

Material supplier: COUTTS/COUTTS      Claiming grace period (days): 0  
Expected receipt after ordering (days): 0      Or expected receipt date: -

Pricing

List price: 54.00 USD      Net price: 54.00 USD  
Quantity for pricing: 1      Discount (%): 0

Funding

#	Fund Name	Percent	Amount
1 1	M. Science (2012/2013) (341,898.73 USD)	100.0%	54.00 USD
2 Total	-	100.0%	54.00 USD

PO Line Details

Acquisition method: Purchase      Material type: Book

Invoice status: No invoice      Reporting code: -  
Rush: No      Manual packaging: No  
Cancellation restriction: No      Cancellation restriction note: -  
Identifier: 1616890592 (hardcover : alk. paper)      Proposed identifier: -  
Vendor reference number: -      Vendor reference number type: -  
Note to vendor: -      Vendor invoice number: -

Additional

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

Purchase Order Line Details
Back to PO Line list

Journal of urban history., Sage Publications., v. 1- Nov. 1974-, 78641478 75640898, ISSN

Order Line 545  
Order line type Print Journal - Subscription  
Order fpc298-298  
PO line owner Main Library  
Status Sent (2011-12-18)  
Split date 19/10/2007

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

Ordered Items
Add Location +

Library	Location	Call Number	Copy ID	Summary	Number of Items
1 Main Library	Periodicals	-	-	-	0

Receiving note +
Routing during receiving No
Binding during receiving No

Vendor Information

Material supplier EBSCO1/12345  
Expected receipt after ordering (days) -  
Subscription interval 30  
Claiming grace period (days) -  
Or expected receipt date -

Pricing

List price	849.00 USD	Net price	849.00 USD
Quantity for pricing	1	Discount (%)	0.0
Amount paid in current FP	-		

#	Fund Name	Percent	Amount
1 1	S: Sciences (2012/2013) (564,532.98 USD)	50.5%	428.74 USD
2 2	S: Humanities (2012/2013) (652,713.99 USD)	50.5%	428.74 USD
3 Total	-	101.0%	857.48 USD

**PO Line Details**

Acquisition method: -  
 Invoice status: No invoice  
 Rush: No  
 Cancellation restriction: No  
 Identifier: 78641478 75640898  
 Vendor reference number: -  
 Note to vendor: -

Material type: **Issue**  
 Reporting code: -  
 Manual packaging: No  
 Cancellation restriction note: -  
 Proposed identifier: -  
 Vendor reference number type: -  
 Vendor invoice number: -

**Renewal**

Manual renewal: Yes  
 Subscription from date: -  
 Subscription to date: -  
 Renewal date: -  
 Renewal reminder period (days): 0

Additional: >

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

Invoice Lines
Back to PO Line list

Journal of music and dance,

Order Line POL-7434  
Order line type Print Journal - Subscription

Order PO-6515  
PO line owner Music Library

Status Ready (2015-04-27)  
Sent date -

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

1 - 1 of 1

Status: All
Type: All

Invoice Number	Line #	Type	Invoice Date	Subscripti from date	Subscripti to date	Additional informatic	Invoice Status	Price	Total Price	VAT Note	Funds	Note
1 PO-6515	1	Regul...	27/04/2...	27/04/2...	-	-	In Review	50.00 USD	50.00 USD	-	S: Humanities (100.0%) (07/01/2014 - 06/30/2015)	-

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.

Invoice Details
Back

PO-6515

Unique invoice identifier 88788340000541  
Approved by Moss Shmuel (27/04/2015)  
Total invoice lines amount 50.00 USD

Owner Training - Sandbox  
Status Approved

Vendor BAKER  
Total amount 50.00 USD

Summary
Alerts
Invoice Lines
History
Notes
Attachments

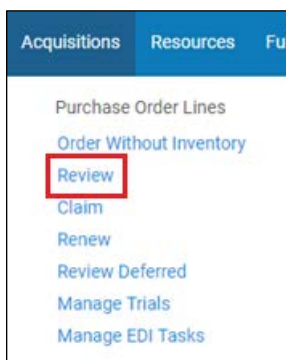
1 - 5 of 5

Status: All
Type: All

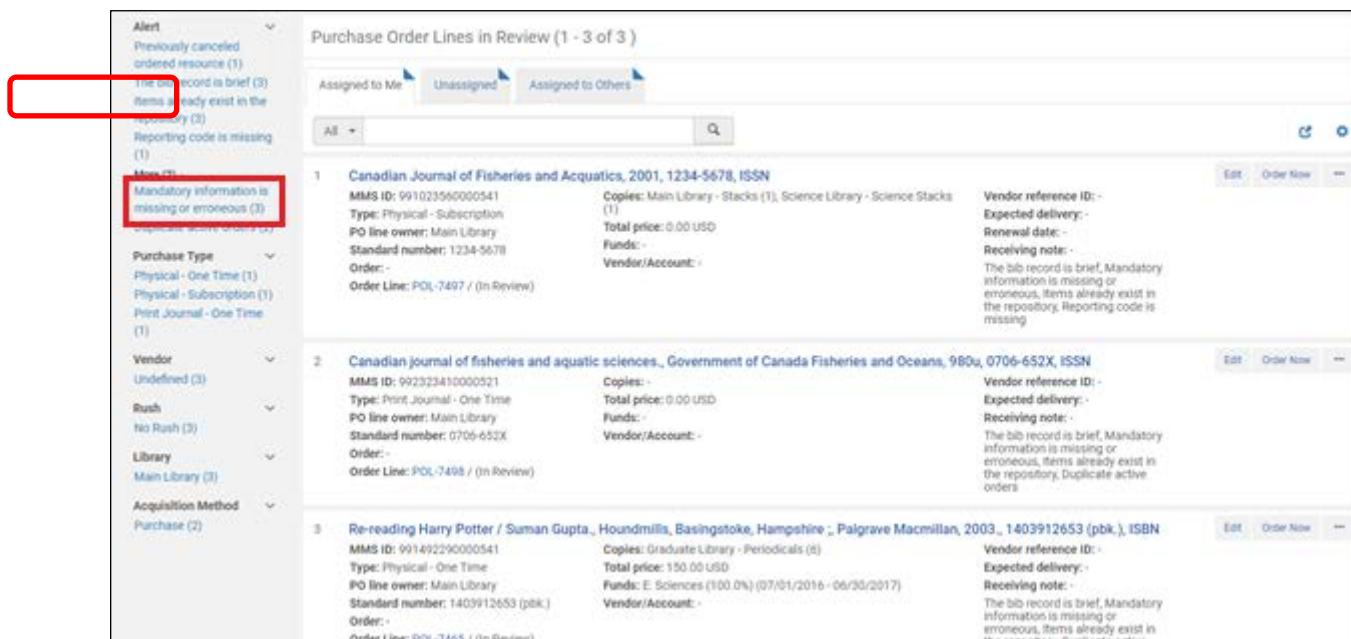
Line #	Type	Price	Total Price	VAT Note	Status	Description	Funds	Note	PO Line #
1 1	Regul...	50.00 USD	50.00 USD	-	Ready	Journal of music and dance	S: Humanities (100.0%) (07/01/2014 - 06/30/2015)	-	POL-7434 (Ready)/
2 999991	Shipm...	0.00 USD	0.00 USD	-	In-Review	-	-	-	-
3 999992	Disco...	0.00 USD	0.00 USD	-	In-Review	-	-	-	-
4 999993	Overh...	0.00 USD	0.00 USD	-	In-Review	-	-	-	-
5 999994	Insur...	0.00 USD	0.00 USD	-	In-Review	-	-	-	-

## 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:

**Alert**

- Duplicate active orders (1)
- Items already exist in the repository (3)
- Mandatory information is missing or erroneous (13)
- Reporting code is missing (4)
- The bib record is brief (5)

**Purchase Type**

- Electronic Book - One Time (2)
- Electronic Collection - Subscription (2)
- Electronic Journal - One Time (2)
- Electronic Journal - Subscription (1)
- More (4)

**Vendor**

- AAAS (2)
- BAKER & TAYLOR (1)
- Undefined (13)

**Rush**

- No Rush (15)
- Rush (1)

**Library**

- Graduate Library (1)
- Main Library (13)
- Science Library (2)

**Assignment**

- Moss Shmuel (15)
- Support Ex Libris (1)

**Purchase Order Lines in Review (1 - 16 of 16)**

Assigned to Me Unassigned Assigned to Others

All

1	<b>Chemistry international, Blackwell Scientific Publications etc, 1365-2192, ISSN</b>	MMS ID: 991648220000521 Assigned to: Support, Ex Libris (2014-07-01) [A] Type: Electronic Journal - One Time PO line owner: Main Library Standard number: 1365-2192 Order:- Order Line: POL-4524 / (In Review)	Total price: 0.00 USD Funds:- Vendor/Account:-	Vendor reference ID:- Expected activation:- License status:- Activation status: Not Activated E-Resource Mandatory information is missing or erroneous	View Assign to
2	<b>EBSCOhost Communication Source, EBSCOhost</b>	CKB ID: 61382000000000035 Assigned to: Moss, Shmuel (2016-03-09) [A] Type: Electronic Collection - Subscription PO line owner: Main Library Standard number:- Order:- Order Line: POL-7458 / (In Review)	Total price: 0.00 USD Funds:- Vendor/Account:-	Vendor reference ID:- Expected activation:- License status:- Activation status: Not Activated E-Resource Renewal date:- Mandatory information is missing or erroneous, Reporting code is missing	View Assign to
3	<b>Harry Potter Power, 2013</b>	MMS ID: 9929041500541 Assigned to: Moss, Shmuel (2017-01-15) [A] Type: Physical - One Time PO line owner: Main Library Standard number:- Order:-	Copies: Main Library - Stacks (1) Total price: 0.00 USD Funds:- Vendor/Account:-	Vendor reference ID:- Expected delivery:- Receiving note:- Mandatory information is missing or erroneous, The bib record is brief	View Assign to

- 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.

**Purchase Order Line Details**

Back to PO Line list Save and continue Go

▲ The field Material supplier is mandatory, please enter the required data.  
 ▲ The field Renewal date is mandatory, please enter the required data.  
 ▲ Fund was not added/selected. Please add funding information.

**Canadian Journal of Fisheries and Acquatics, 2001, 1234-5678, ISSN**

Order Line	POL-7497	Order	-	Status	In Review (2017-04-02)
Order line type	Physical - Subscription	PO line owner	Main Library	Sent date	-

- 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)

Vendor Information

Material supplier \*

⋮
🕒
View vendor

- 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:

Vendor Information

Material supplier \*

X
⋮
🕒
View vendor



- If the renewal date (for continuous orders) is missing:  
In the **Renewal** section of the record, enter a value in the **Renewal date** field.

Renewal	
Manual renewal	<input checked="" type="checkbox"/>
Subscription from date	<input type="text"/> 
Renewal date *	<input type="text" value="30/09/2018"/>  



- If the fund is missing:
  - a In the **Funding** section, click the **Add Fund** link.

Funding
 <a href="#">Add Fund</a> 

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).

Funding
 <a href="#">Add Fund</a> 

Fund \*

Percent

Amount

USD

[Add Fund](#)

- 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.

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:

Funding

+ Add Fund

Fund \*

S: Sciences (07/01/2016)

Percent

100.0

Amount

250.00

USD

Add Fund

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

Funding				
Add Fund ▼				Redistribute Lines ⚙
#	Fund Name ▲	Percent	Amount ⚡	
1	1 S: Sciences (07/01/2016 - 06/30/2017) (573,600.52 USD)	100.0%	250.00	USD
2	Total	100.0%	250.00 USD	

- 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.

1	<a href="#">Canadian Journal of Fisheries and Aquatics, 2001, 1234-5678, ISSN</a>	<a href="#">Edit</a>	<a href="#">Order Now</a>	<a href="#">...</a>
<div> <div> MMS ID: 991023560000541  Assigned to: -  Type: Physical - Subscription  PO line owner: Main Library  Standard number: 1234-5678  Order: --  Order Line: POL-7497 / (Auto Packaging) </div> <div> Copies: Main Library - Stacks (1), Science Library - Science Stacks (1)  Total price: 250.00 USD  Funds: S: Sciences (100.0%) (07/01/2016 - 06/30/2017)  Vendor/Account: BAKER &amp; TAYLOR / 76543211 76543211 </div> <div> Vendor reference ID: -  Expected delivery: -  Renewal date: 30/09/2018  Receiving note: -  The bib record is brief, Items already exist in the repository, Reporting code is missing </div> </div>				

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**.

2	<a href="#">Re-reading Harry Potter / Suman Gupta., Houndmills, Basingstoke, Hampshire ;, Palgrave Macmillan, 2003., 1403912653 (pbk.), ISBN</a>	<a href="#">Edit</a>	<a href="#">Reopen</a>	<a href="#">...</a>
<div> <div> MMS ID: 991492290000541  Assigned to: -  Type: Physical - One Time  PO line owner: Main Library  Standard number: 1403912653 (pbk.)  Order: --  Order Line: POL-7465 / (Cancelled) </div> <div> Copies: -  Total price: 150.00 USD  Funds: E: Sciences (100.0%) (07/01/2016 - 06/30/2017)  Vendor/Account: - </div> <div> Vendor reference ID: -  Expected delivery: -  Receiving note: -  The bib record is brief, Mandatory information is missing or erroneous, Items already exist in the repository, Duplicate active orders, Previously canceled ordered resource </div> </div>				



# 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).

The screenshot shows the Alma Invoices interface. On the left is a facet menu with categories: Status (In Review (1)), Alert (Lines not ready (1), Some linked polines' payment method is different then Invoice (1), Lines not linked (1)), Vendor (Templar Books (1)), Source (EDiteur Invoice Message (1)), and Owner (Training - Sandbox (1)). The main area displays a table of invoices.

Invoice #	Status	Vendor	Owner	Creation from	Creation Date	Last Updated Date	# of Lines	Total Price	
1 fpc280	5 In Review	Templar Books	Training - Sandbox	EDiteur Invoice Message	16/10/2007	19/02/2016	2	39.50 USD	...

## 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.

Invoice Details
Back

fpc280

Unique invoice identifier

13869740000541

Owner

Training - Sandbox

Status

Pending

Vendor

TEMPLAR

Approved by

- (-)

Total invoice lines amount

39.50 USD

Total amount

39.50 USD

Summary
Alerts
Invoice Lines
History
Notes
Attachments

Invoice Details

Invoice number

fpc280

Invoice date

26/10/2007

Vendor

TEMPLAR

Vendor account

-

Total amount

39.50 USD

Total invoice lines amount

39.50 USD

Vendor contact person

-

Payment method

Accounting Department

Invoice reference #

-

Creation from

EDHeur Invoice Message

Owner

Training - Sandbox

Additional Charges

Use pro rata

No

VAT

Report tax

☐

VAT %

0.0

VAT type

Inclusive

Amount

0.0

Expended from fund

Yes

Vendor tax (local currency)

-

Explicit Ratio

>

Payment information

Prepaid

No

Internal copy

No

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... - Invoice Sandb... Message	EDiteur	06/02/2006	22/05/2017	1	25.00 USD	...

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

Invoice Details
Save Cancel Save and Continue

PO-7414\_RT

Unique invoice identifier

99054580000541

Owner Status

Main Library Pending

Vendor

asdf

Approved by

- (-)

Total invoice lines amount

2.0000000298023224 USD

Total amount

0.00 USD

Summary Alerts Invoice Lines History Notes Attachments

1 - 5 of 5

Type	Description	
1	The Invoice Total amount entered is different than the calculated Total Net Invoiced	<a href="#">Edit Invoice</a>
2	Additional Invoice Lines are linked to the same PO line that is linked to Invoice line #1	-
3	Invoice contains vendor account which differs from one or more linked PO Lines.	<a href="#">Edit invoice header</a>
4	Some Invoice Lines differ in price from their linked PO Line.	<a href="#">Edit Lines</a>
5	Invoice using different vendor than poline POL-7475.	<a href="#">Edit Lines</a>

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.

Invoice Details
Save Cancel Save and Continue

FPC184

Unique invoice identifier

13869460000541

Owner Status

Training - Sandbox Pending

Vendor

BAKER

Approved by

- (-)

Total invoice lines amount

25.00 USD

Total amount

25.00 USD

Summary Alerts Invoice Lines History Notes Attachments

1 - 1 of 1
Created by

Created On	Updated On	Updated By	Note
1 18/12/2011	22/05/2017	Implementer, Ex Libris	Check pricing with vendor

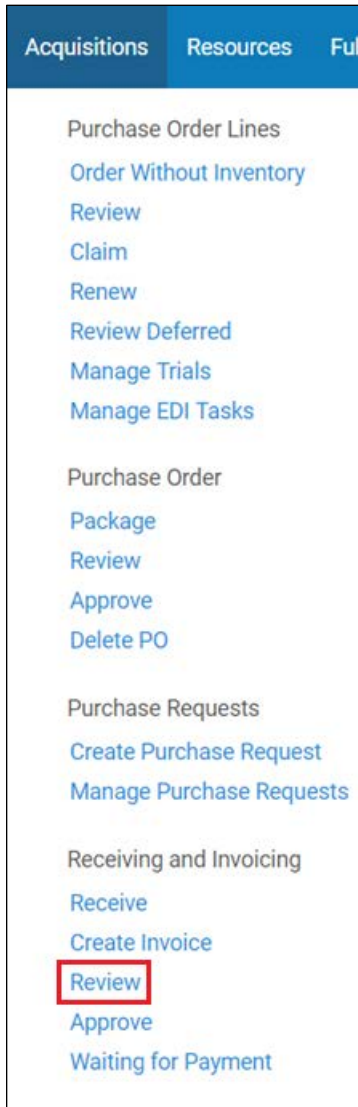
## Testing Basic Invoice Functionality

**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.

The screenshot displays the 'In Review Invoices' interface. At the top, there are tabs for 'Invoices' and 'PO Line Title', and a search bar. Below this, the title 'In Review Invoices (1 - 4 of 4)' is shown. A filter bar allows selection between 'Assigned to Me', 'Unassigned', and 'Assigned to Others'. A search bar for 'Invoice Number' is also present. The main table lists four invoices with the following data:

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...	EDItteur Invoice Message	06/02/2006	22/05/2017	1	25.00 USD	...

The sidebar on the left contains sections for 'Alert' (Total amount of discrepancy (2), Additional Invoice lines are linked to the same PO line (2), Invoice holds vendor account different than some of the linked PO lines (2), Lines not linked (1), Lines not ready (1)), 'Vendor' (AAAS (1), asdf (2), Baker & Taylor (1)), 'Source' (EDItteur Invoice Message (1), Manually (3)), and 'Owner' (Main Library (1), Training - Sandbox (3)).

- 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.

Invoice Details
Save Cancel Save and Continue

FPC184

Unique invoice identifier	13869460000541	Owner Status	Training - Sandbox Pending	Vendor	BAKER
Approved by	- (-)			Total amount	27.00 USD
Total invoice lines amount	25.00 USD				

Summary Alerts Invoice Lines History Notes Attachments

1 - 3 of 3

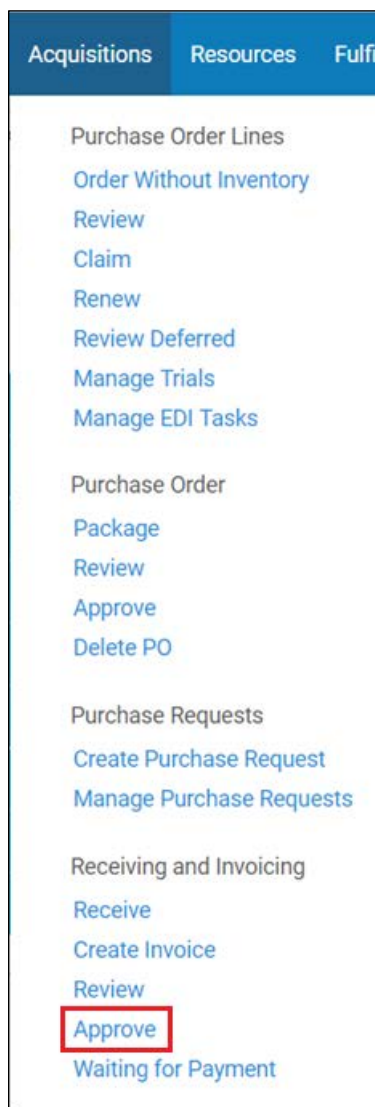
Type	Description	
1	The Invoice Total amount entered is different than the calculated Total Net Invoiced	<a href="#">Edit Invoice</a>
2	Some Invoice lines are not linked to PO lines	<a href="#">Edit Lines</a>
3	Some Invoice lines are not ready	<a href="#">Edit Lines</a>

- 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.

Invoice Number 123321 Vendor 0-123

Summary Alerts Invoice Lines Notes Attachments

Invoice Number \* 123321 Invoice Date \* 15/05/2012

Total amount \* 90.00 EUR Total invoice lines amount 90.00 EUR

Vendor \* 0-123 Vendor Account -

Vendor Contact Person - Payment method Accounting Department

Created By admin1 (02/05/2012) Last Updated By admin1 (13/05/2012)

Approval Status Pending Approved By -

Additional Charges

Use Pro rata ☐

Payment

Prepaid ☐

Cancel Need Additional Review Approve

- 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.

Invoice Line Details Back Save

Invoice Number PO-1902 Line number 1 Vendor SWETS

Description Monograph series. Status Manual Packaging

Invoice Line Details

Type Regular Line Number 1

PO line POL-2702 More Information

Title Monograph series.

PO line price 1.00 USD Price 1.00 USD

Total Price 1.00 USD

Quantity 0

Reporting Code -

Note -

Invoice amount 5.00 USD Total invoice lines amount -

Created By admin1 (22/04/2012) Last Update By admin1 (22/04/2012)

Funding

Amount 0.00 USD

#	Fund Name	Percent	Amount	
1	Anthropology Monographs(19,805.14 USD)	100.0%	1.00 USD	Delete
Total	-	100.0%	1.00 USD	

- 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:

Transactions

CancelDeactivateSave

You are in [Social Science](#) > [Anthropology](#)

Fund name Anthropology MonographsFiscal period 2011-2012Code LEDGER1001-10-20

Available Balance19,805.14 USDCash Balance19,998.54 USD

SummaryTransactionsNotesAttachments

Filter : All

Find : in : AmountGo Advanced Search

Add transaction

1 - 7 of 7 RecordsTools

Time	Type	Related record	Amount	Reporting code	Notes	
19/06/2011 01:52:09 MST	Allocation		20,000.00 USD	-		<a href="#">View</a>
25/10/2011 03:35:04 MST	Transfer	<a href="#">Fund: SUM1ALLOC1</a>	58.94 USD	-		<a href="#">View</a>
13/12/2011 02:48:36 MST	Expenditure	<a href="#">PO Line: POL-2702</a> <a href="#">Invoice Line: INV-201: (1)</a>	1.00 USD	-		<a href="#">View</a>
06/05/2012 06:47:09 MST	Expenditure	<a href="#">PO Line: POL-6702</a> <a href="#">Invoice Line: PO-2802: (1)</a>	59.40 USD	-		<a href="#">View</a>
03/06/2012 05:27:27 MST	Encumbrance	<a href="#">PO Line: POL-6001</a>	1.00 USD	-		<a href="#">View</a>
03/06/2012 05:27:41 MST	Encumbrance	<a href="#">PO Line: POL-6002</a>	133.00 USD	-		<a href="#">View</a>
03/06/2012 05:27:53 MST	Encumbrance	<a href="#">PO Line: POL-6702</a>	59.40 USD	-		<a href="#">View</a>

# 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.

The screenshot shows the 'Invoice Details' page for invoice 'asdf1234'. The 'Invoice Lines' tab is selected. The page displays the following information:

- Unique invoice identifier: 174285500000541
- Owner Status: Training - Sandbox Pending
- Vendor: AAA
- Approved by: - (-)
- Total invoice lines amount: 250.00 USD
- Total amount: 250.00 USD

The 'Invoice Lines' table shows 4 lines:

Line #	Type	Price	Total Price	VAT Note	Status	Description	Funds	Note	PO Line #
1 999991	Shipm...	10.00 USD	10.00 USD	-	In-Review	-	-	-	-
2 999992	Disco...	0.00 USD	0.00 USD	-	In-Review	-	-	-	-
3 999993	Overh...	240.00 USD	240.00 USD	-	In-Review	-	-	-	-
4 999994	Insura...	0.00 USD	0.00 USD	-	In-Review	-	-	-	-

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

The screenshot shows the filter controls for the invoice lines table. The 'Status' dropdown is set to 'All' and the 'Type' dropdown is set to 'All'.

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

Invoice Details
Save Cancel Save and Continue

asdf1234

Unique invoice identifier	174285500000541	Owner	Training - Sandbox	Vendor	AAA
Approved by	- (-)	Status	Pending	Total amount	250.00 USD
Total invoice lines amount	250.00 USD				

Summary Alerts Invoice Lines History Notes Attachments

1 - 4 of 4
Add Invoice Line

Status: All Type: All

Line #	Type	Price	Total Price	VAT Note	Status	Description	Funds	Note	PO Line #
1 999991	Shipment	10.00 USD	10.00 USD	-	In-Review	-	-	-	...
2 999992	Discount	0.00 USD	0.00 USD	-	In-Review	-	-	-	...
3 999993	Overhead	240.00 USD	240.00 USD	-	In-Review	-	-	-	...
4 999994	Insurance	0.00 USD	0.00 USD	-	In-Review	-	-	-	...

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.

Invoice Details
Back

PO-5713a

Unique invoice identifier

99228510000541

Owner Status

Graduate Library Approved

Vendor

ELSCI

Approved by

-(02/02/2017)

Total invoice lines amount

577.00 USD

Total amount

577.00 USD

Summary
Alerts
Invoice Lines
History
Notes
Attachments

1 - 5 of 5

Status: All Type: All

Line #	Type	Price	Total Price	VAT Note	Description	Funds	Note	PO Line #	
1	Regular	577.00 USD	577.00 USD	-	Accounting, management and information technologies	E: Humanities (100.0%) (07/01/2016 - 06/30/2017)	-	POL-5832 (Waiting for Renewal/)	...
2	999991 Shipment	0.00 USD	0.00 USD	-	-	-	-	-	...
3	999992 Discount	0.00 USD	0.00 USD	-	-	-	-	-	...
4	999993 Overhead	0.00 USD	0.00 USD	-	-	-	-	-	...
5	999994 Insurance	0.00 USD	0.00 USD	-	-	-	-	-	...

- **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.

Invoice Line Details
Cancel Save

prepay303

Line number

89

Vendor

BKSN

Invoice Line Details

Type

Regular

Line number

89

PO line

303

More Information

Title

Flannery O'Connor review.

PO line price

230.00 USD

Check subscription date overlap

☐

Poline subscription dates range

-

Subscription dates range

Additional information

Invoice Lines of Current PO Line

No records were found.

Invoice Line Charges

Price

49.50

USD

Total price

49.50 USD

Quantity

1

Reporting code

Note

Invoice amount

53.25 USD

Release remaining encumbrance

☐

VAT note

-

Total invoice lines amount

-

Funding

+

Add Fund

Redistribute Lines

#	Fund Name	Percent	Amount
1	1 M: Humanities (2007/2008 (July)-27) (38,469.53 USD)	100.0%	<div>49.50</div> <div>USD</div>
2	Total	100.0%	49.50 USD

PO Line Related Information

PO line information

view

Number of items ordered

1

Number of items received

0

Number of existing invoices for the PO line

1

Number of claims

0

Review the following data for accuracy:

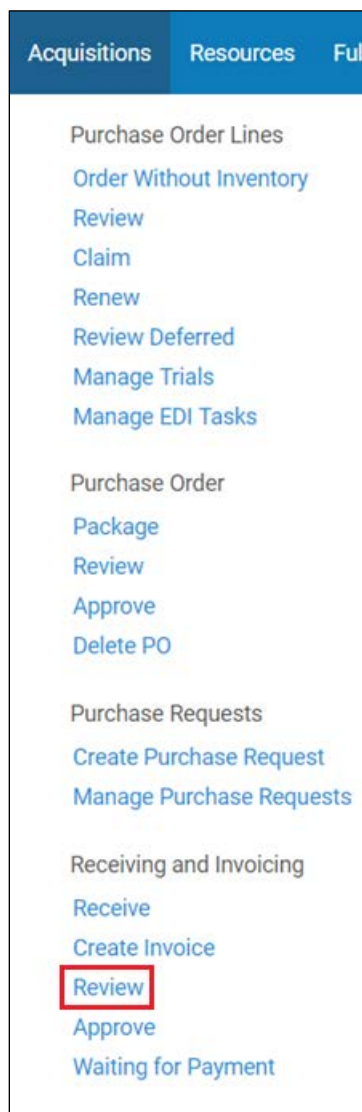
- **Reporting code**
- **PO line price:** This should be the **Net price** from the PO line.
- **Note:** The first note, if any, is indicated the **Note** column in the list of invoice lines:

Line #	Type	Price	Total Price	VAT Note	Status	Description	Funds	Note	PO Line #
1 69	Regular	49.50 USD	49.50 USD	-	Ready	Flannery O'Connor review.	E: Humanities (100.0%) (07/01/2016 - 06/30/2017)	Reconcile the differ...	303 (Sent)/

## 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.

Line #	Type	Price	Total Price	VAT Note	Status	Description	Funds	Note	PO Line #
1 1	Shipment	5.00 USD	5.00 USD	-	Ready		E: Humanities (100.0%) (07/01/2016 - 06/30/2017)		
2 999991	Shipment	10.00 USD	10.00 USD	-	In-Review				
3 999992	Discount	0.00 USD	0.00 USD	-	In-Review				
4 999993	Overhead	240.00 USD	240.00 USD	-	In-Review				
5 999994	Insurance	0.00 USD	0.00 USD	-	In-Review				

- 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.

Vendor

Baker & Taylor (1)

Book Sense (1)

Source

EDiteur Invoice Message (2)

Owner

Training - Sandbox (2)

In Review Invoices (1 - 2 of 2)

Cancel

Assigned to Me

Unassigned

Assigned to Others

Invoice Number

Alert : Lines not ready

Invoice #	Vendor	Owner	Creation from	Creation Date	Last Updated Date	# of Lines	Total Price	
1 prepay303	5 Book Sense	Training - Sandbox	EDiteur Invoice Message	18/10/2007	22/05/2017	2	53.25 USD	...
2 FPC184	3 Baker & Taylor	Training - Sandbox	EDiteur Invoice Message	06/02/2006	22/05/2017	1	27.00 USD	...

- 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**.

Invoice Details

Save

Cancel

Save and Continue

prepay303

Unique invoice identifier	13869850000541	Owner	Training - Sandbox	Vendor	BKSN
Approved by	- (-)	Status	Pending	Total amount	53.25 USD
Total invoice lines amount	53.25 USD				

Summary

Alerts

Invoice Lines

History

Notes

Attachments

1 - 2 of 2

Add Invoice Line

Status : All

Type : All

Line #	Type	Price	Total Price	VAT Note	Status	Description	Funds	Note	PO Line #	
1 89	Regular	49.50 USD	49.50 USD	-	Ready	Flannery O'Connor review.	E: Humanities (100.0%) (07/01/2016 - 06/30/2017)	Reconcile the differ...	303 (Sent)/	...
2 prepay3...	Regular	3.75 USD	3.75 USD	-	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.

Invoice Line Details
Cancel
Save

prepay303

Line number prepay3030 Vendor BKSN

Invoice Line Details

Type Regular
Line number prepay3030
PO line

Invoice Lines of Current PO Line

Invoice Line Charges

Price 3.75 USD
Total price 3.75 USD
Quantity 1
VAT note -
Reporting code
Note
Invoice amount 53.25 USD
Total invoice lines amount -

Funding

Add Fund

No records were found.

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**.

Invoice Details
Save Cancel Save and Continue

prepay303

Unique invoice identifier

13869850000541

Owner Status

Training - Sandbox Pending

Vendor

BKSN

Approved by

- (-)

Total invoice lines amount

53.25 USD

Total amount

53.25 USD

Summary Alerts Invoice Lines History Notes Attachments

1 - 2 of 2

Add Invoice Line

Status: All Type: All

Line #	Type	Price	Total Price	VAT Note	Status	Description	Funds	Note	PO Line #	
1 89	Regular	49.50 USD	49.50 USD	-	Ready	Flannery O'Connor review.	E: Humanities (100.0%) (07/01/2016 - 06/30/2017)	Reconcile the differ...	303 (Sent)/	...
2 prepay3...	Regular	3.75 USD	3.75 USD	-	Ready	-	Misc/Other (100.0%) (07/01/2016 - 06/30/2017)	-	-	...

- 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**.

Confirmation Message

Are you sure you want to perform this action?

Cancel Confirm

The invoice line is removed from the list of lines.

- d Click **Save**.

# 10

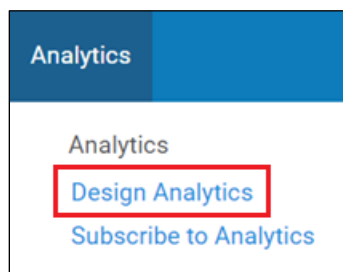
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## Usage Data

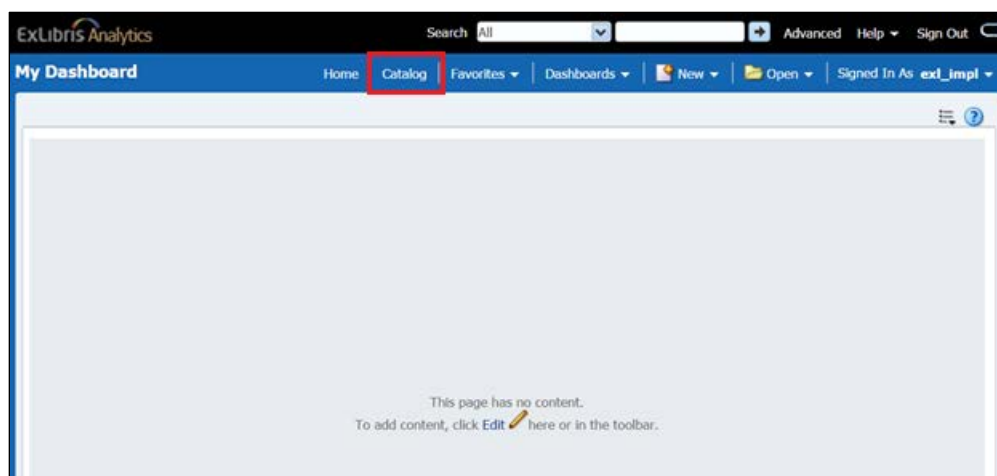
If you use COUNTER reports to track usage of your electronic resources, and migration of usage statistics is included in your contract, perform the following checks to verify that your usage data was migrated successfully.

To verify that your usage data was migrated successfully:

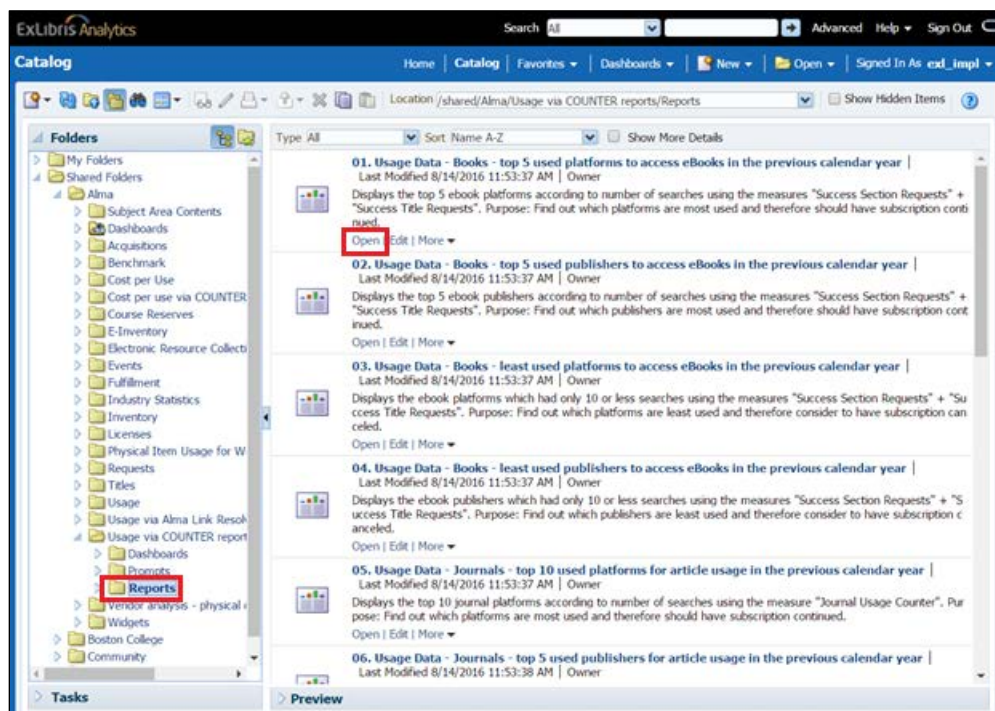
- 1 From the Alma menu bar, navigate to **Analytics > Analytics > Design Analytics**. (You require the Designs Analytics role).



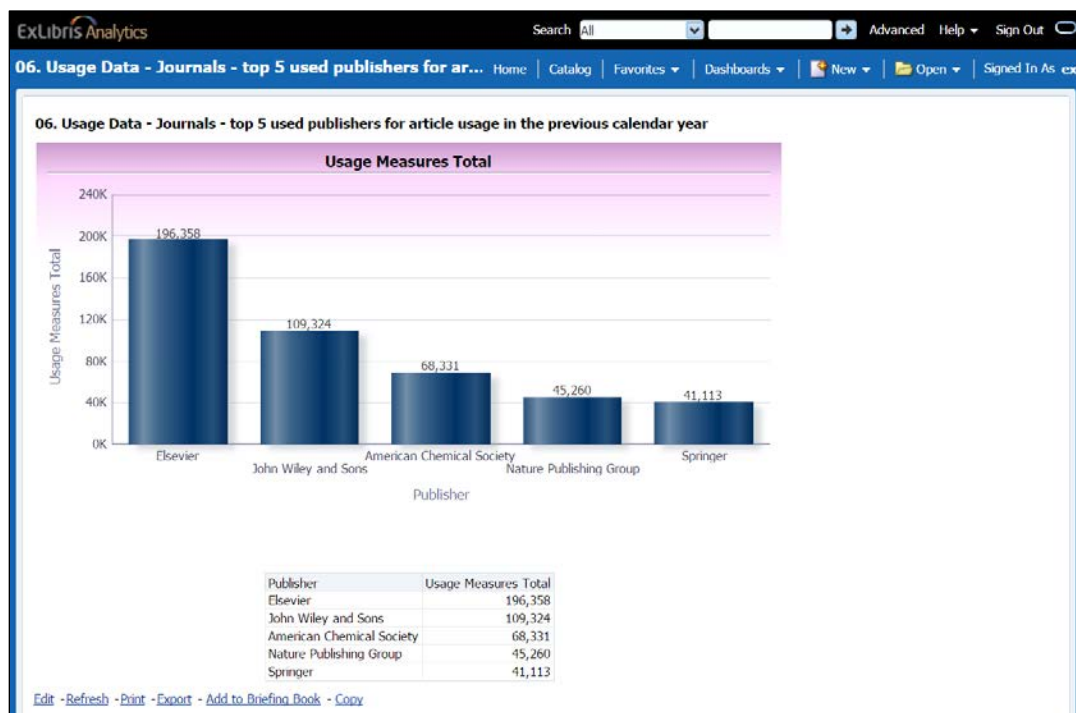
- 2 A new browser tab opens to the Analytics page. In Analytics, click **Catalog** in the menu bar.



- 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.