Alma Acquisitions

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Table of Contents

Chapter 1 **Introduction to Acquisitions** **9**

Chapter 2 **Purchasing** **11**

Purchasing Workflow 11

Explanation of Purchase Types Workflow and Inventory *14*

Creating Purchase Order (PO) Lines 18

Importing Embedded Order Data (EOD) *18*
Real-Time Acquisitions *22*
Manually Creating a PO Line *23*
Sending Emails to Vendors *50*
Entering Vendor Responses to Emails *52*
Creating PO Lines Without Inventory *53*
Working With Legal Deposits *54*
How It Works *54*
Activating LD *55*
LD Workflow *55*
Using LD as an Acquisitions Method *56*
Enabling LD as an Acquisitions Method *56*
Customizing Notification Letters *57*
Using Legal Deposits in Purchase Orders *58*

Searching for PO Lines 59

Reviewing Purchase Order Lines 62

Purchase Order Lines in Review Page *63*
Processing PO Lines in Review *64*
Assigned and Unassigned PO Lines *65*
Editing PO Line Information *67*

Packaging Purchase Order Lines 68

Reviewing Purchase Orders *71*

Approving and Sending Purchase Orders 72

Deleting Purchase Orders 75

Receiving Material 76

Receiving Physical Material *78*
Viewing Holdings Information *90*

Post-Receiving Processing 93

Managing Receiving Department Tasks *93*
Scanning Items *97*
Processing Claims 104
Updating Dates *107*
Changes to PO Line References and Statuses 109
Closing, Canceling, and Deleting PO Lines *109*
Closing PO Lines *109*
Canceling PO Lines *110*
Deleting PO Lines *111*
Reassigning and Reactivating PO Lines *112*
Relinking PO Lines *113*
Changing Bib Reference *115*
Reopen a Closed or Canceled PO Line *117*
Chapter 3 Invoicing 121
Invoicing Workflow 121
Creating an Invoice via Electronic Data Interchange (EDI) *124*
Creating an Invoice From a File *124*
Creating an Invoice From a PO or Manually *126*
VAT Calculation – Example *148*
Working With Accrual Accounting *149*
Searching for Invoices 155
Reviewing Invoices 157
Invoice Tabs *158*
Invoice Facets *158*
Approving Invoices 161
Working with Invoices Waiting for Payment 163
Setting Invoices Back to Review *167*
Generate Export XML *167*
Chapter 4 Renewals 169
Renewal Workflow 169
Processing Renewals 171
PO Lines to Renew Page *172*
Viewing PO Line Information – Renewals *173*
Editing PO Line Information – Renewals *173*
Changing Vendors – Renewals *179*

Chapter 5 Deferrals 181
Deferring PO Line Workflow 181
Deferring PO Lines 184
Review Deferred Page 187
Editing Deferred PO Lines 187
Reassigning/Releasing Deferred PO Lines 188
Reactivating Deferred PO Lines 188
Packaging a Deferred PO Line into a PO 189
Relinking Deferred PO Lines 189
Canceling Deferred PO Lines 189
Chapter 6 Evaluations 191
Evaluations Workflow 191
Managing Trials 194
Editing Trial Information 195
Analyzing Trial Results 200
Chapter 7 Import Processing 209
Monitoring Imports 209
Viewing File Details 211
Viewing Import Job Events 211
Viewing Imported Records 212
Viewing an Import Job Report 214
Resolving Import Issues 215
Chapter 8 PO Line Sets and Processes 217
Overview of PO Line Sets and Processes 217
Performing an Advanced Search and Creating PO Line Sets 218
Performing Global Changes on PO Lines 221
Chapter 9 Acquisitions Infrastructure 225
Managing Vendors and Vendor Accounts 225
Navigating and Filtering the List of Vendors 226
Adding a Vendor and Vendor Account 227
Editing Vendor or Vendor Account Information 239
Deleting a Vendor or Vendor Account 240
Managing Funds and Ledgers 241
Navigating and Filtering the List of Funds and Ledgers 242
Adding a Ledger 242
Editing a Ledger 247

Adding a Fund *248*
Editing a Fund *251*
Activating and Deactivating Funds and Ledgers *252*
Deleting Funds and Ledgers *253*
Performing Fund Transactions *253*
Managing Fund Allocation Transfer 255
Moving Funds 257
Managing Licenses and Amendments 257
Adding a License *259*
Amending a License *261*
Editing Licenses or Amendments *263*
Deleting Licenses or Amendments *265*
Adding ONIX-PL-Formatted Licenses *266*
ONIX Fields Mapping to Alma *266*
Creating and Configuring a License from ONIX-PL *268*
Chapter 10 Advanced Tools 271
Exchange Rates Report 271
Fiscal Period Closure 273
Rolling Over Ledgers *274*
Rolling Over PO Lines *278*
Patron Driven Acquisitions 283
Navigating and Filtering the PDA List *285*
Change Vendor in Order 292
Chapter 11 Configuring Acquisitions 295
Overview 295
Configuring Acquisition Activities 295
Purchase Orders 298
Configuring Reporting Codes *298*
Configuring Purchasing Review Rules *301*
Configuring Shipping Methods *307*
Configuring PO Line Cancellation Reasons *310*
Viewing Import Profiles *312*
Configuring PO Line Types *313*
Configuring PO Line Deferral Reasons *314*
Configuring the Default Acquisition Method *316*
Invoices 318
Configuring Invoice Review Rules *318*
Configuring Invoice Approval Rules *323*

Configuring Disapproval Reasons *327*
Configuring VAT Codes *330*
Configuring the Default Payment Method *331*

Licenses 333

Configuring Sections Order *333*
Configuring Term Types *335*
Configuring License Storage Locations *343*

General 346

Configuring Other Settings *346*
Configuring Currency Subsets *349*
Configuring Fund and Ledger Fiscal Periods *351*
Configuring Receiving Departmental Validations *354*
Configuring Fund Types *355*
Acquisition Jobs Configuration *357*

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1

Introduction to Acquisitions

Acquisitions contains the following workflows/sections:

- **Purchasing** – This is the workflow that governs the way in which a purchase order (PO) line is handled from the point of its creation to the point at which it awaits activation or receipt. For a detailed explanation of the purchasing workflow, see **Purchasing Workflow** on page **11**.
- **Invoicing** – This is the workflow that governs the way in which an invoice is handled from the point of its creation to the point at which the invoice is closed. For a detailed explanation of the invoicing workflow, see **Invoicing Workflow** on page **121**.
- **Renewals** – This is the workflow that governs the way in which a PO line is marked for renewal during its creation to the point at which the material is renewed. For a detailed explanation of the renewal workflow, see **Renewal Workflow** on page **169**.
- **Deferring PO Lines** – This is the workflow that governs the way in which a PO line is handled from the time it is deferred to the point at which it is either reactivated or canceled. For a detailed explanation of the deferring PO line workflow, see **Deferring PO Line Workflow** on page **181**.
- **Evaluations** – This is the workflow that governs the way in which a PO line is handled from the point of its creation for the evaluation (trial) to the point at which a decision is made whether or not to purchase the electronic material. For a detailed explanation of the evaluations workflow, see **Evaluations Workflow** on page **191**.
- **Import Processing** – This section describes monitoring imports and resolving import issues. For a detailed explanation of import processing, see **Import Processing** on page **209**.
- **PO Line Sets and Processes** – This section describes performing an advanced search on PO lines, creating PO line sets, and performing global changes on these sets. For a detailed explanation, see **PO Line Sets and Processes** on page **217**.
- **Acquisitions Infrastructure** – This section describes managing vendors and accounts, funds and ledgers, fund allocation transfers, and licenses and

amendments. For a detailed explanation of the Acquisitions infrastructure, see **Acquisitions Infrastructure** on page **225**.

- **Advanced Tools** – This section describes exchange rate reports, rolling over ledgers, rolling over PO lines, and patron-driven acquisitions (PDA). For a detailed explanation of the advanced tools, see **Advanced Tools** on page **271**.
- **Configuring Acquisitions** – This section describes configuration activities for Acquisitions. For a detailed explanation, see **Configuring Acquisitions** on page **295**.

IMPORTANT:
Before you can begin working with the Acquisitions workflows, you must ensure that the Purchasing Manager has properly set up the Acquisitions infrastructure. For details, see **Acquisitions Infrastructure** on page **225**.

2

Purchasing

This section includes:

- **Purchasing Workflow** on page **11**
- **Creating Purchase Order (PO) Lines** on page **18**
- **Searching for PO Lines** on page **59**
- **Reviewing Purchase Order Lines** on page **62**
- **Packaging Purchase Order Lines** on page **68**
- **Approving and Sending Purchase Orders** on page **72**
- **Deleting Purchase Orders** on page **75**
- **Receiving Material** on page **76**
- **Post-Receiving Processing** on page **93**
- **Processing Claims** on page **104**
- **Changes to PO Line References and Statuses** on page **109**

Purchasing Workflow

The following is an illustration of the purchasing workflow that specifies the way in which a purchase order (PO) line is handled from its creation until it awaits activation or receipt.

IMPORTANT:

For an explanation of the physical and electronic purchase types and PO line types that can be created, and the ramifications of the purchase type and PO line type on both the purchasing workflow and resulting inventory, see **Explanation of Purchase Types Workflow and Inventory**, below.

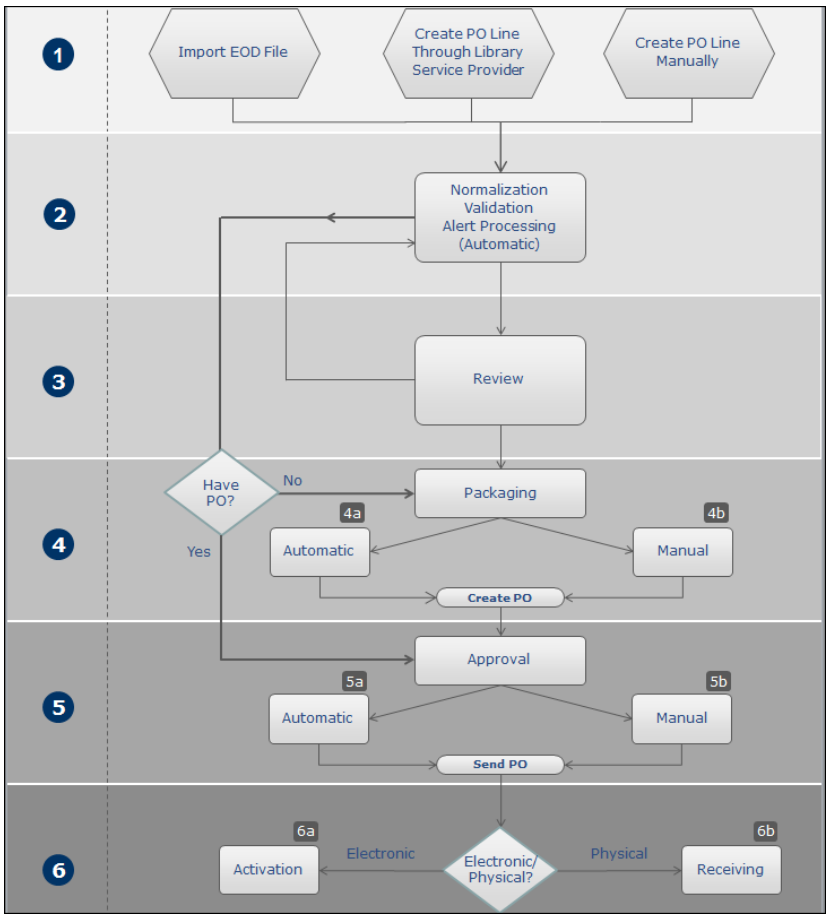

Figure 1: Purchasing Workflow

The following is a detailed description of the steps within this workflow (with the numbers corresponding to the numbers in the diagram):

1 A PO line enters the Alma system, either automatically through an embedded order data (EOD) import or a real-time API through a Library Service Provider (LSP), or manually as a result of the creation of a PO line. For information on creating a PO line using EOD, see **Importing Embedded Order Data (EOD)** on page **18**. For information on creating a PO line assisted by real-time technology, see **Real-Time Acquisitions** on page **22**. For information on creating a PO line manually, see **Manually Creating a PO Line** on page **23**. For information on creating PO lines without inventory, see **Creating PO Lines Without Inventory** on page **53**.

2 The PO line is normalized, validated, and processed to determine whether there are elements that require special attention based on the review rules preconfigured by an administrator. These activities are performed automatically by the system.

3 If there are data issues (including invalid or missing information) or alerts that require attention, the PO line is sent for review. For information on this manual activity, see **Reviewing Purchase Order Lines** on page **62**.

4 The PO line proceeds to the packaging stage of the workflow in which the PO line is packaged into a purchase order (PO). The purchasing configuration, configured on the PO Line Summary page (see **Manually Creating a PO Line** on page **23**), determines if the packaging is automatic or manual.

   a **Automatic** – PO lines are automatically packaged according to the rules in a PO (see **Packaging Purchase Order Lines** on page **68**).

   b **Manual** – The PO line is packaged manually. For information on this activity, see **Packaging Purchase Order Lines** on page **68**. When the person performing the manual packaging clicks **Package** on the Create Purchase Orders page, the PO line is packaged into a PO.

NOTE:
If, during the packaging process (manual or automatic), any of the mandatory fields (required in this step) is incomplete, the PO is sent back for review. For information on this manual activity, see **Reviewing Purchase Orders** on page **71**. After reviewing the PO and entering the missing information, the PO proceeds to step **5** in the workflow, where it is approved and sent to the vendor.

5 The PO proceeds to the approval and sending stage of the workflow. The purchasing configuration (configured by Ex Libris) determines whether the approval and sending is automatic or manual.

   a **Automatic** – The PO is approved automatically and sent to the vendor.

   b **Manual** – The PO is approved manually and sent to the vendor. For information on this activity, see **Approving and Sending Purchase Orders** on page **72**. When the person performing the manual approval clicks **Approve and Send** on the Approve Purchase Orders page, the approved PO is sent to the vendor.

NOTE:
The PO is subject to approval rules whether the PO was created manually or via EOD, and whether it is configured with manual or automatic packaging. However, when selecting **Order Now** for a PO line, the PO line is not sent for approval.

6 The PO line proceeds to the final stage of the purchasing workflow, where it is checked to verify whether it is a PO line for electronic or physical material.

a **Electronic** – The PO line proceeds to the activation stage (see **Activating Electronic Resources** in the *Alma Resource Management Guide*).

b **Physical** — The PO line proceeds to the receiving stage, where it is handled according to its type, as described in **Receiving Material** on page **76**. Post-receiving processing may also be performed after the material is received (see **Post-Receiving Processing** on page **93**).

If the PO line is **One-Time**, it closes when fully invoiced. If it is not fully invoiced, it is marked as **Waiting for Invoice** in the **Invoice status** field of the PO Line Summary page, and awaits invoicing (see **Invoicing** on page **121**).

If the PO line is **Continuous**, it is marked for renewal and is displayed on the PO Lines to Renew page.

VIDEO:
See *End-to-End Workflows for Acquiring Print Materials* for a detailed Webex training session on print material acquisition. See *End-to-End Workflows for Acquiring Electronic Resources* for a detailed Webex training session on electronic resource acquisition. Note that you must be logged on to the Ex Libris Learning Center to access these sessions.

Explanation of Purchase Types Workflow and Inventory

Once a PO line is created with a certain purchase type, the workflow and data implications are fixed and cannot be changed. It is therefore important to understand the impact of the various purchase types on both the purchasing workflow and the resulting inventory.

NOTE:
The material type populates the item record that is created, but does not control the PO line workflow. The material type can be modified when creating/editing a PO line.

Purchase types can be either physical or electronic and of one of the following continuity types (PO line types):

- **One-time** – Used for one-time or infrequent orders, such as a printed book, an e-book, or a musical score that is not published repetitively. Physical material is received via the One Time tab on the Receive New Material page. Holdings and items are created automatically, with one holdings being created for each unique location, and one item for each copy. Electronic material goes through the standard activation process and remains activated indefinitely. Once the PO line is invoiced and received/activated, it is closed.
- **Continuous** – Used for orders that are repeated on a regular basis—for example, monthly subscriptions to physical or electronic material such as journals. Physical material is received via the Continuous tab on the Receive

New Material page. Holdings are created upon PO line creation (for each run of the series in a location) and items are created upon receipt (for each issue or bound volume). Electronic material goes through the standard activation process and may be deactivated during the evaluation process. The PO line remains open once it is invoiced and received/activated (although it can be closed manually).

- **Standing order** – Used for orders that are not repeated on a frequent or regular basis. For example, this type of PO line would be used for purchasing all the printed books by a particular author when they are published, or where a series of books are being published, but not necessarily on a regular basis. Physical monograph material is not received on the Receive New Material page. Rather, it is created manually by creating or choosing a bibliographic record, creating a holdings record, and then creating an item record, which you associate with the standing order PO line. You set a receipt date for the item in the Physical Item Editor. Non-monograph material is processed in the same manner as physical continuous material, although without a fixed sequence or frequency. Electronic material goes through the standard activation process and may be deactivated during the evaluation process. The PO line remains open once it is invoiced and received/activated (although it can be closed manually).

The table below delineates the recommended purchase types that are available for each type of repository search (see **To create a PO line:** on page **23** for an explanation of the search and PO line creation process).

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Table 1. Repository Search, Recommended Purchase Types, Workflow & Inventory

Find	Select Type	Recommended Purchase Type	Order Continuity	PO Line Workflow	Created Inventory
All Titles	Journal (ISSN)	Electronic Journal	One-time	An **Activate** task is created when the PO line is sent	Standalone Portfolio
			Continuous	An **Activate** task is created when the PO line is sent	Standalone Portfolio
		Print Journal	One-time	Received on Receive New Material page	Item type - Journal
			Continuous	Received in Continuous tab on Receive New Material page. Item is created upon receipt.	Holdings
	Book (ISBN)	Electronic Book (Title)	One-time	An **Activate** task is created when the PO line is sent	Standalone Portfolio (E-book)
			Continuous	An **Activate** task is created when the PO line is sent	Standalone Portfolio (E-book)
		Print Book	One-time	Received on Receive New Material page	Item type - Book
			Standing Order (monograph; non-monograph acts as continuous)	Item is created automatically upon receipt of material. Material is not received on the Receive New Material page.	Holdings

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Table 1. Repository Search, Recommended Purchase Types, Workflow & Inventory

Find	Select Type	Recommended Purchase Type	Order Continuity	PO Line Workflow	Created Inventory
Electronic Collection	Journal Package	Electronic Collection (the former *Electronic Journal Package* is to be deprecated as of February 2015)	One-time, Continuous	An **Activate** task is created when the PO line is sent	Electronic Collection (CKB-based)
	Book Package	Electronic Collection (the former *Electronic Journal Package* is to be deprecated as of February 2015)	One-time, Continuous		
	Mixed	Electronic Collection (the former *Electronic Journal Package* is to be deprecated as of February 2015)	One-time, Continuous		
Order without inventory	Access service	No inventory is created. The PO line workflow depends on the continuity (a renewal is needed for subscription type orders). **NOTE:** Database - One-Time and Database -Subscriptions purchase types will be deprecated as of the February 2015 release. Use Electronic Collection - One-Time/Continuous instead. (You can define the **Collection type** as **Database** in the Electronic Collection Editor.)			
	Database service				
	Other service				

The recommended purchase type that displays is also determined by the type of search that is performed. For example, when searching the MD Editor, an MMS item is created; the MMS item represents a bibliographic record and not an actual item and therefore, it is not possible to create an electronic collection PO line.

To create an electronic collection PO line from an MMS item:

1. Perform an MD Editor search (see **Creating Bibliographic Records with the MD Editor** in the *Alma Resource Management Guide*).
2. Create a local electronic collection, and connect he MMS item located in the MD Editor search to the electronic collection (see **Adding a Local Electronic Collection** in the *Alma Resource Management Guide*).
3. Click **Order** for the electronic collection to create an order for the item (see step **2** in **Manually Creating a PO Line** on page **23**).

For details on the various PO line types that can be created per acquisition material type and context in Alma, see **Configuring PO Line Types** on page **313**.

Creating Purchase Order (PO) Lines

PERMISSIONS:

To create PO lines, you must have one of the following roles:

- Purchasing Manager
- Purchasing Operator

You can create a PO line using any of the following methods:

- **Importing Embedded Order Data (EOD)** on page **18**
- **Real-Time Acquisitions** on page **22**
- **Manually Creating a PO Line** on page **23**
- **Creating PO Lines Without Inventory** on page **53**
- **Working With Legal Deposits** on page **54**

Importing Embedded Order Data (EOD)

You import an EOD file using a New Order profile on the Run Import page. If none of the existing profiles is suitable for importing the EOD file, you must first create a new profile or copy and modify an existing profile. For information on configuring profiles, see **Configuring New Import Profiles** in the *Alma Resource Management Guide*. For information on creating multiple items in multiple locations/libraries via a New Order profile, see **Defining Import Profiles for Multiple Item Creation** in the *Alma Resource Management Guide*.

VIDEO:

See *Importing Bibliographic Records with Embedded Order Data* for a detailed training Webex session on this functionality. Note that you must be logged on to the Ex Libris Learning Center to access this session. For details on importing records from several vendors in one input file, see the *Multiple Vendors in EOD Import Profile* video (8:56 mins).

To start a new import:

1 On the Run Import page, (**Acquisitions > Import Processing > Import**), scroll to the import profile you want to use for the import, or locate it using the **Find** box at the top of the page.

2 Select **Actions > Run import**.

The Start New Import page opens.

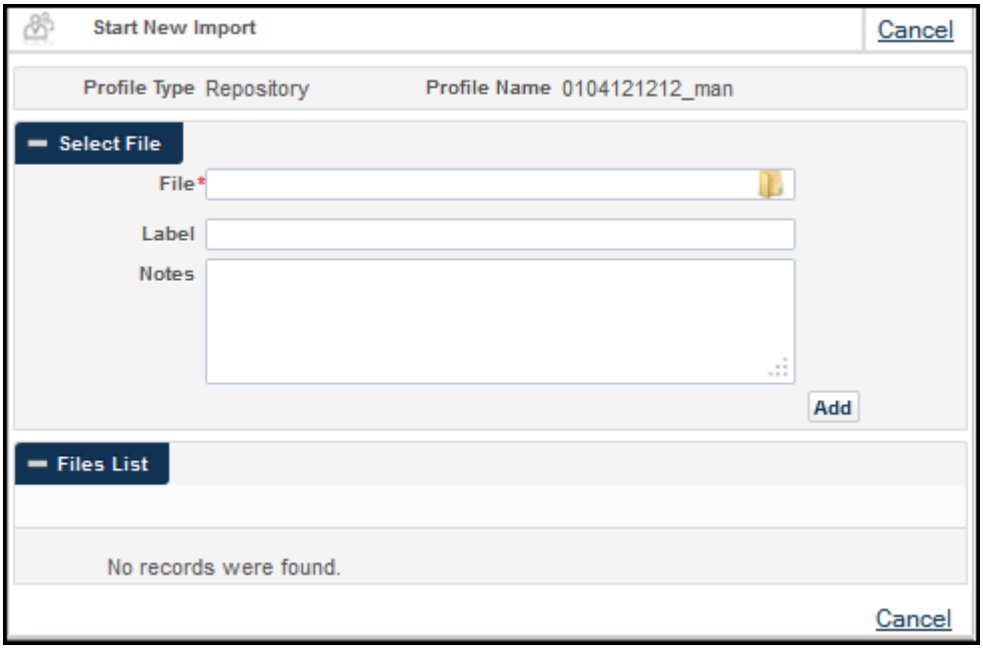

Figure 2: Start New Import Page

3 If you have **Upload File/s** selected as the File Upload Method in the Import Profile, use the browse feature of the **File** field to locate the bibliographic, authority, or EOD file you want to import. Select the file from the Windows File Upload box.

The selected file appears in the **File** field.

NOTES:

- For the files that you select to import in this manner, it is suggested that you limit your file size to a maximum of 10MB. For files imported using the **FTP** File Upload Method, this limitation does not apply (refer to the procedure **To create the import profile:** on page **516** for more information regarding the **FTP** option).
- The import process accepts ZIP files, MRC files, or XML files, but not tar.gz files.

4 To use a label for the file to help identify the contents, enter a label in the **Label** field.

5 Enter any notes for the import in the **Notes** field.

6 Click **Add**.

The page reloads with the selected file listed in the Files List section at the bottom of the page (**Figure 3**).

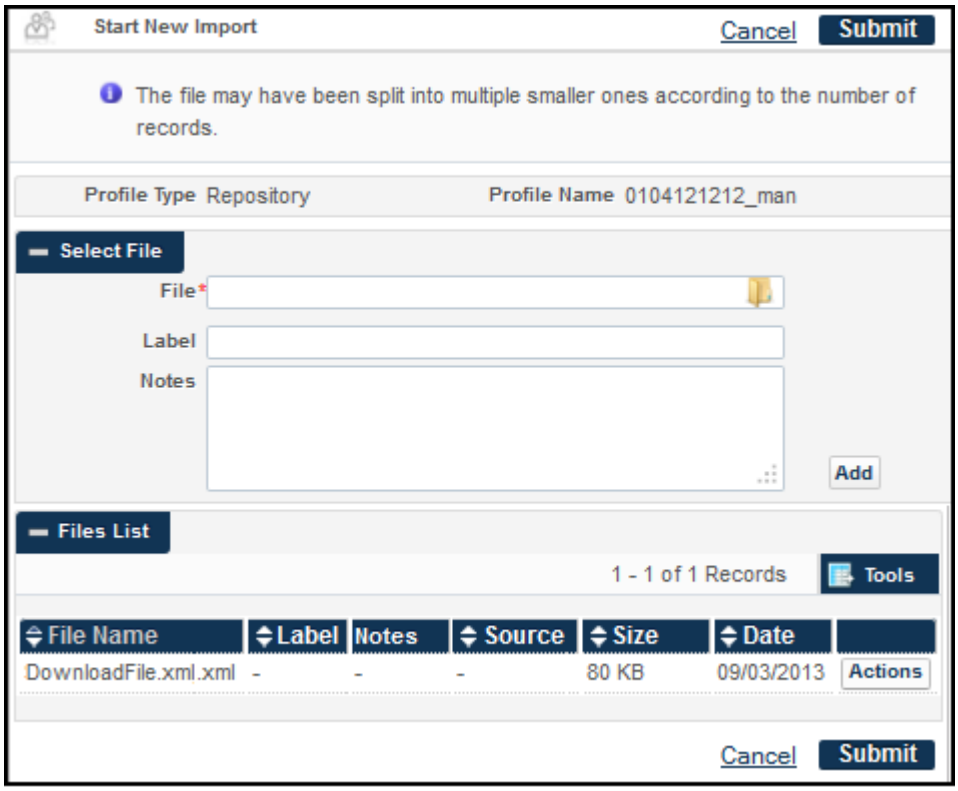

Figure 3: Start New Import - File Added

General information about the file (including a label, if you included one, the source of the file, and the size of the file) appears in this section. In addition, an **Actions** button provides options for editing the Notes field of the entry or deleting the entire entry. There is also a **Submit** button at the top and bottom of the Start New Import page.

7 Add any additional import files by repeating step **3** through step **6**.

8 Click **Submit**. The Monitor and View Imports page opens, showing a message indicating the import job status. For details on monitoring import jobs, refer to **Monitoring Imports** on page **209** in the *Alma Acquisitions Guide*.

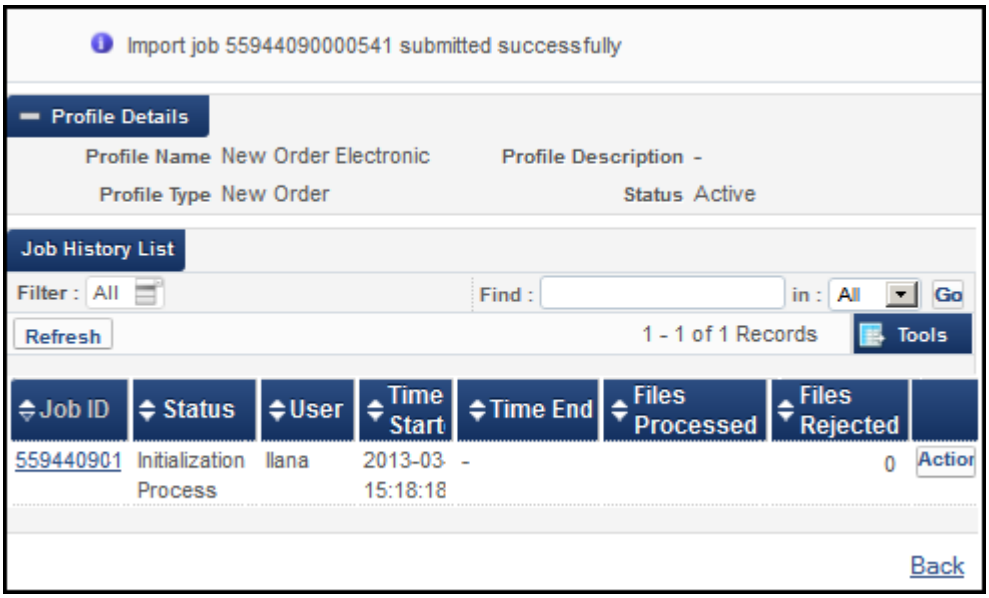

Figure 4: Monitor and View Imports Page - EOD File Loaded Successfully

9 Click **Refresh** to update the page details.

If the import finished, the status changes, as shown in the Status change from **Figure 4** to **Figure 5**.

NOTE:
Additional Status classifications are **Pending**, **In Process**, and **Completed Successfully**.

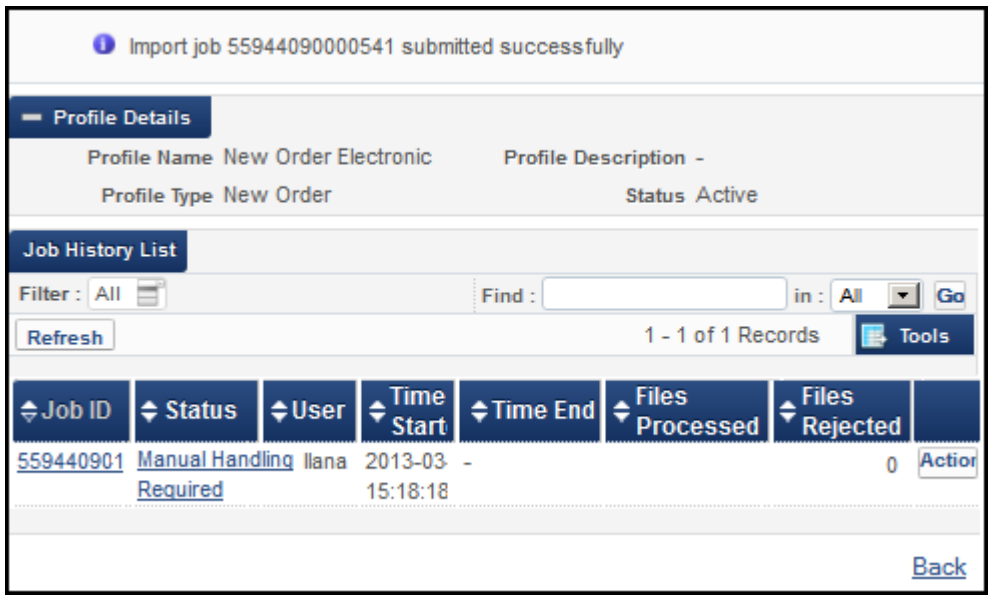

Figure 5: Monitor and View Imports Page - EOD File Import Status Refreshed

- To view reports on the status of successful imports, click the **Actions** button and select one of the four types of information.
- If you receive a status of Manual Handling Required, click the **Manual Handling Required** text link to access the page where you can resolve issues with the file.
- Click **Back** to return to the Alma home page.

For an explanation of the physical and electronic purchase types and PO line types that can be created, and the ramifications of the purchase type and PO line type on both the purchasing workflow and resulting inventory, see **Explanation of Purchase Types Workflow and Inventory** on page **14**.

Real-Time Acquisitions

Academic Library Service Providers (LSPs) working with Alma can use real-time acquisitions as a way to streamline workflows. Real-time acquisitions incorporates standard ordering and loading technologies with APIs to speed the availability of resources, increase the efficiency of integrating records, and enhance data enrichment.

Typically, Alma uses batch ordering (EOD) or manual creation of PO lines. These methods can produce delays in records appearing in Alma, and they can lead to the drawbacks of manually overlaying or merging records.

An end-to-end real-time acquisitions workflow integrates an LSP system with Alma capabilities for selecting and ordering library resources.

This process begins in the LSP catalog but can also integrate all available channels for new orders with LSPs.

For more detailed information, including workflows and steps to integrate LSPs with Alma (using APIs and the Alma user interface), use the following links to the Ex Libris Developer's Network:

- Real-time overview: https://developers.exlibrisgroup.com/blog/Real-time-Acquisitions
- PO line API, how the bib record is determined: https://developers.exlibrisgroup.com/blog/Create-PO-line-API-how-the-bibliographic-record-is-determined
- Create PO line API: https://developers.exlibrisgroup.com/alma/apis/acq/POST/gwPcGly021rXkIgBNjmJH6pSL6v0plPz/d5b14609-b590-470e-baba-9944682f8c7e

Manually Creating a PO Line

To manually create a PO line for both physical and electronic items, first search for the item in the inventory, then create the PO line. For an explanation of the physical and electronic purchase types that can be created from your search results, see **Explanation of Purchase Types Workflow and Inventory** on page **14**.

The procedure for creating a PO line for physical and electronic material is the same, with the exception of specific PO line information that is unique to each material type (noted below).

IMPORTANT:
When creating a PO line, the **PO line owner** refers to the library creating the PO line, while the **intended locations/access** refers to the library for which the order is being placed.

To create a PO line:

1 On the Repository Search page (**Resource Management > Repository Search**), locate the item for which you want to create a PO line. For an explanation of the Repository Search, see **Using the Alma Repository Search** in the *Alma Resource Management Guide*.

The following example shows the Repository Search page listing all items that contain the search word *history*.

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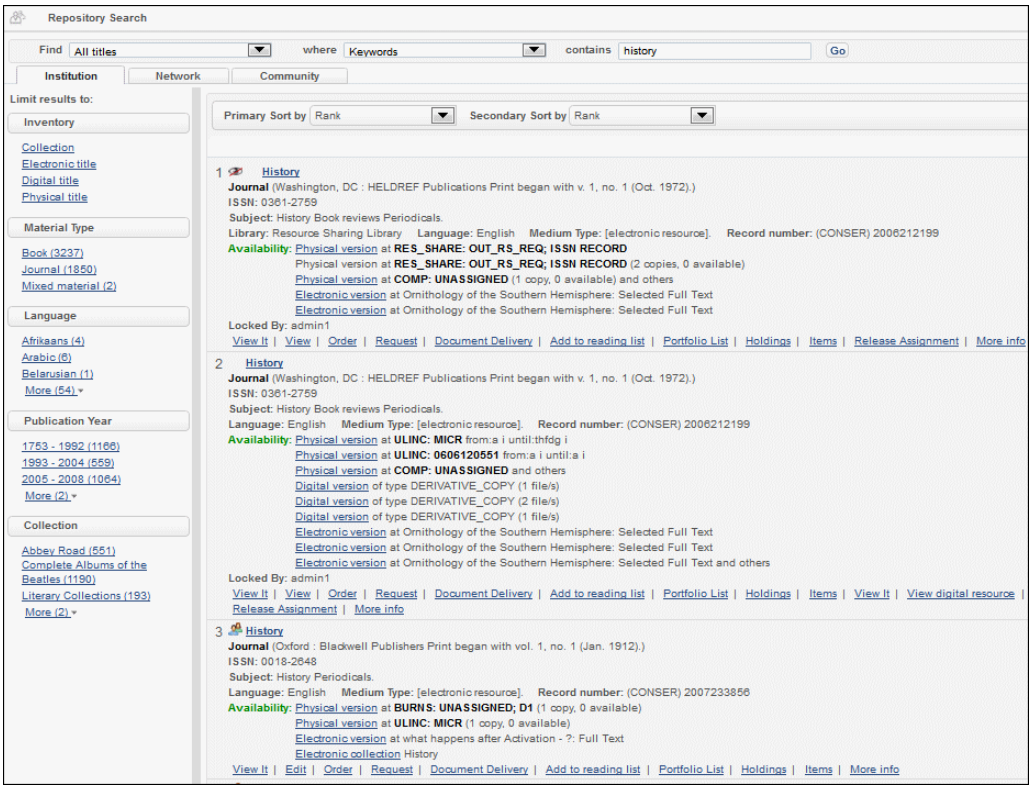

Figure 6: Repository Search Page

2 Scroll to the item for which you want to create a PO line and click the **Order** link beneath the item. The PO Line Owner and Type page opens.

Figure 7: PO Line Owner and Type Page

NOTE:
This is also the page that opens when you click the **Create PO Line & Exit** icon in the MD Editor.

When manually ordering an electronic resource (from the level of a bibliographic record), Alma creates multiple portfolios if the bibliographic record has multiple URLs (856 $u fields/subfields), and associates the created portfolios with the same PO line.

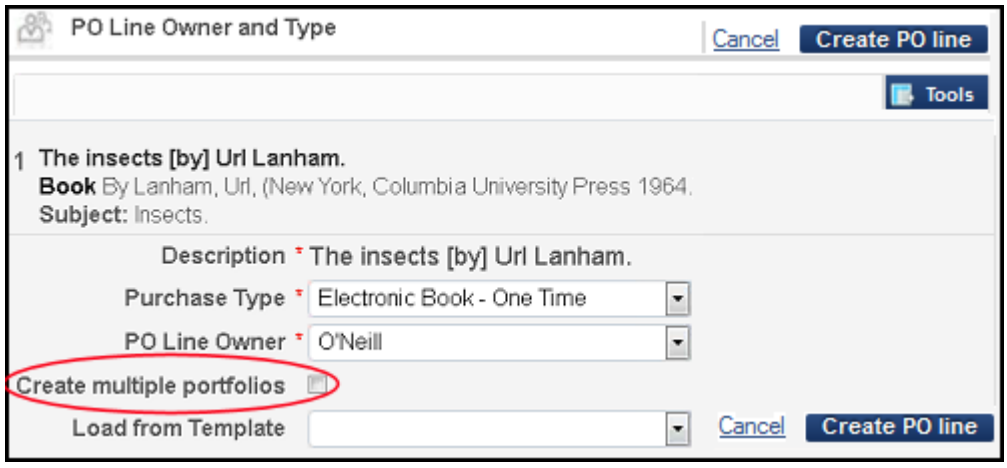

Figure 8: PO Line Owner and Type Page with Multiple Portfolio Check Box

When you select the **Create multiple portfolios** check box, Alma displays the available URLs in a list.

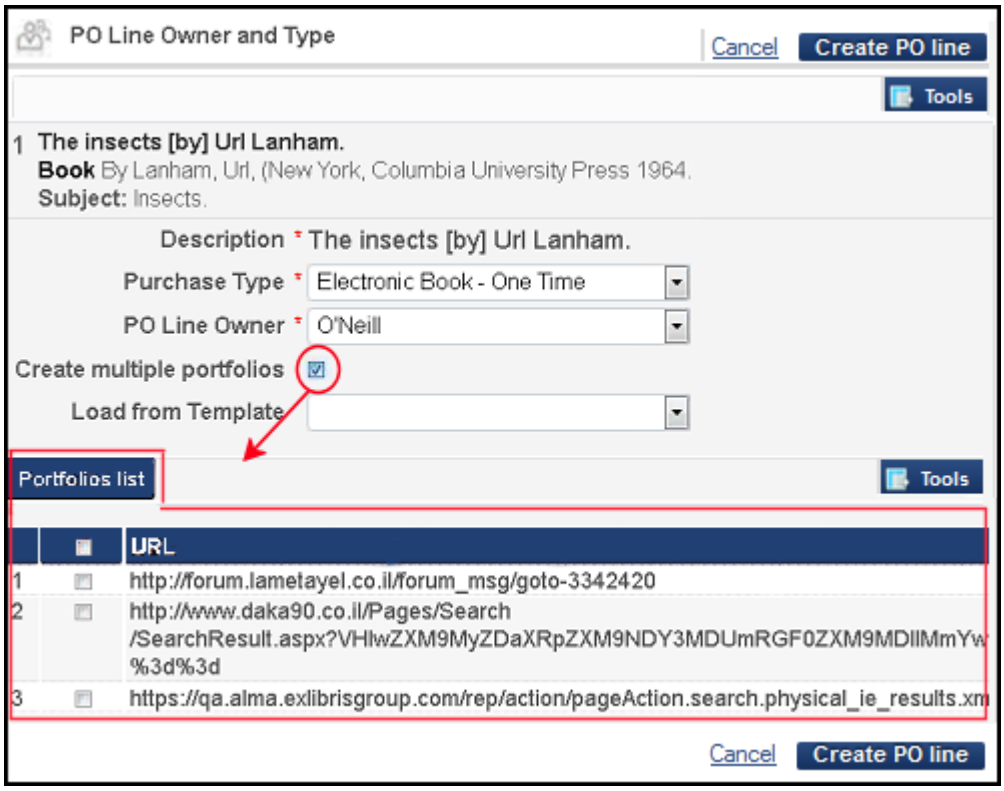

Figure 9: PO Line Owner and Type, URLs for Portfolio

For an example from the Metadata Editor, see the *Commentaries on the Constitution of the United States* example below.

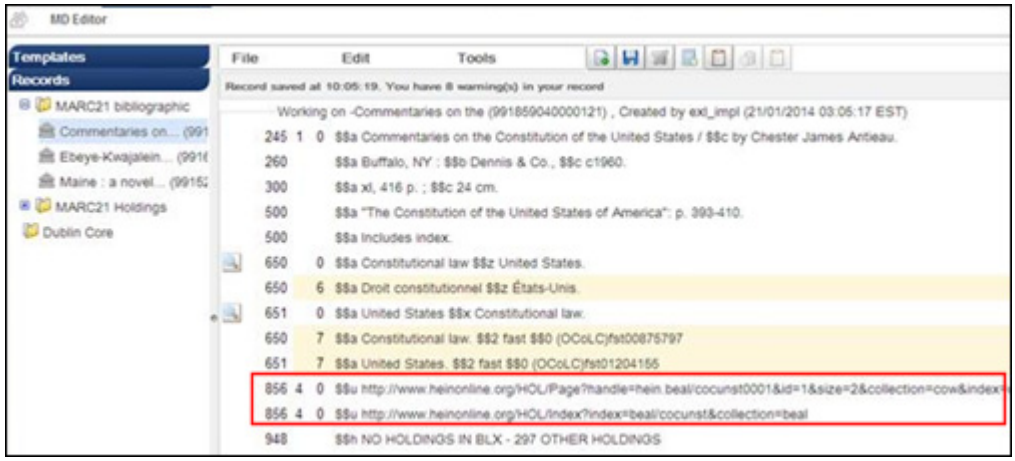

Figure 10: Electronic Resource (Title/Bibliographic Record) with Multiple 856 $u

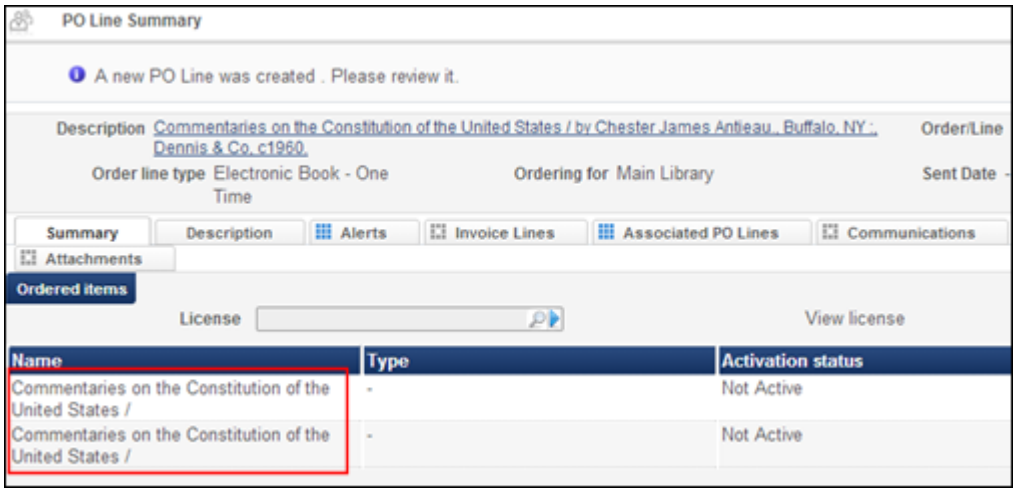

Figure 11: Multiple Portfolios Created for Multiple URLs/856 $u

VIDEO:

For more information about creating multiple portfolios, see the *Manual Orders: Create Multiple Portfolios* video (5:44 mins).

3 From the **Purchase type** drop-down list (which is predefined by Ex Libris), select the type of item for which you want to create a PO line. For an explanation of the physical and electronic purchase types that can be created from your search results, see **Explanation of Purchase Types Workflow and Inventory** on page **14**.

NOTE:

For ease of use, the **Purchase type** drop-down list is categorized into **Recommended** and **Other** purchase types.

IMPORTANT:

Once a PO line is created with a certain purchase type, the workflow and inventory/data implications are fixed and cannot be changed. This is therefore a critical step in the PO line creation process.

4 From the **PO line owner** drop-down list (which is predefined by a system administrator), select the library for which you want to create a PO line.

5 Optionally, from the **Load from template** field, select a template from which to load the PO line.

Templates are created when you select the **Save as template** option in the **Go** drop-down list when creating a PO line (see step **17**).

6 Click **Create PO Line**. The PO Line Summary page opens.

If you created a PO line for an electronic item, the PO Line Summary page opens as shown in **Figure 12** on page **28**.

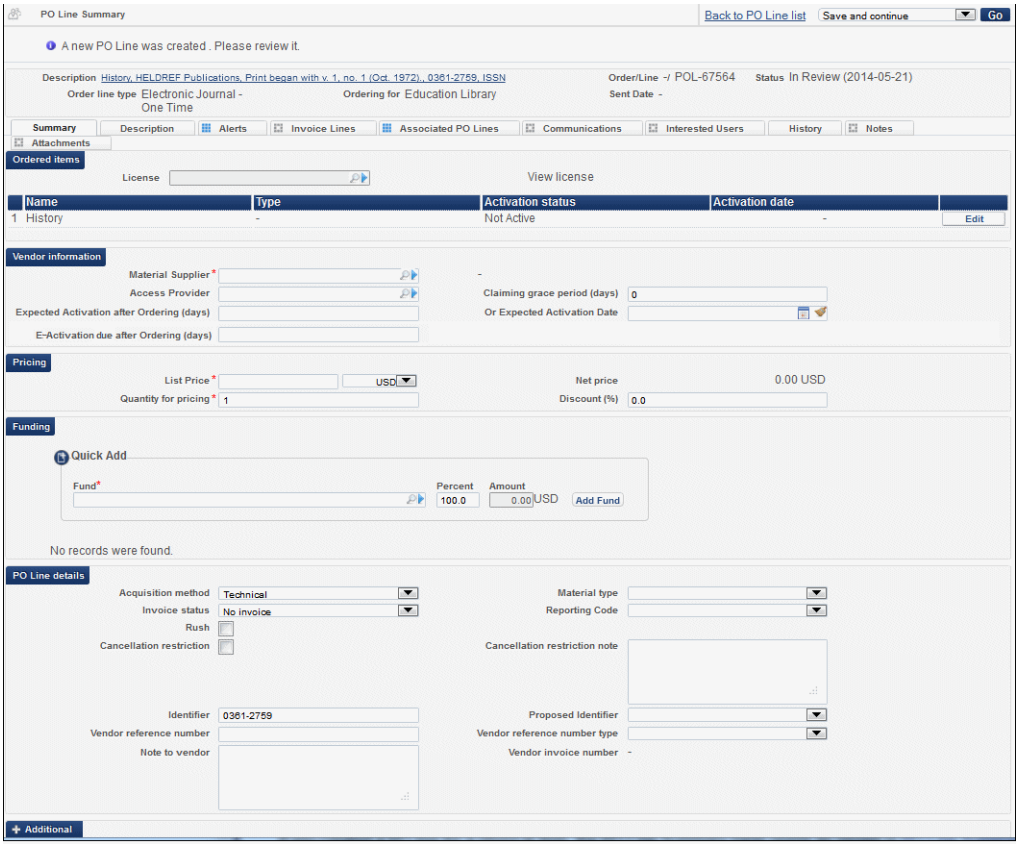

Figure 12: PO Line Summary Page – Electronic Item

If you created a PO line for a physical item, the PO Line Summary page opens as shown in **Figure 13** on page **29**.

VIDEO:

See *End-to-End Workflows for Acquiring Print Materials* for a detailed training Webex session on print material acquisition. See *End-to-End Workflows for Acquiring Electronic Resources* for a detailed training Webex session on electronic resource acquisition. Note that you must be logged on to the Ex Libris Learning Center to access these sessions.

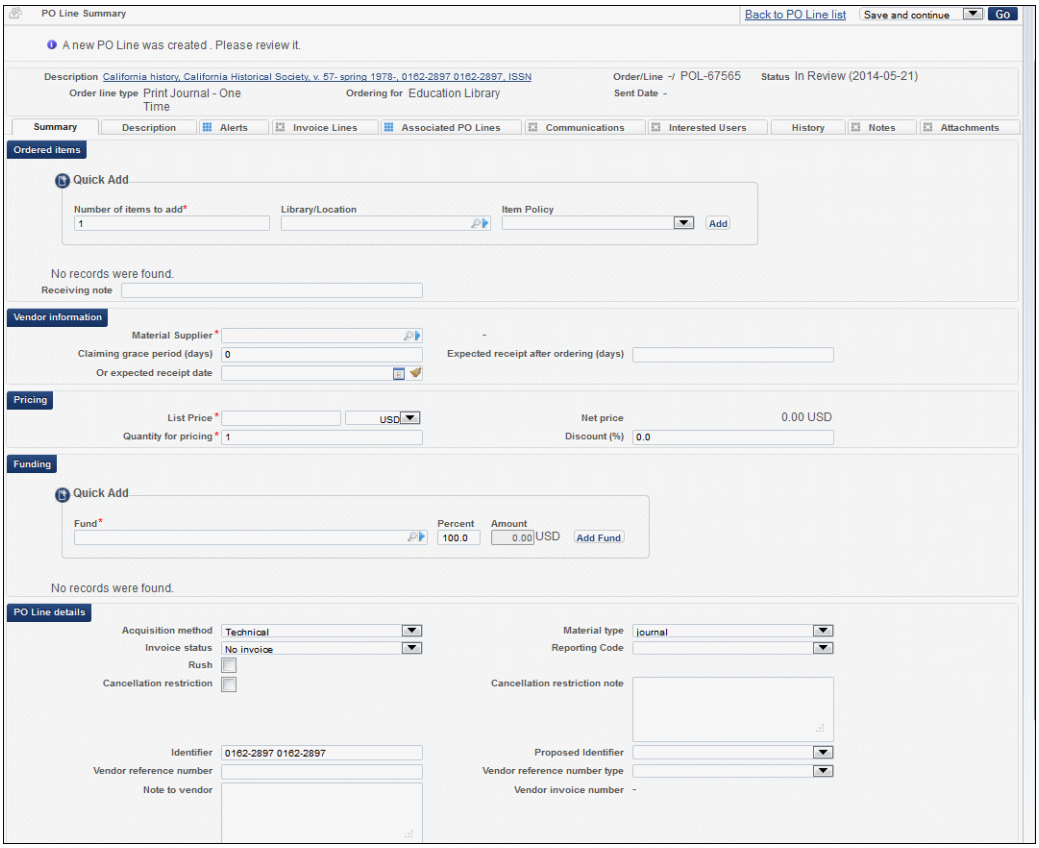

Figure 13: PO Line Summary Page – Physical Item

NOTE:

The icon on the following tabs indicates that information is available in the tab: Alerts, Invoice Lines, Associated PO Lines, Communications, Interested Users, Notes, Attachments. The icon on these tabs indicates that there is no information in the tab.

The PO Line Summary page header displays details of the PO line, its status, the PO line type (for example, printed book/e-book), the library for which the item is being ordered, and the PO line number.

7 In the **Summary** tab, enter the PO line information as required. A description of the tab's fields is provided in the following table. This table includes the fields for both physical and electronic items. Fields that are not common to both types of items are indicated accordingly.

NOTES:

- The table in the Ordered Items section displays the inventory resources associated with the PO line. You can edit/delete resources in this table.
- A PO line can be associated with either an item or a holdings record. For details on associating a PO line with a holdings record, see **Using the List of Holdings** in the *Alma Resource Management Guide*.

Table 2. Summary Tab Fields

Section	Field	Description
Ordered Items (for physical items)	Number of items to create (required)	The number of inventory items to create. These items are added to the inventory list in the Ordered Items section. Select **Actions > Edit** or **Actions > Delete** for an item to edit or delete the item. **NOTE:** When migrating PO lines without inventory, you add inventory items via this field.

Table 2. Summary Tab Fields

Section	Field	Description
Ordered Items (for physical items) – continued	Library/Location	Select the specific library location (from a list predefined by an administrator) for which you want to order the specified quantity of the item. To order the item for an additional library location, click the **Add** button or press **Enter**. Select the additional location for which you want to order the item and define the quantity you want to order for the location in the **Number of items to create** field. Repeat this procedure for each library location for which you want to order the item. **NOTE:** When selecting a new location, you must first select the library in which the location is situated. You can create relationships between libraries to enable the libraries to acquire items for each other (see **Configuring Fulfillment Relationships** in the *Alma Fulfillment Guide*).
	Item Policy	Select an Item policy. This defines the conditions under which a request for this item can be fulfilled. For more information, see **Updating Item-Level Information** on page **465** of the *Alma Resource Management Guide*.

Table 2. Summary Tab Fields

Section	Field	Description
Ordered Items (for physical items) – continued	Receiving note	Text enabling the Purchasing Operator to indicate to the Receiving Operator the intended location of serial order items in which no inventory items are created. When migrating PO lines without inventory, this field contains the library/location information in which the inventory is to reside.
Ordered Items (for electronic items)	License	Select a license to associate with the resource, displayed in the inventory list. For more information on licenses, see **Managing Licenses and Amendments** on page **257**. You can click **Edit** for an item to open the Electronic Portfolio Editor page and edit the resource parameters.
Vendor Information	Material supplier (required)	Enter the vendor supplying the material being ordered, or click the **Find** button to select a supplier from a displayed list.
	Access provider (for electronic items only)	Enter the vendor providing access for the material being ordered, or click the **Find** button to select a provider from a displayed list.
	Claiming grace period (days)	Specify the number of days from the expected receipt/activation date to the date on which the PO line is sent to the claims task list (see **Processing Claims** on page **104**). The default value displayed here is taken from the **Claiming grace period** field on the Vendor Account Details page (**Acquisitions > Acquisitions Infrastructure > Vendors**) for one-time PO lines, and from the **Subscription grace period** field on the Vendor Account Details page for continuous PO lines.

Table 2. Summary Tab Fields

Section	Field	Description
Vendor Information (continued)	Expected receipt/ activation after ordering (days) or Expected receipt/ activation date (Enter a value in only one of these fields)	Specify the number of days after ordering that you expect physical orders to be received or electronic orders to be activated, or select the expected receipt/activation date from the **Calendar** pop-up. This value is used to calculate the claim date (see **Processing Claims** on page **104**). The default value displayed for the **Expected receipt/ activation after ordering (days)** field is taken from the Vendor Account Details page (**Acquisitions > Acquisitions Infrastructure > Vendors**). **NOTE:** This field is not displayed when creating PO lines without inventory. When a value is entered in this field, the **c.uresolver.getit2.item_list.status.ACQ.with_expected_date** label is invoked in the Primo Get It tab and displays as **On order until <date>**. When no value is entered in this field, the **c.uresolver.getit2.item_list.status.ACQ.with_no_expected_date** label is invoked in the Primo Get It tab and displays as **On Order**. You can customize the values that are displayed by using the Discovery Interface Labels Code Table page (see **Configuring Labels** in the *Alma Fulfillment Guide*).

Table 2. Summary Tab Fields

Section	Field	Description
Vendor Information (continued)	E-Activation due after ordering (for electronic items only)	Specify the number of days after ordering that the activation task is due. When the due date passes, a notification is sent to the user that is assigned the e-resource activation task and an alert is displayed in the user's list of tasks. For information on creating a default due date, see **Configuring Other Settings** on page **693**. For more information, see **Managing Electronic Resource Activation** on page **395**the **Managing Electronic Resource Activation** section of the *Alma Resource Management Guide*. **VIDEO:** For more information, see the *Due Date Added to Activation Tasks List* video.
	Subscription interval (for continuous physical items only)	Specify the receipt interval, in days, of the continuous order (such as 30 for monthly, 90 for quarterly, and so forth). This value is used to calculate the claim date (see **Processing Claims** on page **104**). For information on handling items with different receiving intervals, see the explanation for the Technical acquisition method in **Table 3**.

Table 2. Summary Tab Fields

Section	Field	Description
Pricing	List price (required)	Enter the list price for a single copy of the item, and select the currency from the field to the right of this field.
	Discount (%)	Specify the discount, if any, to be applied. The system automatically calculates the total price for the PO line based on the list price per copy, the discount, and the number of copies being ordered. The total price of the PO line is displayed in the **Net price** field.
	Quantity for pricing	Enter the number of items to be paid for. The total price for the PO line equals the quantity for pricing multiplied by the list price. Note that the **Quantity for pricing** and the **Number of items to create** (for physical items) may be different if you have obtained discounted pricing through a deal such as "buy two items and get a third item at no additional charge." **NOTE:** Learn more about this feature in the ***PO Line Pricing for Multiple Items*** video (2:27 mins).

Table 2. Summary Tab Fields

Section	Field	Description
Funding	Fund (required)	You can either specify the fund in the text box provided, or click the **Find** button to the right of the text box to select a fund from a displayed list. While the default option is one fund with 100 percent allocation, you can distribute the cost of a PO line among several funds. To add a fund to the list, select the fund, stipulate the percentage of the cost to be covered by the fund, and click **Add Fund** or press **Enter**. The fund is displayed as a link in the **Fund Name** column and can be clicked to open the **Summary Details** page for the fund. **NOTE:** A fund is available for a PO line if it serves the library for which the item is being ordered, is active, allocated, and is covered by the current fiscal period. The fund may not necessarily have money in its balance at the time of ordering. When the PO line is saved, an encumbrance transaction is created.
	Percent	The percentage of the **List price** value still available for fund allocation. When the **Amount** field is updated, the value of this field updates accordingly.
	Amount	The amount of the **List price** value still available for fund allocation. When the **Percent** value is updated, the value of this field updates accordingly.

Table 2. Summary Tab Fields

Section	Field	Description
PO Line Details	Acquisition method	The type of acquisition method for the PO line. For details on the available acquisition methods, see **Table 3**. For details on configuring the default acquisition method, see **Configuring the Default Acquisition Method** on page **316**.
	Material type	The type of material—such as book, electronic journal, or CD-ROM—that the item represents. The available options in the drop-down list differ depending on whether the item is physical or electronic. For information on customizing material type labels, see **Configuring Physical Item Material Type Descriptions** on page **738**in the *Alma Resource Management Guide*. **NOTE:** This field is not displayed when creating PO lines without inventory.

Table 2. Summary Tab Fields

Section	Field	Description
	Invoice status	This field is set by default to **No Invoice** and should not be modified. When an invoice arrives and the invoice line is associated with the PO line: ■ If the PO line is a one-time PO line, the invoice status is set by default to **Fully Invoiced**, assuming that this is the only invoice for the PO line. However, you can modify the invoice line status using the **Fully invoiced** field in the Add Invoice Line dialog box (see **Table 13**) and thereby modify the PO line invoice status. ■ If the PO line is continuous, the invoice status is always **Partially Invoiced** because it is assumed that invoices are received periodically and that the continuous PO line is never fully invoiced. This impacts the PO line workflow as follows: If a one-time PO line is set to **Fully Invoiced** and items are received/activated, the PO line is closed. However, if the PO line is set to **Partially Invoiced**, it remains in the **Waiting for Invoice** status until it is changed (either manually or by receiving a new invoice) to **Fully Invoiced**.
	Reporting code	Represents an additional classification of fund attributes.
	Rush	Select the check box if you want to rush the order of this item. The rush icon is displayed next to relevant items on PO line details pages.

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Table 2. Summary Tab Fields

Section	Field	Description
	Cancellation restriction	Select to display a cancellation restriction note containing a warning upon the cancellation of a PO line. (To then continue with the cancellation of the PO line, the user must click **Confirm**.) The Cancellation Restriction icon is displayed next to the relevant items on the PO line details pages.
	Cancellation restriction note	Enter the text of the warning to be displayed when canceling a PO line.
	Identifier	The ISBN/ISSN of the item to be ordered. By default, this field is populated by the first identifier listed in the bibliographic/imported record's ISBN/ISSN (020/022) field. However, a different value can be selected from the **Proposed identifier** drop-down list.
	Proposed Identifier	Select from the list of proposed identifiers indicating which ISBN/ ISSN of the item to order.
	Vendor reference number	A reference number for the PO line in Alma, as provided by the vendor. Serves as a matching point for identifying a PO line in Alma. When communicating with an EDI vendor, the **SLI** field is the Vendor reference number matching point. The **LI** field is the matching point for the PO line reference number. This field is also used as a matching point for Update Inventory import profiles.
	Vendor reference number type	The types of vendor reference number—the available options in the dropdown list are predefined by Ex Libris.
	Note to vendor	Enter any notes for the vendor. Notes entered in this field are moved to the **Notes** tab when the PO line is saved.

Table 2. Summary Tab Fields

Section	Field	Description
Additional	Associated PO lines	Enter a PO line associated with the current one, or click the **Find** button to the right of the field to select a PO line from a displayed list. **NOTE:** When canceling a PO line, a warning message is issued if the line has associated PO lines.
	Source type	The source from which the PO line originated. For imported lines, click the link to open the relevant page containing the source details; for example, the MARC Record Simple View page, or the Import Job Details page (see **Viewing File Details** in the *Alma Resource Management Guide*).
	Additional PO line reference	Specify the reference code by which you want to identify the PO line.
	Created by	The user that created the PO line. Click the user name to open the User Details page and view details about the user.
	Last updated by	The user who last updated the PO line. This field cannot be edited.
	Manual packaging	Select to enable manual packaging of the PO line into a PO. For details on packaging PO lines, see **Packaging Purchase Order Lines** on page **68**.
	Routing during receiving	Indicates that when selecting **Actions > Receive** for this PO line, a confirmation message displays, informing you that the order is marked for routing and you need to print interested users. For details on receiving physical material, see **Receiving Physical Material** on page **78**.

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Table 2. Summary Tab Fields

Section	Field	Description
Additional (continued)	Binding during receiving	Indicates that when selecting **Actions > Receive** for this PO line, a confirmation message displays, informing you that the order is marked for binding and that the item needs to be sent for binding. For details on receiving physical material, see **Receiving Physical Material** on page 78.

Table 3. Acquisition Methods

Acquisition Method	Description
Approval Plan	An agreement is in place that the vendor sends whatever the vendor determines is necessary to the institution, in EOD format. Such PO lines are not sent to the vendor, but they are packaged into POs and marked as sent until they are received/ activated. Pricing and fund information is mandatory for this method. The behavior of this method is identical to that of the **Purchase at Vendor System** method, with the exception of its display in a report.
Depository	The institution agrees to host government publications and make them freely available. ■ The behavior of this method is identical to that of the **Exchange**, **Gift**, and **Technical** methods, with the exception of its display in a report. (Such PO lines are not sent to the vendor, but they are packaged into POs and marked as sent until they are received/activated.) ■ Pricing and fund information are not mandatory for this method.

Table 3. Acquisition Methods

Acquisition Method	Description
Exchange	The institution agrees to exchange resources with another institution. ■ The behavior of this method is identical to that of the **Depository**, **Gift**, and **Technical** methods, with the exception of its display in a report. (Such PO lines are not sent to the vendor, but they are packaged into POs and marked as sent until they are received/ activated.) ■ Pricing and fund information are not mandatory for this method. ■ The **Material supplier** value can be another library. **NOTE:** For more information on the exchange method, see *How to Work with an Acquisitions Exchange* (note that you must be logged in to the Documentation Center).
Gift	The resource is granted as a gift from the vendor to the institution. ■ The behavior of this method is identical to that of the **Depository**, **Exchange**, and **Technical** methods, with the exception of its display in a report. (Such PO lines are not sent to the vendor, but they are packaged into POs and marked as sent until they are received/ activated.) ■ Pricing and fund information are not mandatory for this method. ■ The **Material supplier** value can be a private individual or a non-commercial organization.

Table 3. Acquisition Methods

Acquisition Method	Description
Purchase	The institution purchases the resource and, when the PO is approved, sends the order and renewals to the vendor via EDI or email. For details on managing vendors and vendor accounts, see **Managing Vendors and Vendor Accounts** on page **225**. If the **po_line_send_notification_to_vendor_on_renewal** setting is set to **True** on the Mapping Table page for Other Settings (in Acquisitions Configuration), notification is sent to a vendor when a subscription is renewed (see **Configuring Other Settings** on page **346**).
Technical	Relevant for orders without inventory or items that have migrated from an external system. Often used for multi-part orders where you pay once and receive multiple resources. If you are ordering multi-part serials, it is recommended that you have one, main PO line (with fund information) for the subscription and an additional Technical PO line for each item that you are to receive at a different interval. You then associate each Technical PO line with the main PO line. If you are working with a mixed print and electronic order, it is recommended that you have one, main PO line (with fund information) for the electronic inventory and an additional Technical PO line for the printed material (so that you can receive this material). You then associate the Technical PO line with the main PO line. ■ The behavior of this method is identical to that of the **Depository**, **Exchange**, and **Gift** methods, with the exception of its display in a report. ■ Pricing and fund information are not mandatory for this method.

Table 3. Acquisition Methods

Acquisition Method	Description
Purchase at Vendor System	A purchase is handled via an external vendor system. Such PO lines are not sent to the vendor, but they are packaged into POs and marked as sent until they are received/activated. Pricing and fund information is mandatory for this method. The behavior of this method is identical to that of the **Approval Plan** method, with the exception of its display in a report.

8 In the **Description** tab, modify the fields as required.

9 In the **Alerts** tab, view the alerts that were generated for the PO line.

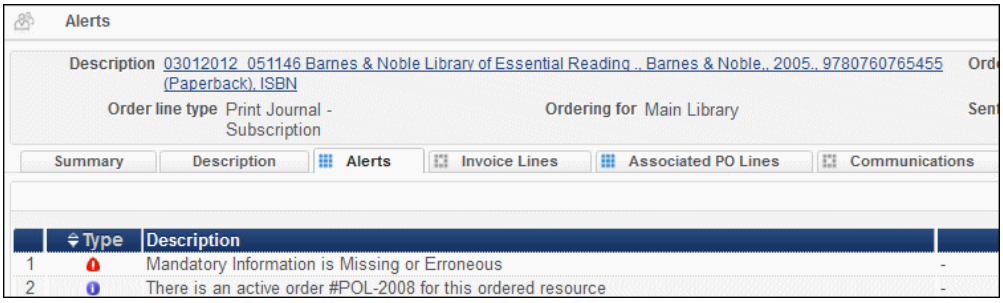

Figure 14: Example of Alerts

The following is a list of the most common alerts generated by the system:

- **Waiting for Renewal** – This alert is generated when the calculated **Renewal date** for an automatic renewal is later than the **Subscription to date**. The PO line for the renewal appears in the Waiting for Renewal task list with this alert.
- **There is an active, duplicated order # for this ordered resource** – This alert is generated when there is a duplicated order for the resource.
- **Mandatory information is missing or erroneous** – If mandatory information is missing or is erroneous, click the **Edit** link to complete or correct the information.
- **Order already exists in the inventory** – If the ordered resource already exists in your inventory, you can view the items in your inventory that match the ordered item.
- **Overdue PO line** – The PO line has not been received/activated within the expected number of days after placing the order or by the expected receipt/activation date (see **Processing Claims** on page **104**).

- **Open claims exist for this PO line** – The PO line has been sent to the claims task list (see **Processing Claims** on page **104**).

10 In the **Invoice Lines** tab, view, add, or edit any invoice lines associated with the PO line. For information on invoice lines, see **Creating an Invoice From a PO or Manually** on page **126**.

NOTES:

- The available options depend on your privileges.
- A PO line may be associated with many invoice lines, but an invoice line may not be associated with more than one PO line.

11 In the **Associated PO Lines** tab, view the PO lines associated with the current PO line, as required.

PO lines displayed in this tab are one of the following:

- Associated automatically by Alma.
- Entered by the user as the Associated PO line, in the Additional section of the **Summary** tab. These PO lines are displayed in the **Associated PO lines** tab with an **Associated Type** value of **User defined**.

12 In the **Communications** tab, start a new communication with the vendor or, if a communication already exists, you can enter details of the reply from the vendor and/or follow up on the communication with your reply to the vendor. For details on this tab, see **Communicating with Vendors** on page **49**.

13 In the **Interested Users** tab, search for a user as follows:

a Click the **Browse** button to search for a user. The Find and Manage Users page opens.

b Select the user and click the **Select** button.

c Click **Add User**. The user is displayed on the Interested Users page.

Figure 15: Interested Users Tab

In the table of interested users, select the relevant check box:

- **Notify user upon receiving/activation** – Sends the user an email when the item arrives at the library's receiving department. An email is sent only when this check box is selected and an email address is configured for the user.
- **Hold item** – Creates a hold request on the item for the user. This option displays only when working with physical items. If you select this option for more than one user, Alma randomly selects only one of the users and creates a hold request for this user. The hold request is created only during receiving (when clicking Receive, even if the item is kept in the department).
- **Notify upon renewal** – Sends the user an email when the order is sent to manual renewal. An email is sent to the interested user only when this check box is selected and an email address is configured for the user.

  Alternatively, you can select these check boxes in the area above the table, before clicking **Add User**.

  The item's request date is the same as the order date. If other requests exist for the item, request priority is handled according to role, as configured by the institution. The pickup location is the circulation desk of the item's location, as specified in the PO line.

NOTE:
Notification is not sent to users when a PO line is canceled or deleted.

14 In the **History** tab, view the audit trail of changes performed to the PO line. These include changes in status, price, and fund distribution.

15 In the **Notes** tab, add/edit any notes that you want included with the PO line, as follows:

- To add a note, type your note in the **Note** field and click **Add**. The note is displayed in the list of notes on the page.

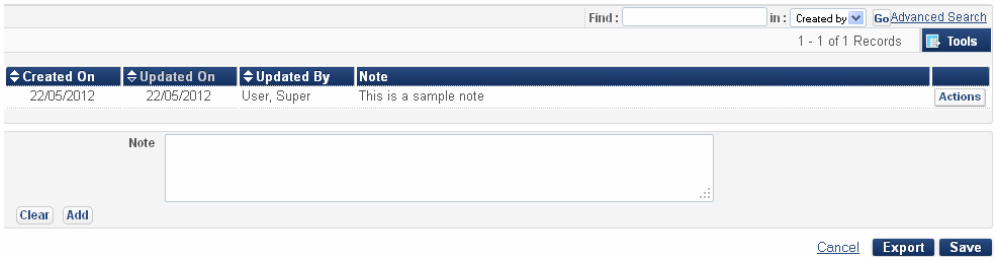

Figure 16: List of Notes - Notes Tab

- To edit a note, select **Actions > Edit** for the note that you want to update, modify the note on the Edit Note page, and click **Save.**
- To delete a note, select **Actions > Delete** for the note that you want to delete and click **Confirm** in the Confirmation Message pop-up window.
- To locate a note in the list of notes, enter the text for which you want to search in the **Find** box and select the field—**Created by**, **Modified by**, or **Note**—in which you want to search for the text.

NOTE:

The icon on the Notes tab indicates that information is available in the tab. The icon on the Notes tab indicates that there is no information in the tab.

16 In the **Attachments** tab, add/edit any attachments that you want included with the PO line, as follows:

- To add an attachment, click **Browse** in the **File name** field and select a file. Add a URL and/or note, if required, and click **Add Attachment**. The attachment is displayed in the list of attachments in the Attachments tab.

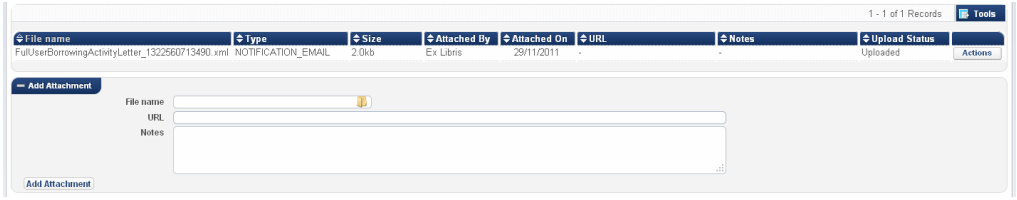

Figure 17: List of Attachments - Attachments Tab

- To edit an attachment, select **Actions** > **Edit** for the attachment that you want to update, modify the **File name**, **URL**, and **Notes** fields as required, and click **Save Attachment**.

- To delete an attachment, select **Actions** > **Delete** for the attachment that you want to delete and click **Confirm** in the Confirmation Message pop-up window.
- To download a file, select **Actions > Download** for the file that you want to download, specify the folder to which you want to save the file, and click **OK**.

NOTE:

The icon on the Attachments tab indicates that information is available in the tab. The icon on the Attachments tab indicates that there is no information in the tab.

17 When you have entered the PO line information, select one of the following options from the **Go** drop-down list, and click **Go**.

- **Save and continue** – The information you entered is saved and the PO line continues to the following stage of the workflow. For more information on the purchasing workflow, see **Purchasing Workflow** on page **11**.
- **Save** – The information you entered is saved, and the PO line remains in its current workflow stage. Use this option if you are unsure if you want the PO line to continue to the following stage of the purchasing workflow, or if you are editing PO lines from the Claims page.

  If you are editing PO lines from the Claims page, select **Save** and click **Go** to store the information you modified.
- **Cancel line** – The PO line is canceled (see **Canceling PO Lines** on page **110**).
- **Defer** – The PO line is deferred and appears in the Review Deferred task list until it is either reactivated (moved back to step **2** of the regular purchasing workflow) or canceled. For more information on deferring PO lines, see **Deferring PO Lines** on page **184**.
- **Order now** – Enables you to process an order for a PO line, which moves the PO line to the purchasing workflow where it is normalized and validated before being packaged (step **4** in the Purchasing workflow) and sent. For more information on packaging PO lines, see **Packaging Purchase Order Lines** on page **68**.
- **Relink** – Changes the bibliographic record to which the PO line is linked (see **Relinking PO Lines** on page **113**).
- **Delete** – Deletes the PO line (see **Deleting PO Lines** on page **111**).

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- **Save as template** —The entered field values are saved as part of a template.

  When saving templates, you can choose to delete an existing template (if you are the creator of the template). Templates can be saved as either public or private. When loading templates, you can choose from your private templates and public templates.

  The following fields on the PO Line Summary Tab page can be saved as part of a template:

  Ordered Items section:

  - Number of items to add (Physical items)
  - Library/Location (Physical items)
  - License (Electronic items)

  Vendor Information section:

  - Material supplier (Physical and Electronic items)
  - Or expected receipt date (Physical items)
  - Expected activation after ordering (days) (Electronic items)
  - Or expected activation date (Electronic items)

  Funding section:

  - Fund (Physical and Electronic items)

  PO Line Details section:

  - Acquisition method (Physical and Electronic items)
  - Reporting code (Physical and Electronic items)
  - Note to vendor (Physical and Electronic items)

  Renewal section:

  - Renewal date (Physical and Electronic items)
  - Renewal reminder period (days) (Physical and Electronic items)

For an explanation of the physical and electronic purchase types that can be created with PO lines, see **Explanation of Purchase Types Workflow and Inventory** on page **14**.

Communicating with Vendors

PERMISSIONS:

To communicate with vendors, you must have one of the following roles:

- Vendor Manager

The Communications tab enables you to communicate with the vendor. The communication can consist of any of the following:

- sending a new email to the vendor
- entering a response from the vendor
- sending a reply to the vendor

Communications to the vendor are sent by email through the Alma system. However, all responses from the vendor, including those received by email, must be entered manually in the Communications tab.

When working with claims, an email is automatically sent to the vendor if both of the following conditions are met:

- The **auto_claim** parameter key is set to **Y** (yes). For details on configuring customer parameters, see **Configuring Other Settings** on page **346**.
- One day has elapsed since the ERD (Expected Receipt Date) + Claiming grace period of a PO line (see **Processing Claims** on page **104**) and the material has not been delivered by the vendor.

If the custom parameter is not set to **Automatic**, you can, if required, manually send an email to the vendor.

This section describes:

- **Sending Emails to Vendors** on page **50**
- **Entering Vendor Responses to Emails** on page **52**

Sending Emails to Vendors

The following procedure describes how to communicate with a vendor via email.

To send an email to a vendor:

1 In the Communications tab, select one of the following options:

- **Start Communication**—for starting a new communication with the vendor. The Start Communication pop-up window opens.

  This option is available only when a vendor has been specified on the **Summary** tab of the PO Line Summary page.

- **Actions > Reply**—for replying to a communication from the vendor. The Reply pop-up window opens.

NOTE:
The following is an example of the Start Communication pop-up window. The Reply pop-up window is identical, except that it includes the text

from the previous message and the Subject line is carried over from the previous message.

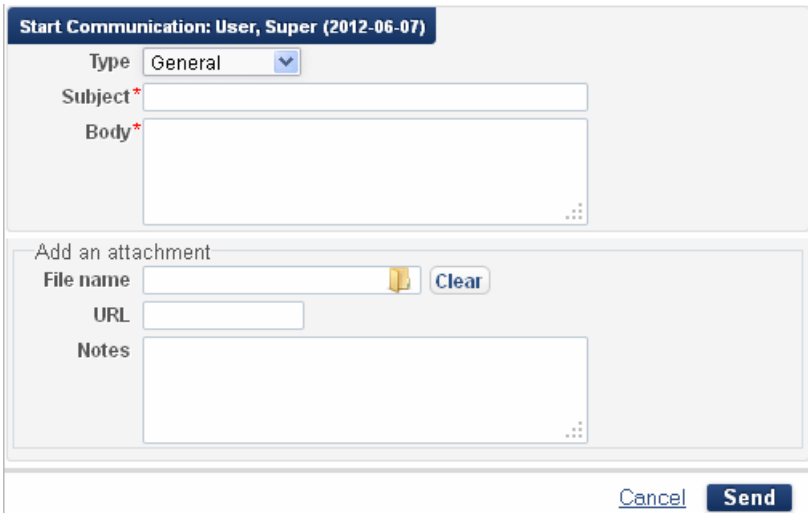

Figure 18: Start Communications Pop-up Window

The following two steps are relevant for new communications only. If you are replying to a communication from a vendor, continue with step 4.

2 The body of the letter is automatically filled-in with information concerning the PO line. Select **Claim** from the **Type** drop-down list to add last item received details to the letter.

VIDEO:
For a video demonstrating PO line information in the letter to the vendor, see the *PO Line Info in Communication to Vendor* video (3:40 mins).

3 In the **Subject** field, enter the PO number and/or PO line number.

NOTE:
While any text can be entered in the **Subject** field, it is recommended that the subject line include the PO number and/or the PO line number to make communication with the vendor clearer.

4 In the **Body** field, enter the text of the email.

5 If you are sending an attachment with the email, enter the attachment details in the **Add an Attachment** area.

6 Click **Send**. The email is sent to the vendor and appears in the list of communications. If an attachment was sent with the email, a check mark appears in the **Attachments** column.

To view the messages associated with a communication, click the relevant entry in the **Subject** column. The **Messages** tab is displayed, with the correspondence that was sent to the vendor.

Click the **Attachments** tab to view details of the attachments associated with a communication. You can also add new attachments from this page by configuring information in the displayed fields and clicking **Add Attachment**.

Entering Vendor Responses to Emails

Vendor responses to communications are not automatically recorded in the Communications tab and must be entered manually. The following procedure describes how to enter vendor responses to emails.

To enter vendor responses:

1 In the Communications tab, select one of the following options:

- Click the email to which you want to enter a response. The text of the sent email appears in the **Messages** tab.
- Click the **Actions** button at the end of the message line.

2 Click **Add Response**. The Add a Response pop-up window opens.

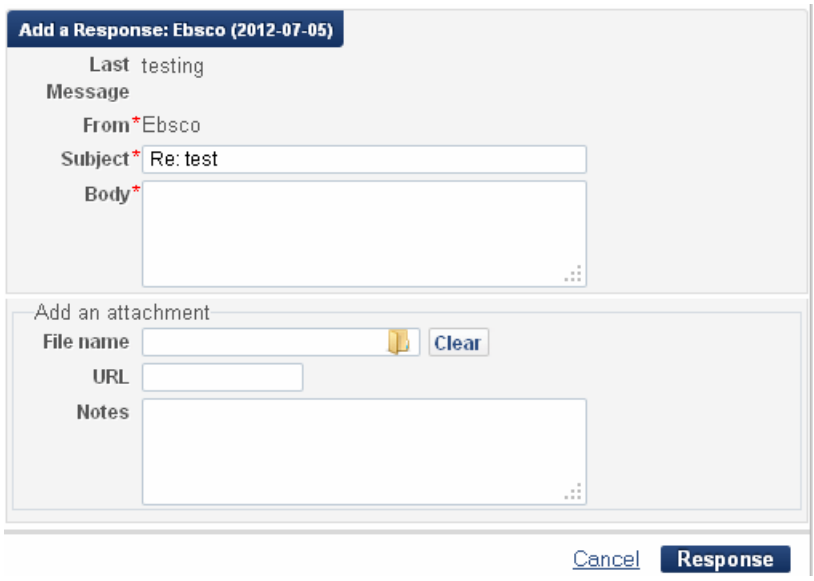

Figure 19: Add a Response Pop-up Window

3 In the **Body** text box, enter the response from the vendor.

4 If you received an attachment with the email, enter the attachment details in the **Add an Attachment** area.

5 Click **Response**. The email response from the vendor is added to the **Messages** tab, and any attachments are added to the **Attachments** tab.

To view an attachment in the Attachments tab, select **Actions > Download** for an attachment.

Creating PO Lines Without Inventory

You can create a PO line without an inventory item. This option is performed for ordering access service subscriptions (a purchase type).

To create a PO line without inventory:

1 On the **Order Without Inventory** page (**Acquisitions > Purchase Order Lines > Order Without Inventory**), configure the displayed fields, as follows:

a Enter a heading for the PO line in the **Order heading** field.

b Enter an alternative heading for the PO line in the **Alternative heading** field.

c Enter a description for the PO line in the **Description** field.

The information entered in these fields is displayed in the following places on the PO Line Summary page:

- The **Description** section of the PO Line Summary page, in the header above the page tabs.

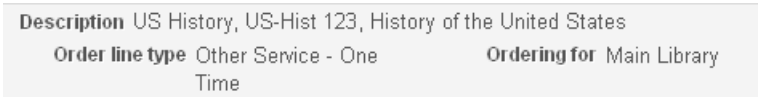

Figure 20: PO LIne Summary page header

- The **Description** tab.

d Configure the remaining fields, as described in step 3 through step 5 in **Manually Creating a PO Line**.

2 Click **Create PO Line**. The PO Line Summary page opens.

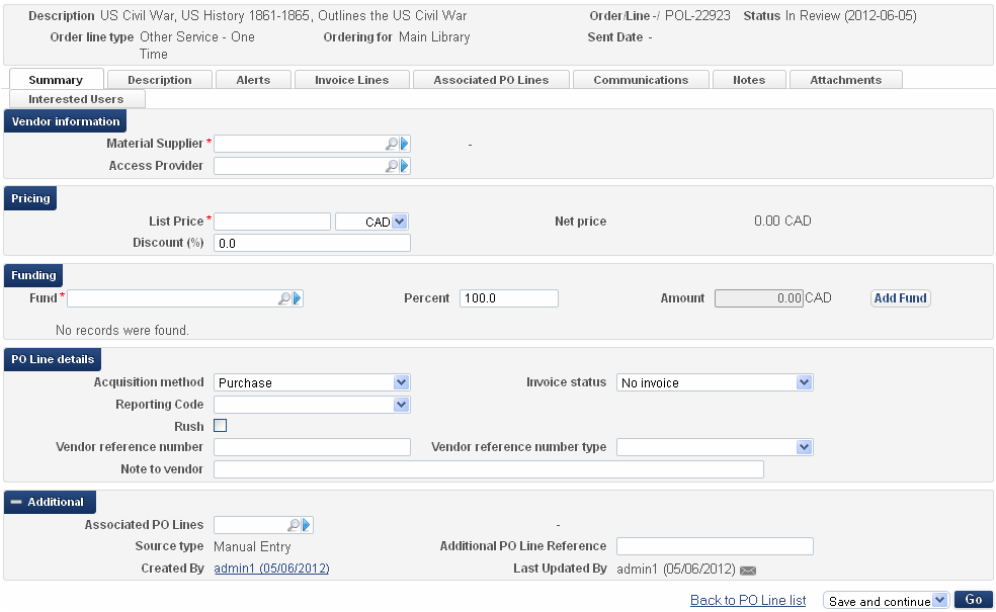

Figure 21: PO Line Summary Page – No Inventory Item

The PO Line Summary page header displays details of the PO line, its status, order line type, the library for which the item is being ordered, and the order and line numbers.

The PO Line Summary page for PO lines without inventory has the same sections as a the PO Line Summary page for regular PO lines, but without the **Ordered Items** section.

For details on the PO Line Summary page tabs, see step **7** through step **17** in **To create a PO line:** on page **23**.

Working With Legal Deposits

If you are a government or national library that receives copies of publications at no charge from vendors, you can use the Legal Deposit (LD) acquisition method to carry out transactions with vendors. LD allows a zero value for a purchase order to coexist with a notification to the vendor, requiring neither funds nor a price to send out different versions of the PO line order letter.

How It Works

Libraries receive one or more copies of every item published within their jurisdiction. (This includes monographs and serials, print and electronic.) Libraries can claim a zero purchase price while, in the same transaction, send an acknowledgement of receipt to vendors or publishers. Acknowledgements are system-generated with the following rules:

- Per item for monographs
- Annually for serials
- According to event (claim, order, receipt) and any edits or customizations a library makes to the email templates (see **Customizing Notification Letters** on page **57**).

NOTE:
Currently, claims letters are not sent for continuous order items (serials).

Activating LD

LD is delivered with Alma and enabled for institutions that require it. When a new PO line is created, Alma checks if Legal Deposit is set to TRUE in the customer parameter. If it is, Alma displays the new acquisition method as an option in the user interface.

LD Workflow

1. The user creates a PO line with an acquisition method of Legal Deposit.
2. The system sends a request notification to the vendor.
3. When the operator creates an order using the LD acquisition method, the following occurs:
   - Price and fund are not mandatory
   - PO line is packed and sent to the vendor
   - PO line is not invoiced
   - PO line is redirected to the claims task list when appropriate
4. The vendor sends the LD monograph or serial requested by the library.
5. The library sends an acknowledgement to the vendor on the following schedule:
   - For LD monographs, at the time of receiving.
   - For LD serials, annually, with a record of all issues for that year.

Using LD as an Acquisitions Method

PERMISSIONS:

To perform Acquisitions tasks related to LD, you must have one of the following roles:

- Acquisitions Manager
- Acquisitions Administrator

Enabling LD as an Acquisitions Method

LD must be enabled in your institution's acquisitions configurations before you can begin using it.

To enable Legal Deposit as an acquisitions method:

1 On the Acquisitions Configuration page (**Acquisitions > Acquisitions Configuration > Configuration Menu**), select **Acquisition Method** from the Purchase Order section.

The Code Table page for Acquisition Method opens.

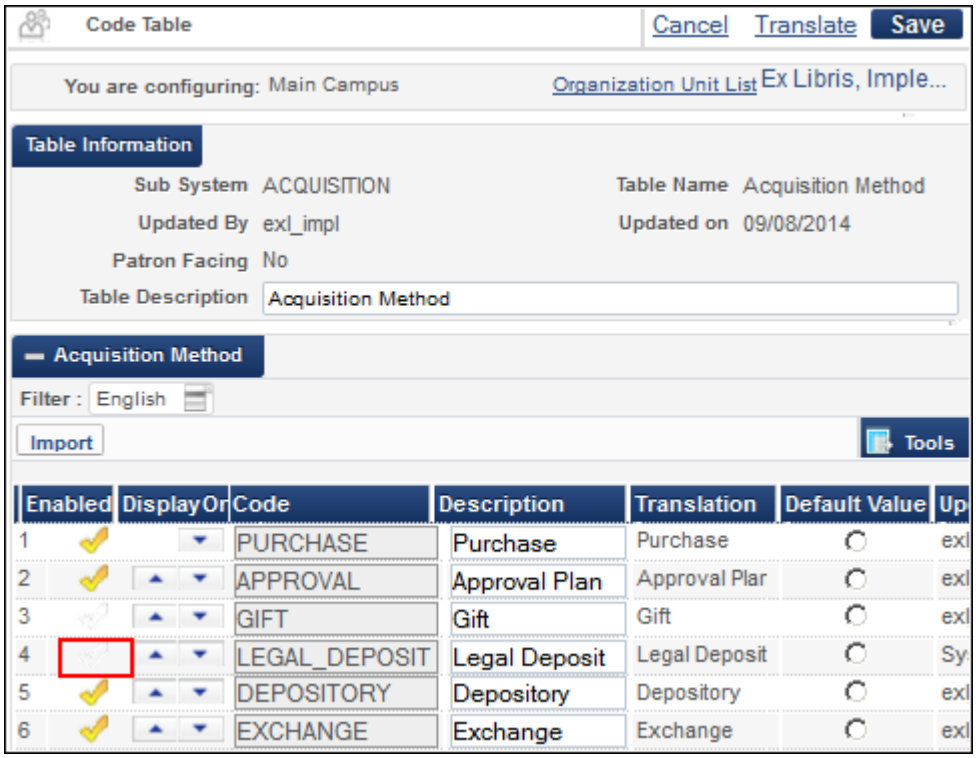

Figure 22: Check Box to Enable Legal Deposit Method

2 In the row containing LEGAL_DEPOSIT as the code, click the clear check mark in the **Enabled** column to enable the method.

A yellow check appears in the Enabled column of the Legal Deposit row.

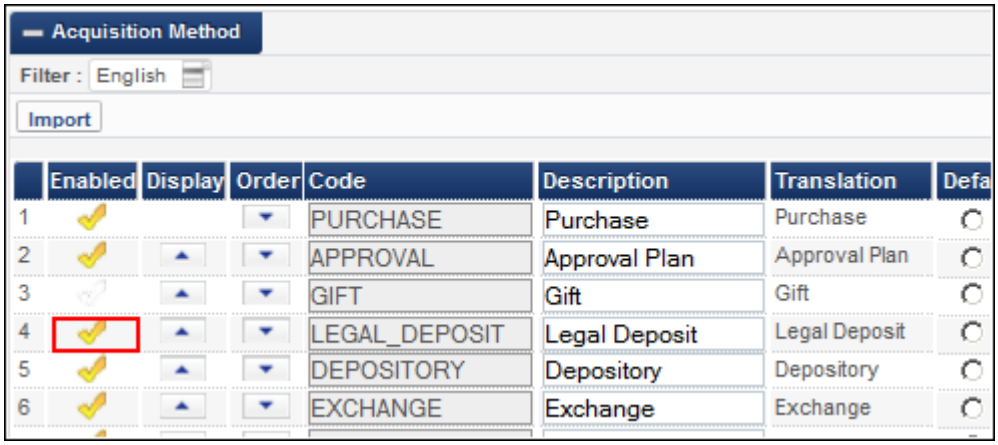

Figure 23: Legal Deposit Enabled

3 Click the Save button.

The system enables LD as a method. The method will appear as an option for purchase orders.

Customizing Notification Letters

Alma delivers three LD notification letters that can be customized: claim, order, and receipt notices.

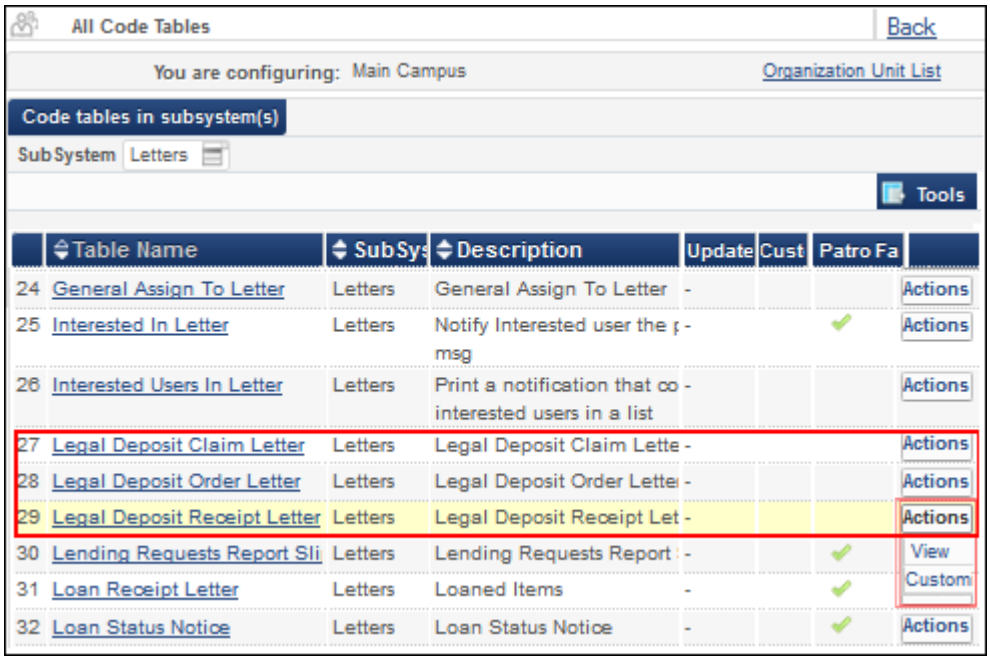

Figure 24: Code Table Letters

To customize letters, and to account for variations such as monograph versus serial, for example, or electronic versus physical, edit the XSL files that correspond to the letters you want to edit. These can be accessed from the **Administration** menu **> General Configuration > Configuration Menu**.

For detailed information about editing form letters in Alma, see **Configuring Alma Letters** on page **232** of the *Alma Administration Guide*.

Using Legal Deposits in Purchase Orders

Once the LD method has been enabled and the letters reviewed and edited where needed, you can create a PO line with the method of LD.

To create a PO line for a Legal Deposit:

1 Begin a new PO line using one of the PO creation workflows. See **Creating Purchase Order (PO) Lines** on page **18**.

2 Enter all the required information in the PO Line page, Summary tab, and any additional information in non-required fields.

NOTE:
For LDs, the Price and Fund fields are not required.

3 For the PO Line Details heading, Acquisition method, select **Legal Deposit**.

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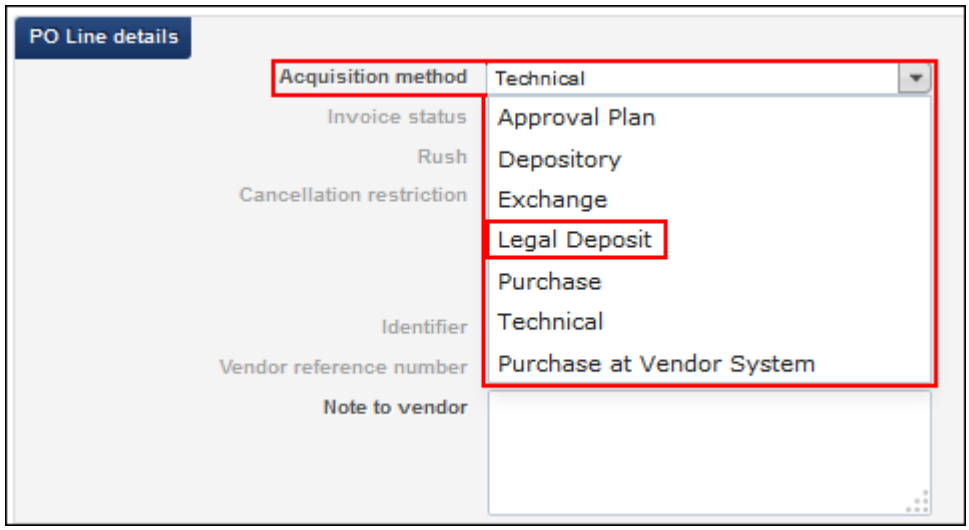

Figure 25: Legal Deposit on PO Line Summary Tab

4 Complete the LD process as you would complete a PO line. See **Creating Purchase Order (PO) Lines** on page 18.

Searching for PO Lines

You can search for PO lines on the Search for PO Line page (**Acquisitions > Purchase Order Lines > Search for PO Line**). Enter your search criteria in the **Find** box at the top of the page, select a context in which to search from the status filter (the **in** field), and click **Go**. The results are displayed on the Search for PO Line page.

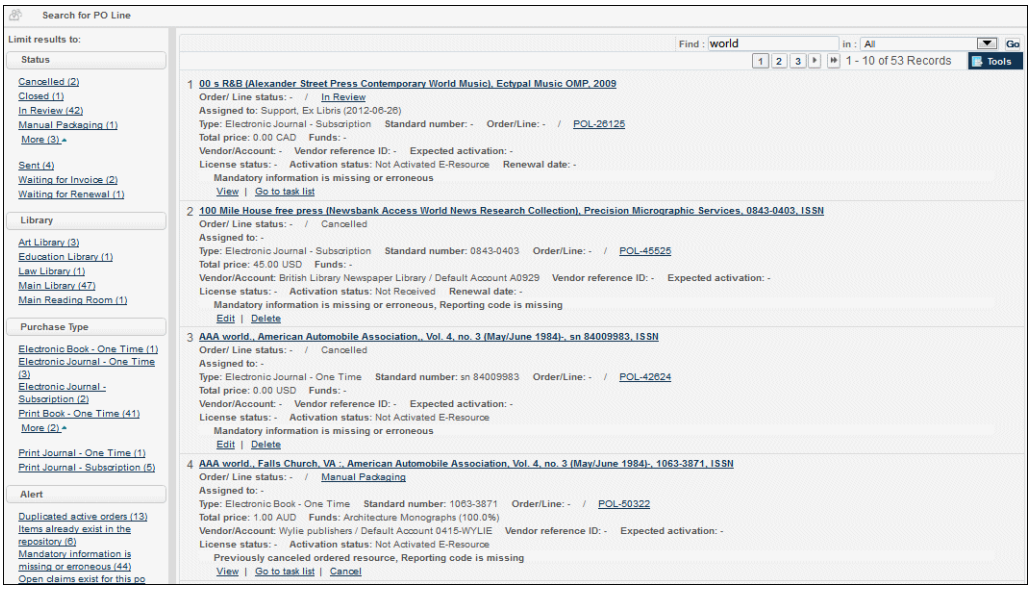

Figure 26: Search PO Line Page - Results

When the status filter is set to **All**, closed PO lines are included in the search results. The available PO line statuses are:

- **In Review** – The initial status of a newly created PO line. Remains in this status if:
  - The operator/manager does not click **Order Now** or **Edit** > **Save and Continue** for the PO line.
  - Validation for the PO line fails
  - Criteria for configured Purchasing Review Rules have been met (see **Configuring Purchasing Review Rules** on page **301**)

  PO lines with the **In Review** status are displayed on the Purchase Order Lines in Review page (see **Purchase Order Lines in Review Page** on page **63**).
- **Manual Packaging** – Indicates that the PO line has passed normalization, validation, and alert processing, and is ready to be manually packaged into a PO (see **Packaging Purchase Order Lines** on page **68**)
- **Auto Packaging** – Indicates that the PO line has passed normalization, validation, and alert processing, and is ready to be automatically packaged into a PO (see **Packaging Purchase Order Lines** on page **68**)
- **Ready** – Indicates that the PO line has been packed into a PO and is ready to be sent. For a PO to be sent to a vendor, all of its PO lines must have a status of **Ready**.
- **Sent** – Indicates that the PO in which the PO line is packed has been approved and sent to the vendor (see **Approving and Sending Purchase**

Orders on page 72). This status is relevant for both electronic and physical one-time PO lines and for inactive electronic continuous PO lines. You can resend the PO to the vendor by clicking the **Resend Order** button for the sent PO. (This is available only for PO lines that have not been canceled and whose acquisition method is **Purchase**.)

VIDEO:
For more information on resending a PO see the *Resend a Purchase Order* video (1:50 mins).

- **Closed** – Indicates that the PO line has been closed (see **Closing PO Lines** on page **109**)
- **Waiting for Manual Renewal** – Indicates that the manual PO line has been fully processed and its renewal date is the same as the current date, and is to be renewed manually (see **Renewals** on page **169**)
- **Waiting for Renewal** – Indicates that the PO line has been fully processed and is to be renewed automatically. Continuous physical PO lines that are sent to the vendor have the status **Waiting for Renewal** even if renewal is done manually and/or the renewal date has not yet arrived (see **Renewals** on page **169**). Continuous electronic PO lines receive this status once they are activated.
- **Waiting for Invoice** – Indicates that the PO line is ready to be associated with an invoice (see **Invoicing** on page **121**). One-time PO lines that are not fully invoiced receive this status once they have been activated or received.
- **Under Evaluation** – Indicates that the PO line has been created for trial (see **Evaluations** on page **191**)
- **Under Evaluation (Renewal)** – Indicates that the PO line renewal is being evaluated and has not yet been decided.
- **Deferred** – Indicates that the PO line has been set aside to be handled at a later date (see **Deferrals** on page **181**)
- **Canceled** – Indicates that the PO line has been canceled (see **Canceling PO Lines** on page **110**)
- **Deleted** – Indicates that the PO line has been deleted from the system (see **Deleting PO Lines** on page **111**)

Depending on the nature of the PO line, you can choose from the following options below the PO line:

- **Go to Task List** – Displayed when the PO line is associated with a task (that is, listed under the **Tasks** heading on the Alma home page). Clicking this link opens the respective task list to which the PO line is associated. The actions that can be performed on the PO line depend on its status and the task list to which the PO line belongs.

- **View** – Enables viewing PO line information on the PO Line Summary page (see **Manually Creating a PO Line** on page **23**).
- **Edit** – Enables editing PO line information on the PO Line Summary page (see **Manually Creating a PO Line** on page **23**).
- **Delete** – Deletes the PO line from the system (see **Deleting PO Lines** on page **111**).
- **Cancel** – Cancels the PO line (see **Canceling PO Lines** on page **110**).
- **Download EDI File** – Download the PO as an EDI file for review. (For this link to appear the vendor must be configured as an EDI vendor and the POs check box must be selected.)

Reviewing Purchase Order Lines

PERMISSIONS:

To review PO lines, you must have one of the following roles:

- Purchasing Operator
- Purchasing Manager

Users with either of the above roles that also have the role of Trial Operator can also manage trials, relevant when a PO line for a trial is created (see **Managing Trials** on page **194**).

To delete PO lines, you must have the following role:

- Purchase Operator Extended

A purchase order (PO) line is sent for review if there are data issues (such as incomplete/missing or invalid information) or alerts—as a result of the Purchasing Review Rules—thereby requiring the attention of a library staff person.

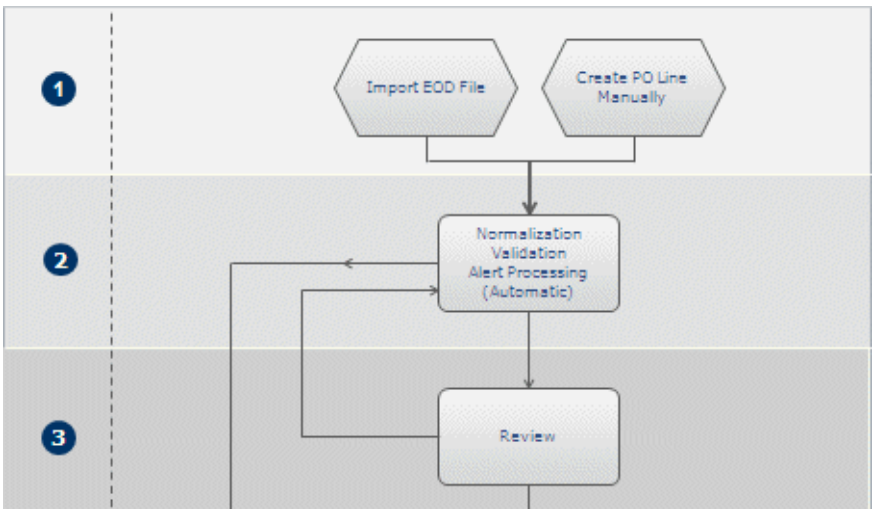

Figure 27: Review Within the Purchasing Workflow

Purchase Order Lines in Review Page

PO lines requiring review are displayed on the Purchase Order Lines in Review page (**Acquisitions > Purchase Order Lines > Review**). You can locate specific PO lines using the **Find** box at the top of the PO line list, or via the facets (**Limit results to**) on the left side of the page.

The following facets are available:

- **Alerts** – The type of alert that was generated for the PO line, such as:
  - **Mandatory information is missing or erroneous**
  - **Order already exists in the inventory**
  - **Overdue PO line**
  - **Open claims exists for this PO line**
- **Purchase Type** – The type of item the PO line represents

  The purchase type is derived from the character of the PO line. For example:
  - **Continuous mode** (subscription, one-time, standing order, and so forth)
  - **Inventory format** (educational, physical, digital, generic, and so forth)
  - **Acquisition material type** (book, journal, map, and so forth)
- **Vendor** – The vendor to which the PO is to be sent
- **Rush** – Indicates whether the PO line is to be rushed
- **Library** – The library that ordered the material (the PO line owner)
- **Assignment** – The user to which the PO line was assigned

NOTE:
The Assignment facet is available only to the Purchasing Manager in the Assigned to Others tab.

- **Acquisition Method**—The method by which the PO line was acquired, such as **purchase** or **gift**.
- **Expected Receipt Date** – The period that the PO line is overdue, such as:
  - **Up to a Month Ago**
  - **Up to a Week Ago**
  - **Yesterday**
  - **Older**

  The value can be a date or the number of days.

NOTE:
The Expected Receipt Date facet is available only for claims.

Processing PO Lines in Review

Depending on the nature of the PO line in review, you can process the line via the following actions:

- **Edit** – PO lines are edited to correct incorrect information or to add missing information (see **Editing PO Line Information** on page **67**). When the reviewer clicks **Save and Continue** on the PO Line Summary page, the PO line returns to step **2** in the workflow, where it is revalidated (it is not normalized at this time).

  If the PO line is still invalid, it is once again sent for review. If all data issues have been resolved, the PO line proceeds to the Packaging step in the workflow (see step **4** in the workflow).
- **Assign to** or **Release assignment** – PO lines can be reassigned to another user or have their assignment released, meaning that the PO line is not assigned to any specific user (see **Assigned and Unassigned PO Lines** on page **65**).

  A PO line that is reassigned remains in review until its issues are rectified.
- **Start a trial** or **Request evaluation** – When a PO line for a trial is created, it is automatically sent to the review task list. Depending on your role, you can either start the trial or request evaluation. For more information on trials/evaluations, see **Evaluations** on page **191**.
- **Order now**—You can process an order for a PO line, which moves the PO line to the normalization and validation stage (see step **2**) of the purchasing workflow before being packaged (see step **4**) and sent.

- **Defer** – PO lines in review can be deferred for any reason. PO lines that are deferred appear on the Review Deferred page until they are either reactivated (moved back to step **2** of the regular purchasing workflow), ordered (via the **Order now** option), or canceled. For more information on deferring PO lines, see **Deferring PO Lines** on page **184**.
- **Relink** – Enables you to link the PO line to a different bibliographic record (see **Relinking PO Lines** on page **113**).
- **Cancel** – When a PO line in review is canceled, it is removed from the review task list, but not from the system. It can be found using the **Find** box at the top of the list or via the facets on the left side of the page. For more information on canceling PO lines, see **Canceling PO Lines** on page **110**.
- **Delete** – Deletes the PO line, as well as any transactions and inventory resources related to the PO line (see **Deleting PO Lines** on page **111**).

NOTE:
To delete a PO line, you must have the **Purchase Operator Extended** role.

Assigned and Unassigned PO Lines

A PO line can either be **assigned** or **unassigned**.

A PO line is assigned to you by your supervisor and appears as a review task in your personal task list. Your personal task list is displayed under the heading **Order lines - review - assigned to you**, accessible from the **Tasks** link on the Alma home page.

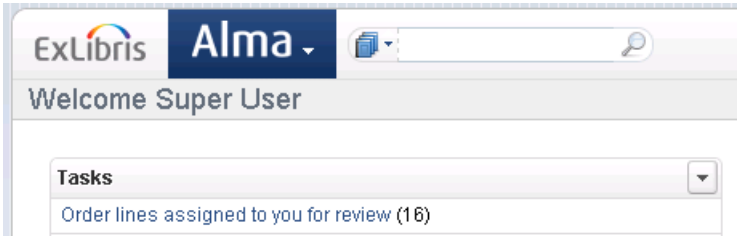

Figure 28: Link to Review Assigned PO Lines

When you click this link, the Purchase Order Lines in Review page opens, displaying the PO lines assigned to you for review in the **Assigned to Me** tab.

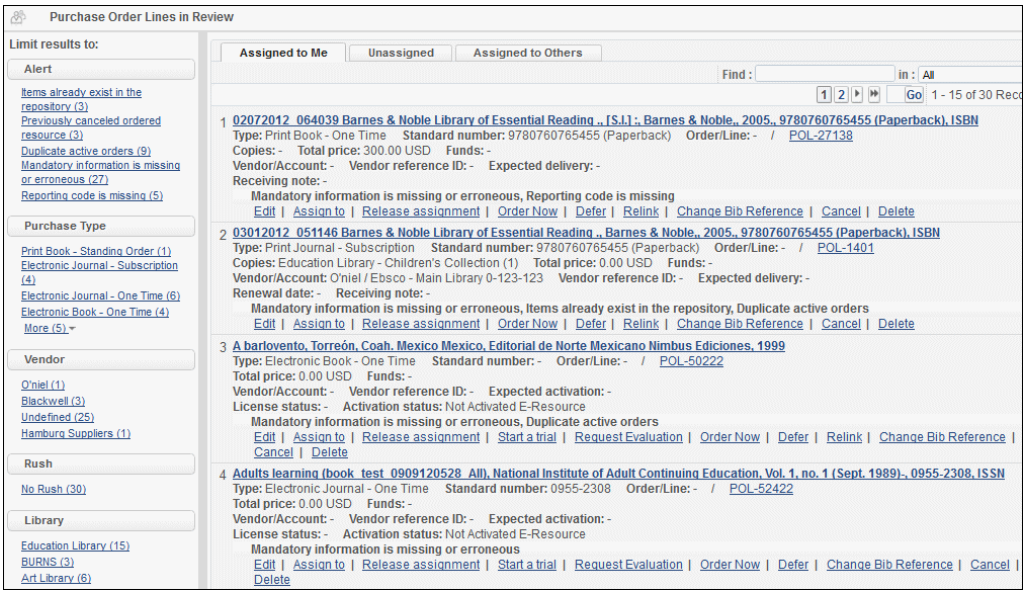

Figure 29: Assigned to Me Tab

Only the person assigned to the PO line can edit the PO line information. Purchasing Operators and Managers can edit unassigned PO lines in the **Unassigned** tab, and view the PO lines assigned to other library staff in the **Assigned to Others** tab.

NOTE:
PO lines cannot be edited from the **Assigned to Others** tab.

If a PO line is unassigned, it is included in the number of unassigned PO lines listed under the **Tasks** link on the Alma home page.

Figure 30: Link to Review Unassigned PO Lines

When you click this link, the Purchase Order Lines in Review page opens, displaying the unassigned PO lines in the **Unassigned** tab.

You or any other staff person with review permissions is authorized to edit unassigned PO lines.

To reassign PO lines:

1 Click the **Assign to** link beneath the PO line that you want to reassign. The Assign To pop-up window opens.

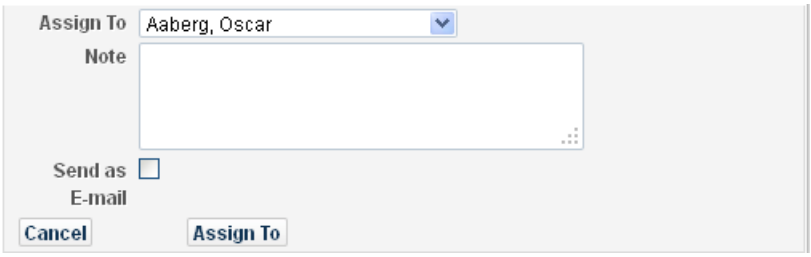

Figure 31: Assign To Pop-up Window

2 Reassign the deferred PO line as follows:

a In the **Assign to** drop-down list, select the user to whom you want to assign the PO line.

b Enter any notes in the **Note** box.

c Click the **Send as e-mail** check box if you want an email notification sent to the newly assigned user.

d Click the **Assign To** button. The PO line is assigned to the specified user.

To release a PO line assignment:

Click **Release assignment** beneath the PO line. The PO line is displayed on the **Unassigned** tab.

Editing PO Line Information

You edit PO lines on the PO Line Summary page.

The PO Line Summary page header displays details of the PO line, its status, type (printed book/E-book), the library for which the item is being ordered, and the order and line numbers. For examples of the PO Lines Summary page, see **Figure 12** on page **28** and **Figure 13** on page **29** in **To create a PO line:**

PO lines can be edited during any stage of the PO line workflow, but certain fields may be unavailable for editing, depending on the workflow stage/ packaging status. For example:

- **Acquisition method** is editable only when the PO line is in the **In Review** status.
- **Currency**, **Location**, **Material supplier**, and **Access provider** are editable only if the PO line has not yet been packaged.

To edit the information for a PO line:

On the Purchase Order Lines in Review page (**Acquisitions > Purchase Order Lines > Review**), click the **Edit** link beneath the PO line information in the Assigned to Me or Unassigned tab. The PO Line Summary page opens.

NOTE:
When you click the **Edit** link for a PO line in the Assigned to Me or Unassigned tabs, the PO line is locked and cannot be edited by other library staff.

The tabs in which you edit PO line data are described in step **7** through step **17** in **Manually Creating a PO Line**.

Packaging Purchase Order Lines

PERMISSIONS:

To package PO lines, you must have one of the following roles:

- Purchasing Operator
- Purchasing Manager

If the **Manual packaging** option was assigned during PO line creation (in the Additional Information section at the bottom of the PO line Summary tab – see **Creating Purchase Order (PO) Lines** on page **18**), PO lines are packaged manually. If manual packaging was not assigned, PO lines are packaged automatically into a single purchase order if all the following properties match:

- Vendor account
- Owner
- Currency
- Continuity – One-time/continuous
- Acquisition method
- Source type
- Fund (if the **po_packed_by_fund** parameter under **Acquisitions Configuration > Configuration Menu > General > Other Settings** is set to **true**)

NOTE:
If the PO line is associated with more than one fund, it cannot be packaged automatically. The following error will be generated: **PO Line contains more than one fund and cannot be packaged automatically. Please set it**

to Manual Packaging. The PO line will then need to be packaged manually.

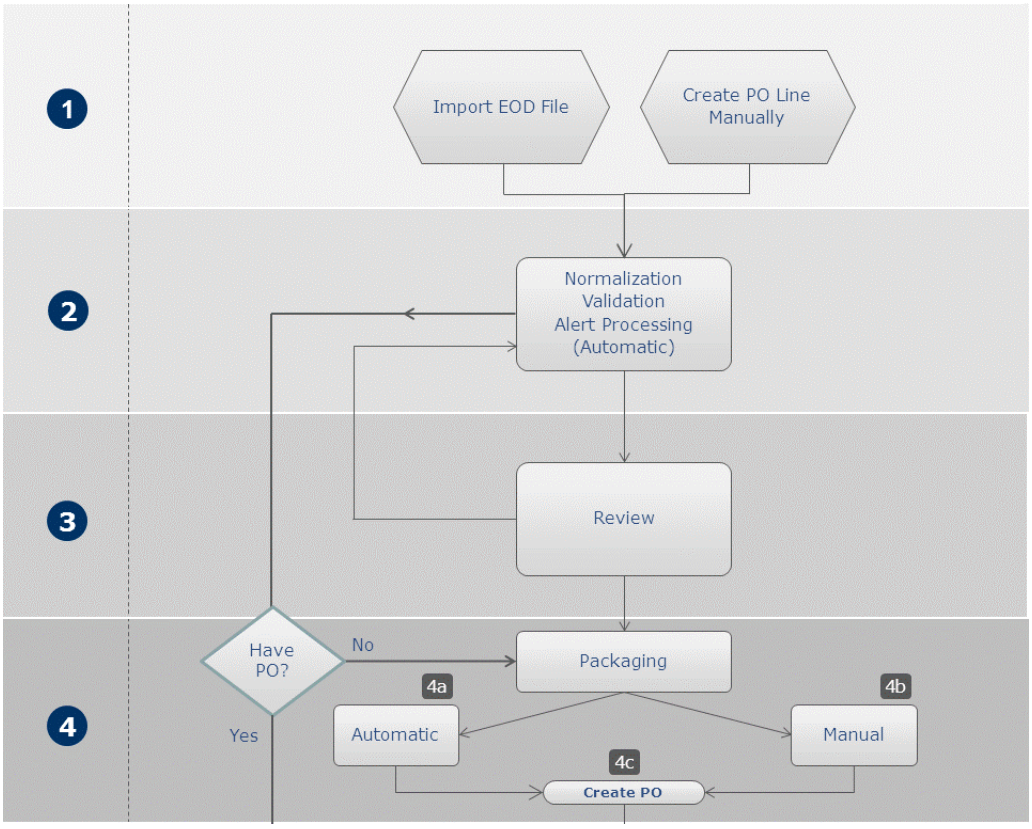

Figure 32: Packaging Within the Purchasing Workflow

To select PO lines to be packaged together:

1 On the Select PO Line page (**Acquisitions > Purchase Order > Package**), select the check box to the left of each PO line you want to include in the package.

NOTES:

- You can also access the Select PO Line page by clicking the **PO lines ready, waiting to be packaged** link under **Tasks** on the Alma home page.
- It is possible to select PO lines on different pages. The number of PO lines selected displays at the top of the page.
- PO lines can be included in the same PO if they are for the same library, have a common vendor and common currency, share the same order

pattern (one-time/continuous), and share the same acquisition method and source type.

You can locate specific PO lines using the **Find** box at the top of the list, or via the facets on the left side of the page.

The following facets are available:

- **Alert** – The type of alert for the PO line—for example, **Duplicated active orders**, **Items already exist in repository**, and **Price limit reached**
- **Purchase Type** – The type of item the PO line represents—for example, a book or an electronic collection
- **Vendor** – The vendor to which the PO is to be sent
- **Rush** – Indicates whether the PO line is to be rushed
- **Library** – The library for which the item was ordered
- **Assignment –** The user to which the PO line was assigned

NOTE:
The **Assignment** facet is available only to the Purchasing Manager in the **Assigned to Others** tab.

- **Acquisition Method**—The method by which the item was acquired—for example, **Purchase**, **Purchase at Vendor System**, and **Approval Plan**

2 Click **Create New PO**. The selected PO lines are packaged into a PO and are sent for approval (see **Approving and Sending Purchase Orders** on page **72**).

You can also click the relevant link to perform the following tasks on the PO Lines to Package page:

- **Edit** – See **Editing PO Line Information** on page **67**
- **Create new PO** – See **Reviewing Purchase Orders** on page **71**
- **Order Now** – See **Packaging Purchase Order Lines** on page **68**
- **Defer** – See **Deferring PO Lines** on page **184**
- **Relink** – See **Relinking PO Lines** on page **113**
- **Change Bib Reference** – See **Changing Bib Reference** on page **115**
- **Cancel** – See **Canceling PO Lines** on page **110**
- **Delete** – See **Deleting PO Lines** on page **111**

Reviewing Purchase Orders

PERMISSIONS:

To review POs you must have the following role:

- Purchasing Operator

A purchase order (PO) is sent for review if mandatory information is invalid or missing when the PO is created. After correcting or adding the mandatory information, the PO is packaged and moves to the Approval and Sending stage of the workflow (see **Approving and Sending Purchase Orders** on page **72**).

To review purchase orders:

1 On the Purchase Orders in Review page (**Acquisitions > Purchase Order > Review**), select **Actions > Edit** for the PO you want to review. The PO Summary page opens.

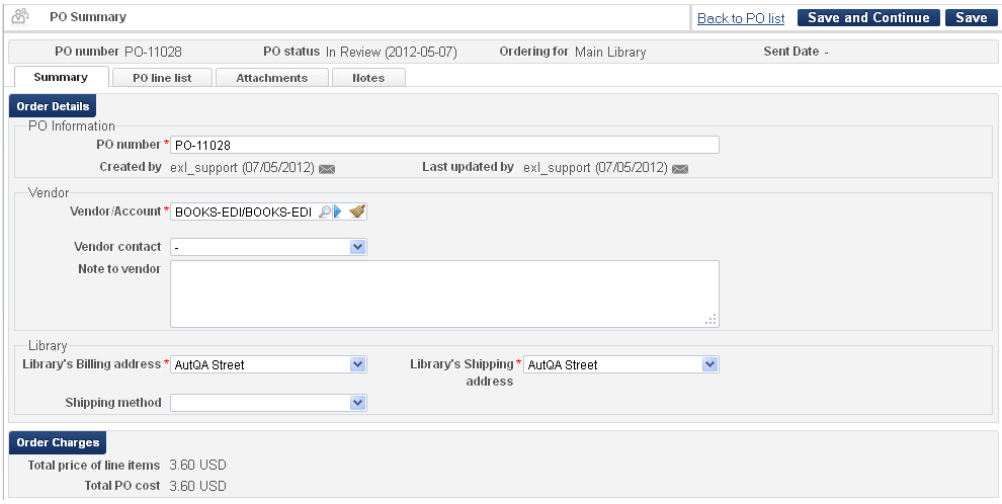

Figure 33: PO Summary Page

2 Edit the fields on the page, as required.

NOTE:

The required fields are marked with an asterisk and must be completed before the PO can advance to the next stage of the workflow.

3 Click one of the following buttons:

- **Save –** The PO is saved. Use this option if you are unsure if you want the PO to continue to the next stage of the purchasing workflow.

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- **Save and Continue** – The information you modified is saved, the PO is packaged, and then proceeds to the approval and sending stage of the workflow (see **Approving and Sending Purchase Orders** below).

NOTE:
When saving a PO line, the expected receipt date of the items associated with the PO line is updated.

To view purchase orders:

On the Purchase Orders in Review page (**Acquisitions > Purchase Order > Review**), select **Actions > View** for the PO you want to view. The PO Summary page opens. You cannot edit the fields on the page.

To manually add PO lines to an existing PO:

1. On the Purchase Orders in Review page (**Acquisitions > Purchase Order > Review**), select **Actions > Edit** for the relevant PO. The PO Summary page is displayed.
2. In the **PO Line List** tab, locate the **Select PO line** field, click the **Find** icon and select a PO line to be added to the PO.
3. Click **Add PO Line**. The PO line is added to the PO.

To delete purchase orders:

1. On the Purchase Orders in Review page (**Acquisitions > Purchase Order > Review**), select **Actions > Delete PO**. The confirmation window opens.
2. Click **Confirm** to delete the PO.

NOTE:
You can also delete a PO from the main menu by selecting **Acquisitions > Purchase Order > Delete PO** (see **Deleting Purchase Orders** on page **75**).

Approving and Sending Purchase Orders

PERMISSIONS:

To approve and send purchase orders, you must have the following role:

- Purchasing Manager

If the approval rules preconfigured by an administrator determine that manual approval for purchase orders (POs) is required, the PO is sent for manual approval when the specified criteria are met.

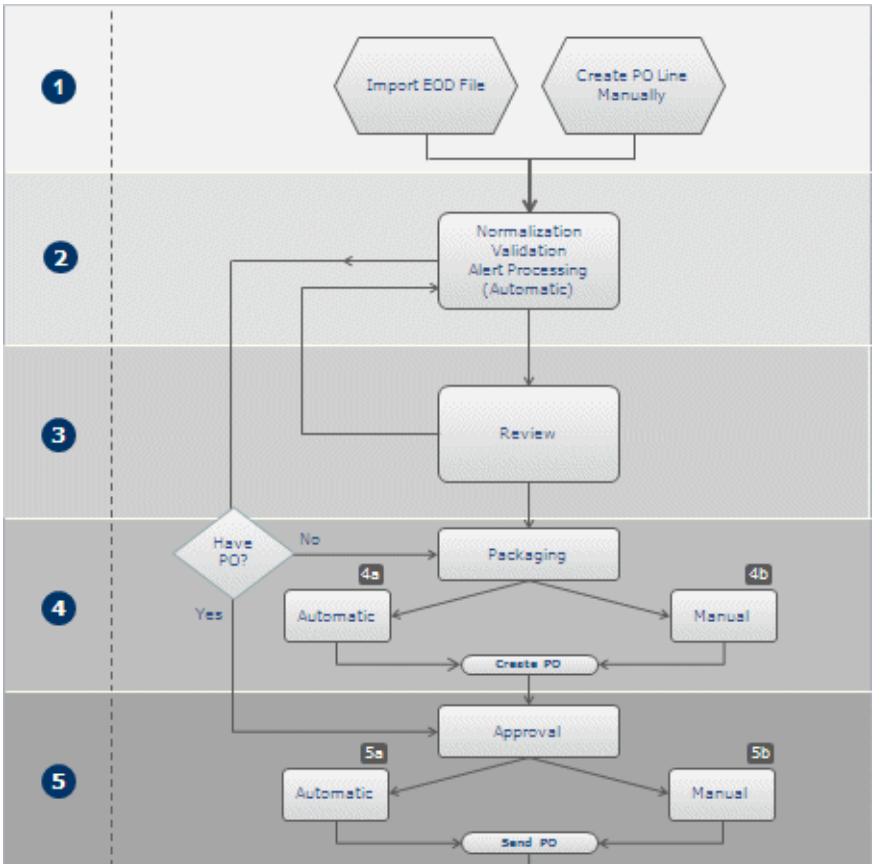

Figure 34: Manual Approval Within the Purchasing Workflow

To manually approve and send POs:

1 On the Approve Orders page (**Acquisitions > Purchase Order > Approve**), select the check box to the left of each PO that you want to approve and send to the specified vendor.

NOTE:
You can also access the Approve Orders page by clicking the **POs waiting for your approval** link under **Tasks** on the Alma home page.

You can locate specific POs using the **Find** box at the top of the list, or via the facets on the left side of the page.

The following facets are available:

- **Vendor** – The vendor to which the PO is to be sent

- **Library** – The library for which the PO is being ordered

The Approve Orders page displays the following columns for each PO:

Table 4. Approve Orders Page Columns

Column	Description
Order #	The number of the order.
Status	The status of the PO.
Status Date	The date on which the PO received its status.
Vendor	The vendor to which the PO is to be sent.
Organization unit	The organization unit for which the order is being purchased.
Total price	The total price of the order.
# of lines	The number of PO lines to be included in the PO.

2 To view information for a purchase order, select **Actions > View**. The PO Summary page opens, displaying information on the PO. The fields on this page cannot be edited.

3 Optionally, select **Actions > Edit** for a PO to open the PO Summary page and modify the following information:

- Additional vendor, billing, and shipping information
- A list of each PO line included in the PO
- Attachments to the PO
- Notes for the PO

4 Select **Approve and Send** from the **Go** drop-down list, and click **Go** to approve and send the selected POs.

NOTE:
You can approve and send individual POs by selecting **Actions > Approve and Send** for a specific PO. When doing so, it is not necessary to select the check box for these POs.

The approved POs are sent to the relevant vendors as attachments to an email. You can view the attachment from the Attachment tab of the PO.

NOTE:
You can resend the PO to the vendor by clicking the **Resend Order** button for the sent PO. (This is available only for PO lines that have not been canceled and whose Acquisition method is **Purchase**.)

5 To delete a PO, select **Actions > Delete PO** and click **Confirm** in the confirmation pop-up window.

For instances of when you would want to delete a PO, see **Deleting Purchase Orders**, below.

NOTE:
You can also delete a PO from the main menu by selecting **Acquisitions > Purchase Order > Delete PO** (see **Deleting Purchase Orders**, below).

Deleting Purchase Orders

PERMISSIONS:

To delete purchase orders, you must have one of the following roles:

- Purchase Operator Extended
- Purchasing Manager

You can delete a purchase order (PO) when the PO does not contain PO lines that are received, activated, or linked to an invoice. When deleting a PO, all of its associated PO lines are also deleted.

Deleting a PO is performed as a job in Alma. A report is provided when the job is completed, as is the case for all other jobs (see **Managing Jobs** in the *Alma Administration Guide*).

To delete a PO:

1 On the Delete PO page (**Acquisitions > Purchase Order > Delete PO**), enter a PO number in the **Select PO** field, or click the Browse button to select a PO.

2 Click **Delete PO**. The confirmation pop-up window opens.

3 Click **Confirm** to delete the PO. A confirmation message is displayed on the Delete PO page, indicating the status of the PO.

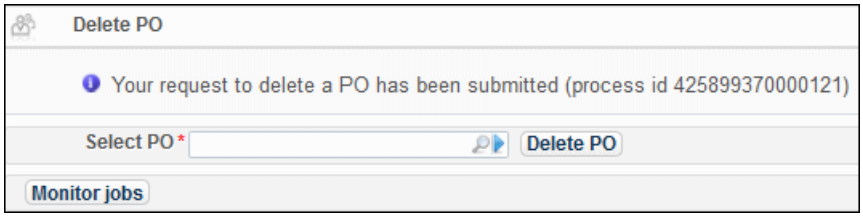

Figure 35: Delete PO Page

NOTE:

You can also delete a PO on the Purchase Orders in Review page (see **Reviewing Purchase Orders** on page **71**) and the Approve Orders page (see **Approving and Sending Purchase Orders** on page **72**) by selecting **Actions > Delete PO**.

4 Optionally, click **Monitor Jobs** to open the Monitor Jobs page and view the progress of the delete request (see **Monitoring Jobs** in the *Alma Administration Guide*).

Receiving Material

PERMISSIONS:

To receive material, you must have the following role:

- Receiving Operator

The final step of the purchasing workflow is the receiving stage, in which the physical material that was ordered from a vendor is received (see **Receiving Physical Material** on page **78**). If the PO line is for electronic material, it proceeds to the activation stage (see **Activating Electronic Resources** in the *Alma Resource Management Guide*).

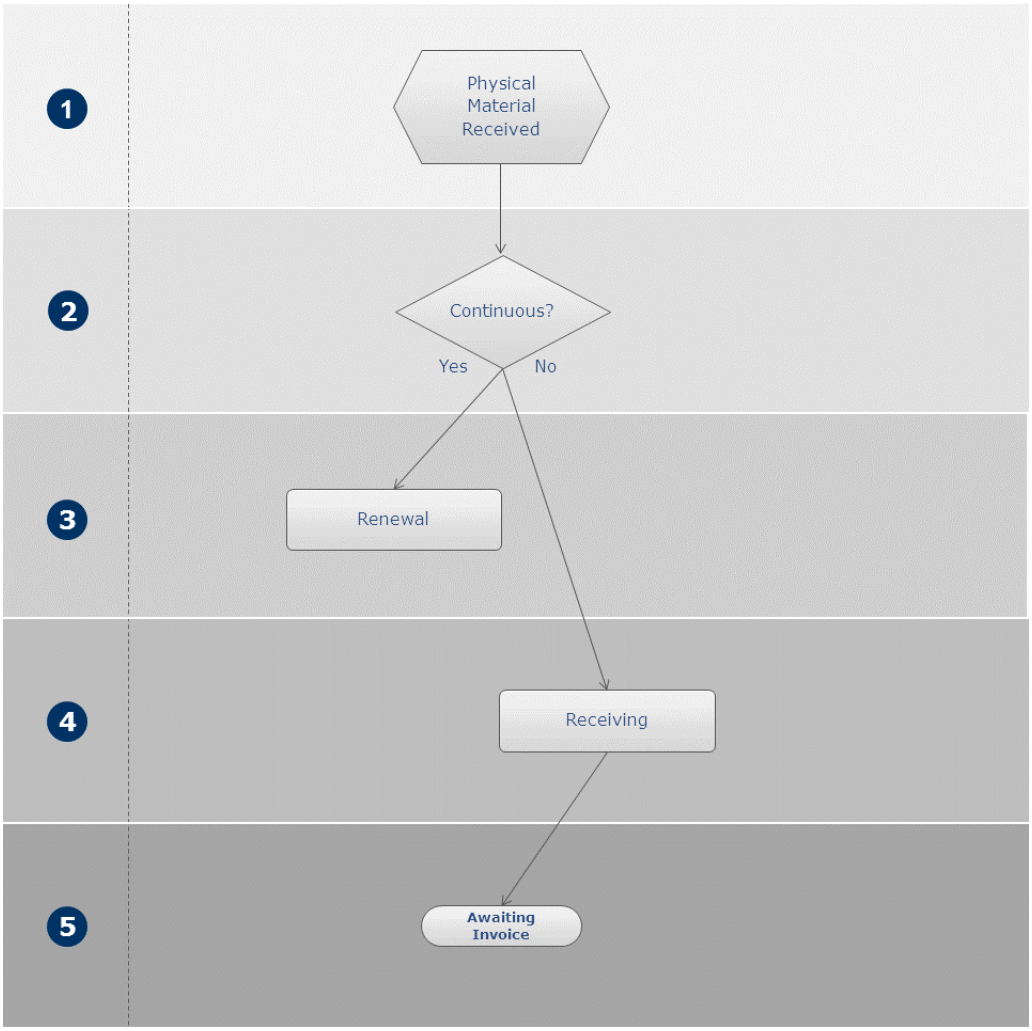

Figure 36: Receiving Physical Material Within the Purchasing Workflow

The following is a detailed description of the steps within this workflow (with the numbers corresponding to the numbers in the diagram):

1 The physical material that was ordered from the vendor arrives.

2 On receipt of the material, the system checks whether the material type is continuous. If the type is continuous, it proceeds to step 3. If the type is not continuous, it proceeds to step 4.

3 The material is processed for renewal (see **Renewals** on page 169).

4 The physical material is received in the system according to its material type, either **One-time** or **Continuous**. For details, see **Receiving Physical Material** on page 78.

5 The final step in the receiving workflow is to await the invoice from the vendor or to create the invoice in Alma (see **Invoicing** on page 121).

Receiving Physical Material

You accept new physical material into Alma by matching the PO line with the material received. You then indicate whether further work must be performed before the material is available to the library for which it was ordered.

Physical material that is received has one of the following statuses:

- **One-Time** — Refers to receipt of material for a PO line that is not repeated on a frequent or regular basis.
- **Continuous** — Refers to receipt of material for a PO line, repeated on a regular basis. The material must be connected to an existing holding and can be magazines, periodicals, and so forth.

NOTE:
For information on handling items with different receiving intervals, see the explanation for the Technical acquisition method in **Table 3**.

- **Standing order** – Refers to receipt of material for a PO line, issued as needed on an infrequent or irregular basis. For example, a Standing Order PO line is used for purchasing all the printed books by a particular author when they are published, or where a series of books are being published, but not necessarily on a regular basis. The holdings for this type of PO line are updated upon the receipt of the material.

  When receiving standing order material, note the following:

  - When receiving Standing Order non-monograph material, multiple items can be associated with a single holding, as they can with Continuous material.
  - When receiving Standing Order monograph material, a unique workflow is invoked (see step **5** in **To receive new physical material:**, below). The standard receiving workflow, performed on the Receive New Material page, is not invoked.

Before receiving physical material, you must ensure that the appropriate receiving department is selected from the link next to **Currently at:** at the top of the page.

To receive new physical material:

1 On the Receive New Material page (**Acquisitions > Receiving and Invoicing > Receive**), in the **Find PO Lines for Receiving** area, search for the PO line you want to receive.

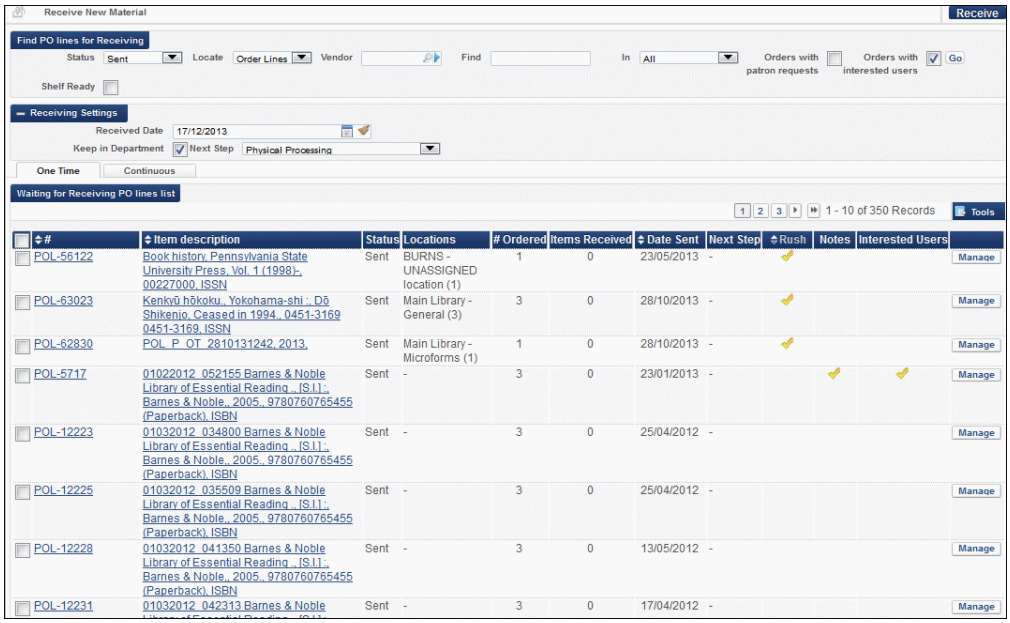

Figure 37: Receive New Material Page

Use the search fields described in the following table:

Table 5. Find PO Lines for Receiving Fields

Field	Description
Status	Select the status you want to use to find the PO lines (from a list predefined by an administrator). Items with a status of **In Transit** retain their status until they are scanned at the target location. If the item's location is the shelving library, the item retains its status until it is scanned at the primary circulation desk. The default value is the value of the user's most recent search.
Locate	Select the method you want to use to locate the PO lines (from a list predefined by an administrator). You can select: ■ **Entire PO content** – Lists the PO lines that are packaged in the same PO as the PO lines that match the search criteria ■ **Order lines** – Lists the PO lines that match the search criteria (default)

Table 5. Find PO Lines for Receiving Fields

Field	Description
Vendor	Click the **Search** icon to select the vendor from which you anticipate receiving the material. **NOTE:** The displayed list includes only the vendors that are assigned the role of **Material Supplier/Subscription Agent**.
Find	Specify any specific data that you want included in the search.
In	Select the fields in which you want to search. **NOTE:** When searching for an invoice number, select **Invoice Number** instead of **All**.
Orders with patron requests	Select to filter search results to display items that have patron requests. **NOTE:** This option is displayed only for one-time orders.
Orders with interested users	Select to filter search results to display items that have interested users. After the search is completed, items with interested users are indicated in the table by a yellow check mark in the **Interested Users** column. **VIDEO:** Learn about how to add interested users to a PO line in the *Interested User Enhancements* video (3:58 mins). Note that you need to be logged in to the Documentation Center in order to view this video.
Shelf ready	Select to indicate that no further work is required on the material and that it can be sent to the library.
Scan item barcode	Click the **Search** icon to scan the barcode of an item. When clicking this icon, the Repository Search page is displayed, where you can search for an item, select it, and click **Select** to add it to the **Scan item barcode** field. **NOTE:** This field is displayed only when **Shelf ready** is selected.

The Waiting for Receiving PO Lines list area is populated with the items that match your search criteria.

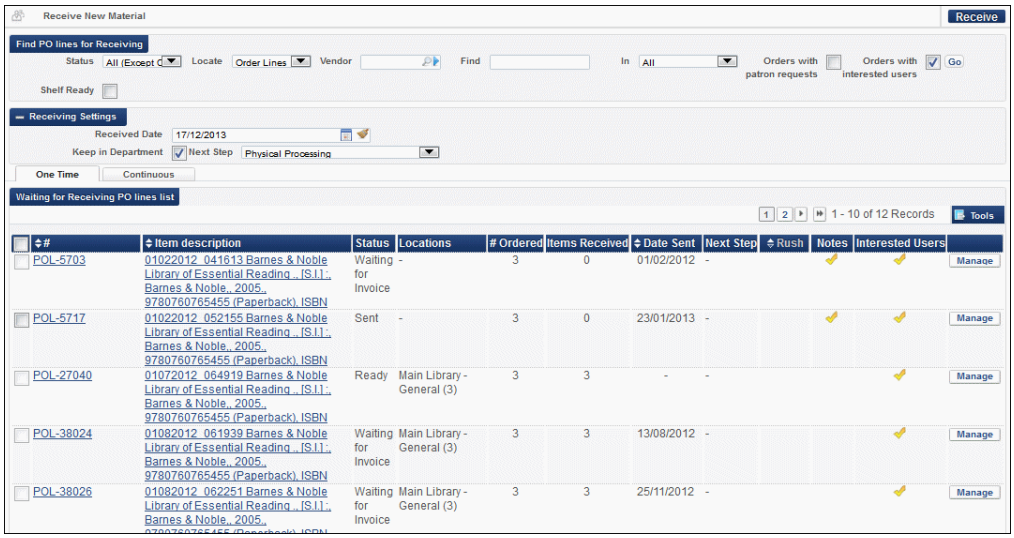

Figure 38: Receive New Material Page - One-Time Tab

NOTES:

- Search results are displayed only in the tab that is selected at the time of the search.
- You can click the check marks in the **Notes** or **Interested Users** column to display the Notes or Interested Users tab for the PO line (see the *Navigate to Notes During Receiving* video (1:47 mins).
- PO lines that are fully received and do not require additional tasks to be performed (on the Items in Department page) are not displayed.

The Waiting for Receiving PO Lines List table is the same in the **Continuous** tab as in the **One-Time** tab, with the following exceptions in the **Continuous** tab:

- There is no check box preceding the PO line numbers.
- There is no **Items Received** column.
- There is an **Actions** button which you click to select the following options:
  - **Manage items** — Enables viewing details of the PO line
  - **Receive** — Enables specifying items that have been received for the PO line
  - **Print Interested Users List** — Enables printing a list of interested users for the PO line. Displayed only if the PO line has interested users (indicated by a check mark in the **Interested Users** column).

2 In the **Receiving Settings** area:

a The **Received date** is set to the current date. If you want to change the date, click in the **Received date** box and select the required date from the **Calendar** pop-up.

b Select **Keep in department** to indicate that further work is required before the material can be made available in a library. When this option is selected, an Acquisition Technical Services work order is created (the default work order type), and the **Next step** field appears.

In the **Next step** field, select the next step for the specified PO line after it is received. The available options are the statuses configured for the Acquisition Technical Services work order, which by default are:

- Physical processing
- Copy cataloging
- Temporary storage

These items can be viewed on the Items in Department page, accessible via the Acquisitions module (**Post-Receiving Processing > Receiving Department Items**), or the Fulfillment module (**Resource Requests > Manage In Process Items**).

If **Keep in department** is not selected, the item must be scanned at a circulation desk before it is placed on the shelf in the library (see **Scanning Items** on page **97**).

NOTES:

If **Keep in department** is not selected, interested users are notified when the item is received. If **Keep in department** is selected, interested users (see information regarding the Interested Users tab in **To create a PO line:** on page **23**) receive email notification in the following scenarios:

- After the **Next step** selection (such as physical processing or copy cataloging) is complete and the item leaves the department.
- When selecting **Actions > Done** for Continuous material on the Items in Department page (see **Managing Receiving Department Tasks** on page **93**).

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3 To work with one-time order material:

a Click **Manage Items** to view details of a PO line. The Received Items List page opens.

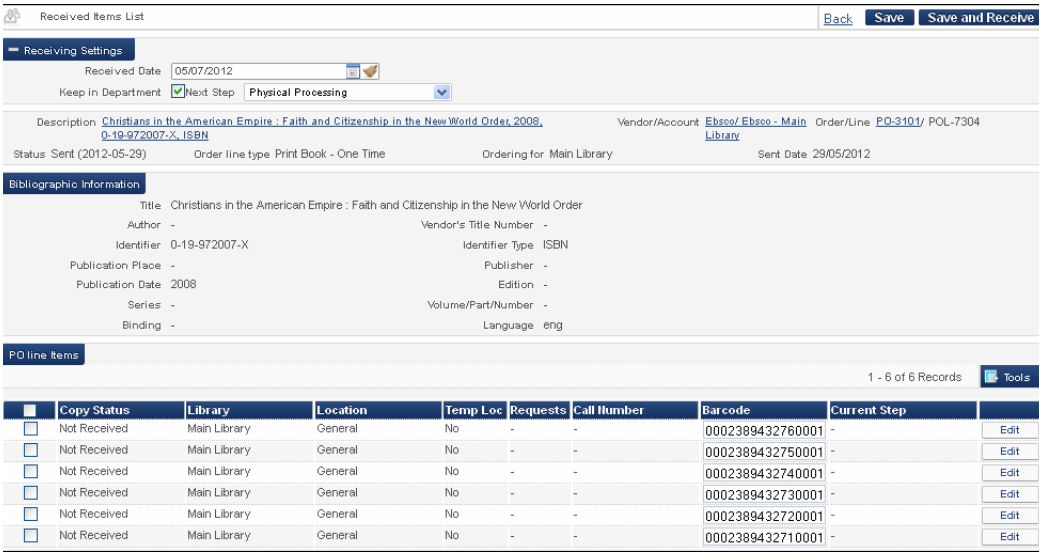

Figure 39: Received Items List Page

To edit the inventory for a PO line item, click **Edit** for the appropriate PO line item. The Physical Item Editor page opens, where you edit the item details as needed and click **Save**. For a description of the fields on the Physical Item Editor page, see the New Items Details Fields table in the *Alma Resource Management Guide*. Click **Back** to return to the Receive New Material page.

b Select the check boxes for the PO lines you want to receive, and click **Receive**. A message is displayed at the top of the page, indicating the status of the process.

NOTE:
Only the check boxes for the PO lines that can be received are active. All other check boxes are unavailable.

If you selected **Keep in department** in the **Receiving Settings** section, a message appears at the top of the page confirming that further work must be performed before the material can be made available to the library.

c For received PO line items in handling stages, click **Actions** and select from the following:

- Edit inventory item
- Done

- Send to temporary storage
- Send to copy cataloging
- Send to physical processing
- Print slip – A print slip is printed on the department's printer and sent by email to the configured user (see **Configuring Allowed Emails** in the *Alma Administration Guide*). Notes contained in a PO line, as well as notes configured using the Receiving Slip Notification Letter configuration option (see **Customizing Letters** in the *Alma Administration Guide*) are sent with the print slip.

  An example of a print slip that is sent to the configured user is displayed in the following image:

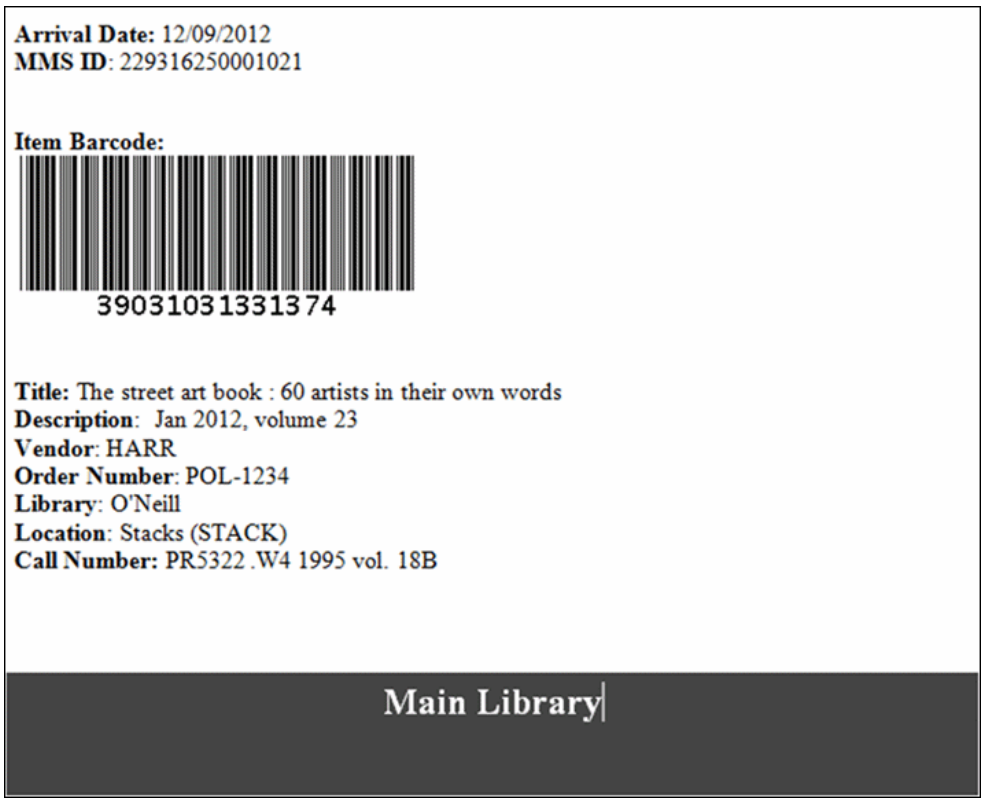

Figure 40: Print Slip Example

NOTE:
You must be in an acquisition or receiving department for the print slip option to be available.

- Un-receive – revoke the received status of an item if it was mistakenly marked as received.

NOTE:

In order to be able to un-receive an item, the following conditions must be met:

- The item must have been received
- The item must still be in the receiving department
- There are no interested users related to the item.
- The order is a one-time order.

For more information on these options, see **Managing Receiving Department Tasks** on page **93**.

4 To work with continuous material:

a Select **Actions > Manage Items** to view details of a PO line. The Received Items List page opens.

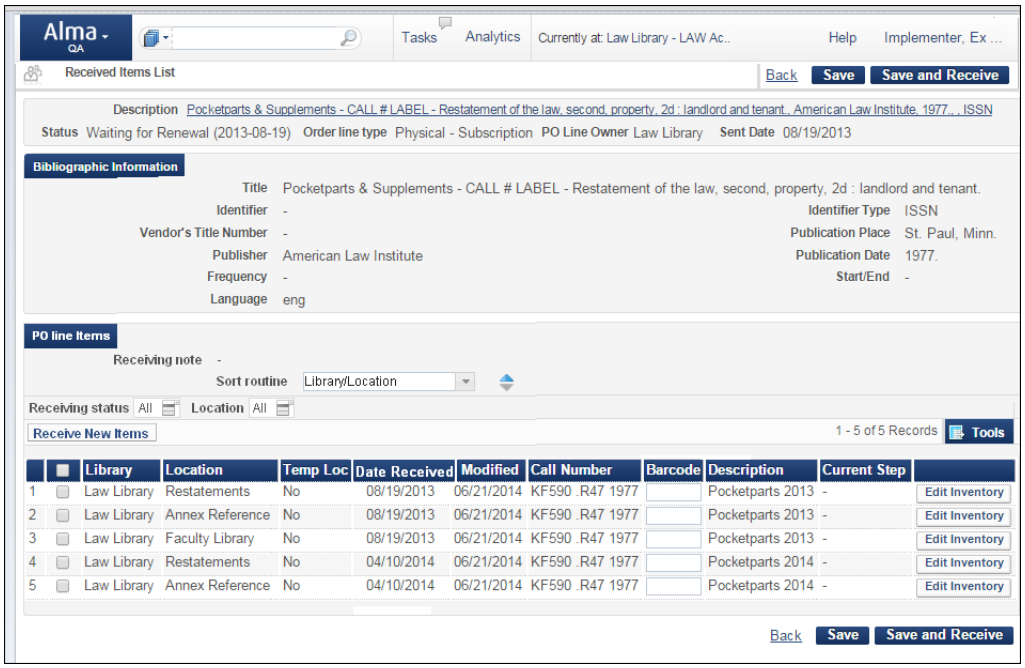

Figure 41: Received Items List Page

NOTE:

For information on configuring sort routines, see **Configuring Physical Item Sort Routines** in the *Alma Resource Management Guide*.

To edit the inventory for a PO line item, click **Edit** for the appropriate PO line item. The Physical Item Editor page opens, where you edit the item details as needed and click **Save**. For a description of the fields on

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the Physical Item Editor page, see the New Items Details Fields table in the *Alma Resource Management Guide*. Click **Back** to return to the Receive New Material page.

To view holdings information, expand the **Holdings Information** section. For details on viewing holdings information, see **Viewing Holdings Information** on page **90**.

b Select **Actions > Receive** for a PO line to display the Receive New Items page.

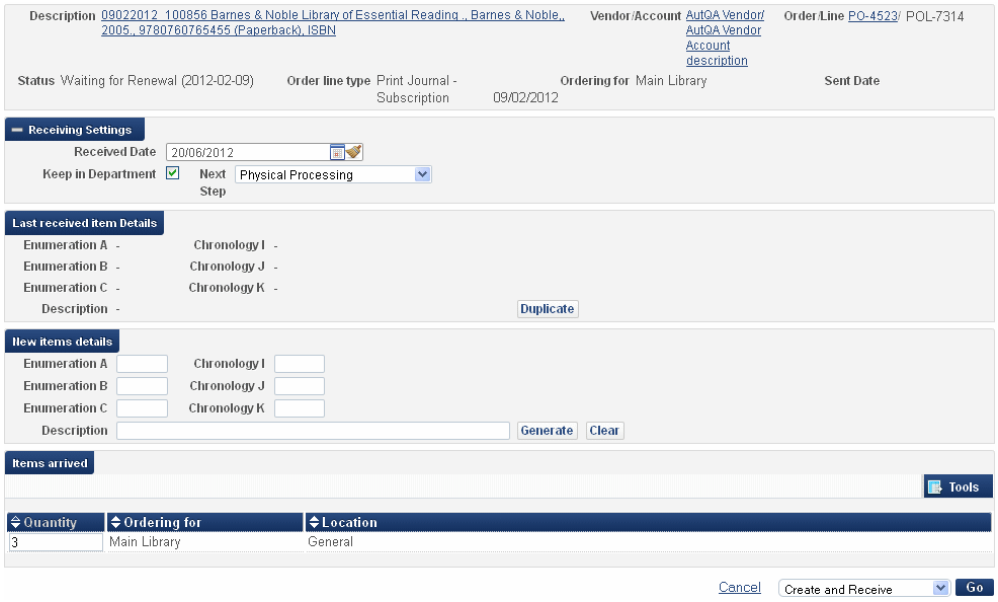

Figure 42: Receive New items Page

The Receive New Items page lists the last received item's details and enables you to enter details for a new item, as required. All item details are listed in the **Items Arrived** area at the bottom of the page.

NOTE:
You can also access the Receive New Items page by clicking **Receive New Items** on the Received Items List page.

c In the **Receiving Settings** area:

- The **Received date** defaults to today's date. To change the date, click in the **Received date** box and select the required date from the **Calendar** pop-up.
- Select **Keep in department** to indicate that further work is required before the material can be made available in a library. When this option is selected, the **Next step** field appears.

In the **Next step** field, select the next step for the specified PO line after it is received. The available options are **Physical processing**, **Copy cataloging**, and **Temp storage**.

d In the **New Item Details** area, enter cataloging details for the new item in the **Enumeration** and **Chronology** fields, as required.

The following table shows sample values for the **Enumeration** and **Chronology** fields.

Table 6. New Items Details Fields

Field	Value
Enumeration A	Vol.1
Enumeration B	Qtr. 2
Enumeration C	Part 1
Chronology I	2012
Chronology J	April
Chronology K	1

When these values are entered, click **Generate** to display the entered values in the **Description** field, as follows:

Vol. 1 Qtr. 2 Part 1 2012 April 1

NOTES:

- Either the **Enumeration A** or **Chronology I** field must have a value.
- The values of each of the **Enumeration** fields are displayed before the values of the **Chronology** fields.
- To simplify the task of entering Enumeration and Chronology information, you can create a description template. For more information, see **Configuring Description Templates** in the *Alma Resource Management Guide*.

The values of the most recently received item are displayed in the **Last Received Item Details** area. You can click **Duplicate** to automatically move these values to the respective fields in the **New Item Details** area.

e Select **Create and Receive** from the **Go** drop-down list, and click **Go**.

If you selected **Keep in department** in the **Receiving Settings** section, a message appears at the top of the page confirming that further work must be performed before the material can be made available to the library. The new item then continues in the workflow according to your

selection in the **Next step** drop-down list. For more information, see **Managing Receiving Department Tasks** on page **93**.

Alternatively, you can select **Receive and set barcodes** to set barcodes for the items you are receiving. The **Set Barcodes** dialog box opens, where you enter barcodes for the items and click **Submit**.

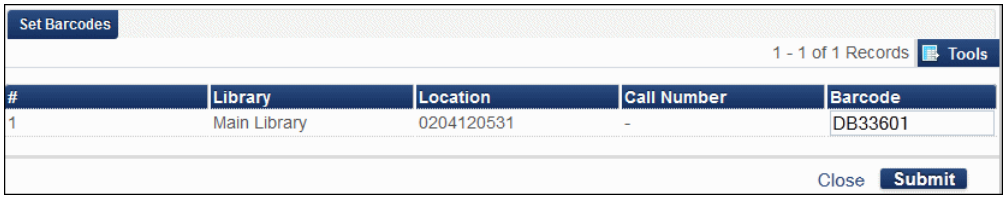

Figure 43: Set Barcodes Dialog Box

5 To work with standing order monograph material:

a On the Choose Holding Type pop-up window (**Resource Management > Create Inventory > Add Physical Item**), select **New** in the **Choose holding type** field.

Figure 44: Choose Holding Type Pop-up Window

b Select either a book or an article in the **Citation type** field, and click **Choose**. The Quick Cataloging page opens.

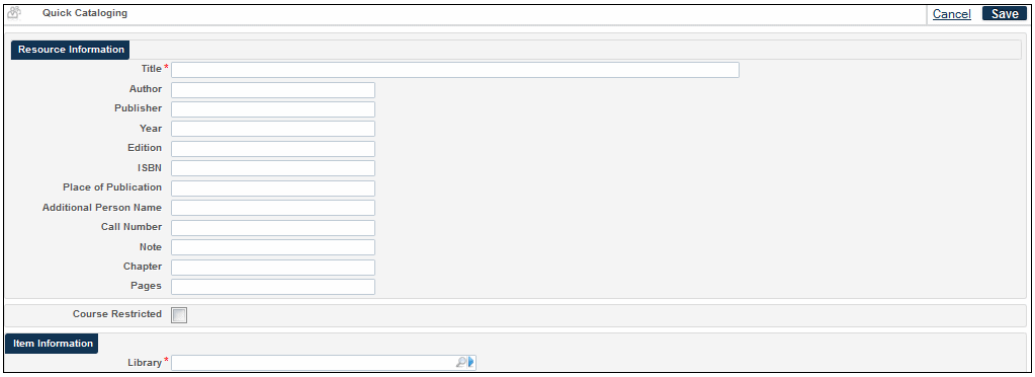

Figure 45: Quick Cataloging Page

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c Configure resource and item information and click **Save**. The Repository Search page opens, displaying the newly created item in the repository.

d Click **Holdings** to view a list of the holdings associated with the item.

e Select **Actions > Associate a PO line** for the recently added holding. The Please Select a PO Line dialog box opens.

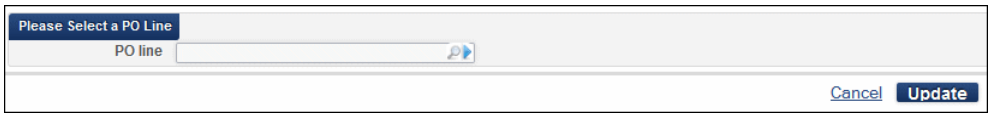

Figure 46: Please Select a PO Line Dialog Box

f Click the **Browse** icon to search for a PO line. The Select PO Line page opens, where you select a PO line and click **Select**. The PO line displays in the PO line field.

g Click **Update**. The holding is associated with the indicated PO line.

h On the Repository Search page, click **Items** to view a list of the items associated with the resource. The List of Items page is displayed.

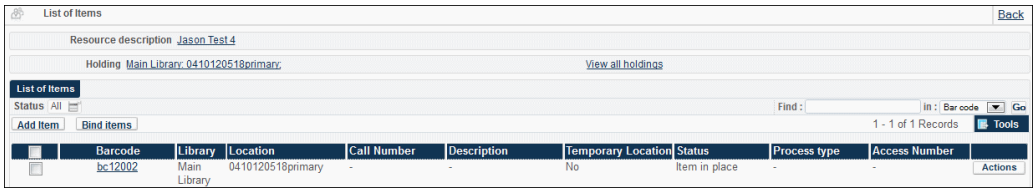

Figure 47: List of Items Page

i Select **Actions > Edit** for the recently added item. The General Information Tab of the Physical Item Editor page opens, where you can edit the item's parameters.

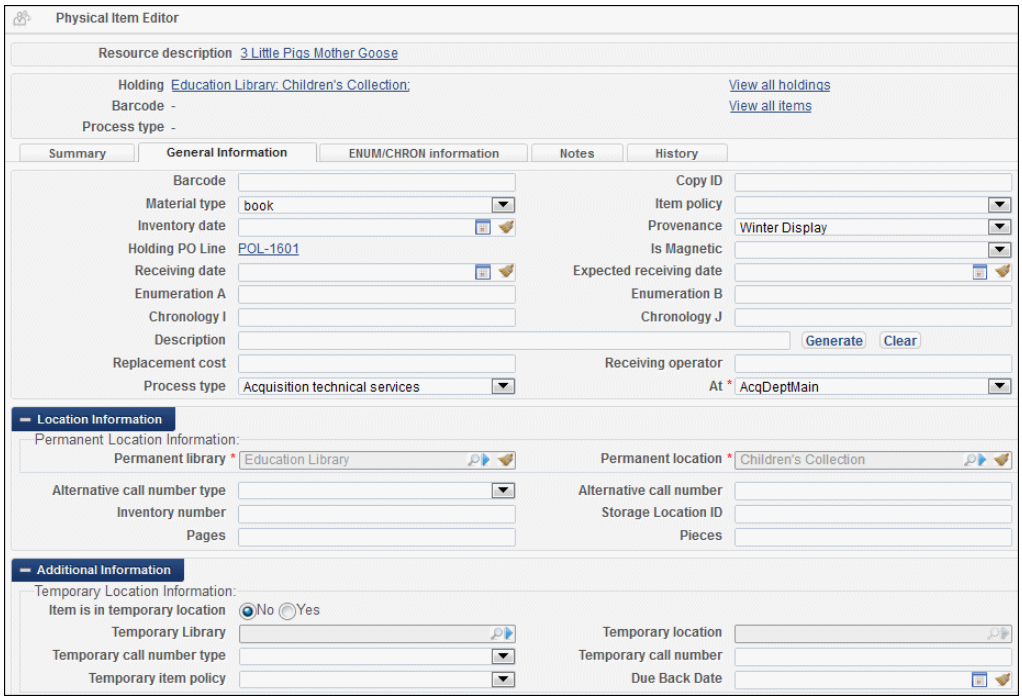

Figure 48: Physical Item Editor Page – General Information Tab

The linked item displays in the **Holding PO Line** field. When no item is linked, this field appears as a **PO line** field, where you can search for one-time orders to associate with the item.

For details on the fields displayed on this page, see the New Items Details Fields table in the *Alma Resource Management Guide*.

j Click in the **Receiving date** field and select a receiving date from the calendar drop down to mark the item as received.

k Modify any other fields, as needed, and click **Save**. The Received Items List page is displayed for the PO line.

Viewing Holdings Information

You can view holdings information for continuous PO lines when viewing received items on the Received Items List page. To enable viewing holdings information, ensure that the **view_holding_in_receiving** setting is set to **true** in Acquisitions configuration (see **Configuring Other Settings** on page **346**).

NOTE:
Ensure that you have selected an Acquisitions department in the **Currently at:** field at the top of the page.

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To view holdings information when working with continuous material:

1 On the Receive New Material page (**Acquisitions > Receiving and Invoicing > Receive**), click the **Continuous** tab.

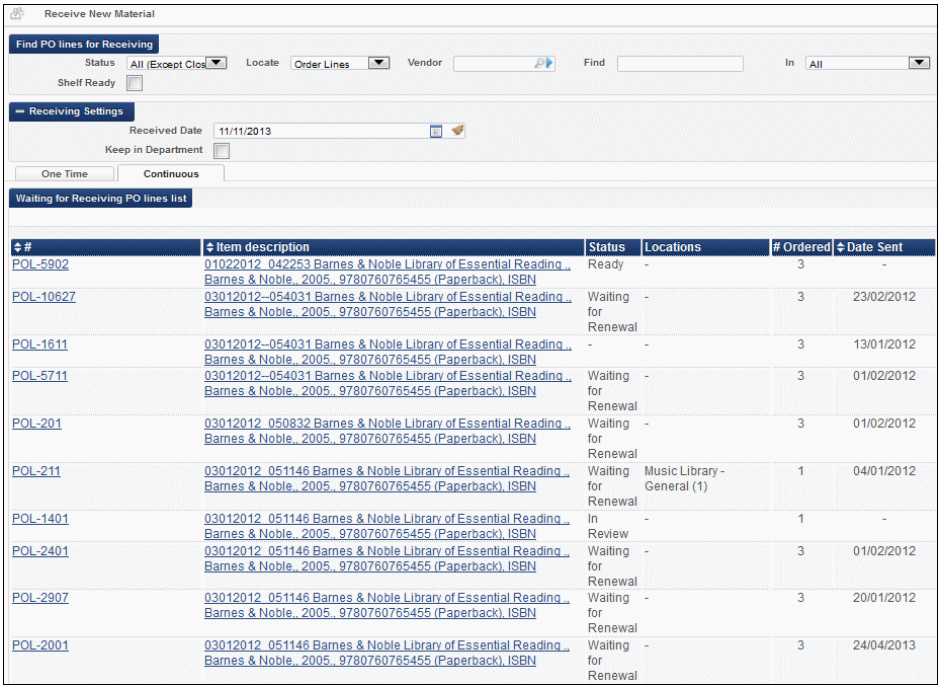

Figure 49: Receive New Material Page – Continuous Tab

2 Locate a PO line that has a value in the **Locations** field, and select **Actions > Manage Items**. The Received Items List page opens.

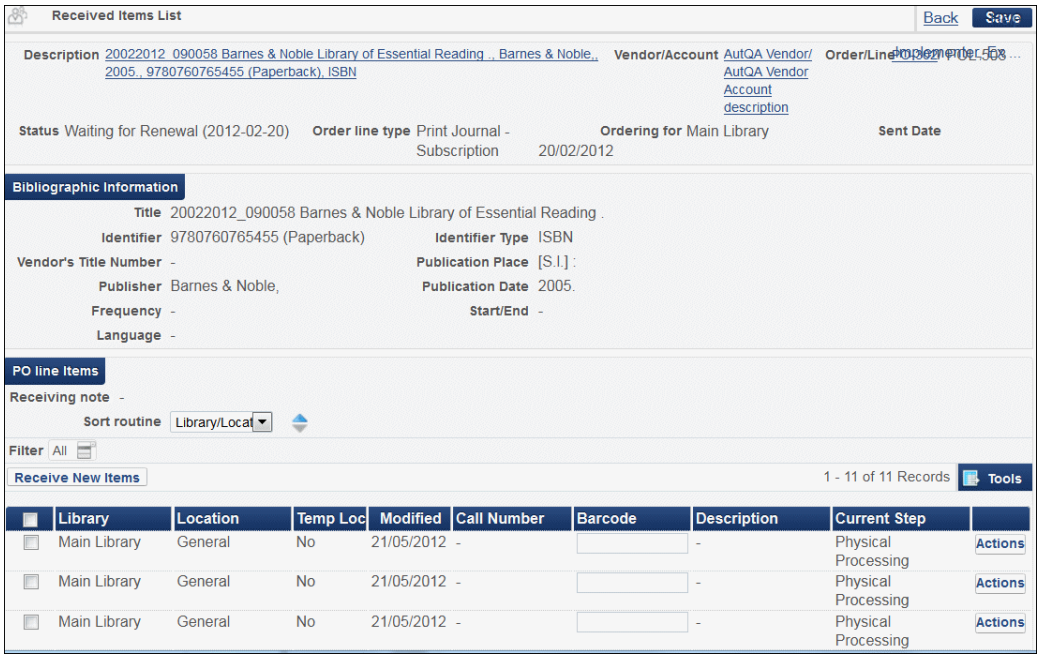

Figure 50: Received Items List Page

3 Expand the **Holdings Information** section.

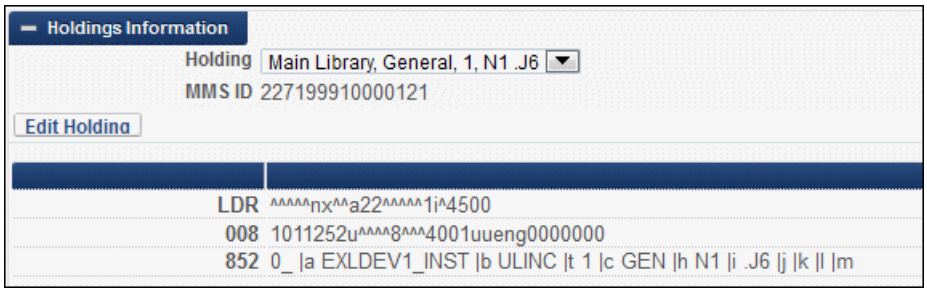

Figure 51: Holdings Section of Received Items List Page

4 Select a value from the **Holdings** drop-down list. The metadata information for the selected holdings displays in the table underneath the **Holdings** drop-down list.

The value in the **Holdings** drop-down list indicates the holdings' Library, Location, Copy ID, and Call Number.

NOTE:
If there is only one Location listed for the selected PO line (that is, one value in the **Location** field on the Receive New Material page), a single holdings value displays instead of the **Holdings** drop-down list.

5 You can click **Edit Holdings** to open the MD Editor page and edit the selected holdings (see **Metadata Management** in the *Alma Resource Management Guide*).

Post-Receiving Processing

PERMISSIONS:

To perform post-receiving processing tasks, you must have one of the following roles:

- Receiving Operator
- Purchasing Operator

Post-receiving processing tasks include:

- **Managing Receiving Department Tasks** below
- **Scanning Items** on page **97**

Managing Receiving Department Tasks

After you receive physical material, it may be necessary to perform additional work on the material before it can be made available to the library.

The following additional work processes may be necessary:

- **Copy cataloging** – Completes the cataloging of the new material
- **Physical processing** – Adds a barcode to the material
- **Temp storage** – Moves the material to temporary storage for a short period

You manage the outstanding work processes using the Items in Department page. You can search for records by entering search criteria in the **Find** box and selecting the relevant search category (**All**, **Barcode**, **Identifier, Title**, **Request ID,** or **Requester**) from the **in:** drop-down.

NOTE:

Items on the Items in Department page can be filtered by work process (**Filter**) or by patron request (select **Items with patron requests** in the **Request filter**), or interested users (select **Items with interested users** in the **Interested Users** filter).

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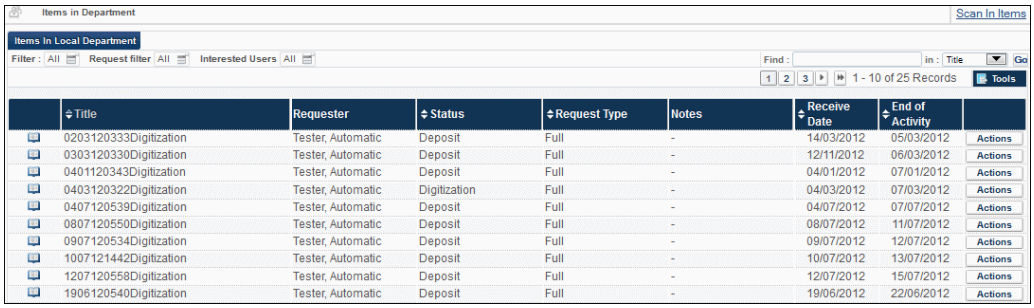

Figure 52: Items in Department Page

On the Items in Department page (**Acquisitions > Post Receiving Processing > Receiving Department Items**), you can perform the following:

- track and manage the status of each item
- edit an item
- add notes to an item
- remove an item from the list (by marking it as **Done**) when all the work processes are complete
- update an item's expiration date
- create a print slip
- un-receive

To change an item's status (Copy cataloging, Physical processing, Temp storage):

1. Select the item's check box on the Items in Department page.
2. Select the new status from the **Change status** drop-down list at the bottom of the page.
3. Click **Change Status**. The item's status is changed.

NOTES:

- You can change the status of multiple items simultaneously by selecting multiple check boxes and then modifying the item status, as described above.
- You can also change the status of an item on the item's Request Management page (**Actions > Edit**) by selecting a different status from the **Status** drop-down list and clicking **Save**.

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To edit the inventory item:

Select **Actions > Edit inventory item** for the item you want to edit. The Physical Item Editor page opens. For details on the fields displayed on this page, see the New Items Details Fields table in the *Alma Resource Management Guide*.

To add a note to an item:

1. Select **Actions > Edit** for the relevant item. The Request Management page opens.
2. Click the **Notes** tab and enter a note in the **Note** field.
3. Click **Add**. The note is displayed on the page.
4. Click **Save**. A check mark appears in the **Notes** column of the Department Items page, indicating that the item contains a note.

   To edit a note, select **Actions > Edit** at the end of the note row and modify the note as required. Click **Save** to save your modification.

   To delete a note, select **Actions > Delete** at the end of the note row. The note is deleted.

To mark an item as Done and remove it:

1. Select the item's check box on the Items in Department page.
2. Click the **Done** button at the bottom of the page, or select **Actions > Done**. The item is removed from the page.

NOTE:
When working with Print – Continuous material and the **Keep in Department** option is selected on the Receive New Material page (see **Receiving Physical Material** on page **78**), clicking **Done** (or selecting **Actions > Done**) sends a notification email to Interested Users (see information regarding the Interested Users tab in **To create a PO line:** on page **23**).

To update an expiration date:

1 Select **Actions > Update expiry** for the relevant item. The Update Expiration Date pop-up window opens.

Figure 53: Update Expiration Date Pop-up Window

2 Click in the **Expiration date** box and select the required date from the **Calendar** pop-up.

3 Click **Save**. The expiration date is changed.

To create a print slip:

Select **Actions > Print slip** for the relevant item. A message is displayed on the top of the page indicating whether the print slip was sent successfully via email (see **Configuring Allowed Emails** in the *Alma Administration Guide*). A printer must be defined for the acquisitions or receiving department for the print slip to be sent via email. For details on configuring a printer for a department, see **Adding a Department** in the *Alma Administration Guide*.

To un-receive:

1 Select **Actions > Un-receive** for the relevant item. A confirmation message opens.

2 Click **Confirm** to un-receive the item.

NOTE:

In order to be able to un-receive an item, the following conditions must be met:

- The item must have been received
- The item must still be in the receiving department
- There are no interested users related to the item.
- The order is a one-time order.

VIDEO:

For more information on un-receiving an item, see the *Un-Receive an Item* video. (3:37 mins).

Scanning Items

PERMISSIONS:

To scan a barcode, you must have the following role:

- Receiving Operator

The item's barcode is entered at each location it encounters in the request process. You can either enter the barcode manually, or use a scanning wand to read the barcode electronically. Alternatively, you can enter part of the resource title name, and the system suggests the remainder of the title.

After an item is scanned, in-house loan/usage information is displayed in the following ways:

- Analytics reports
- On the **History** tab of the Physical Item Editor page, select **Fulfillment activities** (see **Table 42** in the *Alma Resource Management Guide*)
- In the item's **More Info** pop-up window (from the search results of a repository search)

NOTE:

For detailed information on in-house loans, see *In-House Use and Alma Analytics Reports for In-House Use* in the Documentation Center. Note that you need to be logged in to the Documentation Center in order to view this document.

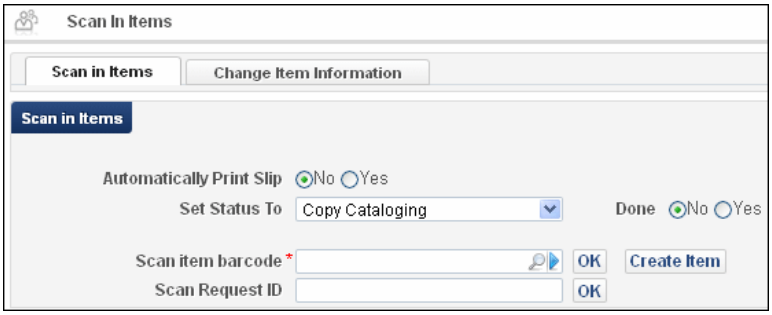

Figure 54: Scan In Items Page

When an item is scanned, an **In House Loan** record is generated automatically.

To scan an item:

1 On the Scan In Items page (**Acquisitions > Post Receiving Processing > Scan In Items** or **Fulfillment > Resource Requests > Scan In Items**), enter the barcode with a wand or manually by either entering it in

the **Scan item barcode** field or clicking the **Browse** icon to search for a barcode. The fields on this page are described in the table below.

Table 7. Scan In Items Fields

Field	Description
Place directly on hold shelf	Select from the following: ■ **Yes** – The item is to be placed directly on the hold shelf. An On Hold Shelf letter is sent to the patron, indicating that the item is ready for pickup at the hold shelf (see **Configuring Alma Letters** in the *Alma Administration Guide*). ■ **No** – The item not yet ready for the hold shelf and is to be designated for hold shelf processing (that is, preparing the item for the hold shelf, such as checking the item's condition). After hold shelf processing is complete, scan the item into the relevant circulation desk. The item is placed on the circulation desk's hold shelf, and an On Hold Shelf letter is sent to the patron, indicating that the item is ready for pickup at the hold shelf (see **Configuring Alma Letters** in the *Alma Administration Guide*). This field is displayed only when the **Has hold shelf processing** option is selected when configuring a circulation desk (see **Configuring Circulation Desks** on page **264**). **NOTE:** Items designated for Hold Shelf Processing are nevertheless displayed as **On Hold Shelf** on the Resource Request Monitoring page (see **Monitoring Requests and Work Orders** in the *Alma Fulfillment Guide*). To change the status of a hold shelf processing or hold shelf item, scan the item a second time and modify the value of this field, as required.
Automatically print slip	Specifies the method for printing the slip: ■ **No** – Manual selection is required (default). ■ **Yes** – If multiple requests match the scanned item, one is activated automatically. **NOTE:** This controls the printing of the resource request slip, not the transit slip.

Table 7. Scan In Items Fields

Field	Description
Work order type	Select a work order type for the item being scanned. This field displays only when configuring a circulation desk associated with work orders (a circulation desk associated with work order types is selected in the **Currently at:** field at the top of the page).
External identifier	Indicates whether an identifier, such as a name or an email address, exists for the item in an external system (Select **No** or **Yes**). Displayed only when working at a Resource Sharing library.
Set status to	Select the material status (from a list predefined by an administrator). Note the following: ■ This field is displayed only when the current desk/ department is set to a work order department or a circulation desk defined as a work order department. ■ If this field is not displayed, statuses are set automatically. ■ Values appear in this field only when statuses have been configured as work order type statuses on the General Configuration menu. To add statuses, contact your administrator.
Done	Select to save the value entered in the **Set status to** field. ■ **No** – The item is not complete and remains in its current stage in the workflow. ■ **Yes** – The item is complete and proceeds to the next stage in the workflow. This field is displayed only when the current desk/ department is set to a work order department or a circulation desk defined as a work order department.
Scan item barcode (Required)	The barcode of the item. You can enter part of the barcode and press the down arrow on your keyboard to select from a list of options that match your entry. When you click the **Browse** icon, the Repository Search page opens. Perform a search in the repository, select the item you want, and click **Select**.

Table 7. Scan In Items Fields

Field	Description
Create item	Enables creating a new item, which is entered in the repository and can then be searched for from the **Scan item barcode** field. When clicking this button, the Choose Holding Type pop-up window opens. Select the holding type and, where relevant, the citation type, and click **Choose**. The Quick Cataloging page opens, where you configure resource and item information and click **Save**. After completing this process, an Acquisition Technical Services work order is created for the item (the default work order type). For an in-depth overview of work orders, see *Work Orders and Managing Physical Processes*. Note that you must be logged in to the Documentation Center to access this information.
Scan request ID	If there are multiple requests that may be fulfilled by the item, and the **Automatically print slip** option was not selected, enter the request identification number that was created when a request was submitted, and click **OK**. **NOTE:** If only one item fulfills the request, you can scan in the request identification number, and the item barcode is not needed. If there are multiple copies of the item, you must enter both the barcode and scan request ID.

The item details display in the Scanned In Items table.

The following is an example of the Scan In Items page after scanning in a barcode or request ID.

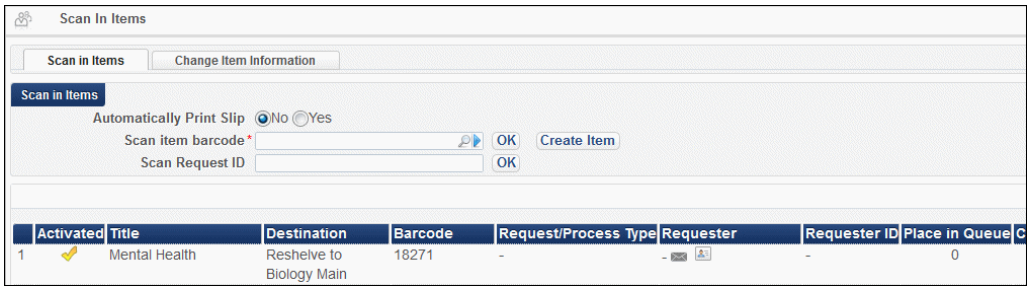

Figure 55: Scanned In Items Page

A description of the Scanned In Items columns is provided in the following table.

Table 8. Scanned In Items Columns

Column	Description
Activated	A yellow check mark indicates that the item has been activated.
Title	The title of the identified resource.
Destination	The library or location to which the item is to be sent. Possible values are: ■ **<Library Name>** ■ **Reshelve To <location name>** ■ **Manage Locally** – Indicates that the item has been scanned in at a Work Order department, and has to be processed there ■ **Digitize** – For resource sharing and digitzation requests ■ **Document Delivery** – For resource sharing and digitzation requests ■ **Deposit** – For resource sharing and digitzation requests ■ **<Partner Name and Request Number>** – For resource sharing requests
Barcode	The barcode of the identified resource.
Request Type	Indicates the reason that the item is being sent.
Requester	The name of the requester.

Table 8. Scanned In Items Columns

Column	Description
Requester ID	The preferred user identifier, as defined in User Management Configuration (see **Configuring Other Settings** in the *Alma Administration Guide*). This column displays a value only for patron-driven requests. **NOTE:** If a value was not configured for this field for a patron-driven request, the user name is displayed.
Queue	A number which is a link to the queue of requests for the scanned-in item.
Checked In	A yellow check mark indicates that the scanned item has a loan attached to it.

NOTE:
To remove all the items in the table, click **Clear List**.

The item continues its processing according to the **Request Type**:

- **Acquisition technical services** – The item is to be processed after the receiving process (Copy cataloging, Physical processing, Temporary storage) is complete.
- **Move permanently** or **Move temporarily** – The item is sent to a different location in the institution (see **Moving Items** in the *Alma Fulfillment Guide*).
- **Patron physical item request –** The item is sent to the active hold shelf at a circulation desk (see **Managing the Hold Shelf** in the *Alma Fulfillment Guide*). An email is sent to the patron to pick up the requested item at the circulation hold desk.
- **Patron digitization request –** The item is sent to the digitization department (see **Digitization Processing** in the *Alma Fulfillment Guide*).
- **Restore –** The item is restored from its temporary location to its permanent location.

2 Select from the following **Actions** button options:

- **Print slip –** Prints a call slip for the item that can subsequently be attached to the item by the Requests Operator.
- **Work order –** Creates a request (see **Creating a Request from the Institution** in the *Alma Fulfillment Guide*).

- **Cancel request –** Opens the Confirm Request Cancellation page, where you select a reason for cancellation from the **Cancellation reason** drop-down box and click **Confirm**.

3 Click **Exit** to return to the Alma home page, or click **Go To Manage Department Items** to open the Items in Department page (see **Managing Receiving Department Tasks** in the *Alma Acquisitions Guide*).

You can also open the Items in Department page by pressing **Alt + Ctrl + M** on your keyboard.

NOTE:
If a physical item is requested by a patron, an email is sent to the patron to pick up the item at the requested circulation hold desk.

For an in-depth overview of work orders, see *Work Orders and Managing Physical Processes*. Note that you must be logged in to the Documentation Center to access this information.

Processing Claims

PERMISSIONS:

To process claims, you must have one of the following roles:

- Purchasing Operator
- Purchasing Manager
- Receiving Operator

Claims are created for PO lines when an order does not arrive or become activated by the expected date (claims notifications are sent for physical PO lines only, as explained below).

VIDEO:
See *Claims in Alma for Physical and Electronic Resources* for an "Ask the Expert" session (one hour) on this functionality.

Claims are generated by Alma as follows:

- For one-time physical PO lines – Alma calculates the claim date by adding the **Expected receipt date/Expected receipt after ordering (days)** to the **Claiming grace period** value (see **Table 2** within the creating a PO line procedure for an explanation of these fields). When the claim date arrives and associated items have not yet been received, Alma sends the PO line to the claims task list and an email is automatically sent to the vendor if this option is properly configured (see **Communicating with Vendors** on page **49**).

- For continuous physical PO lines – Alma sets the **Expected receipt date** to the **Receipt date** + the **Subscription interval** (see **Table 2** within the creating a PO line procedure for an explanation of this field). When the **Expected receipt date** + **Claiming grace period** arrives and associated items have not yet been received, Alma sends the PO line to the claims task list. Note that no notification is sent to the vendor for continuous physical claims, but you can send a notification manually (see **Communicating with Vendors** on page **49**).
- For electronic PO lines – Alma calculates the claim date (**Expected activation date/Expected activation after ordering (days)** + **Claiming grace period** – see **Table 2** within the creating a PO line procedure for an explanation of these fields). When this date arrives, and the PO line (either one-time or continuous) is still not activated, Alma sends the PO line to the claims task list. Note that no notification is sent to the vendor for electronic claims, but you can send a notification manually (see **Communicating with Vendors** on page **49**).

NOTES:

- Claims are displayed only after the **PO Line – Claiming** monitor job has run. (The process must be marked as **Active** on the Monitor Job page – see **Monitoring Jobs** in the *Alma Administration Guide*).
- Claims for standing orders are not currently available in Alma.

When a PO line is overdue, one of the following alerts is generated:

- **Overdue PO line** – The PO line has not been received/activated within the expected number of days after placing the order or by the expected receipt/activation date.
- **Open claims exist for this PO line** – The PO line has been sent to the claims task list. For one-time physical PO lines, an email is automatically sent to the vendor, inquiring about the late delivery of the order. Note that the automatic email is sent only once to the vendor. Subsequent communication with the vendor takes place via the Communications tab on the PO Line Summary page (see **Communicating with Vendors** on page **49**).
- **<x> items were received out of <y> ordered** (for one-time physical PO lines) – Indicates how many items have been received out of the total number ordered. In the Alerts tab, there is a link to the Received Items List (note that you must be within the correct department), which contains a list of all the items in the PO line.
- **No item was received in more than <grace period> days** (for continuous physical PO lines) – Indicates the number of days that have passed since an item was received.

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- **Electronic resource was not activated** (for electronic PO lines) – Indicates that the PO line's electronic resource has not yet been activated. In the Alerts tab, there is a link to the Electronic Resource Activation Task List.

If a PO line is overdue, the **Order lines with claims** message appears in your task list.

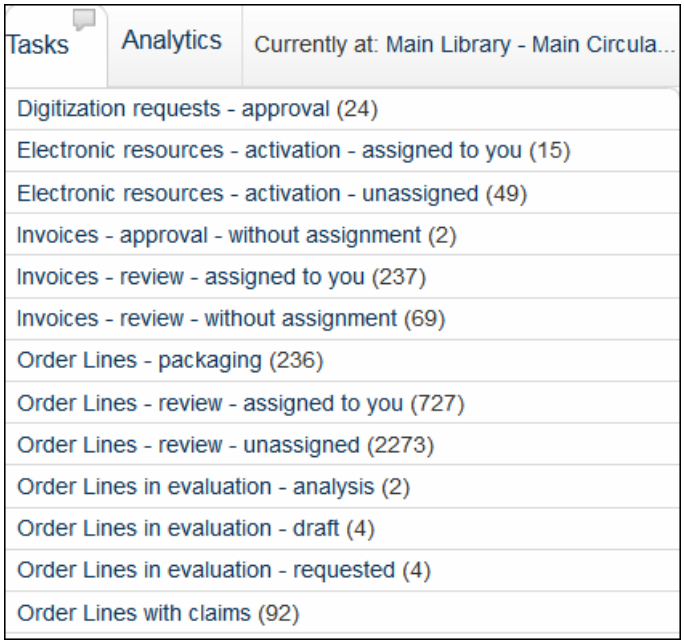

Figure 56: Link to Overdue PO Lines (Claims)

When you click this link, the Claim page opens, displaying a list of the overdue PO lines.

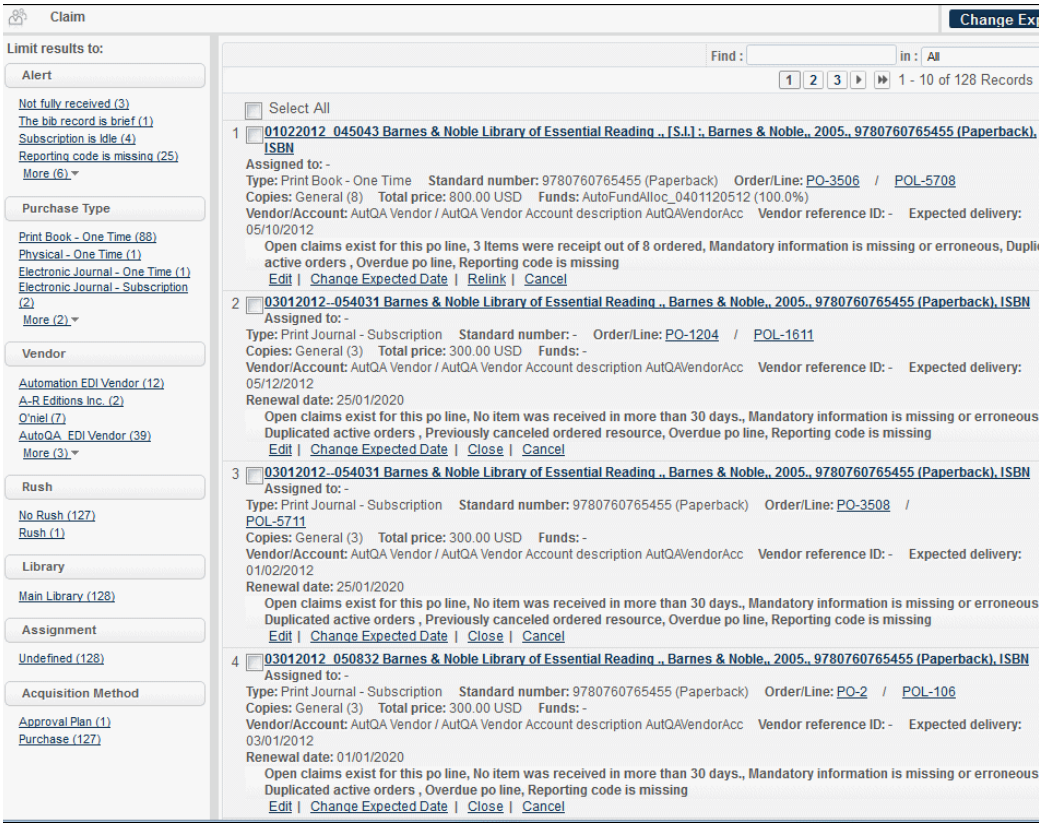

Figure 57: Claim Page

Alternatively, you can access the Claim page by selecting **Acquisitions > Purchase Order Lines > Claims**.

You can edit or update the dates of overdue PO lines. In certain cases, you may also be able to relink, close, or cancel an overdue PO line, or activate an overdue electronic PO line. For details, see the following sections:

- **Editing PO Line Information** on page **67**
- **Updating Dates** on page **107**
- **Relinking PO Lines** on page **113**
- **Canceling PO Lines** on page **110**
- **Activating Electronic Resources** in the *Alma Resource Management Guide*
- **Closing PO Lines** on page **109**

Updating Dates

You can enter a new expected receipt date or expected activation date from the vendor. Where the same expected date applies to multiple PO lines, the new

date can be entered globally for all the applicable PO lines. When a future date is entered:

- Any claim alerts applied to the PO lines are removed.
- The PO lines no longer appear on the Claim page.
- The PO lines are removed from the **Order lines with claims** link in the task list.

To update dates:

1 Select whether to update dates globally or individually:

- To update the expected dates for multiple PO lines that appear on the Claim page, select the check boxes for all PO lines for which you want to update the date and click **Change Expected Date**.
- To update the expected dates for an individual PO line on the Claim page, click the **Change expected date** link beneath the PO line (or update the date by editing the PO line – see **Editing PO Line Information** on page **67**).

The Expected Receipt Date (for physical PO lines) or Expected Activation Date (for electronic PO lines) pop-up window opens.

Figure 58: Expected Receipt Date Pop-up Window

Figure 59: Expected Activation Date Pop-up Window

2 Click in the **Expected receipt/activation date** box, and select a new date from the **Calendar** pop-up window.

3 Optionally, enter any notes in the **Note** area.

4 Click **Save**. The expected date is updated and the alerts for the PO lines are removed. Additionally, the PO lines are no longer listed on the Claim page and are removed from your task list.

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Changes to PO Line References and Statuses

The following sections describe actions that you can perform on PO lines, depending on your role, the status of the PO line, the type of PO line, and other factors. Actions are divided into two types:

- **Closing, Canceling, and Deleting PO Lines** on page **109**
- **Reassigning and Reactivating PO Lines** on page **112**

Closing, Canceling, and Deleting PO Lines

The table below compares the actions of closing, canceling, and deleting PO lines.

Table 9. End-of-cycle PO Lines

Action	Reason	Available for	Result
Closing PO Lines (see page **109**)	To complete the PO	■ One-time PO lines waiting for invoice payment ■ Continuous PO lines waiting for renewal	PO line stored as closed; can be reopened
Canceling PO Lines (see page **110**)	Error during PO line processing	Active PO lines that are not ■ being evaluated or ■ waiting for invoice payment	PO line stored as canceled, can be reopened
Deleting PO Lines (see page **111**)	Clean up system	■ Closed or canceled PO lines ■ Users with Extended roles	PO line and all related material deleted from the system

Closing PO Lines

The following types of PO lines can be closed:

- One-time PO lines that have been sent (with at least one received or activated resource) and are waiting for invoice payment. (However, these are usually automatically paid, set to Fully Invoiced, and/or closed by the workflow.)
- Continuous PO lines waiting for renewal (when a serial subscription must be stopped, for example).

To close a PO line:

1. Click the **Close** link beneath the PO line information. The Confirmation Message pop-up window opens.
2. Click **Confirm** to close the PO line.

NOTES:

- When closing PO lines, inventory is not deleted. For PO lines associated with electronic resources, a task is added to the electronic activation task list with the following note: `The order for this resource was closed. Please check whether deactivation is required.`
- When closing PO lines, encumbrances are released
- Notes and attachments can be added to a PO line even when it is closed

Canceling PO Lines

When certain user errors occur, you may want to cancel a PO line.

NOTE:
All active PO lines may be canceled, except those that are being evaluated and those that are waiting for invoice payment. Note that canceled PO lines can be deleted.

When a PO line is canceled:

- It is not removed from the system. You can still find a canceled PO line on the Search for PO Lines page, using the **Find** box at the top of the list or the facets on the left side of the page. You can edit or delete notes and attachments in canceled PO lines by clicking the relevant link beneath the PO line (see **Editing PO Line Information** on page **67**).
- Alma attempts to delete the PO line's inventory. If the inventory cannot be deleted, a confirmation message informs you that if the PO line is canceled, the link between the PO line and its inventory will be lost.
- If the PO line has an e-task associated with it, the e-task is deleted.
- The PO line's encumbrances are released.

NOTE:
If a PO line is canceled, the Requests - Recalculate After Inventory Update job detaches the request from the associated inventory and potentially cancels the request (if no other items can be used for fulfilling the request). For details on the Requests - Recalculate After Inventory Update job, see **Table 15** in the *Alma Administration Guide*.

To cancel a PO line:

1 Click **Cancel** beneath the PO line information. If you have configured a PO line cancellation restriction note, it is displayed. After you confirm or if you

do not have one confgured, the Cancellation Information pop-up window opens.

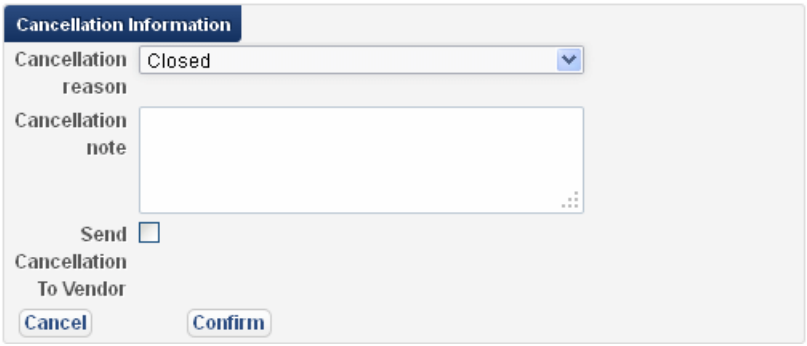

Figure 60: Cancellation Information Pop-up Window

2 From the **Cancellation reason** drop-down list, select the reason for the cancellation.

3 In the **Cancellation note** area, enter a note for the vendor, as needed.

NOTE:
The note details appear in the **Notes** tab on the PO Line Summary page.

4 Click the **Send cancellation to vendor** check box to send a cancellation notification to the vendor, as needed.

5 Click **Confirm**. The cancellation instruction is sent to the vendor and the PO line is canceled. Note that the preferred address defined for the vendor is used.

NOTE:
A cancellation instruction is sent to the vendor only if the order was previously sent to the vendor. If the order is still in review, no order was sent to the vendor, and it is therefore not necessary to select the **Send cancellation to vendor** check box.

Deleting PO Lines

Deleting a PO line removes it from the Alma system and also deletes any transactions and inventory resources associated with the PO line.

The Delete option is available for PO lines with the following statuses:

- In Review
- Packaging (Automatic or Manual)
- Deferred, Canceled, or Closed

A PO line cannot be deleted if:

- It is linked to an invoice line.
- It is attached to a PO and has been sent to a vendor (if the PO has not been sent, the PO line can be removed from the PO and then deleted).
- One of the PO line resources has been received or activated (even if the PO line is in review)

NOTE:
Once a PO line has been deleted from the system, it cannot be retrieved or reopened. If there is a chance you will want to view or reuse a PO line, consider canceling it (see **Canceling PO Lines** on page **110**) or closing it (see **Closing PO Lines** on page **109**).

To delete a PO line:

1. Click **Delete** beneath the PO line information. The Delete PO Line pop-up window is displayed.
2. Click **Confirm**. The PO line is deleted.

NOTE:
You can delete a PO line only if you have been assigned the **Invoice Operator Extended** role.

For additional information about deleting PO Lines, see **Deleting Purchase Orders** on page **75**.

Reassigning and Reactivating PO Lines

The table below compares the actions of relinking, reassigning, and reopening PO lines.

Table 10. Relinking and Reactivating PO Lines

Action	Reason	Available For	Not Available For	Result
Relinking PO Lines (see page **113**)	Better bibliographic record exists	PO lines with the status of In Review, Deferred, Ready, or one-time closed	■ Records from the Central Knowledge Base (CKB) ■ Items with two different bibliographic records ■ Records with resource requests	PO line is linked to the better record and its items/ holdings are moved under that bibliographic record

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Table 10. Relinking and Reactivating PO Lines

Action	Reason	Available For	Not Available For	Result
Changing Bib Reference (see page **115**)	Better description for record exists	Active PO Lines	Canceled or closed PO lines	The PO Line assumes a better, more complete description
Reopen a Closed or Canceled PO Line (see page **117**)	To open a PO line that was closed or canceled (often by mistake)	Closed or canceled PO lines	All other PO lines, including deleted PO lines	Status changes to In Review

Relinking PO Lines

You can change the bibliographic record to which a PO line is linked. Possible reasons for doing this include:

- An EOD arrives for a single volume within a multi-volume work which is more suitable to link to than the existing link.
- An item arrives that matches an existing bibliographic record more suitably than a new one imported at the time of the order.

The Relink option is available only for PO lines with a status of In Review, Deferred, Ready (packed into a PO and ready to be sent), or Waiting for Manual Renewal, as well as for one-time closed PO lines. PO lines cannot be relinked if any of the following is true:

- The PO line is related to the Central Knowledge Base (CKB). When this occurs, the Relink option is not displayed at all.
- The PO line contains items belonging to two different bibliographic records.
- Resource requests are associated with the record.

NOTE:
A PO line for an electronic item can be relinked only if it has an MMS ID.

To relink a PO line:

1 Click the **Relink** action in the row of the PO line you want to relink.

The Advanced Search page opens with initial information taken from the PO Line (for instance, Title or ISBN, if they exist).

Figure 61: Advanced Search Page

2 Click **Add conditions** to add conditions for the search conditions.

Accept the default search parameters or modify them as required. Add additional conditions, if necessary. For details on using the Advanced Search page, see **Using the Advanced Search** in the *Alma Resource Management Guide*.

Click **Clear conditions** to clear all search conditions.

3 Click **Go**. The Repository Search page is opens, displaying all records that match the search, both in your institution and in the Community Zone.

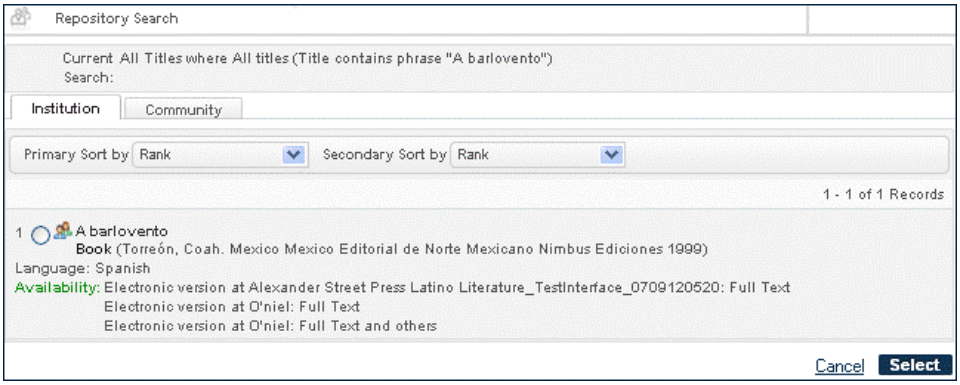


Figure 62: Repository Search Page

4 Select the bibliographic record to which you want to relink the PO line and click **Select**.

A confirmation message is displayed, containing information about the new link you want to create, including the number of items to be moved to the alternative bibliographic record.

5 Click **Confirm** to link the PO line to the indicated record.

Changing Bib Reference

It is possible to change the bibliographic record reference of a PO line to a different bibliographic record without changing the inventory. Only the PO line description is changed.

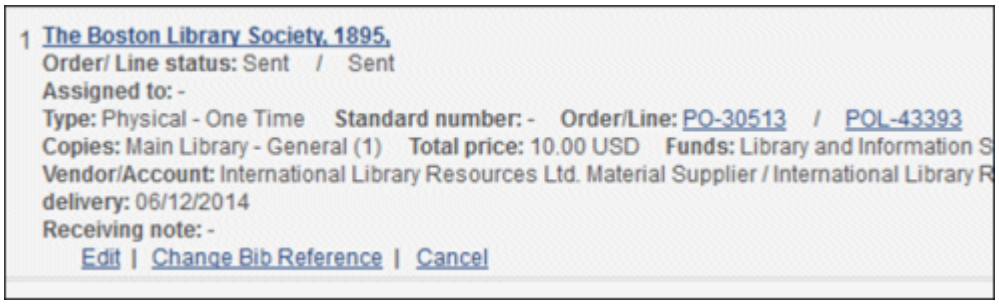
This functionality is useful, for example, if an order is made on a short (stub) bibliographic record. In this case, the PO line description is the description of the short bibliographic record. If the short bibliographic record gets updated with a full bibliographic record, the PO line will still have the now inaccurate old description of the title. In a case such as this, you can click **Change Bib Reference** to update the PO line description to the description of the new version of the record.

NOTE:
This feature is relevant only for title-based PO lines. In addition, it cannot be performed on canceled or closed PO lines.

VIDEO:
For more information concerning changing the bib reference, see the *Change Bib Reference of a PO Line* video (4:38 mins).

To change the bibliographic record to which a PO line is linked without moving the inventory:

1 On the PO Lines in Review page, click **Change Bib Reference** for a PO line that is associated with a bibliographic record. For example:



2 A confirmation message such as the following is displayed.

Figure 63: Confirmation Message - Change Bib Reference

3 Click **Confirm** to change the bib reference. The following is displayed.

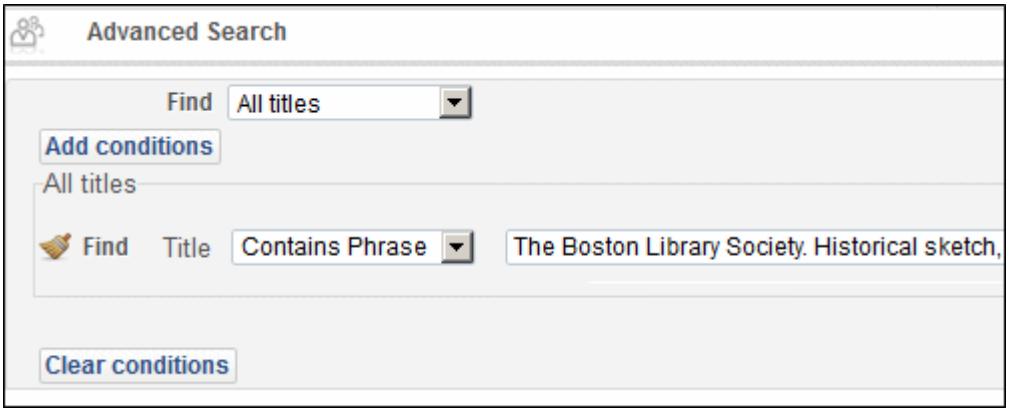


Figure 64: Advanced Search

4 Search for the bibliographic record to which you want to change the bib reference. A page such as the following is displayed.

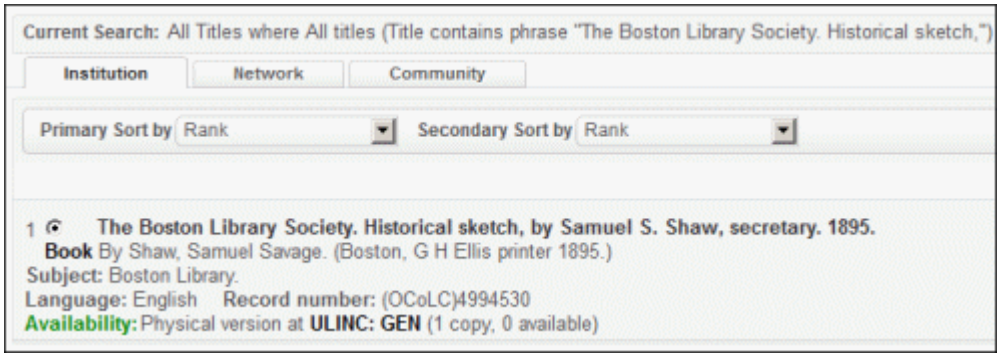


Figure 65: Repository Search

5 Select the bibliographic record to which you want to change the bib reference and click **Select**. The bib reference is modified.

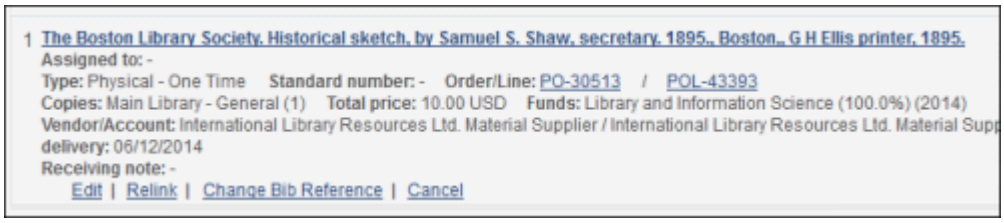


Figure 66: New Bib Reference

Reopen a Closed or Canceled PO Line

PERMISSIONS:

To reopen closed or canceled PO lines, you must have one of the following roles:

- Purchasing Operator
- Purchasing Manager

Acquisitions PO lines that have been closed or canceled can be reopened and reused.

NOTE:

Closed PO lines have completed a full acquisitions workflow (order and payment) and, on completion, have been closed. Canceled PO lines have been started but not completed.

Closed or canceled PO lines can be reopened from the individual PO line or by using an automated process.

To reopen a closed or canceled PO line from the PO line:

1 From the Alma menu, open the PO line search (**Acquisitions > Purchase Order Line > Search for PO Line**.)

2 If you have the PO line number, enter it in the Find field and click **Go**. Otherwise, enter closed or canceled in the Find field to start with a list of closed or canceled PO lines.

Figure 67: Filter by Closed or Canceled

Results for PO lines with the status of Closed are returned (see below). A filter for Status also appears in the left column of the page. At the footer of every closed entry is a link to Reopen the PO line.

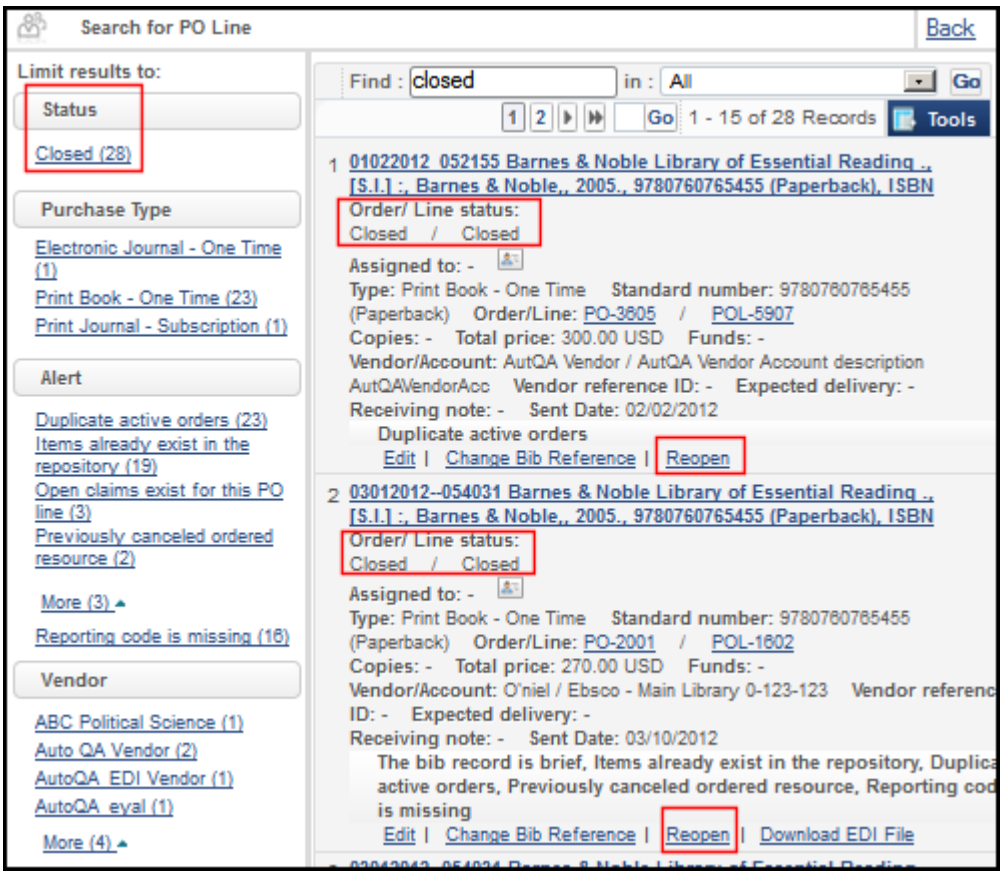


Figure 68: Search Returns for Closed or Canceled PO Lines

3 Click **Reopen** for the PO line you want to open.

If a closed or canceled PO line does not contain inventory, Alma posts a confirmation message so you can opt out of the action (see figure below).

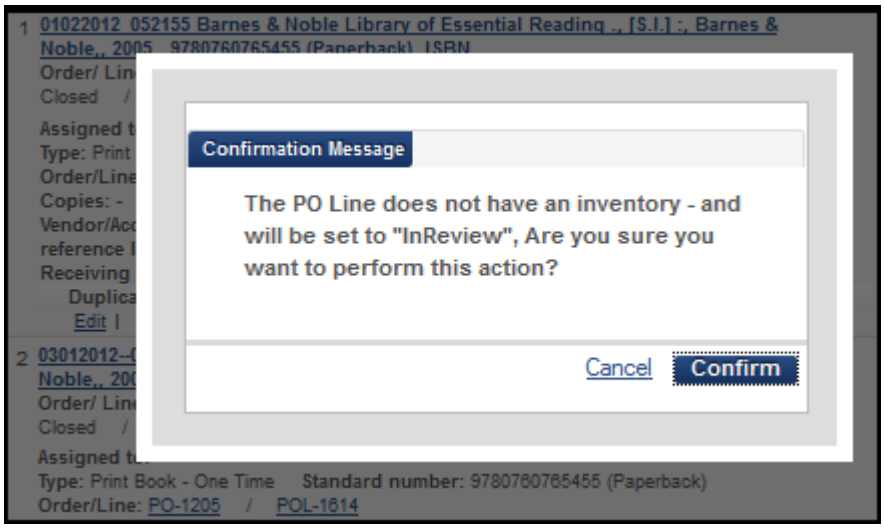


Figure 69: Confirmation Message for No Inventory

To continue opening a PO line without inventory, click **Confirm**. (If you click **Cancel**, the PO line remains canceled or closed.)

The Search for PO Line page refreshes with a note that the PO line you reopened has been updated with a status of In review. It no longer appears on the closed results page.

4 To open the PO line, conduct a new search using the In Review status or the PO line number links.

The PO line opens with a status of In review.

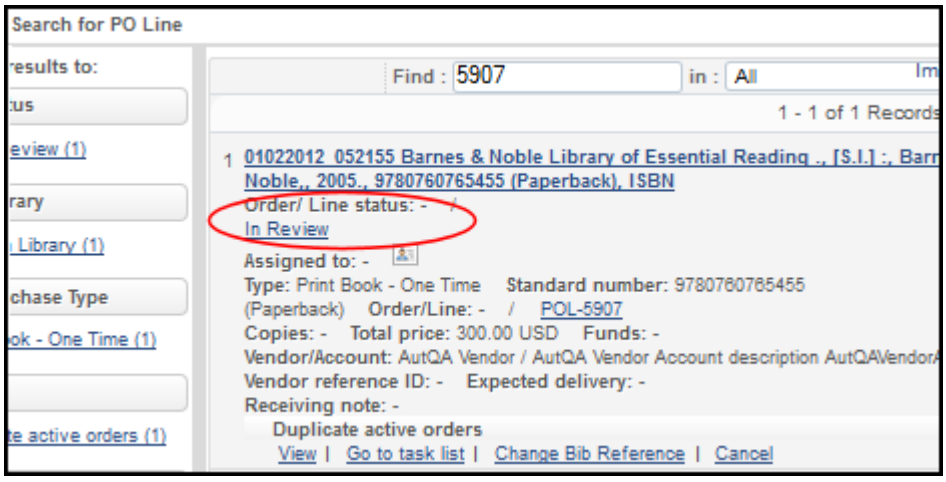


Figure 70: In Review Status

5 To work with the PO line, follow the procedures you would for any PO line with the status of **In review**. See **Reviewing Purchase Order Lines** on page **62**.

To reopen a closed or canceled PO line using process automation:

1 Create a PO line set of closed/canceled PO lines that you want to reopen.

2 From the Alma menu, select **Manage Jobs > Run a Job**.

3 Select the **Update PO Lines Workflow** job and click **Next**.

4 Select the PO Line set you have just created and click **Next**.

5 Select **Reopen closed/canceled PO Lines** and click **Next**.

6 Set the job name and click **Next**.

7 Select the **Reopen closed/canceled PO Lines** parameter. This option reopens closed or canceled PO lines and sets them to **In Review**.

8 Enter a schedule for the job, review details, and run the job. To view the results, go to **Administration > Manage Jobs > Monitor Jobs** and open the job's report.

VIDEO:
For additional information about reopening a closed or canceled PO Line, see the *Reopen a Closed/Canceled PO Line* video (5:39 mins).

3

Invoicing

This section includes:

- **Invoicing Workflow** on page **121**
- **Searching for Invoices** on page **155**
- **Reviewing Invoices** on page **157**
- **Approving Invoices** on page **161**
- **Working with Invoices Waiting for Payment** on page **163**

Invoicing Workflow

The following is an illustration of the invoicing workflow which specifies how an invoice is handled, from the point of its creation to the point at which the invoice is closed.

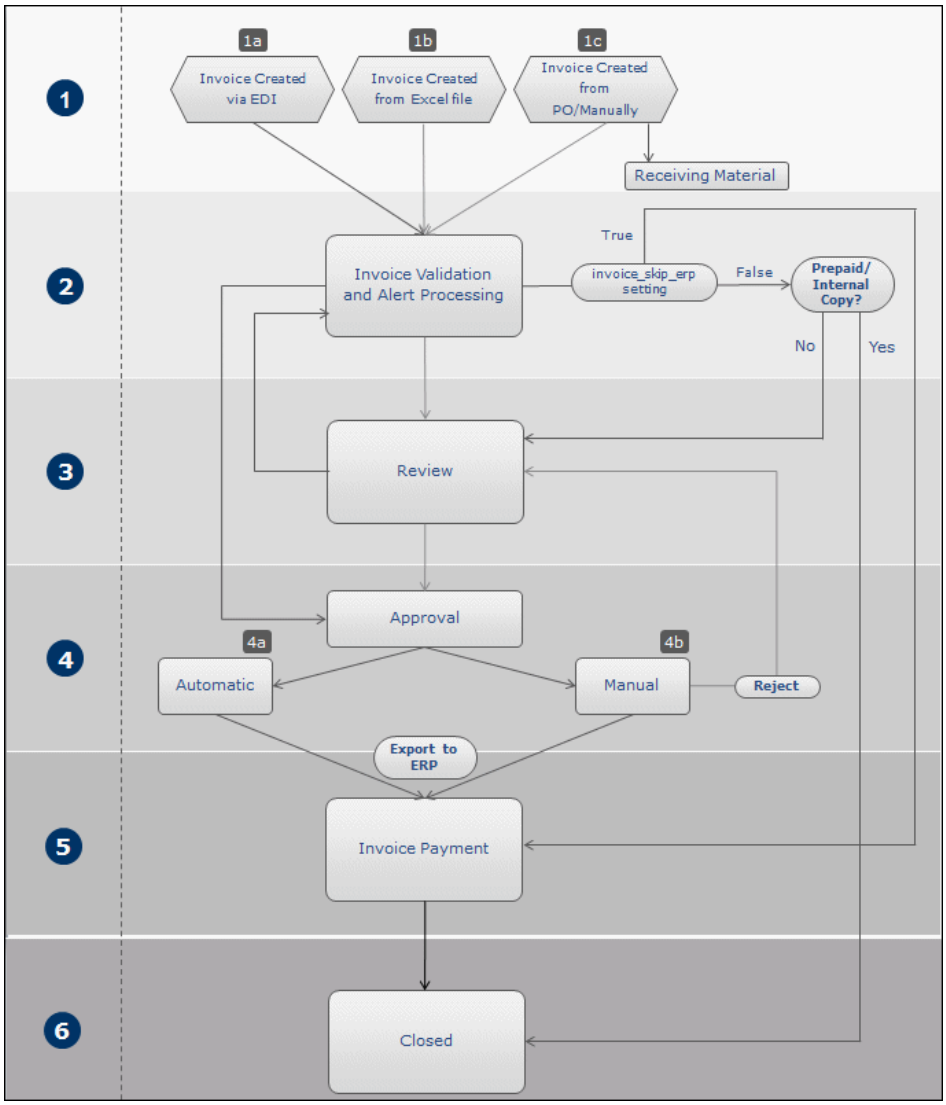


Figure 71: Invoicing Workflow

The following is a detailed description of the steps within this workflow (with the numbers corresponding to the numbers in the diagram):

1 An invoice is created in one of the following ways:

- a via an Electronic Data Interchange (EDI) with the vendor (see **Creating an Invoice via Electronic Data Interchange (EDI)** on page **124**)
- b by importing an Excel file (see **Creating an Invoice From a File** on page **124**)

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c via PO or manually (see **Creating an Invoice From a PO or Manually** on page **126**)

After creating an invoice via PO or manually, you can choose to move directly to the Receive New Material page (see **Receiving Material** on page **76**).

2 The invoice is processed to determine whether there are elements that require special attention based on rules preconfigured by an administrator. This processing is performed automatically by the system.

If there are data issues that require attention, the invoice is sent for review (step **3**). For information on this manual activity, see **Reviewing Invoices** on page **157**. If there are no data issues and the preconfigured rules determine that the invoice can be processed automatically, the invoice moves to step **4**.

- If **invoice_skip_erp=true** on the CustomerParameters Mapping Table page (indicating that the invoice is not to be sent to the ERP; see **Configuring Other Settings** on page **346**), the invoice proceeds to the payment stage of the workflow (step **5**).
- If **invoice_skip_erp=false** on the CustomerParameters Mapping Table page (see **Configuring Other Settings** on page **346**), the invoice proceeds accordingly in the workflow.

If the **Prepaid** or **Internal Copy** (that is, the invoice is not exported to the ERP system) payment option was selected during manual invoice creation, the invoice is closed (step **6**) when the creator clicks **Save and Continue** (assuming there are no data issues that require attention).

3 The review stage in the workflow enables the reviewer to add missing information to the invoice or correct any incorrect information on the invoice. When the reviewer clicks **Save and Continue** on the Review Invoices page, the invoice returns to step **2** in the workflow, where it is reprocessed to determine whether there are elements that require special attention. If data issues are still present, the invoice returns to review. If all data issues have been resolved, the invoice proceeds to step **4**. Invoices that have been closed or sent to the ERP can be sent back to the review stage, to enable editing of the invoice (see **Setting Invoices Back to Review** on page **167**).

4 The invoice is either automatically approved and sent to the next stage of the workflow (awaiting payment), or awaits the appropriate library staff person's manual approval before continuing with the workflow.

a If the approval rules preconfigured by an administrator determine that the invoice can be approved automatically, the invoice moves to step **5**.

b If the approval rules preconfigured by an administrator determine that manual approval is required, the invoice is sent for manual approval. For information on this manual activity, see **Approving Invoices** on page **161**. When the person performing the manual approval clicks **Approve** on the Invoice Information page (accessed from the Approve

Invoices page), the approved invoice is ready to be sent to the payment system or ERP. (If the person rejects the invoice, it is returned to the review stage – see step **3** above).

5 The invoice reaches the payment stage, in which the invoice awaits payment processing, either through Alma or through the institution's ERP system. (For information on setting up your external system to receive invoices from Alma and running the job that exports invoices from Alma to this external system, see **Financial Systems** in the *Alma Integrations with External Systems Guide*).

- If the **handle_invoice_payment** parameter in the Acquisitions Configuration Other Settings menu is set to **true**, the invoice is set to Waiting for Payment so that the institution itself can manage the payment of the invoice, either automatically through the import process (see https://developers.exlibrisgroup.com/alma/integrations/finance), or manually by an operator (see **Working with Invoices Waiting for Payment** on page **163**).
- If the **handle_invoice_payment** parameter in the Acquisitions Configuration Other Settings menu is set to **false**, the invoice is closed (step **6**) when the export to ERP job is run (because the payment is to be managed only in the ERP system).

NOTE:
When a negative amount is entered for the invoice's amount, a refund is granted to the user (see the **Total Amount** field description in **Table 11**).

6 The system checks whether the PO lines associated with the invoice are fully invoiced and paid. The PO lines and invoice are then closed.

Creating an Invoice via Electronic Data Interchange (EDI)

Invoices can be created via Electronic Data Interchange (EDI) when the **Invoices** check box is selected on the **EDI Information** tab of the Vendor Details page. For details, see **Electronic Data Interchange (EDI)** in the *Alma Integrations Guide*.

Creating an Invoice From a File

PERMISSIONS:

To create an invoice from a file, you must have one of the following roles:

- Invoicing Manager
- Invoicing Operator

If you want to process receiving the material directly after the invoice is created, you must also have the role of:

- Receiving Operator

Invoices can be created by importing an Excel file, when the **From file** option is selected on the Select Invoice Creation Process page.

To create an invoice from a file:

1 On the Select Invoice Creation Process page (**Acquisitions > Receiving and Invoicing > Create Invoice**), select **From file**.

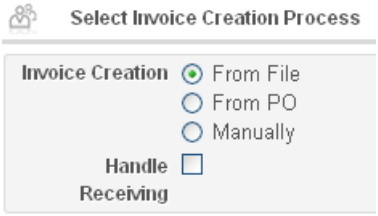

Figure 72: Select Invoice Creation Process Page

2 Click **Next** on the right side of the page. The Invoice From File page is displayed:

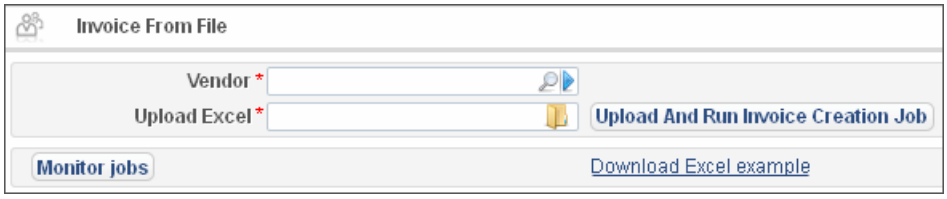

Figure 73: Invoice From File Page

3 In the **Vendor** field, click the Browse button and select a vendor.

4 Click in the **Upload Excel** field and select an Excel file to be uploaded.

5 Optionally, click **Download Excel example** and view the spreadsheet example to confirm that your spreadsheet follows the correct format:

HINV	Invoice Number	Date	Total amount	Currency	Vendor Account	Payment method	Note
INV	1222	2/2/2012	200	USD		CASH	
HIL	**Line type**	**Line Number**	**PO Line**	**Vendor Ref Number**	**ISSN**	**ISBN**	**Title**
IL	REGULAR	1	POL-099				Annales de l'Institut Hen Analyse Non Lineaire
IL	SHIPMENT	2	POL-887				Annals of Physics
HINV	**Invoice Number**	**Date**	**Total amount**	**Currency**	**Vendor Account**	**Payment method**	**Note**
INV	4455	2/2/2012	300	USD	SwetAcc	Invoice	
HIL	**Line type**	**Line Number**	**PO Line**	**Vendor Ref Number**	**ISSN**	**ISBN**	**Title**
IL	REGULAR	1	POL-0993				The American Journal of
IL	ADDITIONAL_CH/	2	POL-8875				Applied Catalysis A:Ger B:Environmental
IL	OTHER	3	POL-8876				Applied Catalysis BB:G

Figure 74: Invoice Example Spreadsheet

NOTE:

You can copy the Excel example and use it as a template for entering your invoice data in Excel.

6 Click **Upload and Run Invoice Creation Job**. A message is displayed on the Invoice From File page indicating whether the job was successful. When the file has been successfully loaded, staff receive an email notification.

7 Optionally, click **Monitor Jobs** to view the status of the job. The Monitor Jobs page is displayed, with the **Completed** tab selected. For details on the Monitor Jobs page, see **Monitoring Jobs** in the *Alma Administration Guide*.

Creating an Invoice From a PO or Manually

PERMISSIONS:

To create an invoice from a PO or manually, you must have one of the following roles:

- Invoicing Manager
- Invoicing Operator

If you want to process receiving the material at the same time as creating the invoice manually, you must also have the role of:

- Receiving Operator

If an invoice is not created via an EDI or with the receipt of the ordered material, you can create one, either from the PO using the PO details or by entering the invoice details manually.

To create an invoice from a PO or manually:

1 On the Select Invoice Creation Process page (**Acquisitions > Receiving and Invoicing > Create Invoice**), select **From PO** or **Manually**.

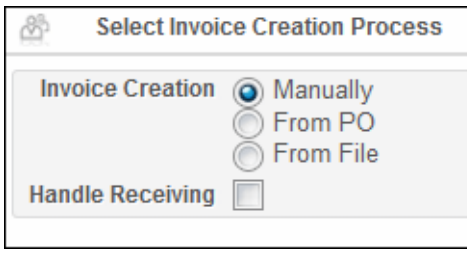

Figure 75: Select Invoice Creation Process Page

2 Select the **Handle receiving** check box if you want to process receiving the material directly after the invoice is created.

3 If you selected **From PO**:

a Click **Next** on the right side of the page. The second page of the invoice creation wizard, the Select PO page, opens.

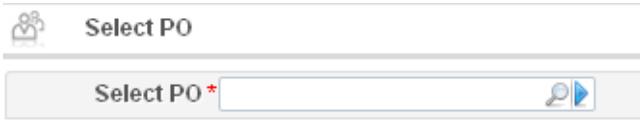

Figure 76: Select PO Page

b Click the **Find** button in the **Select PO** field. The list of active POs is displayed.

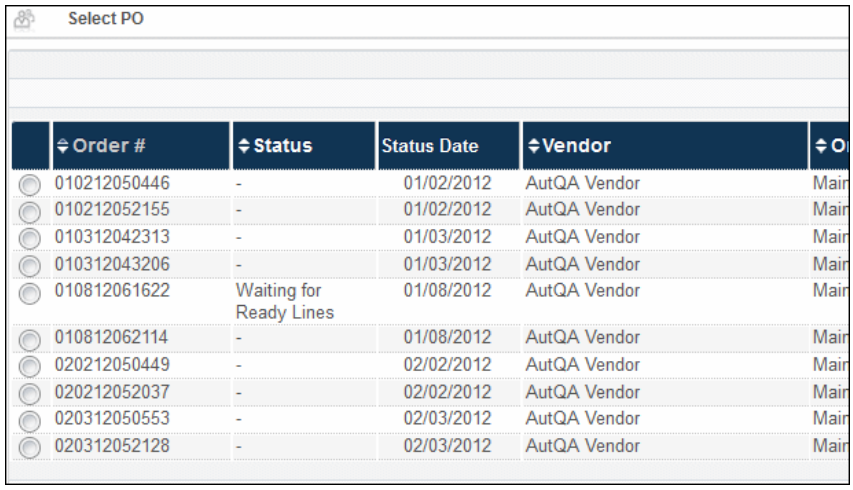

Figure 77: List of Active POs

c Choose a PO from which you want to create an invoice and click **Select**. The PO is displayed in the **Select PO** field on the Select PO page.

d Click **Save**. The Invoice Lines tab on the Invoice Details page opens, displaying an invoice line for each PO line in the PO.

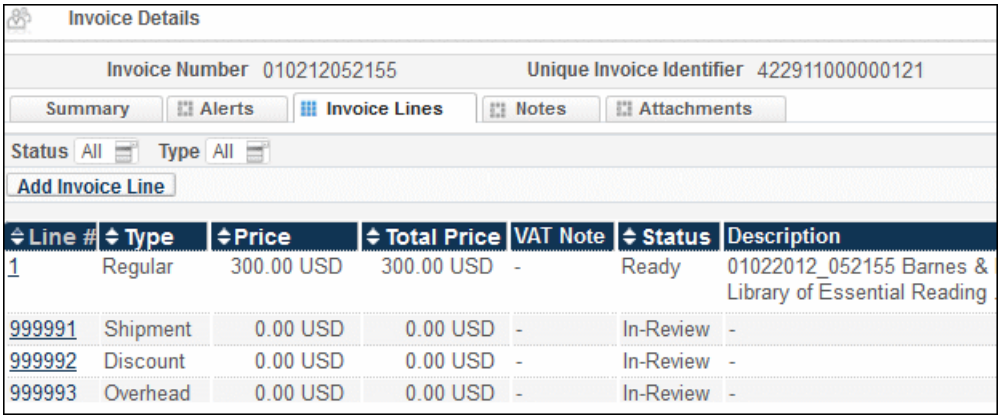

Figure 78: Invoice Details Page – Invoice Lines Tab

The invoice line fields are filled in automatically and are displayed in the Summary tab, where they can be edited as needed.

NOTES:

- Invoicing is not required for PO lines with the acquisition method **Gift**.
- The value of the **Line #** field is a link which, when clicked, opens the **Invoice Line Details** page for the invoice line.

- The value of the **PO Line** # field is a link which, when clicked, opens the **PO Line Summary** page for the PO line.
- If one fund is used in the invoice line, the value of the **Funds** column is a link which, when clicked, opens the **Summary Details** page for the fund.

e Click **Save**. The In Review Invoices page opens, displaying the invoices in review.

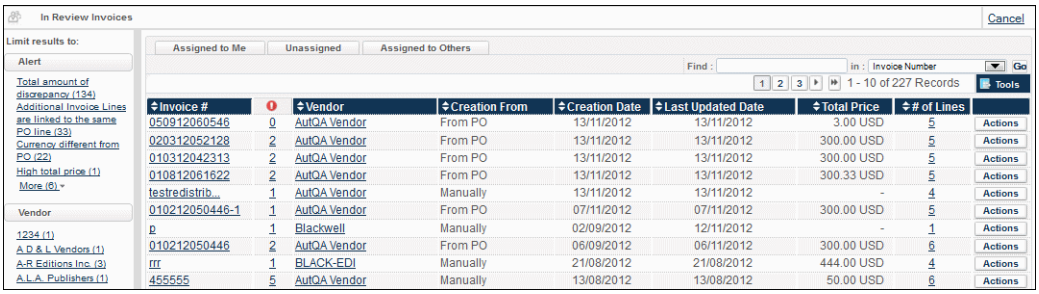

Figure 79: In Review Invoices Page

NOTE:

If you selected the **Handle receiving** check box in step **2**, the **Save** and **Save and Continue** buttons at the bottom right of the Invoice Lines List page are replaced with a **Save and Go to Receiving** button. Click **Save and Go to Receiving** to open the Receive New material page to receive new material. Ensure that you have selected a Receiving Department in the **Currently at:** field at the top of the page, and that there are PO lines in the invoice that are not fully received.

4 If you selected **Manually**:

a Click **Next** on the right side of the page. The second page of the invoice creation wizard, the Invoice Details page, opens.

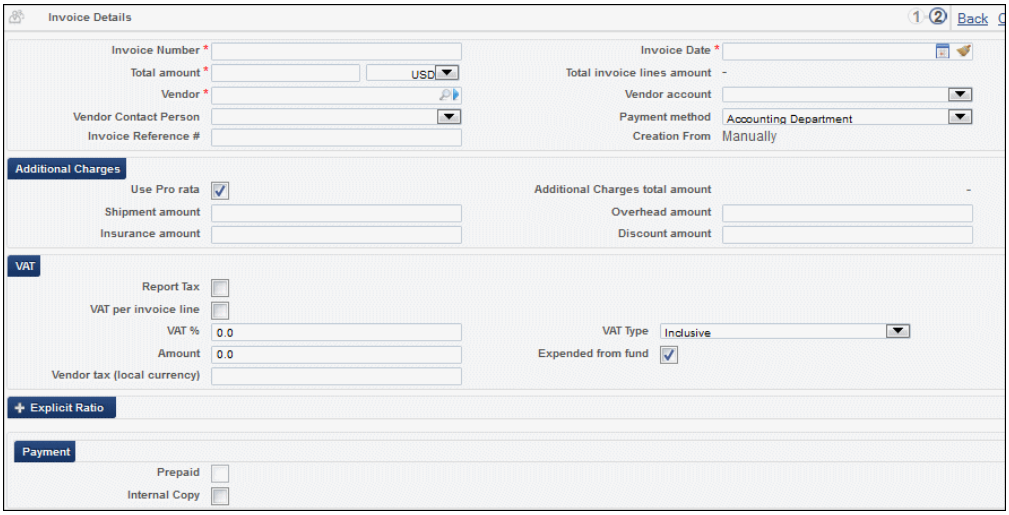

Figure 80: Invoice Details Page - Create Invoice Manually

b Enter the required information, as described in the following table:

Table 11. Invoice Details Page Fields

Section	Field	Description
	Invoice number (required)	An invoice number for the vendor. The number is not unique to a specific vendor.

Table 11. Invoice Details Page Fields

Section	Field	Description
	Total amount (required)	The total invoice amount. From the drop-down list, select the currency (the list is predefined by an administrator). **NOTE:** When the **Prepaid** option is selected, you can enter a negative amount (with a **-** sign preceding the number) to indicate a credit. A refund is then granted to the user.
	Vendor (required)	Use the **Find** button to select the vendor to whom the invoice is to be issued.
	Vendor contact person	The contact person at the vendor dealing with this invoice.
	Invoice reference #	A reference number for the invoice, to enable grouping of invoices for reporting.
	Invoice date	Click in the **Invoice date** box and select the invoice date from the **Calendar** dialog box.
	Vendor account	The vendor account for this invoice.
	Payment method	Payment method for the invoice. The available payment methods are: ■ Accounting department ■ Cash ■ Credit card ■ Attachment ■ Deposit account ■ Prepayment ■ Special payment ■ Bank transfers When a payment method other than **Accounting department** is selected, the **Prepaid** check box in the Payment section can be selected (see step **c**, below).

Table 11. Invoice Details Page Fields

Section	Field	Description
Additional Charges	Use Pro rata	Select to prorate the following additional charges over all invoice lines: ■ Shipment amount ■ Insurance amount ■ Overhead amount ■ Discount amount If you select **Use pro rata**, the above amounts are not displayed individually on the invoice, and their values are distributed among the invoice lines. If you do not select **Use pro rata**, each additional charge is displayed as an individual invoice line. This option is selected by default if the **invoice_use_pro_rata** setting is set to **True** (see **Configuring Other Settings** on page **346**).

Table 11. Invoice Details Page Fields

Section	Field	Description
VAT	Report tax	Select to enable configuring a Governmental vendor to receive use tax (VAT) on this invoice. For details on configuring a Governmental vendor, see step 3 in **To add a vendor and vendor account:**. When selecting this field, the **VAT %** and **Amount** fields are disabled, and any values in these fields revert to 0. To generate a use tax invoice and export an invoice for payment, run the Export Invoices for Payment process for the invoice assigned with Report Tax (see the **General** section in the *Alma Integrations with External Systems Guide*). When exporting an invoice for payment, the invoice must have a status of either **Waiting for Payment** or **Ready to be Paid**. After running the Export Invoices for Payment process, the governmental invoice displays on the Find Invoices page with the string **<invoice number>_RT**, where: ■ **<invoice number>** indicates the number of the invoice being paid ■ **_RT** indicates that the invoice is the Report Tax invoice (the governmental invoice) **VIDEO:** See *Invoicing and Tax* for a detailed Webex training session on using the governmental vendor to handle use tax on an invoice (36 mins). Note that you must be logged on to the Ex Libris Learning Center to access this session.

Table 11. Invoice Details Page Fields

Section	Field	Description
	VAT code	Select a VAT code to assign a preconfigured VAT percentage to the invoice. Displayed only when VAT codes are configured (see **Configuring VAT Codes** on page **330**).
VAT (continued)	Update amount	Click to invoke the selected VAT code onto the invoice. Displayed only when VAT codes are configured (see **Configuring VAT Codes** on page **330**).
	VAT per invoice line	Select to enable configuring VAT on the invoice line level. Selecting this option disables the other fields in this section that are relevant to configuring VAT on the invoice level. This option is displayed only if the **invoice_allow_vat_in_line_level** parameter is set to **true** in Acquisitions Configuration (see **Configuring Other Settings** on page **346**).
	VAT %	Represents the VAT % of the invoice total amount – inclusive, exclusive, or line exclusive. When a value is added, an amount is automatically calculated and displayed in the **Amount** field. For details on configuring the VAT fields, see **VAT Calculation – Example** on page **148**. When a VAT Code is configured and the **VAT code** field displays, this field is disabled and fills automatically when the VAT code is selected. For details on configuring VAT codes, see **Configuring VAT Codes** on page **330**.

Table 11. Invoice Details Page Fields

Section	Field	Description
VAT (continued)	Amount	Represents the amount of VAT to be paid on the invoice – inclusive, exclusive, or line exclusive. When a value is added, a VAT percentage is automatically calculated and displayed in the **VAT %** field. When a VAT Code is configured and the **VAT code** field displays, this field is disabled and fills automatically when the VAT code is selected (based on the VAT code's percentage and the invoice's total amount). For details on configuring VAT codes, see **Configuring VAT Codes** on page **330**.
	VAT type	Select the relevant option: ■ **Inclusive**: Indicates that the invoice total amount includes VAT. ■ **Exclusive**: Indicates that VAT is added above the invoice total amount. ■ **Line Exclusive**: Indicates that the invoice's total amount includes VAT (similar to **Inclusive**), but the VAT amount is calculated outside of the invoice lines' total value and is not factored into the individual invoice lines. For details on these options, see **VAT Calculation – Example**, below.
	Expended from fund	Select to indicate that the VAT amount is to be expended from the invoice line's fund. Clear to indicate that the VAT amount is to be expended from a separate fund (adjustment invoice line).
	Vendor tax (local currency)	Where relevant, enter a note to indicate that the VAT is charged in the local currency and the invoice itself is in a foreign currency.

Table 11. Invoice Details Page Fields

Section	Field	Description
Explicit Ratio (displayed only if the institution has ledgers in more than one currency)	Foreign currency	Select a currency to which you want to convert the invoice currency.
	Explicit ratio	Enter a ratio by which to convert to the invoice currency to the specified foreign currency. For example: ■ Invoice currency is USD ■ Foreign currency is EUR ■ Explicit ratio is 1.5 If you add an invoice line of 10 USD but attach it to a EUR fund, the fund displays a transaction of 10 x 1.5 = 15 EUR. Click **Add** to add the specified ratio to the invoice. **NOTE:** When payments are made by the ERP for invoices that are closed or waiting for payment, the ERP rate is used if it is better than the rate specified in the **Explicit Ratio** section. The explicit ratio can contain up to six decimal places. The explicit ratio is exported to the ERP system when the **Use xsd format** setting is enabled in General configuration (see **Table 16** in the *Alma Integration With External Systems Guide*). **VIDEO:** Learn more about this feature in the ***Explicit Currency Conversion Ratio for Invoices*** video (10:32 mins).

Table 11. Invoice Details Page Fields

Section	Field	Description
Payment	Prepaid	Enabled only when the selected payment method is an option other than **Accounting department**. When selecting **Prepaid**, additional fields are displayed in the payment section. For details, see **Additional Prepaid Payment Fields** on page **137**.
	Internal copy	Select to indicate that the invoice is to be loaded into Alma for documentation or tracking purposes. The invoice is not sent to the ERP financial system and is not prepaid. When selecting **Internal copy**, additional fields are displayed in the payment section. For details, see **Additional Prepaid Payment Fields** on page **137**.

c If you selected the **Prepaid** or **Internal copy** check box, enter the required information, as described in the following table:

Table 12. Additional Prepaid Payment Fields

Field	Description
Export to ERP	Select to send the invoice to the Enterprise Resource Planning (ERP) system for notification purposes. **NOTE:** This field is displayed only when the **exportPrepaidInv** parameter is set to **True** (see **Configuring Other Settings** on page **346**). If this field is not displayed, contact your Acquisitions Administrator. If you selected **Internal copy**, this field cannot be selected and the invoice cannot be exported to the ERP.
Payment status	Select the relevant payment status: ■ Not paid ■ Paid
Voucher date	The date of the payment. The current date is selected by default. If you want to change the date, click in the **Voucher date** box and select the date from the **Calendar** dialog box.

Table 12. Additional Prepaid Payment Fields

Field	Description
Voucher number	An external reference number from the ERP system, used to indicate that the invoice was paid. If there is no integration with an external system, you can enter an invoice or check number in this field.
Voucher amount	The final amount that was paid (after exchange rates and so forth are taken into account). You can also select the currency for the amount, in the field to the right of this field. Entering a negative number in this field indicates a credit amount.

d Click **Save and Create Invoice Lines**. The Invoice Lines tab on the Invoice Details page opens, enabling you to add invoice lines to the invoice.

Figure 81: Invoice Details Page – Invoice Lines Tab

NOTE:
If you selected the **Handle receiving** check box in step **2**, the **Save** and **Save and Continue** buttons at the bottom right of the Invoice Lines List page are replaced with a **Save and Go to Receiving** button. Click **Save and Go to Receiving** to open the Receive New material page to receive new material. Ensure that you have selected a Receiving Department in the **Currently at:** field at the top of the page.

e Click **Add Invoice Line**. The Add Invoice Line dialog box opens, enabling you to attach an invoice line to a PO line. For details on the fields displayed in this dialog box, see **Table 13**.

f Select **Edit** for an invoice line for which you want to assign a fund. The Invoice Line Details page opens:

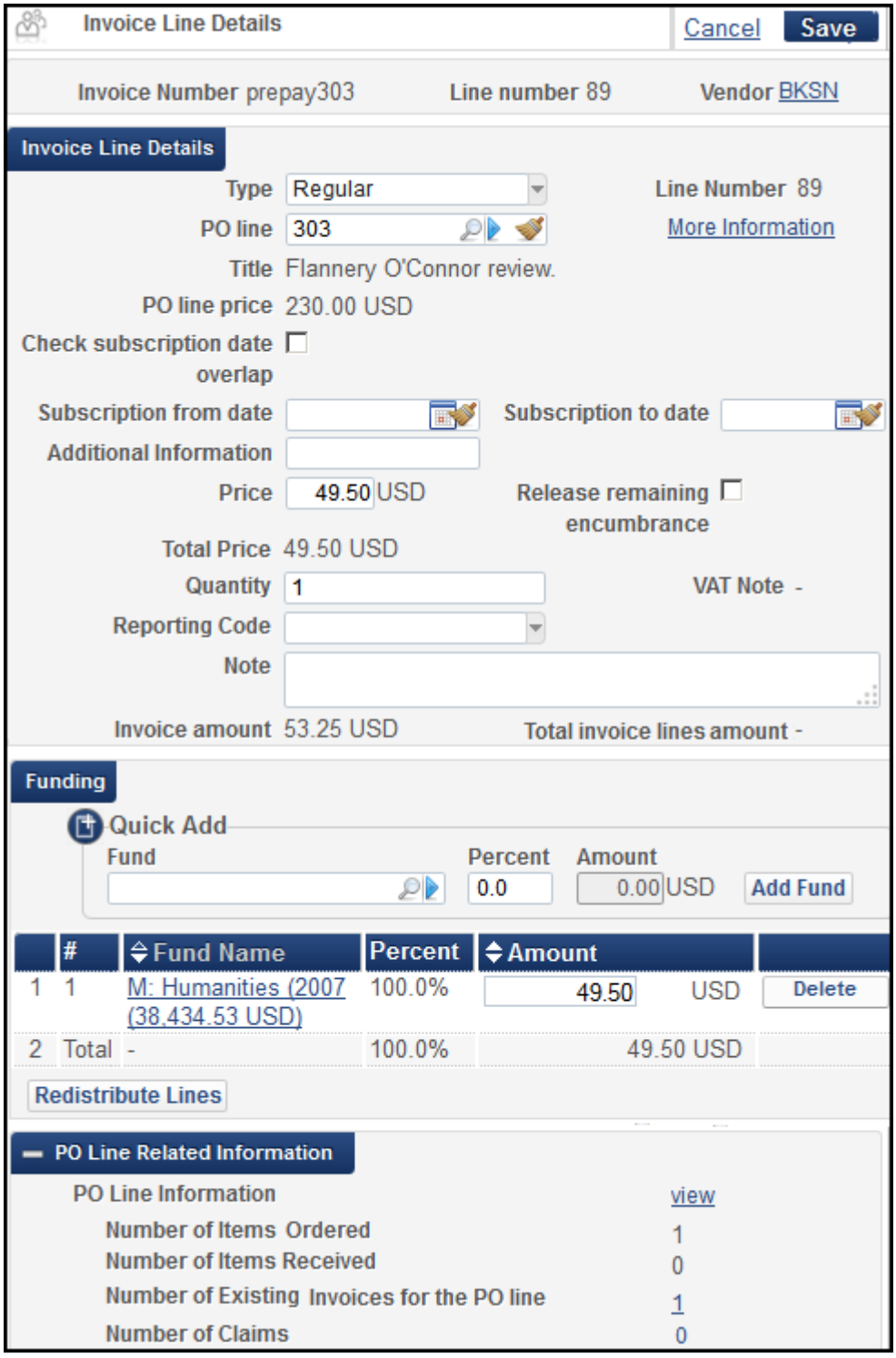

Figure 82: Invoice Line Details Page – Create Invoice Manually

NOTE:
Closed PO lines can be included in the invoice.

g Click the search/browse icon in the **Fund** field to select a fund to assign the invoice line, and click **Add Fund**. The fund is displayed in the **Funding** section of the page.

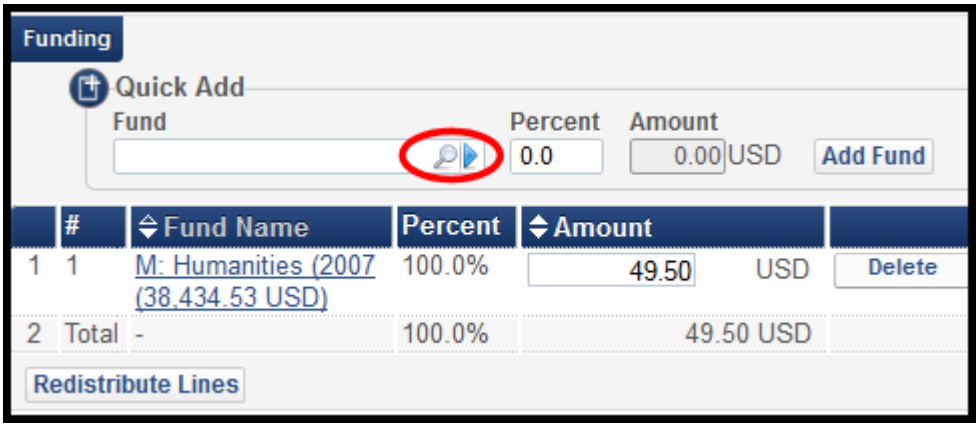

Figure 83: Invoice Line Details Page – Fund Displayed

NOTE:
When a fund's currency is different from that of the invoice, run the **Recalculate Transactions Exchange Rates** job to calculate the transaction amount. For details on the **Recalculate Transactions Exchange Rates** job, see the relevant entry in the **Scheduled Jobs** table in the *Alma Administration Guide*.

h Modify any other information, as needed, and click **Save**. The invoice line information is saved and both disencumbrance (in an amount up to but not more than the encumbrance amount) and expenditure transactions are created for the relevant funds. Note that if the invoice lines and PO lines use different funds, the disencumbrance transaction is created for the PO line fund and the expenditure transaction is created for the invoice line fund.

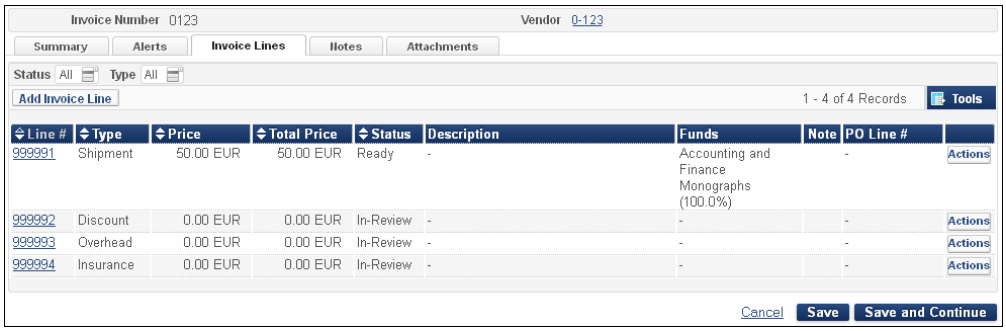

Figure 84: Invoice Lines List After Adding Invoice Line Page

NOTE:
If you have missing or incomplete information, you are asked to confirm before you proceed. If any required information is missing or incomplete, you will not be permitted to continue.

i Repeat step **f** through step **g** for any additional invoice lines you want to add to the invoice from the Invoice Lines List page.

You can associate the invoice line with all the PO lines in an order or with only certain PO lines in the order. Alternatively, the invoice line does not need to be linked to any PO line.

5 If you want to manually add an invoice line to the invoice, click **Add Invoice Line**. The Add Invoice Line dialog box opens.

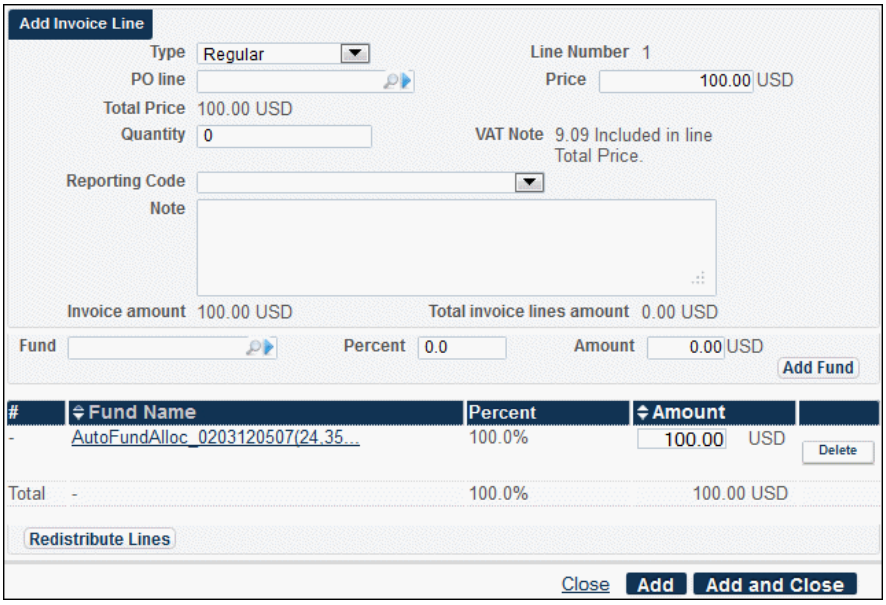

Figure 85: Add Invoice Line Dialog Box

NOTE:
Selected fields in the Add Invoice Line dialog box are displayed only when a specific type of PO line chosen. For details, see the field descriptions in **Table 13**, below.

6 Enter the required information in the dialog box, as described in the following table:

Table 13. Add Invoice Line Dialog Box Fields

Field	Description
Type	The type of invoice line to create: ■ Regular ■ Other ■ Shipment ■ Insurance ■ Discount ■ Overhead The **Regular** type refers to regular invoice lines. All other types are additional charges. If you selected **Pro rata** when you created the invoice (see step **b**), the additional charges are pro-rated against all invoice lines, and only the **Regular** and **Other** types are available. If you did not select **Pro rata**, the additional charges are not allocated to a specific invoice line.
Line number (required)	The invoice line number.
PO line	Use the **Find** button to select the PO line that you want linked to this invoice line. The fields in the Add Invoice Line dialog box are updated, depending on the type of PO line selected (one-time or continuous). **NOTE:** The amount that was previously encumbered in the PO line's funds is disencumbered when the invoice line is added.
Title	The title of the selected PO line.
PO line price	The price of the selected PO line.

Table 13. Add Invoice Line Dialog Box Fields

Field	Description
Check subscription date overlap	Select to indicate that the system is to check whether the subscription date overlaps with those of any other lines. Displayed only when a continuous PO line is selected. If you select this option and an overlapping subscription is detected, an alert message is displayed upon the creation of the invoice line.
Accrual mode	Enables accrual of invoice expenditures from one fiscal period to another, in institutions that practice accrual accounting. Displays only when **acquisition_accrual_mode=true** in the CustomerParameters Mapping Table (see **Configuring Other Settings** on page **346**). When a continuous PO line is selected in the **PO line** field, this check box is selected. For details on working with accrual accounting, see **Working With Accrual Accounting** on page **149**.
Fully invoiced	Select to indicate that the PO line has been fully invoiced. This creates a disencumbrance transaction for any encumbered amounts. Displayed only when a one-time PO line is selected.
Subscription from date (required if **Check subscription date overlap** is selected)	Select a date from the **Calendar** dialog box to represent the date from which the invoice line is covered. Displayed only when a continuous PO line is selected.
Subscription to date (required if **Check subscription date overlap** is selected)	Select an end date for the invoice line from the **Calendar** dialog box. Displayed only when a continuous PO line is selected.
Additional information (required if the **Subscription from date** and **Subscription to date** fields are empty)	Enter notes, as needed. Displayed only when a continuous PO line is selected.
Price	The price and currency for the invoice line.

Table 13. Add Invoice Line Dialog Box Fields

Field	Description
Release remaining encumbrance	Select the check box to create a disencumbrance transaction to release encumbrance amounts that remain after paying an invoice. Displayed only when a continuous PO line is selected. If encumbered amounts exist for multiple funds after an invoice is paid, a disencumbrance transaction is created for each fund that has encumbered amounts remaining. **NOTE:** This option can be selected only when the total invoice line price is lower than the PO line price. It can be changed any time the invoice line is in an editable state.
Quantity	The quantity for the invoice line.
Reporting code	The report code — select from the predefined drop-down list.
VAT Note	A read-only field that displays information on the VAT. The text displayed here appears in the VAT Note column on the Invoice Lines tab of the Invoice Details page.
Note	Notes you want associated with the invoice line.
Additional information	Descriptive information to be added (optionally), providing additional scope information on the invoice line. Displayed only when the invoice line is connected to a continuous PO line.
VAT code	Select a VAT code to assign a preconfigured VAT percentage to the invoice line. Displayed only when VAT codes are configured (see **Configuring VAT Codes** on page **330**).
Update amount	Click to invoke the selected VAT code onto the invoice line. Displayed only when VAT codes are configured (see **Configuring VAT Codes** on page **330**).
VAT %	Enter the percentage of the invoice line price that is VAT. Displayed only when **VAT per invoice line** is selected on the Invoice Details page (see **Table 11**). When a value is added, the VAT amount is calculated automatically and is displayed in the **Amount** field. When VAT codes are configured, this field is disabled (see **Configuring VAT Codes** on page **330**).

Table 13. Add Invoice Line Dialog Box Fields

Field	Description
Amount	Represents the amount of VAT to be paid on the invoice line. Displayed only when **VAT per invoice line** is selected on the Invoice Details page (see **Table 11**). When a value is added, the VAT percentage is calculated automatically and is displayed in the **VAT %** field. When VAT codes are configured, this field is disabled (see **Configuring VAT Codes** on page **330**).
Fund	Use the **Find** button to select the required fund. When the invoice line is saved, both disencumbrance (in the amount of the PO line encumbrance) and expenditure transactions are created for all the selected funds. Disencumbrances are created only for PO line funds, and only one disencumbrance is created for each encumbrance. If an amount other than 100% of an invoice line's total is allocated to funds, click **Redistribute Lines** to re-allocate the fund amount percentages, based on each fund's respective amount relative to the new total amount. **NOTE:** If the invoice line and PO line use different funds, the disencumbrance transaction is created for the PO line fund and the expenditure transaction is created for the invoice line fund. Funds with a negative balance (or a balance of 0) are displayed only if there is a rule configured enabling overencumbrance and the overencumbrance limit has not been reached. For details on the fields used for configuring rules, see **Table 24**.
Percent	Enter the percent allocation for the fund selected in the **Fund** field. Click **Add Fund** to add the fund to the invoice line.

7 Click **Add** to add the current invoice line and leave the dialog box open to add another invoice line, or click **Add and Close** to add the invoice line and close the dialog box. The invoice line is added to the Invoice Lines List page.

Alma checks each invoice line you add and displays the status — **Ready** or **In Review.**

An invoice can move to the next step in the workflow only if all of its invoice lines have the status **Ready**. If mandatory information is missing for an invoice line, it has the status **In Review**.

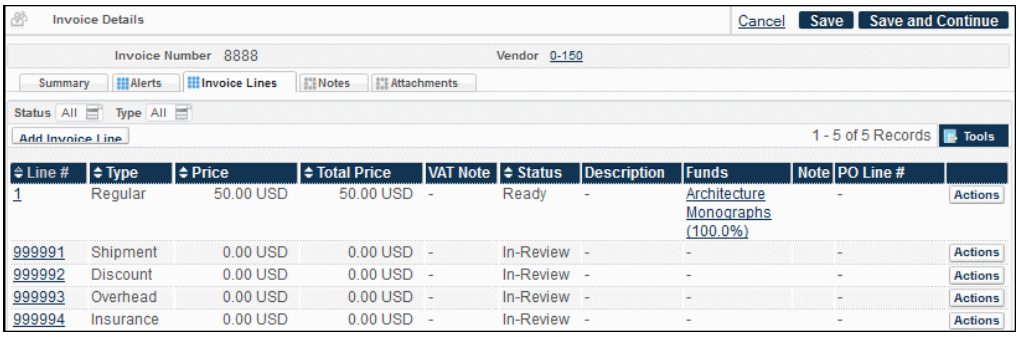

Figure 86: Invoice Lines List With Invoice Lines Added

From the list of invoice lines, you can choose to edit or delete the invoice line:

- **Edit** – Select **Actions > Edit** on the right of any invoice line to edit the line. The Invoice Line Details page opens, where you can edit the invoice line information. The Invoice Line Details page also enables you to view details of the PO line with which you associated the invoice line. When you have edited the invoice line as required on this page, click **Save**. You are returned to the Invoice Lines List page, where you can view the invoice line you edited.
- **Delete** – Select **Actions > Delete** to delete an invoice line. A confirmation dialog box appears, and you are asked to confirm the deletion.

NOTE:
The **Delete** option is enabled only if you have been assigned the **Invoice Operator Extended** role.

8 In the **Alerts** tab, view any alerts that the system may have generated for the invoice when it is saved. If necessary, edit the invoice accordingly, based on the alerts.

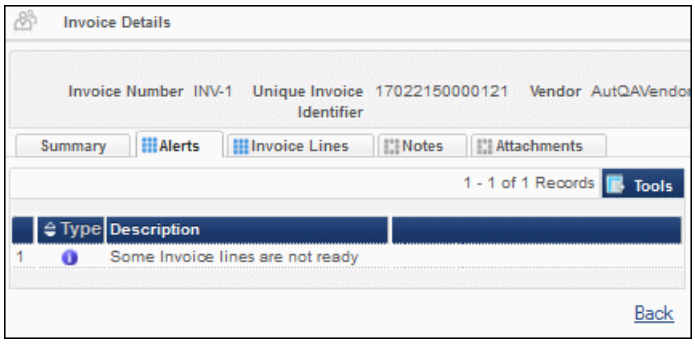

Figure 87: Alerts Tab

The following alerts may be generated:

- Some invoice lines are not ready – Indicates that one or more invoice lines in a saved invoice are missing information
- Some invoice lines are not linked to PO lines – Indicates that one or more invoice lines are not linked to a PO line
- The invoice total amount entered is different than the calculated total net invoice

9 In the **Notes** tab, enter any notes relevant for the invoice.

10 In the **Attachments** tab, include any attachments relevant for the invoice.

11 Click one of the following buttons:

- If you did not select the **Handle receiving** check box in step **2** on page **127**, you can:
  - **Save** – The invoice information you entered is saved and the invoice is moved to the Review Invoices page, where you can review and edit it. The invoice does not continue to the next stage of the invoicing workflow.
  - **Save & Continue** – The invoice information you entered is saved and the invoice continues to the next stage of the invoicing workflow, where it is automatically processed. For more information on the invoicing workflow, see **Invoicing Workflow** on page **121**.
- If you selected the **Handle receiving** check box in step **2** on page **127**, you can:
  - **Save and Go to Receiving** – The invoice information you entered is saved (and remains in review) and the Receive New Material page opens, enabling you to receive the new material (see **Receiving Material** on page **76**).

VAT Calculation – Example

The following example illustrates how the VAT-related fields operate.

This example assumes that an invoice has a total amount of $100 and a VAT % of 10. The invoice contains two invoice lines, one for $40 and the other for $60.

- If **Inclusive** is selected (total amount includes VAT), the VAT **Amount** is automatically configured as $9.09 (100 - 100/1.1 = 9.09).
  - Invoice Line 1 – Price = $40 (36.37 + 3.63 (VAT))
    - If **Expended from fund** is selected:

      All $40 is expended from the invoice line's fund, and the VAT note displays $3.63 included in the line's total price.
    - If **Expended from fund** is not selected:

      $36.37 is expended from the invoice line's fund, and $3.63 is included in the VAT adjustment line (a total of $9.09 is taken from both lines).
  - Invoice Line 2 – Price = $60 (54.54 + 5.46 (VAT))
    - If **Expended from fund** is selected:

      All $60 is expended from the invoice line's fund, and the VAT note displays $5.46 included in the line's total price.
    - If **Expended from fund** is not selected:

      $54.54 is expended from the invoice line's fund, and $5.46 is included in the VAT adjustment line (a total of $9.09 is taken from both lines).
- If **Exclusive** is selected (total amount does not include VAT; VAT is calculated above the total amount), the VAT **Amount** is automatically configured as $10 (10% of $100).
  - Invoice Line 1 – Price – $40 + 4 (VAT) = $44
    - If **Expended from fund** is selected:

      All $44 is expended from the invoice line's fund, and the VAT note displays $4.00 included in the line's total price.
    - If **Expended from fund** is not selected:

      $40 is expended from the line's fund, and $4 is included in the VAT adjustment line (an adjustment of $10 is taken from both lines).
  - Invoice Line 2 – Price – $60 + 6 (VAT) = $66
    - If **Expended from fund** is selected:

      All $66 is expended from the invoice line's fund, and the VAT note displays $6.00 included in the line's total price.
    - If **Expended from fund** is not selected:

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$60 is expended from the line's fund, and $6 is included in the VAT adjustment line (an adjustment of $10 is taken from both lines).

- If **Line Exclusive** is selected, the invoice's total amount includes the VAT (similar to **Inclusive**), but the invoice line's price does not. The VAT **Amount** is calculated above the invoice lines' price to give the total amount consisting of invoice lines + VAT amount. The VAT **Amount** is automatically configured as $10 (10% of $100).
  - Invoice Line 1 – Price = $40 + 4 (VAT)) = $44
    - If **Expended from fund** is selected:

      All $44 is expended from the invoice line's fund, and the VAT note displays $4 included in the line's total price.
    - If **Expended from fund** is not selected:

      $40 is expended from the line's fund, and $4 is included in the VAT adjustment line (an adjustment of $10 is taken from both lines).
  - Invoice Line 2 – Price = $60 + 6 (VAT)) = $66
    - If **Expended from fund** is selected:

      All $66 is expended from the invoice line's fund, and the VAT note displays $6 included in the line's total price.
    - If **Expended from fund** is not selected:

      $60 is expended from the line's fund, and $6 is included in the VAT adjustment line (an adjustment of $10 is taken from both lines).

Working With Accrual Accounting

For institutions that practice accrual accounting, you can accrue invoice expenditures from one fiscal period to another.

Previously, if an invoice overlapped two different fiscal periods, the entire invoice amount would be attributed to the current fiscal period — that is, the fiscal period in which the current calendar date is contained. When accrual mode is enabled in Alma, invoice amounts are spread out over all active fiscal periods, beginning with the fiscal period in which the **Subscription from date** is contained.

For example:

- A fiscal year is set in Alma that runs from January 1, 2014 – December 31, 2014, called **FY - 2014**.
- Another fiscal year is set in Alma that runs from January 1, 2015 – December 31, 2015, called **FY - 2015**.

An invoice covers the fiscal period from June 1, 2014 – May 31, 2015. This means that 54.55% of the invoice's fiscal period is in FY – 2014, and 45.45% of the invoice's fiscal period is in FY – 2015.

- If Accrual Mode is disabled: All of the invoice's charges are attributed to the current fiscal year (FY – 2014), regardless of the invoice's **Subscription from date** value.
- If Accrual Mode is enabled: The invoice's charges are distributed proportionally between FY – 2014 and FY – 2015.

NOTE:
If a future fiscal year is not active in Alma (or if the fund does not exist), the invoices' expenditures are attributed to the latest active fiscal period in Alma that is covered by the invoice. In the above example, if FY – 2015 was not active, all of the invoice's expenditures would be attributed to FY – 2014, even if accrual mode is enabled.

Accrual accounting takes effect only on expenditures, and not on encumbrances.

To enable working with accrual accounting, ensure that **acquisition_accrual_mode=true** in the CustomerParameters Mapping Table (see **Configuring Other Settings** on page **346**).

To enable accrual mode for an invoice line:

1 On the Invoice Details Page (**Acquisitions > Receiving and Invoicing > Create Invoice**, select **Manually** and click **Next**), configure the relevant fields to create an invoice.

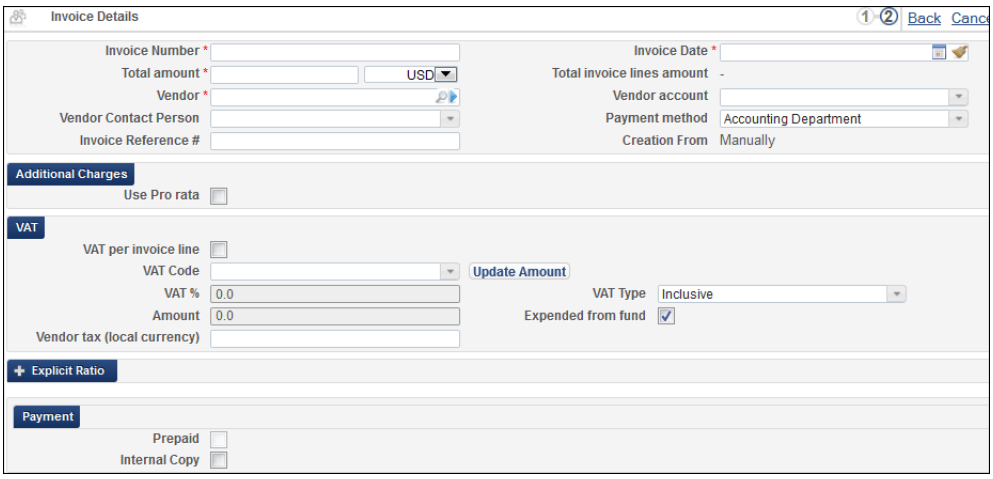

Figure 88: Invoice Details Page

2 Click the **Save and Create Invoice Lines** button. The Invoice Lines tab of the Invoice Details page displays the invoice lines:

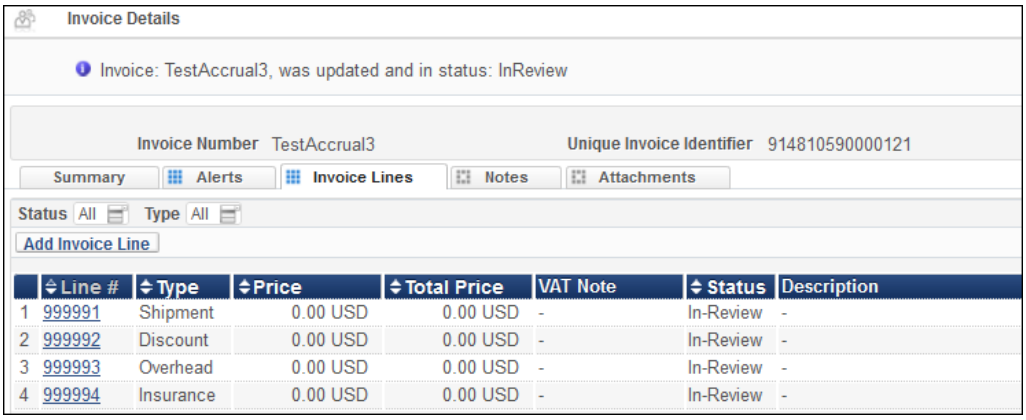

Figure 89: Invoice Details Page – Invoice Lines

3 Click **Add Invoice Line**. The Add Invoice Line dialog box opens.

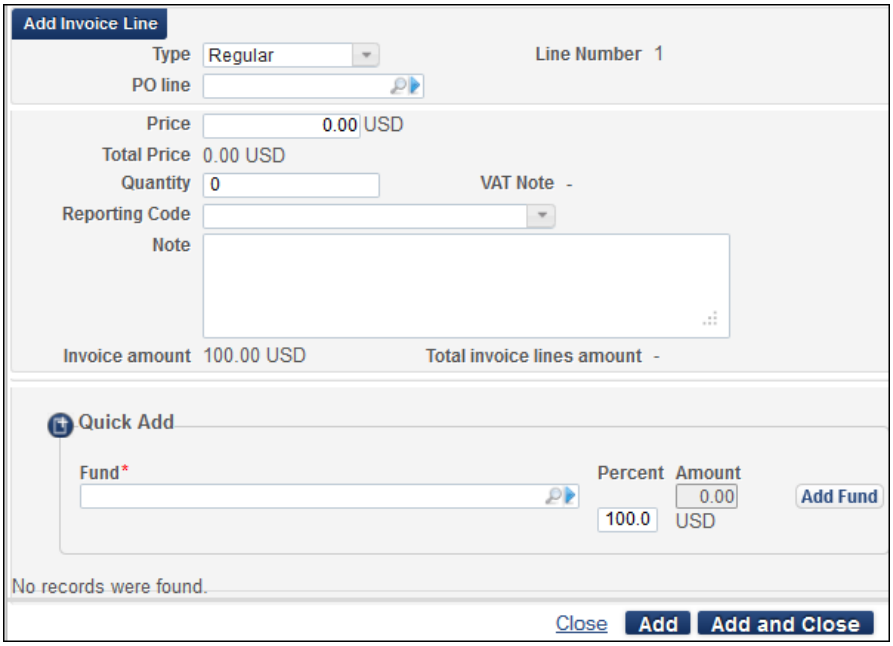

Figure 90: Add Invoice Line Dialog Box

4 In the **PO line** field, select a continuous PO line. The dialog box refreshes with the **Accrual Mode** check box selected.

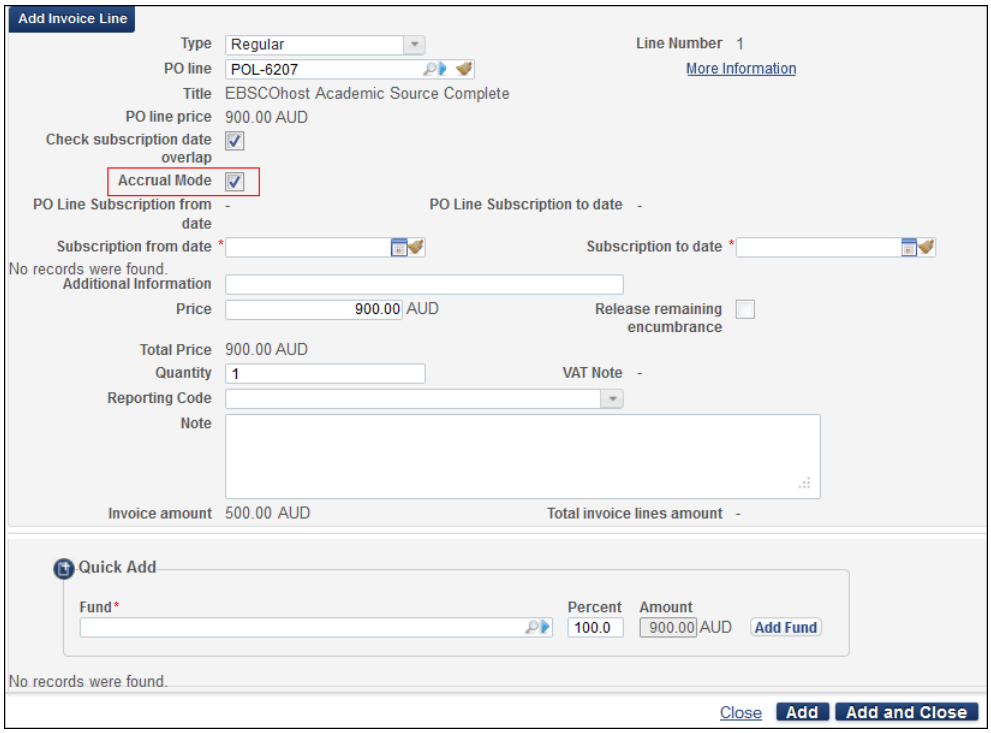

Figure 91: Add Invoice Line Dialog Box – Accrual Mode Check Box

5 In the **Subscription from date** and **Subscription to date** fields, select a starting date and ending date for the invoice line, respectively. The distribution of the expenditures among the relevant fiscal periods appears.

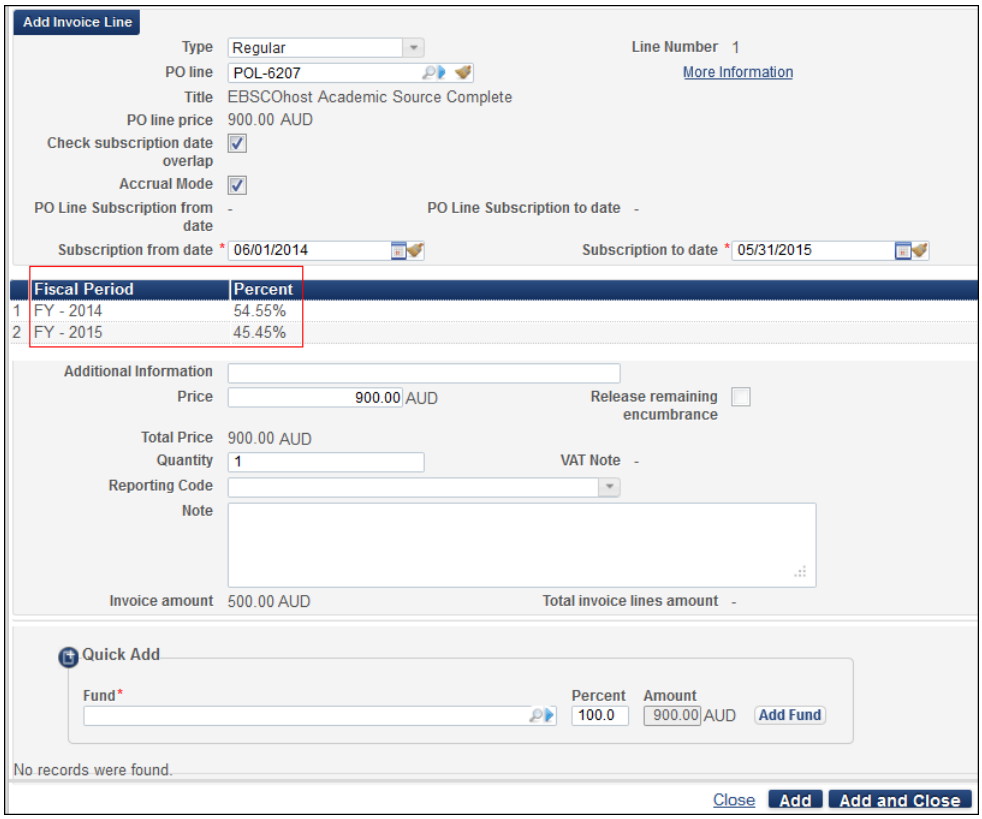

Figure 92: Add Invoice Line Dialog Box – Fiscal Period Distribution

The above image indicates that 54.55% of the invoice line's expenditures fall in Fiscal Period **FY – 2014**, and 45.45% of the invoice line's expenditures fall in Fiscal Period **FY – 2015**.

6 In the **Quick Add** section, select a fund in the **Fund** field.

NOTE:
You must configure the fund of a fiscal period to accept expenditure transactions prior the start of the fiscal period to enable the fund to work in accrual mode. Ensure that you have selected a value in the **Expenditures prior to fiscal period (days)** field in the **Rules** section of the Summary Details page for the specified fund.

7 Click **Add Fund**. The accrued amounts display in the **Accrued Amount** column, according to the displayed percentages (as described in step 5 above).

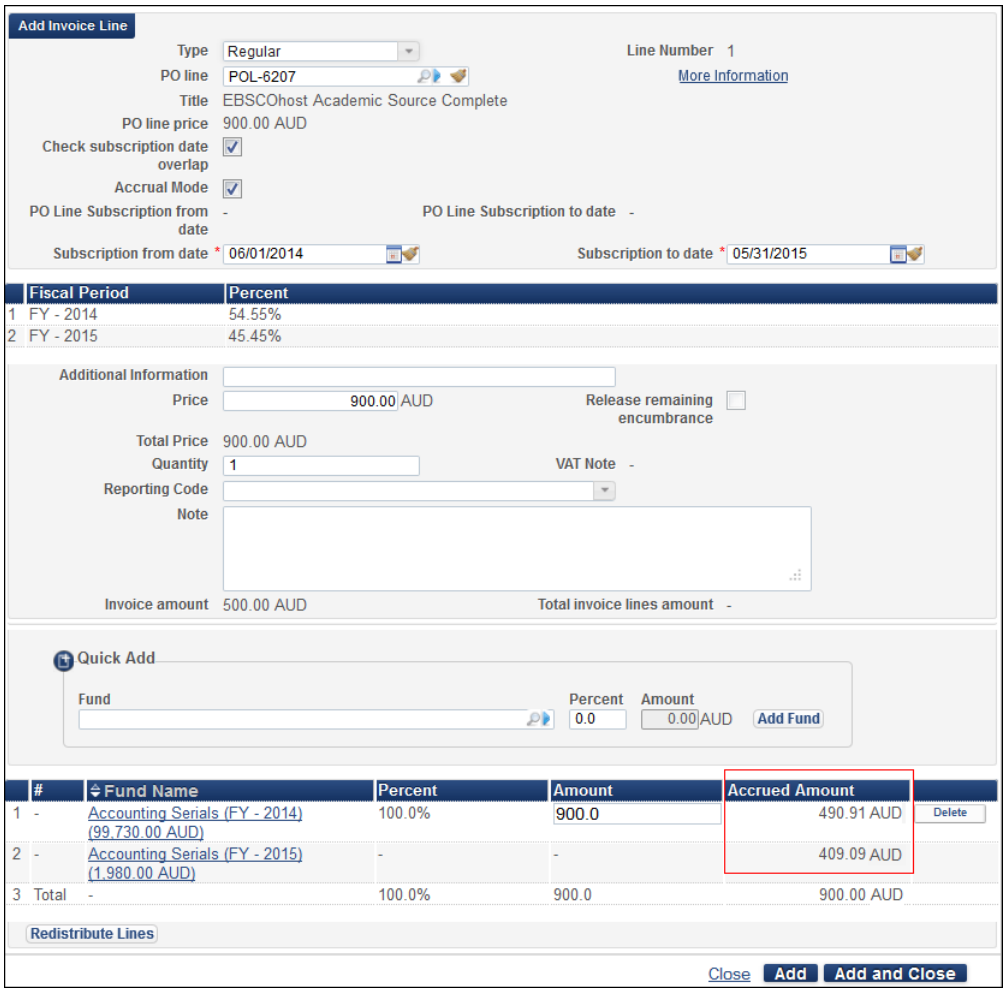

Figure 93: Add Invoice Line Dialog Box – Accrued Amounts

The fund that covers the Fiscal Period in the **Subscription from date** is called the Baseline Fund. The **Delete** button appears next to this fund only. Clicking **Delete** deletes this fund both accrued amounts covered by this fund.

8 To disable accrual mode, clear the **Accrual Mode** check box. The amounts then exist independently in the invoice line, and a **Delete** button displays next to each. Additionally, the **Accrued Amount** heading changes to **Amount**.

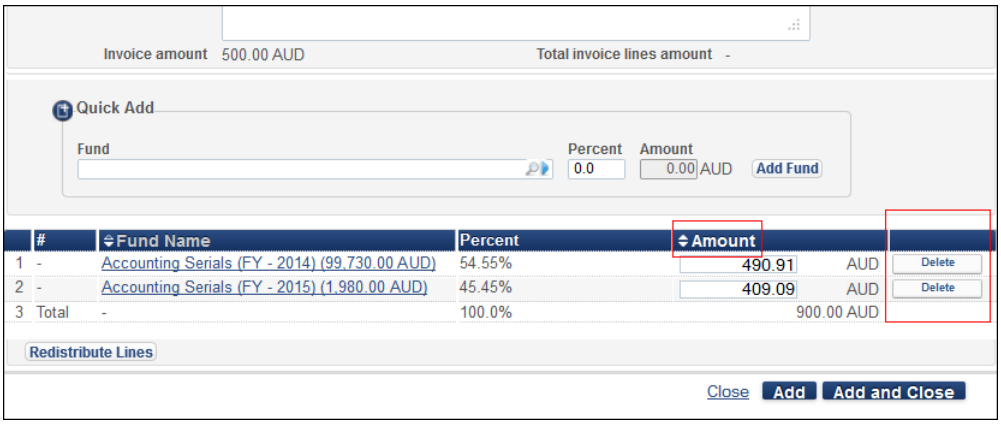

Figure 94: Accrual Mode Disabled

9 Click **Add and Close**.

Searching for Invoices

PERMISSIONS:

To search for invoices, you must have one of the following roles:

- Invoice Operator
- Invoice Manager

You can search for invoices on the Find Invoices page **(Acquisitions > Receiving and Invoicing > Search for Invoice)**.

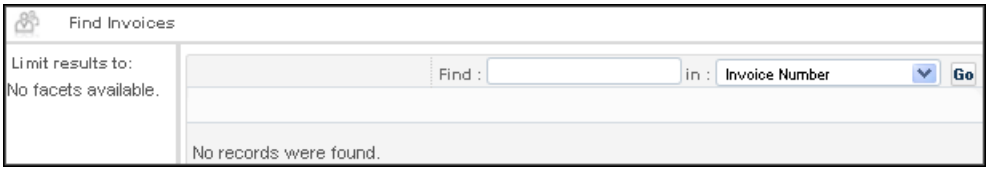

Figure 95: Find Invoices Page

To search for invoices:

1 On the Find Invoices page (**Acquisitions > Receiving and Invoicing > Search for Invoice**), enter your search criteria in the **Find** box at the top of the page, and select a context in which to search from the status

filter (the **in** field), and click **Go**. The results are displayed on the Find Invoices page.

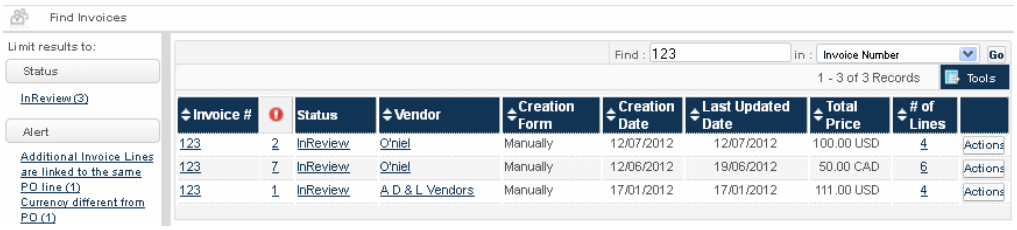

Figure 96: Find Invoices Page with Results

You can locate specific invoices using he facets (Limit results to) on the left side of the page.

The following facets are available:

- **Status**—The status of the invoice
- **Alert**—The type of alert for the invoice—for example, **Additional invoice lines are Linked to the same PO line, Currency different from PO,** and **Invoice with the same number exists**
- **Vendor** – The vendor to which the invoice must be paid
- **Source** – The mode by which the invoice was created (from a file, from an EDI, from a PO, or manually)

The Find Invoices page displays the following columns for each invoice:

Table 14. Approve Orders Page Columns

Column	Description
Invoice #	The number of the invoice.
!	Indicates the number of alerts for the invoice. Click the value to open the Invoice Details page and view the alerts for the invoice.
Status	The status of the invoice.
Vendor	The vendor to which the invoice is to be sent.
Creation From	The method by which the invoice was created.
Creation Date	The date on which the invoice was created.
Last Updated Date	The date of the invoice's most recent update.
Total Price	The total price of the invoice.
# of lines	The number of PO lines to be included in the invoice.

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2 To view an invoice, select **Actions > View**. The Invoice Details page opens. The fields on this page cannot be edited.

3 To navigate to the list of invoices that are in review, select **Actions > Go to task list**. The In Review Invoices page opens (see **Reviewing Invoices**, below).

Reviewing Invoices

PERMISSIONS:

To review invoices, you must have one of the following roles:

- Invoice Operator
- Invoice Manager

An invoice is sent for manual review if there are data issues or alerts—as a result of the invoice processing stage of the invoicing workflow—that require the attention of a library staff person. Alternatively, an invoice is sent for manual review if the **Save** (as opposed to **Save and Continue**) button is clicked at the end of the manual invoice creation process.

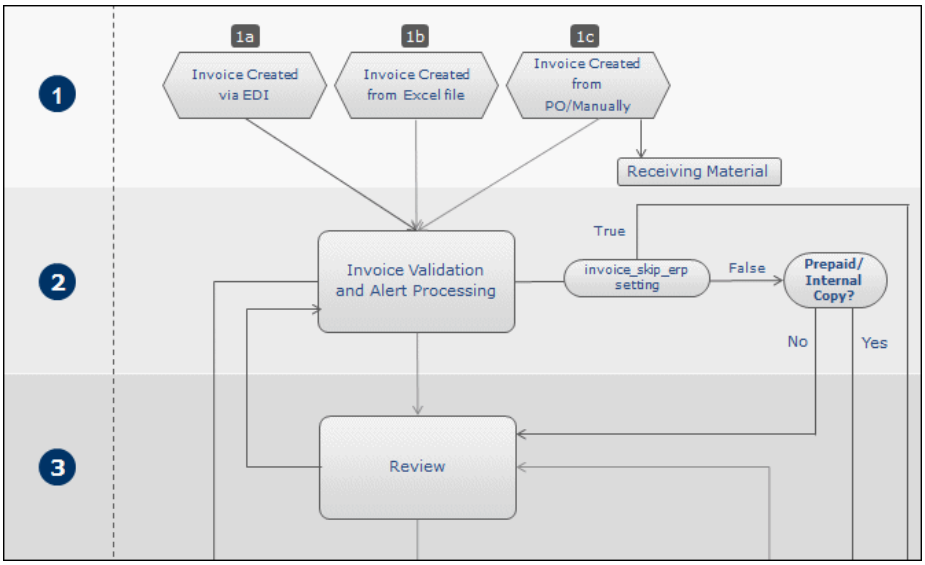

Figure 97: Review Within the Invoicing Workflow

Invoice review is performed on the In Review Invoices page (**Acquisitions > Receiving and Invoicing > Review**).

Figure 98: In Review Invoices page

Invoice Tabs

Invoices are displayed in the following tabs:

- **Assigned to Me** — Contains invoices assigned to the user that is currently logged in. Only the person assigned to the invoice can edit the invoice information.

  If an invoice is assigned to you, it appears as a review task in your personal task list, under the **Tasks** link on the Alma home page (**Invoices - review - assigned to you**).

- **Unassigned** — Contains invoices that are not assigned to any user. You or any other staff person with review permissions is authorized to edit unassigned invoices.

  If an invoice is unassigned, it is included in the number of unassigned invoices listed under the **Tasks** link on the Alma home page (**Invoices - review - without assignment**).

- **Assigned to Others** — Contains invoices assigned to users other than the user that is currently logged in.

NOTE:
Invoices cannot be edited from the **Assigned to Others** tab.

For details on changing the invoice assignment, see **To unassign an invoice:** on page **160**.

Invoices can be located using the **Find** box at the top of the list, or via the **Limit results to** facets.

Invoice Facets

The following facets are available:

- **Status**—The status of the invoice
- **Alert** – The type of alert that was generated for the invoice, such as **Lines not linked**, **Lines not ready, Invoice with the same number exists**, and so forth. The number of alerts per invoice is indicated in the **!** column, next to the invoice number:

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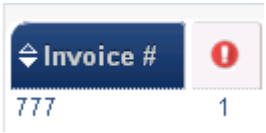

Figure 99: Number of Alerts per Invoice

- **Vendor** – The vendor to which the invoice must be paid
- **Source** – The mode by which the invoice was created (from a file, from an EDI, from a PO, or manually)

To edit an invoice:

1 On the In Review Invoices page (**Acquisitions > Receiving and Invoicing > Review**), select **Actions > Edit** for an invoice. The Invoice Details page opens.

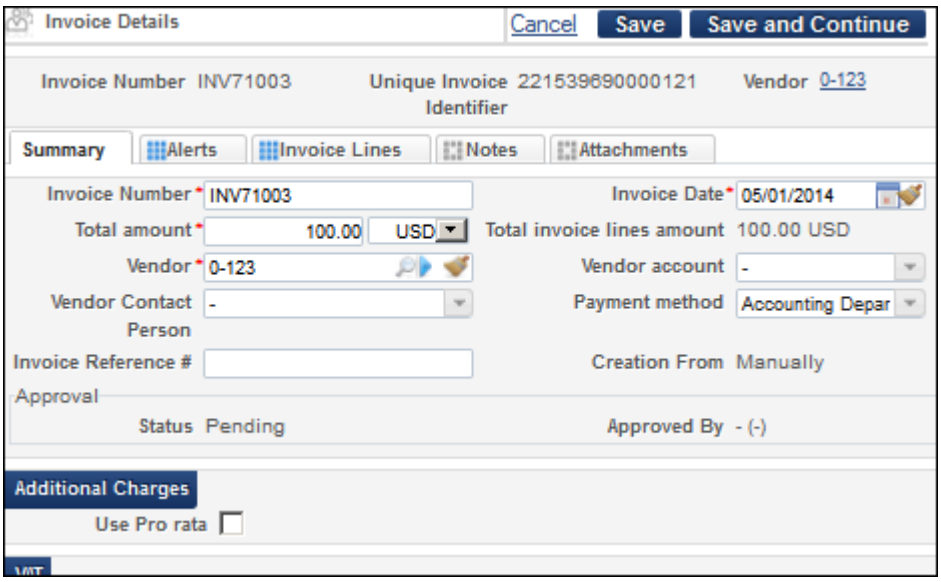

Figure 100: Invoice Details Page

2 View the alerts generated for the invoice in the **Alerts** tab and modify the information in each of the other tabs, as required.

NOTE:
A blue box beside a tab label indicates that the tab contains entries. A gray box with a blank center indicates no content in the tab.

For information on the fields in each of these tabs, see **Creating an Invoice From a PO or Manually** on page **126**.

3 Click **Save and Continue** to save your changes and move the invoice to the processing stage of the invoicing workflow.

IMPORTANT:
If you click **Save**, your modifications are saved, but the invoice does not move to the next stage of the workflow.

If the invoice data has been properly modified, the invoice continues to move through the invoicing workflow as described in **Invoicing Workflow** on page **121**.

To unassign an invoice:

On the In Review Invoices page (**Acquisitions > Receiving and Invoicing > Review**), select **Actions > Release assignment** for an invoice. The invoice displays in the **Unassigned** tab on the In Review Invoices page.

Figure 101: In Review Invoices/Unassigned Tab

You can assign the invoice to another user by clicking **Actions > Assign** for the relevant invoice line. For details on assigning an invoice to another user, see **To change an invoice assignment:** below.

To change an invoice assignment:

1 On the In Review Invoices page (**Acquisitions > Receiving and Invoicing > Review**), select **Actions > Assign to** for an invoice. The reassignment dialog box opens.

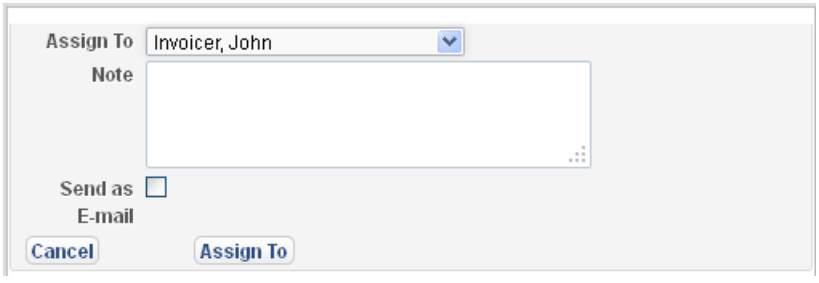

Figure 102: Reassignment Dialog Box

2 Select a user to whom you want to assign the invoice in the **Assign to** field.

3 Optionally, enter a note in the **Note** field.

4 Select **Send as e-mail** to send a notification to the user via email.

5 Click the **Assign to** button. The invoice displays in the **Assigned to Others** tab on the In Review Invoices page.

To delete an invoice:

1 On the In Review Invoices page (**Acquisitions > Receiving and Invoicing > Review**), select **Actions > Delete** for an invoice. The Confirmation Message dialog box opens.

2 Click **Confirm** to delete the invoice. The associated expenditures are deleted and the encumbrances for the related POs are recalculated.

NOTE:

You can delete an invoice only if you have been assigned the **Invoice Operator Extended** role.

Approving Invoices

PERMISSIONS:

To approve invoices, you must have the following role:

- Invoice manager

If the approval rules preconfigured by an administrator determine that manual approval for invoices is required under certain circumstances, the invoice is sent for manual approval when the specified criteria are met.

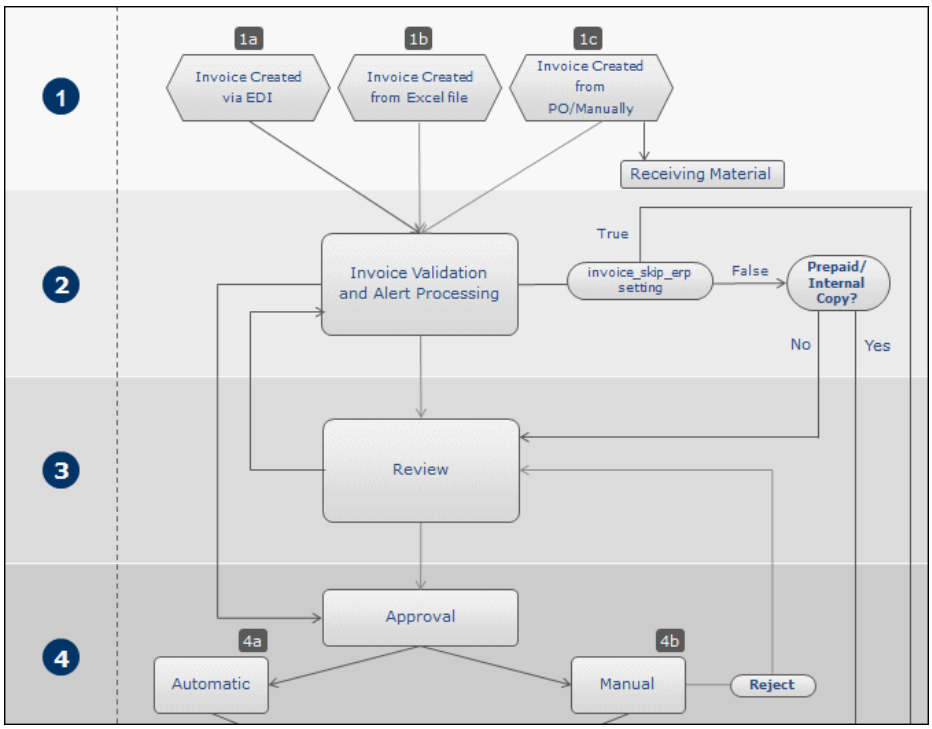

Figure 103: Manual Approval Within the Invoicing Workflow

To manually approve invoices:

1 On the Waiting for Approval Invoices page (**Acquisitions > Receiving and Invoicing > Approve**), locate the invoices that you want to approve.

You can locate specific invoices using the **Find** box at the top of the list, or with the help of the **Limit results to** facets. For details on the invoice facets, see **Invoice Facets** on page **158**.

2 Select **Actions > Edit** for the invoice you want to approve. The Invoice Details page opens.

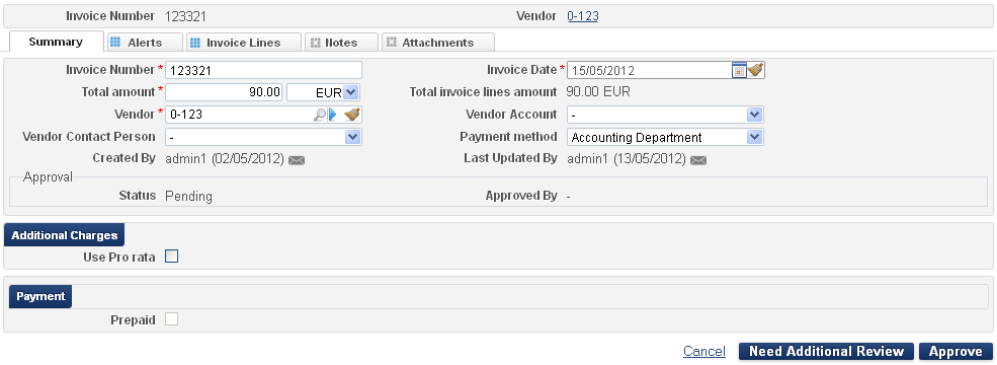

Figure 104: Invoice Header Information Page

3 Modify the information in each tab as required. For information on the fields in each of these tabs, see **Creating an Invoice From a PO or Manually** on page **126**.

4 Click one of the following buttons:

- **Approve** – The invoice is waiting to be paid and proceeds to the payment stage of the workflow. For details, see **Invoicing Workflow** on page **121**.
- **Need Additional Review** – If the invoice needs additional review, it is returned to the review stage of the workflow. For details, see **Reviewing Invoices** on page **157**.

You can also perform invoice management tasks on the Waiting for Approval Invoices page (**Acquisitions > Receiving and Invoicing > Approve**), as described in the referenced procedures:

- Change an invoice assignment (see **To change an invoice assignment:** on page **160**)
- Release an invoice assignment (see **To unassign an invoice:** on page **160**)
- Delete an invoice (see **To delete an invoice:** on page **161**)
- Set invoices back to the Review stage (see **Setting Invoices Back to Review**, below)

Working with Invoices Waiting for Payment

PERMISSIONS:

To edit invoice payment details, you must have one of the following roles:

- Invoice Operator
- Invoice Manager

If the **handle_invoice_payment** parameter in the Acquisitions Configuration Other Settings menu is set to **true**, the invoice reaches the payment stage so that the institution itself can manage the payment of the invoice. Invoice payment can be managed in one of the following ways:

- Through the institutional bill payment system or ERP, if you have set up an import profile (see https://developers.exlibrisgroup.com/alma/integrations/finance and **Financial Systems** in the *Alma Integrations with External Systems Guide* for more information). If you use this method, Alma imports payment details from the ERP system, automatically marks these invoices as **Paid**, and then closes them.
- Manually, by an invoice operator/manager, on Alma's Waiting for Payment Invoices page (**Acquisitions > Receiving and Invoicing > Waiting for Payment**)

Figure 105: Waiting for Payment Invoices Page

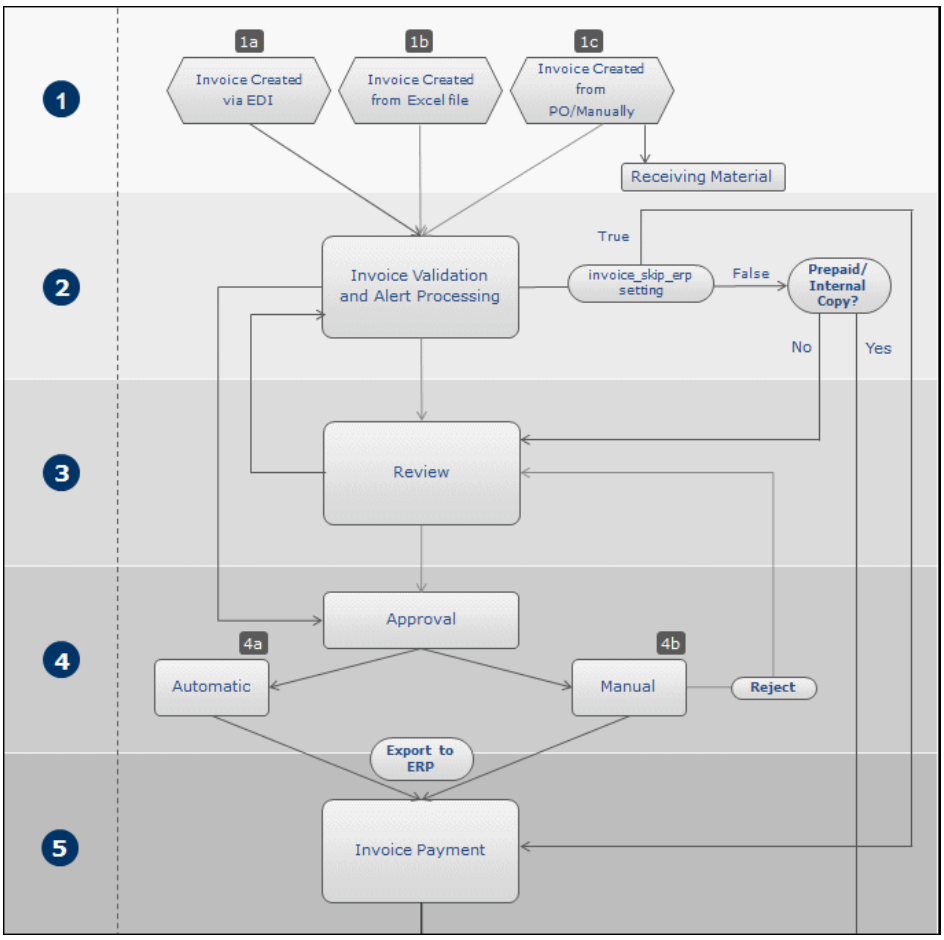

Figure 106: Payment Within the Invoicing Workflow

To edit the payment details of an invoice:

1 On the Waiting for Payment Invoices page (**Acquisitions > Receiving and Invoicing > Waiting for Payment**), locate the invoices whose payment details you want to edit.

You can locate specific invoices using the **Find** box at the top of the list, or with the help of the **Limit results to** facets. For details on the invoice facets, see **Invoice Facets** on page **158**.

2 Select **Actions > Edit** at the end of the row of the invoice whose payment details you want to edit. The Invoice Details page opens.

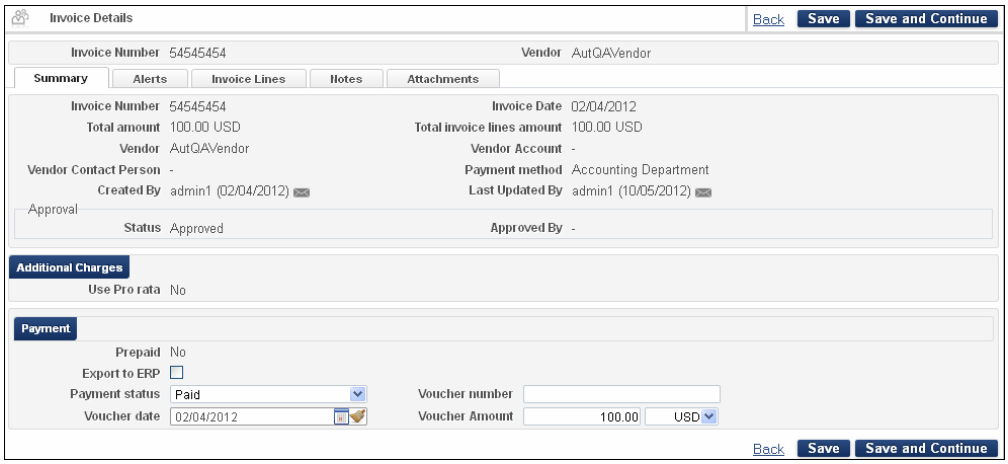

Figure 107: Invoice Header Information Page

NOTE:
Only the Payment section of this page can be edited. If you want to edit other areas of the invoice, you must first send the invoice to **In Review** status before editing it (see **Setting Invoices Back to Review** on page **167**).

3 From the **Status** drop-down list, select one of the following payment status options: **Paid** or **Not paid**.

4 If you selected **Paid**, enter the following:

a **Voucher number** – A reference number for the payment, such as an invoice or check number. When you work with an integrated external system, this field can contain an external reference number from the ERP system.

b **Voucher date** – the date of payment

The current date is selected. If you want to change the date, click in the **Voucher date** box and select the date from the **Calendar** dialog box.

c **Voucher amount** – the final amount that was paid (after exchange rates and so forth are taken into account)

5 Click one of the following buttons:

- **Save** – The payment information you entered is saved, but the invoice does not continue through the remainder of the invoice payment stage of the invoicing workflow.
- **Save & Continue** – The payment information you entered is saved and the invoice continues to the following stage of the invoicing workflow. If the status of the invoice is **Paid**, the next stage in the workflow is for Alma to check whether the PO lines associated with the invoice are fully

invoiced and paid. If they are, Alma closes these PO lines and then closes the invoice.

You can also perform invoice management tasks on the Waiting for Payment Invoices page (**Acquisitions > Receiving and Invoicing > Waiting for Payment**), as described in the referenced procedures:

- Change an invoice assignment (see **To change an invoice assignment:** on page **160**)
- Release an invoice assignment (see **To unassign an invoice:** on page **160**)
- Delete an invoice (see **To delete an invoice:** on page **161**)
- Set invoices back to the Review stage (see **Setting Invoices Back to Review**, below)

Setting Invoices Back to Review

Invoices that have been closed or sent to the ERP can be set back to the Review stage, to enable editing the invoice after it was rejected by the ERP. Invoices rejected by the ERP are set to the review stage automatically. The invoice rejection notification and reason is specified in the XML file that is sent by the ERP system (see **Financial Systems** in the Acquisitions chapter of the *Alma Integrations Guide*).

Invoices that are closed or waiting for payment can be manually set back to review.

To set invoices back to review:

1. On the Waiting for Payment Invoices page (**Acquisitions > Receiving and Invoicing > Waiting for Payment**), select **Actions > Set back to review** for the relevant invoice.
2. In the Confirmation Message dialog box, click **Confirm**. The invoice's status is set to **In Review**.

NOTE:
An invoice can be set to review only if there has been coordination with the external ERP.

Generate Export XML

You can generate an XML version of the invoice to send to the ERP system. This option is only displayed for invoices that are after the approval stage (with status **Ready to be sent**, **Waiting for Payment**, or **Closed**).

To generate an XML version of the invoice to send to the ERP system:

1. On the Waiting for Payment Invoices page (**Acquisitions > Receiving and Invoicing > Waiting for Payment**), select **Actions > Generate Export XML** for the relevant invoice.
2. Click **Open** in the dialog box to open the XML file.

4

Renewals

This section includes:

- **Renewal Workflow** on page **169**
- **Processing Renewals** on page **171**

Renewal Workflow

The following is an illustration of the renewal workflow that governs the way in which a purchase order (PO) line is marked for renewal, from its creation until the material is renewed:

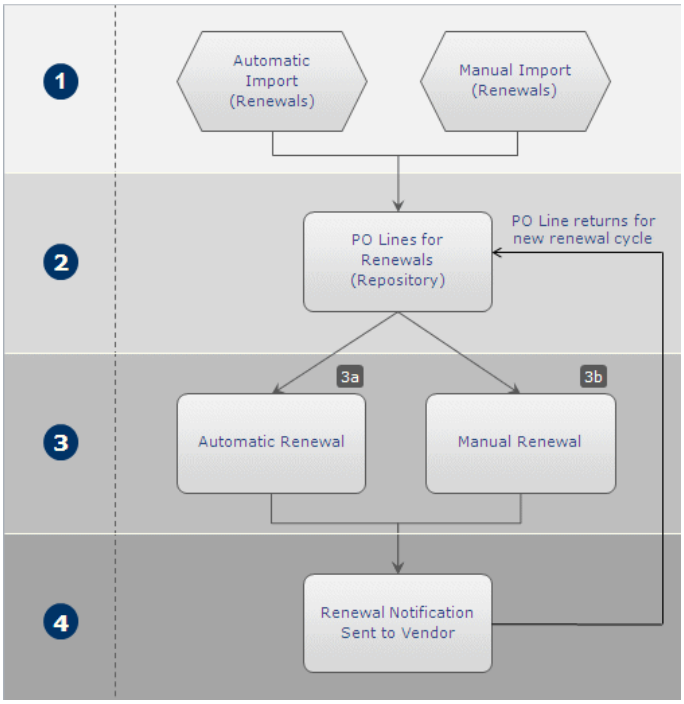

Figure 108: Renewal Workflow

The following is a detailed description of the steps within this workflow (with the numbers corresponding to the numbers in the diagram):

1 Pre-workflow – A PO line enters the Alma system in one of the following ways:

   a Automatically, via an embedded order data (EOD) import. An EOD import sends PO lines either as a one-time occurrence, or continuously.

   b Manually, as a PO line created by ordering a resource.

   For information on creating a PO line automatically, see **Importing Embedded Order Data (EOD)** on page **18**. For information on creating PO lines manually for both physical and electronic items, see **Manually Creating a PO Line** on page **23**.

   The PO line is normalized, validated, and then processed to determine whether there are elements that require special attention based on rules preconfigured by an administrator. These activities are performed automatically by the system.

   If there are data issues or alerts that require attention, the PO line is sent for review. For information on this manual activity, see **Reviewing Purchase Order Lines** on page **62**. Once all data issues have been resolved, the PO line proceeds to Step **2**.

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2 All PO lines that have been normalized and validated are stored in the system.

On a daily basis, the system checks for all PO lines whose status is **Waiting for Renewal** and whose renewal date is equal to the current date. For the purposes of this calculation, the renewal date refers to the renewal date (according to the PO line) minus the renewal notification period.

3 Renewals are processed as follows:

a If the PO line is marked as automatic, the **Renewal date** is automatically incremented according to the **Renewal cycle**. The PO line is then saved back in the repository for further processing (Step 4).

b If the PO line is marked as manual, it appears in the renewals task list (**Acquisitions > Purchase Order Lines > Renew**) and you are required to manually update the **Renewal date** and/or any other fields in the Renewals section of the PO Line Summary tab. You then select the **Renew** option (in the drop-down list next to the **Go** button) to continue the renewal processing (Step 4).

4 When the PO line qualifies for renewal, a renewal notification is sent to the vendor if the **po_line_send_notification_to_vendor_on_renew** parameter is set to **true** on the Acquisitions Configuration Other Settings page (see **Configuring Other Settings** on page **346**).

Processing Renewals

PERMISSIONS:

To process renewals, you must have the following role:

- Purchasing Operator

Processing renewals applies to the renewal of subscriptions for both electronic and physical material, such as magazines, journals, or periodicals. For a detailed description of the renewal workflow, see **Renewal Workflow** on page **169**.

PO lines marked for automatic renewal cannot be edited, but you can, at any time, edit the PO lines marked for manual renewal.

NOTE:

Renewals can be processed only after the **PO Line – Renewal** monitor job has run. (The process must be marked as **Active** on the Monitor Jobs page – see **Monitoring Jobs** in the *Alma Administration Guide*).

PO Lines to Renew Page

The PO Lines to Renew page (**Acquisitions > Purchase Order Lines > Renew**) lists all the PO lines that are due for renewal.

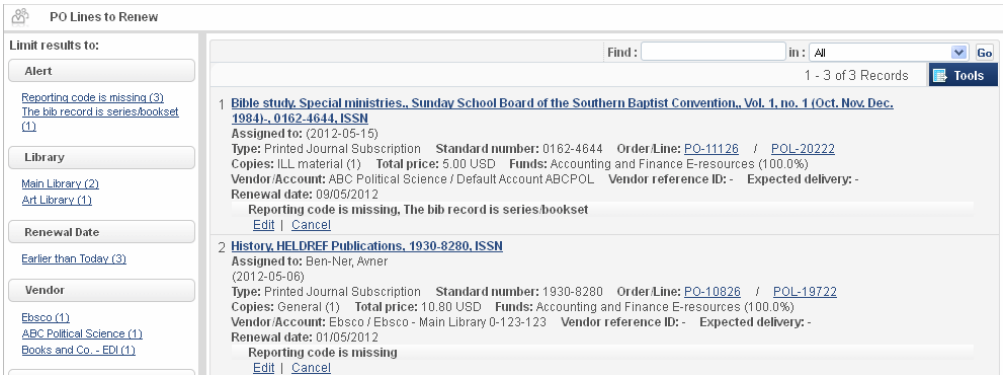

Figure 109: PO Lines to Renew Page

Alternatively, you can access the PO Lines to Renew page by clicking the **Order Lines – Waiting for Renewal** link in the Tasks list at the top of the page.

You can locate specific PO lines using the **Find** box at the top of the list, or via the facets on the left-hand side of the page.

The following facets are available:

- **Alert** – The type of alert that was generated for the PO, such as **Price Limit Reached**
- **Library** – The library which owns the PO line
- **Renewal Date** – The date on which the renewal falls due
- **Vendor** – The vendor to which the PO is to be sent
- **Acquisition Method** – The method by which the item was acquired
- **Purchase Type** – The type of PO line — for example, a printed book or an electronic journal

You can view a PO line by clicking the name of the PO line to open the PO line summary page (for details, see **Viewing PO Line Information – Renewals**). In addition, you can perform the following management tasks on a PO line to renew:

- **Edit** – See **Editing PO Line Information – Renewals** on page **173**
- **Start a Trial** or **Request Evaluation** – When a PO line for a trial is created, it is automatically sent to the review task list. Depending on your role, you can either start the trial or request evaluation. For more information on trials/evaluations, see **Evaluations** on page **191**.
- **Close** – See **Closing PO Lines** on page **109**

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- **Cancel** – See **Canceling PO Lines** on page **110**
- **Delete** – See **Deleting PO Lines** on page **111**

Viewing PO Line Information – Renewals

You view the PO line information for renewals on the PO Line Summary page. The PO Line Summary page for renewals is almost the same as the PO Line Summary page for regular acquisitions. The sections on this page and the respective fields that are specific for renewals are described in **Summary Tab Fields - Renewals** on page **175**. For details on all other fields on this page, see **Editing PO Line Information** on page **67**.

NOTE:
When you click **View**, you cannot edit any of the PO line information. For details on editing PO line information, see **Editing PO Line Information – Renewals** below.

Editing PO Line Information – Renewals

You can edit the displayed PO lines on the PO Line Summary page.

To edit PO line information for renewals:

1 Click **Edit** beneath the PO line information on the PO Lines to Renew page. The PO Line Summary page opens, displaying a brief description of the PO line, its status, type (book/e-package), the library for which the item is being

ordered, and the PO and PO line numbers. The tabs on the PO Line Summary page are described in **Editing PO Line Information** on page **67**.

Figure 110: PO Line Summary Page

2 In the **Summary** tab, modify the displayed PO line information, as required. A description of selected (non self-explanatory) fields, common to all PO lines, is provided in **Table 2** within **To create a PO line:** on page **23**. The

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following table describes the sections and fields that are specific to PO lines for renewals:

Table 15. Summary Tab Fields - Renewals

Section	Field	Description
Renewal	Manual renewal	The check box for a manual renewal is selected by default. This means that the PO line for the renewal appears in the renewals task list (**Acquisitions > Purchase Order Lines > Renew**) when the material is due for renewal. Further processing of this PO line must be performed manually. Clear this check box if you want the PO line for the renewal processed automatically.
	Subscription from date	Selected from the **Calendar** dialog box, represents the date that the subscription for the PO line began.
	Subscription to date	Selected from the **Calendar** dialog box; if no date is entered, the renewal continues in perpetuity. The PO line closes when the automatic renewal job detects that the **Subscription to date** has passed. When a manual renewal job detects that the **Subscription to date** has passed, the PO line's status becomes **Waiting for manual renewal**. **NOTE:** This date indicates the last day of the subscription and must not be confused with the **Renewal date**. For example, if you take out a subscription for five years that must be renewed annually (**Renewal cycle** = one year), the **Subscription to date** is the last day of the five-year period.

Table 15. Summary Tab Fields - Renewals

Section	Field	Description
	Renewal date (Required)	Selected from the **Calendar** dialog box, represents the renewal date. **NOTE:** For automatic renewals, this date is entered when the initial subscription is created. Thereafter, it is automatically incremented according to the **Renewal cycle**. For manual renewals, this date is entered when the initial subscription is created, and then manually incremented at each renewal cycle.
	Renewal cycle	The renewal cycle period — for example, **1 month** or **1 year**.
	Renewal reminder period (days) (Required)	For manual renewals, represents the number of days before the renewal date that the operator wants to be reminded about the renewal (that is, the number of days before the renewal date that the operator wants the renewal to be added to the task list (**Acquisitions > Purchase Order Lines > Renew**). For example, if the renewal date is the 10th of May and the **Renewal reminder period** is 5, the renewal is added to the task list on the 5th of May.). **NOTE:** The maximum number of days that can be entered in this field is 120.

3 In the **Description** tab, modify the displayed PO line information, as required.

4 In the **Alerts** tab, view the alerts that were generated for the PO line.

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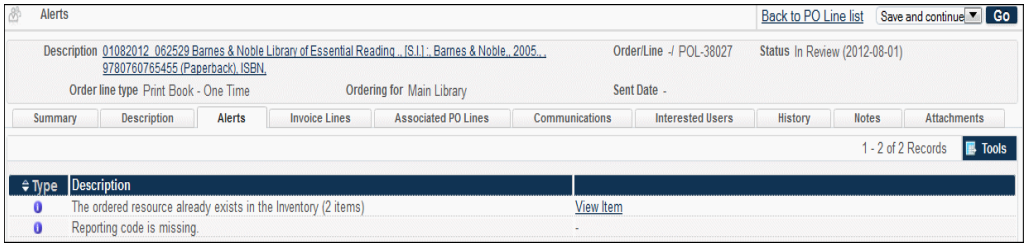

Figure 111: Example of Alerts

The following are the most common alerts generated by the system:

- **Waiting for Renewal** – This alert is generated when the calculated **Renewal date** for an automatic renewal is later than the **Subscription to date**. The PO line for the renewal appears in the Waiting for Renewal task list (**Acquisitions > Purchase Order Lines > Renew**) with this alert.
- **There is an active, duplicated order # for this ordered resource** – This alert is generated when there is a duplicated order for the resource.

5 In the **Invoice Lines** tab, view, add, or edit any invoice lines associated with the PO line. For information on invoice lines, see **Creating an Invoice From a PO or Manually** on page **126**.

6 In the **Associated PO Lines** tab, view the PO lines associated with the current PO line, as required. For details on editing a PO line, see **Creating Purchase Order (PO) Lines** on page **18**.

7 In the **Communications** tab, start a new communication with the vendor. If there is an existing communication with the vendor, you can enter details of the reply from the vendor and/or follow up on the communication with your reply to the vendor. For details on this tab, see **Communicating with Vendors** on page **49**.

8 In the **Notes** tab, edit as required any notes that may have been included when the PO line was created. For details on working with notes, see Step **15** in **Manually Creating a PO Line**.

9 In the **Attachments** tab, edit as required any attachments that may have been included when the PO line was created. For details on working with attachments, see Step **16** in **Manually Creating a PO Line**.

10 In the **Interested Users** tab, search for a user as follows:

a Click the **Browse** button to search for a user. The Find and Manage Users page opens.

b Select the user and click the **Select** button.

c Click **Add User**. The user is displayed on the Interested Users page.

Figure 112: Interested Users Tab

In the table of interested users, select the relevant check box:

- **Notify user upon receiving/activation** – Sends the user an email when the item arrives at the library's receiving department. An email is sent only when this check box is selected and an email address is configured for the user.
- **Hold item** – Creates a hold request on the item for the user. This option displays only when working with physical items. If you select this option for more than one user, Alma randomly selects only one of the users and creates a hold request for this user. The hold request is created only during receiving (when clicking Receive, even if the item is kept in the department).
- **Notify upon renewal** – Sends the user an email when the order is sent to manual renewal. An email is sent to the interested user only when this check box is selected and an email address is configured for the user.

  Alternatively, you can select these check boxes in the area above the table, before clicking **Add User**.

  The item's request date is the same as the order date. If other requests exist for the item, request priority is handled according to role, as configured by the institution. The pickup location is the circulation desk of the item's location, as specified in the PO line.

NOTE:
Notification is not sent to users when a PO line is canceled or deleted.

11 After you have completed editing the PO line, select one of the following options from the **Go** drop-down list:

- **Renew** — Renew the PO line and recalculate the renewal date.
- **Cancel line** — The PO line is not renewed and is canceled. A dialog box opens, requesting a reason for the cancellation and, if vendor

notification is configured, a cancellation notification is sent to the vendor (see **Canceling PO Lines** on page **110**).

- **Save** — The information you modified is saved, but the status of the PO line remains **Waiting for Renewal** and the PO line does not continue to the next stage of the renewal workflow. Use this option if you are unsure as to whether you want the PO line to continue to the next stage of the renewal workflow.
- **Close** – The PO line is closed. Click **Confirm** in the confirmation dialog box to close the PO line (see **Closing PO Lines** on page **109**).
- **Delete** – The PO line is deleted. Click **Confirm** in the confirmation dialog box to delete the PO line (see **Deleting PO Lines** on page **111**).
- **Change Vendor** – Change the vendor to which the PO line is sent (see **Changing Vendors – Renewals** on page **179**).
- **Save as template** —The entered field values are saved as part of a template.

Changing Vendors – Renewals

You can change the vendor to which the PO line is sent when renewing the PO line.

To change the vendor:

1 After you have completed editing the PO line, select **Change Vendor** from the **Go** drop-down list. The following is displayed:

Figure 113: Change Vendor Confirmation Message

2 Click **Confirm**. The following is displayed:

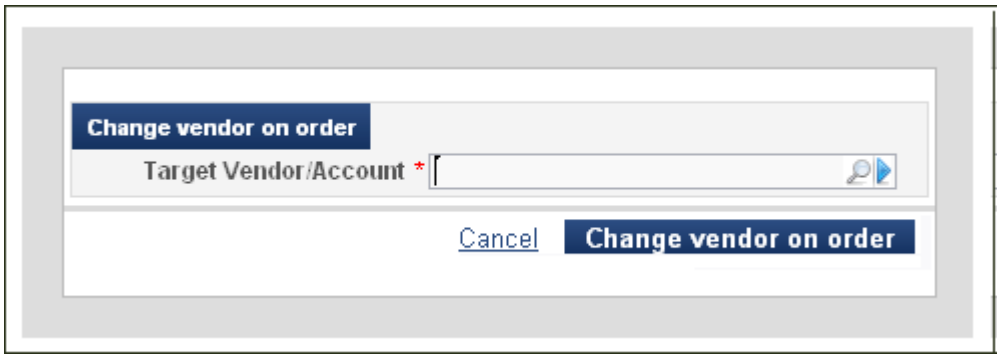

Figure 114: Change Vendor on Order

3 Select the target vendor/account and click **Change Vendor on Order**.

The following occurs:

- The current PO line is closed.
- A new PO line for the new target vendor/account is created.
- The new PO line is associated with inventory from the closed PO line.
- The new PO line is set to In Review status from which the operator can update the new PO line with new information, according to the information communicated with the new target vendor.

VIDEO:
For more information on changing the vendor account details, see the *Change Vendor of a Purchase Order* video (3:13 mins).

5

Deferrals

This section includes:

- **Deferring PO Line Workflow** on page **181**
- **Deferring PO Lines** on page **184**

Deferring PO Line Workflow

The following is an illustration of the deferred purchase order (PO) line workflow that governs how a PO line is handled, from its deferral until it is either reactivated or canceled.

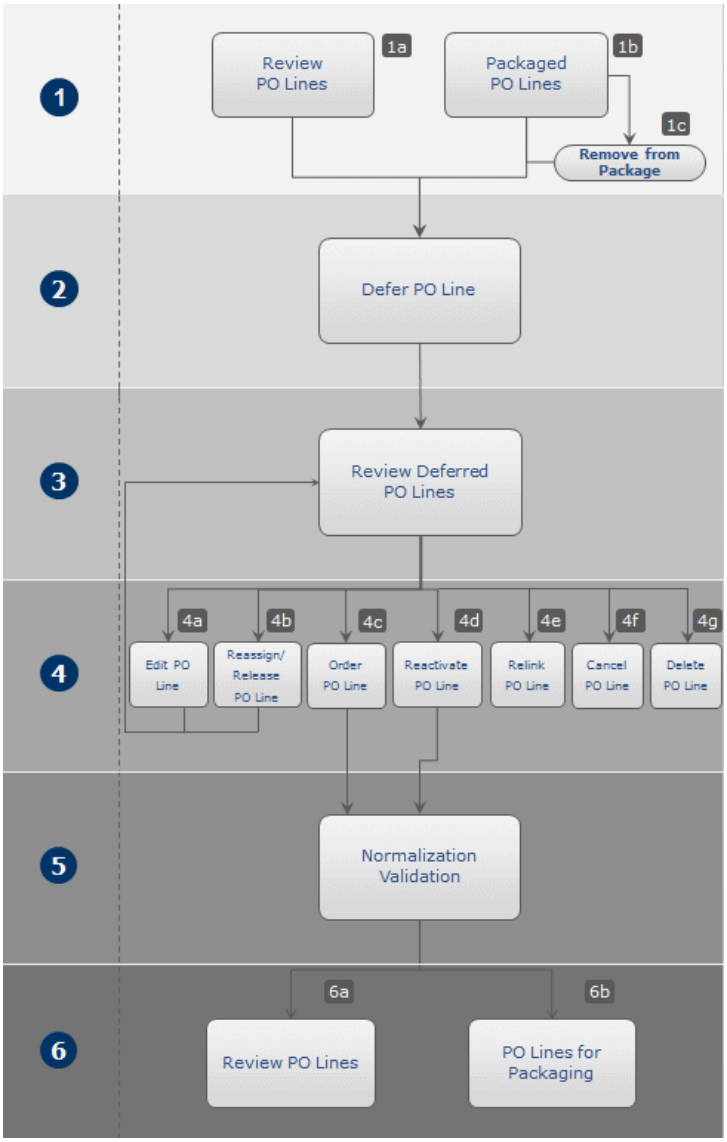

Figure 115: Deferring PO Line Workflow

The following is a detailed description of the steps within this workflow (with the numbers corresponding to the numbers in the diagram):

1 The deferral process commences when you select a PO line for deferral. You can defer any PO line except those with the Acquisition method of **Approval plan** or **Purchase at vendor system**. PO lines that you want to defer must be

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at one of the following stages in the purchasing workflow (see **Purchasing Workflow** on page **11**):

a **PO Lines > Review** – PO lines in review, waiting for correction or to be completed.

b **PO Lines > Package** – PO lines that are complete and ready for packaging.

c **PO > Review** – PO lines that have been packaged but have not yet been approved. If a PO line is packaged with other PO lines, the deferred PO line is removed from the PO. The PO can still be sent, but only with the remaining PO lines. If the PO line is the only one in the packaged PO, you must delete the PO before you can defer the PO line.

2 You defer the PO line by entering a date on which you want to be reminded about the PO line and a reason for the deferral. On the date of deferral, the PO line appears in the deferred PO lines task list.

PO line deferral reasons can be configured by an administrator on the Acquisitions Configuration menu (see **Configuring PO Line Deferral Reasons** on page **314**). For details on deferring a PO line, see **Deferring PO Lines** on page **184**.

NOTE:
If the **Deferral reminder** date has passed and no action is taken on the deferred PO line, the PO line no longer appears in the deferred PO lines task list. Instead, it remains on the Review Deferred PO Lines page (see Step **3**).

3 After entering the **Deferral reminder** date and **Deferring reason**, the PO line moves to the Review Deferred PO Lines page, where it remains until it is either reactivated or canceled (see **Review Deferred Page** on page **187**).

4 You can perform the following actions on deferred PO lines:

a **Edit** – Enables you to edit any of the fields in the PO line. After editing the PO line, you can either save it or reactivate it. When you save the PO line, it remains on the Review Deferred PO Lines page. If you reactivate the PO line, it is once again normalized and validated. If the PO line passes the normalization and validation phase, it moves to the next step in the purchasing workflow (see **Purchasing Workflow** on page **11**). If the PO line is still incomplete, it is sent to the Review PO Lines page until it is corrected. For details on editing a PO line, see **Editing Deferred PO Lines** on page **187**.

b **Assign to** or **Release assignment** – Enables you to either assign the PO line to another user (**Assign to**) or release the assignment (**Release assignment**). If you release the assignment, it becomes unassigned and appears in the **Unassigned** tab (see **Assigned and Unassigned PO Lines** on page **65**). Reassigned and released PO lines return to the Review stage of the workflow (Step **3**). For details on reassigning and

releasing a PO line, see **Reassigning/Releasing Deferred PO Lines** on page **188**.

c **Order now** — Enables you to process an order for a deferred PO line, which moves the PO line to the purchasing workflow where it is normalized and validated (see Step **5**) before being packaged (see Step **b**) and sent (see **Packaging a Deferred PO Line into a PO** on page **189**).

d **Reactivate** – Enables you to reactivate a PO line, which returns it to the stage of the purchasing workflow that it had reached before deferral. The PO line is normalized and validated (see Step **5**) before being returned to either **Review** or **Automatic/Manual Packaging** (see Step **6**). For details on reactivating a PO line, see **Reactivating Deferred PO Lines** on page **188**.

e **Relink** – Enables you to link the PO line to a different bibliographic record (see **Relinking PO Lines** on page **113**).

f **Cancel** – Enables you to cancel a PO line that is no longer required (see **Canceling Deferred PO Lines** on page **189**).

g **Delete** – Enables you to delete a PO line from Alma (see **Deleting PO Lines** on page **111**).

5 When the PO line is reactivated or processed via the **Order now** option, it moves back into the purchasing workflow (see Step **2** on page **12**), where it is normalized and validated.

6 Depending on whether the PO line passes the normalization and validation stage, the workflow proceeds as follows:

a If the PO line does not pass the normalization and validation stage, it remains in review until corrected.

b If the PO line passes the normalization and validation process, it moves to the packaging stage in the workflow. It is sent after packaging is complete.

Deferring PO Lines

PERMISSIONS:

To defer PO lines, you must have the following role:

- Purchasing Operator

PO lines on the Purchase Order Lines in Review page and PO lines that have been packaged but not yet approved can be deferred (see **Deferring PO Line Workflow** on page **181**).

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NOTE:
PO lines can be deferred only after the **PO Line – Deferred** monitor job has run. (The process must be marked as **Active** on the Monitor Jobs page – see **Monitoring Jobs** in the *Alma Administration Guide*)

To defer a PO line:

1 If you are on the On the Purchase Order Lines in Review page (**Acquisitions > Purchase Order Lines > Review**) or PO Lines to Package page (**Acquisitions > Purchase Order > Package**), locate the PO line you want to defer and continue with Step 3.

2 If you are on the Purchase Orders in Review page (**Acquisitions > Purchase Order > Review**):

a Locate the PO that contains the PO line you want to defer and select **Actions > Edit.** The PO Summary page opens.

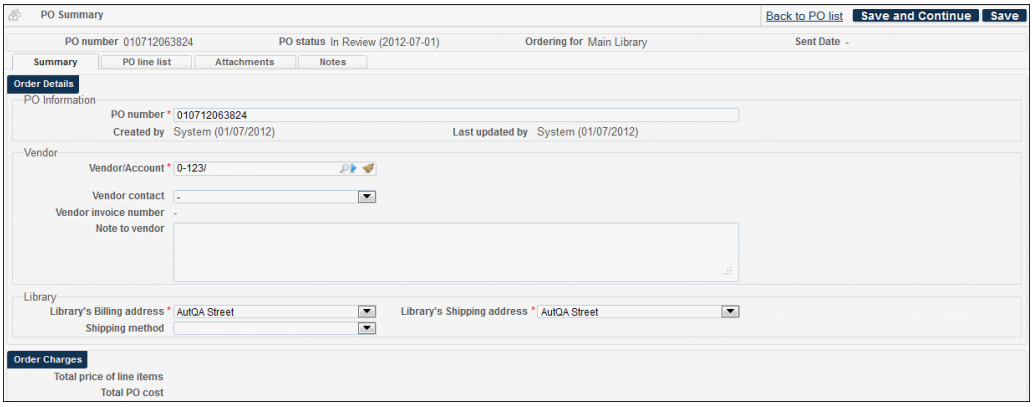

Figure 116: PO Summary Page

b Select the **PO Line List** tab. A list of all PO lines contained in the PO is displayed.

Figure 117: PO Line List Tab on PO Lines Page

c Locate the PO line you want to defer and continue with Step 3.

3 Click the **Defer** link below the PO line. The Deferring PO Line dialog box opens.

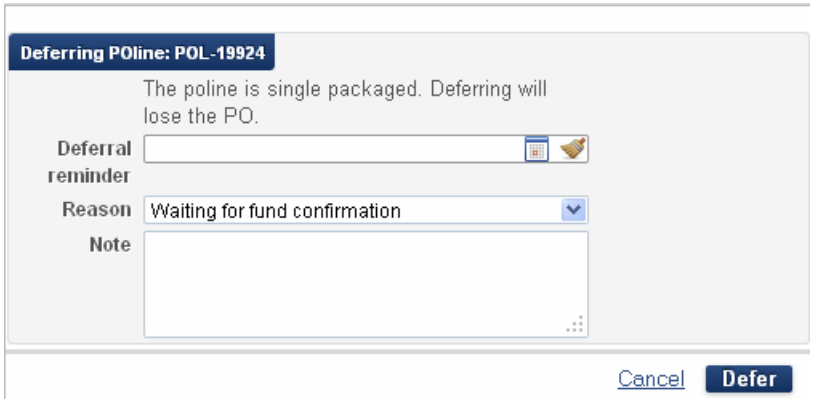

Figure 118: Deferring PO Line Dialog Box

NOTES:

- The above example is displayed when deferring a PO line via the Purchase Orders in Review page. When deferring a PO line via the other pages, the warning above the **Deferral reminder** field is not displayed.
- In this example, the PO contains only one PO line. You therefore receive a warning that the PO will be canceled if the PO line is deferred. If the PO contains more than one PO line, this warning does not appear, and the PO is not canceled. In this latter case, the PO can still be approved with its remaining PO lines.

4 Click in the **Deferral reminder** field and select a date from the Calendar dialog box.

5 From the **Reason** drop-down list, select a reason for the deferral, predefined by an administrator (see **Configuring Other Settings** on page **346**).

6 Optionally, enter a note in the **Note** box.

7 Click **Defer**. The PO line is deferred and moves to the Review Deferred page (see **Review Deferred Page** on page **187**). If this is the only PO line in the PO, the PO is canceled and is removed from the Purchase Orders in Review page.

There is a daily system job that runs and checks the deferral date against the current date. If the two dates are the same, an alert is generated and appears in the Alert facet on the Review Deferred page. At the same time, a reminder that the deferral date has arrived appears in the deferred PO lines task list. The reminder appears in the Dashboard task list only on the **Deferral reminder** date. After that date, the PO line appears on the Review Deferred page with the task label **Deferred PO lines waiting for your handling** until one of the following is done:

- The PO line is reactivated or canceled

- The deferral reminder date is changed to a future date

Review Deferred Page

Upon deferral, the PO line moves to the Review Deferred page, where it remains until it is either reactivated or canceled. You can locate specific PO lines using the **Find** box at the top of the list, or via the facets on the left side of the page.

The following facets are available on the Review Deferred page:

- **Alert** – The type of alert that was generated for the PO line, such as **Duplicated active orders**, **Reminder date has arrived**, or **Mandatory information is missing or erroneous**
- **Purchase Type** – The type of PO line—for example, a printed book or an electronic journal
- **Vendor** – The vendor to which the PO line is to be sent
- **Rush** – Indicates whether the PO line is to be rushed
- **Library** – The library which owns the PO line

The Review Deferred page displays deferred PO lines on the **Assigned to Me**, **Unassigned**, and **Assigned to Others** tabs. For details on assigned and unassigned PO lines, see **Assigned and Unassigned PO Lines** on page **65**.

Depending on the nature of the deferred PO line, you can perform the actions described in the following sections:

Editing Deferred PO Lines

You can edit a deferred PO line that is displayed in the **Assigned to Me** tab or **Unassigned** tab, if you have the appropriate permissions.

NOTE:
If you select a PO line to edit in the **Unassigned** tab, the PO line becomes assigned to you and cannot be edited by other users.

To edit deferred PO lines:

1. On the Review Deferred page (**Acquisitions > Purchase Order Lines > Review Deferred**), click the **Edit** link beneath the PO line that you want to edit. The PO Line Summary page opens.
2. Edit the PO line information as described in **Editing PO Line Information** on page **67**. The following additional fields, not described in the above section, can also be edited.

Table 16. Deferred PO Lines - Summary Tab Fields

Section	Field	Description
PO Line details	Deferral reminder	Click in this field to display a Calendar dialog box from which you can select a new date. **NOTE:** You cannot delete the **Deferral reminder** date. To remove this date, reactivate the PO line (see **Reactivating Deferred PO Lines** on page **188**).
	Deferring reason	Select a reason for the deferral (from a list predefined by an administrator).

3 Select **Save** from the **Go** drop-down list, and click **Go**. The deferred PO line remains on the Review Deferred page.

Reassigning/Releasing Deferred PO Lines

You can reassign a deferred PO line that is assigned to you to another user. You can also release a PO line assigned to you, making it unassigned and displayed in the **Unassigned** tab.

For details on assigned and unassigned PO lines, and how to reassign or release the assignment of a PO line, see **Assigned and Unassigned PO Lines** on page **65**.

Reactivating Deferred PO Lines

Reactivating a deferred PO line means that you remove the deferral from the PO line, normalize and validate it, and move it back into the stage of the purchasing workflow that it had reached before deferral.

To reactivate a deferred PO line:

1 On the Review Deferred page, click the **Reactivate** link beneath the PO line that you want to reactivate.

2 Click **Confirm** in the Confirmation Message dialog box.

The PO line is removed from the Review Deferred page, normalized and validated, and moved back into the stage of the purchasing workflow that it

had reached before deferral. If the PO line is complete, it moves to the packaging stage of the workflow.

Packaging a Deferred PO Line into a PO

A PO line for which **Order now** was selected passes through the normalization and validation stage of the workflow and proceeds to the packaging stage, where the deferred PO line is packaged into a PO.

To package a deferred PO line into a PO:

1. On the Review Deferred page, click the **Order now** link beneath the PO line for which you want to place an order. The Confirmation Message dialog box opens.
2. Click **Confirm** to normalize and validate the PO line. If normalization and validation is successful, the PO line moves to the packaging stage of the workflow.

   If normalization and validation is not successful, the PO line is sent for review to be corrected.

   For details on the packaging stage of the workflow, see **Packaging Purchase Order Lines** on page **68**.

Relinking Deferred PO Lines

You can change the bibliographic record to which a PO line is linked. For details, see **Relinking PO Lines** on page **113**.

Canceling Deferred PO Lines

You can cancel PO lines that have been deferred.

If the deferred PO line that you want to cancel has an invoice, the following warning message displays.

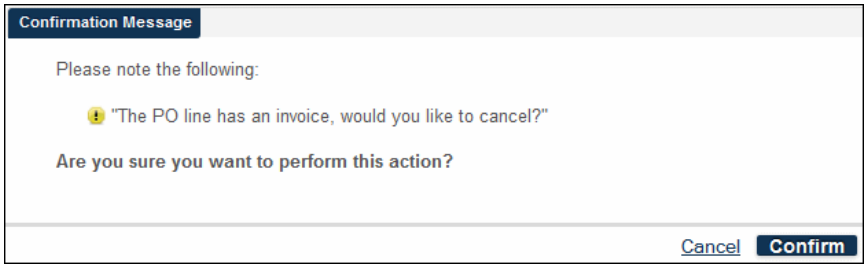

Figure 119: Confirmation Dialog Box

For details on canceling a PO line, see **Canceling PO Lines** on page **110**.

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6

Evaluations

This section includes:

- **Evaluations Workflow** on page **191**
- **Managing Trials** on page **194**

Evaluations Workflow

The following is an illustration of the evaluations workflow that governs the way in which a purchase order (PO) line is handled from the point of its creation for the evaluation (trial) to the point at which a decision is made whether to purchase the electronic material.

Note that users performing each of the workflow steps must have the appropriate roles (Trial Operator or Purchasing Operator) to perform these steps, as follows:

- **Trial Operator** — manages the trial
- **Purchasing Operator** — manages the purchase order

Depending on the administrative decision of your institution, a user may be assigned both of these roles, in which case all the workflow steps (except Step **5**) are performed by the same user. Step **5** in the workflow is performed by the trial participants.

NOTE:
Evaluations apply only to packages.

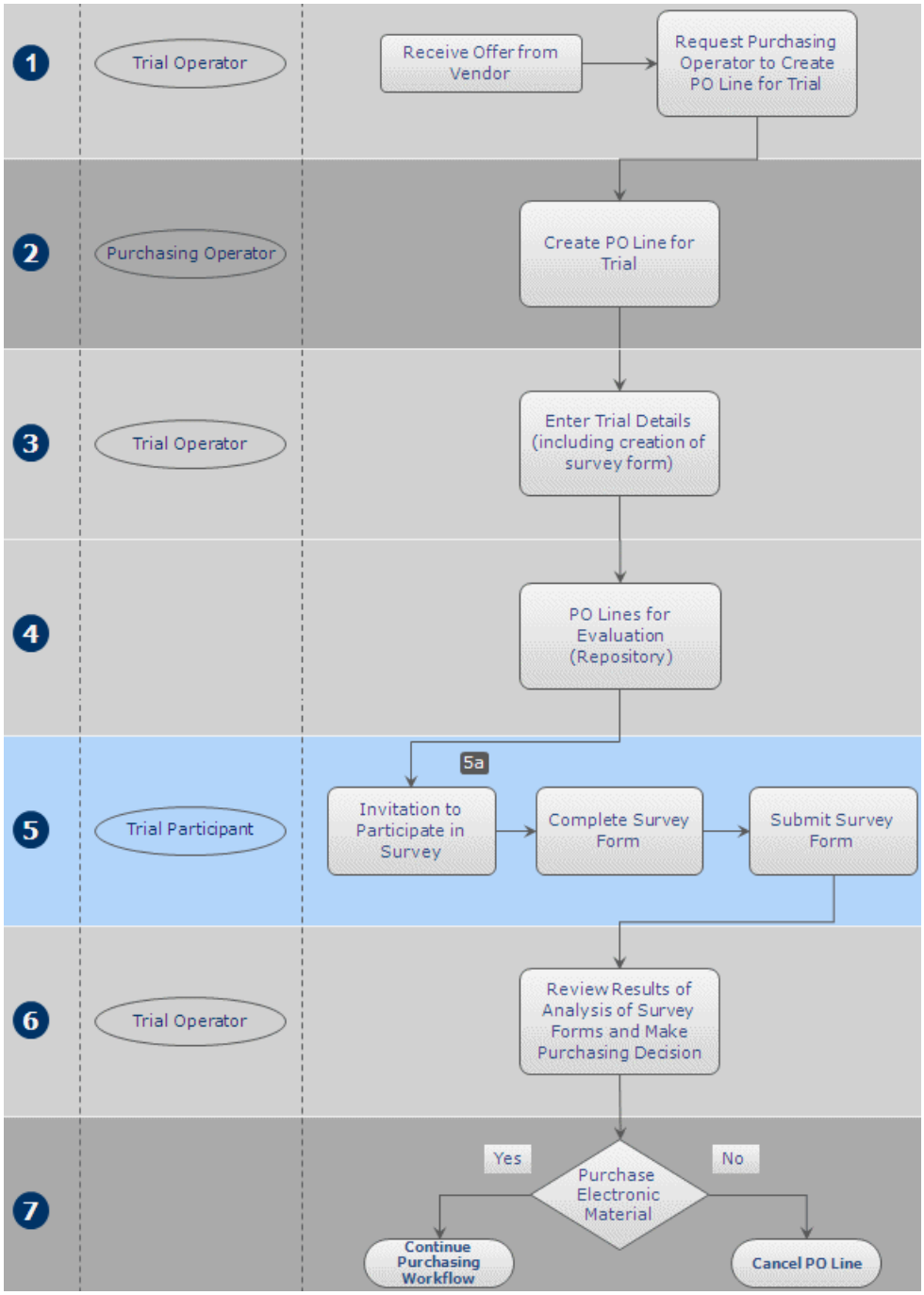

Figure 120: Evaluations Workflow

The following is a detailed description of the steps within this workflow (with the numbers corresponding to the numbers in the diagram):

1 The evaluation process commences when a vendor offers new electronic material to the institution for evaluation or a request is received from a

member of the institution to have electronic material evaluated. These requests are passed on to the Trial Operator who in turn sends a request to the Purchasing Operator to create a new purchase order (PO) line for the trial.

2 The Purchasing Operator searches for the relevant e-resource in the Community Zone and manually creates a new PO line for it. After entering all of the PO line information, the Purchasing Operator selects one of the following options:

- **Save and Request Evaluation** – If the Purchasing Operator does not have the additional role of Trial Operator, the PO line's status changes to **Under Evaluation** and moves to the Manage Trials page with the status **Requested**, where the Trial Operator can access it and continue with Step **3** in the workflow.
- **Save and Start Trial** – If the Purchasing Operator also has the role of Trial Operator, the PO line's status changes to **Under Evaluation** and the Trial Details page opens (Step **3**).

3 The Trial Operator enters additional information about the trial (see **Managing Trials** on page **194**). When the information is complete, the trial's status changes to **Draft** and the PO line continues with Step **4** in the workflow.

4 All PO lines that have been normalized and validated and are ready for the trial to start are stored in a repository, awaiting the next step in the workflow.

5 The trial participants complete and submit the survey form.

- If the trial is Private, the participants receive an email invitation to participate in the trial.
- If the trial is Public, details of the trial are usually published by the institution inviting members of the institution to participate, although anyone can respond to a public trial.

6 The trial has ended. The Trial Operator evaluates the results of the survey and makes a decision as to whether to purchase the material (see **Analyzing Trial Results** on page **200**).

7 The purchasing decision taken by the Trial Operator in Step **6** of the workflow is implemented. If the decision is to purchase the material, the PO line continues in the regular PO line workflow described in Step **2** of the **Purchasing Workflow** on page **11**. If the decision is not to purchase the material, the Purchasing Operator cancels the PO line (see **Canceling PO Lines** on page **110**).

Managing Trials

PERMISSIONS:

To manage trials, you must have at least one of the following roles:

- Trial Operator
- Trial Manager

In order for a trial to proceed, you must:

- enter general details of the trial, including the title of the material, the trial start and end dates, and whether the trial is public or private
- create the survey form to be completed by the participants when evaluating the material
- enter details of the participants in the trial, if the trial is private

For detailed instructions, see **Editing Trial Information** on page **195**.

After the trial has ended, you must analyze the trial results and record a purchasing decision. For detailed instructions, see **Analyzing Trial Results** on page **200**.

NOTE:

For a detailed description of the various steps of a trial, see **Evaluations Workflow** on page **191**.

You manage trials on the Manage Trials page. Click the **Actions** button to edit, delete, or edit a PO line for a trial. In certain cases, you can also close or activate a trial. For details, see the following:

- **Edit** – Enables editing trial information (see **Editing Trial Information** on page **195**).
- **Close** – Closes the trial. Click **Confirm** in the Confirmation Message dialog box.
- **Delete** – Deletes the trial. Click **Confirm** in the Confirmation Message dialog box.
- **Edit PO Line** – Enables editing the PO line associated with the trial. Opens the Summary tab of the PO Line Summary page (see Step **7** in **Manually Creating a PO Line** on page **23**).
- **Activate** – Opens the Activation Wizard, where you activate the trial as described in **Activating Electronic Resources** in the *Alma Resource Management Module Guide*.

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NOTE:
After you activate the trial, the daily Evaluations job assumes control of the trial until the trial end date. On the trial end date, the trial once again appears in the task list, enabling the Trial Operator to study the analysis of the trial results and make a purchasing decision.

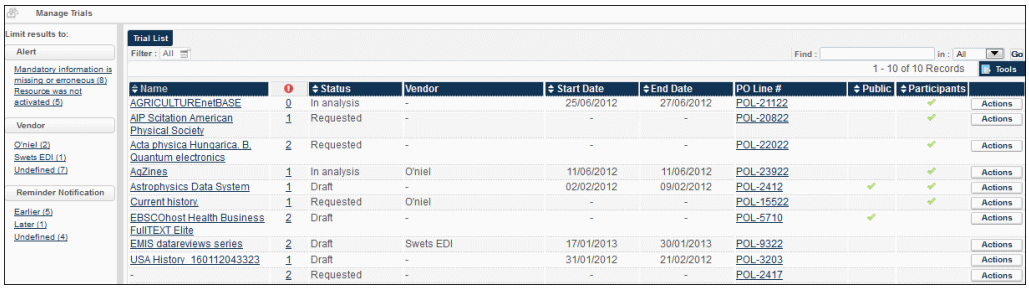

Figure 121: Manage Trials Page

Editing Trial Information

As a Trial Operator/Manager, you can edit a PO line's trial information.

NOTE:
If you have the roles of both a Purchasing and Trial Operator/Manager, the **Summary** tab on the Trial Details page opens when you click the **Request evaluation** link on the Purchase Order Lines in Review page. Continue with Step **3** in the procedure below.

To edit trial information:

1 On the Manage Trials page (**Acquisitions > Purchase Order Lines > Manage Trials**), locate the PO line for the trial whose information you want to edit using the **Find** box at the top of the list, or via the facets on the left-hand side of the page.

The following facets are available:

- **Alert** – The type of alert that was generated for the PO line, such as **Mandatory information is missing or erroneous** or **Purchase Order Line is not active**
- **Vendor** – The vendor to which the PO line is to be sent
- **Reminder Notification** – Reminders that certain events are due to occur— for example, **The trial notification will be sent in two days**

2 Select **Actions > Edit**. The Trial Details page opens.

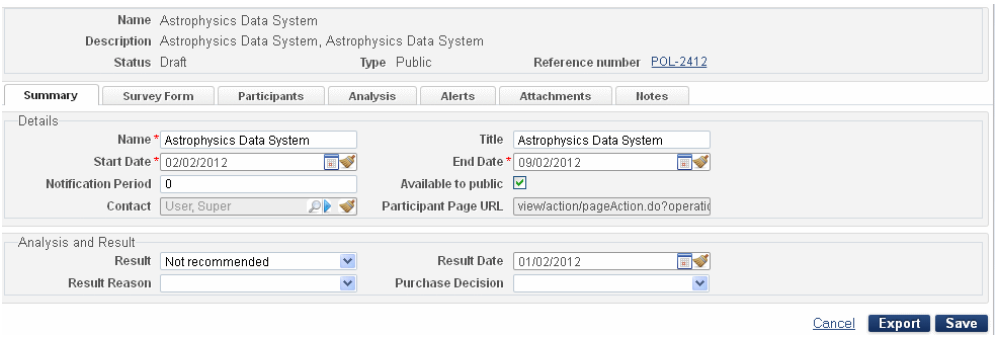

Figure 122: Trial Details Page

3 In the **Summary** tab, modify the displayed PO line information, as required. A description of the fields is provided in the following table.

Table 17. Trial Summary Tab Fields

Section	Field	Description
Details	Name (Required)	The name of the trial as entered by the Purchasing Operator.
	Title	The title of the trial material.
	Start date (Required)	The start date for the trial, selected from the Calendar dialog box. The date must be later than the current date. The trial's status changes to **Active** on this date.
	End date (Required)	The end date for the trial, selected from the Calendar dialog box. This date must be later than the start date. The trial's status changes to **In Analysis** on this date.

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Table 17. Trial Summary Tab Fields

Section	Field	Description
	Notification period	The number of days before the start of the trial that you want the email invitation sent to trial participants. **NOTE:** For notifications to be sent, the Trials - Start and Notify Participants process must be marked as **Active** on the Monitor Jobs page – see **Monitoring Jobs** in the *Alma Administration Guide*.
	Available to public	When selected, indicates that the trial is available to the public (open to anyone). By default, this check box is not selected, and the trial is a private trial. This means that the trial is limited to the trial participants whom you invite to participate in the trial (in the **Participants** tab).
	Contact	The name of the contact person in the institution who is responsible for the trial, selected by clicking the **Find** button.
	Participant page URL	The URL that the trial participants can access to respond to the trial survey. Filled in automatically after the start and end dates are entered, and cannot be edited.
Analysis and Results	This section is completed by the Trial Operator after reviewing and analyzing the results of the trial (see **Analyzing Trial Results** on page **200**).	

4 In the **Survey Form** tab, create the questions for the survey.

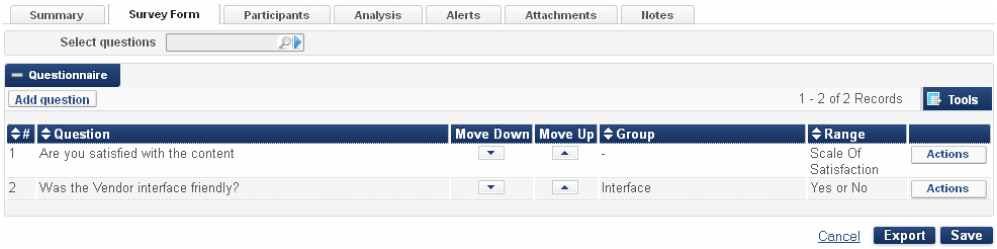

Figure 123: Survey Form Tab

Add questions to the survey using one or both of the following methods:

- Click the **Find** button to the right of the **Select questions** field to select a question from a list of existing questions. The Survey Form Question List page opens.

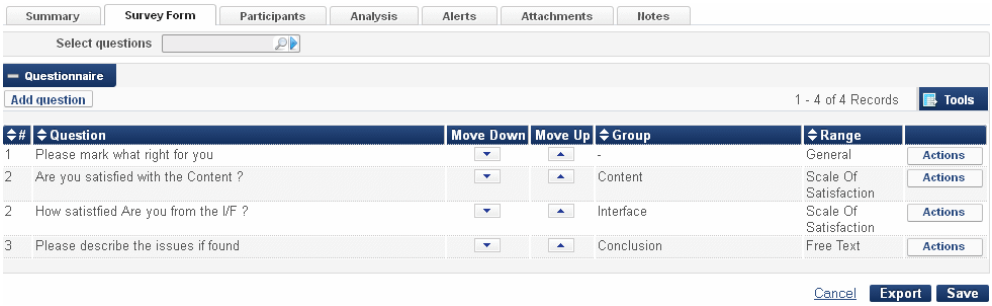

Figure 124: Survey Form Question List Page

Select the questions you want to use for the survey and click **Select**. The questions are added to the **Questionnaire** section of the **Survey Form** tab. For information on editing questions added to the survey, see page **199**.

- In the **Questionnaire** section, click **Add Question**. The Add Question dialog box opens.

Figure 125: Add Question Dialog Box

- From the **Group** drop-down list, select one of the following logical groupings that are used to group questions of a similar nature within the survey: **Conclusion**, **Content**, or **Interface**.
- From the **Type** drop-down list, select one of the following types of questions: **Scale of satisfied** (for example, 1-5), **Yes/No**, **Free text**, or **General**.
- Enter the text of the question in the **Question** field.
- Click **Add** to add the question to the survey and leave the dialog box open to add an additional question, or click **Add and Close** to add the question to the survey and close the dialog box. The question then appears in the **Survey Form** tab.

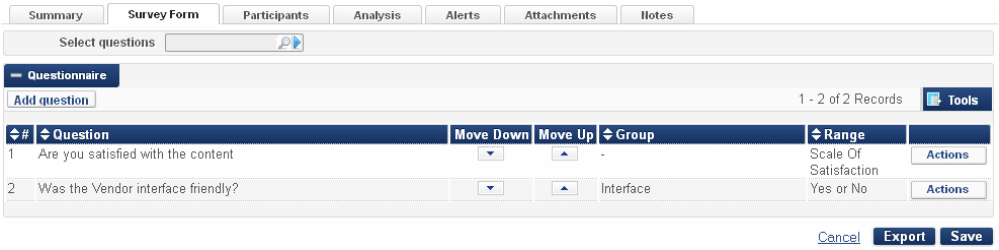

Figure 126: Survey Form Tab with Questions

To edit a question in the **Survey Form** tab, select **Actions > Edit** for the question you want to edit. In the Edit Question dialog box that opens, modify the question as required and click **OK**. The modified question appears in the **Survey Form** tab.

To rearrange the order of questions in the **Survey Form** tab, use the **Move Down** and **Move Up** arrows.

To delete a question in the **Survey Form** tab, select **Actions > Delete** for the question you want to delete, and click **Confirm** in the confirmation box that opens.

5 If you are defining a private trial, click the **Participants** tab to select the participants in the trial.

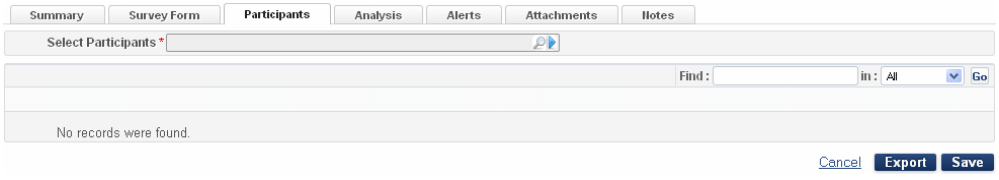

Figure 127: Participants Tab

Click the **Find** button to the right of the **Select participants** field to open the Find and Manage Users page. Choose the users you want to participate in

the trial and click **Select**. The selected participants are added to the **Participants** tab.

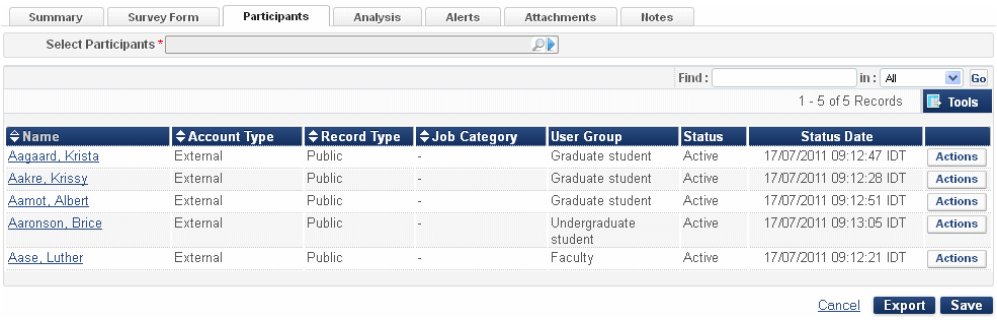

Figure 128: Participants Tab with List of Participants

6 In the **Alerts** tab, view the alerts generated for the trial.

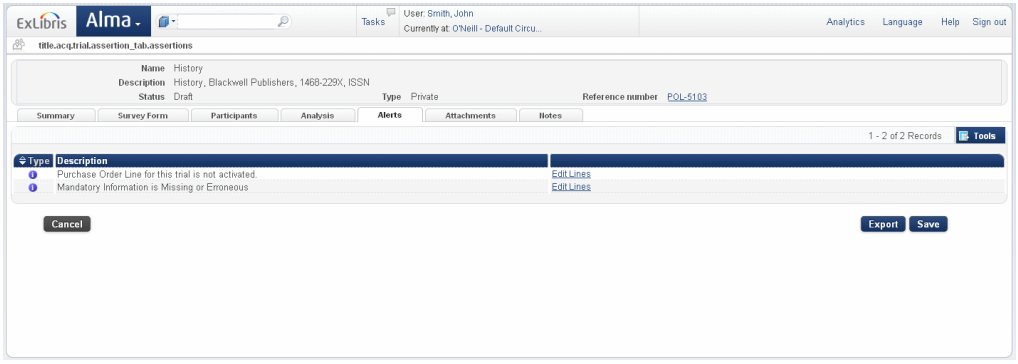

Figure 129: Alerts Tab

7 In the **Attachments** tab, add, update, or delete attachments for the survey. For details on working with attachments, see Step **16** in **Manually Creating a PO Line**.

8 In the **Notes** tab, add, update, or delete notes for the survey. For details on working with notes, see Step **15** in **Manually Creating a PO Line**.

9 When you have modified the PO line information for the trial as required, click **Save** to store the information you modified.

Analyzing Trial Results

As responses are completed and submitted by the trial participants, they are recorded and analyzed in the **Analysis** tab. The Trial Manager/Operator reviews the results, makes a purchasing decision, and enters the decision in the Analysis and Results section of the **Summary** tab (see **Entering Trial Results** on page **205**).

After the results of the trial are entered, the Trial Manager/Operator saves the trial. If no purchasing decision was taken, a dialog box opens asking for confirmation that the trial can be saved without this information. The trial then remains on the Manage Trials page.

NOTE:
If the decision is not to purchase, the Purchasing Operator can decide to cancel the PO line. For more information on canceling the PO line, see **Canceling PO Lines** on page **110**.

If a purchasing decision was taken:

- The trial information is normalized and validated.
- An alert is generated indicating that there is a purchasing decision for the trial.

The PO line is sent to the review PO lines task list (see Step **2** in **Purchasing Workflow** on page **11**). The Purchasing Operator can then proceed to process the PO line as part of the normal purchasing workflow.

To view the trial analysis:

1 On the Manage Trials page (**Acquisitions > Purchase Order Lines > Manage Trials**), locate the PO line for the trial whose analysis you want to view, and select **Actions > Edit**. The **Summary** tab of the Trial Details page opens.

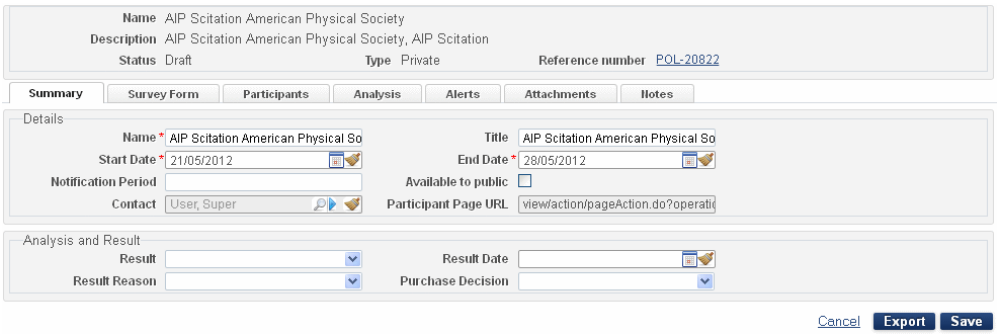

Figure 130: Summary Tab on Trial Details Page

2 Click the **Analysis** tab to open the Trial Analysis page.

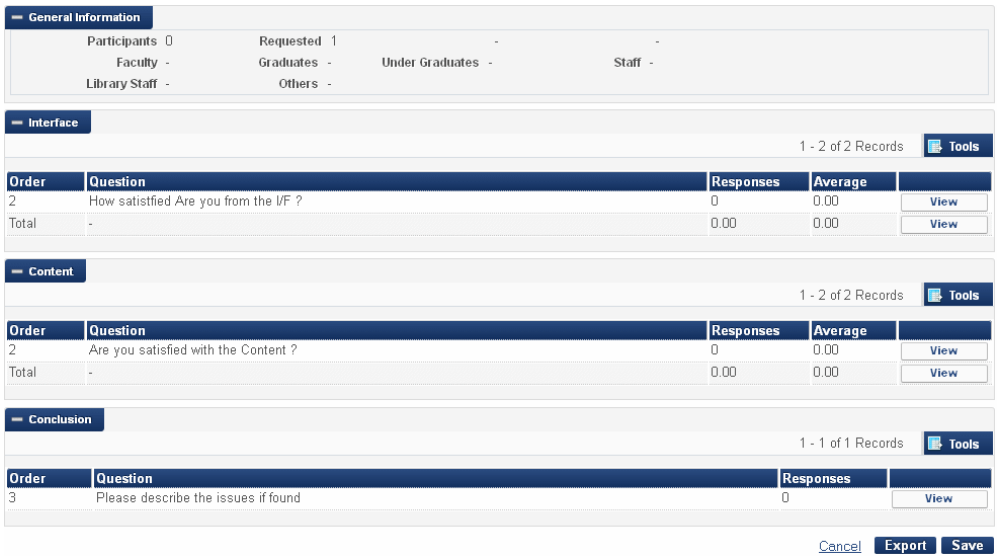

Figure 131: Analysis Tab on Trial Details Page

The Analysis tab contains the following sections:

- **General Information** – The number of surveys sent out to participants as well as the number of responses returned (with totals for each category of respondent).
- **Content** – Grouped according to the ranges (described in **Editing Trial Information** on page **195**).

  Within each range, the following information is displayed:

  - Question Number
  - Question
  - Responses
  - Average — For **Yes/No** questions, the number of yes/no responses is shown. For **Scale of satisfied** questions, the average of all responses is shown. For questions where the answers are in **free text**, the number of responses is shown, as well as a list of each response.

    In addition to response totals, you can view graphical representations for the answers to each question and for the total of each range of questions.

To view a pie chart of the yes/no answers to a question:

In the **Analysis** tab, click the **View** button to the right of the question for which you want to see a pie chart. The Trial Analysis page updates and shows a pie chart of the answers to the question.

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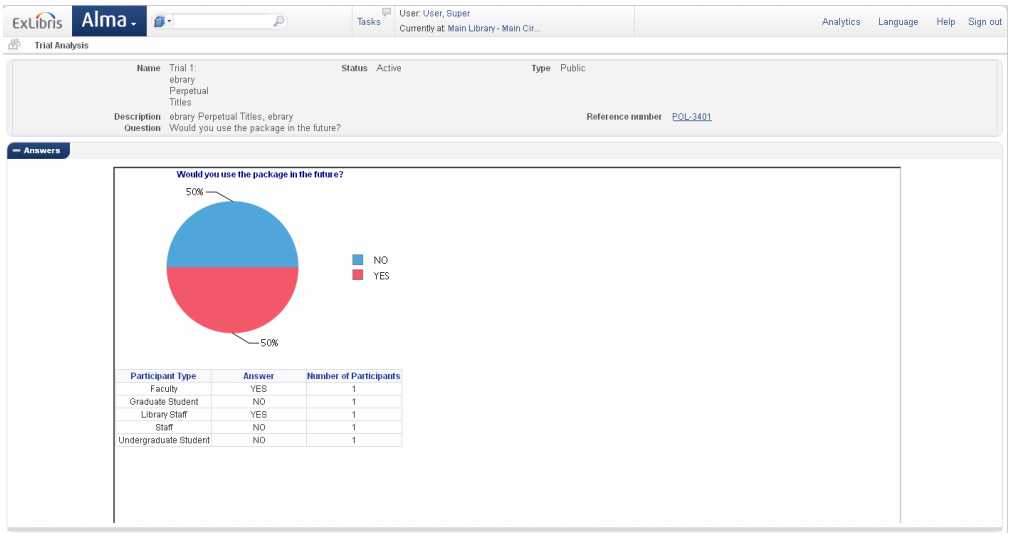

Figure 132: Pie Chart for a Question

Click **Back** to return to the main view of the Trial Analysis page.

To view a chart of the total yes/no responses:

In the **Analysis** tab, click the **View** button to the right of the **Total** line for a group of questions for which you want to see a chart. The Trial Analysis page updates and shows a chart of the total for the yes/no group of questions.

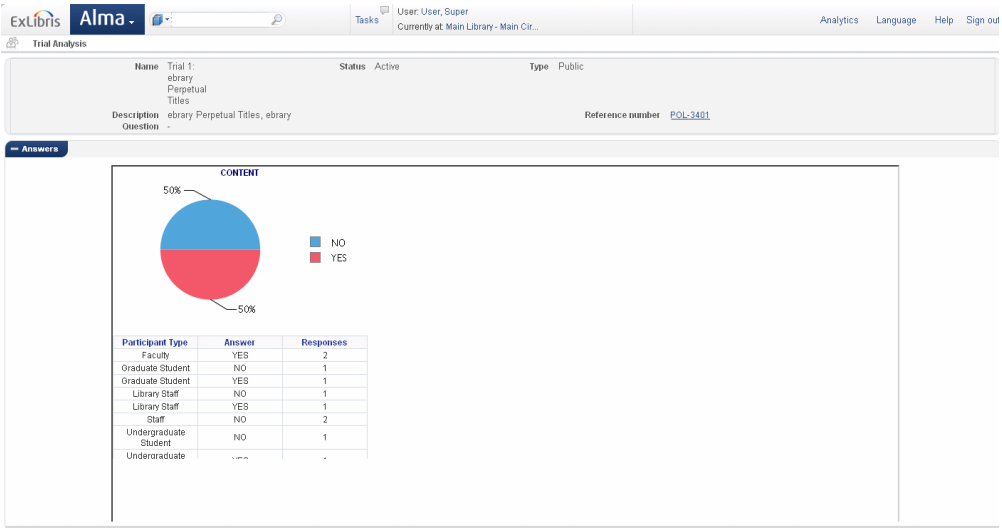

Figure 133: Pie Chart of the Total Responses to Yes/No Group

Click **Back** to return to the main view of the Trial Analysis page.

To view a bar chart of the scale of satisfied responses to a question:

In the **Analysis** tab, click the **View** button to the right of the question with the Yes or No question type. The Trial Analysis page updates and shows a bar chart of the answers to the question.

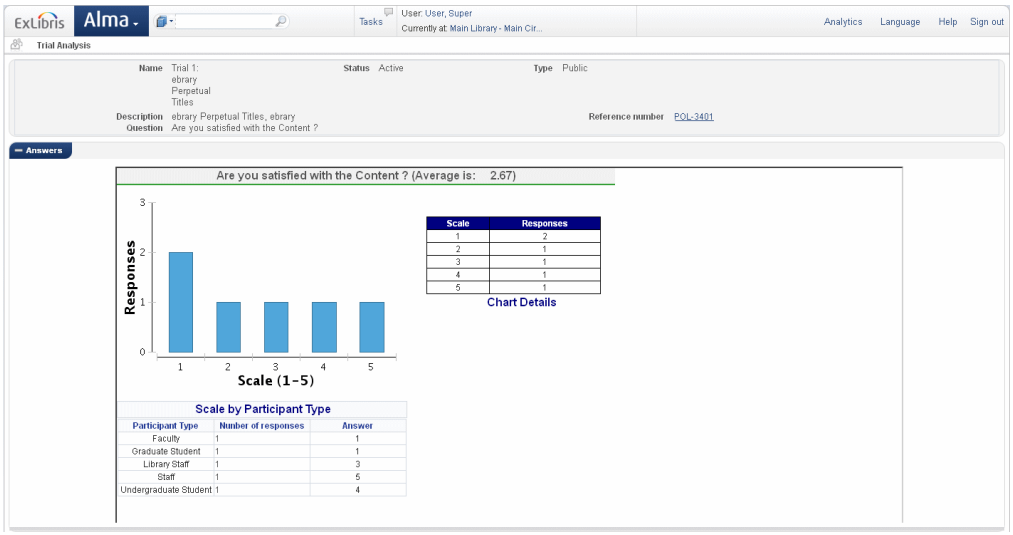

Figure 134: Bar Chart for a Yes or No Question

Click **Back** to return to the main view of the Trial Analysis page.

To view a chart of the total scale of satisfied responses:

In the **Analysis** tab, click the **View** button to the right of the **Total** line for a group of questions with the Scale of Satisfaction type. The Trial Analysis page updates and shows a chart with the total for the scale of satisfied group of questions.

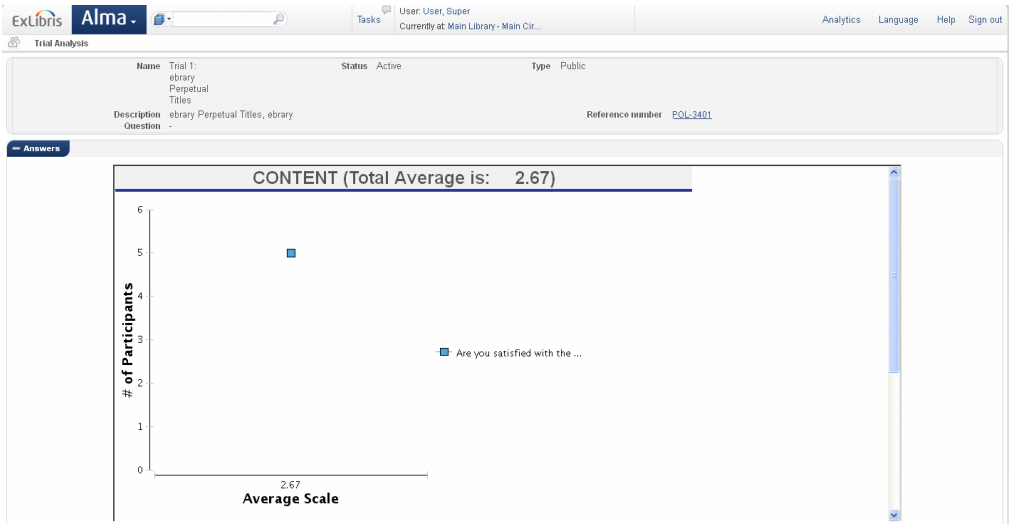

Figure 135: Bar Chart for the Total Responses to Scale of Satisfied Group

Click **Back** to return to the main view of the Trial Analysis page.

To view comments in free text:

In the Analysis tab, click the **View** button to the right of any question that containing answers in free text. The **Analysis** tab updates and displays a list of all the comments in free text.

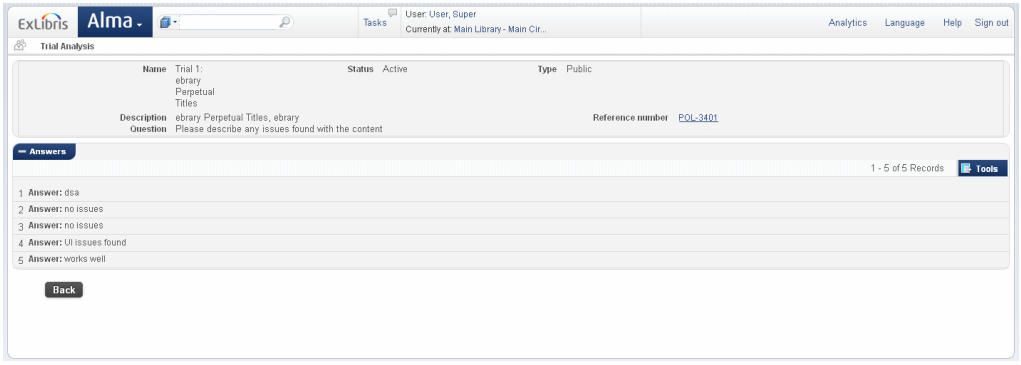

Figure 136: Survey Answers in Free Text

Click **Back** to return to the main view of the Trial Analysis page.

Entering Trial Results

After analyzing the responses to the trial, the Trial Operator enters the results and the purchasing decision in the Analysis and Results section of the **Summary**

tab. The minimum information that the Trial Operator must enter in this section is the **Result** and **Result Date**.

After the results are entered, the PO line is saved. If the decision was made to purchase the material, the PO line continues with Step **2** of the purchasing workflow (see **Purchasing Workflow** on page **11**). If the decision was made not to purchase the material, the Purchasing Operator can decide to cancel the PO line on the Purchase Order Lines in Review page (see **Canceling PO Lines** on page **110**).

To enter the analysis and results of the trial:

1 On the Manage Trials page (**Acquisitions > Purchase Order Lines > Manage Trials**), locate the PO line for the trial for which you want to enter analysis and results, and select **Actions > Edit**. The **Summary** tab of the Trial Details page opens.

Figure 137: Summary Tab on Trial Details Page

2 Enter the analysis and results of the trial in the **Analysis and Results** section. A description of the fields in this section is provided in the following table.

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Table 18. Analysis and Results Fields

Section	Field	Description
Analysis and Results	Result	Select the trial result (from a list predefined by an administrator).
	Result date	Select the date on which the trial result decision is taken from the Calendar dialog box.
	Result reason	Select the reason for the result (from a list predefined by an administrator).
	Purchase decision	Select **No** or **Yes** from the drop down list.

3 Click one of the following buttons:

- **Save** — Stores the results of the trial. If you decided to purchase the material, the PO line continues with Step 2 of the purchasing workflow (see **Purchasing Workflow** on page 11). If you decided not to purchase the material, the PO line can be canceled, as described in **Canceling PO Lines** on page 110.
- **Export** — Exports the trial feedback to an Excel spreadsheet.

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7

Import Processing

This section includes:

- **Monitoring Imports** on page **209**
- **Resolving Import Issues** on page **215**

Monitoring Imports

The Monitor and View Imports page lists all the import jobs (if you are in Resource Management) or only the order-related import jobs (if you are in Acquisitions). You can find specific jobs on this page using the **Find** box.

The information shown on this page is largely self-explanatory. The **Status** column indicates the status of the import job. The following statuses may display:

- **Pending** – The import job is waiting in the queue to begin processing
- **Initializing** – The import job is organizing before processing begins
- **Running** – The import job is still processing
- **Finalizing** – The import job is nearly complete
- **Completed Successfully** —The import job completed successfully
- **Completed with Errors** —The import job completed, but errors occurred while processing the job
- **Completed with No Bulks** – The import job completed, but no files were found to process
- **Manual Handling Required** – There is a problem with the import job that requires manual handling

To monitor imports:

1 On the Monitor and View Imports page (**Acquisitions > Import > Monitor and View Imports** or **Resource Management > Import > Monitor and View**

Imports), scroll to the import job you want to monitor, or locate it using the **Find** box.

Figure 138: Monitor and View Imports Page

2 Click the **Actions** button for the relevant job, and select from the following:

- **View File Details** (**Viewing File Details** on page **211**)
- **Events** (**Viewing Import Job Events** on page **211**)
- **Imported Records** (**Viewing Imported Records** on page **212**)
- **Report** (**Viewing an Import Job Report** on page **214**)

NOTE:
The **Actions** button options displayed depend on the status of the import job.

A status of **Manual Handling Required** indicates that a problem exists with the import. Click the **Manual Handling Required** link in the Status column to open the relevant import issues page. For example, clicking the **Manual Handling Required** link of a file with a missing line of XML code opens the Resolve Import Validation Errors page.

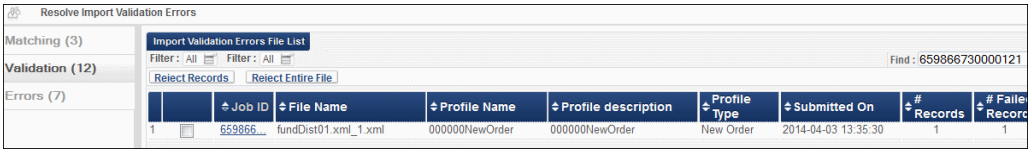

Figure 139: Resolve Import Validation Errors Page

You can also access the import issues pages by selecting **Acquisitions > Import > Resolve Import Issues** or **Resource Management > Import > Resolve Import Issues**.

For information on viewing the details of the entries displayed on this page, see **Resolving Validation Issues** in the *Alma Resource Management Guide*. For information on editing and managing the entries on this page, see **Editing Records With Validation Errors** in the *Alma Resource Management Guide*.

Viewing File Details

The Import Job Details page provides details of the specified import job.

To view file details and select additional actions:

On the Monitor and View Imports page (**Acquisitions > Import > Monitor and View Imports** or **Resource Management > Import > Monitor and View Imports**), click the job number link in the **Job ID** column or select **Actions > View file details**. The Import Job Details page opens.

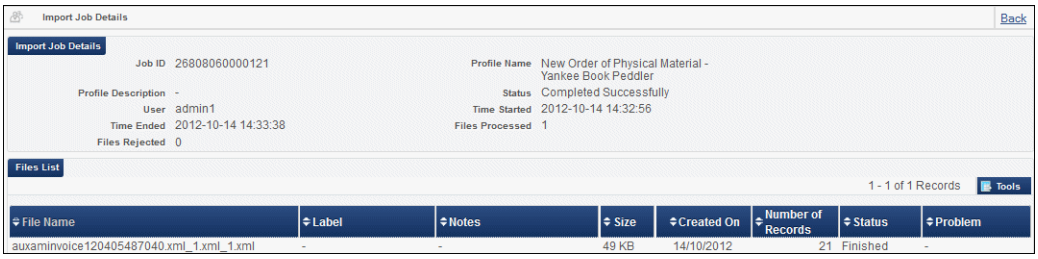

Figure 140: Import Job Details Page

The Import Job Details page displays details of the import job, such as its status, the time at which the job began to run and the time at which the job processing ended, the number of processed files as part of the import job, and the number of files rejected.

It also displays details of each file included in the import job, including the file's size, creation date, the number of records it includes, its import status, and details of any problems that occurred during the import.

Viewing Import Job Events

You can view events that were generated during the import job processing. The events list represents a summary of the import process.

To view events:

On the Monitor and View Imports page (**Acquisitions > Import > Monitor and View Imports** or **Resource Management > Import > Monitor and View Imports**), select **Actions > Events**. The Events Report page opens, displaying a summary of the import job steps.

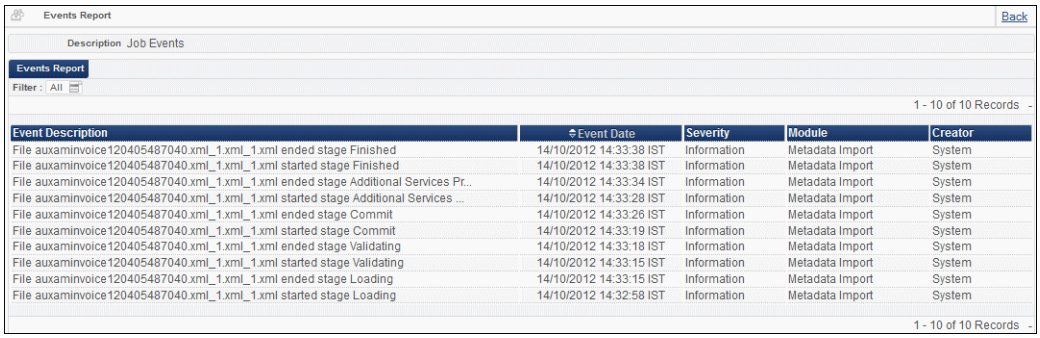

Figure 141: Events Report Page

The Events Report page displays the following columns: Event Description, Event Date, Severity, Module, and Creator.

By default, the Events Report page displays all events. You can use the Filter drop-down list to view only errors or errors and warnings.

Viewing Imported Records

You can view the records that were imported by the import job on the Repository Search page.

To view imported records:

On the Monitor and View Imports page (**Acquisitions > Import > Monitor and View Imports** or **Resource Management > Import > Monitor and View Imports**), select **Actions > Imported records**. The Repository Search page opens, displaying a list of all records that were imported during the specified job.

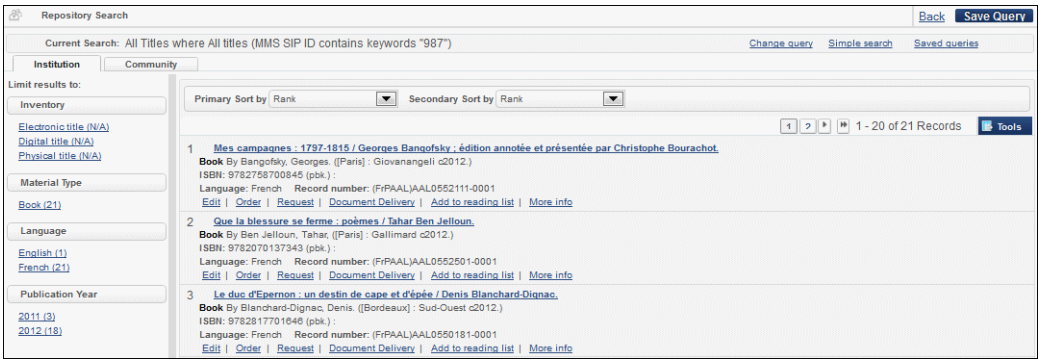

Figure 142: Repository Search Page

You can sort the details on the page using the **Primary sort by** and **Secondary sort by** drop-down lists. You can also locate specific records via the **Limit results to** facets.

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The following facets are available:

- **Inventory** – The type of inventory item, such as electronic title, digital title, or physical title
- **Material Type** – The type of material, such as book or e-book
- **Language** – The language of the item
- **Publication Year** – The year in which the item was published

You can click one of the following links beneath the record:

- **Edit** – Opens the MD Editor page that enables you to edit the record (see **Navigating the MD Editor Page** in the *Alma Resource Management Guide*).
- **Order** – Opens the Choose PO Line Owner and Type and enables you to create a PO line for the item (see **Creating Purchase Order (PO) Lines** on page **18**).
- **Request** – Opens the Create Request page and enables you to create a request for the item (see **Creating a Request** in the *Alma Fulfillment Guide*).
- **Document delivery** – Opens the Create Request page and enables you to create a digitization request for the item (see **Creating a Request** in the *Alma Fulfillment Guide*).
- **Add to reading list** – Opens the Reading Lists Task List and enables you to add the item to one of the reading lists (see **Adding a Reading List** in the *Alma Fulfillment Guide*).
- **Holding items** – Opens the List of Holdings page, which lists all holdings for the record, indicating their location (see **Using the List of Holdings**). This option is displayed only for physical items.
- **Items** – Opens the List of Items page, which lists all items for the record (see **Using the List of Items** in the *Alma Resource Management Guide*).
- **More info** – Opens a dialog box displaying the title, related records, and requests for this item, in addition to new orders that were created as a result of the import job (for EOD imports).

Figure 143: More Info Dialog Box

Click the relevant link to view:

- **Related records** – Opens a list of similar records in the repository.

- **Orders** – Opens the Search for PO Lines page (see **Searching for PO Lines** on page **59**)
- **Requests** – Opens the Resource Request Monitoring page (see **Monitoring Requests and Work Orders** in the *Alma Fulfillment Guide*)
  - For title level requests, the **Requests** link value represents all requests performed on the title (both item & title level requests).
  - For item level requests, the **Requests** link value represents all requests that can be fulfilled by the current item, which includes:
    - Item level requests for the item
    - Title level requests for which processing has not yet started, or for which processing has started and the title is bound to the item
- **Licenses** – Opens the **Licenses and Amendments** page, which displays the licenses with which the item/title is associated.
- **Courses** – Opens the **Courses** page, which displays the courses with which the item/title is associated.

For more information on the Repository Search page, see **Using the Alma Repository Search** in the *Alma Resource Management Guide*.

Viewing an Import Job Report

You can choose to view a job report for a specific job ID from the Monitor and View Imports page. You can filter your search via the **Primary sort by** and **Secondary sort by** drop-down lists, or using the **Find** box.

To view a report:

On the Monitor and View Imports page (**Acquisitions > Import > Monitor and View Imports** or **Resource Management > Import > Monitor and View Imports**), select **Actions > Report**. The Job Report page opens.

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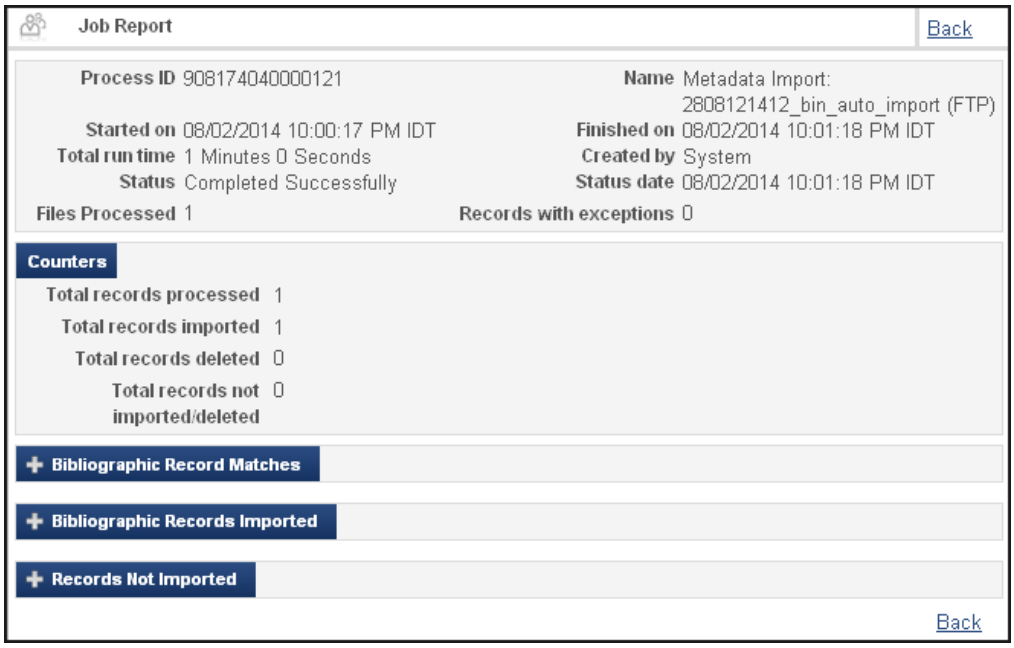

Figure 144: Job Report Page

If records were skipped, see **Resolving Import Issues** in the *Alma Resource Management Guide* for more information.

For more information on using the Job Report page, see **Viewing a Job Report** in the *Alma Resource Management Guide*.

Resolving Import Issues

For information on resolving import issues, see **Resolving Import Issues** in the *Alma Resource Management Guide*.

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8

PO Line Sets and Processes

This section includes:

- **Overview of PO Line Sets and Processes** on page **217**
- **Performing an Advanced Search and Creating PO Line Sets** on page **218**
- **Performing Global Changes on PO Lines** on page **221**

Overview of PO Line Sets and Processes

You can create a PO line set and perform an advanced search for PO lines, using the Manage Sets page (**Acquisitions > Advanced Tools > Manage Sets**). An advanced PO line search enables you to search using the following criteria:

- Workflow status
- Material supplier code
- Material supplier account code
- Access vendor
- Access provider code
- Acquisition method
- Fund code
- Fund name
- License code
- Rush

For details on performing an advanced PO line search, see **Performing an Advanced Search and Creating PO Line Sets** on page **218**.

PO line changes can be processed in batch mode using record sets. Batch processing enables you to do the following:

- Change a workflow step
- Change PO line fund distribution
- Update PO line information
- Cancel, close, and delete PO lines

For details on invoking PO line changes in batch mode, see **Performing Global Changes on PO Lines** on page **221**.

Performing an Advanced Search and Creating PO Line Sets

PERMISSIONS:

To perform an advanced search and create PO line sets, you must have one of the following roles:

- Purchase Operator
- Purchase Manager
- Acquisitions Administrator
- General System Administrator

To perform an advanced search and save a search results set:

1 From the Manage Sets page (**Acquisitions > Advanced Tools > Manage Sets**), click **Add Set** and select **Itemized** or **Logical**. The Set Details page displays.

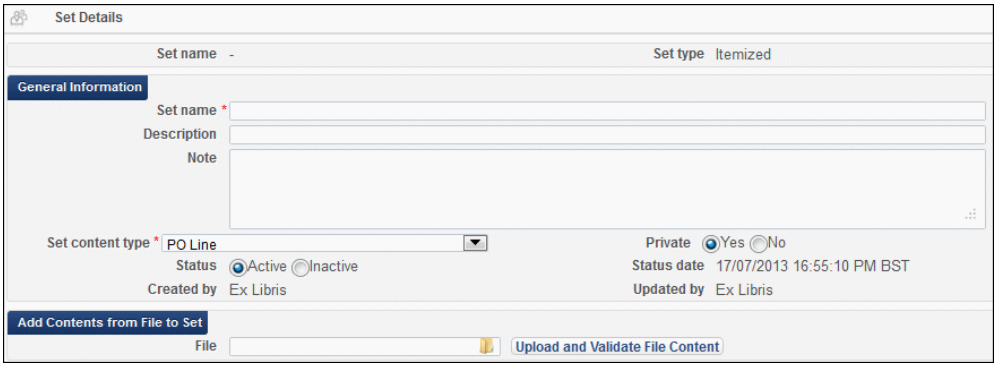

Figure 145: Set Details Page

2 Configure the fields in the General Information section, as described **Adding and Modifying Sets** in the *Alma Resource Management Guide*.

3 For a logical set, click **Next**. For an itemized set, click **Add Contents to Set**.

The Advanced Search segment displays.

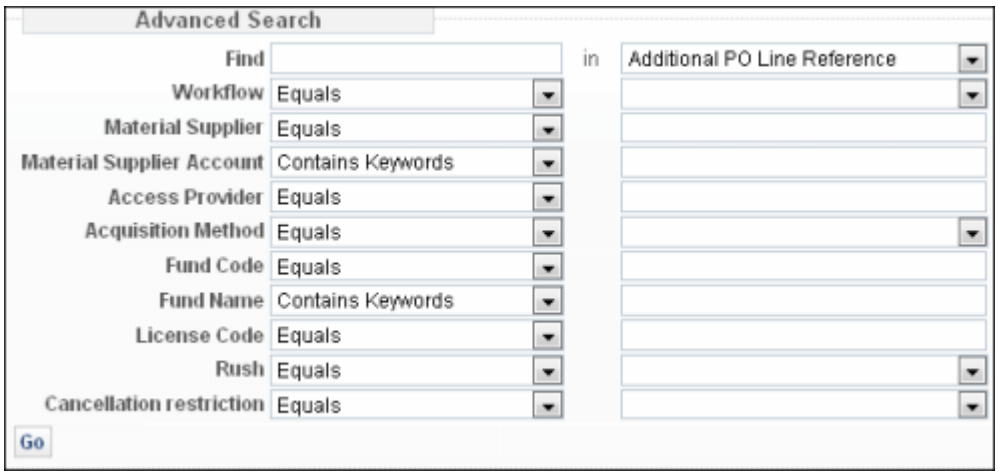

Figure 146: Advanced Search Segment

4 Select the search logic (**Contains Keywords**, **Contains Phrase**, or **Is Empty**) from the drop-down list and enter your search terms, or select from the drop-down lists as provided to create the advanced search. For the following fields, only the Equals option is available:

- Workflow
- Material Supplier
- Access Provider
- Acquisition Method
- Fund Code
- License Code
- Rush
- Cancellation Restriction

5 Click **Go**. The search results display.

Figure 147: Advanced Search Segment With Results

6 Click **Save Query**. The Set Details page displays.

7 Complete the options for the Set Details page and click **Save**.

If you are adding an itemized set, you can upload an itemized set of PO lines in the **Add contents from file to set** section (see **To upload an itemized set of PO lines:**, below). This section is not displayed for logical sets.

To upload an itemized set of PO lines:

1 On the Set Details page when creating an itemized set, click the **Browse** icon in the **File** field to locate an Excel file with a list of PO line reference numbers to be uploaded. The format of the Excel file must contain a column

with the heading PO_LINE_REFERENCE, followed by the PO line reference numbers, as follows:

PO_LINE_REFERENCE
1902
13-0012407
13-0015495
13-0015504
14-0089662
14-0089663
14-0089664
13-0060147
13-0060148

Figure 148: PO Line Upload – Excel Format

2 Click **Upload and Validate Content** to upload the specified file.

Performing Global Changes on PO Lines

PERMISSIONS:

To perform global changes on PO lines, you must have one of the following roles:

- Purchase Operator
- Purchase Manager
- Acquisitions Administrator
- General System Administrator

To perform global changes on PO lines:

1 On the Create Job – Select Job to Run page (**Administration > Manage Jobs > Run a Job**), select a job from the following:

- **Update PO Line Workflow** – Navigates to a specific stage in the workflow
- **Update PO Line Transactions** – Modifies PO line allocation between funds
- **Update PO Line Information** – Updates PO line information according to specified conditions

- **Change PO Line Status** – Choose a status (**Cancel**, **Close**, or **Delete**) to which to change a set of PO lines

Click **Next**.

2 Select the PO line set (that was previously created and saved, as described in **To perform an advanced search and save a search results set:**, above) and click **Next**.

3 Specify the task parameters:

- For the **Update PO Line Workflow** job, select the workflow stage to which you want to proceed, or select **Save and Continue** to proceed one step ahead in the workflow.
- For the **Update PO Line Transactions** job, select to change the PO line allocation percentage between funds, or to change the PO line allocation from one fund to another fund.
- For the **Update PO Line Information** job, select the parameters and conditions by which to update the PO lines in the set. The check box to the left of the field must be selected for the parameter to take effect.

NOTE:
This job will perform only updates that are allowed to be performed on the selected PO lines using the Alma user interface. For example:

- If a PO line is closed and you cannot perform actions on it using the Alma interface, this job will not be able to perform these actions either.
- If a PO line has been packaged into a PO, you cannot update the acquisitions method using the Alma interface or this job.

- For the **Change PO Line Status** job, select a status to which to change the PO lines in the set. You can specify **Cancel PO Lines**, **Close PO Lines**, or **Delete PO Lines**.

  When selecting **Cancel PO Lines** or **Close PO Lines**, the check box **Use force cancel** or **Use force close** displays. Selecting this check box cancels or closes PO lines that have outstanding issues and for which a warning message would be displayed in Alma. For example, you can click **Close** on the **PO Lines to Renew** page for a specific PO line. There are PO lines for which a warning message (such as **PO line not fully received**) is displayed, and you must click **Confirm** to close those PO lines despite the displayed warning. Similarly, selecting the **Use force close** check box closes the PO lines in spite of any warnings that may be associated with them.

  When selecting **Close PO Lines**, the check box **Remove from electronic resource activation task** list displays. Select this check box to remove tasks from the e-activation task list when automatically closing PO lines.

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NOTE:
Only PO lines with one of the following statuses can be closed: **Waiting for Invoice**, **Waiting for Renewal**, or **Waiting for Manual Renewal**.

4 Click **Next**.

5 Specify the process name and schedule and click **Next**.

6 Review your process settings and click **Save**.

You can monitor Acquisitions jobs on the Monitor Jobs page (**Administration > Manage Jobs > Monitor Jobs**). Acquisitions jobs are monitored in the same manner as Resource Management jobs (see **Monitoring Jobs** in the *Alma Administration Guide*).

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9

Acquisitions Infrastructure

This section includes:

- **Managing Vendors and Vendor Accounts** on page **225**
- **Managing Funds and Ledgers** on page **241**
- **Managing Fund Allocation Transfer** on page **255**
- **Moving Funds** on page **257**
- **Managing Licenses and Amendments** on page **257**

Managing Vendors and Vendor Accounts

PERMISSIONS:

To manage vendors and vendor accounts, you must have the following role:

- Vendor Manager

You manage vendors and vendor accounts on the Search Vendors page (**Acquisitions > Acquisitions Infrastructure > Vendors**).

You can perform the following actions on this page:

- **Navigating and Filtering the List of Vendors** on page **226**
- **Adding a Vendor and Vendor Account** on page **227**
- **Editing Vendor or Vendor Account Information** on page **239**
- **Deleting a Vendor or Vendor Account** on page **240**

Navigating and Filtering the List of Vendors

On the Search Vendors page, the following is displayed:

- Filter option—Enables filtering the list of vendors to display all vendors, only active vendors or only inactive vendors
- Find option—Enables searching vendors by a specific form context, which can be filtered in the **in** drop-down—for example, by code, name, libraries, and so forth
- List of vendors

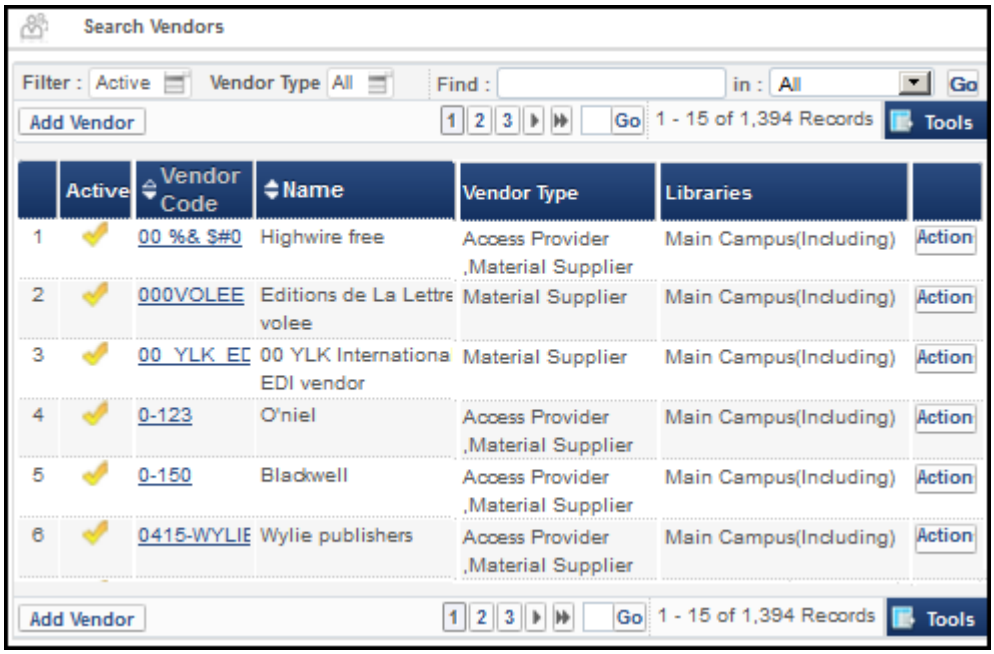

Figure 149: Search Vendors Page

To filter the list of vendors by active, inactive, or all:

On the Search Vendors page (**Acquisitions > Acquisitions Infrastructure > Vendors**), click the **Filter** drop-down list and select whether to display all vendors, only active vendors, or only inactive vendors.

Note that active vendors have a yellow check mark to the left of their names. Inactive vendors have a grayed out check mark to the left of their names.

To filter the list of vendors by Vendor Type:

On the Search Vendors page (**Acquisitions > Acquisitions Infrastructure > Vendors**), click the **Vendor Type** drop-down list and select one of four options or **All**:

- Access Provider

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- Governmental
- Licensor
- Material Supplier

To navigate the list of vendors:

On the Search Vendors page (**Acquisitions > Acquisitions Infrastructure > Vendors**), navigate to the relevant page of vendor records by clicking the page number or the next/previous arrow buttons.

Navigate to the first/last page in the list by clicking the double arrow buttons.

Click the vendor name or vendor code headings to sort the list alphabetically—in ascending or descending order—by vendor name or code.

Adding a Vendor and Vendor Account

You add a vendor account to a vendor. A vendor cannot be activated until it has at least one vendor account with at least one of the payment options selected.

To add a vendor and vendor account:

1 On the Search Vendors page (**Acquisitions > Acquisitions Infrastructure > Vendors**), click the **Add Vendor** button. The Vendor Details page opens.

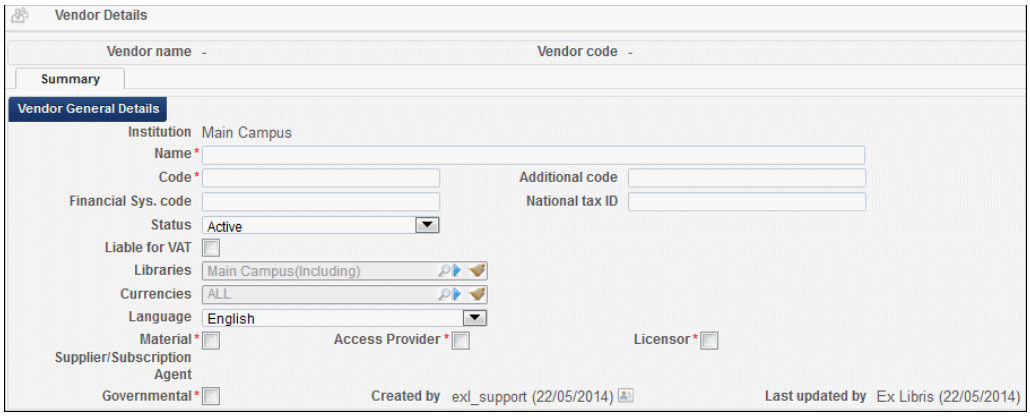

Figure 150: Vendor Details Page

2 Enter the vendor name and code (required), and any other relevant vendor details.

Select **Liable for VAT** to indicate that invoices must be paid with VAT included. You must also select this field to enable a Governmental vendor to collect VAT for an invoice (see the following step).

3 Select the vendor type from the following check boxes:

- **Material supplier/Subscription agent** – Supplies the reading material or the subscription to the material.
- **Access provider** – Holds the access privileges to services which manage e-resources. Access is managed via interfaces, configured on the Vendor Interface Details page (see **Step 5** below).
- **Licensor** – Holds the license of electronic resources. A licensor must be defined when defining a license on the Licenses and Amendments page (see **Managing Licenses and Amendments** on page **257**).
- **Governmental** – Indicates that the vendor is to receive use tax (VAT) for an invoice payment. The Governmental vendor's invoices handle only use tax on invoices, ensuring that tax payments are handled separately from the regular invoice charges and go directly to the government. Use tax represents a tax on the usage of library items, and is expended from the same funds as the actual invoice charges.

  The Governmental vendor cannot be selected when configuring a vendor for the PO line or invoice; it is used only for handling use tax invoices.

4 If you selected **Material Supplier/Subscription Agent**:

a In the **Accounts** section, click the **Add** button. The Vendor Account Details page opens, enabling you to divide the vendor among different accounts and their respective parameters.

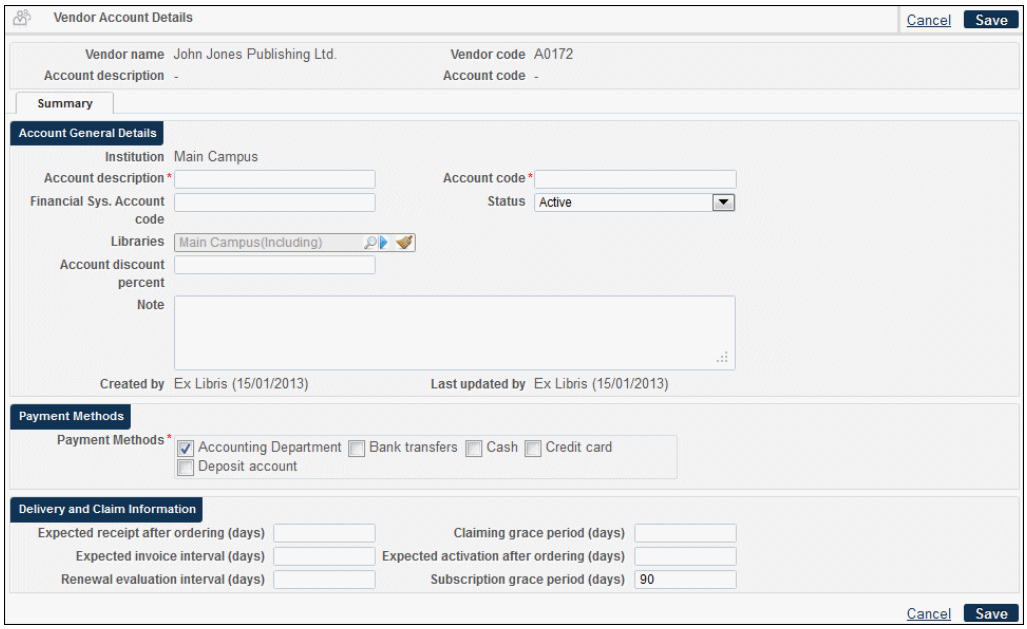

Figure 151: Vendor Account Details Page

b Configure the form fields, as described in the following table:

Table 19. Summary Tab Fields

Section	Field	Description
Account General Details	Account description (required)	A description for the account
	Financial sys. account code	A code for the financial system account
	Libraries	Click **Browse** to select a library
	Account discount percent	A discount percentage for the account
	Note	Add a note for the account
	Account code (required)	A code for the account
	Status	Select a status of **Active** or **Inactive**
Payment Methods	Payment methods (required)	Assign a payment method. For information on the workflow impact of the payment method you select, see the **Payment method** entry in **Table 11** under the **To create an invoice from a PO or manually:** procedure.

Table 19. Summary Tab Fields

Section	Field	Description
Delivery and Claim Information	Expected receipt after ordering (days)	When creating a PO line for a physical resource, this value appears by default in the same field on the PO Line Summary page. It is added to the current date to determine the expected receipt date.
	Expected invoice interval (days)	N/A
	Renewal evaluation interval (days)	The number of days after the evaluation period that renewal can be performed.
	Claiming grace period (days)	When creating a PO line, this value appears by default in the same field on the PO Line Summary page. It is added to the expected receipt date to determine when a PO line is sent to the Claims task list (see **Processing Claims** on page **104**).
	Expected activation after ordering (days)	When creating a PO line for an e-resource, this value appears by default in the same field on the PO Line Summary page. It is added to the current date to determine the expected activation date of the resource.
	Subscription grace period (days)	When creating a PO line, this value appears by default in the **Claiming grace period** field on the PO Line Summary page. It is added to the expected activation date to determine when a PO line for an e-resource is sent to the Claims task list (see **Processing Claims** on page **104**).

c Click **Save** to save the account information. The account is displayed in the Accounts section of the Vendor Details page.

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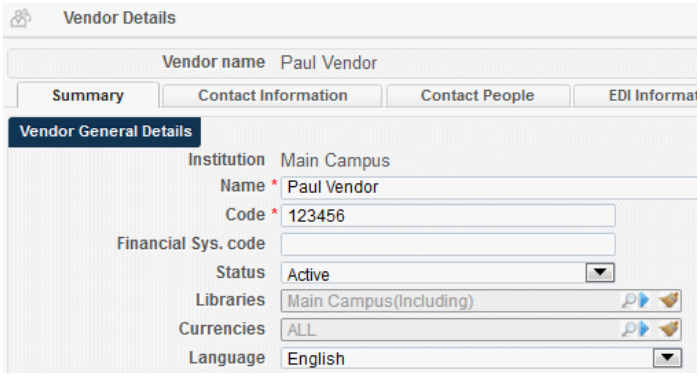

Figure 152: Vendor Details Page

5 If you selected **Access Provider**:

a In the Interface section, click the **Add** button to open the Vendor Interface Details page, where you can configure interfaces to provide access to services which manage e-resources.

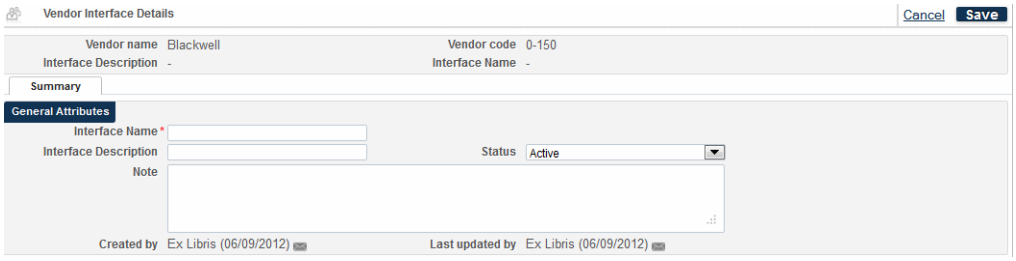

Figure 153: Vendor Interface Details page

b In the **Interface name** field, you can either enter the full name of an interface or enter part of an existing interface name and select a matching interface from the resulting drop-down list (which is automatically generated from the Community Zone and cannot be controlled).

c Enter an interface description, select a status, and add a note as needed. Click **Save** to save the interface to the Vendor Details page.

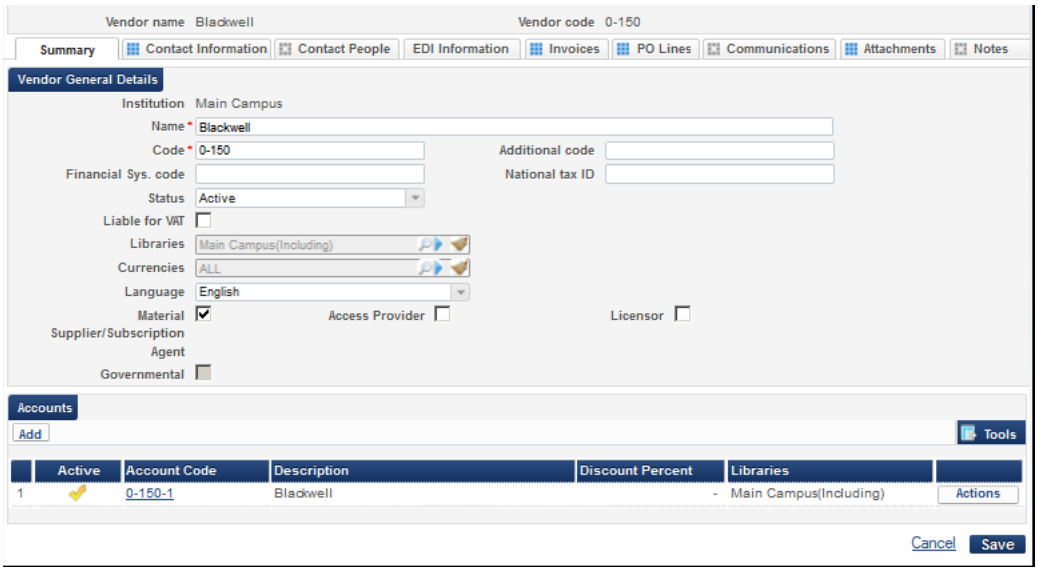

Figure 154: Vendor Details Page With Interfaces

6 If you selected **Governmental**:

a The **Tax percentage** field appears.

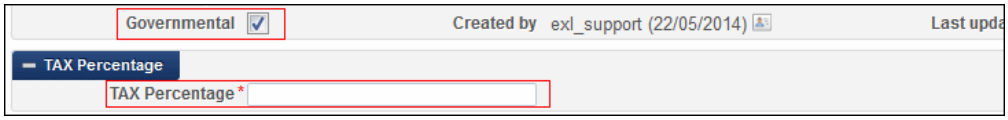

Figure 155: Tax Percentage Field

b Enter a numerical value for the tax to be administered.

c Click **Save**. The vendor is saved on the Search Vendors page with **Vendor Type = Governmental**. The governmental vendor sends a separate invoice containing only the use tax on an invoice's charges, according to the value entered in the **Tax percentage** field.

NOTE:
There can be only one governmental vendor in an institution.

7 On the Vendor Details page, select **Actions > Edit** for a vendor interface. The Vendor Interface Details page opens, where you can configure additional parameters for the interface:

a In the **Summary** tab, modify the fields described in steps **Step b** and **Step c**, as needed.

b In the **Contact Information** tab, add an address, phone number, and email account for the vendor.

NOTE:
When configuring a vendor account, the **Preferred address** field is for information only and must be identical to the preferred address assigned to the vendor. For details on assigning a preferred address to a vendor, see sub-step **Step b** in **Step 8**.

c In the **Administrative Information** tab, enter administrative details about the interface. The non-self explanatory fields displayed on this tab are described in the following table:

Table 20. Administrative Information Fields

Section	Field	Description
URL Attributes	Online admin module	When selected, indicates that resource attributes can be directly modified online by the subscribing institution.
	Admin URI	The URI of the online administration module. The field is available if the value of **Online admin module available** field is assigned.
	Linking note	Information about external linking, such as implementation details, or other notes.
	Open URI compliant	Select to indicate that the electronic content and its content is compliant with an open URI.
	Admin URI type	The type of online administration module URI.

Table 20. Administrative Information Fields

Section	Field	Description
Support	Incident log	A log of downtime and problem reports, as well as their resolution.
	Hardware requirements internal	Information about hardware requirements and restrictions – not visible to end users.
	Hardware requirements public	Information about hardware requirements and restrictions – visible to end users.
	Software requirements internal	Information about software requirements – not visible to end users.
	Software requirements public	Information about software requirements – visible to end users.
	Maintenance window value	The provider's regularly scheduled downtime window for this product. The recurring period of time reserved by the product provider for technical maintenance activities, during which online access may be unavailable.
	Admin documentation	Information about and/or location of documentation available for product administrators.

d In the **Access Information** tab, enter access details about the interface. The non-self explanatory fields displayed on this tab are described in the following table:

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Table 21. Access Information Fields

Section	Field	Description
URL Attributes	IP address registration method	The method by which IP addresses are sent to the product provider. Possible values are: ■ Online ■ Provider These fields can be customized by modifying the code table.
	IP address note	Additional notes pertaining to IP address information.
	Primary access URI	The method of access, the location, and the file name of an e-product.
	Implemented authorization method	Method of authorization. Possible values are: ■ Empty ■ Certificate ■ IP address ■ IP address + password ■ Other ■ Password ■ Script ■ Unrestricted These fields can be customized by modifying the code table.
	IP address registration instructions	The URI at which IP addresses are registered, the email address or contact role to which updates are sent, or other relevant instructions.

e In the **Statistics Information** tab, enter statistical details about the interface. The non-self explanatory fields displayed on this tab are described in the following table:

Table 22. Statistics Information Fields

Section	Field	Description
Usage Statistics	Usage stats available	Select to indicate that usage statistics are available for the resource.
	Usage stats delivery method	Select the manner in which statistics are made available.
	Usage stats frequency	The frequency with which statistics are made available. Possible values are: ■ Annual ■ Bi-annual ■ Monthly ■ Quarterly ■ User-selectable These fields can be customized by modifying the code table.
	Usage stats delivery address	The contact name within the library.
	Linking note	Information about external linking, such as implementation details, or other notes.
	Statistics note	Information about usage-related statistics.
	Stats format	The formats in which statistics are made available. Multiple formats can be entered, separated by a semicolon. Possible values are: ■ HTML ■ Delimited ■ Excel ■ PDF ■ CSV ■ ASCII ■ Other

Table 22. Statistics Information Fields

Section	Field	Description
	Usage stats online location	The online location where statistics can be accessed, such as a URL or file path.
	Usage stats locally stored	Information about and/or links to locally stored data.

f In the **Inventory** tab, view the portfolios and electronic collections associated with the interface. Do one of the following:

- Click the electronic collection name to open the Electronic Collection Editor page. For details on the Electronic Collection Editor page, see **Adding a Local Electronic Collection** in the *Alma Resource Management Guide*.
- Click the name of the standalone portfolio you want to access. For details on working with portfolios, see **Managing Local Portfolios** in the *Alma Resource Management Guide.*

g In the **Notes** tab, add, update, or delete notes for the vendor interface.

- To add a note, type your note in the **Note** field and click **Add**. The note is displayed in the list of notes on the page.

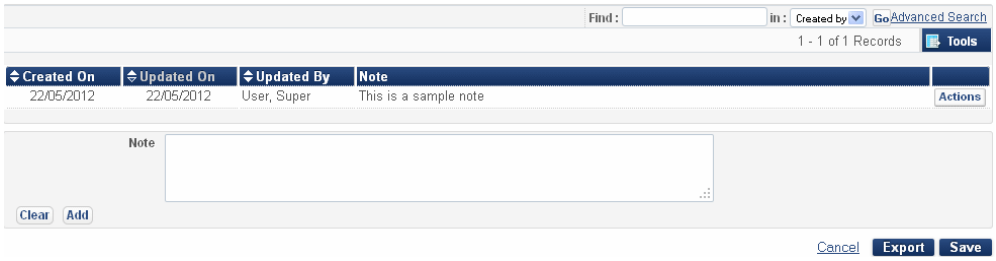

Figure 156: List of Notes - Notes Tab

- To edit a note, select **Actions > Edit** for the note that you want to update, modify the note on the Edit Note page, and click **Save.**
- To delete a note, select **Actions > Delete** for the note that you want to delete and click **Confirm** in the Confirmation Message pop-up window.
- To locate a note in the list of notes, enter the text for which you want to search in the **Find** box and select the field—**Created by**, **Modified by**, or **Note**—in which you want to search for the text.

NOTE:

The icon on the Notes tab indicates that information is available in the tab. The icon on the Notes tab indicates that there is no information in the tab.

8 Configure the Vendor Details tabs, as follows:

a In the **Summary** tab, select the currencies with which the vendor operates, a national tax ID number for the vendor, and an ERP and additional code, as needed.

b In the **Contact Information** tab, enter the address, phone number, email address, and web address information for the vendor.

Select **Preferred address** for an address to be the default address used for the account. If there is no address specified for this type of correspondence (such as **Claims**, **Orders**, **Payment**, or any other address type value selected in the Add Address dialog box), the preferred email address is used. If multiple addresses are configured and no address is assigned as the preferred address, the first address listed on the Vendor Account Details page acts as the preferred address.

Several entries may be provided for each method of contact, with an indication of the type or purpose for each method (such as shipping or billing). The information is stored at the vendor level and linked from the vendor account.

c In the **Contact People** tab, click **Add Contact** to enter names and other contact information for people who may be contacted directly, if necessary. The information is stored at the vendor level and linked from the vendor account.

d In the **EDI (Electronic Data Interchange) Information** tab, enter the information that enables orders to the vendor and/or invoices from the vendor to be transmitted electronically, if the vendor you are defining supports EDI. For more information on this tab, see **Electronic Data Interchange (EDI)** in the *Alma Integrations with External Systems Guide*.

NOTE:

If you want to define two different vendors for an EDI vendor (for example, YBP-US and YBP-UK) and both vendors use the same input directory on the same server, ensure that you define only one of the vendors as supporting invoices (by selecting the **Invoices** check box; the **POs** check box can be selected for both vendors) so that the invoice files do not get locked. Note that invoicing job history and reports will be available only for the vendor that supports invoices.

e The **Invoices** tab lists all the invoices associated with the vendor. Click the invoice number in the **Invoice #** column to view an invoice, or click

the **Edit** button to edit an invoice. For more information on invoices, see **Invoicing** on page **121**.

f The **PO Lines** tab displays all PO lines whose vendor code is the current vendor. For details on creating PO lines, see **Creating Purchase Order (PO) Lines** on page **18**.

g In the **Communications** tab, send or reply to emails to vendors, and record vendor responses to emails. Communications to the vendor are sent by email through the Alma system; however, all responses from the vendor, including those received by email or telephone conversations, must be entered manually in this tab. Attachments associated with any communication can also be saved and viewed in this tab. For more information on the Communications tab, see **Communicating with Vendors** on page **49**.

h In the **Attachments** tab, include any attachments that you want to associate with the vendor. EDI files sent to or received from vendors, as well as the attachments that may have been sent with or received in any communication with vendors, appear automatically in this tab.

i In the **Notes** tab, add a note to associate with the vendor in the **Note** field, as needed, and click **Add** to add the note to the Notes tab.

9 Click **Save** to store all vendor detail information and return to the Search Vendors page.

Editing Vendor or Vendor Account Information

You can update the information entered for a vendor or vendor account.

To edit vendor information:

1 On the Search Vendors page (**Acquisitions > Acquisitions Infrastructure > Vendors**), select **Actions > Edit** for a vendor. The **Summary** tab of the Vendor Details page opens.

2 Edit the vendor information as required. For information on the tabs included on this page, see **Adding a Vendor and Vendor Account** on page **227**. Note that the code is not editable.

3 Click **Save** to store your modifications and return to the Search Vendors page.

To edit vendor account information:

1 On the Vendor Details page (**Acquisitions > Acquisitions Infrastructure > Vendors** and select a vendor), select **Actions > Edit** for the

specific vendor account whose information you want to update. The Vendor Details page opens.

2 Edit the vendor account information as required. For information on the **Summary** tab, see **Adding a Vendor and Vendor Account** on page **227**.

Note that each vendor account can link to any of the contact information records pooled on the vendor level by clicking the **Link** button in the **Contact Information** or **Contact People** tab (displayed on the vendor account level only).

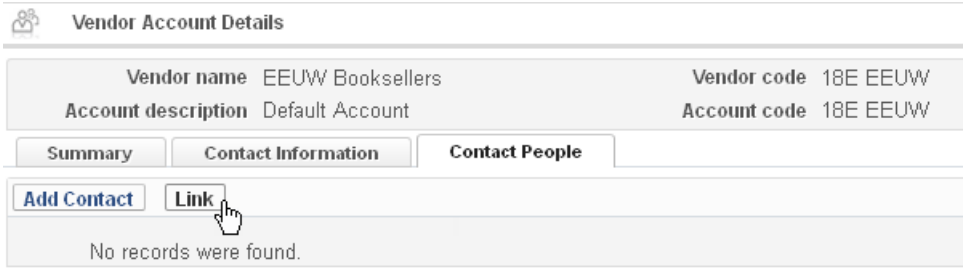

Figure 157: Vendor Account Details

NOTE:
A vendor must have at least one vendor account in order to be an active vendor.

3 Click **Save** to store your modifications.

Deleting a Vendor or Vendor Account

You can permanently delete a vendor or vendor account.

To delete a vendor:

1 On the Search Vendors page (**Acquisitions > Acquisitions Infrastructure > Vendors**), select **Actions > Delete** for a the specific vendor record you want to delete. The Confirmation Message dialog box opens.

2 Click **Confirm**.

NOTE:
A vendor with open orders cannot be deleted.

To delete a vendor account:

1 On the Vendor Details page (**Acquisitions > Acquisitions Infrastructure > Vendors** and select a vendor), select **Actions > Delete** for

the specific vendor account you want to delete. The Confirmation Message dialog box opens.

2 Click **Confirm**.

Managing Funds and Ledgers

PERMISSIONS:

To manage funds, you must have the following role:

- Fund Manager

To manage ledgers, you must have the following role:

- Ledger Manager

You manage funds and ledgers from the Funds and Ledgers page (**Acquisitions > Acquisitions Infrastructure > Funds and Ledgers**).

Before you can begin adding funds, you must create a ledger. You add funds to ledgers that have already been defined. You can add encumbrances to the fiscal period of a fund or ledger only if:

- the fiscal period is active
- the date range of the fiscal period includes the current date

Alternatively, you can add encumbrances to a fund's fiscal period prior to or after the actual fiscal period, provided the relevant fields have been configured in the **Rules** section of the Summary Details page (**Acquisitions > Acquisitions Infrastructure > Funds and Ledgers**, click **Add Ledger**). For details on the fields in the **Rules** section, see **Table 24**.

You can perform the following actions on this page:

- **Navigating and Filtering the List of Funds and Ledgers** on page **242**
- **Adding a Ledger** on page **242**
- **Editing a Ledger** on page **247**
- **Adding a Fund** on page **248**
- **Editing a Fund** on page **251**
- **Moving Funds** on page **257**
- **Activating and Deactivating Funds and Ledgers** on page **252**
- **Deleting Funds and Ledgers** on page **253**
- **Performing Fund Transactions** on page **253**

Navigating and Filtering the List of Funds and Ledgers

On the Funds and Ledgers page, you can locate specific funds and ledgers using the **Find** box at the top of the list, or via the facets (Limit results to).

The following facets are available:

- **Status** – The status of the fund or ledger, such as **Active**, **Inactive,** or **Draft**
- **Type** – The type of fund or ledger, such as **Allocated fund**, **Ledger**, or **Summary fund**
- **Fiscal Period** – The fund or ledger's fiscal period
- **Ledger** – The names of the ledgers in the list
- **Library** – The libraries for which the funds can be applied

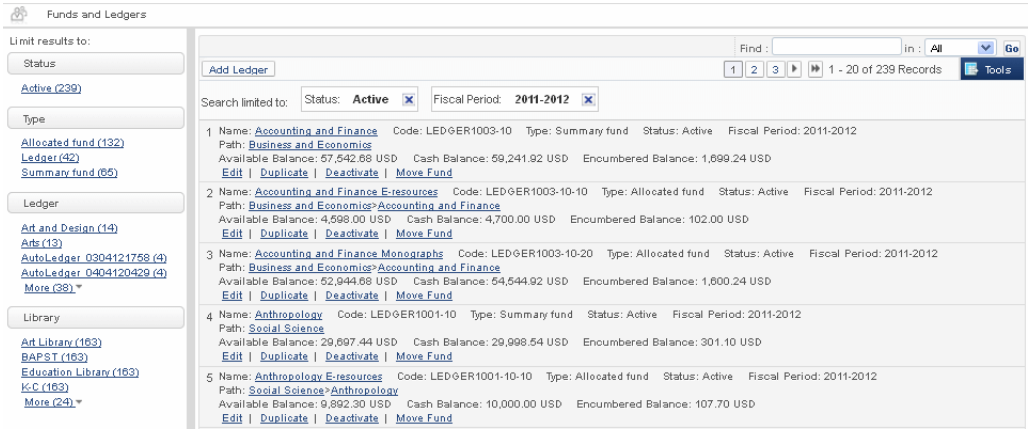

Figure 158: Funds and Ledgers Page

To navigate the list of funds and ledgers:

- Navigate to the next or previous page of ledger and fund records by clicking the page number or the next/previous arrow buttons.
- Navigate to the first/last page in the list by clicking the double arrow buttons.

Adding a Ledger

You add a ledger and then add funds to this ledger from the Funds and Ledgers page.

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To add a ledger:

1 On the Funds and Ledgers page (**Acquisitions > Acquisitions Infrastructure > Funds and Ledgers**), click the **Add Ledger** button. The Summary Details page opens.

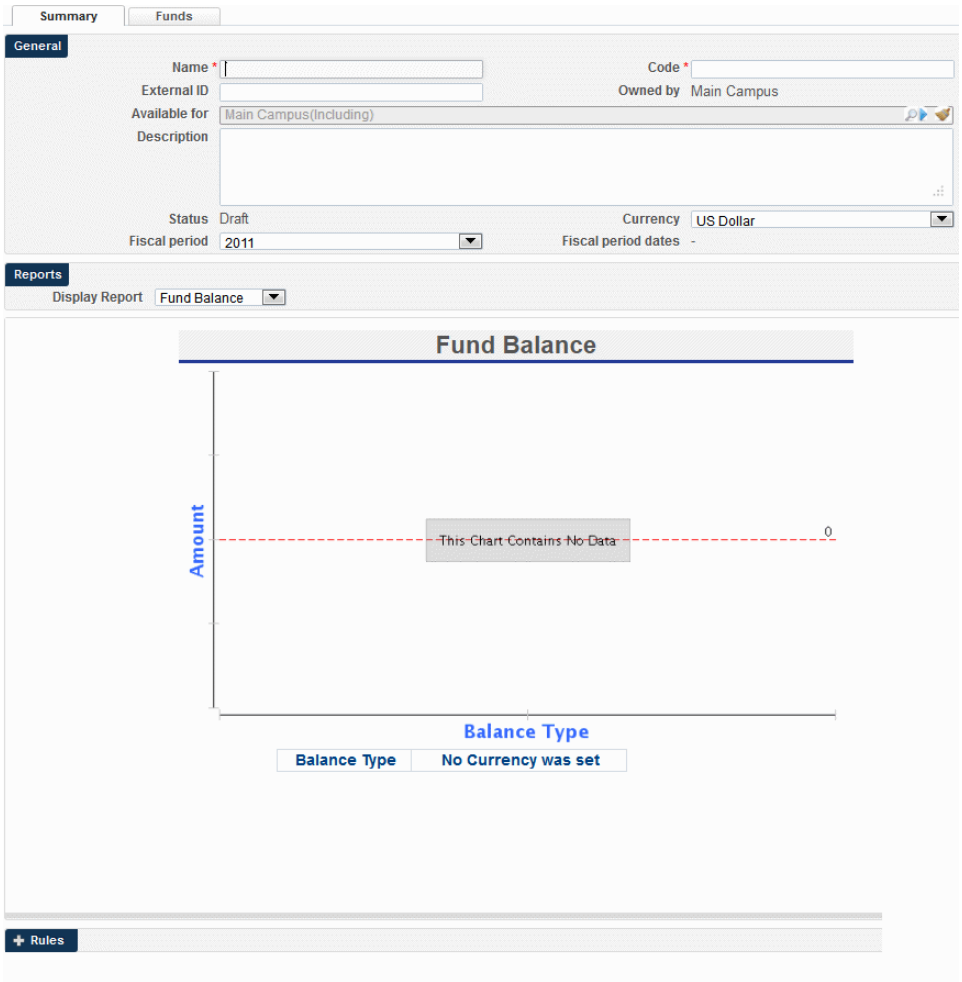

Figure 159: Summary Details Page

NOTE:
To create a copy of a ledger, select the **Duplicate** link on the Funds and Ledgers page beneath the ledger information. Once you have copied the ledger, you can modify it as needed.

2 In the **Summary** tab, enter the name and code for the ledger (mandatory).

The fields' limit is 255 characters.

3 Use the following table to configure the optional fields for the ledger, in the **General** section.

Table 23. General Ledger Details

Field	Description
External ID	The ID that is used to link to other system keys.
Owned by	The owning institution.
Available for	Select the applicable libraries. Click the **Find** button open the Library List page, displaying the list of libraries defined for the institution. Select one or more libraries from the list to restrict ledger transactions to the selected libraries, preventing the use of the funds in the ledger by other libraries. The **Available for** parameter can also be defined on the fund level. To select all libraries in the institution, select the institution's **Include sub-unit** check box (first row) on the Library List page.
Description	The ledger's description.
Status	The ledger's status: ■ **Active** – Operational in the system ■ **Draft** – Configured in the system but not yet operational ■ **Inactive** – Not operational in the system (after previously having been active)
Currency	The default unit of currency for the ledger.
Fiscal period	The financial year to which the ledger applies. The selection options are taken from the Fund Ledger Fiscal Period mapping table definitions.
Fiscal period dates	The financial dates to which the ledger applies. The data displayed is taken from the Fund Ledger Fiscal Period mapping table definitions.

4 In the **Reports** section, select the type of report you want to display from the **Display report** field, as follows:

- **Fund Balance** – Displays the previously labeled Balance report
- **Fund Burn Down** – Displays the Fund Burn Down report configured in Alma Analytics

5 Expand **Rules** to configure the fields associated with the policy behavior of encumbrances and expenditures for this ledger.

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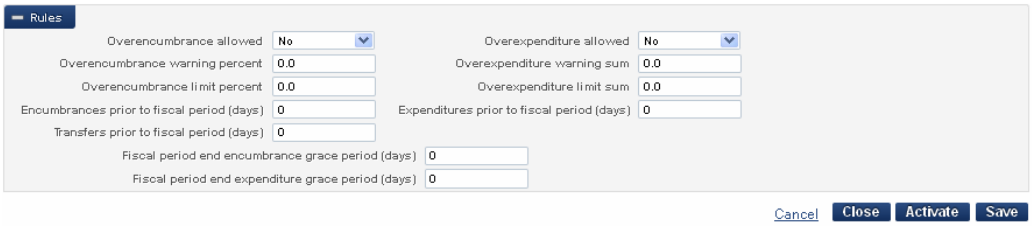

Figure 160: Rules Section

The following table describes the fields displayed in the **Rules** section.

Table 24. Ledger Rules

Field	Description
Overencumbrance allowed	Indicates whether the fund allows you to have more encumbrances than the cash balance of the ledger's funds. The valid values are: ■ **No** ■ **Yes** – Alma checks the specified limit in the fund and performs a calculation against the fund's amount. (If no limit is specified, the limit is assumed to be 0, which means that **Yes** will function like **No**.) ■ **No Limits** — Indicates that overencumbrances are allowed without limits. Alma does not check the specified limit or whether the fund has money.
Overencumbrance warning percent	The percentage of allowed overencumbrances permitted before the system provides a warning.
Overencumbrance limit percent	The maximum percentage of allowed encumbrances permitted before the system blocks the creation of an encumbrance.
Encumbrances prior to fiscal period (days)	The number of days that new encumbrances can be created prior to the fiscal period start date. If a negative value is specified, you cannot create encumbrances during the specified number of days after the fiscal period start date.
Transfers prior to fiscal period (days)	The number of days that new money transfers can be created prior to the fiscal period start date. If a negative value is specified, money transfers are blocked during the specified number of days after the fiscal period start date.

Table 24. Ledger Rules

Field	Description
Fiscal period end encumbrance grace period (days)	The number of days that new encumbrances can be created after the fiscal period end date. If a negative value is specified, the system blocks new encumbrances during the specified number of days prior to the end of the fiscal period.
Fiscal period end expenditure grace period (days)	The number of days that new expenditures can be created after the fiscal period end date. If a negative value is specified, the system blocks new expenditures during the specified number of days prior to the end of the fiscal period.
Overexpenditure allowed	Indicates whether the fund allows overexpenditures. The valid values are: ■ **No** ■ **Yes** ■ **No Limits** — indicates that overencumbrances are allowed without limits.
Overexpenditure warning sum	The amount of overexpenditure before the system provides a warning.
Overexpenditure limit sum	The amount of overexpenditure before the system blocks the creation of an overexpenditure.
Expenditures prior to fiscal period (days)	The number of days that new expenditures can be created prior to the fiscal period start date. If a negative value is specified, you cannot create expenditures during the specified number of days after the fiscal period start date.

6 In the **Funds** tab, click **Add Fund** to add a fund to the ledger. This option is available only if you clicked **Edit** to edit an existing fund. For information on this page, see **Adding a Fund** on page **248**.

7 Click **Save** to store the ledger information that you entered and return to the Funds and Ledgers page.

NOTE:
Exchange rate updates can cause Alma to recalculate encumbrances and expenditures.

Editing a Ledger

You can update the information entered for a ledger.

To edit ledger information:

1. On the Funds and Ledgers page (**Acquisitions > Acquisitions Infrastructure > Funds and Ledgers**), click **Edit** beneath the ledger whose information you want to update. For information on navigating the Funds and Ledgers page, see **Navigating and Filtering the List of Funds and Ledgers** on page **242**.
2. On the Summary Details page, edit the ledger information as required (note that the code is not editable). For information on this page, see **Adding a Ledger** on page **242**. Note that this page indicates the user who created the ledger as well as the last user who updated the ledger.
3. In the **Transactions** tab, add transactions as required. For information on adding transactions, see **Performing Fund Transactions** on page **253**.
4. In the **Notes** tab, add, update, or delete notes for the ledger.
   - To add a note, type your note in the **Note** field and click **Add**. The note is displayed in the list of notes on the page.

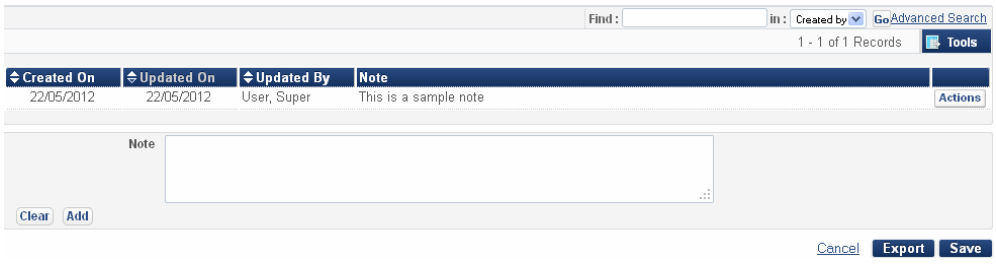

Figure 161: List of Notes - Notes Tab

- To edit a note, select **Actions > Edit** for the note that you want to update, modify the note on the Edit Note page, and click **Save.**
- To delete a note, select **Actions > Delete** for the note that you want to delete and click **Confirm** in the Confirmation Message pop-up window.
- To locate a note in the list of notes, enter the text for which you want to search in the **Find** box and select the field—**Created by**, **Modified by**, or **Note**—in which you want to search for the text.

NOTE:

The icon on the Notes tab indicates that information is available in the tab. The icon on the Notes tab indicates that there is no information in the tab.

5 In the **Attachments** tab, add, update, or delete attachments for the ledger.

- To add an attachment, click **Browse** in the **File name** field and select a file. Add a URL and/or note, if required, and click **Add Attachment**. The attachment is displayed in the list of attachments in the Attachments tab.

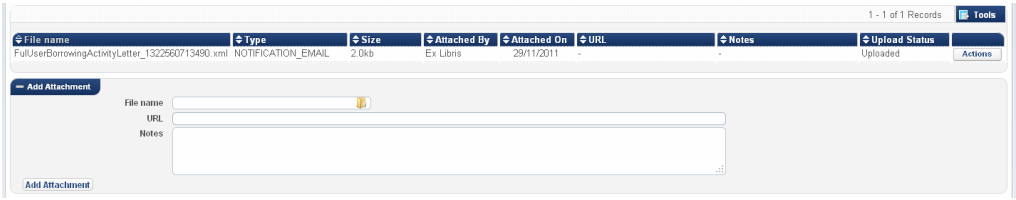

Figure 162: List of Attachments - Attachments Tab

- To edit an attachment, select **Actions** > **Edit** for the attachment that you want to update, modify the **File name**, **URL**, and **Notes** fields as required, and click **Save Attachment**.
- To delete an attachment, select **Actions** > **Delete** for the attachment that you want to delete and click **Confirm** in the Confirmation Message pop-up window.
- To download a file, select **Actions > Download** for the file that you want to download, specify the folder to which you want to save the file, and click **OK**.

NOTE:

The icon on the Attachments tab indicates that information is available in the tab. The icon on the Attachments tab indicates that there is no information in the tab.

6 Click **Save** to store the changes you made to the ledger.

Adding a Fund

The following types of funds can be defined:

- **Summary** – A fund that is not used for ordering and invoicing, but provides aggregate reporting on subordinate funds. You can add other funds to this type of fund.
- **Allocated** – A fund that contains money that has been paid out or has been reserved for an open purchase.

To add a fund to a ledger or summary fund:

1 On the Funds and Ledgers page (**Acquisitions > Acquisitions Infrastructure > Funds and Ledgers**), click **Edit** beneath the ledger or

summary fund to which you want to add a fund. For information on navigating the Funds and Ledgers page, see **Navigating and Filtering the List of Funds and Ledgers** on page **242**.

2 Click the **Funds** tab. The **Funds List** page opens.

Figure 163: Funds List Page

3 Click **Add Fund** and select either **Allocated fund** or **Summary fund**. The Summary Details page opens.

NOTE:
If you want to create a copy of a fund, click the **Duplicate** link beneath the fund you want to copy. Once you have copied the fund, you can modify it as needed.

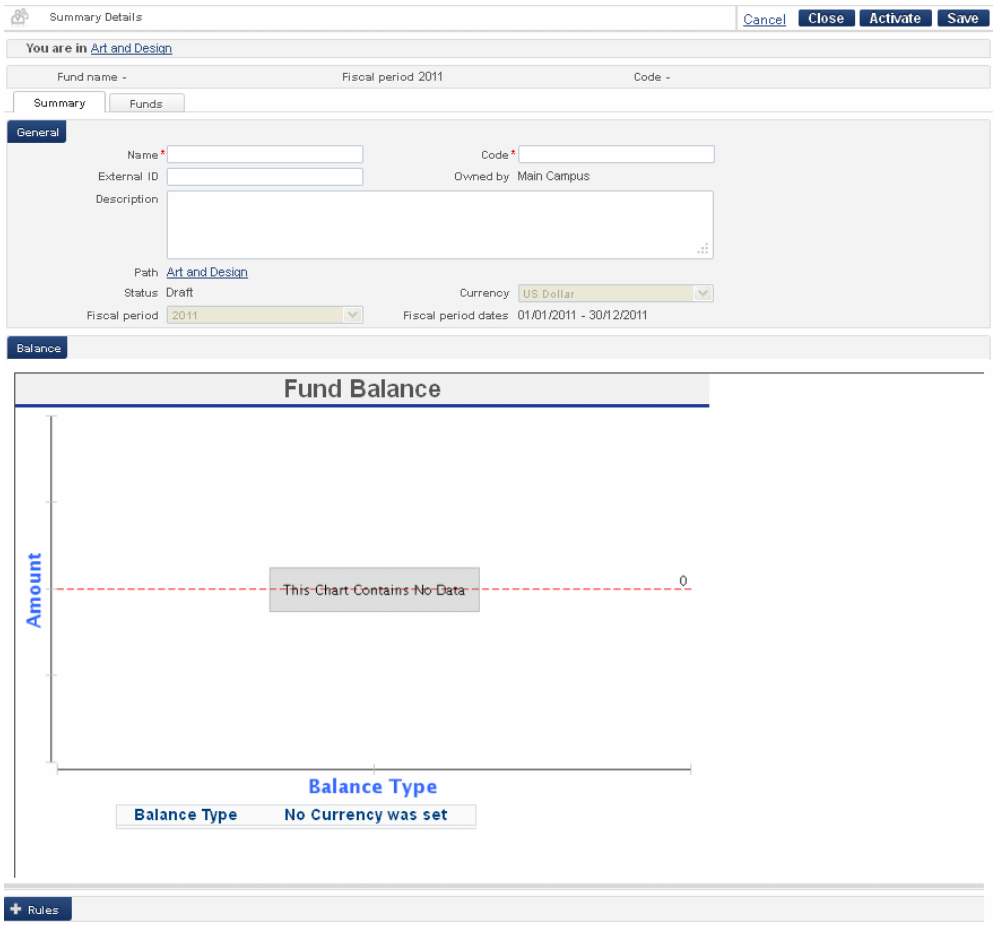

Figure 164: Summary Details Page (Fund)

4 On the Summary Details page, enter the fund name and code (mandatory).

The fields' limit is 255 characters.

5 Optionally, enter an external ID for the fund that can be used to link to other system keys, and a description of the fund.

NOTE:
The **Owned by**, **Path**, **Currency**, **Fiscal period**, and **Fiscal period dates** fields are inherited from the ledger and cannot be modified.

6 Expand **Rules** to configure the fields associated with the policy behavior of encumbrances and expenditures for this fund. For an explanation of these fields, see **Table 24**.

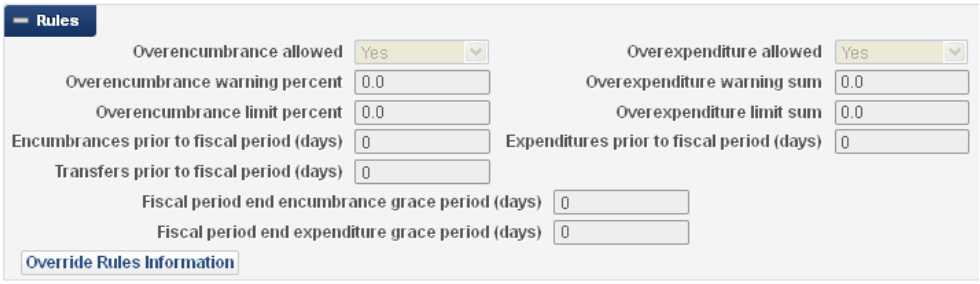

Figure 165: Rules Section (Funds)

7 To override the rules set by the ledger, click **Override Rules Information** and then configure the fields associated with the policy behavior of encumbrances and expenditures for this fund, as described in **Table 24**.

8 Click **Save** to store the fund information.

NOTE:
After you have completely configured this fund, click the **Activate** button to activate the fund.

Editing a Fund

You can update the information entered for a fund.

To edit fund information:

1 On the Funds and Ledgers page (**Acquisitions > Acquisitions Infrastructure > Funds and Ledgers**), click **Edit** beneath the fund whose information you want to update. For information on navigating the Funds and Ledgers page, see **Navigating and Filtering the List of Funds and Ledgers** on page **242**.

2 On the fund's Summary Details page, edit the fund information as required. For more information on this page, see **Adding a Fund** on page **248**. Note that the fund's code is not editable.

3 For allocated funds, click the **Transactions** tab to perform transactions on the fund. For more information on transferring and allocating funds, see **Performing Fund Transactions** on page **253**.

4 In the **Notes** tab, add, update, or delete notes for the fund. For details, see step **Step 4** in **Editing a Ledger**.

5 In the **Attachments** tab, add, update, or delete attachments for the fund. For details, see step **Step 5** in **Editing a Ledger**.

6 Click **Save** to store the changes you made to the fund.

Activating and Deactivating Funds and Ledgers

Before a fund can be used, it must activated.

After you have allocated all necessary funds for a ledger, you must activate the ledger to use it.

You deactivate a fund or ledger that you currently do not need but may need at a later time. You can then re-activate it to utilize it again. You also must deactivate a fund or ledger before it can be deleted (see **Deleting Funds and Ledgers** on page **253**).

To activate funds and ledgers:

On the Funds and Ledgers page (**Acquisitions > Acquisitions Infrastructure > Funds and Ledgers**), click **Activate** beneath the ledger or fund that you want to activate. For information on navigating the Funds and Ledgers page, see **Navigating and Filtering the List of Funds and Ledgers** on page **242**.

NOTE:

Alternatively, you can activate a fund while adding or editing it by selecting the **Activate** link on the Funds List page, or clicking the **Activate** button in any of the fund's tabs, after you have completely configured the fund. You can also activate a ledger while editing it by clicking the **Activate** button in any of the ledger's tabs.

To deactivate funds and ledgers:

On the Funds and Ledgers page, click **Deactivate** beneath the ledger or fund that you want to deactivate. For information on navigating the Funds and Ledgers page, see **Navigating and Filtering the List of Funds and Ledgers** on page **242**.

NOTES:

- Alternatively, you can deactivate a fund by selecting the **Deactivate** link on the Funds List page, or clicking the **Deactivate** button in any of the fund's tabs. You can also deactivate a ledger while editing it by clicking the **Deactivate** button in any of the ledger's tabs.
- When deactivating a ledger, you are prompted to deactivate the funds associated with the ledger. All funds associated with a ledger must be deactivated before the ledger can be deactivated.

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Deleting Funds and Ledgers

When a ledger or fund is no longer needed for a fiscal period, it can be deleted from the system. Note that the fund/ledger must be in the Inactive or Draft status in order to be deleted.

To delete a ledger or fund:

On the Funds and Ledgers page (**Acquisitions > Acquisitions Infrastructure > Funds and Ledgers**), click **Delete** beneath a fund or ledger. If the fund (or funds associated with the ledger) has no associated transactions, encumbrances, or expenditures, it is deleted. If a ledger is deleted, all the funds associated with the ledger are also deleted.

NOTE:
Alternatively, you can delete a fund/ledger while editing it by clicking the **Delete** button in any of the fund's/ledger's tabs.

Performing Fund Transactions

Fund transactions are performed in the **Transactions** tab, accessible by clicking **Edit** beneath an allocated fund on the Funds and Ledgers page (**Acquisitions > Acquisitions Infrastructure > Funds and Ledgers**). The **Transactions** tab lists all of the transactions performed on an allocated fund.

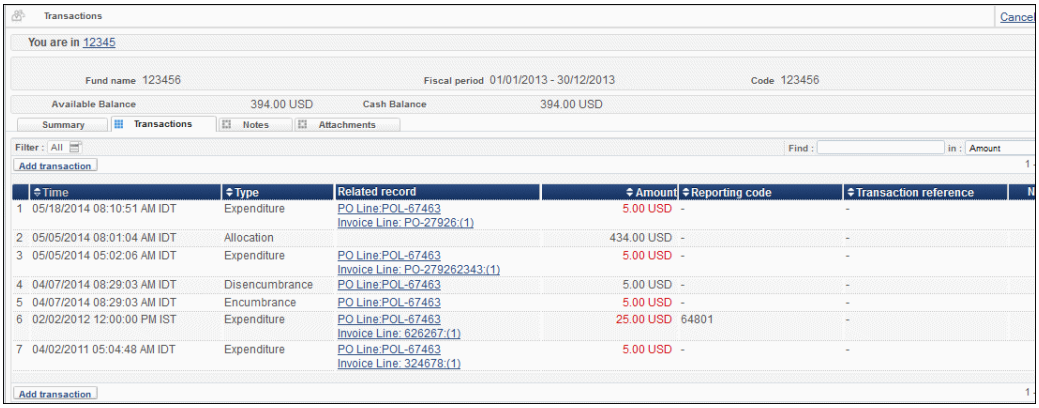

Figure 166: Transactions Tab

In this tab, you can:

- view details for a transaction
- allocate money to an allocated fund
- transfer money from one allocated fund to another

NOTE:
To reduce a fund's allocation, you allocate money using a negative number.

To view details for a transaction:

In the **Transactions** tab, click **View** for a transaction. The transaction details page opens, displaying details for the specified transaction.

Figure 167: Transaction Details Page

To allocate money to an allocated fund:

1 In the **Transactions** tab, select **Add Transaction > Allocation**. The Allocation Transaction page opens.

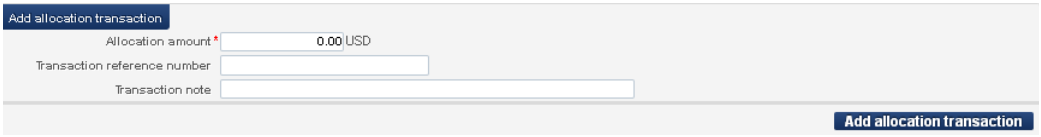

Figure 168: Allocation Transaction Page

2 Enter the allocation amount and fill in the following optional fields:

- **Transaction reference number** – a number that may be used to reference a particular allocation to the fund
- **Transaction note** – a description of the transaction

3 Click **Add Allocation Transaction** and click **Confirm** in the Add Allocation Confirmation dialog box to confirm that you want to allocate the specified amount.

4 Click **Save** in the **Transactions** tab.

To perform a transfer from one allocated fund to another:

1 In the **Transactions** tab, select **Add Transaction > Transfer**. The Funds Transfer page opens.

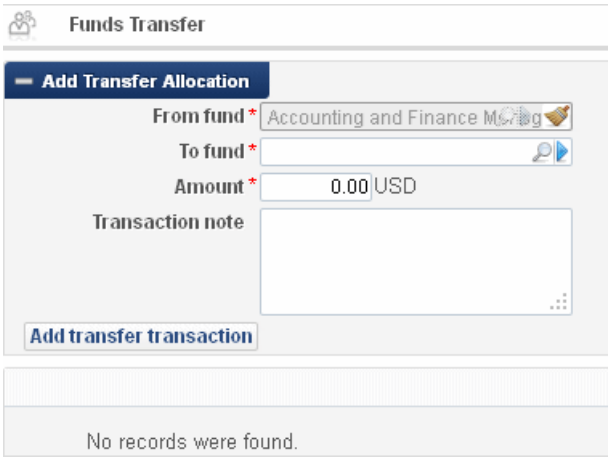

Figure 169: Funds Transfer Page

NOTE:
The **From fund** field contains the value of the current fund, which cannot be changed.

2 In the **To fund** field, click the **Browse** icon and select the fund to which you want to transfer money.

3 In the **Amount** field, enter the amount you want to transfer.

4 Enter any notes you want to include with the transfer in the **Transaction note** field.

5 Click **Add Transfer Transaction** and click **Confirm** in the Confirmation Message dialog box to confirm that you want to transfer the specified amount.

6 Click **Save** in the **Transactions** tab.

Managing Fund Allocation Transfer

PERMISSIONS:

To manage fund allocation transfer, you must have the following role:

- Fund Manager

NOTE:
This section describes transferring money from one allocated fund to another from outside the context of a specific fund. For information on transferring money from a specific fund, see **Performing Fund Transactions** on page **253**.

To transfer money from any allocated fund to another fund:

1 On the Funds Transfer page (**Acquisitions > Acquisitions Infrastructure > Transfer Funds**), select the fund from which you want to transfer money in the **From fund** field.

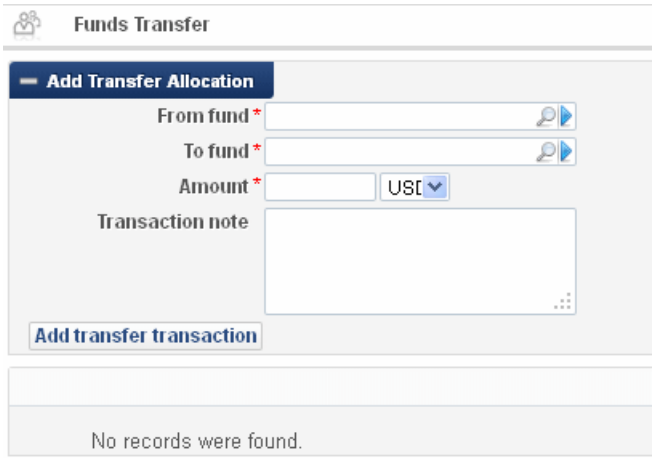

Figure 170: Funds Transfer Page

2 In the **To fund** field, select the fund to which you want to transfer money.

3 In the **Amount** field, enter the amount you want to transfer.

4 Enter any notes you want to include with the transfer in the **Transaction note** field.

5 Click **Add Transfer Transaction** and click **Confirm** in the Confirmation Message dialog box to confirm that you want to transfer the specified amount.

The details of the transaction are displayed on the page.

Moving Funds

PERMISSIONS:

To move funds, you must have the following role:

- Fund Manager

You can move funds within a ledger hierarchy so that the fund is still nested under the same ledger, but is associated with a different account within the ledger. You can also move funds from one ledger to another as long as the fiscal period is the same.

To move funds:

1. On the Funds Transfer page (**Acquisitions > Acquisitions Infrastructure > Move Funds in Hierarchy**), click the **Browse** button in the **Fund to relocate** field, select a fund, and click **Select**. The selection is displayed in the **Fund to relocate** field.

   Alternatively, on the Funds and Ledgers page, click **Move fund** beneath the specific fund that you want to relocate. In this case, the **Fund to relocate** field is prepopulated.
2. Click the **Browse** button in the **Target ledger/summary fund** field, select a fund, and click **Select**. The selection is displayed in the **Target ledger/summary fund** field.
3. Click the **Add Fund Relocation** button and click **Confirm** in the Confirmation Message dialog box. The relocated fund with its new location and old location is displayed at the bottom of the Funds Transfer page.

Managing Licenses and Amendments

PERMISSIONS:

To manage licenses and license amendments, you must have the following role:

- License Manager

For licensed material (such as subscriptions to electronic resources), a copy of the license may be managed in Alma and associated with the licensed resources. You can associate a specific license with the electronic resources that are activated in your local inventory from the Repository Search page (see **Using the Repository Search** in the *Alma Resource Management Guide*) or from the PO

Line Summary page of the purchasing workflow (see step **Step 7** through step **Step 17** in **To create a PO line:** on page **23**).

NOTES:

- Alma supports DLF-ERMI and ONIX-PL for managing licenses.
- For details about setting up ONIX-PL licenses, see **Adding ONIX-PL-Formatted Licenses** on page **266**
- If you are using licenses in the context of a collaborative network or consortium, see **Central License Negotiation** on page **34** of the *Alma Consortium Guide* for details.

The Licenses and Amendments page (**Acquisitions > Acquisitions Infrastructure > Licenses**) allows you to manage the licenses themselves.

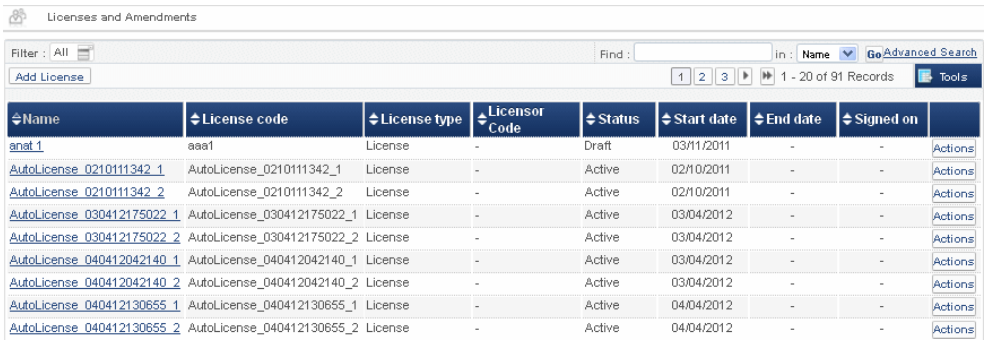

Figure 171: Licenses and Amendments Page

NOTE:

Selecting **All** in the **Filter** drop-down displays only **Active** and **Draft** licenses. To view **Deleted** licenses, select **Deleted** from the **Filter** drop-down.

You can perform the following actions on this page:

- **Adding a License** on page **259**
- **Amending a License** on page **261**
- **Editing Licenses or Amendments** on page **263**
- **Deleting Licenses or Amendments** on page **265**
- **Adding ONIX-PL-Formatted Licenses** on page **266**

Adding a License

NOTE:
When you first create a license, the **Inventory** tab is populated only if you associate the license with electronic resources that are activated in your local inventory (see **Managing Electronic Collections** in the *Alma Resource Management Guide*).

To add a license:

1 On the Licenses and Amendments page (**Acquisitions > Acquisitions Infrastructure > Licenses**), click the **Add License** button. The **Summary** tab on the License Details page opens.

Figure 172: Summary Tab - License Details Page

2 Enter the name of the license and license code, and select the start date of the license.

3 Use the following table to configure the following optional fields:

Table 25. License Details (Additional Fields)

Field	Description
License status	Select the status of the license from the drop-down list. The valid values are: ■ **Active** – The license is activated and in use ■ **Deleted** – Marks the license as Deleted. Deleted licenses can be re-activated by selecting **Actions > Edit** and changing the license status value. Relevant only when updating an existing license. ■ **Draft** – The license is created but not in use ■ **Expired** ■ **Retired** **NOTE:** These values are for information only.

Table 25. License Details (Additional Fields)

Field	Description
Licensor	Click the **Browse** icon to open a list of vendors from which you can select a vendor to associate with the license. A license may be linked to a single vendor.
Signed by	Click the **Browse** icon to open a list of users from which you can select the user that approves the license.
Signed on	Click in the field to specify the date on which the license was signed.
Start date	Click in the field to select the start date from the **Calendar** dialog box.
End date	Click in the field to select the end date from the **Calendar** dialog box.
License location	Select the physical location of the license from the drop-down list. The values are defined by an Acquisitions Administrator in the License Storage Location code table (see **Configuring License Storage Locations** on page 343).
License review status	Select the status of the license review from the drop-down list. Possible values are: ■ **Accepted** – The license has passed review and is available for use ■ **In review** – The license is being reviewed by the library/ institution ■ **Pending** – A license for which review has not yet begun ■ **Rejected** – A license which has been determined to be unacceptable. The license is not available for use, but a record of it is kept in the system.
Licensing agent	An organization (such as a subscription agent) or individual that facilitates a licensing transaction on behalf of one or more parties. Possible functions of the agent include acting as a negotiating intermediary (with or without a fee for services), a vendor accepting payment for the product, or the named licensee for a particular agreement.
License URI	Specify the URI where the license is stored.

4 In the **License Terms** tab, configure the terms of the license, such as its terms of use, restrictions, and perpetual rights.

The default fields in this tab represent a subset of the full set. The specific fields displayed in this tab are configured by an Acquisitions Administrator (see **Configuring Sections Order** on page 333).

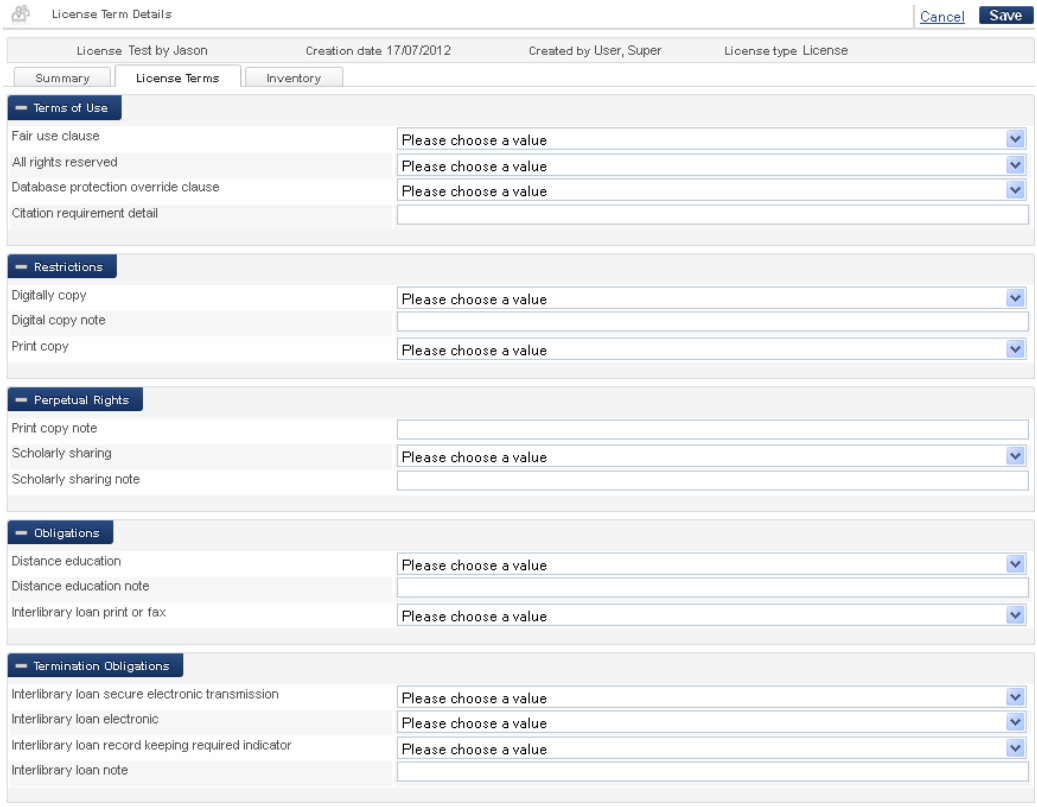

Figure 173: License Terms Tab - License Term Details Page

5 Click **Save** to store the information you entered and return to the Licenses and Amendments page.

Amending a License

License managers can create amendments to existing licenses, allowing them to modify the properties of the base license. Amendments added to a license override the terms of use of the base license.

NOTE:
If you create an amendment, you must modify the license code, as this is unique to each license/amendment.

To amend a license:

1 On the Licenses and Amendments page (**Acquisitions > Acquisitions Infrastructure > Licenses**), select **Actions > Create amendment** for the

license you want to amend. The **Summary** tab on the License Details page opens.

Figure 174: License Details Page – Amendment

2 Enter a name and a unique license code for the amended license.

3 Edit the remaining fields in this tab as required. For more information on these fields, refer to **Adding a License** on page **259**.

4 In the **License Terms** tab, modify the fields used to define the terms of the amended license, as required.

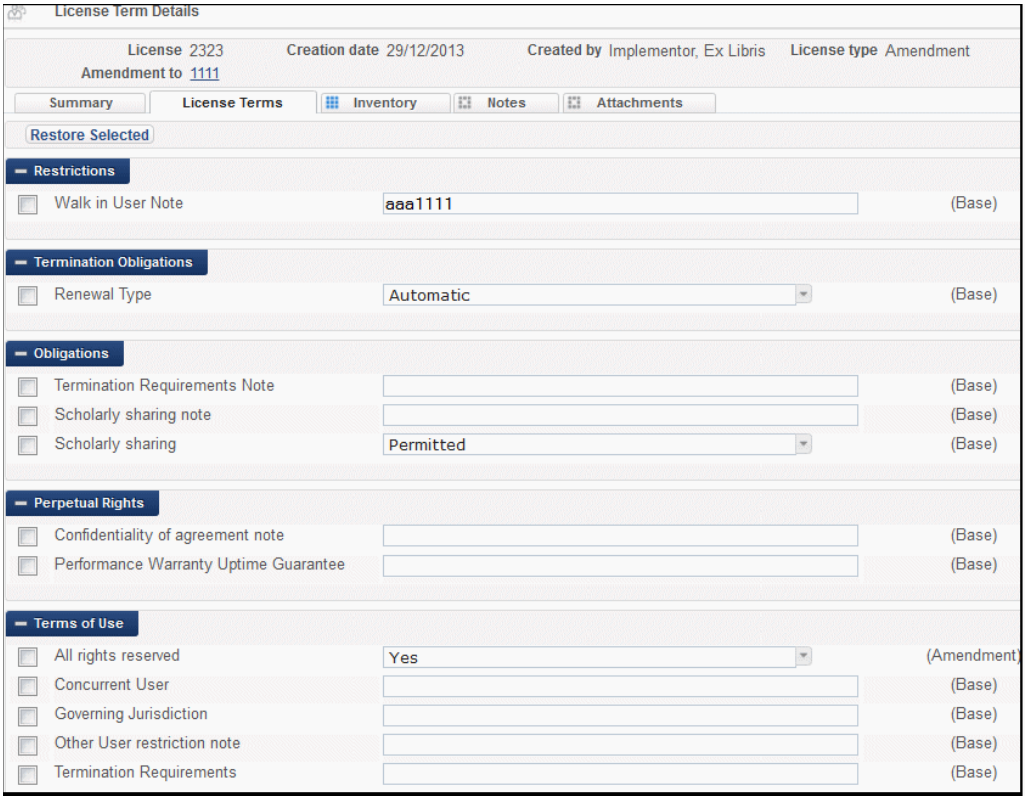

Figure 175: License Term Details Page – License Terms Tab

- The **Restore Selected** button restores the selected values (that is, the values whose check box is selected) to the parameter's current values in the license.
- The right side of the page contains one of the following values:
  - **(Base)** – Indicates that the value is taken from the parameter in the license.
  - **(Amendment)** – Indicates that the value is unique to the amendment and is not taken from the parameter in the license.

5 In the **Inventory** tab, view the active packages associated with the license and the historical packages that are no longer associated with the license.

NOTES:

- Licenses can be associated with packages either from the Repository Search page (see **Using the Repository Search** *in the Alma Resource Management Guide*) or from the PO Line Summary page of the purchasing workflow (see step **Step 7** through step **Step 17** in **To create a PO line:** on page **23**). If packages have not been associated with the license you are amending, no records are displayed in this tab.
- The icon on the following tabs indicates that information is available in the tab: Inventory, Amendments, Notes, and Attachments. The icon on these tabs indicates that there is no information in the tab.

6 Click **Save** to store the amendment information you entered and return to the Licenses and Amendments page.

Editing Licenses or Amendments

You can update the information entered for a license or an amendment.

To edit a license or an amendment:

1 On the Licenses and Amendments page (**Acquisitions > Acquisitions Infrastructure > Licenses**), select **Actions > Edit** for the license or

amendment you want to update. The **Summary** tab on the License Details page opens.

Figure 176: License Details Page (Summary Tab)

2 Update the fields as required. For more information on these fields, see **Adding a License** on page **259**.

3 In the **License Terms** tab, update the fields used to define the terms of the license or amendment, as required.

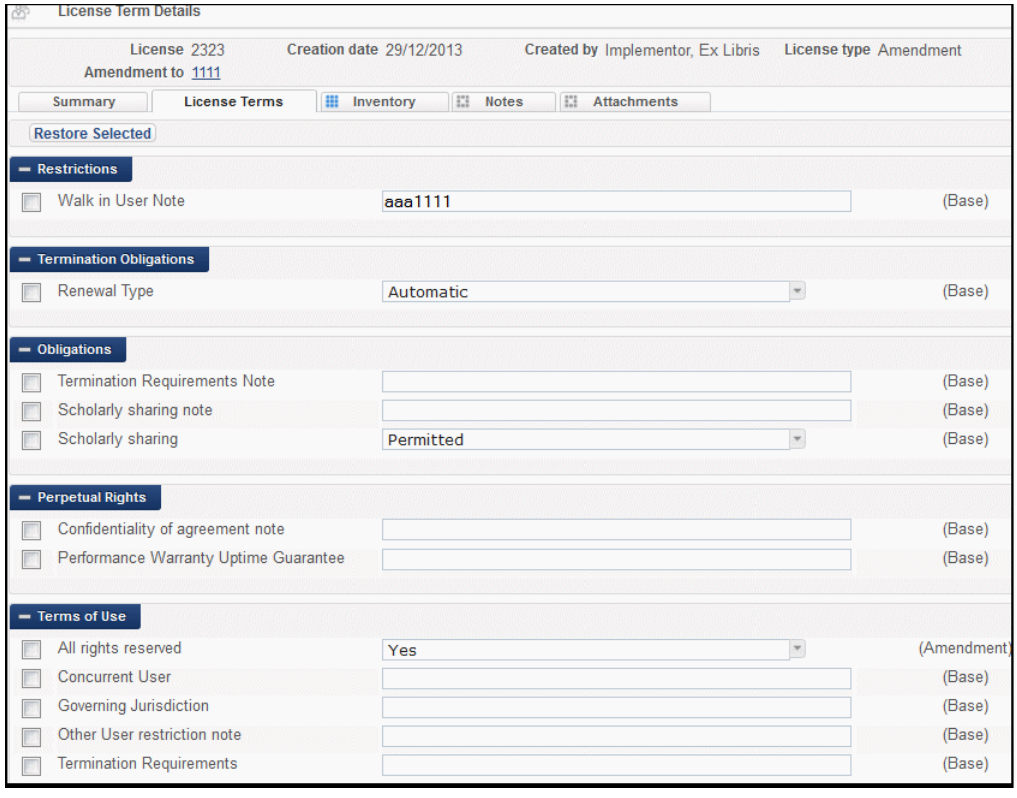

Figure 177: License Term Details Page – License Terms Tab

- The **Restore Selected** button restores the selected values (that is, the values whose check box is selected) to the parameter's current values in the license. This button displays only when working with an amendment.
- When working with an amendment, the right side of the page contains one of the following values:
  - **Base** – Indicates that the value is taken from the parameter in the license.
  - **Amendment** – Indicates that the value is unique to the amendment and is not taken from the parameter in the license.

4 In the **Inventory** tab, view the active packages associated with the license/amendment and the historical packages that are no longer associated with the license/amendment.

NOTE:
Licenses can be associated with packages either from the Repository Search page (see **Using the Repository Search** *in the Alma Resource Management Guide*) or from the PO Line Summary page of the purchasing workflow (see step **Step 7** through step **Step 17** in **To create a PO line:** on page **23**). If packages have not been associated with the license/amendment, no records are displayed in this tab.

5 If you are editing a license, you can perform the following actions on amendments in the **Amendments** tab:
- Add – Click the **Add Amendment** button to open the License Details page and add a new amendment (see **Amending a License** on page **261**)
- Edit – Select **Actions > Edit**
- Delete – Select **Actions > Delete**

6 In the **Notes** tab, add, update, or delete notes for the license or amendment. For details, see step **Step 4** in **Editing a Ledger**.

7 In the **Attachments** tab, add, update, or delete attachments for the license or amendment. For details, see step **Step 5** in **Editing a Ledger**.

8 Click **Save** to store the changes you made to the license or amendment.

Deleting Licenses or Amendments

You can change the status of a license or an amendment to **Deleted** so that it can no longer be used. (You can view deleted licenses/amendments if you filter by **Deleted**.)

To delete a license or an amendment:

1 On the Licenses and Amendments page (**Acquisitions > Acquisitions Infrastructure > Licenses**), select **Actions > Delete** for a license or amendment.

2 In the Confirmation Message box, click **Confirm**.

NOTE:
If packages were associated with the license/amendment, the association is removed.

Adding ONIX-PL-Formatted Licenses

Alma supports the integration of ONline Information eXchange for Publication Licenses (ONIX-PL) with license standards that conform to Digital Library Federation (DLF) standards. Alma maps fields from the ONIX-PL XML file to fields in the DLF-based license template, as described in the following tables.

ONIX Fields Mapping to Alma

If any of the following terms exists in the ONIX file, Alma maps the field with the value **Yes**.

Table 26. Alma Fields Mapped to **Yes**

ONIX Field	Alma Field
General Terms Section:	
AllRightsReserved	All rights reserved
DatabaseProtectionOverride	Database protection override clause
StatutoryRightsAffirmation	Fair use clause
ClickThroughOverride	Clickwrap modification clause indicator
ConfidentialityOfUserData	Confidentiality of user information indicator
LicenseeIndemnity	Indemnification by licensee clause
LicensorIntellectualProperty Warranty	Intellectual property warranty indicator
UCITAOverride	UCITA Override Clause Indicator
Supply Terms Section:	
ComplianceWithAccessibility Standards	Accessibility compliance indicator
CompletenessOfContent	Completeness of Content clause indicator

Table 26. Alma Fields Mapped to **Yes**

ONIX Field	Alma Field
ConcurrencyWithPrintVersion	Concurrency with print version clause indicator

If any of the following terms exists in the ONIX file, Alma maps the text from the `href id` field of the ONIX file to the Alma field.

Table 27. ONIX href id Fields to Alma

ONIX Field	Alma Field
General Terms Section:	
ApplicableCopyrightLaw	Applicable Copyright Law
GoverningLaw	Governing law
ActionOnTermination	Termination Requirements
Supply Terms Section:	
ContentWarranty	Content Warranty
ServicePerformanceGuarantee	Performance Warranty Uptime Guarantee

If either of the following terms exists in the ONIX file, Alma maps the field with the relevant ENUM (Permitted/ Prohibited/Silent/ Un-interpreted/ Not Applicable).

Table 28. ONIX to Alma - ENUM

ONIX Field	Alma Field
Usage Terms Section:	
SupplyCopy	Scholarly sharing
PrintCopy	Print copy

Fields that are mapped from ONIX-PL take on the attributes and characteristics (such as Order and whether or not a field appears in the license itself) of the DLF fields, as configured by the Alma Acquisitions Administrator. Thus a field that has been mapped from ONIX-PL to Alma may not show in the license even though it is in use, depending on the settings of the DLF field to which the ONIX-PL field is mapped.

Fields that exist in the ONIX-PL XML file but not in Alma are stored in the original uploaded XML file from the library.

VIDEO:

For more information on loading ONIX-PL Formatted Licenses, see the *Load ONIX-PL Formatted Licenses* video (7:33 mins).

Creating and Configuring a License from ONIX-PL

The License Manager role uploads the ONIX-PL XML file and creates a license based on its specifications.

To create an Alma license from an ONIX-PL-formatted license:

1 On the Licenses and Amendments page (**Acquisitions > Acquisitions Infrastructure > Licenses**), click the **Add License** button.

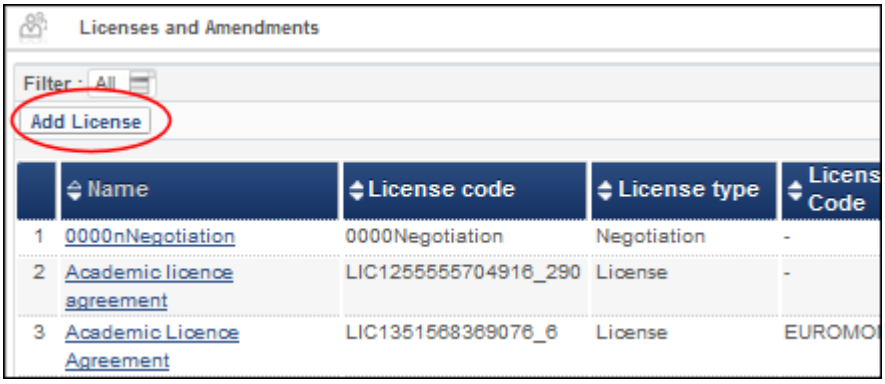

Figure 178: Licenses and Amendments Page - Add License

Step 1 of the Add License wizard opens.

2 Select **From ONIX-PL file**.

Figure 179: License Creation from ONIX - PL

3 Click **Next**.

Step 2 of the Add License wizard opens.

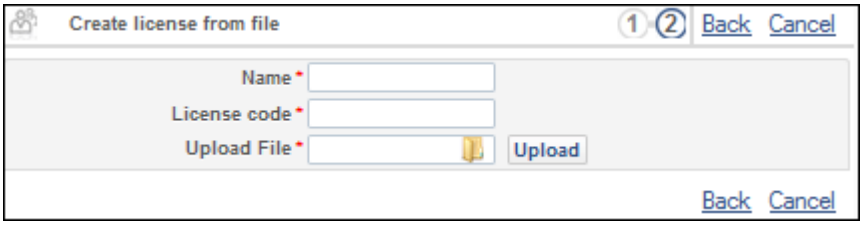

Figure 180: Required Fields for new License

4 Enter a name and code for the license.

5 Click the folder in the Upload File field, browse to the ONIX-PL upload file, select it, and click the **Upload** button.

Alma uploads the file and takes you to the Summary tab of the License Details page.

For detailed information about creating and working with licenses, see **Managing Licenses and Amendments** on page **257**.

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10

Advanced Tools

This section includes:

- **Exchange Rates Report** on page **271**
- **Fiscal Period Closure** on page **273**
- **Patron Driven Acquisitions** on page **283**
- **Change Vendor in Order** on page **292**

Exchange Rates Report

PERMISSIONS:

To view exchange rates, you must have the following role:

- Acquisitions Administrator
- General System Administrator

The Exchange Rates Report enables you to view the exchange rates of single or multiple currencies for a single day or over a period of time. Exchange rates are automatically uploaded daily and updated from the International Monetary Fund (IMF).

To view the Exchange Rates Report:

1 On the Exchange Rates Report page (**Acquisitions > Advanced Tools > Exchange Rates Report**), make any changes to the fields in the Select Currencies section.

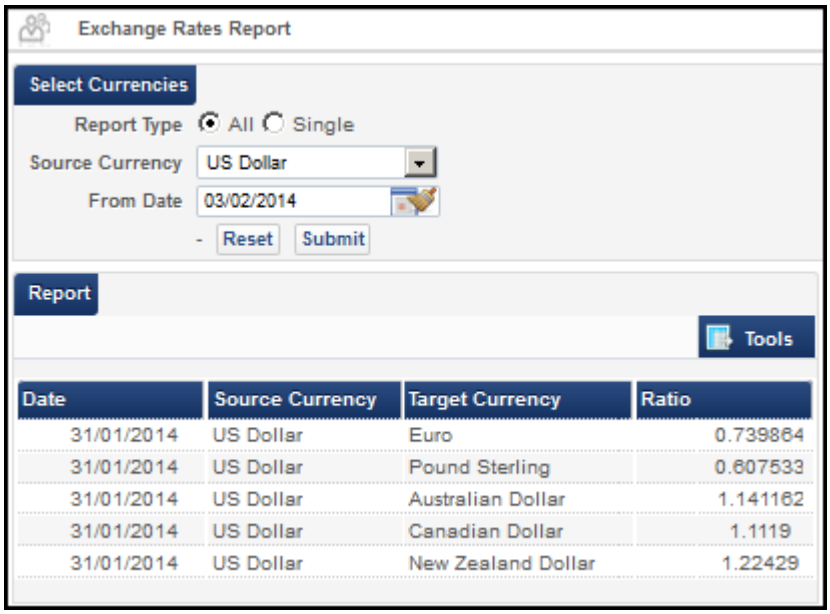

Figure 181: Exchange Rates Report, Default View

NOTE:
The default view is all target currencies for today's date.

Changes you can make:

- Change the date to view the currency rates for any date in the past.
- To change the report parameters to view a single target currency, select **Single** for Report Type.
- Make any changes to currencies or dates. (Single currency allows you to view the changing rate of a target currency in relation to your base currency for a period of one month prior to the current date.)

2 Click the **Submit** button to run your query. To reset the parameters, click the **Reset** button.

Alma returns results from your custom query in the Report section of the page.

The following is an example of the Exchange Rates Report page for a single currency.

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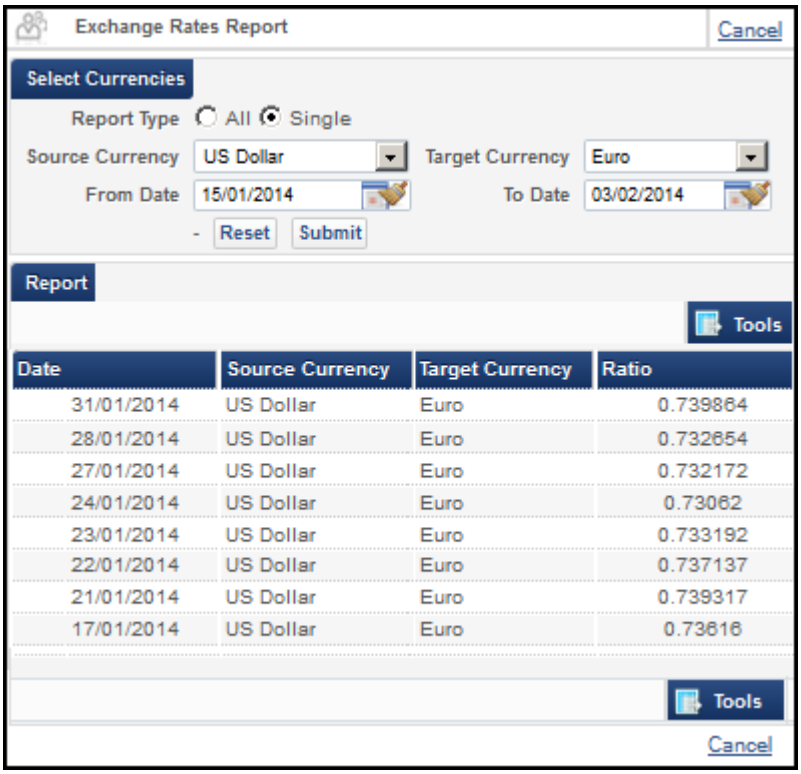

Figure 182: Changes to Single Target Currency, Jan 15 - Feb 3

Fiscal Period Closure

PERMISSIONS:

To perform fiscal period closure, you must have the following role:

- Fiscal Period Manager

To close a fiscal period and move to the next fiscal period, you must run the following jobs:

- Ledger rollover – Copies the ledgers from the closing fiscal period to the next fiscal period (see **Rolling Over Ledgers** on page **274**)
- PO line rollover – Copies PO lines from the closing fiscal period to the next fiscal period (see **Rolling Over PO Lines** on page **278**)

The following order types are rolled over during fiscal period closure:

- Subscription orders
- Standing orders

- PO lines not fully invoiced or not fully paid by the end of the fiscal period

VIDEO:
Learn more about this feature in the ***Fiscal Period Closure*** video (35:08 mins).

Rolling Over Ledgers

PERMISSIONS:

To perform a ledger rollover, you must have the following role:

- Fiscal Period Manager

As part of the fiscal period closure, the Ledger Manager runs a manual job that copies the ledger of the current fiscal period with all the summary details and allocated funds to the new fiscal period, if required. No changes to the ledger or allocations are made during this process. If the next fiscal period does not exist, Alma creates a new one.

NOTE:
Alma supports only the non-accrual (cash basis) of accounting, meaning that only cash transactions processed through the system are taken into account.

VIDEO:
Learn more about this feature in the ***Fiscal Period Closure*** video (35:08 mins).

To perform a ledger rollover:

1 On the Rollover Ledgers page (**Acquisitions > Advanced Tools > Rollover Ledgers**), click **Add Job**. The Add Job dialog box opens.

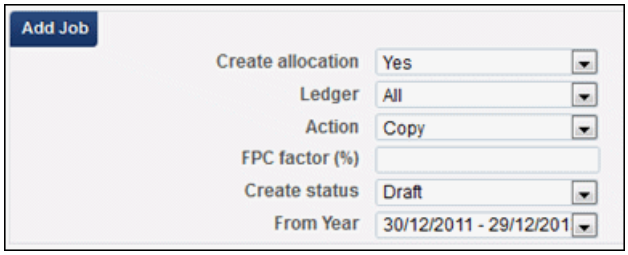

Figure 183: Add Ledger Rollover Job Dialog Box

2 Enter the job information as required. A description of the fields is provided in the following table:

Table 29. Rollover Ledgers Job Fields

Field	Description
Create allocation	Select whether you want to copy the allocated funds with their allocations to the new ledger for the new fiscal period. If you select **Yes** and then select **Copy** in the **Action** field, the **FPC factor (%)** field displays, where you enter a value representing the increase/decrease percentage of the new allocated funds when copied from the original ledger. The **FPC factor (%)** is multiplied by the original allocation sum to determine the allocation amount. **NOTE:** The **Create allocation** field is not displayed if you select **Delete** in the **Action** field.
Ledger	Select whether you want to copy all the ledgers or a specific ledger from the drop-down list. Only ledgers that exist in the displayed fiscal period are displayed.
Action	From the drop-down list select: ■ **Copy** – Copies the ledger to the new fiscal period. If the fiscal period does not exist, a new one is created. ■ **Delete** – Deletes the ledger from the next fiscal period. If the ledger does not exist, the job completes successfully. If the ledger exists, the job checks for any transactions (other than allocations). If a transaction (encumbrance or expenditure) is found, the job completes with the error **Ledger <ledgerid> cannot be deleted – ledger has transactions on it**.
FPC factor (%)	The increase/decrease percentage of the new allocated funds when they are copied from the source ledger. If no percentage is entered, the value defaults to 0%. **NOTE:** This field is displayed only if you select **Yes** in the **Create allocation** field and **Copy** in the **Action** field.

Table 29. Rollover Ledgers Job Fields

Field	Description
Create status	Creates the status of the ledger in the new fiscal period. Select from: ■ **Draft** ■ **Active** **NOTE:** This field is not displayed if you select **Delete** in the **Action** field.
Copy from year	The year from which to copy the ledger. Select from the current or previous fiscal period. **NOTE:** This field is not displayed if you select **Delete** in the **Action** field.

3 Click **Add** to add the job and continue creating other jobs, or **Add and Close** to add the job and close the dialog box.

The job is added to the Rollover Ledgers page and runs immediately.

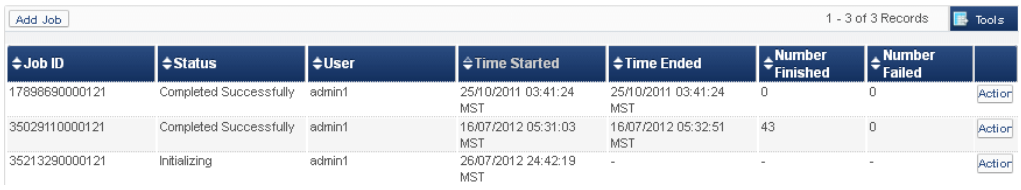

Figure 184: Ledger Rollover Ledgers Page – with Job

4 Click **Actions > View** to view details of the job. The Job Report page opens.

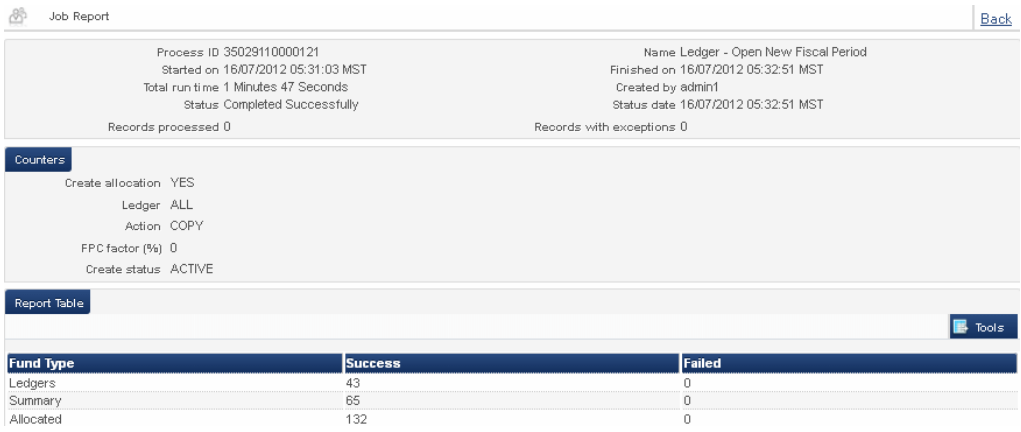

Figure 185: Rollover Ledgers Job Report Page

The Rollover Ledgers Job Report page displays the following:

- Fund type
- Number of successful rollovers per fund type
- Number of failed rollovers per fund type

5 Click **Actions > Events** to view the job events. The Events Report page opens.

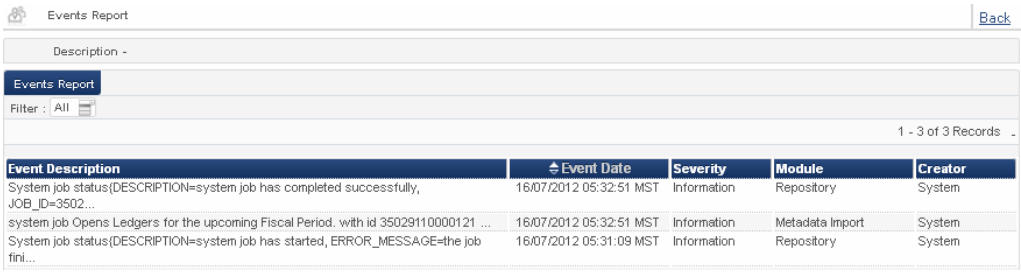

Figure 186: Rollover Ledgers Job Events Page

The Events Report page displays the following:

- Event description
- Event date
- Severity
- Module
- Creator

Rolling Over PO Lines

PERMISSIONS:

To perform a PO line rollover, you must have both of the following roles:

- Acquisitions Administrator
- Fiscal Period Manager

A job must be run to copy the encumbered PO lines to the new fiscal period. During the rollover process, you can select whether you want to increase or decrease the amount of the encumbered PO line.

NOTE:

Before performing a PO line rollover, you must first perform a ledger rollover.

Ensure that the ensuing fiscal period exists and that the relevant funds and ledgers are active before performing a PO line rollover.

PO line rollover is performed on all active, continuous PO lines and on active, one-time PO lines that still have an encumbrance. PO lines are updated according to the order currency (and not the fund currency). The exchange rate is recalculated according to the most recent currency rate of exchange.

VIDEO:

Learn more about this feature in the ***Fiscal Period Closure*** video (35.08 mins).

To perform a PO line rollover:

1 On the Rollover PO Lines page, (**Acquisitions > Advanced Tools > Rollover PO Lines**), click **Add Job**. The Add Job dialog box opens.

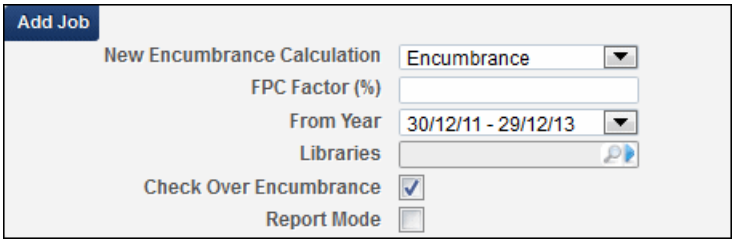

Figure 187: Add Rollover PO Lines Job Dialog Box

2 Enter the job information as required. A description of the fields is provided in the following table.

Table 30. Rollover PO Lines Job Fields

Field	Description
New encumbrance calculation	Select the way in which you want to calculate the encumbrances in the new fiscal period. When working with continuous PO lines, you can base this calculation on: ■ **Encumbrance** – Adds all the encumbrances and moves them to the new fiscal period (plus or minus the FPC factor %). It then runs the dis-encumbrance on the entire expenditure. ■ **Expenditure** – Calculation is based on the sum of all expenditures related to the fiscal period (plus or minus the FPC factor). The encumbrance is relative for each fund. If this option is selected and the PO line does not have expenditures, calculation is instead based on encumbrance. Calculation for one-time PO lines is always based on **Encumbrance**, but the FPC factor % is not calculated.
FPC factor (%)	The increase/decrease percentage of the encumbrance when the PO lines are copied to the new fiscal period. If no percentage is entered, the value defaults to 0%. After the rollover job runs, the PO line fund's local and foreign currency update according to this value.
From year	The year from which to copy the PO line. Select from the current or previous fiscal period.

Table 30. Rollover PO Lines Job Fields

Field	Description
Libraries	Select a library for which the PO line rollover is to take effect. If you do not select a value in this field, rollover is performed for the entire institution.
Check over encumbrance	Select to ensure that checking over-encumbrance rules of the fund/ledger is performed. Clear this option if you do not want over-encumbrance rules to be checked (such as for institutions whose funds do not have money because the ledger rollover runs without allocation).
Report mode	It is recommended that you select this option to simulate a PO line rollover in test mode before generating a real PO line rollover. This option generates a report identifying any errors that need to be resolved. The rollover is simulated but is not saved to the system.

3 Click **Add** to add the job and continue creating other jobs, or **Add and Close** to add the job and close the dialog box.

The job is added to the Rollover PO Lines page.

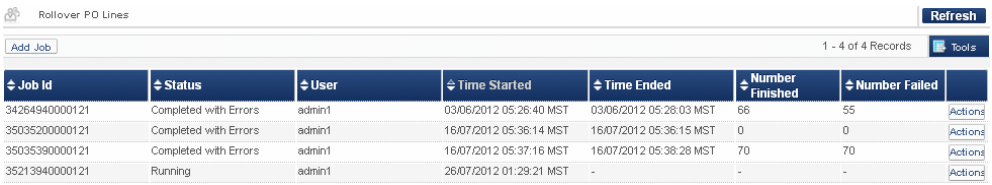

Figure 188: Rollover PO Lines Page – with Job

The Rollover PO Lines page displays the following information relating to the rollover job:

- Job ID number
- Status
- User that added the job
- Time the job started
- Time the job ended
- Number of ledger rollovers in the job (**Number finished**)
- Number of failed ledger rollovers in the job

4 Click **Actions > View** to view details of the job. The Job Report page opens.

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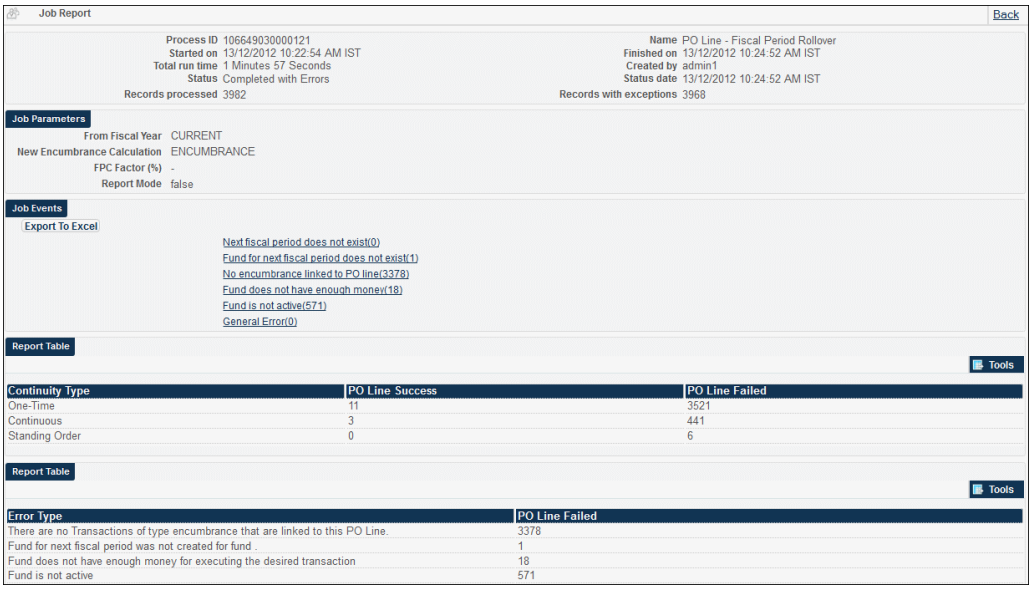

Figure 189: Rollover PO Lines Job Report Page

The Rollover PO Lines Job Report page displays the following information:

- Job parameters, including:
  - Process ID
  - Name of the process
  - Date and time on which the process started
  - Date and time on which the process finished
  - Total run time of the process
  - User that created the process
  - Process status
  - Date and time on which the process status was recorded
  - Total number of records processed
  - Number of records for which processing failed (exceptions)
- Job events, containing the following:
  - A link to PO lines that succeeded with the rollover (**PO line rollover success**)
  - Links to PO lines that failed, with a description of the failure reason and the number of PO lines that failed in the link
  - An **Export to Excel** button which enables viewing the problematic PO lines in an Excel file. The PO lines are grouped by the error

message with which they are associated, and the Excel tabs are named according to the generated error messages.

- Continuity type
- Number of PO line successes for each community type
- Number of PO line failures for each community type
- A table of errors, if relevant. The table contains:
  - Error type
  - Number of failed PO lines as a result of the error

Click **Cancel** to return to the PO Line Rollover page.

5 Click **Actions > Events** to view the list of job events. The Events Report page opens.

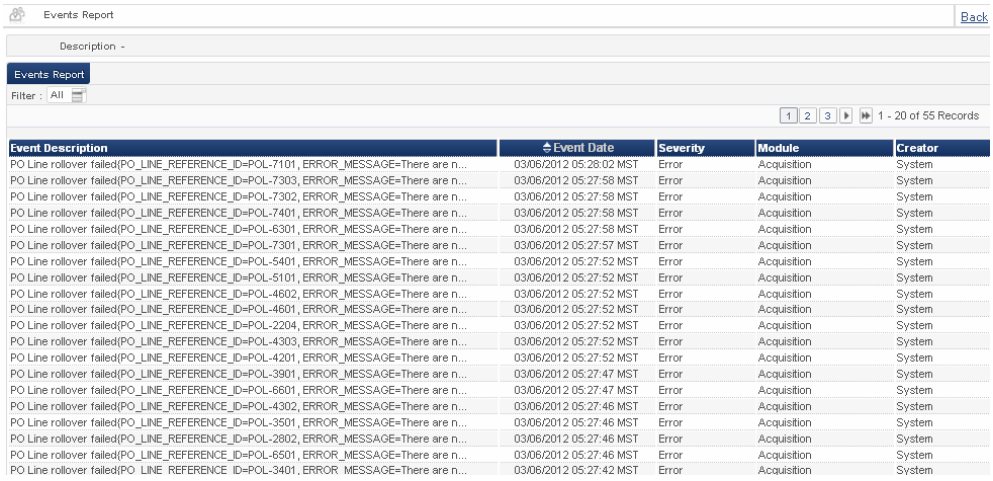

Figure 190: PO Line Rollover Job Events Page

The Events Report page displays the following:

- Event description
- Event date
- Severity
- Module
- Creator

Click **Back** to return to the PO Line Rollover page.

6 Click **Actions > Report** to view the job report. The Events Report page opens.

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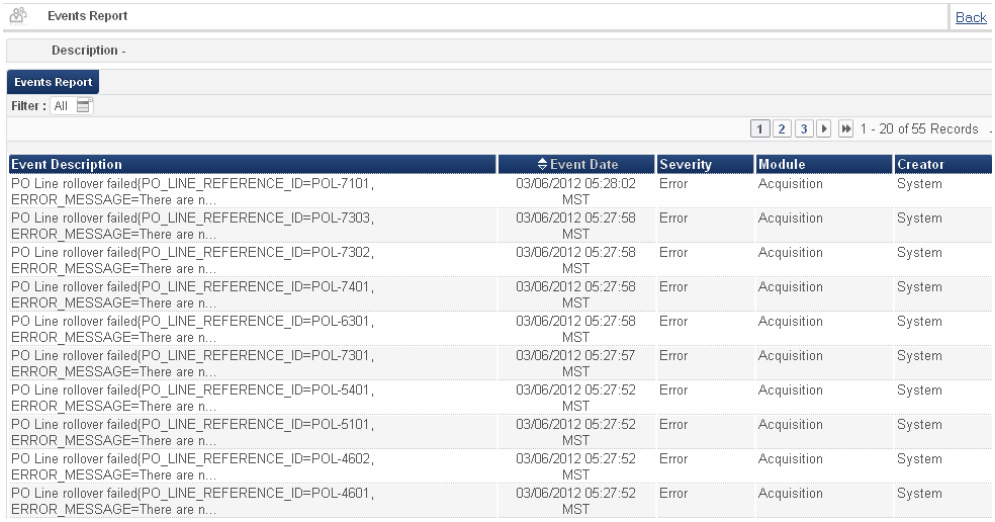

Event Description	Event Date	Severity	Module	Creator
PO Line rollover failed{PO_LINE_REFERENCE_ID=POL-7101, ERROR_MESSAGE=There are n...	03/06/2012 05:28:02 MST	Error	Acquisition	System
PO Line rollover failed{PO_LINE_REFERENCE_ID=POL-7303, ERROR_MESSAGE=There are n...	03/06/2012 05:27:58 MST	Error	Acquisition	System
PO Line rollover failed{PO_LINE_REFERENCE_ID=POL-7302, ERROR_MESSAGE=There are n...	03/06/2012 05:27:58 MST	Error	Acquisition	System
PO Line rollover failed{PO_LINE_REFERENCE_ID=POL-7401, ERROR_MESSAGE=There are n...	03/06/2012 05:27:58 MST	Error	Acquisition	System
PO Line rollover failed{PO_LINE_REFERENCE_ID=POL-6301, ERROR_MESSAGE=There are n...	03/06/2012 05:27:58 MST	Error	Acquisition	System
PO Line rollover failed{PO_LINE_REFERENCE_ID=POL-7301, ERROR_MESSAGE=There are n...	03/06/2012 05:27:57 MST	Error	Acquisition	System
PO Line rollover failed{PO_LINE_REFERENCE_ID=POL-5401, ERROR_MESSAGE=There are n...	03/06/2012 05:27:52 MST	Error	Acquisition	System
PO Line rollover failed{PO_LINE_REFERENCE_ID=POL-5101, ERROR_MESSAGE=There are n...	03/06/2012 05:27:52 MST	Error	Acquisition	System
PO Line rollover failed{PO_LINE_REFERENCE_ID=POL-4602, ERROR_MESSAGE=There are n...	03/06/2012 05:27:52 MST	Error	Acquisition	System
PO Line rollover failed{PO_LINE_REFERENCE_ID=POL-4601, ERROR_MESSAGE=There are n...	03/06/2012 05:27:52 MST	Error	Acquisition	System

Figure 191: PO Line Rollover Job Report Page

Click **Back** to return to the PO Line Rollover page.

NOTE:

The PO Line Rollover Job Report page currently displays the same information as the PO Line Rollover Job Events Page. The PO Line Rollover Job Report page will contain PO line and error information in a future release (similar to the information contained on the Rollover PO Lines Job Report page).

Patron Driven Acquisitions

PERMISSIONS:

To work with Patron Driven Acquisitions (PDA), you must have one of the following roles:

- Purchasing Operator
- Purchasing Manager

Patron Driven Acquisition (PDA) in Alma represents an agreement for a vendor to send e-resources to an institution that may be of interest to the institution. Resources are imported as a repository file and are published to the discovery layer to be accessed by patrons. To publish to the discovery layer, the relevant setting must be configured on the Import Profile Details page (see **Managing Profiles for Record Imports** in the *Alma Resource Management Guide*).

Access is monitored by the vendor; when a predefined threshold is exceeded, the item is considered as if it is purchased and is sent as part of an EOD to Alma. Orders (marked as PDA) are loaded into Alma, and the vendor then sends the relevant invoices. At the end of the defined PDA period, PDA resources that were not purchased can be removed from Alma by the institution.

The following steps describe the workflow for working with PDAs.

1. Create a PDA on the PDA Details page. The PDA must be activated to continue in the workflow (see **To create a new PDA entry:** on page **285**).
2. Manage profiles for the PDA (see **To manage PDA profiles:** on page **289**). The profile must be activated to import a repository file.
3. The vendor sends a repository file to the institution, and the repository is imported into Alma. Inventory items are created and published to the discovery system (see **To import a repository:** on page **290**).
4. The vendor sends an embedded order data (EOD) file to Alma (containing orders for the purchased resources). Orders (marked as PDA) are loaded into Alma (**To import PDA orders:** on page **290**) without creating inventory items. Alma verifies that the related inventory item exists and is linked to the current PDA.

   Institutions that do not use EOD files must update the portfolio manually, as follows:

   - Perform a repository search to locate the relevant portfolio.
   - Click **Order** to create an order for the portfolio.

   For details, see the table in the section **Repository Search Results Actions** in the *Alma Resource Management Guide*.
5. The vendor sends invoices (via EDI, for example) for both purchased titles and those titles accessed but not purchased. At the end of the defined PDA period, PDA resources that were not purchased can be removed from Alma by the institution (see **To clean up a PDA entry:** on page **291**).

NOTE:
Instead of managing costs per title, some institutions pay a specified amount to the vendor, who informs the institution of which titles were purchased. In these cases, you can add a note to the portfolio indicating that the title was purchased. You can add a note to multiple portfolios at once via a batch file in the portfolio loader.

You can also perform the following actions on the PDA, as needed:

- Edit – see **To edit a PDA entry:** on page **287**
- Duplicate – see **To duplicate an existing PDA entry:** on page **290**
- Pause – see **To pause a PDA program:** on page **291**
- Terminate – see **To terminate a PDA entry:** on page **291**

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- Cancel – see **To cancel a PDA entry:** on page **292**

Navigating and Filtering the PDA List

On the Patron Driven Acquisition (PDA) List page (select **Acquisitions > Advanced Tools > Patron Driven Acquisition (PDA)**), the following is displayed:

- Filter option – Enables filtering the list of PDAs to display all PDAs or PDAs according to code, name, vendor code or vendor name.
- Find option – Enables searching PDAs by a specific form context, which can be filtered in the **in** drop-down—for example, by code, name, or status.
- List of PDAs

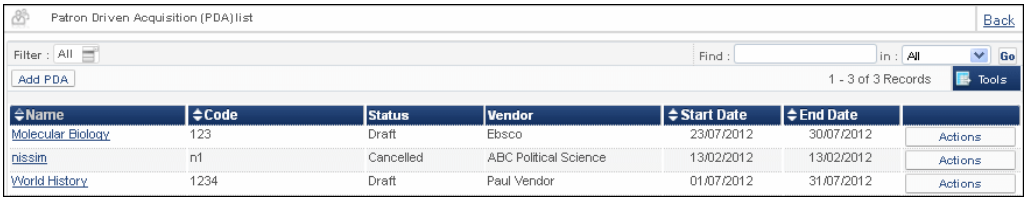

Figure 192: Patron Driven Acquisition (PDA) List Page

To create a new PDA entry:

1 On the Patron Driven Acquisition (PDA) List page (**Acquisitions > Advanced Tools > Patron Driven Acquisition (PDA)**), click **Add PDA**. The PDA Details page opens.

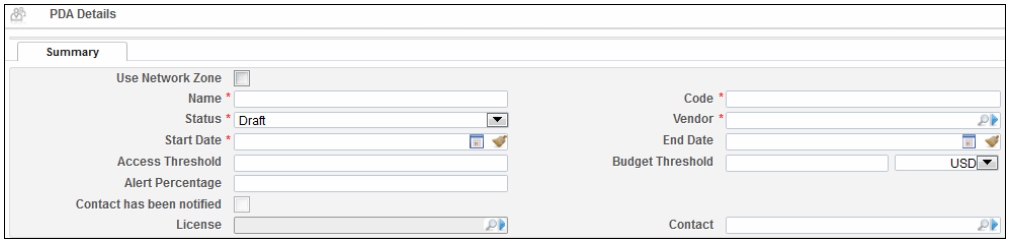

Figure 193: PDA Details Page

2 Fill in the fields on the page. A description of the fields is provided in the following table.

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Table 31. PDA Details Page Fields

Field	Description
Use Network Zone	For an explanation of this option, see **Working With Import Profiles for the Collaborative Network** in the Alma online help.
Name (required)	A descriptive name for the PDA entry.
Code (required)	A code for the PDA entry
Status (required)	Select a status for the PDA. Choose from: ■ Active ■ Canceled ■ Draft **NOTE:** The default status is **Draft**. The status must be set to **Active** to enable continuing with the PDA workflow.
Vendor (required)	Click the **Search** icon to select the vendor that is supplying the e-resource.
Start date (required)	Click in the box and select the start date for the PDA from the **Calendar** dialog box.
End date	Click in the box and select the end date for the PDA from the **Calendar** dialog box.
Access threshold	The number of access requests made for the e-resource upon which the institution agrees to purchase the resource. This value is for information only; the vendor checks the value and proceeds accordingly.
Budget threshold	The maximum amount of money that the institution is willing to pay for e-resources after the **Access threshold** has been reached. **NOTE:** This value is for information only; Alma does not prevent resources from being accessed, even if the **Budget threshold** has been reached. Select a currency from the drop-down list to the right of this field.

Table 31. PDA Details Page Fields

Field	Description
Alert Percentage	When the PDA usage exceeds the alert percentage of the budget threshold, an email notification is sent to the contact person after the **PDA- Alert PDA Reached Threshold** job runs. The **PDA- Alert PDA Reached Threshold** job is set to automatically run once per day. After importing an EOD file, the job is run to determine whether an email notification is to be sent. For details on importing EOD files, see **Importing Embedded Order Data (EOD)** on page **18**. **VIDEO:** For more information concerning the PDA alert, see the *PDA Alerts* video (4:33 mins).
Contact has been notified	A check mark appears in the Contact has been notified check box when the alert percentage is exceeded and an email notification is sent to the contact person.
License	Click the **Search** icon to select a license or amendment to associate with the PDA.
Contact	Click the **Search** icon to select a contact to associate with the PDA.

3 Click **Save** to store the information you entered and return to the Patron Driven Acquisition (PDA) List page.

To edit a PDA entry:

1 On the Patron Driven Acquisition (PDA) List page (**Acquisitions > Advanced Tools > Patron Driven Acquisition (PDA)**), select **Actions > Edit**, or click the PDA name. The **Summary** tab of the PDA Details page opens.

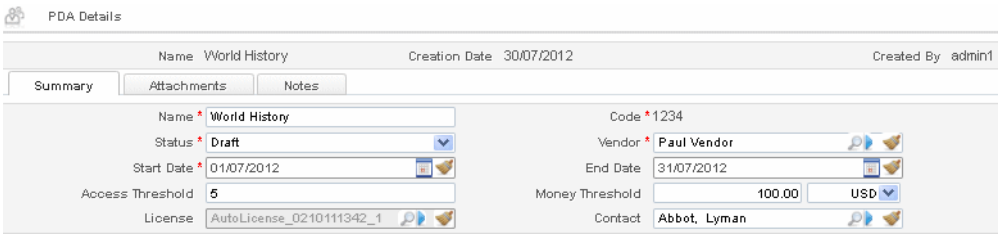

Figure 194: Patron Driven Acquisition (PDA) List Page Summary Tab

2 Edit the PDA Details information as required. For a description of the fields on this page, see **PDA Details Page Fields** on page **286**.

3 In the **Attachments** tab, add/edit any attachments that you want included with the PDA, as follows:

- To add an attachment, click **Browse** in the **File name** field and select a file. Add a URL and/or note, if required, and click **Add Attachment**. The attachment is displayed in the list of attachments in the Attachments tab.

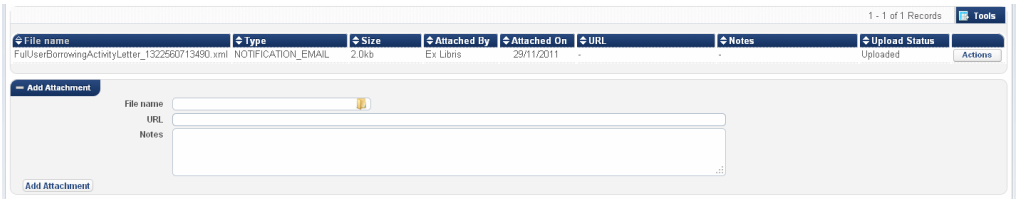

Figure 195: List of Attachments - Attachments Tab

- To edit an attachment, select **Actions** > **Edit** for the attachment that you want to update, modify the **File name**, **URL**, and **Notes** fields as required, and click **Save Attachment**.
- To delete an attachment, select **Actions** > **Delete** for the attachment that you want to delete and click **Confirm** in the Confirmation Message pop-up window.
- To download a file, select **Actions > Download** for the file that you want to download, specify the folder to which you want to save the file, and click **OK**.

NOTE:

The icon on the Attachments tab indicates that information is available in the tab. The icon on the Attachments tab indicates that there is no information in the tab.

4 In the **Notes** tab, add/edit any notes that you want included with the PDA, as follows:

- To add a note, type your note in the **Note** field and click **Add**. The note is displayed in the list of notes on the page.

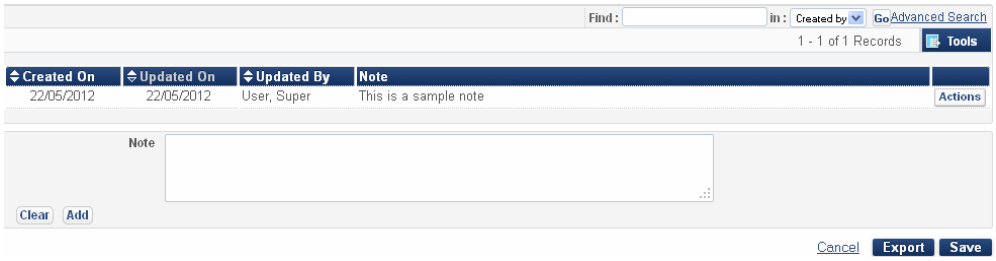

Figure 196: List of Notes - Notes Tab

- To edit a note, select **Actions > Edit** for the note that you want to update, modify the note on the Edit Note page, and click **Save.**
- To delete a note, select **Actions > Delete** for the note that you want to delete and click **Confirm** in the Confirmation Message pop-up window.
- To locate a note in the list of notes, enter the text for which you want to search in the **Find** box and select the field—**Created by**, **Modified by**, or **Note**—in which you want to search for the text.

NOTE:

The icon on the Notes tab indicates that information is available in the tab. The icon on the Notes tab indicates that there is no information in the tab.

5 Click **Save** to store the information you entered and return to the Patron Driven Acquisition (PDA) List page.

To manage PDA profiles:

On the Patron Driven Acquisition (PDA) List page (**Acquisitions > Advanced Tools > Patron Driven Acquisition (PDA)**), select **Actions > Manage PDA Profiles.** The Run Import page opens, where you can manage the profiles associated with the PDA. For details on profiles, see **Managing Profiles for Record Imports** in the *Alma Resource Management Guide*.

NOTE:

PDA profiles must be activated to import an EOD or a repository.

If you are working with EBL, ensure that you configure the following properties within your import profile:

- **PO line currency** – should be defined. Note that only one currency is supported.
- **Decimal point location** – should be set to 2
- **List price field** – should be set to 980b

- **Default PO line owner** – must be defined
- **Fund distribution field** – should be set to 981b (leave percent subfield empty)
- **Default fund** – must be defined
- **Vendor invoice number field** – should be set to 980f in order to package all PO lines with the identical number in this field into one PO and create an invoice from this PO.

To import a repository:

On the Patron Driven Acquisition (PDA) List page (**Acquisitions > Advanced Tools > Patron Driven Acquisition (PDA)**), select **Actions > Import Repository.** The Start New Import page opens, where you select one or more repository files to import. Click **Submit** to import the selected files. Inventory items are created and published to the discovery system.

To import PDA orders:

On the Patron Driven Acquisition (PDA) List page (**Acquisitions > Advanced Tools > Patron Driven Acquisition (PDA)**), select **Actions > Import Orders.** The Start New Import page opens, where you import an EOD of the PDA (see **Importing Embedded Order Data (EOD)** on page **18**). PO lines are then created, beginning the purchasing workflow (see **Purchasing Workflow** on page **11**).

When importing PDA orders, ensure that .mrc files are encoded with MARC8 characters.

To duplicate an existing PDA entry:

1. On the Patron Driven Acquisition (PDA) List page (**Acquisitions > Advanced Tools > Patron Driven Acquisition (PDA)**), select **Actions > Duplicate**. The **Summary** tab of the PDA Details page opens.

   The fields contain the same values as the original PDA entry, except that the **Name** and **Code** fields are empty.

2. Enter values for the **Name** and **Code** fields, and modify any other field values, as needed. For details on the PDA Details fields, see **PDA Details Page Fields** on page **286**.

3. Click **Save** to store the information you entered and return to the Patron Driven Acquisition (PDA) List page.

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To pause a PDA program:

1 On the Patron Driven Acquisitions (PDA) List page (**Acquisitions > Advanced Tools > Patron Driven Acquisition (PDA)**), select **Actions > Pause**.

A confirmation box opens.

2 Click **Confirm**.

Alma puts the PDA program in a paused mode, resulting in the following restrictions:

- Suppression of all bibliographic records that were already loaded for this PDA program but not yet purchased
- Prevention of new bibliographic records being loaded for the PDA program

In the **Actions** menu, the **Pause** changes to **Restore**, which, when clicked, will stop the actions of the pause.

VIDEO:

For more information about pausing a PDA program, see the *Pause PDA Program* video (4:11 mins).

To terminate a PDA entry:

On the Patron Driven Acquisition (PDA) List page (**Acquisitions > Advanced Tools > Patron Driven Acquisition (PDA)**), select **Actions > Terminate**. The PDA end date is set to the current date, and repositories can no longer be imported, although EODs can still be imported.

To clean up a PDA entry:

1 On the Patron Driven Acquisition (PDA) List page (**Acquisitions > Advanced Tools > Patron Driven Acquisition (PDA)**), select **Actions > Cleanup.** The Confirm cleanup dialog box opens, asking if you want to permanently remove inventory items associated with the PDA.

2 Click **Confirm** to remove inventory items from the PDA that do not have PO lines associated with them.

NOTES:

- To perform cleanup on a PDA, you must first terminate the PDA.
- After cleanup is performed, the PDA status is set to **Canceled**.

To cancel a PDA entry:

1 On the Patron Driven Acquisition (PDA) List page (**Acquisitions > Advanced Tools > Patron Driven Acquisition (PDA)**), select **Actions > Cancel.** The Confirm Cancel PDA dialog box opens, asking if you want to permanently remove inventory items associated with the PDA.

2 Click **Confirm** to set the PDA end date to the current date and remove inventory items from the PDA that do not have PO lines associated with them. The PDA status is set to **Canceled**.

NOTE:
Cancelling a PDA entry performs both the **Terminate** and **Cleanup** actions.

Change Vendor in Order

You can change the vendor account details to that of another vendor for any order that is not canceled.

To change the vendor account details for all orders:

1 On the Change Vendor in Order page (**Acquisitions > Advanced Tools > Change Vendor in Order**), click **Add Job**. The Add Job dialog box opens:

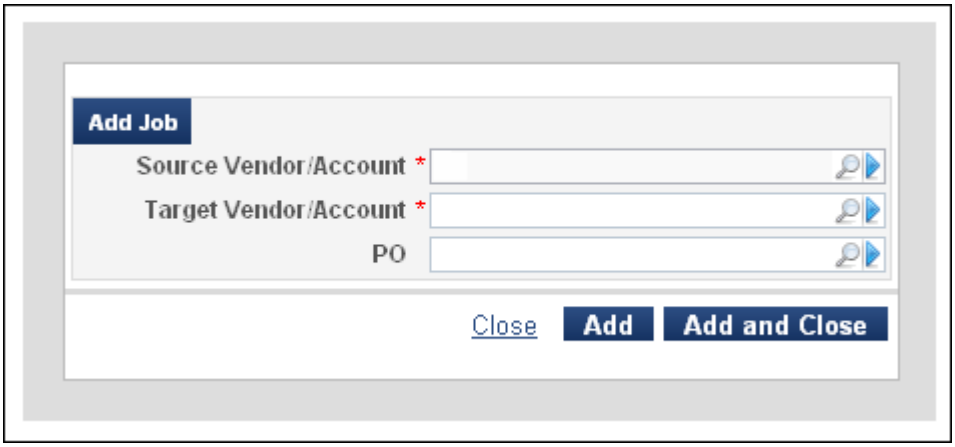

Figure 197: Add Job

2 From the **Source vendor/account** browse options, select the original vendor.

3 From the **Target vendor/Account** browse options, select the new vendor.

4 If you want to restrict the vendor change to a specific PO, from the PO field, select a PO. The Source vendor/account field is disabled and displays the source vendor/account from the selected PO.

   If no PO is selected, the change affects all active PO lines and POs for the selected source vendor/account.

5 Click **Add** or **Add and Close**.

The vendor account details for the PO/PO lines are changed without changing the status of the PO/PO lines.

VIDEO:

For more information on changing the vendor account details, see the *Change Vendor of a Purchase Order* video (3:14 mins).

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11

Configuring Acquisitions

This section includes:

- **Overview** on page **295**
- **Configuring Acquisition Activities** on page **295**
- **Configuration Options** on page **296**
- **Purchase Orders** on page **298**
- **Invoices** on page **318**
- **Licenses** on page **333**
- **General** on page **346**

Overview

The infrastructure for the acquisition workflows involves configuration of purchase orders, invoices, licenses, and other activities, and includes setting rules for the workflows for these processes.

This chapter describes how to configure the various acquisition functions. See the Alma *Glossary* for definitions of these functions.

Configuring Acquisition Activities

PERMISSIONS:

To configure acquisition activities, you must have the following role:

- Acquisitions Administrator

Acquisitions activities are configured from the Acquisitions Configuration page, which you access by selecting **Acquisitions Configuration > Configuration Menu** from the **Acquisitions** menu.

NOTE:
During implementation, some of the Acquisitions Configuration can be performed only by Ex Libris Professional Services staff. Once your Alma system is "live" and your institution's administrators have received Alma certification, this area will be open to administrators.

On the Configuration page, the following is displayed:

- a filter option, enabling you to display the configuration options for configuring the institution (Main Campus) or libraries within the institution
- a list of the available configuration items

The following table lists the available configuration options.

Table 32. Configuration Options

Section	Configuration Item	See
Purchase Orders	Reporting Codes	**Configuring Reporting Codes** on page **298**
	Purchasing Review Rules	**Configuring Purchasing Review Rules** on page **301**
	Shipping Method	**Configuring Shipping Methods** on page **307**
	PO Line Cancellation Reasons	**Configuring PO Line Cancellation Reasons** on page **310**
	Import Profiles	**Viewing Import Profiles** on page **312**
	PO Line Types	**Configuring PO Line Types** on page **313**
	PO Line Deferral Reasons	**Configuring PO Line Deferral Reasons** on page **314**
	Acquisition Method	**Configuring the Default Acquisition Method** on page **316**

Table 32. Configuration Options

Section	Configuration Item	See
Invoices	Invoice Review Rules	**Configuring Invoice Review Rules** on page **318**
	Invoice Approval Rules	**Configuring Invoice Approval Rules** on page **323**
	Disapprove Reasons	**Configuring Disapproval Reasons** on page **327**
	VAT Codes	**Configuring VAT Codes** on page **330**
	Payment Method	**Configuring the Default Payment Method** on page **331**
Licenses	Sections Order	**Configuring Sections Order** on page **333**
	Terms Type	**Configuring Term Types** on page **335**
	License Storage Location	**Configuring License Storage Locations** on page **343**
General	Other Settings	**Configuring Other Settings** on page **346**
	Currency Subset	**Configuring Currency Subsets** on page **349**
	Fund and Ledger Fiscal Period	**Configuring Fund and Ledger Fiscal Periods** on page **351**
	Receiving Departmental Validations	**Configuring Receiving Departmental Validations** on page **354**
	Fund Types	**Configuring Fund Types** on page **355**

Purchase Orders

Configuring Reporting Codes

PERMISSIONS:

To configure reporting codes, you must have the following role:

- Acquisitions Administrator

Alma lets you define reporting codes that can be used for analyzing acquisitions in subsequent reporting. For example, if you have a reporting code for postage, you can then create a report that lists all PO lines that have the postage reporting code.

Reporting codes can be added to Alma manually or imported. If you import reporting codes to Alma, you delete any previous reporting codes.

You configure reporting codes on the Code Table page (**Acquisitions > Acquisitions Configuration > Configuration Menu > Purchase Orders > Reporting Codes**).

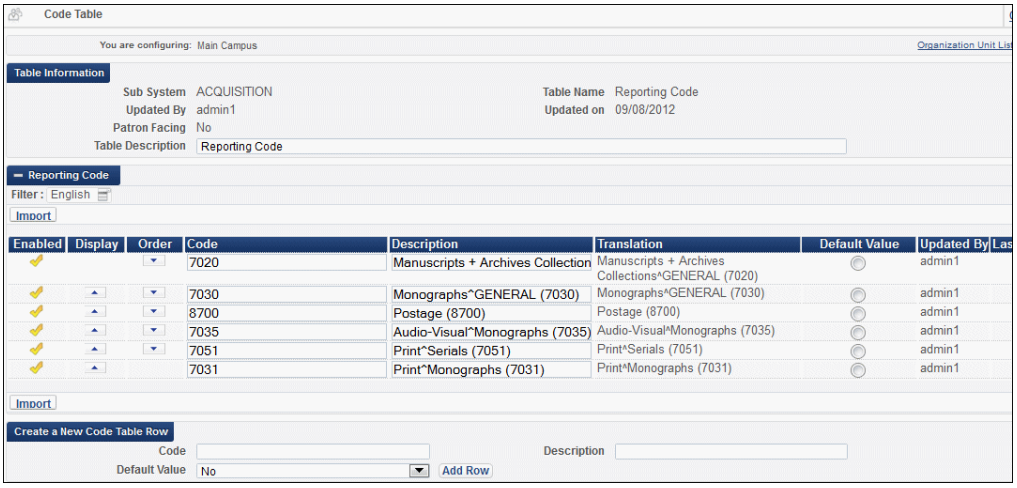

Figure 198: Code Table Page – Reporting Code

The Code Table page displays:

- details about the table that contains the reporting codes for the institution/library. Most of the details are system-generated and cannot be edited.
- a list of the reporting codes that are defined for the institution/library
- a group of input fields that enable you to define and create a new reporting code

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The following actions can be performed on this page:

- Adding a reporting code (see **Adding a Reporting Code** on page **299**)
- Editing a reporting code (see **Editing Reporting Codes Details** on page **300**)
- Deleting a reporting code (click **Delete**)
- Disabling a reporting code (click the yellow check mark to the left of the reporting code. To enable a disabled reporting code, click the relevant gray check mark .)

Adding a Reporting Code

When you add reporting codes to your institution, these codes apply to all libraries within your institution.

If you prefer to use the Import option to populate the code table, see **Importing Information to Code Tables** in the *Alma Administration Guide* for more information.

To add a new reporting code:

1. On the Code Table page (**Acquisitions > Acquisitions Configuration > Configuration Menu > Purchase Orders > Reporting Codes**), under **Create New Code Table Row**, enter a code for the new reporting code.

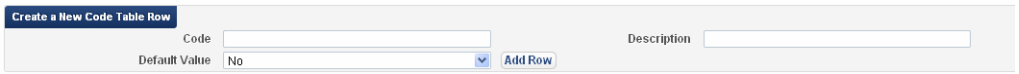

Figure 199: Create New Reporting Code Row Section of the Code Table Page

2. Enter a code and description for the new reporting code.
3. From the **Default value** drop-down list, select **Yes** if the new reporting code will be the default reporting code whenever a **Reporting code** drop-down list is displayed.
4. Click the **Add Row** button. The new reporting code is displayed at the bottom of the list of defined reporting codes. Note that by default, each new reporting code is enabled. To disable a reporting code, click the yellow check mark to the left of the reporting code.
5. Click **Save** to store the new reporting code details in the system.

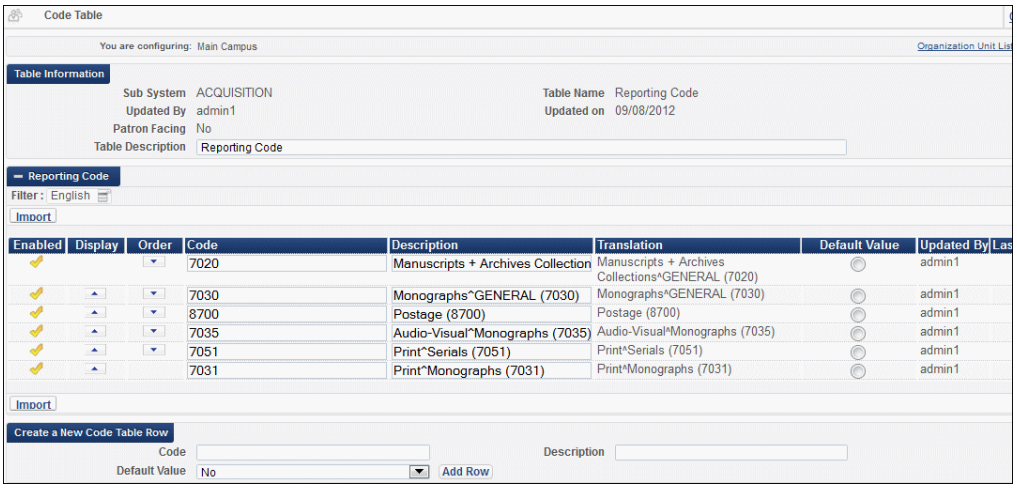

Figure 200: Code Table Page – Reporting Code

Editing Reporting Codes Details

You can edit the details of any reporting code.

To edit the details of a reporting code:

1 On the Code Table page (**Acquisitions > Acquisitions Configuration > Configuration Menu > Purchase Orders > Reporting Codes**), under **Reporting Code**, locate the reporting code that you want to edit.

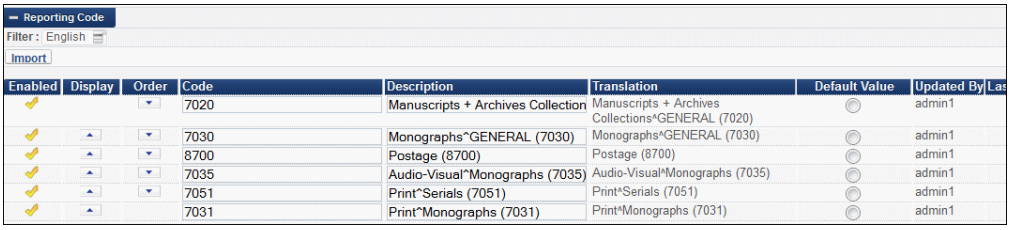

Figure 201: Code Table Page List of Reporting Codes

2 Use the **Display** or **Order** up and down arrows to set the order of the reporting codes. The reporting codes will appear in the defined order in all **Reporting code** drop-down lists.

3 Modify the group code and description as required.

4 Select **Default Value** if the new reporting code will be the default reporting code whenever a **Reporting code** drop-down list is displayed.

5 Click **Save** to store the modified reporting code in the system.

Configuring Purchasing Review Rules

PERMISSIONS:

To configure purchasing review rules, you must have the following role:

- Acquisitions Administrator

Purchasing review rules define the rules that apply to PO lines created by EOD import profiles (see **Importing Embedded Order Data (EOD)** on page **18**). These rules apply only to PO lines created automatically, as manually created PO lines are always sent to Review. More than one rule may be configured, but only one rule is applied. The rules are governed by a Boolean OR operator principle, which means that the first rule that is met is applied and the remaining rules are not checked. The system applies the rules in the order in which they are listed in the Purchasing Rules List (**Figure 202**).

There is a default purchasing review rule that defines the review procedure that applies to PO lines created by EOD import profiles when none of the purchasing review rules is met. This default rule has no configuration parameters and can only be activated (**True**) or deactivated (**False**), as follows:

- **True** – Indicates that if no review rule is met, the invoice is still sent for review.
- **False** – Indicates that if no review rule is met, the invoice is not sent for review.

Each purchasing review rule can be either enabled or disabled. By default, each new rule is enabled.

You configure purchasing review rules on the Purchasing Review Rules page (**Acquisitions > Acquisitions Configuration > Configuration Menu > Purchase Orders > Purchasing Review Rules**).

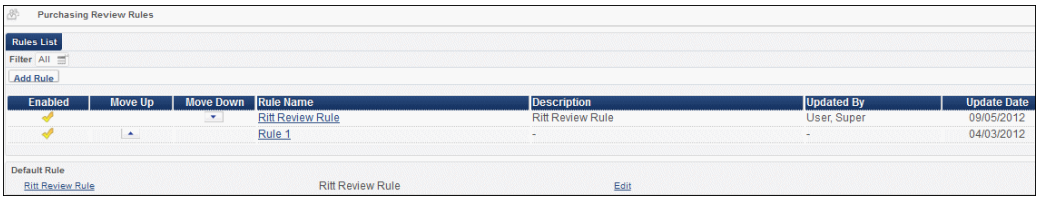

Figure 202: Purchasing Review Rules Page

NOTE:

Ensure that you are within the context of the institution/library whose purchasing review rules you want to configure by selecting the required institution/library from the **You are configuring** filter on the Acquisitions Configuration page.

The Purchasing Review rules page displays:

- a filter option, enabling you to display all purchasing review rules, or only active or inactive rules
- a list of the purchasing review rules
- the default purchasing review rule

The following actions can be performed on this page:

- Adding purchasing review rules (see **Adding Purchasing Review Rules** on page **302**)

  Use the **Move Up** and **Move Down** arrows to set the order of the purchasing review rules. The order of the rules within the list of rules is significant because Alma will apply the first (enabled) rule whose input parameters are satisfied.
- Editing the default purchasing review rule (see **Editing the Default Purchasing Review Rule** on page **306**)
- Deleting purchasing review rules (select **Actions > Delete**)
- Disabling purchasing review rules (click the yellow check mark to the left of the purchasing review rule. To enable a disabled purchasing review rule, click the relevant gray check mark).

Adding Purchasing Review Rules

You can add a new purchasing review rule to the institution or to a library. Purchasing review rules apply only to PO lines created automatically. The rules added to the institution apply to all the libraries within the institution.

To add a new purchasing review rule:

1 On the Purchasing Review Rules page, click the **Add Rule** button. The Purchasing Review Rules Editor page opens.

NOTE:
If you want to create a copy of an existing purchasing review rule, select **Actions > Duplicate**. Once you have copied the rule, you can modify it as needed.

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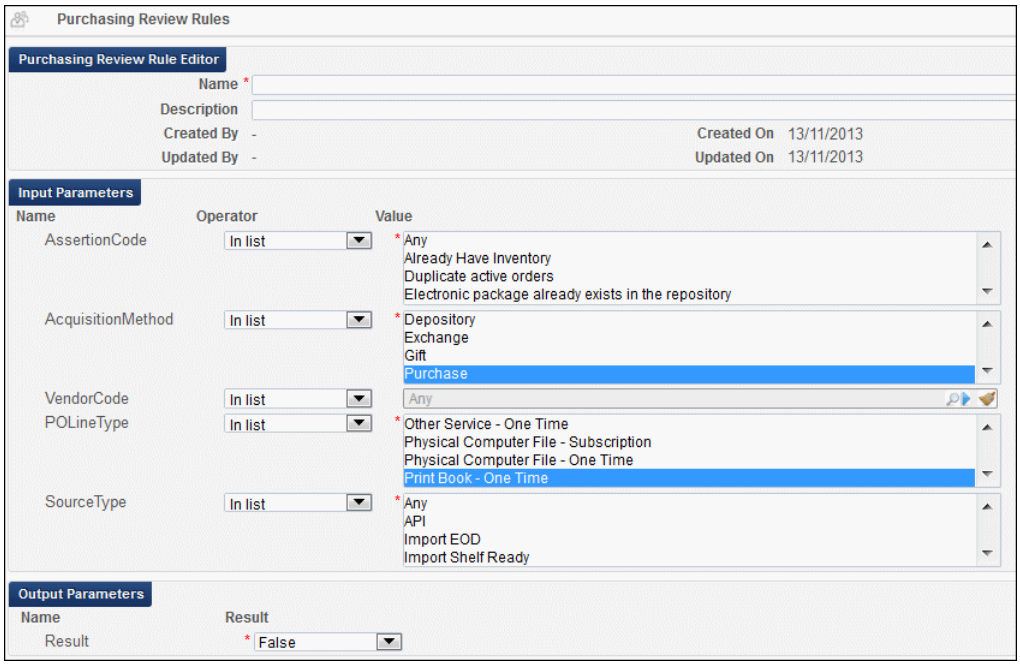

Figure 203: Purchasing Review Rules Editor Page

2 In the **Purchasing Review Rule Editor** section, specify a name (required) and description (optional) for the new rule.

3 In the **Input Parameters** section, select, from the predefined lists, the required information described in the following table.

NOTE:
The Boolean AND operator governs the parameters within a single rule. This means that the rule is applied to a PO line only if all the conditions stipulated in the rule are met, and no previous rule was applied.

Table 33. Purchasing Review Rules Input Parameters

Parameter	Description
AssertionCode	The type of generated alert. An Assertion Code must be specified for the Purchasing Rules to be invoked. Possible values are: ■ **Already have inventory** – The PO line item already exists in your inventory. ■ **Duplicated active orders** – The PO line item is already part of another, active PO. ■ **Electronic collection already exists in the repository** – The PO line electronic collection already exists in the repository. ■ **Electronic resource was not activated** – The PO line electronic resource was not activated. ■ **Funds from different ledgers** – The funds stipulated in the PO line belong to different ledgers. ■ **Invoicing status** – Not in use. ■ **Items already exist in the repository** – The physical item already exists in the repository. ■ **Mandatory information is missing or erroneous** – Information included in the PO line is either insufficient or incorrect. ■ **Not fully received** – The PO line has not been fully received. ■ **Open claims exist for this PO line** – Not in use. ■ **Overdue PO line** – The expected receipt date of the PO line has passed. The PO line will appear on the Claims page. ■ **Previously canceled ordered resource** – The PO line was previously part of a PO that was canceled. ■ **Price limit reached** – The PO line price is greater than a specified value (10,000 by default). Note that this number can be customized in the Customer Parameters mapping table. For details, see **Configuring Other Settings** on page **346**. ■ **Purchase decision exists** – A decision was made by the Trial Manager to purchase the PO line item.

Table 33. Purchasing Review Rules Input Parameters

Parameter	Description
AssertionCode cont'd	■ **Receiving status** – Not in use. ■ **Reminder date has arrived** – The deferral reminder date for the PO line (located on the Review Deferred page) has arrived. ■ **Renewal date past the subscription end date** – The PO line's renewal date is later than the date on which the subscription ends. The PO line for renewal appears in the Waiting for Renewal task list. ■ **Reporting code is missing** – The reporting code was not entered for the PO line. ■ **Subscription is inactive** – The PO line subscription is not active. ■ **The bib record is brief** – A field in the bibliographic record indicates that the record is brief/short and the bib record must be extended/replaced. ■ **The bib record is series/bookset** – A field in the bibliographic record indicates that the record is part of a series.
Acquisition Method	The method used to acquire the item.
VendorCode	Click the **Search** icon to open the Search Vendors page and select the vendor to which you want to apply the rule. **NOTE:** If a **VendorCode** is left blank, any vendor code will meet the criteria for the rule.
POLineType	The type of purchase (for example, printed book, audio visual material, and so forth).
SourceType	The process that created the PO line.

4 In the **Output Parameters** section, select **True** if you want the PO line to stop at the manual review point in the purchasing workflow (see **Reviewing Purchase Order Lines** on page 62) and wait for review by a Purchasing Operator. If you do not want a PO line that meets the criteria stipulated in the rule to undergo manual review, select **False**.

5 Click **Save**. The rule you defined is listed at the bottom of the list of rules on the Purchasing Review Rules page.

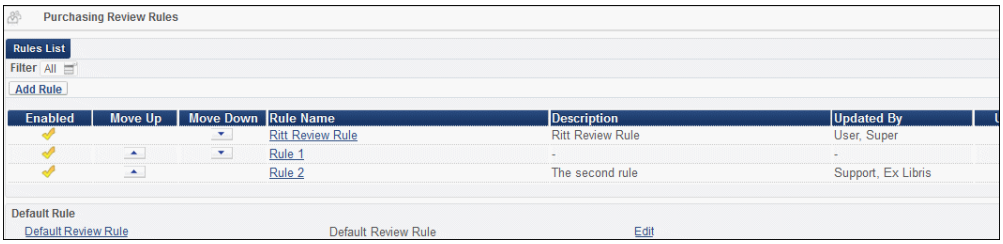

Figure 204: Purchasing Review Rules Page

Editing the Default Purchasing Review Rule

There is a default purchasing review rule that defines the action to be taken when none of the purchasing review rules is met. The output parameters of the default purchasing review rule are **False**. You can edit the default purchasing review rule if required.

To edit the default purchasing review rule:

1 On the Purchasing Review Rules page, under **Default Rule**, click **Edit.** The Purchasing Review Rules Editor page opens.

Figure 205: Purchasing Review Rules Editor Page

2 In the **Purchasing Review Rule Editor** section, modify the default rule name and description if required.

3 In the **Output Parameters** section, from the drop-down list, select the required **Result** parameter.

4 Click **Save**. The modified default rule details are displayed on the Purchasing Review Rules page.

Configuring Shipping Methods

PERMISSIONS:

To configure shipping methods, you must have the following role:

- Acquisitions Administrator

Alma lets you define shipping methods that can be entered when packaging PO lines.

Shipping methods can be added to Alma manually or imported. If you import shipping methods to Alma, you delete any previously configured shipping methods.

You configure shipping methods on the Shipping Method Code Table page (**Acquisitions > Acquisitions Configuration > Configuration Menu > Purchase Orders > Shipping Method**).

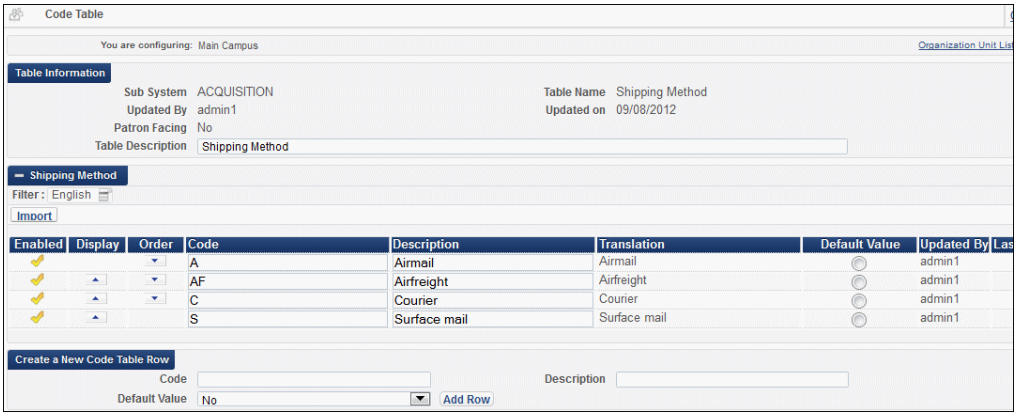

Figure 206: Code Table Page – Shipping Methods

The Shipping Method Code Table page displays:

- details about the table that contains the shipping methods for the institution/library. Most of the details are system-generated and cannot be edited.
- a list of the shipping methods that are defined for the institution/library
- a group of input fields that enable you to define and create a new shipping method

The following actions can be performed on this page:

- Adding a shipping method (see **Adding a Shipping Method** on page **308**)
- Editing shipping method details (see **Editing Shipping Method Details** on page **309**)

- Deleting a shipping method (click **Delete**)
- Disabling a shipping method (click the yellow check mark to the left of the shipping method. To enable a disabled shipping method, click the relevant gray check mark).

Adding a Shipping Method

The shipping methods that you add to your institution apply to all libraries within your institution.

If you prefer to use the Import option to populate the code table, see **Importing Information to Code Tables** in the *Alma Administration Guide* for more information.

To add a new shipping method:

1. On the Code Table page, under **Create New Code Table Row**, enter a code for the new shipping method.

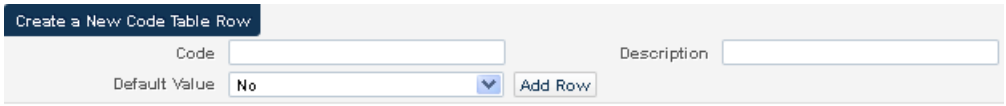

Figure 207: Create New Shipping Method Row Section of the Code Table Page

2. Enter a code and description for the new shipping method.
3. From the **Default value** drop-down list, select **Yes** if the new shipping method will be the default shipping method whenever a **Shipping method** drop-down list is displayed.
4. Click the **Add Row** button. The new shipping method is displayed at the bottom of the list of defined shipping methods.
5. Click **Save** to store the new shipping method details in the system.

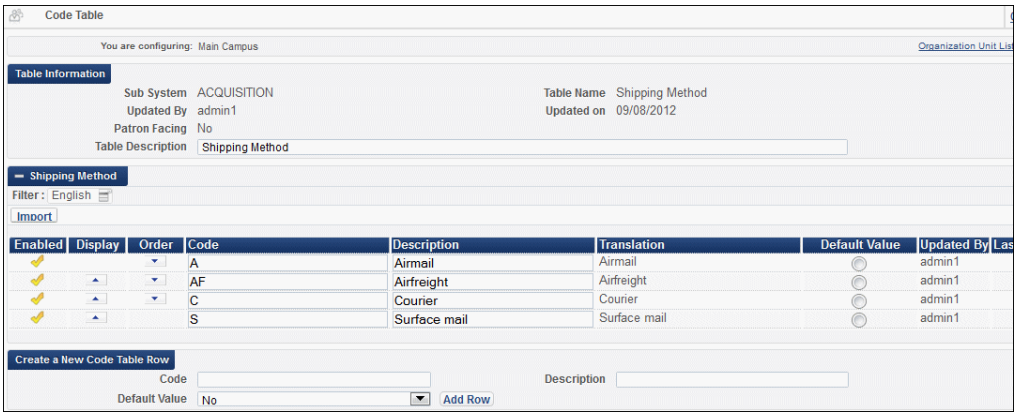

Figure 208: Code Table Page – Shipping Methods

Editing Shipping Method Details

You can edit the details of any shipping method.

To edit the details of a shipping method:

1 On the Code Table page, under **Shipping Method**, locate the shipping method that you want to edit.

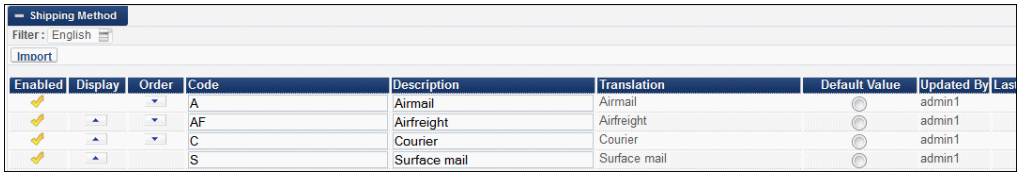

Figure 209: Code Table Page List of Shipping Methods

2 Use the **Display** or **Order** up and down arrows to set the order of the shipping methods. The shipping methods will appear in the defined order in all **Shipping method** drop-down lists.

3 Modify the shipping method code and description as required.

4 Select **Default Value** if the new shipping method will be the default shipping method whenever a **Shipping method** drop-down list is displayed.

5 Click **Save** to store the modified shipping method in the system.

Configuring PO Line Cancellation Reasons

PERMISSIONS:

To configure PO line cancellation reasons, you must have the following role:

- Acquisitions Administrator

Alma lets you define PO line cancellation reasons that can be used when canceling PO lines.

You configure PO line cancellation reasons from the PO Line Cancellation Reasons Code Table page (**Acquisitions > Acquisitions Configuration > Configuration Menu > Purchase Orders > PO Line Cancellation Reasons**).

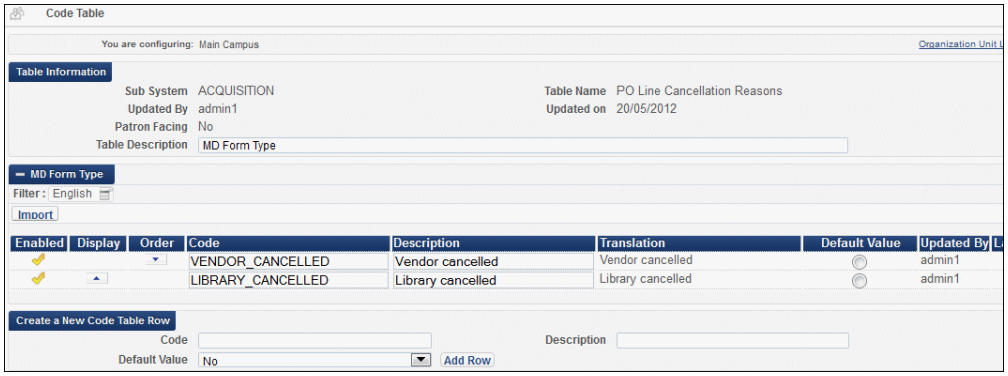

Figure 210: Code Table Page – PO Line Cancellation Reasons

The Code Table page displays:

- details about the table that contains the PO line cancellation reasons for the institution/library. Most of the details are system-generated and cannot be edited.
- a list of the PO line cancellation reasons that are defined for the institution/library
- a group of input fields that enable you to define and create a new PO line cancellation reason

The following actions can be performed on this page:

- Adding a PO line cancellation reason (see **Adding a PO Line Cancellation Reason** on page **311**)
- Editing PO line cancellation reason details (see **Editing PO Line Cancellation Reason Details** on page **312**)
- Deleting a PO line cancellation reason (click **Delete**)

- Disabling a PO line cancellation reason (click the yellow check mark to the left of the PO line cancellation reason. To enable a disabled PO line cancellation reason, click the relevant gray check mark).

Adding a PO Line Cancellation Reason

The PO line cancellation reasons that you add to your institution apply to all libraries within your institution.

To add a new PO line cancellation reason:

1 On the Code Table page, under **Create New Code Table Row**, enter a code for the new PO line cancellation reason.

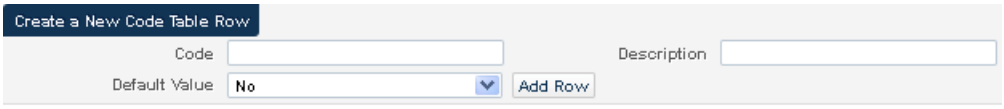

Figure 211: Create New PO Line Cancellation Reason Row Section of the Code Table Page

2 Enter a code and description for the new PO line cancellation reason.

3 From the **Default value** drop-down list, select **Yes** if the new PO line cancellation reason will be the default PO line cancellation reason whenever a **Cancellation reason** drop-down list is displayed.

4 Click the **Add Row** button. The new PO line cancellation reason is displayed at the bottom of the list of defined PO line cancellation reasons. Note that by default, each new PO line cancellation reason is enabled. To disable a PO line cancellation reason, click the yellow check mark to the left of the PO line cancellation reason.

5 Click **Save** to store the new PO line cancellation reason details in the system.

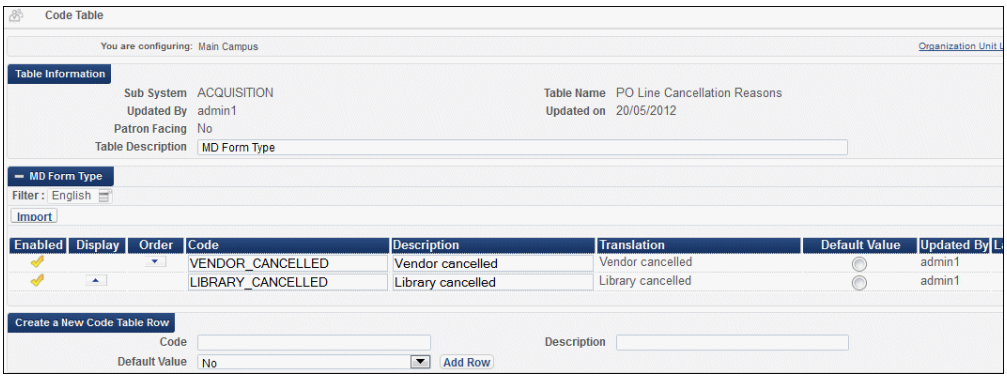

Figure 212: Code Table Page – PO Line Cancellation Reasons

Editing PO Line Cancellation Reason Details

You can edit the details of any PO line cancellation reason.

To edit the details of a PO line cancellation reason:

1 On the Code Table page, in the **MD Form Type** section, locate the PO line cancellation reason that you want to edit.

Figure 213: Code Table Page List of PO Line Cancellation Reasons

2 Use the **Display** or **Order** up and down arrows to set the order of the PO line cancellation reasons. The PO line cancellation reasons appear in the defined order in all **PO line cancellation reason** drop-down lists.

3 Modify the PO line cancellation reason code and description as required.

4 Select **Default Value** if the new PO line cancellation reason will be the default PO line cancellation reason whenever a **PO line cancellation reason** drop-down list is displayed.

5 Click **Save** to store the modified PO line cancellation reason in the system.

Viewing Import Profiles

PERMISSIONS:

To view import profiles, you must have the following role:

- Acquisitions Administrator

The Run Import page in Acquisitions Configuration enables you to view job history and monitor job imports. Import profiles enable you to define how to import metadata and order information into the Alma repository. The definitions include source format, mapping definitions, and normalization routines to be executed during the import process.

Profiles are created for each vendor, with specific configurations for the purchases that are being processed from the vendor. There can be multiple import profiles for a vendor, with specific configurations for a particular purchase type. For example, you may have different import profiles for purchases of material being funded through different funds, or for purchases for different libraries in the institution.

For information on creating import profiles, see **Managing Profiles for Record Imports** in the *Resource Management Guide*.

Configuring PO Line Types

PERMISSIONS:

To configure PO line types, you must have the following role:

- Acquisitions Administrator

This configuration option enables you to select the predefined PO line types to be enabled in Alma.

You configure PO line types on the PO Line Types Mapping Table page (**Acquisitions > Acquisitions Configuration > Configuration Menu > Purchase Orders > PO Line Types**).

For an explanation of the physical and electronic purchase types and PO line types that can be created, and the ramifications of the purchase type and PO line type on both the purchasing workflow and resulting inventory, see **Explanation of Purchase Types Workflow and Inventory**, below.

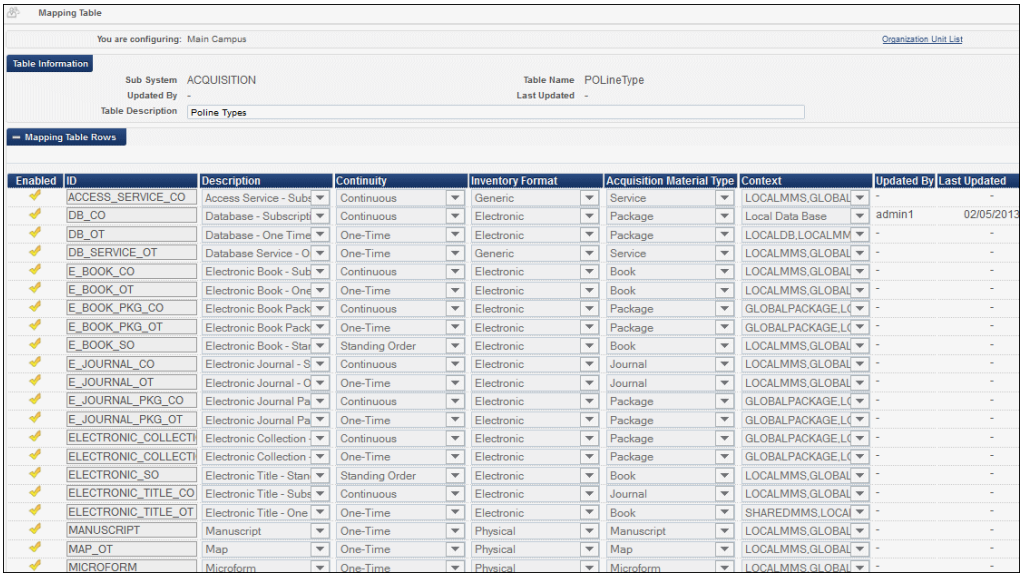

Figure 214: Mapping Table Page – PO Line Types

To disable and enable PO line types:

1 On the Mapping Table page, locate the PO line type that you want to edit and click **Customize**.

2 Click the yellow check mark to the left of the PO line type. To enable a disabled PO line type, click the relevant gray check mark .

NOTE:
You can, at any time, click **Restore** to restore the initial status.

3 Click **Save** to store the modified PO line types in the system.

The user that updated the PO line type is indicated in the **Updated By** column, and the date on which the update took place is indicated in the **Last Updated** column.

Configuring PO Line Deferral Reasons

PERMISSIONS:

To configure PO line deferral reasons, you must have the following role:

- Acquisitions Administrator

Alma enables you to define a list of deferral reasons from which the Purchasing Operator can select when deferring a PO line.

You configure deferral reasons on the PO Line Deferring Reasons Code Table page (**Acquisitions > Acquisitions Configuration > Configuration Menu > Purchase Orders > POLine Deferring Reasons**).

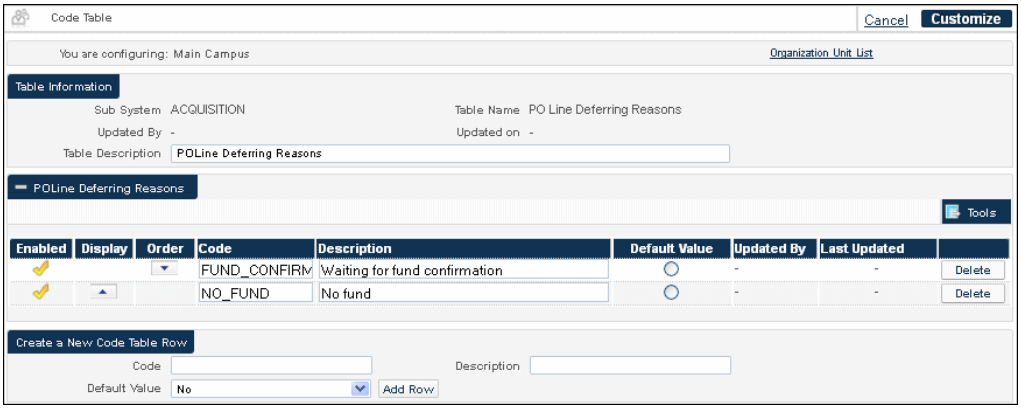

Figure 215: Code Table Page – Deferral Reasons

The Code Table page displays the following sections:

- **Table Information** – Details about the table containing the deferral reasons for the institution/library. The details are system-generated and only the **Table description** field can be edited.
- **POLine Deferring Reasons –** A list of the deferral reasons that are defined for the institution/library

- **Create a New Code Table Row –** A group of input fields that enable you to define and create a new PO line deferral reason

The following actions can be performed on this page:

- Adding a deferral reason (see **Adding a Deferral Reason** on page **315**)
- Editing deferral reason details (see **Editing Deferral Reason Details** on page **315**)
- Deleting a deferral reason (click **Delete**)
- Disabling a deferral reason (click the yellow check mark to the left of the deferral reason. To enable a disabled deferral reason, click the relevant gray check mark).

Adding a Deferral Reason

When you define deferral reasons for your institution, they apply to all libraries within your institution.

To add a new deferral reason:

1 On the Code Table page, under **Create a New Code Table Row**, enter a code for the new deferral reason.

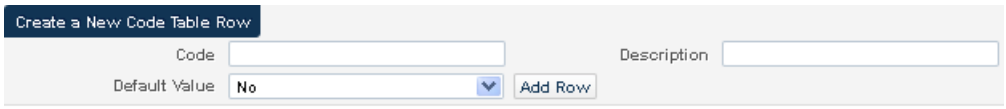

Figure 216: Create New Deferral Reason Row Section of the Code Table Page

2 Enter a code and description for the new deferral reason.

3 From the **Default value** drop-down list, select **Yes** to assign the default deferral reason whenever a **Deferral reason** drop-down list is displayed.

4 Click the **Add Row** button. The new deferral reason is displayed at the bottom of the list of defined deferral reasons.

NOTE:
By default, each new deferral reason is enabled.

5 Click **Save** to store the new deferral reason details in the system.

Editing Deferral Reason Details

You can edit the details of any deferral reason.

To edit the details of a deferral reason:

1 On the Code Table page, in the **POLine Deferring Reasons** section, locate the deferral reason that you want to edit.

Figure 217: Code Table Page – List of Deferral Reasons

2 Use the **Display** or **Order** up and down arrows to modify the order of the deferral reasons. The deferral reasons appear in the defined order in all **Deferring reason** drop-down lists.

3 Modify the deferral reason code and description as required.

4 Select **Default Value** to assign the default deferral reason whenever a **Deferral reason** drop-down list is displayed.

5 Click **Save** to store the modified deferral reason in the system.

Configuring the Default Acquisition Method

PERMISSIONS:

To configure the acquisitions method, you must have one of the following roles:

- Acquisitions Administrator
- General System Administrator

You can configure the default acquisition method that is displayed in the **Acquisition method** drop-down list when creating new PO lines. (For more information, see **Manually Creating a PO Line** on page **23**.)

You configure the default acquisition method on the Code Table page (**Acquisitions > Acquisitions Configuration > Configuration Menu > Purchase Orders > Acquisition Method**).

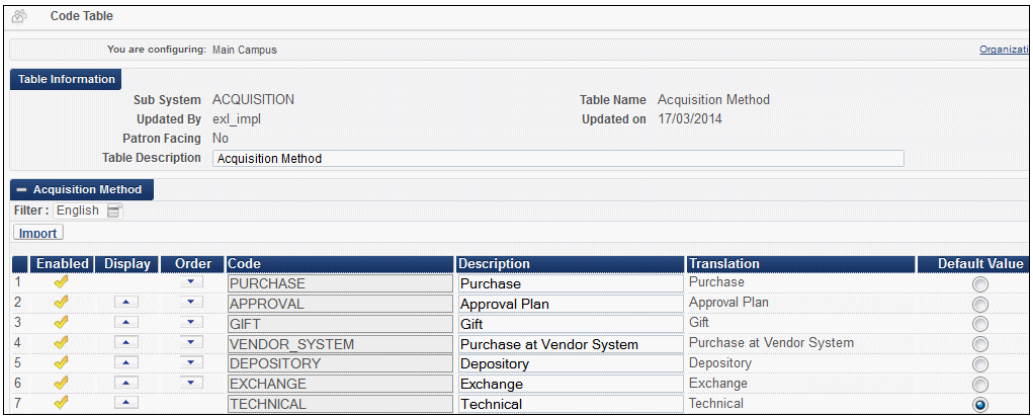

Figure 218: Acquisition Method

1 Select the **Default Value** radio button for the acquisitions method that you want to be the default.

2 Click **Customize**.

The selected acquisitions method is now the default acquisitions method when creating a new PO line. Existing PO lines are not affected by this configuration.

For example, if you select **Technical** as the default, Technical is the default acquisition method:

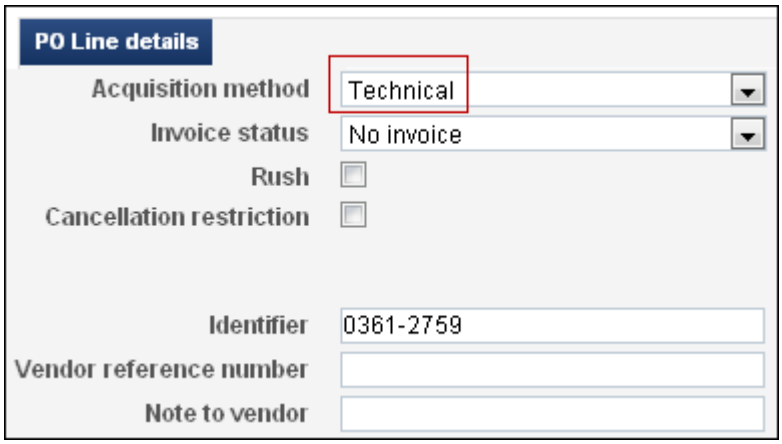

Figure 219: Technical Acquisitions Method

Invoices

Configuring Invoice Review Rules

PERMISSIONS:

To configure invoice review rules, you must have the following role:

- Acquisitions Administrator

Invoice review rules define the normalization and validation rules that apply to invoices. More than one rule may be configured, but only one rule is applied. The rules are governed by a Boolean OR operator principle, which means that the first rule that is met is applied and the remaining rules are not checked. The system applies the rules in the order in which they are listed in the Rules List (**Figure 220**).

There is a default invoice review rule that defines the review procedure that applies to invoices when none of the invoice review rules is met. This default rule has no configuration parameters and can only be activated (**True**) or deactivated (**False**), as follows:

- **True** – Indicates that if no review rule is met, the invoice is still sent for review.
- **False** – Indicates that if no review rule is met, the invoice is not sent for review.

  By default, the default rule is set to **False**.

Each invoice review rule can be either enabled or disabled. By default, each new rule is enabled.

You configure invoice review rules on the Invoice Review Rules page (**Acquisitions > Acquisitions Configuration > Configuration Menu > Invoices > Invoice Review Rules**).

NOTE:

Ensure that you are within the context of the institution/library whose invoice review rules you want to configure by selecting the required institution/library from the **You are configuring** filter on the Acquisitions Configuration page.

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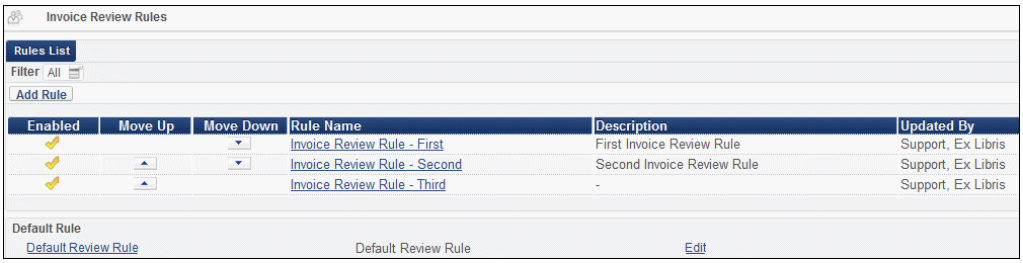

Figure 220: Invoice Review Rules Page

The Invoice Review Rules page displays the following:

- a filter option, enabling you to display all invoice review rules, or only active or inactive rules
- a list of the invoice review rules
- the default invoice review rule

The following actions can be performed on this page:

- Adding invoice review rules (see **Adding Invoice Review Rules** on page **319**)
- Editing an invoice review rule (select **Actions > Edit**)

  On the Invoice Review Rules page, use the **Move Up** and **Move Down** arrows to set the order of the invoice review rules. The order of the rules within the list of rules is significant because Alma will apply the first (enabled) rule whose input parameters are satisfied.
- Editing the default invoice review rule (as described above)
- Deleting an invoice review rule (select **Actions > Delete**)
- Disabling an invoice review rule (click the yellow check mark to the left of the invoice review rule. To enable a disabled invoice review rule, click the relevant gray check mark)

Adding Invoice Review Rules

You can add a new invoice review rule to the institution or to a library. If you define a new invoice review rule for the institution, it applies to all libraries within the institution.

Each invoice review rule can be either enabled or disabled. By default, each new rule is enabled.

To add a new invoice review rule:

1 On the Invoice Review Rules page, click the **Add Rule** button. The Invoice Review Rules Editor page opens.

NOTE:
If you want to create a copy of an existing invoice review rule, select **Actions > Duplicate**. Once you have copied the rule, you can modify it as needed.

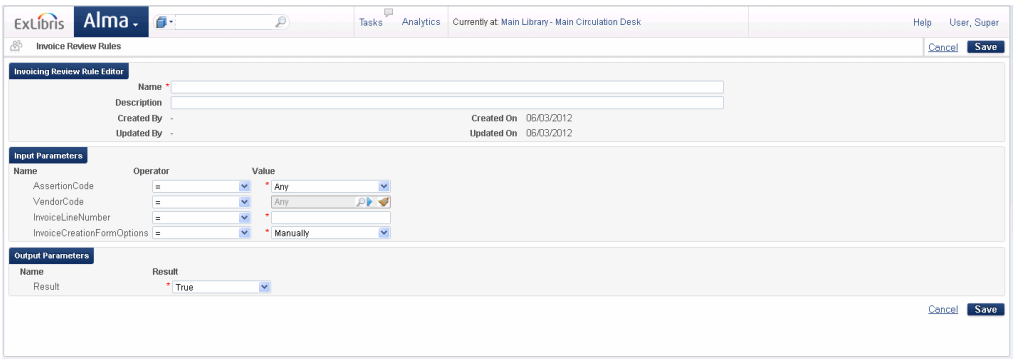

Figure 221: Invoice Review Rules Editor Page

2 Under **Invoice Review Rule Editor**, specify a name (required) and description (optional) for the new rule.

3 Under **Input Parameters**, select, from the predefined lists, the required information described in the following table.

NOTE:
The Boolean AND operator governs the parameters within a single rule. This means that the rule is applied to an invoice only if all the conditions stipulated in the rule are met, and no previous rule was applied.

Table 34. Invoice Review Rules Input Parameters

Parameter	Description
AssertionCode	The type of generated alert. Possible values are: ■ **Additional invoice lines are linked to the same PO line** – The invoice contains multiple invoice lines that are linked to the same PO line. ■ **Currency different from PO** – The currency of the invoice is different than the currency of the linked PO lines. ■ **High total price** – The invoice total price is greater than a specified value (2,500 by default). Note that this number can be customized in the Customer Parameters mapping table. For details, see **Configuring Other Settings** on page **346.** ■ **Invoice holds vendor account different than some of the linked PO lines** – The vendor account of the invoice is different than the vendor accounts of the linked PO lines. ■ **Invoice includes negative discount** – The invoice's discount value is negative, thereby raising the invoice price. ■ **Invoice was rejected by external finance system** – The invoice was rejected by an external finance system. An invoice may be rejected if it has missing or incorrect information. A rejected invoice is sent for review, to be attended to by a library staff person (see **Reviewing Invoices** on page **157**). ■ **Invoice with a canceled PO line** – The invoice contains an invoice line that is linked to a canceled PO line. ■ **Invoice with the same number exists** – Other invoices exist with the same number. ■ **Invoiced after cancellation** – Not in use. ■ **Lines not linked** – The invoice contains invoice lines not linked to PO lines. ■ **Lines not ready** – The invoice contains invoice lines with status **not ready**.

Table 34. Invoice Review Rules Input Parameters

Parameter	Description
AssertionCode (continued)	■ **Some linked PO lines' payment method is different than invoice** – The payment method of the invoice is different than the payment methods of the linked PO lines. ■ **Total amount of discrepancy** – The invoice's total price is different than the calculated total price of the invoice lines. ■ **Vendor is liable, but VAT is missing** – The vendor is liable for VAT, but no VAT is specified in the invoice. ■ **Vendor is not liable, but VAT exists** – The vendor is not liable for VAT, but the invoice specifies a VAT amount.
VendorCode	Click the **Search** icon to open the Search Vendors page and select the vendor to which you want to apply the rule. **NOTE:** If a VendorCode is left blank, any vendor code will meet the criteria for the rule.
InvoiceLineNumber	The invoice line number.
InvoiceCreationFormOptions	The process that created the invoice.

4 Under **Output Parameters**, select **True** if you want the invoice to stop at the manual review point in the invoicing workflow (see **Reviewing Invoices** on page **157**) and wait for review by an Invoice Operator. If you do not want an invoice that meets the criteria stipulated in the rule to undergo manual review, select **False**.

5 Click **Save**. The rule you defined is listed at the bottom of the list of rules on the Invoice Review Rules page.

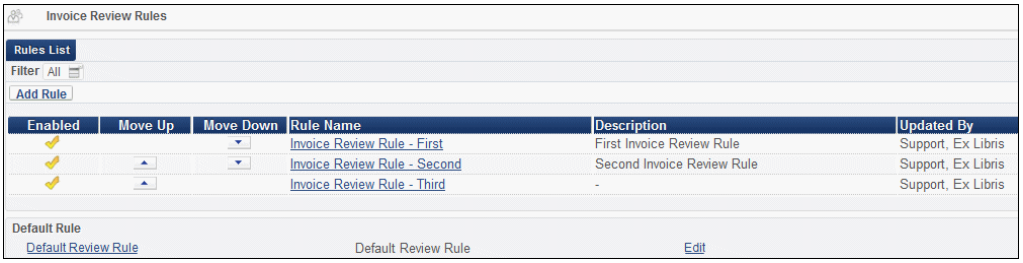

Figure 222: Invoice Review Rules Page

6 Use the **Move Up** and **Move Down** arrows to set the order of the invoice review rules. The order of the rules within the list of rules is significant because Alma applies the first (enabled) rule whose input parameters are satisfied.

Configuring Invoice Approval Rules

PERMISSIONS:

To configure invoice approval rules, you must have the following role:

- Acquisitions Administrator

Invoice approval rules define the approval rules that apply to invoices. More than one rule may be configured, but only one rule is applied. The rules are governed by a Boolean OR operator principle, which means that the first rule that is met is applied and the remaining rules are not checked. The system applies the rules in the order in which they are listed in the Rules List (**Figure 223**).

There is a default invoice approval rule that defines the approval procedure that applies to invoices when none of the invoice approval rules is met. This default rule has no configuration parameters and can only be activated (**True**) or deactivated (**False**), as follows:

- **True** – Indicates that if no approval rule is met, the invoice is still sent for approval.
- **False** – Indicates that if no approval rule is met, the invoice is not sent for approval.

Each invoice approval rule can be either enabled or disabled. By default, each new rule is enabled.

You configure invoice approval rules from the Invoice Approval Rules page (**Acquisitions > Acquisitions Configuration > Configuration Menu > Invoices > Approval Rules**).

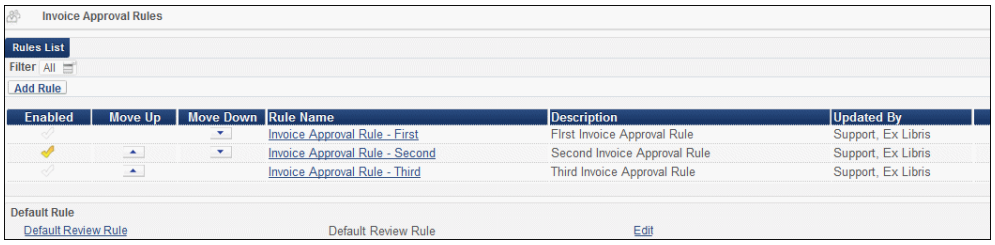

Figure 223: Invoice Approval Rules Page

NOTE:
Ensure that you are within the context of the institution/library whose invoice approval rules you want to configure by selecting the required institution/library from the **You are configuring** filter on the Acquisitions Configuration page.

The Invoice Approval Rules page displays the following:

- a filter option, enabling you to display all invoice approval rules, or only active or inactive rules
- a list of the invoice approval rules
- the default invoice approval rule

The following actions can be performed on this page:

- Adding an invoice approval rule (see **Adding an Invoice Approval Rule** on page **324**)
- Editing an invoice approval rule (select **Actions > Edit**)

  On the Invoice Approval Rules page, use the **Move Up** and **Move Down** arrows to set the order of the invoice approval rules. The order of the rules within the list of rules is significant because Alma will apply the first (enabled) rule whose input parameters are satisfied.
- Editing the default invoice approval rule (see **Editing the Default Invoice Approval Rule** on page **326**)
- Deleting an invoice approval rule (select **Actions > Delete**)
- Disabling an invoice approval rule (click the yellow check mark to the left of the invoice approval rule. To enable a disabled invoice approval rule, click the relevant gray check mark)

Adding an Invoice Approval Rule

You can add a new invoice approval rule to the institution or to a library. If you define a new invoice approval rule for the institution, it applies to all libraries within the institution.

Each invoice approval rule can be either enabled or disabled. By default, each new rule is enabled.

To add a new invoice approval rule:

1 On the Invoice Approval Rules page, click the **Add Rule** button. The Invoice Approval Rules Editor page opens.

NOTE:
If you want to create a copy of an existing invoice approval rule, select **Actions > Duplicate**. Once you have copied the rule, you can modify it as needed.

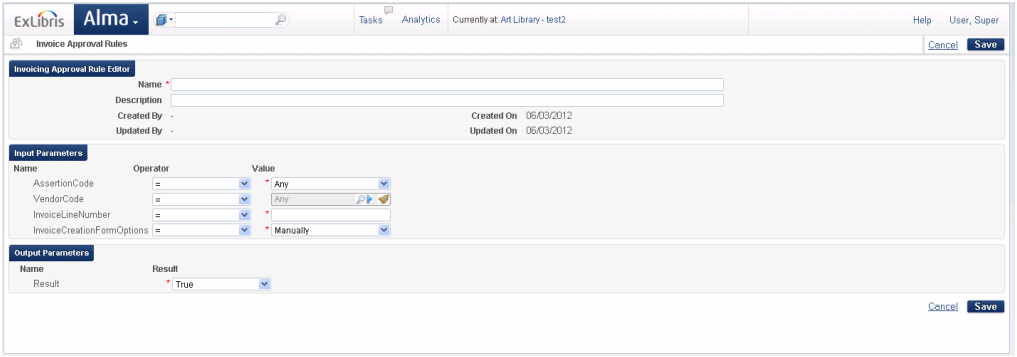

Figure 224: Invoice Approval Rules Editor Page

2 Under **Invoice Approval Rule Editor**, specify a name (required) and description (optional) for the new rule.

3 Under **Input Parameters**, select, from the predefined lists, the required information described in the following table.

NOTE:
The Boolean AND operator governs the parameters within a single rule. This means that the rule is applied to an invoice only if all the conditions stipulated in the rule are met, and no previous rule was applied.

Table 35. Invoice Approval Rules Input Parameters

Parameter	Description
AssertionCode	The type of generated alert. For a list of possible values, see **Table 34**.

Table 35. Invoice Approval Rules Input Parameters

Parameter	Description
VendorCode	Click the **Search** icon to open the Search Vendors page and select the vendor to which you want to apply the rule. **NOTE:** If a VendorCode is left blank, any vendor code will meet the criteria for the rule.
InvoiceLineNumber	The invoice line number.
InvoiceCreationFormOptions	The process that created the invoice.

4 Under **Output Parameters**, select **True** if you want the invoice to stop at the manual approval point in the invoicing workflow (see **Approving Invoices** on page **161**) and wait for approval by an Invoice Manager. If you do not want an invoice that meets the criteria stipulated in the rule to undergo manual approval, select **False**.

5 Click **Save**. The rule you defined is listed at the bottom of the list of rules on the Invoice Approval Rules page.

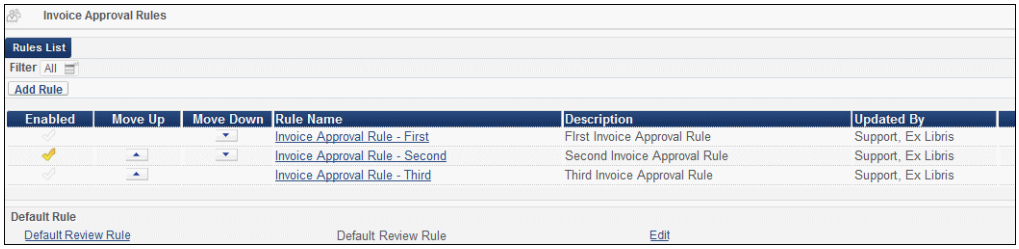

Figure 225: Invoice Approval Rules Page

6 Use the **Move Up** and **Move Down** arrows to set the order of the invoice approval rules. The order of the rules within the list of rules is significant because Alma will apply the first (enabled) rule whose input parameters are satisfied.

Editing the Default Invoice Approval Rule

There is a default invoice approval rule that defines the action to be taken when none of the invoice approval rules is met. The output parameters of the default invoice approval rule are **False**. You can edit the default invoice approval rule if required.

To edit the default invoice approval rule:

1 On the Invoice Approval Rules page, under **Default Rule**, click **Edit.** The Invoice Approval Rules Editor page opens.

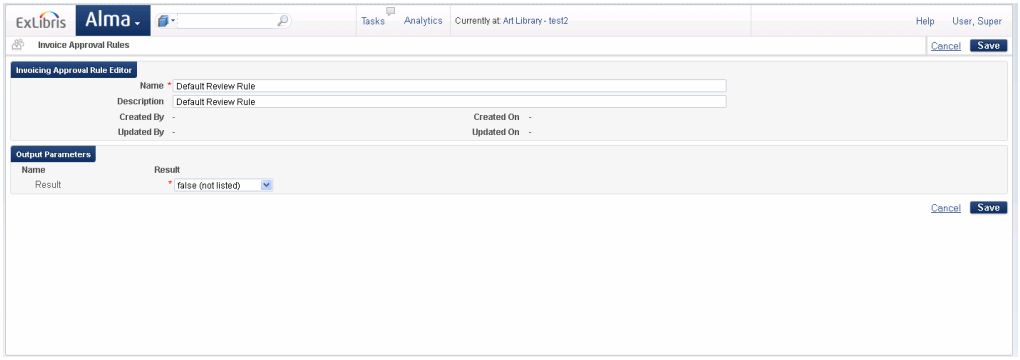

Figure 226: Default Invoice Approval Rules Editor Page

2 Under **Invoice Approval Rule Editor**, modify the default rule name and description if required.

3 In the **Output Parameters** section, select to activate (**True**) or deactivate (**False**) the rule from the drop down list.

4 Click **Save**. The modified default rule details are displayed on the Invoice Approval Rules page.

Configuring Disapproval Reasons

PERMISSIONS:

To configure disapproval reasons, you must have the following role:

- Acquisitions Administrator

Alma lets you define disapproval reasons that can be used when disapproving invoices.

You configure disapproval reasons from the Invoice Disapprove Reasons Code Table page (**Acquisitions > Acquisitions Configuration > Configuration Menu > Invoices > Disapprove Reasons**).

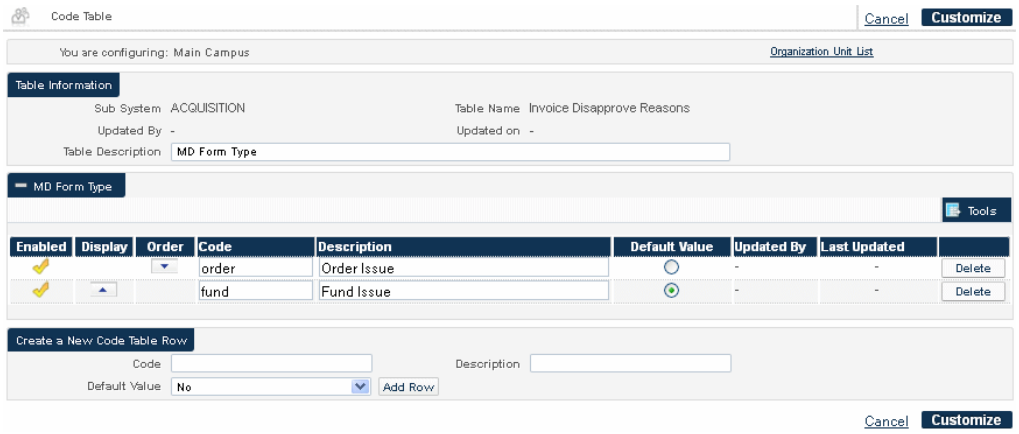

Figure 227: Code Table Page – Disapproval Reasons

The Invoice Disapprove Reasons Code Table page displays:

- details about the table that contains the disapproval reasons for the institution/library. Most of the details are system-generated and cannot be edited.
- a list of the disapproval reasons that are defined for the institution/library
- a group of input fields that enable you to define and create a new invoice disapproval reason

The following actions can be performed on this page:

- Adding a disapproval reason (see **Adding a Disapproval Reason** on page **329**)
- Editing disapproval reason details (see **Editing Disapproval Reason Details** on page **329**)
- Deleting a disapproval reason (click **Delete**)
- Disable a disapproval reason (click the yellow check mark to the left of the disapproval rule. To enable a disabled disapproval rule, click the relevant gray check mark)

Adding a Disapproval Reason

The disapproval reasons that you add to the institution apply to all libraries within the institution.

To add a new disapproval reason:

1 On the Code Table page, under **Create New Code Table Row**, enter a code for the new disapproval reason.

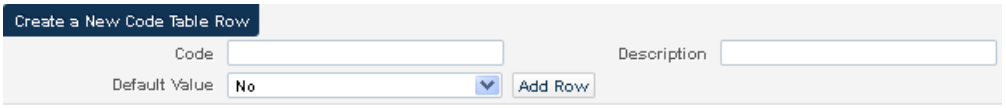

Figure 228: Create New Disapproval Reason Row Section of the Code Table Page

2 Enter a code and description for the new disapproval reason.

3 From the **Default value** drop-down list, select **Yes** if the new disapproval reason will be the default disapproval reason whenever a **Disapproval reason** drop-down list is displayed.

4 Click the **Add Row** button. The new disapproval reason is displayed at the bottom of the list of defined disapproval reasons. Note that by default, each new disapproval reason is enabled. To disable a disapproval reason, click the yellow check mark to the left of the disapproval reason.

5 Click **Save** to store the new disapproval reason details in the system.

Editing Disapproval Reason Details

You can edit the details of any disapproval reason.

To edit the details of a disapproval reason:

1 On the Code Table page, under **Disapproval Reasons**, locate the disapproval reason that you want to edit.

Figure 229: Code Table Page List of Disapproval Reasons

2 Use the **Display** or **Order** up and down arrows to modify the order of the disapproval reasons. The disapproval reasons will appear in the defined order in all **Disapproval reason** drop-down lists.

3 Modify the disapproval reason code and description as required.

4 Select **Default Value** if the new disapproval reason will be the default disapproval reason whenever a **Disapproval reason** drop-down list is displayed.

5 Click **Save** to store the modified disapproval reason in the system.

Configuring VAT Codes

PERMISSIONS:

To configure VAT Codes, you must have the following role:

- Acquisitions Administrator

You can configure a VAT code to establish a VAT percentage that can be assigned to an invoice or invoice line, instead of manually entering a VAT percentage or amount on the invoice/invoice line level. The VAT code is selected on the **Invoice Details** page when configuring an invoice (see **Table 11**), and on the **Add Invoice Line** page when configuring an invoice line (see **Table 13**).

You configure VAT codes on the VAT Percentage Codes Mapping Page.

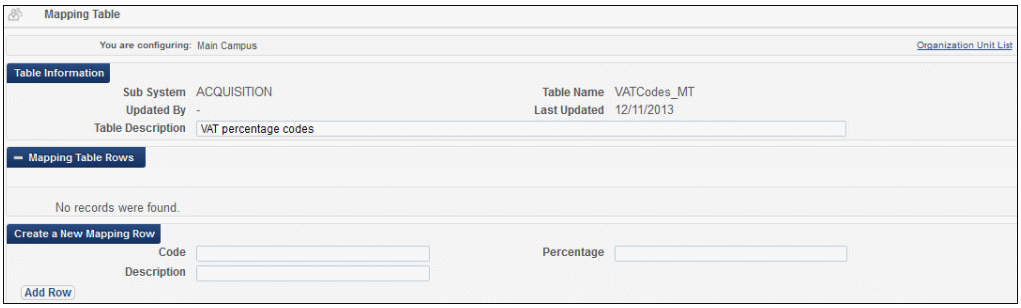

Figure 230: VAT Percentage Codes Mapping Page

To configure VAT codes:

1 On the VAT Percentage Codes Mapping Table page (**Acquisitions > Acquisitions Configuration > Configuration Menu > Invoices > VAT Codes**), in the **Create a New Mapping Row** section, enter a value in the **Code** field which indicates the tax type (such as **VAT** or **Sales Tax**).

2 In the **Percentage** field, enter a numerical percent value for the VAT.

3 In the **Description** field, enter a description for the VAT code.

4 Click **Add Row**. The VAT code details are added to the VAT percentage codes table.

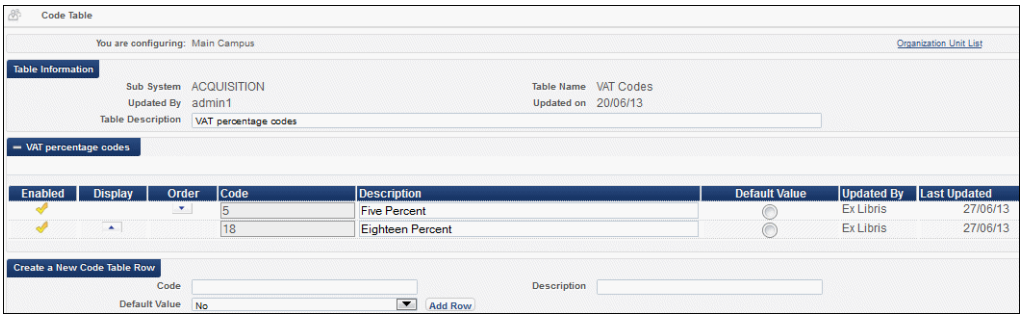

Figure 231: Code Table Page for VAT Percentage Codes - With Values

5 Click **Save**.

Configuring the Default Payment Method

PERMISSIONS:

To configure the default payment method, you must have one of the following roles:

- Acquisitions Administrator
- General System Administrator

You can configure the default payment method that is displayed in the **Payment method** drop-down list when creating new invoices (see **Creating an Invoice From a PO or Manually** on page **126**).

You configure the default payment method on the Payment Method Code Table page (**Acquisitions > Acquisitions Configuration > Configuration Menu > Invoices > Payment Method**).

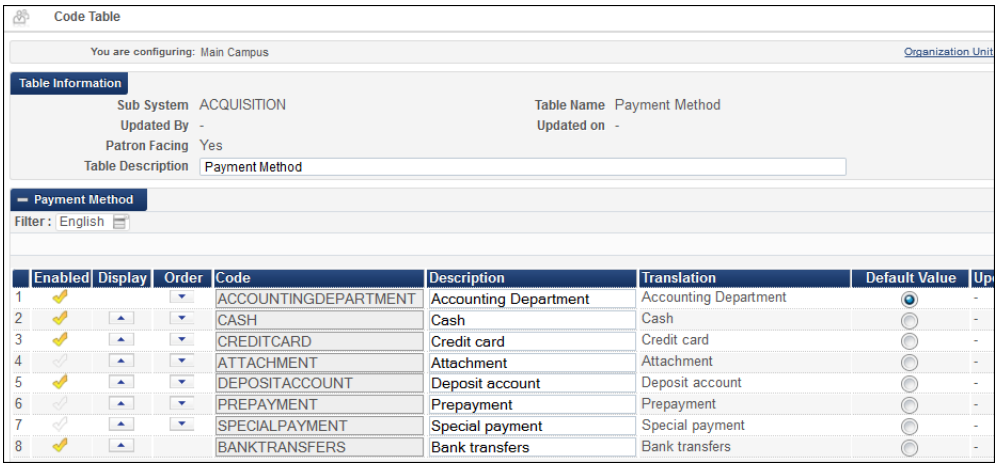

Figure 232: Payment Method Code Table

To configure the default payment method when creating invoices:

1 On the Payment Method Code Table page (**Acquisitions > Acquisitions Configuration > Configuration Menu > Invoices > Payment Method**), select the **Default Value** radio button for the payment method that you want to be the default.

2 Click **Customize**.

The selected payment method is now the default payment method when creating a new invoice. Existing invoices are not affected by this configuration.

For example, if you select **Accounting Department** as the default, **Accounting Department** is the default payment method:

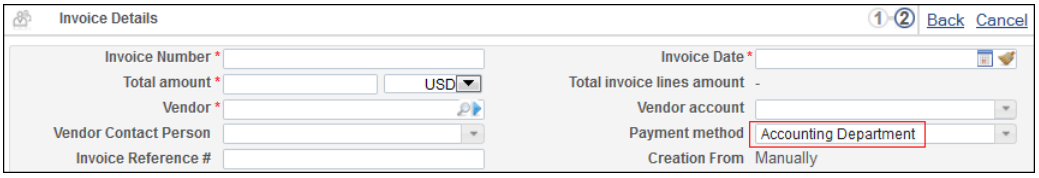

Figure 233: Default Payment Method

Only enabled payment methods appear in the **Payment method** field.

To enable payment methods:

1 On the Payment Method Code Table page (**Acquisitions > Acquisitions Configuration > Configuration Menu > Invoices > Payment Method**), click

the relevant gray check mark in the **Enabled** column. The check mark displays as yellow .

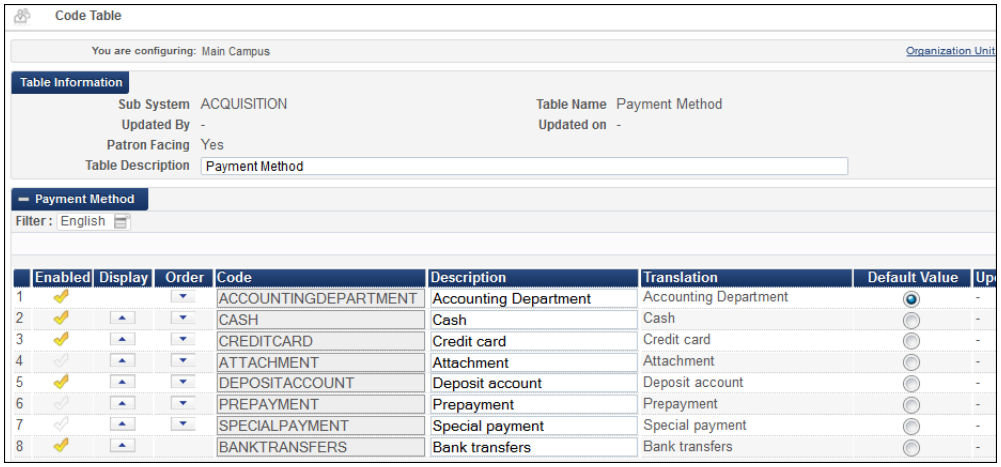

Figure 234: Payment Method Code Table

2 Click **Customize**. The payment method is enabled and displays in the **Payment method** field on the Invoice Details page.

Licenses

Configuring Sections Order

PERMISSIONS:

To configure the order of sections, you must have the following role:

- Acquisitions Administrator
- General System Administrator

Alma enables you to define the order in which data is displayed in the License Terms tab of the License Term Details page. The names of the sections are predefined by Alma so that you cannot create new section names, but you can change the order in which the sections are displayed.

In addition, sections may be either enabled or disabled.

You configure the order of sections on the License Sections Order Mapping Table page (**Acquisitions > Acquisitions Configuration > Configuration Menu > Licenses > Sections Order**).

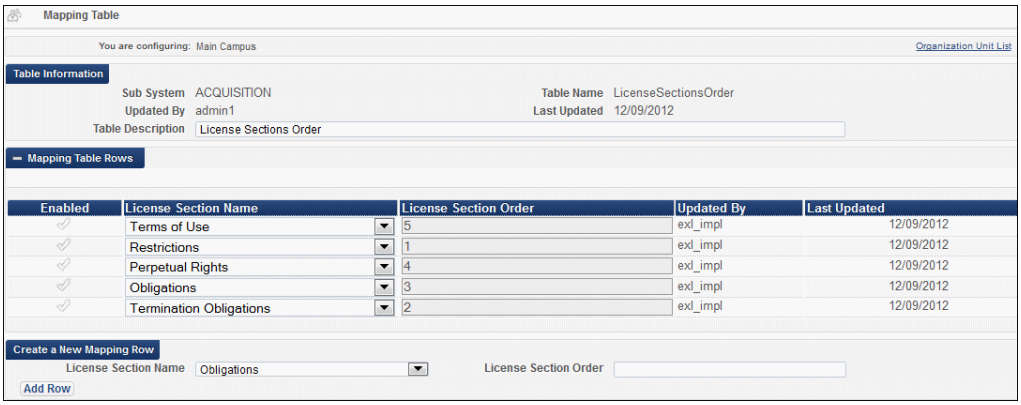

Figure 235: Mapping Table Page – Sections Order

NOTE:
Ensure that you are within the context of the institution/library whose sections you want to configure by selecting the required institution/library from the **You are configuring** filter on the Acquisitions Configuration page.

The License Sections Order Mapping Table page displays:

- details about the table that contains the order of the sections for the License Terms tab. Most of the details are system-generated and cannot be edited.
- a list of the sections that are defined and their order
- a group of input fields that enable you to define and create a new section

The following actions can be performed on this page:

- Adding a section (see **Adding a Section** on page **334**)
- Delete a section (click **Delete**)
- Disable a section (click the yellow check mark to the left of the section. To enable a disabled section, click the relevant gray check mark)

NOTE:
You cannot edit the name of a section or the section order number. If you want to change the order of the sections, you must first delete the section by clicking **Delete** and then add the section in the correct order.

Adding a Section

The section names are predefined by Alma and you cannot create new sections. However, if you want to change the order in which the sections are displayed in

the License Terms tab of the License Term Details page, you must first delete a section and then add the section in the correct order, as described below.

To add a new section:

1 On the Mapping Table page, under **Create New Mapping Row**, select the section from the **License section name** drop-down list.

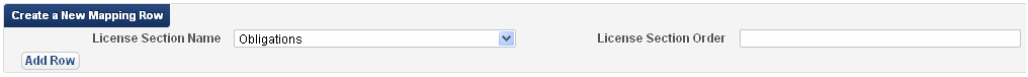

Figure 236: Create New Section of the Mapping Table Page – Sections Order

2 Enter the **License section order** number.

3 Click the **Add Row** button. The new section is displayed at the bottom of the list of defined sections.

4 Click **Save** to store the new section.

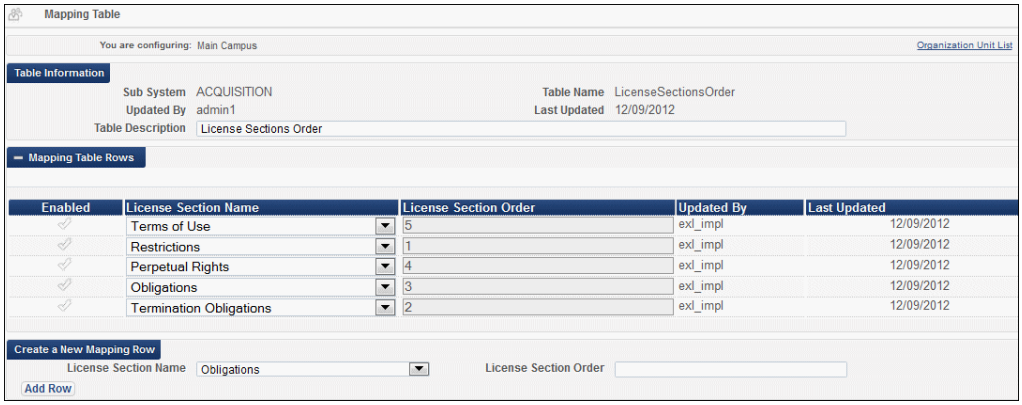

Figure 237: Mapping Table Page – Sections Order

Configuring Term Types

PERMISSIONS:

To configure term types, you must have the following role:

- Acquisitions Administrator

Term types are the types of license terms predefined by Alma. This configuration option enables you to define the license term types that you want to appear in the different sections of the License Terms tab on the License Term Details page. You can also define the order in which the term types are displayed in their respective sections of the page. Term types may be either enabled or disabled.

You configure term types on the LicenseTermsType Mapping Table page (**Acquisitions > Acquisitions Configuration > Configuration Menu > Licenses > Terms Type**).

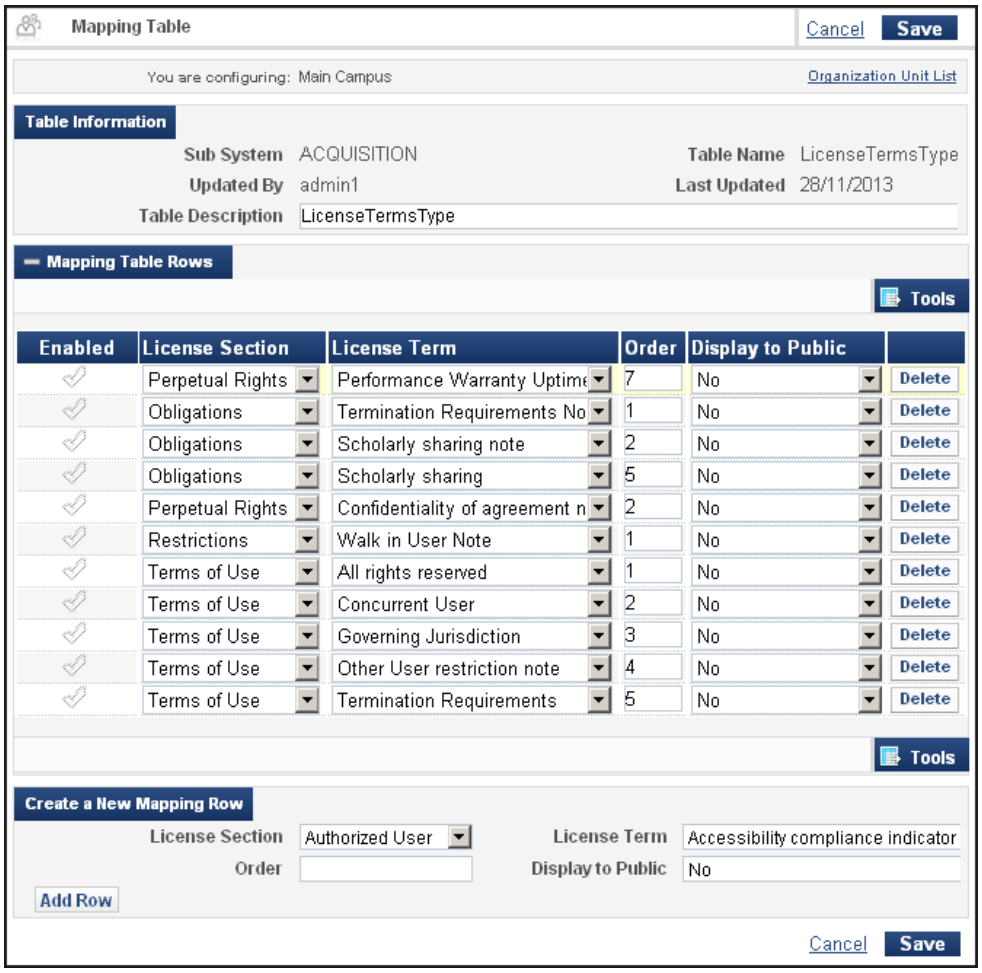

Figure 238: LicenseTermsType Mapping Table Page

The License Terms Type Mapping Table page displays:

- Details about the table that contains the term types for the institution/library. Most of the details are system-generated and cannot be edited.
- A list of the term types that are defined for the institution/library
- A group of input fields that enable you to define and create a new set of term types

The following actions can be performed on this page:

- Adding a term type definition (see **Adding a Term Type Definition** on page 337)

- Editing terms type definitions (on the LicenseTermsType Mapping Table page, modify the relevant items and click **Save**)
- Deleting a terms type definition (click **Delete**)
- Disabling a terms type definition (click the yellow check mark to the left of the terms type definition. To enable a disabled terms type definition, click the relevant gray check mark)

Adding a Term Type Definition

You can add a new set of term types to the institution. Any set of term types you define applies to all libraries in the institution.

To add a new term type definition:

1. On the Acquisitions Configuration page (**Acquisitions > Acquisitions Configuration > Configuration Menu**), click **Terms Type** under **Licenses**.

   The LicenseTermsType Mapping Table page opens.
2. In the **Create New Mapping Row** section, select the section in which you want the term type to appear from the **License section** drop-down list.

Figure 239: Create New Term Type to the Mapping Table Page – Term Type

3. Select the term type from the **License terms** drop-down list.
4. Enter the sequence number of the term type in the **Order** field.
5. Select one of the following values from the **Display to Public** drop-down list:
   - **Yes** – Display the license term in the View It tab.
   - **No** – Do not display the license term in the View It tab.

NOTE:
The license terms are displayed in the View It tab in the order in which they appear in this mapping table.

6. Click the **Add Row** button. The new term type is displayed at the bottom of the list of defined term types.
7. Click **Save** to store the new term type.

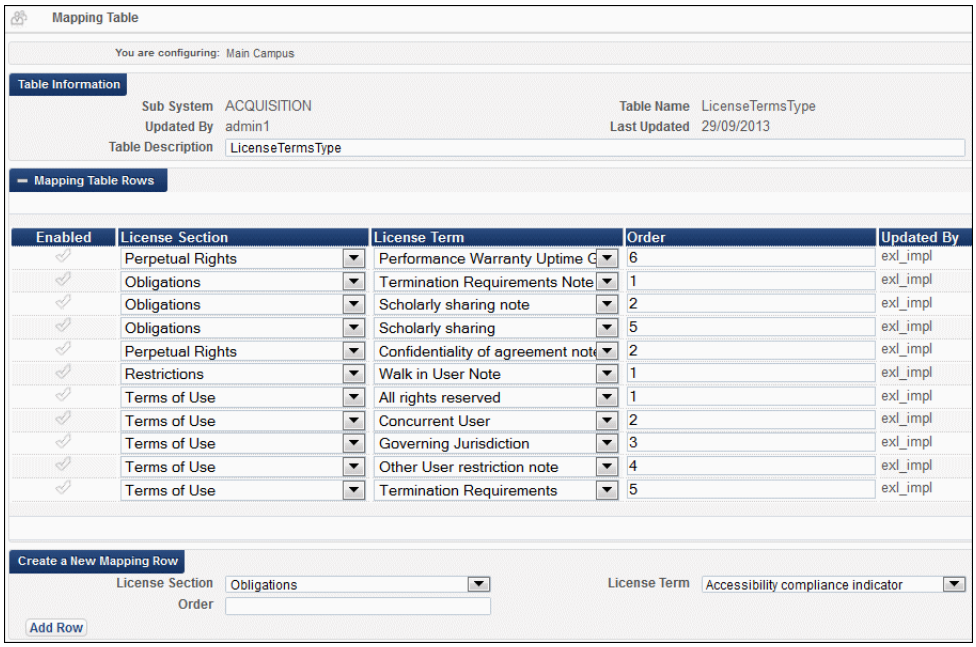

Figure 240: LicenseTermsType Mapping Table Page

The following table lists the license terms and their descriptions:

Table 36. License Terms

License Term	Description
Accessibility Compliance Indicator	An agreement that the data is provided in a form compliant with relevant accessibility (disabilities) legislation.
All Rights Reserved Indicator	A clause stating that all intellectual property rights not explicitly granted to the licensee are retained by the licensor.
Applicable Copyright Law	A clause that specifies the national copyright law agreed to in the contract.
Archiving Format	The format of the archival content.
Archiving Note	Additional information related to archiving rights, product, and format.
Archiving Right	The right to permanently retain an electronic copy of the licensed materials.
Authorized User Definition	The group of users allowed to use the Electronic Product, as defined in the contract.

Table 36. License Terms

License Term	Description
Citation Requirement Detail	A specification of the required or recommended form of citation.
Clickwrap Modification Clause Indicator	A clause indicating that the negotiated agreement supersedes any click-through, click-wrap, other user agreement, or terms of use residing on the provider's server that might otherwise function as a contract of adhesion.
Completeness of Content Clause Indicator	The presence of a provision in the contract stating that the licensed electronic materials shall include all content found in the print equivalent.
Concurrency with Print Version Clause Indicator	The presence of a provision in the contract which states that the licensed materials will be available before, or no later than the print equivalent, and/or will be kept current.
Concurrent User	■ The licensed number of concurrent users for a resource. ■ The number of concurrent users if shared across an interface rather than for a specific resource.
Concurrent User Note	■ A specific explanation of how users are allocated or shared if pooled or platform-based. ■ Additional information about the number of concurrent users.
Confidentiality of Agreement	The presence or absence of clauses that specify or detail restrictions on the sharing of the terms of the license agreement.
Confidentiality of Agreement Note	Specific details about what aspects of the license are private.
Confidentiality of User Information Indicator	The requirement that user data should not be shared with third parties, reused, or resold without permission.
Content Warranty	A clause that guarantees a remedy to the licensee if the quantity or quality of material contained within the resource is materially diminished.
Course Pack Electronic	The right to use licensed materials in collections or compilations of materials assembled in an electronic format by faculty members for use by students in a class for purposes of instruction.

Table 36. License Terms

License Term	Description
Course Pack Print	The right to use licensed materials in collections or compilations of materials assembled in a print format by faculty members for use by students in a class for purposes of instruction.
Course Pack Term Note	Information which qualifies a permissions statement on Course Packs.
Course Reserve Electronic / Cached Copy	The right to make electronic copies of the licensed materials and store them on a secure network.
Course Reserve Print	The right to make print copies of the licensed materials and place them in a controlled circulation area of the library for reserve reading in conjunction with specific courses of instruction.
Course Reserve Term Note	Information which qualifies a permissions statement on Course Reserves.
Cure Period for Breach	The cure period for an alleged material breach.
Cure Period for Breach Unit of Measure	The time interval that measures the Cure Period for Breach.
Database Protection Override Clause Indicator	A clause that provides fair use protections within the context of assertions of database protection or additional proprietary rights related to database content not currently covered by U.S. copyright law.
Digitally Copy	The right of the licensee and authorized users to download and digitally copy a reasonable portion of the licensed materials.
Digitally Copy Term Note	Information which qualifies a permissions statement on Digitally Copy.
Distance Education	The right to use licensed materials in distance education.
Distance Education Term Note	Information which qualifies a permissions statement on distance education.
Electronic Link	The right to link to the licensed material.
Electronic Link Term Note	Information which qualifies a permissions statement on Electronic Links.
Fair Use Clause Indicator	A clause that affirms statutory fair use rights under U.S. copyright law (17 USC Section107), or that the agreement does not restrict or abrogate the rights of the licensee or its user community under copyright law.

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Table 36. License Terms

License Term	Description
Governing Jurisdiction	The venue or jurisdiction to be used in the event of an alleged breach of the agreement.
Governing Law	A clause specifying the governing law to be used in the event of an alleged breach of the agreement.
Indemnification by Licensee Clause Indicator	A clause by which the licensee agrees to indemnify the licensor against a legal claim, usually for a breach of agreement by the licensee.
Indemnification by Licensor Clause	A clause by which the licensor agrees to indemnify the licensee against a legal claim.
Indemnification Clause Note	Additional information providing amplification of any nuances to the indemnification clauses.
Intellectual Property Warranty Indicator	A clause in which the licensor warrants that making the licensed materials available does not infringe upon the intellectual property rights of any third parties.
Interlibrary Loan Electronic	The right to provide the licensed materials via interlibrary loan by way of electronic copies.
Interlibrary Loan Print Or Fax	The right to provide the licensed materials via interlibrary loan by way of print copies or facsimile transmission.
Interlibrary Loan Record Keeping Required Indicator	The requirement to keep records of interlibrary loan activity and provide reports to the licensor at periodic intervals or upon request.
Interlibrary Loan Secure Electronic Transmission	The right to provide the licensed materials via interlibrary loan by way of secure electronic transmission.
Interlibrary Loan Term Note	Additional information related to interlibrary loan.
Licensee Notice Period for Termination	The amount of advance notice required prior to contract termination by the Licensee.
Licensee Notice Period for Termination Unit of Measure	The time interval in which the Licensee Notice Period for Termination by the library is measured.
Licensee Termination Condition	The conditions that would allow a licensee to terminate acquisition during a contract period.
Licensee Termination Right Indicator	The ability of the licensee to terminate an acquisition during a contract period.

Table 36. License Terms

License Term	Description
Licensor Notice Period for Termination	The amount of advance notice required prior to contract termination by the licensor.
Licensor Notice Period for Termination Unit of Measure	The time interval in which the Licensor Notice Period for Termination is measured.
Licensor Termination Condition	The conditions that would allow a Licensor to terminate an acquisition during a contract period.
Licensor Termination Right Indicator	The ability of a Licensor to terminate an acquisition during a contract period.
Local Authorized User Definition Indicator	The inclusion of an institution-specific preferred authorized user definition.
Maintenance Window	The recurring period of time reserved by the product provider for technical maintenance activities, during which online access may be unavailable.
Non-Renewal Notice Period	The amount of advance notice required prior to license renewal if the licensee does not wish to renew the subscription.
Non-Renewal Notice Period Unit of Measure	The time interval in which the Non-Renewal Notice Period is measured
Other Use Restriction Note	Additional information about other use restrictions not adequately described elsewhere.
Other User Restriction Note	Additional information about other user restrictions not adequately described elsewhere.
Performance Warranty Indicator	Indicates whether a clause that requires a satisfactory level of online availability and/or response time is present.
Performance Warranty Uptime Guarantee	The specific percentage of up-time guaranteed for the product being licensed, and the context for that percentage.
Perpetual Access Holdings	The dates of coverage for which perpetual rights are available and agreed upon in the legal contract.
Perpetual Access Note	Additional information related to perpetual access.
Perpetual Access Right	The right to permanently access the licensed materials paid for during the period of the license agreement.
Pooled Concurrent Users	The number of concurrent users if shared across a consortium rather than within a specific institution.

Table 36. License Terms

License Term	Description
Print Copy	The right of the licensee and authorized users to print a portion of the licensed materials.
Print Copy Term Note	Information which qualifies a permissions statement on Print Copy.
Remote Access	The right of an authorized user to gain access to an Electronic Product from an offsite location.
Renewal Type	The right of authorized users and/or the licensee to transmit hard copy or an electronic copy of a portion of the licensed materials to a third party for personal, scholarly, educational, scientific or professional use.
Scholarly Sharing	The right of authorized users and/or the licensee to transmit hard copy or an electronic copy of a portion of the licensed materials to a third party for personal, scholarly, educational, scientific or professional use.
Scholarly Sharing Term Note	Information which qualifies a permissions statement on Scholarly Sharing.
Termination Requirement	The obligation to take certain actions upon termination of the contract.
Termination Requirements Note	A clarification of the termination requirements and what certification of the requirement activities is necessary.
Termination Right Note	Additional information necessary to amplify any specifications of termination rights.
UCITA Override Clause Indicator	A clause that reflects the licensor's agreement to use U.S. state contract law in the event UCITA is ever passed and implemented in the specified governing law state.
Walk-In User Term Note	Information which qualifies the status or permitted actions of Walk-In Users.

Configuring License Storage Locations

PERMISSIONS:

To configure license storage locations, you must have the following role:

- Acquisitions Administrator

Alma lets you define license storage locations that indicate where license information is stored.

You configure license storage location information on the License Storage Location Code Table page (**Acquisitions > Acquisitions Configuration > Configuration Menu > Licenses > License Storage Locations**).

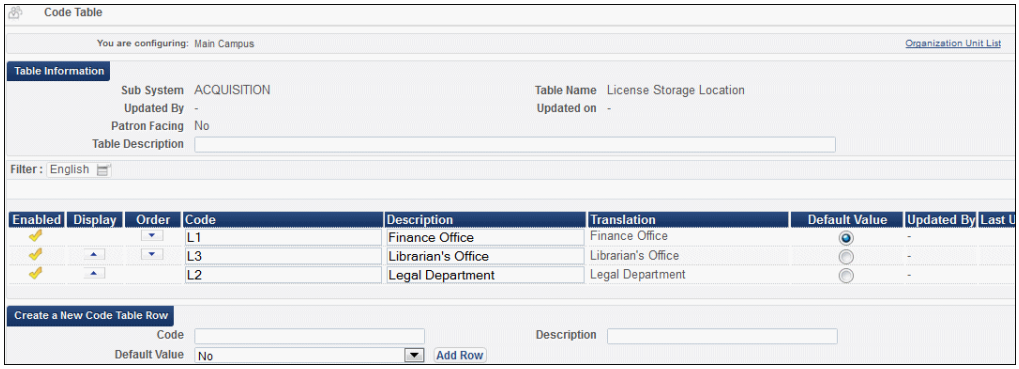

Figure 241: License Storage Location Code Table Page

NOTE:
Ensure that you are within the context of the institution/library whose license storage locations you want to configure by selecting the required institution/library from the **You are configuring** filter on the Acquisitions Configuration page.

The License Storage Location Code Table page displays:

- Details about the table that contains the license storage locations for the institution/library. Most of the details are system-generated and cannot be edited.
- A list of the license storage locations that are defined for the institution/library
- A group of input fields that enable you to define and create a new license storage location

The following actions can be performed on this page:

- Adding a license storage location (see **Adding a License Storage Location** on page **345**). You can import license storage locations from by clicking **Import** and selecting an Excel file to import.
- Editing a license storage location (see **Editing License Storage Location Details** on page **346**)
- Deleting a license storage location (click **Delete**)

- Disabling a license storage location (click the yellow check mark to the left of the license storage location. To enable a disabled license storage location, click the relevant gray check mark)

Adding a License Storage Location

You can add new license storage locations to the institution or to a library. The license storage locations that you add to the institution apply to all libraries within the institution.

To add a new license storage location:

1. On the License Storage Location Code Table page, in the **Create New Code Table Row** section, enter a **Code** and **Description** for the new license storage location.

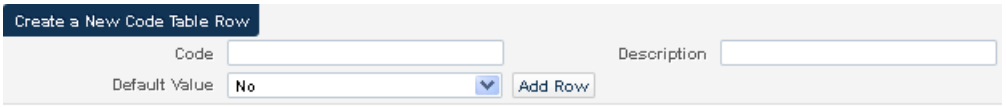

Figure 242: Create New Code Table Row Section

2. From the **Default value** drop-down list, select **Yes** to assign the new license storage location as the default value whenever a **License location** drop-down list is displayed.
3. Click the **Add Row** button. The new license storage location is displayed at the bottom of the list of defined license storage locations. Note that by default, each new license storage location is enabled. To disable a license storage location, click the yellow check mark to the left of the license storage location.
4. Click **Save** to store the new license storage location details in the system.

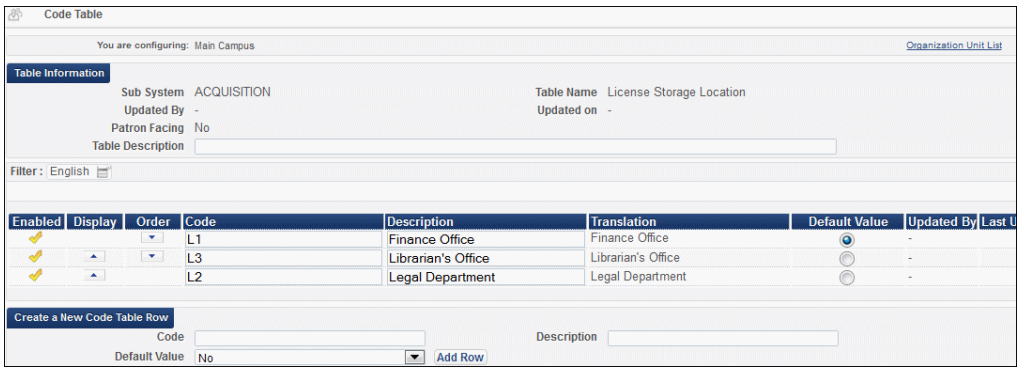

Figure 243: Code Table Page – License Storage Locations

Editing License Storage Location Details

You can edit the details of any license storage location.

To edit the details of a license storage location:

1 On the License Storage Location Code Table page, locate the license storage location that you want to edit.

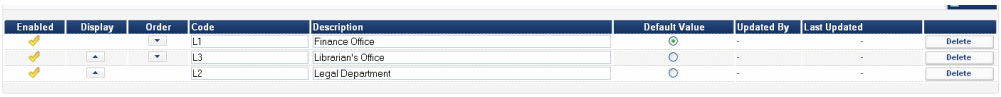

Figure 244: Code Table Page List of License Storage Locations

2 Use the **Display** or **Order** up and down arrows to set the order of the license storage locations. The license storage locations appear in the defined order in all **License location** drop-down lists.

3 Modify the code and description as required.

4 Select **Default Value** if the new license storage location is to be the default license storage location whenever a **License location** drop-down list is displayed.

5 Click **Save**.

General

Configuring Other Settings

PERMISSIONS:

To configure other settings, you must have the following role:

- Acquisitions Administrator

This option enables you to customize the following additional settings that are not specific to any other Acquisitions action.

You configure other settings on the Customer Parameters Mapping Table page (**Acquisitions > Acquisitions Configuration > Configuration Menu > General > Other Settings**).

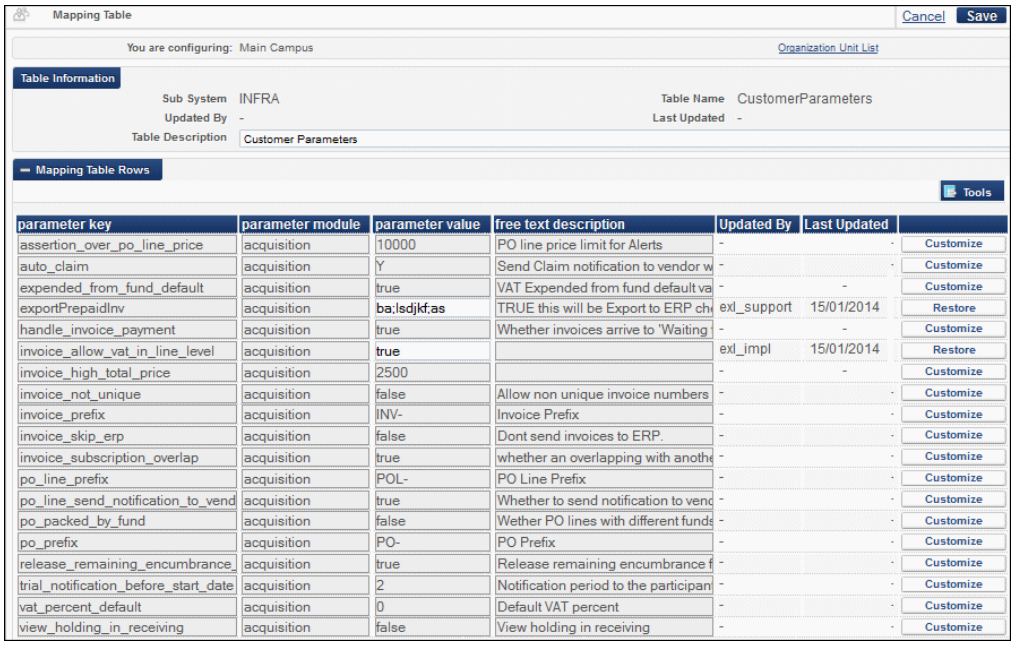

Figure 245: Customer Parameters Mapping Table Page

The following table describes the parameters available on the Customer Parameters Mapping Table page.

Table 37. Other Settings

Parameter	Description
acquisition_accrual_mode	Indicates that the institution can work with accrual accounting (**true**).
assertion_over_po_line_price	Sends the PO line for review if the specified price is reached and the **AssertionCode** in the Purchasing Review Rules is set to **Price limit reached**.
auto_claim	Indicates whether a claims notification is sent automatically to the vendor when the PO line is sent to the claims task list.
expended_from_fund_default	Indicates the default value of whether VAT is expended from the invoice line's fund (**True** or **False**).
exportPrepaidInv	Indicates whether the **Export to ERP** check box is displayed when you select **Prepaid** on the Invoice Details page.

Table 37. Other Settings

Parameter	Description
handle_invoice_payment	Indicates whether invoices are to be sent to the Waiting for Payment Invoices page to await automatic or manual handling (**true**), or be closed automatically when they are exported to the ERP system (**false**). For details, see **Working with Invoices Waiting for Payment** on page **163**.
invoice_allow_vat_in_line_level	Indicates that VAT can be configured for an invoice on the invoice line level (**true**).
invoice_high_total_price	Sends the invoice for review/approval if the specified invoice price is reached and the **AssertionCode** in the Invoice Review/Approval Rules is set to **High total price**.
invoice_not_unique	Indicates whether you can save non-unique invoice numbers that have the same vendor in the inventory database. This enables you to uniquely identify records with the same invoice number and the same vendor.
invoice_prefix	Not in use.
invoice_skip_erp	Allows you to have the invoice workflow skip the step where the invoice is Waiting for Payment. For details on how this setting affects the invoicing workflow, see step **2** in **Invoicing Workflow**.
invoice_subscription_overlap	Indicates whether the **Check subscription date overlap** check box is displayed on the Invoice Line Details page. If this parameter set to **true** and the check box is selected, Alma checks whether there is an overlap of invoice dates for continuous subscriptions and if there is, issues an alert to this effect.
invoice_use_pro_rata	Indicates whether the **Use pro rata** setting is selected by default when creating new invoices.
po_line_prefix	Specifies the prefix to be used for all PO lines.
po_line_send_notification_to_vendor_on_renewal	Indicates whether an email should be sent to vendors when a subscription is renewed. Note that the vendor's preferred email address is used.

Table 37. Other Settings

Parameter	Description
po_packed_by_fund	Indicates whether PO lines are to be automatically packaged into POs according to funds. If this option is set to **true**, institutions working with functional funds are able to locate all the POs associated with a specific fund and manage PO approval more efficiently. For more information, see **Packaging Purchase Order Lines** on page **68**.
po_prefix	Specifies the prefix to be used for all POs.
release_remaining_ encumbrance_for_edit	Indicates whether encumbrances are released for continuous order PO lines in invoices that are created via EDI.
trial_notification_before_start _date	Stipulates the number of days before the trial start date that you want Alma to send email notifications to trial participants.
vat_percent_default	Indicates the default percentage of VAT in the institution.
view_holding_in_receiving	Indicates whether holdings information is to be displayed when viewing receiving items.

To edit other Acquisitions settings:

1 On the CustomerParameters Mapping Table page, change the **Table Description** as required.

2 In the **Mapping Table Rows** section, locate the setting that you want to edit, and click **Customize**.

3 Modify the parameter value as required.

NOTE:
Click **Restore** to restore the initial parameter value.

4 Click **Save** to store the modified settings in the system.

Configuring Currency Subsets

PERMISSIONS:

To configure currency subsets, you must have the following role:

- Acquisitions Administrator

Alma enables you to define currency subsets which determines the currencies supported by the institution/library.

You configure currency subsets on the CurrencySubset Mapping Table page (**Acquisitions > Acquisitions Configuration > Configuration Menu > General > Currency Subset**).

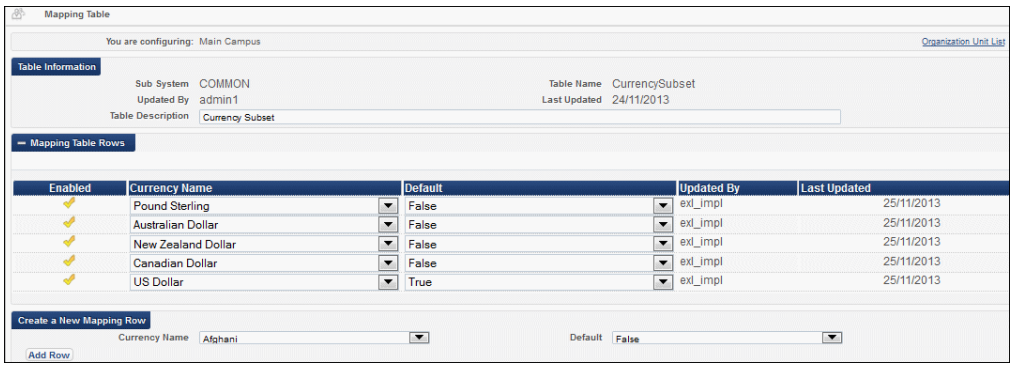

Figure 246: CurrencySubset Mapping Table Page

The CurrencySubset Mapping Table page displays:

- Details about the table that contains the currency subsets for the institution/library. Most of the details are system-generated and cannot be edited.
- A list of the currency subsets that are defined for the institution/library
- A group of input fields that enable you to define and create a new set of currency subsets

The following actions can be performed on this page:

- Adding a currency subset definition (see **Adding a Currency Subset Definition**, below)
- Editing a currency subset definition (modify the **Currency Name** and **Default** values on the CurrencySubset Mapping Table page, as necessary)
- Deleting a currency subset (click **Delete**)
- Disabling a currency subset (click the yellow check mark to the left of the currency subset. To enable a disabled currency subset, click the relevant gray check mark)

Adding a Currency Subset Definition

The currency subsets that you add to your institution apply to all libraries within your institution.

To add a new currency subset definition:

1 On the Mapping Table page, in the **Create a New Mapping Row** section, select the currency name from the **Currency name** drop-down list.

Figure 247: Create a New Mapping Row Section of CurrencySubset Mapping Table Page

2 Select the default setting from the **Default** drop-down list. If you select **True**, the currency is selected as the default currency for all PO lines.

3 Click the **Add Row** button. The new currency subset is displayed at the bottom of the list of defined currency subsets. Note that by default, each new currency subset is enabled. To disable a currency subset, click the yellow check mark to the left of the currency subset.

4 Click **Save** to store the new currency subset.

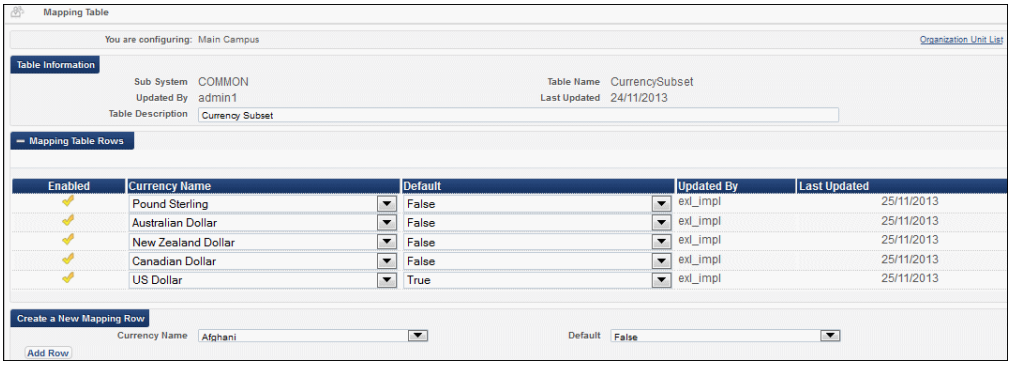

Figure 248: Mapping Table Page – Currency Subsets

Configuring Fund and Ledger Fiscal Periods

PERMISSIONS:

To configure fund and ledger fiscal periods, you must have the following role:

- Acquisitions Administrator

Alma lets you view and edit fund and ledger fiscal periods that are defined after ledger and PO line rollovers are run (see **Rolling Over Ledgers** on page **274** and **Rolling Over PO Lines** on page **278**).

You can view and edit fund and ledger fiscal periods on the FundLedgerFiscalPeriodTable Mapping Table page (**Acquisitions > Acquisitions Configuration > Configuration Menu > General > Fund and Ledger Fiscal Period**).

NOTE:
Fund and ledger fiscal periods cannot be added via the Mapping Table page – they are displayed automatically after ledger and PO line rollovers are run.

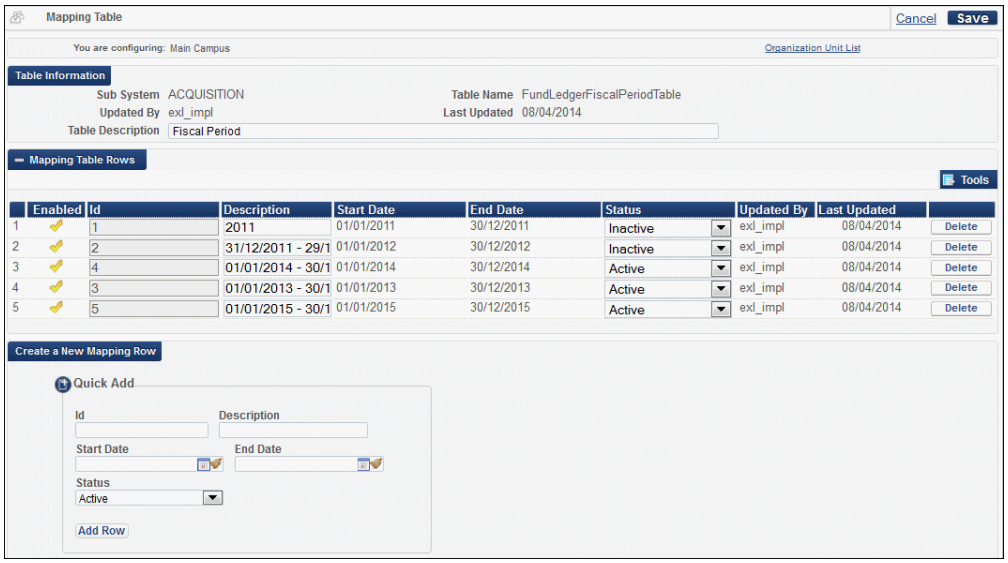

Figure 249: FundLedgerFiscalPeriodTable Mapping Table Page

The FundLedgerFiscalPeriodTable Mapping Table page displays:

- details about the table that contains the fund and ledger fiscal period definitions for the institution/library. Most of the details are system-generated and cannot be edited.
- a list of the fund and ledger fiscal period definitions that are defined for the institution/library

The following actions can be performed on this page:

- **Editing Fund and Ledger Fiscal Period Definitions** on page **353**
- Deleting a Fund and Ledger Fiscal Period Definition (click **Delete**)

- Disabling a Fund and Ledger Fiscal Period Definition (click the yellow check mark to the left of the fiscal period definition. To enable a disabled fiscal period definition, click the relevant gray check mark)

Editing Fund and Ledger Fiscal Period Definitions

You can edit the details of any fund and ledger fiscal period definition. You cannot change the ID that is defined for a fund and ledger fiscal period definition.

To edit fund and ledger fiscal period definition details:

1. On the FundLedgerFiscalPeriodTable Mapping Table page, under **Mapping Table Rows**, locate the fund and ledger fiscal period definition that you want to edit.
2. Modify the specific items as required.
3. Click **Save** to store the modified fund and ledger fiscal period definitions in the system.

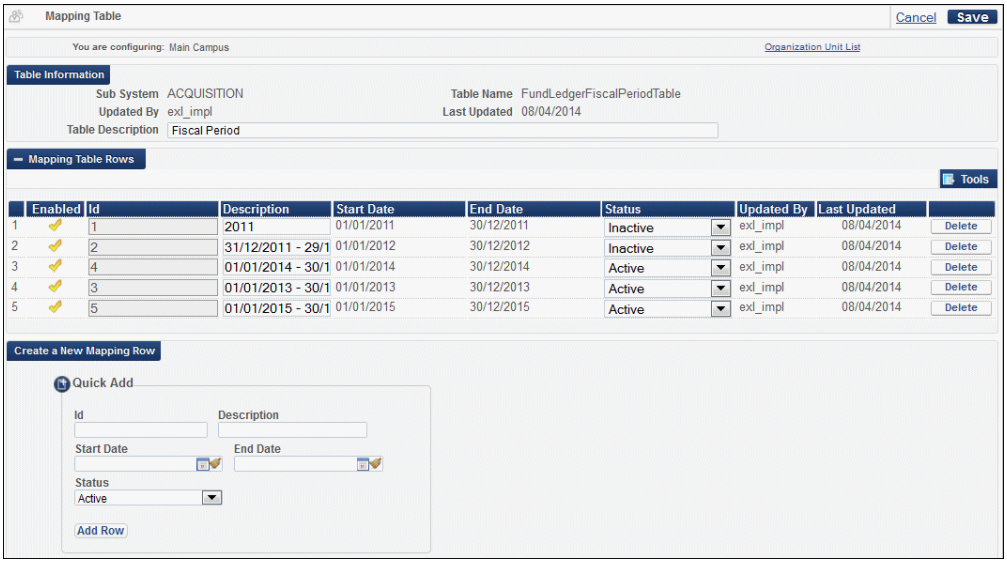

Figure 250: FundLedgerFiscalPeriodTable Mapping Table Page

Configuring Receiving Departmental Validations

PERMISSIONS:

To configure receiving departmental validations, you must have the following role:

- Acquisitions Administrator

Alma enables you to activate validation checks for barcodes and brief bibliographic records of physical items, when exiting receiving department items. When activated, a dialog box validation warning message is displayed in Alma if a barcode is missing or a record is brief. (For more information regarding brief records, refer to **Identifying brief records** on page **307** in the *Alma Administration Guide*.)

You activate receiving department validation checks on the ReceivingDepartmentValidations Mapping Table page (**Acquisitions > Acquisitions Configuration > Configuration Menu > General > Receiving Department Validations**).

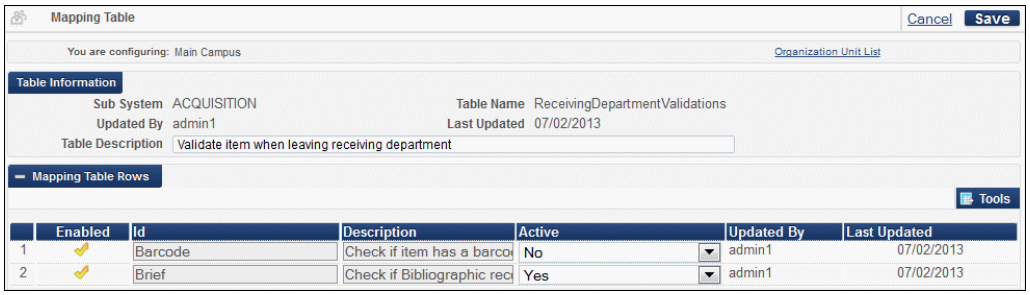

Figure 251: ReceivingDepartmentValidations Mapping Table page

To configure Alma for receiving department validation checks:

1. On the ReceivingDepartmentValidations Mapping Table page, select **Yes** in the **Active** column for the relevant ID (Barcode/Brief).

   To deactivate an ID from receiving department validation checks, select **No** from the **Active** column for the relevant ID.

2. Click **Customize**. Validation checks are configured for the specified ID (Barcode/Brief).

To disable receiving department validation checks:

Click the yellow check mark to the left of the ID (Barcode/Brief). The check mark becomes gray to indicate that the ID is disabled. To enable an ID, click the

gray check mark to the left of the ID. The check mark becomes yellow to indicate that the ID is enabled.

Configuring Fund Types

PERMISSIONS:

To configure fund types, you must have the following role:

- Acquisitions Administrator

Alma enables you to define the fund types that you want to appear in the Summary Details page of allocated funds. You can also define the order in which the fund types are displayed on the page.

Fund types may be either enabled or disabled.

You configure fund types on the Fund Type Code Table page (**Acquisitions > Acquisitions Configuration > Configuration Menu > Fund Types**).

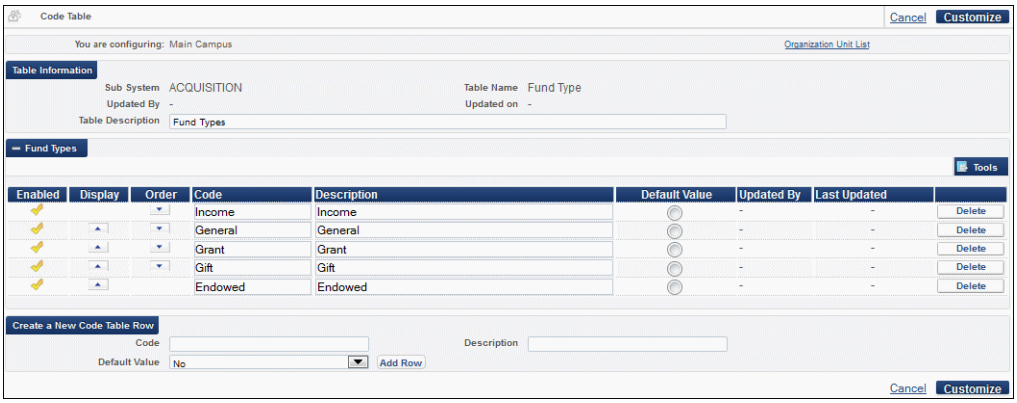

Figure 252: Fund Type Code Table Page

The Fund Type Code Table displays:

- details about the table that contains the fund types for the institution. Most of the details are system-generated and cannot be edited.
- a list of the fund types defined for the institution
- a group of input fields that enable you to define and create a new set of fund types

The following actions can be performed on this page:

- Adding a Fund Type Definition (see **Adding a Fund Type Definition** on page **356**)

- Editing a Fund Type Definition (edit the fields on the Fund Type Code Table page)
- Deleting a Fund Type Definition (click **Delete**)
- Disabling a Fund Type Definition (click the yellow check mark to the left of the fund type definition. To enable a disabled fund type definition, click the relevant gray check mark)

Adding a Fund Type Definition

The fund type definitions that you add to your institution apply to all libraries within your institution.

To add a new terms type definition:

1 On the Code Table page, under **Create a New Code Table Row**, enter a code for the fund in the **Code** field.

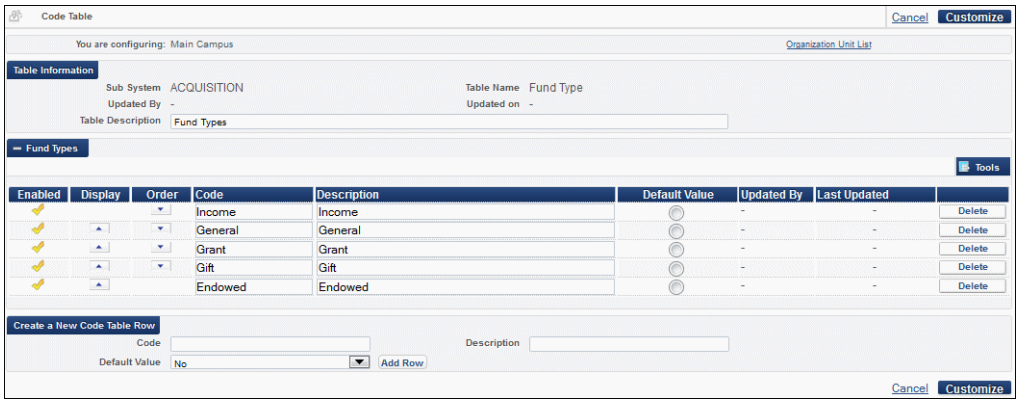

Figure 253: Code Table Page Fund Types

2 Enter a description for the code in the **Description** field.

3 Select whether you want the new fund type to be the default value (when assigning a fund type) in the **Default value** field.

4 Click **Add Row** to display the new entry at the bottom of the list of defined fund types.

By default, each new fund type is enabled. To disable a fund type, click the yellow check mark to the left of the fund type.

5 Click **Save** to store the new fund type.

Acquisition Jobs Configuration

You can configure the time at which the PO Line Package job runs.

To configure the time at which the PO Line Package job runs:

1 On the Acquisitions Configuration page (**Acquisitions > Acquisitions Configuration > Configuration Menu**), click **Acquisition Jobs Configuration**.

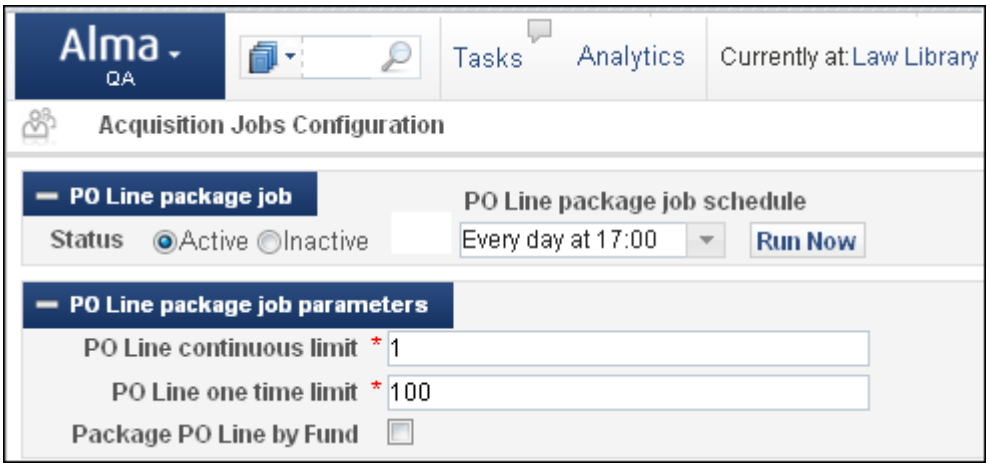

Figure 254: Acquisition Jobs Configuration

2 Under Status, select **Active** to make the job active or select **Inactive** to make the job inactive.

3 Under **PO Line Package job schedule**, select from the drop-down list the time that you want the job to run.

4 If you want the job to run immediately, click **Run Now**.

5 In the **PO Line continuous limit** field, enter the maximum number of continuous PO lines that can be packaged together in a PO. Permitted values are between 1-200.

6 In the **PO line one time limit** field, enter the maximum number of one-time PO lines that can be packaged together in a PO. Permitted values are between 1-200.

7 Select **Package PO Line by Fund** to package PO lines according to fund in a PO.

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