CREATING AN INVOICE MANUALLY WEBINAR

SCOPE

 In this webinar, I am going to demonstrate one of the three methods of invoice creation in Alma: entering the invoice details manually.

 The example I am using is an invoice for a continuous resource. The PO line type is “Physical subscription”.

 There are some similarities to invoice creation for one-time purchases, but there are also differences which I will mention.

 CSUS Workflow

 The title on my example invoice is an annual. I receive the material and the invoice together. I create the invoice, then pass the material on to a serials person who checks it in and gets it ready for the shelf.

OVERVIEW

 My presentation is divided into two parts. In the first part, before I go to the “create invoice” link in the Alma menu, I do some preliminary work in a Repository search. Many of the things I do here can also be done during the actual “create invoice” process, so this part can be viewed as optional.

 In the second part of my presentation, I show the Invoice creation process.

PART ONE: Repository search

Search the repository for the title(s) on the invoice. For this demonstration, I am using the title, “Europa World Year Book”.

Persistent search box > Europa World Year Book

Click the Items link. Here, you can look for unreceived items.

Click “Back” to return to the repository result list and click the More info link, then click the number next to the **Orders** label in the box that appears. When the PO Line description appears, click the Edit link.

 Go to the “Invoice lines” tab. Here, you can look for missed or possible duplicate payments, something that you will probably want to resolve before proceeding with the current invoice.

 Go to the “Notes” tab to see if there are any notes that bear on invoice creation.

 Go to the “Summary” tab and check the “Receiving note” to see if there are any instructions you should heed.

 Record the PO Line number, if it is not already printed on your invoice.

 Change the amount in the POL “List price” field to match the list price (or net price) on the paper invoice. If not done here, the total that Alma calculates when creating the “invoice line” will not match the total on the paper invoice, and you will have to correct it then.

PART TWO: Creating the invoice

Click “Create invoices” in the “Acquisitions” column of the Alma menu:

 Acquisitions > Receiving and Invoicing > Create Invoice

 Select “Manually” from the three options provided on the “Select Invoice Creation Process” page and click “Next”. This takes us to the “Invoice details” page, where we will make entries in the “Invoice number” field and the “Invoice date” field.

 Enter a search term in the “Vendor” entry box and select among the vendors that Alma presents, or click the magnifying glass icon in the “Vendor” entry box and search for the vendor in the vendor list. After you have selected a vendor, you can select the account in the “Vendor account” field.

 Enter the total amount from the invoice into the “Total amount” field. Note that when an amount is entered into this field, the “Total invoice lines amount” field becomes active. Alma will add the POL list price, shipping, and tax and put the result in this field.

 Check the “Use Pro rata” checkbox in the “Additional Charges” section.

 Enter the shipping amount from the invoice into the “Shipping” field.

WARNING: the next instruction is a CSUS work-around. Here at Sac State, we do not use VAT to enter tax for manually created invoices with shipping and tax and multiple lines. We feel that VAT requires too much fiddling. Please do not blindly follow our example. Investigate this issue for yourself.

Enter the tax amount from the invoice into the “Overhead amount” field in the “Additional Charges” section.

The drawback to using the “Overhead amount” field for tax is that Alma doesn’t display the tax rate. If you want to know what tax rate is being charged on the invoice, you must calculate it outside of Alma.

Click the “Save and create invoice lines” button to continue.

Note: If the invoice file for this vendor already contains an invoice with this number, Alma displays an error message. You must resolve this problem before Alma will allow you to continue.

Click the “Add invoice line” on the second “Invoice details” page. The “Add invoice line” dialog box will appear.

 Choose an Invoice line type from the drop-down menu. Here at Sac State, we always use “Regular”.

 Enter the PO Line number from the invoice into the “PO Line” field. You can either enter the number from the paper invoice and select the title that Alma displays, or search for the POL number by clicking on the magnifying glass icon and searching the list of open PO lines.

Note that the “Add Invoice Line” dialog box changes its appearance depending on the PO line type that is entered. The PO line type in this example is for a continuous resource so Alma has added two sections have been added to the dialog box: the “Subscription” section and the “Invoice/Invoice line number” section.

Uncheck the “Check subscription date overlap” box In the subscription section. Alma can warn you if there is an overlap with the subscription period on your invoice and the previous subscription period. Because my example is an annual, I will not use this.

Enter the volume, issue, date, and other information into the “Additional information” field. You can see the format that has been used to enter this information in the section below.

Study the “Invoice/Invoice line number” section. It displays the last five invoice lines associated with the POL.

Notice that Alma has populated many of the fields in this dialog box with information from the POL that you entered. If this information matches the amounts on your invoice, you have finished creating the invoice line and you can close the dialog box.

Note: if the amount in the “Price” field (which comes from the POL record) is not the price on your invoice, the “Total price” will not match the total price on your invoice. To fix this:

Enter the amount from the list (or net) price on your invoice into the “Price” entry field in the dialog box and click the “Redistribute Lines” button in the lower section of the box. The total in the box should now match the total on your invoice.

Click the “Add and close” button.

Note: there are three options for closing the “Add invoice line” dialog box.

 Close: do not create this invoice line. Return to the “Invoice details” page.

 Add: create this line and leave the dialog box open to create more lines.

 Add and Close: create the line and return to the “Invoice details” page.

Study each column on the “Invoice details” page to ensure that it accurately reflects the information on the invoice.

Note: if you are unhappy with the invoice line you just created, you can click the “Actions” button on the right side of the screen and choose to either edit the line or delete it and start over. Otherwise,

 Click “Save and continue” to create the invoice and quit the invoice creation process.