Approve/"Pay" an EDI Invoice from Vendor

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EDI configured and file retrieval scheduled on Vendor record in ALMA.

Need to have an EDI Invoice loaded to proceed.

<u>These steps outline navigating to, and viewing a recently arrived invoice from a vendor:</u>

ALMA Home Page: You are notified here that an EDI invoice has arrived, via Tasks list, which is driven by user roles. Alternately, invoices can be found on the ALMA Menu> Acquisitions>Receiving and Invoicing>Approve.

Find the Unassigned tab.

1. Note entries here have the Created From entry, "EDIteur Invoice Message." This denotes an EDI Invoice.

To VIEW: Find Invoice # and Click on the link to view, (use Actions button to work on, described below).

From Summary tab: (notice invoice structure is the same as described in Manually Keyed Invoice presentation).

1. Approval Pending – we configured all EDI invoices to come in with status "in Approval". We wanted to stop the invoice's progress and not send it directly to closed, and have an opportunity for review.
2. VAT and amount – values here reflect sales tax.

Click on Invoice Lines tab:

1. VAT Note on the Invoice lines gives tax total included in line. This is because we specified line exclusive, expended from fund in VAT section of summary tab. This is the "VAT best case scenario", with no pro-rated charges, per Ex-Libris trainer.

Click on Attachment tab:

1. From the Actions button, choose View – see xml file from Vendor, based on EDI Standard Supported in ALMA document.

<u>These steps outline how we Approve an EDI invoice from a vendor (set status to closed):</u>

Find invoice # entry in Waiting for Approval Invoices Tasks list for the invoice we wish to Approve.

Click Actions button > EDIT.

1. Once you open this for edit, the invoice becomes assigned to you. It will stay that way until Approved or the Assignment Released).
2. Note choices from box upper or lower right of screen —Approve or Cancel, if you aren't ready to pay.

Opens to Summary tab:

1. Add vendor account from pulldown list to record vendor's subaccount for the invoice (this field is required on POLS, optional for invoices).
2. Verify contents match the print invoice copy.

From Invoice Lines tab:

1. Quickly review the invoice lines- correct #, titles?

Click Approve, from box upper or lower right.