

Acquisitions Workflow Rules

Mandatory Validation of POs and Invoices: This is done automatically when PO Lines and Invoices are saved. PO lines will be checked for **vendor, fund, and list price**. Invoices will be checked for **invoice number and invoice date**.

Optional rules: Optional rules can be configured to flag any PO lines or invoices that have information that indicates that it should be sent for human review. Rules are configured using **input parameters** (which define the conditions for review, such as a specific acquisition method, vendor, or assertion code and **output parameters** (which will be set to True when manual review is needed). Multiple rules are allowed; they will be checked from top to bottom. Rules are applied only one time - upon creation.

Purchasing Review Rules (Only used with EOD / API created orders)

- Used when creating a new PO Line
- Can choose from the following parameters (and select multiple options per parameter):
 - Assertion Code (see <http://bit.ly/purchasereviewrules> for a list of all assertion codes)
 - Acquisition Method (Approval etc.)
 - VendorCode
 - POLineType (e.g., Database)
 - SourceType (how was the order created?)

Optional: Invoice Review Rules (only used with EDI / Excel Upload)

- Used when creating a new invoice and can require staff intervention before an invoice is sent for approval
- Can choose from the following parameters:
 - Assertion Code (see <http://bit.ly/invoicereviewrules> for a list of all assertion codes)
 - VendorCode
 - InvoiceLineNumber
 - InvoiceCreationForm (how was the invoice created?) Only relevant for EDI / Excel upload

Optional: Invoice Approval Rules

- Used to require staff intervention before an invoice can be sent for payment
- Parameters are same as Invoice Review Rules

Finance Integration

Files can be exported from Alma in XML format to an FTP server where they can be picked up by PeopleSoft (CSUN's "ERP" system). PeopleSoft can then export a confirmation message when payment has been issued.

1. Export Invoices for Payment**

- a. After the invoice is approved, status is updated to "Ready to be Paid". The Alma export job is scheduled and contains invoice information to be put on the directory of the secure FTP server.
- b. After the invoice is exported to PeopleSoft, the invoice status becomes "Waiting for Payment".

2. Import Payment Confirmation**

- a. Alma retrieves the invoice payment confirmation file created by PeopleSoft via FTP. Alma stores the following fields from the import payment confirmation job: payment Status, voucher date, voucher number, and voucher amount.

3. Export Orders

- a. Exports POs to PeopleSoft for tracking. After the PO is sent to the vendor, an XML file containing all of the PO Lines can be sent to PeopleSoft. This mode does not run on a schedule - rather the PO is exported to PeopleSoft as soon as it's sent to the vendor.

4. Funds Allocation Loader

- a. Allows you to import a file containing the amount to add or subtract from your funds in order to keep fund balances in Alma synchronized with PeopleSoft fund information.

**This integration is being coordinated by the Chancellor's Office, and is planned to be identical system-wide.