Scenarios:

- Create an Invoice Manually and Receive
- Delete an Invoice
- Invoice a standing order monograph
- Process POL Renewal

Roles needed for receiving and invoice management:

- Invoice Operator Extended
- Invoice Manager

Create an Invoice Manually and Receive

1. Alma > Acquisitions > Receiving and Invoicing > Create Invoice
2. Invoice Creation: Manually
    a. Check “handle receiving” to mark the item(s) on the invoice as received and route to cataloging immediately after invoice creation
3. Fill in required fields:
    a. Invoice number (printed on physical invoice from vendor)
    b. Vendor (will influence what PO lines are available to select from on the next screen - only PO lines from the vendor selected here will be available to populate invoice lines)
    c. Total amount
    d. Invoice Date
4. Tax:
    a. VAT Type = Exclusive
    b. VAT Code = Current 9% (?)
    c. Check box for Expended from Fund
5. On the next screen, click “Add Invoice Line”. Search for the PO line of the first item on the invoice by clicking the magnifying glass.
    a. The total amount for the invoice line should NOT include taxes (e.g., the “net amount” cost printed on the invoice)

Delete an Invoice

1. Alma > Acquisitions > Receiving and Invoicing > Review
2. Find the Invoice by using the Find searchbox
3. For the invoice you wish to delete, go to Actions > Delete (requires Invoice Operator Extended Role)

Order and Invoice a Standing Order Monograph

Oklahoma State procedures:
Standing order POLs do not have inventory of their own - so there isn’t receiving like with regular monographs or periodicals. Instead:

- When receiving a piece, add the record set: bib, holding, and item. In the item record:
    - Set the received on date and link the item to the POL for the standing order. Looking at the POL after ‘receiving” a piece, the new holdings and items appear in the ordered items summary at the top of the POL.
    - Items are not linked to invoices.

University of Rhode Island procedures for receiving added volumes:

- Add holdings and items manually and link to PO Line for *serial title.*

University of Rhode Island procedures for receiving standing order titles cataloged separately:

For ordering new standing orders, see instructions:
http://bit.ly/2ekCsBG
For receiving standing orders, see instructions here:
http://bit.ly/2ejHTk6

Notes from Invoicing and Tax Videos (Advanced Acquisitions: Invoicing Workflows (41m) Advanced Acquisitions: Invoicing and Tax (36m))

Workflow Considerations - Options

- Invoices can be automatically approved behind the scenes and be sent for payment
- Approval rules can be configured to indicate how to handle invoicing approval
    - If the approval rules indicate that the invoice can move forward automatically, it can move onto the payment
    - If the manager rejects the invoice, it moves back to the payment stage
    - If created internally/pre-paid, status automatically moves to paid
- When the invoice reaches the payment stage, status = ready to be paid
    - Moves to a waiting for payment status (waiting to be paid in PeopleSoft)
        - To process payment, manually input voucher number
            - Note: voucher number will come from PeopleSoft. This does not correlate with Millennium’s voucher number, which is an internally assigned number in Millennium. The voucher number in Alma will be the PeopleSoft reference number
        - Status becomes paid
    - Once closed, both the invoice and the PO Line are closed

Invoice creation:

- Manually - enter invoice details manually
- From PO
- From an Excel spreadsheet
- Automatically via EDI
- “Handle receiving” checkbox
    - To handle receiving, must have the receiving operator role

Invoice Details Screen

- Total Amount = total invoice amount
  - Negative amount can be entered to indicate a credit invoice
- Total Invoice Lines Amount
- Vendor contact = contact who works for the vendor about the order; requires the contact person be included in the vendor record
- Payment method: if Accounting Department is selected, cannot choose “prepaid”
- Pro-rata:
  - Use if the charges / discounts should be applied to each of the invoice lines
    - Shipment
    - Insurance
    - Overhead
    - Discount
    - Additional Charges total amount
- Prepaid
  - If an item has been prepaid and you’re using the invoice for tracking
  - Only active if the payment method is NOT accounting department
  - Invoice automatically closes if the prepaid option is checked
- Internal Copy indicates that invoice is to be loaded into Alma for internal documentation or tracking purposes

Add Invoice LIne

- Type
  - Regular = regular invoice line; others are additional charges (insurance, shipping, etc.)
    - If Pro-rata was selected, can only enter regular invoice lines; pro-rata info will be automatically added
- PO Line:
  - Enter or look up PO LIne
    - When looking up PO Lines must have been used with vendor selected in invoice
- Fully invoiced:
  - Select no if another invoice will be created for the remaining amount
- Add / Add and Close
  - Add = add the invoice but keep the add invoice screen open
  - Add and Close = add the invoice but close the add invoice screen and return you to the invoice lines tab

Save - invoice will stay in a review status

- When the invoice is saved, amount that was encumbered will be disencumbered, an expenditure will be added

Create Invoice from File

- Download an Excel example file (some vendors may be willing to create Excel files for you)

Invoicing via EDI

- Requires EDI communication parameters established within the vendor record
    - Requires Vendor Manager role to set up EDI
        - Schedule Alma to fetch and send EDI files
        - Requires SFTP connection with vendor server
        - Can view EDI Jobs History and Files from within vendor record Actions > View History

Invoice Processing:

- Invoice sent to review status if:
    - Review rules are configured to require manual review
    - Save is used instead of save and continue during invoice creation process
    - Data issues or alerts are discovered during processing
    - Acquisitions > Receiving and Invoicing > Review
        - Assigned to me, Unassigned, assigned to others
            - Invoicing Manager can assign invoices to others
        - Click on the alerts to view the problems with the invoice
        - To access Invoice Actions > Edit
- Invoice Approval
    - Actions > Edit > Make any necessary changes > Approve

Invoice Payment

- When invoice reaches payment stage, it awaits payment processing
- Can set an invoice to waiting for payment when ERP integration is configured
- Acquisitions > Receiving and Invoicing > Waiting for Payment
    - Actions > Edit > Add Payment details
        - Set status to paid
        - Add voucher number, date, and amount
        - At this stage the payment section is the only piece that can be edited on this invoice

Searching for a closed invoice

- Acquisitions > Receiving and Invoicing > Search for Invoice

Resources:

- Alma Acquisitions Guide
- EDI Standard Supported in Alma
- Alma Integrations with External Systems Guide
- Training session: Synchronizing with ERP systems

VAT / Taxes

- VAT% and Amount fields
    - Enter either tax % or amount; Alma will auto-calculate the other field
- Vendor tax (local currency)
    - If relevant, enter note indicating tax is charged in local currencly and invoice itself is in a foreign currency

VAT Per Invoice Line

- Can add VAT/Tax per each invoice line
- Requires Acquisitions Configuration menu settings
- For each invoice line added to invoice, enter VAT amount or %

Governmental Vendor Use Tax

- Requires creation of separate (Governmental) vendor to receive use tax / VAT for an invoice payment; 1 governmental vendor per institution
- Will hand only use tax on invoices
    - Use tax represents a tax on usage of library items; expended from same funds as the actual invoice charges
    - Ensures tax payments are handled separately from regular invoice charges and go directly to the government
    - Governmental vendor cannot be selected for a PO Line or invoice; used only for handling use tax invoices.

Inclusive vs. Exclusive Tax:

Appears that CSUN will use Exclusive + expended from fund to ensure that the total price per item includes tax.