EDI invoices and OIS-generated invoices in Aleph

Overview of the process

EDI (electronic data interchange) for invoices is a method of receiving invoices and credits electronically so that they may be automatically loaded into Aleph. When a vendor generates a new invoice, the paper copy is mailed to the order unit and the EDI version is stored on the vendor's FTP site. EDI invoices are only generated for accounts that have explicitly requested them through OIS, who will mediate the process with the vendor. Each day, OIS will automatically check the FTP site for new invoices and load them into Aleph. When staff in the order unit receive the paper invoice, they should review the invoice in Aleph, modify it if necessary, and then proceed with their normal workflow.

To request EDI invoices for your unit, please submit the request form downloadable from: http://hul.harvard.edu/ois/systems/aleph/dataloads.pl#status

Some vendors cannot supply EDI invoices. If the vendor is supplying MARC records that are being loaded into Aleph with the “Order Loader,” OIS can generate invoices based on the acquisitions data in the MARC records, and load the invoice using the EDI process. The vendor must supply a record number, an invoice number and invoice date in each MARC record to be eligible for this process.

The EDI invoice / OIS-generated invoice in Aleph

The EDI / OIS invoice should be treated in the same manner as an invoice created manually. You may edit or delete General Invoice and Line Item data as necessary.

When an invoice is loaded into Aleph, the following occurs:

- If an invoice number matches an existing invoice number from that vendor, the EDI / OIS invoice will not be loaded. An error message will appear in the EDI Load Log (covered in a later section) if the invoice is not loaded.

- The Order Number in the vendor's invoice is matched to Aleph Order Number 1, creating a linked line item. Alternatively, the Vendor Reference Number in the Order Record can be used as a match point.

If there is no match on Order Number or Vendor Reference Number, the line item is loaded but is not linked to an order. You will see a line item with no Order Number and no budget, as in line 19 below:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>129162-1</td>
<td>- 81.25</td>
<td>- 81.25</td>
<td>415.37880..00001.655280.0400.00000-2008</td>
</tr>
<tr>
<td>17</td>
<td>168799-1</td>
<td>- 70.00</td>
<td>- 70.00</td>
<td>415.37880..00001.655290.0400.00000-2008</td>
</tr>
<tr>
<td>18</td>
<td>7808622-1</td>
<td>- 53.72</td>
<td>- 53.72</td>
<td>415.37880..00001.655010.0400.00000-2008</td>
</tr>
<tr>
<td>19</td>
<td></td>
<td>- 497.00</td>
<td>- 497.00</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>9049105-1</td>
<td>- 47.84</td>
<td>- 47.84</td>
<td>415.37880..00001.655280.0400.00000-2008</td>
</tr>
<tr>
<td>21</td>
<td>105517-1</td>
<td>- 23.32</td>
<td>- 23.32</td>
<td>415.37880..022217.655290.0400.00000-2008</td>
</tr>
</tbody>
</table>

This will occur if the vendor has the HULPR number instead of the Aleph Order Number, for example. Because Aleph currently does not allow users to add an Order Number to an
existing line item, staff must delete the line item and add it manually, referring to the paper invoice to determine what publication the line item was for.

It may be necessary for some order units to work with vendors to update order numbers for Serial and Standing Orders established prior to Aleph implementation. Vendors can often facilitate this by providing spreadsheets which can be used to update batches of orders. OIS is available to assist with this process if necessary.

- Additional line item information (e.g. subscription dates, notes) is loaded if supplied by the vendor.

For serials and standing orders, most vendors supply notes and/or subscription dates indicating the volume information and/or subscription period.

- Line items are loaded regardless of Order Status. A warning message will appear in the EDI Load Log for certain Order Statuses (see the EDI Load Log section below).

- If an Order is encumbered and the encumbered budget is Active and the budget has a sufficient balance to cover the payment, the budget will be debited and the budget number will appear in the line item.

If the encumbered budget is Not Active or does not have a sufficient balance, the line item will be created without a budget. It will also be created without a budget if the Order Record was not encumbered, as in line 6 below:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1333026-1</td>
<td>- 62.88</td>
<td>- 62.88</td>
<td>415.37880..000001.655210.0400.00000-2008</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>118041-1</td>
<td>- 104.00</td>
<td>- 104.00</td>
<td>415.37880..000001.655290.0400.00000-2008</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>1646803-1</td>
<td>- 50.00</td>
<td>- 50.00</td>
<td>415.37880..000001.655210.0400.00000-2008</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>126224-2</td>
<td>- 87.82</td>
<td>- 87.82</td>
<td>415.37880..000001.655010.0400.00000-2008</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>153214-1</td>
<td>- 81.00</td>
<td>- 81.00</td>
<td>415.37880..000001.655280.0400.00000-2008</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>106539-1</td>
<td>- 24.00</td>
<td>- 24.00</td>
<td>415.37880..000001.655290.0400.00000-2008</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>8562298-2</td>
<td>- 47.48</td>
<td>- 47.48</td>
<td>415.37880..000001.655010.0400.00000-2008</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>582908-1</td>
<td>- 55.16</td>
<td>- 55.16</td>
<td>415.37880..000001.655010.0400.00000-2008</td>
<td></td>
</tr>
</tbody>
</table>

The check on the budget balance takes into account any Max Over/Under Encumbrance settings in the budget. A warning message will appear in the EDI Load Log if a budget is not added to the Line Item.

- All line items will have “EDI” as the Object Code. Order Unit staff should change this to the correct Object Code.

In the future, we may be able to load a specific Object Code for all line items on an invoice or map Object Codes based on order Material Type codes.

- An Order Log entry with “EDI” as User Name will be created for each line item that is attached to an order.
• An EDI Load Log which includes messages for successful transactions, warnings, and errors is created for each invoice loaded.

• Credits are handled just like invoices except that the transactions are credits rather than debits.

• For some vendors, service charges will appear in the Overhead Amount field on the General Invoice. These charges should be added as an unlinked line item or handled as is the practice in your local unit.

Processing an EDI invoice

Upon receiving a paper invoice, Order Unit staff should find the invoice in Aleph and follow the steps below:

On the General Invoice node:

1. Go to Tab 2 "Payment." Update the Approval Department field with your unit:

2. Go back to Tab 1 "Invoice." If necessary, edit the Net Amount and Total Amounts. The Total Amount on the General Invoice tab should match the Total Amount of Line Items. (For OIS-generated invoices, the Total Amount on the General Invoice tab will always need to be added).

On the Line Items node:

1. Change the object code from “EDI” to the correct code for each line item.

2. If a line item was loaded without a budget, add a budget.

   Encumber Serial and Standing Orders so that the budget will be automatically loaded in the future.

3. If a line item that should be linked to an order was added as an unlinked item because there was no match on the Order Number, delete the line item and create a new line item linked to the order.
You cannot add an order number to an existing line item. For Serial and Standing Orders, make sure that the vendor has the correct order number so that line items will be linked correctly in the future.

4. Some vendors may include line items for $0.00 in serials invoices (such as for titles that are included as part of another subscription). These do not have to be deleted. The presence of the $0.00 line items won't impact the invoice approval process with Accounts Payable.

5. If necessary, add a line item for postage / service charge.

EDI Load Log

When an EDI or OIS-generated invoice is loaded, Aleph produces an EDI Load Log that contains messages for successful transactions, warnings, and errors. Logs are retrieved by Log Number. To retrieve the log for your invoice:

1. Find the Invoice Number and corresponding Log Number at:
   http://lms01.harvard.edu/EDI_Invoices/edi_logs_report.html
2. Go to the Administrative Tab of the Acquisitions Module. Select the "EDI Load Log." The log for the last file loaded is automatically displayed. Enter your log number in the Log Number field and hit Enter.

A log may contain more than one invoice.

You may use F11 to print the log. You can also use F11 in Print Preview mode to copy and paste the log into Excel.

The log contains at least one message for every line item of an invoice. The log can be filtered by message type. Staff should follow their Order Unit's policy on reviewing the EDI Load Log for invoice warnings and errors. The headings in this table are configurable.

There are three types of messages:

<table>
<thead>
<tr>
<th>Message Type</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I</strong> [successful transaction]</td>
<td>• appears for each successfully loaded line item</td>
</tr>
</tbody>
</table>
| **W** [warning] | In all of these cases a line item is created and a warning is generated:  
  • vendor code from order record does not match invoice  
  • order status is CLS (Closed)  
  • order status is CNB (Cancelled - no budget) |
|_No warning or errors will be generated if the order status is:

- NEW
- DNB (Delayed – no budget)
- RSV (Ready to send to vendor)
- RET (Returned)
- REJ (Rejected) |

**E [error]**

- invoice is a duplicate (EDI invoice will not be loaded)
- invoice is not balanced (this may occur because of service charges not processed correctly)
- budget could not be created (e.g. order was not encumbered or budget lacked sufficient funds) - in this case a line item is still created but is not linked to a budget

**Questions/Comments**

Please submit questions or comments to the Aleph Support Center:

[http://nrs.harvard.edu/urn-3:hul.ois:alephhelpedi](http://nrs.harvard.edu/urn-3:hul.ois:alephhelpedi)