One-Time Orders 2: Receipt and invoicing - Class Materials and Script

Spring 2019 Update

The scripts and training materials in this section were used by Alma peer trainers & facilitators during the active Implementation project phase (April 2018 - June 2019).

These materials are now archived and may contain outdated information/past practice - do not use as-is. This content was last updated February 2019.

For current Alma training, please visit the Learning Alma - for Staff and Managers page.

Handouts, resources and display documents for the class

Handout – Vocab handout (google doc)
Handout – One Time Orders 2 Handout (word doc)
Display on screen AND Handout – One time orders Pt 2 practice exercises.docx (word doc)
Trainer demo examples for "Handle receiving" during Invoice creation - One time orders 2 Demo examples.docx (word doc)

Pre-reading and reference documents for this class

- Alma Receiving Department Concept pre-reading
- Item Records - Creation and duplication differences between Receiving list and List of Items for reference

Outline for the class and links to related documentation

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• location matters  
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Item Records - Creation and duplication differences between Receiving list and List of Items for reference |
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| Create invoice - Manually/From PO/via EDI | walk through creating invoice Manually  
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Script for the class
Introduction

Welcome to One-Time Orders part 2. My name is ..... and our facilitator/s in this class is/are ..... 

In this class, we will review how to receive materials and create invoices for One-Time orders. It builds on concepts from classes on Searching for Vendors, Invoices, and Funds; One-Time Orders 1; and any Items and Holdings or Cataloging classes you've taken. You can follow along with me as I demonstrate, or wait until each practice break to try it yourself.

A few notes:

- Alma went live on July 3rd and, as expected, we're learning new things about it as staff work with real data in the system. Everyone is continuing to learn Alma, and will have the support they need to do so.

- We are training on the tool of Alma, and while there is usually more than one way to do anything in Alma, we will show you one verified or preferred way to do tasks. Once you've learned the best practice, we encourage staff to discuss local procedures and workflows in your units.

- We also encourage everyone to come together in Learning Circles - either cross-functional within units or on the same functions across units - to discuss how the implementation is going and how the new features and workflows in Alma might change work at Harvard.

- Please continue to use the LTS Alma Support form to ask questions and report issues with Alma data, workflows, or roles & permissions. Asking these questions, and working groups providing answers, is an important part of everyone learning more about Alma. You can find the link in the Notifications widget in Alma, along with the link to Alma documentation on the LTS wiki.

- You have a 1-page handout that contains a link to the Alma sandbox, the wiki page for this class, and a few other useful links. (If there are other handouts, describe them.) The script and all materials for this class are available to review on the wiki, and will continue to be updated with any changes in procedures.

Some quick logistics information:

- The nearest bathrooms & water supply are:
  - Lamont rooms: Restrooms are gendered by floor. Lamont 310 is on a men’s room floor, Lamont B-30 is on a women’s room floor.
  - 90 Mt Auburn: Two restrooms are on the opposite side of the building on the basement level, water is in the kitchenette and in a fountain by the restrooms
  - 625 Mass Ave: Restrooms are at the opposite end of the building on the 3rd floor, by the water fountain

Let's start by introducing ourselves. (Go around the room and ask everyone to share their name, library/unit, and primary role(s).)

Class overview

Today we are covering:

- Receiving
- Keep in department Work order statuses
- Invoicing

Receiving

Receiving Departments

1. As discussed in your pre-reading document, Alma Receiving Department Concept, the first thing to keep in mind before receiving an item, is the concept of the Receiving departments. As you may remember from the Intro to Alma classes, your location matters. 
   1. Physical material is organized within Receiving departments. Receiving departments are Alma “departments” that correspond to the PO Line owner (Acquisitions ordering library for units that order and receive for multiple libraries OR the holding library.
   2. The Receiving departments are listed in the Location area on the top of your screen, to the left of your Personal icon and to the right of the Menu options. Each Ordering library associated with your login permissions will be listed in this area, with the Receiving department indicated as the second half of the name. i.e.
      1. ITS 625 Acquisitions – ITS Tech Services
      2. Schlesinger Library –SCH Tech Services
Receiving a One-time order

Workflow considerations

1. The receiving process offers **lots of choices and different approaches to completing the desired workflow. We will discuss each of these in detail during this class**
   1. The first thing to decide is whether you want to receive as part of the invoice process, or independently of invoice creation
   
   2. The next thing to decide is whether after receipt the item is ready to be sent to the holding library, or whether it will remain in the department for further work (i.e. set aside, cataloging, shelf prep, review etc.). This is determined by the Keep in department option during receipt which we will cover shortly
   
   3. The third thing to decide is whether you would like to receive just one order or multiple orders at once
   
   4. And lastly, whether you would like to edit the item during the receipt process or not:
   
   5. And lastly, whether
   - As you become more familiar with your unit’s workflows, and different types of receipts, you will begin to determine which variations of the above options work best for different situations

Receive New Material screen

1. The first thing to do is check on your location. I will demonstrate receiving an order placed by Schlesinger library, so I will change my location to Schlesinger Library-SCH Tech Services

2. The next thing to note is that you do not receive an order by calling up an order via a search in the Persistent search box

   *Trainer: demonstrate doing an Order line search for order lines; PO line 15240814-1; show that there are no options to receive from the Purchase order lines display screen*

3. To receive go to Acquisitions > Receiving and invoicing > Receive

4. *Trainer: remind students that they can hover over Receive and click on the star to the left of the command to add this command to their quick view menu options on their home screen/dashboard*

5. This will bring up all orders associated with the Schlesinger Library-SCH Tech services receiving department. One thing to note: it will not show other libraries orders for the same title.

   Let's go over what we are seeing in this Receive New Material Screen; I will initially just highlight certain buttons and demo how they are used later; there is detailed information about all of this in the Workflow document: Receiving a One Time Order

   1. There is a Receive command button which let’s you receive one or multiple items at the same time
   
   2. There is a Keep in department button which let's you assign a Work Order status of the item
   
   3. The Shelf-ready button is really a barcode search. It allows you to search by barcode (even if the item did not come shelf-ready)
   
   4. The Received date will default to the current date, but allows you to change this to some other date if desired
   
   5. You will notice that there are two tabs – One Time and Continuous

      1. The one time tab includes One time orders, such as monographs, single journal issues, etc.
      
      2. The Continuous tab includes ongoing orders such as Journal subscriptions, standing orders, multi-part monographs etc.

6. There are numerous index options to help find your order(s) as well as facets and sorting options

   1. The Common fields search index – includes the Vendor reference number, PO line (number), Additional PO line reference, Title, Standard number, and Vendor title number.
   
   2. It is possible to filter by a certain vendor, search by Invoice number and then receive all the items on an invoice at once: this might be a useful workflow when there is no need to edit the items first, such as receiving all items on an invoice for shelf ready material
   
   3. Notes:

      1. If you want to search by invoice #, use the Vendor Invoice # search index, as it doesn’t seem to be included in All Search
The bibliographic fields included as search options on the Receiving page (title; author, etc) only search a truncated version of the bibliographic record: they do not search all the fields within the full bibliographic record, such as the 700 or the 246, etc.

--The search is limited to what is displayed under the Bibliographic information tab of the items attached to the order. I will show you this shortly.

--If these searches do not result in finding the order, try the more robust general Institution search, find the POL number or unique number (ISSN/ISBN, etc) and then return to the Receiving list to find your order.

3. If you use the Title Starts With option, you need to include any initial article (such as The). This lets you quickly find a title you exactly, as opposed to a general title keyword search.

7. Another thing to note is that items in multiple statuses are included in this list, not just those waiting to be received
   1. You will note that the Status filter shows that this list includes orders in various different workflow statuses; for the most part, one time orders awaiting receipt will have the status of Sent. They will also have the value of 0 (zero) in the Items received column.
   1. The one status that is not in the Receive New Material list are cancelled orders.
   1. You will learn more about Cancelled orders in the Order maintenance class -- but basically, to receive on a cancelled order, you'll need to change the order out of cancelled status and then receive it.

8. You will notice that the orders listed in the Receive new material list display information in the various columns. These are all explained in detail in the Receiving a One Time Order training document. Here is a brief summary of the columns:
   1. The first one is the line selection icon: this allows you to select one or more orders and receive them all at once . IF there is no need to edit the item records
   2. The # symbol indicates the POL number;
      1. Clicking on the number will open up the Purchase Order Lines Details page. To move back to the Receive new material list, click the Back button.
   3. The next column is Item description: this is a brief description of the title.
      1. Clicking on it to will open up the the Record View screen, which shows the MARC view of the bib. record and from here one can open the Metadata editor to update or make edits to the bib. record.
   4. Next we have the Status of the order, there is a full list of POL statuses in the reference doc: POL Statuses.
   5. Locations: Indicates the Library and Location of the attached inventory (item and or holding).
   6. # Ordered: indicates the number of copies ordered.
   7. Date sent: this is the date the PO was sent to vendor or, if not sent to the vendor, the date the order was created.
   8. Next step: this indicates the next step for the item after it is received as defined by a Work order status within the Keep in department field:
      1. We will go into more details about this shortly.
   9. Rush: a red clock icon will appear in this column when the Rush box is checked in the POL; when receiving a Rush order, there will be a pop up confirmation notice indicating the order is Rush.
   10. Notes: a green check mark will appear if there are notes associated with the POL, which would include the migrated Aleph order's library note.
   11. Receiving note: this displays the text from the Receiving note field in the POL.
      1. If there was a check-in note in the Aleph subscription record, it would display here as the Alma receiving note.
      2. Since claims are not migrating from Aleph to Alma, the Acquisitions and Serials Alma Implementation Working group recommends recording claims in the receiving note as best practice until the claimed issue(s) arrive.
      Claiming will be covered in the Order Maintenance class.
   12. Interested Users: a check mark will appear if there are Interested users associated with the POL. Interested users would be those who have been notified when an item has been received.
      1. Clicking on the check mark will open up the Interested Users tab of the POL, on the Purchase Order Line Details screen.
      2. It is also possible to filter the Receive new material list by whether a POL has interested users.
   13. The last column is the now familiar Ellipsis Action icon, which has the following Action commands:
      1. Manage items: This will open up a new screen called the Received items list, which lists the items associated with this PO Line.
      1. The Received items list allows one to see and edit each of the PO line's items; you can also Receive the PO Line from this list.
      1. Using Manage items is the recommended process for receipt . IF you want to edit the item prior to receipt
      2. Moving back to the Receive New material list, the other Action available under the Ellipsis is Receive:
      1. You can use this commend ; if you do not need or want to edit the item prior to receipt.
      2. This will Receive the associated POL in the list; it works the same way as the blue Receive button on the very top of the Receive New material screen.
      1. The Blue Receive button allows you to receive multiple POLs, while the command within the Actions Ellipsis would receive just that single POL.
      3. There will be a third action under the Ellipsis IF the POL has interested users: Print Interested Users List.

**Brief Practice:** time: now that I have walked you through the layout of the Receive new material list, take 1-2 minutes to call up the list yourselves to familiarize yourselves with it. Please do not Receive anything yet, we will go over that after this brief practice time. Please refer to your handout (items 1 and 1a) to see how to call up the Receive New material list. This is also displayed on the screen.

Are there any questions before we proceed to Receiving an One time order?

Receive an One time order, edit the item and Keep in department.
We are now ready to go through the entire receipt process. But first let's return to the Workflow consideration questions that I have written on the board.

Do we want to receive independent of invoice creation, or as part of invoice creation?

When we get to the Invoicing process, I will show you that there is an option to receive the orders on an invoice at the end of the invoicing process. After completing the invoice, you will be brought to this very same place, but the list of orders will consist solely of those on the invoice. The subsequent receipt process is the same.

For this demonstration, I will walk you through the receipt process independent from invoice creation.

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Do we want to Keep this item in the department or not?

- As I mentioned briefly before, if the material that you are receiving needs further work after receipt or is simply not ready to be sent to be shelved in the holding library, you will want to check the Keep in department box.
- It is very important to note that IF this box is NOT checked during the receiving process, the Item record associated with the One time order will go into a Transit status, indicating that it is In transit to the holding library.
- This check box appears on the Receive new material list, on the Received items list and on the Physical item editor screen.
- Checking the Keep in department box puts the item into a Work order type: Work orders are the way Alma tracks physical materials at different stages in a Workflow, similar to the way many units used Pseudopatron charges in Aleph.
- The Work order type Keep in department is only associated with the receiving process and indicates that this item is in the Technical Services workflow in which ever Receiving department you are located, as indicated by your location field.
- After checking this box, you will see a list of further workflow statuses within the department (such as Received, Shelf prep, Cataloging, etc): these are called Work order statuses.
  - every Tech Services Department will see the same list of statuses, so units can decide how best to use the available options.

Trainer: Find a random POL to use for the receive one time order demo. HINT: call up the Receiving list, scroll to the bottom of the screen and call up a page somewhere in the middle (i.e. call up a page well into the list to find orders that no one has received yet; you can also filter the list by status SENT; if any order says "ACQ##: Unassigned" in the Receiving note column, it does not have an item record attached: skip these!). Write down both the POL # and the barcode to help you find this order later.

Let's choose this order for the demo; Please just watch the demo at this point. As you can see the status of the order is Sent, 1 item was ordered and none have been received.

After receipt I do not want the item to appear in Transit to the holding library, so I will check the Keep in department button. For this demo, let's pretend that this title needs to go to Cataloging/Metadata creation for original cataloging.

  - If I am at one of the ITS locations, I would choose the Status that represents Cataloging (ITS 625) or Cataloging (ITS Langdell);
  - if I am not not located at one of those ITS locations, I would choose Cataloging (In house)

This brings us to the next consideration on the board:

Do we want to receive one item or multiple items at the same time?

- As I mentioned briefly before, it is possible to receive multiple orders at one time, but there is no simple way to edit all the associated items, so receiving multiple orders at one time would be best suited for workflows that involve shelf ready dataloads processes which include the automated updating of the item records with the permanent barcodes.
- Receiving multiple orders at once may also be useful if permanent barcodes are added to items at some later stage, such as during the cataloging or shelf prep process.

This brings us to the final consideration on the board.

Do we want to edit the item during the receipt process?

- For this demo I will receive only one order at a time, and DO want to edit the item record with the permanent barcode, so I will move to the ellipsis; will NOT choose Receive but WILL select Manage items
  - Note that I did not have to check the selection box to the left of the POL number because I was using the Action items within the ellipsis.
After selecting Manage items, we are brought to the Received items list, which is a bit of a misnomer because it is actually a list of Received and Not received items attached to the POL.

This screen has 2 tabs, with the upper part of the screen for both tabs remaining the same. Note that here is another place where there is an option to Keep in department.

- PO Line items: lists the items associated with the POL
- Bibliographic Information: has brief bib. information. Note that as in numerous Alma screens, the title of the bib is a hyperlink that will bring you to the Record view of the full MARC record.
- Also note that it is possible to Save, move Back or Save and Receive from both tabs.

PO Line Items tab

- The PO Line items tab displays information about the item such as the status (received or not received), the holding library and location field, temp loc, date received, whether there are patron requests associated with this item, call number, barcode, current step (which would be the work order status) and accession number (which I do not believe we will be using)
- Even though it is possible to both set the Keep in department Status and possible to Receive from this screen, we still have not edited the item
- To edit the item, go to the Actions Ellipsis and select Edit inventory item

Physical Item editor

- This brings us to the Physical item editor, which is where you would edit your item record.
- There are a few things to note on this screen
  - In the upper Information summary area, you will see the title which has the now familiar hyperlink to the MARC tag view of the bib
  - You will also notice that there are system IDs for both the holdings record and the item record: these will be different and unique from the bib system MMS ID
  - If the holdings record includes a call number, this would also be listed in the upper information section
  - The Process type will most likely be Acquisition and the Item Status (not to be confused with the Work order status) will be Item not in place, which means that this item is not on the shelf or at the depository available for loan
  - There are also links to View all items and to View all holdings associated with this title, not just those associated with this order.
  - The General information tab of the Item record holds most of the item values, with more enumeration and chronology values available on the Enum/Chron tab; the notes tab will include an internal note that lists the Aleph order status for migrated orders
  - VERY IMPORTANT!!! General information/Receiving date field: it is not necessary to add a receiving date to this field; in fact adding a date there will not process this order as a receipt properly. This field will be automatically populated once we issue the Receive command
- After making any necessary edits to the item record (such as adding a barcode, etc); we hit the Save button.

Save and Receive

- This brings us back to the Received items list
- To finally issue the Receive command, click the selection button to the left of the item record
- Verify once again that you have the Keep in department button checked and the desired Status chosen
- Hit Save and Continue
- You will be brought back to the Receive New Material list and will see the following confirmation message: Receiving process was activated for the selected Purchase order lines

Trainer: show students how the order status and Item process type have changed by calling up the order via the Order lines/PO Line search. Show that the order line status is now “Waiting for invoice”. Click on edit to open up the order line, show that there is now a receiving date listed in the Ordered items section. Click on the ellipsis next to the item and choose edit, show them that the Process type in the information area summary has now changed to “Tech Services Work order (Cataloging <or whichever status they chose>).” Also show them that within the General information tab, the Process type and At values have also been populated.

Then show them how to navigate to Acquisitions > Post-receiving Processing > Receiving department items, where they can see the entire list of items that have been “Kept in department” Emphasize once again that these are the items in the Tech Services department in which they are located. Mention that this is covered in more depth in the Work Orders and Post-Receiving Processing training document.

Practice time: I’ve now walked you through the process of receiving a One time order, editing the item and keeping it in the department by adding a Work order status. Now it’s time for you to practice by following the instructions on the screen and on your handout.

- Trainer: display Practice receiving one time orders instructions on the screen. Instruct students to jump to a page in the receiving list that has orders ready to be received, there are thousands in the ITS 625 Acquisitions receiving list. Instruct them to write down the POL#, vendor AND barcodes of the orders they receive so that they can use them to look at the Work order status and so that they can use these orders for the Invoicing practice.
Overview

1. To create an Invoice in Alma, we go to Acquisitions > Receiving and Invoicing > Create Invoice
2. You will notice that there are 3 different ways to create an invoice in Alma
   1. Manually: this is similar to the Aleph invoice creation method; you input all the information and the invoice line items manually
   2. From PO: this is a way to create an invoice for all the PO lines that are within one Purchase order (PO)
      1. the name is another misnomer, however, because you can also create an invoice from a single PO line using this method
   3. From File: this allows one to upload a properly formatted file and run a Job that would create an invoice. THIS IS NOT A DAY ONE ALMA PROCESS AND WILL NOT BE COVERED IN THE TRAINING. NO ONE SHOULD USE THIS FUNCTION UNTIL PROPERLY TRAINED. EDI INVOICE LOADS WILL CONTINUE TO BE SET UP BY THE DATALOADS LIBRARIAN
3. You will also notice that the Select invoice creation process screen is also where you can select the Handle receiving box. After completion of the invoice, you will be brought to the Receive New Material screen which will be automatically filtered to just show the orders that are associated with your invoice. The receipt process of these orders is the same receipt process that we have just gone over.
4. In this session we will discuss creating an invoice manually, from a PO and how to process an EDI invoice.

Create Invoice manually

1. From Acquisitions > Receiving and Invoicing > Create Invoice, I will select Invoice creation, Manually and click Next
2. This opens up the Invoice details screen which is similar to the General invoice screen in Aleph
3. Use this screen to enter the invoice number; invoice date; vendor code, and vendor account code (if applicable); the total amount of the invoice and payment method
4. IMPORTANT NOTES:
   1. Owner field: Please note that the Owner field should be changed from Harvard University to the PO owner of the orders: this is very important and Finance will not accept invoices for which this field is improperly coded.
   2. Payment Method:
      1. Accounting Department - choose this for regular invoices that will be sent to Finance for approval through the automated feed
      2. Adjustment (Formerly CC) - use this method for Adjustment invoices, such as Pcard purchases, approval plans, or any invoice that will be sent to Accounts Payable via the staff Oracle Financials interface
      3. Bank Transfers - use this for wire transfers
5. The other fields on this screen are defined in detail in the Creating and Editing an Invoice training document.
6. Now that I have entered my general invoice information, I will hit Save and Create Invoice lines
7. This brings me to the Invoice lines screen of the invoice
8. To begin adding invoice lines, I will click on Add Invoice line
9. This brings up the invoice line box where I can fill in the type of payment, the PO line number, the price on the invoice and the Reporting code (which is the object code section of the fund string (such as Print Monographs (7031)).
   1. Please note, you can either type in your POL number in the PO Line field, or you can search for it by clicking on the menu icon.
      The menu icon will call up all orders associated with the vendor code used on the general invoice screen and you can search for your POL number from a variety of indices including title, ISBN, etc.
   2. The price field will auto-populate from the POL but you can change this in the line item
   3. For newly created in Alma, the reporting code in the POL will automatically appear in the reporting code field of the invoice line: but for migrated Aleph orders, you will have to add the reporting code to the invoice line
10. The encumbered fund will carry over from the POL but you can delete that and select another if desirable
11. After adding information about the invoice line, you can either hit Add if you have other invoice lines to add, or Add and close if you have completed adding all your invoice lines.
   1. Close will cancel out this invoice line and bring you back to the Invoice lines list
12. After hitting either Close or Add and close you will be brought back to invoice lines screen, where you can now see the invoice lines that you have added listed
13. This screen will show you that the Invoice is in the Pending status, which means it's In Review (just like with POLs, the minute you create an invoice, it goes into review until you hit Save and Continue
14. To check to see if the Total invoice lines amount balances with the Total amount, click on the Summary tab once again, you will then see that the Total invoice lines amount is calculated and displays in the upper information area. When you hit Save and continue, the system will also check to see if these balance and will warn you if they do not.
15. Once you have completed your invoice and the lines balance, hit Save and continue
16. There will be no confirmation that your invoice was successful, however:
   • If it was successful the next screen you will see is the Waiting for approval invoices screen; the invoice you just finished should be listed in the Unassigned list; these invoices are awaiting approval by Finance
   • If you see the In Review Invoices screen, the invoice you just finished ended up In Review and should be in the Assigned to me tab. You will have to correct the errors and hit Save and continue again until the invoice successfully moves into the Waiting for approval invoices list

Create Invoice from PO

1. From Acquisitions > Receiving and Invoicing > Create Invoice, I will select Invoice creation, From PO, and click Next
2. The Select PO screen will open up which lets you enter your PO number or search for your PO in a variety of ways via the menu icon. Please note that this search can take a long time because it is calling up every available PO
3. Once the PO list is created, you can see that you can search by PO number, POL number, vendor, order creation date, title, etc.
4. Once you find your PO, click on the entry in the list
5. You will see that the entry in the Select PO box is a summary of the Vendor and vendor account code followed by the PO number
6. Click **Save**
7. An invoice will be created with line items for all the POLs within the PO
8. **An extremely important word of caution:**
   1. The Invoice number on the general invoice Summary tab will default to be the PO number! We obviously need to change this to reflect the actual vendor's invoice number, by clicking on the summary tab and changing the value in this field to match our vendor's invoice number
9. Check to see that all the other values on the Summary tabs are accurate and then go back to the Invoice lines tab and check all your invoice lines, editing as needed by clicking the actions ellipsis on the line and choosing **Edit**
10. Notice that when creating an invoice from PO, there will be 4 blank lines, one for shipping, one for discount, one for overhead and one for Insurance. You can edit the line for shipping to add the postage cost and leave the other blank lines as is since we can not delete invoice lines.
11. Once you have completed your invoice and the lines balance, hit **Save and continue**
12. There will be no confirmation that your invoice was successful, however:
   - if it was successful the next screen you will see is the **Waiting for approval invoices** screen; the invoice you just finished should be listed in the Unassigned list; these invoices are awaiting approval by Finance
   - if you see the **In Review Invoices** screen, the invoice you just finished ended up In Review and should be in the **Assigned to me** tab. You will have to correct the errors and hit **Save and continue** again until the invoice successfully moves into the **Waiting for approval invoices** list

**Handle Receiving**

1. If you want to receive all the order lines on your invoice after invoice completion, go to **Acquisitions > Receiving and Invoicing > Create Invoice**
2. Choose your invoice creation method (either Manually or From PO) and check the **Handle Receiving** box
3. Follow all the other steps for invoice creation, and when done with the invoice, click on **Save and Go to Receiving**
4. You will be brought to the **Receive New Material** which should only list the POLs that were on your invoice

**EDI Invoices**

1. If your vendor is set up to send EDI Invoices, the EDI Invoices will load into the **In Review** status, in the Unassigned tab
2. There are two ways to find your EDI Invoice
   1. **Trainers:**
      1. Do an Institutional search using the **Invoices** index and any of the available indices for the Invoice number
         1. **Trainers:** search vendor name = Amalivre
            1. If you do a broad search such as I have done with vendor name, you can then use the various Facets to find Invoices with the Status **In review** and Source of **EDITEUR Invoice message**
            2. Once you find your invoice, go to the Actions ellipsis and choose **Go to task list**
            3. This will bring you to the Invoice in the Unassigned tab of the Review list
            4. Go to the ellipsis and choose **Edit** to update the invoice and move it along to approval
            5. Please note that once you choose **Edit**, the invoice will become **Assigned to you**, so if you need to return to it it will now be in the **Assigned to me** tab until you complete it
   3. Go to **Acquisitions > Receiving and Invoicing > Review**
      1. Click on the Unassigned tab
      2. Search for your invoice by one of the search indices, such as invoice number, vendor code, etc.
         1. **Trainers:** search vendor name = Amalivre; then click on the Creation from ascending sort arrow to pull the EDI invoices to the top of the list
            3. Once you find it in the list, you will notice that the **Creation from** column indicates **EDITEUR Invoice Message** which indicates that that this is an EDI invoice
            4. Go to the ellipsis and choose **Edit** to update the invoice and move it along to approval
            5. Please note that once you choose **Edit**, the invoice will become **Assigned to you**, so if you need to return to it it will now be in the **Assigned to me** tab until you complete it
4. A few things to note about EDI invoices
   1. there is no option to “Handle receiving” as part of the invoice process; however, you can simply call up the POLs on the EDI invoice in the Received items list by entering the EDI invoice number
   2. the shipping/postage line item may have the “Type” of **Overhead**: this is a configuration anomaly and there is no need to change the type to Shipping. The Financial offices will accept this line item with type Overhead
   3. The EDI invoice line items will each display a **Note** field that includes a summary of information from the vendor; there is no need to delete this summary info.

**Practice time:** I've now walked you through the process of Creating an invoice manually, creating one from PO and how to find and edit an EDI Invoice. Now it's time for you to practice by following the instructions on the screen.

- Trainer: display Practice with creating invoices instructions on the screen. Instruct students to
  - Practice creating an invoice manually, using two or three of the orders that you received in our earlier practice.
  - Practice creating an invoice from PO by using ONE of the orders you received in our earlier practice, searching for the PO via the POL number
Closing

Please note that there is excellent and more in depth Acquisitions documentation related to the topics covered in this class on the LTS Alma wiki page. The link to access all of these is on your one-page handout – they are all listed on the One Time Orders Pt. 2 class materials page.

In the next day or two, you'll receive an email that includes an evaluation for this class. Please take a few moments to fill it out - your feedback will help us improve this class and will help me improve my training skills.

If you have any questions, use the LTS Alma Support form in the Notifications wiki to submit them.

Is everyone signed up for the next class in their sequence, or would you like more information about that class?

Thanks you for attending today's class.