**Alma Acquisitions Bootcamp**

**Exercises**

# **Exercise #1 – Vendors**

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| **Create a Vendor** | |
| 1. Log into to your Alma Sandbox using ***AlmaUser01*** | |
| 1. Go to ***Acquisitions > Acquisitions Infrastructure > Vendors*** | See the list of existing vendors. Note that you can search the vendor list using the search bar at the top of the page, and filter by vendor status (All, Active, Inactive). |
| 1. Click on **Add Vendor** |  |
| 1. Enter a **Name and Code** | *e.g. Cabaup Publishing* |
| 1. Note the default **Libraries** entry | By default, the vendor is defined at the institutional level, |
| 1. Select **Material Supplier/Subscription Agent** for your **Vendor Type** | Note that once this is selected, the screen refreshes and now we are able to enter accounts. |
| **Create a Vendor Account** | |
| 1. Click **Add** in the Accounts section | Click **Add** in the Accounts section. |
| 1. Enter a **Description** and **Code** | Both the **Description** and **Code** are required. |
| 1. Keep **Payment Methods** default selection of **Accounting Department** |  |
| 1. Add **Delivery** and **Claim** information |  |
| 1. Click **Save** |  |
| 1. Note that the **Vendor** tabs are now visible |  |
| 1. Click on the **Contact Information** tab |  |
| 1. Click on **Add Address** |  |
| 1. Select **all Address Types** |  |
| 1. Create an address and click **Add and Close** |  |

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# **Exercise #2 – Ledgers and Funds**

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| **Create a Ledger** | |
| 1. **Go to *Acquisitions > Acquisitions Infrastructure > Funds and Ledgers*** | Note that this is the active list of funds and ledgers, with the current fiscal period selected by default. There are also facets on the right that allow us to refine the list |
| 1. Click on **Add Ledger** |  |
| 1. Enter a **Name**, **Code**, and **Description** for the ledger |  |
| 1. Keep the default **Owned** **by** entry | By default your ledger will be **Owned By** your institution, but it is possible to select specific libraries. |
| 1. Select the current **Fiscal Period** |  |
| 1. Click **Activate** | Activating the ledger also saves the ledger, and will bring you back to the Funds and Ledgers list. |
| 1. Click on the **Ledgers** Facet on the left |  |
| 1. Find the ledger you just created in the list | Now we can see the ledger we just created. |
| **Create a Fund** | |
| 1. **Edit** the ledger |  |
| 1. Click on the **Funds** tab |  |
| 1. Click **Add Fund** |  |
| 1. Select **Allocated Fund** |  |
| 1. Enter a **Name** and **Code** for your **Allocated Fund** | Name and code are mandatory. |
| 1. Keep the default **Owned** **by** entry |  |
| 1. Note the **Fund Types** | Fund types are for informational purposes only – these are defined in the Acquisitions Configuration area. |
| 1. **Click Activate** |  |
| 1. **Activate** the fund |  |
| 1. **Edit** the fund |  |
| 1. Click on the **Transactions** tab | Now that the fund is active, we have a transactions tab. |
| 1. Click on **Allocate Funds** |  |
| 1. Enter in a dollar amount |  |
| 1. **Click OK to confirm amount** |  |
| 1. **Save** the fund |  |
| **Bonus: Transfer Funds from one fund to another** | |
| 1. Create another allocated fund on the same ledger. *(hint, go back to step 10)* |  |
| 1. Transfer money from first fund to the second: edit the first fund, go to Transactions tab, select Transfer Funds |  |
| 1. Select the fund you want to transfer the money to in the list, and enter the amount you want to transfer. Then click Add transfer transaction and Confirm the message. |  |

# **Exercise #3 – Purchasing: Create Orders Manually**

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| **Order an Additional Copy of a Print One-Time Item** | |
| 1. Perform a **Physical Titles** repository search to locate a book for which to order an additional copy |  |
| 1. On the row actions list for the book, click **Order** |  |
| 1. For **Purchase Type,** select **Recommended > Print Book – One Time** | Determines the workflow for the material, e.g. receiving versus activation. |
| 1. For **PO Line Owner**, select **Main Library** | This is the library responsible for the order, not necessarily the library that will own the item. |
| 1. Click **Create PO Line** |  |
| 1. Click **Confirm** | Confirmation message warns that you already have this resource. |
| 1. For **Material Supplier,** select the vendor you created or select **Yankee Book Peddler** |  |
| 1. Enter **List Price,** e.g. 25 |  |
| 1. Click **Add Fund** and select the fund you created or select **M:Science** |  |
| 1. For **Acquisition Method:** select **Purchase at Vendor System** | In our example, we want to purchase the item at the Vendor site, so select **Purchase at Vendor System**. |
| 1. Click **Order Now** | **Save**: saves the PO Line as an item that is under “review” and not ready to continue.  **Save and Continue**: moves the PO Line to the next step, waiting for the nightly packaging job.  **Order now**: packages the PO line into a purchase order and marks it as “sent” (because we ordered at vender). |
| 1. Click **Confirm** | New inventory gets attached to the bib record, and funds are encumbered. |
| 1. Perform an **All Titles** repository search for your book | If you do an **All titles** search, you will see both open PO Lines and any closed PO Lines from the past.  If you do an **Order lines** search, you will see open orders only. |
| 1. Click the number next to **Orders** | Note the statuses of the order(s). |
| **Bonus: Order a New Print Journal** | |
| 1. Find a journal or magazine to order that is not already in your Sandbox. Do an **All titles** search to make sure it will be a new title. |  |
| 1. Go to ***Resources > Cataloging > Search External Resources*** |  |
| 1. For **Search Cataloging Profile**,select **Library of Congress** | You can configure which External Resources are searchable at your institution. |
| 1. For **Title,** enter your new title, then click **Search** |  |
| 1. Click **Import** next to the bib record | During implementation, you’ll learn about normalization rules for cleaning and standardizing bib records on import. |
| 1. Click the **Save Record** icon. |  |
| 1. Click the **Shopping Cart** icon to create a Purchase Order Line |  |
| 1. For **Purchase Type,** select **Recommended > Print Journal – Subscription** | This **Purchase Type** sets up workflows for receiving issues of the publication over time. |
| 1. **For PO Line Owner**, select **Main Library** |  |
| 1. Click **Create PO Line** |  |
| 1. For **Material Supplier,** select the vendor you created or select **Yankee Book Peddler** |  |
| 1. Note the **Subscription interval** field which was not there when you ordered a monograph. |  |
| 1. For **List Price**, enter 23 |  |
| 1. Click **Add Fund**, and Select the fund you created or select **S:Humanities** |  |
| 1. For **Acquisition Method**, select **Purchase at Vendor System** |  |
| 1. Enter **Renewal Date** about a year out |  |
| 1. Click **Order Now** |  |
| 1. Click **Confirm** |  |
| 1. Perform an **Order Lines** repository search for your serial’s title | Note the Status of the **Order** versus the **Order Line**. |

**Exercise #4 – Purchasing: Use Import Profiles to Upload EOD**

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| **Copy and Edit an Existing New Order import profile** | |
| 1. Go to ***Resources > Acquisitions > Import > Manage Import Profiles*** |  |
| 1. Filter on **Profile Type**, **New Order** |  |
| 1. Make a **Copy** of the import profile called **Physical Inventory – New Order** |  |
| 1. Add your own name to the **Profile Name** so you can identify your profile easily |  |
| 1. Change the **Status** to **Active** |  |
| 1. Go to the **PO Line Information** tab |  |
| 1. For **Physical PO Line type**, select **Print Book – One Time** | As with manual ordering, the Physical PO Line type drives the workflow for the order, e.g. Is this continuing, or one-time, etc. |
| 1. For **Vendor**, select the vendor you created or select **Yankee Book Peddler** |  |
| 1. For **Vendor account**, select the account you created or select **Yankee Book Peddler** |  |
| 1. Change **Decimal point location** to 0 |  |
| 1. **Save** your changes |  |
| **Use Import Profile to Upload Bib Records with Embedded Ordering Data (EOD)** | |
| 1. Download sample bib records with embedded order data (EOD) from the **Cross-Product** area of the **Ex Libris Knowledge Center**. Chose the file designated for your session:  * Acquisitions Bootcamp EOD Monday.xml * Acquisitions Bootcamp EOD Tuesday.xml | Go to: https://knowledge.exlibrisgroup.com/Cross\_Product |
| 1. Go to ***Resources > Acquisitions > Import > import*** |  |
| 1. Click **Run** on the row actions list for your profile |  |
| 1. Click **Select File**, and select the file for your session |  |
| 1. Click **Submit** |  |
| 1. Watch for your upload to complete on the **Monitor and View Imports** page: | Locate the import job you just ran.  If the Files Processed column does not yet say 100%, click **Refresh**. |
| 1. When your job completes, in row actions click **Imported Records** | Note there is an order for each record. |
| 1. Click **Back** |  |
| 1. In row actions click **Imported PO Lines** | Note that every line shows as **In Review** |
| **BONUS: Review Purchase Order Lines** | |
| 1. Go to ***Acquisitions > Purchase Order Lines > Review*** |  |
| 1. Go to the **Unassigned** tab |  |
| 1. Do ***NOT*** click *Order Now*, instead… | If you click Order Now, each PO Line will go into a separate Purchase Order and create extra work for you. |
| 1. For each PO Line:  * Click **Edit** * Click **Save and Continue** * Click **Confirm** when warned about the optional reporting code | Save and Continue moves the PO Line along to the next stage: awaiting the nightly Purchase Order packaging job. |
| 1. Go to ***Acquisitions > Import > Monitor and View Imports***. |  |
| 1. Locate the Import you just ran, and click **Imported PO Lines** | Note the status: **Auto Packaging**. |

**Exercise #5 – Receiving**

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| **Receiving a One-Time Item** | |
| 1. Go back to Alma home page |  |
| 1. Change location to **Main Library-Technical Services** |  |
| 1. Go to **Acquisitions > Receiving and Invoicing**, and click the **Receive** link. |  |
| 1. View **Receive New Material** screen |  |
| 1. Click on **All dropdown** in search bar |  |
| 1. Select **Title** in dropdown   Search for ***<your ordered title>*** |  |
| 1. View **Receive New Material** screen |  |
| 1. Check the **Keep in Department** checkbox.   Note the options that appear in the dropdown. |  |
| 1. Ensure checkboxes for **Keep in Department** and **Shelf Ready** are unchecked |  |
| 1. Keep **received date** set to today’s date |  |
| 1. Click on **actions list** to show actions menu |  |
| 1. Click **Receive**. |  |
| 1. Search for **Order** Lines – All-***<your book title>*** |  |
| 1. View Purchase Order line result and ensure the order line is **‘Waiting for Invoice’** |  |
| **Receiving a Continuous Item** | |
| 1. Go to **Acquisitions > Receiving and Invoicing**, and click the **Receive** link. |  |
| 1. Select **Continuous Orders** tab |  |
| 1. Click on **All dropdown** in search bar |  |
| 1. Select **Title** in dropdown   Search for ***<your journal title>*** |  |
| 1. View **Receive New Material** screen |  |
| 1. Select **Manage Items** from the row actions list |  |
| 1. Click **Receive New Items** |  |
| 1. In the **Enumeration A** field, enter a volume number. | *e.g. 1* |
| 1. In the **Enumeration B** field, enter an issue number. | *e.g. 12* |
| 1. In the **Chronology I** field, enter the year, and | *e.g. 2018* |
| 1. In the **Chronology J** field, enter a month. | *e.g. April* |
| 1. Click the **Generate** button to see the enumeration and chronology formatted in the Description field and edit if needed | If there is no value set for description, the item is treated as a monograph. If there is a value set, it is treated as a serial and displayed in the Get It tab to patrons when they view the list of issues. |
| 1. Select **Create and Receive** |  |

# **Exercise #6 – Invoicing**

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| **Create an Invoice Manually** | |
| 1. Go to **Acquisitions > Receiving and Invoicing**, then click **Create Invoice** link | |
| 1. Select the option to create the invoice **Manually** |  |
| 1. Click **Next** | Click **Next** to open the Select PO page |
| 1. View the **Invoice Details** page |  |
| 1. Fill in the **Invoice Number** | Invoice number provided by vendor |
| 1. Select the **Invoice Date** |  |
| 1. Find/Select the **Vendor** and **Vendor Account** |  |
| 1. Enter the **Vendor Contact Person** (optional) |  |
| 1. Enter **Total amount** of invoice |  |
| 1. Keep **Payment method = Accounting Department** |  |
| 1. Click the **Save and Create Invoice Lines** |  |
| **Add Invoice Line: One Time** | |
| 1. Click **Add Invoice Line** to search for and select order lines. |  |
| 1. Select the **Invoice Line Type: Regular** |  |
| 1. Enter the **PO line number** or the **title** of the item. |  |
| 1. Note that the information from the PO Line automatically populates the invoice line. |  |
| 1. Click **Add** to add the invoice line |  |
| **Bonus: Add Invoice Line: Continuous** *(if you had time to order the continuous item)* | |
| 1. Click **Add Invoice Line** to search for and select lines. |  |
| 1. Select the **Invoice Line Type: Regular** |  |
| 1. Enter the **PO line number** or the **title** of the item. |  |
| 1. Note that the information from the PO Line automatically populates the invoice line. |  |
| 1. Uncheck **Check subscription date overlap** |  |
| 1. Enter ***Vol 1 Issue 12*** into the **Additional Information** field | This field is mandatory only if the ‘check subscription date overlap’ checkbox is not selected, and a ‘subscription from’ date is not provided. |
| 1. Click **Add and Close** |  |
| 1. Click on **Save and Continue** |  |
| 1. View the **Waiting for Payment Invoices** screen |  |
| 1. Click on the **Unassigned tab** |  |
| 1. Select your **Invoice** | Once you start working with the invoice, it will appear in the Assigned to me tab. |
| 1. Click on the **actions menu** and select **Edit** |  |
| 1. View **Invoice details** for PO | Here in the Invoice details screen, you can see the status is now approved, and if you scroll down, you can see and update the payment status as well. |